



USING REFWORKS

What is RefWorks?

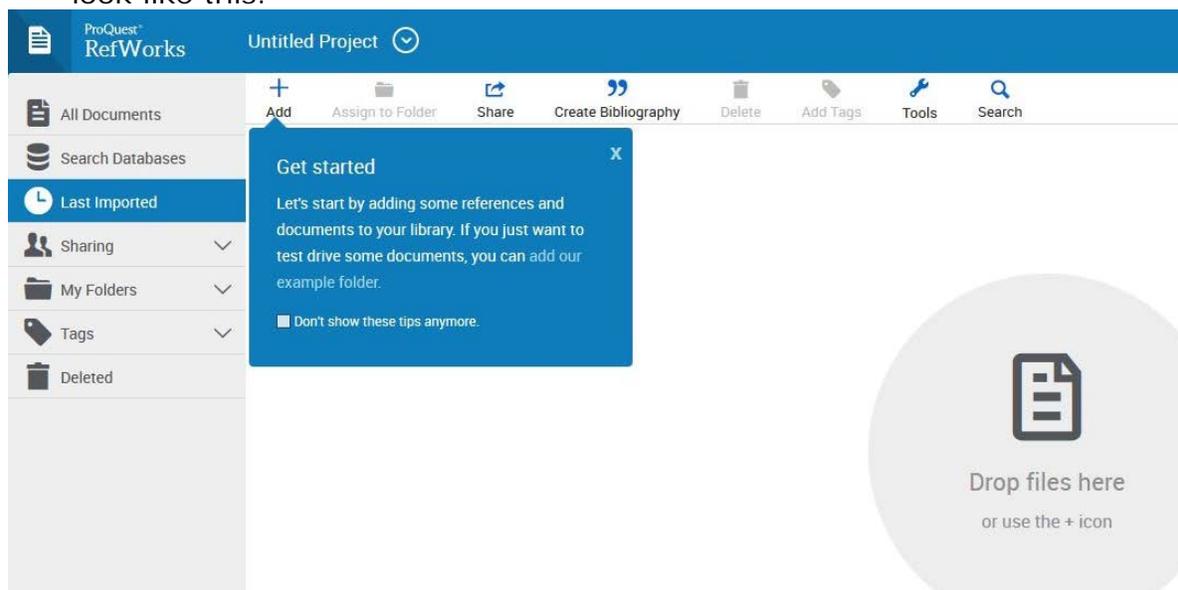
RefWorks is an online citation manager that helps you keep track of your references, organize them into a bibliography, and cite them properly according to the citation style that you need (e.g. MLA, APA, or Chicago).

Why should I use it?

RefWorks helps you create your "Works Cited" or "References" page. It even has a button that you can install on your browser to help you save and track the webpages that you use as references.

How do I use it?

- Go to the Holy Spirit Library's homepage at www.cabrini.edu/library.
- Scroll down to "Style Guides" and click on the RefWorks link. Use this link to create an account. Use your Cabrini email address so it can identify you as a student. Do not use "Use login from my institution."
- Go to your Cabrini email to verify your account by clicking on the provided link.
- After you have an account set up, you will be directed to the screen for a new "Untitled Project." Here, you can drag and drop articles into the center of the screen to begin gathering sources for a new project. The screen will look like this:



REFWORKS BASICS

- **To access your RefWorks account**, go to the Holy Spirit Library's homepage at www.cabrini.edu/library. Scroll down to "Style Guides" and click on the RefWorks link. Enter your email address and password.
- **To rename your project**, click on the arrow next to "Untitled Project" at the top of the screen. Click on "Manage projects..." and then click on "Rename" under the "Actions" drop-down menu.
- **To save webpages as references**, make sure your Favorites toolbar is shown on your browser. Then click on "Tools" in the RefWorks menu, and select "Tools" from the drop-down menu. Under the "Save references on the web" heading, click "Install Save to RefWorks," and then drag and drop the button to your Favorites bar. Then, when you are visiting a webpage that you would like to cite, simply click on the "Save to RefWorks" button to save a citation.



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It Begins with a Mentality: Disability and Writing Center

- **To save articles from the Cabrini Holy Spirit library databases**, you can either download and save the article, and then drag and drop it into your project screen in RefWorks, or you can use the "Save to RefWorks" browser add-on to save it directly from your web browser. **Note:** *This functionality means that the reference information for the article is saved in RefWorks. It does not mean that RefWorks has saved the full text of the article. You still want to download the PDF of the article in order to save and read the full text.*
- **To add a source that you cannot access electronically**, such as a book, click on the "Add" button, and then select "Create new reference" to add a reference manually. When you select the type of source you are adding in

the drop down menu next to “Ref Type,” blanks will appear that tell you what information about the source needs to be included in your citation.

- **Generate your bibliography** from within the RefWorks program itself by:
 - Choosing “Citation View” in the lower right-hand corner of your screen. This allows you to see what information may be missing from your citations. Clicking on any of the highlighted fields will allow you to add any additional information.
 - Checking the boxes next to the sources you wish to include in your bibliography.
 - Choosing the citation style that you want to use, by selecting it from the drop-down menu in the white tool bar at the top of the page. If the style that you want does not appear (e.g. MLA 8th Edition), you can search for the style that you want.
 - Clicking on “Create Bibliography” from the RefWorks menu & selecting “Create Bibliography” from the drop down menu that appears.

Your completed Works Cited, References or Bibliography page will appear according to what citation style you chose. You may copy and paste this page at the end of your document by selecting the “Copy to Clipboard” icon.

The screen will look like this:

The screenshot shows the ProQuest RefWorks interface. At the top, there is a blue header with the ProQuest logo and 'RefWorks' text. To the right of the header, it says 'Cabrin University' and 'Language (en)'. Below the header is a navigation bar with several tabs: 'Last Imported', 'MLA 8th Edition' (with a dropdown arrow), 'All references in 'Last Imported' (5)', and 'Selected Reference' (which is currently selected). Below the navigation bar, the main content area displays 'Bibliography from Selected reference (1)'. On the right side of this area, there is a blue button labeled 'Copy to Clipboard'. Below this button is a box titled 'Works Cited' containing the following text: 'Sullivan, Patrick. "Essential Habits of Mind for College Readiness." *College English*, vol. 74, no. 6, 2012, pp. 547-553.'

NOTE: Double check your bibliography entries for errors. For example, if a name gets entered First Name, Last Name, instead of Last Name, First Name, that error will stay in place in the bibliography. Dates may not always fully translate from the source to the reference list. In addition, the bibliography entry may include unnecessary URLs. By the Citation View mentioned above, possible entry omissions or needed additions will be identified by RefWorks.

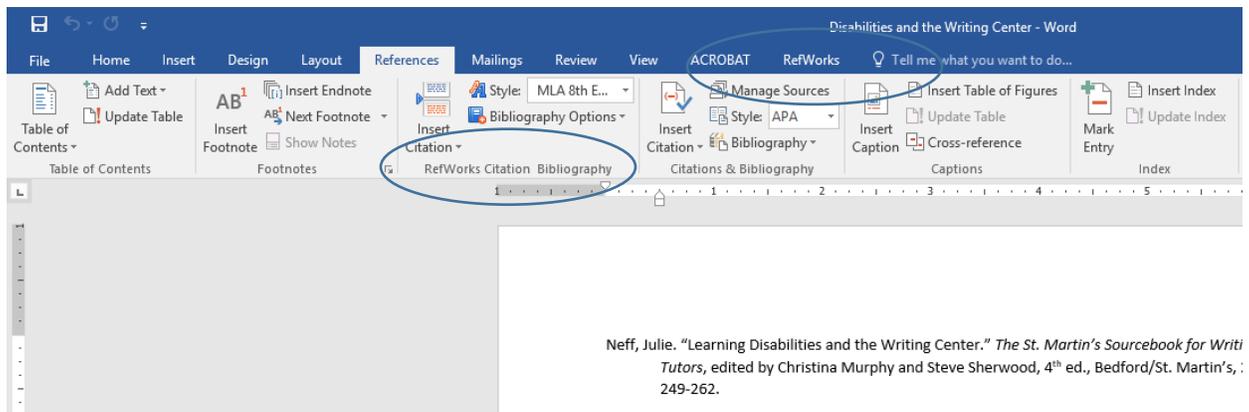
If you want more information about a particular citation style, please see our guides on MLA, APA, and Chicago styles.

- **To organize sources for a new project**, click on the arrow next to the name for your current project. Use the drop-down menu to click on “Manage projects.” Click on the large blue “Create a new Project” button at the top of the page.

USING REFWORKS WITH MICROSOFT WORD

- **To integrate RefWorks with Microsoft Word**, click on the “Tools” button, and then select “Tools” from the drop-down menu. Scroll down until you see “Cite in Microsoft Word,” click on the “Download & Install” button to add this plug-in.

As you write in Microsoft Word, you can use the plug-in to format in-text citations, and to create your bibliography. These new plug-in tools will be located under the “RefWorks” tab. If this tab does not appear, select the “Insert” tab, click on “My Add-ins” and select “Manage Other Add-ins” from the drop down menu. At the bottom of the pop-up, click on the “Go” button next to “Manage: COM Add-ins.” Check the box next to “Write-N-Cite” and click on the “Okay” button. The RefWorks tab should now appear.

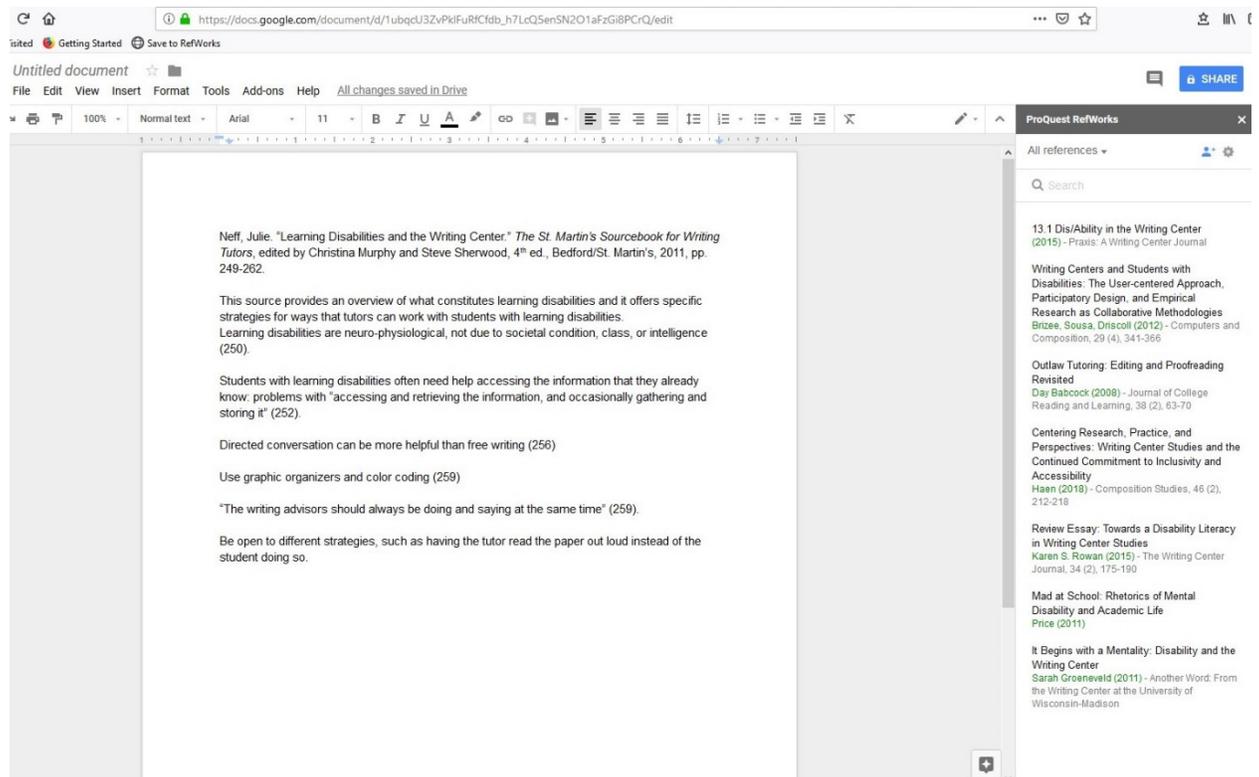


- **When writing in Microsoft Word and ready to cite a document**, first make sure you have selected the citation style that you want (e.g. MLA, 8th Ed., APA, etc.). Then click on “Insert Citation” under the RefWorks tab. Click on the appropriate folder to bring up your references. Then select your reference. To cite a specific page, check the “override pages” box, and enter the page number that you want to cite.
- **When writing in Microsoft Word and ready to generate your bibliography**, click on “Bibliography Options” under the RefWorks tab and then “Insert Bibliography.” You can then use the “Format Bibliography” pop-up menu to make any necessary changes to your bibliography.

USING REFWORKS WITH GOOGLEDPCS

- **To integrate RefWorks with GoogleDocs**, click on the “Tools” button, and then select “Tools” from the drop-down menu. Scroll down until you see “Cite in GoogleDocs,” click on the “Get the Add-on” button to add this plug-in.

In GoogleDocs, the add-on is accessible once you open a document under “Add-Ons,” then “ProQuest RefWorks,” then “Manage citations.” When you click on “Manage citations,” a sidebar appears where you can log in to RefWorks and then access all your references.



- **When writing in GoogleDocs and ready to cite a document**, first bring up the RefWorks sidebar. Then, in your document, place your cursor where you want to add your in-text citation. Next, click on the reference that you want to cite. Click on “edit and cite” in order to select or change your citation style, and to make any other necessary changes to add or suppress a page number or year.
- **When writing in GoogleDocs and ready to generate your bibliography** you don’t need to do anything. Each time you add an in-text citation to your document, you will also automatically generate the entry in your bibliography.