Referencing: RefWorks

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BODLEIAN i•Skills

The webinar will start soon

Please mute your microphone

This session will be recorded

Aims of this workshop

To enable you to:

- understand the main features and benefits of RefWorks
- import references from different sources into RefWorks
- manage your references in RefWorks
- insert citations into documents
- create a bibliography/reference list

Reference management software benefits

- **Staying organised**
  - Stores information about books and papers you may want to cite in one place
- **Saving time**
  - Formats your in-text citations, footnotes and bibliographies
  - Allows you to switch citation styles easily

Getting started with RefWorks

RefWorks is free for students and alumni

Sign up with your University email

RefWorks works in your browser but won't work well offline

Adding References

Photo by **Dom J** from **Pexels**

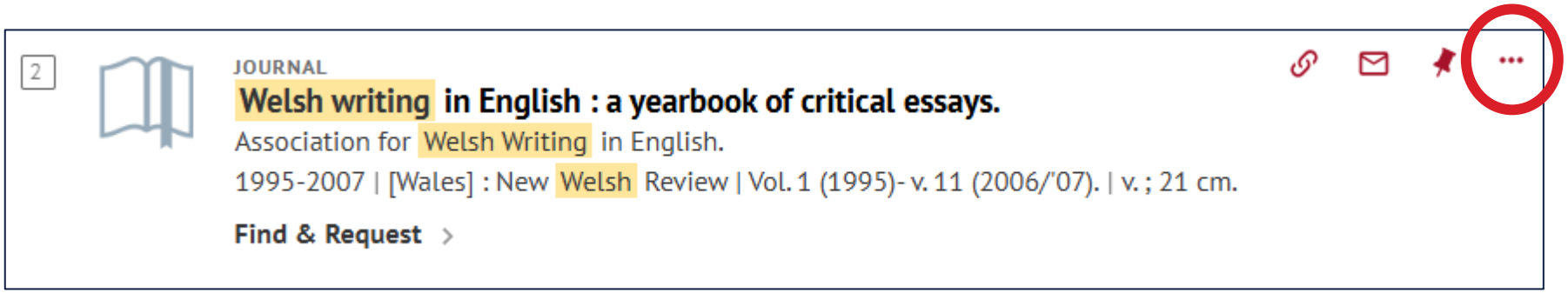
Direct Export

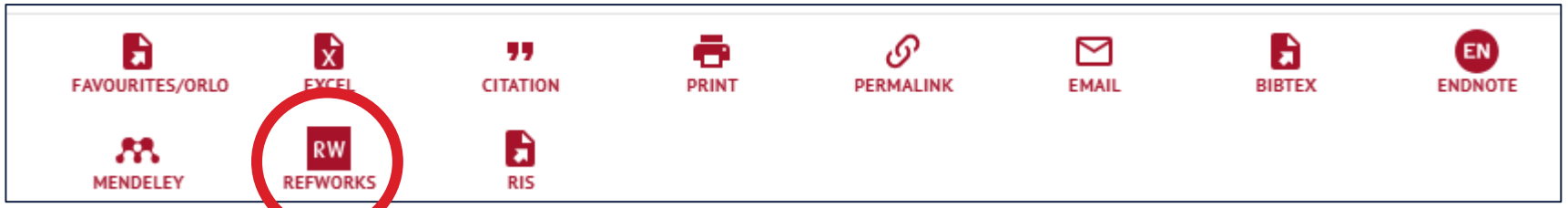
Many databases allow direct export, e.g. EBSCOHost, Ovid, ProQuest, Scopus, Web of Science…

Warning: exported records may need editing

If you do not edit your records, this will lead to errors in your bibliographies and citations

SOLO

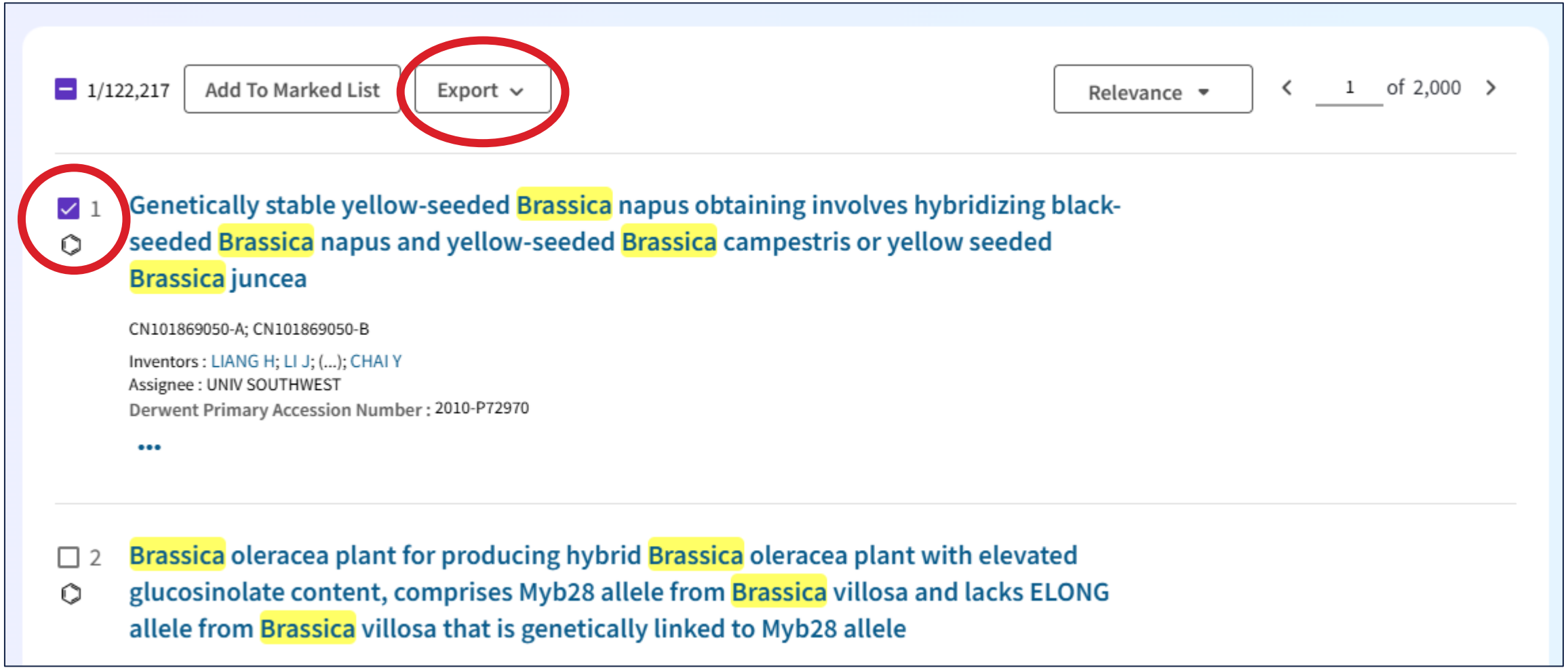

2
JOURNAL
Welsh writing in English : a yearbook of critical essays.
Association for Welsh Writing in English.
1995-2007 | [Wales] : New Welsh Review | Vol. 1 (1995)- v. 11 (2006/'07). | v. ; 21 cm.
Find & Request


FAVOURITES/ORLO
EXCEL
CITATION
PRINT
PERMALINK
EMAIL
BIBTEX
ENDNOTE
MENDELEY
REFWORKS
RIS

Try it yourself!

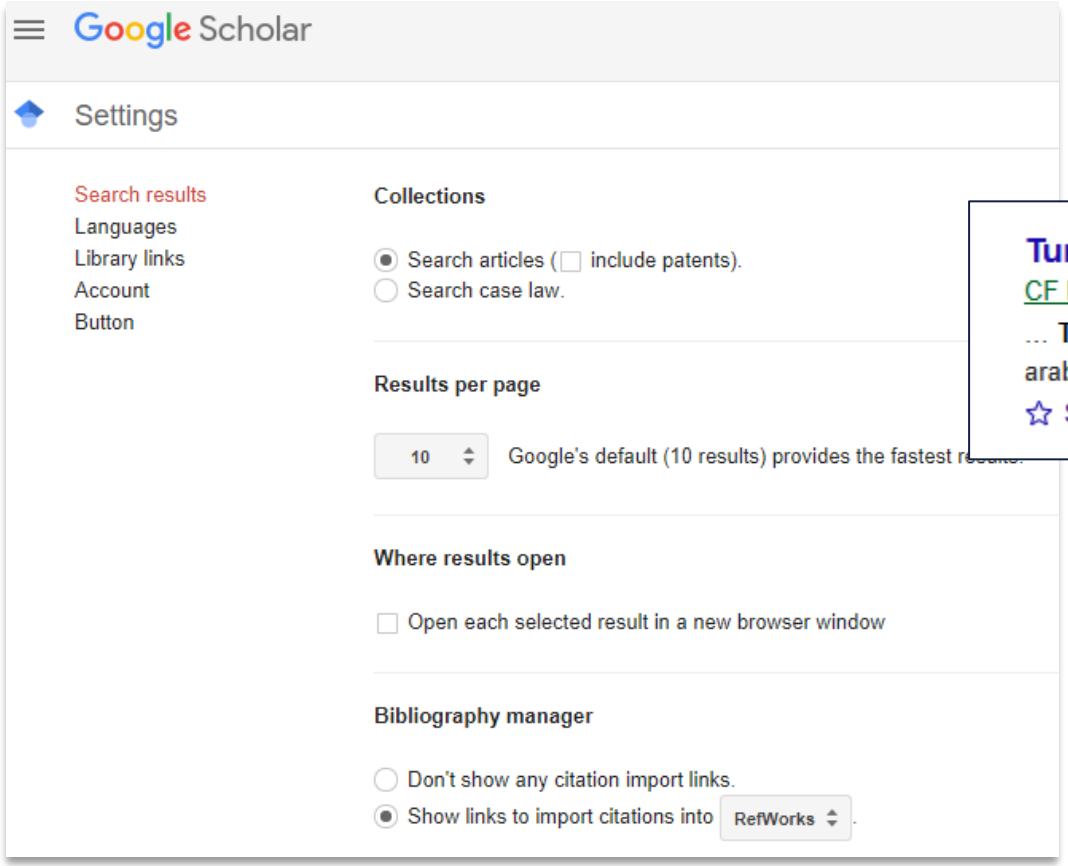
- Search for **Routledge companion to screen music and sound** in SOLO
- Use the to export the details to RefWorks
- Let us know in the chat how it goes!

Web of Science



Google Scholar

https://scholar.google.com

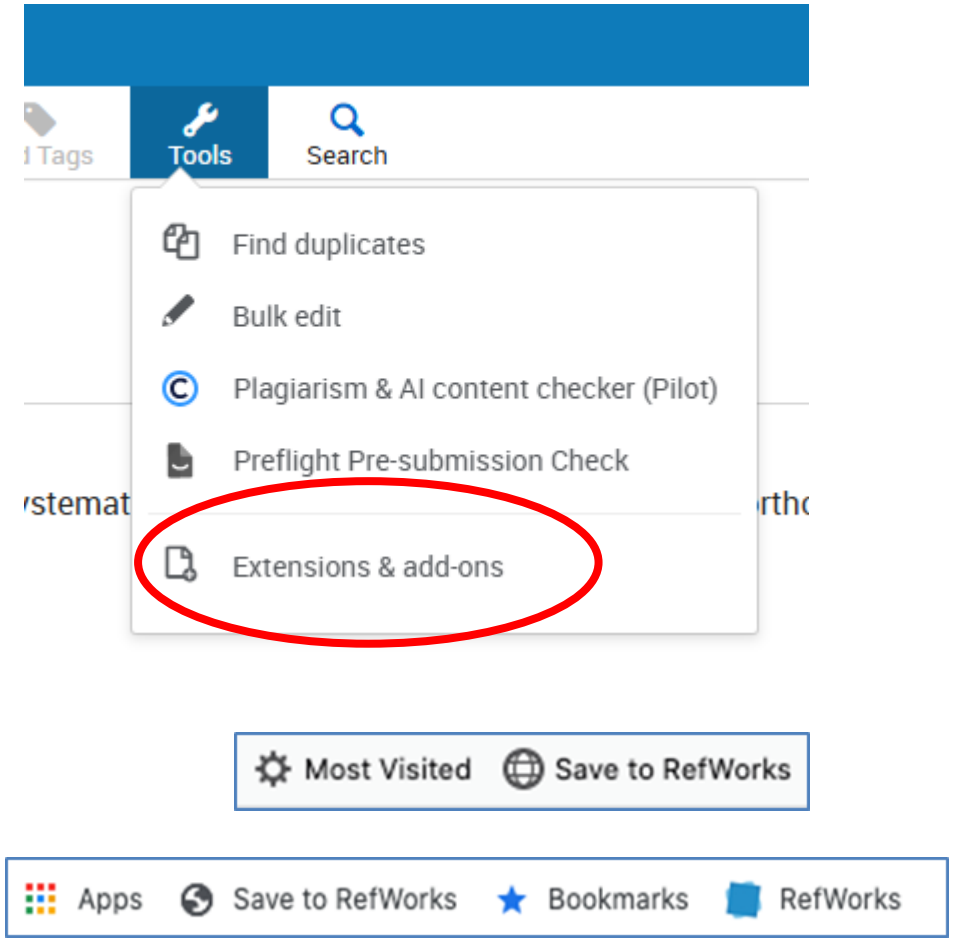


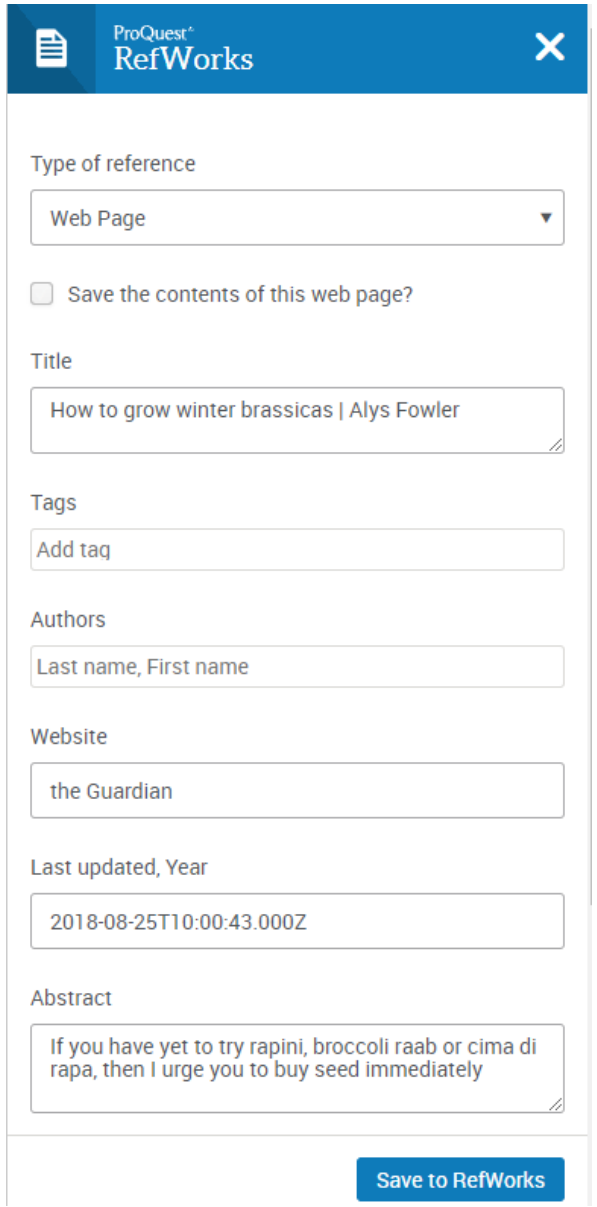
Import

There are 4 ways to import references:

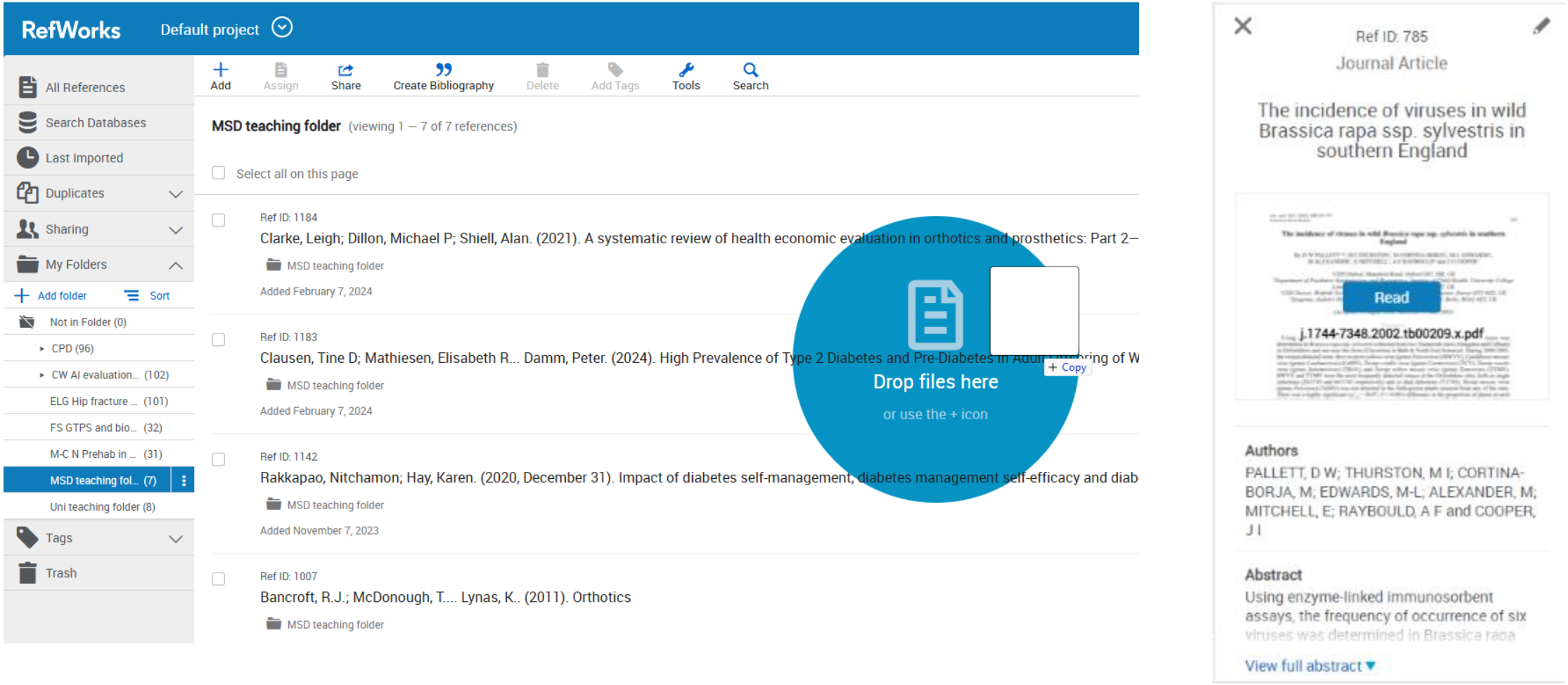
- Save to RefWorks plugin
- Drag and drop PDFs
- Export as a .ris file and import into RefWorks
- Manually add references

Save to RefWorks Plugin



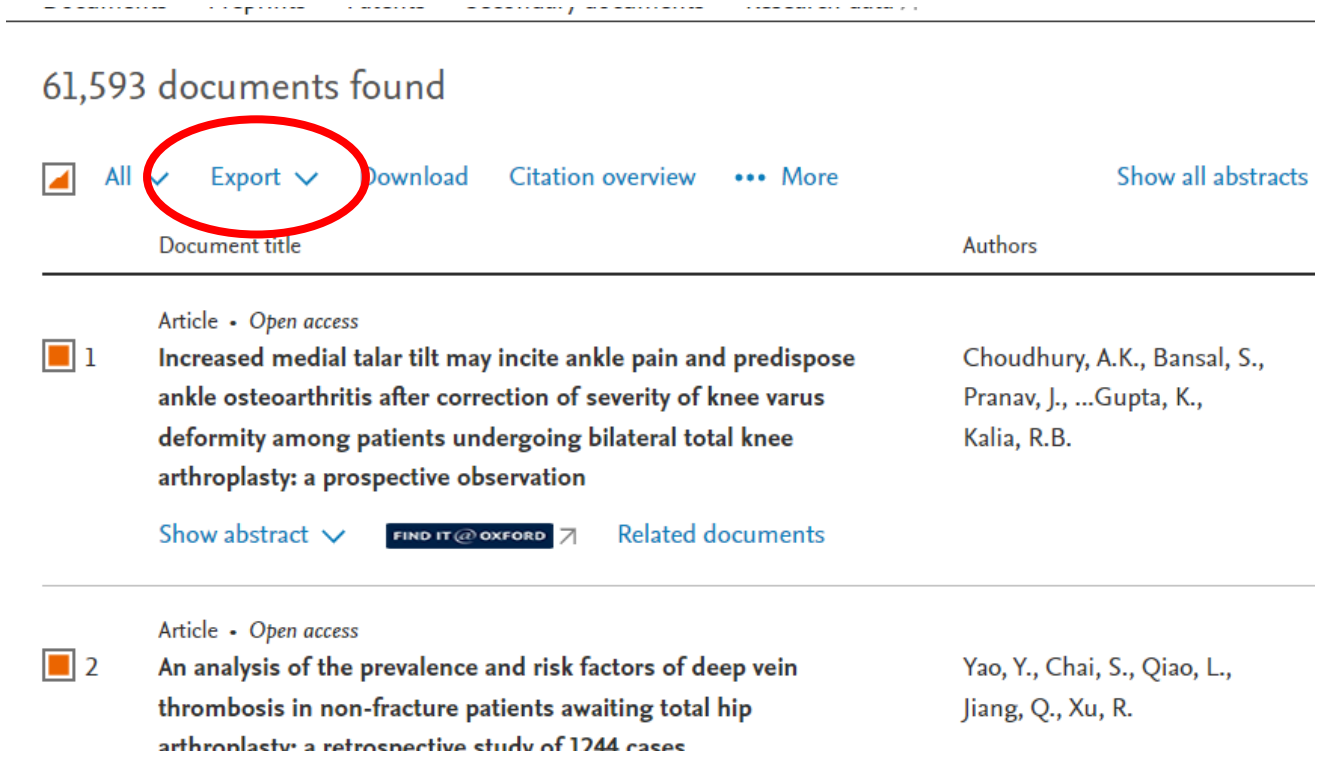


Drag and drop PDFs



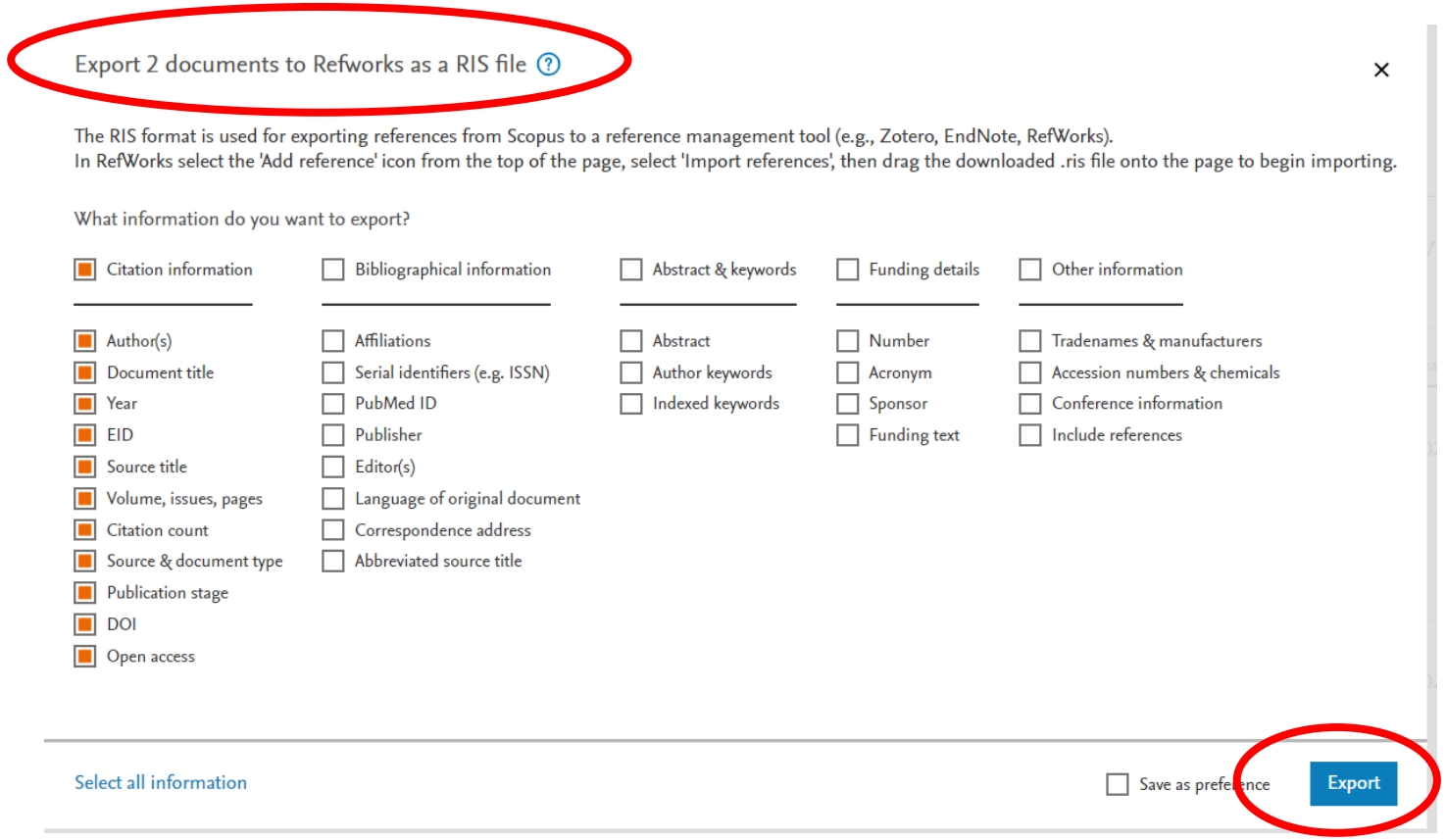
Exporting as a .ris file (1)

We have an explanatory video on exporting citations as .ris files

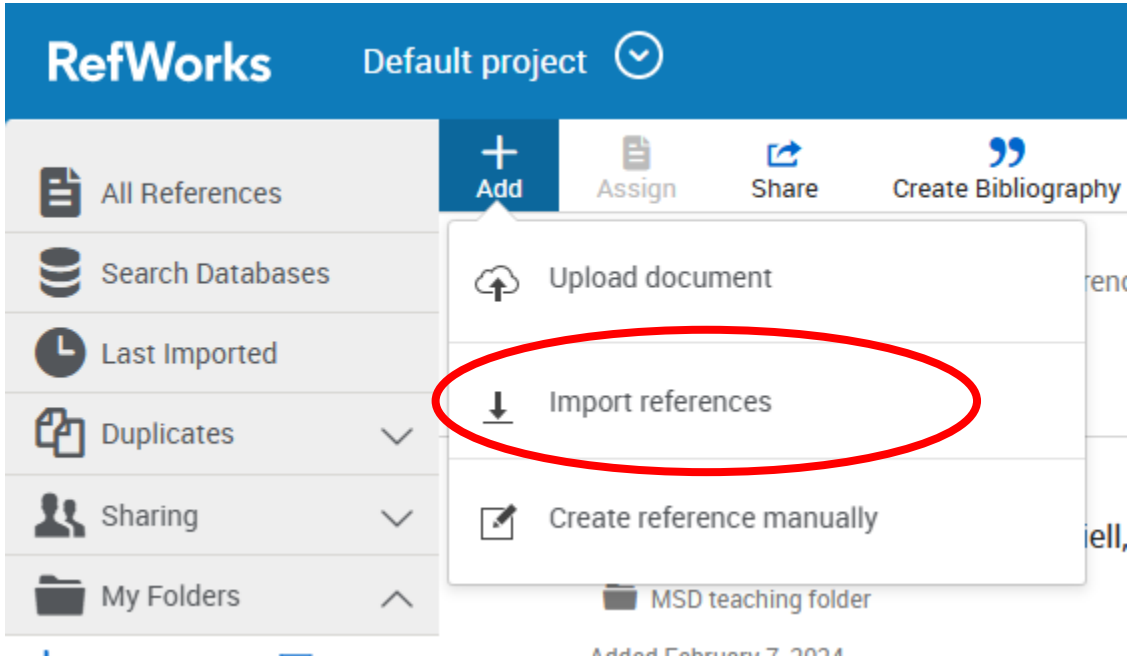


Exporting as a .ris file (2)

Save the file to your computer



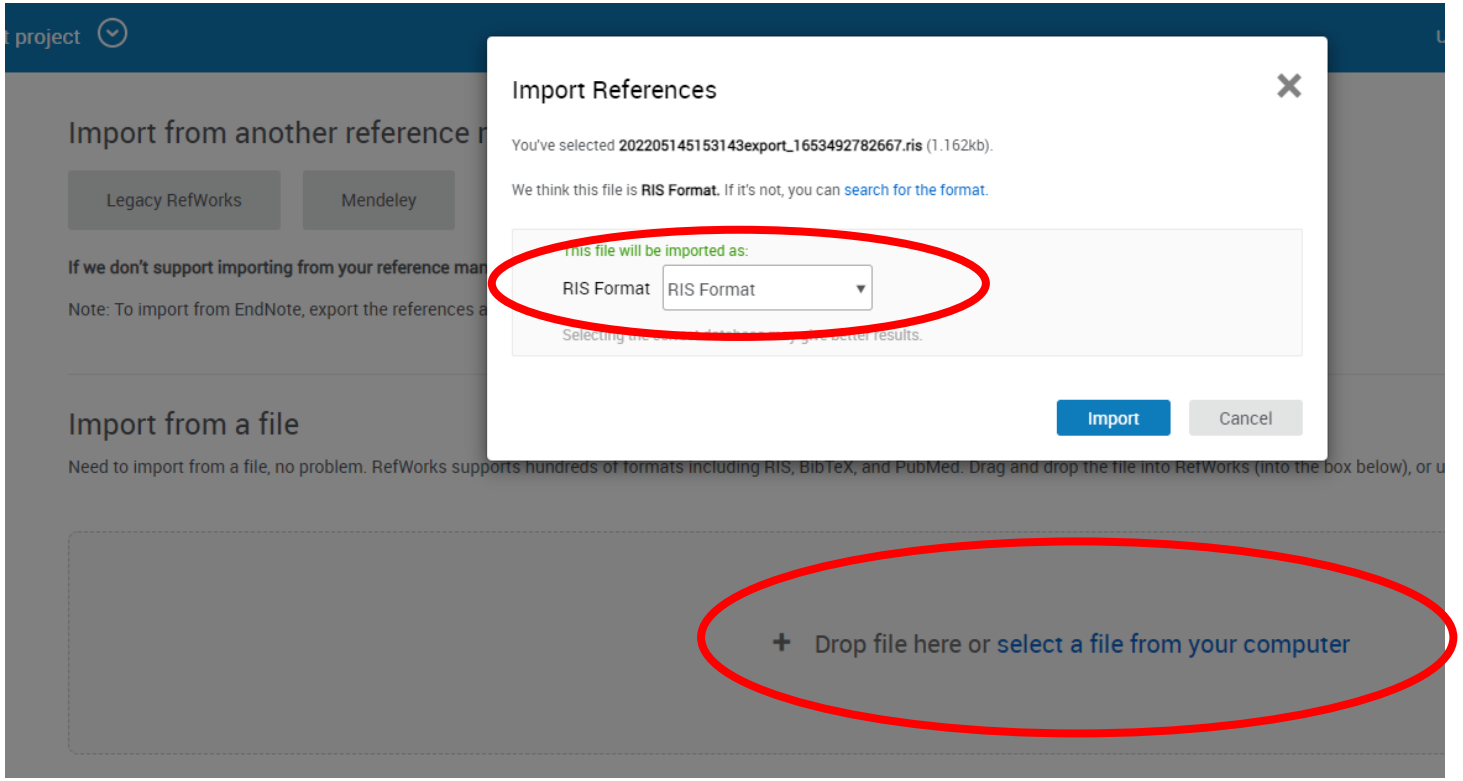
Exporting as a .ris file (3)



Exporting as a .ris file (4)

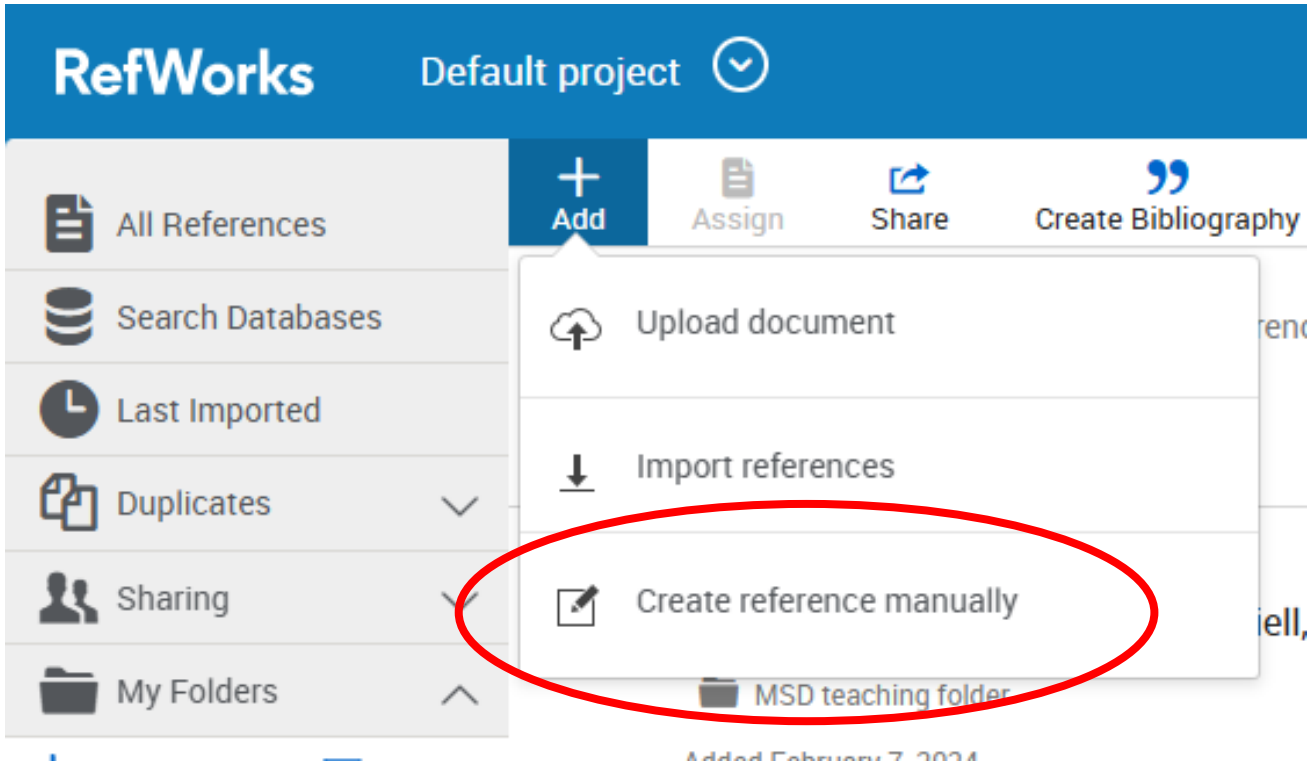
Drag and drop the file into RefWorks.

Look for the database in the drop-down or choose RIS Format.



Manually adding references (1)

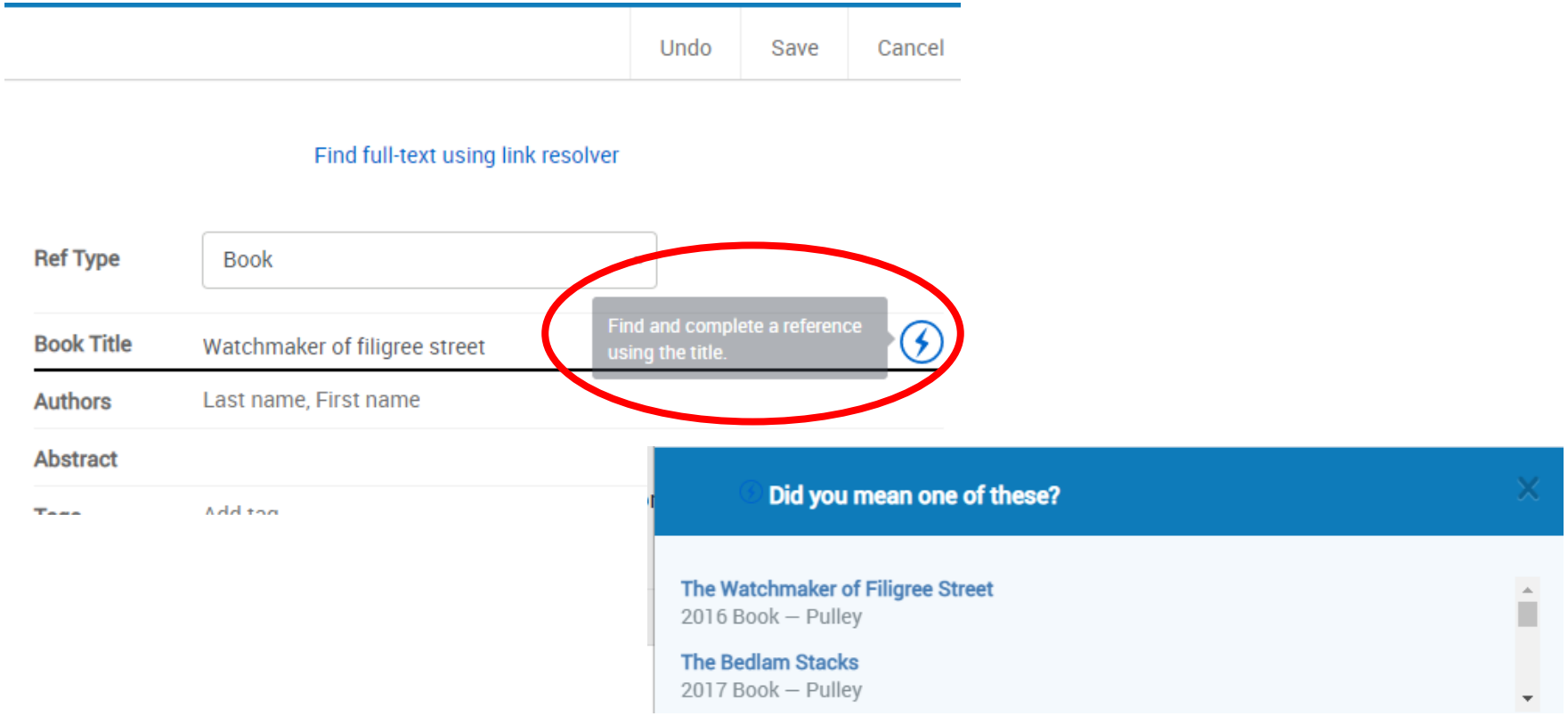
We have an explanatory video on manually adding references.



Manually adding references (2)

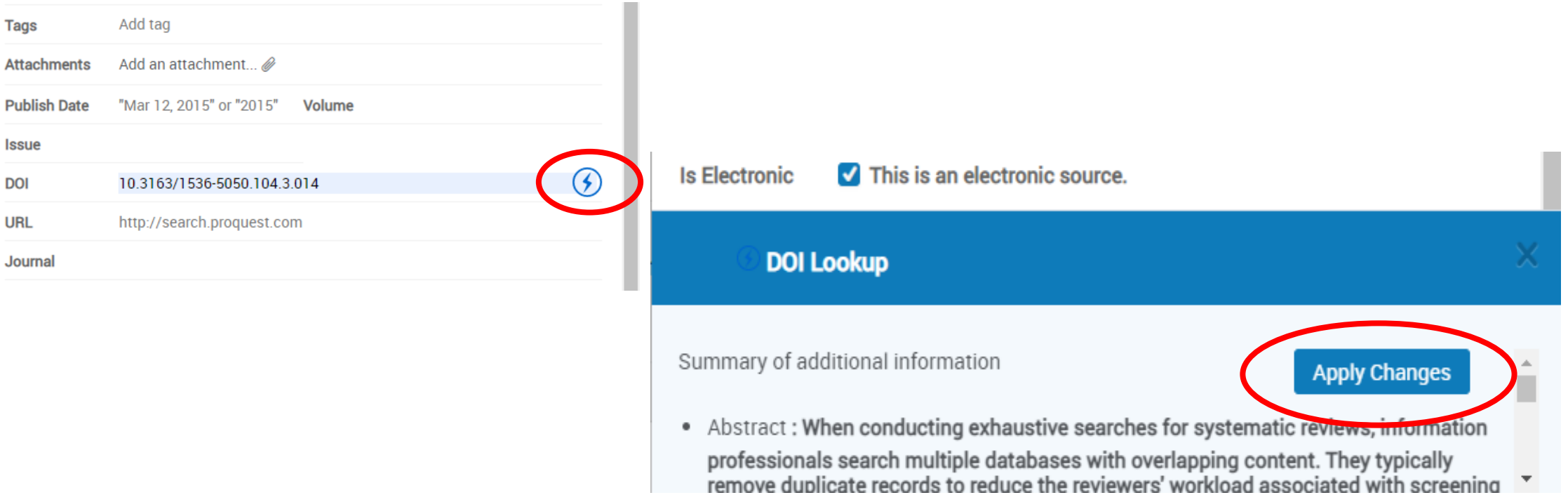
Enter a title and click the lightning bolt

RefWorks will search for matches and autofill the details



Manually adding references (3)

For journal articles, find the DOI field, then click the lightning bolt to autofill extra information.



Reference types

- Tip: if you have something unusual to reference, such as AI or grey literature, try out different reference types to find the best one for your document.

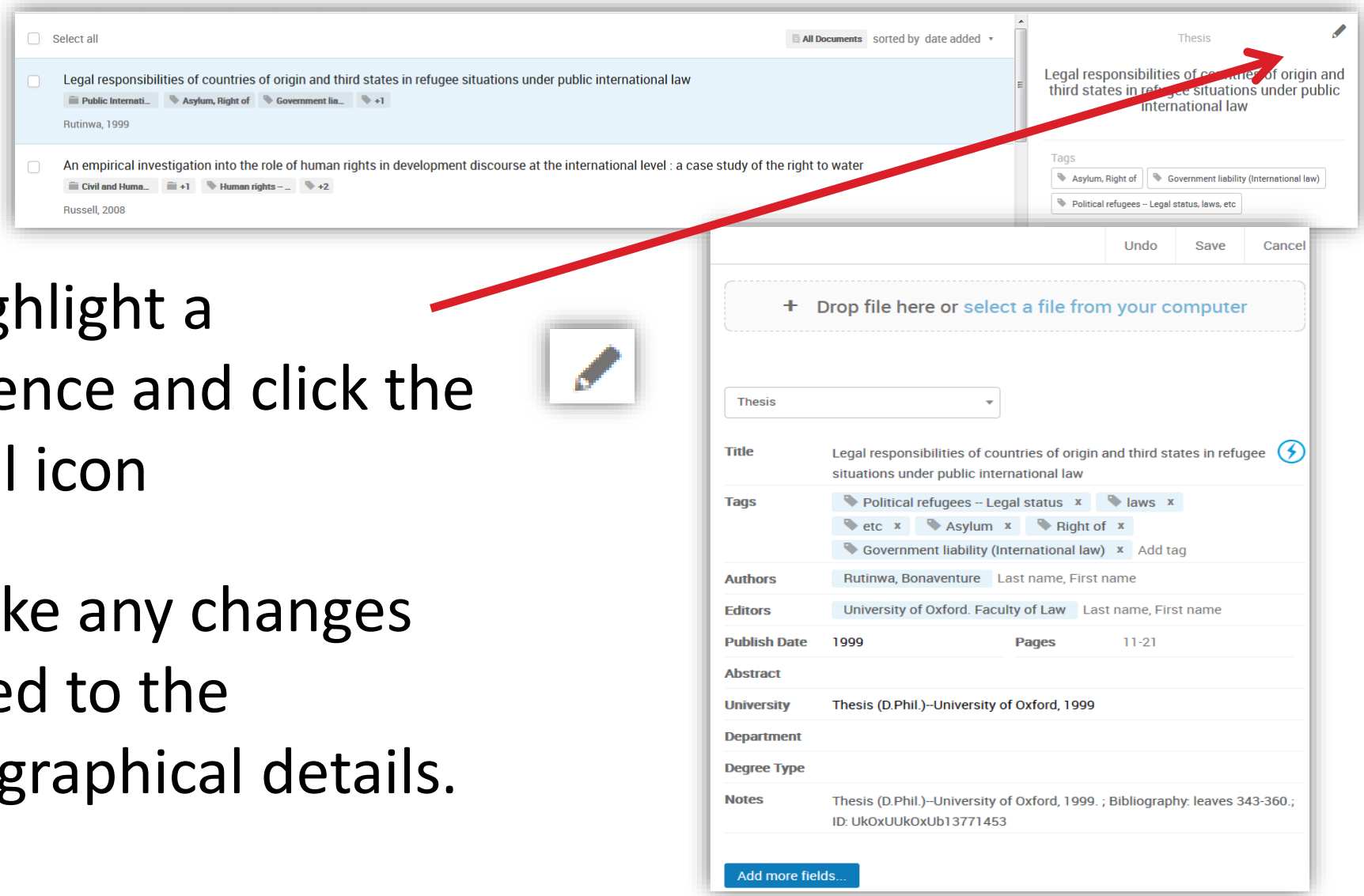
Editing references

You may need to edit references you export from catalogues and databases

Records exported from SOLO, in particular, may need editing

If you do not edit your records this may lead to errors in your bibliographies and citations

Editing references, attaching documents & adding notes (1)

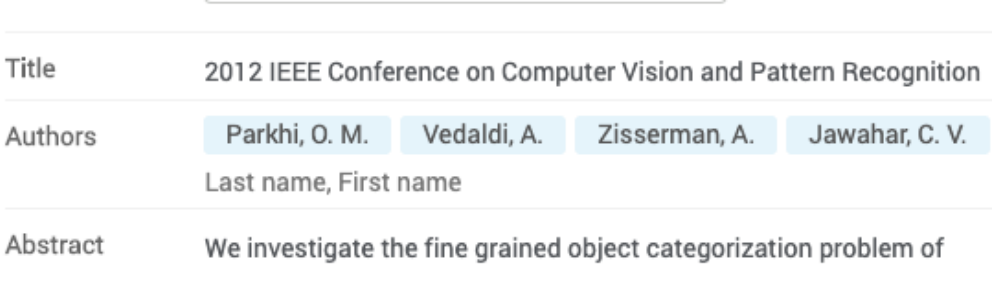


1. Highlight a reference and click the pencil icon

2. Make any changes needed to the bibliographical details.

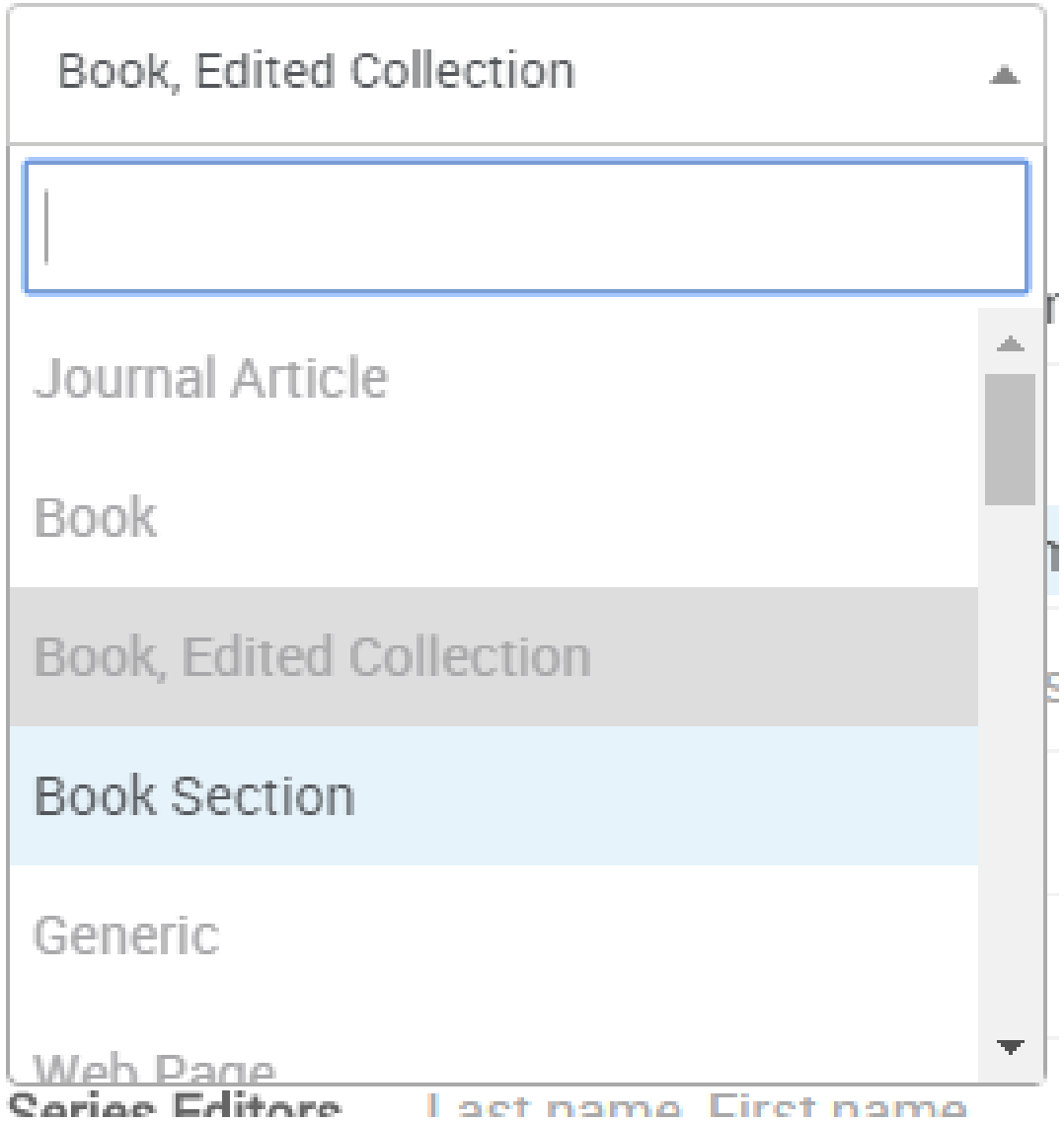
Editing records: authors

- **Authors**: additional information such as birth/death dates should be deleted.
- **Works by multiple authors:** Authors may be missing. If so, add authors manually.
  - Add as: surname, first names (or initials).
  - Press return/enter to add the names separately.



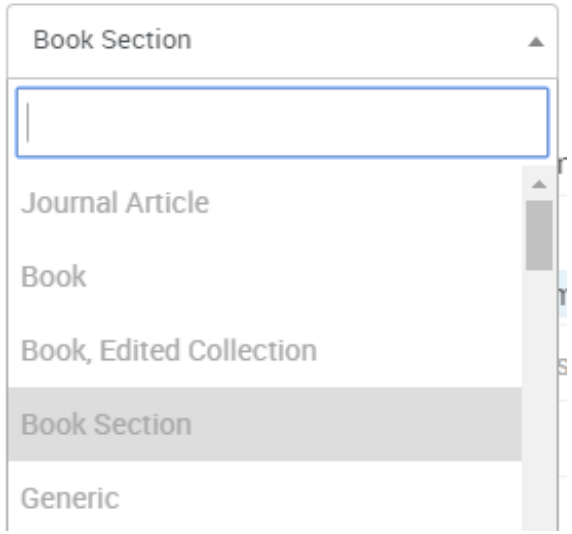
Editing records: edited works

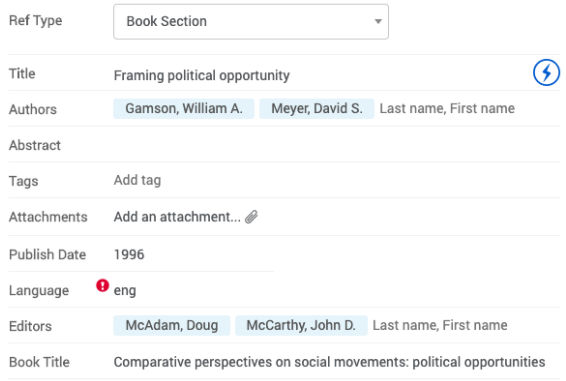
- If a book has editors rather than authors change the reference type from ‘Book’ to ‘Book, Edited Collection’.
- Otherwise, your citations will not say that the book is edited.



Editing records: chapters in edited collections

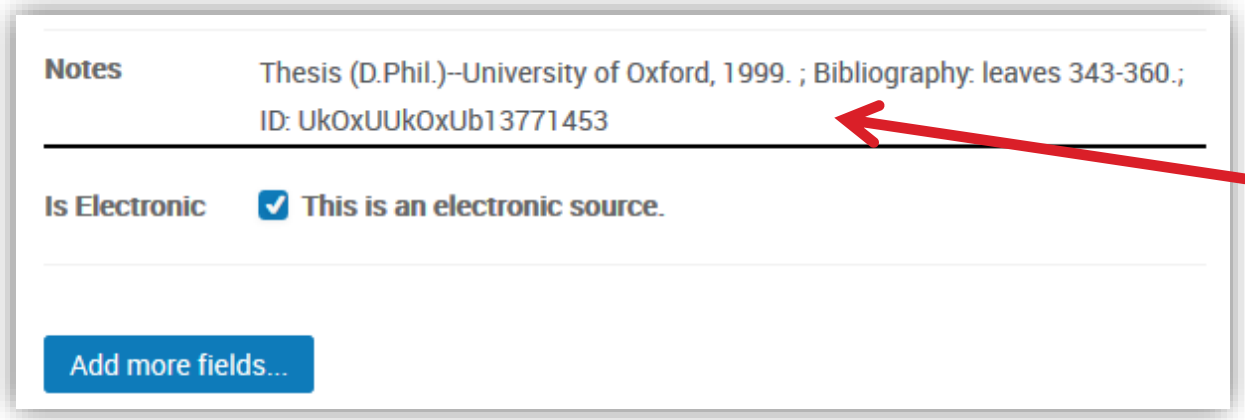
- If you are citing a chapter of an edited book, change the reference type to ‘Book Section’.
- The author of the chapter and chapter title must be entered manually





Editing references, attaching documents & adding notes (2)

3. To attach a document, drag and drop the file, or click the **Add file(s)** button.



4. To add personal notes click in the **notes** field.

Try it yourself!

- Pick a **reference that you've already imported** into your RefWorks – it doesn't matter if it contains errors or not.
- Have a go at **editing the details** with the pencil button

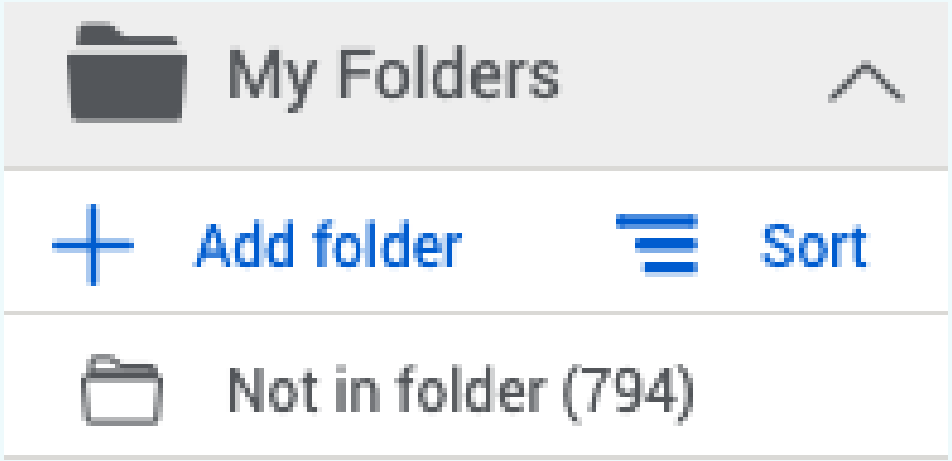
- Let us know what you think!

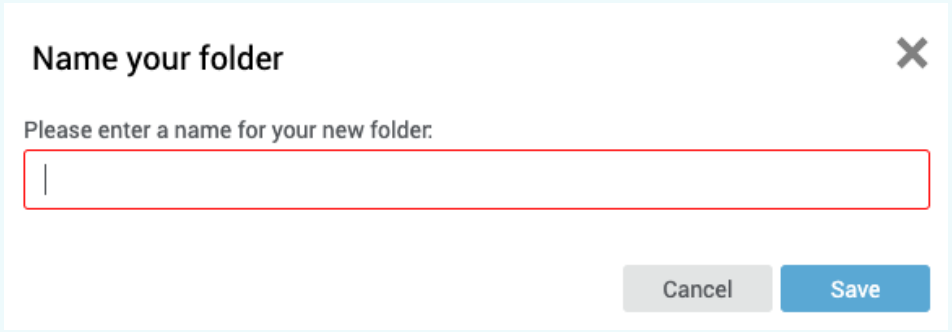
ORGANISING AND DE-DUPLICATING YOUR REFERENCES

Creating folders (1)

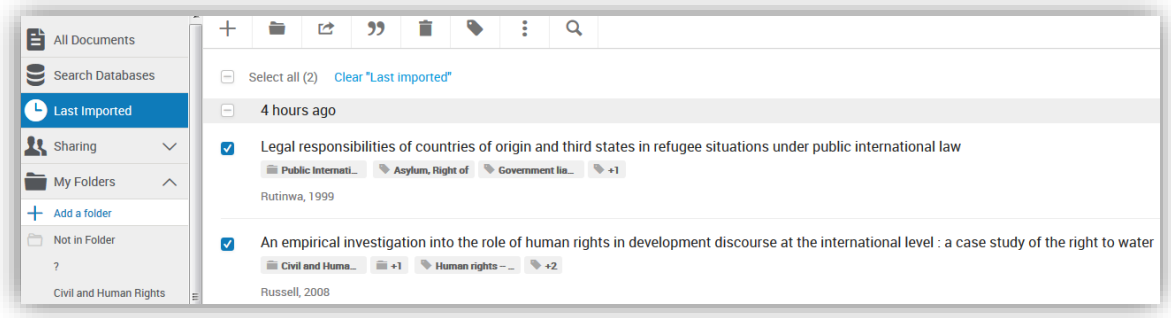
- Select **Add folder** under My Folders

- Enter a name in the **Name your Folder** box and click **Save**



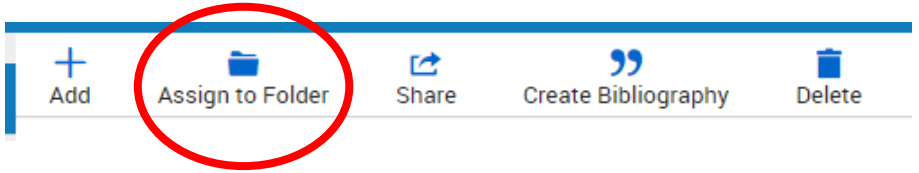


Creating folders (2)

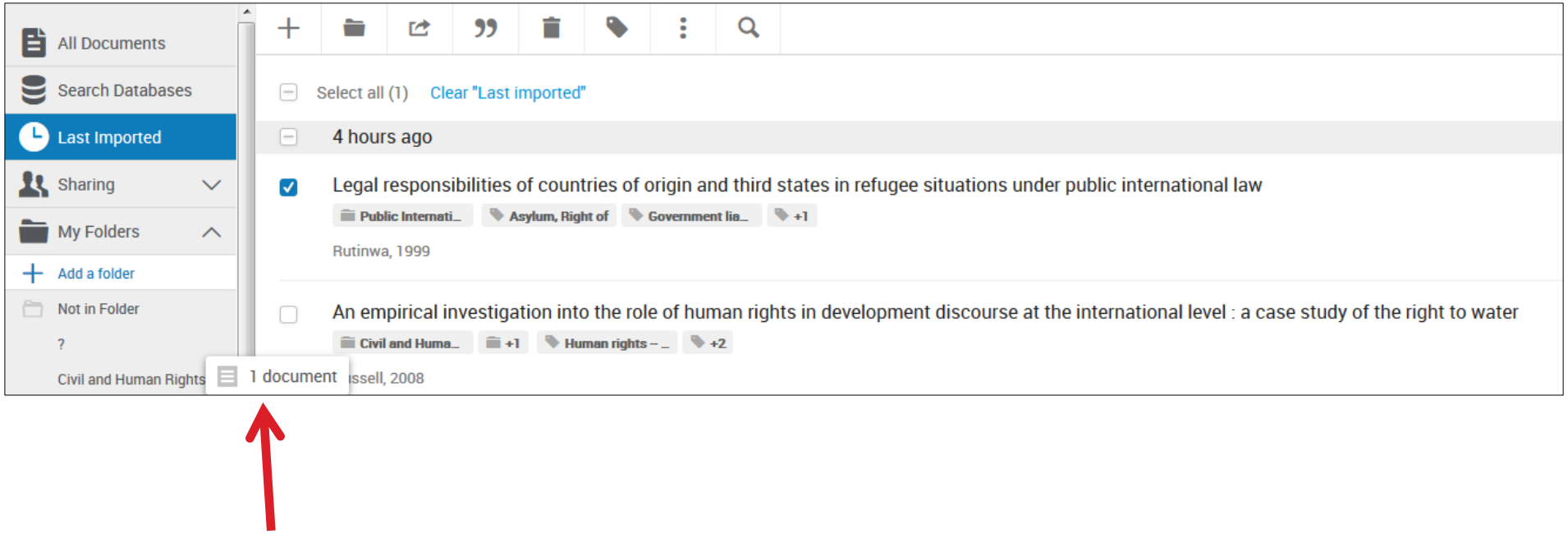


3. Select some references using the tickboxes

4. Click on the **Assign to folder** button and choose which folder(s) to save them to.
References can be in more than one folder without duplicating them.



Creating folders (3)



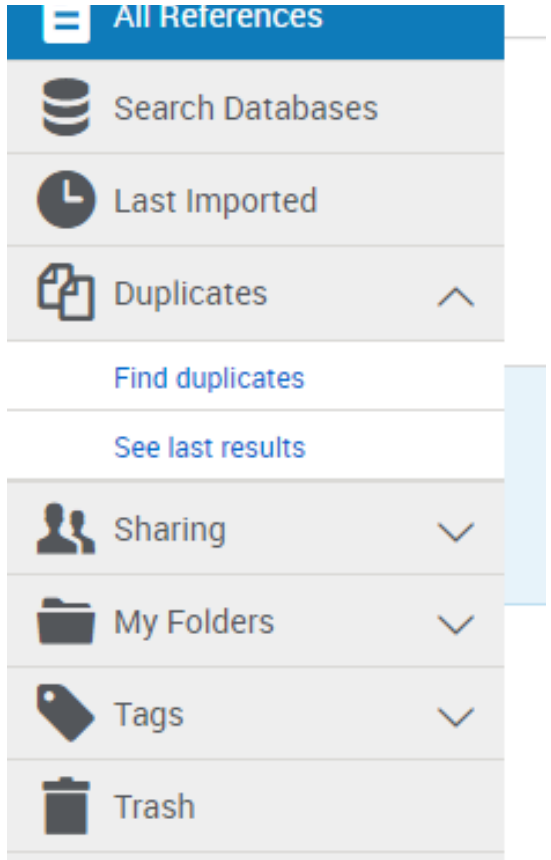
5. Alternatively, drag and drop the reference(s) into the folder.

Try it yourself!

- In your own RefWorks account, have a go at **making a folder** for yourself
- Once you've done this, **add some references** to it
- **Try both** assigning to folders, and dragging and dropping, to see which way works best for you!

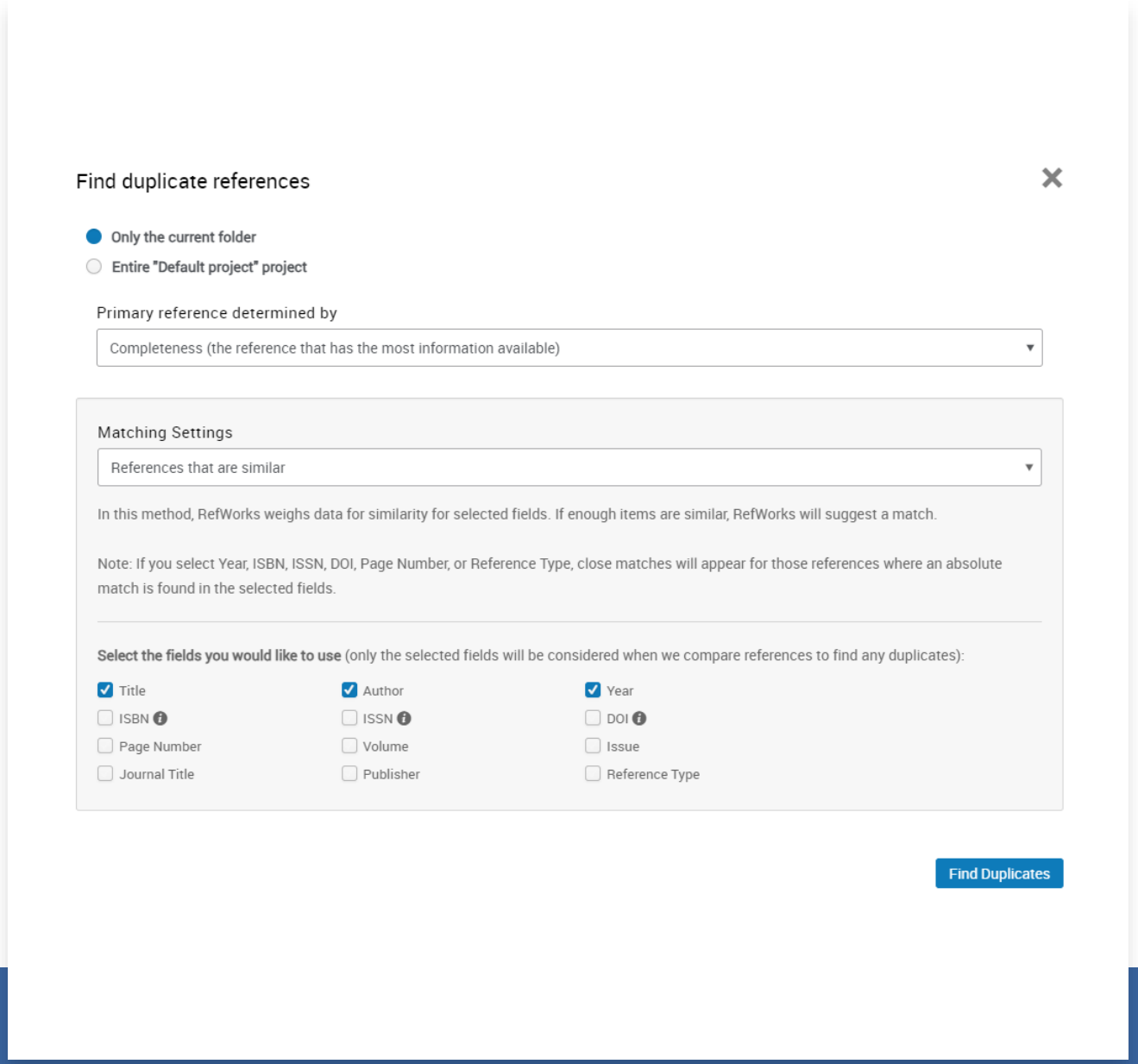
Finding duplicate references (1)

To find and remove any duplicates click the **Duplicates** button and **Find duplicates**



Finding duplicate references (2)

- Decide whether to find duplicates in all references or in a single folder.
- Choose which reference to keep by default (most complete, newest or oldest).
- Choose between similar or exact matches and choose which fields to compare.



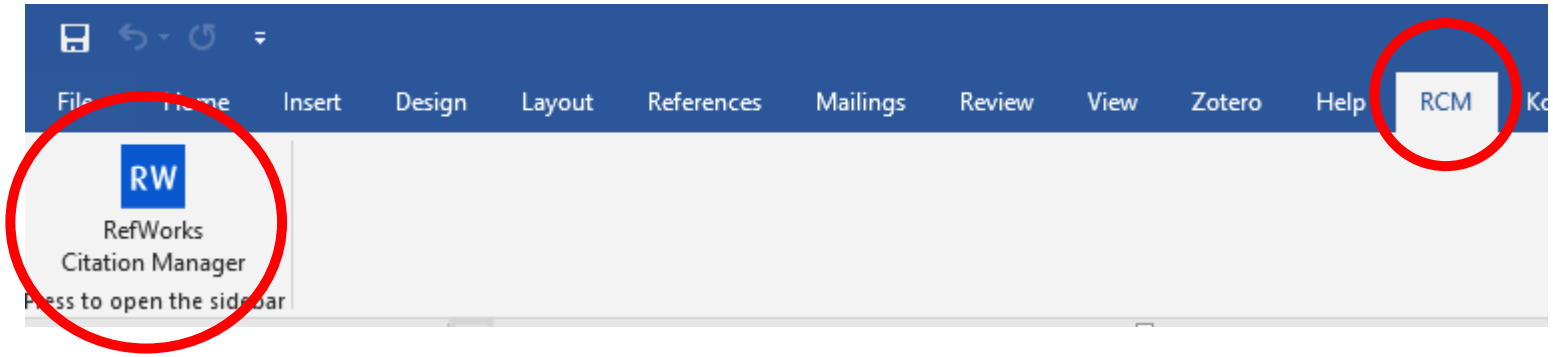
INSERTING CITATIONS, FOOTNOTES AND CREATING BIBLIOGRAPHIES

Using RefWorks with Word

Word for Mac and Windows

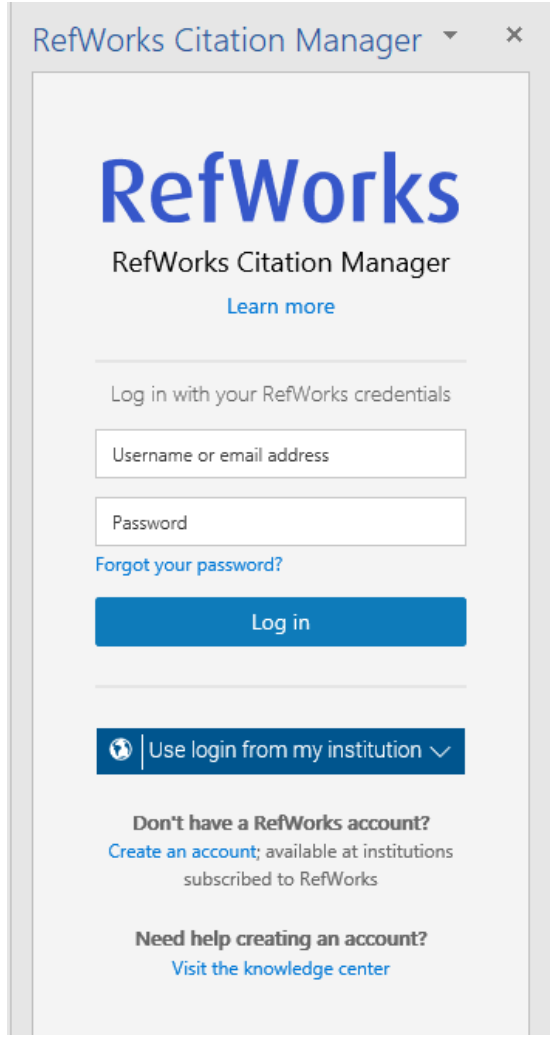
- Use **RefWorks Citation Manager**
- Install within Word

Logging in to RefWorks Citation Manager (RCM)



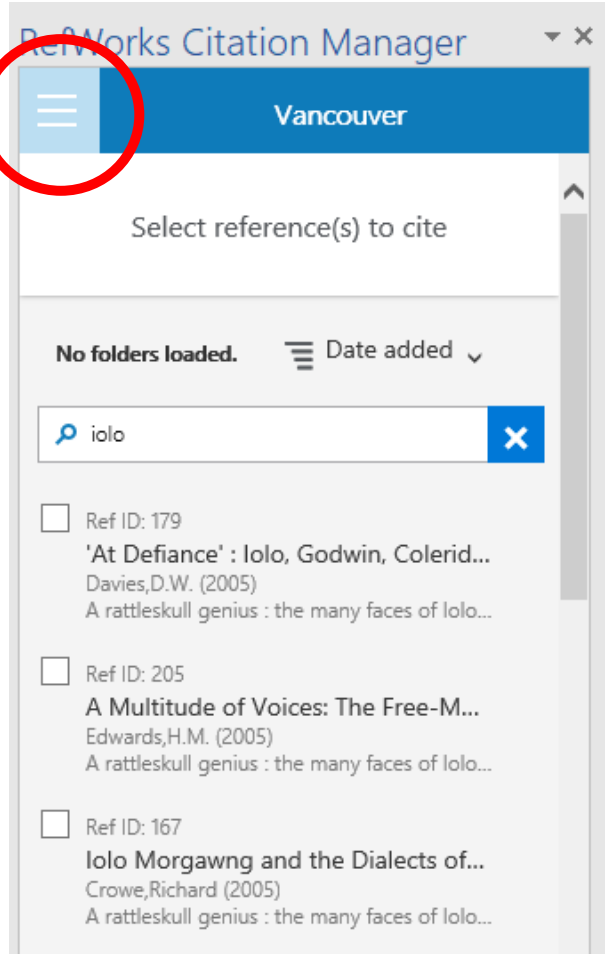
Click **RCM** and then **RefWorks Citation Manager.**

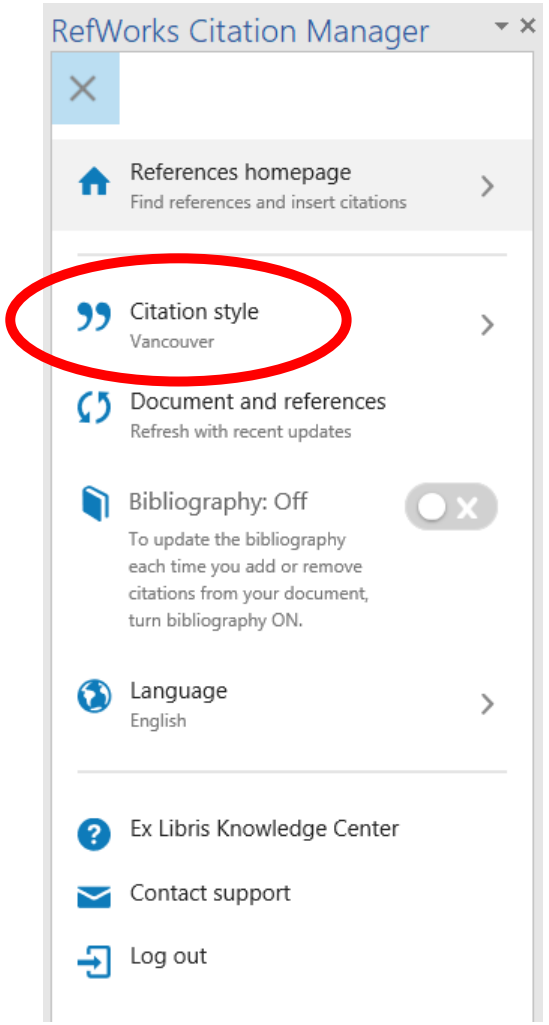
The RCM will open at the right of the screen and you can log in with your RefWorks username and password.



Choosing a citation style (1)

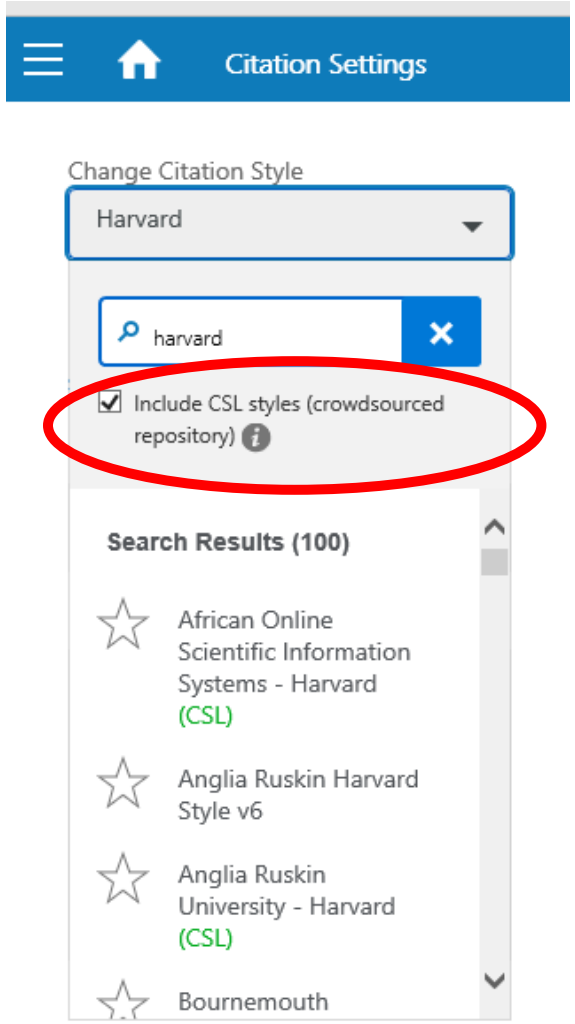
Click the **settings** button and then click **Citation style**.





Choosing a citation style (2)

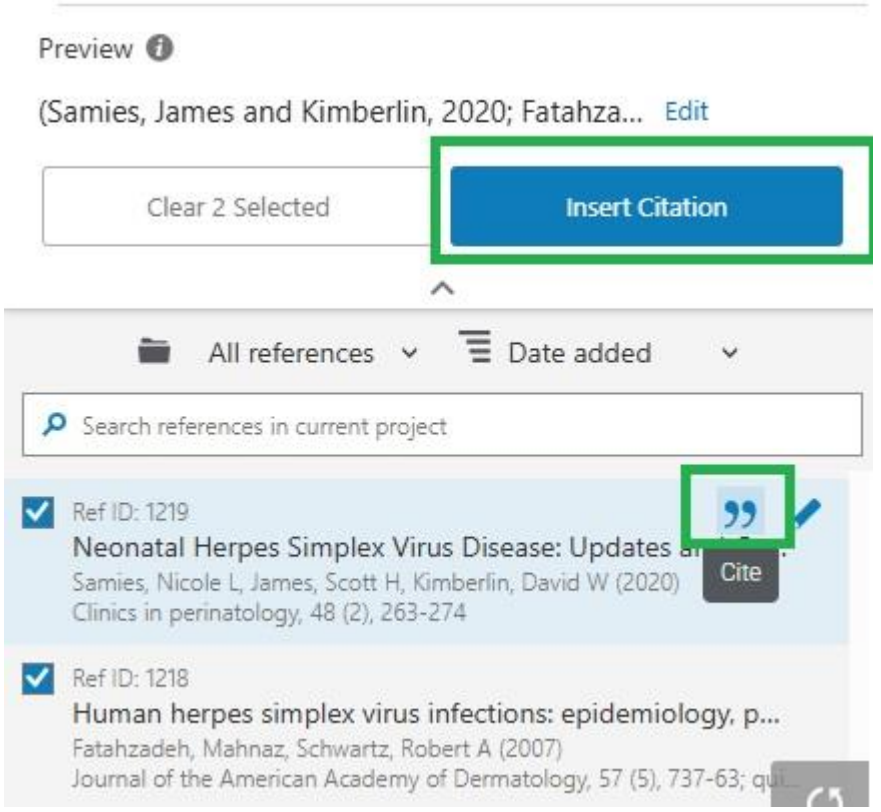
- Search for a style and choose from the options.
- We recommend unticking "Include CSL styles" - these are crowdsourced and often unreliable.



Adding citations

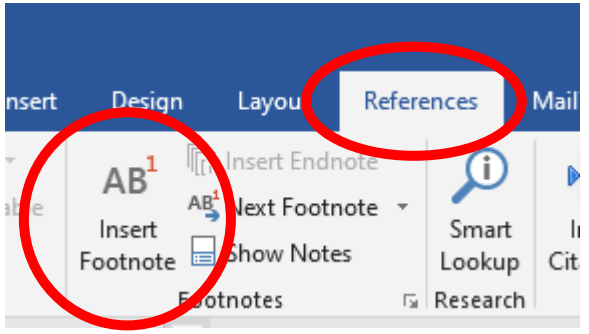
Choose which reference to cite and click the double quotation mark icon to insert it.

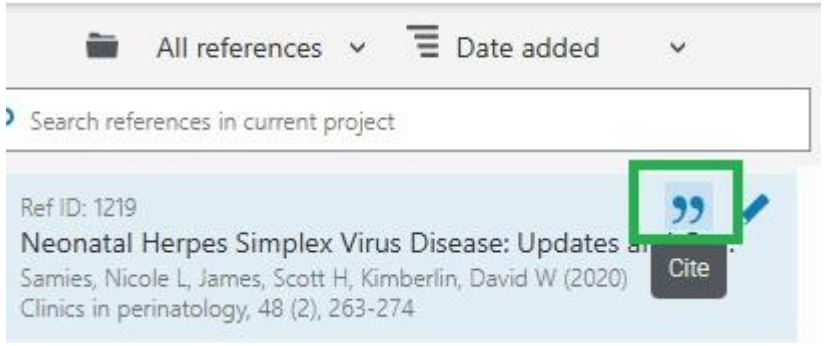
Or tick several and click **Insert Citation**. A preview of the in-text citation will appear at the top of the screen.



Using footnotes

- You will need to choose a footnote citation style, e.g. Chicago, and tick **Format for footnotes**.
- Click **References** in the Word ribbon and click **Insert Footnote** to place the footnote.
- Then insert the citation using the RCM options.



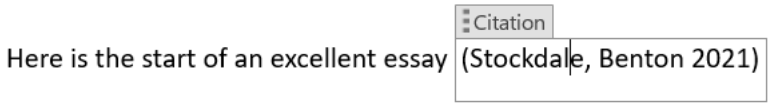


[1] Cynthia Wall, "Travel Literature and the Early Novel," in *The Oxford handbook of the eighteenth-century novel*, ed. James Alan Downie. (Oxford: Oxford University Press, 2020), 121-136.
[2] Eleanor Dumbill, "Fiction, Non-Fiction, and Family Writing," *Textual cultures : text, contexts, interpretation* 14, no. 1 (2021): 140-146.

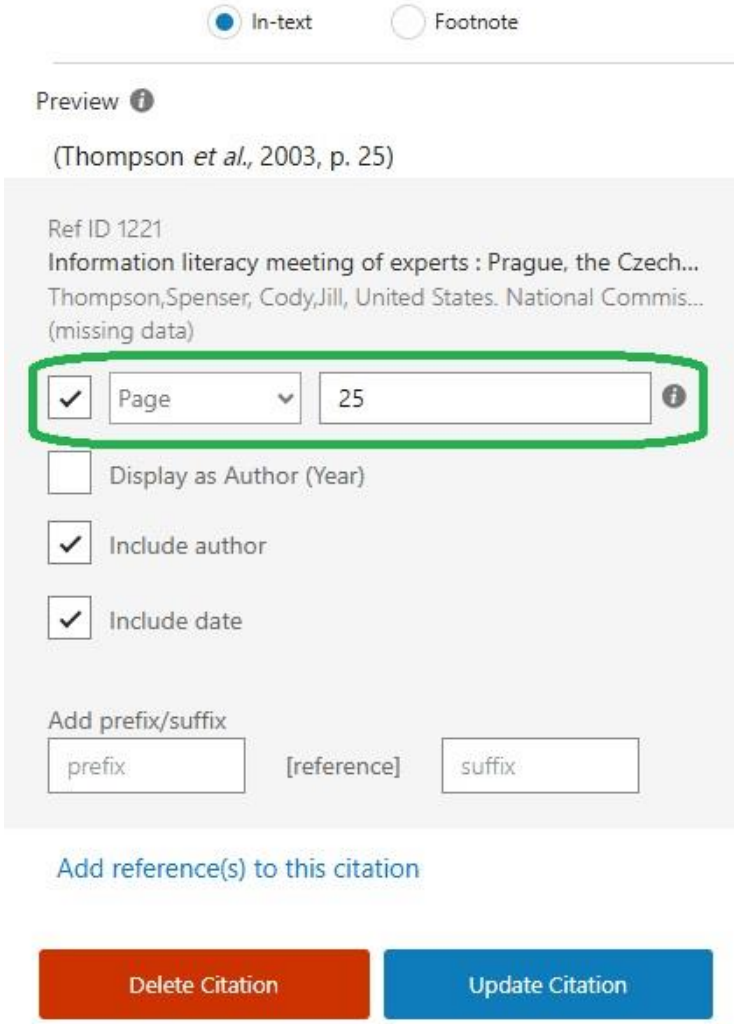
Try it yourself!

- Open Microsoft Word and log into RefWorks Citation Manager
- Select a citation style, e.g. Harvard
- Insert a reference from your RefWorks library

Editing a citation (e.g. adding page numbers)

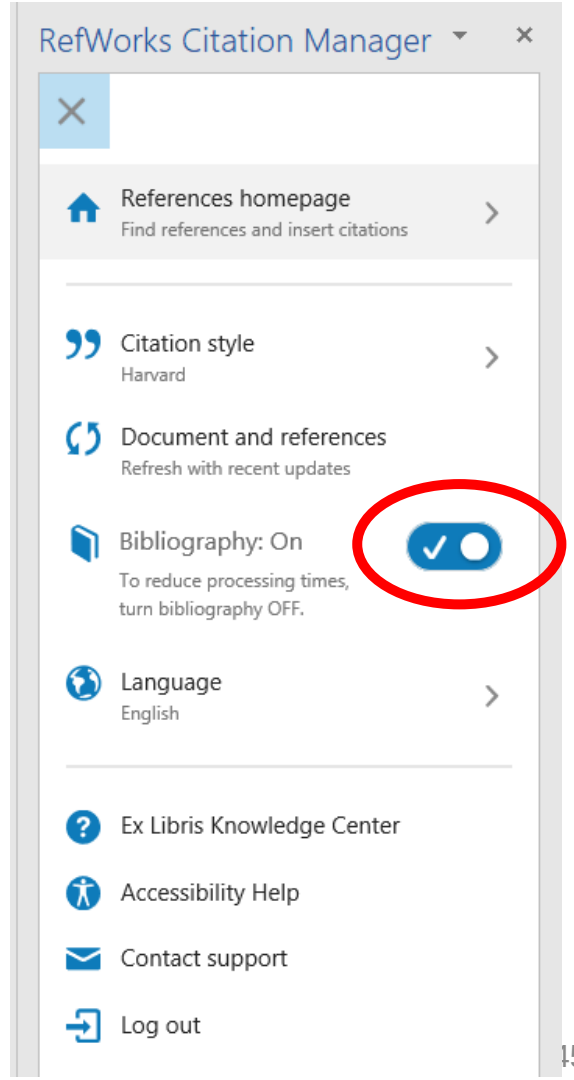


- To add page numbers to a citation, click the citation in your Word document to bring up the Edit Citation box.
- Tick the top tick-box and make sure **Page** is selected, then insert the page number into the **Value** field.
- Some citation style don't support values such as page numbers, so use the **suffix** box instead. Make sure to add any formatting (, p. or :)
- Click **Update Citation**.



Displaying the bibliography

From the Settings menu, toggle the **Bibliography slider** to **On** to display the bibliography at the bottom of your document.



Adeniyi, I. 2021, "Speculative World-Building as a Refracting Prism: An Interview with Rebecca F. Kuang", *American studies (Lawrence),* vol. 60, no. 3, pp. 119-126.

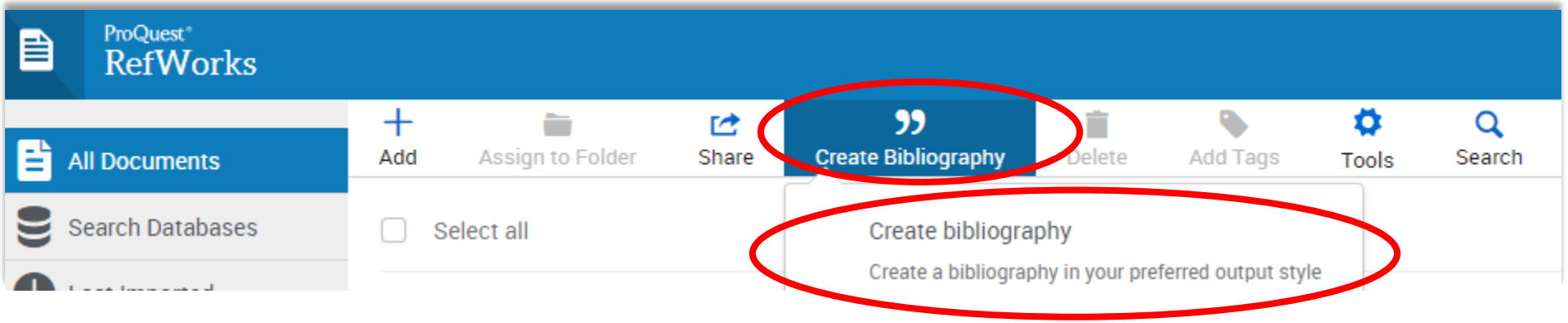
Dumbill, E. 2021, "Fiction, Non-Fiction, and Family Writing", *Textual cultures : text, contexts, interpretation,* vol. 14, no. 1, pp. 140-146.

Fathallah, J. 2022, *Fanfiction and the author: how fanfic changes popular cultural texts,* Amsterdam University Press, Amsterdam.

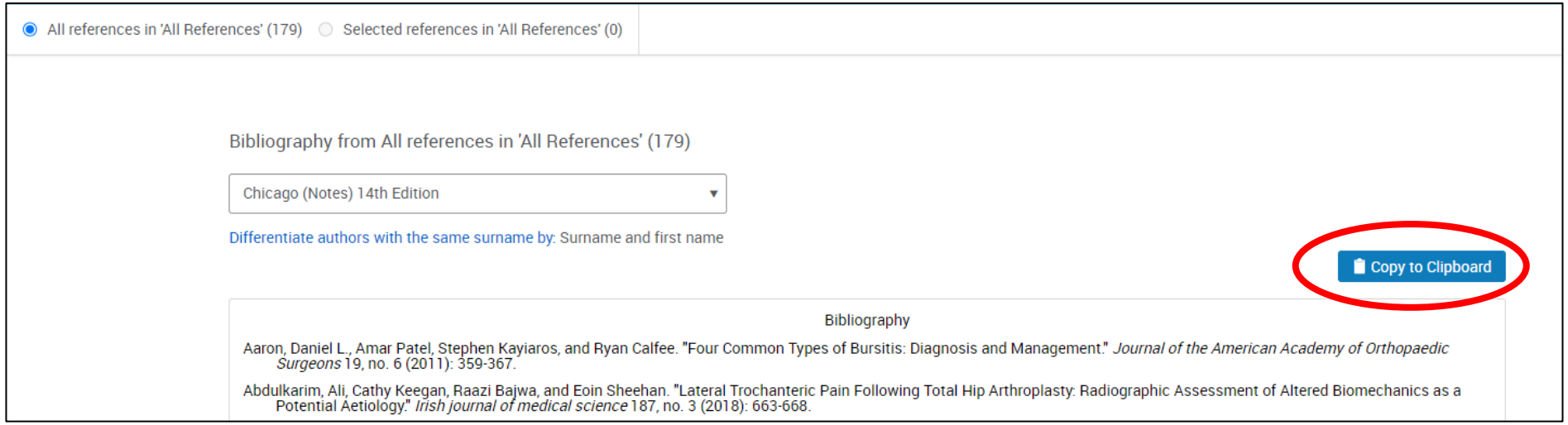
CREATING BIBLIOGRAPHIES WITHIN REFWORKS

Creating a bibliography within RefWorks (1)

- You can create a bibliography or list of items without using RCM within Word.
- Useful if you want to create a bibliography of everything you have read (rather than everything you have cited), or a bibliography from separate collections such as Primary Sources
- Go to RefWorks and click the **Create Bibliography** button



Creating a bibliography within RefWorks (2)



- Choose which references to include using tickboxes or folders
- Choose your citation style
- Click Copy to Clipboard

RefWorks in Google Docs

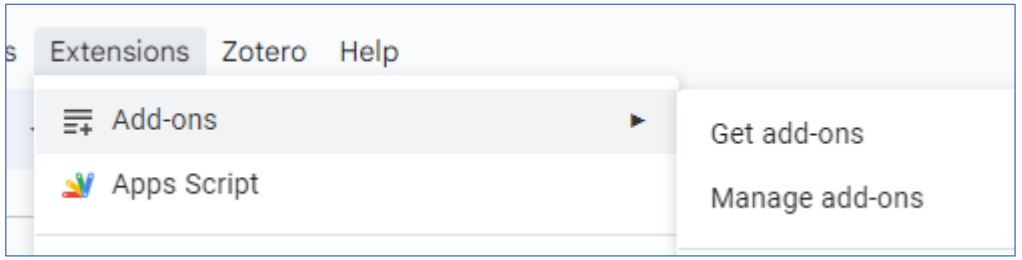
Adding RefWorks to Google Docs (1)

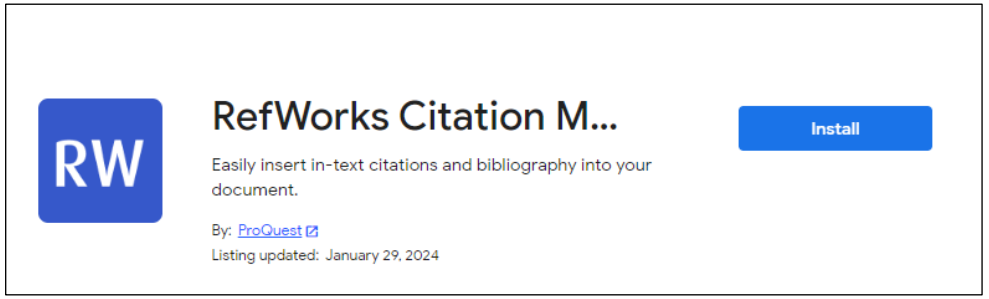
Log into RefWorks and click **Tools > Extensions & add-ons**.

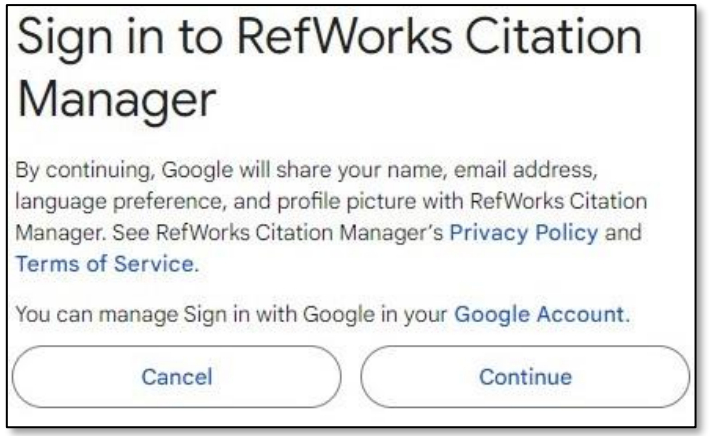
Under **RefWorks writing tools**, select the **Google Docs** tab.

Click **Get the Add-on**. Click **Install**.

You'll need to accept some permissions and choose your account to continue.

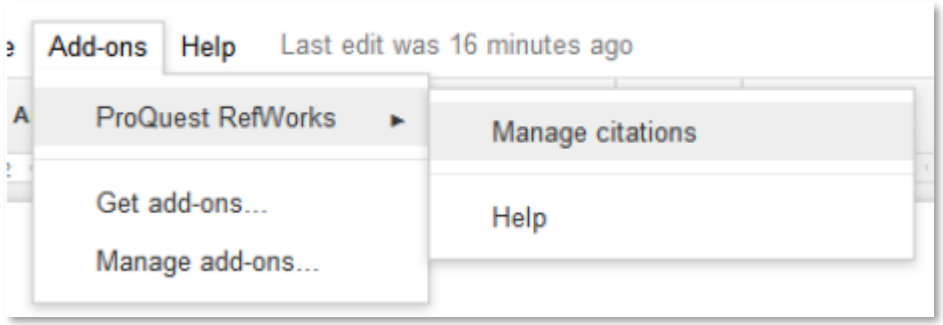






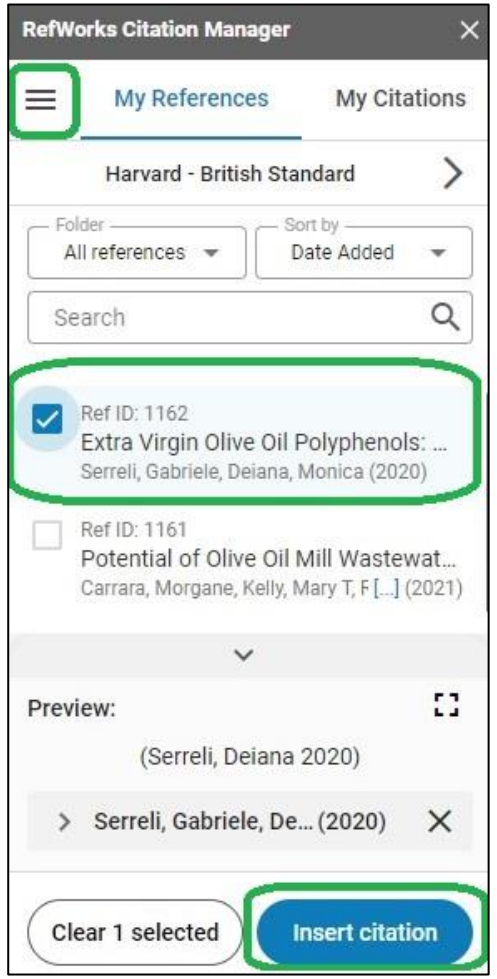
Adding RefWorks to Google Docs (2)

- When you're ready to insert your first citation, select **Add-ons**, **RefWorks Citation Manager**, then **Manage citations**.
- You will be asked to log in to your RefWorks account the first time.



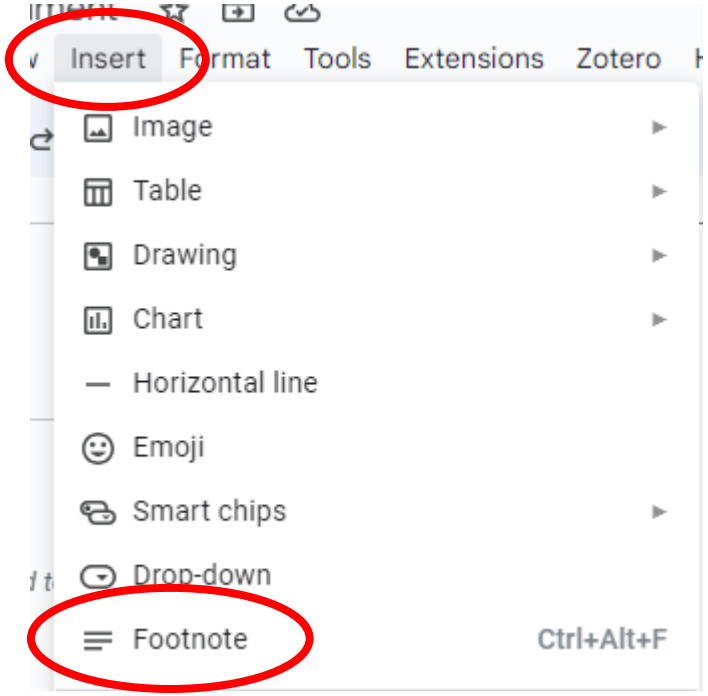
Adding RefWorks to Google Docs (3)

- Use the three-line menu button to choose your citation style
- Tick the reference you want to insert, then click the **Insert Citation** button



Adding RefWorks to Google Docs (4)

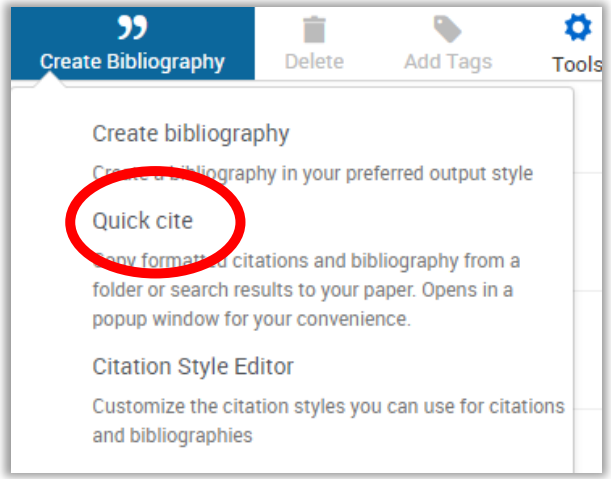
- If your citation style supports footnotes, use **Insert footnote** to add a footnote
- Use the **Insert citation** option to insert citations into footnotes



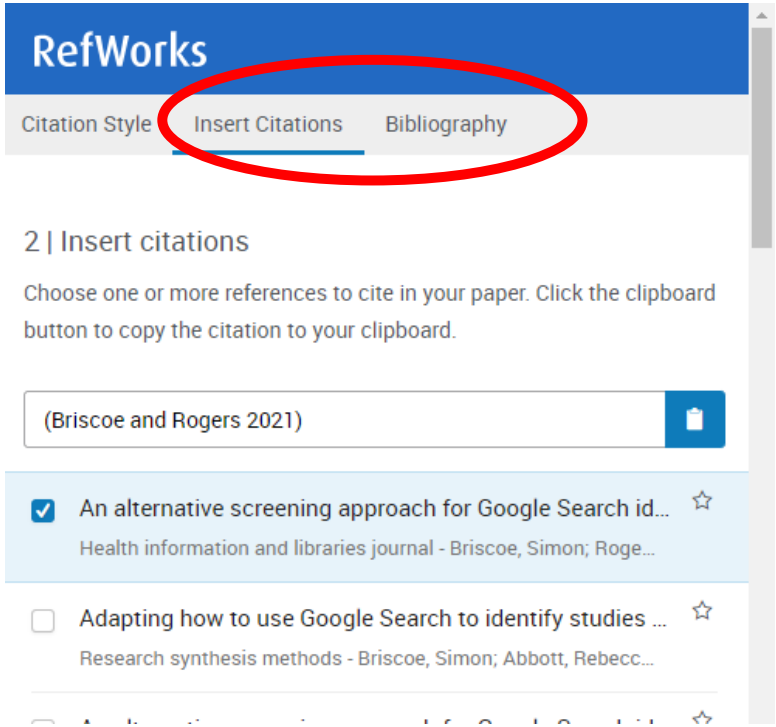
Adding RefWorks to Google Docs (5)

For a more in-depth look at how to use RefWorks with Google Docs, see the ProQuest RefWorks guide

Using Quick cite



- For other word processors (e.g. LibreOffice, Pages), Quick cite is available.
- Click **Create Bibliography** and then **Quick cite**
- Choose a citation style
- Choose which reference(s) you want to cite and use the **Insert Citations** and **Bibliography** tabs to copy the formatted in-text and bibliography citations.



Artificial Intelligence

- You must reference AI content
- No integration with RefWorks at present
- AI can be used within assessments only where prior authorisation has been given
- Consult University policy on AI use and check with your department and/or tutor

https://academic.admin.ox.ac.uk/ai-in-teaching-and-assessment

HELP WITH REFWORKS

Where to get help with RefWorks

Use **Help** from the RefWorks menu

Submit a case to RefWorks
via https://support.proquest.com/s/submit-a-case

Local help is available by emailing reference-management@bodleian.ox.ac.uk

FAQS are at https://libguides.bodleian.ox.ac.uk/reference-management/RefWorks

Questions?