

Refworks: An Introduction

What is it?

RefWorks is a web-based reference management software which can be used to organise bibliographic references sourced from internet databases such as ScienceDirect, ACS, RSC, Springerlink etc. References which are sourced can then be used to create a bibliography, in any desired style (APA, ACS, Harvard etc.) for reports, dissertations and any other form of assignment which you may be given.

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How do I get access?

If you are a student at the University of Malta, RefWorks is provided for free. All you need to do is navigate to www.um.edu.mt/library and click on the Refworks notice on the **left hand side** of the page.

You will be asked to log in with your **University of Malta eSIMS account** where you will be redirected to the Refworks main page.



Figure 1: The University Library's main page, highlighting the link to Refworks on the left.

Once you have logged in for your first time, you may be able to log in from the library page or may choose to log in from the RefWorks main site. To do this you will have to:

1. Visit www.refworks.com
2. Click **Login**, where you will be redirected to the Login main page
3. Once here, click **Login through your institution (Shibboleth Users)**
4. Scroll down in the dropdown menu to **University of Malta**
5. Login using your eSIMS account details

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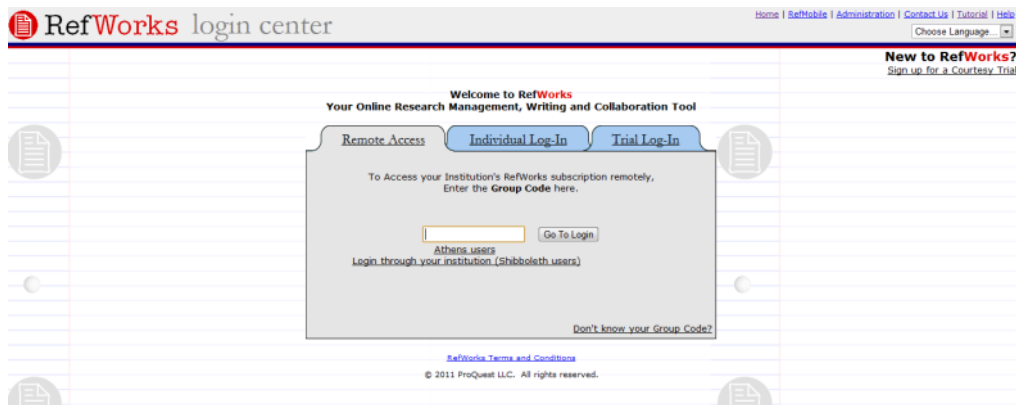


Figure 2: The RefWorks main login page. Click *Login through your institution (Shibboleth users)* and scroll down to University of Malta.

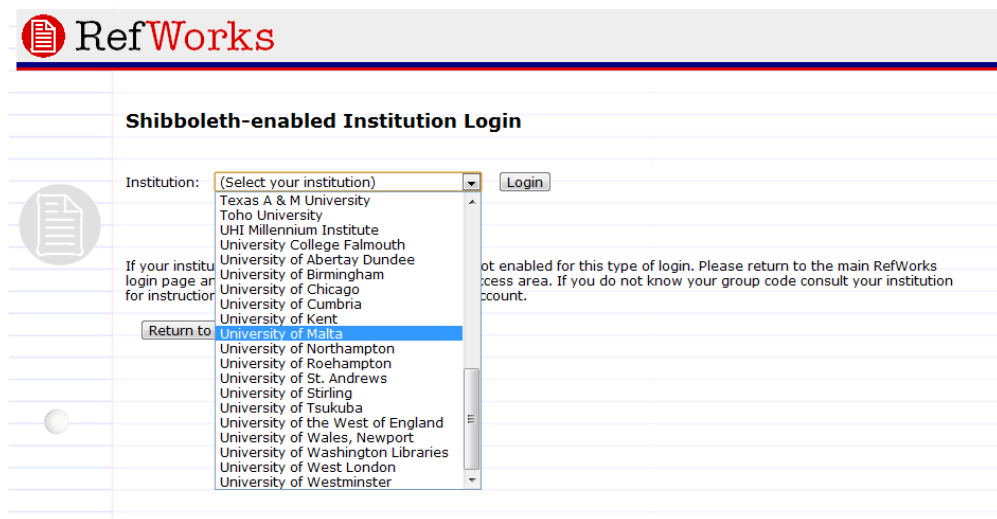


Figure 3: The RefWorks institution page. Scroll down to University of Malta and login with your eSIMS account.

Organising your References

General Settings

The first thing you should arrange is the settings for the software. To do this, simply navigate to **Tools > Customise** from the RefWorks landing page.

The screenshot shows the RefWorks interface with the 'Other Papers Folder' selected. The page header includes 'RefWorks 2.0' and 'University of Malta'. A navigation menu at the top contains 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The main content area displays a list of references with columns for 'Ref ID', 'Title', 'Authors', and 'Source'. Each reference entry includes a 'Title', 'Authors', and 'Source' field, along with 'Other Papers', 'View', and 'Edit' links. The 'References to Use' section at the bottom allows users to select 'Selected', 'Page', or 'All in List' and provides buttons for 'Add to My List', 'Put in Folder...', 'Remove from Folder', 'Global Edit', 'Delete', and 'Print'.

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Figure 4: The RefWorks landing page. It displays the current selected folder of references and the menu bar above. Note that you can switch to a more modern interface by clicking on the Refworks 2.0 link in the top right corner.

The screenshot shows the 'Customize' page in RefWorks. It is divided into several sections: 'Reference List Options' (References Per Page: 50, Output Styles Choices for Reference View: ACS - American Chemical Society (Parenthetical Citation), Show Folder Information For Each Reference: Yes, Author Resolver Links: Default Setting (Show 2 Bars), Automatically Mark Duplicates: Yes), 'Startup Options' (View Folder: Thesis Literature, Sort Ref List by: Title, Primary, Language/Locale: English (Britain), Enable Screen Reader Friendly Menu: No), 'Import Options' (Default Source Type for Imported References: Print, Show Option for Global Edit of Electronic Source Related Fields After Import: No), 'RefWorks Links' (Show PubMed: Yes), and 'Reference Edit Options' (Enable Term Assistant: Yes, Default Output Language: English).

Figure 5: The RefWorks customise page lists the options for the general behaviour of the software. The most useful options are explained in more detail below.

The following options are listed in the **Customise** page:

Reference List Options

- *References per Page*: choose the number of references displayed on the main view page
- *Output Styles for References*: three options for selecting the style in which your references will be displayed. Generally the Faculty of Science makes use of APA and ACS styles.
- *Show Folder Information for each Reference*: choose whether to display which folder your references are stored in
- *Author resolver links*: number of bars to display author links
- *Automatically mark Duplicates*: highlights which references you bookmarked twice or more

Startup Options

- *View Folder*: choose which folder is displayed on the main view page
- *Sort Ref. List by*: choose in what order you want your references sorted
- *Language/Locale*: if you really don't understand this please visit www.englishlanguageguide.com
- *Enable Screen Reader Friendly Menu*: an alternative menu with larger options

Import Options

- *Default Source Type for Imported References*: choose whether print or electronic
- *Show Option for Global Edit of Electronic Source Related Fields After Import*: choose whether you want to edit all electronic reference after importing

RefWorks Links

- *Show PubMed*: displays universal permalinks for the references you bookmark

Reference Edit Options

- *Enable Term Assistant*
- *Default Output Language*

User Field Options

Optional fields you can customise for your references.

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Importing References

There are two ways of importing references:

- From online databases (e.g.: ScienceDirect, Springerlink, ACS, RSC)
- Manually

The most useful method is the automatic import from online sources. To do so all you need is go to **References > Import** and select from the list of options.

Import [Import Instructions](#) | [List of Filters & Databases](#) | [Request a Filter](#)

Import Filter/Data Source: RIS Format

Database: Beilstein

Import References into Folder: Specify Folder (optional)
(Note that references are also put in the Last Imported folder)

Import Data from the following Text File

Choose File: No file chosen

Encoding: ANSI - Latin I Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

Import Data from the following Text

Figure 6: The *Import* page for new References. It is important to select the correct Import Filter and Database depending on the source you are importing from.

Choosing the subsequent options depends on the database you are importing from. The following instructions will focus mainly on four commonly-used databases:

- ScienceDirect
- Springerlink
- ACS Publications
- RSC Publications

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ScienceDirect

With ScienceDirect databases, importing is easy. All you need to do is click export citation from the database itself. This will automatically import the reference into your RefWorks folder as long as you are logged in.

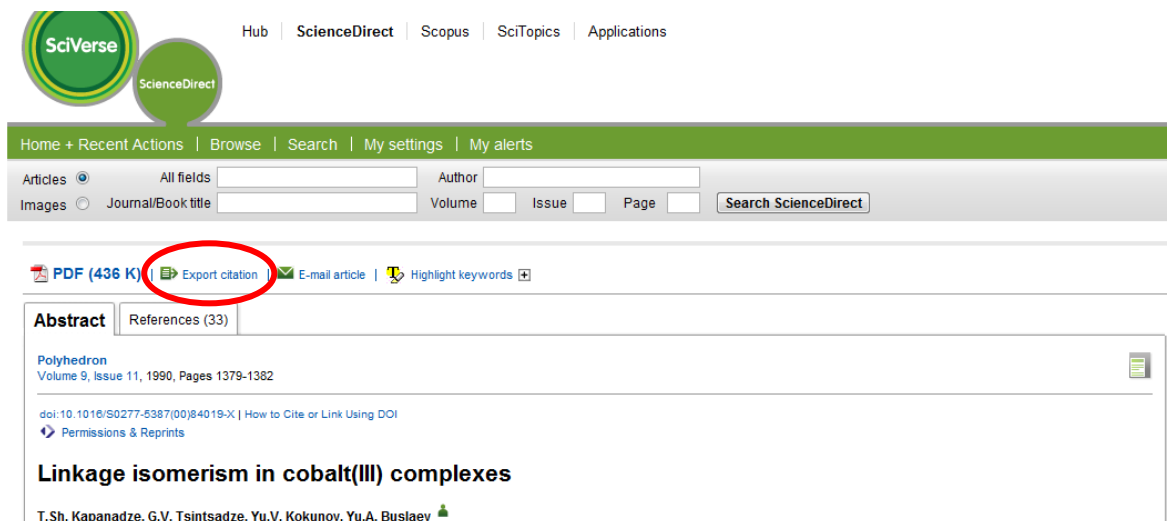


Figure 7: Clicking the *Export Citation* button in ScienceDirect will open up a dialog box for direct import into RefWorks.

Export citation

To export the selected citation + link, select your preferred formats and click **Export**.

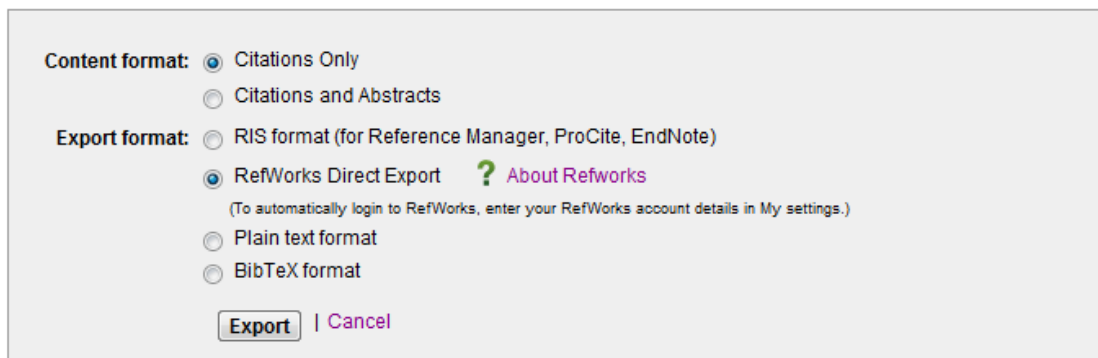


Figure 8: Select the content form desired and make sure the export format is *RefWorks Direct Export*.

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Springerlink

With Springerlink, references must be imported from RefWorks by first downloading a .RIS file as shown below:

CHEMISTRY AND MATERIALS SCIENCE

WORLD JOURNAL OF MICROBIOLOGY AND BIOTECHNOLOGY
 DOI: 10.1007/s11274-011-0932-y **Online First**

ORIGINAL PAPER
The antimicrobial effects of propolis collected in different regions in the Basque Country (Northern Spain)
 Josep Serra Bonvehí and Arrate Lacalle Gutiérrez

Download PDF (316.1 KB) View HTML Permissions & Reprints

ABSTRACT REFERENCES (38) ABOUT

Export Citation

Export
 Citation Only
 Citation and Abstract

Select Citation Manager:
 RefWorks

EXPORT CITATION

Figure 9: After clicking export citation on the desired paper, select your format and select RefWorks. This will download a file called *citation.ris* which can then be used to import into RefWorks as explained below.

The citation.ris file can then be used to import into RefWorks. To do so, change the Import Filter to **Springerlink** from the dropdown menu and choose **Import from Text File**.

Import [Import Instructions](#) | [List of Filters & Databases](#) | [Request a Filter](#)

Import Filter/Data Source: SpringerLink

Database: SpringerLink - RefWorks Tagged Format

Import References into Folder: Specify Folder (optional)
(Note that references are also put in the Last Imported folder)

Import Data from the following Text File

Choose File: No file chosen

Encoding: UTF-8
Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

Figure 10: Choose Springerlink as the Data Source and *Import Data from Text File*. You can also specify the folder you want to import to.

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ACS & RSC Publications

ACS & RSC Publications follow the same procedure as that for Springerlink. The data source in these cases should be set as:

- ACS – *ACS Publications*
- RSC – *RIS Format*

The screenshot shows an article titled "Counterion-Induced Reversibly Switchable Transparency in Smart Windows" by Chang Hwan Leet, Ho Sun Lim*, Jooyong Kim*, and Jeong Ho Chot*. The article is from ACS Nano, 2011, 5 (9), pp 7397-7403. The DOI is 10.1021/nn202328y. The publication date is August 5, 2011. The copyright is © 2011 American Chemical Society. The article is available in Full Text HTML, Hi-Res PDF (3822 KB), and PDF w/ Links (987 KB). A message states: "Your current credentials do not allow retrieval of the full text." There is a "Purchase the full-text" button with a shopping cart icon. The Tools sidebar on the right includes options like "Add to Favorites", "Download Citation" (circled in red), "Email a Colleague", "Permalink", "Order Reprints", "Rights & Permissions", and "Citation Alerts". The SciFinder Links section includes "Get Reference Detail", "Get Substances", and "Get Cited".

Figure 11: Download citation location for ACS Publications.

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The screenshot shows an "Edge Article" titled "A programmable transducer self-assembled from DNA" by Banani Chakraborty, Natasha Jonoska and Nadrian C. Seeman. The article is from Chem. Sci., 2012, Advance Article. The DOI is 10.1039/C1SC00523E. It was received on 31 Jul 2011 and accepted on 24 Oct 2011. It was first published on the web on 10 Nov 2011. The article is available in PDF and Rich HTML. The "Download Citation" option is circled in red. There is a "RefWorks" dropdown menu and a "Go" button.

Figure 12: Download citation location for RSC Publications

Citing References

To make the most of the RefWorks database you compile you will need to download the **Write-N-Cite** plugin for Microsoft Word. This can be accessed from **Tools > Write-N-Cite**.

Download Write-N-Cite

To use Write-N-Cite with RefWorks you must download a small utility program to your computer. There are versions of Write-N-Cite for Windows users and a single version for Mac Users.

Windows Users:

Write-N-Cite III for Windows

[Click here to download Write-N-Cite III for Windows. \(964k\).](#)

This version includes:

- MS Vista and Word 2007 compatibility
- Also compatible with XP and Word 2003
- Single document formatting
- Faster formatting for large documents
- Includes Ability to Write and Format Papers Offline

Current WNC for Windows users can use WNC III on old documents, however, the documents must be converted to a WNC III format which can be done within WNC III.

Installation information is available here (link to: http://www.refworks.com/refworks/help/Refworks.htm#Installing_Write-N-Cite.htm)

Information on working with Write-N-Cite III is available here (link to: http://www.refworks.com/refworks/help/Refworks.htm#Using_Write-N-Cite_for_Windows_III.htm)

Figure 13: The Write-N-Cite plugin is available both for PC and Mac. Download the correct version depending on the version of office you own and you're good to go.

Once you download the plugin, all you need to do is open it directly from the Word document you're working in and login using your eSIMS account. This will display the list of references you bookmarked previously which can cite freely in the active Word document you're working on.

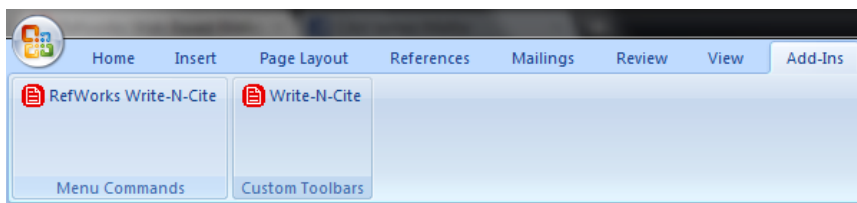


Figure 14: The RefWorks add-in is available directly from your Word document.

Other Papers Folder (6 references)

Sort by: Title, Primary

Cite View Cao,ChaoTun	2010 A molecular half-adder and half-subtractor based on pyrylium
Cite View Deniz,Erhan	2008 Bidirectional Switching of Near IR Emitting Boradiazaindacene Fluorophores
Cite View Li,Jie Jack	2006 Knorr pyrazole synthesis
Cite View Bellamy,F.D.	1984 Selective reduction of aromatic nitro compounds with stannous chloride in non acidic and non aqueous medium
Cite View Coskun,Ali	2004 Three-Point Recognition and Selective Fluorescence Sensing of L-DOPA
Cite View Jiang,Wei	2009 Unimolecular half-adders and half-subtractors based on acid-base reaction

Figure 15: Click cite to insert a reference into your document at the position you wish to insert it.

Once you're done citing your references in-text all you need to do is compile the bibliography for your document. You can do this by clicking **Bibliography** and selecting the output style for your references to give you a complete list of references in the correct referencing style.

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Bibliography

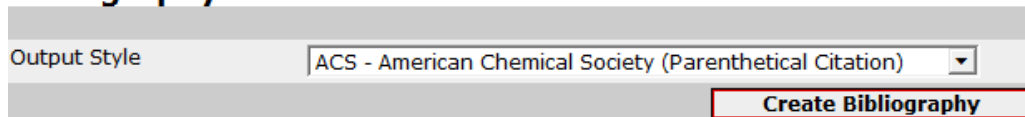


Figure 16: Simply click *Bibliography* to compile a complete list of references for your document in the desired referencing style.

Example:

Before creating Bibliography:

This paper from 1984^{1 Bellamy,F.D. 1984} came far before these papers from 2004^{2 Coskun,Ali 2004} and 2006^{10 Li,Jie Jack 2006}.

After creating Bibliography:

This paper from 1984¹ came far before these papers from 2004² and 2006³.

References

- (1) Bellamy, F. D.; Ou, K. Selective reduction of aromatic nitro compounds with stannous chloride in non acidic and non aqueous medium. *Tetrahedron Lett.* **1984**, 25, 839-842.
- (2) Coskun, A.; Akkaya, E. U. Three-Point Recognition and Selective Fluorescence Sensing of l-DOPA. *Org. Lett.* **2004**, 6, 3107-3109.
- (3) Li, J. J. In *Knorr pyrazole synthesis*; Name Reactions; Springer Berlin Heidelberg: 2006; pp 331-334.

Affiliates:

