EMMANUEL COLLEGE
1919

"**RefWorks** is a powerful online research management, writing, and collaboration tool designed to help researchers at all levels easily gather, organize, store, and share all types of information and instantly generate citations and bibliographies."

Registration

1. Register from any computer by going to https://refworks.proquest.com and clicking on **Create Account**.
2. Follow the on-screen instructions and confirm your registration via e-mail. You will then receive an email with information about importing references from Legacy RefWorks, as well as importing new citations.

Access

Access RefWorks through links on the guides and the **A-Z List of Databases** from the **Databases** tab on the Library home page. Direct link to RefWorks: https://refworks.proquest.com

Importing a Citation from a Database

Academic Search Premier and other *EBSCOhost Databases:*

1. While viewing the results list, click the title of the article you want to import to view the detailed record.
2. Click on the **Export** option under the **Tools** menu on the right.

3. The **Export Manager** will open. Select **Direct Export to RefWorks** and click **Save**.
4. Then, select the **Yes, export to the newest version of RefWorks**
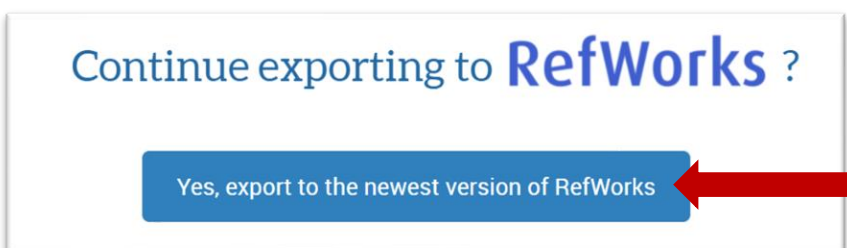
   Note: If you are not logged into RefWorks, the login prompt will appear.
5. In RefWorks, you will be able to **Assign to folder(s)** and then **Import** the reference.

Note: Though some databases may have a different interface, many still have an "export citation" feature. For example, ScienceDirect also has the option to "export citation."

Creating Folders to Organize Your Resources

1. From the *My Folders* dropdown menu on the left, click on *+ Folder*.
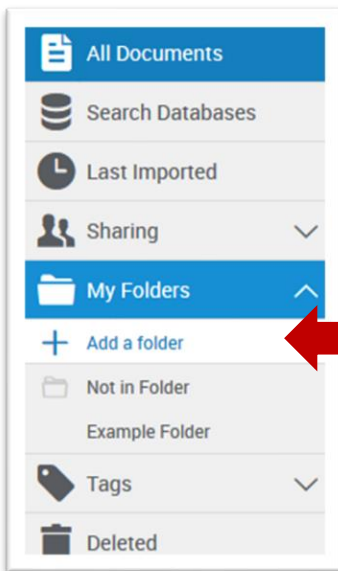
2. Enter the name of the new folder in the pop-up box that appears and click *Save*. The new folder will appear under the *My Folders* dropdown menu on the left.

3. To move a citation into the newly-created folder, click and drag the citation to the folder on the left-hand side.

Sharing Folders

1. Under the Sharing dropdown menu on the left, click on Share a Folder.

2. In the pop-up box that appears, choose the folder you wish to share, then enter the emails of the people you wish to share it with.

Creating a Reference List

1. Select the articles you want to include in your bibliography. If you've created a folder for your paper, you can navigate to the folder and check *Select All* at the top of the folder to select all the citations in the folder.

2. Click on the quotation mark icon in the navigation bar at the top, then select *Create Bibliography*.
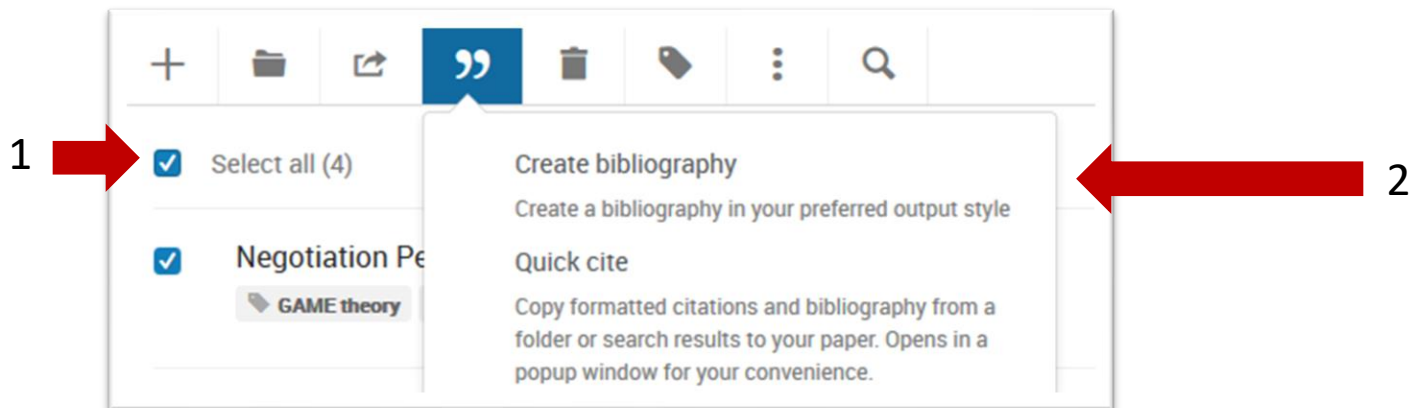
3. You will be taken to a new page with you bibliography. Be sure to choose the correct citation style from the dropdown menu at the top.