Using RefWorks for History

History students should use the referencing style labelled Stirling UK History style in RefWorks. Care is required when entering data into RefWorks as some fields must be entered manually. Significant editing may be required if data is imported from electronic resources such as Web of Science, Historical Abstracts, The Times Digital Archive etc.

<table>
<thead>
<tr>
<th>Type of reference</th>
<th>Example from student handbook</th>
<th>Fields to use in RefWorks</th>
<th>Short reference</th>
<th>Important notes</th>
</tr>
</thead>
</table>
| Edited book       | Give editors/authors, *book title* (place of publication, date of publication), pp. page numbers.  
The ampersand is optional for two editors/authors but must be used if more than two appear.  
<p>| Journal article | Give author, ‘article title’, <em>periodical title</em>, volume number (date of publication), pp. page numbers. If the article is you accessed electronically, cite as below, but add ‘(accessed online)’ after the page numbers. e.g. P. Burroughs, ‘Crime and punishment in the British army, 1815-1870’, <em>English Historical Review</em>, 100 (1985), pp.545-571. or P. Burroughs, ‘Crime and punishment in the British army, 1815-1870’, <em>English Historical Review</em>, 100 (1985), pp.545-571. | <strong>Use Journal article in RefWorks.</strong> Enter data into these fields only: author, article title, journal name (use periodical full), volume, publication year, start page, other pages (end page of article) | <strong>Burroughs, ‘Crime and punishment’, p.561.</strong> You must add (accessed online) manually to your bibliography, it is not possible to do this in RefWorks. |
| Website | Give author (whether an individual or an organisation), ‘title’, date of publication (if provided), name of the website (if different from the author), &lt;the exact web address&gt;, and the date on which you accessed it. E.g. United Nations, ‘UNOCI: United Nations Operations in Côte d’Ivoire’, | <strong>Use webpage in RefWorks.</strong> Enter data into these fields only: authors, title, last updated year (if available, if not available, leave blank and see note), URL, use database for the name of the website (if | <strong>You may need to remove some punctuation from RefWorks if the name of the website is the same as the author, or no publication date is available. You may receive a warning that the author’s name has not been entered.</strong> |</p>
<table>
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<th>Format</th>
<th>Description</th>
<th>Example</th>
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<tbody>
<tr>
<td>Newspaper article</td>
<td>Give title, date.</td>
<td>Use newspaper in RefWorks. Enter data into these fields only: name and publication date free form. It will be necessary to edit the names of newspapers to remove the word 'the' if importing data from electronic resources.</td>
<td>E.g. The Times, 16 Nov. 1866. Omit 'the' in all other newspapers, e.g. Stirling Observer, 22 May 1900, or Guardian, 1 April 2009. Significant editing may be required if importing data from electronic sources to match the requirements of the History referencing style.</td>
</tr>
<tr>
<td>Official papers</td>
<td>Give specific source (if there is one), collective source, date, volume, page.</td>
<td>Use Bill/Resolution in RefWorks. Enter data into these fields only: title (for the source), publication year, start section (for page number), document number (for the volume) and Data Source (for the collective source)</td>
<td>Royal Commission on Military Punishments, Parliamentary Papers, 1836, XXII, p.555. Use Bills/Resolutions in RefWorks. It is not necessary to enter data into all fields in RefWorks.</td>
</tr>
<tr>
<td>Manuscripts</td>
<td>Give archive, name of collection, location of document, description and date of document. No italics are used.</td>
<td>Use Unpublished material in RefWorks. Enter data into these fields only: Place of publication (for the</td>
<td>Use unpublished material in RefWorks. It is not necessary to enter data into all fields in RefWorks.</td>
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different to the author), and retrieved date (for the date which you accessed the website)
correctly, ignore this warning. Do not enter data into Accessed year or Accessed month/day fields.

Newspaper article

Give title, date.

E.g.
The Times, 16 Nov. 1866.

Use newspaper in RefWorks. Enter data into these fields only: name and publication date free form. It will be necessary to edit the names of newspapers to remove the word ‘the’ if importing data from electronic resources.

Omit ‘the’ in all other newspapers, e.g. Stirling Observer, 22 May 1900, or Guardian, 1 April 2009.

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Official papers

Give specific source (if there is one), collective source, date, volume, page.

E.g.
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Royal Commission on Military Punishments, p.555.

Use Bills/Resolutions in RefWorks. It is not necessary to enter data into all fields in RefWorks.

Manuscripts

Give archive, name of collection, location of document, description and date of document. No italics are used.

E.g.

Use Unpublished material in RefWorks. Enter data into these fields only: Place of publication (for the |

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<td>Film</td>
<td>Give <em>film title</em>, director, production company, date e.g. <em>Braveheart</em>, Mel Gibson (director), Icon Productions (1995)</td>
<td>Use motion picture in RefWorks. Enter data into these fields: Director, Title, publication year and Distributor/Studio.</td>
</tr>
<tr>
<td>PhD dissertation</td>
<td>Library advice not from the Division of History &amp; Politics. Give author, <em>title</em> (level of award, awarding institution, date of award), p. page number. If accessed via a repository e.g. STORRE add in URL, i.e. Give author, <em>title</em> (level of award, awarding institution, date of award) &lt;url&gt;. [Accessed date]. e.g. D. Guasp, <em>Falkirk in the Later Nineteenth Century: Churchgoing, Work and Status in an Industrial Town</em> (PhD, University of Stirling, 2012) <a href="http://hdl.handle.net/1893/12900">http://hdl.handle.net/1893/12900</a>. [Accessed</td>
<td>Use dissertation/thesis in RefWorks. Enter data into the following field only: author, title, publication year, degree type, Institution, Retrieved date, URL (for online) start page if printed. Use dissertation / thesis in RefWorks. Only use this format for PhD theses, see below for Masters and undergraduate level theses. It is not necessary to enter data into all fields in RefWorks.</td>
</tr>
</tbody>
</table>
| **BA, MA and MLitt theses** | Library advice, not from the Division of History & Politics.  
Give author, *title* (level of award, awarding institution, date), p. page number.  
e.g.  
E. Richardson, *My Undergraduate Dissertation in History: The Romans* (BA (Hons), University of Stirling, 2011), p.22. | **Use dissertation / thesis, unpublished in RefWorks.** Enter data into the following fields only: author, title, publication year, degree type, institution and start page. | **Use dissertation/thesis, unpublished.** Use this for BA, MA and MLitt theses, for PhD these see the entry above. It is not necessary to enter data into all fields in RefWorks. |
| **Artwork** | Library advice, not from Division of History & Politics  
Give artist, date, *title of painting*, Gallery name and location.  
e.g.  
C. Pissaro, 1900, The Tuileries Gardens in Paris, Kelvingrove Art Gallery, Glasgow. | **Use Artwork in RefWorks.** Enter data into these fields only: artist, title, publication year, Institution (use this for the name of the Gallery) | **If the location of the gallery is obvious do not enter it, e.g. there is no need to enter Louvre, Paris or Uffizi, Florence. However if it is ambiguous the location should be provided, e.g. The National Gallery, London.** |

Last updated March 2014.