



## Gustave L. & Janet W. Levy Library · Mount Sinai School of Medicine

Reference Department · 241-7793 or 241-7204 · <http://www.mssm.edu/library>



A Web-Based Reference Manager · [www.refworks.com/refworks](http://www.refworks.com/refworks)

**RefWorks** is a web-based reference management program provided by the Levy Library. RefWorks is similar to EndNote and Reference Manager, but no software is required. Access your references from any computer by using your personal username and password. **Use RefWorks to:**

- Organize your research.
- Create an online database of all the references needed for your research projects.
- Import references from online databases.
- Insert citations while you write a paper.
- Generate bibliographies in dozens of standard styles.
- Access your references from any computer with Internet access.
- Connect from your RefWorks references to Levy Library full text articles.
- Post your references or folders online and share them with colleagues.

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**Sign up for an Account:** If you are on-campus at Mount Sinai, go to [www.refworks.com/refworks](http://www.refworks.com/refworks) and click **Sign Up For an Individual Account**. Assign yourself a RefWorks username and password, which will be used each time you login. There is no limit to the number of RefWorks accounts you can create.

To sign up for an account from off-campus, go to [www.mssm.edu/library](http://www.mssm.edu/library), select **Databases** and then **RefWorks** (listed under the category Citation Indexes). Then click **Sign Up for an Individual Account**.

**Once you have an account, there are two ways to access it from off-campus:**

**1. Access RefWorks the same way you access other library resources from off-campus:** Go to [www.mssm.edu/library](http://www.mssm.edu/library). Select the RefWorks link from the **databases** page, listed under the category *citation indexes*. You will be prompted to login with your MSSM username and password and then to enter your RefWorks username and password.

**2. Or, use our Mount Sinai “Group Code”:** Go directly to: <http://www.refworks.com/refworks> and enter the Mount Sinai RefWorks group code. The group code is emailed to you upon registration. If you access your account this way, you will not be prompted to login to the library.

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**Full Text Linking:** Link directly from your RefWorks references to the Levy Library’s full text e-copies, the Library’s online catalog (to search for print copies), and the ILLiad system to automatically submit an interlibrary loan request. View full text options by clicking on the following image in your RefWorks database:



At this time, *article-level linking* is not available from every publisher. If an article link is not available, use a journal link to go to the online journal and then search or browse for the article you need.

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**Search an Online Database with RefWorks:** Databases like PubMed and the Levy Library catalog do not require subscriptions and can be searched online through RefWorks:

From RefWorks, go to either the **Search** or **Tools** menu and select **Online Catalog or Database**. Select the database you would like to search. Perform a search and select the references you would like to import into your RefWorks account.

**Import Saved PubMed/MEDLINE files into RefWorks:** Files that you want to import into RefWorks must be saved in a text file format with each piece of information identified through the use of a delimiter or tag. For example:

**TI:** Effect of rearfoot orthotics on postural sway  
**AU:** Hertel J; Denegar CR; Buckley WE; Sharkey NA; Stokes WL

Each data service has a different name for this format.

**Directions for PubMed/MEDLINE:** Once you have searched PubMed and are looking at the references you want to move to RefWorks: Display the references in **MEDLINE** format by changing the **display** option from Summary to MEDLINE. Select **Send To** and then **File** to save the file.

Log in to RefWorks and select **Import** from the **References** menu. Select the *NLM PubMed Import Filter* and *PubMed* for the **Database**. Browse to find the saved file and click **Import**. Your records should appear in the **Last Imported** Folder.

\*See [http://www.mssm.edu/library/reference/pdfs/export\\_refworks.pdf](http://www.mssm.edu/library/reference/pdfs/export_refworks.pdf) for instructions on exporting to RefWorks from other databases, such as **Google Scholar**, **PsycINFO**, **CINAHL** and **Web of Science**.

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**Create a Bibliography Based on your References:** In RefWorks, go to **Bibliography**. Select desired **Output Style**. Select the type of file you want to create and the references you want to include. Select **Create Bibliography**.

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**Write a Paper Using RefWorks' Write-N-Cite:** Download the **Write-N-Cite** utility by going to **Tools** then **Write-N-Cite**. Once installed, **Write-N-Cite** will appear in your **Microsoft Word Tools Menu**. In Microsoft Word, click **Write-N-Cite** to open a small version of your RefWorks database. Write your paper as normal, clicking **Cite** next to the references you want to insert into your paper. RefWorks inserts raw data to hold the place for the reference until you are ready to format the paper. When finished, save the Word document and select **Bibliography**. Select desired output style and click **Create Bibliography**. Your formatted paper is created in a new Microsoft Word document.

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**Use RefShare to share references from your account publicly or with other MSSM RefWorks users:**

**To share a folder or database:** go to **Folder/Share Folders** or **Tools/Share References**. From this page, select the options for the folders or references you want to share. You determine if recipients will have printing, exporting, and bibliography rights. Your database and/or individual folders each have a url. You may email this url to colleagues or use the url to post your references on a personal website. Recipients do not have to login to RefWorks to view your references, but they will only have access to Levy Library full text if they are affiliated with Mount Sinai.

**RefWorks Shared Area Page:** View our MSSM shared area page by going to **View/RefWorks Shared Area**. This page is designed for Mount Sinai users to post references or folders that they would like to share with other RefWorks users at Mount Sinai.

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**For More Information on RefWorks:**

- Read the **RefWorks Quick Start Guide:**  
<http://www.refworks.com/Refworks/help/QuickStartGuide.pdf>
- Launch the **RefWorks Tutorial:** [www.refworks.com/tutorial](http://www.refworks.com/tutorial)
- The **Levy Library** offers monthly **classes** on RefWorks. Check out the class schedule at:  
<http://www.mssm.edu/library/services/classes.shtml>

**Questions about RefWorks?** Call **Levy Library Reference Staff** at (212) 241-7204 or email us at:  
<http://www.mssm.edu/library/services/askalibrarian.shtml>