Introduction to RefWorks

Reference Desk Help:
Visit in person (1st floor Library West); Phone: 239-590-7630; Email: libref@fgcu.edu
Reference Desk Hours (Summer and Intercession hours vary):
Mon-Thurs: 9am-8pm; Fri: 9am-5pm; Sat-Sun: 1pm-5pm

RefWorks Login: http://refworks.proquest.com
Library Website: http://library.fgcu.edu
Citation Help & RefWorks Web Page: http://fgcu.libguides.com/citation

1: Setting up your account

- Go to http://library.fgcu.edu
- Click “Citation Help & RefWorks”
- Click “Create a RefWorks account”
- Enter your FGCU email address when prompted and fill out the form
- Look for an email from RefWorks with a link to activate your account

2: Create a folder for your citations

1. Click “Add a folder”
2. Name the folder (“ResearchProject” in this example) and click “Save”
3. Click on the newly displayed folder to begin adding content

Question: What is the “Last Imported” folder?
Answer: The Last Imported folder contains all recent citations you have saved to RefWorks, even those you have put into a specified folder. Previous citations in the Last Imported folder disappear as you add other citations.
Importing citations and full-text articles

3: Importing a full text article

1. Locate the full-text article file and save to your computer

2a. Drag the file onto the RefWorks screen; the system will automatically upload the file and fill in the citation information—be sure to check the citation for missing or inaccurate information

   OR

2b. Click the “+” button and select “Upload document.” Select the file and RefWorks will upload it and fill in the citation information—be sure to check the citation for missing or inaccurate information.

4: Importing citations

1. Click the “+” button

2. To manually add a single citation, select “Create new reference” (use sparingly)

3. To add citation(s) from other citation manager programs (Mendeley, Zotero, EndNote), click “Import References” and follow directions to upload the citation file.
Importing citations directly from a database

**Importing from databases with a direct export option:**

1. Go to http://library.fgcu.edu and select “Databases”
2. Select the CINAHL database (provided by Ebsco)
3. Search for a term and look at the search results—select several of interest
4. Go to the folder and “select all”
5. Click the “Export” link on the right side
6. Make sure “Direct Export to ReWorks” is selected, then click “Save”
7. If asked, select “Export to the new RefWorks”
8. The citations should appear in RefWorks—note that this action did not import full-text articles
Importing citations from other databases

- Not all databases will have a direct export to RefWorks button
- Citations can still be imported by saving the citations in a file that RefWorks supports
- In this example, we use PubMed; for other cases or problems, check with a librarian

1. Select the desired citations
2. Click the “Send to” link and check “Citation manager”
3. Click “Create File”—a file will download to your computer

4. Go to the “+” button and click “Import References”
5. Drop the file (or select the file) on the page
6. A pop-up should appear saying that RefWorks thinks the file is NLM PubMed; if so, it has correctly recognized the file type. Click “Import”
7. The citations will upload and appear in the “Last Imported” folder

What is the format of this file?

You’ve selected citations (3) nlm (355.0k)
We think this is NLM PubMed. If not, you can search for the format.

This file will be imported as:
NLM PubMed!
Managing citations

1. All imported citations will be sent to the “Last Imported” folder.

2. To transfer citations to another folder, click the desired citations, click the folder icon, and select the desired folder or create a new folder.

3. While imported citations from databases do not contain full text, they do have a link to check for the full text article at the FGCU library.

See an error in the citation? Click the pencil to edit the citation or add other comments for your own use.

Check for Full Text
Generating the bibliography

1. To generate a bibliography, first select the desired citations, either by clicking each individual citation’s check box, or selecting “Select all”
2. Click the ” folder
3. Click “Create bibliography”
4. The bibliography will appear and can be copied to clipboard or copy/pasted into the paper
5. Use the menu in the top left to search and select the correct citation style for your assignment
6. Remember! RefWorks’ citations often contain errors — be sure to check the citations before submitting the assignment

RefWorks Options

Click your name in the top-right corner, then click “Tools”

- **Save to RefWorks**
  A handy bookmark for your browser. Navigate to a desired webpage, citation, or article and click the button. RefWorks will automatically import the information. Highly useful for research projects.

- **RefWorks Microsoft Word plugin**
  A plugin that installs as a tab inside MS Word. Enables one to easily cite in-text, generate bibliographies, and change output styles. Requires Word 2010 or later. Mac option is only available for Word 2016.

- **Google Docs add-on**
  Use Google Docs to write papers? Check out the RefWorks add-on to easily add and edit citations and bibliographies in your paper.