

RefWorks: How to Save Citations & Create a Bibliography

Swem Library, College of William & Mary

RefWorks is “an online research management, writing, and collaboration tool” that helps you to create your research paper’s bibliography (in the appropriate citation style) and notes (footnotes, endnotes, or in-text notes). This handout covers just the bibliography process.

→**NOTE:** For copies of this handout and other RefWorks links and tips, please visit <http://guides.swem.wm.edu/writingandciting> and click on the RefWorks tab.

START: Set up a RefWorks account and create folders for your projects.

Note: When you register for your RefWorks account, you need to use a computer with a W&M IP address, such as an on-campus computer. Afterwards, you can use RefWorks from any computer.

1. Start at Swem’s home page (swem.wm.edu).
2. Turn off your browser’s **pop-up blocker**.
 - a. Internet Explorer 6: Tools → Pop-Up Blocker → turn OFF
 - b. Internet Explorer 7: Tools → Internet Options → Privacy tab → uncheck Pop-Up Blocker
 - c. Mozilla Firefox 2007: Tools → Options → Content tab → uncheck Block Pop-Up Windows
3. Click on the **RefWorks** link (in the **Information** box or under **Quick Database Links**).
4. If this is your first time using RefWorks, you’ll need to **create an account**; your account needs to be set up on an on-campus computer, but you can later access your RefWorks on any computer. If you’re previously registered for RefWorks, log in.
5. Click on **Folders** and select **Create New Folder**. Enter a folder name, such as a word that describes your paper topic. Create as many folders as you need for different projects.

DIRECT EXPORT TO REFWORKS:

1. Start at Swem’s home page (swem.wm.edu). **Turn off your browser’s pop-up blocker.**
2. Click on **Databases**, choose your database, and conduct your search.
3. From the list of citations, select the ones you want (depending on the database, click boxes to the left of the item number or click “add to folder”).
4. Look for a link labeled **RefWorks, Marked Records, Export, or Folder**. Click and follow the steps.
5. RefWorks should open. Log in, if needed.
6. The **Last Imported** folder should show the records. If not, click **View → Folder → Last Imported**.
7. Click **All in List** and then **choose the folder** to which the citations should be imported.

IN-DIRECT EXPORT TO REFWORKS:

NOTE: For details on how to use RefWorks with specific databases, log in to RefWorks, click the **Help pull-down menu, select Help again, and then choose “Getting References Into Your Account” → “Importing from Online Data Vendors.” Scroll to find the database name or vendor.**

1. Repeat steps 1-3 in DIRECT EXPORT above.
2. Look for a **Marked Records or Export or Folder** link. Click and follow the steps.
3. Save the file in a tagged-type text file, such as RIS. The data should appear in columns. Name the file something that you can remember and note where you save the file.
4. Open RefWorks and log in.
5. Click **References → Import**.
6. Select the Import Filter/Data Source (e.g., often the vendor, such as CSA).

7. Select the Database you used (e.g., Sociological Abstracts).
8. Select the RefWorks folder into which you wish to import these citations.
9. Click **Import Data from the Following Text File**, and then click the **Browse** button and find the file of citations that you saved. Double-click its name.
10. In RefWorks, click **Import**.
11. Click **View → Folder → Last Imported**.
12. Click **All in List** and then **choose the folder** to which the citations should be imported.

ADDING REFERENCES MANUALLY TO REFWORKS:

1. Open RefWorks and log in.
2. Click **References → Add New Reference**.
3. Select a style, folder, reference type, etc., and then fill in the citation information.
Note: if you change the style or type, your folder choice may need to be reset.
4. Tips on how to enter the citation information appear at the bottom of the page or by pointing the cursor (but not clicking) on the green check-marks next to each field.

NOTE: Exporting citations from W&M's Library Catalog into RefWorks is a multi-step process. Either use that process (below) or search for the same titles in the WorldCat database (a compilation of 60,000 libraries' catalogs) and follow the DIRECT EXPORT procedures above.

BOOKS AT W&M: Find W&M Library books and import into RefWorks

1. Leave RefWorks open and open a second browser window.
2. Go to Swem's home page (swem.wm.edu) and click on **Library Catalog**.
3. Search for the books you need. From the list that appears:
 - a) click the MARK button for ones you want
 - b) click Print/E-Mail Marked
 - c) select Sort by "Call Number" if you also plan to print the list and search for the items.
 - d) change the View of Records to FULL if you want contents or abstracts included.
 - e) click SAVE
 - f) click File → Save Page As and save the citations as a **text file**. *Remember where you save it and the file name.*
4. Return to RefWorks and click **References → Import**.
5. For the **Import Filter/Data Source**, choose Sirsi Library Software.
6. For the **Database**, choose **College of William & Mary**.
7. For **Import References Into**, specify the folder you set up for this project. Or, leave this as "Specify Folder (optional)" and the citations will be imported into the Last Imported Folder.
8. Click **BROWSE** and locate the document you saved in step 3 above.
9. Click **IMPORT**.
10. If you imported into the Last Imported Folder, click **All in List** and choose the folder for your project.

BIBLIOGRAPHY: How to Create the Bibliography

1. In RefWorks, click **Bibliography**.
2. In the **Output Style** box, select the format you want. For example, for a sociology paper, you'd pick ASA-American Sociological Association style; for a psychology paper, choose APA-American Psychological Association.
3. In the **Format a Bibliography** box, select the file type to create (e.g., Word) and then the source of the citations (either ALL or a specific RefWorks folder).
4. Click **Create Bibliography**. Follow the steps to open the word processing file.
5. Always **proofread** your bibliography carefully and correct any formatting and style errors. Ask the Reference Department for citation style manuals to help you proofread.