

RefWorks Module

Goals: After creating their own RefWorks accounts, students will learn to create and manage folders, the 3 methods for importing citations into RefWorks, and how to use the software to generate a bibliography.

Prerequisites: Using Scholarly Databases, Writing Citations

Materials: Instruction room with computers and projector, a PDF of a book's title page to use as an example.

Time Required: 30 minutes

Lesson:

Introduction

- Refworks software takes a lot of the time and effort out of creating a bibliography.
- Advantages -
 - It is available online.
 - You can enter information on books and articles as you research.
 - Citations can be imported from most databases – no typing!
 - It will automatically generate a bibliography or “works cited” page.
 - It practically eliminates paging through style manuals.

Creating an Account and Folder

The first thing we need to do is set up an account and a folder where you can store your references.

- N.B. On these public terminals, use the Firefox browser—our current IE security settings are often incompatible with RefWorks.
- Navigate to the RefWorks site from the library's home page. Point out the online tutorials that are available.
- Click “Sign up for an individual account” (unless you have an account already).
- Enter your name, create a user/login name, create a password, and enter an email address.
- For “Type of User”, select “Student”, and select a “Focus Area” from the drop down menu.
- Click “Register”.
- Mouse over the “Folders” tab, and click “Create New Folder”.
- In the “New Folder Name” box, add the name you've chosen, and click “OK”.

Manually Entering References

- One way to add a reference, and one option that will always work is to enter it by hand.
- From the “References” tab, select “Add New Reference.”
- In the box next to “View fields used by,” select a preferred citation style.
- Note that check marks appear beside the fields that are used by the citation format you have chosen and that there are notes about that format at the bottom of the page. You can change the style at any time, and Refworks will automatically adjust this information.
- Open a window containing a scanned image of a book's title page.
- From this point, you can type in the appropriate information, and when you are finished, click the “Save Reference” button.
- Questions?

Directly Importing a Reference from a Database

- If a database will let you directly import a reference into RefWorks, it is best (i.e. faster) to do it that way.
- Navigate to the Proquest database.
- Conduct a search on a topic.
- Click on the check box next to one of the results.
- Click on the “My Research” tab at the top of the page.
- Click the “Export Citations” link.
- Click the “Export directly to RefWorks” link.
- If necessary, log into Refworks again.
- Click “View Last Imported Folder”.
- Place the citation in a folder. If you forget to do this, RefWorks will automatically save it in the “References not in a folder” folder.
- Even if you import a reference directly, you can still edit the reference by hand, if necessary.
- Questions?

Importing References by Saving Them as Text Files

- With many databases, you will have to export your references to the desktop and then import them to RefWorks. Because direct importing involves a transaction between two different kinds of software, it can sometimes be glitchy, but it’s still faster than typing everything in by hand.
- Navigate to the MLA database.
- ***Notice that this is an “OCLC FirstSearch” database.***
- Conduct a search on a topic.
- Click on the box next to one of the results.
- Click on the “Export” button.
- Select “Marked records from this search: 1” and “Text file”, and click the “Export” button.
- Save the exported text file to the desktop.
- Navigate to the RefWorks site.
- From the “References” drop down menu, select “Import”.
- In the box beside “Import Filter/Data Source”, select “OCLC FirstSearch”.
- In the box beside “Database”, select “MLA”.
- In the box beside “Import References into”, select a folder.
- “Browse” for the text file on the desktop, and import it.
- Click “View Last Imported Folder”.
- Place the citation in a folder.
- From the “Folders” tab, view the folder containing your references.
- Questions?
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Activity

Generating a Bibliography and Emailing It to the Instructor:

- Once you have imported all of your references, RefWorks can automatically generate a bibliography.
- Click the “Bibliography” tab (note that RefWorks can also format in-text citations or footnotes).

- In the box beside “Output Style”, select the preferred citation style.
- Select “Format a Bibliography from a List of References”.
- In the box beside “File Type to Create”, select “Word for Windows (2000 or later)”.
- Choose to include only references from your folder, and click “Create Bibliography”.
- Be sure to save the document to your desktop.
- Be sure to proofread your bibliography for inappropriate abbreviations, urls, etc. Keep in mind that Refworks is a software program, and it is not perfect. It is still important to know the citation style of your major.
- Questions?
- Please change the name of the bibliography that you just created to your last name, and email it as an attachment to library@dickinson.edu.
- Like a lot of software, RefWorks does take some getting used to, but hopefully, just from this short tutorial, you can see the advantages of using it.

Assignment

- Each student will import 4 more references into RefWorks—1 from WorldCat (useful for books), 1 from Proquest, 1 from an appropriate OCLC database, and 1 from an appropriate database of the instructor’s choosing.
- The student will then generate a bibliography for these in a specified style.
- The student will then email the bibliography to the instructor.