

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.



Create Account

Get started now with four easy steps:

1. Enter your subscriber information:
Your Name:
Email Address:
Login Name:
Area of Focus:
Type of User:
Password:
Re-enter Password:
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word process or inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From RefWorks select Bibliography, Create and browse and locate the paper to format. Select the output style you want to use. Click Create Bibliography and save your formatted paper to your computer.

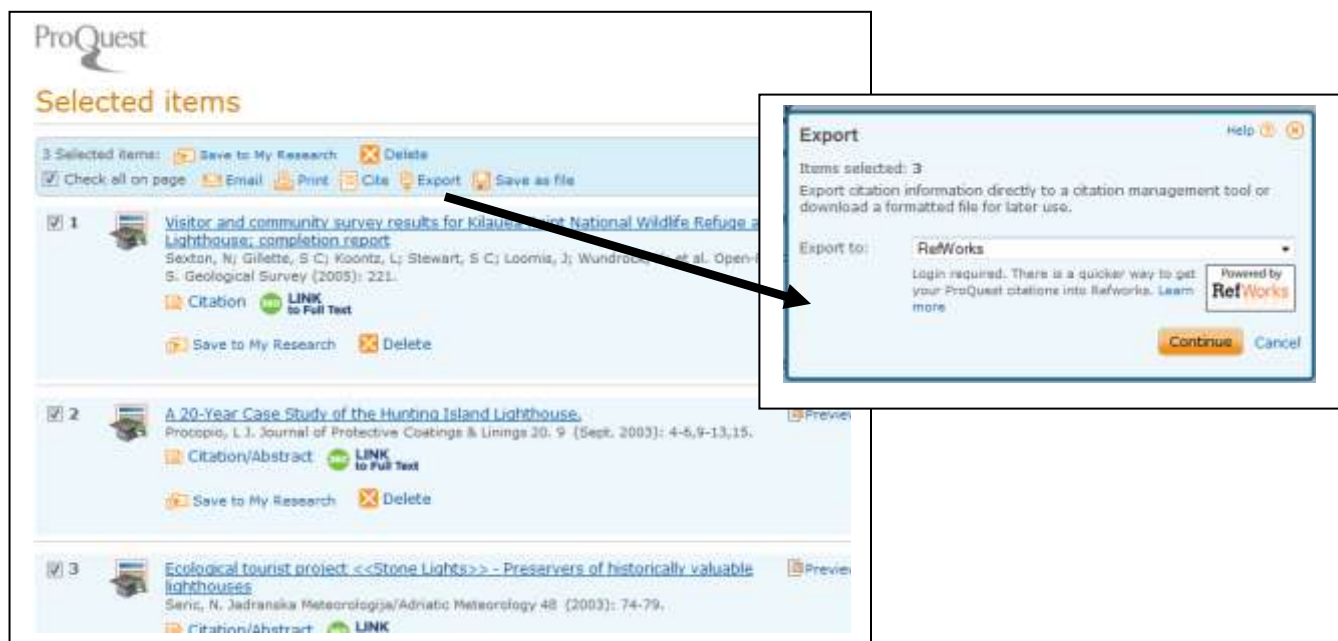
That's it... your paper is formatted correctly and the bibliography automatically created.

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)

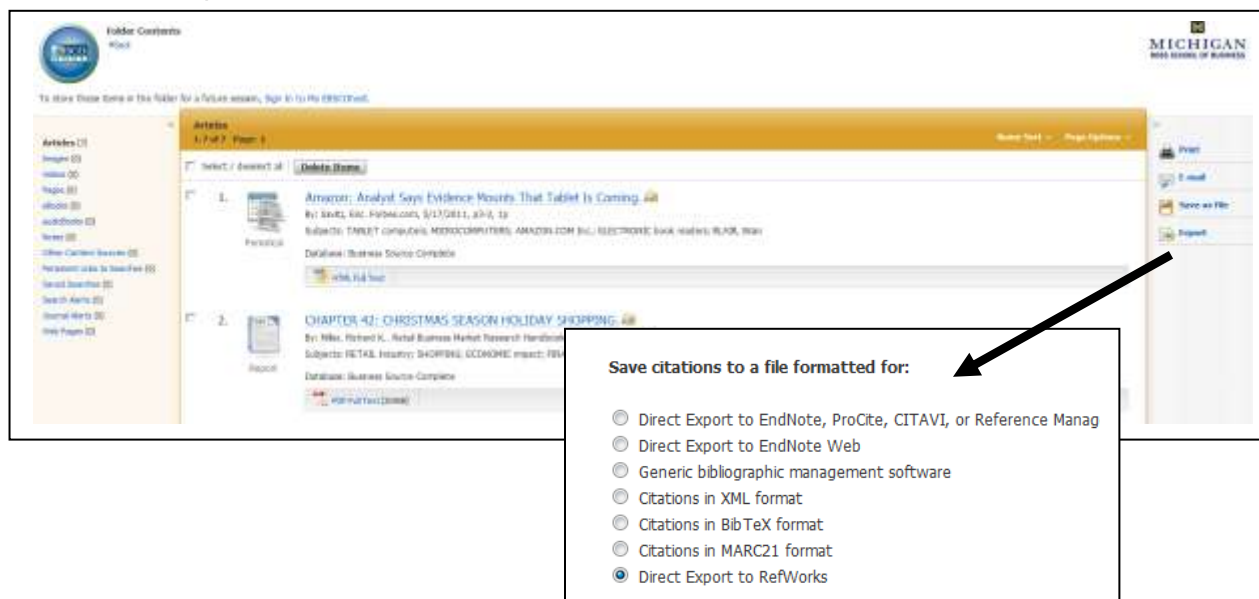
- Select items as you are using the database, then click on Selected items to export



The screenshot shows the ProQuest interface with three selected items. An 'Export' dialog box is open, showing 'Export to: RefWorks'. The dialog includes the text: 'Items selected: 3', 'Export citation information directly to a citation management tool or download a formatted file for later use.', and 'Export to: RefWorks'. Below this, it says 'Login required. There is a quicker way to get your ProQuest citations into Refworks. Learn more.' There are 'Continue' and 'Cancel' buttons. A black arrow points from the 'Export' button in the main interface to the 'Export' dialog box.

From Business Source Complete (EBSCO)

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



The screenshot shows the EBSCO Business Source Complete interface with two selected items. An export options dialog box is open, titled 'Save citations to a file formatted for:'. The dialog lists several options with radio buttons: 'Direct Export to EndNote, ProCite, CITAVI, or Reference Manag', 'Direct Export to EndNote Web', 'Generic bibliographic management software', 'Citations in XML format', 'Citations in BibTeX format', 'Citations in MARC21 format', and 'Direct Export to RefWorks' (which is selected). A black arrow points from the 'Export' button in the main interface to the dialog box.

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.

The screenshot shows the Google Scholar preferences page. Under "Library Links", the "Michigan" link is selected. Under "Bibliography Manager", the option "Show links to import citations into RefWorks" is checked.

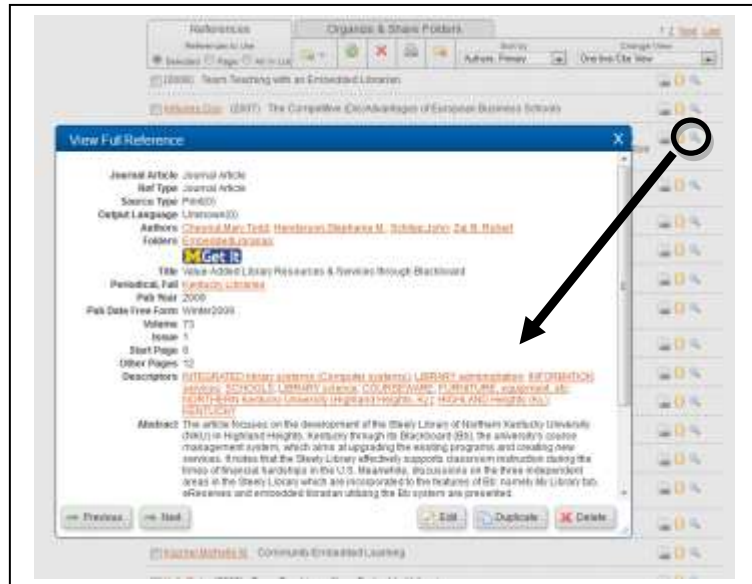
Adding a New Reference

- 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. The form is set to use the "APA 5th - American Psychological Association, 5th Edition" style. The "Ref Type" is set to "Journal Article". The "Source Type" is set to "Print". The "Output Language" is set to "Unknown". The form includes fields for "Ref ID", "Add to folder", "Attachments", "Authors", "Title", "Periodical, Full", "Pub Year", "Volume", and "Issue". There are "Browse" and "Add attachment" buttons for the attachments field. At the bottom, there are "Save Reference" and "Save & Add New" buttons.

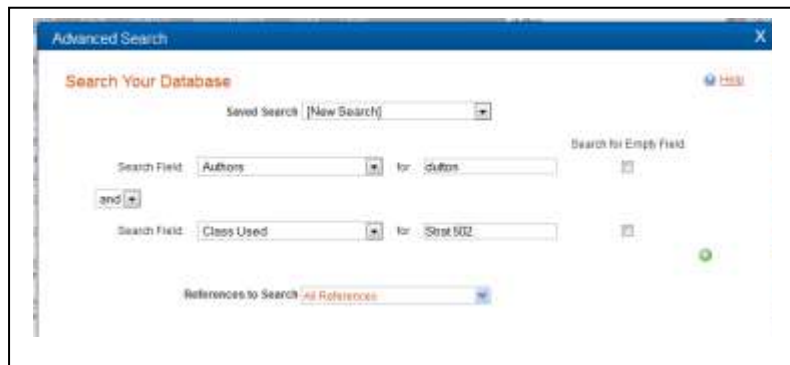
Editing Records

- 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



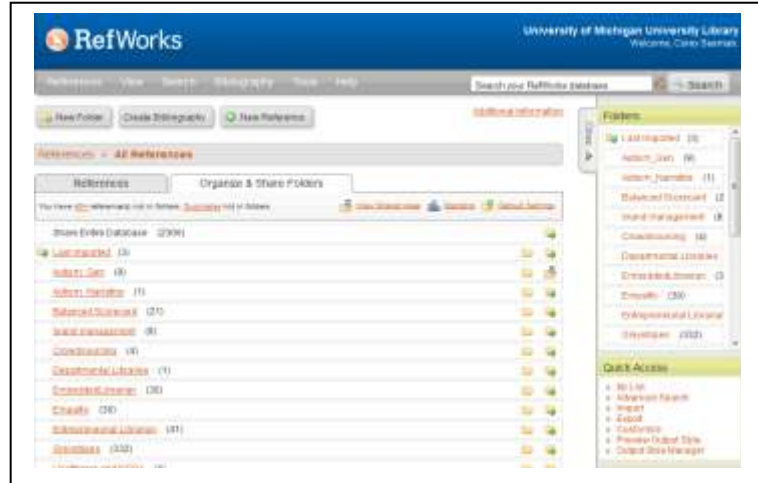
Searching Records

- 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.



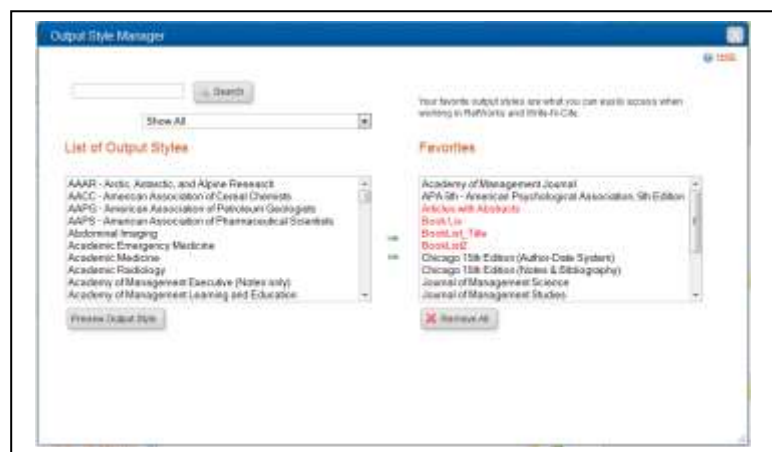
Organizing Citations and using Folders

- 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.



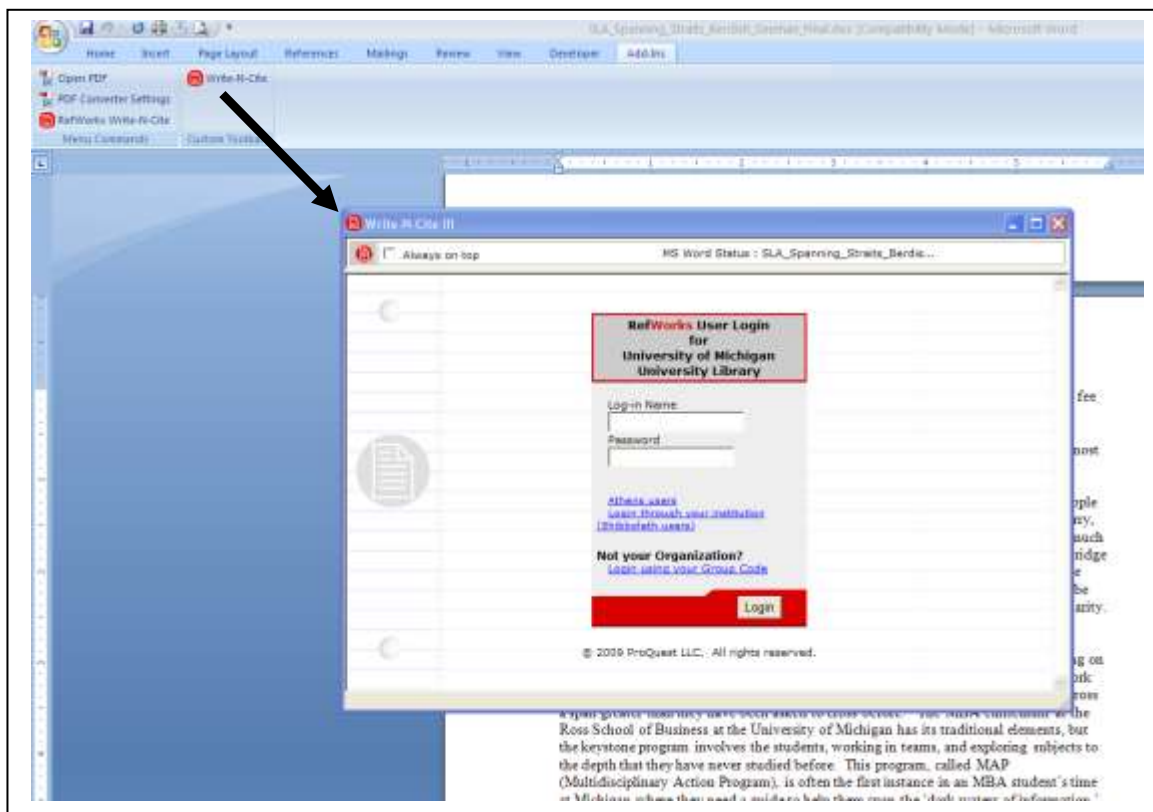
Creating Bibliographies & Inserting Citations

- Under Bibliography – Choose “Output Style Manager”
- You can establish your “Favorite Citation Styles”
- These citation systems will show when you are working with data
- Most common are APA 5th Ed., MLA 6th Ed., Turabian 6th Ed.,



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

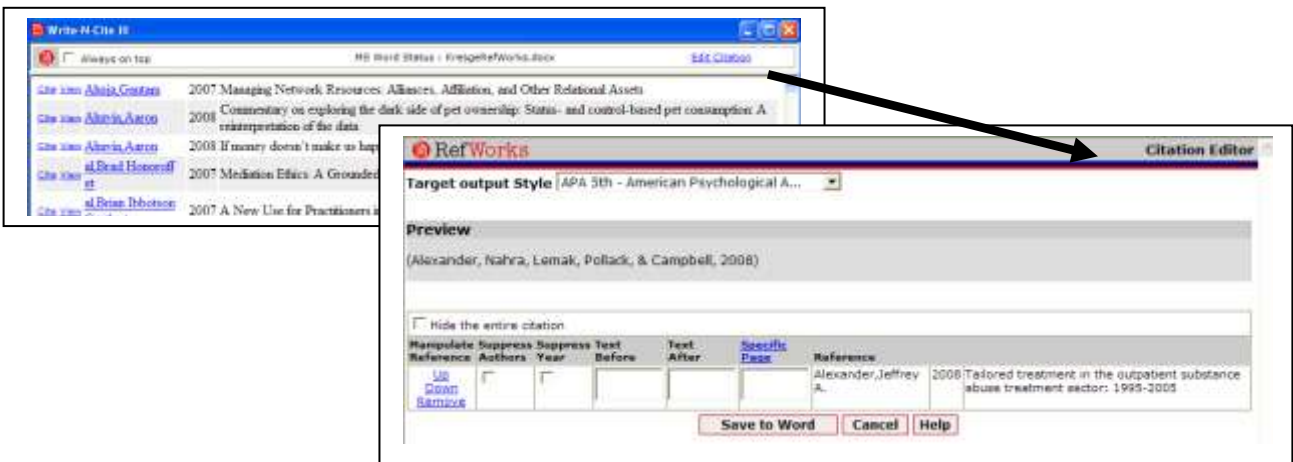


- When you log in, you will see all your Refworks citations.
- You can search or open folders as you see fit.
- Click on the place you want to add the citation (either in text or as a Footnote) and insert the cursor there.

- 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.

