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.
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:


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.
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.

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).
4. The final result should like this:

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.