

SKILLS FOR LEARNING

GUIDE TO REFWORKS

This workbook will guide you through the following tasks for creating a RefWorks account and entering and editing references:

- 1. Creating a RefWorks account
- 2. Adding a reference manually
- 3. Organising your references into folders
- 4. Importing references from the library catalogue
- 5. Importing references from academic databases
- 6. Importing references from Google Scholar
- 7. Creating a reference list
- 8. Inserting references into a Word document
- 9. Importing References from the Internet

1. CREATING A REFWORKS ACCOUNT

1. Access RefWorks at: <u>http://www.refworks.com/refworks</u>

2. Click on Sign up for a New Account.

3. Fill in the form and click O Create Account

te Account	Please note:
Step 1: Account Information Step 2: User Information Finished → Enjoy RefWorks! Create an account at University of Wolverhampton (not my institution)	The email address must be your
Email Address:	account.
Ismitn@retworks.com Re-enter Email Address: re-enter vour email address.	To register for an account or access
Login Name: jsmith	to enter the group code:
Password:	BWI Welverbampton
-enter Password:	KWOWOIVERnampton
re-enter your password.	

Congratulations you now have a RefWorks account!

You can access your RefWorks account from any computer with an Internet connection using the login details you have created.

2. ADDING A REFERENCE MANUALLY

1. Click on the ONEW Reference button at the top of the screen

2. Select Your Reference Style. Check with your School if you are unsure which style you should use.

Add New Reference	None Selected	The University of
Ref ID: Ref Type: Ref Type: Source Type:	None Selected Favorites APA 5th - American Psychological Association, 5th Edition APA 6th - American Psychological Association, 6th Edition Chicago 15th Edition (Author-Date System) Council of Science Editors - CSE 7th, Citation-Sequence Council of Science Editors - CSE 7th, Name-Year Sequence Harvard	Wolverhampton Harvard style is listed under 'University of Wolverhampton Specific' in RefWorks.
Attachments:	Harvard - British Standard MLA 7th Edition Vancouver University of Wolverhampton Specific Wolverhampton Harvard Access Output Style Manager	

3. Select Your Reference Type (e.g. Journal Article)

Ref Type:	Journal Article	~
	Abstract	^
rce type:	Artwork	
anguage:	Bills/Resolutions	
	Book, Edited	
chments:	Book, Section	
	Book, Whole	
	Case/Court Decisions	≡
	Computer Program	
	Conference Proceedings	
kPA 6th -	Dissertation/Thesis	
s are user	Dissertation/Thesis, Unpublished	
	Generic	
Authors:	Grant	
	Hearing	
Title:	Journal Article	
	Journal, Electronic	
	Laws/Statutes	

4. Enter the details of your reference in all fields in the "Fields used by Wolverhampton Harvard" section (e.g. Author, Title, Year etc.)



3. USING FOLDERS

Folders can be used to organise your references, for example you can organise references into Introduction, Chapter 1 etc. or use folders for different modules or projects you are working on.

1. First, click on the Rolder button.
S RefWorks
References View Search Bibliography Tools
Create Bibliography ONEW Reference
2. Give your folder a name, then click Create
Create New Folder
New Folder Name (<u>Create Subfolder</u>): I

3. Tick the references you want to add to this folder, then choose which folder you want to add them to. $\$

References > /	All Reference	ces						
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Authors	Adams,Gera	ld R.📉						
Book Title	Adolescentic	levelopment : the	essential re	adings				
Source	2000, Blackv	vell Publishers, C	Dxford	-				
Folders	EndNote Tes	<u>t; Last Imported;</u>						

4. IMPORTING REFERENCES FROM THE LIBRARY CATALOGUE (LIBRARYSEARCH)

- 1. To access LibrarySearch go to the LIS website at http://www.wlv.ac.uk/lib
- 2. Perform a search
- When your search results appear, use the pin button to send items you are interested in to My favourites.

tree	× Search everything •
PAGE 1 2,134,752 Results Personalize	
1 JOURNAL Tree-ring research. Tree-Ring Society.; University of Arizona. Laboratory of Tree-Ring Research. 2001]- [©] PEER REVIEWED	🖂 📝 🥵 🚥

4. Open My favourites and select the items to be sent to RefWorks.

	NEW SEARCH	BROWSE	FEEDBACK	CONTACT US			Go to my favourites	
tree					× / Search everything • 🔎	ADVANCED SEARCH		

5. Click the 'Push to actions' button and select RefWorks.

	N'W SEARCH BROWSE FEEDBACH	K CONTACT US		Q	Sign in Menu 🔻
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My Favourites 🛛 🛪 🛶					
SAVED RECORDS SEARCH HISTORY					

Please note, all items you want to send to RefWorks must be highlighted by checking the tick box to the left before the 'push to actions' button becomes available

SAVED RECORDS	SAVED SEARCHES SEARCH HISTORY		
— 7 items			
	Note Nelszsche Schacht, Richard, 1941- 1992 M. Available at Harrison Library Main Collection (193 SCH) > Mol LARELS	C Ø 🤻 …	Sort by Date added Labels Unlabeled items (7)

RefWorks will now open and tell you that the references were imported. To view the references you have imported, select the **Last Imported** folder in RefWorks.



This will always display the most recently imported set of references enabling you to check and edit them if required.

5. IMPORTING REFERENCES FROM A DATABASE

Many online databases and library catalogues will import references directly into RefWorks. Remember to have your RefWorks account logged-in.

The following instructions explain how to export references from the ScienceDirect database:

- 1. To find ScienceDirect go to the LIS website at http://www.wlv.ac.uk/lib
- 2. Select Subject Resources and then Databases A-Z
- 3. Click on S in the alphabetical list at the top of the page, then scroll to find ScienceDirect.
- 4. Using the quick search box, carry out a search for a topic of your choice:

Home Browse Search My settings	My alerts	
Articles O All fields football construction	Author	
Images 🔿 Journal/Book title	Volume Issue Pag	e Search ScienceDirect

5. When your search results appear, select the articles you are interested in by checking the tick box to the left. Then click **Export Citations**.

F 🛛	E-mail articles 🗈 Export citations 📩 Download multiple PDFs 🖵 Open all previews
1 🗹 🔳	The special features of sport: A critical revisit Review Article Sport Management Review, Volume 13, Issue 1, February 2010, Pages 1-13 Aaron C.T. Smith, Bob Stewart
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2 🗹 🧧	A review of facial protective equipment use in sport and the impact on injury incidence. Original Research Article British Journal of Oral and Maxillofacial Surgery, In Press, Corrected Proof, Available online 3 February 2011 Timothy Farrington, Gladys Onambele-Pearson, Rebecca L. Taylor, Philip Earl, Keith Winwood
	🖵 Show preview 📩 PDF (161 K) Related articles Related reference work articles
3 🗹 📒	Contextual influences and athlete attitudes to drugs in sport Original Research Article Sport Management Review, Volume 13, Issue 3, August 2010, Pages 181-197 Aaron C.T. Smith, Bob Stewart, Sunny Oliver-Bennetts, Sharyn McDonald, Lynley Ingerson, Alastair Anderson, Geoff Graetz Show preview The PDF (299 K) Related articles Related reference work articles

6. Make sure that the information in the **Content Format** and **Export Format** fields matches below and then click Export.

Export citations

To export the 3 selected citation + links, select your preferred formats and click Export.

Content format:	 Citations Only Citations and Abstracts
Export format:	🔿 RIS format (for Reference Manager, ProCite, EndNote)
	RefWorks Direct Export ? About Refworks
	🔿 ASCII format
	🔿 BibTeX format
	Export Cancel

7. RefWorks will now open and tell you the references were imported.

In	nport References
	Import completed - 3 references imported
	Import Log 🔻

Exporting references from other databases and online catalogues:

Help	
Email Your Librarian	
Tutorial	
🕑 launch help file	
Request [▶]	

Instructions on how to import references from other online sources are available in the RefWorks help file. Some databases use an indirect export. This requires you to download your references from the databases and then import them into RefWorks. Search the RefWorks help file for individual instructions for a particular database.

6. IMPORTING REFERENCES FROM GOOGLE SCHOLAR

You can also import references from Google Scholar, although you can only import one reference at a time. You just need to change your preferences to enable Scholar to import.

1. First, open Google Scholar at: <u>http://scholar.google.com</u>

2. Then open your Scholar preferences:

More -	Sign in 🔅
Google	My Citations Scholar Preferences

3. Scroll to the bottom of the page and ensure under the heading 'Bibliography Manager' RefWorks is selected. Then save your Preferences.

Bibliography Manager	ODon't show any citation import links	S.	
	● Show links to import citations into	RefWorks 💌	
		BibTeX	
		EndNote	
Save your preferences when	finished and return to search	RetMan	ave Preferences
Save your preferences when	initiated and retain to search.	WenXianWang	

4. Next time you search Google Scholar an import into RefWorks button will be visible under each result.



5. Click the 'import into RefWorks' button and RefWorks will open; and your references will be added to RefWorks.

Whenever you import references, it is worth checking to make sure all the necessary information is present. You may need to edit your references and add data. To edit a reference in your reference list, click on the 'edit' icon. The process of editing is then the same as adding a reference manually.

7. CREATING A REFERENCE LIST

- 1. Log-in to your RefWorks account and select Create Bibliography
- 2. Select which reference style you need.



3. Choose which references you wish to include in your bibliography and your file type.

Create a bibliography from a list of references X
References to Include From Academic Writing: C Selected (0) C Page (12) All in List (12)
Select an Output Style Wolverhampton Harvard
Select a File Type HTML
Need Help creating a bibliography? Did you want to <u>format a paper and bibliography</u> instead of creating a bibliography from a list of references?
👹 Manage Output Styles 🔀 Create Bibliography

Click create bibliography

4. RefWorks will then convert your references into a Word document. (You may have to turn off any pop-up blockers on your web browser first, it's normally under Internet tools or options).

8. INSERTING REFERENCES INTO WORD WITH WRITE-N-CITE

RefWorks can be used to import citations and format your reference list as you write it in Word using Write-n-Cite 4. This feature is available on all University PCs using <u>Apps Anywhere</u>

To use this feature at home, it must be downloaded from the RefWorks tools area:

Bibliography	Tools	Help	
	Write-N-	Cite	
O New Refer	RefGrat	p-lt	
	Backup	& Restore	

Click on Write-N-Cite and follow the install information to add Write-N-Cite to your home computer.

Write-n-Cite 4

1. Begin to write your document in Microsoft Word. To add a citation and begin your reference list, open the ProQuest toolbar.

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2. The icon will change to RefWorks. To add a reference, put you cursor where you want to add a reference and then click 'insert citation', and choose which reference you want

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D'Orazio,T., 2010 Cook. E., 2010										
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The reference will now be added to your text:

Commercial fishing is the capture of fish for commercial purposes. Those who practice it must often pursue fish far into the ocean under adverse conditions. Commercial fishermen harvest almost all aquatic species, from tuna, cod and salmon to shrimp, krill, lobster, clams, squid and crab, in various fisheries for these species. (Williams, *et al*, 2012) Commercial fishing methods have become very efficient using large nets and sea-going processing factories. Individual fishing quotas and international treaties seek to control the species and quantities caught.

3. To insert a reference list click 'bibliography options' and then insert bibliography:



4. Your reference list will automatically be completed.

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9. IMPORTING REFERENCES TO REFWORKS FROM THE INTERNET

RefWorks can import references directly from websites using the RefGrab-It tool. This feature is available on all University PCs using Apps Anywhere

You can download and install this feature for use on home PCs.



Click on RefGrab-It and follow the install information to add RefGrab-It to your home computer.

RefGrab-It

If you find a website that you think may be useful and would like to import reference data for it into your RefWorks account, click on the RefGrab-It icon located in the bottom right hand corner of your browser screen.



You will then see a RefGrab-It screen asking you to select the website you wish to import.



Select the page you want to import and click on 'Import to RefWorks'.

If you are not already logged in to RefWorks, you will be asked to do so. You will then see a screen telling you that the import has been successful.

You can now click on the 'View Last Imported Folder' to see the reference(s) you have imported.

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References	View Search Bibliography Tools Help	Search your RefWorks databa	ase 🔏 🥄 Search
New Folder	Create Bibliography O New Peterance	Additional Information	Announcements
References > / Reference G Salected (Ref D) Title, Primary Source Folders Ref ID Title, Primary Source Folders	All F Import completed - 1 reference imported > Import Log > Edit Imported References > Duplicate Checking Options Ar Ar Ar Ar Ar Ar Ar Ar Ar Ar	🕞 View Duplicates) 🔁 View Last Imp	er (121) ted (1) Writing (12) (9) (13) (4) (13) (13) (13) (13) (13) (13) (13) (13
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Article Title Source Folders	12 who did the lunar stroll: FINAL Edition USA TODAY, 1999, 07 A, McLean, Va Abollo 12:		 Output Style Manager Customize

From this folder you can then move the reference(s) to the folder of your choice.

Please note: RefGrab-It cannot be used to import reference information from PDF files.



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