RefWorks

An introduction

Presentation by
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By the end of this session you will know

- What RefWorks is
- How to access it
- How to create basic folders
- How to import material using various methods
- What RefGrab-It is
- How to create a bibliography
What is RefWorks?

- Web-based bibliographic management service
- Systematically record your research from a range of resources (books, journals, websites etc.)
- Produce a bibliography (list of references) in a chosen format at the click of a button
- Access RefWorks (via the Portal) from any computer with an Internet connection
- Works on conjunction with Write-N-Cite software
Access to RefWorks – via the Portal

Choose RefWorks from the alphabetical list of Databases
Registering with RefWorks

*(do this on campus)*

If you see an intermediary screen *before* the one below, click on the *Athens* link to proceed.

Click on “Sign up for a new account”
Registration – continued…

Enter your details

Click on Create Account
Logging in to your RefWorks account from *off campus*

- Choose Remote Access Tab
- *If requested enter your* Group Code – 246
- Click on Go to Login
Logging in to your RefWorks account from off campus using a MAC (1)

- If you have difficulty logging into your RefWorks account off campus via a MAC please try the following:
  - For Safari 5.1 and later, select Preferences
  - Click Security
  - Next to “Accept cookies” select Always
  - Click Done
  - Close Safari to confirm new settings
  - Re-open Safari and go to RefWorks via the Portal
Logging in to your RefWorks account from off campus using a MAC (2)

- If you have difficulty logging into your RefWorks account off campus via a MAC please try the following:
  - For **Safari 5.0 and earlier**, select **Preferences**
  - Click **Privacy**
  - Next to “Block cookies” select From third parties and advertisers – **Always**
  - Click **Done**
  - Close Safari to confirm new settings
  - Re-open Safari and go to RefWorks via the Portal
If you are not taken to RefWorks or any other database automatically, follow the steps below...

Type in ‘Ulster’
Click here
Enter your Portal details as requested then click Login.
If, by any chance, this is not the service you were after, please check the library databases page if you were trying to connect to a database and re-select the service you require. If it is an electronic journal you're trying to access, please use our electronic journals listing and re-select the title you're after.
Creating folders in RefWorks

- Create some basic folders before you start to import references.
- This helps you to organise your database from the start.
- You can move references between folders, clear folder contents, rename or delete folders.
Creating folders in RefWorks

Click on New Folder
1 - Enter new folder name and click Create

2 - You can also create a subfolder
Click “Organize & Share Folders” to rename, clear contents etc.
Create a sub-folder (1)

1-Click here

2-Click on Folder icon and choose “Create Subfolder”
Create a subfolder (2)

Enter subfolder name and click Create
Ways to import references

- 1 - Manually
- 2 - Directly from an online database or catalogue which has a built-in link to RefWorks
- 3 - Using files saved from databases (which may not have any direct links to RefWorks e.g. Library of Congress catalogue)
1 - Manual import of references

1- Print Help notes on Manual Entry first

2- Choose “Add New” option
Adding book details manually

1 - Choose output style

2 - Choose the type of reference to be entered

3 - Enter book details

4 - Select a folder

5 - Click on Save...
If your cursor does not appear in your manual entry boxes when you try to type in information, click on the Compatibility icon on your browser toolbar.

For MACS try using the FireFox browser instead of Safari.
Importing from a Library database

- Many databases to which the library subscribes now have a direct link to RefWorks
- *Ask your RefWorks trainer (or subject librarian) which databases would be most suitable for your particular subject*
2 - Importing from a library database

Example 1:

- **Design and Applied Arts Index** (ProQuest)
  This example applies to other ProQuest databases including:
  - Art Bibliographies Modern
  - British humanities Index (BHI)
  - ABI Global (Business information)
  - Proquest Historical Newspapers
  - Proquest Health and Medical Complete

*[This list is not comprehensive – consult your Subject Librarian for specialist advice on the best resources for your research topic]*

Logon to your database in the usual way via the Portal

- Carry out your search
Results screen

1- ‘Mark’ items of interest

2- Click on Export and choose Refworks from the list of options
Retrieval and export

Export

Items selected: 3

Export citation information directly to a citation management tool or download a formatted file for later use.

Export to: RefWorks

Login required. There is a quicker way to get your ProQuest citations into Refworks. Learn more

Continue  Cancel

Click here
If you are asked for **Athens** details at any point, click on the Athens link below the blank boxes to proceed.

Click on **Athens link**
Your RefWorks database should load automatically.
Example 2:

- **Art Abstracts and Art Full Text (EBSCO)**
  This example applies to other EBSCO databases including:
  - Avery Index to Architectural Publications
  - Business Source Premier
  - Hospitality and Tourism Complete
  - World Textiles

  *This list is not comprehensive – consult your Subject Librarian for specialist advice on the best resources for your research topic*

Logon to your database in the usual way via the Portal

- Carry out your search
Art Abstracts - search screen

Enter a subject or a person’s name

Limit your search to English
1. Click on Add to Folder to select articles for retrieval.

2. Click on Folder icon at top of screen.
Click on Export
<table>
<thead>
<tr>
<th>Number of items to be saved: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove these items from folder after saving</td>
</tr>
</tbody>
</table>

**Save citations to a file formatted for:**
- Direct Export in RIS Format (e.g., CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks

1. Select Direct Export to RefWorks
2. Click on Save
Your RefWorks database should load automatically.

Click to view imported records.
Moving references into a personal folder in RefWorks

1 - Mark items to be moved

2 – Hover over Folder icon

3 – Click on a folder from list
3 - Using files saved from databases which may NOT have any direct links to RefWorks

- Please contact your campus RefWorks trainer for help with any sources you may need to use which do not have a direct link to RefWorks.
Importing references from the University of Ulster catalogue

- It is best to use the library catalogue via the Portal (or Library Home Page) to do your research first and find full details of relevant books as the RefWorks version of the UU Library catalogue does not contain book shelf locations.
- Replicate your search within the UU catalogue version in RefWorks.
- Import relevant items into your RefWorks account.
Importing references from the University of Ulster catalogue
1- Choose University of Ulster from menu

Enter subject term/s

OR search for authors/titles
1 - Tick the items you want

2 – Click on “Import”
Click to view imported records then move them into a personal folder at the next screen.
Edited books not displaying properly
When importing book details from the Library catalogue check that editors show up correctly in your bibliography.
If an editor shows up as an author return to your original reference and click on the edit button.

Edit button
Re-do your bibliography and your reference should now indicate an editor


Change Reference type to **Book, edited** and save information.
Ref Grab-It

- Facility to capture bibliographic information from web pages
- The Ref Grab-it download is available from the TOOLS option on the main toolbar

- See RefWorks Help screens on how to use this feature
Creating a bibliography/list of references

- You can create a **stand-alone** bibliography/reference list from any of your personal folders
- **You can use the My List option to pick references from different folders to create your bibliography**
- Your bibliography may appear automatically or you may be given the option to have it emailed to yourself.
Creating a bibliography

1. Right click on a folder name
2. Click on Create Bibliography
3. Choose a style e.g. Harvard


Amelar, S. 2009, "Daniel Libeskind superimposes the present on the past at the San Francisco Contemporary Jewish Museum", Architectural 197, no. 1, pp. 70-77.


Check for accuracy then copy and paste your list into a Word document.
Footnotes and Endnotes

- Read the Help screens for “Footnote format” and click on the link provided to give more information.

- **NOTE:** The Harvard style via RefWorks cannot support footnotes and endnotes. However you can use RefWorks to format your footnotes/Endnotes to insert into your work.

- Ask your RefWorks trainer for advice.
In this session we have covered...

- What RefWorks is
- How to access it
- How to create basic folders
- How to import material using various methods
- What RefGrab-It is
- How to create a bibliography
For more information or advice contact:

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