

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 the APA “References” page 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 in this handout:

- From the CCOL HOME page, 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 *Refworks: Create Citations!*
- When you get to this screen:

RefWorks

About RefWorks Administrator Other Products Contact Us Help

Login to your RefWorks Account

[Login using RefWorks Classic](#)

▼ Login using your Group Code

New to RefWorks? [Sign up for a New Account](#)

Login to your Cambridge College RefWorks account.

Login Name

Password

[Not your institution?](#)

[Forgot your password?](#)

Login

[Sign up for a New Account](#)

[RefWorks Terms and Conditions](#)

Welcome to RefWorks 2.0! The new interface puts all your favorite features at your fingertips, is easier and more intuitive to use—and better to look at, too!

Want to learn how to get around RefWorks 2.0?

Watch our [RefWorks 2.0 preview](#) to see what's new and to learn how to quickly navigate through the basic features. Or participate in one of our free webinars! For a list of our current scheduled training sessions, please [click here](#).

Want to keep up with the latest on RefWorks?

Fan us on Facebook or follow us on Twitter. Join these RefWorks communities and you'll be the first to hear about new features, get help from our excellent support team—even be invited to participate in special events.

Connect with RefWorks now! [t](#) [f](#)

Welcome to RefWorks!

- **Returning users:** enter your individual Log-in name and password
- **First-time users:**
 - Click *Sign up for a New 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!)
 - Create your new individual account
 - Log in using your new individual login name and password
 - Before using Refworks, please click Help and then click *Tutorial* or “launch help file”

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)

Refworks Online Instruction:

Brief instructional video and print tutorials for various common skills are at <http://www.refworks-cos.com/refworks/tutorials/basic.html>

The Quick Start guide in PDF is at http://www.refworks.com/refworks2/help/RefWorks_-_QSG-English-Jun11.pdf

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 with sight and sound. You will need an internet computer and a speaker or headphone to take part. 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 headphones.

For instructions in languages other than English:

<http://www.refworks.com/refworks2/help/RefWorks2.htm>

<http://www.refworks-cos.com/training/#RefWorksFundamentals>

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 "Adding references via manual entry" at <http://www.refworks-cos.com/refworks/tutorials/basic.html>

To automatically create citations from most EBSCOhost results in CCOL

- To the right of the screen, click the "Export"
- Check "Direct Export to Refworks"
- You may be asked to sign into your Refworks account



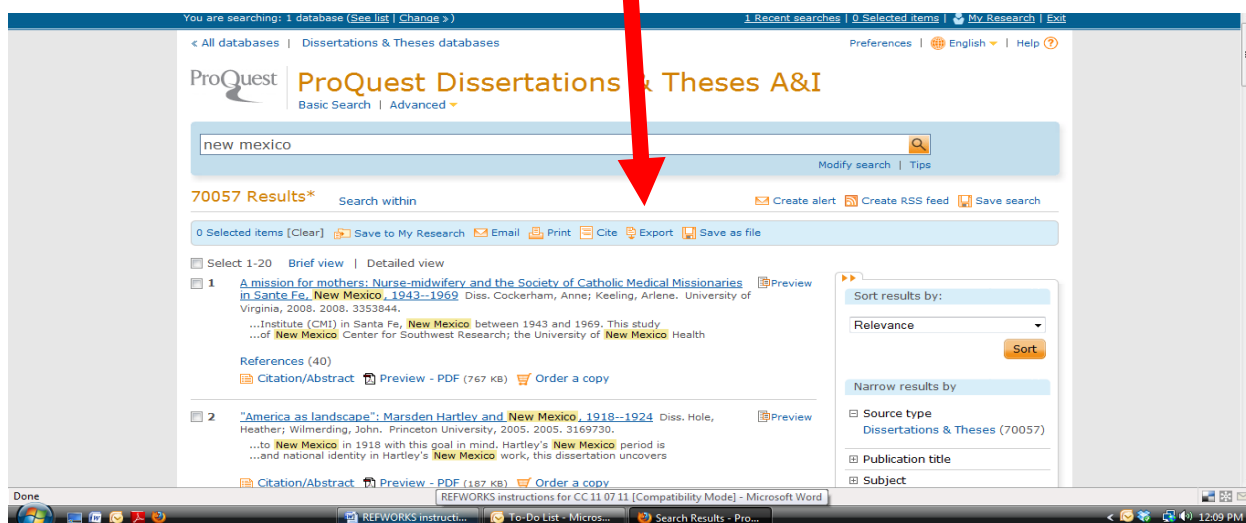
To export to Refworks from an Ebrary Electronic Books result

- Click InfoTools on the top left

- Click Refworks

To export to Refworks from a Proquest Dissertations Theses and Abstracts result

- Check the box to the left of the result
- Click *Export* at the top of the results list



- Click Continue in the box that appears which says “Export to Refworks.” You may need to login to Refworks. See the instructions in the box

Materials compiled by Maida Tilchen, Project Manager for Library Services © 2011 Cambridge College