

Brief Guide to RefWorks



Access:

Automatic access from Royal Holloway campus network via MetaLib.

To access *off-campus* use the RHUL VPN/*Campus Anywhere* service via the *RHUL Library Homepage*.

Coverage:

RefWorks is a web-based bibliographic management system which enables you to capture, save and organise references into your own personal database. Storing references in RefWorks enables you to retrieve them in order to create bibliographies or cite them in a paper. If you have purchased a PC-based bibliographic manager, such as EndNote, you can use RefWorks as a travelling assistant to collect references wherever you are, and download them when you work on your own PC.

Getting Started:

- **Creating your RefWorks account**

From the *library homepage*:

- Select *MetaLib*
- Click *Find Resource*
- Select *Locate* and type *RefWorks*

Clicking on the link entitled *RefWorks* will take you to the RefWorks login page: click on *Sign up for an Individual Account*. You will be asked to choose a login name and password and provide your RHUL email address.

Learning to use RefWorks:

When you first create your account, you will be invited to view the online tutorials, and you can return to them at any time in RefWorks by going to the Help menu and selecting *Tutorial – RefWorks*. These demonstrate all RefWorks functions.

Adding references to RefWorks

It is always possible to add references to your database by typing in the details, or by cutting and pasting them from another window. There is a form to ensure that you enter the details correctly. Go to the References menu, and select *Add New Reference*.

Usually you will find a number of references you need to store when searching RHUL library resources, and adding them all manually would be tedious. It is possible to import numbers of references into RefWorks. See the headings below for details of how to do this when using some of our most popular information resources.

- **RHUL Library books / PubMed**

To use the records for books from the Library catalogue, go to the Search menu in Refworks and select *Online catalog or database*. Using the drop-down list, you will find that Royal Holloway's is one of the catalogues available to search from within RefWorks. Refworks will display up to fifty matching references in RefWorks format. Select the ones you want and click on *Import* to save them to your own database. You can search other libraries by this method, including the British Library which includes all books published in Britain, and also the major biomedical database PubMed.

- **Business Source Complete, Econlit, PsycInfo, PsycArticles**

When you have a set of results in these EBSCOhost databases, for any reference which you wish to store, click on the *Add* icon to add them to your "folder". When you have added all that you need, click on *Folder has items*. You can review them and remove any if you have changed your mind, and then click on *Save to disk*. On the page which opens, select the *Bibliographic Manager* tab, and choose the button entitled *Direct Export to RefWorks*. If you are not logged in to RefWorks, you will be asked to log into your account. The RefWorks page will display a message stating how many references have been saved.

- **GeoRef, MLA, RILM, WorldCat**

To save references from these OCLC databases, click in the small box next to the reference number to mark it with a tick. To see all your marked references, click the *Marked Records* button, and then click on *Export*. On the next page, select *RefWorks*, and click the large *Export* button. If you are not logged in to RefWorks, you will be asked to log into your account, and on the RefWorks page you will see a message stating how many references have been saved.

- **JSTOR**

In JSTOR results, click on *Save Citation* to save the citations you need, and then at the top of the page, click *View Saved Citations*. This takes you to a page with an option to *Directly export citations into RefWorks*.

- **Web of Science**

With Web of Science it is necessary to save a file of results and import it, but this is still a very simple process. Click the references you wish to save, and click on the *Submit marks* button to create a marked list. Go to the marked list, make any changes you wish to the output format – Refworks is quite capable of taking the abstracts with the records – and then save them in the *Field Tagged* format to a file on your PC. Go to Refworks, open the *References menu* and select *Import*. On the Import page, select *ISI* as the *Data Source* and *Web of Science* as the *database*. Browse to find the file you downloaded from Web of Science, click on the *Import* button, and RefWorks will import them perfectly.

RefWorks folders:

The last references imported are placed automatically into a RefWorks folder called **Last Imported**. Any references which were already there are not lost, but moved into a folder called **References Not in a Folder**. You can create as many folders as you need from the Folders menu, for example, you might have a folder for each course or each chapter of a thesis. The same reference can be placed in more than one folder.

Creating bibliographies:

Click on the Bibliography button to create a bibliography. You can use all your references, the contents of any folder, or any selection, and you can output your bibliography in any one of over 300 formatting styles covering all the established journals and subject areas.

Citing references in papers:

Write'N'Cite is an add-in for Microsoft Word, which makes it easy to retrieve references from your RefWorks database and insert them into a paper as you write. From the Tools menu, you can download the add-in for Word on either PCs or Macs. Naturally your computer has to be connected to the internet to access RefWorks when you use this.

If you do not use Word, you can insert your RefWorks references manually by entering the number of the reference in the database, between double curly brackets, like this: {{35}}. Save your work as a rich text file (.rtf) which any word processor can produce. From the Bibliography page, RefWorks will process the file and insert the citations formatted in whichever style you have chosen.

Training and Further Information

For Library and Information sessions see the Computer Centre web pages: *IS228 Managing Information with RefWorks*. For further information please contact Adrian Machiraju, Bedford Library; email: A.Machiraju@rhul.ac.uk, Tel: (01784) 443327.

