



## RefWorks

### Activity 1: Importing citations

1. Connect to the database, **Academic Search Complete**. (From [www.lib.sfu.ca](http://www.lib.sfu.ca), go to “Article databases” (left side, under Top Links). Under Browse databases by title, select A. Below Academic Search Complete, click Connect.)
2. Search for articles on *Internet Gambling*
3. Choose an article from the results list, and click on its title to go to the detailed record.
4. From the detailed record, select **Export** from the menu on the right

Detailed Record  
 PDF Full Text (715KB)  
 Find Similar Results using SmartText Searching.

◀ Result List | Refine Search ▶ 4 of 1,498 ▶

**Decreased Prefrontal Lobe Interhemispheric Functional Connectivity in Adolescents with **Internet** Gaming Disorder: A Primary Study Using Resting-State fMRI.**

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Tools  
 Add to folder  
 Print  
 E-mail  
 Save  
 Cite  
**Export**

5. Select **Direct Export to RefWorks**, and click **Save**.
6. Sign in to the practice account. You can create your own account later, if you decide to use RefWorks.  
 Username: SFUPractice  
 Password: practicepractice
7. On the *Import References* pop-up window, click **View Last Imported Folder**.
8. To view all references in the account, click **References**.

**References** | Last Imported

Note: This activity demonstrates how to export references from an EBSCO database, but you can export references from other databases, too. Each interface is a bit different – don’t hesitate to ask if you have questions about a particular database! You can also import references by saving your citations in a RIS or BibTeX file and importing this file in RefWorks.

### Activity 2: Create a folder

1. Select the **New Folder** button and create a folder.
2. Select some references to put in your folder, by selecting the checkbox next to the reference.
3. Click the folder icon, and select your newly-created folder.

References | **Organize & Share Folders**

References to Use: Selected | Page | All in List

Sort by: Authors, Primary | Change View: Standard View

4. To view the references in your folder, either:
  - a. Select the tab, **Organize & Share Folders**, and click on your folder.
  - b. Select your folder from the **Folders** box in the right-hand column.

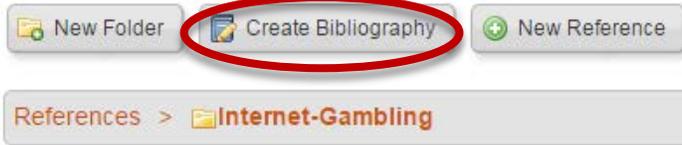
### Activity 3: Create a bibliography

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RefWorks has a plug-in for MS Word called Write-N-Cite. It is most users' preferred way to create a bibliography, since it formats your in-text citations and automatically generates a bibliography.

You can also create a bibliography in RefWorks and then copy & paste it into your document. Here's how:

1. Go to the folder you wish to create a bibliography for.
2. Click the button **Create Bibliography**.



3. Choose your output style (e.g. APA) and choose a output file type (e.g. Word for Windows). Then click **Create Bibliography**.

### Next steps if you choose to use RefWorks...

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1. Create your own RefWorks account. (Go to <http://cufts2.lib.sfu.ca/CRDB4/BVAS/resource/5831> and click Connect, then click Sign Up for a New Account.)
2. Install **Write-N-Cite** on your computer.  
*In RefWorks, go to the Tools menu and select Write-N-Cite. When you open MS Word, you will see the plugin on the **References** tab. Look for the RefWorks Citation Bibliography box. You will need SFU's group code: RWSimonFraserU*
3. Install **RefGrab-It** on your computer. RefGrab-It is a bookmarklet that you can use to import citations to your RefWorks library. (In RefWorks, go to the Tools menu and select RefGrab-It.)

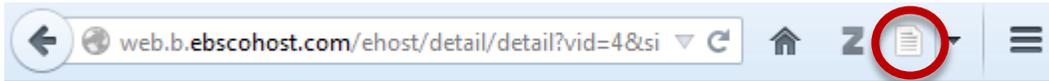
**Getting help:** Email us with any questions at [citation-managers@sfu.ca](mailto:citation-managers@sfu.ca). You can also find RefWorks guides on ScholarsPortal ([guides.scholarsportal.info/refworks](http://guides.scholarsportal.info/refworks)), and RefWorks has video tutorials ([youtube.com/ProQuestRefWorks](http://youtube.com/ProQuestRefWorks)).



Note: While you can use any browser with Zotero, these activities only work with Firefox if you're using a library computer, since these computers have **Zotero for Firefox** installed. If you decide to use Zotero and prefer a different browser, you can install **Zotero Standalone** on your computer.

## Activity 1: Importing citations

1. Open **Firefox**. (Go to the Start Menu > All Programs > Mozilla Firefox.)
2. Connect to the database, **Academic Search Complete**. (From [www.lib.sfu.ca](http://www.lib.sfu.ca), go to "Article databases" (left side, under Top Links). Under Browse databases by title, select A. Below Academic Search Complete, click Connect.)
3. Search for articles on *Social Media*
4. Choose an article from the results list, and click on its title to go to the detailed record.
5. Click the document icon in the menu bar.

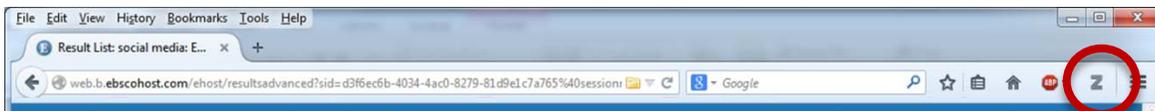


Note: Zotero's import tool works with almost any source you find on the web! You can import web pages, books, many articles at once, etc. You will notice different icons in the menu bar depending on what type of source you're importing (see examples below). You can also import references by (a) downloading the PDF and dragging & dropping it into your Zotero library, or (b) saving your citations in a RIS or BibTeX file and importing this file in Zotero.

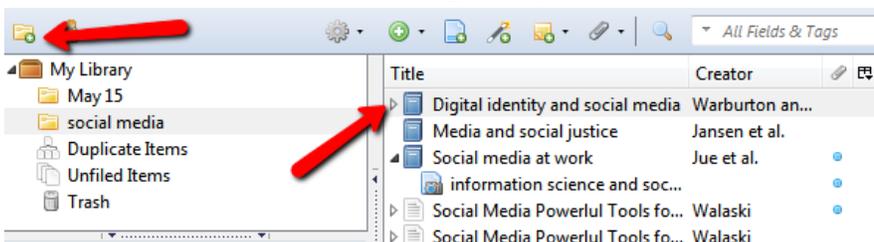


## Activity 2: Create a folder

1. Click the Zotero icon to open **Zotero for Firefox** and view your library.



2. Create a new folder. You can then drag & drop references to add them to the folder.

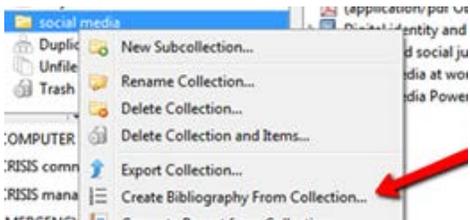


### Activity 3: Create a bibliography

Zotero has a plug-in for MS Word or LibreOffice. It is most users' preferred way to create a bibliography, since it formats your in-text citations and automatically generates a bibliography.

You can also create a bibliography in Zotero and then copy & paste it into your document. Here's how:

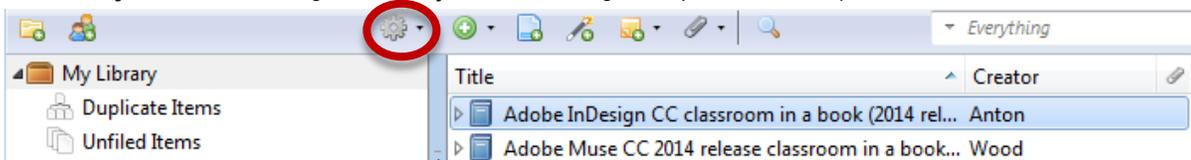
1. Choose the folder you wish to create a bibliography for.
2. Right-click on the folder and select **Create Bibliography from Collection...**



3. Choose output mode **Bibliography** and the output method **Copy to clipboard**.
4. Open MS Word and paste the bibliography.

### Next steps if you choose to use Zotero...

1. Create your own Zotero account. (Register at [www.zotero.org/user/register](http://www.zotero.org/user/register) )
2. Install **Zotero for Firefox** or **Zotero Standalone** on your computer. (Download at [www.zotero.org/download](http://www.zotero.org/download) )  
If you choose Zotero Standalone, you may also want to install the browser extension for importing citations.
3. Log in to your Zotero account and sync your citations to your account. (In the Zotero window, click the gear icon and select **Preferences...** Then go to the **Sync** tab and log in to your account.)



4. Install a **Zotero Word Processor Plugin** on your computer. Zotero has plugins for MS Word and LibreOffice.  
Download at [www.zotero.org/support/word\\_processor\\_plugin\\_installation](http://www.zotero.org/support/word_processor_plugin_installation)  
When you open MS Word or LibreOffice, you will see the plugin on the **Add-Ins** tab. Look for the Custom Toolbars box.
5. Check out **Zotfile** and Zotero's mobile apps. (Go to [www.zotero.org/support/mobile](http://www.zotero.org/support/mobile) )  
Zotfile is a plug-in that helps you maximize your Zotero storage space by automatically saving & syncing your PDFs to a dropbox folder or a custom location on your computer (so that you're not using up all your storage space with the PDF files).

**Getting help:** Email us with any questions at [citation-managers@sfu.ca](mailto:citation-managers@sfu.ca). Zotero also provides online tutorials and support ([zotero.org/support](http://zotero.org/support)) and forums ([forums.zotero.org](http://forums.zotero.org)).

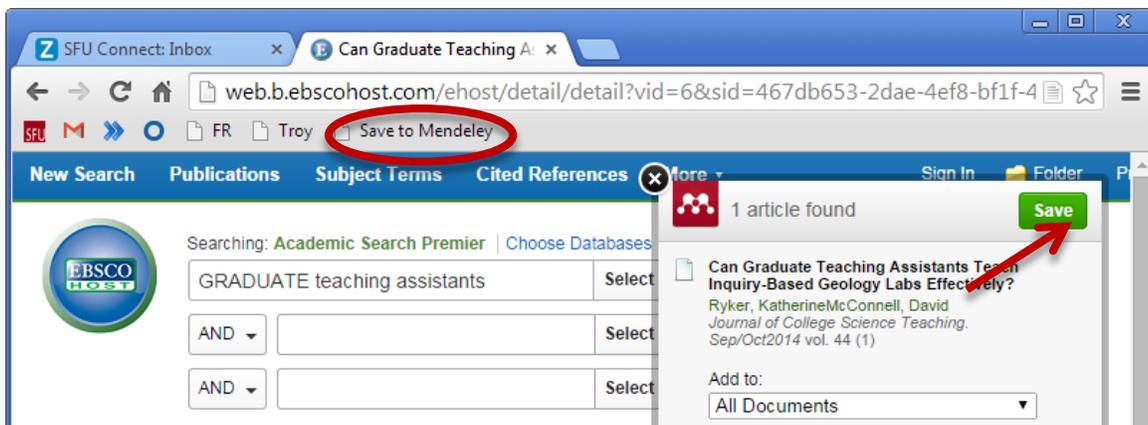


**Mendeley**

## Activity 1: Importing citations

*Note: While you can use any browser with Mendeley, this activity works best on library computers when you're using Chrome. (Go to Start Menu > All Programs.> Google Chrome > Google Chrome.) You will also need to install the Mendeley bookmarklet to do this activity. (Go to [www.mendeley.com/import](http://www.mendeley.com/import) and drag the button to your bookmarks bar.)*

1. Connect to the database, **Academic Search Complete**. (From [www.lib.sfu.ca](http://www.lib.sfu.ca), go to "Articles databases" (left side, under Top Links). Under Browse databases by title, select A. Below Academic Search Complete, click Connect.)
2. Search for *Graduate teaching assistants*
3. Choose an article from the results list, and click on its title to go to the detailed record.
4. Click the bookmarklet **Save to Mendeley**.
5. Log in to the practice account. You can create your own account later, if you decide to use Mendeley.  
Username: citation-managers@sfu.ca  
Password: practice
6. Click **Save** to add the citation to your library.



*Note: Mendeley's import bookmarklet works with almost any source you find on the web! You can also import references by (a) downloading the PDF and dragging & dropping it into your Mendeley library, or (b) saving your citations in a RIS or BibTeX file and importing this file in Mendeley.*

## Activity 2: Create a folder

1. Open **Mendeley Desktop** and log in. (Go to Start Menu > All Programs > Mendeley Desktop)
2. Create a new folder. You can then drag & drop references to add them to the folder.

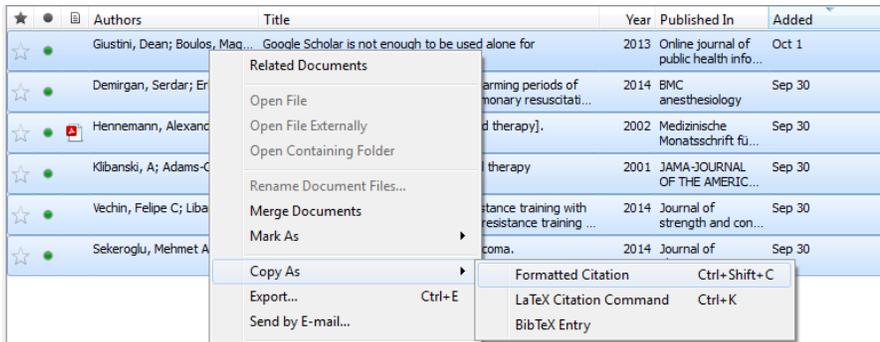


### Activity 3: Create a bibliography

Mendeley has a plug-in for MS Word or LibreOffice called Cite-O-Matic. It is most users' preferred way to create a bibliography, since it formats your in-text citations and automatically generates a bibliography.

You can also create a bibliography in Mendeley and then copy & paste it into your document. Here's how:

1. Open **Mendeley Desktop** (go to Start Menu > All Programs) and log in.
2. Select one or more references. (To select more than one citation, press and hold the Ctrl key.)
3. Right-click and select "Copy As > Formatted Citation."



4. Open MS Word and paste the bibliography.

### Next steps if you choose to use Mendeley...

1. Create your own Mendeley account. (Register at [www.mendeley.com/join](http://www.mendeley.com/join) )
2. Install **Mendeley Desktop** on your computer. (Download at [www.mendeley.com](http://www.mendeley.com) )
3. Install the **Mendeley bookmarklet** on your computer. (Go to [www.mendeley.com/import](http://www.mendeley.com/import) and drag the button to your bookmarks bar.)
4. Install **Mendeley Cite-O-Matic** on your computer. This is the Mendeley plugin for MS Word and LibreOffice. In Mendeley Desktop, go to the Tools menu and select Install MS Word Plugin. When you open MS Word or LibreOffice, you will see the plugin on the **References** tab. Look for the Mendeley Cite-O-Matic box.
5. Check out Mendeley's social features on **Mendeley Web**. Log in at [www.mendeley.com/sign-in](http://www.mendeley.com/sign-in) Go to the **Papers** tab to find papers written by other Mendeley users. Click on a paper, and look in the right-hand column to see Readership Statistics on the paper. (You can create your own profile by adding papers you've published to the My Publications folder in your Mendeley library.)

**Getting help:** Email us with any questions at [citation-managers@sfu.ca](mailto:citation-managers@sfu.ca). Mendeley also has video tutorials ([youtube.com/MendeleyResearch](http://youtube.com/MendeleyResearch)), help guides ([community.mendeley.com/guides](http://community.mendeley.com/guides)), and support ([support.mendeley.com](http://support.mendeley.com)).