
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 of the reference you want to add to your RefWorks database.

The screenshot displays the Boston University Libraries Search interface. At the top, the search bar contains the query "diversity hiring financial industry". Below the search bar, there are filters for "All items", "that contain my query words", and "anywhere in the record". The results section shows "Results 1 - 10 of 63 for All Resources" and "Sorted by: Relevance". A yellow banner indicates "BU affiliates Sign In to see complete results and to request materials". The first result is a newspaper article titled "BMO sees diversity as competitive advantage; Winner; BMO financial group" by Jim Middlemiss, published in the National Post on June 21, 2013. The second result is a book titled "Assisted living administration and management: practices and model programs in elder care" by Yee-Melichar, Darlene.; Andrea Renwanz Boyle; Cristina M. Flores. A "Save/Email" dropdown menu is open next to the first result, showing options like "Add to eShelf", "E-mail", "Print", "Permalink", "Citation", "EasyBib", "EndNote", "RefWorks", and "RIS for Zotero/Mendeley".

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>

Boston University Libraries e-Shelf [My Account](#) [Sign In](#)

BU


All items anywhere in the record

[Advanced Search](#) [Browse Search](#) [Journal Title Search](#) [Help](#)

Results 1 - 10 of 63 for All Resources
Sorted by: **Relevance** 1 2 3 4 5 +


Show only [Peer-reviewed Journals \(11\)](#) | [Available Online \(62\)](#) | [Available in Library \(1\)](#)

BU affiliates Sign In to see complete results and to request materials

 **BMO sees diversity as competitive advantage; Winner; BMO financial grOup**
Middlemiss, Jim
National Post, Jun 21, 2013, p.SR.7 [Save/Email](#)

● **Online Access. See Find Online for options**

[Find Online](#) [More Information](#)

 **Assisted living administration and management : effective practices and model programs in elder care**
Yee-Melichar, Darlene. ; Andrea Renwanz Boyle; Cristina M Flores ; c2011 [Save/Email](#)

● **Available at Mugar Memorial Library Stacks (HV1454 .Y44 2011)**

[Find in Library](#) [More Information](#) [Virtual Browse](#)

Help

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”.

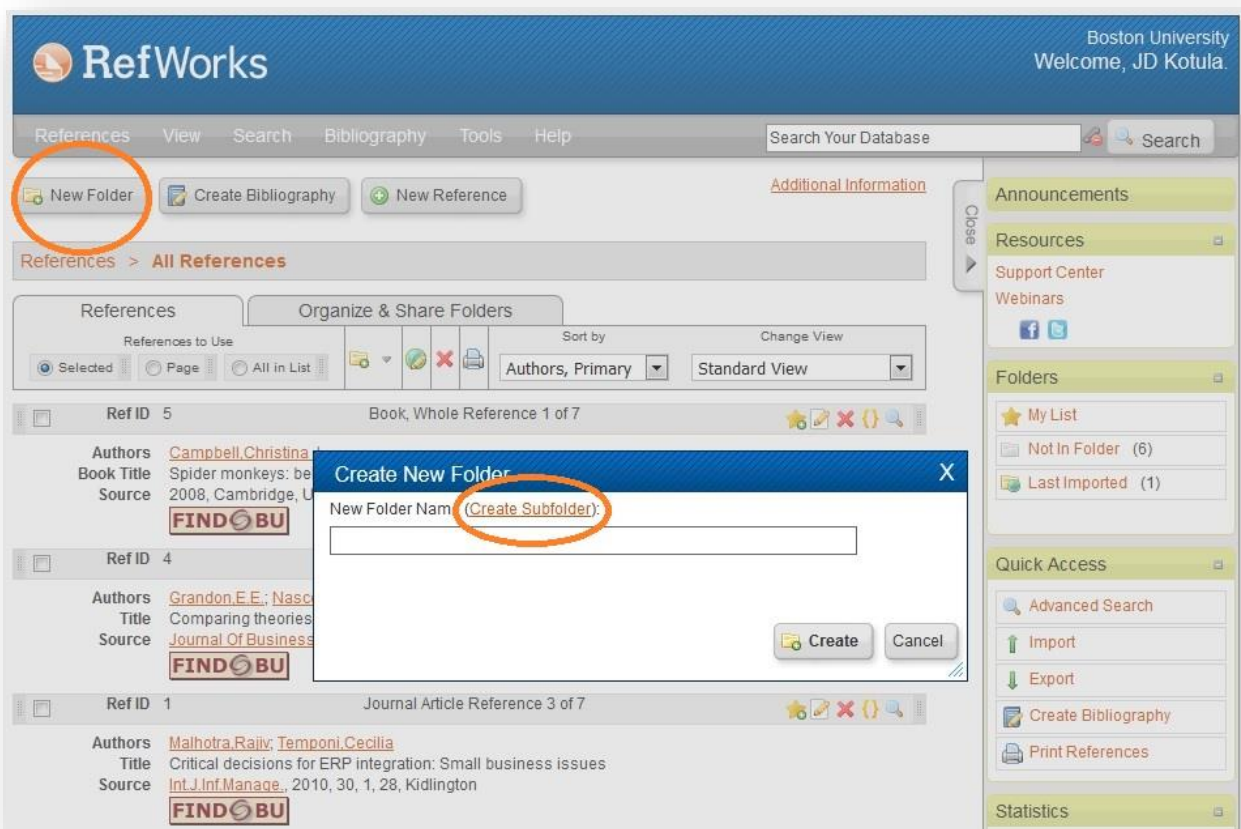
A new web browser window will pop up leading to your RefWorks account. If you are not already signed in to RefWorks, you will be asked to do so here. You can then click on the “View Last Imported Folder” button to see the references you’ve just sent to your RefWorks database.

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.



The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the user's name 'Boston University Welcome, JD Kotula.' is on the right. Below the logo is a navigation menu with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is located to the right of the menu. In the main area, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The 'New Folder' button is circled in orange. Below these buttons, there is a section for 'References' and 'Organize & Share Folders'. A 'Create New Folder' dialog box is open in the center, with the text 'New Folder Name (Create Subfolder)' in the input field. The 'Create' and 'Cancel' buttons are at the bottom of the dialog. On the right side, there is a sidebar with sections for 'Announcements', 'Resources', 'Folders', 'Quick Access', and 'Statistics'. The 'Folders' section shows 'My List', 'Not In Folder (6)', and 'Last Imported (1)'. The 'Quick Access' section includes 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References'.

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.

The screenshot displays the RefWorks interface. At the top, the navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. Below this, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a list of references with columns for 'Ref ID', 'Title', 'Authors', and 'Source'. The 'Organize & Share Folders' tab is selected, and a folder icon with a green plus sign is circled in red. On the right side, the 'Folders' menu is open, and the 'Last Imported' folder is circled in red. The 'Statistics' section at the bottom right shows 7 Reference(s), 2 Folder(s), 0 Shared Item(s), 0 Attachment(s), and 0 / 1073741824 bytes used.

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 create 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.

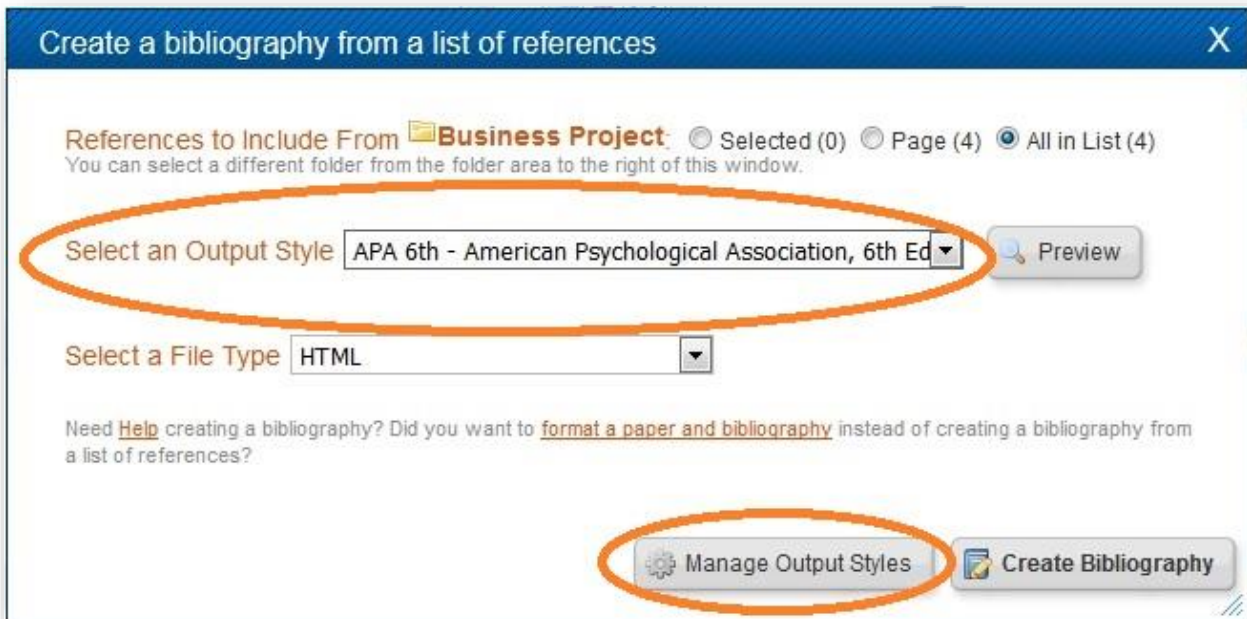
The screenshot shows the RefWorks web interface. At the top, the RefWorks logo is on the left, and "Boston University Welcome, JD Kotula." is on the right. Below the logo is a navigation bar with "References", "View", "Search", "Bibliography", "Tools", and "Help". A search box labeled "Search Your Database" is on the right. Below the navigation bar, there are three buttons: "New Folder", "Create Bibliography" (highlighted with a red circle), and "New Reference". To the right of these buttons is a link for "Additional Information".

The main content area shows a breadcrumb trail: "References > Business Project". Below this, there are two tabs: "References" and "Organize & Share Folders". Under "References", there are options for "References to Use" (Selected, Page, All in List), "Sort by" (Authors, Primary), and "Change View" (Standard View). A list of references is displayed, each with a "Ref ID" and a "FIND@BU" button. The references are:

- Ref ID 4: Authors: Grandon, E.E.; Nasco, S.; Title: Comparing theories to...; Source: Journal Of Business R...; Folders: Business Project;
- Ref ID 1: Journal Article Reference 2 of 4; Authors: Malhotra, Ravi; Temponi, Cecilia; Title: Critical decisions for ERP integration: Small business issues; Source: Int. J. Inf. Manage., 2010, 30, 1, 28, Kidlington; Folders: Business Project;
- Ref ID 6: Journal Article Reference 3 of 4; Authors: Mithas, S.; Krishnan, M.S.; Title: Human capital and institutional effects in the compensation of information technology professionals in the United States; Source: Management Science, 2008, 54, 3, 415-428; Folders: Business Project;
- Ref ID 2: Journal Article Reference 4 of 4; Authors: Palvia, P.C.; Title: Model and instrument for measuring small business user satisfaction with information technology; Source: Inf. Manage., 1996, 31, 3, 151-163; Folders: Business Project;

On the right side, there is a sidebar with several sections: "Announcements", "Resources" (Support Center, Webinars), "Folders" (My List, Not In Folder (2), Last Imported (1), Business Project (4)), "Quick Access" (Advanced Search, Import, Export, Create Bibliography, Print References), and "Statistics" (7 Reference(s), 2 Folder(s), 0 Shared Item(s), 0 Attachment(s), 0 / 1073741824 bytes used).

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.

