RefWorks Basics

RefWorks is a web-based citation management program. It allows users to download citations from databases and the internet directly into RefWorks.

RefWorks is free to all UMES students, faculty and staff. You can access from on-campus by going to the library’s home page (www.umes.edu/fdl) and clicking on the RefWorks icon.

From off-campus, go to the library’s home page and click on the RefWorks logo. You will need the group code you received with your registration.

Create an Account in RefWorks

1. Go to the library’s homepage and click on RefWorks icon.
2. At the login page, under where it says: “New to RefWorks” click on the link Sign up for an Individual Account.
3. Fill in the required fields. You select your own username/password.
   - You can create as many accounts as you want. For example if you are working on a group project, you can create an account specifically for that so you can share your references.
4. You will receive an e-mail with your account information and the Group Code.
   - Note: You will need the Group Code for when you are working off-campus. Keep it handy!
5. You are now ready to use RefWorks!

Watch a RefWorks online tutorial

To learn how to use RefWorks, you can watch tutorials available at http://www.refworks.com/tutorial/

Adding Citations to RefWorks

There are several ways that you can add citations to RefWorks. The most common ways to add citations to RefWorks are:

1. Direct from library databases. All library databases allow you to import the citation(s) directly into RefWorks. For additional information see the From Databases to RefWorks handout.
2. Entering citations manually. You can create new references on your own by adding information. You create by selecting References -> Add New Reference.

Adding Citations to a Paper using Write-n-Cite

Write-n-Cite is an add-on plug-in for Microsoft Word that allows you to create bibliographies from RefWorks. It assists you in creating in-text citations as well as the works cited page.

1. To get started, first install the Write-n-Cite plug-in (you may need admin rights).
   - All computers in the library already have the plug-in installed.
2. Once this has been installed you can open Word and being writing your document or open one you have already have.
3. You should have a Write-n-Cite icon on your desktop or click on Add-Ins then Write-n-Cite in Word. Log into your RefWorks account.
4. To add an in-text citation, put your cursor next to the spot you want the citation to go and click Cite next to the citation in RefWorks.
5. To create your works cited page, in Write-in-Cite, click on the Bibliography button, choose your citation style and then click Create Bibliography.
6. You will now have your in-text citations and works cited page created for the document.

Need More Help? Stop by the Reference Desk, e-mail refuser@umes.edu or call us at 410-651-7937.