



- MUS 42
- Music History

- I. Database - <http://library.furman.edu/resources/databases/refworks.htm>
- II. Adding references from physical items
  - a. References >> Add new reference
  - b. Select item type in drop down menu
  - c. Paste or type information in
  - d. Can also add notes (annotations), abstracts, summaries
- III. Adding references from online databases: IIMP
  - a. Add one record using Full Text? Button (one option is to export record to RefWorks)
  - b. Add multiple records by clicking the boxes and selecting "Selected Records" from side menu
  - c. Select "export directly to RefWorks"
- IV. Adding references from online database: Music Index
  - a. Cut and paste!!
  - b. Does not work with RefWorks
- V. Adding references from online database: RILM
  - a. Turn off pop-up blocker**
  - b. Check records
  - c. Click on export
  - d. Click "Selected items"
  - e. Click "export to RefWorks"
  - f. Once you hit export, RefWorks should open in its window. If it doesn't, it is probably not working. Go back to step V.a.**
- VI. Organizing records
  - a. Create folders – Folders >> Create New Folder
  - b. View >> Last Imported or All References
  - c. Click on articles you want to move
  - d. Select folder from "Put in Folder" drop-down menu on top of page
- VII. Creating bibliographies
  - a. Click on bibliography from main menu in RefWorks.
  - b. Select Output Style
  - c. Select File Type to Create
  - d. Select which items to use (select appropriate folder)
  - e. Click on "Create Bibliography"
  - f. Remember to check created bibliography with style guidelines. RefWorks is not perfect. Check for errors created by database ("qqq" or "suppress" are common).
- VIII. Problems?
  - a. Contact Jenny Colvin – [jenny.colvin@furman.edu](mailto:jenny.colvin@furman.edu), x3797
  - b. During nights/weekends – Research Assistance in the Main library, x2195