

## RefWorks Mini Guide

### Pop-ups

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You may need to allow pop-ups on your browser for all of the steps below to work.

### Login

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- Go to the University **Portal** click on the **Resources tab**. Click on the **Login to RefWorks**.
- If asked to **Login through your institution** select **University of Stirling** from the Shibboleth list.
- The first time you login you will be asked for your email address – please use your Stirling University email address, for example: [username@students.stir.ac.uk](mailto:username@students.stir.ac.uk)

### Create a Folder


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RefWorks helps you create lists of references for each essay or project. You can easily create a reference list for all the references in a folder, so it helps to organise your references into a series of different RefWorks folders.

- Click on the **New Folder** button.
- Type in a logical **name** for the folder, e.g. your module code, essay topic etc.
- Click **Create**.

### Move a Reference to a Folder

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- Select the reference by checking the small square next to it.
- From the **Folders** drop down list  select the folder you want OR click on the record and drag and drop into the folder.


### Type in a Reference

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- Go to **References** at the top menu and click on **Add New**.
- Select your Subject's style (e.g. **Harvard Stirling University**) from the dropdown list at **View fields used by**.
- From the **Specify Folders (if any)** drop down list select your folder.
- Choose the **Ref Type**, e.g. **Journal Article** or **Book, Whole**.
- Fill in the details.
- Note: multiple authors/editors should be separated with a semi colon e.g. Jones, A.B; Smith, C.D.

### Edit a Reference

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- Click on the edit icon  in the top right hand corner of the record. Make the edits in the record.
- Click on **Save Reference**, then click on the cross in the top right corner to close the record.

### Exporting/Importing References Automatically into RefWorks

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Many databases and catalogues have a facility to export references directly to RefWorks. You will find more information about how to do this overleaf. If asked which version of RefWorks to use, choose **Legacy**.

### Create a Bibliography

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- Click on **Bibliography** at the top menu, then **Create**.
- Choose **Output Style**, e.g. Harvard Stirling University.
- Select **References to Include**.
  - In the drop down **Specify Folder (optional)**, select your folder, e.g. Essay 1.
- Click on **Create Bibliography**.
- Then copy and paste from the new window (allow pop-ups), email to yourself or download it.
- **ALWAYS CHECK THE BIBLIOGRAPHY FOR ERRORS AND CHECK YOUR MODULE GUIDELINES**

### In Text Citations – Write-N-Cite

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You can either manually enter your citations within the text of your document or you can do this automatically using some software from RefWorks called Write-N-Cite. See Write-N-Cite information at: <http://libguides.stir.ac.uk/WNC>


## Exporting/Importing References Automatically into RefWorks

### IMPORTANT

**Login Information:** if you are asked to **Login** to RefWorks when you export references always select **My Institution's Credentials (Shibboleth)**, then University of Stirling

**Version:** if you are asked which version of RefWorks to export to, please choose B.

### Get Reference from Stirling University Library Catalogue



- Within the library catalogue, search for the book or article you want.
- From the results screen click on the Export to RefWorks icon 
- RefWorks should open and you may have to choose Legacy version or log in (see instructions at top of page).
- Move the reference to a folder (see instructions on previous page).
- Check your reference carefully and edit any details which have not exported as you expect e.g. if the book is a 2<sup>nd</sup> edition (or later) you may wish to add that information.

### Set up Google Scholar to Export Directly to RefWorks

- Go to the University **Portal** click on the **Resources** tab. Click on **A-Z list of online resources**.
- Choose G, then Google Scholar from the list. Select the **Settings** option from the top right hand side.
- Under the **Bibliography Manager** heading select: **Show links to import citations into** and choose **RefWorks**. Click on **Save**. Now at the foot of each Google Scholar result you will see the **Import into RefWorks** option.

### Exporting References from EBSCOHost databases

These instructions relate to all EbscoHost databases including: ATLA, Business Source Complete, CINAHL, EconLit, Health Source, Historical Abstracts, IPSA, PsycArticles & PsycInfo and SportDiscus.

- Search for articles.
- Click the add to folder symbol  next to each reference you wish to export.
- Click the Folder tab  on the blue toolbar at the top of the page.
- Select some or all of the references to confirm that you wish to export them.
- Click **Export** on the right hand side.
- Check/Tick the **Direct Export to RefWorks** option (bottom right).
- Click **Save**.
- If asked select **Legacy RefWorks**
- RefWorks should open (you might have to log in first).
- Click **View Last Imported Folder** to see your references
- **Move** the references to the relevant folder(s).

### Get Reference from More Library Databases, Direct Export

Each database may have different procedures for exporting to RefWorks. The following note gives some general guidance for a journal article. More help for other sources and to export using filters is available from the online training page: <http://libguides.stir.ac.uk/RefWorks/Export>.

- Click to view the full record for the article. Then click the link **Download to citation manager** or **Export Citation** (these might have different names, but look for 'citation').
- A new page with different options opens. Select **RefWorks** or **RefWorks Direct Export**. If you are given a choice select **Legacy RefWorks**
- You might have to **allow pop-ups** in your web browser.
- RefWorks should open and you might have to log in, see above.
- Move the reference to a folder, if you wish, see above.