RefWorks

Introducing RefWorks:

Helps You Create Bibliographies and Manage Citations
RefWorks is available to the IUJ community from the Library web page
site http://www.iuj.ac.jp/mlic/e-resources/

Get Started:

Set up your RefWorks Account

- Go to http://www.iuj.ac.jp/mlic/e-resources/ Click on the RefWorks
and sign up for a **RefWorks account.**
  - o NOTE: First-time users must be on campus to register.
  - o NOTE: You choose your own username and password.
- Click on **Register** and your account will be set up.
- Once in RefWorks, you will see a welcome message confirming your
registration.
- From off campus, login using the following instruction:
- ☐ Access to MyIUJ and click E-Resources in the left side of the screen.
- ☐ Enter IUJ network ID and password
- ☐ Click on " Login to RefWorks"
- ☐ Login with your individual account or create one if you have not
     already done so.
- ☐ If you are asked to enter group code, please use RWIUJapan

Build Your Database:

Enter references three ways

1. **Direct Imports.** Some of our databases allow you to directly export
citations to RefWorks.
2. **Entering References Manually.** You may create new references and
type or cut and paste the data into the citation. Choose **Add New
Reference** in the **References** menu.
3. **Importing Citations and Abstracts from a Text File.**
For databases that do not offer Direct Import, you can save data (or
format as a text file) and import it to RefWorks. Choose Import in the
RefWorks References menu.

Manage Your Citations Using Folders

Creating Folders
Choose **Create New Folder** from the **Folder** menu. You can put
references in as many folders as you like.
Last Imported Folder
When you first import citations from a library database such as EBSCO,
RefWorks puts them into a folder called **Last Imported Folder**. These
can be moved to any folder you create.

Create Quick Bibliographies
• Click the **Bibliography** menu.
• Under **Output Style**, select your preferred style (MLA, APA, etc.).
• Click **Format a Bibliography from a List of References.**
• Under **File Type**, select the file format you wish to create (e.g., Word for Windows).
• Under **Include**, select **All References** or **References from** <folder name>.
• Click **Create Bibliography.**
• Follow your browser's instructions for viewing the files and be sure to save the document to a disk or flash drive before closing.

Write-N-Cite
The **Write-N-Cite** software can insert cited references from RefWorks into your Word documents and will produce a bibliography using the citation style of your choice. For more information on Write-N-Cite, see:
http://www.refworks.com/Refworks/help/Refworks.htm#Using_Write-N-Cite.htm

Need Assistance?
• Consult the **RefWorks help pages**
http://www.refworks.com/Refworks/help/Refworks.htm
• Check out the **RefWorks Quick Start Guide**
http://www.refworks.com/Refworks/help/RefWorks_Quick_Start_Guide.pdf
• Take the **RefWorks tutorial:** http://www.refworks.com/tutorial/