



## UBC Library Research Commons – Setting Up RefWorks

The purpose of this document is to illustrate how to create a RefWorks account with a UBC email address or non-UBC email address.

### Creating a RefWorks account

Choose whether you will create your RefWorks account with a UBC email or non-UBC email and then follow the corresponding procedure.

Using a UBC email address:

1. Go to <https://guides.library.ubc.ca/refworks>
2. Click the link shown below.

Library Home / Research Guides / RefWorks / Home

### RefWorks

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#### What is RefWorks

RefWorks is a web-based citation management program that enables you to download, store, and share references, and format bibliographies in seconds.

UBC Library maintains a site license

#### Notice about RefWorks

##### UBC Student Microsoft Office 365 and RefWorks Plugin for Microsoft Word

If you are using UBC Student Microsoft Office 365, and want to use RefWorks from inside Microsoft Word, you use the RCM Plugin. The instructions for installing the RCM Plugin vary for desktop and online versions of Microsoft Word. To use the RCM Plugin, Mac users must use online Microsoft Word whereas PC users can choose either desktop or online Microsoft Word.

[Install RCM Plugin for Word on the Desktop \(PC only\)](#)

[Install RCM Plugin for Word Online \(PC or Mac\)](#)

##### Older versions of Microsoft Office and Write-N-Cite

If you have an earlier version of Microsoft Office (such as Microsoft Office 2016), you can still use Write-N-Cite to use RefWorks from inside Microsoft Word.



##### Public workstations with Write-N-Cite installed:

UBC Library's workstations have Write-N-Cite installed on MS Word. Visit: <https://services.library.ubc.ca/computers-technology/public-computers/> This link also includes instructions for accessing the Remote Labs.

#### RefWorks Login

[Legacy RefWorks Login](#)

[RefWorks Login](#)





3. Click Create account.

4. In the next dialog enter your UBC email address.

### Using a non-UBC email address

You can create a RefWorks account with a non-UBC email address, using your CWL.

1. Go to <http://resources.library.ubc.ca/ubcauth/2317>
2. Login with your CWL.
3. Follow the directions provided on the page.