



Refworks @ USEK



Organizing and Managing Citations and Bibliographies

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1. Introduction

RefWorks is an online citation/research management tool that allows researchers to:

- Download references from online databases, e-journals or web pages
- Create their own library of relevant references
- Organize, sort and search a reference library
- Insert correctly formatted citations from RefWorks library into word processing documents
- Format in-text citations to generate a reference list in a variety of output styles; including MLA, APA, Harvard, Vancouver and hundreds of others
- Share folders of references with colleagues and friends.

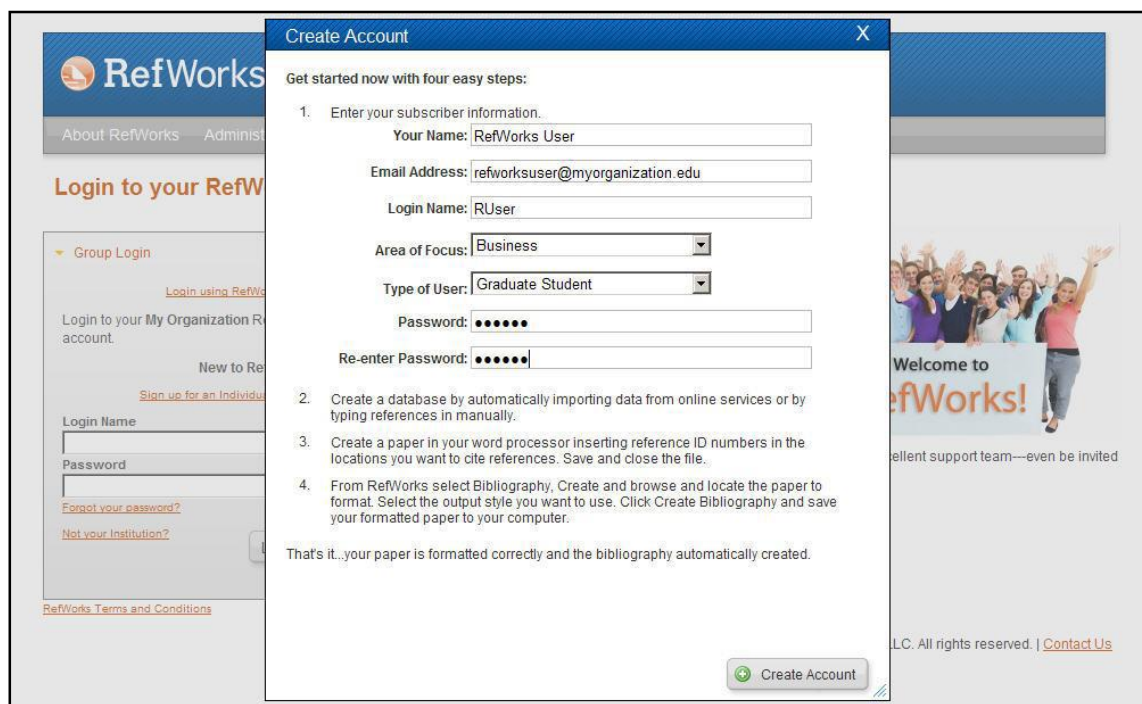
1.1 Features

- RefWorks is internet-accessible (www.refworks.com), and allows each user a private account (You must register the first time you use it.)
- RefWorks interacts with Microsoft Word (the “Write-N-Cite” feature) so that you can insert footnotes and a bibliography while you are writing your paper.
- RefWorks lets you annotate citations in your server space. You can take notes online.

2. Accessing Refworks

2.1 Setting-up an account

1. Visit your library website and click on the RefWorks Login Link
2. Click on **Sign up for an Individual Account**.
3. Fill in the form.
4. Click **Create Account**.
5. Congratulations you now have a RefWorks account!



2.2 Browser compatibility

- Internet Explorer Version 7.0 or later (Windows only)
- Firefox 3.X or later (Windows, Mac and Linux)
- Safari 3 and later (Mac): : RefGrab-It can cause problems in Safari
- Google Chrome (Windows only) Note: RefGrab-It does not work with Google Chrome

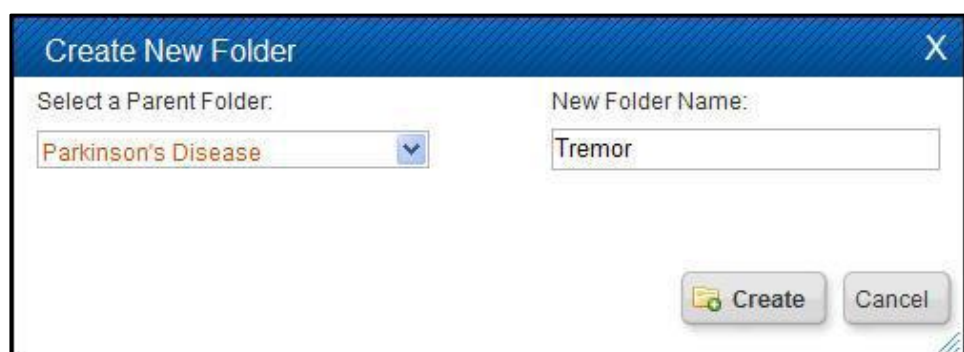
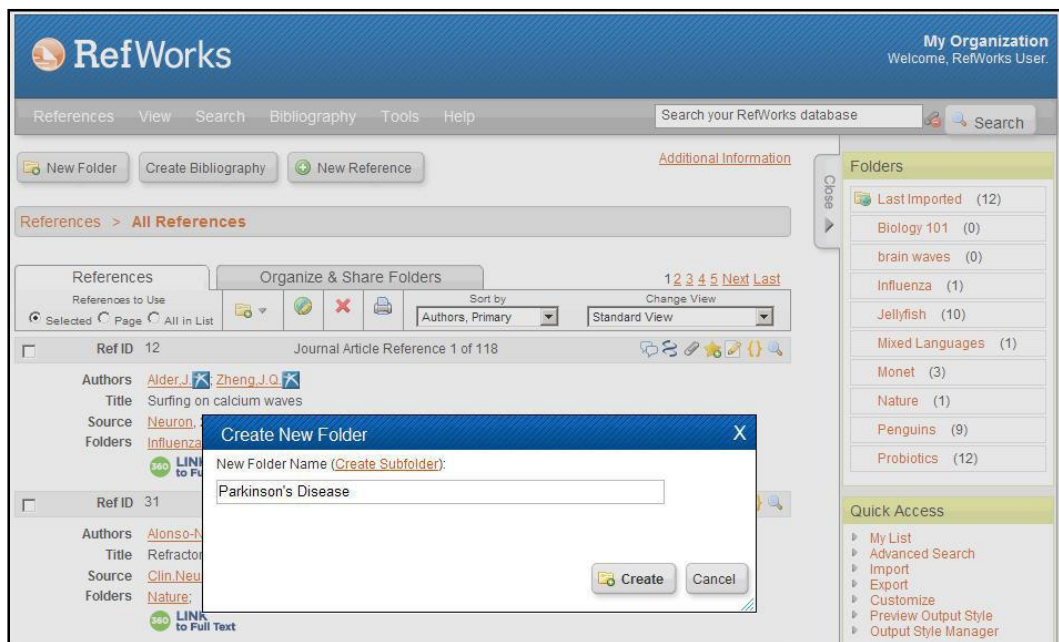
Make sure plug-ins are not deactivated in your browser.

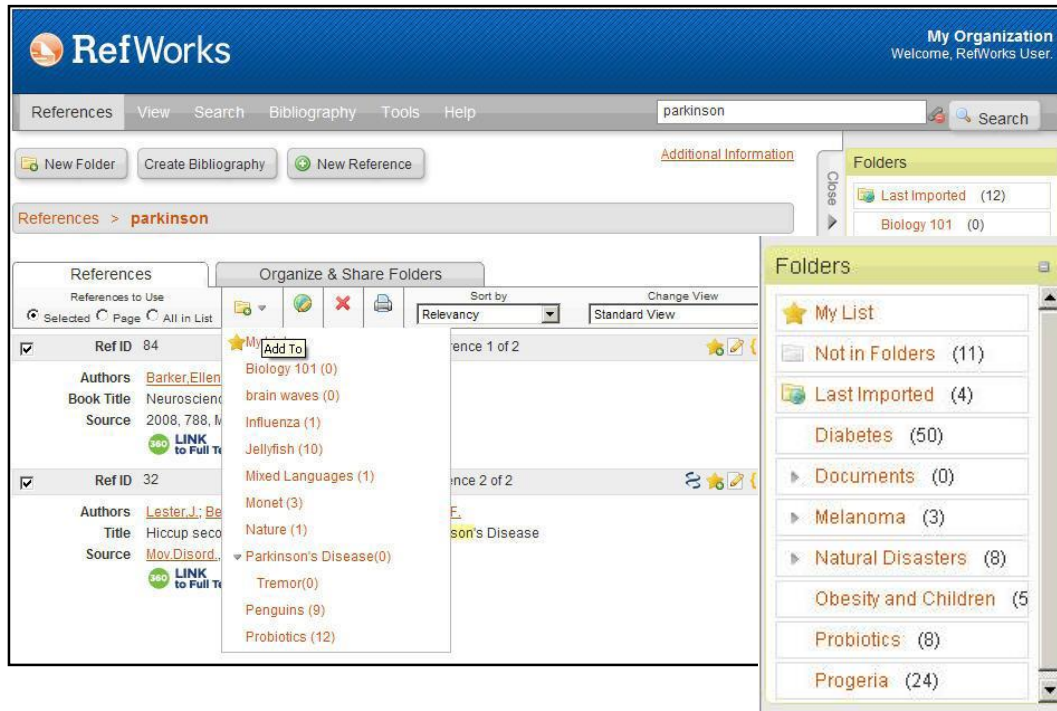
Students, faculty and staff have free access to RefWorks through the USEK Library. You can access RefWorks from anywhere. It is possible for you to create an additional account which can be used as a joint account for groups or when you want to use the Refmobile facilities.

3. Creating Folders and Moving Information


3.1 Creating a Folder

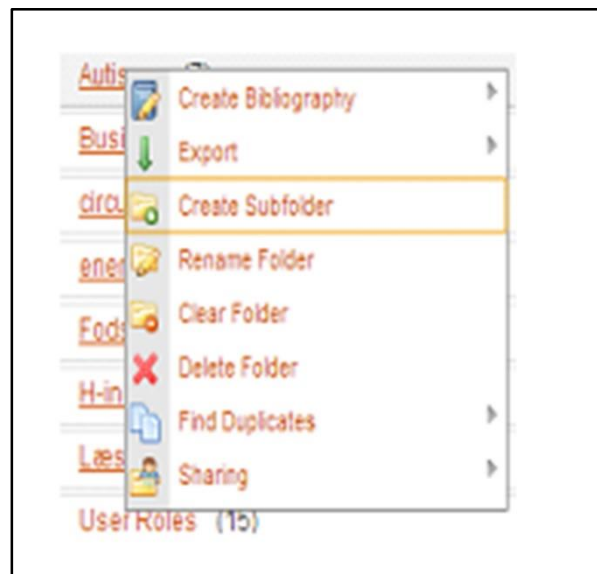
1. Click the **New Folder** button
2. Name it **Parkinson's Disease** and click **Create**
3. Create a sub-folder called **Tremor** (click **New Folder** then **Create Subfolder** link).
4. Select **Parkinson's Disease** as the parent folder and enter **Tremor** in the **New Folder** box. Click **Create**.
5. In RefWorks **Quick Search**, search for **Parkinson**.
6. Select **All** under "References to Use".
7. Add to the folder **Parkinson 's Disease**.
8. In RefWorks **Quick Search**, search for **tremor** and move them into the subfolder labeled tremor












3.2 Organizing your Folders

1. Choose the tab Organize & Share Folders 
2. Right click on a folder to explore the possibilities you have: Create Subfolder, Rename Folder, Clear Folder, Delete Folder etc. Especially the Find Duplicates functionality is important



3.3 Sharing your Folders

You can share references from your personal account with other colleagues or students and still remain in charge to edit, delete or add new references. References/folders are sent as emails.

1. Choose the tab *Organize & Share Folders*
2. Right click on  next to the folder you want to share
3. Choose *Sharing / Share Folder*, and a new window opens
4. Click on *Share*
5. Choose which sharing options to give to the recipient of the folder
6. Click on  and then click on 
7. Right click on  next to the folder you want to share and choose *Email this share* 
8. Type the email address and maybe some information in the message form, and click on 
9. You can always remove the *Share* function by clicking on  and choose *Remove Share*
10. You can also share a folder with all at the Holy Spirit University of Kaslik by using the *Shared Folder Options*
11. Choose *Share Options* and select *Include in Holy Spirit University of Kaslik 's shared area*
12. Choose *Category* (for example: Computer Science) and click on *Save*
13. If you want to see or export the references/folders in USEK's Shared Area choose *View / View Shared Area* in the menu bar



4. Getting References into Refworks

There are six different ways to get references into RefWorks.

- Adding New References Manually
- Importing Directly from any Database
- Importing Directly from Google Scholar
- Importing Data from a PubMed
- Importing Data from a Saved Text File
- Capturing Web Page with RefGrab-It

It is recommended that before you even start creating your database, spend some time thinking about how you want to organize your data.

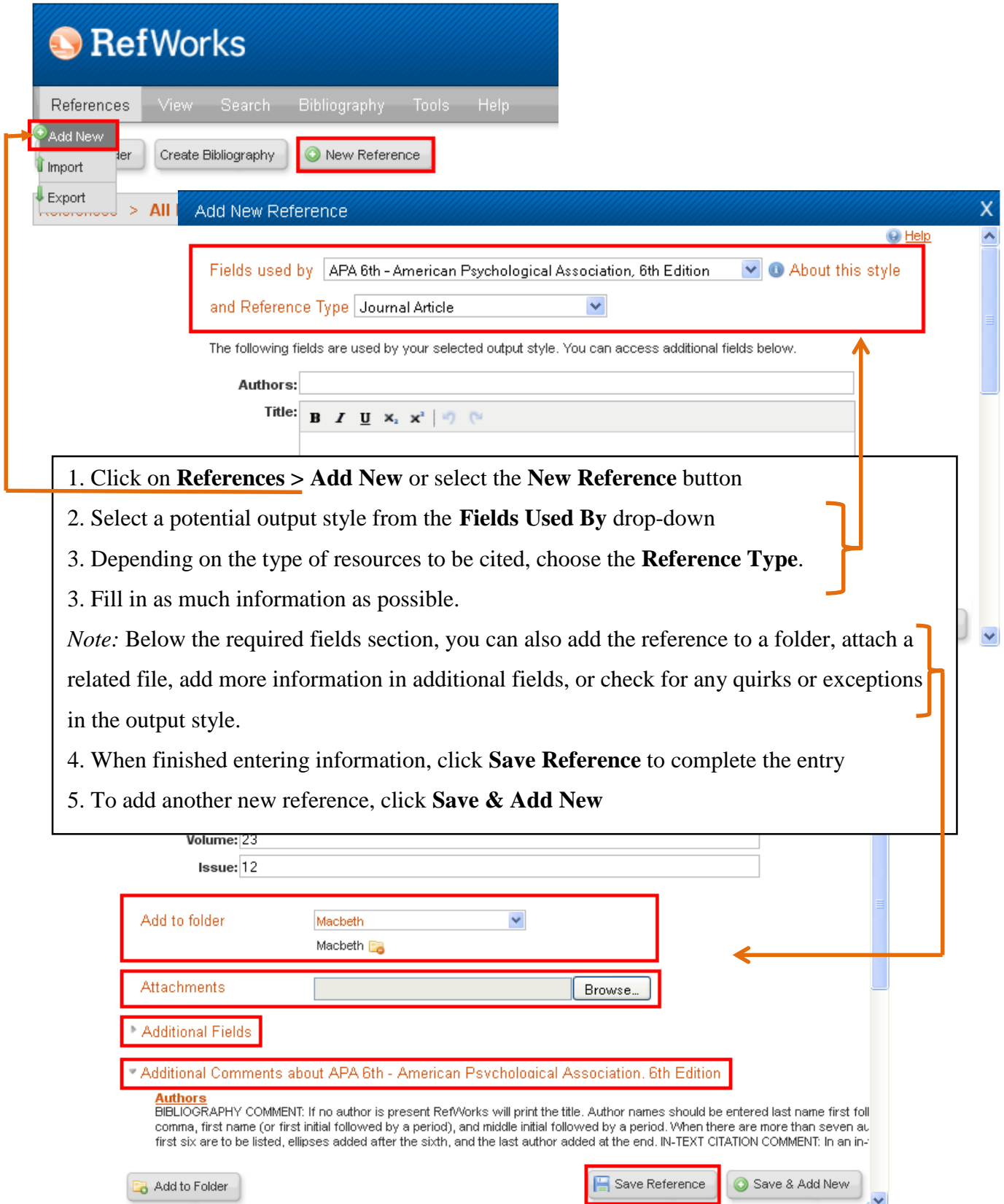
The two most convenient ways to find references quickly are searching and viewing folders. You might want to organize the data by creating folders for specific topics, assigning descriptors (keywords) to references as you add them to the database, or some combination of both.

For example, you could create a folder for each class you are taking; e.g., Child Psychology and Business Management.

If you do not want to set up folders, you could use Child Psychology and Business Management as descriptors to organize the data. In this, you would select By Descriptor from the Search menu option where you can search and locate all references organized by descriptors.

4.1 Adding New References Manually

To cite a resource not available in an online database, manually enter the reference.



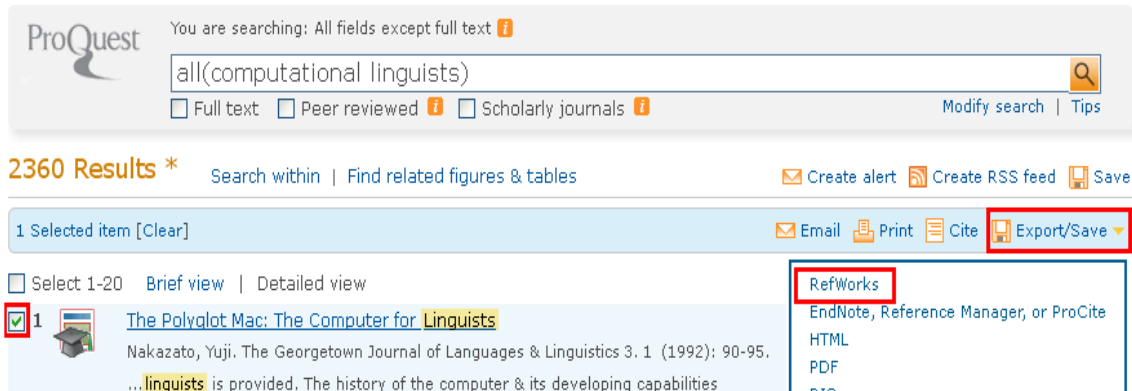
The screenshot shows the RefWorks interface for adding a new reference. The 'Add New' button in the top left is highlighted with a red box. The 'New Reference' button is also highlighted. The 'Fields used by' dropdown is set to 'APA 6th - American Psychological Association, 6th Edition' and the 'Reference Type' is 'Journal Article'. The 'Authors' and 'Title' fields are visible. Below the main form, there are sections for 'Add to folder' (set to 'Macbeth'), 'Attachments', 'Additional Fields', and 'Additional Comments about APA 6th - American Psychological Association, 6th Edition'. At the bottom, the 'Save Reference' and 'Save & Add New' buttons are highlighted.

1. Click on **References** > **Add New** or select the **New Reference** button
2. Select a potential output style from the **Fields Used By** drop-down
3. Depending on the type of resources to be cited, choose the **Reference Type**.
3. Fill in as much information as possible.

Note: Below the required fields section, you can also add the reference to a folder, attach a related file, add more information in additional fields, or check for any quirks or exceptions in the output style.

4. When finished entering information, click **Save Reference** to complete the entry
5. To add another new reference, click **Save & Add New**

4.2 Importing Directly from any Database



ProQuest You are searching: All fields except full text **i**


all(computational linguists) **Q**

Full text Peer reviewed **i** Scholarly journals **i** [Modify search](#) | [Tips](#)

2360 Results * [Search within](#) | [Find related figures & tables](#) [Create alert](#) [Create RSS feed](#) [Save](#)

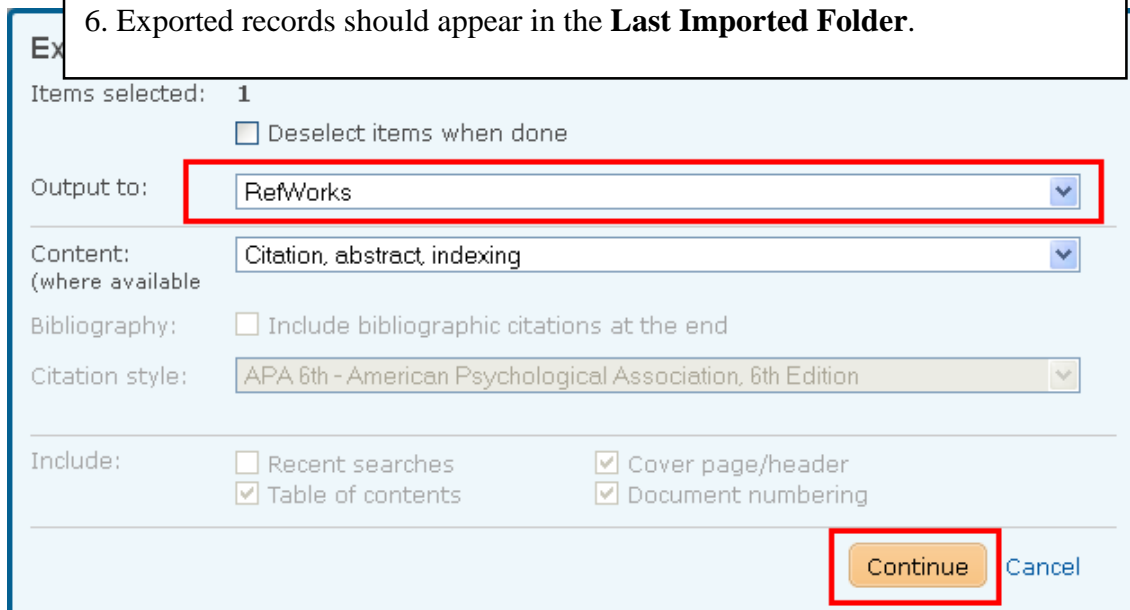
1 Selected item [Clear] [Email](#) [Print](#) [Cite](#) **Export/Save**

Select 1-20 [Brief view](#) | [Detailed view](#)

1  [The Polyglot Mac: The Computer for Linguists](#)
Nakazato, Yuji. The Georgetown Journal of Languages & Linguistics 3. 1 (1992): 90-95.
...[linguists](#) is provided. The history of the computer & its developing capabilities

RefWorks
EndNote, Reference Manager, or ProCite
HTML
PDF
etc.

1. Perform a search and mark the references you want to export.
2. Choose to **export the items now** or add them to **My Research** and add additional records for exporting later. If you add the records to **My Research**, select that folder tab when you are ready to export. **If you choose to export only the selected records on that page, skip to #4 below.**
3. From **My Research**, Select **Export Citations**.
4. Select **Export directly to RefWorks**
5. The export will open **RefWorks** if it is not already open and automatically import the references.
6. Exported records should appear in the **Last Imported Folder**.



Ex

Items selected: 1

Deselect items when done

Output to: **RefWorks**

Content: **Citation, abstract, indexing**

(where available)

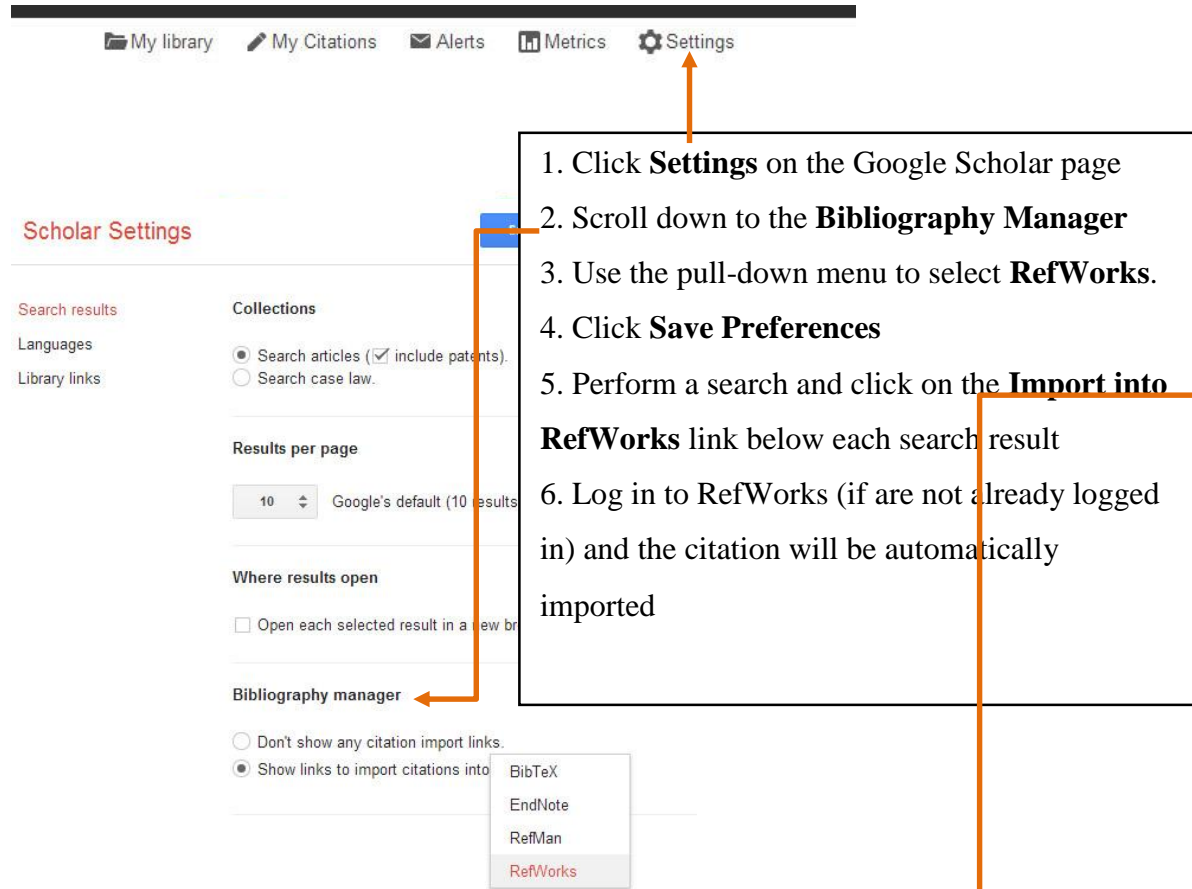
Bibliography: Include bibliographic citations at the end

Citation style: **APA 6th - American Psychological Association, 6th Edition**

Include: Recent searches Cover page/header
 Table of contents Document numbering

Continue Cancel

4.3 Importing Directly from Google Scholar



My library My Citations Alerts Metrics Settings

Scholar Settings

Search results
Languages
Library links

Collections

Search articles (include patents).
 Search case law.

Results per page

10 Google's default (10 results)

Where results open

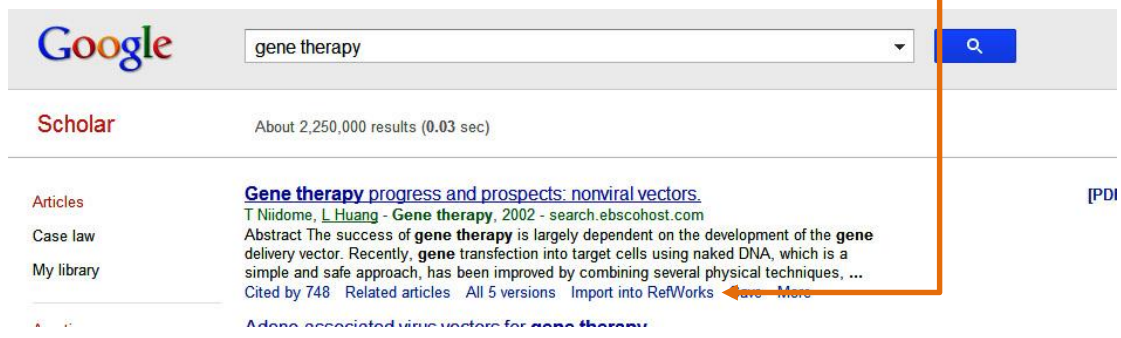
Open each selected result in a new browser window

Bibliography manager

Don't show any citation import links.
 Show links to import citations into

- BibTeX
- EndNote
- RefMan
- RefWorks**

1. Click **Settings** on the Google Scholar page
2. Scroll down to the **Bibliography Manager**
3. Use the pull-down menu to select **RefWorks**.
4. Click **Save Preferences**
5. Perform a search and click on the **Import into RefWorks** link below each search result
6. Log in to RefWorks (if are not already logged in) and the citation will be automatically imported



Google gene therapy

Scholar About 2,250,000 results (0.03 sec)

Articles **Gene therapy progress and prospects: nonviral vectors.** [PDF]

Case law
My library

Abstract The success of **gene therapy** is largely dependent on the development of the **gene** delivery vector. Recently, **gene** transfection into target cells using naked DNA, which is a simple and safe approach, has been improved by combining several physical techniques, ... Cited by 748 Related articles All 5 versions Import into RefWorks



RefWorks

References View Search Bibliography Tools Help Search Your Database

New Folder Create Bibliography New Reference

References > Last Imported

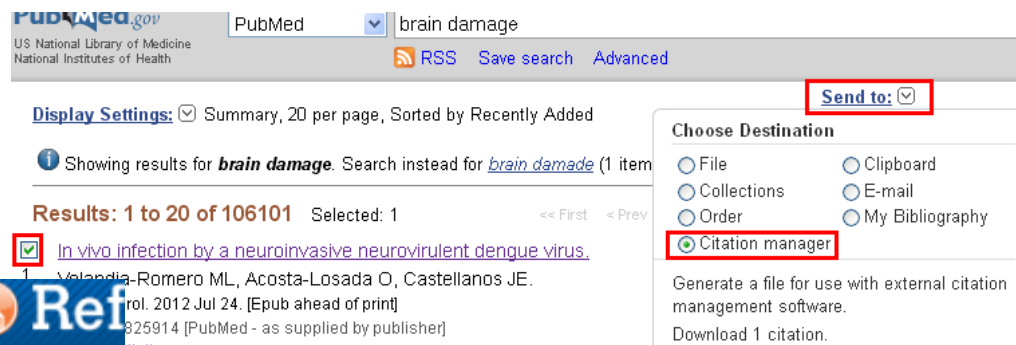
References Organize Folders

References to Use: Selected Page All in List Sort by: Authors, Primary Change View: Standard View

Ref ID 3 Journal Article Reference 1 of 1

Authors [Niidome, T; Huang, L](#)
Title [Gene therapy progress and prospects: nonviral vectors.](#)
Source [Gene Ther.](#), 2002, 9, 24
Folders [Last Imported:](#)

4.4 Importing Data from PubMed



pubmed.gov PubMed brain damage
US National Library of Medicine
National Institutes of Health RSS Save search Advanced

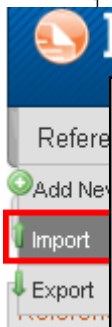
Display Settings: Summary, 20 per page, Sorted by Recently Added

Showing results for **brain damage**. Search instead for [brain damage](#) (1 item)

Results: 1 to 20 of 106101 Selected: 1 << First < Prev

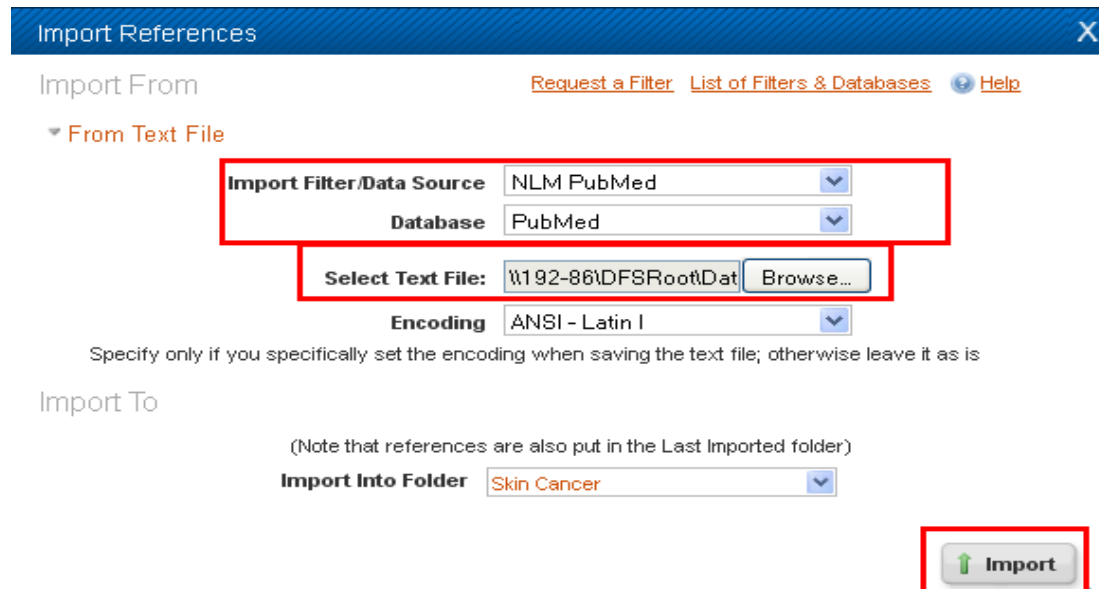
[In vivo infection by a neuroinvasive neurovirulent dengue virus.](#)
Melanda-Romero ML, Acosta-Losada O, Castellanos JE.
rol. 2012 Jul 24. [Epub ahead of print]
825914 [PubMed - as supplied by publisher]

Send to: Choose Destination
 File Clipboard
 Collections E-mail
 Order My Bibliography
 Citation manager
 Generate a file for use with external citation management software.
 Download 1 citation.



RefWorks toolbar: Add New, Import, Export

1. Conduct your search.
2. Mark the records you wish to export. To export all the citations do not select any citations.
3. From **Send to**, select **Citation manager** and click the **Create File** button.
4. Your results will be displayed in a tagged format. Using your browser's **Save As** function, navigate to the local drive and directory where you want to save the file and save the file in the *.nbibformat.
5. Log in to **RefWorks**.
6. Select **References/Import** from the toolbar.
7. Select **NLM PubMed** as the data source and as the database.
8. Browse to find the .nbib file saved to your computer (if you opened the file, copy and paste the text into the Importing Data from the Following Text area).
9. Click **Import**.
10. Records should appear in the **Last Imported Folder**.



Import References

Import From [Request a Filter](#) [List of Filters & Databases](#) [Help](#)

From Text File

Import Filter/Data Source: NLM PubMed
 Database: PubMed

Select Text File: \\192-86\DFSRoot\Dat Browse...

Encoding: ANSI - Latin I

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

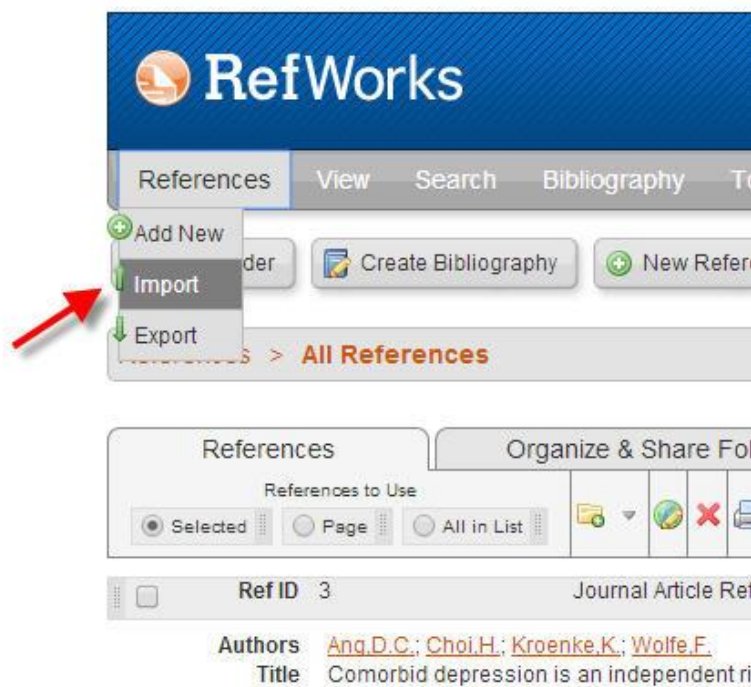
Import To
 (Note that references are also put in the Last Imported folder)
 Import Into Folder: Skin Cancer

Import

4.5 Importing Data from a Saved Text File

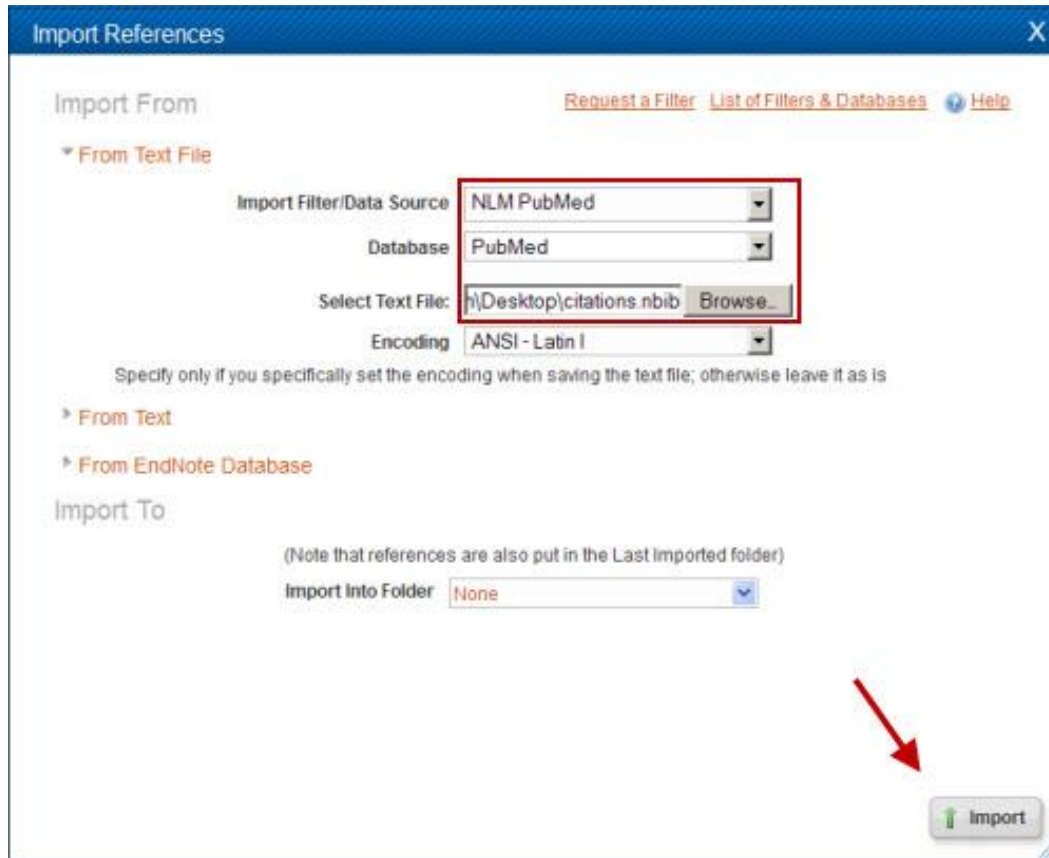
References can be imported into RefWorks from a text file (.txt) created by saving references from a wide variety of online services and other bibliographic management programs.

1. Retrieve the results you want to export from the online service or bibliographic manager, and save them as a text file (.txt).
2. If the database vendor lists several different formats for saving the references, see the RefWorks Help file for further details on the appropriate selection.
3. Access your RefWorks account and click References from the drop-down menu; then select Import.



4. On the subsequent menu, access the drop-down menu next to Import Filter/Data Source and click the source of the data.
5. Click on the Database drop-down menu and select the source database.
6. Click on the Browse button to select the text file to import.
7. Click on the Import into Folder drop-down menu to designate the specific folder where you want to file the imported references. By default, references will automatically be placed in the Last Imported folder, even if you designate an existing folder for them to go to.

8. Click on Import. When the import is complete, click the View Last Imported Folder button to review and modify the imported references.



Import References

Import From [Request a Filter](#) [List of Filters & Databases](#) [Help](#)

From Text File

Import Filter/Data Source: NLM PubMed

Database: PubMed

Select Text File: h:\Desktop\citations nbib [Browse...](#)

Encoding: ANSI - Latin I

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

From Text

From EndNote Database

Import To

(Note that references are also put in the Last Imported folder)

Import Into Folder: None

Import

4.6 Capturing Web Page with RefGrab-It

RefGrab-It is a special browser plugin that allows you to automatically import basic bibliographic information about the current web page you are viewing into your RefWorks account.

Note: *RefGrab-It cannot be used on .pdf files from web sites.*

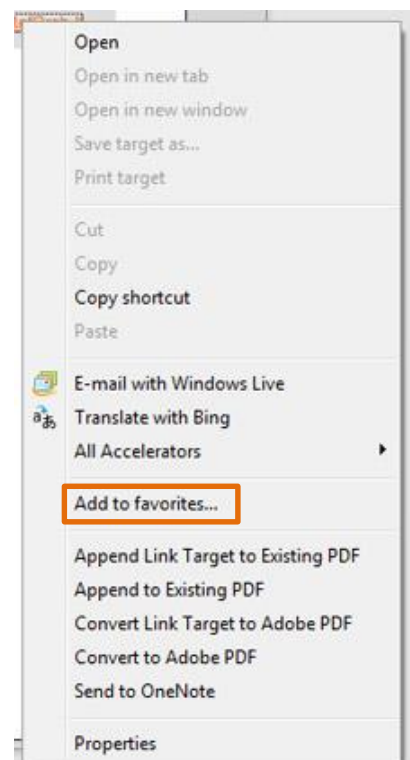
Compatible with Internet Explorer and Firefox, not Google Chrome

4.6.1 Installing RefGrab-It in Internet Explorer

1. To improve functionality, switch off the pop-up blocker: click Tools > Pop-up Blocker > Turn Off Pop-up Blocker.
2. Enable the **Links** toolbar in IE by selecting the **View** menu option, then **Toolbars**.
3. If **Lock the Toolbars** is checked, click on it to de-select it.
4. Then, from **View, Toolbars** click on **Links (IE 8 users: click on Favorites Bar)**. A checkmark will appear next to **Links (or Favorites Bar)** indicating that this feature is active. The **Links** toolbar (or **Favorites Bar**) should now be visible at the top right of your browser (it may appear in a slightly different position).
5. Log in to your Refworks account.
6. Go to **Tools**, click **RefGrab-It**, and right-click on the **RefGrab-It** link on the bottom-right of the page. A menu will appear.




7. Select **Add to Favorites**. You may get a security challenge telling you that you may be adding something that is unsafe. Please say "yes"
8. **Add a Favorite** box opens and RefGrab-It should appear in the name box.
9. Follow the instructors and folder save.
10. Close your browser and re-open before using RefGrab-It for the first time.



4.6.2 Using RefGrab

1. Restart your browser, you will see the RefGrab-It icon in the **Bookmarks bar**.
2. When viewing a web page or other item of interest, click on the RefGrab-It icon.



3. RefGrab-It will open a "temporary results page" in a new window. You can view the information and additional resources first
4. Select the items you wish to import and click the **Import button** . You will be prompted to log in to your RefWorks account, if you have not already.

Note: In some cases the information is very basic: web page title, URL, and date accessed. In other cases, additional information about the item can be retrieved from the ISSN, ISBN, or DOI.

5. You will view a summary of what has been imported



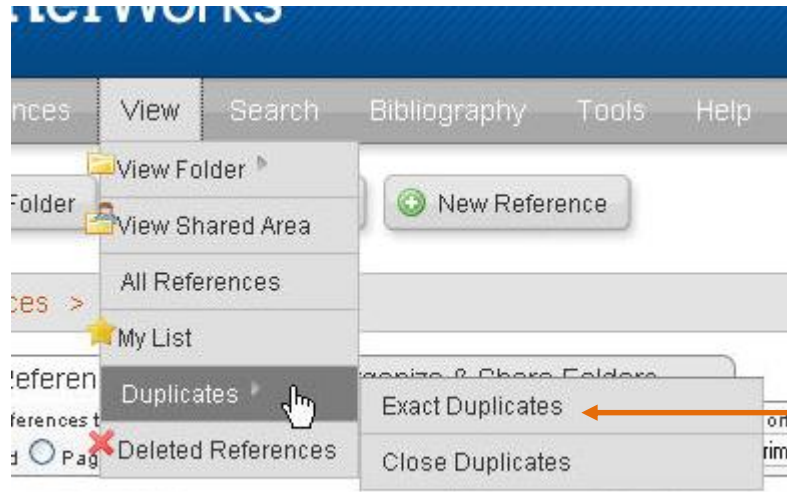
The screenshot shows a browser window with the RefGrab-It interface overlaid on a MailOnline article. The article title is "Why women struggle more than men with life after retirement: 80% feel they have no purpose in life after quitting work | Mail Online". The RefGrab-It window displays the article title and a "Import To RefWorks" button. An orange arrow points from the "Import button" in the previous step to the "Import To RefWorks" button in this screenshot.


Why women struggle more than men with life after retirement: 80% feel they have no purpose in life after quitting work

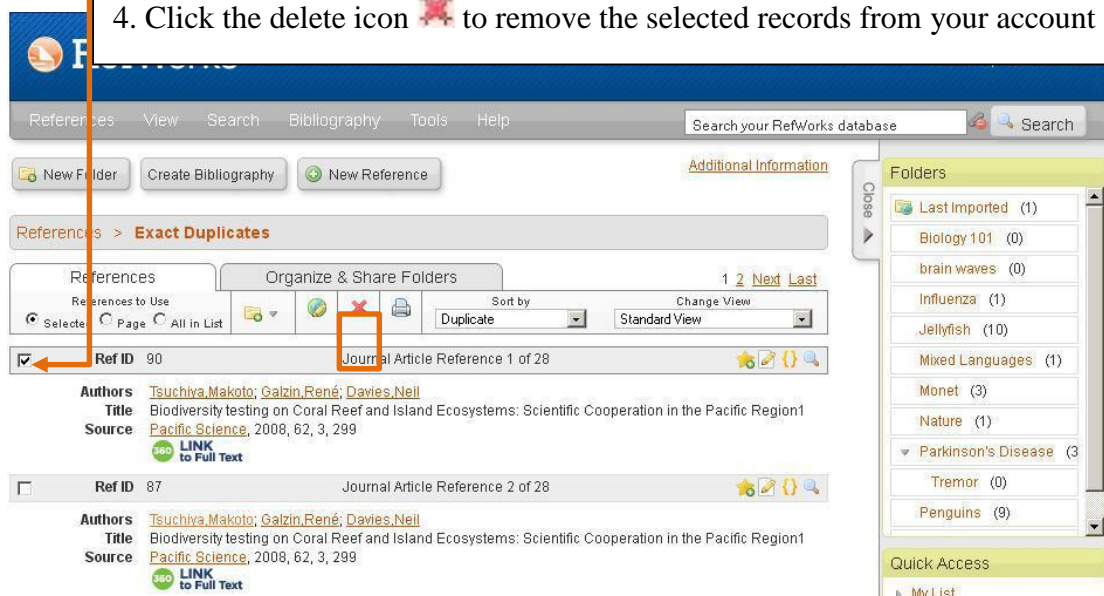
- Men enjoy starting new hobbies and are happy to relax at home
- Women are more likely to worry about lack of income and social life

5. Organizing your References

5.1 Checking for Duplicates



1. Select **View > Duplicates > Exact Duplicates**
2. RefWorks will compare the **Author, Title and Publication Year** fields for all records in your database and present exact matches to you
3. By default RefWorks will mark the most recently added references in a set of duplicates for deletion. *Make sure to look through the entire page before proceeding!*
4. Click the delete icon  to remove the selected records from your account



Notes: If there are more than two duplicates, RefWorks will mark only one reference for deletion. You will need to select others yourself.

RefWorks will keep all deleted items for 30 days in the Deleted References folder **View > Deleted References**, from where you can restore them.

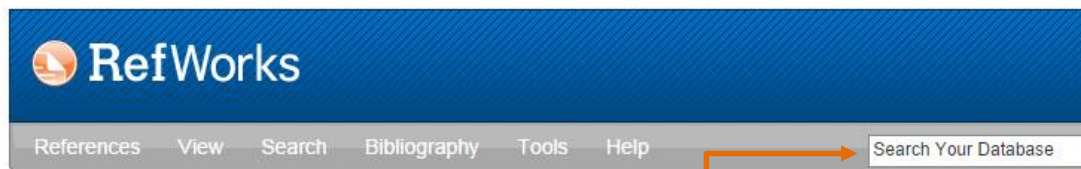
Helpful Hint: You can also check for duplicates in a specific folder. Click on the **Organize & Share Folders** tab and then click the **Folder** icon and select **Duplicates** and either **Exact Duplicates** or **Close Duplicates**.

5.2 Searching your References



5.2.1 Quick Search

Notes:

- Use the Quick Search feature as a search of all fields.
- To produce maximum results, all search terms entered are connected by the Boolean connector OR.
- In addition, searches retrieve embedded terms - a search for “art” retrieves references with “heart,” “part,” etc.
- The results of a Quick Search are always ranked by relevancy.



1. Enter search terms in the Search your database box.
2. Click on GO.
3. Results are displayed with the search terms highlighted.

Helpful Hint: If you wish to include file attachments in your search, click the Attachments icon. By default attachment searching is disabled, which is indicated by this icon . Click on the attachment exclusion icon will enable attachment searching and display a new icon . You can click on the attachment inclusion icon to disable the feature as well. Only .pdf and .txt files, along with file names are searched when the attachments checkbox is selected.

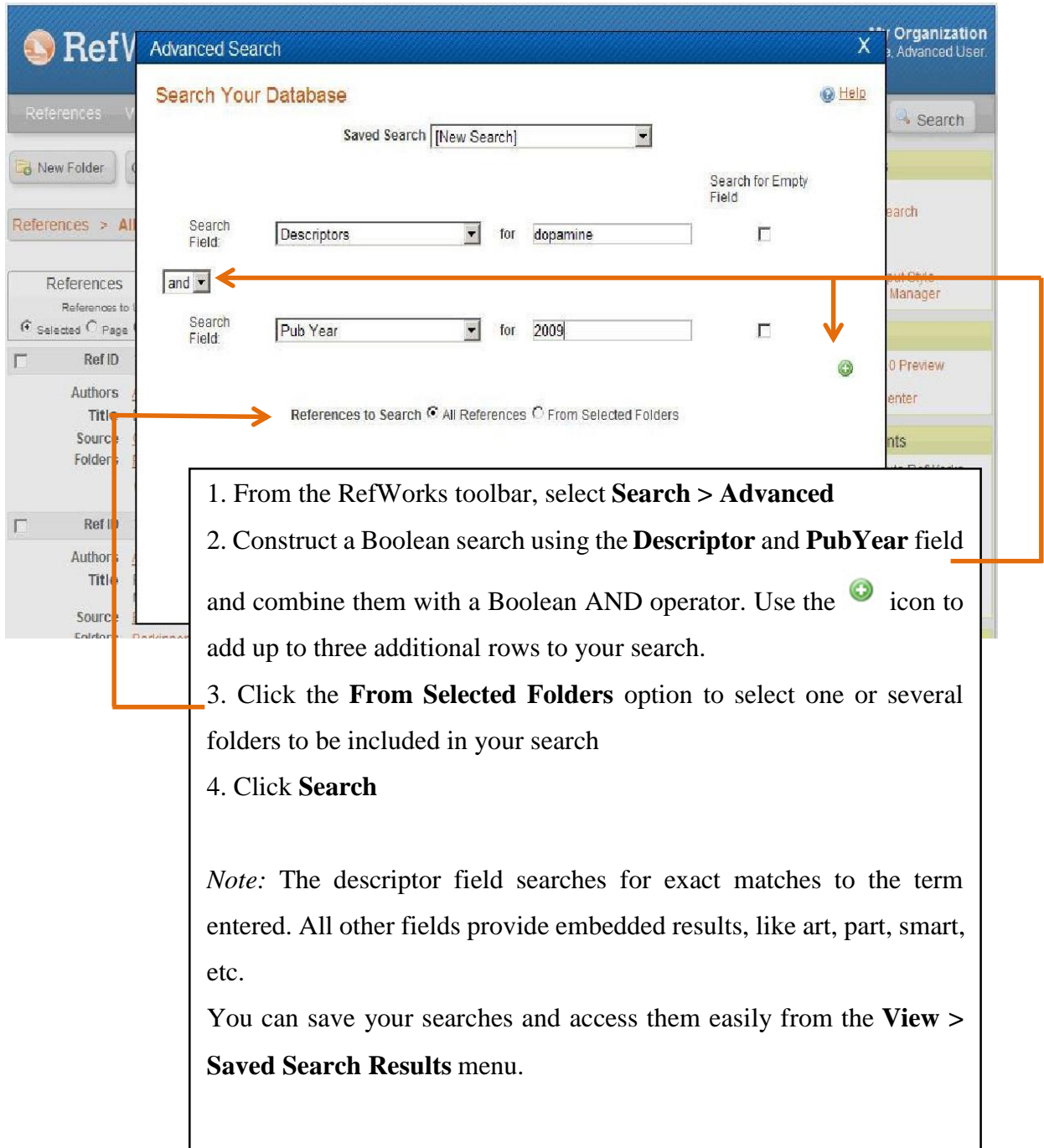
4. Edit a reference or a selection of references

5.3 Delete or remove references


5.2.2 Advanced Search

Advanced Search makes it easy to perform field-specific searches (e.g., Author, Title, Descriptors), construct Boolean queries (i.e., AND, OR, NOT), and limit the search to a specific folder(s).

The results of an Advanced Search are displayed alphabetically by author by default (with the search terms highlighted) unless a customized sort setting has been applied.



1. From the RefWorks toolbar, select **Search > Advanced**

2. Construct a Boolean search using the **Descriptor and **PubYear** field and combine them with a Boolean AND operator. Use the  icon to add up to three additional rows to your search.**

3. Click the **From Selected Folders option to select one or several folders to be included in your search**

4. Click **Search**

Note: The descriptor field searches for exact matches to the term entered. All other fields provide embedded results, like art, part, smart, etc.

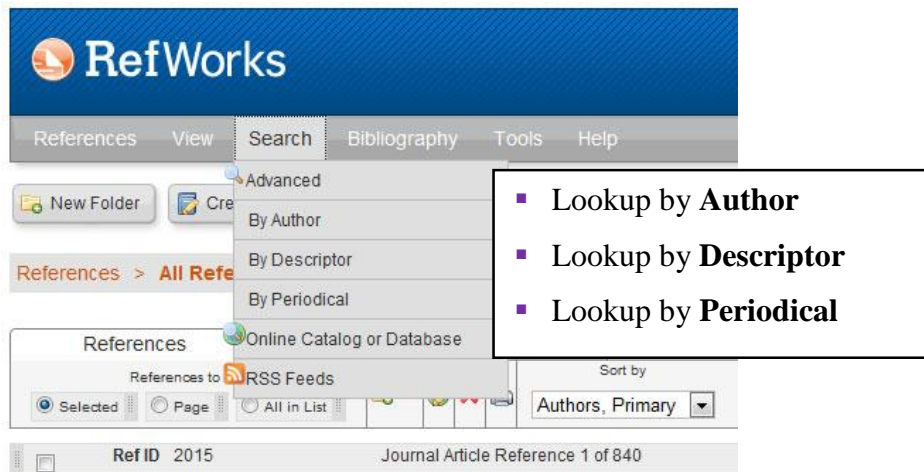
You can save your searches and access them easily from the **View > Saved Search Results** menu.

5.2.3 Using Author, Periodical and Descriptor Lookups

In the Search area of RefWorks there are three lookup options available:

These Lookups are really browsable indexes that allow for viewing and editing records that meet the Lookup criteria.

Any time information is added to your account, the author, descriptor and periodical information is automatically included in the lookups.



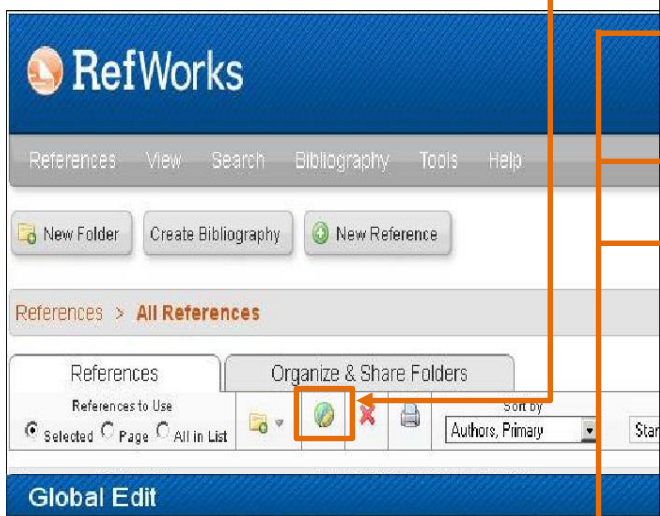
1. From the RefWorks toolbar, select **Search > By Descriptor**
2. Locate any descriptor that has more than one record
3. Click on the descriptor to display all the records with that term in the descriptor field.

Notes: You can edit or delete a specific lookup term (author, descriptor or periodical) from the icons next to a descriptor. These options only edit or delete the specific value, not the entire reference.

5.3 Editing your References



1. Select Search > Online Catalog or Database
2. Select **PubMed** and conduct a quick search for **influenza and vaccine**
3. From the results, select four references and click the **Import** button
4. View the **Last Imported** folder, select all references and click the global edit icon.



5. In the **Add** area, select **Descriptors** from the **Specific Field** drop-down list
6. The form will expand to reveal all relevant options. Please enter **vaccine** in the **Descriptors** text box
7. In the **Field Already Contains Data** section, select **Append to Existing Data**
8. Click the **Add Data** button

9. To verify that your action was successful, click on **Search > By Descriptor** and browse to **V** for vaccine. You will see an entry for vaccine containing your edited references.

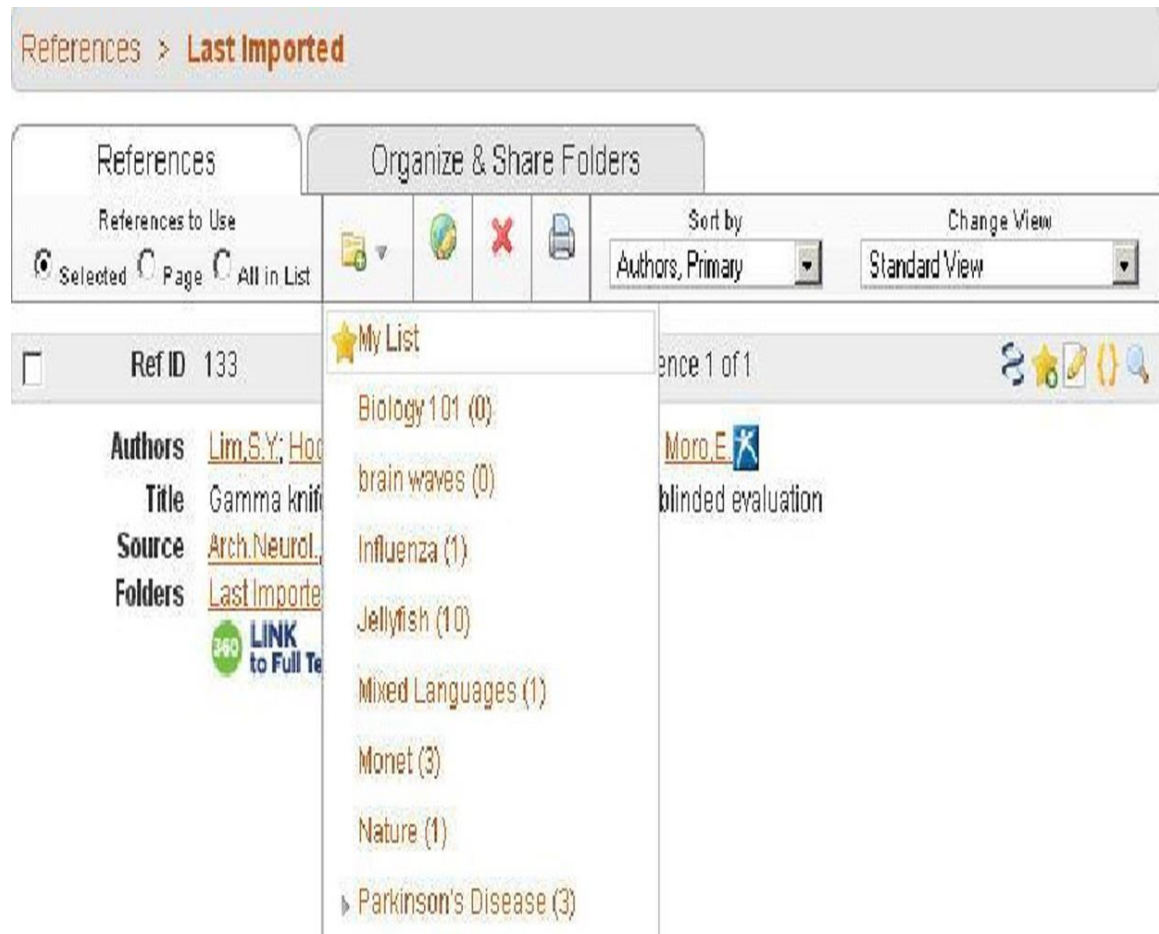


Notes:

Overwrite Existing Data will remove any existing information in your record and replace it with what you are adding

Leave Existing Data Alone will only add your change to records that do not have any information in the particular field

5.4 My List



References > **Last Imported**

References | Organize & Share Folders

References to Use: Selected Page All in List

Sort by: Authors, Primary | Change View: Standard View

Ref ID: 133

Authors: [Lim, S.Y.; Ho...](#)

Title: Gamma knif...

Source: [Arch. Neurol.](#)

Folders: [Last Importe...](#)



My List

- Biology 101 (0)
- brain waves (0)
- Influenza (1)
- Jellyfish (10)
- Mixed Languages (1)
- Monet (3)
- Nature (1)
- ▶ Parkinson's Disease (3)

ence 1 of 1

[Moro, E](#)

blinded evaluation

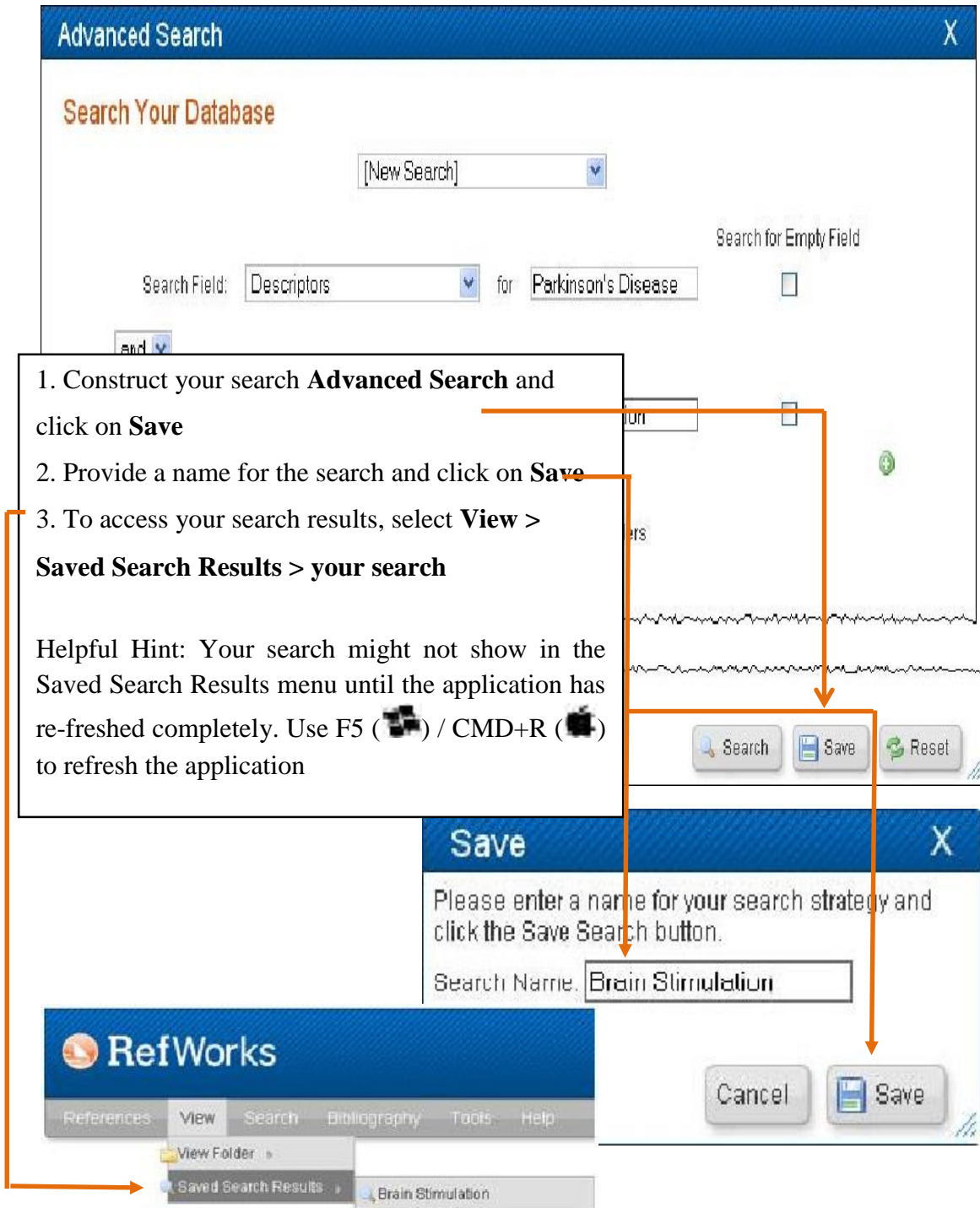
1. From any folder, select the first two references
2. Click the add to folder icon  and select **My List**. Alternatively click the My List icon  next to each references you would like to add to My List.
3. Conduct a **Quick Search** for any term and add two more references to **My List**.
4. Click on **View > My List** to see your references. You will also find a link to **My List** in the **Quick Access Toolbar**

Notes: **My List** is available in many functions within RefWorks, such as Export, Global Edit, Create Bibliography, etc.

My List is a temporary folder – when you log out of RefWorks, this temporary folder will be cleared.

6. Saving your Searches

6.1 Saving a Search & Viewing Saved Search Results



Advanced Search

Search Your Database

[New Search]

Search Field: Descriptors for Parkinson's Disease



Search for Empty Field

and

1. Construct your search **Advanced Search** and click on **Save**

2. Provide a name for the search and click on **Save**

3. To access your search results, select **View > Saved Search Results > your search**

Helpful Hint: Your search might not show in the Saved Search Results menu until the application has re-freshed completely. Use F5 () / CMD+R () to refresh the application

Save

Please enter a name for your search strategy and click the Save Search button.

Search Name: Brain Stimulation

Cancel Save

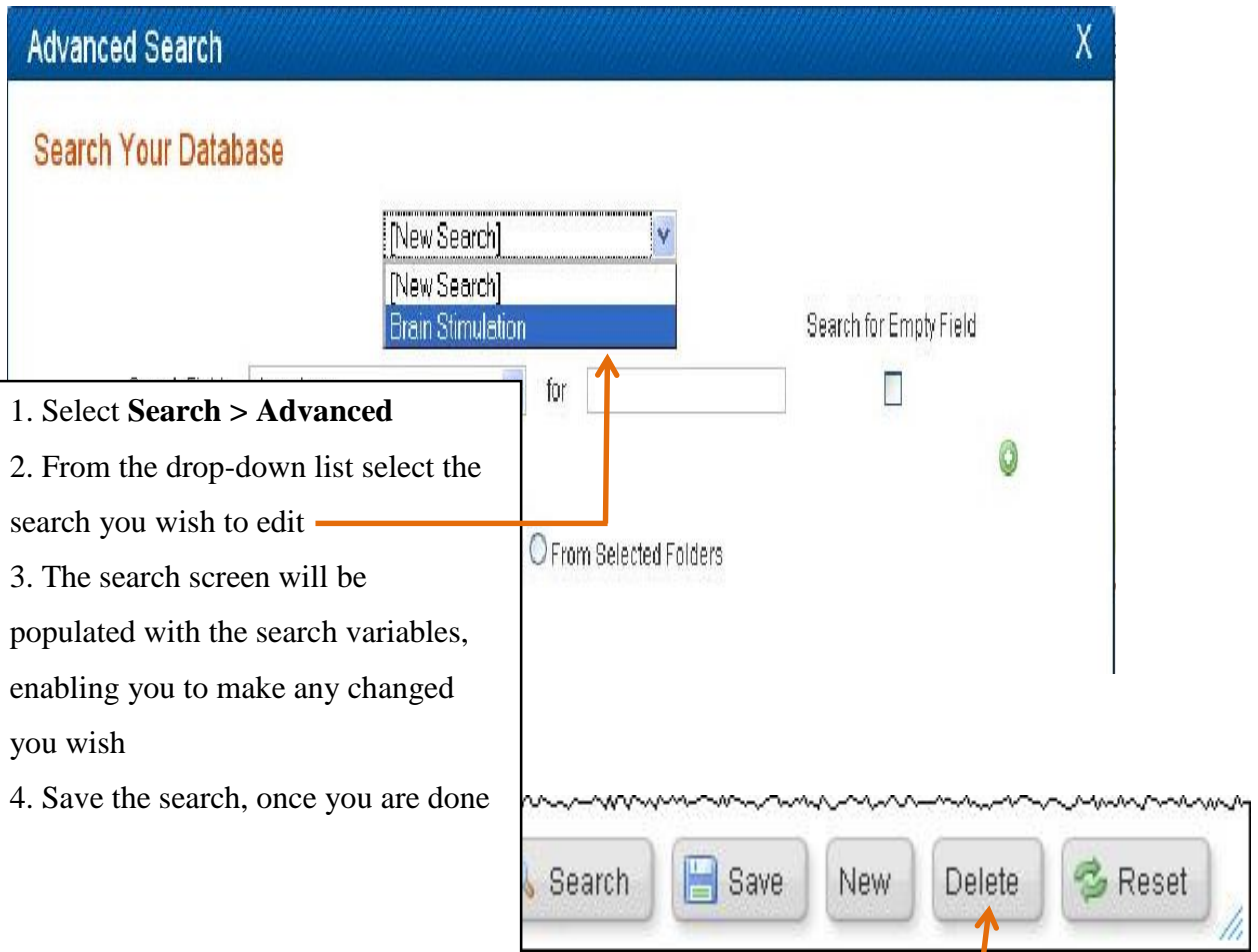
RefWorks

References View Search Bibliography Tools Help

View Folder

Saved Search Results: Brain Stimulation

6.2 Editing a Saved Search



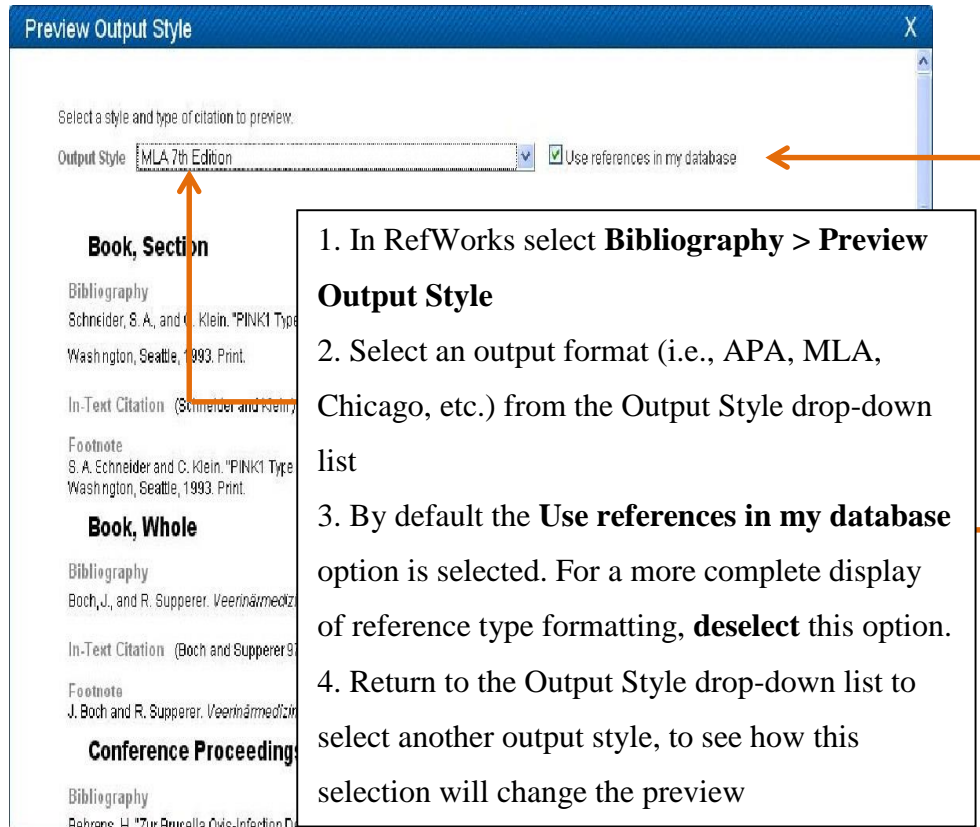
The screenshot shows the 'Advanced Search' window. At the top, it says 'Search Your Database'. Below that is a list of saved searches: '[New Search]', '[New Search]', and 'Brain Stimulation'. The 'Brain Stimulation' search is highlighted. To the right of the list is a checkbox labeled 'Search for Empty Field'. Below the list is a radio button labeled 'From Selected Folders'. At the bottom of the window is a toolbar with buttons for 'Search', 'Save', 'New', 'Delete', and 'Reset'. An orange arrow points from the 'Delete' button to the 'Brain Stimulation' search entry. Another orange arrow points from the 'Delete' button to the 'Helpful Hint' text box.

1. Select **Search > Advanced**
2. From the drop-down list select the search you wish to edit
3. The search screen will be populated with the search variables, enabling you to make any changes you wish
4. Save the search, once you are done

Helpful Hint: You can delete a search from here as well.

7. Formatting your Bibliography

7.1 Using the Output Style Preview Utility



Select a style and type of citation to preview:

Output Style: **MLA 7th Edition** Use references in my database

Book, Section

Bibliography
Schneider, S. A., and C. Klein. "PINK1 Type
Washington, Seattle, 1993. Print.

In-Text Citation: (Schneider and Klein)

Footnote
S. A. Schneider and C. Klein. "PINK1 Type
Washington, Seattle, 1993. Print.

Book, Whole

Bibliography
Boch, J., and R. Supperer. *Veerinärmediz*

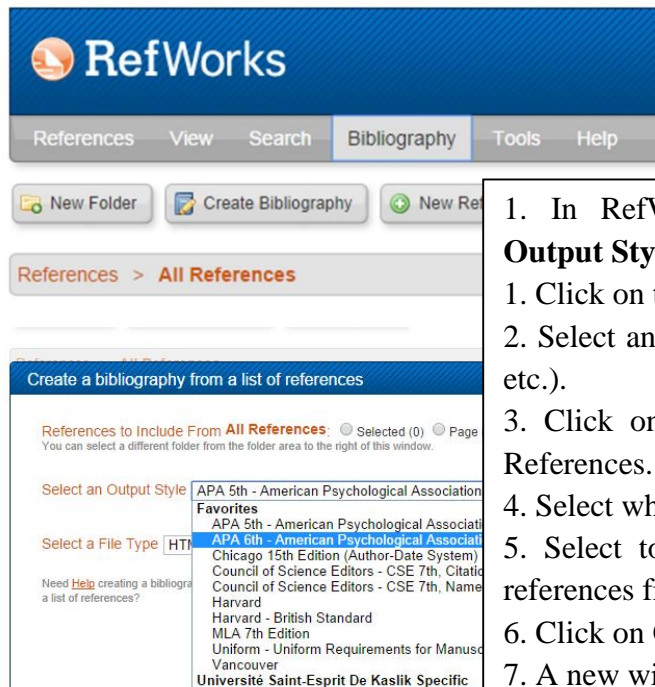
In-Text Citation: (Boch and Supperer)

Footnote
J. Boch and R. Supperer. *Veerinärmediz*

Conference Proceeding

Bibliography
Behrens, H. "Zur *Amucella Ovis-Infektion*

1. In RefWorks select **Bibliography > Preview Output Style**
2. Select an output format (i.e., APA, MLA, Chicago, etc.) from the Output Style drop-down list
3. By default the **Use references in my database** option is selected. For a more complete display of reference type formatting, **deselect** this option.
4. Return to the Output Style drop-down list to select another output style, to see how this selection will change the preview



RefWorks

References View Search **Bibliography** Tools Help

New Folder Create Bibliography New Ref

References > All References

Create a bibliography from a list of references

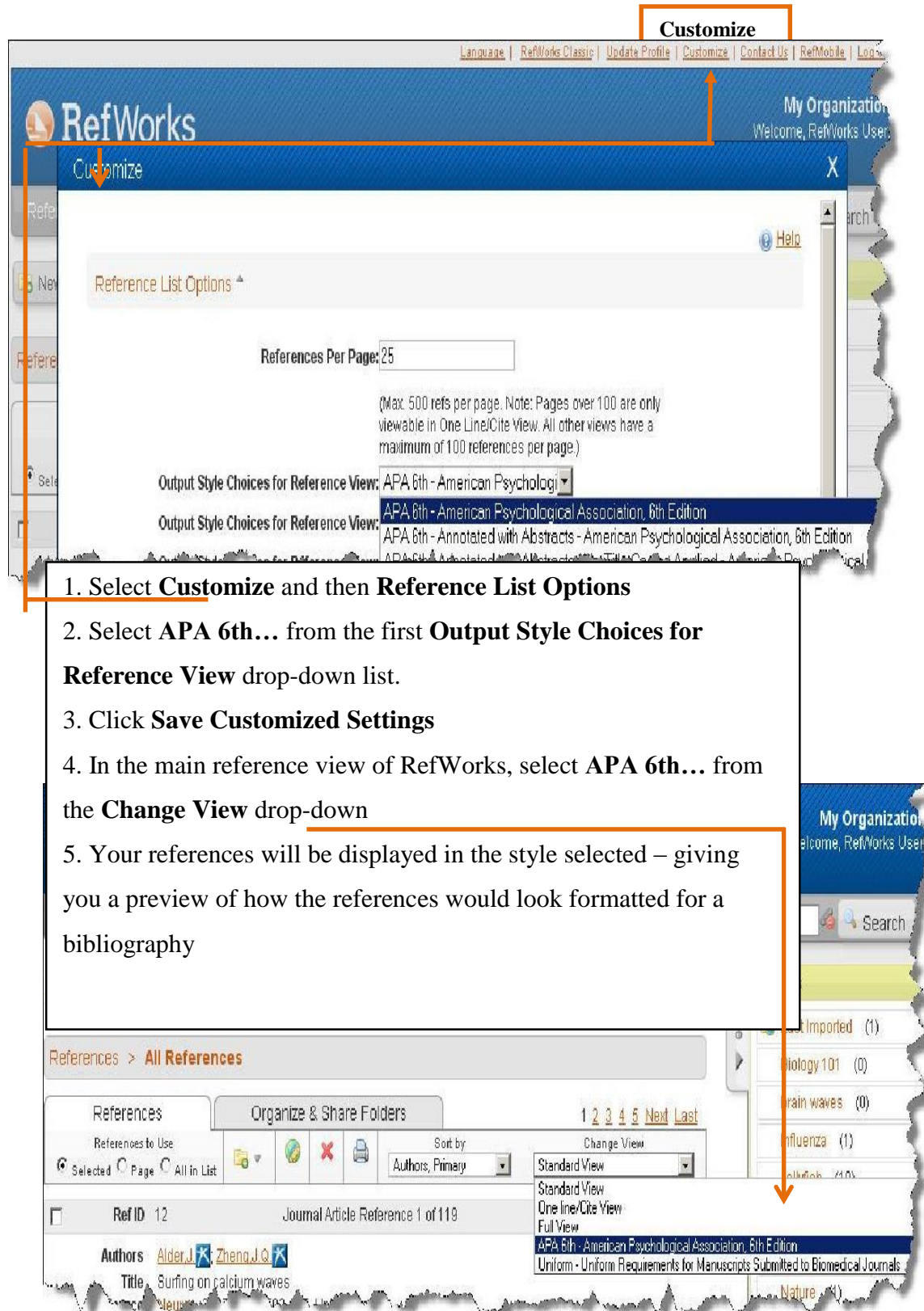
References to Include From **All References**: Selected (0) Page
You can select a different folder from the folder area to the right of this window.

Select an Output Style: APA 5th - American Psychological Association Favorites
APA 5th - American Psychological Association
APA 6th - American Psychological Association
Chicago 15th Edition (Author-Date System)
Council of Science Editors - CSE 7th, Citatio
Council of Science Editors - CSE 7th, Name
Harvard
Harvard - British Standard
MLA 7th Edition
Uniform - Uniform Requirements for Manusc
Vancouver
Université Saint-Esprit De Kaslik Specific

1. In RefWorks select **Bibliography > Preview Output Style**
1. Click on the **Create Bibliography** button.
2. Select an output format (i.e., APA, MLA, Chicago, etc.).
3. Click on Format a Bibliography from a List of References.
4. Select what file type to create.
5. Select to format all of your references or those references from My List or from a specific folder.
6. Click on Create Bibliography.
7. A new window will open with your bibliography.
8. Save your bibliography to your computer or disk.

7.2 Editing or Creating Your Output Style

If none of the styles provided conform to your desired results, the Output Style Editor allows you to create custom output styles by either creating a completely new style or modifying an existing output style to suit your needs.



Customize

Language | RefWorks Classic | Update Profile | **Customize** | Contact Us | RefMobile | Log Out

My Organization
Welcome, RefWorks User

RefWorks

Customize X

Reference List Options

References Per Page: 25

(Max: 500 refs per page. Note: Pages over 100 are only viewable in One Line/Cite View. All other views have a maximum of 100 references per page.)

Output Style Choices for Reference View: APA 6th - American Psychological Association, 6th Edition

Output Style Choices for Reference View: APA 6th - American Psychological Association, 6th Edition
APA 6th - Annotated with Abstracts - American Psychological Association, 6th Edition
APA 6th - Annotated with Abstracts - American Psychological Association, 6th Edition

1. Select **Customize** and then **Reference List Options**
2. Select **APA 6th...** from the first **Output Style Choices for Reference View** drop-down list.
3. Click **Save Customized Settings**
4. In the main reference view of RefWorks, select **APA 6th...** from the **Change View** drop-down
5. Your references will be displayed in the style selected – giving you a preview of how the references would look formatted for a bibliography

References > All References

References Organize & Share Folders 1 2 3 4 5 Next Last

References to Use Selected Page All in List

Sort by Authors, Primary

Change View Standard View Standard View One line/Cite View Full View APA 6th - American Psychological Association, 6th Edition Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals

Ref ID 12 Journal Article Reference 1 of 119

Authors Alder, J. Zheng, J. Q.

Title Surfing on calcium waves

My Organization
Welcome, RefWorks User

Search

Imported (1)

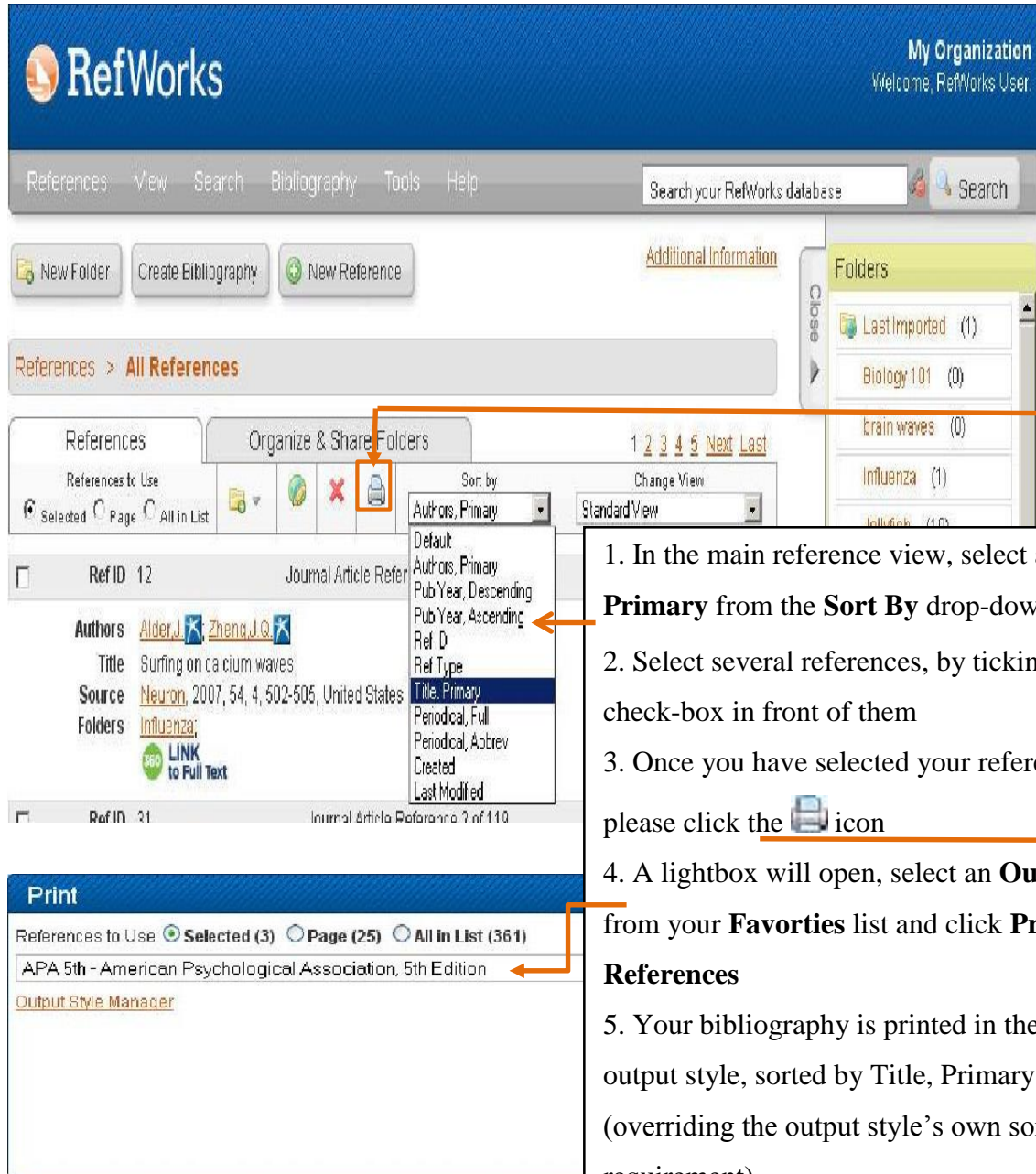
Biology 101 (0)

Brain waves (0)

Influenza (1)


Nature (1)

8. Sorting and Printing References

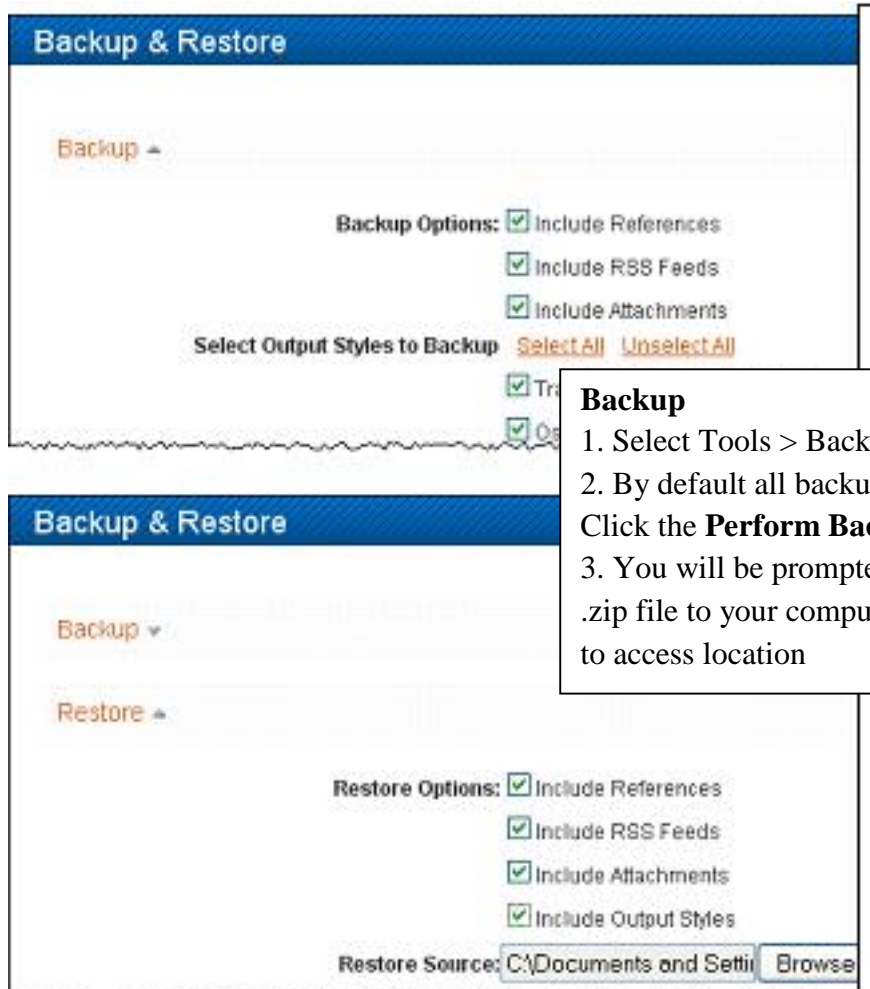


The screenshot shows the RefWorks interface with the following elements:

- Header:** RefWorks logo, My Organization (Welcome, RefWorks User), and navigation tabs (References, View, Search, Bibliography, Tools, Help).
- Search:** Search your RefWorks database.
- Buttons:** New Folder, Create Bibliography, New Reference.
- References List:** A list of references with columns for Ref ID, Title, Authors, Source, and Folders. One reference is selected (checkbox checked).
- Sort By Menu:** A dropdown menu is open, showing options like Authors, Primary, Pub Year, Descending, etc. 'Title, Primary' is selected.
- Print Icon:** A printer icon in the toolbar is highlighted with an orange box.
- Print Lightbox:** A lightbox titled 'Print' is open, showing 'References to Use' (Selected (3), Page (25), All in List (361)) and 'Output Style Manager' (APA 5th - American Psychological Association, 5th Edition).

1. In the main reference view, select a **Title, Primary** from the **Sort By** drop-down list.
2. Select several references, by ticking the check-box in front of them
3. Once you have selected your reference, please click the  icon
4. A lightbox will open, select an **Output Style** from your **Favorites** list and click **Print References**
5. Your bibliography is printed in the chosen output style, sorted by Title, Primary (overriding the output style's own sorting requirement)
6. You can **print** and/or **save** this list from the **File** menu in your browser.

9. Backing up and Restoring your Account



Backup

1. Select Tools > Backup & Restore
2. By default all backup options are selected. Click the **Perform Backup** button
3. You will be prompted to save a .rwb or .zip file to your computer, store it in an easy to access location

Restore

1. Select Tools > Backup & Restore
2. Click the **Restore** link and click on browse to select the .rwb or .zip file to be restored
3. Select the options, you wish to restore and click **Perform Restore**

Notes: Restoring a database overwrites everything in your account. If you restore a file from another user, for example to import an output style, please only check the **Include Output Styles** option.

10. Write-N-Cite 4 for Windows (Online and Offline)

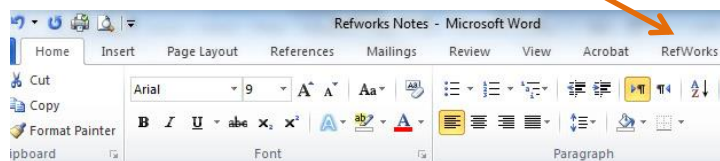
10.1 Downloading Write-N-Cite

1. Select **Write-N-Cite** from the **Tools** menu in RefWorks.
2. Click the **Download** button for the version of Write-N-Cite you wish to install.
3. Save the .exe file to your computer.
4. **Important:** Before leaving the download page please copy your **Login Code** onto



your clipboard, using the instructions on the left hand side of the page. This will enable you to easily log in to Write-N-Cite without needing your RefWorks credentials or on campus access.

5. Make sure that Microsoft Word is not running.
6. Confirm that you have all recent Windows and Office updates from Microsoft's Update tool.
7. Run the downloaded exe file and follow the steps of the installer. You may be prompted to install pre-requisites before the Write-N-Cite install begins
9. When the installer has completed open Microsoft Word. You will see a new RefWorks tab in your Ribbon.



10. Login to your RefWorks account by clicking the login button on the Ribbon.

Note: If you know your organization's group code, enter it and your RefWorks



username and password.

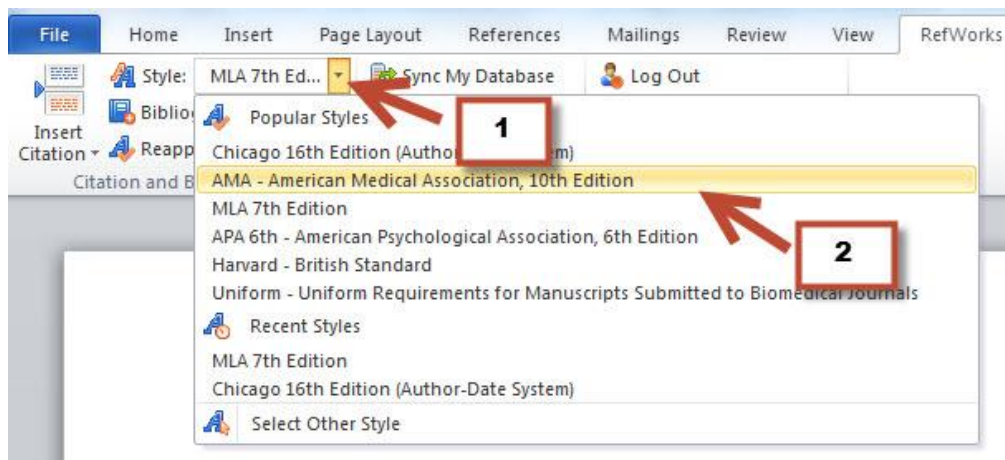
Note: If you do not know your group code, you can obtain a **Login Code** by navigating in RefWorks to the **Tools, Write-N-Cite** page. A unique code is displayed for you and is valid for four hours. This Login Code replaces the need for your username and password. You will find it under the title: ***How do I log into Write-N-Cite 4 using my institution credentials?***

The first time you log in to Write-N-Cite, it will automatically “sync” with your RefWorks account. This may take a few seconds. It is downloading your references, folders and preferred output styles. Any time you make changes to your RefWorks references you can click ***Sync my Database*** in the **Extras** area and your new and edited references will be included in your account. During this period, you can still access all of Word’s functionality, but the Write-N-Cite functions will not become active until syncing has finished.

10.2 Selecting Your Output Style

Any in-text citations or footnotes and your bibliography will be displayed in your document while you write your paper – in the output style you have selected; can always change the style later if you need to.

1. Click the **Style** drop down. You will see a list of RefWorks’ popular styles.
2. Click on the style name or click **Select Other Style** at the bottom of the list to see your personal “**favorites**” or any output styles recommended by your organization.
3. You can change your output style and the formatting of your paper at any time by clicking on **Style** and selecting a new output style.

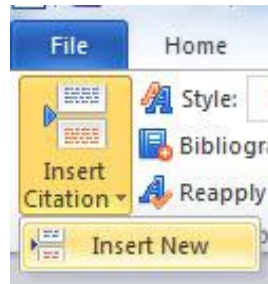


Note: If the output style you need for your paper is NOT listed in the popular styles, favorites or group favorites, you will need to log in to your RefWorks account and add it using the [Output Style Manager](#) → Sync Write-N-Cite to download the new style.

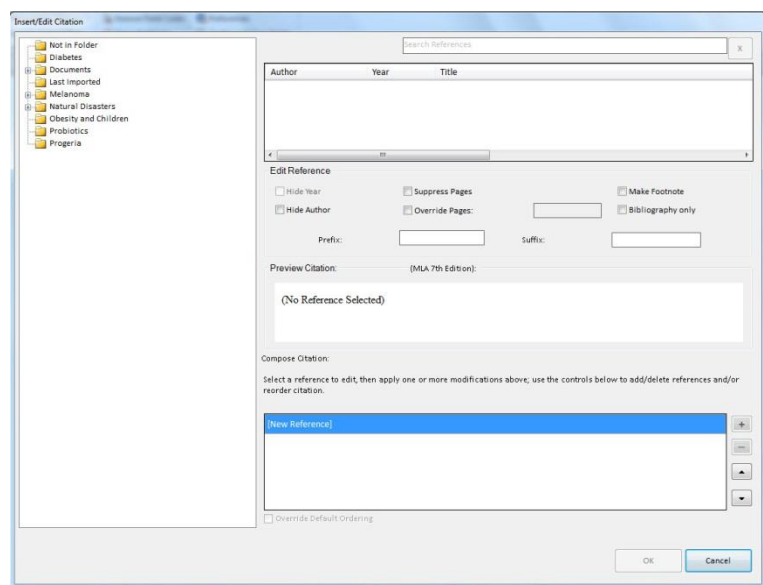
10.3 Inserting Citations or Footnotes and Your Bibliography

Note: You may want to sync your RefWorks database with Write-N-Cite if you have recently added references you want to use in your paper.

1. Click the **Insert Citation** and **Insert New** option to launch the insert/edit citation box.



2. You can select citations displayed from this list or access all your references from the **Insert New** option.

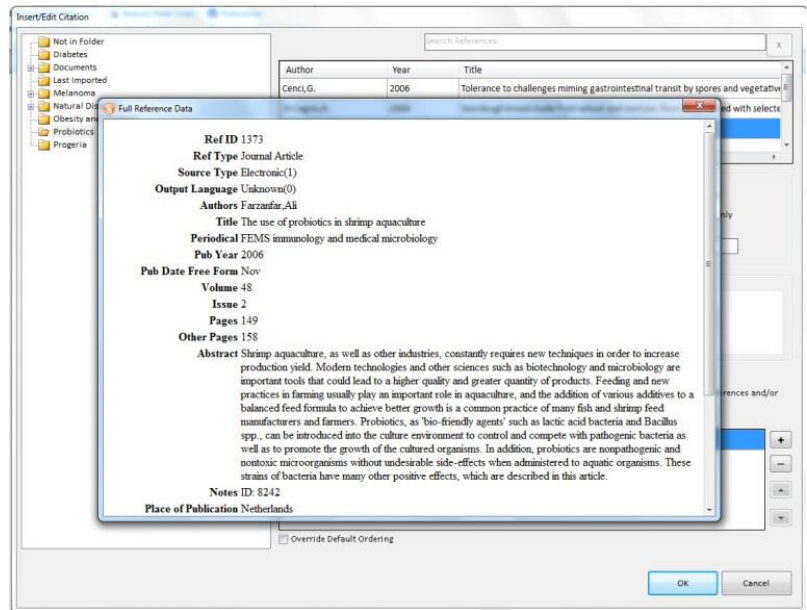


2. Once the Insert/Edit Citation box displays, you can access references by folder search for a specific reference. The search box will search every field of every reference. You can use “AND” and “OR” when using the search box.

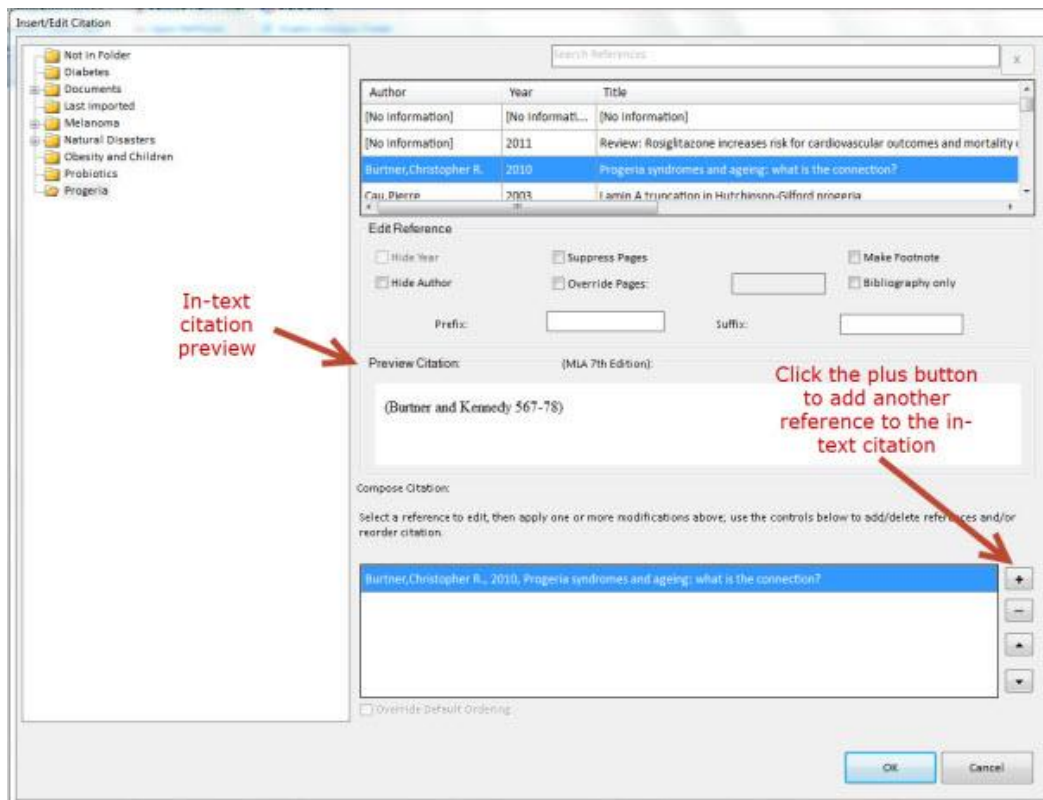


Note: Use the horizontal scroll bar to see the full title of a reference. Right-clicking on the reference and choosing the item from the context menu will display the complete record (file attachments are not displayed).

Full Reference View:



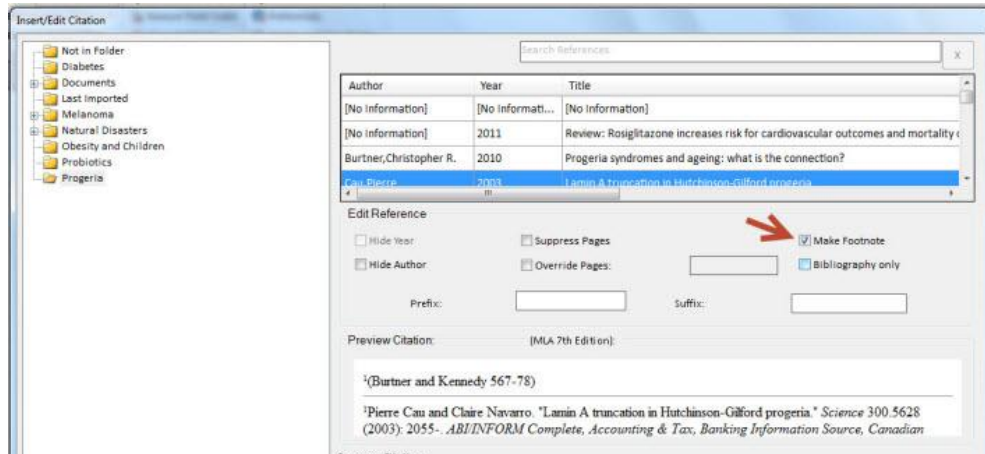
3. Click on the reference you wish to insert into your paper. You will see a preview of the formatted citation in your current Output Style.



4. Click **OK** to insert your formatted citation into your paper.

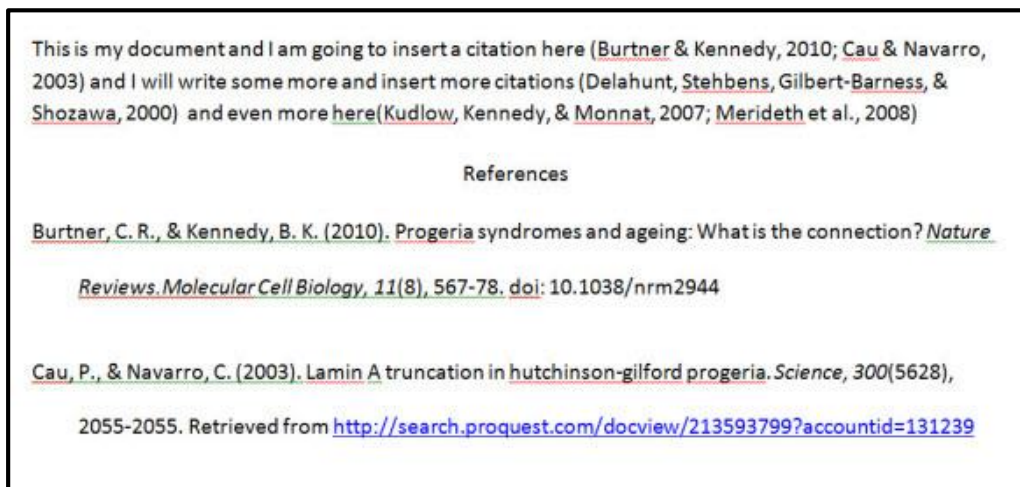
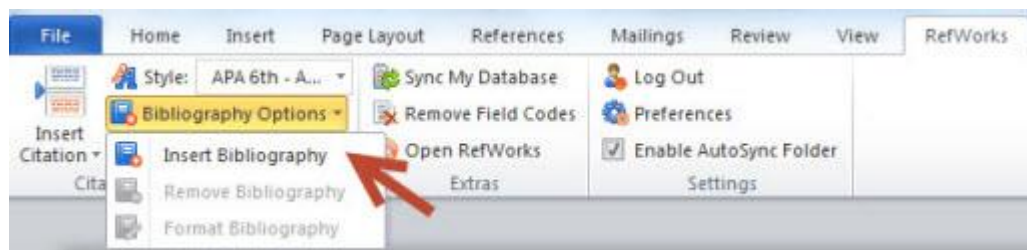
Note: To add a second references in a single citation, click the + button in the **Compose Citation** area and then select the reference from your list.

5. To insert a footnote instead of an in-text citation, click the **Make Footnote** checkbox in the **Edit Reference** area. After editing a footnote, you will not be able to undo this action. However, you can always add a new in-text citation.



6. You can insert your bibliography anywhere in your paper while you are writing. Click **Bibliography Options, Insert Bibliography**.

Note: The bibliography will be inserted wherever the cursor is in your paper. You can click **Remove Bibliography** and re-insert if it you need to change the location.



7. Save your formatted paper (you should really save it regularly while you are writing!).

11. RefMobile

RefMobile (<http://www.refworks.com/mobile>) gives you access to your references in RefWorks from your smart phone, mobile phone or PDA.

RefMobile provides specific functionality including:



- **Searching** within your RefWorks account
- Viewing **ALL** references and file attachments (if the attachment type is supported by your mobile device)
- Viewing references by **folder**
- Adding or removing references to/from a folder
- Creating **new folders**
- Entering new references via **SmartAdd** -- which locates references on the Web when you enter an ISBN, DOI, PubMed ID (PMID), first author and pub year, or partial title
- Adding comments or text to the **Notes** field of your references

Note: To access RefMobile, *even when on campus*, you will need the **USEK Group Code**, in addition to your personal RefWorks login and password. **USEK Group Code can be acquired from the Library Electronic Collections Department (E-resources@usek.edu.lb)**



More Assistance & Tools

Online Tutorial:

A tutorial providing explanations of various RefWorks functions is available within every RefWorks account. Use the *Help* pull-down menu to access the tutorials:

[Refworks Online Help](#)

Refworks on YOUTUBE:

- [ProQuestRefWorks](#)
- [ProQuest RefWorks Channel!](#)

Webinars:

RefWorks-COS now offers a variety of complimentary training webinars. A complete listing of sessions can be found at

<http://www.refworks.com/content/webinars/default.asp>.

New dates and time are added monthly.

Ask Your Librarian:

1. Reference Desk: reference@usek.edu.lb
2. Electronic Collections Department: E-resources@usek.edu.lb
3. Contact Us Form: <http://www.usek.edu.lb/USEKLibrary/Contact-Us>