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1 Introduction

1.1 What is RefWorks?
RefWorks is an online reference manager that helps you manage your literary sources by collecting them in one place, organizing them and automatically creating reference lists in different output styles. The fact that RefWorks is a web-based program, means you always work with the latest version and your database is safely stored in the cloud.

This guide is about RefWorks 3, also called New RefWorks.

1.2 Support
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://www.rug.nl/library/manage-literature-data/refworks/
⇒ Send an e-mail to the RefWorks support staff at the Library of the University of Groningen: refmanagement@rug.nl

Information 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
2 Creating an account

2.1 Inside the University of Groningen
On the network of the University of Groningen, go to the URL: https://refworks.proquest.com/ to sign up for a new account. Remember to put in your official University e-mail address. Your password can be different from the one that you use with your s- or p-number.

2.2 Outside the University of Groningen
When you are not on the university network, you can access RefWorks through the so-called Proxy link: https://refworks.proquest.com.proxy-ub.rug.nl/.

2.3 Logging in
You can log in through the URL’s described above. Outside the university, you might be prompted to provide a ‘group code’. You can find this code in the welcoming e-mail from RefWorks that you received when you created your account.
Exporting references to RefWorks

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.

1. Open PsycINFO. This database can be accessed through the library website: [http://www.rug.nl/library](http://www.rug.nl/library)

2. Click Search. On the next page, click E-resources and select PsycINFO in the alphabetical list of databases.
Do a search in PsycINFO, for example, search for *social cognition*.

This simple search will give about 41,300 hits. If you want to export titles to RefWorks, you can put these in a folder within PsycINFO first.

- Click the button to add a reference to your PsycINFO folder.

The button changes to a yellow folder to indicate that the publications have been placed in the folder.

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

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).

Alternatively, the Export button can also be found by clicking on an article. This way you can 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.
- Mark the 'Remove these items from folder after saving' option to prevent duplicate references, when you use this screen later again within the same session.
- Finally, click Save.
By clicking on a reference you can view and edit the details. The edit screen contains an option to add an attachment (for example the full text PDF) as well.
Instructions for exporting references from this and other databases can be found on the library’s RefWorks support website:

http://www.rug.nl/library/manage-literature-data/refworks/

Click 'Import routes' in the menu on the left side of the screen.
3.1 Editing references manually

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

☞ Click on Add and Create new reference to get a blank reference sheet displayed on the right

☞ Fill in as much of the details as you have information on and click Save to add the new reference to your collection
4 Creating folders

With RefWorks, you can easily create folders and tags to organize your growing collection of references.

☞ Click on Add a folder in the menu on the left.
Give your folder a name

Clicking on your new folder reveals several useful options like adding a subfolder or renaming it

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.
5 Create 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).

☞ Open the folder that contains the references that you want to include in your bibliography

☞ Click on Create Bibliography and choose Create a bibliography in your preferred output style

☞ You can change the output style and other details in the next screen, the Annotated with Abstracts option allows you to make an easy list of abstracts of your selected references

☞ Use copy to Clipboard to copy the bibliography to Word for example
<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td>social cognition in patients with schizophrenia: Comparison with healthy</td>
</tr>
<tr>
<td>siblings and healthy controls. Psychiatry and Clinical Pharmacology,</td>
</tr>
<tr>
<td>lip/1/login.aspx?direct=true&amp;db=psyh&amp;AN=2018-15723-602&amp;site=elsevier&amp;scope=site</td>
</tr>
</tbody>
</table>
6 Write-N-Cite 4

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

6.1 Installing from within the University of Groningen

⇒ In the Start Menu, go to All Programs > Library Services > Reference Management > Refworks > Write-N-Cite 4.5. 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.

6.2 Installing from 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.
Cite in Microsoft Word

If you use Microsoft Word to quickly insert and edit citations, download and install the RefWorks plug-in.
In Word, click on the RefWorks tab and click Log In. Enter your RefWorks user name and your password.

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. After selecting the reference, click OK and the citation now appears in your Word document.

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.

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.
If you want to update a reference list that you inserted earlier, you can use Reapply Output Style from this same menu.

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.

6.3 Removing 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 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.
7 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.

跂 Click on the Share button and the Share Folder option.
The next screen gives you the option to choose which people you want to share your references with and if they are allowed to modify your references or add comments.

The added people will receive a message with a link to the shared references. 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.