

SKILLS FOR LEARNING

GUIDE TO REFWORKS

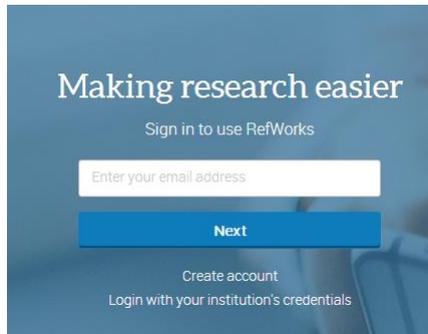
This workbook will guide you through the following tasks for creating a RefWorks account and entering and editing references:

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: <https://refworks.proquest.com/>

2. Click on **Create Account**.

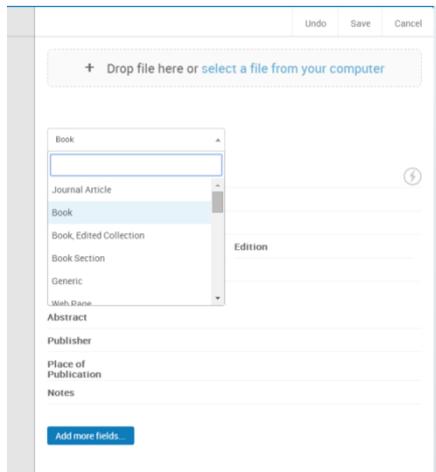


3. Follow the on-screen instructions to create your account. **Please note:** The email address must be your University of Wolverhampton account.

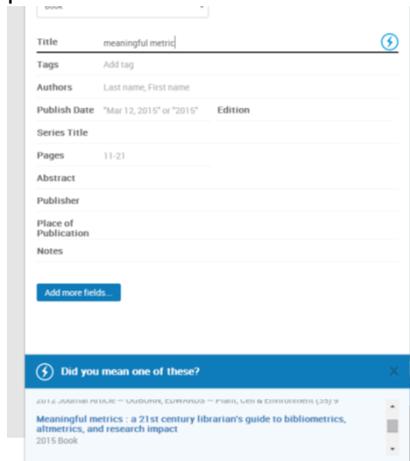
You can access your RefWorks account from any computer with an Internet connection using the login details you have created.

2. ADDING A REFERENCE MANUALLY

1. Click on the  button at the top of the screen and select **Create new reference**.
2. Select your reference type (e.g. Journal Article, Book).



3. Start to type in the reference title. At the bottom of the page, RefWorks will start to suggest possible matches.

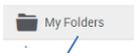
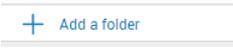


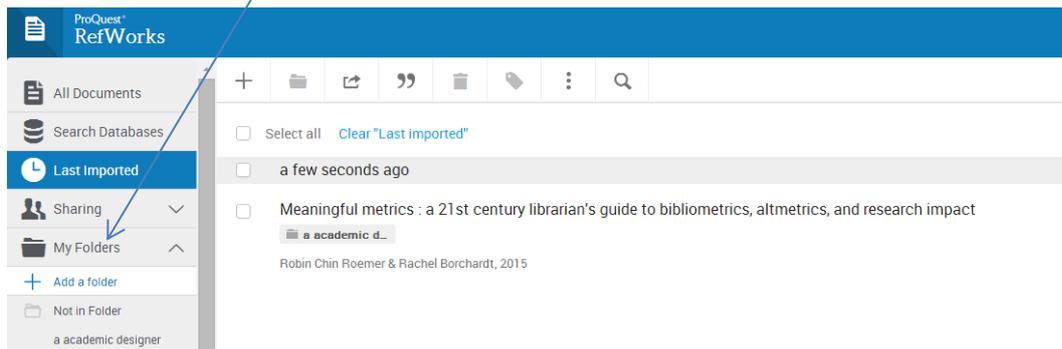
4. Select the correct reference if it appears or continue to enter the details (e.g. Author, Title etc.).

5. Click on  at the top of the screen.

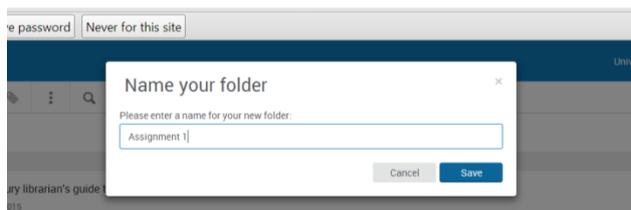
3. ORGANISING YOUR REFERENCES INTO FOLDERS

All new items are put into the “last imported folder”. Additional folders can be created, which can be used to organise references into different assignments or projects.

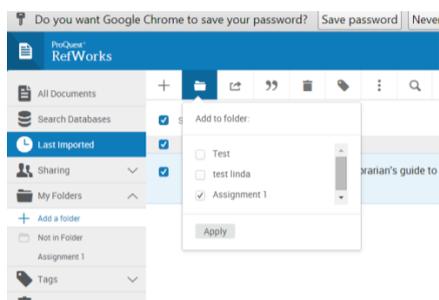
1. First, click on the  button and select .



2. Give your folder a name, then click Save.

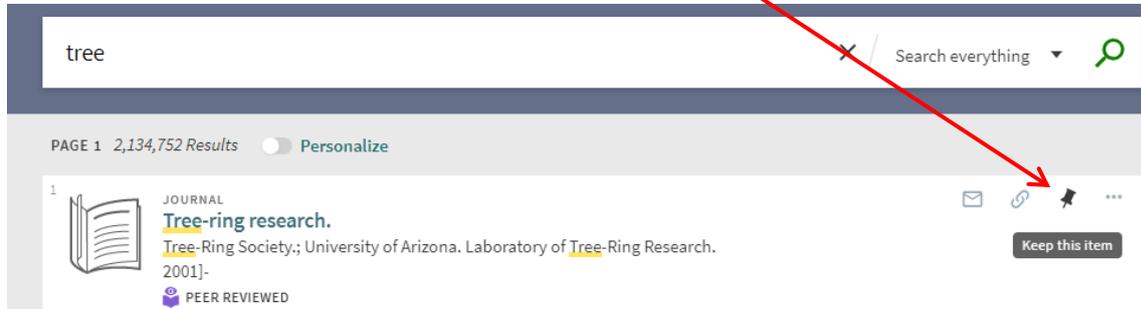


3. Select the references you want to move to the new folder. Click the  button and then choose the folder you want to move the references to.

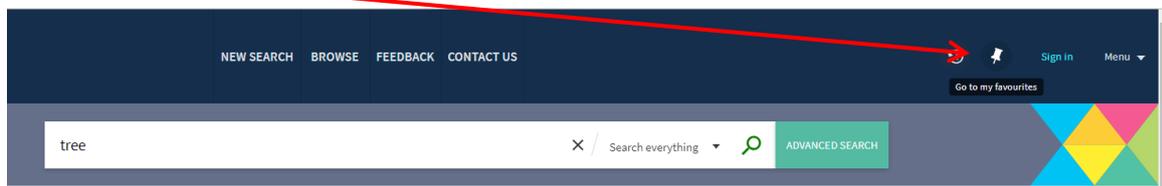


4. IMPORTING REFERENCES FROM THE LIBRARY CATALOGUE (LIBRARYSEARCH)

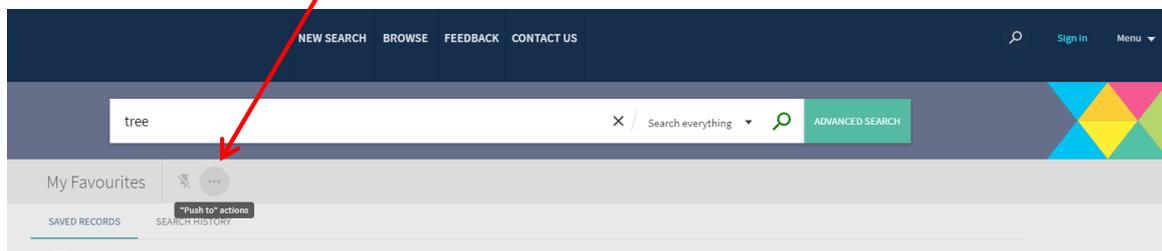
1. To access LibrarySearch go to the LIS website at <http://www.wlv.ac.uk/lib>
2. Perform a search
3. When your search results appear, use the **pin** button to send items you are interested in to **My favourites**.



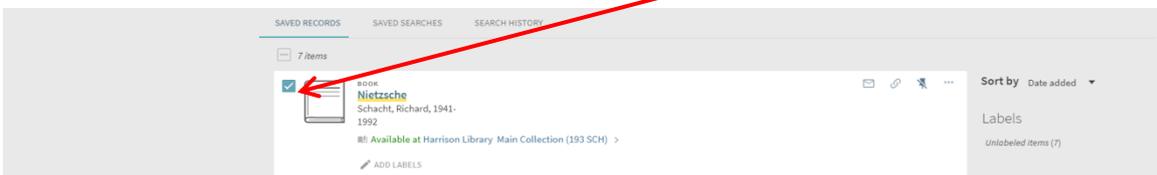
4. Open **My favourites** and select the items to be sent to RefWorks.



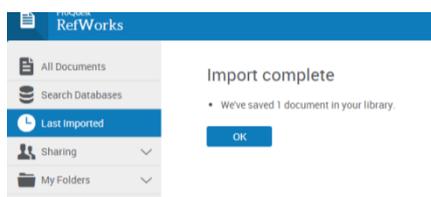
5. Click the **'Push to actions'** button and select RefWorks.



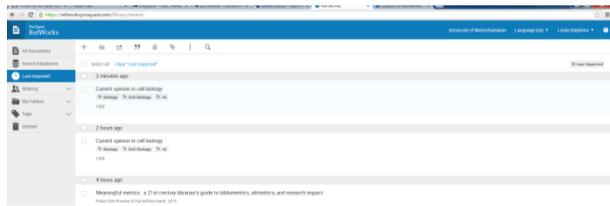
Please note, all items you want to send to RefWorks must be highlighted by checking the tick box to the left before the 'push to actions' button becomes available.



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

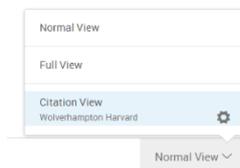


6. To view the references you have imported, click on OK.



This will always display the most recently imported set of references. At this stage you should check your references and edit them if necessary.

7. To edit your references, change to Citation View using the Normal View button on the bottom right of the screen.



RefWorks will highlight any missing elements in the references. To edit the references, click on the individual highlight and add the missing information.

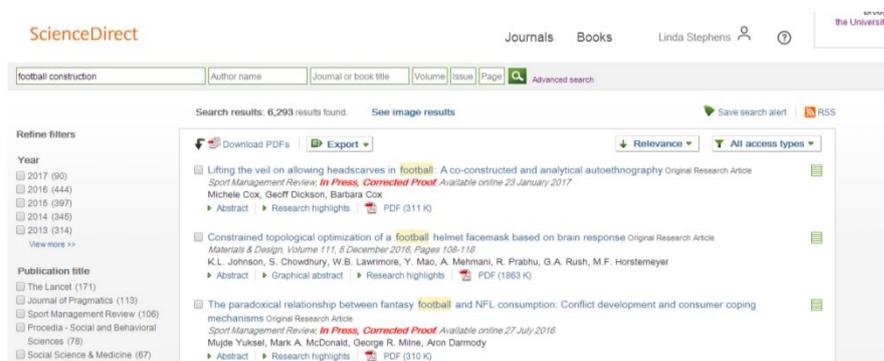


5. IMPORTING REFERENCES FROM A DATABASE

Many online databases will import references directly into RefWorks.

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 **Quick links**, then **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.
5. When your search results appear, select the articles you are interested in by checking the tick box to the left. Click **Export** and then select "Save to RefWorks."

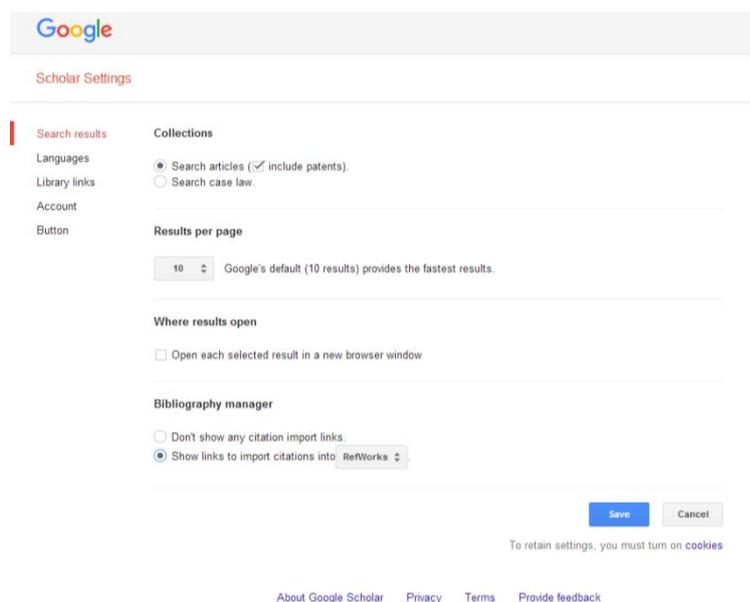


RefWorks will now open and tell you the references were imported.

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 settings to enable Scholar to import.

1. First, open Google Scholar at: <http://scholar.google.com>
2. Then open your Scholar settings and set Bibliography Manager to RefWorks and click save.



3. Next time you search Google Scholar, an import into RefWorks button will be visible under each result. Clicking on this button will add your references to RefWorks.

[Lessons from health during the transition from communism](#)

[M McKee... - BMJ, 2004 - bmj.com](#)

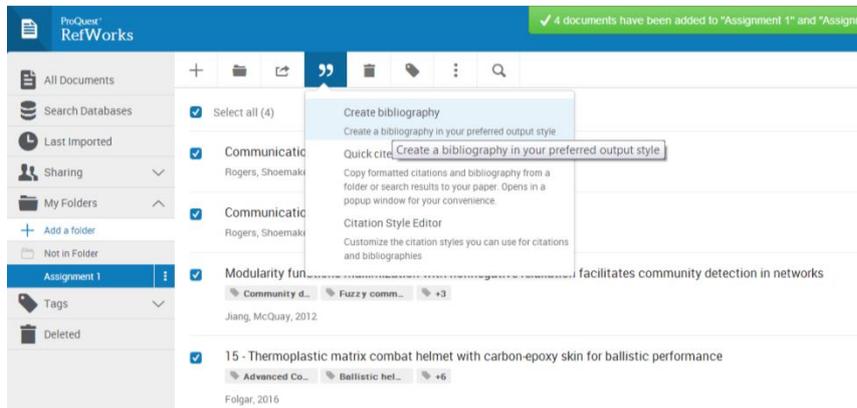
If democracy really is good for **health**, then the countries of central and eastern Europe are obvious places to look for an effect. These countries were part of the Soviet bloc for several decades of the 20th century before adopting, to various degrees, democratic governments ...

[Cited by 20](#) - [Related articles](#) - [All 11 versions](#) - [Import into 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, select the item and click on the  icon to start editing.

7. CREATING A REFERENCE LIST

1. Open the folder that contains the references you want to go into your reference list. Then select the individual references.
2. Click on the  button and then select create bibliography.

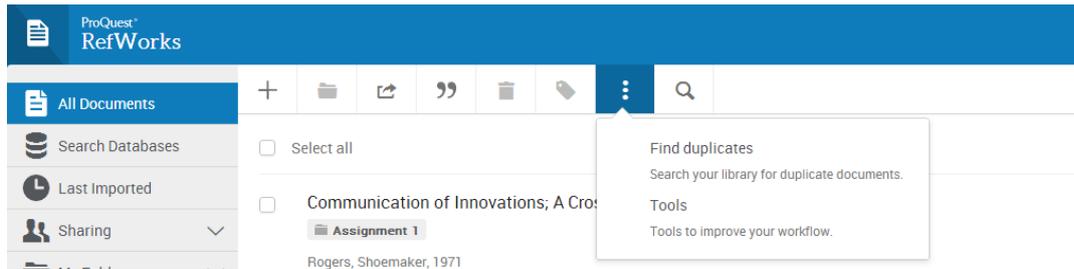


3. Check that the appropriate referencing style has been selected.
4. The reference list can now be copied and pasted into your assignment.

8. INSERTING REFERENCES INTO WORD DOCUMENT

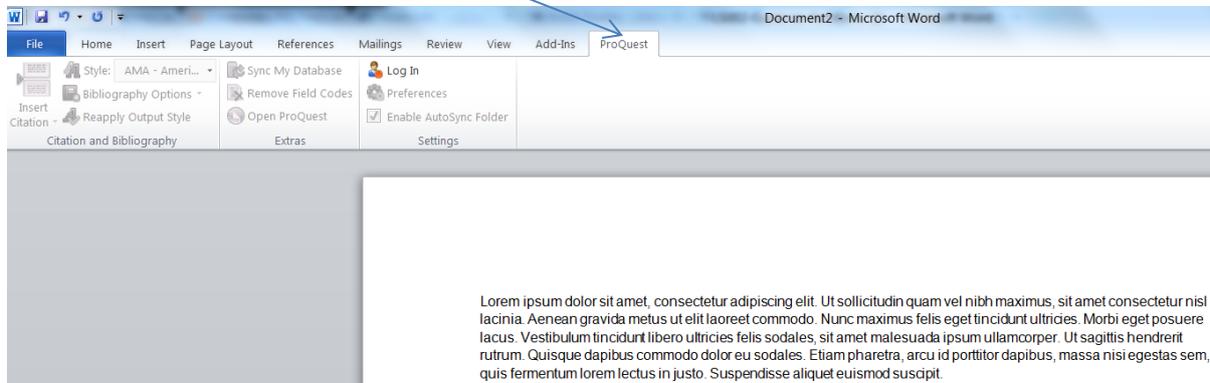
RefWorks can import citations and format your reference list as you write it in Word using “Cite in Microsoft Word.” This feature is available on all University PCs via Apps Anywhere. In Apps Anywhere you need to launch “Write n Cite” from the list of options.

To use this feature at home “Cite in Microsoft Word” must be downloaded from the RefWorks tools area:

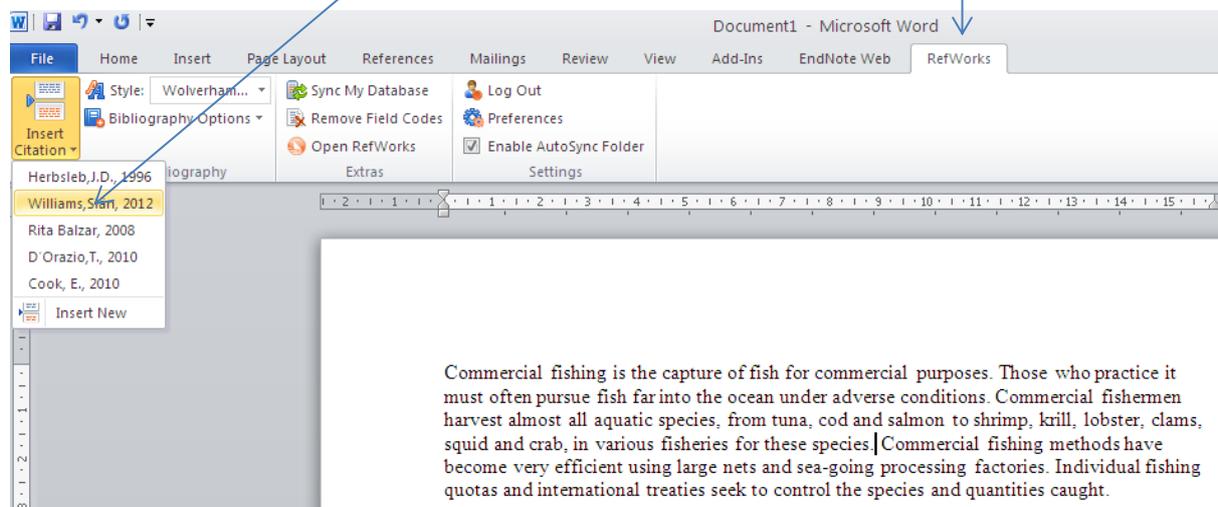


Cite in Microsoft Word

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



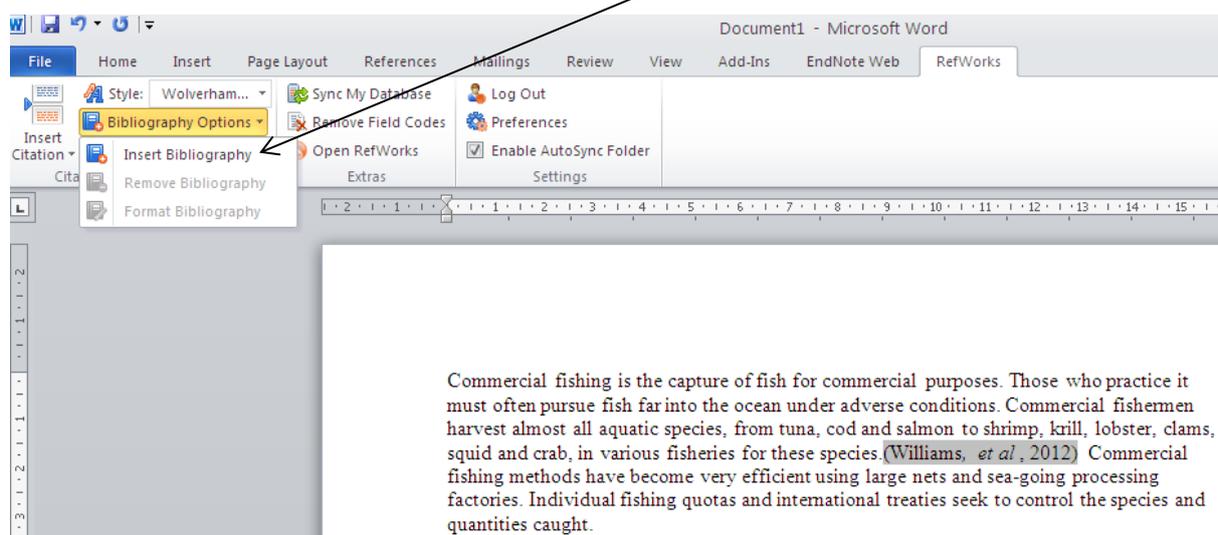
2. The icon will change to RefWorks. To add a reference, put your cursor where you want to add a reference and then click insert citation, and choose which reference you want.



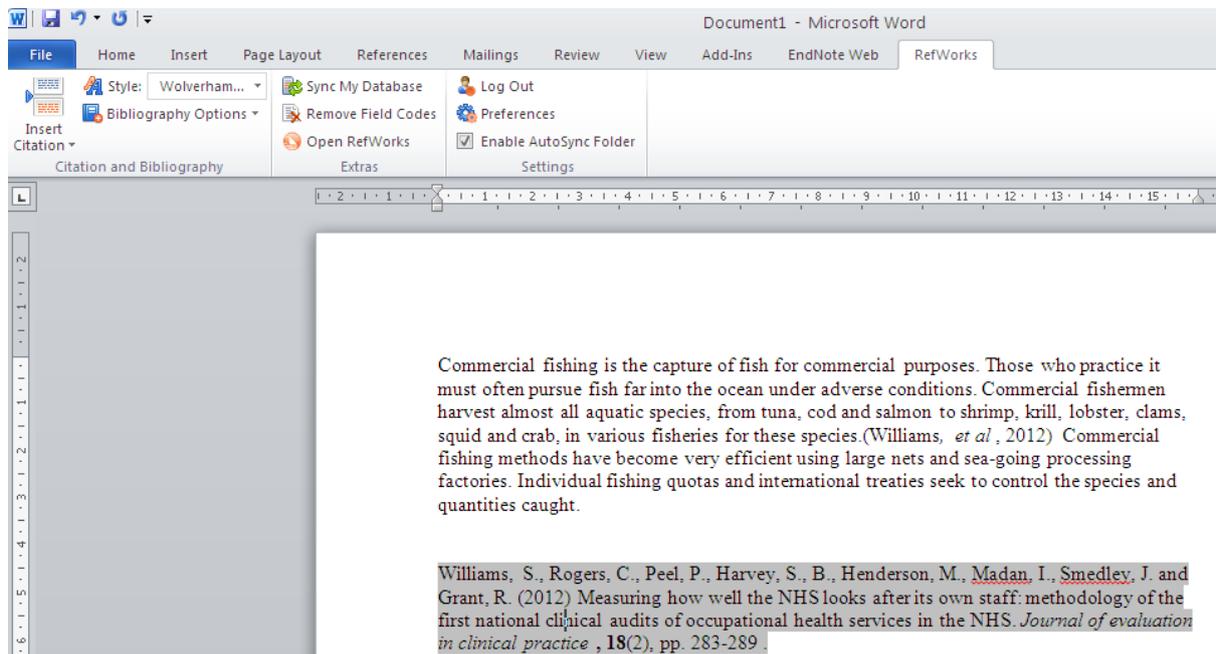
The reference will now be added to your text:

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:

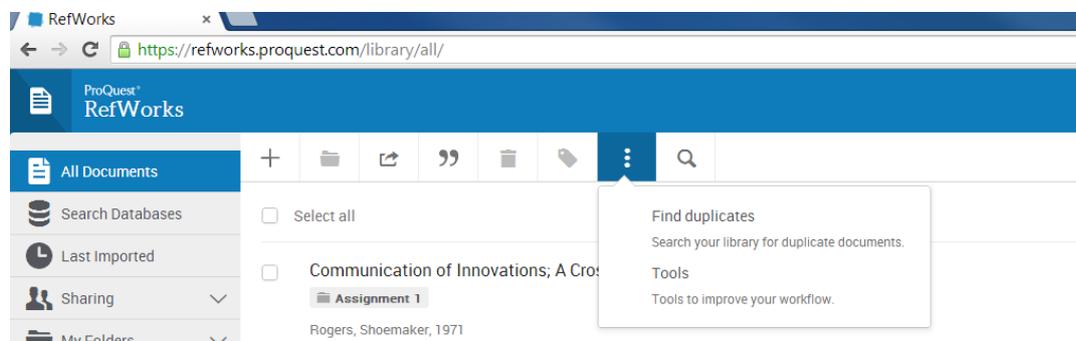


4. Your reference list will be completed automatically.



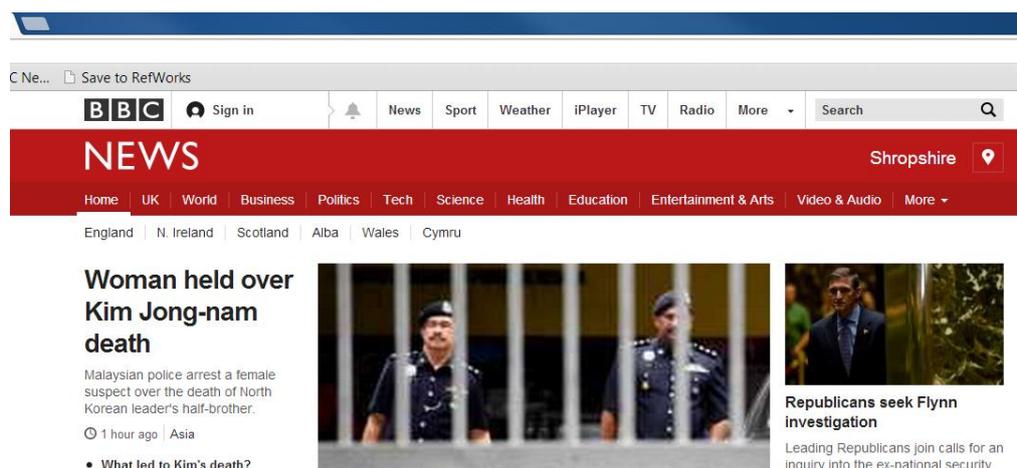
9. IMPORTING REFERENCES TO REFWORKS FROM THE INTERNET

RefWorks can import references directly from websites using the Save to RefWorks tool. This feature can be downloaded from the RefWorks tools area.



Save to RefWorks

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 Save to RefWorks bookmark located on the toolbar at the top of the screen.



You will then see a Save to RefWorks screen, if you are happy with the details click the save to RefWorks button.

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

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

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