

## Guide to RefWorks 2.0



*RefWorks is a powerful online research management, writing and collaboration tool designed to help users at all levels easily gather, organize, store and share all types of information and to instantly insert citations and generate bibliographies / reference lists in a preferred citation style.*

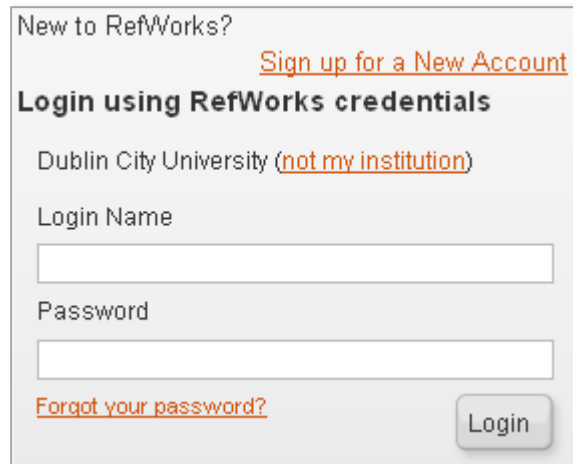
The guide is designed to show users the basic features of using RefWorks

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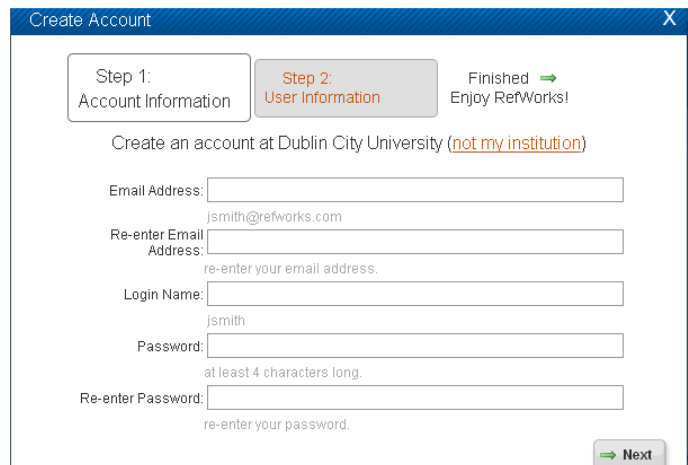
# Create an Account

## Use Internet Explorer

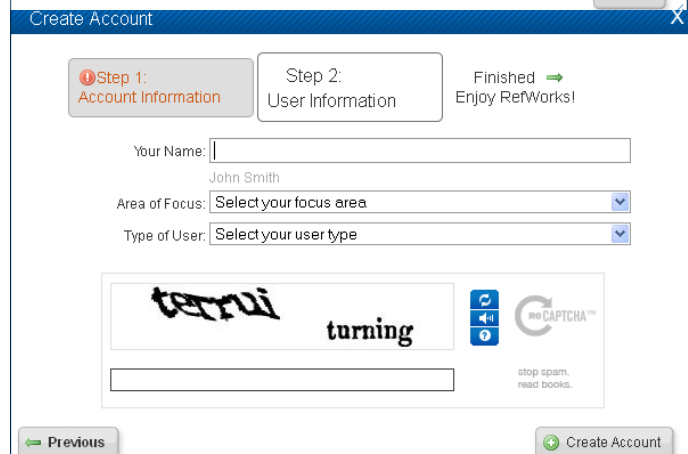
- Go to the **RefWorks page** on the Library homepage under **Classes and Tutorials**
- Click on **RefWorks 2.0 Login**
- Click on **Sign up for a New Account**



- **Step 1** – account information
- Fill in all fields on the form
- Click on **Next** to proceed



- **Step 2** – user information
- Fill in all fields on the form
- Click on **Create Account**



My RefWorks Login Name \_\_\_\_\_

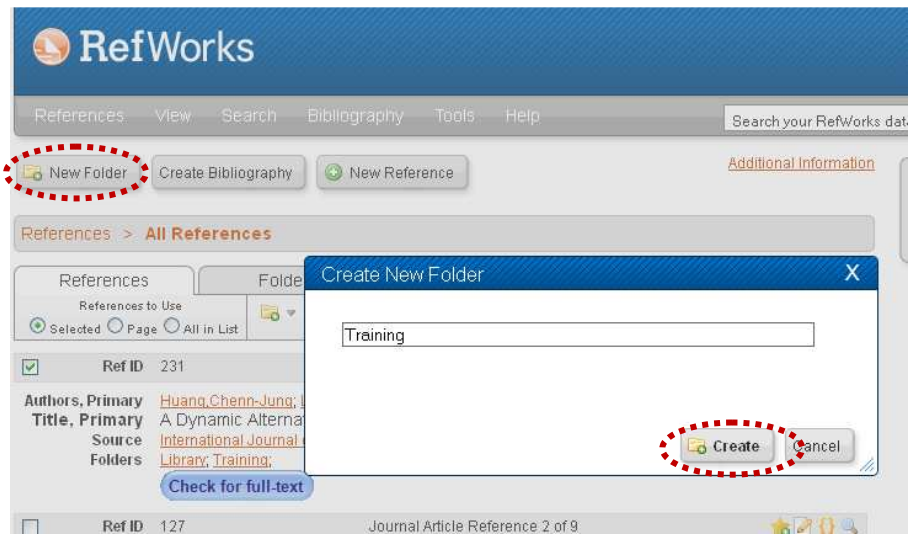
My RefWorks Password \_\_\_\_\_

## Create Folders

A good way to stay organised is to create your own folders and file your references in them as soon as they are imported.

Click on the **New Folder** button

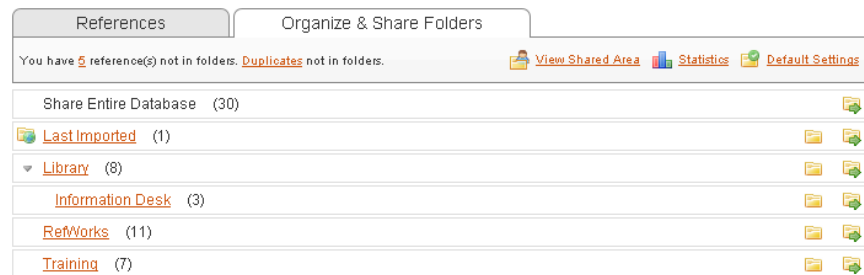
Name it **Training** and click **Create**



## To View your Folders

Click on the **Organize & Share Folders** tab

You can edit them here – rename, add subfolders, clear and delete



## Putting References into Folders

Select Reference

Click on **put in**

**folders** icon which shows your folders


Select folder

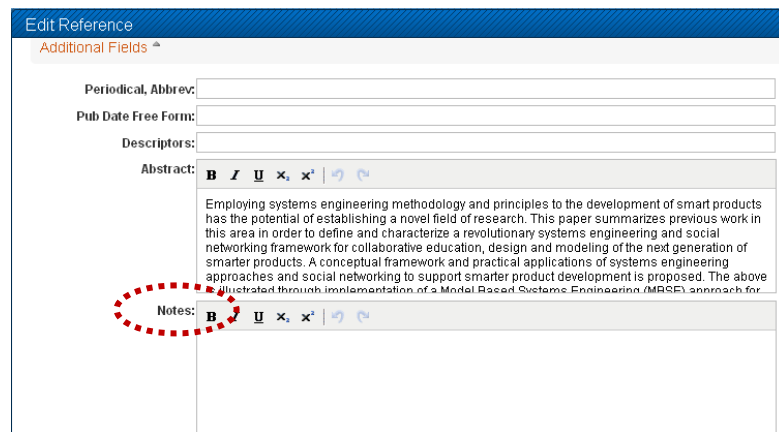


You can edit your references by clicking on this icon  beside your reference.

## Adding Notes

You can add your own personal notes and comments to saved references. They will not show up when you're creating a bibliography (unless you want it to).

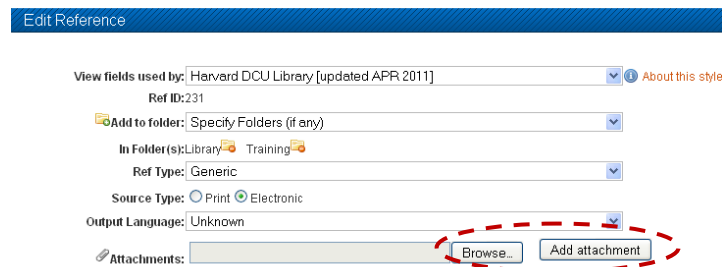
Clicking on this icon  beside your reference.



The screenshot shows the 'Edit Reference' interface. The 'Notes' field is highlighted with a red dashed circle. The field contains the text: "Employing systems engineering methodology and principles to the development of smart products has the potential of establishing a novel field of research. This paper summarizes previous work in this area in order to define and characterize a revolutionary systems engineering and social networking framework for collaborative education, design and modeling of the next generation of smarter products. A conceptual framework and practical applications of systems engineering approaches and social networking to support smarter product development is proposed. The above is illustrated through implementation of a Model Based Systems Engineering (MBSE) approach for..."

## Adding Attachments

You can attach files to your references, pdf, jpg, etc.



The screenshot shows the 'Edit Reference' interface. The 'Attachments' section is highlighted with a red dashed circle. It includes a 'Browse...' button and an 'Add attachment' button.

## Globally Editing References

Click on the **Global Edit** button 

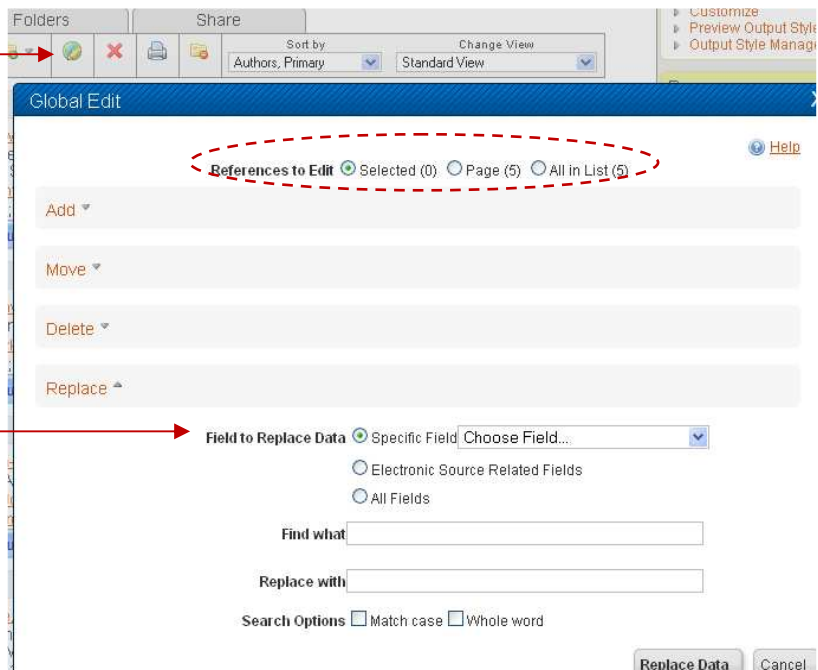
Select the references you wish to edit.

The **Add** option is displayed by default.

You can **Move**, **Delete** or **Replace** data in a field

Choose the specific field to edit from the drop-down list.

Type in the data and follow the instructions.



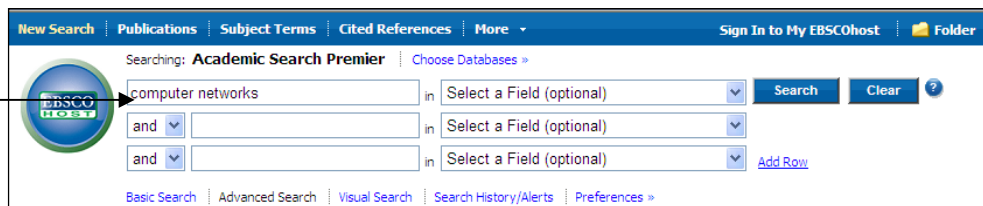
The screenshot shows the 'Global Edit' dialog box. The 'References to Edit' section is highlighted with a red dashed circle. The 'Replace' option is selected. The 'Field to Replace Data' dropdown is set to 'Specific Field'. The 'Find what' and 'Replace with' fields are empty. The 'Search Options' section has 'Match case' and 'Whole word' checkboxes.

**Must look at - tutorial on *Organizing References with folders***  
Click on **Help** drop down menu – click on **Tutorials** for list

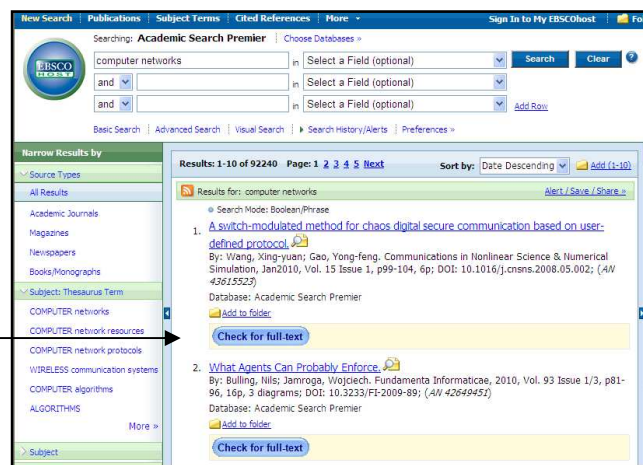
# Adding Journal References

## Import directly from a library database

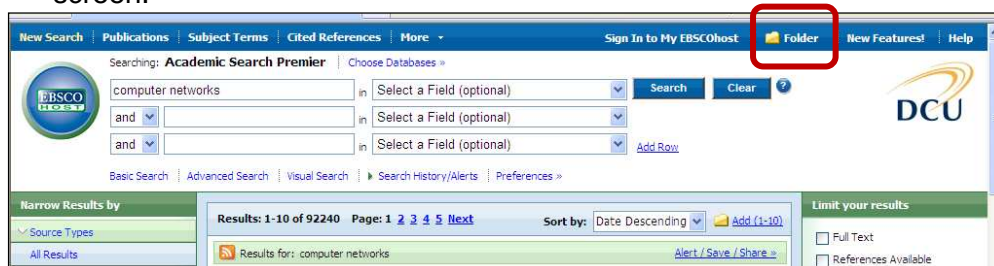
- Go to **Academic Search Complete**  
www.library.dcu.ie > resources > Databases A-Z > **Academic Search Complete**
- Do a simple search for “**computer networks**”.



- From the list of results select 3 references
- Click on the “**Add to folder**” link

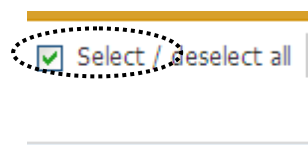


- Click on the **Folder** link at the top of the screen.



- This will bring you to a screen with your selected references from your search

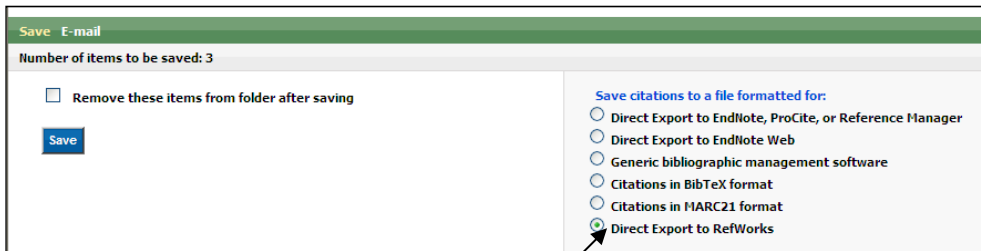
- Click on **Select all**



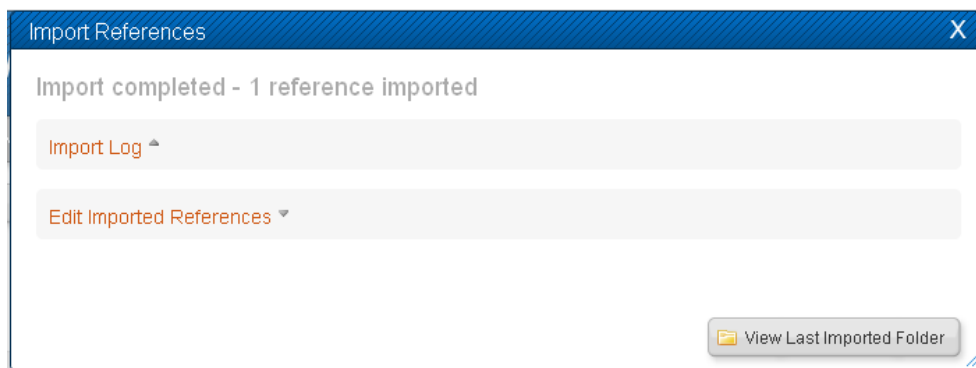
- Then click on the **Export** button



- At the next screen you need to select **“Direct Export to RefWorks”** (this appears bottom in the list). Click on **Save**.



- The references will automatically be exported to your RefWorks account.

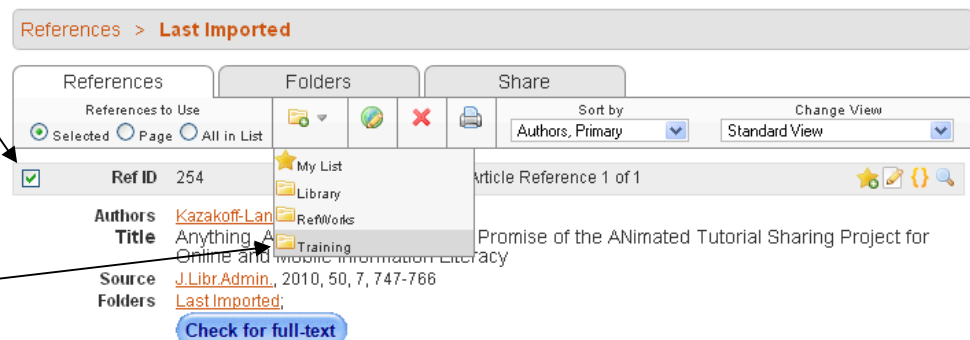


- The above window will open in your **RefWorks account**
- Click on **View Last Imported Folder** to make sure your reference(s) have imported correctly.

Next we will move these references to your **Training** folder that we created earlier.

Select the references you wish to move to your **Training** folder

Click on **Put in Folders** icon and select **Training**



# Import indirectly (save as a text file) from library database

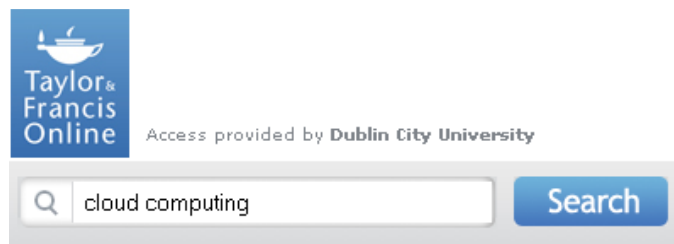
Most databases allow direct export to RefWorks. Some databases allow you to import indirectly which saves your references as a text file on your desktop and then you can upload the text file to your RefWorks account.

**Saving References from DCU Library Databases** - is a list of all library databases showing if they are direct or indirect exporting to RefWorks, which is available on the RefWorks page on the Library website

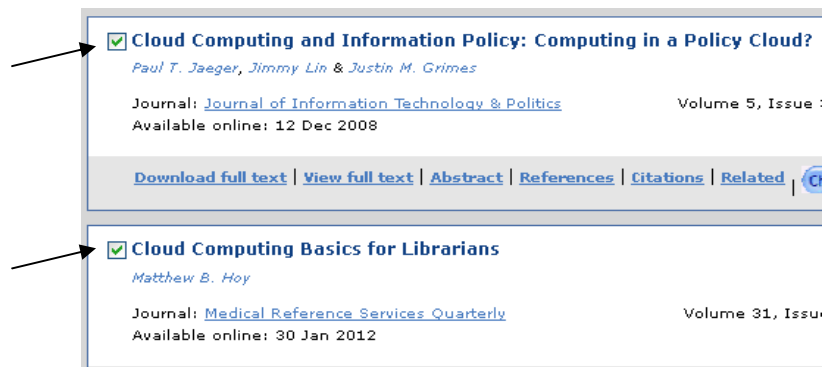
**Taylor & Francis Online** – go to library website > Databases A-Z > **Taylor & Francis**

- You should have your RefWorks Account open also

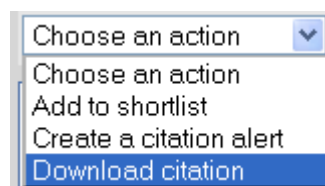
- Do a simple search for **cloud computing**



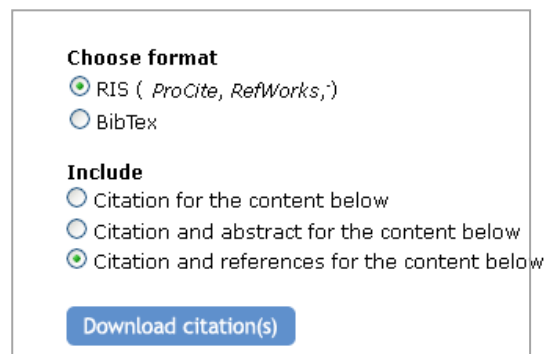
- Select your references (2 for this exercise) by ticking the small box next to the title



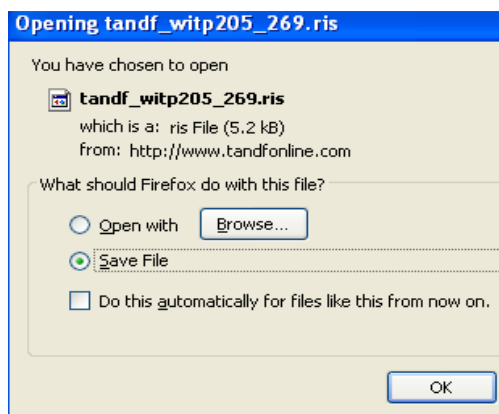
- Next select **Download Citation** from the **Choose an Action** drop down menu



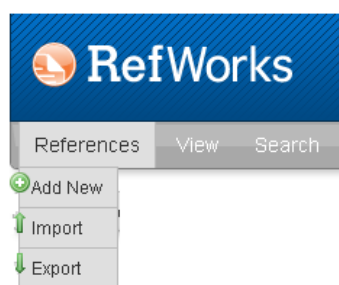
- Choose **RIS** as a format
- Include **Citation and references for the content below**
- Press **Download citation(s)**



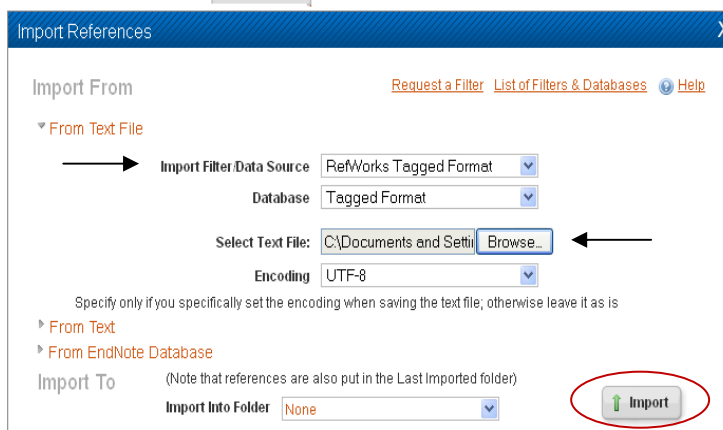
- Click on **Save File**. Take a note of the file name **tandf\_witp205\_269.ris**
- Press **OK**
- This file will be saved onto your desktop (under downloads)



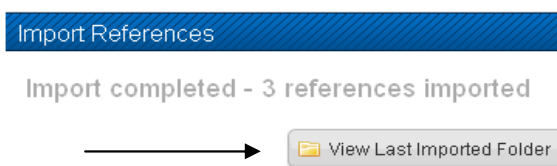
- Now go to your **RefWorks Account**.
- Click on **References** and then **Import**



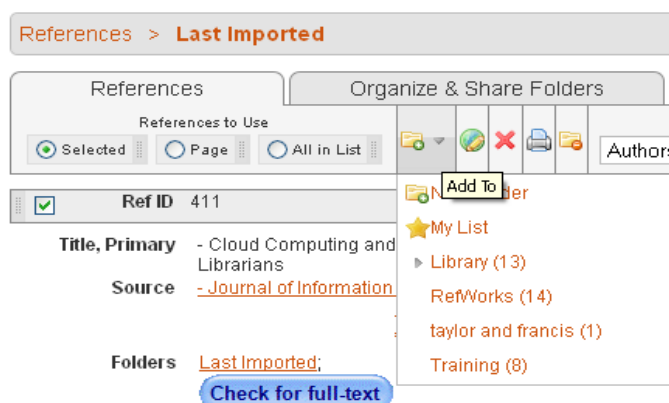
- Choose **RefWorks Tagged Format** for **Import Filter/Data Source**
- Click on **Browse** to find the text file you just saved
- Click on **Import**



- Click on **View Last Imported Folder**



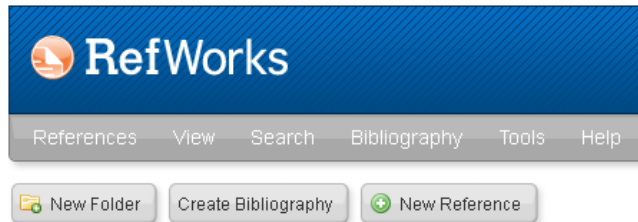
- Tick the references
- Click on **Put in Folder** icon
- Choose your chosen folder



**NOTE** – bottom right hand corner will inform you of your actions

## Adding a New Reference Manually

- From within RefWorks, select **New Reference**

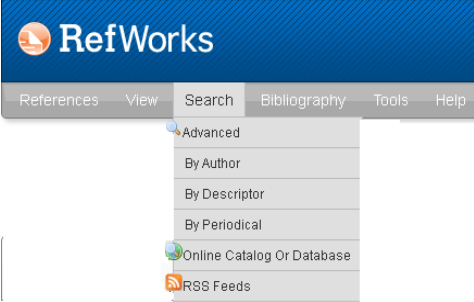
The screenshot shows the 'Add New Reference' form. At the top, it says 'View fields used by: Harvard DCU Library [updated APR 2011]'. Below this are several fields: 'Ref ID:', 'Add to folder: Specify Folders (if any)', 'Ref Type: Journal Article', 'Source Type: Print (selected) / Electronic', and 'Output Language: Unknown'. There is an 'Attachments:' section with a 'Browse...' button and an 'Add attachment' button. Below this, it says 'Fields used by Harvard DCU Library [updated APR 2011]' and 'The following fields are used by your selected output style. You can access additional fields below.' There are input fields for 'Authors:' and 'Title:' (with a rich text editor toolbar). At the bottom, there is a 'Periodical, Full:' field and two buttons: 'Save Reference' and 'Save & Add New'.

- First select your reference style in the **View fields used by** –using the drop down menu
- Harvard DCU Library** [updated *date*] is the Harvard Reference Style that is used in DCU
- Choose your folder using **Add to folder**
- Ref Type** – is the type of reference you want to add, eg. Journal article, thesis... this will determine what fields you have to fill out
- Save Reference before you add an attachment. After you add an attachment don't forget to Save Reference again

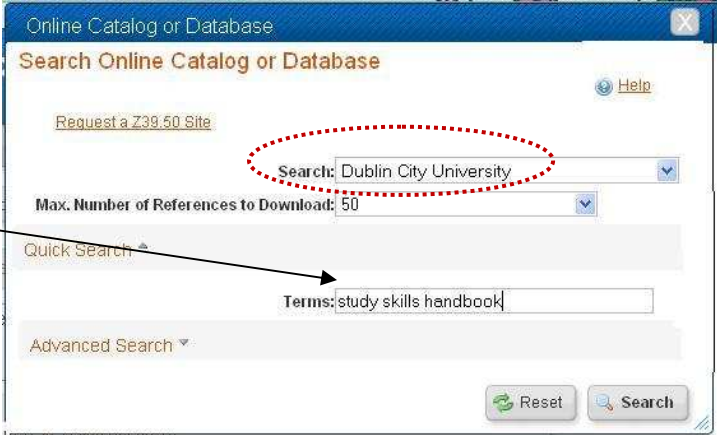
# Adding References from the Library Catalogue

**1) Adding references from the Library catalogue from your RefWorks account**

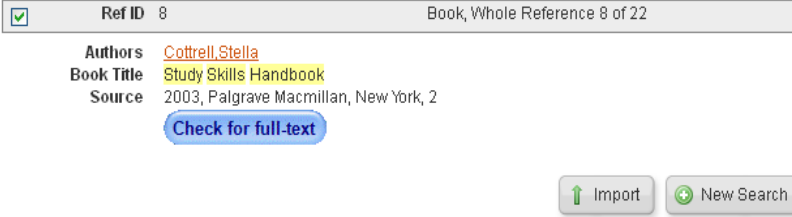
- Select **Search**
- Select **Online Catalog or Database**



- Make sure **Dublin City University** is selected
- Enter title, author or keywords
- Press **Search**



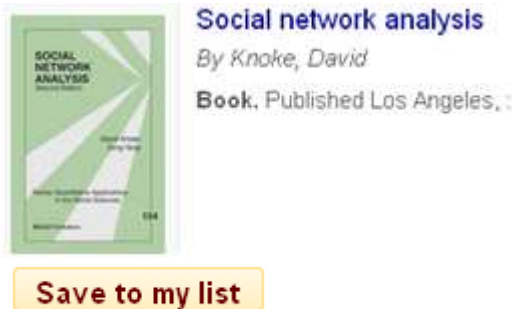
- Select the book from the list
- Click on **Import**
- View your reference in **Last Imported Folder**



## 2) Adding references from the Library catalogue

Search **Library Catalogue** from search box on library homepage – click Search

- Click on title of book you want to add to your RefWorks account



- Click on **Save to My List**

- To add one reference - click on **RefWorks**

- To add several references - create a New list (books) and click on Save to my list. You can add several references to this list


- Click on **My Lists (1)** at top of page
- Click on Export as **Refworks** at bottom of page

- Click on **Export**

- See these references in the **Last Imported Folder** in your RefWorks account and save them to a folder

## Adding references from Google Scholar

<http://scholar.google.com>

- From the **Google Scholar** search screen click on gear icon  and then **Scholar Preferences** OR click on **Scholar Preferences**



- At the bottom of the **Google Scholar Preferences** page, in **Bibliography Manager** select **RefWorks** (drop-down menu) in **Show links to import citations into**
- Click on **Save Preferences**

**Bibliography Manager**  Don't show any citation import links.  
 Show links to import citations into RefWorks

Save your preferences when finished and return to search.

[Save Preferences](#)

- Search results will now display an Export to RefWorks link

**Scholar** Articles and patents anytime include citations

**The seven faces of information literacy**  
Bruce - 1997 - bestlibrary.org  
Caroline Stern (2002) **Information literacy** unplugged: teaching **information literacy** without technology. White paper prepared for UNESCO, the US NCLIS and National Forum for **Information Literacy**. <<http://www.nclis.gov/libinter/>> ... Denis Ralph (1999) **Information Literacy** and ...  
Cited by 601 - [Related articles](#) - [View as HTML](#) - [All 5 versions](#) - [Import into RefWorks](#)

**A Conceptual Analysis and Historical Overview of Information Literacy**  
3J Behrens - College and research libraries, 1994 - eric.ed.gov  
.. Record Details - EJ486800. Title: A Conceptual Analysis and Historical Overview of **information Literacy**. Full-Text Availability Options: ... Title: A Conceptual Analysis and historical Overview of **Information Literacy**. Authors: Behrens, Shirley J. ...  
Cited by 201 - [Related articles](#) - [Cached](#) - [Resources @ DCU Library](#) - [BL Direct](#) - [All 3 versions](#) - [Import into RefWorks](#)

## Saving Web pages using RefGrab It

**RefGrab-It** is an optional feature for capturing bibliographic information from web pages. It is available in two versions -- a bookmarklet that works with either Internet Explorer or Firefox and downloadable plug-ins for Internet Explorer and Firefox.

### Install RefGrab-It (Internet Explorer)

- Go to your Refworks account and select *Tools > RefGrab-It*.
- Right click on “**RefGrab-It bookmarklet**” link and click on **Add to Favourites**.

### Installing RefGrab-It as a bookmarklet

**Internet Explorer Users (PC)**

1. Enable the Links toolbar in IE by selecting the View menu option, then Toolbars. *View, Toolbars, click on Links. A checkmark will appear next to Links indicating that the top right of your browser (it may appear in a slightly different position).*
2. Right-click on this [RefGrab-It bookmarklet](#) link. *A menu will appear.*
3. Select Add to Favorites. You may get a message that you may not have enough space in your Favorites folder. Click on **Yes**.
4. The Add Favorite box opens and RefGrab-It is added to your Favorites.
5. The Add Favorite box expands and you can see the RefGrab-It link in the Favorites list of the IE toolbar.

*Note: If you do not want the RefGrab-It link in your Favorites list, you can simply hide the Links toolbar.*

**Firefox Users (PC)**

1. Enable the Links toolbar in Firefox by selecting the View menu option, then Toolbars. *View, Toolbars, click on Links. A checkmark will appear next to Links indicating that the top right of your browser (it may appear in a slightly different position).*
2. Right-click on this [RefGrab-It bookmarklet](#) link. *A menu will appear.*
3. Click on **Add to Favorites**.
4. The Add Bookmark box opens and RefGrab-It is added to your Favorites.

*Note: If you do not want the RefGrab-It link in your Favorites list, you can simply hide the Links toolbar.*

### Saving a web page

- Go to a webpage.  
Example [www.library.dcu.ie](http://www.library.dcu.ie)
- Click on *Favourites > RefGrab-It*. The reference will appear in a new window.
- Click on **Import to RefWorks** to save it.

<b>Title</b>	Library - Welcome to the Dublin City University Library
<b>Volume</b>	2011
<b>Issue</b>	3/15/2011
<b>Edition</b>	<a href="http://www.library.dcu.ie/index.shtml">http://www.library.dcu.ie/index.shtml</a>
<b>Ref Type</b>	Web Page
<b>Retrieved Date</b>	3/15/2011
<b>Source Type</b>	Electronic

## Create a List of References with a Citation Style

- Click on **Create Bibliography**
- Select the **Output Style** “Harvard DCU Library (*updated date*)”
- Select **File Type** from drop down menu
- Select **References to Include** – by folder
- Press **Create Bibliography**



RefWorks

References View Search Bibliography Tools Help

New Folder Create Bibliography New Reference

[List of Output Styles](#) [Request New Output Style](#)

Output Style: Harvard DCU Library [updated]   
[Output Style Manager](#) [Preview Output Style](#)

Format Paper and Bibliography ▾

Format a Bibliography from a List of References ▲

File Type: Word for Windows (2000 or later)   
Document Formats Supported: Word, Open Office, RTF, Text, and HTML

References to Include: All References

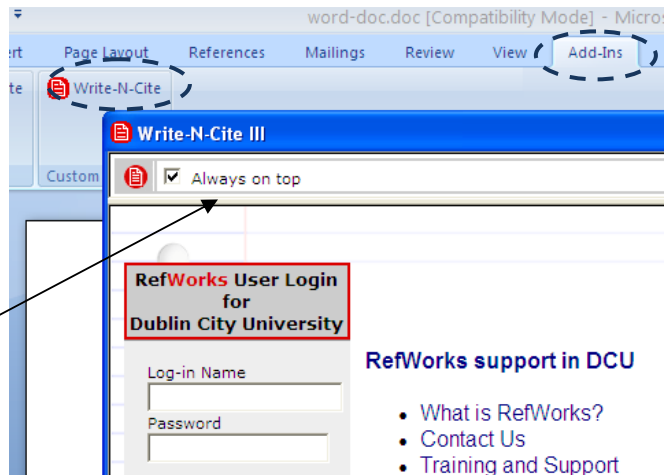
## Inserting In-text Citations and Creating a Bibliography/Reference List using Write-N-Cite

**Write-N-Cite** allows you to insert your in-text citations into your Word document from your RefWorks account with the click of a button. Then **Write-N-Cite** will create your bibliography from your in-text citations using the Citations Style of your choice. Harvard Citation Style (Harvard DCU Library) is the one we use in DCU.

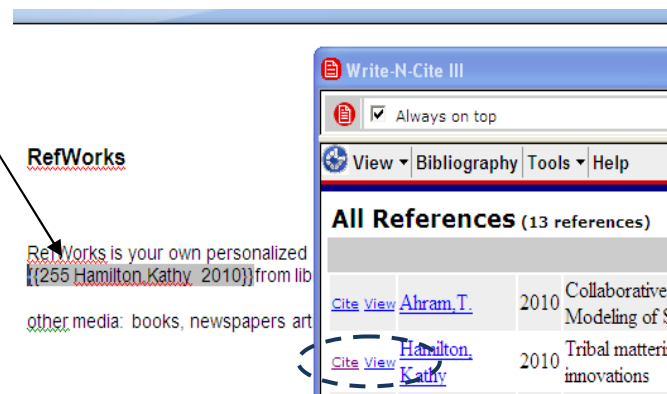
### Write-N-Cite for Word 2007

- **On Campus** - Word 2007 – click on “Add-Ins” tab (top of screen)
- **Installing Write-N-Cite** - go to your Refworks account to install it. Go to Tools / Write-N-Cite. Download the *Word for Windows version* and install it
- **Accessing Write-N-Cite off Campus** instructions on main RefWorks page on Library Website

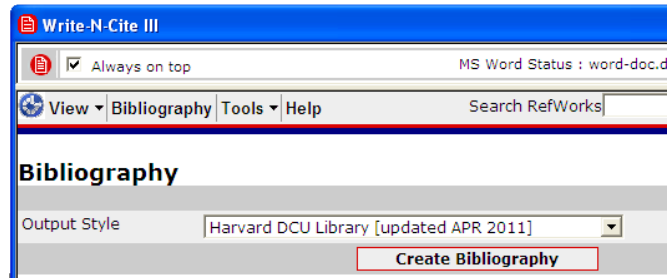
- Open a Word document and type some text
- Click on the Write-N-Cite button on the toolbar
- Login to your RefWorks account
- Select **Always on top** to keep Write-N-Cite visible



- In Word document, place your cursor in the text, **where you want to insert the citation**
- Back in Write-N-Cite, click on the **Cite** link next to the record that you want to cite
- Back in Word, your citation will appear. Don't worry that the citation is not yet in the right format – it won't look "right" until you have created your bibliography.



- Return to your word document and continue typing text and add a few more citations. You can include more than one citation placeholder in the same grouping (known as citing multiple sources)



- Click on Bibliography to create a bibliography / reference list
- Choose **Harvad DCU Library (updated date)**
- Select **Create Bibliography**
- The citations you inserted in your word document are now produced in a reference list in your chosen citation style (Harvard)

Hamilton, K. and Hewer, P. 2010. Tribal mattering spaces: Social-networking sites, celebrity affiliations, and tribal innovations. *Journal of Marketing Management*, 26(3), pp.271.

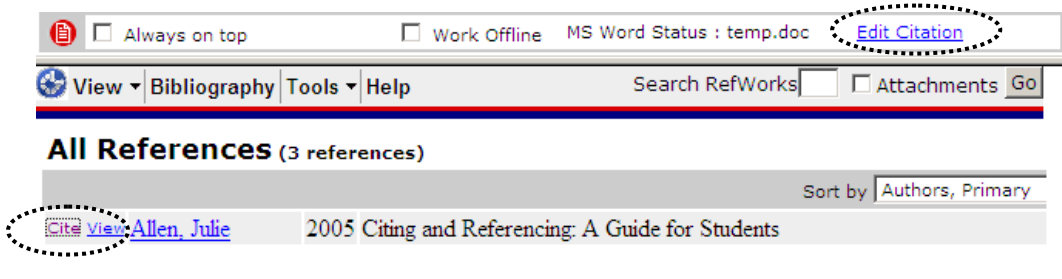
Kazakoff-Lane, C. 2010a. Anything, Anywhere, Anytime: The Promise of the ANimated Tutorial Sharing Project for Online and Mobile Information Literacy. *Journal of Library Administration*, 50(7), pp.747-766.

Kazakoff-Lane, C. 2010b. Anything, Anywhere, Anytime: The Promise of the ANimated Tutorial Sharing Project for Online and Mobile Information Literacy. *Journal of Library Administration*, 50(7), pp.747-766.

Rasek, J., more, e. and Romer, D. 2009. Realizing the Social Internet? Online, Social Networking Meets Offline Civic Engagement. *Journal of Information Technology & Politics*, 6(3), pp.197.

## Adding page numbers to citations

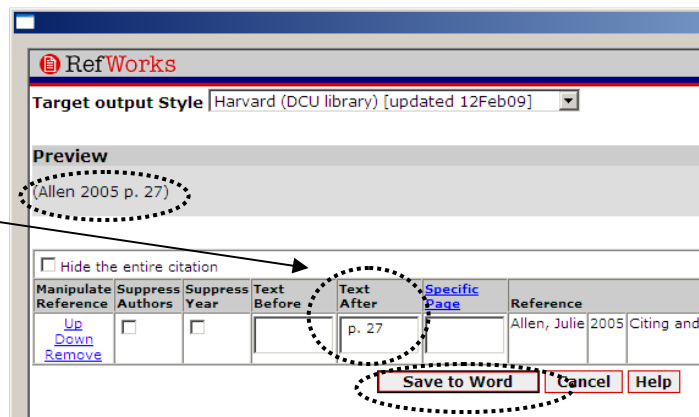
- Select the reference you wish to edit by clicking on **Cite**
- Then click on **Edit Citation**



Select the **Text After** field and enter a space, the p fullstop followed by the page number.

You can see how the edited citation will look in the **Preview** area.

Click on **Save to Word**



## Removing the author's name from a citation

RefWorks will create a Harvard citation like this: (Allen 2006). But if you want to mention the author in the sentence you won't need his name in the citation, e.g. "According to Allen (2006)...".

- Again select the reference you wish to edit by clicking on **Cite**
- Then click on **Edit Citation**

Select the **Suppress Authors** tick box.

You can see how the edited citation will look in the **Preview** area.

Click on **Save to Word**.

