

RefWorks Workbook

1. Create a RefWorks account

- From the library home page select **Database A-Z** and follow links to Refworks:

The screenshot shows the 'Databases: R' page. On the left, under 'Databases', there are links for 'By subject' and 'A-Z'. A pink box labeled 'Step 1: click on 'R'.' points to the 'R' link in the alphabetical index. The index shows '0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A pink box labeled 'Step 2: click on 'RefWorks'.' points to the 'RefWorks' link in the list of databases. The list includes Reel, RefWorks, RePEc/IDEAS, RIBA On-Line, RICS Online, RILM Music Literature (EBSCO), Routledge Encyclopedia of Philosophy, Royal Society of Chemistry Journals *, and Rudi. A note indicates that 'Royal Society of Chemistry Journals *' is included in the library search.

Databases: R

0-9 A B C D E F G H I J K L M N O P Q **R** S T U V W X Y Z

* database included in the [library search](#)

Expand all | Hide all

Reel	+
RefWorks	+
RePEc/IDEAS	+
RIBA On-Line	+
RICS Online	+
RILM Music Literature (EBSCO)	+
Routledge Encyclopedia of Philosophy	+
Royal Society of Chemistry Journals *	+
Rudi	+

- When you see the screen above click **Log in to Refworks**
- *First time users:* fill in the form and hit the **Submit** button. You have now created your Refworks database and should see a welcome screen like the one below. Your database is empty until you start to fill it with references.

IF ACCESSING REFWORKS OFF-CAMPUS, follow the instructions below.

The first screenshot shows the RefWorks login page. A pink number '1' is next to the 'Login using Other Credentials' section. An arrow points from this section to the second screenshot. The second screenshot shows the 'Open Athens Credentials' dropdown menu. A pink number '2' is next to the dropdown, and an arrow points from it to the third screenshot. The third screenshot shows the search results for 'west', with a pink number '3' next to the 'University of the West of England' link.

New to RefWorks? [Sign Up for a New Account](#)

Login using RefWorks Credentials

Login Name

Password

☐ Keep my session open for 14 days

[Forgot Your Login Information?](#)

Login using Other Credentials

[Open Athens Credentials](#)

[My Institution's Credentials \(Shibboleth\)](#)

[RefWorks Terms and Conditions](#)

Login using Other Credentials

[Open Athens Credentials](#)

west

[University of the West of England](#)

[University of West London](#)

[University of Westminster](#)

The screenshot shows the myLogin page. A pink number '4' is next to the 'Username' field. An arrow points from this field to the 'Password' field.

myLogin

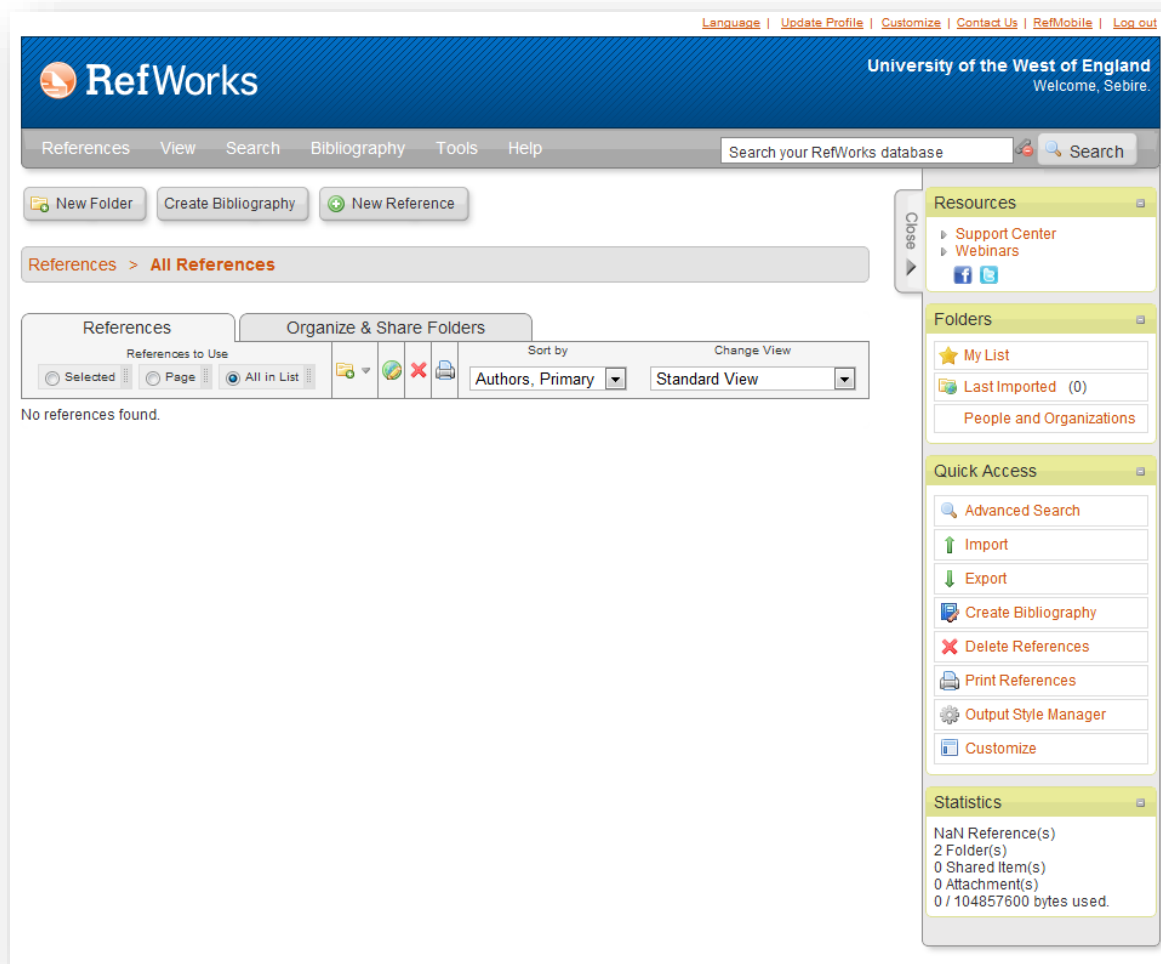
Please login using your UWE Bristol network Username and Password

Username:

Password: [Change your password](#)

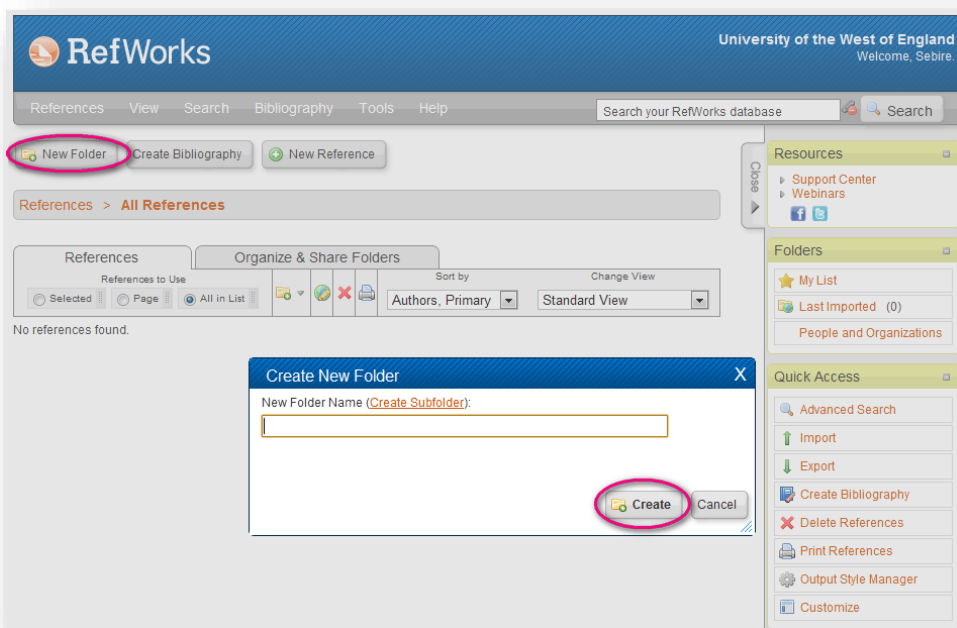
[Terms & Conditions](#) [Protecting your privacy](#) [Help](#)

myUWE blackboard eLibrary Office 365

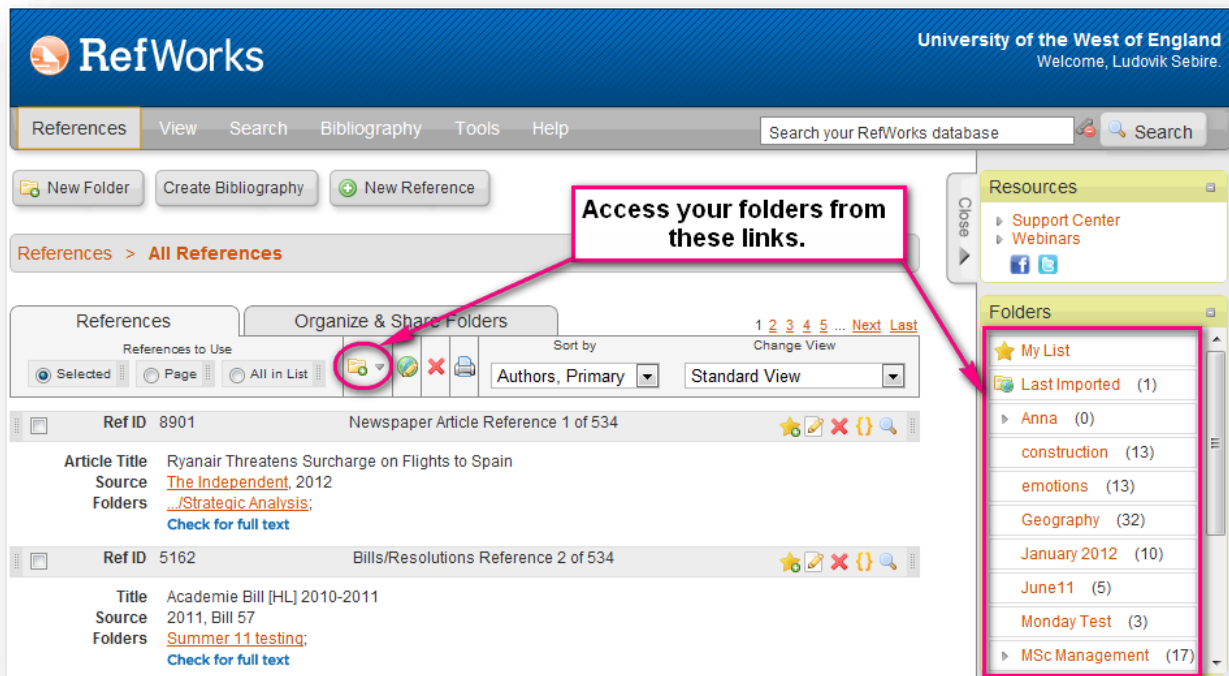


2. Create a Folder

- Create a folder by selecting the **New Folder** tab. Give your folder a name, and click on **create**.

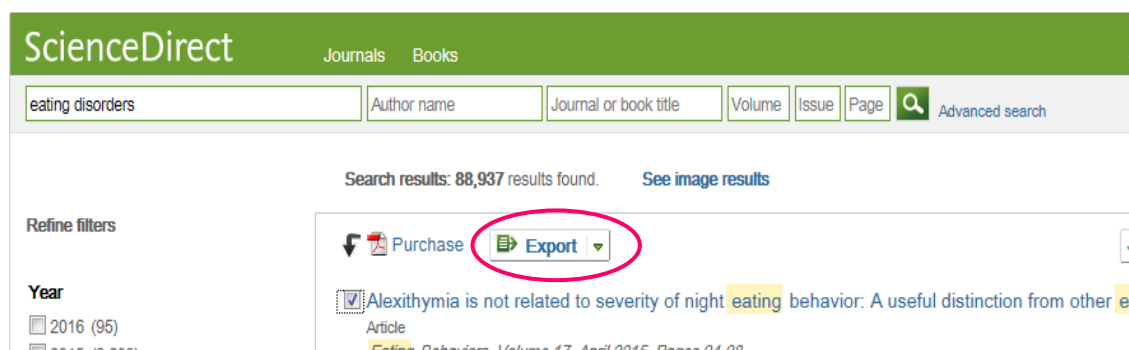


- This and all other folders you create will be listed under Folders on the right of the page or you can click on the folder icon under the Organize & Share Folders tab.

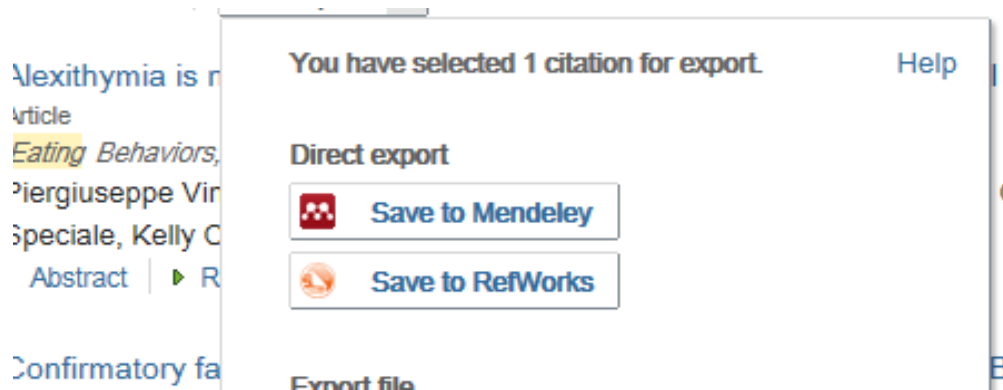


3.Export references directly from a database e.g. **ScienceDirect**

- Click through from the **Databases A-Z** on the library homepage until you get to **ScienceDirect**.
- Conduct a search within **ScienceDirect** and select a few of the references from your list of results by ticking the boxes to the left.
- Select **Export** (just above the list of results)



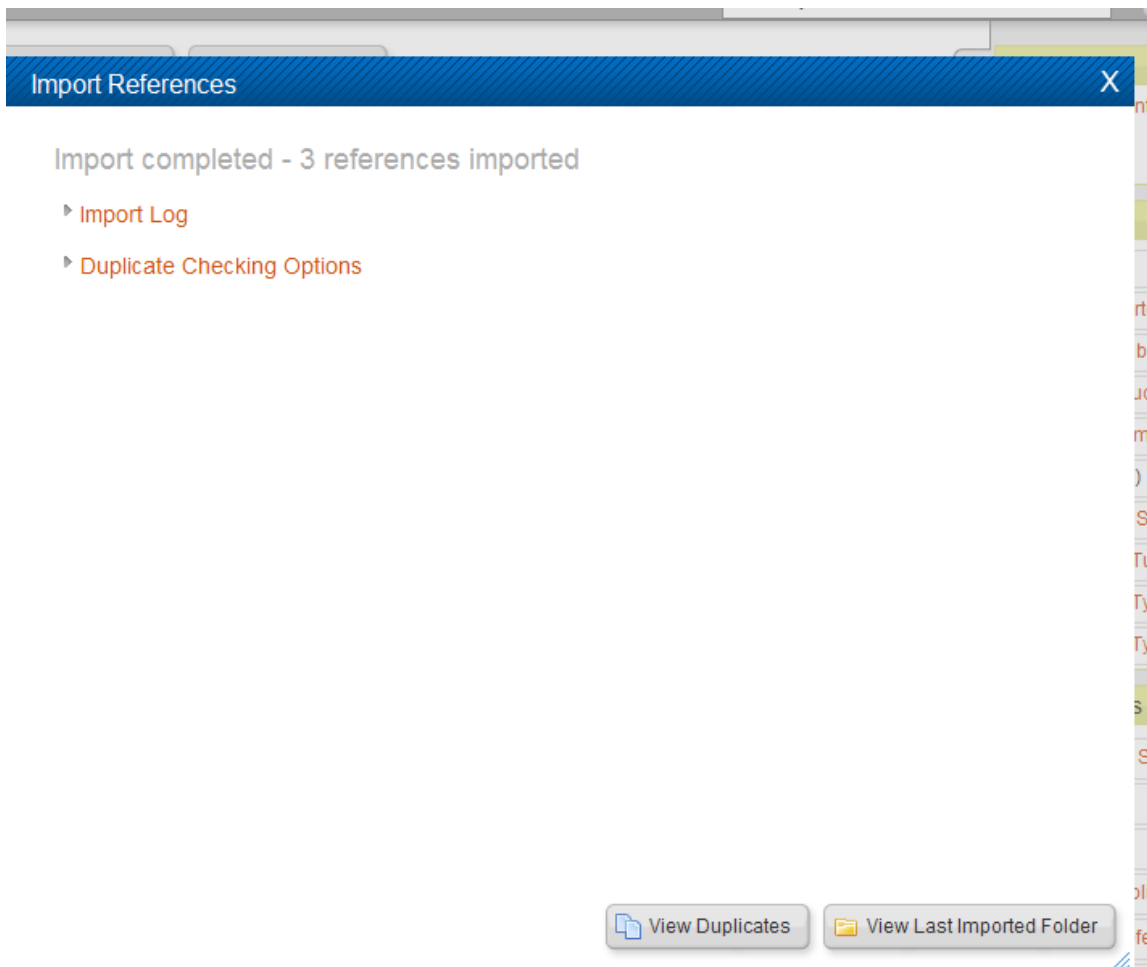
- You will then see a pop up box with the option to **Save to Refworks**.



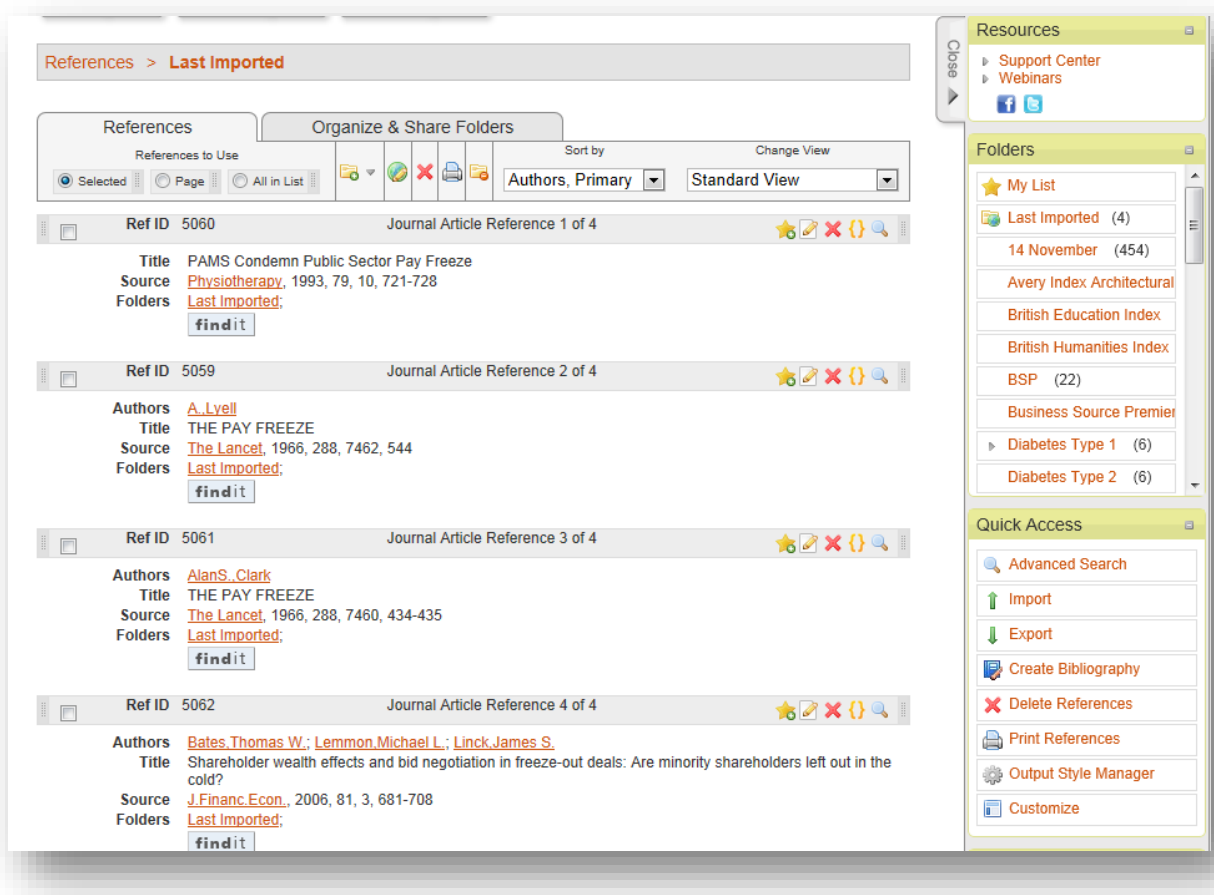
The next screen you will see will look like the one below. Don't type anything into the login boxes, but select the University of the West of England from the drop down menu option, **My insitiution's credentials (Shibboleth)**

- If you don't have Refworks already open, you will be prompted to do so at this point.

- The references you have selected will be imported directly into Refworks and you will see a screen like the one below.



- Click on **Last Imported Folder** to see the list of references from this search.
- N.B. There is one final thing you need to do to these references. The **Retrieved Date** needs to be changed to the format DD Month YYYY (i.e. 30 May 2012). To do this:
 - Select "All in List" under the references tab.
 - Click on the Global Edit icon (under Organize and Share Folders tab)
 - In the Choose Field... drop down menu select **Retrieved Date**
 - Type today's date in the box.
 - Select **Overwrite existing data**, then **Add Data**



- **N.B.** If you are searching a database and you are unsure how to export your references into Refworks, use the **Help** tab. Select: **Help>Launch Help File**. Then, from the list of options on the left hand side select: **Getting References into your account>Importing from online data vendors**.

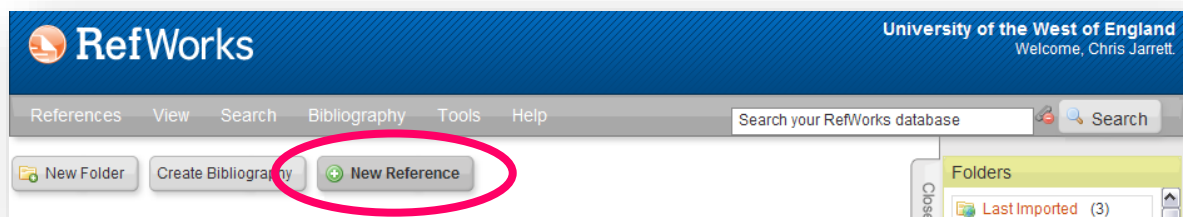
You will then see a list of exporting instructions for each database. If the database you are using isn't listed then contact the library via the **Ask a Librarian** link on the library website.

4.Adding references *manually*:

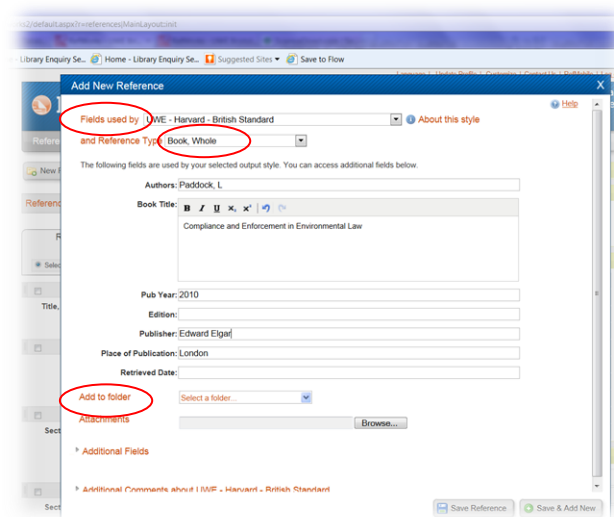
- Have a go at adding the following reference manually:

Paddock, L. (2010) *Compliance and Enforcement in Environmental Law*. London: Edward Elgar.

- Select **New Reference** from the second row of tabs.

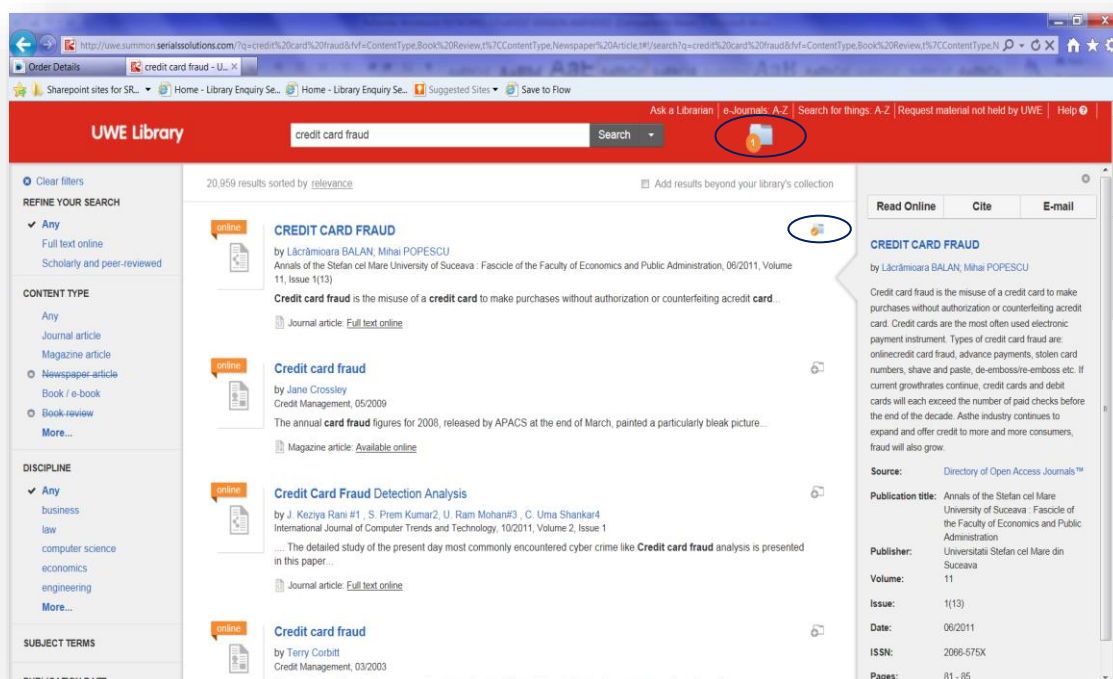


- Choose your reference style from the **Fields Used by** box, the **reference type** (i.e. journal article, book, web page etc.), and the folder that you want the reference to be added to from the **Add to Folder** drop down menu.
- Fill in as much information as you have in the boxes and then save the reference. You can add more later using the edit function.

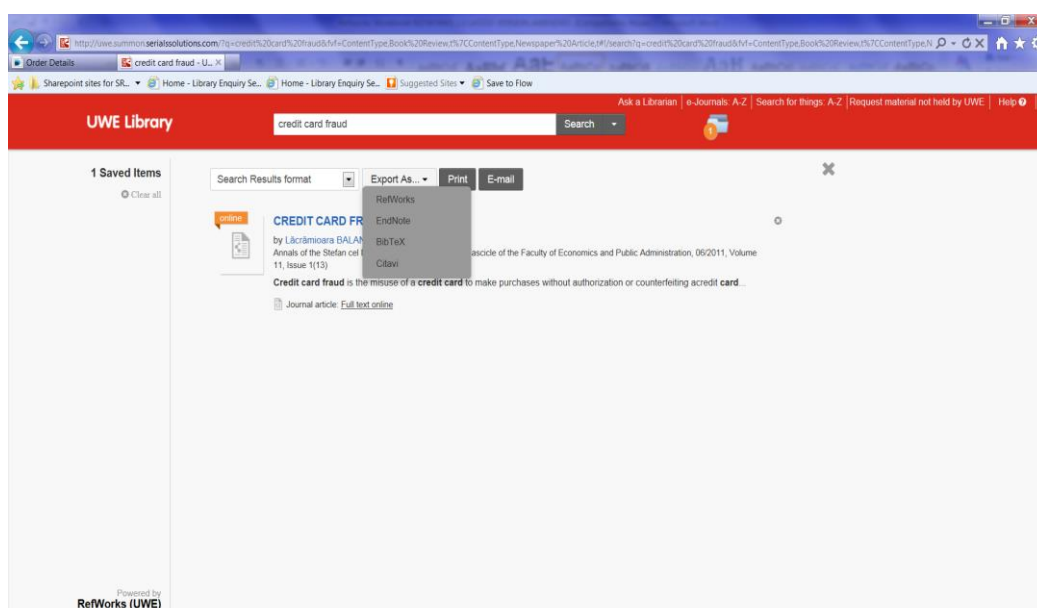


5. Exporting references from the **UWE library website**

- Carry out a search in the **Library Search** box.

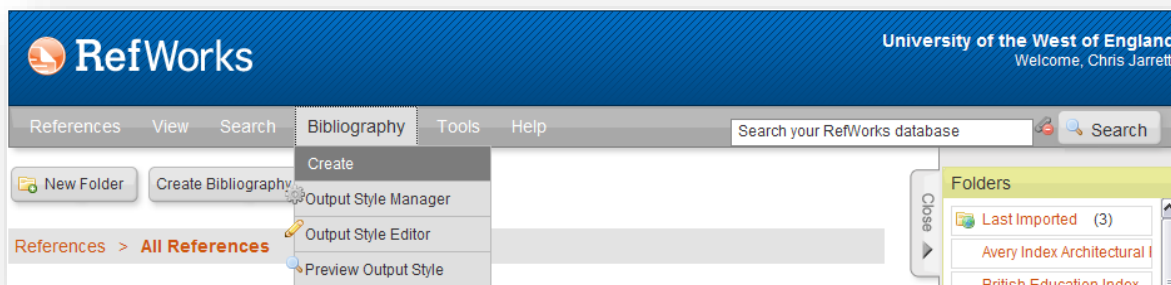


- Any reference you wish to import to Refworks you need to first save. To do this, hover over and click on the **save** icon. The item will then appear in the **Saved Items** folder at the bottom of the page. N.B. these items will only be saved while you are in Library Search so you will need to export them to Refworks before you end your Internet browser session.
- Select Saved Items. The **Export to Refworks** link is available from the drop down menu.



6. Create a bibliography from a list of references in RefWorks.

- Select the **Bibliography** tab from the top of the screen.



- You can create a bibliography from all the references in the folder or area of the database you are currently in. Alternatively you can select individual references.
- Select the **Output Style**. This is the referencing style in which your references will be displayed in the bibliography.
- Select the document format that's most appropriate for you eg, Word for Windows, Word for Mac etc
- Finally click on **Create Bibliography**.
- RefWorks will create a bibliography in a few seconds as an MS Word document format.
- In the bottom right of the screen you will see a little green box that tells you your bibliography has been completed. Select click here and follow prompts to either save it, or you can open up the file to look at it and print it off.

- This is what your bibliography will look like:

References:

Anon. (1993) PAMS condemn public sector pay freeze. *Physiotherapy* [online]. 79 (10), pp.721-728. [Accessed 07 March 2012].

Alan, S.C. (1966) The pay freeze. *The Lancet* [online]. 288 (7462), pp.544. [Accessed 07 March 2012].

Bates, T.W., Lemmon, M.L. and Linck, J.S. (2006) Shareholder wealth effects and bid negotiation in freeze-out deals: Are minority shareholders left out in the cold? *Journal of Financial Economics* [online]. 81 (3), pp.681-708. [Accessed 07 March 2012].

7. Using **Write N Cite** to add citations to text and create a Reference List

See our guide to Using Write N'Cite at:

Getting started with Write-N-Cite in 4 Easy Steps

(http://www2.uwe.ac.uk/services/library/help/Database%20guides/write_n_cite.pdf)