



RefWorks: Getting Started

RefWorks is a web-based bibliographic citation management service that is useful for tracking citations, generating bibliographies & citing sources in papers, etc.

Setting up an account

1. Navigate to RefWorks on the Library home page at <http://www.lib.jjay.cuny.edu/refworks>
2. Click on **Set up a New RefWorks Account**

Please note: if you are accessing RefWorks from **off campus** you will be required to login with your John Jay Email user name and password and then link to the registration page. You may also be asked for John Jay's group code which you can find at <http://www.lib.jjay.cuny.edu/refworks/groupcode.html>

3. Fill out form, click on Register button.
4. You should already be logged in to RefWorks after registering, if not, log in.

Accessing RefWorks

1. Access RefWorks on the Library home page at the above Web address
2. Click on **Login to RefWorks**

Note: if you are accessing RefWorks from off campus you will first be required to login with your John Jay Email user name and password.

Creating folders - Your citations can be organized in folders on RefWorks in case you have multiple topics or assignments for different classes.

1. Click the **Folders button** at top of screen
2. Select the **Create New Folder** option
3. Type in folder name and click **OK**.

Adding references

Manually creating a reference

1. Click on **Reference button** at top
2. Select the **Add New Reference** option. You will see a fill in screen for the reference.
3. In **Folder box**, enter name of folder to save reference to
4. **Ref Type**, select the type of reference you are adding (book, news article, Web site, etc.)
5. Add other information in appropriate fields. It is helpful if you have a large number of references, to add **descriptors** describing item subject content.
6. Click on **Save Reference** button at top of fill in screen.

The Library has many database vendors which have different methods of downloading into RefWorks. Many vendors have **direct import** and others require saving your desired results in a text file for import. If you need help with a particular database, see the Library's RefWorks pages <http://www.lib.jjay.cuny.edu> or visit the reference desk.

The example below uses the *EBSCOhost* database vendor (includes the *Academic Search Premier* database) which has the **direct import** feature.

Adding references from library catalogs

1. From the **Search** menu, choose **Online catalog or database**
2. Choose CUNY Union or Library of Congress, etc. from the list
3. Perform a search using Quick or Advanced
4. Select the items you want and choose **Import** or **Import to Folder...**

Note: When adding references from multiple pages within RefWorks, you must add the references on a single page before going to the next page. Selection marks do not carry forward from page to page.

Adding references from *EBSCOhost Academic Search Premier* (direct import)

1. Execute your search and add the desired result items to a folder by clicking the **Add** icon to right of each citation.
2. Click on **Folder has Items** above results. Select items to be exported using check boxes.
3. Click **Export** in the upper right of the Folder List file tab.
4. On the **Export Manager** file tab select **Direct Export to RefWorks** and click Save.
5. In your RefWorks screen, you should see the message **Import Completed**.

6. Click the **View Last Imported Folder button** to see your results
7. View the citations and Edit them if needed using the Edit link at far right of citation. Move them into the desired folder by selecting them, then clicking **Put in Folder** drop down menu at top of list.

Note: It helps to allow pop-ups in your browser while using RefWorks

For help with adding references from databases without direct import, see the Instructions for Moving Citations into RefWorks link at <http://www.lib.jjay.cuny.edu/refworks/>

Editing your references

It is a good idea to review your imported citations carefully once they are in RefWorks. To make changes to your records, click the **Edit button** at right side of citation. Make sure the **Reference Type** is correct and look closely at the title and date information.

Generating a bibliography

1. Click the **Bibliography** button at top of screen
2. Using the **Output Style** drop down menu, select the citation style you desire
Please note: the official citation style for John Jay is the **APA style** (American Psychological Association style), 5th edition.
3. **Format a Bibliography from a List of References** should be selected.
4. Select your **File Type to Create** (either Word for Windows, Word for Mac, HTML, or Rich Text Format).
5. Select either all records in RefWorks or records in a specific folder
6. Click the **Create Bibliography** button.
7. If you select the Word for Windows format or Rich Text Format, MS Word will open and your bibliography will appear.
8. Look carefully at the citations in your bibliography. Each element should be in the proper order but check for punctuation, capitalization, & date problems! **Edit your citations into the proper APA format.** Save your file.

Searching your citations in RefWorks - For users with a large number of citations, RefWorks provides search tools for your citations. On the taskbar, click the Search button. You can search your citations by author, subject descriptor or periodical name.

Using Write-N-Cite (for use with MS Word only)

Write-N-Cite requires a small **software utility program**. Computers in the Writing Center and the Library (lower level) should already be set up for this. To use Write-N-Cite on your own computer:

1. Access RefWorks, click on **Tools** button and select **Write-N-Cite**.

2. **Download the program** which will place Write-N-Cite icon in your MS Word program. Remember where file will be downloaded. Close RefWorks.
3. Find the downloaded file and double click to **install**. Restart computer.
4. **Open MS Word** and you will see the red **Write-N-Cite icon** at top right or click Tools | Write-N-Cite.

Inserting references into your paper using Write-N-Cite

1. Open **MS Word** and start your paper
2. When you wish to insert a reference from RefWorks, click the **Write-N-Cite icon**, then **login to RefWorks**.
3. Check the **Always on Top** box
4. Click **Folder** menu and select View. Open desired folder.
5. In your Word document, place cursor between your last letter & the punctuation mark.
6. Choose your citation, click on the **Cite** link at left. **Save** your document.
7. When you are done writing your paper, generate your reference list. On the Write-N-Cite toolbar, click the **Bibliography button**.
8. Choose the appropriate **Output Format** (John Jay uses **APA style**) and click **Create Bibliography**.

Exporting your references

You can use this function to save a copy of your RefWorks content on your computer or import it into another bibliographic management software such as ProCite, Reference Manager, or EndNote.

1. In Ref**Works**, click Tools/**Export References**
2. Under **Include**, select All references or References From a certain folder.
3. Choose **RefWorks Tagged Format** as the export format
4. Click on **Export to Text File** button
5. A new Web browser window will open with your citation in RefWorks tagged format. Use the Save As function in your Web browser to save this as a **Text file** in the location of your choice.

Need more Help?

See the Library Web pages on Ref**Works** (<http://www.lib.jjay.cuny.edu/refworks>)

Stop by the Library Reference Desk

Consult the Ref**Works** Tutorial (<http://www.refworks.com/tutorial>)

Consult the HELP pages within Ref**Works**.

Original version of this handout was created by the University of Minnesota Libraries, Spring 2004, revised & customized for John Jay College with permission by Prof. Kathy Killoran, 9/04. Last revised and updated 10/07 by Kathleen Collins (kcollins@jjay.cuny.edu).