

## **What is RefWorks and why would I want to use it?**

RefWorks is a web-based software application that helps you manage citations. It helps you keep track of the sources you are using for your research and your own notes about the sources. It is web-based (no special software installation, downloads, or plug-ins required.) It will also create bibliographies for you in the format you specify (APA, IEEE, etc.).

## **What are the main features of RefWorks?**

- RefWorks is internet-accessible and allows each user a private account. **WARNING:** You must register from a computer on the Drexel campus network the first time you use RefWorks.
- RefWorks allows you to import references from many of the electronic databases available on the Drexel University Libraries' web site ([www.library.drexel.edu](http://www.library.drexel.edu)). You can conveniently compile a list of sources you intend to read -- as you identify them -- and save the list online in RefWorks.
- RefWorks interacts with Microsoft Word (the "Write-N-Cite" feature) so that you can insert footnotes and a bibliography while you are writing your paper.

## **How do I register to use RefWorks?**

Registration is required to use this service: Users must set up a username and password by signing on to RefWorks from an on-campus computer before they can use RefWorks from off-campus.

1. Start at <http://www.library.drexel.edu>
2. Click on "Databases by Title"
3. Scroll down to "RefWorks" and click on "RefWorks".
4. Go to "New to RefWorks?" and click on "Sign up for an Individual Account"

## **How do I access my RefWorks account from home?**

To log into RefWorks from off-campus:

Start at <http://www.library.drexel.edu>

Click on "Databases By Title"

Click on "RefWorks"

Enter your last name and University ID number when prompted.

Click on "Login using your group code" then enter the Drexel group code, which is RWDrexelU

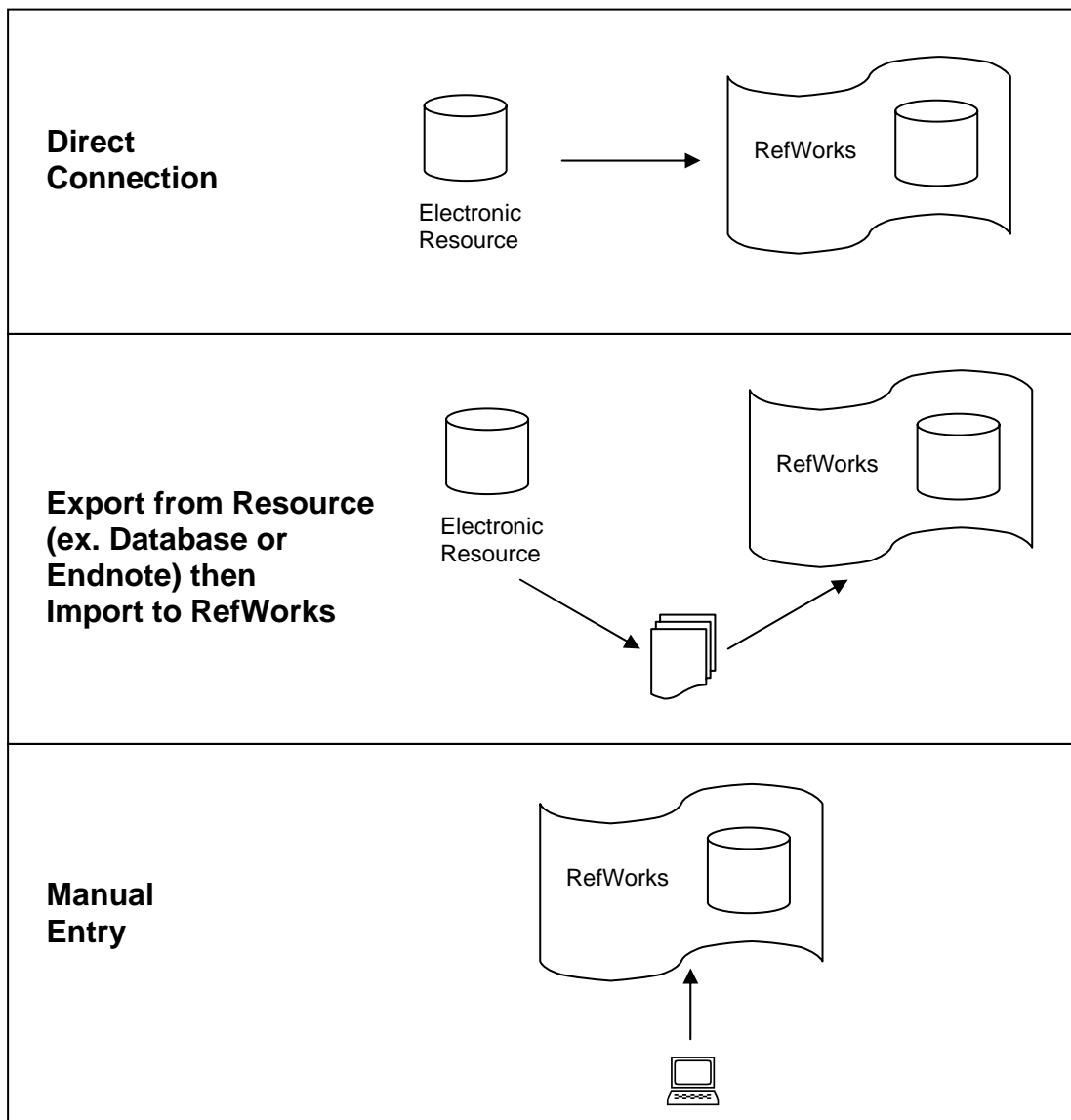
Complete the login process with your RefWorks login name and password.

You should now be at your site specific login screen. Enter your login name and password on this screen to access your personal database.

## How do I load citations into RefWorks?

Three main techniques:

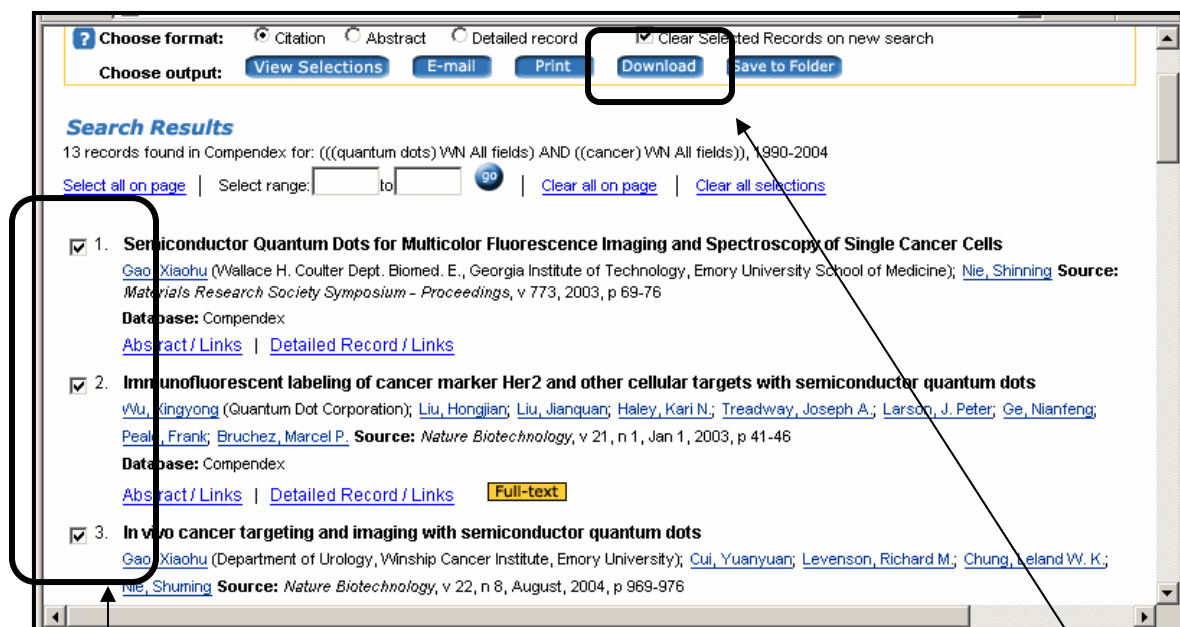
- **Direct Connection:** Direct connection between the Electronic Resource (most likely a Database) and RefWorks.
- **Export from Resource / Import to RefWorks:** Export information from the Electronic Resource to a file on your desktop, then import that file into RefWorks. (This technique will also help people who use other citation management software such as Endnote.)
- **Manual Entry:** Log into RefWorks and type in the citation information directly.



## Direct Connection Example - Ei Compendex

Suppose you want to add citations from one of the Hagerly subscribed electronic databases into RefWorks. For this example we will use Ei Compendex.

Searching in Ei Compendex for 'Quantum Dots' and 'Cancer' finds:



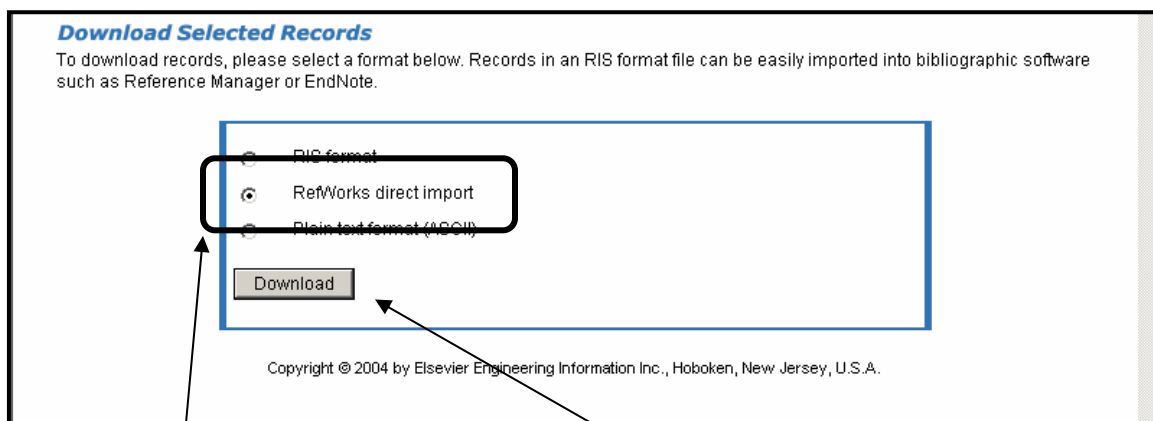
Choose format:  Citation  Abstract  Detailed record  Clear Selected Records on new search

Choose output: [View Selections](#) [E-mail](#) [Print](#) [Download](#) [Save to Folder](#)

**Search Results**  
13 records found in Compendex for: (((quantum dots) WVN All fields) AND ((cancer) WVN All fields)), 1990-2004  
[Select all on page](#) | Select range:  to  [go](#) | [Clear all on page](#) | [Clear all selections](#)

- 1. **Semiconductor Quantum Dots for Multicolor Fluorescence Imaging and Spectroscopy of Single Cancer Cells**  
[Gao, Xiaohu](#) (Wallace H. Coulter Dept. Biomed. E., Georgia Institute of Technology, Emory University School of Medicine); [Nie, Shinning](#) **Source:** *Materials Research Society Symposium - Proceedings*, v 773, 2003, p 69-76  
**Database:** Compendex  
[Abstract / Links](#) | [Detailed Record / Links](#)
- 2. **Immunofluorescent labeling of cancer marker Her2 and other cellular targets with semiconductor quantum dots**  
[Wu, Jingyong](#) (Quantum Dot Corporation); [Liu, Hongjian](#); [Liu, Jianquan](#); [Haley, Kari N.](#); [Treadway, Joseph A.](#); [Larson, J. Peter](#); [Ge, Nianfeng](#); [Peck, Frank](#); [Bruchez, Marcel P.](#) **Source:** *Nature Biotechnology*, v 21, n 1, Jan 1, 2003, p 41-46  
**Database:** Compendex  
[Abstract / Links](#) | [Detailed Record / Links](#) [Full-text](#)
- 3. **In vivo cancer targeting and imaging with semiconductor quantum dots**  
[Gao, Xiaohu](#) (Department of Urology, Winship Cancer Institute, Emory University); [Cui, Yuanyuan](#); [Levenson, Richard M.](#); [Chung, Leland W. K.](#); [Nie, Shinning](#) **Source:** *Nature Biotechnology*, v 22, n 8, August, 2004, p 969-976

Select the records you want to import into RefWorks; Click on 'Download'



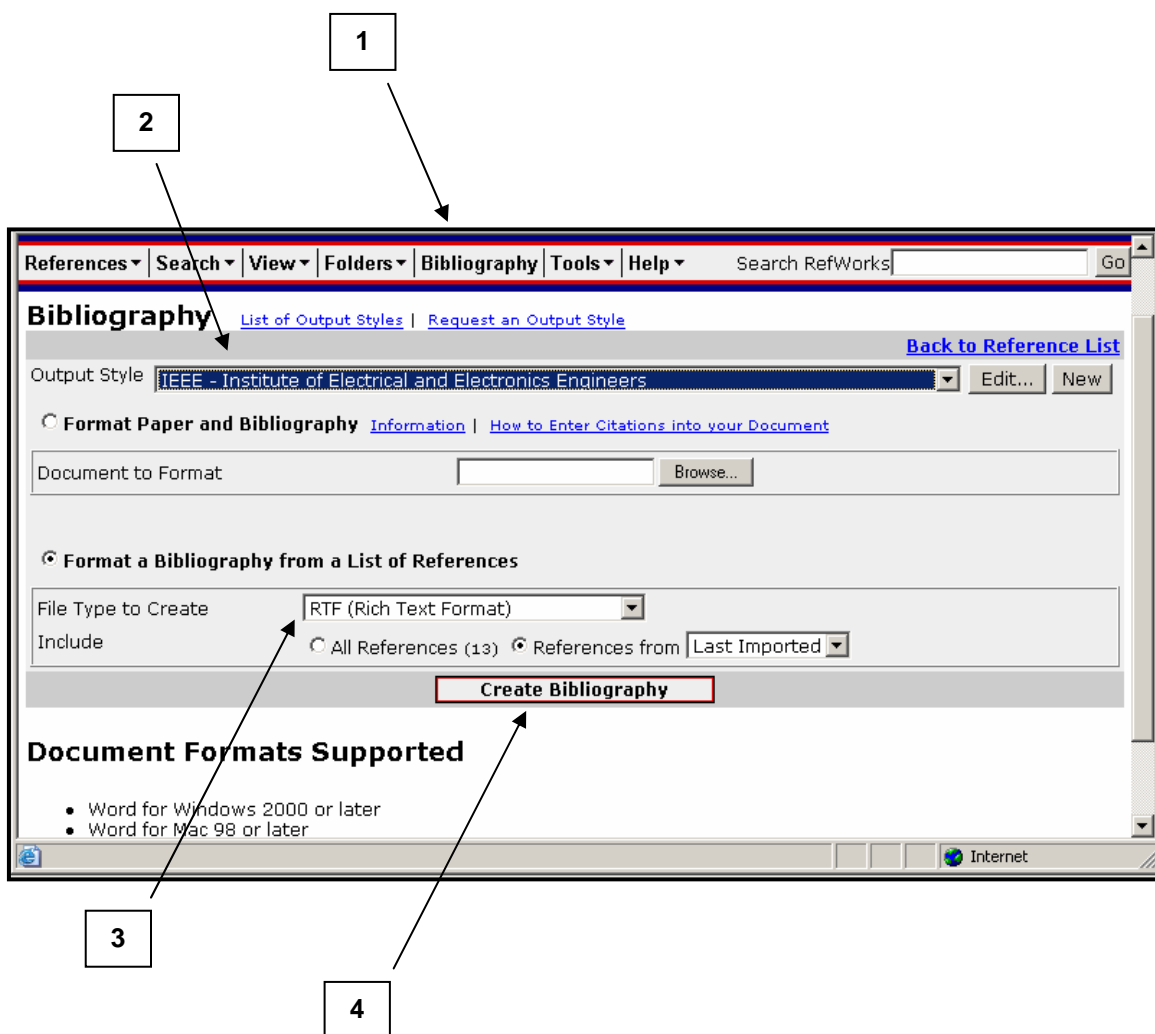
Select **RefWorks direct import**. Click on '**Download**'. If you are already logged on to 'RefWorks', click on 'View Last imported folder'

**That's all there is to this step...** if the resource you are using is compliant with RefWorks, the information will be automatically sent to RefWorks (no additional exporting steps, no manual entry of citations required.)

## Creating a Bibliography

- [1] Click on Bibliography.
- [2] Choose an Output Style - in this example we chose IEEE.
- [3] Choose Document format - in this example we chose Rich Text Format (RTF).
- [4] Click on Create Bibliography.

The results of these steps are on the next page...

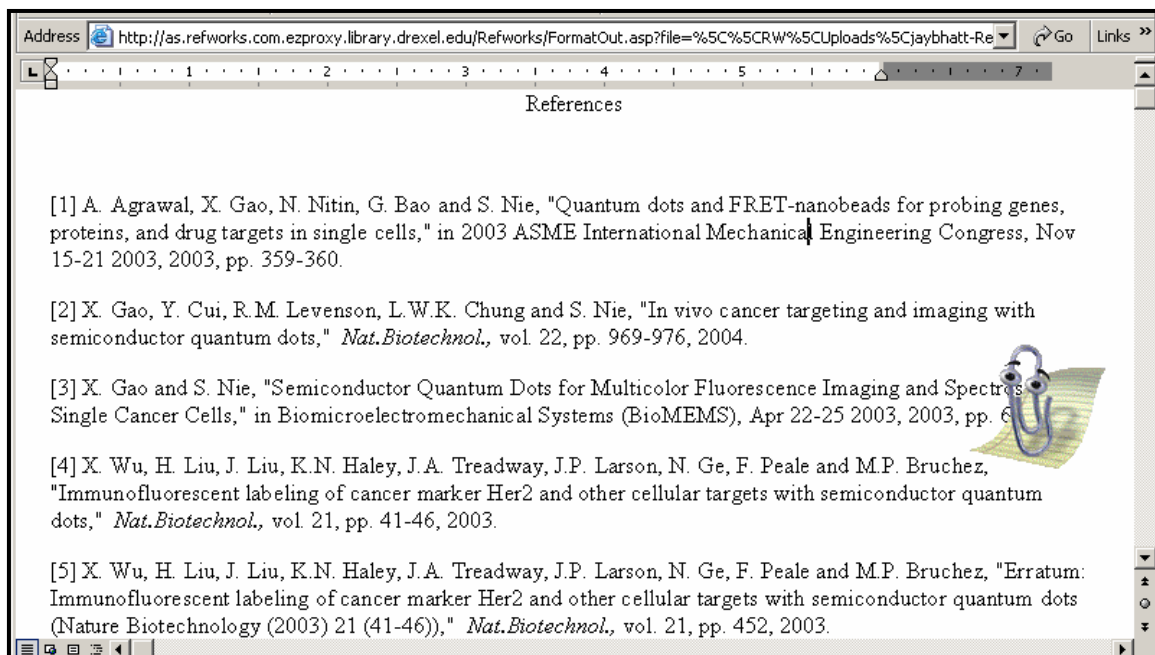


The screenshot shows the RefWorks web interface for creating a bibliography. The interface includes a navigation menu at the top with options: References, Search, View, Folders, Bibliography, Tools, and Help. A search bar for RefWorks is also present. The main content area is titled "Bibliography" and includes links for "List of Output Styles" and "Request an Output Style". Below this, there is a section for "Output Style" where "IEEE - Institute of Electrical and Electronics Engineers" is selected. There are "Edit..." and "New" buttons next to the style name. A section titled "Format Paper and Bibliography" has a "Document to Format" field with a "Browse..." button. Below that, the "Format a Bibliography from a List of References" section is active, showing "File Type to Create" set to "RTF (Rich Text Format)" and "Include" set to "References from Last Imported". A "Create Bibliography" button is highlighted with a red box. At the bottom, a section titled "Document Formats Supported" lists "Word for Windows 2000 or later" and "Word for Mac 98 or later".

Numbered callouts in the image indicate the following steps:

- 1: Points to the "Bibliography" menu item in the top navigation bar.
- 2: Points to the "IEEE - Institute of Electrical and Electronics Engineers" output style dropdown.
- 3: Points to the "RTF (Rich Text Format)" file type dropdown.
- 4: Points to the "Create Bibliography" button.

Sample Bibliography in Rich Text Format (RTF).



**That's all that is necessary to create a bibliography.**

Notice you can easily obtain a bibliography in another Output Format.

You can also generate bibliographies for other folders in RefWorks, not just "last imported". If you add or remove sources from a project, simply add or remove them from the appropriate folder and re-create the entire bibliography.

**Drexel University Libraries**  
**RefWorks Overview**  
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