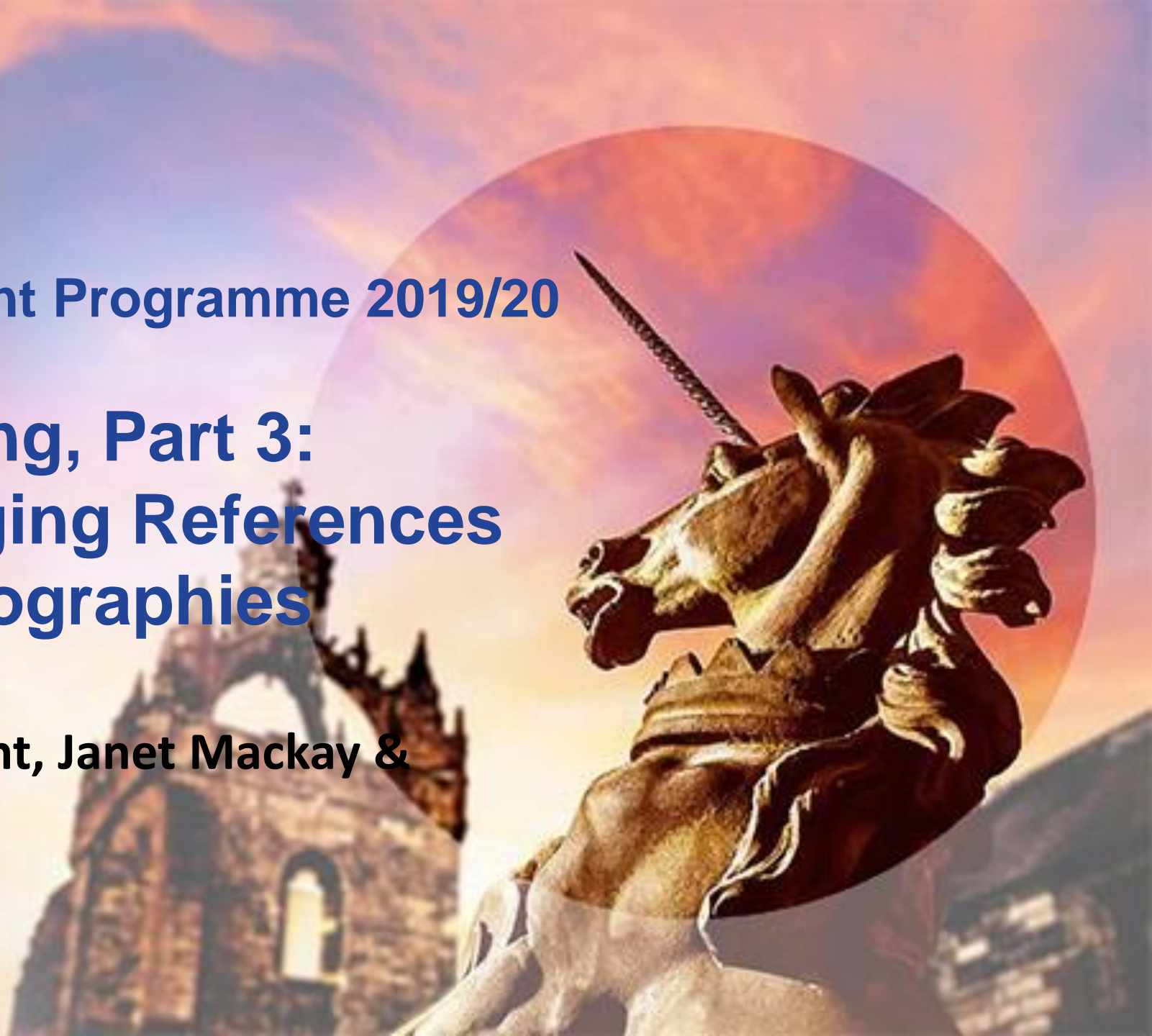


Researcher Development Programme 2019/20

Literature Searching, Part 3: RefWorks – Managing References and Creating Bibliographies

**Eleni Borompoka, Ewan Grant, Janet Mackay &
Susan McCourt**

February 2020



Now...

- Anyone who has not set up their account in advance?
 - If yes – a few minutes now to do so – see Quick Guide Step 1
 - Does anyone use LaTeX?
 - Is anyone using a Footnotes referencing style?
 - Will anyone be using a Mac?

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
- An alternative is to use the One Line/Cite View method. Details available online and more to follow later in this session:
www.refworks.com/refworks2/help/Using_One_Line_Cite_View.htm

Aims and Objectives



- **Aims**

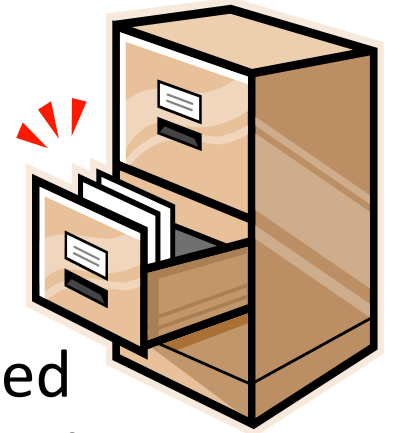
- Overview of referencing systems
- Bring references into your RefWorks account
- Demonstrate various RefWorks features
- Create a simple bibliography
- Use Write-N-Cite to create a paper with in-text citations and a bibliography
- Allow time for practice

- **Objectives**

- Familiarity with the basic functions of RefWorks
- Produce a formatted document with in-text citations and a bibliography in a style of your choosing

Reference Management Software

- Can make the physical process easier
- Need to invest time in learning how to use properly
 - Referencing option within Word
 - Cite This For Me, Zotero, Mendeley, CiteULike – free, web-based
 - EndNote, ProCite, Reference Manager, Papers – purchased, machine specific
 - RefWorks – free (because we have paid for it), web-based, instructional sessions and support
- You still need to understand and know:
 - why and where to reference
 - preferred style (strict or some flexibility?)
- Style – check with supervisor on preferred style



What is RefWorks?

- Web-based – access from any computer with Internet access
- Two functions:
 - Electronic store/filing cabinet
 - Formats bibliographies
- Your own database of references
- No limit to number of references in your RefWorks account



What is Write-N-Cite (WNC v.4)?

- WNC is a plugin for Microsoft Word which allows you to insert citations you have saved in RefWorks directly into the text as you write
- Formats in-text citations automatically and creates a bibliography at the end of the document in a chosen citation style
- Opened from a tab in Microsoft Word application
- Already installed on classroom PCs
- You may need to install to your office PC (from the Software Center)
- You can install to your personal PC/Mac (from RefWorks). See Part 2 Worksheet

RefWorks can easily create a bibliography

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

University of Aberdeen
Welcome, Elaine Shallcross.

References | Bibliography | Tools | Help

New Folder | **Create Bibliography** | New Reference

Search Your Database Search

References > Real Estate

Create a bibliography from a list of references

Select an Output Style Harvard Preview

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

Need Help creating a bibliography? Did you want to format a paper and bibliography instead of creating a bibliography from a list of references?

Manage Output Styles **Create Bibliography**

Source: [Seoul Journal of Economics](#), 2011, 24, 2, 171-195, Institute of Economic Research, Seoul, South Korea, Seoul

Folders: [Real Estate](#);

Ref ID 3876 Journal Article Reference 4 of 16

Authors: [Collinge, William](#); [Landis, Amy E.](#); [Jones, Alex K.](#); [Schaefer, Laura A.](#); [Bilec, Melissa M.](#)

Title: Indoor environmental quality in a dynamic life cycle assessment framework for whole buildings: Focus on human health chemical impacts

Source: [Build Environ.](#), 2013, 62, 182-190

Folders: [Real Estate](#);

Ref ID 3878 Journal Article Reference 5 of 16

Announcements

Resources

Support Center

Webinars

Facebook Twitter

Folders

- Business School (1)
- Coaching Culture (7)
- Documents (0)
- Finance (5)
- Katie Stearman (4)
- Leadership (1)
- Marketing (10)
- MBA workshop (24)
- Problem Examples (1)
- Real Estate (16)**

Quick Access

- Advanced Search
- Import
- Export
- Create Bibliography
- Print References

Statistics

taylor-RefList[1].doc [Compatibility Mode] - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Add-Ins RefWorks

Clipboard Font Paragraph Styles Editing

Ahmet Selçuk D Zkirici 2012, "Considering Istanbul As A Financial Center: Targets, Following Steps", *International Journal of Business and Social Science*, vol. 3, no. 18, pp. n/a.

"Political Economy of Cross-Strait Investments: The Taiwanese High-tech Industry as an Example", *Seoul Journal of Economics*, vol. 24, no. 2, pp. 171-195.

Landis, A.E., Jones, A.K., Schaefer, L.A. & Bilec, M.M. 2013, "Indoor environmental quality in a dynamic life cycle assessment framework for whole buildings: Focus on human health chemical impacts", *Building and Environment*, vol. 62, pp. 182-190.

Dai, Q., Duan, S., Cai, T. & Chen, C. 2013, "Plug-in electric vehicles as dispersed energy storage interactions with a smart office building", *Journal of Renewable and Sustainable Energy*, vol. 5, no. 2, pp. 021417.

Dermisi, S. & McDonald, J. 2011, "Effect of "Green" (LEED and ENERGY STAR) Designation on Prices/sf and Transaction Frequency: The Chicago Office Market", *Journal of Real Estate Portfolio Management*, vol. 17, no. 1, pp. 39-52.

Dodo, Y.A., Kandar, M.Z., Ossen, D.R., Jibril, J.D., Romoma, A.H. & Abubakar, A.I. 2013, *Importance of a view window in rating green office buildings*.

Falkenbach, H., Lindholm, A. & Schleich, H. 2010, "Review Articles: Environmental Sustainability: Drivers for the Real Estate Investor", *Journal of Real Estate Literature*, vol. 18, no. 2, pp. 203-223.

Ho, K.H., Rengarajan, S. & Lum, Y.H. 2013, "'Green' buildings and Real Estate Investment Trust's (REIT) performance", *Journal of Property Investment and Finance*, vol. 31, no. 6, pp. 545-574.

Lahm, R.J., Jr, Stowe, C.R.B. & Geho, P.R. 2011, "Commercial real estate (CRE) market - next meltdown or recovery on the way?", *Research in Business and Economics Journal*, vol. 4, pp. 1-17.

Nemec, R. 2011, "IS THE NATURAL GAS BOOM A JOBS CREATING ENGINE?", *Pipeline and Gas Journal*, vol. 240, no. 1.

Newsham, G.R., Birt, B.J., Arsenault, C., Thompson, A.J.L., Veitch, J.A., Mancini, S., Galasiu, A.D., Gover, B.N., Macdonald, I.A. & Burns, G.J. 2013, "Do 'green' buildings have better indoor environments? New evidence", *Building Research and Information*, vol. 41, no. 4, pp. 415-434.

Rehm, M. & Ade, R. 2013, "Construction costs comparison between 'green' and conventional office buildings", *Building Research and Information*, vol. 41, no. 2, pp. 198-208.

Thiel, C.L., Campion, N., Landis, A.E., Jones, A.K., Schaefer, L.A. & Bilec, M.M. 2013, "A materials life cycle assessment of a net-zero energy building", *Energies*, vol. 6, no. 2, pp. 1125-1141.

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*.

Words: 434

100%

Always check your bibliography – errors may occur

Now...

- Anyone who has not set up their account in advance as previously requested?
 - If yes – a few minutes now to do so – see Step 1 in the Quick Guide
 - Those who have an account – log in to it. Can you remember your login name and password ? 😊
 - **Please create a new folder in RefWorks following Step 2 in the worksheet *Managing References – RefWorks Part 1***
 - **Once you have created your new folder please log out of RefWorks**

Creating an account if you are on campus



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:

jsmith@yourdomain.com

Re-enter Email Address:

re-enter your email address.

Login Name:

jsmith

Password:

at least 4 characters long.

Re-enter Password:

re-enter your password.

→ Next

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

Creating an account if you are off campus

- 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
- 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.

Getting references into your RefWorks account



Populating your RefWorks account

- Variety of methods depending on source used:
 - One step – export on click of button from the major databases including Scopus, Web of Science, ProQuest and EBSCO
 - Two step – save references and then use import feature within RefWorks to pull records in. OnePetro is main example of this
 - Adding references from Primo is different – demonstrate later
 - Manual input – find out the intricacies of being a library cataloguer 😊
- We'll look at 1-step process today
- For import instructions for popular databases refer to **Methods for Importing Records** guides available today
- For import instructions for all UoA databases see www.abdn.ac.uk/library/documents/guides/importing.pdf

Example search

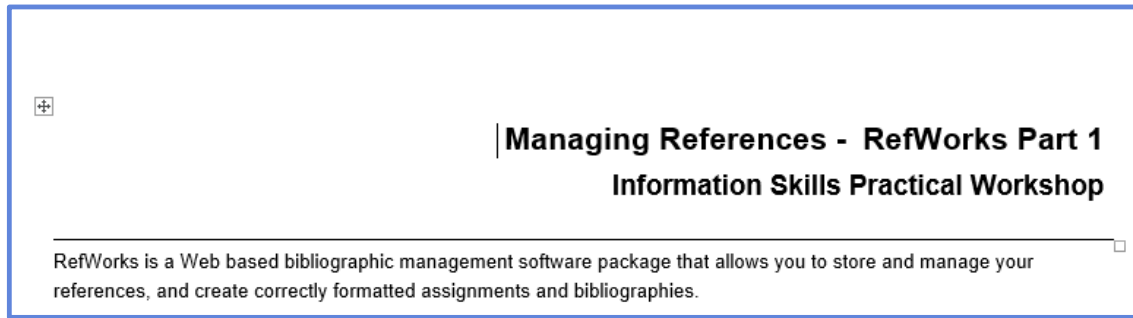
Remember (from workshop Part 1 & 2) – plan your search terms:

“Discuss the impact of rapid long distance travel on the sports performance of athletes”

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

Practical Session

- Please follow the steps in the worksheet *Managing References – RefWorks Part 1*.
- Start at **Step 4: Import references to RefWorks from the Scopus database**



- Once you complete Step 4 please complete Step 5 (Exercise 2), where you import further references from another database. We would recommend Web of Science.
- You will need at least 10-12 references in your Refworks account for work we will do later in the workshop
- PLEASE ASK FOR HELP IF YOU ARE UNSURE WHAT TO DO. WE ARE HERE TO HELP YOU!

For the best possible results – apply the search rules for Scopus

The screenshot displays the Scopus search interface. At the top left is the Scopus logo. The navigation bar includes links for Search, Sources, Lists, and SciVal, along with icons for help, notifications, and a library, and buttons for 'Create account' and 'Sign in'. The main header is 'Document search' with a 'Compare sources' link. Below this, there are radio buttons for 'Documents' (selected), 'Authors', and 'Affiliations', and a link for 'Advanced'. A 'Search tips' link is also present. The search input field contains 'athlete* OR sports*' with an example: 'E.g., "Cognitive architectures" AND robots'. Below the input is a dropdown menu set to 'AND'. The search rules section shows two rules: 'Article title, Abstract, Keywords' with a dropdown set to 'v' and a '+' button, and another identical rule with '-' and '+' buttons. A '> Limit' link is at the bottom left. At the bottom right are 'Reset form' and 'Search Q' buttons.

Scopus

Search Sources Lists SciVal [?](#) [🔔](#) [🏛️](#) [Create account](#) [Sign in](#)

Document search [Compare sources >](#)

Documents Authors Affiliations [Advanced](#) [Search tips ?](#)

Search
athlete* OR sports*
E.g., "Cognitive architectures" AND robots

AND [v](#)

Search
"jet lag" OR jetlag

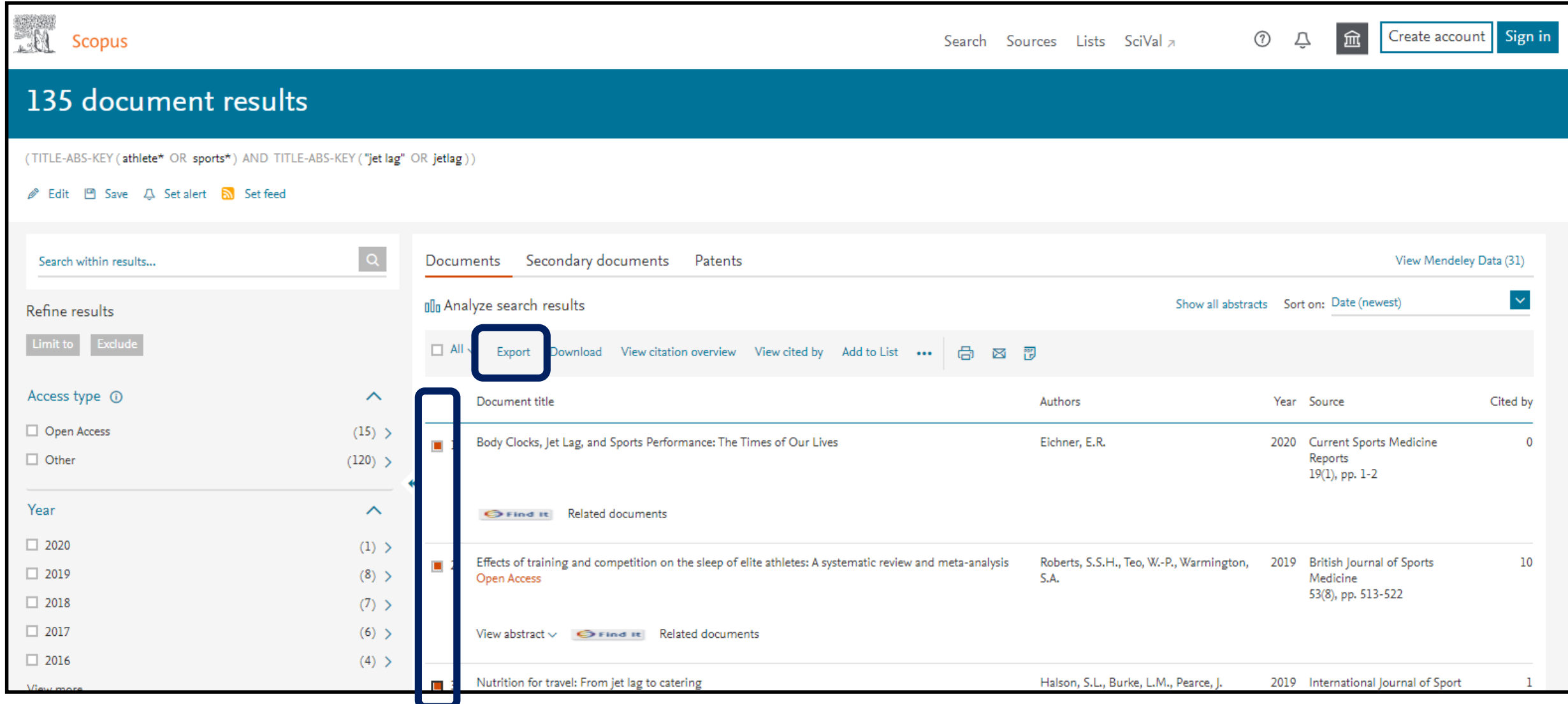
× Article title, Abstract, Keywords [v](#) [+](#)

× Article title, Abstract, Keywords [v](#) [-](#) [+](#)

[> Limit](#)




[Reset form](#) [Search Q](#)

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







The screenshot shows the Scopus search results interface. The search query is "(TITLE-ABS-KEY (athlete* OR sports*) AND TITLE-ABS-KEY ("jet lag" OR jetlag))". The page displays 135 document results. On the left, there is a "Refine results" sidebar with options for "Access type" and "Year". The main content area shows a list of documents with columns for "Document title", "Authors", "Year", "Source", and "Cited by". The "Export" button in the top navigation bar is highlighted with a blue box. A blue box also highlights the checkboxes next to the first two document entries in the list.


Scopus

Search Sources Lists SciVal    Create account Sign in

135 document results


(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 (15) >

Other (120) >

Year

2020 (1) >

2019 (8) >


2018 (7) >




2017 (6) >



2016 (4) >

View more

Documents Secondary documents Patents [View Mendeley Data \(31\)](#)

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
<input type="checkbox"/> Body Clocks, Jet Lag, and Sports Performance: The Times of Our Lives	Eichner, E.R.	2020	Current Sports Medicine Reports 19(1), pp. 1-2	0
 Related documents				
<input type="checkbox"/> Effects of training and competition on the sleep of elite athletes: A systematic review and meta-analysis Open Access	Roberts, S.S.H., Teo, W.-P., Warmington, S.A.	2019	British Journal of Sports Medicine 53(8), pp. 513-522	10
View abstract  Related documents				
<input type="checkbox"/> Nutrition for travel: From jet lag to catering	Halson, S.L., Burke, L.M., Pearce, J.	2019	International Journal of Sport	1

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

Export document settings

You have chosen to export 3 documents

Select your method of export

MENDELEY ExLibris RefWorks RIS Format *EndNote, Reference Manager* CSV *Excel* BibTeX Plain Text *ASCII in HTML*

What information do you want to export?

Citation information Bibliographical information Abstract & keywords Funding details Other information

Author(s) Affiliations Abstract Number Tradenames & manufacturers

Document title Serial identifiers (e.g. ISSN) Author keywords Acronym Accession numbers & chemicals

Year PubMed ID Index keywords Sponsor Conference information

Source title Publisher Funding text Include references

volume, issue, pages Editor(s)

Citation count Language of original document

Source & document type Correspondence address

DOI Abbreviated source title

Cancel Export

19(1), pp. 1-2

Select **Export to legacy version of RefWorks**

Continue exporting to **RefWorks** ?

Yes, export to the newest version of RefWorks



No, export to the legacy version of RefWorks

Log in with your RefWorks account details



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

New to RefWorks?

[Sign Up for a New Account](#)

Login using RefWorks Credentials

Login Name

ewanag

Password

.....|

Keep my session open
for 14 days

Login

[Forgot Your Login Information?](#)

Login using Other Credentials

[Open Athens Credentials](#)

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

[RefWorks Terms and Conditions](#)

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 the University of Aberdeen logo and user name 'Welcome, ewanag.' are on the right. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box labeled 'Search Your Database' is present. A modal dialog box titled 'Import References' is open in the center, displaying the message 'Import completed - 4 references imported'. Inside this dialog, the 'Import Log' link is highlighted with a red rectangle, and 'Duplicate Checking Options' is visible below it. At the bottom of the dialog are 'View Duplicates' and 'View Last Imported Folder' buttons. The background shows a list of references with columns for 'Ref ID', 'Title, Primary', 'Source', and 'Folders'. The bottom of the page features a 'Create Bibliography' and 'Print References' button.

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

University of Aberdeen
Welcome, ewanag.

References View Search Bibliography Tools Help Search Your Database Search

New Folder

References > All F

References

Selected Page

Ref ID 350

Title, Primary Gre
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Source OE
77

Folders wo

Ref ID 271

Title Fis
Source PR

Ref ID 42

Title Pro
Source Th

Ref ID 215

Authors Ab
Title Inte
Source Au
Folders spr

Ref ID 272

Journal Article Reference 3 of 350

Authors [Abimbola, M.](#); [Khan, E.](#); [Khakzad, N.](#)
Title Risk-based safety analysis of well integrity operations
Source [RefSci](#), 2016, 04, 140-160

er (57)
ed (4)
ay test (10)
sh (32)
(20)
der 1 (0)
y (45)
essay (8)
0 (5)

Search

Create Bibliography
Print References

Import References X

Import completed - 4 references imported

▸ Import Log

▸ Duplicate Checking Options

View Duplicates View Last Imported Folder

Most cases – no error messages

Click on **View Last Imported Folder** button

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and 'University of Aberdeen Welcome, ewanag.' are visible. The navigation menu includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is present with the text 'Search Your Database'. A modal dialog box titled 'Import References' is open, displaying the message 'Import completed - 4 references imported'. Below this message is an 'Import Log' section with the following details:

- Import Date: 10/24/2016 6:00:58 AM
- Vendor: SCOPUS
- Import Filter: Direct Export

Below the log is a section for 'Duplicate Checking Options'. At the bottom of the dialog, there are two buttons: 'View Duplicates' and 'View Last Imported Folder'. The 'View Last Imported Folder' button is highlighted with a blue box. The background shows a list of references with columns for 'Ref ID', 'Title, Primary', 'Source', and 'Folders'. The bottom of the interface shows a footer with author information: 'Abimbola.M.; Khan.F.; Khakzad.N.' and a title: 'Risk-based safety analysis of well integrity operations'.

Last Imported Folder is the holding folder for all new records coming in from your searches on databases

The screenshot displays the RefWorks web interface. At the top, there is a navigation menu with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar on the right contains the text 'Search your RefWorks database'. Below the menu, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. A breadcrumb navigation path shows 'References > Last Imported', with 'Last Imported' highlighted by a blue box. The main content area is titled 'References' and includes a toolbar with options like 'Selected', 'Page', and 'All in List'. Below this, there are four reference entries, each with fields for Ref ID, Authors, Title, Source, and Folders. The 'Folders' field for each entry is set to 'Last Imported'. On the right side, there is a sidebar with sections for 'Resources', 'Folders', and 'Quick Access'. The 'Folders' section lists various folders, including 'My List', 'Not In Folder (19)', 'Last Imported (6)', 'acid rain (82)', 'anchorages (260)', 'body image (64)', 'Cardiovascular Disease', 'chapter 1 (2)', 'chapter 2 (0)', and 'chapter 3 (0)'. The 'Quick Access' section includes links for 'Advanced Search', 'Import', 'Export', 'Create Bibliography', 'Delete References', 'Print References', 'Output Style Manager', and 'Customize'.

References View Search Bibliography Tools Help Search your RefWorks 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 400 Journal Article Reference 1 of 6

Authors [Keats.M.R.](#); [Emery.C.A.](#); [Finch.C.F.](#)

Title Are we having fun yet?: Fostering adherence to injury preventive exercise recommendations in young athletes

Source [Sports Medicine](#), 2012, 42, 3, 175-184

Folders [Last Imported](#);

Ref ID 396 Journal Article Reference 2 of 6

Authors [Leatherwood.W.E.](#); [Dragoo.J.L.](#)

Title Effect of airline travel on performance: A review of the literature

Source [Br.J.Sports Med.](#), 2012

Folders [Last Imported](#);

Ref ID 399 Journal Article Reference 3 of 6

Authors [Lee.A.](#); [Galvez.J.C.](#)

Title Jet Lag in Athletes

Source [Sports Health](#), 2012, 4, 3, 211-216

Folders [Last Imported](#);

Ref ID 398 Journal Article Reference 4 of 6

Authors [Samuels.C.H.](#)

Title Jet lag and travel fatigue: A comprehensive management plan for sport medicine physicians and high-performance support teams

Source [Clinical Journal of Sport Medicine](#), 2012, 22, 3, 268-273

Folders [Last Imported](#);

Resources

Support Center

Webinars

f t

Close

Folders

★ My List

Not In Folder (19)

Last Imported (6)

acid rain (82)

anchorages (260)

body image (64)

Cardiovascular Disease

chapter 1 (2)

chapter 2 (0)

chapter 3 (0)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Delete References

Print References

Output Style Manager

Customize

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, ewanag.' are on the right. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box is labeled 'Search Your Database'. Below this, a toolbar contains 'New Folder', 'Create Bibliography', and 'New Reference'. The 'New Folder' button is highlighted with a blue box. The main content area shows a list of references under the heading 'References > Last Imported'. A 'Create New Folder' dialog box is open in the foreground, with a text input field containing 'jet lag' and a 'Create' button highlighted with a blue box. The dialog box also has a 'Cancel' button. On the right side, there are sidebars for 'Announcements', 'Resources', and 'Folders'. The 'Folders' sidebar lists various folders with their respective item counts: ebiwari (1), ebiwari test (1), fishy (11), friday test (1), green economy (4), hemingway test (4), language lab (2), medline test v2 (8), nanking (4), and pics (28).

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

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 Sort by Change View

Ref ID 2795
Authors Fullagar.H.H.K.; Duffie
Title Sleep, travel, and rec
travel
Source International Journal
Folders Last Imported;

Ref ID 2794
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, 35-38
Folders Last Imported;

Ref ID 2793 Journal Article Reference 3 of 4

Create New Folder
New Folder Name (Create Subfolder):
jet lag
Create Cancel

Announcements
Resources
Support Center
Webinars
f t

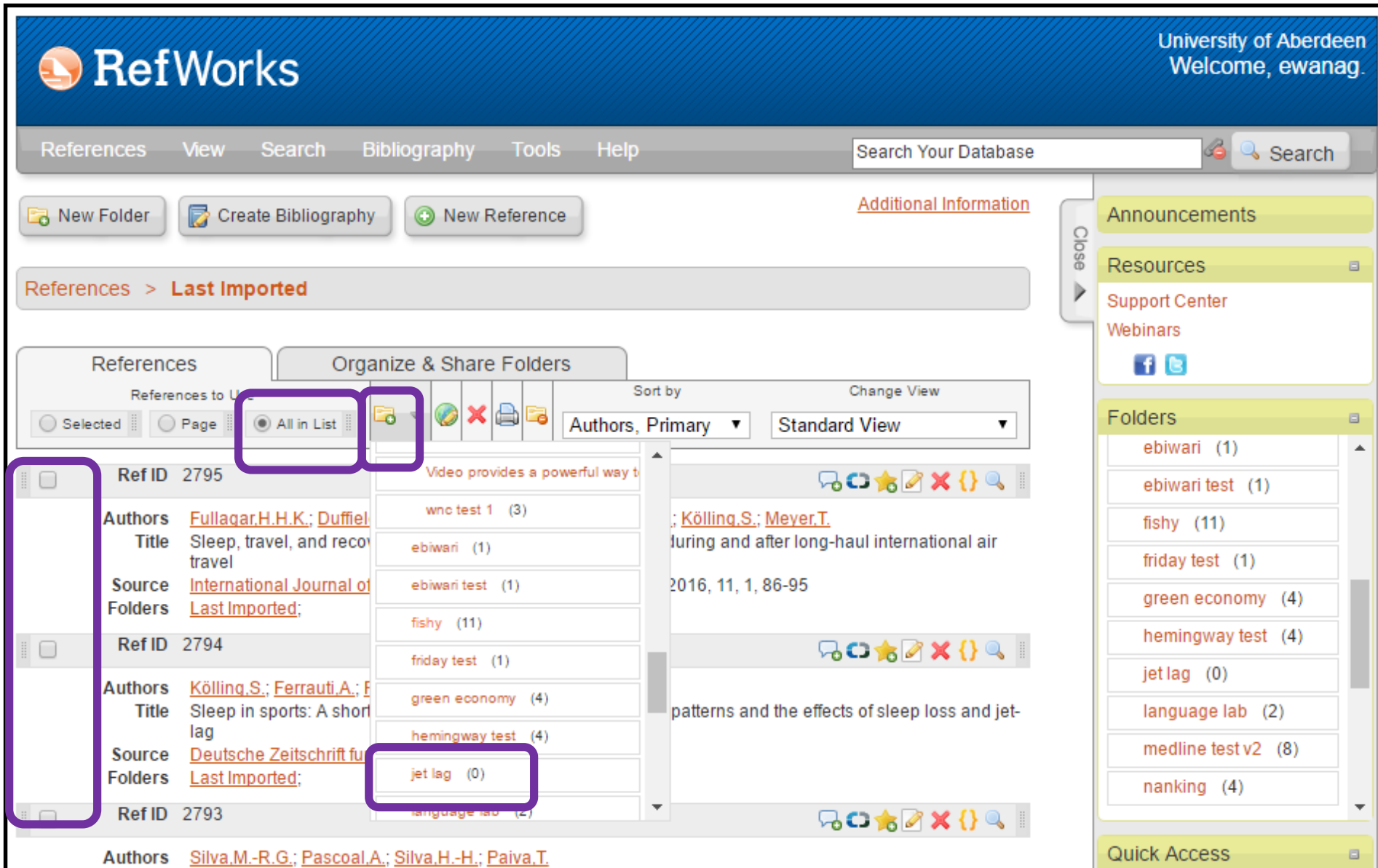
Folders
ebiwari (1)
ebiwari test (1)
fishy (11)
friday test (1)
green economy (4)
hemingway test (4)
language lab (2)
medline test v2 (8)
nanking (4)
pics (28)

Record management – filing in folders

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the University of Aberdeen logo and user name 'Welcome, ewanag.' are on the right. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box labeled 'Search Your Database' is present. Below the navigation bar, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. A breadcrumb trail shows 'References > Last Imported', with 'Last Imported' highlighted by a purple box. The main content area is divided into 'References' and 'Organize & Share Folders'. The 'References' section shows a list of records with details like Ref ID, Authors, Title, and Source. The 'Organize & Share Folders' section shows a list of folders with their respective record counts, such as 'fishy (11)', 'green economy (4)', and 'real estate workshop (25)'. A right-hand sidebar contains 'Announcements', 'Resources' (with links to Support Center and Webinars), 'Folders' (listing folders like 'ebiwari (1)', 'fishy (11)', etc.), and 'Quick Access'.

- All records go into the **Last Imported Folder** when they are first pulled into RefWorks.
- From there you can file, or tag, them into folders you have created.
- Each new batch of records coming in replaces the current ones in this Last Imported Folder

File records in a folder using radio buttons or tick boxes



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

Sort by: Authors, Primary Change View: Standard View

Ref ID	Authors	Title	Source	Folders
2795	Fullagar, H.H.K.; Duffell, S.	Video provides a powerful way to...	International Journal of...	Last Imported;
2794	Kölling, S.; Ferrauti, A.;...	Sleep in sports: A short...	Deutsche Zeitschrift für...	Last Imported;
2793	Silva, M.-R.G.; Pascoal, A.;...			

Announcements

Resources

Support Center

Webinars

Folders

- ebiwari (1)
- ebiwari test (1)
- fishy (11)
- friday test (1)
- green economy (4)
- hemingway test (4)
- jet lag (0)
- language lab (2)
- medline test v2 (8)
- nanking (4)

Quick Access

Record management - records saved successfully to folder

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 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, 35-38

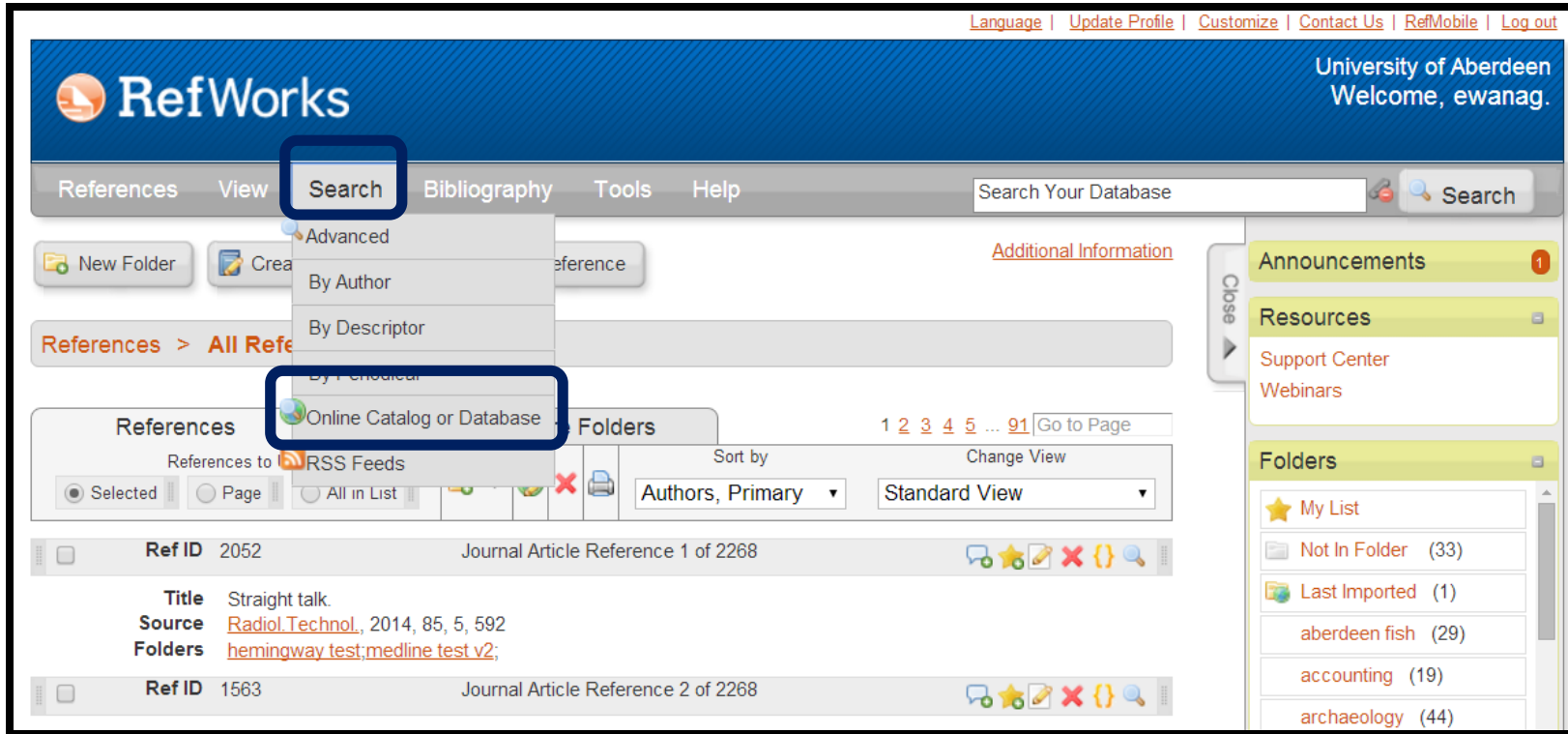
Ref ID 2796 Journal Article Reference 4 of 4
Authors Thun,E.; Bjorvatn,B.; Flo,E.; Harris,A.; Pallesen,S.
Title Sleep, circadian rhythms, and athletic performance
Source Sleep Medicine Reviews, 2015, 23, 1-9
Folders jet lag; Last Imported;

Announcements
Resources
Support Center
Webinars
Folders
ebiwari (1)
ebiwari test (1)
fishy (11)
friday test (1)
green economy (4)
jet lag (4)
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

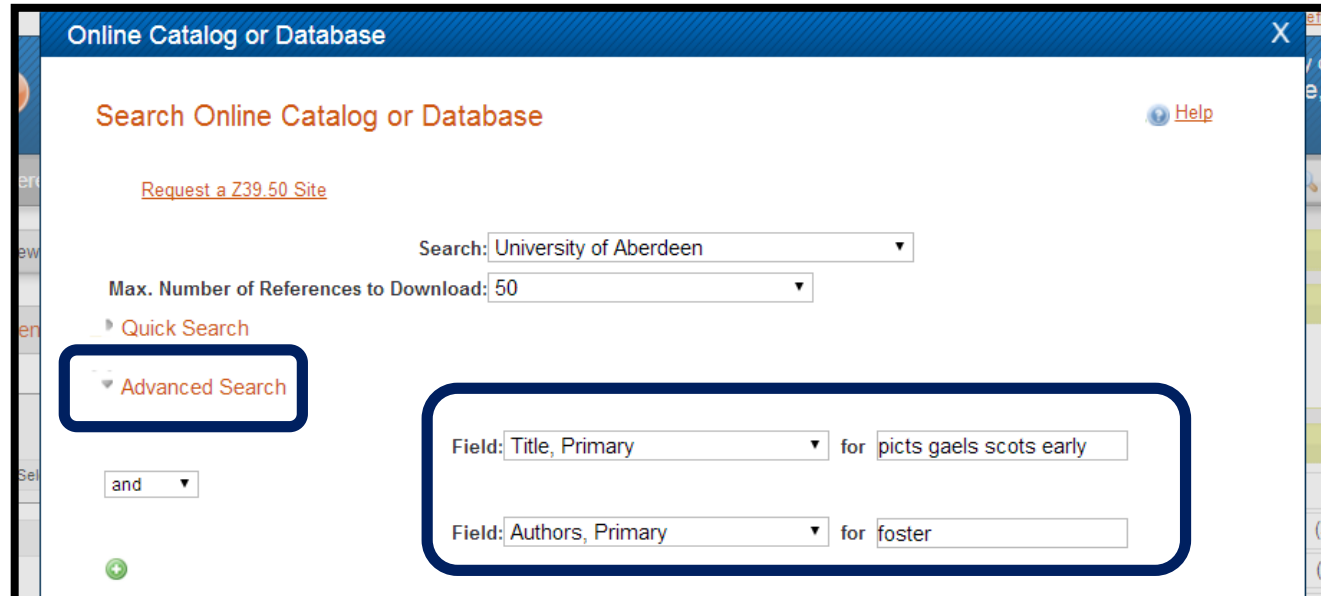
To add references for books from UoA use the **Search** feature in RefWorks



The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the University of Aberdeen logo and user name 'Welcome, ewanag.' are on the right. A navigation bar contains 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'Search' menu is open, showing options: 'Advanced', 'By Author', 'By Descriptor', 'By Periodical', and 'Online Catalog or Database'. The 'Online Catalog or Database' option is highlighted with a blue box. Below the menu, the main content area shows a list of references. The first reference is for Ref ID 2052, titled 'Straight talk', from 'Radiol. Technol.', 2014, 85, 5, 592. The second reference is for Ref ID 1563, titled 'Journal Article Reference 2 of 2268'. On the right side, there are sidebars for 'Announcements', 'Resources' (Support Center, Webinars), and 'Folders' (My List, Not In Folder (33), Last Imported (1), aberdeen fish (29), accounting (19), archaeology (44)).

Select **Online Catalog or Database**

Select **Advanced Search** option and enter **Title** and **Author** details



The screenshot shows a web browser window titled "Online Catalog or Database". The main heading is "Search Online Catalog or Database" with a "Help" link. Below this is a link for "Request a Z39.50 Site". A search dropdown menu is set to "University of Aberdeen". The "Max. Number of References to Download" is set to "50". There are two search options: "Quick Search" and "Advanced Search", with "Advanced Search" highlighted by a blue box. Below these are two search fields: "Field: Title, Primary" for "picts gaels scots early" and "Field: Authors, Primary" for "foster". A dropdown menu shows "and". At the bottom right, there are "Reset" and "Search" buttons, with "Search" highlighted by a blue box.

In this example we are looking for: **Foster, Sally M (2014) Picts, Gaels and Scots: early historic Scotland. Edinburgh: Birlinn**

Then select **Search** at bottom of screen

Be sure to select the correct edition and then select **Import** at bottom of screen




Online Catalog or Database X

Search Results for Advanced Search University of Aberdeen

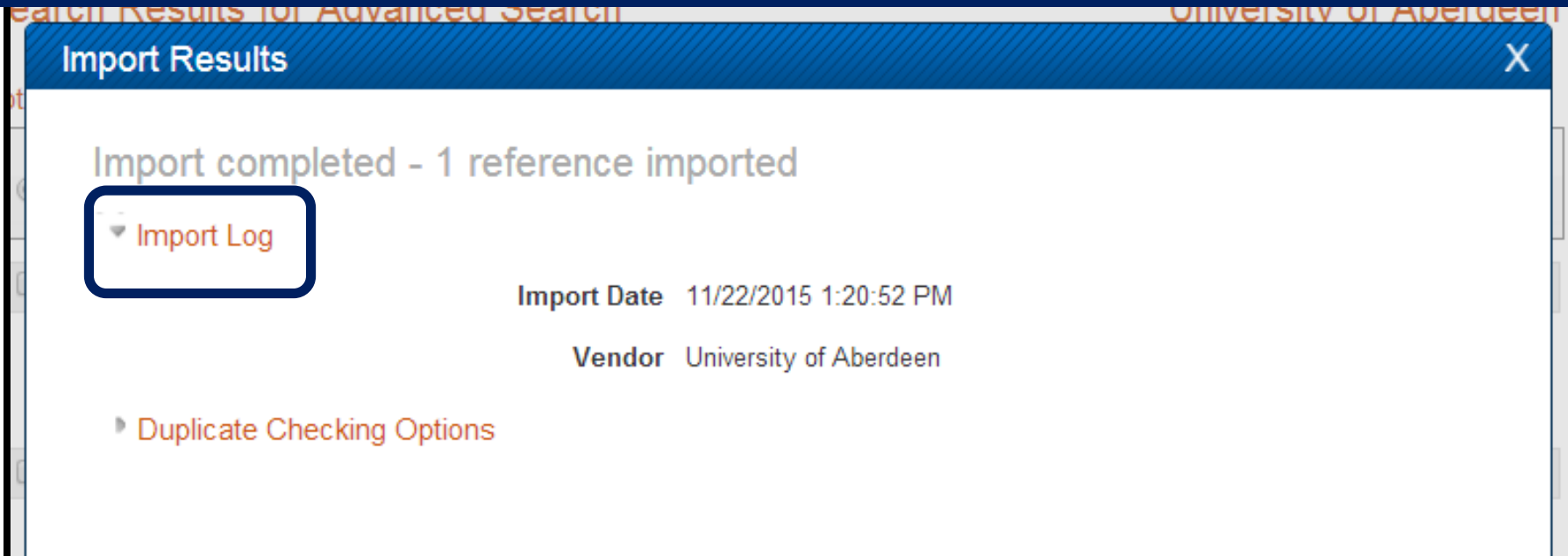
Total references found: 3

References to Use (Note that references are also put in the Last Imported folder)

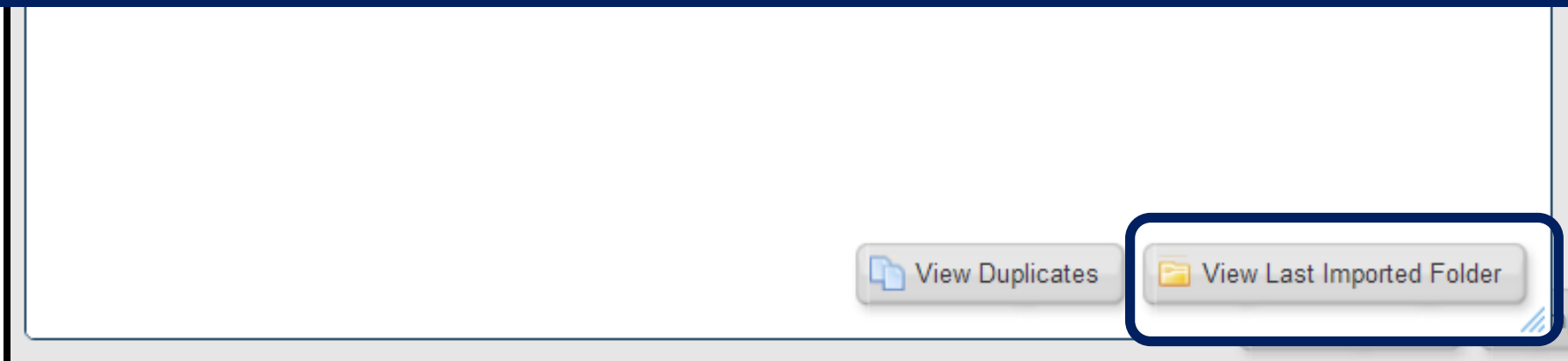
Selected Page All in List

<input type="checkbox"/>	Ref ID 1	Book, Whole Reference 1 of 3	
	Authors	Foster, Sally M. ; Historic Scotland	
	Book Title	Picts, Gaels, and Scots: early historic Scotland	
	Source	1996, 128, B. T. Batsford, London	
<input type="checkbox"/>	Ref ID 2	Book, Whole Reference 2 of 3	
	Authors	Foster, Sally M. ; Historic Scotland	
	Book Title	Picts, Gaels and Scots: early historic Scotland	
	Source	2004, 128, Batsford, London	
<input checked="" type="checkbox"/>	Ref ID 3	Book, Whole Reference 3 of 3	
	Authors	Foster, Sally M.	
	Book Title	Picts, Gaels and Scots: early historic Scotland	
	Source	2014, 184, Birlinn, Edinburgh, New	

The **Import** screen is presented



Select **View Last Imported Folder**
to complete the addition of the reference



Removing duplicates, adding notes and attachments



Some other RefWorks features

It is also possible to:

- Remove duplicates – very important
- Add attachments to any reference – useful if you have a full-text copy of the record
- Each attachment must be less than 20MB
- Add notes to any reference

Creating Subfolders

The screenshot shows the RefWorks web interface. At the top, the RefWorks logo is on the left, and the University of Aberdeen logo and user name 'Welcome, Elaine&Janet&Susan' are on the right. Below the header is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box is on the right of the navigation bar. Below the navigation bar are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a breadcrumb trail 'References > Close Duplicates'. Below this is a tabbed interface with 'References' and 'Organize & Share Folders' tabs. The 'Organize & Share Folders' tab is active and highlighted with a purple box. Below the tabs, there is a message 'You have 19 reference(s) not in folders' and a list of folders. The 'body image' folder is highlighted with a purple box. A context menu is open over the 'body image' folder, with the 'Create Subfolder' option highlighted by a purple box. The context menu options are: 'Create Subfolder', 'Rename Folder', 'Clear Folder', 'Delete Folder', and 'Find Duplicates'. On the right side of the interface, there are two panels: 'Resources' and 'Folders'. The 'Folders' panel shows a list of folders including 'chapter 1 (2)', 'chapter 2 (0)', 'chapter 3 (0)', 'chapter 4 (0)', 'Conference Proceedings', 'electronic books (4)', 'ietlag (6)', and 'ature (82)'. The 'Resources' panel shows 'Support Center' and 'Webinars' with social media icons for Facebook and Twitter.

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

Creating Subfolders

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

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > Close Duplicates

References Organize & Share Folders

You have 19 reference(s) not in folders. Duplicates not in folders. View Shared Area Statistics Default Settings

Share Entire Database (364)

Not In Folder (19)

Last Imported (6)

acid rain (82)

anchorages (260)

body image (64)

Cardiovascular Disease (8)

chapter 1 (2)

chapter 2 (0)

chapter 3 (0)

chapter 4 (0)

Resources

Support Center

Webinars

Facebook Twitter

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

Create New Folder

Select a Parent Folder:

body image

New Folder Name:

media

Create Cancel

- Name the subfolder
- Click on **Create** button

Creating Subfolders

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

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > Close Duplicates

References Organize & Share Folders

You have 19 reference(s) not in folders. Duplicates not in folders. View Shared Area Statistics Default Settings

Share Entire Database (364)	
Not In Folder (19)	
Last Imported (6)	
acid rain (82)	
ancherages (260)	
body image (64)	
media (0)	
Cardiovascular Disease (8)	
chapter 1 (2)	
chapter 2 (0)	
chapter 3 (0)	
chapter 4 (0)	

Resources

Support Center
Webinars
f t

Close

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

- **Subfolders** = listed under the parent folder (indented)

Managing your records – remove duplicate records

The screenshot shows the RefWorks web interface. At the top, there's 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 'Close Duplicates' option is highlighted with a blue box. Below the menu, there's a toolbar with icons for 'Selected', 'Page', 'All in List', and 'Change View'. The main content area displays two reference entries. The first entry (Ref ID 2795) is a journal article reference with authors Fullagar, H.H.K., Duffield, R., Skorski, S., White, D., Bloomfield, J., Kölling, S., and Meyer, T. The second entry (Ref ID 2794) is another journal article reference with authors Kölling, S., Ferrauti, A., Pfeiffer, M., Meyer, T., and Kellmann, M. On the right side, there's a sidebar with sections for 'Announcements', 'Resources', 'Support Center', 'Webinars', and 'Folders'.

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 Search

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

Resources
Support Center
Webinars
Facebook Twitter

Close

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

I have lots of full text electronic copies of references I've read – can I store them in RefWorks?

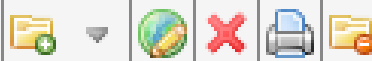
- Yes – individual document size limited to 20MB
- Default storage capacity is 100MB but this can be increased (no-one to date has needed the full storage allowance)
- Open full record in RefWorks web account (via **Edit**) or create new record
 - click on **Browse** to find file
 - click on **Add Attachment** to upload
- Open attachment from full record view

References

Organize & Share Folders

References to Use

- Selected
- Page
- All in List



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](#);

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, 35-38
Folders [jet lag](#);

Ref ID 2793 Journal Article Reference 3 of 4

Authors [Silva,M.-R.G.](#); [Pascoal,A.](#); [Silva,H.-H.](#); [Paiva,T.](#)
Title Assessing sleep, travelling habits and jet lag in kite surfers according to competition level
Source [Biol.Rhythm Res.](#), 2016, 47, 5, 677-689
Folders [jet lag](#);



Edit Reference



Ref ID: 2795

[Help](#)

Fields used by

[About this style](#)

and Reference Type

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

Authors:

Title: **B** *I* U x_2 x^2 | ↶ ↷

Periodical, Full:

Pub Year:

Volume:

Issue:

Start Page:

Other Pages:

Add to folder

iet lag

Attachments No file chosen

Additional Fields

[Next](#)

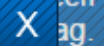
[Duplicate](#)

[Save Reference](#)

[Save & Add New](#)



Edit Reference



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

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

Title: **B** *I* U x_2 x^2 | ↶ ↷

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

Periodical, Full: International Journal of Sports Physiology and Performance

Pub Year: 2016

Volume: 11

Issue: 1

Start Page: 86

Other Pages: 95

Add to folder

jet lag 📁

Attachments No file chosen

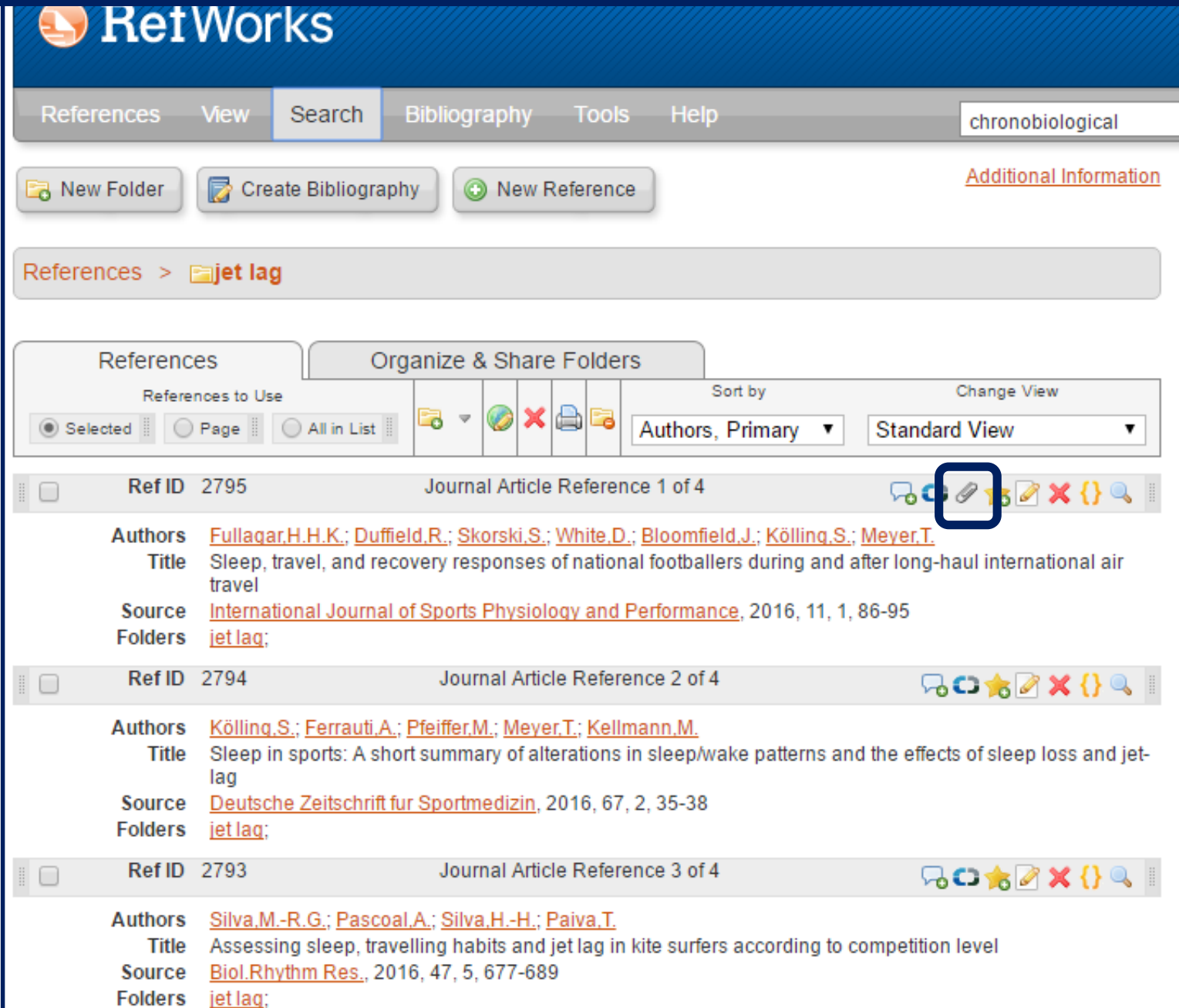
[Delete](#)



[door poster.docx](#)

127 kb

Records with files attached display a **paper clip** icon



The screenshot displays the RetWorks application interface. At the top, the 'RetWorks' logo is visible. Below it, a navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search filter 'chronobiological' is applied. Action buttons for 'New Folder', 'Create Bibliography', and 'New Reference' are present, along with a link to 'Additional Information'. The current view is 'References > jet lag'. A toolbar for 'References' and 'Organize & Share Folders' is shown, with options for 'References to Use' (Selected, Page, All in List), 'Sort by' (Authors, Primary), and 'Change View' (Standard View). The main area lists three references. The first reference, Ref ID 2795, is highlighted with a blue box around its paper clip icon, indicating it has an attached file. The second reference, Ref ID 2794, and the third, Ref ID 2793, do not have a paper clip icon.

Ref ID	Title	Authors	Source	Folders
2795	Sleep, travel, and recovery responses of national footballers during and after long-haul international air travel	Fullagar.H.H.K.; Duffield.R.; Skorski.S.; White.D.; Bloomfield.J.; Kölling.S.; Meyer.T.	International Journal of Sports Physiology and Performance, 2016, 11, 1, 86-95	jet lag;
2794	Sleep in sports: A short summary of alterations in sleep/wake patterns and the effects of sleep loss and jet-lag	Kölling.S.; Ferrauti.A.; Pfeiffer.M.; Meyer.T.; Kellmann.M.	Deutsche Zeitschrift fur Sportmedizin, 2016, 67, 2, 35-38	jet lag;
2793	Assessing sleep, travelling habits and jet lag in kite surfers according to competition level	Silva.M.-R.G.; Pascoal.A.; Silva.H.-H.; Paiva.T.	Biol.Rhythm Res., 2016, 47, 5, 677-689	jet lag;

Making notes

RefWorks Web Based Bibliographic Management...

Folders [Art & Business;](#)

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		
Folders	Art & Business;		
Ref ID	3813	Journal Article Reference 7 of 20	
Authors	Barhat, Vikram		
Title	BEAUTIFY YOUR CLIENT'S PORTFOLIO		
Source	Advisor's Edge , 2011, 20, Rogers Publishing Limited, Toronto, Canada, Toronto		
Folders	Art & Business;		
Ref ID	3578	Newspaper Article Reference 8 of 20	
Authors	Barr, Damian		
Article Title	Miro, Miro on the wall who's the richest of them all? As businesses vie with each other to buy the best works of art, Damian Barr tours London's newly booming corporate collections, while Anna Metcalfe discovers the pieces that inspire top executives		
Source	Financial Times , 2007, 20, London (UK), United Kingdom, London (UK)		
Folders	Art & Business;		

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

- Advanced Search
- Import
- Export
- Create Bibliography
- Print References

Statistics

188 Reference(s)

21 Folder(s)

Making notes

RefWorks Web Based Bibliographic Management...

Edit Reference

Ref ID: 3826

Fields used by: Harvard [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:

Book Title: **B I U x x²** |

Culture Works : The Political Economy of Culture

Pub Year: 2001

Edition:

Publisher: University of Minnesota Press

Place of Publication: Minneapolis, MN, USA

Add to folder:

Art & Business

Attachments

Additional Fields

21 Folder(s)

Making notes

The screenshot shows the 'Edit Reference' dialog box in RefWorks. The 'Shortened Title' field is empty. Below it, there are three user note sections. The first section, labeled 'User 1', is highlighted with a blue rounded rectangle and contains the text 'Ebrary e-book'. The 'Save Reference' button at the bottom right is also highlighted with a blue rounded rectangle. A blue arrow on the right side of the image points downwards.

RefWorks Web Based Bibliographic Management...

Folders: [Art](#) [Business](#)

Announcements

Edit Reference

Retrieved Date:

Shortened Title: **B** *I* U x, x² | ↶ ↷

User 1: **B** *I* U x, x² | ↶ ↷
Ebrary e-book

User 2: **B** *I* U x, x² | ↶ ↷

User 3: **B** *I* U x, x² | ↶ ↷

← Prev Next →

Duplicate Save Reference Save & Add New

21 Folder(s)

Previewing styles and adding styles to a favourites list



Choosing your favourite citation styles

Before looking at WNC 4 make sure the referencing style you need to use is in your Favourites list

On your main RefWorks account:

- From the **Bibliography menu** you can choose the citation styles you are most likely to use and keep them as your favourites
- Ask your supervisor/course co-ordinator or refer to your course handbook if you are unsure of which citation style to 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. A navigation bar contains 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'Bibliography' menu is open, showing options like 'New Folder', 'Create Bibliography', 'Output Style Manager', 'Output Style Editor', and 'Preview Output Style'. The 'Preview Output Style' option is highlighted with a blue box. Below the menu, the main content area shows a list of references. The first reference is 'Newspaper Article Reference 1 of 364' with the title 'University offers new psychology course for graduates'. The second is 'Journal Article Reference 2 of 364' with the title 'World review: Asia & Pacific Rim: Bangladesh: The Bangladesh government...'. The third is 'Journal Article Reference 3 of 364' with the title 'News: Alaskan pollution conspirators brought to book'. The fourth is 'Web Page Reference 4 of 364' with the title 'esrc capabilityandresilience'. The fifth is 'Monograph Reference 5 of 364'. On the right side, there are sidebars for 'Resources', 'Folders', and 'Quick Access'. The 'Resources' sidebar includes 'Support Center' and 'Webinars'. The 'Folders' sidebar shows a list of folders like 'My List', 'Not In Folder (19)', 'Last Imported (6)', 'acid rain (82)', 'anchorages (260)', 'body image (64)', 'Cardiovascular Disease', 'chapter 1 (2)', 'chapter 2 (0)', and 'chapter 3 (0)'. The 'Quick Access' sidebar includes 'Advanced Search', 'Import', 'Export', and 'Create Bibliography'.

Preview Output Style X

Select a style and type of citation to preview.

[Help](#)Output Style Use references in my database**Book, Edited**

Bibliography

(1) Ferrari JR, Johnson J, McCown WG, Smith J editors. Procrastination and task avoidance: theory, research, and treatment. New York: Plenum Press; 1995.

In-Text Citation (1,3-6)

Book, Section

Bibliography

(1) Dods JB. Lecture I. Electrical psychology--its definition, and importance in curing diseases. In: Dods JB, editor. The philosophy of electrical psychology in a course of twelve lectures. New York, NY US: Fowler and Wells Co Publishers; 1850. p. 15-32.

In-Text Citation (1,3-6)

Book, Whole

Bibliography

(1) Ricord E. Elements of the philosophy of mind, applied to the development of thought and feeling. New York, NY US: John N Bogert; 1840.

In-Text Citation (1,3-6)

Conference Proceedings

Bibliography

(1) Gernsbacher MA, Derry SJ, editors. In defense of logical minds. Proceedings of the Twentieth Annual Conference of the Cognitive Science Society; Aug 01-04 2008; Mahwah, N.J.: Lawrence Erlbaum Associates Inc. Publishers; 1998.

In-Text Citation (1,3-6)

Dissertation/Thesis

Bibliography

(1) Sue Ann Grey. Vincent van Gogh, a formal and psychological analysis of the final years at Arles, Saint-Rémy, and Auvers. US: ProQuest Information & Learning; 2011.

In-Text Citation (1,3-6)

Dissertation/Thesis Unpublished

Preview Output Style



Select a style and type of citation to preview:

[Help](#)Output Style **Harvard** Use references in my database**Book, Edited****Bibliography**

Ferrari, J.R., Johnson, J., McCown, W.G. & Smith, J. (eds) 1995, *Procrastination and task avoidance: theory, research, and treatment*, Plenum Press, New York.

In-Text Citation (Ferrari et al. 1995)

Book, Section**Bibliography**

Dods, J.B. 1850, "Lecture I. Electrical psychology--its definition, and importance in curing diseases" in *The philosophy of electrical psychology in a course of twelve lectures.*, ed. J.B. Dods, Fowler and Wells Co Publishers, New York, NY US, pp. 15-32.

In-Text Citation (Dods 1850)

Book, Whole**Bibliography**

Ricord, E. 1840, *Elements of the philosophy of mind, applied to the development of thought and feeling*, John N Bogert, New York, NY US.

In-Text Citation (Ricord 1840)

Conference Proceedings**Bibliography**

Bringsjord, S., Noel, R. & Bringsjord, E. 1998, "In defense of logical minds", *Proceedings of the Twentieth Annual Conference of the Cognitive Science Society*, eds. M.A. Gernsbacher & S.J. Derry, Lawrence Erlbaum Associates Inc. Publishers, Mahwah, N.J., Aug 01-04 2008, pp. 178.

In-Text Citation (Bringsjord, Noel & Bringsjord 1998)

Dissertation/Thesis**Bibliography**

Grey, S.A. 2011, *Vincent van Gogh, a formal and psychological analysis of the final years at Arles, Saint-Rémy, and Auvers*, ProQuest Information & Learning.

In-Text Citation (Grey 2011)

Dissertation/Thesis Unpublished

Book Title Research skills for students

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 RefWorks logo is on the left, and the University of Aberdeen logo and user information are on the right. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box is located to the right of the navigation bar. Below the navigation bar, there are buttons for 'New Folder' and 'Create Bibliography'. A dropdown menu is open under 'Bibliography', with 'Output Style Manager' highlighted by a blue box. Other options in the menu include 'Output Style Editor' and 'Preview Output Style'. The main content area shows a list of references with columns for 'References' and 'Organize & Share Folders'. The first reference is a newspaper article from the Great Barr Observer. The right sidebar contains sections for 'Resources', 'Folders', and 'Quick Access'.

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

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography

Output Style Manager

Output Style Editor

Preview Output Style

Additional Information

References > All References

References Organize & Share Folders

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

Ref ID 291 Newspaper Article Reference 1 of 364

Article Title University offers new psychology course for graduates
Source [Great Barr Observer](#), 2011, 5
Folders [Psychology](#)

Ref ID 257 Journal Article Reference 2 of 364

Title World review: Asia & Pacific Rim: Bangladesh: The Bangladesh government...
Source [Hydrocarbon Engineering](#), 2010, 15, 5, 104
Folders [anchorages](#)

Ref ID 260 Journal Article Reference 3 of 364

Title News: Alaskan pollution conspirators brought to book
Source [Mar.Pollut.Bull.](#), 2002, 44, 10, 980-981
Folders [anchorages](#)

Ref ID 332 Web Page Reference 4 of 364

Title esrc capabilityandresilience
Source 2011, 7/18/2011, <http://www.ucl.ac.uk/capabilityandresilience/>
Folders [Psychology](#)

Ref ID 324 Monograph Reference 5 of 364

Resources

Support Center
Webinars
f t

Close

Folders

★ My List

Not In Folder (19)

Last Imported (6)

acid rain (82)

anchorages (260)

body image (64)

Cardiovascular Disease

chapter 1 (2)

chapter 2 (0)

chapter 3 (0)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Delete References

Output Style Manager – Select style from 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
- 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

Favorites

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

- 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

Favorites – can remove styles you don't need from your Favorites list by using the lower green arrow

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and the University of Aberdeen name are visible. Below the navigation menu, the 'Output Style Manager' window is open. It features a search bar and a 'Show All' dropdown menu. The window is divided into two main sections: 'List of Output Styles' on the left and 'Favorites' on the right. The 'List of Output Styles' contains a scrollable list of various citation styles, including AAAR, AACC, AAPG, AAPS, and several Aberdeen University styles. The 'Favorites' section contains a scrollable list of styles currently saved as favorites, such as 'Aberdeen University: Business School', 'APA 5th', 'APA 6th', 'Chicago 15th Edition', 'Council of Science Editors - CSE 7th', 'Harvard', 'Harvard - British Standard', 'MLA 7th Edition', and 'Uniform'. A blue box highlights the 'Council of Science Editors - CSE 7th, Name-Year Sequence' style in the Favorites list. A green arrow points from this style to the 'List of Output Styles' section, and another green arrow points from the 'List of Output Styles' section back to the 'Favorites' list, illustrating the removal process. A 'Remove All' button is located at the bottom of the Favorites list. At the bottom of the RefWorks interface, the current reference details are shown: Ref ID 324, Monograph Reference 5 of 324, Author Aboud, Frances E., Title Health psychology in global perspective, and Source 1998, 2, 329, Sage Publications, Thousand Oaks.

RefWorks University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help Search your RefWorks database Search

Output Style Manager X Help

Search Show All

List of Output Styles

Favorites

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

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)

Aberdeen University: Business School
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
Harvard
Harvard - British Standard
MLA 7th Edition
Uniform - Uniform Requirements for Manuscripts Submission

Preview Output Style 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

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 web interface. At the top, the RefWorks logo and navigation links (Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, Log out) are visible. The University of Aberdeen logo and a welcome message are also present. The main navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is located on the right side of the navigation bar.

The 'Create Bibliography' dialog box is open, displaying the 'Output Style' dropdown menu. The menu is currently set to 'Harvard - British Standard'. A purple rounded rectangle highlights the 'Favorites' section of the dropdown menu, which includes the following styles:

- 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

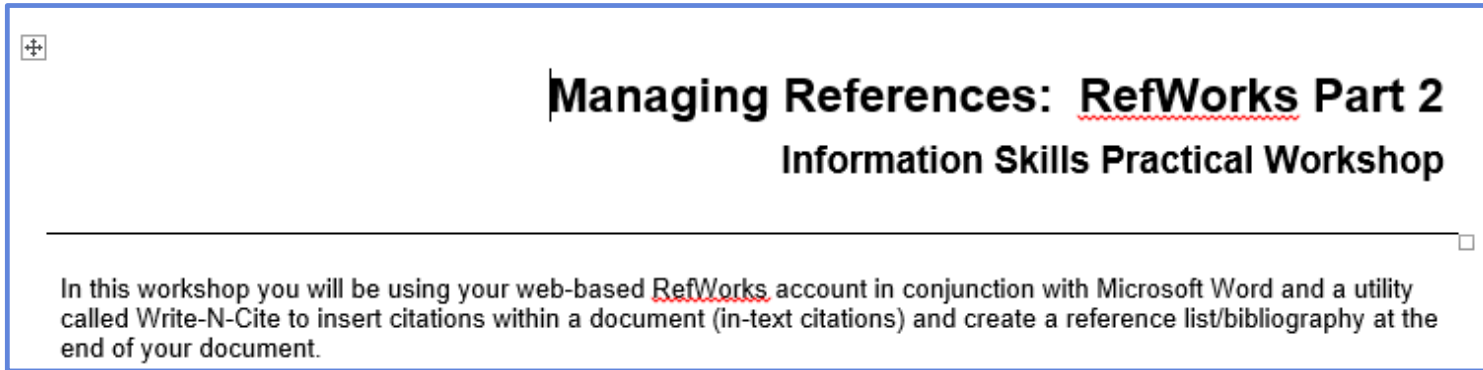
Below the 'Favorites' section, the 'University of Aberdeen Specific' section is visible, containing:

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

The 'Create Bibliography' button is located at the bottom right of the dialog box. The background interface shows a sidebar with 'Folders' and 'Psychology' selected, and a footer with 'Ref ID 324' and 'Monograph Reference 5 of 324'.

Practical Session

- Please follow the Steps 1 and 2 in worksheet *Managing References – RefWorks Part 2*.
 - **Step 1: Previewing styles**
 - **Step 2: Compiling a favourites list of citation styles**



Managing References: RefWorks Part 2
Information Skills Practical Workshop

In this workshop you will be using your web-based RefWorks account in conjunction with Microsoft Word and a utility called Write-N-Cite to insert citations within a document (in-text citations) and create a reference list/bibliography at the end of your document.

- PLEASE ASK FOR HELP IF YOU ARE UNSURE WHAT TO DO. WE ARE HERE TO HELP YOU!
- After the 2 steps above we will all “write a thesis” together

Issues with Footnote styles

- Footnote styles can be too complex to create within WNC
 - Examples: Chicago versions 15 and 16, Turabian and MHRA
 - Need to tweak the formatting generated by WNC so as to include background reading material in Bibliography...
 - and notes and citations in footnotes...
 - and produce separate lists for primary and secondary sources
- **Recommendations:**
 - **Often easier to produce the bibliography manually**
 - **However, use RefWorks as a virtual filing cabinet**

Now ...



Managing References – RefWorks Part 1 Information Skills Practical Workshop

RefWorks is a web-based bibliographic management software package that allows you to store and manage your references, and to create correctly assignments and bibliographies.

IMPORTANT: RefWorks introduced a new version in autumn 2016 which is referred to as 'New RefWorks'. However, at the University of Aberdeen we will continue to use and support the previous version – 'Legacy RefWorks' – until summer 2019. At that point we plan to upgrade to and provide support for the New RefWorks version.

This worksheet is designed to take you through the basics of using RefWorks and will cover the following:

STEP 1: Register for a RefWorks account	p.1	STEP 6: Create a new reference manually	p.3
STEP 2: Create a folder to organise references	p.1	STEP 7: Edit a reference in your account	p.3
STEP 3: Importance of planning your searches	p.1	STEP 8: Remove duplicate references	p.3
STEP 4: Import references from Scopus	p.2	STEP 9: Create a standalone bibliography	p.4
STEP 5: Import references from other databases	p.3	STEP 10: Help and advice	p.4

Managing References: RefWorks Part 2 Information Skills Practical Workshop

In this workshop you will be using your web-based RefWorks account in conjunction with Microsoft Word and a utility called Write-N-Cite to insert citations within a document (in-text citations) and create a reference list/bibliography at the end of your document.]

Write-N-Cite (WNC) is an app or utility or plug-in which allows Microsoft Word to connect to your web based RefWorks account. WNC is already installed on university networked PCs - instructions on installing WNC to a personal machine is provided in the appendices to this worksheet.

RefWorks introduced a new interface in Autumn 2016 and refer to this version as "new RefWorks". However, at the University of Aberdeen we will continue to use and support the previous version – "legacy RefWorks" - until summer 2017. At that point we will upgrade to, and provide support for, the new RefWorks' interface."

Step	Page	Step	Page
1 – Previewing styles	1	5 – Editing a specific reference in RefWorks	4
2 - Compiling a favourites list of citation styles	1	6 – Help and advice	4
3 – Adding attachments to References in your RefWorks account	2	Appendix 1 – Installing Write-N-Cite v.4 on Microsoft machines	5
4 - Using Write-N-Cite	2	Appendix 2 – Installing Write-N-Cite v.4 on Mac machines	6

Try some extra steps as demonstrated - worksheets for Part 1 and Part 2

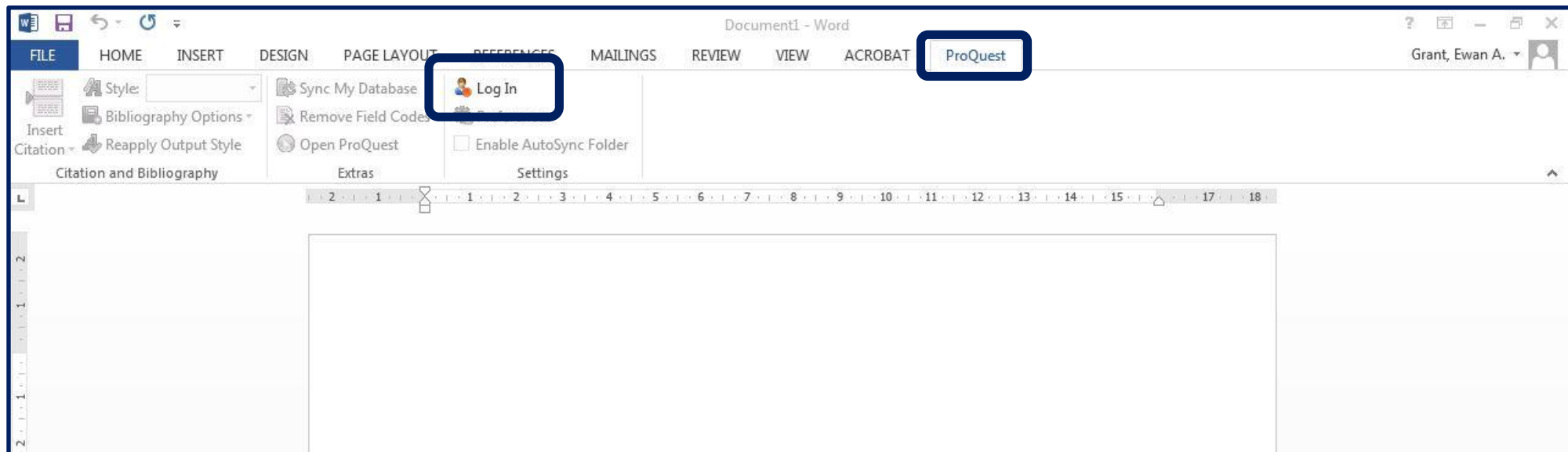
Objective: several folders, a minimum of 10-12 records in your account, none of these duplicated...

Using Write-N-Cite (WNC) - live demonstration



What is Write-N-Cite (WNC v.4)?

- WNC is a plugin for Microsoft Word which allows you to insert citations you have saved in RefWorks directly into the text as you write
- Formats in-text citations automatically and creates a bibliography at the end of the document in a chosen citation style
- Opened from a tab in Microsoft Word application
- Already installed on classroom PCs
- You may need to install to your office PC (from the Software Center)
- You can install to your personal PC/Mac (from RefWorks). See Part 2 Worksheet

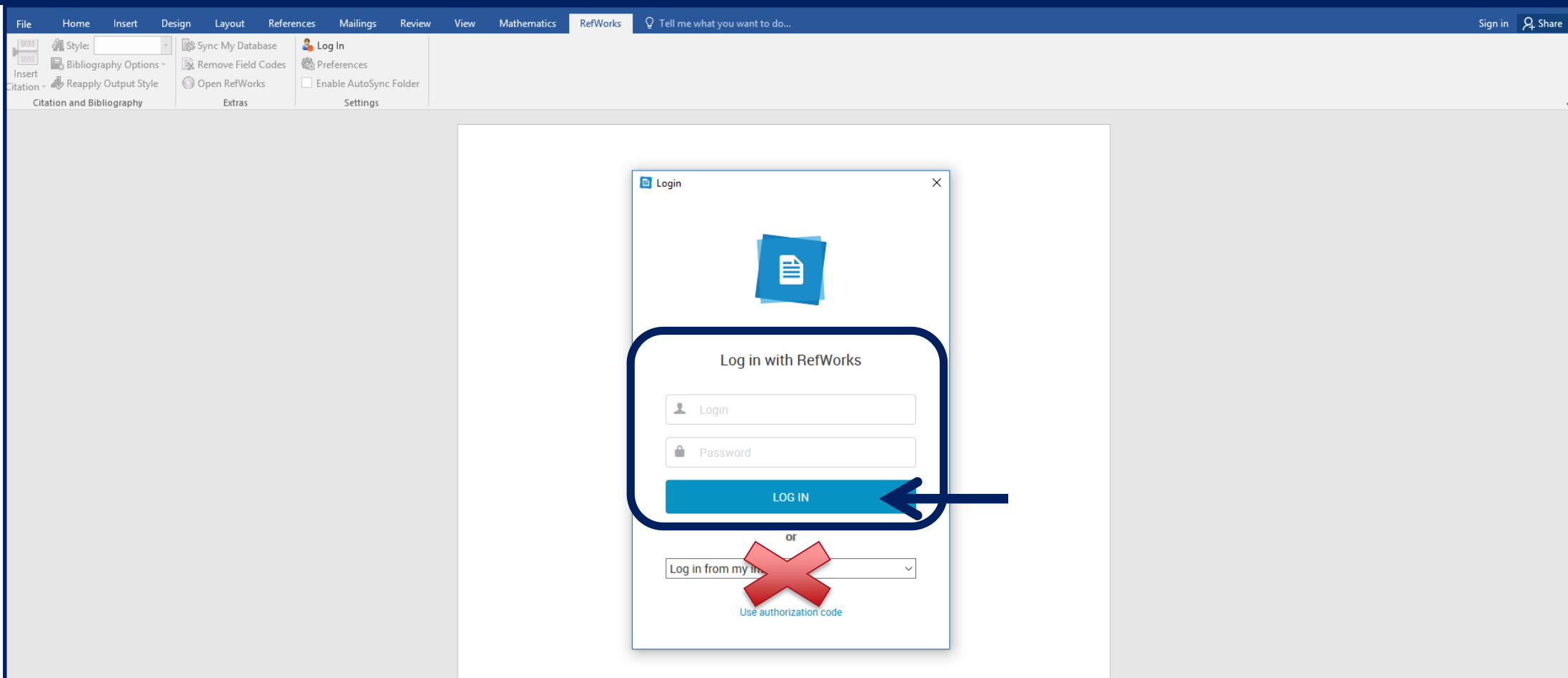


After W-N-C 4 is installed you must *sync* with your RefWorks account to download your references, folders and preferred reference styles:

1. Click on **Log In** in the ProQuest tab within Microsoft Word
2. It may take a few minutes to sync with your RefWorks account

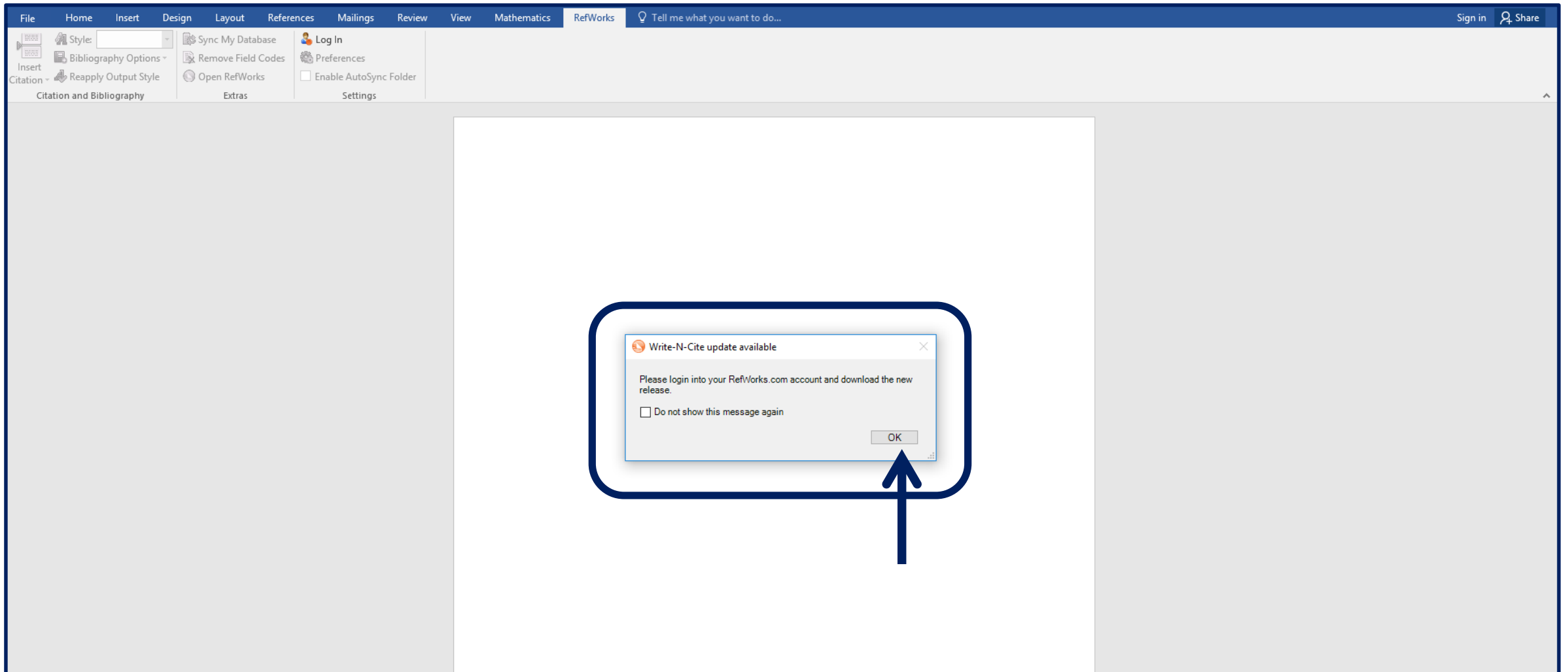


Be sure that **RefWorks** is selected at the top. Then enter your username and password. DO NOT USE the “login from my institution” option – does not work at University of Aberdeen.

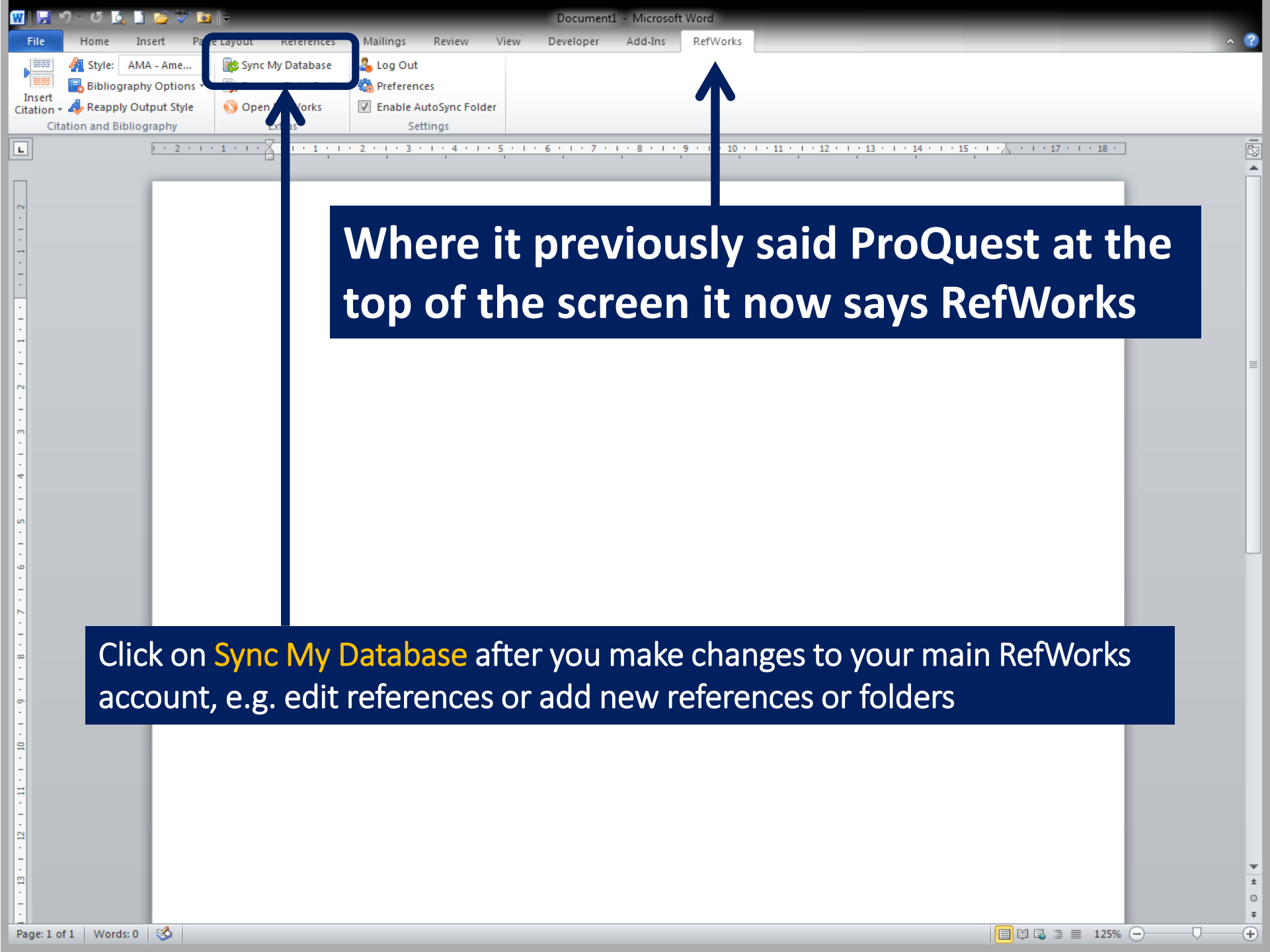


If you are off campus you may also be asked for the **Group Code**. You received the code in the email you received when you first set up your RefWorks account

This pop-up shall appear, informing you that there is a later version of W-N-C available. Click OK to ignore this.

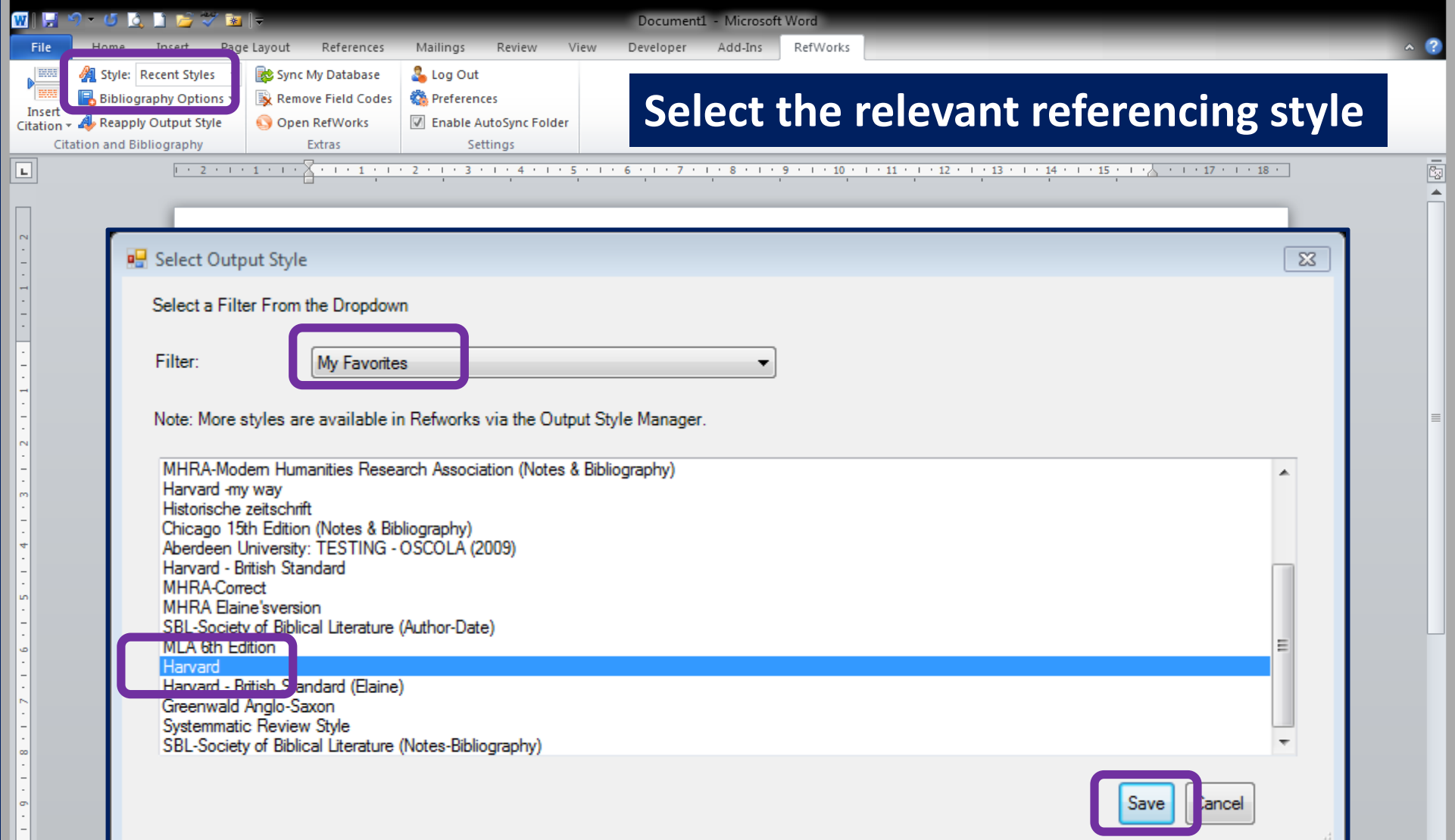


RefWorks released an update in October. Waiting to add to Classroom PCs next term



Where it previously said ProQuest at the top of the screen it now says RefWorks

Click on **Sync My Database** after you make changes to your main RefWorks account, e.g. edit references or add new references or folders



Select the relevant referencing style

Select a Filter From the Dropdown

Filter: My Favorites

Note: More styles are available in Refworks via the Output Style Manager.

- MHRA-Modern Humanities Research Association (Notes & Bibliography)
- Harvard - my way
- Historische zeitschrift
- Chicago 15th Edition (Notes & Bibliography)
- Aberdeen University: TESTING - OSCOLA (2009)
- Harvard - British Standard
- MHRA-Correct
- MHRA Elaine's version
- SBL - Society of Biblical Literature (Author-Date)
- MLA 6th Edition
- Harvard
- Harvard - British Standard (Elaine)
- Greenwald Anglo-Saxon
- Systematic Review Style
- SBL - Society of Biblical Literature (Notes-Bibliography)

Save Cancel

If the style you need isn't listed in the *popular styles*, *favorites* or *group favourites* options in the Filter menu:

1. Log in to your main RefWorks account and add it to your Favorites list using the **Output Style Manager**
2. Then in WNC **Sync My Database** to download the new style

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Add-Ins RefWorks

Style: Harvard

Insert Citation

Sync My Database Log Out

Remove Field Codes Preferences

Open RefWorks Enable AutoSync Folder

Extras Settings

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

At the point in the text where you want to add insert a reference

1. Place the cursor at that point
2. Use the space bar to add a space
3. Open the **Insert Citation** menu
4. Select **Insert New**

Page: 1 of 1 Words: 186 125%

To insert a reference continued:

1. Open the relevant **folder**
2. Click on the relevant **reference**
3. Click on **OK**

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate

Insert/Edit Citation

Search References

Author	Year	Title
Dave, Ashvin R.	2012	Financial Management As a Determinant of Profitability: A St...
Dew, Jerry	2011	The Financial Management Behavior Scale: I

Edit References

Hide Year Suppress Pages Make Footnote
 Hide Author Override Pages: Bibliography only

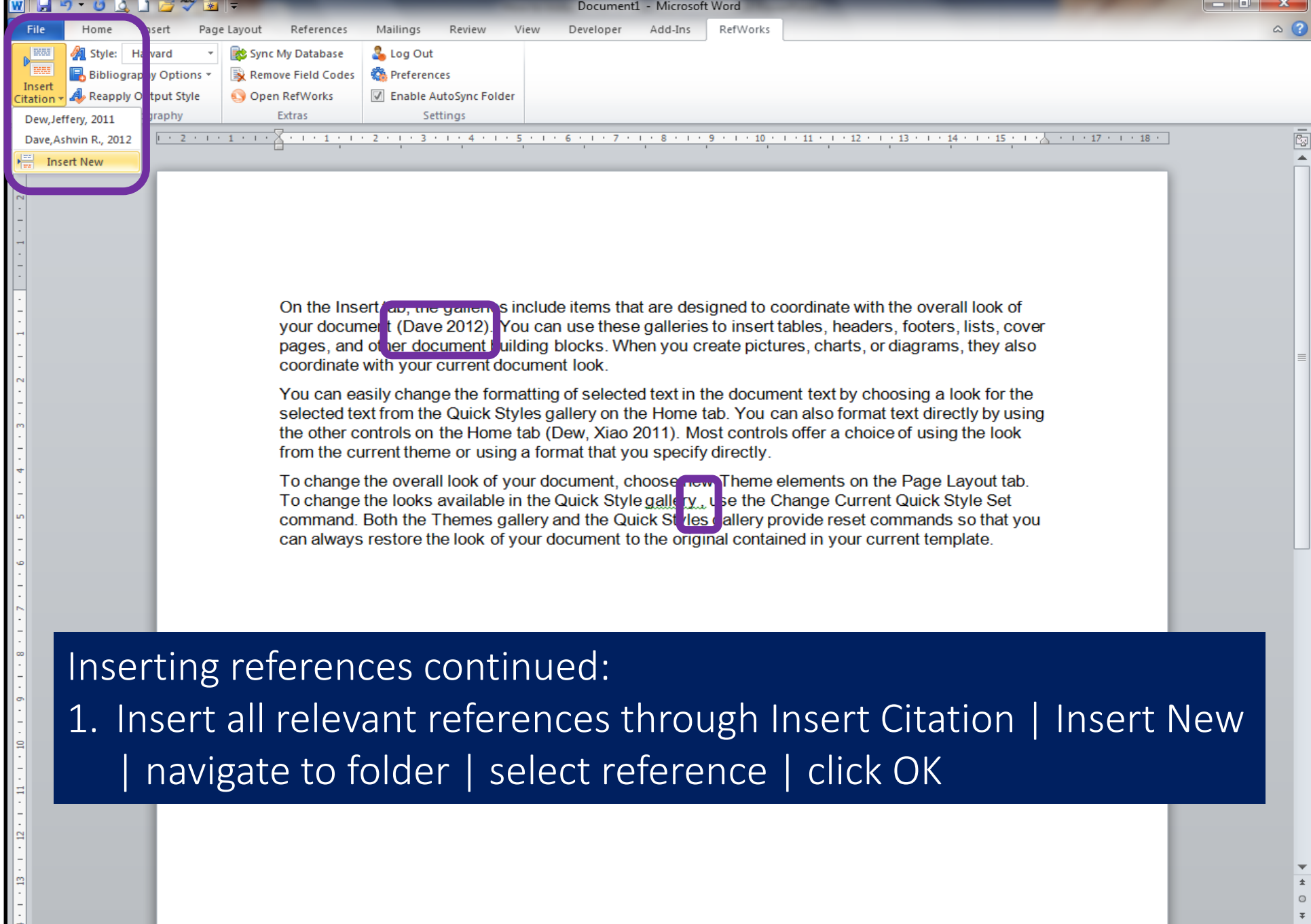
Prefix: Suffix:

Preview Citation (Harvard):
(Dave 2012)

Compose Citation
Dave, Ashvin R., 2012, Financial Management As a Determinant of Profitability: A St...

Override Default Ordering

OK Cancel



Inserting references continued:

1. Insert all relevant references through Insert Citation | Insert New | navigate to folder | select reference | click OK

WNC-demo-Oct13.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Add-Ins RefWorks

Style: Harvard Sync My Database Log Out Bibliography Options Remove Field Codes Preferences Insert Citation Reapply Output Style Open RefWorks Enable AutoSync Folder Citation and Bibliography Extras Settings

Insert/Edit Citation

Search References

Author	Year	Title
	2011	Financial management practices and social r
Morrill, Christopher P.	2012	ASSESSING YOUR FINANCIAL MANAGEMENT

Edit References

Hide Year Suppress Pages Make Footnote
 Hide Author Override Pages: Bibliography only

Prefix: Suffix:

Preview Citation (Harvard):

(Tsai, Pan & Lee 2011, Morrill, Shawver & Kavanagh 2012)

Compose Citation

Tsai, Henry, 2011, Recent research in hospitality financial management
Morrill, Christopher P., 2012, ASSESSING YOUR FINANCIAL MANAGEMENT ACUMEN

Override Default Ordering

OK Cancel

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Page: 1 of 1 Words: 195 125%

To add several references at the same point:

1. Click on the + button
2. Open the relevant folder
3. Select the new reference
4. Click on **OK**

WNC-demo-Oct13.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View Developer Add-Ins RefWorks

Style: Harvard Sync My Database Log Out
Bibliography Options Remove Field Codes Preferences
Insert Citation Reapply Output Style Open RefWorks Enable AutoSync Folder
Citation and Bibliography Extras Settings

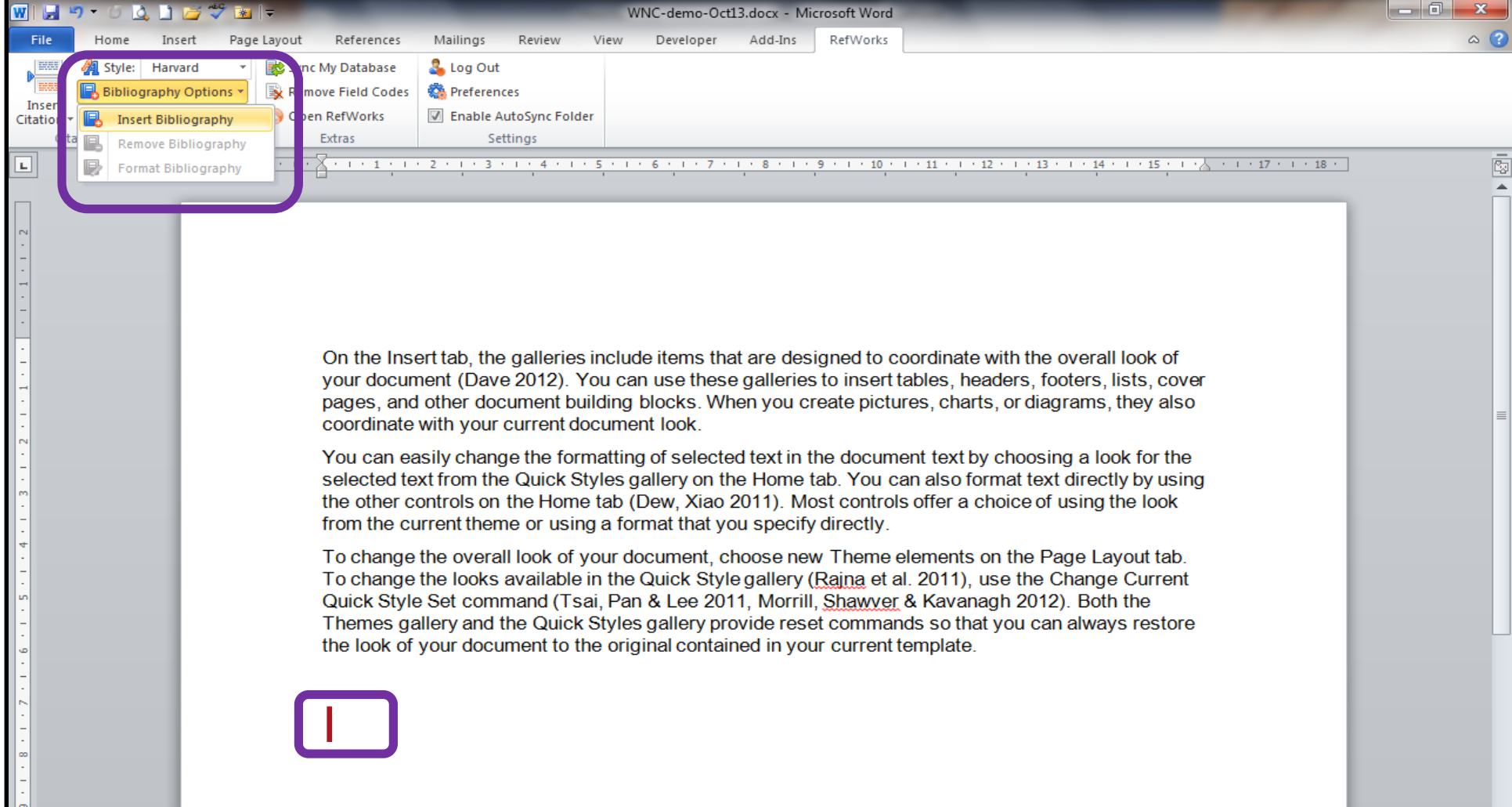
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document (Dave 2012). You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab (Dew, Xiao 2011). Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery (Raina et al. 2011), use the Change Current Quick Style Set command (Tsai, Pan & Lee 2011, Morrill, Shawver & Kavanagh 2012). Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Example above shows two references inserted at same point

Page: 1 of 1 Words: 204 125%



To insert your bibliography/reference list:

1. Place the cursor at the end of your document where you want the list to start
2. Open the **Bibliography Options** menu
3. Select **Insert Bibliography**



Check your reference list carefully – you may have to find the record in your main RefWorks account and add information or amend the text

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document (Dave 2012). You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab (Dew, Xiao 2011). Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery (Rajna et al. 2011), use the Change Current Quick Style Set command (Tsai, Pan & Lee 2011, Morrill, Shawver & Kavanagh 2012). Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Dave, A.R. 2012, "Financial Management As a Determinant of Profitability: A Study of Indian Pharma Sector", *South Asian Journal of Management*, vol. 19, no. 1, pp. 124-137.

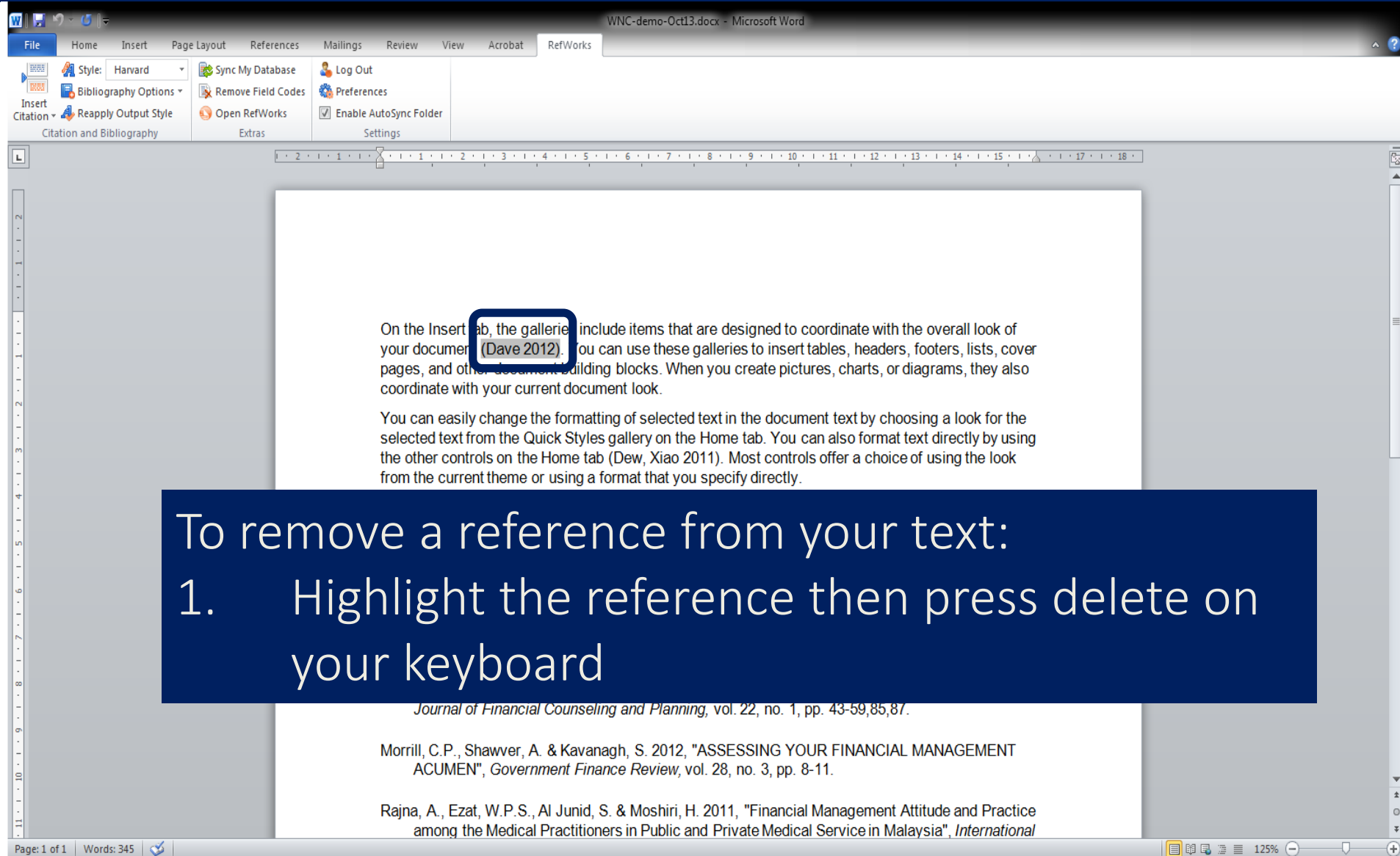
Dew, J. & Xiao, J.J. 2011, "The Financial Management Behavior Scale: Development and Validation", *Journal of Financial Counseling and Planning*, vol. 22, no. 1, pp. 43-59, 85-87.

Morrill, C.P., Shawver, A. & Kavanagh, S. 2012, "ASSESSING YOUR FINANCIAL MANAGEMENT ACUMEN", *Government Finance Review*, vol. 28, no. 3, pp. 8-11.

Rajna, A., Ezat, W.P.S., Al Junid, S. & Moshiri, H. 2011, "Financial Management Attitude and Practice among the Medical Practitioners in Public and Private Medical Service in Malaysia", *International Journal of Business and Management*, vol. 6, no. 8, pp. 105-113.

Tsai, H. Pan, S. & Lee, J. 2011, "Recent research in hospitality financial management", *International Journal of Contemporary Hospitality Management*, vol. 23, no. 7, pp. 941-971.

Removing a reference – step 1



WNC-demo-Oct13.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat RefWorks

Style: Harvard Sync My Database Log Out
Bibliography Options Remove Field Codes Preferences
Insert Citation Reapply Output Style Open RefWorks Enable AutoSync Folder

Citation and Bibliography Extras Settings

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. (Dave 2012). You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab (Dew, Xiao 2011). Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Journal of Financial Counseling and Planning, vol. 22, no. 1, pp. 43-59,85,87.

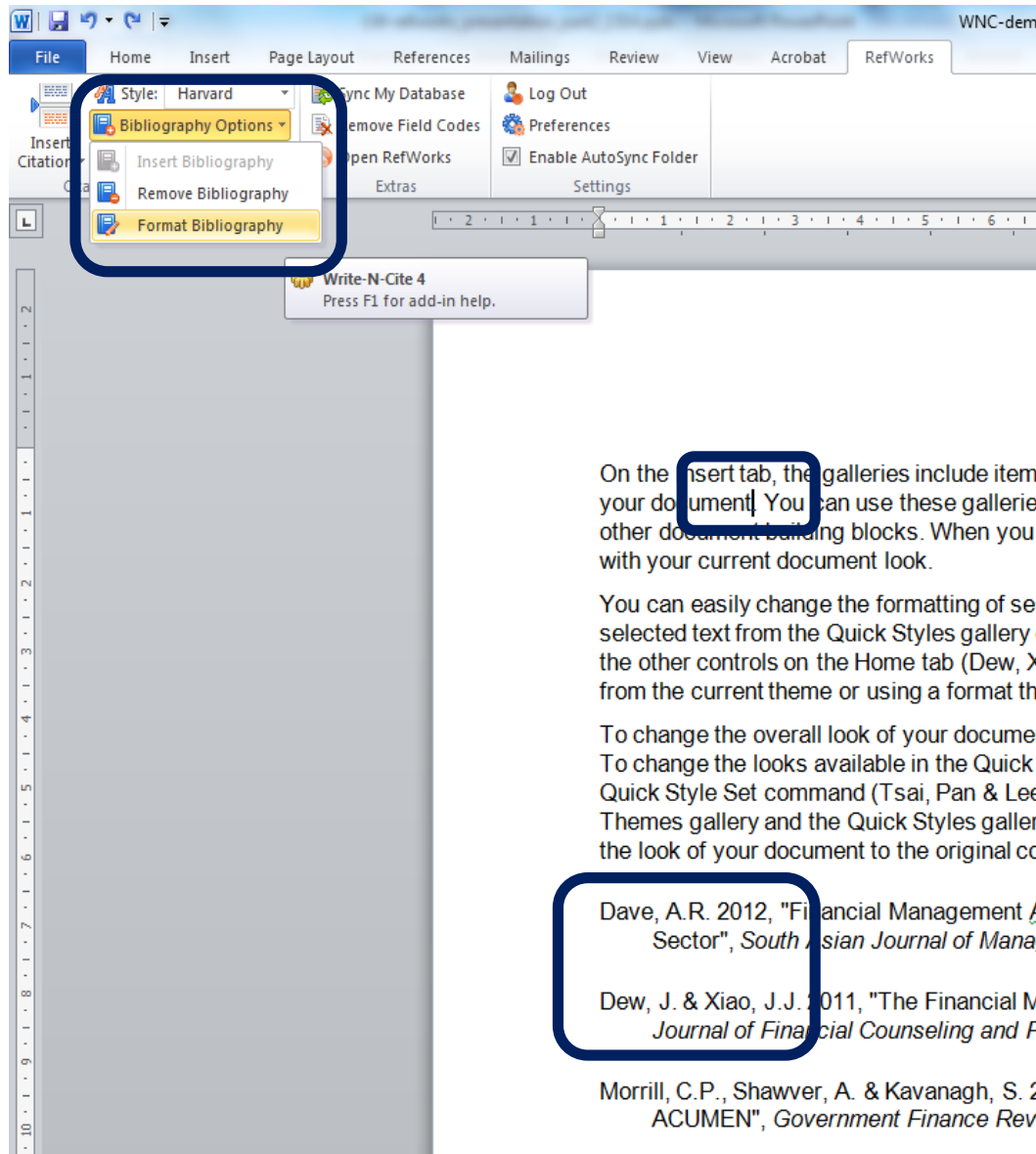
Morrill, C.P., Shawver, A. & Kavanagh, S. 2012, "ASSESSING YOUR FINANCIAL MANAGEMENT ACUMEN", *Government Finance Review*, vol. 28, no. 3, pp. 8-11.

Rajna, A., Ezat, W.P.S., Al Junid, S. & Moshiri, H. 2011, "Financial Management Attitude and Practice among the Medical Practitioners in Public and Private Medical Service in Malaysia", *International*

Page: 1 of 1 Words: 345 125%

To remove a reference from your text:
1. Highlight the reference then press delete on your keyboard

Removing a reference – step 2



The screenshot shows the Microsoft Word interface with the 'References' tab active. The 'Bibliography Options' dropdown menu is open, and 'Format Bibliography' is highlighted. The document content includes several paragraphs and a list of references. A blue box highlights the 'Format Bibliography' option in the menu, and another blue box highlights the word 'insert' in the first paragraph of the document text.

WNC-demo-Oct13.docx - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat RefWorks

Style: Harvard

Bibliography Options

- Insert Bibliography
- Remove Bibliography
- Format Bibliography

Write-N-Cite 4
Press F1 for add-in help.

On the **insert** tab, the galleries include items for your document. You can use these galleries to insert other document building blocks. When you insert a block with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab (Dew, Xiao 2011). Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery (Rajna et al. 2011), use the Change Current Quick Style Set command (Tsai, Pan & Lee 2011, Morrill, Shawver & Kavanagh 2012). Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

Dave, A.R. 2012, "Financial Management As a Determinant of Profitability: A Study of Indian Pharma Sector", *South Asian Journal of Management*, vol. 19, no. 1, pp. 124-137.

Dew, J. & Xiao, J.J. 2011, "The Financial Management Behavior Scale: Development and Validation", *Journal of Financial Counseling and Planning*, vol. 22, no. 1, pp. 43-59,85,87.

Morrill, C.P., Shawver, A. & Kavanagh, S. 2012, "ASSESSING YOUR FINANCIAL MANAGEMENT ACUMEN", *Government Finance Review*, vol. 28, no. 3, pp. 8-11.

To remove a reference from your text:

2. Open **Bibliography Options** menu and select **Format Bibliography**

Removing a reference – step 3

This window displays a preview of how this updated version of your bibliography will look.

Select OK to finish formatting the changes to your bibliography

WNC-demo-Oct13.docx - Microsoft Word

Format Bibliography

Preview:

Dew, J. & Xiao, J.J. 2011, "The Financial Management Behavior Scale: Development and Validation", *Journal of Financial Counseling and Planning*, vol. 22, no. 1, pp. 43-59,85,87.

Morrill, C.P., Shawver, A. & Kavanagh, S. 2012, "ASSESSING YOUR FINANCIAL MANAGEMENT ACUMEN", *Government Finance Review*, vol. 28, no. 3, pp. 8-11.

Sort By:

- Author Name (default)
- Publication Title
- Publication Date
- Appearance
- Periodical Name
- Reference Type
- Ref ID

Ordering:

- None (default)
- 1, 2, 3, ...
- I, II, III, ...
- A, B, C, ...
- a, b, c, ...

Spacing:

Indentation:

Line:

Margins: (Centimeters)

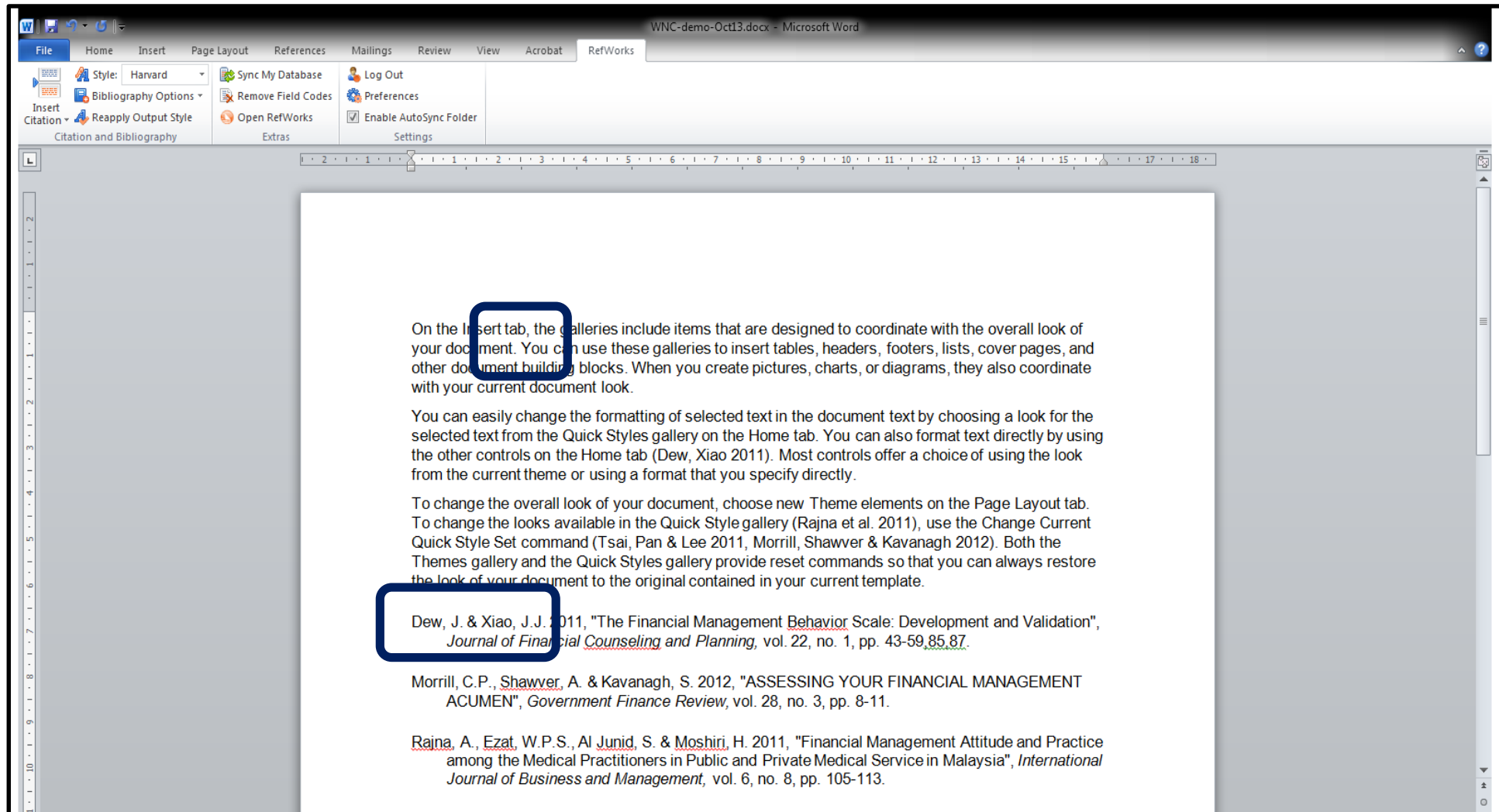
Top: Bottom:

Left: Right:

Bibliography only citations:

[Click here to unlock the style](#)

Removing a reference - completed



The in-text citation has now disappeared along with the full reference in your bibliography. Remember to save the changes.

Some other features...

- Amend in-text citations directly in W-N-C
 - add page numbers
 - suppress author details
- Search for references
 - Use the Search menu in your main account
- Share your database with others
 - You can set up read-only access from within your main account

General housekeeping

- Need to maintain your database
- Use it regularly – whenever you do searches on databases
- Remember to keep it neat – remove duplicate records
- Back up your records – available from the Tools drop-down menu in your main account

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 push it into RefWorks but it is time-consuming, a bit complicated and rather tedious – RefWorks help screens provide more information
- **We recommend finding the records in databases and exporting them to RefWorks, or manually type or paste the information into RefWorks**

To install Write-N-Cite on your own computer

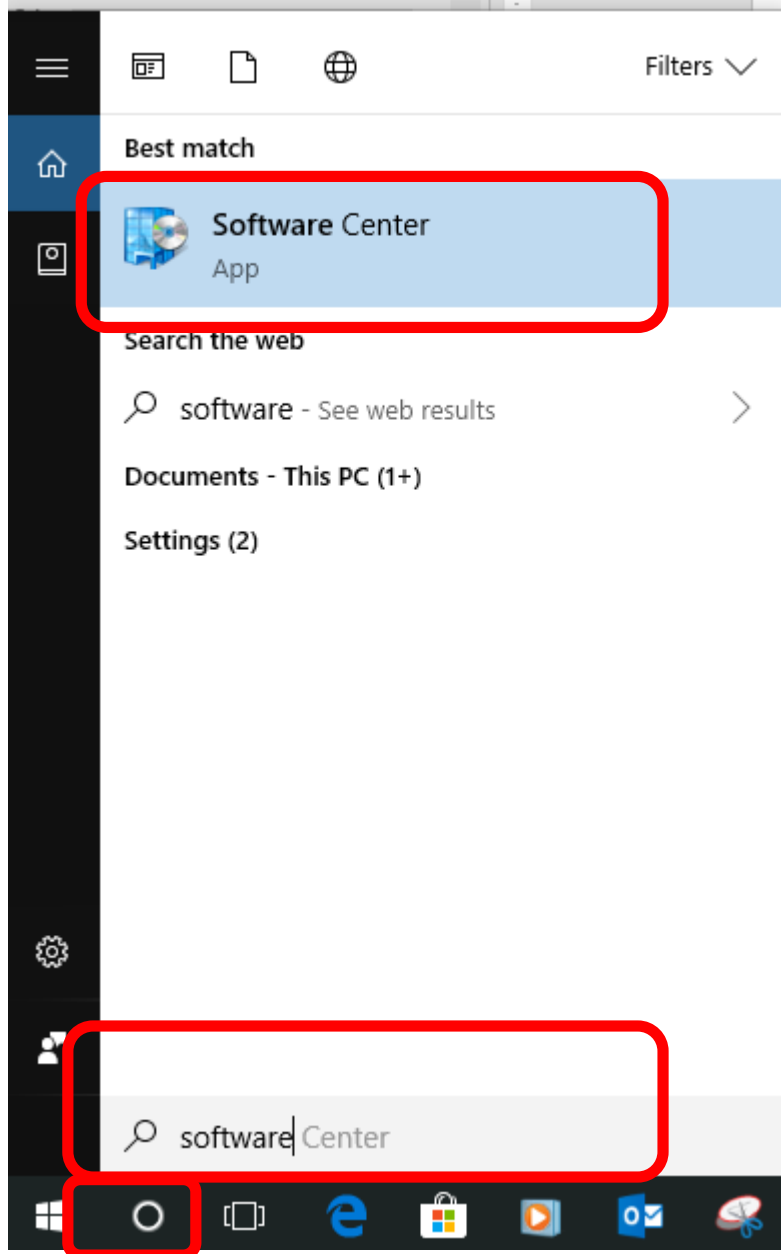
For off-campus computers + laptops:

- Login to your **main RefWorks account** | **Tools menu** | **Writing Tool Add-ons** for Windows or Mac
 - Follow the installation guide available from the W-N-C installation window
 - May have to install additional software (.NET 4 and Visual Studio 2010 Tools for Office Runtime)

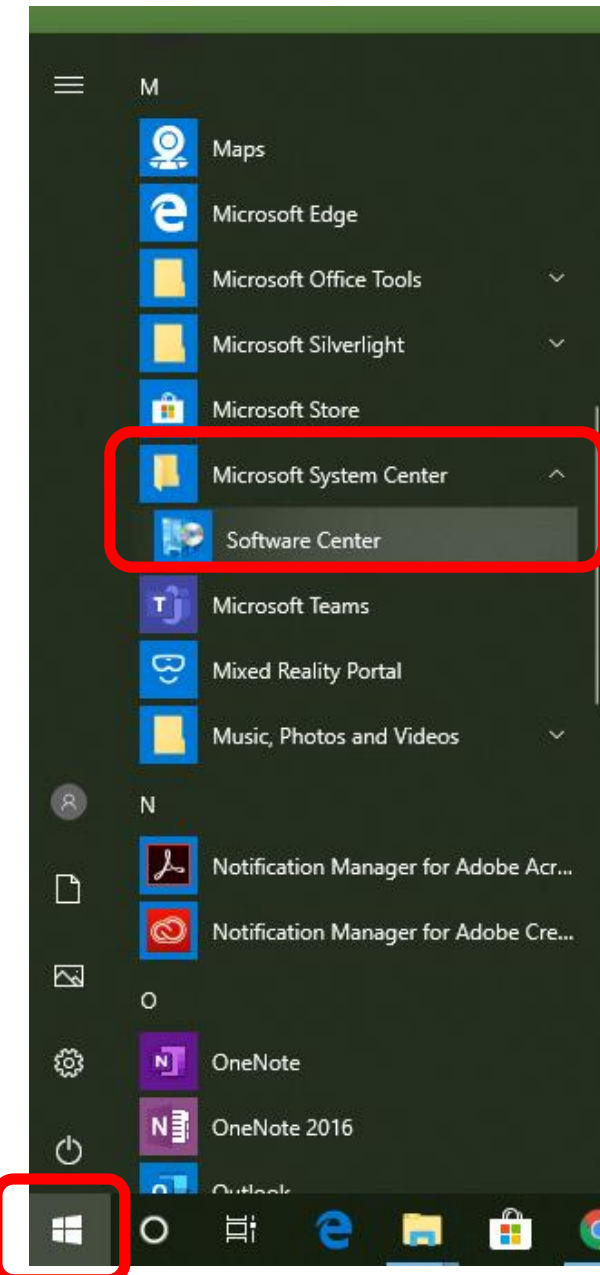
For networked/on-campus computers:

- Download W-N-C 4 software from the **Software Download Service**
- Available from www.abdn.ac.uk/staffnet/working-here/it-resources.php
 - Will need 'Admin Rights' to do this yourself
 - Contact the IT Service Desk for help to install the software

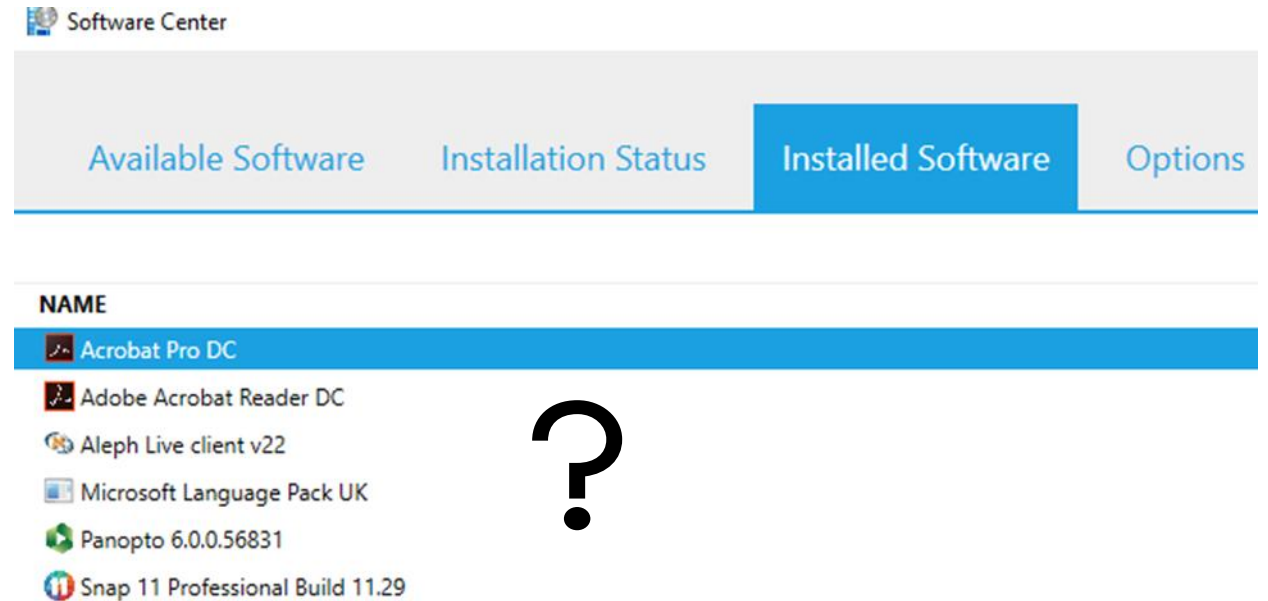
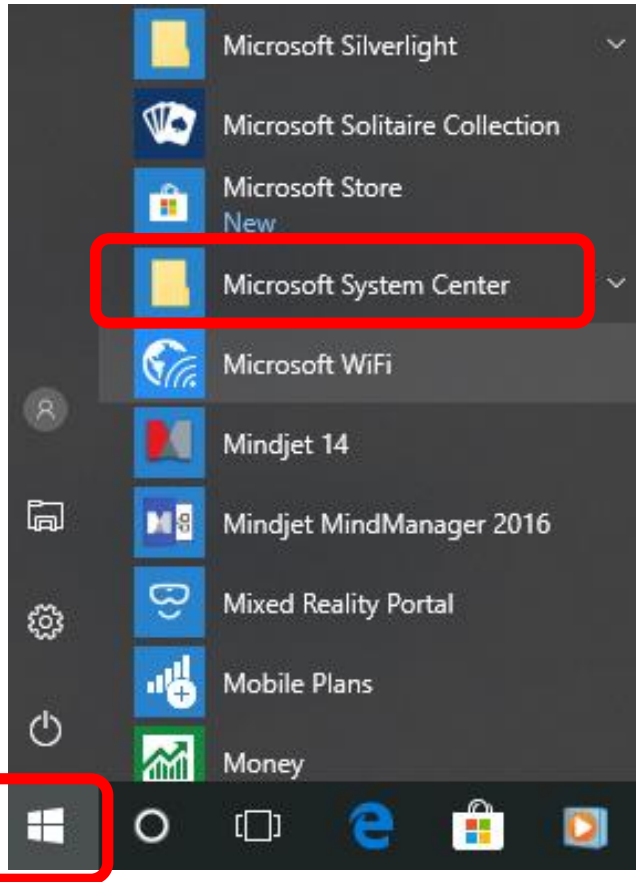
Your office PC on campus – WNC via the Software Center - 1



OR



Installing WNC on an office PC



1. Click on the Windows icon at the bottom of the screen and click on **Microsoft System Center**
2. Select **Software Center**

Check the **Installed Software** tab first. Is Java installed?

- If **no**: click on the **Available Software** tab, find Java and install it. (This must be carried out first.) Then install Write-N-Cite.
- If **yes**: install Write-N-Cite

Installing WNC on an office PC

The screenshot shows the 'Software Center' window from the University of Aberdeen IT Services. The 'Available Software' tab is selected and highlighted with a red box. Below the navigation tabs, there is a 'SHOW' dropdown menu set to 'All' and a checked checkbox for 'Show optional software'. A search bar is located on the right side of the interface.

NAME	TYPE	PUBLISHER	AVAILABLE AFTER	STATUS
<input type="checkbox"/> SigmaPlot13 (Includes hotfix)	Application		08/02/2016	Available
<input type="checkbox"/> SingleCrystal	Application	CrystalMaker	08/08/2018	Available
<input type="checkbox"/> Tableau Reader 10.2	Application	Tableau Software	26/05/2017	Available
<input type="checkbox"/> Tinn-R	Application	Tinn-R Team	08/11/2013	Available
<input type="checkbox"/> Triplot 4.1.2	Application		17/11/2017	Available
<input type="checkbox"/> VLC Media Player v3.0.6	Application	VideoLAN	13/02/2019	Available
<input type="checkbox"/> Windows 10 1809 in-place upgrade with Office 365	Operating System		12/03/2019	Available
<input type="checkbox"/> Windows Movie Maker	Application	Microsoft	22/07/2015	Available
<input type="checkbox"/> WinSCP v5.15	Application	Martin Prikryl	03/04/2019	Available
<input type="checkbox"/> Write-N-Cite 4.5.1732	Application	ProQuest	12/02/2019	Available

The 'Write-N-Cite 4.5.1732' application row is highlighted in blue and enclosed in a red box. Below the table, the details for this application are displayed:

Write-N-Cite 4.5.1732

OVERVIEW

Status:	Available
Version:	4.5.1732
Date published:	Not specified
Help document:	Click here

REQUIREMENTS

Restart required:	Might be required
Download size:	16 MB
Estimated time:	5 minutes
Total components:	1

DESCRIPTION

LOGIN USING GROUP CODE as previously supplied by RefWorks

Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in Microsoft Word. You can access your references by folder (or sub-folder), by quick search or by all references with the ability to sort by author, title or year.

With Write-N-Cite, you can cite references in a manuscript with

INSTALL

Downloading W-N-C on personal PCs

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

University of Aberdeen
Welcome, ewanag.

RefWorks

References View Search Bibliography **Tools** Help

Search Your Database Search

New Folder Create Bibliography New Reference

Writing Tool Add-ons
RefGrab-It
Backup & Restore

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 4167 Generic Reference 1 of 3

Authors, Primary [Eichner, E.R.](#)
Title, Primary Body Clocks, Jet Lag, and Sports Performance: The Times of Our Lives
Source [Current Sports Medicine Reports](#), 2020, 19, 1, 1-2
Folders [Last Imported](#):

Ref ID 4169 Journal Article Reference 2 of 3

Authors [Halson, S.L.](#); [Burke, L.M.](#); [Pearce, J.](#)
Title Nutrition for travel: From jet lag to catering
Source [Int.J.Sport Nutr.Exerc.Metab.](#), 2019, 29, 2, 228-235
Folders [Last Imported](#):

Ref ID 4168 Journal Article Reference 3 of 3

Authors [Roberts, S.S.H.](#); [Teo, W.-P.](#); [Warmington, S.A.](#)
Title Effects of training and competition on the sleep of elite athletes: A systematic review and meta-analysis
Source [Br.J.Sports Med.](#), 2019, 53, 8, 513-522
Folders [Last Imported](#):

Announcements

Resources
Support Center
Webinars

Facebook Twitter

Folders

- ★ My List
- Not In Folder (95)
- Last Imported (3)
 - 111 a test (11)
 - 111 aa test (9)
 - ▶ 111 essay (5)
 - 111111test (8)
 - 11123 (8)
 - 111alma primo test (1)
 - 1123 (11)

Quick Access

Advanced Search

Download W-N-C version 4

Writing Tool Add-ons



Do you have questions about the latest version of Write-N-Cite, Write-N-Cite 4? See our [frequently asked questions](#).

How do I log into Write-N-Cite 4 using my institution credentials?

If you use your institution's credentials (Athens, Shibboleth or Proxy) to log in to RefWorks, you MUST copy and use this code on the Write-N-Cite 4 login screen:

```
455d7d42507a4650615c566c4c141f2751332311043e2114170c2803510  
41e502831103f1e370700061539152e325d3a0e25005e0e0d1d0b67250d  
08053d0a221f15373e60
```

Downloads

 [Write-N-Cite 4.6 for 32 bit Word](#) 48 Mb
Version: 4.6.69 (2019-07-09) 
For Windows 7, Windows 8, and Windows 10
Supports Word 2010, Word 2013, and Word 2016

Having trouble installing Write-N-Cite 4? Our [installation guide](#) might help, or you may need to check the [Mac](#) or [Windows](#) software requirements.

Other Versions

 [Write-N-Cite 4.6 for Word \(Mac\)](#) 21 Mb
Version: 4.6.26 (2019-07-09) 
For OS X 10.6 (Snow Leopard), 10.7 (Lion), 10.8 (Mountain Lion), 10.9 (Mavericks), 10.10

References
New Folder
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Folders [Last Imported:](#)

It's the weekend and you're stuck using RefWorks?

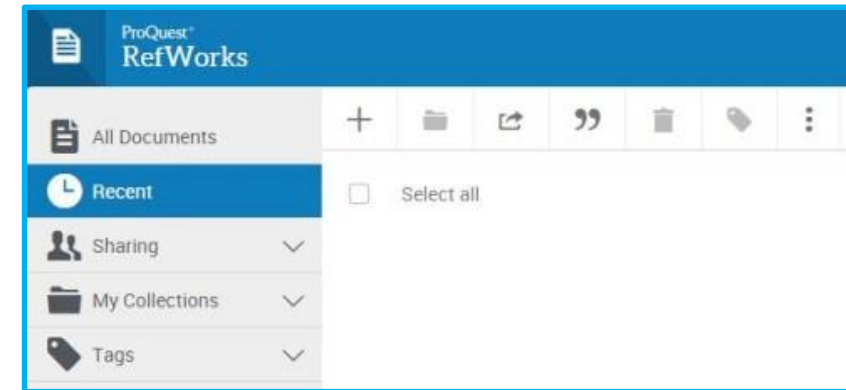
The screenshot shows the RefWorks web interface. At the top right, there are links for [Language](#), [Update Profile](#), [Customize](#), [Contact Us](#), and [Log out](#). The main header features the RefWorks logo and the text "University of Aberdeen Welcome, ewanag.". Below the header is a navigation bar with tabs for "References", "View", "Search", "Bibliography", "Tools", and "Help". The "Help" tab is highlighted with a blue box, and its dropdown menu is open, showing options for "Tutorial" and "Launch Help File". To the right of the navigation bar is a search box labeled "Search Your Database" with a "Search" button. Below the navigation bar are buttons for "New Folder", "Create Bibliography", and "New Reference". The main content area shows a breadcrumb trail "References > Last Imported" and a toolbar with options for "References" and "Organize & Share Folders". The toolbar includes "References to Use" (Selected, Page, All in List), "Sort by" (Authors, Primary), and "Change View" (Standard View). The main content area displays a list of references, with the first one selected. The selected reference has the following details: Ref ID 4167, Generic Reference 1 of 3, Authors: [Eichner, E.R.](#), Title: [Body Clocks, Jet Lag, and Sports Performance: The Times of Our Lives](#), Source: [Current Sports Medicine Reports](#), 2020, 19, 1, 1-2, and Folders: [Last Imported](#). The second reference has Ref ID 4169, Journal Article Reference 2 of 3, Authors: [Halson, S.L.](#); [Burke, L.M.](#); [Pearce, J.](#), Title: [Nutrition for travel: From jet lag to catering](#), Source: [Int.J.Sport Nutr.Exerc.Metab.](#), 2019, 29, 2, 228-235, and Folders: [Last Imported](#). The third reference has Ref ID 4168, Journal Article Reference 3 of 3, and Authors: [Roberts, S.S.H.](#); [Teo, W.-P.](#); [Warmington, S.A.](#). On the right side of the interface, there is a sidebar with sections for "Announcements", "Resources" (Support Center, Webinars), and "Folders" (My List, Not In Folder (95), Last Imported (3), 111 a test (11), 111 aa test (9), 111 essay (5), 111111test (8), 11123 (8), 111alma primo test (1), 1123 (11)).

RefWorks Help and advice

- Library RefWorks web page:
www.abdn.ac.uk/library/support/information-skills-179.php#panel193
- RefWorks website for HELP file
- RefWorks YouTube videos www.youtube.com/user/ProQuestRefWorks

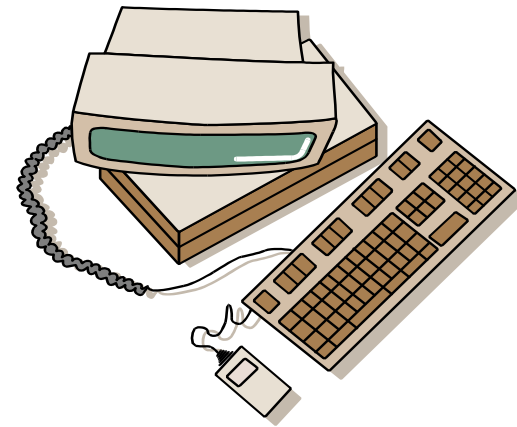
RefWorks...the Future

- RefWorks have launched an updated version (=New RefWorks)
 - Completely new interface (a bit like Mendeley and others)
 - 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 it still has some bugs/faults and it does not contain (yet!) all the features we think it needs to have for users at your level
- We are working with and supporting the current version (Legacy RefWorks) for 2019/20. More information on any move to the new RefWorks will be publicised in good time.



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 Legacy RefWorks with LaTeX
 - www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/legacy-RefWorks-with-LaTeX-sep-2017.pdf
- Useful support document - Citing and referencing in LaTeX -using BibTeX
 - www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/LaTeX-and-BibTeX-apr-2019.pdf



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
- An alternative is to use the One Line/Cite View method. Details available online in one of our Library Guides: www.abdn.ac.uk/library/documents/guides/qgrfw008.pdf

Macs and Using One Line/Cite View

- An alternative for Mac users with Word 2016 is to use the One Line/Cite View feature within RefWorks
- This allows you to insert citations and produce a bibliography/reference list without the need to use Write-N-Cite.
- Details available online in one of our Library Guides:
www.abdn.ac.uk/library/documents/guides/qgrfw008.pdf

Going further

- **Critical Appraisal of the Literature (Life & Physical Sciences)**
 - To be arranged (a December date is likely)

See the course booking system for details



Help and support (1)

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: Library, Floor 1 (lunchtimes are very busy!!)



Help & support (2): 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>

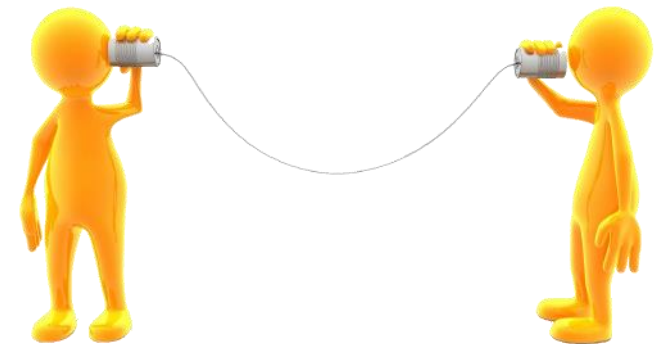
Help & support (3)

- 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>
- Our list of **Library guides** can be found at
www.abdn.ac.uk/library/support/library-guides-101.php
- For **IT-related queries** contact our colleagues at the IT Service Desk servicedesk@abdn.ac.uk

Please complete the evaluation form – feedback helps us to improve what we offer!

Literature Searching: Part 3

Eleni, Janet & Susan



Library - Useful links

- Information skills workshops: www.abdn.ac.uk/coursebooking
- Library homepage: www.abdn.ac.uk/library
- Information Guides online: www.abdn.ac.uk/library/support/library-guides-101.php
- Primo: <http://primo.abdn.ac.uk>
- Information Consultants: www.abdn.ac.uk/library/support/contacts-106.php#panel162
- Workshop materials - wiki: <http://finditfastlibraryworkshops.pbworks.com>
- Email (general library enquiries): library@abdn.ac.uk
- Library blog (InfoLinks): <https://aberdeenunilib.wordpress.com>
- Library on Twitter: <https://twitter.com/aberdeenunilib>
- Inter-Library Loan service: www.abdn.ac.uk/library/support/interlibrary-loans-182.php

Library - Useful links

- *Opening times* www.abdn.ac.uk/library/using-libraries/opening-hours-83.php#panel136
- *Library guides (all)* www.abdn.ac.uk/library/support/library-guides-101.php
- *Library guides (referencing)* www.abdn.ac.uk/library/support/library-guides-101.php#R
- *Accessing e-resources* www.abdn.ac.uk/library/documents/guides/qgdb005.pdf
- *Remote access* www.abdn.ac.uk/toolkit/systems/remote-access/
- *Materials from Library workshops* <http://finditfastlibraryworkshops.pbworks.com>

Thank you

*Please complete the
evaluation form*