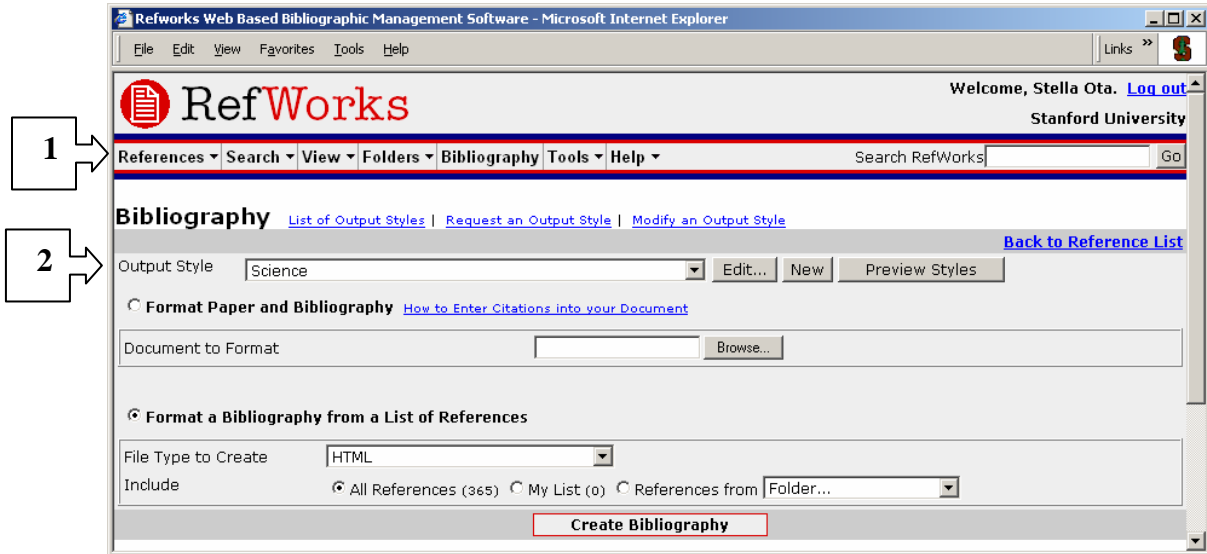




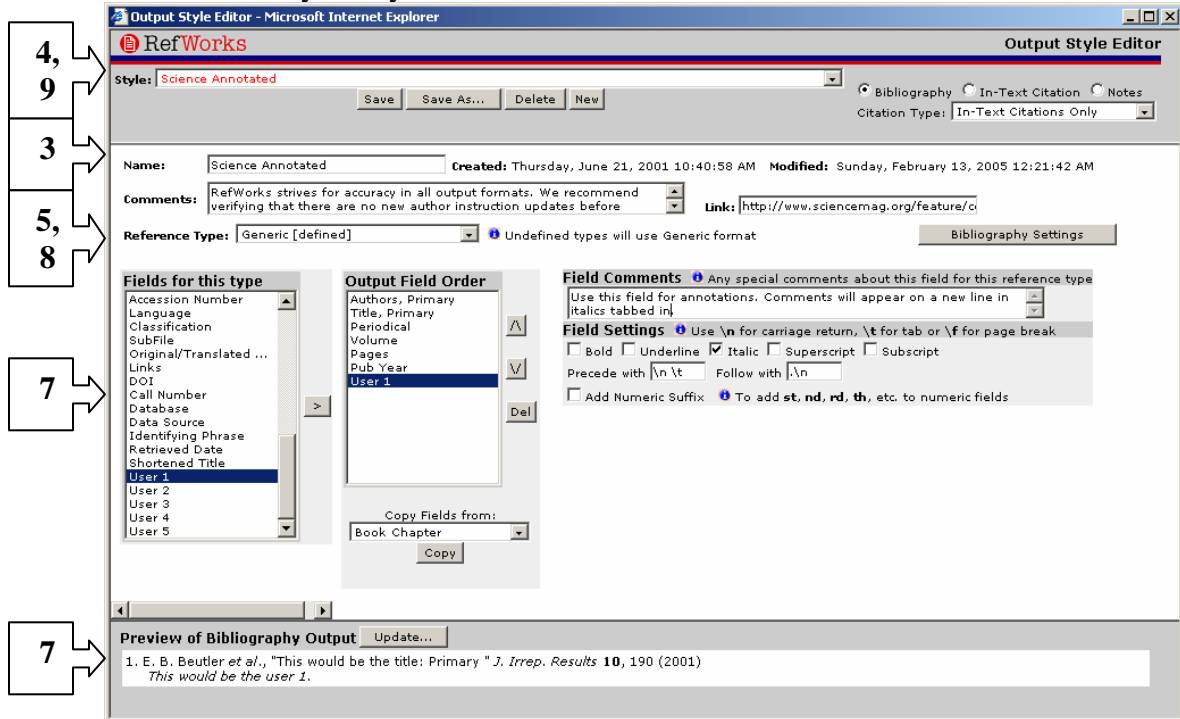
RefWorks IV: Creating an Annotated Bibliography

RefWorks includes over 250 styles for your references and bibliographies. However, an annotated bibliography is not one of them. To create an annotated bibliography style, “edit” an existing style.

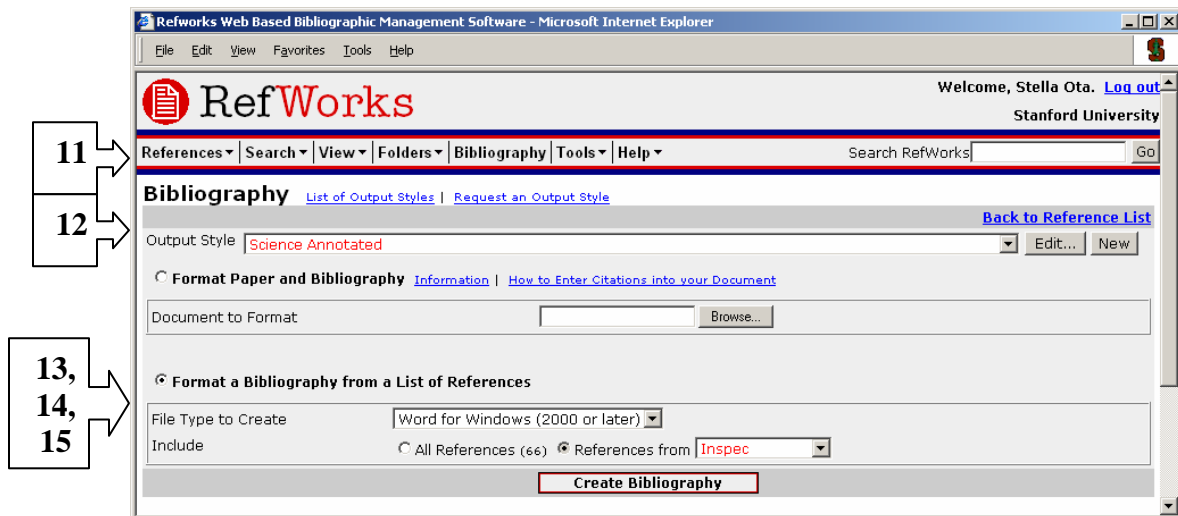
1. From your RefWorks account, select **Bibliography** from the top toolbar
2. Select the **Output Style** to use as your base style from the pulldown list. Click on the **Edit...** button, to the right of the output style name, to launch the **Output Style Editor** window



3. Enter the name of your style in the **Name** box



4. Click on the **Save As** button located in the gray area above the **Name** box & wait for your new name to appear in the **Style** box in red. (Not all browsers will display red text.)
5. Select from the **Reference Type** menu. **Generic** is the default and is used when RefWorks does not recognize the reference type, but you will need to set up all the types you expect to be importing. RefWorks recommends modifying all reference types marked as “[defined]” in the pulldown list of Reference Types.
6. From the **Fields for this Type** menu, choose the field(s) you wish to add. There are several user-defined fields, **User 1-5**. Choose one of these for your annotations and use the arrow to move it to the **Output Field Order** box
7. Click on the field to be used for annotations in the **Output Field Order** box. Options for **Field Settings** and **Field Comments** appear on the right hand side. Use these options to design the style of your annotations. For example, if you wish your annotation to start on a new line, enter \n in the **Precede with** box. To preview how your new style will look, click on the **Update...** button in the **Preview of Bibliography Output** box at the bottom of the screen. (It might take a few seconds.)
8. If you like what you see, return to step 5 above and continue by selecting a new **Reference Type**. Repeat until you have done all the **Reference Types** that you plan to use
9. Select **Save** from gray area at the top
10. Close the **Output Style Editor** window
11. Click on **Bibliography** in the top toolbar to refresh the **Output Style** list and display your newly defined Annotated Bibliography output style



12. To create your annotated bibliography, select your new style in the **Output Style** box
13. Select **Format Paper and Bibliography from a List of References**
14. Select the **File Type to Create**
15. Choose either to include **All References** in your RefWorks account or use the pulldown list of folders to select **References from** a specific folder to include in your annotated bibliography
16. Click the **Create Bibliography** button to generate the bibliography

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