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.

Accessing RefWorks and Creating an Account

1. Go to: refworks.proquest.com
2. Select: Create Account and follow the instructions. (You may be asked to confirm your email address.) Be sure to use your UTD email address.
Tools Available in RefWorks

- “Save to RefWorks” allows you to add references and full-text to RefWorks directly from a website.

Save references on the web

- **Write-N-Cite** is software that allows you to insert citations from RefWorks into Microsoft Word.

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.

Other Windows and Mac Versions

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• **Cite in Google Docs** is an add-on that allows you to insert citations from RefWorks into Google Docs.

**Selecting your Citation Style**

• 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.
Exporting Citations into RefWorks from Discover

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.

Exporting from a Database.

Go to a database and find the article.

1. Look for a tools, export, send to, tab.
2. Confirm the article was sent to RefWorks.

3. After exporting, check the citation for accuracy.

Exporting from a Database by Downloading a File of Citations (Example: PubMed)

1. Click “Send to”.
2. Select “Citation Manager”.
3. 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).
Or drop the file manually by selecting from your computer.

Exporting from Google Scholar to RefWorks

1. Locate your item and click “.”

2. Select RefWorks.
Creating a Bibliography

Using Write-N-Cite

Getting Started (After Downloading Write-N-Cite from Tools tab in RefWorks).

1. Click on the RefWorks tab in Microsoft Word.

2. Click Log in.
3. Enter your RefWorks login name and password.

4. Select your citation style.

Inserting Citations

1. Click Insert Citation then Insert New by clicking on the tiny triangle.

2. Click on the reference you want to use for your paper, double check the citation and click OK.
Sync My Database

Each time Write-N-Cite is launch, 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 into your Word document.

RefWorks Help

RefWorks LibGuide http://proquest.libguides.com/refworks

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