



If using RefWorks to store and format your references for your dissertation you may find this checklist useful.

1: Previewing reference styles in RefWorks

<p>1. Find out which referencing style you are required to use. Check whether the style given that name within RefWorks matches the style that you have been advised to use – remember, there are thousands of variations on two systems of referencing so there is no one definitive Harvard or Vancouver style!</p> <p>If you have been given a choice in the style to use we would suggest that you prepare a short piece of written work, include several references within it and run it through RefWorks. Check with your supervisor that they are happy with the look – you may find that they then give different advice on what style to use!</p>
<p>2. Make sure that any reference that you intend to use in your dissertation has been added to RefWorks</p> <ul style="list-style-type: none"> • Send from databases – see handout on Importing records (Workshop 2) • Manual input - see handout on Importing records (Workshop 2)
<p>3. Use the Output Style drop-down menu to select a named style e.g. <i>Vancouver</i>. Remove the tick from the box called Use references in my database.</p>
<p>4. You are presented with a display of all the document types in RefWorks formatted in the style you selected – both in-text and in the reference list.</p>
<p>5. Add the tick to the box entitled Use references in my database. You will now see the same style formatting but using examples of the document types as included in your personal account (you are unlikely to have examples of all 20+ document types used by RefWorks and displayed as given in step 4!).</p>
<p>6. Use the drop-down menu to select a different named style e.g. Harvard – British Standard. Can you see differences between this and <i>Vancouver</i>?</p>
<p>7. Use the drop-down menu to select a different named style e.g. Harvard. Can you see differences between this and <i>Harvard – British Standard</i>?</p>
<p>8.</p>
<p>9.</p>
<p>10.</p>
<p>11.</p>

If you haven't done so already you'll probably now appreciate why it is important to obtain clear guidance on the formatting style you need to use for your dissertation – check with your course handbook or with your dissertation supervisor!

2: Compiling a 'Favorites' list of citation styles: using Output Style Manager

RefWorks has thousands of output styles to choose from and they are arranged in alphabetical order – so a very long list! You can create an abbreviated, custom version of the RefWorks output style list. This makes it easier for you to navigate and locate the styles you use most often. You can establish your Favourites which always display at the top of the output style drop-down in the Bibliography area.

<p>1. Open/login to your main RefWorks account.</p>
<p>2. Open the Bibliography drop-down menu, and then click on Output Style Manager. This opens in a</p>

new window.
3. Scroll down through the List of Output Styles in the box in the left-hand side and click on any style you want to keep as a favourite.
4. Click on the small arrow pointing to the Favorites box on the right-hand side. This style will then be added to your list of favourite styles.
5. You can remove a style from your Favorites by selecting the style and clicking on the small arrow pointing towards the List of Output Styles box on the left-hand side. You can remove all the styles in your Favorites by clicking on the Remove All button.

7: Very important things to remember

- Golden rule for RefWorks – do not fiddle with the contents of the curly brackets. This is code that is understood by RefWorks and is used to create a formatted document. If you have **manually typed** the code in the format {{number}} as described above but no longer require that reference at that particular point in your document you can delete using the backspace delete key in Word. Please take care to delete all of the code. Empty curly brackets and single curly brackets cause confusion for RefWorks and will result in error messages when you try to format your document.
- Make sure that all of your references will format correctly by checking this once you have added all of your references to your RefWorks account. Use the Create Bibliography option as described in an earlier workshop.
- For attendees of the refresher PGT workshops (June 2013) any adjustments and edits to in-text citations e.g. addition of page numbers for books, deletion of author names as they have been used within the sentence **MUST** be carried out in the very final formatted version of your document.
- In your time plan for your dissertation build in lots of time to format your document in RefWorks, and for the copying/printing/binding. Do not leave things to the last minute – errors made when creating your document e.g. fiddling with curly brackets, can take several days to fix. This is your document and your responsibility so please make sure you have enough time to resolve any difficulties.
- We have not shown you a feature called RefGrabIt. This is a deliberate action on our part – based on our experience it creates difficulties and formatting errors. **Do not use RefGrabIt.**

8: Help and advice

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<p>IT Service Desk – for access problems Email: servicedesk@abdn.ac.uk Tel.: 01224–273636 (also the ‘Out of Hours’ service number)</p>	

If you need help do not leave it until too late! Elaine, Janet and Susan have teaching and other commitments over the summer months. We also go on holiday in August and September (but not all at once!).

Make sure you give yourself lots of time to get any difficulties sorted – we do our very best to help but if you leave things too late it may not be possible for us to provide assistance in the timeframe that you need.