iSkills for Undergraduate Science: Easier Referencing with RefWorks

Ollie Bridle, November 2022
Welcome!

01 Understand how reference managers can help with your writing.
02 Have a RefWorks account up and running.
03 Be able to add, edit, search and sort references.
04 Know how to cite sources and automatically generate a reference list.
Feedback and questions

Please use the Padlet to note down any questions, comments or feedback you have during the session.

https://tinyurl.com/RefWorksQuestions
Do you already use a reference manager?
Why reference academic writing?

Supports your arguments with **evidence** and **examples**.

Gives others **credit** and **recognition** for their work.

**Separates** your ideas from the ideas of others.

Demonstrates the **quality** of resources you have used and your own **knowledge** of the subject.
Avoiding plagiarism

Failing to make it clear when you're quoting.

Giving inaccurate information about a source.

Not indicating what source you used.

• Plagiarism is the act of using other people’s words, images etc. (whether published or unpublished) as if they were your own.

• Plagiarism is sometimes deliberate, but often it is caused by poor referencing.
How do reference managers help?

Staying organised
Collect information about everything you’ve read in one place

Saving time
Speed up adding citations and creating reference lists in documents
The programming language C was first developed in the 1970s on UNIX based computer systems (Kernighan & Ritchie, 1988, p. 1). The language has...


Many citation styles are available. Check with your department handbook, tutor or project supervisor which one to use.
How reference managers work

1. Collect bibliographic information.
2. Create a personal online reference library.
3. Annotate, edit and share your references.
4. Automatically create a reference list for your work or export a BibTeX file.
Introducing RefWorks

• Online – accessible from anywhere.
• University subscription.
• Works with Microsoft Word on Mac, Windows and online.
• Works with Google Docs.
• Alumni access.
• Other software is available....
RefWorks Limitations

- RefWorks won’t tell you where to put citations.
- Garbage in – garbage out.
- Limited support for LaTeX.
- Sometimes it goes wrong...
  - Take the time to learn the software.
  - Test the software on the computer you will be using.
  - Keep backups of your reference library.
  - Ask for help.
Setting up your RefWorks account

- Use the ‘Create Account’ option.
- Use your Oxford email address when creating your account.
- Confirm your account and fill out your details when prompted.
Demonstration: Creating manual records
Importing from databases

- Available in many science databases. Look for ‘export’ links or buttons.

- **Solo**
  - Export options: Excel, Citation, Print, Mendeley, RefWorks, RIS

- **Ovid Platform**
  - Export button

- **Web of Science**
  - Export button

- **Scopus**
  - Export button
Demonstration: Importing records from SCOPUS
Task

• Have a go at importing some references from a database of your choice.
• If you’re not sure which database to try for your subject, ask or have a go with SCOPUS.

1. Carry out a search.
2. Select some records.
3. Find the export option.
4. Check the records in RefWorks. Are they accurate?
No RefWorks export option?

• You may find databases without a direct RefWorks export option.
• Look for options to download a .bib or .ris file.
• These can be imported into RefWorks.
Editing records

• **Check the accuracy of your data!**
• You can add additional details, notes or edit incorrect information.
• Wherever possible, edit records to add corrections, don’t manually edit added citations and reference lists.
• Do you need abbreviated journal titles?
Demonstration: Searching and Sorting
Searching and Sorting

• You can **search** across records in your library.
  • Create advanced searches to match several criteria.
• Create folders to **organise** your references
  • Drag and drop to move records to folders.
• **Sort** records by date, author name etc.
Demonstration: Adding citations and reference lists
Homework!

- Install the Word plugin on your computer.
- Different versions depending on your computer, operating system and Microsoft Word.
- Find the options under ‘Tools’ in RefWorks.
- Try adding some citations and reference lists.
Recap

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Questions?

Let's check the Padlet
Further help

- Subject Guide: https://libguides.bodleian.ox.ac.uk/reference-management/Proquest-RefWorks
- RefWorks YouTube channel: https://www.youtube.com/channel/UCzmTj_AGeY59VoNv-0SvcCg
- Send questions to our reference management helpdesk: reference-management@bodleian.ox.ac.uk
- University guide to avoiding plagiarism: https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism
- Contact your Subject Librarian for help. https://www.bodleian.ox.ac.uk/ask/subject-librarians