

SFU RefWorks Quick Guide

What	Where	How
Add references:		 Organize references into folders right away
a) Directly from SFU Library Fast Search	Fast Search	<ol style="list-style-type: none"> 1. Scroll to top right of a record & select “+” sign icon to add to “Saved Items” folder (bottom of screen) 2. From Saved Items folder “Export” to RefWorks
b) Directly from a database:	Database	<ol style="list-style-type: none"> 3. Mark records/add to folder in database 4. Look for RefWorks or export link or icon 5. Select the option(s) for exporting to RefWorks <p>In the databases, look for something like:</p>  <p> [Email/Save/Print] Import into RefWorks Export </p>
c) Indirectly from a database - if no option for direct export:	Database <hr/> RefWorks account	<ol style="list-style-type: none"> 1. Under export options, save as a text file (.txt) 2. <i>References > Import</i> 3. Select the correct <i>Import Filter/Data Source</i> and then the correct <i>Database</i> 4. Browse for saved file & <i>Import</i>
d) Manually:	RefWorks account	<ol style="list-style-type: none"> 1. <i>References > Add New Reference</i> 2. Fill in form and then <i>Save Reference</i>
e) From the SFU Catalogue:	SFU Catalogue	<ol style="list-style-type: none"> 1. In the catalogue, click <i>Save Record > View Saved > select EndNote/RefWorks and Local Disk > Submit</i> 2. Open export.txt file and <i>save as</i> on Desktop 3. Select <i>Innovative Interfaces (Endnote/RefWorks Format) as Import Filter /Data Source</i> and <i>Simon Fraser Library as Database</i> 4. Browse for saved file on Desktop & <i>Import</i>
 		
Create RefWorks Folders:	RefWorks account	<ol style="list-style-type: none"> 1. The most recently added citations are generally found in <i>Last Imported</i> folder 2. To create folders: <i>Folders > Create New Folder</i>
Create a bibliography:	RefWorks Account	<ol style="list-style-type: none"> 1. Go to Bibliography 2. Choose your <i>Output Style</i> (APA, etc), <i>File Type to Create</i> (switch from default html to word format) and <i>References to Use</i>. 3. Click <i>Create Bibliography</i>
 Use Write-N-Cite (next page) to also format in-text citations		

Write-N-Cite Quick Guide

Write-N-Cite formats your paper (e.g. Word document) and the references used in the paper.

What	Where	How
Get started on campus:	Windows	<i>Start > Programs > Applications > Write-N-Cite > Sign in to your RefWorks account</i>
Get started off campus:	Windows	To install and configure Write-N-Cite, go to http://library.sfu.ca > <i>RefWorks > Write-N-Cite</i> section. Once it's set-up: <ol style="list-style-type: none"> 1. Open Write-N-Cite 2. When prompted, open RefWorks 3. Sign in twice, first time with SFU computing ID, second with your RefWorks ID/password
Add citations:	Word doc <hr/> Write-N-Cite	<ol style="list-style-type: none"> 1. Type paper and leave cursor where you want citation 2. Go to opened RefWorks citation list 3. Navigate to citation 4. Click <i>cite</i>
Format paper and bibliography:	Word doc <hr/> Write-N-Cite	<ol style="list-style-type: none"> 1. Once done, save paper 2. <i>Bibliography > Choose your style > Create Bibliography</i> 3. If you make changes to the paper, save and re-do the instructions above
One Line / Cite View:	RefWorks Account <hr/> Word doc <hr/> RefWorks Account	<ol style="list-style-type: none"> 1. <i>Switch from Standard View to One Line /Cite View</i> 2. Click <i>cite</i> beside the reference you want to cite 3. Drag the citation into your Word document <u>OR</u> select, copy and paste it 4. Clear the citation on the citation pop-up window 5. When finished, save your word document, and then click on <i>Bibliography</i> in your RefWorks account 6. Select <i>Format Paper and Bibliography</i>, browse for your paper, choose your citation style and <i>Create Bibliography</i>

Have more questions? Need more help?

Email sfu-refworks@sfu.ca
Or drop by the Ask Us desk