Using the Faculty Bibliography Database on RefWorks

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What’s in the Faculty Bibliography Database?

- **The database is organized into folders.**
  - There are two folders for each academic year:
    - a publications folder
    - a grants folder.
  - The database begins with the 2005-2006 academic year.

- **The records are simple.**
  - Only the basic citation elements are included.
  - Descriptors are added for each Creighton author’s school or college, and in many cases the department or division.
  - There are no abstracts.

### Sample Record

Ref ID: 16901  
Ref Type: Journal Article  
Source Type: Print  
Authors: Moore,B.; Murphy,R.F.; Agrawal,D.K.  
Title: Interaction of tgf-Beta with immune cells in airway disease  
Periodical, Full: Current Molecular Medicine  
Pub Year: 2008  
Pub Date Free Form: Aug  
Volume: 8  
Issue: 5  
Start Page: 427  
Other Pages: 436  
Descriptors: School of Medicine; Biomedical Sciences; Medical Microbiology and Immunology  
ISSN/ISBN: 1566-5240  
Accession Number: PMID: 18691070
Searching the database

- Click “Search” in the command menu.

  - Lookup by Author provides a simple author search via a browsing list.
    - The author listing includes co-authors from other institutions.

```

<table>
<thead>
<tr>
<th>Author</th>
<th>Hits</th>
<th>Author</th>
<th>Hits</th>
</tr>
</thead>
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<td>Haahtela,T.</td>
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<td>Hai,T.</td>
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<td>Haas,E.</td>
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<td>Haider,M.</td>
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<td>Haidle,J.L.</td>
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<td>Hallworth,Richard</td>
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<td>Halse,J.</td>
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<tr>
<td>Hadsall R.S.</td>
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<td>Hagans,J.B.</td>
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<td>Hamblin,M.W.</td>
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</tr>
</tbody>
</table>
```

Next >>
- **Lookup by Descriptor** provides a browsing list by college, school, department, or division.
  - Every record is assigned a descriptor for the school or college. Most also receive a descriptor for the department or division.
- The **Advanced** search allows you to search for specific data elements in any combination of folders.
  - Descriptors (school, department names) must be entered in full!

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**Advanced Search in Your RefWorks Database**

**BUILD YOUR SEARCH STRATEGY**

**Fields and Values to Search for:**

- **Search Field**: Descriptors
- **Search Field**: All Authors
- **Search Field**: All Periodicals
- **Search Field**: Last Updated, Year

**Search:**

- All References
- Only References in Folders:
  - 2005-2006
  - 2006-2007
  - 2007-2008
  - 2008-2009
  - Grants 2005-2006
  - Grants 2006-2007
  - Grants 2007-2008
  - Grants 2008-2009
  - Last Imported
  - temporary - in-process

[Search] [Reset]
Working with Records (linking, full view, exporting)

Viewing

- **There are three basic record display formats:**

  1. Standard View
  2. One Line / Cite View
  3. Full View

  - There are some other miscellaneous displays too, but these were created for library staff to use when managing the database.

- **You can change the default display for your session.**

  - Use the drop down menu in the tool bar:

    Switch to: Standard View

- **You can switch to the full view** from the Standard View by clicking the **View** link in the right side of the record header (#1 below)

<table>
<thead>
<tr>
<th>Ref ID: 15478</th>
<th>Journal Article Reference 211 of 558</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title: Dietary Supplements for Osteoarthritis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authors: Gregory, Philip J.; Sperry, Morgan; Wilson, Amy Friedman</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source: Am Fam Physician, 2008, 77, 2, 177-184</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Link to full-text

- Click the **Link Source** icon in the right side of the record header (#2 above)

  - Full-text will only be displayed for subscribed or free publications.
  - Call the library for assistance if you think an item should be accessible.
  - See the HSL help page for locating journals.
Exporting or Printing citations.

Procedure:

1. Mark the citations you want to print or export.
2. Verify that RefWorks will use the selected records.
3. Click either the Print or Export button.
4. Follow the instructions when the new window opens.