REFWORKS QUICK START GUIDE

Setting up an account

Go http://refworks.com/refworks/ and click on "Sign Up for a New Account".

If you are not on campus, you will be asked for a group code in the window that pops up. The group code is RWBostonU.

Fill in the rest of the information required in the sign up window. The username and password you create does not need to match the BU Kerberos password you use to access library databases, studentlink, or other BU services.

You may create as many RefWorks accounts as you wish. If you want multiple people to be able to add to or alter your RefWorks database, you should create an account and share the username and password with all users.

Adding References to Your RefWorks database

You can add references to your account in a number of ways. The easiest way to do so is to send research results from a library catalog or database. Each database interface has its own method of exporting references. Below are instructions for sending references from BU Libraries Search, the main tool for searching the Boston University collections and beyond. For instructions on exporting from other databases, see this guide: http://www.refworks.com/refworks2/help/Exporting_from_Data_Services_and_Importing_into_RefWorks.htm

ADDING SINGLE REFERENCES FROM BU LIBRARIES SEARCH (BULS)

When you conduct a search on the home page of the Boston University Libraries (www.bu.edu/library/), you are presented with a list of results that you can send to your RefWorks account. To send a single reference, click on "Save/Email" to the right the reference you want to add to your RefWorks database.

A new web browser window will pop up leading to your RefWorks account. If you are not already signed in to RefWorks, you will be asked to do so here. You can then click on the "View Last Imported Folder" button to see the references you've just sent to your RefWorks database.

ADDING MULTIPLES REFERENCES FROM BULS

Click the folder icon to the left of each reference you want to send to your RefWorks database. This will place the reference in your E-Shelf, a storage space for BULS results that want to save. To learn more about the E-Shelf, refer to this page: http://askalibrarian.bu.edu/search/?q=e-shelf

Click on the e-Shelf link to see the items you've placed there. Select them using the checkboxes to the left of each item, then select "Push to RefWorks" from the drop-down menu, and click "Go".
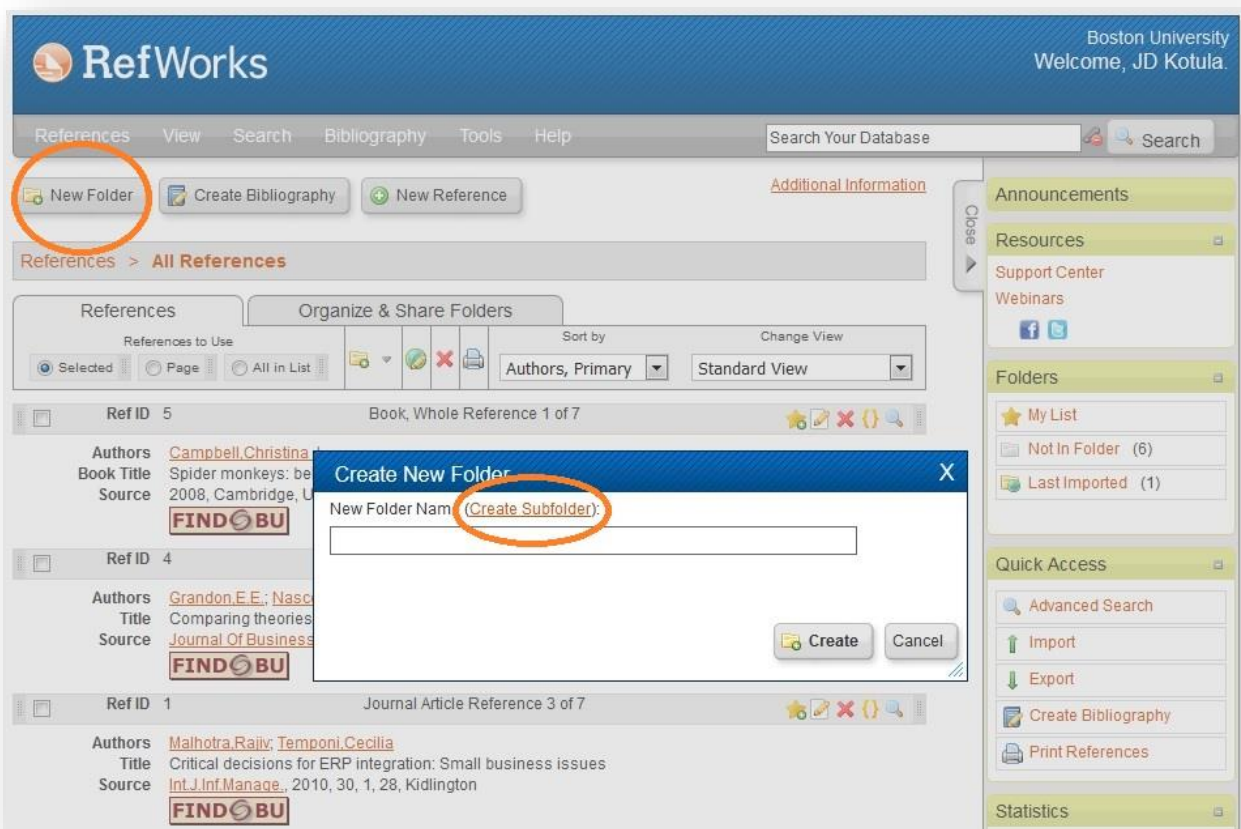
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Organizing Your References

The primary method of organizing your references involves creating folders and moving references into or out of them. Your RefWorks database has two folders already created for you: the Last Imported folder and a folder marked called Not In Folder (confusingly, this is actually a folder). References you've just added to your RefWorks database will be added to the Last Imported folder. The next time you add references to your RefWorks database, the references that were previously in that folder will be bumped to Not In Folder.

CREATING A FOLDER

Click on the "Create Folder" button. A window will appear, allowing you to name the folder. Once you have done so, you will see the folder on the Folders menu on the left the screen.

You can create sub-folders in much the same way. Of course, you'll have to have created a "parent" folder before creating a sub-folder in which to put it.

ADDING REFERENCES TO A FOLDER

Select the references you'd like to add using the checkboxes to the left of each reference. Then hover over the folder icon with green plus symbol on it. This will bring up a list of your folders. Select the folder to move your selected references into it. Adding references to a folder automatically removes them from the Not In Folder folder, but not from any other folder. References can exist in multiple folders simultaneously.

To move references out of a folder, select the folder, choose the folder by clicking on it in the Folders menu on the right of the screen. Select the references you'd like to remove, then click the folder icon with a red minus sign on it. If those references are not in any other folders, they will be moved to the Not In Folder folder.

Creating Bibliographies

RefWorks allows you to created formatted bibliographies in hundreds of citations styles, including APA, Chicago, MLA, and many journal-specific styles used by scholars who wish to publish in those journals. Creating bibliographies in RefWorks is easy. Just select the folder that contains the references you wish to use, then click the Create Bibliography button.
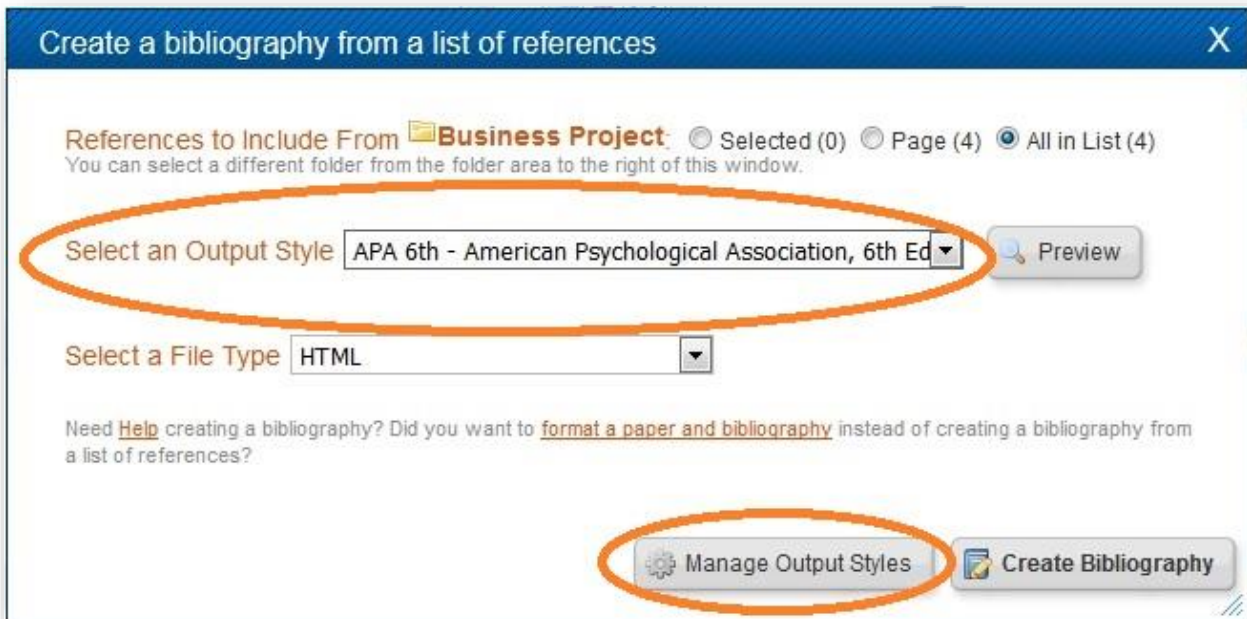

A window will appear in which you can specify which citation style you want to use and what type of file you'd like to create. If you notice that the citation style you want to use is not provided in the list, click the "Manage Output Styles" button to select the appropriate citation style and add it to your Favorites list.

Your bibliography will appear in the style you've specified. Check it for errors. Sometimes, the references were indexed incorrectly (typos, incorrect punctuation, unneeded capitalization, etc.), and you'll have to fix the citations by hand.

Now that you know the basics…

You're ready to use RefWorks! If you need more assistance, consult the Help guide or contact JD Kotula at (617) 358-6900 or by email at jdkotula@bu.edu .