

Find it Fast!: Managing references with Legacy RefWorks

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Aims and Objectives

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

RefWorks explained

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

Why would you use Legacy RefWorks?

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

You still need to understand and know:

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

How to Create a Legacy RefWorks account



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

Login using RefWorks Credentials

Username

Password

Show

Login

[Forgot username or password?](#)

Keep my session open for 14 days

Login using Other Credentials

[Open Athens Credentials](#)

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

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

1. Go to www.refworks.com/refworks
2. Click on Sign Up for a New Account

Register an account while on-campus

RefWorks

About RefWorks | Admin

Login using RefWorks

Username

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:

Password:

at least 4 characters long.

Re-enter Password:

re-enter your password.

Personal data (such as name, e-mail and other information connected to you) collected and stored by ProQuest by you or your institution in connection with your institution's subscription is used by ProQuest only for purposes of providing the RefWorks service. For data protection and privacy regulation purposes, your institution is the data controller and ProQuest processes the data pursuant to a contract between ProQuest and your institution.

[My Institution's Credentials](#)

New to RefWorks? [Sign Up](#)

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

[Next](#) [Create Account](#)

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

Register an account from off-campus

RefWorks

About RefWorks Adm Create Account

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

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

Email Address:

Re-enter Email Address:

re-enter your email address.

Login Name:

Password:

at least 4 characters long.

Re-enter Password:

re-enter your password.

Without your consent, we can not create your RefWorks account

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

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

How to get records into Legacy RefWorks

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

Importing records: 1-step process

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

Example search

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

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

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

Document search

[Documents](#) [Authors](#) [Affiliations](#) [Advanced](#)

Search

athlete* OR sports*

E.g., "Cognitive architectures" AND robots

AND

Search

"jet lag" OR jetlag

×

Article title, Abstract, Keywords



×

Article title, Abstract, Keywords



> [Limit](#)

Reset form

Search

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

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 checked="" type="checkbox"/> 1	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 checked="" type="checkbox"/> 2	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"/> 3	Nutrition for travel: From jet lag to catering Open Access	Halson, S.L., Burke, L.M., Pearce, J.	2019	International Journal of Sport Nutrition and	1

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

135

(TITLE-AB)

Edit

Search w

Refine re

Limit to

Access ty

Open A

Other

Year

2020 (1) >

2019 (8) >

2018 (7) >

Export document settings ?

You have chosen to export 2 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) Language of original document

Citation count Correspondence address

Source & document type Abbreviated source title

DOI

Cancel **Export**

2 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

Data (31)

Cited by

0

Select Export to legacy RefWorks

Continue exporting to **RefWorks** ?

Yes, export to the newest version of RefWorks



No, export to the legacy version of RefWorks

Login with your Legacy RefWorks account details



Login using RefWorks Credentials

Username
EleniBoro

Password
.....

Show

Login

[Forgot username or password?](#)

Keep my session open for 14 days

Login using Other Credentials

[Open Athens Credentials](#)

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

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](#).

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

Check for errors – view **Import Log**

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 includes the RefWorks logo and the University of Aberdeen logo with the text 'Welcome, Eleni.'. Below the header is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search box labeled 'Search Your Database' is also present. The main content area shows a list of references with columns for Ref ID, Title, Source, and Folders. A dialog box titled 'Import References' is open in the center, displaying the message 'Import completed - 2 references imported'. A red box highlights the 'Import Log' link within this dialog. Below the dialog, there are buttons for 'View Duplicates' and 'View Last Imported Folder'. At the bottom of the page, there is a 'Statistics' section showing '28 Reference(s)' and '6 Folder(s)'. The footer of the page contains the authors 'Fowler, P.M.; Duffield, R.; Lu, D.; Hickmans, J.A.; Scott, T.J.' and the book title 'Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players'.

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

University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database Search

New Folder

Import References

Import completed - 2 references imported

- ▶ Import Log
- ▶ Duplicate Checking Options

View Duplicates View Last Imported Folder

Ref ID 264
Title The
Source 20
Folders Wo

Ref ID 262
Source htt
Folders wo

Ref ID 268

Ref ID 267
Developer Ad
Title Ph

Ref ID 258
Authors, Primary Att
Title, Primary Ev
Source SP
Folders wo

Ref ID 250 Book, Whole Reference 6 of 28
Authors Fowler, P.M.; Duffield, R.; Lu, D.; Hickmans, J.A.; Scott, T.J.
Book Title Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players

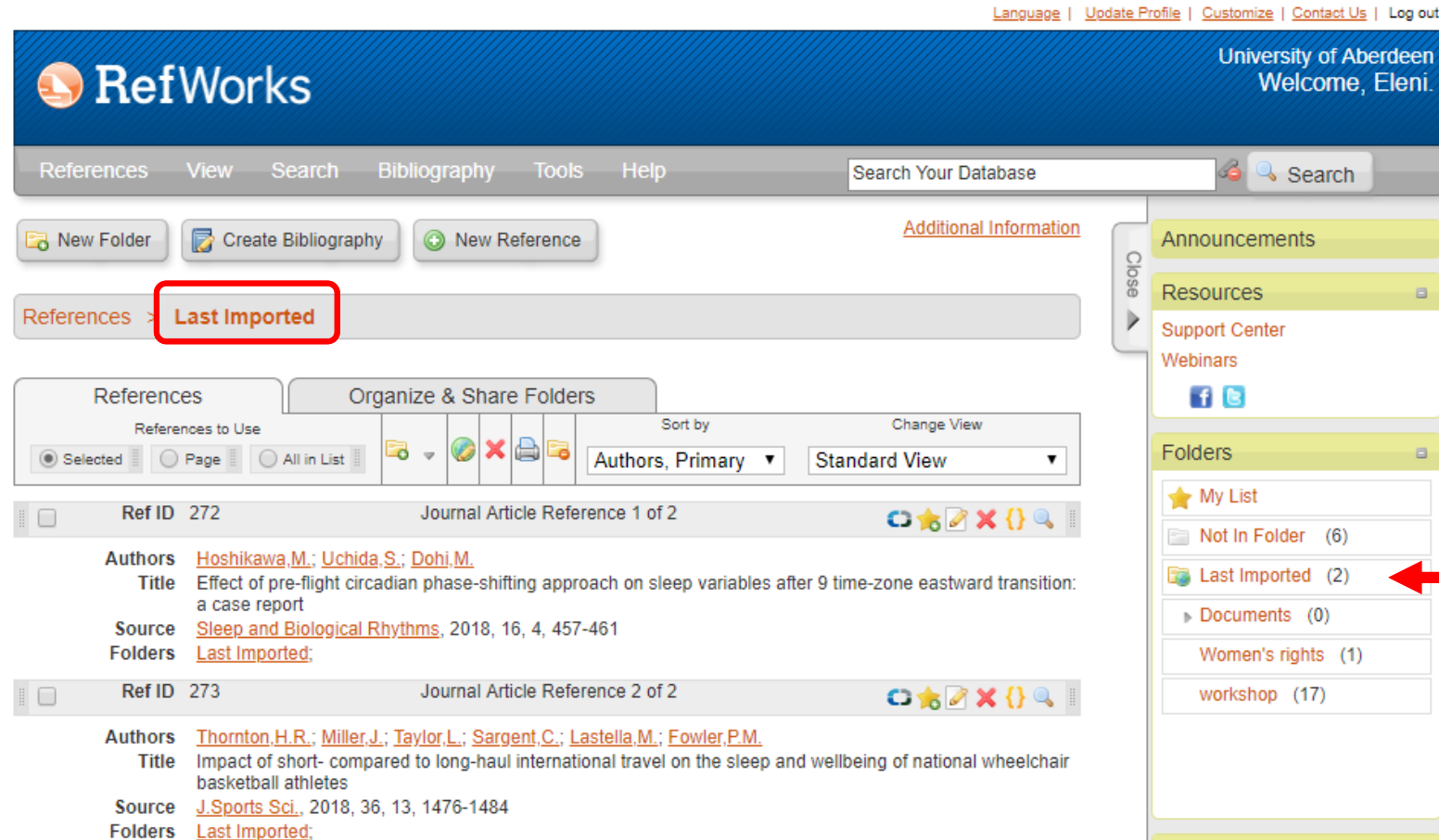
Statistics
28 Reference(s)
6 Folder(s)

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, Eleni.' are visible. A navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is present with the text 'Search Your Database'. The main content area shows a list of references with columns for 'Ref ID', 'Title', 'Source', and 'Folders'. A modal dialog box titled 'Import References' is open, displaying the message 'Import completed - 2 references imported'. Below this message, an 'Import Log' section is expanded, showing the following details: 'Import Date 10/22/2018 11:18:05 AM', 'Vendor SCOPUS', and 'Import Filter Direct Export'. A 'Duplicate Checking Options' section is also visible. At the bottom of the dialog, there are two buttons: 'View Duplicates' and 'View Last Imported Folder', with the latter button highlighted by a red rectangle. The background interface shows a reference entry for 'Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players' by Fowler, P.M., Duffield, R., Lu, D., Hickmans, J.A., and Scott, T.J.

Last Imported Folder



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

University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References > **Last Imported**

References Organize & Share Folders

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

Ref ID 272 Journal Article Reference 1 of 2

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

Ref ID 273 Journal Article Reference 2 of 2

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

Announcements

Resources
Support Center
Webinars
f t

Close

Folders
★ My List
Not In Folder (6)
Last Imported (2) ←
Documents (0)
Women's rights (1)
workshop (17)

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

Can create folders in advance or when you need them

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and navigation menu are visible. A red box highlights the 'New Folder' button in the top navigation bar. Below this, a 'Create New Folder' dialog box is open, with a red box around the 'New Folder Name (Create Subfolder):' input field containing the text 'Law'. Another red box highlights the 'Create' button in the dialog. The background shows a list of references with details such as Ref ID, Authors, Title, Source, and Folders. The right sidebar contains sections for Announcements, Resources, Folders, and Quick Access.

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

University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References > Last Imported

References Organize & Share Folders

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

Ref ID 138
Authors Fowler, P.M.; Knez, W.; ...
Title Greater Effect of East w...
Source Med.Sci.Sports Exerc...
Folders Last Imported;

Ref ID 139
Authors Montaruli, A.; Galasso, L...
Title The circadian typology: the role of physical activity and melatonin
Source Sport Sciences for Health, 2017, 13, 3, 469-476
Folders Last Imported;

Ref ID 137 Journal Article Reference 3 of 4
Authors Roy, J.; Forest, G.
Title Greater circadian disadvantage during evening games for the National Basketball Association (NBA), National Hockey League (NHL) and National Football League (NFL) teams travelling westward
Source J.Sleep Res., 2018, 27, 1, 86-89
Folders Last Imported;

Ref ID 140 Journal Article Reference 4 of 4
Authors Thornton, H.R.; Miller, J.; Taylor, L.; Sargent, C.; Lastella, M.; Fowler, P.M.
Title Impact of short- compared to long-haul international travel on the sleep and wellbeing of national wheelchair basketball athletes
Source J.Sports Sci., 2017, 1-9
Folders Last Imported;

Announcements

Resources

Support Center

Webinars

Facebook Twitter

Folders

My List

Not In Folder (0)

Last Imported (4)

Dissertation (6)

Documents (7)

Greece and WW2 (2)

jet lag (1)

Kosovo (3)

Literature (6)

Music (1)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Print References

Record management – filing in folders

The screenshot displays the RefWorks web interface. At the top left is the RefWorks logo. The top right corner shows the University of Aberdeen logo and the text "Welcome, Eleni.". Below the header is a navigation bar with links for "References", "View", "Search", "Bibliography", "Tools", and "Help". A search box labeled "Search Your Database" is on the right. Below the navigation bar are three buttons: "New Folder", "Create Bibliography", and "New Reference". A breadcrumb trail shows "References > Last Imported", with "Last Imported" highlighted in a red box. The main content area has two tabs: "References" and "Organize & Share Folders". Under "Organize & Share Folders", there are radio buttons for "Selected", "Page", and "All in List", with "All in List" selected and highlighted in a red box. To the right of these buttons is a dropdown menu for "Add To" with a folder icon, which is also highlighted in a red box. The dropdown menu is open, showing a list of folders: "New Folder", "My List", "Documents (0)", "Law (0)", "Women's rights (1)", and "workshop (17)". The "Law (0)" folder is highlighted in a red box. Below the dropdown menu is a table of references. The first row shows "Ref ID 274" with authors "Drust, B.; Waterhouse, ..." and title "Circadian rhythms in ...". The second row shows "Ref ID 275" with author "Reilly, T.; Edwards, B.". On the right side of the interface, there is a sidebar with sections for "Announcements", "Resources" (including "Support Center" and "Webinars"), and "Folders". The "Folders" section lists: "My List", "Not In Folder (6)", "Last Imported (2)", "Documents (0)", "Law (0)", and "Women's rights (1)".

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

Record management - records saved successfully to folders

The screenshot shows the RefWorks interface with the following elements:

- Header:** RefWorks logo, University of Aberdeen, Welcome, ewanag.
- Navigation:** References, View, Search, Bibliography, Tools, Help. Search Your Database field.
- Buttons:** New Folder, Create Bibliography, New Reference, Additional Information.
- Breadcrumbs:** References > Last Imported.
- Toolbar:** Organize & Share Folders, References to Use (Selected, Page, All in List), Sort by (Authors, Primary), Change View (Standard View).
- Record 1 (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.
- Record 2 (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: Sports Sciences for Health, 2016, 12, 2, 25-30. Folders: jet lag; Last Imported.
- Record 3 (Ref ID 2793):** Journal Article Reference 3 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.
- Right Sidebar:** Announcements, Resources (Support Center, Webinars), Folders (ebiwari (1), ebiwari test (1), fishy (11), friday test (1), green economy (4), hemingway test (4), jet lag (4), language lab (2), medline test v2 (8), nanking (4)), Quick Access (Advanced Search, Import, Export, Create Bibliography, Print References).

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

Completed
4 item(s) moved to jet lag.

Exercise

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



Other ways to import records

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

Some other Legacy RefWorks features

It is also possible to:

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

Creating subfolders

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

Creating Subfolders

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



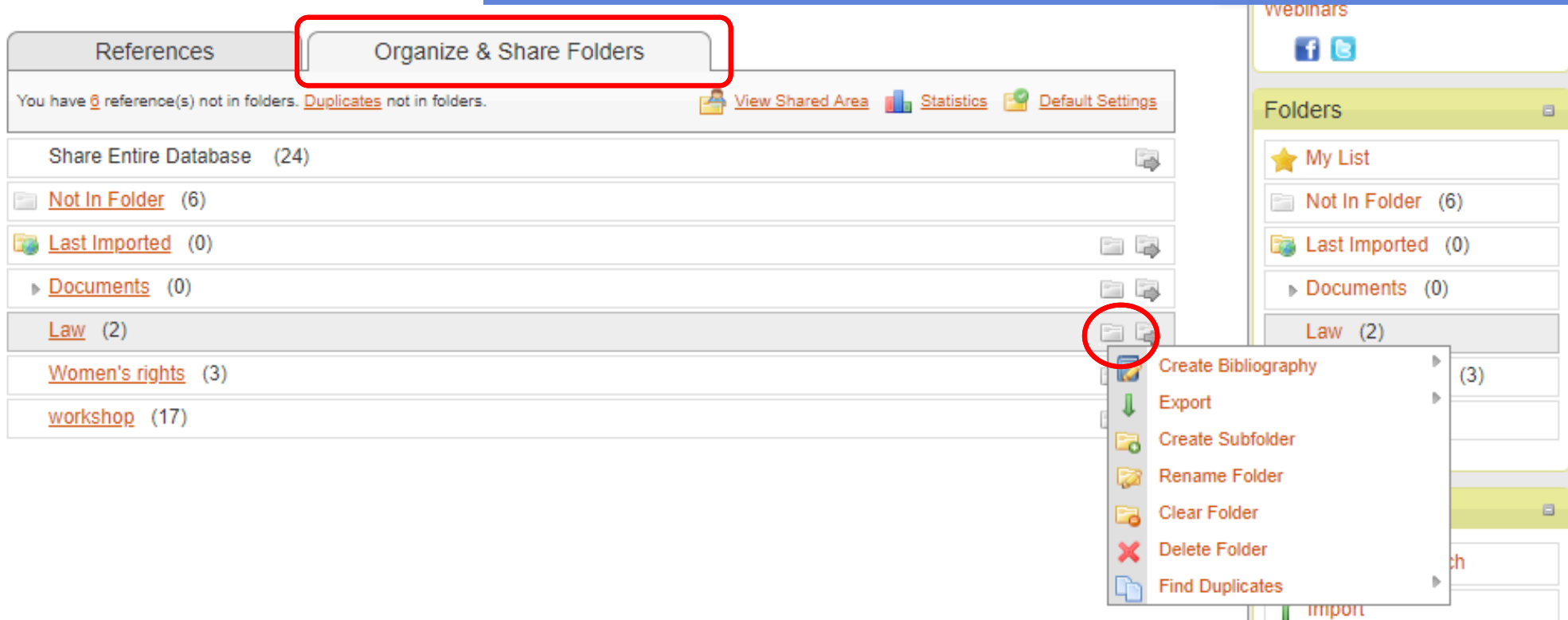
RefWorks

References View Search Bibliogr

New Folder Create Bibliography


References > Law

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



References Organize & Share Folders

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

Share Entire Database (24)	
Not In Folder (6)	
Last Imported (0)	
▸ Documents (0)	
Law (2)	
Women's rights (3)	
workshop (17)	

Webinars

f t

Folders

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

Drop-down menu for 'Law' folder:

- Create Bibliography
- Export
- Create Subfolder
- Rename Folder
- Clear Folder
- Delete Folder
- Find Duplicates

Creating Subfolders

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

University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference Additional Information

References > Law

References Organize

You have 8 reference(s) not in folders. Duplicates not shown

Share Entire Database (24)

Not In Folder (6)

Last Imported (0)

workshop (17)

Announcements

Resources

Support Center

Webinars

Facebook Twitter

Folders

★ My List

Not In Folder (6)

Last Imported (0)

Documents (0)

Law (2)

Women's rights (3)

workshop (17)

Create New Folder

Select a Parent Folder: Women's rights

New Folder Name: Essays

Create Cancel

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

Creating Subfolders

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



University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help

Search Your Database

Search

New Folder

Create Bibliography

New Reference

[Additional Information](#)

References > Law

References

Organize & Share Folders

You have 6 reference(s) not in folders. [Duplicates](#) not in folders.

[View Shared Area](#) [Statistics](#) [Default Settings](#)

Share Entire Database (24)

Not In Folder (6)

Last Imported (0)

Documents (0)

Law (2)

Women's rights (3)

Essays (0)

workshop (17)

Close

Announcements

Resources

Support Center

Webinars



Folders

My List

Not In Folder (6)

Last Imported (0)

Documents (0)

Law (2)

Subfolders are listed under the parent folder (indented)

Making notes

The screenshot displays a list of records in a reference management application. The records are as follows:

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

The record for Ref ID 3826 is highlighted, and the 'Edit' button in its toolbar is circled in red. A blue text box is overlaid on the bottom right, stating: "To add notes to a record, click on the Edit button".

The right sidebar contains the following sections:

- Announcements**
- Resources**
 - Support Center
 - Webinars
- Folders**
 - ★ My List
 - Not In Folder (63)
 - Last Imported (6)
 - Art & Business (20)
 - Business School (1)
 - Coaching Culture (7)
 - Documents (0)
 - Finance (5)
 - Katie Stearman (4)
 - Leadership (1)
- Quick Access**
 - Search
 - ography
 - nces
- Statistics**
 - 188 Reference(s)
 - 21 Folder(s)

Making notes

Edit Reference

Title: **B** *I* U x x^2 | ↶ ↷

Circadian rhythms in sports performance - An update

Periodical Full: Chronobiology international

Start Page: 21

Other Pages: 44

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

Attachments: Choose File No file chosen

▶ Additional Fields

▶ Additional Comments about Harvard

← Prev → Next Duplicate Save Reference Save & Add New

... then click on Additional Fields

Making notes

Edit Reference X

Retrieved Date:

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

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

User 2: **B** *I* U x_2 x^2 | ↶ ↷

User 3: **B** *I* U x_2 x^2 | ↶ ↷

User 4: **B** *I* U x_2 x^2 | ↶ ↷

← Prev Next →

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

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

Attaching documents to records

The screenshot displays a list of records in a library catalog. The record for Ref ID 3826 is highlighted, and the 'Edit' button is circled in red. A blue text box is overlaid on the bottom right, stating: "To attach the full-text of an article to a record, click on the Edit button".

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

Annotations:

- The 'Edit' button for Ref ID 3826 is circled in red.
- A blue text box is overlaid on the bottom right, stating: "To attach the full-text of an article to a record, click on the Edit button".

Right Panel:

- 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

188 Reference(s)
21 Folder(s)

Attaching documents to records

Edit Reference

Title: **B I U x₂ x²** | ↶ ↷
Circadian rhythms in sports performance - An update

Periodical, Full: Chronobiology international

Pub Year: 2005

Volume: 22

Issue: 1

Start Page: 21

Other Pages: 44

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

Attachments No file chosen

▶ Additional Fields

▶ Additional Comments about Harvard

← Prev → Next Duplicate Save Reference Save & Add New

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

Attaching documents to records

Edit Reference

Periodical, Full:

Pub Year:

Volume:

Issue:

Start Page:

Other Pages:

Add to folder:

Attachments: No file chosen

RefWorks

References View Search Bibliography Tools Help Search Your Database

[Additional Information](#)

References > **Women's rights**

References Organize & Share Folders

References to Use: Selected Page All in List

Sort by: Change View:

Ref ID 264 Web Page Reference 1 of 3

Title: The No.1 Source for Oil & Energy News

Source: 2018, <https://oilprice.com/>

Folders: [Women's rights](#)

Ref ID 274 Journal Article Reference 2 of 3

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

Title: Circadian rhythms in sports performance - An update

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

Folders: [Law:Women's rights](#)

Click on **Save Reference**

Records with documents attached to them display a paperclip icon

Managing your records – remove duplicate records

The screenshot shows the RefWorks web interface. At the top left is the RefWorks logo. At the top right, it says 'University of Aberdeen' and 'Welcome, Elaine&Janet&Susan'. Below the logo is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. The 'View' menu is open, showing options like 'View Shared Area', 'New Folder', 'All References', 'My List', 'Duplicates', and 'Deleted References'. The 'Duplicates' option is highlighted, and a sub-menu is open showing 'Exact Duplicates' and 'Close Duplicates'. The 'Close Duplicates' option is also highlighted. Below the menu is a search bar with the text 'Search your RefWorks database'. On the right side, there are sections for 'Resources' (Support Center, Webinars) and 'Folders' (chapter 1 (2), chapter 2 (0), chapter 3 (0), chapter 4 (0), Conference Proceedings). At the bottom, there is a record detail for 'Ref ID 400' with authors 'Keats, M.R.; Emery, C.A.; Finch, C.F.' and title 'Are we having fun yet?: Fostering adherence to injury preventive exercise recommendations in young athletes'.

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)

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

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
Advanced Search
Import
Export
Create Bibliography
Delete References
Print References

Creating a bibliography

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

 RefWorks

University of Aberdeen
Welcome, Eleni.

References View Search Bibliography Tools Help


Search Your Database

 Search

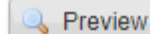
1

 New Folder  Create Bibliography

Create a bibliography from a list of references

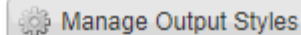
References to Include From  **workshop**: Selected (0) Page (16) All in List (16)
You can select a different folder from the folder area to the right of this window.

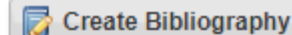
Select an Output Style

 Preview

Select a File Type

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

References

Organize

References to Use

Selected Page All in List

Ref ID 258

Authors, Primary [Attar, Ahmed](#); [Muggeridge, A.](#)
Title, Primary Evaluation of Mixing in Low
Source [SPE EOR Conference at C](#)
Folders [workshop](#);

Ref ID 250

Authors [Fowler, P.M.](#); [Duffield, R.](#); [Lu, D.](#); [Hickmans, J.A.](#); [Scott, T.J.](#)
Book Title Effects of long-haul transmeridian travel on subjective jet-lag and self-reported sleep and upper respiratory symptoms in professional rugby league players
Source [International Journal of Sports Physiology and Performance](#), 2016, 11, 7, 876-884
Folders [.../EleniBoro-RefList \(8\)](#); [workshop](#);

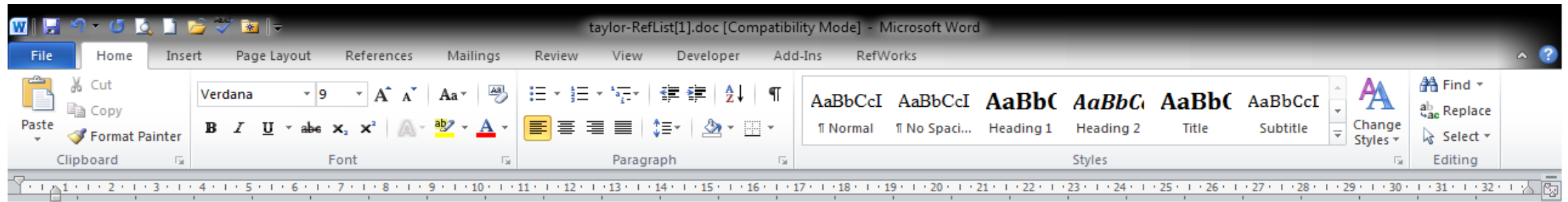
Ref ID 253

Journal Article Reference 3 of 16

4

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



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.

Collinge, W., 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 building", *Journal of Renewable and Sustainable Energy*, vol. 5, no. 2, pp. 021417.

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Dodo, Y.A., Kandar, M.Z., Ossen, D.R., Jibril, J.D., Bornoma, 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. 2013, "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.

Always check your bibliography – errors may occur

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

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

What's next?

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



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

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

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

Notes

- You may have to create references manually in your Legacy RefWorks account.

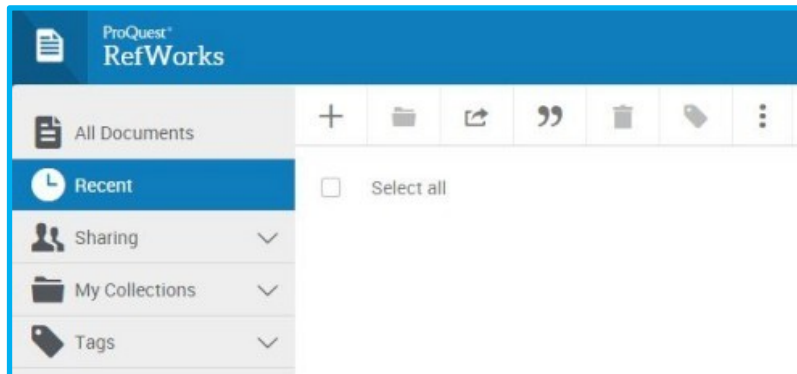
See document: **Methods for importing records** for guidance

- For adding favourite styles to your Legacy RefWorks account see our presentation: **“Using RefWorks to manage references and create bibliographies – Part 2”**, available at:
http://finditfastlibraryworkshops.pbworks.com/w/file/fetch/124310919/FiF_refworks_part2_1718.pdf

RefWorks...the Future

RefWorks launched an updated version (new RefWorks)

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



Information about New (ProQuest) RefWorks can be found at <https://bit.ly/3siAGYU>

Help and advice

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

Further Help & Support

- Our list of **Library guides** can be found at www.abdn.ac.uk/library/support/library-guides-101.php
- Check **MyAberdeen** as some of the reading materials for your course may already be available there
- For any **IT-related queries** contact our colleagues at the IT Service Desk servicedesk@abdn.ac.uk

Responsible access and use

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



Thank you!