

Welcome to RefWorks!

RefWorks is a citation software program, in which students can collect, store and organize citations from books, articles and other sources to convert citations into correctly formatted bibliographies. It interfaces with many of UMass Dartmouth's databases.

All UMass Dartmouth students, faculty and staff may set up their own accounts. Following the steps in this manual will assist you in navigating through it. Let's start to use RefWorks!

Part 1

Simple Steps to Access RefWorks

1. Go to the library homepage at www.lib.umassd.edu
2. On the right, click on RefWorks under the "Services" section.
3. Click the blue words where it says "go use RefWorks now!"
4. New users need to click on the link that says "New to Refworks? Sign up for an individual account."
5. Follow the steps to register for a new account which include the following:
 - a. type your full name
 - b. choose a login name and password
 - c. make sure you type a correct email address
 - d. select a user type and a focus area
6. After you click on "register" your account will be set up.

Now that you've created your own account, let's create folders. After all, you want some place to put your references and to organize them!

Part 2

Creating Folders in RefWorks

Creating folders is easy and will help you to stay organized in your RefWorks account. Follow these simple steps to create folders:

1. Go to the *Folders* menu at the top of your RefWorks screen and choose *Create New Folder*.
2. Give the folder a name and click OK.
3. Click on *Folders* and then *Organize Folders* to see the folders you've created.
4. Each folder that you create will be listed.
5. To put references in a folder, click on the reference not in a folder link, tag it and then select the folder where you want to put it.

Part 3

Entering References Manually.

To enter references yourself (manually) into your RefWorks account, follow these simple steps:

1. Choose *References* from the drop-down menu tool bar and then choose *Add New Reference*.
2. Start by selecting your format style (APA, MLA, Chicago) under *View Required Field For*.
3. Enter the type of reference (a book, journal, dissertation) under *Ref Type*.
4. You'll see red asterisks which indicate required information needed to produce an accurate bibliography for the selected output style and reference type. Note: *you do not need to input all of the information in the asterisk areas to save references in RefWorks!*
5. Enter the information in the boxes provided and click *Save* when finished!

Part 4

Creating Bibliographies

You can create an instant bibliography (list of references) of all the items in a folder. Just follow these simple steps:

1. Click on *Bibliography* in the top toolbar.
2. Next to output style choose the citation style you want (APA, MLA, etc.)

3. Next to *file type to create* tell RefWorks what kind of word processing or other format you want (Word for windows, Word for Mac, HTML, Rich Text Format (RTF), Text).
4. Be sure to choose a folder (click on the drop-down box and choose one of your folders). If you skip this part, the bibliography will have everything in your RefWorks account.
5. Click on *create bibliography*.
6. The bibliography appears in another window. You can save it to your computer or print it and include it with the rest of your research paper!