

RefWorks


Education & Music Library guide to resources

RefWorks allows you to import references from online databases, organize your references into topic folders, insert references in a variety of citation style formats (e.g. APA and MLA) into the body of your research paper, and generate formatted reference lists.

Setting up an account



- Starting from the U of S Library home page (<http://library.usask.ca/>) select **RefWorks** from the **Tools and Services** group to the left your screen, or from **Quick Links - Faculty and Staff** to the right of your screen.
- To the left of the RefWorks login page under “**New to RefWorks?**” choose “**Set up an individual account**”. Enter a user name, password, and relevant information.

Off-campus access to RefWorks

- If you are off-campus when you log into RefWorks, you will be prompted to enter your NSID (Network Services ID) and password. Be sure to access RefWorks via the library web site. If you do not, you will not be recognized as a U of S Library patron and will not have access to the program.
- Remote users may be asked for a “group code”. To obtain the group code, select the  tab from the library web page, and enter **RefWorks** in the search box. Select [\[details\]](#) and follow the instructions at the end of the database description.
- When you first use **Write-N-Cite** from off-campus, you will need to set up the Proxy Configuration Utility. See instructions below under ‘Inserting citations into a Microsoft Word paper’.


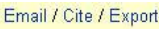
NOTE: References need to be reviewed/edited to ensure conformity with the requirements of the Publication Manual of the American Psychological Association (or with the style requirements for your college). APA style information and examples are available in the **Concise guide to APA citation style** (<http://library.usask.ca/education/files/Guides/apa.pdf>).

Saving & Importing records from an OVID database (ERIC OvidSP, PsycINFO, etc.)






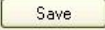



- Conduct your search in the standard fashion.
- Mark the records you wish to save.
- Select  from the top of the results display screen.
- Select **RefWorks** as your *Export to* option, and **Complete Reference** as your *Select fields to display* option.
- Select 
- If RefWorks is not already open the log-in screen will appear. Once you have logged in, the references will automatically be imported into RefWorks.
- After viewing the records in the **Last Imported** folder, move references to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import another set of references.

Saving & Importing records from ProQuest databases (ProQuest Education Journals, CBCA Education)




- Conduct your search in the standard fashion.
- Mark the records you wish to save by checking the box to the left of the record.

- Select  near the top of the screen or select  from the top of the results list.
- Select **Export citations** into EndNote, ProCite, RefWorks or Reference Manager.
- Select **Export directly to RefWorks**.
- If RefWorks is not already open, the log-in screen will appear. Once you have logged in, the references will automatically be imported into RefWorks.
- After viewing the records in the **Last Imported** folder, move references to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import the next set of references.


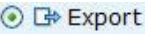

Saving & Importing records from the U of S Library Catalogue

- Conduct your Catalogue search in the usual way.
- To transfer **one** record to RefWorks, display the record and select  located to the right your screen.
- To export results (multiple records) of a Catalogue search, mark the records you wish to save; select .
- From the next screen, select ; then select .
- Select **EndNote/RefWorks** as the format of the list, and **Local Disk** as the destination.
- Select .
- Select , choose your disk drive (or desktop), enter a file name, and save as a text file. Then .
- Open RefWorks
 - under **References** on the menu bar choose **Import**.
 - choose **Innovative Interfaces (EndNote/RefWorks Format)** for **Import Filter/Data Source**.
 - choose **EndNote/RefWorks Format** for your **Database**.
 - **Import References into** the folder of your choice.
 - Browse to find the saved file for **Import Data from the following Text File**, and select .
 - Select .
- After viewing the records in the **Last Imported** folder, move references to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import the next set of references.



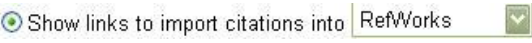
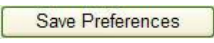
Saving & Importing records from Ebsco (Academic Search Complete, SPORTDiscus with Full Text, etc.)

- Conduct your search in the usual way.
- Select  just under the citation in the brief display for each record you wish to save.
- Located to the right of your screen, select **Folder View**
- View folder and mark the records you wish to export.
- Select .
- Choose Direct Export to RefWorks
- Select .
- If RefWorks is not already open, the log-in screen will appear. Once you have logged in, the references will transfer to RefWorks automatically.
- After viewing the records in the **Last Imported** folder, move references to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import the next set of references.

Saving & Importing records from Scopus


- Conduct your search in the usual way.
- Mark the records you wish to save.
- Select  Output from the icons located above the results list.
- Under step ❶ select  Export (default)
- Under step ❷ select **RefWorks Direct Export** (default)
- Choose **complete format** as your output.
- Select 
- If RefWorks is not already open, the log-in screen will appear. Once you have logged in, the references will transfer to RefWorks automatically
- After viewing the records in RefWorks in the **Last Imported** folder, move references to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import the next set of references.

Saving & Importing records from Google Scholar

- Reset the preferences in order to have Google Scholar display the option **import to RefWorks**.
 - Select Scholar Preferences to the right of the Search button  [Advanced Scholar Search](#)  [Scholar Help](#)
 - Under **Bibliography Manager**, change setting to 
 - Select 
 - The new option will display at the end of each entry.
- Records are imported one at a time from Google Scholar and once imported into RefWorks, automatically open in the 'edit' mode.
- If RefWorks is not already, the log-in screen will appear. Once you have logged in, the reference will transfer to RefWorks automatically.
- After viewing the record in the **Last Imported** folder, move the reference to a previously created folder or to a new folder. The Last Imported folder is a temporary folder and will be automatically cleared when you import the next set of references.


Entering references manually

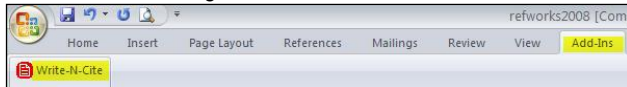
Sometimes you need to enter references for items that you have found **without** using a database or library catalogue. In this case, follow the steps below.

- Open and log in to RefWorks.
- From the RefWorks menu bar, select **References**.
- Select **Add New Reference**.
- Choose a folder for your entry from the list available in the drop-down menu following **in folder(s)**.
- Indicate the **Ref Type** (i.e., whether this is a reference for a book, journal, web page, etc.) and choose the **style** (e.g., APA, Vancouver, etc.) in which you will eventually create your bibliography. These two steps will ensure that all necessary information is entered – required fields are identified with a checkmark (✓).
- Type in the information. To the right of the screen, you will find some tips on entering references in the format you have selected. Additional help is located at the bottom of the screen.
- When you have finished, select  located at the top of your screen.

Inserting citations into a Microsoft Word paper




Write-N-Cite is a RefWorks utility that can be embedded in WORD and used to format your in-text citations and reference list in the style of your choice (APA etc.)

- If Write-N-Cite has been downloaded and is available on the computer you are using, you will see a red icon  in Word after selecting the **Add-Ins** tab.



- If you don't see it, download Write-N-Cite to your computer by choosing **Write-N-Cite** under **Tools** in the RefWorks menu. Once downloaded, you will need to install the program (**wncinstall.exe**).
- From **home or off-campus**, you will need to set up the proxy configuration utility to access Write-N-Cite on your computer.

To set this up on a **Windows** computer:

- from the **Start Menu** select **Programs** and **RefWorks**.
- select the **WNC Proxy Configuration Utility**.
- into the new window enter <http://cyber.usask.ca/login?url=http://refworks.scholarsportal.info/Refworks/?WNC=true>
- select **OK**.
- Once Write-N-Cite is installed, select the Write-N-Cite icon  and log in using your RefWorks username and password. Using the **View** menu option display all references in your account, or, only those found in a particular folder. Size the Write-N-Cite window and for convenience leave the Write-N-Cite window displayed "on top" of your Word document. Select 
- Open Microsoft Word.
- Writing your paper
 - enter text and position your cursor at the end of the sentence (but before the period) to place your citation.
 - enter a single space to separate the citation from the text.
- Switching to **Write-N-Cite**, choose **Cite** located at the left of the reference of interest. Return to your document and continue writing.
- Continue in this fashion until you have completed your paper and all citations have been inserted. (Citations will appear in a temporary format. Once you have selected a bibliographic style and created your bibliography, in-text citations will be formatted correctly.)
- **Save** your paper. This is a critical step before creating your final bibliography.
- From **Write-N-Cite**, choose the **Bibliography** menu option, choose the **output style** (e.g., APA, MLA, etc.) that you wish to use. Choose 
- RefWorks will create a new file, prefixed with the word "Final" that will contain the final, formatted bibliography and references. (If you wish to reformat your paper in another style, you will go back to the unformatted version that you saved earlier and select **Bibliography** again. Remember to always work and edit in the original Word document.)

RefGrab-It

RefGrab-It works with your browser to capture bibliographic information from web pages giving you the option to import that data into your RefWorks account. RefGrab-It may be downloaded from the RefGrab-It link on the RefWorks home page. It is also downloadable from the RefGrab-It menu option under **Tools** within the program. Detailed instructions are available for both Internet Explorer or Firefox and for both PC and Mac users.

To use RefGrab-It:

- Access a specific page on the web and select the **RefGrab-It** icon on your Links menu **or** on your favorites list.
- RefWorks will identify the Title and the URL of your current web page and give you the option to transfer it into your RefWorks account.
- If the page has an ISBN number or DOI, RefGrab-It will automatically search various web resources to get supplemental information that may be of interest.

Creating a reference list or bibliography

To create an independent bibliography, i.e., a reference list without an accompanying paper:

- Select **Bibliography** from the RefWorks menu bar.
- Choose an **Output Style** for your bibliography, e.g. APA, MLA, etc.
- Select **Format a Bibliography from a List of References**
- Choose the source/ folder you would like to use for **References from**.
- Select
- The bibliography will open in a new window. From here, the bibliography can be printed or saved to a new location.

For further assistance please phone 966-6044 to make an appointment with a librarian, or drop into the Education & Music Library (9-5, Monday to Friday).

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