

Managing References: RefWorks Part 1



Elaine Shallcross, Susan McCourt & Janet MacKay
Trainers

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

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 Quick Access My List

Create Bibliography

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

Output Style: **Harvard - British Standard**

Format Paper and Bibliography

Format a Bibliography from a List of References

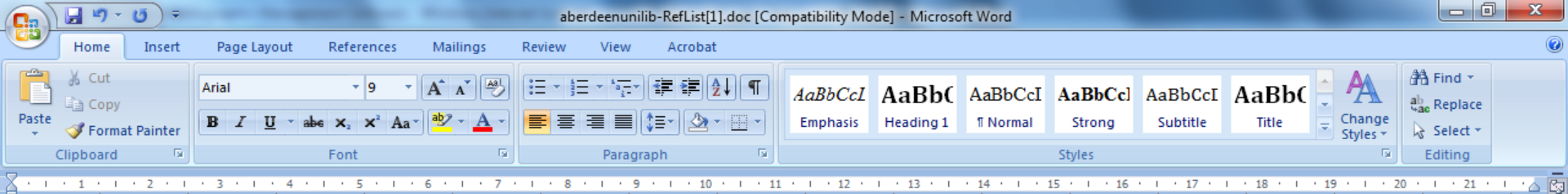
File Type: **Word for Windows (2000 or later)**

Document Formats Supported: Word, Open Office, RTF, Text, and HTML

References to Include: ☐ All References ☐ My List ☒ **Psychology**

Create Bibliography

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



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 Jou

CARTER, L.F., 1960. Proceedings of the sixty-eighth Annual 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 is a blue header with the RefWorks logo and navigation links: About RefWorks, Administrator, Other Products, Contact Us, and Help. Below the header is a section titled "Login to your RefWorks Account". On the left is a login form with a dropdown menu for "Login using your Group Code". Under this menu, the link "Sign up for a New Account" is circled in red. The form also includes fields for "Login Name" and "Password", a "Login" button, and links for "Not your Institution?" and "Forgot your password?". At the bottom of the form is a link for "RefWorks Terms and Conditions". To the right of the login form is a welcome message for RefWorks 2.0, a link to learn how to get around the new interface, a link to watch a RefWorks 2.0 preview, and a link to keep up with the latest on RefWorks. There are also social media links for Facebook and Twitter. On the far right is a large image of a group of people holding a sign that says "Welcome to RefWorks!".

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?](#)

Login

[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 communities and you'll be the first to hear about new features, get help from our excellent support team—even be invited to participate in special events.

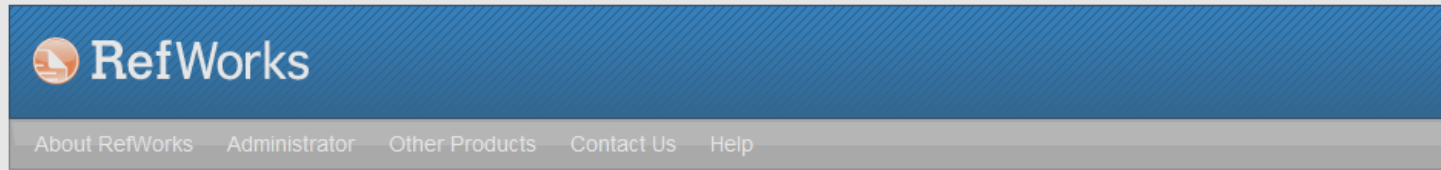
Connect with RefWorks now! [Twitter](#) [Facebook](#)

Welcome to RefWorks!

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- Go to www.refworks.com/refworks
- Click on **Sign up for a New Account**

Register your account



Login to Your RefWorks Account

Create Account X

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

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

Email Address:

❗ 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

Either:

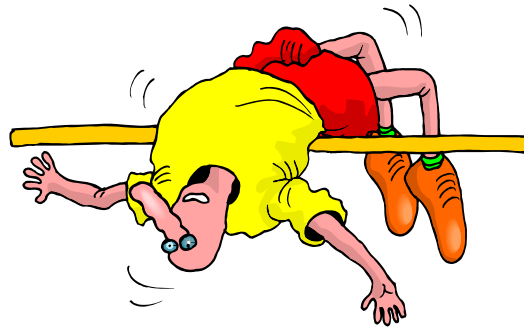
- **Register a RefWorks Account
(see worksheet for instructions)**

Or:

- **Go to www.refworks.com/refworks and login**
- **Set up a test folder in preparation for the workshop or set up folders for your research
(see worksheet for instructions)**

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





↑
and
↓

Concept/Idea 1	“circadian rhythm*”	or	“sleep disturbance*”
Concept/Idea 2	jet lag	or	jetlag
Concept/Idea 3	athlet*	or	sportsm*

- 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
- 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>

TIP: works better if you don't have too
many windows open

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



Hub | ScienceDirect | **Scopus** | SciTopics | Applications

Register | Login | Go to SciVal Suite

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

Live Chat | Help

Document search

Author search

Affiliation search

Advanced search

Search for: sportsm* or athlet*
E.g., "heart attack" AND stress

in Article Title, Abstract, Keywords

AND

"jet lag" or jetlag

in Article Title, Abstract, Keywords

Reset form

Add search field

Search

Limit to:

Date Range (inclusive)
☒ Published All years to Present
☐ Added to Scopus in the last 7 days

Document Type
All

Subject Areas

☒ Life Sciences (> 4,300 titles)
☒ Health Sciences (> 6,800 titles. 100% Medline coverage)

☒ Physical Sciences (> 7,200 titles)
☒ Social Sciences & Humanities (> 5,300 titles)

Search

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: 1 of 4 [Go](#) | [Next >](#)

☐ All | With selected:  Download PDF |  **Export** |  Print |  Email |  Create bibliography |  Add to My List |  View citation overview |  View citations |  View references | Sort by [Date \(Newest\)](#)

	Document title	Author(s)	Date	Source title	Citations
<input checked="" type="checkbox"/>	1 The international athlete-advances in management of jet lag disorder and anti-doping policy	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"/>	2 State of the art on daily rhythms of physiology and behaviour in horses	Piccione, G., Giannetto, C.	2011	<i>Biological Rhythm Research</i> 42 (1), pp. 67-88	0
	Full Text  SFX  Show abstract  Related documents				
<input checked="" type="checkbox"/>	3 International travel and the elite athlete	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"/>	4 Environmental factors affecting elite young athletes	Williams, C.	2010	<i>Medicine and Sport Science</i> 56, pp. 150-170	0
	 SFX  Show abstract  Related documents				
<input checked="" type="checkbox"/>	5 Jet lag, circadian rhythm sleep disturbances, and depression: The role of melatonin and its analogs	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
	Full Text  SFX  Show abstract  Related documents				
<input type="checkbox"/>	6 Jet lag and environmental conditions that may influence exercise performance during the 2010 FIFA World Cup in South Africa	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"/>	7 How can travelling athletes deal with jet-lag?	Reilly, T.	2009	<i>Kinesiology</i> 41 (2), pp. 128-135	0
	 SFX  Show abstract  Related documents				
<input type="checkbox"/>	8 The sportsman readjustment after transcontinental flight: A study on marathon runners	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				

Done, but with errors on page. | Internet | Protected Mode: On | 100%

Scopus - Output: Export, print, e-mail or create a bibliography - Windows Internet Explorer

http://www.scopus.com/citation/output.url?outputType=export&sid=_S6nLLTx0IH-qBGsOHkw-P5%3a40&sort=plf-f&origin=resultslist&src=s&tx

Google

ConvertSelect

FavoritesLibrary & Historic Collecti...Suggested SitesWeb Slice Gallery

Scopus - Output: Export, print, e-mail or create a ...

PageSafety

SciVerseScopus

Hub | ScienceDirect | Scopus | SciTopics | Applications

Register | Login

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Museums, University of Alberta

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Quick Search

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:RefWorks direct export

Output:Abstract format

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

< Back | Export

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



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

Quick 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:

Output:

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


[< Back](#) |

Selected output includes:

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

Bibliographical information

- Affiliations



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Latest
Tutorials

Contact and Support
Contact and support
Live Chat



Check for errors – view **Import Log**

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

References > All

Import References X

Import completed - 6 references imported

Import Log ▲

References
References to
☒ Selected ☐ Page

Ref ID

Article Title
Source
Folders

Ref ID

Title
Source
Folders

Ref ID

Title
Source
Folders

Ref ID

Title
Source
Folders

Ref ID

Title
Source
Folders

Ref ID 324 Monograph Reference 5 of 330

Authors [Aboud,Frances E.](#)

Title Health psychology in global perspective

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

Folders [Psychology](#)

View Last Imported Folder

Internet | Protected Mode: On 100%

Most cases – no error messages

Click on **View Last Imported Folder** button

The screenshot shows the RefWorks web interface. The top navigation bar includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is present with the text 'Search your RefWorks database'. The left sidebar shows a list of references with columns for 'Ref ID', 'Article Title', 'Source', and 'Folders'. The main content area displays the 'Import References' dialog box. The dialog box has a title bar 'Import References' and a close button 'X'. The main text in the dialog box reads 'Import completed - 6 references imported'. Below this, there is an 'Import Log' section. The 'Import Date' is '7/20/2011 8:06:35 AM' and the 'Import Filter' is 'Direct Export'. A red oval highlights the 'View Last Imported Folder' button at the bottom right of the dialog box. The background interface shows a list of references with the following details:

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

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](#);

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

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Statistics


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

Other ways to import records

- 2-step process, example: OnePetro
- Use RefWorks to search library catalogues
- Create records manually
- **NOTE: do not use:**
 - Export to RefWorks option on an SFX window
 - RefGrab-It
- 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


Record management – creating folders




[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

References to Use
☒ Selected ☐ Page ☐ All in List






Folders
   

Share
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;](#)

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Authors [Pipe,A.L.](#)
Title International travel and the elite athlete
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Folders [Last Imported;](#)

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Authors [Reilly,T.](#)
Title How can travelling athletes deal with jet-lag?
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Folders [Last Imported;](#)

Close

Quick Access

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

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Internet | Protected Mode: On 100%

Refworks Web Based Bibliographic Management ...

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

Create New Folder

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

Ref ID 340
Authors: [Piccione,G.; Giannetto](#)
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

Quick Access

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Can create folders in advance,
or when you need them

Record management – filing in folders

The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with links like Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, and Log out. Below this is a header with the RefWorks logo and the University of Aberdeen logo. A search bar is present with the text 'Search your RefWorks database'. Below the search bar, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. A red circle highlights the 'References > Last Imported' breadcrumb. Below this, there are tabs for 'References', 'Folders', and 'Share'. The 'References' tab is active, showing a list of references. The 'Folders' tab is also visible, showing a list of folders including 'My List', 'acid rain', 'anchorage', 'body image', 'chapter 1', 'chapter 2', 'chapter 3', 'chapter 4', 'jetlag', 'paper - nature', and 'Psychology'. The 'Share' tab is also visible, showing a list of references. The 'References' list shows two entries: 'Ref ID 339' and 'Ref ID 340'. The 'Folders' list shows a list of folders. The 'Share' list shows a list of references. The 'Last Imported' folder is highlighted in a red circle.

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

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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.
Title The interna policy
Source Clin.Sports I
Folders Last Importe

Ref ID 340
Authors Piccione,G.
Title State of the
Source Biol.Rhythm Res., 2011, 42, 1, 87-88
Folders Last Imported;

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Title International travel and the elite athlete
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Folders Last Imported;

My List
acid rain
anchorage
body image
chapter 1
chapter 2
chapter 3
chapter 4
jetlag
paper - nature
Psychology
sibling order
Test Jet Lag

Article Reference 1 of 6
E.; Mistry,D.J.
s in management of jet lag disorder and anti-doping

Article Reference 2 of 6
physiology and behaviour in horses

Journal Article Reference 3 of 6

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Record management

- records saved successfully to folder

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo and navigation tabs (References, View, Search, Bibliography, Tools, Help) are visible. A search bar is present on the right. Below the navigation tabs, 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. The first reference (Ref ID 339) is highlighted, showing its details: 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., 2014, 30, 3, 641-659), and Folders (Last Imported; Test Jet Lag;). The 'Folders' field is circled in red. The second reference (Ref ID 340) is also shown, with its 'Folders' field circled in red. The third reference (Ref ID 341) is partially visible. On the right side, there is a 'Quick Access' sidebar with links to 'My List', 'Advanced Search', 'Import', 'Export', 'Customize', 'Preview Output Style', and 'Output Style Manager'. Below this is a 'Resources' section with links to 'RefWorks 2.0 Preview', 'Webinars', and 'Resource Center'. The 'Announcements' section contains two messages about RefMobile and RefWorks on Facebook and Twitter. The 'Statistics' section shows 330 Reference(s), 13 Folder(s), 1 Shared Item(s), 6 Attachment(s), and 824134 / 104857600 bytes used. At the bottom right, a green confirmation message is circled in red, stating 'Completed' and '6 item(s) moved to Test Jet Lag.'

RefWorks

University of Aberdeen
Welcome, Elaine&Janet&Susan

References View Search Bibliography Tools Help

Search your RefWorks database

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.](#), 2014, 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

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.

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

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 open, and the 'Duplicates' option is highlighted. The 'Duplicates' submenu is also open, showing options: 'Exact Duplicates', 'Deleted References', and 'Close Duplicates'. The 'Close Duplicates' option is circled in red. The main content area displays a list of references, with the first two visible:

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](#);

Ref ID 341 Journal Article Reference 3 of 6

The right sidebar contains sections: 'Quick Access' (My List, Advanced Search, Import, Export, Customize, Preview Output Style, Output Style Manager), 'Resources' (RefWorks 2.0 Preview, Webinars, Resource Center), 'Announcements' (RefMobile puts RefWorks wherever you are!, Manage your research wherever you go with RefMobile--on any web-accessible mobile device. [Learn more.](#), RefWorks is on Facebook and Twitter. Join us now!), and 'Statistics'.

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

Sort by Duplicate Change View Standard View

☒ Ref ID 313 Magazine Article Reference 1 of 25

Authors [Roberts, A.](#)

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

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

Folders [Psychology](#)

☐ Ref ID 312 Magazine Article Reference 2 of 25

Authors [Roberts, Andrew](#)

Title Back to school

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

Folders [Psychology](#)

☒ Ref ID 267 Journal Article Reference 3 of 25

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

Title Circadian rhythms in sports performance - An update

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

☐ Ref ID 19 Journal Article Reference 4 of 25

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

Title Circadian rhythms in sports performance - An update

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

Folders [anchors](#); [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.

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)

- Library RefWorks web page:
www.abdn.ac.uk/library/learning-and-teaching/for-students/refworks
- Information Consultants
- IT Service Desk (for database access problems)
 - T: **01224 273636**
 - E: **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://aberdeeenunilibskills.pbworks.com>

- Now 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

Supplement: Subfolders

The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with links like 'Language', 'RefWorks Classic', 'Update Profile', 'Customize', 'Contact Us', 'RefMobile', and 'Log out'. Below this is the RefWorks logo and a welcome message for Elaine Shallcross. The main menu includes 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar is also present. On the left, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows 'References > All References' with a list of folders: 'Last Imported (7)', 'Body Image (19)', 'Chocolate (0)', 'Circadian Rhythms (20)', 'Classroom behaviour (20)', 'Collection Management (66)', and 'Criminology (9)'. A red circle highlights the 'Organize & Share Folders' button. A dropdown menu is open, showing options: 'Create Subfolder', 'Rename Folder', 'Clear Folder', 'Delete Folder', and 'Duplicates'. Another red circle highlights the 'Create Subfolder' option.

- Click on the **Folder** icon to open the drop-down menu
- Select **Create Subfolder**

The bottom section of the interface shows a list of folders: 'Greenwald (4)' and 'Harry test (10)'. To the right, there's a sidebar with links: 'RefWorks 2.0 Preview', 'Webinars', and 'Resource Center'.

Supplement: Subfolders

The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with links like Language, RefWorks Classic, Update Profile, Customize, Contact Us, RefMobile, and Log out. The main header area includes the RefWorks logo and a welcome message for Elaine Shallcross. Below this is a search bar and a menu with options like References, View, Search, Bibliography, Tools, and Help. A sidebar on the right lists various folders such as Last Imported (7), Body Image (19), Chocolate (0), Circadian Rhythms (20), Classroom behaviour (20), Collection Management (66), Criminology (9), CSA (8), Dissertation (4), Dolphins (8), and eLearning (13). A 'Quick Access' section is also visible. In the center, a 'Create New Folder' dialog box is open, showing a list of existing folders on the left and a form on the right to select a parent folder and enter a new folder name. The 'Body Image' folder is selected as the parent, and 'Media' is entered as the new folder name. 'Create' and 'Cancel' buttons are at the bottom of the dialog.

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

RefWorks University of Aberdeen
Welcome, Elaine Shallcross.

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > All References

References Organize & Share Folders

You have 1047 reference(s) not in folders. Duplicates not in folders. View Shared Area Statistics Default Settings

Share Entire Database (1513)

Last Imported (7)
Body Image (19)
Chocolate (0)
Circadian Rhythms (20)
Classroom behaviour (20)
Collection Management (66)
Criminology (9)

Create New Folder

Select a Parent Folder: Body Image New Folder Name: Media

Create Cancel

Close

Folders

Last Imported (7)
Body Image (19)
Chocolate (0)
Circadian Rhythms (20)
Classroom behaviour (20)
Collection Management (66)
Criminology (9)
CSA (8)
Dissertation (4)
Dolphins (8)
eLearning (13)

Quick Access

My List

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

Greenwald (4)

Harry test (10)

RefWorks 2.0 Preview

Webinars

Resource Center

Supplement: Subfolders

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

RefWorks University of Aberdeen
Welcome, Elaine Shallcross.

References View Search Bibliography Tools Help Search your RefWorks database Search

New Folder Create Bibliography New Reference Additional Information

References > All References

References Organize & Share Folders

You have 1047 reference(s) not in folders. Duplicates not in folders. View Shared Area Statistics Default Settings

Share Entire Database (1513)

Last Imported (7)

Body Image (19)

Media (0)

Chocolate (0)

Circadian Rhythms (20)

Classroom behaviour (20)

Collection Management (66)

Dolphins (8)

eLearning (13)

Green Energy (3)

Greenwald (4)

Folders

Last Imported (7)

Body Image (19)

Chocolate (0)

Circadian Rhythms (20)

Classroom behaviour (20)

Collection Management (66)

Criminology (9)

CSA (8)

Dissertation (4)

Dolphins (8)

eLearning (13)

Quick Access

My List

Output Style Manager

Resources

RefWorks 2.0 Preview

Webinars

Resource Center

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

Slides: 1,8,11-12,19-20,22-23,27,30-31,33