Refworks 2.0: Bibliographic Management tool

Biblioteca de Ciencias
1. What is Refworks?
2. Create a Refworks Account
3. Getting references into my account
4. Create and organize folders. Edit our references
5. Refshare: share your database or folders
6. Creating a bibliography and formatting a paper. Write-n-cite 4.4
7. Removing the field codes for the final version of your paper.
8. Mendeley
9. The New Refworks
1. WHAT IS REFWORKS?

RefWorks is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds.
2. CREATE REFWORKS ACCOUNT

Go to: https://www.refworks.com/Refworks/login.asp

- Click the “Sign up” for a New Account link.
- If you are off-campus or outside the IP range, you will need the UAM Group Code.
3. GETTING REFERENCES INTO MY ACCOUNT

3.1. **Searching and Importing from Catalogs** and Databases In RefWorks (have a Z39.50 capability). E.g.: UAM Catalog, REBIUN (Red Española de Bibliotecas Universitarias)

3.2. **Direct import** from a database: CSIC-ICYT, ScienceDirect, Google Scholar, Web of Science, Scopus, Dialnet, CSIC, JSTOR, Periodicals Index Online, Compludoc, CAB Abstracts, BUN (buscador único UAM)…

(list of direct export partners)  [http://www.refworks-cos.com/refworks/DEPartners/](http://www.refworks-cos.com/refworks/DEPartners/)

3.3. Import data **from a Saved Text File** (PubMed, SpringerLink, Scifinder…).  
*Import filter list:* [http://www.refworks.com/content/products/import_filter.asp](http://www.refworks.com/content/products/import_filter.asp)

3.4. **Add new reference** manually

3.5. **Capturing Web Page with RefGrab-It.** If an ISBN number, PubMed ID, DOI (digital object identifier) or COinS (ContextObjects in Spans) are on the web page, RefGrab-It will automatically take that information. RefGrab-It is compatible with the following browsers: Internet Explorer, FireFox, Google Chrome
Import data from a Saved Text File: examples

- **SpringerLink**: Import data from a Saved Text File *(in Refworks, select References/Import from the toolbar)*:

  - **PubMed**: Import data from a Saved Text File *(in Refworks, select References/Import from the toolbar)*:
4. CREATE AND ORGANIZE FOLDERS. 
EDIT REFERENCES

1. Using **Folders** and **subfolders** to organize your References (your records should be imported into your last Imported Folder in Refworks).

2. **Edit** references: you can attach files when editing an existing reference; add your own descriptors…

3. **Search** your entire RefWorks database and search to file attachments stored with your RefWorks references. Lookup by Author, Descriptor or Periodical.
5. REFSHARE: SHARE YOUR DATABASE OR FOLDERS

The database owner has the ability to allow exporting, printing, generating a list of references and even using custom output styles at the folder or database level.
6. CREATING A BIBLIOGRAPHY AND FORMATTING A PAPER. WRITE-N-CITE 4.4

1. ProQuest for Word version 4.4 – this is the latest version that combines both Write-N-Cite AND Flow for Word (ProQuest Flow a document management product as opposed to RefWorks which focuses on citation management).

2. To download and install Write-N-Cite 4.4. Select “Tools” from the toolbar, then select Write-N-Cite.

3. How do I know whether my version of Word on my computer is 32-bit or 64-bit? You can check which bit version of Microsoft Word 2010 you are running by opening Word and navigating to File -> Help.
4. If you have troubles installing write-n-cite, verify that the following prerequisites are installed:
   a. Please make sure you have updated your computer’s operating system and MS Office itself by visiting http://windowsupdate.microsoft.com
   d. Please make sure you have a current installation of Java on your computer by visiting the https://www.java.com/es/download/

Note: Do not install ProQuest for Word with Microsoft Word running. If you have an earlier version of Write-N-Cite (version III) uninstall it before continuing.
5. If you have installed Write-n-Cite 4, you will see a new tab in your word menu.

6. When you log-in to your Refworks-account (in write-n-cite), you can do this:

   a) By entering your Group Code, username and password or
   b) By entering the login code: a personal code that you can find in your Refworks account (toolbar, “tools”; you have to copy the code and paste it into write-n-cite. This code is valid for 4 hours).

7. If you are on your own personal computer, you do not need to log out of Write-N-Cite 4 and will not need additional authorization codes. If you log out of Write-N-Cite 4, you will need a new log in code the next time you want to access your data in Write-N-Cite 4. If you are on a public computer, make sure you log out of Write-N-Cite 4.
7. REMOVING THE FIELD CODES FOR THE FINAL VERSION OF YOUR PAPER.

- Write-N-Cite stores Refworks database information in coded form.

- It is desirable to submit a paper without field codes in the document. Click “Remove field Codes”

- Before removing the codes for the final version of your paper, you should save a copy with a different name, because documents without field codes cannot be updated or reformatted with RefWorks.
8. MENDELEY

-Mendeley is a free reference manager and academic social network that can help you organize your research, collaborate with others online, and discover the latest research.

http://www.mendeley.com/
9. THE NEW REFWORKS

- There are currently two versions of RefWorks, the traditional one (‘Legacy’) and the New one, with a new layout and numerous new and improved functionalities.

- Both the new and the legacy site will be available until August of 2017

- RefWorks’ drag and drop capability along with smart document recognition makes it easy and fast to upload documents and bibliographic metadata into your library and the Save to RefWorks feature allows you to capture research from websites with the click of a button.

- We recommend regularly backing up your RefWorks account.
REFWORKS GUIDES

http://proquest.libguides.com/spanish/refworks
(Refworks guides, Proquest e-learning)

https://docs.google.com/document/d/1OGHKeU3gksGZ4SLC11xVWCE1vtk67S8AgL7Qqpwcnv0/edit?pli=1
(List of databases: how to import references from databases to Refworks, Library of Alcalá de Henares University)

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Thank you!
AENOR [Asociación Española de Normalización y Certificación], 2013. Información y documentación – Directrices para la redacción de referencias bibliográficas y de citas de recursos de información. UNE-ISO 690. Madrid: AENOR
(Biblioteca de Ciencias, C/02/UNE, mostrador)


(ejemplares en Biblioteca de Ciencias, C/02/TEC; Humanidades y Educación)


(ejemplares en Biblioteca de Ciencias, C/02/PEA)