

RefWorks

RefWorks is a web based reference management tool, which you can use whenever you have an internet connection. However, it has very limited functionality when you are off line. It is easy to export citations into RefWorks from many scholarly databases and catalogues and RefWorks comes with a really wide range of citation styles installed. You can modify these if you wish. It works well with Microsoft Word but not with other word processors.

RefWorks is currently free to members of Oxford University and alumni via the Bodleian Libraries subscription.

Overview of the RefWorks interface

The screenshot shows the RefWorks web interface with several callout boxes highlighting key features:

- Create standalone bibliographies, choose citation (output) styles and modify citation styles**: Points to the 'Create Bibliography' button in the top navigation bar.
- Download the "Write n Cite" toolbar for MS Word from Tools**: Points to the 'Tools' menu in the top navigation bar.
- Options for moving multiple references to folders, deleting, global editing etc**: Points to the 'Organize & Share Folders' section in the main interface.
- Options for sharing, deleting and organising folders**: Points to the 'References to Use' section in the main interface.
- Options for viewing, editing and deleting individual references**: Points to the individual reference entry in the main list.
- Folders**: Points to the 'Folders' sidebar on the right side of the interface.

Try our RefWorks

Registering/ sign up

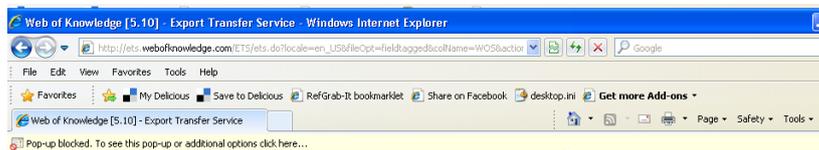
- Go to RefWorks www.refworks.com/refworks
- You can sign up and log in to RefWorks by creating a personal username and password or you can log in using your Oxford Single Sign on (SSO). **You are strongly advised to create your own RefWorks username and password (i.e. do not use SSO) so that you are able to continue to use RefWorks once you have left Oxford.** To create a personal username and password click **Sign up for a new account**. If you want to sign in using your SSO, choose **My Institution's Credentials (Shibboleth)**.
- You will need to use Oxford's **group code** when you access RefWorks from off campus and when you use the "Write N Cite" plug in. You can find the group code at

<https://weblearn.ox.ac.uk/portal/hierarchy/asuc/ulib/eresources> (note you'll need to scroll down the alphabetical list to find RefWorks)

Adding references from Web of Science

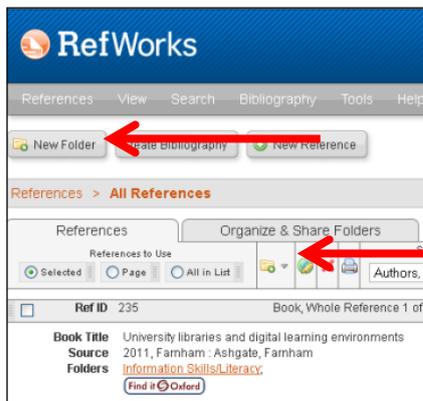
- Open a new window or tab, connect to **SOLO** (<http://solo.bodleian.ox.ac.uk>) and search for **Web of Science**. Click **View Online**.
- Search for a subject of your choice.
- Select a few items from your results list using the check boxes
- Click the down arrow next to **Save to Endnote online** and choose **Save to RefWorks**
- A pop up window will appear on screen. Use the drop down menu to determine what information you would like to send to RefWorks (the default is Author, Title, Source, Abstract). Then click **Send**.

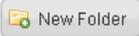
Note - If the window does not open this is probably because it has been blocked by a pop up blocker. If this happens, look for a warning bar running across the top of the screen and choose **options** (Firefox) or click on the message itself (Internet Explorer) to choose an option which will allow pop ups from Web of Science



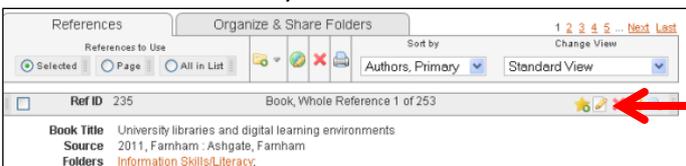
- You will see the message **Import completed – n references imported**. Choose **View last imported folder** to see the references.

Creating a folder (and placing a reference within it)



- Click  and give the folder a name
- Your new folder will appear on the right hand side of the screen
- Select the references that you imported earlier using the check boxes. Then click  (above your list of references) and choose the folder you just created.
- You can also drag references into a folder in RefWorks. To try this click in the grey bar above your reference and holding the mouse down drag it to the appropriate folder

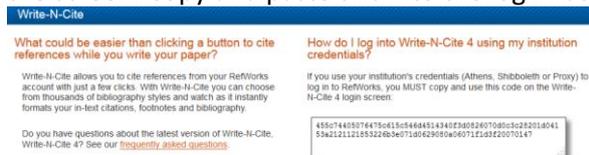
Editing a reference, adding notes and full text documents

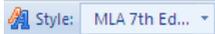
- Choose a reference from your list and click 
- 

- Choose **Additional fields** to see the full range of available fields, including areas for your personal notes
- You can also attach PDF, Word or other files to the reference. This can be useful if you have saved a copy of a paper to your computer and would like to keep it with the reference.

In-text citation (in MS Word)

- To insert in-text citations in MS Word you need to use **RefWorks Write N Cite**. This is a plug in for MS Word which is already installed on public computers in the Bodleian Libraries. However, if you are doing this on your own computer you will need to install Write N Cite. To do so, log into **RefWorks** (on the web) and choose **Tools**, followed by **Write N Cite**. Then follow the on screen instructions.
- Open MS Word. If Write N Cite is installed, you should see **RefWorks** at the right hand end of the ribbon. Click **RefWorks** to view the toolbar
- Click the **Log in** button:
 - If you signed up for RefWorks with a personal username and password, enter these details and the “group code” which you can get from <https://weblearn.ox.ac.uk/portal/hierarchy/asuc/ulib/eresources>
 - If you signed up for RefWorks with your SSO, go back to RefWorks on the web and chose **Tools / Write N Cite**. You will see some random code in a box on the right of the screen. Copy and paste this into the log in box in Word



- RefWorks will now download your citations into Word. Once RefWorks has finished downloading your citations, type a few words into Word and position your cursor at a point where you would like to insert a citation.
- Choose a citation style from the **Style** drop down menu 
- Choose **Insert Citation - Insert New**.
- This will open a dialogue box where you can choose a reference from your RefWorks Library
- If you need to edit a citation (for example to correct a spelling mistake or other error, you need to do this in RefWorks on the web, not in Word. You will then need to choose **Sync My Databases** in Word to get the updated reference). However, you can use the Write N Cite dialogue box to add details such as specific page numbers (for example if you are quoting from a particular page) or you can choose to suppress details such as page numbers, years and author names.

Range of citation styles

RefWorks supports a really wide range of citation styles even though the Write N Cite plug in only lists a handful of them by default. To choose more citation styles:

- Log in to RefWorks (on the web)
- Choose **Bibliography**, followed by **Output Style Manager**
- Browse the complete list of **Output** (or citation) **Styles** on the left and a much shorter list of your favourites on the right.
- To add a style to your Favourites, highlight it and click  .

- The new style will now appear in your Write N Cite plugin in Word (note – if you have already logged on to Write N Cite you may need to click **Sync My Databases** to pick up the styles you have added to your favourites).

Create your final list of references / bibliography

- Add a couple more references to your document and then place your cursor at the bottom of your Word document.
- Click **Bibliography Options**, followed by **Insert Bibliography**
- You can change the citation style using the **Style** drop down menu.

Logging out of RefWorks

It is important to logout of RefWorks and Write N Cite if you are using a shared computer.

- In MS Word, click the **RefWorks** toolbar and choose **Log out**
- In RefWorks (on the web) choose **Log out** in the top right corner

Other RefWorks Features

Creating a standalone bibliography (without in text citations)

- Log on to RefWorks (on the web)
- Choose the references that you want to include in your bibliography by selecting them using the check boxes or by putting them into a folder (Note: You can also add references to “My list” by clicking the 🌟 icon. You can then choose “My list” just like any other folder when you come to create your bibliography).
- Choose **Bibliography**, followed by **Create Bibliography**
- Choose whether to create a bibliography from your **selected** references or from **All in list**. If you want to create a bibliography from all the references in a particular folder choose **All in list** and then choose the appropriate folder by clicking on it.
- Choose a citation style and a file format (e.g. HTML, rtf) for your bibliography.
- Your bibliography will open in a new window. If it doesn't appear, this is probably due to a pop up blocker. Configure your browser to allow pop ups from RefWorks following the instructions above under **Adding references**.

Modifying reference styles

RefWorks allows you to modify citation styles. This can be particularly useful if your department requires you to use a modified version of a style or if you are citing more unusual document types (other than books, journals, conference papers etc) and your chosen citation style is not formatting them correctly. However, modifying a referencing style should not be undertaken lightly – it's a tricky business! To try it:

- Log in to RefWorks (on the web)
- Choose **Bibliography**, followed by **Output Style Editor**
- Select a style from the drop down menu, choose **Save As** and save it with a different name (e.g. Harvard - Fred's version). This will allow you to go back to the original if all goes wrong!
- **Click Edit**