

Mina Rees Library

library.gc.cuny.edu
REFWORKS

What is RefWorks?: RefWorks is a Web-based bibliographic and research management program, allowing you to create and organize a database of references; format bibliographies in Microsoft Word according to chosen style (MLA, APA, etc.); import references from a variety of catalogs and databases; and search your RefWorks database. Because it is Web-based, there is no need to purchase or download software, and you are not limited to access on a single computer. You can use it anywhere you can connect to the Internet.

Accessing RefWorks: RefWorks is available from any PC with Internet access within CUNY. Go to the Mina Rees Library Web site (library.gc.cuny.edu) and click **Databases**. See library.gc.cuny.edu/info/remote_gc.asp for information about accessing from home.

Creating an account: Once you have accessed RefWorks, select **Sign up for an Individual Account** so that you will be able to access your RefWorks record at any time.

Note: You can also go to the login link on the RefWorks home page (www.refworks.com) and use the Graduate Center group code (**RWGradC**). Each CUNY campus has such a group code.

Creating a folder: From the **Folders** menu, choose **Create New Folder**, and give it a name, such as Practice.

Note: You must allow pop-ups in your browser while using RefWorks.

Importing library catalog records:

- From the **Search** menu, choose **Online Catalog or Database**
- Choose **CUNY Union Catalog** from the list
- Perform a **Quick or Advanced** search
- By the **Import** button, choose **Selected** and **Practice** folder
- Check for errors

Note: When adding references from multiple pages within RefWorks, you must add the references on a single page before going to the next page. Selection marks do not carry forward from page to page.

Note: Be sure to move references from the **Last Imported** folder into a specific folder because new imports will push them out.

Adding references manually:

- From the **References** menu, choose **Add New Reference**

- Choose citation style, enter required information marked by green check
- Use the **Notes** field to add extra information, such as the call number or any reading notes you would like to keep about the reference
- Click **Save Reference** at the top of the page

Importing from databases directly into RefWorks:

- Many databases have direct export capability to RefWorks
- Other databases will have the option of saving citation information in a text file that can be easily imported into RefWorks

Note: To see a list of the database import filters you can use with RefWorks, go to www.refworks.com/refworks/importdbs.asp, or click the **List of Filters & Databases** link at the top of the RefWorks Import page.

Creating a bibliography based on a reference list:

- Click **Bibliography** on the menu bar
- From the **Output Style** drop-down menu, select desired style
- Select **Format a Bibliography from a List of References**
- From the **File Type to Create** drop-down menu, select **Word for Windows** or whichever format you prefer
- Select **All References** or whichever folder you need
- Your bibliography will appear in a new window and can be saved

Creating a bibliography based on a manuscript:

- Write your paper using your word processor
- In RefWorks, display your references using **One line/Cite View** format
- To insert a citation into your paper, click the **Cite** link in RefWorks, and open the **Citation Viewer**
- In the **Citation Viewer**, click **Select Citation**
- Either drag and drop the highlighted citation into your paper, or copy and paste it in
- Click **Clear** in the **Citation Viewer**
- Save your paper with the added references
- Click **Bibliography** in either the **Citation Viewer** or in the RefWorks menu bar
- Select the correct output format (APA, MLA. etc.)
- Select **Format Paper and Bibliography**
- Browse for the file you just created, and select it
- Click **Create Bibliography**
- Your formatted paper will pop up in your browser window. If it is correct, save the document to your hard disk. If you want to add information or create the paper using a different style, close the browser window, and continue working with the original document.

For more information, see library.gc.cuny.edu/research/refworks.asp or www.refworks.com/tutorial.

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