



university of
 groningen

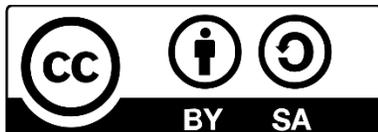
library

Getting started with



ProQuest RefWorks

Version: 0.1





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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:

- ⇒ 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.

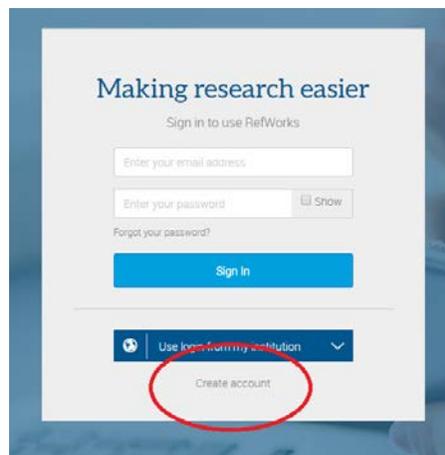
Checking and finding DOIs: Crossref, www.crossref.org



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.



3 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.

⇒ Open PsycINFO. This database can be accessed through the library website: <http://www.rug.nl/library>

⇒ Click Search. On the next page, click E-resources and select PsycINFO in the alphabetical list of databases.

social sciences | licensed | simultaneous users: unlimited

search

searching for P returns 31 matches.

DSM-5 and related resources for psychiatry & clinical psychology

All | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

New | Trial | Humanities | Science and medicine | Social sciences | Newspapers | Multidisciplinary

The classical psychologists - their life, work and impact

social sciences | licensed | simultaneous users: unlimited

[Psychology of Classroom Learning](#)
Encyclopedia of educational psychology
social sciences | licensed | simultaneous users: unlimited

[PsycINFO](#) ⓘ
The leading international bibliography for psychology
social sciences | licensed | simultaneous users: unlimited

[PsycTHERAPY](#) ⓘ
APA database with demonstration videos of psychotherapy sessions
social sciences | licensed | simultaneous users: unlimited



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

New Search Thesaurus Cited References Indexes

Searching: PsycINFO | Choose Databases

Suggest Subject terms

social cognition Select a Field (optional) Search

AND Select a Field (optional) Create Alert

AND Select a Field (optional) Clear

Basic Search Advanced Search Search History

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.

Search Results: 1 - 20 of 41,261

1. Introduction to the special section on the **Social Cognition** and Object Relations Scale–Global Rating Method: From research to practice.

Stein, Michelle B.; Siefert, Caleb J.; Journal of Personality Assessment, Vol 100(2), Mar, 2018 pp. 117-121. Publisher: Taylor & Francis; [Journal Article]

Subjects: Object Relations; Rating Scales; **Social Cognition**

Academic Journal Get it!

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.

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

Searching: PsycINFO | Choose Databases

social cognition Select a Field (optional) Search

AND Select a Field (optional) Create Alert

AND Select a Field (optional) Clear

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).

Articles

1-20 of 20

Page: 1

Name Page Options

Select / deselect all Delete Items

1. [A randomized waitlist control community study of Social Cognition and Interaction Training for people with schizophrenia.](#)

Academic Journal

Gordon, Anne; Davis, Penelope J.; Patterson, Susan; Pepping, Christopher A.; Scott, James G.; Salter, Kerri; Connell, Melissa; British Journal of Clinical Psychology, Vol 57(1), Mar, 2018 pp. 116-130. Publisher: Wiley-Blackwell Publishing Ltd.; [Journal Article]. Database: PsycINFO

Subjects: Cognitive Behavior Therapy; Schizophrenia; Social Cognition; Social Interaction; Adulthood (18 yrs & older); Young Adulthood (18-29 yrs); Thirties (30-39 yrs); Middle Age (40-64 yrs); Male; Female

Get it!

2. [Assessing social cognition of persons with schizophrenia in a Chinese population: A pilot study.](#)

OPEN ACCESS

Print

E-mail

Save as PDF

Export

Alternatively, the Export button can also be found by clicking on on an article. This way you can export separate titles to RefWorks, without placing them in the folder first.

Result List Refine Search 1 of 41,261

Introduction to the special section on the **Social Cognition and Object Relations Scale—Global Rating Method: From research to practice.**

Authors: Stein, Michelle B.. Psychological Evaluation and Research Laboratory (PEaRL), Massachusetts General Hospital, Boston, MA, US, MStein3@MGH.Harvard.edu
Siefert, Caleb J.. Department of Behavioral Sciences, University of Michigan-Dearborn, Dearborn, MI, US

Address: Stein, Michelle B., Psychological Evaluation and Research Laboratory (PEaRL), Massachusetts General Hospital and Harvard Medical School, 1 Bowdoin Square, Suite 701, Boston, MA, US, 02114-2919, MStein3@MGH.Harvard.edu

Source: Journal of Personality Assessment, Vol 100(2), Mar, 2018. pp. 117-121.

NLM Title Abbreviation: J Pers Assess

Page Count: 5

Publisher: United Kingdom : Taylor & Francis

Other Journal Titles: Journal of Projective Techniques & Personality Assessment

Tools

Google Drive

Add to folder

Print

E-mail

Save

Cite

Export

Create Note

Permalink

Share



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

Export Manager [?]
EBSCOhost
Back

Save: E-mail

Number of items to be saved: 20

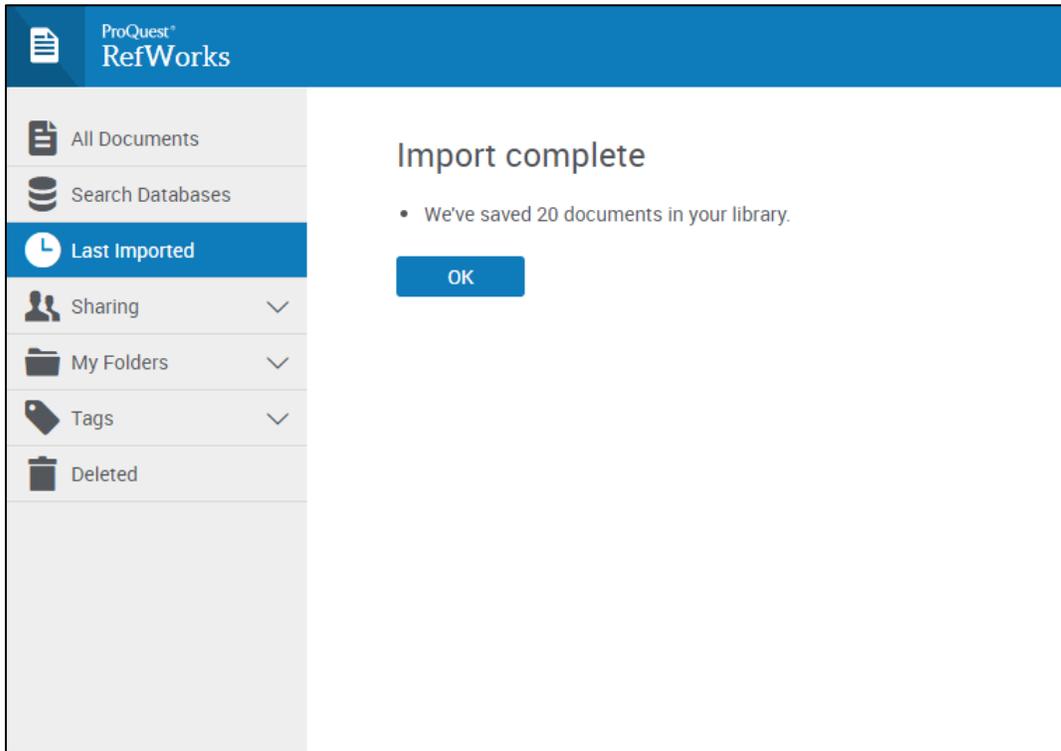
Remove these items from folder after saving

Save

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EasyBib
- Download CSV

- ⇒ 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.



The screenshot shows a library interface with a blue header bar containing "University of Groningen", "Language (en)", and "Joost Driesens". Below the header is a toolbar with icons for adding, deleting, and searching. The main content area is divided into two columns. The left column displays a list of journal articles, each with a checkbox, a title, and a list of tags. The right column shows a detailed view of a selected article, including its title, a "Get-it" button, a list of tags, authors, and journal information. A red circle highlights a pencil icon in the top right corner of the article view, indicating an edit function.

University of Groningen Language (en) Joost Driesens

Select all Clear "Last imported" Last Imported

14 minutes ago

The use of the Social Cognition and Object Relations Scale in a primary care setting
Object Relations Primary Health ... +7

The relationship between social cognition and executive function in Major Depressive Disor...
Adolescent Psyc... Cognition +7

Social cognition, internalized stigma, and recovery orientation among adults with serious m...
Awareness Insight +15

Social cognition in the course of psychosis and its correlation with biomarkers in a male co...
Biological Marke... Hydrocortisone +7

Social cognition and self-other distinctions in neuropsychiatry. Insights from schizophrenia ...
Mentalizing Mirror neuron sy... +4

Social cognition and interaction in chronic users of 3,4-methylenedioxymethamphetamine (...
3 4-methylenediox... +14

Journal Article

The use of the Social Cognition and Object Relations Scale in a primary care setting

Get-it

Tags

Object Relations primary care settings

Primary Health Care psychometrics

Rating Scales Social Cognition

Social Cognition and Object Relations Scale

test reliability test validity

Authors

Laura A Richardson, John H Porcerelli, V B Dauphin, Pierre Morris and William Murdoch

Journal

Journal of personality assessment

Publish Date

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

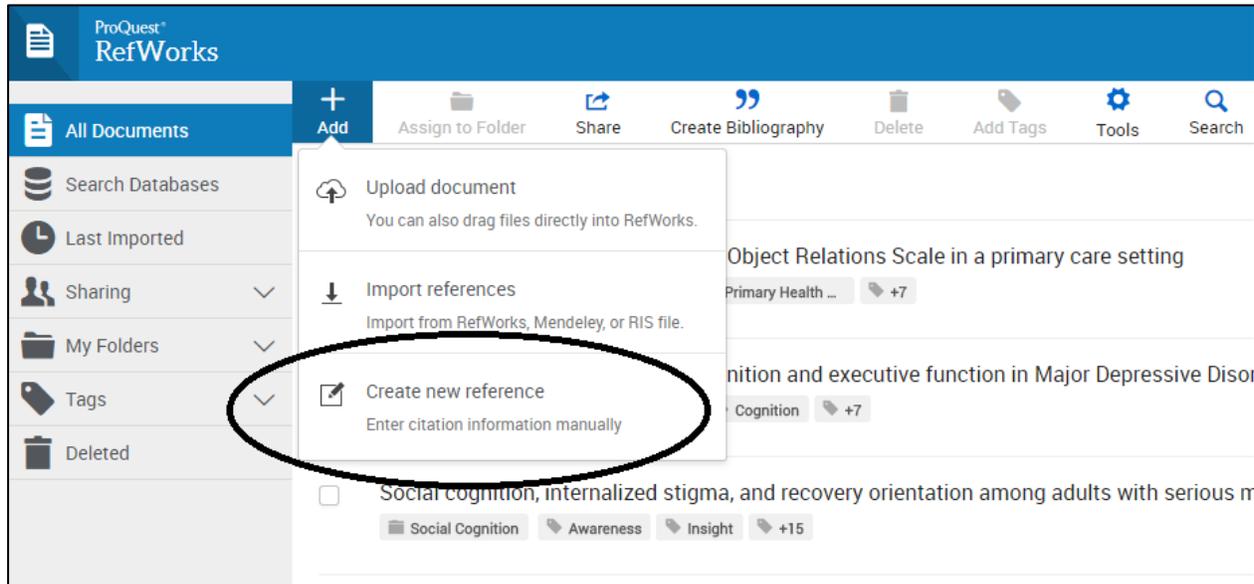
<http://www.rug.nl/library/manage-literature-data/refworks/>

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.

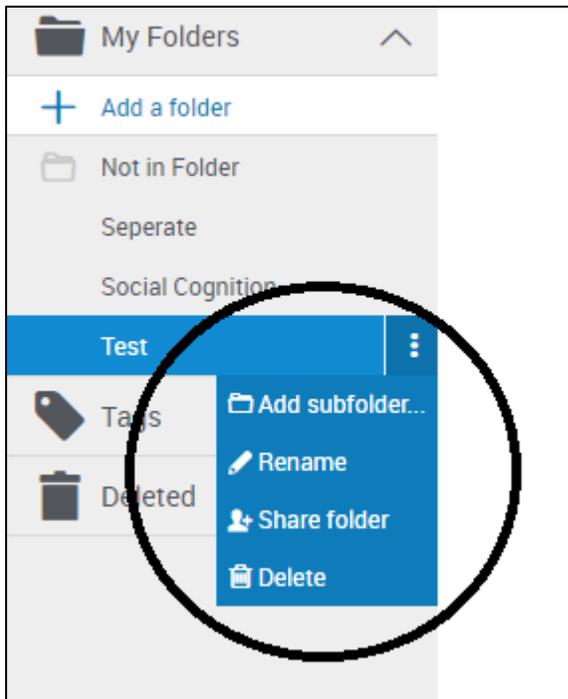
⇒ Click on Add a folder in the menu on the left.

The screenshot displays the ProQuest RefWorks interface. On the left sidebar, the 'My Folders' section is expanded, and the '+ Add a folder' option is circled in black. The main content area shows a list of references with checkboxes and tags. The top navigation bar includes icons for '+ Add', 'Assign to Folder', 'Share', 'Create Bibliography', and 'Delete'.



⇒ 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.

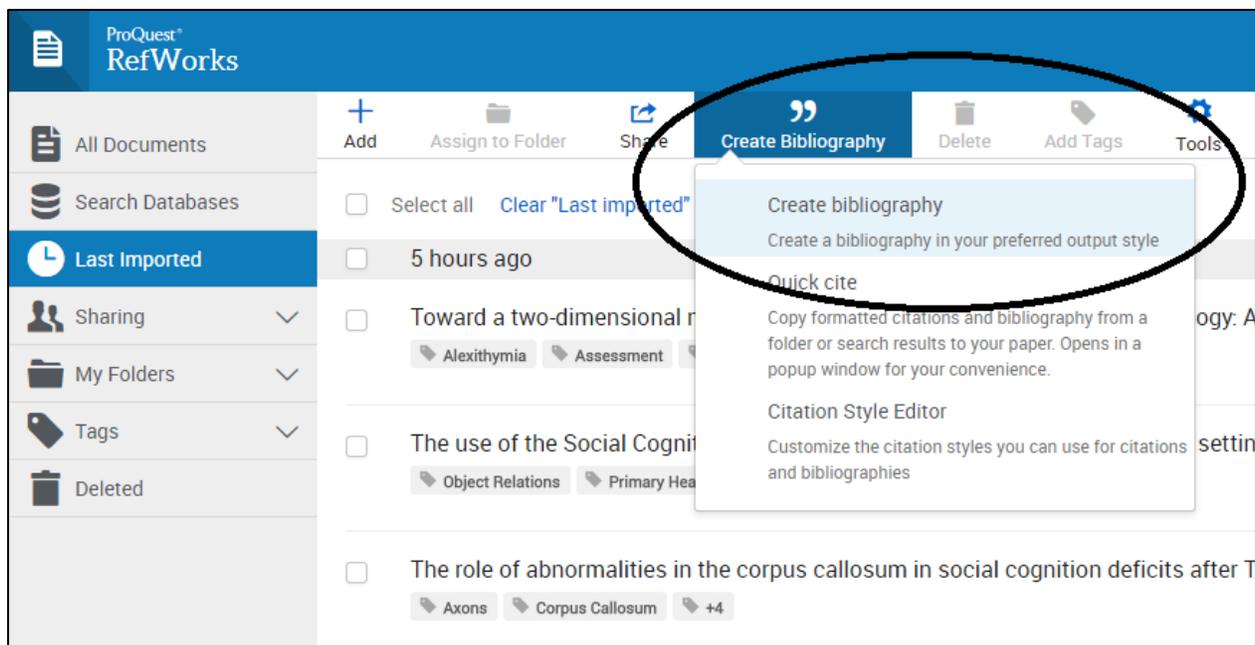


5 Create a bibliography

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



ProQuest[®]
RefWorks

University of Groningen Language

Last Imported APA 6th - Annotated with Abstracts - No Title C... All references in 'Last Imported' (20) Selected references in 'Last Imported' (0)

Bibliography from All references in 'Last Imported' (20)

Copy to Clipboard

References

Balikci, K., Aydin, O., Tas, C., & Danaci, A. E. (2018). Oxytocin and social cognition in patients with schizophrenia: Comparison with healthy siblings and healthy controls. *Psychiatry and Clinical Psychopharmacology*, 28(2), 123-130.
10.1080/24750573.2017.1387405 Retrieved from <http://search.ebscohost.com.proxy-ub.rug.nl/login.aspx?direct=true&db=psych&AN=2018-16721-002&site=ehost-live&scope=site>



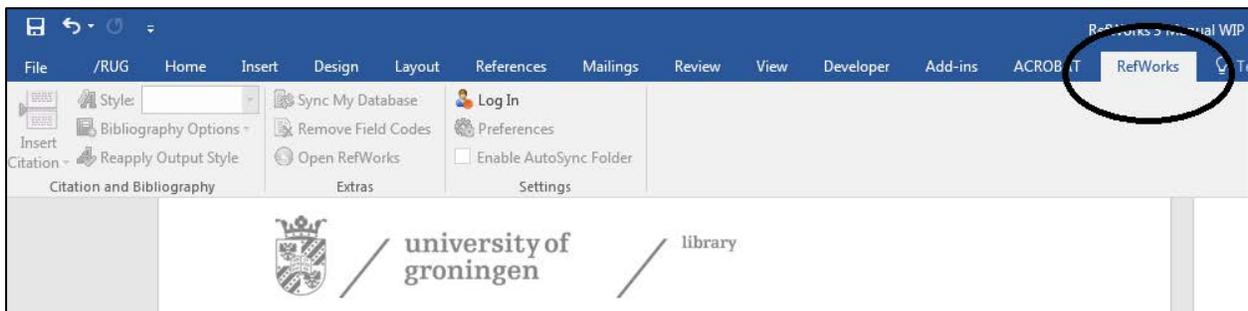
6 Write-N-Cite 4

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

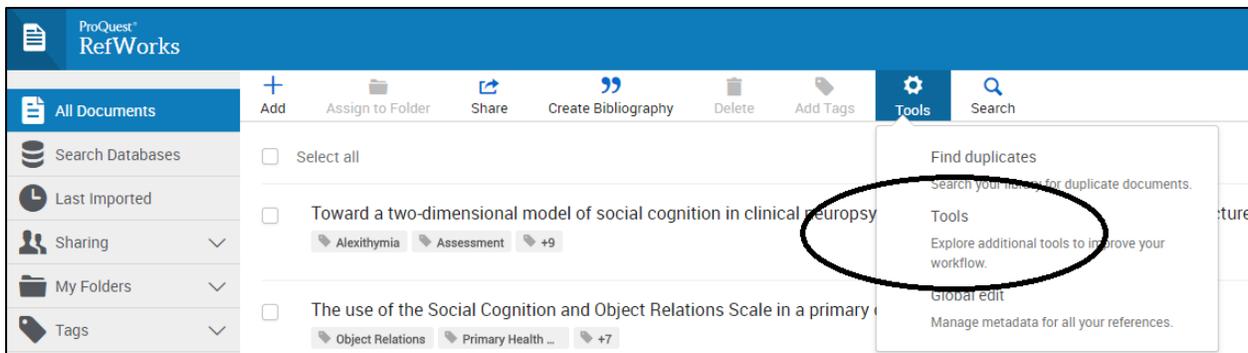
⇒ In the Start Menu, go to *All Programs > Library Services > Reference Management > Refworks > Write-N-Cite 4.5*. Write-N-Cite will now be installed.

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.



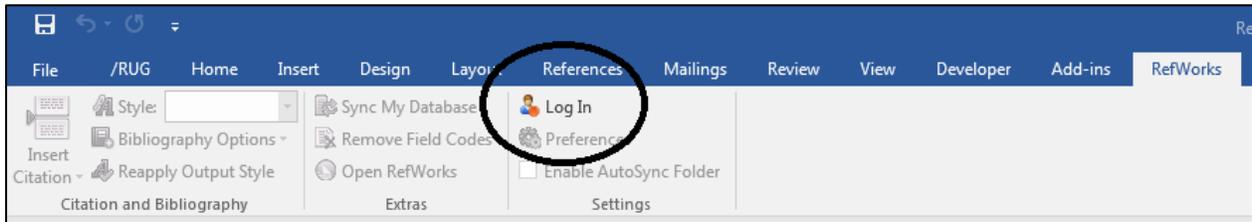
Cite in Microsoft Word

If you use Microsoft Word for quickly insert and edit citation

[Download & install](#)

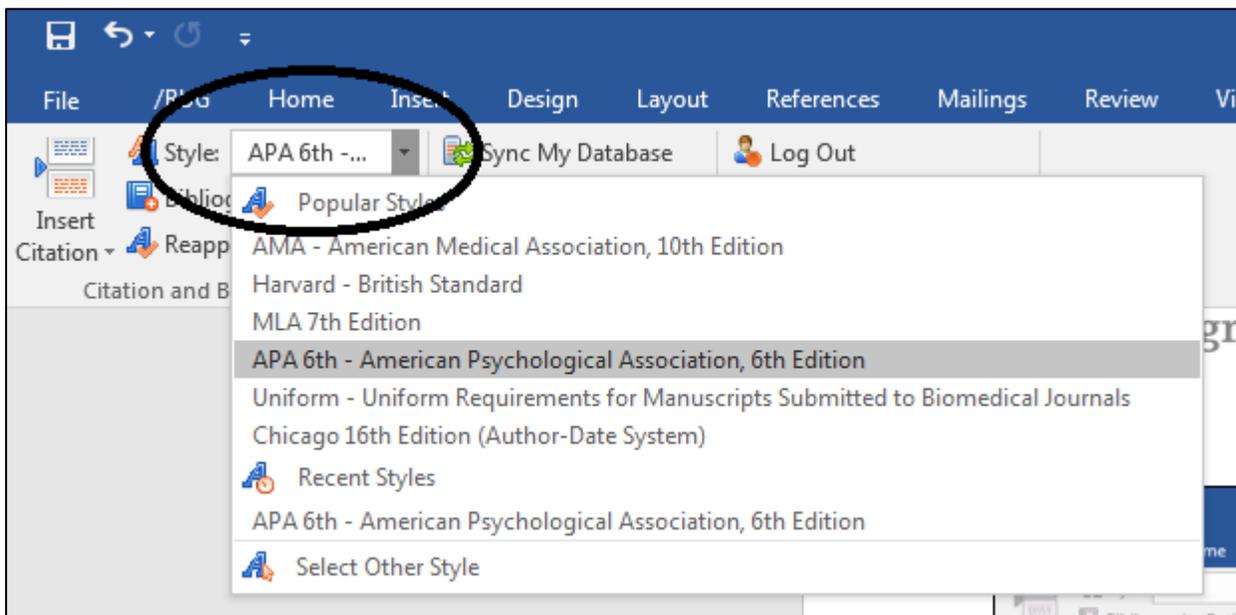
Other Windows and Mac Ver

The screenshot shows the Microsoft Word ribbon with the 'RefWorks' tab selected. The ribbon is divided into 'Citation and Bibliography' and 'Extras' groups. The 'Citation and Bibliography' group includes 'Style:' (with a dropdown arrow), 'Bibliography Options', and 'Reapply Output Style'. The 'Extras' group includes 'Sync My Database', 'Remove Field Codes', and 'Open ProQuest'. A 'Download & install' button is highlighted with a black circle. The text 'Cite in Microsoft Word' is also circled in black at the top left of the screenshot area.

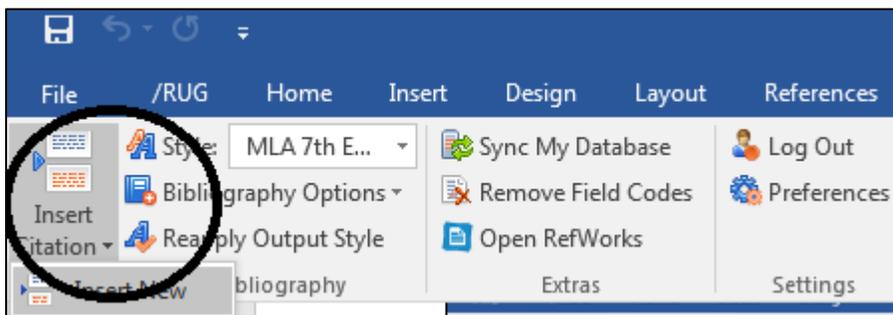


⇒ In Word, click on the RefWorks tab and click Log In. Enter your RefWorks user name and your password.

⇒ 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.

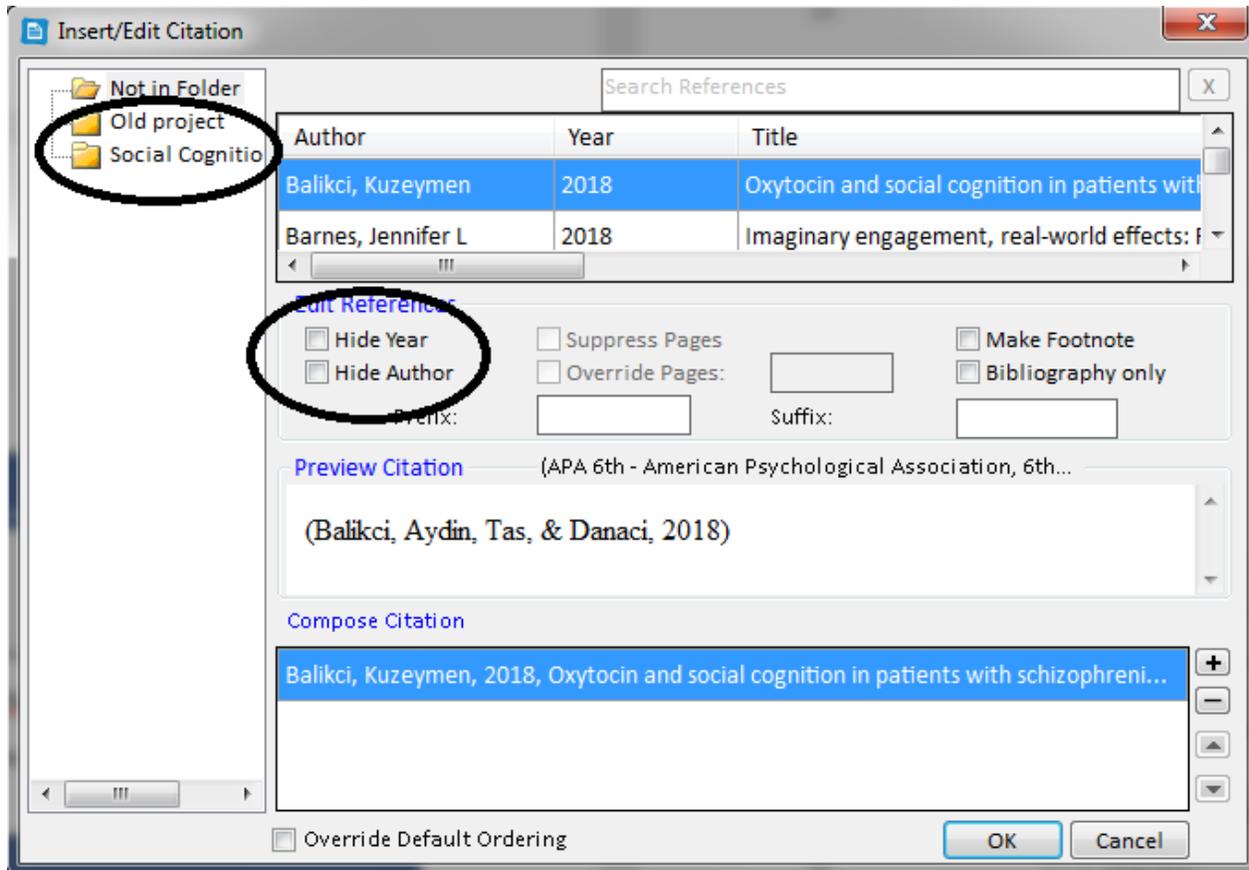


To insert a citation in a Word document, place the cursor in the exact spot where you want to insert a citation and click Insert Citation and then Insert New in the toolbar.





The Insert/Edit Citation window appears:

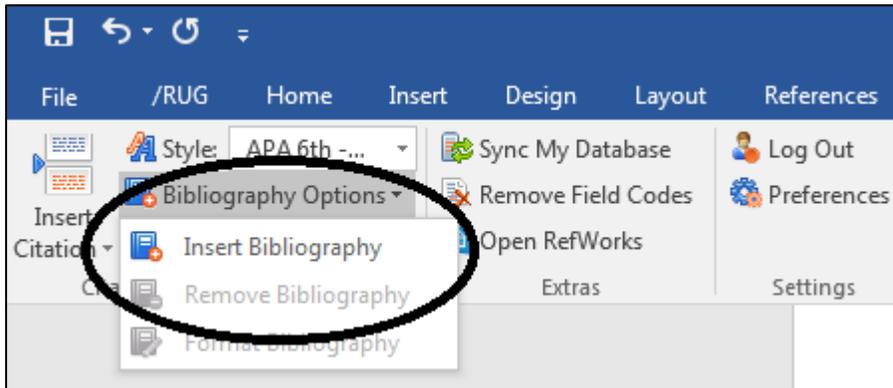


In this window you can select the citation that you want to insert. On the left you can see an overview of the folders in your database, on the right you can scroll through the list of references from the selected folder. After selecting the reference, click OK and the citation now appears in your Word 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) of 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.

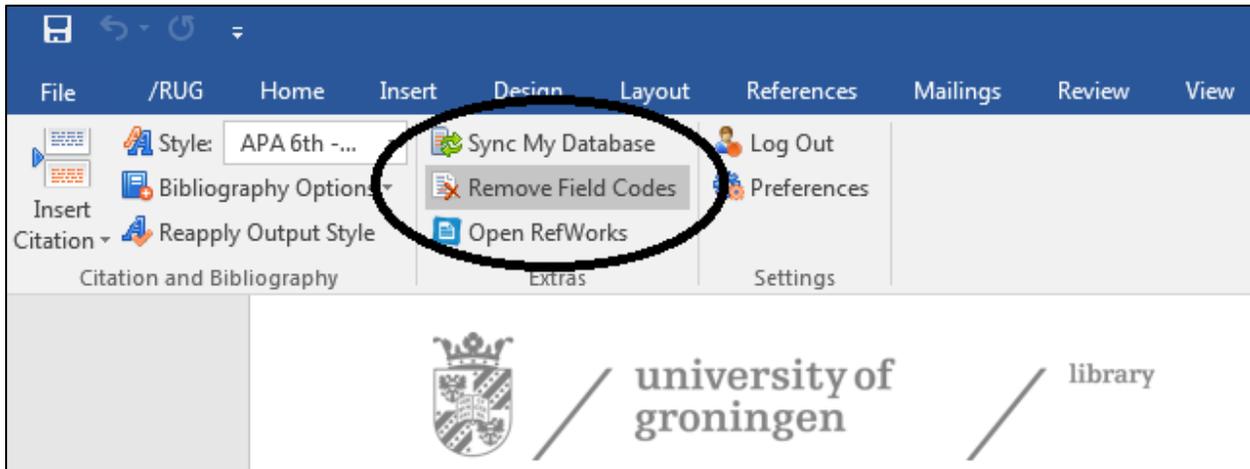
6.3 Removing Field Codes

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.

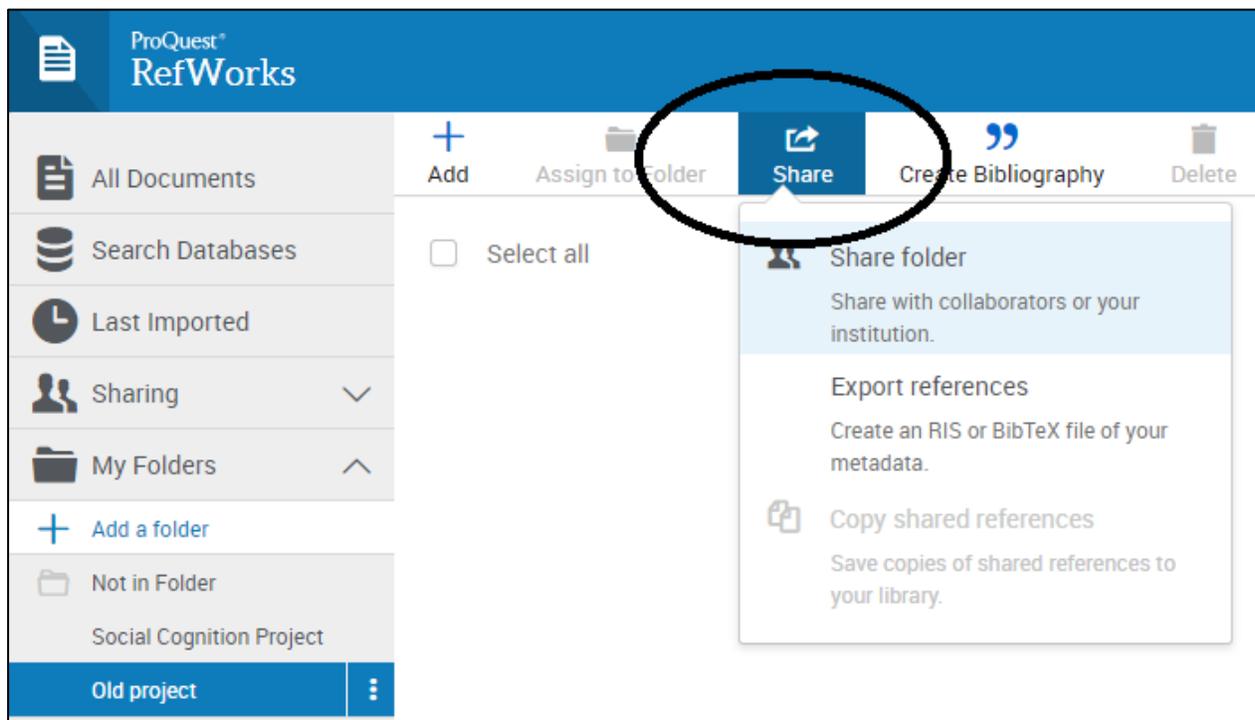




7 Sharing your database

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.

⇒ 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.

Sharing Settings ✕

▶ Settings for: "Social Cognition Project" – Only invited people may access.

▶ Shared with: No one (Invite people below)

Write more people to share

gmw-bibliotheek@rug.nl Can read ▼

Optional message

Cancel Share Folder

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.