

REFWORKS GUIDE

How to access RefWorks:

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

FIRST STEP: 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)
- 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

Three 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 (or cut & paste from catalog, Google, etc.) 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.
- Not all databases provide this function. In some you may have to cut and paste.

3. Importing from another database by saving data first (cut and paste)

- NOTE: This works for **SOME** of the databases we have
See “Library Catalog” example below.

Database Vendor Databases	Exporting References from Database	Importing to RefWorks
ABC-CLIO America: Hist. & Life; Hist. Abs.	Click here for directions.	Click here for directions.
Access World News	1. Mark records (check box) 2. Click on Bibliography (export) 3. Click on RefWorks direct	In RefWorks, view “last imported folder”
AFI Catalog	1. Mark records (check box) 2. Retrieve “selected records” 3. Click on Download 4. Under “Alternatively, export directly to:” select RefWorks.	In RefWorks, view “last imported folder”
American Chemical Society (ACS)	Click here for directions.	Click here for directions.

AnthroSource	<ol style="list-style-type: none"> 1. Mark records (check box). 2. Click on Send to Citation Manager. 3. Select RefWorks. 3. Click on Download Article Citation Data. 	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	Click here for directions.	Click here for directions.
EBSCOhost Academic Search Premier, and all other EBSCOhost databases.	<ol style="list-style-type: none"> 1. Disable pop up blockers if you have any activated 2. 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	<ol style="list-style-type: none"> 1. Mark records (check box). 2. Click on Download. 3. Select RefWorks direct import. 3. Click on Download. 	In RefWorks, view “last imported folder”
FirstSearch PAIS; WorldCat	Click here for directions	Click here for directions.
Google Scholar	Click here for directions.	Click here for directions.
Historic Documents	<ol style="list-style-type: none"> 1. Save to favorites. 2. CiteNow! 3. Pull-down Export Citation menu to RefWorks 	In RefWorks; view “last imported folder”
JSTOR	Click here for directions.	Click here for directions.
Library Catalog	In Catalog: <ol style="list-style-type: none"> 1. Mark the record(s) you wish to export. 2. Click on Export button. 3. Select RefWorks Citation & Click to Export. 	In RefWorks: <ol style="list-style-type: none"> 1. Click References > Import 2. Select Import Filter/Data Source (at top): Messiah College 3. Database: Library Catalog (Murray Library) 4. Select Import Data from the Following Text 5. Paste text in box and click Import button.
Literature Resource Center	<ol style="list-style-type: none"> 1. Mark items (check boxes). 2. Click on “marked items.” 3. Citation tools 4. Export to 3d party > RefWorks > Export. 	In RefWorks; view “last imported folder”
ProQuest Criminal Justice; Ethnic NewsWatch, Gender- Watch, PQ Hist. Newsp.	Click here for directions.	Click here for directions.
PubMed	Click here for directions.	Click here for directions.
Sage Journals Online	<ol style="list-style-type: none"> 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 (<i>not</i> 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
WilsonWeb Humanities & Social Sciences Retro.; Reader’s Guide Retro.	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, *you must add* database and date accessed, etc.
Edit reference and **change Source type to *Electronic***. Add additional information required **for the style you are using**. Scroll down to fill in fields marked with green checkmarks (indicating required information). Mouse over checkmark for further directions. See Global Edit under Advanced features to change multiple citations at once.

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**
- If you can’t find “Bibliography” in toolbar,” see “Java Script Error” under Troubleshooting (below).
- Select **Output Style** (MLA, APA, Turabian, etc.)
- Accept default File Type: **HTML**
- 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.

TROUBLESHOOTING

- **Use Internet Explorer as your browser.**
- **Deactivate any pop-up blockers** before using RefWorks
- **Java Script Error Troubleshooting:** *If* you get this error message, you need to change your browser settings (directions are for Internet Explorer): **Tools > Internet Options > Security Custom Level**. Scroll down to “Scripting” and set all 3 options to “enable.” Click “OK.”

ADVANCED FEATURES

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.

Eliminate Duplicate References

- Click on **View > Duplicates > Exact** (or **Close Match**)
- Select and delete duplicate records

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>