

What is RefWorks?

RefWorks is a web-based citation management and bibliography tool. It can help you efficiently store, organize, and share citations and easily format them for papers and bibliographies. From UI Libraries home page, choose My Personal Library → RefWorks

<http://www.lib.uiowa.edu/find/refworks/>

RefWorks

- RefWorks allows you to:
 - Create an account and access it from on- and off-campus
 - Create, edit, and delete citations in RefWorks
 - Attach files to citations
 - Organize your citations and share them with colleagues at UI and beyond
 - Create and format bibliographies

Why RefWorks?

- Site license allows all UI faculty, staff, and students to create accounts at no cost
- Accounts can be accessed from any computer connected to the Internet
- No software to install (optional free Microsoft Word plug-in available)
- Ability to easily share citations with others
- No upgrades, always the latest version

Direct Export

- Direct export is the fastest and easiest method of getting citations into your account
- Many databases offer direct export:
 - InfoHawk catalog & Smart Search
 - EBSCOhost (Academic Search Elite, CINAHL, ERIC, etc.)
 - CSA (Sociological Abstracts, MLAB, etc.)
- See [Exporting from a Data Service](#)

Text File Import

- Some databases do not offer the option to send citations directly to RefWorks
- In these databases, we have to first save the citations in a text file (.txt) and then import that text file into RefWorks
- Example: [PubMed](#) (always go there from a UI Libraries web page).

Manually Adding Citations

- RefWorks will ask you to fill out a number of fields with information about the material you are citing
- You do not need to fill out all of the fields
 - The AccuCite feature (green checkmarks) will tell you what information is required for a particular style and type of material
 - Select the style/journal from “View fields used by” and the type of material in “Ref Type”

RSS Feeds

- You can also import citations from RSS Feeds (frequently updated content published by a Web site).
- RSS feeds are useful ways to
 - Get updates on saved searches
 - Get current table of contents for a journal

Working With Citations

- Once citations are in RefWorks, you can
 - View (proofread) your citations
 - Edit citations (RefWorks only reads the information sent it, it does not write it!)
 - Search them
 - Sort them into folders
 - Remove duplicates
 - Share them with colleagues
 - Create bibliographies

Editing Citations

- RefWorks only reads the information from databases, it does not write it
 - Garbage in means garbage out
 - Examples: TITLES IN ALL CAPS, extra punctuation, varying author names
 - You need to check and make sure the right information is in the right fields
 - Attach files, add your own notes to User fields

Folders

- Citations can be placed in more than one folder, make as many folders as you like
- Deleting or clearing a folder does not delete its citations from RefWorks
- You can see citations not placed in folders by selecting “View” → “Folders” → “References not in a folder”

RefShare

- RefShare is a tool that will let you share your citations with colleagues, even if they do not have a RefWorks account
- Your colleagues can view your citations and insert them into papers, but cannot edit or add new citations
- Due to copyright concerns, you cannot share attached files

Write-N-Cite

Write-N-Cite

- Allows you to insert citations in a Microsoft Word document
- To download, go to Tools → Write-N-Cite
- Formats the citations that you have inserted and creates a bibliography in a style you select (e.g., APA, MLA, Chicago)
- Must reinstall if upgrading to Word 2010