RefWorks User Guide

What is RefWorks?

Offered by Ex Libris, Part of Clarivate, RefWorks is a web service for collecting and managing citation information, helping users write papers, manage research achievements, and create bibliographies and achievement lists.

Upon Using RefWorks

1 Purpose and Available Period

RefWorks serves to support users in learning and research through bibliography management. It is available for use while the contract between Ex Libris, Part of Clarivate and Doshisha University is in force.

2 Eligibility

Only the members of Doshisha University (undergraduate and graduate students, faculty, staff etc.) who have registered a valid e-mail address provided by the university (*@*.doshisha.ac.jp) in their RefWorks user profile are eligible to use the service.

3 Announcements to Users

Announcements regarding RefWorks shall be posted on Digital Library, and be considered as having been notified to all users when posted in this way. Matters concerning individual users will be notified to their e-mail address registered in the user profile.

4 Creating a User Account

To create a user account, you need to register a valid Doshisha e-mail address and other items in the user profile.

Please set your e-mail account to receive both confirmation and notification e-mails from the Doshisha administrator (@*.doshisha.ac.jp) and automated e-mails from RefWorks (*@proquest.com).

*If you register an incorrect e-mail address, the confirmation e-mail will be sent to a third person.

5 Disablement of a User Account

User accounts may be disabled in the case where the e-mail address registered in the user profile is not a valid one provided by Doshisha University (*@*.doshisha.ac.jp) or where messages from the administrator cannot be delivered.

6 Preservation of Data

Pursuant to the contract, RefWorks does not provide any recovery service for user accounts and their environments. Users are recommended to export and save the data (compatible with BibTeX, RIS, TSV, and XML formats) on a regular basis to be prepared for any contingency. For how to export data, please refer to p.24 [1]˜[4] of the User Guide. Please save the attached files separately.

7 Important Notes

The Privacy Policy and Terms and Conditions of RefWorks conform to EU's General Data Protection Regulation (GDPR). Please also note the following.

RefWorks server and data are located on AWS region us-east-1, US East (N. Virginia). RefWorks application server and data server are managed by Atlas (MongoDB) server.

For documents concerning the security and trust of Atlas (MongoDB) server, please see below.

https://www.mongodb.com/cloud/trust

https://www.mongodb.com/legal/privacy-policy

https://www.mongodb.com/security

Please be careful of the data content you register on RefWorks, as it is administered by a "standard contract" and "foreign laws."

*According to the Foreign Exchange and Foreign Trade Act, exporting specified technology may require a permission of the Minister of Economy, Trade and Industry. You also need to be careful when saving information concerning the specified technology on a server outside Japan.

*The United States Patriot Act allows an investigative officer, under certain conditions, to request the provider to disclose the stored data including customer records. Therefore, there is a risk that the data you saved on RefWorks may be viewed by the United States government authority without your consent.

8 Compliance Rules

Please comply with the Information Security Policy and the User Guidelines on Using Electronic Resources.

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Notes on Functions

1 Attaching Files

Please convert any non-PDF file to PDF before attaching it to a record. When a file imported to RefWorks is not in PDF format, download it from RefWorks and save it as PDF so that it will not be garbled. Please check the file name as it may be garbled if the file name contains Japanese characters.

2 Sharing (Publishing) Folders and Projects

Attachments cannot be shared with users outside Doshisha University (the same goes for sharing using the project function). To share them with Doshisha users, please follow the university's Web Publication Guidelines while giving consideration to copyright and the possibility of third parties viewing the data. Please refer to the User Guide for more details on the function.

　*Please note that sharing a folder through an open URL will allow access to whoever knows the URL instead of limiting access via account authentication.

3 Functional Restriction

Synchronization with Dropbox is not available.

How to Register a User Account (please also refer to the User Guide)

Please follow the steps below to sign up on RefWorks.
1．Access the RefWorks website.
2．Click on "Create account" on the login page.
3．Enter a valid university provided e-mail address (*@*.doshisha.ac.jp) and click on "Check."
　　*You cannot create an account with an e-mail address provided by yahoo.com, gmail.com and so on.
4．Create a password that consists of 6 or more characters (half-width alphabets and numbers) and click on "Sign Up."
5．You will receive an activation e-mail for using RefWorks at the e-mail address you entered. Click on the URL in the e-mail.。
6．Register your name, role and related field on the page you are redirected and click on "Next."
7. After checking the tutorial page, click on "Complete."。