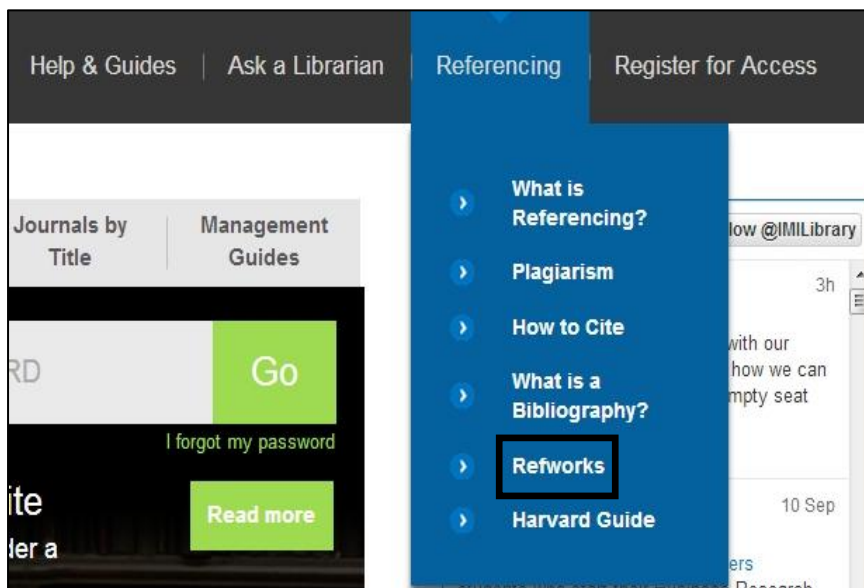


This guide is intended to help you setup your Refworks account and learn how to complete some of the basic tasks required when creating a bibliography. The practice of referencing your sources correctly is an integral part of your assignment and should be conducted with the utmost care. Refworks allows you to import, from the library databases, any reading materials that you deem relevant to your research. You can then save this material to your own personal Refworks account and create your bibliography when required. **To create an account, please speak to a member of the library staff.**

Accessing Refworks

Refworks is located at the following URL: <http://library.imi.ie/>. In order to gain access to Refworks, you must enter your unique username and password. These will be assigned upon beginning your course. To sign in, click [Login] from the top right of the home page and enter your details.

Once signed in, select [Referencing] from the navigational menu and choose [Refworks]:



On the following page, select [Refworks Direct Access]. This will open your account immediately.

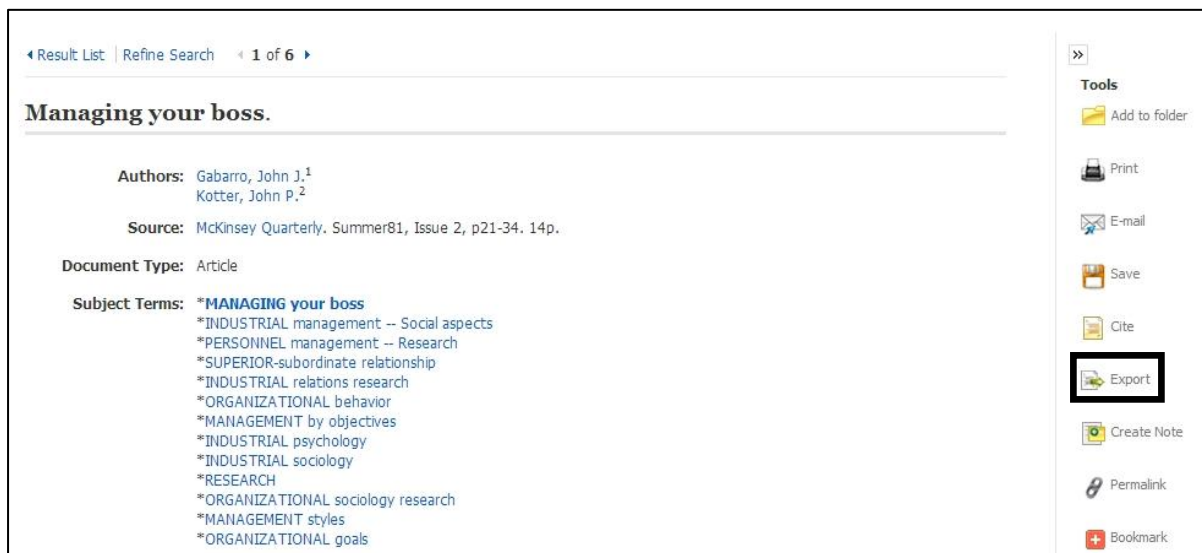


Importing references

EBSCOhost Business Source Premier, ProQuest, Google Scholar and many other sources can link with your RefWorks account. This allows for direct exportation of citations from the databases into Refworks.

EBSCOhost Business Source Premier:

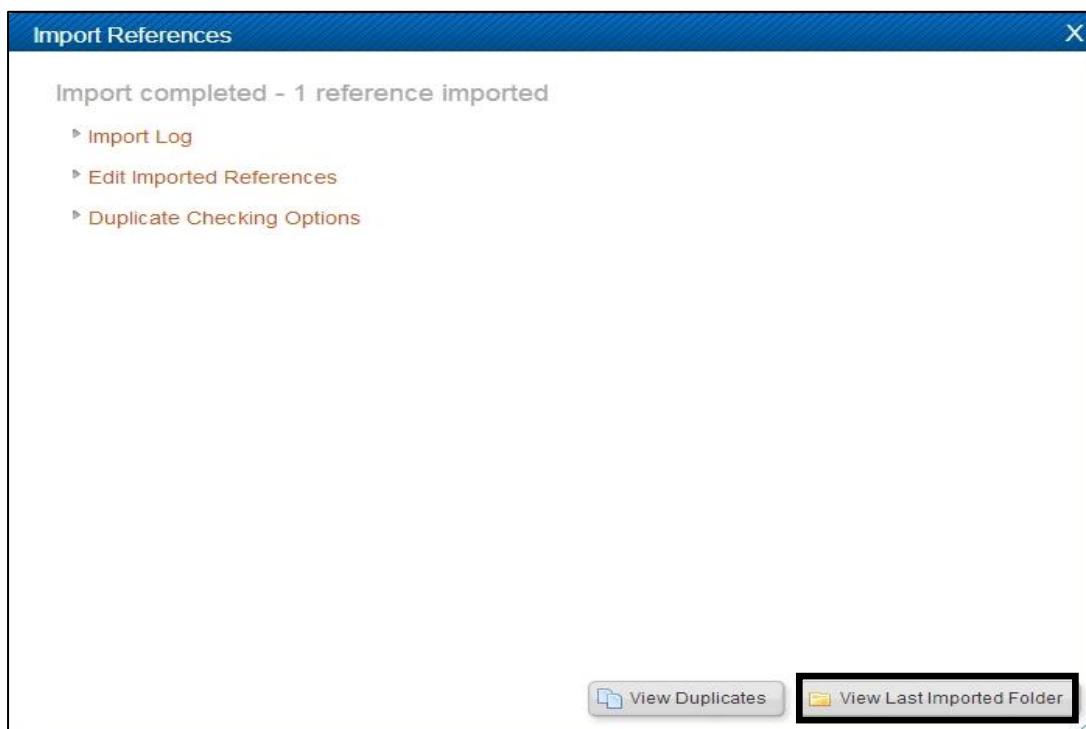
On the results page of the EBSCO database, select the article that you wish to cite. On the next page you will see the tools menu on the right. Select [Export] from this menu.



The screenshot shows a search result page for the article "Managing your boss." The article details include authors (Gabarro, John J.¹ and Kotter, John P.²), source (McKinsey Quarterly, Summer81, Issue 2, p21-34, 14p.), document type (Article), and subject terms. On the right side, a "Tools" menu is visible, with the "Export" option highlighted by a black box. Other options in the menu include Add to folder, Print, E-mail, Save, Cite, Create Note, Permalink, and Bookmark.

Once you have done this the export manager screen will appear where you simply click [Save]. If you are prompted to select a version of Refworks, choose 'export to legacy Refworks'. You will then be brought directly into your Refworks account.

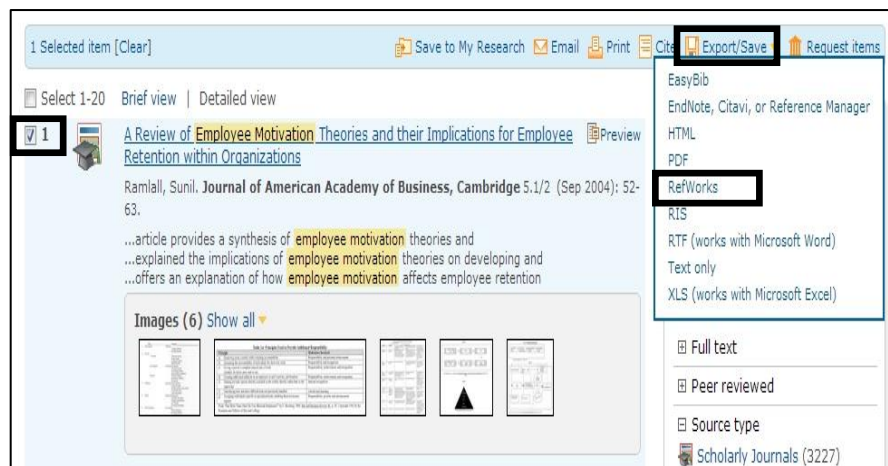
The following screen will then appear notifying you that your selected references have been imported. To view these, select [View Last Imported Folder].



The screenshot shows a window titled "Import References" with a close button (X) in the top right corner. The main content area displays "Import completed - 1 reference imported" and a list of options: "Import Log", "Edit Imported References", and "Duplicate Checking Options". At the bottom of the window, there are two buttons: "View Duplicates" and "View Last Imported Folder", with the latter button highlighted by a black box.

ProQuest:

On the results page, tick the box for the article(s) that you wish to export to Refworks. Then click [Export/Save] and select Refworks.

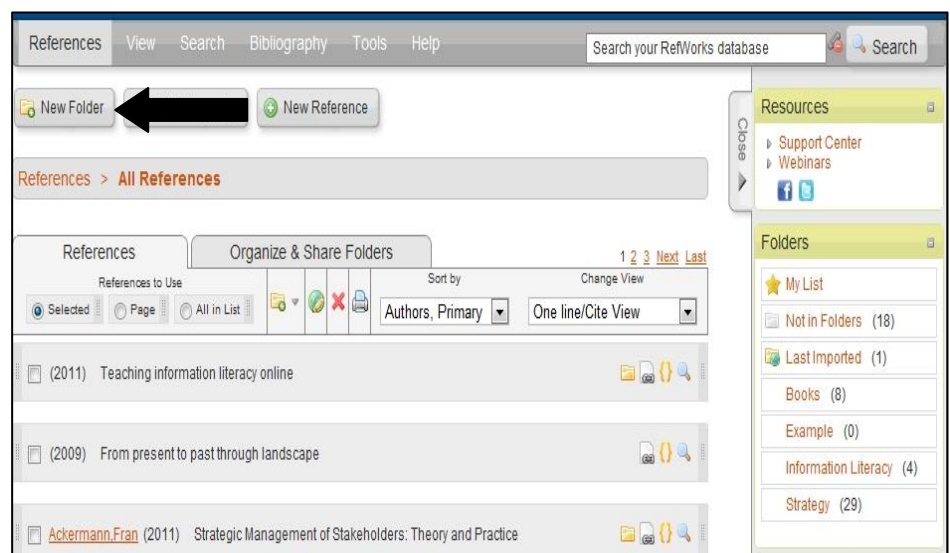


On the Export/Save screen click [continue]. If you are prompted to select a version of Refworks, choose 'export to legacy Refworks'. Your Refworks account will automatically open and the reference will be imported.



Managing your folders

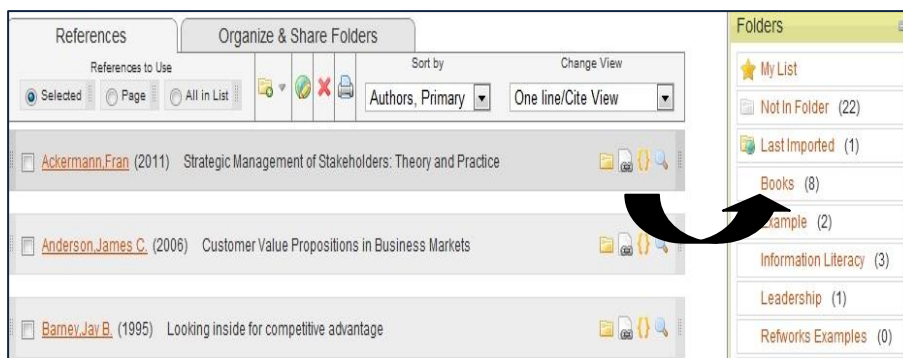
It is **very important** to arrange your citations into different folders based on subject topic, assignment etc. A Refworks account is very similar to an e-mail account in that you sort your messages into relevant folders rather than having them all sitting in your inbox. The more organised you are at the beginning, the less work required at the end.



On the main Refworks page, select [New folder]. Once you have named the folder click [Create]. You will now see that the folder appears in the right-hand column of the page. This will be the same for each folder you create.

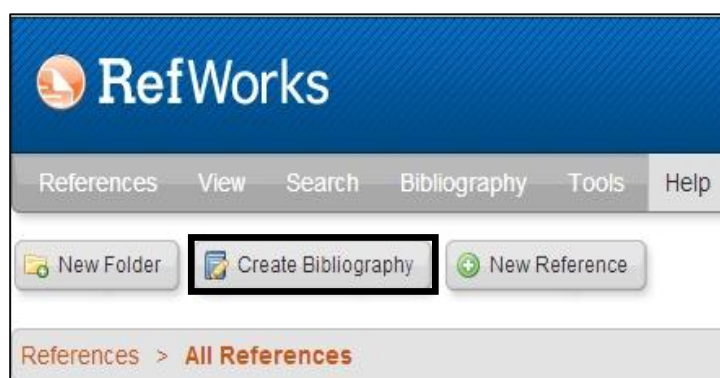
Assigning references into folders

Whenever you import a citation from one of the databases it will automatically appear on the main Refworks page. In order to place them into a folder; simply click the reference and drag it into the relevant folder. You will then see the reference appear in this folder.



Create Bibliography

At the end of your assignments you will be expected to include a list of all works consulted. This is the real benefit of using Refworks as it automates the process. Firstly, click the [Create Bibliography] button located at the top of your Refworks home page.

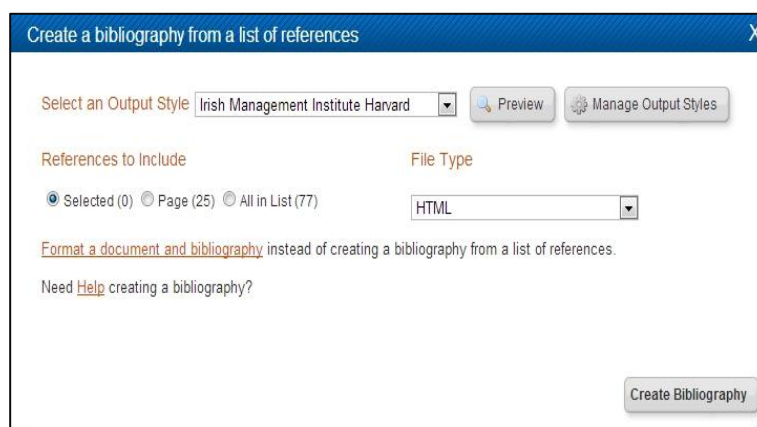


In the pop up box there are three steps to follow:

Step 1 - Set 'Output Style' to 'Irish Management Institute Harvard'

Step 2 - Select the 'References to Include'

Step 3 - Select the File Type you wish to be created – typically 'Word for Windows'



Finally, select [Create Bibliography] and save the file. Make sure your browser does not block the file as a Pop-Up.

Remember to always check the final document for potential errors. The information contained in your bibliography is only as good as the data that was added. It is your responsibility to make sure there are no misspellings and that everything is as it should be. Don't lose marks because of a simple oversight!

If you need any help using the Refworks, please don't hesitate to contact the Information Desk in the library. You can call to the desk in person, or contact us by phone (01-2078513) or e-mail knowledge@imi.ie