



**RefWorks 2.0^{Beta}
Fundamentals
Workbook**

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Fundamentals Workbook

Introduction

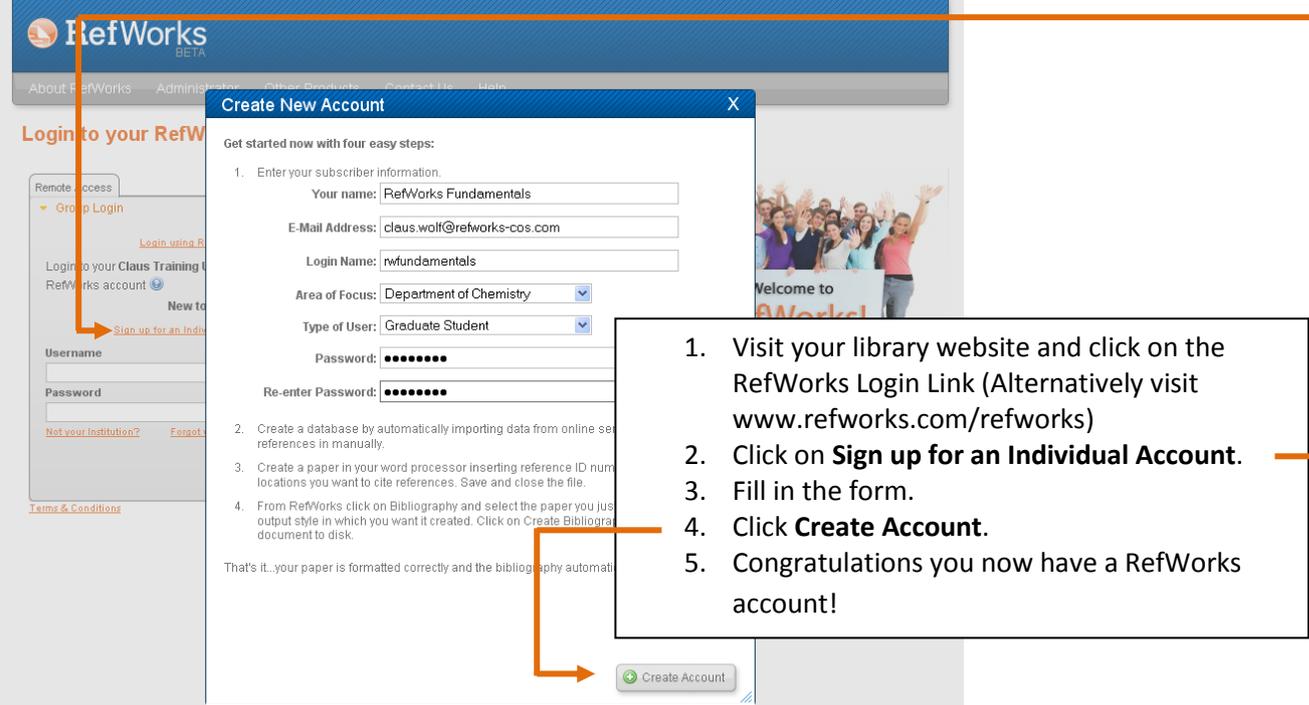
The workbook is designed to guide users through some of the basic features of using RefWorks.

We suggest using this workbook as a post-training handout and/or as a companion piece to the RefWorks tutorials for self-directed study.

- Task 1:** Set-up an account
- Task 2:** Direct Import from Google Scholar
- Task 3:** Direct Import from ProQuest
- Task 4:** Import Data from a Saved Text File
- Task 5:** Add New Reference Manually
- Task 6:** Search Online Database
- Task 7:** Search Library Catalog
- Task 8:** Creating Folders and Moving Information
- Task 9:** Create a List of References in Preferred Output Style
- Task 10:** Create a Bibliography with Writen-N-Cite III for Windows
- Task 11:** Create a Bibliography without Write-N-Cite

RefWorks User Workbook

Task 1: Set-up an account



Get started now with four easy steps:

1. Enter your subscriber information.
Your name: RefWorks Fundamentals
E-Mail Address: claus.wolf@refworks-cos.com
Login Name: rnfundamentals
Area of Focus: Department of Chemistry
Type of User: Graduate Student
Password:
Re-enter Password:
2. Create a database by automatically importing data from online search engines or manually entering references in manually.
3. Create a paper in your word processor inserting reference ID numbers and locations you want to cite references. Save and close the file.
4. From RefWorks click on Bibliography and select the paper you just created. Click on Create Bibliography and select the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically generated.

1. Visit your library website and click on the RefWorks Login Link (Alternatively visit www.refworks.com/refworks)

2. Click on **Sign up for an Individual Account**.

3. Fill in the form.

4. Click **Create Account**.

5. Congratulations you now have a RefWorks account!

Task 2: Direct Import from Google Scholar (<http://scholar.google.com>)

Web Images Videos Maps News Shopping Mail more

Google scholar

"parkinson disease" tremor

Search

Advanced Scholar Search
Scholar Preferences

Scholar Articles and patents anytime include citations Results 1 - 10 of about 38,900 (0.03 sec)

Unilateral thalamic deep brain stimulation for refractory essential tremor and Parkinson's disease

tremor

W Ondo, J Jankovic, K Schwartz, M Almaguer, RK ... - Neurology, 1998 - AAN Enterprises

From the Departments of Neurology (Drs. Ondo and Jankovic, and K. Schwartz and M. Almaguer) and Neurosurgery (Dr. Simpson), Baylor College of Medicine, Houston, TX. ... Address correspondence and reprint requests to Dr. Joseph Jankovic, 6350 Fannin Drive, Suite ...

Cited by 134 - Related articles - BL Direct - All 4 versions - Import into RefWorks

Diagnostic criteria for Parkinson disease

DJ Gelb, E Oliver, S Gilman - Archives of Neurology, 1999 - Am Med

... Although neurologists generally agree that the clinical diagnosis of Parkinson disease requires identification of some combination of the cardinal motor signs: tremor, and postural instability, few have attempted to develop rigorous criteria. ...

Cited by 841 - Related articles - BL Direct - All 5 versions - Import into RefWorks

Combined (thalamotomy and stimulation) stereotactic surgery for Parkinson disease

AL Benabid, P Pollak, A Louveau, S ... - Stereotactic and Funct Neuro

... goto top of page Key Words. VIM thalamic nucleus; Stereotaxy; PDBS; Stimulation. goto top of page Abstract. ... During this procedure, it has been shown that high-frequency (100 Hz) stimulation of VIM was able to stop the extraocular muscle tremor. ...

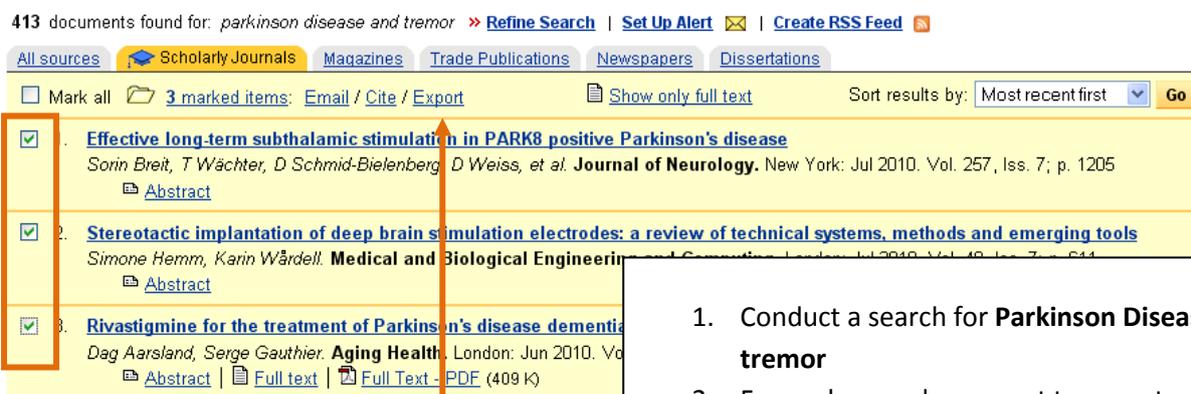
Cited by 385 - Related articles - All 4 versions - Import into RefWorks

1. From the Google Scholar search screen click on **Scholar Preferences**
2. At the bottom of the screen, in **Show links to import citations into**, select **RefWorks**. **Save** your preference
3. Search results will now display an **Export to RefWorks** link
4. Conduct a search on **"Parkinson disease" tremor** and export the first record by clicking on the **Import into RefWorks** link

Note: Make sure cookies are enabled to allow setting of preferences in Google Scholar

Task 3: Direct Import from ProQuest

Note: You can substitute a different vendor for this exercise. The complete list of Direct Export partners is available from: <http://www.refworks-cos.com/refworks/DEPartners/>. Check the RefWorks online help for detailed instructions for a specific vendor.



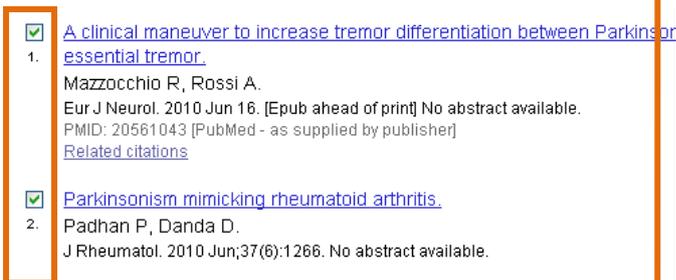
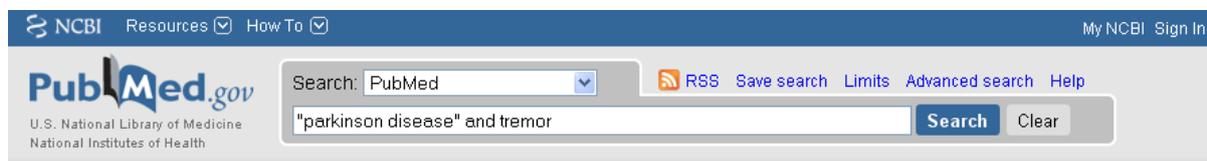
1. Conduct a search for **Parkinson Disease and tremor**
2. For each record you want to export, click on the check box to the left of it
3. Click on **Export**
4. Click the **Export directly to RefWorks** link
5. Your records will be imported into your *Last Imported* folder in RefWorks



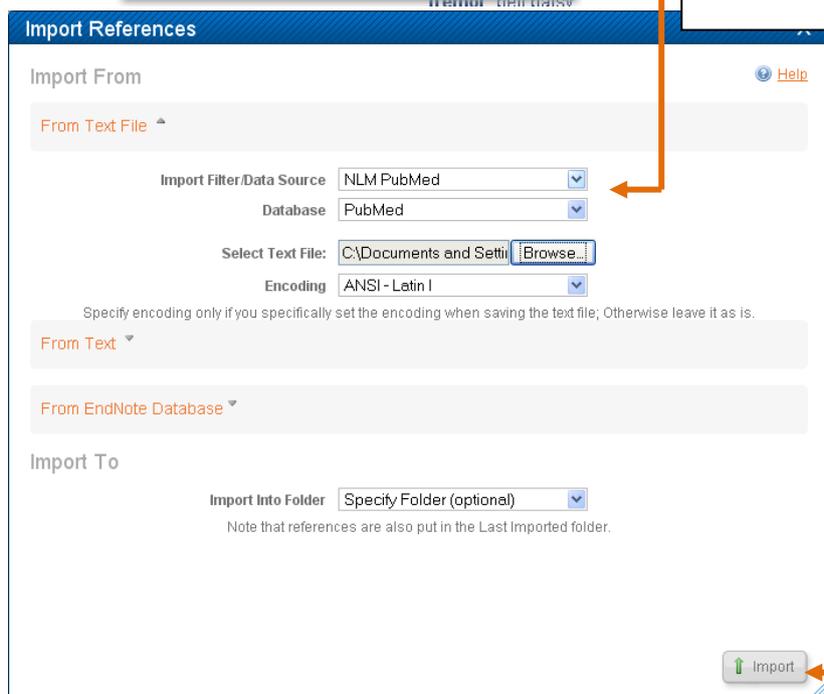
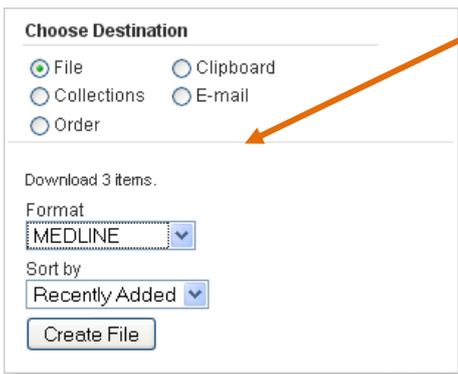
- [Export directly to RefWorks.](#)  **RefWorks**
- [Export directly to ProCite, EndNote or Reference Manager.](#)
- [Download in a format compatible with ProCite, EndNote, Reference Manager and RefWorks.](#)
Click Save As on the browser's File menu, and save as text file

Task 4: Import Data from a Saved Text File

Note: You can substitute PubMed for one of the many hundred other databases supported by RefWorks. A full list is available at <http://www.refworks-cos.com/refworks/ImportFilters/>



1. In a separate browser window open PubMed and carry out a simple search on **“parkinson disease” and tremor**
2. From your search results, select items to save by clicking the **checkbox** to the left of the appropriate citations
3. In the **“Send to”** menu select **File**, Format **Medline** and click on **Create File**
4. In RefWorks, select **References > Import** from the toolbar
5. Select **NLM PubMed** as the data source and **PubMed** as the database
6. Browse to find the text file you saved to your computer and click **Open**
7. Click **Import**. Your records should appear in the *Last Imported Folder*



Task 5: Add New Reference Manually

The screenshot shows the RefWorks interface. At the top, the 'New Reference' button is highlighted with an orange arrow. Below it, the 'Add New Reference' form is displayed. The 'View fields used by:' dropdown is set to 'APA 6th - American Psychological Association, 6th Edition'. The 'Ref Type:' is set to 'Journal Article'. The 'Source Type:' has 'Print' selected. The 'Output Language:' is 'Unknown'. The 'Attachments:' section has a 'Browse...' button. Below the form, the 'Fields used by APA 6th - American Psychological Association, 6th Edition' section is visible, showing fields for 'Authors:', 'Title:', 'Periodical, Full:', and 'Pub Year:'. The 'Save Reference' and 'Save & Add New' buttons are at the bottom right.

1. Click on the **New Reference** button.
2. Select **APA** in **AccuCite** (View Fields used by)
3. Select **Journal Article** as reference type
4. Enter details in all fields in the “**Fields used by APA 6th...**” section
5. Consider adding more information, such as abstract or descriptors, in the **Additional Fields** section
6. Click on **Save Reference**, or **Save & Add New** to continue adding more references

Task 6: Search Online Database

The screenshot shows the 'Online Database' search interface. The 'Search:' dropdown is set to 'PubMed'. The 'Max. Number of References to Download:' is set to 50. The 'Advanced Search' section is active, showing two search criteria: 'Field: AnyField for parkinson disease and' and 'Field: AnyField for tremor'. The 'Search' button is at the bottom right.

1. Select **Search > Online Catalog or Database** from the menu options in RefWorks
2. Select **Pubmed** from the drop-down
3. Search for '**parkinson disease**' and '**tremor**' in the Advanced Search section (use **+** to add more lines)
4. Click on **Search**
5. On the search results, select **All in List** and then click on **Import**

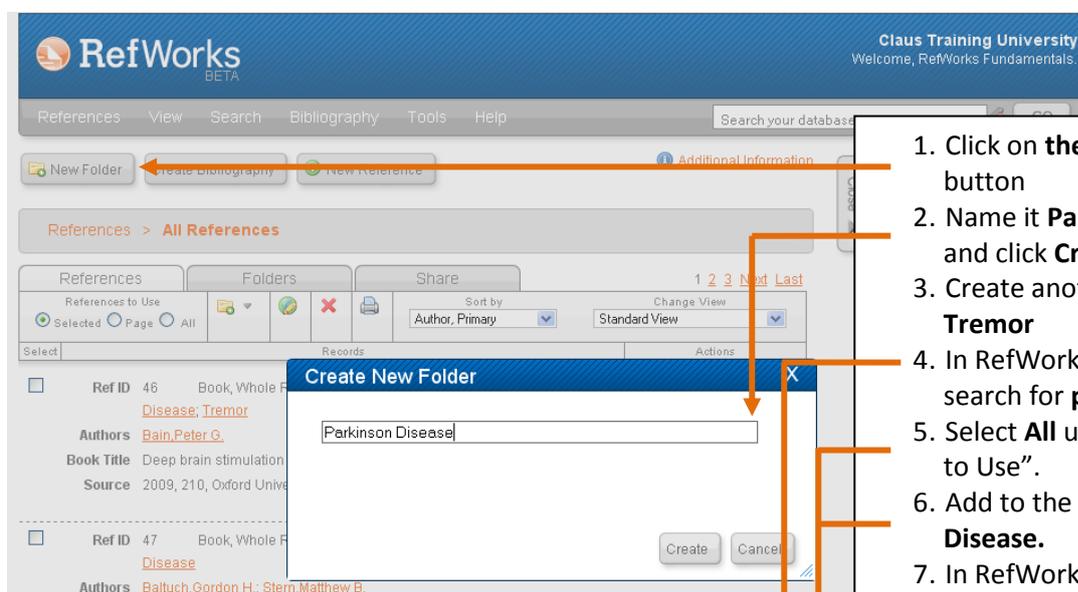
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Task 7: Search Library Catalog

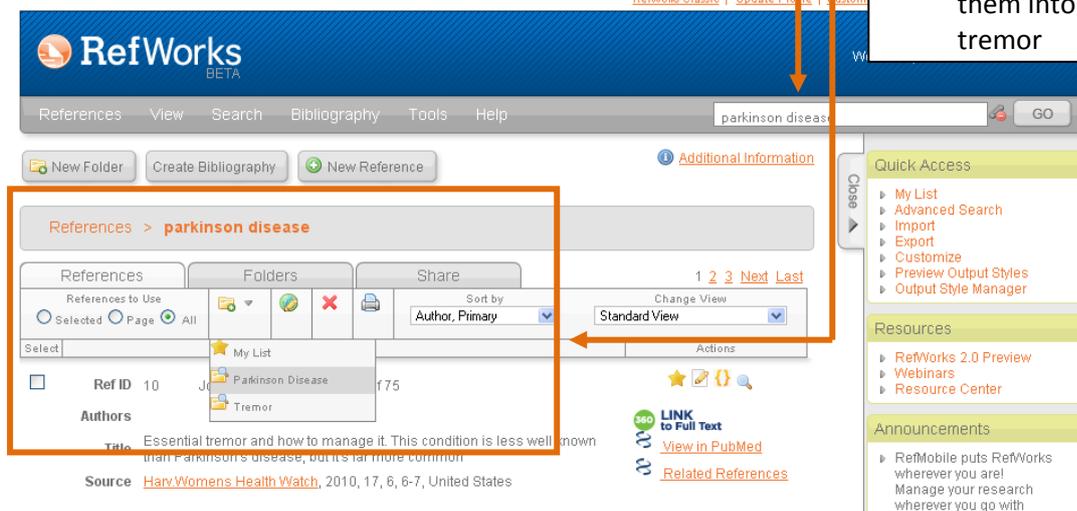


1. Click on **Search > Online Catalog or Database**
2. Select **Library of Congress** from the drop-down
3. Search for **'parkinson disease'** in the Quick Search box
4. Click on **Search**
5. On the search results, select several references and then click on **Import**

Task 8: Creating Folders and Moving Information



1. Click on the **New Folder** button
2. Name it **Parkinson Disease** and click **Create**
3. Create another folder called **Tremor**
4. In RefWorks **Quick Search**, search for **parkinson**.
5. Select **All** under "References to Use".
6. Add to the folder **Parkinson Disease**.
7. In RefWorks **Quick Search**, search for **tremor** and move them into the folder labelled tremor



Task 9: Create a List of References in Preferred Output Style

Create Bibliography

[List of Output Styles](#) [Request New Output Style](#)

Output Style: APA 5th - American Psychologic

[Output Style Manager](#) [Preview Output Style](#) [Edit](#)

Format Paper and Bibliography

Format a Bibliography from a List of References

File Type: Word for Windows (2000 or later)

Document Formats Supported: Word, Open Office, RTF, Text, and HTML

References to Include: All References My List Parkinson Disease

Create Bibliography

1. In RefWorks, click **Bibliography**.
2. Select **APA 5th – American Psychological Association** as the output style.
3. Select the **Format a Bibliography from a List of References**
 - a. Select **Word for Windows** as **File Type**.
 - b. Select **Parkinson Disease** in the **References to Include** Folder drop-down box.
 - c. Click on **Create Bibliography**.

A list of properly formatted references will be created as a Word file for you to save, print, or email as required.

Helpful Hint: Output Style Manager

Output Style Manager

Nature Search

Show Search Results

Your favorite output styles are your primary means of output style in RefWorks.

List of Output Styles

Nature
Nature Biotechnology
Nature Genetics
Nature Immunology
Nature Neuroscience
Nature Reviews Cancer
Nature Reviews Drug Discovery
Nature Reviews Genetics
Nature Reviews Immunology
Nature Reviews Microbiology

Preview Output Style

Favorites

APA 5th - American Psychological Association,
APA 6th - American Psychological Association,
Chicago 15th Edition (Author-Date System)
Council of Science Editors - CSE 7th, Citation-Se
Council of Science Editors - CSE 7th, Name-Yea
Harvard
Harvard - British Standard
MLA 7th Edition
Uniform - Uniform Requirement for Manuscripts
Vancouver

Remove All

By default RefWorks only shows a small number of Output Styles as your “Favorites”. Select **Bibliography > Output Style Manager** to adjust your favorites list.

1. Either browse or search for the styles you would like to add to your list of Favorites.
2. Select the particular style in the “List of Output Styles” box.
3. Click the right arrow to make it a ‘favorite’.

Task 10: Create a Bibliography with Write-N-Cite III for Windows

OurDissertation

This document will help you understand how to create a bibliography quickly and efficiently using Write-N-Cite. **{18 Chen,C.C. 2010}** How to insert single and multiple citations and how to create a bibliography.

Write-N-Cite III

Always on top Work Offline MS Word Status : Docu

View Bibliography Tools Help Search R

Search Results for "parkinson" (73 references)

Go to Page: 1 2

Cite	View	Halliday, Glenda M.	2011	Non-dopamine lesions in Parkinson's disease
Cite	View	Vilensky, Joel A.	2011	Encephalitis lethargica : during and after the epidemic
Cite	View	Chen, C.C.	2010	Complexity of subthalamic 13-35 Hz oscillatory activity with Parkinson's disease
Cite	View	Chen, H.	2010	Neuronal firing in the ventrolateral thalamus of patients with essential tremor

1. Open **Microsoft Word** and type some text
2. Launch the **Write-N-Cite III** plug in on the Word toolbar or from the desktop icon
3. Login to your RefWorks database
4. Select **Always on top** to keep Write-N-Cite visible
5. Do a **quick search** for **parkinson**
6. In Word document, place your cursor in the text, **where you want to insert the citation**
7. Back in Write-N-Cite, click on the **Cite** link next to the record that you want to cite
8. Save your document to your computer as **rwcite** (File > Save As)
9. Back in the Write-N-Cite Window, click on **Bibliography** and choose **Harvard** as the output style, then click on **Create Bibliography**
10. Your document will be formatted. Save it (File > Save)
11. Return to your formatted document and continue typing text and add a few more citations. You can include more than one citation placeholder in the same grouping (known as citing multiple sources)
12. Repeat the bibliography creation selecting a different output style from the Bibliography area in Write-N-Cite III. Your document will be re-formatted in the new style. Save it (File > Save)

OurDissertation

This document will help you understand how to create a bibliography quickly and efficiently using Write-N-Cite. **{Chen et al. 2010}** How to insert single and multiple citations and how to create a bibliography.

Chen, C.C., Hsu, Y.T., Chan, H.L., Chiou, S.M., Tu, P.H., Lee, S.T., Tsai, C.H., Lu, C.S. & Brody, D.R. (2010) "Complexity of subthalamic 13-35 Hz oscillatory activity directly correlates with clinical impairment in patients with Parkinson's disease", *Experimental neurology*, vol. 224, 234-240.

Write-N-Cite III

Always on top Work Offline MS Word Status : Docu

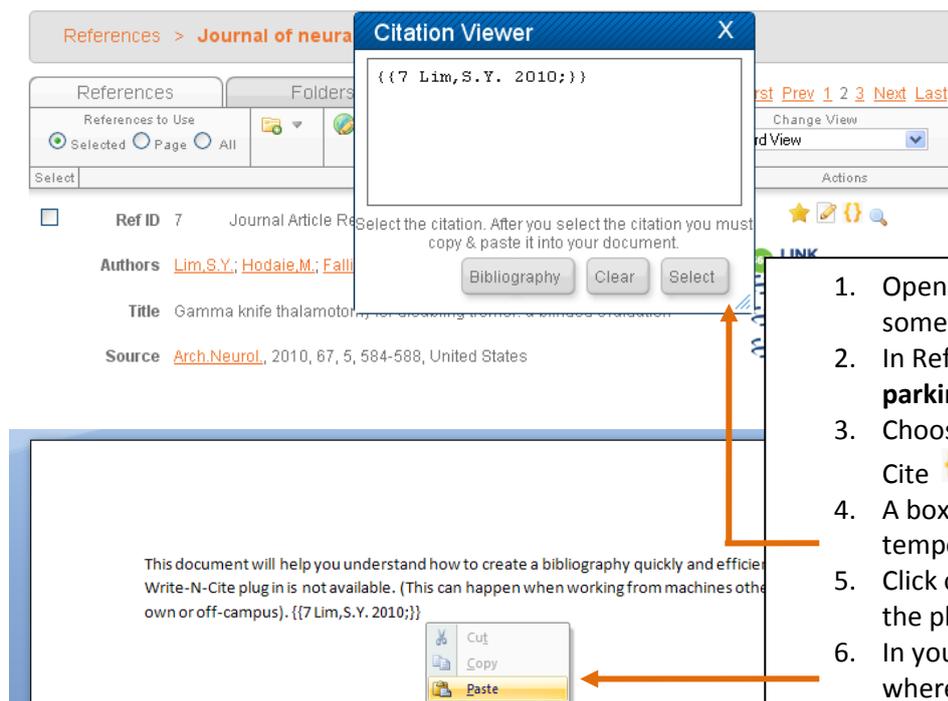
View Bibliography Tools Help Search R

Bibliography

Output Style: Harvard

Create Bibliography

Task 11: Create a Bibliography without Write-N-Cite



1. Open your word processor and type some text
2. In RefWorks do a quick search for **parkinson**
3. Choose a reference and click on its Cite  icon
4. A box will open with the RefWorks temporary citation placeholder
5. Click on the **Select** button and copy the placeholder (e.g. CTRL+C)
6. In your document, place your cursor where you want the citation to appear and use the word processor's **paste** function (e.g. CTRL+V) to insert the citation placeholder into your document
7. Repeat the previous steps with another citation, or multiple citations, placing them elsewhere in the text (make sure to **Clear the Citation Viewer** first!)
8. Close and save your document as **parkinson** (file type must be either .doc, .odt or .rtf)
9. In RefWorks click on **Create Bibliography**
10. Choose **MLA 7th Edition** as the output style
11. Select the **Format Paper and Bibliography** section
12. Browse to locate your file as the **Document to Format**
13. Click on **Create Bibliography**
14. You now have a second document, with formatted citations and a bibliography. Save the document as **Final - Parkinson**