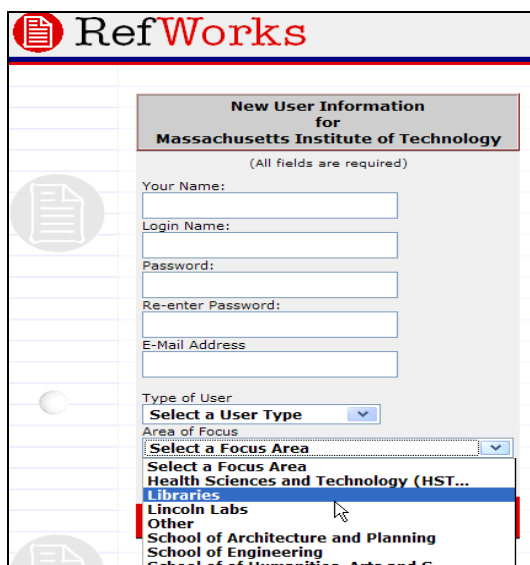
	<p>RefWorks Basics for Business Researchers</p> <p><i>RefWorks is a web-based program that allows you to search, retrieve, and manage references and to create bibliographies. It is free to MIT students, faculty and staff. For more information, see http://libguides.mit.edu/refworks</i></p> <p style="text-align: right;">10/22/09</p>
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Create a RefWorks Account

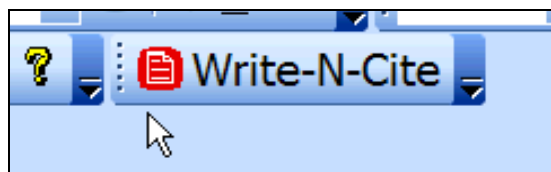
- Go to <http://libraries.mit.edu/get/refworks> (use this link on- or off-campus).
- Create an account and set up your RefWorks login name and password (MIT only).



Install the Write-N-Cite plug-in

Write-N-Cite is an MS WORD compatible plug-in that you download from the RefWorks website. You will use the plug-in to create documents with bibliographies.

- Login to RefWorks at <http://libraries.mit.edu/get/refworks> with your new login name.
- Open Tools on the RefWorks toolbar and click on Write-N-Cite.
- Choose the appropriate program version (Mac or Windows).
- Follow the download instructions given by RefWorks.
- A Write-N-Cite icon should appear on your WORD toolbar. If you use WORD 2007, you will find Write-N-Cite icons under Add-ins (either icon works).



- You must login to Write-N-Cite each time you open it.

How to get references from ABI Inform Global & ProQuest Research

ABI and ProQuest are owned by the same company (ProQuest) and work the same way.

You can access them through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URLs below (MIT only).

NOTE: Off-campus access to RefWorks works best using MIT's VPN service—see the RefWorks guide at <http://libguides.mit.edu/refworks> for details.

- Go to ABI Inform Global at <http://libraries.mit.edu/get/abi> or ProQuest Research at <http://libraries.mit.edu/get/proquest> and search for articles.
- Tag the references in the results list that you want. As soon as you tag a reference, the Export link at the top of the results list is activated.
- Click the Export link (fig.1) and then the Export Directly to RefWorks link (fig.2).
- If you have RefWorks open, a screen will appear and confirm that the references were imported into RefWorks (fig.3). Click View Last Imported folder to see the references.
- If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks (fig.3).

Figure 1

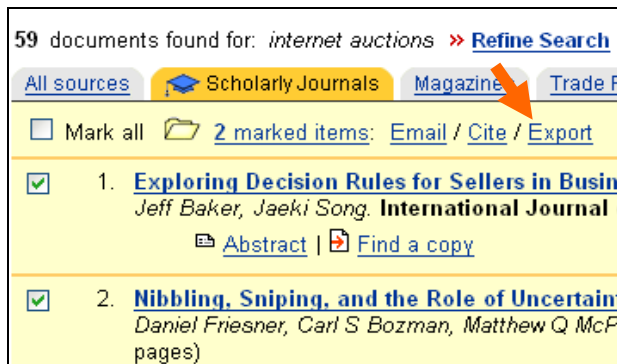
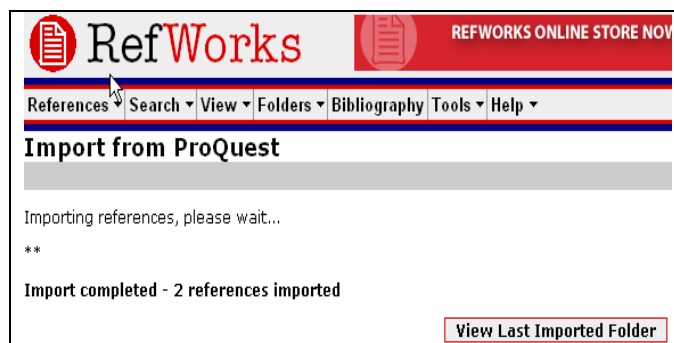


Figure 2



Figure 3



How to get references from Business Source Complete & EconLit

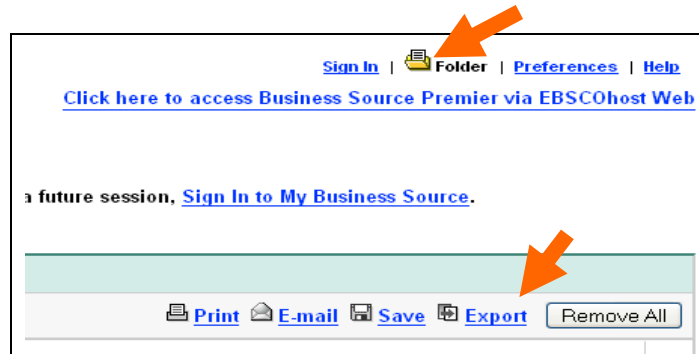
Business Source Complete and Econlit are EBSCO products and work the same way.

You can access them through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URLs below (MIT only).

NOTE: Off-campus access to RefWorks works best using MIT's VPN service—see the RefWorks guide at <http://libguides.mit.edu/refworks> for details.

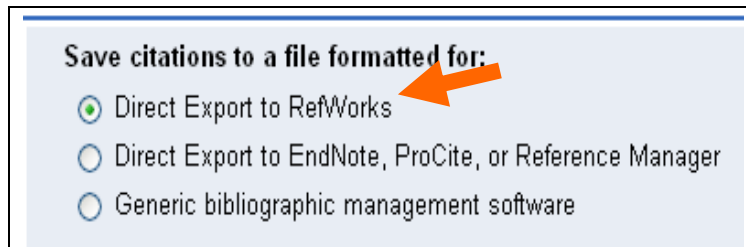
- Go to Business Source Complete at <http://libraries.mit.edu/get/bussource> or EconLit at <http://libraries.mit.edu/get/econlit> and search for articles.
- In the results list, tag the references you want by clicking the Add to Folder icon in the pane to the right of the results or beneath the record for the item.
- Go into the Folder by clicking the Folder icon at the top of the page (fig.1).

Figure 1



- Tag the references in the Folder that you want (yes, you must tag them again) and then click the Export icon (fig.1).
- Click the Direct Export to RefWorks radio button and then the Save button (fig.2).

Figure 2



- If you have RefWorks open, a screen will appear and confirm the references were imported into RefWorks. Click View Last Imported folder to see the references.
- If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.

How to get references from LexisNexis Academic

You can access LexisNexis via Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URLs below (MIT only).

NOTE: Off-campus access to RefWorks works best using MIT's VPN service—see the RefWorks guide at <http://libguides.mit.edu/refworks> for more details.

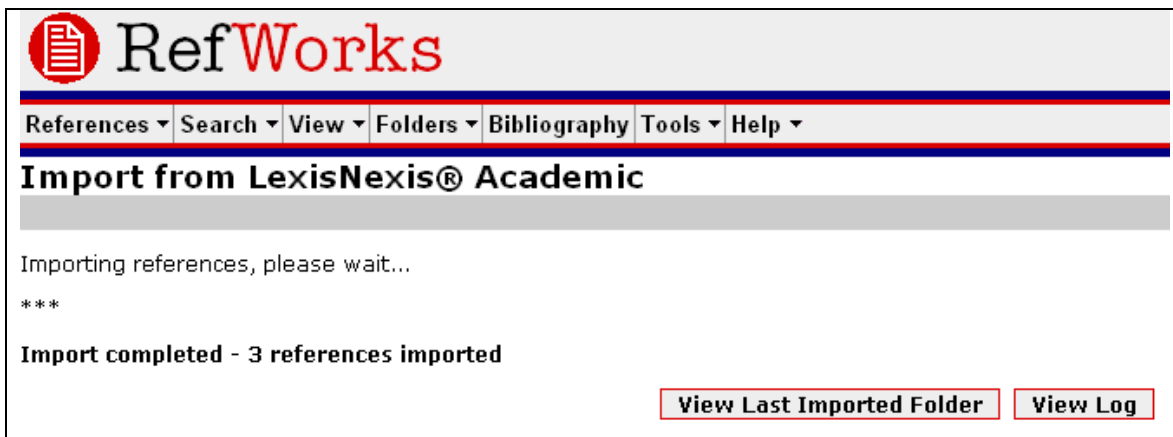
- Go to LexisNexis Academic at <http://libraries.mit.edu/get/lexis-nexis> and search for articles on your topic.
- In the results list, tag the items you want (fig.1).
- Click on the Open Book icon at the top of the results list, at the far right (fig.1).

Figure 1



- An Export Bibliographic References window will pop up.
- Confirm your selections and click the red Export button.
- If you have RefWorks open, a screen will appear and confirm the references were imported into RefWorks (fig.2). Click View Last Imported folder to see the references.
- If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, your references will be imported into RefWorks.

Figure 2

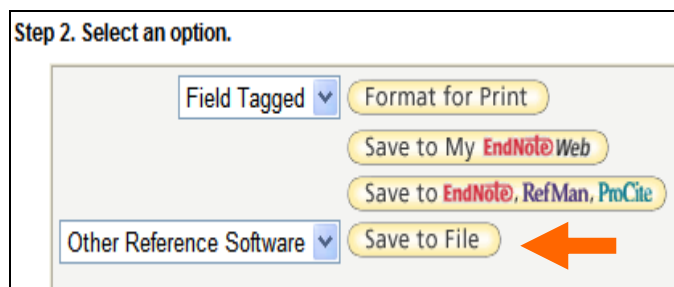


How to get references from the Web of Science database

You can access the Web of Science database through Vera, the library gateway at <http://libraries.mit.edu/vera> or via the shortcut URL below (MIT only).

NOTE: Off-campus access to RefWorks works best using MIT's VPN service—see the RefWorks guide at <http://libguides.mit.edu/refworks> for details.

- Go to Web of Science at <http://libraries.mit.edu/get/webofsci> and search for articles.
- Tag desired items in the results list and click the Add to Marked List button located at the top of the results list.
- Go to your marked list by clicking the Marked List *tab* at the top navigation bar.
- Step 1: specify the information you want included about the references (the default is author, title, source journal).
- Step 2: save a file with your references to your computer.
 - Make sure Field Tagged appears in the menu.
 - Click on the Save to File button next to Other Reference Software menu.
 - A dialog box with a file containing your references should appear.
 - Choose to save it. A .txt file will be saved to your computer (either to the desktop or to your download folder).
 - If a dialog box does not appear, click the Save button to download the .txt file of records to your computer.



- To bring the references from your computer into RefWorks, log in to RefWorks.
- At the RefWorks toolbar, choose References and then Import.
- At the Import interface, make these choices in the first two menus: Import Filter/Data Source = ISI and Database = Web of Science.
- Make sure the Import Data from the following Text File option is tagged, then browse the files on your computer and select the .txt file of references you want to add to RefWorks.
- Click the Import button at the bottom of the screen.
- Your references will be put into the Last Imported folder.

How to get references from Google Scholar

Google Scholar is a search tool freely available at <http://scholar.google.com>.

- Before you start your search, click on Scholar Preferences (fig.1).

Figure 1

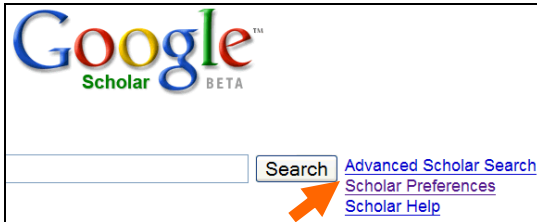
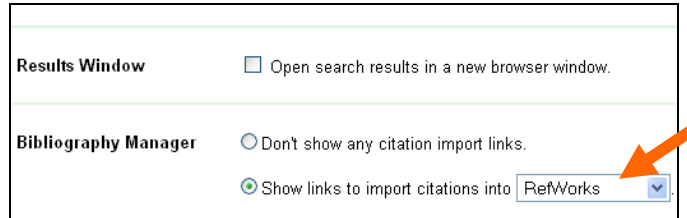


Figure 2



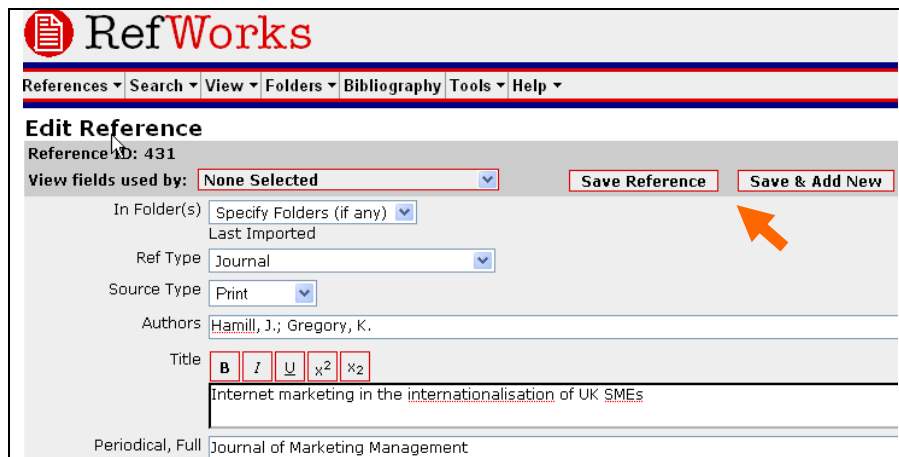
- Next, scroll down to Bibliography Manager and select RefWorks from the drop-down menu. Click the Save button at the bottom of the page (fig.2).
- References in your Google Scholar results will now be accompanied by an Import into RefWorks link (fig.3).

Figure 3



- Do a search. Click on Import into RefWorks to add a reference. If you have RefWorks open, an Edit Reference screen with the reference information will appear (fig.4). Review the reference, select a folder for it, and click Save Reference.
- If you don't have RefWorks open, the RefWorks login screen will appear. Once you login, an Edit Reference screen with the reference information will appear. (fig.4). Review the reference, select a folder for it, and click on Save Reference.

Figure 4



How to get references from Barton, the MIT Libraries Catalog, & other library catalogs

- Login to RefWorks at <http://libraries.mit.edu/get/refworks>.
- On the RefWorks toolbar, click Search and then Online Catalog or Database.
- Select an online catalog. If you choose MIT, your search will be in Barton.
- Specify the maximum number of references to download—10-50 is a manageable number (fig.1).
- Enter your search into the Quick Search box, or scroll down for an Advanced Search.

Figure 1

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

Search Online Catalog or Database [Request a Z39.50 Site](#)

Online Catalog or Database to Search: MIT

Max. Number of References to Download: 10

Quick Search for: (Quick Search results are based upon the fields supported by the host site that you have)

wind power

Search Clear

- RefWorks will open a new browser window with the search results (fig.2).
- Tag the items you want or get them all by tagging All in List. Click Import.
- Your references will automatically be put into the Last Imported folder.

Figure 2

Search Results for "wind power"

Use: Selected Page All in List

(Note that references are also put in the Last Imported folder)

Ref ID: 1 Book, Whole Reference 1 of 10

Book Title: Power from the wind

Authors: Putnam, Palmer Cosslett

Source: 1974, 224, Van Nostrand Reinhold, New York

Ref ID: 2 Book, Whole Reference 2 of 10

Book Title: Windworks: a bibliography

Authors: Wolf, Ben

Source: 1975, 730, 38, Council of Planning Librarians, Monticello, Ill.

How to manually add new references to RefWorks (items you can't transfer from a database or library catalog)

- At the RefWorks toolbar, choose References and then Add a New Reference. You will get a New Reference Form.
- You can make the form style specific by selecting a style from the View fields used by menu (fig.1).
- (A style is what guides the formatting of your citations and references, for example, American Psychological Association style, the Chicago Manual of Style, etc.).
- Specify a folder where you'd like the new reference to be added (fig.1).
- Use the Ref Type menu to specify the type of publication you are entering into the form—a book, a journal article, a law, conference proceedings, etc. (fig. 1).
- Fill in the form with information about the item (author, article title, journal title, publisher, date, etc.) that you want to add.

Figure 1

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

View fields used by: **APA - American Psychological Assi** Save Reference

In Folder(s) Specify Folders (if any)

Ref Type Conference Proceedings

Source Type Print

Authors ✓

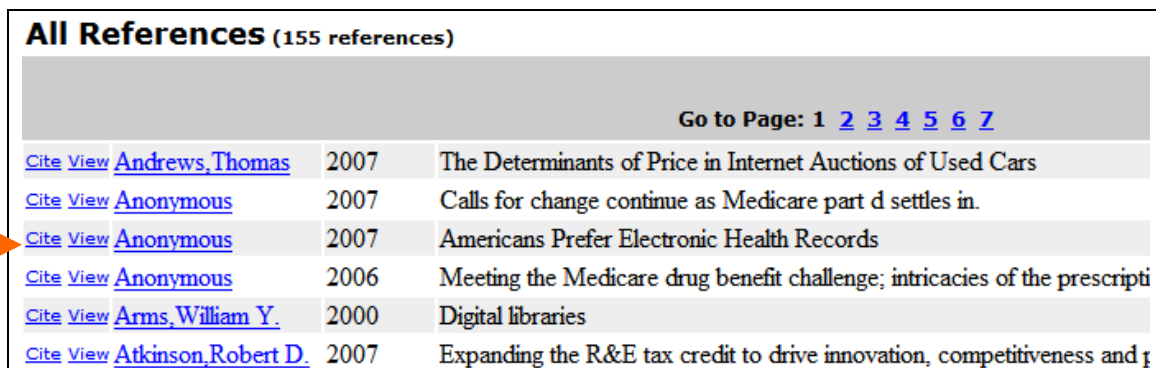
Title ✓ **B** *I* U x² x₂

- Click on the Save Reference button.
- If you didn't specify a folder for the new reference, RefWorks will add it to All References.
- To confirm that the reference was saved, click View on the toolbar, then All References. Scroll through or use the search box to locate the new reference.

How to create a manuscript and bibliography using RefWorks & Write-N-Cite

- Open Word. Begin typing your manuscript. Name and save your document.
- When you are ready to cite a reference, click on Write-N-Cite in the Word toolbar or under Add Ins in Word 2007. You will be asked to log in to Write-N-Cite.
- A streamlined version of your RefWorks account will open. You can cite from the list of All References or from one of your folders.
- To insert a citation into your manuscript, click the Cite link next to the citation you want inserted (fig.1).

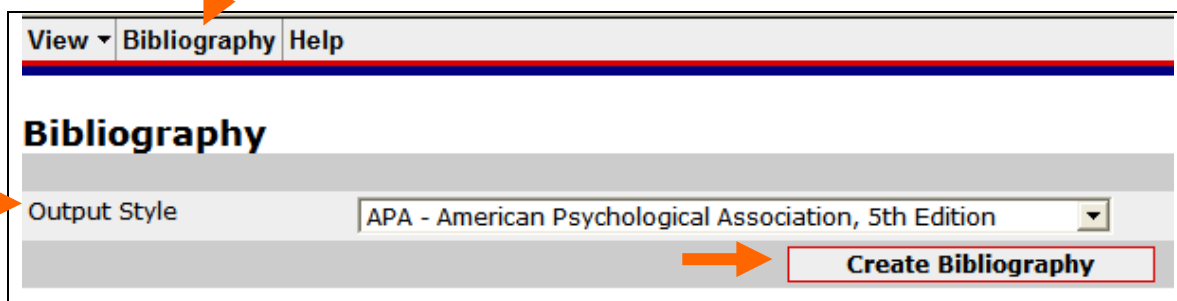
Figure 1



All References (155 references)			
Go to Page: 1 2 3 4 5 6 7			
Cite	View	Andrews, Thomas	2007 The Determinants of Price in Internet Auctions of Used Cars
Cite	View	Anonymous	2007 Calls for change continue as Medicare part d settles in.
Cite	View	Anonymous	2007 Americans Prefer Electronic Health Records
Cite	View	Anonymous	2006 Meeting the Medicare drug benefit challenge; intricacies of the prescripti
Cite	View	Arms, William Y.	2000 Digital libraries
Cite	View	Atkinson, Robert D.	2007 Expanding the R&E tax credit to drive innovation, competitiveness and i

- When you have finished your text and are ready to format your citations and generate a bibliography, click the Bibliography button on the toolbar in the Write-N-Cite window.

Figure 2



View ▾ Bibliography Help

Bibliography

Output Style: APA - American Psychological Association, 5th Edition

[Create Bibliography](#)

- Select an Output Style from the pull-down menu, then click Create Bibliography.
- Your citations within the text and the references in the bibliography will be formatted in the output style you chose.
- To change the output style in your document, select a new output style and repeat the above steps.

Managing your references and folders in RefWorks

Folders

- All your references are placed in a single, common folder. Click View on the RefWorks toolbar, then All References to open and view the items in your common folder.
- The Last Imported folder always contains the most recent additions. When new references are added, they replace the records that were previously in the Last Imported folder. The previous records go into the All References folder.
- You can also create and name as many additional folders as you like.
- Citations can belong to more than one folder.

Editing existing records and creating new ones

- Any record can be edited by clicking edit on the right margin of the record display.
- Help with formatting and data entry conventions is provided within the edit mode.
- Create new records by opening References on the toolbar and then choosing the Add New Reference option.

SFX

- Click on the SFX button to check library holdings and link to full text of articles.
- SFX is not 100% reliable. If an SFX search fails to provide positive results, double check MIT Libraries holdings in Barton and Vera.

Stand-alone bibliography

- Create or select a folder containing the references you want in your bibliography.
- Click on Bibliography in the toolbar.
- From the Bibliography menu select the output style, file type, and folder from the appropriate pull-down menus.
- Click Create Bibliography button.

Sharing RefWorks folders

- Click Folders on the toolbar, then select the Share Folders option.
- A list of your folders will appear. Click the Share Folders button next to the folder you want to share.
- Set the sharing options for your folder.
- A URL will be generated that you can share via email or as a link on a web page.

RefWorks Help

- If you have questions about using RefWorks in conjunction with library-supported resources, please contact <http://libraries.mit.edu/ask-email>.
- A RefWorks tutorial is available at <http://www.refworks.com/tutorial/>.