

RefWorks: An Overview

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 web-based and allows each Drexel user to set up their own private accounts. A group working together can also set up an account with a shared user name and password.
- RefWorks allows you to import references from most of the electronic databases available on the Drexel University Libraries' web site. You can conveniently compile a list of references and save the list online in RefWorks.
- Your account can have multiple folders so that you can separate citations from different sources or for different projects. You can also add keywords to citations to help in sorting or searching them later.
- RefWorks can interact with Microsoft Word (via the "Write-N-Cite" plug-in) so that you can automatically generate your footnotes and bibliography in the proper format while writing your paper(details below).

How do I create a RefWorks account?

Registration for Drexel users is very simple:

- Open RefWorks from the Quick Links on the Library Home Page (<http://www.library.drexel.edu/healthsciences>).
- Under "New to RefWorks?" click on "Sign up for an Individual Account" and fill in the requested information.

How do I use my RefWorks account?

- Use the Quick Link from the Library Home Page to connect to RefWorks.
- If you're off-campus, you'll need to enter your last name and University ID number for authentication (if you have started through DrexelOne, you'll already be authenticated for off-campus use).
- Complete the login with your own RefWorks username and password.

How do I enter citations into RefWorks?

There are several different ways to add citations to RefWorks:

Direct Connection: Many of our databases and e-journal collections provide a direct connection to RefWorks among their download options; just make that selection, and log in to your RefWorks account when the login screen appears.

Import via SFX: If an SFX button appears with a citation that you wish to add to your RefWorks records, click on the button, and in the SFX window under the "Additional Services" option, select RefWorks Direct Export Tool. If you are not

already logged in to RefWorks, the RefWorks login screen will appear behind the SFX window. Simply log in, and the selected citation will be added to your "Last Imported" folder.

Export from Resource / Import to RefWorks: Export information from the Electronic Resource to a file on your desktop, then import that file into RefWorks (may require selecting an "import filter" for that Electronic Resource.) Records from "desktop" citation management software (such as EndNote) can also be imported into RefWorks in this way.

Importing Book Citations: Log in to RefWorks, choose the "Search" menu and select "Online catalog or database." Set Online Catalog to "Drexel University" then type in a search for the books you wish to import. From the set it retrieves, select only the ones you desire to include in your RefWorks account.

Manual Entry: Log into RefWorks and type in the citation information directly, choosing the template for the appropriate type of publication you wish to cite.

Creating a Bibliography

RefWorks offers several different methods for creating a bibliography and incorporating references into a paper. All allow selection from more than 100 citation styles, including APA, Chicago (14th or 15th edition), IEEE, MLA and many more.

Format a bibliography from a List of References: quickly create a bibliography in a browser window using just one selected folder of citations, or all your saved items.

Write-N-Cite: Under "Tools" menu select Write-N-Cite to download a small MSWord plugin (both Windows and Mac versions are available). While writing your paper and connected to the web, position your cursor where you want to insert a citation, then click on the Write-N-Cite button in your MSWord toolbar. Log in to RefWorks via this "citing" view. Toggle between MSWord and Write-N-Cite until you have done all your citing. Save your MSWord document, then select "bibliography" option in Write-N-Cite and choose your preferred citation style. It inserts footnotes into the text of your paper and a list of works cited at the end! *Note: when using Write-N-Cite off-campus, you will need to enter our Group Code for access: **RWDrexelU**.*

RefShare

Using RefShare, you can make a list of citations from your RefWorks account public, either on the Drexel Shared Folders list, or via a URL that you can email, or post on a webpage. RefShare can be used for course readings, to share citations for a research project, or even for favorite books. A Comments feature can be turned on to allow feedback on the readings in a list.

For more help:

RefWorks provides a very helpful step-by-step tutorial (<http://www.refworks.com/tutorial/>), which can be viewed online or printed. And help is always available in the libraries -- visit the Reference Desk, or contact a Reference Librarian at **215-762-7184**.