Introduction to RefWorks

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What is RefWorks? How can I access it?

Watch it at http://medialibrary.staffs.ac.uk/Play/404

RefWorks is a web based bibliographic referencing tool available for staff and students at Staffordshire University. You can use RefWorks to create your own personal referencing database by manually creating and importing references from text files and online databases that Staffordshire University subscribe to.

To access RefWorks, navigate to www.staffs.ac.uk. Select the Current Students link located at the top of the page.

From The Library resources page, you can find RefWorks located under the Improve Your Study Skills pane. Select the RefWorks link.
You will land on the Library Resources pane and you should select the RefWorks link located under the Essential Pane.

When you select the RefWorks link, you will be directed to a page explaining what RefWorks is, and how you can access RefWorks. Please read this page fully, and then select the link to Log into RefWorks.

If you are on Campus, you should not be prompted to enter your Staff or Student login details. However, if you are off campus, you will be prompted. Select the My Institution’s Credentials.
(Shibboleth) link and search for Staffordshire University if prompted or just logon using your University Username & Password to access RefWorks.

The first time you log onto RefWorks you will be asked to register your Email address. Please follow the onscreen instructions to create your account.

**How can I organise my references & bibliographies?**

Watch it at [http://medialibrary.staffs.ac.uk/Play.aspx?videoid=405](http://medialibrary.staffs.ac.uk/Play.aspx?videoid=405)

When you access RefWorks for the first time, you will need to familiarise yourself with the layout. To start organising your bibliographies, you will need to create folders to store any references that you create, or import. By creating folders, you are adding structure and you can store and locate your bibliographies in a neat and tidy fashion.

To create a new folder, select the **New Folder** button.

You will then need to **name your folder**. You may want to name your folder related to your assignment or subject. When you have entered a suitable name, select **Create**.
Create New Folder

Your newly created folder will then appear in the **Folders** column, located at the right hand side of the page.

How can I start creating and importing references?

**Manually creating a reference**

Before you manually create a reference you should select **Tools** and then **Output Style Manager**.

Make sure that you select **Staffordshire University Harvard** from the **List of Output Styles** box and move it across to the **Favourites** box. Press the **X** to close the window (Figure 11).
Select Staffordshire University Harvard

You can manually create references in RefWorks by selecting the **New Reference button**, a box will then open. Here you will be able to enter a number of different reference types.

When entering a manual reference, if you are using Harvard, select **Staffordshire University Harvard**. Please always discuss with your tutor, which referencing style they would like you to use if you are unsure.

When saving a reference, always select **Save Reference**.
Importing references from Summon

You can import a number of references from varying databases. The University has a new intuitive search engine called Summon. So, instead of searching each database individually you can discover a world of information from across all of our resources in one place. You will need to access the Library resources page at http://www.staffs.ac.uk/uniservices/infoservices/library/

Then, if you have it, type a search term into the Summon Search box. If you have the exact title or author name, enter this. Then select Search (in the below example, I have entered a title of a book)

When you enter your search term, you will be taken into Summon itself. If your search term is exact, then the item will appear at the top of the list. You may, however, need to refine your searches using the options located on the left-hand side of the screen.
When you have located your item, you can **save the item reference** to your saved Summon Items. You do this by moving your mouse cursor over the item. Then in the top right hand side of the item, you will see a folder icon with a ‘+’ sign. Select this icon and it will automatically add the item to your **Saved Items**.

Next, select the **Saved Items link**, located at the bottom right hand side of the screen.

This will open up a box. You will then see that you have the option to **Export into RefWorks**. This means that the item reference will be directly imported into your RefWorks account. Select the RefWorks button to export.
If you are already logged into RefWorks, the item reference will import directly. If you are not logged into RefWorks, you will be prompted to login but we suggest logging into RefWorks first. The import will begin. A dialog box will then tell you your reference has been imported. Select the **View Last Imported Folder** to view the referenced item.

![View Last Imported Folder](image)

You will then see the full reference. If you have created a relevant folder, move the reference to that folder. To do this, check the reference. Then by selecting the folder icon, you will see a drop-down list of folders (You may need to create a folder if you do not see one).

![Move reference to folder](image)

The reference will then be housed in a relevant folder. Remember! You can import as many references as you want from Summon into RefWorks.

**Importing References from Google Scholar**


You can also import References directly into RefWorks from **Google Scholar** (make sure you are already logged into RefWorks as well). Search for a citation in Google Scholar. Underneath that citation, you may have the option to import directly into RefWorks. You may have to check your
preferences, so you are able to successfully import the Reference. To do this, select the downward facing arrow on the right hand side of the page then select Scholar Preferences.

The next step is to scroll down to the Bibliography Manager select RefWorks then select Save.

You should then see the Import into RefWorks option, so you are able to import directly.

How can I generate a bibliography of my references in Word?

Watch it at http://medialibrary.staffs.ac.uk/Play.aspx? Videoid=409

You can create a bibliography in Word format. This is where keeping your references in folders really pays off! To create a bibliography – make sure that you are logged into RefWorks. Make sure you are inside your folder! Then move your cursor over the Bibliography link and select Create to create your new Word bibliography.
A box will then open. Remember to select the correct **Output Style** (you can choose from a number of different referencing styles relevant to your study, if you are using Harvard, select **Harvard RefZone**). Make sure that you select the **File Type** as Word for Windows (2000 or later). When you are happy to generate your bibliography select **Create Bibliography**.

Your bibliography should then be generated into Word format. If it doesn’t generate, please select the **Click Here** link located in the **Completed** green box in the bottom right hand side of your screen. Select **Open** to view your references.
Open references in Word

Remember RefWorks will only create a skeleton bibliography. Always read through and check your references, for added reassurance you can cross reference with RefZone. If you need further assistance, please contact your subject librarian. If you are unsure which format to generate your references in, always consult with your course tutor.