

ITCS and Writing Center Thesis Workshop: RefWorks and Microsoft Word

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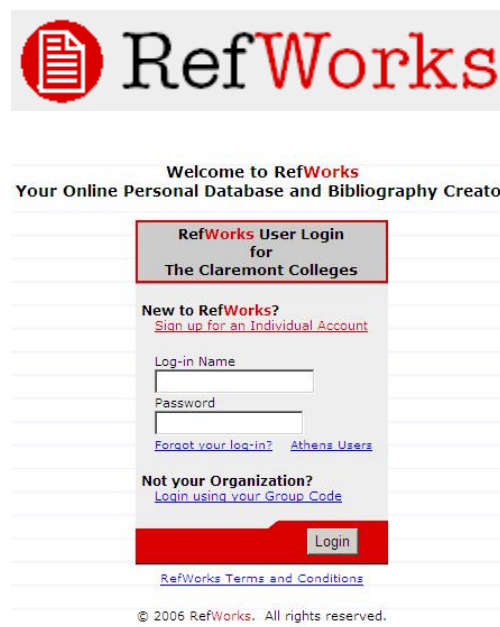
Introduction

RefWorks is an online database which lets you store and sort reference sources, and ultimately export them to a bibliography of your choice of style. It integrates well with several online databases, and allows you to manually input references.

Account Creation

Begin by creating an account by **navigating** to the logon page at www.refworks.com/refworks. **Click** the 'Sign up for an individual Account' link and fill in the required fields. The email address used does not need to be your school email address. *Note: if you are accessing RefWorks using a computer outside the Claremont Colleges, use the following group code: RWClaremontColls.*

Once an account has been created, return to the logon page and sign in.



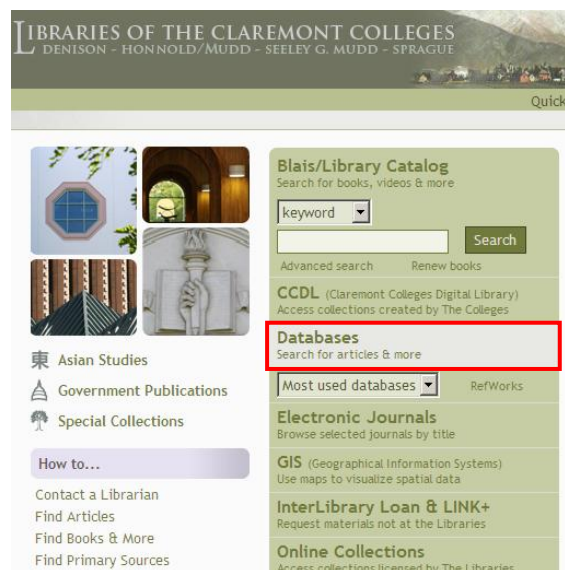
Navigating RefWorks

RefWorks is navigated using drop-down menus which are located at the top of the page. **Create** a folder by hovering over 'Folders' and clicking 'Create New Folder.' You can create as many folders as is necessary; one for each semester, class, or paper. Let's label this Thesis.

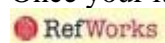


Libraries of the Claremont Colleges Databases

Navigate to the libraries of the Claremont Colleges at www.libraries.claremont.edu and **click** on the



'Databases' link in the middle of the page. Most databases offer an option to export references to RefWorks with a click of a button or two. **Select** a database of your choice such as the 'MLA International Bibliography' under the 'Literature & Language' link. Perform a **search** and **select** as many items as you would like.

Once your items have been selected, **click** the  button, which will prompt you to perform a final selection and export.

Note: pop-up blockers may be an issue when exporting, so please change your settings accordingly.

All Publication Types 2 Books 1 Dissertations 1

Mark or Clear all on page | Update Marked List | Save, Print, Email | **RefWorks** Sort by: Most Recent First Go


◀ Previous 1 Next ▶ Record # Go

1. [Robert Frost and the Challenge of Darwin](#)
[Faggen, Robert](#)
 Ann Arbor, MI: U of Michigan P, 1997. xii, 363 pp.
[View Record](#) | [Get this item](#)

Database:
 MLA International Bibliography
Descriptors:
[American literature](#) | [1900-1999](#) | [Frost, Robert \(1874-1963\)](#) | [poetry](#) | (and) [prose](#) | (treatment of) [nature](#) | [More...](#)

Manually Entering References

Should the option to export to RefWorks be unavailable, there are options to **import** from text files which databases may export to [References | Import]. If this is unavailable, a new reference can be created [References | Add New Reference]. The option to select which citation style to use is available and can be found under the 'View fields used by:' drop-down menu.

 **RefWorks** [New Release - details](#)

References ▾ Search ▾ View ▾ Folders ▾ Bibliography Tools ▾ Help ▾

New Reference ✓ indicates fields used by your selected output style.

View fields used by: **AER - American Economic Review**

In Folder(s) Specify Folders (if any) ▾

Ref Type Journal ▾

Source Type Print ▾

Authors ✓

Title ✓ **B** *I* U x² x₂

Periodical, Full ✓

Periodical, Abbrev

Pub Year ✓

Managing References in RefWorks

Once items have been exported to RefWorks, you can manage them by **viewing** the last imported folder [Folders | View | Last Imported]. Alternatively, you can view all unsorted references [Folders | View | References Not in a Folder]. Here you can **select** the items using the checkboxes and using the 'Put in Folder...' dropdown option. Once you have sorted your references, you can **view** the folder of your choice using the 'Folder' drop-down menu.

Generating a Bibliography

Once all references have been sorted, **click** 'Bibliography' in the navigation bar. **Select** the Output Style of your choice. **Select** second radio button 'Format a Bibliography from a List of References,' and select from the drop-down menu the 'File type to create.' **Select** either 'All References' or 'References from Folder...' drop-down menu. After making the selections **click** the 'Create Bibliography Button' at the bottom of the page.