

RefWorks

Training Manual

Welcome to RefWorks at Lorain County Community College.

About RefWorks: RefWorks is a citation management software program, paid for by the LCCC Library and OhioLINK. RefWorks collects, stores, and organizes citations from books, articles, web sites, and other sources. It automatically converts citations into properly formatted bibliographies. A multitude of citation styles are offered. RefWorks interfaces with many of the LCCC Library's databases, as well as databases at other libraries. RefWorks also converts citations from other bibliography programs such as Endnote and Reference Manager.

RefWorks uses a system of folders to store your citations. RefWorks has three primary functions:

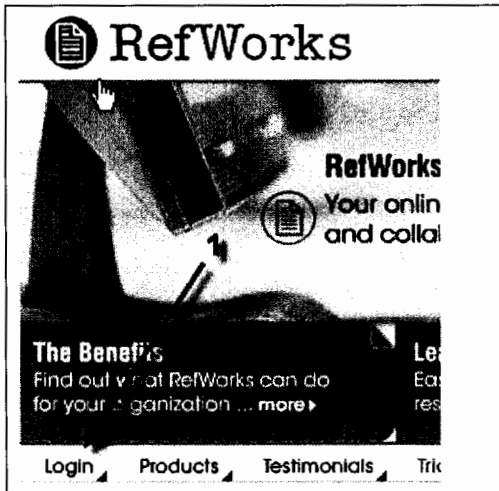
1. Storing citations
2. Creating bibliographies
3. Creating in-text references, footnotes or endnotes

All LCCC students, faculty and staff may set up their own accounts.

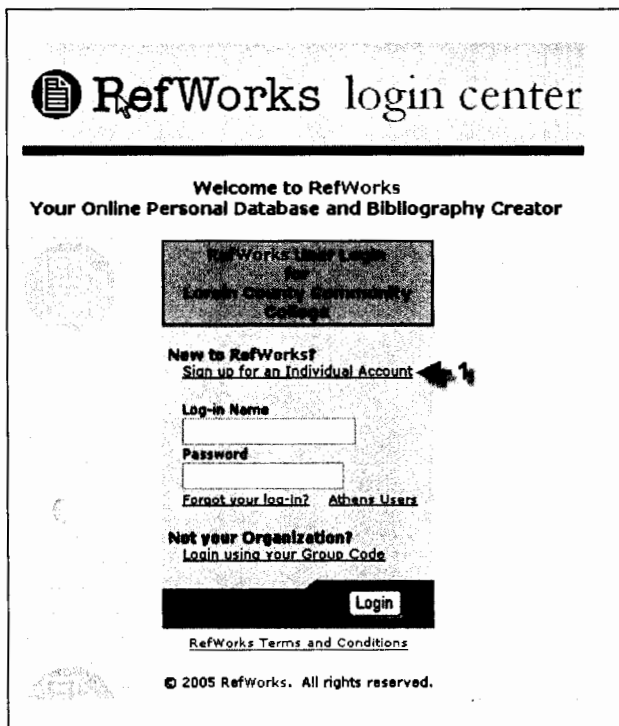
Questions about RefWorks should be directed to the LCCC Library Reference Staff at ext 4106 or to csheetz@lorainccc.edu

Pages 5-7 revised 02/2007

Signing Up for an Account in RefWorks

	<ol style="list-style-type: none">1. Begin at the RefWorks home page by going to www.refworks.com and click Login.
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At the RefWorks login center:

	<ol style="list-style-type: none">1. Click Sign up for an Individual Account under the New to RefWorks? statement.
--	---

The New User Information screen will appear.

RefWorks

New User Information for Lorain County Community College
(All fields are required)

1 Your Name:

2 Login Name:

3 Password:

4 Re-enter Password:

5 E-Mail Address:

6 Type of User:

7 Area of Focus:

[Back to RefWorks Login](#)

1. Type your full name.
2. Type in a login name. The login name can be anything that you choose.
3. Type in your password. The password can be anything that you choose.
4. Repeat the password.
5. Type in your e-mail address. This is important in case you forget your login or password.
6. Select Type of User from the dropdown box.
7. Select Area of Focus from the dropdown box.
8. Click **Register**.

You will receive an email confirming your registration and also giving you the GROUP CODE. You will need the group code if you try to access RefWorks from off-campus.

The Congratulations window will appear. You are now ready to begin importing citations into RefWorks.

Once you have a RefWorks account,
DON'T STOP THERE!
BUILD YOUR DATABASE.

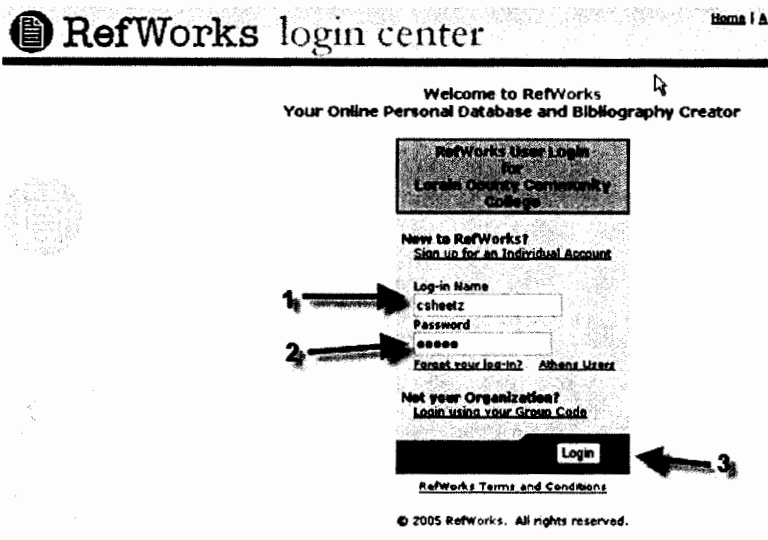
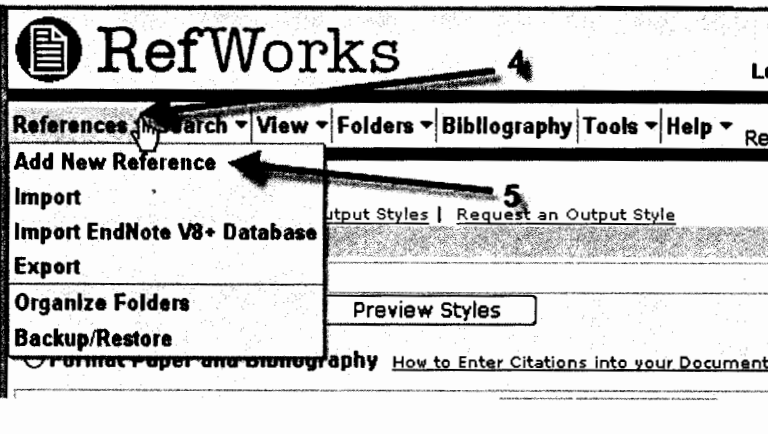
Getting Citations into RefWorks – 4 Ways

There are four ways to get citations (often with abstracts, descriptors and links to full-text) into RefWorks.

1. Enter References Manually.
2. Direct Exports.
3. Using the RefWorks Search of Online Databases & Library Catalogs.
4. Importing using a RefWorks Filter.

1. Entering References Manually

You may create new references and type or cut and paste the data into the citation.

	<ol style="list-style-type: none">1. Enter your login name.2. Enter your password.3. Click <u>Login</u>.
	<ol style="list-style-type: none">4. Click on the References menu.5. Select Add New References.

The screenshot shows the RefWorks 'New Reference' form. At the top, there is a navigation bar with 'References', 'Search', 'View', 'Folders', 'Bibliography Tools', and 'Help'. Below this is a 'New Reference' section with a 'View required fields for: MLA 6th Edition' dropdown and a 'Save Reference' button. The form fields include: 'In Folder(s)' with a 'Specify Folders (if any)' dropdown; 'Ref Type' set to 'Journal'; 'Authors' (with an asterisk); 'Title' (with an asterisk) containing 'B I U x² %₂'; 'Periodical, Full' (with an asterisk); 'Periodical, Abbrev' (with an asterisk); and 'Pub Year' (with an asterisk). Numbered arrows point to: 6. the 'View required fields for' dropdown; 7. the 'Save Reference' button; 8. the 'Ref Type' dropdown; 9. the 'Title' field; and 10. the 'Save Reference' button.

6. Select your potential output style (ex, MLA).
7. Select a folder for the reference (not required).
8. Tell RefWorks what type of reference you are inputting (ex, journal).
9. Complete the remainder of the form.
10. Click the **Save Reference** button.


2. Direct Exports

Many of the LCCC Library Research Databases allow you to directly export citations into RefWorks.

Example 1:



EBSCOHost Basic Steps:

1. Conduct a search.
2. Click on the Add folder icon to the right of any results you want to save.
3. Click on the Folder has items link located above the Result List on the right hand side of the screen.
4. Click on the  **Export** link.
5. Select the radio button in front of Direct Export RefWorks, and then click the Save button to initiate a direct export.

These instructions assume you have searched an EBSCOHost database and have a list of results.

EBSCO Research Databases
 Basic Search | Advanced Search | Visual Search | Choose Databases
 Sign In to My EBSCOhost | Keyword | Publications | Subject Terms | Cited References | Indexes | Images

Results for: (college students AND library AND research) Add search to folder | Unlink link to search
 Find: college students AND library AND research Search Clear
 in: Academic Search Premier

Refine Search Results
 To store items added to the folder for a future session, Sign In to My EBSCOhost

130 of 170 Page: 1 2 3 4 5 Next
 Sort by: Date Add (1:30)

See: All Results Academic Journals Magazines Newspapers

Narrow Results by Subject
 COLLEGE students
 UNITED States
 ACADEMIC libraries
 UNIVERSITIES & colleges
 INFORMATION literacy
 LIBRARIES
 INTERNET in education
 LIBRARY science
 ACADEMIC librarians
 COLLEGE teachers

1. Why Johnny Can't Search. By: Jones, Joseph. American Libraries, Jan2007, Vol. 38 Issue 1, p38-39, 1p. (AN 23590115)
 Notes: This title available at LCCC Library
 HTML Full Text PDF Full Text (open) Find It! Find It!
2. True appreciation is served with a good dollop of source. By: Schuchard, Ronald. Times Higher Education Supplement, 12/1/2006 Issue 1771, p17-17, 2/3p. (AN 23578336)
 Find It! Find It!
3. Undergraduate Students' Book Selection: A Study of Factors in the Decision-Making Process. By: Stieve, Thomas; Schoen, David. Journal of Academic Librarianship, Nov2006, Vol. 32 Issue 6, p599-606, 10p, 3 charts, 2 diagrams, 1 graph. (AN 23593956)
 Notes: This title available at LCCC Library
 Find It! Find It!

1. From the result list, click **Add** (to folder) for the records you want to import into RefWorks. NOTE: Each folder you click will change to an open folder and says Added.
2. Click **Folder has items**.

EBSCO Research Databases
 Basic Search | Advanced Search | Visual Search | Choose Databases
 Sign In to My EBSCOhost | Keyword | Publications | Subject Terms | Cited References | Indexes | Images

Folder Contents
 Back To store these items in the folder for a future session, Sign In to My EBSCOhost. Folder has items

Folder List
 Result List Items (2)
 Images (0)
 Videos (0)
 Persistent Links to Searches (0)
 Saved Searches (0)
 Search Alerts (0)
 Journal Alerts (0)
 Web Pages (0)

Result List Items
 12 of 2 Page: 1 Print E-mail Save Export Remove All

1. Why Johnny Can't Search. By: Jones, Joseph. American Libraries, Jan2007, Vol. 38 Issue 1, p38-39, 1p. (AN 23590115)
 Notes: This title available at LCCC Library
 HTML Full Text PDF Full Text (open) Find It! Find It!
2. Undergraduate Students' Book Selection: A Study of Factors in the Decision-Making Process. By: Stieve, Thomas; Schoen, David. Journal of Academic Librarianship, Nov2006, Vol. 32 Issue 6, p599-606, 10p, 3 charts, 2 diagrams, 1 graph. (AN 23593956)
 Notes: This title available at LCCC Library
 Find It! Find It!

Page: 1

3. In the Folder Contents window, click **Export**

EBSCO Research Databases
 Basic Search | Advanced Search | Visual Search | Choose Databases
 Sign In to My EBSCOhost | Keyword | Publications | Subject Terms | Cited References | Indexes | Images

Export Manager
 Back

Save E-mail

Number of items to be saved: 2
 Remove these items from folder after saving

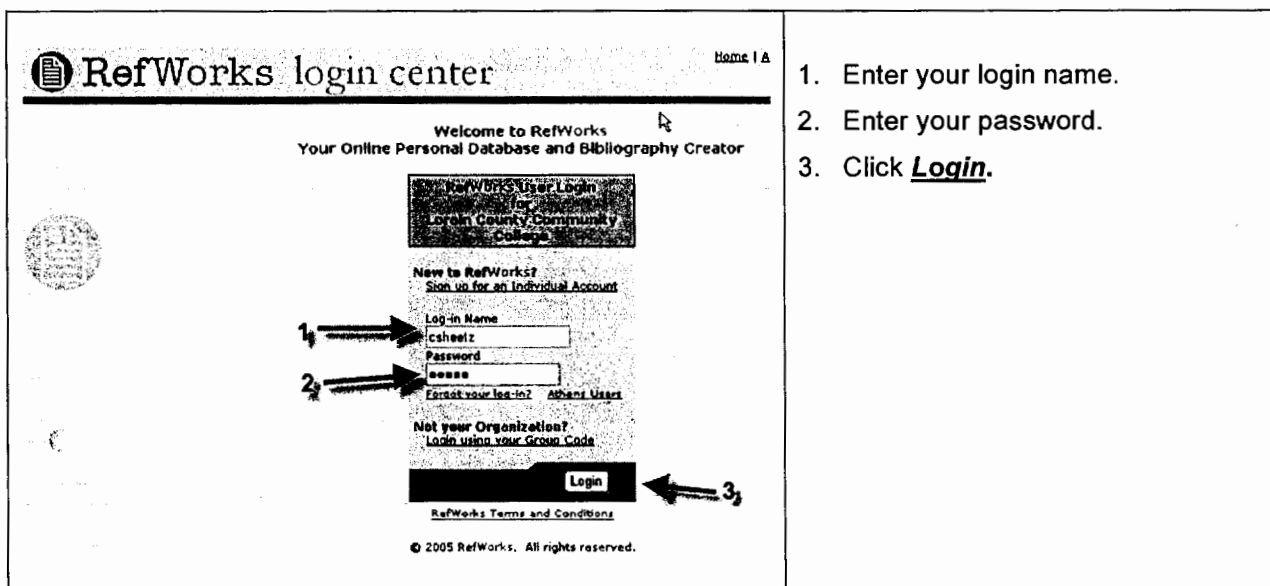
Save citations to a file formatted for:
 Direct Export to RefWorks
 Direct Export to EndNote, ProCite, or Reference Manager
 Generic bibliographic management software

Save

4. The radio button labeled **Direct Export to RefWorks** should be selected.
5. Check **Remove these items from folder after saving**, if you want to clear your folder in the EBSCOHost Database.
6. Click the **Save** button.

Importing References into RefWorks

The RefWorks User Login page will open (NOTE: You may need to turn off the browser's pop-up blocker)

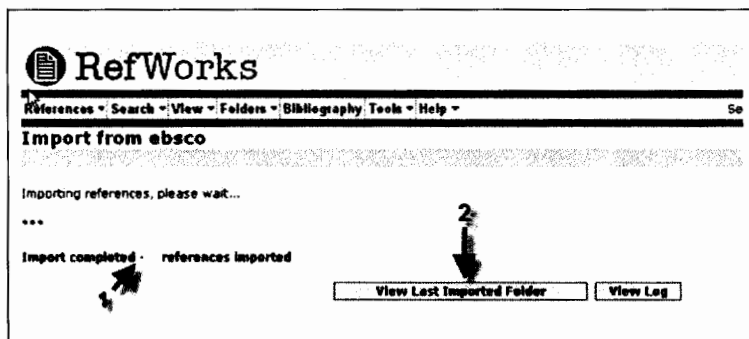


The screenshot shows the RefWorks login center interface. At the top left is the RefWorks logo and the text "RefWorks login center". At the top right is a "Home | A" link. Below this is a welcome message: "Welcome to RefWorks Your Online Personal Database and Bibliography Creator". The main content area is titled "RefWorks User Login for Lorain County Community College". It offers options for "New to RefWorks?" (Sign up for an Individual Account) and "Not your Organization?" (Login using your Group Code). The "Sign up for an Individual Account" section contains a "Log-in Name" field with the value "csheetz", a "Password" field with the value "seeee", and a "Forgot your log-in? Athens Users" link. Below this is a "Login" button. Three numbered arrows point to the "Log-in Name" field (1), the "Password" field (2), and the "Login" button (3). At the bottom, there is a "RefWorks Terms and Conditions" link and a copyright notice: "© 2005 RefWorks. All rights reserved."

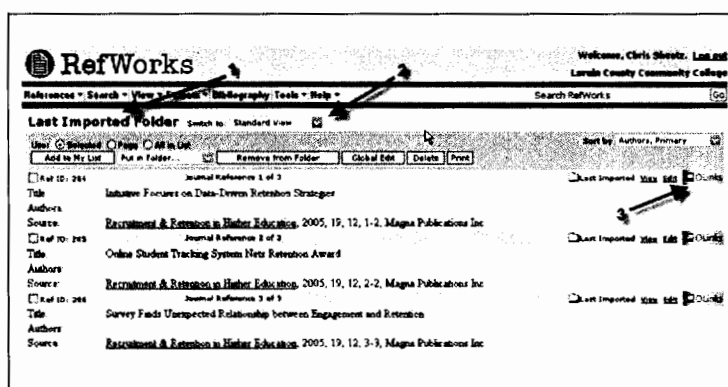
1. Enter your login name.
2. Enter your password.
3. Click **Login**.

NOTE: If you are off-campus, you will be asked for a Group Code. This code was sent to you in an e-mail when you initially created your RefWorks account. Or call the LCCC Library Reference Desk at 440-366-4106 to get the Group Code.

The RefWorks Import page will open



1. RefWorks will prompt with *Import completed* when it is finished.
2. Click **View Last Imported Folder** to view your references.



1. RefWorks will display references in the *Last Imported Folder* window.
2. Switch the view by choosing **Standard View**, **One Line/Cite View** or **Full View**.
3. Click the **OLinks** icon to see if an article is available in full-text, print or microform format.

Example 2:



OSearch Family of Databases

OSearch Basic Steps:

1. Conduct a search
2. Check the Store box for items you wish to export
3. Click the Stored Records button
4. Click the Export Records link
5. Select Direct Export to RefWorks
6. Click Export Now to initiate a direct export

These instructions assume that you have searched an OSearch database and have a list of results.

The screenshot shows the OSearch interface with the following elements:

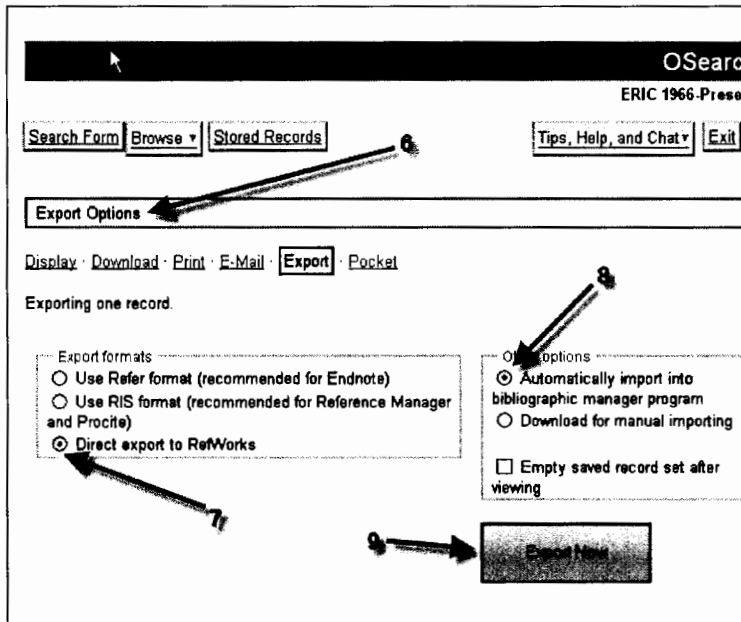
- Header: OSearch, ERIC 1966-Present
- Navigation: Search Form, Browse, **Stored Records** (indicated by arrow 3), Tips, Help, and Chat, Exit
- Search Bar: Search for: [] in: All Fields, Submit Search
- Options: Search in thesaurus, Search in current results, All Search Options, Search History
- Limit/View: Limit to: Journal Articles, ERIC Documents, Reports-Research, Since 1995, All Limit Options; View: Most frequent subjects, Most frequent journals, Most frequent authors
- Sort by: Most Recent Records, Go
- Results List: Your search: RETENTION AND (COMMUNITY ADJ COLLEGE) . Records 1 - 30 of 1140. < Prev: Next > Jump to record | 1140
- Store All On Page button
- Results:
 - Meeting the Challenge: Building University-School District Partnerships for a Successful Career Ladder Program for Teachers of English Learners. Valenciana, Christine; Morin, Joy Ann; Morales, Rosario S. *Action in Teacher Education* 2005, 11 p62-91 Spr 2005. [Find It] [Store]
 - Fragmentary Cohorts, Full Contents, and the Placement/Course Level Match in Remedial Mathematics Courses among Urban Community College Students. Maxwell, William; Hagedorn, Linda Serra; Cypers, Scott; Lester, Jaime; Moon, Hye. *Transfer and Retention of Urban Community College Students*. ERUCCS 2004. [Find It] [Added]

1. After you submit your search, the *Results List* page will display.
2. Check the Store box for citations you want to export.
3. Click the **Stored Records** button.

The screenshot shows the 'Stored Records' window with the following elements:

- Header: OSearch, ERIC 1966-Present
- Navigation: Search Form, Browse, **Stored Records** (indicated by arrow 4), Tips, Help, and Chat, Exit
- Section: Stored Records
- Section: Jump to results
- Text: You have one stored record. Please choose one of these options:
- Options:
 - **Display Records** - For online viewing and for using your browser's built-in save, print, or e-mail functions.
 - **Download Records** - For saving records directly to a file.
 - **Print Records** - For automatically printing records.
 - **E-Mail Records** - For sending records directly to a specified e-mail address.
 - **Export Records** - For sending records to bibliographic management program like Endnote, Procite, Reference Manager, or Refworks.
 - **Pocket Records** - For saving records to a Palm "Doc" file that can be hot-synced to Palm Pilot (or other Palm-compatible PDA).

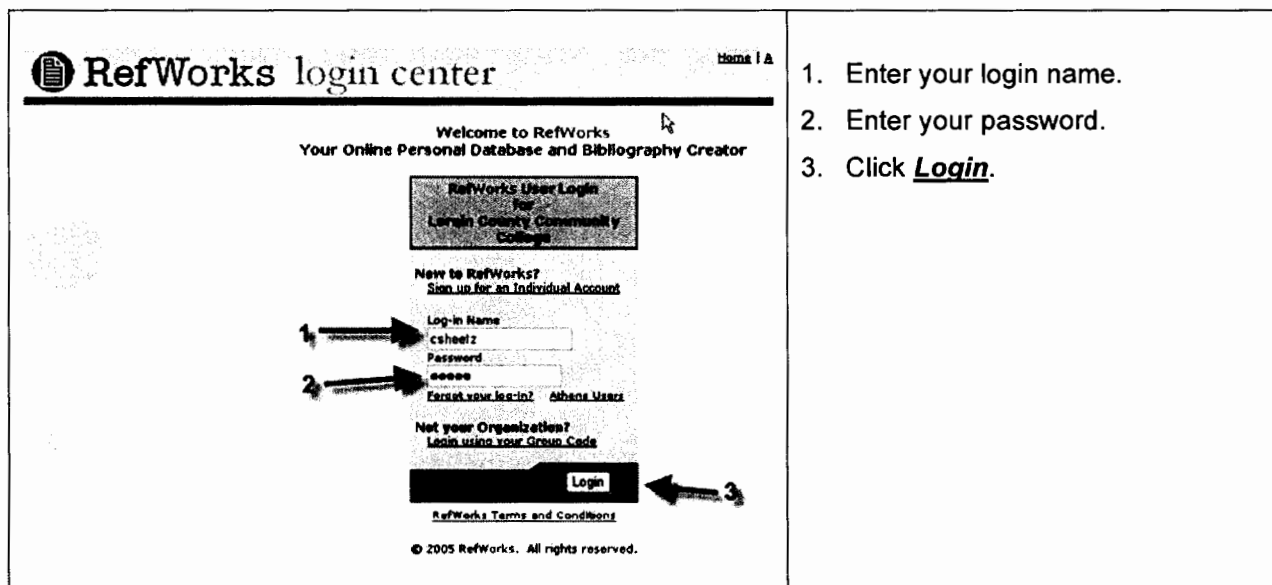
4. The *Stored Records* window will appear.
5. Click the **Export Records** link.



6. The *Export Options* window will appear.
7. Select ***Direct export to RefWorks.***
8. Accept the default setting, *Automatically import into bibliographic manager program.*
9. Click the **Export Now** button.

Importing References into RefWorks

The RefWorks User Login page will open (NOTE: You may need to turn off the browser's pop-up blocker)

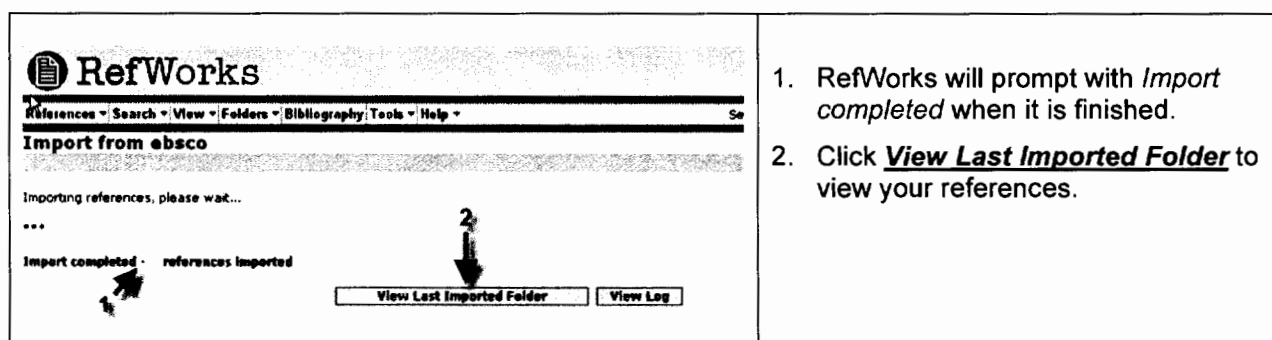


The screenshot shows the RefWorks login center page. At the top left is the RefWorks logo and the text "login center". At the top right is a "Home" link. The main heading is "Welcome to RefWorks Your Online Personal Database and Bibliography Creator". Below this is a box titled "RefWorks User Login For Lorain County Community College". Underneath, it asks "New to RefWorks? Sign up for an Individual Account". There are three numbered arrows pointing to specific elements: arrow 1 points to the "Log-in Name" field containing "csheetz"; arrow 2 points to the "Password" field containing "ecccc"; arrow 3 points to the "Login" button. Below the password field are links for "Forgot your log-in?" and "Athens Users". Further down, it asks "Not your Organization? Login using your Group Code" and has a "Login" button. At the bottom, there is a link for "RefWorks Terms and Conditions" and a copyright notice: "© 2005 RefWorks. All rights reserved."

1. Enter your login name.
2. Enter your password.
3. Click **Login**.

NOTE: If you are in an off-campus location, you will be asked for a Group Code. This code was sent to you in an e-mail when you initially created your RefWorks account. Or call the LCCC Library Reference Desk at 440-366-4106 to get the Group Code.

The RefWorks Import page will open



The screenshot shows the RefWorks Import page. At the top left is the RefWorks logo. Below it is a navigation menu with "References", "Search", "View", "Folders", "Bibliography", "Tools", and "Help". The main heading is "Import from absco". Below this, it says "Importing references, please wait..." followed by "...". A status bar shows "Import completed" and "references imported". There are two numbered arrows: arrow 1 points to the "Import completed" status; arrow 2 points to the "View Last Imported Folder" button. To the right of this button is a "View Log" button.

1. RefWorks will prompt with *Import completed* when it is finished.
2. Click **View Last Imported Folder** to view your references.

RefWorks
Welcome, Chris Sheets, Log Out
Lorain County Community College

References Search View Folders Bibliography Tools Help

Last Imported Folder Switch to: Standard view

Use: Selected Page All in List
Add to My List Put in Folder Remove from folder Global Edit Delete Print

Sort by: Authors, Primary

Ref ID: 284 Journal Reference 1 of 9
Title: Initiative Focuses on Data-Driven Retention Strategies
Authors:
Source: Recruitment & Retention in Higher Education, 2005, 19, 12, 1-2, Magna Publications Inc

Ref ID: 289 Journal Reference 2 of 9
Title: Online Student Tracking System Wins Retention Award
Authors:
Source: Recruitment & Retention in Higher Education, 2005, 19, 12, 2-2, Magna Publications Inc

Ref ID: 286 Journal Reference 3 of 9
Title: Survey Finds Unrespected Relationship between Engagement and Retention
Authors:
Source: Recruitment & Retention in Higher Education, 2005, 19, 12, 3-3, Magna Publications Inc

1. RefWorks will display references in the *Last Imported Folder* window.
2. Switch the view by choosing Standard View, One Line/Cite View or Full View.
3. Click the **OLinks** icon to see if an article is available in full-text, print or microform format.

3. Using the RefWorks Search of Online Databases and Library Catalogs

A limited number of databases, mostly PubMed and Library catalogs, can be searched from within RefWorks and then immediately downloaded into RefWorks. **The OhioLINK catalog is included!**

RefWorks

References Search View Folders Bibliography Tools

All Refe


Use: Solo
Add to My

Advanced
Lookup by Author
Lookup by Descriptor
Lookup by Periodical
Online Catalog or Database
RSS Feed

Ref ID: 246
Title: Library Course Pages
Authors:
Source: Libr. Technol. Rep., 2005, 41, 3, 33-43, Amer.

Ref ID: 249 Journal Reference 2 of 75

1. Go to the **Search** menu in RefWorks.
2. Choose **Online Catalog or Database**.

 RefWorks New RefWorks	1. Choose an <i>Online Catalog or Database to Search</i> .
References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾	2. Enter a <i>Quick Search</i> or an <i>Advanced Search</i> .
Search Online Catalog or Database <small>Request a Z39.50 Site</small>	3. Click on the <i>Search</i> button.
Online Catalog or Database to Search:	
<input type="text" value="OhioLink"/>	
Max. Number of References to Download: 50 <input type="checkbox"/>	
Quick Search for: (Quick Search results are based upon the fields supported by the	
<input type="text"/>	
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

4. Importing Using a RefWorks Filter

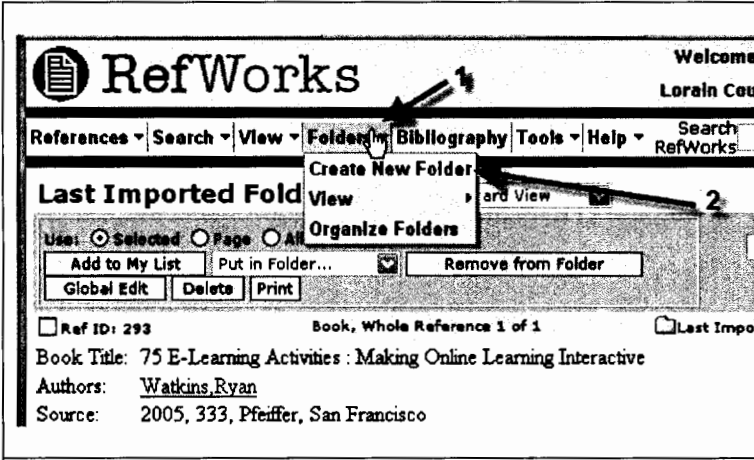
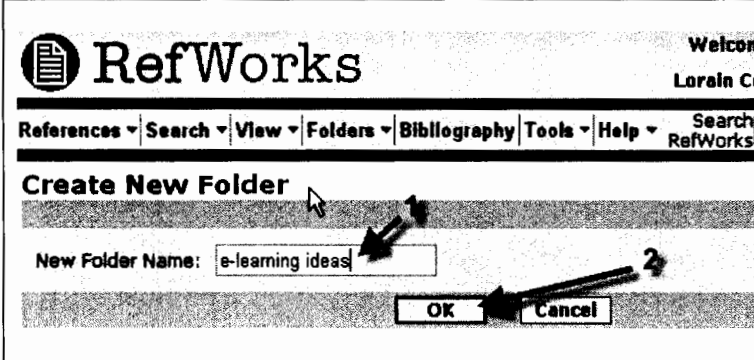
Most research databases provide a means to save selected records in a format that can be imported into RefWorks. Links to online directions prepared by Xavier University for importing from specific databases can be found at:

http://www.xu.edu/library/help/refworks_help.cfm

Manage Your Citations with Folders

You will likely now want to organize your references into folders. You can organize your files any way you want – by your class name or by your research topic.

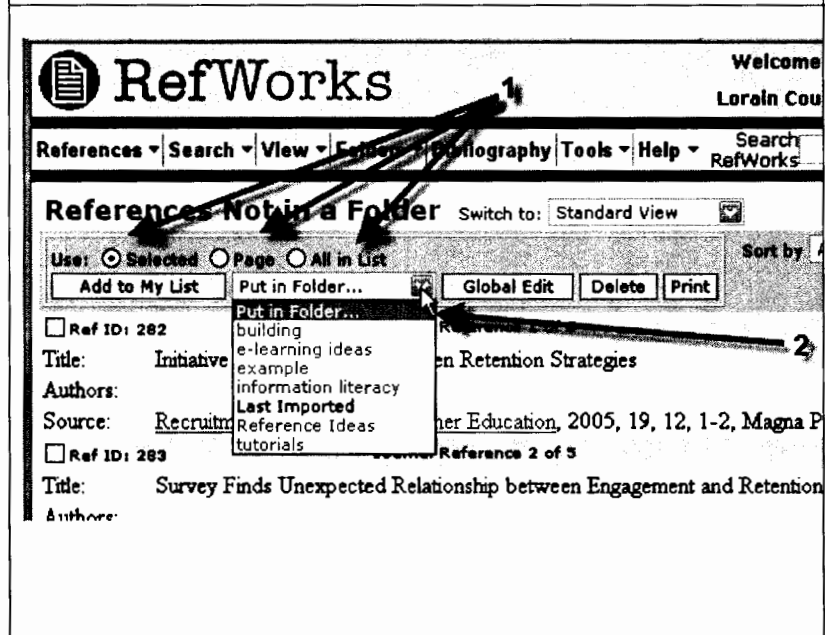
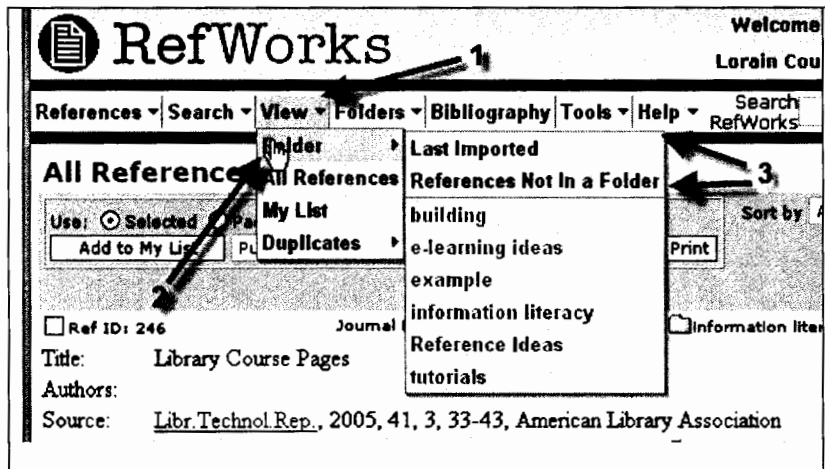
CREATING FOLDERS

 <p>The screenshot shows the RefWorks web interface. The 'Folders' menu is open, and the 'Create New Folder' option is highlighted. A red arrow labeled '1' points to the 'Folders' menu, and another red arrow labeled '2' points to the 'Create New Folder' option. Below the menu, there is a section for 'Last Imported Folder' with a search bar and buttons for 'Add to My List', 'Put in Folder...', 'Remove from Folder', 'Global Edit', 'Delete', and 'Print'. Below that, there is a reference entry for a book titled '75 E-Learning Activities: Making Online Learning Interactive' by Watkins, Ryan.</p>	<ol style="list-style-type: none">1. Within your RefWorks Account, go to the <i>Folders</i> menu.2. Choose <i>Create New Folder</i>.
 <p>The screenshot shows the 'Create New Folder' dialog box. The 'New Folder Name' field contains the text 'e-learning ideas'. A red arrow labeled '1' points to the text input field, and another red arrow labeled '2' points to the 'OK' button. The 'Cancel' button is also visible.</p>	<ol style="list-style-type: none">1. Give the folder a name by typing in the <i>New Folder Name</i> box.2. Click <u>OK</u>.

You can create as many folders as you wish.

Now you need to get your references into the folders.

	<ol style="list-style-type: none">1. Use the <i>View</i> Menu.2. Select <i>Folders</i>.3. Select either your <i>Last Imported</i> folder or your <i>References Not in a Folder</i> folder
--	---



1. Tell RefWorks which references to use:
 - o **Selected** = use the RefID checkbox to select.
 - o **Page** = those references displayed on the page.
 - o **All in List** = all references in the current list.
2. Choose the folder you want to move the references into.
3. When prompted with the *Are you sure ...?* Dialog box, click **OK**.
4. You will receive a success message, just click **OK**.

Create Bibliographies

Quick Bibliographies

RefWorks takes the guesswork out of properly formatting a bibliography.

The screenshot shows the RefWorks web interface. At the top, there is a navigation menu with 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Bibliography' section is active, showing 'List of Output Styles' and 'Request an Output Style'. The 'Output Style' is set to 'MLA 6th Edition'. Below this, there are options to 'Format Paper and Bibliography' or 'Format a Bibliography from a List of References'. The 'File Type to Create' is set to 'HTML'. The 'Include' section shows 'All References (75)', 'My List (0)', and 'References from' with a 'Folder...' dropdown menu. A 'Create Bibliography' button is visible. The 'Document Formats Supported' section lists 'Word for Windows 2000 or later' and 'Word for Mac OS or later'. A sidebar on the right contains a list of folders including 'building', 'e-learning', 'example', 'information', 'Last Import', 'Reference I', and 'tutorials'. Numbered arrows (1-5) point to: 1. The 'Bibliography' menu item; 2. The 'Output Style' dropdown; 3. The 'References from' dropdown; 4. The 'Folder...' dropdown; 5. The 'Create Bibliography' button.

1. Select **Bibliography**.
2. In **Output Style**, choose the citation style you want (e.g., APA, MLA, etc.).
3. In **File Type to Create**, select what kind of word processing or other format you want (HTML, Word, RTF, Text, etc.).
4. Tell RefWorks which citations to **include** in the bibliography. Make sure to choose a folder. If you don't select the citations, the bibliography will have **EVERYTHING** in your RefWorks account.
5. Click **Create Bibliography**.

Your bibliography will appear in another window. You can save it to your computer using the **Save**.

Creating in-text references and footnotes. Using Write-N-Cite, you run an abbreviated version of RefWorks while you work on your paper, allowing you to correctly format in-text references and footnotes instantly. See the RefWorks Help for additional information about the Write-N-Cite feature.

Using RefWorks with Word

You can use RefWorks in conjunction with Word to automatically insert citations to articles in one of a wide variety of formats such as the APA, MLA, or Chicago styles, or the style required for a particular journal.

1. First, you will need to download the Write-N-Cite plug-in on your personal computer.
 - o From within RefWorks, click on Tools / Write-N-Cite.
 - o Download either the Windows or Mac version.

2. Once this is done, you will notice a new option in your Word "Tools" dropdown menu: RefWorks Write-N-Cite.
3. At the point in your document where you wish to insert a citation, click on Tools / RefWorks Write-N-Cite.
4. RefWorks will open; log in.
5. Choose the folder that you need, or leave it as is to view all your references.
6. Click on the "Cite" link, in front of the reference you wish to cite.
7. Click on Bibliography.
8. Choose the output style: APA, MLA, Turabian, or Chicago styles, or the style required for a particular journal.
9. Click on Create Bibliography.
10. Now, go back to your Word document. Depending on the format you chose, you will find a reference to the citation embedded within the Word document, and the beginning of a list of references at the end of the document.

IMPORTANT!

Review the bibliography to make certain that it conforms completely to the bibliographic style you chose. The RefWorks system can only work with the data it has been given and there may be some errors.