Preparing bibliographies

Connecting to RefWorks

- From the Libraries' home page, scroll over the Log into … menu (top right) and select "RefWorks"

- From the RefWorks information page, click on "Login to RefWorks"

PART A – Creating a RefWorks account

- Click on "Sign up for a New Account" and complete the form (a confirmation e-mail will be sent with your login name and password)

- *Note – If you already have an account, simply login*

PART B – Building your personal database of references

There are 4 ways to add references to your personal database:

1. *Using the direct export features available in many databases*
2. *Using the direct export feature in our library catalogue*
3. *Importing references from within RefWorks*
4. *Adding references manually (not covered in this workshop)*

Method 1 – Direct export from databases

- For the following exercise, use the **Academic Search Complete** database

- Open another Internet Explorer tab or window and go the Libraries' home page

- Select the link to Databases (Articles & more)

- In the box "Search for database by:" enter "Academic Search Complete**"** and click "Search"

- Click on the "Academic Search Complete" link (just to the right of "Connect to:")

- Do a search using the words **internet gambling**

- From the list of results, mark some of them by clicking on the **Add to Folder** icons (i.e., blue folder with a + symbol)

- When you have finished selecting articles, scroll to the top and click on **Folder**

- Click on the **Export** button on the right-hand side of the screen, select **Direct Export to RefWorks** and then click **Save**

- Your selected results should automatically be imported within your RefWorks account
- Try adding a PDF attachment into your RefWorks account for one of the articles that you imported:

    a. Download a PDF from Academic Search Complete and save it to your desktop

    b. Browse for the reference in RefWorks using the menu at the top: View -> All References

    c. Click on the Edit icon (which is a little pencil)

    d. Beside "Attachments", click on "Choose file" to browse for the PDF you saved to your desktop

    e. The attachment will now show up as a paperclip icon in your list of references

- *Note – RefWorks recommends that you always double-check a few references once they have been imported in order to verify accuracy and completeness*

Method 2 – Direct export from the CLUES Library Catalogue

- For the following exercise, use **CLUES**, the library catalogue

- Open another a web browser tab and go the Libraries' home page

- Click on **CLUES Library Catalogue (Books & more)**

- Type **electronic music** into the search box

- Click on the "Refworks" icon beside any title that you want to add to your account

- Your selected title should automatically be imported into your RefWorks account

- Repeat for other titles you want to export from CLUES

- *Note – RefWorks recommends that you always double-check a few references once they have been imported in order to verify accuracy and completeness*

Method 3 – Direct export from the discovery search

- For the following exercise, use the discovery search

- Open another a web browser tab and go the Libraries' home page

- Click on "Sneak peek at Beta discovery search"

- Type **political music** into the search box

- Under "Additional actions", mouse over the first open quotation symbol (Export to RefWorks), then click on it.

Method 4 – Importing references from within RefWorks

- The direct export option isn't always available in every database. It's helpful to know that the step-by-step instructions for how to export references from these other databases can typically be found on this page: http://library.concordia.ca/help/howto/refworks-exporting.php

Creating folders and placing references in folders

- On the main screen, select **New Folder**

- Enter a name for your new folder and click **Create**

- Repeat steps to create additional folders, if necessary

- From the View menu, select the "All References" option

- Click beside all relevant references (which adds a check mark beside them) and then direct your mouse over the "Add to" icon (i.e. which is a yellow folder with a green + symbol) and then click on a particular folder

- Repeat steps to organize references in additional folders, if necessary

PART C – Preparing bibliographies

- From within your RefWorks account, click on **Create Bibliography**

- Select an **Output Style** from the drop-down menu. Note: you can use the "Manage Output Styles" to add other citation styles to your list of favourites.

- Select **HTML** as the File Type

- Choose **All References** or select a folder

- Click on Create Bibliography (your formatted list should appear in a new window)

- If the bibliography does not appear follow the instructions in the green box at the bottom right-hand section of the screen

- *Note – Verify the accuracy of any bibliography or list of references created with RefWorks*

PART D – Using Write-N-Cite (also called ProQuest for Word)

The following steps are helpful for using the **Write-N-Cite** plug-in for Microsoft Word from home.

- Download and install Write-N-Cite, following the instructions here:
  http://library.concordia.ca/help/howto/refworks.php#wnc

- Open Microsoft Word, click on the ProQuest tab, and click on "Log In"

- Paste in the "Login Code" that you copied earlier and click "Login"

- Select a citation style in the "Style" section

- Type a sentence (just for practice) and then click on "Insert Citation" and then "Insert New"

- Select a particular reference by scrolling or by clicking on a folder

- Have a look at the preview and use the "Edit Reference" section to make any changes

- Click on "OK".

- Type another sentence and add another citation.

- Click on "Bibliography Options" and then "Insert Bibliography"

- Edit any of your citations by click double clicking on them.

- Save your Word document.

- If you need any help, login to RefWorks through the Concordia Libraries web site and click on Help -> Launch Help File. You may also want to try the tutorial i.e. Help -> Tutorial.

- *Note – Verify the accuracy of any bibliography or list of references created with RefWorks*

PART E – Sharing RefWorks Folders

The following steps are helpful for sharing RefWorks folders for collaborative projects or to disseminate course reading lists.

- Add references into your RefWorks account using the instructions found in the section: **PART B – Building your personal database of references**

- Create a folder and add references into it using the instructions found in the section: _Creating folders and placing references in folders_

- Click on the "Organize & Share Folders" tab

- Choose the folder that you want to share and click the appropriate "Share Folder" button (i.e. yellow folder with a green arrow pointing to the right)

- Confirm that you want to share your folder when prompted by clicking on "Share"

- Select (or deselect) the desired options for your shared folder. For example, if you want to share full-text attachments you will need to select "Show attachments in References" (under Limitations)

- Copy the URL of your shared folder and send it to anyone that you would like to have access.

- Test the shared folder by clicking on the URL.

- For more information on using shared folders see the following RefWorks help page:
  https://www.refworks.com/rwsingle/help/Sharing_your_Database.htm

For more information

- RefWorks at Concordia
  http://library.concordia.ca/help/howto/refworks.php

- RefWorks detailed Help pages
  https://www.refworks.com/refworks2/help/RefWorks2.htm

- Contact our Ask a Librarian service
  http://library.concordia.ca/help/questions/

- Contact ProQuest for technical help with RefWorks:
  United States & Canada (toll free): +1 800 889 3358