Accessing RefWorks

1. Navigate your web browser to Eastern’s homepage. At the bottom of the webpage, select the EWU Libraries link as shown in the picture.

2. Once you have arrived at the EWU Libraries website, locate the Library toolbar near the bottom of the page.

3. Left-click the RefWorks icon inside of the Library toolbar to be redirected to RefWorks website.

Creating an Account

1. From the RefWorks website, users will need to create an account. Locate the following section of the website.

2. Select the Sign Up for a New Account link. (If you already have a RefWorks account, you can skip these steps and enter your Login Name and Password).

3. The box below should pop up. You can enter the information that is being prompted. (You can use any email, it doesn’t have to be EWU).

4. When all of the fields are completed, click to proceed.

5. The second part of the account creation process will be displayed. Fill out the sections.

6. Finally, once all of the information is filled out, click on the Create Account icon!

Exporting References

Make sure you’re logged in!

From research.ewu.edu

EBSCOhost

1. From the EBSCOHost website, search for your article using their tool.

2. Choose your article from the list.

3. With the article pulled up, navigate to the far right tool bar. Choose Direct Export to RefWorks

4. Click Save, and a confirmation window from RefWorks will be displayed.

JSTOR

1. From the JSTOR website, search for an article using their tool.

2. After selecting an article, use the Tool Box to Export your article to RefWorks.

Other databases, such as ProQuest and Google Scholar, maybe used with RefWorks.
**Manual Additions**

1. Select the References tab.
2. In the drop down menu select **Add New**.
   A box will pop up, wait for it to load.
3. Fill out the corresponding empty spaces with all the information that you can.
   Also set your preferred method of citation format.
4. If there are more manual references to add, click **Save & Add New**, otherwise click **Save Reference**.

**Bibliography**

1. Hover over **Bibliography** and click **Create** in the dropdown menu.
2. Choose an **Output Style** (citation style) from the dropdown menu.
3. In the section that says **References to Include**: choose the references that you would like to cite by choosing a folder from the dropdown menu.
4. In the right hand corner of the Create Bibliography box, click **Create Bibliography**.
5. In the green confirmation box, click the first **Click Here** to open the bibliography in a new tab.
6. The bibliography can now be copy and pasted.

**Creating a Folder**

1. To create a New Folder, click **New Folder**.
2. Enter a folder name in the field as seen above.
3. Click the **Create** button to name the folder.

**Add sources to a folder**

1. Under the **References** tab, check-mark desired references to be put into one folder.
2. Click the **Organize & Share Folders** and select the folder you wish to add the references to.

**Delete/Rename/Clear**

1. Look to the right hand side of the main screen.
2. Underneath **Folders** locate and right click on the desired folder name.
3. Here you will find folder options such as rename folder, clear folder, and delete folder.

**Write-N-Cite**

A useful tool within RefWorks that can be used to insert in-text citations into lengthy papers. See the RefWorks help menu for more information on Write-N-Cite.