Using **RefWorks** to Create an Annotated Bibliography

**Stage 1: Gathering information and managing the sources.**

Before you begin, open two windows in your browser. In one open **Ref Works** from the library home page; in the other open a database (e.g., **EBSCOhost** — **MLA International Bibliography**).

**First Time Login.** When you first open the RefWorks page, click on the **Sign up for an Individual Account** link to create your account.

Use any login name that seems reasonable to you and any password you’ll remember. Type of user and area of focus are optional.

**Individual Folders.** To organize your references you need to set up folders. You can set up a folder for each assignment or for each course. Under **Folders**, select **Create New Folder** and name it. Click **OK**.

**Adding references to your folder.** There are two ways to add references to your folder—manually and through direct exportation from select databases.
**Manually.** Even though many databases (including Ebsco), allow for direct importation of citations into RefWorks, it’s a good idea to know how to do it manually for two reasons. First of all, not all databases (for example, the World Shakespeare Bibliography) allow direct importation and secondly, you never know when things get buggy or just don’t work right!

You can manually enter the information for a reference that will go into your reference list by clicking on **References, Add New Reference** and proceeding with the following steps:

- First, choose the format you intend to use (in this case, **MLA 6th Edition**).
- Then choose the appropriate folder, especially if you have multiple folders.
- Next, select the appropriate **Ref Type** and enter the data in the appropriate fields (see a librarian or your instructor if you have questions).
- Write your annotation if you are creating an annotated bibliography (I recommend composing and saving your annotations in Microsoft Word and simply pasting them in the box).
- When you are finished entering the information, click **Save Reference**. Although nothing really changes on the screen, your reference is saved.

**Direct importation.** As mentioned previously, you can also import references directly from a database. Let’s do this with MLA International Bibliography from EbscoHost. After searching and finding citations, add them to your folder.

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**Russell D. Cole Library 307, x4452**  
**11/3/2004**
Go to the folder in EbscoHost and click **Save to Disk**.

At the Save Manager screen, click the **Bibliographic Manager** tab. Then select **Direct export to RefWorks** and be sure there is no check mark in the **Remove these items from folder after saving** option. Then click **Save**.

Back in RefWorks, place a check mark next to the newly imported records and place them in the appropriate folder.

You can continue to add citations to your folder as you work on your research.
Stage 2: Pulling together your annotated bibliography

When you are ready to create and print-out your annotated bibliography for assignment, follow these directions. Make sure everything you need is in your folder. Click Bibliography and proceed with the following steps (see image below):

- Under Output Style, select MLA 6th Edition (or whichever style you are using).
- Select Format a Bibliography from a List of References (the second radio button).
- Under File Type to Create, select either Word for Windows or Word for Mac.
- Under Include, select References from and your folder from the drop down list.
- Click Create Bibliography.

When (if) prompted, save the Word document in an appropriate place (you may change the name as well if necessary).

Open your new file in Microsoft Word. You will notice that RefWorks does not export your annotations. If you have already saved your annotations in a Microsoft Word document, you can simply cut and paste. You may also cut and paste from your references in RefWorks. In the Word document, make sure you also change Works Cited to Annotated Bibliography.

Proofread the references and the annotations. Remember, you are ultimately responsible for your final document (computers and humans make mistakes – rely on your keen eye to spot those last minute errors).