

Basic Guide for Using RefWorks

Personal Citation Manager

RefWorks is a research tool that allows you to create a personal database. Using this database, you may:

- electronically transfer references that you find in Library databases or other online sources.
- manually add print sources
- organize your references in folders
- create a list from your references, formatted in any output style (such as APA, MLA, Chicago, etc.) (*see section G below*)
- access your databases from any computer with an Internet connection
- write a paper in Word and have your in-text citations formatted (using Write-N-Cite)

Logging onto RefWorks

1. First, create your personal account

Go to: <http://library.stkate.edu/refworks> and select:
Create a RefWorks Account.

2. Signing into your account

Go to: <http://library.stkate.edu/refworks> and select: *Login to RefWorks.*

Off-campus Access

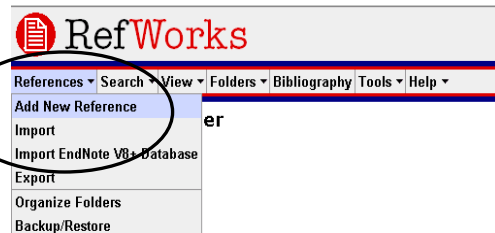
To use RefWorks from off campus, you will need to enter the SCU Group Code. The Group Code is in the email you receive when you register for an account, and is linked from the Libraries' Web page at the URL above.

Adding Citations to Your RefWorks Database

1. Manually

Select: **References** → **Add a new reference**

Select the citation style, folder name, type of resource (journal, book, abstract, etc.), and other fields as shown. Type or copy/paste the information, then save it.



2. Electronically

Most Library databases offer a feature that allows you to save citations into RefWorks. Usually, you will create a marked list of citations. Look for an option to save, export, direct export, or Save to RefWorks – the wording will vary. You will be prompted to login to your RefWorks account. The citations you export will appear in RefWorks in the “Last Imported” folder.

Instructions for exporting references from each Library database is available at:
<http://library.stkate.edu/refworks/databases.html>

NOTE: RefWorks often works by way of pop-ups. When using Internet Explorer (IE), change the “blocked” button to “Pop-ups OK.” In Firefox, click the Options box that appears.

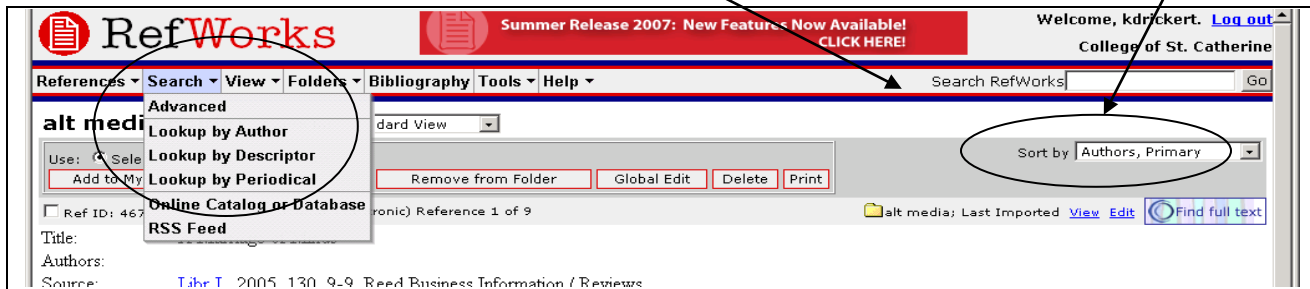
Managing Your RefWorks Database

1. Searching and Sorting within your database

From the dropdown **Search** menu, select the search type.

OR, type a word or name in the **Search RefWorks** box.

To **Sort**, select the sorting feature



2. Folders

Arranging your citations into folders is an efficient way to organize them. Use the dropdown menu for **Folders** to create a folder, then view your citations, mark those you want in that folder, and select the folder in which you want them. (You can have citations in more than one folder, if you wish.)

3. View

Use the dropdown menu for **View** to find a folder, see a list of all of your references, sort them, or identify duplicates.

Creating Bibliographies

- Select **Bibliography** from the menu toolbar.
- Select the citation format (APA, MLA, etc.)
- Select the **File type to Create** (HTML, Word, or text file)
- Select the folder from which the citations are to be taken
- Press the **Create Bibliography** button and your bibliography will be created.

Be sure to look over the list for accuracy! Punctuation and capitalization errors are common.

Citing within the text of a paper

RefWorks can also be used to insert citations into the text of papers. Select **Tools** then **Write-N-Cite** and follow the instructions for downloading a small piece of software to your computer. After downloading Write-N-Cite, a link will bring you to detailed instructions for its use.

Getting Help

- Use the **Help** button from the menu bar for help screens provided by RefWorks.
- Take the RefWorks online tutorial! Available: <http://www.refworks.com/tutorial/>
- Contact the Library reference desk. By phone: 651-690-6652, by email (refworks@stkate.edu) or via chat.
- For more handouts and info, visit the Libraries' RefWorks Web page:

<http://library.stkate.edu/refworks>



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