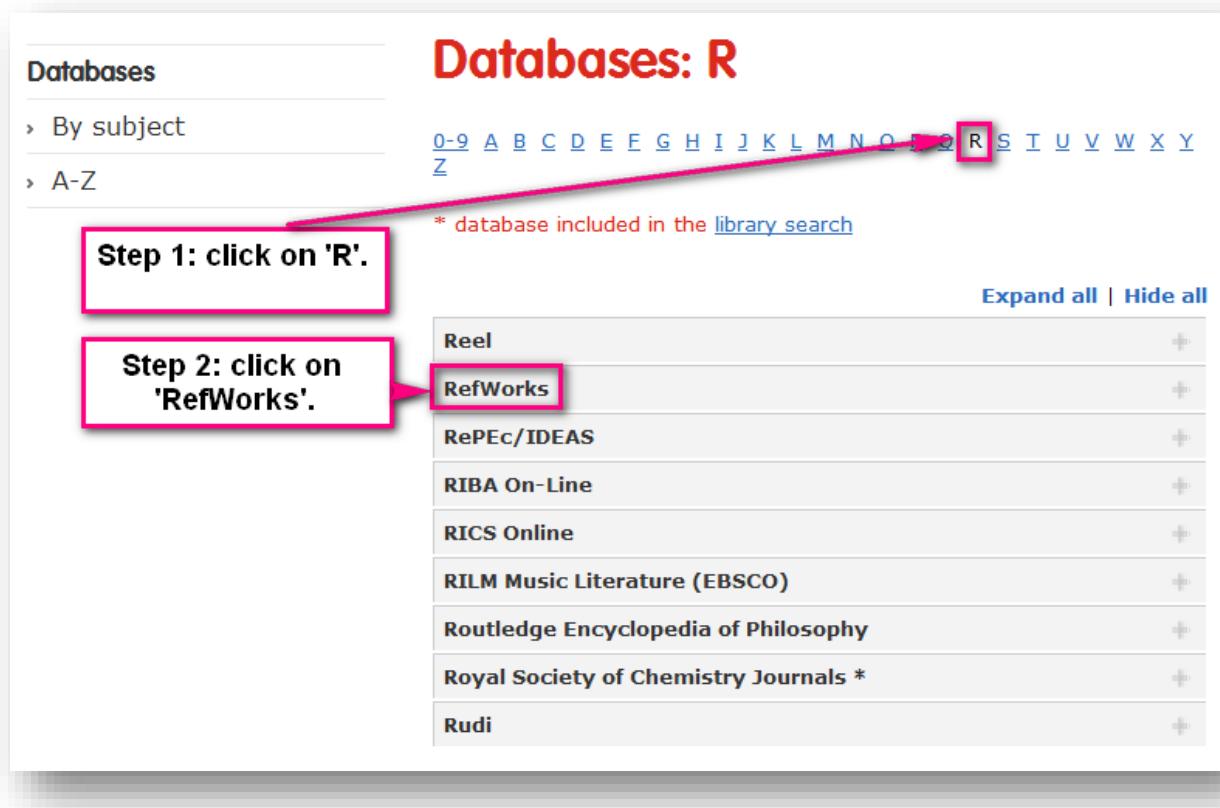


RefWorks Workbook

1. Create a RefWorks account

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



- 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.

1 

2 

3 

4 

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

Login using RefWorks Credentials

Login Name

Password

Keep my session open for 14 days

Login

[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](#)

University of the West of England

myLogin

Please login using your UWE network Username and Password

Username:

Password: [Change your password](#)

Login

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

myUWE blackboard eLibrary Office 365

Language | Update Profile | Customize | Contact Us | RefMobile | Log out

University of the West of England
Welcome, Sebire.

RefWorks

References View Search Bibliography Tools Help

Search your RefWorks database

New Folder Create Bibliography New Reference

References > All References

References References to Use Sort by Change View

Selected Page All in List Authors, Primary Standard View

No references found.

Resources

Support Center Webinars

Facebook Twitter

Folders

My List Last Imported (0) People and Organizations

Quick Access

Advanced Search Import Export

Create Bibliography Delete References

Print References Output Style Manager

Customize

Statistics

NaN Reference(s)
2 Folder(s)
0 Shared Item(s)
0 Attachment(s)
0 / 104857600 bytes used.

2. Create a Folder

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

References View Search Bibliography Tools Help

Search your RefWorks database

New Folder Create Bibliography New Reference

References > All References

References References to Use Sort by Change View

Selected Page All in List Authors, Primary Standard View

No references found.

Create New Folder

New Folder Name (Create Subfolder):

Create Cancel

Resources

Support Center Webinars

Facebook Twitter

Folders

My List Last Imported (0) People and Organizations

Quick Access

Advanced Search Import Export

Create Bibliography Delete References

Print References Output Style Manager

Customize

- 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.

Access your folders from these links.

Resources

- Support Center
- Webinars
- [f](#)
- [t](#)

Folders

- My List
- Last Imported (1)
- Anna (0)
- construction (13)
- emotions (13)
- Geography (32)
- January 2012 (10)
- June11 (5)
- Monday Test (3)
- MSC Management (17)

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)

Search results: 88,937 results found. [See image results](#)

Refine filters

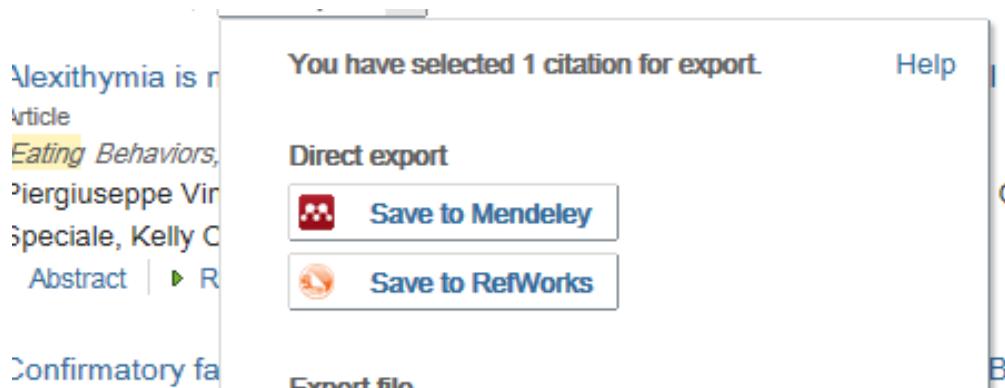
Year

2016 (95)

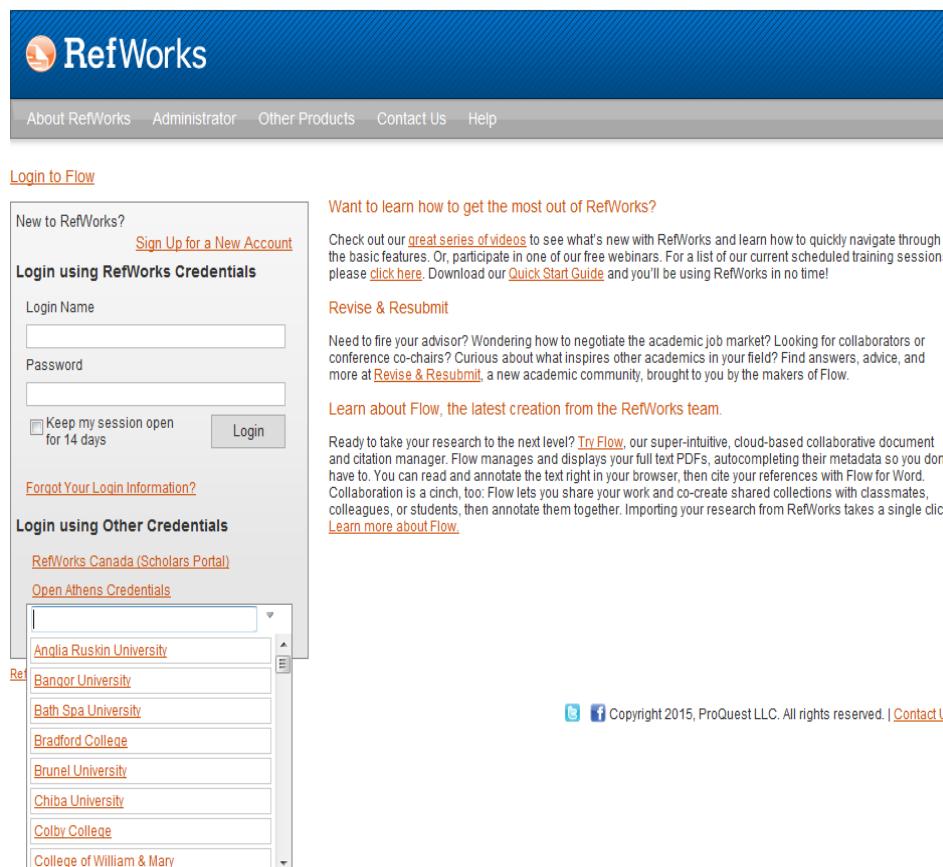
[Alexithymia is not related to severity of night eating behavior: A useful distinction from other eating behaviors](#) Volume 17, April 2016, Pages 81-88

Export

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

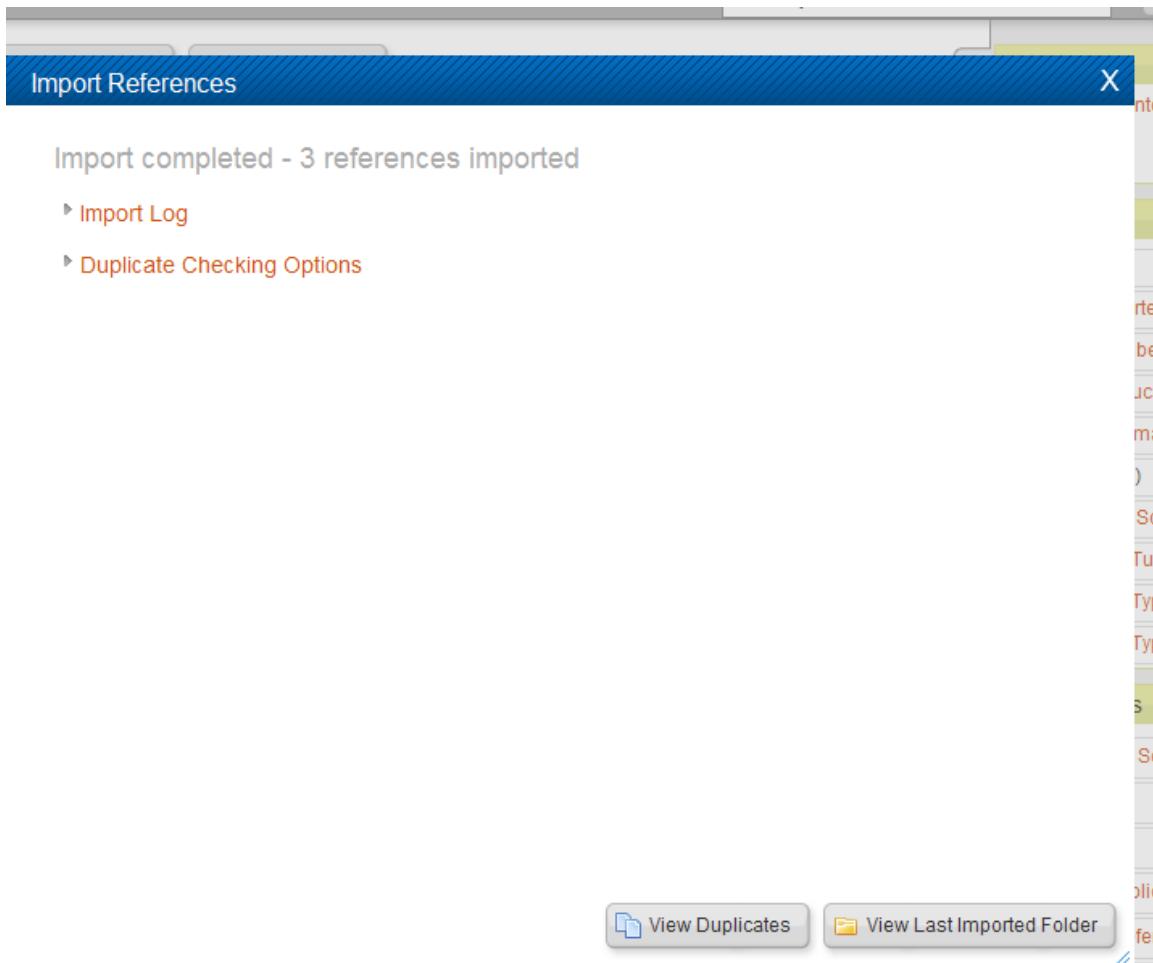


The next screen you will see will look like the one below. Don't type anything into the login boxes, but select the University of the West of England from the drop down menu option, **My insitiution's credentials (Shibboleth)**



- 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**

The screenshot shows the Refworks software interface. The main window displays a list of four journal article references under the 'Last Imported' folder. Each reference card includes fields for Ref ID, Title, Source, Authors, and Folders. The 'Folders' field for each reference shows 'Last Imported'. The right side of the interface features a sidebar with sections for 'Resources' (Support Center, Webinars), 'Folders' (My List, Last Imported, 14 November, Avery Index Architectural, British Education Index, British Humanities Index, BSP, Business Source Premier, Diabetes Type 1, Diabetes Type 2), and 'Quick Access' (Advanced Search, Import, Export, Create Bibliography, Delete References, Print References, Output Style Manager, Customize).

- **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**.

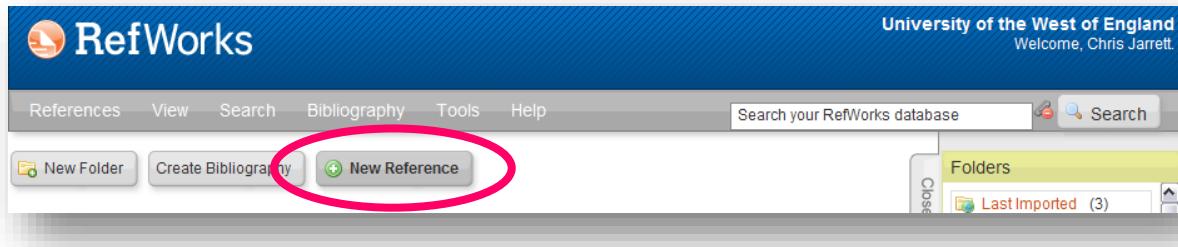
You will then see a list of exporting instructions for each database. If the database you are using isn't listed then contact the library via the **Ask a Librarian** link on the library website.

4.Adding references manually:

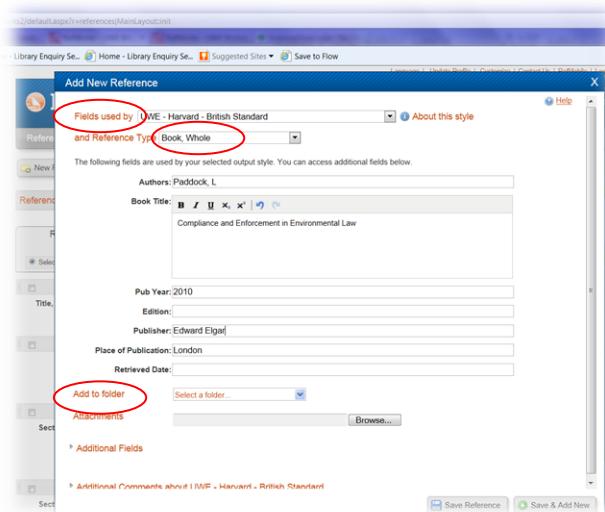
- Have a go at adding the following reference manually:

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.

Ask a Librarian | e-Journals A-Z | Search for things: A-Z | Request material not held by UWE | Help

UWE Library

credit card fraud

Search

20,959 results sorted by relevance

CREDIT CARD FRAUD
by Lăcrămioara BALAN, Miha POPESCU
Annals of the Stefan cel Mare University of Suceava : Fascicle of the Faculty of Economics and Public Administration, 06/2011, Volume 11, Issue 1(13)

Credit card fraud is the misuse of a credit card to make purchases without authorization or counterfeiting a credit card.

Journal article: [Full text online](#)

Credit card fraud
by Jane Crossley
Credit Management, 05/2009

The annual card fraud figures for 2008, released by APACS at the end of March, painted a particularly bleak picture...

Magazine article: [Available online](#)

Credit Card Fraud Detection Analysis
by J. Kezzy Rani #1, S. Prem Kumar#2, U. Ram Mohan#3, C. Uma Shankar#4
International Journal of Computer Trends and Technology, 10/2011, Volume 2, Issue 1

... The detailed study of the present day most commonly encountered cyber crime like Credit card fraud analysis is presented in this paper...

Journal article: [Full text online](#)

Credit card fraud
by Terry Corbitt
Credit Management, 03/2003

The banking industry is continuing to combat credit card fraud which is a concern in ensuring a secure...

Read Online | Cite | E-mail

CREDIT CARD FRAUD
by Lăcrămioara BALAN, Miha POPESCU
Annals of the Stefan cel Mare University of Suceava : Fascicle of the Faculty of Economics and Public Administration, 06/2011, Volume 11, Issue 1(13)

Credit card fraud is the misuse of a credit card to make purchases without authorization or counterfeiting a credit card. Credit cards are the most often used electronic payment instrument. Types of credit card fraud are: online credit card fraud, advance payments, stolen card numbers, shave and paste, de-emboss/re-emboss etc. If current growthrates continue, credit cards and debit cards will each exceed the number of paid checks before the end of the decade. As the industry continues to expand and offer credit to more and more consumers, fraud will also grow.

Source: [Directory of Open Access Journals™](#)

Publication title: Annals of the Stefan cel Mare University of Suceava : Fascicle of the Faculty of Economics and Public Administration

Publisher: Universitatii Stefan cel Mare din Suceava

Volume: 11

Issue: 1(13)

Date: 06/2011

ISSN: 2066-575X

Pages: 81 - 85

- 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.

Ask a Librarian | e-Journals A-Z | Search for things: A-Z | Request material not held by UWE | Help

UWE Library

credit card fraud

Search

1 Saved Items

Clear all

Search Results format

Export As... Print E-mail

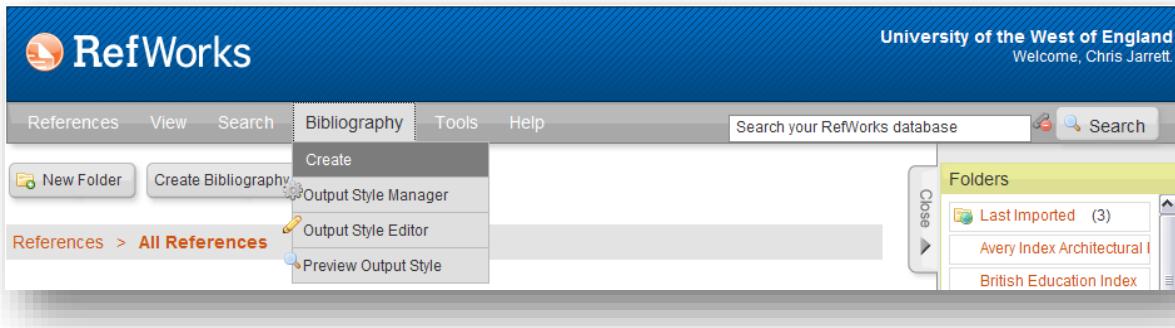
CREDIT CARD FRAUD
by Lăcrămioara BALAN, Miha POPESCU
Annals of the Stefan cel Mare University of Suceava : Fascicle of the Faculty of Economics and Public Administration, 06/2011, Volume 11, Issue 1(13)

Credit card fraud is the misuse of a credit card to make purchases without authorization or counterfeiting a credit card.

Journal article: [Full text online](#)

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)