Bangor University Library & Archives

RefWorks

New Citation Manager (RCM)

RefWorks Citation Manager is a utility that allows you to run an abbreviated version of RefWorks in Microsoft Word. You can add in-text and footnote citations to your documents, auto-generating your bibliography as you write. Choose from any of our thousands of citation styles or create your own, and watch your citations and bibliography update themselves.
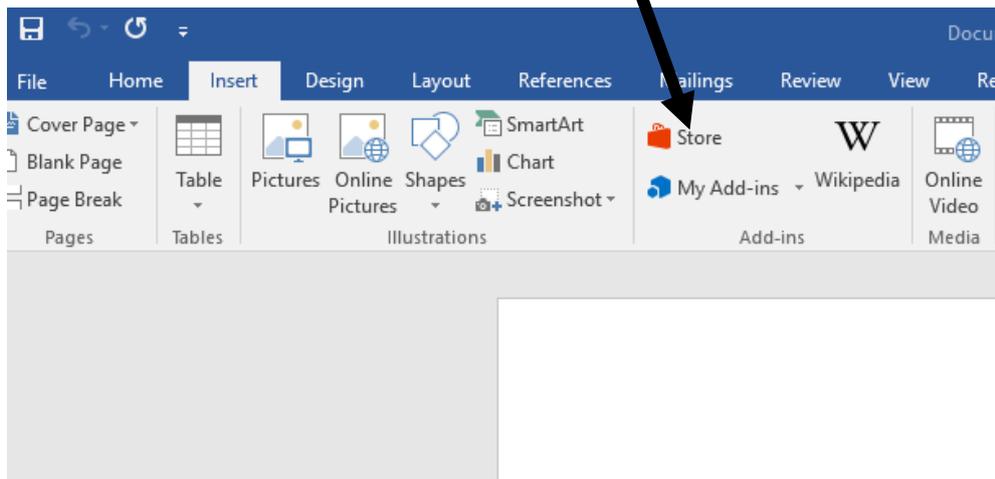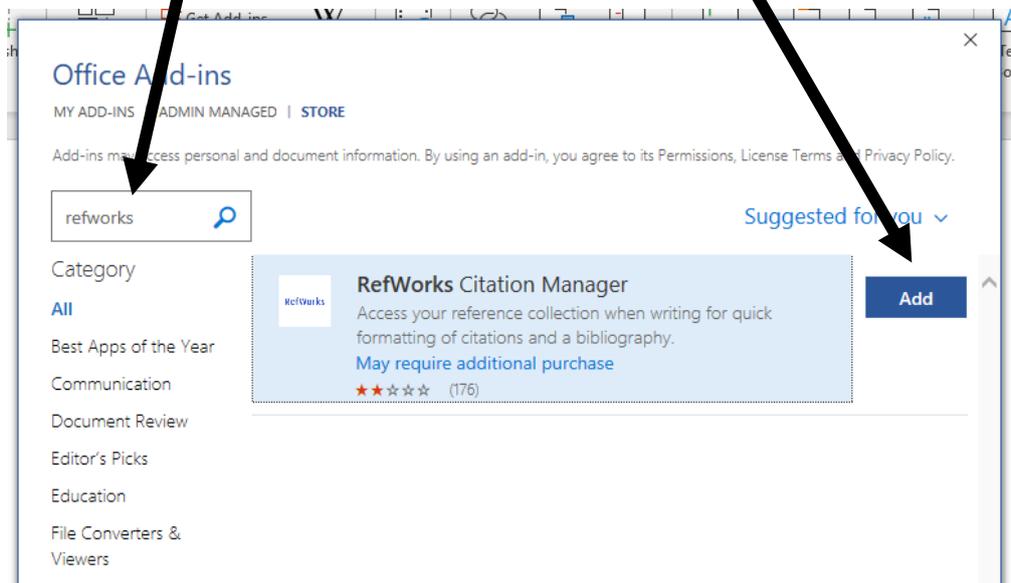
Academic Support Team

July 2020

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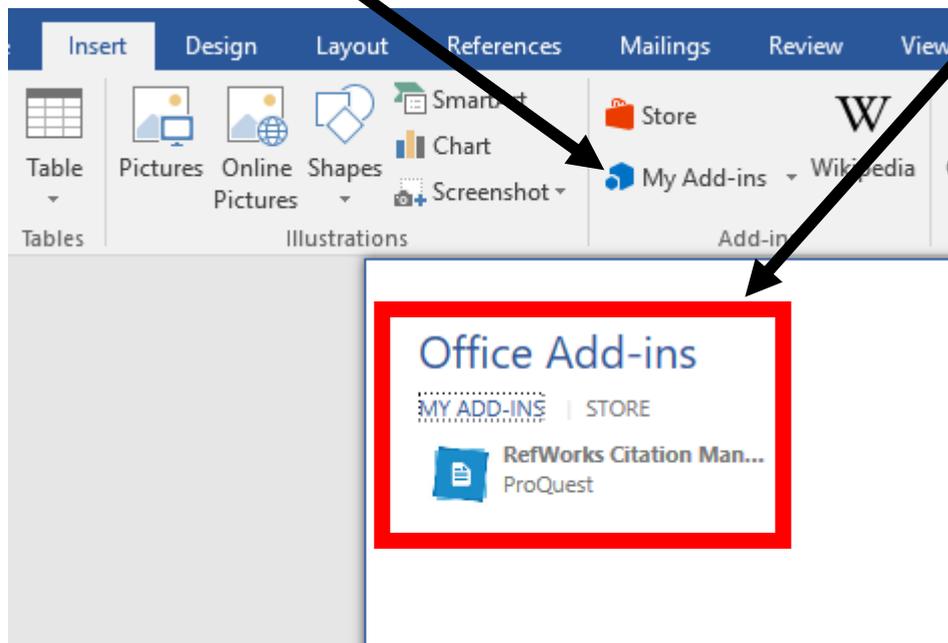
1. Installing RefWorks Citation Manager

To install RefWorks Citation Manager, open a new Word document and from the Insert tab in the ribbon, click on Store
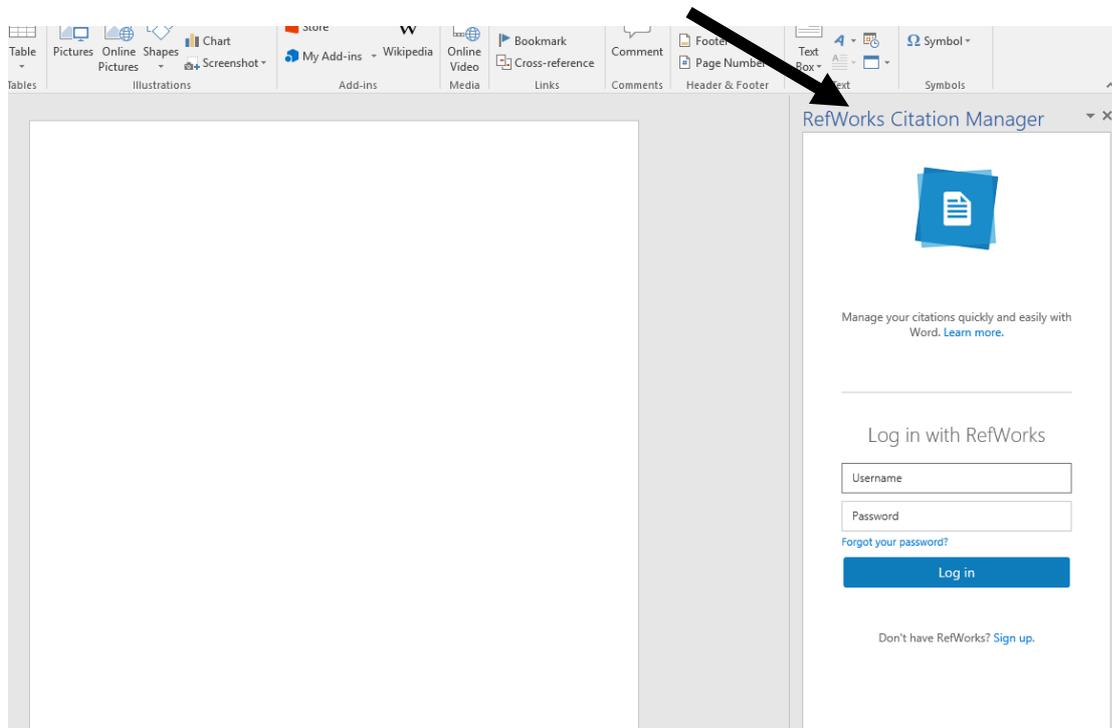

Type RefWorks into the search box and click Add

You should then be able to open RefWorks Citation Manager from My Add-ins under the Insert tab   Double click on the Office Add-ins app icon
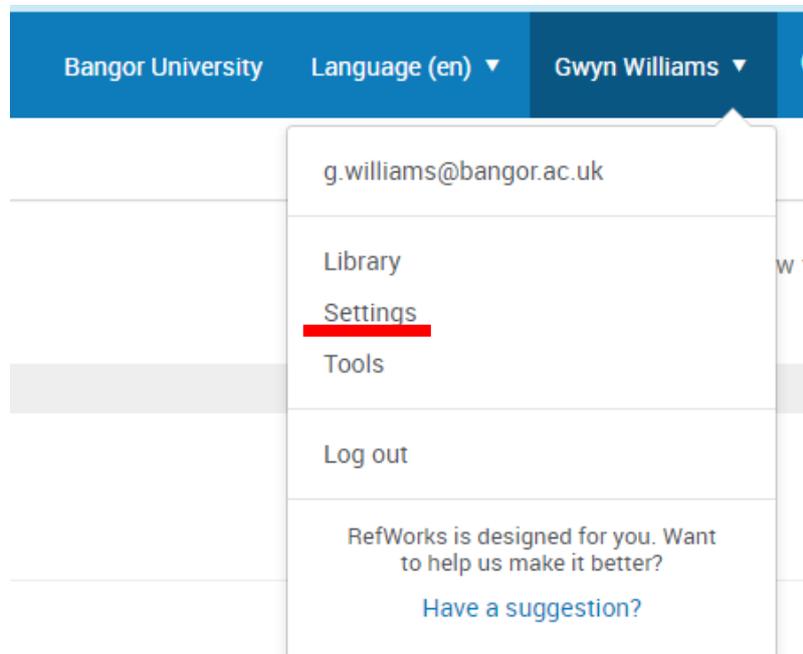

This should open up RefWorks Citation Manager in a side window

RefWorks Citation Manager does not offer an institutional login so you will need to set up an alternate password in your RefWorks account

Open your ProqQuest RefWorks account, click on your name at the top of the screen and click Settings

Scroll down the page to Alternate Password section and click on Set alternate password button

Enter a new password (please note, this should be different to your college password). Your username will be your Bangor email address as appears under your name in your RefWorks account

2. Selecting a Citation Style

You can select your preferred citation style by clicking on the hamburger menu and selecting Citation style
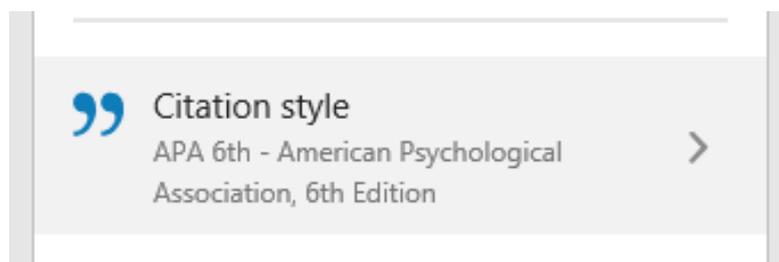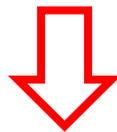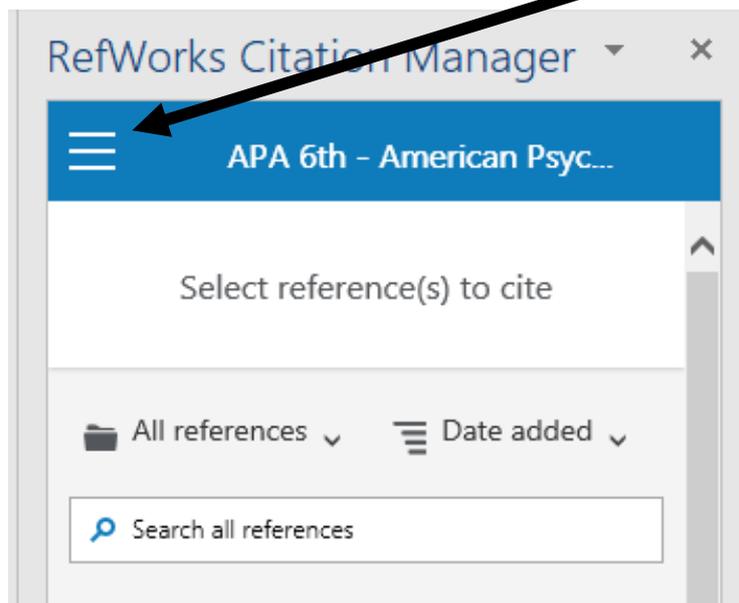
You can then either use the search box to search from over 6,000 styles or select a style that you have Recently used, or you can select the Institutional style if appropriate e.g. Harvard Bangor 2017

Change Citation Style

APA 6th - American Psycholog... ▼

🔍 Search our 6,469 styles

Recent styles (6) ▲

APA 6th – American Psychological Association, 6th Edition

Harvard - British Standard

Cite Them Right - Harvard

Elsevier - Harvard (with titles) (CSL)

Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals

MLA 7th Edition

Mine (0) ▼

Institutional styles (1) ▲

Harvard Bangor 2017 (Institutional)

3. Inserting References

To find your references, you can use the search box to type in keywords to find specific citations or you can click 'All references' which will display your saved reference folders in RefWorks
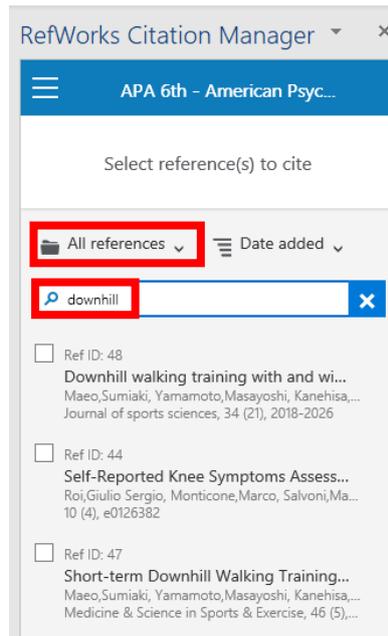
To insert a citation, place your cursor where you want the citation to appear within your document and hover over the reference you want to cite in the RCM pane. The "Cite This" button will appear, click the button to insert the citation into your document
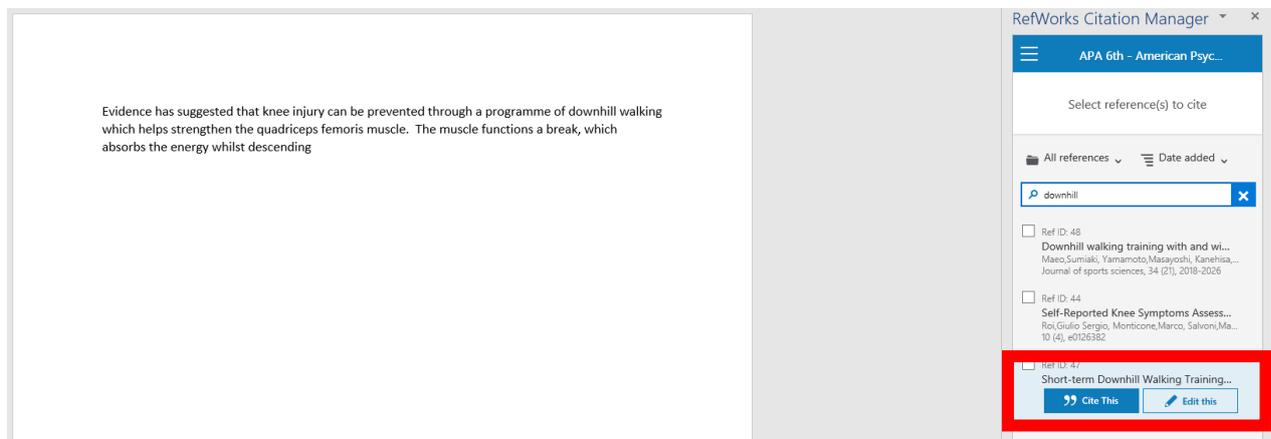
4. Inserting Multiple References into One Citation

You can insert multiple references into a single citation by ticking the boxes next to each reference you wish to include. Click on 'Insert Citation' to insert the combined citations
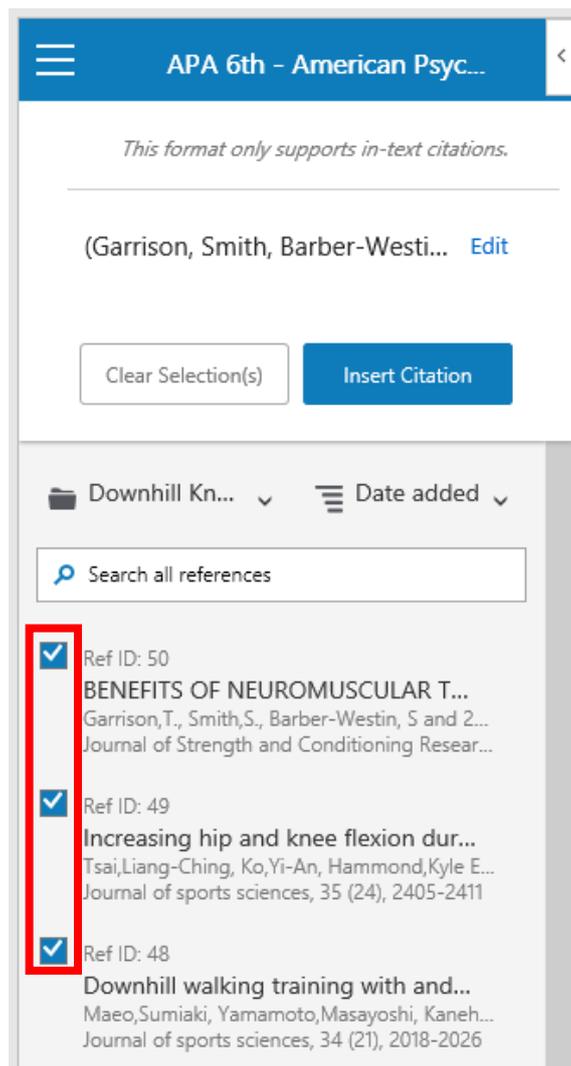
Evidence has suggested that knee injury can be prevented through a programme of downhill walking which helps strengthen the quadriceps femoris muscle. The muscle functions a break, which absorbs the energy whilst descending (Garrison et al., 2011; Maeo et al., 2016; Tsai et al., 2017)

5. Creating Bibliographies

If you click on the hamburger menu and select to have the Bibliography on
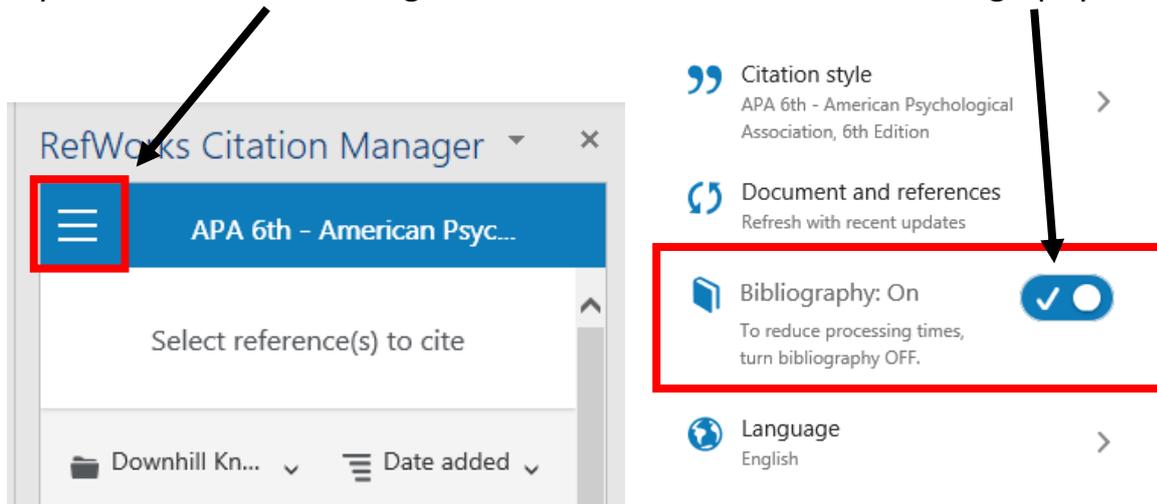
a formatted reference list will automatically appear the end of the document as you add more citations

Evidence has suggested that knee injury can be prevented through a programme of downhill walking which helps strengthen the quadriceps femoris muscle. The muscle functions a break, which absorbs the energy whilst descending (Garrison et al., 2011; Maeo et al., 2016; Tsai et al., 2017)

References

Garrison, T., Smith, S., Barber-Westin, S., Campbell, T., & Noyes, F. (2011). Benefits of neuromuscular training program for knee injury pre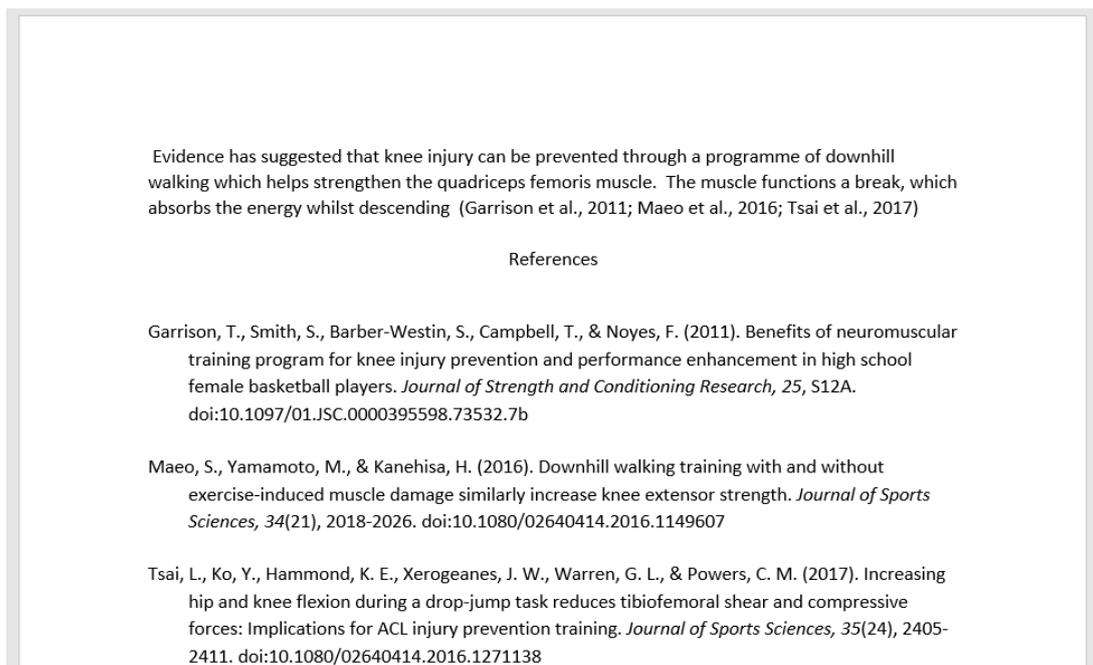vention and performance enhancement in high school female basketball players. *Journal of Strength and Conditioning Research, 25*, S12A. doi:10.1097/01.JSC.0000395598.73532.7b

Maeo, S., Yamamoto, M., & Kanehisa, H. (2016). Downhill walking training with and without exercise-induced muscle damage similarly increase knee extensor strength. *Journal of Sports Sciences, 34*(21), 2018-2026. doi:10.1080/02640414.2016.1149607

Tsai, L., Ko, Y., Hammond, K. E., Xerogeanes, J. W., Warren, G. L., & Powers, C. M. (2017). Increasing hip and knee flexion during a drop-jump task reduces tibiofemoral shear and compressive forces: Implications for ACL injury prevention training. *Journal of Sports Sciences, 35*(24), 2405-2411. doi:10.1080/02640414.2016.1271138

5. Useful Web Addresses, Tutorials and Help

Tutorials and further help is available at the following addresses: -

RefWorks You tube channel:
https://www.youtube.com/user/ProQuestRefWorks

NEW RefWorks You tube channel:

https://www.youtube.com/channel/UCzmTj_AGeY59VoNv-0SvcCg

RefWorks Write-N-Cite 4: Installing & Logging In

www.youtube.com/watch?v=lL_OyAJLpPI

RefWorks Write-N-Cite 4: The Basics: Inserting Citations & Creating Bibliographies

www.youtube.com/watch?v=um5oOxJjXAk

Contact details for help

College of Arts & Humanities

Jenny Greene. Email: j.greene@bangor.ac.uk 01248 383572

College of Business, Law, Education and Social Sciences

Mairwen Owen. Email: mairwen.owen@bangor.ac.uk 01248 382915

College of Health & Behavioural Sciences

Yasmin Noorani. Email: y.noorani@bangor.ac.uk 01248 388589

College of Environmental Sciences & Engineering

Library Support. Email: libsupport@bangor.ac.uk 01248 382081