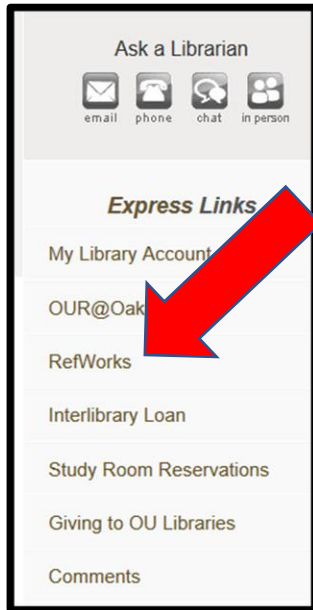# RefWorks

RefWorks is an online tool for managing journal articles that you've downloaded from the library's scholarly databases. Think of it as an electronic filing cabinet for the journal articles that you're using for classes assignments or research.

How to Access RefWorks: Use the Refworks link on the library homepage (https://library.oakland.edu). There may also be a link on your library course guide. RefWorks is a cloud-based tool so you only need the internet to access it.

How to create a RefWorks account: Click "Create an account" under the ProQuest RefWorks blue icon. Make sure to use your OU email address when creating the account.
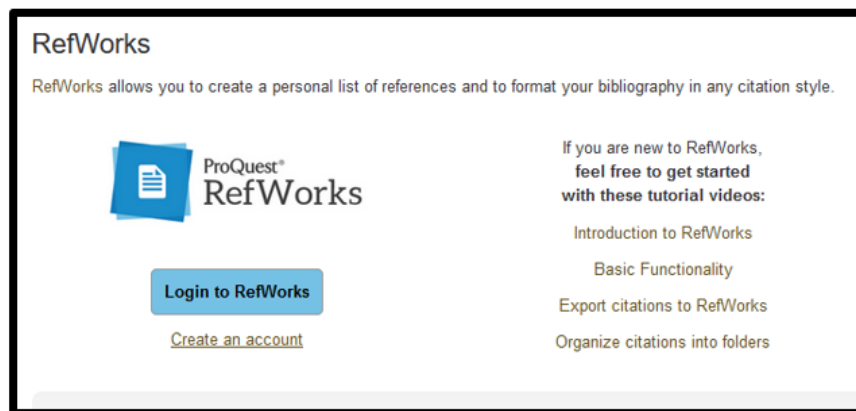
Add articles – Upload PDFs of articles from scholarly databases. After uploading the article, you need to check that the citation information (author, journal name, volume number, etc) was uploaded correctly. Click on the article title, then click the pencil in the upper right corner.

You can review and edit the information then.
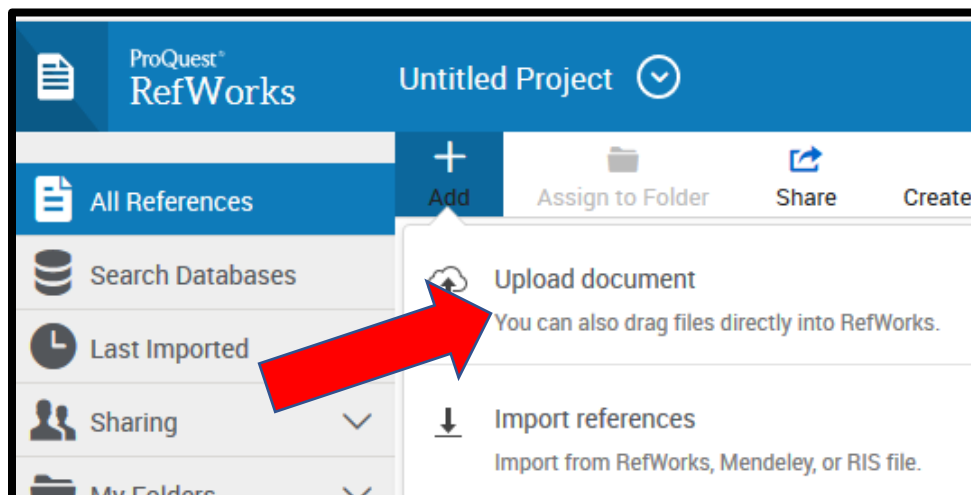
RefWorks

Create folders – after creating a folder, you can drag and drop articles into them.

Share folders – Using RefWorks is a great way to share articles for group projects.

Read articles – If you've added the entire article to RefWorks, click the title of an article then the blue READ button. You can highlight and make comments directly on the text of the article using the buttons on the top toolbar.
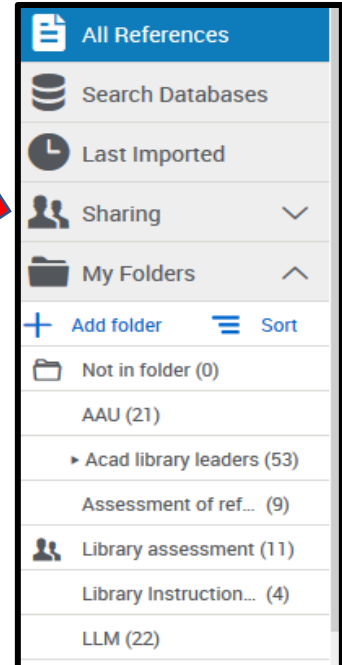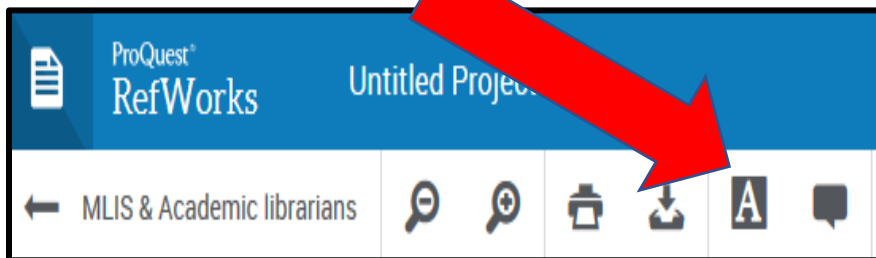
Create bibliography – RefWorks can create a bibliography for you automatically. Click "Create bibliography on the top toolbar. Then select the needed citation style (APA, MLA…). Always double-check that RefWorks has formatted the bibliography correctly. It's normally about 90% accurate.
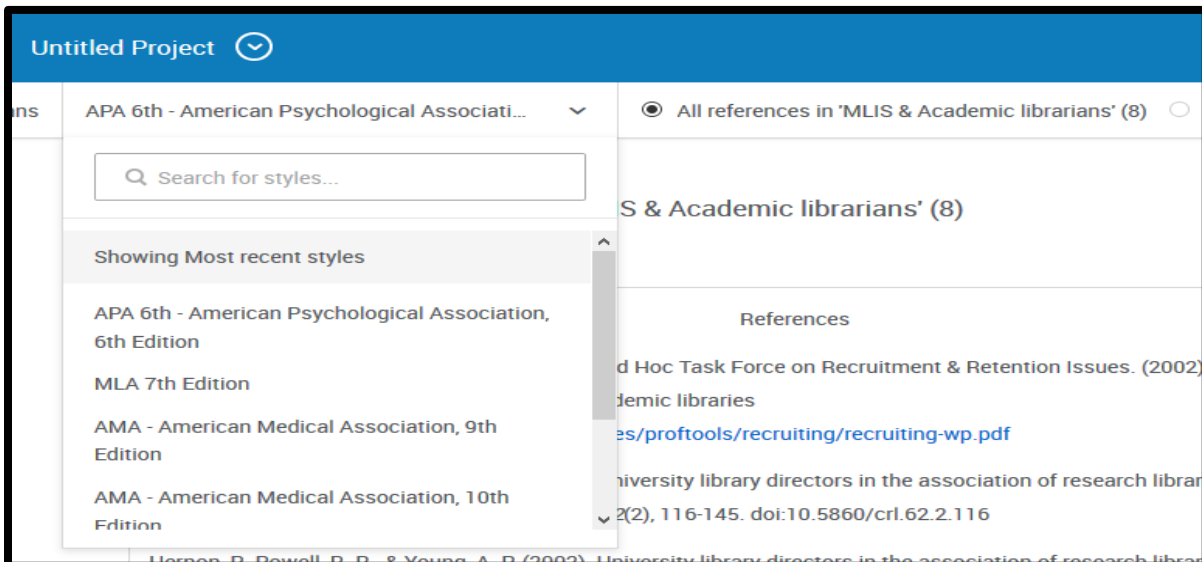
Questions? Contact Kris Condic, salomon@oakland.edu, 248-370-2469

- *Handout developed by Joanna Thielen, former OU librarian, Fall 2019*