

Guide to RefWorks



*For additional assistance, please contact Mary Broussard
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What is *RefWorks*?

RefWorks is Web-based bibliographic software that allows a user to:

- Create a database of citations which can be organized into folders and searched
- Export and import citations from electronic databases
- Manually enter bibliographic information
- Create a bibliography in various styles and/or automatically format a paper

Getting Your Citations Organized

Creating folders for each area of research

CLICK “Folders”
CLICK “Create New Folder”
ENTER <name of the folder>
CLICK “Ok”

Viewing folders

CLICK “Folders”
CLICK “View”
CLICK <name of the folder>

Renaming or Deleting Folders

CLICK “Folders”
CLICK “Organize Folders”
CLICK “Rename” or “Delete”

Exporting Citations

(*RefWorks* should be open in a second Web browser.)

World Cat	EBSCO
<p>In <i>WorldCat</i>...</p> <p>CONDUCT YOUR SEARCH</p> <p>CHECK the citations of interest</p> <p>CLICK “Export”</p> <p>EXPORT: “Marked records from this search: #”</p> <p>EXPORT TO: “RefWorks”</p> <p>CLICK “Export”</p>	<p>In <i>Academic Search Elite</i> (and other EBSCO databases)...</p> <p>CONDUCT YOUR SEARCH</p> <p>CLICK “Add” for the citations of interest</p> <p>CLICK “Folder has items”</p> <p>CLICK “Export”</p> <p>CHECK “Direct export to RefWorks”</p> <p>CLICK “Save”</p>
<p>In <i>RefWorks</i>...</p> <p>MESSAGE: “Import complete - # references imported”</p> <p>CLICK “View last imported folder” (by default all citations exported from a database are put here)</p> <p>CHECK the citations</p> <p>PUT IN FOLDER...<name of the folder></p> <p>MESSAGE: “Are you sure you want to put the # selected references in <name of the folder> folder?”</p> <p>CLICK “OK”</p> <p>MESSAGE: “Successfully put # references in the <name of the folder> folder.”</p> <p>CLICK “OK”</p>	

Exporting Citations

(*RefWorks* should be open in a second Web browser.)

JSTOR	CSA
<p>In <i>JSTOR</i>...</p> <p>CONDUCT YOUR SEARCH</p> <p>CLICK “Save citation” under a citation</p> <p>REPEAT for each citation of interest</p> <p>When finished...</p> <p>CLICK “View saved citations”</p> <p>Click on “Directly export citations into RefWorks”</p>	<p>In <i>CSA</i>...</p> <p>SELECT citations of interest</p> <p>CLICK on Refworks logo</p> <p>CLICK on “use # marked records”</p> <p>CLICK on Export to RefWorks button.</p>
<p>In <i>RefWorks</i>...</p> <p>MESSAGE: “Import complete - # references imported”</p> <p>CLICK “View last imported folder” (by default all citations exported from a database are put here)</p> <p>CHECK the citations</p> <p>PUT IN FOLDER...<name of the folder></p> <p>MESSAGE: “Are you sure you want to put the # selected references in <name of the folder> folder?”</p> <p>CLICK “OK”</p> <p>MESSAGE: “Successfully put # references in the <name of the folder> folder.”</p> <p>CLICK “OK”</p>	

Importing Citations from PubMed

The easiest way to download citations from PubMed is to search the PubMed database directly through RefWorks.

CLICK on “Search,” “Online Catalog or Database”.

Next to “Online Catalog or Database to Search:”, SELECT “PubMed.”

ENTER search terms then CLICK on “Search”.

Results will open in another window.

CLICK on small white box to the left of each desired citation.

CLICK on “Import to Folder...”

SELECT the folder

CLICK on the “OK” button.

Notice that above each citation, you still have links to see the citation in PubMed, access PubMed’s related documents, or to see other articles written by the same author. Basically, everything you can do from a citation in PubMed, you can do directly through RefWorks as well.

Creating a Bibliography

(* Enable pop-ups so that the new file can open.)

CLICK “Bibliography”

OUTPUT STYLE: Choose citation style appropriate for your assignment

(i.e. “APA – American Psychological Association, 5th Edition” OR “MLA 6th Edition” OR “Turabian 6th Edition”)

CHECK “Format a Bibliography from a List of References”

FILE TYPE TO CREATE: “Word for Windows (2000 or later)” OR “RTF (Rich Text Format)”

INCLUDE: “All references” OR “References from <name of the folder>”

CLICK “Create Bibliography”

Tip: Because of pop-up blockers on campus, you usually have to click on the “Download it” link.

Downloading Write-N-Cite

Write-N-Cite is an additional plug-in that works with Microsoft Word (2000 and later, *though not yet with Word 2007*) to insert references in your paper and automatically format the references and create the bibliography.

To download the plug-in...

CLICK “Tools”

CLICK “Write-N-Cite”

CLICK “Click here” start the download

CLICK “Save”

SELECT WHERE TO SAVE THE DOWNLOAD

CLICK “Save”

MESSAGE: Download complete

CLICK “Close”

BROWSE

DOUBLE CLICK “wncinstall” icon (BROWSE)

FOLLOW instructions for installation

Using Write-N-Cite

In Microsoft Word...

CLICK “Write-N-Cite” (on the toolbar)

In Write-N-Cite...

LOG IN

In Microsoft Word...

PLACE cursor where the reference belongs in the text

In Write-N-Cite...

VERIFY that “MS Word Status” is active and shows the correct <file name.doc>

CLICK “Cite” link to the left of the individual desired citation

In Microsoft Word...

Text similar to this will appear {{10 Gilbert,Sandra M. 1979; }}

Multiple references can be entered, place the cursor after the semi-colon.

To enter page numbers use the front slash ‘s’ (/s)

(e.g., {{10 Gilbert,Sandra M. 1979 /s45; }})

In Write-N-Cite (after entering all citations and completely typing the document)...

CLICK “Bibliography”

VERIFY citation style

CLICK “Create Bibliographies”

A second Word document will appear, one unformatted and one final.

Save both versions. Any editing should be done to the unformatted version (then the document should be reformatted).

Note: References can be placed in footnotes or endnotes.

Attachments

RefWorks now provides each user with 100 MB of storage space to attach full text articles, pictures, charts, and any other document you might want to store with the citation. An additional 100 MB of space can be requested by contacting Mary Snyder (snyderm@lycoming.edu).

NOTE: If the article is available in full text in our databases, RefWorks should automatically store the “persistent link” or “stable URL.” The attachment feature is more useful for PDFs received through Interlibrary Loan or that you scanned from print.

To add an attachment:

CLICK on the “Edit” link of a particular citation

FIND “Attachments,” which is approximately the fourth line

CLICK “Browse” button

FIND desired file on your computer

CLICK “Open” button

CLICK “Add attachment” button

Thumbnail of attachment will appear

CLICK “Save Reference” button