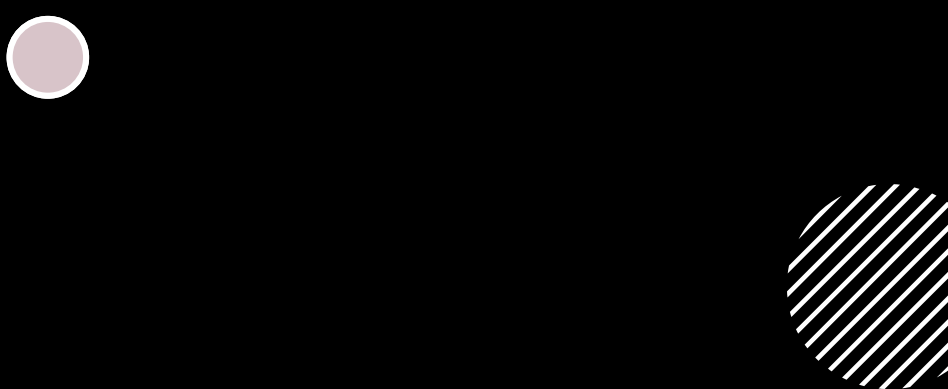# Referencing: RefWorks
Kat Steiner & Helen Bond

BODLEIAN i•Skills

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

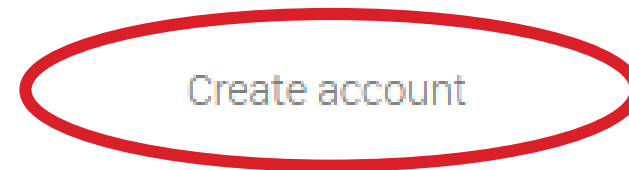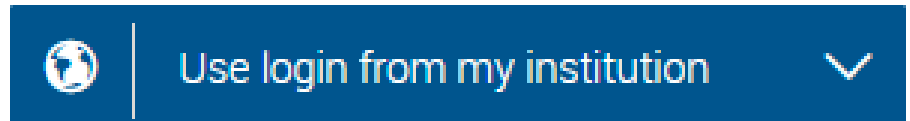# Getting started with RefWorks

RefWorks is free for students and alumni → Sign up with your University email → RefWorks works in your browser but won't work well offline

Setting up your account

- Go to https://refworks.proquest.com/
- Choose Create account

When you leave Oxford

- You are welcome to keep using RefWorks as alumni

- Go to your account by clicking your name in the top-right

- Scroll down to **Email** and change this to a personal email address before your Oxford email expires

Institution

University of Oxford

Used for institutional reporting purposes.

Area of focus

Medical Sciences Division

Used for institutional reporting purposes.

Role *

Librarian

Used for institutional reporting purposes.

Email *

Used to manage your account (e.g. log into the website and reset forgotten passwords) and receive system emails. We will not publicly display your email.

Save

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

Web of Science

Google Scholar

https://scholar.google.co.uk

Import

There are 4 ways to import references:

- Drag and drop PDFs
- Export as a .ris file and import into RefWorks
- Manually add references
- Save to RefWorks plugin

Drag and drop PDFs

Exporting as a .ris file (1)

61,593 documents found

▤ All ▾   Export ▾   Download   Citation overview   ••• More   Show all abstracts

Document title	Authors

■ 1   Article • *Open access*
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 ▾   FIND IT @ OXFORD ↗   Related documents

■ 2   Article • *Open access*
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.

14

Exporting as a .ris file (2)

Save the file to your computer

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.
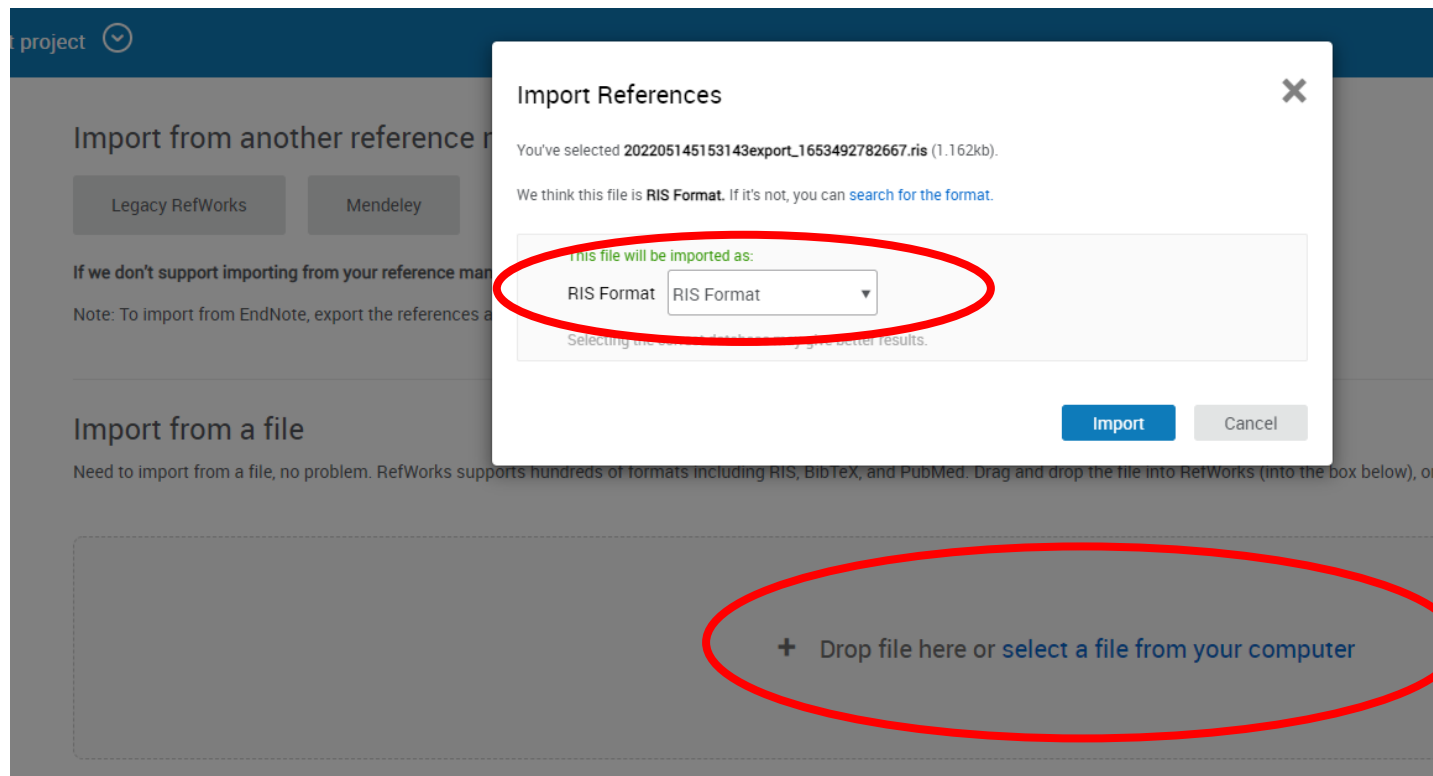
Manually adding references (1)

We have an explanatory video on [manually adding references](#).
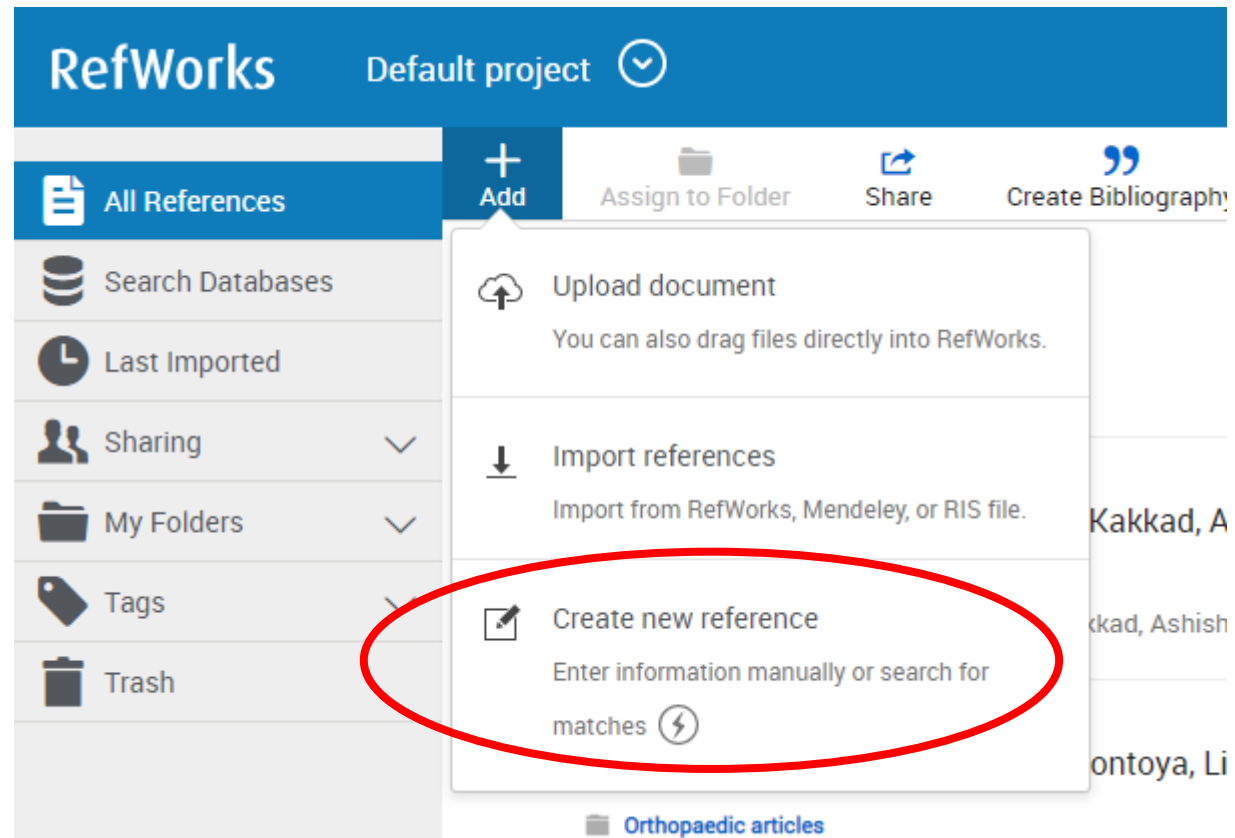
Manually adding references (2)

Enter a title and click the lightning bolt

RefWorks will search for matches and autofill the details

Manually adding references (3)

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

Save to RefWorks Plugin

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 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 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
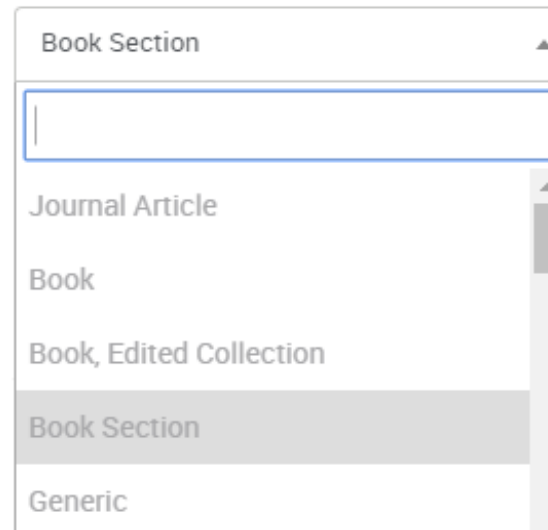
Editing records: edited works

- If the item is edited rather than authored, change the reference type from 'Book' to 'Book, Edited Collection'.
- Otherwise, your citations will not say that the book is edited.

Book, Edited Collection

Journal Article

Book

Book, Edited Collection

Book Section

Generic

Web Page

Series Editors   Last name, First name
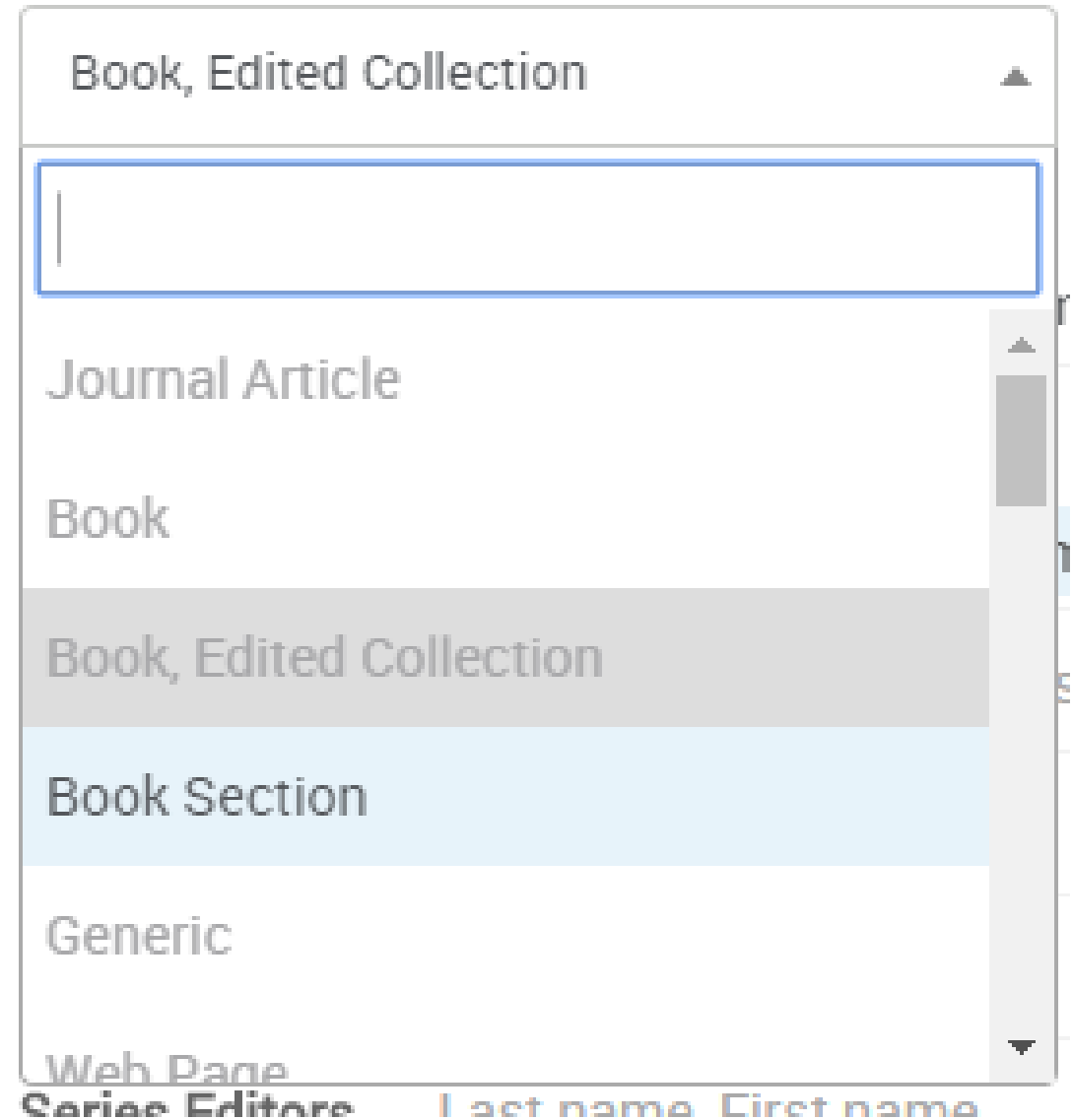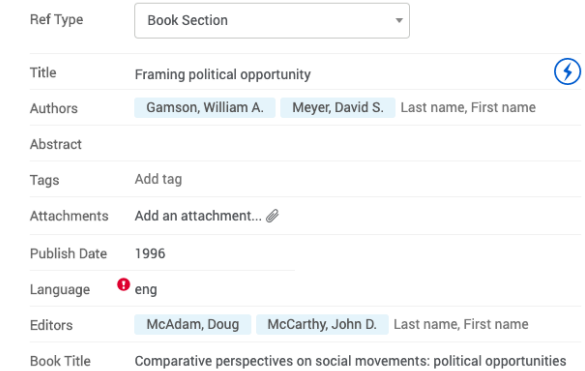
Editing records: chapters in edited collections

- **Citing a chapter in an edited collection:** change the reference type to 'Book Section'.
- Author & section title must be entered manually

Editing references, attaching documents & adding notes (1)

Select all		All Documents sorted by date added ▾	✏ Thesis
☐ Legal responsibilities of countries of origin and third states in refugee situations under public international law			Legal responsibilities of countries of origin and third states in refugee situations under public international law
📁 Public Internati... 🏷 Asylum, Right of 🏷 Government lia... 🏷 +1			
Rutinwa, 1999			Tags
☐ An empirical investigation into the role of human rights in development discourse at the international level : a case study of the right to water			🏷 Asylum, Right of 🏷 Government liability (International law)
📁 Civil and Huma... 📁 +1 🏷 Human rights – ... 🏷 +2			🏷 Political refugees – Legal status, laws, etc
Russell, 2008			

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 ✕ 🏷 laws ✕ 🏷 etc ✕ 🏷 Asylum ✕ 🏷 Right of ✕ 🏷 Government liability (International law) ✕ 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
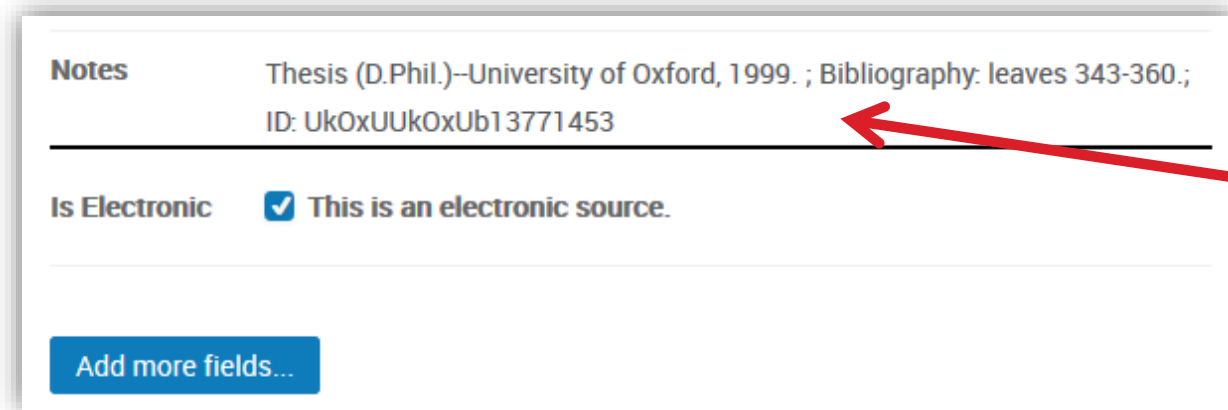
Add more fields...

Editing 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)

4. To add personal notes click in the **notes** field.

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

Is Electronic   ☑ This is an electronic source.

Add more fields...

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**
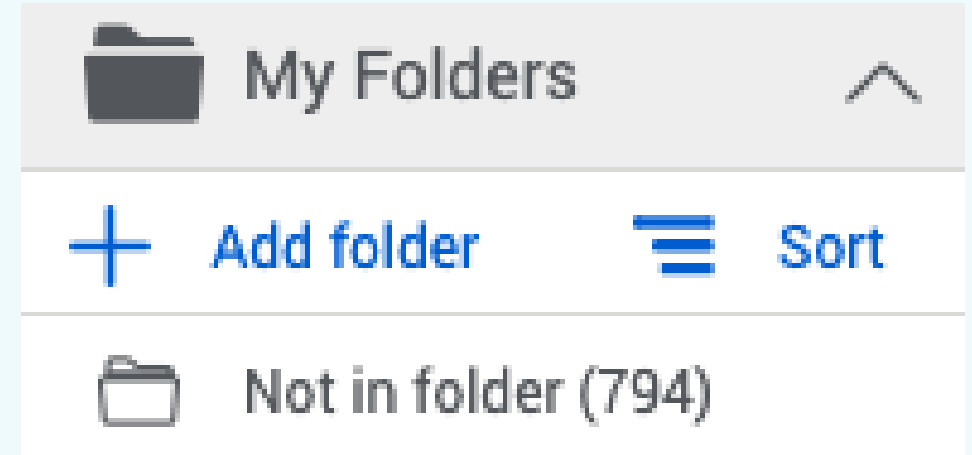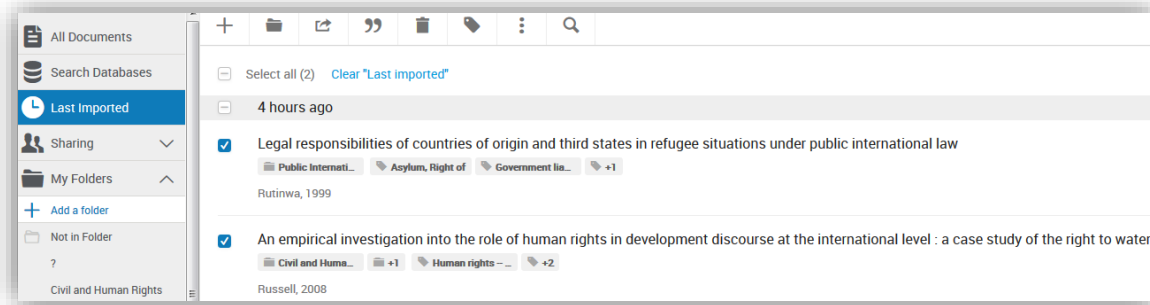
Creating folders (2)

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.
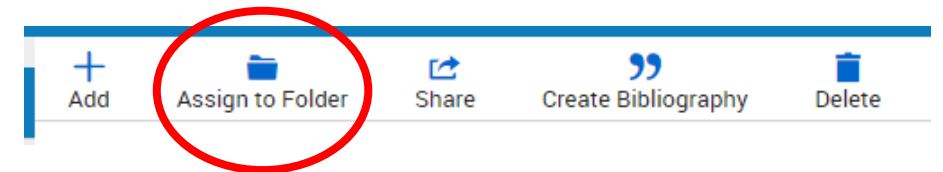
Creating folders (3)
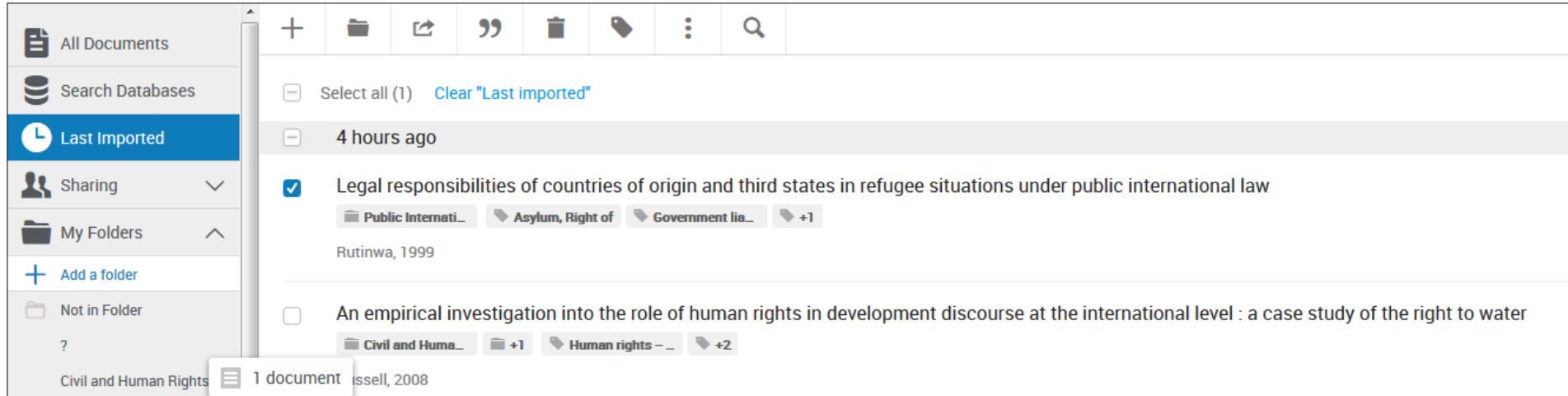
5. Alternatively, drag and drop the reference(s) into the folder.

Finding duplicate references (1)

To find and remove any duplicates click the **Duplicates** button and **Find duplicates**
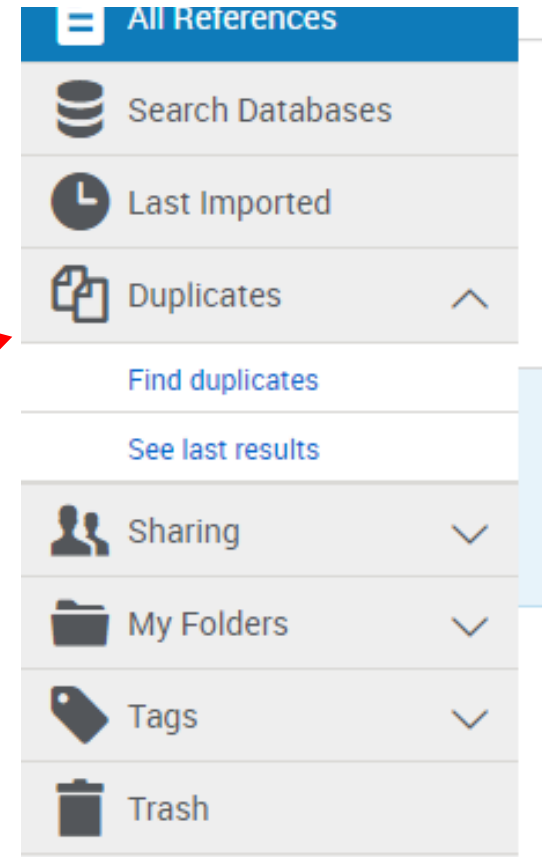
Finding duplicate references (2)

- 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):

☑ Title   ☑ Author   ☑ Year
☐ ISBN ⓘ   ☐ ISSN ⓘ   ☐ DOI ⓘ
☐ Page Number   ☐ Volume   ☐ Issue
☐ Journal Title   ☐ Publisher   ☐ 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

Installing RefWorks Citation Manager

Click **Insert** and then **Get Add-ins**
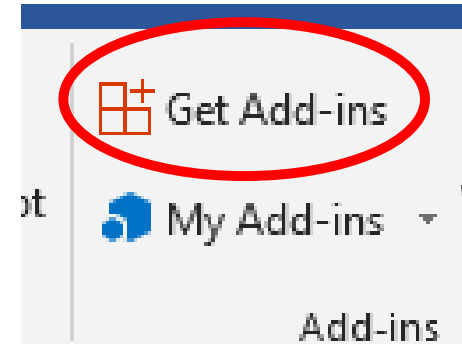
You may be able to search for RefWorks within **Store**, or you may need to click **Admin Managed**.
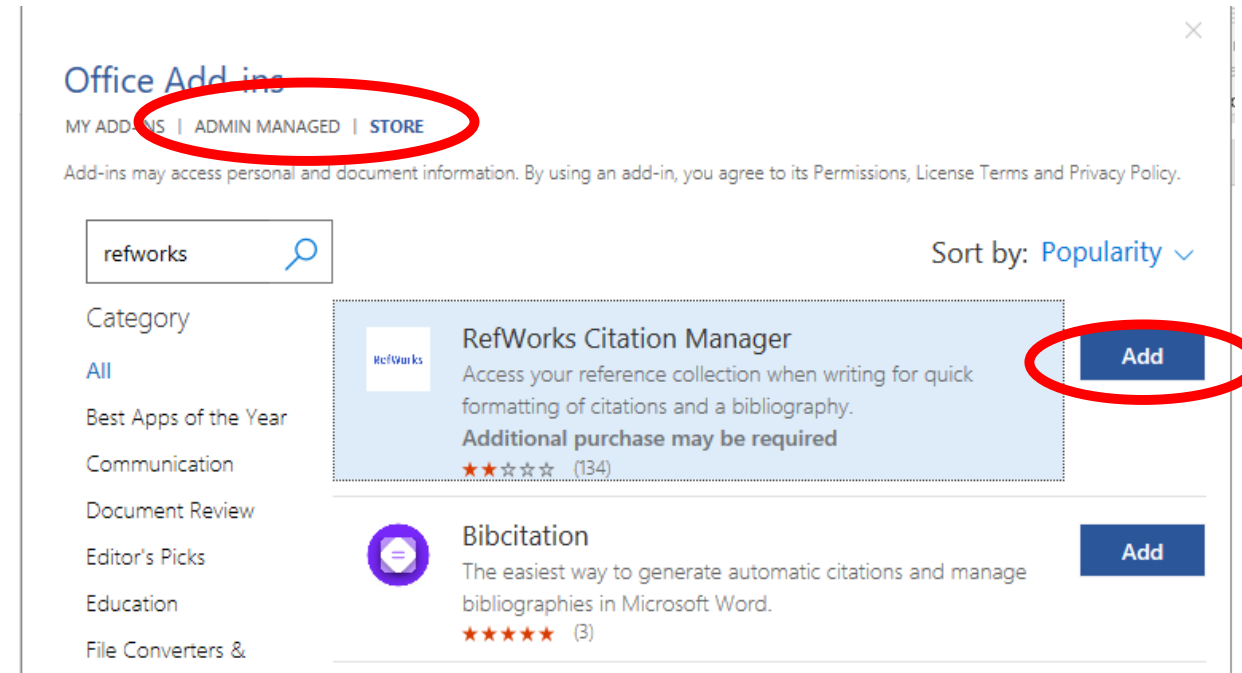
Logging in to RefWorks Citation Manager (RCM)
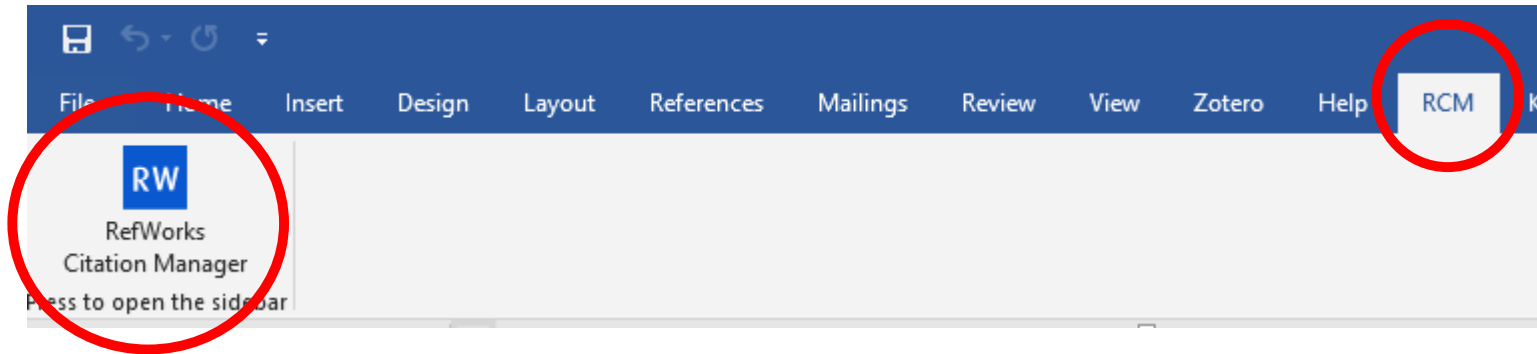
Click **RCM** and then **RefWorks Citation Manager.**

The RCM will open at the right of the screen and you can log in with your RefWorks username and password.
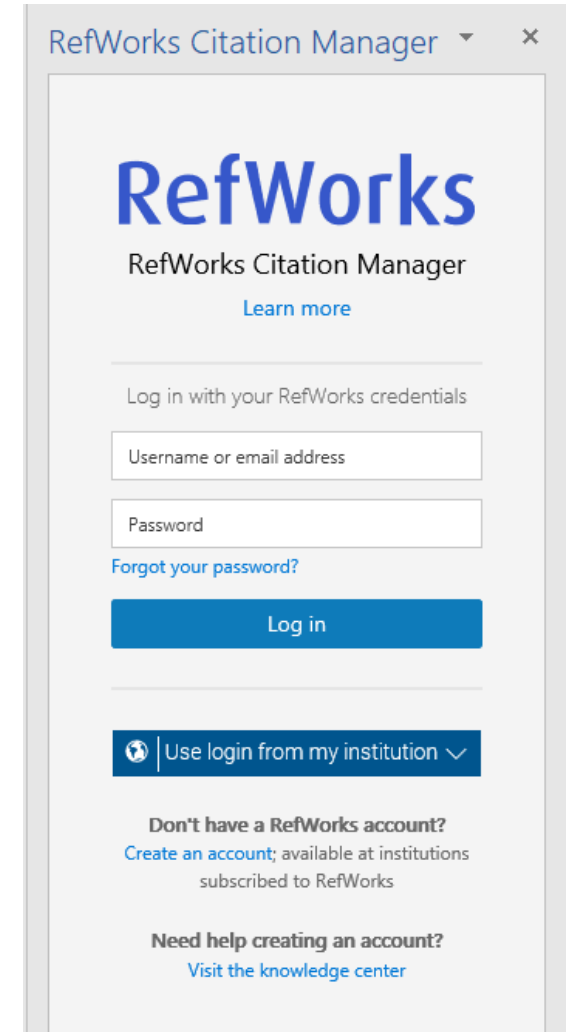
Choosing a citation style (1)

Click the **settings** button and then click **Citation style.**
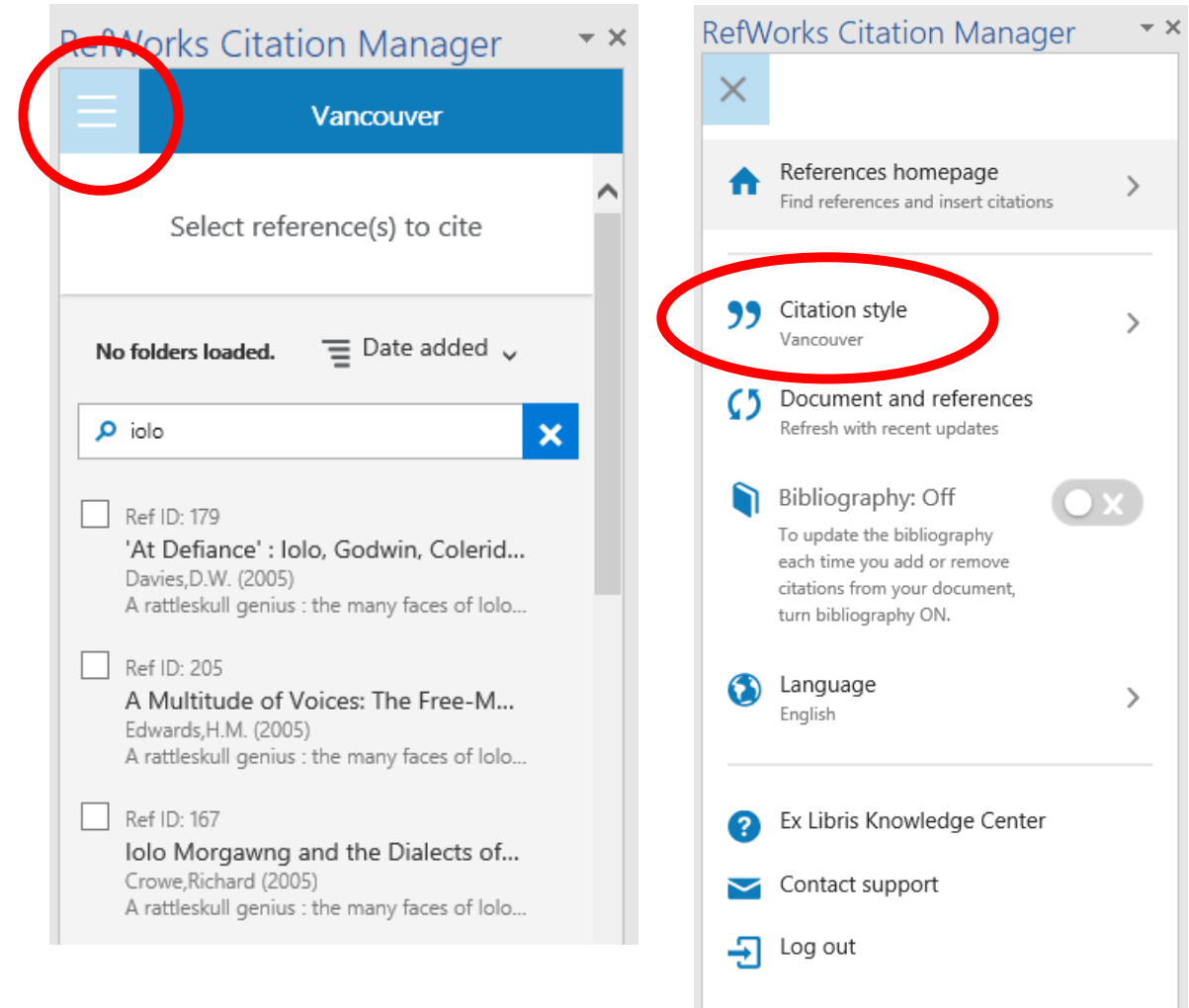
Choosing a citation style (2)

- Search for a style and choose from the options.

- We recommend unticking "Include CSL styles" - these are crowdsourced and often unreliable.
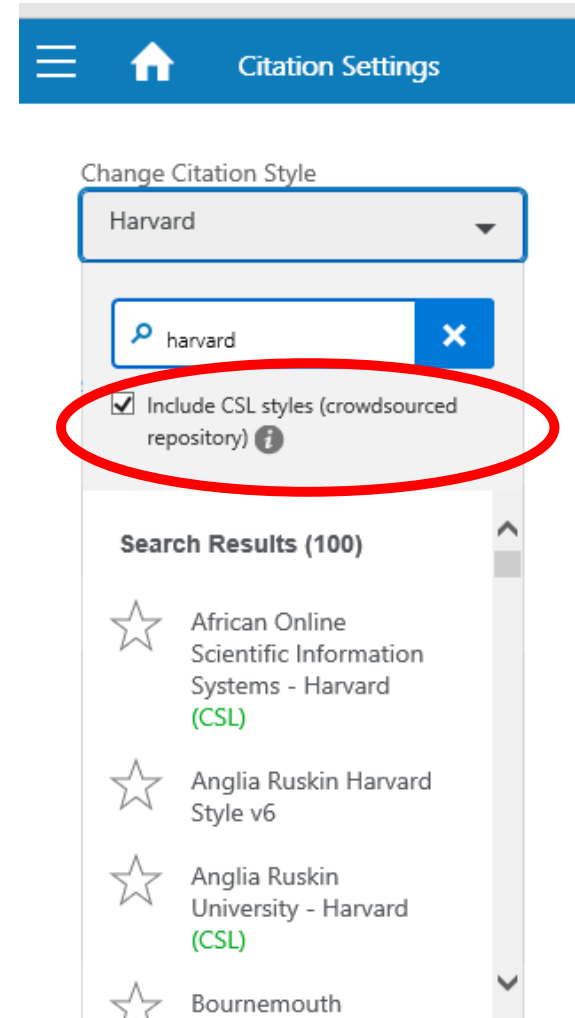
Adding citations

Choose which reference to cite and click **Cite This**.

Or tick several and click **Insert Citation**. A preview of the in-text citation will appear at the top of the screen.
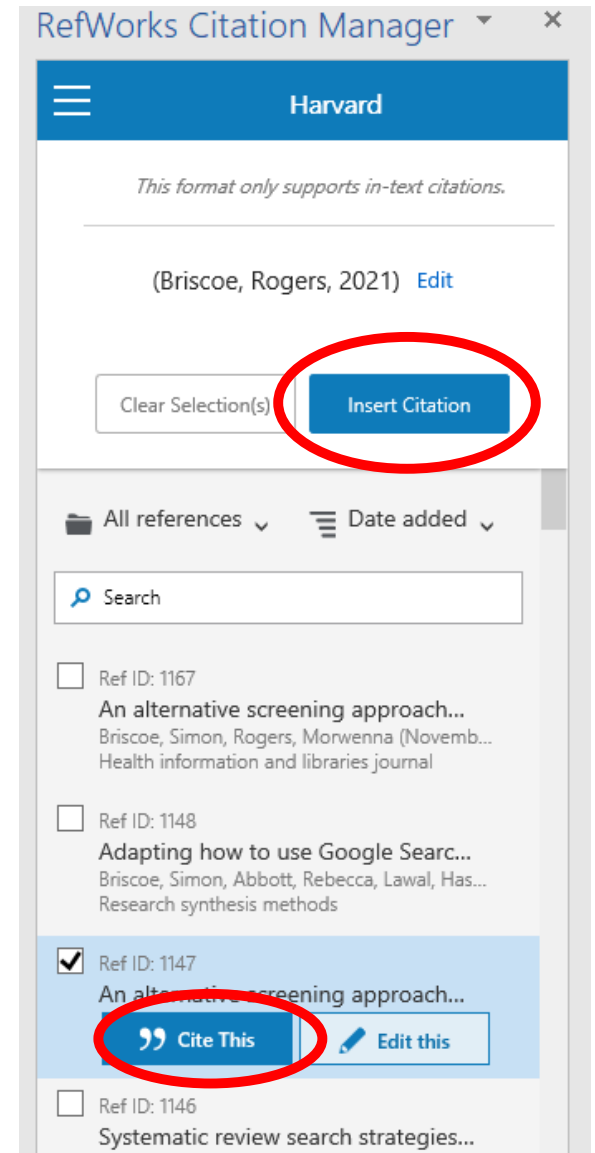
Editing a citation (e.g. adding page numbers)

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

- To add page numbers to a citation, click the citation in your Word document to bring up the Edit Citation box.
- Add the page numbers into either the **Replace pages** box or the **suffix** box.
- If entering into the suffix box, add any formatting (, p. or :)
- Click **Update Citation**.

RefWorks Citation Manager

Edit Citation

This format only supports in-text citations.

(Stockdale, Benton 2021)

Replace pages: e.g. 3-5

✓ Include author

✓ Include date

Add prefix/suffix

prefix | [reference] | suffix

Add reference(s) to this citation

Delete Citation | Update Citation

STOCKDALE, M.T. and BENTON, M.J., 2021. Environmental drivers of body size evolution in crocodile-line archosaurs. *Communications biology; Commun Biol,* **4**(1), pp. 38-11.

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.

RefWorks Citation Manager ✕

References homepage
Find references and insert citations

Citation style
Harvard

Document and references
Refresh with recent updates

Bibliography: On
To reduce processing times, turn bibliography OFF.

Language
English

Ex Libris Knowledge Center

Accessibility Help

Contact support

Log out
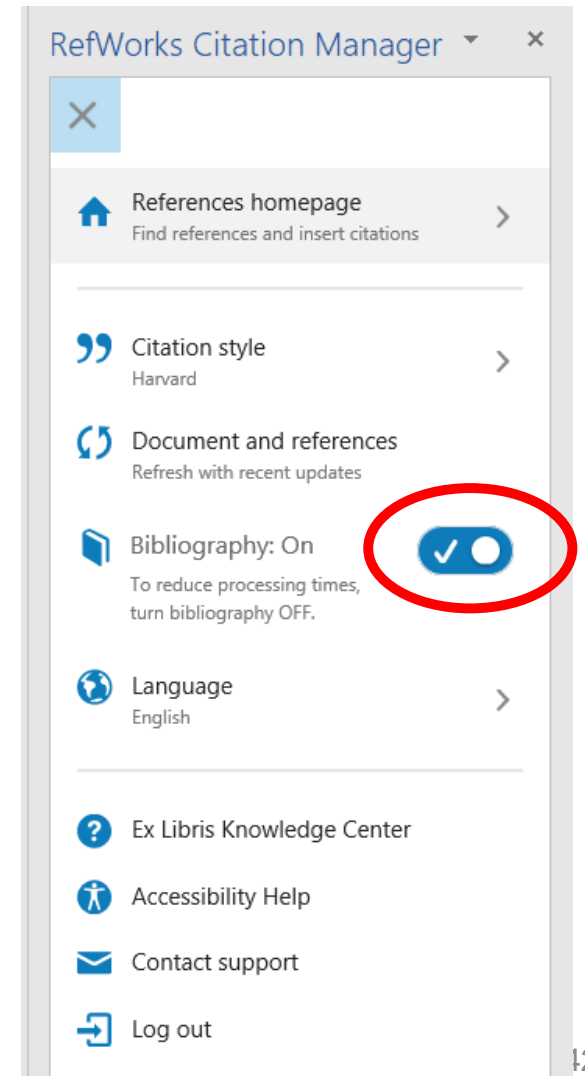
Using footnotes

- 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.
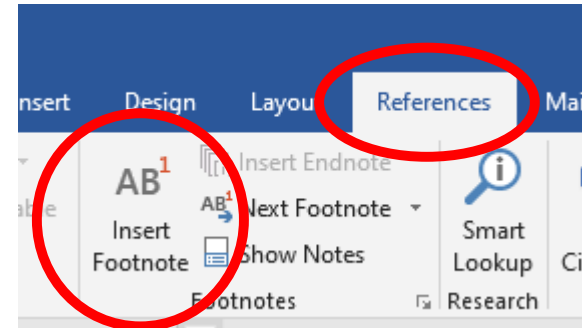
¹ Cynthia Wall, "Travel Literature and the Early Novel," in *The Oxford handbook of the eighteenth-century novel*, ed. James Alan Downie. (Oxford: Oxford University Press, 2020), 121-136.
² Eleanor Dumbill, "Fiction, Non-Fiction, and Family Writing," *Textual cultures : text, contexts, interpretation* 14, no. 1 (2021): 140-146.

Older versions of Word (pre-2016)

- For versions of Word older than 2016, there is a tool called Write-N-Cite

- Install this via the Tools menu in RefWorks

- See the <u>RefWorks help pages</u> to learn more about Write-N-Cite.

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)

Open a blank document, and select **Extensions** -> **Add-ons** ->
Get Add-ons and search for ProQuest RefWorks. Click **Install**.

You'll need to accept some permissions and choose
your account to continue.
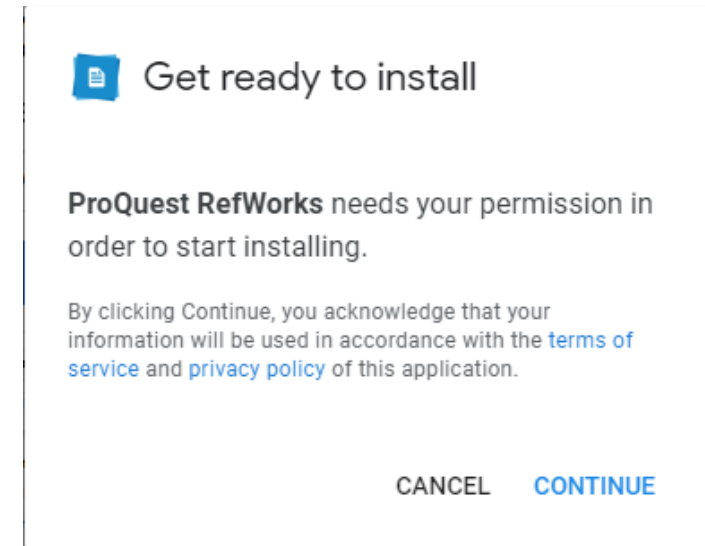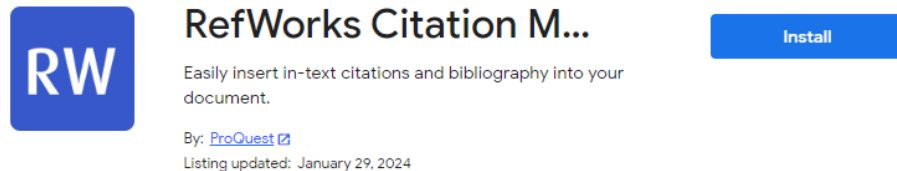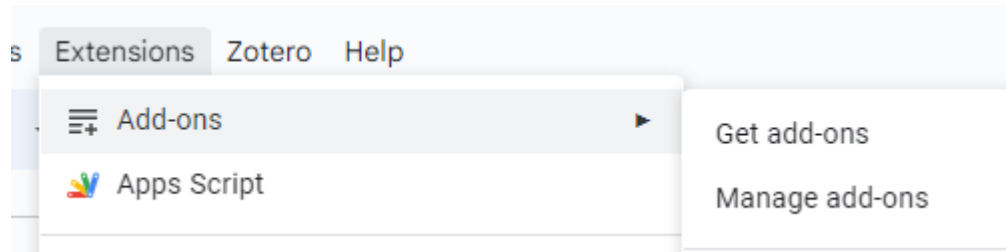
Adding RefWorks to Google Docs (2)

- When you're ready to insert your first citation, select **Add-ons**, **ProQuest RefWorks**, then **Manage citations**.

- You will be asked to log in to your RefWorks account the first time.
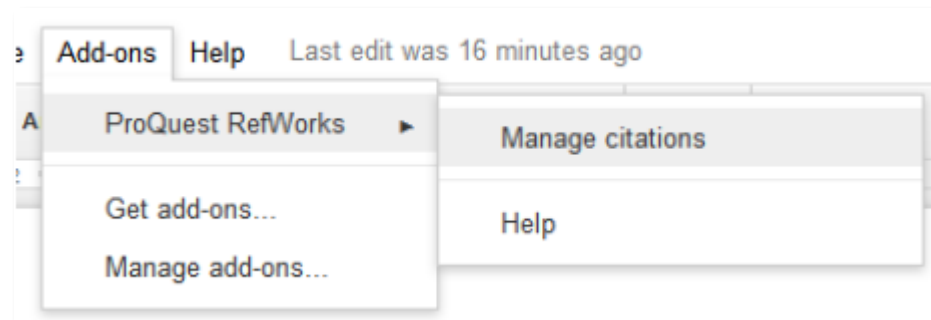
Adding RefWorks to Google Docs (3)

- Use the cog to choose your citation style
- Click the Cite this button to insert a citation
- A bibliography will automatically be generated at the end of the document.

This is an excellent essay (Fathallah, 2022). It will definitely get full marks (Dumbill, 2021).

Dumbill, E. 2021, "Fiction, Non-Fiction, and Family Writing", *Textual cultures : text, contexts, interpretation,* vol. 14, no. 1, pp. 140-146.
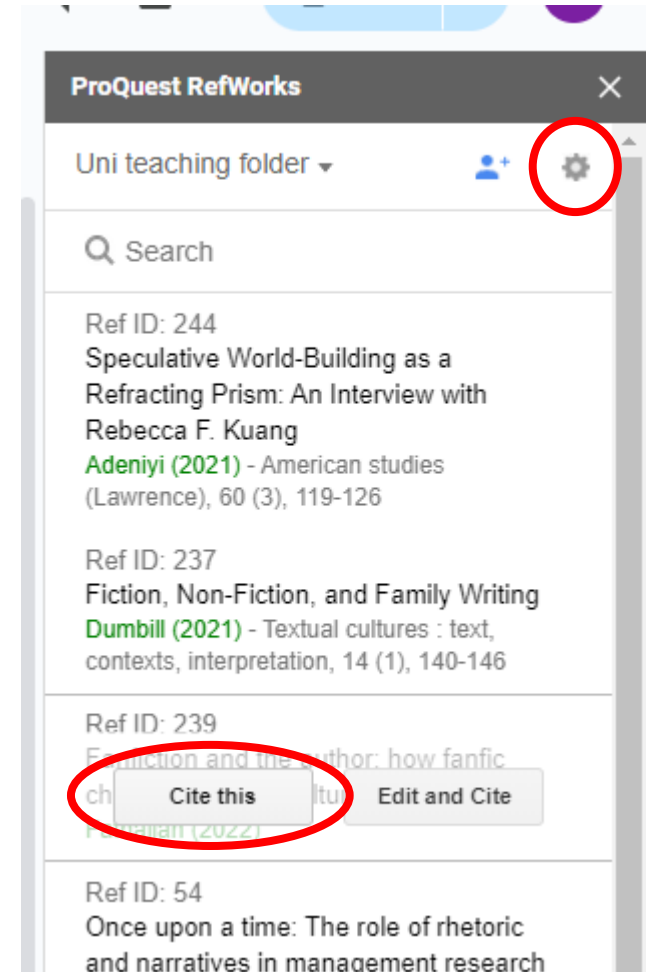Fathallah, J. 2022, *Fanfiction and the author: how fanfic changes popular cultural texts,* Amsterdam University Press, Amsterdam.

ProQuest RefWorks

Uni teaching folder ▾

Q Search

Ref ID: 244
Speculative World-Building as a Refracting Prism: An Interview with Rebecca F. Kuang
Adeniyi (2021) - American studies (Lawrence), 60 (3), 119-126

Ref ID: 237
Fiction, Non-Fiction, and Family Writing
Dumbill (2021) - Textual cultures : text, contexts, interpretation, 14 (1), 140-146

Ref ID: 239
Fanfiction and the author: how fanfic ch... ltu
Cite this | Edit and Cite
...llah (2022)

Ref ID: 54
Once upon a time: The role of rhetoric and narratives in management research

Adding RefWorks to Google Docs (4)

- If your citation style supports footnotes, use **Insert footnote** to add a footnote

- Use the **Cite this** options to insert citations into footnotes
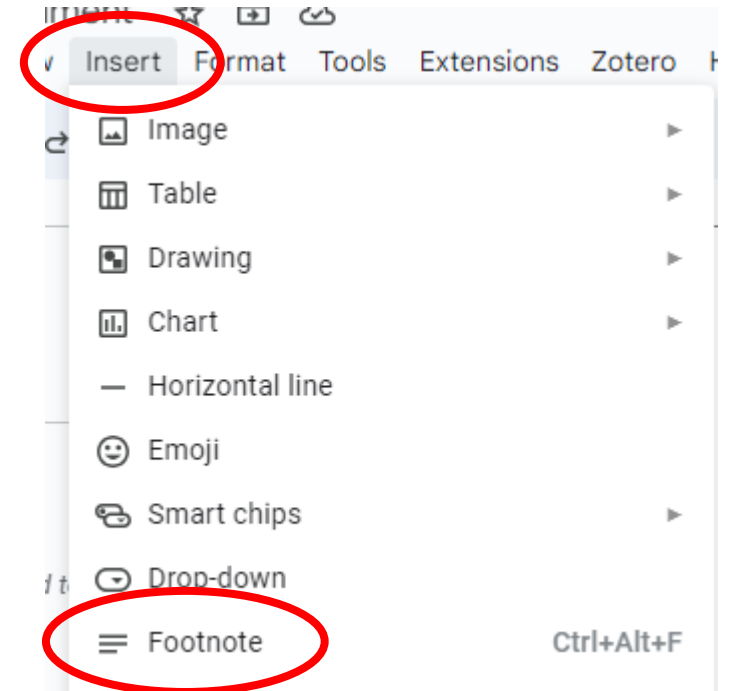
Adding RefWorks to Google Docs (5)

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.
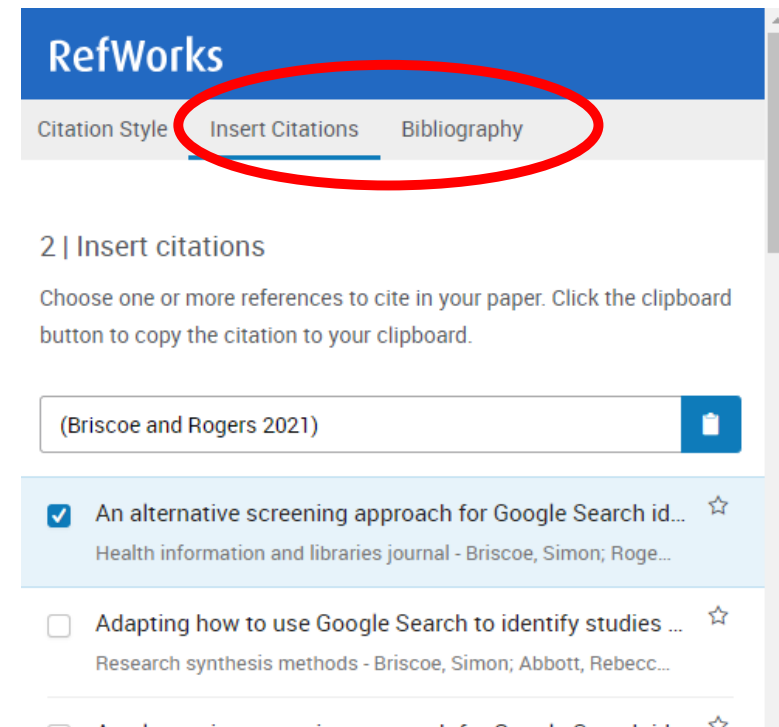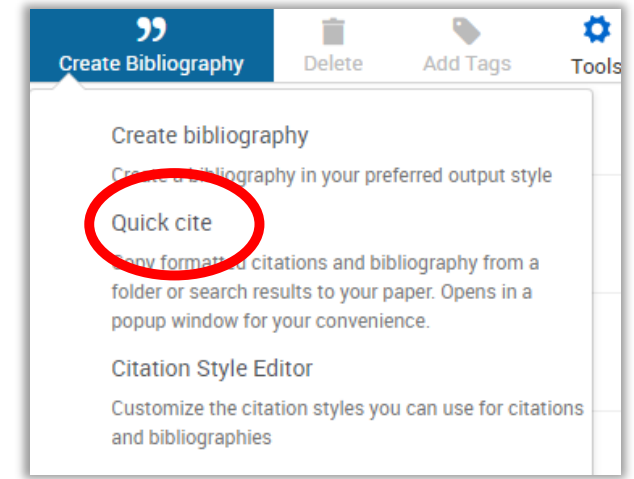
HELP WITH REFWORKS

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?