

REFWORKS GUIDE

How to access RefWorks:

Library home page (www.messiah.edu/murraylibrary) ⇒ Research Help ⇒ Create Bibliographies (RefWorks)

CREATE AN ACCOUNT (if you haven't already)

- At the Login screen, click the **Sign up for an Individual Account** link.
- Use your **Messiah College user name and password** (that you use to login to e-mail). NOTE: this password will not automatically change when you change your campus password.
- Complete the New User Information box; click Register.

DATABASE EXPORTING TIPS FOR HELP WITH A SPECIFIC DATABASE, CLICK [HERE](#) OR SEE CHART BELOW.

ENTERING CITATIONS INTO REFWORKS

Two ways to add citations to your RefWorks database (to save, to include in bibliography, etc.):

1. Manually typing references into RefWorks (must be logged into your RefWorks account)

- In toolbar at top, click on **References > Add New Reference**.
- **Select bibliographic output style** (e.g., APA, Chicago, MLA) under **View fields used by**.
- **Choose the type of reference** (e.g., journal, book, chapter under **Ref Type**. Also, select “print” or “electronic” for Source Type. Field names: **green checkmarks** indicate information required to produce accurate bibliography for the selected style.
- Key in information in the boxes provided.
- Click **Save Reference**.

2. Importing directly from another database

- NOTE: You must **deactivate pop-up blockers** before importing from databases into RefWorks
- [Click here](#) for tips on importing from all of our databases such as WorldCAT or see chart below.

DATABASE EXPORTING TIPS

Database Vendor Databases	Exporting References from Database	Importing to RefWorks
Access World News (Newsbank)	Click here for directions	In RefWorks, view “last imported folder”
American Chemical Society (ACS)	Click here for directions.	In RefWorks, view “last imported folder”
AnthroSource	Click here for directions.	In RefWorks, view “last imported folder”
BioOne	Click here for directions.	Click here for directions.

Cochrane Library	Click here for directions (Wiley Interscience)	Click here for directions (Wiley Intersci.)
Dialnet (Spanish)	Click here for directions.	In RefWorks, view “last imported folder”
EBSCOhost Academic Search Premier, and all other EBSCOhost databases.	1. From the results list add the citations you want to export by clicking “Add” 3. Click on Folder (top of screen) 4. Choose Export option 5. Choose Direct Export to RefWorks 6. Click on Save	In RefWorks, view “last imported folder” NOTE: Importing ERIC Docs. There is currently no simple way for RefWorks to format ERIC doc. references correctly. Each ERIC doc. reference must be individually edited in your bibliography.
Engineering Village	Click here for directions.	In RefWorks, view “last imported folder”
Google Scholar	Click here for directions.	Click here for directions.
JSTOR	Click here for directions.	Click here for directions.
Literature Resource Center	Click here for directions.	In RefWorks; view “last imported folder”
ProQuest Criminal Justice; Ethnic NewsWatch, Gender- Watch, PQ Hist. Newspapers	Click here for directions.	Click here for directions.
PubMed	1. Select records you wish to export. 2. Change “display settings” (above search results) to Medline. 3. Copy the text 4. Go to RefWorks	1. In RefWorks, go to References, Import. 2. Select NLM PubMed as the Data Source and Database. 3. Select “Import Data from the Following text” 4. Paste the text from PubMed & Import.
Sage Journals Online	1. Mark items you wish to cite. 2. Click Add to my Marked Citations (on right) 3. Select E-Mail/Download , etc. 4. Click on Export/Download to Citation Manager 5. Click on RefWorks LINK (not download...)	In RefWorks; view “last imported folder”
ScienceDirect	Click here for directions.	Click here for directions.
SciFinder Scholar	Click here for directions.	Click here for directions.
SpringerLink	Click here for directions.	Click here for directions.
Wiley Interscience BioOne; Cochrane Library	Click here for directions	Click here for directions
WorldCat (FirstSearch)	Click here for directions	Click here for directions.

EDITING CITATIONS IN YOUR REFWORKS DATABASE

1. For records just imported into RefWorks, select **View >Folder>Last Imported** to see imported records.
2. Click on “Edit” to right of any citation you want to edit.
3. **For REFERENCES TO FULL-TEXT ARTICLES** from databases, change to electronic format by clicking on Tools > Customize > select style version > change format to electronic.
For MLA: See Global Edit at top of screen where citations are listed. Select database & change to the database you used. Complete global edit.

REFERENCES FOR FULL TEXT ARTICLES FROM DATABASES

1. Change to electronic format by clicking on Tools > Customize > select style version > change format to

electronic. Save.

2. **For MLA:** After completing step 1, click on Global Edit button at top of screen where citations are listed. Select database & change to the database you used. Complete global edit.

ORGANIZING YOUR DATABASE (FOLDERS)

1. Create a Folder for Each Project: In toolbar at top, click **Folders > Create New Folder**

2. Add Newly Imported References to a Folder

- In toolbar at top, click **View > Folder > Last imported**
- Check boxes of references you want to add to a folder
- Pull down “**Put in Folder**” menu (in shaded grey toolbar)
- Select desired folder (to add documents to existing folder)

CREATING BIBLIOGRAPHIES

Once you have references/citations in your database, you can produce a bibliography (e.g., for a paper)

- NOTE: If any of your references are full-text online articles, see **Editing Citations...** above.
- In toolbar at top, click **Bibliography**
- Select **Output Style** (MLA, APA, Turabian, etc.) SEE BELOW FOR SELECTING ADDITIONAL CITATION STYLES.
- Accept default File Type: **HTML or change to Word**
- Select button for the Folder you want to create into a bibliography
- Click on **Create Bibliography** at bottom.
- CAREFULLY VIEW EACH CITATION IN YOUR BIBLIOGRAPHY! RefWorks does a lot of work for you *but* you still have to check over your records! A few known “problems”:
 1. Records with no author are incorrectly listed at the top of the created bibliography (before authors)
 2. For formats that call for most title words to be lower case (e.g., APA), RefWorks also changes proper nouns to lower case.

ADVANCED FEATURES

Add more citation styles.

- In RefWorks, click on Bibliography in the tool bar.
- At bottom of output styles, click on "Access Output Style Manager"
- From the long list that comes up on the left, highlight the citation style you wish to use and click on the "Add to favorites" button.
- When you click on bibliography if RefWorks, you will now be able to select this style for your references list.

Edit multiple references to reflect use of full-text articles from a database.

- Once the list is exported into RefWorks, at the folder level, including “Last Imported Folder,” check the box next to any article that is full-text. Then click on **Global Edit**.
- Under **Field to Edit**, select **Specific Field** & change to **Source type; Change field to: Electronic**. Click OK.
- Click on **Global Edit** again and now under **Field to Edit**, select **Electronic Source Related Fields**. Fill in **Database** (e.g., PsycInfo) & **Retrieved date** fields (check style manual for preferred date format). Click on OK. NOTE: **For MLA**, you must also fill in Data source (name of college where accessed, city, state) and Links (change to simple URL for database & select Overwrite existing data). When a bibliography is created, the records will now have the correct format for full-text online citations.

Search your database of references by Topic, Author, etc.

- Click on **Search > Advanced**
- To keyword search, change pull-down menu to “Anywhere”
- Change other pull-down menus as needed
- **Optional: add a descriptor** (your own searchable term to describe the records, such as the name of the source database), an abstract, or a note to the records you’ve just imported:
 - Select an individual item; click on **Edit**
 - Add desired information and click on **Save Reference**.

NOTE: Supplementary notes, descriptors, etc. will not be included when printing a bibliography.

Allow Others to View your Database(s) (Read-only Database Access)

- From **Tools** menu select **Settings** and **Update User Information**.
- Key in a read-only password and click **Update**. (Don’t use your original password!)
- Using your login name and the read-only password, *any Messiah College* student, faculty, or staff member can now:
 - search your database
 - export data
 - create bibliographies

They will *not* be able to edit or import references, or change folders.

Create a paper with in-text citations using Write-N-Cite.

You will need to download Write-N-Cite to your hard drive. See the *RefWorks Quick Start Guide* for directions: <http://www.refworks.com/refworks/help/QuickStartGuide.pdf>

Murray Library / Messiah College
Grantham, PA 17027