NTU Library

RefWorks

A Guide to organising and managing your references

NOTTINGHAM
TRENT UNIVERSITY

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1. What is RefWorks

RefWorks is a tool designed to help you with your referencing. It has two main features: firstly, it offers you a place to store your references, so you have the details of all of the sources you have read in one place; secondly, it works with Microsoft Word to allow you to automatically add citations to your assignments and create bibliographies in the correct referencing style. The software is web-based, therefore, you can use it both on-and off-campus.

2. Setting up RefWorks

The **first time** you access RefWorks you will need to set up an account.

2.1 Creating your RefWorks account

Access RefWorks via this URL (clicking the link found on the page), entering your NTU username & password:
http://www.ntu.ac.uk/library/resources_collections/refworks/index.html

This link can also be found on the NTU Library section of the NTU website (**NTU** > **Library** > **Resources and collections** > **RefWorks**).

1. Log on to RefWorks using your NTU username and password.
2. Complete the RefWorks registration wizard.
3. Click on **Register** when done, to complete your account details.

2.2 Logging in to RefWorks (after you have set up your account)

Now you have created your RefWorks account, you can access it via two routes. You can either access it via NTU Library's webpages (as outlined above) or go to the RefWorks web site. If you choose to go direct to the RefWorks site, select login and click on **Use login from my institution** and select **Nottingham Trent University** from the drop-down menu. This will take you to the NTU Single Sign-On page where you need to enter your student number and password.

Making research easier

Sign in to use RefWorks

Enter your email address

Enter your password ☐ Show

Forgot your password?

Sign In

🌐 | Use login from my institution ⌄

Create account

2.3   Customising your references to preferred style

RefWorks allows you to customise your account to display the references on-screen as they will be shown in your final work. The most commonly used style is Harvard, and many disciplines will use the default RefWorks style named 'Harvard NTU Library'; however, it is important that you **check your module/course handbook or ask your tutor** to see what style you are required to use.

1. On your RefWorks home page, select **Citation view** from the toolbar at the very bottom of the screen:

2. In the section entitled **Reference List Options**, choose the appropriate referencing style(s) from the drop down menu next to **Output Style Choices for Reference View**:
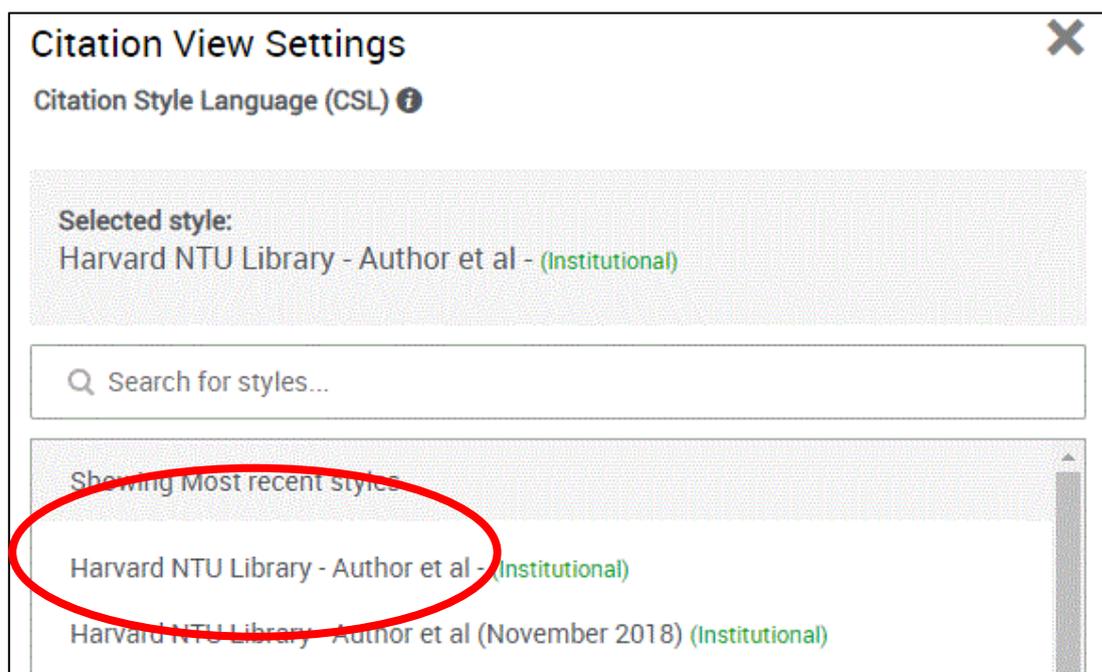

3. Click **Save.**

3. Adding your references to RefWorks

3.1   Adding references from NTU Library/other libraries (& PubMed)

You can find the reference details of books and audio-visual resources you have used from NTU Library by using the search facility inside RefWorks. **Tip:** If you need book details which are not from our collections, you can try searching the extensive data held by COPAC (containing the merged online catalogues of many major university, specialist and national libraries in the UK and Ireland); to do so, select **COPAC** instead of Nottingham Trent University in step 2 of the process outlined below. You can also search for the reference details of sources you have used via **PubMed** in this way.

1. Click on **Search databases** and select your chosen catalogue or database.
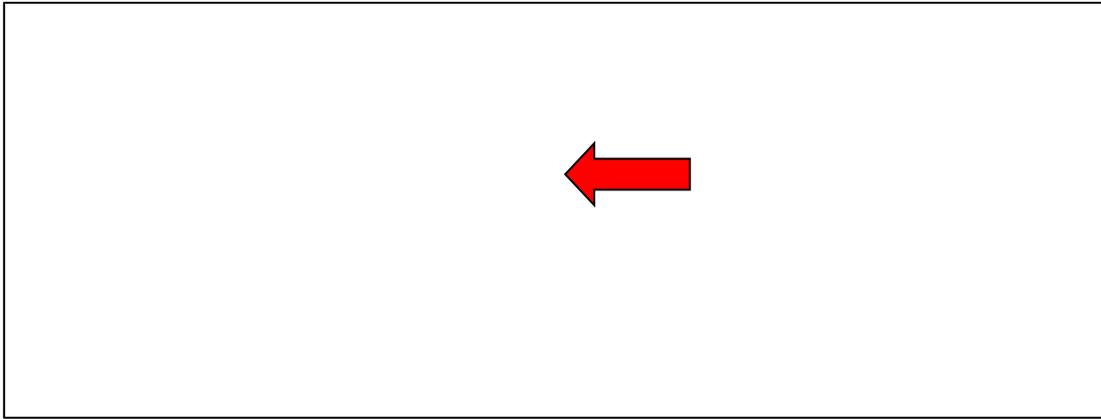
2. Enter your search terms into the search box or select the Advanced option for more detailed searching.
3. Your results will appear in a new window; select the references you require and then click **Import** to transfer these references into your **Last Imported Folder**:
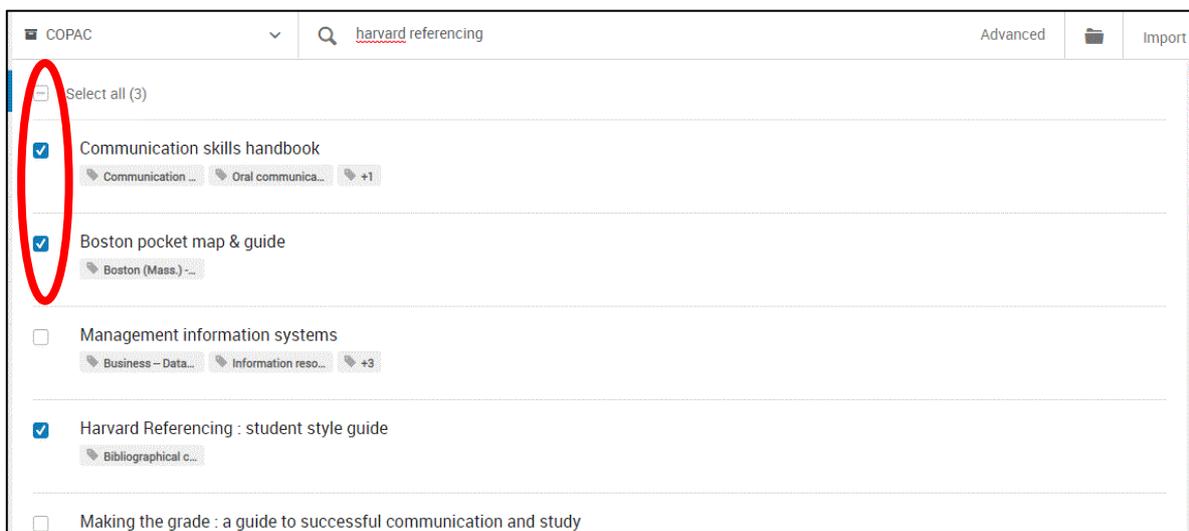

4. Alternatively, you have the option to import directly into a folder that you have created for references for specific topic or assignment (See Section 4: Storing / organising references into folders). You can do this by selecting the folder from the drop down menu after you click on the
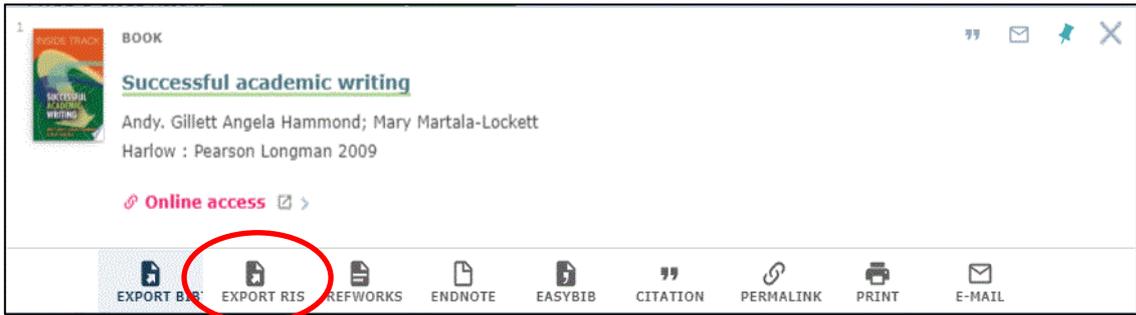
 icon.
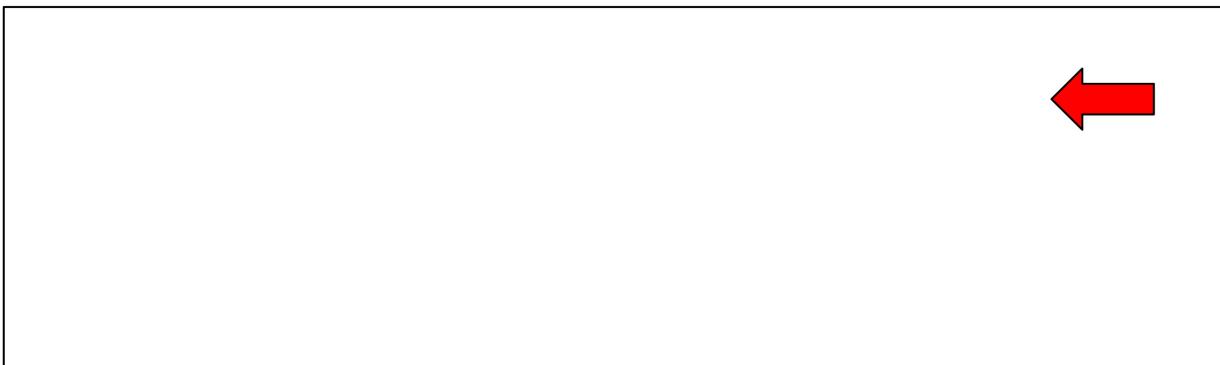
3.2   Importing records from Library OneSearch

1. Keep RefWorks open and open Library OneSearch in a separate browser window or tab.
2. Search for the details of sources that are relevant to your topic.
3. Select the Actions button :
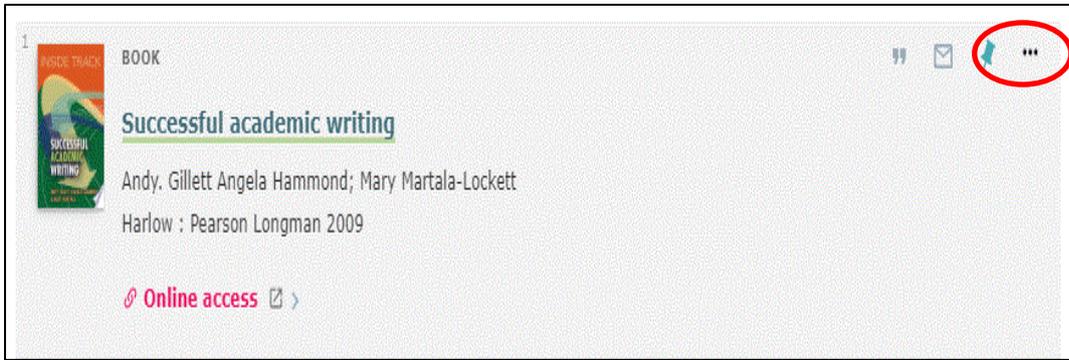
4. Select the **RefWorks** icon:

5. Your record will now be exported into RefWorks into your **Last Imported** folder.
6. It is important that you check that the source details have been imported into RefWorks correctly. You may need to edit the reference record if there are any inaccuracies (Section 3.10 Editing reference records outlines how to do this).

## 3.3   Importing records from Google Scholar

1. In a separate browser window (keep RefWorks open in a different window or tab), go to Google Scholar.
2. Make sure that cookies are enabled to allow you to set your preferences in Google Scholar, then select the **Settings**:

3. Scroll down to the **Show links to import citations into...** option, select **RefWorks** from the drop-down menu and click **Save:**
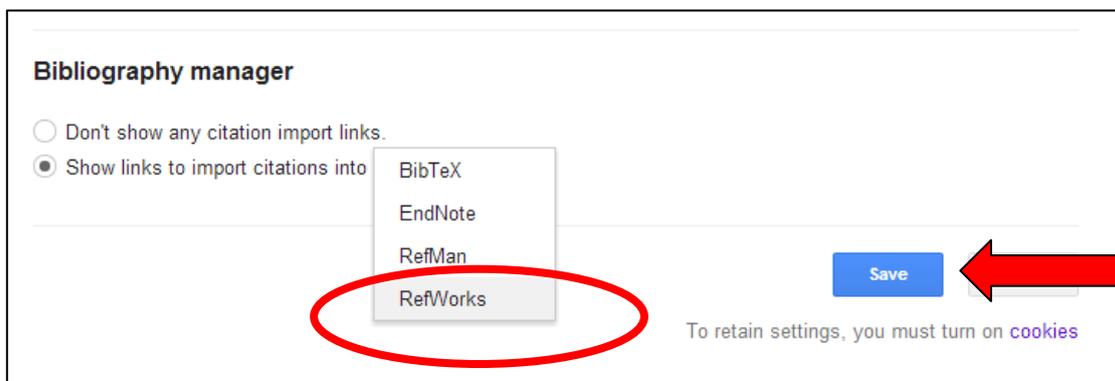
4. Go back to the Google Scholar homepage and run your search. Google Scholar's results will now include a **Cite** option:
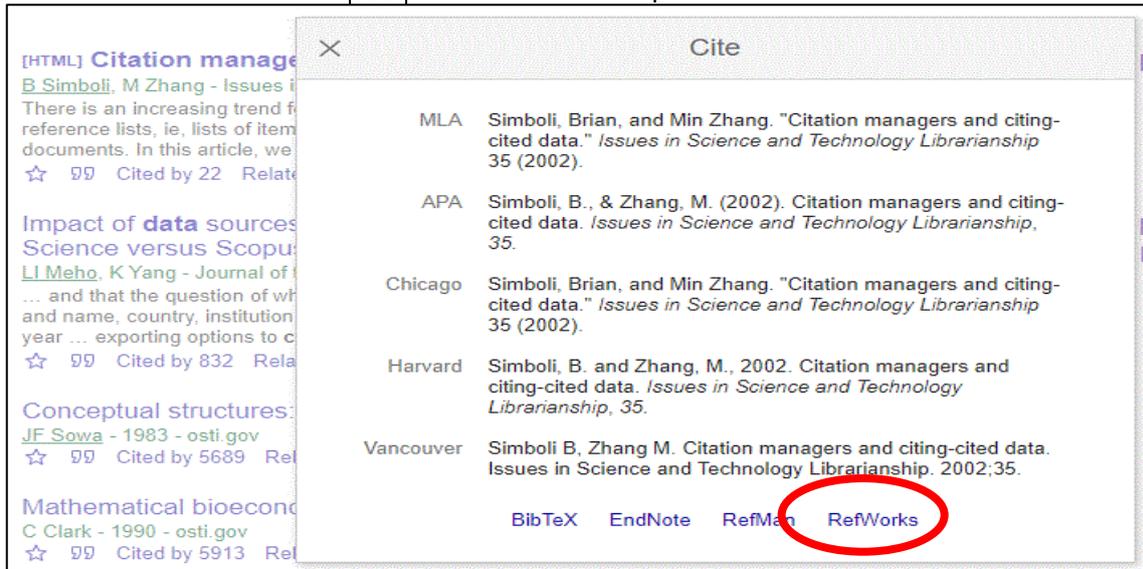
4. Click this and then select RefWorks:
5. For each relevant record, click on the **Import into RefWorks** option. Unlike other databases, Google Scholar does not offer a multiple import facility, so you will need to import each record individually.
6. The record will be imported into your **Last Imported** folder in RefWorks.
7. You may need to edit the reference record if there are any inaccuracies (Section 3.10 Editing reference records outlines how to do this).

3.4   Importing records from EBSCO databases

1. In a separate browser window (keeping RefWorks open), access the required EBSCO database (Academic Search Complete; British Education Index etc.).
2. Search for sources relevant to your topic, then select any records you wish to import by clicking on the folder icon to the right of the source details:

3. To view all of the sources that you have collected in your folder select the **Folder** option from the top-right of the screen:

4. You can either transfer all of the records in the folder into your RefWorks account by checking the **Select / deselect all** box, or select individual records by checking the boxes next to them.
5. Click on the **Export** icon at the right of the list to move these records to RefWorks:

Articles

1-5 of 5

Page: 1

Name ▾   Page Options ▾

☑ Select / deselect all | Delete Items

☑ 1. **Effective inclusive teacher education for special educational needs and disabilities: Some more thoughts on the way forward.**

By: Robinson, Deborah. Teaching & Teacher Education. Jan2017, Vol. 61, p164-178. 15p. DOI: 10.1016/j.tate.2016.09.007. , Database: British Education Index

Subjects: TEACHER education; SPECIAL education; PROFESSIONAL learning communities; TEACHER effectiveness; EFFECTIVE teaching; ADULTS; PROFESSIONAL education; Colleges, Universities, and Professional Schools; Professional and Management Development Training

Academic Journal

Find It ⊙ NTU

☑ 2. **Exploring the views and beliefs of parents of typically developing children about inclusion and inclusive education.**

By: Vlachou, Anastasia; Karadimou, Stella; Koutsogeorgou, Eleni. Educational Research. Dec2016, Vol. 58 Issue 4, p384-399. 16p. DOI: 10.1080/00131881.2016.1232918. , Database: British Education Index

Subjects: INCLUSIVE education; PARENT participation in education; CHILDREN; SPECIAL education; Other Individual and Family Services; SOCIAL support; SOCIAL groups

Academic Journal

▤ **Linked Full Text**

🖶 Print
✉ E-mail
💾 Save as File
📤 Export

6. Select the **Direct Export to RefWorks** option, then **Save**:

Number of items to be saved: 5

☐ Remove these items from folder after saving

Save

Save citations to a file formatted for:

○ Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
○ Direct Export to EndNote Web
○ Generic bibliographic management software
○ Citations in XML format
○ Citations in BibTeX format
○ Citations in MARC21 format
◉ Direct Export to RefWorks
○ Direct Export to EasyBib

7. The record will be imported into your **Last Imported** folder in RefWorks.
8. You may need to edit the reference record if there are any inaccuracies (Section 3.10 Editing reference records outlines how to do this).

3.5   Importing records from ProQuest databases

1. In a separate browser window (keeping RefWorks open), log into the appropriate ProQuest database (ASSIA; IBSS etc.) you wish to use.
2. Carry out your search, select any relevant source records you wish to export as references and click **Save**:


❝ Cite   ✉ Email   🖶 Print   💾 Save

☐ Select 1-30   2 Selected items   Clear

Brief view | Detailed view

☑ 1 Disability and inclusive education in times of austerity

Veck, Wayne. **British Journal of Sociology of Education** 35.5 (Sep 2014): 777-799.

...rejection of inclusive education. (PsycINFO Database Record (c) 2016 APA, all

References (53)

Abstract/Details   **Find It ⊙ NTU**   Preview ⌄

☑ 2 Experiencing an 'inclusive' education: Parents and their children with 'special educational needs'

Rogers, Chrissie. **British Journal of Sociology of Education** 28.1 (Jan 2007): 55-68.

...difference based on a philosophy of 'equal rights' ('inclusive education) and

Cited by (21)   References (40)

Abstract/Details   **Find It ⊙ NTU**   Preview ⌄

3. You will be presented with a drop-down menu of options, under **Export/ Save** select **RefWorks**:
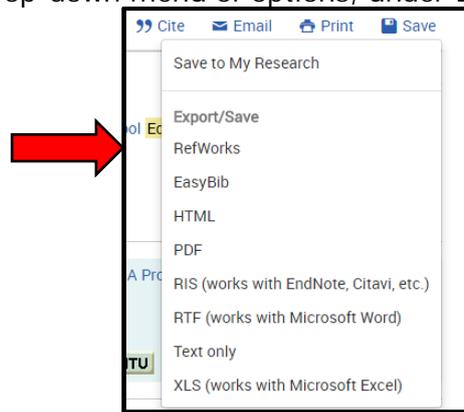
4. On the next screen, select **Continue**:
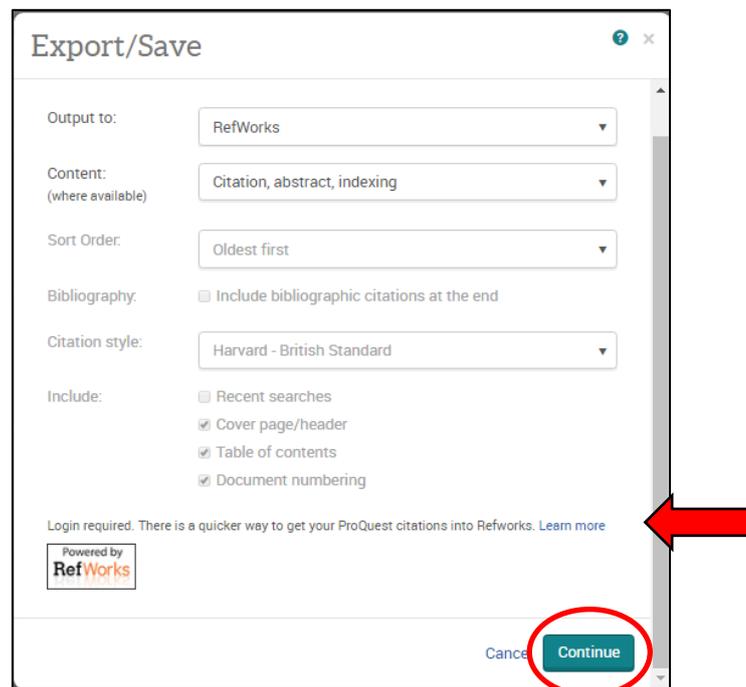
NB: There is also the option to create an account with ProQuest; this will automatically synchronise your stored ProQuest references with your RefWorks account. Click the **Learn More** link for further information (see above).

5. Your reference will now be exported to your RefWorks account into your **Last Imported** folder in your RefWorks account.
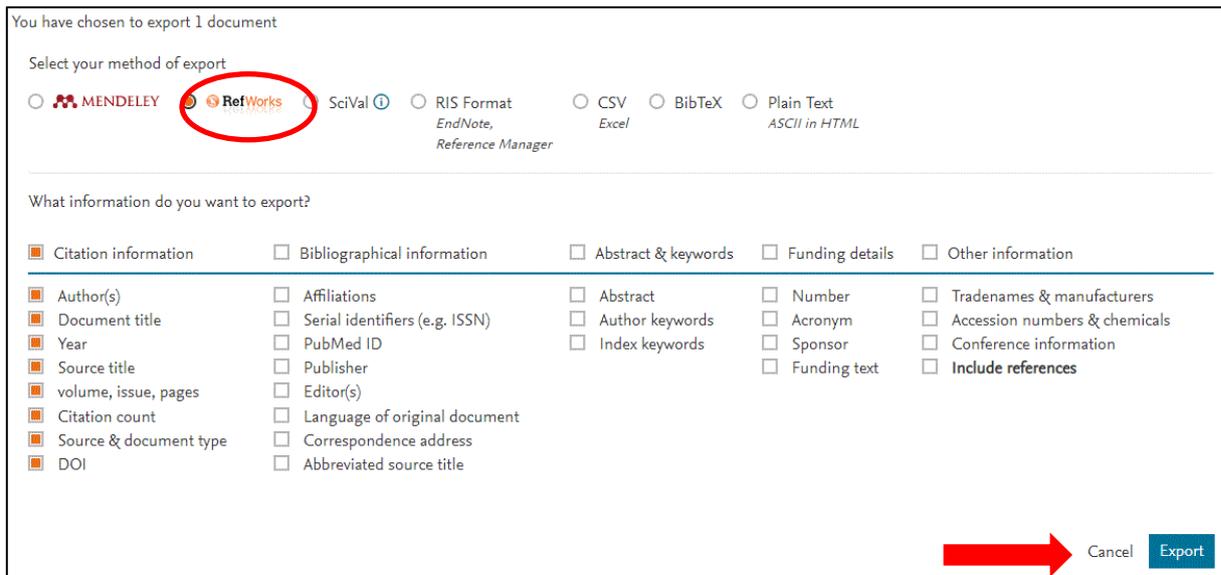
6. You may need to edit the reference record if there are any inaccuracies (Section 3.10 Editing reference records outlines how to do this).

3.6 Importing records from Scopus
1. Keeping RefWorks open, access Scopus, complete your search and select the record(s) you wish to put into RefWorks.
2. From the Export menu select **RefWorks**:
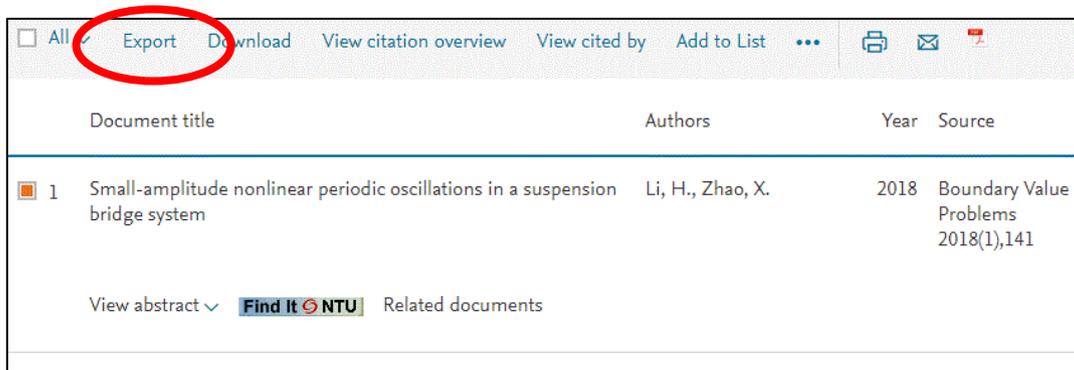
3. From the box below, select any additional information you want to include and click the Export button:

4. Your reference will now be exported to your RefWorks account into your **Last Imported** folder.
5. You may need to edit the reference record if there are any inaccuracies (Section 3.10 Editing reference records outlines how to do this).

3.7 Importing from other databases

RefWorks provide examples for importing results from many major databases. To access these first go to **Help** and select **Knowledge Center:**
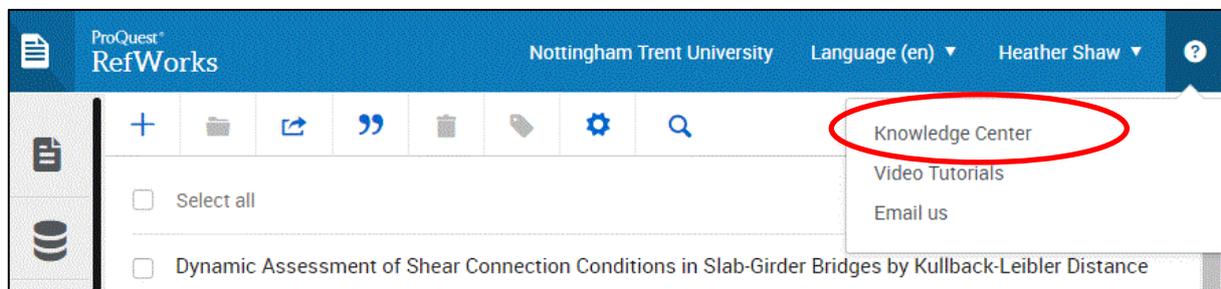
3.8 Using Save to RefWorks for web pages

Save to RefWorks allows the capture of website information to help you create citations. Before you can use this, you need to install it into your web browser so it is visible on your Favourites bar.

For more information on using and installing the Save to RefWorks tool use the RefWorks Knowledge Center or video tutorials.

3.9 Manually adding a new reference

To add a new reference manually, open the folder where you want the reference to be stored and then select **Add**:
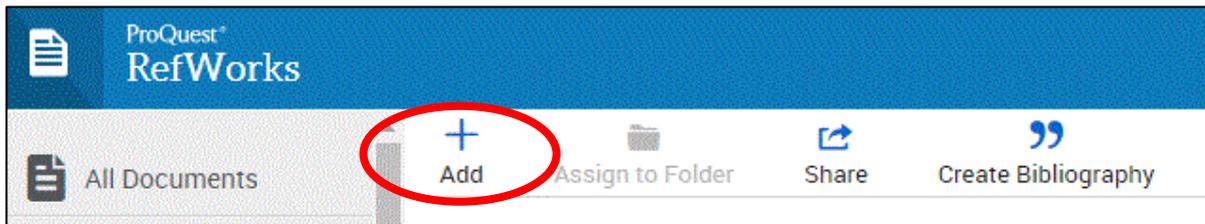
1. Select the appropriate **Reference Type** for the source you want to add (e.g. book, journal article, conference proceeding):
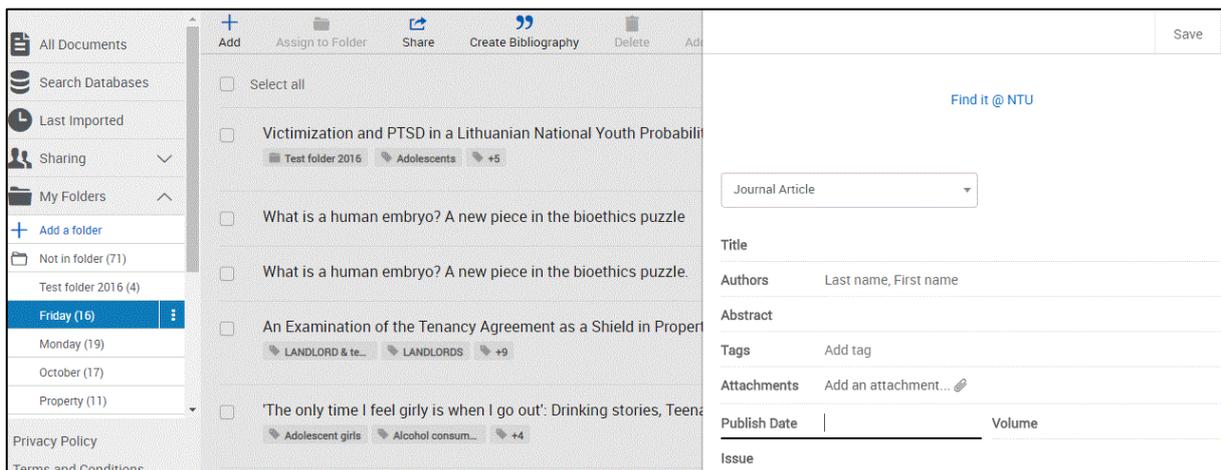
2. You will be presented with the fields that need to be populated for a correct reference for a particular source type in your specified reference style. Fill in the required information.

    NB: Author names should be entered *last name* (followed by a comma), then *first name* (or *first initial* followed by a full stop); if more initials are needed, these should also be followed by full stops. Each author must be separated by a semi-colon, for example:

    Smith,J.R.; Jones,Robert K.; Adams,Mary; etc.

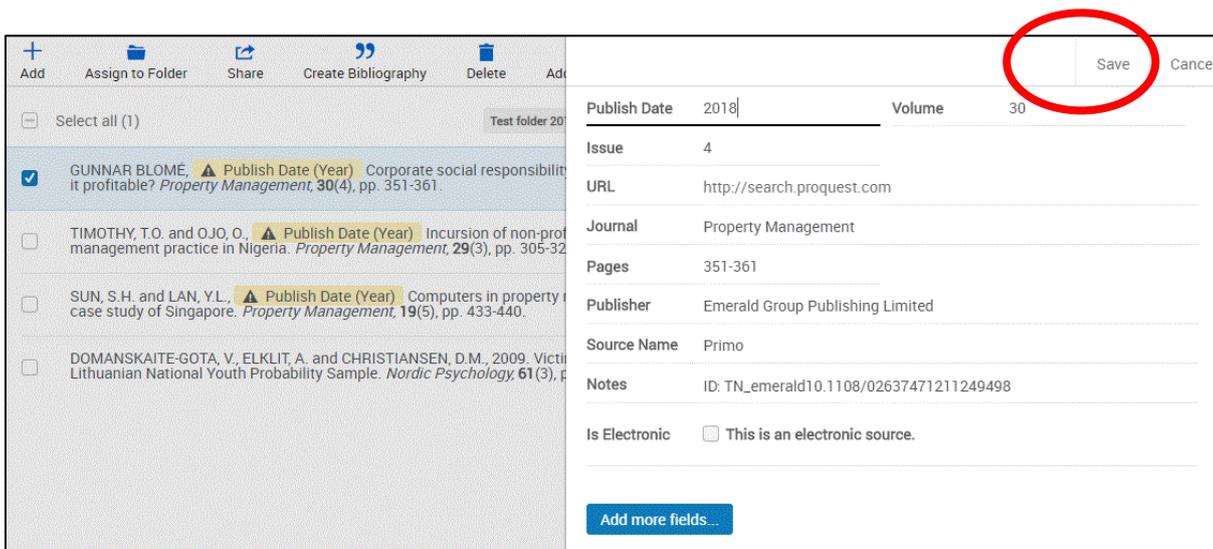3. Click on **Save**.

3.10 Editing reference records

You need to check the details of the records that you are importing into RefWorks very carefully to ensure that all of the requisite detail is presented correctly for your specified reference style. The easiest way to do this is to display the records that you have just imported into your 'Last Imported Folder' in your chosen reference style, by changing the View settings using the button at the bottom of the page.
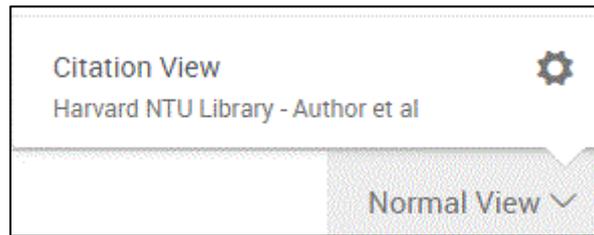
NB: you need to have customised your RefWorks account prior to this- <u>see Section 2.3</u>
For example, this book record from Library OneSearch is neither complete, nor displaying accurately in accordance with the NTU Library Harvard reference style:

1. Click on the highlighted errors as indicated to amend the record:

2. Click on **Save** when you have added the correct details, in the right format, to the record.
3. Check that the reference is now displaying correctly and re-edit if necessary:

4. Storing/organising references in to folders

References need to be stored inside folders, making them easy to organise, locate and use. You can use as many folders as you wish - these merely 'tag' the references you have collected (they do not move them to a unique location), so the same reference may be 'tagged' and organised in multiple folders.

1. To create a new folder, select **Add a Folder** from the folder menu and then name the folder accordingly:
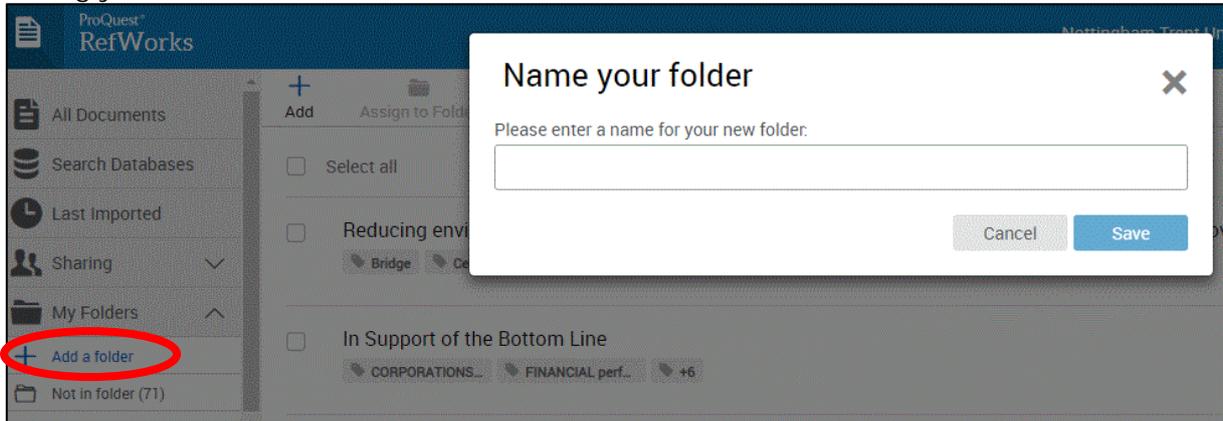
2. To put a reference in to a folder, select the desired reference(s), click the Assign to folder icon and then select the folder where you want to put the reference:
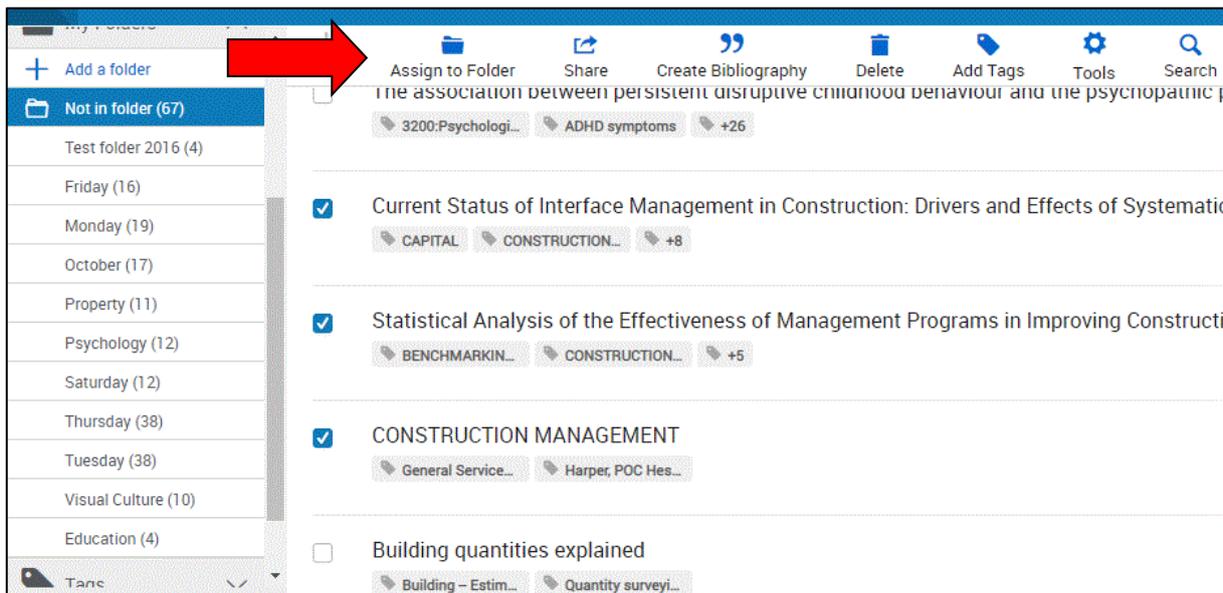

You can also click and drag individual references from the main screen and drop them in the relevant folder in the list at the left-hand side of the screen.

5. Creating a bibliography

The **Create Bibliography** option allows you to create a quick bibliography containing the references in a particular folder, displayed using the reference style of your choice. Firstly, choose the appropriate folder from your folder list.
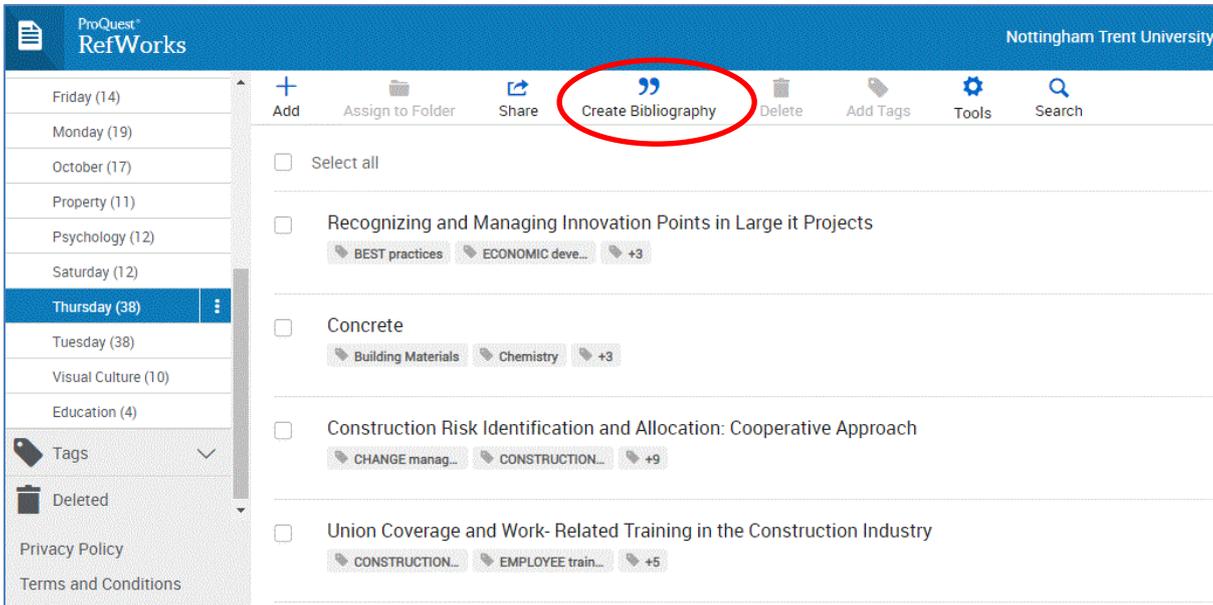
Then select the **Create Bibliography** button and then choose your preferred referencing style from the drop-down box. Use the search option to find specific styles e.g. Harvard NTU Library.
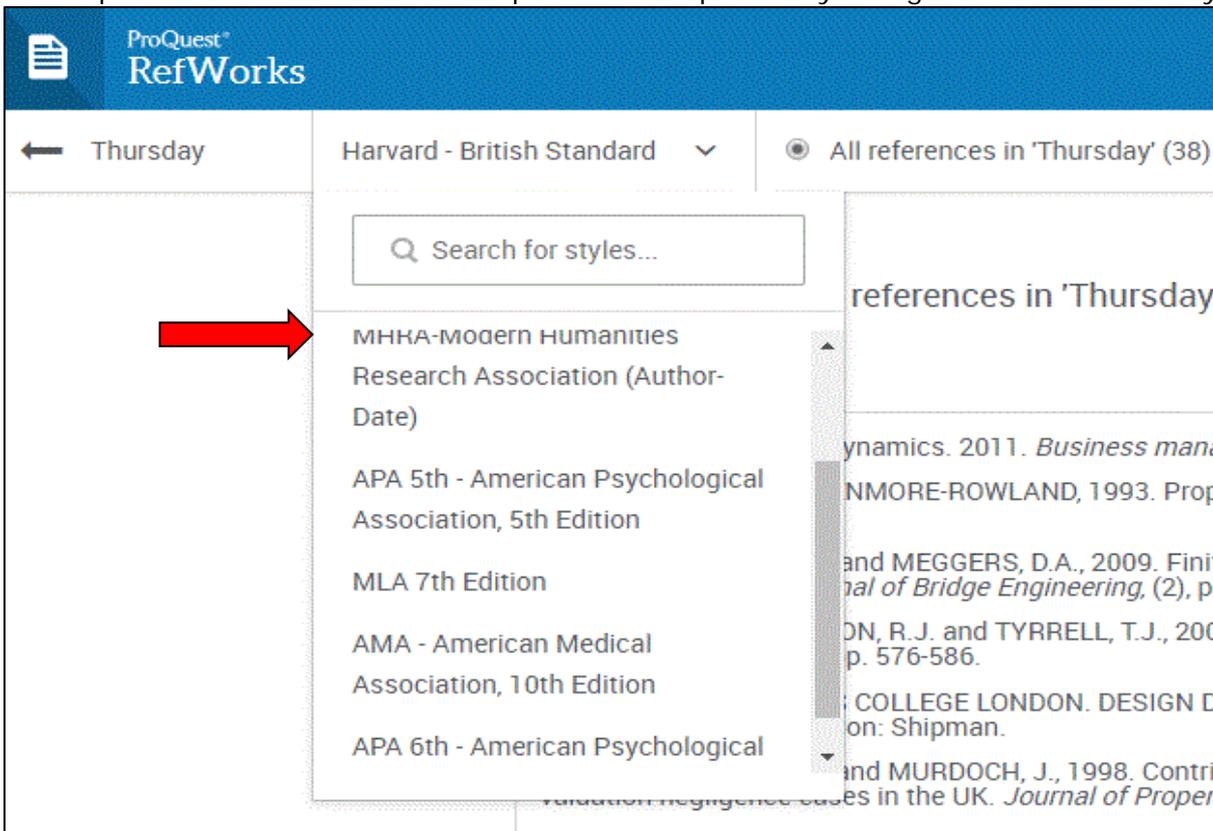
Use the **Copy to Clipboard** button to select the whole reference list ready to copy and paste in to your Word document.

6. Write-N-Cite: formatting references in your assignments

Write-N-Cite allows you to add citations directly from your RefWorks database to your Word documents and create a bibliography, or reference list, in the correct citation style. It is a downloadable plug-in which contains all of your references. If you are using an NTU PC then you can launch the Write-N-Cite application via the Software Hub (see section 6.1). You can also install it onto your own device for free (see section 6.2).
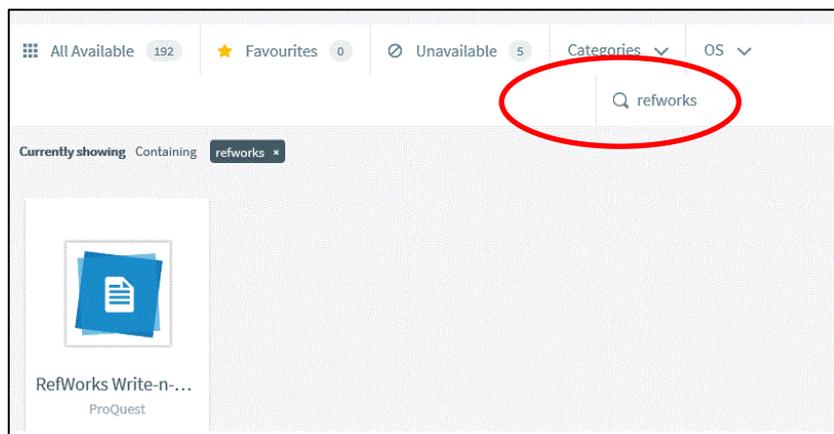
6.1   Installing Write-N-cite onto an NTU computer

When you have logged onto an NTU PC follow these steps to install Write-N-Cite for Word through the Software Hub.
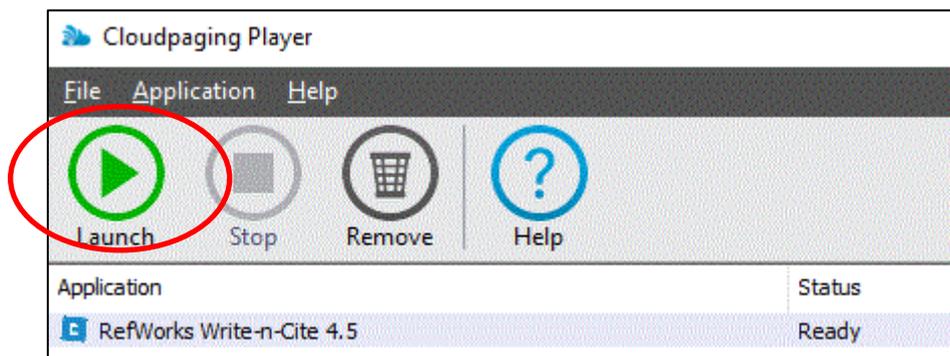
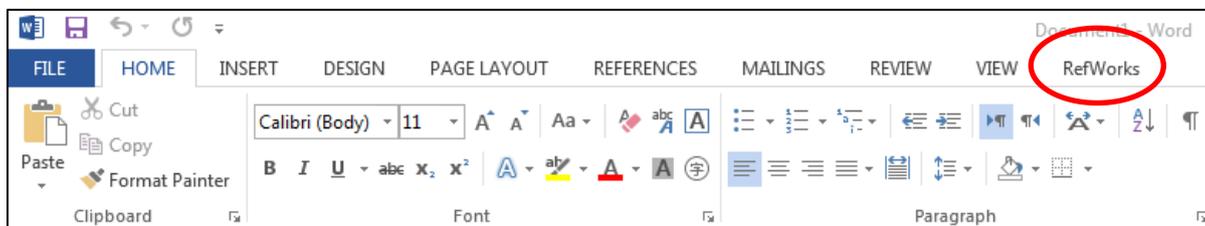1. Select this shortcut on the desktop:

2. In the search box, type **RefWorks**, then select **Search**:

3. Hover your cursor over the RefWorks icon and click **Launch**:

4. You will be prompted to open Word; it is at this point that you will see an additional tab on the Word Ribbon called **RefWorks:**

5. Go to [Section 6.4](#) for instructions to log into Write-N-Cite 4.

6.2   Installing Write-N-Cite on to your own device

1. Firstly to install Write-N-Cite you must be logged into your RefWorks account. When you have done this, click on Tools drop-down menu and scroll down to the section **Cite in Microsoft Word**.

2. From here you can select the correct version for your Mac or Windows device and then follow the instructions to download this tool on to your machine.

For more help installing Write-N-Cite 4 consult the guide in the Knowledge Center in RefWorks or the video tutorials.

6.3   Using earlier versions of Write-N-Cite

Write-N-Cite 4 is the most up to date version of the software. If you have previously used the earlier version (Write-N-Cite 3), we recommend that you uninstall this version and install Write-N-Cite 4.
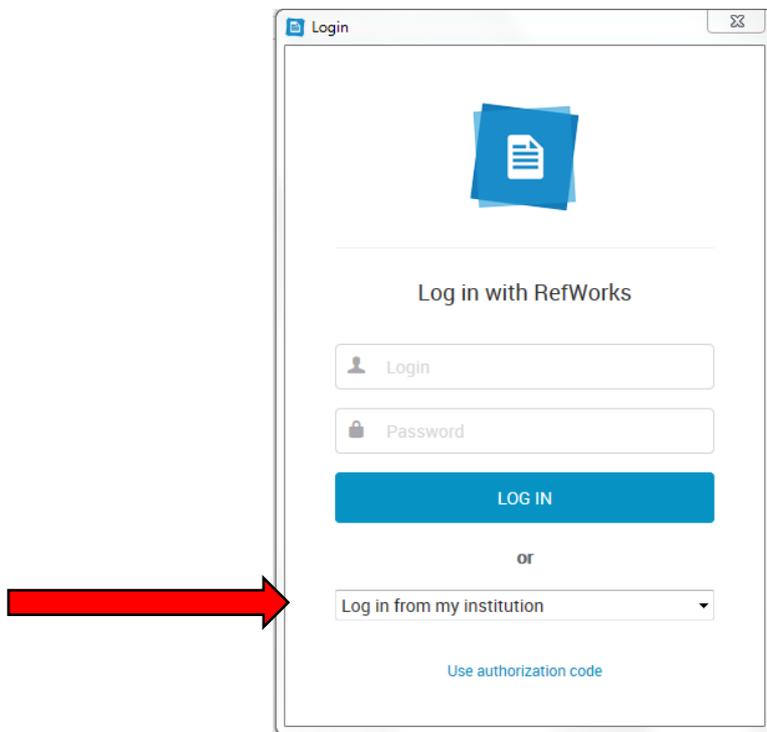
6.4   Logging in to Write-N-Cite 4

Once you have installed Write-N-Cite, you need to sync Word with your RefWorks account.

1. Click on the **RefWorks** tab, then select **Log in:**
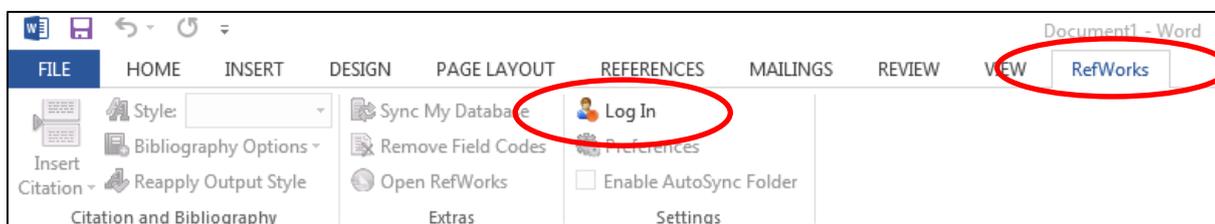
2. Go to the drop down menu under **Log in from your institution** and search for **Nottingham Trent University** when you are presented with the box below:

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3. Enter your NTU Username and Password into the Single Sign On page that now appears and this will connect your Word document to your RefWorks account.

6.5 Using Write-N-Cite 4 to add citations to your work

Now that you have logged into Write-N-Cite, you can begin to add citations in to your text.

1. Place the cursor in your Word document where you wish to insert the reference, then select **Insert Citation**, then **Insert New** from the drop-down menu:
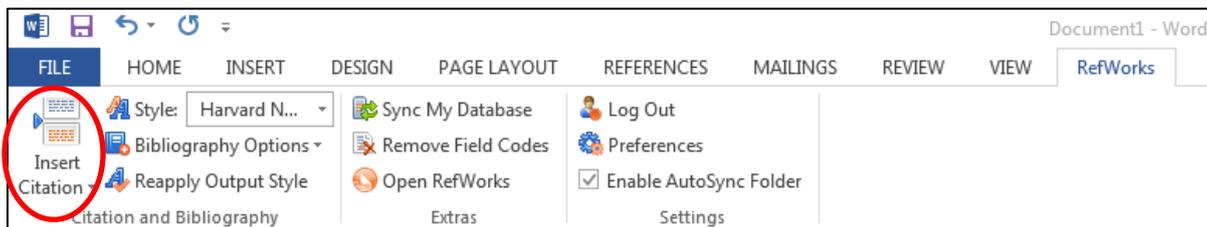
2. Use the screen that you are presented with below to locate the reference stored in your RefWorks account, you can select the appropriate folder (where you stored the original reference in RefWorks) and you will be presented with a list of the references in that folder. Alternatively you could search for the citation using the **Search References** box:
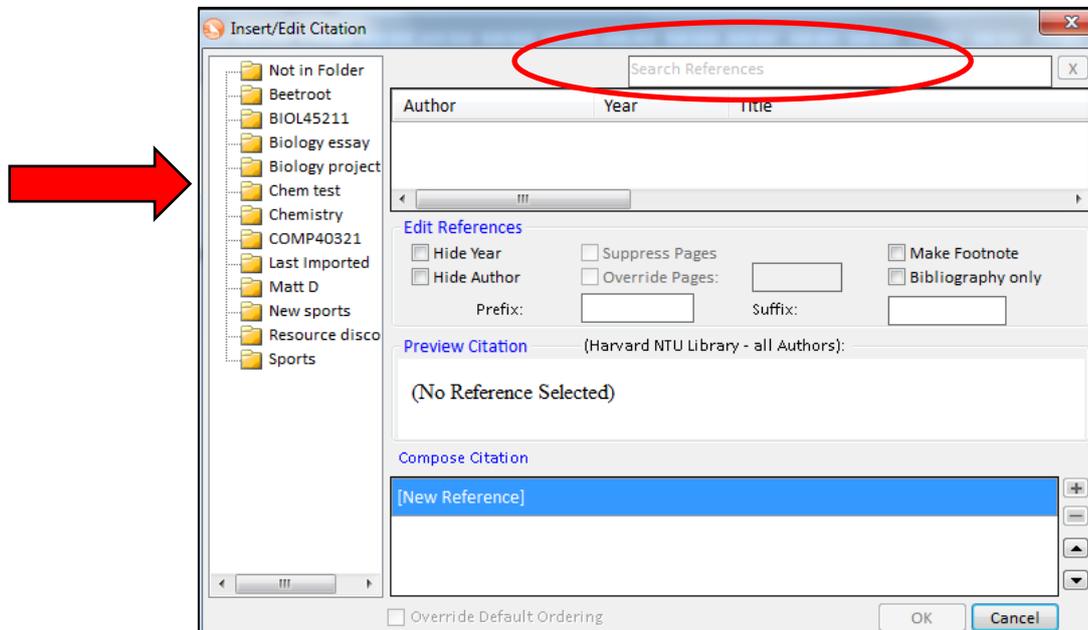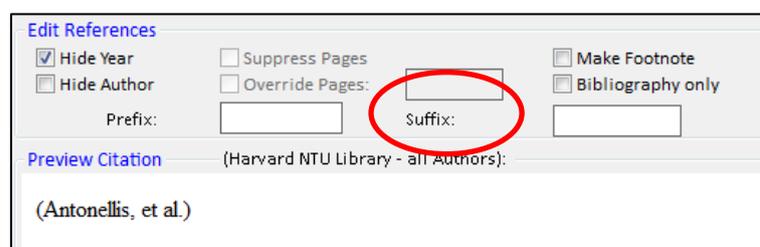
3. Select the appropriate reference by clicking on to it and then select **OK**:
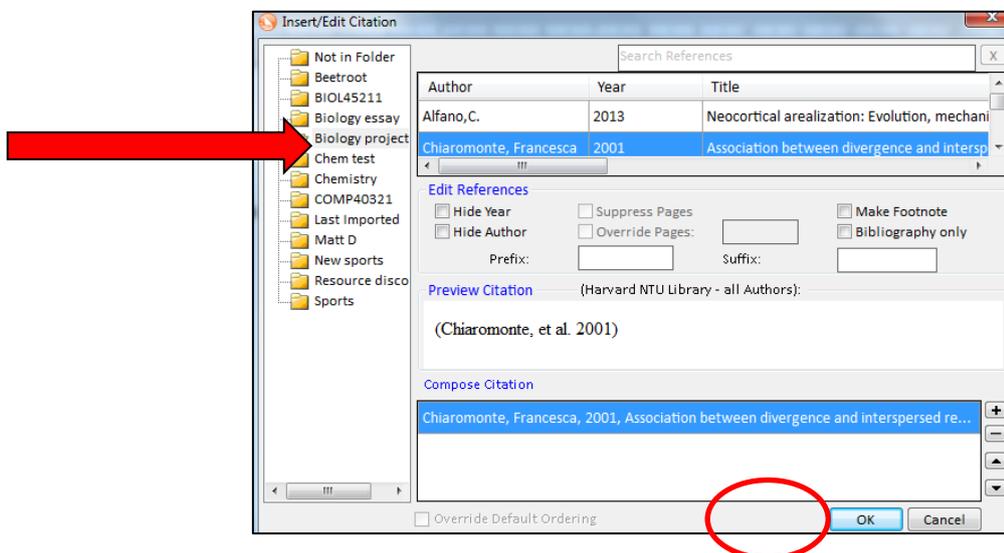

6.6 Using Write-N-Cite 4 to edit citations

You may want to change how the citation appears i.e. if you want to include page numbers or remove the author or year from a citation. To suppress author(s) or year of publication simply check the appropriate box below before clicking **OK**.

To add in page numbers (e.g. when directly quoting or paraphrasing) this is done by adding it as a **Suffix**:

, p. 22 **or** , p. 45-56

Tab down to the **Preview Citation** window to check that it looks correct before hitting **OK**:
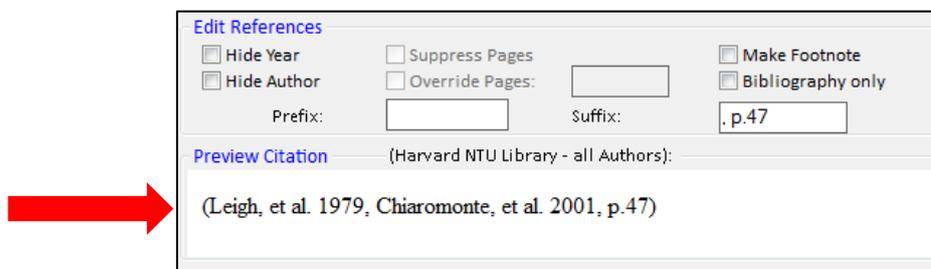
6.7 Using Write-N-Cite to create a bibliography/reference list

When you are ready to create your bibliography (when you have added at least one citation), take the following steps:

1. Firstly, ensure the **Style** is your chosen referencing style e.g. Harvard NTU Library, Royal Society of Chemistry etc. (the options available from the drop-down menu should reflect those you set up in your RefWorks account).

2. From the **Bibliography Options** drop-down menu select **Insert Bibliography**
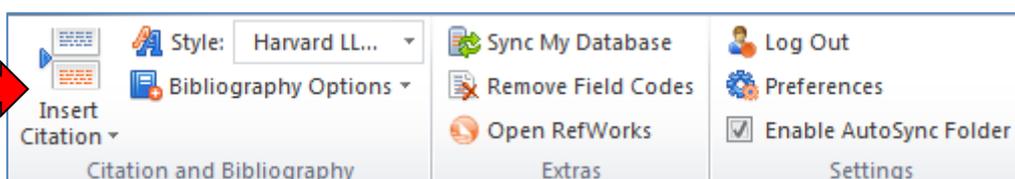
This will automatically generate your bibliography at the end of your work. If you subsequently amend any of your citations, your bibliography will be automatically updated.

6.8 Write-N-Cite and Office 365

Office 365 is an online version of Microsoft's Office suite of applications. The web-based Microsoft Word does not support Write-N-Cite as it is a simplified version of the desktop application. Therefore, you can not use Write-N-Cite whilst you are working on a document online, in a browser, or using a device such as an iPad or Android phone that only offers access to a basic version of Microsoft Word. You simply need to download your document onto a device that hosts the desktop version of Microsoft Word in order to use Write-N-Cite.

Further support

Within RefWorks, click **Help** and then either **the Knowledge Center** or **Video tutorial** options to access further guidance:

If you require further information or additional support, then email libinfodirect@ntu.ac.uk or book an appointment with a member of the Learning and Teaching Team: http://librarybookings.ntu.ac.uk/

Nottingham Trent University is not responsible for any citation or bibliography errors produced by any referencing management software.

Always check your citation and bibliography output against the appropriate authoritative style guidance.

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