



REFWORKS TUTORIAL

1. Link

<https://refworks.proquest.com/>

2. Short description of the tool

RefWorks is a web-based bibliography and database manager that allows you to create and store your bibliographic database by importing references from text files or other sources. It works with any platform including Windows, Mac, and Linux.

Apart from the creation of a database, **RefWorks** offers multiple options for organizing and managing references: inserting citations, storing references, organizing them into folders, sharing them with other users, or creating a bibliography, to name but a few.

As **RefWorks** stores reference information, teachers and learners can use these references in writing papers, and then automatically format the paper and the bibliography. The levels can range from B2 to C2 since the users need at least an upper-intermediate level to be able to write technically.

3. Which language competences can be developed with the help of this tool?

- Reading for information & development of argument.
- Identifying cues & inferring.
- Production strategies.

4. The requirements concerning the tool

RefWorks does not require any installation on a computer. All you have to do is to register or log in with your institutional account or create an account. It works with any platform including Windows, Mac, and Linux.

5. Language of the tool

The webpage is available in nine different languages.

6. Suggested language level (A1-C2)

A1 A2 B1 B2 C1 C2

7. What competences from DigCompEdu Framework does the tool develop?

- | | |
|--|---|
| 1. Professional engagement | 1.4 Digital continuous professional development |
| 6. Facilitating Learners' Digital Competence | 6.5 Digital problem solving |

8. How can the tool be used by teachers/learners?

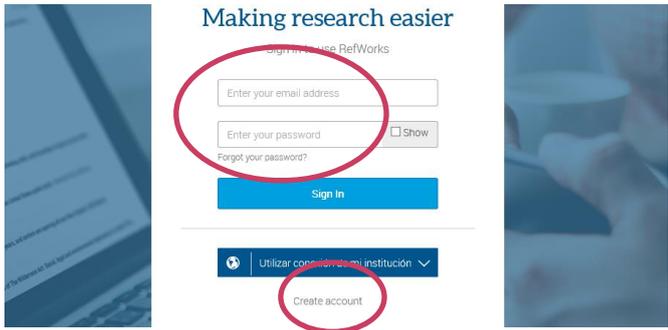
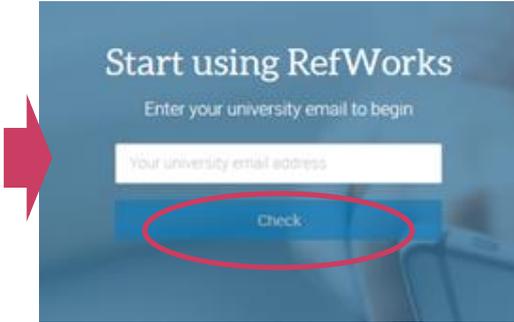
This tool can be used by language teachers to:

- save references, full-text, and other research materials;
- import from online databases, catalogues, and your computer;
- save references and full-text from any web page;
- automatically complete citation data.

This tool can be used by learners to:

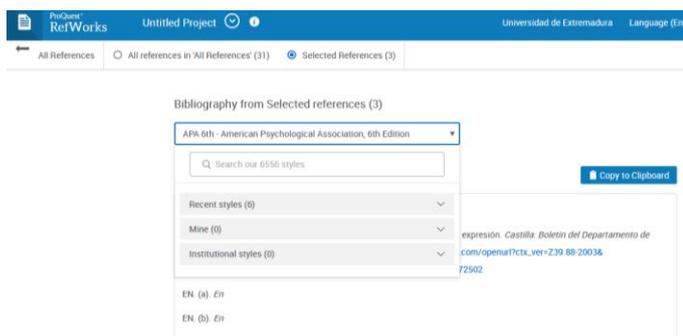
- enhance formative training;
- foster the use of digital tools to make research management and paper-writing easier;
- create a paper with in-text citations and a bibliography;
- be more productive.

9. Case study – example

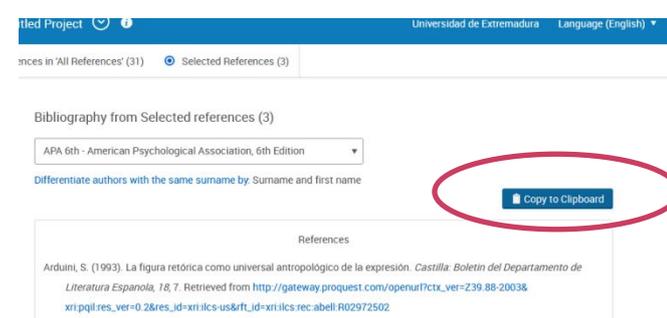
<p>1. Go to the official webpage: https://refworks.proquest.com/</p>	
<p>2. Enter your email and password if you have already created an account or click on Create account.</p>	
<p>3. Write your email address in the field and click on Check. Then, choose a password, enter it, and click on Sign up.</p>	
<p>4. You will receive instructions for activating your account in the email provided. Click on the link in the email.</p>	

<p>5. Enter the requested information and click on Next. You can start using RefWorks.</p>	
<p>6. Upload files by dragging and dropping them or using the + icon. The programme will automatically recognize the information uploaded and create the reference.</p>	
<p>7. To create a bibliography in RefWorks, select the previously uploaded references (<i>go to all references or last imported</i>), for your bibliography. Next, click on the quotation marks symbol on the top row above the list of references and select Create bibliography.</p>	

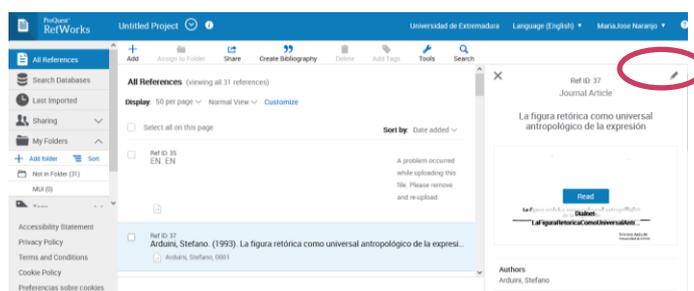
8. After that, choose the citation style you want to use (APA, AMA, Chicago, etc.).



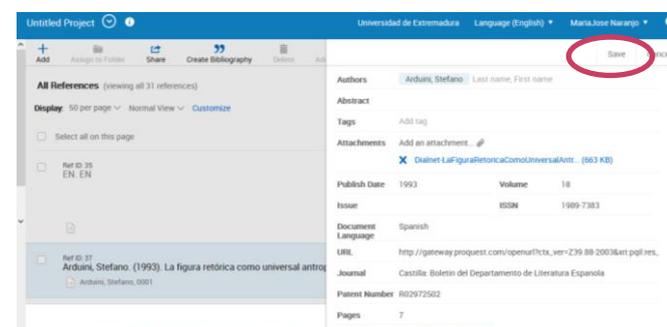
9. If you want to use the selected references, click on **Copy to clipboard** and paste the references to the text file.



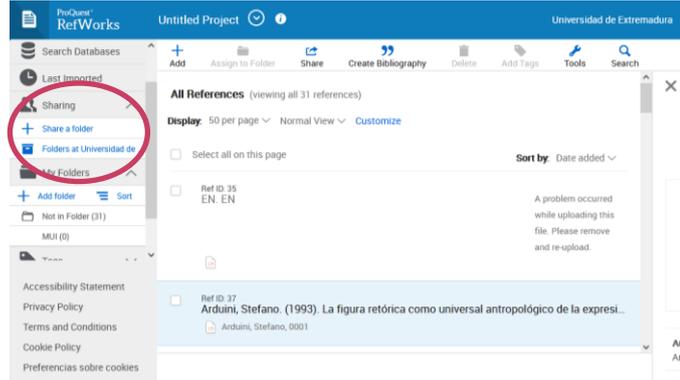
10. Another action that can be done is to edit references. Click on the reference you want to edit. The data will be displayed on the right side of the screen. Click on the picture of a pen on the top right corner of the reference. There you can edit the data.



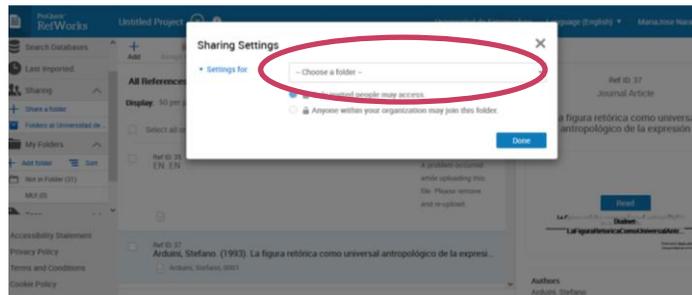
11. Do not forget to save the changes you have made.



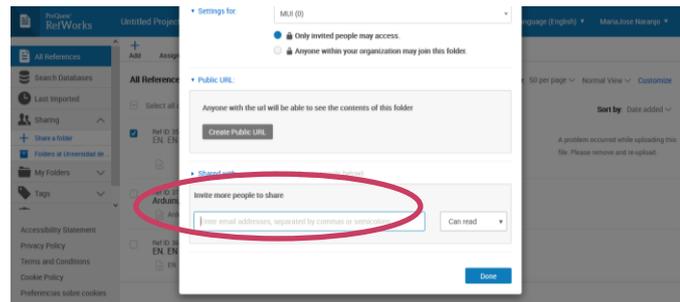
12. If you want to share your reference with another user, go to **Sharing** and click on **Share folder**.



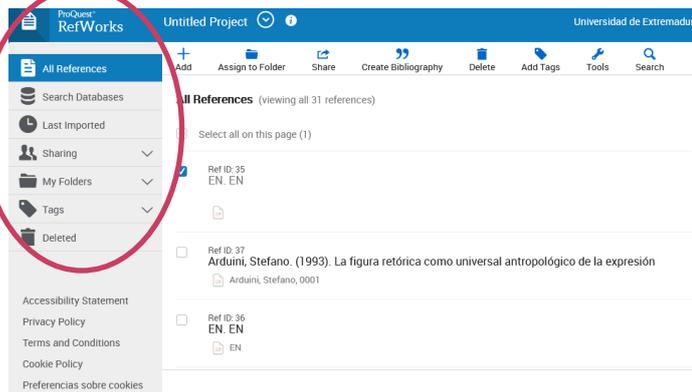
13. Select the folder from the drop-down menu.



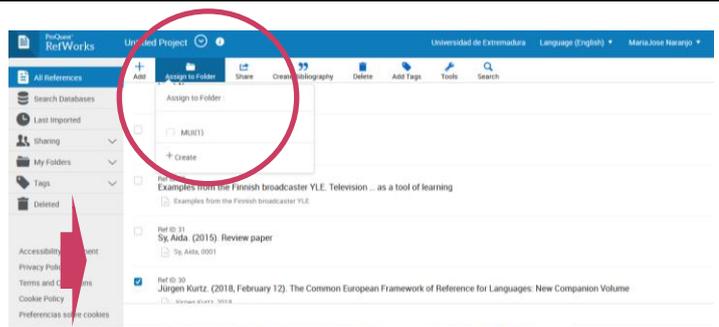
14. Write the email addresses of the people you want to share a folder with, in the section **Invite more people to share**.



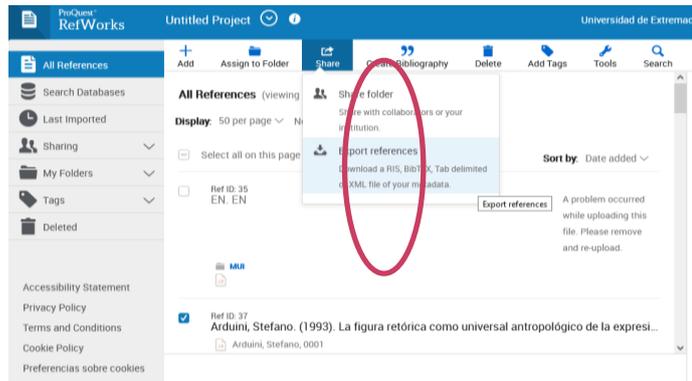
15. If you want to organize your references into folders, bear in mind the platform has automatically created two folders: **Last imported** and **Not in folder** but users can also create their own folders. The folders are available on the left side of the page.



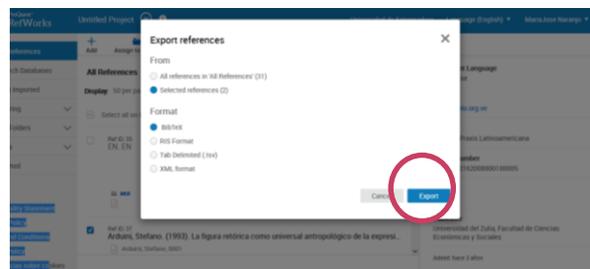
16. You can also import a reference into several folders but deleting it from one folder means it will be deleted from all folders. To do this, you have to select the reference and then click on **Assign to Folder** located at the top. Finally, select the folder in which you want your reference to appear.



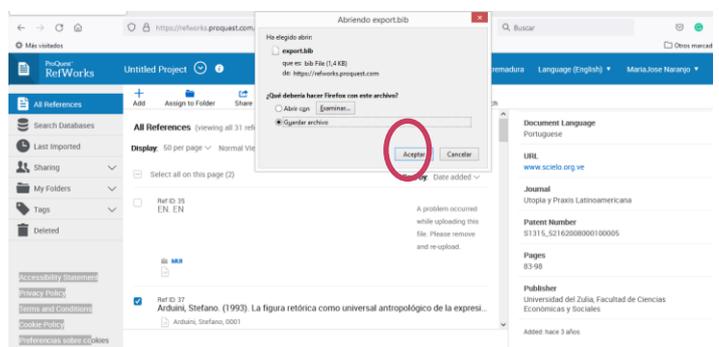
17. To export references, select the reference or references from your list. Go to **Share**, and there you have two options: share folder or export references. Click on **Export references**.



18. Choose the format, and click on **Export**.



19. Immediately the process starts and a window appears to save the file, click on **Accept**.



10. Things you have to bear in mind when using the tool

- **RefWorks** does not require special settings. Create your account, and log in.
- It works with any platform including Windows, Mac, and Linux.
- When you import a document, some fields (year, authors, etc.) may be missing and users have to fill these in manually.
- It is continuously updated in response to user feedback and insights.
- It has a great variety of resources available to help users: online help, tutorials, guides, webinars, technical support, etc.

11. Similar tools

EasyBib

<https://www.easybib.com/>

Zotero

<https://www.zotero.org/>

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