Refresher Part 3: Managing your dissertation research
Information Skills Practical Workshop

In the refresher workshops Part 1 (Starting your Dissertation Research) and Part 2 (Going Further with your Dissertation Research) we covered the introductory file management aspects of RefWorks. Refresher Part 3 provides more hands-on time to use RefWorks and looks at a means of formatting your document to create in-text citations and a reference list.

This workshop covers the following:

1: Previewing reference styles in RefWorks

There are two systems – numbered (often referred to as Vancouver) and author-date (generally referred to as Harvard). However, there are thousands of variations of these two systems. RefWorks contains over 3,500 styles. It is important that you find out as soon as possible which specific style you are required to use.

Unfortunately, there is no standard style used at the University of Aberdeen but you can preview the styles within RefWorks to check how they compare with what you have been asked to use.

1.	Open/login to your <u>main RefWorks account</u>.
2.	Open the **Bibliography** drop-down menu, and then click on **Preview Output Style**. This opens in a new window.
3.	Use the **Output Style** drop-down menu to select a named style e.g. *Vancouver*. Remove the tick from the box called **Use references in my database.**
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.
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!).
6.	Use the drop-down menu to select a different named style e.g. **Harvard – British Standard**. Can you see differences between this and *Vancouver*?
7.	Use the drop-down menu to select a different named style e.g. **Harvard**. Can you see differences between this and *Harvard – British Standard*?

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.

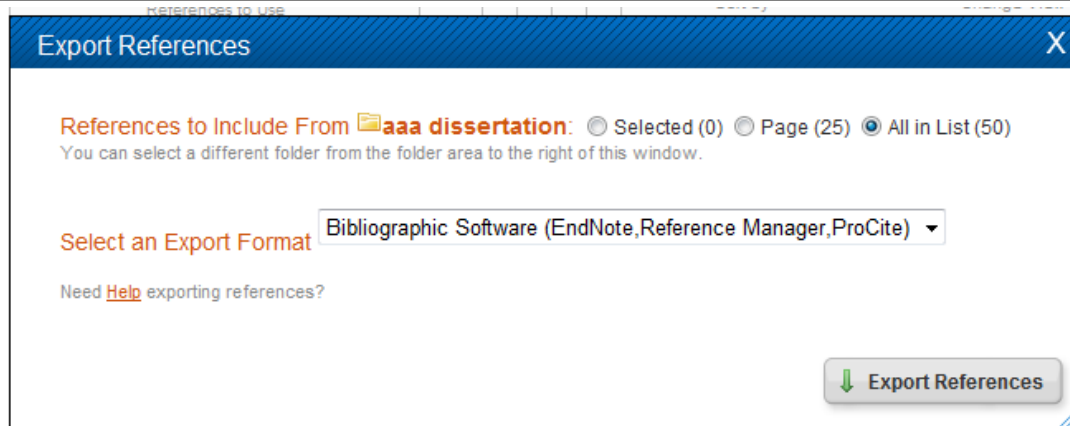| 1.	Open/login to your main RefWorks account.
2.	Open the **Bibliography** drop-down menu, and then click on **Output Style Manager**. This opens in a new window.
3.	Scroll down through the **List of Output Styles** in the box in the left-hand side and click on any style you want to keep as a favourite.
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.

3: Exporting a list of references that will be used in your dissertation

All the references that you want to use in your dissertation must be in your RefWorks account. Getting records into your account was covered in earlier workshops and may have involved a combination of the following:
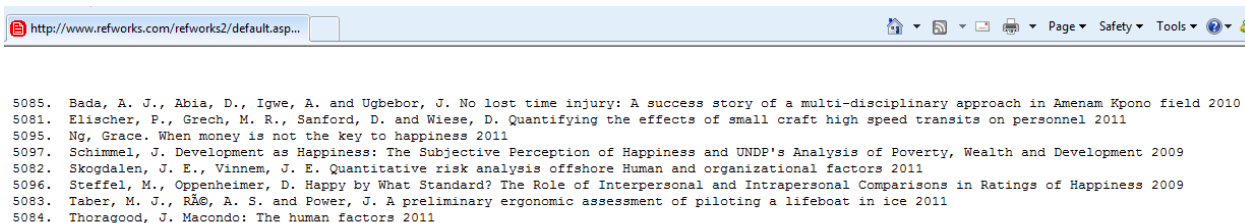- Exporting records from databases
- Manual input

You will have filed references in separate folders or, if you do not have many references to manage, you may have used no file structure at all. Creating folders was covered in Part 2 of this workshop series.

1.	Within your main RefWorks account Click on the name of the folder that you have stored your references Click on **References** then **Export**

Export References X

References to Include From 📁**aaa dissertation**: ○ Selected (0) ○ Page (25) ● All in List (50)
You can select a different folder from the folder area to the right of this window.

Select an Export Format [Bibliographic Software (EndNote,Reference Manager,ProCite) ▼]

Need Help exporting references?

⬇ Export References

2.	In the **Select an Export Format** option use the drop-down menu to select **Citation List.** Click on **Export References.**

🔴 http://www.refworks.com/refworks2/default.asp...   🏠 ▼ 🔊 ▼ 🖃 🖶 ▼ Page ▼ Safety ▼ Tools ▼ 🕐 ▼ 🔧

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5085.  Bada, A. J., Abia, D., Igwe, A. and Ugbebor, J. No lost time injury: A success story of a multi-disciplinary approach in Amenam Kpono field 2010
5081.  Elischer, P., Grech, M. R., Sanford, D. and Wiese, D. Quantifying the effects of small craft high speed transits on personnel 2011
5095.  Ng, Grace. When money is not the key to happiness 2011
5097.  Schimmel, J. Development as Happiness: The Subjective Perception of Happiness and UNDP's Analysis of Poverty, Wealth and Development 2009
5082.  Skogdalen, J. E., Vinnem, J. E. Quantitative risk analysis offshore Human and organizational factors 2011
5096.  Steffel, M., Oppenheimer, D. Happy by What Standard? The Role of Interpersonal and Intrapersonal Comparisons in Ratings of Happiness 2009
5083.  Taber, M. J., Rã©, A. S. and Power, J. A preliminary ergonomic assessment of piloting a lifeboat in ice 2011
5084.  Thoragood, J. Macondo: The human factors 2011
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3.	Cut and paste all of the content into a Word document and save the document to your H drive (and memory pen) – remember to give the document a relevant/useful name. When you come to write up your dissertation print off a copy of this list – it contains the RefID numbers of the references you intend to use within your dissertation and the list also provides you with the basic information to identify which reference is which!

4: Using Bibliography > Format Document to produce in-text citations and bibliography

Extremely Important Note: Over the summer months of 2013 we are in a period of transition regarding the normal tool that would be used for formatting documents. The Write-N-Cite (WNC) utility associated with RefWorks will be upgraded from version III to version 4 at some point before the start of the 2013/14 teaching term. To avoid confusion, stress and the complexities of using completely different versions we are using an alternative method to produce in-text citations and bibliographies. **We strongly recommend that you do not use Write-N-Cite – instead, use the method outlined below** .

1. Use the list created in 3 above. A printed copy of this will be most useful when writing your dissertation for real. For the workshop open a copy of this so that it can be used from the taskbar.

2. For the workshop: Open a blank Word document. You now need to insert some text – as this is a test we don't want you to spend lots of time thinking about what to type so we have a magic command to generate some random text!

   Please type the following command exactly as given:

   =rand(5,3).

   This will generate 5 paragraphs of text containing 3 sentences in each. Do not worry about what it actually says – just pretend that this is part of your dissertation!

3. Navigate to the last word in the first sentence, place your cursor before the full stop and insert a space – **you must always insert a space before inserting a reference otherwise the citation will be jammed up against the previous word and it will need to be corrected during proof reading – which is a very tedious process!**

4. Type an in-text citation placeholder by using two open curly brackets {{ followed by a reference ID number from your list of citations and then type two closed curly brackets }}. For example:

   {{34}} for Ref ID number 34

5. For multiple citations in the same location, separate the Ref ID numbers with semicolons:

   {{34;45;23}} The first Ref ID number must immediately follow the {{ for it to be located.

6. Insert up to 10 references into the text

7. Save the document – give it the name test format.

8. Login to RefWorks.

9. Select **Bibliography, Format Document** from the toolbar.

10. Select the desired output style.

11. Click **select a file** to browse to find your document (which is called test format).

   Note: Your paper must be saved as a .doc, .docx, .odt or .rtf file in order for RefWorks to be able to read and format it. If you are attending Part 4 Formatting your dissertation in Word you will be working with .doc or .docx files

12. Save your formatted document using **File, Save**. RefWorks will have renamed this formatted version of your original document. The original document – which contains the curly bracket code - is the only version which can be run through RefWorks for formatting. Make sure you keep the original copy safe in case you need it later.

13. If you need to edit or add text to the main body of your document make these changes in your original copy e.g. adding a paragraph or correcting spelling errors in the text.

14. When you have proof read your document and pulled it all together into one perfect document run it through to produce the final formatted version – this has the in-text citations and the list of references at the end.

   • If you need to make any adjustments to **in-text** citations e.g. add page numbers where you have

referred to a book, or delete author names because you have used them within the sentence make these changes in the final formatted version of your document changes as these adjustments cannot be made in the curly bracket (original version)

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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Life and Physical Sciences & Engineering Susan McCourt s.mccourt@abdn.ac.uk tel: 01224 273287	

IT Service Desk – for access problems
Email: servicedesk@abdn.ac.uk
Tel.: 01224–273636 (also the 'Out of Hours' service number)

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 nota ll 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.