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ABOUT REFWORKS

RefWorks is an online citation management software product licensed by the University Library and freely available to UIC faculty, staff, and students. Since RefWorks is web-based, it can be accessed from any computer with Internet access (once you have signed up for an individual account).

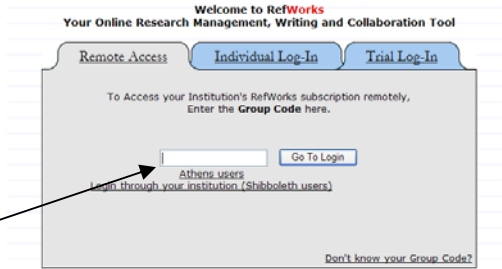
UIC Library’s RefWorks pages

<http://library.uic.edu/home/services/build-bibliographies-with-refworks>

Off-Campus Access

When accessing RefWorks from off-campus, you will need to enter the UIC group code:

- Enter the URL listed above and click “Off-Campus Access”
- After entering your UIC Net ID and password, you will be given the **group code** needed to use RefWorks off-campus.

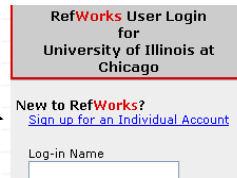


GETTING STARTED

Creating a RefWorks Account

Before you can use RefWorks, you will need to create a log-in name and password:

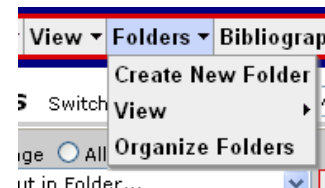
- Open up RefWorks from the link on the previous page, and click on **Sign up for Individual Account:**



Enter your name, a login name (your NetID is one suggestion), a password (different from your UIC NetID password) and your UIC email address (this must be a UIC email address that ends in **@uic.edu**). Click on Register to complete the process.

Working with Folders

- Within your RefWorks database you can organize your citations in folders. You can create a new folder for each topic that you may be researching. This allows you to better organize your citations.



- Create, organize, and view folders from the RefWorks **Folders** menu.
- Folders you have created appear in red under the **View** option.

Viewing/ Editing/ Searching References

- Use the **View** menu at the top of the screen to see your References. You can view references in a particular **Folder** (folder names appear in red), view **All References**, or view **Duplicates**.
- To Search for references, use the **Search** menu:



- The **Advanced Search** option allows you to search multiple fields:

- The **Lookup by Author**, **Lookup by Descriptor**, and **Lookup by Periodical** Options each display an index, from which you can click on an entry to view all

citations with a particular author/descriptor/periodical.

Abbas,A. - Auinger,P.				Next ▶▶
Abbas,A.	(1)	Edit Delete	Alley,Brian	(1) Edit Delete
Abramson,J.	(1)	Edit Delete	Allison,Dee Ann	(1) Edit Delete
Ackermann,R.T.	(1)	Edit Delete	Allum,T.	(1) Edit Delete
Ackerson,Linda G.	(1)	Edit Delete	Altena,T.S.	(1) Edit Delete
Adamczyk,K.	(1)	Edit Delete	Alter,M.J.	(2) Edit Delete

- When viewing a list of references, you will initially see only the basic citation information (i.e. author, title, journal). To see the complete reference (including abstract, notes, etc.), click on **View**, at the top of the citations.

Ref ID: 1005 Journal Article (Electronic) Reference 1 of 1 Last Imported [View](#) [Edit](#) **Find it @ UIC**

Title: Evaluating college student interest in pet therapy.

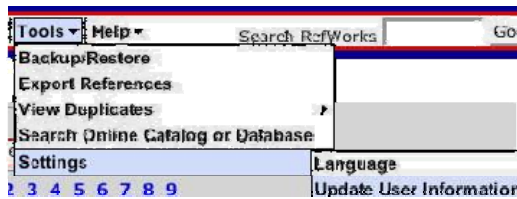
Authors: [Adamle,K.N.](#) [Riley,T.A.](#); [Carlson,T.](#)

Source: [Journal of American College Health](#), 2009, 57, 5, 545-548

- You can make changes to a reference by clicking on the **Edit** link to the right of each individual citation. Make changes to the citation information, enter additional descriptors, or add personal notations.
- To see if the UIC Library holdings include a particular book/journal/etc. in your database, click on the **UIC Options** icon next to that citation.

Sharing your RefWorks Database

- Create a read-only password:
 - Under the **Tools** menu, go to the **Update User Information**.



- Enter a **Read-only password**.
- Click on **Update**
- Colleagues or students can now access your account using your login name and read-only password to view your database but not make changes.

Update User Information

(All fields are mandatory)

Your Name:

Login Name:

Password:

Re-enter Password:

E-Mail Address:

To provide read-only access, enter a password below.

Read-only Password:

Create a RefWorks account for your lab or department:

Follow the instructions above to create a new account. One individual should serve as the database owner, although all group members may access the database. Import/Export references to another RefWorks database or other citation management Software:

To **Export** citations from RefWorks:

[Back to Reference List](#)

Include All References (608) My List (0) References from

Export Format
[Explanation of Export Formats](#)

Bibliographic Software (EndNote,Reference Manager,ProCite)

BibTeX - RefWorks ID

Citation List

RefWorks Tagged Format

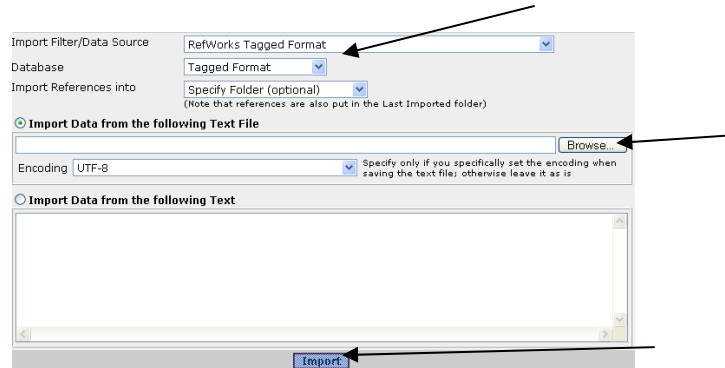
Tab Delimited

XML

Export to Text File

- o Select to include either **All References**, or **References from one of your folders**.
- o Select an **Export Format (RefWorks Tagged Format** to move references to a RefWorks database, or **Bibliographic Software** for EndNote/Reference Manager).
- o Click on **Export to Text File** and save the file (disk or computer).

To **Import** citations into RefWorks:



- o Under the **References** menu, select **Import**.
- o For the Import Filter/Data Source, choose the correct format of the citations you are importing (most likely **RefWorks Tagged Format** for citations from a RefWorks database, or **RIS Format** for citations from Endnote or Reference Manager).
- o Under **Import Data from the following Text File**, click on **Browse** to locate the file with your saved citations.
- o Click on **Import**.

ADDING REFERENCES TO YOUR DATABASE

There are three ways to put references into your RefWorks database:

- **Auto Export**, also called **Direct Export** (some UIC databases allow you to auto-export).
- Save and **Import** from a text file (some UIC databases require you to save your references to a file before you can import them into RefWorks)
- **Manual Entry** - type in each element of a new reference

Manually Entering References

This is the method of reference entry that is the most tedious and prone to error. You may want to consider searching for specific references in a database so that you can either Direct Export or Import the data instead of manually creating new entries within RefWorks.

- Go to the **References** menu at the top of the screen.
- Select **Add New References**.
- Different citation styles may require different information. Next to **View required fields for**, select the journal or citation style that you use most frequently.
- Choose the **Reference type** you will be entering (journal article, book, book chapter, etc.). This is important, as it will also determine what fields are shown.
- Complete as many fields as you are able to (or need to).
- When you are done, click on **Save & Add New References**.

RefWorks

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾

New Reference ✓ indicates fields used by your selected output style.

View fields used by: **APA 6th - American Psychological**

In Folder(s) Specify Folders (if any)

Ref Type Journal Article

Source Type Print

Output Language Unknown [What's this?](#)

Attachments

Authors ✓

Importing Citations from Cochrane Library

- Search the Cochrane database.
- Once you have selected the desired citations, click **Export Selected Citations**.
- Select the **Export Type**.
- Select the **File Type** that is appropriate for your computer.
- Save the file to your computer.

In RefWorks:

- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **Cochrane Library** from the pull-down menu
 - **Database:** Select **Wiley Interscience**
 - **Import Reference Into:** Select the folder in which you wish the references to reside
 - **Import Data from the following text file:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Direct Exporting Citations from Cambridge Scientific Abstracts (CSA)

(ARTbibliographies Modern, Conference Papers Abs, Criminology, GeoRef, Linguistics and Language Behavior Abs, MLA Bibliography International, Physical Ed Index, Social Services Abs, Worldwide Political Sci Abs etc.)

Exporting from CSA:

- Search the CSA database
- Once you have selected the desired citations, click on **Save/print/email records**.
- You will be taken to a new screen, where you should click on **Export to RefWorks** (found at the bottom of the page).

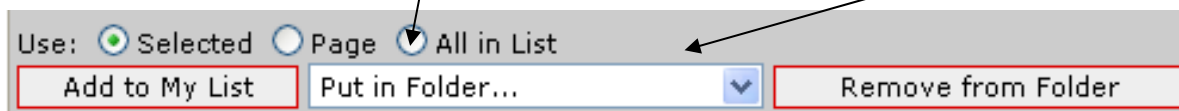
In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.

- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from EBSCOhost

(Academic Search Premier, Business Sources Elite, CINAHL, ERIC, Health Source Nursing, AltHeath Watch, Communication and Mass Media Complete, Newspaper Source etc.)

Downloading from EBSCO:

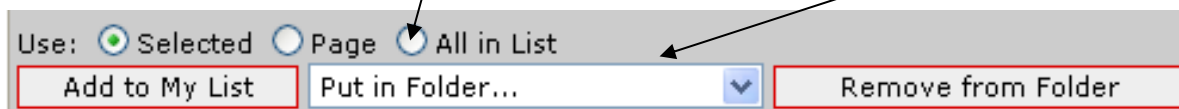
- Search the EBSCO Database.
- Select the citations you wish to import by clicking on **Add** next to the citations you want. Near the top right corner of the screen, a folder icon labeled **Folder has items** should appear. Click on this icon.
- In the box that appears displaying selected citations, click on **Export**.
- An **Export Manger** box will appear.
 - Select the Dial next to "**Direct Export to RefWorks**" and click **Save**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



Direct Exporting Citations from EMBASE

Exporting from EMBASE:

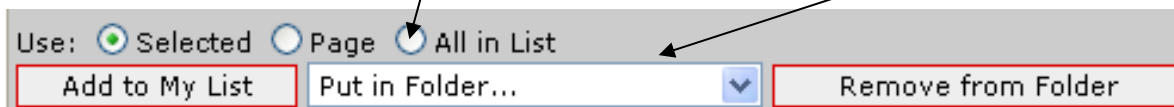
- Search EMBASE
- Once you have selected the citations you wish to import, select the Export option which is available above the results of your search.
- A box will open on your screen. Select **RefWorks Direct Export**.
- Click on the **Export** button.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



Exporting Citations from Google Scholar

Direct Exporting Citations from FirstSearch (OCLC)

(ABI Inform, CWI, ECO, EconLit, EducationAbs, GenSciAbs, GPO, HumanitiesAbs, LibraryLit, PerAbs, Proceedings, Social Sci Abs, WorldCat etc.)

Exporting from FirstSearch:

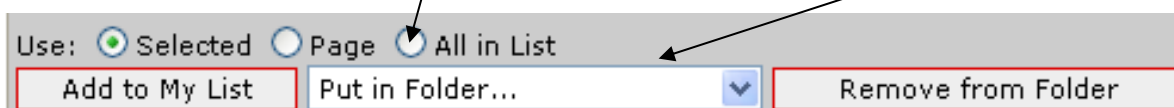
- Search the FirstSearch Database.
- Once you have selected the citations you wish to import, click on the **Export** icon found at both the top and bottom of the screen.
- Next to **Export**, select either **All Records on the page**, or **Marked Records from this search**.
- Next to **Export to**, select **RefWorks**.
- Next, click on **Export**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



Direct Exporting from Google Scholar:

In order to turn on the feature that will allow you to export directly into RefWorks:

- Next to the Search Button in Google Scholar, click on the "Scholar Preferences" link
- Go Down to Bibliographic Manager and click the dial button before "show links to import citations into" and from the pull-down menu, select "RefWorks"
- Click on "Save Preferences"
- For each individual citation you want exported into RefWorks, click on **Import into RefWorks** found beneath the search results
- In RefWorks, select the folder you want the reference in (if desired) and click **Save Reference**.

Importing Citations from ISI Web of Knowledge

(Web of Science, Current Contents, Biological Abstracts etc.)

Downloading from Web of Knowledge:

- Search Web of Knowledge
- Select the citations you wish to import. When done, click on the **Marked List** icon in the top menu.
- Under fields: in addition to author, title, and source (defaults) you may also wish to include Keywords and Abstract
- Under step 2 (options): most of the defaults will already be set (keep the save option as "field tagged").
 - Click on **Save to File**.
- When **Save As** window appears:
 - In the **Save In** box select the drive/folder you want your file saved in.
 - In the **File name** box type the name of the file.
 - Click **Save**.

In RefWorks

- Under the **References** menu, click on **Import**.
- In the form that appears, select the following:
 - **Import Filter/Data Source:** Select **ISI** from the pull-down menu
 - **Database:** Select **Web Of Science**
 - **Import Reference Into:** Select the folder in which you wish the references to reside
 - **Import Data from the following text file:** Click **Browse** to select the location and file name of the citations you wish to import.
- Click **Import**. The status of your imported results will appear.

Direct Exporting from Ovid Databases

(ERIC, EBM, Reviews, HaPI, IPA, MEDLINE etc.)

Exporting from Ovid:

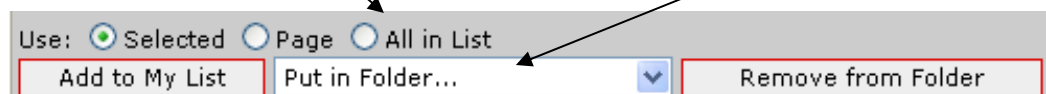
- Perform search.
- Select citations for downloading (if you do not want to download all citations).
- Scroll to the **Result Manager** at bottom of screen.
 - Under **Results** select the desired options
 - Under **Results Format** select **Direct Export**
 - Under **Actions** select **Save**
- Click **Save**
- On the next screen- Select- **Export results to RefWorks**. Click **Continue**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder** and select the folder in which you wish the imported reference to be placed.



Direct Exporting (

In Proquest:

- Search the Proquest database.
- Once you have selected the desired citations, click on **My Research** (green tab at top of webpage).
- Click **Export citations** and next click **Export directly into RefWorks**.

In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



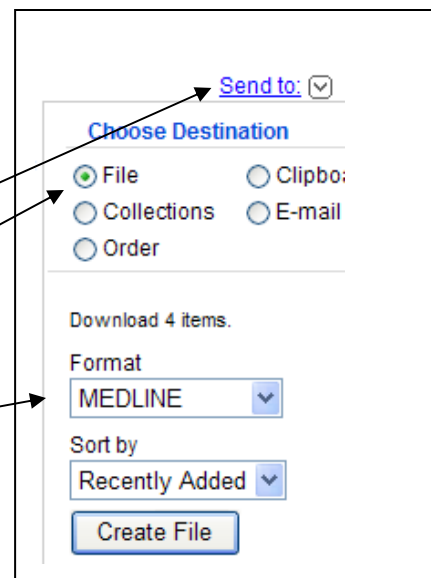
NOTE: If you are searching Digital Dissertations directly, you need to select results, click on Marked List, and click Download. Save citations to your desktop and go into RefWorks. In RefWorks, click on Reference and click on Import. For the **Import Filter** select “**Proquest Digital Dissertations.**” **Import References into:** Select the folder in which you wish to put the references. **Import Data from the following text file:** Click browse to select the location and file name of the citations you wish to import.

Importing Citations from PubMed

There are 2 ways to download citations from PubMed. If you have a short list of results in PubMed, you may want to use RefGrab-It (see below – RefGrab-It). Directly below are instructions for importing selected citations from PubMed into RefWorks.

Downloading from PubMed:

- Perform search.
- Select citations for downloading.
- In the **Send to** Menu (found in the top right corner):
 - Select **File** for Destination
- Select **MEDLINE** for format
- Click **Create File**
- When the **Save As** window appears:
 - In the **Save In** box select the drive/folder you want your file saved in.
 - In the **File name** box type the name of the file.
 - Click **Save**.



In RefWorks:

Under the **References** menu, click on **Import**.

In the form that appears, select the following:

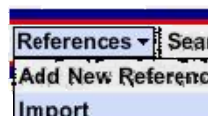
- **Import Filter/Data Source:** Select **NLM PubMed** from the pull-down menu.
- **Database:** Select PubMed.
- **Import Reference Into:** Select the folder in which you want the references to reside.
- **Import Data from the following text file:** Click **Browse** to select the location and file name of the citations you wish to import.

Click **Import**. A status of your imported results will appear.

Ref Grab-It (bookmarklet): Importing Citations for a Web Pages (and PubMed)

In order to use RefGrab-it you must do a one-time install on your computer.

- Go to **Tools** in RefWorks, and click on **RefGrab-it**.
- Follow the instructions on the page for installing RefGrab-it.



- Once you are on a web page that you want to import a reference/citation for into RefWorks, go to your **Bookmarks** (in Firefox) or **Favorites** (in Internet Explorer) and click on RefGrab-it. A page will appear with the citation ready for import into RefWorks. (Use for **PubMed** also if you have a short list of results. Click on RefGrab-It and select the citations you want to import from the new window that appears.)
- Click on **import**.

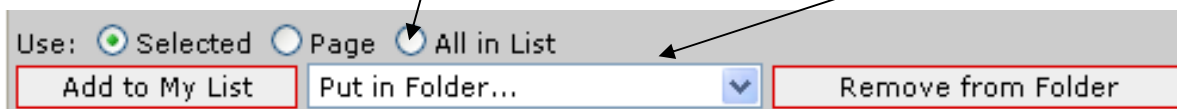
In RefWorks:

The citations will have been automatically imported into RefWorks. The status of your imported results will appear. The citations will appear in a **Last Imported Folder**.

You will probably need to make further edits to the Reference that was imported. Click on View Last Imported Folder button and click on edit to the right of the imported citation. Make changes to the Reference as needed. When done, click on Save. Next click on "Back to Reference List."

To place imported citations into a specific folder:

- Click on the **View Last Imported Folder** button.
- Select the dial next to **All in List**, click on the pull-down menu for **Put in Folder**, and select the folder in which you wish the imported reference to be placed.



Importing Citations from SciFinder Scholar

Downloading from SciFinder Scholar:

- Search SciFinder Scholar.
- Once you have selected the citations you wish to import, click on **Save As**, found at the top of the search screen.
- Select the folder in which you wish to save the file.
- Enter in the name you wish the file to be called.
- Under "**Save As**" type and select **Tagged Format**.
- Click on **Save**

In RefWorks:

- Under the **Reference** menu, click on **Import**.
- In the form that appears, select Reference Manager.
 - **Import Filter/Data Source:** select **ISI** from the pull-down menu.
 - **Database:** Select Current contents.
 - **Import References Into:** Select the folder in which you wish the references to be placed.
 - **Import Data from the following text file:** Click browse to select the location and file name of the citations you wish to import.
- Click on **Import**. The status of your imported results will appear.

Importing Citations from UICCAT & I-Share

In UICCAT:

Enter a search and Mark off selected record(s) if desired

In the box labeled **Print or Email** at the bottom of the page:

- For **which records**, select either **all in this page** or **selected all pages**

- In box labeled **Print or Email** at the bottom of the page, select format (full record or brief record) Click **print/save**; **Save Page As** to your desktop (change name of file if desired)

In Refworks:

Click on the **References** tab, select **Import**

- For **import filter/Data source**, select University of Illinois at Chicago
- For database, select **UICCAT and I-Share Online**
 - Under **Import Data from the Following text file**, select **Choose file** and insert the file that you saved to your desktop
 - Click **Import** to import the records into Refworks.

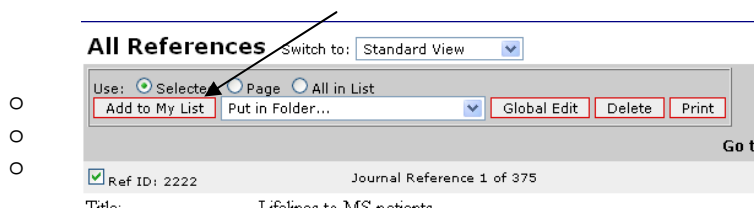
You will notice that there is also an option labeled **import data from the following text**. If you want to, you may also copy and paste the text from the file of the records that you saved from your UICCAT search into this box and (rather than importing the file).

ATTACHMENTS

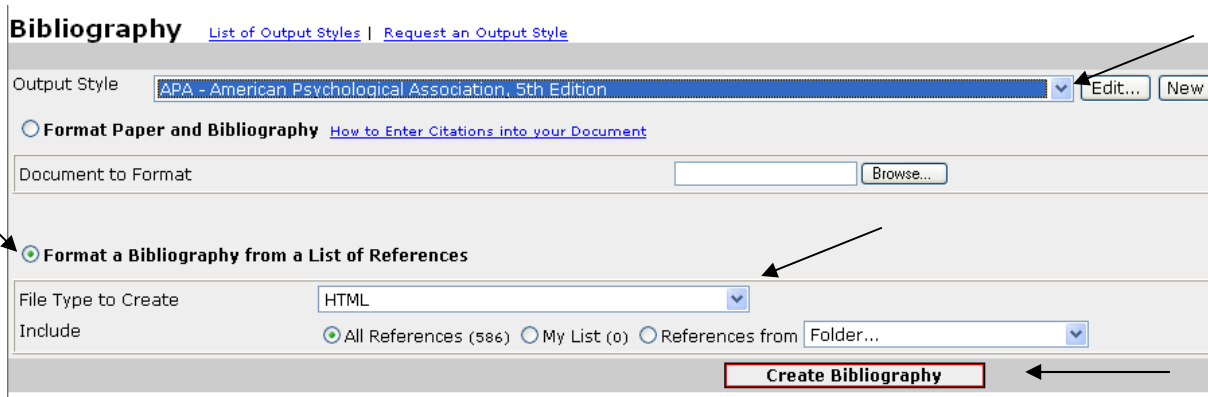
It is possible to add attachments to individual references in RefWorks. There is a 20 MB per file attachment limit. The default size for your entire account is 100 MB. **Email** [Ask a Librarian](#) if you need this limit increased (maximum of 5G).

GENERATING A BIBLIOGRAPHY FROM REFWORKS

- View the folder where the references are located (or **View All**).
- If you want to create and print a bibliography from selected references only -first select the references you want in the bibliography
 - Next, click on **Add to My List** found near the top of the screen. This will automatically add the references to **My List**. (This is only a temporary list that will disappear once you log out of your Refworks account).



- To **print your list**, go to the **View** pull-down menu and select **My List**
 - Indicate if you want all in the list or just selected and next click **print**. You will be asked for the output style you wish to use. Next click Print (it will start to print)
- To **export your reference to text, html, or Word** to create a bibliography from a selected list, first add your references to My List, and next click on Bibliography in the top RefWorks menu.
- Next to Output Style, select the citation style or journal format for your bibliography.
- Select the button next to Format a Bibliography from a List of References.
- Select the desired File Type to Create (text, html, RTF, Word)
- Select the option to Include either References from a specific folder, **My List**, or All References.
- Click on Create Bibliography (If pop-up blockers are turned on in your browser, hold down the Ctrl key as you click).



INSERTING IN-TEXT CITATIONS AND FORMATTING a PAPER AND BIBLIOGRAPHY using “WRITE-N-CITE”

To use this feature, you must first download the Write-N-Cite software from the RefWorks website (works with Windows, Macs, and MS Word 2000 or later).

- Login to RefWorks.
- Under the **Tools** menu, click on **Write-N-Cite**.
- Follow the directions to **click here** to start the download.

An Icon will appear in Word that you may use to assist with creating bibliographies. If the icon does not appear, access the Write-N-Cite feature from the Tools Menu.

You must have an Internet connection in order to use the Write-N—Cite feature.

- Open up the document you are composing in Word. (If you are just starting, create a new Word document, and **Save** it).
- Click on the **Write-N-Cite** icon in Word. A Write-N-Cite browser window will open; keep this window open as you type; **Log in** to your RefWorks account.
- Select the folder where the references are located (or view all references).
- Within your document, insert the cursor where you would like to cite a reference.
- In the Write-N-Cite browser window, click on the link to **Cite**, preceding the appropriate reference. This will automatically insert the citation at the location where your cursor is. (Formatting of citations will be explained below.)

[Cite View Cono,J.](#)

2003 Smallpox vaccination and adverse reactions. Guidance for clinicians

- Continue to position your cursor and **Cite** references.
 - If you want to suppress an author name, year, or a complete citation from showing up in the body of your paper, after you click on Cite in the Write-N-Cite browser window, you will see “edit citation” show up in the top right corner of the screen. Click on this to select the fields you want to suppress.
- When you have completed your document and are ready to generate a bibliography and in-text citations in the correct citation style (journal output format), click on **Bibliography** within the Write-N-Cite browser.
- Select the desired **Output Format** for your paper. (You must have the **output format** you desire in **Favorites**. To add the desired **Output Format** to your **Favorites**, you must log into RefWorks [currently you may be logged into Write-N-Cite], and click on **Tools** and select **Output Manager**. Select the Output Formats you would like in Favorites, and click **Add to Favorites**.)
- Next select **Create Bibliography**. The in text citations will appear in parentheses and the references will appear at the bottom of the page.

NOTE: You need to be logged in as the computer administrator to install Write-N-Cite. If you are

not the administrator you can still use RefWorks to insert citations into your paper and format a the paper and bibliiography. In RefWorks- view your references and from the pull-down menu next to **switch to** select "**On line/Cite View.**" Follow the remaining instructions to format your bibliography and insert in-text citations within the body of your Word document, see http://www.refworks.com/RWSingle/help/Using_One_Line_Cite_View.htm.

REFMOBILE

RefMobile (www.refworks.com/mobile) gives you access to your references in RefWorks from your smart phone, mobile phone or PDA. **RefMobile** provides specific functionality including:

- **Searching** within your RefWorks account
- Viewing **ALL** references and file attachments (if the attachment type is supported by your mobile device)
- Viewing references by **folder**
- **Adding or removing references to/from a folder**
- Creating **new folders**
- Entering new references via **SmartAdd**, which locates references on the web when you enter an ISBN, DOI, PubMed ID (PMID), first author and pub year, or partial title
- Adding comments or text to the **Notes** field of your references

RefMobile is only accessible using your **Group Code** and login information.

To Access Your RefWorks Account Using RefMobile

1. Navigate to www.refworks.com/mobile
2. Enter your **Group Code**, **Login Name** and **Password**.
3. Select the **Remember Login** option if desired. Your login information will be remembered for 14 days from the date you check this box.
3. Click the **Login** button.

Navigating RefMobile:

RefMobile has five options that are always available to you: **Search**, **Folders**, **All**, **Smart Add** and **Log out**.

You can access each option by clicking on the link or entering a corresponding keypad number:

- 1 will display the **Search** option
- 2 displays your **Folders**
- 3 displays **All** references
- 4 launches the **Smart Add** feature
- 5 **Log out** of RefMobile

There are additional keypad options that correspond to links within RefMobile:

- 0 activates the **Skip to end** link

- 8 can be used on pages with a **Return to** link
- 9 will display the **next 10** references in your list

The first time you log in to RefMobile, the Search option is displayed by default. Subsequent logins will display the last option or view used.

To Add a New Reference Using SmartAdd:

In RefMobile, you can add references using the **SmartAdd** option. Smart Add locates references by searching the internet based on DOIs, PubMed IDs (PMIDs), PubMed Central IDs (PMCID), ISBNs, authors and pub year, or keyword.

Smart Add uses pattern matching to determine what type of information has been entered and then searches PubMed, ISBNDB and/or CrossRef to find any matching information.

If **Smart Add** finds more than one match, it will display a list of references found -- up to 10 references total (even if search results locate more than 10 references).

1. Click the **Smart Add** link or **4** on your keypad.
2. Enter the information for Smart Add to search for: DOI, PubMed ID (PMIDs), PubMed Central ID (PMCID), ISBNs author and pub year, or keyword.
3. Click the **Search** button.
4. Click the **Save** link for each reference you wish to add. You can view the full reference by clicking on the title.

From the full reference, you have the options to **Save**, **Add a Note** and **Select Folders**. If you **Add a Note** or **Select Folders**, when you click **Save**, the reference is also saved.

Note: References not placed in a folder will appear in the **References Not in a Folder** area of your RefWorks Account.

For help: [Use our Ask a Librarian Service](#)

SDG; AA; RR Updated 10/09