Starting with RefWorks

With RefWorks

- your references accessible online
- automatic import of titles from library- and other bibliographical resources
- nifty organizing, searching and sharing your references
- your references directly available in Word

Create an account

1. To create a RefWorks account you need to be within the UvA domain
2. Go to http://www.refworks.com > click Login > 'Sign up for a new account'
3. Enter the required information (do not use your UvAnetID!)

RefWorks will send a confirmation email containing your login credentials.

Customise your account

Customise the settings of your RefWorks account via 'Customize' (top right). Reference List Options : customize the style of your references.

Importing references: catalogs and databases

In advance: There is a new version of RefWorks that is not yet ready for use at the UvA. For now the UvA will continue to use the Legacy version of RefWorks. Checkmark '*Don't ask me this again*' and select *Export to legacy RefWorks* (the orange tile at the left).

CataloguePlus

1. Checkmark titles > open E-Shelf > Basket
2. Mark basket items you wish to export > select 'Push to RefWorks' > Go
3. RefWorks opens and after you have logged in the references are automatically imported.

Databases : exporting directly

1. Save the records you wish to import (Save, Mark, Add)
2. Go to the saved records (Show, View, Folder)
3. Checkmark the records you wish to import > (save) > select RefWorks

RefWorks opens and after you have logged in the references are automatically imported.
NB. For the procedures of specific databases see: uba.uva.nl/en > Services > Citing and Publishing > RefWorks: Saving titles to RefWorks.

Databases: exporting via text file

1. In the database: select the records and save them as a text file
2. In RefWorks : References > Import
3. Select the import filter and the source (the database) of your records.

If the import filter is not mentioned, select 'RIS Format' or 'Refer Format' to import a text file.

Importing references from Google Scholar

Activate export-to-RefWorks button in Google Scholar.

1. Open Google Scholar > push Scholar Preferences
2. As a bibliography manager select 'RefWorks' > Save preferences Button 'Import into RefWorks' will appear with your search results.

Attachments

You can upload full-text files (max. 20 MB per file) with your references.

1. Open the reference > Edit Reference > Browse
2. Select the file > Open > 'Add Attachment'

Total storage is 100 MB. Need more? Request an upgrade via [uba.uva.nl/en](uba.uva.nl/en) contact (UBAcoach).

Sharing references

By sharing a folder you allow read-only access.

1. Right-click on the folder you want to share > Sharing > Share folder
2. Select your settings > Save

If you want to work together with others in RefWorks, open a new, collective account.

Managing references in RefWorks

Moving references from Not in Folder to another folder

- Open folder 'Not in folder' > Select the 'References to use'
- Drag selected References to use to the preferred folder
  Use the button 'New Folder' at the top to create a new
  folder.

Delete references from a folder

 = Remove from Folder > references will be moved to 'Not in folder'.

 = Delete references from your account. The deleted references will be stored for 30 days on the RefWorks-server. Restore deleted items via 'View' > 'Deleted References'.

Checkmark them and push = 'Restore'.

To search in specific reference-fields : Search > Advanced.

- To search in your attachments only: 'Search' > 'Advanced' > Search Field: Attachments
- To browse an index: 'Search' > 'By Author' (or some other field).
- Delete duplicate references: 'View' > 'Duplicates'. One of the twin-results is checkmarked.

NB. Be careful to only delete references you have not yet used in a document!

Using references in Word

Installation of the RefWorks plug-in in Word

Be sure that no Word application is running.

1. In RefWorks, open 'Tools' > 'Write-N-Cite'. Then download the appropriate installation software for your Word version. This will probably be 32-bit, even when your operating system is 64-bit.
2. In Word: open the new tab 'RefWorks' and click 'Log in'.

Citations, footnotes and bibliography

- To create an in-text citation, open the tab 'RefWorks' and select 'Insert Citation' > 'Insert New'. Find the reference you wish to insert, click OK.
- To create a footnote: as above but in the editing window, check the option 'Make Footnote'.
- To create the bibliography: click the tab 'Refworks' > 'Bibliography options' > 'Insert Bibliography'

Output Style

The Output Styles available from in the Style menu (tab RefWorks) are the favourite styles in your RefWorks account. If you want to have other styles available in Word, first add them in RefWorks:
- In RefWorks: 'Bibliography' > 'Output Style Manager'.
The new style becomes available in Word after a push on 'Sync My Database' in Word.

Customising a reference

- Customising a reference: double click the reference you wish to customise; select the required changes in the editing window and confirm with OK.
- Removing a reference: take care to select the complete reference, then click 'Delete'.