
As an admin, how do I customize citation style lists?

The purpose of this article is to explain how RefWorks administrators can build various lists of styles for all users at an institution.

Two lists of styles can be created. One list is the recent styles list all new users see when they start using RefWorks, and until they choose other styles which take their place as recent. The other list is the citation styles preferred by the institution that is accessible at all times.

Recent citation style list for new users

New users will see the list as it is organized via the **Admin > Settings** page in the Institutional **Bibliography Citation Style** section, in the "Recent styles" menu.

Note

All admins at an institution have access to this list and can make changes, therefore we recommend coordinating changes with other admins.

Citation Styles for My Institution

Citation styles

1	APA 7th - RefWorks University Preferred
2	APA 6th - Double Secret Probation Edition
3	Journal of Hyperactivity
4	AMA 11th - American Medical Association, 11t
5	MLA 8th Edition - No Title Casing
6	Uniform - Uniform Requirements for Manuscrip

When users create citations or a bibliography, they can choose any available citation style. Choose up to 6 styles that will show up in the users' **Recent styles** menu when they start using RefWorks.

Note: You can choose "**Institutional styles**" as well, and they will appear in the **Recent styles** menu in addition to appearing in the **Institutional styles** menu. Share a custom style or an existing style (after renaming it) with your institution using the [Citation Style Editor](#)

Institutional citation style list for all users

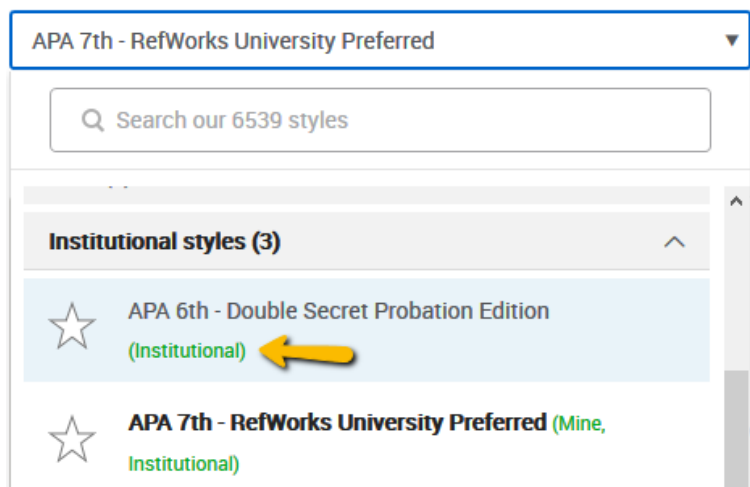
All users, new and existing, can be provided the same list of citation styles by defining styles as institutional, whether they are existing RefWorks citation styles or modified institution-specific styles.

Note

CSL styles may not be added to this list. They can only be added to the Recent styles list.

Users will see these styles in the "Institutional styles" menu (and in "Recent styles" if they were used recently, and in "Favorite styles" if marked as favorite by the user), and they will be marked by a green Institutional label.

Bibliography from All references in 'All References' (226)



Note

Institutional styles can be added and shared with the institution by all admins, therefore we recommend coordinating the sharing of institutional styles with other admins.

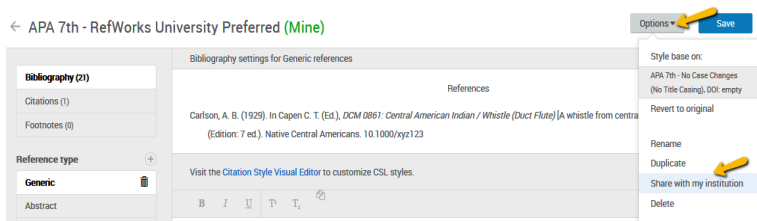
It is important to note that updates to RefWorks' global styles will not be applied to those styles shared with an institution. When a global style is updated, the institutionally shared global style will need to be removed from the list of preferred styles, the updated global style renamed, and then shared again with institution.

Sharing RefWorks styles

To share a RefWorks style with your institution, you first need to rename the style.

Sharing modified styles

To share a modified citation style with the institution, select the **Citation Style Editor** page in your account and share the style with the institution by selecting **Options > Share with my institution**.



Note

It is important to note that updates to RefWorks' global styles will not be applied to those styles shared with an institution. When a global style is updated, the institutionally shared global style will need to be removed from the list of preferred styles, the updated global style renamed, and then shared again with institution.

← APA 7th - RefWorks University Preferred (Mine, Institutional)

Bibliography settings for Generic references

Bibliography (21)

Citations (1)

When shared successfully, the style name will be updated and appear institution wide in user accounts.

Citation styles

Search

All styles

My custom styles

Institutional styles

Citation Style Language (CSL)

Visit the Citation Style Visual Editor to customize CSL styles.

Name

- APA 6th - Double Secret Probation Edition (Institutional)
- APA 7th - RefWorks University Preferred (Mine, Institutional)
- Journal of Underwater Fire Prevention (Institutional)

The Recent and Institutional styles can be accessed in **Create Bibliography** and **Citation View** settings in RefWorks, and in **RefWorks Citation Manager (RCM)**.

Bibliography from All references in 'Last Imported' (107)

APA 7th - RefWorks University Preferred

Search our 6539 styles

Favorite styles (1)

Recent styles (6)

Mine (1)

Institutional styles (3)

RefWorks Citation Manager

Citation Settings

Change Citation Style

APA 5th - American Psychol...

Search our 6,539 styles

Favorite styles (1)

Recent styles (6)

Mine (1)

Institutional styles (3)

References