

RefWorks and Comm Studies Databases

- ✓ Keep track of citations and references
- ✓ Organize them into folders
- ✓ Add notes and keywords

This handout provides basic information about RefWorks and gives examples for Communication Studies databases. For more information: <http://www.library.kent.edu/refworks>

Get started: Register for a RefWorks account www.refworks.com/refworks

You will get an email reminding you:

- your username and password
- group code for KSU (for logging in when you're off-campus and not using VPN):
RWKentSU

Log in.

1. Turn off your pop-up blocker.

2. Create a folder.



You can name it anything – perhaps the name of a class or a topic.

3. Search a research database and find some references. Export them to RefWorks.

Example: **Communication and Mass Media Complete**

1. Search for: media use and children
2. Add some citations to the folder.
3. Go to folder with those entries.
4. Choose:  EXPORT
5. Choose: DIRECT EXPORT TO REFWORKS
6. Click: SAVE

4. RefWorks now has those references.

- They go into the “last imported” folder
- “Last imported” folder is a staging area for the references until you move them to a different folder
- “Last imported” folder always gets overwritten the next time you export to RefWorks (so move those references to another folder right away!)

5. Move the references to the folder you created.

- View "Last Imported" Folder
- Select each reference or use the “all in list” option.
- Use the “Put in folder” pull-down menu.

You can now search more databases, get more references, and export them to RefWorks.

- Many databases have a label for “RefWorks” as part of the “Save” or “Download” process.
- Some databases have a label for “bibliographic manager” or “Endnote” or “RIS format.”
 - These will download as field-labeled text files.
- Some databases have no export option. Save as text.
- For more examples of how to export to RefWorks from other databases, including JSTOR and the OhioLINK Electronic Journal Center, go to this web page:
<http://www.library.kent.edu/page/11064>

6. Importing references in text format to RefWorks

If you use a database without an "export to RefWorks" option, you can save the references as text files and import them into RefWorks.



Example:

ComAbstracts

1. Search for: media use and children
2. Add some entries to the folder.
3. Once you've added all the entries you want, keep the folder window open.
4. Select (checkmark) some references.
5. Choose: DOWNLOAD CHECKED ITEMS IN RIS FORMAT.
6. Save to desktop or MyDocuments.
7. **Go to RefWorks.**
8. Under REFERENCES, choose IMPORT.
9. For “Import Filter,” choose RIS format.
10. For “Database,” choose RIS format.
11. For “Import References Into,” choose the folder you want.
12. For “Import Data from the following Text File,” BROWSE to find the file you downloaded (“myciosfolderdownload”)
13. Click “Import.”
14. If you did not select a folder in step 11, move the references from the “last imported” folder to a folder you created.

7. Manually type in references.

You can also just type in references.



Example:

Eastin, Matthew S. *Teen Internet Use: Relating Social Perceptions and Cognitive Models to Behavior*. CyberPsychology & Behavior 8(1), Feb 2005, 62-75.

1. Under REFERENCES, choose ADD NEW REFERENCE.
2. Fill out form.
 - a. Use the pull-down menu for "View fields used by" to choose the citation style you want. Your selection will change the fields in the form. APA 5th edition is one choice.
 - b. Choose the folder where the reference should go.
 - c. Choose the "Ref Type." Your selection will change the fields in the form.
 - d. Complete at least some parts of the form.
 - e. Click "Save Reference" when you're done.

NOTE: You can add Web pages, including a URL

8. Generate a bibliography

You can have Refworks create a reference list of all (or some) of the references in a folder.



1. Choose OUTPUT STYLE (one style that's available is APA)
2. Choose "Format a bibliography from a list of references"
3. Choose "File Type to Create."
3. Include references from [your folder].
4. Create bibliography.

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- ✓ You cannot save the entire article in Refworks, but many times the  link will take you to the article (MUST be on campus or using VPN for this to work.)
 - ✓ You can also check for and eliminate duplicate citations: View - Duplicates - Close Match



Advanced Feature: WriteNCite -- allows you to create in-text citations and reference lists as you are typing your paper in Word.
See <http://www.refworks.com/Refworks/help/WriteNCite.asp>