

# Managing References and Creating Bibliographies RefWorks Part 1

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and Janet MacKay  
2011/12



# Aims and Objectives



## Aims

- Create a RefWorks account
- Bring references into RefWorks
- Know about basic record management
- Create a simple bibliography
- Allow time for practice

## Objectives

- Familiarity with the basic functions of RefWorks

# What is RefWorks?



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

# Why would I use it?



- Keeps all your references / citations safely in one place
- Saves time and effort
- Easy to create formatted bibliographies / in-text citations



# RefWorks creates a bibliography

The screenshot shows the RefWorks web interface. At the top, the RefWorks logo and University of Aberdeen branding are visible. A navigation menu includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is present with the text 'Search your RefWorks database'. Below the navigation, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The 'Create Bibliography' button is circled in red. A 'Quick Access' sidebar on the right shows 'My List'. The main 'Create Bibliography' dialog box is open, with several elements circled in red: the 'Output Style' dropdown menu set to 'Harvard - British Standard', the 'File Type' dropdown menu set to 'Word for Windows (2000 or later)', the 'References to Include' radio button for 'My List' and the dropdown menu set to 'Psychology', and the 'Create Bibliography' button at the bottom right.

Authors [Aboud, Frances E.](#)  
Title Health psychology in global perspective  
Source 1998, 2, 329, Sage Publications, Thousand Oaks  
Folders [Psychology](#)

Clipboard Font Paragraph Styles Editing

University offers new psychology course for graduates. 2011. *Great Barr Observer*, pp. 5.

esrc capabilityandresilience. Available: <http://www.ucl.ac.uk/capabilityandresilience/> [7/18/2011, 2011].

ABOUD, F.E., 1998. *Health psychology in global perspective*. Thousand Oaks: Sage Publications.

ALLSOP, T., 2011. *Global response to cyber criminals long way off*. <http://www.iwr.co.uk/stm-and-legal/3011049/Global-response-to-cyber-criminals-long-way-off> edn. Twyford: Bizmedia Ltd.

BLACK, O., BOULTINGHOUSE, O., CALHOUN, J., CLOUTIER, K.B., DAVIS, M.J. and HAMMACK, G., 2011. *System for delivering medical services from a remote location*. USA: G06F19/00.

BLACKBURN, R., 1993. *The psychology of criminal conduct: theory, research, and practice*. Chichester, England ; New York: J. Wiley.

BRENTON, G., 1958. *Vision of William Blake*. London: Morse.

BRICHACEK, V., 2009. Combination of methodical approaches in psychological research. In: M. SUCHA, M. CHARVAT and V. REHAN, eds, *Qualitative Approach and Methods in Human Science*. Volume VIII edn. Olomouc: Univ Palackeho v Olomouci, pp. 37.

BRINGSJORD, S., NOEL, R. and BRINGSJORD, E., 1998. In defense of logical minds, M.A. GERNSBACHER and S.J. DERRY, eds. In: *Proceedings of the Twentieth Annual Conference of the Cognitive Science Society*, Aug 01-04 2008 1998, Lawrence Erlbaum Associates Inc. Publishers, pp. 178.

BUNUEL, L. and DALI, S., 2003. *Un chien andalou*. London: British Film Institute.

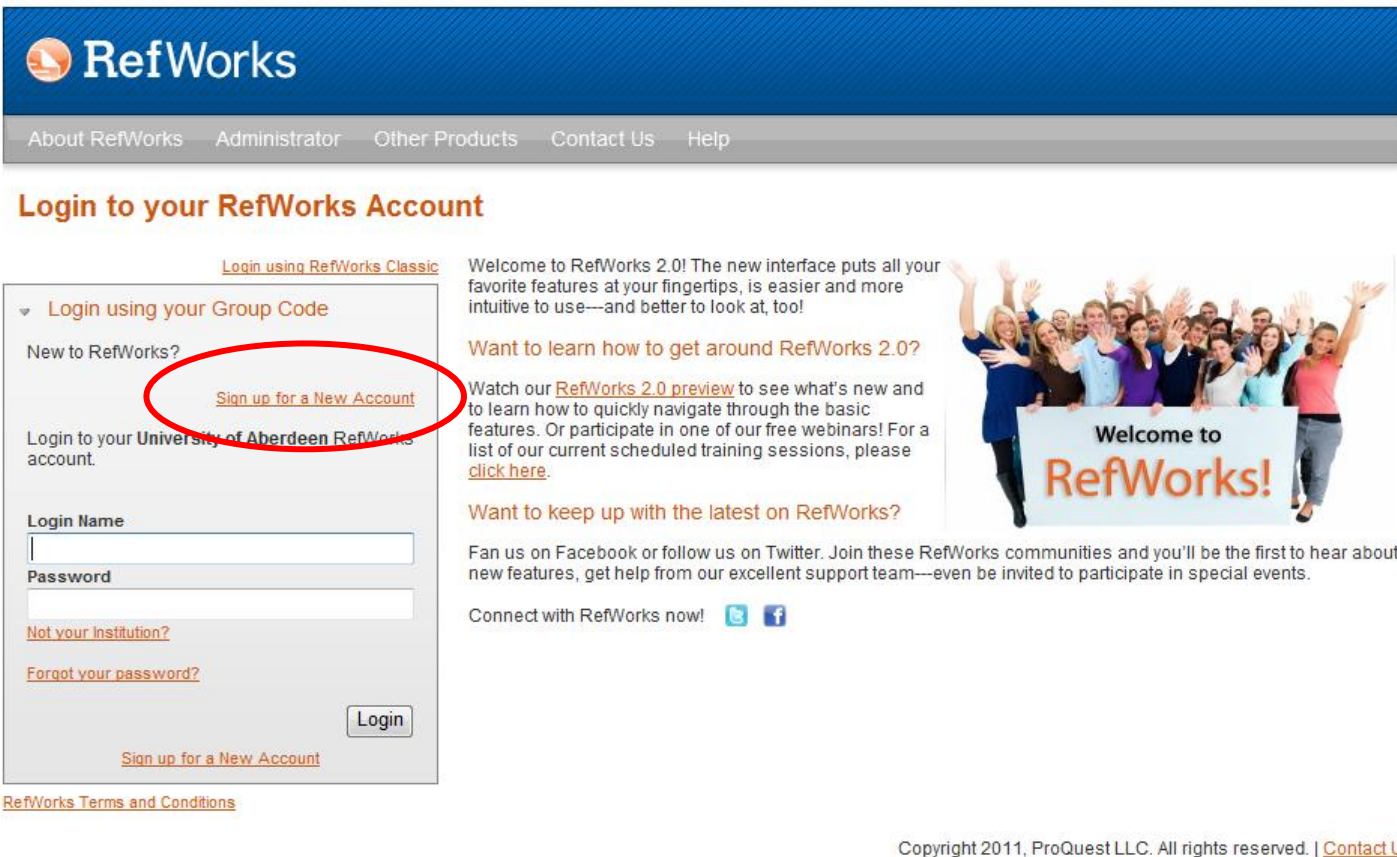
BY, 2000. Changing perceptions. *Aberdeen Press and Journal*.

CARTER, L.F., 1960. Proceedings of the sixty-eighth Annual Meeting of the American Psychological Association, Inc.: Report of the Recording Secretary. *American Psychologist*, 15(12), pp. 750-766.

CARTER, L.F., 1960. Proceedings of the sixty-eighth Annual Business Meeting of the American Psychological Association, Inc.: Report of the Recording Secretary. *American Psychologist*, 15(12), pp. 750-766.

Always check your bibliography  
– errors may occur

# Creating a RefWorks account



The screenshot shows the RefWorks website interface. At the top, there is a blue header with the RefWorks logo and navigation links: About RefWorks, Administrator, Other Products, Contact Us, and Help. Below the header, the main content area is titled "Login to your RefWorks Account". On the left, there is a login form with a dropdown menu for "Login using your Group Code". Under this menu, there is a link "Sign up for a New Account" which is circled in red. The form also includes fields for "Login Name" and "Password", and a "Login" button. To the right of the form, there is a welcome message for RefWorks 2.0, a link to "Want to learn how to get around RefWorks 2.0?", and a "Welcome to RefWorks!" banner featuring a group of people. At the bottom right, there is a copyright notice: "Copyright 2011, ProQuest LLC. All rights reserved. | Contact Us".

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

# Register your account



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

## Login to Your RefWorks Account

### 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:

**The email address you have entered appears to be invalid. Please re-enter it and try again.**

jsmith@refworks.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 – contains the **Group Code** for off-campus access



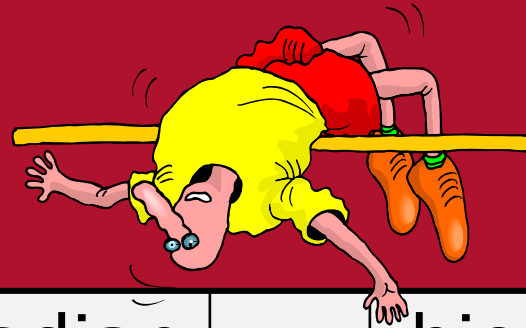
# Example Search

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





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



↑  
**and**  
↓

Concept/Idea 1	circadian rhythm*	<b>or</b>	biological clock
Concept/Idea 2	jet lag	<b>or</b>	jetlag
Concept/Idea 3	athlet*	<b>or</b>	sportsm*



# Creating your own records in RefWorks



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



# Importing records: 1-step process



(in this workshop we're looking at the quickest way)

A button in the database saves records directly to RefWorks

e.g. Scopus at <http://www.scopus.com>

It is important that you only have one Scopus window open

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

The screenshot shows the Scopus search interface. At the top, there are navigation links for Hub, ScienceDirect, Scopus, SciTopics, and Applications. On the right, there are links for Register, Login, and Go to SciVal Suite, along with text indicating it is brought to you by the Library, Special Collections and Museums, University of Aberdeen. A dark teal navigation bar contains links for Search, Sources, Analytics, My alerts, My list, My settings, Live Chat, and Help.

The main search area is titled "Document search" and includes tabs for Author search, Affiliation search, and Advanced search. The search form contains two input fields, both circled in red. The first field contains "sportsm\* or athlet\*" with a dropdown menu set to "Article Title, Abstract, Keywords". The second field contains "AND" in a dropdown, followed by "jet lag" or jetlag in the input field, and another dropdown menu set to "Article Title, Abstract, Keywords". A "Search" button is also circled in red. Below the search fields are options for "Limit to:" including "Date Range" (Published, Added to Scopus in the last 7 days) and "Document Type" (All). There are also "Subject Areas" with checkboxes for Life Sciences, Health Sciences, Physical Sciences, and Social Sciences & Humanities. A "Search" button is located at the bottom right of the search form.

What's new in Scopus:

- Latest features
- SJR & SNIP metrics

About Scopus:






- What is Scopus?
- Content coverage
- What do users think?
- Scopus tutorials
- Join an Upcoming Scopus Live Training

Resource Library:










- Brochures
- User guides
- Fact sheets

























Search history Hide

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

Your query: (TITLE-ABS-KEY(sportsm\* OR athlet\*) AND TITLE-ABS-KEY("jet lag" OR jetlag)) |  Edit |  Save |  Set alert |  Set feed |  View search history

Document results: 68 | [Show all abstracts](#) Go to page:  of 4  | [Next >](#)

All With selected:  **Export** |  Download PDF |  Print |  Email |  Create bibliography |  Add to My List |  View citation overview |  View citations |  View references Sort by

	Document title	Author(s)	Date	Source title	Citations
<input checked="" type="checkbox"/>	<a href="#">The international athlete-advances in management of jet lag disorder and anti-doping policy</a>	Herman, D., MacKnight, J.M., Stromwall, A.E., Mistry, D.J.	2011	<i>Clinics in Sports Medicine</i> 30 (3), pp. 641-659	0
	 SFX    Show abstract    Related documents				
<input checked="" type="checkbox"/>	<a href="#">State of the art on daily rhythms of physiology and behaviour in horses</a>	Piccione, G., Giannetto, C.	2011	<i>Biological Rhythm Research</i> 42 (1), pp. 67-88	0
	<input type="button" value="Full Text"/>    SFX    Show abstract    Related documents				
<input checked="" type="checkbox"/>	<a href="#">International travel and the elite athlete</a>	Pipe, A.L.	2011	<i>Clinical Journal of Sport Medicine</i> 21 (1), pp. 62-66	0
	 SFX    Show abstract    Related documents				
<input checked="" type="checkbox"/>	<a href="#">Environmental factors affecting elite young athletes</a>	Williams, C.	2010	<i>Medicine and Sport Science</i> 56, pp. 150-170	0
	 SFX    Show abstract    Related documents				
<input checked="" type="checkbox"/>	<a href="#">Jet lag, circadian rhythm sleep disturbances, and depression: The role of melatonin and its analogs</a>	Srinivasan, V., Singh, J., Pandi-Perumal, S.R., Brown, G.M., Spence, D.W., Cardinali, D.P.	2010	<i>Advances in Therapy</i> 27 (11), pp. 796-813	8
	<input type="button" value="Full Text"/>    SFX    Show abstract    Related documents				
<input type="checkbox"/>	<a href="#">Jet lag and environmental conditions that may influence exercise performance during the 2010 FIFA World Cup in South Africa</a>	Schwellnus, M.P., Derman, E.W.	2010	<i>South African Family Practice</i> 52 (3), pp. 198-205	0
	 SFX    Show abstract    Related documents				
<input checked="" type="checkbox"/>	<a href="#">How can travelling athletes deal with jet-lag?</a>	Reilly, T.	2009	<i>Kinesiology</i> 41 (2), pp. 128-135	0
	 SFX    Show abstract    Related documents				
<input type="checkbox"/>	<a href="#">The sportsman readjustment after transcontinental flight: A study on marathon runners</a>	Montaruli, A., Roveda, E., Calogiuri, G., Torre, A.L.A., Carandente, F.	2009	<i>Journal of Sports Medicine and Physical Fitness</i> 49 (4), pp. 372-381	1
	 SFX    Show abstract    Related documents				



Quick Search

## Output: Export, Print, E-mail or Create a Bibliography

1 Select the desired output type for the 6 selected documents.

Export  Print  E-mail  Bibliography

2 **Export:** Choose your preferences and click **Export**.

Export format:

Output:

Note: Output may not be complete for non-Scopus documents.

[< Back](#) |

### Selected output includes:

#### Citation information

- Author(s)
- Document title
- Year
- Source Title
- Volume, Issue, Pages
- Citation count
- Source and Document Type

#### Abstract and Keywords

- Abstract
- Author Keywords

#### Bibliographical information

- Affiliations

# A separate RefWorks login window opens and records are pulled in automatically

SciVerse Scopus

Search | Sources | Analytics | My alerts | My list | My settings

Quick Search  Search

**Output: Export, Print, E-mail or Create a Bibliography**

1 Select the desired output type for the 3 selected documents.

Export  Print  E-mail  Bibliography

2 **Export:** Choose your preferences and click **Export**.

Export format: RefWorks direct export

Output: Abstract format

Note: Output may not be complete for non-Scopus documents.

< Back | **Export**

Selected output includes:

<b>Citation information</b> <ul style="list-style-type: none"><li>• Author(s)</li><li>• Document title</li><li>• Year</li><li>• Source Title</li><li>• Volume, Issue, Pages</li><li>• Citation count</li><li>• Source and Document Type</li></ul>	<b>Abstract and Keywords</b> <ul style="list-style-type: none"><li>• Abstract</li><li>• Author Keywords</li></ul>
---	---

**Bibliographical information**

- Affiliations

RefWorks

About RefWorks | Administrator | Other Products | Contact Us | Help

## Login to your RefWorks Account

[Login using RefWorks Classic](#)

▼ Login using your Group Code

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

Login to your **University of Aberdeen** RefWorks account

**Login Name**

**Password**

[Not your Institution?](#)

[Forgot your password?](#)

[Sign up for a New Account](#)

[RefWorks Terms and Conditions](#)

Welcome to RefWorks 2.0! The new interface puts all your favorite features at your fingertips, is easier and more intuitive to use—and better to look at, too!

[Want to learn how to get around RefWorks 2.0?](#)

Watch our [RefWorks 2.0 preview](#) to see what's new and to learn how to quickly navigate through the basic features. Or participate in one of our free webinars! For a list of our current scheduled training sessions, please [click here](#).

[Want to keep up with the latest on RefWorks?](#)

Fan us on Facebook or follow us on Twitter. Join these RefWorks new features, get help from our excellent support team—

Connect with RefWorks now! [t](#) [f](#)

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About Scopus  
What is Scopus  
Content coverage  
What do users think  
Latest  
Tutorials

Contact and Support  
Contact and support  
Live Chat

you by  
Special Collections and  
Aberdeen

Live Chat | Help

Read Privacy Policy

Live Chat | Help



ELSEVIER



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

The screenshot shows the RefWorks web interface. At the top, there is a navigation bar with links for Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, and Log out. The main header features the RefWorks logo and the University of Aberdeen logo with the text 'Welcome, Elaine&Janet&Susan'. Below the header, there is a search bar and a 'Search' button. A modal dialog box titled 'Import References' is open, displaying the message 'Import completed - 6 references imported'. Inside this dialog, the 'Import Log' link is circled in red. Below the dialog, there is a 'View Last Imported Folder' button. The background interface shows a list of references with columns for Ref ID, Article Title, Source, and Folders. The bottom status bar indicates 'Done' and 'Internet | Protected Mode: On'.

# Most cases – no error messages

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

The screenshot shows the RefWorks web interface. At the top, the RefWorks logo and 'University of Aberdeen' are visible. A search bar is present. The main content area is partially obscured by a modal dialog box titled 'Import References'. The dialog box contains the following text:

Import completed - 6 references imported

Import Log ▲

Import Date 7/20/2011 8:06:35 AM

Import Filter Direct Export

A large red oval highlights the empty space below the 'Import Filter' text. At the bottom right of the dialog box, a button labeled 'View Last Imported Folder' is also circled in red. The background interface shows a list of references with columns for 'Ref ID', 'Article Title', 'Source', and 'Folders'. The first visible reference is:

Ref ID	Article Title	Source	Folders
324	Health psychology in global perspective	1998, 2, 329, Sage Publications, Thousand Oaks	Psychology

# Last Imported Folder

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

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > Last Imported

References Folders Share

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

Ref ID 339 Journal Article Reference 1 of 6

Authors [Herman,D.](#); [MacKnight,J.M.](#); [Stromwall,A.E.](#); [Mistry,D.J.](#)

Title The international athlete-advances in management of jet lag disorder and anti-doping policy

Source [Clin.Sports Med.](#), 2011, 30, 3, 641-659

Folders [Last Imported](#)

Ref ID 340 Journal Article Reference 2 of 6

Authors [Piccione,G.](#); [Giannetto,C.](#)

Title State of the art on daily rhythms of physiology and behaviour in horses

Source [Biol.Rhythm Res.](#), 2011, 42, 1, 67-88

Folders [Last Imported](#)

Quick Access

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

Resources

- ▶ RefWorks 2.0 Preview
- ▶ Webinars
- ▶ Resource Center

Announcements

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

- each new set of records coming in replaces the previous set of records in this folder
- the older records stay in RefWorks either unfiled or in the folders you have created

# Other ways to import records



- 2-step process  
example: Taylor & Francis Online
- Use RefWorks to search the library catalogue
- Create records manually
- For import instructions for popular databases refer to the 'Methods for Importing Records' sheet in your pack
- For import instructions for all AU databases see [www.abdn.ac.uk/library/documents/guides/rfw/importing.pdf](http://www.abdn.ac.uk/library/documents/guides/rfw/importing.pdf)



# Record management – creating folders

The screenshot displays the RefWorks web interface. At the top, there is a navigation bar with links for Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, and Log out. The main header features the RefWorks logo and the University of Aberdeen logo with a welcome message. Below the header is a search bar and a menu with options like References, View, Search, Bibliography, Tools, and Help. A red circle highlights the 'New Folder' button in the top navigation area. The main content area shows a list of references under the 'Last Imported' tab. Each reference entry includes a checkbox, Ref ID, title, authors, source, and folders. A right-hand sidebar contains sections for Quick Access, Resources, Announcements, and Statistics.

Language RefWorks Classic 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 > Last Imported

References Folders Share

References to Use  
 Selected  Page  All in List

Sort by Authors, Primary Change View Standard View

Ref ID 339 Journal Article Reference 1 of 6

Authors [Herman,D.](#); [MacKnight,J.M.](#); [Stromwall,A.E.](#); [Mistry,D.J.](#)

Title The international athlete-advances in management of jet lag disorder and anti-doping policy

Source [Clin.Sports Med.](#), 2011, 30, 3, 641-659

Folders [Last Imported;](#)

Ref ID 340 Journal Article Reference 2 of 6

Authors [Piccione,G.](#); [Giannetto,C.](#)

Title State of the art on daily rhythms of physiology and behaviour in horses

Source [Biol.Rhythm Res.](#), 2011, 42, 1, 67-88

Folders [Last Imported;](#)

Ref ID 341 Journal Article Reference 3 of 6

Authors [Pipe,A.L.](#)

Title International travel and the elite athlete

Source [Clinical Journal of Sport Medicine.](#) 2011, 21, 1, 62-66

Folders [Last Imported;](#)

Ref ID 344 Journal Article Reference 4 of 6

Authors [Reilly,T.](#)

Title How can travelling athletes deal with jet-lag?

Source [Kinesiology.](#) 2009, 41, 2, 128-135

Folders [Last Imported;](#)

Quick Access

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

Resources

- ▶ RefWorks 2.0 Preview
- ▶ Webinars
- ▶ Resource Center

Announcements

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- ▶ RefWorks is on Facebook and Twitter. Join us now!

Statistics

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

Internet | Protected Mode: On 100%

Refworks Web Based Bibliographic Management ...

Language RefWorks Classic Update Profile Customize Contact Us RefMobile Log out

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 > Last Imported

References Folders Share

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

Ref ID 339  
Authors [Herman,D.](#); [MacKnight](#)  
Title The international a  
Source [Clin.Sports Med.](#), 201  
Folders [Last Imported](#)

Ref ID 340  
Authors [Piccione,G.](#); [Giannett](#)  
Title State of the art on daily rhythms of physiology and behaviour in horses  
Source [Biol.Rhythm Res.](#), 2011, 42, 1, 67-88  
Folders [Last Imported](#)

Ref ID 341 Journal Article Reference 3 of 6  
Authors [Pipe,A.L.](#)  
Title International travel and the elite athlete  
Source [Clinical Journal of Sport Medicine](#), 2011, 21, 1, 62-66  
Folders [Last Imported](#)

Ref ID 344 Journal Article Reference 4 of 6

Create New Folder

Create Cancel

Quick Access

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

Resources

- ▶ RefWorks 2.0 Preview
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Announcements

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- ▶ RefWorks is on Facebook and Twitter. Join us now!

Statistics

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

Can create folders in advance,  
or when you need them.  
Cannot create sub-folders of folders

# Record management – filing in folders

The screenshot shows the RefWorks web interface for the University of Aberdeen. The top navigation bar includes links for Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, and Log out. The main header displays the RefWorks logo and the University of Aberdeen name, along with a welcome message for Elaine, Janet, and Susan. Below the header, there are navigation tabs for References, View, Search, Bibliography, Tools, and Help, and a search bar. The main content area is titled 'References > Last Imported'. It features a 'References' tab, a 'Folders' tab (highlighted with a red circle), and a 'Share' tab. The 'Folders' tab shows a list of folders, including 'My List', 'jacob rain', 'anchorage', 'body image', 'chapter 1', 'chapter 2', 'chapter 3', 'chapter 4', 'jetlag', 'paper - nature', and 'Psychology'. The 'References' tab shows a list of references, with the first one having Ref ID 339 and the second one having Ref ID 340. The 'Share' tab shows options for sorting and viewing references. On the right side, there are sections for 'Quick Access' (My List, Advanced Search, Import, Export, Customize, Preview Output Style, Output Style Manager), 'Resources' (RefWorks 2.0 Preview, Webinars, Resource Center), and 'Announcements' (RefMobile puts RefWorks wherever you are!).

All records go into the **Last Imported Folder** when they are first pulled into RefWorks

From there you can file (tag) them into folders that 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

Language RefWorks Classic 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 > Last Imported

References Folders Share

References to Use  
 Selected  Page  All in List

Sort by Authors, Primary Change View Standard View

<input type="checkbox"/>	Ref ID 339	My List acid rain	Article Reference 1 of 6
	Authors <a href="#">Herman,D.</a>	anchorage	<a href="#">Herman,D.</a> ; <a href="#">Mistry,D.J.</a>
	Title The international policy	body image	s in management of jet lag disorder and anti-doping
	Source <a href="#">Clin.Sports Med.</a>	chapter 1	
	Folders Last Imported;	chapter 2	
		chapter 3	
		chapter 4	
		jetlag	
<input type="checkbox"/>	Ref ID 340	paper - nature	Article Reference 2 of 6
	Authors <a href="#">Piccione,G.</a>	Psychology	
	Title State of the	sibling order	physiology and behaviour in horses
	Source <a href="#">Biol.Rhythm Res.</a> , 2011, 42, 1, 77-88	Test Jet Lag	
	Folders Last Imported;	Test Jet Lag	
<input type="checkbox"/>	Ref ID 341		Journal Article Reference 3 of 6
	Authors <a href="#">Pipe,A.L.</a>		
	Title International travel and the elite athlete		
	Source <a href="#">Clinical Journal of Sport Medicine</a> , 2011, 21, 1, 62-66		
	Folders Last Imported;		

Quick Access

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

Resources

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- Webinars
- Resource Center

Announcements

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

Statistics

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



# Record management

## - records saved successfully to folder

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and the University of Aberdeen name are visible. Below the navigation bar, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a list of references under the 'Last Imported' folder. Three references are visible, each with its Ref ID, title, authors, and source. A confirmation message in the bottom right corner, circled in red, states 'Completed' and '6 item(s) moved to Test Jet Lag.' The interface also includes a 'Quick Access' sidebar with links to 'My List', 'Advanced Search', 'Import', 'Export', 'Customize', 'Preview Output Style', and 'Output Style Manager'. A 'Resources' section lists 'RefWorks 2.0 Preview', 'Webinars', and 'Resource Center'. An 'Announcements' section contains news about RefMobile and social media links. A 'Statistics' section shows 330 references, 13 folders, 1 shared item, 6 attachments, and 824134 / 104857600 bytes used.

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 > Last Imported

References Folders Share

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

Ref ID 339 Journal Article Reference 1 of 6  
Authors [Herman,D.](#); [MackKnight,J.M.](#); [Stromwall,A.E.](#); [Mistry,D.J.](#)  
Title The international athlete-advances in management of jet lag disorder and anti-doping policy  
Source [Clin.Sports Med.](#), 2011, 30, 3, 641-659  
Folders [Last Imported](#); [Test Jet Lag](#)

Ref ID 340 Journal Article Reference 2 of 6  
Authors [Piccione,G.](#); [Giannetto,C.](#)  
Title State of the art on daily rhythms of physiology and behaviour in horses  
Source [Biol.Rhythm Res.](#), 2011, 42, 1, 67-88  
Folders [Last Imported](#); [Test Jet Lag](#)

Ref ID 341 Journal Article Reference 3 of 6  
Authors [Pipe,A.L.](#)  
Title International travel and the elite athlete  
Source [Clinical Journal of Sport Medicine](#), 2011, 21, 1, 62-66

Completed  
6 item(s) moved to Test Jet Lag.

Quick Access  
▶ My List  
▶ Advanced Search  
▶ Import  
▶ Export  
▶ Customize  
▶ Preview Output Style  
▶ Output Style Manager

Resources  
▶ RefWorks 2.0 Preview  
▶ Webinars  
▶ Resource Center

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

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

A record can be tagged to any number of folders

# Managing your records – remove duplicate records...

The screenshot shows the RefWorks web interface. The 'View' menu is circled in red, and the 'Duplicates' submenu is also circled in red. The interface displays a list of references with details for Ref ID 339 and 340.

**Ref ID 339** Journal Article Reference 1 of 6

**Authors** [Herman,D.](#); [MacKnight,J.M.](#); [Stromwall,A.E.](#); [Mistry,D.J.](#)

**Title** The international athlete-advances in management of jet lag disorder and anti-doping policy

**Source** [Clin.Sports Med.](#), 2011, 30, 3, 641-659

**Folders** [Last Imported](#); [Test Jet Lag](#);

**Ref ID 340** Journal Article Reference 2 of 6

**Authors** [Piccione,G.](#); [Giannetto,C.](#)

**Title** State of the art on daily rhythms of physiology and behaviour in horses

**Source** [Biol.Rhythm Res.](#), 2011, 42, 1, 67-88

**Folders** [Last Imported](#); [Test Jet Lag](#);

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 Folders Share

References to Use Selected Page All in List Duplicate Standard View

Ref ID 313 Magazine Article Reference 1 of 25

Authors [Roberts, A.](#)

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

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

Folders [Psychology](#);

Ref ID 312 Magazine Article Reference 2 of 25

Authors [Roberts, Andrew](#)

Title Back to school

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

Folders [Psychology](#);

Ref ID 267 Journal Article Reference 3 of 25

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

Title Circadian rhythms in sports performance - An update

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

Ref ID 19 Journal Article Reference 4 of 25

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

Title Circadian rhythms in sports performance - An update

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

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

Ref ID 270 Journal Article Reference 5 of 25

Quick Access

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

Resources

- ▶ [RefWorks 2.0 Preview](#)
- ▶ [Webinars](#)
- ▶ [Resource Center](#)

Announcements

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

Statistics

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

Internet | Protected Mode: On 100%

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

- There is a way of transcribing this data to get it into RefWorks but it is time-consuming, a bit complicated and rather tedious (help screens provide more info)
- Our recommendation is to find the records in databases and pull them in, or type or cut/paste information into RefWorks (manual input)



# Help and advice



- Library RefWorks web page:  
[www.abdn.ac.uk/library/learning-and-teaching/for-students/refworks](http://www.abdn.ac.uk/library/learning-and-teaching/for-students/refworks)
- Information Consultants
- IT Service Desk (for database access problems)
  - Tel. [01224 273636](tel:01224273636)
  - e-mail [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)
- RefWorks web site
  - tutorial
  - HELP screens
- For hints on searching – use database online HELP screens





# What's next?



- Any questions?
- Practical session

Do a Scopus search + 1 other different method to bring records into your RefWorks account

You will need 10-12 references in your Refworks account to complete RefWorks Part 2 workshop

Presentation will be available at:

<http://aberdeenunilibskills.pbworks.com>

