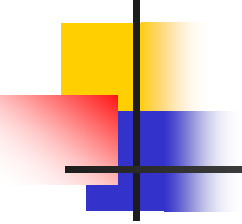




RefWorks

How to create a bibliography
using on-line software

RefWorks

- 
-
- The purpose of this presentation is to streamline your efforts to sign-up and utilize RefWorks.
 - Much of the presentation has been duplicated from the RefWorks website



RefWorks

- LIU subscribes to this online research management, writing and collaboration tool
- Our main purpose in using RefWorks is the Automatic Citation maker

WGC will ONLY be providing instruction for the

construction of a bibliography

made from a manual reference list



So how do I start?

- There are two ways to begin
 - Through the LIU library
 - Directly through RefWorks

IMPORTANT

You must be on campus to sign up so you have access to the LIU computer network



What do I click on????

- Begin at Westchester Graduate Campus page
- Click on Library
- Click on Online Database (located under Electronic Resources)
- Click on the letter R in the Annotated A-Z list of databases
- Click on RefWorks

or go directly to: www.refworks.com

RefWorks on our Online Database Page

Brooklyn Campus Library

LIUCAT | [on campus databases](#) | [off campus databases](#) | [electronic reserves](#) | [services](#) | [www resources](#)

Electronic Resources

Online Databases

Use electronic indexes to search for journals, magazines, newspapers, and reference books.

- Journal indexes are used to locate articles in journals and newspapers.
- Articles may be searched by author, title, or subject. They are available in print and electronic form.
- Indexes in electronic form are referred to as databases.

All Online Databases are available from anywhere On Campus.

Most of these databases are also available Off Campus (with a valid library barcode).

- On Campus Only** indicates Databases only available On Campus.
- Library Use Only** indicates Databases only available in the Library.

SUBJECT access to Online Databases: [click here.](#)

Or use the [Annotated A - Z list of databases.](#)

| | | | | | | | | | | | | |
|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| A | B | C | D | E | F | G | H | I | J | K | L | M |
| N | O | P | Q | R | S | T | U | V | W | X | Y | Z |

Many of the library's databases provide access to full text articles, but the following four databases provide the most extensive access to full text articles. The following four databases provide access to full text articles.

Off Campus Database Access Instructions

Please note: only currently enrolled students, faculty, and staff may access the databases from off campus.

- Click on the desired database link.
- The "Remote Access Login Screen" will appear.
- Type in your library bar code found on the back of your library card.
- Click the "LOGIN" button.
- At this point the requested databases should begin to load.
- Some databases will appear in a separate browser window.

Problems?

During [library operating](#)

Library Home
Electronic Resources
Subject Journal Indexes
Online Databases A - Z
Remote Access Solutions

Search our Site:

Create an account

The screenshot shows a Microsoft Internet Explorer browser window displaying the RefWorks login center. The browser's address bar shows the URL <https://www.refworks.com/Refworks/login.asp?WNCLang=false>. The page title is "RefWorks Login - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains icons for Back, Forward, Stop, Home, Search, Favorites, Media, and other utilities. The address bar also includes a search box and a "Go" button. The page content features the RefWorks logo and the text "login center" in the top left. In the top right, there are links for Home, Administration, Contact Us, Tutorial, and Help, along with a Language dropdown menu. The main heading reads "Welcome to RefWorks Your Online Personal Database and Bibliography Creator". A central login box is titled "RefWorks User Login for Long Island University". It contains a section for "New to RefWorks?" with a link to "Sign up for an Individual Account", a "Log-in Name" text box, a "Password" text box, and links for "Forgot your log-in?" and "Athens Users". Below this is a section for "Not your Organization?" with a link to "Login using your Group Code". A red "Login" button is at the bottom of the login box. At the bottom of the page, there is a link for "RefWorks Privacy Policy" and a copyright notice: "© 2004 RefWorks. All rights reserved." The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft PowerPoint, HTML Bible Index - Ki..., Library | Brooklyn Ca..., RefWorks Login - Mic..., and Inbox - Microsoft Out... The system clock shows 3:47 PM.


RefWorks Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address <https://www.refworks.com/Refworks/login.asp?WNCLang=false> Go Links

Google Search Web PageRank Site popups allowed AutoFill Options

 **RefWorks** login center [Home](#) | [Administration](#) | [Contact Us](#) | [Tutorial](#) | [Help](#) Language

Welcome to RefWorks
Your Online Personal Database and Bibliography Creator

**RefWorks User Login
for
Long Island University**

New to RefWorks?
[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#) [Athens Users](#)

Not your Organization?
[Login using your Group Code](#)

Login

[RefWorks Privacy Policy](#)

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New User Page

RefWorks New User - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.refworks.com/Refworks/newuser.asp>

Search

Google

Home | Administration | Contact Us | Tutorial | Help

RefWorks

New User Information for Long Island University

(All fields are required)

Your Name

Login Name

Password

Re-enter Password

E-Mail Address

Type of User
Select a User Type

Area of Focus
Select a Focus Area

ywwfw

Enter code shown above:

[Back to RefWorks Login](#)

Welcome to RefWorks

Your Online Personal Database and Bibliography Creator

With RefWorks you can:

- create your own personal database
- import references from your institution's databases
- automatically format your papers and bibliographies in seconds

Get started now with four easy steps:

1. Enter your subscriber information.
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just saved and the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically created.

Bibliography page

RefWorks

References - Search - My Account - Bibliography - Tools - Help - Create Reference

New Reference

of previous forms used by your account on 04/11/2016

New Record used by: AEB - American Psychological Ass New Reference New Record used by

Ref Type: Go to Ref Type List

Source Type:

Relationship: New Relationship New Record used by

Author:

Title: Go to Ref Type List

Printed: Full New Record used by

Pub Year:

Volume:

Issue:

Start Date:

Other Dates:

Original/Translated Title:

Language:


Database Code:

Printed: Abbrev:

Page used by AEB - American Psychological Ass

This field is used to enter the title of the record. It may be used to enter the title of the record, the author, the journal, the volume, the issue, the start date, and the end date. It may also be used to enter the title of the record, the author, the journal, the volume, the issue, the start date, and the end date.

RefWorks is a web-based service that allows you to create, organize, and share your research. It is a powerful tool for researchers and students alike.





Manually Entering References

1. Select *References* from the pull-down menu tool bar and then choose *Add New Reference*.
2. Select a potential bibliographic output style (e.g., APA, Chicago, MLA) under *View fields used by* to enable the AccuCite feature.
3. Designate the type of reference you are entering (e.g. journal, book or dissertation on) under *Ref Type*. Field names marked with a green checkmark indicate recommended information needed to produce an accurate bibliography for the selected output style and reference type. These fields are not required to save the actual reference in RefWorks.
4. Enter information in the boxes provided and click *Save* when finished.

CITED FROM: Refworks User Quick Start Guide



Creating Folders

1. From the pull-down menu *Folders*, select *Create New Folder*.
2. Enter a name in *New Folder Name*; click *OK*.

There is no limit on the number of folders you can create within your RefWorks account.



Putting references into folders

1. From the *Search* pull-down menu, do a search or look up to retrieve references already in your RefWorks database to put in a folder.
2. Mark desired references from the search results page, then click the button titled *Selected*. The selected references feature works on a page-by-page basis; this means that you must add the manually selected references to the desired folder before moving to the next page. Alternatively, you can mark *All in List* or all on a *Page*.
3. Select folder from the *Put in Folder* drop-down menu.
4. References will automatically be added to the indicated folder.

Helpful Hint: References can be assigned to more than one folder.





Format a bibliography from a list of references

- 1. From the menu, select the *Bibliography* button.
- 2. Select an output format.
- 3. Click on Format a *Bibliography from a List of References*.
- 4. Select what file type to create.
- 5. Select to format all of your references or only those
 - from a specific folder.
- 6. Click on *Create Bibliography*.
- 7. A new window will open with your bibliography.
- 8. Save your bibliography to your computer or disk.

CITED FROM: Refworks User Quick Start Guide

Online Tutorial



 **RefWorks** [Click Here for Tutorial Basics](#)

Why Bother? (:45 sec.) [Print version](#)

Logging Into RefWorks (1:26 min.) [Print version](#)

Navigating Around RefWorks (2:02 min.) [Print version](#)

Getting Your References into RefWorks (:12 sec.) [Print version](#)

- Direct Import from an Online Database Service (3:19 min.) [Print version](#)
- Importing Text Files (6:25 min.) [Print version](#)
- Entering References Manually (6:49 min.) [Print version](#)

Searching Online Information Within RefWorks (2:31 min.) [Print version](#)

Searching Your RefWorks Database (1:05 min.) [Print version](#)

Organizing Your References (3:00 min.) [Print version](#)

Building Your Bibliography (:51 sec.) [Print version](#)

- Quick Bibliography (3:44 min.) [Print version](#)
- Using Write-N-Cite (5:53 min.) [Print version](#)
- Using One Line/Cite View (7:37 min.) [Print version](#)

Test Drive RefWorks (2:04 min.)

A tutorial providing explanations of various RefWorks functions is available online, along with an Advanced User Tutorial. Use the *Help* pull-down menu to access the tutorial.



Having trouble?

If there are any technical questions,

Paul Tremblay from our Brooklyn Campus

paul.tremblay@liu.edu, 718 246-6382 (Office) or
718 780-4513 (Reference Desk)

Or **Jian Tan** at the WGC jian.tan@liu.edu (914) 831-2726

Or **Shelly Perlman Foster** at the WGC

shelly.foster@liu.edu (914) 831-2708