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INTRODUCTION TO REFWORKS

What is RefWorks?

RefWorks is a tool which will store the references which you plan to use in your essay. It can be used in conjunction with Microsoft Word to insert those references into your essay and produce a bibliography in many standard referencing formats.

How do I Access RefWorks?

RefWorks is available **on the web**. You access it using any recent version of Internet Explorer, Netscape or Firefox. You can use it on a **Windows** computer or a **Macintosh** computer.

The only software that you need to download is a small **plugin** that will allow RefWorks to work more easily with Microsoft Word.

Setting Up an Account

Go to the Library's RefWorks page at: <http://www.library.uq.edu.au/refworks/>

Click on the link that says **Go to your RefWorks account**.

You must access RefWorks via this link, so that you can be **authenticated** as a UQ user.

Click on the link that says **Sign up for an Individual Account**.

Fill in the information. Choose your own username and password. Click on the **Register** button.

Your account is now set up. You will receive an **email message** confirming your username and password. **Keep** that email message.

Manually Entering References into Your Account

Click on **References** on the menu bar at the top of the screen, and select **Add New Reference**.

In the box labelled **View fields used by**, you can select an output style which is appropriate for you. You will now see green ticks beside some of the boxes below. This is to suggest the fields which you need to complete, but those fields are not compulsory.

In the box labelled **Ref Type**, choose the appropriate reference type.

Then fill in the other information that RefWorks will need to format your reference. You will not need to fill in most of the fields on the screen.

Be careful with the **Authors** box. At the end of that box, click on **see detail** for examples of how to enter the data correctly.

When you have entered the details of a journal article, the screen should look something like this:

RefWorks

Welcome, John East. [Logout](#)
University of Queensland

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾ Search RefWorks

New Reference ✓ indicates fields used by your selected output style. [Back to Reference](#)

View fields used by: Harvard (University of Queensland) Save Reference Save & Add New

In Folder(s) Specify Folders (if any) ▾

Ref Type Journal Article ▾

Source Type Print ▾

Authors ✓ Devlin, Marcia; Gray, Kathleen Separate each author with ";", [See detail](#)

Title ✓ **B I U x² x₂**
In their own words: a qualitative study of the reasons Australian university students plagiarize

Periodical, Full ✓ Higher Education Research & Development

Pub Year ✓ 2007

Volume ✓ 26

Issue ✓ 2

Start Page ✓ 181

Other Pages ✓ 198

Periodical, Abbrev

Pub Date Free Form

Descriptors Separate each descriptor with ";", e.g. Diet; Health Behavior

Abstract **B I U x² x₂**

Click on **Save Reference** to save the details to your account. Or click on **Save & Add New** if you want to add another reference.

Viewing References

To view all the references in your account, click on **View** on the menu bar, and then select **All References**.

The **switch to** box allows you to change the way you view the references.

You can choose some common output styles to add to the menu in this box, so that you can **preview** your references. Click on **Tools** on the menu bar, and then select **Customize**. Under **Reference List Options** choose up to three styles to add to the reference view menu.

Editing References

If you need to edit the information in any of your references, make sure that you have selected any view **except** the One Line/Cite View.

Find the reference, and click on the **Edit** link to open the reference for editing.

Make the changes and click on the **Save Reference** button.

Checking the Import Instructions for Databases

Typing the reference data in RefWorks yourself is a slow process. Often you can export all the data from a database into your RefWorks account.

Connect to the database that you wish to export from. That database will be provided by a **data vendor**. Look for the name of this company, usually found at the top of the database screen. Common data vendors are **CSA Illumina**, **EBSCOhost**, **Ovid**, **Web of Science**.

Now go back to **RefWorks** and click on **References** on the menu bar, and select **Import**.

When the **Import** screen opens, click on **Import Instructions** near the top of the screen.

This opens a help screen where you can view a list of data vendors. Find the data vendor for your database, and read the instructions.

Direct Export of References from a Database

Some databases provide **Direct Export**. This is the quickest way of getting references into RefWorks.

For example, look at the *Psycinfo* database, which is marketed by the data vendor **CSA Illumina**. If you do a search and mark some records, you can then click on the **Save, Print, Email** link at the top of the results list.

The screenshot shows the CSA ILLUMINA search interface. At the top left is the CSA ILLUMINA logo with the tagline 'Natural Miracles: What Functional Foods Can Do for You?'. Below the logo are navigation buttons: 'Logout', 'Quick Search', 'Advanced Search', 'Search Tools', and 'Browse'. The main search results area shows '163 results found for: examination anxiety in ? PsycINFO Alert Me'. There are filters for 'Published Works 163' and 'Web Sites 0'. Below these are buttons for 'All Publication Types 163', 'Journals 138', 'Peer-Reviewed Journals 124', 'Conferences 1', and 'Books 7'. At the bottom of the filter section are links for 'Mark or Clear all on page', 'Update Marked List', and 'Save, Print, Email'. A pagination bar shows 'Previous 1 2 3 4 Next'. Two search results are displayed:

1. [Youth civic engagement in China: Results from a program promoting environmental activism.](#)
Johnson, Laura R.¹; Johnson-Pynn, Julie S.²; Pynn, Thomas M.³
Journal of Adolescent Research. Vol 22(4), Jul 2007, pp. 355-386
China is a key player on the global stage, and nearly 300 million Chinese youth stand to be affected by rapid social and ecological transformations. Programs that promote developmental assets in Chinese youth could increase their resilience in the ...
[View Record](#) | [References](#) | [Full-Text PDF\(147 Kb\)](#) | [Table of Contents](#)
2. [Significant predictors of test anxiety among students with and without learning disabilities.](#)
Sena, Jolyn D. Whitaker¹; Lowe, Patricia A.²; Lee, Steven W.³
Journal of Learning Disabilities. Vol 40(4), Jul-Aug 2007, pp. 360-376
... learning disabilities (LD) and different aspects of test anxiety was examined on a new multidimensional measure of test anxiety. A sample of 774 elementary and secondary school students—195 students with LD and 579 students not identified ...
[View Record](#) | [References](#) | [Get it at UQ Library](#)

This takes you to another screen. At the bottom click on [Export to RefWorks](#)

Your references will be automatically transferred to RefWorks.

Go to your RefWorks account and you should see a screen which tells you that the references have been imported. Click on the button **View Last Imported Folder** to see your references.

Remember that the export procedures vary, depending on the data vendor. You must read the **Import Instructions** in RefWorks.

Downloading References from a Database and Importing with a Filter

Some databases do not support direct export. In these cases, the **Import** Instructions in RefWorks may suggest that you save the references from the database as a plain text file and then import them into RefWorks using a filter.

For example, look at the *Web of Science* database, which is marketed by **ISI (Institute for Scientific Information)**. If you do a search, you can check references and add them to the **Marked List**.

Click on the **Marked List** button to see the marked records. Select the fields which you wish to download. Leave the default setting of **Field Tagged** and click on the **Save to File** button to save the records. Make sure that you save the references as a **text document**.

In RefWorks, click on **References** on the menu bar, and then select **Import**. When the Import page opens, use the drop-down menu at **Import Filter/Data Source** to select **University of Queensland**. In the **Database** box, use the drop-down menu to select **Web of Science**.

At the box labelled **Import Data from the following Text File**, browse to find the file of references that you saved.

Now click on the **Import** button. The references will be imported to your **Last Imported** folder.

Importing References from the UQ Library Catalogue

To import references from the UQ Library catalogue, click on **Search** on the menu bar in RefWorks. Then select **Online Catalog or Database**.

When the **Search Online Catalog or Database** screen opens, go to the drop-down menu in the first box and select **University of Queensland (UQ)**, which should be near the top of the list.

In the **Quick Search** box, type the word or words that you wish to search for. Click on the **Search** button.

The results of your search will open in a new window. **Check** the references which you wish to import and click on the **Import** button. The references will be added to your RefWorks account. Close the window containing your search results.

Organising Your References

RefWorks allows you to organise your references into **folders**. If you want to do this, click on **Folders** on the menu bar, and select **Create New Folder**.

Choose a name for the folder and click on the **OK** button.

To move references into a folder, click on **View** on the menu bar, then select **Folder** and then select **References Not in a Folder**.

Check the boxes beside the references you want to put in your new folder, then use the **Put in folder** box to select the folder.

To see the references in that folder, click on **View** on the menu bar, then select **Folder** and then click on the name of the folder.

Searching Your References

The quickest way to search your references is to use the **Search RefWorks** box.

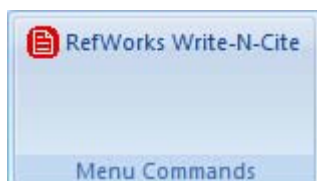
Type in a word (or a part of a word) to search all references in your account.

Inserting References into a Microsoft Word Document using the Write N Cite Plugin

The Write N Cite plugin is available on Library computers. You can **download** it for use on your own computer at home. Download it from the RefWorks website at:
<http://www.refworks.com/Refworks/WNCDownload.asp>

To use it at home, you must load the **WNC Proxy Configuration Utility**. See the information on the Library website at: http://www.library.uq.edu.au/refworks/get_started.html#4

If you are using Word 2007, click on the **Add-Ins** tab on the ribbon to access the Write N Cite icon.



Click on the icon to launch Write N Cite.

If you are using Word 2000 to Word 2003, click on the **Tools** menu at the top of the screen to access the Write N Cite icon. Or you can put the Write N Cite icon on your toolbar by clicking on **View** on the menu bar at the top of the screen, and then selecting **Toolbars** to see the full list of toolbars. Click on **RefWorks**, and the icon will be added to the toolbar.



After clicking on the Write N Cite icon, you will be asked to login in to your RefWorks account. You are now opening a **new session** of RefWorks. You will not have access to all the features of RefWorks, but you will have direct interaction with Microsoft Word.

Open the Word document which you are writing. When you want to insert a reference, leave a space and go to the Write N Cite window. Find the reference and click on the **Cite** link.

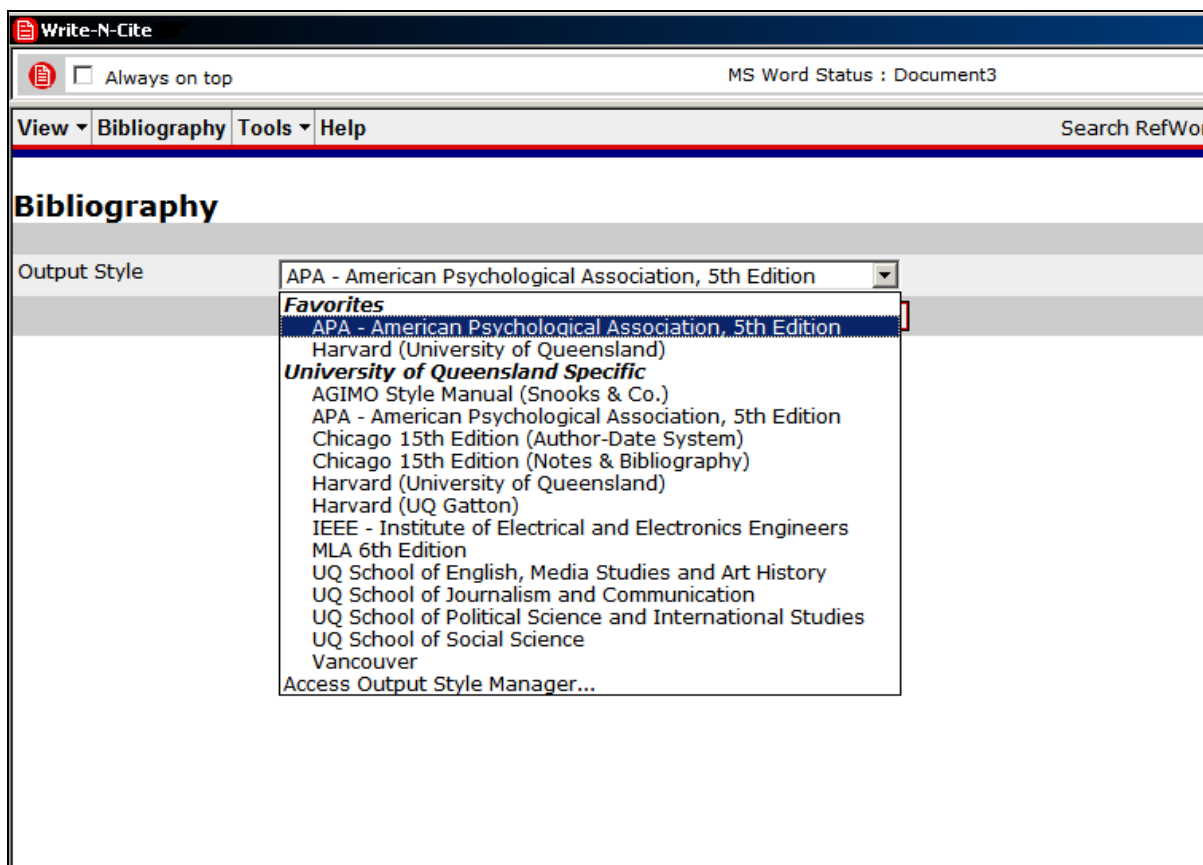
Go back to your Word document, and you will see that the reference has been inserted in a temporary format that looks like this { {19 Scanlon,Patrick M. 2003; } }

Insert some more references into your document. **Save** your document.

Formatting the Bibliography

In the Write N Cite window, click on **Bibliography** on the menu bar at the top of the window.

Use the **Output Style** box to select the output style.



Styles which you have used before will be listed as your **Favorites** at the top of the list. Below this you will see a list of **University of Queensland Specific** styles which are commonly used at UQ. To access all the other RefWorks output styles in the **Output Style Manager**, you must login in to the full version of RefWorks and click on **Tools** on the menu

bar. Then select **Output Styles Manager** and transfer the styles you need to your Favorites list.

After you have selected the output style, click on the **Create Bibliography** button. RefWorks will format the references in the document and create the bibliography.

You can add further references to your document. Use the **Bibliography** function to format these references.

Editing Citations

If you want to **delete** a citation, go back to the original Word document and click on the citation. Then go to the Write N Cite window and click on **Edit Citation**. This will open the Citation Editor window showing details of the citation. Click on **Remove** and confirm that you want to remove this reference. Then click on the **Save to Word** button. The citation will be deleted from your Word document. You may find that the brackets surrounding the citation remain in your document; if so, delete the brackets.

Use this procedure if you want to **move** a citation. First delete the citation, then reinsert it in the new position.

If you want to **add text before a citation**, so that the citation might look like (see also Smith, 1999), click on the citation in the document and use the **Edit Citation** function. When the Citation Editor window opens, use the **Text Before** box to insert the text, then click on the **Save to Word** button. The citation in the text will be formatted when you next use the Bibliography function.

| Manipulate Reference | Suppress Authors | Suppress Year | Text Before | Text After | Specific Page | Reference |
|----------------------|--------------------------|--------------------------|-------------|------------|---------------|-----------------------------------------------------------------------------------|
| Up Down Remove | <input type="checkbox"/> | <input type="checkbox"/> | see also | | | Moeck, Pat G. 2002 Academic Dishonesty: Cheating among Community College Students |

If you want to **add a page number after a citation**, so that the citation might look like (Smith, 1999, p. 44), use the same procedure and enter the details in the **Text After**

box. Note that the **Specific Page** box can only be used with certain styles (e.g. MLA, Chicago).

If you use the author's name in the text, you have to remove it from the citation in the text, e.g. *Smith (1999) has questioned this conclusion.* Use the **Edit Citation** function and check the box labelled **Suppress Authors**.

After you have used the Edit Citation function to edit your citations, you must use the Bibliography function to update the formatting in the document.

Removing the Field Codes

If you click on any of the formatted citations, you will notice that the text is highlighted in grey. This is because there are field codes in the document, which link it to RefWorks.

If you intend to **print** out your document for submission, the field codes are not a problem.

If you intend to submit your document **electronically** (e.g. as an attachment to an email message), it would probably be better to remove the field codes first.

To do this, use the Microsoft Word **Save As** function to make a copy of your document. Keep the original copy (containing the field codes) in case you need to amend your references.

With the copy open, go to Write N Cite and click on **Tools** on the menu bar. Select **Remove Field Codes**. Confirm that you want to remove the field codes, and RefWorks will remove the codes from your document.

Checking the Formatted Document

After you have used the **Bibliography** function to generate your final document, you must **check** it carefully to make sure that the references have formatted correctly.

You will often need to **correct the capitalisation** of names of places, people, etc.

Do not make these corrections until you have finished writing your paper.

APPENDIX

Inserting References into a Microsoft Word Document without using the Plugin

If you do not wish to install and configure the Write N Cite plugin, you can still format references in a Word document.

When displaying your references in RefWorks, go to the drop-down menu at the top of the screen and switch to the **One line/Cite View**.

Open your Word document. When you want to insert a reference, go to RefWorks, find the reference and click on **Cite** beside the reference. This will open the **Citation Viewer** window. You will see the reference in its unformatted form, e.g. {{34 Brownrigg,Jeff 2000;}}.

Click on the **Select Citation** button to highlight the unformatted citation. Now **copy** the unformatted citation and **paste** it into your Word document at the appropriate location.

If you need to edit the citations to add page numbers or suppress the author's name, you will have to insert **switches** into the unformatted references. See the help screen on **Modifying an In-Text Citation or Footnote**.

When you have finished writing your document, **save** it.

In RefWorks, click on **Bibliography** on the menu bar.

Use the **Output Styles** box to select the output style. Styles which you have used before will be listed as your **Favorites** at the top of the list. Below this you will see a list of **University of Queensland Specific** styles which are commonly used at UQ.

Check the option **Format Paper and Bibliography**. At **Document to Format**, browse to find the document that you have saved.

Click on the **Create Bibliography** button. RefWorks will produce a **final Word document**, with formatted references and a bibliography.

Keep the original document with the unformatted citations. If you need to make any changes to your references, make them in the original document and format the bibliography again, to create a new final document.

Remember to **check** the final document to correct any errors in the references, especially the capitalisation.