

# REFWORKS FOR BUSINESS BASICS

A hands-on workshop  
presented by Innis Library



# What is RefWorks?

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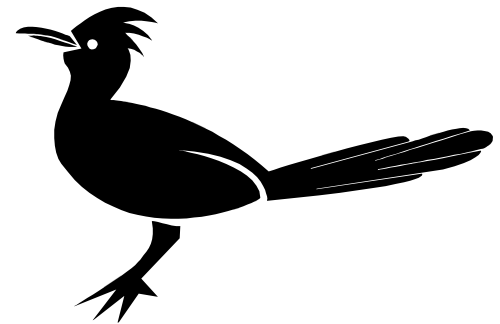
Refworks is an online reference management and bibliography creator service.

It is free to all McMaster students and faculty!

# What does RefWorks do?

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- Creates a personal database online
- Imports references automatically from multiple databases
- Organizes and manages your references
- Formats bibliographies, footnotes, and in-text citations





# Agenda for Part I

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- Create a *RefWorks* account
- Learn three ways to put references into your *RefWorks* database
- Learn the fundamentals of organizing and managing your references
- Create a document with bibliography and in-text citations

# Find RefWorks at <http://library.mcmaster.ca/innis>

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# Login OR sign up for an account...

**RefWorks User Login  
for  
McMaster University**

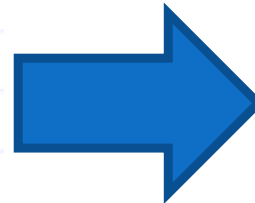
**New to RefWorks?**  
[Sign up for an Individual Account](#)

Log-in Name:

Password:

[Forgot your log-in?](#)

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



(All fields are required)

Your Name:

Login Name:

Password:

Re-enter Password:

E-Mail Address:

Type of User:

Area of Focus:

[Back to RefWorks Login](#)

# Accessing RefWorks from home...

**RefWorks User Login  
for  
McMaster University**

**New to RefWorks?**

[Sign up for an Individual Account](#)

Log-in Name

Password

[Forgot your log-in?](#)

**Not your Organization?**

[Login using your Group Code](#)

Login

To use RefWorks off-campus, you must be logged in to LibAccess,

OR ...

log in with McMaster's group code:

**RWMcMasterU**

# Getting References Into RefWorks

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- Import from a database
- Manually enter references from any resource
- Import from McMaster's Library catalogue
- *Import text files (more information in RefWorks online basic tutorial)*
- *Search an online catalogue or database within RefWorks*



# Import References From an Online Catalogue

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- RefWorks lets you search online Library catalogues from institutions around the world, including McMaster University
- You can import references directly from these catalogues and databases into RefWorks

# Import References From a Database

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- Several online database service providers have a built-in RefWorks 'direct import' feature
- It is important to check the information you import into RefWorks to make sure the information you need is present and in the correct location

# Databases That Support Direct Import to RefWorks

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- **ABI/INFORM Global**
- **ABI/INFORM Trade & Industry**
- **Business Source Complete**
- **Canadian Business and Current Affairs (CBCA)**
- **Canadian Periodical Index (CPI.Q)**
- **LexisNexis Academic**

# Manually Entering References into RefWorks

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- Some business databases do not support direct import into RefWorks
- Another way to get references into RefWorks is to enter them manually

# Organizing and Managing Your References

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- Newly imported references are automatically placed in the *Last Imported Folder*
- You can create additional folders to organize your references by topic, assignment, etc.

# ...Organizing and Managing Your References cont.

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- Each reference is automatically assigned a unique identification number or RefID
- Individual references can be placed in more than one folder
- References can be removed from a folder and/or deleted from your database

# Creating a Bibliography

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- A bibliography is a list of references organized according to the rules of a particular citation style (e.g. Chicago)
- You can create a stand-alone bibliography by selecting some references and clicking the *Bibliography* button, or...
- You can format a paper with in-text citations and a bibliography using *Write-N-Cite*

# Write-N-Cite

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- Write-N-Cite is a small utility that must be downloaded to your computer:
  - In RefWorks, open the 'Tools' menu, then click 'Write-N-Cite'
  - Follow the instructions to download
- Write-N-Cite is already downloaded on all public PC's in the Library

# Before handing in your paper...



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Check the bibliography and in-text references for missing information and formatting problems.

Make corrections directly in the document  
OR make changes to the record in  
RefWorks.

**Note:** *This means you need to understand the elements of the citation style you wish to use.*

# Recap...



- 
- Created a personal RefWorks database
  - Imported references from a database
  - Manually added references
  - Imported references from McMaster's catalogue
  - Organized references into folders
  - Created a bibliography and in-text references using Write-N-Cite

# Any questions? Want to learn more?



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- Come to an advanced RefWorks workshop this afternoon!
  - Try an online RefWorks tutorial
  - Ask the Research Help staff at the Library
  - Contact me:

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