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.

![RefWorks Sign Up](image)

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.

![RefWorks screenshot](image1)

Click here for a list of folders.

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.

![RefWorks screenshot](image2)

Add fields as required. You can also add annotations if you need to create an annotated bibliography.

Click here to save your reference.
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**.
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.
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.

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**Sample Research Paper**

Greg Cotton  
January 11, 2013

Here is an example of an in-text citation {{329 Anonymous 2007}}
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.

Sample Research Paper

John Cotton
December 1, 2006

Here is an example of an in-text citation: (Baker, 1996)

Here is an example of a footnote

References


(450.5)

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.