




APHA/AMA/ICMJE

www.refworks.com

What is RefWorks?

- A web-based bibliographic manager that formats references directly from online databases into the citation style you need.
- Technical Support: 775-327-4105
- Institutional code: RWHuntC
- Quick Start Guide: http://refworks.com/content/documents/RefWorks_Quick_Start_Guide.pdf
- Online Tutorial: <http://www.refworks.com/tutorial/>

How to get started:

1. Sign up for an individual account
 2. Adding References: type references into RefWorks
 3. Add references: exporting from Medline/CINAHL into RefWorks
 4. When you're ready write your paper and import references: Write-n-Cite
1. Create a RefWorks account
 - a) Sign up for an individual account
 - b) Use your Hunter College email username and password
 - c) When off-site: use the Institution Group code **RWHuntC**
 2. Adding References by exporting from Medline/CINAHL into RefWorks
 - a) Select the articles that you want from the database search results
 - b) Optional: **"Add"** articles to Folder 
 - c) Open the folder and select "Export"
 - d) Select **"Direct export to RefWorks"** 
 - e) Click **"Save"**
 - f) Once in RefWorks, move articles to appropriate Folder (if any)
 3. Adding References by typing references into RefWorks
 - a) Select "References ▼" from top toolbar
 - b) Select **"Add New Reference"**
 - c) Select Reference Style (AJPH; APA)
 - d) Specify Folder (if any)
 - e) Select Reference Type (Book; Journal)
 - f) Type in the reference information with all the fields that include: 
 - g) Click "Save Reference" or "Save and Add New"
 4. When you're ready: Write-n-Cite
 - a) Open up WORD
 - b) Open up Write-n-Cite: log-in
 - c) Begin writing paper and insert citations by clicking on **"cite"** next to the desired reference(s) from Write-n-Cite
 - d) Save Paper
 - e) Click **"Bibliography"** on Write-n-Cite
 - f) Select Output Style (i.e.: APA; AJPH)
 - g) Click **"Create Bibliography"**
 - h) A Final copy of your paper will be generated (with **"Final"** in name of document)
 - i) **Only make edits in the original document, not in the "Final Copy"**