

RefWorks

What is RefWorks?

Refworks is an online citation management software licensed by NCSU Libraries for use by anyone at NC State. It integrates very easily with many of the Libraries' citation and full text databases as well as popular open access resources on the web.

This guide offers a quick run-down of the basics on how to get started and tips for effective use.

Accessing RefWorks

Getting to NC State's Access to RefWorks

Search for **RefWorks** on the Libraries' website or, bookmark <http://www.lib.ncsu.edu/guides/refworks>

Note: Don't go directly to refworks.com to access RefWorks. Going through the Libraries' website is the easiest way: it links you there while authenticating you as an NCSU user.

From off-campus: you'll get prompted for your Unity ID and password (if you haven't logged into anything else through the Libraries already), THEN your RefWorks username and password.

Creating an Account

"Sign up for an individual account"

From the Libraries' RefWorks page, access RefWorks, then click **Sign up for an individual account**. This is not tied to your Unity account, so you can use the same ID and password, or different information.

You can create more than one account. This option is handy when you are **working in a group**: create a new account where everyone knows and uses one username and password. (On the other hand, individuals working on multiple projects will likely want to use just one account and organize multiple projects by using different folders.)

Getting References Into RefWorks

Direct vs. In-direct Methods

Direct Export (supported in most databases).

Look for this option first.

General steps

- From a database or journal site, mark references you want to save.
- Look for a link to RefWorks, or to export, or save. *Is there a Direct Export option?*
- Direct exporting puts the citations directly into RefWorks. You may need to log into your RefWorks account first in order to get this to work.

Tip! If you do not see RefWorks opening in a separate window, click on the pop-up warning to Allow Pop-ups for RefWorks. Then try your export again.

Tip! Move your references to appropriate folders immediately after direct export from the *Last Imported* folder. This will help keep them organized.

Manual Export (when Direct Export is not supported or not working).

General steps

- From a database or journal site, mark references you want to save.
- Look for a link to save or export. Exporting creates a text file to save on your computer.
- Go to RefWorks > References > Import.
- Choose the Import Filter/Data Source; Database your citations are coming from; and a Folder (optional).

Note: There can be a lot of variation in the naming of import filters and data sources so if you run into problems, try,

- Libraries' guide to RefWorks
- Help within RefWorks > Getting References Into Your Account > Importing from Online Data Vendors.
- Look for an option to export in the RIS format (a general format that is widely supported).

Getting References Out of RefWorks

Create bibliographies and manage your data.

Bibliography: Use the Bibliography menu to generate a source list. Use a provided style or choose *Access Output Style Manager* to see a massive list of styles. You can edit styles to customize output options. Try *Write-N-Cite* for a way to do this from within MS Word.

Export: This creates a file that can be imported into other citation management software, or another RefWorks account. Go to *References > Export > Choose All References*, or a particular *List* or *Folder* for export, and a file format.

Backup/Restore: If migrating all references to a new RefWorks account, you may want to perform a Backup/Restore. This option is slower but preserves folders and attachments. From the old account, Go to *References > Backup/Restore > Choose Perform Backup* and save the resulting backup file. Then, in the new account, go to *References > Backup/Restore > Choose Perform Restore*, using the backup file you just created from the old account.

Using Folders to Stay Organized

Create, rename and manage folders.

Use folders to organize your citations. Click Folders to see options. When viewing citations, use the options at the top of the page to put them in a folder.

One citation can be in any number of folders. This doesn't create copies of the citation, just groups it in different places.

Use the drop-down to put into other folders

chemgrads Folder Switch to: Standard View

References to Use: Selected Page All in List

Add to My List Put in Folder... Remove from Folder Global Edit Delete Print

Sort by Authors, Primary

Ref ID: 785 Journal Article Reference 1 of 23 chemgrads; new project; greenhouse gases View Edit Find Text NCSU

Title: The Graduate Student Experience and Subscription to the Norms of Science

Authors: [Anderson, M.S.](#); [Louis, K.S.](#)

Source: [Research in Higher Education](#), 1994, 35, 3, 273-299

This citation is in these 3 folders

Use the Find Text option to look for full text of the article.

Looking for a reference you've imported and can't find where it is?

A few things to try to locate it:

- check the Last Imported folder
- go to *View > Folder > References not in a folder*
- go to *View > All References*
- use search option

Tools to Try

Visit NCSU Libraries' RefWorks Guide for more information and videos on using these tools.

- **Write-N-Cite.** Add references to your paper and create a bibliography on the fly in MS Word.
- **RefGrab-It.** Import citations more quickly and allows you to grab a website citation.

Get help from
library staff at
www.lib.ncsu.edu/askus

(919) 515-2935

libref@ncsu.edu

In Person at DH Hill ,
Vet Med, Design, Textiles,
Natural Resources