

Introduction to RefWorks

RefWorks is a bibliographic management tool. It allows you to add references from catalogues and databases, which you can then organise into folders you create. You can also manually add references by selecting a referencing style (e.g Harvard, MLA) and adding the details required. You can then use your own personal database of references to cite within your assignments, and let RefWorks' 'Write-n-Cite' tool create your bibliography for you! For more information, go to **Help – Tutorial – RefWorks Basics**.

Learning Outcomes

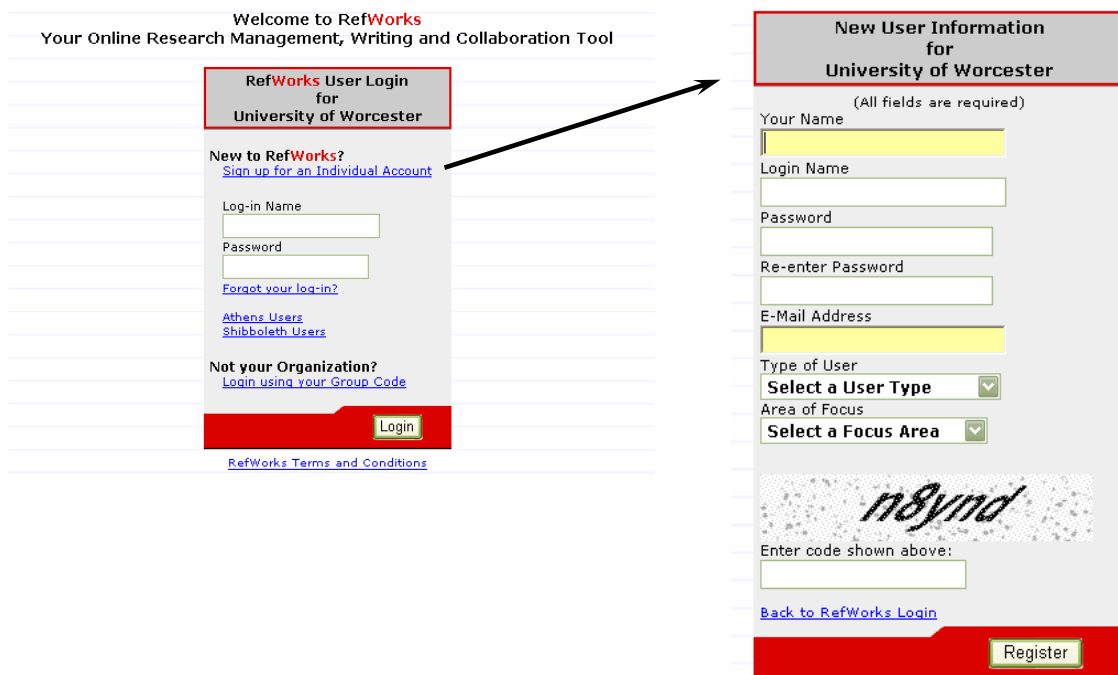
You should be able to:

- Create folders
- Enter references by Direct Import
- Enter references indirectly from other databases (as saved text files)
- Enter references manually
- Import references from an online catalogue
- Create in-text citations and bibliography using Write-N-Cite

Set up an account

1. Go to www.refworks.com/refworks.
2. Click on **Sign up for an Individual Account**.
3. Fill in the form.
4. Click **Register**.
5. Close your browser.
6. Open your browser and return to www.refworks.com/refworks and login to your new account.

(NB: If accessing RefWorks off-campus, log in using the group code emailed to you when you register.)



Welcome to RefWorks
Your Online Research Management, Writing and Collaboration Tool

**RefWorks User Login
for
University of Worcester**

New to RefWorks?
[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#)

[Athens Users](#)
[Shibboleth Users](#)

Not your Organization?
[Login using your Group Code](#)

[RefWorks Terms and Conditions](#)

**New User Information
for
University of Worcester**

(All fields are required)

Your Name

Login Name


Password

Re-enter Password

E-Mail Address

Type of User
Select a User Type

Area of Focus
Select a Focus Area

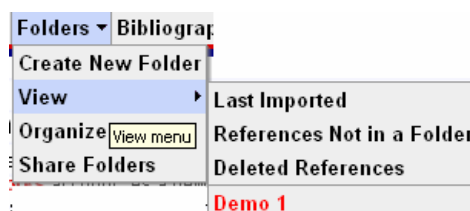


Enter code shown above:

[Back to RefWorks Login](#)

Creating folders for your references

1. Click on **Folders - Create New Folder**.
2. Name it, and click on **OK**.
3. Create other folders as desired.
4. Your folders can be viewed by going to **Folders – View**. 'Last Imported' is your 'standard' folder, where all imported references go first. You can then move references from this folder into the ones you have created.

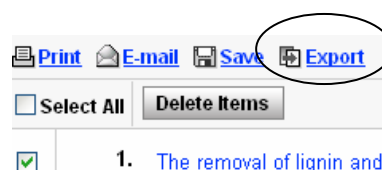


Entering references by Direct Export

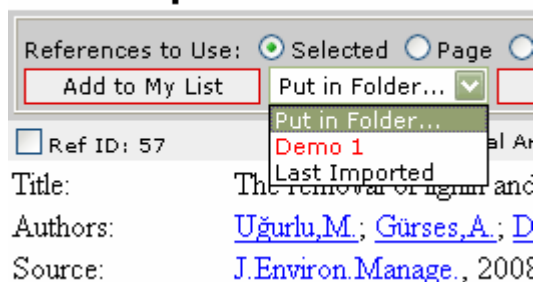
Note: The complete list of Direct Export partners is available from: http://www.refworks.com/content/products/direct_export.asp. Check the RefWorks online help for detailed instructions for a specific vendor. The following instructions are specific to the EBSCO databases.

Databases offering Direct Export include those provided by EBSCO (including Academic Search Premier, CINAHL and Business Source Premier), JSTOR, Science Direct and Google Scholar.

1. In a separate window, open the database
2. Perform your search
3. Add desired references to the folder. Click on folder to view it.
4. Select (tick) some items in the folder.
5. Click **Export**.
6. Tick **Direct export to RefWorks** and click **Save**.
7. Click on the browser window containing RefWorks.
8. Click on **View Last Imported Folder**. You can move the references to one of the Folders created earlier using the drop-down menu shown. Note that your references will also remain in the Last Imported folder until you remove them from that folder.



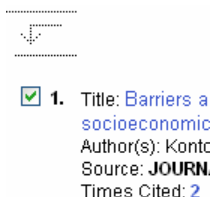
Last Imported Folder Switch



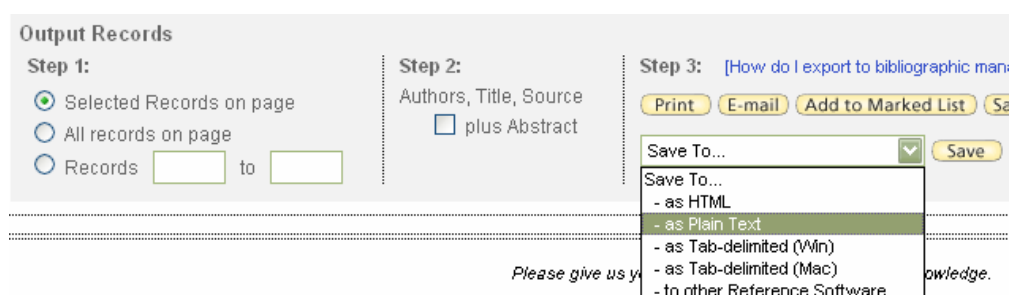
Import indirectly from other databases

Some databases, such as the Web of Knowledge, require you to save the references in a particular file format first. Then you can go to RefWorks and import the file from there. If you are unsure about a particular database, check the **RefWorks Help** for more information.

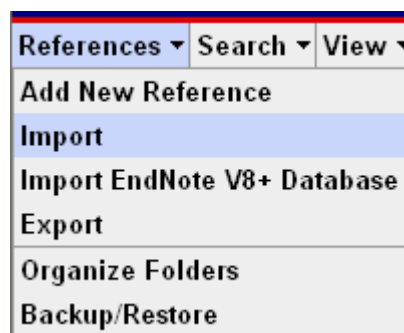
1. In a separate window, open the database (e.g. Arts & Humanities Citation Index, Science Citation Index, Social Sciences Citation Index).
2. Perform your search.
3. Select several records by clicking on the checkbox to the left of the appropriate citations



4. Click on **More options** or scroll to the bottom of the screen.
5. Choose to export *either* Selected Records or All Records on Page (see example below)
6. In drop down menu, click on *Save to... as plain text*.
7. Click on *Save*



8. Your computer might stop the download; if this happens, on the next screen click 'Save' again. You should then see a small box called 'File Download'. Click 'Save'.
9. Name and save the file to your Desktop, or somewhere where you will be able to find it again. You will not need to open the file once saved.
10. In RefWorks, select **References - Import** from Toolbar.
11. Select ISI as the data source (this may already be selected for you).
12. Select Web of Knowledge as the database.
13. Click **Browse** to find the text file you saved, select it and click **Open**.
14. Click on **Import**
15. Click on **Last Imported Folder** to view the references, and move the references as desired.



Add new references manually

1. In RefWorks, click **References - Add New Reference**.
2. Select reference type using the drop-down menu (see example below).
3. Enter details in all fields marked with ✓ (green tick). These fields are required for correct citation in the output style you have chosen. If you need guidance on how to enter the details, click the '**See detail**' link at the end of the '**Authors**' field. *Please be aware that you should check with your course tutor on whether they have a preferred referencing style.*
4. **Save Reference**, or **Save & Add New** to continue adding more references.

New Reference ✓ indicates fields used by your selected output style.

[Back to References](#)

View fields used by: **Harvard - British Standard**

In Folder(s) Specify Folders (if any)

Ref Type Journal Article

Source Type Print

Attachments

Authors ✓ Separate each author with ";", [See details](#)

Title ✓

Using Google Scholar

You can search Google Scholar and export references directly in your RefWorks account. The reference will be transferred into the appropriate fields shown on the manual reference editing window (see below), so that you can check the information before saving the reference.

1. Go to Google Scholar: <http://scholar.google.co.uk/>
2. Click the link 'Scholar Preferences'. Scroll to the bottom and look for the area 'Bibliography Manager'. Click the option 'Show links to import citations into' and choose RefWorks from the drop-down menu. Now when you search Scholar, there will be a link under each result which you can click to 'Import into RefWorks'.
3. When you click the link, the reference will appear in the RefWorks edit screen. You can check the information for your chosen output style, and ensure all fields with a green tick are completed. Click 'Save Reference' to complete the import.

Edit Reference ✓ indicates fields used by your selected output style.

Reference ID: 80

View fields used by: **Harvard - British Standard**

In Folder(s) Specify Folders (if any)

Ref Type Journal Article

Source Type Print

Attachments

Authors ✓ Berkman,L.F.

Title ✓

The role of social relations in health promotion

Periodical, Full ✓ Psychosomatic medicine

Pub Year ✓ 1995

Volume ✓ 57

Issue ✓ 3

Start Page ✓ 245

Other Pages ✓ 254

Periodical, Abbrev Psychosom.Med.

Search a Library Catalogue and import references

This is useful for searching the University of Worcester, British Library and COPAC catalogues for references and importing them directly into RefWorks. You can also search and import from the PubMed catalogue. (Note that this is a direct import – you cannot check the references in the catalogue first.)

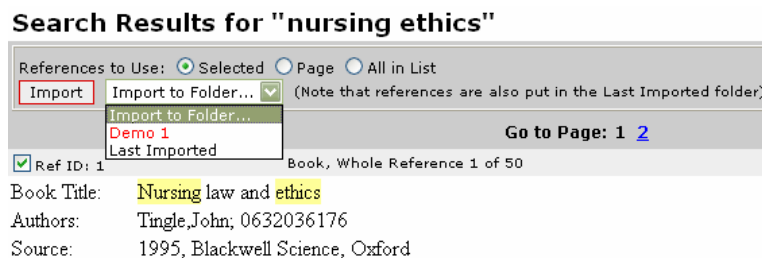
1. In RefWorks, click on **Search - Online Catalogue or Database**.



2. Choose a library catalogue from the alphabetical drop-down list.

3. Do a search using the Quick or Advanced search fields provided. A new window will open to display your search results.

4. Selected desired references and click on **Import** or **Import to folder...**. You will return to the previous screen to be informed that the references have been imported. You can now close the 'search results' screen.



5. Click on **Last Imported Folder** to view the references, and move the references as desired.

Create in-text citations and bibliographies using Write-N-Cite



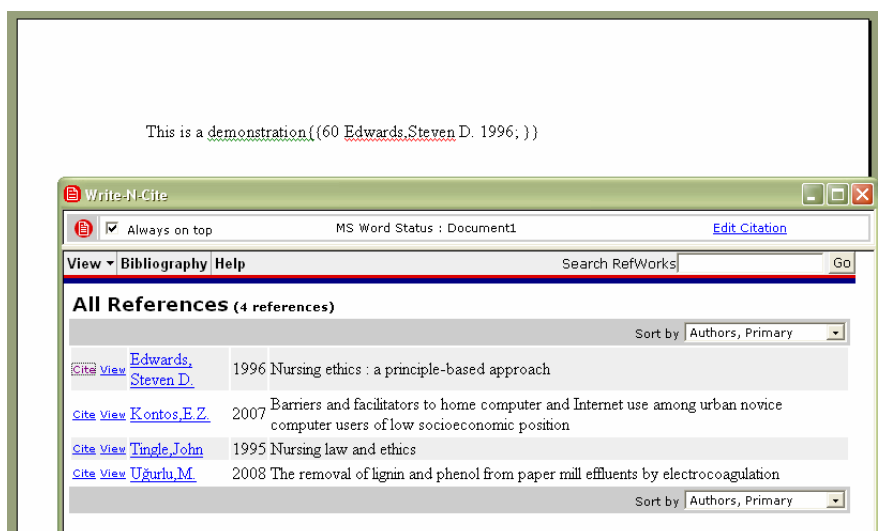
The Write-N-Cite tool works within your word processor (e.g. Microsoft Word) to help you insert citations into your work from your RefWorks database. You can edit the appearance of these citations as required. When you are finished, Write-N-Cite can re-format the citations into your chosen referencing style, and create a bibliography at the end of your document.

First, you will need to install Write-N-Cite:

1. In RefWorks, go to the **Tools** menu, and click **Write-N-Cite**.
2. Click on the appropriate link to download Write-N-Cite for Windows or Mac, and follow the instructions on screen.
3. There will now be an icon for Write-N-Cite on your desktop, and an icon in your word processor if you have selected this option.

To insert citations in a document (using Microsoft Word as example):

1. Open a blank Word document. Name it appropriately and save it to your computer or memory stick as desired.
2. Launch Write-N-Cite using the Desktop icon, or the icon in the Word toolbar. You can also open Write-N-Cite from the word menu **Tools – Write-N-Cite**. You will need to log in with your RefWorks account details.
3. If you prefer, tick the box 'Always on top' so that Write-N-Cite is always on top of your Word document.
4. Type your work as normal. When you need to insert a citation in your text, place the cursor in your Word document where you want the reference to appear.
5. Click **Cite** next to the reference in the Write-N-Cite screen. This inserts the citation. Don't worry about how it looks – when you create your bibliography at the end, the citations will be re-formatted. Then continue your work outside of the citation brackets.



6. You can edit citations while you work. Place the cursor within the citation you wish to edit within Word, and in Write-N-Cite click the link **Edit citation**. This launches the Citation Editor. This allows you to preview your reference (and any modifications you make) in an output style of your choice, and modify how your citation will appear in-text (for example, inserting a page number for quotes).

To create your bibliography:

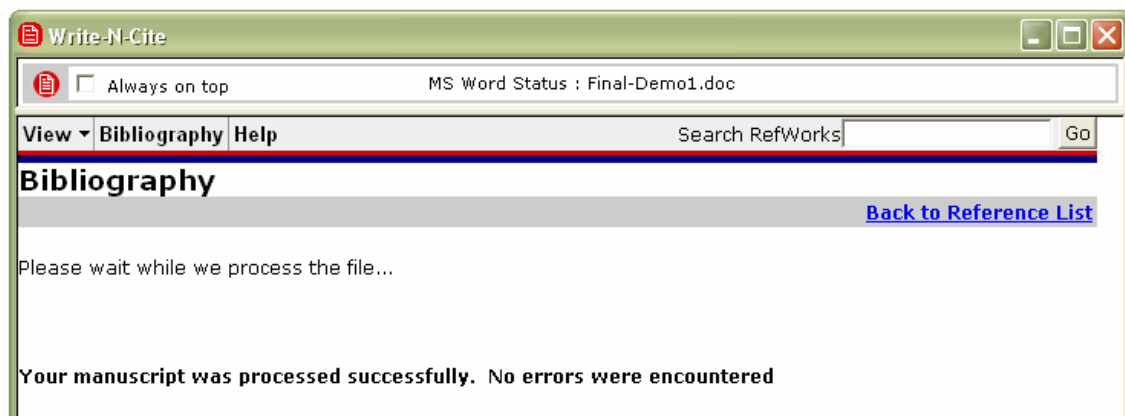
1. Create your document (see page 5). Alternatively, open your saved work with citations and launch Write-N-Cite.
2. In Write-N-Cite, click **Bibliography**. Select your referencing style from the drop-down menu and click **Create Bibliography**. Write-N-Cite will process your request and place the bibliography at the end of your document. Notice that your citations have also changed to appear in the chosen referencing style. (See example below.)
3. The completed work will also have a new file name: 'Final-[your file name]'. You should save this new document with bibliography and re-formatted citations.

NOTE: remember to *always work and edit in the original word document* (though you can save as many final documents, at various stages and in as many styles as you wish).

This is a demonstration(Edwards 1996, p.39) and this is another (Kontos, Bennett et al. 2007).

EDWARDS, S.D., 1996. Nursing ethics : a principle-based approach. London: Macmillan.

KONTOS, E.Z., BENNETT, G.G. and VISWANATH, K., 2007. Barriers and facilitators to home computer and Internet use among urban novice computer users of low socioeconomic position. *Journal of Medical Internet Research*, 9.



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April 2008