

RefWorks and RefShare

RefWorks is a web-based bibliography manager that can assist you in organizing your research and creating your own database of citations. With RefWorks, you can import references from many electronic sources, include citations while you write your paper, and build a bibliography.

RefShare is an associated program that allows you to publish your citation database (or a subset of it) to a group or to the internet community.


For more information about RefWorks and RefShare at Rutgers:
<http://www.libraries.rutgers.edu/rul/refworks/refworks.shtml>

Access

create your account

From <https://rulink.rutgers.edu/refworksacct.php>, log in with your Rutgers NetID and password. then you will be prompted to create your Rutgers Refworks account. Note you can have multiple RefWorks accounts (e.g., one for personal use and one for a group project).

log in

1. Point your browser to: <http://www.libraries.rutgers.edu/rul/refworks/refworks.shtml#3>
2. Connect:
 - a. If you're on campus:
Click on the  button at the top of the page.
 - b. if you're off campus:
Click on the **NOT LOGGED IN** link on the upper left, log in with your Rutgers NetID, then click the "Connect" button as above
3. Log in with the appropriate RefWorks account and password, as created above or as shared with you by a group administrator

Creating your database

You can add records by importing a text file, importing a database from another citation manager (like EndNote or Procite), importing records from an online database, or creating them manually. For more detailed directions, start from the RefWorks Help menu:
<http://refworks.com/Refworks/help/Refworks.htm#> From the left-hand menu, click on Getting Started, then Creating your Database.

Importing data directly from library databases

If you are searching for citations in one of Rutgers Libraries online databases, you can export the results of your search directly to your RefWorks account. Start by logging into RefWorks (as above), then complete your literature search. Find the "Save to RefWorks" option in the database and the import will complete automatically. When complete, select "View Last Imported Folder" in RefWorks to view your new additions.

Example: Academic Search Premier

1. First log into RefWorks (see above)
2. Now log into Academic Search Premier
http://www.libraries.rutgers.edu/rul/indexes/search_guides/acad_search.shtml
3. Do your search, then carefully review the results
4. Select each pertinent record by clicking the "Add" (to folder) button at the right
5. You can do additional searches, adding more references to the folder

6. When you're ready to export the saved references to RefWorks, scroll to the top of the page and click "Folder has items"
7. Click "Select All," then "Export"
8. Select "Direct Export to RefWorks" and click "Save"
9. Your references will be imported directly into your RefWorks account

Example: IRIS

1. First log into RefWorks (see above)
2. Now log into IRIS <http://www.libraries.rutgers.edu/rul/searchcatalogs.shtml>
3. Do your search, then carefully review the results
4. Select each pertinent record by clicking the "Mark" button at the left
5. You can do additional searches, marking more references
6. When you're ready to export the saved references to RefWorks, scroll to the top or bottom of the page and click "Marked Items"
7. Under the Options section, confirm the Type of Output is set to "Refworks," then click "View Save Print"
8. You will see a text view of your records. Click "Export to RefWorks"
9. Your references will be imported directly into your RefWorks account

View references

Use the Folder menu to view subsets of reference in RefWorks. Note the "last imported" folder stays intact only until the next import. The Search function allows you to find sets of references by searching various fields.

Organize references into folders

1. From the Search pull-down menu, do a search or look up to retrieve records to put in a folder.
2. Mark the records to move and click Selected button.
Note: The Selected Records feature works on a page by page basis; this means that you must add the manually selected records to the desired folder before moving to another page.
3. Select folder from the "Put in Folder" drop-down menu.
4. References will automatically be added to the indicated folder. References can be assigned to more than one folder.

Generate bibliography

1. From RefWorks, click "Bibliography" in the top menu bar
2. Specify your required style (e.g., MLA, Chicago, APA, etc.)
3. Select "Format a Bibliography from a List of References" and choose File Type to Create (use HTML to view on screen)
4. Specify references to be included and click "Create Bibliography"

Share your database on the web with RefShare

Note that you can organize references into folders and then choose to share only one folder.

1. From within your RefWorks database, click on the Folders menu, then Share Folders.
2. You can choose to share the entire database or just a folder.
3. Select sharing options, fill in title and description of your shared database, then make sure to email yourself the URL of your shared folder.
4. You can publish that URL on your own website so viewers can link to your RefShare database.