

What is RefWorks?

RefWorks manages citations, and creates bibliographies or in-text citations. Import library database records into RefWorks to organize information for your classes, research, and more! RefWorks is a time saving tool for large projects, but it is not recommended for projects with few citations.

Where is RefWorks?

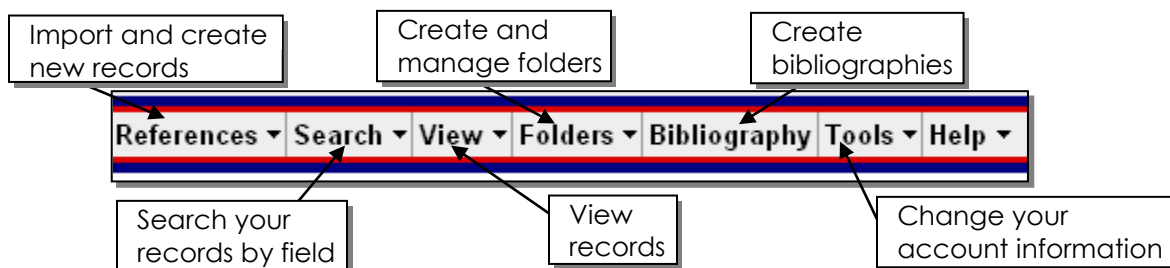
From the **Library Services homepage** (<http://lib.mnsu.edu/>), select **RefWorks** under the **Help** section

Opening an Account

1st time users: You must **create a free account**

On the Library's RefWorks page, select **Create an Account**

RefWorks Toolbar



Creating and Managing Folders in RefWorks

Organize your citations into folders by class, topic, etc.

Select **Folders** from the RefWorks toolbar and then **Organize Folders**. From the Organize Folder page create, rename, and delete folders.

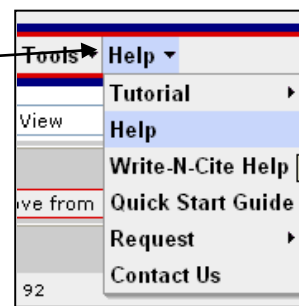
Using RefWorks Off Campus

You can use RefWorks off-campus by entering the **group code** for MSU. The code is within the new registration email you receive when creating a RefWorks Account. When off campus, enter the group code by clicking **Not your Organization? Login using your Group Code** link on the RefWorks login page.

Getting Help

There are numerous ways to get help with RefWorks

1. Online Guides
 - a. Within RefWorks, select the **Help** dropdown menu from the toolbar
 - b. The **Using RefWorks** section of Memorial Library's RefWorks page at: <http://lib.mnsu.edu/services/refworks.html>.
2. In-Person Consultations at Minnesota State Mankato
 - a. Select **Ask a Librarian** from the Library's homepage to request a consultation with a librarian




Exporting Article Information from Academic Search Premier

Direct Export to RefWorks

1. Enter search terms in the ARTICLES search book on the Library Services homepage at lib.mnsu.edu

2. From your search results, add the desired articles to the folder



Indonesian Chickens, and People, Hard Hit by *Bird Flu.* 
By: Mydans, Seth. New York Times, 02/01/2008, p3, Op; (AN 28751715)
Abstract Only
[Add to folder](#)

3. View selected records in your folder by clicking  **Folder** from the top navigation bar

4. Check **Select / deselect all** and select the export icon 

5. Select **Direct Export to RefWorks.** and then select **Save**

6. Login to your RefWorks account

7. The RefWorks window should flash resulting in the records being placed in the **Last Imported** folder.

Exporting Book Records from WorldCat

1. From the Library Services homepage, select **Article Databases A-Z** to find **WorldCat**

2. Search for your books.

3. From your search results, mark the references you want to import and click **Export**



4. On the next screen, select **RefWorks** in the **Export to:** section.

3. The export service will open RefWorks (you may have to login if not already logged in) and import the references.

4. Your records should appear in the **Last Imported Folder**.

Exporting Records from Other Databases

Each database exports records differently into RefWorks and has separate instructions. Exporting instructions for most library databases can be found through the RefWorks website.

1. Go to Library Services' RefWorks page at <http://lib.mnsu.edu/services/refworks.html>.

2. Select **RefWorks Quick Start Guide**

3. Scroll down and select instructions for the appropriate database interface

Note: To find the interface name go to the library database you are searching. The top of the screen should display an interface name such as EBSCOhost, CSA, ProQuest, etc. Use the interface name to locate the appropriate instructions in the RefWorks guide. If you are not sure of the interface, ask a librarian.

Creating a Bibliography

1. Click **Bibliography** on the RefWorks toolbar.

2. Under **Output Style**, select the desired style such as APA or MLA.

3. Click **Format a Bibliography from a List of References**.

4. Under **File Type to Create**, select the file type you wish to create (Text, HTML, RTF, Word).

5. Under **References to Include**, select **All References**, **My List** or **References from Folder <folder name>**

6. Click **Create Bibliography**.

NOTE: If your computer blocks popup windows, the bibliography may not appear. Click the **Download it** button to save the bibliography to your computer

Bibliography created with 9 references.

Your reference list should download automatically. If it doesn't, [Download it](#)

Download not working? [E-Mail it](#) to