

## Editing a reference and adding personal notes

There are several reasons to edit your references in RefWorks.

- Sometimes items exported from databases do not have the correct 'reference type'. For example, a book may appear in RefWorks as a journal article. If the reference type is incorrect, the item will be cited incorrectly in your bibliographies.

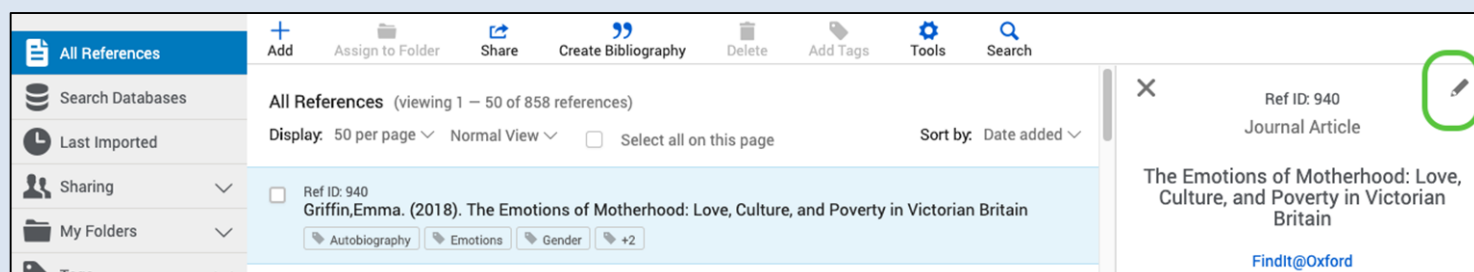
This is a particular problem with edited books exported from SOLO which appear in RefWorks with the reference type 'book' when they should have the reference type 'book, edited collection'. This may seem like an inconsequential detail but if the reference type is incorrect, the item will be cited incorrectly in your bibliography.

Likewise, journal articles exported from databases are sometimes given the reference type 'generic'. If you want them to be cited correctly in your bibliography, you will need to change this to journal article.

- Some databases do not export well and basic details such as author name, title or publication details will be missing, incomplete or incorrect. It is essential that you correct these errors so that any citations and bibliographies you create are correct.
- The exported reference may not have as much detail as you would like.
- You may wish to attach a PDF of an article to the reference, to keep your resources and references together.

## Finding a reference in your RefWorks account

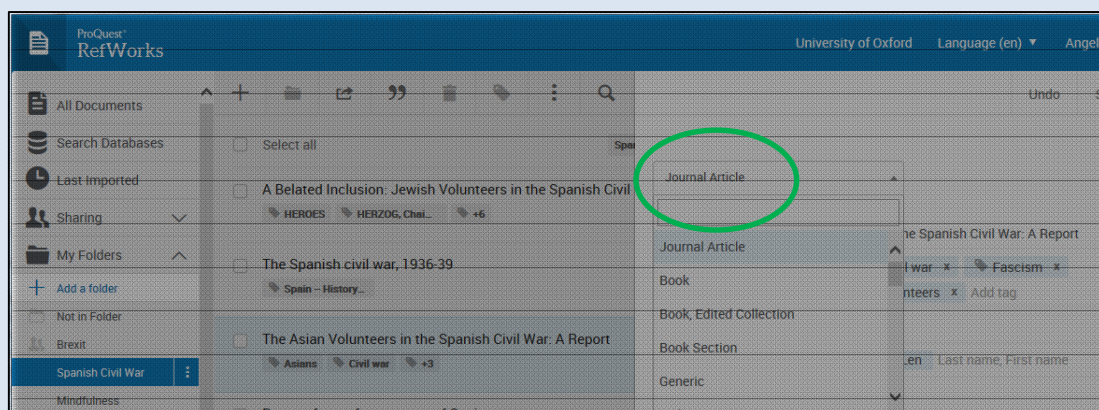
1. Find the reference that you need to edit in RefWorks. If you have recently added it, it will be in the **Last Imported** folder. If it's not there, try searching for it in **All References**.
2. When you have found the reference, click on it. The details of the reference will appear on the right of your screen.
3. Click on the pencil icon on the top right corner of the reference to edit it.



## Editing basics

You will then be able to edit the various fields in the reference.

4. First check the reference type is correct (e.g. if the item is an edited book, choose **Book, edited collection**. If it's an article, choose **Journal article** is selected). You can change reference type by choosing from the dropdown menu.




5. Check the other fields in the record. You can edit any field by clicking in the field and typing. If you make any mistakes in your editing, click **Undo** before saving.
6. Any tags which are not needed can be removed by clicking the **x** next to each tag.
7. New fields can be added if required by scrolling to the bottom of the reference and clicking **Add more fields...**

### Adding notes, PDFs and other files

8. To add notes to your reference, scroll down in the reference editing window and click on the **Notes** field. You may add any notes you wish in this field.

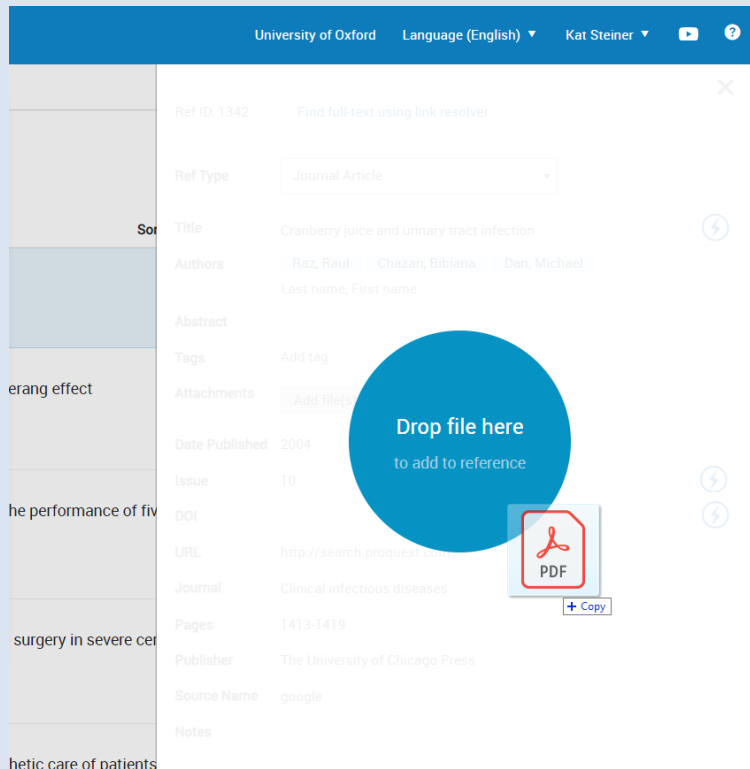
Retrieved From	<a href="https://www.youtube.com/watch?v=d0nERTFo-Sk">https://www.youtube.com/watch?v=d0nERTFo-Sk</a>
Studio / Distributor	econstories.tv
Studio Location	
Date Retrieved	Sep 27, 2016
Notes	Good video, covers pertinent points of each economists philosophy
Is Electronic	<input checked="" type="checkbox"/> This is an electronic source.



9. To add files to your reference, such as full text PDF articles/chapters or notes, click **Add file(s)** next to **Attachments** in the editing window. Search through the files on your computer and select the one you want to upload.

Abstract	
Tags	Add tag
Attachments	Add file(s)
Date Published	2004

10. You can also add a PDF to a reference by dragging and dropping the file onto the editing panel – you will see a blue circle that says **Drop files here**.



**Note:** As RefWorks is cloud-based, adding a lot of attachments can cause it to run more slowly, so it is preferable to be selective about which files you wish to attach, rather than doing this for all of your references.

## Saving your changes

11. When you are finished editing the reference, click on **Save** at the bottom of the reference editing window. If you make any mistakes in your editing, click **Undo** before saving.