

RefWorks

For anyone who needs to write and cite

Get started at
refworks.proquest.com

1. Start research



2. Add sources
to RefWorks



3. Insert
ready-made citations
into your paper



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

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RefWorks

Doreen McLeary
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Learning Objectives

Managing
information

What is
RefWorks?

Identify and
select relevant
references

Create a
RefWorks
account

Send
bibliographic
data to RefWorks

Adding RefWorks
tool



Library online InfoSkills



UWTSD's infoskills is a dynamic online tutorial programme designed by the University's Academic Liaison Librarians to support you with independently developing transferable academic and information literacy skills.



The [online infoskills](#) complements the in-person library infoskills sessions you receive from your Academic Liaison Librarian during your studies.



Managing Information

1.[Infoskills Moodle site](#)

2.[Referencing](#)

3.[Referencing -Managing Information](#)

The aim of this unit is to enable you to locate, explore and identify the most suitable resource management tools for your task.

By the end of this module, learners should be able to:

Identify the most useful tool to use for their task.

Curate and manage the sources found during their research.

Avoid repeated and duplicated searches.

What is RefWorks?

Refworks is a web-based reference management service that allows you to import references from online databases and other various sources. You can use these references in writing papers and automatically format the paper and the bibliography in seconds.

Main features of RefWorks

- Enables you to import references from most online databases and organise these using folders and create bibliographies for use in your research.
- RefWorks Quick Cite and the RCM add in for Word allow you to add citations, footnotes and bibliographies to the essay or article as you are writing.
- Save to RefWorks imports a website directly from the browser as a reference.
- The RefWorks pages on our website include help with setting up a RefWorks account and learning how to use RefWorks.
- **Please note:** When generating a bibliography or reference list using RefWorks, make sure you choose the output style. For most students this will be **Cite Them Right, 13th edition - Harvard**.
- For further help with using RefWorks contact your Academic Liaison librarian.

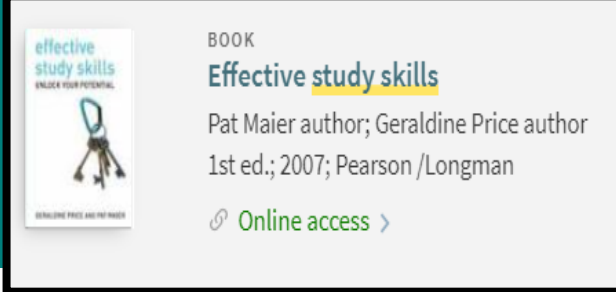


Reference Generators (WARNING)

- Be Careful!
- Generated from information given by publishers
- No way of telling whether the generator is using the most up to date version of a referencing style



These are examples of generated references...



Price, G. and Maier, P. (2007). *Effective study skills*. Harlow, England: New York, N.Y.

Here is the correct Harvard Reference style, based on 'Cite them right online' website

Price, G. and Maier, P. (2007) *Effective study skills*, Pearson /Longman.

Mybib Harvard generator 

- Note it's not included the place/city
- It's also included the country unnecessary
- 1st ed. We never list 1st edition

This reference was generated by the library catalogue

- 1st ed. We never list 1st edition 
- England we only need the city

APA (7th edition)

Harvard Cite Them Right
11th Edition

IEEE

MHRA

Price, G. and Maier, P. (2007) *Effective study skills*. 1st ed. Harlow, England;; Pearson /Longman.



COPY THE CITATION TO CLIPBOARD

Remember to check citations for accuracy before including them in your work



Reference generators

Cite this for me

- Pears, R. and Shields, G., 2019. *Cite them right The essential referencing guide*. 11th ed. Macmillan Education.

MyBib.com

- Pears, R. (2019). *Cite them right*. Palgrave Macmillan.

Harvard cite them right

- Pears, R. and Shields, G.J. (2019) *Cite them right : the essential referencing guide*. Eleventh revised and expanded edition. Macmillan Education / Red Globe Press.

UWTSD Reference Handbook

- Pears, R. and Shields, G.J. (2019) *Cite them right: The essential referencing guide*. 11th rev. edn. Macmillan Education / Red Globe Press.



Demo



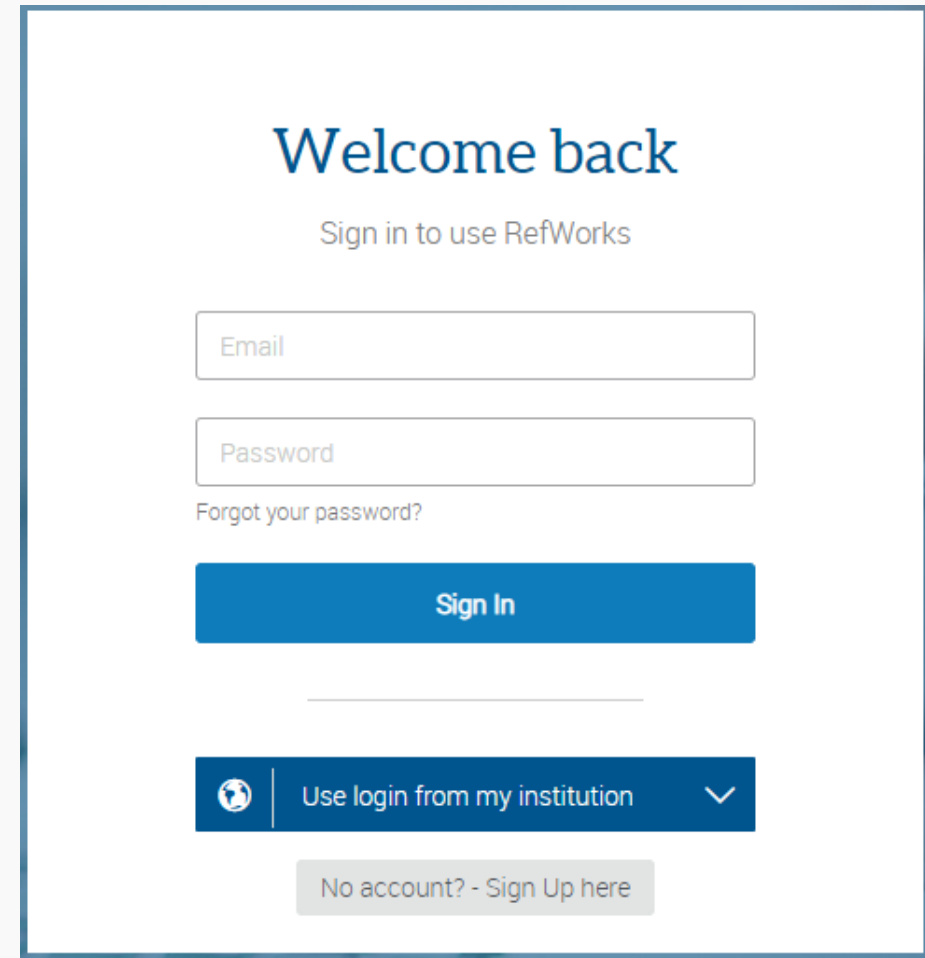
RefWorks

Web-based with one login

Step 1; Creating an account

Click Sign in – **ignore** 'login from my institution'

Click '**No account? Sign up here**' and create an account using your student email and password.

A screenshot of the RefWorks login page. At the top, it says "Welcome back" in blue, followed by "Sign in to use RefWorks" in a smaller font. Below this are two input fields: "Email" and "Password". A link "Forgot your password?" is positioned below the password field. A large blue button labeled "Sign In" is centered below the fields. A horizontal line separates this section from the one below. The bottom section has a dark blue header with a globe icon and the text "Use login from my institution" with a dropdown arrow. Below this is a light gray button that says "No account? - Sign Up here".

Welcome back

Sign in to use RefWorks

Email

Password

[Forgot your password?](#)

Sign In

Use login from my institution

No account? - Sign Up here

All References

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

Add

Assign to Folder

Share

Create Bibliography

Delete

Add Tags

Tools

Search

Utility Bar

Display: 50 per page

Normal View

Customize

All References (viewing 1 – 50 of 528 refs)

Select all on this page

Sort by: Date added

☐

Ref ID: 714
Price,Geraldine; Maier,Pat. (2007). Effective study skills

Study skill

Added September 20, 2023

☐

Ref ID: 713
US Missing Out on Namibia's Hydrogen, Mineral Boom, Geingob Says

Added September 20, 2023

☐

Ref ID: 712
Tinney,Glenda. (2020). Early Years Education, Education for Sustainable Development and Global Citizenship and the Principles of Harmony

L Education (Ge...

Added September 19, 2023

☐

Ref ID: 711
Tinney,Glenda; Merriman,Eileen. (2018). Early Years Education and Education for Sustainable Development and Global Citizenship (ESDGC)- Two Si...

LB Theory and p... LB2300 Higher ... LB2361 Curricul... +1

Added September 19, 2023

☐

Ref ID: 710
Uchiyama,Shigeharu; Kamoi,Fumiki... Amano,Naoji. (2022). What is the subtype of dementia in patients with fragility hip fracture?

Set referencing style

The screenshot shows the RefWorks interface with the 'Create Bibliography' button highlighted. A dropdown menu is open, showing options: 'Create bibliography' (with a description), 'Quick cite' (with a description), and 'Citation Style Editor' (highlighted with a red box, with a description). The background shows a list of references under the 'Last Imported' tab.

RefWorks Untitled Project University of Wales Trinity Saint David

Buttons: Add, Assign to Folder, Share, Create Bibliography, Delete, Add Tags, Tools, Search

Left sidebar: All References, Search Databases, Last Imported, Duplicates, Sharing, My Folders, Tags, Trash

Dropdown menu options:

- Create bibliography
Create a bibliography in your preferred output style
- Quick cite
Copy formatted citations and bibliography from a folder or search results to your paper. Opens in a popup window for your convenience.
- Citation Style Editor**
Customize the citation styles you can use for citations and bibliographies

Background list items:

- Select all on this page Clear "La
- 8 minutes ago
- Ref ID: 722
The Financial Express. (20
- Added October 4, 2023
- October 1st 2023 11:51 am

The screenshot shows the 'Citation styles' page in RefWorks. A search bar at the top contains the text 'cite them right'. On the left, a list of style categories is shown. On the right, a list of specific citation styles is displayed, with 'Cite Them Right, 13th edition - Harvard' highlighted by a red box.

RefWorks Untitled Project

Citation styles

Search: cite them right

Left sidebar:

- All styles
- My custom styles
- Institutional styles
- Citation Style Language (CSL)
- Visit the Citation Style Visual Editor to customize CSL styles.

Right sidebar (Citation styles list):

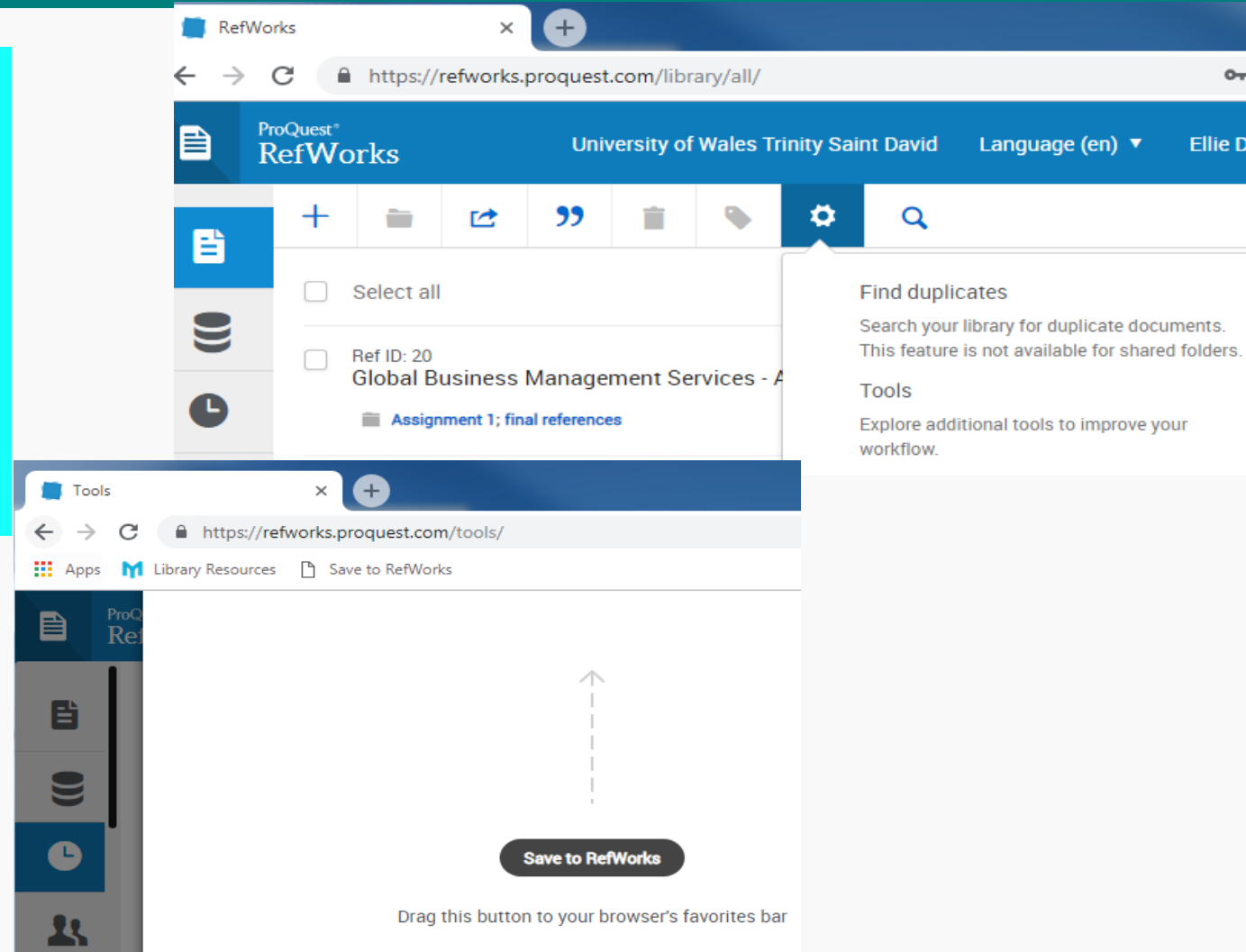
- Name ▲
- Cite Them Right - Harvard
- Cite Them Right 10th edition - Harvard (CSL)
- Cite Them Right 10th edition - Harvard (no "et al.") (CSL)
- Cite Them Right, 11th edition - Harvard
- Cite Them Right, 13th edition - Harvard**

Installing the bookmark tool

The bookmark tool enables you to save anything you look at online to your reference list

Step 2; Installing the tool

- Ensure that your Bookmark Bar is visible
- Login into Refworks and click on 'Tools'
- Click 'install Save to RefWorks' and drag the button into the Bookmark bar



Using Save to RefWorks

- Go onto a database or website
- Click on 'Save to RefWorks'

This tool scrapes the webpage for the information and formats your reference, but as always, you **must** check the reference

The screenshot shows a web browser window with the URL hbr.org/2023/09/leading-change-may-need-to-begin-with-changing-yourself?ab=HP-latest-image-3. The page displays a Harvard Business Review article titled "Leading Change May Need to Begin with Changing Yourself" by Narayan Pant, dated September 20, 2023. A RefWorks dialog box is open on the right side of the browser window, titled "RefWorks" and "Save to RefWorks". The dialog box contains the following information:

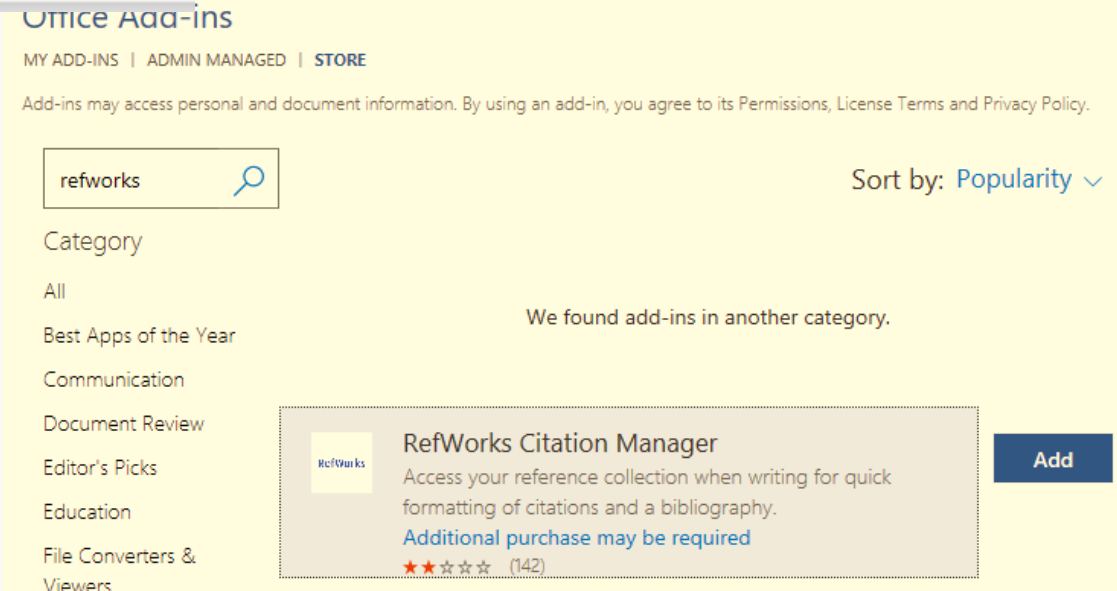
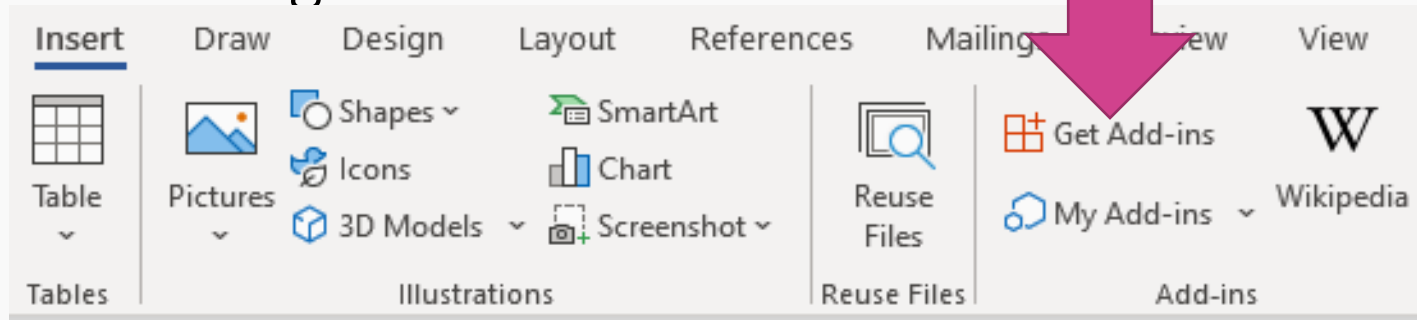
- Type of reference: Magazine Article
- Save the contents of this web page?: ☐
- Title: Leading Change May Need to Begin with Changing Yourself
- Tags: Leadership development, Continuous learning, Emotional intelligence, Personal growth and transformation, Personal strategy and style, Add tag
- Authors: Pant, Narayan (Last name, First name)
- Publication: Harvard Business Review
- Date Published: 2023-09-20T12:15:57Z

A "Save to RefWorks" button is visible at the bottom right of the dialog box.



Adding RefWorks to Word

- In word go to Insert tab click on 'Get Add-ins'

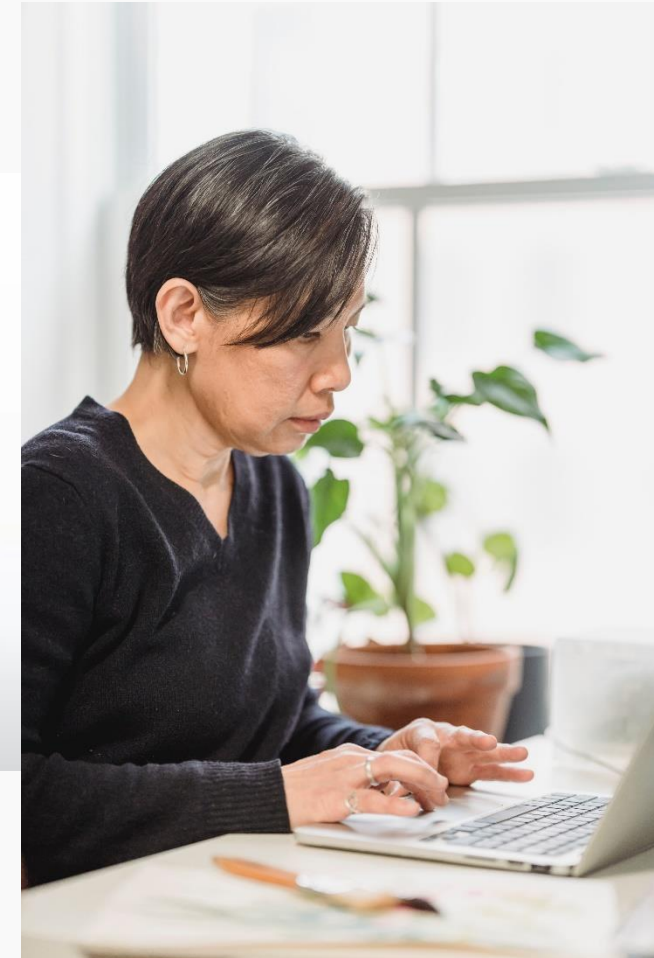


Managing your research with RefWorks

[Click here](#)



ProQuest
RefWorks
Citation Management Software



www.uwtsd.ac.uk/library



@UWTSdlib



birminghamlibrary@uwtsd.ac.uk

RefWorks

- [Sign up for RefWorks](#)
- [Exporting references to Refworks](#)
- [Creating and adding documents to Refworks](#)
- [RefWorks Tutorials \(YouTube\)](#)



Final check

Correct

- Are you formatting citations and reference lists correctly?
- Have you formatted the references correctly?
- Is your reference list presented correctly?
- Have you put in-text citations in the right place in the sentence?

Appropriate

- Do you know when you need to reference (and when you do not)?
- Have you provided references when they are needed?
- Have you maybe provided references where they are not needed?
- Is it clear why you have provided a reference?

Effective

- Does your use of sources demonstrate your understanding?
- Have quotations been introduced and followed up with a comment?
- Have you paraphrased or summarised other people's words effectively?
- Is it clear which are other people's words and ideas and which are your own?

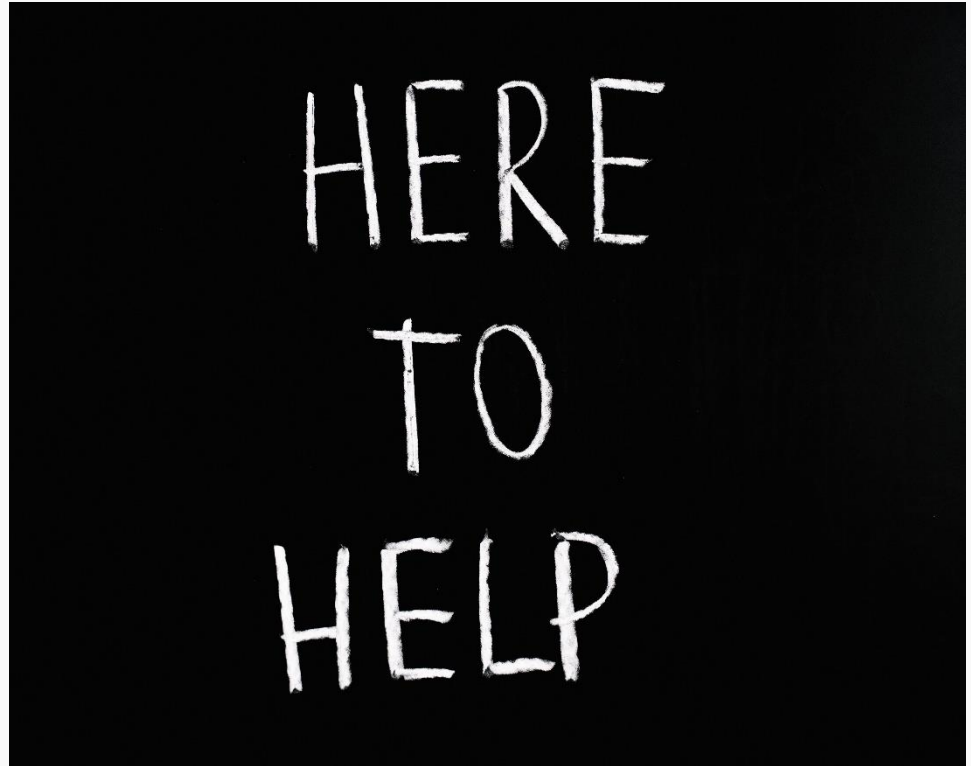


Academic Liaison Librarians

- Doreen McLeary : Quay Place Centre
- Olivia Edmonds: Quay Place Centre
- Shabina Hassan: Sparkhill Centre

We cover between us 7 days a week

Book an appointment: <https://bit.ly/3T5yBi2>



Email: infoskills@uwtsd.ac.uk



“

There are no
foolish
questions, and
no man
becomes a fool
until he has
stopped asking
questions.” —

Charles Proteus Steinmetz

Any
Questions



Let us know how we did.

If you have 5 minutes, please scan the QR code and fill out our feedback form.

