



For APA

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: Create your Bibliography

- a) Click on "Bibliography" on menu toolbar
- b) Select the APA output style
- c) Select "Format a Bibliography from a List of References"
- d) Select File Type: HTML, RTF (Rich Text Format), **Word for Windows**, Word for Mac
- e) Include All References (222) My List (0) **References from (folder)**
- f) Click "Create Bibliography"
- g) Notice the options of both Downloading and Emailing your references