

RefWorks 2.0

Introduction

RefWorks is a tool provided to all Gonzaga students and employees that manages research references and assists in the creation of formatted bibliographies. RefWorks can become your personal database, holding not only the citations of your research items, but the full-text of those items. You can import, organize and retrieve these citations easily. RefWorks also has a component called *Write-n-Cite* that, when linked to Word, will format not only the bibliography but your entire paper as well.

Section 1 – Set up a RefWorks account.

1. The link to RefWorks is on the lower left side of the library web page. When you click on it from off campus you will be asked for a group code. It is: rwgonzagau (If you are on campus you don't need the code.)

The screenshot shows the Foley Center Library website. On the left is a navigation menu with 'RefWorks' circled in red. The main content area features a 'Blog' post about a new discovery layer, a 'NEW' banner for 'Introducing PRIMO', and search sections for 'Find Articles' and 'Find Books'. Below these are 'Research Guides' and 'Library Information' sections.

GOOD ADVICE!

Always access RefWorks through the Foley Library website. Never approach RefWorks directly from the web! RefWorks.com is very friendly and will set you up with a guest account right away. However, everything you put in it will disappear in 30 days unless you purchase a subscription. Your RefWorks account through Foley Library is free to GU students.

- Next you will see a link that says, “Sign up for an individual account.” Click there and fill in your information. Your username and password are not tied to your Gonzaga information.

RefWorks

About RefWorks Administrator Other Products Contact Us Help

Login to your RefWorks Account

Group Login

Login using RefWorks Classic

Login to your Gonzaga University RefWorks account.

New to RefWorks?

[Sign up for an Individual Account](#)

Login Name

Password

[Forgot your password?](#)

[Not your Institution?](#)

Login

RefWorks at Foley Center Library, Gonzaga University

- [Tutorials](#) to help you with RefWorks
- [FAQs](#) about RefWorks
- [Quick Start Guide](#) for RefWorks in pdf format
- [Foley Center Library](#) / 509-313-5931 / [Email](#)
- Contact RefWorks 24/7 at support@refworks.com
- [RefWorks training schedule](#) for Foley Center Library

GU Library

Type here to chat.

This is the way your account will look when you first open it:

RefWorks

Gonzaga University
Welcome, Jane RefHelp.

References View Search Bibliography Tools Help

Search your RefWorks database Search

New Folder Create Bibliography New Reference

References > All References

References Folders Share

References to Use Selected Page All in List

Sort by Authors, Primary

Change View Standard View

No references found.

Quick Access

- My List
- Advanced Search
- Import
- Export
- Customize
- Preview Output Style
- Output Style Manager

Resources

- RefWorks 2.0 Preview
- Webinars
- Resource Center

- Next step is to create a folder for your research. Click on “New Folder,” type in any name you want, and then click “Create”. You can have as many folders as you want in RefWorks and you can have as many items in a folder as you want.

Section 2 – Tutorials

1. To begin, log in to your RefWorks account and on the tab marked “Help” and click “Tutorials.” You can download the PDF pages that go along with the tutorials.

| | |
|--|---------------------|
| 1. Introduction (1:18 min.) | PDF |
| 2. Accessing RefWorks, Creating an Account, and Logging In (3:30 min.) | PDF |
| 3. Navigating Around RefWorks (2:26 min.) | PDF |
| 4. Adding References via Direct Export (3:15 min.) | PDF |
| 5. Adding References by Importing Text (2:14 min.) | PDF |
| 6. Adding References by Searching Online Catalogs or Databases (3:29 min.) | PDF |
| 7. Adding References via Manual Entry (3:18 min.) | PDF |
| 8. Organizing References with Folders (4:38 min.) | PDF |
| 9. Searching Your RefWorks Database with Quick Search (2:18 min.) | PDF |
| 10. Creating a Standalone Bibliography (1:06 min.) | PDF |
| 11. Inserting Citations and Creating Bibliographies with Write-N-Cite (11:45 min.) | PDF |

Section 3 – Adding book citations to RefWorks

Let’s use Foley’s WorldCat databases to search for books on the topic of your choice and move citations into RefWorks.

1. Go to the “Find Books” section of the Foley web page and click on the WorldCat link. This is where you may look for your book by author, title and/or keyword. Once your results appear, slow down and examine them closely. If you are citing a book you have already used in your research, be sure to pick a citation that is an exact match to the book, right down to the edition, date of publication and ISBN.

Find Books

Search the classic library catalog

Catalog Quick Search:

Search World Cat

Regional and Other Libraries

Log into my library account

- Open the WorldCat record for the book by clicking on the book title. Here's where you will find more detailed information about the book.
- Now click the "Export" button near the top of the page.



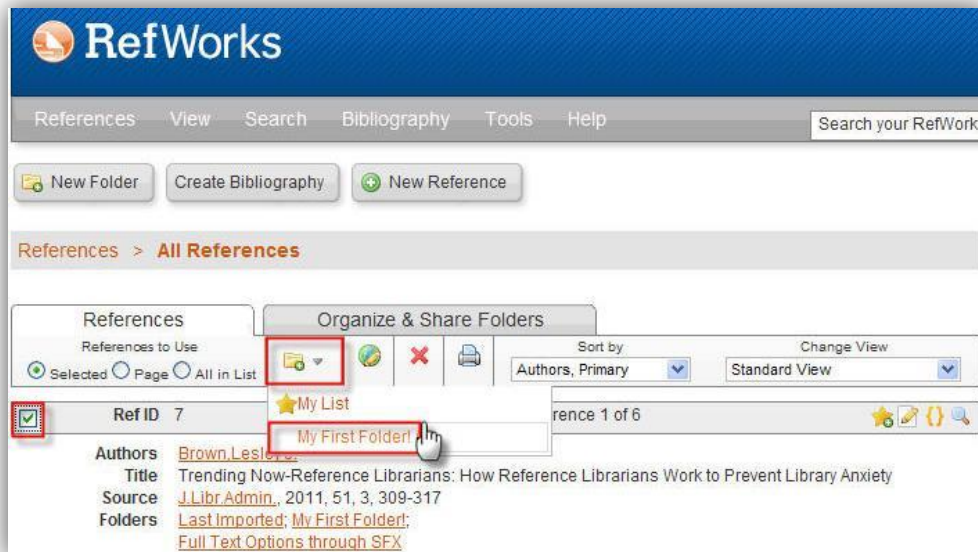
- Select RefWorks as your destination and click on "Export". Now your citation should be in RefWorks in the "Last Imported" folder. **Note:** If RefWorks was not open when you hit "Export", a RefWorks log-in window will open. Enter the group code (if you are off campus), then your username and password to log-in. The import process will begin and the selected citation will appear in the "Last Imported" folder in your RefWorks account.

Beware the Pop-Up Blocker

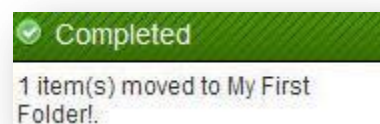
Often, students experience frustration at this juncture because their items do not show up in RefWorks. Thank your pop-up blocker! Pop-up blockers can be temporarily disabled to allow RefWorks and WorldCat to talk to each other. If you need help figuring out how to do that, click on Help at the top of your browser screen.

Another tip: Firefox seems to work better than Internet Explorer when exporting from WorldCat into RefWorks.

- When moving items out of the "Last Imported" folder, notice under the References tab, you are able to check the box to the left of the citation. Hover your cursor over the folder icon and select the folder you created earlier. Presto! You've organized your research!



Once you've moved your citation to your new folder, a confirmation window should appear.



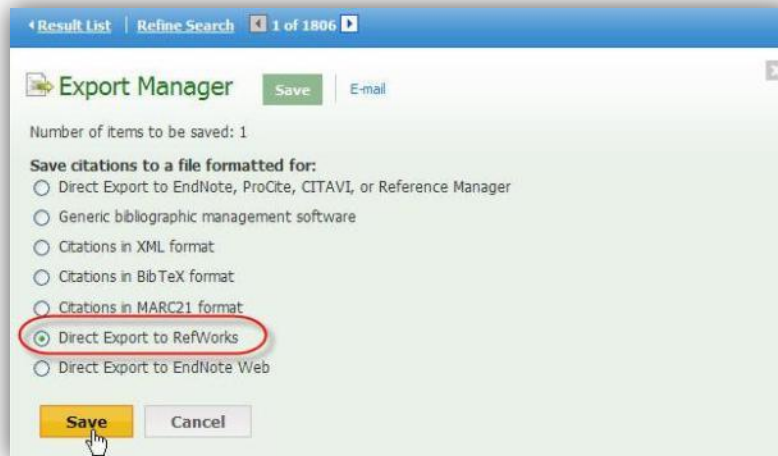
Section 4 – Adding article citations to your RefWorks database

Export to RefWorks from any EBSCO database

1. Do your search and when you find an article you like, click on the export link. We did this search in Academic Search Complete, but most EBSCO databases look the same.



2. After you click on the export button, click on the link that will send your citations to RefWorks.



Now you have your articles in the "Last Imported" folder. Go through the same process as before (Section 3-step 4) to move them into the appropriate RefWorks folder.



Progress Check

At minimum, you should now have:

- A RefWorks account
- A folder in RefWorks
- A fond memory of watching some RefWorks tutorials

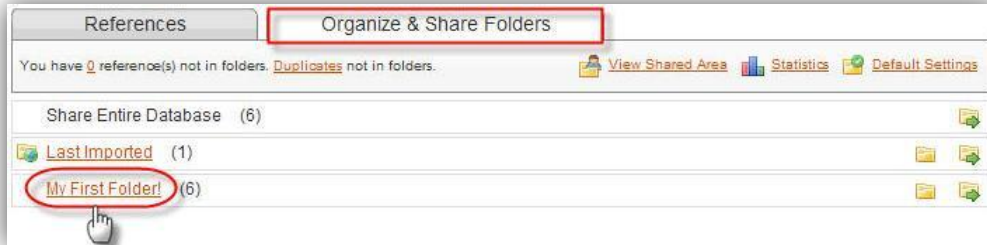
You Might Want to Know

A few of our databases (PubMed for one) handle the export to RefWorks process a bit differently, but usually all you need to do is look for an Export link. Problems? Questions? Let us know.

Section 5 – Making an Annotated Bibliography

Next you will be shown how to create an annotated bibliography; a skill we hope will be extremely useful to you in your future classes in whatever program you are taking.

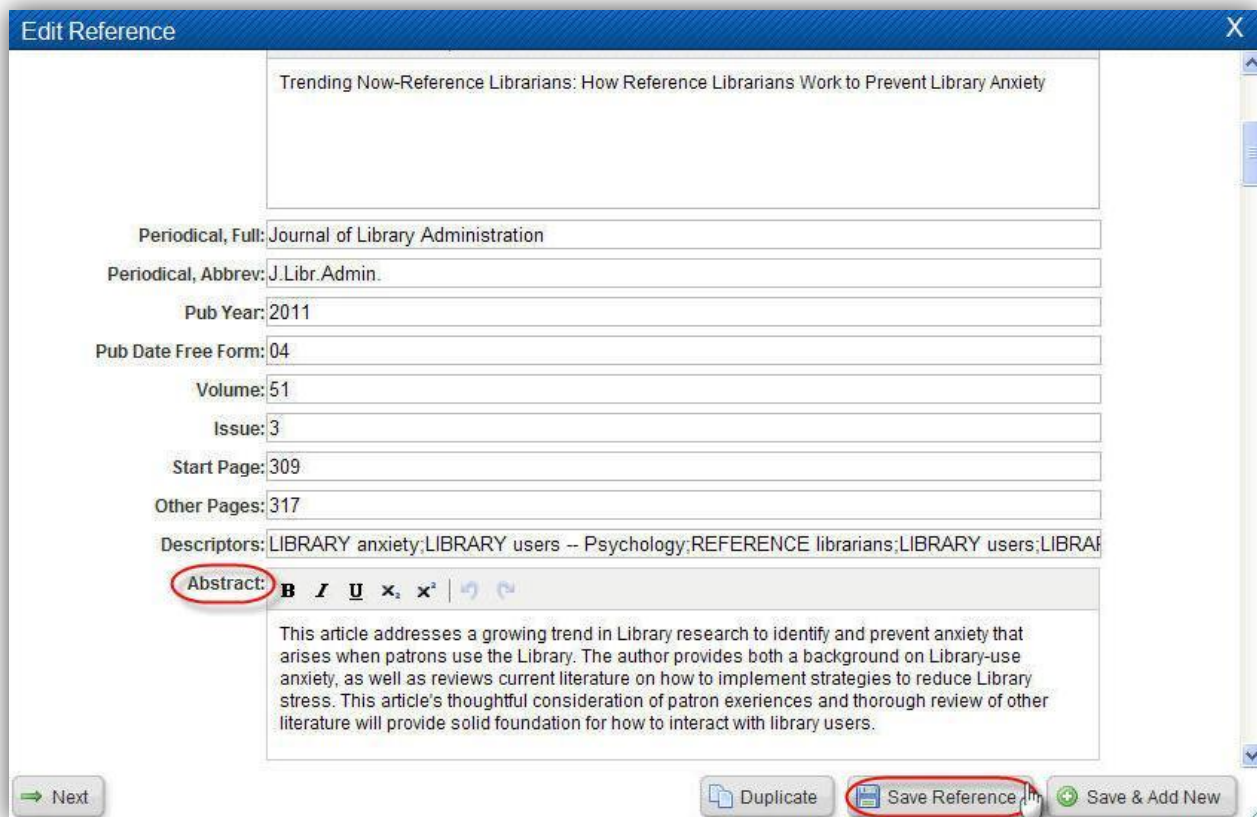
1. Under the “Organize & Share Folders” tab, select the folder you would like to use.



2. Next, select the edit icon (paper and pencil icon) on the top right corner of the citation.



3. Scroll down to the abstract section. Delete abstract, or copy and paste the abstract into the “Notes” or “User” Fields for later use. Once the abstract field is clear, fill in your annotation. What you put here depends on your assignment. Your professor might ask you to explain why this particular resource is useful for your research or you may be asked to summarize the contents or describe the research method used in the document.

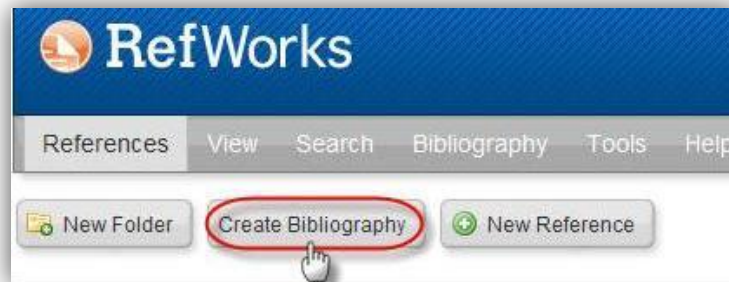


- When you have finished entering your annotation in the Abstract field, select "**Save Reference**"!! You have to save your work or changes will be lost when you close the page. Repeat steps 1-4 to add annotations to other citations in your folder.

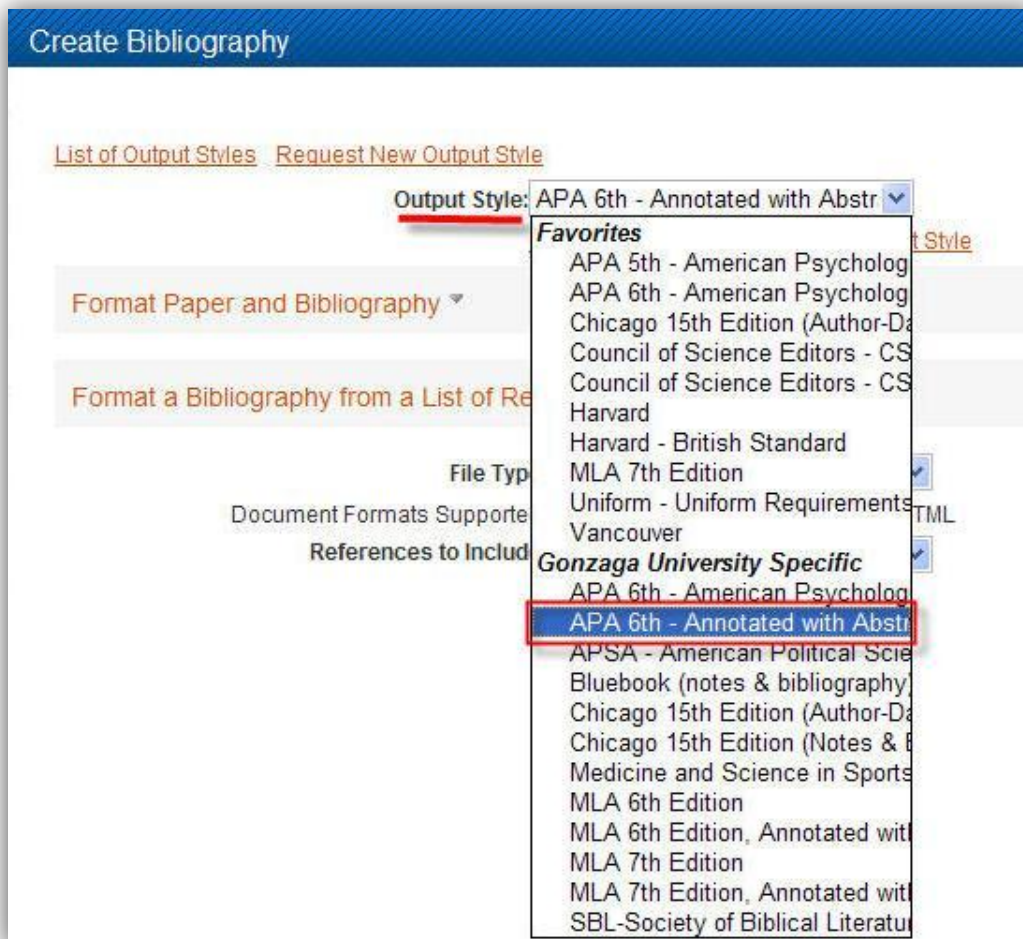
Section 6 – Format an Annotated Bibliography

OK, you are almost there. Last step!!! This is when the magic happens.

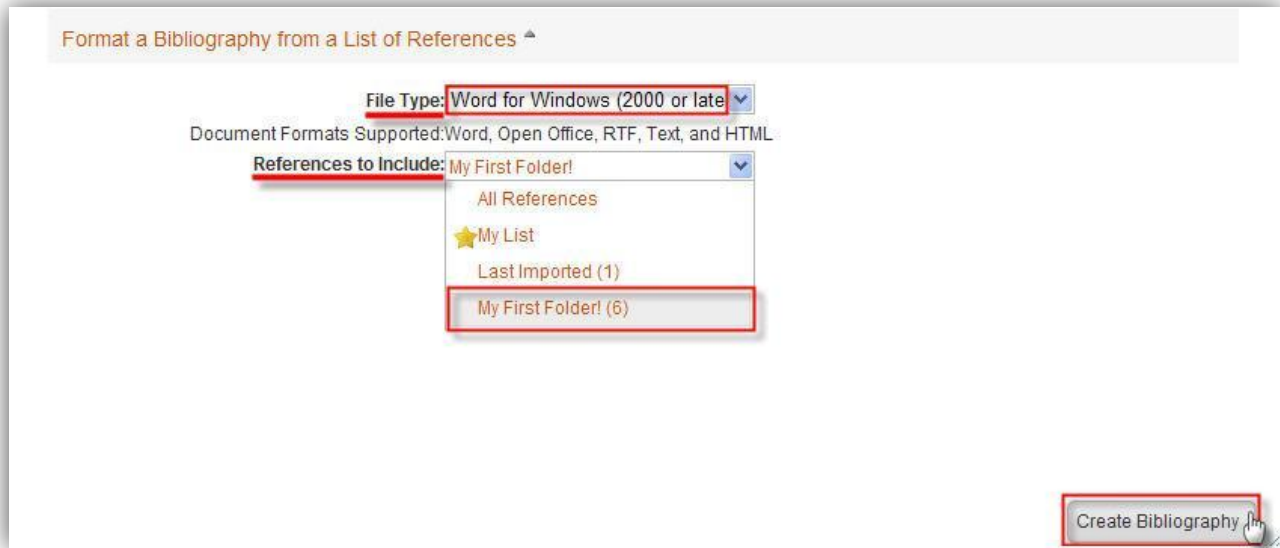
- Select the "Create Bibliography" button near the top of the page.



- Use the drop down menu to select your "Output Style". The citation style you are going to use for this assignment is "APA 6th - Annotated with Abstracts". (Hint - If you just pick APA, the abstract part will not show up and that will mean you have to do it over.)

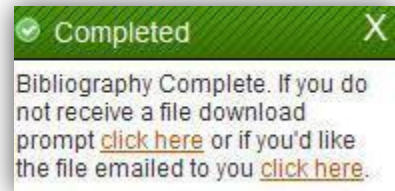


- Under “File type,” on the drop down menu, select “Word for Windows (2000 or later).” Then, under “References to Include” select the folder you’ve been using for this assignment.



- Finally, select “Create Bibliography”! Please note it might take a moment for your annotated bibliography to appear.

- When your formatted bibliography is complete, you should see a confirmation window. If your bibliography does not load, select the “click here” link on the confirmation window, or—if you prefer—select the link to have your bibliography emailed to you.



- Now, take a close look at your bibliography and if you see anything that doesn’t look right, fix it. Some common issues include proper nouns that aren’t capitalized or article titles could appear in all caps. Always proofread your RefWorks bibliographies. RefWorks is amazing, but it isn’t perfect.

For more information on RefWorks, please contact Kelly Jenks.

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