What is RefWorks?

Refworks is an online citation manager that allows the creation of a personal database by importing references from the library catalog and databases. Those references can be used to create bibliographies as well as generated references within Microsoft Word.

How do I access the new RefWorks?

Go to: Refworks.proquest.com
Select: Create Account and follow the instructions
- You may be asked to confirm your email address.
I. **Tools for RefWorks**

Save references on the web

Use Save to RefWorks to add references and full-text to RefWorks from any website.

Install Save to RefWorks

Cite in Microsoft Word

If you use Microsoft Word for writing papers, you’ll love the tools RefWorks provides you. It’s a plugin that allows you to quickly insert and edit citations, adding them to your bibliography as you go.

Download & install Office 32-bit version

Download & install Office 64-bit version

How do I tell which version of Word I am running?

Other Windows and Mac Versions

Cite in Google Docs

Use Google Docs to write? Our add-on allows you to insert and edit citations from your RefWorks library while you’re working in Docs. It even adds your bibliography for you!

Get the Add on
II. Citation Style View
- Refworks allows the viewing of the reference list in its own bibliographic style, which can help identify missing parts of the citation.
- Click “Citation View” at the bottom of the RefWorks interface. From there, you have access to over 4000 different citation styles.

- RefWorks can identify missing fields of data based on the required citation style by highlighting the areas pink or yellow.
- Blue/Gray means that there could be a possibility of required information.
- Yellow requires information based on the selected citation style.

III. Exporting from Discover
From Discover or the Library Catalog at www.utdallas.edu/library:
- 1. Enter the title of the work
- 2. Press enter or click the magnifying glass.
The list of results based on what was entered into the search box.
- From the chosen title:
  - 1. Click “…”
  - 2. Select “RefWorks”

*Caution* Exporting references from Discover and the Library Catalog does not always guarantee an accurate citation. Be sure to refer to the appropriate citation style manual and proofread the references before creating a bibliography.

IV. **Exporting from a Database Part 1: Academic Search Complete**

- From the selected database
- 1. Enter a keyword in the search box.
- 2. Click “Search”

- Select the article of interest to access more options
- Locate “Export” under the “Tools” tab
- Select “Direct Export to RefWorks” and click “Save

V. **Exporting from a Database Part 2: Science Direct**
- [http://www.utdallas.edu/library/resources/journals.html](http://www.utdallas.edu/library/resources/journals.html)
- Look for the export tab at the top of the Article
VI. **Exporting from a Database Part 3: Pubmed**

- Click on the “Send to” and select “Citation Manager”.
- Click “Create File”, which will download the file to the desktop.

Now the file can be dragged into the RefWorks interface.
- Go back to RefWorks and click the plus sign (1) and “import references (2).”

![Image of PubMed interface with steps highlighted]
- **Import the file!** Drop the file manually or select from your computer.
VII. **Exporting from Google Scholar**
- Under “settings” from the google scholar page, click library links and make sure the UT Dallas access links are checked and hit save.

- Now you can search for articles linked back through the McDermott Library!
- Once an article is chosen from the results list, click “cite” and select “Refworks”.

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**Scholar Settings**

- **Search results**
  - Show library access links for (choose up to five libraries):

- **Languages**
  - e.g., Harvard

- **Library links**
  - University of Texas at Dallas - Get it@UTD
  - UNIVERSITY OF TEXAS DALLAS - ProQuest Fulltext
  - Open WorldCat - Library Search

Online access to library subscriptions is usually restricted to patrons of that library. You may need to login with your library password, use a campus computer, or configure your browser to use a library proxy. Please visit your library’s website or ask a local librarian for assistance.

- **Account**
  - An Equal Opportunity/Affirmative Action University
  - 800 W. Campbell Rd., Richardson, TX, 75080 972-883-2955
VIII. Creating a Bibliography

Creating a Simple Bibliography or Reference List

You can easily create a bibliography from your All Documents area, any RefWorks collection or your search results list.

1. Navigate to the collection you want to use (or All Documents area or run a search and select items), select Bibliography from the main menu and then Create bibliography.

IX. Using Write-N-Cite

To get started:
- Click RefWorks in your MS Word ribbon to launch Write-N-Cite.
- Select a citation style
- Insert in-text citations or footnotes and your bibliography
- Save your paper

Step 1. Launching Write-N-Cite

Note: The first time you launch Write-N-Cite for Windows, you will must be connected to the internet in order to log in to RefWorks and sync your RefWorks database with Write-N-Cite.

Tip: In most cases, there is no need to log out of Write-N-Cite when you are not using it. If you are using Write-N-Cite for Windows on a public computer without a personal login, you should log out of Write-N-Cite when you complete your work. If someone does gain access to a system with your RefWorks account logged in to Write-N-Cite, they will not be able to change anything in your account since Write-N-Cite doesn’t have any features to edit your database.

Logging In To Write-N-Cite for Windows:

1. Click RefWorks from the Microsoft Word ribbon.

2. Click Log In.

3. Enter your login name and password.
The first time you log in to Write-N-Cite, it will automatically “sync” with your RefWorks account. This may take a few seconds. It is downloading your references, folders and preferred output styles. Any time you make changes to your RefWorks references you can click Sync my Database in the Extras area and your new and edited references will be included in your account.

During this period, you can still access all of Word’s functionality, but the Write-N-Cite functions will not become active until syncing has finished.

Step 2. Selecting Your Citation Style

The first thing you will want to do is select an citation style for your document. Any in-text citations or footnotes and your bibliography will be displayed in your document while you write your paper - in the output style you have selected. You can always change the style later if you need to.

1. Click the Style drop down. You will see a list of RefWorks’ popular styles.
2. Click on the style name or click Select Other Style at the bottom of the list to see your personal “favorites” or any output styles recommended by your organization (group favorites).
3. You can change your output style and the formatting of your paper at any time by clicking on Style and selecting a new citation style.

Step 3. Write Your Paper and Inserting Citations or Footnotes and Your Bibliography

Note: You may want to sync your RefWorks database with Write-N-Cite if you have recently added references you want to use in your paper. Click the Sync my database Icon to download new or updated references and output styles.

When you are ready to insert an in-text citation or footnote into your paper:

1. Click the Insert Citation and Insert New option to launch the insert/edit citation box. If you have previously used Write-N-Cite, you may see some recently selected citations listed above the Insert New option. You can select citations displayed from this list or access all your references from the Insert New option.
2. Once the Insert/Edit Citation box displays, you can access references by folder or view or search for a specific reference. The search box will search every field of every reference. You can use "AND" and "OR" when using the search box.

3. Click on the reference you wish to insert into your paper. You will see a preview of the formatted citation in your current citation style.

4. Click OK to insert your formatted citation into your paper.

5. To insert a footnote instead of an in-text citation, click the Make Footnote checkbox in the Edit Reference area. Once you make a footnote and finish editing the citation, you will not be able to undo this action. However, you can always add a new in-text citation.

6. You can insert your bibliography anywhere in your paper while you are writing. Click Bibliography Options, Insert Bibliography. Note: the bibliography will be inserted wherever the cursor is in your paper. You can click Remove Bibliography to change the location.
Preferences and Other Options

Sync My Database

Each time Write-N-Cite is launched, it will download any new or edited references and output styles. If data is added to RefWorks while working on a paper, the changes will become available. Select “Sync My Database” to make those changes within Write-N-Cite.

Remove Field Codes

Be sure to select the “Remove Field Codes” when completely finished using Write-N-Cite. This allows for the removal of any coding inserted by Write-N-Cite.

X. Need More Help?

- RefWorks Libguide http://proquest.libguides.com/refworks

Our Technical Services team is also available to assist you with any issues that come up while using RefWorks. We can be reached at refworks.support@proquest.com or by phone at +1.800-521-0600 ext. 74440 or +1.734-997-4440.

Support hours are:

Eastern Time Zone:
Monday - Friday: 8:00 am - 9:00 pm ET

Pacific Time Zone:
Monday - Friday: 5:00 am - 6:00 pm PT

More Ways to Get Help:
Submit a Support Case