UNIVERSITY OF WOLVERHAMPTON

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: http://www.refworks.com/refworks

2. Click on **Sign up for a New Account**.

3. Fill in the form and click ⊕ Create Account

Please note:

The email address must be your University of Wolverhampton account.

To register for an account or access RefWorks off-campus you will need to enter the group code:

RWUWolverhampton

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 [New 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.

The University of Wolverhampton Harvard style is listed under 'University of Wolverhampton Specific' in RefWorks.
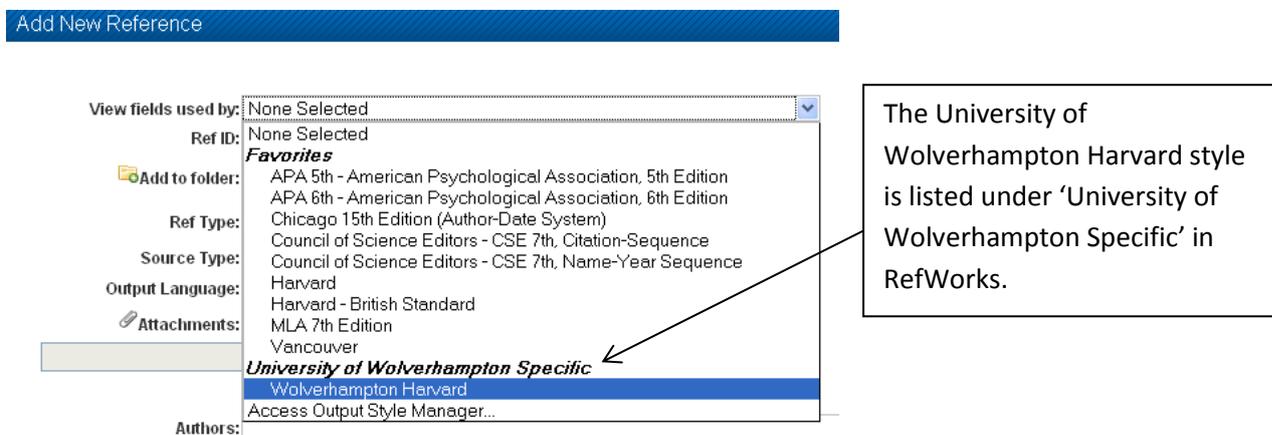
3. Select Your Reference Type (e.g. Journal Article)
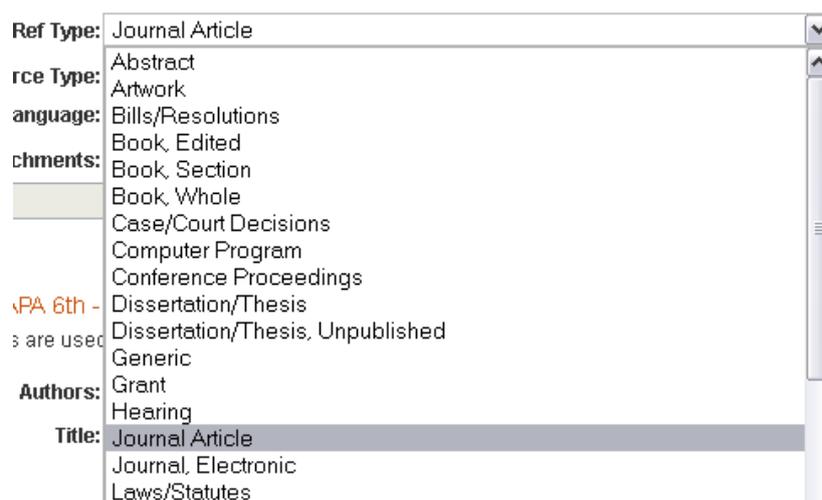
4. Enter the details of your reference in all fields in the "Fields used by Wolverhampton Harvard" section (e.g. Author, Title, Year etc.)

5. Click on [Save Reference] or [Save & Add New] to continue adding more references.

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 [🗁 New Folder] button.
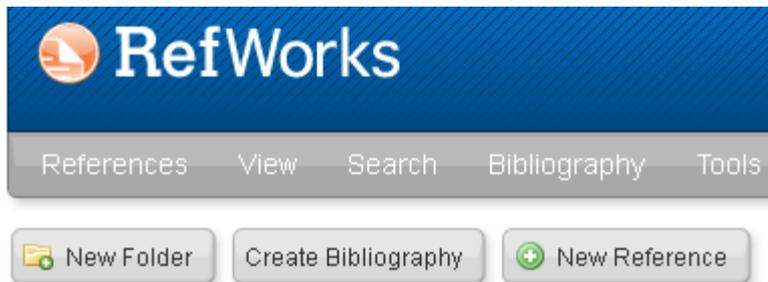
2. Give your folder a name, then click [🗁 Create]
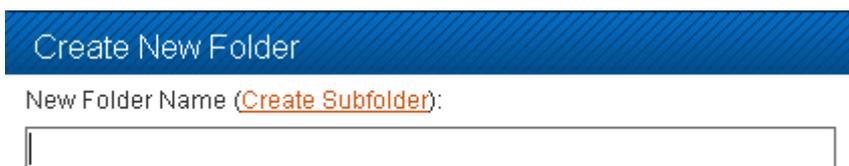
3. Tick the references you want to add to this folder, then choose which folder you want to add them to.
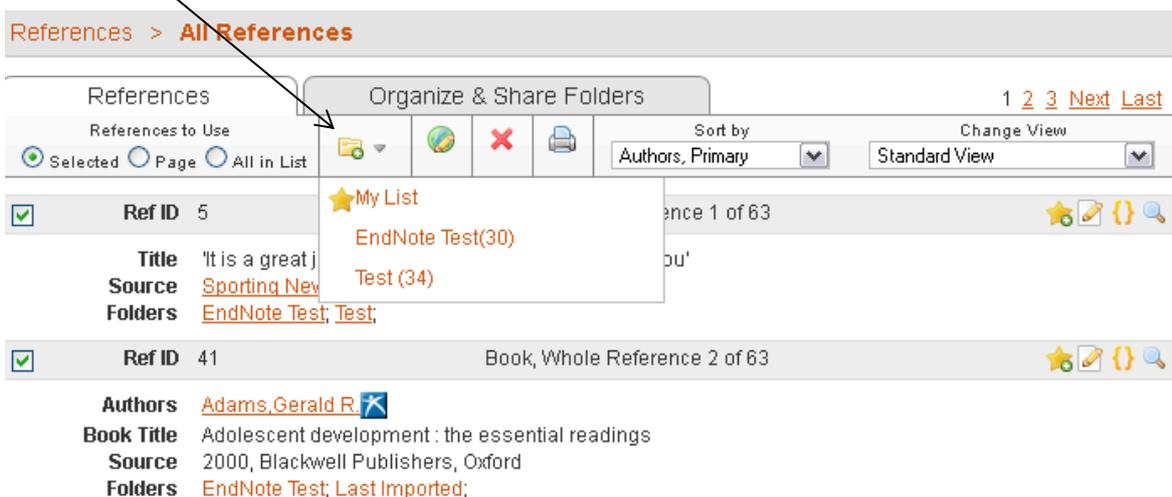
4. IMPORTING REFERENCES FROM THE LIBRARY CATALOGUE (LIBRARYSEARCH)

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**.
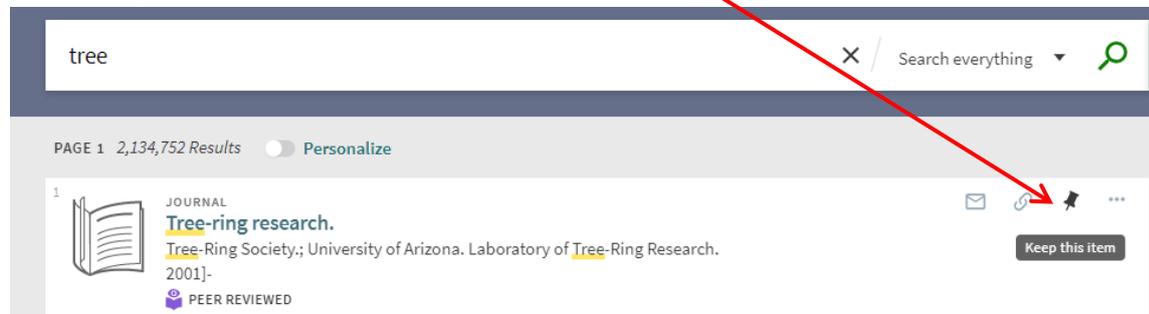
4. Open **My favourites** and select the items to be sent to RefWorks.
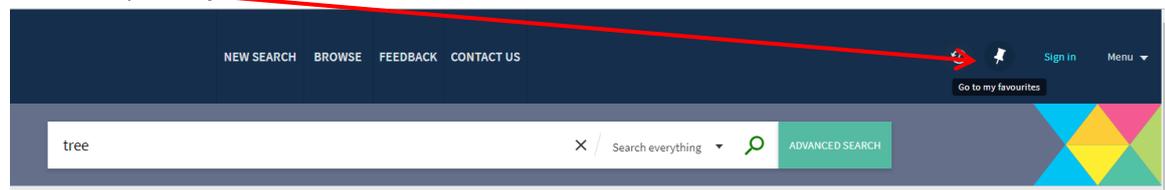
5. Click the '**Push to actions'** button and select RefWorks.
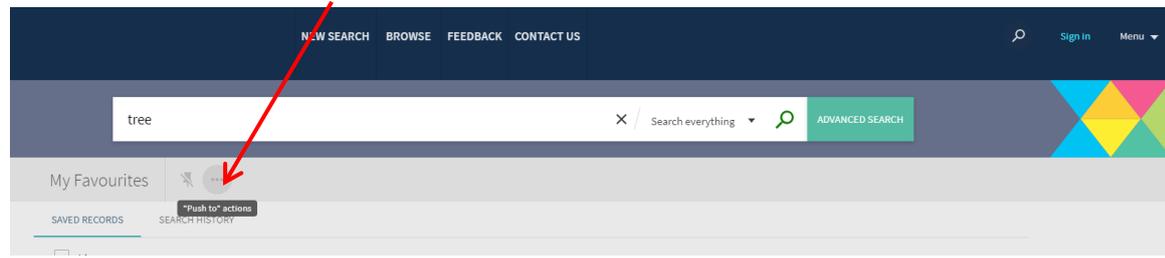
Please note, all items you want to send to RefWorks must be highlighted by checking the tick box to the left before the 'push to actions' button becomes available.

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

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**.

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.

Import References

Import completed - 3 references imported

Import Log ▾
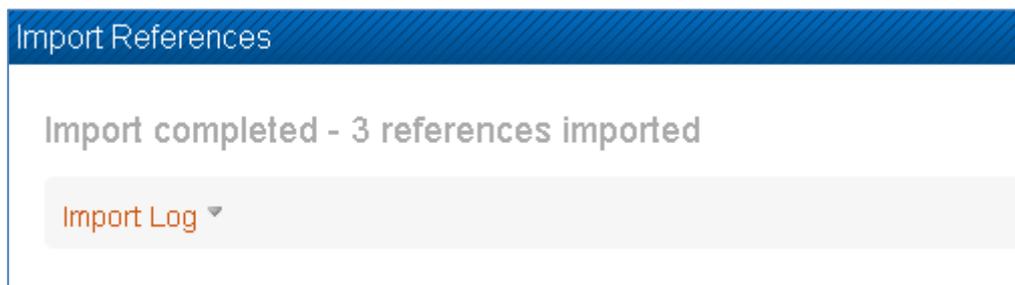
Exporting references from other databases and online catalogues:

Help
✉ Email Your Librarian
Tutorial
❓ launch help file
✉ Request ▸
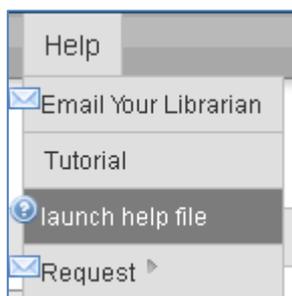
Instructions on how to import references from other online sources are available in the RefWorks help file. Some databases use an indirect export. This requires you to download your references from the databases and then import them into RefWorks. Search the RefWorks help file for individual instructions 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: http://scholar.google.com

2. Then open your Scholar preferences:

3. Scroll to the bottom of the page and ensure under the heading 'Bibliography Manager' RefWorks is selected. Then save your Preferences.
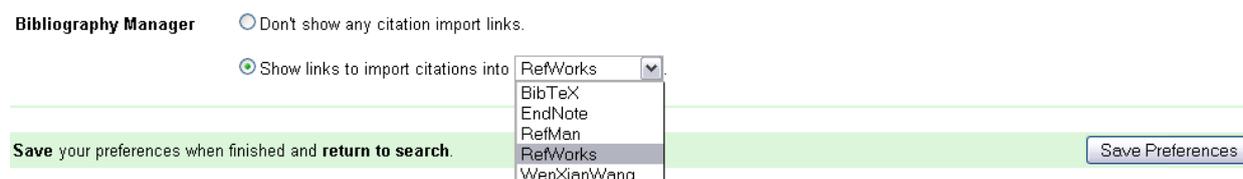
4. Next time you search Google Scholar an import into RefWorks button will be visible under each result.

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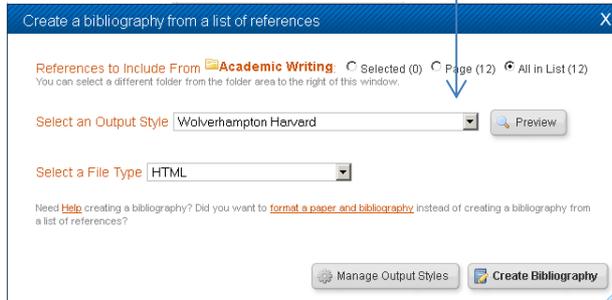
3. Choose which references you wish to include in your bibliography and your file type.
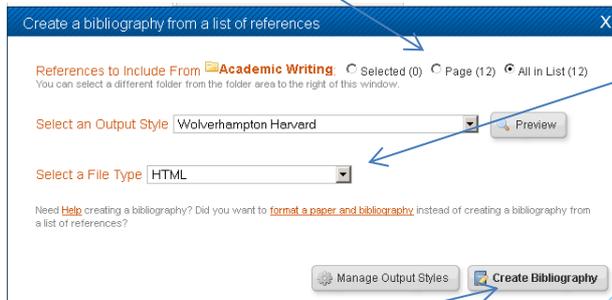
Click create bibliography

 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 [Apps Anywhere](#)

To use this feature at home, it must be downloaded from the RefWorks tools area:
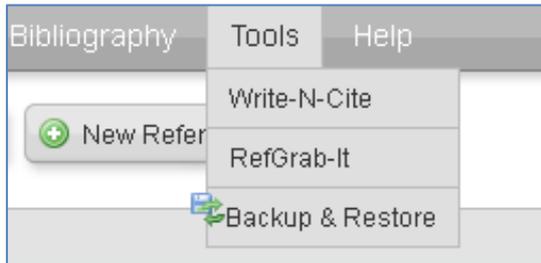
Click on Write-N-Cite and follow the install information to add Write-N-Cite to your home computer.

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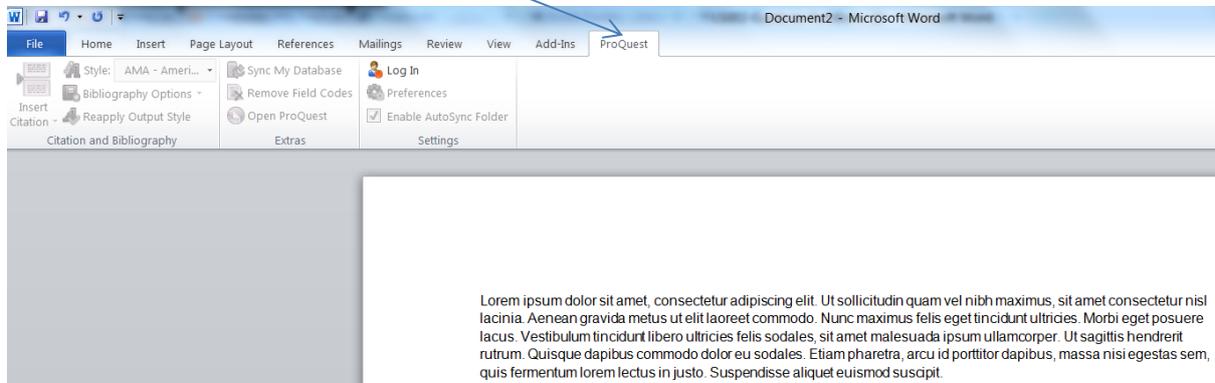
2. The icon will change to RefWorks. To add a reference, put you cursor where you want to add a reference and then click 'insert citation', and choose which reference you want
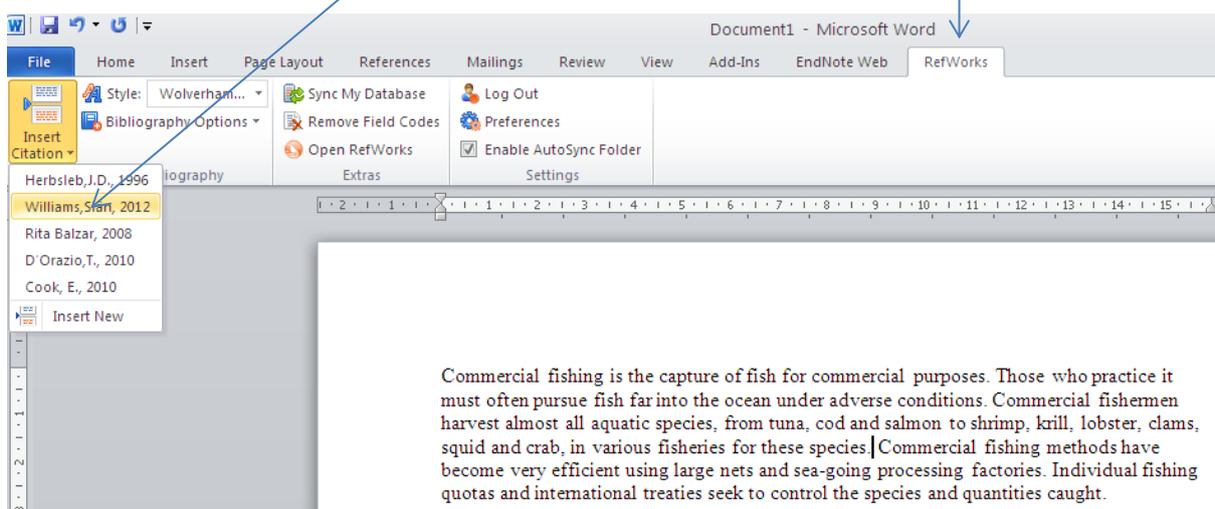
The reference will now be added to your text:

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:
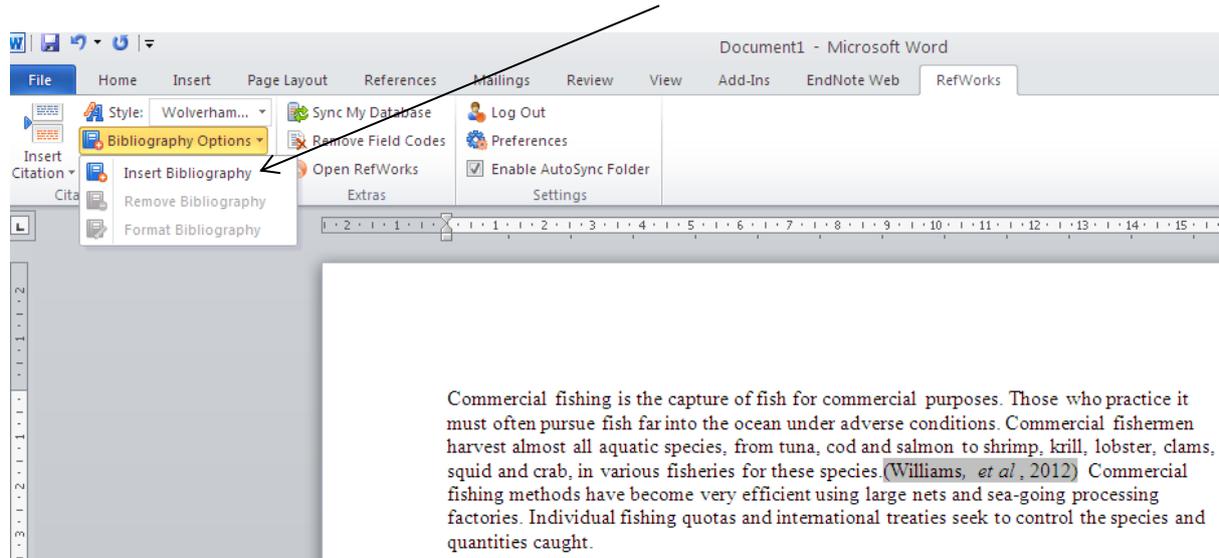
4. Your reference list will automatically be completed.
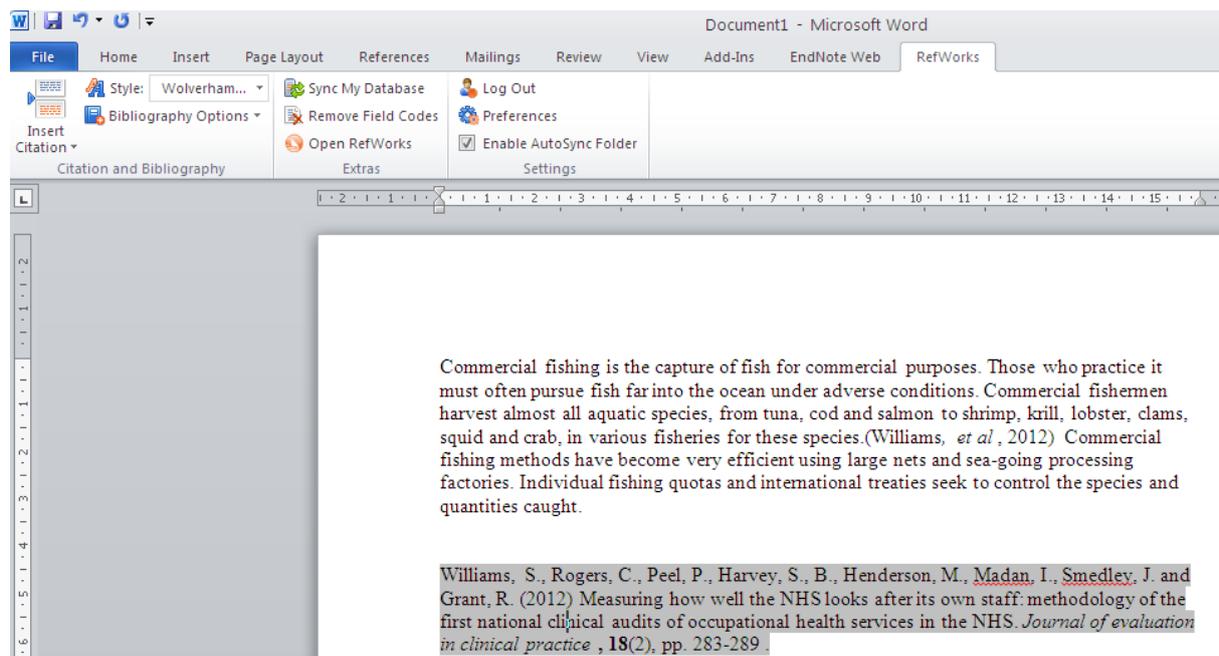
9. IMPORTING REFERENCES TO REFWORKS FROM THE INTERNET

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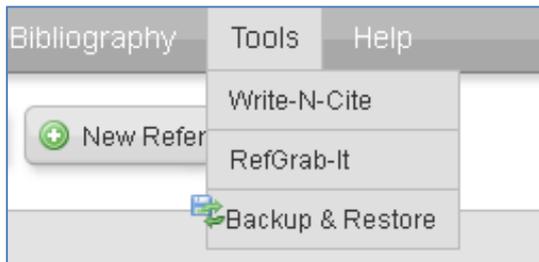
Click on RefGrab-It and follow the install information to add RefGrab-It to your home computer.

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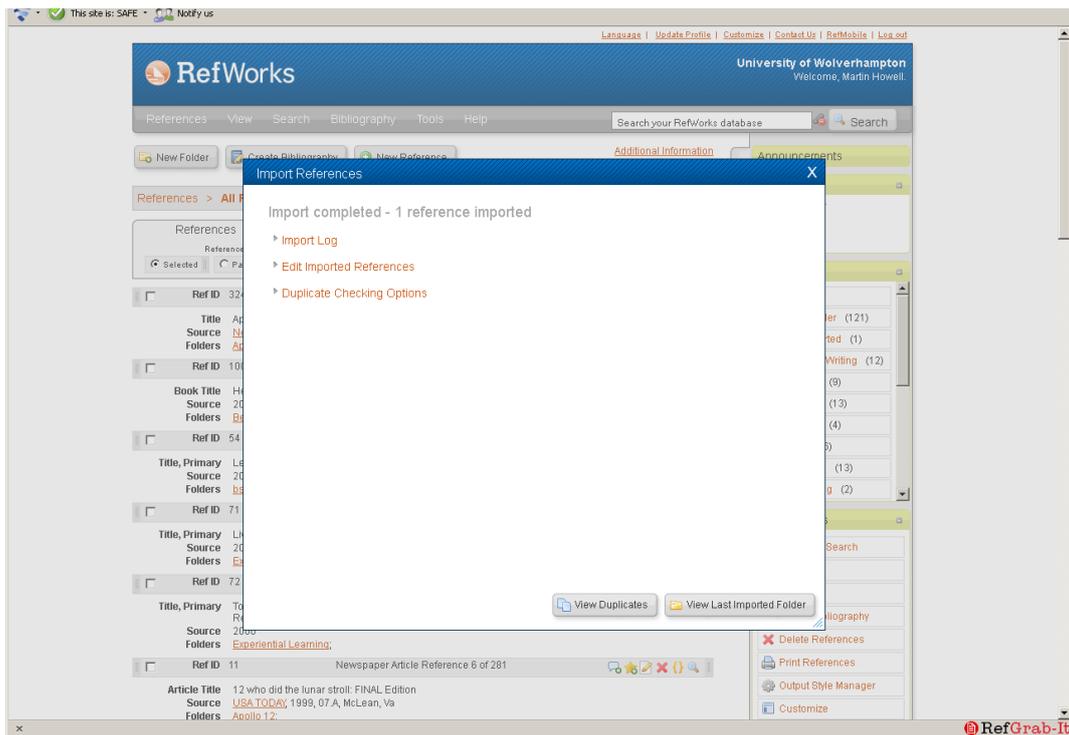
From this folder you can then move the reference(s) to the folder of your choice.

Please note: RefGrab-It cannot be used to import reference information from PDF files.
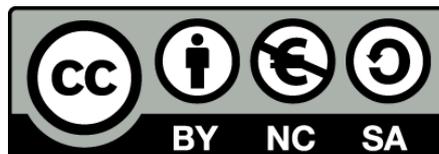
To request this document in an alternative format please contact skills@wlv.ac.uk