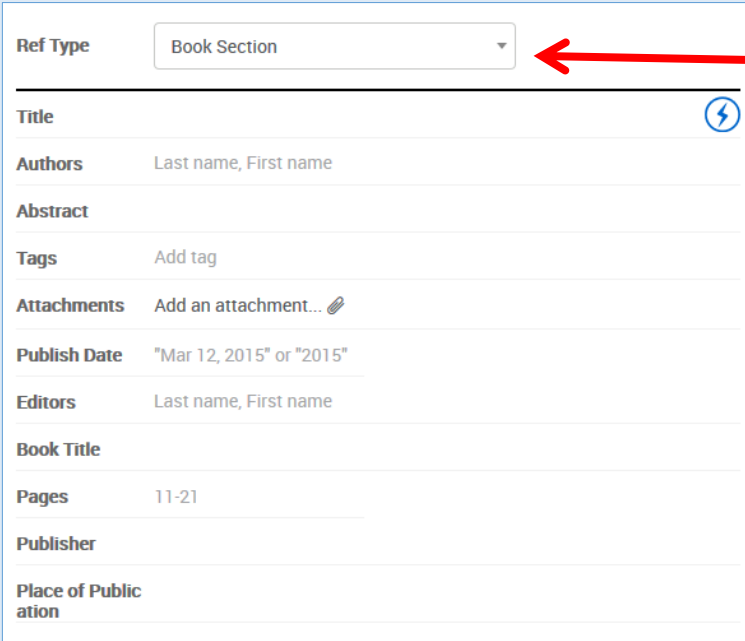# Dealing with books: adding chapters and essays from edited books

Click on the + sign on the top left of the toolbar

You will receive a drop-down menu. Click on **Create new reference**.

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.

You will first need to select the reference type. For an essay/article/chapter in a book of collected essays, choose the reference type 'Book Section'.

As is normal with RefWorks, this is auto-populated with suggested sub-fields which would normally be used for this reference type. To add your reference, fill in the form and click 'Save'. The first field 'Title' is where

you should add the title of the chapter or essay you wish to cite. You should fill in the book title further down the form under 'Book Title'.

Once you have filled in the section title, RefWorks may suggest some book titles which match your search. These suggestions will appear at the bottom of the screen.

Book Section

Section Title	The Welsh in Revolutionary Paris
Tags	Add tag
Authors	Last name, First name
Editors	Last name, First name
Book Title	
Publish Date	"Mar 12, 2015" or "2015"
Pages	11-21
Abstract	
Publisher	
Place of Publication	
Notes	

Add more fields

⚡ Did you mean one of these?   ✕

Footsteps of Liberty & Revolt
2013 Book — Constantine, Johnston — vol 13

THE POLICE, THE REPRESSIVE AUTHORITIES AND THE BEGINNING OF THE
REVOLUTIONARY CRISIS IN PARIS

RefWorks may suggest titles
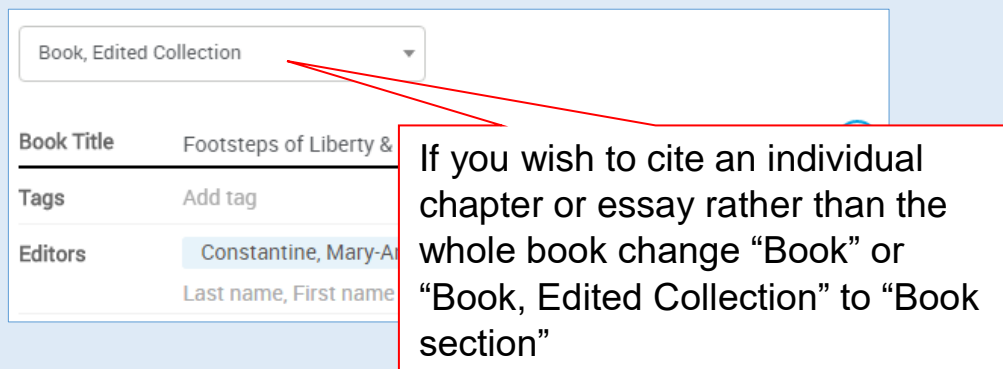
If the book you wish to cite is included in the list of suggestions, you can click on it and this will auto complete the rest of the form. However, if you do this, Refworks will change the reference type from "Book Section" to "Book" and will remove the [section] "Title" that you entered. You will then not be able to cite the chapter correctly! Use the notes below to correct the reference.

Adding chapters and essays from edited collections when you have imported the book from SOLO or another catalogue or chosen a book from RefWorks auto-suggestions

When you choose a book from RefWorks' auto suggestions or when you import an edited collection of essays from SOLO or another catalogue, the record will relate to the whole book (not to the individual chapters or essays in the book).

If you want to cite the individual essays or chapters you will need to change the reference so that it refers to the chapter or essay. To do this:

1. Change the reference type from "book" or "book, edited collection" to "book section"

If you wish to cite an individual chapter or essay rather than the whole book change "Book" or "Book, Edited Collection" to "Book section"

2. The "Title" part of the form is likely to have been populated with the book title instead of the chapter/essay title. Cut and paste the book title from "Title" field into the "Book Title" field. Then manually type the chapter or essay title into the "Title" field.

3. Likewise the "Authors" section of the form will probably include the name of the book editor. Again cut and paste this into the "Editors" field in the form and then manually type in the Author(s) of the chapter.

Ref Type	Book Section ▾
Title	Footsteps of Liberty & Revolt
Authors	Constantine, Mary-Ann Johnston, Dafydd
	Last name, First name
Abstract	
Tags	Add tag
Attachments	Add an attachment... 📎
Publish Date	Apr 1, 2013
Volume	1
Editors	Constantine, Mary-Ann Johnston, Dafydd
	Last name, First name
Book Title	
Edition	1
Series Title	Wales and the French Revolution
Pages	11-21
Publisher	
Place of Publication	
ISBN	9780708352919

The Author(s) field will probably give the editor(s) of the book. Cut and paste this to the Editors field and then manually enter the author(s) name(s)

The title field for the section will probably have been populated with the book title. Cut and paste this to the Book Title field and then manually enter the chapter or essay title under Title field

4. The final result should like this:

Book section

Chapter or essay title

Chapter or essay author

Book editors

Book title

Ref Type	Book Section
Title	The 'Marseillaise' in Wales
Authors	Loffler, Marion
Abstract	
Tags	Add tag
Attachments	Add an attachment...
Publish Date	Apr 1, 2013	Volume	13
Editors	Constantine, Mary-Ann Johnston, Dafydd
	Last name, First name
Book Title	Footsteps of Liberty & Revolt
Edition	1
Series Title	Wales and the French Revolution
Pages	93-114
Publisher	
Place of Publication	
ISBN	9780708325919

You should make certain you also have an entry for the book itself, as well as any sections you cite, as both are likely to be needed for your bibliography.