
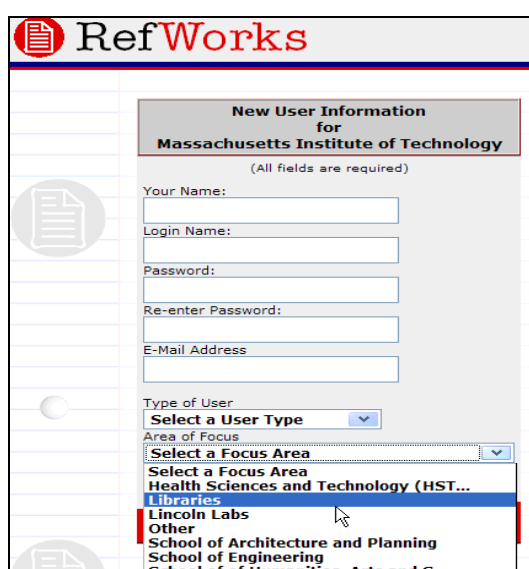


| | |
|---|--|
|  | <h2>RefWorks Basics</h2> <p><i>RefWorks is a web-based program that allows you to search, retrieve, and manage references and to create bibliographies. It is free to MIT students, faculty and staff. For more information, see http://libguides.mit.edu/refworks</i></p> <p>April 2011</p> |
|---|--|

Create a RefWorks Account

- Go to <http://libraries.mit.edu/get/refworks>
- Create an account and set up your RefWorks login name and password (MIT only).



- To use the latest version of RefWorks (recommended), click on RefWorks 2.0 at upper right of screen.

[RefWorks 2.0](#) [RefMobile](#) [Log out](#)

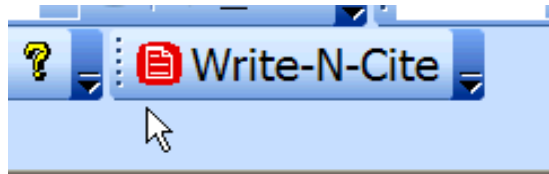
Install the Write-N-Cite plug-in

Write-N-Cite is an MS WORD compatible plug-in that you download from the RefWorks website. You will use the plug-in to create documents with bibliographies.

- Login to RefWorks at <http://libraries.mit.edu/get/refworks> with your new login name and password.
- Open Tools on the RefWorks toolbar and click on Write-N-Cite.
- Choose the appropriate program version (Mac or Windows).

RefWorks Basics

- Follow the download instructions given by RefWorks.
- A Write-N-Cite icon should appear on your WORD toolbar (or under Add-Ins).



- You must login to Write-N-Cite each time you open it.

Select output style(s) in RefWorks 2.0

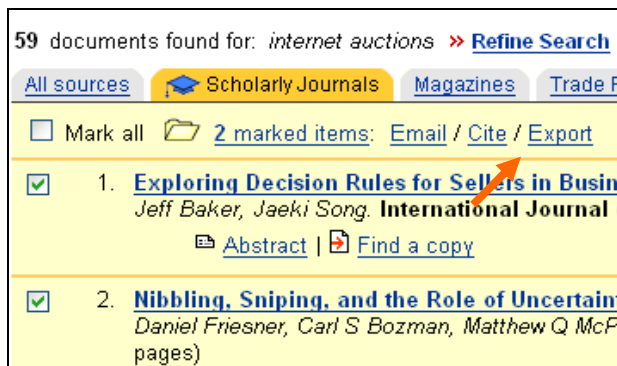
RefWorks has hundreds of output styles available. To create a customized list of favorite output styles, using RefWorks version 2.0:

- Login to your RefWorks account
- Click on Bibliography
- Click on Output Style Manager
- Select Output Style Manager and add styles to your Favorites list. You can select a style from this list when you create a bibliography.

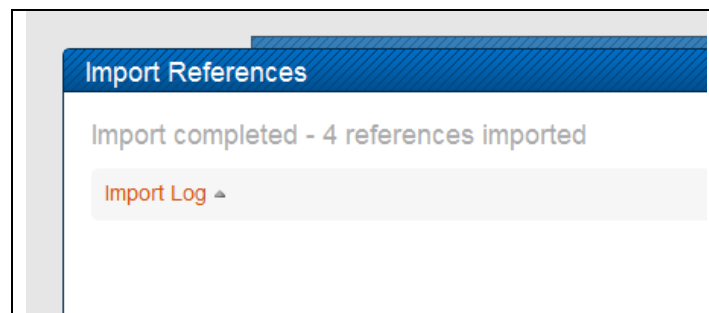
How to get references from ABI Inform Global & ProQuest Research

ABI and ProQuest are owned by the same company (ProQuest) and work the same way. You can access them through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URLs below (MIT only).

- Go to ABI Inform Global at <http://libraries.mit.edu/get/abi> or ProQuest Research at <http://libraries.mit.edu/get/proquest> and search for articles on your topic. Having RefWorks open is optional.
- In the results list, tag the references you want. As soon as you tag a reference, the Export link at the top of the results list is activated.
- Click the **Export** link and then the **Export Directly to RefWorks** link



- Your references should appear in the Last Imported folder. (If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.)



- Select All in List. Under Folders, click on **Add to Folder** icon and select a folder.

How to get references from Business Source Complete & EconLit

Business Source Complete and Econlit are owned by the same company (EBSCO) and work the same way.

You can access them through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URLs below (MIT only).

- Go to Business Source Complete at <http://libraries.mit.edu/get/bussource> or EconLit at <http://libraries.mit.edu/get/econlit> and search for articles on your topic. Having RefWorks open is optional.
- In the results list, tag the references you want by clicking **Add to Folder**.
- Go into the Folder by clicking on **Folder View** (EconLit) or the Folder icon (Business Source Complete).
- Tag the references in the Folder that you want (yes, you must tag them again) or use Select All, and then click the **Export** icon.
- Click the **Direct Export to RefWorks** radio button and then the Save button.
- Your references should appear in the Last Imported folder. (If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.)

How to get references from LexisNexis Academic

You can access LexisNexis through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URL below (MIT only).

- Go to LexisNexis Academic at <http://libraries.mit.edu/get/lexis-nexis> and search for articles on your topic. Having RefWorks open is optional.
- In the results list, tag the items you want.
- Click on the **Open Book** icon at the top of the results list, at the far right.

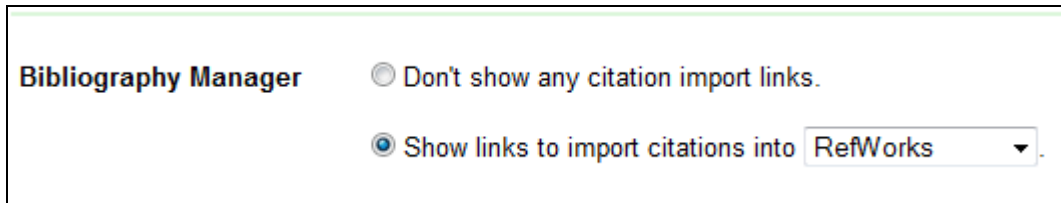


- An Export Bibliographic References window will pop up.
- Confirm your selections and click the red **Export** button.
- Your references should appear in the Last Imported folder. (If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.)

How to get references from Google Scholar

Google Scholar is a search tool freely available at <http://scholar.google.com>

- Before you start your search, click on **Scholar Preferences** (at upper right).
- Scroll down to Bibliography Manager, select RefWorks, and click **Save Preferences** at bottom of screen.



Bibliography Manager

☐ Don't show any citation import links.

☒ Show links to import citations into RefWorks

- References in your Google Scholar results will now be accompanied by an Import into RefWorks link



[Nomad: mobile agent system for an Internet-based auction house](#) - [Full text - MIT Libraries](#)

T Sandholm, Q Huai - [Internet Computing, IEEE, 2000](#) - [ieeexplore.ieee.org](#)

... As in conventional **Internet auctions**, in eAuctionHouse a user visits the **auction** website to create or close an **auction** or to submit bids. ...

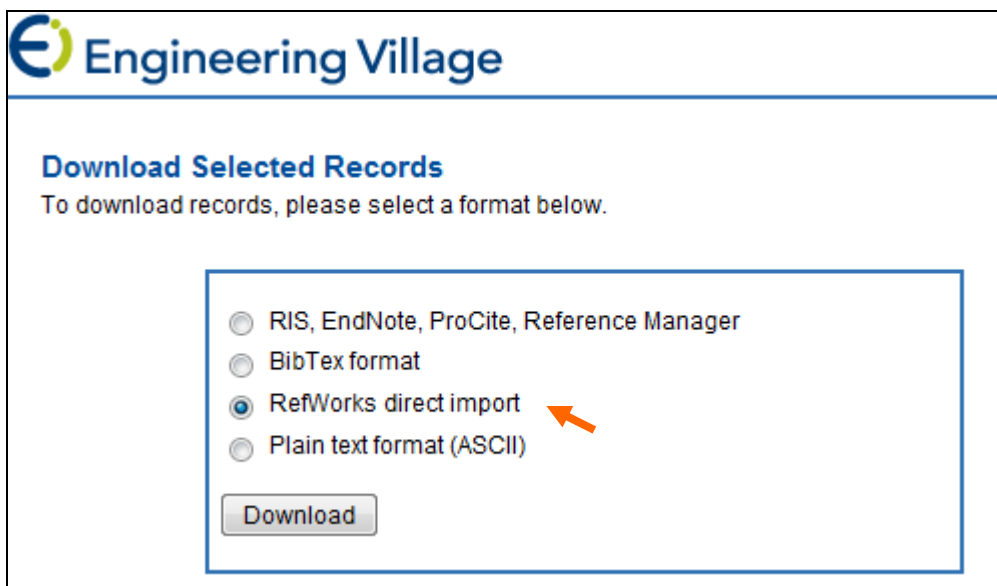
[Cited by 79](#) - [Related Articles](#) - [Web Search](#) - [Import into RefWorks](#)

- Click on **Import into RefWorks** to add a reference. RefWorks imports reference into the Last Imported folder

How to get references from Compendex, Inspec or NTIS

You can access these databases through Vera, the library gateway at <http://libraries.mit.edu/vera>. Select “Title starts with” and enter Compendex, Inspec, or NTIS. The “Engineering Village” combined search screen will be displayed. Select the database(s) you wish to search.

- Search for articles or reports on your topic. Having RefWorks open is optional.
- In the results list, tag the items you want.
- Click on **View Selections** in the Results Manager box.
- Click on **Download**. In the “Download Selected Records” box, select RefWorks direct import.



Engineering Village

Download Selected Records

To download records, please select a format below.

☐ RIS, EndNote, ProCite, Reference Manager

☐ BibTex format

☒ RefWorks direct import

☐ Plain text format (ASCII)

Download

- Your references should appear in the Last Imported folder. (If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.)

How to get references from PubMed

- Login to RefWorks at <http://libraries.mit.edu/get/refworks>
- On the RefWorks toolbar, click Search and then Online Catalog or Database.
- Select PubMed from the pull-down menu. Specify the maximum number of references to download. Enter your search.

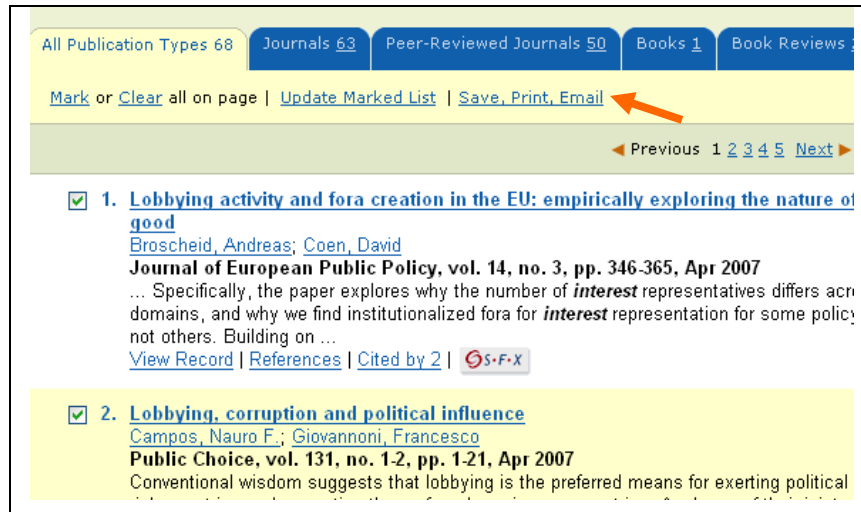
The screenshot shows the 'Online Catalog or Database' search interface. At the top, there is a blue header bar with the text 'Online Catalog or Database'. Below this, the main heading is 'Search Online Catalog or Database'. There is a link 'Request a Z39.50 Site' in orange. The 'Search:' dropdown menu is set to 'PubMed'. The 'Max. Number of References to Download:' dropdown menu is set to '10'. There are two expandable sections: 'Quick Search' (collapsed) and 'Advanced Search' (expanded). In the 'Advanced Search' section, the 'Field:' dropdown menu is set to 'Title, Primary', and the search term 'angiogenesis' is entered in the text box, followed by a green plus icon.

- RefWorks will open a new browser window with the search results.
- Tag the items you want or get them all by selecting All in List. Click Import.
- Your references should appear in the Last Imported folder.

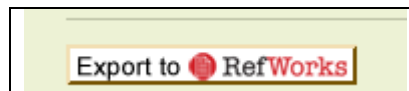
How to get references from Sociological Abstracts

You can access Sociological Abstracts through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URL below (MIT only).

- Go to Sociological Abstracts at <http://libraries.mit.edu/get/socabs> and search for articles on your topic. Having RefWorks open is optional.
- In the results list, tag the references you want and click on the **Save Print Email** link.



- On the Save Print Email page, scroll to the bottom and click the **Export to RefWorks** button.



- Your references should appear in the Last Imported folder. (If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.)

How to export references from Barton to RefWorks

- Do a search in Barton <http://libraries.mit.edu/barton> and display a record.
- Click on the **RefWorks** link.

Full Record
Permalink for this record: <http://library.mit.edu/item/000678740>
Results List | **Add to Bookshelf** | **Save/Email** | **RefWorks** 
Choose format: **Standard** | **Citation** | **MARC tags**
Record 1 out of 1

| | |
|-----------------------|--|
| Author | Kochan, Thomas A. |
| Title | The mutual gains enterprise : forging a winning partnership among labor, Paul Osterman. |
| Shelf Access | Find it in the library/Request item |
| Shelf Location | Dewey Library - Stacks HF5549.2.U5.K63 1994 |

- On the next screen, select **Export to RefWorks**.

☐ **Save to file (use this to print or export to EndNote)**
☒ **Export to RefWorks**
☐ **Export to BibTex**

How to get references from other library catalogs

References can be imported directly from compatible databases that you search using RefWorks' own search interface. This option works with Barton and many other university library catalogs.

- Login to RefWorks at <http://libraries.mit.edu/get/refworks>
- On the RefWorks toolbar, click Search and then Online Catalog or Database.
- Select an online catalog. (For Barton, select MIT.)
- Specify the maximum number of references to download. Enter your search.

The screenshot shows the 'Search Online Catalog or Database' interface. At the top, there is a link 'Request a Z39.50 Site'. Below this, there is a 'Search:' label followed by a text input field containing 'Stanford University - Socrates' and a dropdown arrow. Underneath, there is a 'Max. Number of References to Download:' label followed by a text input field containing '25' and a dropdown arrow. Below these fields, there are two tabs: 'Quick Search' with a downward arrow and 'Advanced Search' with an upward arrow. At the bottom, there is a 'Field:' label followed by a text input field containing 'Authors, Primary' and a dropdown arrow, then the word 'for' followed by another text input field and a green plus icon.

- RefWorks will open a new browser window with the search results.
- Tag the items you want or get them all by selecting All in List. Click **Import**.
- Your references should appear in the Last Imported folder.

How to get references from the Web of Science database

You can access the Web of Science database through Vera, the library gateway at <http://libraries.mit.edu/vera> or the shortcut URL below (MIT only). Web of Science is part of the Web of Knowledge suite of databases.

- Go to Web of Science at <http://libraries.mit.edu/get/webofsci> and search for articles on your topic.
- Tag desired items in the results list and click the **Add to Marked List** button located at the top of the results list.
- Go to your marked list by clicking the **Marked List** tab at the top navigation bar.
- Step 1: specify the information you want included about the references (the default is author, title, source journal)

| | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Author(s) / Editor(s) | <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Source | <input checked="" type="checkbox"/> Conference info |
| <input type="checkbox"/> abstract* | <input type="checkbox"/> cited references* | <input type="checkbox"/> document type | <input type="checkbox"/> conference sponsors |
| <input type="checkbox"/> addresses | <input type="checkbox"/> times cited | <input type="checkbox"/> keywords | <input type="checkbox"/> publisher information |
| <input checked="" type="checkbox"/> ISSN / ISBN | <input type="checkbox"/> cited reference count | <input type="checkbox"/> source abbrev. | <input type="checkbox"/> page count |
| <input type="checkbox"/> IDS number | <input type="checkbox"/> language | <input type="checkbox"/> subject category | <input type="checkbox"/> funding information |

**Selecting these items will increase the processing time.*

- Step 2: save your references to RefWorks.
 - Make sure Field Tagged appears in the menus.
 - Click on the “Save to RefWorks” button.

| | | |
|----------------------------|--|--|
| Field Tagged ▾ | Format for Print | E-mail records to: <input type="text"/> Return e-mail (optional): <input type="text"/> Notes (optional): <input type="text"/> Plain Text ▾ E-mail |
| | Save to My EndNote Web | |
| | Save to EndNote, RefMan, ProCite | |
| | Save to RefWorks  | |
| Other Reference Software ▾ | Save to File | |

- Your references should appear in the Last Imported folder.

How to add new references manually

- At the RefWorks toolbar, click **New References** button (or go to References tab and select **Add New**).
- Note “View fields used by” feature for the chosen format.
- Specify a folder where you’d like the new reference to be added.
- Fill in the form with information about the item you want to add.

Add New Reference

View fields used by: **MLA 6th perkins** [About this style](#) [Help](#)

Ref ID:

Add to folder: **Specify Folders (if any)**

Ref Type: **Journal Article**

Source Type: ☒ Print ☐ Electronic

Output Language: **Unknown**

Attachments:

Browse... **Add attachment**

Fields used by MLA 6th perkins

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Title: **B I U x₂ x² | ↶ ↷**

Save Reference **Save & Add New**

- Use the Ref Type menu to specify the type of item you are entering into the form—a book, a journal article, a law, conference proceedings, etc.
- Click on the **Save Reference** button.
- If you didn’t specify a folder for the new reference, RefWorks will add it to All References.
- To confirm that the reference was saved, click **View** on the toolbar, then **All References**. Scroll through or use the search box to locate the new reference.

Create a manuscript and bibliography using RefWorks & Write-N-Cite

- Open Word. Begin typing your manuscript. Name and save your document.
- When you are ready to cite a reference, click on Write-N-Cite in the Word toolbar. You will be asked to log in to Write-N-Cite.
- A streamlined version of your RefWorks account will open. You can cite from the list of All References or from a folder. Click on **View / Folders** in the toolbar to select a folder.
- To insert a citation into your manuscript, click the **Cite** link next to the citation you want inserted. Write-N-Cite will create a placeholder for the citation in your document.

| All References (155 references) | | | |
|---|------|--|--|
| Go to Page: 1 2 3 4 5 6 7 | | | |
| Cite View Andrews, Thomas | 2007 | The Determinants of Price in Internet Auctions of Used Cars | |
| Cite View Anonymous | 2007 | Calls for change continue as Medicare part d settles in. | |
| Cite View Anonymous | 2007 | Americans Prefer Electronic Health Records | |
| Cite View Anonymous | 2006 | Meeting the Medicare drug benefit challenge; intricacies of the prescripti | |
| Cite View Arms, William Y. | 2000 | Digital libraries | |
| Cite View Atkinson, Robert D. | 2007 | Expanding the R&E tax credit to drive innovation, competitiveness and f | |

- When you have finished your text and are ready to format your citations and generate a bibliography, select **Bibliography** on the toolbar in the Write-N-Cite window.
- Select an Output Style from the pull-down menu, then click Create Bibliography.

| | | |
|---------------------|--|--|
| View ▾ | Bibliography | Help |
| Bibliography | | |
| Output Style | <input type="text" value="APA - American Psychological Association, 5th Edition"/> | |
| | | <input type="button" value="Create Bibliography"/> |

- The document now includes formatted citations within the text. A formatted bibliography of all the references you cited appears at the end of the document.

Managing your RefWorks database

Folders

- All references belong to a common database. Choose the **View** pull-down menu, then **All References** to view the items in your common database.
- The **Last Imported** folder always contains the most recent additions. When new records are added they replace the records that were in the folder before.
- All other folders are those you create.
- Citations can reside in more than one folder.

Search your RefWorks database

- Type search terms in search box at top right. Default: searches all bibliographic fields of all references. To search within attachments also, click paper clip icon.
- For more details, go to Help → Tutorial → Searching your RefWorks database with Quick Search.

Editing existing records and creating new ones

- Any record can be edited by clicking the **edit** icon next to the record.
- The edit mode includes help with formatting and data entry conventions.
- To create new records, click on the **New Reference** button.

Stand-alone bibliography

- Click **Create Bibliography** button (at top)
- Select output style, file type, and “References to include” option.
- Click **Create Bibliography**

Sharing RefWorks folders

- Click on **Share** tab. A list of your folders will appear.
- Click **Share Folder** icon.
- A URL is generated which can be shared via email or as a link on a web page.

Help

RefWorks: <http://www.refworks.com/refworks2/help/RefWorks2.htm>

MIT Libraries: <http://libguides.mit.edu/refworks>

MIT Libraries **Ask Us!** service: <http://libraries.mit.edu/ask-us/>