

Information Skills Refresher 3: Managing your dissertation research

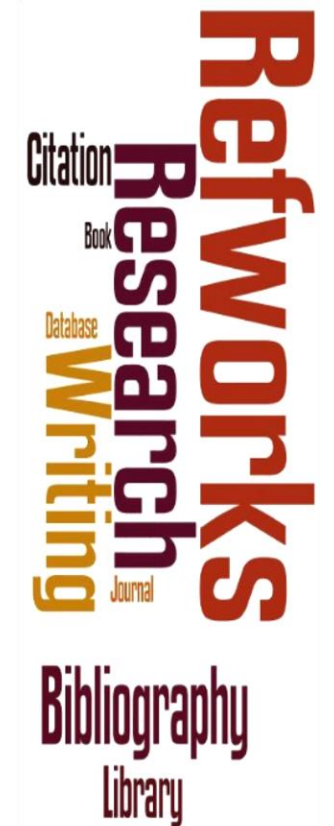
Eleni, Ewan, Janet & Susan

May 2019



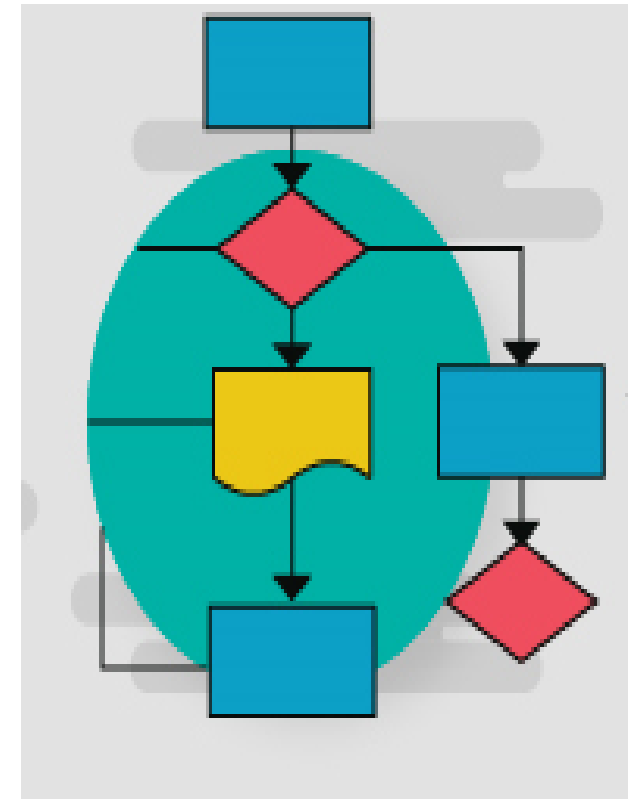
Assumptions

- You know how to carry out effective database searches for academic material
- You have a RefWorks account and know how to:
 - import records
 - manage your records and folders
 - create a simple bibliography
- OR you have working knowledge of an alternative reference management system



Managing your references

- Establish a reliable process for keeping track of what you read and use
- We recommend the use of reference management software/apps if you are likely to use more than 25 references in your dissertation. (Manual manipulation is manageable for small numbers, but becomes tedious for large collections)
- We will use RefWorks to store and manage the references that we find through the course of the workshops
- You may use an alternative product or process



Aims & objectives

Aims

- Outline differing bibliographic systems
- Avoid plagiarism
- Use Write-N-Cite option within RefWorks to create a paper with in-text citations and bibliography



Objectives

- Produce formatted documents containing in-text citations and a bibliography in a style of your choosing
- Be aware of the timescales that will impact on production of your thesis – proof-reading, RefWorks, binding

Steps to Finding Reliable Information

- Step 1: Get ready to manage the information you find
- Step 2: Plan your search
- Step 3: What sort of information – sources?
- Step 4: Search Primo or library catalogue
- Step 5: Use Primo>Find databases to identify relevant databases (Part 2)
- Step 6: Search relevant databases (Part 2)
- Step 7: Use Google for other support materials
- **Step 8: Manage your results with RefWorks (Part 2 & 3)**

In all processes: be aware of copyright and the need to avoid plagiarism

Time management

- Plan to finish your final draft 7-10 days before your submission date
- You need to build in time to:
 - Check the submission requirements for your discipline/School
 - Proof-read your document, Word formatting and check referencing
 - Format your document (if using RefWorks or similar software)
 - You may discover that you don't have all required bibliographic information
 - Submission errors can take days to sort out if you don't use the software correctly or report difficulties at an early point
 - Copy, bind and submit (paper version and electronic via Turnitin)
- Sounds harsh but: Your document, Your responsibility

Something better to do on a nice day?

Avoid the queue –
get your dissertation
sorted early. Then
head off to the beach
for some ice cream



Research: writing

- Gather, assess and evaluate, form opinions, share
 - Presenting own ideas
 - Presenting what you've learned from others
- Precise, accurate and detailed information
 - Allows the reader to check and verify evidence on which your argument/discussion is based
 - Demonstrates the breadth of your gathering/reading and the work that you have considered in your research

Research: citing and referencing

- There are only two **systems** in place. Name of **system** relates to how the citation is presented within the main body text of your document

- **Harvard = Author-Date system**

Recent studies (Grant 2016, MacKay 2017) suggest that

Recent studies by Grant (2016) and MacKay (2017) suggest that...

- **Vancouver = Numbered system**

Recent studies (1,2) suggest that

Recent studies by Grant [1] and MacKay [2] suggest that...

the black hole *shadow* [1]. This shadow is surrounded by a bright ring, the so-called *photon ring*, made of photons winding for one or many orbits in the very strong-field region extremely close to the black hole's event horizon.

The shape and angular size of the photon ring (or, equivalently, that of the shadow) contains very important information on the spacetime geometry because it depends on the properties of the compact object. For a Kerr black hole, the shadow slightly changes with the observer's inclination angle and with the black hole spin parameter [2]. Many articles have investigated whether alternative compact objects exhibit differences with respect to Kerr predictions [3–9].

These two specific features of the Kerr black hole, the shadow and the photon ring, have attracted considerable attention in the last few years because of the development of millimeter very long baseline interferometry (VLBI). In particular, the Event Horizon Telescope (EHT, [10]), which will become fully operational around 2020, will reach an angular resolution of $\sim 20 \mu\text{as}$. This is less than the angular size of the shadow of the central black hole in our

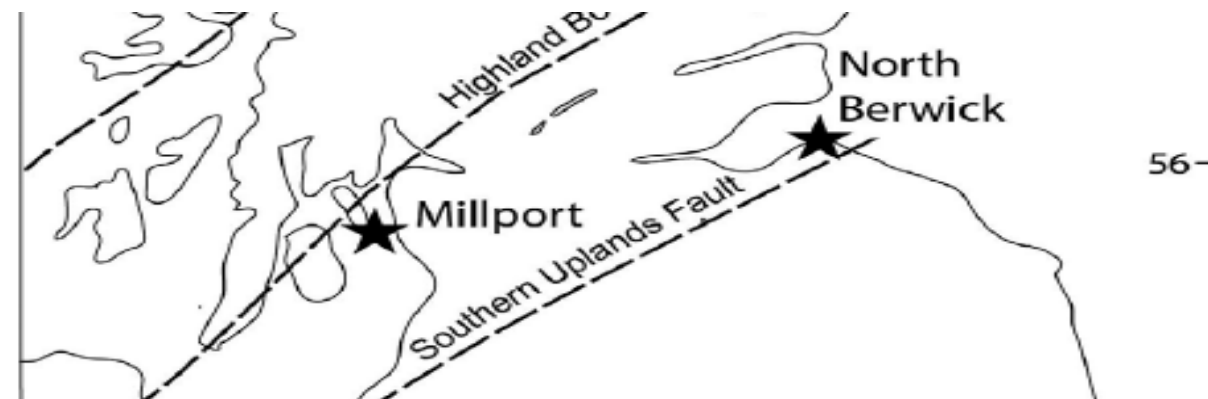
In-text citation: one example of a numbered style

close to Sgr A* to only $37 \mu\text{as}$ [11]. The shadow of the central black hole of the Galaxy M87 has an angular size of roughly half the size of Sgr A* and is also a target of the EHT. As a consequence, very near-future observations might allow constraining the Kerr metric parameters and in particular the black hole spin from observing the size of the shadow of Sgr A* and M87. It might even be possible to constrain the actual theory of gravity in case the observed shadow cannot be fitted by using the Kerr metric.

References

- [1] Falcke H, Melia F and Agol E 2000 Viewing the shadow of the black hole at the galactic center *ApJ* **528** L13–6
- [2] Johannsen T 2013 Photon rings around kerr and kerr-like black holes *ApJ* **777** 170
- [3] Bambi C and Freese K 2009 Apparent shape of super-spinning black holes *Phys. Rev. D* **79** 043002
- [4] Johannsen T and Psaltis D 2010 Testing the no-hair theorem with observations in the electromagnetic spectrum: II. black hole images *ApJ* **718** 446–54
- [5] Amarilla L, Eiroa E F and Giribet G 2010 Null geodesics and shadow of a rotating black hole in extended Chern-Simons modified gravity *Phys. Rev. D* **81** 124045
- [6] Amarilla L and Eiroa E F 2013 Shadow of a Kaluza–Klein rotating dilaton black hole *Phys. Rev. D* **87** 044057
- [7] Vincent F H 2014 Testing Chern-Simons gravity with black holes? *Class. Quantum Grav.* **31** 025010
- [8] Moffat J W 2015 Modified gravity black holes and their observable shadows *Eur. Phys. J. C* **75** 130
- [9] Cunha P V P, Herdeiro C A R, Radu E and Runarsson H F 2015 Shadows of Kerr black holes *Phys. Rev. Lett.* **115** 211102
- [10] Doeleman S *et al* 2009 Imaging an event horizon: submm-VLBI of a super massive black hole *In astro2010: The Astronomy and Astrophysics Decadal Survey of Astronomy* vol **2010** 68

Example of the reference list (bibliography) for this numbered style (Classical and Quantum Gravity – journal style). References appear in the numbered order in which they were used in the text



In-text citation: one example of an author-date style

and pathfinder elements for gold mineralization including tellurium and mercury, at redox boundaries. Detailed studies of samples from Millport, Isle of Cumbrae, Firth of Clyde, show particles of native gold up to 10 μm size, typically with less than 15wt% silver. Their context indicates that the gold was concentrated during diagenesis, in rocks that had not experienced regional temperatures above 100°C. These occurrences add to other evidence of a role for red beds in the genesis of gold mineralization.

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There is a growing awareness that sedimentary red beds (continental successions dominated by coarse siliciclastic sediments) play a role in the cycling of gold in the upper crust. In Europe, Permian-Triassic red beds in particular have been proposed as a source of gold-mineralizing fluids (Stanley *et al.* 1990; Leake *et al.* 1997; Shepherd *et al.* 2005). Continental Devonian-Carboniferous rocks, the Old Red Sandstone *sensu lato*, have received less attention in this respect. However, gold-bearing grains in modern streams cutting through Devonian red beds in Scotland (Chapman *et al.* 2009) and the proven availability of gold to the Devonian surface environ-



Fig. 1. Map of northern Britain and Ireland showing locations of red bed-hosted samples examined in this study.

of selenide mineralization (Spinks *et al.* 2014), were examined for mineralogy using an ISM ABT-55 scanning electron microscope. Compositions were measured using gold, silver and vanadium pure elemental standards. Samples from North Berwick, Millport and Cultra, representing over 200 km width of Lower Carboniferous continental red bed outcrops across northern Britain (Fig. 1), were examined for trace element concentrations using laser ablation inductively coupled plasma mass spectrometry (LA-ICP-MS). Analysis was performed using a UP213 LA system (New Wave, Fremont, CA) coupled to an Agilent (Wokingham, UK) 7500ce ICP-MS system. LA-ICP-MS was tuned for maximum sensitivity and stability using standard SRM 612 for trace elements in glass (NIST, Gaithersburg MD), optimizing the energy fluence to about 2 J cm⁻². A semi-quantitative calibration was provided using MASS-1 Synthetic Polymetal Sulfide (USGS, Reston, VA). Samples and the standard were analysed using a 100 μm diame-

Example of the reference list (bibliography) for an author-date style (Journal of the Geological Society). Authors in a-z order

sea magmatism.

(4) Large-scale redox boundaries in red beds may be worth investigating for possible gold mineralization.

Acknowledgements and Funding

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Scientific editing by John MacDonald

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Citing and referencing

- There are many thousands of variations on the two systems
 - Find out which system you have to use (Author-Date or Numbered)
 - Find out which style/format is recommended within this
 - **Do not leave this until the last minute – find out soon!**
- Style variation occurs in punctuation, lettering format (italics, bold), amount and order of information presented within the **in-text citation** and the **reference list** (bibliography)

Author-Date in-text citations: style variations

- If 2 authors: **and or &**
 - A recent study (McCourt and Borompoka, 2018) indicated that...
 - A recent study (McCourt & Borompoka, 2018) indicated that...
- Separation between author and year: **comma or not**
 - A recent study (Grant & Borompoka, 2018) provided evidence...
 - A recent study (Grant & Borompoka 2018) provided evidence...
- More than 3 / 4 / 5 or more authors: **use of *et al.***
 - A recent study (MacKay, Grant & Borompoka, 2017) presented data...
 - A recent study (Mackay *et al.*, 2017) presented data...

List of references – lots of variations

Same source document – presented using different referencing styles

Einstein, A., and N. Rosen. 1935. "The particle problem in the general theory of relativity". *Physical Review* 48: 73-77.

Chicago 16th edition

Einstein A, Rosen N. The particle problem in the general theory of relativity. *Physical Review*. 1935;48(1):73-7.

NLM

EINSTEIN, A. and ROSEN, N., 1935. The particle problem in the general theory of relativity. *Physical Review*, 48(1), pp. 73-77.

Harvard British Standard

Einstein, A. & Rosen, N. 1935, "The particle problem in the general theory of relativity", *Physical Review*, vol. 48, no. 1, pp. 73-77.

Harvard (as per Scopus/QuikBib)

Einstein A and Rosen N 1935 *Phys. Rev.* 48 73

Classical and Quantum Gravity

Reference Lists/Bibliographies

- Terminology differences are generally subject-based
 - e.g. reference list vs bibliography
 - Arts/Humanities – stricter definition/difference
- Footnote styles – presentational differences on the same two bibliographic systems (author-date or numerical)
- Appears complex and confusing because there are so many styles based on two systems
- For many styles/formats software can be used to manipulate properly collected data and produce a document with fully formatted in-text citations and a reference list. (But in small number of instances manual work may be best, or is needed for some parts of the process)

Each formatted reference answers the following questions

Who?

Who wrote it? Authors or organisations if no personal authors. Publisher details if a book

When?

When was it published? For web pages - year of publication/creation. And the date you accessed the page

What?

What is the title of the book or journal article or conference paper etc? If a journal article or conference paper - What is the title of the journal or conference proceedings?

Where?

Where can I find it? For articles this includes volume, issue and page numbers as relevant, For books include place of publications

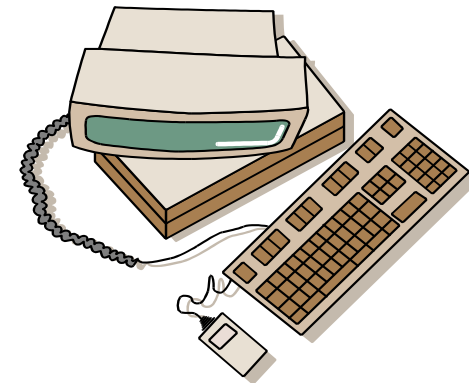
Styles/formats just differ in how much of the information to present, the order in which it is presented and the punctuation used between the different “answers”

Citing and referencing

- Check your course/programme/School handbook – follow guidance as given
- Check with your supervisor if handbook is not specific enough
- Lots of style books available if you are doing it manually
 - e.g. “Cite them right: the essential referencing guide” by Pears & Shields (various editions)
- Lots of software applications available e.g. Zotero, Mendeley, Cite-U-Like, Cite This For Me, Citavi, the Referencing feature within Microsoft Word
 - We’re using [RefWorks](#)

Now...

- ACTION: Which referencing system/style have you been asked to use?
 - Don't know? Find out soon...
- Any questions before we use RefWorks to format in-text citations and bibliographies?



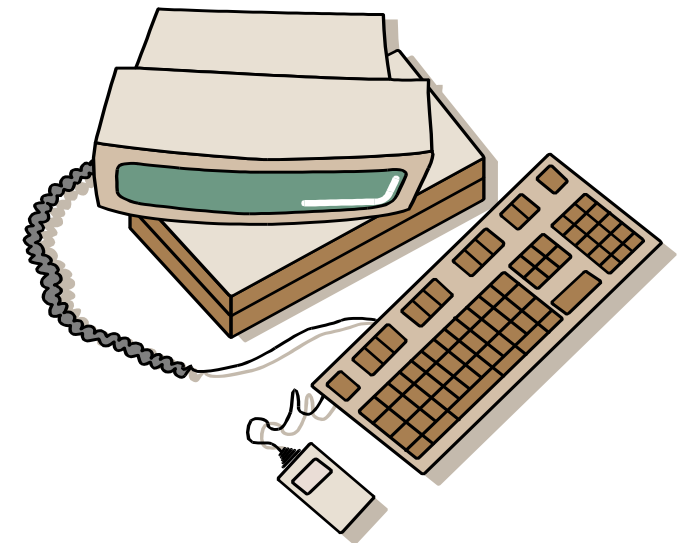
RefWorks and Mac computers

Important note:

- The Write-N-Cite (WNC) plug-in for RefWorks does NOT currently work with Word 2016 on Macs
- RefWorks are working on a fix for this (in)compatibility issue – unfortunately there is little that we can do to help until a solution is in place
 - You can still store records in your main RefWorks account, but you cannot use the WNC app to format them within Word 2016 when creating/writing a research paper or other academic document
 - If you have access to earlier version of Word – could use this with the WNC app for creating/writing a research paper or other academic document that requires in-text citations

If using an alternative to RefWorks....

- Our next set of demonstrations and practical exercises relate to RefWorks
- If you are using an alternative product feel free to use your time to get references into that product or continue your research in databases
- We will look at avoiding plagiarism towards the end of the workshop



A photograph of a modern library interior. The space is characterized by a curved white balcony with a glass railing. Below the balcony, there are bookshelves and a seating area with blue chairs. The ceiling is made of horizontal wooden slats. The overall atmosphere is bright and contemporary.

RefWorks – Live demonstrations

Removing duplicates, Preview styles, Favourites, WNC

A photograph of a modern library interior. The space is characterized by a curved white balcony with a glass railing. Below the balcony, there are bookshelves and a seating area with blue chairs. The ceiling is made of horizontal wooden slats. A large red banner is overlaid on the image, containing the text "RefWorks – Housekeeping".

RefWorks – Housekeeping

Managing your records – remove duplicate records...



Remove on a regular basis – can now do this when first bringing in your records, rather than as housekeeping!
Never delete records that you know you have already cited in your work – delete the most recent duplicate (higher RefWorks ID number)



RefWorks selects the newest record to remove (higher reference ID number) because you are less likely to have used it within a previously created document

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > Close Duplicates

References Folders Share

References to Use Selected Page All in list Duplicate Sort by Change View Standard View

Ref ID 313 Magazine Article Reference 1 of 25

Authors [Roberts, A.](#)

Title **BACK TO SCHOOL: Harry Potter and the Order of the Phoenix is just the latest entry in a tradition of British boarding-school movies that stretches back to the 1930s. But the public-school ethos also spawned a slew of post-war films about men who refuse to grow up**

Source [SIGHT AND SOUND](#), 2007, 17, 8, 46, BRITISH FILM INSTITUTE

Folders [Psychology](#);

Ref ID 312 Magazine Article Reference 2 of 25

Authors [Roberts, Andrew](#)

Title **Back to school**

Source [Sight & Sound](#), 2007, 17, 8, 46-49, British Film Institute, London

Folders [Psychology](#);

Ref ID 267 Journal Article Reference 3 of 25

Authors [Drust, B.](#); [Waterhouse, J.](#); [Atkinson, G.](#); [Edwards, B.](#); [Reilly, T.](#)

Title **Circadian rhythms in sports performance - An update**

Source [Chronobiol.Int.](#), 2005, 22, 1, 21-44

Ref ID 19 Journal Article Reference 4 of 25

Authors [Drust, B.](#); [Waterhouse, J.](#); [Atkinson, G.](#); [Edwards, B.](#); [Reilly, T.](#)

Title **Circadian rhythms in sports performance - An update**

Source [Chronobiol.Int.](#), 2005, 22, 1, 21-44

Folders [anchorage](#); [jetlag](#);

Ref ID 270 Journal Article Reference 5 of 25

Quick Access

- My List
- Advanced Search
- Import
- Export
- Customize
- Preview Output Style
- Output Style Manager

Resources

- RefWorks 2.0 Preview
- Webinars
- Resource Center

Announcements

- RefMobile puts RefWorks wherever you are! Manage your research wherever you go with RefMobile—on any web-accessible mobile device. [Learn more.](#)
- RefWorks is on [Facebook](#) and [Twitter](#). Join us now!

Statistics

330 Reference(s)
13 Folder(s)
1 Shared Item(s)
6 Attachment(s)
824134 / 104857600 bytes used.

A photograph of a modern library interior. The space is characterized by a curved white balcony with a glass railing. Below the balcony, there are bookshelves and a seating area with blue chairs. The ceiling is made of horizontal wooden slats. A large red banner is overlaid on the image, containing the text "RefWorks – Citation styles".

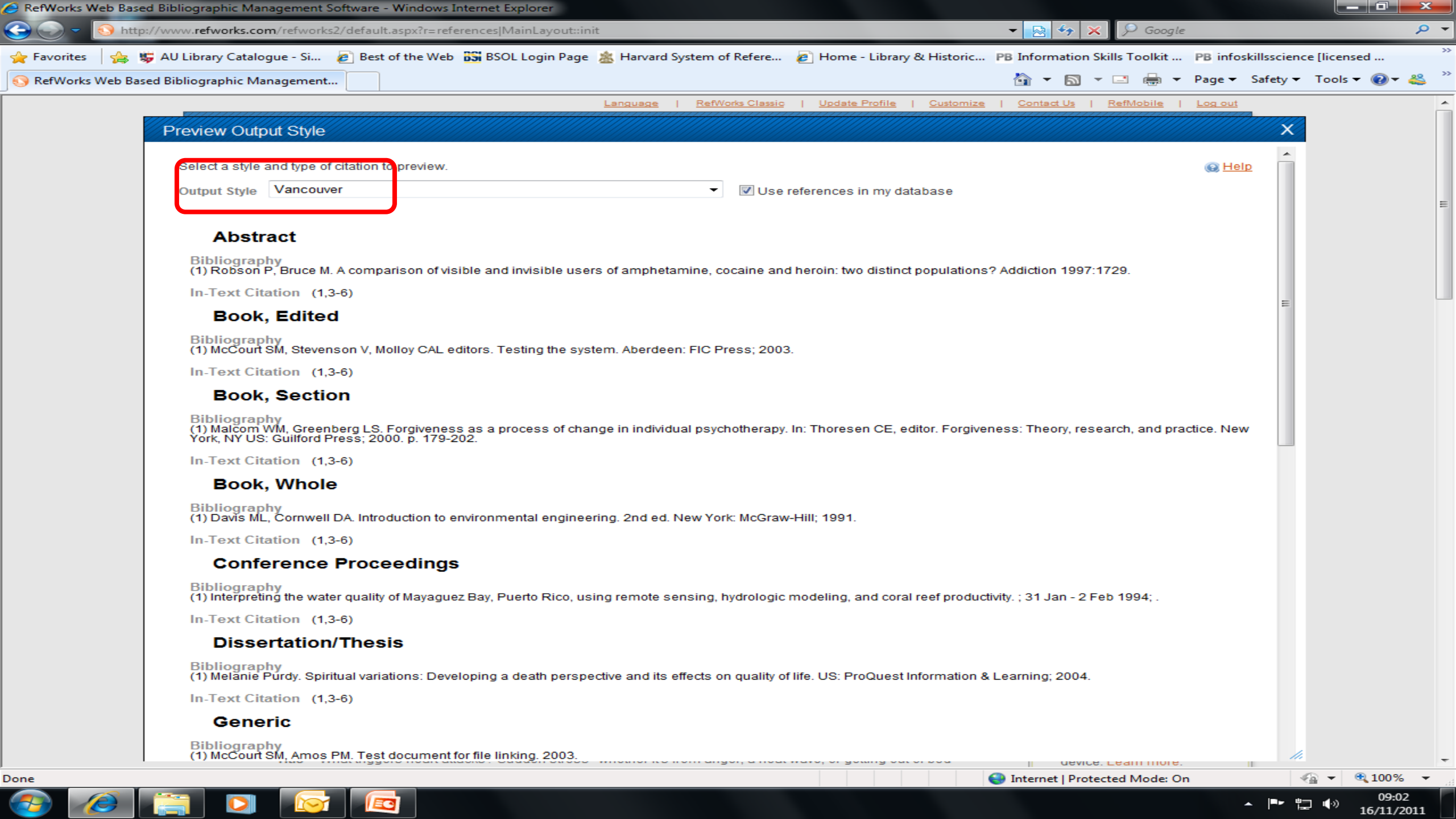
RefWorks – Citation styles

Choosing your favourite styles

- You can choose the citation style(s) you are most likely to use and keep it/them as your favourite(s)
- Ask your supervisor/course coordinator/or refer to your course handout if you are unsure of the citation style you must use

Preview Output Style allows you to see what a particular style looks like...

The screenshot displays the RefWorks web interface. At the top, the 'RefWorks' logo is on the left, and the University of Aberdeen logo and name are on the right. Below the logo is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box is located to the right of the navigation bar. The 'Tools' menu is highlighted with a red box, and its sub-menu is open, showing 'Output Style Manager' and 'Preview Output Style', both of which are also highlighted with red boxes. The main content area shows a list of references under the heading 'References > All References'. The first reference is 'Newspaper Article Reference 1 of 324' with the title 'University offers new psychology course for graduates'. The second is 'Journal Article Reference 2 of 324' with the title 'World review: Asia & Pacific Rim: Bangladesh: The Bangladesh government...'. The third is 'Journal Article Reference 3 of 324' with the title 'News: Alaskan pollution conspirators brought to book'. The fourth is 'Web Page Reference 4 of 324' with the title 'escrc capabilityandresilience'. The fifth is 'Monograph Reference 5 of 324' with the title 'Health psychology in global perspective'. On the right side, there is a sidebar with sections: 'Quick Access' (listing My List, Advanced Search, Import, Export, Customize, Preview Output Style, Output Style Manager), 'Resources' (listing RefWorks 2.0 Preview, Webinars, Resource Center), 'Announcements' (listing RefMobile puts RefWorks wherever you are!, RefWorks is on Facebook and Twitter), and 'Statistics' (listing 324 Reference(s), 12 Folder(s), 1 Shared Item(s), 6 Attachment(s), 824134 / 104857600 bytes used).



Preview Output Style

Select a style and type of citation to preview.

Output Style **Vancouver**

Use references in my database

[Help](#)

Abstract

Bibliography

(1) Robson P, Bruce M. A comparison of visible and invisible users of amphetamine, cocaine and heroin: two distinct populations? *Addiction* 1997;17:29.

In-Text Citation (1,3-6)

Book, Edited

Bibliography

(1) McCourt SM, Stevenson V, Molloy CAL editors. *Testing the system*. Aberdeen: FIC Press; 2003.

In-Text Citation (1,3-6)

Book, Section

Bibliography

(1) Malcom WM, Greenberg LS. Forgiveness as a process of change in individual psychotherapy. In: Thoresen CE, editor. *Forgiveness: Theory, research, and practice*. New York, NY US: Guilford Press; 2000. p. 179-202.

In-Text Citation (1,3-6)

Book, Whole

Bibliography

(1) Davis ML, Cornwell DA. *Introduction to environmental engineering*. 2nd ed. New York: McGraw-Hill; 1991.

In-Text Citation (1,3-6)

Conference Proceedings

Bibliography

(1) Interpreting the water quality of Mayaguez Bay, Puerto Rico, using remote sensing, hydrologic modeling, and coral reef productivity. ; 31 Jan - 2 Feb 1994; .

In-Text Citation (1,3-6)

Dissertation/Thesis

Bibliography

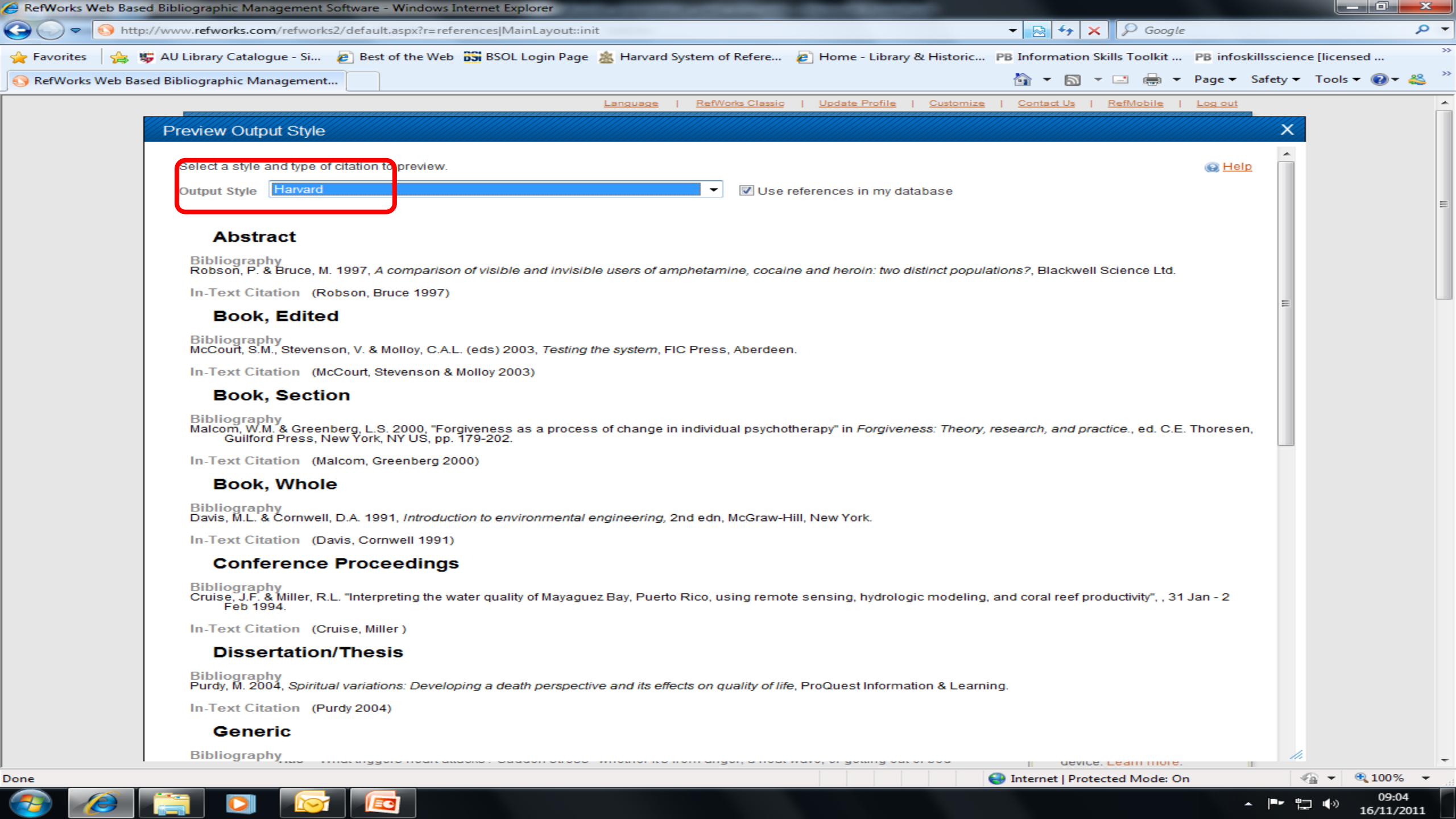
(1) Melanie Purdy. *Spiritual variations: Developing a death perspective and its effects on quality of life*. US: ProQuest Information & Learning; 2004.

In-Text Citation (1,3-6)

Generic

Bibliography

(1) McCourt SM, Amos PM. *Test document for file linking*. 2003.



Preview Output Style

Select a style and type of citation to preview.

Output Style **Harvard**

Use references in my database

[Help](#)

Abstract

Bibliography

Robson, P. & Bruce, M. 1997, *A comparison of visible and invisible users of amphetamine, cocaine and heroin: two distinct populations?*, Blackwell Science Ltd.

In-Text Citation (Robson, Bruce 1997)

Book, Edited

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In-Text Citation (Malcom, Greenberg 2000)

Book, Whole

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Davis, M.L. & Cornwell, D.A. 1991, *Introduction to environmental engineering*, 2nd edn, McGraw-Hill, New York.

In-Text Citation (Davis, Cornwell 1991)

Conference Proceedings

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Cruise, J.F. & Miller, R.L. "Interpreting the water quality of Mayaguez Bay, Puerto Rico, using remote sensing, hydrologic modeling, and coral reef productivity", , 31 Jan - 2 Feb 1994.

In-Text Citation (Cruise, Miller)

Dissertation/Thesis

Bibliography

Purdy, M. 2004, *Spiritual variations: Developing a death perspective and its effects on quality of life*, ProQuest Information & Learning.

In-Text Citation (Purdy 2004)

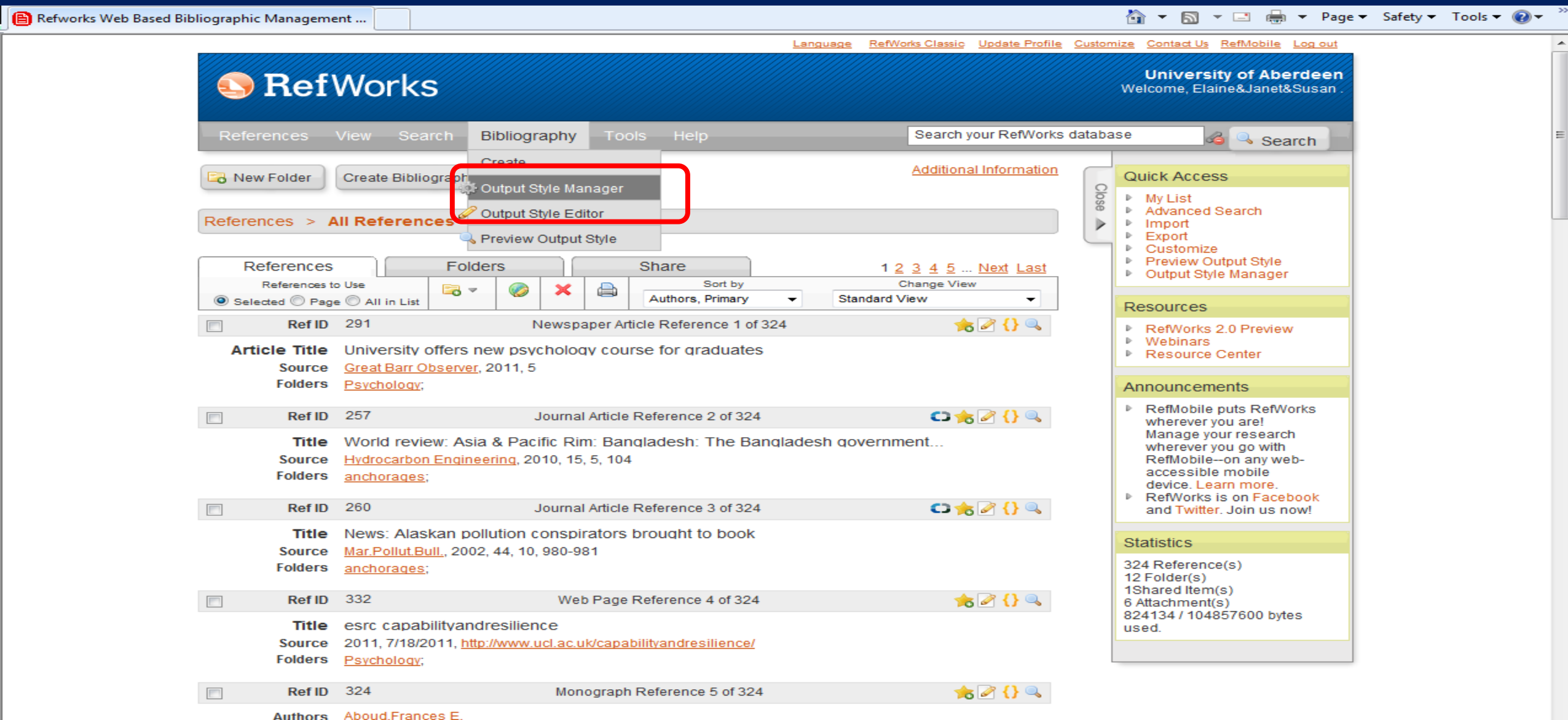
Generic

Bibliography

What triggers heart attacks? Sudden cardiac syndrome: from anger, a hot wave, or getting out of bed

device. [Learn more.](#)

To store your favourite citation styles open the Bibliography menu and select **Output Style Manager**



The screenshot displays the RefWorks web interface. At the top, the navigation menu includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'Bibliography' menu is open, showing options: 'Create', 'Output Style Manager', 'Output Style Editor', and 'Preview Output Style'. The 'Output Style Manager' option is highlighted with a red rectangle. Below the menu, the main content area shows a list of references. The first reference is 'University offers new psychology course for graduates' from 'Great Barr Observer'. The second is 'World review: Asia & Pacific Rim: Banqladesh: The Banqladesh government...' from 'Hydrocarbon Engineering'. The third is 'News: Alaskan pollution conspirators brought to book' from 'Mar.Pollut.Bull.'. The fourth is 'escr capabilityandresilience' from '2011, 7/18/2011'. The fifth is 'About.Frances E.' from 'Monograph Reference 5 of 324'. On the right side, there is a sidebar with sections: 'Quick Access' (My List, Advanced Search, Import, Export, Customize, Preview Output Style, Output Style Manager), 'Resources' (RefWorks 2.0 Preview, Webinars, Resource Center), 'Announcements' (RefMobile puts RefWorks wherever you are!, Manage your research wherever you go with RefMobile..., RefWorks is on Facebook and Twitter. Join us now!), and 'Statistics' (324 Reference(s), 12 Folder(s), 1 Shared Item(s), 6 Attachment(s), 824134 / 104857600 bytes used).

Output Style Manager – select the style from the List of Output Styles, click on green arrow to add to Favorites

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

Output Style Manager

Search Show All

List of Output Styles

- AAAR - Arctic, Antarctic, and Alpine Research
- AACC - American Association of Cereal Chemists
- AAPG - American Association of Petroleum Geologists
- AAPS - American Association of Pharmaceutical Scientists
- Abdominal Imaging
- Aberdeen University: Business School**
- Aberdeen University: MSc Project Management (Harvard)
- Aberdeen University: TESTING - Geological Society of London
- Aberdeen University: TESTING - OSCOLA (2009)
- Aberdeen University: TESTING - Quality, Exposure and Health

Preview Output Style

Your favorite output styles are what you can easily access when working in RefWorks and Write-N-Cite.

Favorites

- APA 5th - American Psychological Association, 5th Edition
- APA 6th - American Psychological Association, 6th Edition
- Chicago 15th Edition (Author-Date System)
- Council of Science Editors - CSE 7th, Citation-Sequence
- Council of Science Editors - CSE 7th, Name-Year Sequence
- Harvard
- Harvard - British Standard
- MLA 7th Edition
- Uniform - Uniform Requirements for Manuscripts Submitted to Bi
- Vancouver

Remove All

Ref ID 324 Monograph Reference 5 of 324

Authors [Aboud, Frances E.](#)

Title Health psychology in global perspective

Source 1998, 2, 329, Sage Publications, Thousand Oaks

Folders [Development](#)

Can also remove styles you don't need from your **Favorites** list by using the lower green arrow

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

Output Style Manager

Your favorite output styles are what you can easily access when working in RefWorks and Write-N-Cite.

List of Output Styles

- AAAR - Arctic, Antarctic, and Alpine Research
- AACC - American Association of Cereal Chemists
- AAPG - American Association of Petroleum Geologists
- AAPS - American Association of Pharmaceutical Scientists
- Abdominal Imaging
- Aberdeen University: MSc Project Management (Harvard)
- Aberdeen University: TESTING - Geological Society of London
- Aberdeen University: TESTING - OSCOLA (2009)
- Aberdeen University: TESTING - Quality, Exposure and Health
- Aberdeen University: TESTING2 - Plant & Soil Science (Harvard s

Preview Output Style

Favorites

- Aberdeen University: Business School
- APA 5th - American Psychological Association, 5th Editi
- APA 6th - American Psychological Association, 6th Editi
- Chicago 15th Edition (Author Date System)
- Council of Science Editors - CSE 7th, Citation-Sequence
- Council of Science Editors - CSE 7th, Name-Year Seque
- Harvard
- Harvard - British Standard
- MLA 7th Edition
- Uniform - Uniform Requirements for Manuscripts Submitt

Remove All

Ref ID 324 Monograph Reference 5 of 324

Authors [Aboud, Frances E.](#)

Title Health psychology in global perspective

Source 1998, 2, 329, Sage Publications, Thousand Oaks

Folders [Development](#)

Favorites – your favourite citation styles can then be seen in the Output Style drop-down list when you go to the Bibliography menu and select Create

The screenshot shows the RefWorks interface with the 'Create Bibliography' dialog box open. The 'Output Style' dropdown menu is expanded, showing a list of citation styles. The 'Favorites' section is highlighted in blue, and the 'University of Aberdeen Specific' section is also visible. The 'Create Bibliography' button is located at the bottom right of the dialog box.

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

Create Bibliography X

[List of Output Styles](#) [Request New Output Style](#) [Help](#)

Output Style: Harvard - British Standard

Favorites

- Aberdeen University: Business S
- APA 5th - American Psychologic
- APA 6th - American Psychologic
- Chicago 15th Edition (Author-Dat
- Council of Science Editors - CSE
- Council of Science Editors - CSE
- Harvard
- Harvard - British Standard
- MLA 7th Edition
- Uniform - Uniform Requirements
- Vancouver

University of Aberdeen Specific

- APA 5th - American Psychologic
- Harvard
- Harvard - British Standard
- Vancouver

Format Paper and Bibliography

Format a Bibliography from a List of Re

File Type

Document Formats Supporte

References to Includ

Create Bibliography

Folders [Psychology:](#)

Ref ID 324 Monograph Reference 5 of 324

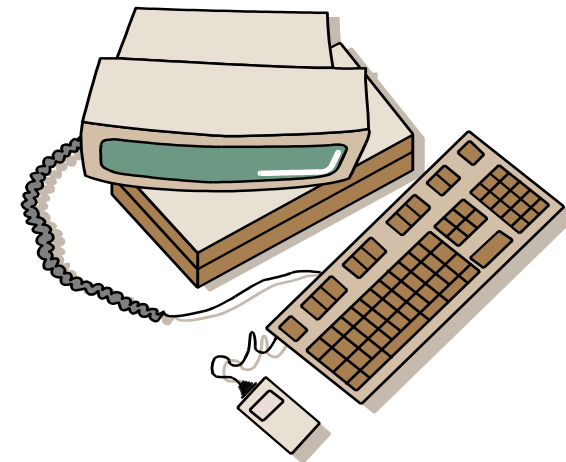
Authors [Aboud,Frances E.](#)

Style/format not quite right?

- Can edit existing RefWorks styles
 - May take up to an hour to do this
 - Need to be very precise and logical in your approach
 - Guidance is available (but we won't do it for you!)
- Find out **soon** what style/format to use
 - Guidance in your course handbook?
 - Has your supervisor given any instructions or advice?
 - If you're uncertain then create a sample paragraph with in-text references and bibliography using your chosen style for your supervisor. Check with them whether it meets their requirements

Practical session 1

- Follow the instructions in your worksheet:
 - Access your RefWorks account and preview a range of styles
 - Add relevant ones to your favourites so that they are available to you quickly and easily in the next section of the workshop
- RefWorks' training material is detailed in two worksheets:
 - *Managing References – RefWorks Part 1*
 - *Managing References – RefWorks Part 2*



A photograph of a modern library interior. The space is characterized by a curved white balcony with a glass railing. Below the balcony, there are bookshelves and a seating area with blue chairs. The ceiling is made of horizontal wooden slats. A large red banner is overlaid on the image, containing the text "RefWorks – Write-N-Cite – live demo".

RefWorks – Write-N-Cite – live demo

Using Footnotes?

- Harvard and Vancouver systems are also applied to styles that use footnotes
- Set up your Word document for footnotes
- Manually type the code where the reference is required
- Help available:
 - Library document on formatting footnotes
 - RefWorks Help screens

Practical session

Follow the instructions in your worksheet – try things out for yourself

Remember: if Write-N-Cite is not for you consider using less advanced features of RefWorks:

- store your references
- produce a standalone bibliography/reference list for use at the end of your document and manually type your in-text citations into your manuscript
- If using LaTeX rather than Word can still use the store option in RefWorks



Using LaTeX rather than Word?

- Can still use RefWorks as a place to store and organise your references
- You do not go on to use the RefWorks in-text and bibliography generation tools in the same way as for a Word document
- Once all your references are in RefWorks you can generate a file for export to BibTeX and then use that in your LaTeX document
- Build in extra time to your planning schedule to tidy up the BibTeX file and make sure that you can sort out any difficulties that may arise on the formatting side of things



Using LaTeX rather than Word?

- BibTeX for LaTeX general web page with links to support documents:
 - <https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/bibtex-for-latex/>
 - This gives some general background information and links to specifically Imperial College produced support documents and to the LaTeX community
- Useful support document - Using RefWorks with LaTeX
 - <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/RefWorks-with-LaTeX-branded-jan-2016.pdf>
- Useful support document - Citing and referencing in LaTeX -using BibTeX
 - <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/LaTeX-and-BibTeX-branded-jan-2016.pdf>



A photograph of a modern library interior. The space is characterized by a curved white balcony with a glass railing. Below the balcony, there are bookshelves and a seating area with blue chairs. The ceiling is made of horizontal wooden slats. A large red banner is overlaid on the image, containing the text "Take care when writing".

Take care when writing

Is this cheating?

- Copying and pasting text/images without crediting the original source
- Pretending that someone else's work is your own
- Failing to indicate that a quotation is a quotation (quotation marks, or indentation of text)
- Paraphrasing, summarising or quoting material without citing the original work
- Tweaking words or phrases but keeping to the same sentence structure of a source and not acknowledging the author of the work
- Copying and pasting work that you previously used for another assignment
- Citing work that you did not use/read

Plagiarism: how to avoid it - 1

- Manage your time - plan your work
 - gather – search strategy, search, find
 - assess and evaluate – what is relevant
 - form opinions – analyse, think about findings
 - share – present your work
- Note-taking while reading
 - use own words where possible
 - quotation marks round direct quotes
 - always keep a note of your source (e.g. for a web page - author, title, URL, date accessed)
 - keep all your notes and drafts until final mark received

Plagiarism: how to avoid it - 2

- Read through your work
 - Is this my idea/argument? If not - who's idea/argument is it?
 - Are these my words and style of writing? If not - where did I get them, have I paraphrased correctly, have I acknowledged the author(s)?
 - Is this common knowledge in my field? If not – cite and acknowledge the source
- Check your in-text citations and reference list
 - Does it match the style you've been asked to use?
 - Does it contain all the information required for the type of document it refers to (e.g. a book chapter is different from a journal article and different from a web page)?
- All your in-text citations are listed in the bibliography and vice versa?
 - Is it in the correct order, presented correctly (margins, typeface, punctuation)?
 - Is it consistent and correct all the way through your document?

A wide-angle photograph of a modern library interior. The space is characterized by a curved, white balcony with a glass railing and a wooden handrail. Below the balcony, there are several study tables with black chairs. Bookshelves filled with books line the walls. The ceiling is made of horizontal wooden slats. A large red banner is overlaid on the left side of the image.

Finishing off...

Reminder

- Remember to keep your RefWorks account neat and tidy – remove duplicate records
- Back up your records, just in case (from the [References](#) drop-down menu)
 - Creates a zip file that would only be needed if RefWorks servers were to crash and all accounts destroyed

Strong recommendations

- If you are carrying out health/medicine subject searches **do not use** PubMed as a source/database
 - The quality control on the records is very poor and they do not format correctly in bibliographic management systems
 - Use Ovid Medline instead
- Do not use the RefGrabIt feature in RefWorks
 - Waste of time – always have to enhance the records
 - Quicker to write down the full details and type them into your main RefWorks account (References > Add New Reference)

Time management

- Plan to finish your final draft 7-10 days before your submission date
- You need to build in time to:
 - Check the submission requirements for your discipline/School
 - Proof-read your document, Word formatting and check referencing
 - Format your document (if using RefWorks)
 - You may discover that you don't have all required bibliographic information
 - Submission errors can take days to sort out if you don't use the software correctly or report difficulties at an early point
 - Copy, bind and submit (paper version and electronic via Turnitin)
- Sounds harsh but: Your document, Your responsibility

Assignment/Project

Plan search: compile search string/strategy (keywords and Boolean)

Identify sources

Primo/Catalogue

Check search rules (truncation symbol and phrase search). Carry out search, modify as necessary

E-books & Databases

Link through Primo-Find Databases. Check search rules (truncation symbol and phrase search). Carry out search. Modify and refine. Evaluate results. Use SFX to link to full text or catalogue to check paper holdings.

Print, save or send results to email account. Use RefWorks or other software to hold references and create bibliography

Web

Evaluate what you find
Use Google to look for reports, government documents, operational and trade material

Keep a record of your search strings, databases, URLs and references. Keep track of references

Learners' Toolkit

Tips, tools and
techniques to make
life at University easier.

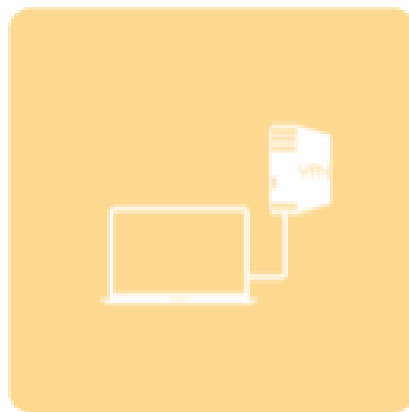
Made with students,
for students.



The Learners' Toolkit

Digital information resource for students.

Learn



Remote Access

Off campus access to
drives, software and
electronic resources



Accessing electronic information

Ewan Grant, July 2017

QG DBS005 [<https://www.abdn.ac.uk/library/documents/guides/qgdb005.pdf>]

The Library at the University of Aberdeen provide resources in a variety of formats and many are available online. Most can be accessed by members of the University from any location via the Internet. This guide provides general guidance on accessing electronic resources (e-journals, e-books and e-databases) which the University pays for.

Accessing e-resources from university owned and managed computers

Computers in classrooms, libraries, offices and halls of residence have been set up by IT Services to access e-resources, so there is no need to reconfigure them.

Primo

Access: go to [Primo](#), our portal to e-resources, open the **Find Databases** link at the top of the screen, and select the database you require.

Journals: many of our individual journal titles can be found and accessed using the **A-Z eJournals** link in Primo (located at the top of every screen). Here, you can look up journals by subject category. Alternatively, you can type the title of a journal into the Simple Search box.

Individual e-books: carry out a regular search of Primo. Enter two or three significant words from the title together with the family name of the author, in any order, into the Simple Search box.

Click the link provided in the results list to access and search a database or e-journal, or read an e-book. A login screen will be prompted.

Many of our electronic resources are accessed via a password controlled service called **Shibboleth**, which will link you through to the correct login screen whether you are working on or off campus.

Use **Google** to find and link to our e-resources. You may experience difficulty in access and be charged for full text material.

Accessing resources: detailed information is available in Learners' Toolkit and library guides

Aims & objectives

Aims

- Outline differing bibliographic systems
- Avoid plagiarism
- Use Write-N-Cite option within RefWorks to create a paper with in-text citations and bibliography



Objectives

- Produce formatted documents containing in-text citations and a bibliography in a style of your choosing
- Be aware of the timescales that will impact on production of your thesis – proof-reading, RefWorks, binding

Help and advice

Library: Subject support

- Information Consultants & Information Adviser
- Subject & Enquiry staff (TSDRL floors 4-6, Medical and Taylor Libraries)
- Worksheets in our wiki (FinditFast!)
<http://finditfastlibraryworkshops.pbworks.com>



Access and IT:

- **MyIT** or Tel: 01224 27-3636 . Use phone for out of office hours (OOH) service (17.00-08.00 on weekdays and anytime at the weekend)
- Email: servicedesk@abdn.ac.uk
- In person: Edward Wright building (lunchtimes are very busy!!)



Library: Subject contacts

- Arts & Humanities
 - Ewan Grant – e.grant@abdn.ac.uk
- Business & Law
 - Janet MacKay – j.i.mackay@abdn.ac.uk
- Dentistry, Medicine & Medical Sciences
 - Mel Bickerton – m.bickerton@abdn.ac.uk
- Education & Social Science
 - Claire Molloy - c.a.l.molloy@abdn.ac.uk
- Engineering, Life & Physical Sciences
 - Susan McCourt – s.mccourt@abdn.ac.uk
- General
 - Eleni Borompoka – eleni.boro@abdn.ac.uk

<https://www.abdn.ac.uk/library/support/contacts-106.php#panel162>



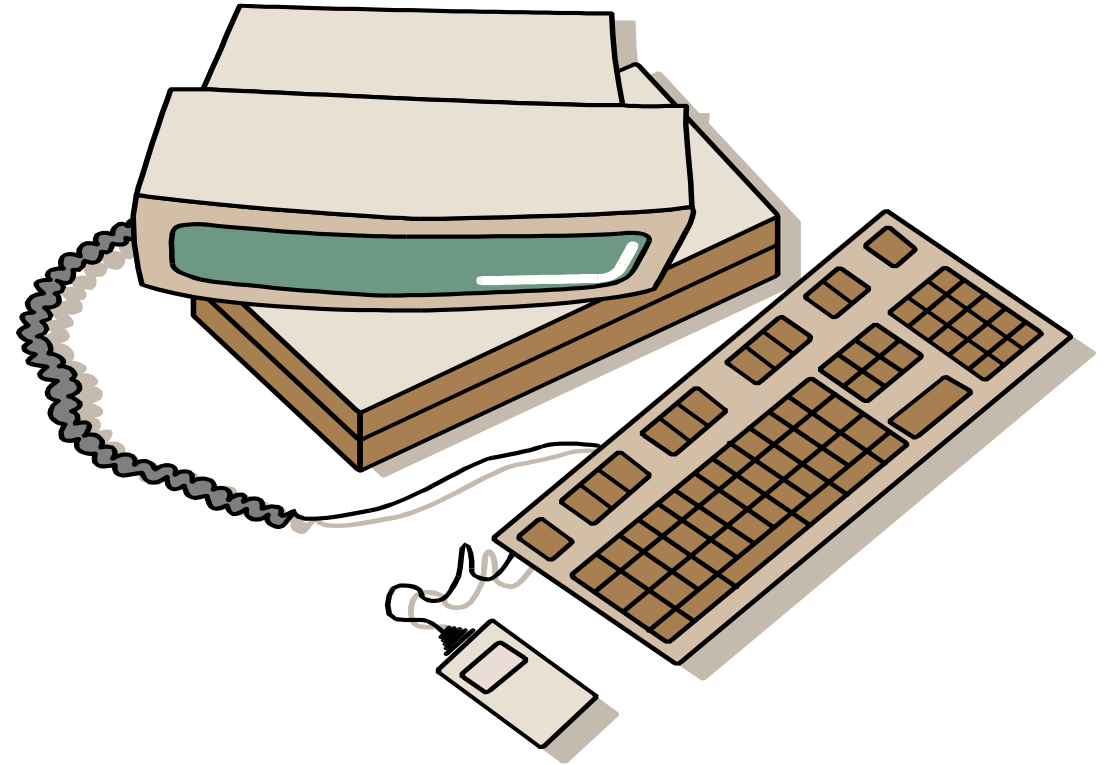
Other workshops in this programme

- Information Skills Refresher 1: Getting started with your dissertation research
- Information Skills Refresher 2: Going further with your dissertation research
- Word: Working with long documents
- Writing a Literature Review
- Writing your Dissertation/Project: Spelling, Paragraph Structure and Constructing an Argument
- LaTeX for PGT students

Check <https://www.abdn.ac.uk/coursebooking> for details



Any questions?



Thank you

Please complete the evaluation form
Good luck with your research!

Refresher Part 3
Eleni, Ewan, Janet & Susan



*Transforming the world
with greater knowledge
and learning*