
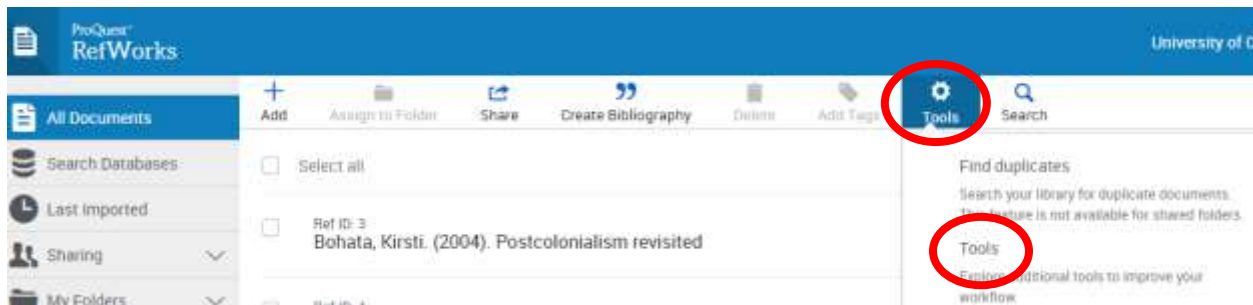


## Using Cite in Google Docs

### Installing Cite in Google Docs



Log into RefWorks in the normal way

Click the Tools icon  and choose **Tools**

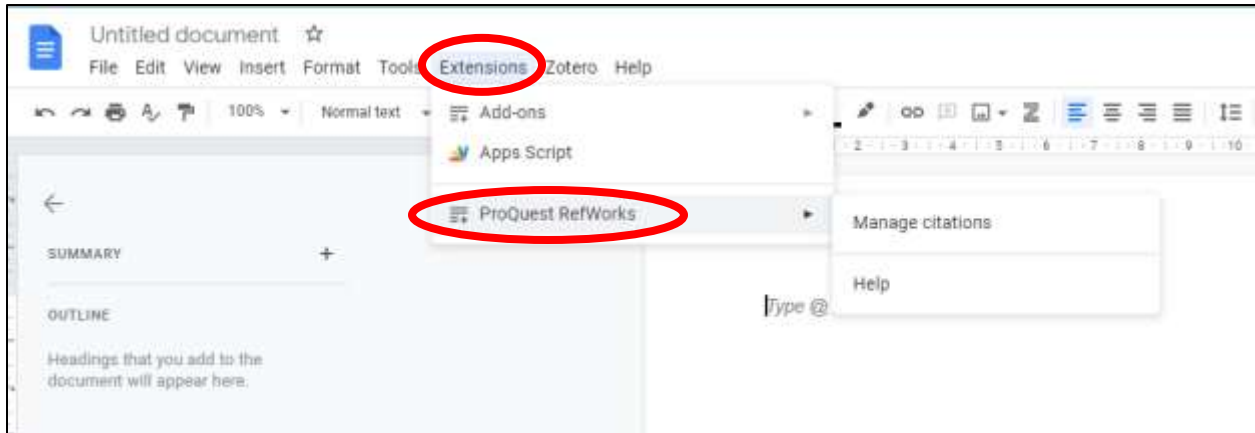


Under **Use RefWorks add-ons for your papers**, select the **Google Docs** tab.

Click **Get the Add-on**. Click **Install**.

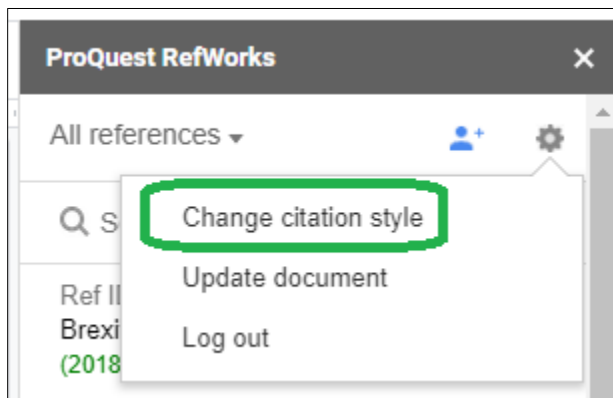
You may have to click  **FREE** . You will be prompted to log in with your Google username and password and will be asked to give ProQuest permission to access your Google account.

Once you have given permission, the **ProQuest RefWorks** option will appear in the **Extensions** menu in Google Docs.



To add citations to your Google Doc, hover over **ProQuest RefWorks** and click **Manage Citations**. A list of your citations will appear in a bar on the right of the screen.

To set the citation style, click the cog button at the top and click **Change citation style**.



Search for the citation style you wish to use (beware not to use styles that end with CSL. These are open source styles that are not guaranteed to work or be accurate) and click **Update**.

You can search for a specific citation or browse your references. Make sure the cursor is where you would like the citation to be inserted. Once you

have found the citation you would like to insert, hover it and you will be given the option to **Cite this**. Use **Edit and cite** to enter page numbers and suppress the author and/or year before inserting the citation.

Click insert to insert the citation. The citation will be inserted into the text and reference list automatically added below.

For example (Bramer et al., 2016)

Bramer, W.M., Giustini, D., de Jonge, G.B., Holland, L. & Bekhuis, T. 2016, "De-duplication of database search results for systematic reviews in EndNote", *Journal of the Medical Library Association*, vol. 104, no. 3, pp. 240-243.