

## RefWorks

### What is RefWorks?

RefWorks is a web-based bibliographic citation software package similar to EndNote, ProCite or Reference Manager. Imported citations can be organized into folders, edited, and accessed from any computer with Internet access. RefWorks can also insert citations into Microsoft Word documents and format bibliographies in any of more than a thousand bibliographic citation styles.

### How do I access RefWorks?

RefWorks is linked from the Quick Links area and the E-Database webpage on the Himmelfarb Library website. To get started, set up a personal account in RefWorks by clicking on 'Sign up for an Individual Account'. All GWU faculty, staff, and students are eligible for a RefWorks account.

### How do I get citations into my RefWorks account?

You can import citations that you're already working with (from Reference Manager or End Note), or begin a new database of citations. You can also import citations directly from multiple databases (including Ovid MEDLINE & Scopus), via text files (from PubMed), and from library catalogs (including Himmelfarb's Library Catalog).

### Is RefWorks accessible from off-campus?

Yes, RefWorks is accessible from off-campus locations.

### How do I use RefWorks from off-campus?

There are three options for using RefWorks from off-campus:

- [VPN/GWireless](#): Login to VPN/GWireless then use the RefWorks link from the Himmelfarb website and login with your personal login and password.
- [ALADIN](#): Use RefWorks link from Himmelfarb website and login to ALADIN, then login to RefWorks with your personal login and password.
- [Group Code](#): You can use the code when attempting to access your RefWorks account from an off-campus location. To determine the Group Code, login to [this page](#) via ALADIN.

### What is Write-n-Cite and how do I access it?

Write-n-Cite is a program that works with RefWorks and Microsoft Word to format citations in the body of your paper along with the bibliography. Download Write-n-Cite from the Tools menu in RefWorks.

## **Write-n-Cite isn't working from off-campus. What should I do?**

There are three options for using Write-n-Cite from off-campus:

- [VPN/GWireless](#): Login to VPN/GWireless then login to Write-n-Cite with your personal login and password.
- [Group Code](#): You can use the code when attempting to access your RefWorks account from an off-campus location. To determine the Group Code, login to [this page](#) via ALADIN.
- ALADIN: You can also access Write-n-Cite through ALADIN if you complete an extra step after installing Write-N-Cite. Here are the instructions:

### **Windows Users:**

1. From the Start Menu select Programs and RefWorks.
2. Select the WNC Proxy Configuration Utility.
3. Enter this url:  
`http://proxygw.wrlc.org:80/login?url=https://www.refworks.com/Refworks/?WNC=true`
4. Click OK.

### **Mac Users:**

1. Start Write-N-Cite.
2. Select Preferences from the Write-N-Cite menu .
3. Select the Proxy option and enter the Proxy Server URL:  
`http://proxygw.wrlc.org:80/login?url=https://www.refworks.com/Refworks/?WNC=true.`
4. Restart Write-N-Cite for this proxy configuration to take effect.

## **What are the advantages of using RefWorks?**

Because RefWorks is web-based rather than installed on a specific computer, the citation management software and your citations are more portable. You can access your RefWorks database via any computer with Internet access versus EndNote or Reference Manager which can only be used at computers where you have installed that software. Also, RefWorks provides more than 1,000 pre-formatted bibliographic citation styles, including the styles required by most medical and scientific journals.

## **Which databases does RefWorks work with?**

Scopus and Ovid databases (MEDLINE, Global Health, AMED, etc.) are configured to permit users to import citations directly from the database into RefWorks. Other databases, including PubMed, permit users to export citations to a text file which can then be imported into RefWorks. In addition, multiple library catalogs, including Himmelfarb Library's catalog, permit direct imports into RefWorks.

**Does RefWorks offer a variety of citation styles?**

Yes, RefWorks offers more than 1,000 pre-formatted citation styles including APA, JAMA, Science, etc. Users can also edit an existing citation style or create a new one to better meet their needs.

**I'm working on a group project. Can I share my RefWorks database?**

Yes, RefWorks has a feature called RefShare which will allow you to give other individuals access to a specific folder in your RefWorks account or your entire RefWorks database. Additional information on this feature is available at: <http://www.refworks.com/tutorial/RefShare%20User%20tutorial.pdf>

**What happens to my RefWorks database if I leave GW?**

If you leave GWU, you have several options for retaining the data that you have stored in your RefWorks database:

- Transfer account – If you are going to another institution with a RefWorks subscription, you can transfer your database to that institution's account.
- Export database – You can export your citation database in several formats: another bibliographic management tool (EndNote, ProCite, etc.), tab delimited, XML, etc.
- Convert account – You can convert your account to a personal subscription.

**How can I get more help?**

RefWorks provides a help area which can answer many questions. The help area includes a tutorial, Quick Start Guide, and searchable and browseable RefWorks manual.

The [RefWorks User Quick Start Guide](http://www.gwumc.edu/library/tutorials/PDF/QuickStartGuide.pdf) is available online at:  
<http://www.gwumc.edu/library/tutorials/PDF/QuickStartGuide.pdf>

A [RefWorks Tutorial](http://www.refworks.com/tutorial/) is available online at:  
<http://www.refworks.com/tutorial/>

Additional assistance is available at the Reference Desk. Stop at the desk, call 202-994-2850 or email [library@gwumc.edu](mailto:library@gwumc.edu).