

REFWORKS

RefWorks is a **web-based bibliography and database manager** that allows you **to create your own personal database by importing references** from text files 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.

RefWorks is an **online bibliographic research database**, research management, writing and collaboration tool.

RefWorks is designed to help researchers easily gather, manage, store and share all types of information, as well as **generate citations and bibliographies**.

RefWorks **supports hundreds of online databases and output styles** covering a broad range of subject areas. RefWorks collaborates with some of the world's most prestigious online information service providers including ProQuest, BioOne, **EBSCO**, **Elsevier**, HighWire, H.W. Wilson, **ISI**, OCLC, **Ovid** and Serial Solutions, to name a few.

RefWorks is dedicated to creating tools for faculty, researchers, students, and librarians that enhance and enrich the process of discovery and research.

I. HOW TO ACCESS REFWORKS AND REGISTER

1. RefWorks does not require installing any software. It is FREE to UB faculty members and students.
2. To access it, on campus and off campus, you first need to **REGISTER on campus**. (Registration has to be done on campus. You cannot do it from home or off campus unless you have a UB proxy or other privileges faculty members and MA and doctoral students may have)
3. **Registering: While ON CAMPUS**, go to the UB library web site <http://www.bib.ub.edu> and select RefWorks (bottom right hand side of the screen)



The screenshot shows the homepage of the Centre de Recursos per a l'Aprenentatge i la Investigació (CRAI) at the Universitat de Barcelona. The page features a navigation menu at the top with options like 'About the CRAI', 'Libraries', 'Support for Teaching', 'Information resources', 'Services', 'Library for you', 'Procedures', and 'Help'. On the left, there is a search bar and a sidebar with links to 'Library Catalogue', 'reccercador', and 'Quick links'. The main content area includes sections for 'Library for you', 'Information resources', 'Services', and 'About the CRAI'. A 'News' section is also present. In the bottom right corner, the 'RefWorks' logo is visible, along with the text 'Bibliographical Reference Manager RefWorks'.

How to use Bibliographic Research Database Tools (I): RefWorks

4. Select "Sign up for an Individual Account"

RefWorks User Login for Universitat de Barcelona

New to RefWorks?
[Sign up for an Individual Account](#)

Log-in Name
Password

[Forgot your log-in?](#)

[Athens users](#)
[Login through your institution \(Shibboleth users\)](#)

Not your Organization?
[Login using your Group Code](#)

Login

Centre de Recursos per a l'A
UNIVERSITAT DE BARCELONA

Mapa Cercador Català Español English

Conèixer el CRAI Biblioteques Suport a la Docència Recursos d'informació Servei

Ajuda
Abreviatures del CRAI
Cerca en el web del CRAI
Com trobar
Com consultar els catàlegs

Pàgina inicial > Ajuda > Com gestionar la pròpia bibliografia > Gestor de referències (RefWorks) >

Gestor de referències bibliogràfiques (RefWorks)

RefWorks RefWorks RefShare

[Avis !](#)

5. Complete the **New User Information for Universitat de Barcelona** online application form.

You need to identify yourself, provide an e-mail account, a login name (username) and a password. Choose a login name and password you will not forget because you'll need them both every time you want to access RefWorks.

New User Information for Universitat de Barcelona

(All fields are required)

Your Name
Login Name
Password
Re-enter Password
E-Mail Address

Type of User
Seleccione su Tipo de Usuario

Area of Focus
Select a Focus Area

m2mye
Enter code shown above:

[Back to RefWorks Login](#)

Register

With **RefWorks** you can:

- create your own **personal database**
- **import references from your institution's databases**
- **automatically format your papers and bibliographies** in seconds






Get started now with four easy steps:

1. **Enter your subscriber information.**
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From **RefWorks** click on Bibliography and select the paper you just saved and 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 created.

How to use Bibliographic Research Database Tools (I): RefWorks

6. Once you have successfully registered you will see the following screen

Congratulations!		Getting Started	
You have successfully set up your RefWorks account. As a new user to the service, we recommend you view the online Tutorial before getting started.		Step 1: Create Your Personal Database	<ul style="list-style-type: none">▪ Importing data directly from online databases▪ Importing data from saved text files▪ Importing records from other bibliographic management programs▪ Adding references manually
		Step 2: Write Your Paper Using References From Your Database	<ul style="list-style-type: none">▪ Using Write-N-Cite▪ Using One Line/Cite View
		Step 3: Create Your Bibliography	<ul style="list-style-type: none">▪ From your reference list▪ From your paper
 Help	Need additional assistance getting started with RefWorks?		
 Tutorial	Why not view the Quick Start Guide?		
 F.A.Q.s			
 Contact Us			

7. Online and printed Tutorials from RefWorks are available from <http://www.refworks.com/tutorial/> on the following topics:

1. Logging Into RefWorks (1:26 min.)
2. **Navigating Around RefWorks** (2:02 min.)
3. **Getting Your References into RefWorks** (:12 sec.)
4. Direct Import from an Online Database Service (3:19 min.)
5. Importing Text Files (6:25 min.)
6. Searching Online Information Within RefWorks (2:31 min.)
7. Searching Your RefWorks Database (1:05 min.)
8. **Organizing Your References** (3:00 min.)
9. Building Your Bibliography (:51 sec.)
10. Using Write-N-Cite v.2 for Windows and Mac (5:53 min.)
11. Using One Line/Cite View (7:37 min.)
12. **Quick Bibliography** (3:44 min.)
13. Entering References Manually (6:49 min.)

There is also a QUICK START GUIDE in different languages available from http://www.refworks.com/Refworks/help/Refworks.htm#Quick_Start_Guide.htm

I strongly recommend you print the QUICK START GUIDE available from http://www.refworks.com/Refworks/help/RefWorks_Quick_Start_Guide.pdf (7 pages)

How to use Bibliographic Research Database Tools (I): RefWorks

Further information on how to use RefWorks can be found from the UB library website (In Catalan)

RefWorks

Com accedir a RefWorks i registrar-se com a usuari.

No necessiteu instal·lació prèvia, només us heu de registrar com usuari del gestor.

La primera vegada, cal que us connecteu des d'un PC de la Xarxa de la UB o a través del servidor proxy (la primera identificació es fa per rang IP), a la pàgina d'inici de [RefWorks](#). A continuació realitzeu les següents accions:

1. Entreu a **Registrese para una cuenta individual**.
2. Entreu un nom d'usuari i una contrasenya (els que vulgueu; han de tenir mínim 4 caràcters).
3. Entreu l'adreça de correu electrònic (es recomana posar el de la UB).
4. Seleccioneu el tipus d'usuari i l'àrea temàtica que us interessa.
5. Cliqueu damunt **Registrese**.
6. El programa s'obre i podeu començar a treballar.
7. Rebreu un missatge de correu a l'adreça que heu introduït en el registre, on se us comunica el nom d'usuari, la contrasenya i el "Group Code", o codi institucional, que us permetrà accedir a la vostra base de dades de Refworks des de fora de la UB i sense haver d'utilitzar el servidor proxy.

Com accedir posteriorment

1. Connecteu-vos a [Refworks](#)
2. Entreu el nom d'usuari i la contrasenya.
3. **IMPORTANT!!** useu "Group Code" si accediu a RefWorks des de fora de la xarxa.

Guies d'ús

- [Tutorials de Refworks](#)
- [Guia d'ús de RefWorks en català \[Doc6\]](#)
- [Guia d'ús amb exemples per a Biblioteconomia i Documentació](#)

Formació

- Consulteu la pàgina de [Formació d'usuaris](#) del web del CRAI.
- **WEBINARS:** Formació en línia gratuïta per a tots els subscriptors actuals. S'ofereixen cursos bàsics i avançats. **Nou!**

Avis

Els usuaris que utilitzin el navegador *Internet Explorer 7* i experimentin una gran lentitud quan treballin amb RefWorks, és a causa d'un nou filtre de l'IE7 que avalua els continguts de les pàgines web. Per rectificar-ho es pot descarregar i instal·lar una actualització de Microsoft des de:

<http://support.microsoft.com/default.aspx/kb/928089>

[Inici](#)

RefShare

RefShare és una opció que s'afegeix al mòdul de RefWorks i que permet als usuaris compartir les seves bases de dades (o carpetes), d'una manera ràpida i fàcil, per beneficiar la investigació col·laborativa. Els usuaris poden compartir les seves referències de RefWorks amb membres de la mateixa institució, i a escala mundial, amb qualsevol investigador que tingui accés a Internet.

RefShare permet a la institució subscriptora tenir una pàgina web on els usuaris poden fixar les seves bases de dades RefWorks o carpetes.

Característiques de RefShare

- Els usuaris poden controlar l'accés a les seves dades amb varietat d'opcions.
- Els usuaris espectadors poden buscar, descarregar, imprimir, exportar, i posar-se en contacte amb l'autor original per correu electrònic.
- L'accés pot ser limitat a una comunitat particular d'usuaris.
- La informació resultat d'una investigació és fàcilment accessible per una audiència global.

Activació de RefShare

Un cop l'usuari ha estat donat d'alta a RefWorks i ha rebut el missatge de confirmació de registre, **haurà de posar-se en contacte amb l'administrador del compte institucional de RefWorks**, perquè li obri l'accés a la funcionalitat RefShare de compartir referències, fitxers o carpetes i bases de dades amb els seus col·laboradors.

Aquests col·laboradors poden ser

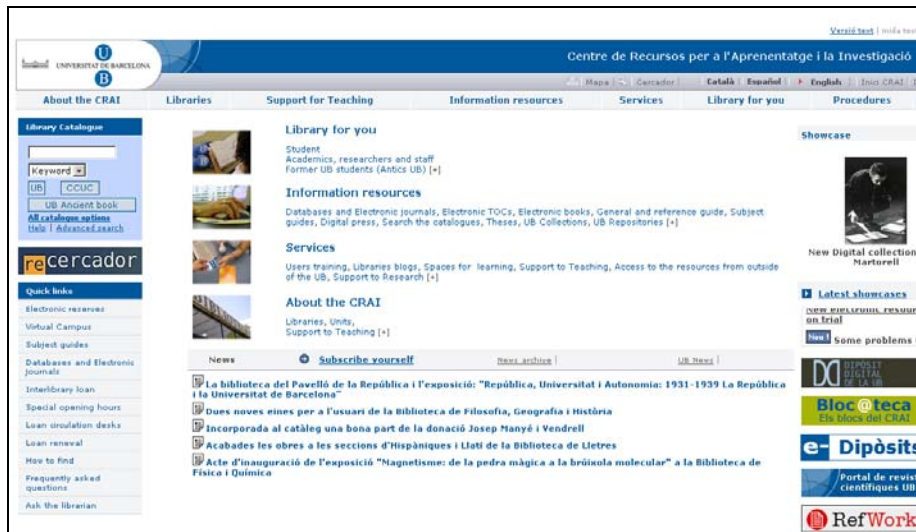
- Col·laboradors externs (tant els registrats a RefWorks des de la seva institució com els que no).
- Col·laboradors interns (registrats a Refworks des de la Universitat de Barcelona).

Guies d'ús

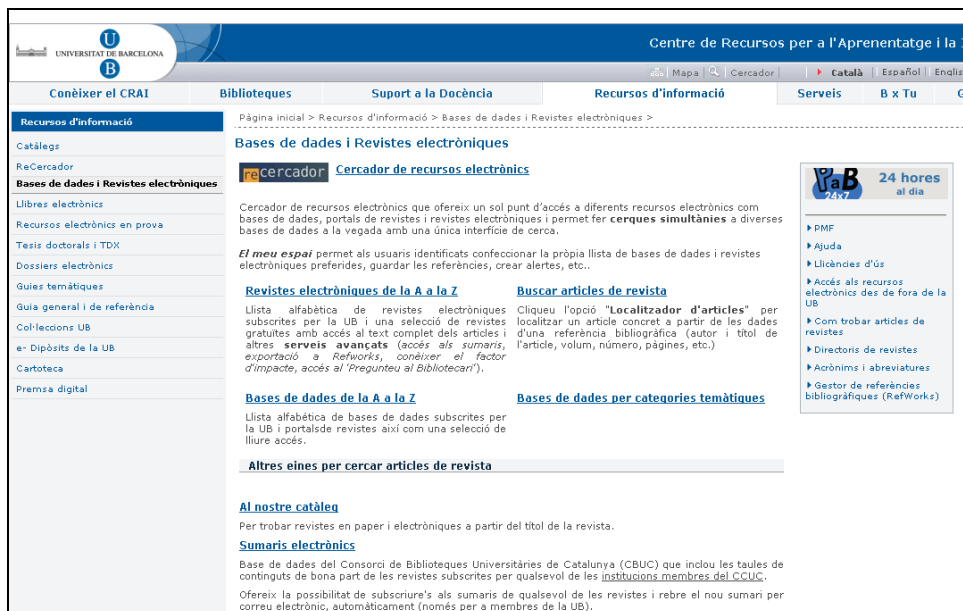
- [Tutorial de Refworks/Refshare](#)
- [Guia d'ús de RefShare en català \[Doc6\]](#)

II. HOW TO SAVE REFERENCES FROM RESEARCH DATABASES (LLBA, ERIC) SUPPORTED BY THE UB LIBRARY TO REFWORKS

1. Remember that if you are not a faculty member or MA or Doctoral student, you have to consult research databases while on campus.
2. Go to the UB library web site and select DATABASES ('bases de dades' in Catalan) from Information resources > Bases de dades (middle section of the screen)



3. Select 'Bases de dades de la A a la Z' (Datases from A to Z)



4. Type the research database of your interest. Let's try typing LLBA

re cercador

QuickSearch | MetaSearch | **Find Database** | Find e-Journal | My Space

Language | Log In | Help | End Se

Find Database | Database List

Find Database

Locate Category

Title list: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z →

Other

Title: LLBA

Database:

Vendor:

Category:

Any Word:

Type:

Show all Show unrestricted

How to accessing e-resources | Access to the resources from outside the UB | Frequently asked questions | **Searching guide** | Access conditions | Refworks | More information resources

Comments and suggestions : Ask the librarian

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5. Click on the Linguistic and Language Behaviour Abstracts (LLBA) link

re cercador

QuickSearch | MetaSearch | **Find Database** | Find e-Journal | My Space

Language | Log In | Help | End Se

Find Database | **Database List**

Database List

Search for "Title=LLBA" found 1 Databases

Table View **Brief View**

Linguistics - Linguistics	Go to MetaSearch	<Previous Next>
Database Name	Type	Actions
Linguistics and Language Behavior Abstracts	Database	i
Linguistics - Linguistics	Go to MetaSearch	<Previous Next>

How to accessing e-resources | Access to the resources from outside the UB | Frequently asked questions | **Searching guide** | Access conditions | Refworks | More information resources

Comments and suggestions : Ask the librarian

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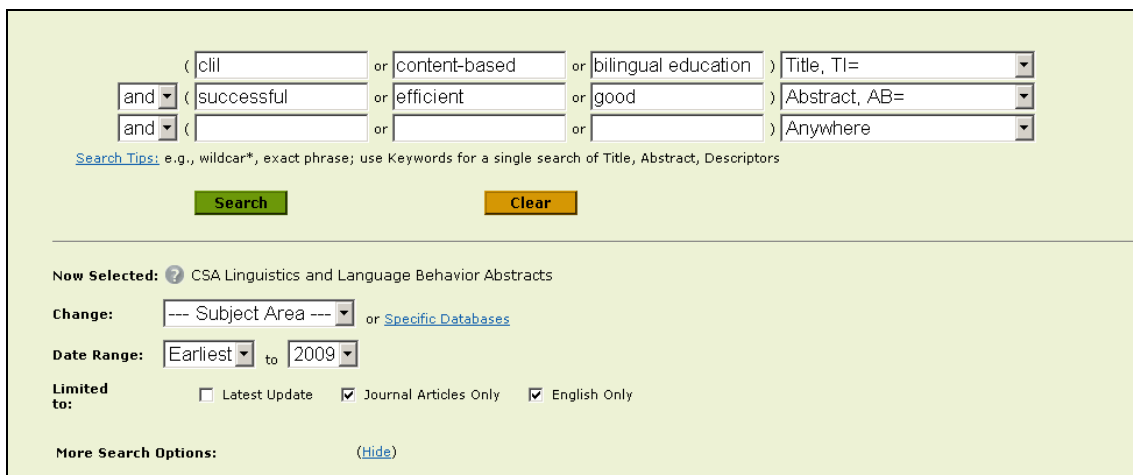
Powered by MetaLib

6. Select Advanced Search (Cerca avançada)



7. Run an advanced search.

Imagine you are interested in finding successful CLIL experiences. Go to the boxes on the far right. Scroll the first box to select 'TITLE, TI=' and type up to three keywords you are looking for in the title. For example, I have typed 'CLIL', 'content-based' and 'bilingual education'. Then scroll the second box to select 'Abstract, AB=' and look for keywords. For example, I have typed 'successful' or 'efficient' or 'good'. Let's imagine you are only interested in journal articles in English (excluding non-published MA and PhD dissertations and articles in languages other than English) in that case you should also click the boxes 'Journal Articles Only' and 'English Only'. If you are just interested in seeing the type of studies published in the last ten years in this field, in 'Date Range' you should change 'Earliest' to '2000'



How to use Bibliographic Research Database Tools (I): RefWorks

9. Select 'Save, Print, E-mail.'

There are 39 journal articles in on Successful/ Efficient / Good CLIL/ Content-based/ Bilingual Education programmes from 2000 to 2009. Select the ones you are interested in clicking on the right box and then click **'Save, Print, E-mail'**

The screenshot shows the ILLUMINA search results page. At the top, it says "39 results found for: TI=(clil or content-based or bilingual) and AB=(successful ... in ? CSA Linguistics and Language Behavior Abstracts Alert 6/4". Below this, there are filters for "Published Works 39" and "Scholars 66". The results are sorted by "Most Recent First". Three results are visible:

- 1. Instructional discourse in bilingual settings. An empirical study of linguistic adjustments in content and language integrated learning**
Lorenzo, Francisco
Language Learning Journal, 2000, 36, 1, June, 21-33
... fail to create a new discourse, while others are more **successful** in re-creating a new version of the text. (b) these attempts when looked at from a functional semiotic perspective render three basic teacher behaviours: teachers may simplify, ...
View Record | Crossref
- 2. Bilingual Dictionaries in Tests of L2 Writing Proficiency: Do They Make a Difference?**
Esl, Martin
Language Testing, 2007, 24, 3, July, 331-353
... taking L2 tests has been the subject of debate for a **good** number of years. Opinions differ according to how the test construct is understood & whether the underlying value system favours process-orientated assessment for learning, with its ...
View Record | Crossref
- 3. Bilingual Teaching in the Thai EFL Context: One Teacher's Practice**
Format, Ross
TESOL In Context, 2007, 16, 2, Feb, 19-24
... embedded in those of the first. Following discussion of this EFL episode, the paper returns to document some strategies for L1 use which have been found to be **successful** in the Australian ESL.

9. Choose "Export to RefWorks"

The screenshot shows the "Save, Print, Email" dialog box in ILLUMINA. It has the following options:

- Use 4 Marked Records (selected)
- Use 39 records from the current results list of All Publication Types
- From record 1 to 39 of 39 Published Works (maximum 500 at a time)
- Short format (selected)
- Comments: (empty text box)
- New! Create a bibliography with QuickBib (Only records for Published Works will be processed.)
- Choose a document format: HTML (selected), Text, RTF, MS Word
- Choose a bibliographic style: APA - American Psychological Association, 5th Edition
- Create (button)
- Email (button) To: (empty text box) From: (empty text box) optional
- Save (button)
- File format: PC (selected), Macintosh, Unix
- Print Preview (button)
- Export to RefWorks (button) (Only records for Published Works will be processed.)

How to use Bibliographic Research Database Tools (I): RefWorks

The screenshot shows the 'Importar CSA' (Import CSA) interface in RefWorks. At the top, there is a navigation bar with 'Referencias', 'Buscar', 'Ver', 'Carpetas', 'Bibliografía', 'Herramientas', and 'Ayuda'. The user is logged in as 'Teresa Naves' from 'Universitat de Barcelona'. The main heading is 'Importar CSA' with a link to 'Regresar a Lista de Referencias'. A message states: 'Estamos importando las referencias, favor espere...'. Below this, it says 'Importación completa - 4 referencias importadas'. There are two buttons: 'Ver Carpeta de Últimas Importaciones' and 'Ver Registro'. A note explains that the source type is set to 'Impreso' and provides instructions on how to update source information. A 'Edición Global para Referencias Importadas' (Global Edit for Imported References) form is visible, with fields for 'Fuente de Datos' (set to 'CSA'), 'Base de Datos', 'Enlaces', and 'Fecha Recuperada' (set to '12/10/2008'). Each field has a dropdown menu set to 'Dejar Datos Existentes sin Cambios'. An 'Editar Campos' button is at the bottom of the form.

The screenshot shows the 'Carpeta de Últimas Importaciones' (Last Imported Folder) interface. The navigation bar is the same. The user is logged in as 'Teresa Naves'. The main heading is 'Carpeta de Últimas Importaciones' with a 'Cambiar a:' dropdown set to 'Vista Uniforme'. There are buttons for 'Usar: Seleccionado', 'Agregar a Mi lista', 'Poner en la Carpeta...', 'Sacar de la Carpeta', 'Editor Global', 'Borrar', and 'Imprimir'. The interface displays a list of 4 references. Each reference entry includes a checkbox, a 'No. de Identificación', a 'Título', 'Autores', and 'Fuente'. The references are: 1. 'Bordering on success: A portrait of the Calexico Unified School District since bilingual education, 1963--2000 (California)' by Catherine L. Belcher; 2. 'Content-Based Instruction in EFL Contexts: Considerations for Effective Implementation' by Yuko Goto; 3. 'Instructional discourse in bilingual settings. An empirical study of linguistic adjustments in content and language integrated learning' by Francisco Lorenzo; 4. 'CLIL as a Catalyst for Change in Languages Education' by David Marsh and Maria Jesus Frigols. Each entry has a 'Última Importación' icon and 'Ver' and 'Editar' links. At the bottom, there is another set of control buttons similar to the top one.

You can then save the selected references

10. Select 'Bibliografia' to get the references organized in a Bibliography or Reference list using the default (APA in the example) style

References

Belcher, C. L. (2007). Bordering on success: A portrait of the calexico unified school district since bilingual education, 1963--2000 (california). *Dissertation Abstracts International, A: The Humanities and Social Sciences*, 67 (12), 4484. (AAT 3246137 Degree: PhD Thesis publ. date: 2006; Pages: 223; Advisor(s): Hall, Kathleen)

Butler, Y. G. (2005). Content-based instruction in EFL contexts: Considerations for effective implementation. *JALT Journal*, 27(2), 227-245.

Lorenzo, F. (2008). Instructional discourse in bilingual settings. an empirical study of linguistic adjustments in content and language integrated learning. *Language Learning Journal*, 36(1), 21-33.

Marsh, D., & Frigols, M. J. (2007). CLIL as a catalyst for change in languages education. *Babylonia*, 15(3), 33-37.