EMMANUEL COLLEGE
CARDINAL CUSHING LIBRARY

"RefWorks is a powerful online research management, writing and collaboration tool designed to help researchers at all levels easily gather, organize, store and share all types of information and to instantly generate citations and bibliographies."

Registration

1. Register from a computer **on campus** by going to http://www.refworks.com/refworks and following the directions.
2. Once you are registered, you will receive an email confirming your registration and providing instructions for accessing your RefWorks account off campus.

Importing Citations from the Databases

Academic Search Premier and other *EBSCOhost* databases:

1. From your results list, click on the article title to go to the detailed record of the article.
2. Click on the **Export** option under the **Tools** menu on the right.

3. The **Export Manager** will open. Select **Direct Export to RefWorks** and click on **Save**.
   Note: If you are not logged into **RefWorks**, the log in prompt will appear. Additionally, you may be required to enter **RWEmmanuelC** as the **Group Code**.
4. In **RefWorks,** you will be able to either **View Duplicates** or **View Last Imported Folder**. *Always view the* **Last Imported Folder** *to verify that the citation was successfully imported.*

Note: Other databases have similar procedures to export the citations to RefWork. For example, ScienceDirect has an "export citations" feature.

Creating Folders to Organize Your Resources

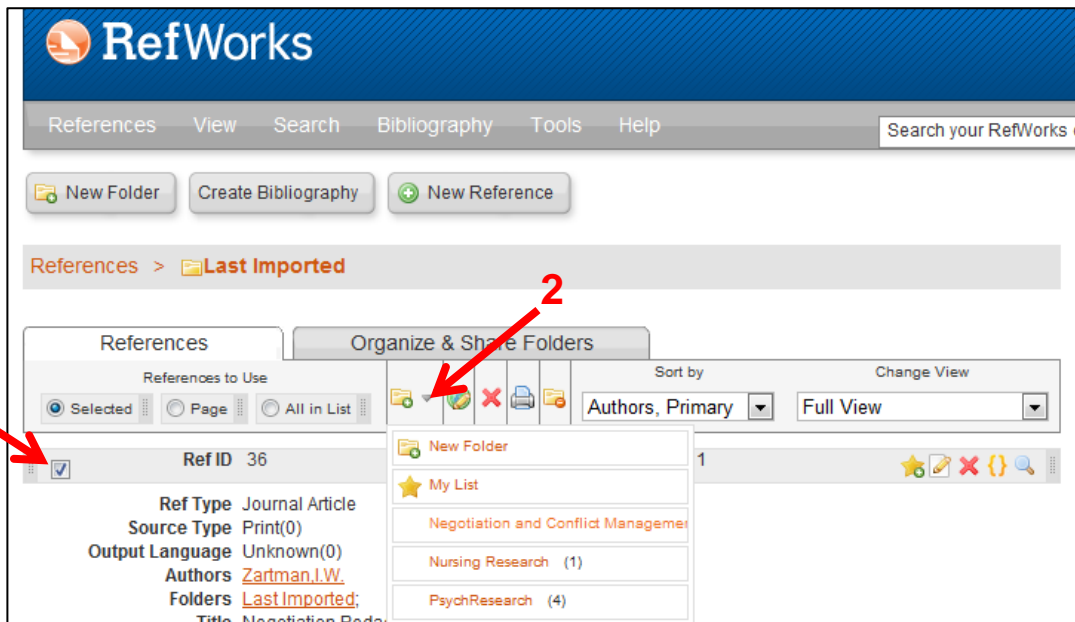1. Click on *New Folder*.

   RefWorks
   References | View | Search | Bibliography | Tools | Help | Search your RefWor
   New Folder | Create Bibliography | New Reference
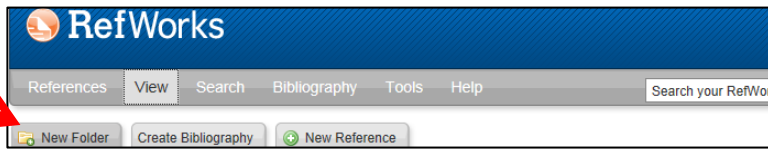
2. Enter the name of the new folder and click on *Create* in the pop-up window. The new folder will appear on the right under the heading *Folders*.

3. To move an article into a folder, select the article (1) and, then, click on the Folder icon (2) and select the folder.

   RefWorks
   References   View   Search   Bibliography   Tools   Help   Search your RefWorks da
   New Folder | Create Bibliography | New Reference
   References > Last Imported
   2
   References | Organize & Share Folders
   References to Use   Sort by   Change View
   Selected Page All in List   Authors, Primary   Full View
   1
   New Folder
   My List
   Ref ID 36
   Negotiation and Conflict Managemer
   Ref Type Journal Article
   Source Type Print(0)   Nursing Research (1)
   Output Language Unknown(0)
   Authors Zartman,I.W.   PsychResearch (4)
   Folders Last Imported;
   Title Negotiation Peda

Editing Records and Adding Notes

1. Click on the *Edit* icon to enter/edit bibliographic information and add an attachment.
2. Click on *Additional Fields* to access the *Personal Notes*, *Source Type* (Print or Electronic), etc.
3. Click on *Save Reference.*

   References > Negotiation and Conflict Management
   References | Organize & Share Folders
   References to Use   Sort by   Change View
   Selected Page All in List   Authors, Primary   Full View
   Ref ID 36   Journal Article Reference 1 of 1

Creating a References List

1. Select *Create Bibliography* from the top menu
2. Select *Output (Citation) Style*, *File Type*, and *References to Include*.
3. Click on *Create Bibliography*.

Further Resources

See http://refworks.libguides.com/home