

# Using RefWorks

RefWorks is a tool for managing bibliographic citations and for formatting papers. Prepare to be impressed!

## Stage I: Gathering information and managing sources

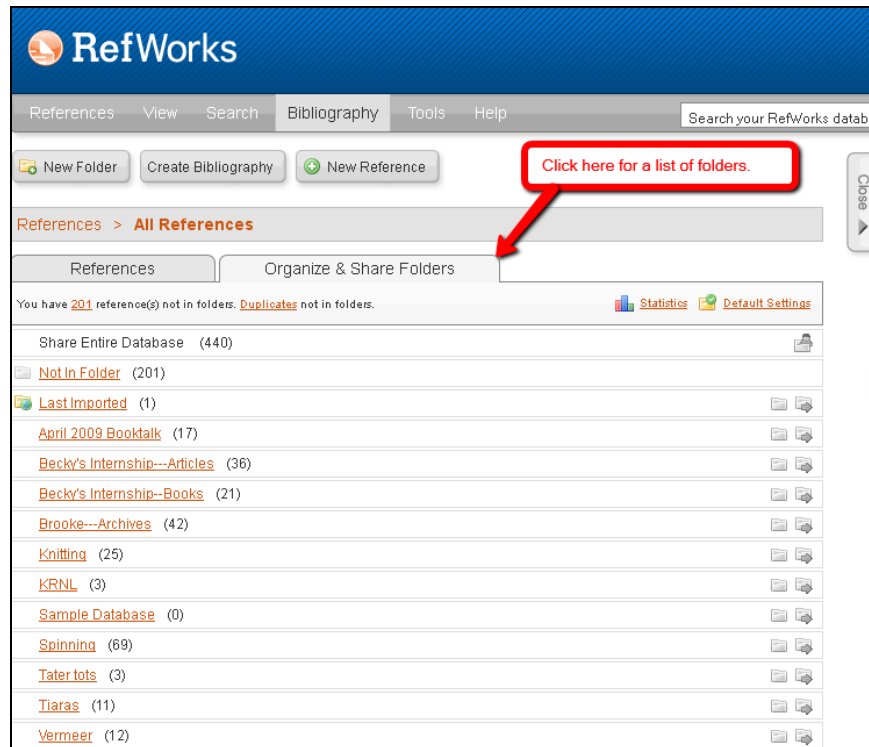
Before you begin, open two windows in your browser. In one window open RefWorks from the library home page; in the other window open the database you want to search (e.g., *EBSCOhost*).

1. **First Time Login.** RefWorks is licensed for use on campus or through the library's proxy server (see the Off Campus link on our home page). However, since the single campus license houses the reference databases for all Cornellians, you still must create and use an individual RefWorks account. Click on the **Sign up for an Individual Account** link to create your account.

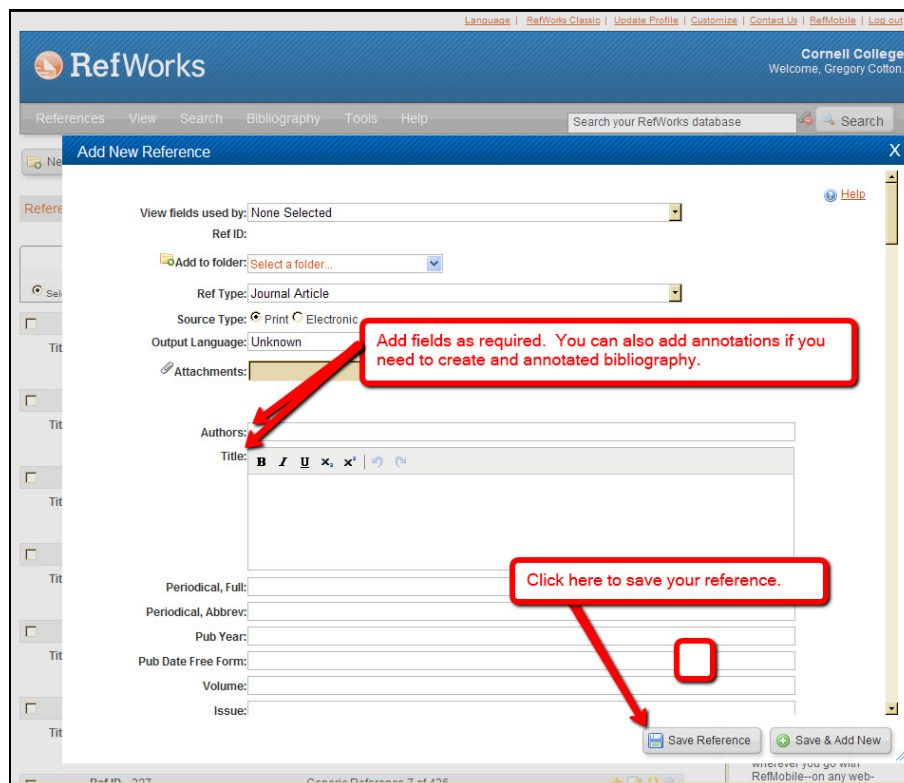


Use any login name that seems reasonable to you and any password you'll remember. Type of user and area of focus are optional.

2. **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.



3. **Adding references: Manually.** You can enter information into RefWorks manually if you prefer (and you're still better off than you would be by not using RefWorks!) Click on **References/Add New** to do that.

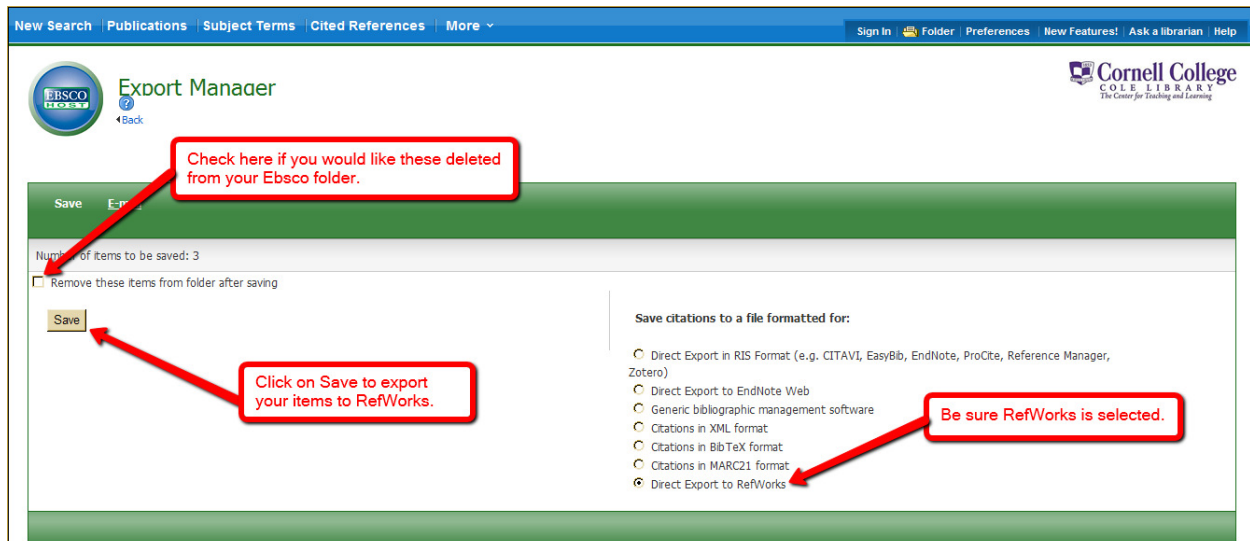


If you don't like to type more than you have to, you can also import references directly from a database by following the next steps. I've used a search in an EBSCOhost database as an example.

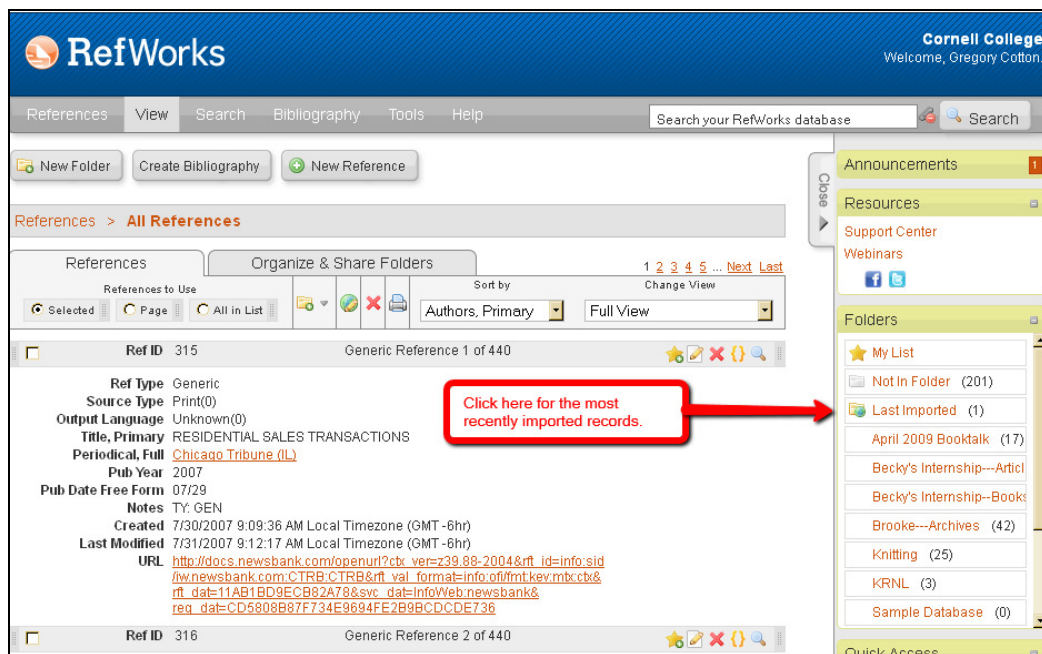
4. **Adding references: Direct exporting.** RefWorks works well with databases, particularly those found in EBSCOhost. Here are step-by-step instructions for moving information directly from EBSCO to RefWorks.
  - a. **Exporting from EBSCO.** Once you have completed a search in EBSCO and saved your hits into your folder, go to the folder. Click **Export**.

The screenshot displays the EBSCOhost interface. At the top, there is a navigation bar with links: New Search, Publications, Subject Terms, Cited References, and More. On the right, there are links for Sign In, Folder, Preferences, New Features!, Ask a librarian, and Help. The main content area is titled 'Folder Contents' and shows a list of articles. A red box highlights the 'Select / deselect all' checkbox, with an annotation: 'Click here to select all items in your folder.' Another red box highlights the 'Export' button in the right-hand sidebar, with an annotation: 'Once you have them selected, click here to export to RefWorks.' The list of articles includes titles such as 'Common agricultural policy reform and its effects on sheep and goat market and rare breeds conservation', 'Pedigree analysis of seven small French sheep populations and implications for the management of rare breeds', and 'Rare sheep breeds and the ram genotyping scheme'.

At the Export Manager screen, select **Direct export to RefWorks**. If you want to remove these citations from your folder after exporting, keep the default checkmark in that box; otherwise, be sure to uncheck it. Click on **Save** and you will see a screen informing you of progress.



- b. **In RefWorks.** Go to your RefWorks window and select **View/Folder/Last Imported** to see the newly imported records, noting with glee the fact that all of that information is there automatically without your typing a single letter. Select records to place them in an appropriate folder.



**RefWorks** Cornell College  
Welcome, Gregory Cotton.

References View Search Bibliography Tools Help

References > **Last Imported**

References Organize & Share Folders

References to Use: ☒ Selected ☐ Page ☐ All in List

Sort by: Authors, Primary Change View: Full View

**Ref ID** 611 Journal Article Reference 1 of 1

**Ref Type** Journal Article  
**Source Type** Print(0)  
**Output Language** Unknown(0)  
**Authors** [Xin,Zi-Qiang; Zhang,Mei; He,Lin](#)  
**Folders** [Knitting;Last Imported;](#)  
**Title** [Changes in college students' mental health: A cross-temporal meta-analysis](#)  
**Periodical, Full** [Acta Psychologica Sinica](#)  
**Pub Year** 2012  
**Pub Date Free Form** 28  
**Volume** 44  
**Issue** 5  
**Start Page** 664  
**Other Pages** 679  
**Descriptors** [college students; mental health; high risk group; rural areas; Rural Environments; At Risk Populations](#)

**Announcements**

**Resources**

[Support Center](#)  
[Webinars](#)  
[Facebook](#) [Twitter](#)

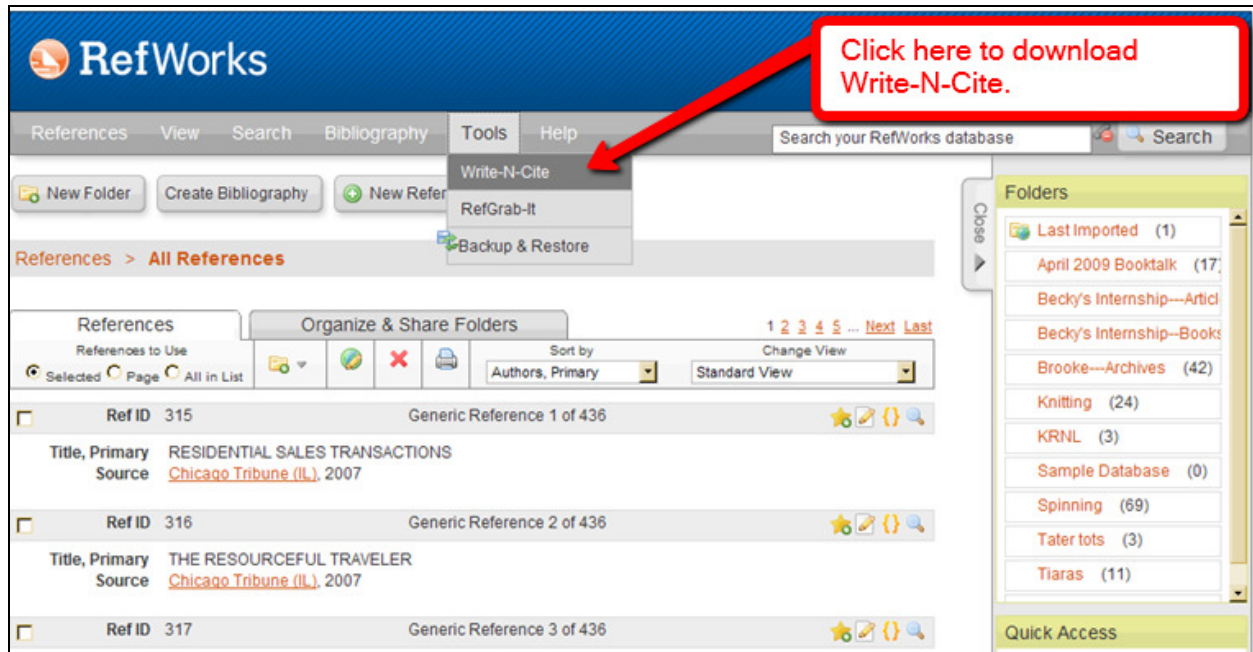
**Folders**

- ★ My List
- Not In Folder (201)
- Last Imported (1)
  - April 2009 Booktalk (17)
  - Becky's Internship---Article
  - Becky's Internship---Book
  - Brooke---Archives (42)
  - Knitting (25)
  - KRNL (3)
  - Sample Database (0)

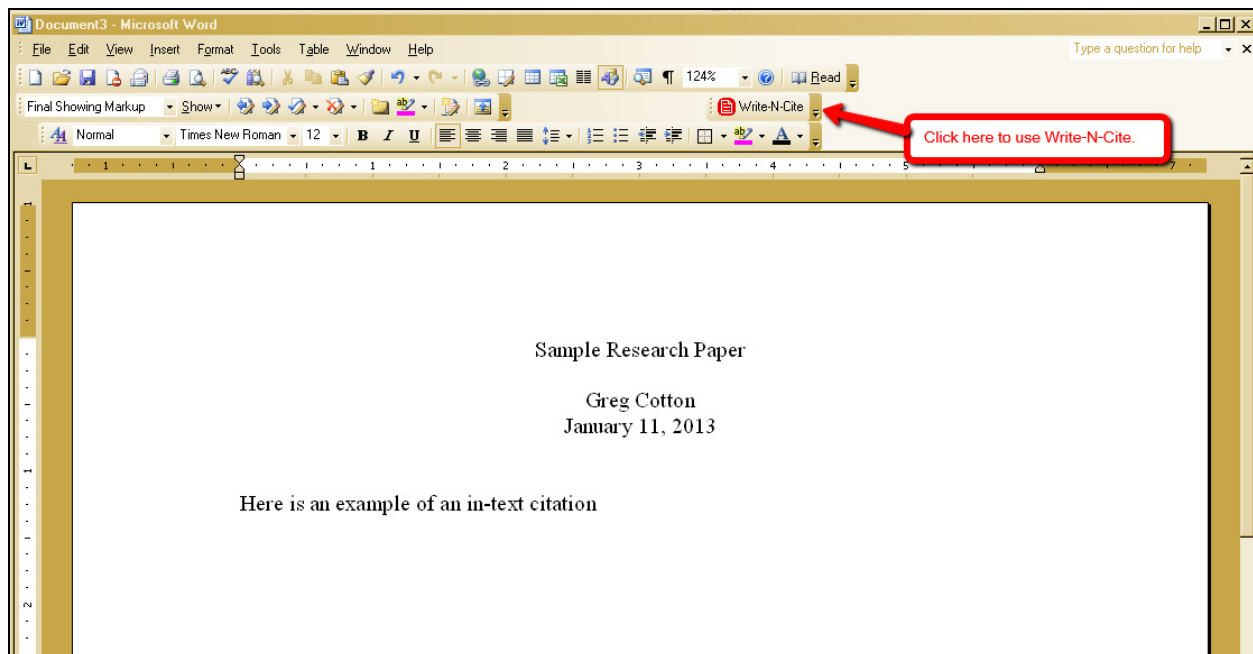
You can add citations to your folders as you continue your research.

## Stage 2: Writing the paper

1. **Write-N-Cite.** Write-N-Cite is a great little Microsoft Word add-on that lets you easily add RefWorks citations as you type your paper. You can download it from RefWorks.

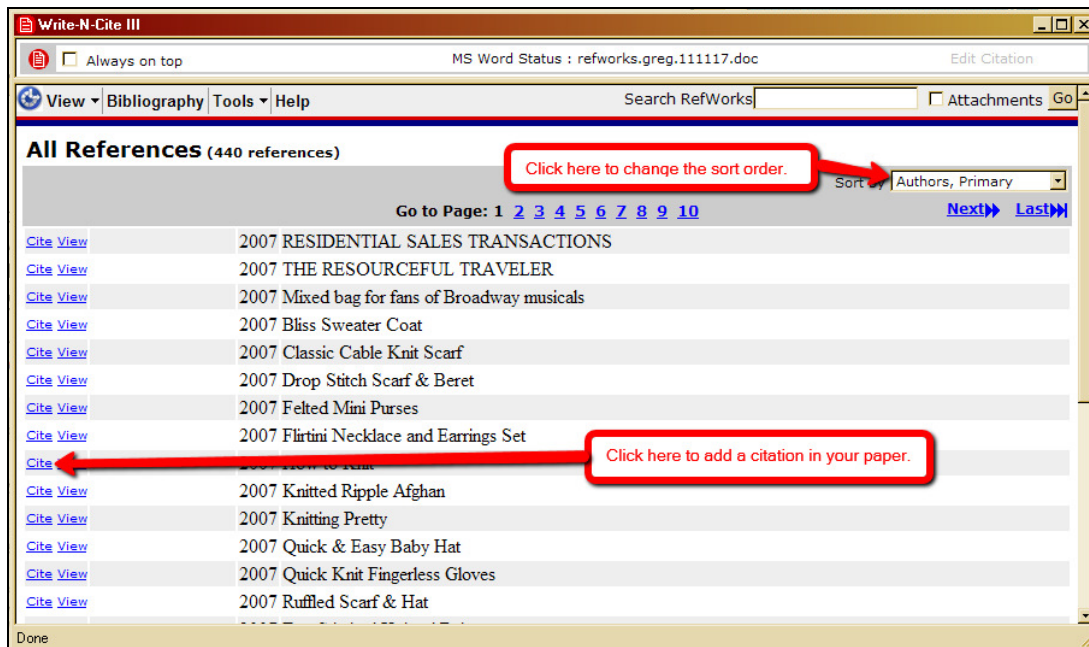


2. **Start typing.** Begin composing and typing your paper. Notice that I have downloaded Write-N-Cite and that I have its button in Word now.

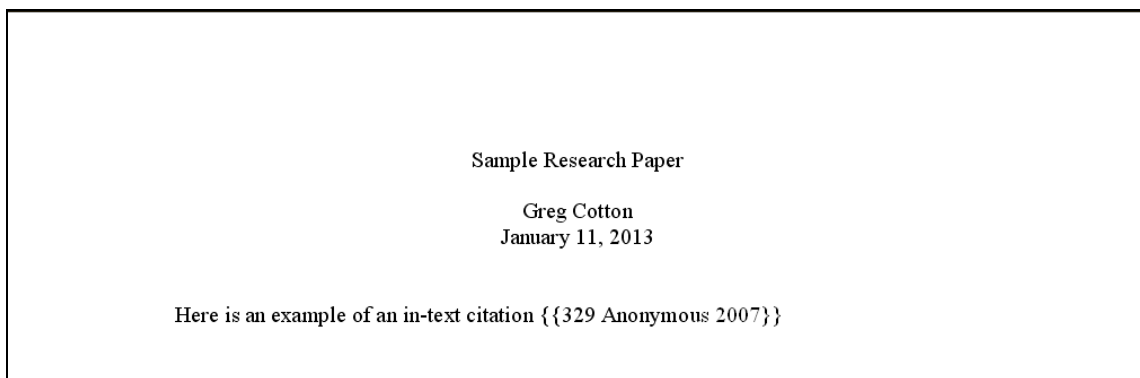




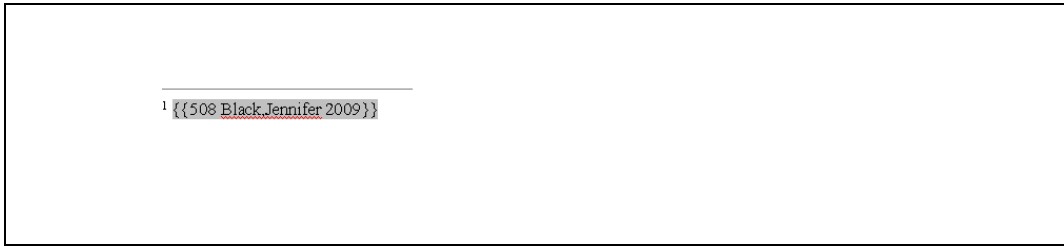
3. **Insert a citation.** Whenever you need to insert a citation, click on the **Write-N-Cite** button in Word. If you are not logged on to RefWorks, it will ask you to. When you click on **Write-N-Cite**, a RefWorks window will open to your account, where you can navigate your folders to locate the citation you want to use. Select the citation you want and click on **Cite**. NB: note that you can sort your list by different fields at this point.



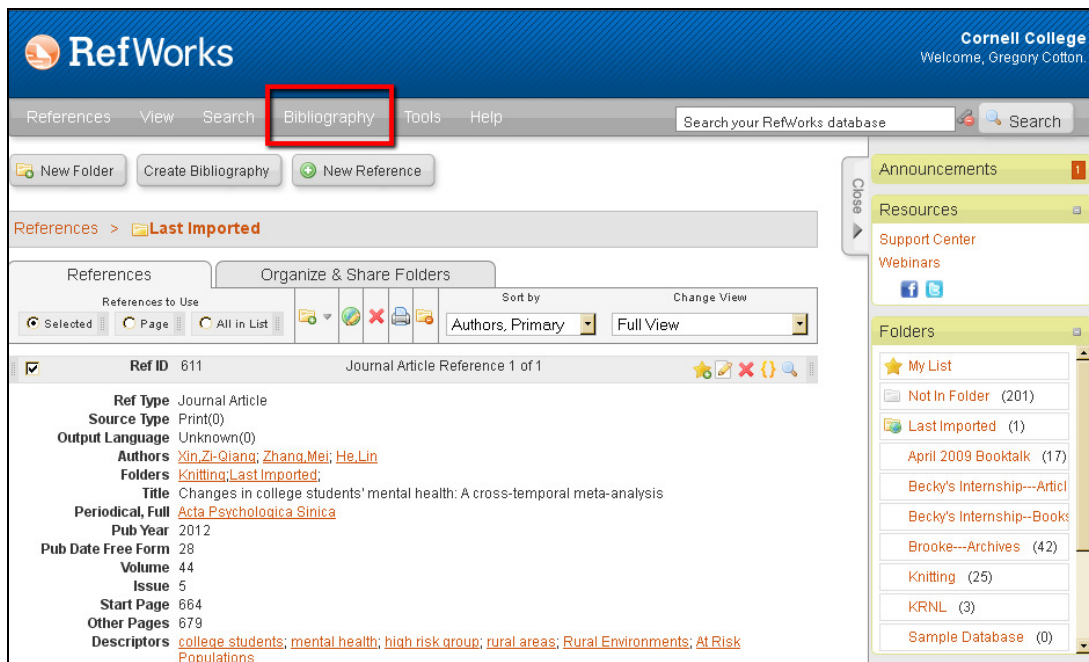
A bracketed and rather cryptic notation will appear in your document; just leave it in that raw state and keep writing. You'll clean that all up when you're finished. NB: that "254" in the notation is the RefWorks ID number...that's an easy way to find the citation in RefWorks if you forget what the citation is.



If you are required to add footnotes or endnotes to your paper, RefWorks can do that as well.

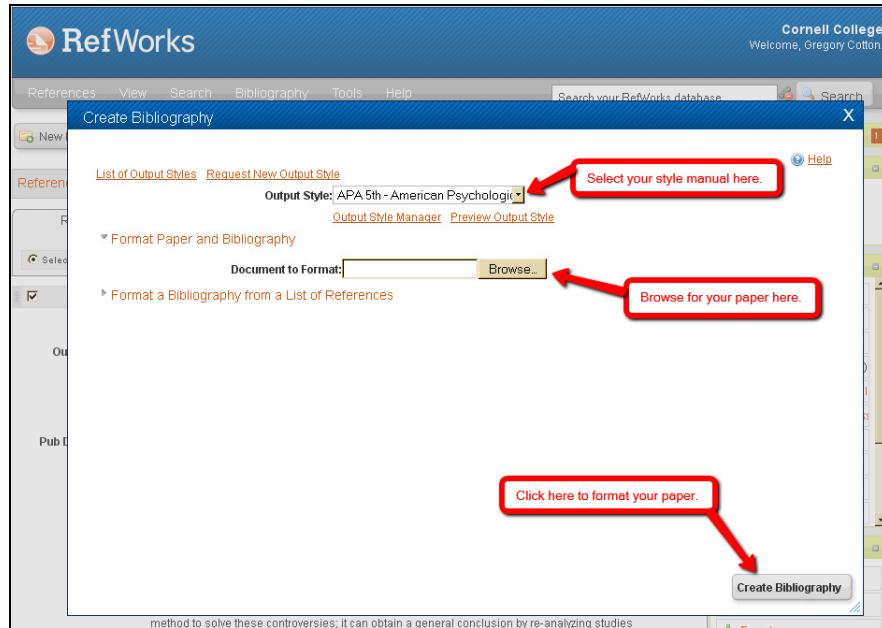


4. **Format.** Once you're done writing, you can format your paper and reference list (finally!). Open a RefWorks window and click on **Bibliography**.

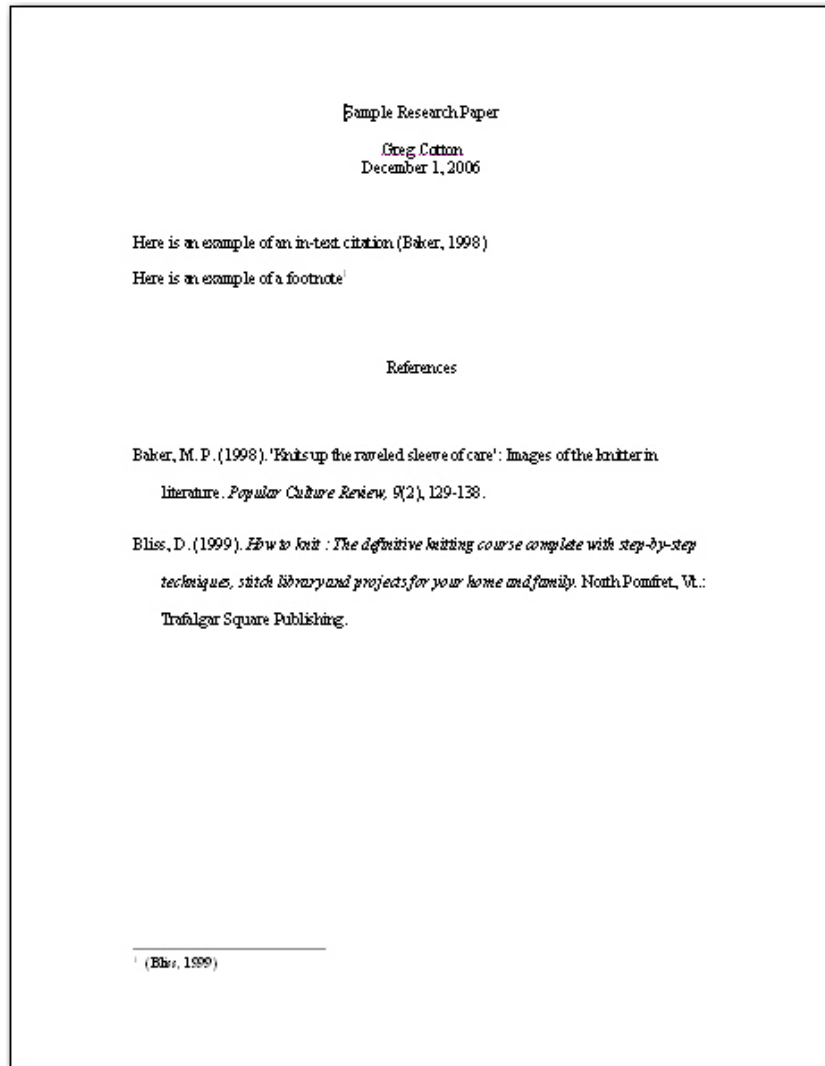




Select the output style (i.e., which style manual you want your paper to follow) and tell RefWorks where your paper is located. Click on the **Create Bibliography** button. This button is poorly named...what it does is format your entire paper, not just create a bibliography.



Look at that! Your formatted paper, complete with bibliography and correctly formatted citations will appear. You may cheer now.



Save the paper in an appropriate place!

A final note: **Be sure to proofread both the paper and the reference list!** As the author of this work, you need to be fluent in the requirements of your style manual— RefWorks is just a tool to make life easier for you. Errors can exist within the databases you use; they can very occasionally be introduced in RefWorks. Regardless of the source, however, the buck, stops squarely on your desk.