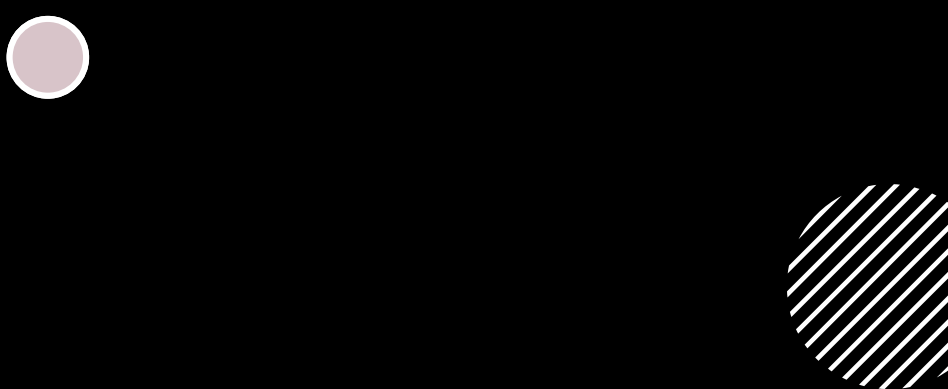


Referencing:
RefWorks
Kat Steiner &
Helen Bond



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



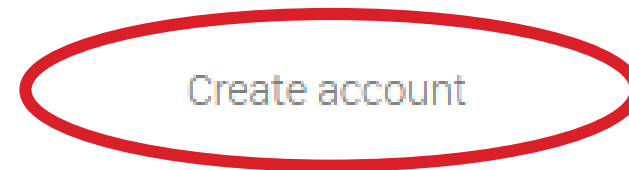
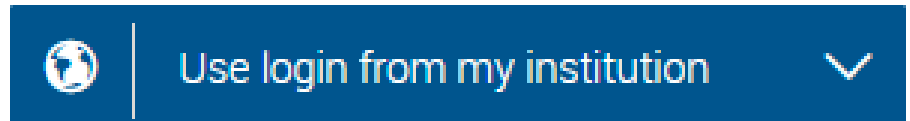
Sign up with your
University email



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

7

BOOK



Welsh writing in English, 1536-1914 : the first four hundred years
Aaron, Jane, 1951- author | Prescott, Sarah, 1968- author
2020 | Oxford : Oxford University Press | vi, 388 pages ; 24 cm

Find & Request >

Link icon, Email icon, Bookmark icon, and a red circle around a More options icon (three dots).


Excel icon, Citation icon, Print icon, Permalink icon, Email icon, BibTeX icon, Endnote icon, Mendeley icon, Refworks icon, and Ris icon.

EXCEL CITATION PRINT PERMALINK EMAIL BIBTEX ENDNOTE MENDELEY


RW REFWORKS RIS

Web of Science

2/116,094 [Add To Marked List](#) [Export](#) Sort by: Relevance < 1 of 2,000 >

1  Genetically stable yellow-seeded **Brassica** napus obtaining involves hybridizing black-seeded **Brassica** napus and yellow-seeded **Brassica** campestris or yellow seeded **Brassica** juncea

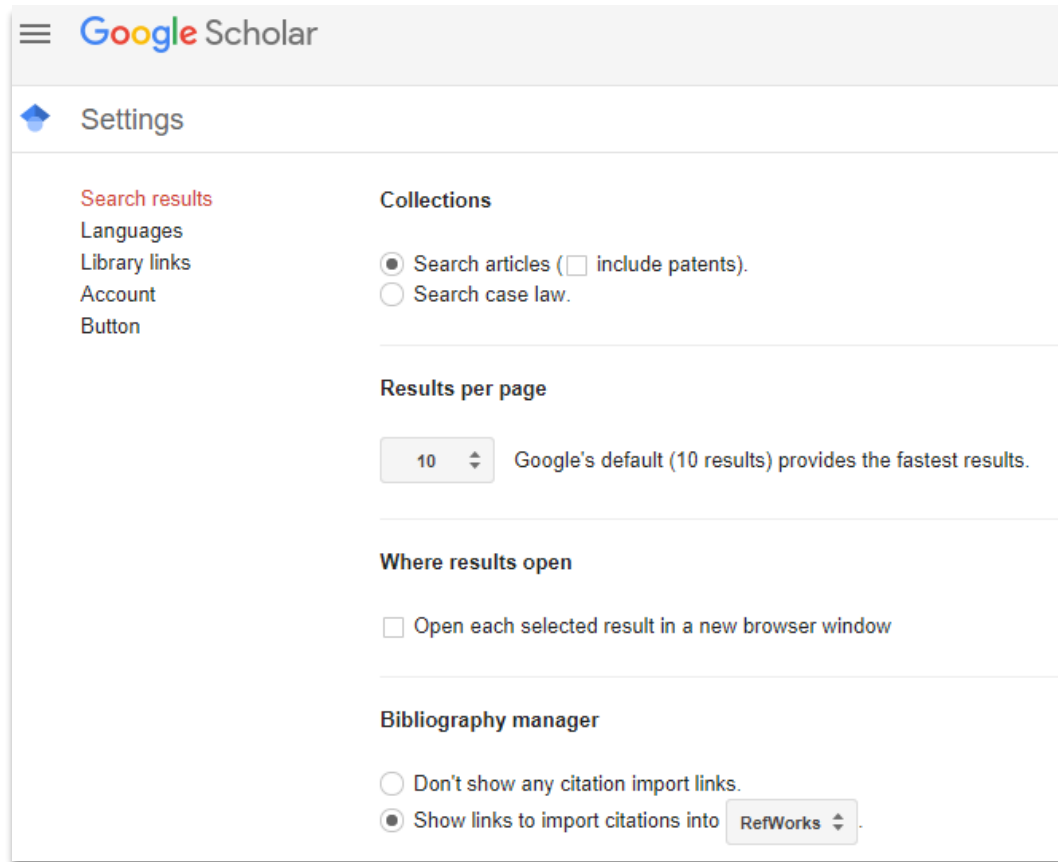
CN101869050-A; CN101869050-B
Inventors : [LIANG H](#); [LI J](#); (...); [CHAI Y](#)
Assignee : UNIV SOUTHWEST
Derwent Primary Accession Number :
2010-P72970
...

2  **Brassica** oleracea plant for producing hybrid **Brassica** oleracea plant with elevated glucosinolate content, comprises Myb28 allele from **Brassica** villosa and lacks ELONG allele from **Brassica** villosa that is genetically linked to Myb28 allele

US2017094929-A1; US10385353-B2

Google Scholar




<https://scholar.google.co.uk>



The screenshot shows the Google Scholar settings page. The header includes the Google Scholar logo and a hamburger menu icon. Below the header is a 'Settings' section with a blue arrow icon. The settings are organized into several categories: 'Search results' (Languages, Library links, Account, Button), 'Collections' (Search articles (include patents), Search case law), 'Results per page' (10, Google's default (10 results) provides the fastest results.), 'Where results open' (Open each selected result in a new browser window), and 'Bibliography manager' (Don't show any citation import links, Show links to import citations into RefWorks).

The ecology of turnip mosaic **virus** in wild populations of **Brassica** species. ..., [MJ Alexander](#), [E Mitchell](#), [MI Thurston](#)... - 'Genes in the ...', 2003 - cabdirect.org

This paper reports the data on the incidence of turnip mosaic virus (TuMV) in wild brassicas and factors that might control the distribution of the virus, including genetic variation in the host and virus and the distribution of vectors of TuMV. It also reports the observations on the effects of TuMV ...

☆   Cited by 12 Related articles All 2 versions **Import into RefWorks** 

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

RefWorks Default project University of Oxford Language (English) Kat Ste

All References (viewing all 22 references) Display: 50 per page Normal Vi

Select all on this page Sort I

- Ref ID: 77
Kamdar, Khyatee; Jagad, Karishma; Kakkad, Ashish. (2013). A STUDY TO EVALUATE THE INVOLVEMENT OF SPINAL ACCESSORY NERVE IN INDIVIDUALS WITH CHRONIC NON-SPECIFIC NECK PAIN
[Orthopaedic articles](#)
Kamdar, Khyatee; Jagad, Karishma; Kakkad, Ashish, 0001
- Ref ID: 76
García-Correa, Hansel R; Sánchez-Montoya, Lida J... Ordoñez-Mora, Leidy T. (2021). Aerobic Physical Exercise for Pain Intensity, Aerobic Capacity, and Quality of Life in Patients With Chronic Pain: A Systema
[Orthopaedic articles](#)
- Ref ID: 74
Gilmore, Christopher A; Desai, Mehul J... Amirdelfan, Kasra. (2021). Treatment of chronic axial back pain with 60-day percutaneous medial branch PNS: Primary end point results from a prospective, multicen
[Orthopaedic articles](#)
- Ref ID: 73
Frost,H.; Moffett,J A K... Fairbank,J C T. (1995). Randomised controlled trial for evaluation of fitness programme for patients with chronic low back pain
[Orthopaedic articles](#)

Ref ID: 785 Journal Article

The incidence of viruses in wild *Brassica rapa* ssp. *sylvestris* in southern England

[Read](#)

[j.1744-7348.2002.tb00209.x.pdf](#)

Authors
PALLET, D W; THURSTON, M I; CORTINA-BORJA, M; EDWARDS, M-L; ALEXANDER, M; MITCHELL, E; RAYBOULD, A F and COOPER, J I

Abstract
Using enzyme-linked immunosorbent assays, the frequency of occurrence of six viruses was determined in *Brassica rapa*

[View full abstract ▼](#)

Exporting as a .ris file (1)

We have an explanatory video on [exporting citations as .ris files](#).

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 1744 cases

Yao, Y., Chai, S., Qiao, L.,
Jiang, Q., Xu, R.

Exporting as a .ris file (2)

Save the file to your computer

Export 2 documents to Refworks as a RIS file ? ×

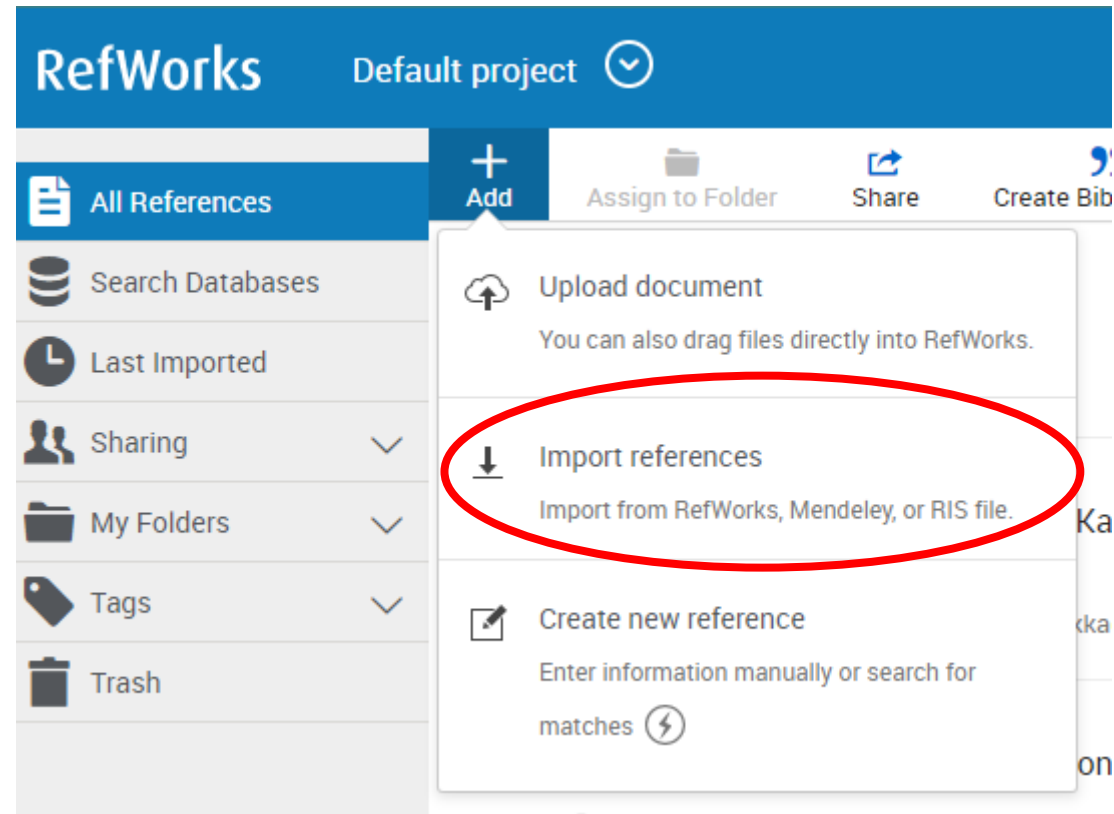
The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote, RefWorks). In RefWorks select the 'Add reference' icon from the top of the page, select 'Import references', then drag the downloaded .ris file onto the page to begin importing.

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input type="checkbox"/> Indexed keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> EID	<input type="checkbox"/> Publisher		<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Volume, issues, pages	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Abbreviated source title			
<input checked="" type="checkbox"/> Publication stage				
<input checked="" type="checkbox"/> DOI				
<input checked="" type="checkbox"/> Open access				

Select all information Save as preference

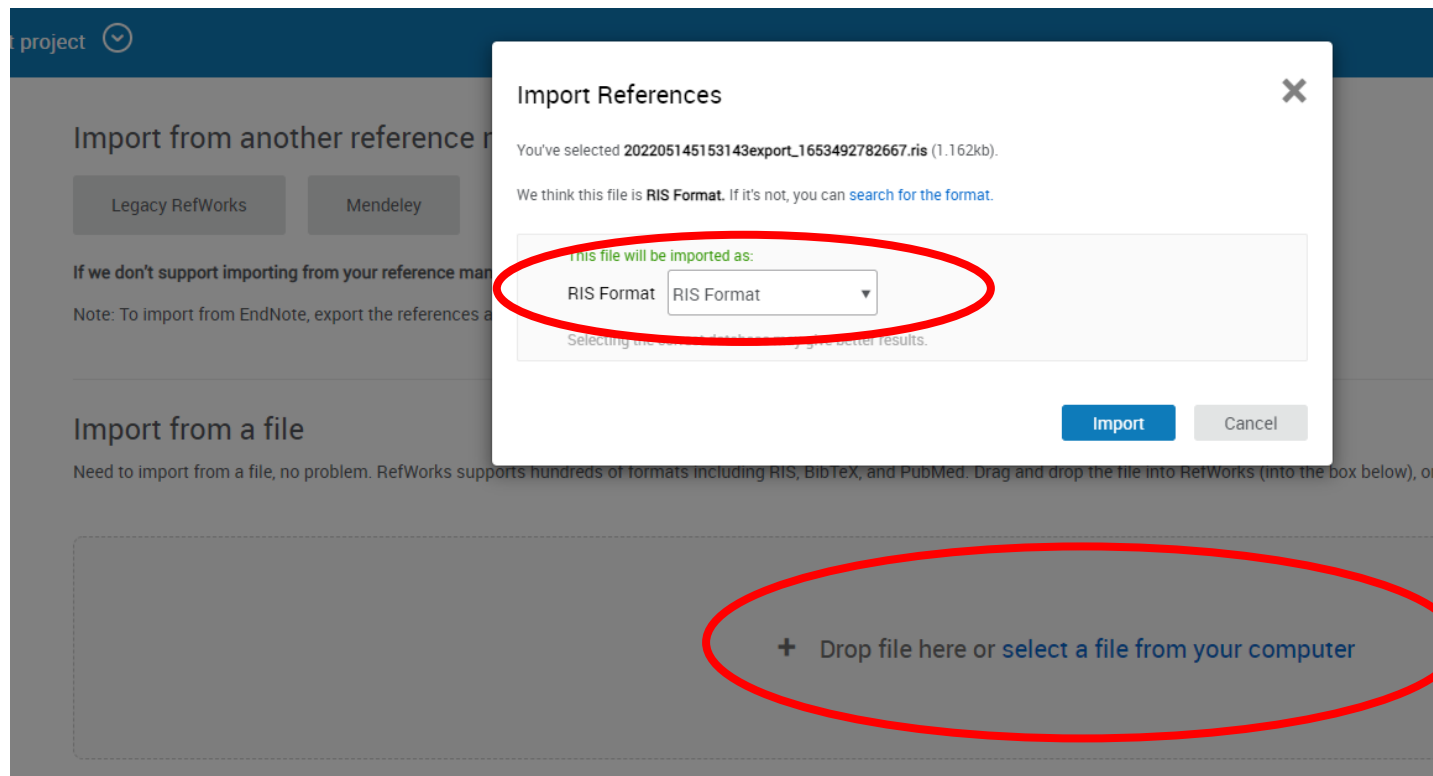
Exporting as a .ris file (3)



Exporting as a .ris file (4)

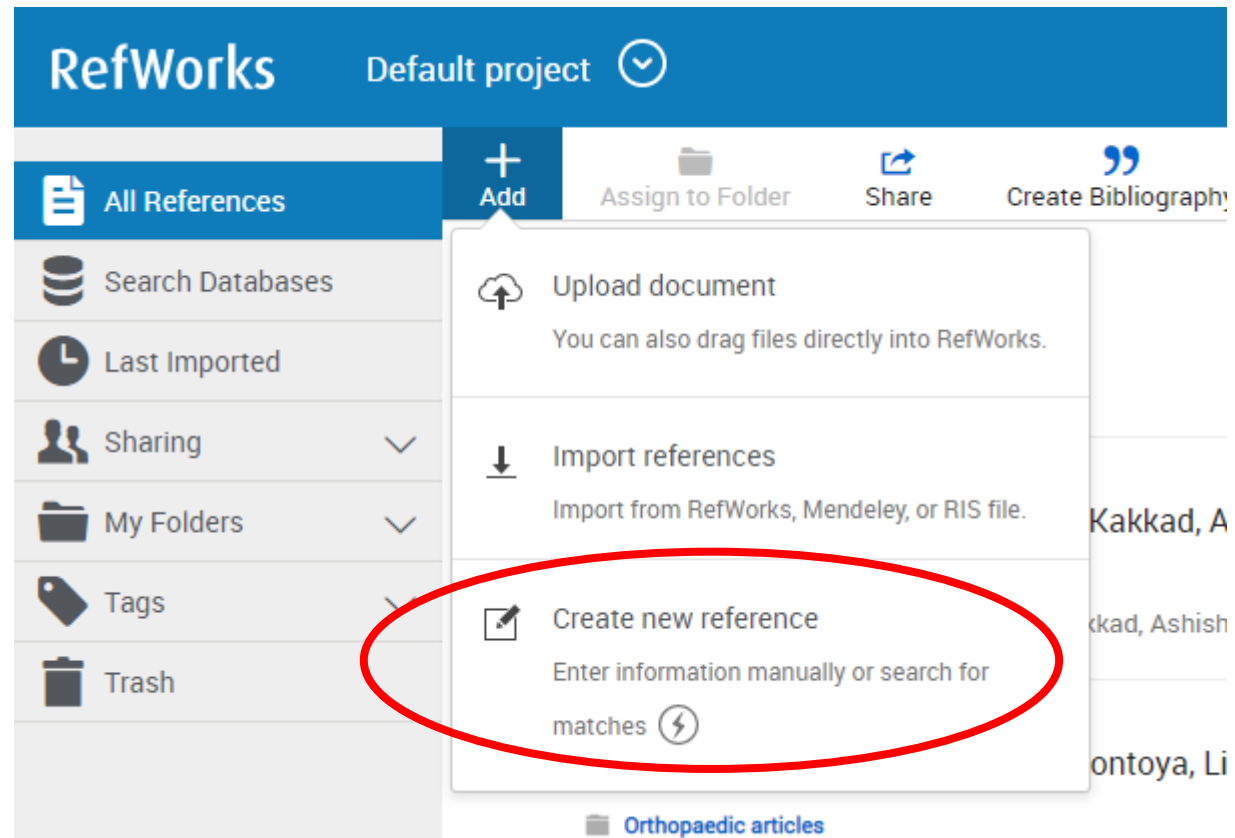
Drag and drop the file into RefWorks.

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

Undo Save Cancel

Find full-text using link resolver

Ref Type	Book
Book Title	Watchmaker of filigree street Find and complete a reference using the title.
Authors	Last name, First name
Abstract	
Type	Add tag

Did you mean one of these? ×

The Watchmaker of Filigree Street
2016 Book – Pulley

The Bedlam Stacks
2017 Book – Pulley

Manually adding references (3)

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

The image shows a reference management interface. On the left, a sidebar contains fields for 'Pages' (11-21), 'Notes', and 'Is Electronic' (checked). A blue button labeled 'Add more fields...' is circled in red. On the right, a main form displays fields for 'Tags', 'Attachments', 'Publish Date', 'Issue', 'DOI' (10.3163/1536-5050.104.3.014), 'URL' (http://search.proquest.com), and 'Journal'. A lightning bolt icon in a blue circle is circled in red next to the DOI field. Below the main form, a 'DOI Lookup' dialog box is open, showing a 'Summary of additional information' and an 'Apply Changes' button circled in red. The dialog box also contains an abstract snippet: 'Abstract : When conducting exhaustive searches for systematic reviews, information professionals search multiple databases with overlapping content. They typically remove duplicate records to reduce the reviewers' workload associated with screening'.

Save to RefWorks Plugin

The screenshot shows a 'Tools' dropdown menu with the following items:

- Find duplicates
Search your library for duplicate references.
This feature is not available for shared folders.
- Tools** (circled in red)
Explore additional tools to improve your workflow.
- Bulk edit
Manage metadata for all your references.

The screenshot shows a browser toolbar with the following items:

- Most Visited
- Save to RefWorks (plugin icon)
- Email - Nia Roberts ...
- Apps
- Save to RefWorks (plugin icon)
- Bookmarks
- RefWorks (plugin icon)

The screenshot shows the ProQuest RefWorks interface with the following fields:

- Type of reference: Web Page
- Save the contents of this web page?
- Title: How to grow winter brassicas | Alys Fowler
- Tags: Add tag
- Authors: Last name, First name
- Website: the Guardian
- Last updated, Year: 2018-08-25T10:00:43.000Z
- Abstract: If you have yet to try rapini, broccoli raab or cima di rapa, then I urge you to buy seed immediately

Save to RefWorks

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

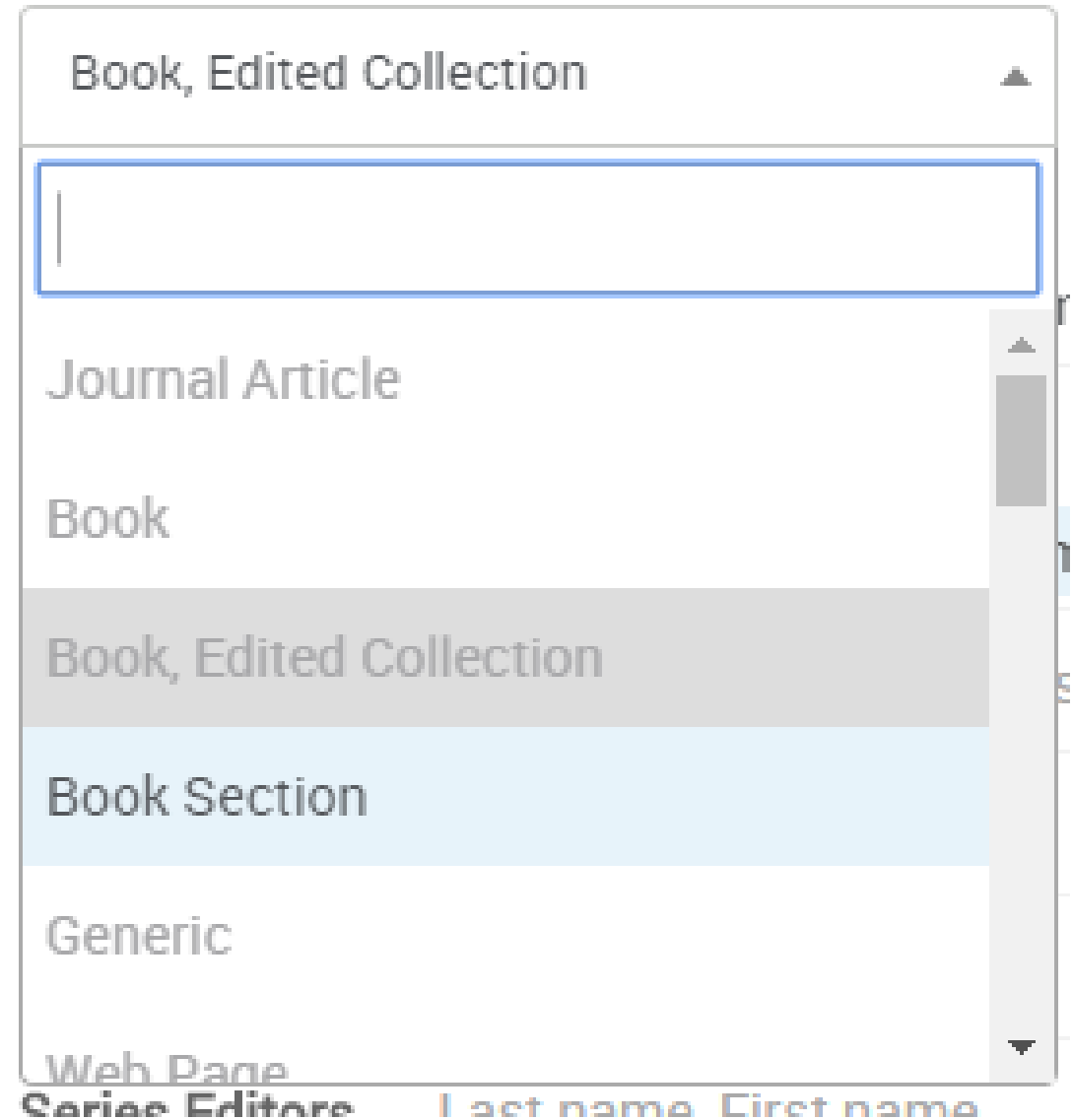
Editing records: authors

- **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

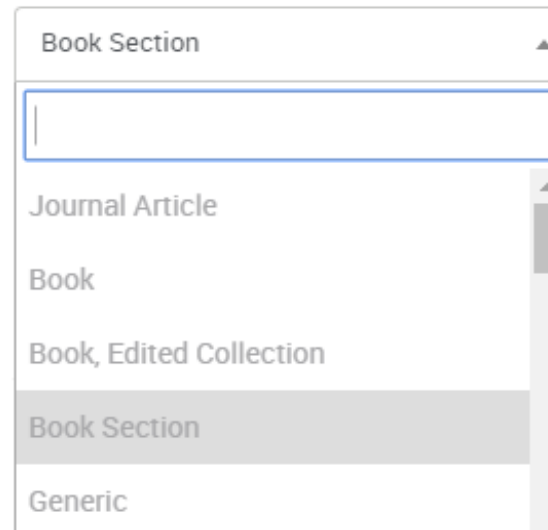
Editing records: edited works

- 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.

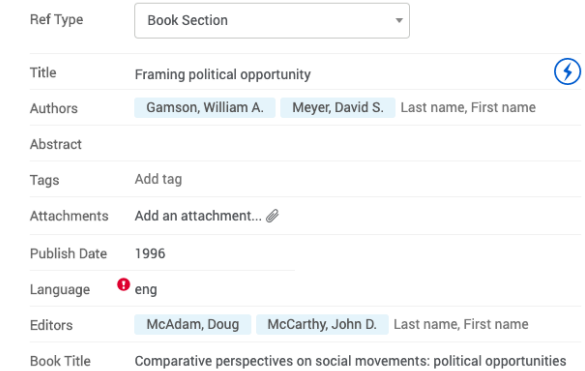


Editing records: chapters in edited collections

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

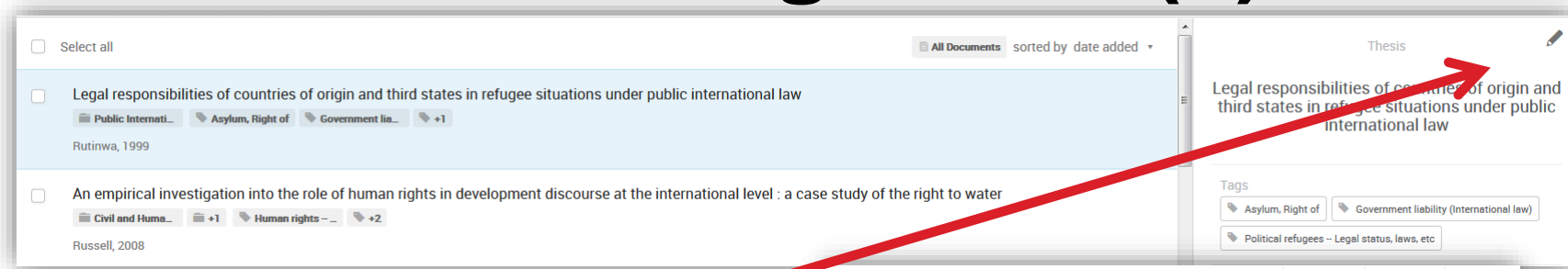


A screenshot of a dropdown menu for selecting a reference type. The menu is titled "Book Section" at the top. Below the title, there is a search input field. The menu lists several options: "Journal Article", "Book", "Book, Edited Collection", "Book Section" (which is highlighted with a grey background), and "Generic".



A screenshot of a record editing form. The "Ref Type" is set to "Book Section". The "Title" is "Framing political opportunity". The "Authors" are "Gamson, William A." and "Meyer, David S.", with a note "Last name, First name". The "Abstract" field is empty. The "Tags" field has "Add tag". The "Attachments" field has "Add an attachment...". The "Publish Date" is "1996". The "Language" is "eng". The "Editors" are "McAdam, Doug" and "McCarthy, John D.", with a note "Last name, First name". The "Book Title" is "Comparative perspectives on social movements: political opportunities".

Editing references, attaching documents & adding notes (1)



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 x laws x etc x Asylum x Right of x Government liability (International law) x 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

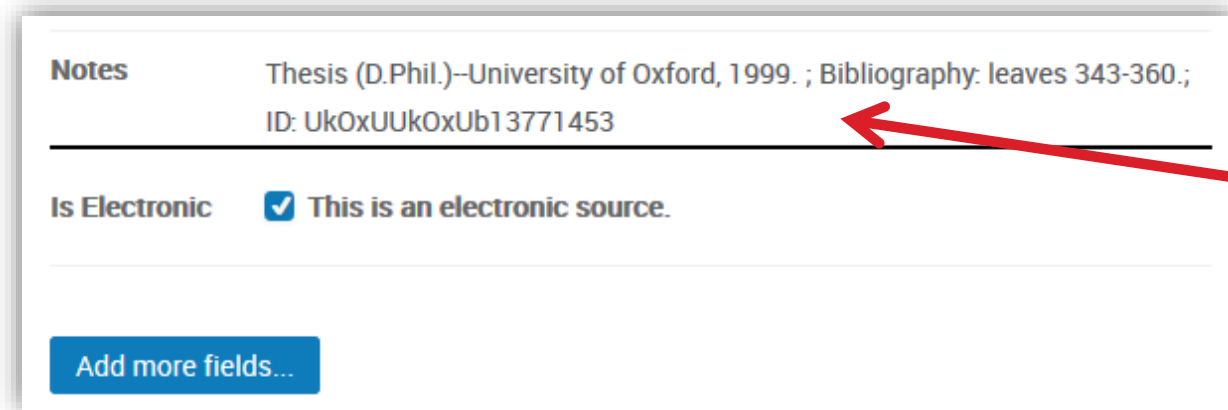
Add more fields...

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)



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

Is Electronic This is an electronic source.

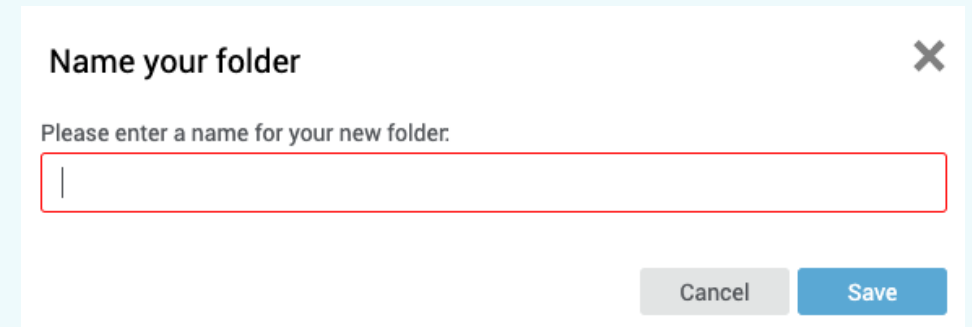
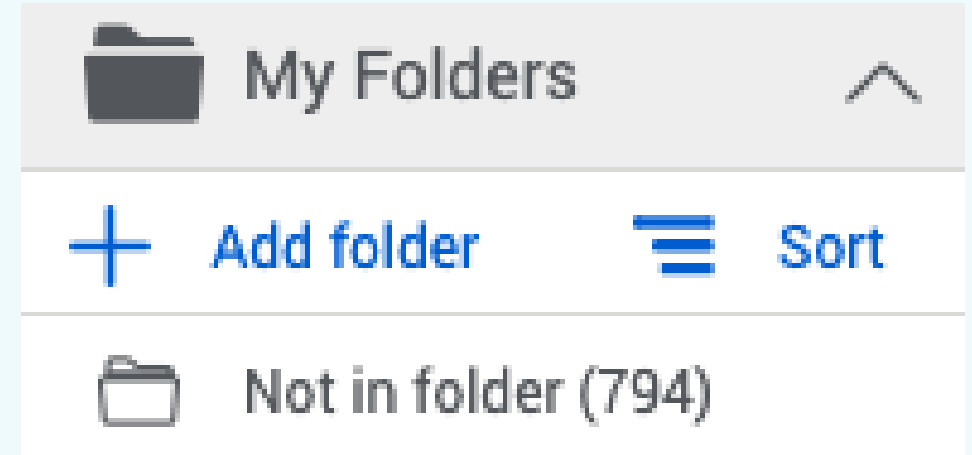
Add more fields...

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

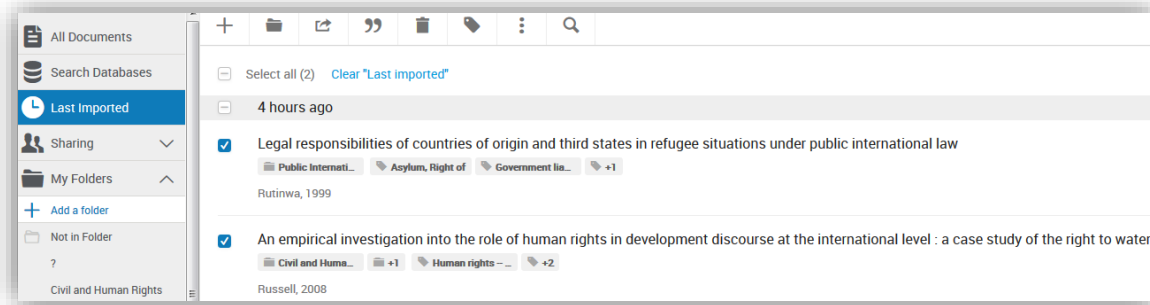
ORGANISING AND DE-DUPLICATING YOUR REFERENCES

Creating folders (1)

- Select **Add folder** under My Folders
- Enter a name in the **Name your Folder** box and click **Save**

A screenshot of a dialog box titled 'Name your folder' with a close button (X) in the top right corner. Below the title, there is a prompt: 'Please enter a name for your new folder.' followed by a text input field with a red border and a vertical cursor. At the bottom right of the dialog, there are two buttons: a grey 'Cancel' button and a blue 'Save' button.

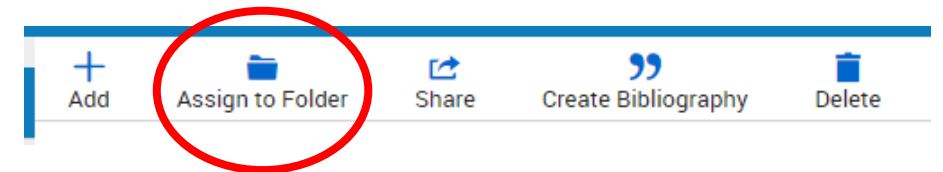
Creating folders (2)



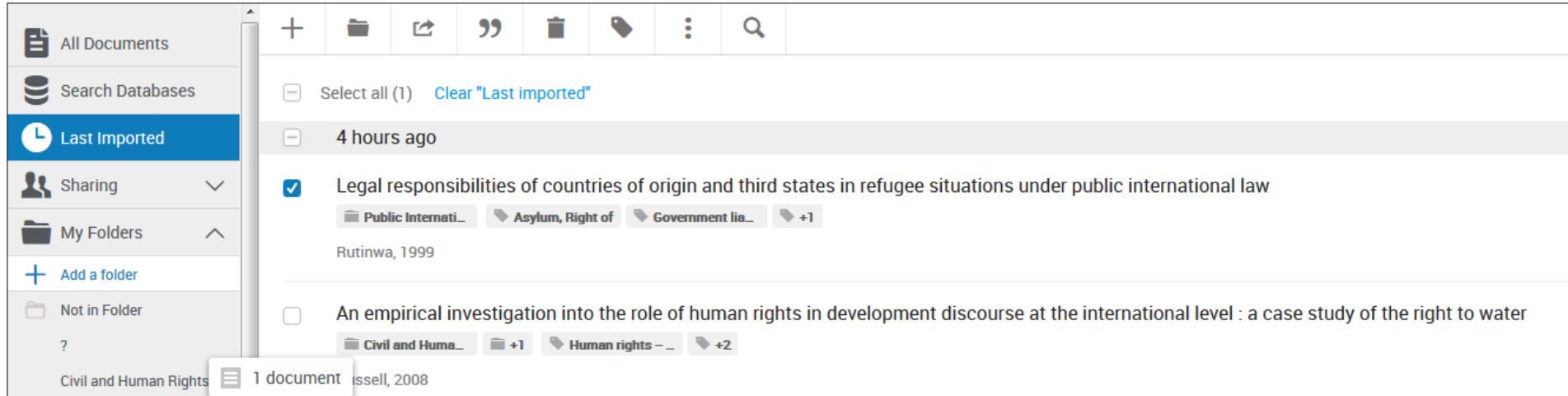
3. Select some references using the tickboxes

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.



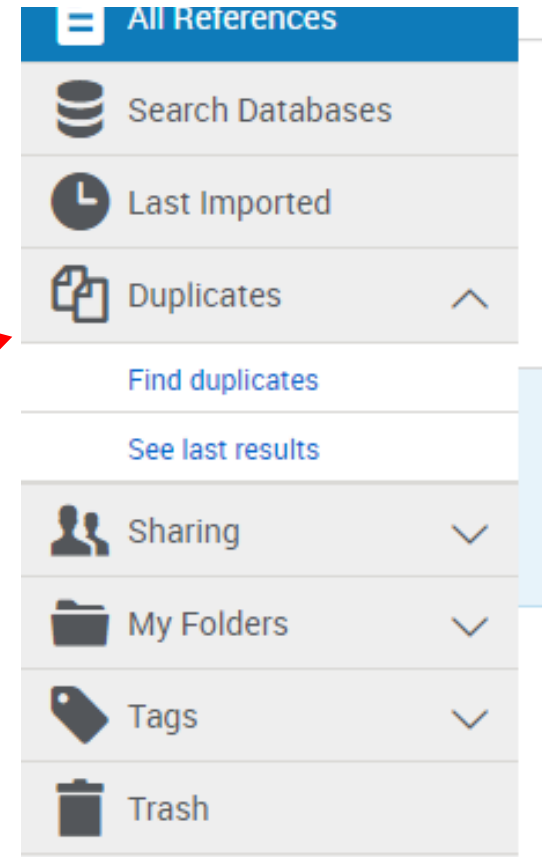
Creating folders (3)



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):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Title | <input checked="" type="checkbox"/> Author | <input checked="" type="checkbox"/> Year |
| <input type="checkbox"/> ISBN ⓘ | <input type="checkbox"/> ISSN ⓘ | <input type="checkbox"/> DOI ⓘ |
| <input type="checkbox"/> Page Number | <input type="checkbox"/> Volume | <input type="checkbox"/> Issue |
| <input type="checkbox"/> Journal Title | <input type="checkbox"/> Publisher | <input type="checkbox"/> Reference Type |

Find Duplicates

INSERTING CITATIONS, FOOTNOTES AND CREATING BIBLIOGRAPHIES

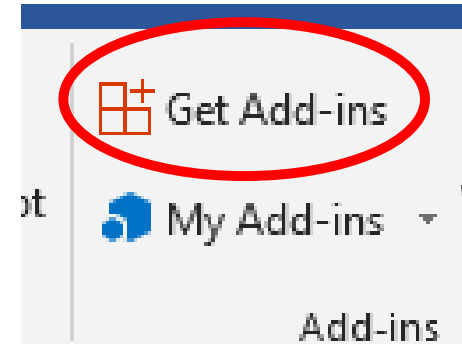
Using RefWorks with Word

Word for Mac and Windows

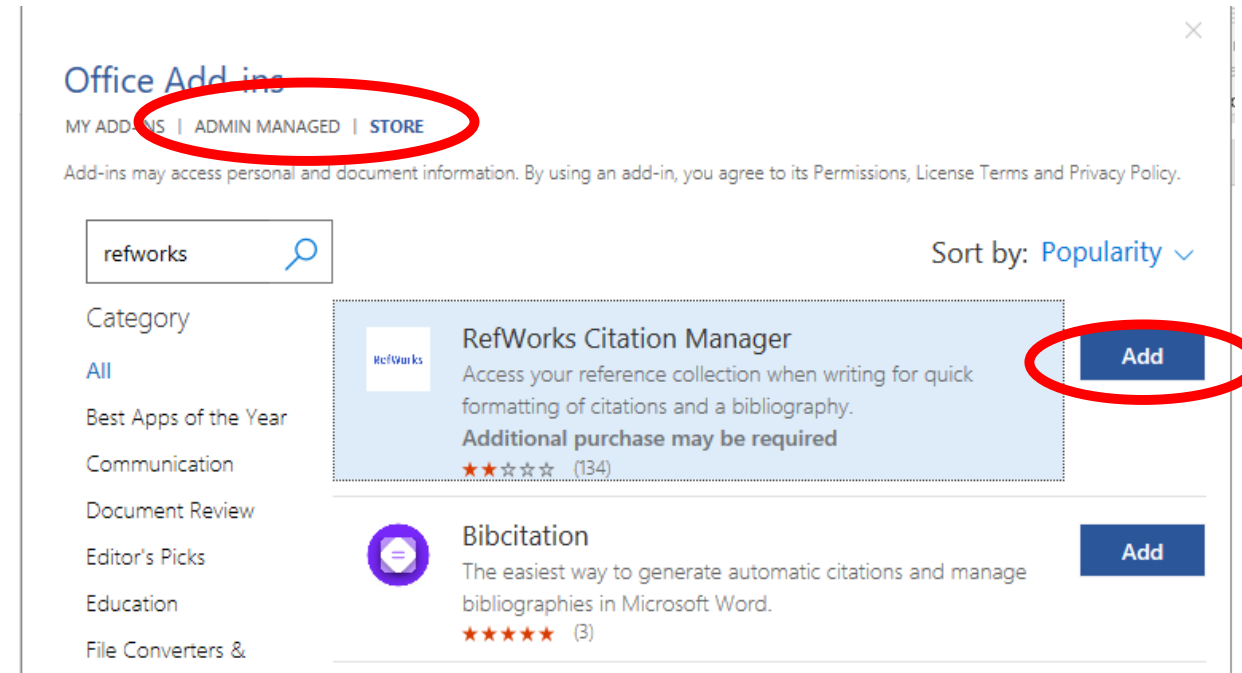
- Use **RefWorks Citation Manager**
- Install within Word

Installing RefWorks Citation Manager

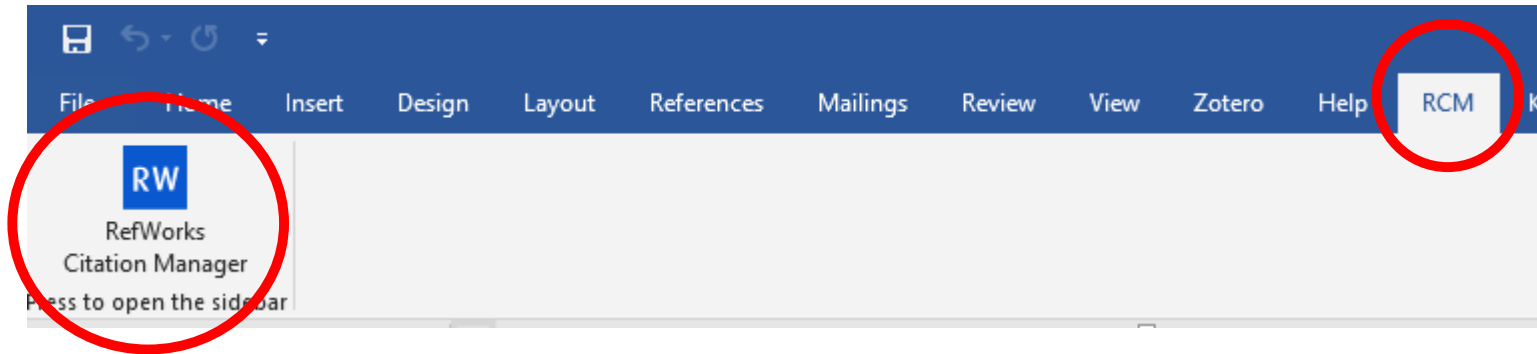
Click **Insert** and then **Get Add-ins**



You may be able to search for RefWorks within **Store**, or you may need to click **Admin Managed**.

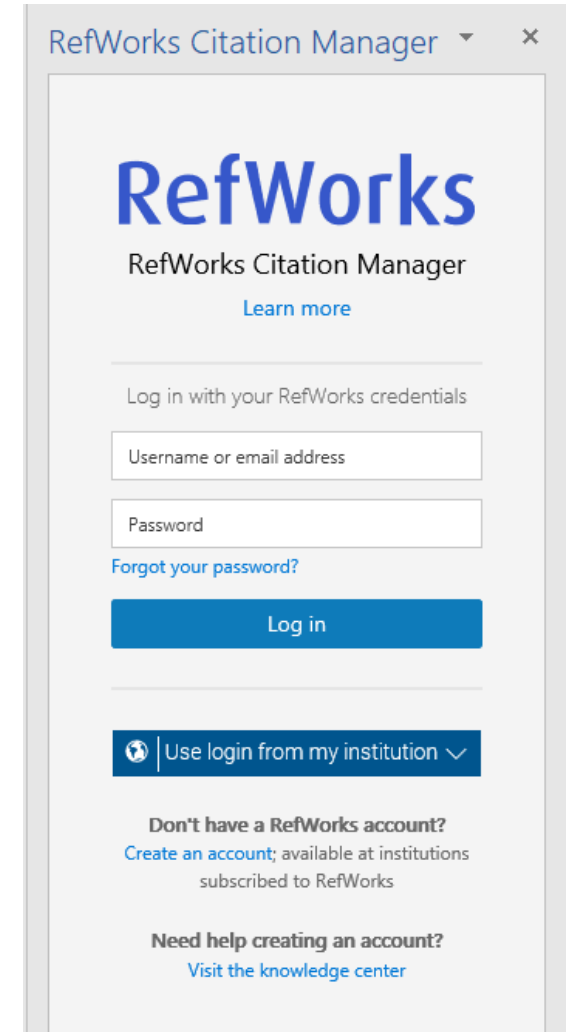


Logging in to RefWorks Citation Manager (RCM)



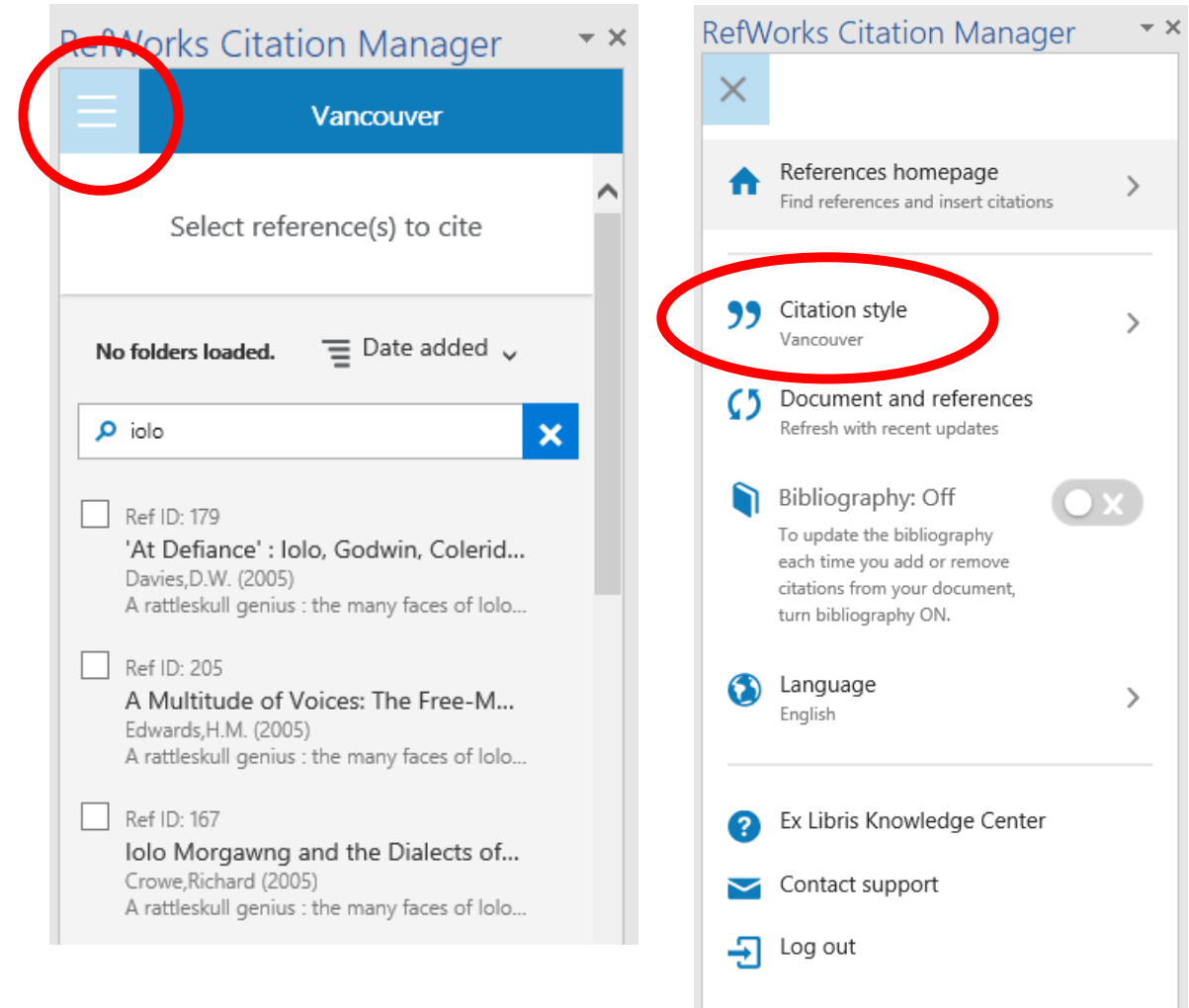
Click **RCM** and then **RefWorks Citation Manager**.

The RCM will open at the right of the screen and you can log in with your RefWorks username and password.



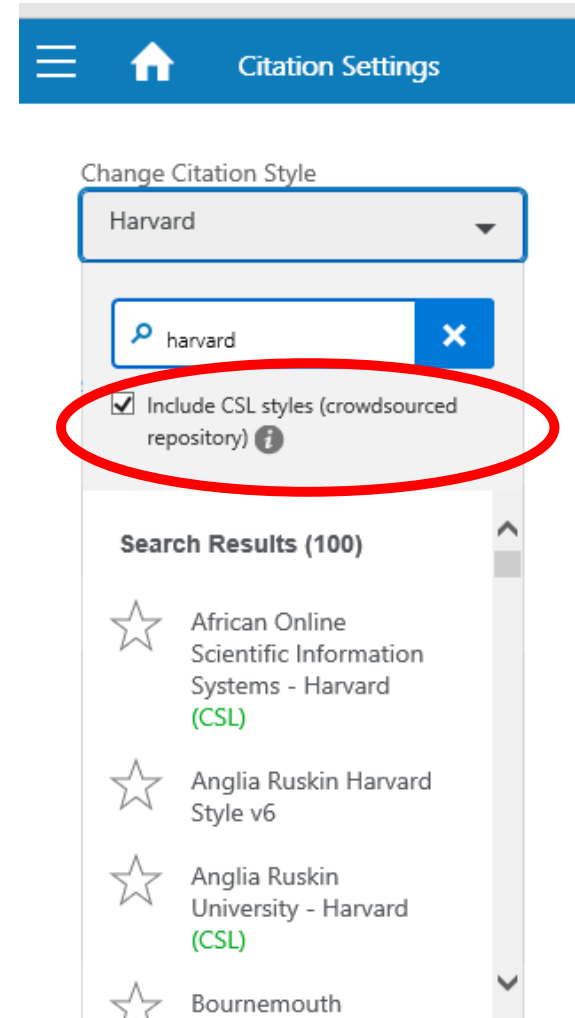
Choosing a citation style (1)

Click the **settings** button and then click **Citation style**.



Choosing a citation style (2)

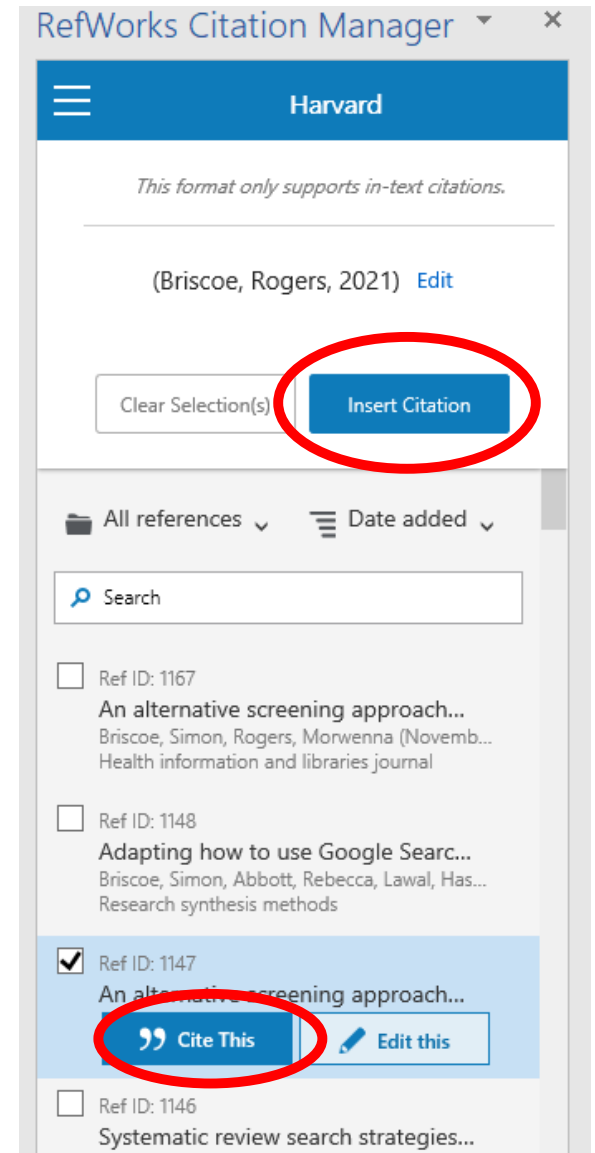
- Search for a style and choose from the options.
- We recommend unticking "Include CSL styles" - these are crowdsourced and often unreliable.



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 Citation (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.

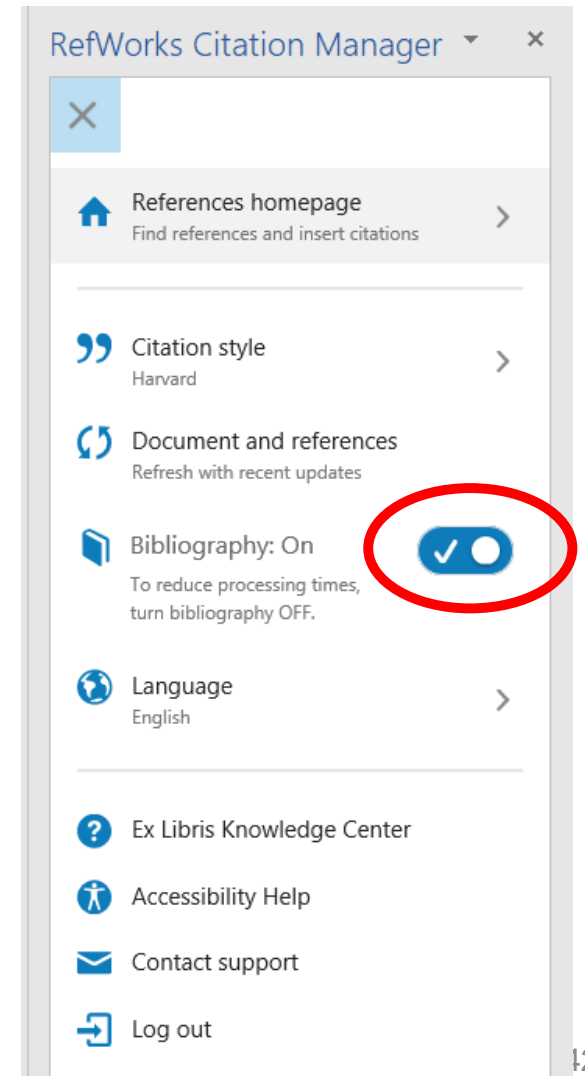
Displaying the bibliography

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.

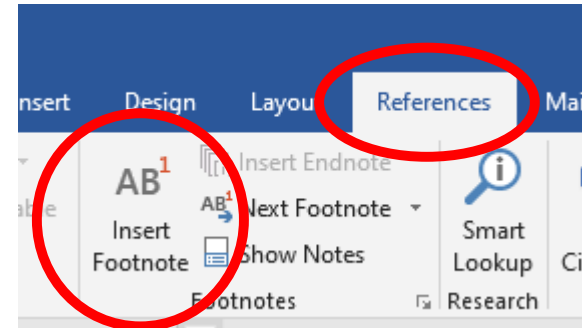
Dumbill, E. 2021, "Fiction, Non-Fiction, and Family Writing", *Textual cultures : text, contexts, interpretation*, vol. 14, no. 1, pp. 140-146.

Fathallah, J. 2022, *Fanfiction and the author: how fanfic changes popular cultural texts*, Amsterdam University Press, Amsterdam.



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.

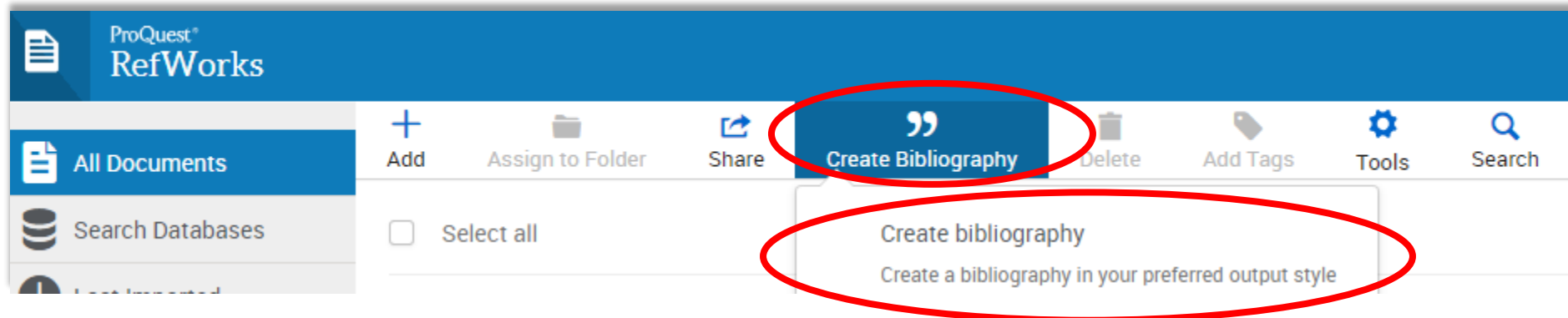
Older versions of Word (pre-2016)

- 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 [RefWorks help pages](#) 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)

All references in 'All References' (179) Selected references in 'All References' (0)

Bibliography from All references in 'All References' (179)

Chicago (Notes) 14th Edition

Differentiate authors with the same surname by: Surname and first name

[Copy to Clipboard](#)

Bibliography

Aaron, Daniel L., Amar Patel, Stephen Kayiaros, and Ryan Calfee. "Four Common Types of Bursitis: Diagnosis and Management." *Journal of the American Academy of Orthopaedic Surgeons* 19, no. 6 (2011): 359-367.

Abdulkarim, Ali, Cathy Keegan, Raazi Bajwa, and Eoin Sheehan. "Lateral Trochanteric Pain Following Total Hip Arthroplasty: Radiographic Assessment of Altered Biomechanics as a Potential Aetiology." *Irish journal of medical science* 187, no. 3 (2018): 663-668.

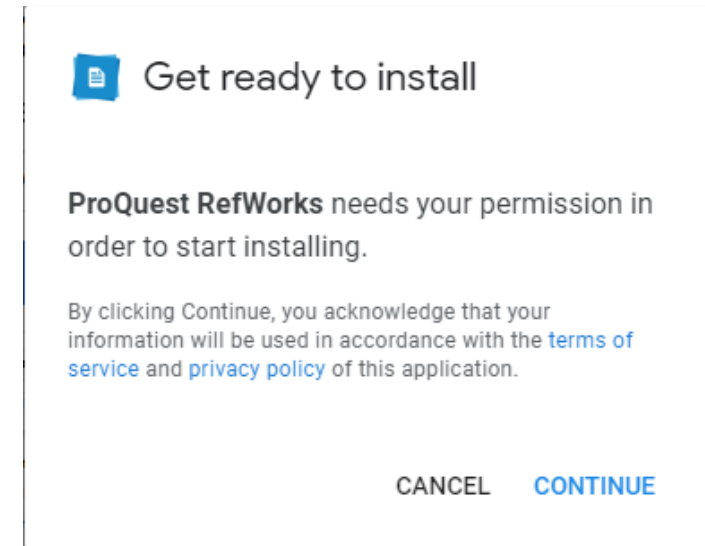
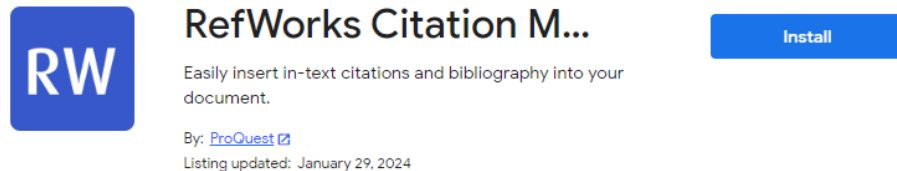
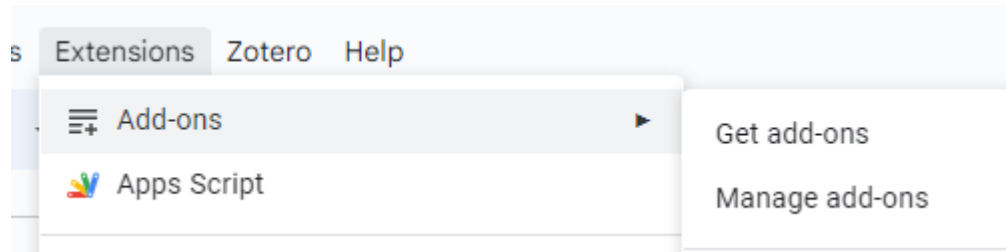
- Choose which references to include using tickboxes or folders
- Choose your citation style
- Click Copy to Clipboard

RefWorks in Google Docs

Adding RefWorks to Google Docs (1)

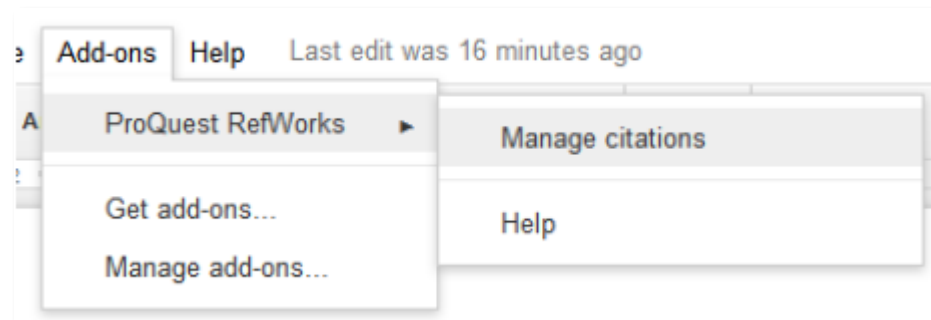
Open a blank document, and select **Extensions -> Add-ons -> Get Add-ons** and search for ProQuest RefWorks. Click **Install**.

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.



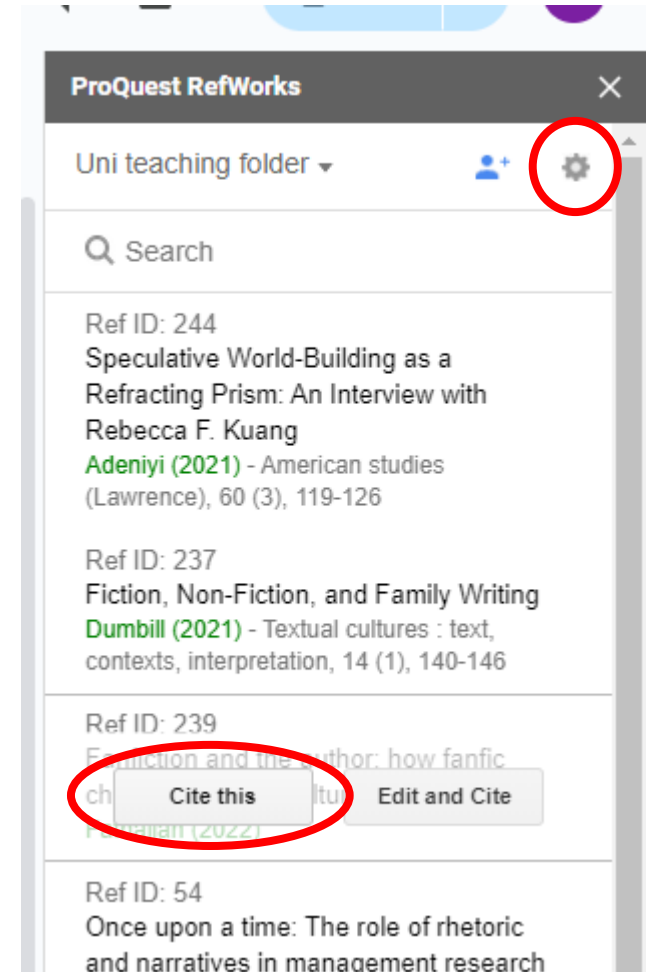
Adding RefWorks to Google Docs (3)

- 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).

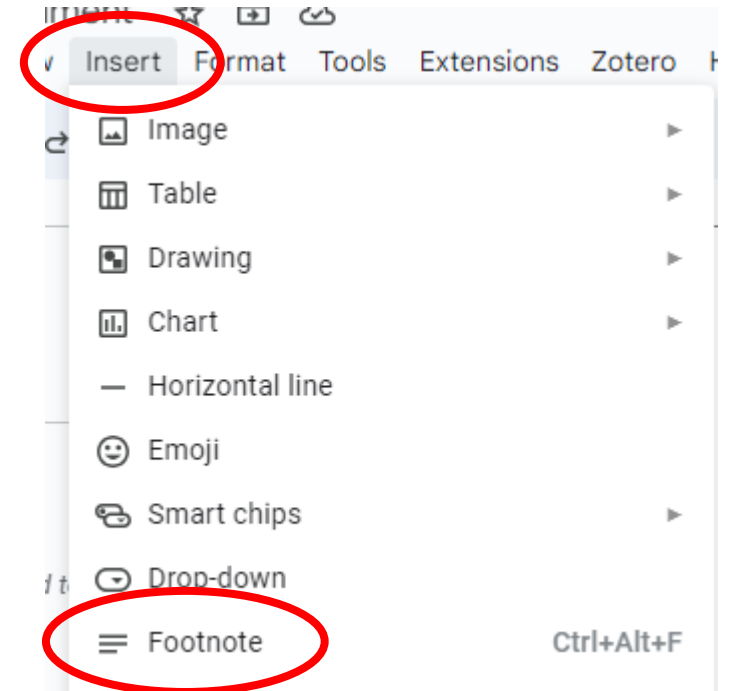
Dumbill, E. 2021, "Fiction, Non-Fiction, and Family Writing", *Textual cultures : text, contexts, interpretation*, vol. 14, no. 1, pp. 140-146.

Fathallah, J. 2022, *Fanfiction and the author: how fanfic changes popular cultural texts*, Amsterdam University Press, Amsterdam.



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

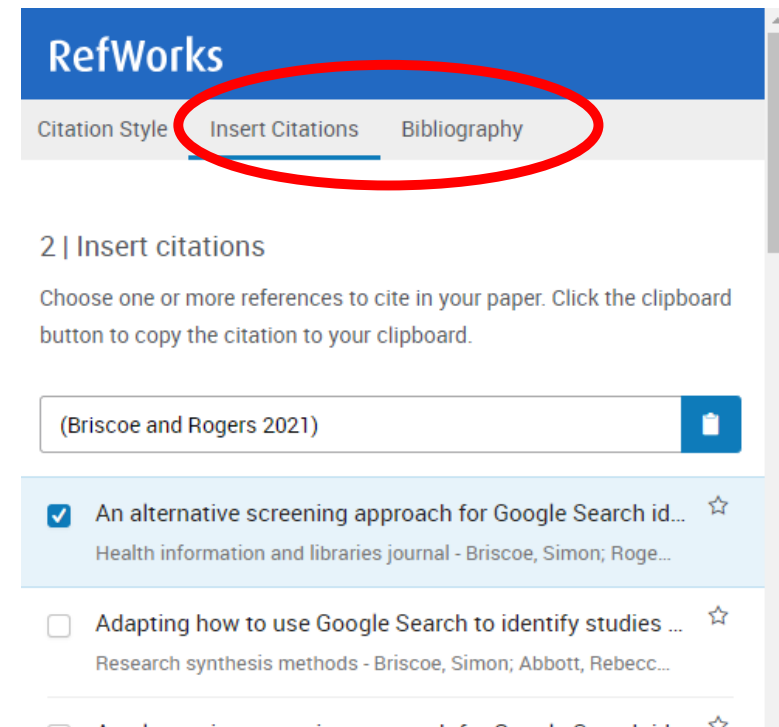
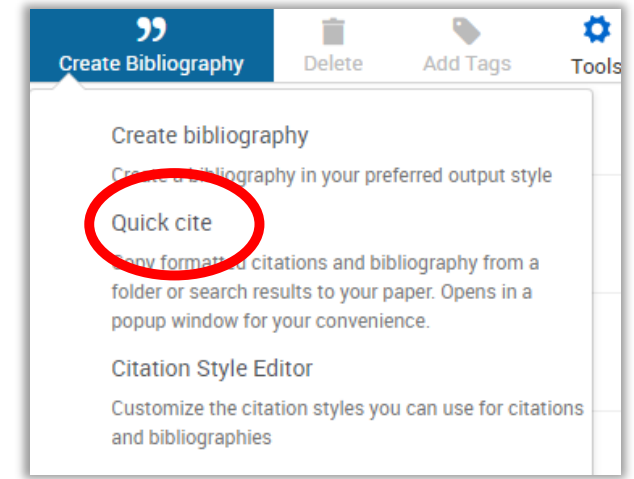


Adding RefWorks to Google Docs (5)

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 REWORKS

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?

