



<http://www.csbsju.edu/library/help/refworks.htm>

RefWorks is a web-based bibliography and database manager. Make a personal database by importing references from online databases or by manually adding them. These references may be inserted into papers using Word and the Write-N-Cite plug-in, which will automatically format the paper and the bibliography using a wide variety of styles. Some editing may be required. This resource is available to all current CSB/SJU students, faculty and staff.

Set up an Account: <https://www.refworks.com/Refworks/newuser.asp>

- This step must be done from on-campus.

RefWorks Log-in: <http://www.refworks.com/refworks/>

RefWorks Tutorial: <http://www.refworks.com/tutorial/>

Off-Campus Access to RefWorks

- You might need the CSB/SJU group code for remote access: available at <https://www.csbsju.edu/library/sec/grpcode.htm>

Create Folders by clicking **Folders** → **Organize Folders**, then select **Create New Folder**.

Share Folders

- Click on **Folders** → **Share Folders**
- Locate the folder you want to share and click **Share Folder**
- Select the options you want and then **Save**
- Note the URL of the Shared Folder, so you can email it to others

Add Manually Created References

- Click on **References** → **Add a New Reference**
- Specify the Folder, Reference Type, and fill out as much as you can about the reference

Add references from WorldCat Local

- Perform your search in WorldCat Local (the search box on the library's home page)
- From the Search Results list, click on the title of the book
- Under Citations you will see **Export to RefWorks**, click there
- You will be prompted to log into RefWorks
- Your exported record will be in the **Last Imported** folder

Add references from library databases

- Some databases support direct exporting and others require saving the citations to a text file.
- The mechanics of exporting varies: http://www.users.csbsju.edu/library/refworks_help

Add references from EBSCO's Academic Search Premier database

- Click on the **Add to folder** link to choose references
- When finished adding, click **Folder** (at the top of the screen)
- **Select all** references and then click the **Export** icon, and choose **Direct Export to RefWorks**

Create a bibliography

- Click on the **Bibliography** button.
- Choose an **Output Format** (APA, MLA, etc.).
- Decide whether you want to
 - Format Paper and Bibliography
 - Insert references in a Word document within double curly brackets: {{32}}
 - RefWorks parses the document and outputs a new document
 - Format a Bibliography from a List of References
 - Independent of a Word document, this creates a bibliography.
 - Use the Write-N-Cite Plug-In: (PC users only)
 - This should be installed on most campus computers. It can be downloaded at: <http://www.refworks.com/Refworks/WNCDownload.asp>
 - When you type your paper in Word, start Write-N-Cite at a point you need to cite a reference. Login to the service, and select your reference.
 - Save your paper when finished, bring up the Write-N-Cite tool again, click on **Bibliography** and select an output format.
 - The plug-in will process the paper and replace the coded entries with appropriate citations according to your style of choice.
 - You may need to edit the final paper to ensure proper adherence to the standard you are following.

Adding Retrieval Information for Online Full Text Sources

When citing something you read online, APA, MLA and other styles *require* inclusion of:

- full text retrieval date, (e.g. **19 Jan. 2005** for **MLA**, **January 19, 2005** for **APA**)
- the name of the database or website containing the full text,

This information should be added to your RefWorks records so that, when you **Create a Bibliography** (see above), this information will be automatically and correctly included in your citations as required. When you read your online sources, have your RefWorks account open. As you access something, go to its record in your account and click on **Edit**. Scroll down and fill in the fields for Retrieved Date, Database, etc. Also, set the Source Type to "Electronic."

Source Type	Electronic ▼
Database *	Communication & Mass Media Complete
Data Source *	EBSCO. Clemens Library, College of St. Benedict, St. Joseph, MN
Identifying Phrase	
Retrieved Date *	15 Feb. 2005

This information can also be entered to several items at once by way of the **Global Edit** option.