



# How to Use RefWorks

Tisch Library at Tufts University

**RefWorks** collects, stores and organizes book, article, web and other citations you've found and automatically converts those citations into a properly formatted bibliography. It's easy to use, reliable, and will store citations *while* you're searching. While you're writing your paper, you can use it to format in-text references.

Sign up for an individual RefWorks account, if you haven't yet, at [www.refworks.com](http://www.refworks.com). This free account will allow you to use RefWorks at any Internet-connected computer anywhere anytime. Without an account, you have no access to RefWorks. NOTE: To use RefWorks off campus, you must access it through the [Tisch databases list](#).

## RefWorks basics

Before you use RefWorks it helps to understand how it works. RefWorks uses a system of folders to store citations. You can create as many folders as needed, move citations between folders, and rename or delete folders. RefWorks has three primary functions: storing citations (either those you have imported from databases or manually input yourself), creating bibliographies and creating in-text references.

## General instructions for importing citations from databases into RefWorks

- 1) Save citations from a database to a temporary file on your computer.
- 2) Log on to RefWorks.

3) Select Import.

4) Select the appropriate Import Filter/Data Source and Database.

5) Locate the file your citations are in by browsing.

6) Select Import.

The screenshot shows the RefWorks web interface. At the top, there is a navigation bar with buttons for 'New Reference', 'Import', 'Bibliography', 'Export', and 'Organize Folders'. The 'Import' button is highlighted. Below this, the 'Import' page is displayed, featuring several dropdown menus: 'Import Filter/Data Source' (set to 'OVID'), 'Database' (set to 'ABI/Inform'), and 'Import References into' (set to 'Specify Folder (optional)'). A note below these menus states: '(Note that references are also put in the Last Imported folder)'. Below the dropdowns, there is a section titled 'Import Data from the following Text File' with a text input field and a 'Browse...' button. At the bottom of the page, there is a large 'Import' button. Arrows from the numbered instructions point to these elements: 3 points to the 'Import' button in the navigation bar; 4 points to the 'Import Filter/Data Source' dropdown; 5 points to the 'Browse...' button; and 6 points to the 'Import' button at the bottom.

Some databases automatically do steps 2-6 for you. See Cambridge Scientific Abstracts and FirstSearch on the next page.

**Cambridge Scientific Abstracts** databases (home of *EconLit*, *World Political Science Abstracts*, *Conference Papers*, *Environmental Sciences and Pollution* and other IR-related resources):

1) Check the citations you want to save.

2) Choose Save to RefWorks

Worldwide Political Science Abstracts  
Web Resources Related to the Social Sciences/Humanities

1 of 852  
TI: Measuring Globalization: Who's Up, Who's Down?  
SO: Foreign Policy, 2003, 134, Jan-Feb, 60-72.

2 of 852  
TI: Crouching Tariffs, Hidden Protectionism  
AU: Cuddy, Kevin J  
SO: Foreign Policy, 2003, 134, Jan-Feb, 74-75.

3) Choose Save to RefWorks.

Use 6 Marked Records  
Use Records from the Current Database: Worldwide Political Science Abstracts

From Record 1 to 500 of 852 (maximum 500 at a time)

Save to RefWorks

4) RefWorks will open and import (save) your citations. They will be saved to your Last Imported Folder unless you specify another destination.

RefWorks

New Reference Import Bibliography Export Organize Folders

Import from CSA

Importing references, please wait...

\*\*\*\*\*

Import completed - 6 references imported

View Last Imported Folder View Log

**FirstSearch** databases (home of *PAIS*, *WorldCat*, *PapersFirst* and other IR-related resources)

1) Check the citations you want to save.

2) Choose Export.

3) Select RefWorks and choose Export.

PAIS List of Records

PAIS results for: kw: china and (kw: inte  
Records found: 285

Sort Related Related Limit E-mail Print Export Help

Subjects Authors

1. International directory of importers, 1999: Asia/Pacific.  
Publication: Interdata (ISBN 1-58239-004-5) (loose-leaf) 1999 11th rev. ed. 2v  
Document: Monograph  
See more details for locating this item

Direct Export Records

Export: Records 1 - 10  
Marked records from this search: 2

Export To: EndNote (get latest filters)  
RefWorks  
Text file

Export

4) RefWorks will open and import (save) your citations. They will be saved to your Last Imported Folder unless you specify another destination.

## Social Sciences Citation Index

1) Check the citations you want to save.

2) Select Submit Marks.

3) Select Marked Records (not shown here).

ISI Web of KNOWLEDGE<sup>SM</sup> ISI Web of Science GO

Yang JQ, Lee H  
[Identifying key factors for successful joint venture in China](#)  
 IND MANAGE DATA SYST 102 (1-2): 98-109 2002

Hu DP  
[Trade, rural-urban migration, and regional income disparity in developing countries: a spatial general equilibrium model inspire](#)  
 REG SCI URBAN ECON 32 (3): 311-338 MAY 2002

SUBMIT MARKS MARK PAGE MARK ALL

Page 1 (Articles 1 -- 10):

FORMAT FOR PRINT SAVE TO FILE EXPORT TO REFERENCE SOFTWARE E-MAIL

5) Log into RefWorks and follow steps 3-6 shown in general instructions above.

## The New York Times

1) Check the citations you want to save.

2) In the Results Menu, select Marked List.

3) Select Export.

4) Choose either format and name your citations something you'll remember.

Collections Search Methods

Results  
 Marked list & durable links  
 Last search  
 Recent searches

Searching collections: PQ Hist. News. NYTimes

Save Link Saves this search as a Durable Link under "Results-Marked List"

At least 50 articles matched your search.

1. [After Clinton's Push, Questions About Motive](#); By DAVID E. SANGER; **New York Times (1857-Current file)**, New York, N.Y.; Dec 3, 1999; A12, 1 pgs

2. [Shaping The Future In Seattle](#); By Bill GatesSEATTLE; **New York Times (1857-Current file)**, New York, N.Y.; Nov 29, 1999; pg. A25, 1 pgs

**Marked List Section**

Print List Citations Email Articles Export Citations Convert To Links Remove Unchecked All

Your Marked List contains 3 articles.

1. [After Clinton's Push, Questions About Motive](#); By DAVID E. SANGER; **New York Times (1857-Current file)**, New York, N.Y.; Dec 3, 1999; A12, 1 pgs

2. [Shaping The Future In Seattle](#); By Bill GatesSEATTLE; **New York Times (1857-Current file)**, New York, N.Y.; Nov 29, 1999; pg. A25, 1 pgs

### How to download your bibliographic information

1. [Download in a format compatible with ProCite and EndNote.](#)

OR

[Download in plain text format.](#)

5) Log into RefWorks and follow steps 3-6 shown in general instructions above.

## America: History and Life and Historical Abstracts

1) Check the citations you want to save.

2) Select Output Options in left bar.

3) Select Submit.

4) Select File/Save As and name your citations something you'll remember.

5) Log into RefWorks and follow steps 3-6 shown in general instructions above.

## JSTOR

- 1) Select the citations you want to save using Save Citation.
- 2) Select View Saved Citations near the top of the screen.
- 3) Select Export.
- 4) Log into RefWorks and follow steps 3-6 shown in general instructions above.

**Manually adding citations to your RefWorks folders.** Some databases such as *Expanded Academic ASAP*, *Ethnic NewsWatch* and others do not link to RefWorks. To save citations from these databases:

- 1) Select the New Reference button at the top of the screen.
- 2) Decide which folder you want to store your new citation in.
- 3) Select the format of the new citation you're creating.
- 4) Complete as many other fields as desired. NOTE: To save time, use copy and paste functions, rather than rekeying all the information.

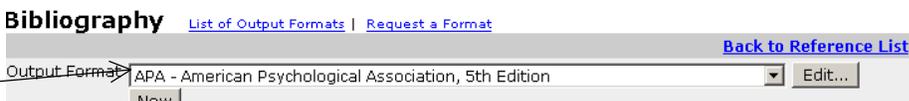
**Working with folders.** Select the Organize Folders button at the top of the screen. You can add new folders, see the contents of folders, rename or delete folders, and more.

**Creating a bibliography.** RefWorks takes the guesswork out of properly formatting a bibliography.

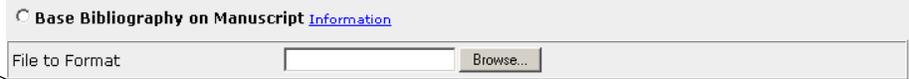
- 1) Select Bibliography.



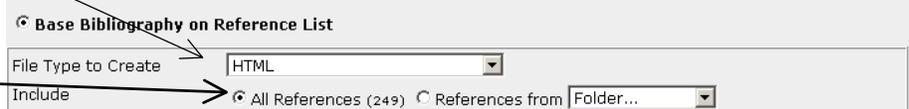
- 2) Select Output Format (APA, MLA, Chicago, etc.)



- 3) Select file type (HTML or Word).



- 4) Choose the citations to be formatted.



- 5) Select Create Bibliography.



- 6) Your bibliography will open in Word. It can be edited and/or saved as any other document.

**Creating in-text references.** Using Write-N-Cite, you run an abbreviated version of RefWorks while you work on your paper, allowing you to correctly format in-text references instantly. Within RefWorks, download W-N-C. You will see a W-N-C icon on your desktop, an Add-in to your Word toolbar and a menu option under Tools for launching W-N-C. [More help for Write-N-Cite](#)

**For more information:** [RefWorks](#)

[Tisch Workshops](#)

[Tisch Handouts](#)