RefWorks

Getting Started with RefWorks
About RefWorks

• Citation Management Tool
• Similar tools include:
  • EasyBib, Zotero, Mendeley
• Why RefWorks?
  • Works with common library databases, and other public databases (like Google Scholar) to provide a direct export to RefWorks
  • Flexible: Can pull references from a library database, website, or allow manual input
  • Unlimited space for Sheridan Students
  • Excellent bibliography builder
Access RefWorks in 3 ways:

Choose the way that works best for you:

- **Click on the RefWorks link from the Sheridan Library home page**

- **Direct URL:**
  https://refworks.proquest.com/

- **From your database search results, choose “Export to” then “RefWorks”**
Start with the RefWorks Guide

* Link from the Library Website *
Log in to RefWorks

• From the library guide, log in to RefWorks
• Click Log in with your Institution’s Credentials
• Search and select Sheridan College
• Sign in with your Sheridan Network ID

You will need to set up an individual account. If you have been using Legacy, be sure to use a different password!
Migrating from Legacy?

If you have references in Legacy RefWorks, you can import them to the New RefWorks now!

Steps:
• Click on the (+) Icon at the top of the page
• Select Import References
• Select RefWorks
• Click Authorize
• Login in to legacy RefWorks account
Migrating your References from Legacy to New RefWorks
Navigating RefWorks

Organization

Action

Search

References

Item Details
Getting References Into RefWorks

There are three ways to get references into RefWorks:

1. Exporting from a database
2. Exporting from Google Scholar & other public sites
3. Manually inserting references

Let’s go through each one separately.
Getting References Into RefWorks

Exporting from a Database

• Search a database, or search Summon
• Select the item you would like to move into Refworks
• Look for:

  Save to RefWorks
  Export to RefWorks

**TIP:** In Summon, add items to a folder, open your folder, then click Export to RefWorks
Getting References Into RefWorks

Exporting from Google Scholar

• Search scholar.google.com
• Under each item, look for and click on Cite
• Select RefWorks
Getting References Into RefWorks

Exporting from a website

• Works best for sites/pages that contain published content. For example, an open access journal will publish articles on the web. Find the article and export the reference.

• To export from a website, you will need to install a browser add-on (once installed, it will remain on your browser)

The add-on is available from RefWorks, under Tools:
Capturing Research with Save to RefWorks
Getting References Into RefWorks

Manually inserting references

• Click on the (+) Icon at the top of the page
• Select **Create New Reference**
• Enter in all appropriate fields

**NOTE** RefWorks can sometimes find citation information for you!
1. Enter the Title
2. Click on the lightening bolt!
Organizing References into Folders

- Easily organize your references by creating folders
- Add subfolders
- Drag and drop references
- Put each reference in multiple folders
- Drag and drop folders to quickly reorganize
Creating Bibliographies

• In RefWorks, open a folder on the left-hand side menu (or manually select references)
• Click on the (""") icon
• Choose **Create Bibliography**
• Select citation style (APA 6th)
• Hit **Copy to Clipboard**
• Paste in the appropriate file
Creating a bibliography Instantly in Refworks
Creating Bibliographies

When pasting into a document file, depending on your paste options, you may need to adjust the formatting.

1. Look for the paste option button (usually appears in MS Word at the end of the pasted section):
2. Use options in the Paragraph section (under the Home tab) to adjust hanging indents and spacing, if needed
Creating Bibliographies

Use MS Word OR Google Doc Add-ons

Download the add-ons by going to RefWorks, click the tool icon, and select **Tools**
Finding Help

• See links available from the RefWorks Guide
  sheridancollege.libguides.com/refworks

• Ask library staff at any campus location

• Email Kathleen.Oakey@sheridancollege.ca