

## 1.2.3 Bibliography management - RefWorks

The license could not be verified: License Certificate has expired!

The Refworks bibliography management software speeds up and facilitates information retrieval and scientific writing, as well as collaboration between researchers, by providing an easy-to-use web-based tool for saving, organizing, editing and sharing bibliographical data from different sources, as well as printing out bibliographies.

RefWorks also facilitates the students' and researchers mobility, as it can be accessed through a web browser from anywhere where there is an Internet connection. The software can be used with all the most common browsers (IE, Mozilla, Netscape etc.) and operating systems (Windows, Mac and Unix etc.). The software does not have to be installed to your system, nor does it require updating, but you must register as a user in order to be able to use the service. New features of RefWorks include the possibility to add attachments to the bibliographical data, and RSS feed reader and RefShare, which allows you to share your bibliographical database with others.

### Using RefWorks

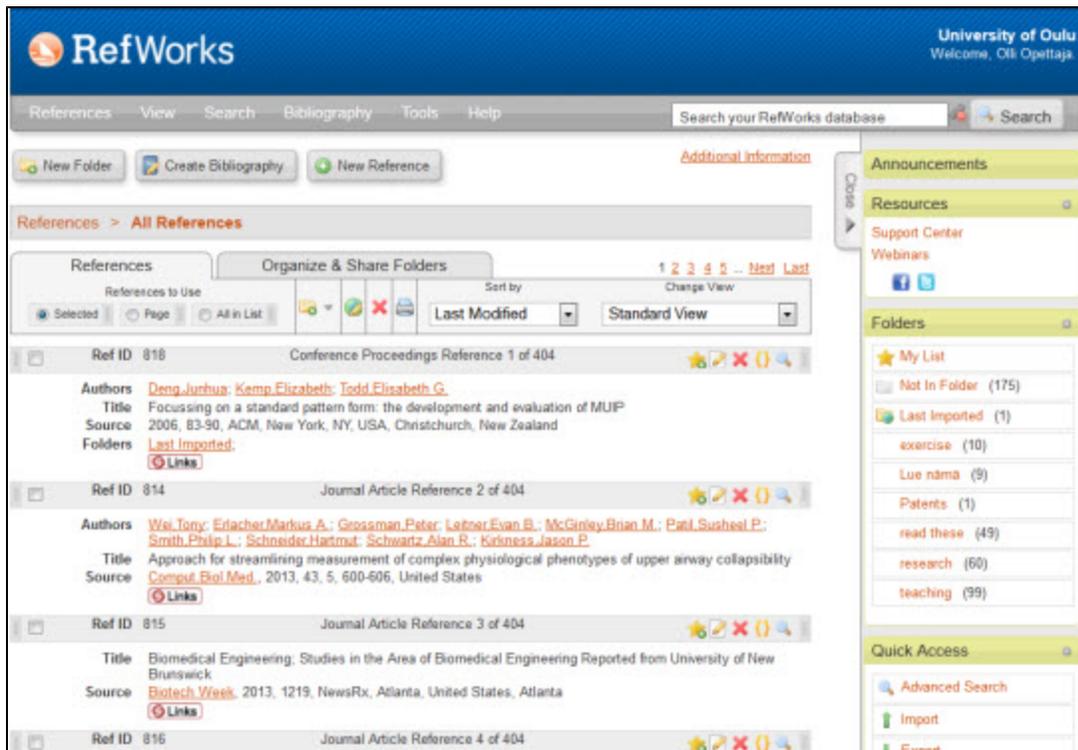
Detailed instructions regarding the use of RefWorks can be found in the [RefWorks Guide](#).

With RefWorks you can create a personalized online bibliographical database, where you can save an unlimited number of bibliographical references. You can search the database and browse the references by etc. the name of the author, the journal or a keyword that you have defined yourself. It is possible to export selected references directly to RefWorks from the search results list of many databases by using a RefWorks link. These include for example the IEEE, CSA and OVID databases and Google Scholar. From some databases the references can be exported to RefWorks by changing them into text format and then saving or copying them to RefWorks.

It is possible to import material from other bibliographical management programs, such as EndNote, Reference Manager and ProCite, to RefWorks. You can also add references yourself by writing them to the RefWorks bibliographical data form. In some databases it is possible to export references also with the help of RSS feeds by converting the search string into a RSS feed and saving the selected references to your RefWorks database. The data can be organized into folders you can name yourself. One reference can also belong to several different folders.

References to text and the bibliography are easily made with the help of the Write-N-Cite accessory. Write-N-Cite allows you to use the bibliographical data saved in the RefWorks database while you are working with Microsoft Word. It allows you to make textual references to the text you are writing and to create a bibliography from the references made in the text into the document.

The user can change the appearance of both the textual references and the bibliography and even create his or her own template. RefWorks contains several hundred ready-made bibliography templates, such as the referencing styles of several scientific journals. The user can also create a personalized template when necessary.



An example of a bibliographical information database created in RefWorks.  
 Image source: RefWorks <<http://www.refworks.com/>> 20.6.2013.

## RefShare

RefShare is a feature of RefWorks, which enables you to share RefWorks databases and folders with other users. You can either share your data with your own organization or globally with all Internet users. There are two ways to do this: the user can send the URL of the shared database or folder to the people who s/he wants to share his material with, or s/he can add the data to a web page created for this particular purpose by his/her organization.

With RefShare, the RefWorks user can share his/her reference databases either entirely or in parts, and give out permissions to use his/her folders. The conditions and limitations regarding the sharing can be defined by the user to a great detail.

The screenshot shows the RefWorks interface. At the top, there is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box on the right contains the text 'Search your RefWorks'. Below the navigation bar are three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. A link for 'Additional Information' is also present. The main content area shows the breadcrumb 'References > Lue nämä'. There are two tabs: 'References' and 'Organize & Share Folders'. A status message indicates 'You have 175 reference(s) not in folders. Duplicates not in folders.' with links for 'Statistics' and 'Default Settings'. A list of folders is shown, including 'Share Entire Database (404)', 'Not in Folder (175)', 'Last Imported (1)', 'exercise (10)', 'Lue nämä (9)', 'Patents (1)', 'read these (49)', 'research (60)', and 'teaching (99)'. Each folder has icons for sharing and printing.

The RefShare tool enables you to share either the entire reference database or single folders.

Image source: RefWorks <<http://www.refworks.com/>> 20.6.2013.

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