RefWorks help guide

RefWorks is an online research management and citation tool. It is designed to help you to easily gather, manage, store and share information. Write-N-Cite is RefWorks’ citation tool, it will generate your in-text citations and bibliographies in a range of referencing styles e.g. Harvard, MLA, APA, etc.

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Accessing RefWorks

RefWorks can be accessed from on or off campus by going to: http://library.lincoln.ac.uk/home/resources/refworks/ and clicking on the RefWorks logo:

![RefWorks logo](image)

If you are accessing RefWorks from off campus you will need to enter your username (Account ID) and password (the password you use to access the computers in the Library and Blackboard). You will then need to click on Go to the University of Lincoln login page.

The first time you access RefWorks you will be asked to create an account; type in your email address, name and area of interest. When you have completed this process you will be taken to your Last Imported folder in RefWorks.

Folders in RefWorks

RefWorks has two default folders; Not in Folder and Last Imported folder. The Last Imported folder is a temporary storage area for the most recent references imported. The Not in Folder stores all the exported references that are not moved out of the Last Imported folder into a folder created by you.

Information on how to create folders is on page 5 and how to share references is on page 6.

Selecting your preferred referencing style

RefWorks enables you to create bibliographies using your preferred referencing style. To select a style click on the Bibliography tab and select Output Style Manager. You can either type the style in the search box or you can scroll down the List of Output Styles. When you find the style that you would like to use, click on the → to move it to your Favorites box. Please note that there are University of Lincoln specific styles e.g. Harvard (University of Lincoln).

Exporting items from…

‘Find it at Lincoln’

1. Log into RefWorks (see page 1) and minimise the screen.
2. Go to the Library’s website: http://library.lincoln.ac.uk
3. Type relevant keywords into the ‘Find it at Lincoln’ search box.
4. When you find a document that you are interested in, click on Add to folder (this is
a temporary folder in ‘Find it at Lincoln’. Placing documents in this folder allows you to export more than one item at a time).

5. When you are ready to export, click on either the Folder icon (at the top of the screen) or the Folder View link in the Folder has items box on the right of the screen.

6. When you are in the ‘Find it at Lincoln’ folder, select the items and then click on Export.

7. This will take you to another screen where you need to select Direct Export to RefWorks.

8. Click on Save (if you would like the items to be removed from the ‘Find it at Lincoln’ folder after they have been exported, also click the option to Remove these items from folder after saving).

9. RefWorks will automatically open, telling you when the records have been imported e.g. Import Completed – 2 references imported.

10. Click on View Last Imported Folder to view the references. If you do not move the references into a folder created by you, they will automatically be moved into the Not in Folder when your next set of references are imported into RefWorks (see Moving references into folders on page 5 for more information).
Google Scholar

1. Log into RefWorks (see page 1) and minimise the screen.
2. Go to Google Scholar: http://scholar.google.co.uk
3. Select Settings.
4. Under Bibliography Manager, click on Show links to import citations into and select RefWorks from the dropdown menu. Click on Save.
5. When you do a search you will see the option to import into RefWorks after each record.
6. Click on ‘Import to RefWorks’ to import a reference.
7. RefWorks will automatically open, telling you when the records have been imported e.g. Import Completed – 1 reference imported.
8. Click on View Last Imported Folder to view the references. If you do not move the references into a folder created by you, they will automatically be moved into the Not in Folder when your next set of references are imported into RefWorks (see Moving references into folders on page 5 for more information).

Databases

Individual databases can be accessed by going to http://library.lincoln.ac.uk/home/resources/ and selecting Databases.

To find out how to export references from a specific database into RefWorks, go to the Help menu in RefWorks:

1. Select Launch Help File.
2. Click on Getting References into Your Account.
3. Click on Importing from Online Data Vendors.
4. Select the relevant database from the list and follow the instructions given.
Creating folders in RefWorks
References can be organised and stored in folders/sub folders; you can have as many folders/sub folders as you like.

Creating a new folder
1. Click on the New Folder button.
2. Give your folder a name and click on Create.

Your new folder will appear in the Folders box on the right of the screen.

Creating a subfolder
If you would like to create a subfolder:
1. Click on the New Folder button.
2. Click on Create Subfolder.
3. Select the folder that you would like the subfolder to be linked with by clicking on the drop down menu under Select a Parent Folder.
4. Give the subfolder a name and click on Create.

An arrow will appear next to the parent folder in the Folders box on the right of the screen.

Moving references into folders
When adding or importing references into your RefWorks account, you need to move them to a permanent folder. You can have a single reference in multiple folders.

Moving a single reference into a folder:
1. Click on the grey area above the reference.
2. Drag the item to the relevant folder (located on the right of the screen).

Moving multiple references into a folder:
1. Select the references by ticking the box in the grey area.
2. Click on the Add to folder icon (circled below).
3. Select the appropriate folder from the drop-down menu.
Sharing your references

References can be shared with anybody (they do not have to be at the University or even have a RefWorks account):

1. Click on the Organize and Share Folders tab.

2. Select the folder you wish to share by clicking on its share icon:

   *Please note: it is possible to share all of the references in your RefWorks account by selecting the share icon for Share Entire Database. Folders which have already been shared will have a different icon:*

   3. A warning box will appear asking you if you are sure that you want to share your folder. If you would like to proceed, click on Share.

   4. The Share Folder Options box allows you to define any Limitations you want to set for your RefShare recipient(s).

   5. Copy and paste the URL into an email.

   6. Click on Save.

You can alter the shared folder options, email the shared folder or remove the share by placing your cursor over the Shared Folder icon and selecting the relevant option.

Creating a bibliography

You can create a bibliography by:

1. Opening the relevant folder (from the Folders menu on the right of the screen)

2. When the folder is open, select the references that you would like in your bibliography by placing a tick next to the reference. *Please note: you only need to do this if you do not want all the references in that folder to appear in your bibliography.*

3. Click on the Create Bibliography button.

4. Select your Output Style from the drop-down list. There are a number of referencing styles available (Harvard, APA, MLA, OSCOLA etc.) *You should check with your School for clarification as to which style to use.*

5. If your preferred style is not in the drop-down list, click on the Manage Output Styles link, search for your preferred style or look for it in the List of Output Styles then click on the → to add it to your Favorites.

6. Decide which references you would like to include (either selected, those on the page or all in the list).
7. Select the File Type of your bibliography from the drop-down menu e.g. HTML, Word etc.
8. Click on Create Bibliography.

If the document doesn’t automatically download, click on the link in the green Completed box that appears at the bottom right of the screen.

**Write-N-Cite**

Write-N-Cite enables you to add and format references from your RefWorks database into your assignment, as you write.

From off campus, Write-N-Cite can be accessed:

1. Via the University’s Cloud Desktop
2. Downloaded to your home computer or laptop.

**The Cloud Desktop**

If you haven’t already set up your computer, iPad or Android tablets to be able to access the Cloud Desktop click on the link and follow the relevant instructions: [http://lncn.eu/cloud](http://lncn.eu/cloud)

**Downloading Write-N-Cite to your home computer or laptop**

Log onto RefWorks, go to Tools and click on Write-N-Cite. **Important:** you will need to have MS Word to be able to download and use Write-N-Cite.

The University Desktop is currently running Write-N-Cite III for Word so it is recommended that this is the version that you download to your home computer or laptop.

1. Click on Previous Windows Versions.
2. Click on Write-N-Cite III for Word and follow the download instructions. When it is installed on your computer a Write-N-Cite icon will appear on your desktop.

**Accessing Write-N-Cite**

Accessing Write-N-Cite from the Cloud Desktop or a computer in the Library; click on the Start Button > All Programs > Research Software > Write-N-Cite. If you are accessing it from your home computer or laptop; click on the Write-N-Cite icon and you will get the following log-in box:
1. Click on the Athens users link (directly under the empty box).

2. Enter your username (Account ID) and password (the password you use to access the computers in the Library and Blackboard). **Please note:** you may need to type network\ before your Account ID e.g. network\01345678.

3. Click on Go to the University of Lincoln login page.

If Word isn’t already open, Write-N-Cite will launch it in the background. Create a new blank document in Word (or open an existing document) and save it. **Important:** Write-N-Cite will not work on an unsaved Word document.

Using Write-N-Cite

Write-N-Cite will open on your Last Imported folder. Select the folder you want to cite from by going to View > Folder and then choose the relevant folder.

1. Write your assignment.

2. When you need to add a reference, make sure the cursor is at the point on your page where you want the reference to appear.

3. Go to Write-N-Cite, find the relevant reference and click on Cite once.

4. Return to your Word document and you will see that Write-N-Cite has inserted an unformatted reference in curly brackets:
   
   e.g. {{290 Langford,Ian 2009; }}

   **Please note:** RefWorks does not add page numbers to your in-text citation so, if you would like page numbers, you will need to add them manually. You can either do this as you add the in-text citations (see below) or after you have converted your document (see page 10).

5. Continue writing your assignment and, when you are ready to enter another reference, repeat the process above.
Adding page numbers

*Please check with your School/Tutor to see if page numbers are required as part of the in-text citation.*

1. With your cursor within the curly brackets, go to Write-N-Cite and click on the *Edit Citation* link.

This will bring up a *Citation Editor* box:

2. In the *Text After* box leave a space and then put the punctuation of choice e.g. a colon or a comma (depending on the referencing style you are using) then p. (again if this is part of your referencing style) and the page number.

3. Click on *Save to Word* and your in-text citation should now contain the following (depending on what information you put in the Text After box):

   ```
   {{50 Artis, Michael J. 1991/f p.23;}}
   ```

4. When you have completed your assignment, save it and then convert the document so that it formats the in-text citation and adds a reference list at the end.

Converting your document

*From Write-N-Cite:*

1. Click on *Bibliography.*

2. Select your referencing style by clicking on the drop-down Output Style box and select. There are a number of styles available, including Harvard, APA, ISO and MLA. You should check with your School for clarification as to which style to use.

3. Click on *Create Bibliography.*
Write-n-Cite will convert your document; the in-text citation will appear in the correct format and there will be a reference list at the end. You can continue to work on this document, including adding in-text citations. When you have finished making changes to the document you will need to convert it again (following steps 1-3) so that it updates the changes you have made to the document.

Remember to save your document as you are working on it.

*Before submitting your work the Library recommends you proof-read the final document, checking the in-text citations, reference list and/or bibliography.*

**Additional Support**

The Library runs workshops on RefWorks: http://lncn.eu/efxz
Email: refworks@lincoln.ac.uk
There are also video tutorials available on YouTube: http://www.youtube.com/ (search: RefWorks).