REFWORKS GUIDE FOR EDUCATION MAJORS

Questions? Contact Beth Mark, bmark@messiah.edu, ext. 3590

FIRST!! If using Firefox, disable the pop-up blocker: Tools > options > Content tab.

CAVEATS: Carefully view your imported records! Known problems:
1) For formats that call for most title words to be lower case, e.g., APA, RefWorks also changes proper nouns to lower case.
2) ERIC documents do not format properly in bibliography. You will need to edit them in RefWorks.
3) RefWorks adds an extra space between citations (incorrect). Revise in Word to all double spaced.

NAVIGATING IN REFWORKS

CREATE AND MANAGE FOLDERS
1. Create a Folder for Each Project: Click **New folder** button (top left). Name the folder & Create.
2. Add <u>Newly Imported</u> References to a Folder
- Check boxes of references you want to add to a folder
- Mouse over folder icon with green "plus" symbol and select folder.

ENTERING CITATIONS INTO REFWORKS
1. Import directly from another database
- See tips on importing from EBSCOhost below.
- Not all databases provide this function. In some you may have to cut and paste.

2. Manually typing references into RefWorks (must be logged into your RefWorks account)
- Click on **New Reference** button.
- **Select bibliographic output style** (APA, MLA, etc.) under "**View fields used by**."
- **Choose folder.**
- **Choose the type of reference you will be entering** (e.g., journal article, book, chapter) under **Ref Type**. Key in information (or cut & paste) in the boxes provided.
- Click **Save Reference!**

EDITING CITATIONS IN YOUR REFWORKS DATABASE
Click on pencil icon to right of any citation you want to edit.

VIEW FULL ARTICLE (if available)
Click on LinkSource button. Only works on campus.
<u>NOTE</u>: LinkSource button appears on all citations but not all articles are available full text.

CREATING BIBLIOGRAPHIES
Once you have references/citations in your database, you can produce a bibliography.
- Click **Create Bibliography** button.
- Select **Output Style** (APA, MLA, etc.)
- Under "Format a bibliography from a list of references," **change "file type"** to program of your choice.
- For "References to Include," specify a folder.
- Click on **Create Bibliography** at bottom (if you have problems opening it in Word, go back to bullet 3 above and **change the file type to Rich Text Format**.

CAREFULLY VIEW EACH CITATION IN YOUR BIBLIOGRAPHY! RefWorks does a lot of work for you *but* you still have to check over your records! A few known "problems":
1. Records with no author are incorrectly listed at the top of the created bibliography (before authors)
2. For APA style almost all words should be in lower case. However, RefWorks also changes proper nouns to lower case. You will need to edit your final copy.
3. Delete any "Retrieved from" information that erroneously carried over.

- **SPACING PROBLEM in Word**. RefWorks puts an extra space between citations in the bibliography. You will need to change to all double spacing in Word.

Using RefWorks with Murray Library Education Databases
OFF-Campus group code: RWMessiahC

Database Vendor Databases	Exporting References from Database	Importing to RefWorks
Ebscohost (ERIC; Education Research Complete; Library Info. & Tech. Abstracts; PsycINFO; SocINDEX)	1. From the results list add the citations you want to export by clicking for each "Add to folder" 2. Click on **Folder** (top of screen) 3. Select citations you wish to export (check box). 4. Choose **Export** option (right). 5. Choose **Direct Export to RefWorks.** 6. Click on **Save.** 7. Click on "view last imported folder." **NOTE**: Importing ERIC DOCUMENTS You must edit ERIC Doc. citations in Word. SEE DIRECTIONS BELOW.	In RefWorks http://Refworks.com; view "last imported folder" SEE DIRECTIONS BELOW FOR ALTERING CITATIONS FOR ELECTRONIC VERSION OF ARTICLES.
WorldCat	1. Mark the record(s) you wish to export 2. Click on **Marked Records** 3. Choose the **Export** button 4. Choose **Export to: RefWorks** **FirstSearch Exporting Problem** -- see next column	**FirstSearch exporting problem troubleshooting**: If in Firefox, make sure your pop-up blocker is off.
Library Catalog	Exporting from the library catalog to RefWorks is not currently working.	

.

For REFERENCES TO ELECTRONIC VERSION OF ARTICLES from databases, you must manually make modifications (for articles that are NOT pdfs).

Example of article with DOI (needs to be double-spaced):
Holliday, R. E., & Hayes, B. K. (2000). Dissociating automatic and intentional processes in children's eyewitness memory. Journal of Experimental Child Psychology, 75(1), 1-42. doi:10-1006/jecp.1999.2521

Example of full-text article with no DOI (Use URL for journal website.)
Howard, K. R. (2007). Childhood overweight: Parental perceptions and readiness for change. *The Journal of School Nursing, 23*(2), 73-79. Retrieved from http://jsn.sagepub.com

OR: check CrossRef.org for the DOI for the journal you are using.

ERIC DOCUMENTS IN REFWORKS
I recommend manually editing your ERIC document citations once you have formatted your bibliography into a Word document. (See examples in box below.)

<div style="border:1px solid black">

Citing Electronic ERIC Documents
Author/Editor. (Year). *Full title*. Place of publication: Publisher [if available]
   Retrieved from [name of database], ending with the word "database." (ERIC document ED#). ED number is found under "Accession" in ERIC record.]
<u>**Examples**</u>
Henry, L. *Postmodern picture books in the middle school.* Newark, DE: International Reading Association. Retrieved from ERIC database. (ED482394)
Brewster, C., & Railsback, J. (2002). *Full-day kindergarten: Exploring an option for extended learning*. Retrieved from ERIC database. (ED472733)
Shaw, C. L. M. (1997, November). *Customer satisfaction: Communication training and the help-desk hot-line*. Paper presented at the annual meeting of the National Communication Association, Chicago, IL. Retrieved from ERIC database. (ED416553)
Schuetz, P. (2000). *Successful collaborations between high schools and community colleges*. *ERIC Digest.* Retrieved from ERIC database. (ED451856)

</div>

TROUBLESHOOTING
- If citations won't export from database the first time, close RefWorks (if you have it open) and try again. RefWorks should then automatically open.
- Still not working? Close the periodical database you are using and RefWorks and start over.
- If using Firefox, disable the pop-up blocker.

Create a paper with in-text citations using Write-N-Cite. Write-N-Cite works with your word-processor to create citations while you are writing your paper. With Write-N-Cite, you can cite references while you are typing your paper. For directions, in RefWorks, in the toolbar, click on **Tools** > **Write-N-Cite**.