

Importing Citations from CQ Databases into RefWorks

This guide applies to the following databases:

CQ Researcher

CQ Weekly

(Documents from CQ books in the Political Reference Suite)

NOTE: You can import just one item at a time.

In the database:

- Inside the article, section, chapter, or document you want to cite, look for the **Cite Now** link and select it. The link will either be on the left or near the top.
- Select **RefWorks** from the **Export Citation to** dropdown menu below the citation.

In RefWorks:

- If you have not yet logged into RefWorks, you will be prompted for your username and password.
- Your citation will appear in the **Last Imported** folder.

NOTE: You **MUST** edit the citation. If you do not, page numbers, dates, and URLs will not properly display.

Articles from CQ Researcher & CQ Weekly: Select **Edit** to change the **Ref Type** to **Journal Article** and the **Source Type** to **Electronic**.

Chapters, sections, documents from books in Political Reference Suite: Select **Edit** to change the **Ref Type** to **Book Section** and the **Source Type** to **Electronic**.