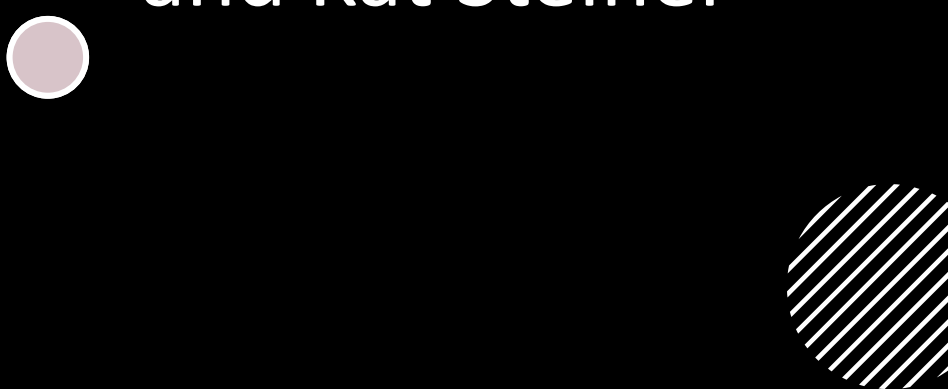


Referencing: RefWorks Helen Bond, Sophie Lay and Kat Steiner



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

1/122,217


Add To Marked List

Export ▾

Relevance ▾

< 1 of 2,000 >

☒ 1



Genetically stable yellow-seeded **Brassica** napus obtaining involves hybridizing black-seeded **Brassica** napus and yellow-seeded **Brassica** campestris or yellow seeded **Brassica** juncea

CN101869050-A; CN101869050-B


Inventors : LIANG H; LI J; (...); CHAI Y

Assignee : UNIV SOUTHWEST

Derwent Primary Accession Number : 2010-P72970

...

☐ 2



Brassica oleracea plant for producing hybrid **Brassica** oleracea plant with elevated glucosinolate content, comprises Myb28 allele from **Brassica** villosa and lacks ELONG allele from **Brassica** villosa that is genetically linked to Myb28 allele

Google Scholar

<https://scholar.google.com>

Google Scholar

Settings

Search results
Languages
Library links
Account
Button

Collections

☒ Search articles (☐ include patents).
☐ Search case law.

Results per page

10 Google's default (10 results) provides the fastest results.

Where results open

☐ Open each selected result in a new browser window

Bibliography manager

☐ Don't show any citation import links.
☒ Show links to import citations into RefWorks

Turnip mosaic virus, a virus for all seasons

[CF Nellist, K Ohshima, F Ponz...](#) - *Annals of Applied ...*, 2022 - Wiley Online Library

... **Turnip mosaic virus** (TuMV) is an economically important **virus** infecting a broad range of arable and vegetable crops and many wild plant species. It is also of particular scientific interest ...

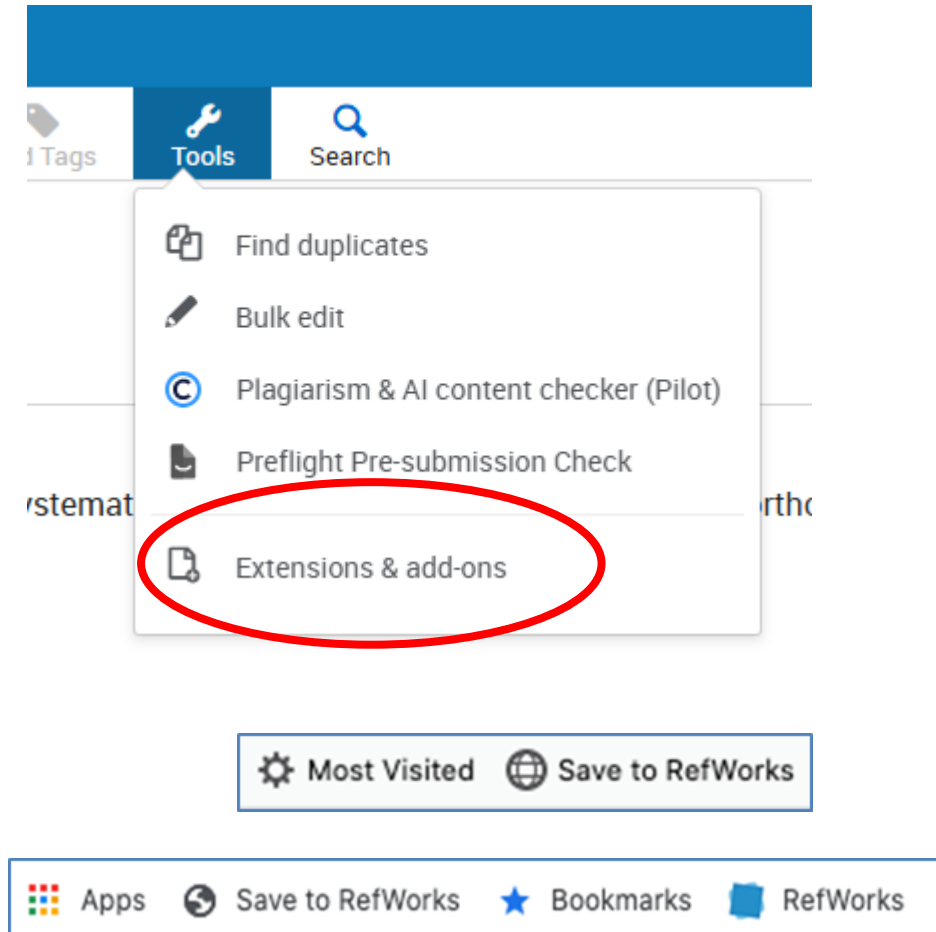
☆ Save Cite Cited by 47 Related articles All 9 versions Web of Science: 1 **Import into RefWorks**

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



ProQuest[®] RefWorks

Type of reference
Web Page

☐ Save the contents of this web page?

Title
How to grow winter brassicas | Alys Fowler

Tags
Add tag

Authors
Last name, First name

Website
the Guardian

Last updated, Year
2018-08-25T10:00:43.000Z

Abstract
If you have yet to try rapini, broccoli raab or cima di rapa, then I urge you to buy seed immediately

Save to RefWorks

Drag and drop PDFs

RefWorks Default project ⌵

- 📄 All References
- 🔍 Search Databases
- 🕒 Last Imported
- 📁 Duplicates ⌵
- 👤 Sharing ⌵
- 📂 My Folders ⬆️

+ Add 📎 Assign ↗ Share ” Create Bibliography 🗑 Delete 🏷 Add Tags 🔧 Tools 🔍 Search

- + Add folder ☰ Sort
- 📁 Not in Folder (0)
 - ▶ CPD (96)
 - ▶ CW AI evaluation... (102)
 - ELG Hip fracture ... (101)
 - FS GTPS and bio... (32)
 - M-C N Prehab in ... (31)
 - MSD teaching fol... (7)** ⋮
 - Uni teaching folder (8)
 - 🏷 Tags ⌵
 - 🗑 Trash

MSD teaching folder (viewing 1 – 7 of 7 references)

☐ Select all on this page

<input type="checkbox"/>	<p>Ref ID: 1184</p> <p>Clarke, Leigh; Dillon, Michael P; Shiell, Alan. (2021). A systematic review of health economic evaluation in orthotics and prosthetics: Part 2—</p> <p>📂 MSD teaching folder</p> <p>Added February 7, 2024</p>
<input type="checkbox"/>	<p>Ref ID: 1183</p> <p>Clausen, Tine D; Mathiesen, Elisabeth R... Damm, Peter. (2024). High Prevalence of Type 2 Diabetes and Pre-Diabetes in Adults with Hearing of W</p> <p>📂 MSD teaching folder</p> <p>Added February 7, 2024</p>
<input type="checkbox"/>	<p>Ref ID: 1142</p> <p>Rakkapao, Nitchamon; Hay, Karen. (2020, December 31). Impact of diabetes self-management, diabetes management self-efficacy and diab</p> <p>📂 MSD teaching folder</p> <p>Added November 7, 2023</p>
<input type="checkbox"/>	<p>Ref ID: 1007</p> <p>Bancroft, R.J.; McDonough, T.... Lynas, K.. (2011). Orthotics</p> <p>📂 MSD teaching folder</p>

Drop files here

or use the + icon





+ Copy





[illegible]

Exporting as a .ris file (1)

We have an explanatory video on [exporting citations as .ris files](#)

61,593 documents found

 All  **Export**  Download Citation overview  More Show all abstracts

	Document title	Authors
	Article • Open access	
 1	Increased medial talar tilt may incite ankle pain and predispose ankle osteoarthritis after correction of severity of knee varus deformity among patients undergoing bilateral total knee arthroplasty: a prospective observation	Choudhury, A.K., Bansal, S., Pranav, J., ...Gupta, K., Kalia, R.B.
	Show abstract   Related documents	
	Article • Open access	
 2	An analysis of the prevalence and risk factors of deep vein thrombosis in non-fracture patients awaiting total hip arthroplasty: a retrospective study of 1244 cases	Yao, Y., Chai, S., Qiao, L., Jiang, Q., Xu, R.

Exporting as a .ris file (2)

Save the file to your computer

Export 2 documents to Refworks as a RIS file ? ×

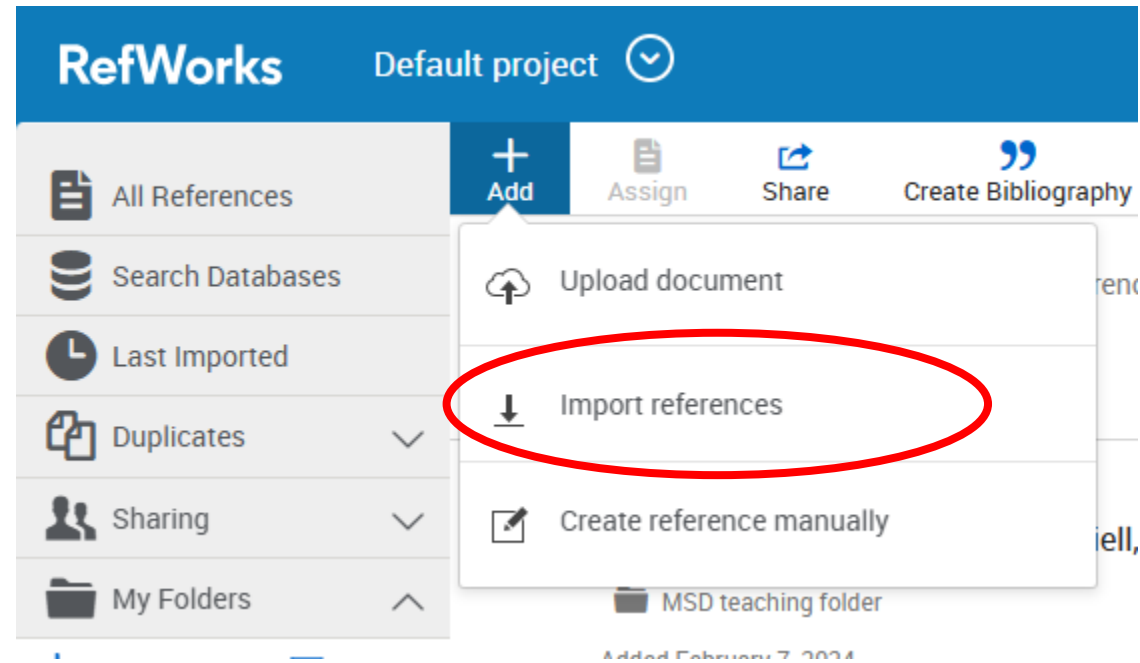
The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote, RefWorks).
In RefWorks select the 'Add reference' icon from the top of the page, select 'Import references', then drag the downloaded .ris file onto the page to begin importing.

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input type="checkbox"/> Indexed keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> EID	<input type="checkbox"/> Publisher		<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Volume, issues, pages	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Abbreviated source title			
<input checked="" type="checkbox"/> Publication stage				
<input checked="" type="checkbox"/> DOI				
<input checked="" type="checkbox"/> Open access				

[Select all information](#)☐ Save as preferenceExport

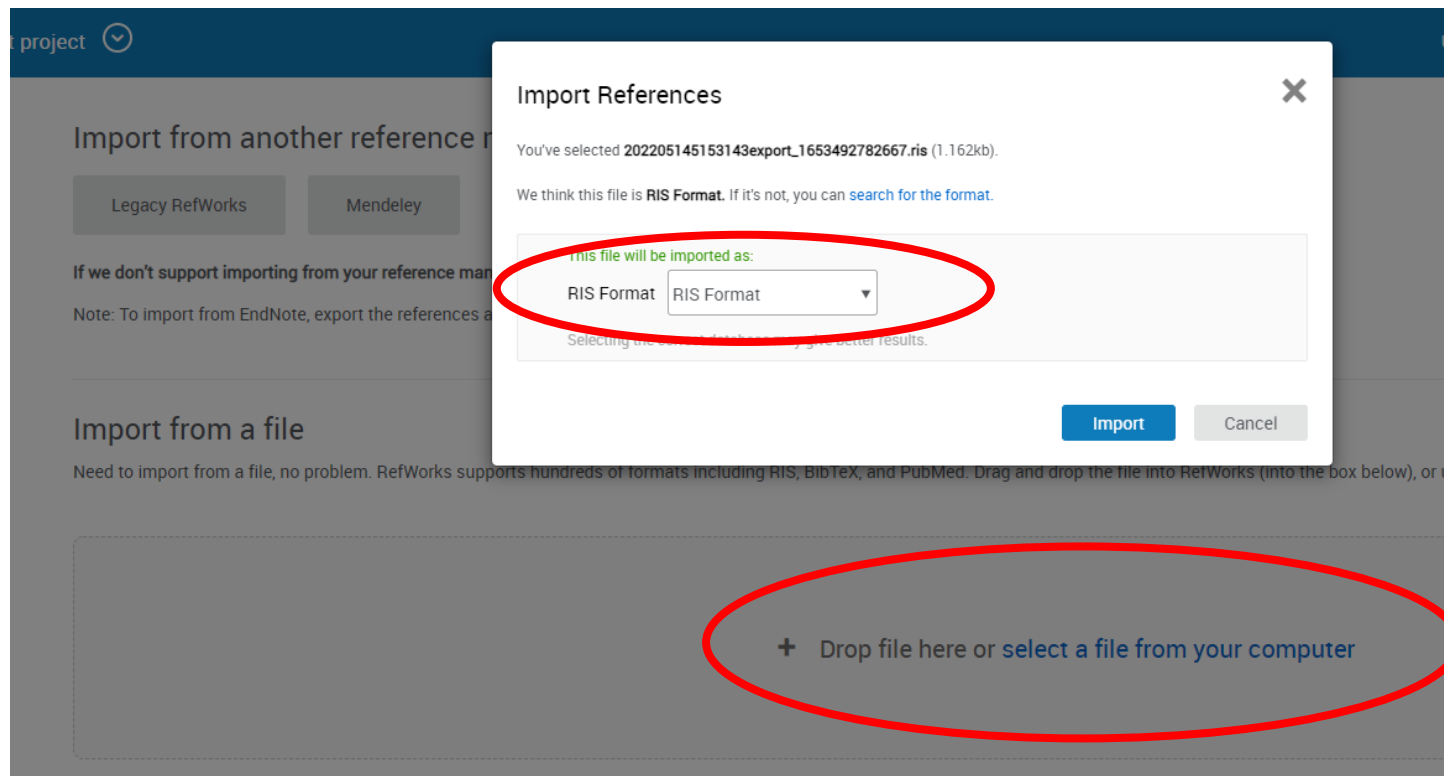
Exporting as a .ris file (3)



Exporting as a .ris file (4)

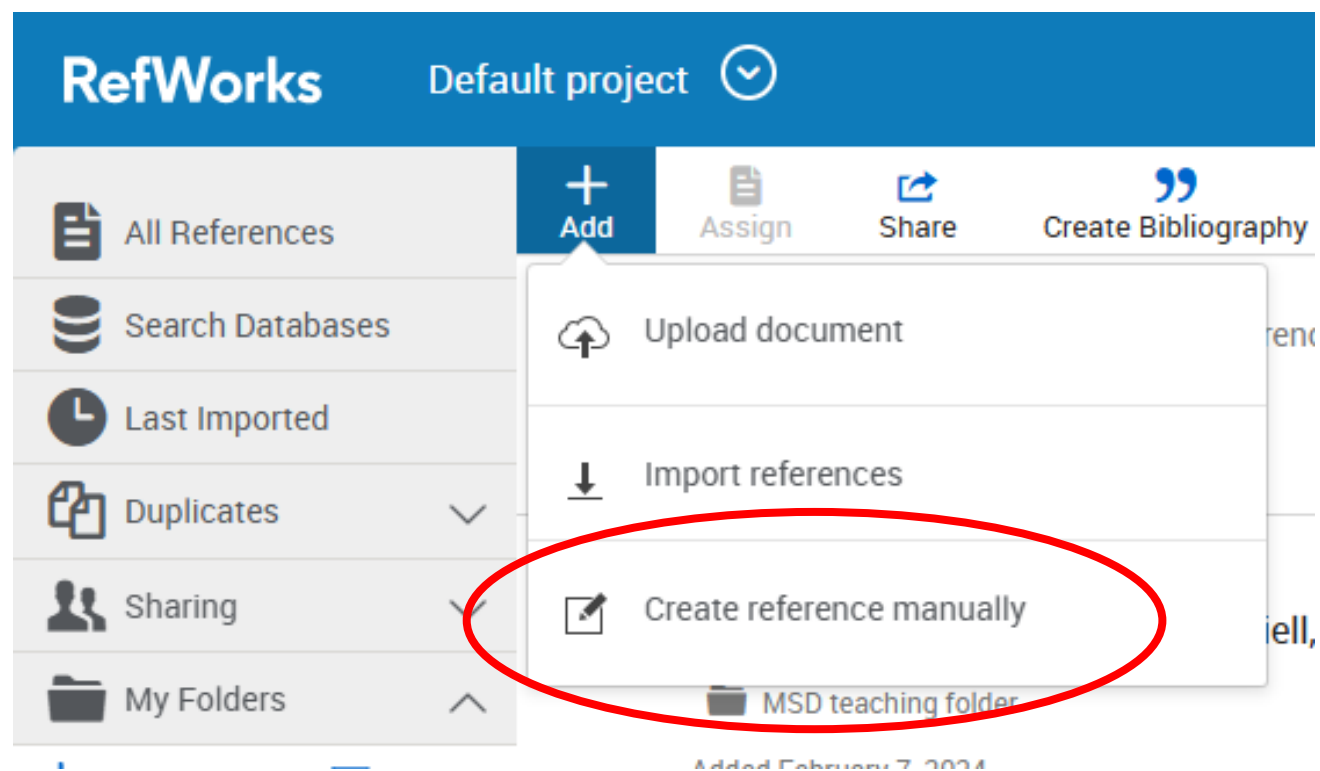
Drag and drop the file into RefWorks.

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

	Undo	Save	Cancel
--	------	------	--------

[Find full-text using link resolver](#)

Ref Type	Book
Book Title	Watchmaker of filigree street
Authors	Last name, First name
Abstract	
Topic	Add topic

Find and complete a reference using the title.




Did you mean one of these?

[The Watchmaker of Filigree Street](#)
2016 Book — Pulley

[The Bedlam Stacks](#)
2017 Book — Pulley

Manually adding references (3)

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

Tags	Add tag
Attachments	Add an attachment...
Publish Date	"Mar 12, 2015" or "2015" Volume
Issue	
DOI	10.3163/1536-5050.104.3.014 
URL	http://search.proquest.com
Journal	

Is Electronic ☒ This is an electronic source.

DOI Lookup

Summary of additional information

Apply Changes

- Abstract : When conducting exhaustive searches for systematic reviews, information professionals search multiple databases with overlapping content. They typically remove duplicate records to reduce the reviewers' workload associated with screening



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

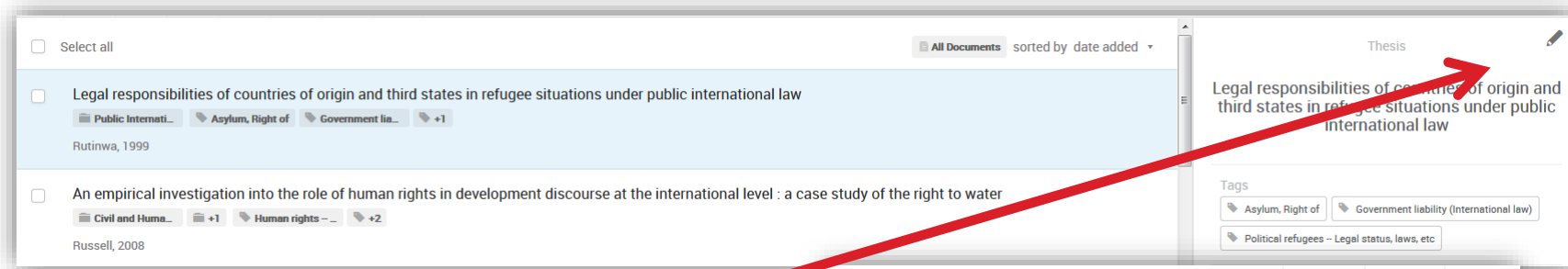


Records exported from SOLO, in particular, may need editing



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.

Undo Save Cancel

+ Drop file here or [select a file from your computer](#)

Thesis

Title Legal responsibilities of countries of origin and third states in refugee situations under public international law

Tags Political refugees - Legal status x laws x etc x Asylum x Right of x Government liability (International law) x Add tag

Authors Rutinwa, Bonaventure Last name, First name

Editors University of Oxford. Faculty of Law Last name, First name

Publish Date 1999 Pages 11-21

Abstract

University Thesis (D.Phil.)--University of Oxford, 1999

Department

Degree Type

Notes Thesis (D.Phil.)--University of Oxford, 1999. ; Bibliography: leaves 343-360. ; ID: UkOxUUkOxUb13771453

Add more fields...

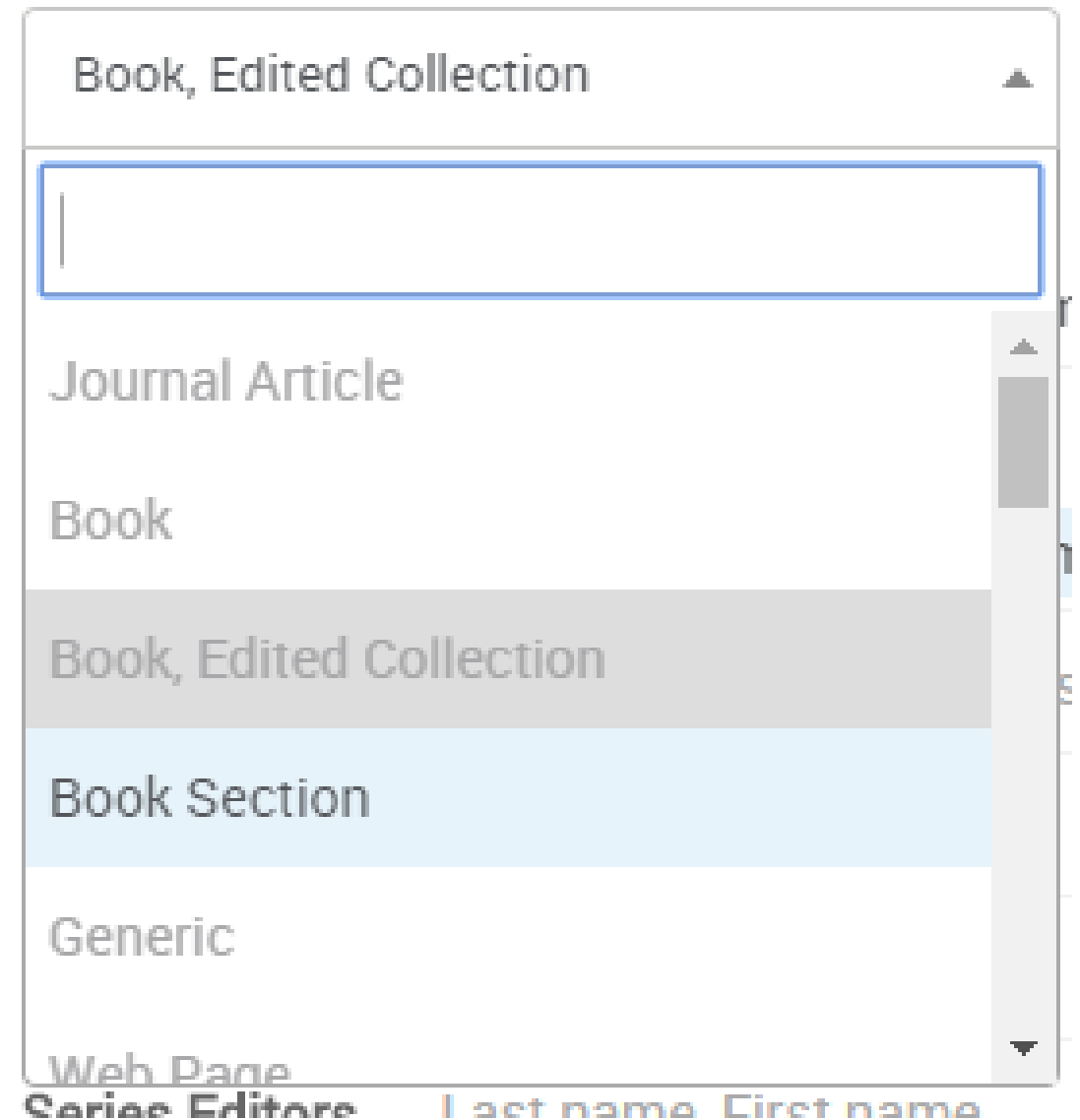
Editing records: authors

- **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.

Title	2012 IEEE Conference on Computer Vision and Pattern Recognition			
Authors	Parkhi, O. M.	Vedaldi, A.	Zisserman, A.	Jawahar, C. V.
	Last name, First name			
Abstract	We investigate the fine grained object categorization problem of			

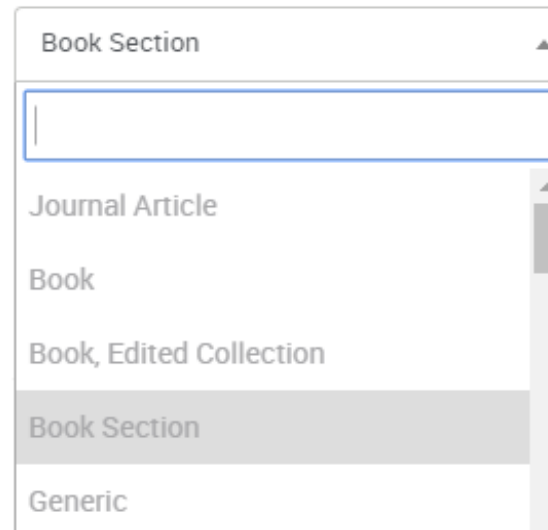
Editing records: edited works

- 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.

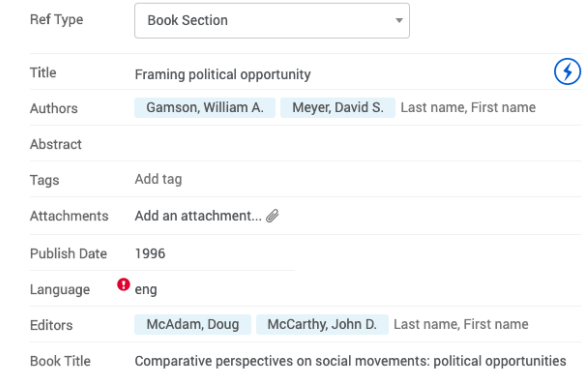


Editing records: chapters in edited collections

- 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



A vertical menu for selecting a reference type. The options are: Book Section (highlighted with a grey background), Journal Article, Book, Book, Edited Collection, Book Section (highlighted with a grey background), and Generic. A search bar is at the top.



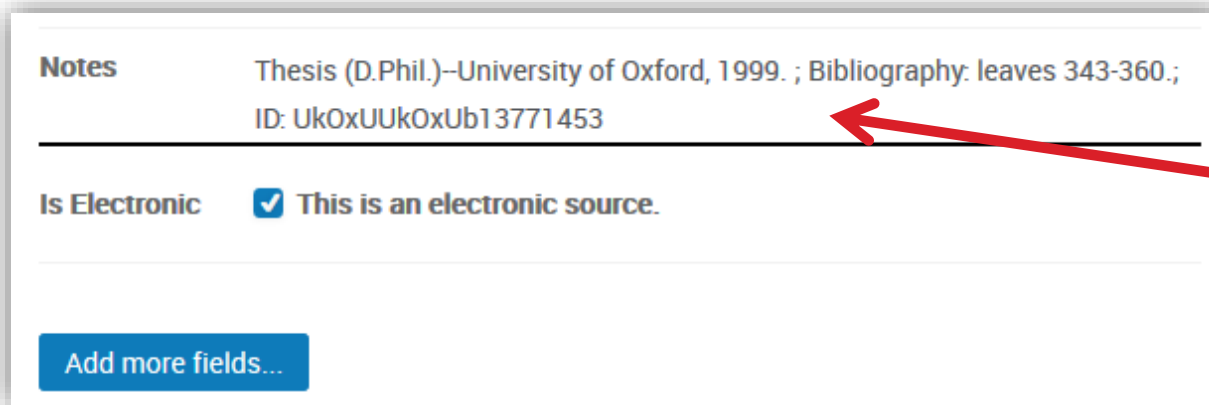
A form for editing a record. The 'Ref Type' dropdown is set to 'Book Section'. The 'Title' field contains 'Framing political opportunity'. The 'Authors' field contains 'Gamson, William A.' and 'Meyer, David S.' with a 'Last name, First name' label. The 'Abstract' field is empty. The 'Tags' field contains 'Add tag'. The 'Attachments' field contains 'Add an attachment...'. The 'Publish Date' field contains '1996'. The 'Language' field contains 'eng'. The 'Editors' field contains 'McAdam, Doug' and 'McCarthy, John D.' with a 'Last name, First name' label. The 'Book Title' field contains 'Comparative perspectives on social movements: political opportunities'.

Editing references, attaching documents & adding notes (2)

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

Attachments

Add file(s)



The screenshot shows a form for editing a reference. It has a 'Notes' section with a text area containing the text 'Thesis (D.Phil.)--University of Oxford, 1999. ; Bibliography: leaves 343-360.; ID: UkOxUUkOxUb13771453'. Below this is an 'Is Electronic' section with a checked checkbox and the text 'This is an electronic source.'. At the bottom is a blue button labeled 'Add more fields...'. A red arrow points from the text 'notes field' in the adjacent instruction to the text area in the 'Notes' section.

Notes Thesis (D.Phil.)--University of Oxford, 1999. ; Bibliography: leaves 343-360.; ID: UkOxUUkOxUb13771453

Is Electronic ☒ This is an electronic source.

Add more fields...

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

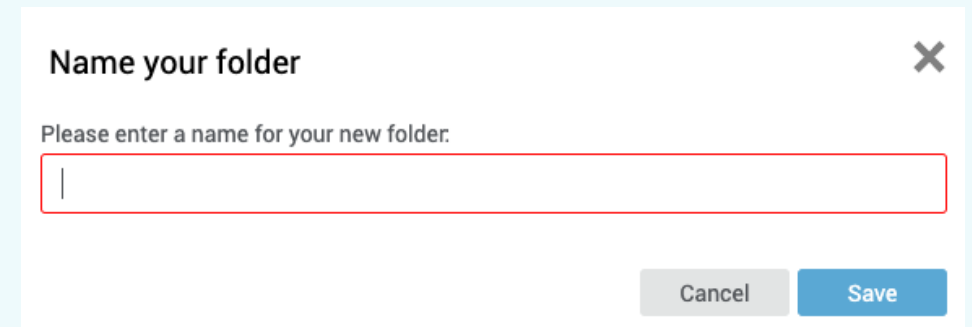
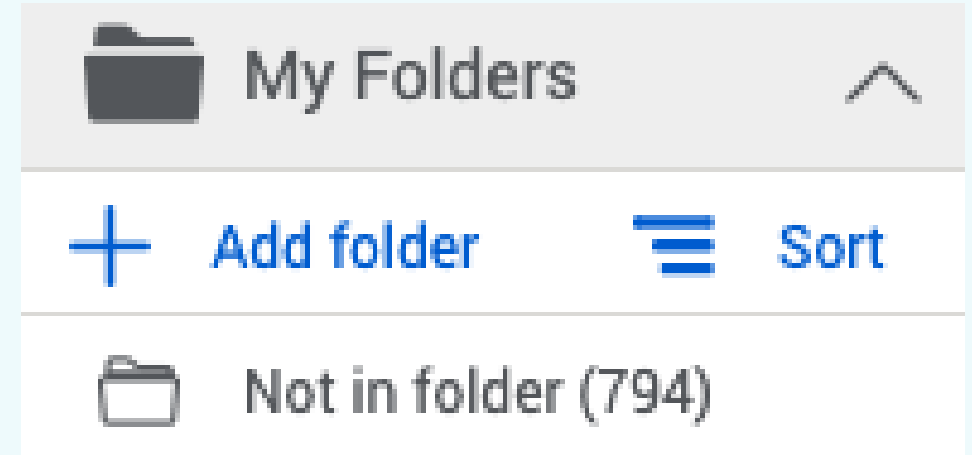


- Let us know what you think!

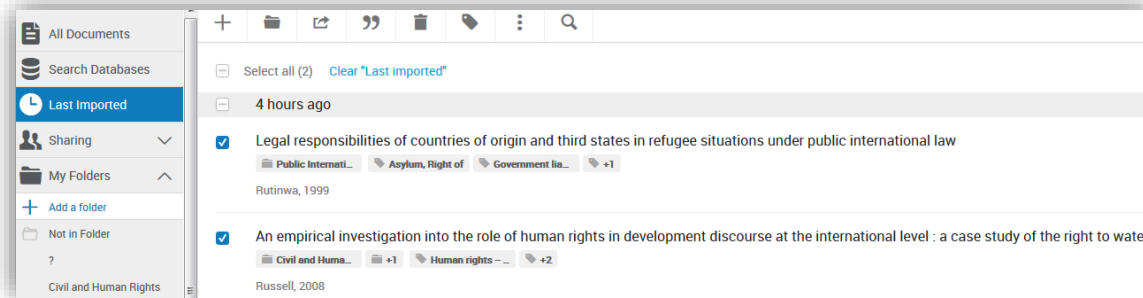
ORGANISING AND DE-DUPLICATING YOUR REFERENCES

Creating folders (1)

- Select **Add folder** under My Folders
- Enter a name in the **Name your Folder** box and click **Save**

A screenshot of a dialog box titled 'Name your folder' with a close button (X) in the top right corner. Inside the dialog, there is a prompt that says 'Please enter a name for your new folder.' followed by a text input field with a red border. At the bottom right of the dialog, there are two buttons: a grey 'Cancel' button and a blue 'Save' button.

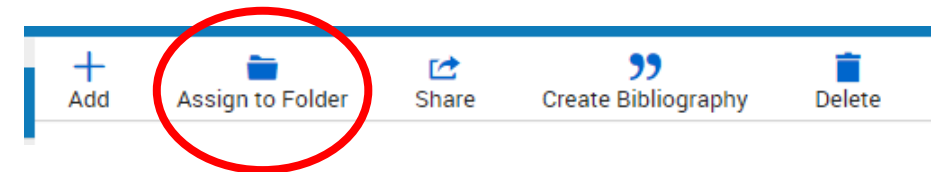
Creating folders (2)



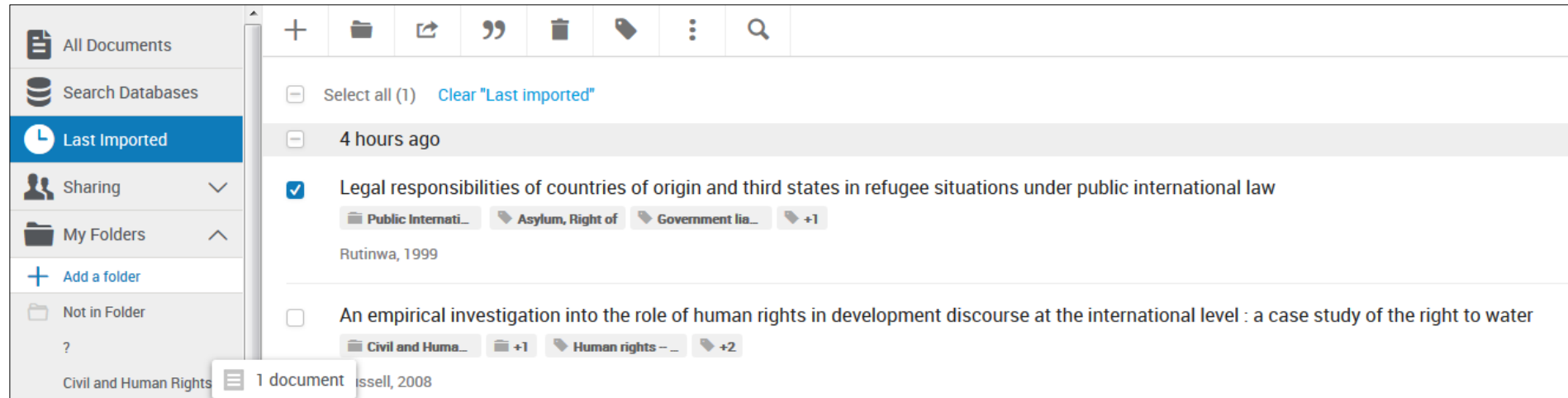
3. Select some references using the tickboxes

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.

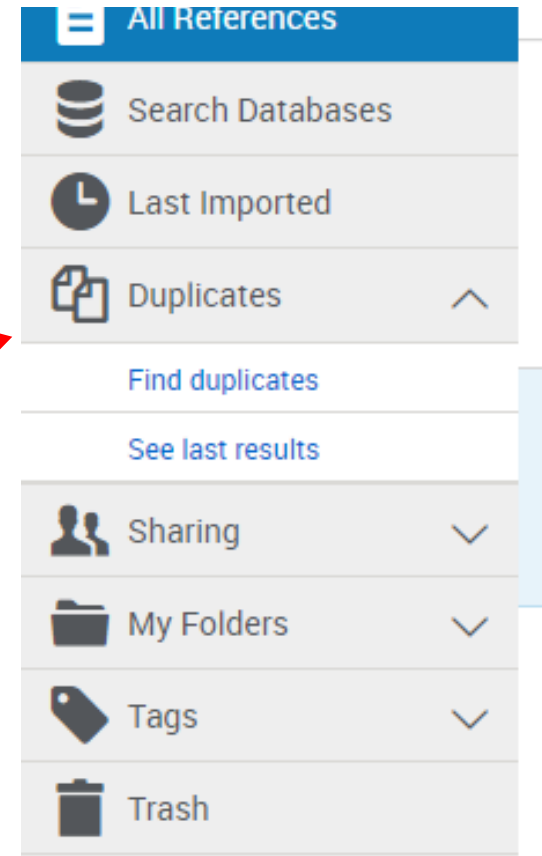
Try it yourself!

- 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.

Find duplicate references



- ☒ Only the current folder
☐ Entire "Default project" project

Primary reference determined by

Completeness (the reference that has the most information available)

Matching Settings

References that are similar

In this method, RefWorks weighs data for similarity for selected fields. If enough items are similar, RefWorks will suggest a match.

Note: If you select Year, ISBN, ISSN, DOI, Page Number, or Reference Type, close matches will appear for those references where an absolute match is found in the selected fields.

Select the fields you would like to use (only the selected fields will be considered when we compare references to find any duplicates):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Author | <input checked="" type="checkbox"/> Year |
| <input type="checkbox"/> ISBN ⓘ | <input type="checkbox"/> ISSN ⓘ | <input type="checkbox"/> DOI ⓘ |
| <input type="checkbox"/> Page Number | <input type="checkbox"/> Volume | <input type="checkbox"/> Issue |
| <input type="checkbox"/> Journal Title | <input type="checkbox"/> Publisher | <input type="checkbox"/> Reference Type |

Find Duplicates

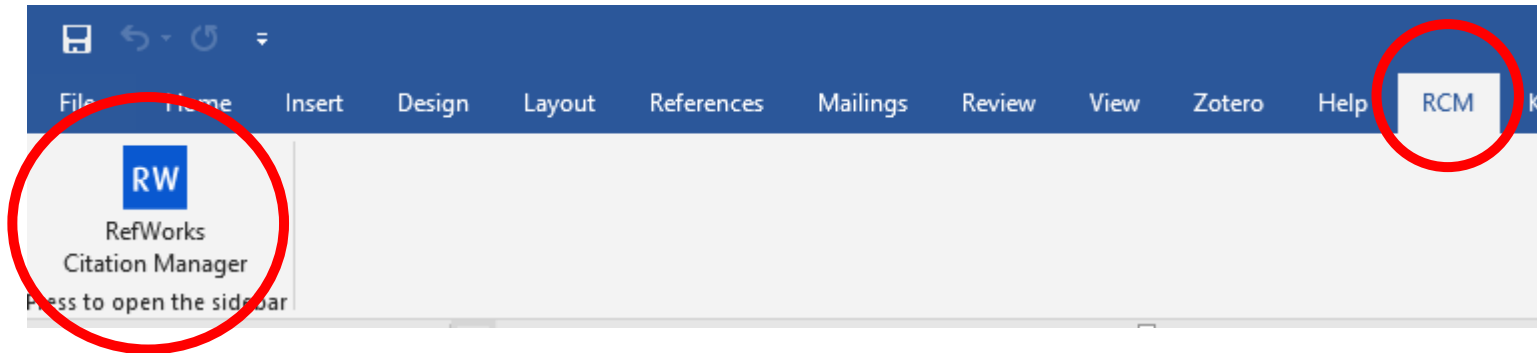
INSERTING CITATIONS, FOOTNOTES AND CREATING BIBLIOGRAPHIES

Using RefWorks with Word

Word for Mac and Windows

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

Logging in to RefWorks Citation Manager (RCM)



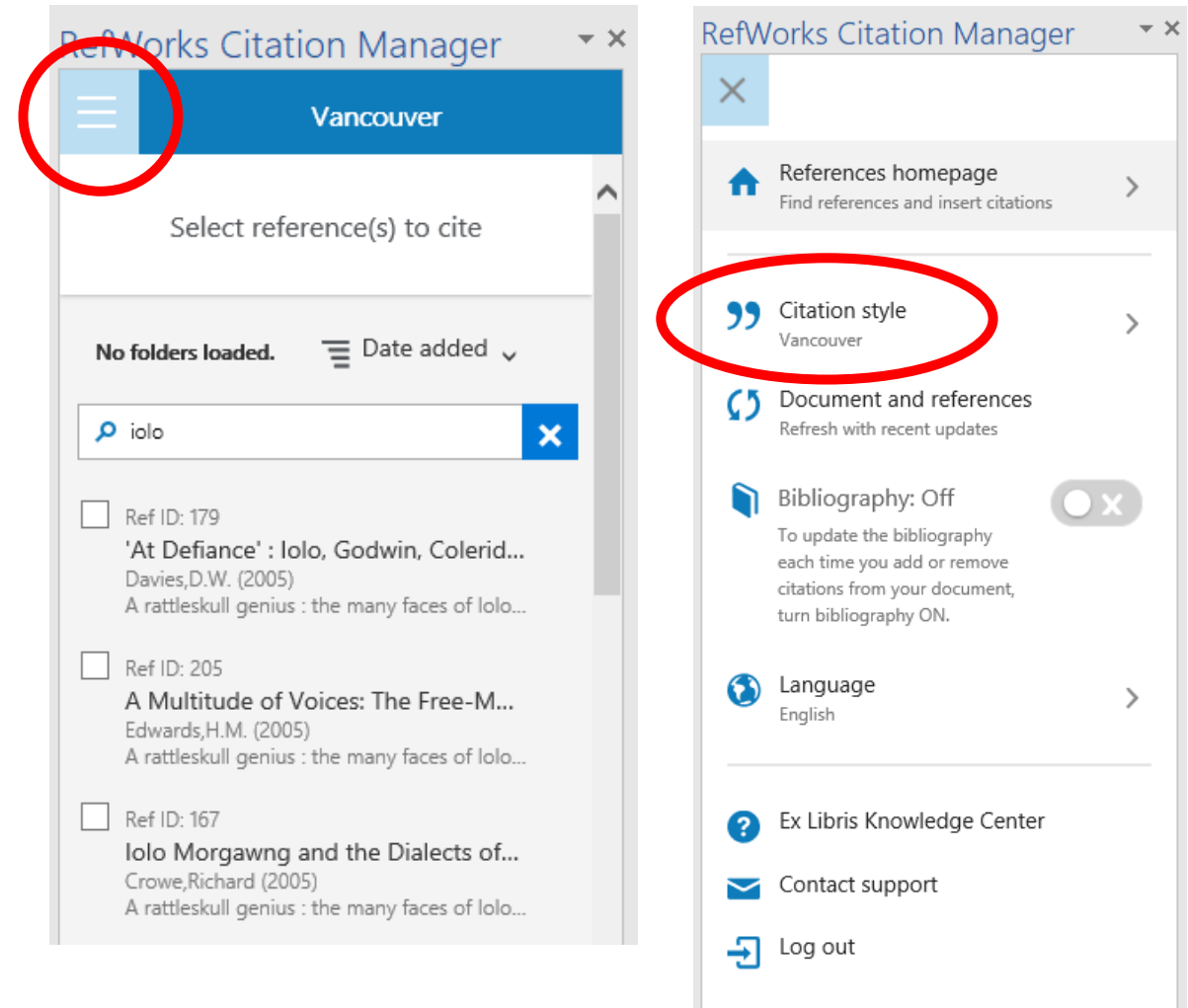
Click **RCM** and then **RefWorks Citation Manager**.

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

A screenshot of the RefWorks Citation Manager login interface. The title bar reads 'RefWorks Citation Manager'. The main heading is 'RefWorks' in large blue font, followed by 'RefWorks Citation Manager' and a 'Learn more' link. Below this is a section for logging in with RefWorks credentials, featuring input fields for 'Username or email address' and 'Password', a 'Forgot your password?' link, and a blue 'Log in' button. There is also a section for institutional login with a globe icon and a dropdown arrow, labeled 'Use login from my institution'. At the bottom, there are links for 'Don't have a RefWorks account?' (with a 'Create an account' link) and 'Need help creating an account?' (with a 'Visit the knowledge center' link).

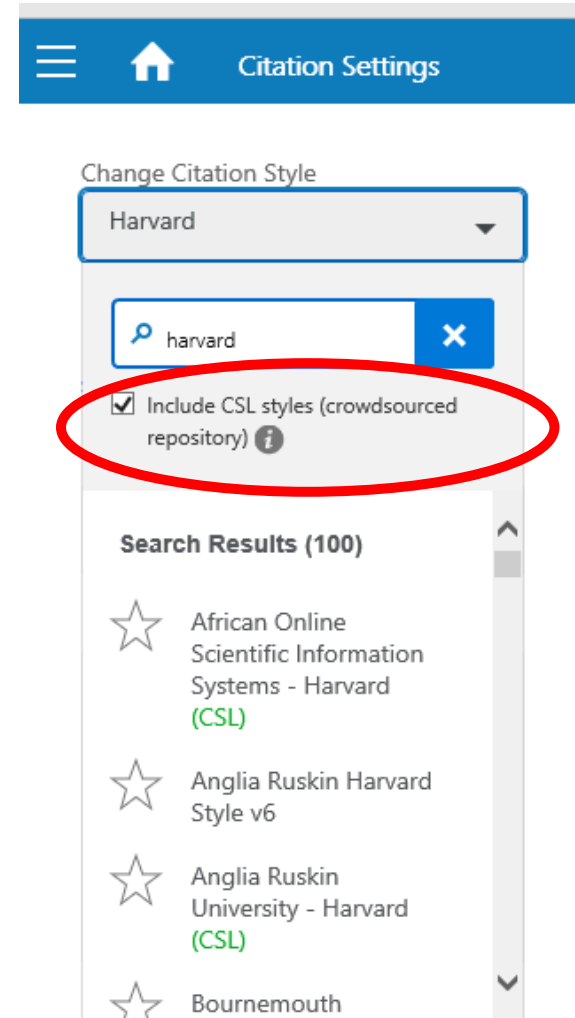
Choosing a citation style (1)

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



Choosing a citation style (2)

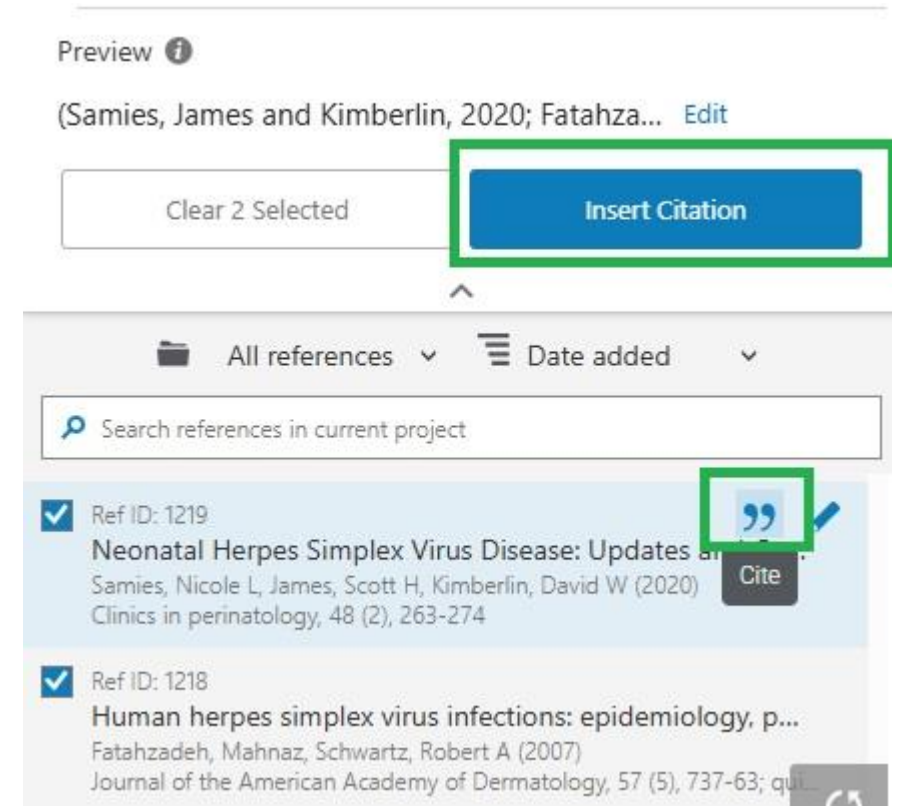
- Search for a style and choose from the options.
- We recommend unticking "Include CSL styles" - these are crowdsourced and often unreliable.



Adding citations

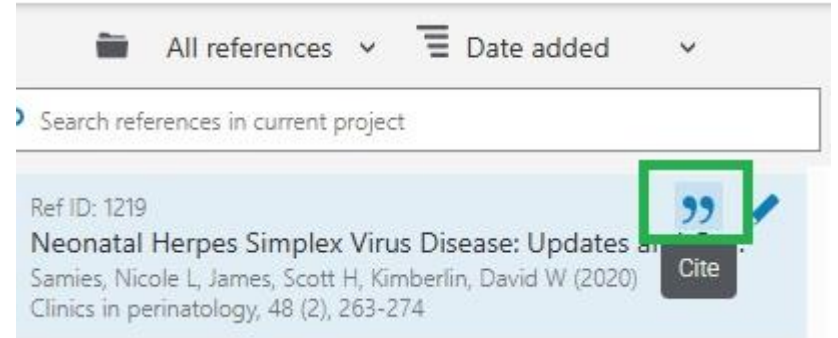
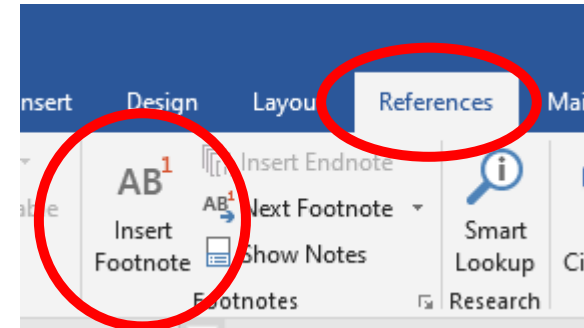
Choose which reference to cite and click the double quotation mark icon to insert it.

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)

Here is the start of an excellent essay Citation (Stockdale, Benton 2021)

- 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**.

☒ In-text ☐ Footnote

Preview ⓘ

(Thompson *et al.*, 2003, p. 25)

Ref ID 1221
Information literacy meeting of experts : Prague, the Czech...
Thompson,Spenser, Cody,Jill, United States. National Commis...
(missing data)

☒ Page ☐ Display as Author (Year) ☒ Include author ☒ Include date

25 ⓘ

Add prefix/suffix

prefix [reference] suffix

[Add reference\(s\) to this citation](#)

Delete Citation Update Citation

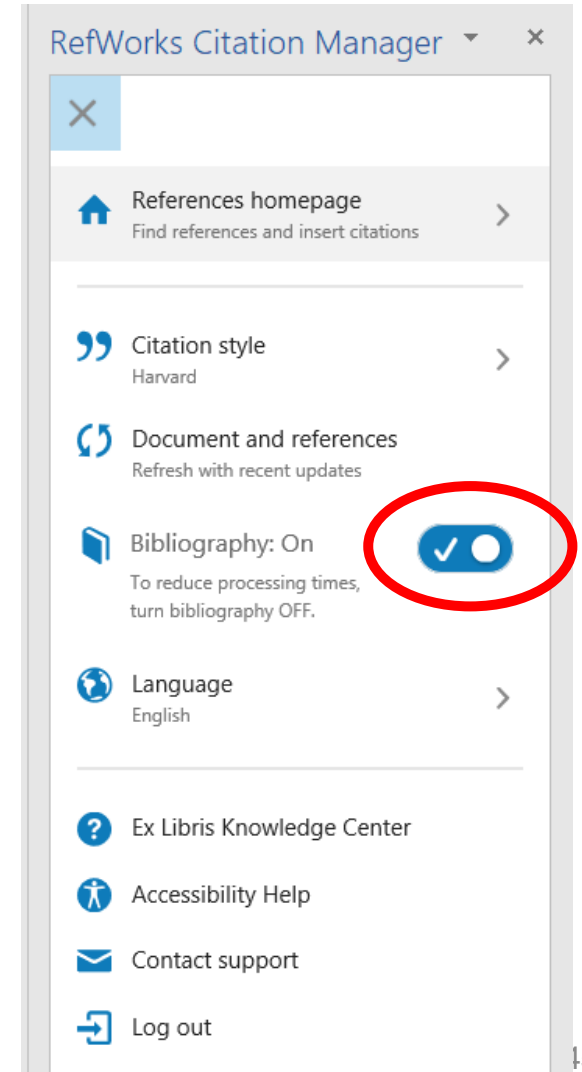
Displaying the bibliography

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.

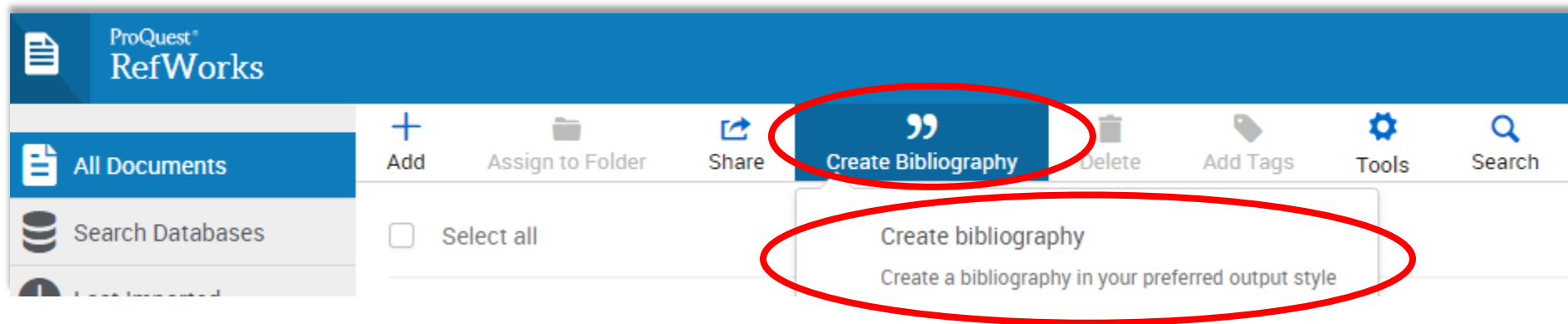
Fathallah, J. 2022, *Fanfiction and the author: how fanfic changes popular cultural texts*, Amsterdam University Press, Amsterdam.



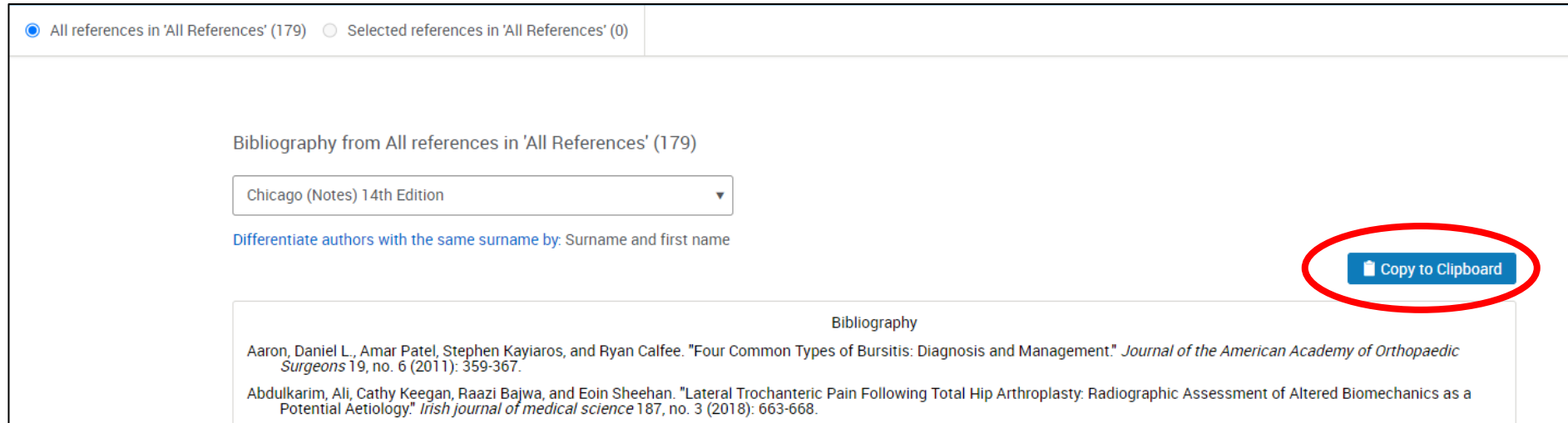
CREATING BIBLIOGRAPHIES WITHIN REFWORKS

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

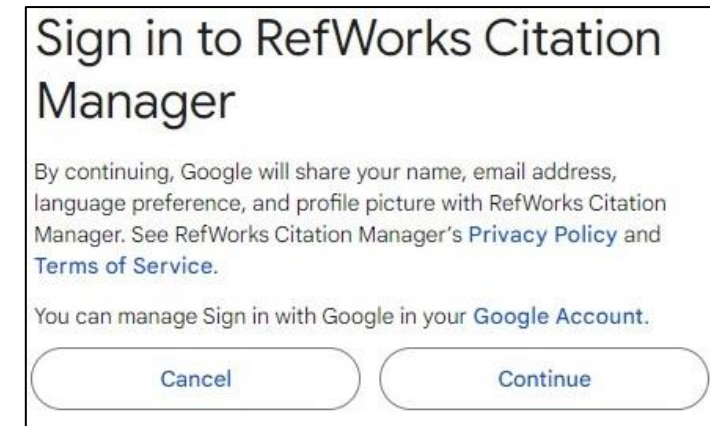
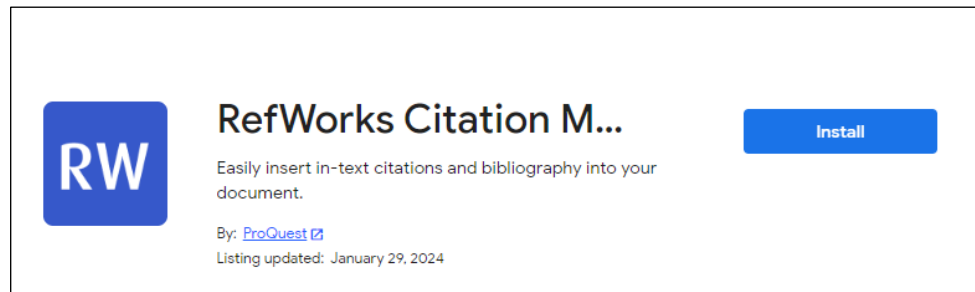
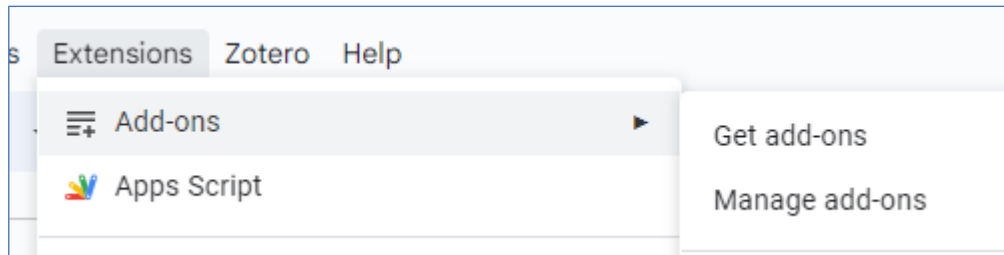
Adding RefWorks to Google Docs (1)

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

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

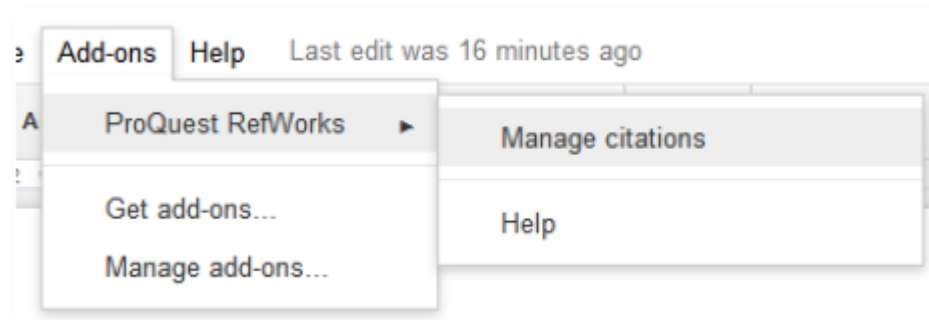
Click **Get the Add-on**. Click **Install**.

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



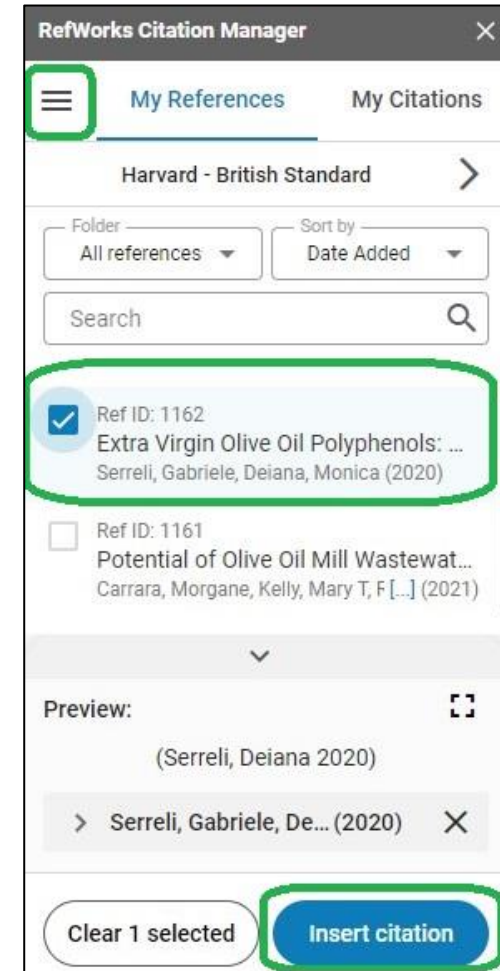
Adding RefWorks to Google Docs (2)

- 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.



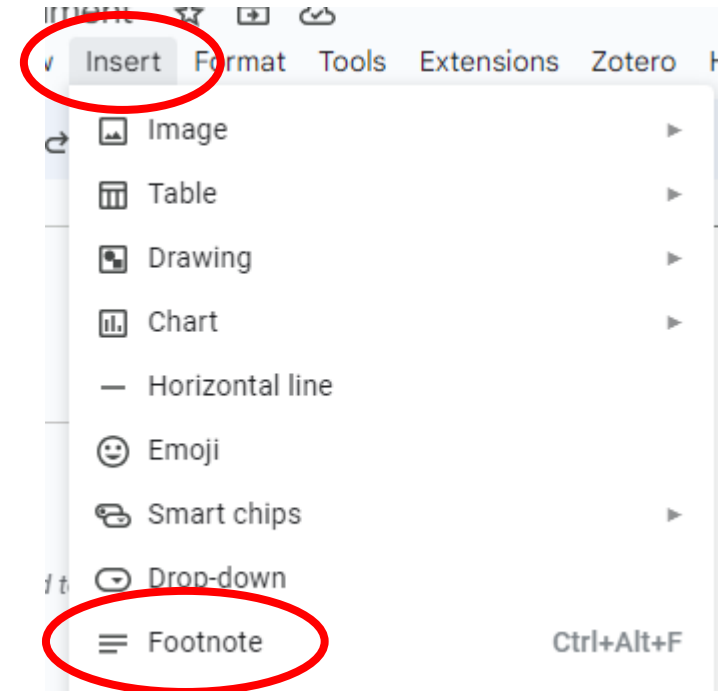
Adding RefWorks to Google Docs (3)

- 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

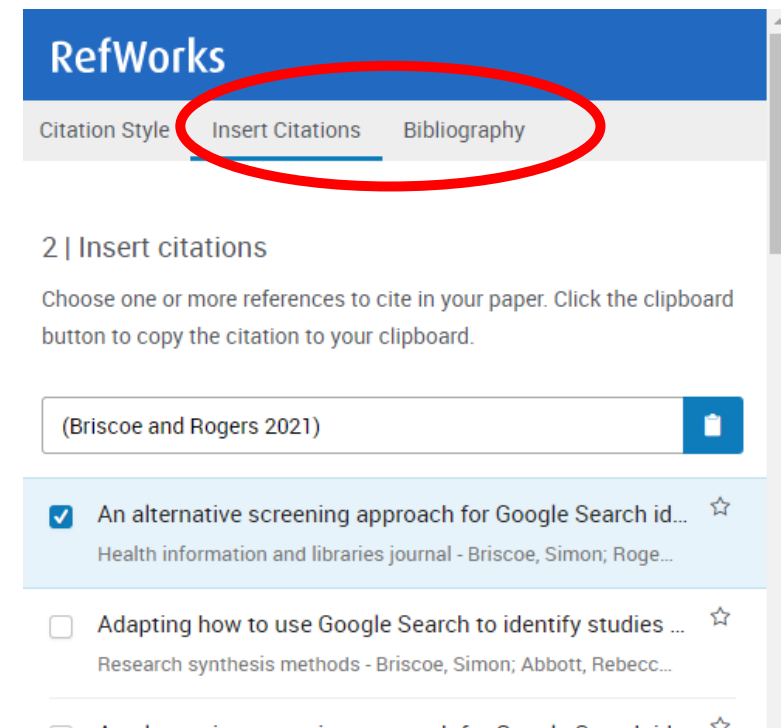
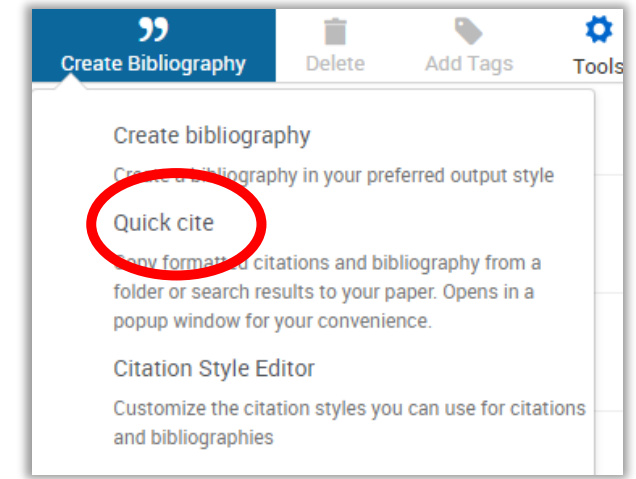


Adding RefWorks to Google Docs (5)

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 REWORKS

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?

