



(Creating in-text citations, bibliographies, and paper-formatting)

Quick Reference Card 5: Creating a Bibliography

In this process, you will learn how to create a Bibliography/Reference page. This process will make more sense if you have already completed some research, saved a few references, and ideally, created a folder containing your references (i.e., you have already worked through QRCs 1 - 4.)

<p>Step 1</p>	<p>Log into RefWorks (see QRC 1).</p>
<p>Step 2</p>	<p>Choose Bibliography from the RefWorks Menu. In this example, we will create a bibliography from a list of references in a particular folder.</p>
<p>Step 3</p>	<p>The following window will appear – Please follow the steps that have been placed on this screen shot:</p> <p>The screenshot shows the RefWorks interface for creating a bibliography. At the top, there is a navigation menu with 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Bibliography' section is active, showing options for 'Output Style' (APA - American Psychological Association, 5th Edition), 'Format Paper and Bibliography' (with a link to 'How to Enter Citations into your Document'), and 'Document to Format'. Below this, there are radio buttons for 'Format a Bibliography from a List of References' (selected) and 'Format a Bibliography from a Folder'. The 'File Type to Create' is set to 'Word for Windows (2000 or later)'. The 'References to Include' section has radio buttons for 'All References (42)', 'My List (0)', and 'References from Folder' (selected), with a dropdown menu showing 'BSAD320 Paper'. A 'Create Bibliography' button is at the bottom right.</p>

You may also choose **Format Paper and Bibliography**, if you wish to create both in-text citations and a Bibliography/Reference page for your paper.

Result:

The Bibliography/Reference page is created. You have the option to click on the **Download it** link, to send the file to a specific location on your PC, or to **E-mail it** a specific email address.

The screenshot shows the RefWorks web interface. At the top, there is a logo for RefWorks and a banner for 'August 2008 Release: New Feature'. Below the logo is a navigation menu with the following items: References, Search, View, Folders, Bibliography, Tools, and Help. The main heading is 'Bibliography'. A message reads: 'Please wait while we process the document... Bibliography created with 2 references.' Below this, it says: 'Your reference list should download automatically. If it doesn't, [Download it](#)'. At the bottom, there is a link: 'Download not working? [E-Mail it](#) to '. The 'Download it' and 'E-Mail it' links are circled in the original image.

Step 4

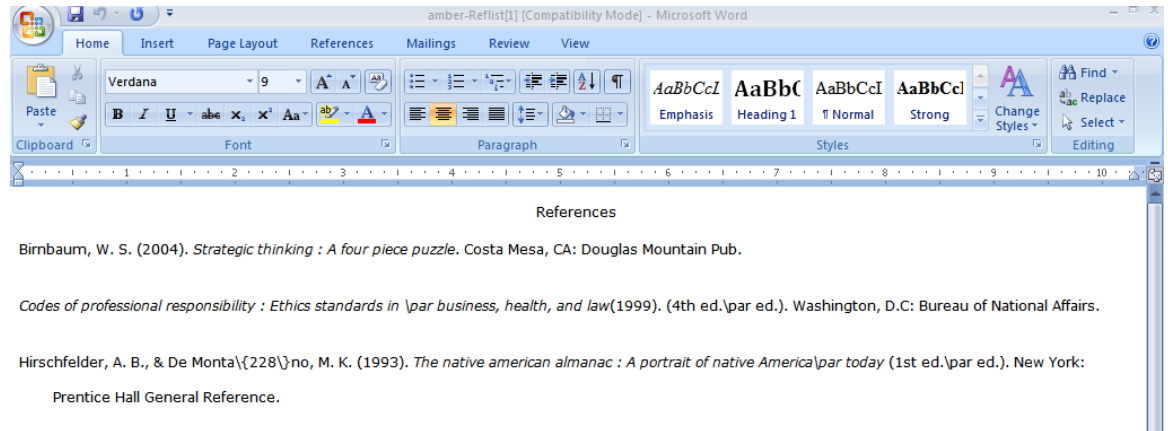
View the Bibliography/Reference page by opening the document you downloaded and saved, or accessing the e-mail containing the bibliography.

Note: The e-mail generated from this utility will be sent from noreply@refworks.com. If you do not receive the e-mail, check that it has not been deleted by any spam-blocking software on your PC.

See an example Bibliography/Reference page below:

QRC 5: Creating a Bibliography

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Note: When you create a Bibliography/Reference page for a paper, you need to adhere to APA formatting requirements. Remember to insert a page break between the end of your paper and the beginning of your Bibliography/Reference page.