

Organizing references into folders & Creating Bibliographies

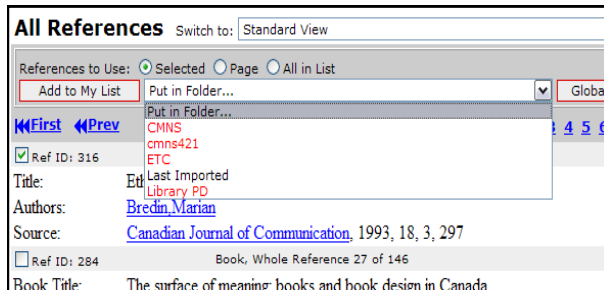
1. Create Folders (as many as you need):

- i. Under the **Folders** menu, select **Create New Folder**.
- ii. Type in a name for your new folder and click OK.



2. Organize References into Folders:

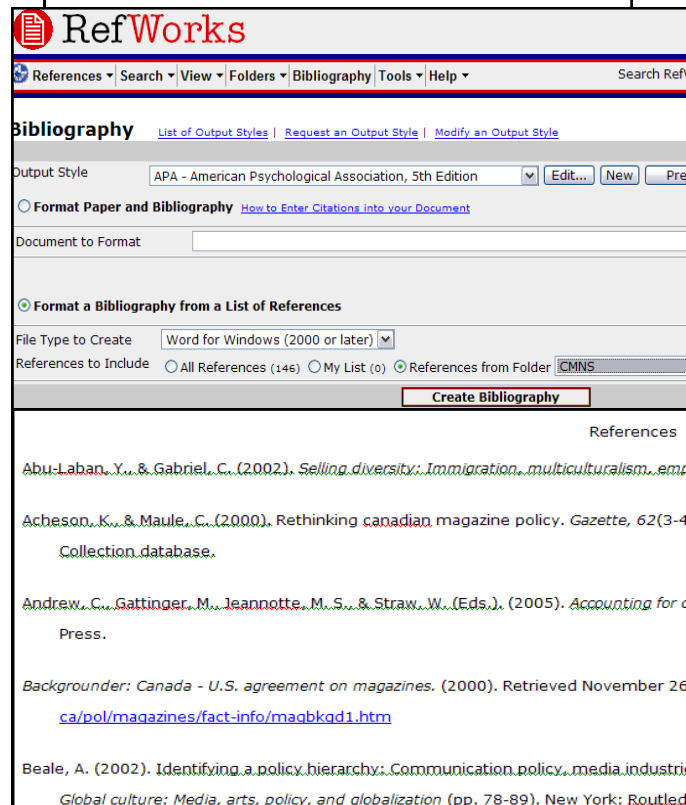
- i. Check the **box** to the left of any references you want to put into a folder.
- ii. From the **Put in folder...** dropdown menu near the top of your list of references, select the folder into which you want to place the selected references.
- iii. Select OK.



For a more detailed guide to **RefWorks**, visit www.loyalistlibrary.com > Tools > Cite your work. →

3. Creating Bibliographies

- i. Click on the **Bibliography** menu option in RefWorks.
- ii. Select the output style you want (e.g. APA, MLA, etc.) from the **Output Style** dropdown menu.
- iii. Select **All References** or specify a folder from which to create your bibliography.
- iv. Select how you want your bibliography to be delivered to you from the **File Type to Create** dropdown menu.
- v. Click **Create Bibliography**. (If you have pop-up blockers enabled, you may have to click on the **Download it** link on the next page that appears.)



How to... Use



Web-based software that helps you store and organize your references, prepare bibliographies, and create in text citations while you write.

Loyalist College Library
www.loyalistlibrary.com

Getting Started

Go to the library website:

1. www.loyalistlibrary.com > Tools > Cite your work
 2. Click **RefWorks**
- (If you are off-campus, you will be prompted to log in with your student/staff number and password)

Create an Account

1. On the log in screen, click **Sign up for an Individual Account**.
2. Fill out the form that appears.
3. Click **Register**.

You will receive a confirmation by email that verifies your account. Your personal information will not be shared with any other vendors/services.

Start adding your references into RefWorks!

To Add References Manually:

1. Under the **References** menu, click **Add New Reference**.
2. From the **RefType** dropdown menu, select the type of reference you are adding (most common types are book, journal article, etc.)
3. Only fill in the fields that describe your document.
4. For authors use format "lastname, firstname"
5. Separate multiple authors with a semi-colon.

The screenshot shows the 'Add New Reference' dialog in RefWorks. The 'RefType' dropdown is open, displaying a list of reference types including: Artwork, Bills/Resolutions, Book, Edited, Book, Section, Book, Whole, Case/Court Decisions, Computer Program, Conference Proceedings, Dissertation/Thesis, Dissertation/Thesis, Unpublished Generic, Grant, Hearing, Journal Article, Journal, Electronic, Laws/Statutes, Magazine Article, Map, Monograph, Motion Picture, Music Score, Newspaper Article, Online Discussion Forum/Blogs, Patent, Personal Communication, Report, Sound Recording, Unpublished Material, Video/DVD, and Web Page. Below the dropdown, the 'New Reference' section includes fields for 'In Folder(s)', 'Ref Type', 'Source Type', 'Output Language', and 'Attachments', with a 'Browse...' button next to the Attachments field.

To import references from magazine and journal databases

1. From the database you are searching, review your results, and mark the item(s) you want to put into your RefWorks account. (You can do this by adding your results to a **Folder**, or click the **checkbox** next to the results you want to export.)
2. When done, view your marked results. (This is done by finding and clicking the **Folder**, or select the **Marked Items** link on the screen.) Leave this application open.
3. Using another window or tab, open your **RefWorks** account. (The database you are searching and your RefWorks account should be open at the same time.)
4. Look for the **Export** link or button, and then select the **Direct Export to RefWorks** option.
5. A RefWorks box will open indicating that your references have been imported.

The screenshot shows the RefWorks login center. At the top, it says 'RefWorks login center' with a 'Home | RefMobile' link. Below that is a 'Welcome to RefWorks' message and 'Your Online Research Management, Writing and Collaboration'. A red box highlights the 'RefWorks User Login for Loyalist College' section, which includes a 'New to RefWorks?' link and a login form with 'Log-in Name' and 'Password' fields.

The screenshot shows the 'Folder Contents' page in RefWorks. The 'Articles' folder is selected, showing 6 items. The 'Export' button is highlighted, and the 'Direct Export to RefWorks' option is selected in the 'Save citations to a file formatted for:' dropdown. The page also shows a 'Number of items to be saved: 3' and a 'Save' button.