



RefWorks – <http://www.refworks.com/refworks>

RefWorks Help – <http://www.library.kent.edu/refworks>

Why use RefWorks? Because it allows you to:

- a. Develop a customized database to organize and retrieve bibliographic references relevant to your specific area of interest.
 - b. Produce bibliographies that conform to a designated bibliographic style.
 - c. Access your citations through the Web from any location (group code will be emailed to you)
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Accessing RefWorks.

RefWorks is available at – <http://www.refworks.com/refworks> --or through the Libraries' homepage (<http://www.library.kent.edu>) under the "Research" section.

Because RefWorks is a KSU subscription, you will need to authenticate using the KSU proxy server or VPN (details at www.library.kent.edu/offcampus) to use it from off-campus.

Alternatively, Refworks provides a **group code** login that will also establish you as a valid user. RefWorks emails you this group code when you first setup a RefWorks account. For Kent State users it is **RWKentSU** (note upper and lower case).

Entering references manually.

1. In the *RefWorks* toolbar, click on **References** and then select **Add New Reference**.
2. Under the **In Folder(s)** menu select the folder for your reference(s). If you select none, the reference will be saved to *References Not in A Folder*.
3. Under **View fields used by** select the citation style you want to use. For example, **APA - American Psychological Association, 5th Edition**.
4. The workform will display checked fields that are mandatory for that citation style. Complete the workform for the type of reference you wish to enter.

Cathey, M., & Gaylord, N. (2004). Picky eating: A toddler's approach to mealtime. *Pediatric Nursing*, 30, 101-109.

5. Save Reference

Note: Author names should be entered last name first followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period

Each entry must be separated by a semi-colon

For example: Smith, J.R.; Jones, Robert K.; Adams, Mary; etc.

Importing References from a Database

Two ways to get started:

- Log in to your RefWorks account and then connect to your database, search, and identify references you wish to import into RefWorks.
- OR, do the search in the database. In many databases, indicating you wish to do a “direct export to RefWorks” will take you to a RefWorks login screen.

The steps for exporting references to RefWorks change slightly depending on the database. Several examples follow:

EBSCOhost databases (examples include: *Academic Search Complete*, *America: History and Life*, *CINAHL*, *Education Research Complete*, *MLA Bibliography*, *SocINDEX*):

1. From the *Result List*, click **Add** (to folder) for the records you want to import, and as you do this you will see that it is "**Added**".
2. When finished adding items, click **Folder has items**.
3. In the *Folder List* window, **Select** the items you wish to output and click **Export**.
4. In the Save window, select **Direct Export to RefWorks**.
5. **Check** “Remove these items from folder after saving” if you want to clear your folder.
6. Click **Save**. In the *RefWorks* window you will see a message that the database records were imported into your *RefWorks* account and placed in the *Last Imported Folder*.

OSearch databases (examples include *PsycINFO*, *Biological Abstracts*, *Education Abstracts*, *GeoRef*):

1. From the *Title List* of your search results, click **Store** to mark the records you want to import.
2. When you have finished searching and are ready to export citations, click **Stored Records** at the top of the screen, and the *Stored Records* window will appear.
3. Click the **Export Records** link, and the *Export Options* window will appear.
4. Select **Direct Export to RefWorks**. Don’t make any other changes to the screen.
5. Click **Export Now**. This will take you into your RefWorks account and you will see a message that you have imported database records into your *RefWorks* account. References will automatically be added to a *Last Imported* folder. You can then choose to add these references to other folders.

KentLINK (NOTE: screens for the OhioLINK Library Catalog very slightly)

1. After you do a search and get the *Search Results* list, click the **Add to Folder** button for the records you want to import.
2. Then click **View Folder** at the top of the screen.
3. On the *Manage Folder* screen, click **Export Folder**.
4. In the window that is displayed, choose **End-Note/RefWorks**.
5. Click **Local Disk** and then click **Submit**.

PC Users: In the *File Download* window, click **Save**.

In the Save As window, choose the location to save your file.

The default name for your file is **export.txt**. Change the file name if you want.

From the **Save as type** dropdown box, choose **Text Document**.

Click **Save**.

In the **Download Complete** window, click **Close**.

Mac Users: The file will automatically download as a text file after choosing Local Disk and clicking Submit. Proceed to step 6.

6. In *RefWorks* choose **Import** under the References pull-down menu.
 - From the Import Filter/Data Source drop-down box, scroll down the list of choices and select **Innovative Interfaces (EndNote/RefWorks Format)**. Your screen will then refresh.
 - From the Database drop-down box, select **EndNote/RefWorks Format**.
 - Choose the folder (if any) that you want to import the references into.
 - Click the **Browse** button in the Import Data from the following Text File box. Find and choose the text file that you just saved. Leave the **Encoding** as it is.
7. Click the **Import button** at the bottom of the page.
 - RefWorks will display an Import completed message when it is finished importing.
 - Click *View Last Imported Folder* to view your references.

OhioLINK Electronic Journal Center

1. At the *Search Results* page, click on the article title for a citation you want to export into *RefWorks*. **Electronic Journal Center citations have to be exported one at a time.**
2. At the article's description, go to the box in the right-hand corner that usually shows an image of the journal cover. Use the pull-down menu at **Format/export as** and choose **Refworks**.
3. Press **Go**. In the *RefWorks* window you will see a message that the reference has been imported into your *RefWorks* account. The references will automatically be added to the *Last Imported Folder*. You can then move this reference to specific folder. If it is not moved and another reference is subsequently imported, the new record will show in the *Last Imported Folder* and the previous record will go to *References Not in Folder* folder.

Google Scholar

1. Do this one time set-up on your computer:
 - a. Click on the **Scholar Preferences** link to the right of the Scholar search box.
 - b. Scroll to the bottom of the Scholar Preferences page, and in the *Bibliography Manager* section, click the radio button next to **Show link to import citations into** and choose the citation manager format for RefWorks.
 - c. Click the "Save Preferences" button. That's it!
2. Next time you do a Scholar search, you'll see a link next to each search result that says *RefWorks*. Clicking on the link will do a direct import into RefWorks. The reference will be displayed on an *Edit Reference* page. Click on **Save Reference** to add to database.

Creating a folder to organize references.

1. Click on **Folders** in *RefWorks* toolbar and select **Create New Folder**. Type in a folder name and click **OK**.
2. Returning to "Last Imported Folder," click on **All in List** and then select your new folder name from the "Put in Folder" pull-down menu.
3. Go back to **Folders** in the *RefWorks* toolbar and *View* the "References Not in a Folder" selection. Any references that were either input manually or imported which were not sent directly to a designated folder will be located here.

Generate a bibliography.

1. Click on **Bibliography** in the *RefWorks* toolbar and select **Format a Bibliography from a List of References**.
2. Next to Output Style, choose the desired citation format from the pull-down list.
3. Choose the type of file you wish to create (HTML, RTF, or a Word file) and specify the folder that has the references you wish to put in your bibliography (or click My List if it has the references from this session that you wish to use).

4. Press the **Create Bibliography** button. You will be given the choice to *Download it* as well as to *E-mail it*.

Important: Review the bibliography to make certain that it conforms completely to the bibliographic style you chose. The system can only work with the data it has been given, and therefore there may be some errors.

Note: You may wish to create a bibliography containing individual references that you select from one or more of your *RefWorks* Folders. To do this, from a list of references in any of your Folders

- Click the boxes to the left of the desired references.
- Find and click the **Add to My List** button
- When finished selecting references, follow steps 1.-4 listed above.

Other features

1. On the right-hand side of the toolbar, you will see a *Search* box. This function as well as the *Search* option in the toolbar will enable you to search your database.

2. Note the **Help** choice in the toolbar. Very useful information is found here under *Help*. There is also a good *Tutorial*.

3. More specific tips on importing from various databases can be found at <http://www.library.kent.edu/page/11064>.

NOTES:

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