

Adding a reference to RefWorks manually

1. Click on the + sign on the top left of the toolbar
2. You will receive a drop-down menu. Click on Create new reference
3. A box will open on the right of the screen with fields for you to fill in. Some of them contain suggestions/hints for filling in (in grey), which can be overtyped

The screenshot shows the 'Create new reference' form in RefWorks. At the top, there is a blue header with the user's name 'Nia Roberts' and a help icon. Below the header is a 'Ref Type' dropdown menu that is currently open, displaying a list of reference types: Abstract, Artwork, Audio, Bill/Resolution, Book, Book Section, and Journal Article. To the right of the dropdown are 'Save' and 'Cancel' buttons. The main form area contains several input fields: 'Title' (with a lightning bolt icon), 'Authors' (with the placeholder 'Last name, First name'), 'Abstract', 'Tags' (with 'Add tag'), 'Attachments' (with 'Add an attachment...' and a pencil icon), 'Publish Date' (with the placeholder '"Mar 12, 2015" or "2015"') and 'Volume', 'Issue', 'URL' (with the placeholder 'http://search.proquest.com'), 'Journal', 'Pages' (with the placeholder '11-21'), 'Notes', and 'Is Electronic' (with a checked checkbox and the text 'This is an electronic source.'). At the bottom of the form is a blue button labeled 'Add more fields...'.

4. The Is Electronic box is automatically selected. Untick the box if you have a print resource. This will influence what is displayed in

your bibliography when writing up e.g. URL will not be displayed if the Is Electronic box isn't ticked.

5. The default Ref Type is Journal Article – click on the drop down menu to change to the type of reference you have e.g. Book, Web Page, Report. Selecting the correct Ref Type at this stage will influence which fields need to be completed and which information will be displayed in your bibliography when writing up.

Note! There are several different types of 'Book' – make sure you select the appropriate one:

- 'Book' = authored work
- 'Book, Edited Collection' = edited work
- 'Book section'=chapter

6. Start filling in the title. Once you have started typing you can use the lightening symbol to pull up suggested titles at the bottom of the screen through which you can scroll. If you find a match, clicking on it will populate the form automatically. Check all the fields in your reference to make sure the information is correct. If you don't want these suggestions, click on the X on the right of the blue suggestions bar at the bottom.

7. Fill in the author(s) in the format Last name, First name. Inserting a semicolon (;) after each author name (even if there is only one) will complete the process and separate the names out into author tags:

8. Fill in the other fields with as much information as you have – even though not all citation styles use all of the available fields, you may find one day that you need to change to a style which does use

them, so fill in as fully as possible. The automatically suggested fields are the minimum ones useful for a citation.

9. If you need to add additional fields or create a custom field (to record additional information) click Add More Fields.
10. Click Save at the top of the screen to save your reference.