

## RefWorks Resource Guide

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This guide provides basic assistance in the use of **RefWorks**. RefWorks is a database provided by the Mildred F. Sawyer Library which allows the user to collect and organize references and access them from any Internet-connected computer. References or citations may be organized into folders according to topics, and they may be utilized to create bibliographies using MLA, APA, or other style formats.



### Setting Up a RefWorks Account

You must be on campus to sign up for a RefWorks account.

Go to "[Databases by Subject](#)" from the Mildred F. Sawyer Library home page.

Choose any of the first five broad subjects. [RefWorks](#) is listed under each subject. Click on "Sign up for an Individual Account."



RefWorks User Login  
for  
Suffolk University

New to RefWorks?  
[Sign up for an Individual Account](#)

Log-in Name

Password

Follow the instructions for creating an individual account. You may choose your own username and password. After you have followed the sign-up procedure, you will receive a confirmation email which will include the Suffolk University **Subscriber Group Code**. You may need to use this code to access your RefWorks account from off campus.

## Direct Export from Selected Database Vendors

Some databases allow the user to directly export references into RefWorks following a search. There are some **additional steps**, however, which must be taken in order to be certain that all citations are complete.

### Basic Instructions for Using all Direct Exporting Databases:

1. Records are exported into your Last Imported Folder. You will want to check each record in order to determine if all information is included based on the citation style you will choose (APA 5th, MLA 6th, etc.).
2. To select an Output Style (citation style), click the Edit button on the right side of the first record in the folder.
3. Use the drop-down menu to access the Output Style Manager. Select your preferred citation style for your folder list, and view the records. Provide information in each field that contains a red check, if this data has not been included with the Direct Export.
4. In particular, make certain that the Source is Electronic and the Database Name, Link, and Sponsoring Library are included, if this information is required by the chosen citation style.
5. To edit records from Last Imported Folder or any folder, you may globally edit the list or edit each record separately.
6. For global editing, select All in List and click Global Edit. Choose each Field (from the drop-down menu) before editing. Some examples that may be edited globally are Source Type (**always check this field**), Database, Retrieved Date, Sponsoring Library.
7. Article Links must be entered separately for each article, if they have not been included in the Direct Export.
8. To edit each record separately, select the Edit button from the right side of the Reference List page.

## Last Imported Folder Switch to: Full

References to Use:  Selected  Page  All in List

Add to My List Put in Folder...

Global Edit Delete Print

### Art Full Text:

1. Mark records
2. Click Exporting/Citing from tool bar
3. Select RefWorks Direct Export Tool
4. Log in to your RefWorks account
5. Records will be exported into your Last Imported Folder

### ArtStor:

Pop-ups must be enabled to export to RefWorks, and the Firefox browser works best.

1. While on a thumbnail page, select images by clicking on them once; a colored border will surround the selected images.
2. Choose Tools menu and click on the toolbar and choose Save Selected Images as Citations.
3. Choose Tool menu again, and click on view and export citations.
4. From the export options list, click on Directly Export Citations into RefWorks.
5. Sign in to your RefWorks account.
6. Your records should appear in the Last Imported Folder

**CQ Publisher:** [CQ Researcher](#), [CQ Weekly](#), [CQ Congress Collection](#) and [CQ Political Reference Suite](#), except Washington Information Directory)

1. Click “Cite Now!” button. This will bring up a new window that shows you the citation for the article.
2. At the bottom of the “Cite Now!” window is a drop-down menu entitled “Export Citation to.” Select RefWorks from the list of options.
3. Log in to your RefWorks account.
4. Records will appear in Last Imported Folder

**Cambridge Scientific Abstracts (CSA)** – ([Criminal Justice Abstracts](#), [Sociological Abstracts](#), [Communication Abstracts](#))

1. Check the Mark boxes next to the citations you want to save.
2. Click Save, print, email
3. Choose RefWorks link at the bottom of the page
4. From a new window, click “Export to RefWorks” button
5. Sign on to your RefWorks account
6. These references will appear in the Last Imported Folder

## Ebrary Books

1. Create an account
2. Click My Settings
3. Select Show RefWorks button
4. Conduct a search, and from the search screen results, click the RefWorks button
5. Sign on to your RefWorks account
6. Your references will appear in the Last Imported Folder

**EBSCO:** [Academic Search Complete](#), [Business Source Complete](#), [SocIndex with Full Text](#), [Communication & Mass Media Complete](#), [Humanities International Complete](#), [EconLit with Full Text](#), [Political Science Complete](#), [Public Administration Abstracts](#), [Literary Reference Center](#), [Education Research Complete](#), [Health Source-Consumer Edition](#), [ERIC](#), [Mental Measurements Yearbook](#), [PsycINFO](#), [PsycARTICLES](#), [PsycBOOKS](#), [MEDLINE](#), [Science Reference Center](#), [GreenFILE](#), and [Philosopher's Index](#).

1. Check Add to Folder icon for every result you choose to save.
2. Check the Folder icon in the upper right corner
3. Select the references to export
4. Check the Export icon
5. Choose Direct Export to RefWorks
6. Click the Save button
7. Sign in to your RefWorks account.
8. These records will appear in the Last Imported Folder

**Gale (Cengage):** [Academic OneFile](#), [General Reference Center Gold](#), [Health Reference Center Academic](#), [Gale Virtual Reference](#), [Massachusetts History Online](#), [Opposing Viewpoints Resource Center](#), [Literature Resource Center](#), [Global Issues in Context](#), [LitFinder](#), and [Educator's Reference Complete](#).

Firefox browser works best, but you must allow pop-ups.

1. Select those references you want to save
2. Click Marked Items located on right tab near the top of the page
3. Select Citation Tools icon from, located near the top on the right side
4. Choose RefWorks
5. Click Export
6. Sign in to your RefWorks account
7. These references will appear in the Last Imported Folder

## Highwire Press:

1. Select references to save
2. Click on Download Citations to Citation Manager at the bottom of the page
3. Choose RefWorks (not the link below the word RefWorks)
4. Sign in to your RefWorks account

5. These records will be imported into your Last Imported Folder

### LEXIS/NEXIS Academic:

1. Mark records to save
2. Click Export Bibliographic References (far right icon)
3. Choose RefWorks Direct Export
4. Sign on to your RefWorks account
5. These references will appear in the Last Imported Folder

### JSTOR: Requires personal account login

1. Login to your JSTOR account
2. Mark citation one individual citation at a time
3. Click "Export this Citation"
4. Select RefWorks
5. Sign in to your RefWorks account
6. These references will appear in the Last Imported Folder

### Project Muse:

1. Select references
2. Click Save Marked Results button
3. Click View Saved Results (on right column)
4. Click RefWorks button and Export
5. Sign in to your RefWorks account
6. These references will appear in the Last Imported Folder

### ScienceDirect

1. Select references from search results
2. Click Export Citations
3. Select RefWorks Direct Export
4. Sign on to your RefWorks account
5. These references will appear in the Last Imported Folder

### Wall Street Journal:

1. Mark references
2. Choose Export
3. Select RefWorks
4. Sign in to your RefWorks account
5. These records will appear in the Last Imported Folder [currently not working]

### Worldcat: (Direct export from the Suffolk University OPAC does not work).

Limit Availability to "Items in my library" (Suffolk) before starting:

1. Mark records
2. Select Marked Records button

3. Choose Export – select RefWorks
4. Sign in to your RefWorks account
5. These records will appear in the Last Imported Folder

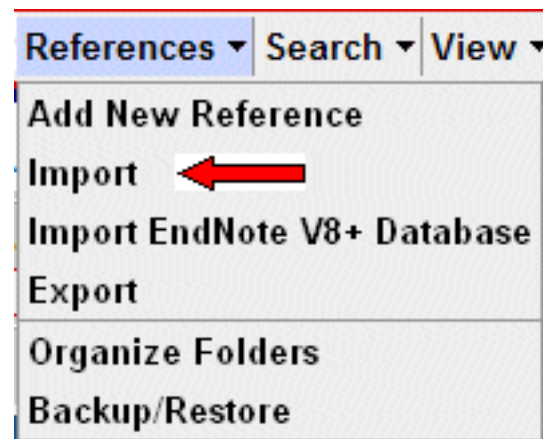
## Exporting from Google Scholar (<http://scholar.google.com/>)

One Time Set Up:

1. From Google Scholar at <http://scholar.google.com>
2. Click on Preferences
3. Find the Bibliography Manager section (near the bottom of the page)
4. Click in the button next to Show Links to Import Citations Into
5. Select Refworks from the drop down menu
6. Save Preferences

## Import Filters/Manual Exporting

Some databases require an Import Filter. For those databases which are not direct export partners, RefWorks offers import filters for importing database search results into RefWorks. For the most comprehensive listing and instructions for use of imports, sign on to your account, select the Help tab, and choose “**Getting References into Your Account.**” Instructions are detailed and quite helpful.



Here are general steps for manually exporting records:

1. From the list of database search results, check, mark, or save the citations you want
2. Find your "saved list," "marked items," "folder," etc.
3. Save the citations to a text file
4. Login to your RefWorks account
5. From the tool bar, select **References**, and choose Import from the drop-down menu
6. Select the appropriate Data Source / Database
7. Find the text file you just saved
8. Click Import

## Typing Citations into RefWorks

1. Choose **References** from the tool bar, and select **Add New Reference** from the drop-down menu
2. Select your citation style from the drop-down menu.
3. Choose the folder into which you want to save the reference (drop-down menu).
4. From the **Ref. Type** drop-down, select the type of reference you are adding (journal article, book, etc.)
5. Fill in the appropriate citation fields. Those marked with a green check are required fields.
6. Click the Save Reference button

## Creating Bibliographies or Reference Lists

**Bibliography** | **Tools** ▾ | **Help** ▾

1. First view **Folder Reference List** to be certain that all required information is included in each reference. If information is missing or records need editing, follow the directions shown under **Basic Instructions for Using all Direct Exporting Databases**.
2. Click **Bibliography** on the tool bar
3. Use the drop-down menu next to "Output Style", and select **Access Output Style Manager**. The Style Manager provides a detailed list of styles from which you may select for your references. Hopefully, you have already made this selection after importing from the databases.
4. After adding you selected style to the Favorites box, go back to the previous page and double-check your references, making certain all required fields are correct.
5. From the **File Type to Create** drop-down menu, select a format (HTML, RTF, Word)
6. Choose citations from All References, My List, or References from a folder.
7. Click on **Create Bibliography**
8. Copy and paste the references into your document.

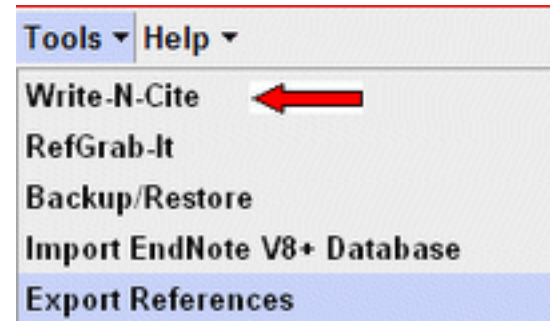
## RefShare

RefShare allows users to share their RefWorks database or just specific folders within RefWorks with other users in their organization. To share a folder or database:

1. Select the Folder/Share Folder or the Tools/Share References drop-down menu on the tool bar.
2. From your list of folders, click the Share Folder button or buttons, or click the Share Entire Database.
3. From the newly created Shared Folder Options page, a specific URL is generated, and the user may email this URL for the shared folder or database to the intended RefShare recipients.
4. Also from this Options page, the user may determine the print, export, and bibliographic options available to RefShare recipients.
5. At any point, the user may click the Remove Share button and end sharing.

## Write-N-Cite

Write-N-Cite is a utility that formats in-text citations and bibliographies. The Write-N-Cite plug-in inserts tags for your citation into your document as you type. Once you have saved the document, you need only choose your citation style and click Create. The formatting is completed quickly. To use Write-N-Cite, you must first download the Write-N-Cite utility from the Tools pull-down menu. This plug-in is compatible with both Windows and Macintosh applications.



Download Write-N-Cite from RefWorks. Go to **Tools**, then **Write-N-Cite**. After you have installed Write-N-Cite, open it from within Word from the toolbar icon or from the Tools drop-down menu.

Using Write-N-Cite:

1. Start Write-N-Cite by clicking the button on your Word toolbar. Login to Write-N-Cite using your RefWorks username and password. Mark the box next to Always On Top to keep the Write-N-Cite window on top of all other windows
2. While creating a document, click the point in your paper where you want the reference inserted.
3. Move to Write-N-Cite, and click the Cite link next to the correct reference. Write-N-Cite automatically inserts opening and closing curly brackets { } as well as the Reference specifics, Author Name, and Year into your Word document.
4. When the paper is completed, click Bibliography in the Write-N-Cite window
5. Select the correct Output Style
6. Select Create Bibliography
7. Write-N-Cite creates the formatted paper as a new Word document with the file name preceded by the word "Final". If you need to make changes to your paper, edit the original document and re-create the formatted document.

## RefGrab-It

RefGrab-it is a utility that allows the importing of web page information into RefWorks. It will only grab as much information as the web page designer provides. Download RefGrab-it from RefWorks. Go to **Tools**, then **RefGrab-It**. Follow the installation instructions which will place RefGrab-It in your favorites or bookmarks.

Using RefGrab-It:

1. From a web page, click on the RefGrab-It in your bookmark list
2. A RefWorks temporary results page will open. This page provides:
  - a. a link back to the web page from which the information came

- b. basic information gathered from that web page
  - c. additional information that RefGrab-it has found regarding the page
4. To add the web page information to your Refworks account, click on the Import button.
  5. Your records will appear in the Last Imported Folder

## **RefWorks Help Guides and Resources**

These are detailed guides provided by **RefWorks**.

[FAQs](#)

[Tutorial Basics](#)

[Quick Start Guide](#)

[Importing from Online Database Vendors](#)

[Direct Export Partners](#)