

USING REFWORKS – FOR MACS

INSTALLATION

You can access RefWorks through the University of Notre Dame Library website. Click on **RefWorks** underneath the **Researching Help** menu on the first page.

Research Support

Search Tools	Library Services	Researching Help
eResources	Borrowing My Library Account	Liaison Librarians
Citation Search	Renew an Item	Subject Guides
eJournal-eBook Title Search	Reciprocal Borrowing	EndNote RefWorks
Catalogue Trove	Assignment Cover Sheets	Referencing Guide
Reserve Search	Contact Us	ResearchOnline
Google Scholar	Recommend a Resource	

Access RefWorks by clicking on the blue **RefWorks Login** link on the following page. If you haven't yet created a RefWorks login, do so by selecting **Sign Up for a New Account**, otherwise, just log in with your RefWorks Account.

RefWorks

RefWorks is a web based research management, writing and collaboration tool and citations and to share these with colleagues. You can add citations while you style you choose, adding both in-text references and a bibliography.

- [RefWorks Guide](#)
- [RefWorks Login](#)

New to RefWorks?

[Sign Up for a New Account](#)

Login using RefWorks Credentials

Login Name

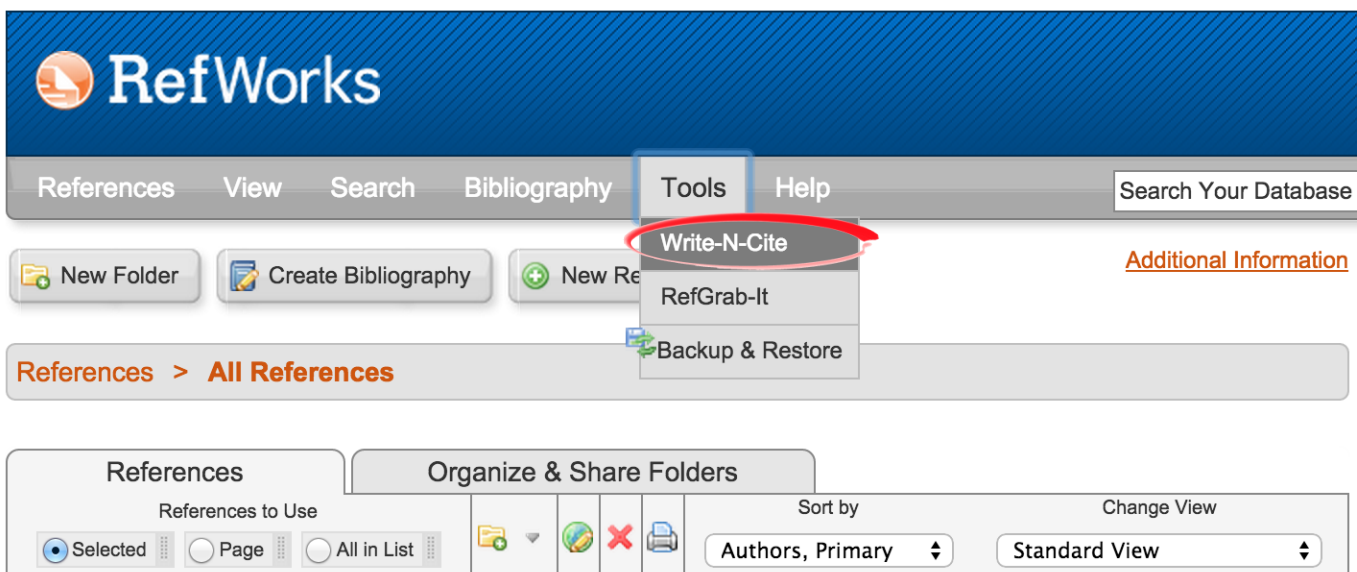
Password

Keep my session open for 14 days

Login

This will bring up your RefWorks Profile.

Navigate to the **Tools** tab and when it drops down, select **Write-N-Cite**.



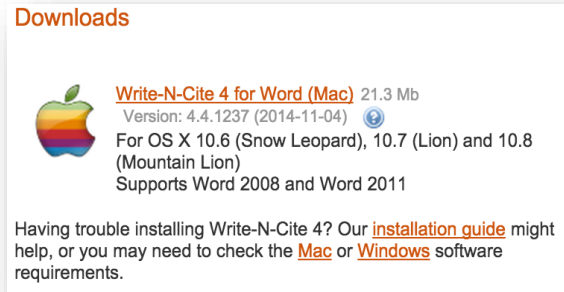
The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with tabs: References, View, Search, Bibliography, Tools, and Help. The 'Tools' tab is selected, and a dropdown menu is open, showing options: Write-N-Cite (highlighted with a red circle), RefGrab-It, and Backup & Restore. Below the navigation bar, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. A search box labeled 'Search Your Database' is on the right. Below that, there's a breadcrumb trail: 'References > All References'. At the bottom, there's a control panel with 'References' and 'Organize & Share Folders' tabs. Under 'References', there are radio buttons for 'Selected', 'Page', and 'All in List'. To the right, there are icons for folder operations and a 'Sort by' dropdown set to 'Authors, Primary'. Further right, there's a 'Change View' dropdown set to 'Standard View'.

Before you download **Write-N-Cite**, take note of which version of the Mac OS you have. You can find this out by selecting the **Apple** symbol, and then selecting **About This Mac**.



Take note of the Version Number, as that determines which version of Write-N-Cite you want to download.

For most, it should be the most recent version on the RefWorks website.

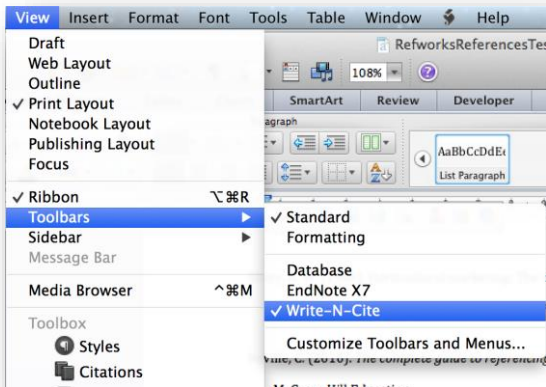


Download and install the file as you usually would.

NOTE ABOUT MAC OS YOSEMITE (10.10):

If you are having issues with installing RefWorks on your Mac and the installer directs you to install a version of Java through Oracle, disregard that link. Install Java from this link instead: <http://support.apple.com/kb/DL1572>

IN WORD

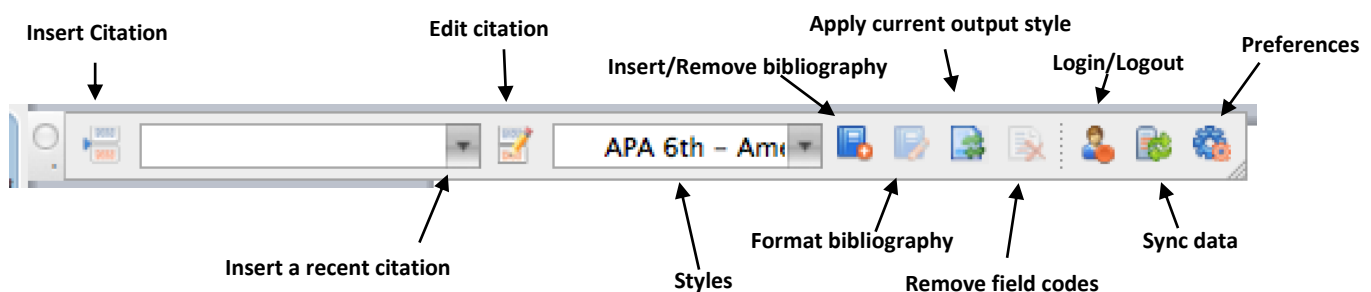


When you first open Word, it will most likely look like it didn't download properly. Unlike the PC version, Write-N-Cite is a floating toolbar instead of an additional tab.

If the floating toolbar doesn't appear after you've completed the installation, restart Word. If it's still missing, navigate to the **View** tab and under the **Toolbars** option, tick **Write-N-Cite**.

The **Write-N-Cite** toolbar isn't labelled, but you can find out what each icon does by hovering over it with your mouse.

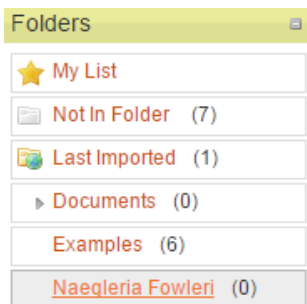
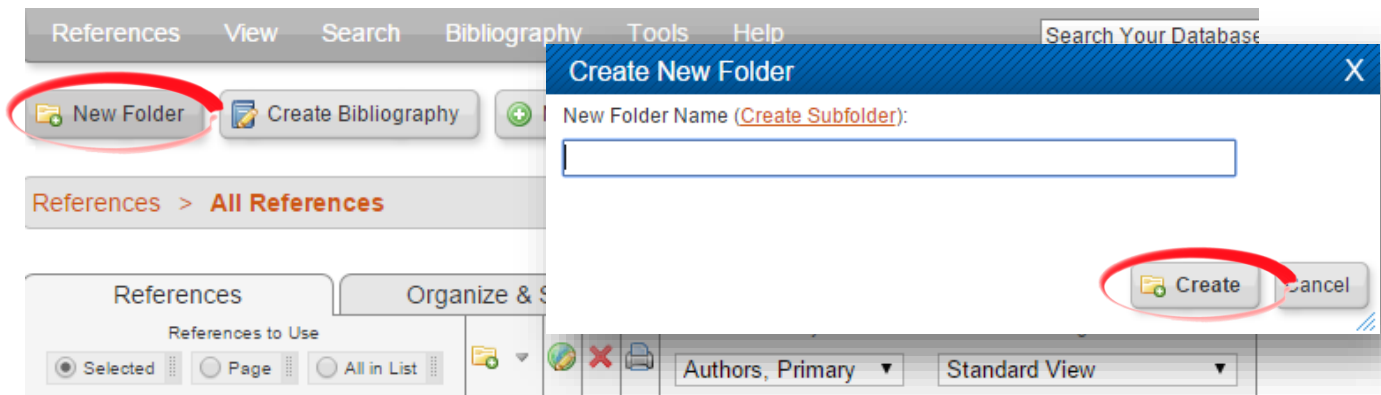
To make things a bit easier, we've labelled them for you:



CREATING FOLDERS

You may want to create separate folders in RefWorks for each class or assignment to help keep your references organised. To do this, click on the **New Folder** button.

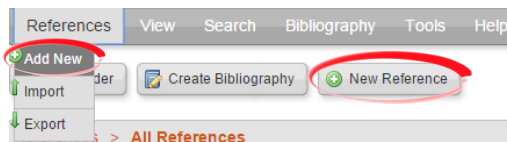
Give your folder a meaningful name, then click **Create**.



Your new folder will appear in the folders list on the right of the screen. Click on your newly created folder to open it.

ADD A REFERENCE MANUALLY

To manually add a reference, click on the **New Reference** button or select **References** → **Add New**:



This brings up a pop up for you to enter in the citation information. Choose **APA 6th** (recommended) to see the fields required specifically used by that format.

Be sure to select the type of reference you're entering by selecting the **Reference Type** dropdown.

- Enter **AUTHORS** with last name first, and separate each author with a semicolon. For example:

Smith, Jane; Thomas, Karl;

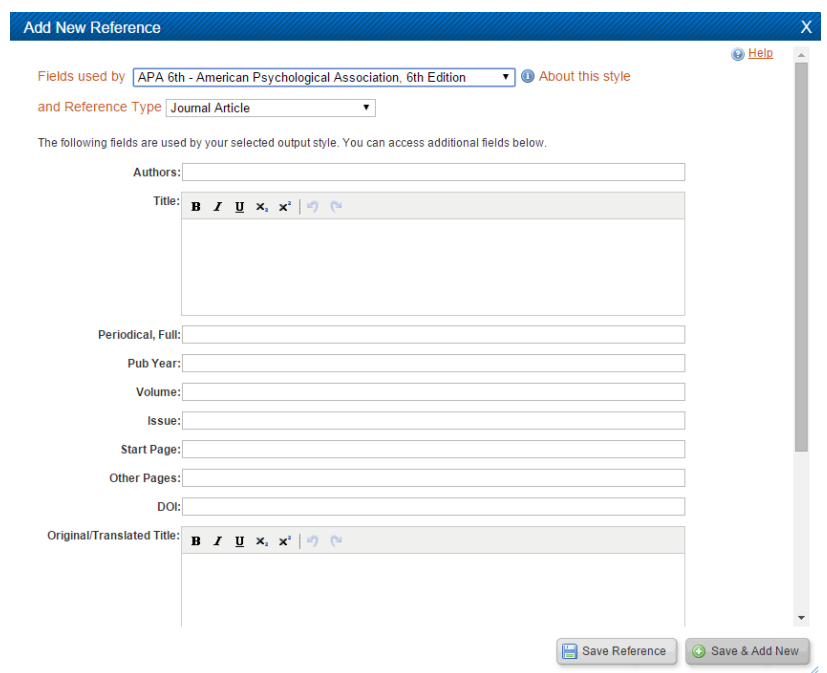
OR

Smith, J.; Thomas, K.;

- Do not place any punctuation at the end of the **TITLE**.

- If you have a **DOI** you must include it in your reference as this is part of **APA 6th**, and it helps RefWorks to link to your article.

- Scroll down, and you can select the folder where you'd like your reference to be saved.



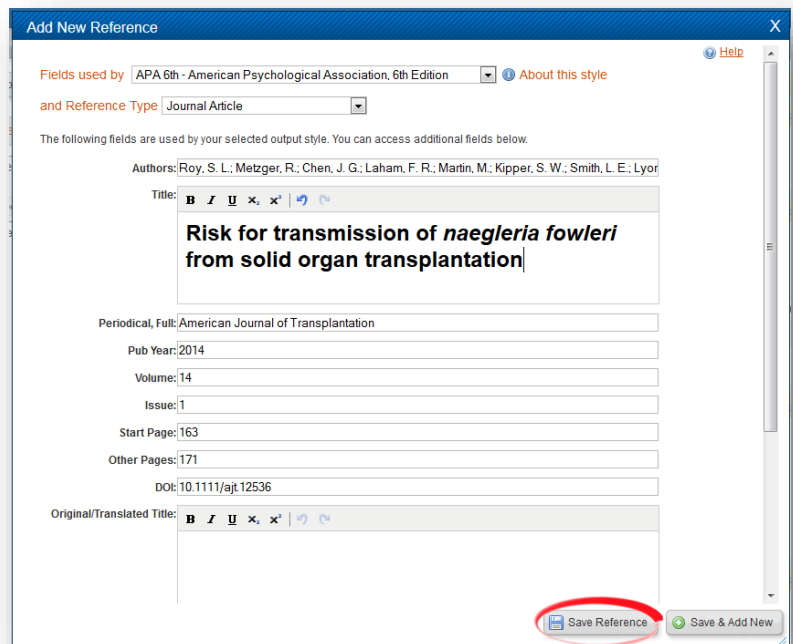
Add to folder

You will also have the option to add a URL to the **Links** field for the location of your resource if it was available freely over the internet (not required for anything on the Library databases), or you can upload a PDF or other electronic copy of the article by clicking **Browse** and adding **Attachments** if it is not accessible on the web. **Make sure you save your reference before you click Browse as this will wipe all the information you have entered.**

RefWorks will allow you to store up to 1GB of uploaded files, with the maximum file size being 20MB.

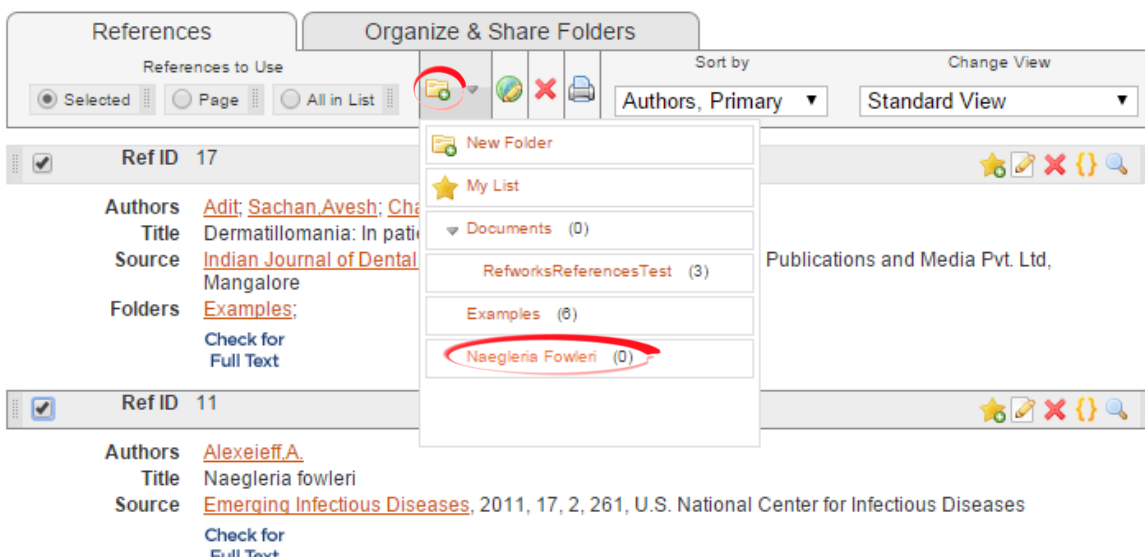
When you're finished, click on **Save Reference**, or if you have more references to add, click **Save & Add New**.

Your newly created reference will be added to the selected folder if you chose one, otherwise it will be added to the list of references under **Not in Folder**.

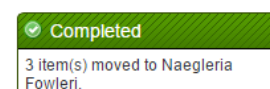


ORGANISING YOUR REFERENCES

If you've found quite a few references but forgot to add them to your chosen folder, you can move them by ticking the box next to your reference (thus enabling you to move more than one at once), then hovering over the folder icon and selecting your desired folder.



You know you've successfully moved your references when you see a green Confirmation notification.



ADDING A REFERENCE USING DATABASES

Adding a reference to RefWorks using a database is called exporting/importing. Each database will export references in a slightly different way, so check the help menus for the database if you are unfamiliar with its specific process.

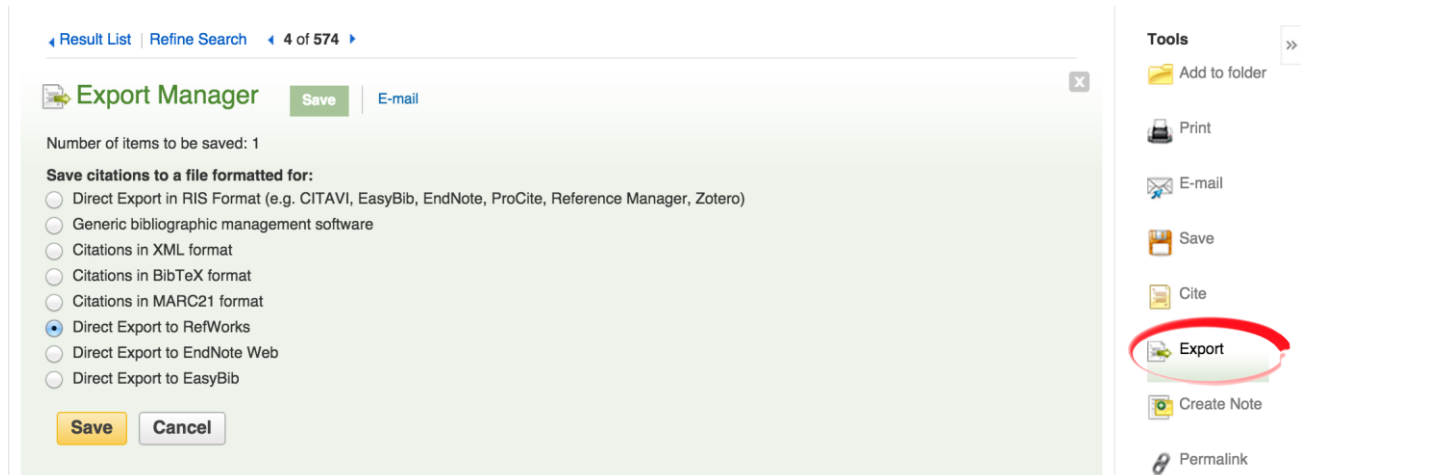
EBSCO DATABASES

SINGLE CITATIONS

Click into the record you want to export by clicking on its title.

On the right side of the record, there's a tools menu. Within that menu, select **Export**.

This brings up the **Export Manager**.



Result List Refine Search 4 of 574

Export Manager Save E-mail

Number of items to be saved: 1

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EndNote Web
- Direct Export to EasyBib

Save Cancel

Tools >>

- Add to folder
- Print
- E-mail
- Save
- Cite
- Export**
- Create Note
- Permalink

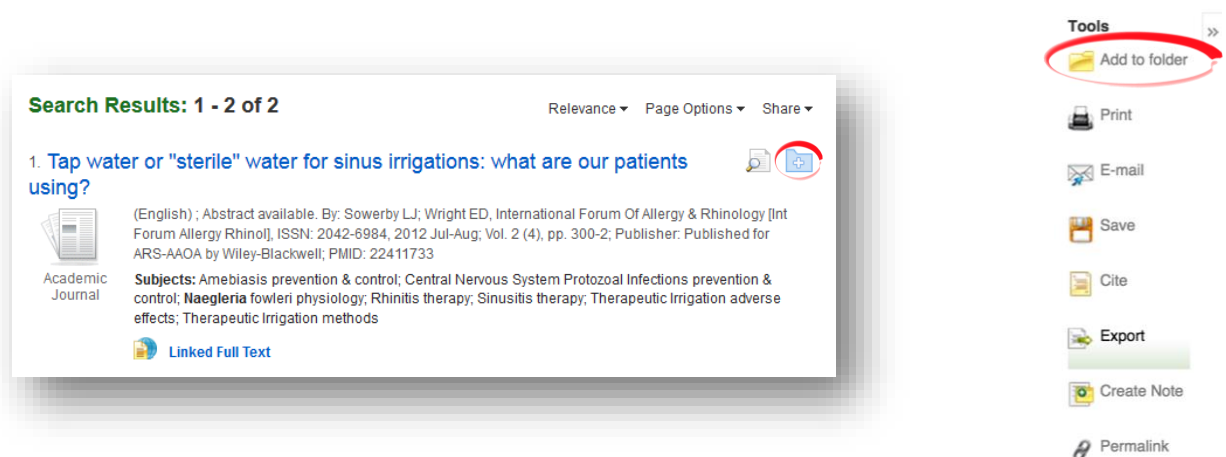
Select **Direct Export to RefWorks**, then click **Save**. You may be asked to log back into RefWorks, and then an import notification will appear.

Your newly imported reference should now appear in your **View Last Imported Folder**. To move it to your desired folder, just follow the instructions above, under the heading **Organising your References**.

MULTIPLE CITATIONS

To export multiple citations from Ebsco databases, the process is similar. As you find articles that are useful, rather than exporting each individually, add them to your EbscoHost folder by clicking on the **Add to Folder** icon.

The Add to Folder icon can be found on the main search results screen, as well as under the tool menu in each individual record.



Search Results: 1 - 2 of 2 Relevance Page Options Share

1. Tap water or "sterile" water for sinus irrigations: what are our patients using?

Academic Journal

(English) ; Abstract available. By: Sowerby LJ; Wright ED, International Forum Of Allergy & Rhinology [Int Forum Allergy Rhinol], ISSN: 2042-6984, 2012 Jul-Aug; Vol. 2 (4), pp. 300-2; Publisher: Published for ARS-AAOA by Wiley-Blackwell; PMID: 22411733

Subjects: Amebiasis prevention & control; Central Nervous System Protozoal Infections prevention & control; **Naegleria fowleri** physiology; Rhinitis therapy; Sinusitis therapy; Therapeutic Irrigation adverse effects; Therapeutic Irrigation methods

Linked Full Text

Tools >>

- Add to folder**
- Print
- E-mail
- Save
- Cite
- Export**
- Create Note
- Permalink


Once you'd added all useful articles to your folder, click on the **Folder** icon.






Select the citations you wish to export by ticking the individual box next to each, or by ticking **Select All** to select all of them, before selecting **Export** on the toolbar to the right.



Articles
1-4 of 4
Page: 1
Name ▾ Page Options ▾

Select / deselect all

1. **Biocidal efficacy of monochloramine against planktonic and biofilm-associated *Naegleria fowleri* cells.** 

 (English) ; Abstract available. By: Goudot S; Herbelin P; Mathieu L; Soreau S; Banas S; Jorand FP, Journal Of Applied Microbiology [J Appl Microbiol], ISSN: 1365-2672, 2014 Apr; Vol. 116 (4), pp. 1055-65; Publisher: Published for the Society for Applied Bacteriology by Blackwell Science; PMID: 24387688, Database: MEDLINE
Subjects: Biofilms drug effects; Chloramines pharmacology; Disinfectants pharmacology; *Naegleria fowleri* drug effects; Plankton drug effects
 [Linked Full Text](#)

2. **Genome-wide identification of pathogenicity factors of the free-living amoeba *Naegleria fowleri*.** 

 (English) ; Abstract available. By: Zysset-Burri DC; Müller N; Beuret C; Heller M; Schürch N; Gottstein B; Wittwer M, BMC Genomics [BMC Genomics], ISSN: 1471-2164, 2014 Jun 19; Vol. 15, pp. 496; Publisher: BioMed Central; PMID: 24950717, Database: MEDLINE
Subjects: *Naegleria fowleri* genetics
 [PDF Full Text](#)

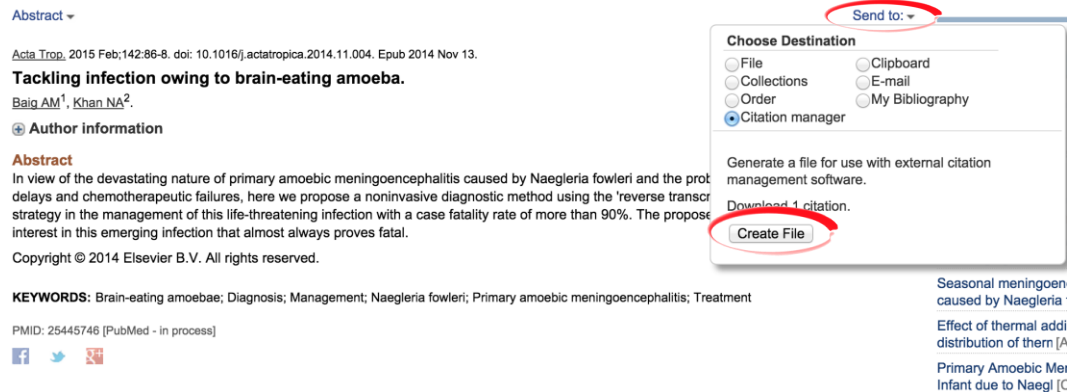
Print
E-mail
Save as File

The following steps are the same as exporting a single citation. Select **Direct Export to RefWorks** and click **Save**.

PUBMED (OR ANY OTHER DATABASES THAT DON'T SUPPORT REFWORKS)

Citations can be exported from databases which do not support RefWorks, but which do support other referencing software. This example will be for PubMed, but other databases should have similar options.

In PubMed, click into the record you wish to import. In the corner of that record, there is a little drop-down menu called **Send To**. Expand the dropdown, select **Citation Manager**, and then **Create File**.



Abstract ▾

[Acta Trop](#), 2015 Feb;142:86-8. doi: 10.1016/j.actatropica.2014.11.004. Epub 2014 Nov 13.

Tackling infection owing to brain-eating amoeba.

Baig AM¹, Khan NA².

Author information

Abstract

In view of the devastating nature of primary amoebic meningoencephalitis caused by *Naegleria fowleri* and the prot delays and chemotherapeutic failures, here we propose a noninvasive diagnostic method using the 'reverse transcr strategy in the management of this life-threatening infection with a case fatality rate of more than 90%. The propose interest in this emerging infection that almost always proves fatal.

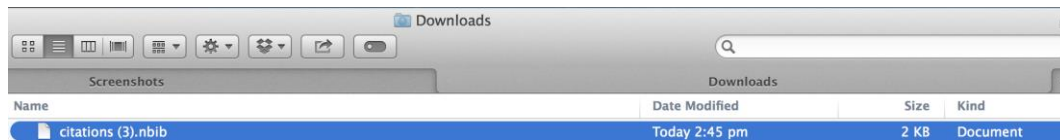
Copyright © 2014 Elsevier B.V. All rights reserved.

KEYWORDS: Brain-eating amoebae; Diagnosis; Management; *Naegleria fowleri*; Primary amoebic meningoencephalitis; Treatment

PMID: 25445746 [PubMed - in process]

Seasonal meningoen caused by *Naegleria* ·
Effect of thermal addi distribution of them [A
Primary Amoebic Men Infant due to Naegl [C

This will create a citation file, which will most likely be found in your Downloads Folder.



Open RefWorks.

On the toolbar to the right, under the **Quick Access** heading, select **Import**.

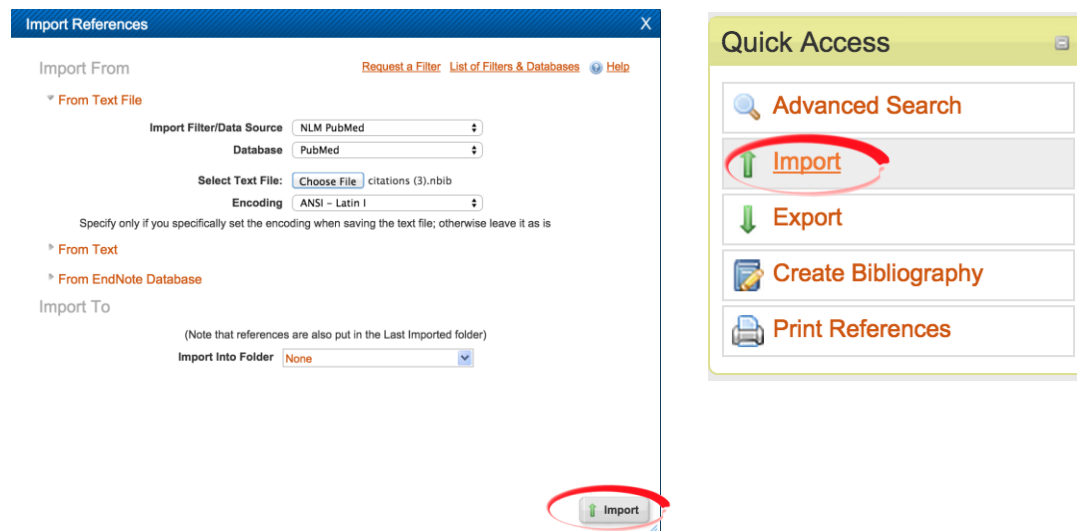
An **Import References** window will open. Select the following options:

Import Filter/Datasource: **NLM PubMed**

Database: **PubMed**

Select text file: (**Choose your newly downloaded citation file**)

Import Into Folder: (**Your desired folder**)



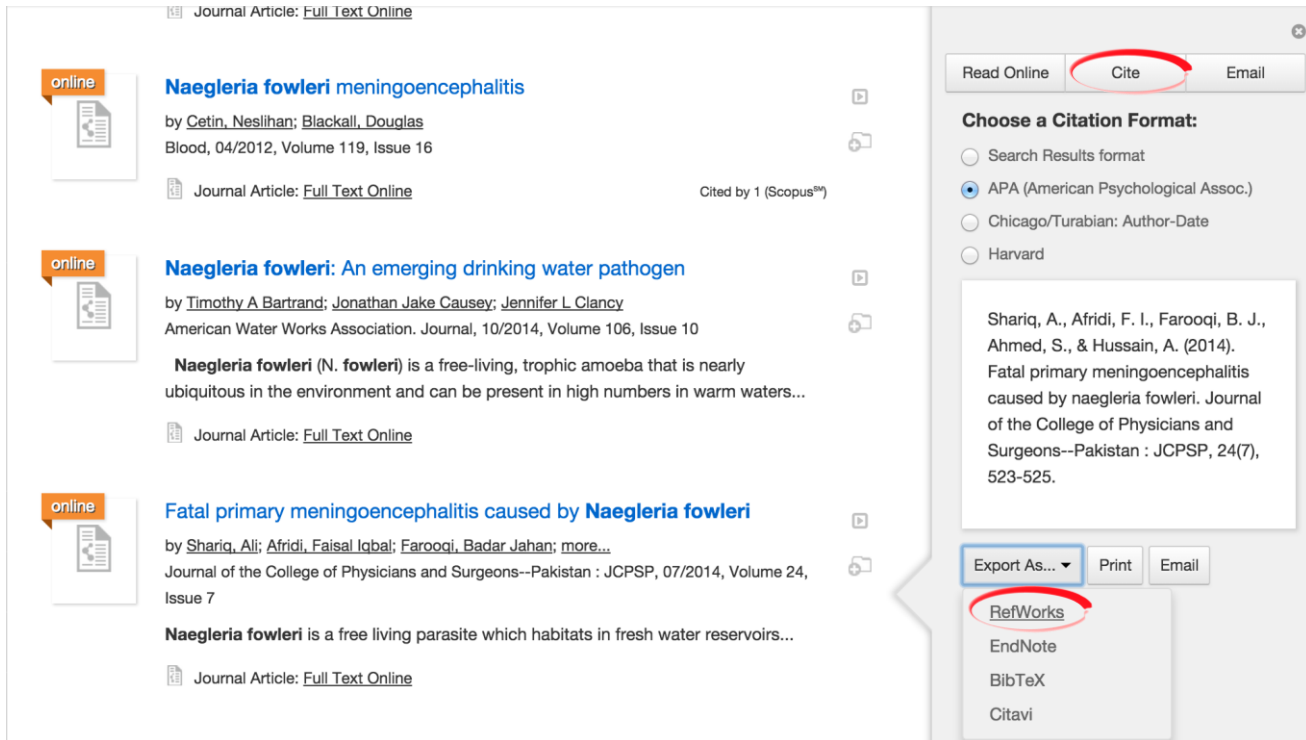
Click **Import**.

SUMMON

When you've found a record in Summon that interests you, hover your cursor over the record. This will bring up additional details to the right of the screen.

Select **Cite**, and then select **APA** as your citation format. This allows you to preview the citation.

Underneath the preview window, open the **Export As...** dropdown menu, and select **RefWorks**.

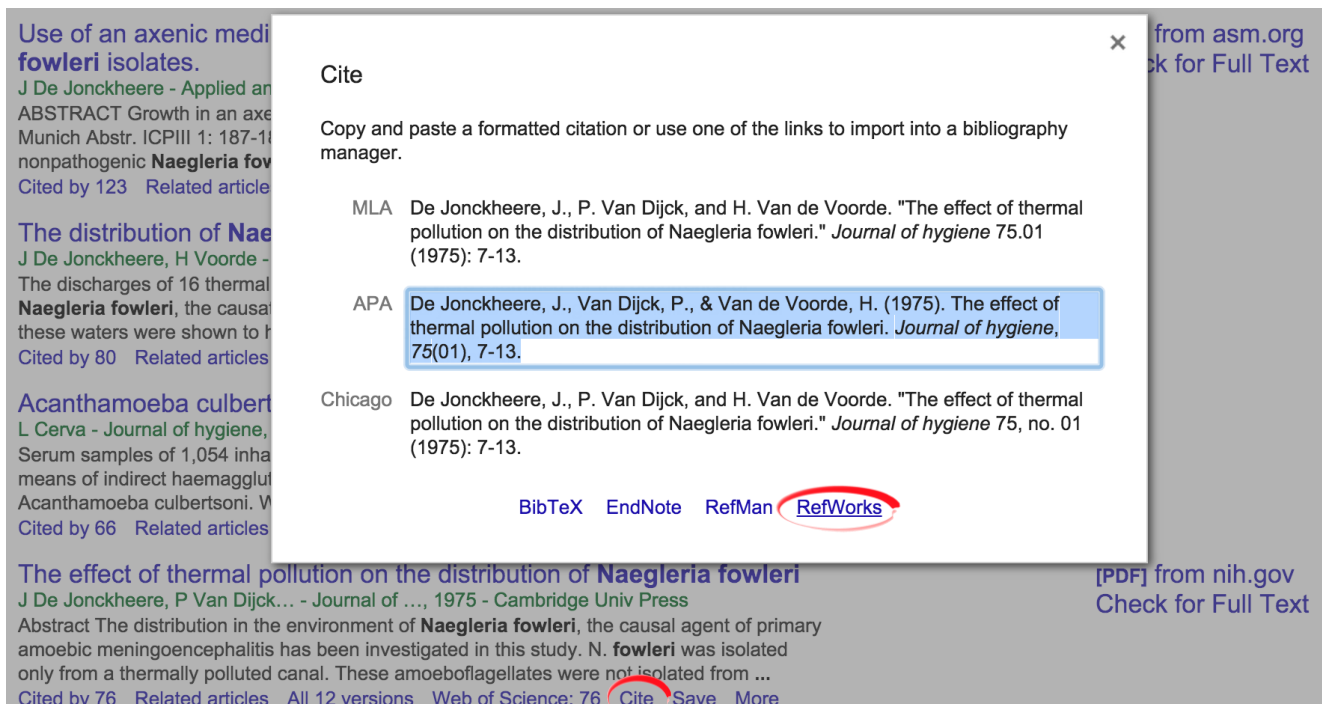


The screenshot shows three search results in the Summon interface. The first result is "Naegleria fowleri meningoencephalitis" by Cetin, Neslihan; Blackall, Douglas, published in Blood, 04/2012, Volume 119, Issue 16. The second result is "Naegleria fowleri: An emerging drinking water pathogen" by Timothy A Bartrand; Jonathan Jake Causey; Jennifer L Clancy, published in American Water Works Association. Journal, 10/2014, Volume 106, Issue 10. The third result is "Fatal primary meningoencephalitis caused by Naegleria fowleri" by Shariq, Ali; Afridi, Faisal Iqbal; Farooqi, Badar Jahan; more..., published in Journal of the College of Physicians and Surgeons--Pakistan : JCPSP, 07/2014, Volume 24, Issue 7. A citation preview window is open on the right, showing the citation for the third result in APA format: "Shariq, A., Afridi, F. I., Farooqi, B. J., Ahmed, S., & Hussain, A. (2014). Fatal primary meningoencephalitis caused by naegleria fowleri. Journal of the College of Physicians and Surgeons--Pakistan : JCPSP, 24(7), 523-525." The "Cite" button in the window is circled in red. Below the citation, the "Export As..." dropdown menu is open, and "RefWorks" is selected and circled in red.

GOOGLE SCHOLAR

The process of importing citations from Google Scholar is fairly similar to the Summon process.

Under your chosen citation, click **Cite**. This will bring up a Cite window with three different citation formats. Select **APA**, then click **RefWorks**.

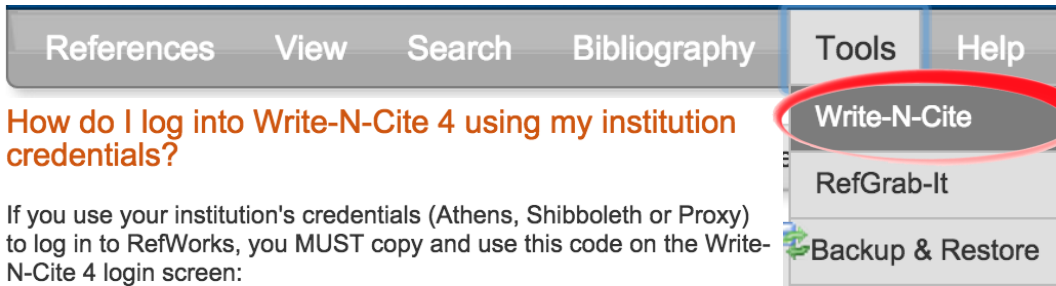


The screenshot shows a Google Scholar search result for "The effect of thermal pollution on the distribution of Naegleria fowleri" by J De Jonckheere, P Van Dijck, and H Van de Voorde. A "Cite" window is open, displaying three citation formats: MLA, APA, and Chicago. The APA format is selected and highlighted in blue: "De Jonckheere, J., Van Dijck, P., & Van de Voorde, H. (1975). The effect of thermal pollution on the distribution of Naegleria fowleri. Journal of hygiene, 75(01), 7-13." Below the citation formats, the "RefWorks" button is circled in red. The background shows the article abstract and related articles.

USING WRITE-N-CITE

Once you've installed Write-N-Cite, and loaded the Write-N-Cite toolbar, then you're ready to begin.

Have your Refworks tab open and navigate to the **Tools** menu at the top of the screen (much like you did when you were first installing RefWorks). In the newly opened window, copy the Write-N-Cite Login code:

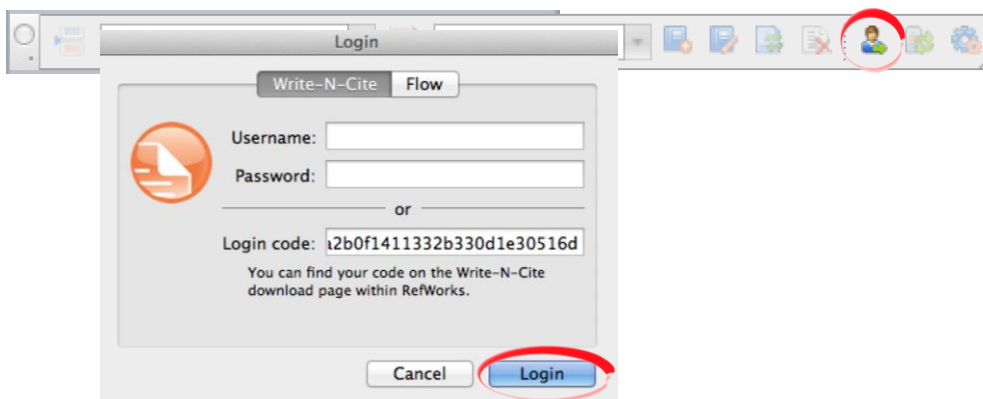


How do I log into Write-N-Cite 4 using my institution credentials?

If you use your institution's credentials (Athens, Shibboleth or Proxy) to log in to RefWorks, you **MUST** copy and use this code on the Write-N-Cite 4 login screen:

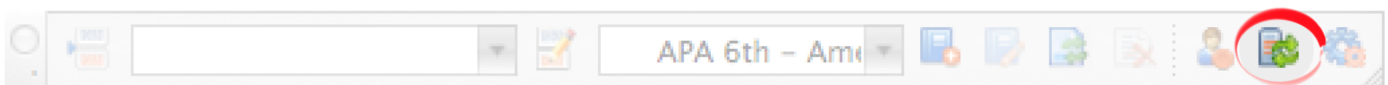
```
455c77465072475d605f54614d1433392221280605202c252c23
11113c242b14001e243f2b0a15182f212557182e212a2b0f14113
32b330d1e30516d
```

Navigate back to your Word document and select the **Login** icon on the toolbar and paste in the Login code you just copied:

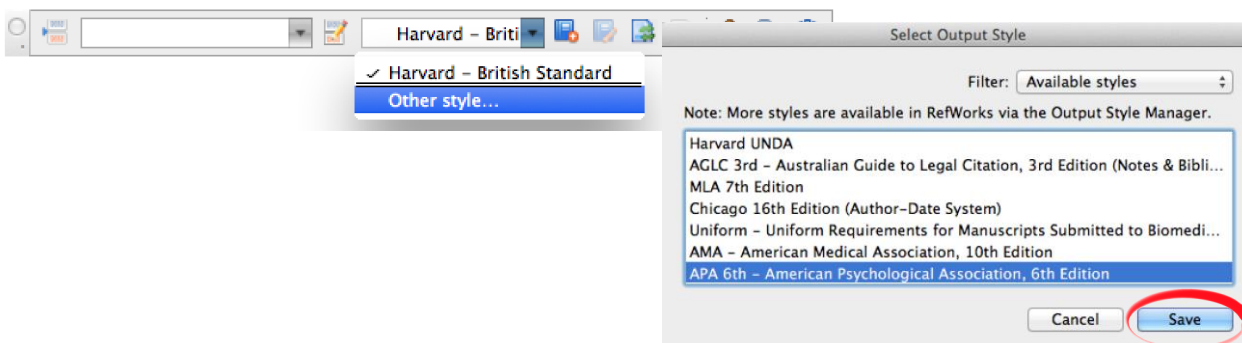


Congratulations! Your RefWorks data will now sync with Word and the other toolbar options are now ready to be used!

If you add or change any references after you've logged onto Word, you need to sync your database to Word by pressing the Sync button (circled below).

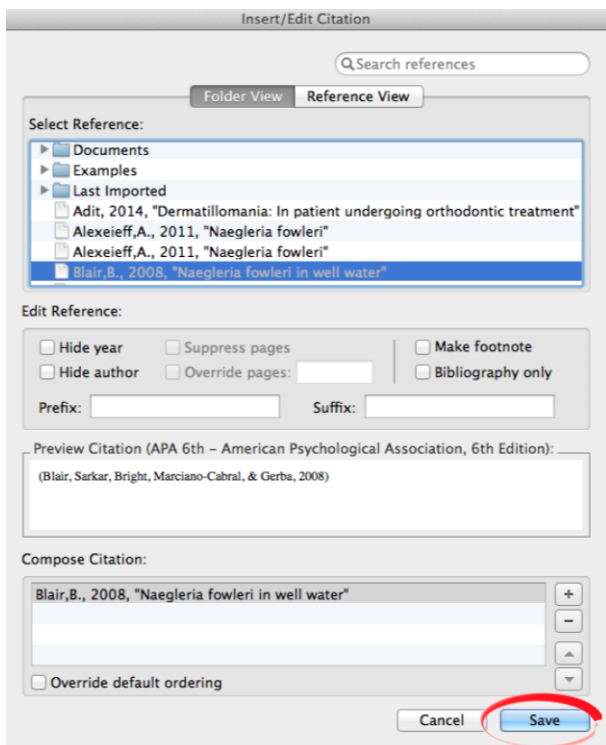


Before we begin inserting references into the text, you must first select the correct citation style. This is done by selecting the arrow in the **Style** dropdown.



To insert a new citation, click in your document when you'd like it to be inserted then select the icon on the furthest left on the toolbar.

Brain eating amoebae are bad |

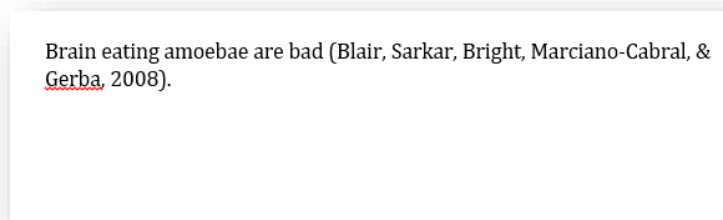


The **Insert/Edit Citation** window has two views, depending on how you organise your citations in RefWorks, it's generally best to be in **Folder View**.

Select the citation you'd like to insert.

Click **Save**.

Congratulations, you've just inserted your first citation!



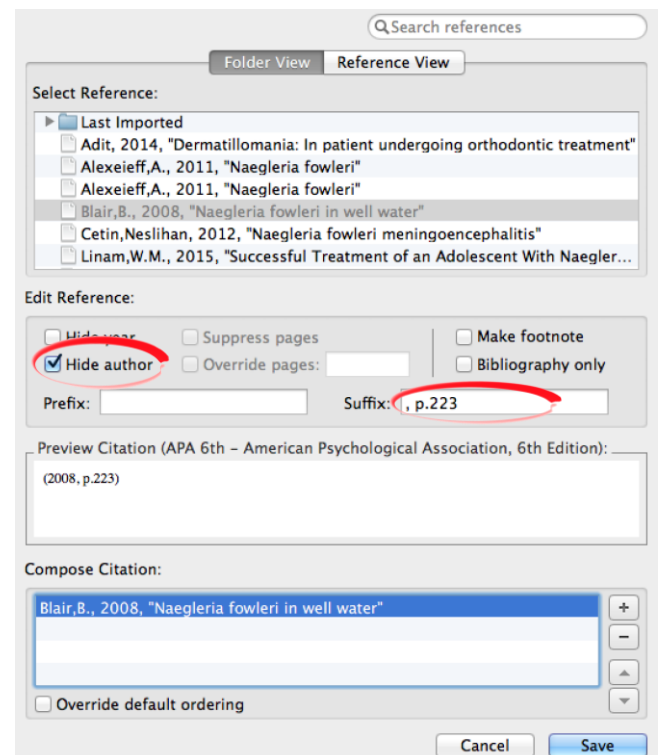
Depending on the type of reference you're inserting, you can edit how it's displayed using the options under the **Edit Reference** heading.

Use the **Hide Author** feature for narrative in-text references:

Blair et al. (2008) suggested that brain eating amoebae are bad.

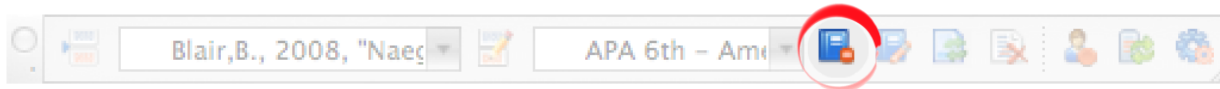
Use the **Suffix** field for citing the page number when including a direct quotation:

"Bad brain eating amoebae are bad" (Blair et al. 2008, p.223)



Once you've completed your paper and finished inserting your references, you can generate your own reference list using the toolbar.

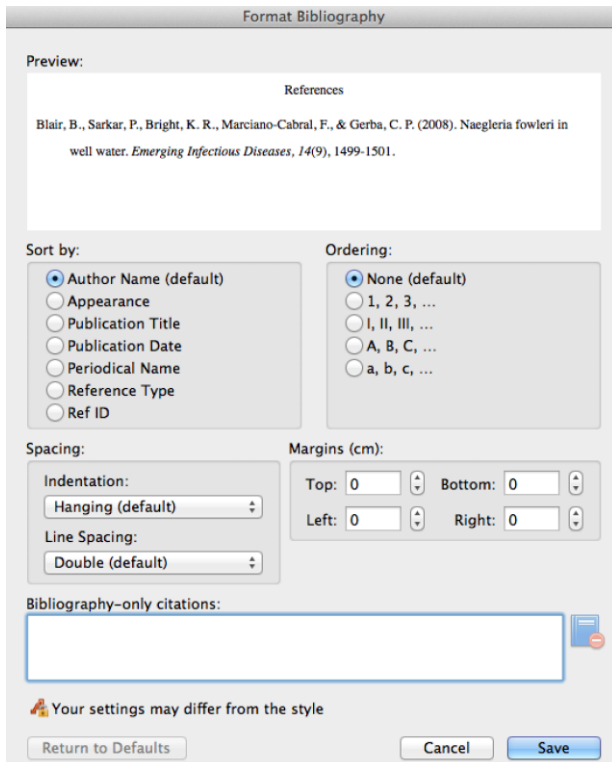
Start a new page in Word at the end of your document and click on the **Insert Bibliography** icon circled below:



References

Blair, B., Sarkar, P., Bright, K. R., Marciano-Cabral, F., & Gerba, C. P. (2008).

Naegleria fowleri in well water. *Emerging Infectious Diseases*, 14(9), 1499-1501.



Format Bibliography

Preview:

References

Blair, B., Sarkar, P., Bright, K. R., Marciano-Cabral, F., & Gerba, C. P. (2008). *Naegleria fowleri* in well water. *Emerging Infectious Diseases*, 14(9), 1499-1501.

Sort by:

- Author Name (default)
- Appearance
- Publication Title
- Publication Date
- Periodical Name
- Reference Type
- Ref ID

Ordering:

- None (default)
- 1, 2, 3, ...
- I, II, III, ...
- A, B, C, ...
- a, b, c, ...

Spacing:

Indentation: Hanging (default)

Line Spacing: Double (default)

Margins (cm):

Top: 0 Bottom: 0

Left: 0 Right: 0

Bibliography-only citations:

Your settings may differ from the style

Return to Defaults Cancel Save

If you need to change anything about the format of your bibliography, just click the icon to the right of **Insert Bibliography** and edit as required.

If you need to change any of your in-text references after having generated your bibliography, just click your generated bibliography, then click the **Insert Bibliography** icon again (which should now say **Remove Bibliography**).

Change whatever in-text references you need to change, then when you know you're done, just repeat the process.

MORE INFORMATION

For tutorials, video demonstrations and step-by-step demos, see the RefWorks Lib guide, located on the University Library home page, or at the link below:

<http://refworks.libguides.com/home>

FOR FURTHER ASSISTANCE

If you have any questions or would like further assistance with RefWorks, your library staff are always happy to provide. Please see the below link for the contact details of your home library.

CONTACT US:

<http://library.nd.edu.au/home/contact>