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## Using RefWorks: a quick guide

### What is RefWorks?

RefWorks is reference management software that enables you to:

- import references from databases or text files
- create references from saved PDF articles
- build up your own database of relevant references
- add correctly formatted citations to word documents
- build a bibliography

### How do I register?

Go to the Library website [www.imperial.ac.uk/library](http://www.imperial.ac.uk/library)

From the menu bar select **Learning Support > Reference Management > RefWorks**

Click on the **Log in to RefWorks** button and click **Use login from my institution**.

Select **Imperial College London** from the list of options or type this into the search box.

Log in with your College username and password when asked to do so.

You will be taken to the **Create Account** screen.

You need to enter the following information:

Your name and College email address

Your department

Your status e.g. undergraduate

You are now ready to start using RefWorks!

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## How do I add references to my account?

There are various ways to do this:

1. Import using **Save to Refworks**
2. Direct Export
3. Import saved PDFs of articles
4. Import references from Imperial College Library Search
5. Import a saved file
6. Add manually

### 1. Import using Save to RefWorks

Installing the **Save to RefWorks** bookmark in your browser allow you to download references from a variety of resources (Web of Science, EBSCO, PubMed, webpages) straight into your RefWorks library.

To install **Save to RefWorks**:

- Click on **Tools > Tools**
- Click on the **Install Save to Refworks** button
- Drag and drop the **Save to RefWorks** button into your browser bookmark/favorites bar
- Conduct your database search and when on the results page click the **Save to RefWorks** link in your bookmark bar
- The RefWorks sidebar will appear on the right of the screen, select the references you want and click the **Save to RefWorks** button
- The selected references will now be saved in your RefWorks library

### 2. Direct Export

Some databases and resources allow you to export references directly into RefWorks, including **EBSCO**, **Ei Engineering Village**, **Web of Science**, **SCOPUS**, **ScienceDirect** and **Google Scholar**.

To export references from **ScienceDirect**:

- Conduct your search and tick the boxes next to the references you wish to export
- Click on the **Export** button
- Select **Save to RefWorks**
- Log in to your RefWorks account when prompted to do so. (If you see the option to log into legacy or new RefWorks, select **new RefWorks**). The selected references will be downloaded into your library
- Click on the **Last Imported** folder to view the references

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N.B. you may need to enable pop up blockers for Direct Export to work with some databases, such as Web of Science.

### 3. Import saved PDFs

You can import PDFs of journal article into RefWorks to create instant references. Either drag and drop individual PDFs into RefWorks, or click on the **+** button and **Upload Document**, then select the PDFs you want to import.

### 4. Import references from Imperial College Library Search

You can search Imperial College Library Search via RefWorks and import references directly into your library.

- Click on **Search Databases**
- Search for **Imperial College London**
- Click the magnifying glass icon and enter your search terms
- Alternatively click the **Advanced Search** bar for additional options
- To add extra fields to the **Advanced Search**, click on **Add a field**
- Select the items to be imported, select a folder to import into if applicable, and click the **Import** button
- Click on **Last Imported** to see your references

### 5. Importing from a text file

With some databases you cannot export directly and instead you must save the references to a text file and then import it into RefWorks. For this example we will use **PubMed**.

- Conduct your search and tick the boxes next to the references you wish to export
- Click on the **Send to:** link and select **Citation Manager** from the **Choose Destination** options, then click the **Create File** button and save the file if prompted to do so
- Log into your RefWorks account click on the **+ Add** and select **Import References**
- Drag and drop or select your saved file for upload
- RefWorks will attempt to identify the files origin e.g. NLM PubMed. If this is correct click **Import**, or click on **Search for the Format** and select an option from the drop down menu
- Your saved references will be imported into RefWorks

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## 6. Manually adding references

- Click the **+** and select **Create New Reference**
- Select the appropriate **Reference Type**, e.g. Journal Article from the drop down menu
- As you type the title RefWorks will suggest options at the bottom of the screen or click the lightning icon
- Enter author names as Last name, First name or initial, e.g. Smith, J. or Smith, James
- To add additional authors hit Enter
- Corporate authors should be entered as they appear, e.g. Department of Health
- Click **Add More Fields** to add additional information, including fields used by online sources
- Once you've completed all the relevant fields click **Save**

## How do I organise and search my references?

### Creating Folders

You can create folders to keep references on the same subject, or for the same project grouped together. Note that all your references will remain in **All Documents** allowing you to view your entire library at any time.

References can be listed in more than one folder and you can create subfolders.

To create a folder:

- Click on **My Folders** to open the folders list, select **Add a folder** and enter a folder name as required
- Add references to a folder by ticking the boxes to the left of the reference then click **My Folders** to open your folder list. Drag and drop the selected references onto the folder name to add them

### Using Projects

You can also organise your references using **Projects**. However, this is not necessary for most RefWorks users as it creates mini RefWorks libraries which are separate from one another and you cannot add references from different Projects into a document.

### Adding attachments

To add attachments to references you must be in Edit mode.

- Click on the reference you wish to add an attachment to and in the Reference window click the pencil icon in the top corner to open Edit mode
- Click in the **Attachments** field and navigate to your file
- Click **Save** in the Reference window

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## Search options

Click the magnifying glass to search your references. Click **Advanced** for more search options.

## How do I create a reference list/bibliography?

There are several ways to create a bibliography or list of references using RefWorks.

- **Write N Cite** plug in for Word inserts citations and creates references in your chosen style
- **RefWorks Citation Manager** app in Word inserts citations and creates references in your chosen style
- **Create bibliography** creates an alphabetical list of references in your chosen style
- **Quick cite** allows you to create citations in RefWorks which can be copied into Word to generate a reference list

This guide will provide information on using **Write N Cite** and **RefWorks Citation Manager**.

## Write-N-Cite

Write-N-Cite (WNC) is a plug-in which can be downloaded from RefWorks from the **Tools** menu. All PCs in the Library and those in most departmental clusters have WNC pre-loaded.

To install WNC on your personal computer you must have administrator rights.

**Please note that WNC is not compatible with Word for Mac 2016. Mac users can install RefWorks Citation Manager instead.**

- Open the **Tools** menu and select **Tools** to download the 32 or 64 version as required.
- Make sure that **Microsoft Word** is not running before installing Write-N-Cite
- Once installation is complete a tab labelled **RefWorks** will appear in the Microsoft Word ribbon.
- To access your references, select the **Log in** button on the **RefWorks** tab, open the **Log in from My Institution** menu, select **Imperial College London** and enter your user credentials
- If given the option to sign in to new RefWorks or legacy RefWorks, select new RefWorks
- Syncing your references may take a minute or two

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## Creating a reference list in your word processing document using Write-N-Cite 4

- Open a document in Microsoft Word and click on the **RefWorks** tab in the Word ribbon
- If you have not logged into Write-N-Cite select the **Log in** button on the **RefWorks** tab, open the **Log in from My Institution** menu, select **Imperial College London** and enter your user credentials
- Syncing your references may take a minute or two
- Select your preferred output style from the **Style** drop down menu. If your preferred style is not listed, click on **Select Other Style** for more options. If your preferred style is not shown, open your RefWorks account and click **Citation View** then click on the cog to search for and select your preferred style by clicking **Save**. In WNC, sync your references and click on the **Style** menu. Your selected style should now appear in the options.
- Place your cursor where you want to cite a reference within the document and click on the **Insert Citation** icon in the RefWorks tab. The **Insert/Edit Citation** box will appear
- Select the citation you wish to insert either by opening the appropriate folder from the **Folder** tab, or by typing a keyword into the search box in the top right hand corner
- The selected citation will be displayed in your chosen output style in the **Preview Citation** window. To insert the citation into your Word document, click the **OK** button
- To insert additional references into a single citation, click the **+** icon next to the **Compose Citation** window and select another reference to add to the citation. The order in which references appear in the citation is determined by your output style
- When you've added all your references put your cursor where you'd like your bibliography to appear and click on **Bibliography Options** in the **RefWorks** tab. Then select **Insert Bibliography**

N.B. if you have added new references to your RefWorks account and want to cite them in a document you will need to click on the **Sync My Database** button in the RefWorks tab. Syncing your references may a minute or two.

## Editing in-text citations using Write-N-Cite 4

If you are using Harvard, or a similar author-date output style, you can edit your in-text citations and add or remove text. This is useful if you wish to add a page number, or hide the author's name.

- Open your document and double click on the citation you wish to edit. The **Insert/Edit Citation** box will appear
- Use the options in the **Edit Reference** area to hide the year or author. Or add a page number in the **Suffix** box
- Click on **OK** to insert your edited citation into your Word document

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## RefWorks Citation Manager

RefWorks Citation Manager (RCM) is an app available from the Microsoft Office Store which can be used in Word 2016 and above for Windows or Mac to insert citations and create reference lists.

It is not possible to log into RCM using your College credentials. In order to use RCM you need to set up a password in your RefWorks account.

- Open your RefWorks account, click on your name at the top of screen and select **Settings**
- A log in box will appear select **Log in via my Institution**, select **Imperial** and log in with your College credentials
- Scroll down the page to the **Alternate Password** section and click on **Change Password**
- Enter a new password (N.B. this should not be the same as your College password)

## To install RefWorks Citation Manager in Word:

- Open a new Word document and select the **Insert** or **Add-ins** tab
- Click on the **Store** icon and type **RefWorks** in the search box
- Select the **RefWorks Citation Manager** app and click **Add**
- The RCM app now be available under the **My Add-ins** menu
- Select RCM from **My Add-ins** to open the app in a side window
- Log in using your College email address and the RefWorks password you created
- Select **Log in with New RefWorks**

## Creating a reference list in your word processing document using RCM

- Click **Update**, unless you are using Projects, in which case select the correct project for this document
- Select your preferred output style from the hamburger (three lines) menu.
- Use the **Search** box to locate specific citations, or click on **All references** to view the citations in a folder
- Place your cursor where you want to cite a reference within the document and hover over the reference you want to cite in RCM. The **Quick Cite** button will appear, click the button to insert the citation into your document
- To insert additional references into a single citation, tick the box next to each citation. A preview of the citation will appear the top of the RCM window. Click on **Insert citation** to insert the citation. The order in which references appear in the citation is determined by your output style
- A formatted reference list will automatically appear the end of the document as you add more citations

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## Editing in-text citations using RCM

If you are using Harvard, or a similar author-date output style, you can edit your in-text citations and add or remove text. This is useful if you wish to add a page number or hide the author's name.

- Open your document and double click on the citation you wish to edit. The **Preview/Edit** box will appear
- Use the options to hide the year or author. Or add a page number in the **Suffix** box
- Click **Insert Citation** to update the citation in your Word document

## How do I get help with RefWorks?

If you have any questions or require assistance using RefWorks please contact the library by using the [ASK the Library](#) button on the homepage or phone 020 7594 8810.

Visit the [RefWorks](#) pages on the Library website, or find our videos on [YouTube](#)

Attend a library training workshop on RefWorks. For a timetable visit the [Learning Support – Workshops](#) web pages.

The [RefWorks support](#) website has guides, documents and online tutorials which you may find useful.

RefWorks also have a number of short 'how to' videos available on [YouTube](#).