New RefWorks: Create a Bibliography

The first step in creating a bibliography is to ensure that the references are organized within one folder. If the references reside within different folders, one may create a new folder or utilize an existing folder. This example provides guidance on the addition of references from the PubMed folder to a newly created bibliography folder.

1. Select + Add a folder from the left menu:

2. A pop-up will appear to Name your folder and Save:

   Name your folder

   Please enter a name for your new folder: bibliography

   Cancel  Save

3. References may be added to folders by drag and drop (A) or by the Add to folder function (B). A. Highlight each PubMed citation by ticking the box to the left of the title (three are selected in this example). Dragging 3 documents simultaneously is accomplished by holding the mouse on any one selected reference to the bibliography folder. Note: as shown here, nonconsecutive references may be selected.
B. Check each citation by ticking the box to the left of the title. Select the **Add to folder** option and the resultant menu displays the list of folders. Place a check next to the destination folder (**bibliography**) and select **Apply**.

**Tip:** this process copies the references to the bibliography folder without removing them from the originating folder, since the check was retained next to PubMed.
4. Once all references have been added to the bibliography folder:
   - Proceed to this folder and check the references to include in the bibliography (two are shown in this example).
   - Select the Create bibliography button at the top.

5. By default, Selected References (2) is selected. The button for Copy to Clipboard highlights the reference list (APA 6th in this example) for further use. Alternatively, the complete list may be included by selecting All references in “bibliography” before Copy to Clipboard.

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