



# RefWorks User

## Quick Start Guide Version 4.1

### Logging In

#### Institution-Wide Subscribers

Access [www.refworks.com/refworks](http://www.refworks.com/refworks) and then enter your personal Login Name and Password. (First-time users need to sign up for an individual account following the screen prompts.)

*NOTE: Remote users, accessing RefWorks from off site or from a non-registered IP address, must either enter the "Group Code" prior to the personal Login name and Password or log in via the institution's proxy server.*

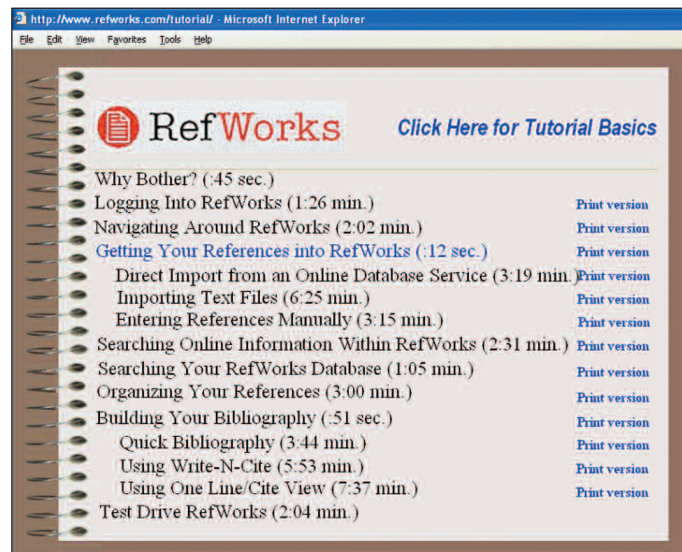


**RefWorks**  
[www.refworks.com](http://www.refworks.com)

Technical Support  
[support@refworks.com](mailto:support@refworks.com)  
+1 775-327-4105

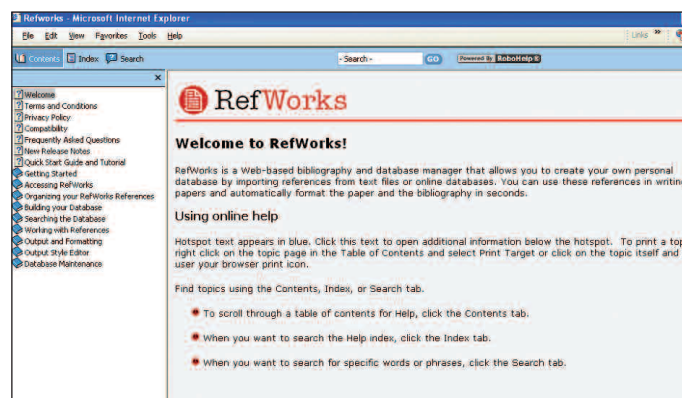
## Need More Help?

### Online Tutorial



A tutorial providing explanations of various RefWorks functions is available online. Use the **Help** pull-down menu to access the tutorial.

### Support



#### Online

Use the **Help** pull-down menu to access detailed instructions, frequently asked questions, administrator tools, and much more.

#### E-Mail

Send questions or problems to [support@refworks.com](mailto:support@refworks.com).

#### Phone

Contact RefWorks Technical Support at +1 775 327 4105.

# Creating Your RefWorks Database

RefWorks provides a number of options for adding data to your database.

## Importing Data Directly

CSA ILLUMINA

Quick Search Advanced Search Search Tools Browse 0 Marked Records | Search History | Alerts

Results Edit Search Help & Support

4 results found for: social welfare system in Multiple Databases

All Publication Types 4 Journals 4 Peer-Reviewed Journals 2 Web Sites 1

Mark or Clear all on page | Update Marked List | Save, Print, Export | RefWorks

Sort by: Most Recent

1. State Welfare Spending and Religiosity: A Cross-National Analysis  
Gill, Anthony; Lundsgaard, Erik. *Rationality And Society*, vol. 16, no. 4, pp. 399-436, November 2004

2. Women's Carework in Low-Income Households: The Special Case of Children with Attention Deficit Hyperactivity Disorder  
Litt, Jacquelyn. *Gender & Society*, vol. 18, no. 5, pp. 625-644, October 2004

FirstSearch

Marked Records

Home Databases Searching Results Staff View My Account Options Comments Exit

List of Records Detailed Record Marked Records Saved Records

Records Marked: 3

Export

Detailed View

1. Membrane lipid biosynthesis in *Chlamydomonas reinhardtii*  
Author: Riekhof, Wayne Russell Degree: Ph.D. Institutions: Michigan State University 01/25 Year: 2004 (Dissertations)

2. Effect of dynamic light regimes on the photophysiology of marine diatom *Thalassiosira weissflogii* with special emphasis on xanthophyll cycling  
Author: Johnson, Catherine Lynn Degree: Ph.D. Institutions: University of California, Santa Barbara 00/15 Year: 2004 (Dissertations)

3. Leaf dynamics, clonal integration, and whole plant growth patterns of the seagrass *Syringodium filiforme* in the Florida Keys, Florida  
Author: Schwarzschild, Arthur Craig Degree: Ph.D. Institutions: University of Virginia 02/05 Year: 2004 (Dissertations)

ProQuest

Basic Advanced Topics Publications My Research

Databases selected: ABNFORM Global

Results - powered by ProQuest's Smart Search

Suggested Topics

64 documents found for: eu.politica and france

Reference Reports

1. EU politics: France says "No"  
EU ViewsWire, New York: May 30, 2005. p. n/a

2. EU politics: Why the Dutch vote matters  
EU ViewsWire, New York: May 23, 2005. p. n/a

- Under the save or export function within the online service, select or click onto the save to RefWorks option. **A**
- If you also have your RefWorks account already open, the import will automatically begin. If not, then you will be prompted to the RefWorks login page; after you login, the import will automatically begin.
- When the import is complete, select **View Last Imported Folder** to review the imported records.

**Helpful Hint:** You should always check the accuracy and completeness of your references upon every import.

Direct export to RefWorks is available from the following online database services:

- ABC-CLIO • BioMed Central • BioOne • CSA
- Engineering Village 2 • EBSCOhost • NISC
- Project Muse • OCLC • OVID • ProQuest • Scopus
- SFX • H.W. Wilson • Congressional Quarterly

## Importing Data From Saved Text Files

RefWorks

University of California at Berkeley

References Search View Folders Bibliography Tools Help

How to Import | List of Filters & Databases | Request a Filter

Import Filter/Data Source: SilverPlatter WebSPDS

Database: Database on SilverPlatter

Import References into: CHURCH Databases ABN/INFORM AGRICOLA AGRIS Analytical Abstracts Applied Sci & Technol Abst Applied Sci & Technol FTX Applied SubTechnol FTX Art Abstracts ASPA ATLA Religion Database ATLAS BEASTCD Biblio. of Nat'nal H. American Bibliography of the History of Art Biological Abstracts

Import Data from the following Text File

Encoding: ANSI - Latin I

Import Data from the following Text

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.

- Retrieve the results you want to export from the online service or bibliographic manager, and save them to a text file. If the database vendor lists several different formats for saving the references, see the RefWorks Help file for further details on the appropriate selection.
- Access your RefWorks account and click **References** from the drop-down menu; then select **Import**.
- On the subsequent menu, access the drop-down menu next to **Import Filter/Data Source** and click the source of the data. **B**
- Click on the **Database** drop-down menu and select the source database.
- Click on the **Import References Into** menu and designate the specific folder where you want to file the imported references. If you do not choose a folder, the references will automatically go into a folder titled **Last Imported Folder**.
- Enter results file name into **Import Data from the following Text File** by browsing and selecting or manually typing in the file name.
- Click on **Import** at the bottom of the screen. When the import is complete, select **View Last Imported Folder** to review and modify the imported references.

**Helpful Hint:** An up to date listing of all the online services and databases that are supported by RefWorks, can be found at [www.refworks.com](http://www.refworks.com), under **Import Filter List**.

## Converting References from Other Bibliographic Management Products

RefWorks is compatible with a number of other bibliographic management products. You can easily convert an existing bibliographic management database such as EndNote into RefWorks.

For details related to importing data from specific individual bibliographic management products, please refer to the online **Help** section of RefWorks.

# Creating Your RefWorks Database (Continued)

## Manually Entering References

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References | Search | View | Folders | Bibliography | Tools | Help

New Reference \*denotes required field. Click on the asterisks below for style specific notes

View required fields for: **APA - American Psychological Association, 5th Edition** Save Reference Reset

In Folder(s) Specify Folders (if any)

Ref Type Book, Whole

Authors Chandler, Raymond

Book Title

Pub Year 1971

Pub Date Free Form

Volume

Total Pages 312

Descriptors

Field used by APA - American Psychological Association, 5th Edition  
 Authors: if no author present RefWorks will print the title. 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.

1. Select **References** from the pull-down menu tool bar and then choose **Add New Reference**.
2. Start by selecting your bibliographic output style (e.g. APA, Chicago, MLA) under **View required fields for**. **C**
3. Designate the type of reference you are entering (e.g. journal, book, or dissertation) under **Ref Type**. Field names marked with a red asterisk (\*) indicate required information needed to produce an accurate bibliography for the selected output style and reference type. **These fields are not required to save the actual reference in RefWorks.**
4. Enter information in the boxes provided and click **Save** when finished.

\*Field used by APA - American Psychological Association, 5th Edition

Additional Comments about APA - American Psychological Association, 5th Edition  
 RefWorks strives for accuracy in all output formats. We recommend verifying that there are no new author instruction updates before submitting your paper. Always check your references for accuracy before generating your bibliography. The Generic reference type is used for all undefined record types. Use Book, Edited record type when no author names appear on the title page. Contact support@refworks.com if you find errors in this output format.

Authors If no author present RefWorks will print the title. 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.

Book Title Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns.

Pub Year 4 digit year only.

Editors Editors: only used for edited books. Editor 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.

Edition Add edition if applicable.

Publisher Required field.

Place of Publication Required field.

Links Only applies to electronic books. This field needs to contain the entire URL to the source document, and is used only if you have retrieved the material electronically.

Retrieved Date Only applies to electronic books. This data needs to be entered in the field as follows: full date (month/year, February 17, 2004).

More detailed information is available [here](#)

**Helpful Hint:** Click on any red asterisk (\*) to view style-specific notes. You can also check for style changes by clicking on **More detailed information available here at the bottom of the page**. **D**

## Importing from Online Catalogs or Databases

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References | Search | View | Folders | Bibliography | Tools | Help

Search Online Database Request a 235.50 Site

Online Database to Search: Oxford University

Alizona State University  
 Anguilla University  
 Aurora University  
 Australian National University  
 Benedictine University  
 Biblioteca de Castilla y Leon, Catalogo Colectivo  
 Biblioteca Virtual Miguel de Cervantes  
 Bibliothèque Nationale du Québec  
 EBSCO  
 Binghamton University  
 Boston College  
 Bradley University  
 Brandeis University  
 Brown University  
 Brunel University  
 Bucknell University  
 California Institute of Technology  
 California State Library  
 Canadian Museum of Civilization Catalog  
 Carleton University  
 Catholic Theological Union  
 Center for Research Libraries (CRL)  
 Chicago State University  
 CIGI Catalogue

You can use RefWorks as a search interface for a number of online resources. **E** RefWorks provides access to a number of publicly available services such as NLM's PubMed as well as many universities' Online Catalogs. Additionally, institutional subscribers may also provide access to subscription-based online services (e.g. CSA, Ovid, or ProQuest) through RefWorks.

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References | Search | View | Folders | Bibliography | Tools | Help

Search Online Database Request a 235.50 Site

Online Database to Search: PubMed

Max. Number of References to Download: 50

Quick Search for: (Optional)

Advanced Search for: Descriptors | sars

Pub Year 2003

Title, Primary

Search Results for Advanced Search

Use: Selected Page All in List

Import Import to Folder...

Sort by: Periodical Full

Go to Page: 1 2

Ref ID: 1 Journal Reference 1 of 50  
 Title: Predictors associated with clinical deterioration in SARS patients  
 Authors: Yan,J.,Feng,X., Tian,J.H., Xu,Y., Yao,J., He,Z.F., Xu,D.Z.  
 Source: Zhonghua Shi Yan He Lin Chuang Bing Da Xue Za Zhi, 2003, 17, 3, 222-224, China

Ref ID: 2 Journal Reference 2 of 50  
 Title: Clinical pathology and pathogenesis of severe acute respiratory syndrome  
 Authors: Zhao,J.M., Zhou,G.D., Sun,Y.L., Wang,S.S., Yang,J.F., Meng,E.H., Fan,D., Li,W.S., Zhou,X.Z., Wang,Y.D., Lu,J.Y., Li,N., Wang,D.W., Zhou,B.C., Zhang,T.H.

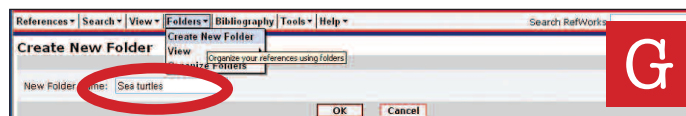
1. From the **Search** pull-down menu, select **Online Catalog or Database**.
2. Under **Online Database to Search**, select a database from the drop down menu. **F**
3. Select the **Max. Number of References to Download** from the drop-down menu.
4. Enter terms in either the **Quick Search for:** or in the **Advanced Search for:** box.
5. Click on **Search** to begin your search. A new window will open displaying your search results.
6. Select the references you wish to import into your RefWorks account and click **Import**.

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# Managing Your References

RefWorks provides you a number of tools to organize, edit, and view references in your database.

## Creating Folders

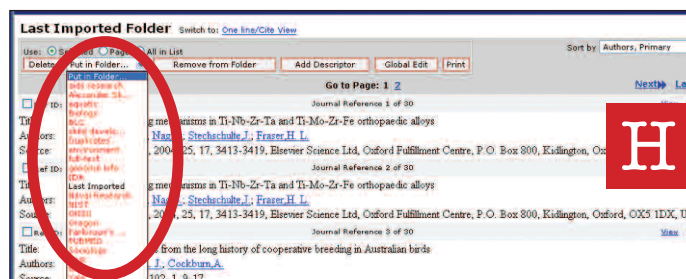


1. From the pull-down menu **Folders**, select **Create New Folder**.
2. Enter a name in **New Folder Name**; click **OK**. **G**

There is no limit on the number of folders you can create within your RefWorks account.

**Helpful Hint:** *The Last Imported folder contains only references from your most recent data import that have not been filed in other folders. References from imports prior to your last import not assigned to specific folders remain available in your primary database but unfiled.*

## Putting References into Folders



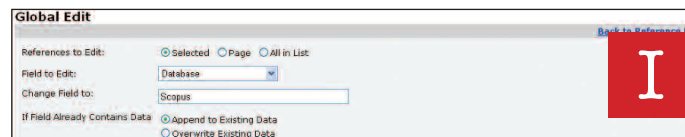
1. From the **Search** pull-down menu, do a search or look up to retrieve references already in your RefWorks database to put in a folder.
2. Mark desired references from the search results page, then click the button titled **Selected**. The selected references feature works on a page-by-page basis; this means that you must add the manually selected references to the desired folder before moving to the next page. Alternatively, you can mark **All in List** or all on a Page.
3. Select folder from the **Put in Folder** drop-down menu. **H**
4. References will automatically be added to the indicated folder.

**Helpful Hint:** *References can be assigned to more than one folder.*

## Sorting References

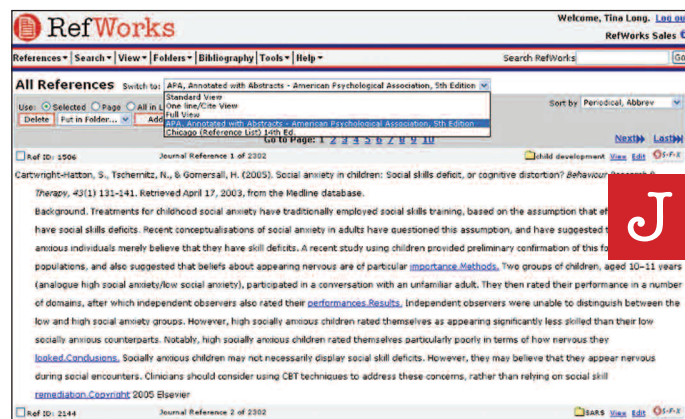
1. From either the **View** or **Folders** pull-down menu, select a folder or group of references.
2. Using the pull-down menu **Sort by**, located on top right hand side of the page, choose to view references by various fields within your database.

## Globally Editing References



1. From the View pull-down menu, select **All References** or a folder of references. You can also globally edit references from search results in RefWorks.
2. Select the references you wish to edit.
3. Click on **Global Edit**.
4. Choose the specific field to edit from the drop-down list. **I**
5. Type in the data you want to add to the field in the **Change Field to:** box.
6. Select the appropriate option for handling the field — **Append to Existing Data**; **Overwrite Existing Data** (what you currently have in the field will be gone); **Leave Existing Data Alone** (if the field contains data the edit feature will skip over that particular reference).
7. Click **OK**.

**Helpful Hint:** *This feature is particularly useful for adding information to records imported from online databases missing key fields necessary for a specific bibliographic output style.*



## Viewing Your References

When viewing All References, references in a Folder, or references within any search results, you can choose several different ways to display them. *Note: The display is customizable under the Tools pull-down menu, Customize.*

1. From the View pull-down menu, select **All References** or a folder of references.
2. Go to the Switch To pull-down menu, select the output style for your selected references. You may have up to 6 styles in the pull-down menu. **J**

Options available:

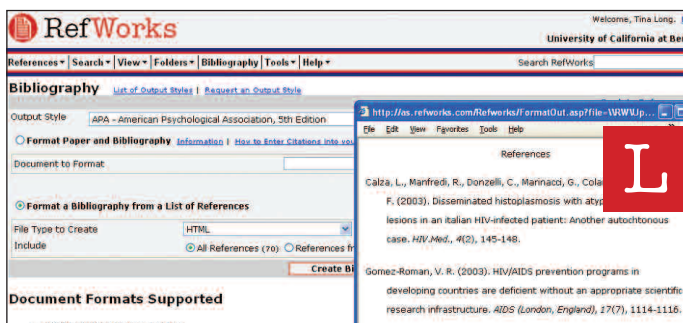
- **Standard View** (includes Author, Year, Title fields)
- **One Line/Cite View**
- **Full View** (all fields within record)
- **3 customizable output style views** (i.e. APA, MLA, or Chicago)

# Creating Your Paper and Bibliography

Write-N-Cite is a utility allowing Microsoft Word and Internet Explorer users to cite references in a paper with the click of a button.

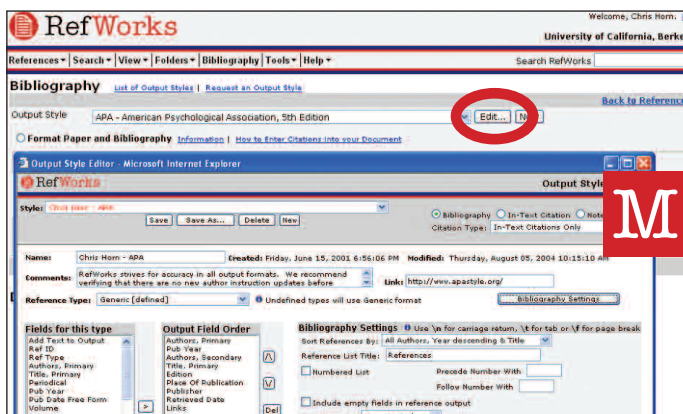
Users accessing RefWorks with Netscape must use the One Line/Cite view function.

## Format a Bibliography From a List of References



1. From the menu, select the **Bibliography** button.
2. Select an output format.
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 only those from a specific folder.
6. Click on **Create Bibliography**.
7. A new window will open with your bibliography. **L**
8. Save your bibliography to your computer or disk.

## Editing or Creating Your Output Style

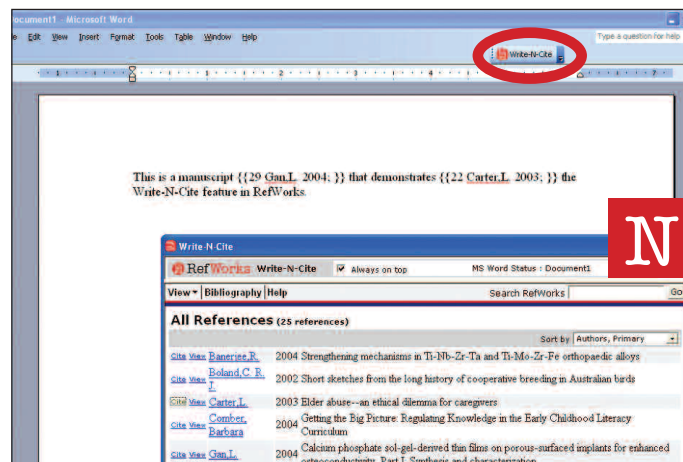


RefWorks provides hundreds of output styles to choose from. If one of these styles does not conform to your desired results, the Output Style Editor allows you to create custom output styles by either creating a completely new style or modifying an existing output style to suit your needs.

1. Click on **Bibliography**.
2. Click on **Edit** or **New**. **M**

Access the **Help** menu for additional assistance in creating or editing new bibliographic output styles.

## Write-N-Cite Paper

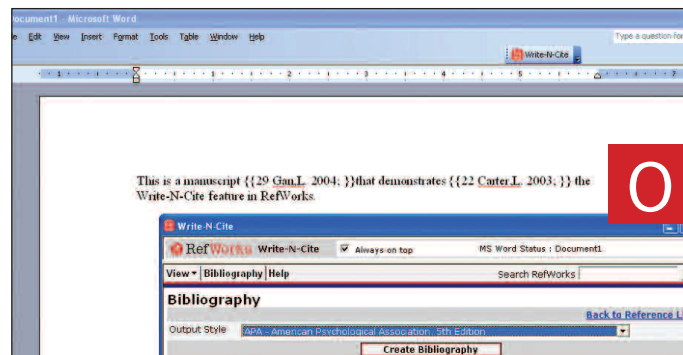


Create a paper with in-text citations using the RefWorks Write-N-Cite feature.

**NOTE: This utility is compatible with both Window and Macintosh applications. In order to use this feature, you must first download the Write-N-Cite utility from the Tools pull-down menu.**

1. Open a new blank document in Microsoft Word.
2. Launch Write-N-Cite.
3. Put the cursor in your Microsoft Word document where the reference should be inserted; click **Cite** next to the reference in the RefWorks screen. **N**
4. Save your Microsoft Word document when finished.

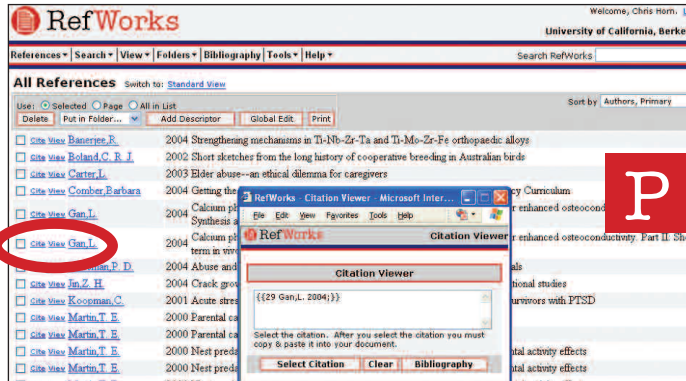
## Write-N-Cite Bibliography



1. Launch Write-N-Cite.
2. Click on **Bibliography**.
3. Select the output style. **O**
4. Click on **Create Bibliography**.
5. A new window will open with the re-formatted Microsoft Word document containing the bibliography.
6. Save your Microsoft Word document.

# Creating Your Paper and Bibliography (Continued)

## One Line/Cite View Paper



1. From any reference view (All References, a folder or search results), click on the **One Line/Cite View** link.
2. Click on the **Cite** link next to the appropriate reference. A Citation Viewer window will appear containing the citation in an abbreviated format. **P**
3. To cite a second reference in the same location just click on the cite link by any other reference. If you are using a Macintosh, you will need to click twice — the first click will activate the RefWorks program and the second will perform the Cite function.
4. Once you have all of the references you need for a particular in-text citation, click on the **Select Citation** button.
5. Perform a copy command or simply drag and drop the citation into your word processor document.
6. Go to your word processor, click on the document where you want the citation inserted and Paste the citation.
7. Be sure to clear the Citation Viewer window before creating your next citation.
8. Click on the **View** link to see the entire reference and to access the Edit command if you want to make changes.

## One Line/Cite View Bibliography

1. Save the document you have just created before formatting the paper and the bibliography.
2. Click on the **Bibliography** button from the Citation Viewer window or from within the RefWorks program.
3. Select the **Output Style** you need and use the **Format Paper and Bibliography** option to browse for the document.
4. Click on **Create Bibliography**.

FOOTNOTES: For all options, use the word processor's footnote formatting feature, inserting references using the "Write-N-Cite Paper" or "One Line/Cite View Paper" steps described above.

# Finding References in Your RefWorks Database

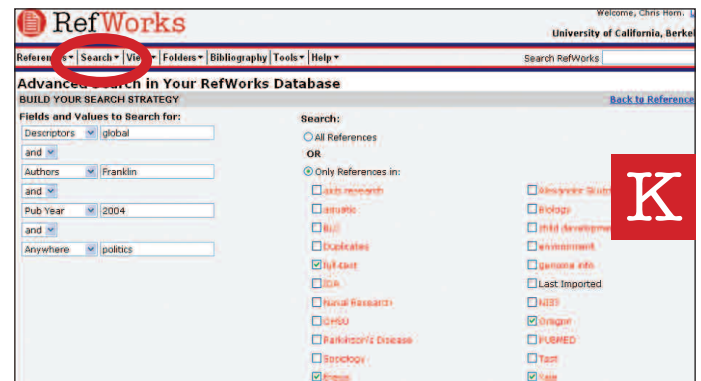
There are three ways to search your RefWorks database: Quick Search Advanced Search and Look Up Indexes.

## Quick Search

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 RefWorks** box.
2. Click on **GO**.
3. Results are displayed with the search terms highlighted.

## Advanced Search



Use the Advanced Search for a specific search of your database, choosing the field in which you want to search: Author, Title, Periodical, Descriptor, Abstract, Pub year, Volume, or Ref ID. The results of an Advanced Search are displayed alphabetically by author, with the search terms highlighted.

1. Click on the **Search** drop down menu and select **Advanced**. **K**
2. Enter search terms and corresponding fields into the **Advanced Search** menu.
3. Connect the terms by using the Boolean operators.
4. Select **All References** or specific folders to search.
5. Click on **Search**.

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