



What is RefWorks?

RefWorks is a no-cost, web-based service, provided by the KSU Library that allows users to create a personal resource database and manage their electronic files. Users can develop a customized database to organize and retrieve bibliographic references, produce bibliographies that conform to a designated bibliographic style, and access your citations through the Web from any location.

RefWorks allows you to:

- Create your own account
- Develop a customized database to organize and retrieve bibliographic references relevant to your specific area of interest
- Manage, sort, and edit your references
- Generate bibliographies that conform to a designated bibliographic style

Accessing RefWorks

RefWorks is available at – <http://www.refworks.com/refworks> or through the Libraries' homepage – <http://library.kent.edu> under the *Research* section.

Because RefWorks is a KSU subscription, you will need to authenticate using the KSU proxy server or VPN (details at www.library.kent.edu/offcampus) to use it from off campus.

Alternatively, RefWorks provides a group code login that will also establish you as a valid user. RefWorks emails you this group code when you first setup a RefWorks account. For Kent State Users it is RWKentSU (case sensitive).

Creating a new account

RefWorks is available to any valid KSU student, faculty, or staff member. You must be on campus or using the Kent VPN off campus (<http://www.library.kent.edu/offcampus>) to create an account. *You must create an account to use and navigate the website.*

1. Go to RefWorks: <http://www.refworks.com/refworks> or KSU Library: <http://www.library.kent.edu/page/11033>
2. Click on **Sign up for an Individual Account** link.
3. Complete the New **User Information** box.
4. Click **Register**.
5. You will receive an email confirmation with your registration information.

Adding References to your RefWorks Account

References can be entered manually or from databases using either of the following methods:

Entering References Manually:

1. In the RefWorks toolbar, click on **References** and then select **Add New Reference**.
2. Under the In Folder(s) menu select the folder for your reference(s). If you select none, the reference will be saved to **References Not in a Folder**.
3. Under **View fields used by** select the citation style you want to use. For example, **APA- American Psychological Association, 5th Edition**.
4. The workform will display checked fields that are mandatory for that citation style. Complete the workform for the type of reference you wish to enter.
5. Save Reference

NOTE: Author names should be entered last name first followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period.

Each entry must be separated by a semi-colon.

Example: Smith, J.R.; Jones, Robert K.; Adams, Mary; etc...

Importing References from a Database:

Two ways to get started:

1. Log in to your RefWorks account and then connect to your database, search, and identify references you wish to import into RefWorks.
2. or, Do the search in the database. In many databases, indicating you wish to do a “direct export to RefWorks” will take you to a RefWorks login screen.

The steps for exporting references to RefWorks change slightly depending on the database. Several examples follow:

EBSCOhost Databases (examples include: *Academic Search Complete, America: History and Life, Education Research Complete, MLA Bibliography*)

1. From the Result List, click **Add** (to folder) for the records you want to import, and as you do this you will see on the right hand side of the screen that it displays **“Folder had items.”**
2. When finished adding items, click **Folder view**.
3. In the Folder List window, **Select** the items you wish to output and click, **Export**.
4. In the Save window, select **Direct Export to RefWorks**.
5. **Check** “Remove these items from folder after saving” if you want to clear your folder.
6. Click **Save**. In the RefWorks window you will see a message that the database records were imported into your RefWorks account and placed in the Last Imported Folder.

OSearch Databases (examples include: PsychINFO, Education Abstracts, GeoRef)

1. From the *Title List* of your search results, click Store to mark the records you want to import
2. When you have finished searching and are ready to export citations, click **Stored Records** at the top of the screen, and the *Stored Records* window will appear.
3. Click the **Export Records** link, and the *Export Options* window will appear.
4. Select **Direct Export** to *RefWorks*. Don't make any other changes to the screen.
5. Click **Export Now**. This will take you into your RefWorks account and you will see a message that you have imported database records into your RefWorks account. References will automatically be added to a Last Imported folder. You can then choose to add these references to other folders.

KentLink

1. After you do a search and get the Search Results list, click the Add to Folder button for the records you want to import.
2. Then click **View Folder** at the top of the screen.
3. On the *Manage Folder* screen, click **Export Folder**.
4. In the window that is displayed, choose **End-Note/RefWorks**.
5. Click **Local Disk** and then click **Submit**.
6. In the *File Download* window, click **Save**.
In the *Save As* Window, choose the location to save your file.
The default name for your file is **export.txt**. Change the file name if you prefer.
From the **Save as type** dropdown box, choose **Text Document**.
Click **Save**.
In the **Download Complete** window, click **Close**.

OhioLINK Electronic Journal Center

1. At the *Search Results* page, click on the article title for a citation you want to export into RefWorks. **Electronic Journal center citations have to be exported one at a time.**
2. At the article's description, go to the box in the right-hand corner that usually shows an image of the journal cover. Use the pull-down menu at **Format/export as** and choose **RefWorks**.
3. Press **Go**. In the *RefWorks* window you will see a message that the reference has been imported into our *RefWorks* account. The references will automatically be added to the Last Imported Folder. You can then move this reference to specific folder. If it is not moved and another reference is subsequently imported, the new record will show in the *Last Imported Folder* and the previous records will go to *References Not in Folder* folder.

Creating a Folder to Organize References

1. Click on **Folders** in RefWorks toolbar and select **Create New Folder**. Type in a folder name and click **OK**.
2. Returning to “Last Imported Folder”, click on **All in List** and then select your new folder name from the “Put in Folder” pull-down menu.
3. Go back to *Folders* in the *RefWorks* toolbar and View the “References Not in a Folder” selection. Any references that were either input manually or imported which were not sent directly to a designated folder will be located here.

Generating a Bibliography

1. Click on **Bibliography** in the *RefWorks* toolbar and select **Format a Bibliography from a List of References**.
2. Next to Output Style, choose the desired citation format from the pull-down list.
3. Choose the type of file you wish to create (HTML, RTF, or a Word File) and specify the folder that had the references you wish to put in your bibliography (or click My List if it has references from this session that you wish to use).
4. Press the **Create Bibliography** button. You will be given the choice to *Download it* as well as to *Email it*.

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

You may wish to create a bibliography containing individual references that you select from one or more of your RefWorks Folders. To do this, from a list of references in any of your folders

1. Click the boxes to the left of the desired references
2. Find and click the **Add to My List** button
3. When finished selecting references, follow steps 1-4 listed above

Other Features

On the right-hand side of the toolbar, you will see a Search box. This function as well as the Search option in the toolbar will enable you to search your database.

Note the Help choice in the toolbar. Very useful information is found here under Help. There is also a good tutorial.

More specific tips on importing from various databases can be found at <http://www.library.kent.edu/page/11064>