



Kresge Business Library Instruction Quickly Create Your Bibliography and Footnotes with Refworks

<http://www.bus.umich.edu/KresgeLibrary/>

What is RefWorks?

- A resource provided by the University of Michigan to assist in keeping track of resources you have used for your papers and presentations.
- The easiest way to create a bibliography for your papers and assignments – making sure that you are citing all your information resources.

Key Links

RefWorks Page on the Kresge Wiki (includes links to instructional guides)

<http://webservices.itcs.umich.edu/mediawiki/KresgeLibrary/index.php/RefWorks>

Refworks Program (Follow link from the Kresge Wiki above or via the URL below)

<http://searchtools.lib.umich.edu/V?func=native-link&resource=UMI02087>

Plagiarism and Copyright Resource Page on the Kresge Wiki

http://webservices.itcs.umich.edu/mediawiki/KresgeLibrary/index.php/Plagiarism_and_Copyright_Resources

Library Assistance

- E-mail: kresge_library@umich.edu
- In person: Reference Desk (2nd floor)
- Monday-Thursday 9:00am-7:00pm
- Friday 9:00am-5:00pm
- Phone: 734.764.9464
- IM: use the IM widget on the Library Home Page

Creating an account & Logging In

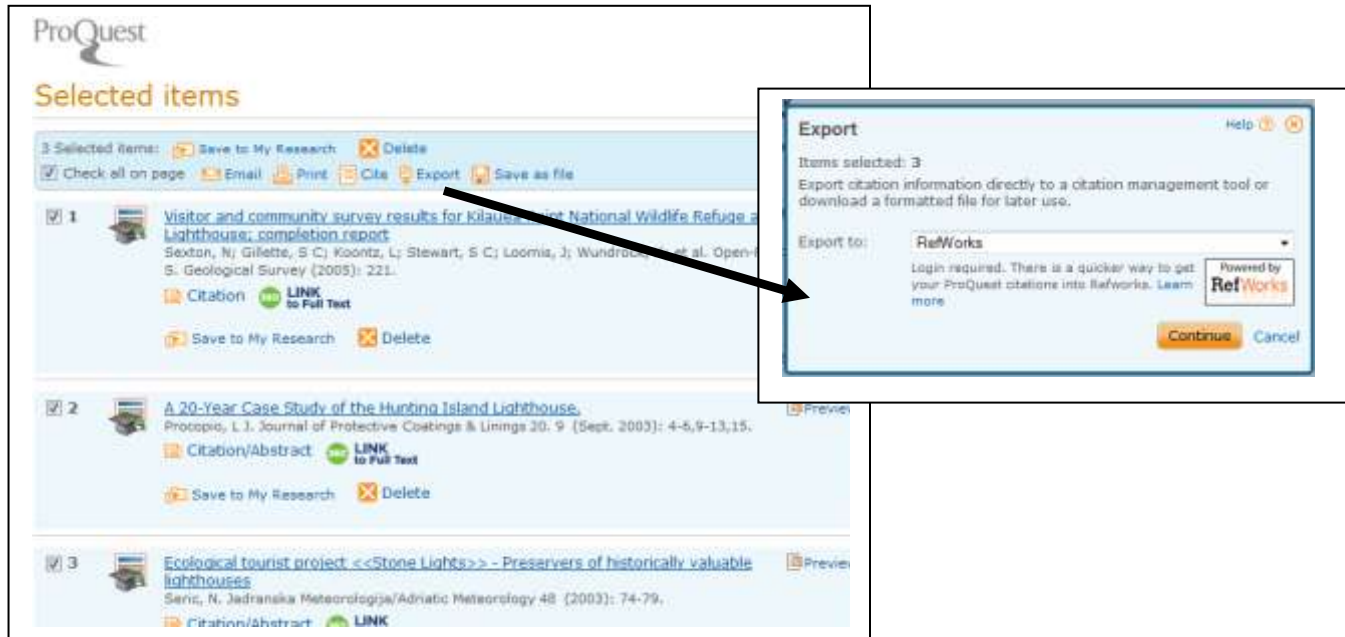
- You need to create a login for yourself – this should not be the same as your Michigan credentials
- You can create a login for a group or team – that can be shared among other Michigan students (maybe a Strat 502 or MAP team)
- When creating an account OR logging in, you must see the reference to **University of Michigan University Library**. If you do not see it – then you will not be able to log into the system.

Using Direct Export from a Kresge Library database directly into Refworks

- When you are using ABI/INFORM or Business Source Complete (among others), you can export the citation information right into RefWorks.
- You can typically export from a single record or a batch

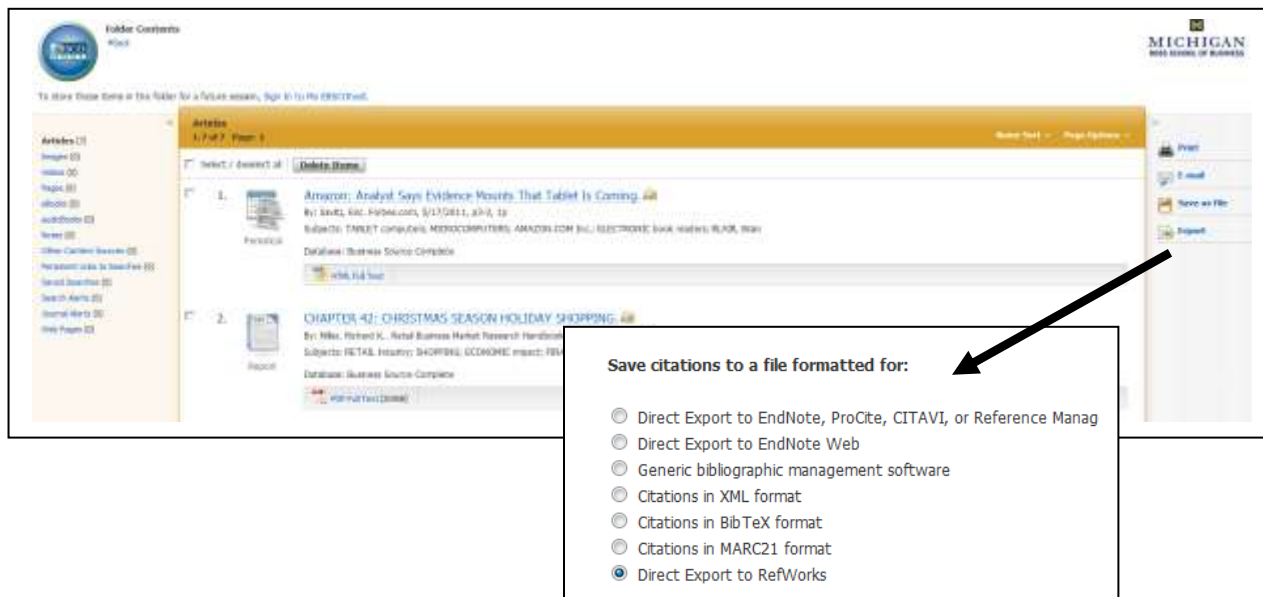
From ABI/INFORM (ProQuest)

- Select items as you are using the database, then click on Selected items to export



From Business Source Complete (EBSCO)

- Add items to Select items as you are using the database, then click on Selected items to export



Direct Export from Google Scholar

- You need to configure Google Scholar for access to Michigan Resources and Direct Export to RefWorks
- Visit:
http://scholar.google.com/scholar_preferences to make changes below
- Under Library Links, search for Michigan to have it find online availability. You can search also for Kresge.
- Under Bibliography Manager, select to show links to export citations into RefWorks.
- While each citation is exported individually, you no longer have to edit them as soon as they are added to RefWorks.

The screenshot shows the Google Scholar preferences page. Under 'Library Links', there is a search bar with 'Michigan' entered and a 'Find Library' button. Below this, a list of libraries is shown with checkboxes: University of Michigan at Ann Arbor, Kresge Business Administration Library, University of Michigan at Ann Arbor, Michigan eLibrary, and Open WorldCat. Under 'Bibliography Manager', there is a checkbox for 'Don't show any citation import links' and a dropdown menu for 'Show links to import citations into' with 'RefWorks' selected.

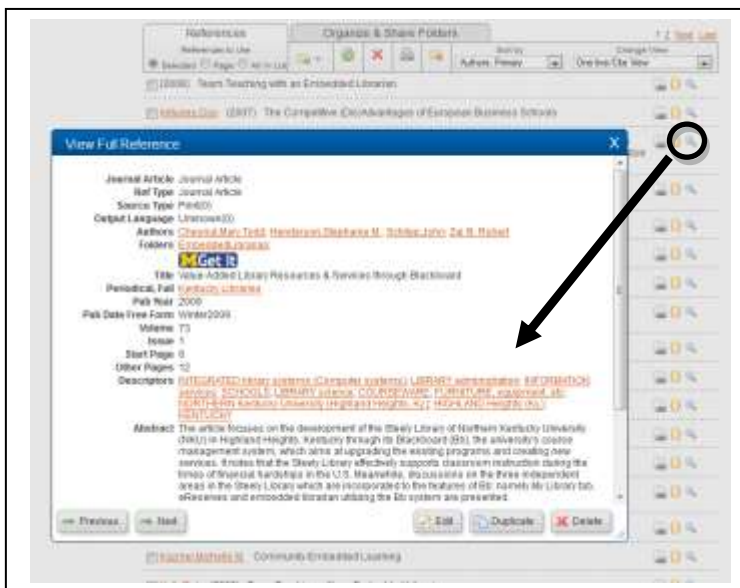
Adding a New Reference

- You need to do this for databases that do not offer a direct export method. This will be the case for many market research reports, government documents, and items that you find on the web.
- Follow the directions on the Kresge Wiki page for RefWorks for specific types of records.
- Choose "New Reference" button from the top part of the screen.
- Your form will change as you identify the bibliographic style that you are using.

The screenshot shows the 'Add New Reference' form in RefWorks. At the top, it says 'View fields used by: APA 5th - American Psychological Association, 5th Edition'. Below this, there are fields for 'Ref ID', 'Add to folder', 'Ref Type', 'Source Type', 'Output Language', and 'Attachments'. The 'Title' field is a large text area with a rich text editor toolbar. Below the title, there are fields for 'Periodical, Full', 'Pub Year', 'Volume', and 'Issue'. At the bottom right, there are buttons for 'Save Reference' and 'Save & Add New'.

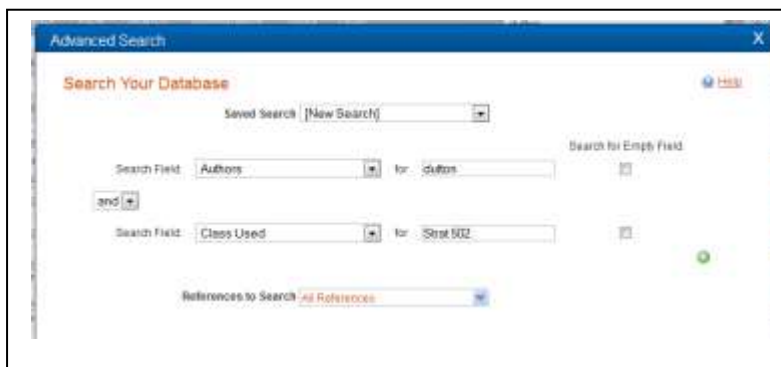
Editing Records

- You can modify any field in the RefWorks record without having an impact on other users or the original database.
 - To view the citation, click on the magnifying glass in the listing by all references or by folders
 - Then click on “Edit” to change the record.
- You have 15 user notes per citation record – this is useful for comments and where something is used and/or found.
- You can set a value for those user notes by going “Customize” under Quick Access on the right hand column



Searching Records

- When you are searching records (using the box in the upper right hand corner), you are searching all fields (including user edited content).
- If you choose Search (from the menu) and advanced search, you can search specifically in any category. This is very useful for user modified fields.
- You can search for records in a specific folder as well and click on the Green “+” for added fields.
- Search terms are highlighted in yellow to make them easy to find.
- You can also truncate and search for partial words.



Page 5 - RefWorks Basics
Kresge Business Administration Library, Summer 2012

- [illegible]

Page 5 - RefWorks Basics
Kresge Business Administration Library, Summer 2012

- Output Style Manager

Show All

List of Output Style

AAAR - Arctic, Antarctic, and Alpine Research

AAAC - American Association of Cereal Chemists

AAPS - American Association of Pathological Sociologists

AAPS - American Association of Pharmaceutical Scientists

Abdominal Imaging

Academic Emergency Medicine

Academic Medicine

Academic Radiology

Academy of Management Executive (Notes only)

Academy of Management Learning and Education

Previous Output Style

Your favorite output styles are what you can easily access when writing in RefWorks and Wiley-to-Cite.

Favorites

Academy of Management Journal

APA 6th - American Psychological Association, 6th Edition

Articles with Abstracts

Book List

BookList_Tile

BookList

Chicago 15th Edition (Author-Date System)

Chicago 15th Edition (Notes & Bibliography)

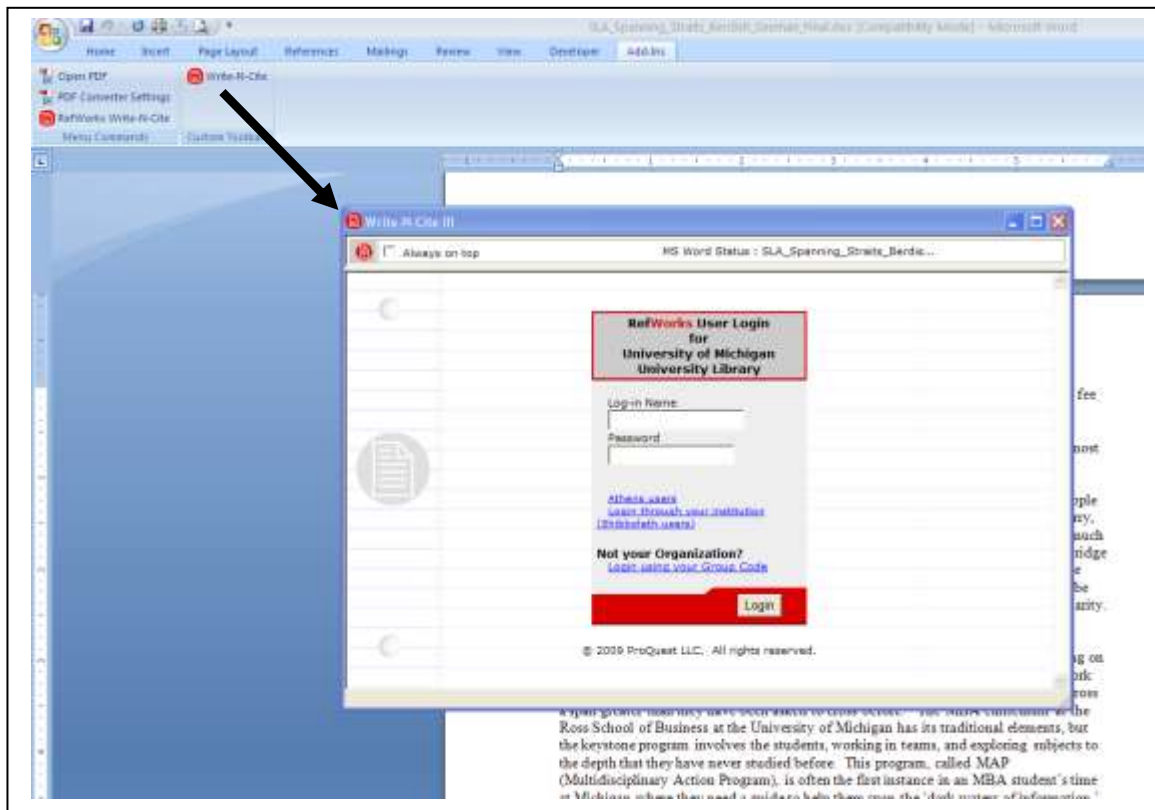
Journal of Management Science

Journal of Management Studies

Remove All

Using Write-N-Cite (WNC)

- Inserting items directly into MS Word documents
- This is a MS Word Add-in that formats documents with the data from RefWorks
- Download Word plugin from Tools Menu of RefWorks and install on your computer/laptop.
- Setup for off-campus use
 - Go to Start menu for Windows → Program → RefWorks → WNC Proxy Configuration Utility
 - Enter: <http://proxy.lib.umich.edu/login?url=https://www.refworks.com/Refworks/?WNC=true>
- Open document in Word and then open WNC add-in

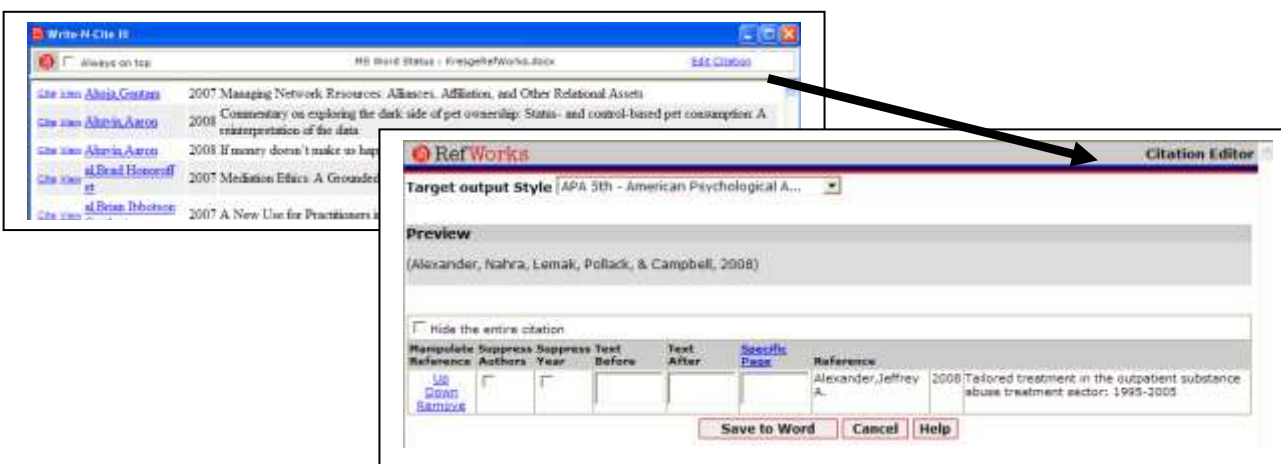


- When you log in, you will see all your Refworks citations.
- You can search or open folders as you see fit.
- Click on the place you want to add the citation (either in text or as a Footnote) and insert the cursor there.

- From the citation list, click on “cite” link on the very left. This will insert the code for the document that will add the citation when you



- Once you have added the citation, it will be highlighted – and you can edit it (to include page numbers, etc).
- The easiest way is to select “Edit Citation” option in the upper right hand corner of WNC



- Once your citations are in the document, creating the bibliography will convert the codes to the correct citation style AND create the bibliography right at the end of the document.
- If you add citations at a later point, it will correct the bibliography.

