Using RefWorks for Nursing Research 04/2016

What is RefWorks?

RefWorks is a web-based citation management service. Using RefWorks you can:
- Create a personal database of references online
- Access RefWorks from any computer with internet access (on & off campus)
- Import references from multiple databases
- Organize and manage references
- Share references
- Format bibliographies and manuscripts

By the end of this tutorial you should be able to:
- Log into RefWorks
- Add references from CINAHL to your RefWorks library
- Create folders to organize your references
- Create a bibliography using RefWorks

1. Accessing RefWorks
On the Library website (https://www.framingham.edu/academics/henry-whittemore-library/) you can find the link to RefWorks through the “Citing Sources” link under “Research & Scholarship”. Scroll down to the “Log in to RefWorks” link.

Henry Whittemore Library

Later in this tutorial we will need to access CINAHL, which can be found through the link under “Featured Resources”.

If you are creating your RefWorks account from an off campus computer contact a librarian for the group code.

![RefWorks login screen]

To create a RefWorks account click the “Sign up for a New Account” link and follow the prompts.

Once you have created a RefWorks account, or if you already have one, sign in here!

Once you have an account, you can manually enter citation information or import citations from databases. You can have multiple accounts, for example – an account for a shared project as well as your personal account.

2. Exporting Articles from CINAHL
Not all databases allow you to export articles into RefWorks and of those that do, most handle the export function differently.
In this tutorial we will be exporting articles from CINAHL. Since CINAHL is an EBSCOhost database the export function is the same as all other EBSCOhost databases. (For example, PsychInfo, Academic Search Premiere, etc.)

You can access CINAHL by going to the Whittemore Library home page (https://www.framingham.edu/academics/henry-whittemore-library) and clicking the “CINAHL” link under “Featured Resources”. (See the screenshot on the first page).
For a sample search we will be looking at the use of simulation in education for nursing students

**Enter search:** nursing students and education and simulation (see highlighted search box)

**Set limits:** Peer Reviewed, References Available, English Language

Adding references to RefWorks from CINAHL is a two-step process. First you must add the references to a temporary folder, and then you can export the selected references to RefWorks.
From your temporary folder you are ready to export citations to RefWorks.

1. To add references to your temporary folder click this blue folder icon. The icon will turn yellow when the references is added to the folder.

2. Click the “Folder” link to access your temporary folder.

1. Check “Select...all” or check the box(es) in front of the item(s) you want to export.

2. After selecting your references of interest click “Export”
After you have clicked the "Save" button RefWorks will open in a new tab, log-in to RefWorks to complete the importation of articles. If RefWorks does not open in a new tab check your browser pop-up blocking settings and try again.

1. Select the “Direct Export to RefWorks” option on the right side of the screen.
2. Click “Save”.

After you follow the prompt to log into RefWorks you will see the above message.
3. Creating a New Folder
Creating a new folder, or adding references to a previously exiting folder is a best practice when using RefWorks. This keeps your library organized. Especially if you are using RefWorks for multiple classes and/or projects.

Depending on the project you are working on you may want to include the name of the database you searched in your folder name.
You now have 4 references in your “Simulation Education for Nursing Students” folder.
4. Creating a Bibliography

RefWorks can create bibliographies formatted to almost any citation style you want.

When you are creating a bibliography you will need to select your output style (also called citation style) and the file type.
Output Style: Choose APA 6th – American Psychological Association …
Format a Bibliography ... File Type: Word for Windows (2000 or later)
References to Include: Be sure the folder you want is selected
After you have clicked the “Create Bibliography” button it may look like nothing has happened, but pay attention to the green box in the lower right hand corner.

If you want to download your bibliography right away click the first “click here” link. If you would prefer to have your bibliography emailed to you click the second “click here” link. Your bibliography can be found in your downloads folder, or wherever you have your downloads save.

Please note that clicking one of these links will not make the “Completed” box disappear. So you have the option of both downloading and emailing your bibliography.
Your Bibliography:

When you download your bibliography and open it in Word click the “Enable Editing” button to make any changes. You can now copy and paste your bibliography into your paper!

Troubleshooting

If you need help, please contact the Reference desk at reference@framingham.edu, or call the Reference desk at 508-626-4654, or contact the ITS Helpdesk at helpdesk@framingham.edu.

If you want more information on citation management check out our citation management LibGuide (http://libguides.framingham.edu/citation_guide).

Created by MJS
Library Instruction handouts/Using RefWorks for Nursing Research 2015 October
Revised by H. Monaghan April 2016