

# RefWorks

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## Login

- Create account; Unlimited licenses; you can create multiple accounts
- Group code - **URIREWORKS** - used for non-URI ISP, such as Cox

## Add References to your RefWorks database

### 1. Enter manually - click **New Reference**

- Select output format, such as MLA
- Refer to details for input format of author
- 1 GB total (of all references) for each field - User1, User2, User3, User4, User5, Notes

### 2. Search Built-in Online Database - click **Search Online Database**

- Select the database, e.g., Brown University (HELIN should be here; will check with Robin Devin)
- Quick Search for Advanced Search
- Select items from the search results and put them into the appropriate folder

### 3. Import from other Online Databases -

#### a) Direct import from some databases (such as IDS or CSA) -

- Select items from the search results and click Save to RefWorks. After you login to the RefWorks as prompted, the items will be saved into the **Last Imported** folder in RefWorks.

#### b) Export from the database (such as First Search), then import to RefWorks -

- Mark records from the search list, click Export, then select **Marked records** in 'Export' and **RefWorks** in "Export To", click Export. Login to

the RefWorks as prompted. your selected records will be stored into the **Last Imported** folder in RefWorks.

**c) Save references from the database (such as EBSCOhost) to a text file, then import to RefWorks -**

- Select item from the search results, and click Add. Double click the icon “folder has items”, then click **Save to Disk**. The Save Manager appears.
- Click the **Bibliographic Manager** tab. The *Bibliographic Manager* appears.
- Select **Save citations in a format that can be uploaded to bibliographic management software**.
- Click Save.
- Then from the browser tool bar, select File → Save as txt file
- Invoke RefWorks, login and select **Import**.
- Select appropriate Import Filter/Data Source and Database. For example, if you wish to import a text file created from “Academic Search Premier (EBSCOhost)”, then the filter is ‘EBSCOhost’, and the database is “Academic Search Premier”
- Select **“Import Data from the following Text File”**, and use the Browse button to locate the text file you created in the previous step.
- Click **Import**. Then the references will be stored in the Last Imported Folder.

### Organize Folders

- Create, delete, rename and clear folders, move items among folders, edit and remove items from folders; all quite straightforward; at this moment, can not create secondary level folders
- Ref ID - always stay the same**

### Search Database and Retrieve Records

- Quick Search
- Advanced Search
- Look Up By

### Export Database - straightforward

### Find and Remove Duplicates

- Exact Match
- Close Match

## Create Bibliography

### 1. Offline - manuscript

- ❑ Insert citations in the Word file by inserting the Ref ID in double curly brackets, such as {{11;15}}.
- ❑ Invoke RefWorks. Login. Click **Bibliography**.
- ❑ Select **Base Bibliography on Manuscript** and use the Browse button to locate your manuscript.
- ❑ Click Create Bibliography.
- ❑ Click Download. A new (final) manuscript is created with the appropriate citations.

### 2. Write-n-Cite Plugin

Click Write-n-Cite button in RefWorks to download and install the plugin. After installation, the Write-n-Cite icon will appear in your Word program, and on your desktop.

#### (a) Write-n-Cite Manuscript

- ❑ While you are working on your manuscript, place cursor where you wish to insert the citation.
- ❑ Click Write-n-Cite icon in Word.
- ❑ You will be prompted with RefWorks login.
- ❑ Then you can click **cite** link next to your selected record. Something like t{{11 Affonso,Dyanne D. 2004;}} will be inserted.
- ❑ Save your Word document.

#### (b) Write-n-Cite Bibliography

- ❑ Open the Word document that you have inserted the citation codes.
- ❑ Click Write-n-Cite within Word.
- ❑ Select the output format.
- ❑ Click Create Bibliography.
- ❑ A new window will open with the re-formatted manuscript containing the bibliography. The new filename has a prefix of 'final'.
- ❑ Save the new file.