



LIBRARY AND INFORMATION SERVICES - SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE
Edwardsville, IL 62026-1063 URL: <http://www.siu.edu/lovejoylibrary> Phone: 618-650-INFO Fax: 618-650-2717

Introduction to RefWorks

RefWorks is web-based bibliographic software package that enables you to:

- Organize your research
- Build a bibliography in a variety of formats
- Import references from many data sources
- Create bibliographies in different document formats (Word, RTF, HTML, etc.)

Create a RefWorks account by logging on to the Library's website, selecting **Help – Research Help – RefWorks** and clicking **if you do not have a RefWorks account, click [here](#)**.

Exporting references from Academic Search Complete into RefWorks

1. Conduct a search in Academic Search Complete using keywords relevant to your research project.
2. At the search results page, click *Add to Folder* under the records to export.
3. Once you have added all of the records you want to export, click *Folder View* in the right column.
4. Select the records to export and click *Export*.
5. Select *Direct Export to RefWorks* and click *Save*.
6. When prompted to log into RefWorks do so using your login name and password.
7. Once you have logged into RefWorks your references will automatically be imported from Academic Search Complete.
8. You can view your references by clicking *View last imported folder*.

Working with folders in RefWorks

Organize your references in RefWorks by creating folders.

- To create a folder, go to *Folders* and click *Create New Folder*.
- Name the new folder according to class, research topic or other organizational tool. Click "OK."
- References can be moved into folders by checking the boxes next to the record and then using the *Put in folder* drop menu.

Creating Bibliographies

- To create a bibliography, click the *bibliography* tab from any screen within RefWorks.
- Select *Format a bibliography from a list of references*.
- Select the citation style you want the bibliography created in.
- RefWorks allows users to create bibliographies in different file types such as *HTML*, *Word for Windows* or *Word for Mac*. Select the appropriate file type for your bibliography.
- You have the option to include **ALL** of the references in our RefWorks database or references from a **specific folder**.
- Select either *All References* or *References from Folder* and then select the appropriate folder.
- Click *Create Bibliography*.
- Save the bibliography to the appropriate location.

Import instructions for individual databases can be found at:

http://www.siu.edu/lovejoylibrary/services/instruction/refworks_guides.shtml.

For additional assistance contact Lydia Jackson, Instruction Librarian (ljacks@siue.edu or 618-650-2604).