

## RefWorks Quick Guide

**RefWorks** is a web-based bibliographic management system that allows you to store your references online and access them from anywhere. With **RefWorks** you can save the results of your search directly into your account, and you can also format your bibliography as you write your paper.


To set up your personal **RefWorks** account, connect via the Douglas College Library website:  
<http://www.douglas.bc.ca/library/refworks.html>

Access to **RefWorks** is restricted to students and employees of Douglas College. When off campus, login via the Library website in order to authenticate your account. You will be prompted to enter your last name and student/employee number: <http://www.douglas.bc.ca/library/period/refworks.html>

### I. Adding References into your RefWorks Account

1. Direct Export from an Article Index or Database

Most of the Library's subscription databases allow for direct exporting of your citations into your RefWorks account. First, select the articles you wish to save, and then use the Export or Direct Export function to save your citations in **RefWorks**.

*In EBSCO databases, look for the Export Manager icon  on the article record, then click on the radio button Direct Export to **RefWorks**.*

*In ProQuest databases, look for the Export Citations under the My Research tab .*

If you are not already logged in to **RefWorks**, a new window will open and you will need to sign in. Your records will appear in the *Last Imported* folder once **RefWorks** has opened, and from there you can move them into your customized folders.

2. Importing References as a Text File

Some databases do not have a Direct Export function, but you can still import your formatted citations into **RefWorks**. First, save the record you want onto your local disk as a text file (.txt). From within your **RefWorks** account, select the *References | Import* tab and then locate the name of the article index or database you are searching in from the Import Filter/Data Source. You must also select the correct database in the next drop-down menu. Browse to locate your text file and import your citation. Your records will appear in the *Last Imported* folder and from there you can move them into your customized folders.

### 3. Exporting from PubMed

Perform a search in PubMed and mark the records you wish to save. Change the output *Display* to MEDLINE and *Send* to Text. When you hit send, a new page will open with your references. Use your **browser's edit function to copy the** text. Next, log in to your **RefWorks** account, click the *References* | *Import* tab, and then select NLM PubMed from the Import Filter/Data Source menu. Also select PubMed from the Database menu. Click Import Data from Following Text, and copy your citation into the box. Click Import, and in a few seconds your citation will be added into your account. Your records will appear in the *Last Imported* folder and from there you can move them into your customized folders.

### 4. Exporting from Google Scholar

**Access Google Scholar from the Library's webpage. Go to Scholar Preferences and set the Bibliographic Manager to show links to import citations to RefWorks**, using the drop-down menu. This will provide a link next to each of your search results to directly import the reference into **RefWorks**. Your records will appear in the *Last Imported* folder and from there you can move them into your customized folders.

For more information about entering citations from a variety of print and electronic sources, please see: <http://www.refworks.com/Refworks/help/Refworks.htm>

*As a general rule, always check your imported records to ensure that the correct data has been added to each field required by your citation style. Use the edit link to make any changes.*

## II. Writing your Paper and Creating Reference Lists

There are two ways to create a reference list using your **RefWorks** citations.

### 1. Bibliography from a list of references.

You can create a stand alone bibliography using all of your references, only those from a specified folder, or from the My List area. Use this function as a way to preview your sources, or paste it into your finished paper as a bibliography. Click the *Bibliography* tab and then select the appropriate Output Style (APA, MLA, etc). Be sure to select Format a Bibliography from a List of References. Select your file type (Word for Windows), and which references to include in the list, either All References, My List, or References from Folder. Next, click Create Bibliography. Your list will **download automatically and it's ready for** pasting into your paper.

### 2. Create a bibliography while you write your paper.

**RefWorks** allows you to format a list of references while you write your paper. To do this, you must first install a utility called Write-n-Cite onto your home computer which enables you to insert references into the text of your paper while at the same time creating a bibliography. For full details on how to install the Write-n-Cite application and create your reference list, go to the **RefWorks** tutorial at:

<http://www.refworks.com/tutorial/>