RefWorks Overview

Welcome to RefWorks

RefWorks is a reference management service that supports the needs of students, faculty and librarians. With a streamlined user experience, full-text management and collaboration features, RefWorks gives students and faculty a tool that enables a more efficient and reliable process for producing research papers.

Features

- A modern interface that makes it easy to store and manage all of your references, together with your uploaded citations.
- References can include uploaded files, physical or electronic books or chapters cataloged in your institution, and citations on, or reference by, external web sites.
- View and annotate uploaded citations directly in RefWorks.
- Multiple options for filtering, organizing, tagging, searching, and sorting references. Includes tools to help edit references in bulk and to find and eliminate duplicate references.
- Multiple options for viewing lists of references, including features to help identify missing fields required for your bibliographic formats.
- Multiple citation styles for output, including CSL styles and a comprehensive citation style editor to enable you to create new styles.
- Add references to RefWorks directly from websites using direct export (when supported) or using the Save to RefWorks bookmarklet.
- When enabled by your institution (see Configuring Site Settings), you can synchronize RefWorks with Dropbox, in which case RefWorks automatically makes copies of your uploaded citations in your Dropbox account.
- Ability to configure single sign-on with your local institution.

Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>Bibliography</td>
<td>List of references used in your document or research, whether or not they are cited in the document.</td>
</tr>
<tr>
<td>Bibliography Format</td>
<td>One of the formats defined by a citation style. Defines how the reference appears in a bibliography.</td>
</tr>
<tr>
<td>Citation</td>
<td>References cited in the body and/or end of your document or research.</td>
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<tr>
<td>Citation Format</td>
<td>One of the formats defined by a citation style. Defines how the reference appears when appearing inline in the document text.</td>
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<tr>
<td>Citation Style</td>
<td>Formats for how references appear in a document. Each style can define the following formats: bibliography format, citation (inline) format, footnote format.</td>
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<tr>
<td>Footnote</td>
<td>One of the formats defined by a citation style. Defines how the reference appears when appearing as a footnote or end note.</td>
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<td>Format</td>
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<tr>
<td>Ref ID</td>
<td>A unique reference ID for each reference in RefWorks.</td>
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<tr>
<td>Reference</td>
<td>An entry in RefWorks that can be used to generate a citation. For uploaded files, the reference includes the uploaded file. For electronic texts, videos, and other digital sources, the reference can include links to the source.</td>
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<tr>
<td>Reference Type</td>
<td>The three major types of references are book, journal article, and generic. For the complete list, see <a href="#">Reference Types</a>.</td>
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### Getting Help / Submitting Ideas to Ex Libris

- Select the Help icon at the top right for the following options:
  - Knowledge Center – Open RefWorks documentation on the Ex Libris Knowledge Center
  - Video Tutorials – Display tutorial videos explaining RefWorks functionality
  - Contact Support – Open a support submission form to submit a support case to Ex Libris
- For information about upgrading from legacy RefWorks to (new) RefWorks, see [Upgrading to the New RefWorks (User)](#).
- Select [Have a Suggestion](#) from the user menu to submit a suggestion or idea to Ex Libris from within RefWorks.