

# Find it Fast!: Managing references with RefWorks

**Ewan Grant & Eleni Borompoka**

2019/20



# Aims and Objectives

- Understand what RefWorks is and why it is useful
- Create a RefWorks account (if you don't already have one!)
- Learn how to get references into RefWorks from various online sources
- Understand how to organise material in RefWorks
- Find out how to quickly create a simple bibliography
- Have time to practice and ask questions

# RefWorks explained

- Web-based reference management software – can access anywhere with internet connection
- Two main functions:
  - Online store for the bibliographic information of reading materials you wish to reference in an essay, assignment or dissertation
  - Helps you produce reference lists/bibliographies according to one of over 3,500 styles
- Does not automatically store the full-text of items in your RefWorks account
- No limit to number of references you can have in your RefWorks account


# Why would you use RefWorks?

- Saves time and effort
- Keeps all your references safely in one place
- Can make the process of referencing easier
- Easy to create formatted bibliographies and in-text citations

You still need to understand and know:

- Why and where to reference
- Preferred style you have been asked to use
- Check course handbook and with tutor or supervisor

# How to Create a RefWorks account

 **RefWorks**

About RefWorksAdministratorOther ProductsContact UsHelp

**Login using RefWorks Credentials**

Username

Password

☐ Show

Login

[Forgot username or password?](#)

☐ Keep my session open for 14 days

**Login using Other Credentials**

[Open Athens Credentials](#)

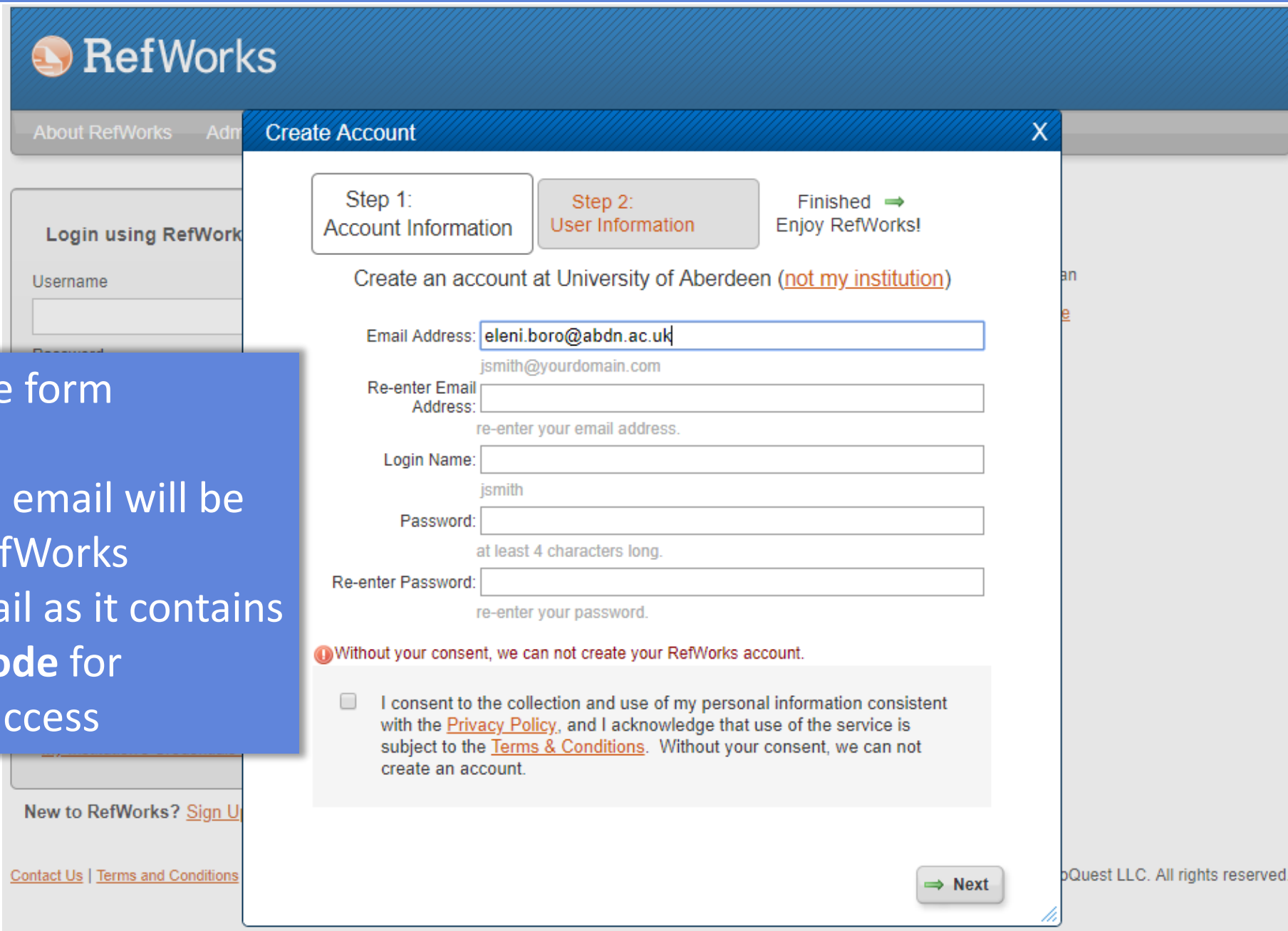
[My Institution's Credentials \(Shibboleth\)](#) ▼

**New to RefWorks?** [Sign Up for a New Account](#)

1. Go to [www.refworks.com/refworks](http://www.refworks.com/refworks)
2. Click on **Sign Up for a New Account**

# Register an account while on-campus

- Complete the form
- Click on **Next**
- Confirmation email will be sent from RefWorks
- Save this email as it contains the **Group Code** for off-campus access



The image shows a screenshot of the RefWorks 'Create Account' form. The form is titled 'Create Account' and has a progress bar at the top with three steps: 'Step 1: Account Information' (active), 'Step 2: User Information', and 'Finished → Enjoy RefWorks!'. The form is for creating an account at the University of Aberdeen, with a note '(not my institution)'. The form fields include: 'Email Address' (with a sample email 'eleni.boro@abdn.ac.uk'), 'Re-enter Email Address' (with a sample email 'jsmith@yourdomain.com'), 'Login Name' (with a sample name 'jsmith'), 'Password' (with a note 'at least 4 characters long'), and 'Re-enter Password' (with a note 're-enter your password'). Below the form fields, there is a warning message: 'Without your consent, we can not create your RefWorks account.' and a checkbox for consent. The checkbox is currently unchecked. The form also includes a 'Next' button at the bottom right. The RefWorks logo is visible in the top left corner of the form.

RefWorks

About RefWorks | Admin | **Create Account** X

Step 1: Account Information | Step 2: User Information | Finished → Enjoy RefWorks!

Create an account at University of Aberdeen (not my institution)

Email Address:

Re-enter Email Address:

re-enter your email address.

Login Name:

Password:

at least 4 characters long.

Re-enter Password:

re-enter your password.

ⓘ Without your consent, we can not create your RefWorks account.

☐ I consent to the collection and use of my personal information consistent with the [Privacy Policy](#), and I acknowledge that use of the service is subject to the [Terms & Conditions](#). Without your consent, we can not create an account.

New to RefWorks? [Sign Up](#)

[Contact Us](#) | [Terms and Conditions](#)

→ Next

Quest LLC. All rights reserved.



# Register an account from off-campus

**RefWorks**

About RefWorks | Admin | **Create Account**

**Step 1: Account Information** | **Step 2: User Information** | Finished → Enjoy RefWorks!

Create an account at University of Aberdeen ([not my institution](#))

Email Address:

Re-enter Email Address:

Re-enter your email address.

Login Name:

Password:

at least 4 characters long.

Re-enter Password:

re-enter your password.

[Forgot username or password?](#)

☐ Keep my session open for 30 days

Without your consent, we can not create your RefWorks account.

- To create an account from off-campus you will be asked to enter a **Group Code**
- To obtain the Group Code go to [www.abdn.ac.uk/library/support/passwords/index.php](http://www.abdn.ac.uk/library/support/passwords/index.php)
- Log in with your university username and password
- Scroll to find the entry for RefWorks – take a note of the code. It is case sensitive

- Complete the form
- Click on **Next** button
- Confirmation email will be sent from RefWorks. Save this email as it contains important login information you will need again

# How to get records into RefWorks

- You must import references of books, journal articles etc. into your RefWorks account for it to work
- Do that when you search databases. Instructions on how to import records from all our databases available at:  
[www.abdn.ac.uk/library/documents/guides/importing.pdf](http://www.abdn.ac.uk/library/documents/guides/importing.pdf)
- There are several ways to bring records into your RefWorks account – depends on the database provider



# Importing records: 1-step process

- In this workshop we will focus on the quickest way
- Clicking a button in a database can save records directly to your RefWorks account
- This works in Scopus, MEDLINE, Web of Science, ProQuest & EBSCO databases and many others

## Example search

‘Discuss the impact of rapid long distance travel on the sports performance of athletes’

Concept 1	“circadian rhythm*”	OR	“sleep disturbance*”
AND			
Concept 2	jet lag	OR	jetlag
AND			
Concept 3	athlet*	OR	sports*

# For the best possible results, apply the search rules for Scopus


Scopus

[Search](#)

[Sources](#)

[Alerts](#)

[Lists](#)

[Help](#) 

## Document search

[Documents](#)

[Authors](#)

[Affiliations](#)

[Advanced](#)

Search

athlete\* OR sports\*

*E.g., "Cognitive architectures" AND robots*

AND 

Search

"jet lag" OR jetlag

×

Article title, Abstract, Keywords




×

Article title, Abstract, Keywords



[> Limit](#)

[Reset form](#)

Search 

# Select the records you wish to store in RefWorks by using the tick-boxes alongside each entry. Click on **Export**

125 document results

[View secondary documents](#)

[View 694 patent results](#)

[View 4 Mendeley Data](#)

( TITLE-ABS-KEY ( athlete\* OR sports\* ) AND TITLE-ABS-KEY ( "jet lag" OR jetlag ) )

[Edit](#) [Save](#) [Set alert](#) [Set feed](#)

Search within results...



Refine results

Limit to

Exclude

Access type ⓘ

☐ Open Access

(7) >

☐ Other

(118) >

Year

☐ 2018

(6) >

☐ 2017

(6) >

☐ 2016

(4) >

☐ 2015

(4) >

☐ 2014

(7) >

[View more](#)

Analyze search results

[Show all abstracts](#) Sort on: [Date \(newest\)](#)

☐ All

**Export**

[Download](#)

[View citation overview](#)

[View cited by](#)

[Add to List](#)

...



Document title

Authors

Year

Source

Cited by

☒ 1

Effect of pre-flight circadian phase-shifting approach on sleep variables after 9 time-zone eastward transition: a case report

Hoshikawa, M., Uchida, S.,  
Dohi, M.

2018

Sleep and Biological  
Rhythms  
16(4), pp. 457-461

0

View abstract



Full Text

[Related documents](#)

☐ 2

Lowest perceived exertion in the late morning due to effects of the endogenous circadian system

Thosar, S.S., Herzig, M.X.,  
Roberts, S.A., (...), Emens, J.S.,  
Shea, S.A.

2018

British Journal of  
Sports Medicine  
52(15), pp. 1011-  
1012

0



[Related documents](#)

☒ 3

Impact of short- compared to long-haul international travel on the sleep and wellbeing of national wheelchair basketball athletes

Thornton, H.R., Miller, J.,  
Taylor, L., (...), Lastella, M.,  
Fowler, P.M.

2018

Journal of Sports  
Sciences  
36(13), pp. 1476-  
1484

1

# Select **RefWorks** and choose the information to export to include the abstract if it is available

Scopus

Search Sources Alerts Lists Help SciVal Register Login

### Export document settings

You have chosen to export 4 documents

Select your method of export

☐ MENDELEY ☒ **RefWorks** ☐ RIS Format ☐ CSV ☐ BibTeX ☐ Plain Text

*EndNote, Reference Manager* *Excel* *ASCII in HTML*

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input checked="" type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input checked="" type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input checked="" type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input checked="" type="checkbox"/> Index keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Publisher		<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> volume, issue, pages	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> DOI	<input type="checkbox"/> Abbreviated source title			

Cancel **Export**

# Select Export to legacy RefWorks


Continue exporting to **RefWorks** ?

Yes, export to the newest version of RefWorks



No, export to the legacy version of RefWorks

# Login with your RefWorks account details

 **RefWorks**

[About RefWorks](#) [Administrator](#) [Other Products](#) [Contact Us](#) [Help](#)

### Login using RefWorks Credentials

Username

EleniBoro

Password

.....

☐ Show

Login

[Forgot username or password?](#)

☐ Keep my session open for 14 days

---

### Login using Other Credentials

[Open Athens Credentials](#)

[My Institution's Credentials \(Shibboleth\)](#) ▾

New to RefWorks? [Sign Up for a New Account](#)

### Want to learn how to get the most out of RefWorks?

Simply download our [Quick Start Guide](#) and you'll be using RefWorks in no time! You can also check out our [great series of videos](#) to learn how to quickly navigate through the basic RefWorks features. For more detailed information participate in one of our [free live training sessions](#) or view one of our many [webinar recordings](#).



# Check for errors – view **Import Log**

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and navigation links (Language, Update Profile, Customize, Contact Us, Log out) are on the right. Below the logo, the text 'University of Aberdeen' and 'Welcome, Eleni.' is visible. A navigation bar contains links for References, View, Search, Bibliography, Tools, and Help, along with a search box labeled 'Search Your Database'. A sidebar on the left shows a 'References' list with columns for Ref ID, Title, Source, and Folders. A central dialog box titled 'Import References' is open, displaying a success message: 'Import completed - 2 references imported'. Below this message are two links: 'Import Log' and 'Duplicate Checking Options'. The 'Import Log' link is highlighted with a red rectangle. At the bottom of the dialog box are two buttons: 'View Duplicates' and 'View Last Imported Folder'. The background interface shows a list of references, with the selected reference being 'Book, Whole Reference 6 of 28' by Fowler, P.M., Duffield, R., Lu, D., Hickmans, J.A., and Scott, T.J., titled 'Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players'.

Language | Update Profile | Customize | Contact Us | Log out

RefWorks

University of Aberdeen  
Welcome, Eleni.

References | View | Search | Bibliography | Tools | Help

Search Your Database

New Folder

References > All R

References

Selected | Page

Ref ID 264

Title The

Source 20

Folders Wo

Ref ID 262

Source htt

Folders wo

Ref ID 268

Ref ID 267

Developer Ad

Title Ph

Ref ID 258

Authors, Primary Att

Title, Primary Ev

Source SP

Folders wo

Ref ID 250

Book, Whole Reference 6 of 28

Authors Fowler, P.M.; Duffield, R.; Lu, D.; Hickmans, J.A.; Scott, T.J.

Book Title Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players

Import References

Import completed - 2 references imported

Import Log

Duplicate Checking Options

View Duplicates

View Last Imported Folder

Statistics

28 Reference(s)

6 Folder(s)

# Most cases – no error messages

## Click on **View Last Imported Folder** button

The screenshot shows the RefWorks web interface with the 'Import References' dialog box open. The dialog box has a blue header and a white body. It displays the message 'Import completed - 2 references imported' and an 'Import Log' section. The log shows the following details:

- Import Date: 10/22/2018 11:18:05 AM
- Vendor: SCOPUS
- Import Filter: Direct Export

Below the log, there is a 'Duplicate Checking Options' section. At the bottom of the dialog box, there are two buttons: 'View Duplicates' and 'View Last Imported Folder'. The 'View Last Imported Folder' button is highlighted with a red box. The background of the RefWorks interface shows a list of references and a search bar.

# Last Imported Folder

The screenshot shows the RefWorks web interface. At the top, there's a blue header with the RefWorks logo and navigation links: Language, Update Profile, Customize, Contact Us, and Log out. Below the header, there's a search bar and a navigation menu with options: References, View, Search, Bibliography, Tools, and Help. The main content area is divided into two tabs: 'References' and 'Organize & Share Folders'. The 'References' tab is active, showing a list of references. The 'Organize & Share Folders' tab is also visible, showing a list of folders. The 'Last Imported' folder is highlighted in the left sidebar with a red arrow. The 'References' tab shows two references, each with details like Ref ID, Authors, Title, Source, and Folders. The 'Folders' sidebar on the right lists various folders: My List, Not In Folder (6), Last Imported (2), Documents (0), Women's rights (1), and workshop (17). The 'Last Imported' folder is highlighted with a red arrow.

University of Aberdeen  
Welcome, Eleni.

Language | Update Profile | Customize | Contact Us | Log out

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References : **Last Imported**

References Organize & Share Folders

References to Use Selected Page All in List Sort by Authors, Primary Change View Standard View

Ref ID 272 Journal Article Reference 1 of 2

Authors Hoshikawa, M.; Uchida, S.; Dohi, M.  
Title Effect of pre-flight circadian phase-shifting approach on sleep variables after 9 time-zone eastward transition: a case report  
Source Sleep and Biological Rhythms, 2018, 16, 4, 457-461  
Folders Last Imported;

Ref ID 273 Journal Article Reference 2 of 2

Authors Thornton, H.R.; Miller, J.; Taylor, L.; Sargent, C.; Lastella, M.; Fowler, P.M.  
Title Impact of short- compared to long-haul international travel on the sleep and wellbeing of national wheelchair basketball athletes  
Source J.Sports Sci., 2018, 36, 13, 1476-1484  
Folders Last Imported;

Announcements

Resources

Support Center  
Webinars

Facebook Twitter

Folders

★ My List

Not In Folder (6)

Last Imported (2)

Documents (0)

Women's rights (1)

workshop (17)

All records go into the **Last Imported** folder when they are first pulled into RefWorks. Each new batch of records coming in from databases, replaces the current ones in this Last Imported folder

# Can create folders in advance or when you need them

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the University of Aberdeen logo and 'Welcome, Eleni.' are on the right. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is labeled 'Search Your Database'. Below this, a row of buttons includes 'New Folder' (highlighted with a red box), 'Create Bibliography', and 'New Reference'. A breadcrumb trail shows 'References > Last Imported'. The main area is divided into 'References' and 'Organize & Share Folders' tabs. The 'References' tab shows a list of references with columns for 'Ref ID', 'Authors', 'Title', 'Source', and 'Folders'. The 'Organize & Share Folders' tab is active, showing a 'Create New Folder' dialog box. The dialog box has a title bar 'Create New Folder' and a close button. It contains a text input field labeled 'New Folder Name (Create Subfolder):' with the text 'Law' entered. Below the input field are 'Create' and 'Cancel' buttons, with the 'Create' button highlighted by a red box. The right sidebar contains sections for 'Announcements', 'Resources' (Support Center, Webinars), 'Folders' (My List, Not In Folder (0), Last Imported (4), Dissertation (6), Documents (7), Greece and WW2 (2), jet lag (1), Kosovo (3), Literature (6), Music (1)), and 'Quick Access' (Advanced Search, Import, Export, Create Bibliography, Print References).

RefWorks

University of Aberdeen  
Welcome, Eleni.

References View Search Bibliography Tools Help

Search Your Database

New Folder Create Bibliography New Reference

Additional Information

References > Last Imported

References Organize & Share Folders

References to Use

Selected Page All in List

Sort by Authors Primary Standard View

Create New Folder

New Folder Name (Create Subfolder):

Law

Create Cancel

Announcements

Resources

Support Center

Webinars

Folders

My List

Not In Folder (0)

Last Imported (4)

Dissertation (6)

Documents (7)

Greece and WW2 (2)

jet lag (1)

Kosovo (3)

Literature (6)

Music (1)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Print References

Ref ID 138

Authors Fowler, P.M.; Knez, W.; ...

Title Greater Effect of East v ...

Source Med.Sci.Sports Exerc., ...

Folders Last Imported;

Ref ID 139

Authors Montaruli, A.; Galasso, L. ...

Title The circadian typology: the role of physical activity and melatonin

Source Sport Sciences for Health, 2017, 13, 3, 469-476

Folders Last Imported;

Ref ID 137

Journal Article Reference 3 of 4

Authors Roy, J.; Forest, G. ...

Title Greater circadian disadvantage during evening games for the National Basketball Association (NBA), National Hockey League (NHL) and National Football League (NFL) teams travelling westward

Source J.Sleep Res., 2018, 27, 1, 86-89

Folders Last Imported;

Ref ID 140

Journal Article Reference 4 of 4

Authors Thornton, H.R.; Miller, J.; Taylor, L.; Sargent, C.; Lastella, M.; Fowler, P.M. ...

Title Impact of short- compared to long-haul international travel on the sleep and wellbeing of national wheelchair basketball athletes

Source J.Sports Sci., 2017, 1-9

Folders Last Imported;

# Record management – filing in folders

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and 'University of Aberdeen Welcome, Eleni.' is on the right. Below the header is a navigation bar with links: References, View, Search, Bibliography, Tools, and Help. A search bar labeled 'Search Your Database' is on the right. Below the navigation bar are three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. A link for 'Additional Information' is also present. The main content area shows a breadcrumb trail: 'References > Last Imported', where 'Last Imported' is highlighted with a red box. Below this, there are two tabs: 'References' and 'Organize & Share Folders'. The 'Organize & Share Folders' tab is active. It contains a section for 'References to use' with radio buttons for 'Selected', 'Page', and 'All in List'. The 'All in List' button is selected and highlighted with a red box. To the right of the radio buttons is a dropdown menu for 'Add to', which is also highlighted with a red box. The dropdown menu is open, showing a list of folders: 'New Folder', 'My List', 'Documents (0)', 'Law (0)', 'Women's rights (1)', and 'workshop (17)'. The 'Law (0)' folder is highlighted with a red box. Below the dropdown menu is a table of references. The first row shows 'Ref ID 274' with authors 'Drust, B.; Waterhouse, J.', title 'Circadian rhythms in sleep', source 'Chronobiol. Int., 2005, 20(12), 1000-1005', and folder 'Last Imported;'. The second row shows 'Ref ID 275' with authors 'Reilly, T.; Edwards, R.', title 'The effects of sleep deprivation on the human brain', source 'Sleep, 2003, 26(12), 1569-1578', and folder 'Last Imported;'. The right sidebar contains sections for 'Announcements', 'Resources' (with links to 'Support Center' and 'Webinars'), and 'Folders'. The 'Folders' section lists: 'My List', 'Not In Folder (6)', 'Last Imported (2)', 'Documents (0)', 'Law (0)', and 'Women's rights (1)'.

From the Last Imported folder you can file records into folders. Just click on **All in List** or make a selection of records using the radio buttons. Open the **Add to** button and select a folder from the drop-down menu, to file records into

# Record management - records saved successfully to folders

RefWorks University of Aberdeen Welcome, ewanag.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References > Last Imported

References Organize & Share Folders

References to Use: Selected Page All in List (highlighted)

Sort by: Authors, Primary Change View: Standard View

Ref ID 2795 Journal Article Reference 1 of 4

Authors: Fullagar, H.H.K.; Duffield, R.; Skorski, S.; White, D.; Bloomfield, J.; Kölling, S.; Meyer, T.

Title: Sleep, travel, and recovery responses of national footballers during and after long-haul international air travel

Source: International Journal of Sports Physiology and Performance, 2016, 11, 1, 86-95

Folders: jet lag; Last Imported;

Ref ID 2794 Journal Article Reference 2 of 4

Authors: Kölling, S.; Ferrauti, A.; Pfeiffer, M.; Meyer, T.; Kellmann, M.

Title: Sleep in sports: A short summary of alterations in sleep/wake patterns and the effects of sleep loss and jet-lag

Source: Deutsche Zeitschrift für Sportmedizin, 2016, 67, 2, 25-30

Authors: Thun, E.; Bjorvatn, B.; Flo, E.; Harris, A.; Pallesen, S.

Title: Sleep, circadian rhythms, and athletic performance

Source: Sleep Medicine Reviews, 2015, 23, 1-9

Folders: jet lag; Last Imported;

Announcements

Resources

Support Center

Webinars

Folders

ebiwari (1)

ebiwari test (1)

fishy (11)

friday test (1)

green economy (4)

hemingway test (4)

jet lag (4)

language lab (2)

medline test v2 (8)

nanking (4)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Print References

Completed

4 item(s) moved to jet lag.

A record can be tagged to any number of folders. Just repeat the above steps choosing a different folder to file the records into

# Exercise 1

- Any questions?
- Do a Scopus search to bring records into your RefWorks account. You will need to bring 10-12 references into your RefWorks account
- Create a new folder to file these references into

For guidance, see page 2 of worksheet





# Other ways to import records

- It can be a 2-step process – OnePetro is an example of this
- Can use RefWorks to search Primo and other library catalogues
- Can create records manually – e.g. for references from websites
- For import instructions for popular databases refer to the **Methods for Importing Records** sheet in your pack
- For import instructions for all University Aberdeen databases see [www.abdn.ac.uk/library/documents/guides/importing.pdf](http://www.abdn.ac.uk/library/documents/guides/importing.pdf)

# Some other RefWorks features

It is also possible to:

- Create subfolders
- Add notes to a reference
- Add attachments to a reference – useful if you have a full-text copy of the record. Each attachment must be less than 20MB

# Creating subfolders

- Possible to create folders within folders
- Useful for subdividing a large number of references into smaller categories within a single folder
- Must open the **Organize and Share Folders** tab to create subfolders

# Creating Subfolders

[Language](#) | [Update Profile](#) | [Customize](#) | [Contact Us](#) | [Log out](#)



References View Search Bibliography

New Folder Create Bibliography

References > Law

- Open Organize & Share Folders
- Find main folder
- Click on the **Folder** icon next to the name of a folder to open the drop-down menu
- Select **Create Subfolder**

References **Organize & Share Folders**

You have 0 reference(s) not in folders. [Duplicates](#) not in folders. [View Shared Area](#) [Statistics](#) [Default Settings](#)

Share Entire Database (24)	
<a href="#">Not In Folder</a> (6)	
<a href="#">Last Imported</a> (0)	
▶ <a href="#">Documents</a> (0)	
<a href="#">Law</a> (2)	
<a href="#">Women's rights</a> (3)	
<a href="#">workshop</a> (17)	

**Folders**

- ★ My List
- Not In Folder (6)
- Last Imported (0)
- ▶ Documents (0)
- [Law](#) (2)

Create Bibliography

Export

Create Subfolder

Rename Folder

Clear Folder

Delete Folder

Find Duplicates

# Creating Subfolders

Language | Update Profile | Customize | Contact Us | Log out

University of Aberdeen  
Welcome, Eleni.

References View Search Bibliography Tools Help

Search Your Database Search

New Folder Create Bibliography New Reference

Additional Information

References > Law

Create New Folder

Select a Parent Folder: Women's rights

New Folder Name: Essays

Create Cancel

- Name the subfolder
- Click on Create

Share Entire Database (24)

Not In Folder (6)

Last Imported (0)

workshop (17)

Announcements

Resources

Support Center

Webinars

Folders

- ★ My List
- Not In Folder (6)
- Last Imported (0)
- Documents (0)
- Law (2)
- Women's rights (3)
- workshop (17)

# Creating Subfolders

Language | Update Profile | Customize | Contact Us | Log out

**RefWorks** University of Aberdeen  
Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References > Law

References Organize & Share Folders

You have 6 reference(s) not in folders. Duplicates not in folders. View Shared Area Statistics Default Settings

Share Entire Database (24)

Not In Folder (6)

Last Imported (0)

Documents (0)

Law (2)

Women's rights (3)

Essays (0)

workshop (17)

Announcements

Resources

Support Center

Webinars

Folders

My List

Not In Folder (6)

Last Imported (0)

Documents (0)

Law (2)

Women's rights (3)

workshop (17)

Subfolders are listed under the parent folder (indented)

# Making notes

The screenshot displays a reference management application with a list of references on the left and a sidebar on the right. The sidebar includes sections for Announcements, Resources (Support Center, Webinars), Folders (My List, Not In Folder, Last Imported, Art & Business, Business School, Coaching Culture, Documents, Finance, Katie Stearman, Leadership), and Quick Access. A red circle highlights the 'Edit' button for the record with Ref ID 3826.

**Ref ID 3810** Newspaper Article Reference 2 of 20  
Article Title For the love of art and good causes  
Source [The Business Times](#), 2012, n/a, Singapore, United Kingdom, Singapore  
Folders [Art & Business](#);

**Ref ID 3817** Journal Article Reference 3 of 20  
Title Banking, Financial Services; Bank of America Announces Unique Art Conservation Project  
Source [Investment Weekly News](#), 2011, 230, NewsRx, Atlanta, United States, Atlanta  
Folders [Art & Business](#);

**Ref ID 3818** Report Reference 4 of 20  
Title Turkiye Halk Bankasi A.S. Halkbank - Annual Report, 2011  
Source [Reportal](#), 2011, n/a, REPORTAL. SDN. BHD., Kuching, Malaysia, Kuching  
Folders [Art & Business](#);

**Ref ID 3823** Newspaper Article Reference 5 of 20  
Article Title Lehman's Last Sale  
Source [Wall Street Journal \(Online\)](#), 2010, n/a, New York, N.Y., United States, New York, N.Y.  
Folders [Art & Business](#);

**Ref ID 3826** Book, Whole Reference 6 of 20  
Book Title [Culture Works : The Political Economy of Culture](#)  
Source 2001, University of Minnesota Press, Minneapolis, MN, USA  
Folders [Art & Business](#);

**Ref ID 3813** Journal Article Reference 7 of 20  
Authors [Barhat, Vikram](#)  
Title BEAUTIFY YOUR CLIENT  
Source [Advisor's Edge](#), 2011, 20,  
Folders [Art & Business](#);

**Ref ID 3578**  
Authors [Barr, Damian](#)  
Article Title Miro, Miro on the wall who works of art, Damian Barr discovers the pieces that  
Source [Financial Times](#), 2007, 20, London (UK), United Kingdom, London (UK)  
Folders [Art & Business](#);

**To add notes to a record, click on the Edit button**

**Announcements**

**Resources**  
Support Center  
Webinars  
f t

**Folders**  
★ My List  
Not In Folder (63)  
Last Imported (6)  
Art & Business (20)  
Business School (1)  
Coaching Culture (7)  
Documents (0)  
Finance (5)  
Katie Stearman (4)  
Leadership (1)

**Quick Access**  
Search  
ography  
nces  
Statistics  
188 Reference(s)  
21 Folder(s)



# Making notes

... then click on Additional Fields

**Edit Reference**

Title: **B** *I* U  $\times$   $\times^2$  | ↶ ↷

Circadian rhythms in sports performance - An update

Periodical: Full: Chronobiology international

Start Page: 21

Other Pages: 44

Add to folder: Select a folder...  
Law Women's rights

Attachments: Choose File No file chosen

▶ **Additional Fields**

▶ Additional Comments about Harvard

← Prev → Next Duplicate Save Reference + Save & Add New

Advanced Search

# Making notes

Edit Reference X

Retrieved Date:

Shortened Title: **B** *I* U  $x_2$   $x^2$  | ↶ ↷

User 1: **B** *I* U  $x_2$   $x^2$  | ↶ ↷  
Ebook Central book

User 2: **B** *I* U  $x_2$   $x^2$  | ↶ ↷

User 3: **B** *I* U  $x_2$   $x^2$  | ↶ ↷

User 4: **B** *I* U  $x_2$   $x^2$  | ↶ ↷

← Prev    Next →

⏏ Duplicate    **💾 Save Reference**    ➕ Save & Add New

...and scroll down to **User 1**.  
Then type your notes into the  
box and **Save Reference**

# Attaching documents to records

The screenshot displays a list of records in a document management system. Each record entry includes a checkbox, a reference ID, a record type, and a toolbar with icons for star, edit, delete, share, and search. The record with ID 3826, titled 'Culture Works : The Political Economy of Culture', has its 'Edit' button circled in red. A blue text box is overlaid on the bottom right of the interface.

Ref ID	Record Type	Article Title	Source	Folders
3810	Newspaper Article Reference 2 of 20	For the love of art and good causes	<a href="#">The Business Times</a> , 2012, n/a, Singapore, United Kingdom, Singapore	<a href="#">Art &amp; Business</a> ;
3817	Journal Article Reference 3 of 20	Banking, Financial Services; Bank of America Announces Unique Art Conservation Project	<a href="#">Investment Weekly News</a> , 2011, 230, NewsRx, Atlanta, United States, Atlanta	<a href="#">Art &amp; Business</a> ;
3818	Report Reference 4 of 20	Turkiye Halk Bankasi A.S. Halkbank - Annual Report, 2011	<a href="#">Reportal</a> , 2011, n/a, REPORTAL. SDN. BHD., Kuching, Malaysia, Kuching	<a href="#">Art &amp; Business</a> ;
3823	Newspaper Article Reference 5 of 20	Lehman's Last Sale	<a href="#">Wall Street Journal (Online)</a> , 2010, n/a, New York, N.Y., United States, New York, N.Y.	<a href="#">Art &amp; Business</a> ;
3826	Book, Whole Reference 6 of 20	<a href="#">Culture Works : The Political Economy of Culture</a>	2001, University of Minnesota Press, Minneapolis, MN, USA	<a href="#">Art &amp; Business</a> ;
3813	Journal Article Reference 7 of 20	Authors: <a href="#">Barhat, Vikram</a> Title: BEAUTIFY YOUR CLIENT Source: <a href="#">Advisor's Edge</a> , 2011, 20, Folders: <a href="#">Art &amp; Business</a> ;		
3578		Authors: <a href="#">Barr, Damian</a> Article Title: Miro, Miro on the wall who works of art, Damian Barr discovers the pieces that Source: <a href="#">Financial Times</a> , 2007, 20, London (UK), United Kingdom, London (UK) Folders: <a href="#">Art &amp; Business</a> ;		

**To attach the full-text of an article to a record, click on the Edit button**

**Announcements**

**Resources**

Support Center  
Webinars  
f t

**Folders**

- ★ My List
- Not In Folder (63)
- Last Imported (6)
- Art & Business (20)**
- Business School (1)
- Coaching Culture (7)
- Documents (0)
- Finance (5)
- Katie Stearman (4)
- Leadership (1)

**Quick Access**

Search

ography

nces

**Statistics**

188 Reference(s)  
21 Folder(s)

# Attaching documents to records

**Edit Reference**

Title: **B I U x<sub>2</sub> x<sup>3</sup>** | ↶ ↷  
Circadian rhythms in sports performance - An update

Periodical, Full: Chronobiology international

Pub Year: 2005

Volume: 22

Issue: 1

Start Page: 21

Other Pages: 44

Add to folder: Select a folder...  
Law Women's rights

**Attachments** Choose File No file chosen

Additional Fields

Additional Comments about Harvard

Prev Next Duplicate Save Reference Save & Add New

...then click on **Choose File** next to Attachments and select the relevant document from your H: drive

# Attaching documents to records

**Edit Reference**

Periodical, Full:

Pub Year:

Volume:


Issue:

Start Page:

Other Pages:

Add to folder:

Attachments:  No file chosen

  
time.docx  
(13 k)

Additional Fields

Click on **Save Reference**

**RefWorks**

References View Search Bibliography Tools Help

[Additional Information](#)

References > **Women's rights**

References Organize & Share Folders

References to Use: ☒ Selected ☐ Page ☐ All in List

Sort by: Authors, Primary Change View: Standard View

Ref ID 264 Web Page Reference 1 of 3

Title The No.1 Source for Oil & Energy News  
Source 2018, <https://oilprice.com/>  
Folders [Women's rights](#)

Ref ID 274 Journal Article Reference 2 of 3

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 [Law:Women's rights](#)

Records with documents attached to them display a paperclip icon

# Managing your records – remove duplicate records

The screenshot shows the RefWorks web interface. At the top, the 'RefWorks' logo is on the left, and 'University of Aberdeen' with a welcome message is on the right. Below the header is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'View' menu is open, showing options like 'View Shared Area', 'All References', 'My List', 'Duplicates', and 'Deleted References'. The 'Duplicates' option is highlighted, and a sub-menu is visible with 'Exact Duplicates' and 'Close Duplicates'. The 'Close Duplicates' option is highlighted with a red box. Below the menu, there are buttons for 'New Folder', 'New Reference', and 'Additional Information'. The main area shows a list of references with columns for 'References to Use' (Selected, Page, All in List), 'Sort by' (Authors, Primary), and 'Change View' (Standard View). A specific reference is selected, showing its 'Ref ID' (400) and 'Journal Article Reference 1 of 6'. The authors are 'Keats, M.R.; Emery, C.A.; Finch, C.F.' and the title is 'Are we having fun yet?: Fostering adherence to injury preventive exercise recommendations in young athletes'. On the right side, there are sections for 'Resources' (Support Center, Webinars) and 'Folders' (chapter 1 (2), chapter 2 (0), chapter 3 (0), chapter 4 (0), Conference Proceedings).

Do this on a regular basis

Never delete records that you know you have already cited in your work – only the more recent duplicate (check the RefWorks ID number)

RefWorks selects the newest record to remove (higher reference ID number) because you are more likely to have used the first record

References View Search Bibliography Tools Help Search your RefWorks database

New Folder Create Bibliography New Reference Additional Information

References > Close Duplicates

References Organize & Share Folders 1 2 Next Last

References to Use Selected Page All in List Duplicate Standard View

Ref ID 313 Magazine Article Reference 1 of 30

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 30

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 30

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 30

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 [anchorages](#); [jetlag](#);

Resources  
Support Center  
Webinars  
f t

Folders  
Cardiovascular Disease  
chapter 1 (2)  
chapter 2 (0)  
chapter 3 (0)  
chapter 4 (0)  
Conference Proceedings  
electronic books (4)  
jetlag (66)  
paper - nature (82)  
Psychology (50)

Quick Access  
Advanced Search  
Import  
Export  
Create Bibliography  
Delete References  
Print References



# Creating a bibliography

RefWorks University of Aberdeen Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database

1

New Folder Create Bibliography

References > workshop

References Organized

References to Use

☒ Selected ☐ Page ☐ All in List

Ref ID 258

Authors, Primary Attar, Ahmed; Muggeridge, A.

Title, Primary Evaluation of Mixing in Low

Source SPE EOR Conference at C

Folders workshop;

Ref ID 250

Authors Fowler, P.M.; Duffield, R.; Lu, D.; Hickmans, J.A.; Scott, T.J.

Book Title Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players

Source International Journal of Sports Physiology and Performance, 2016, 11, 7, 876-884

Folders .../EleniBoro-RefList (8);workshop;

Ref ID 253 Journal Article Reference 3 of 16

Create a bibliography from a list of references

References to Include From **workshop**: ☐ Selected (0) ☐ Page (16) ☒ All in List (16)

You can select a different folder from the folder area to the right of this window.

Select an Output Style **Harvard - British Standard**

2

Preview

Select a File Type **Word for Windows (2000 or later)**

3

Need [Help](#) creating a bibliography? Did you want to [format a paper and bibliography](#) instead of creating a bibliography from a list of references?

4

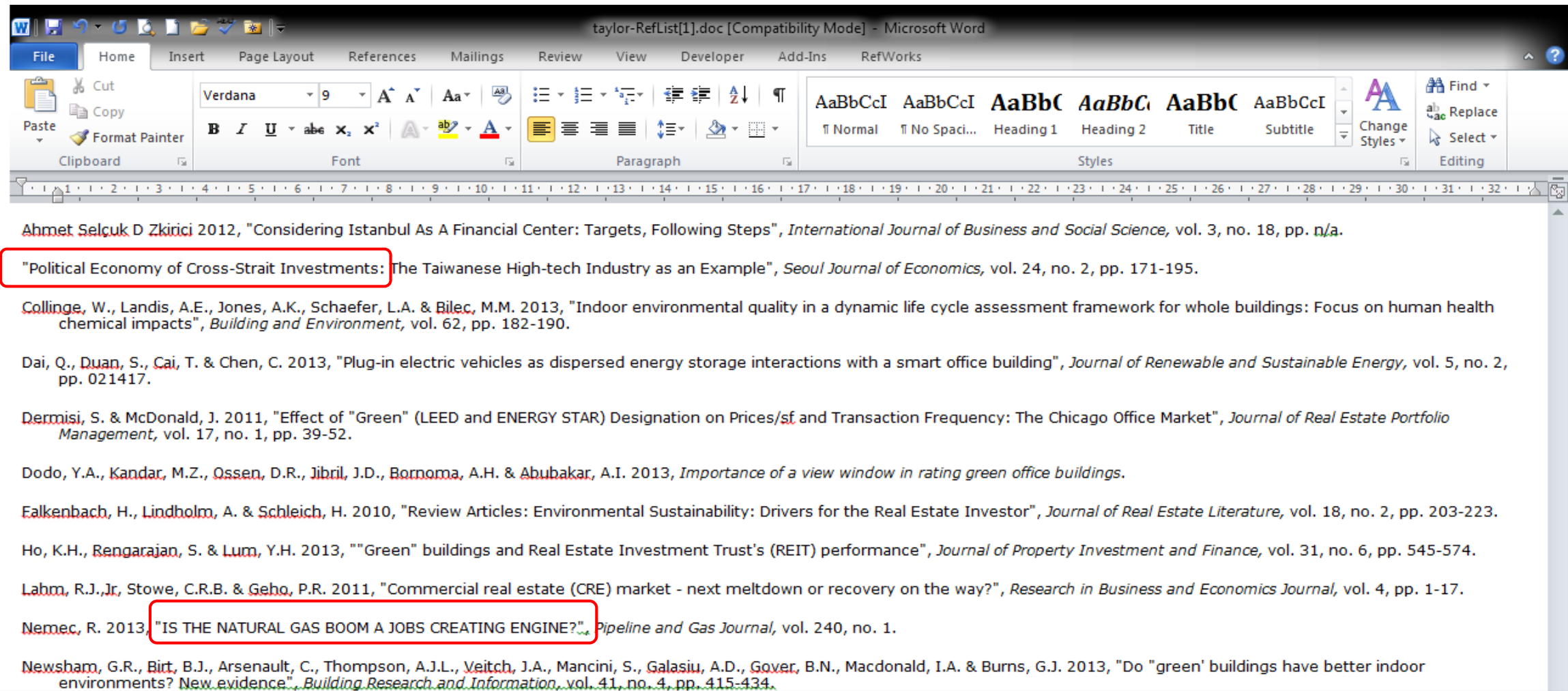
Manage Output Styles Create Bibliography

Women's rights (3)

Essays (0)

workshop (16)

- 1) Select a folder and click on the **Create Bibliography** button near the top of the screen
- 2) Select your preferred referencing style
- 3) Select a **File type**
- 4) Click on **Create Bibliography**



# Always check your bibliography – errors may occur

Wang, Z. & Tan, Y.K. 2013, "Illumination control of LED systems based on neural network model and energy optimization algorithm", *Energy and Buildings*, vol. 62, pp. 514-521.

Yun, R., Scupelli, P., Aziz, A. & Loftness, V. 2013, *Sustainability in the workplace: Nine intervention techniques for behavior change*.

# What's next?

- Any questions?
- Create a bibliography from records in a folder

For guidance, see step 9, page 4 of worksheet



I already have a Word/Excel document containing a list of references that I want to use. How do I get these into RefWorks?

There is a way of transcribing this data to get it into RefWorks but it is time-consuming, a bit complicated and rather tedious – RefWorks help screens provide more info

**We recommend finding the records in databases and exporting them to RefWorks, or manually type or paste the information into RefWorks**

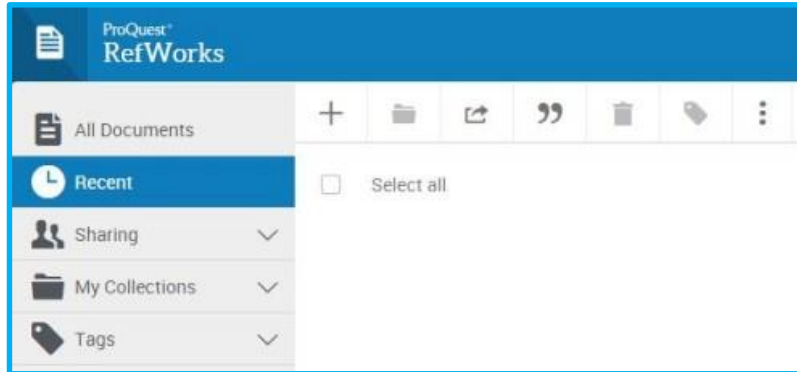
# Notes

- You may have to create references manually in your RefWorks account.  
See document: **Methods for importing records** for guidance
- For adding favourite styles to your RefWorks account see our presentation: **“Using RefWorks to manage references and create bibliographies – Part 2”**, available at:  
[http://finditfastlibraryworkshops.pbworks.com/w/file/fetch/124310919/FiF\\_refworks\\_part2\\_1718.pdf](http://finditfastlibraryworkshops.pbworks.com/w/file/fetch/124310919/FiF_refworks_part2_1718.pdf)

# RefWorks...the Future

## RefWorks launched an updated version (new RefWorks)

- Completely new interface
- New features aim to improve collaboration and sharing of resources between researchers
- Other new features aim to simplify the research process from beginning to end
- Looks nice, but does not contain (yet!) all the features we think it needs to have




We are working with and supporting the current version (legacy RefWorks) for 2018/19

# Help and advice

- Importing references from databases document:  
[www.abdn.ac.uk/library/documents/guides/importing.pdf](http://www.abdn.ac.uk/library/documents/guides/importing.pdf)
- RefWorks YouTube videos [www.youtube.com/user/ProQuestRefWorks](http://www.youtube.com/user/ProQuestRefWorks)
- RefWorks website for Help screen
- Database online help screens for hints on searching
- Information Consultants:  
[www.abdn.ac.uk/library/support/contacts-106.php#panel162](http://www.abdn.ac.uk/library/support/contacts-106.php#panel162)
- IT Service Desk: Floor 1 – The Sir Duncan Rice Library  
MyIT Portal: <https://myit.abdn.ac.uk>

# Further Help & Support

- Our **video guides to Primo** can be found at [www.abdn.ac.uk/library/support/information-skills-179.php#panel547](http://www.abdn.ac.uk/library/support/information-skills-179.php#panel547) 
- Our **Find it Fast!** wiki is a collection of resources designed to help you find good quality information quickly. It contains support materials such as slides from workshop presentations and worksheets  
<http://finditfastlibraryworkshops.pbworks.com/w/page/86602816/Home>
- Our list of **Library guides** can be found at [www.abdn.ac.uk/library/support/library-guides-101.php](http://www.abdn.ac.uk/library/support/library-guides-101.php)
- Check **MyAberdeen** as some of the reading materials for your course may already be available there
- For any **IT-related queries** contact our colleagues at the IT Service Desk [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)



# Responsible access and use

- Downloaded material
  - For your personal use, not for sharing
  - If you share – non-compliance with terms/conditions of our license, reduces our usage stats (and may lead to cancellation of subscriptions due to low use)
- Copyright law applies to print and online materials
  - Print, copy or scan one chapter of a book
    - Some publishers of electronic books will allow more than this
- Access to material of a pornographic, criminal or offensive nature including material promoting terrorism is not permitted and the University's web filters will operate to block this. If you need to work with any terrorist-related material that is essential to support your intellectual research or study you must clear this use in advance with your supervisor
- Library Regulations available at [www.abdn.ac.uk/library/using-libraries/library-regulations-65.php](http://www.abdn.ac.uk/library/using-libraries/library-regulations-65.php)



*Thank you for listening.  
Any questions?*