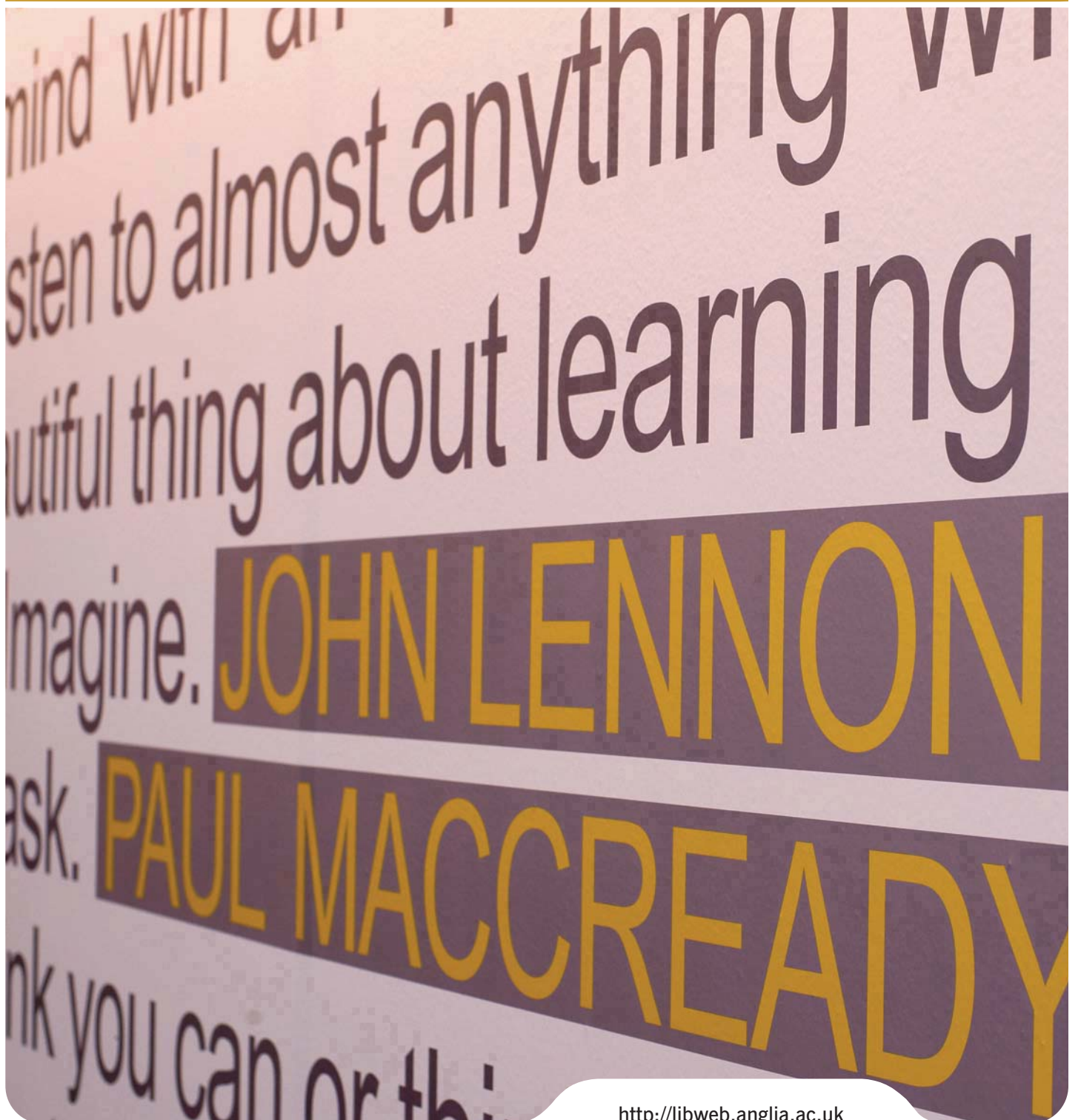




# University Library RefWorks Guide



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## 1. Introduction

This guide provides information about RefWorks for students and staff using Anglia Ruskin University Library services. RefWorks enables you to create a personal database of references and compile instant bibliographies in a variety of styles. It is a web-based service accessed via the internet and can also be used off-line.

## 2. Getting started: create an account with University login

Start at our University Library website [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk). Click on Guides, then Referencing, then RefWorks from the expanded menu.

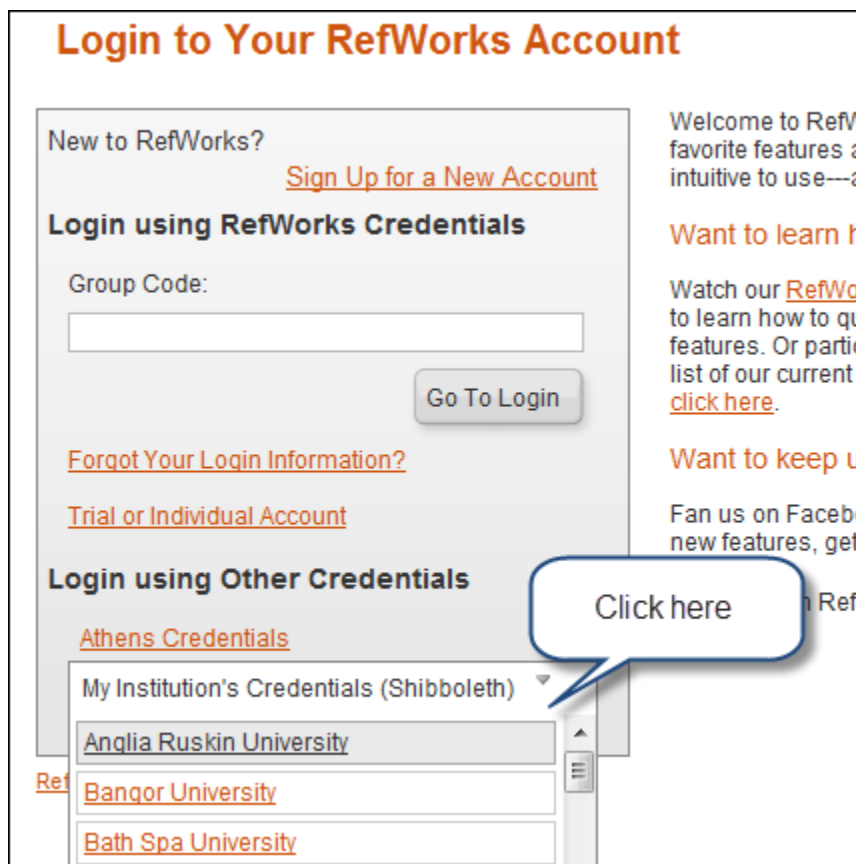
Follow the instructions for 'New users'; you will need your Anglia Ruskin University login to create your RefWorks account. If you need help with your University Login, please contact Student IT support [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk) (students only) or IT Services [itsupport@anglia.ac.uk](mailto:itsupport@anglia.ac.uk) (staff)

When you have logged in, register your details with RefWorks. Click on 'new user,' type in your name, email, select a user type from the drop down menu and also select a 'focus area' (or subject).

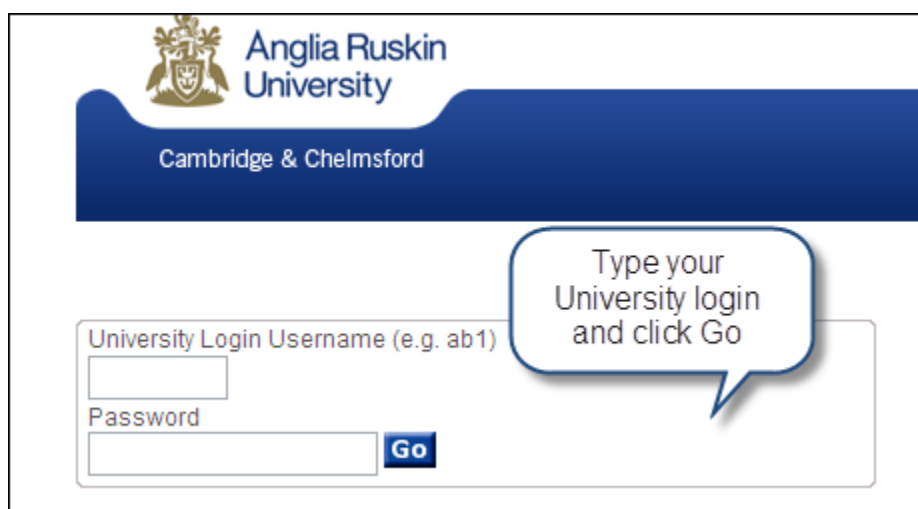
There are quick start guides, tutorials and full supporting information in alternative formats from the internal RefWorks 'Help' menu, ProQuest RefWorks YouTube channel and RefWorks online libguide <http://refworks.libguides.com/home>

### 3. RefWorks Login

You will see the 'Login to Your RefWorks Account' screen when importing references from data sources. Click on 'My Institution's Credentials (Shibboleth)' then Anglia Ruskin University.

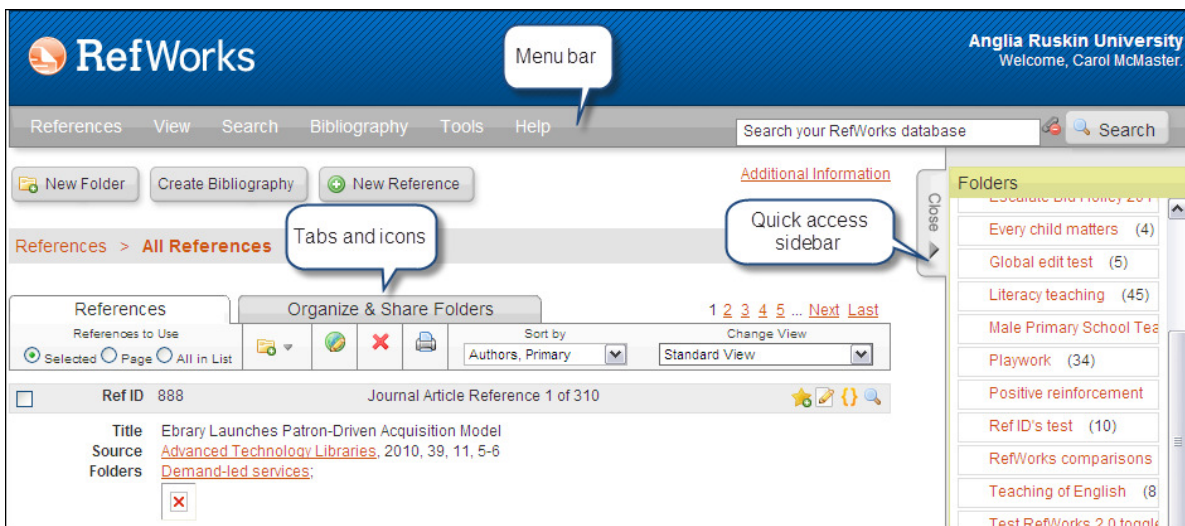


- Type in your University login to open RefWorks.



### 4. Navigating within RefWorks

Use the menu tabs, icons and Quick access sidebar to navigate within RefWorks. Use the Quick Access sidebar if you wish to customise your account. You can change the default source type to 'Electronic' in the 'Import options'.



## 5. Output styles and the Anglia Ruskin University Version of the Harvard Style

To select the version of the Harvard Style currently used by Anglia Ruskin University for your forms and bibliography output:

- In RefWorks menu bar, click 'Bibliography,' then 'Output Style Manager' from the drop-down list.
- Select 'Anglia Ruskin Harvard Style v4' from the list of Output Styles.
- Click on the green arrow to add it to your 'Favorites.'

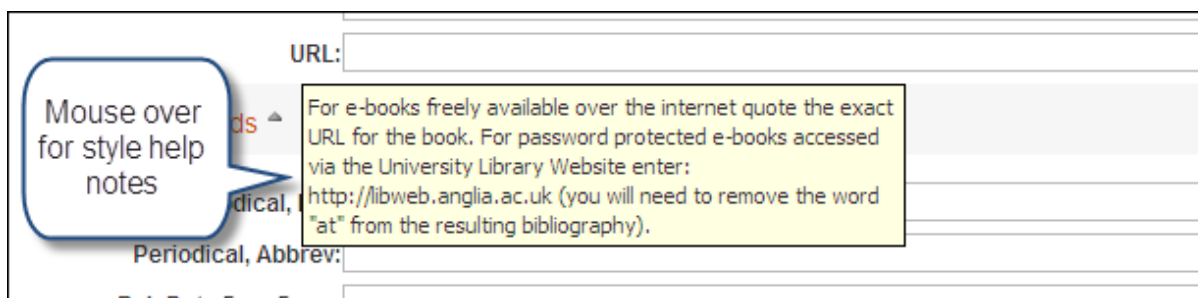
The form and bibliography functions will now contain the option to choose the style from the drop-down list of your RefWorks Favorites.

Use this process to choose alternative output styles; Harvard is an author/date style; Nature is a numbered bibliography (the same as creating endnotes). To create a paper with footnotes try the Chicago Notes format.

## 6. Adding references to your database: fill in a RefWorks form manually

This is the most straightforward way, either typing in directly, or copy and paste relevant information into the form. When you edit a reference you see this form too.

- Click on the 'New Reference button.' A form will open for you to complete.
- Choose Anglia Ruskin Harvard Style v4 as the output style from the drop-down menu.
- Choose the form for the type of reference you are adding; the form gives different prompts depending on the reference type. E.g. book or journal.
- Select the Source Type, print or electronic.
- Fill in the form. Note that there are mouse roll-over notes to help you fill in the fields for Anglia Ruskin Harvard Style v4, for example, the Data Source field note:



- Save the reference. You can now attach a file to the reference e.g. PDF of a journal article.

The forms recommended for use when entering data manually with the output style Anglia Ruskin Harvard Style v4 are:

Reference Type	Print Version	e-Version
Abstract		
Artworks	Recommended	
Bills	Recommended	
Book Edited	Recommended	Recommended
Book Section	Recommended	Recommended
Book Whole	Recommended	Recommended
Cases/Court Decisions	Follow accepted legal practice	
Computer Programme		
Conference Proceedings	Recommended	Recommended
Dissertation/Thesis	Recommended	Recommended
Dissertation unpublished		
Generic	Use with caution	
Grant		
Hearing		
Journal Article	Recommended	Recommended

Journal Electronic		
Laws/Statutes	Use with caution	
Magazine Article		
Map	Recommended	
Monograph		
Motion Picture	Use Video/DVD	
Music Score		
Newspaper Article	Recommended	See journal articles
Online Discussion Forum/Blogs		Recommended
Patent	Recommended	
Personal Communication(e-mails)		Recommended
Report	Recommended	
Sound Recording		
Unpublished Material		
Video/DVD	Recommended	
Webpage		Recommended

## 7. Linking to full text

RefWorks will link your references to Anglia Ruskin's online full text journals and other resources using the 'Check Full Text' button in Standard and Full view. Other direct links may also be listed e.g. a link to a document in PubMed.

You can convert an existing database from another bibliographic management program. RefWorks online help gives instructions for exporting from each named product, including Endnote and Zotero.



## 8. Importing references from databases with a direct export function

Many online databases allow you to import references into RefWorks at the click of a button.

Select the items from a database search and look for export reference functions like:

- Export
- Save/mail
- Bibliographic Manager
- Export to RefWorks

Some data sources are more reliable than others. You are advised to check the accuracy of the reference after importing by viewing the reference in the 'last imported' folder and editing the form.

## 9. Importing references from the Library website search results list: physical items

- Click on the Locations tab
- Expand the Send to option and click on RefWorks.

Study skills connected : using technology to support your studies  
Stella Cottrell Neil Morris  
Basingstoke : Palgrave Macmillan 2012  
Available now, check Locations

Request **Locations** Details Reviews & Tags

+	Cambridge	Main	(371.30281 COT )
+	Chelmsford	Main	(371.30281 COT )

Send to

- Add to e-Shelf
- E-mail
- Print
- EndNote
- RefWorks
- Connotea
- del.icio.us

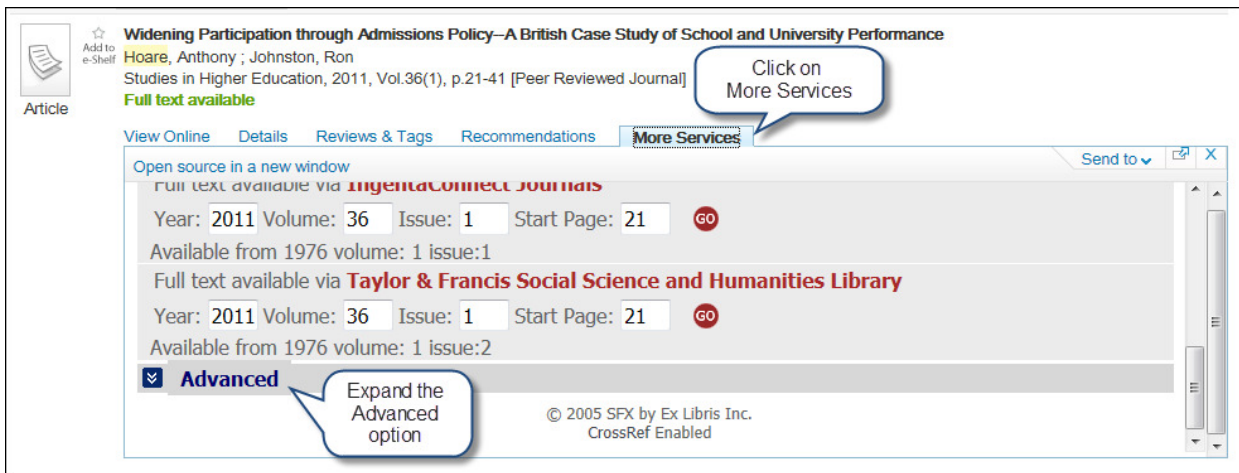
Expand the Send to options

Click on RefWorks

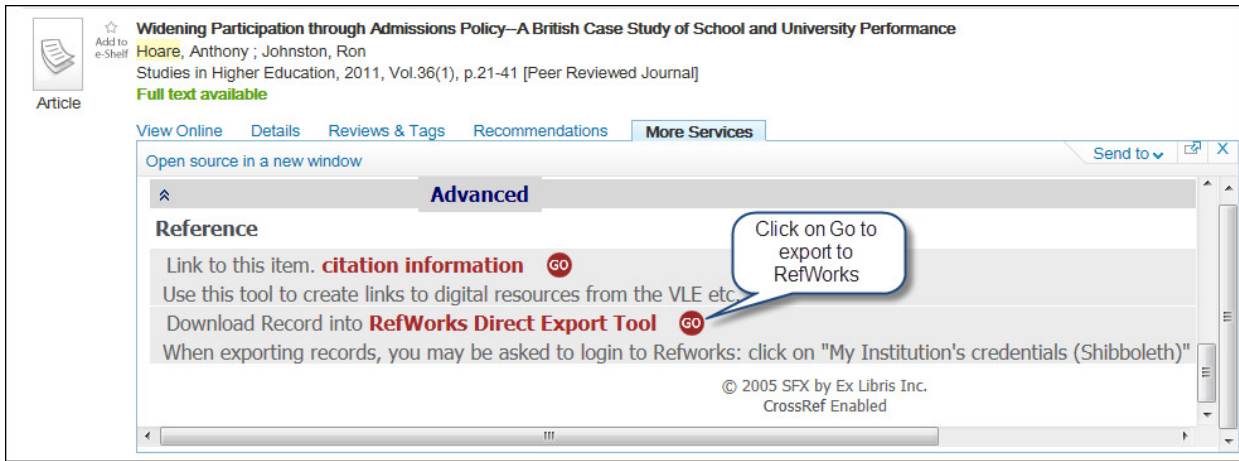
## 10. Importing references from the Library website: journal articles, e-resources etc.

The University Library Search will check access to full text articles in other databases using 'SFX.'

- View online, click on 'More Services' and scroll within the 'SFX' box to 'Advanced.'



- Click on 'Advanced' to find the RefWorks Direct Export tool. Click on 'Go' to export your reference.



## 11. EBSCO Databases

- Select references from your search results to export to RefWorks
- Click on the Export icon to open the Export Manager.

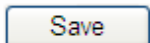


- Click the radio button beside Direct export to RefWorks

### Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Direct Export to EndNote Web
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks

- Click Save



- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.

## 12. Science Direct (Elsevier)

- Search and bring up your results list.
- Tick the references you want.



- Click on the export citations button at the top of the results list.
- Choose the content format: citations only or citations and abstracts.
- Check the RefWorks Direct Export toggle and click on export button.

### Export citations

To export the 2 selected citation + links, select your preferred formats and click **Export**.

- Content format:  Citations Only  
 Citations and Abstracts
- Export format:  RIS format (for Reference Manager, ProCite, EndNote)  
 RefWorks Direct Export [About RefWorks](#)  
 ASCII format  
 BibTeX format

**Export** | Cancel

Select RefWorks and click Export

- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.
- In Science Direct, click the Cancel button to return to your search results.

### 13. Google Scholar direct import

Warning: the quality of imported references using Google Scholar's direct import can vary; always check the accuracy and completeness of the information by viewing and editing the form in RefWorks. An alternative for Anglia Ruskin full-text subscriptions linked through Google Scholar is the Library Search RefWorks Direct Export tool

- To set up Google Scholar direct import:
- From the Google Scholar search page, go to Settings (Top right)
- In scholar Settings, scroll down to the Bibliography Manager
- Select 'Show Links to import citations into' and select RefWorks from the dropdown.

**Bibliography manager**

Don't show any citation import links.

Show links to import citations into RefWorks

select RefWorks from the drop-down menu

[Save](#) [Cancel](#)

To retain settings, you must turn on [cookies](#)

- Click Save

To import to RefWorks:

- After you have set up your preference, log in to Library search to find Google Scholar.
- Conduct your search in Google Scholar
- Each record in the results list will have an Import into RefWorks link:

[Towards fairer university assessment: recognizing the concerns of students](#) Full-Text@Anglia Ruskin

M Madriaga - *Studies in Higher Education*, 2012 - Taylor & Francis

Students want feedback on their academic work regardless of whether they pass. Moreover, students desire recognition of their capability, that delicate mix of academic and personal effort, from their tutors. This does not come as a surprise when reflecting ...

[Related articles](#) [FullText via SwetsWise](#) [All 2 versions](#) [Import into RefWorks](#)

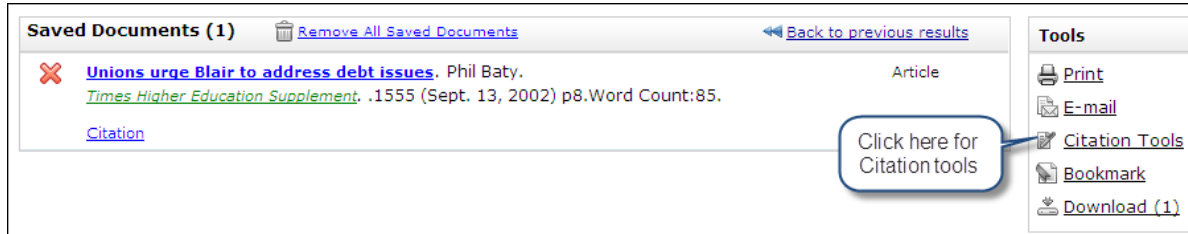
Click here to import

- Click to import and view your references in the 'Last Imported' Folder.

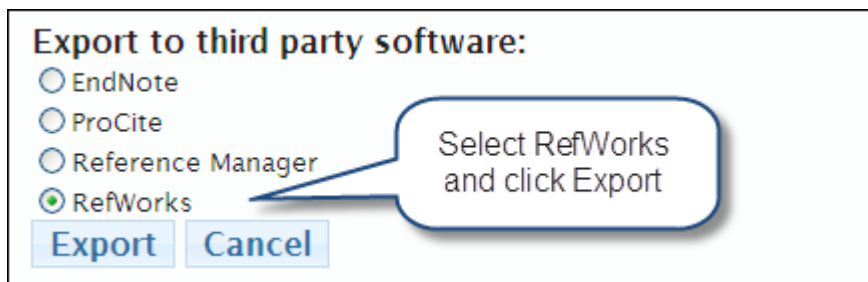
Note: If you use Google Scholar but are not logged into the library website, you will be directed via the RefWorks Login.

## 14. Academic OneFile

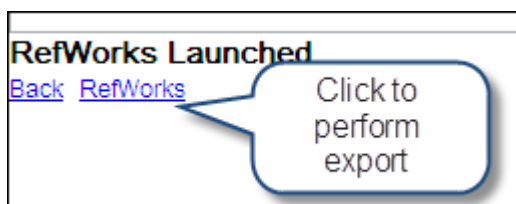
- View the results and select the references for exporting by ticking the boxes on the left-hand side
- Click on 'View all' (top right)
- From the 'Tools menu', Click on 'Citation Tools.' A Pop-up window will open.



- In the 'Export to third party software', select 'RefWorks,' then click the 'Export' tab.



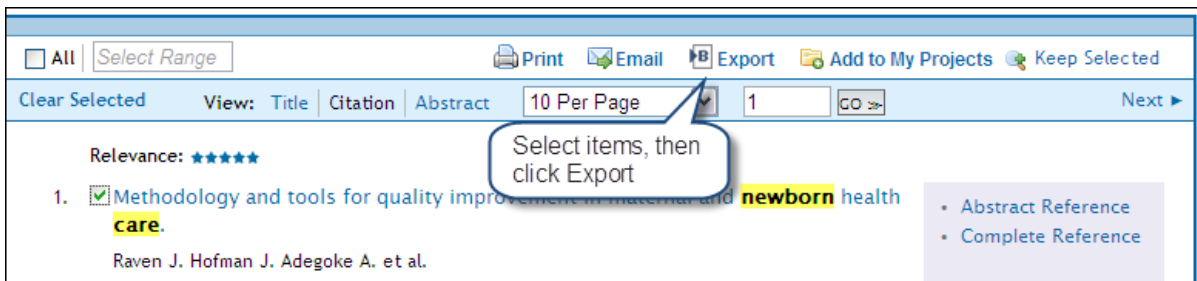
- A tagged file will appear; click on the blue RefWorks link at the bottom to open RefWorks.



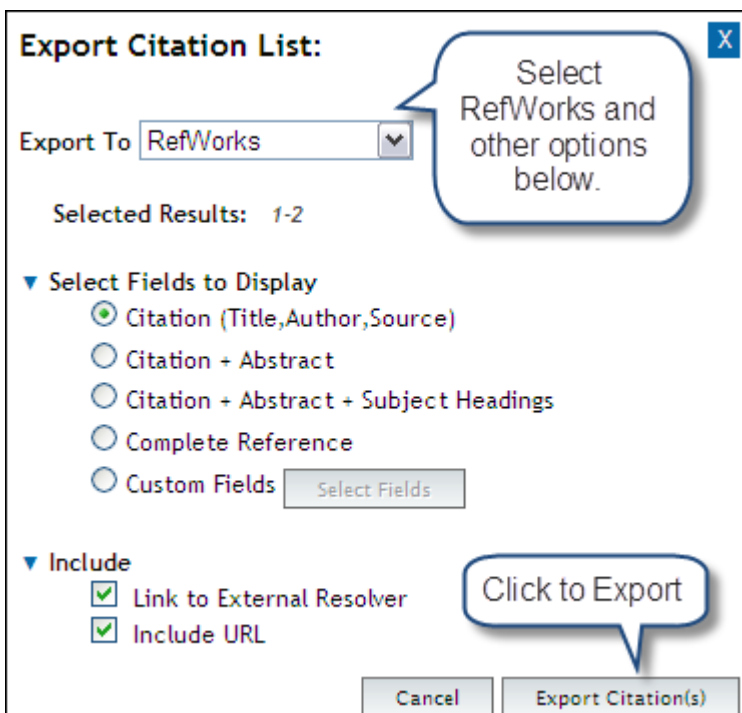
- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.

## 15. OVID

- Search the OVID database and tick the boxes for those items in the results screen which you wish to export into RefWorks.
- The option to export is at the top of the search results list .



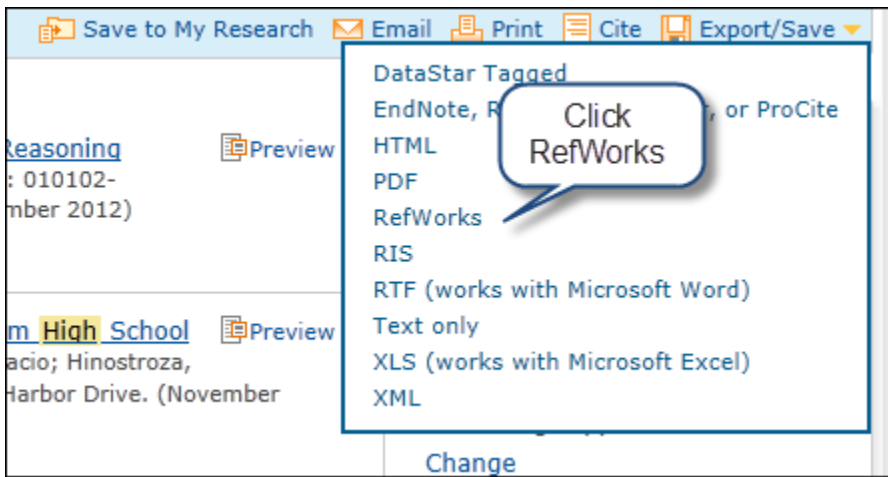
- Click Export. A pop-up menu provides options for exporting your results.
- Select RefWorks in the Export to drop-down menu.



- Select the level of detail to be included in the exported reference e.g. complete reference..
- Click Export citations.
- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.

## 16. ProQuest Databases

- Open the database and perform a search.
- Check the box next to each reference for export.
- Rollover the 'Export/save' icon at the top of the results list to display a drop-down list.
- Click RefWorks.



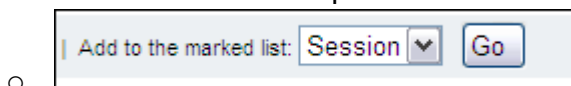
- The Export/save box appears, select the level of detail required then click 'Continue' to complete the export.
- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.

## 17. Emerald

- Open the database and perform a search.
- Click on 'View all results' and select up to 10 records by ticking the box next to them. You are allowed to place up to 10 items in the Marked list; to save and export more than 10 items, you must set up an Emerald profile.
- Click 'Go' to add your selections to the Session Marked List

or:

- View an item in HTML format or as an abstract (option not available in PDF format)
- In either view there is an option to 'Add to Marked List Session,'



- Click on 'Marked List' in the left hand column [1] then view the Marked List Session (reproduced below)

**Emerald**  
Research you can use

Home > Profile > Marked lists

**Marked lists** [Help](#)

Welcome: ANGLIA RUSKIN UNIVERSITY

Account info Logout

Search for:

You currently only have a session marked list available:

Select a marked list [Session](#) [Select](#) [Delete](#)

1. 'Marked lists' option

2. Select the marked list session

3. Select items or 'Select all'

4. Click 'Export options'

Session list

View: All | [Journals](#) | [Books](#) | [Bibliographic databases](#) | [Case studies](#) | [Site pages](#)

List options: [Print view](#) [Export options](#)

Title	Type	Select
<a href="#">Testing price volume relationships for Indian commodity futures</a>	Journal article	<input type="checkbox"/>
<a href="#">Commodities tax compliance challenges: Dodd-Frank and beyond</a>	Journal article	<input type="checkbox"/>

[Select all](#)

- Select the Marked List session [2], and select the items [3] in this session that you wish to export to RefWorks.
- Click on Export options [4]
- In the next window, click on 'Export to RefWorks.'

Session list

View: All | [Journals](#) | [Books](#) | [Bibliographic databases](#) | [Case studies](#) | [Site pages](#)

List options: [Print view](#) [Export options](#)

Export options

Direct Export

- [Export to EndNote, Reference Manager](#)
- [Export to RefWorks](#)

Export a text file (RIS format)

- [View on screen](#)
- [Download file](#)
- Email to address:  [Email](#)

Click on 'Export to RefWorks.'

- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.



## 18. Wiley Online Library

- Open the database and perform a search. Click the box next to your selected items.
- To export multiple references from Wiley Online Library, click on the “Export citation” link at the top or bottom of the page.

The screenshot shows the Wiley Online Library interface. At the top left is the Wiley logo and 'ONLINE LIBRARY'. Below it are navigation links: 'PUBLICATIONS | BROWSE BY SUBJECT | RESOURCES | ABOUT US'. On the right, it says 'Anglia Ruskin Univers'. The main heading is 'Search Results' with a sub-heading 'There are 5320 results for: nickel allergy'. Below this are buttons for 'Select All', 'Save to profile', and 'Export Citation'. A callout bubble points to the 'Export Citation' button with the text 'Click here to export'. Below the buttons are view options: 'VIEW 1 - 20 | 21 - 40 | 41 - 60 | 61 - 80 | Next >'. A list of search results is shown, with the first item selected (checkbox checked). A callout bubble points to the selection checkbox with the text 'Select items to export'. The first search result is: 'Nickel and cobalt allergy before and after nickel regu public health intervention CONTACT DERMATITIS Volume 65September 2011, Pages: 1–68, Jacob Pont Article first published online : 21 JUL 2011, DOI: 10.11'.

- To export an individual journal reference, look for the “Article tools “menu and click “Export citation for this article.” The Export citation options will open.
- The Export citation page asks you to select a format from a drop-down list. Select RefWorks, then your choice of citation or citation & abstract.

The screenshot shows the 'Export Citation' page. It has a heading 'Export Citation'. Below it, it says 'Citations selected' and 'You have selected 1 Citations for Export'. The DOI is '10.1111/j.1600-0536.2011.01957.x'. Below this, it says 'To save this citation to your reference manager software, please select a format and type below.'. There are two dropdown menus: 'Format' with 'RefWorks' selected, and 'Export type' with 'Citation' selected. A callout bubble points to the 'Format' dropdown with the text 'Select RefWorks format'. At the bottom is a 'Submit' button.

- Click Submit.
- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.



## 19. Web of Science (ISI Web of Knowledge)

- Open the database and perform a search.
- Tick the references you want to export.
- Scroll to the bottom of the page, to the Output Records box.
- Selected Records will already be ticked (Step 1)
- Choose how much information you want the references to include (Step 2)
- Click on the RefWorks button (Step 3)

The screenshot shows the 'Output Records' section of a database interface. It is organized into three steps:

- Step 1:** Includes radio buttons for 'Selected Records on page' (selected), 'All records on page', and 'Records [ ] to [ ]'.
- Step 2:** Includes radio buttons for 'Authors, Title, Source' (selected) and 'plus Abstract'.
- Step 3:** Features a 'Save to:' section with buttons for 'EndNote Web', 'EndNote', 'RefWorks', and 'ResearcherID'. Below this is a dropdown menu for 'Save to other Reference Software' and a 'Save' button. A callout bubble labeled 'Click to export.' points to the 'RefWorks' button.

At the bottom left of the interface, there is a '+ ✓ (0)' indicator.

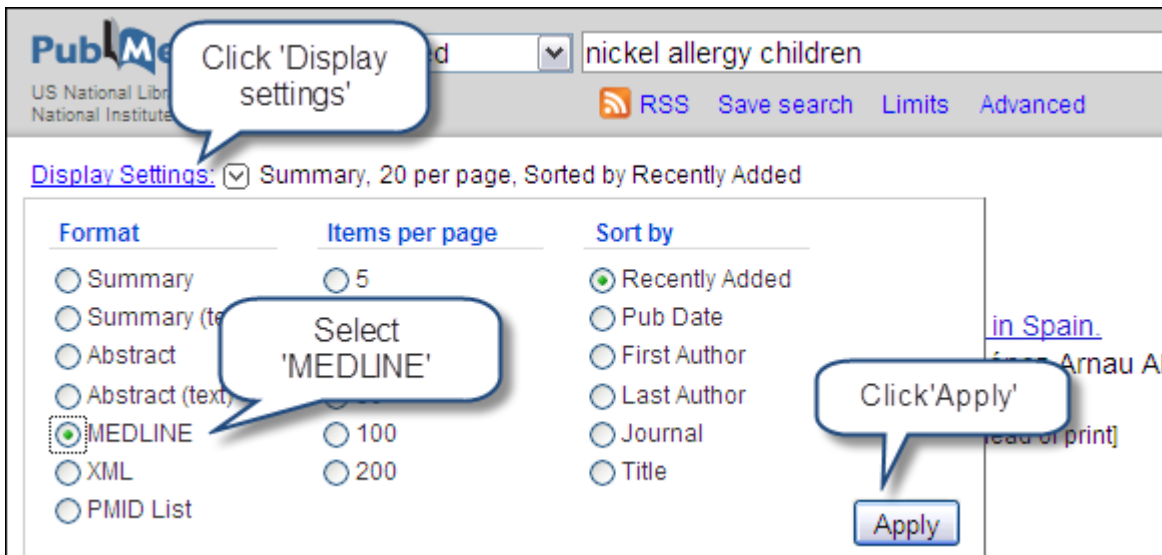
- Follow the procedure for RefWorks Login to import and view your references in the 'Last Imported' Folder.

## 20. Importing a saved text file from a database using an import filter.

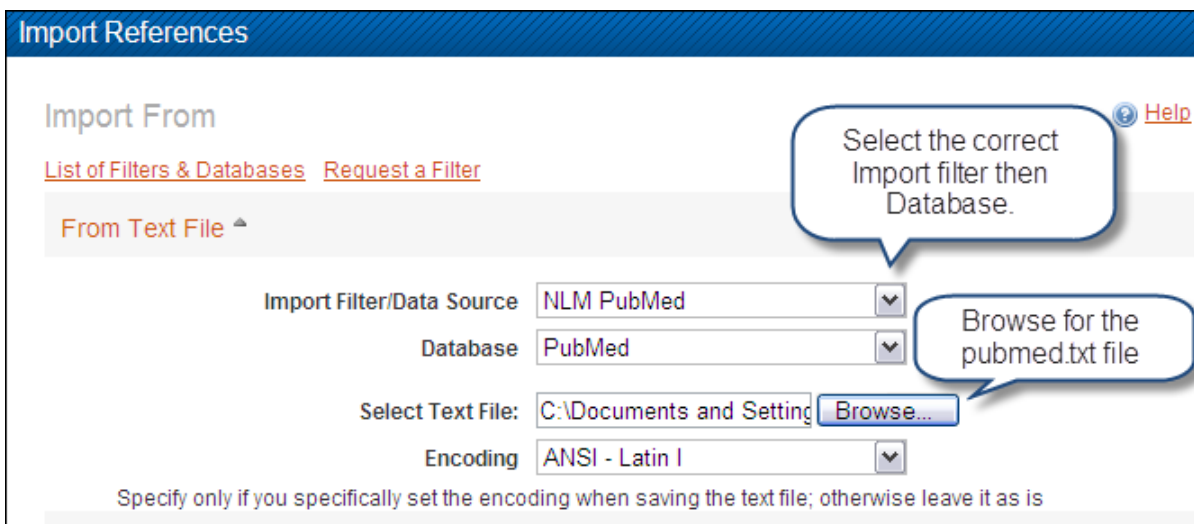
Some databases do not offer a direct export process; if you can save a text file of your search results this can be imported into your RefWorks database.

## 21. Pubmed

- Open the database and perform a search.
- Select the references to export by ticking the boxes on the left hand side.
- In the 'Display settings' drop down menu (at the top or bottom of the results screen), select MEDLINE and click Apply. Your results will display as a tagged text file.



- Use your browser's 'Save As' function and choose where to save your file; Choose "Yes" when a small pop up box appears.
- Choose where you wish to save e.g. Desktop, and change the Save As type drop-down menu to Text File (\*.txt), then click on Save. Close this file.
- Login to RefWorks.
- Click on References>Import on the top menu.
- At the Import screen - select Import Filter/Data Source – NLM PubMed.
- Under Database select PubMed.
- 'Select the Text File' - Browse to find your PubMed file, select open and then within RefWorks,



- Click the 'Import' button.
- Check your references in the Last Imported Folder.

## 22. Cochrane

- Open the database and perform a search

- Select the record(s) you wish to export to RefWorks and click on 'export selected'
- Choose your 'Export options' . If required change the Export Type to Citation and Abstract and PC to MAC using the drop down menu.
- Click 'Export citation'
- Save the .txt file
- Log in to RefWorks
- Click on References>Import on the top menu.
- In RefWorks at the 'Import References' pop up window, choose Cochrane Library for the Import Filter/Data Source and Cochrane Database of Systematic for the Database field.

- Click on Browse and search for your saved file. Open to place the file name into the Select Text File box. Close this window.
- Click the 'Import' button.
- Check your references in the Last Imported Folder.

### 23. Organising and managing references within your RefWorks database

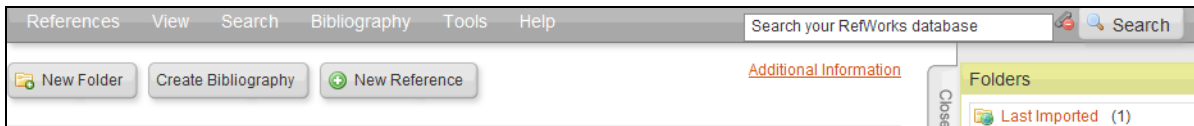
Use 'Organize and share folders' tab which summarises your folder information. You can manage the sharing function which supports collaborative research from the 'View' option on the menu bar.

### 24. Creating folders to keep information organised and easy to share

RefWorks has folder already set up for 'Last Imported' references. All references will be 'not in a folder' unless you set up your own folders. There is no limit on the number of folders you can create within your RefWorks account.

- Click on the New Folder button.
- Type a name in the text box and click Create.

RefWorks also allows you to create subfolders from the 'Organise and share folders' tab.



## 25. Putting References from 'Last Imported' into another folder.

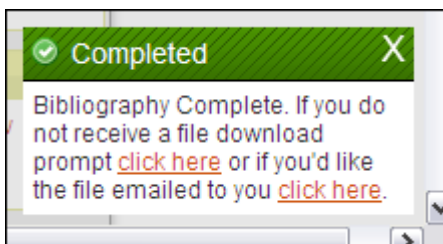
- Open the 'Last Imported' folder.
- Tick the box next to the Ref ID to select the item/s to move.
- Hover over the 'Add to' icon.
- Choose a folder by scrolling down the dropdown menu.

Note the screen message while processing the action. You can choose to put the same item in multiple folders.

## 26. Output Your References: a quick bibliography using an Output Style

Any folder or list of citations can be quickly formatted into any of the bibliographic styles in RefWorks. You can use this to preview the output and check you have accurate information for your references.

- Click on Bibliography in top menu, or click the Create Bibliography button.
- Choose an output style from your drop-down list of favourites.
- Choose file type e.g. Word
- Choose References to include.
- Click on Create Bibliography button.
- Check the processing information (bottom right) for progress. If your file does not download, click the link in the processing report to open the file.



NB: You can output in many styles for different publications using the list in the Output Style Manager OR you can create your own style – following instructions in the online help.

If the output is inaccurate, view and edit the source reference in your RefWorks database.

## 27. Format a document plus bibliography using One line/Cite View

This method can be used to create bibliographies with in-text citations in most word processing programs. You can also use the 'One line/Cite View' feature to generate the placeholder and Ref ID to copy and paste into your word-processed document.

## **28. To cite a reference in text your document.**

- Open your folder and use the 'Change view' option on the 'References' tab select One line/Cite View .
- Click on the 'Cite' icon next to the reference you want to include. A Citation Viewer window will appear containing the format for a temporary citation place holder. {{54 Johnson;}}.
- To cite a second reference in the same location just click on the Cite Link by any other reference.
- Once you have all of the references you need for a particular in-text citation, click on the Select button.
- Copy and paste into the correct place in your word-processed document.

## **29. Adding page numbers**

You can add a page number to the Ref ID by typing /f p. and the page number inside the placeholder brackets e.g.: {{1039/f p.33}} OR {{1039/fp.33;1028}}

## **30. Creating a Bibliography in One line/Cite View**

- Save the document you have created with placeholders before processing.
- Click the 'Bibliography' button in the Citation Viewer window or the 'Create Bibliography' button within the RefWorks window.
- Select the Output Style you need.
- Click on 'Format paper and bibliography' and browse to find your document.
- Click on 'Create Bibliography.' When the processing is complete, open the file.
- RefWorks creates a new formatted 'Final' document with in text citations and bibliography.

## **31. Write-N-Cite III for Microsoft Word**

The Write-N-Cite tool available from within the Anglia Ruskin University network in September 2012 is version III. This can be downloaded as a utility for use with Microsoft Word only. Anglia Ruskin staff with a University PC or laptop can download it from the network using Start>All Programs.

You can download an updated version of Write-N-Cite for your own non-networked PC or other mobile technology direct from RefWorks tools.

If you are using Internet Explorer 9, please select the compatibility view when using RefWorks (known issue reported September 2012)

### **32. To use Write-N-Cite III with a Word document**

- Click on the Write-N-Cite icon and login. If you launch the program from the desktop icon or the Start menu, it automatically opens a copy of Word. If you have a Word document open it will link to it.
- When writing your document in Word, click at the point where you want the reference inserted.
- Switch to Write-N-Cite III and click the Cite link next to the correct reference. Write-N-Cite III automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. This is called a 'Temporary Citation Placeholder' and it is what RefWorks reads when formatting your paper. It is not what your final citation will look like.
- To edit references, e.g. add page numbers in Write-N-Cite III, use the 'edit citation' function (top right)

### **33. To format the paper and create the bibliography**

- In Write-N-Cite go to the Bibliography tab. Select the correct 'Output Style' and click 'Create Bibliography.' You do not need to select the file since Write-N-Cite is already linked to the current document. The program formats your document with the in-text citations and the bibliography. A "Document processed" message will display when the formatting is complete and you can save the finished paper.
- Note: If you wish to remove hyperlinks from the bibliography to comply with Anglia Ruskin Harvard Style v4:
- Once the document is ready for submission, save a second copy of the document.
- Highlight the bibliography and hit CTRL+SHIFT+F9; this will remove the hyperlinks. It will however also remove the mark-ups in the background, so this should only be done to a second copy and just before submission / publication.

### **34. Other RefWorks functions to explore**

RefWorks offers a number of other tools and functions which are fully explained in the RefWorks online tutorials and help file. The RefGrab-It tool captures bibliographic data from web pages such as Amazon to import into your RefWorks database.

You can search other online catalogues e.g. the British Library from inside RefWorks and import the results.

### **35. Working off-line**

- Create a folder and add all of the references you require when working off-line.
- Click on Export and select the folder you want to print.
- Select Citation List.
- Click Export to Text File. When the file displays print it using the browser's Print function.



- Your printout or file will provide you with the RefIDs which you need to use in your document as citation placeholders.
- To manually insert citations in the text where you want to cite the reference, use two open curly brackets "{" followed by the Reference ID number followed by two closed curly brackets "}". For multiple citations in the same location separate the Ref ID number with semicolons: {{34;45;23}}.
- You will need to go back online to generate the bibliography or reference list by going to the Bibliography area and browsing to find your file.

### 36. Trouble-shooting common problems

Always check your references for accuracy and completeness by viewing and editing the form before generating your bibliography.

- First check the output style: have you selected the correct version of Harvard used by Anglia Ruskin University?
- Have you selected the correct Ref Type? The default on the form is Generic; this is used for used for all undefined record types, you may need to check and alter the Ref Type to book/journal etc.
- Have you selected the correct Source Type for the reference? Selecting Electronic will ensure that the correct information fields relevant to an electronic source are used; if this is left on Print they will fail to appear in your final bibliography.
- Have you completed the author field with the surname first followed by a comma, then the initials ending with a full stop? If there are multiple authors place a semi colon between each author's details. The Reference Types are set up to add any other punctuation required.
- Check imported page number ranges for journal articles as occasionally only the start page comes through.
- Click on Edit next to each record to make any alteration on the form and remember to save the changes you make.
- Use the guide to the Anglia Ruskin Harvard system of referencing [www.libweb.anglia.ac.uk/referencing/harvard.htm](http://www.libweb.anglia.ac.uk/referencing/harvard.htm) to check the final version of the bibliography from your RefWorks database.

### 37. Help

- There are quick start guides, tutorials and full supporting information in alternative formats from the internal RefWorks 'Help' menu, ProQuest RefWorks YouTube channel and RefWorks online libguide <http://refworks.libguides.com/home>
- RefWorks 'Help' file has detailed information and 'Frequently asked Questions.'
- You can request technical support using the 'Contact us' link within your RefWorks account.
- For help with RefWorks from the University Library
- Ask at the Help points within the library.

- Visit the online Help section of the library website. You can “Ask Us” by phone, email or online chat at: [www.libweb.anglia.ac.uk/askus](http://www.libweb.anglia.ac.uk/askus)

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