

What is RefWorks and why would I want to use it?

RefWorks is a web-based software application that helps you manage citations. It helps you keep track of the sources you are using for your research and your own notes about the sources. It is web-based (no special software installation, downloads, or plug-ins required.) It will also create bibliographies for you in the format you specify (APA, IEEE, etc.).

What are the main features of RefWorks?

- RefWorks is internet-accessible and allows each user a private account. **WARNING:** You must register from a computer on the Drexel campus network the first time you use RefWorks.
- RefWorks allows you to import references from many of the electronic databases available on the Drexel University Libraries' web site (www.library.drexel.edu). You can conveniently compile a list of sources you intend to read -- as you identify them -- and save the list online in RefWorks.
- RefWorks interacts with Microsoft Word (the "Write-N-Cite" feature) so that you can insert footnotes and a bibliography while you are writing your paper.

How do I register to use RefWorks?

Registration is required to use this service: Users must set up a username and password by signing on to RefWorks from an on-campus computer before they can use RefWorks from off-campus.

1. Start at <http://www.library.drexel.edu>
2. Click on "Databases by Title"
3. Scroll down to "RefWorks" and click on "RefWorks".
4. Go to "New to RefWorks?" and click on "Sign up for an Individual Account"

How do I access my RefWorks account from home?

To log into RefWorks from off-campus:

Start at <http://www.library.drexel.edu>

Click on "Databases By Title"

Click on "RefWorks"

Enter your last name and University ID number when prompted.

Click on "Login using your group code" then enter the Drexel group code, which is RWDrexelU

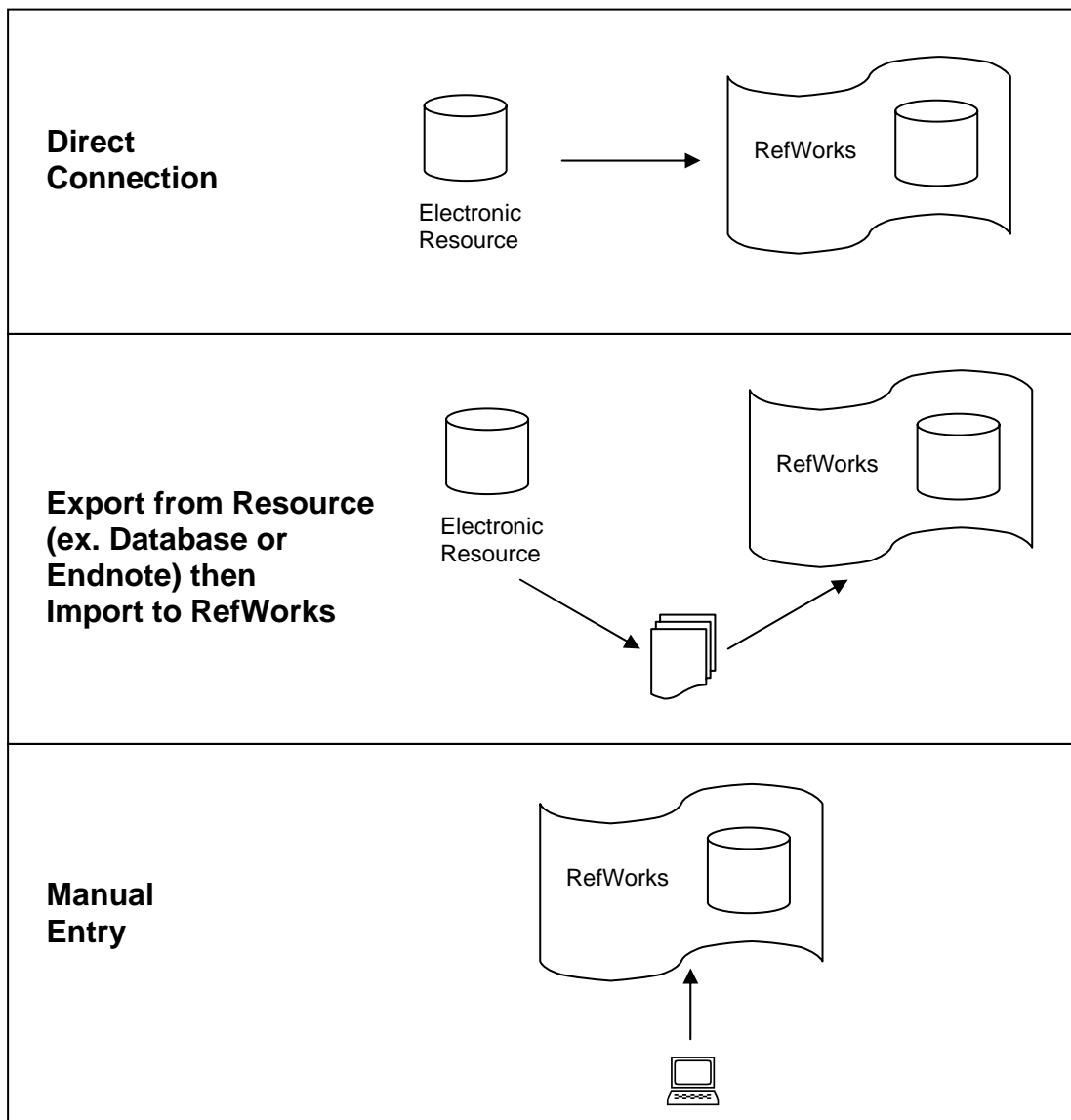
Complete the login process with your RefWorks login name and password.

You should now be at your site specific login screen. Enter your login name and password on this screen to access your personal database.

How do I load citations into RefWorks?

Three main techniques:

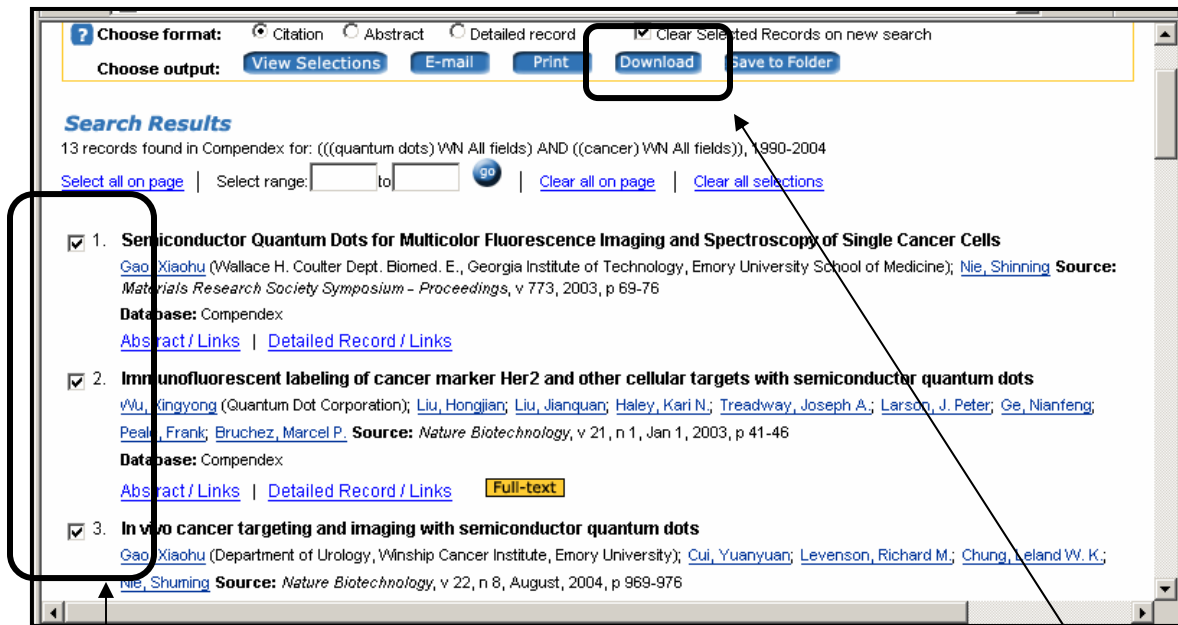
- **Direct Connection:** Direct connection between the Electronic Resource (most likely a Database) and RefWorks.
- **Export from Resource / Import to RefWorks:** Export information from the Electronic Resource to a file on your desktop, then import that file into RefWorks. (This technique will also help people who use other citation management software such as Endnote.)
- **Manual Entry:** Log into RefWorks and type in the citation information directly.



Direct Connection Example - Ei Compendex

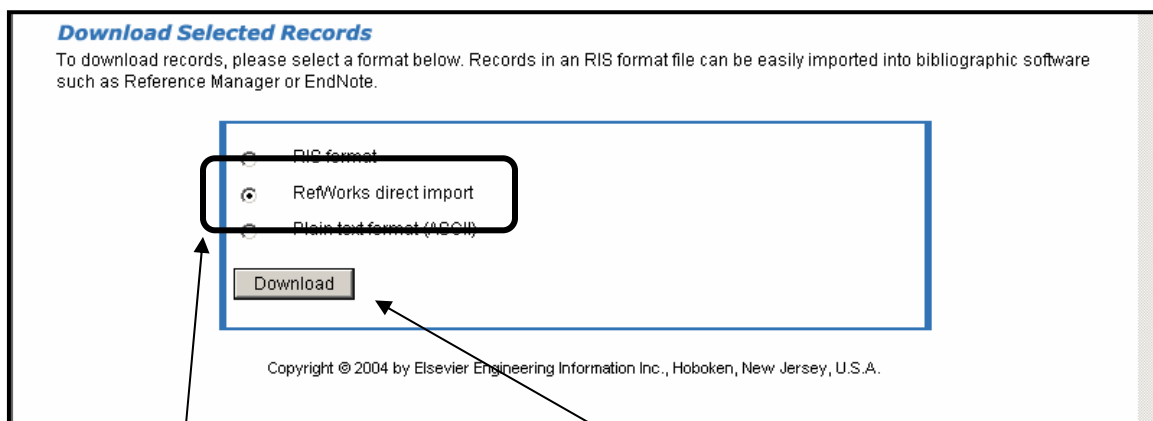
Suppose you want to add citations from one of the Hagerty subscribed electronic databases into RefWorks. For this example we will use Ei Compendex.

Searching in Ei Compendex for ‘Quantum Dots’ and ‘Cancer’ finds:



The screenshot shows the Ei Compendex search results page. At the top, there are options for 'Choose format' (Citation, Abstract, Detailed record) and 'Choose output' (View Selections, E-mail, Print, Download, Save to Folder). The 'Download' button is highlighted with a red box. Below the search results, there are three entries, each with a checked checkbox. The first entry is 'Semiconductor Quantum Dots for Multicolor Fluorescence Imaging and Spectroscopy of Single Cancer Cells'. The second entry is 'Immunofluorescent labeling of cancer marker Her2 and other cellular targets with semiconductor quantum dots'. The third entry is 'In vivo cancer targeting and imaging with semiconductor quantum dots'. A red arrow points from the 'Download' button to the first entry.

Select the records you want to import into RefWorks; Click on ‘Download’



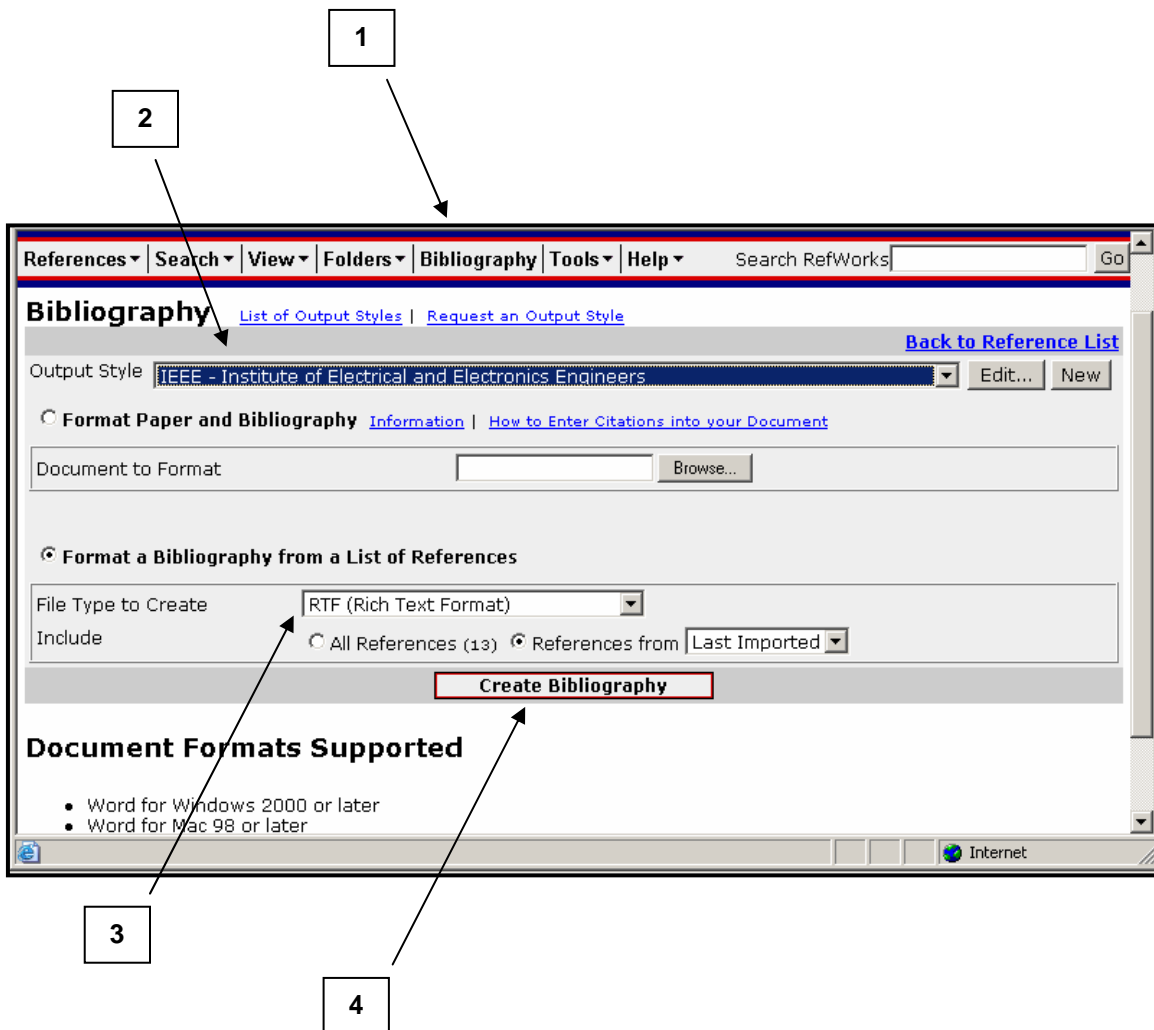
Select **RefWorks direct import**. Click on **'Download'**. If you are already logged on to 'RefWorks', click on 'View Last imported folder'

That's all there is to this step... if the resource you are using is compliant with RefWorks, the information will be automatically sent to RefWorks (no additional exporting steps, no manual entry of citations required.)

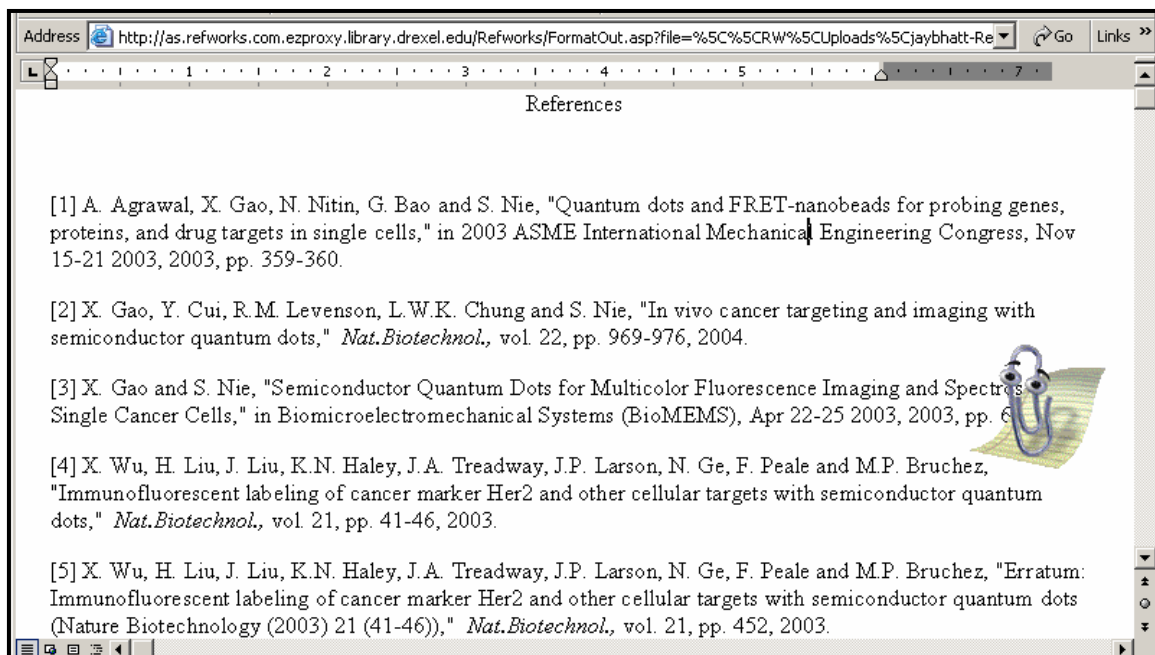
Creating a Bibliography

- [1] Click on Bibliography.
- [2] Choose an Output Style - in this example we chose IEEE.
- [3] Choose Document format - in this example we chose Rich Text Format (RTF).
- [4] Click on Create Bibliography.

The results of these steps are on the next page...



Sample Bibliography in Rich Text Format (RTF).



That's all that is necessary to create a bibliography.

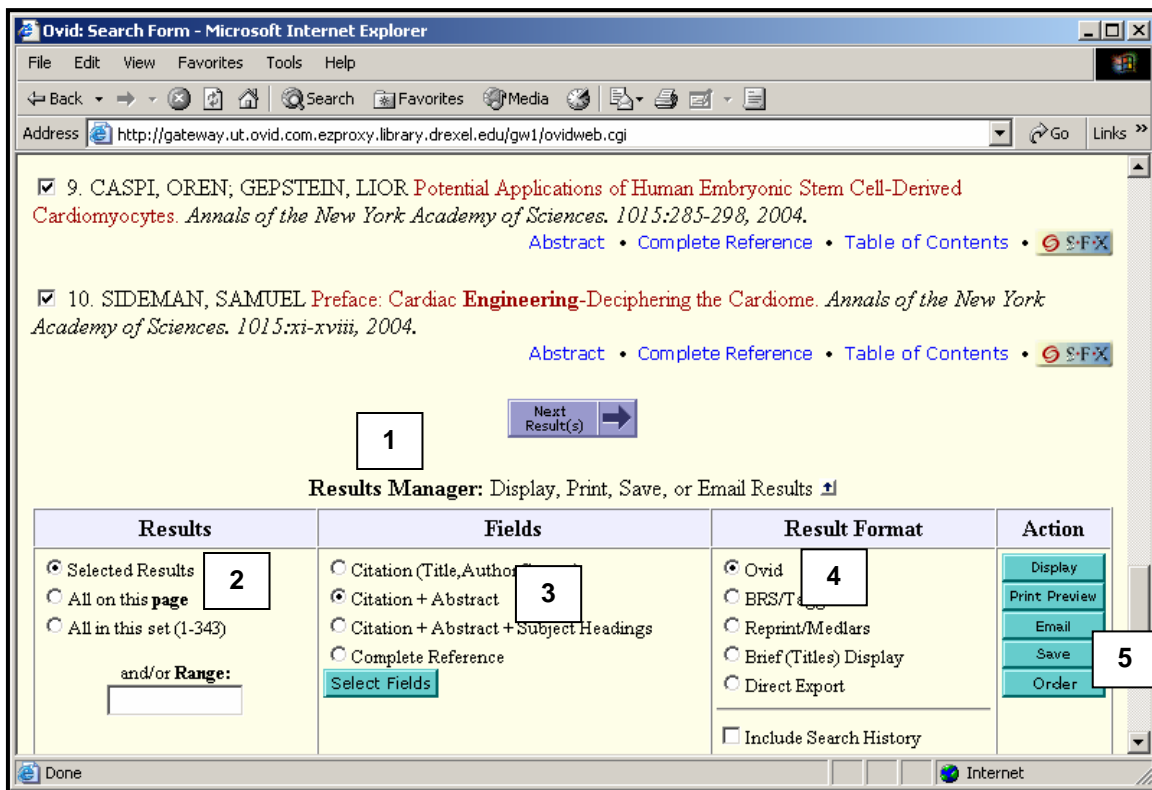
Notice you can easily obtain a bibliography in another Output Format.

You can also generate bibliographies for other folders in RefWorks, not just "last imported". If you add or remove sources from a project, simply add or remove them from the appropriate folder and re-create the entire bibliography.

Exporting from a Resource, Importing into RefWorks Example - OVID Database

Using Journals@OVID as an example for searching articles on Biomaterials and tissue engineering:

- [1] Click on the boxes next to the citations that you want to move to RefWorks and then scroll down to the bottom of the page to 'Results Manager'.
- [2] Click on the radio-button for 'Selected Results'.
- [3] Under 'Fields' select and click on the type of reference citation you need to move to RefWorks.
- [4] Under 'Result Format' click on the Ovid radio-button.
- [5] Click on 'Save' and 'Continue'.



Ovid: Search Form - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://gateway.ut.ovid.com.ezproxy.library.drexel.edu/gw1/ovidweb.cgi>

9. CASPI, OREN; GEPSTEIN, LIOR *Potential Applications of Human Embryonic Stem Cell-Derived Cardiomyocytes. Annals of the New York Academy of Sciences. 1015:285-298, 2004.*
[Abstract](#) • [Complete Reference](#) • [Table of Contents](#) • [S-F-X](#)

10. SIDEMAN, SAMUEL *Preface: Cardiac Engineering-Deciphering the Cardiome. Annals of the New York Academy of Sciences. 1015:xi-xviii, 2004.*
[Abstract](#) • [Complete Reference](#) • [Table of Contents](#) • [S-F-X](#)

Next Result(s) ➔

Results Manager: Display, Print, Save, or Email Results

Results	Fields	Result Format	Action
<input checked="" type="radio"/> Selected Results <input type="radio"/> All on this page <input type="radio"/> All in this set (1-343) and/or Range: <input type="text"/>	<input type="radio"/> Citation (Title, Author) <input checked="" type="radio"/> Citation + Abstract <input type="radio"/> Citation + Abstract + Subject Headings <input type="radio"/> Complete Reference Select Fields	<input checked="" type="radio"/> Ovid <input type="radio"/> BRS/T... <input type="radio"/> Reprint/Medlars <input type="radio"/> Brief (Titles) Display <input type="radio"/> Direct Export <input type="checkbox"/> Include Search History	Display Print Preview Email Save Order

A new window will open, displaying your results (*this window is not shown in this handout*). Click on **File** and **Save As**. Identify your file location and file name - remember to use the .txt file extension to save the item as a plain text file. For example: **c:ovid.txt**

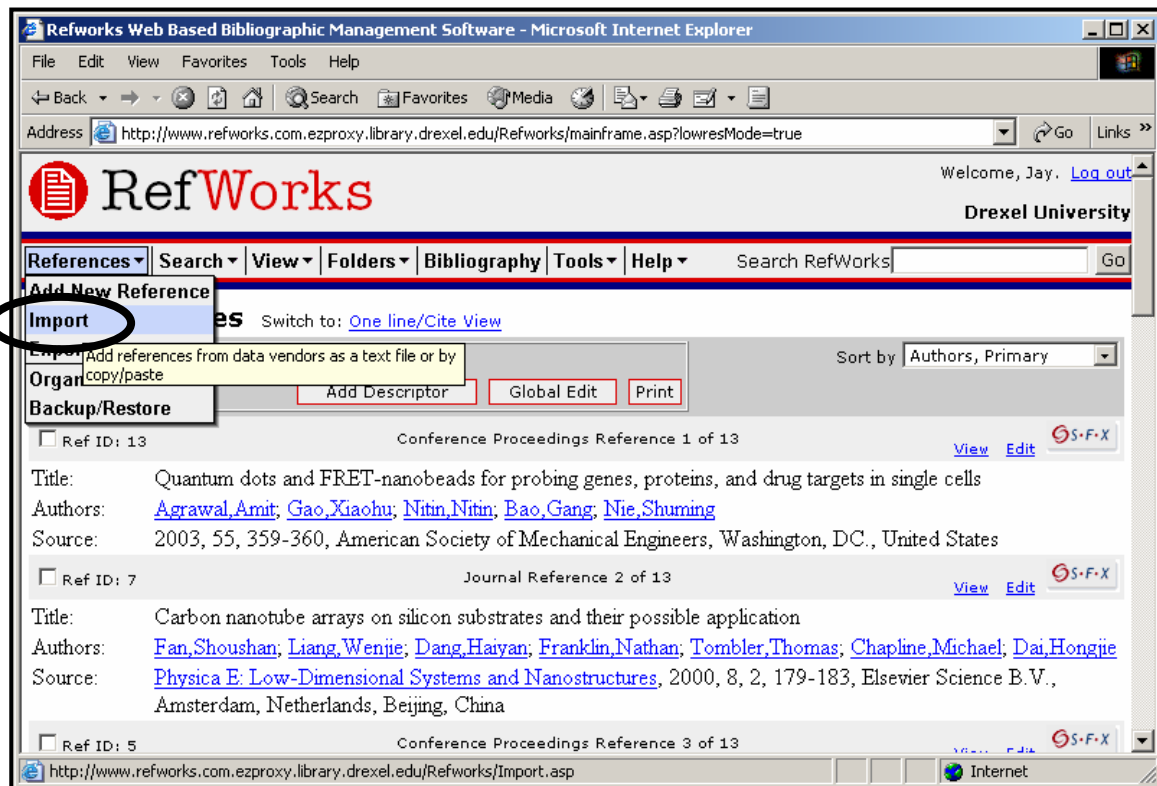
Click on **Save**.

You have now saved a file to your computer called ovid.txt. You will import this file into RefWorks!

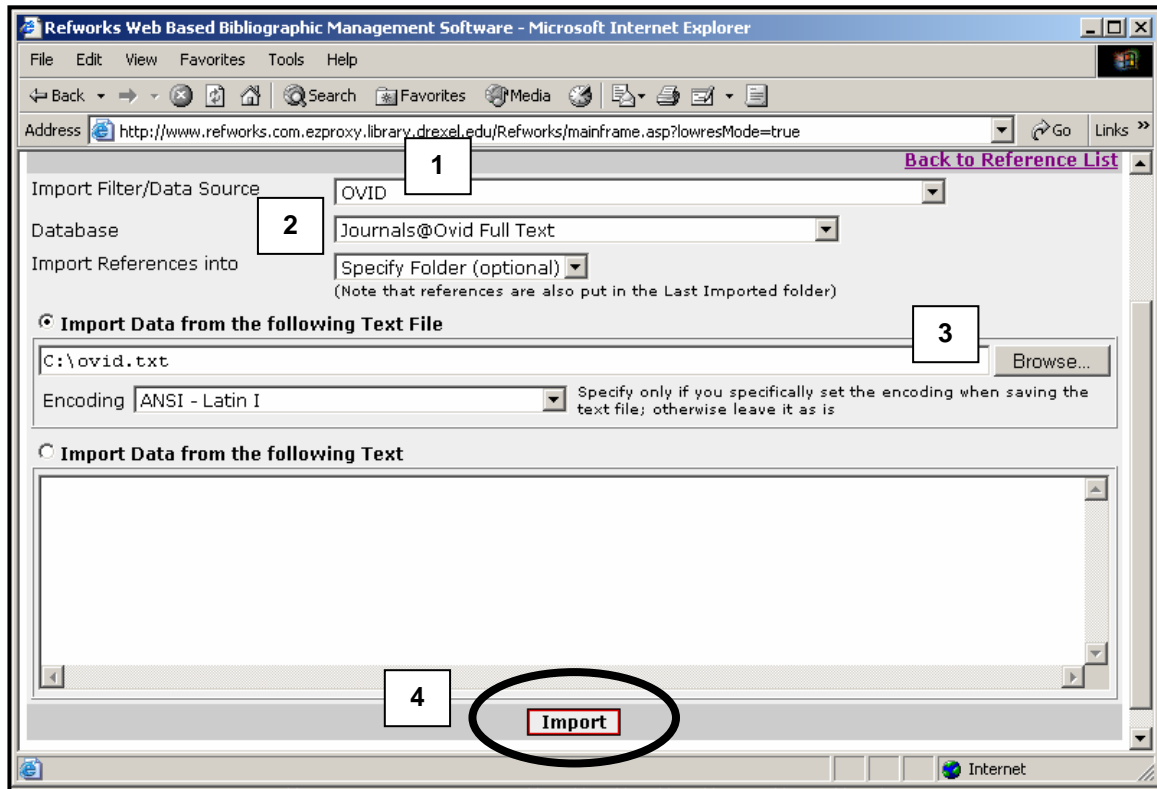
Now we must import our file into RefWorks.

Login to your RefWorks database if you have not already done so.

Click on "References" and "Import" at the top of the screen.



- [1] Select **Ovid** from the Import Filter/Data Source drop down menu.
- [2] Select **Journals@OVID** Full Text from the Database drop-down menu.
- [3] At the Import Data from the following Text File box click on the **Browse** button to select the file name of your saved records.
- [4] Click on Import.



You will see 'Import completed - 10 references imported' (if you imported 20 references, it would say "... 20 references imported" etc.)

Your citation(s) will automatically be imported into the Last Imported folder.

You may view the records or move them to the folder of your choice.

That's all there is to importing items into RefWorks!

Drexel University Libraries
RefWorks Overview – HUM 107 & Engr. Senior Design
October 2004



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