

# Creating Your Paper and Bibliography

## Format a Bibliography From a List of References

1. From the menu, select the **Bibliography** button.
2. Select an output format.
3. Click on Format a **Bibliography from a List of References**.
4. Select what file type to create.
5. Select to format all of your references or only those from a specific folder.
6. Click on **Create Bibliography**.
7. A new window will open with your bibliography.
8. Save your bibliography to your computer or disk.

## Write-N-Cite Paper

Create a paper with in-text citations using the RefWorks Write-N-Cite feature.

*NOTE: This utility is comparable with both Windows and Macintosh applications. In order to use this feature, you must first download the Write-N-Cite utility from the **Tools** pull-down menu.*

1. Open a new blank document in Microsoft Word.
2. Launch Write-N-Cite.
3. Put the cursor in your Microsoft Word document where the reference should be inserted; click **Cite** next to the reference in the RefWorks screen.
4. Save your Microsoft Word document when finished.

## Write-N-Cite Bibliography

1. Launch Write-N-Cite.
2. Click on **Bibliography**.
3. Select the output style.
4. Click on **Create Bibliography**.
5. A new window will open with the reformatted Microsoft Word document containing the bibliography.
6. Save your Microsoft Word document.

## One Line/Cite View Bibliography

1. Save the document you have just created before formatting the paper and the bibliography.
2. Click on the **Bibliography** button from the Citation Viewer window or from within the RefWorks program.
3. Select the **Output Style** you need and use the **Format Paper and Bibliography** option to browse for the document.
4. Click on **Create Bibliography**.

FOOTNOTES: For all options, use the word processor's footnote formatting feature, inserting references using the "Write-N-Cite Paper" or "One Line/Cite View Paper" steps described above.

## Editing or Creating Your Output Style

RefWorks provides hundreds of output styles to choose from. If one of these styles does not conform to your desired results, the Output Style Editor allows you to create custom output styles by either creating a completely new style or modifying an existing output style to suit your needs.

1. Click on **Bibliography**.
  2. Click on **Edit** or **New**.
- Access the **Help** menu for additional assistance in creating or editing new bibliographic output styles.

## One Line/Cite View Paper

1. From any reference view (all References, a folder or search results), click on the **One Line/Cite View** link.
2. Click on the **Cite** link next to the appropriate reference. A Citation Viewer window will appear containing the citation in an abbreviated format.
3. To cite a second reference in the same location just click on the **Cite** link by any other reference. If you are using a Macintosh, you will need to click twice - the first click will activate the RefWorks program and the second will perform the Cite function.
4. Once you have all of the references you need for a particular in-text citation, click on the **Select Citation** button.
5. Perform a copy command or simply drag and drop the citation into your word processor document.
6. Go to your word processor, click on the document where you want the citation inserted and **Paste** the citation.
7. Be sure to clear the Citation Viewer window before creating your next citation.
8. Click on the **View** link to see the entire reference and to access the Edit command if you want to make changes.

# Sharing Your References

## Sharing a List of References

1. From the menu choose the **Tools** button and click on **Share References**. Note that activating Shared References for a folder does *not* allow someone else to add new references to or delete references from your list—only to view the list and/or use it in various ways as noted below.
2. Click on the **Share Folder** button next to the folder you wish to share with others. The **Shared Folder Options** screen for that folder should appear. Note that you may also choose to share your entire RefWorks database (multiple folders) if you wish.
3. Note the **URL** near the top of the screen; this is the address others can use to view your shared folder. You can **E-mail this URL** to someone by clicking on the **E-mail URL** button and filling out the resulting form.
4. Click to activate or disable as many of the **usage check boxes** under the URL as you wish. These govern what others can do with your references—for example, export them to their own RefWorks account, print them out, or create a bibliography from them. You may also allow others to post comments to individual references or E-mail you with questions or comments. You may also set up an RSS feed based on your bibliography.
5. The **Output Styles Options** block allows you to set conditions relating to whether others can link to your references from other documents or their browser and what output styles for bibliographies they can use to create bibliographies from your list of references. You *must* choose at least one option from this list. Note that the University of Virginia Specific List is not available, even though it may be initially checked.
6. The **Title** and **Information** boxes allow you to specify a title for your shared folder and any descriptive information about it that you wish to appear in the “About This Database” tab on the shared references page.
7. When you have entered all the information about your shared database, be sure to click on the **Save button** at the bottom of the page.

## Creating a Group Database

There may be times when you and several others are working together on a project and you would like to have all the members of your group be able to add references to a RefWorks database independently. It is not currently “officially” possible to do this, but there are two “unofficial” work-arounds.

1. One member of the group can make his or her RefWorks account available to all the other members simply by sharing his or her RefWorks login ID and password. While simple and straightforward, this does expose the account owner’s information to others who may accidentally or intentionally alter data or view information the account owner may wish to remain private.
2. A more secure alternative to the above would be for one member of the group to create a “project account” in RefWorks. To be proper, a group member would use his or her real name and E-mail address but supply a group name for “Login Name” and choose a password that all the project group members can then use to login to the account. It is possible, however, to employ fictitious information for all of the account creation steps—RefWorks only checks that the account is being constructed at a UVA IP-address.
3. Information gathered in a group account can be shared with others using the methods described in the opposite column.
4. Group accounts may be purged from the system at the end of the school year or after a lengthy period of inactivity. Any reference lists created in a group account that you want to persist beyond the end of a project should be moved to a more stable individual account.