

REFWORKS GUIDE

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

Create an account. *You must be on campus to create your account.*

Remote access: Once you have created your account, you can access RefWorks from off-campus.

You will need to input this group code: **RWMessiahC**. Mobile access: group code: **RWMessiahC**.

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

CREATE AND MANAGE FOLDERS

1. **Create a Folder for Each Project**: Click **Folders** tab > New folder button > Name the folder > Create button.
2. **Add Newly Imported References to a Folder**
 - Check boxes of references you want to add to a folder
 - Mouse over folder icon (below folder tab) and select folder.

ENTERING CITATIONS INTO REFWORKS

1. **Import directly from another database**
 - See tips on importing from EBSCOhost below.
 - Not all databases provide this function. In some you may have to cut and paste.
2. **Manually typing references into RefWorks** (must be logged into your RefWorks account)
 - Mouse over **References** in gray toolbar > Add new.
 - **Select bibliographic output style** (APA, MLA, etc.) under “**View fields used by.**”
 - **Choose folder.**
 - **Choose the type of reference you will be entering** (e.g., journal article, book, chapter) under **Ref Type**. Key in information (or cut & paste) in the boxes provided.
 - Click **Save Reference!**

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 pencil icon to right of any citation you want to edit.

VIEW FULL ARTICLE (if available)

- To right of citation in RefWorks, click on magnifying glass icon.
- Click on **Links** (URL), if available. You will be sent to the full text of the article

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.	<ol style="list-style-type: none"> 1. From the results list add the citations you want to export by clicking for each “Add to folder” 2. Click on Folder (top of screen) 3. Select citations you wish to export (check box). 4. Choose Export option (right). 5. Choose Direct Export to RefWorks. 6. Click on Save. 7. Close “import references box.” 	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	<ol style="list-style-type: none"> 1. Select records you wish to export. 2. Change “display settings” (above search results) to Medline. 3. Copy the text 4. Go to RefWorks 	<ol style="list-style-type: none"> 1. In RefWorks, go to References, Import. 2. Click on “From Text” 3. Paste the text from PubMed 4. Specify a folder, if you wish. 5. Click “Import” button.
Sage Journals Online	Click here for directions	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.

CREATING BIBLIOGRAPHIES

Once you have references/citations in your database, you can produce a bibliography.

- Click **Bibliography** in the toolbar > Create.
- Select **Output Style** (APA, MLA, etc.)
- Under “Format a bibliography from a list of references,” **change “file type” to Rich Text Format** (if you have Windows 2000 on your computer, you can choose Word.)
- For “References to Include,” specify a folder.
- Click on **Create Bibliography** at bottom (if you have problems opening it in Word, go back to bullet 3 above and change the file type to Rich Text Format.)

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 APA style almost all words should be in lower case. However, RefWorks also changes proper nouns to lower case. You will need to edit your final copy.
3. Delete any “Retrieved from” information that erroneously carried over.

SPACING PROBLEM in Word. RefWorks puts an extra space between citations in the bibliography. You will need to change to all double spacing in Word.

TROUBLESHOOTING

- If citations won’t export from database the first time, close RefWorks (if you have it open) and try again. RefWorks should then automatically open.
- Still not working? Close the periodical database you are using and RefWorks and start over.

CREATE A PAPER WITH IN-TEXT CITATIONS USING WRITE-N-CITE

Write-N-Cite works with your word-processor to create citations while you are writing your paper. With Write-N-Cite, you can cite references in a paper instantly. For directions, in RefWorks, in the toolbar, click on **Tools > Write-N-Cite**.

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