



university of
 groningen

library



RefWorks

Manual

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1. What is Refworks?

RefWorks is an application that helps you manage your references. In Refworks you create a database in which you enter all your references. This database enables you to keep track of your literature.

From your database you can easily generate bibliographies, with a wide choice of possible formats (for example APA, Chicago or MLA). These bibliographies can be separate lists of references, but also lists that are part of a Word document.

Refworks is web-based: you can access your database after logging in through the RefWorks website. No software needs to be installed on your pc¹, your database can be accessed worldwide. However, using your database offline is also possible. Another interesting feature is the possibility to share your database with other users.

This manual is based on the RefWorks 2.0 interface.

¹ Only when using Write-N-Cite, a tool must be installed in Word, see chapter 7.

2. Creating an account

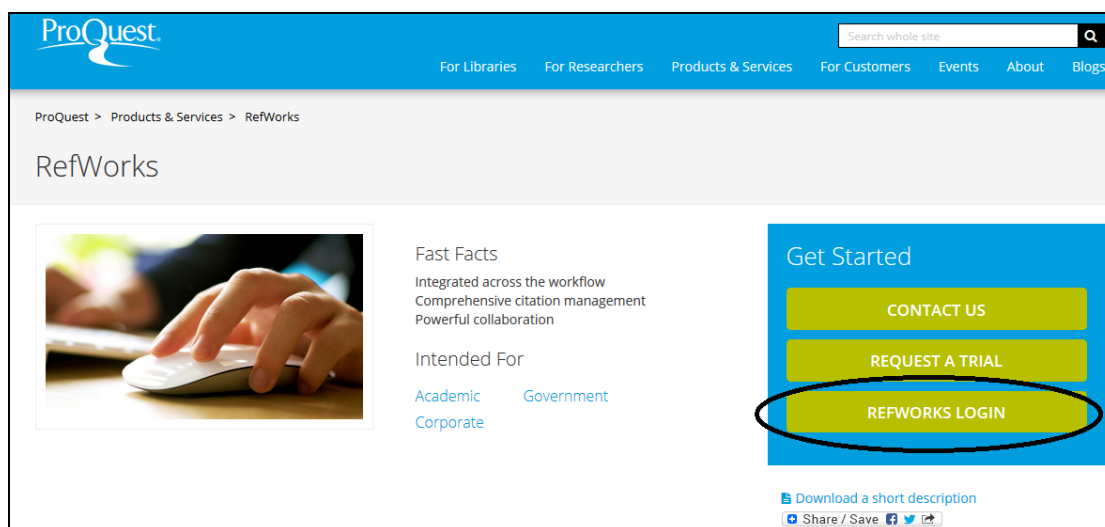
Inside the University of Groningen

If you are working on a computer which is part of the university network, RefWorks can be started from the Start menu.

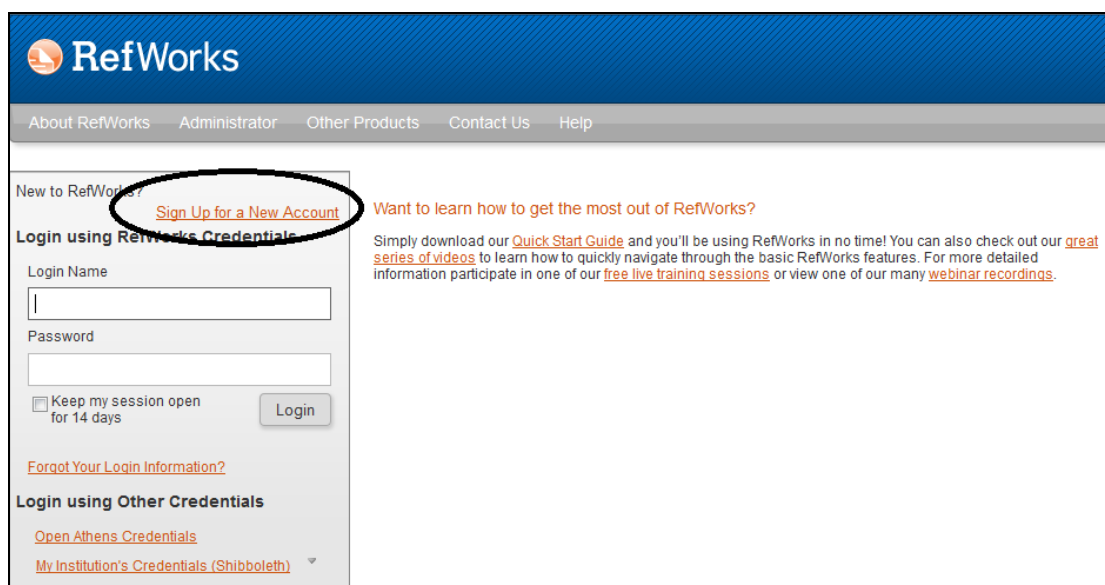
⇒ Go to *Start > All Programs > Library Services > Reference Management > RefWorks*.

You can also go directly to the RefWorks website:

<http://www.refworks.com>.



⇒ Click on *Login*. You will be directed to the *RefWorks login*-page.



⇒ Next, click on *Sign up for a New Account*.

The screenshot shows the RefWorks 'Create Account' form. The form is titled 'Create Account' and is divided into three steps: Step 1: Account Information, Step 2: User Information, and Finished. The form includes fields for Email Address, Re-enter Email Address, Login Name, Password, and Re-enter Password. A 'Next' button is highlighted with a red circle at the bottom right of the form.

⇒ Fill out the form and click on *Create Account*.

After creating your account, you will receive a confirmation e-mail with your login name and password. In this e-mail you will also find the 'group code', a login code for the institution that you belong to. RefWorks will sometimes ask you to enter this code. With the group code you can identify yourself as a RefWorks-user from the University of Groningen.

Outside the University of Groningen

Open RefWorks using this proxy-link:

<http://www.refworks.com.proxy-ub.rug.nl/refworks>

An alternative way is to open RefWorks via the library website:

Go to <http://www.rug.nl/library>, click *Electronic Databases* and select RefWorks in the long alphabetical list of databases.

- ⇒ Log in with your je s-number (students), P-number (staff), of CML Proxy-account (UMCG-staff).
- ⇒ Click *Sign up for an Individual Account*.
- ⇒ Fill out all the fields and click *Register* to create your account.

3. Logging in

The fastest way to log in:

→ Go to <http://www.refworks.com/refworks>

→ Log in with your RefWorks-login name and password.

The routes to open RefWorks described in the previous paragraph (2. *Creating an account*) are also possible. If you are logging in from outside the RUG computer network, you will sometimes be asked to enter the group code. This group code can be found in the confirmation e-mail that you received when you created your RefWorks-account.

4. Exporting references to RefWorks

Direct export

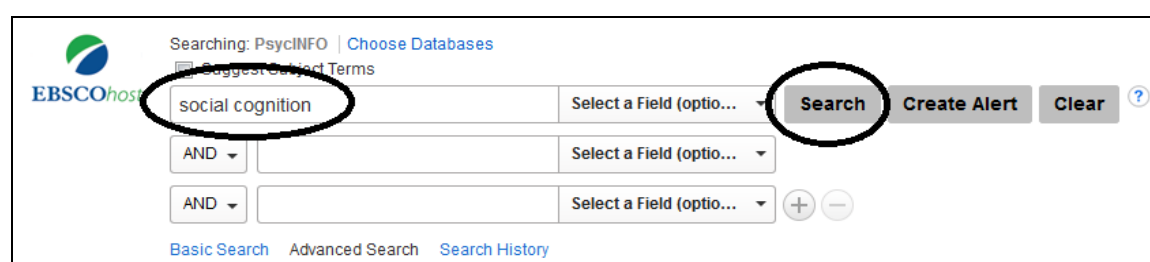
You can export references to your database using Direct Export from the databases that are available through the EBSCOhost-platform (PsycINFO and MEDLINE among others). It is a fast, user friendly and almost automatic way of getting references in your RefWorks database. Other databases, for instance Web of Science and Google Scholar, have export procedures that are very similar to Direct Export. More and more catalogues as well offer direct export functionality. Look for terms like: 'cite' or 'export'. Direct Export through EBSCOhost is explained step-by-step in the example below.

- ⇒ Open PsycINFO. This database can be accessed through the library website: <http://myuniversity.rug.nl/infonet/studenten/bibliotheek/> (for students) or <http://myuniversity.rug.nl/infonet/medewerkers/bibliotheek/> (for staff members)
- ⇒ Click *Electronic databases*.
- ⇒ In the alphabetical list scroll down to *PsycINFO* and click the *www* link to open this database.

Psychology of Classroom Learning	www	RUG	
Encyclopedisch naslagwerk over de onderwijs- en leerpsychologie			
PsycINFO	www	RUG	info
De internationale bibliografie voor de psychologie en haar randgebieden			
PsycTHERAPY	www	RUG	info
Database van APA met demonstratievideo's van psychotherapie sessies			


PsycINFO will now be opened.


- ⇒ Do a search in PsycINFO, for example, search for *social cognition*.



Searching: PsycINFO | [Choose Databases](#)
 Suggest Search Terms
social cognition Select a Field (optio... Search Create Alert Clear ?
AND Select a Field (optio...
AND Select a Field (optio... + -
[Basic Search](#) [Advanced Search](#) [Search History](#)

This simple search will give about 36.000 hits.

If you want to export more than one title to RefWorks, you can put these titles in a folder within PsycINFO first. Next to each title in the results list you will find a *Print/e-mail/save* button , enabling you to place a publication in the folder.

⇒ Click the  button next to several publications to place these in the folder.



1. **Effects of nicotine on social cognition, social competence and self-reported stress in schizophrenia patients and healthy controls.**



Drusch, Katharina Lowe, Agnes Fisahn, Katrin Brinkmeyer, Jürgen Musso, Francesco Mobascher, Arian Warbrick, Tracy Shah, John Ohmann, Christian Winterer, Georg Wölwer, Wolfgang ; European Archives of Psychiatry and Clinical Neuroscience, Vol 263(6), Sep, 2013. pp. 519-527. [Journal Article]

Subjects: Competence; Nicotine; Schizophrenia; Social Cognition; Stress; Adulthood (18 yrs & older); Young Adulthood (18-29 yrs); Thirties (30-39 yrs); Middle Age (40-64 yrs); Male; Female

Cited References: (65)

Academic Journal

Get it!

The  button now has changed to a yellow folder , to indicate that the publications have been placed in the folder.

⇒ Using the *Share* link, you have the option of saving 20 results at once in the folder.



Search Results: 1 - 20 of 32,086

1. **Effects of nicotine on social cognition, social competence and self-reported stress in schizophrenia patients and healthy controls.**

Drusch, Katharina Lowe, Agnes Fisahn, Katrin Brinkmeyer, Jürgen Musso, Francesco Mobascher, Arian Warbrick, Tracy Shah, John Ohmann, Christian Winterer, Georg Wölwer, Wolfgang ; European Archives of Psychiatry and Clinical Neuroscience, Vol 263(6), Sep, 2013. pp. 519-527. [Journal Article]

Subjects: Competence; Nicotine; Schizophrenia; Social Cognition; Stress; Adulthood (18 yrs & older); Young Adulthood (18-29 yrs); Middle Age (40-64 yrs); Male; Female

Cited References: (65)

Academic Journal

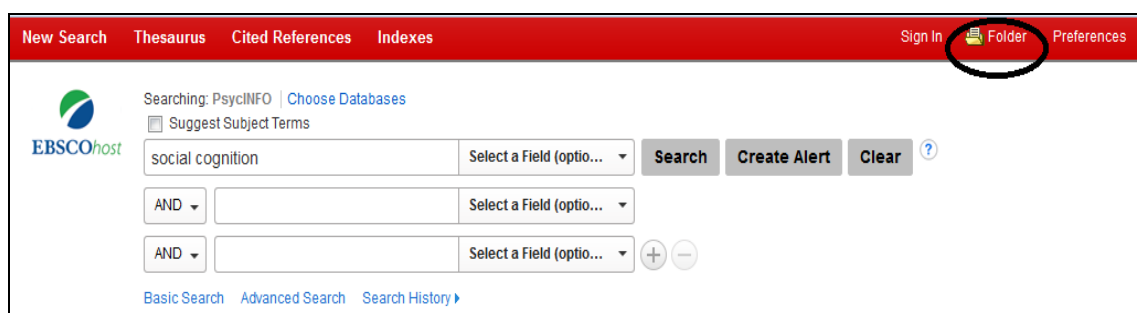
Get it!

Relevance ▾ Page Options ▾ **Share ▾**

Add to folder:
 Results (1-20)
 Add search to folder: social cognition

Create an alert:
 E-mail Alert  RSS Feed

⇒ Now go to the contents of the folder, by clicking on the *Folder* link in the red bar at the top of the screen.



New Search Thesaurus Cited References Indexes Sign In **Folder** Preferences

Searching: PsycINFO | Choose Databases

Suggest Subject Terms

social cognition Select a Field (optio... Search Create Alert Clear ?

AND Select a Field (optio...
AND Select a Field (optio... + -

Basic Search Advanced Search Search History ▶

You are now on the *Folder Contents* page. Here you can print, e-mail, save or export the references.

- ⇒ First select the references that you want to export by marking them in the list, or use the *Select All* option.
- ⇒ Click *Export* (the icon with the page and the arrow).



This Export button can also be found on each page with the complete presentation of a publication. That way you can also export separate titles to RefWorks, without placing them in the folder first.

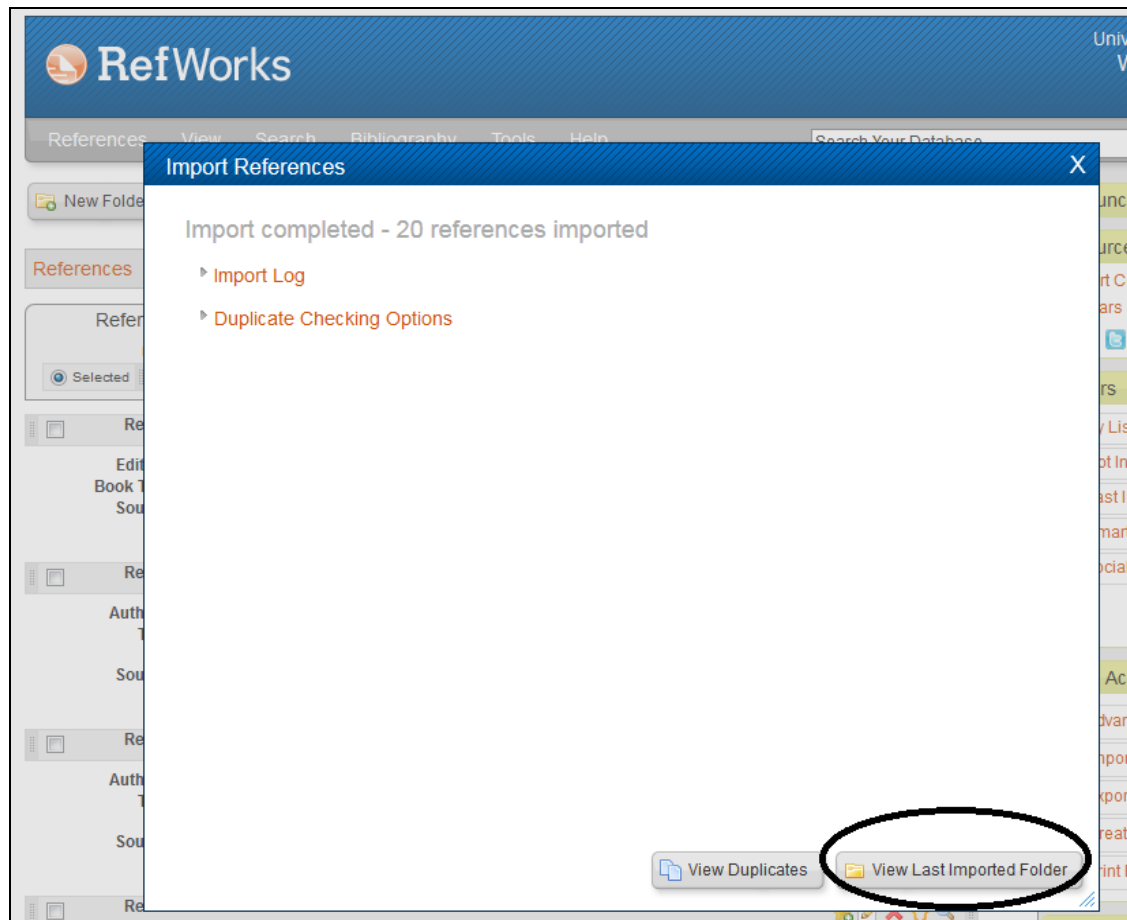


After clicking the Export button, the *Export Manager* page appears.

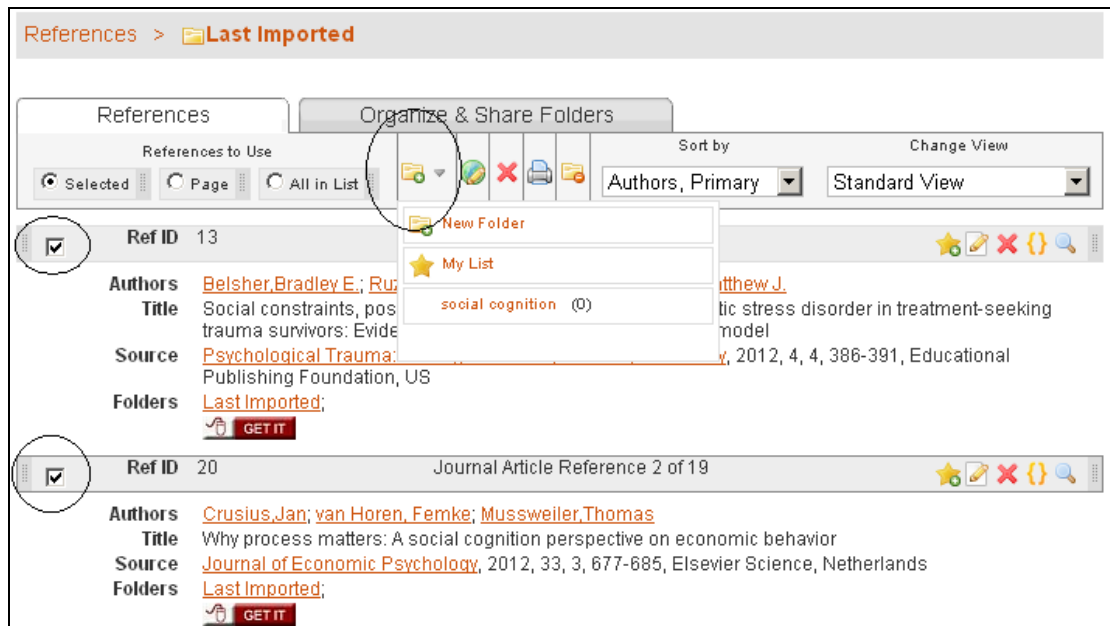


- ⇒ Under *Save citations to a file formatted for*; select the last option, *Direct Export to RefWorks*.
- ⇒ It is a good idea to mark the *Remove these items from folder after saving* option. After exporting the references, the folder in PsycINFO will then be emptied. This will prevent duplicate references, in case you would export more references later on, during the same PsycINFO session.
- ⇒ Finally, click *Save*.

The references are now being exported to RefWorks. In RefWorks, a message will appear when the import has been completed.



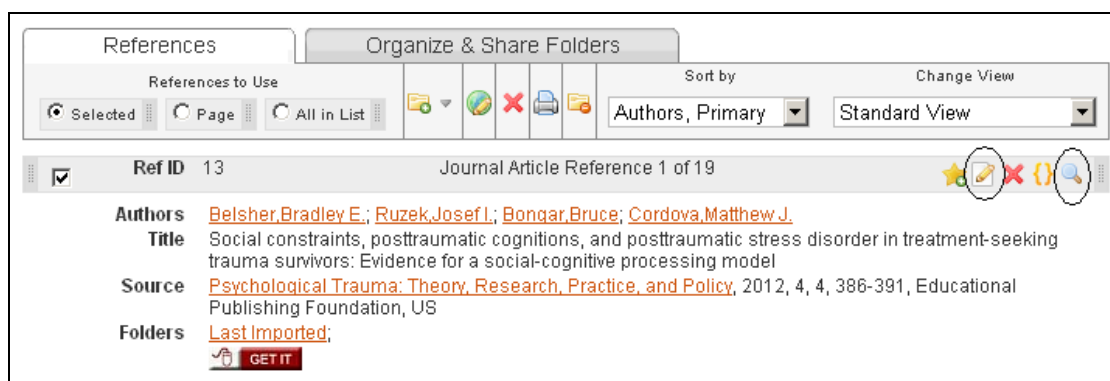
- ⇒ Click *View Last Imported Folder* to view the references.



In case you have already created your own folders within RefWorks, you can put references in these folders from the Last Imported Folder. Select the references by marking them and select the desired folder.

By clicking the *View* button (the magnifying glass) you can take a look at the full reference. Using the *Edit* button (the pencil) you can edit a reference.

⇒ Click *Edit*.



The *Edit Reference* page appears. Here you can correct errors or add extra information. The *Attachments* field is very convenient; it allows you to add files to a reference, for example the pdf version of an article.

Instructions for exporting references from this and other databases can be found on the library's RefWorks support website:

<http://myuniversity.rug.nl/infonet/studenten/bibliotheek/hulp/refWorks/>.

or

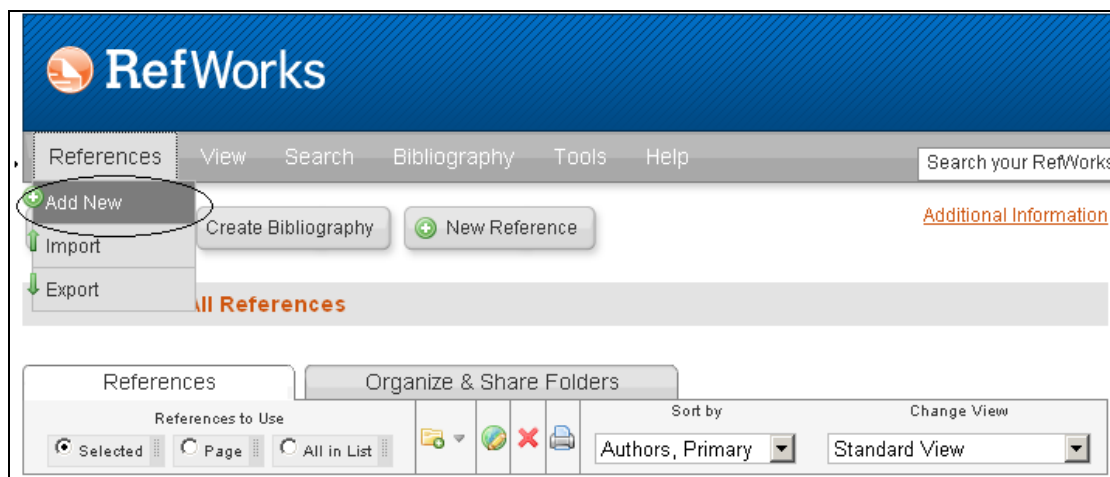
http://myuniversity.rug.nl/infonet/medewerkers/bibliotheek/hulp/refWorks

Click 'Import routes' in the menu on the left side of the screen.

Entering references manually

It is also possible to manually enter references into RefWorks. This can be convenient when, for some reason, importing references electronically (e.g. using Direct Export) is not possible.

⇒ Go to *References* in the menu bar and click *Add New*.



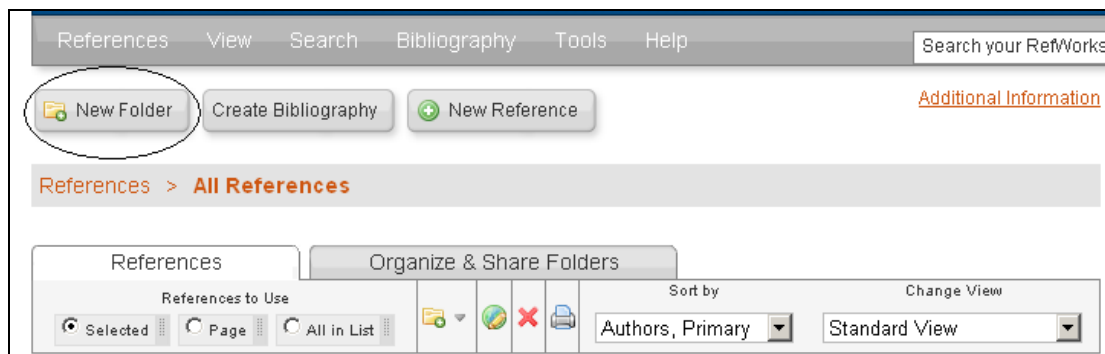
The *Add New Reference* screen appears, see below.

- ⇒ This page consists of a form in which you can enter information about a publication. It is not required to fill out all the fields but you are advised to fill out at least the fields needed for the output style that you are using (e.g. APA).
- ⇒ It can be helpful to indicate the output style that you are using in the list next to *Fields used by*. The form will then show the fields that are required according to this style.

- ⇒ Next to *add to folder* you can indicate in which folder you want to save the reference.
- ⇒ It is very important to select the reference type in the list next to *Ref Type*. This is necessary for the correct display of this reference in a reference list that you might want to create later.
- ⇒ Author names have to be entered in this way: Last name, followed by a comma, then the first name or initials (with a dot behind each initial), or a combination of first name and initials. Separate author names by a semicolon (;).
Example: Smith, J.R.; Jones, Robert K; Adams, Mary; etc.
- ⇒ With the *Attachments* field you can add files to a reference. For example, you can save the pdf version of an article here.
- ⇒ Finally, click *Save Reference* to save this reference in your database.

5. Creating Folders

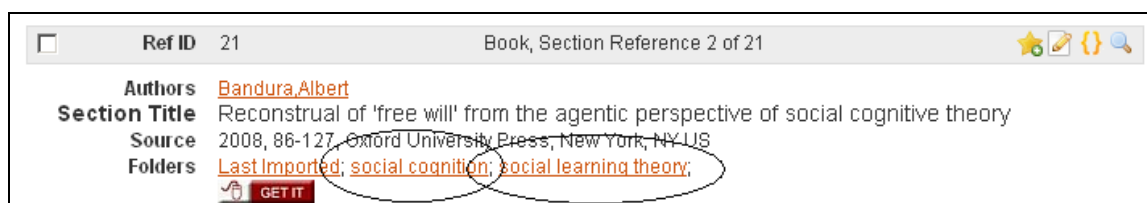
Within RefWorks you can easily create structure in your database by using folders. Click the *New Folder* button to create one.



When using folders, keep in mind that:

1. References can be placed in more than one folder
2. Removing a Folder doesn't mean that the contents (references) is deleted. Because of these properties, it is more appropriate to regard a folder as a *label* or *tag*.

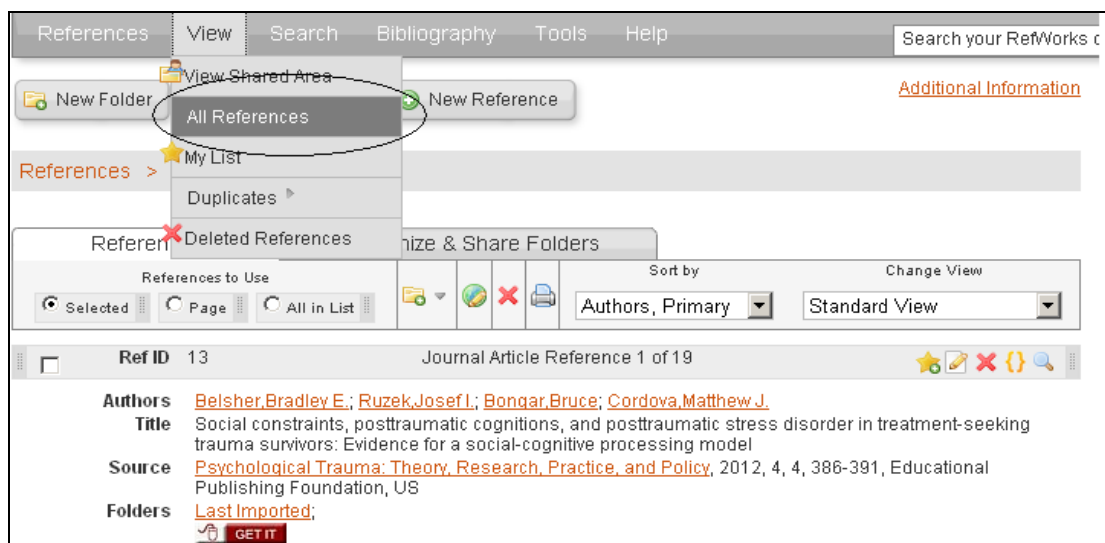
In the example below, the reference of Bandura has been placed in two folders, it has two labels: *social learning theory* and *social cognition*.



6. Generating a bibliography

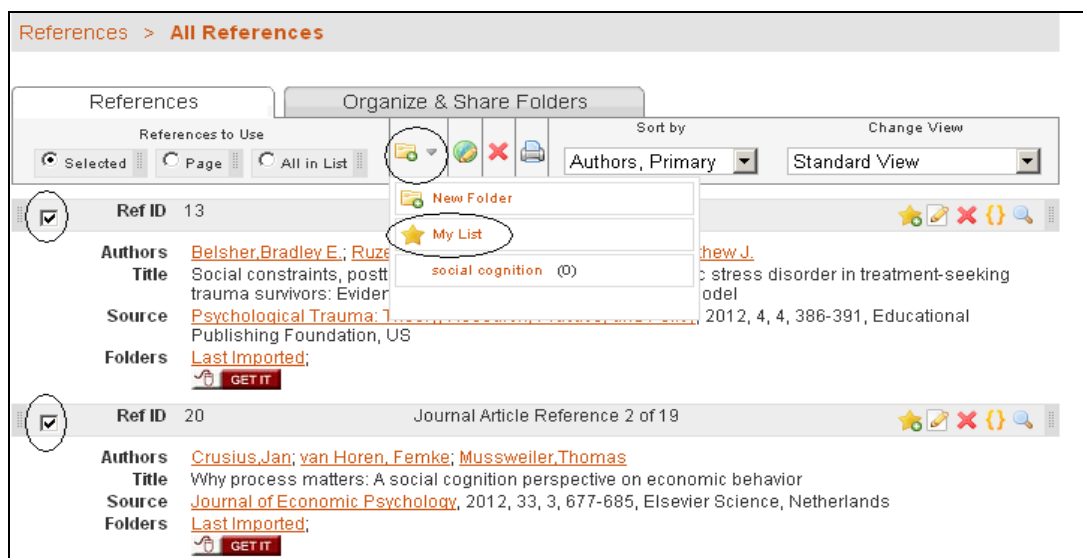
From your RefWorks database you can easily generate a bibliography (reference list) in the style of your choice (e.g. APA, Chicago, MLA or the format of a specific journal).

- ⇒ In RefWorks, open the folder that contains the references that you want to include in your bibliography. Alternatively, use *View > All References* to get an overview of all the references in your database.

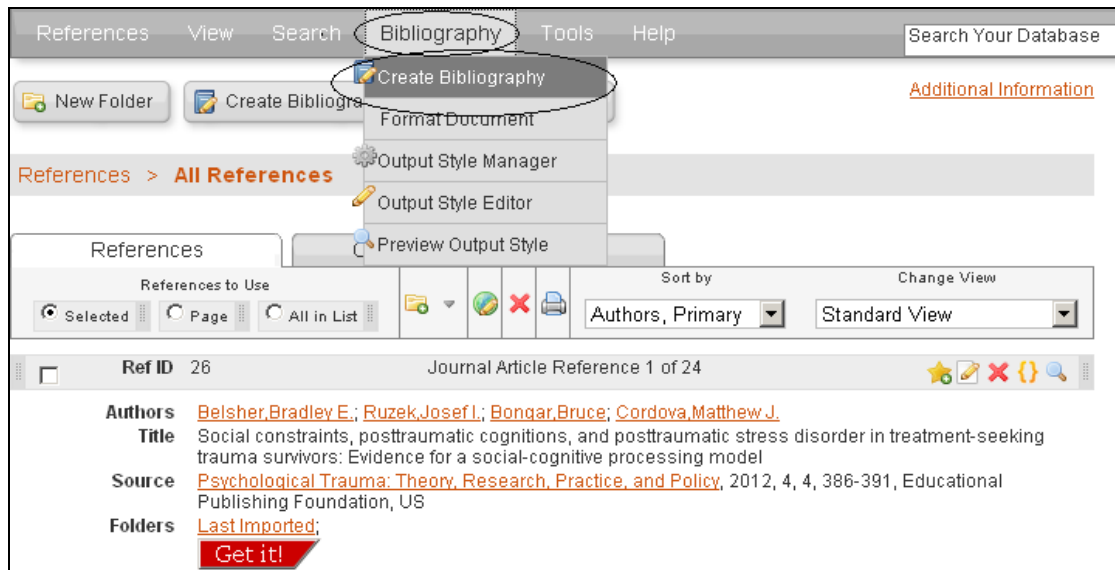


You can put the references that you want to include in the bibliography in a special folder first, the so-called *My List*.

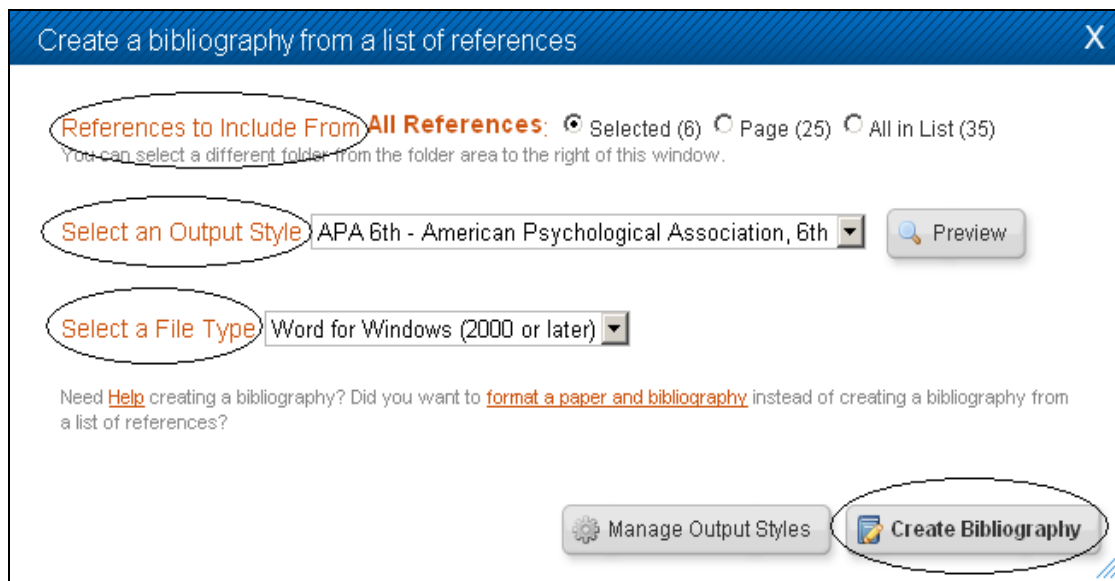
- ⇒ Select the references by marking them. If you want to include all references, select the option *All in list* below *References to use*.
- ⇒ Next, click on *Add to* and *My List* to place the marked references on *My List*.



⇒ Click *Bibliography* in the menu bar. Then click *Create Bibliography*.



⇒ The *Create a bibliography from a list of references* window appears.



⇒ Next to *References to include from* you can choose *Selected* to include the references from *My List* in the bibliography. You can also decide to include all the references in your database (select *All in List*) or the references from the current page (select *Page*). It is also possible to first select a specific folder and use those references for your bibliography.

⇒ Next to *Select an Output Style* you can indicate the preferred formatting of the reference list, for instance the APA output style.

⇒ You can choose different file types for your bibliography. Next to *Select a File Type* you can choose from the following file types:

- Text
- HTML
- RTF (Rich Text Format)
- Word for Windows (2000 or later)

- Word for Mac (98 or later)
- OpenOffice.org Writer (.odt)

⇒ Finally, click *Create Bibliography* to generate your bibliography

In the bottom right hand corner of the screen a message appears confirming that you have created a bibliography. You have the option to download this reference list or e-mail it to yourself.



7. Write-N-Cite 4

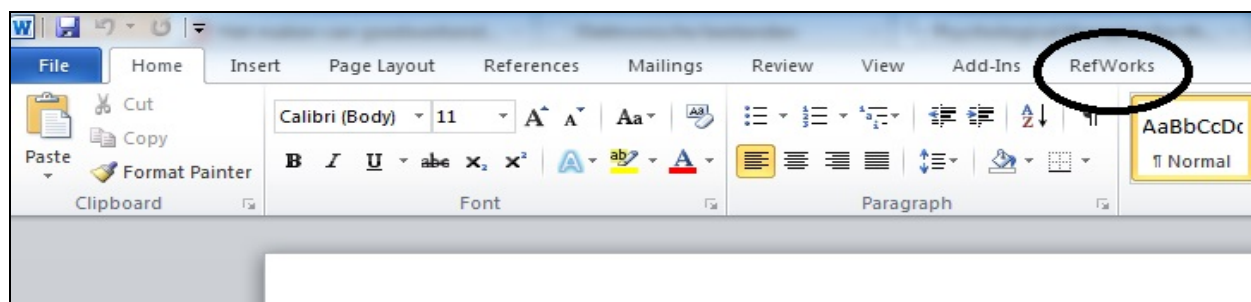
With the Write-n-Cite toolbar you can insert citations in a Word document and almost automatically generate a reference list in your preferred output style. This toolbar first has to be installed.

Installing

Inside the University of Groningen

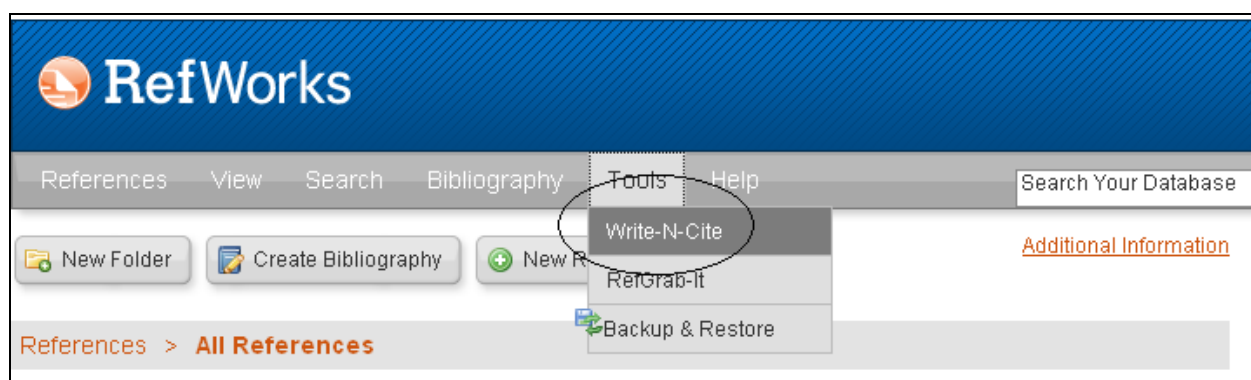
⇒ In the Start menu, go to *All Programs > Library Services > Reference Management > RefWorks > Write-N-Cite 4.2*. Write-N-Cite will now be installed.

After Write-N-Cite has been installed, a *RefWorks* tab will appear in Word. This tab contains the Write-N-Cite toolbar.



Outside the University of Groningen

⇒ In your RefWorks database, go to *Tools > Write-N-Cite*.



⇒ Download and install the preferred version of Write-N-Cite. A version for Mac-users is available as well.

Write-N-Cite

What could be easier than clicking a button to cite references while you write your paper?

Write-N-Cite allows you to cite references from your RefWorks account with just a few clicks. With Write-N-Cite you can choose from thousands of bibliography styles and watch as it instantly formats your in-text citations, footnotes and bibliography.

Do you have questions about the latest version of Write-N-Cite, Write-N-Cite 4? See our [frequently asked questions](#).

New Write-N-Cite for Windows and Mac
Apr 03, 2014

We have released a new version of Write-N-Cite (Windows versions 4.3.1217 and Mac versions 4.3.1203) called ProQuest for Word. ProQuest for Word allows users to:

- access references in RefWorks (without the need for a group or authorization code)
- access references in Flow


Note: You cannot use references from RefWorks and Flow in the same document. ProQuest for Word simply allows access to a users references in RefWorks or Flow

How do I log into Write-N-Cite 4 using my institution credentials?

If you use your institution's credentials (Athens, Shibboleth or Proxy) to log in to RefWorks, you **MUST** copy and use this code on the Write-N-Cite 4 login screen:

```
455c754357714551615e566c441404260a2135501329123b083
0062a041a0631263f0d6f11372a200309373167260713112230
4201101554313f071340
```

Downloads

 **Write-N-Cite 4 for 32 bit Word** 30.1 Mb
Version: 4.3.1217 (2014-04-03)

For Windows XP, Windows Vista, Windows 7 and Windows 8
Supports Word 2007, Word 2010 and Word 2013

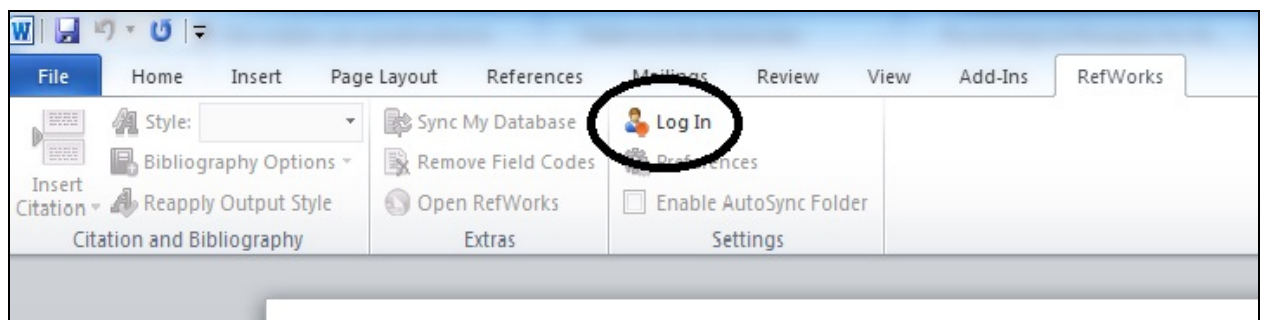
Having trouble installing Write-N-Cite 4? Our [installation guide](#) might help, or you may need to check the [Mac](#) or [Windows](#) software requirements.

[Other Versions](#)

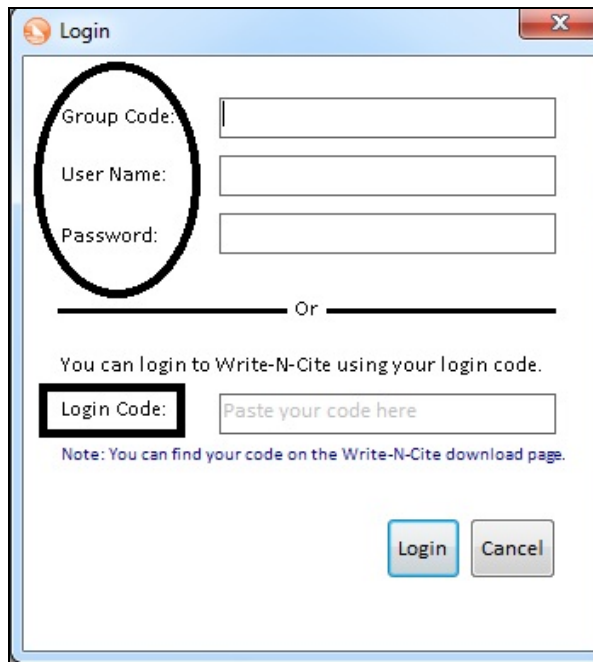
Logging in

Inside the University of Groningen

⇒ In Word, click on the *RefWorks* tab and click *Log In*.



- ⇒ Enter the *Group Code*, your RefWorks user name and your password. The group code is an institutional log-in code. This code can be found in the confirmation e-mail that you received after creating your RefWorks account.
- ⇒ An alternative is logging in using your *Login Code*. This code can be found in your RefWorks database. Go to *Tools; Write-n-Cite*, in the upper right hand corner of the screen the code is mentioned.

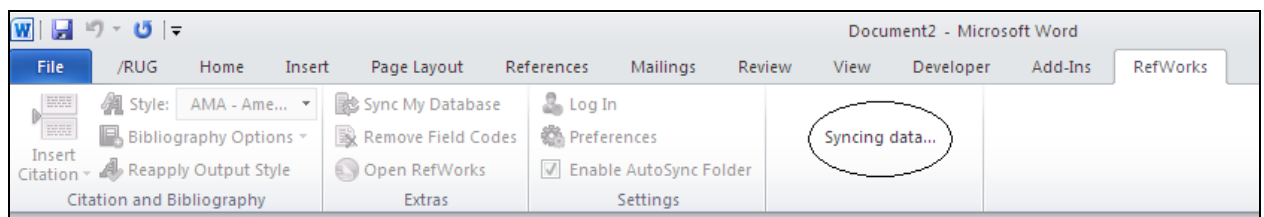


Outside the University of Groningen

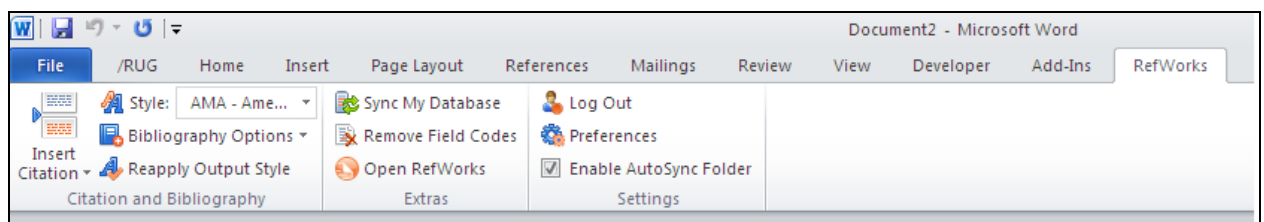
When starting Write-N-Cite on a computer outside the university, it is possible that you will be asked to enter the Group Code first. This code can be found in the confirmation e-mail that you received after creating your RefWorks account. After entering the Group Code, you can log in with your personal RefWorks user name and password.

Using Write-n-Cite

After logging in, your references first will be loaded into Write-n-Cite, a 'Syncing data...' message appears.

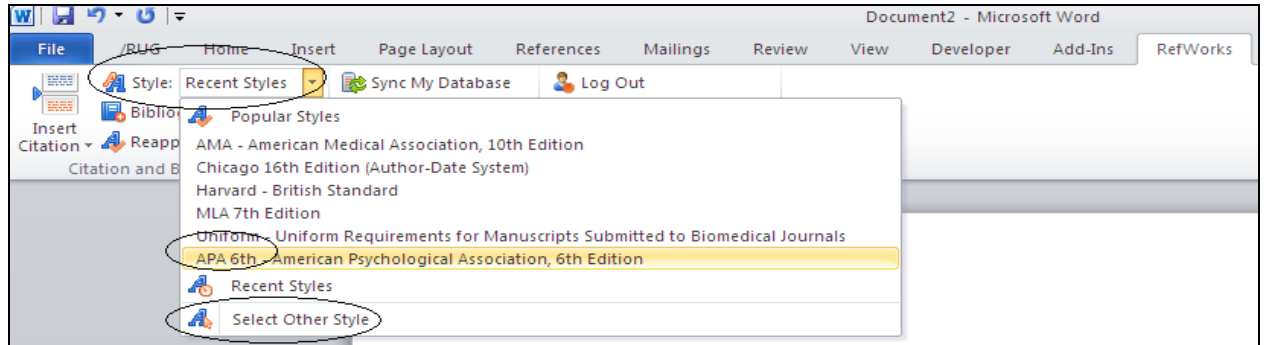


After a few seconds, loading the references will be complete and all the buttons in the toolbar become active.

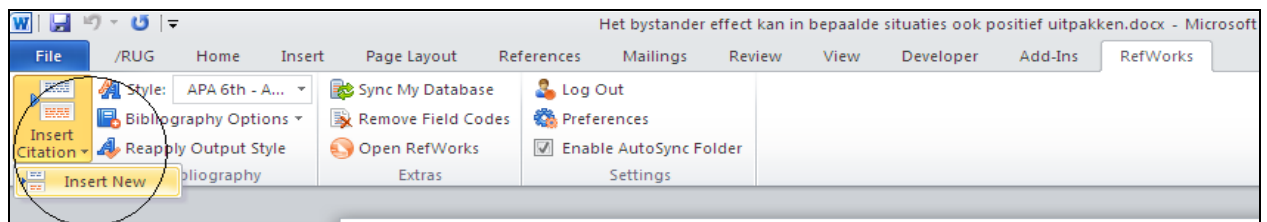


Before you insert citations, you can first indicate which output style (e.g. APA) you want to use for the in-text citations and the reference list.

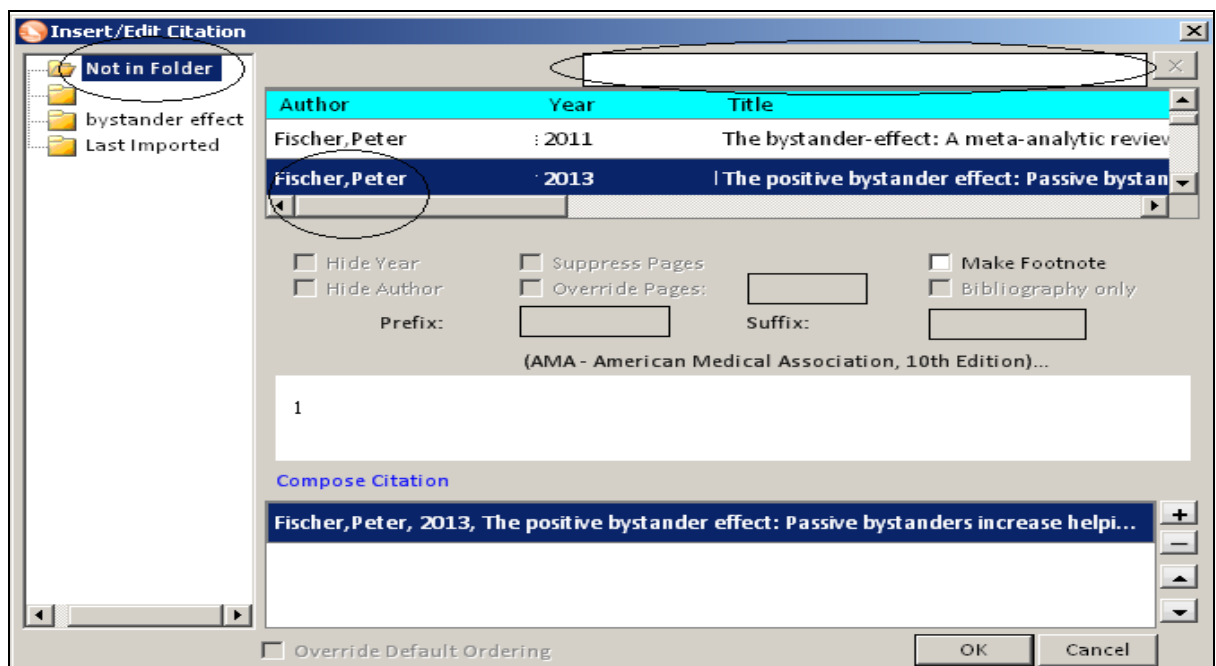
- ⇒ Click on the arrow next to *Style* and select the output style from the menu. You can also click *Select Other Style* for more options.



To insert a citation in a Word document, place the cursor in the exact spot where you want to insert a citation and click *Insert Citation* and then *Insert New* in the toolbar.



The *Insert/Edit Citation* window appears:



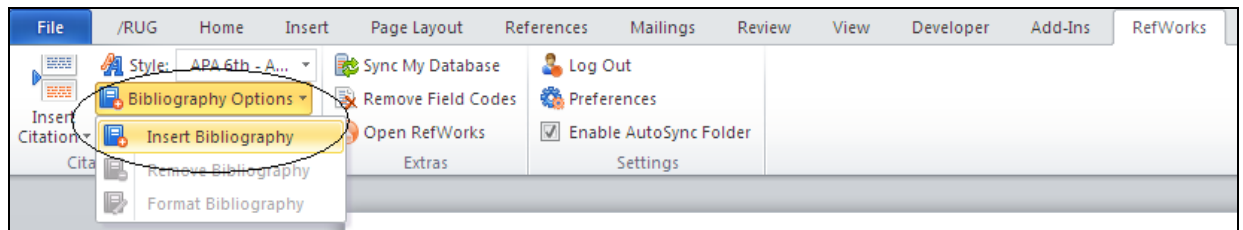
In this window you can select the citation that you want to insert. On the left you can see an overview of the folders in your database, on the right you can scroll through the list of references from the selected folder. Using the search box in the upper right hand corner you can search for a specific reference. After selecting the reference, click *OK*.

The citation now appears in your Word document, formatted according to the style that you had indicated.

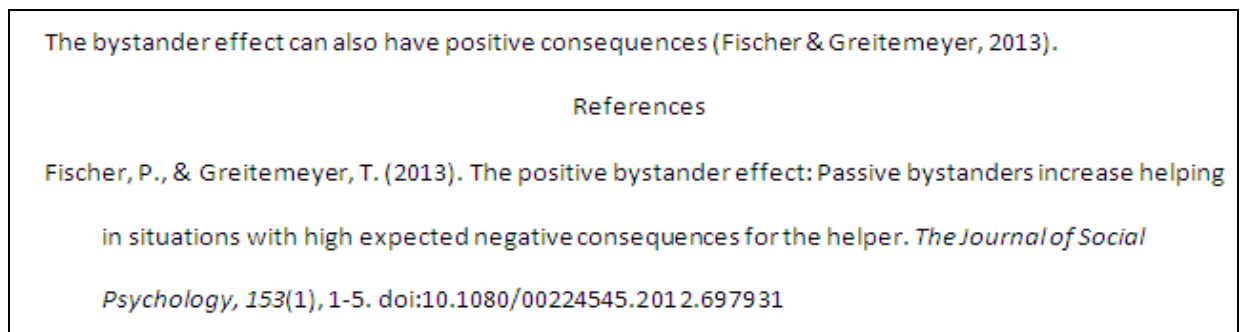
The bystander effect can also have positive consequences (Fischer & Greitemeyer, 2013).

A reference list has not been included yet, the bibliography has to be generated separately.

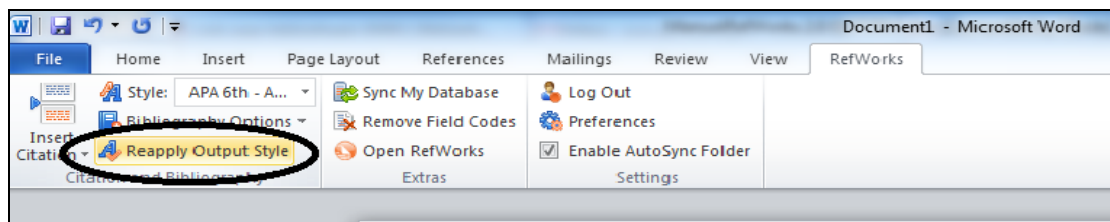
- ⇒ Place the cursor in the exact location where the bibliography has to be inserted.
- ⇒ Go to *Bibliography Options* and click *Insert Bibliography*.



The reference list will now be added to your Word document, formatted according to the output style that you selected.



If you want to update a reference list that you inserted earlier, you can use *Reapply Output Style*.

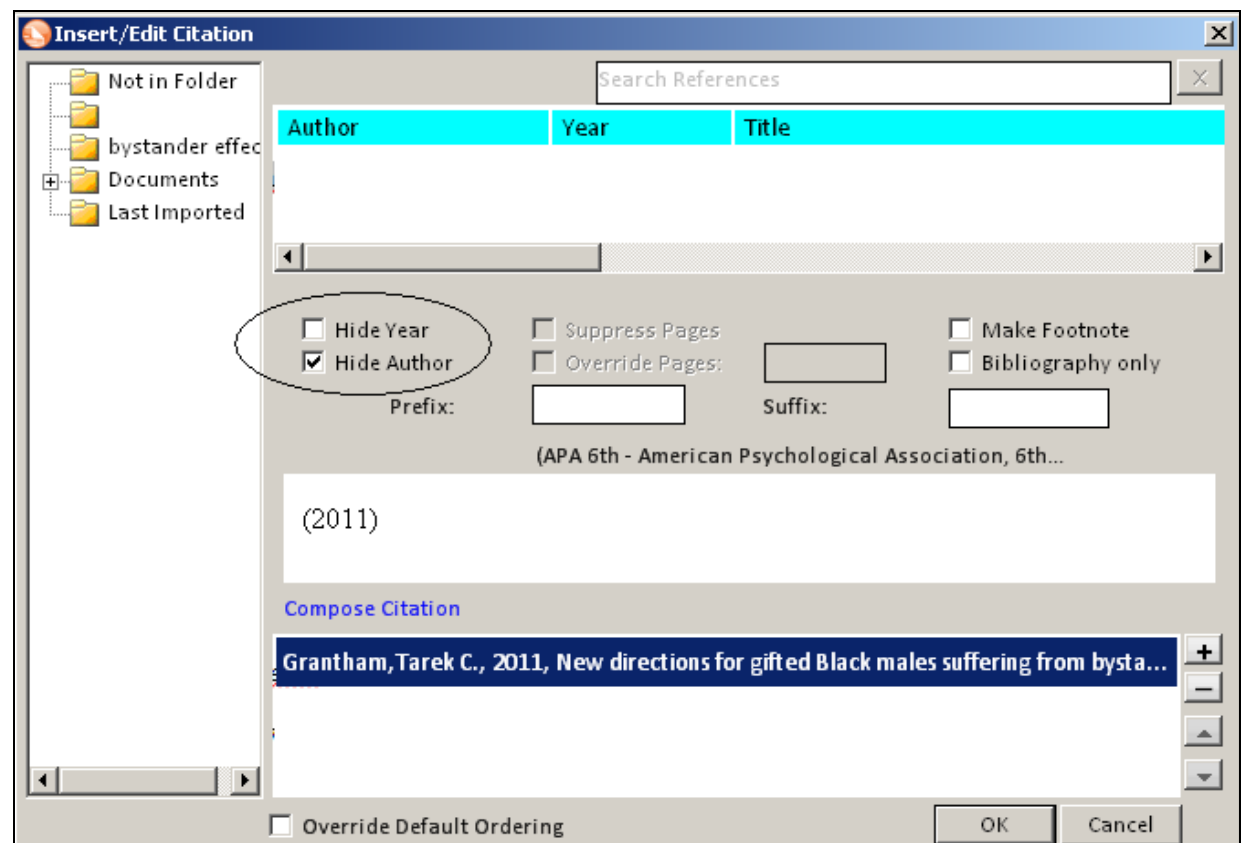


Editing a citation

- ⇒ If you want to edit an in-text citation, double click on the citation in your Word document.

Grantham (Grantham, 2011) showed convincingly that RefWorks is extremely useful.

The *Insert/Edit Citation* window appears.



- ⇒ By marking *Hide Author* you can indicate that an author name has to be suppressed from the citation. This option is particularly useful for creating smooth sentences, for example: 'Smith (2001) found that...'.
 - ⇒ You can also hide the year in the in-text citation, and place text in front of (*Prefix*) or behind (*Suffix*) a citation.
 - ⇒ When you have multiple simultaneous citations, you can use *Override Default Ordering* to overrule the default order of the citations that the output style prescribes.

Finally, click *OK* to save the changes in your Word document. For example:

Grantham (2011) showed convincingly that RefWorks is extremely useful.

What you should not do is edit citations in the text or reference list manually. The citations and references contain so-called field codes, which you can recognize by the grey background in Word. Changes that you make by hand in these grey areas will be overwritten as soon as you generate the bibliography again.

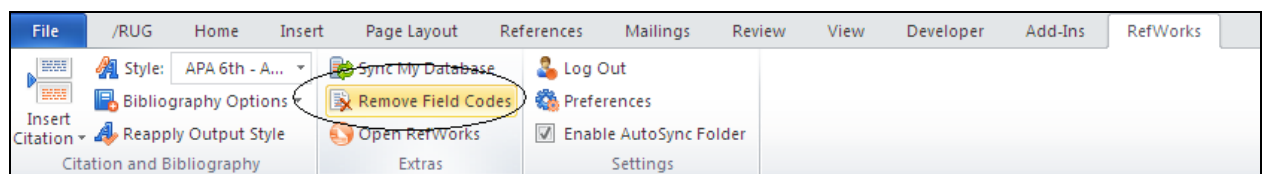
Removing the field codes

Sometimes it can be convenient to create a version of your document without the RefWorks field codes. For example when you are sending the document to a colleague or supervisor, or if you want to manually make the last changes to the final version of your text.

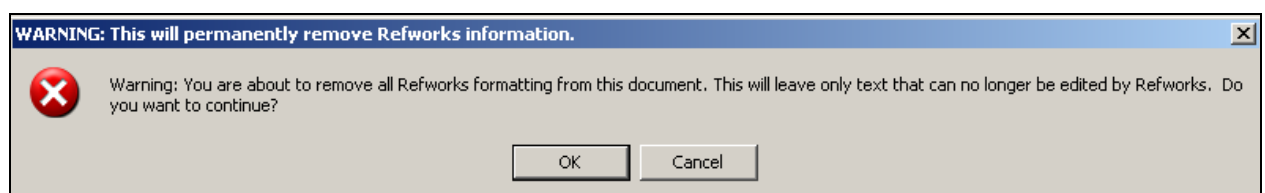
Via *Remove Field Codes* you can remove the field codes from your document. The citations and reference list will then become normal text. In a document without field codes you can make manual changes that will not be overwritten by RefWorks.

Make sure that you always make a copy of your document before removing the field codes. Always save a version of the text with the field codes, so that you continue to use RefWorks in that document at a later time.

⇒ Click *Remove Field Codes*.



RefWorks will warn you that you are about to remove all RefWorks formatting from your Word document. Documents without field codes cannot be updated or reformatted with RefWorks.



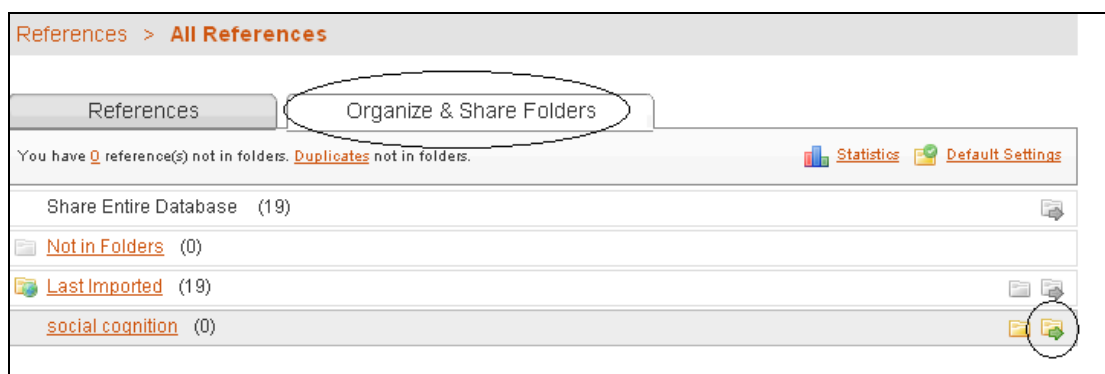
⇒ Did you indeed save a version with the field codes? If yes, only then click *OK*.

The field codes have now been removed. In case you did not save the original document (with the field codes) with a different name yet, you can still save this new document (without the field codes) with a different name. Then the original document will not be overwritten.

8. Sharing your database

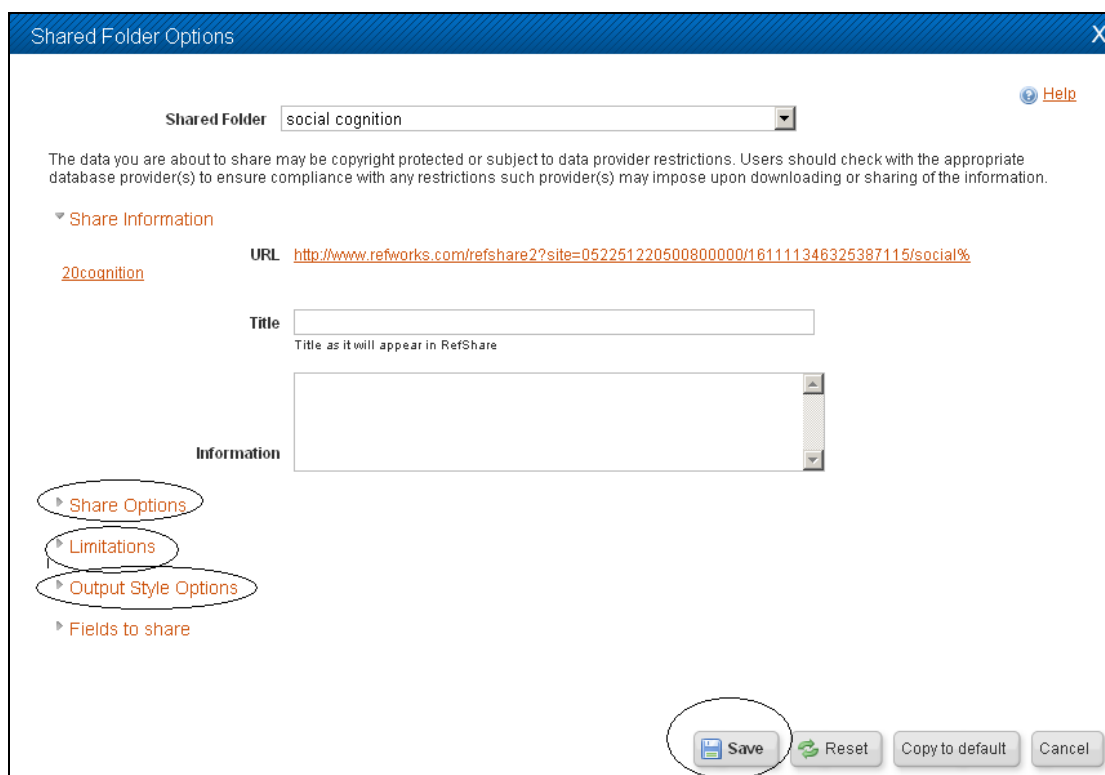
It is possible to share your RefWorks database or a specific folder in your database with others. These others do not have to be RefWorks users or connected to the University of Groningen. The people with whom you share your references cannot edit or delete your references.

⇒ Go to *Organize & Share Folders*.



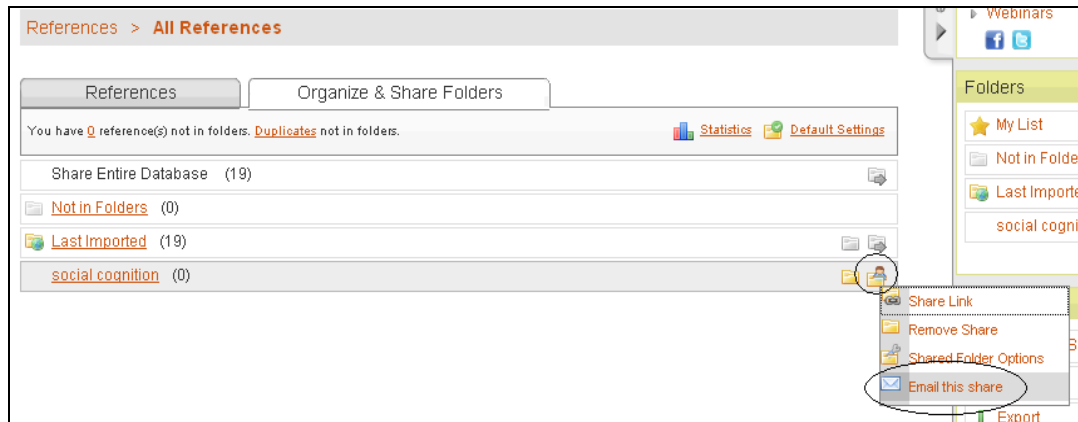
Here you can indicate if you want to share the whole database or a specific folder.

Click on the *Share Folder* button. After confirmation of your wish to share the folder, the *Shared Folder Options* screen appears.



⇒ In this screen you can select different options, for instance options for printing or exporting or creating a bibliography based on your shared folder.

- ⇒ From the *Organize & Share Folders* screen, you can send an e-mail to the people who you want to share a folder with. These people will then receive an e-mail with a link to the folder.



Other RefWorks users who receive such a link and click it, will see the shared folder as a separate folder in their own database. From the shared folder they can easily save the references to their own database.

9. Help

For help and advice:

- ⇒ Check the extensive help pages and tutorials within RefWorks.
- ⇒ Check the RefWorks support page on the website of the Library of the University of Groningen:
<http://myuniversity.rug.nl/infonet/studenten/bibliotheek/hulp/refWorks/>. (for students) or
<http://myuniversity.rug.nl/infonet/medewerkers/bibliotheek/hulp/refWorks/> (for staff members)
- ⇒ Send an e-mail to the RefWorks support staff at the Library of the University of Groningen: refworks@rug.nl

Information about APA Style:

- ⇒ *Publication Manual of the American Psychological Association (6th edition)*. The official APA manual about APA Style.
- ⇒ APA Style Blog (<http://blog.apastyle.org>), a blog featuring lots of explanation and examples concerning APA Style.

Checking and finding DOIs: Crossref, www.crossref.org

