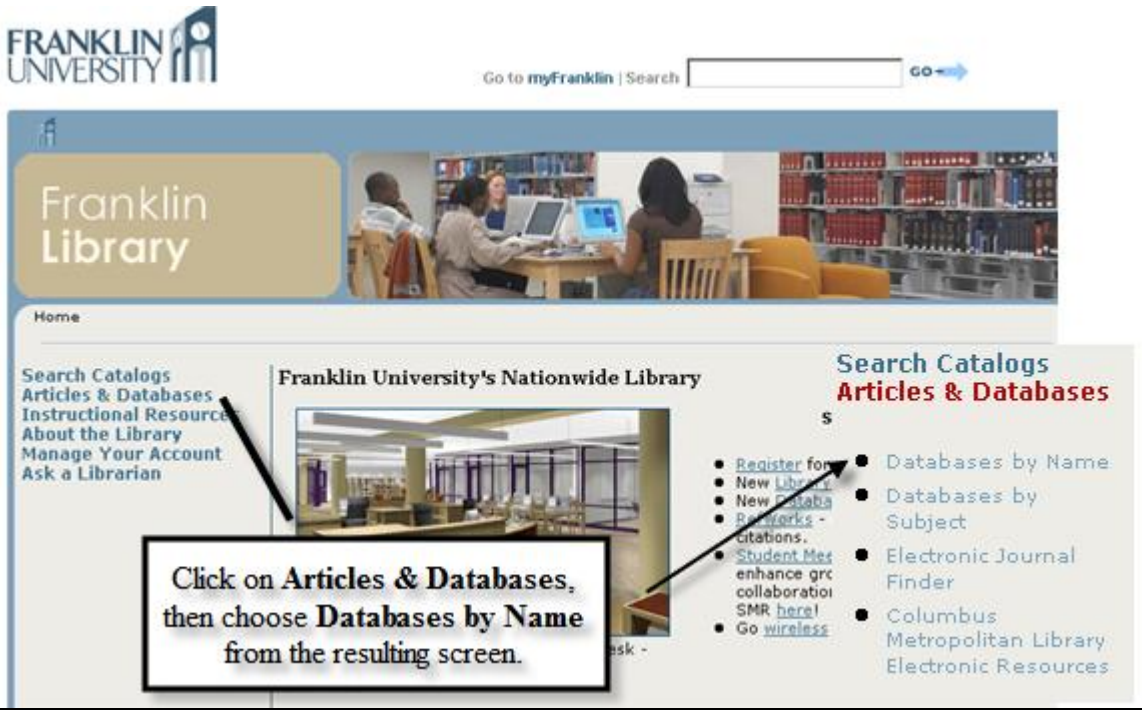
(Creating in-text citations, bibliographies, and paper-formatting)

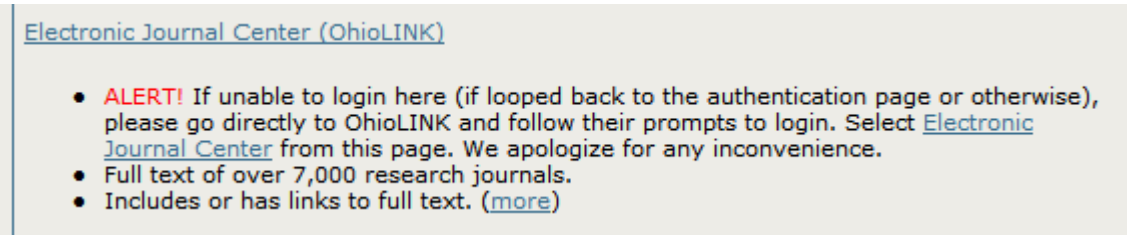
Quick Reference Card 2a: Creating a list of references from the Electronic Journal Center (EJC)

In this process, you will learn how to create a list of references retrieved from the EJC (one of the many electronic resources available from the library.)
Imagine that you are researching a paper on **"Current developments in Databases"** for your computer science class. You need to find some resources to help you to write you paper. You may be quoting some of the articles in the paper, and you may want to reference some of these articles directly in your paper. With this process, you can keep a list of these articles (which you may subsequently retrieve at any time) and produce a bibliography (which will be formatted according to APA citation guidelines) in a Word document.

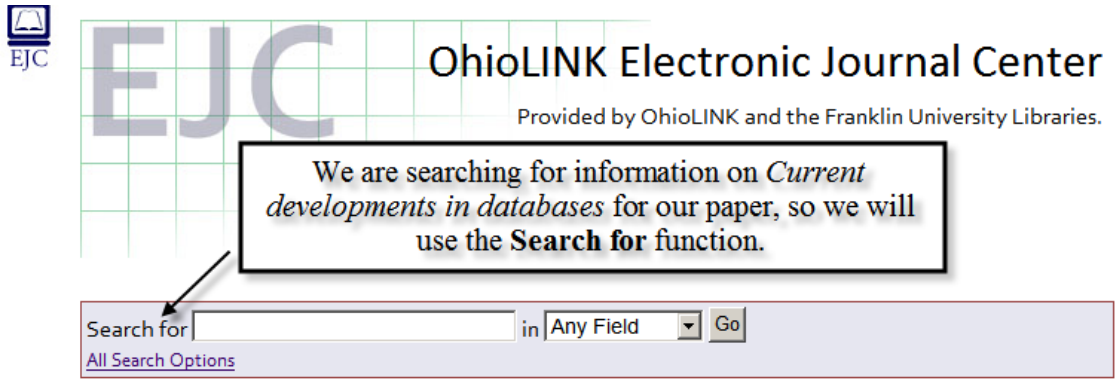
Step 1	Log into RefWorks (see QRC 1.)
Step 2	We will be searching the **Electronic Journal Center (EJC)** to find articles to help us with the computer science paper (**Note:** See QRC 2b to see the same process but with an *EBSCO* database.) Access the **EJC** database from the Library home page: (http://www.franklin.edu/go/library), click on **Articles & Databases**, choose **Databases by Name**, then choose **EJC** from the list of databases. 

Step 3

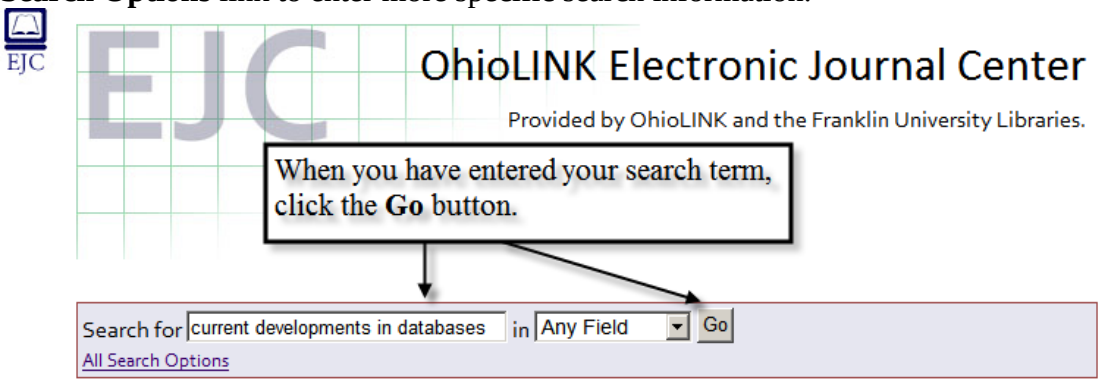
A screen will appear with the alphabet. Click on **'E'** and scroll down to the link for **Electronic Journal Center (EJC)**.



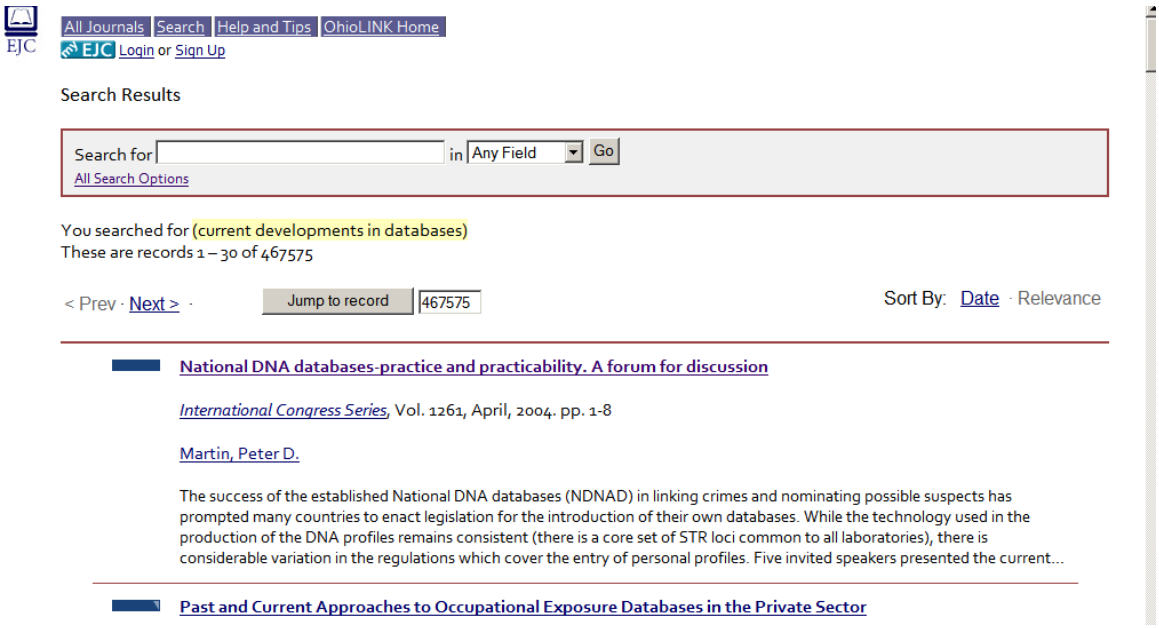
From the EJC page, choose **Search for**.



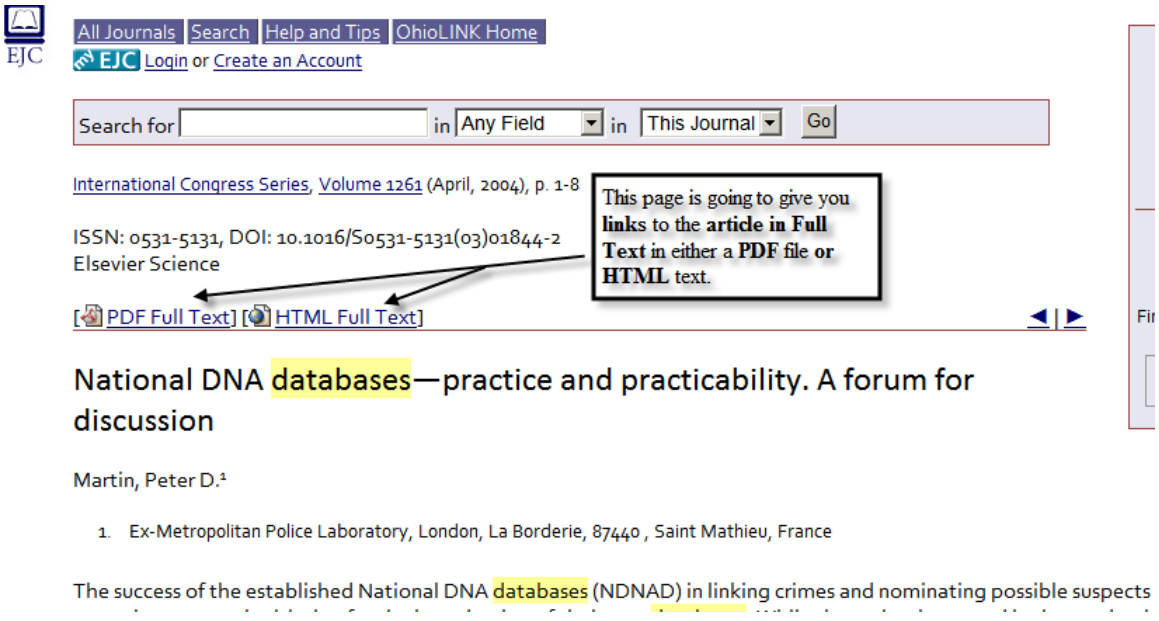
Finding your resources:
On the search screen, we will enter a simple search term. You may explore the **All Search Options** link to enter more specific search information.



Result: Articles matching my search string are displayed. There are several articles that I would like to review to see if they will help me with my paper, and if they help me, export them into RefWorks. To ***view*** the article, click on the **title of the article**. Note that simply viewing the article does not add the article to your RefWorks database.

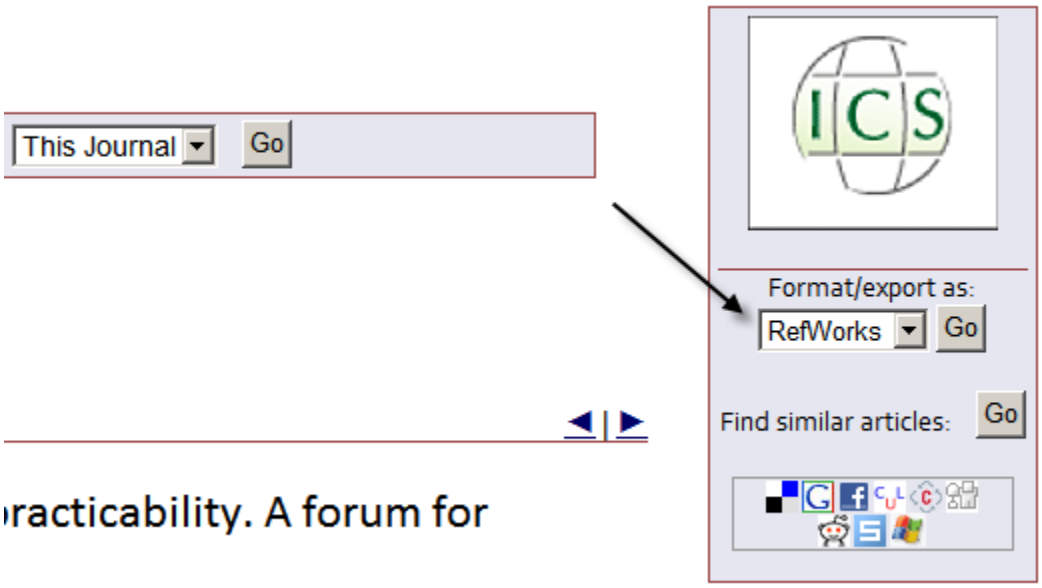


When you click on the **title,** the **Abstract of the article** will appear.

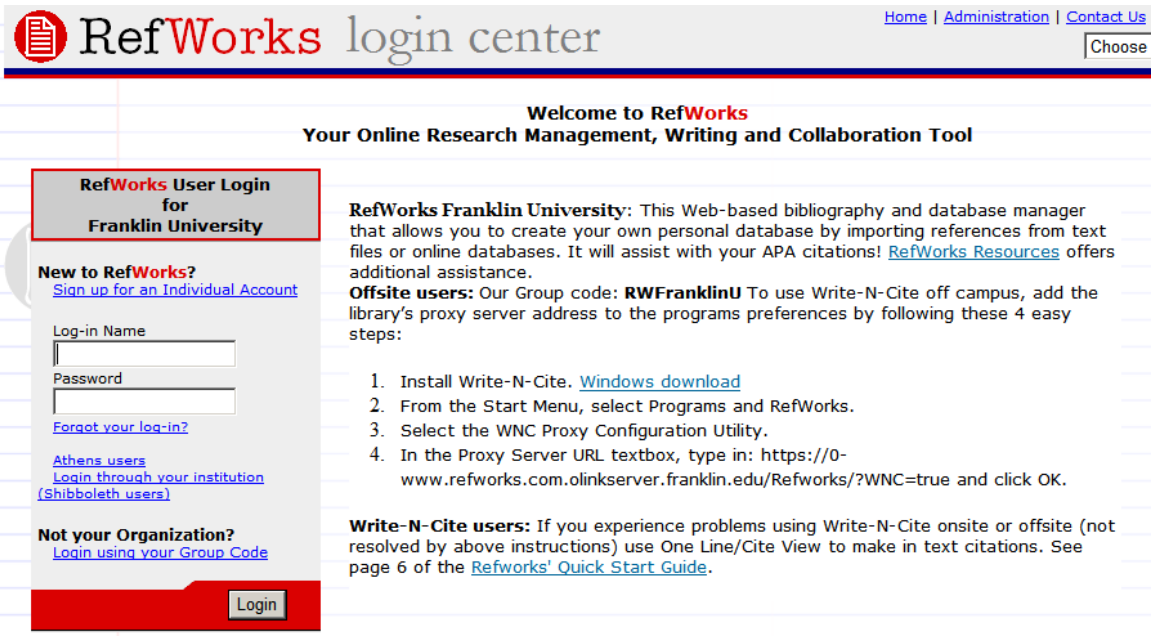


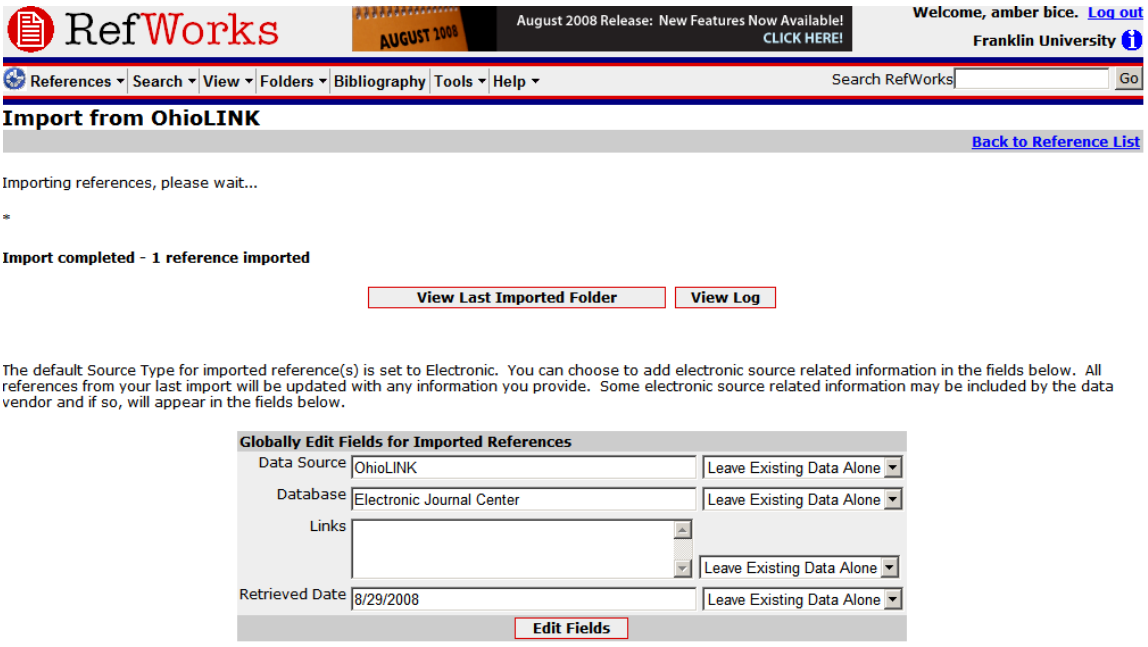
Step 4

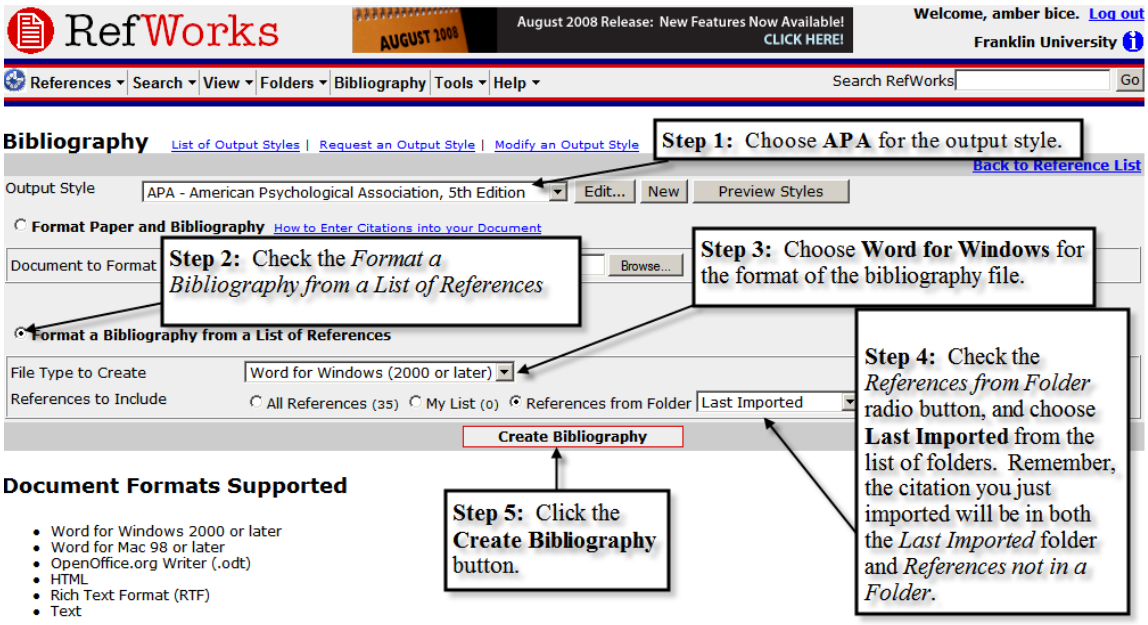
When you have found an article that you want to store in your database, Go to the icon on the right that says **'ICS'** at the top. Click on the drop down menu and choose **RefWorks**.



Then click on **Go.** This will take you directly to the **RefWorks website**, so that you can login. (See QRC 1 – **Logging into RefWorks**, for instructions on creating a RefWorks Account.)



Step 5	Now, you need to **Import** your reference(s) **into RefWorks**. Choose **References,** then **Import.** 
Step 6	The following window will appear: 

	*A note about folders. Since you cannot specify a folder as a destination for your citation, it will automatically appear in the "*Last Imported Folder*" under the **Folders** tab and then be transferred to "*References not in Folder*" when the next import is made. The citation will only remain in the "*Last Imported Folder"* until another import is completed. So if you are having trouble locating a reference, remember to check the "*References not in a Folder*" under the **Folders** tab. See QRC 4 for more information concerning **Folder Management**.
Step 7	To see your reference, either click on the **View Last Imported Folder** button in the window shown above or choose from the menu **View –> Folder –> Last Imported** (until you complete another import).
Step 8	If you want to see how this would look in a bibliography (Reference Page), click on **Bibliography** in the Menu bar: 
Step 9	**Result:** A Web page with the APA citation for the article appears. This may be saved or you may copy and paste the references into your paper. For more information on creating a bibliography, see **QRC 5 – Creating a Bibliography**.

References

Martin, P. D. (2004). National DNA databases—practice and practicability. A forum for discussion. *International Congress Series, 1261*, 1-8. Retrieved from http://journals.ohiolink.edu/ejc/article.cgi?issn=05315131&issue=v1261inone&article=1_nddapaffd