

Introduction to RefWorks 2.0

An online reference manager offered through the UNT Libraries
and available to all UNT students, staff and faculty

How can RefWorks help you? RefWorks is your one-stop shop for using references in your research papers. With RefWorks you can...

- Keep track of the references you find
- Add these references to your paper
- Build a reference list within your paper

Learning outcomes of this handout: After working through this handout, you will know how to . . .

- access RefWorks
- create folders
- add and import references to folders
- edit and display references
- create parenthetical citations and bibliographies using Write N Cite

If you have further questions, visit a UNT librarian or go to AskUs on the UNT Libraries homepage at www.library.unt.edu.

I. **Accessing RefWorks**

- A. Go to the UNT Libraries homepage at www.library.unt.edu.
- B. Select **Electronic Resources** from the left-hand column.
- C. Select the letter **R** from the top of the next screen.
- D. Scroll down the R resources and select RefWorks.
- E. Before you can use RefWorks, you must establish your individual account. Select **Sign up for an individual account**.
- F. When you sign up, create a **unique** username and password (NOT your EUID). Submit the registration and you will receive an email from RefWorks telling you the UNT Group Code, which you will need for remote access. Be sure to make a note of the code. _____
- G. After signing up, you only need to enter your username and password when using RefWorks on-campus. If off-campus, you'll also need to enter the Group Code.

H. Your account resides on the RefWorks server even after you graduate, as long as UNT retains its subscription.

II. Creating a new reference

A. Click on the button which says **New Reference**. (Above the breadcrumb toolbar)

1. Choose the citation format you wish to use from the drop down menu which says “View fields used by:” You may need to add your preferred citation styles the first time you use the software. To do so, open the drop down menu and scroll down to the bottom where it says “Access Output Style Manager...” This will show you a long list of the citation and journal style formats RefWorks uses.

2. There is a place for attachments which allows you to browse for a file and attach it in RefWorks. You can keep files or PDFs of the articles there.

3. Enter the citation information in the appropriate fields and click on **Save Reference**, unless you are adding multiple references, then select **Save and Add New**. RefWorks shows you the fields used by your preferred style. You can see other fields by clicking on the link reading Additional Fields. Some of these include Abstract, Notes, and Personal Notes, which can offer useful options.

Tip: When you enter the author’s name, type the last name followed by a comma, and then add the first name WITH NO SPACE BETWEEN the comma and the first name. It’s a RefWorks thing ;)

B. *Activity: Enter a citation and save it.*

III. Creating folders for your citations

A. RefWorks’ default page is All References, which is a library of all the references that you add or import to the software.

B. Folders are used to organize your citations in RefWorks. There is a **New Folder** button just below the RefWorks header/toolbar, and a tab for **Folders** just below the breadcrumbs bar.

C. Click the button link which reads **New Folder**. Name your folder and click **Create**. You can name the folder for a class you are taking, or a paper you are writing.


D. Go to the **Folders** tab. It will show your list of folders along with the number of items in each one.

E. You can rename, delete or clear your folders by using the icons on the right..

F. *Activity: Create two new folders in your account.*

IV. Importing references to your folders

Most of the time you’ll want to import citations from databases that you are searching. Many database interfaces are compatible with RefWorks, so you can export citations from them directly into your RefWorks account. Some databases, notably in the sciences, require another step to import the citations into RefWorks. You can also import records from the UNT Library Catalog.

- A. Go to Academic Search Complete in EBSCOHost and do a search for your topic. Open a record that is of interest to you.
- B. Click on the Export icon at the top right of the record; and then select “Direct Export to RefWorks” on the Export Manager screen.
- C. The citation will be imported into the **Last Imported Folder**. A pop up screen will appear with three buttons. Ignore the first two and click on the button in the lower right hand corner which says **Last Imported Folder**. From there, you can a) add it to one or more folders, using the icon of a folder with a green plus mark under the **Folder tab**; b) add it to My List in the same way, and c) delete it from the Last Imported Folder. The citation is automatically added to All References. Everything will disappear from the Last Imported Folder the next time you import something. 
- D. **Tip:** Remember to click the check box for the articles you want to move. The error message pops up in the lower right side and you may overlook it.
- E. You can add notes to the reference, such as the important pages in the document, by using the Edit function. The section for Personal Notes is good for this.
- F. **WARNING:** If you delete a reference from All References, it will also be deleted from all folders!
- G. *Activity: Do a search in Academic Search Complete. Export references of interest to your RefWorks folders.*

V. **Adding website references to your folders using RefGrab-It**

(not available at Libraries’ public computers)

You will need to download RefGrab-It to your home computer. Go to **Tools** – RefGrab-It for the download directions. A button will be added to your browser’s toolbar. It will then put the website’s information in the proper citation format so you can make citations to it.

VI. **Editing and displaying references**

- A. You can easily add or delete information from a reference by going to the All References or Folder view and selecting **Edit** at the far right of a reference listing.
- B. **Tip:** This is a good place to insert notes about the information you want to cite from each reference. Use the **Personal Notes** feature for this.
- C. Selecting **View** at the top right of the Edit Reference screen allows you to see the newly edited reference.
- D. When you are in the All References or Folder views, you can pick a display format for the references. At the right of the References tab, there is a drop-down menu that defaults to Standard View. Select the arrow to choose One Line/Cite View or Full View. **Note:** You must be in One line/Cite view to cite the articles when using Write N Cite.
- E. *Activity: Edit one of your references, and then select **View** to see the changes you made. Return to the All References or Folder view and change the display format of your references.*

VII. Using Write-N-Cite Open Word and then launch Write-N-Cite from the shortcut in the Office folder. Write-N-Cite will insert references into your paper.

- A. You will need to download Write N Cite to your home computer. Go to **Tools – Write-N-Cite** for the download directions and download it to your computer.
- B. Open Word. Then open Write-N-Cite by clicking the icon on your desktop. You will have to log in using your RefWorks username and password. To keep your reference list as the top window, select the “Always on top” option at the top left of the Write-N-Cite window. The top bar on the window tells you to which Word document Write-N-Cite is linked. You can change this by opening or moving to another Word document
- C. Inserting in-text references
 1. Start typing your document. When you come to a location where you want to insert a parenthetical reference, place your cursor there.
 2. Move to the Write-N-Cite window and select **Cite** to the left of the correct reference. The software inserts a code for the reference, which will be completed when you finish the document.
 3. If you want an additional citation in the same location, select **Cite** to the left of the next desired reference. Separate them with a comma.
- D. Creating a bibliography
 1. When you are done typing your document, go to the Write-N-Cite window and select **Bibliography** from the toolbar.
 2. Select the writing style manual you use from the drop-down menu.
 3. Click on the **Create Bibliography** button.
 4. Write-N-Cite creates a new Word document with the prefix Final-. The parenthetical references have been inserted and the bibliography created.
- E. *Activity: Type a paragraph in a Word document and insert references using Write-N-Cite. When the essay is complete, create a bibliography in Write-N-Cite.*
- F. **VIII. Learning more about RefWorks**
 - A. Try the Tutorials under Help on the RefWorks toolbar.
 - B. Visit a UNT Librarian. Go to <http://www.library.unt.edu/ris/ask-us> to see the many ways you can ask a UNT librarian a question.