Welcome! The Marymount library has prepared this short tutorial to help you understand and use RefWorks, an online citation manager. RefWorks will help you keep track of all your references when conducting research for assignments and papers and can help format your paper and bibliography or Works Cited. RefWorks is available at no cost to all Marymount students, faculty, and staff.

Let's start by going to the RefWorks site. First go to the Library and Learning Services home page click on “Articles and Databases.” Then, click on the “R” tab located towards the top of the page. Select “Refworks 3.0” this is the newest version of Refworks. Here, you can either sign in if you have an existing account, or click on “create account.” To create an account you will enter your Marymount University email, create a password, and then click “sign up.” Make sure to check your email for an activation link. Let's take a look at RefWorks Account that has been active for some time so you can see all the features RefWorks has to offer.

First notice that the default page is set to “All Documents,” and is a list of all of the references you have imported with the most recent at the top. However, there are several different tools you can use on the left hand side and at top of the page to help you organize and manage your citations.

On the left hand side you can see a folder icon. The tab “my folders” is for viewing your existing folders or for creating new folders. You can see this account has several folder that are organized by research topic. You may want to create a folder for a class you are in, such as MBA 511, to store all of the references you find for that specific course. This will help you keep track and differentiate between all of your references. If you click on “sharing” you can choose to share a folder you have created with your professor or classmate. This function is an ideal way to share resources among group members.

On the top of the page you will also find some useful tools. The “+” sign is a way to add references. While most of your references will likely be imported from a database this feature is a nice way to add print or website resources. You can either upload a document, import from other reference managers, like Mendeley, or manually input a reference. This will be helpful for when you want to create your Reference List.

The second icon, the “folder”, allows you to select references and then add them to existing or new folders.

The “share” icon again encourages the sharing or exporting of your references. You can share selected references or folders with others or export the references to another format.

The “quotation mark” icon allows you to either create a bibliography from selected references, quick cite a reference for in-text citations, or customize the citation style that you will use for future bibliographies. Let’s take a minute to walk through creating a bibliography and
generating an in text citation in APA style. I am going to use the articles I put into my MBA 511 folder by checking them both and then clicking on the Quotation icon and selecting “Create a bibliography”. Now RefWorks has generated the citations for the two articles I selected. At the top I can choose to change the citation style or I can just copy the information on screen and paste it into my paper. To generate an in-text citation I am going to go back to the main screen, click the quotation icon again but this time I am going to choose the ‘Quick Cite’ option. A new window will open asking me to choose a citation style and then click continue. Now I have to choose which resource to generate the in text citation for by checking the box and RefWorks generates the in text citation which you can then copy and paste into your paper. Remember this is a great start to your Reference List and in text citations but ultimately it is your responsibility to ensure each citation is formatted correctly as even the best programs make occasional errors. This is especially true if you have manually entered a source. Let’s move on to how to export citations into RefWorks.

We are in the Business Source Complete database and I have located an article I intend to use in a paper. On the right hand side tool bar you are going to click “export” and select “Direct Export to Refworks”. Then click “export to the new RefWorks.” Click “Ok.” You have now imported a reference from a database! You should note that each database operates slightly differently. In this example I am in the ABI Inform Database and I have to select “save” and then Refworks.

If you have any questions about how to create or login to your RefWorks account, how to use the many helpful tools in RefWorks, or how to import database resources into RefWorks, please do not hesitate to contact a librarian! We are always happy to help!

You can reach a librarian via online chat, email, phone or in person at the reference desk.