



This handout provides a basic introduction to RefWorks. For help using RefWorks, please contact Caroline Sietmann in the Library at csietmann@dom.edu or x6884, or see the Help section within RefWorks.

What is RefWorks?

RefWorks is a research management tool that allows you to collect, store and manage information. It is available through the Library Web site to all Dominican faculty, staff and students. With RefWorks you can:

- export references from databases, the book catalog and the Web to your personal RefWorks account
- access your account at anytime from anywhere via the Web
- manage your references in folders
- link from your references in RefWorks to the full text of articles (when available)
- automatically generate in-text citations and bibliographies in all major styles from the references in your account
- share references, even with those not using RefWorks

Getting Started

Users must first create an individual account:

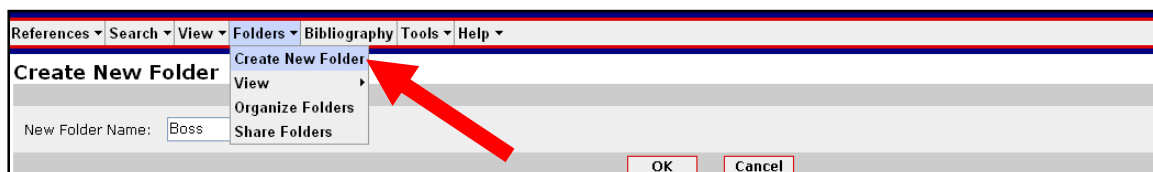
- Click on the RefWorks link on the Library Web site or on the Library tab of MyDU, or go to <http://www.refworks.com/>, and click on **Login**
- Click on **Sign up for an Individual Account**
- Fill in all fields in the **New User Information** box
- Enter your **Dominican email address** in the E-mail Address field
- Click on **Register**

Off-campus Group Access Code: RWDomU

When logging into RefWorks off-campus, you will be asked to enter this code.

Creating Folders

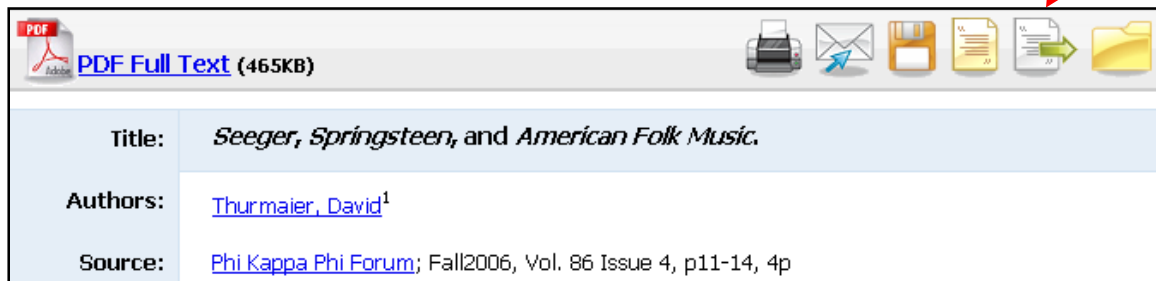
Click on **Folders**, then on **Create New Folder** to make folders for specific subjects, projects or classes. There is no limit to the number of references or folders you may have in your account. A reference may also be kept in more than one folder. After naming the folder, click **OK**.



Adding References: Direct Export

Journal article databases available through the Library have a direct export function. You may export articles one at a time, or put several articles in a folder within a database and then export them all at once. The images below are of a direct export from the Academic Search Premier database.

When viewing an individual article record or a folder of records, click on the **Export to Bibliographic Manager** icon.



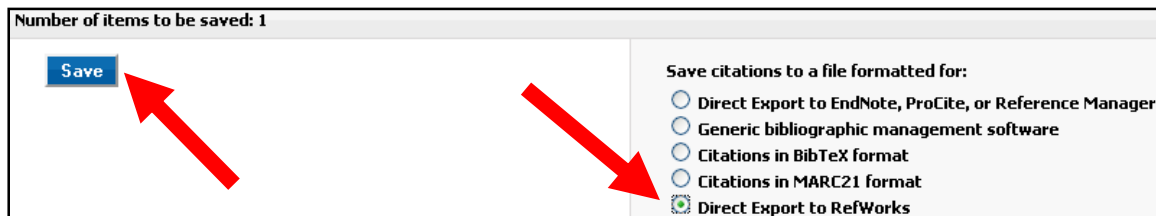
PDF Full Text (465KB)

Title: *Seeger, Springsteen, and American Folk Music.*

Authors: [Thurmaier, David](#)¹

Source: [Phi Kappa Phi Forum](#); Fall2006, Vol. 86 Issue 4, p11-14, 4p

Choose **Direct Export to RefWorks** and click **Save**



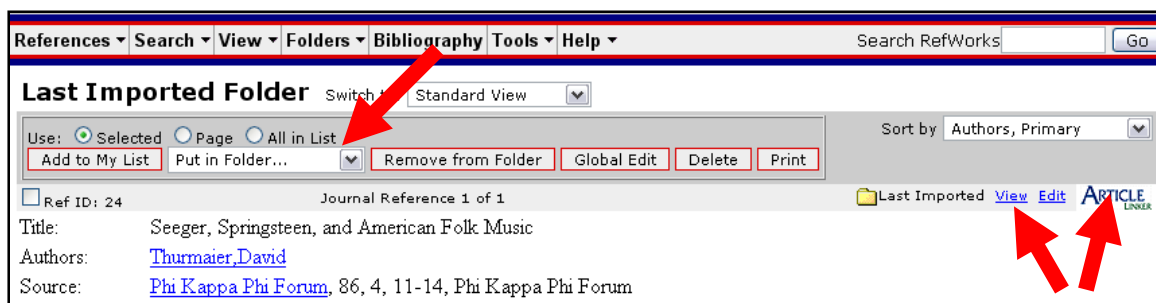
Number of items to be saved: 1

Save

Save citations to a file formatted for:

- Direct Export to EndNote, ProCite, or Reference Manager
- Generic bibliographic management software
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks

RefWorks will open in a new window. You do not need to be logged into RefWorks before exporting. The references you exported will go into your **Last Imported Folder**.



References Search View Folders Bibliography Tools Help Search RefWorks Go

Last Imported Folder Switch Standard View

Use: Selected Page All in List

Add to My List Put in Folder... Remove from Folder Global Edit Delete Print

Ref ID: 24 Journal Reference 1 of 1 Last Imported View Edit **ARTICLE LINKER**

Title: Seeger, Springsteen, and American Folk Music

Authors: [Thurmaier, David](#)

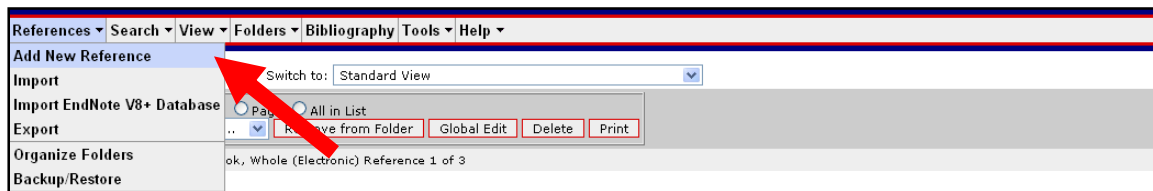
Source: [Phi Kappa Phi Forum](#), 86, 4, 11-14, Phi Kappa Phi Forum

In your Last Imported Folder, click on **View** to see the full record or **ArticleLinker** to go to the full text of the article (if available).

Move the reference(s) into the appropriate subject, project or class folder from the **Put in Folder...** list. References will remain in your Last Imported Folder *until you import another reference*. If references get displaced from your Last Imported Folder, they will not be deleted. They will stay in your RefWorks account, but will not be in a designated folder. To see all your references, click on **View**, then on **All References**.

Adding References: Manual

Click on **References**, then on **Add New Reference**.



Select an output style from the list under **View fields used by**. Choose the **folder** you want the reference to be in. Choose the **type of reference** (i.e. article or book).

The screenshot shows the 'New Reference' form. The 'View fields used by' dropdown is set to 'APA - American Psychological Assi...'. The 'In Folder(s)' dropdown is set to 'Boss'. The 'Ref Type' is 'Journal Article' and 'Source Type' is 'Print'. There are red checkmarks next to 'Authors', 'Title', 'Periodical, Full', 'Pub Year', 'Volume', and 'Issue'. The 'Title' field has formatting options: B, I, U, x², x₂. There are 'Save Reference' and 'Save & Add New' buttons. Red arrows point to the 'Save Reference' button and the 'In Folder(s)' dropdown.

Enter the reference information. The **green checkmarks** indicate elements necessary for an accurate bibliography in your chosen output style. Click on **Save Reference** when finished.

Adding References: Book Catalog

After doing a search in the DU Online Catalog or in the I-Share Catalog, **check the box** to the left of each reference you wish to add to your RefWorks account.

<input checked="" type="checkbox"/>	<u>2</u>	✓✓✓✓✓	Blue Monday : Fats Domino and the lost dawn of rock 'n' roll / Rick Coleman.	Call Number: ML420.D66 C65 2006
<input checked="" type="checkbox"/>	<u>3</u>	✓✓✓✓✓	Rock song index : the 7500 most important songs of the Rock and Roll era, 1944-2000 / Bruce Pollock.	Call Number: REF ML128.R6 P65 2005

At the bottom of your results list are options to save the records. Choose **Selected, all pages**. Choose the **Full Record** format. Click **Save**.

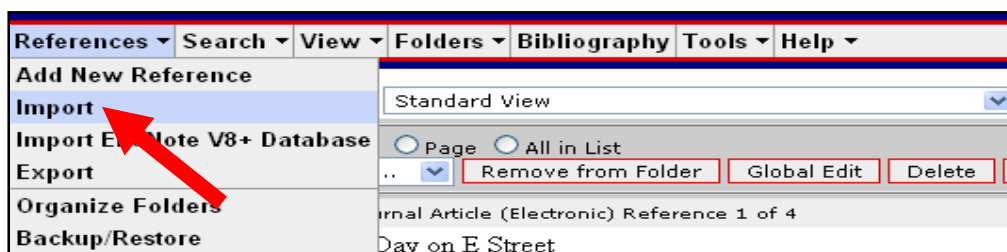
Print or Email	
Which records?	Select format: (Email is always "full.") Full Record <input type="button" value="Print/Save"/>
<input type="radio"/> All this page <input checked="" type="radio"/> Selected, all pages Click "Retain Selections" between pages.	Enter your email address: <input type="text"/>

Text of your selected records is created.

Institution:	Rebecca Crown Library
Author:	Coleman, Rick.
Title:	Blue Monday : Fats Domino and the lost dawn of rock 'n' roll / Rick Coleman.
Edition:	1st Da Capo Press ed.
Published:	Cambridge, MA : Da Capo Press, 2006.

Highlight the entire text file by clicking on **Edit**, then **Select All** in your browser. Copy the highlighted text by clicking on **Edit**, then **Copy** in your browser.

Return to RefWorks. Click on **References**, then on **Import**.



Choose **Dominican University** as the **Import Filter/Data Source**. Choose **Dominican University/I-Share Catalogs** as the **Database**. Choose the **folder** you want the reference to be in.

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾

Import [Import Instructions](#) | [List of Filters & Databases](#) | [Request a Filter](#)

Import Filter/Data Source: Dominican University

Database: Dominican University / I-Share Catalogs [Endeavor Voyager]

Import References into Folder: Boss
(Note that references are also put in the Last Imported folder)

Import Data from the following Text File

Encoding: ANSI - Latin I

Import Data from the following Text

Institution: Rebecca Crown Library

Author: Coleman, Rick.

Title: Blue Monday : Fats Domino and the lost dawn of rock 'n' roll / Rick Coleman.

Edition: 1st Da Capo Press ed.

Import

Choose **Import Data from the following Text**. Place your cursor in the text box. Click on **Edit**, then **Paste** in your browser. The text file of your catalog references appears. Click on **Import**.

Move the references from your Last Imported Folder to your subject, project or class folder.

Creating a Bibliography

Click on **Bibliography** in the RefWorks tool bar. Choose your **Output Style** and **File Type to Create**. You may create a bibliography of all your references or of references in a specific folder. Then, click on **Create Bibliography**.

Bibliography [List of Output Styles](#) | [Request an Output Style](#) | [Modify an Output Style](#) [Back to Reference List](#)

Output Style: APA - American Psychological Association, 5th Edition

Format Paper and Bibliography [How to Enter Citations into your Document](#)

Document to Format:

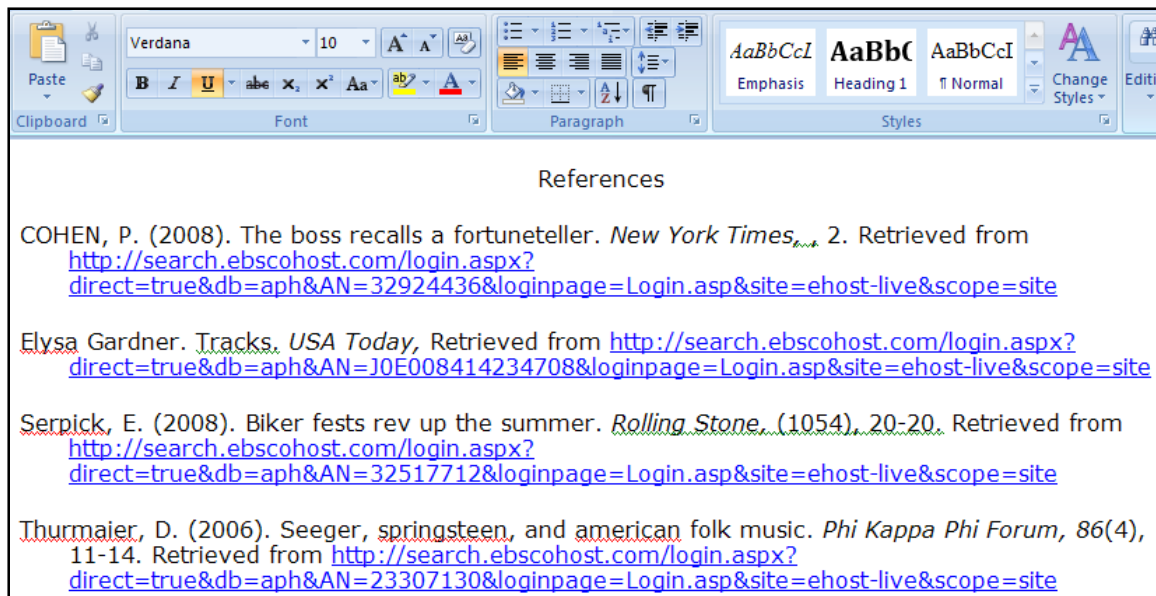
Format a Bibliography from a List of References

File Type to Create: Word for Windows (2000 or later)

Include: All References (3) My List (0) References from Boss

Create Bibliography

Your bibliography is automatically created in the style and file type you chose. Be sure to **proofread and save** your bibliography.

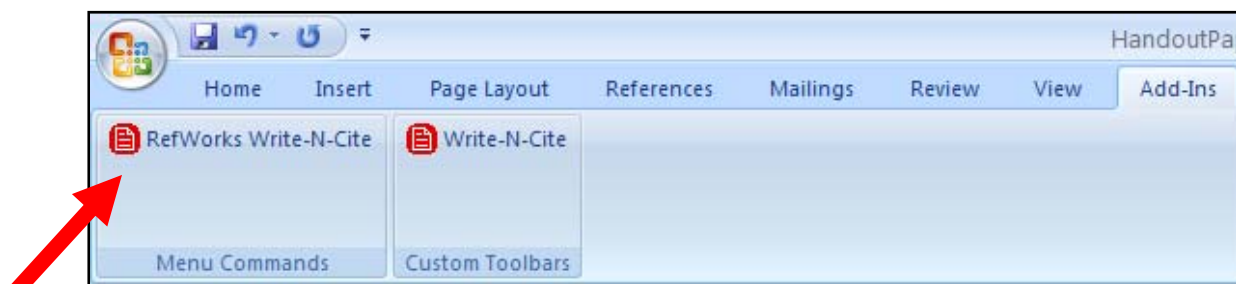


Using Write-N-Cite

Write-N-Cite is an MS Word plug-in that allows you to create in-text citations in your papers. Click on **Tools**, then on **Write-N-Cite** to install the program. Write-N-Cite is compatible with both PCs and Macintoshes.



Once installed, **Write-N-Cite** will appear in the Add-Ins tab in MS Word 2007.



Click on **RefWorks Write-N-Cite** in the Menu Commands box to launch Write-N-Cite. It will open a new window and ask you to log in. After logging in with your RefWorks name and password, you will see a list of your references.

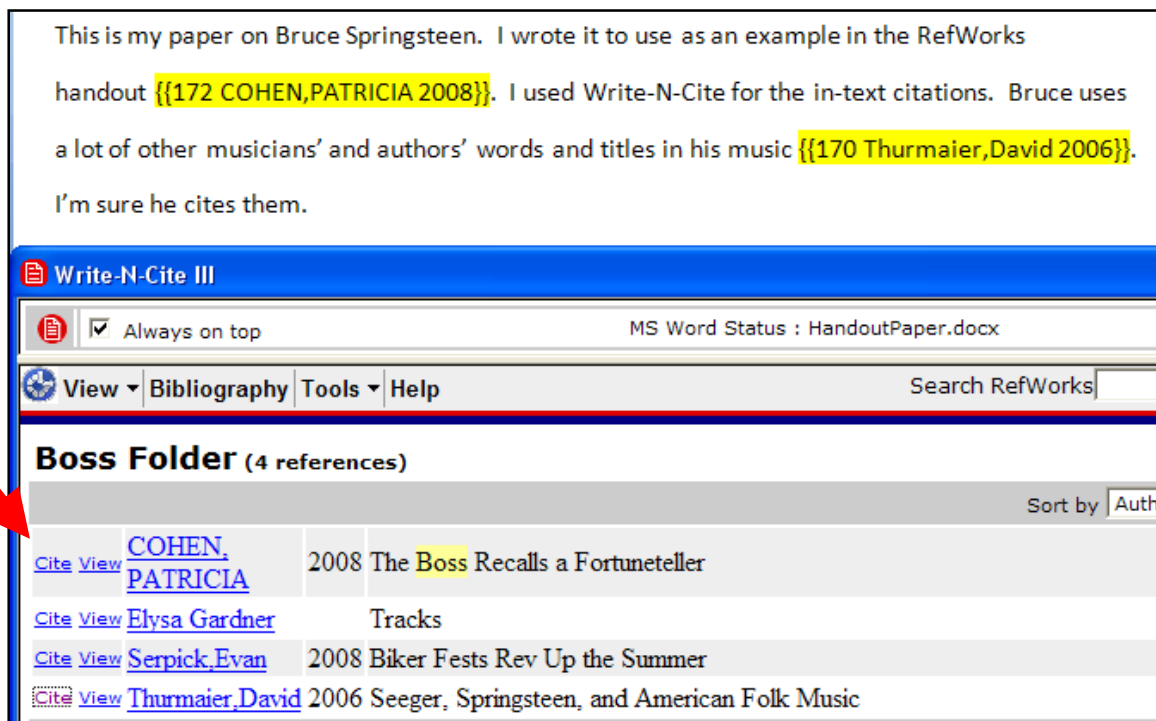
Check the box next to **Always on top** to keep the Write-N-Cite windows always visible. Click on **View**, then **Folder**, and choose the folder that contains the references you need to insert in your paper.

This is my paper on Bruce Springsteen. I wrote it to use as an example in the RefWorks handout. I used Write-N-Cite for the in-text citations. Bruce uses a lot of other musicians' and authors' words and titles in his music. I'm sure he cites them.

Boss Folder (4 references)		Sort	
Cite View	COHEN, PATRICIA	2008	The Boss Recalls a Fortuneteller
Cite View	Elysa Gardner		Tracks
Cite View	Serpick, Evan	2008	Biker Fests Rev Up the Summer
Cite View	Thurmaier, David	2006	Seeger, Springsteen, and American Folk Music

Place your **cursor** in the text where you need to insert a citation. Then, click on **Cite** to the left of the reference you are citing. A placeholder (seen below highlighted in yellow) appears. This placeholder connects your paper to your RefWorks account.

This is my paper on Bruce Springsteen. I wrote it to use as an example in the RefWorks handout **{{172 COHEN,PATRICIA 2008}}**. I used Write-N-Cite for the in-text citations. Bruce uses a lot of other musicians' and authors' words and titles in his music **{{170 Thurmaier,David 2006}}**. I'm sure he cites them.



Write-N-Cite III

Always on top MS Word Status : HandoutPaper.docx

View ▾ Bibliography Tools ▾ Help Search RefWorks

Boss Folder (4 references) Sort by Auth

Cite View	COHEN, PATRICIA	2008	The Boss Recalls a Fortuneteller
Cite View	Elysa Gardner		Tracks
Cite View	Serpick, Evan	2008	Biker Fests Rev Up the Summer
Cite View	Thurmaier, David	2006	Seeger, Springsteen, and American Folk Music

Save your paper with these placeholders.

After you have entered all the placeholders and **saved** your paper a final time, click on **Bibliography** in the Write-N-Cite window. Choose your **Output Style** and click on **Create Bibliography**.

This is my paper on Bruce Springsteen. I wrote it to use as an example in the RefWorks handout **{{172 COHEN,PATRICIA 2008}}**. I used Write-N-Cite for the in-text citations. Bruce uses a lot of other musicians' and authors' words and titles in his music **{{170 Thurmaier,David 2006}}**. I'm sure he cites them.

A **Final** version of your paper is created. The placeholders and your bibliography are formatted in the style you chose. **Proofread and save** your paper.

This is my paper on Bruce Springsteen. I wrote it to use as an example in the RefWorks handout **(Cohen, 2008)**. I used Write-N-Cite for the in-text citations. Bruce uses a lot of other musicians' and authors' words and titles in his music **(Thurmaier, 2006)**. I'm sure he cites them.

References

Cohen, P. (2008). The boss recalls a fortuneteller. *New York Times*, 2. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=32924436&loginpage=Login.asp&site=ehost-live&scope=site>

Thurmaier, D. (2006). Seeger, Springsteen, and American folk music. *Phi Kappa Phi Forum*, 86(4), 11-14. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=23307130&loginpage=Login.asp&site=ehost-live&scope=site>

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