

Using Refworks to Create Your Reference Citations and Bibliographies

Refworks is an online software tool that helps you create APA in-text citations and citations for References pages and other bibliographies. It is integrated into the Cambridge College Online Library so that it can be used automatically from all of the databases in our EBSCOHost line-up. From all other sources, Refworks lets you enter information manually.

The CCOL version is set by default to APA style, but other styles may be chosen. You can also import information from other citation software such as EndNote into Refworks.

Refworks is a beautifully designed product, but it takes most people some time and effort to learn to use it. All training, instruction, and support for Refworks will be provided by Refworks. Their website provides excellent instructional materials. Live instructional webinars are also available. Cambridge College instructors, tutors, and library services will refer you to the Refworks site for all instruction and support, but they are not responsible to provide instruction.

VERY IMPORTANT: If at any time Refworks asks for your Group Code, which cannot be posted here,

- From the CCOL HOME page, click *Research Tools*
- Then click *Refworks – Create Citations!*
- The group code will be on the page that opens. Do not tell this code to anyone else, thank you

To log into Refworks in the CCOL (recommended way):

- Log into the Cambridge College Online Library (CCOL)
- On the CCOL HOME page, click *Research Tools*, then click *Refworks: Create Citations!*
- When you get to this screen:

- Returning users: enter your individual Log-in name and password

- **First-time users:** click *New to Refworks? Sign up for an individual account*. (**NOTE:** Do not try to use the *Login Using Your Group Code* link at this point. It is not used to create your individual account!)
 - You must first create an individual account
 - Log in using your new individual Log in Name and password
 - On the Congratulations! Page, before using Refworks, please see the *Tutorial* and *Getting Started* links

Group Code Log In (NOT the recommended way!)

To use Refworks from outside of the CCOL, with the understanding that **you will not be able** to transfer information automatically from our databases and some other limitations:

- Go to <https://www.refworks.com/RWSingle/login.asp?WNCLang=false>
- Our Group Code cannot be posted here. For further info, see above in this handout
- Log-in with your individual Log-in Name and Password)

NOTE: Please follow APA style for all Cambridge College papers. A link to “APA Style Instructions” can be found on Research Resources page. Click to it from the main menu of the CCOL or go directly to <http://www.cambridgecollege.edu/library/research.cfm> Please note that in APA style, a page entitled “References,” listing all sources cited in the text, is required. A bibliography page of all sources consulted is not required.

Refworks Online Instruction:

Brief instructional video and print tutorials for various common skills are at <http://www.refworks.com/tutorial/> (click on the tutorial name for the video)

The Quick Start guide in PDF is at http://www.refworks.com/content/documents/refworks_quick_start_guide.pdf (If this link doesn't work from here, copy and paste it into your browser.)

FAQs are at http://www.refworks.com/content/path_learn/faqs.asp

Refworks provides materials which are not on their public website. Contact maida.tilchen@cambridgecollege.edu for these:

- Refworks Fundamentals Workbook
- Converting from Other Bibliographic Software
- Converting from Microsoft Access, Excel and Word
- RefWorks Sample Training Outline (if you want to do Refworks instruction)
- RefWorks Basic Feature Training Leader Guides (if you want to do Refworks instruction)

Refworks Live Webinar Training and Archived Webinar Recordings:

You can participate in a live training webinar when scheduled, or you can listen to recordings of past webinars at any time by clicking the Refworks link on

<http://www.refworks.com/content/webinars/default.asp#RefWorksFundamentals>

Webinars are free, live, online training sessions using WebEx and conference call phone. You will need an internet computer and a phone to take part. If you have never used webinar technology, which lets everyone join an online class, chat, talk, and view a shared webpage or white board, this is a great chance to try it. Be sure to start early so you can follow Refwork's

instructions to make sure your computer has all the tools it needs for you to view the webinar. You can watch the webinars at CC computer labs if you can bring a phone.

How to automatically create citations from your results in CCOL databases:

Note: Citations can always be created by the manual method if the automatic method doesn't work or your source is another database, website, book, video, or other media; or if you are using Refworks from outside CCOL. For instructions on the manual method, see the video tutorial "Entering References Manually" at <http://www.refworks.com/tutorial/> or in the Quick Start Guide at http://www.refworks.com/content/documents/refworks_quick_start_guide.pdf

To automatically create citations from most EBSCOhost results in CCOL

- Click on the title to bring up the citation
- To the right of the screen, look for the icon that says "Export" and click it
- Check "Direct Export to Refworks"
- You may be asked to sign into your Refworks account (see above to create an account)
- If you are in the full-text of the article, also look for the Export icon

The screenshot shows the EBSCOhost interface. At the top, there's a search bar with "AND" dropdowns and "Select a Field (optional)" dropdowns. Below that are search options: Basic Search, Advanced Search, Visual Search, and Search History. The main content area displays a "Result List" for "1 of 208" items. The selected item is a journal article titled "Depression and diabetes: Establishing the pharmacist's role in detecting comorbidity in pregnant women." The record includes fields for Authors, Author Address, Source, Publication Type, Journal Information, MeSH Terms, and an Abstract. On the right side, there is a "Tools" menu with options: Add to folder, Print, E-mail, Save, Cite, Export, Create Note, Permalink, and Bookmark. A red arrow points from the text in the instructions above to the "Export" button in this menu.

EBSCOhost: Depression and diabetes: Establishin...

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AND [] in Select a Field (optional) [] Add Row

Basic Search | Advanced Search | Visual Search | Search History

Result List | Refine Search | 1 of 208

Depression and diabetes: Establishing the pharmacist's role in detecting comorbidity in pregnant women.

Authors: Ragland D; Payakachat N; Hays EB; Banken J; Dajani NK; Ott RE

Author Address: Department of Pharmacy Practice, University of Arkansas for Medical Sciences, Little Rock, USA. dragland@uams.edu

Source: Journal Of The American Pharmacists Association: Japha [J Am Pharm Assoc (2003)] 2010 Mar-Apr 1; Vol. 50 (2), pp. 195-9.

Publication Type: Journal Article

Journal Country of Publication: United States NLM ID: 101176252 Publication Model: Print Cited Medium: Internet ISSN: 1544-3450 (Electronic) Linking Information: ISSN: 10865802 NLM ISO Abbreviation: J Am Pharm Assoc (2003) Subsets: MEDLINE

MeSH Terms: Pharmacists*/standards
Professional Role*
Depression/*epidemiology
Diabetes, Gestational/*psychology
Pregnancy in Diabetics/*psychology
Adult; Antidepressive Agents/administration & dosage; Antidepressive Agents/therapeutic use; Arkansas; Comorbidity; Cross-Sectional Studies; Depression/diagnosis; Depression/etiology; Depression/therapy; Diabetes, Gestational/epidemiology; Diabetes, Gestational/therapy; Female; Humans; Patient Education as Topic; Pilot Projects; Pregnancy; Pregnancy in Diabetics/epidemiology; Pregnancy in Diabetics/therapy; Prenatal Care/methods; Prenatal Care/standards; Prevalence

Abstract: Objectives: To determine the prevalence of depression in women with diabetes receiving prenatal care and to determine whether pregnant women with comorbid depression and diabetes are receiving adequate care for depression.

Tools

Add to folder

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javascrip..._doPostBack('ctl00\$ctl00\$Column2\$Column2\$StopDeliveryControl\$deliveryButtonControl\$lnkEmail','')

Internet | Protected Mode: On

To export to Refworks from a Wilson OmniFile Select, Full Text Edition result

- Scroll to the bottom of the page and click Exporting/Citing on the blue banner

HW Wilson: Search Results

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- Check *Refworks' Direct Export Tool*

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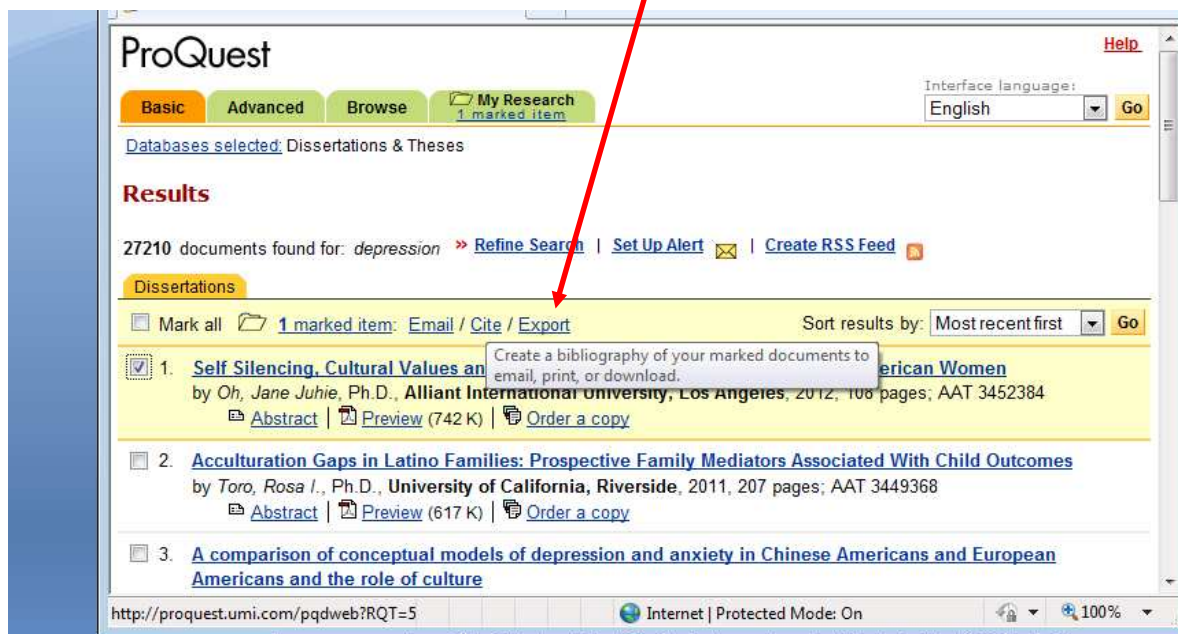
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- Click "Export Citations"

