

Refworks - Getting Started

Steps to set up an individual account:

Please note the following guide uses Harvard UTS style.

➤ **Open RefWorks webpage**

- Go to the Library Catalogue and do a Title Search for **RefWorks**
- Click on Connect to Electronic Resource
- Login using your UTS username and password

NOTE the **Group Code**, this is only used for off campus to create a RefWorks account.

- Continue to site

➤ **Sign up for an individual account**

Select a user name and password (you will receive an email confirmation of your Login and password)

➤ **Set up Output Style**

- When your RefWorks account is opened, choose **Bibliography - Output Style Manager**
- **Remove all** of the default styles in the right frame under **'Favorites'**.
- Select **Harvard (UTS)** from the options on the left and **Add to Favourites**.
- Close this window.

➤ **Create a Folder**

Go to top tool bar and select **New Folder** – you could create folders for different subjects/projects, etc.

How to manually enter references:

Not all databases can export references into RefWorks. This will be the same for websites. You can manually type, or copy and paste these records into RefWorks. Select **New References** from tool bar.

- Make sure Harvard (UTS) is selected under **Fields used by**.
- Under **Reference Type**, select the type of reference you are entering (e.g. Journal Article, Book, Web Page).
- Author format: Surname, First name. Multiple authors: insert a semi colon between each author.
- Enter information in the boxes and click **Save** or **Save & Add New** when finished.

How to Search UTS Library Catalogue within RefWorks:

- Go to **Search** on the RefWorks menu bar
- Choose **Online Catalog or Database**
- Select UTS Library catalogue

- Works best with Advance Search, and author or title search
- Select references
- Click on Import to folder

Databases: how to export data into RefWorks:

➤ Direct import references from databases

- Works for most journal databases
- After selecting journal articles in a database, look for the **Export** option.
- Selecting the export option will usually provide a choice of either EndNote or RefWorks, choose RefWorks.
- If you have your RefWorks account opened, the import will begin automatically. If not, then you will be prompted to the RefWorks login page; after you login, the import will automatically begin.
- Select **View Last Imported Folder** to **review** the imported records. Click on the Edit icon for each record and check if all reference details are correct. If not, correct them.
- Add these records to the Folder. Select the records, and then click on a folder name under **Add To folder** menu.

➤ Import references from a saved text file

Some databases, e.g. **Sage Journals**, do not direct export.

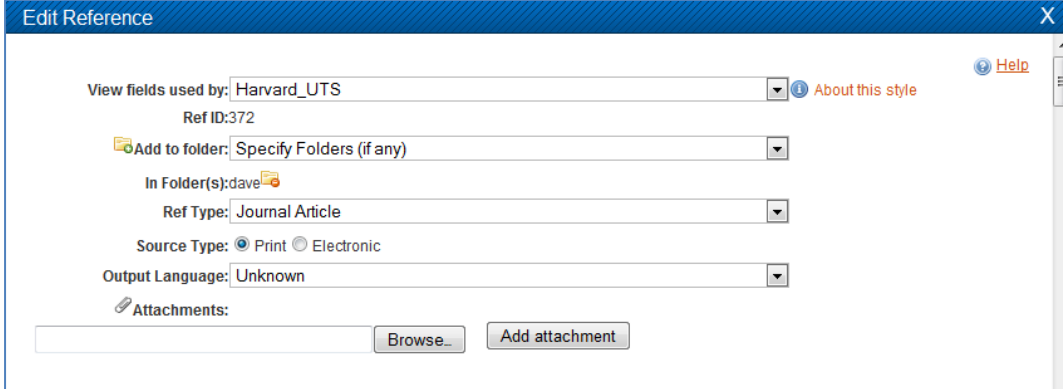
- After selecting journal articles in Sage Journals, click on **Add Citations** button on the right hand side.
- Choose **Save/Print/Email/Download** option.
- Choose Format with Citation+Abstract, then click on **Download To Citation Manager**
- Choose **Refworks Click here to download and save the file**, then save as a text file to your desktop or your preferred location.
- Open RefWorks and click on **Import** on the right hand side.
- The **Import filter/Data source** should read **Refworks Tagged Format**.
- In the **Database** option choose **Tagged Format**.
- From **Browse** option, look for the saved text file and **Import**.
- Select **View Last Imported Folder** to **review** the imported records.

Google Scholar – Connect, Search & Import Data

- To connect Google Scholar to all UTS database holdings, look up Google Scholar in the UTS Library's **Find Databases** Page – click the title link
- A new page will open – Google Scholar. Click on the **Settings** on the top right of screen. Scroll to the bottom of the page.
- Choose the **'Show links to import links to'** button, then select **'RefWorks'** from the drop down menu.
- Whatever you find by searching now (journals, books, conference papers etc.) should come with an **'Import to RefWorks'** link beneath it. (Note: this only works in Google Scholar)

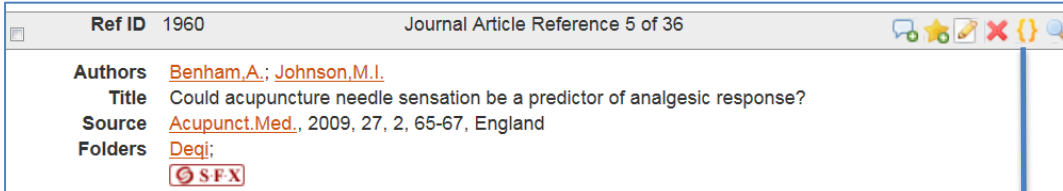
Attach a File

- Attach the full text of an article to a reference by using edit reference and then using the attach button. See below:



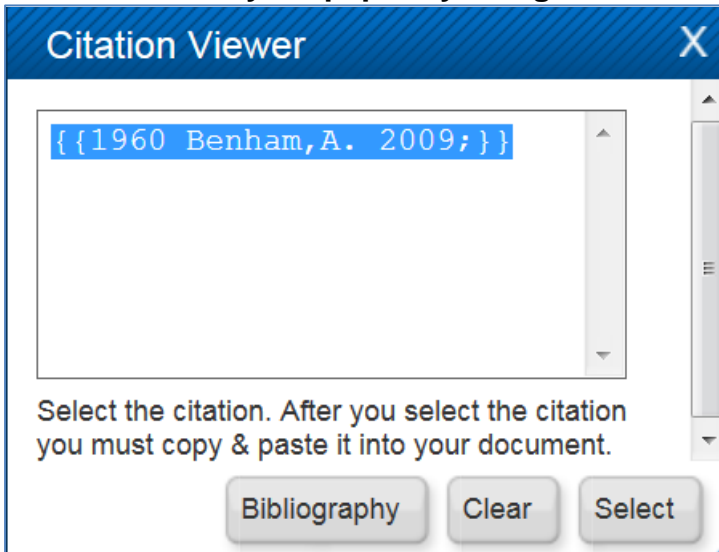
Find Full Text


Use the SFX button that will search for the full text of the article for you on the web. (see below)



Creating and Formatting the Paper and Bibliography

1. **Create a bibliography from a list of references:**
 - Open a folder or choose a reference list from a folder
 - Select the **Bibliography, Create Bibliography** button on menu bar.
 - Make sure Harvard (UTS) is selected under **Output Style**.
 - Select the references you wish to format, e.g. All in List.
 - Select file type to create (e.g. HTML, Word document).
 - Click on **Create Bibliography**.
2. **Cite and format your paper by using One Line/Cite View**



- Click on the Cite icon  next to the appropriate reference/s, then copy and paste citation/s from Citation Viewer into the text of your document.
- Clear the Citation Viewer window before creating your next citation.
- Save the document as a .doc, .docx, .odt or .rtf file.
- From the menu bar, select **Bibliography, Format Document**, then select the appropriate **Output Style** and the document file to format the in-text citation and bibliography.

3. Download and use Write-N-Cite to format your paper within MS Word

- When you login to RefWorks account, under Tools option, you will see the Write-N-Cite download option. Download proper Write-N-Cite version for your computer.
- After you install Write-N-Cite onto your computer, **ProQuest** tab will appear on the MS Word tool bar. Choose **ProQuest** tab and click on **log In** with your RefWorks User Name and Password, your RefWorks data will be synced to the computer, and ProQuest tab will change to **RefWorks**.
- When you write your Word document, you can easily insert selected references into the document, and simultaneously create a Harvard UTS style bibliography.
- Put the cursor to the place you want to cite a reference, then click Insert Citation drop down menu, select Insert New button, Insert/Edit Citation window will be open (see picture below)
- Choose the reference you want to cite, then edit the citation, e.g. Hide Year, Hide Author.
- When editing the in-text citation to insert a page number, use the **Suffix** box, e.g. put in , p.7

