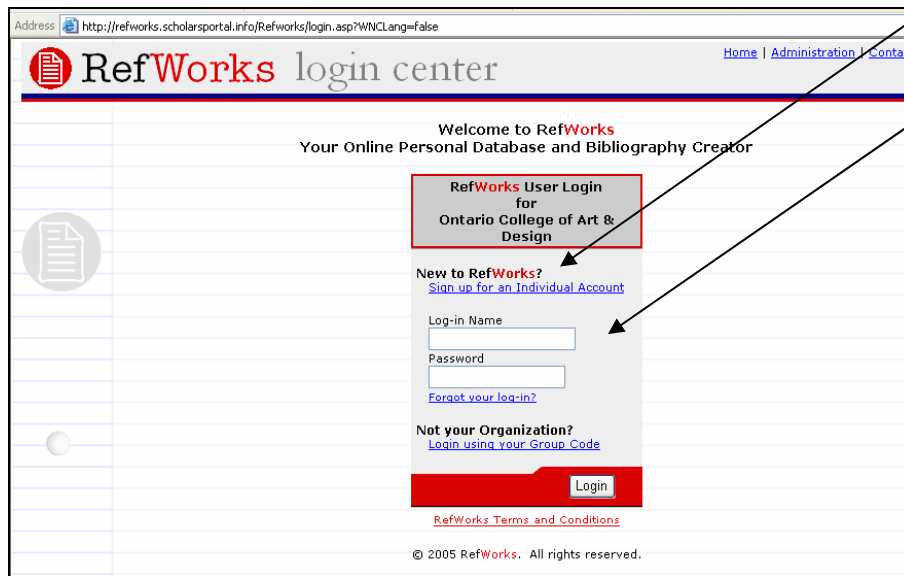


# RefWorks: An Overview

@ DOROTHY H. HOOVER LIBRARY

RefWorks is an online bibliographic management program that allows you to create your own personal database of references (book, electronic source or journal article). You can import references directly from some database indexes, indirectly from saved files or enter references manually from an online worksheet. RefWorks allows you to organize your references in folders and search for information within your own database. You can also format your paper and bibliography (works cited page) in a variety of styles including MLA, Turabian and Chicago.



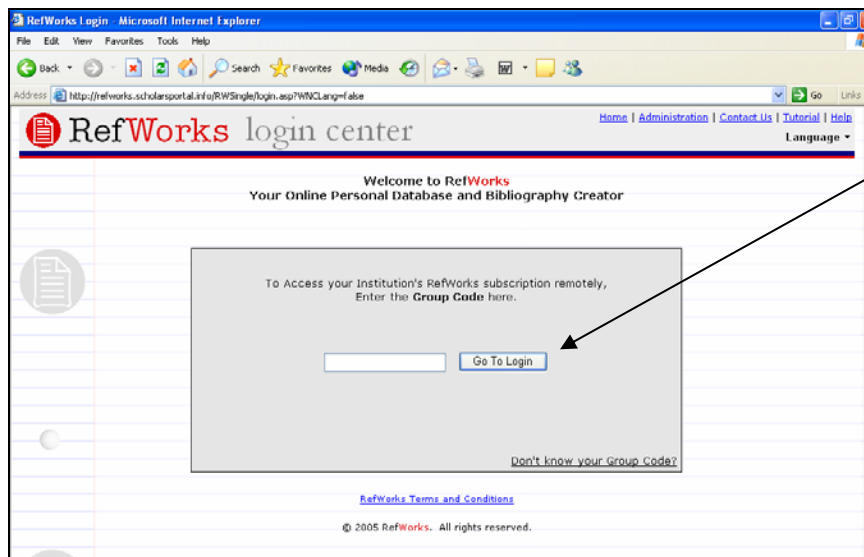
## New to RefWorks?

Register for an account.

## Registered already?

Enter your username and password.

Access RefWorks from the link on the **OCAD Library Homepage** or by inputting the following url address in your browser:  
**http://refworks.scholarsportal.info**



RefWorks is accessible on campus and off. When off campus enter OCAD's group password.

## With RefWorks you can

- Create your own database of references
- Import references from the OCAD Library's databases
- Automatically format your papers and bibliographies or works cited pages easily

Refworks Web Based Bibliographic Management Software - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Refresh Print Mail RefWorks

Address <http://refworks.scholarsportal.info/Refworks/mainframe.asp> Go Links >>

**RefWorks** Welcome, Robert Fabbro. [Log out](#)  
Ontario College of Art & Design

References Search View Folders Bibliography Tools Help Search RefWorks Go

**All References** Switch to: Standard View

Use:  Selected  Page  All in List Sort by: Authors, Primary

Add to My List Put in Folder... Global Edit Delete Print

Go to Page: 1 2 3 Next Last

Ref ID: 37 Generic Reference 1 of 67 [View](#) [Edit](#) [S-F-X](#)

Title, Primary: THE HERETIC IN DARWIN'S COURT: The Life of Alfred Russel Wallace (Book)

Authors, Primary:

Source: [Publishers Weekly](#), 2004, 251, 17, 48-49, Reed Business Information / Reviews

Ref ID: 81 Book, Whole Reference 2 of 67 [View](#) [Edit](#) [S-F-X](#)

Book Title: Faces in the crowd : picturing modern life from Manet to today = volti nella folla : immagini della vita moderna da Manet a oggi

Authors: [Abate, Michele](#); [Larner, Melissa](#); [Nasso, Claudio](#); [Whitechapel Art Gallery](#); [Castello di Rivoli](#)

Source: 2004, 384, Skira, Distributed in North America by Rizzoli, Milan; New York, 1st

Ref ID: 87 Journal Reference 3 of 67 [View](#) [Edit](#) [S-F-X](#)

Title: "After-Images": A Review of Recent Studies of Reproductive Print-Making

Authors: [Alexander, David](#)

Source: [Oxford Art Journal](#), 1983, 6, 1, Prints, 11-17, Oxford Litho Plates

Ref ID: 10 Book, Whole Reference 4 of 67 [View](#) [Edit](#) [S-F-X](#)

Book Title: Hieronymus Bosch and alchemy : a study on the St. Antony triptych

Authors: [Bergman, Madeleine](#)

Source: 1979, 31, 139, Almqvist & Wiksell International, Stockholm

Ref ID: 40 Generic Reference 5 of 67 [View](#) [Edit](#) [S-F-X](#)

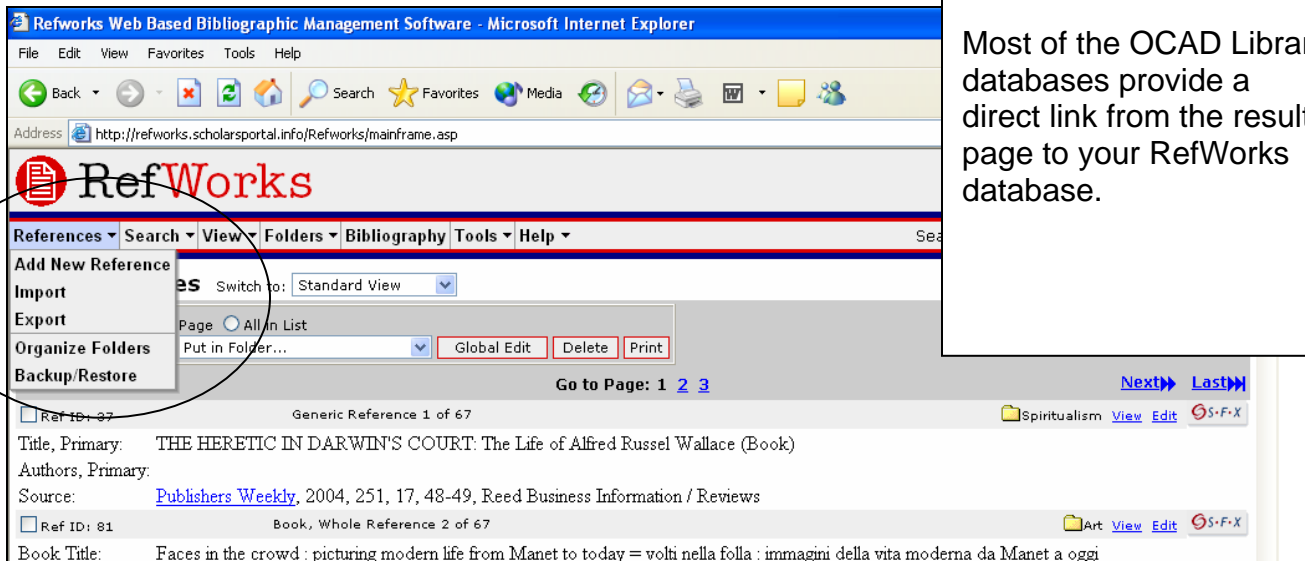
Title, Primary: Egyptomania!

start Refworks Web Based... RefWorks Seminar - ... EN 10:25 AM

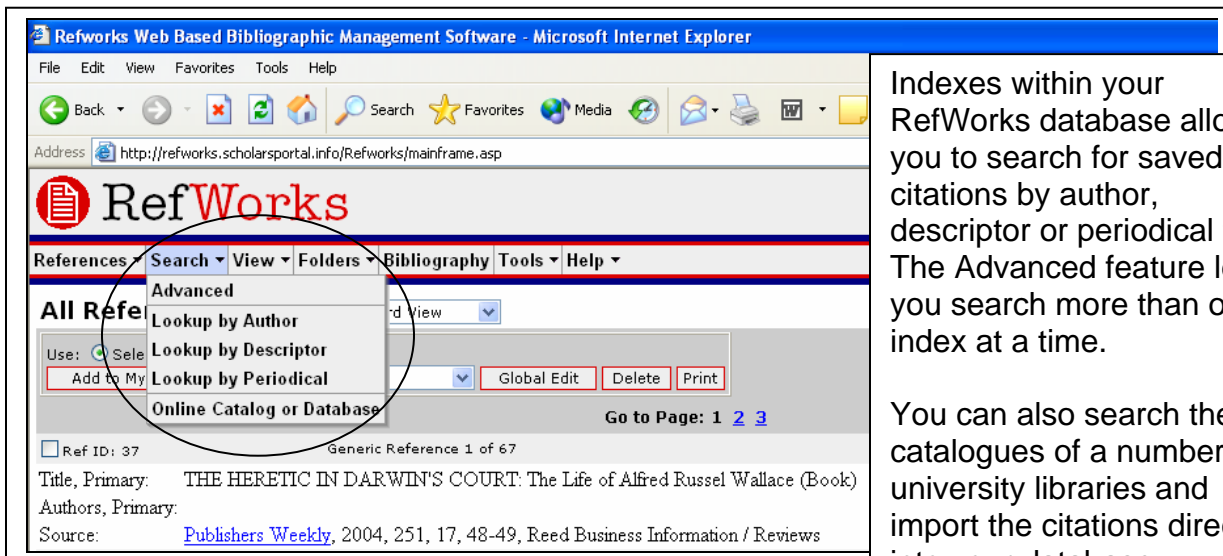
## RefWorks Database Features

With RefWorks you can manually add citations to your database or import them from a number of the OCAD Library's online databases.

Most of the OCAD Library databases provide a direct link from the results page to your RefWorks database.



The screenshot shows the RefWorks web interface in Microsoft Internet Explorer. The browser address bar displays <http://refworks.scholarsportal.info/Refworks/mainframe.asp>. The RefWorks logo is prominently displayed. The navigation menu includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Add New Reference' menu is open, showing options: 'Import', 'Export', 'Organize Folders', and 'Backup/Restore'. Below the menu, there are input fields for 'Put in Folder...', 'Global Edit', 'Delete', and 'Print'. The main content area shows a list of references, with the first one selected: 'Ref ID: 37', 'Generic Reference 1 of 67', 'Spiritualism'. The details for this reference are: 'Title, Primary: THE HERETIC IN DARWIN'S COURT: The Life of Alfred Russel Wallace (Book)', 'Authors, Primary:', 'Source: Publishers Weekly, 2004, 251, 17, 48-49, Reed Business Information / Reviews'. The second reference is partially visible: 'Ref ID: 81', 'Book, Whole Reference 2 of 67', 'Art', 'Faces in the crowd : picturing modern life from Manet to today = volti nella folla : immagini della vita moderna da Manet a oggi'.

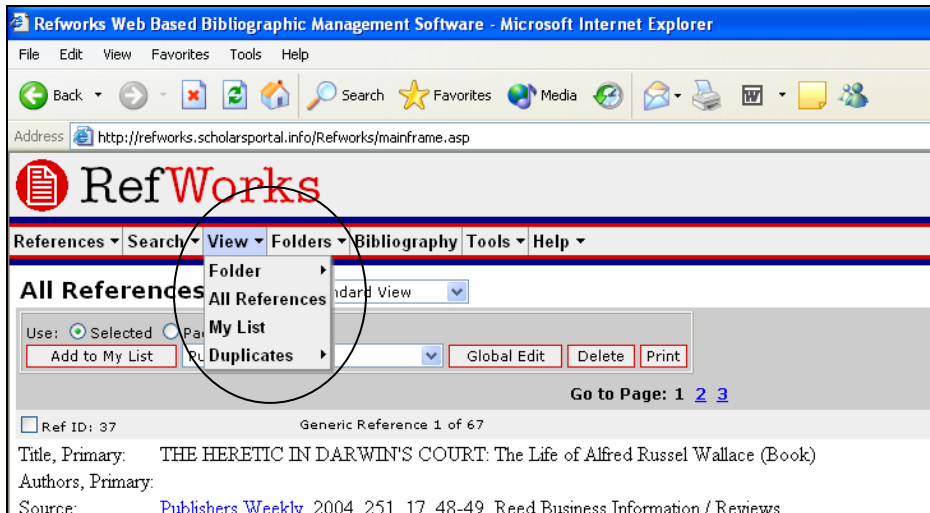


The screenshot shows the RefWorks web interface in Microsoft Internet Explorer. The browser address bar displays <http://refworks.scholarsportal.info/Refworks/mainframe.asp>. The RefWorks logo is prominently displayed. The navigation menu includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Advanced' search menu is open, showing options: 'Lookup by Author', 'Lookup by Descriptor', 'Lookup by Periodical', and 'Online Catalog or Database'. Below the menu, there are input fields for 'Use: Sele', 'Add to My', 'Global Edit', 'Delete', and 'Print'. The main content area shows a list of references, with the first one selected: 'Ref ID: 37', 'Generic Reference 1 of 67'. The details for this reference are: 'Title, Primary: THE HERETIC IN DARWIN'S COURT: The Life of Alfred Russel Wallace (Book)', 'Authors, Primary:', 'Source: Publishers Weekly, 2004, 251, 17, 48-49, Reed Business Information / Reviews'.

Indexes within your RefWorks database allow you to search for saved citations by author, descriptor or periodical title. The Advanced feature lets you search more than one index at a time.

You can also search the catalogues of a number of university libraries and import the citations directly into your database.

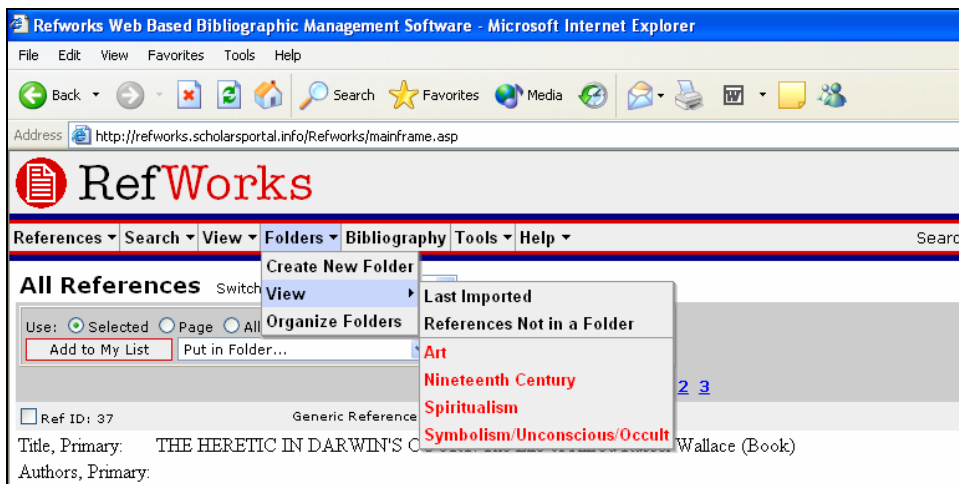
## RefWorks Database Features



The screenshot shows the RefWorks web interface in Microsoft Internet Explorer. The browser title is "Refworks Web Based Bibliographic Management Software - Microsoft Internet Explorer". The address bar shows "http://refworks.scholarsportal.info/Refworks/mainframe.asp". The RefWorks logo is prominently displayed. The navigation menu includes "References", "Search", "View", "Folders", "Bibliography", "Tools", and "Help". The "View" menu is open, showing options: "Folder", "All References", "My List", and "Duplicates". The "All References" section is active, displaying a list of references. The first reference is "THE HERETIC IN DARWIN'S COURT: The Life of Alfred Russel Wallace (Book)" by "Publishers Weekly, 2004, 251, 17, 48-49, Reed Business Information / Reviews". The interface includes buttons for "Add to My List", "Global Edit", "Delete", and "Print".

You can view the contents of your database by selecting folders that you have created, from lists or all the references unorganized.

You can search for duplicate references in your database and delete these if you so choose.

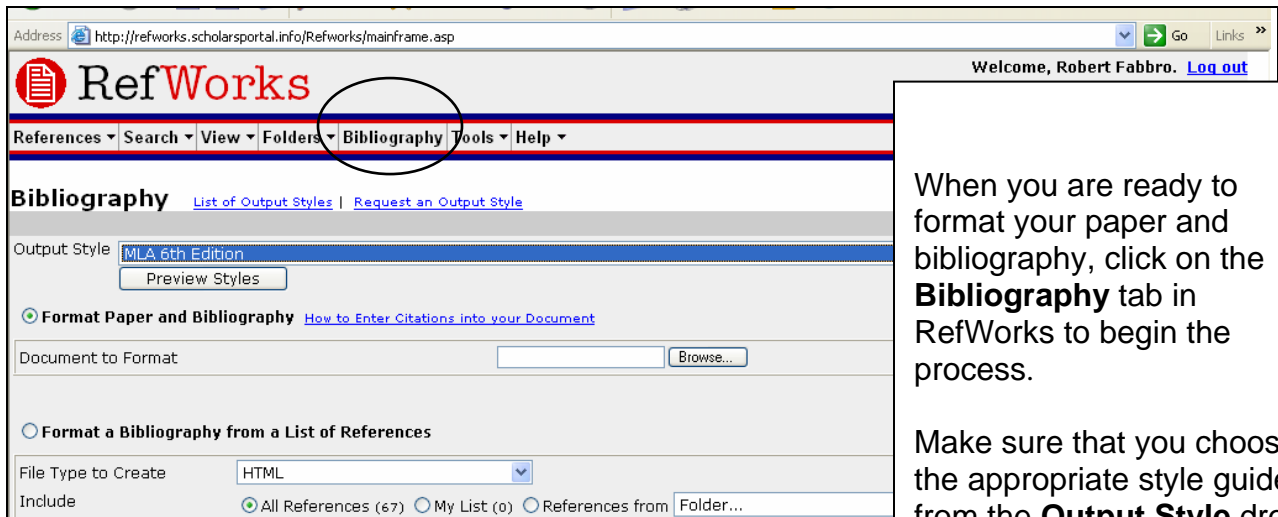


The screenshot shows the RefWorks web interface in Microsoft Internet Explorer. The browser title is "Refworks Web Based Bibliographic Management Software - Microsoft Internet Explorer". The address bar shows "http://refworks.scholarsportal.info/Refworks/mainframe.asp". The RefWorks logo is prominently displayed. The navigation menu includes "References", "Search", "View", "Folders", "Bibliography", "Tools", and "Help". The "Folders" menu is open, showing options: "Create New Folder", "View", and "Organize Folders". The "Organize Folders" sub-menu is open, showing options: "Last Imported", "References Not in a Folder", "Art", "Nineteenth Century", "Spiritualism", and "Symbolism/Unconscious/Occult". The "All References" section is active, displaying a list of references. The first reference is "THE HERETIC IN DARWIN'S COURT: The Life of Alfred Russel Wallace (Book)". The interface includes buttons for "Add to My List" and "Put in Folder...".

RefWorks allows you to create folders to organize your saved references in the database.

You can also search for citations that you have recently imported into your database and for citations that you have not organized into any folders.

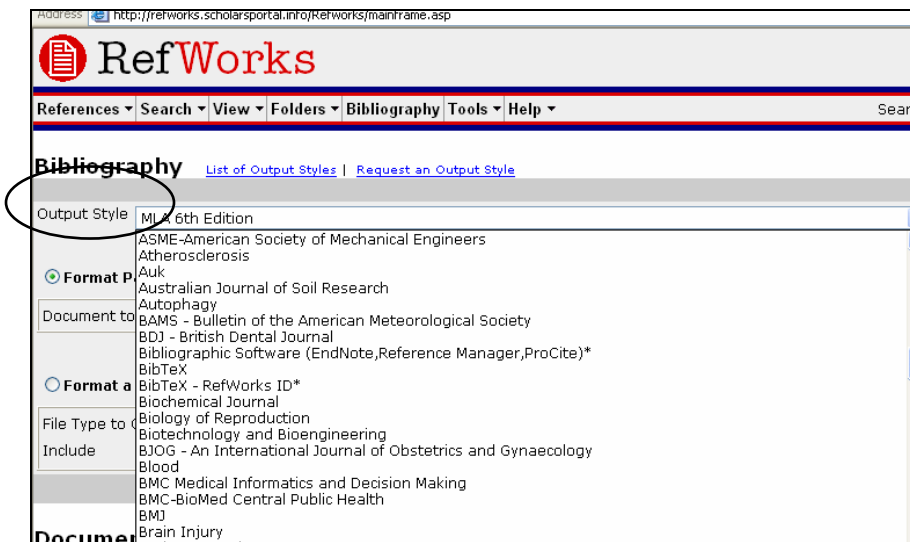
# RefWorks Database Features



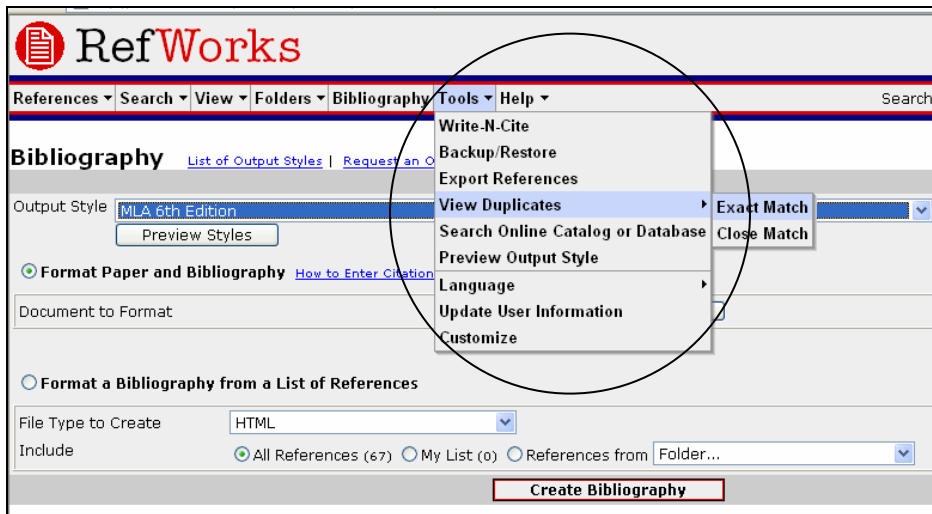
When you are ready to format your paper and bibliography, click on the **Bibliography** tab in RefWorks to begin the process.

Make sure that you choose the appropriate style guide from the **Output Style** drop down menu on the Bibliography page.

NOTE: The most commonly used essay style at OCAD is MLA

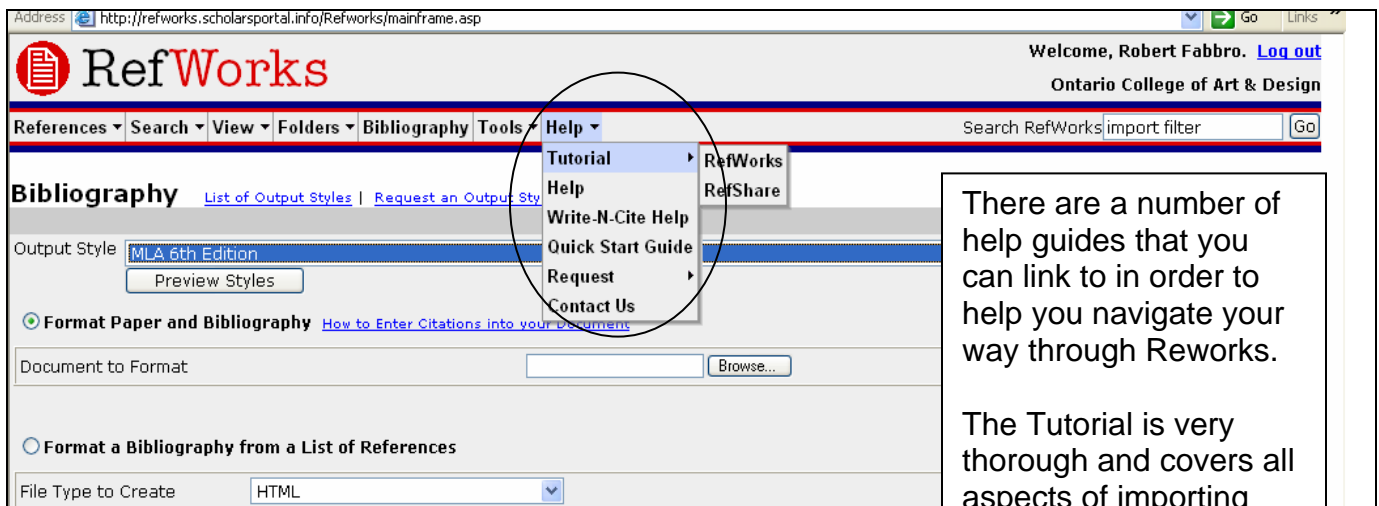


## RefWorks Database Features



You can open up Write-N-Cite an online application that allows you to format your paper from your word processor.

You can also export your saved references to other citation management programs.



There are a number of help guides that you can link to in order to help you navigate your way through Reworks.

The Tutorial is very thorough and covers all aspects of importing and saving citations, and formatting papers and bibliographies.