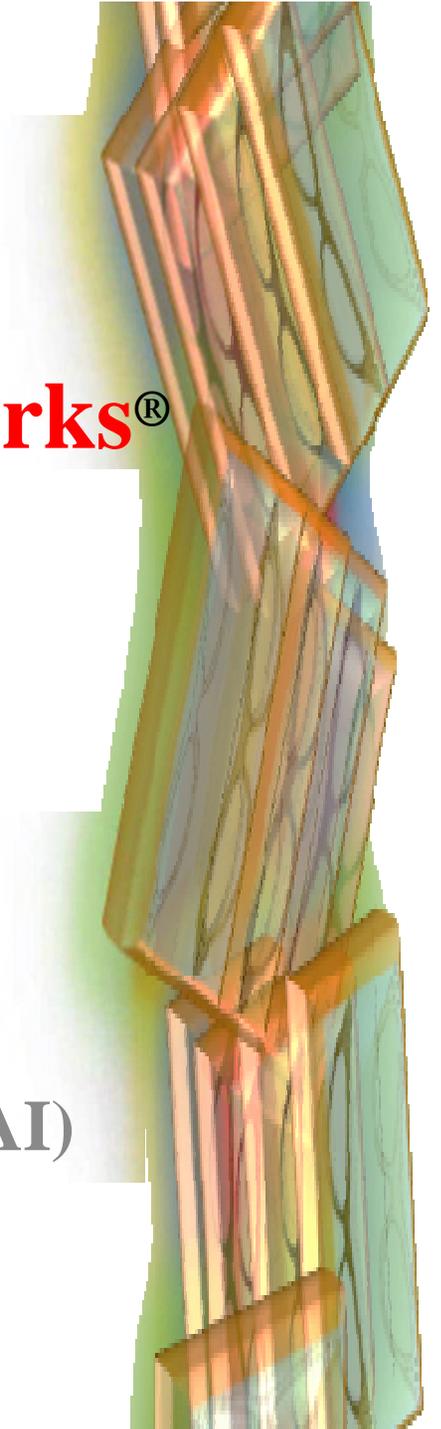


HOW TO PREPARE A BIBLIOGRAPHY USING **RefWorks**[®]

IAUPR School of Optometry
Center for Access to Information (CAI)

12-Jul-16

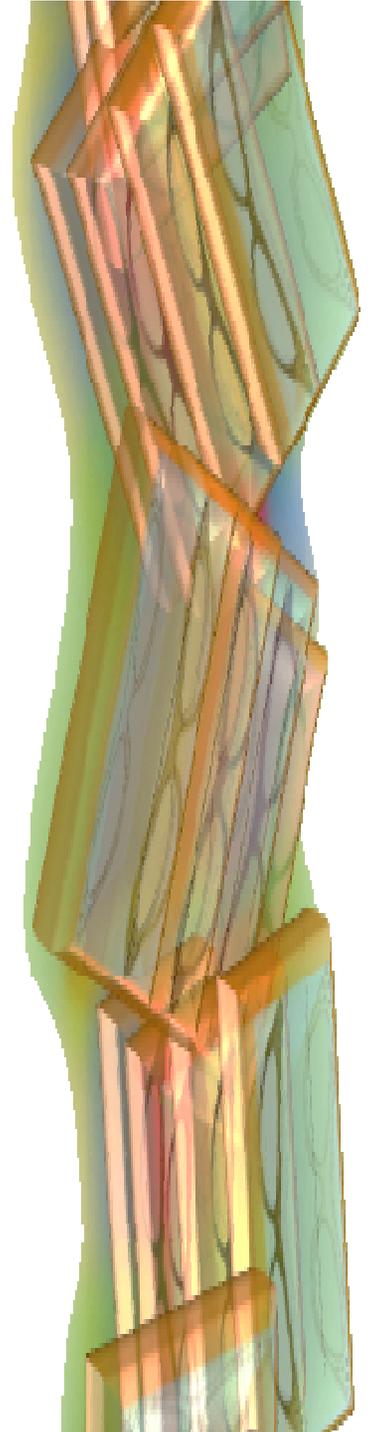


What is a bibliography?

Let us start with a basic definition. The Merriam-Webster dictionary defines a bibliography as

“the works or a list of the works referred to in a text or consulted by the author in its production.”*

* Retrieved from <http://www.merriam-webster.com/dictionary/bibliography> on October 26, 2015.

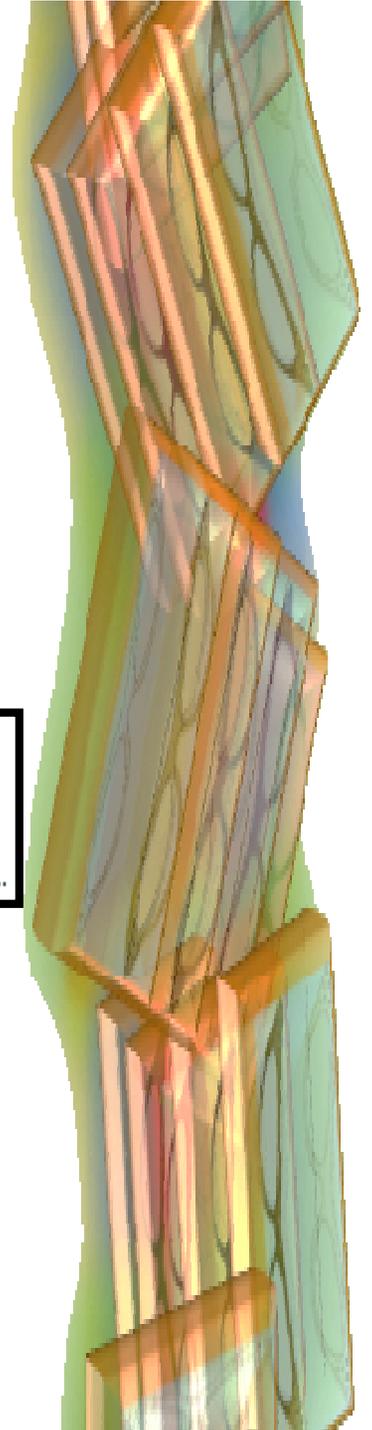


What is a bibliography?

In your work, every time you cite a particular source (a book, a printed article, a webpage, an electronic article from an online scientific journal, etc.) you are making a “**citation.**”

Robinson found that 32.6% of patients that presented to optometric practices came for a REE and expressed no concerns compared with 41% of the WatES clinic patient population classified as asymptomatic REE patients. Both of these values contradict...

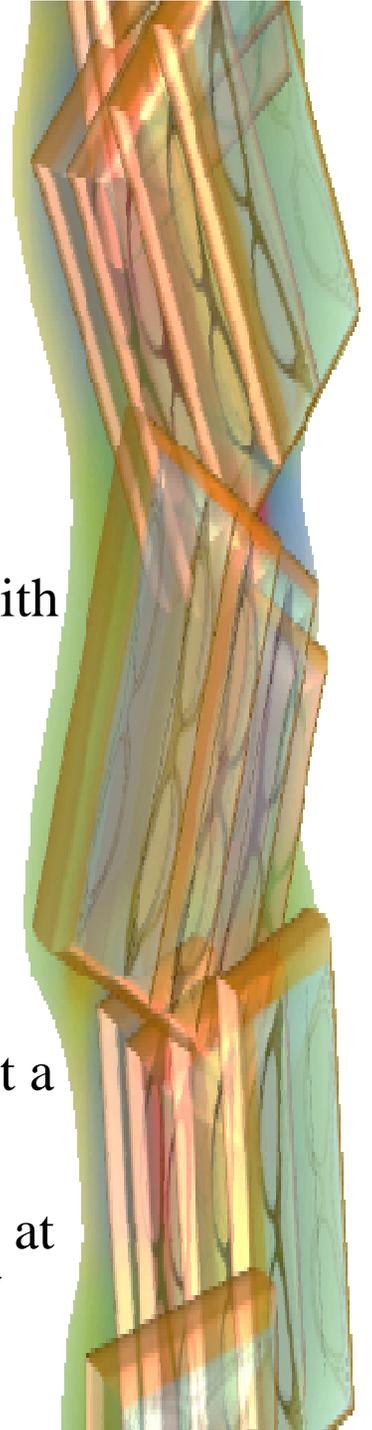
In the preceding example, the findings of a researcher named **Robinson** have been cited. A reader who is interested in asymptomatic REE patients but is not familiarized with the work of Robinson might want to know more about this author and his or her research.



What is a bibliography?

Then a series of questions might arise.

- Who is this Robinson?
- How can he or she be distinguished from other researchers with the same last name?
- When did he published his work?
- Where?
- Was it published in a peer reviewed journal or in a book?
- Is it an article destined for general (non-medical) readers, is it a scientific article?
- Is it part of a publication that gathers all the papers presented at a professional conference (where I can find more data for my research)?

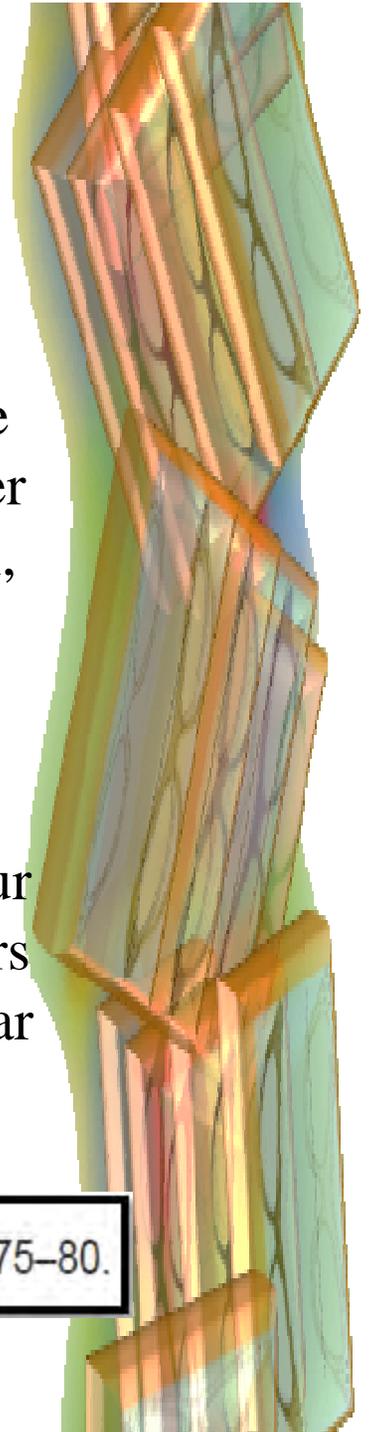


What is a bibliography?

To help intelligent readers answer questions like these, for every source quoted, academic and scientific standards require you to register a set of basic data that may include among other things, the name of the author, the title, the date of publication, the publisher, etc. We call this set of data a “**bibliographic record.**”

In it we gather all the information that we have about a source and, following certain conventions or protocols (ICMJE for our SO), present it in a way that can be understood by other readers who may then locate it if they wish to do so. It will look similar to this one:

Robinson BE. Prevalence of asymptomatic eye disease. Can J Optom 2003; 65: 175–80.



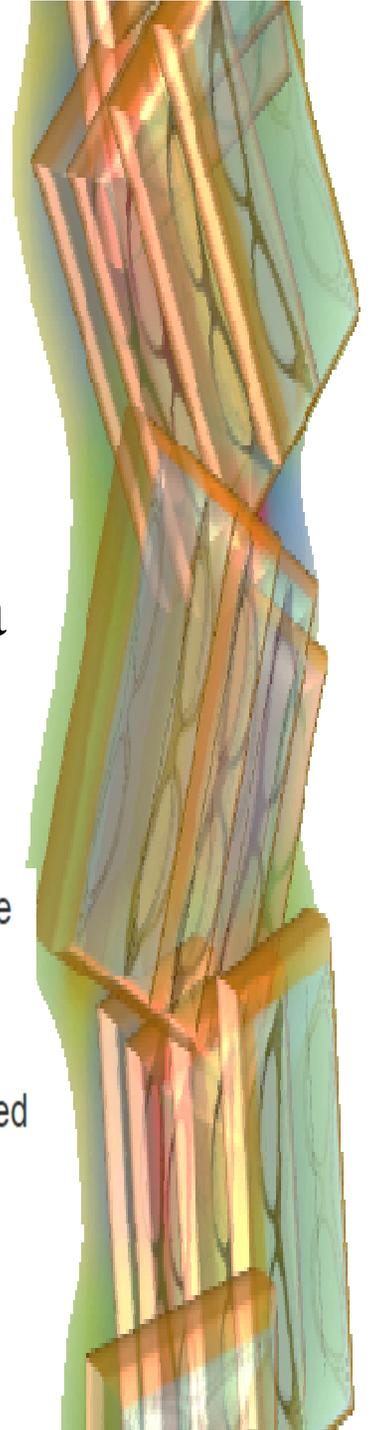
What is a bibliography?

The compilation of the bibliographic records of all the sources used for your citations is called a **Bibliography**. It can also be called a “**List of References.**”

9. Picone G, Brown D, Sloan F, Lee P. Do routine eye exams improve vision? *Int J Health Care Finance Econ* 2004;4:43–63.

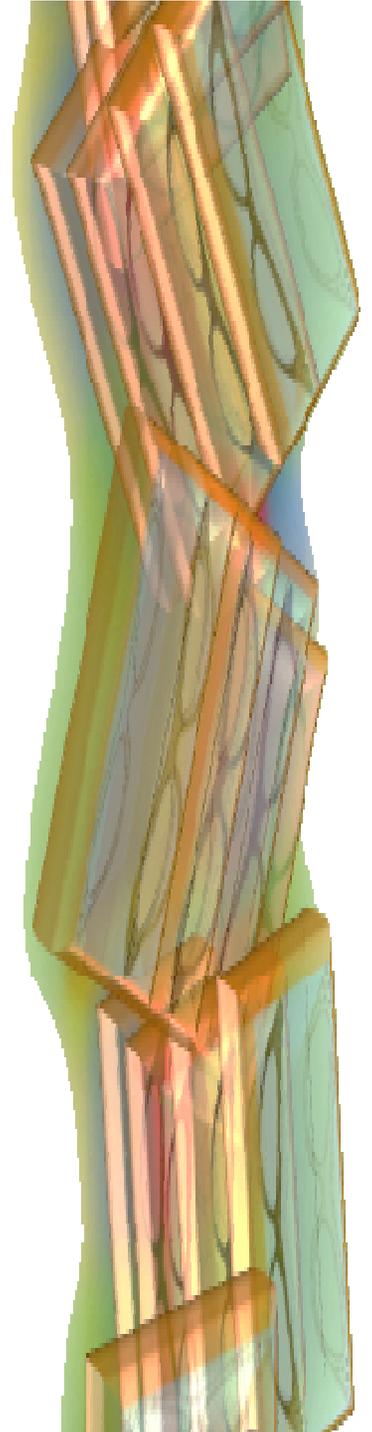
10. Michaud L, Forcier P. Prevalence of asymptomatic ocular conditions in subjects with refractive-based symptoms. *J Optom* 2014;7:153–60.

11. Robinson BE. Prevalence of asymptomatic eye disease. *Can J Optom* 2003;65:175–80.



Why do we need bibliographies?

- ❖ To support and strengthen our research by connecting it to the work of other scientists and researchers.
- ❖ To supplement our precautions for avoiding plagiarism (copying text or research from other researchers and trying to make it pass as if it were your own).
- ❖ To give due credit to the authors and researchers whose works we have consulted.
- ❖ To present readers with a list of resources for further study, spread knowledge and stimulate the advance of scientific research.

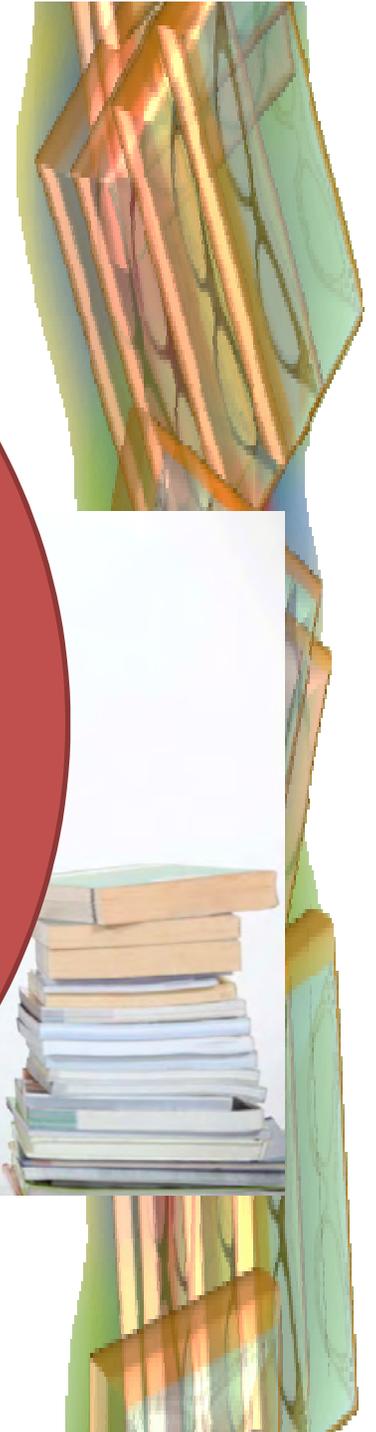


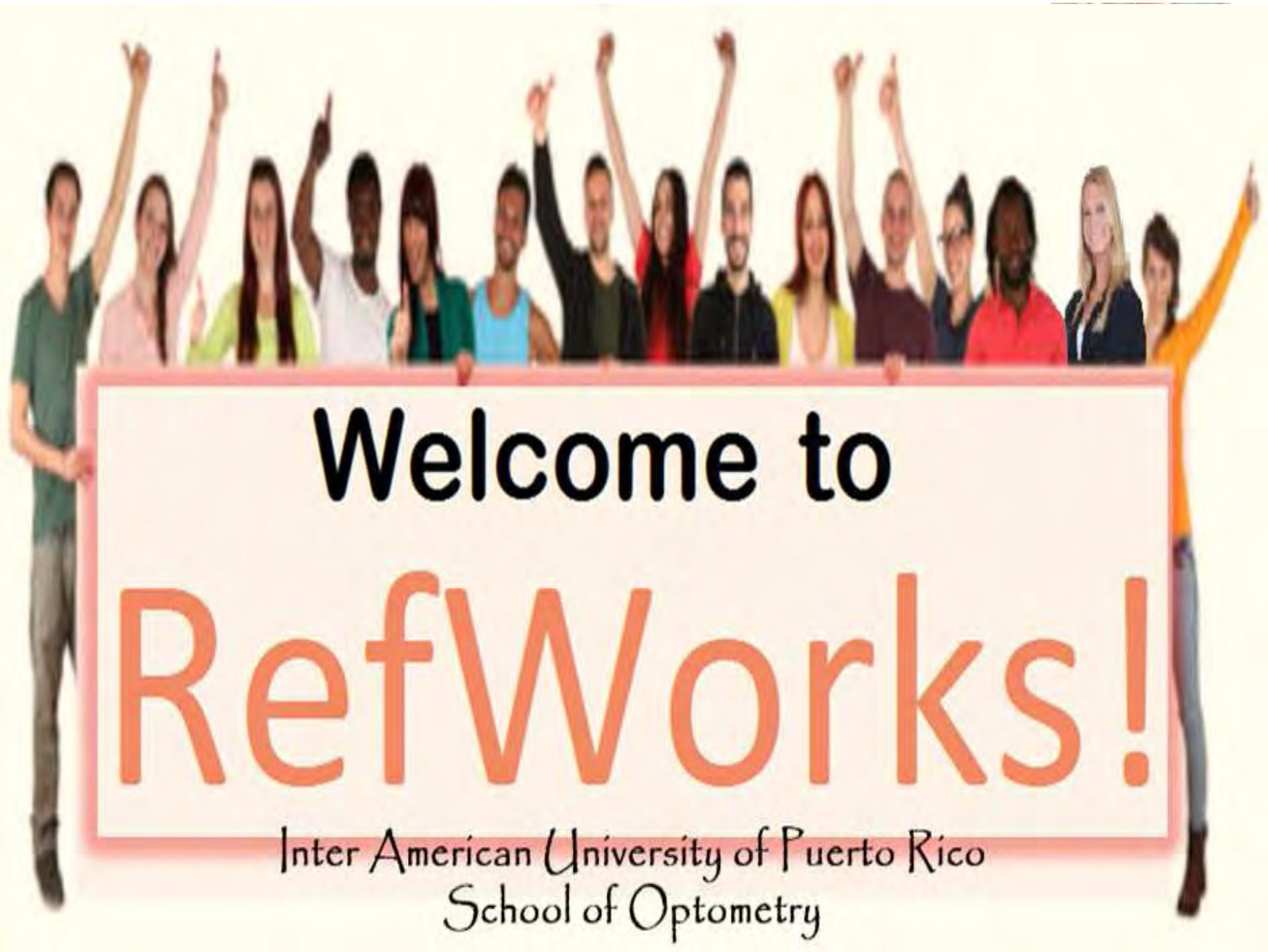
How to make a bibliography

- In the past it worked like this



Not anymore!





Welcome to

RefWorks!

*Inter American University of Puerto Rico
School of Optometry*

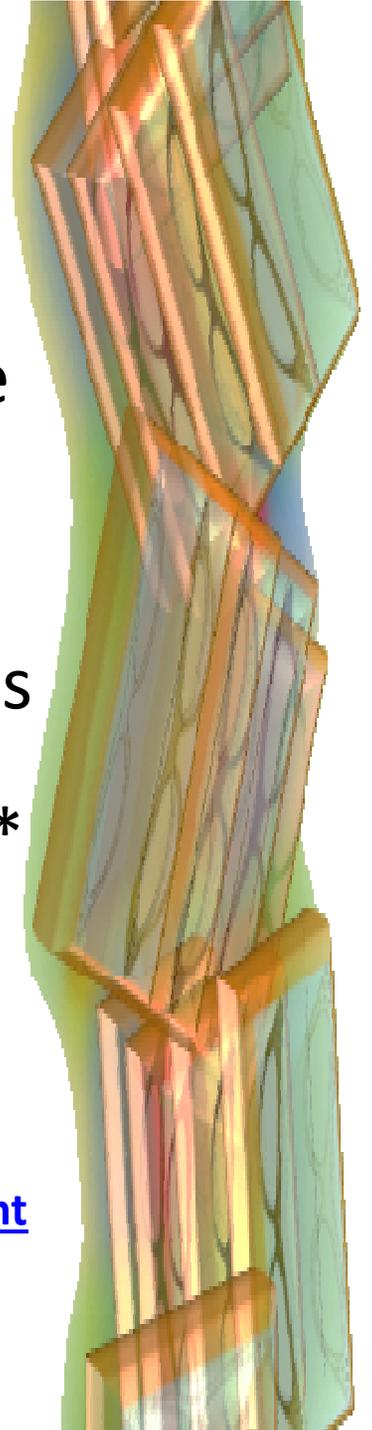
What is **RefWorks**?

“It is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text file or online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds.” *

All students of the IAUPR-SO can use this tool free of charge.

*Retrieved from

<https://www.refworks.com/refworks2/help/RefWorks2.htm#Welcome.htm> on October 26, 2015.



Where can you find **RefWorks**

In our main page, go to the link for “**Information Competencies**” in the sidebar menu to the right.



Create your account at the Library and log on wherever you are!

Mission

In the Center for Access to Information (CAI), at the Inter American University of Puerto Rico School of Optometry, our mission is to collaborate in the development and integration of a diverse student population from Puerto Rico, The United States and other parts of the world, within a bilingual environment. By providing the educational resources (data bases, journals, books, etc.) they need to become Doctors of Optometry who are skilled and knowledgeable.

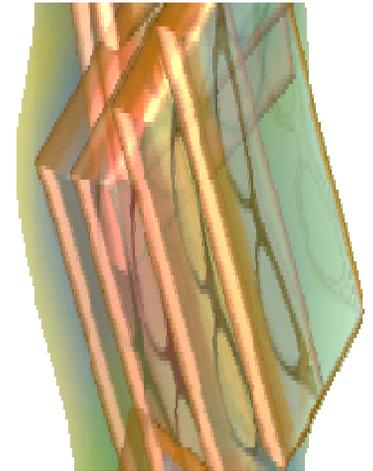
Vision

A leader library in the Caribbean and Latin America with the most complete resources in eye care, helping our users to be up to date in their field.

Monday - Thursday	7:00 am -10:00 pm
Friday	7:00 am - 6:00 pm
Saturday-Sunday	9:00 am - 6:00 pm
	12:00pm - 1:00pm CLOSED

HOLIDAYS CLOSED

Loan Periods



Aurelis Félix
Auxiliary Librarian
afelix@opto.inter.edu

Service Counter
extension 1015

CAI

CAI Home

Boards

Catalog

Collections

Information Competencies

Databases

Inter Library Loan (ILL) Request

Recommendation for Resource
Acquisition

Journals

Resources

Study Rooms

Thesis

Museum



Where can you find **RefWorks**

Select

“**RefWorks**”

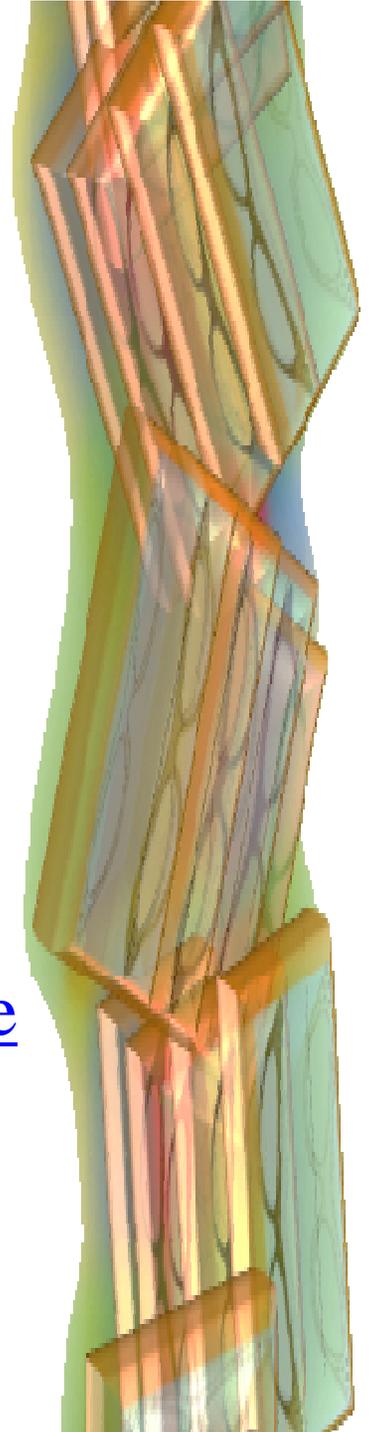


The screenshot shows the website for the School of Optometry at the University of Puerto Rico. At the top left is the university's seal and the text "School of Optometry INTERAMERICAN UNIVERSITY OF PUERTO RICO". To the right is a search bar and a navigation menu with links: "Inter | Inter Web | Blackboard | iCAI | Public | FAFSA | eMail". Below this is a dark green navigation bar with links: "Home | About Us | Future Students | Faculty | Students Services | Student Life | Alumni | Contact Us | Career Services | ALDOO". The main content area features a large banner for "CAI & Museum". Below the banner is a menu titled "Information Competencies" with a sub-menu item "RefWorks" highlighted by a red box and a red arrow. On the right side of the page is a "CAI CONTACT" section listing staff members: Wilma Marrero (Director), Elmer E. González (Auxiliary Librarian), Francisco A. Morales (Auxiliary Librarian), Aurelis Félix (Auxiliary Librarian), and a Service Counter. At the bottom right is a "CAI" button.

Where can you find **RefWorks**

As an alternative, you may go directly to this link using your preferred Internet browser:

<https://www.refworks.com/refworks2/default.aspx?r=authentication::init&groupcode=RWUIPuertorico>



Login into RefWorks

Any of those actions will take you to the **RefWorks** login screen. Here you have two main options:

Sign up for a **new account**

-or-

Login using **RefWorks** credentials (if you have already created a personal account)

New to RefWorks?
[Sign Up for a New Account](#)

Login using RefWorks Credentials

Login Name

Password

Keep my session open for 14 days

[Forgot Your Login Information?](#)

Login using Other Credentials

[Open Athens Credentials](#)

[My Institution's Credentials \(Shibboleth\)](#)

[RefWorks Terms and Conditions](#)

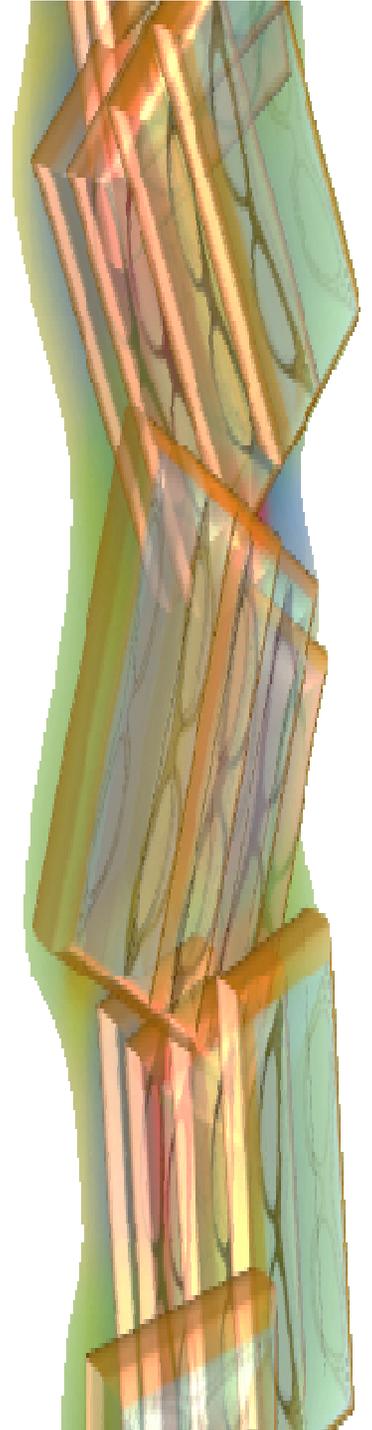
Want to learn how to get the most out of RefWorks?

Simply download our [Quick Start Guide](#) and you'll be using RefWorks in no time! You can also check out our [great series of videos](#) to learn how to quickly navigate through the basic RefWorks features. For more detailed information participate in one of our [free live training sessions](#) or view one of our many [webinar recordings](#).

Your Personal **RefWorks** Account

Why would you want to create a personal **RefWorks** account?

- **RefWorks** creates a database of all your sources or references. When you create a personal account, **RefWorks** connects that personal database with a specific individual: **you!**
- Your unique username and password allow you to access your database from any location.
- Your personal account lets you work offline if you want it.
- No one messes around with your stuff. It is there when you need it. Exactly as you left it.
- You can organize your references in folders by topic, date or time (or any other way of your choice) and you can access them whenever you want.



Creating Your Personal RefWorks Account

Recibidos (7) - alejandroesc... Traductor de Google refworks - Buscar con Google RefWorks Login

https://www.refworks.com/refworks2/default.aspx?r=authentication::init&groupcode=RWUIPuertoRico

Apps New Tab Inicio - BBC Mundo Medical Library Associ... ICMJE: Uniform Requir... UPR-RP Online Red Graduada AVSL.ORG Other bookmarks

RefWorks

About RefWorks Admin

Login to Your RefWorks Account

New to RefWorks? Sign Up

Login using RefWorks Credentials

Universidad Interamericana de Puerto Rico (not my institution)

Login Name

Password

Keep my session open for 14 days.

[Forgot Your Login Information](#)

Login using Other Credentials

[RefWorks Canada \(ScholarOne\)](#)

[Open Athens Credentials](#)

[My Institution's Credentials](#)

RefWorks Terms and Conditions

Create Account

Step 1: Account Information Step 2: User Information Finished → Enjoy RefWorks!

Create an account at Universidad Interamericana de Puerto Rico (not my institution)

Email Address:

Re-enter Email Address:

Login Name:

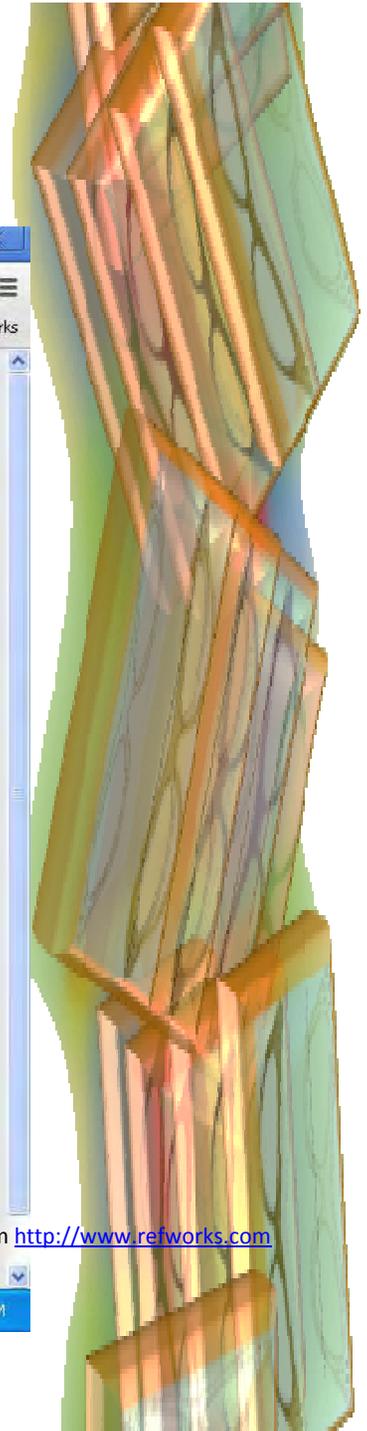
Password:

Re-enter Password:

Next

Retrieved from <http://www.refworks.com>

start SirsiDynix Symphony ... RefWorks Login - Goo... Microsoft PowerPoint ... 3:08 PM



Creating Your Personal RefWorks Account

To sign up for a new account:

- enter your e-mail address and confirm it
- create a login name and a password and click next
- on the second tab, enter your user information
- click the “**Register**” button after you have filled out the information

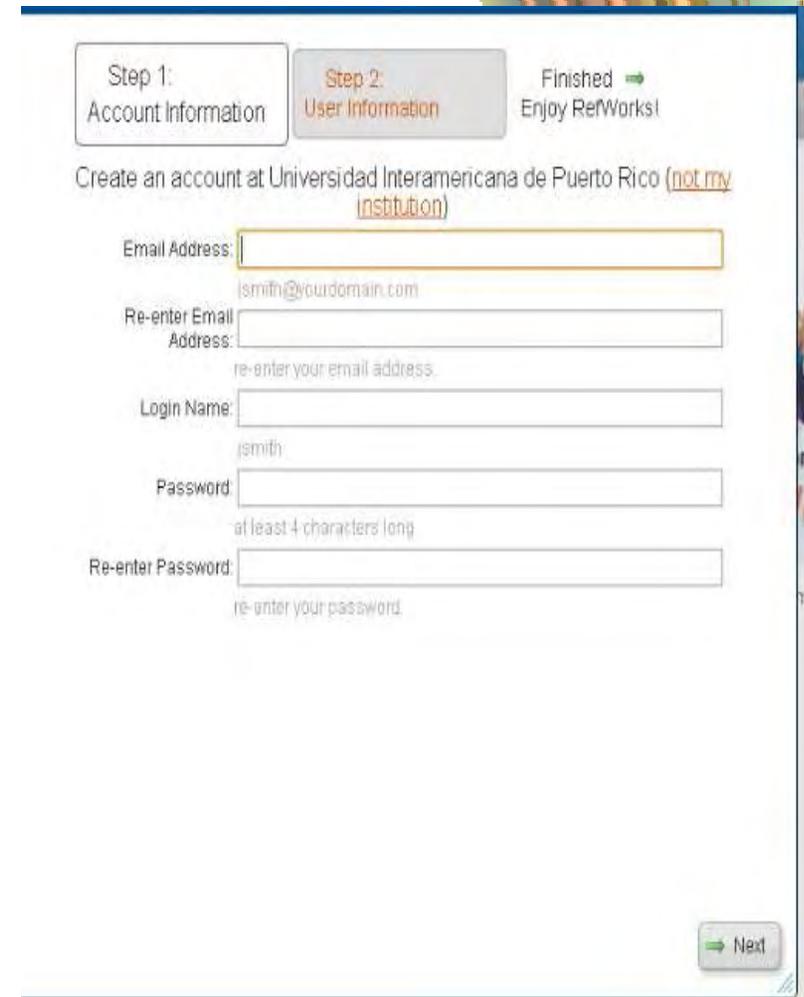


The screenshot shows the 'Step 2: User Information' stage of the account creation process. At the top, there are three tabs: 'Step 1: Account Information', 'Step 2: User Information' (which is active and highlighted in orange), and 'Finished -> Enjoy RefWorks!'. Below the tabs, the text reads 'Create an account at Universidad Interamericana de Puerto Rico (not my institution)'. The form contains several input fields: 'Email Address:' with a placeholder 'smith@yourdomain.com', 'Re-enter Email Address:' with a placeholder 're-enter your email address.', 'Login Name:' with a placeholder 'smith', 'Password:' with a placeholder 'at least 4 characters long', and 'Re-enter Password:' with a placeholder 're-enter your password'. A 'Next' button is located at the bottom right of the form area.

You will receive an e-mail confirming your registration. Immediately after you register, you are brought right into **RefWorks** so you can begin importing your references.

Creating Your Personal RefWorks Account

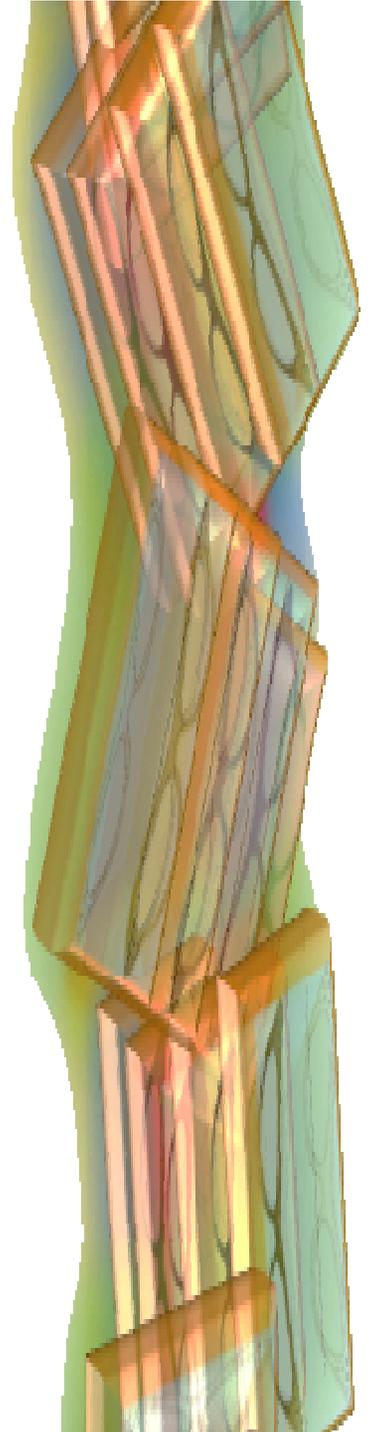
- Next time you want to use **RefWorks**, just type in your login name and password on the login page.
- You can remain logged-in as long as you want but it is better to logout if you are using a public computer.
- If you ever forget your user name or password, click on the “**Forgot your login information?**” link in the **RefWorks** login page.



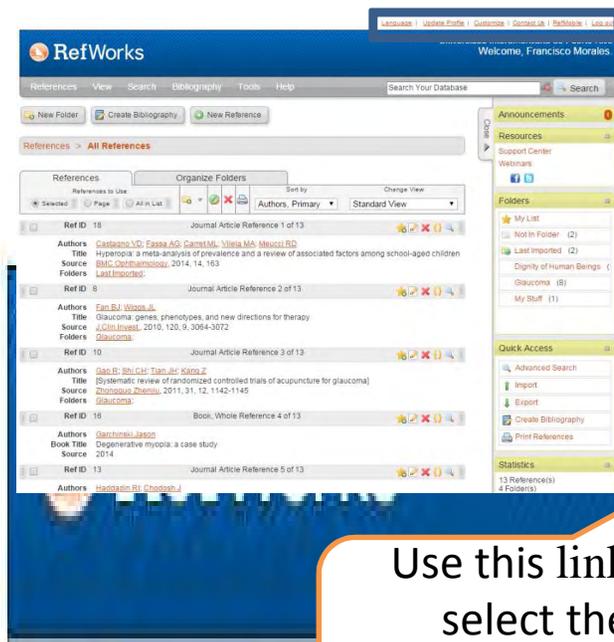
The screenshot displays the 'Step 2: User Information' stage of account creation. At the top, there are three progress indicators: 'Step 1: Account Information' (grey), 'Step 2: User Information' (orange), and 'Finished → Enjoy RefWorks!' (grey). Below this, the text reads 'Create an account at Universidad Interamericana de Puerto Rico (not my institution)'. The form contains several input fields: 'Email Address' (with a placeholder 'smith@yourdomain.com'), 'Re-enter Email Address' (with a prompt 're-enter your email address.'), 'Login Name' (with a placeholder 'smith'), 'Password' (with a prompt 'at least 4 characters long'), and 'Re-enter Password' (with a prompt 're-enter your password.'). A 'Next' button is located at the bottom right of the form area.

Creating Your Personal **RefWorks** Account

In the next couple of slides we will take a step-by-step closer look at the different components of the **RefWorks** main screen.



Using **RefWorks**: a quick look at the main screen



Use this link to connect through a mobile device inside IAUPR-SO network

[Language](#) | [Update Profile](#) | [Customize](#) | [Contact Us](#) | [RefMobile](#) | [Log out](#)

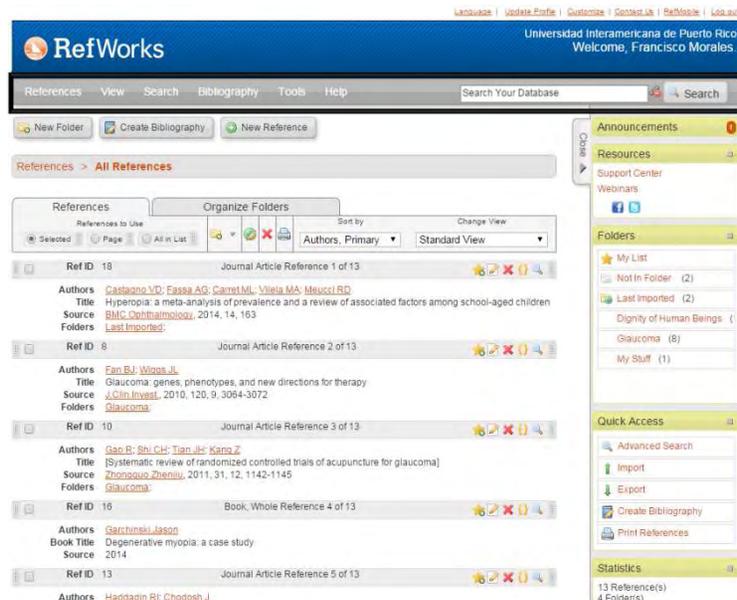
Use this link to select the language of the user interface.

Use this link to update your personal information.

Use this link to logout if you are using a public computer or device.



Using **RefWorks**: a quick look at the main screen



References -

Includes **Add New** (for adding a new reference manually), **Import** and **Export**

View -

View Folder, Saved Search Results, View Shared Area, All References, My List, Duplicates (Exact and Close) and Deleted

Search -

Advanced, By Author, By Descriptor, By Periodical, Online Catalog or Database, RSS Feeds

Bibliography -

Create, Output Style Manager, Output Style Editor, Preview Output Style

Tools -

Write-N-Cite, RefGrab-It, Backup/Restore

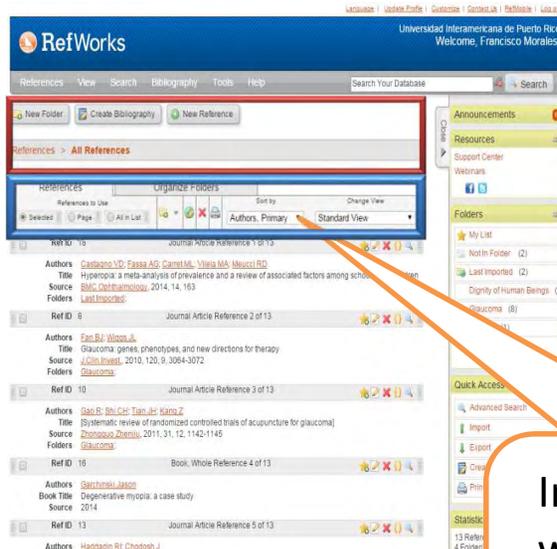
Help -

Tutorials, Launch Help File, Quick Start Guide, Request (Import Filter, Output Style, Z39.50 Connection)

Using **RefWorks**: a quick look at the main screen

Use it to organize your references by type, date, topic, professor, etc.

Use it to manually create a new reference (from scratch).



New Folder Create Bibliography New Reference

References > All References

In the next slide, we will be working with this section of the screen.

Use it to produce a list of your references that you can include in your work.

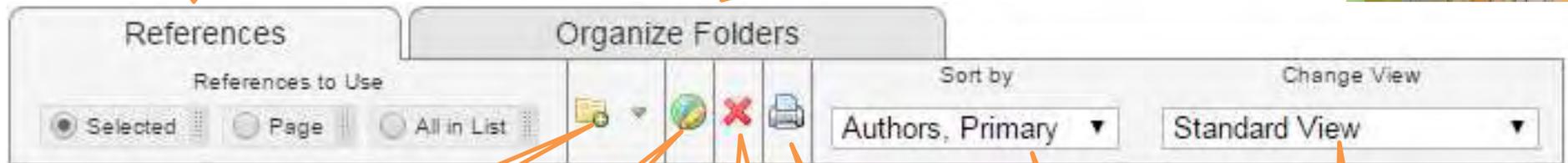


Using **RefWorks**:

a quick look at the main screen

This tab shows the default view. It shows which references will be used in your bibliography.

In this tab, you can also organize your folders



It also lets you organize your folders...

... edit multiple references simultaneously...

...or delete them...

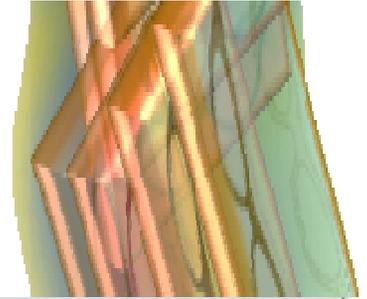
...print ...

...sort...

...and change the view.

Using **RefWorks**:

a quick look at the main screen



The **Quick Access Bar**, displayed on the right side of the screen, provides one-click access to folders and subfolders, certain features and helpful resources as well as statistics about your account and important notifications and messages from **RefWorks**.

You can hide the **Quick Access Bar** at any time by clicking on the “**Close**” control in the tab.



Using **RefWorks**:

On top of each individual reference you will find this toolbar

Citation Viewer used by **One Line/Cite View** to insert temporary citation placeholders into a document.

Add to My List - allows you to place the selected reference in the **My List** temporary folder.



Authors [Fan BJ; Wiggs JL](#)
Title [Glaucoma: genes, phenotypes, and new directions for therapy](#)
Source [J.Clin.Invest.](#), 2010, 120, 9, 3064-3072
Folders [Glaucoma;](#)

Edit - allows you to edit the existing reference information.

View displays the full reference (only the fields with information will display)

How to get your References into **RefWorks**

Three basic ways:

1. Import resources from our online catalog Web/Cat (**iLink**)
2. Import from our online database **OvidSp**
3. Manually enter your references into **RefWorks**

Let us briefly review each of them.

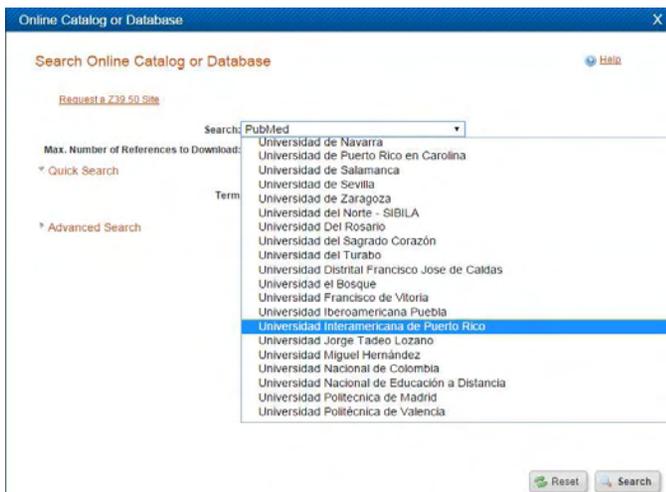


How to get your References into **RefWorks**

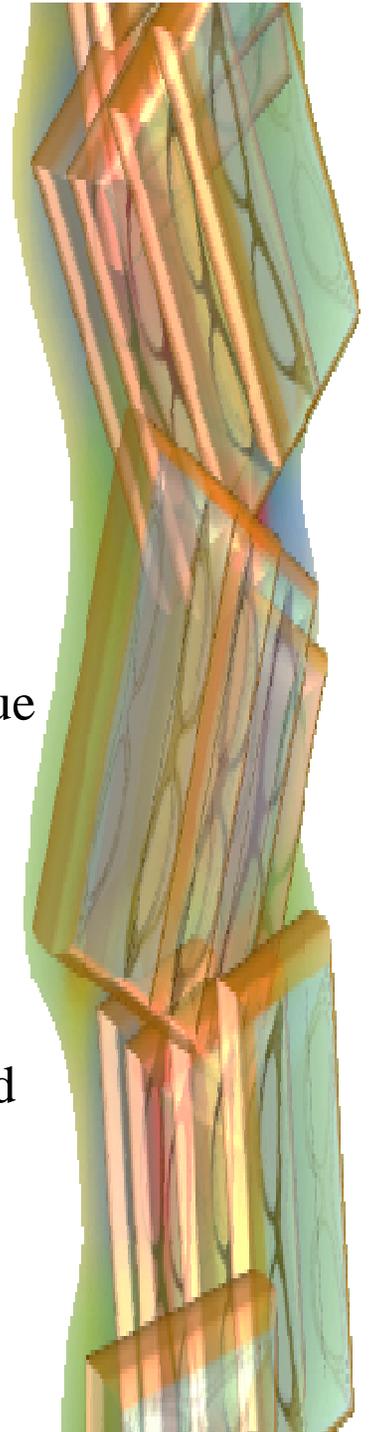
#1 Importing resources from our online catalog Web/Cat (**iLink**)



From within **RefWorks** go to the **Search Menu**, and select “**Online Catalogue or Database.**” A dialogue box will appear.



From its drop down menu, select “**Universidad Interamericana de Puerto Rico**” and in the search field enter your search terms and click “**Search.**”

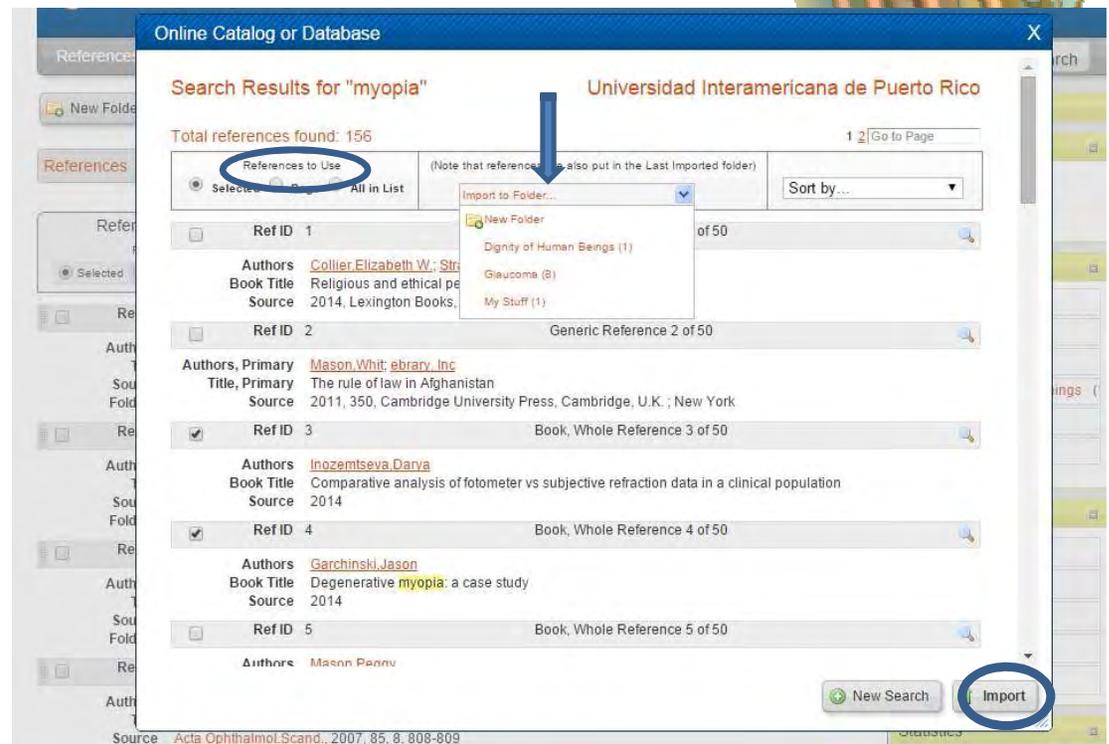


How to get your References into RefWorks

#1 Importing resources from our online catalog Web/Cat (iLink)

The results box appears. Review your results and select as many as you want. When you are ready to import the bibliographical records of these resources into your **RefWorks** database, go to the **“References to use”** section at the top of the window and make your choice. Then in the **“Import to folder”** section, you may choose the destination.

Click **“Import”** and confirm your order by clicking on **“Ok.”**



How to get your References into **RefWorks**

#1 Importing resources from our online catalog Web/Cat (**iLink**)

Your new records will go to **RefWorks** and into the folder you selected. A copy will also appear in the “**Last imported folder.**”

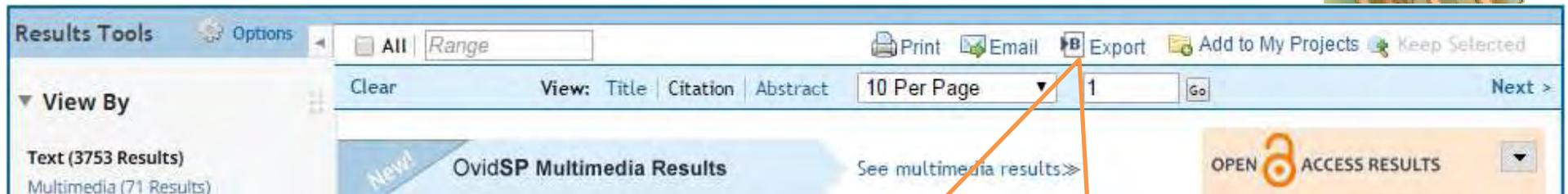


Do not erase the references contained in this **Last Imported folder.** If you do, those references will also be deleted from their current folder.



How to get your References into **RefWorks**

2 Import from our online database **OvidSp**

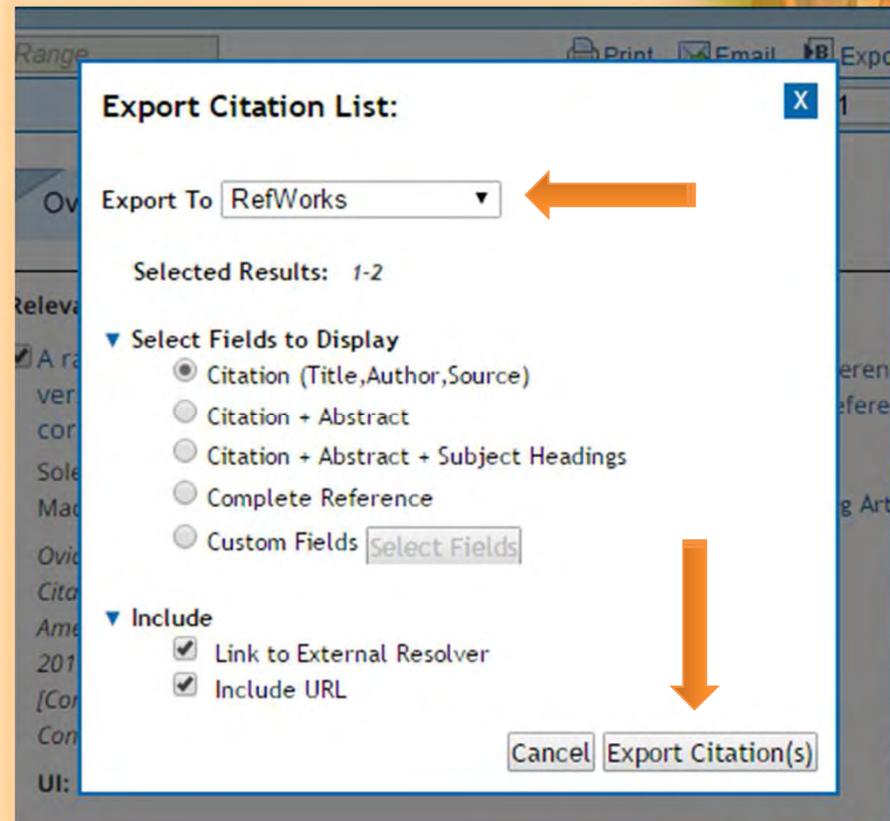


Go to **Ovid** and start a search query. In the results page of **Ovid**, after selecting the resources you want, locate and click on the “**Export**” link just before the list of resources.

How to get your References into **RefWorks**

2 Import from our online database **OvidSp**

In the “**Export to**” box, select **RefWorks**. Choose the fields to display (we recommend “**Complete Reference**”) and click on “**Export Citations.**”



How to get your References into **RefWorks**

2 Import from our online database **OvidSp**

Depending on their system configuration, some users may get this message:

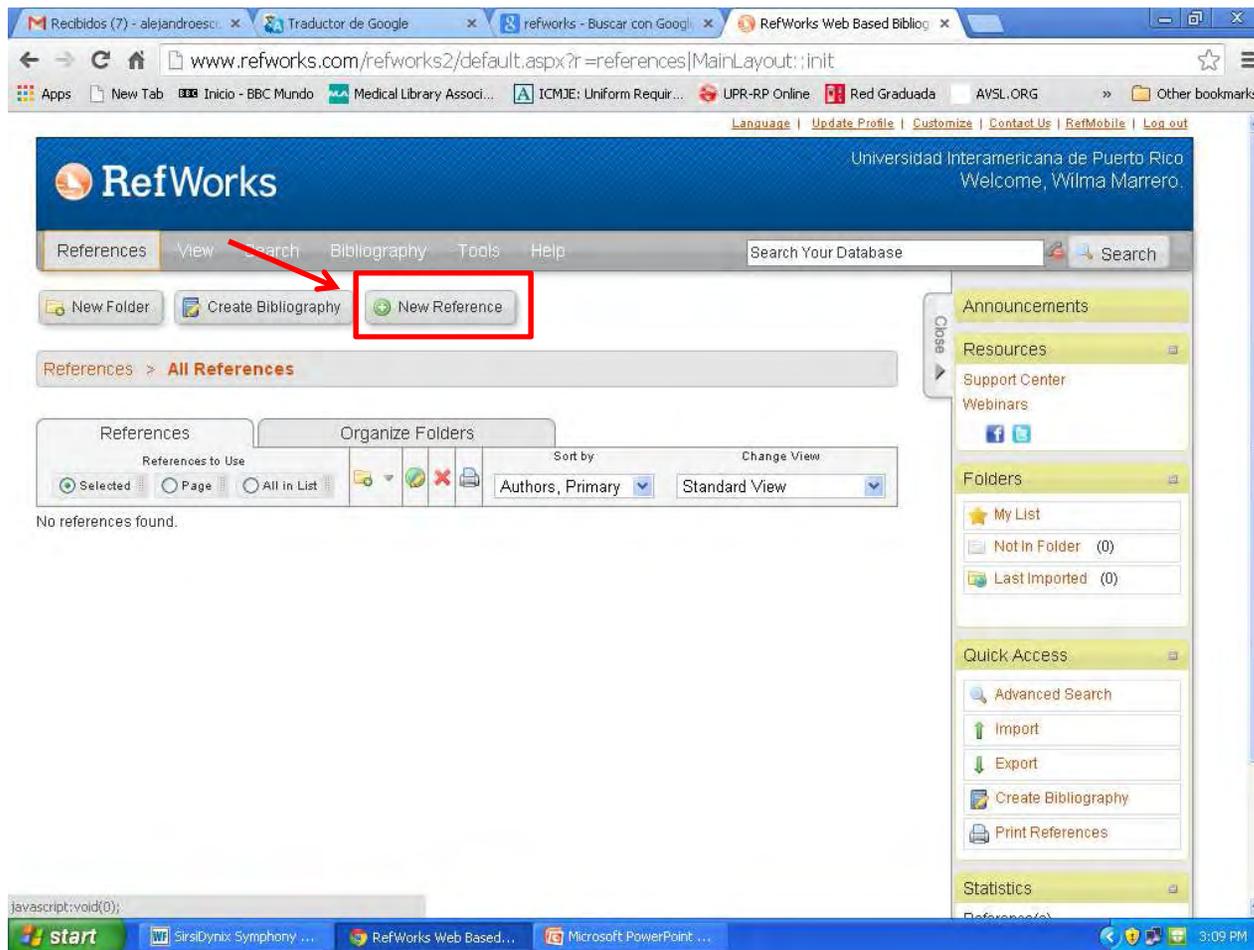
The RefWorks application is displayed in a new browser window. Generally, this window opens on top of this page. If a second browser window has not launched, [click this link to open the document.](#)

If you are one of those users, just click on the link provided and **RefWorks** will make the transfer of the records into your database. For your convenience, remember to go to the **RefWorks** main screen and transfer those records [immediately](#) to the appropriate folder.

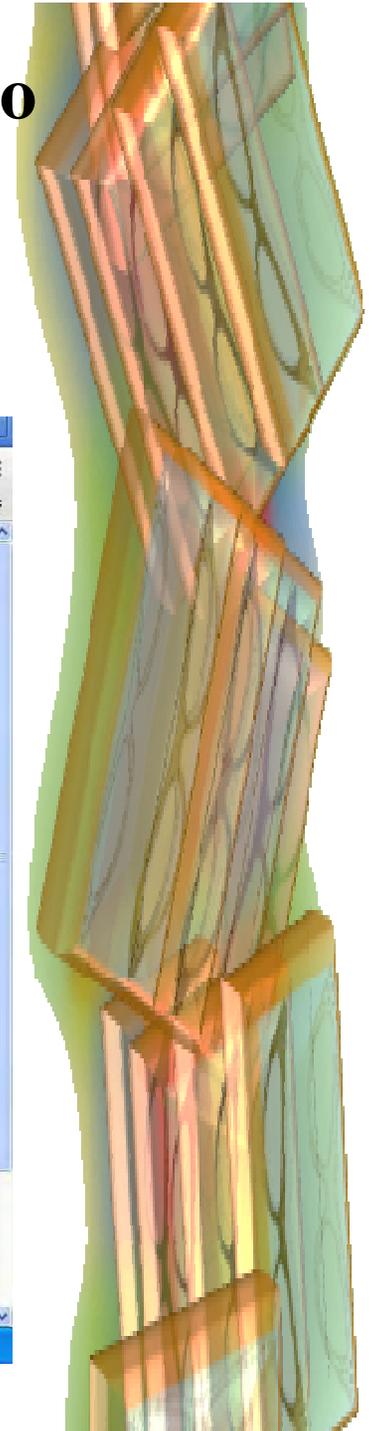


How to get your References into RefWorks

3 Add a New Reference



The screenshot displays the RefWorks web interface in a browser window. The address bar shows the URL www.refworks.com/refworks2/default.aspx?r=references|MainLayout:;init. The page header includes the RefWorks logo and the text "Universidad Interamericana de Puerto Rico Welcome, Wilma Marrero". The navigation menu contains "References", "View", "Search", "Bibliography", "Tools", and "Help". Below the menu, there are buttons for "New Folder", "Create Bibliography", and "New Reference". The "New Reference" button is highlighted with a red box, and a red arrow points to it from the left. The main content area shows "References > All References" and a toolbar with options for "References to Use" (Selected, Page, All in List), "Organize Folders", "Sort by" (Authors, Primary), and "Change View" (Standard View). The status bar at the bottom indicates "No references found." The Windows taskbar at the bottom shows the Start button and several open applications: "SirsiDyrix Symphony...", "RefWorks Web Based...", and "Microsoft PowerPoint...". The system clock shows "3:09 PM".



How to get your References into **RefWorks**

3 Add a New Reference

In “**Fields used by**” select the **ICMJJE-International Committee of Medical Journal Editors** citation style (formerly known as “**Uniform Requirements**”). If it is not listed, go to “**Access Output Style Manager**” and look for it. Use the green arrow in the center of the dialogue box to move it to the list of your favorite output styles. Now you should see it listed in “**Fields used by**” under “**Favorites.**”



Always follow your instructor’s or publisher’s requirements on this.

The screenshot shows the 'Add New Reference' dialog box in RefWorks. The 'Fields used by' dropdown is set to 'ICMJJE - International Committee of Medical Journal Editors'. A list of citation styles is shown, with 'ICMJJE - International Committee of Medical Journal Editors' highlighted. Other styles include APA 5th - American Psychological Association, 5th Edition; APA 6th - American Psychological Association, 6th Edition; Chicago 15th Edition (Author-Date System); Council of Science Editors - CSE 7th, Citation-Sequence; Council of Science Editors - CSE 7th, Name-Year Sequence; Harvard; Harvard - British Standard; MLA 7th Edition; NLM - National Library of Medicine; Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals; Vancouver; and Universidad Interamericana de Puerto Rico Specific. The dialog box also includes fields for 'Periodical', 'Pub Year', 'Pub Date Free Form', 'Volume', 'Issue', 'Start Page', 'Other Pages', and 'Identifying Phrase'. There are buttons for 'Add to folder', 'Attachments', 'Save Reference', and 'Save & Add New'.

Retrieved from <http://www.refworks.com>

How to get your References into RefWorks

3 Add a New Reference

Now, select the appropriate **Reference Type**. Once you have completed the required entries, click on **“Save Reference.”** If you forget this step, your newly created reference will not be incorporated into your database and you will have to create it again.

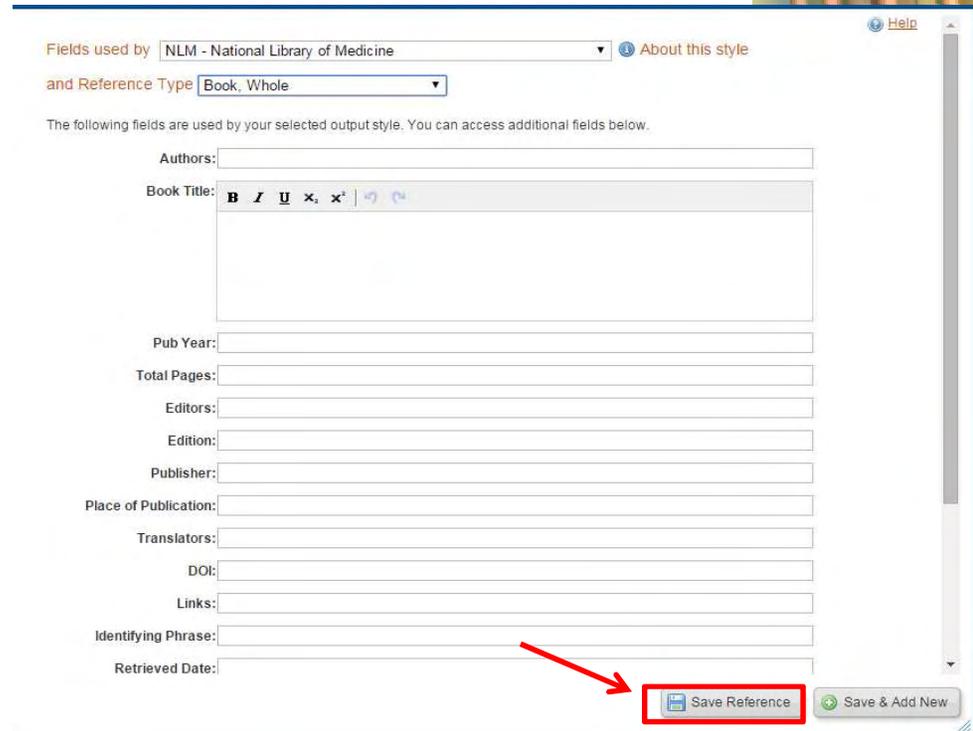
The screenshot shows the 'Add New Reference' form in RefWorks. The form is titled 'Add New Reference' and has a blue header. The 'Fields used by' dropdown is set to 'ICMJE - International Committee of Medical Journal Editors'. The 'Reference Type' dropdown is open, showing a list of options including 'Journal Article', 'Abstract', 'Artwork', 'Bills/Resolutions', 'Book, Edited', 'Book, Section', 'Book, Whole', 'Case/Court Decisions', 'Computer Program', 'Conference Proceedings', 'Dissertation/Thesis', 'Dissertation/Thesis, Unpublished', 'Generic', 'Grant', 'Hearing', 'Journal Article' (highlighted), 'Journal, Electronic', 'Laws/Statutes', 'Magazine Article', 'Map', and 'Monograph'. Below the dropdown, there are several input fields for 'Author', 'Title', 'Periodical, Abbreviation', 'Pub Year', 'Pub Date Free Form', 'Volume', 'Issue', 'Start Page', 'Other Pages', and 'Identifying Phrase'. At the bottom, there are buttons for 'Save Reference' and 'Save & Add New'. The browser's address bar shows 'RefWorks Login' and the page title is 'Add New Reference'.

How to get your References into RefWorks

3 Add a New Reference

Fill-in all the information in the appropriate fields according to the **Reference Type** you selected (book, journal article, etc.). Click “**Save.**”

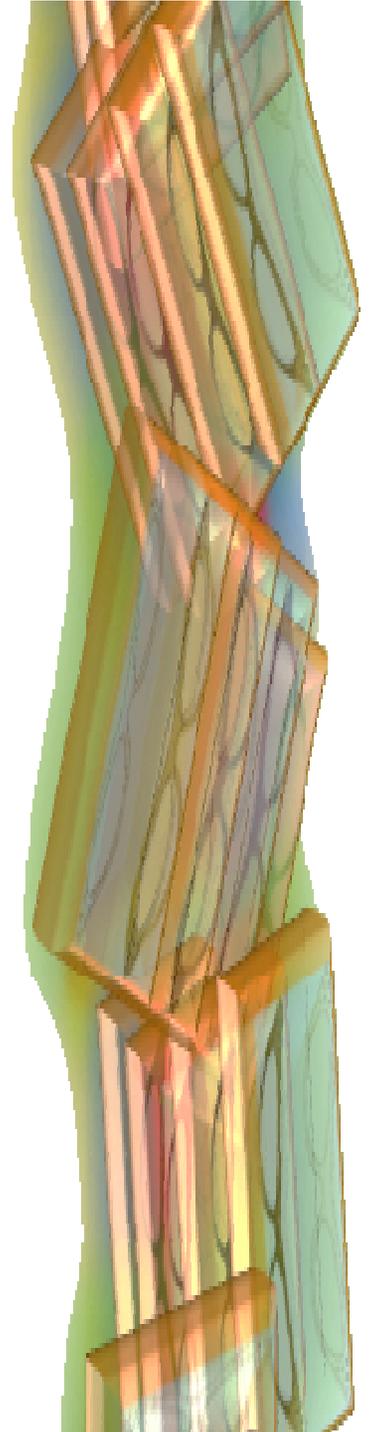
You do not need to include the punctuation marks required by the selected output style. **RefWorks** does it automatically when it creates the reference record.



The screenshot shows the 'Add a New Reference' form in RefWorks. At the top, it indicates the fields used by 'NLM - National Library of Medicine' and the selected 'Reference Type' is 'Book, Whole'. Below this, a list of fields is provided for data entry: Authors, Book Title (with a rich text editor toolbar), Pub Year, Total Pages, Editors, Edition, Publisher, Place of Publication, Translators, DOI, Links, Identifying Phrase, and Retrieved Date. At the bottom right, there are two buttons: 'Save Reference' (highlighted with a red box and a red arrow) and 'Save & Add New'.

If you do not want to create another reference record at this time, click on “**Save Reference.**” If you do want to continue creating records for other references now, click on “**Save and Add New.**”

Working with Write-N-Cite

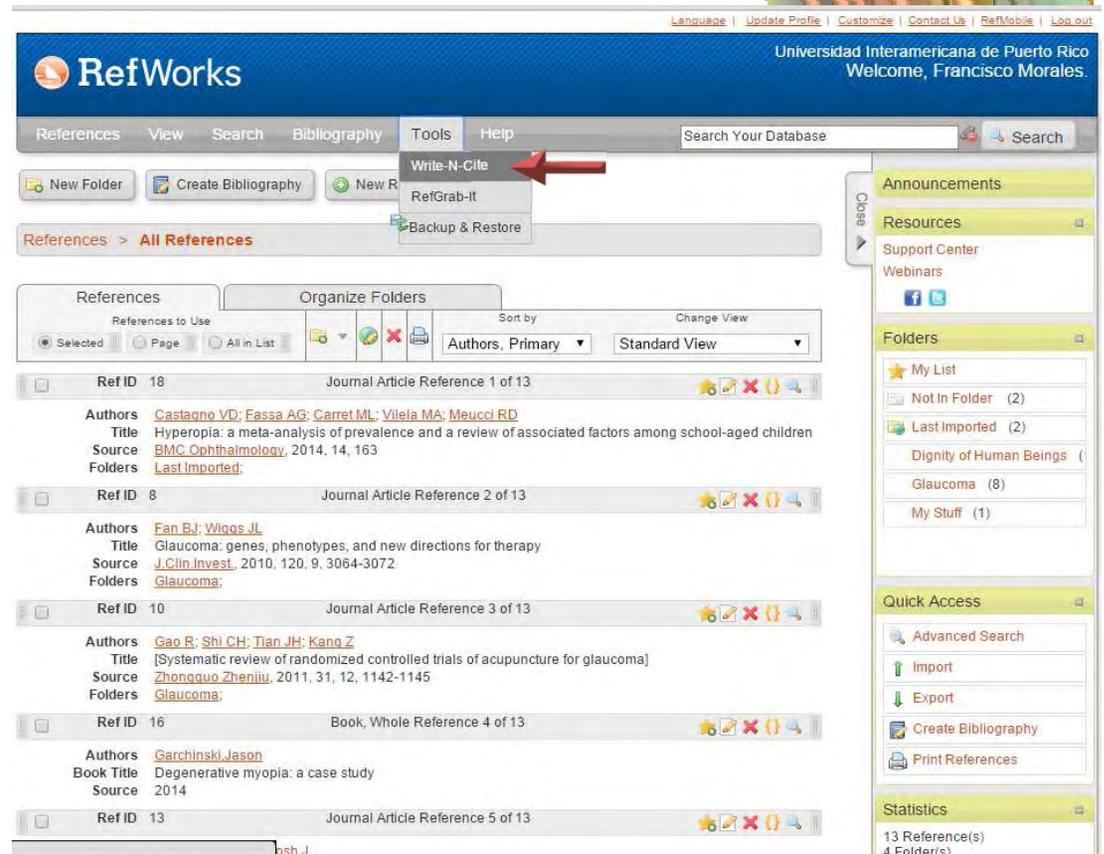


Working with Write-N-Cite

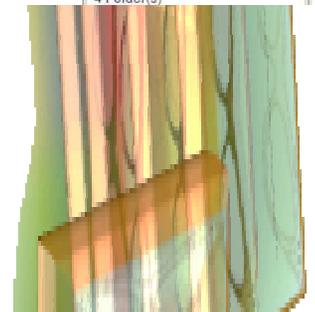
RefWorks offers the option of using a tool called **Write-N-Cite** which is designed to integrate with **Microsoft Office Word**.

This tool lets you introduce references as you type and also creates a Bibliography for you directly from **Word**. This is possible because **Write-N-Cite** allows for synchronization with your personal **RefWorks** database.

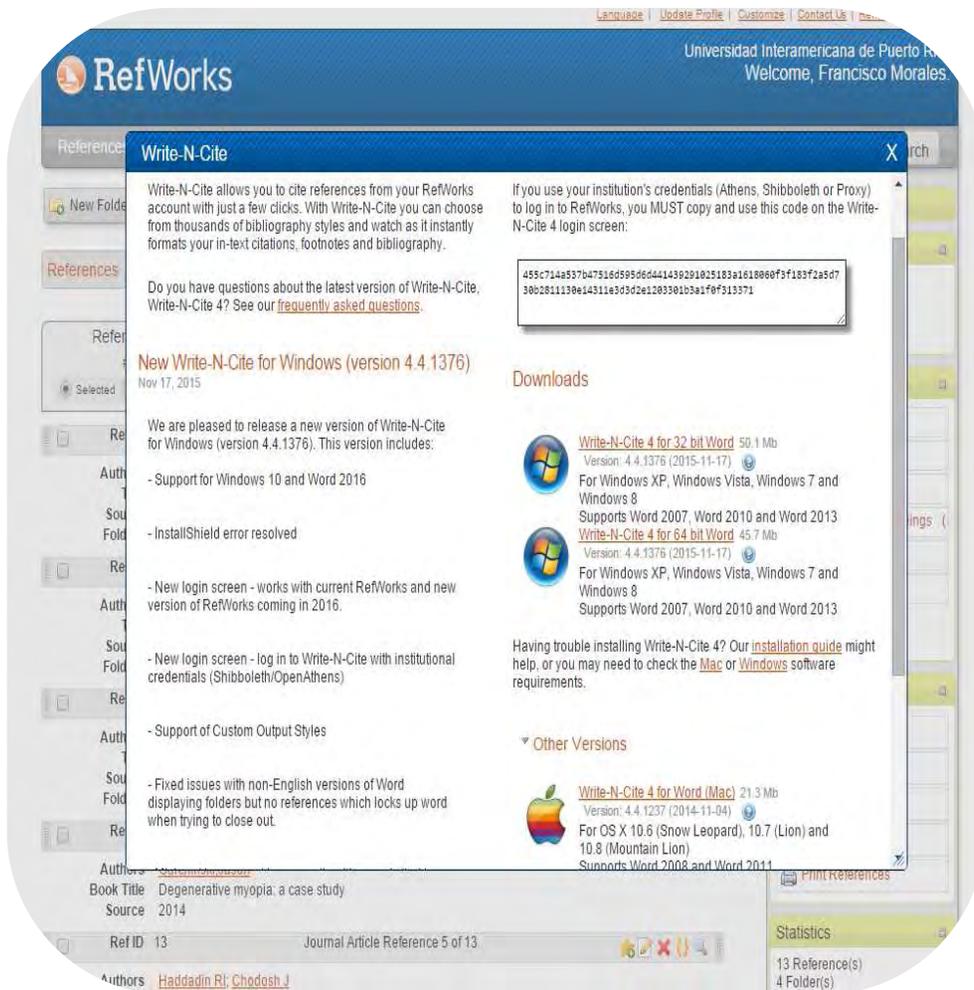
You can find **Write-N-Cite** in the **RefWorks** main menu under “**Tools**.”



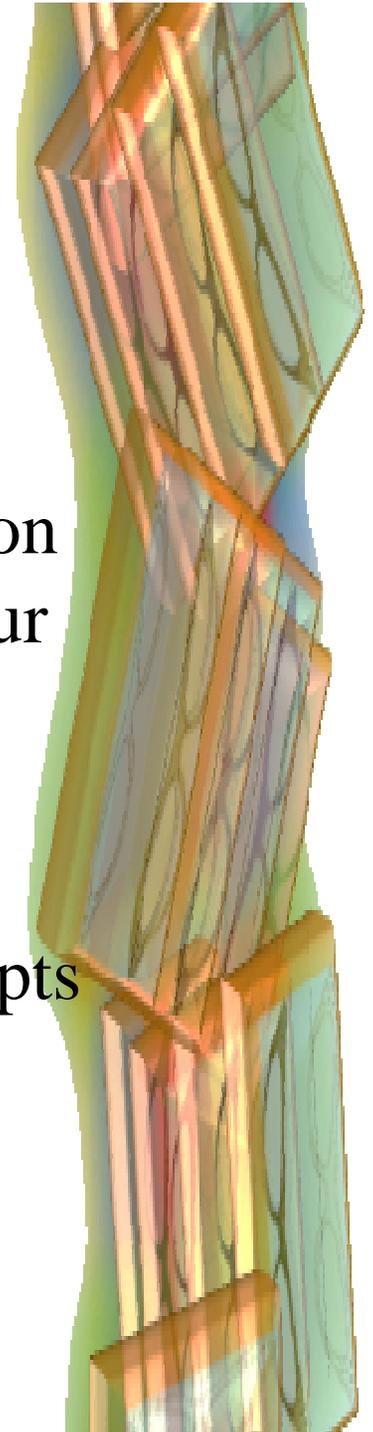
The screenshot displays the RefWorks web interface. At the top, there is a navigation bar with the RefWorks logo and the text 'Universidad Interamericana de Puerto Rico Welcome, Francisco Morales.' Below this is a search bar and a menu with options: 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A red arrow points to the 'Tools' menu, which is open, showing options: 'Write-N-Cite', 'RefGrab-It', and 'Backup & Restore'. The main content area shows a list of references with columns for 'References' and 'Organize Folders'. The first reference is 'Ref ID 18' with authors 'Castaño VD; Fassa AG; Carret ML; Vilela MA; Meucci RD' and title 'Hyperopia: a meta-analysis of prevalence and a review of associated factors among school-aged children'. The second reference is 'Ref ID 8' with authors 'Fan BJ; Wiggs JL' and title 'Glaucoma: genes, phenotypes, and new directions for therapy'. The third reference is 'Ref ID 10' with authors 'Gao R; Shi CH; Tian JH; Kang Z' and title '[Systematic review of randomized controlled trials of acupuncture for glaucoma]'. The fourth reference is 'Ref ID 16' with author 'Garchinski Jason' and title 'Degenerative myopia: a case study'. The fifth reference is 'Ref ID 13' with author 'ash J'. On the right side, there is a sidebar with sections: 'Announcements', 'Resources', 'Support Center', 'Webinars', 'Folders' (containing 'My List', 'Not In Folder (2)', 'Last Imported (2)', 'Dignity of Human Beings', 'Glaucoma (8)', 'My Stuff (1)'), 'Quick Access' (containing 'Advanced Search', 'Import', 'Export', 'Create Bibliography', 'Print References'), and 'Statistics' (showing '13 Reference(s)' and '4 Folder(s)').



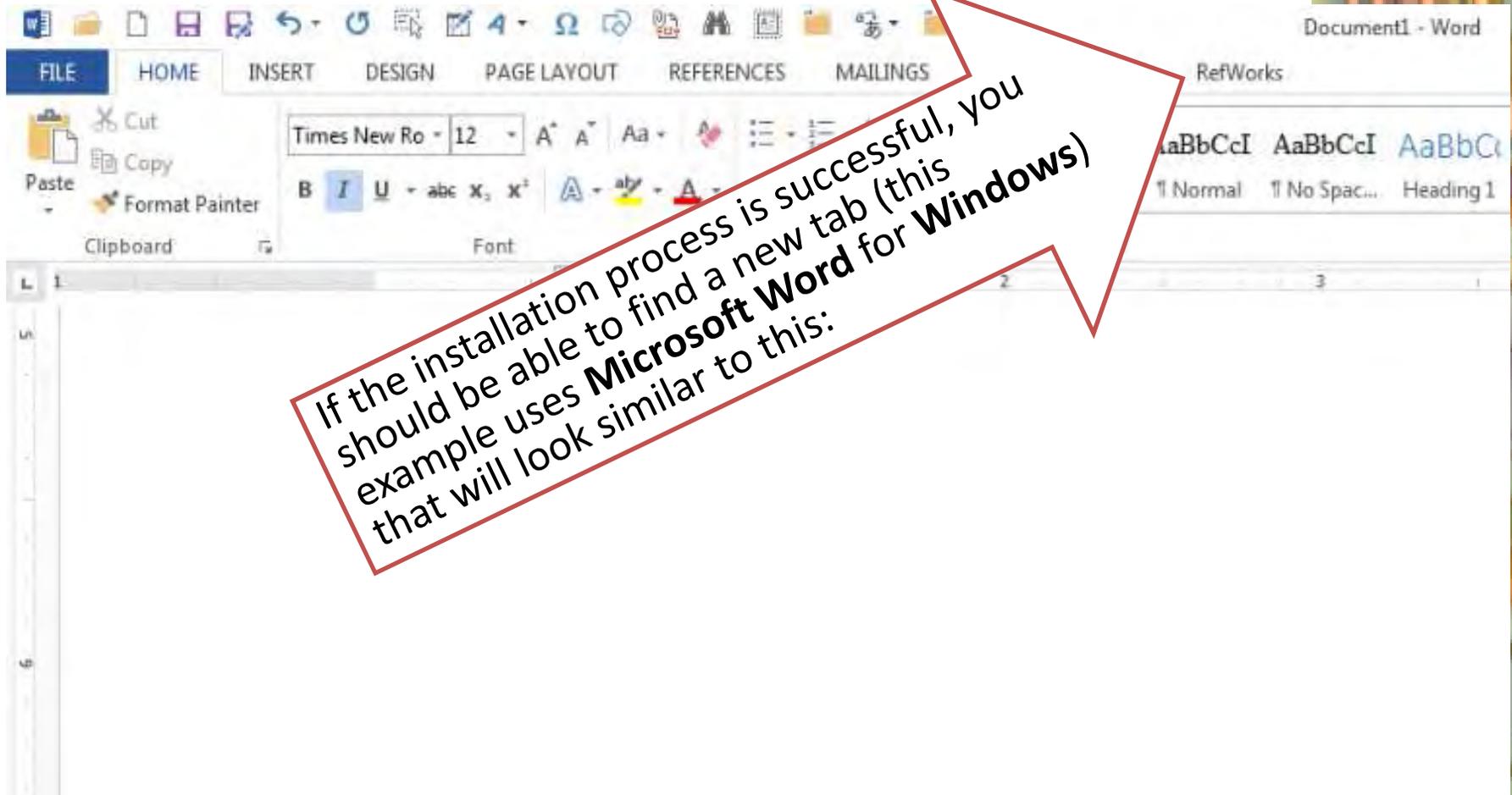
Working with Write-N-Cite



Choose the version that best suits your computer's operating system and follow the installation prompts and instructions.

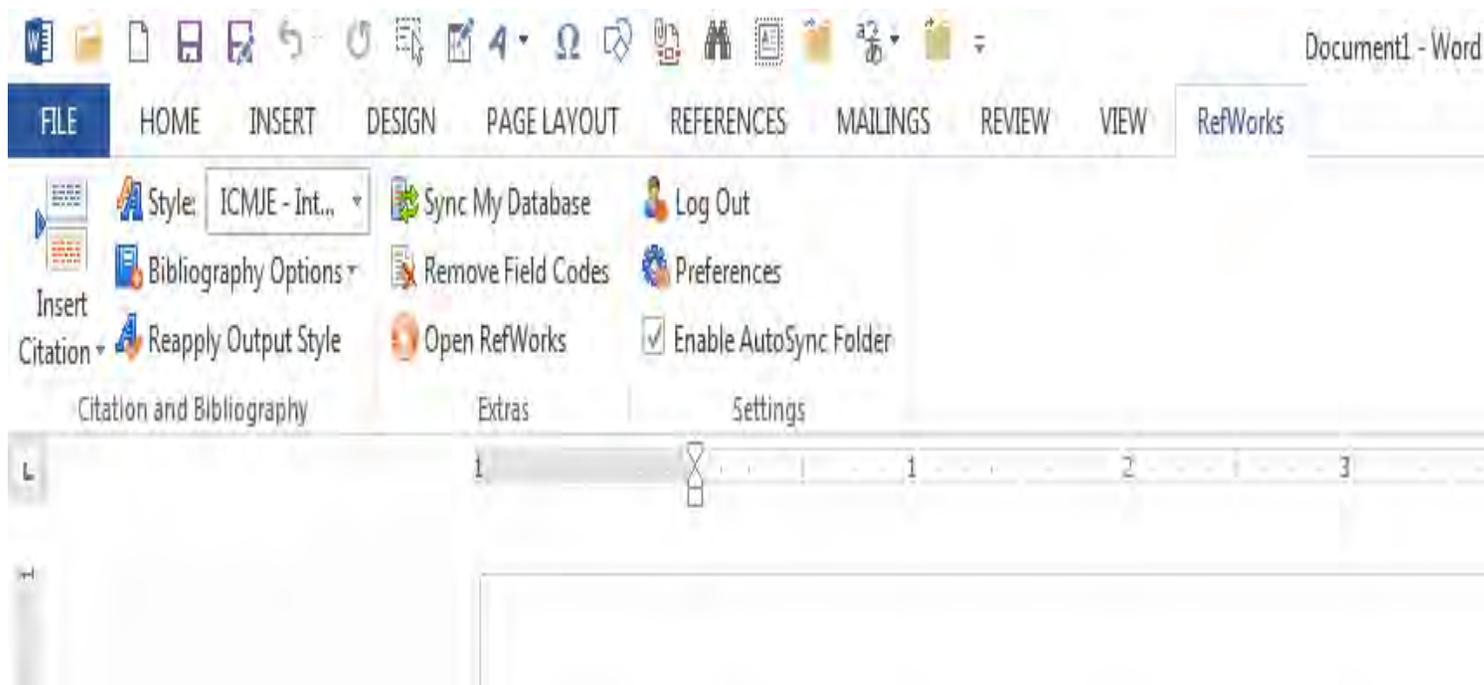


Working with Write-N-Cite



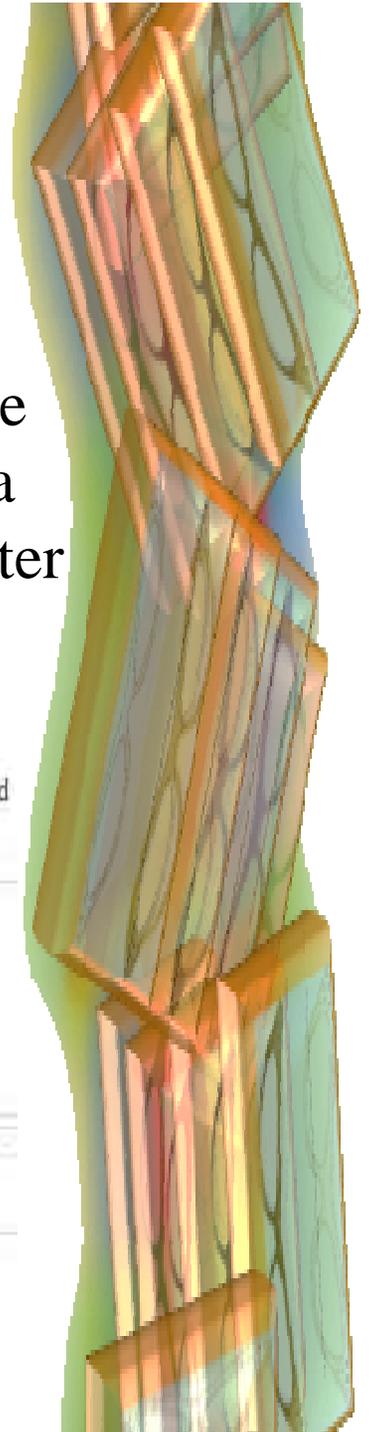
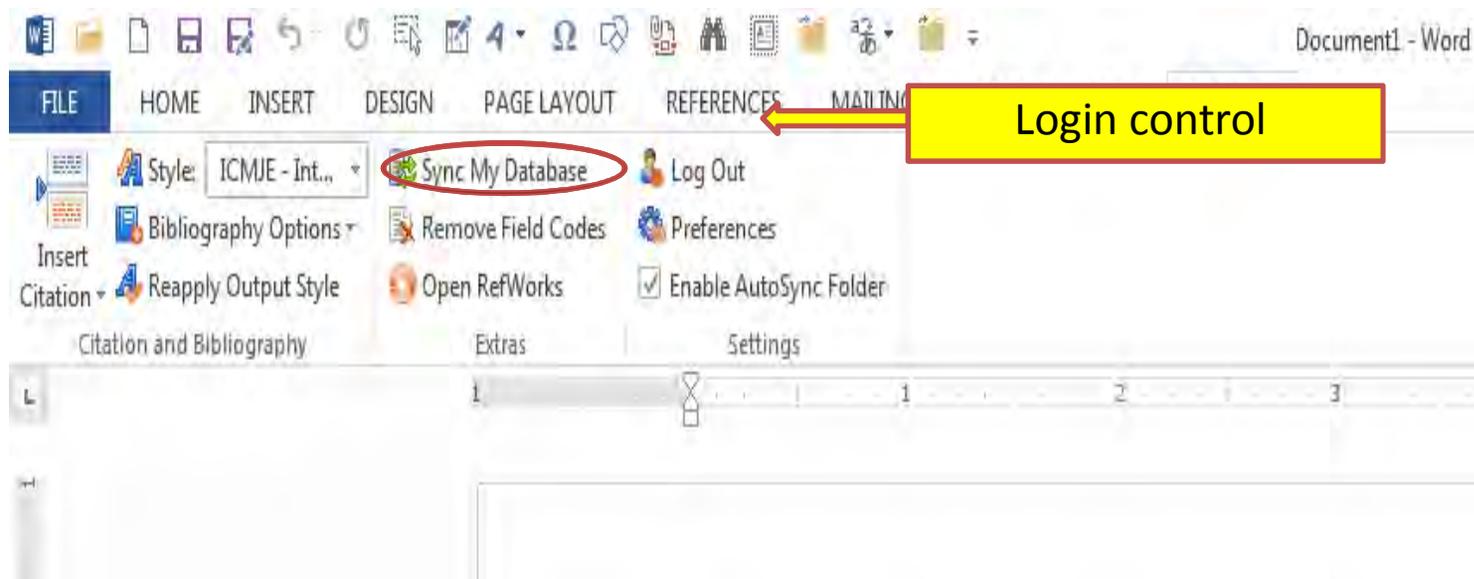
Working with Write-N-Cite

When you click on the **RefWorks** tab, a series of controls are displayed.



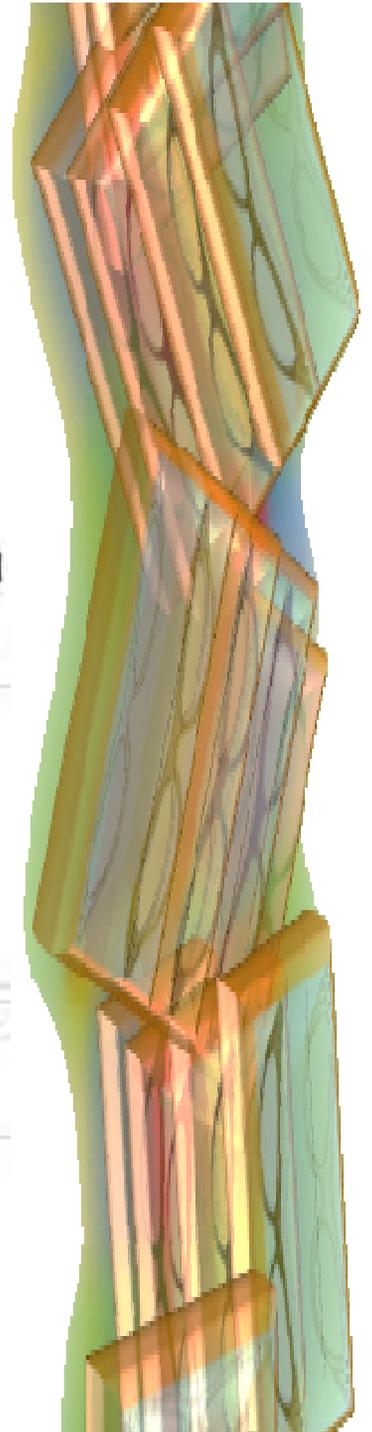
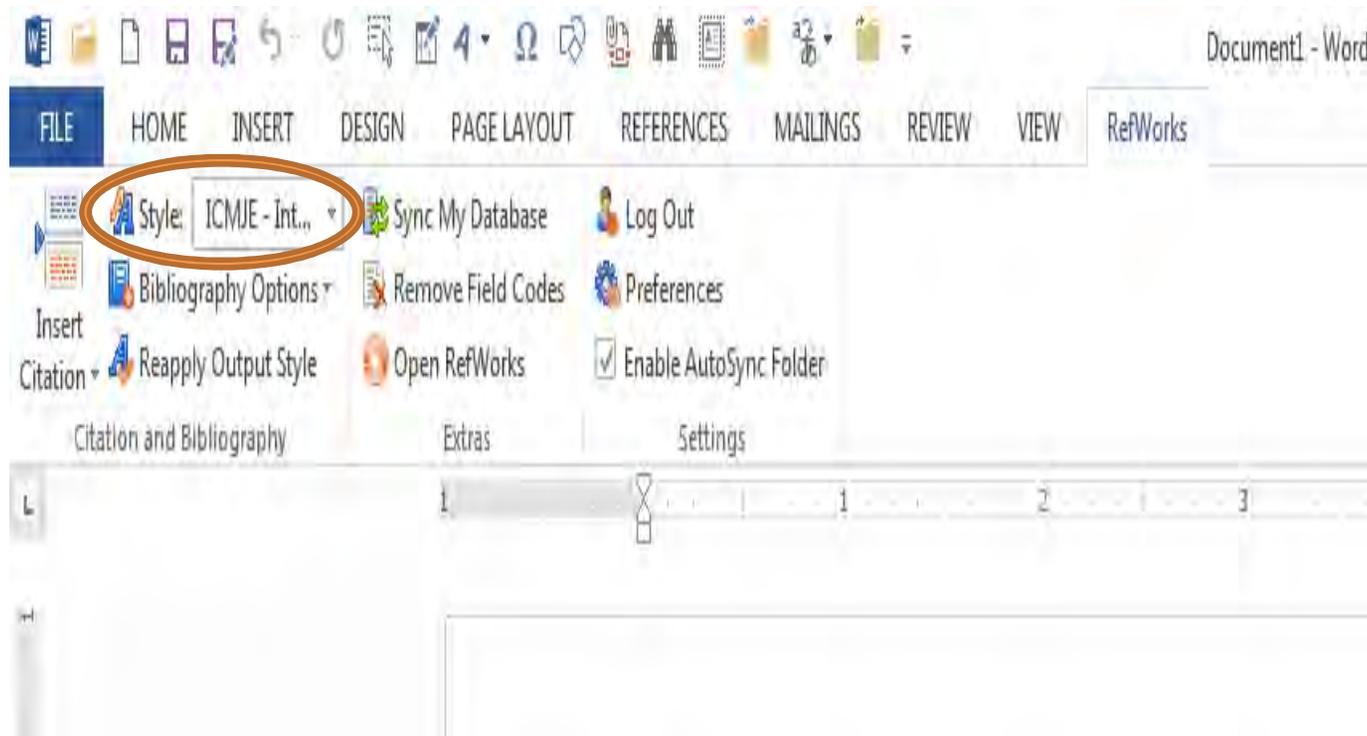
Working with Write-N-Cite

Make sure you are connected to the Internet and start by clicking on the “**Sync my Database**” control (make sure you are logged-in into **RefWorks**). This will download a copy of your **RefWorks** database into your local computer that **Write-N-Cite** can use to assist you with your references.



Working with Write-N-Cite

Next, select the desired output style.



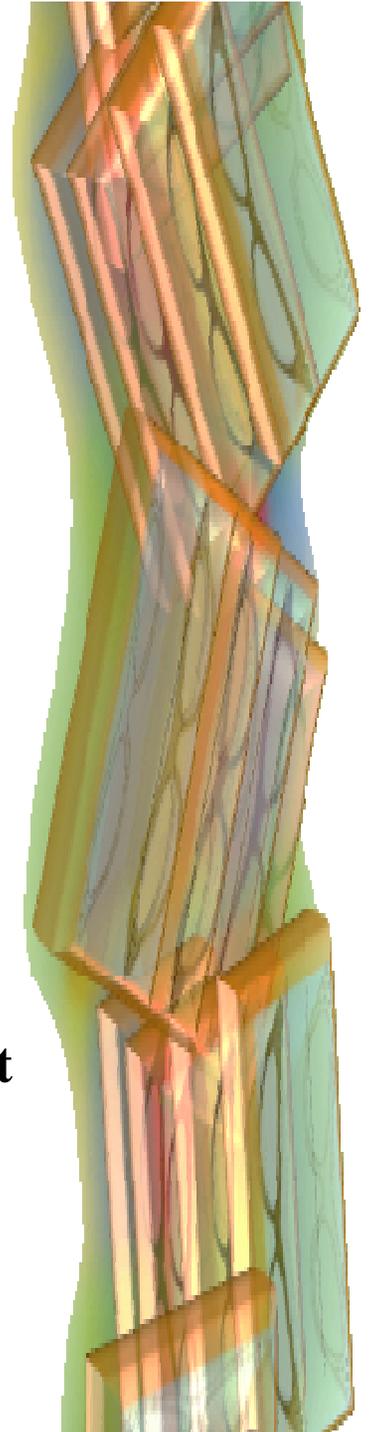
Working with Write-N-Cite

Now you can start to write your paper!

When you are ready to insert a reference, simply put the cursor in the proper place within the text and then click on “**Insert Citation.**”



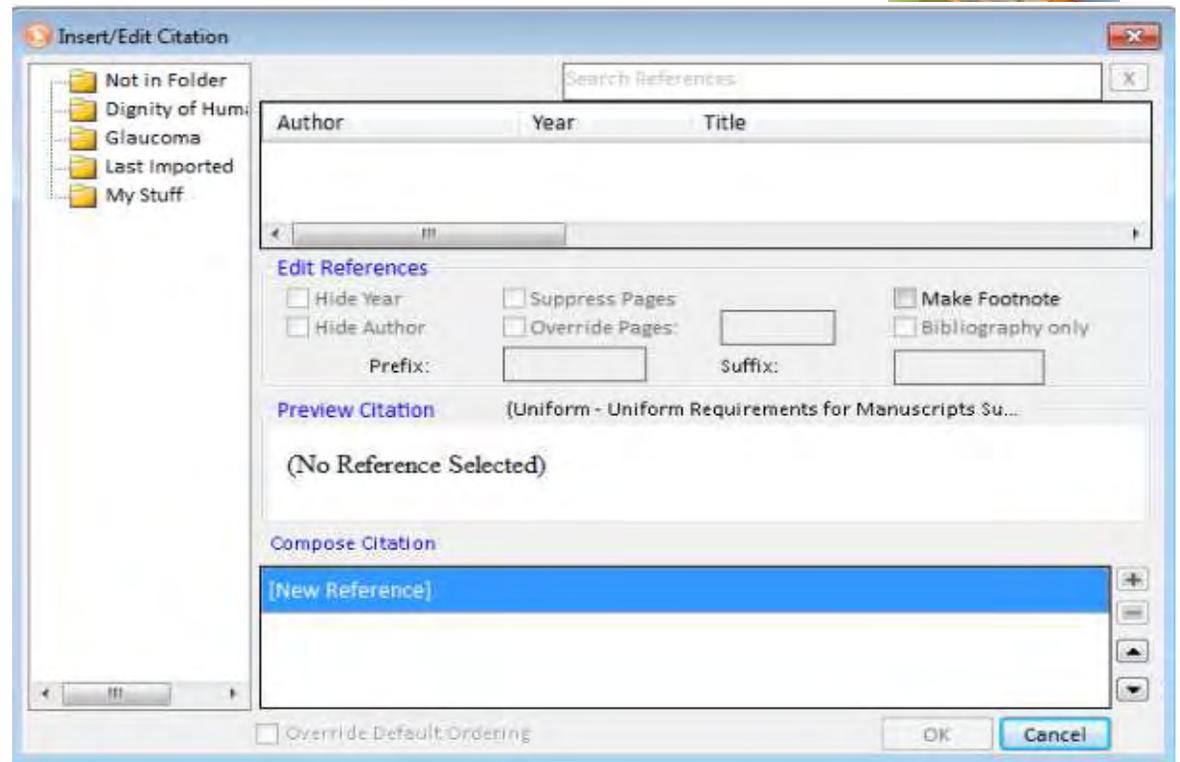
Always remember to put the cursor after a word (not in the middle of it) or after any punctuation mark.



Working with Write-N-Cite

Write-N-Cite input box

When you click on “**Insert Citation**” an input box similar to this one will appear on your screen. On it you can choose the **RefWorks** folder you want, and within it, the specific reference of your choice.



Working with Write-N-Cite

Depending on the output style you have chosen, **Write-N-Cite** will insert a marker in your text to let the readers know that there is a reference quoted there.

This is an example using **Word** for **Windows** with output style “**ICMJE**”:

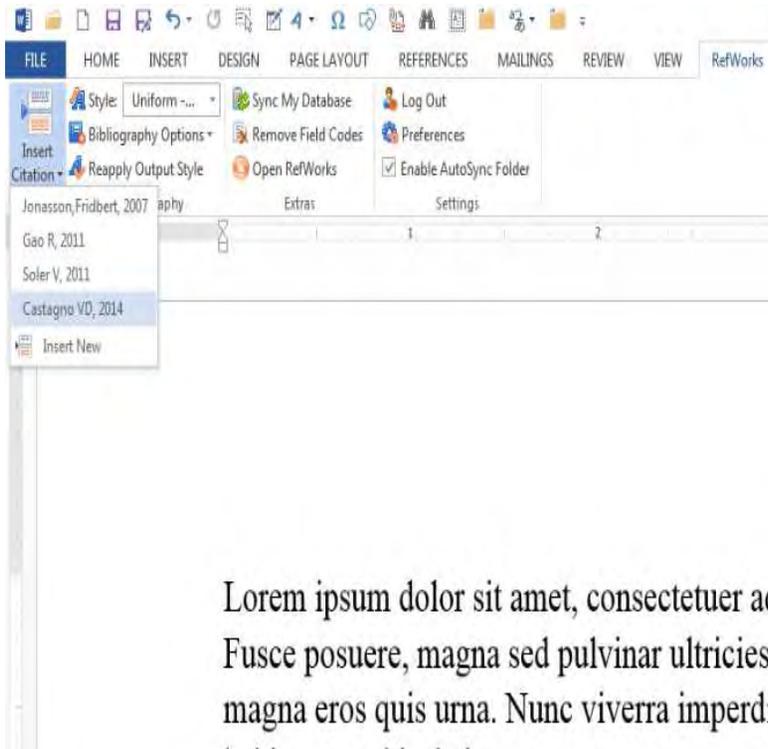


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim.(1) Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.(2)

Here citations appear as numbers within parentheses.

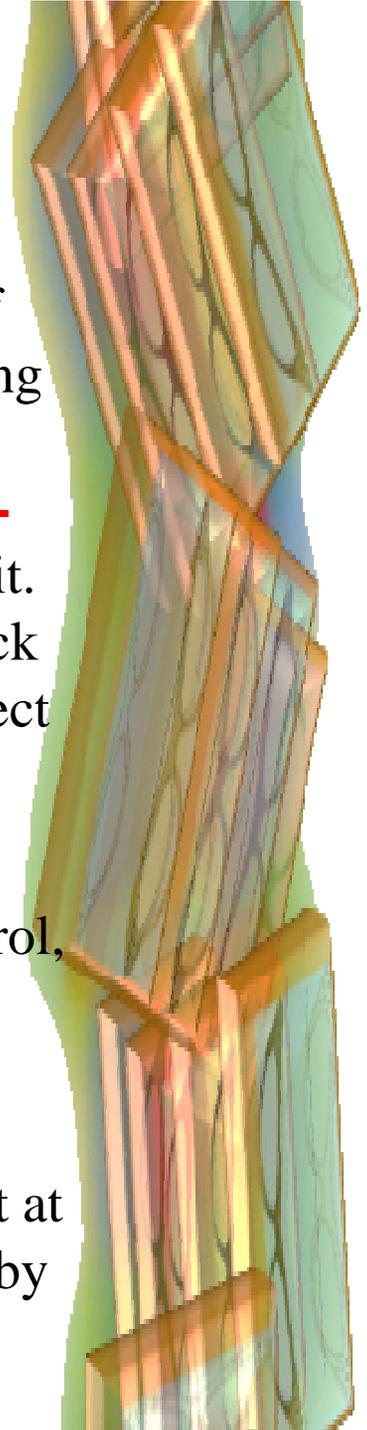


Working with Write-N-Cite



If you want to be reminded of what specific reference is being cited behind the automated number assigned by **Write-N-Cite**, simply double-click on it. You can also use the right-click button of your mouse and select **“Edit citation.”**

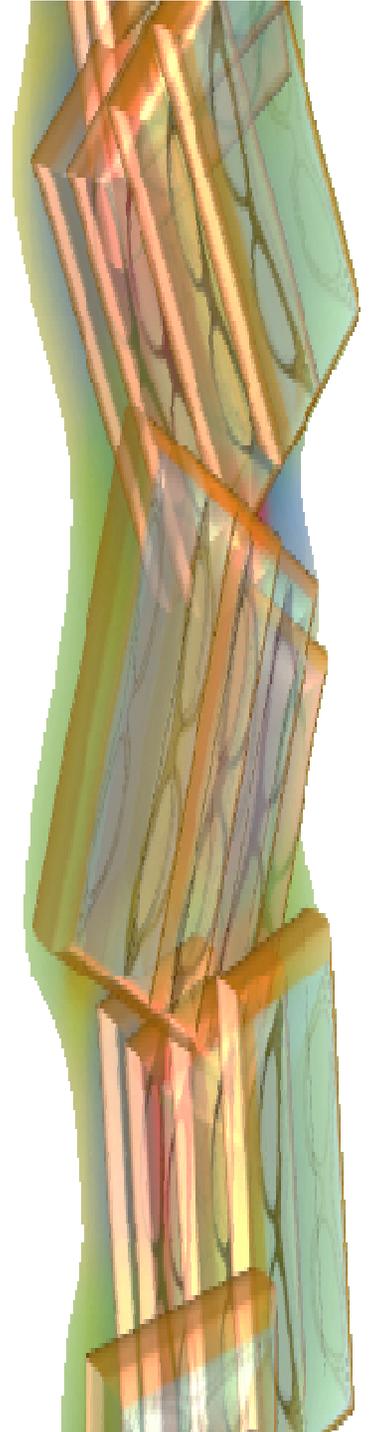
In the **“Insert Citation”** control, **Write-N-Cite** always keeps a list of the most recent works cited for quick reference. You can insert any item on that list at any time into your paper just by selecting it and clicking on it.



Creating a Bibliography

You will know you are ready to ask **RefWorks** to create a Bibliography for you if you can answer yes to all the following questions: Have you

- finished writing your work?
- finished the process of importing and/or creating the bibliographic records?
- inserted citations for all the resources you used?
- placed the cursor at the end of your document?

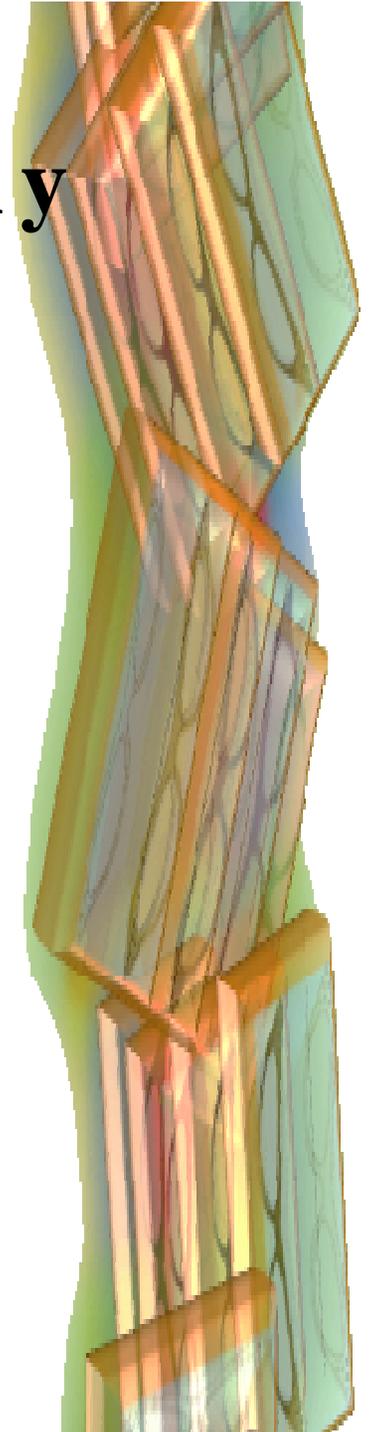


Creating a Bibliography

With this software, there are two ways for creating a Bibliography:

1. Create and download a bibliography from the **RefWorks** main screen.
2. Create a bibliography directly from **Word** using the **Write-N-Cite** tool.

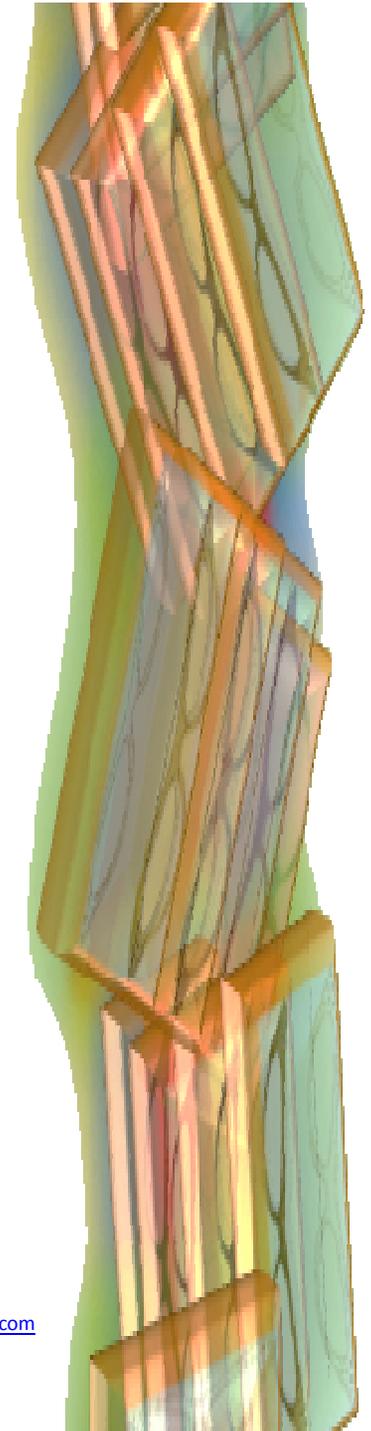
Let us briefly review both.



Creating a Bibliography from the **RefWorks**' main screen

The screenshot shows the RefWorks web interface. At the top, there are navigation tabs: References, View, Search, Bibliography, Tools, and Help. Below these are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The 'Create Bibliography' button is highlighted with a red box. A callout bubble with a black border and white background points to this button, containing the text 'Select which references to use'. Below the buttons, there is a list of references with columns for 'Ref ID', 'Book Title', 'Source', 'Authors', 'Title', and 'Folders'. The first reference is 'Ref ID 1' with the title 'The Wills Eye Manual: office and emergency room diagnosis and treatment of the eye disease.' The second reference is 'Ref ID 6' with the title 'Citation Analysis of Keratoconus 1900-2013: The Most Influential Publications, Authors, Institutions, and Journals'. The third reference is 'Ref ID 7' with the title 'Mapping Corneal Thickness Using Dual-Scheimpflug Imaging at Different Stages of Keratoconus'. The fourth reference is 'Ref ID 2' with the title 'Comparison of three-dimensional optical coherence tomography and combining a rotating Scheimpflug camera with a Placido topography system for forme fruste keratoconus diagnosis'. On the right side of the interface, there are sections for 'Announcements', 'Resources', 'Support Center', 'Webinars', 'Folders', and 'Quick Access'. The 'Quick Access' section includes links for 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References'. The bottom of the screenshot shows the Windows taskbar with the start button and several open applications.

Retrieved from <http://www.refworks.com>

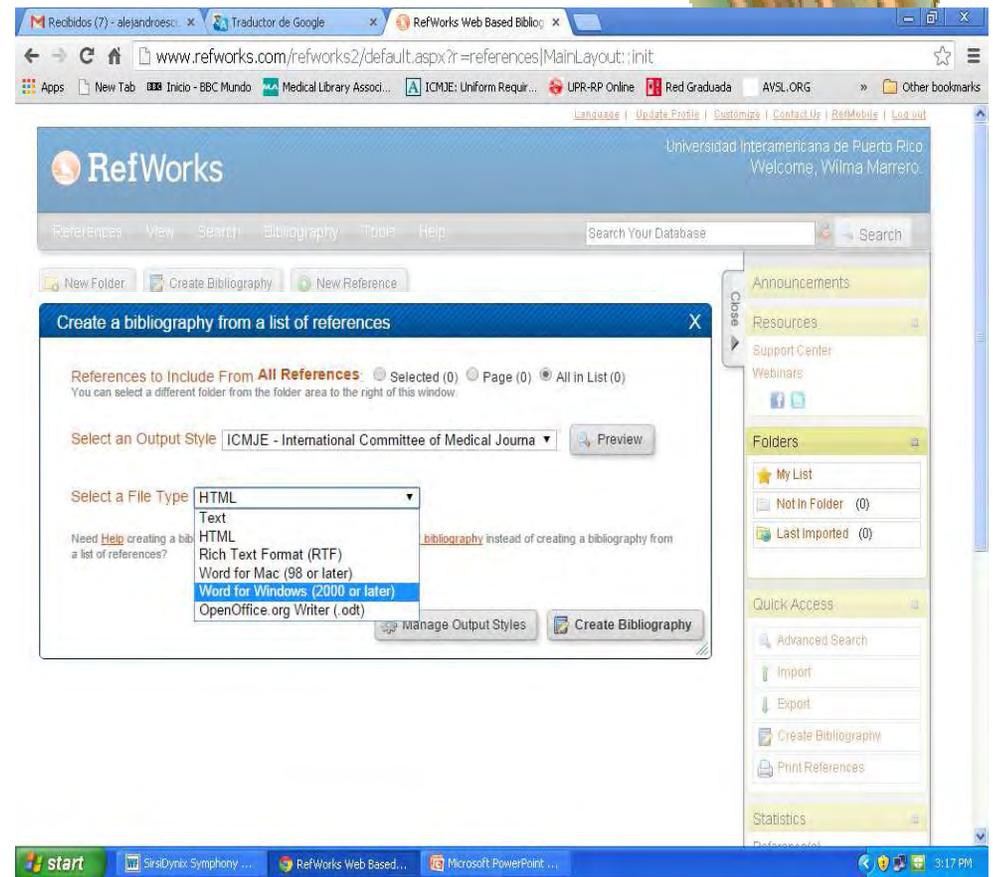


Creating a Bibliography from the RefWorks' main screen

Select your output style

Select the **ICMJE-International Committee of Medical Journal Editors**.

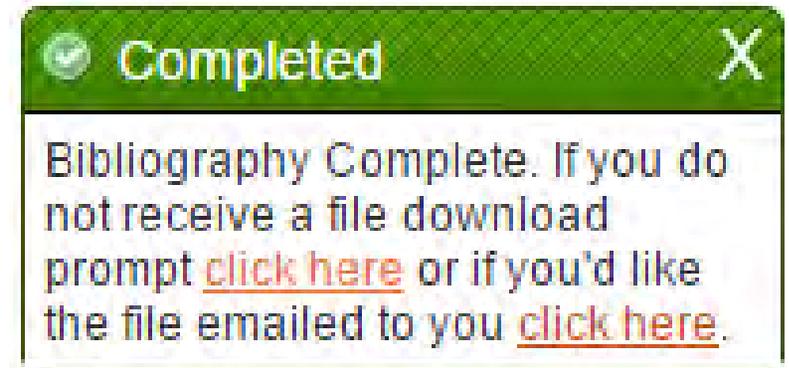
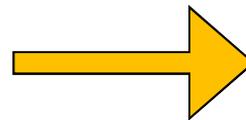
After choosing the output style, choose the file type (recommended: **Word** for **MAC** or **Windows**). When you are done, click the icon “**Create Bibliography**.”



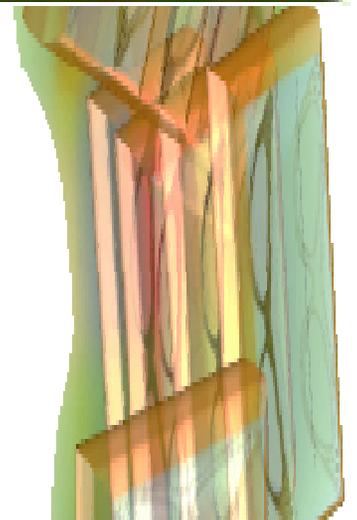
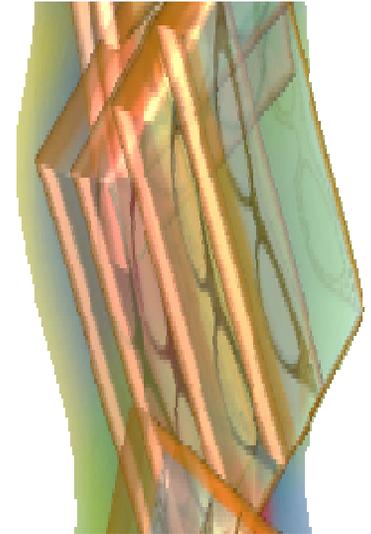
Creating a Bibliography from the **RefWorks**' main screen

A download should start immediately.

If you cannot find the download, check if you can see a small box like this in the lower right side corner of your screen. If you do, click on the link for the action of your choice: download or email.

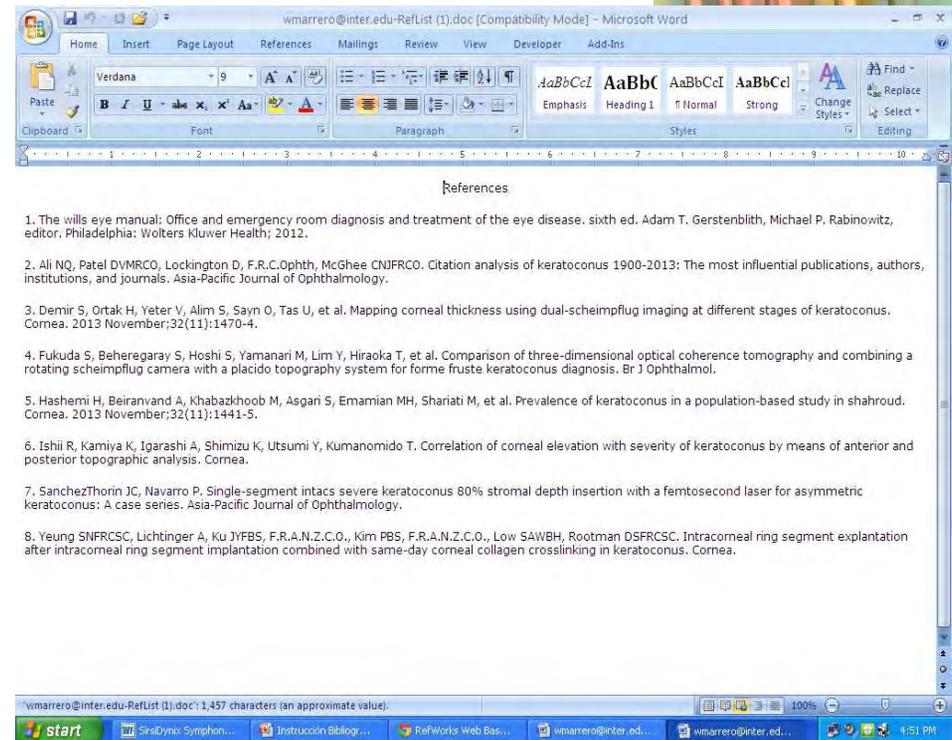


Check your download folder. Also, make sure popup blockers are not activated for this site.



Exporting your References to your Word Document

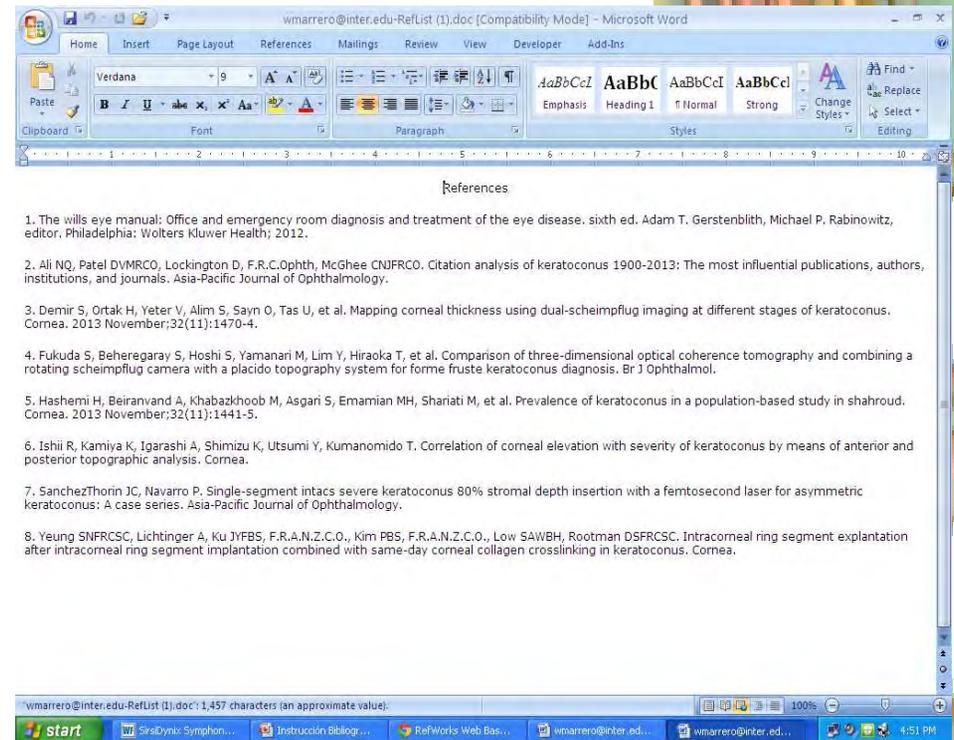
Once you open the file, a list of your references will appear. You can then add this bibliography to the end of your paper. Since you used the **ICMJJE** output style, you will see that it is a numbered list of resources.



If you do not use Write-N-Cite, the best option is to create a **RefWorks** folder containing only the references that you used prior to creating a bibliography and then create it from there. Be aware that in this case you will have to manually select both the numbers and the order of the references in a bibliography that you create from scratch using **RefWorks** according to the order you quoted them in your text.

Exporting your References to your Word Document

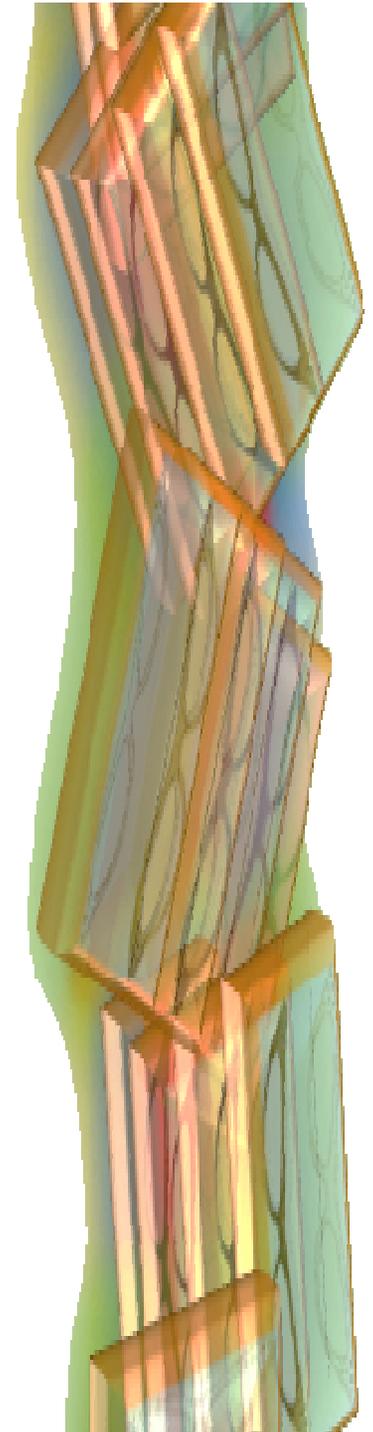
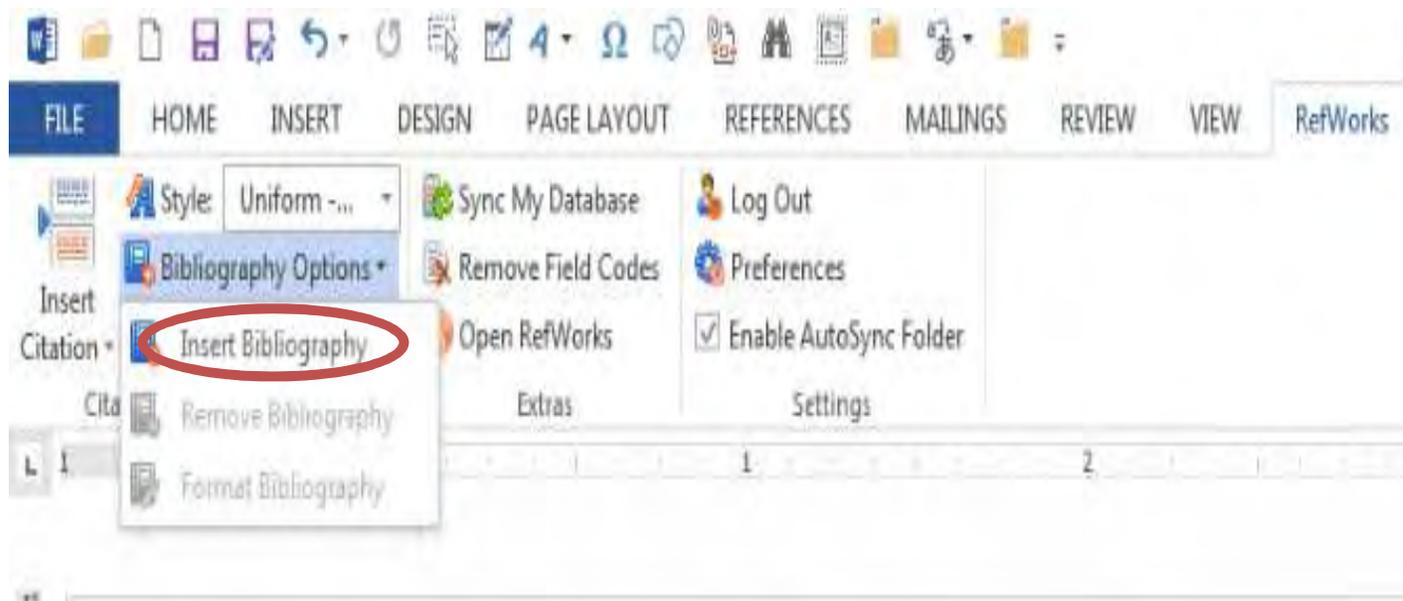
If you use **Write-N-Cite**, do not erase or otherwise change the numbers or the order of the references listed in the newly generated bibliography as they correspond exactly to the numbers that **RefWorks** inserted into your document when and where you made a citation.



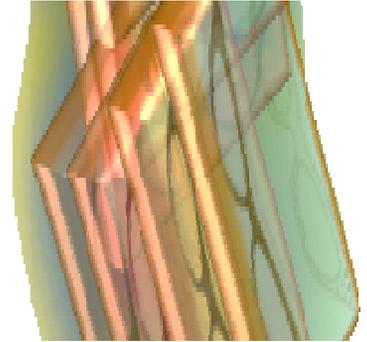
Option #2: Creating a Bibliography from Word using **Write-N-Cite**

Instead of importing the Bibliography from **RefWorks**, you may choose to employ the **Write-N-Cite** tool in **Word**:

Put the cursor at the end of the document you are writing. Then in the **RefWorks** tab under “**Bibliography Options**” click on “**Insert Bibliography**.”

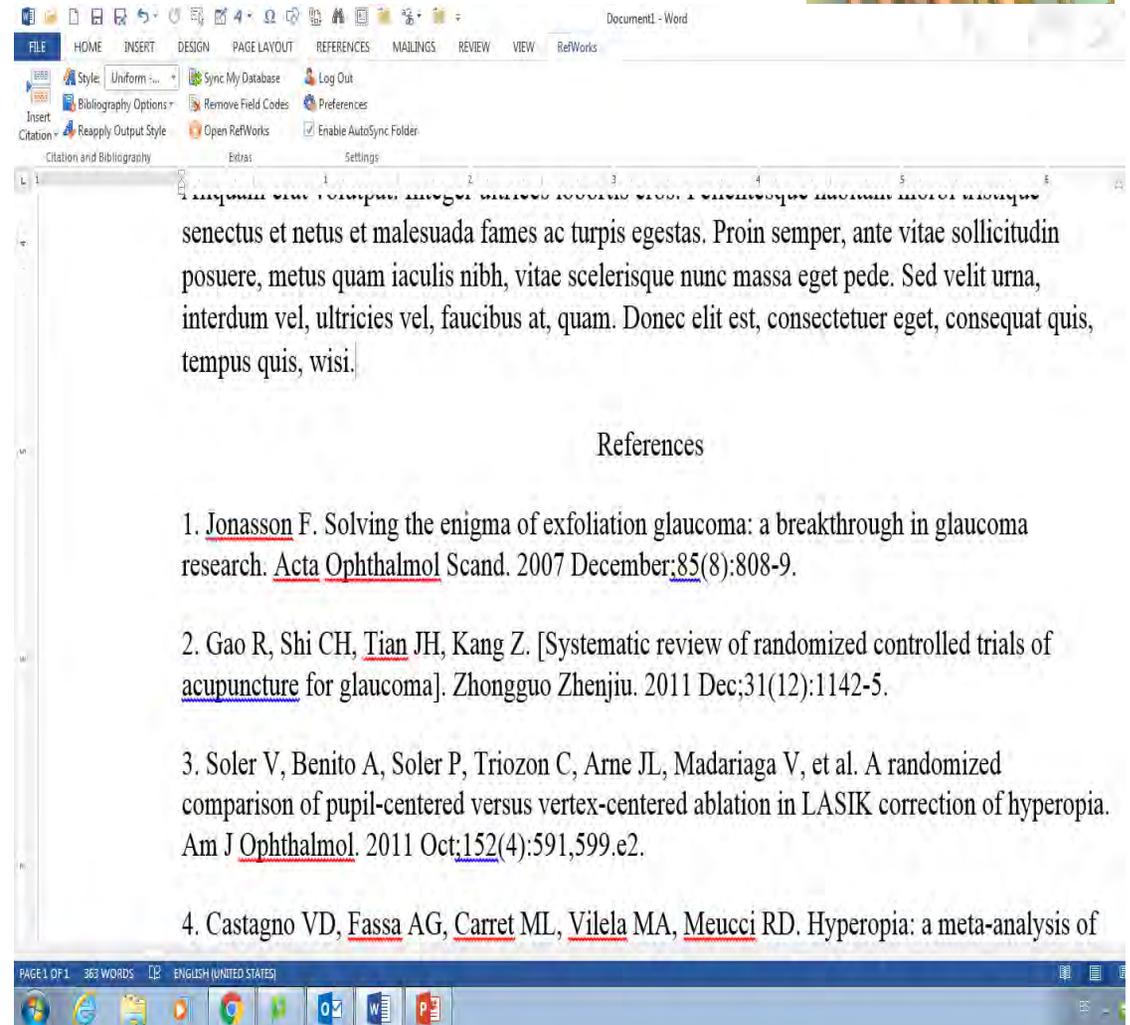


Creating a Bibliography from Word using Write-N-Cite



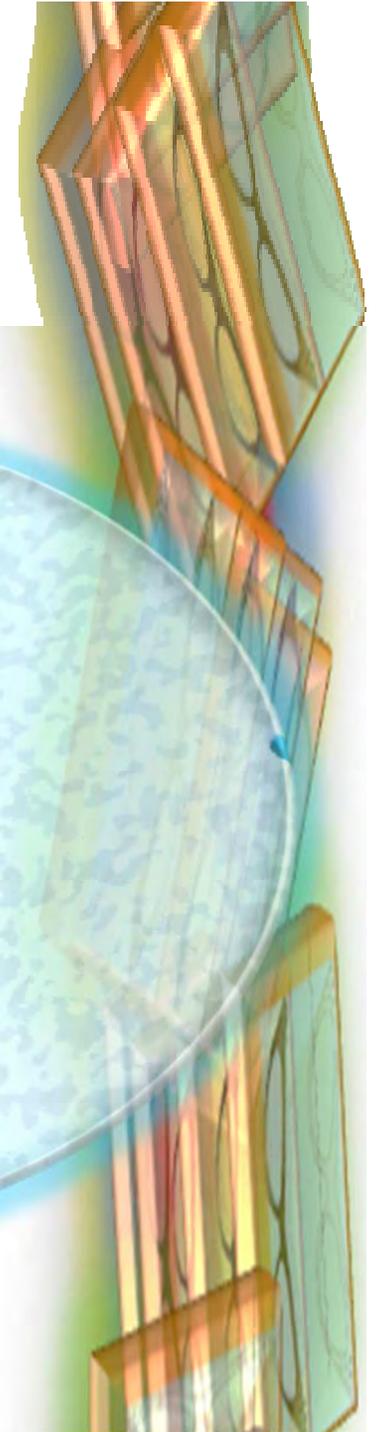
Write-N-Cite will insert your bibliography underneath the point where you put your cursor at the end of the document. It will look similar to this one.

Both the order or the references as well as their numbers will correspond exactly to the order in which you quoted each resource.



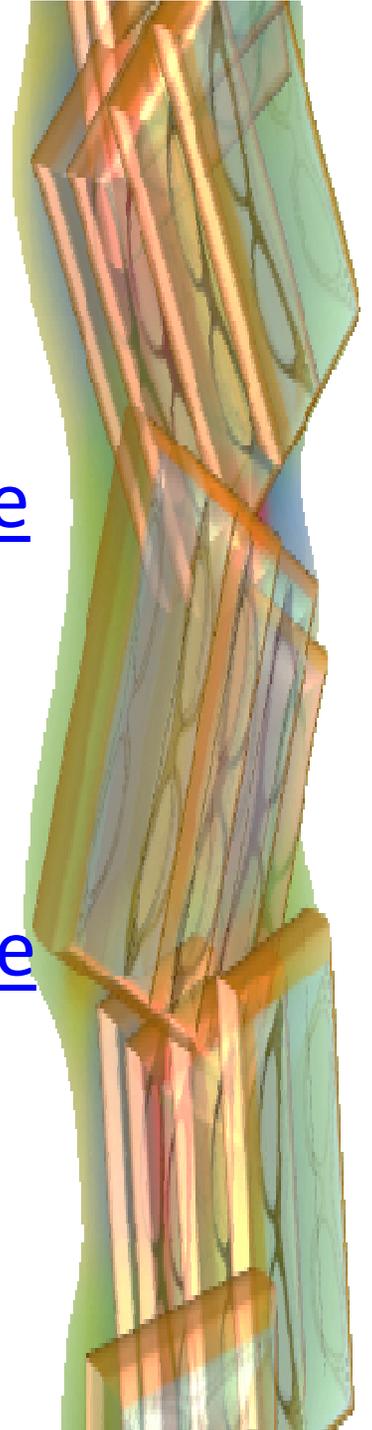
Creating a Bibliography

You made it!



REFERENCES

- Instructional videos:
<https://www.youtube.com/user/ProQuestRefWorks>
- RefWorks Help files
<http://www.refworks.com/refworks2/help/RefWorks2.htm>



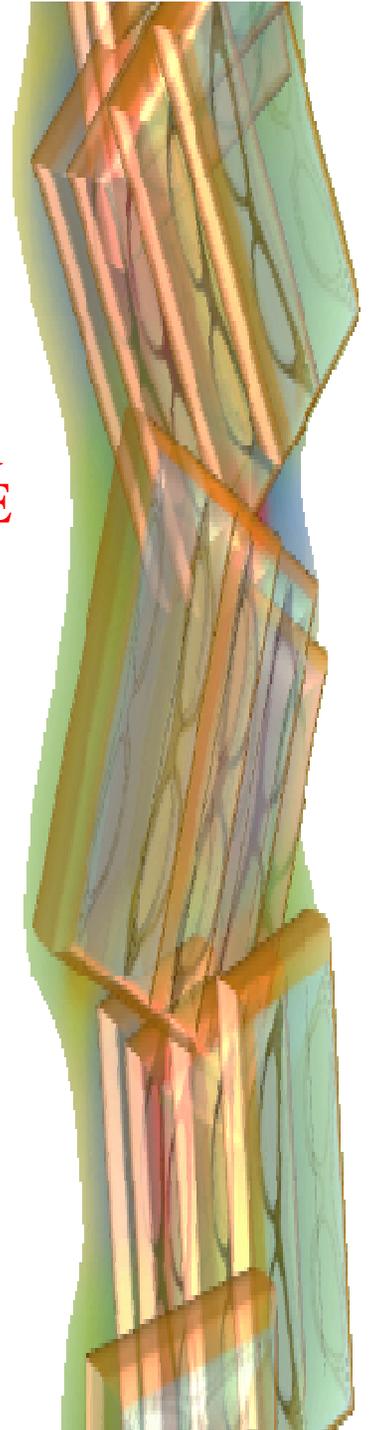
Bibliography Style Manual

Recommendations for the Conduct, Reporting, Editing and Publication of Scholarly Work in Medical Journals (ICMJE Recommendations):

<http://www.icmje.org/icmje-recommendations.pdf>



Recommended by the IAUPR School of Optometry. Pay special attention to section IV entitled "MANUSCRIPT PREPARATION AND SUBMISSION"



If you need further assistance or if you want to see a copy of this presentation stay connected to our Web Page.

In the near future we will post it in the “Information competencies” section.

Also, we will be posting the dates for Q & A sessions.



“HOW TO PREPARE A BIBLIOGRAPHY USING RefWorks®”

Prepared by A. Escobar (October 2013)

Revised, updated and expanded by F. Morales (January 2016)

Background graphics by F. Morales (January 2016)

Approved by W. Marrero (January 2016)

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