Managing References: RefWorks Part 1

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Trainers

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

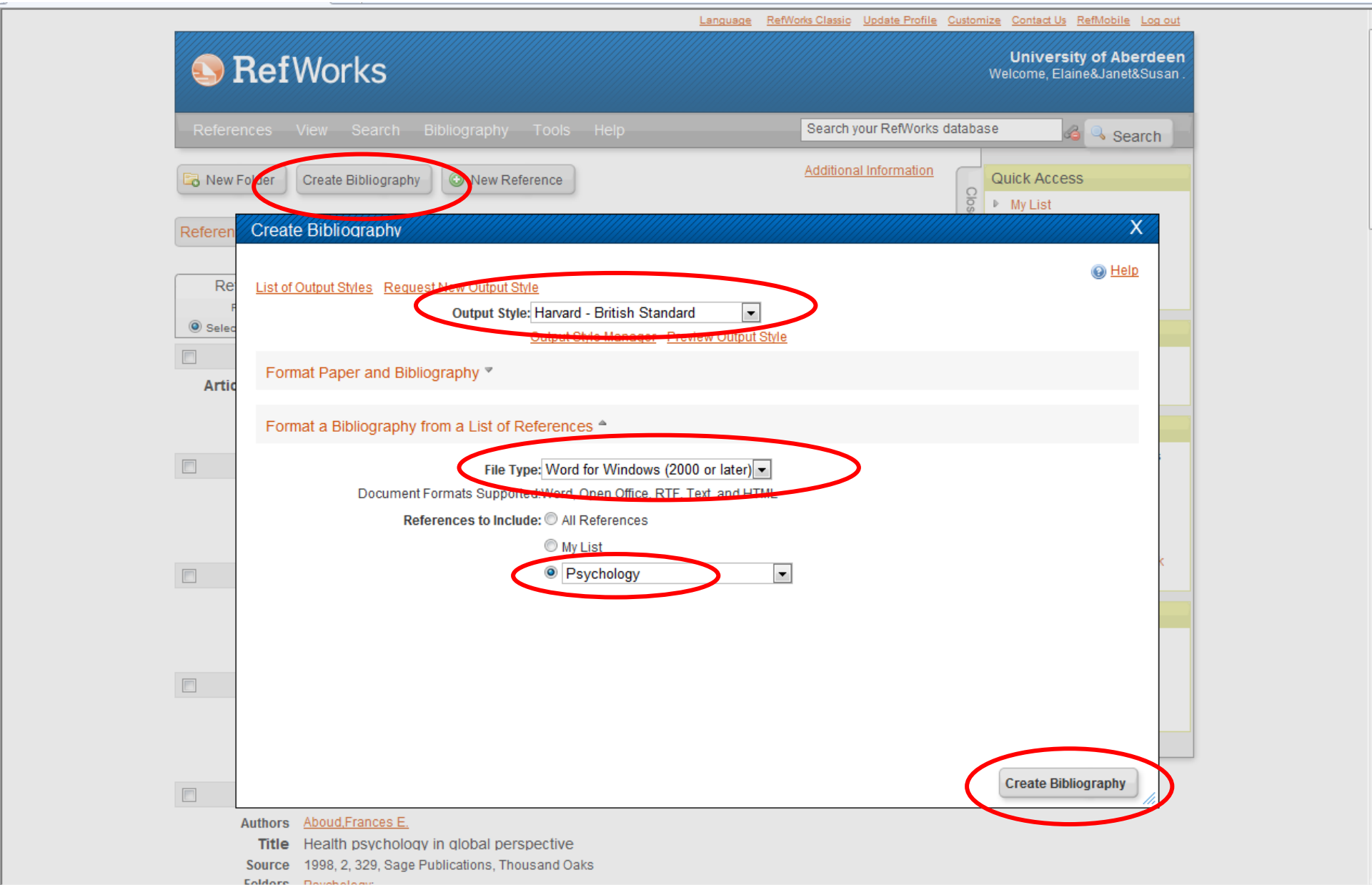
What is RefWorks?

- 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



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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*

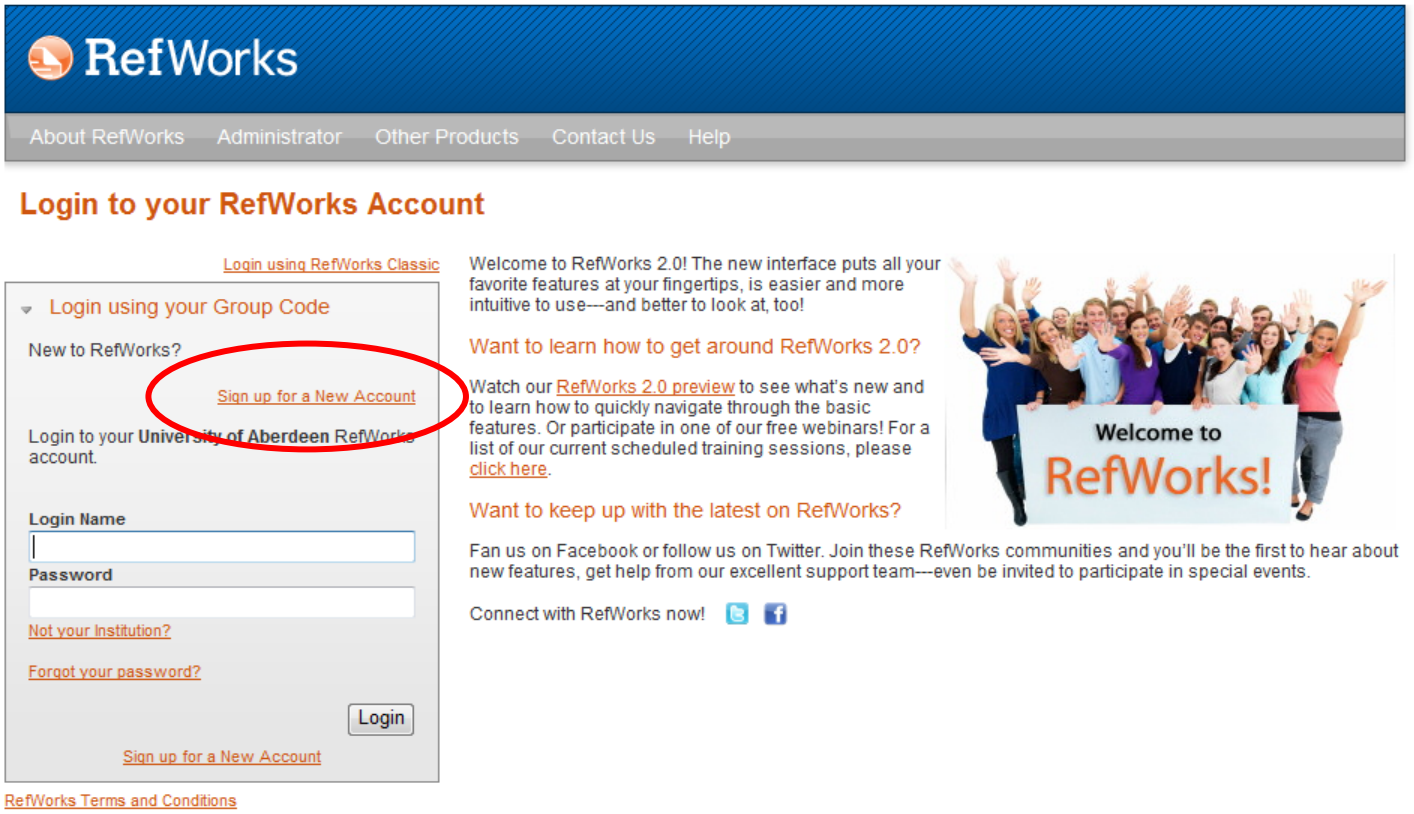
CARTER, L.F., 1960. Proceedings of the sixty-eighth Annu g Secretary. *American Psychologist*, **15**(12), pp. 750-766.

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

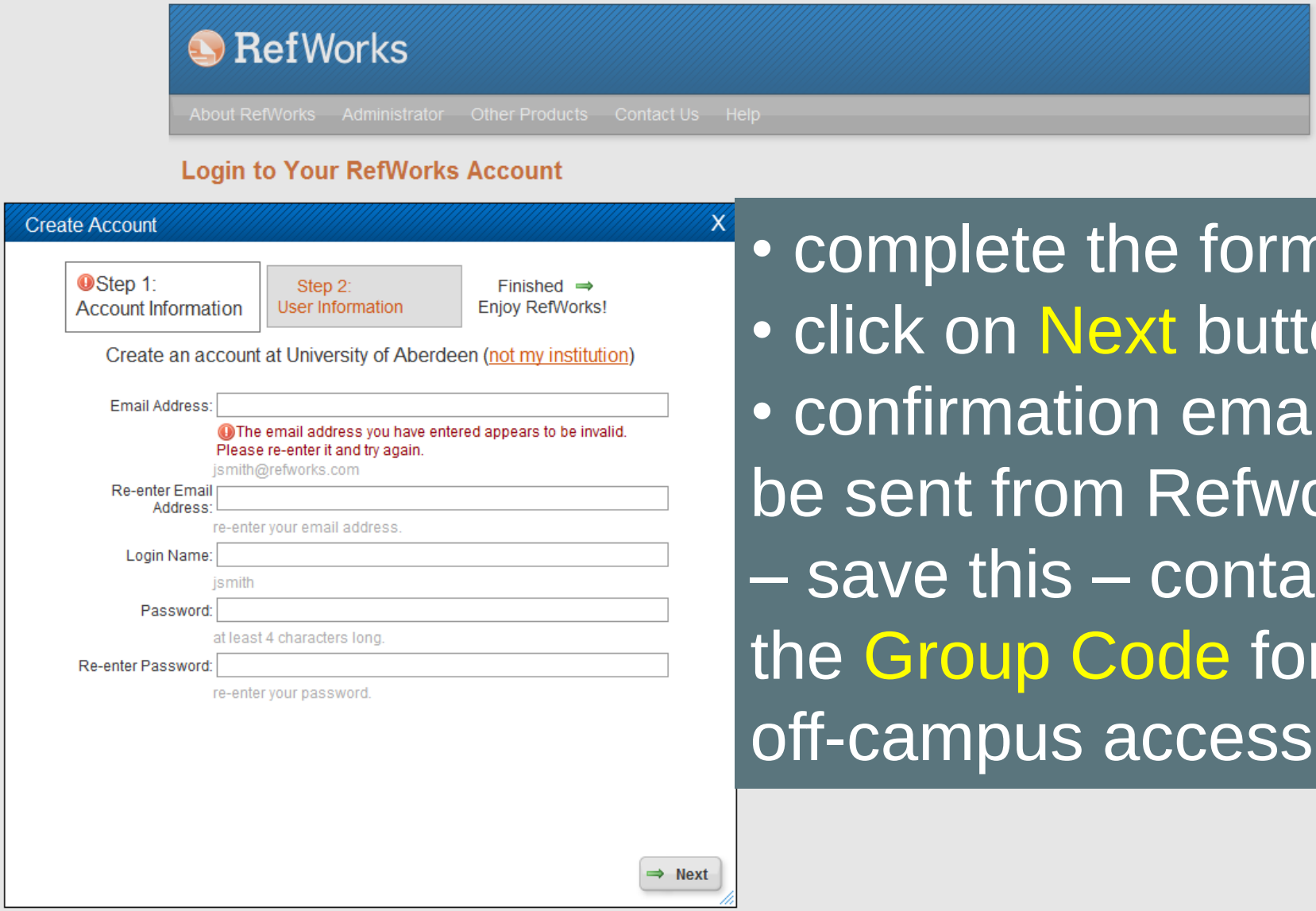
Words: 1,031 150%

Creating a RefWorks account



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

Register your account



- complete the form
- click on Next button
- confirmation email will be sent from Refworks – save this – contains the Group Code for off-campus access

Practical session

Either:

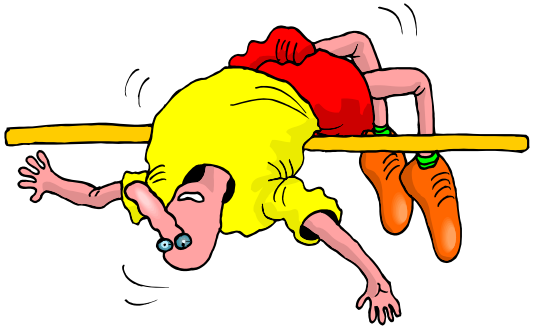
- **Register a RefWorks Account (see worksheet for instructions)**

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)**

Example Search

"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*

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
- There are several ways to bring records into your RefWorks account – depends on what is allowed by the database provider

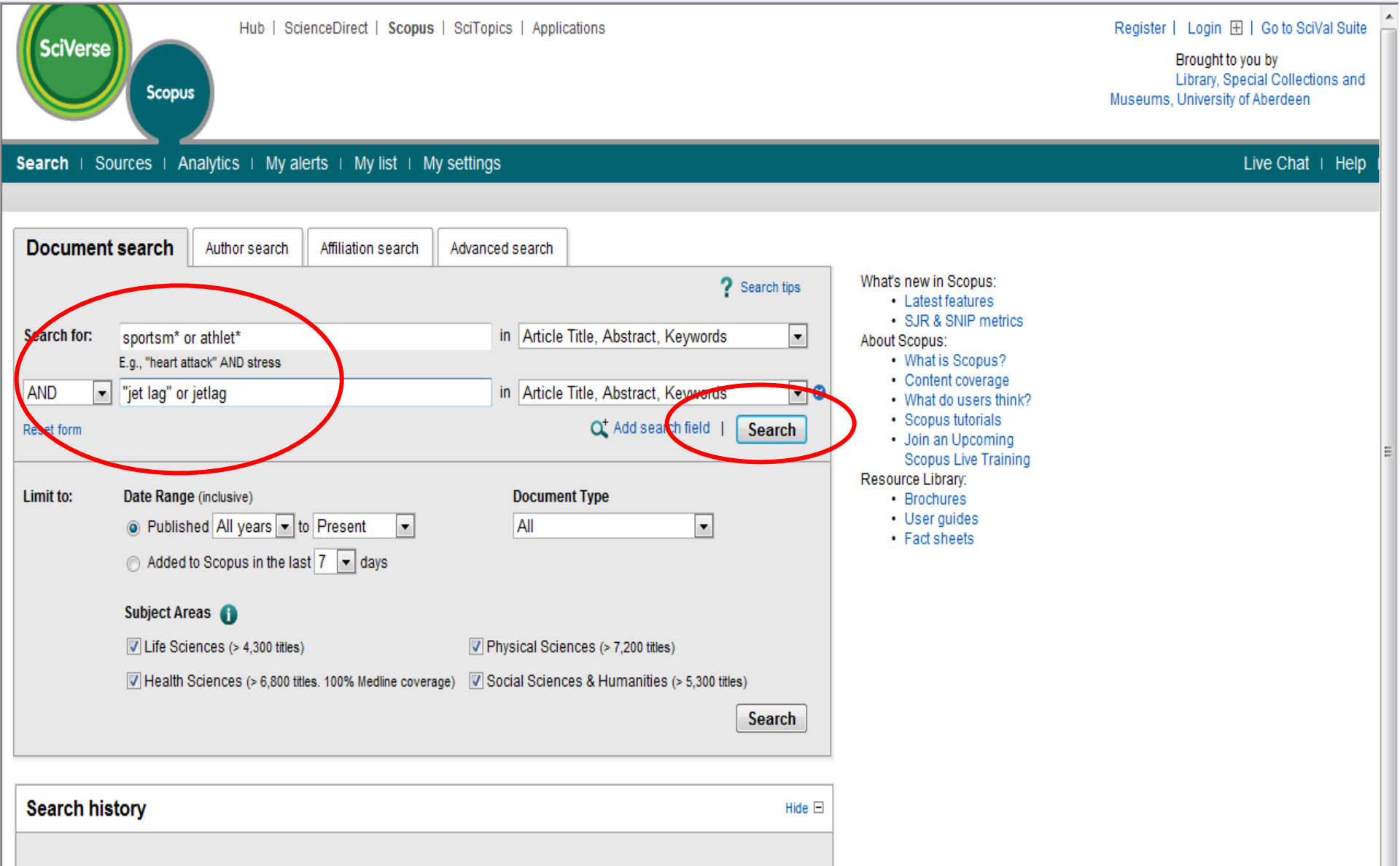
Importing records: 1-step process

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

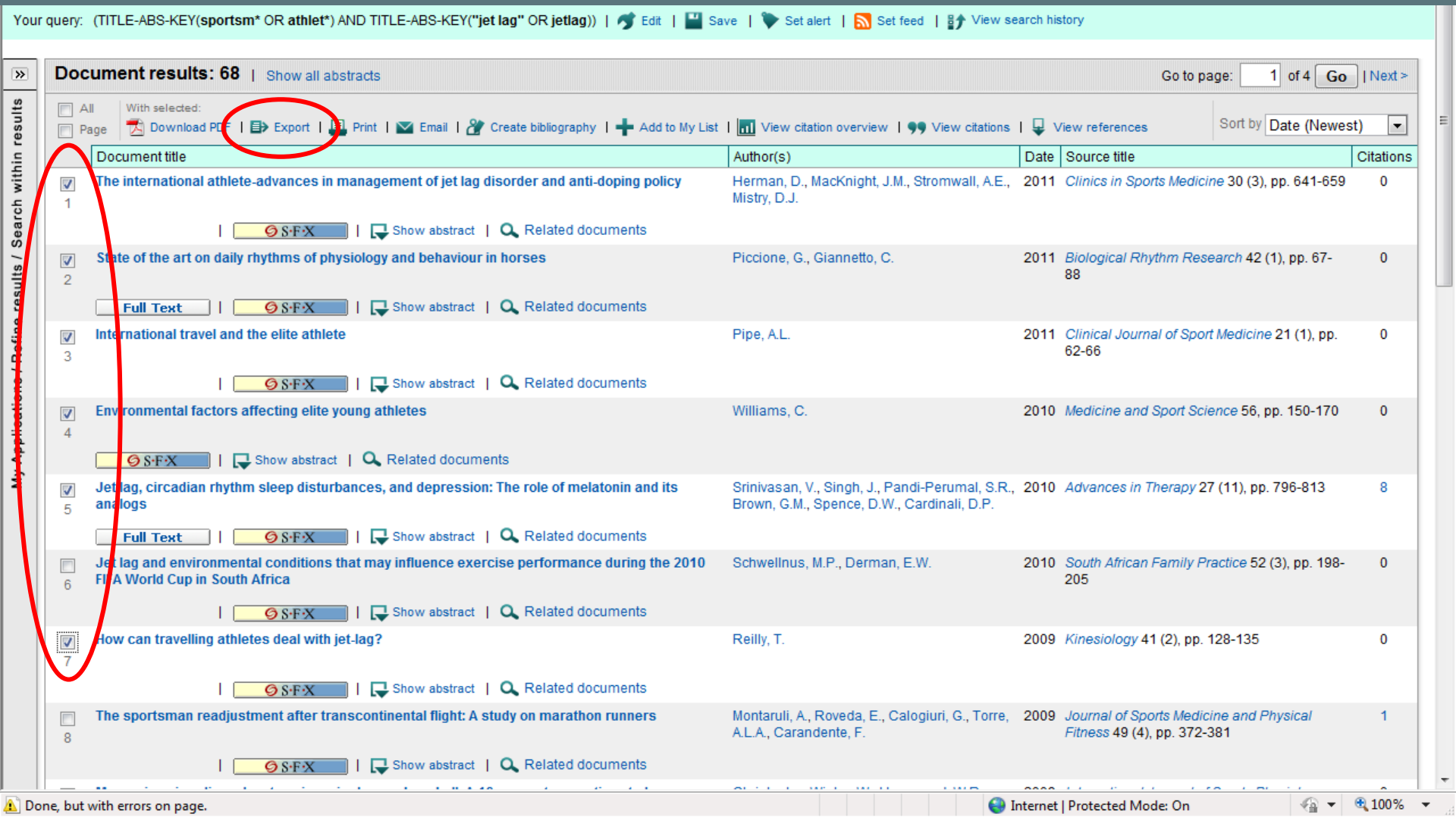
A button in the database saves records directly to RefWorks
e.g. Scopus at http://www.scopus.com

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

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



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



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

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Quick Search | Search

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

❶ Select the desired output type for the **6** selected documents.

Rea

Export | Print | E-mail | Bibliography

❷ **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

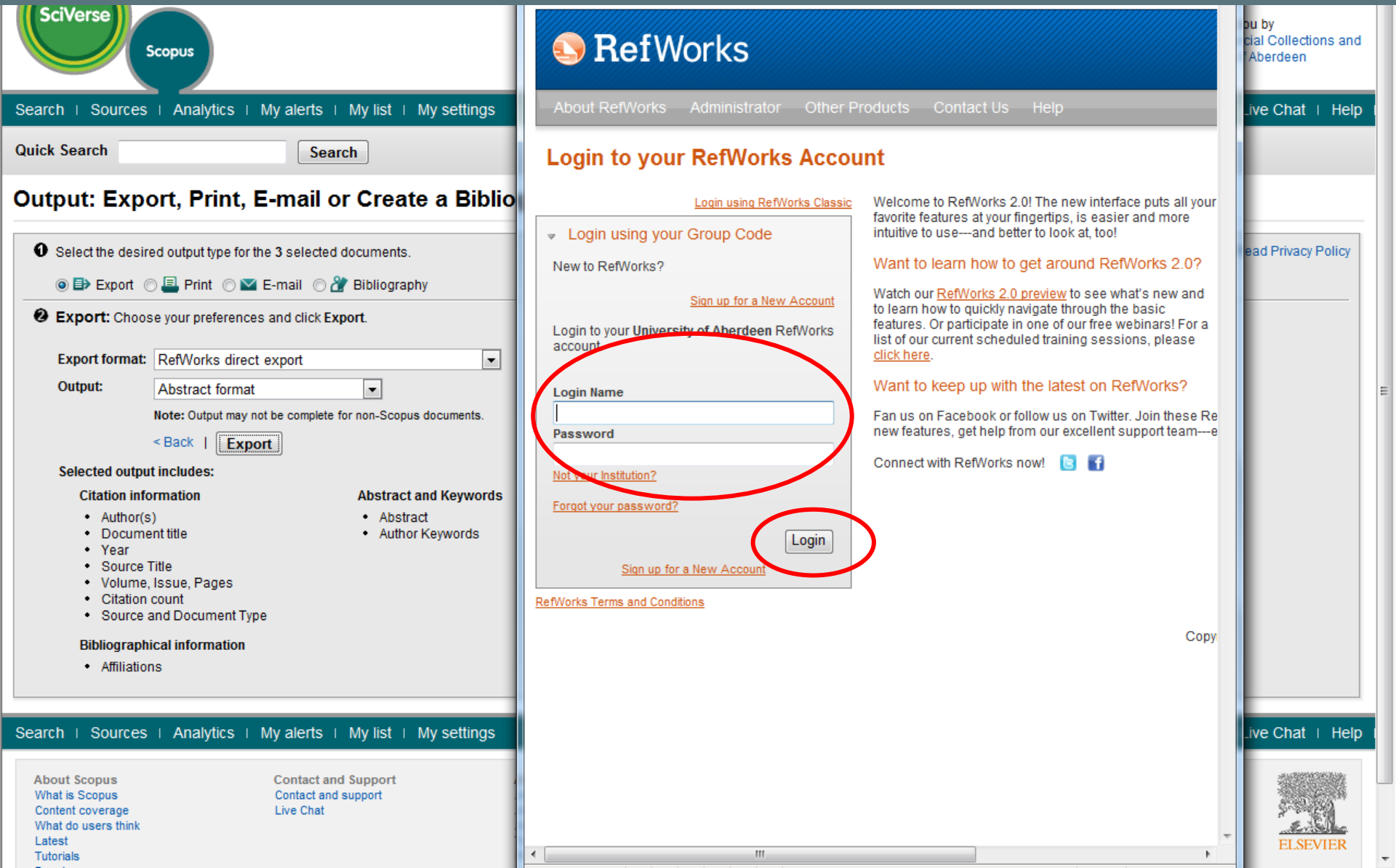
Abstract and Keywords

- Abstract
- Author Keywords

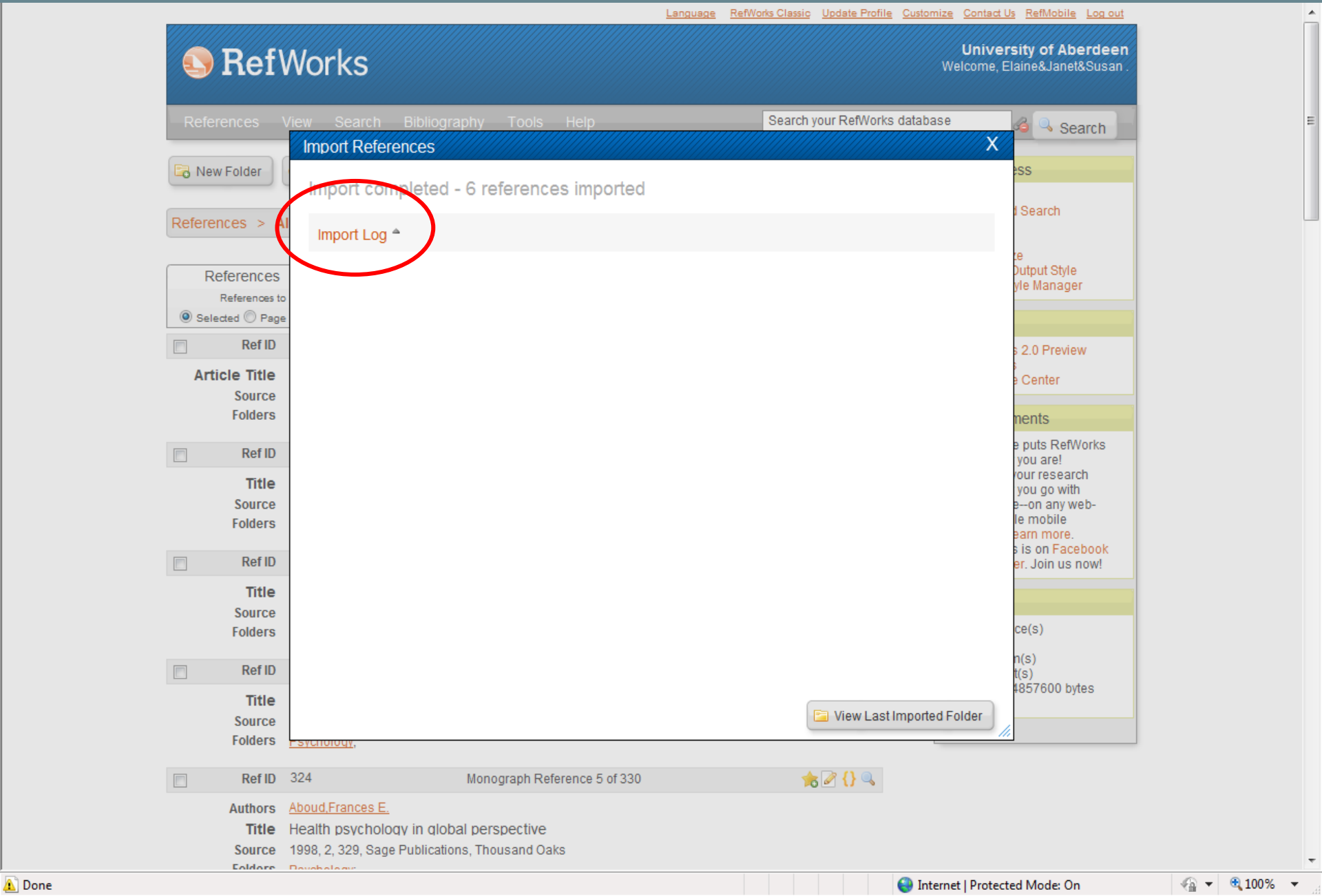
Bibliographical information

- Affiliations

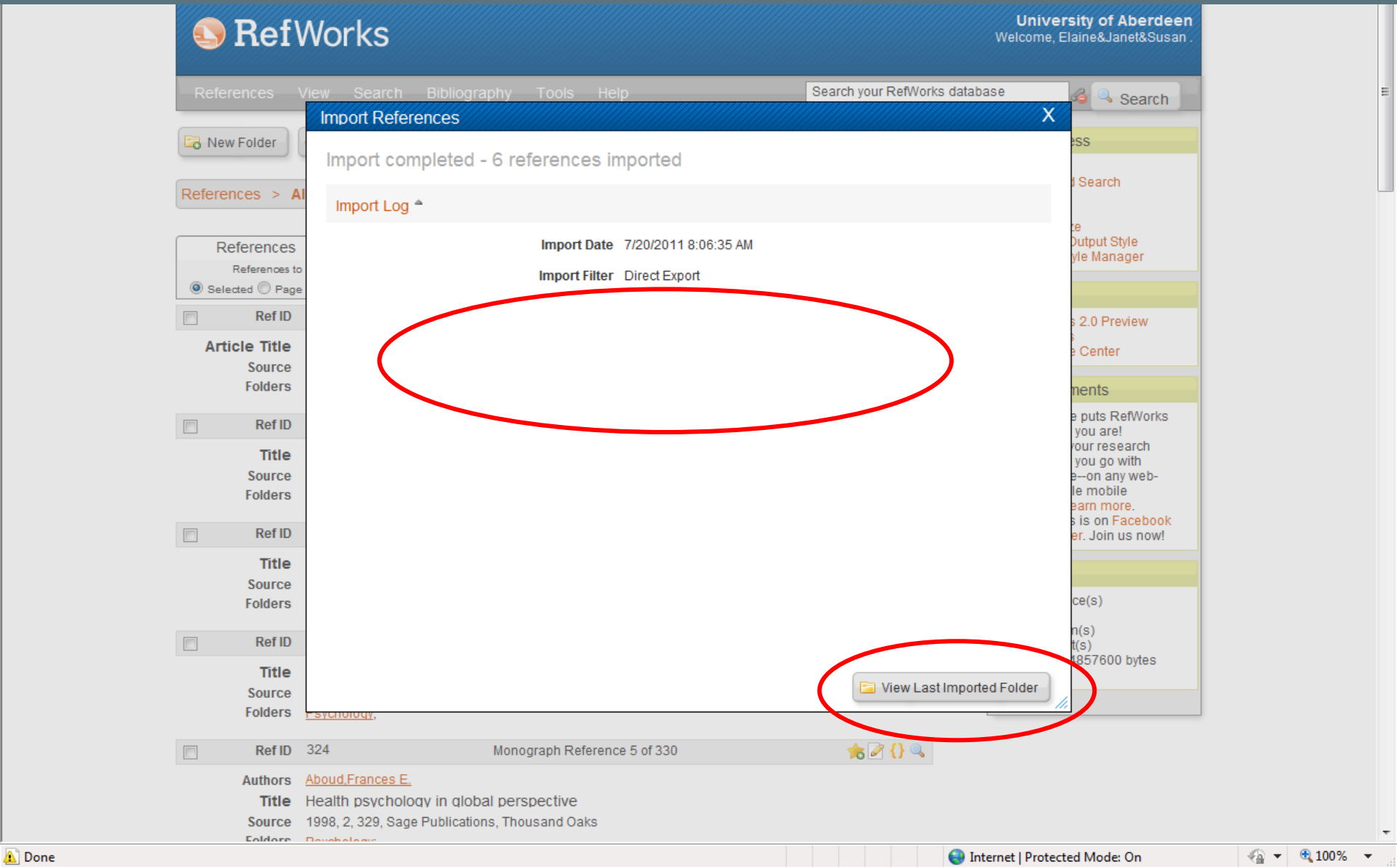
A separate RefWorks login window opens and records are pulled in automatically



Check for errors – view Import Log

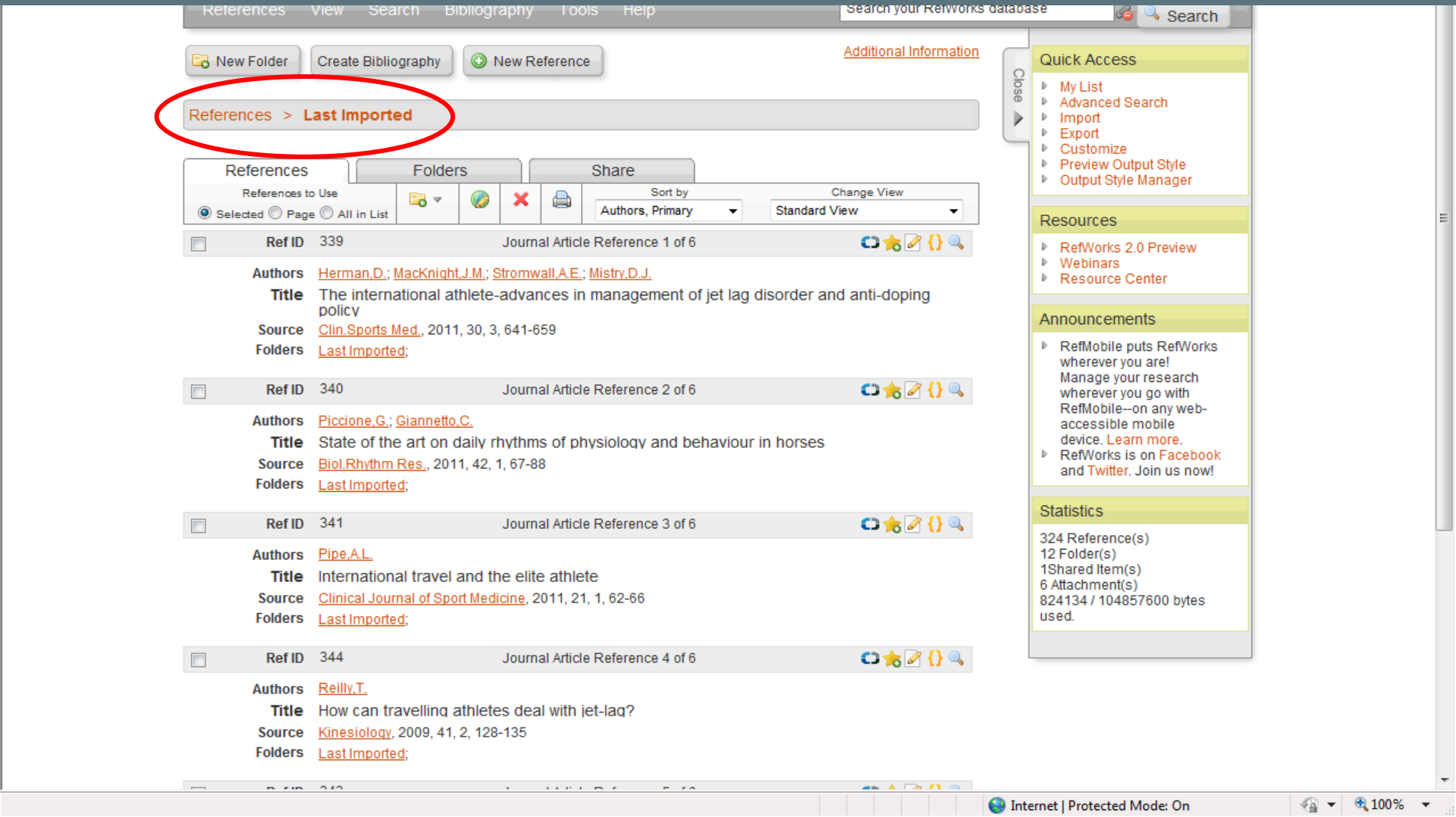


Most cases – no error messages
Click on View Last Imported Folder button



Last Imported Folder

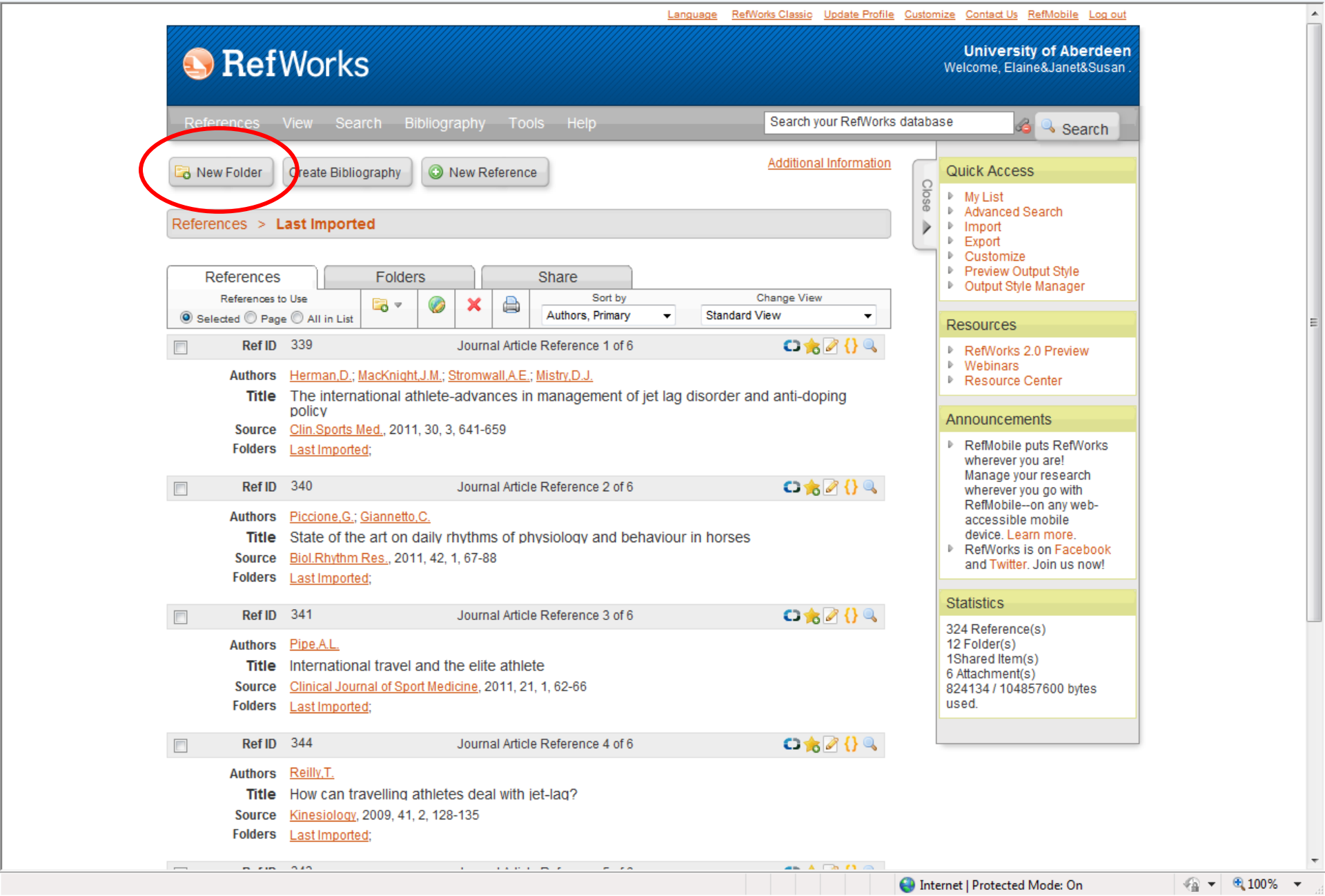
is the holding folder for all new records coming in from your searches on databases

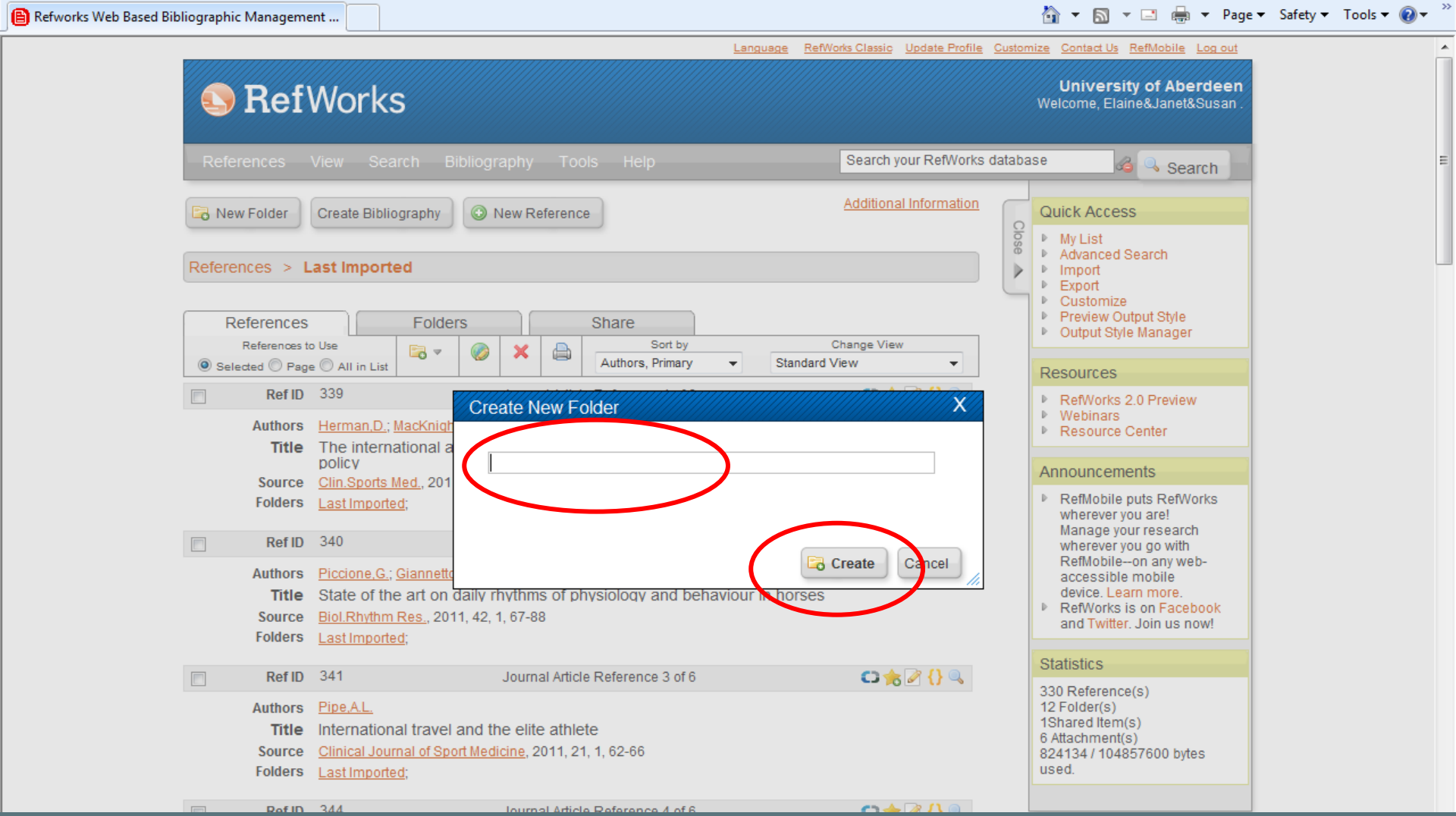


Other ways to import records

- 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

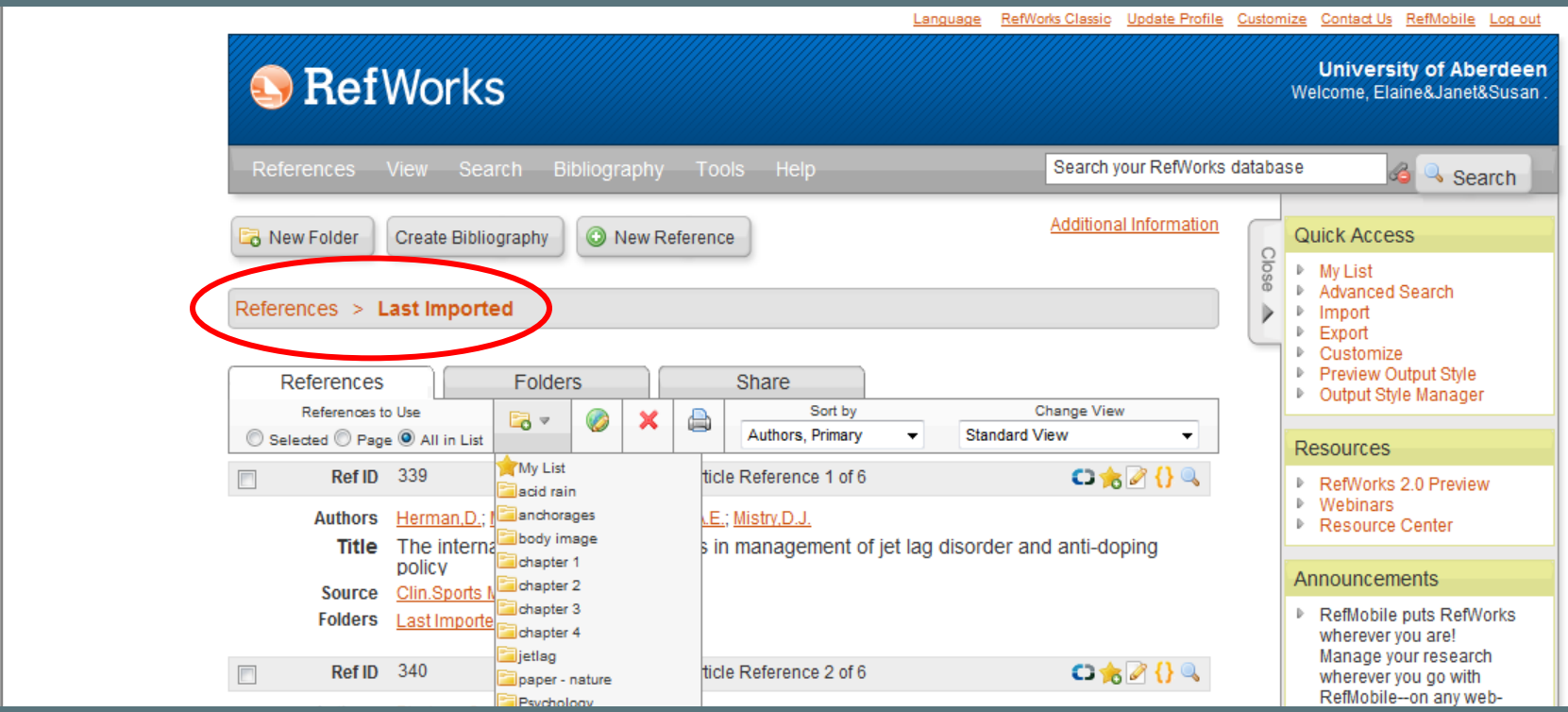
Record management – creating folders





Can create folders in advance, or when you need them

Record management – filing in folders

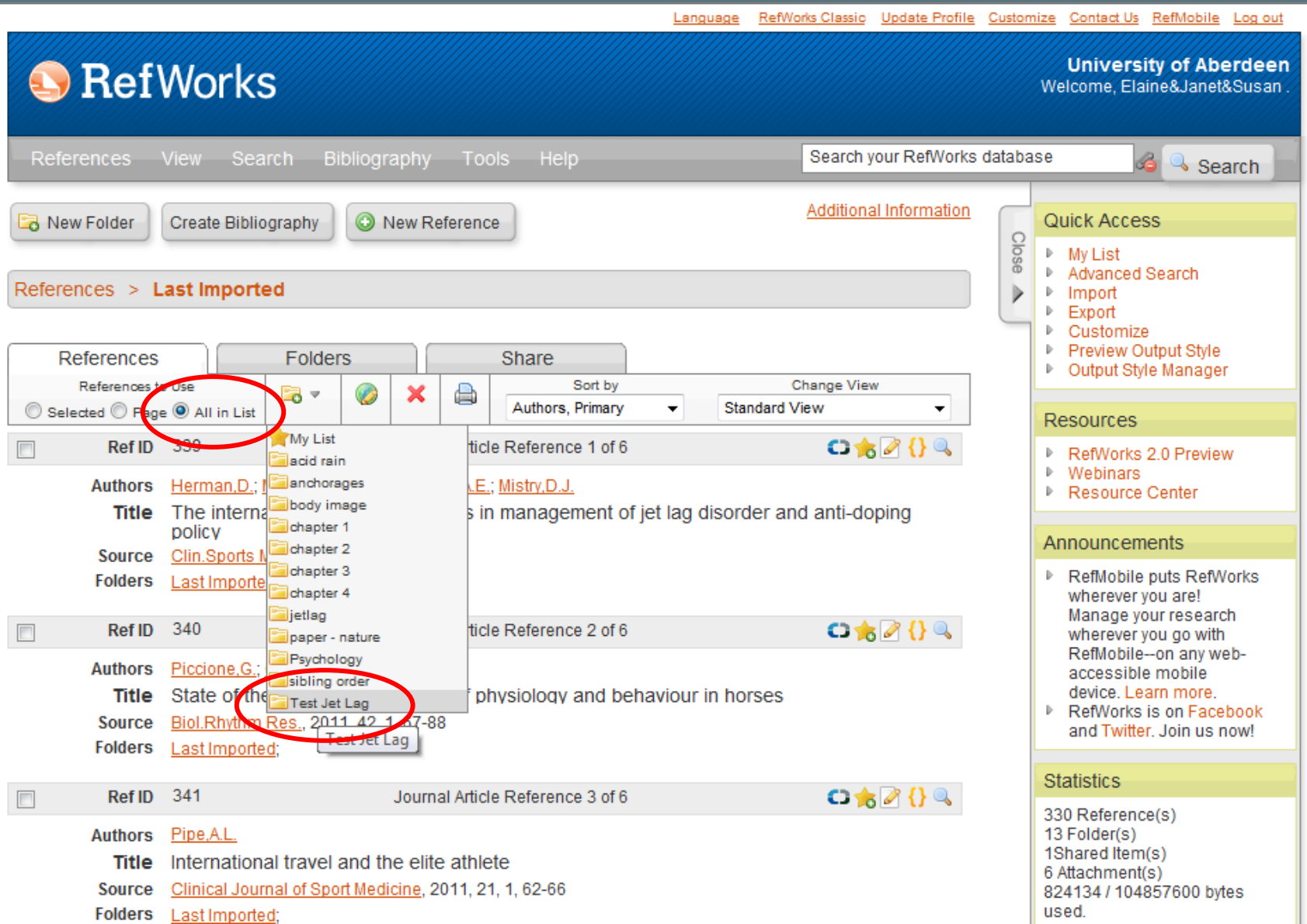


All records go into the Last Imported Folder when they are first pulled into RefWorks

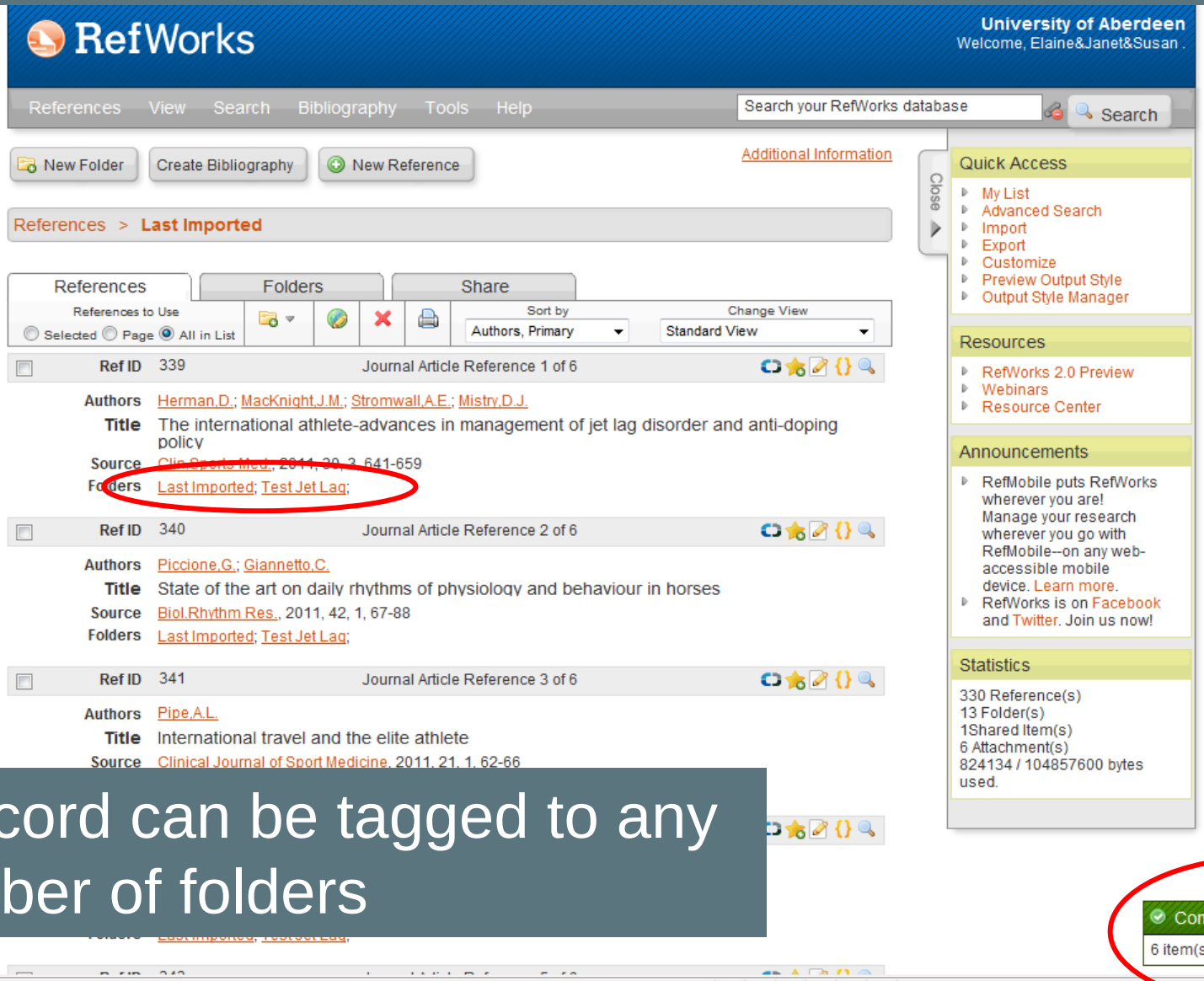
From there you can file (tag) them into folders that you have created

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

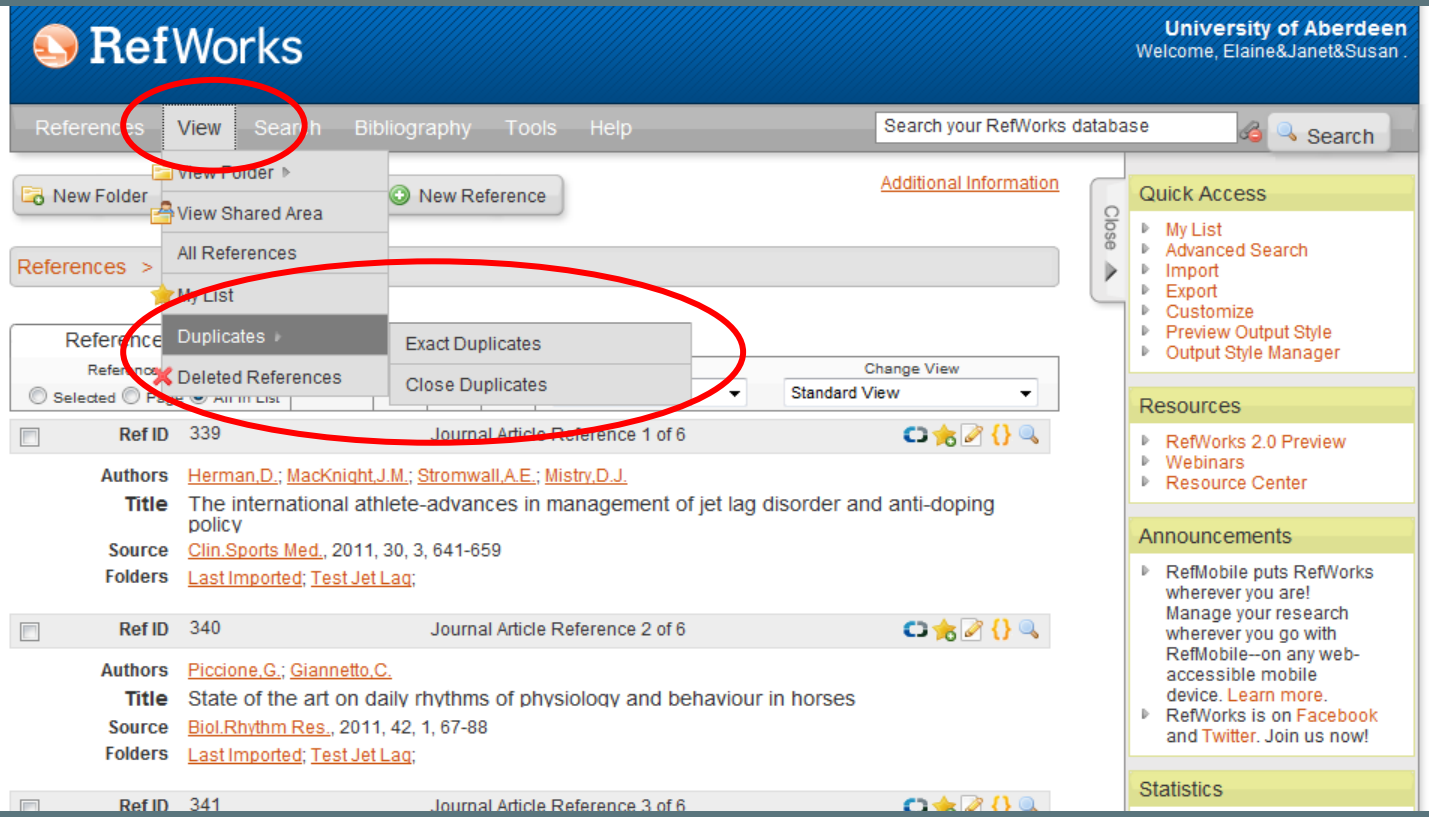


Record management
- records saved successfully to folder



A record can be tagged to any number of folders

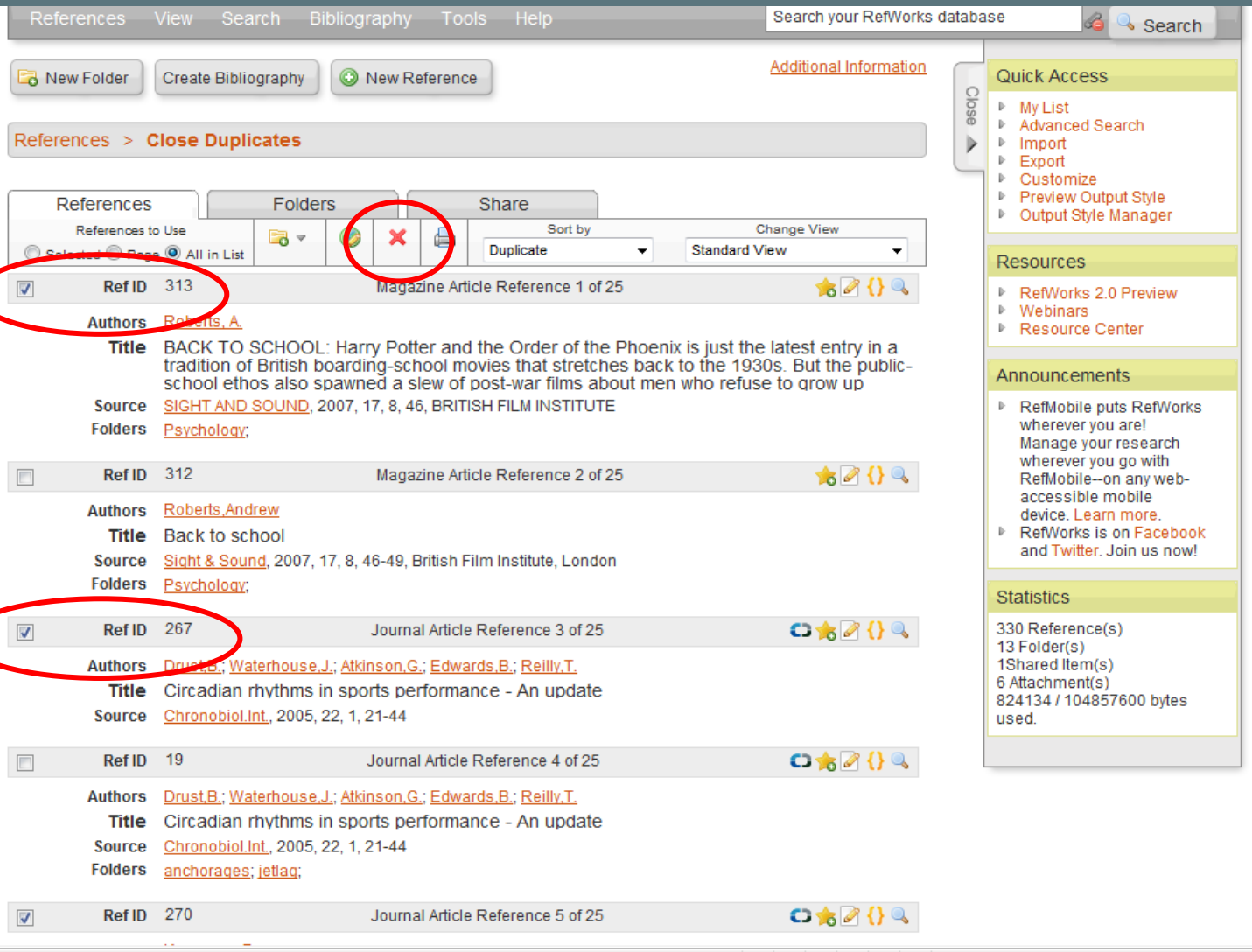
Managing your records – remove duplicate records...



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



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
- 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

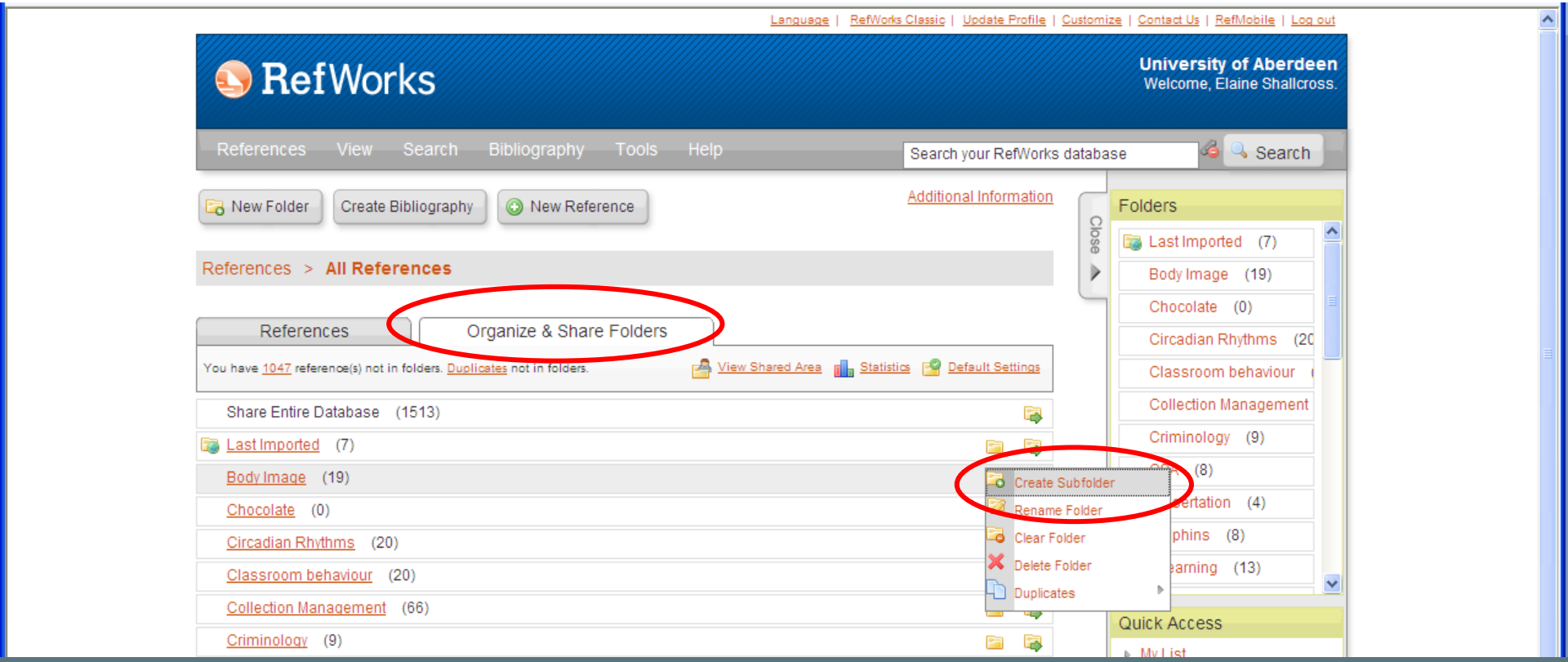
  You will need 10-12 references in your Refworks account to complete RefWorks Part 2 workshop

  Presentation will be available at:
  http://aberdeenunilibskills.pbworks.com

Supplement: Subfolders

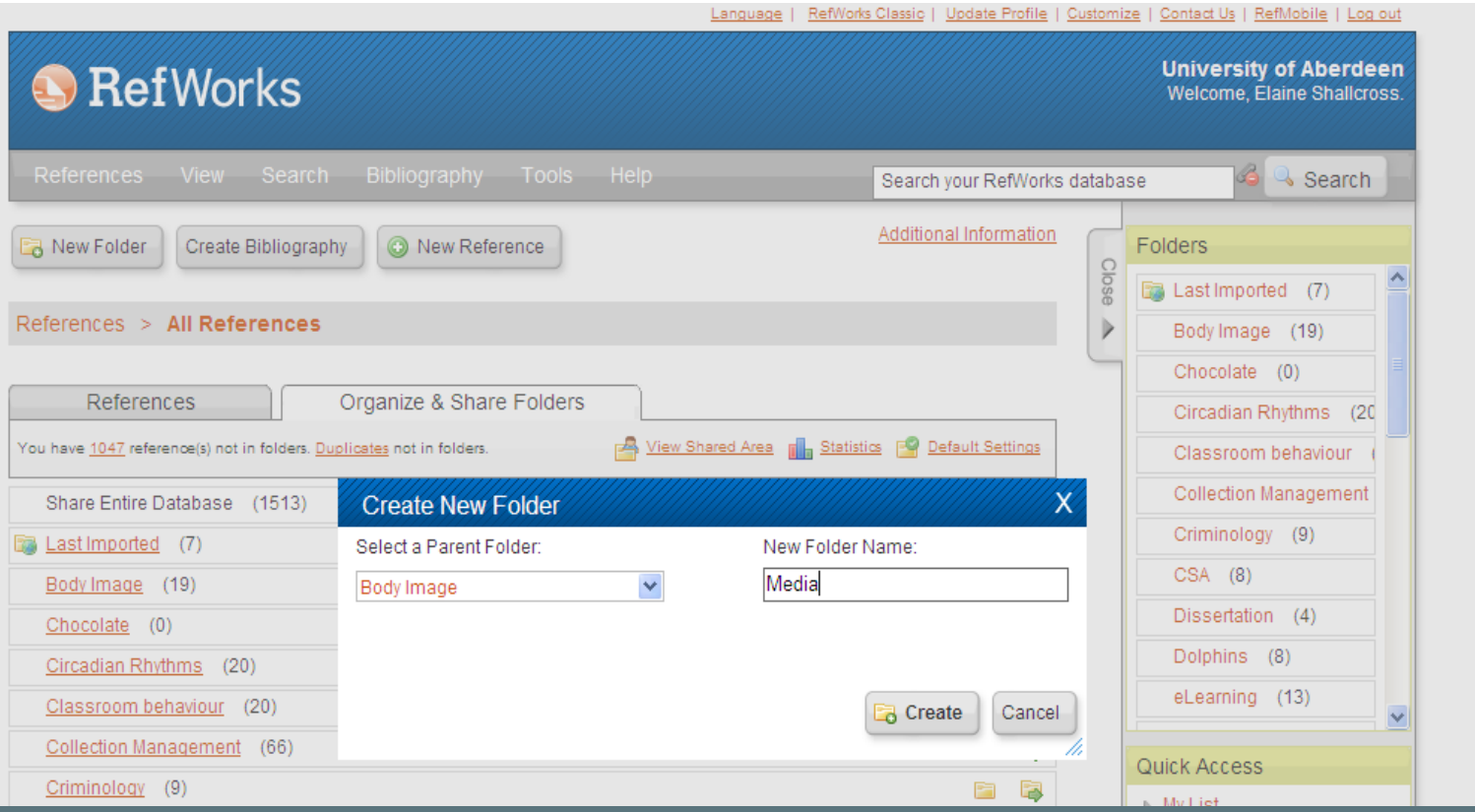
- Now possible to create folders within folders
- Useful for subdividing a large number of references into smaller categories within a single folder
- Must open the Organize and Share Folders tab to create subfolders

Supplement: Subfolders



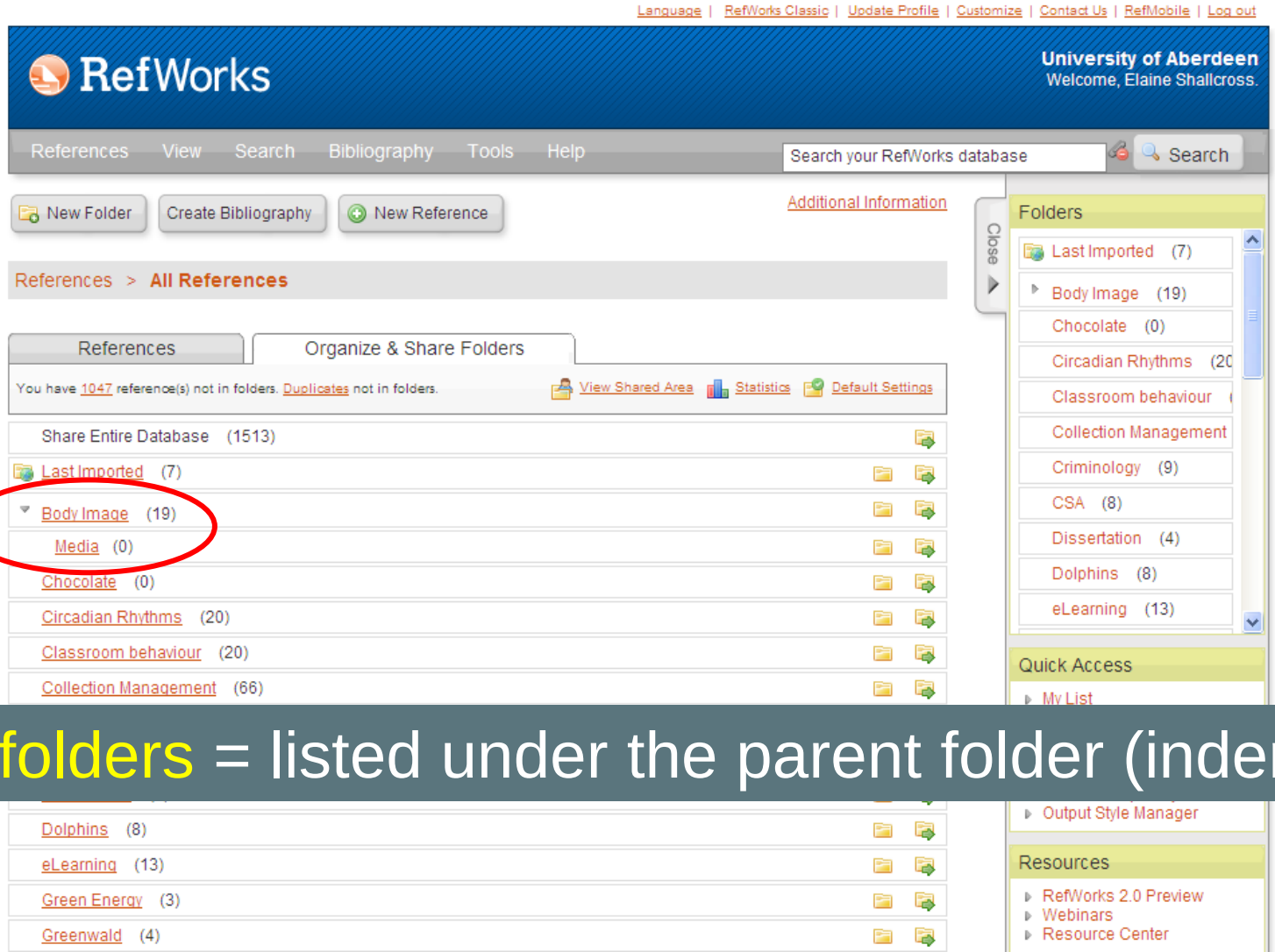
- Click on the Folder icon to open the drop-down menu
- Select Create Subfolder

Supplement: Subfolders



- Name the subfolder
- Click on Create button

Supplement: Subfolders



- Subfolders = listed under the parent folder (indented)

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