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.
- After you set this in Google Scholar, you will have the ability to direct export into RefWorks as a link under a citation.
- While each citation is exported individually, you no longer have to edit them as soon as they are added to RefWorks.

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.
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.
Organizing Citations and using Folders

- **Last Imported Folder**
  - All items that enter RefWorks go into the Last Imported Folder until another import takes place.
- **Viewing References Not in a Folder**
  - Many reference, especially if you are importing a great deal, will end up with no folder. You can use this option (click on the number above the folders) and then move items to folders as needed.
- **Creating Folders**
  - Click on the “New Folder” button in the upper left hand corner of the screen.
  - Please remember that items can be in multiple folders. However, delete an item (vs. remove from a folder) and it is gone from your RefWorks account.
- **Duplicate Records**
  - A very common problem, especially when you are working with different databases. Follow links to clean up Exact or Close Duplicates.
  - When viewing duplicates, you can move the first selected item into another folder and then delete the other references.
- **RefShare** is available to Michigan Students – this allows you to share the citation information with others via a supplied link. This is not ideal for team projects.

Creating Bibliographies & Inserting Citations

- **Under Bibliography** – Choose “Output Style Manager”
- You can establish your “Favorite Citation Styles”
- These citation systems will show when you are working with data
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
- 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.