**What is RefWorks?**
RefWorks is a web-based bibliographic management tool that allows you to import, organize, generate, and format citations/references in hundreds of styles. It can also be used as an online tool for creating a personal database of references, conducting cooperative work, and sharing citations with your mentor.

**Accessing RefWorks**
To access RefWorks, go to the Medical Library homepage at [http://medlib.oakland.edu](http://medlib.oakland.edu) and click RefWorks under Express Links. You may also access RefWorks from almost any Kresge Library webpage.

If you are off-campus, you will encounter the Kresge Library Remote Resource Access page. Simply log-in with your usual webmail or Moodle credentials.

If you have not already signed up for a RefWorks account, do so when you are prompted to login with your Oakland email only. *Note: RefWorks does not automatically use your Oakland University NetID and Password as your login credentials.*
Navigating the RefWorks Interface

<table>
<thead>
<tr>
<th>REFERENCES</th>
<th>SEARCH</th>
<th>BIBLIOGRAPHY</th>
<th>ORGANIZE/SHARE FOLDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Import, export, or manually add citations</td>
<td>Your RefWorks database or another online database</td>
<td>Create bibliographies and control output and style settings</td>
<td>Share citations w/ your mentor</td>
</tr>
</tbody>
</table>

Select the checkboxes next to your desired references and choose to place in a folder, delete, or print them.
Organizing your Capstone Project Literature in RefWorks

RefWorks allows you to import citations from a number of different library databases and online resources, such as PubMed, PsycINFO, ERIC, and Google Scholar. If you were an EndNote user in the past, you may also import your previous citations from EndNote.

Importing From PubMed There are several ways to import PubMed citations into RefWorks, but the easiest way is to use Send To: Citation Manager as this will work with any citation manager software not just RefWorks.

1) Conduct your search in PubMed
2) Check the citations you wish to export to RefWorks
3) Go to Send to > Citation Manager > Create File. This will create an .nbib file which is compatible with most online bibliographic management systems

4) Open RefWorks in a separate window and login if necessary
5) Go to References > Import > From Text File
6) Select NLM PubMed from the dropdown menu under Import Filter/Data Source and browse for your PubMed .nbib file under Select Text File
7) If applicable, select or create a folder for your citations in Import into Folder
8) Click Import
**Importing From Most Other Online Databases**

Almost all online databases allow you to import citations by simply selecting and automatically exporting citations to RefWorks. Most require you to sign-in to your RefWorks account in order to complete the import process. For example, in PsycINFO click the Export/Save dropdown > Export to: RefWorks

![Image of RefWorks interface](image)

**Manually adding citations to your RefWorks Account**

If you cannot import citations from a database or are using other types of sources (such as a website or personal communication), you may manually enter the citation data in RefWorks.

Go to References > Add New > Select a citation style and Reference Type > Enter the appropriate citation information.

![Image of RefWorks interface](image)
**Sharing Literature with your Mentor**
RefWorks also allows you to share your collection of Capstone citations with your mentor or other colleagues. *Note: You must have your citations organized within a folder in order to share.*

1) Go to Organize and Share Folders tab
2) Find the folder of citations you wish to share > click the folder with the green arrow
3) You will be navigated to the Shared Folder Options page and provided with a URL or you may create an RSS Feed.
4) You can simply copy and paste this URL into an email and send it to your mentor. *Note: Your mentor does not need a RefWorks account in order to view your citations.*

**Searching an Online Catalog or Database in RefWorks**
You have the capability of searching databases, such as PubMed directly in RefWorks. Go to Search and select Online Catalog or Database in the dropdown menu. Here you may select the resources you wish to search. In the case of PubMed, you have the ability to search multiple terms and add/remove search boxes as necessary. Although convenient, you have little control over your search as you lose the ability to apply limits and use MeSH terms.
Creating a Citation List for your Annotated Bibliography & Inserting into Word

You may quickly and easily create your customized Capstone bibliography in RefWorks that is formatted in AMA citation style and insert it into a Word document. There are three ways to create bibliographies from the RefWorks interface (see below):

1) Choose your Output Style from the dropdown menu, such as AMA, NIH, or JAMA.
2) Expand the Format a Bibliography from a List of References heading
   a. Choose the File Type you would like to create (Word for PC or MAC, HTML page, text file, or Open Office)
   b. Choose the folder from which you wish to create your reference list in References to Include
   c. Click Create Bibliography
   d. A file will be generated and you may copy and paste all citations from this document into your manuscripts
Using Write-N-Cite to Format your Capstone Project Background & Introduction

As part of your Capstone project background and introduction, you will have to cite your sources both within the text and as a bibliography. You could do this manually, but Write-N-Cite allows you to quickly transfer the citations you’ve imported, collected, and organized in RefWorks into Word documents. The software automatically formats your in-text citations and bibliographies based on the citation style you select, such as AMA.

- **Installing Write-N-Cite** In order to take advantage of this software you need to install Write-N-Cite on your computer. Login to your RefWorks account from a library webpage; select Tools > Write-N-Cite from the dropdown menu. Simply follow the download instructions for the software.

After installing the software, you will be asked to login to your RefWorks account (no matter if you are already logged in online) and provide the Group Code number the first time you open Word. The group code number can be found in the online RefWorks portal under Tools > Write-N-Cite > Write-N-Cite Login Code.

- **Syncing Write-N-Cite with your Online RefWorks Account**
  In order to start inserting references into your manuscript, you need to sync your online RefWorks account with your Write-N-Cite. Simply click the icon with the green arrow in your toolbar to sync. *(Note: You may need to manually start the toolbar by selecting View > Toolbars > Write-N-Cite in Word. If you do not see this, restart Word or your computer and Write-N-Cite should now appear as a viewable toolbar)*
• **Inserting Citations into your Manuscript** Once your software is installed, you may start inserting citations into Word documents:

1) Open the Word document you are working on

2) Open your Write-N-Cite Toolbar if it is not already opened. Go to **View > Toolbars > Write-N-Cite**

3) In your manuscript, use your cursor to select where you wish to insert an in-text citation

4) Go to your toolbar, verify that the correct citation style is selected (in this case AMA) and select the icon to the far left. Navigate through your folders, select the citation you wish to use and click **Save**. An in-text citation formatted according to your selected citation style will appear in the text. For example in AMA, a superscript number representing the citation will appear.

5) You may move or duplicate citations in your text by copying/cutting and pasting in the correct section of your document
• **Creating a Bibliography in your Manuscript** When you are finalizing your document and ready to create your bibliography, Write-N-Cite makes this super easy!

  1) Open the Word document you are working on and the Write-N-Cite toolbar
  2) Make sure you have inserted all the citations you wish to reference in your manuscript and add/remove/move citations as necessary in your Word document
  3) To insert a bibliography corresponding to the in-text citations you inserted into your manuscript:
     a. Go to the Write-N-Cite Toolbar
     b. Select the large blue icon next to your citation style dropdown menu
     c. A bibliography corresponding to your in-text citations will appear at the end of your Word document!

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**A Final Note:** **ALWAYS** double-check the quality and accuracy of the citations produced by RefWorks and Write-N-Cite in your bibliography against the standards presented in the appropriate style manual as these are simply programs and may not always be 100% correct!