

EXPORTING FROM FIRSTSEARCH/ATLA/WORLDCAT TO REFWORKS (TURABIAN STYLE)

TO START USING REFWORKS

1. Go to PRTS Library website, click on RefWorks located under “Research Guide & Tools.”
2. The first time only you will need to “Sign up for an individual account.”
3. You will be given instructions for first time use after you’ve created the new account.
4. From all off-campus computers, you will also need to log in using our “Group Code” for institution-wide subscribers: (for PRTS students/faculty only: Call or email PRTS Librarian for this code)

CREATING A FOLDER TO STORE YOUR REFERENCES

1. In RefWorks, click **Organize Folders** button
2. Click create new folder button
3. Name your folder an appropriate title. For example, if you are writing a paper for Theology class, name your folder theology.
4. Move references for your paper or project into this folder

SAMPLE EXPORT FROM FIRSTSEARCH > ATLA

1. Open your RefWorks account in one window
2. Open Library’s webpage in another window
3. Log on to FirstSearch (under “Find Articles”)
4. Click on Databases Tab
5. Select ATLA Religion
6. Find the books or articles you want to cite; if more than one, mark the ones you want to use by clicking in the box by the record title.
7. Click on the “Export” tab near the top of the page. Indicate if you only want to export the “marked records.”
8. Select Export to RefWorks, and Click Export
9. Toggle back to RefWorks to see if the references were imported correctly

MOVING REFERENCES FROM LAST IMPORTED FOLDER

1. References have been exported into the **Last Imported Folder**
2. Mark the records by clicking in the small box next to the references
3. Click on the drop down arrow next to **Put Into Folder**
4. Select the folder you would like or create a new folder name.

REFWORKS: CREATING A BIBLIOGRAPHY FROM A FOLDER

1. Login to RefWorks
2. Click Bibliography button
3. Choose Output Style>Turabian Notes 6th Edition
4. Select **Base this Bibliography on Reference List**
5. Select file type you would like to create
6. Choose References from _____ You choose the folder.
7. Click Create Bibliography
8. Copy and paste bibliography into your Word document

Check to see if you bibliography is indeed accurate!

Consult the Turabian Style Manual: *A Manual for Writers of Term Papers, Theses, and Dissertations* /
Kate L. Turabian (7th ed edited by Joseph Williams, et al) [Call Number: LB2369 .T8 2007]