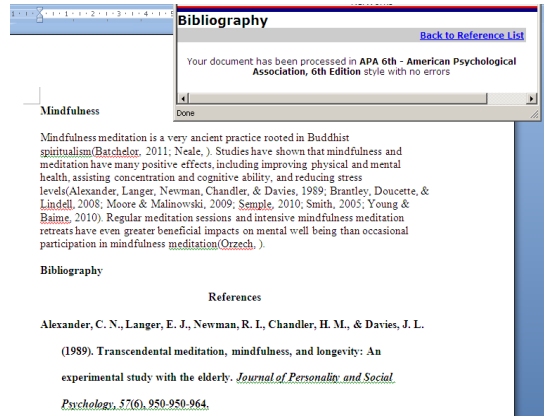
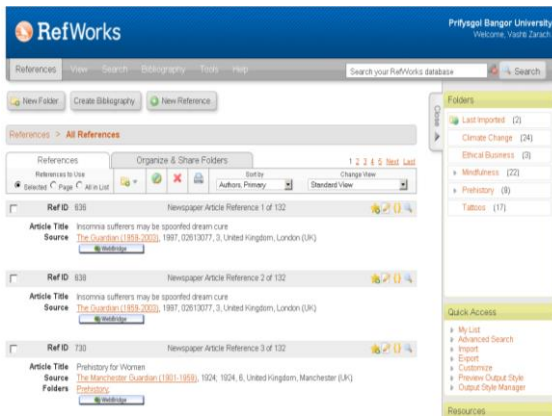


# RefWorks 2.0 Guide

Organize your references online and create automatic bibliographies



Academic Support Team

November 2015

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# 1. What is RefWorks and what can it do?

**RefWorks is an “online reference manager”:**

- Any references you wish to save (details of journal articles, books, etc) can be stored in RefWorks, and divided into folders.

**RefWorks creates automatic bibliographies:**

- You can create a reference or bibliography list for your essay.

**RefWorks is free for university members:**

- Bangor University Library buys RefWorks, so it is freely available to university staff and students, and can continue to be used by university alumni.

**RefWorks can be used from the university and home:**

- RefWorks is on the internet, so you can access your references anywhere you are online, with your university user name and password.

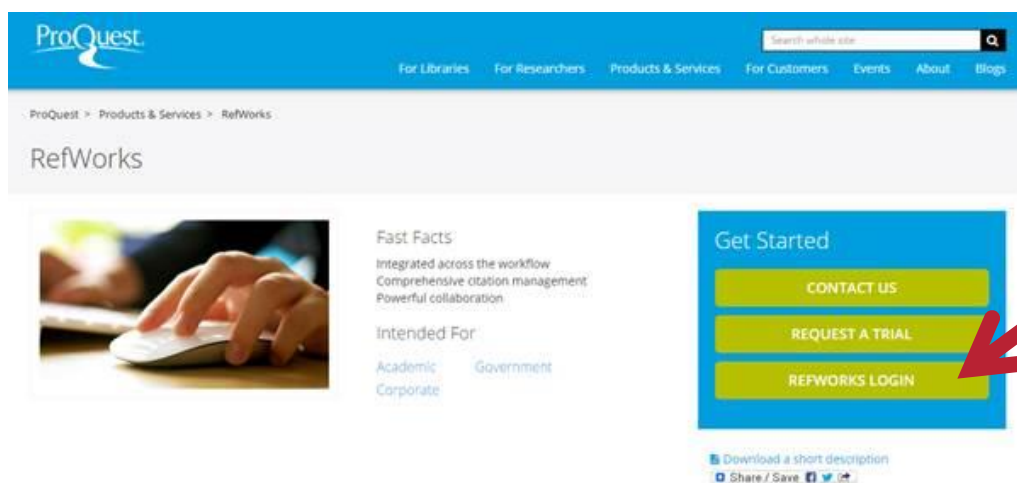
**RefWorks enables you to share references:**

- You can share your lists of saved references with other people using RefShare.

# 2. Logging into RefWorks

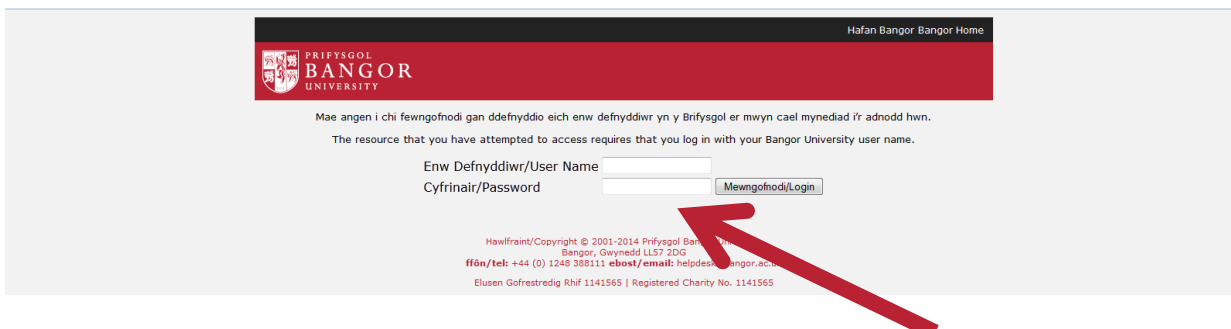
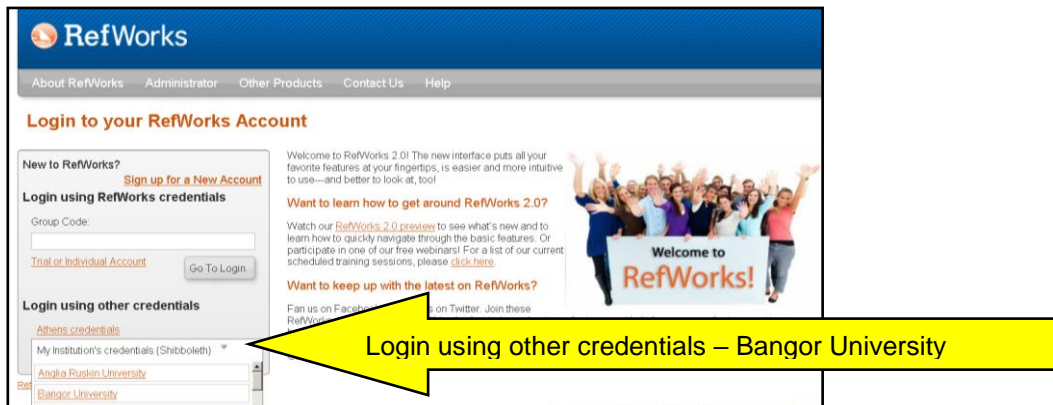
1. You can find **RefWorks** online by typing RefWorks into the **Library Catalogue Quick Search**, by searching in **Google** or by directly using the RefWorks web address <http://www.refworks.com/>.

2. Once on the RefWorks page, click on **REFWORKS LOGIN**.



3. Under the heading **Login Using Other Credentials**, click on **My Institution’s credentials (Shibboleth)**

4. Select **Bangor University** from the drop down institutions list and click login



5. Login with university user name and password.

The first time you log in to RefWorks, you will need to fill in your:

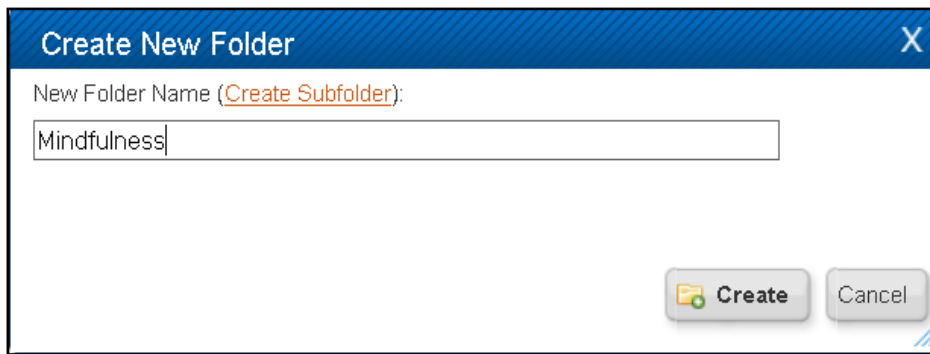
- Name
- E-mail Address (use your Bangor email address and remember to put @bangor.ac.uk)
- Type of User (postgrad, undergrad, etc)
- Area of Focus (your department)

Then enter the Code as displayed and click on Register.

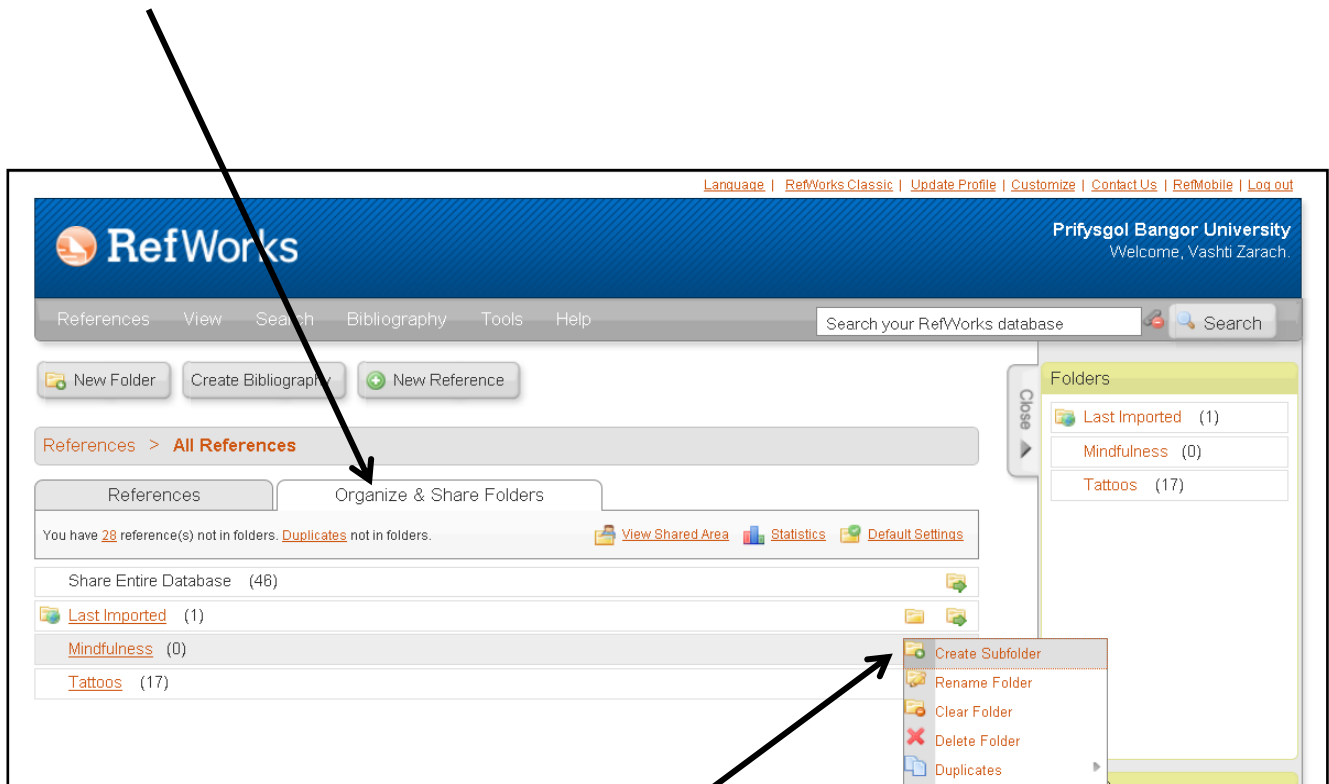
### 3. Creating Folders

RefWorks “folders” enable you to organize your references into different categories, making them easier to organize and find. You can also create sub-folders within folders.

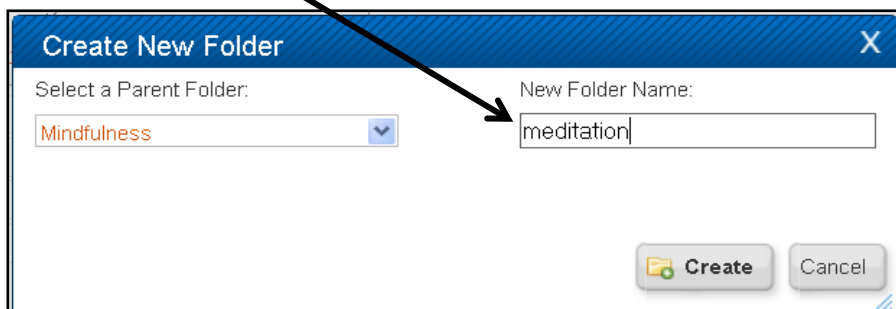
1. Click **New Folder** on the top left of the screen.
2. Name the folder, e.g. Mindfulness.
3. Click **Create**.



Click **Organize and Share Folders** for a list of folders, and click on the folder icon for options to create sub-folders, rename folder, clear folder or delete folder.



Subfolders enable you to organize your references even more effectively. Right click on a folder and select **Create Subfolder**. A new box will open up allowing you to name the subfolder.



## 4. Typing in References by Hand

Reference details can be typed into RefWorks. This is useful if you have a book or other item in front of you and want to type in the information, or if you are using an electronic database which doesn't save reference details to RefWorks

1. Hover the mouse over **References** at the top left of the screen (don't click), and click **Add New**.
2. Click the drop down arrow on the **Fields used by** box, and select a referencing style, e.g. Harvard, APA, etc.
3. Choose a **Reference Type** (book, journal, etc).
4. Fill in any information fields you need, including author, title, publisher, etc.
5. Choose a folder to put the reference in from drop down box **Add to Folder**
6. You may want to add an attachment, if you are writing a reference for a journal article which you have saved onto your computer. Click on **Browse**, find the article, click on it and click on **Open**, click on **Add Attachment**, and click **OK** to save reference.
7. Click on **Additional Fields** if you wish to add more details, such as notes, etc.
8. Click **Save Reference** to save into folder.

Click on the **help icon** at the top right hand at any time, for example to see the suggested format for adding author details.

**Add New Reference**

Fields used by: APA 6th - American Psychological Association, 6th Edition [About this style](#)

and Reference Type: Book, Whole

The following fields are used by your selected output style. You can access additional fields below.

Authors: Jones, Ann; Williams, Huw

Book Title: **B I U x x** | ↶ ↷  
Mindfulness

Pub Year: 2011

Editors:

Edition: 2nd

Publisher: Bangor Books

Place of Publication: Bangor

Add to folder: Mindfulness

Mindfulness 📁

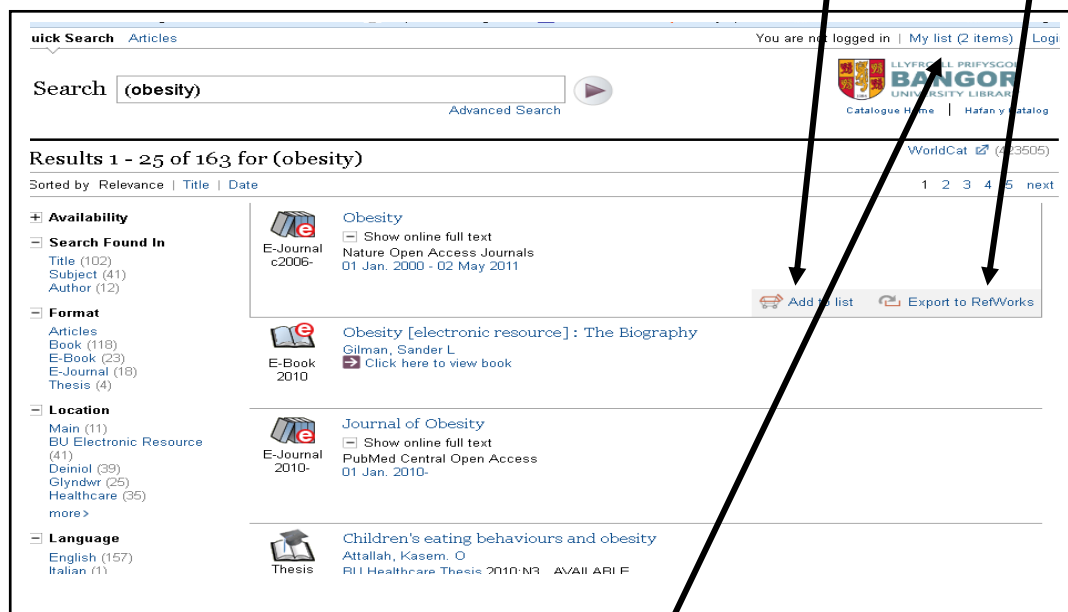
Attachments:  Browse...

▶ Additional Fields

## 5. Saving References from the Library Catalogue

### Exporting Several References from the Catalogue

- From the quick search screen: <http://unicat.bangor.ac.uk/search~S1>
- Type in search term/s, e.g. obesity.
- Select items of interest by either clicking on the **Add to list** or **Export to RefWorks** links.



- Click on **My list** at the top of the page.
- Click on **Export to RefWorks**
- Click on **Export**
- You will be prompted to log in to RefWorks.
- Click **Last Imported Folder**.
- There are two ways to add your references to a folder.
  1. Click on **Ref ID** bar and drag each reference into the correct folder
  2. Click in the dot beside **All in List**, hover the mouse over the **Add folder icon** (manila folder with + sign on it), selecting correct folder.

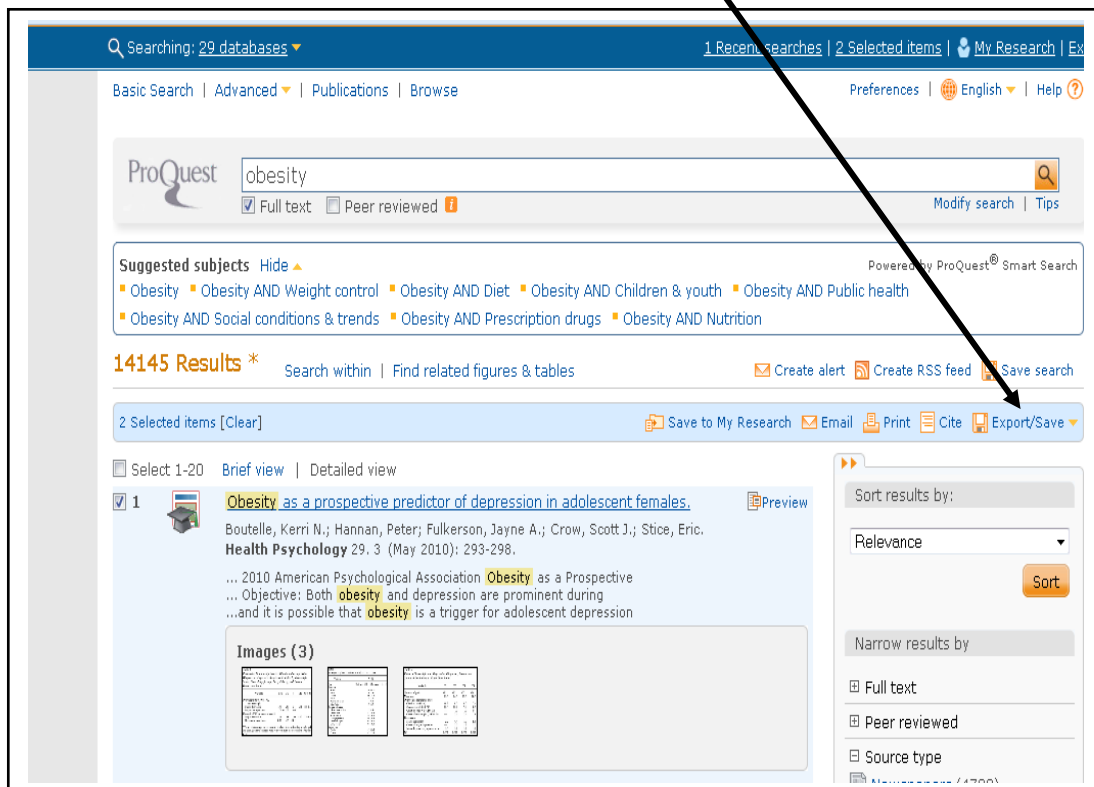
## 6. Saving References from E-databases

### Direct Export

Some electronic databases allow you to export (send) references directly to RefWorks.

#### Example: Proquest (All Subjects)

- Type in search term/s, e.g. obesity.
- Tick references of interest
- Hover your mouse over the **Export / Save** link at the top left of the page and select RefWorks. Click **Continue**.



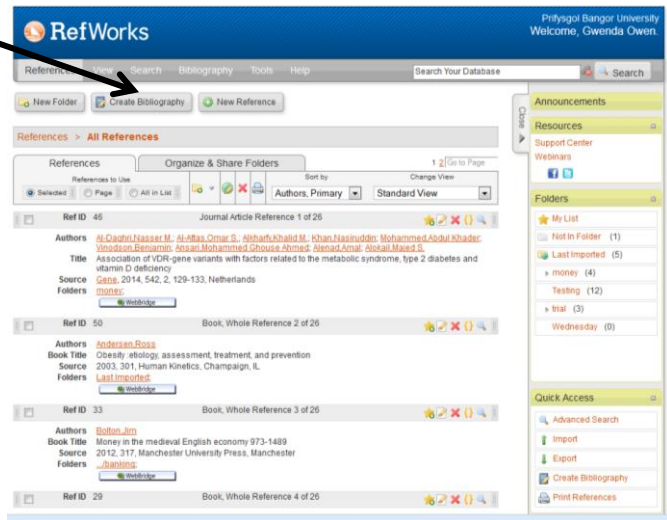
- If you are already logged in to RefWorks, your references will go straight in, if not, you will be prompted to log in to RefWorks
- Click View **Last Imported Folder**.
- There are two ways to add your references to a folder.
  3. Click on **Ref ID** bar and drag each reference into the correct folder
  4. Click in the dot beside **All in List**, hover the mouse over the **Add folder icon** (manila folder with + sign on it), selecting correct folder.

YouTube Tutorials on Exporting from Databases into RefWorks

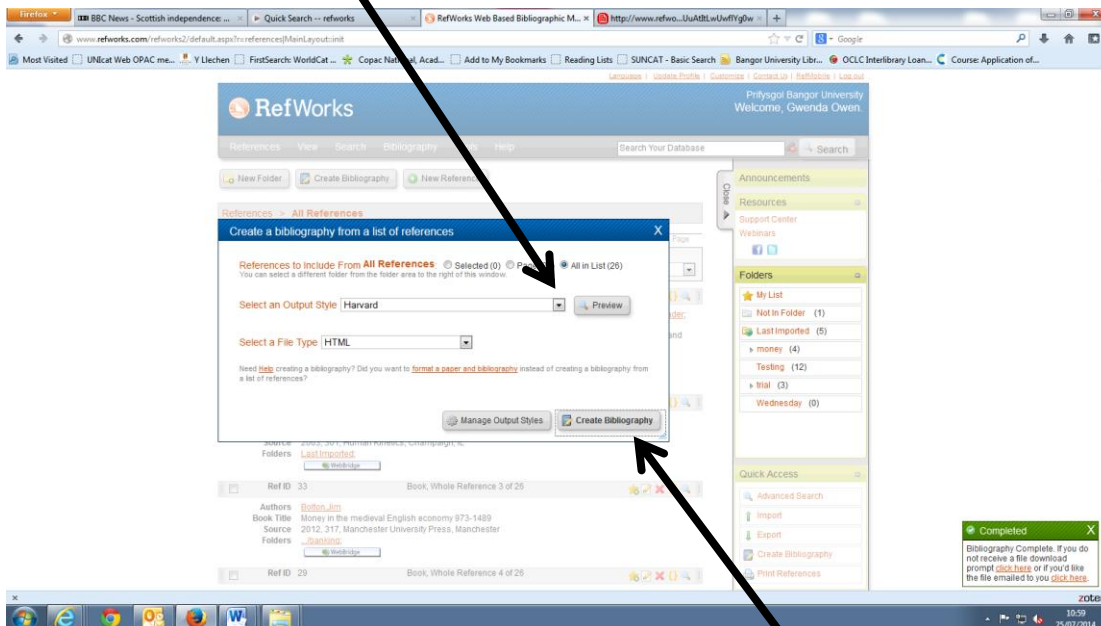
- JSTOR [www.youtube.com/watch?v=khD6d7iVT2E](http://www.youtube.com/watch?v=khD6d7iVT2E)
- Google Scholar [www.youtube.com/watch?v=eBiEjx26Ew4](http://www.youtube.com/watch?v=eBiEjx26Ew4)
- Science Direct [www.youtube.com/watch?v=c1y0-9qapvc](http://www.youtube.com/watch?v=c1y0-9qapvc)

## 7. Creating a Bibliography

- Select a folder.
- Click on **Create Bibliography** button.



- Choose the **reference style** from the drop down menu.



- Your bibliography is then created by clicking **Create Bibliography** in the dialog box

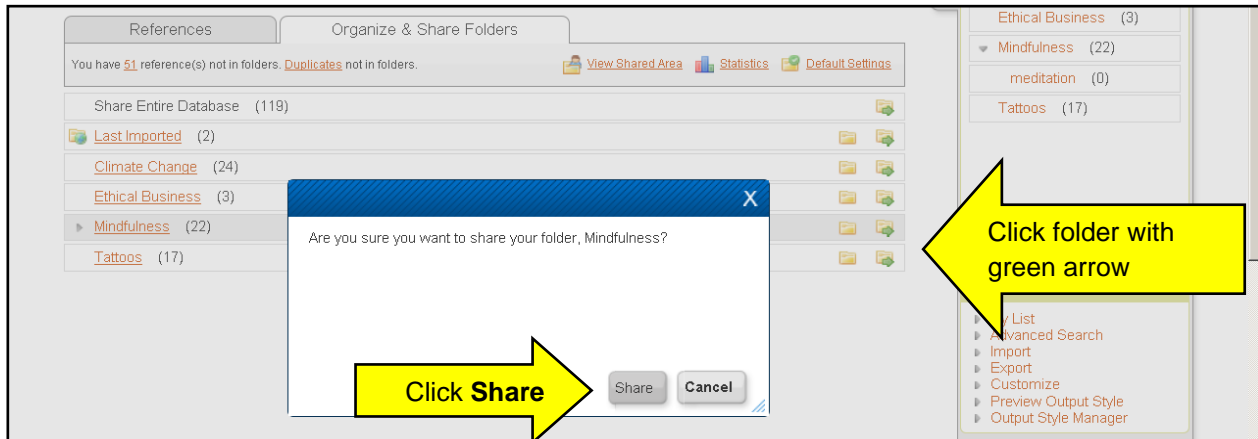


## 8. Sharing References

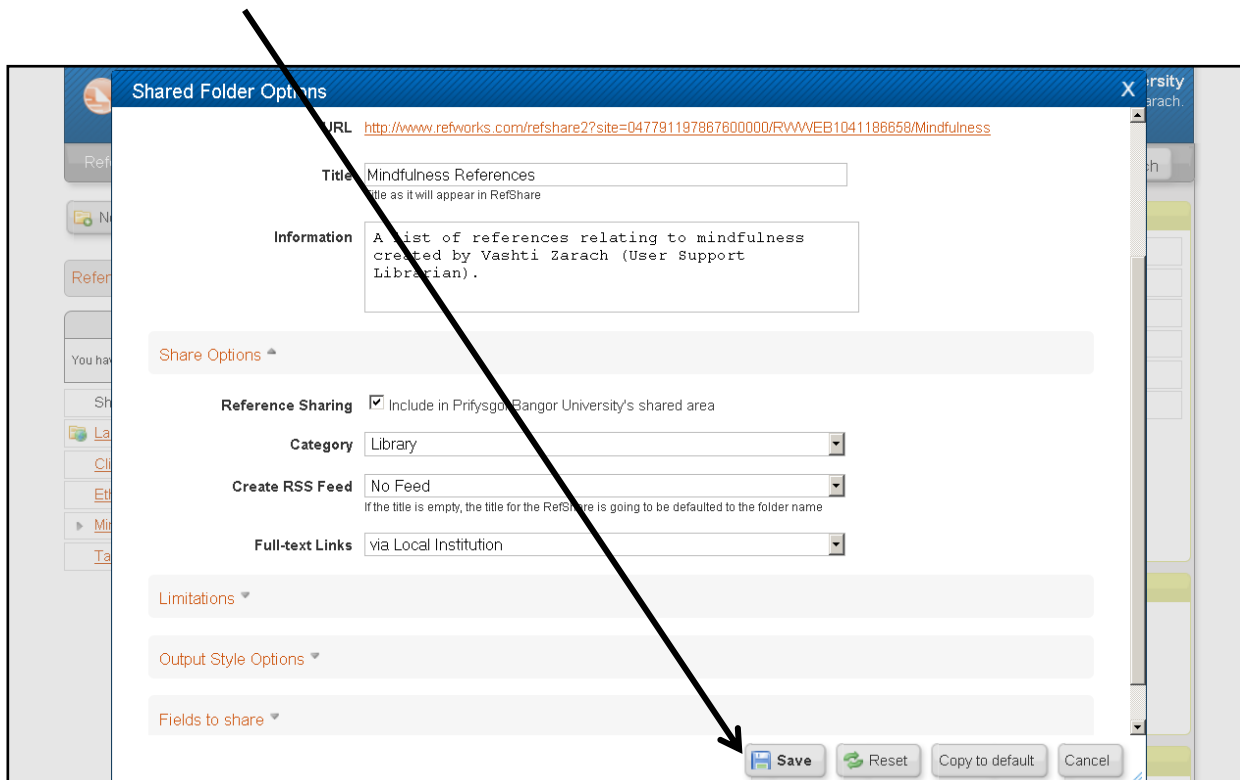
RefWorks has a Shared Area, where you can place folders of references to be used by others.

To share a folder:

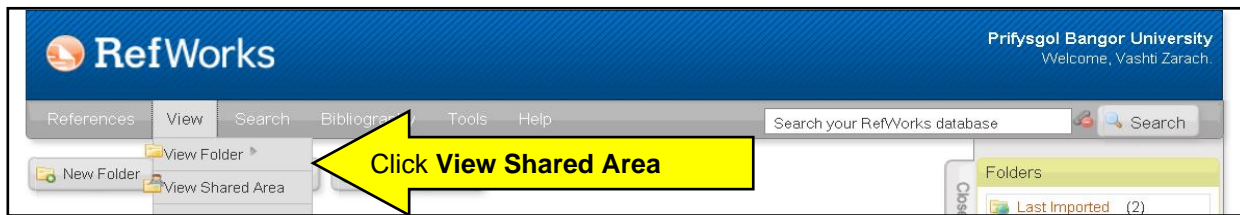
- Click on **Organize & Share Folders**
- Find the folder you want to share, and click on the image of a folder with a green arrow
- Click **Share**



- Give the folder a clear title for the Shared Area, and add some information
- Click on Share Options, and tick Include in Prifysgol Bangor University's Shared Area, then choose a category area from the drop down list
- Set any other limitations, etc, you wish to add
- Click Save



To see lists in the **Shared Area** click **View** from the top tabs in RefWorks, and **View Shared Area**.



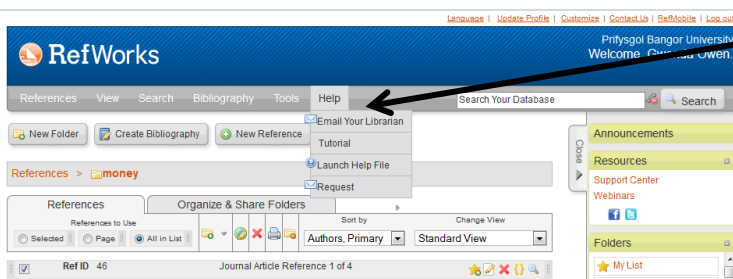
## 9. Accessing your RefWorks account after you have left University

When you leave your university, the RefWorks Alumni Program allows you to continue using RefWorks free of charge.

Before you finish your course, please contact your Academic Support Librarian at [libsupport@bangor.ac.uk](mailto:libsupport@bangor.ac.uk) to obtain instructions on accessing your account after you have left.

## 10. Useful Web Addresses, Tutorials and Help

RefWorks tutorials and help is available by clicking on the help button and selecting tutorials.



Further help is available at the following addresses:-

<http://refworks.libguides.com/home>

<http://www.youtube.com/user/ProQuestRefWorks>

## **Contact details for help**

### **College of Arts & Humanities**

Jenny Greene. Email: [j.greene@bangor.ac.uk](mailto:j.greene@bangor.ac.uk) .  01248 383572

### **Business, Law, Education and Social Sciences**

Mairwen Owen. Email: [mairwen.owen@bangor.ac.uk](mailto:mairwen.owen@bangor.ac.uk)  01248 382915

### **College of Human Sciences**

Yasmin Noorani. Email: [y.noorani@bangor.ac.uk](mailto:y.noorani@bangor.ac.uk)  01248 388589

### **College of Environmental Sciences & Engineering**

Post vacant. Email: [libsupport@bangor.ac.uk](mailto:libsupport@bangor.ac.uk)  01248 382081