

# Ref Works Citation Management software

UBC Library is offering this citation management program for free to any student from Regent College or Carey Theological College with a valid UBC ID card. With RefWorks, users can create their own personal database by importing references from online databases. They can use these references in writing their papers and can automatically format the paper and the bibliography in seconds. As a web-based product, RefWorks is available to users across various platforms including Windows, Mac, Unix, etc.

For more information, see <http://refworks.library.ubc.ca>

1. **Click on “Create an Account” on the Refworks page, and read the directions under “From a Computer off-campus.”** (Since all the UBC libraries are on the west side of Westbrook Mall, technically any area east of Westbrook Mall is considered off-campus.)
2. **In order to confirm you are a member of the UBC community, choose option number 1 and click on “Connect through a VPN connection or the Library’s proxy server”.** (A proxy server is to ensure that only those with a valid UBC card can use this service.)

To set up a Proxy server:

- ❑ **Click on “Library Proxy Server” from the Remote Access page**
  - ❑ **Choose the browser you use on your computer and click on icon under “Text and Images”**
  - ❑ **Follow the step-by-step instructions and images**
3. **Once the proxy server is on, go to the RefWorks login page at [www.refworks.com/refworks](http://www.refworks.com/refworks) where it should now say “Refworks User Login for University of British Columbia”**
    - ❑ **Click on “Sign up for an Individual Account”**
    - ❑ **Fill in the information required**
    - ❑ **Type of User:** from the drop-down menu, you may need to choose “Undergraduate Student” if “Graduate Student” doesn’t work since UBC classifies Regent students as undergraduates
    - ❑ **Area of focus:** from the drop-down menu you can choose an area of study. Theology and religion is classified under “Humanities”