

Creating Bibliographies

1. From the buttons in the top left area of the page, select **Create Bibliography**.
2. In the form that pops up, select your **Output Style** from the drop-down box.
3. Select the **File Type** you want to use. File types are available in Word, Open Office, RTF, Text, and HTML.
4. In the **References to Include** drop-down, chose the folder you want to use or **All References** to create your bibliography.
5. Click **Create Bibliography**.

If you have pop-up blockers enabled, you may have to click on the **Download** link that appears on the next page.

RefWorks can:

Store citations.

Keep citations organized.

Annotate references.

Be used with Write-N-Cite feature and create in-text citations in MS Word.

Learn more at <http://libguides.uta.edu/refworks>.

NEED MORE HELP?

UT ARLINGTON LIBRARY

Check web site for hours and location.
817-272-3394
www.uta.edu/library

REFERENCE DESK

Check website for hours and location.
817-272-3394
www.uta.edu/library

ASK A LIBRARIAN

<http://ask.uta.edu/>

SUBJECT LIBRARIANS

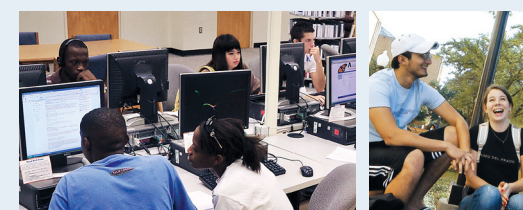
<http://www.uta.edu/library/help/subject-librarians.php>

PAPERS DUE DROP INN

<http://www.uta.edu/library/help/pddi.php>

UT ARLINGTON WRITING CENTER

Room 411, Central Library
817-272-2601
www.uta.edu/owl



HOW TO USE REFWORKS 2.0.

A GUIDE FOR STUDENTS

For additional information, go to the Library's online Subject Guide at <http://libguides.uta.edu/refworks>.

WHAT IS REFWORKS?

RefWorks is a citation management tool that can help you organize and cite your references.

GETTING TO REFWORKS

1. Go to the Library database list.

<http://www.uta.edu/library/databases/index.php>

2. Select RefWorks

If you are off-campus, you will need to enter your NetID and password. You may also need to enter the Group Code.

CREATING AN ACCOUNT

1. On the log-in screen, select **Sign up for a New Account**.
2. Fill out the account form.
3. Select **Create Account**.

ENTERING REFERENCES

Adding References Manually

1. Under **References**, select **Add New**.
2. From the **RefType** dropdown menu, select the type of reference (e.g., book, journal article, etc.)
3. Fill out the rest of the form as completely as possible.

Enter authors with the last name first, followed by a comma, then the first name (e.g., "Smith, Bob"). Separate multiple authors by a semicolon (e.g., "Smith, Bob; Brown, Sara").

4. Select **Save Reference** or **Save & Add New** to create.

Exporting from a Database

1. Complete a search in a database (e.g., Academic Search Complete).
2. To export several items at once, mark the items. This is often in the form of a checkbox. This can also be accomplished by adding results to a **Folder**.

Get started now with four easy steps:

1. Enter your subscriber information.
Your Name: _____
Email Address: _____
Login Name: _____
Area of Focus: Select your focus area
Type of User: Select your user type
Password: _____
Re-enter Password: _____
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 select Bibliography, Create and browse and locate the paper to format. Select the output style you want to use. Click Create Bibliography and save your formatted paper to your computer.

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

Create Account

Articles
1-2 of 2 Page: 1

Select / deselect all Delete Items

Select or Deselect All Items Cataloging and Classification.

By: Chambers, Sydney; Mavil, Carmona Library Resources & Technical Services Apr2010 Vol. 54
This paper surveys library types of literature, major bibliographic control, varied resources, metadata perspectives, additional blogs, and cataloging the Subjects: CATALOGING; network resources; CAT.

Save citations to a file formatted for:

- Direct Export to EndNote, ProCite, CITAVI, or Reference Manager
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks

RefWorks

References View Search

Add New Import Export

Create Bibliography

All References

Fields used by APA 6th - American Psychological Association, 6th Edition
The following fields are used by your selected output style. You can access additional fields below.

Authors: _____
Title: _____

3. After marking items, go to **Folder View**. This is also called **Marked Records** in some databases.

4. Select the **Export** button. This can be in several locations depending on the database. Make sure you are logged on to RefWorks before completing this step. If no **Export** option is available, see **Importing Text Files** below.

5. Select **Direct Export to RefWorks** and click **Save**.

Importing Text Files

1. Follow Steps 1-3 above.
2. Look for and then select the **Download Tagged Document, EndNote or RefWorks** option.
3. Save the document that comes up as a **.txt** file.
4. In RefWorks, select the **Import** button from the top left side of the page.
5. In the **Database** dropdown box, select the database you used.
6. Select **Browse** and locate the **.txt** file you downloaded in step 3, and then select the **Import** button.

ORGANIZING AND BIBLIOGRAPHIES

Creating a New Folder

1. From the buttons in the top left area of the page, select **New Folder**.
2. Type in a name for the new folder and click **Create**.

Putting References into a Folder

1. Check the check box to the left of the reference(s) being moved.
2. In the **References** tab, select the folder icon. Choose the folder you want to move your reference to from the list that shows up.