

## **Endnote and RefWorks:**

# Bibliographic Management Tools to Make Your Life Easier

There are two computer programs for bibliographic management that are available to all students at the University of Georgia: Endnote and RefWorks. These tools can prove to be invaluable for students writing papers, theses, or dissertations. This paper will draw distinctions between the two programs in order for students to make the right choice regarding which program to use.

### **OVERVIEW**

Endnote and RefWorks have the same functionality but there are key differences between them. Endnote has over 2000 bibliographic styles associated with it, whereas RefWorks has only about 400 bibliographic styles. APA and MLA are included in both since they are common styles. Endnote is a more dynamic program that allows you to do much more with the library you create.

The main difference is that Endnote is software that you download onto your computer, whereas RefWorks is a web-based program, meaning that you can access your library from any computer with an Internet connection. This portability is the main advantage of RefWorks over Endnote.

Both programs can be accessed from the UGA library home page under quicklinks (<http://www.libs.uga.edu>). EndNote version X1 for Windows XP and Vista is now available for download. The Macintosh version is expected in late August/September 2007.

### **ENDNOTE**

You will want to make a corresponding Endnote record for any item that you are going to cite. You can manually import your references one at a time or the suggested method is to go back to the database where you originally retrieved the information and import it from there. This eliminates human error, as the database will import everything into the correct fields, along with the abstract and key words. There will also be a link back to the full text of the article, if this is available.

You can actually connect to some databases from within your Endnote library, such as the University Libraries'

catalog. Most databases will not allow this level of compatibility, but most university databases will. Find the book you are looking to reference, highlight it, and copy it to your library.

As you start building your Endnote library, pick the style you are going to use. If you need to make edits, you can double click the entry and go into the fields to edit if it does not conform to style. Bear in mind that this is not a perfect program and the databases you are using are not free from errors. The best advice is to do this clean up work as you go along, instead of waiting to the end.

The UGA Libraries' Web site has a search function to lookup databases and find out compatibility instructions with Endnote. For example, Web of Science is a multidisciplinary database created by the makers of Endnote, so it's compatibility with the program is optimal.

Search for your titles, mark the records that you want, add to your marked list, add your abstract and keywords, and then export to reference software. Any subsequent time you import new titles into your library, it will show only the new titles to confirm your import. From there, you can change the display to show all the titles in your library. You can sort your references in any order that you prefer. Customizable fields are another benefit to this software. Up to seven searchable fields can be created.

Once you've built your library and you are ready to start writing your Word document make sure to have your style set correctly in your Endnote library. When you download Endnote, the software also comes with a "Cite while you Write" toolbar for Microsoft Word. Keep in mind you can pull references from only one library at a time. Use the magnifying glass icon on the toolbar to search for the citation to insert. The software will keep citations in order (based on style) and will not produce redundant citations. If you've written your whole paper and you decide that you need to change styles, the third button over (format bibliography) will allow you to change to any other style available in the program.

For integration with Google Scholar, go to Scholar preferences, bibliographic format, and then choose the program you are using. Now that you've saved your preferences, when your search results come up, there is a convenient link to directly import the link into Endnote or RefWorks.

## REFWORKS

RefWorks is an online bibliographic tool. On the UGA libraries' Web site, there is a very useful PDF file available that covers everything from setting up your RefWorks account, to accessing and using the program with different databases. To get started you have to go to the RefWorks site. You will have to create an account from a computer on campus because that's how they recognize you as a UGA affiliate.

Once inside the program, you must create a folder system that your citations will be stored in. If you don't create new folders, RefWorks will place all of your references in a default "Last Imported" folder. Once there, you should move your batch of references into your new folder. This requires a bit more work than with Endnote, but you do have the portability since it is all online. Having different folders essentially allows you to have different libraries for different subjects within your account.

Once you create your library and you are ready to write, you have the same sort of tool that you had for Endnote, this one is called "Write and Cite," but shares similar functionality without all the additional options. A difference between the two programs is that with RefWorks, you will not see the formatting as you go; it merely gives you a placeholder. This is a disadvantage because you can't see if things are going well until the end.

Once you complete your paper, you will need to save it, then go into Write and Cite, create bibliography, the default is APA, and it will create a new paper with all of the formatting intact. It will add the word "final" to the document title, to make it distinct from the saved version without formatting.

## CONCLUSION

Most graduate students prefer Endnote software whereas RefWorks is tailored more towards undergraduates. Some people may find it beneficial to use both programs, maybe RefWorks for one particular paper and Endnote for their thesis. But some students may find RefWorks to contain all the functions they need to work, and can bypass the steep learning curve of Endnote. ■

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*Based on the Graduate School seminar "Endnote and RefWorks-Bibliographic Management Tools to Make Your Life Easier" by Diana Hartle, UGA Libraries. To view this seminar in its entirety, visit <http://www.grad.uga.edu>.*