

RefWorks for Business: Basics

Ways to Get References into RefWorks

1. **Import references from a RefWorks enabled database.** Here are some popular business databases that have direct import to RefWorks capability: *ABI Inform*, *Business Source Complete*, *Canadian Business and Current Affairs*, *Canadian Periodical Index (CPI.Q)*, and *LexisNexis Academic*.
 - How? Each database is different, but generally the export to RefWorks function is located along side the print, e-mail, save and download functions.
2. **Manually enter references into RefWorks.** This is the only way to get references into RefWorks for many business databases, especially highly specialized databases and those that contain materials which are difficult to cite such as reports, profiles, and data. Some examples include: *Business Monitor Online*, *Canadian Business Database*, *E-Stat*, *DBRS.com*, *EIU*, *Factiva*, *FPIInfomart.ca*, *GMID*, *MarketResearch.com*, *Mergent Online*, *SEDAR*, and *WRDS*.
 - How? In the **References** menu, click **Add New Reference**. A blank record will appear. Fill in the appropriate fields for the type of material you wish to cite.
3. **Import references directly from McMaster's Library Catalogue.**
 - How? Click the RefWorks button in the item details window for any record in the Library Catalogue.
4. **Search and import from an online catalogue within RefWorks.** You can search and import references from over 100 college and university library catalogues around the world (including McMaster) without leaving RefWorks!
 - How? In the **Search** menu, click **Online Catalog or Database**. Select the catalogue that you wish to search (McMaster is the default) and the number of results you want to retrieve at one time. Type in your search terms.
5. **Import from a text file.** This method works for some online databases that do not have a direct import to RefWorks function. Two examples are *SourceOECD* and *Web of Science*.
 - How? For instructions on importing from a text file, see the *Online Tutorial - Basics* located in the **Help** menu of RefWorks.

Tip: Make sure to put your references into folders soon after you have imported them into RefWorks. This will save you a lot of time when you try to locate them later. To find your recently imported references, go to the **View** menu and click **Folder**. The most recently imported references will be located in the **Last Imported** folder, and all those that have not yet been assigned to a folder will be in the **References Not in Folder** area.

Organizing Your References

Create a new folder ⇒ Go to **Folders** menu, and click **Create New Folder**.

Add a reference to a folder ⇒ Select the references you wish to add and choose a folder from **Put In Folder** menu.

Delete a reference from a folder ⇒ Select references you wish to remove and click **Remove from Folder**. **NOTE:** The references you removed from the folder will still remain in your database.

Remove a reference from your database ⇒ Select the references you wish to remove and click **Delete**. **NOTE:** The reference you deleted will be completely removed from your database, including all folders.

Find a reference ⇒ Type one or more words (e.g. author's name or part of title) in the **Search** box in the top right corner.

Create a Bibliography

To create a stand-alone bibliography ⇒ Click **Bibliography** at the top of the page. Select **Format a Bibliography from a List of References**.

Write-N-Cite

You will need to download Write-N-Cite onto your computer ⇒ Click the **Tools** menu, and select **Write-N-Cite**. Follow instructions for downloading to your computer.

Use Write-N-Cite to format in-text citations and bibliography

- Open a blank Word document
- Open Write-N-Cite. In **Word 2007**, Write-N-Cite can be found in the **Add-Ins** tab. A new Write-N-Cite window will appear with a list of all your references. Select a particular folder from the **View** menu if you wish.
- Type a sentence, and then click the **Cite** link beside the reference you wish to cite. A citation placeholder will appear in the body of your paper.
- Before formatting your paper with Write-N-Cite, you must SAVE it to your computer.
- After you have saved your paper, click the **Bibliography** button in Write-N-Cite. Select an output style and click **Create Bibliography**.
- A new document with the citations and bibliography will be downloaded to your computer. It will be automatically be named **final** + the name you gave to your document.
- **Important!** Check the formatting of the citations and bibliography for any errors or missing information.