

## What is RefWorks?

Refworks manages citations, and creates bibliographies or in-text citations. Import library database records into RefWorks to organize information for your classes, research, and more! RefWorks is a time saving tool for large projects, but it is not recommended for projects with few citations.

## Where is RefWorks?

From the **library homepage** (<http://lib.mnsu.edu/>)

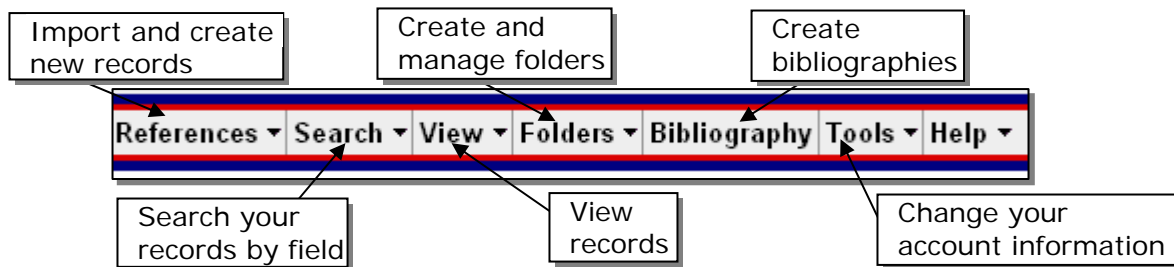
1. Select **Databases A-Z** from the sidebar
2. Click on **R** and select **RefWorks**

## Opening an Account

**1<sup>st</sup> time users:** You must **create a free account**

On the library's RefWorks page, select **Create an Account**

## RefWorks Toolbar



## Creating and Managing folders in RefWorks

Organize your citations into folders by class, topic, etc.

Select **Folders** from the RefWorks toolbar and then **Organize Folders**. From the Organize Folder page create, rename, and delete folders.

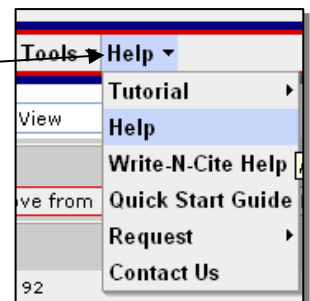
## Using RefWorks Off Campus

You can use RefWorks off-campus by entering the **group code** for MSU. The code is within the new registration email you receive when creating a RefWorks Account. When off campus, enter the group code by clicking **Not your Organization? Login using your Group Code** link on the RefWorks log-in page.

## Getting Help

There are numerous ways to get help with RefWorks

1. Online Guides
  - a. Within RefWorks, select the **Help** dropdown menu from toolbar
  - b. The **Using RefWorks** section of Memorial Library's RefWorks page at: <http://lib.mnsu.edu/lib/refworks.html>
2. In-Person Consultations
  - a. Request a consultation with a librarian to discuss issues with your RefWorks account by selecting **Get Help with Research** under **How Do I...** from the library's homepage




## Exporting from Academic Search Premier



### Direct Export to RefWorks

#### 1. Log-in to RefWorks


[Visual Rhetoric in the Curriculum](#). By: Brumberger, Eva R..  
Business Communication Quarterly, Sep2005, Vol. 68 Issue 3,  
p318-333, 16p, 2 graphs; DOI: 10.1177/1080569905278863; (AN  
17905867)

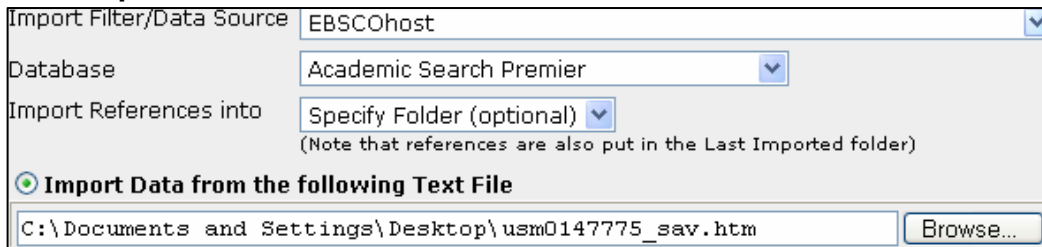


2. Add the desired records to the folder
3. To view records in your folder select  **Folder has items.**

4. Select  **Save to Disk** and then click the **Bibliographic Manager** tab.
5. Select  **Direct Export to RefWorks.** and then select **Save**.
6. The RefWorks window should flash resulting in the records being placed in the **Last Imported** folder.

### Manually Export to RefWorks:

1. Follow steps 1-4 above.
2. Select  **Citations in a format that can be uploaded to bibliographic management software.** and click **Save**.
3. The records will be displayed. At the top of the browser window select **File** then **Save As...**
4. Select a location to save file, and type a file name. Choose **Text File** as the **Save As Type**.
5. Log in to **RefWorks**. Select **Import** under **References** from the toolbar.
6. Select EBSCOhost as the **Import Filter/Data Source** and Academic Search Premier as the **Database**.
7. Select the **Browse...** button to find the text file saved to your computer.
8. Click **Import**.
9. Your records should appear in the **Last Imported Folder**.




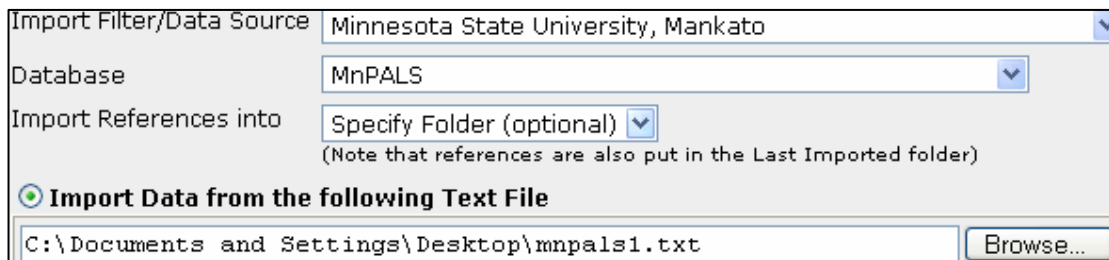
Import Filter/Data Source: EBSCOhost  
Database: Academic Search Premier  
Import References into: Specify Folder (optional)  
(Note that references are also put in the Last Imported folder)

**Import Data from the following Text File**

C:\Documents and Settings\Desktop\usm0147775\_sav.htm **Browse...**

## Exporting from MnPALS: MSU Library Catalog

1. After you perform your search in MnPALS, select items by checking the box to the left of each record to be exported.
2. Click on **Save/Mail** located above the results list.
3. Change **Record format** to **RefWorks format**. Click the **Go** button
4. **Click  **Save Selected** to save the file on your PC.**
5. The selected records will be displayed. At the top of the browser window, select **File** then **Save As...**
6. Select a location to save the file, and type a file name. Then select **Text File** as the **Save As Type**.
7. Log in to **RefWorks**. Select **Import** under **References** from the toolbar.
8. Select **Minnesota State University, Mankato** as the data source. and under **database** select **MnPALS**



Import Filter/Data Source: Minnesota State University, Mankato  
Database: MnPALS  
Import References into: Specify Folder (optional)  
(Note that references are also put in the Last Imported folder)

**Import Data from the following Text File**

C:\Documents and Settings\Desktop\mnpals1.txt **Browse...**

*instructions continues above...*

9. Select the **Browse...** button to find the text file saved to your computer.
10. Click **Import**.
11. Your records should appear in the **Last Imported Folder**.

## Exporting Records from Other Databases

Each database exports records differently to RefWorks and has separate exporting instructions. Exporting instructions for most library databases can be found through the RefWorks website:

1. Go to Memorial Library's RefWorks page at <http://lib.mnsu.edu/lib/refworks.html>.
2. Select **RefWorks Quick Start Guide** under **Using RefWorks**
3. Scroll down and select the database name to view instructions

**Note:** This guide lists interfaces (e.g. design) rather than database names. Go back to the database you are searching. Does the top of the screen display EbscoHost, CSA, or ProQuest, etc? If you are not sure of the interface, ask a librarian.

## Creating a Bibliography

1. Click **Bibliography** on the RefWorks toolbar.
2. Under **Output Style**, select the desired style such as APA or MLA.
3. Click **Format a Bibliography from a List of References**.
4. Under **File Type**, select the file type you wish to create (Text, HTML, RTF, Word).
5. Under **Include**, select **All References**, **My List** or **References from <folder name>**
6. Click **Create Bibliography**.

NOTE: If your computer blocks pop up windows, the reference list will be blocked. Click the **Download it** button to save the bibliography to your computer

**Bibliography created with 9 references.**

Your reference list should download automatically. If it doesn't, [Download it](#)

Download not working? [E-Mail it](#) to

Source: RefWorks Help: <http://www.refworks.com/Refworks/help/Refworks.htm>

## Creating In-text Citation with Write-N-Cite

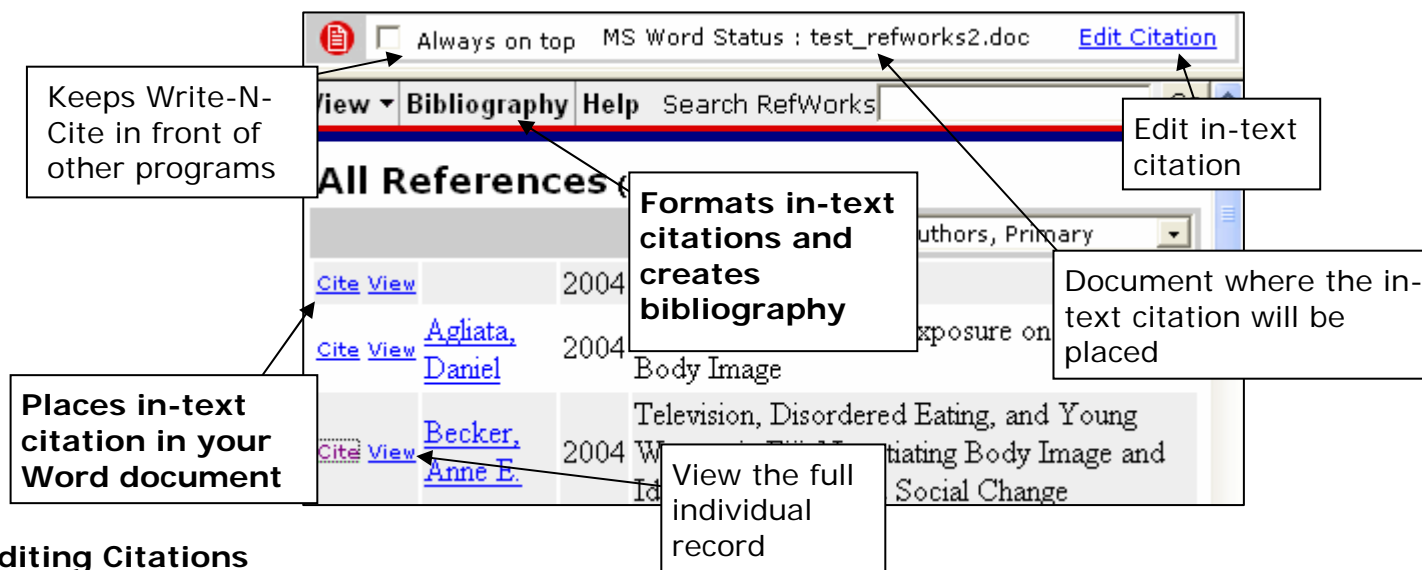
Write-N-Cite is an additional feature of RefWorks, which must be downloaded and installed on your computer before it can be used. Once installed, use Write-N-Cite, with Microsoft Word, to add in-text citations from RefWorks into your Word document.

1. To download Write-N-Cite, select **Tools** from the RefWorks toolbar and then **Write-N-Cite**.
2. Install Write-N-Cite
3. To launch Write-N-Cite:
  1. Within Word by clicking the toolbar button
  2. Launching the program from the Write-N-Cite icon on your desktop
  3. Clicking the **Start** menu and selecting RefWorks from **Programs**.
4. When the login dialog box appears, enter your user name and password and click **Login**.
5. Click the box next to **Always on Top** to keep Write-N-Cite on top of all other programs including Word.
6. The Write-N-Cite window provides only the essential items to allow more viewing area for your references.
  1. Use the **Search RefWorks** feature to search through references.
  2. To see the full reference, click the **View link** button.

**You CANNOT edit RefWorks records from the Write-N-Cite window. You can only edit the in-text citations.**

## Citing References

1. From your Word document, click where you want the reference inserted.
2. Switch to Write-N-Cite and click the **Cite** link next to the specific reference. Write-N-Cite automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. e.g. `{{222·Becker,·Anne·E·2004;·}}`  
This is called a Citation Placeholder and it is what RefWorks reads when formatting your paper. **It is not what your final citation will look like.**
3. To cite a second reference in the same location, click the **Cite** link for the second reference. The reference information is automatically inserted in the same set of curly brackets.



## Editing Citations

To edit an existing citation placeholder

1. In Word, place your cursor within the double curly brackets of the citation placeholder you wish to modify.
2. The **Edit Citation** link will appear in Write-N-Cite and you can make any edits you desire. When the **Edit Citation** link launches the **Citation editor** which allows you to:
  - preview your reference in an output style of your choice
  - modify how your citation will appear in-text or in a footnote
3. Make sure you "**save to Word**" any changes you make using the **Citation Editor**.

When you make any changes using the **Citation Editor**, your citation placeholder (the temporary citation used by RefWorks to read and format your paper) will appear like this:

Before using the **Citation Editor**:

```
{{14578 Babcock, L.E. 1988; }}
```

After using the **Citation Editor** to add a page number and text:

```
{{14578 Babcock, L.E. 1988/p text before /f text after; }}
```

## Formatting Your Paper and Creating a Bibliography

1. Within Write-N-Cite, click **Bibliography** to generate the formatted paper.
2. Select the correct **Output Style** and select **Create Bibliography**.
3. The program creates the formatted paper as a *new* document with the document name preceded by the word "Final". For example, a document named **Test.doc** would be formatted with the name **Final-Test.doc**. Remember, if you need to make edits to the document, be sure to edit the original document and re-create the formatted document by running the bibliography process again.