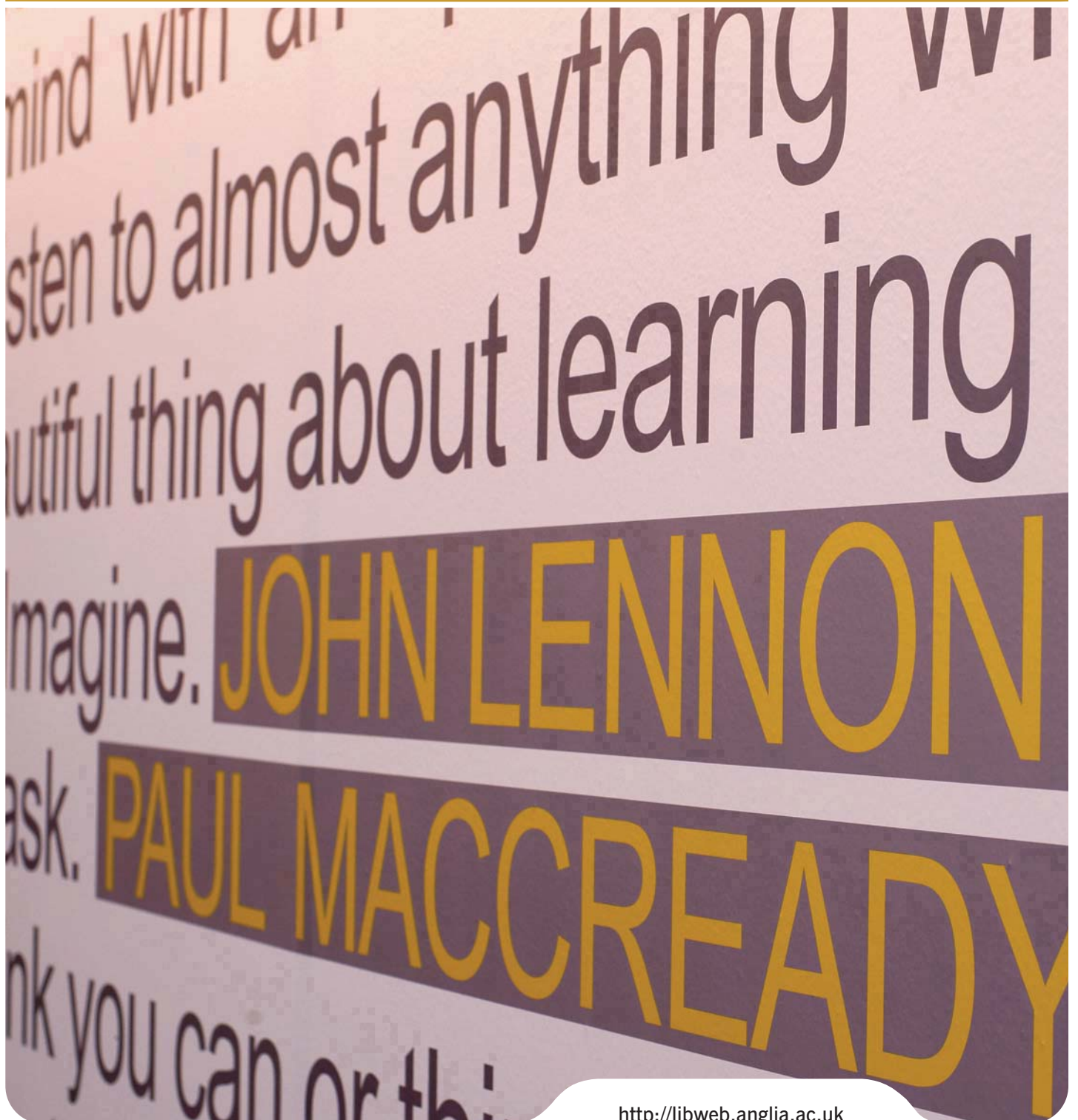




# University Library RefWorks Guide



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# 1. Introduction

This guide provides information about RefWorks 2.0 for students and staff using Anglia Ruskin University Library services.

RefWorks 2.0 supports efficient time management when literature searching, writing and formatting documents by enabling you to create a personal database of references and compile instant bibliographies in a variety of styles. It is a web-based service accessed via the internet and can also be used off-line.

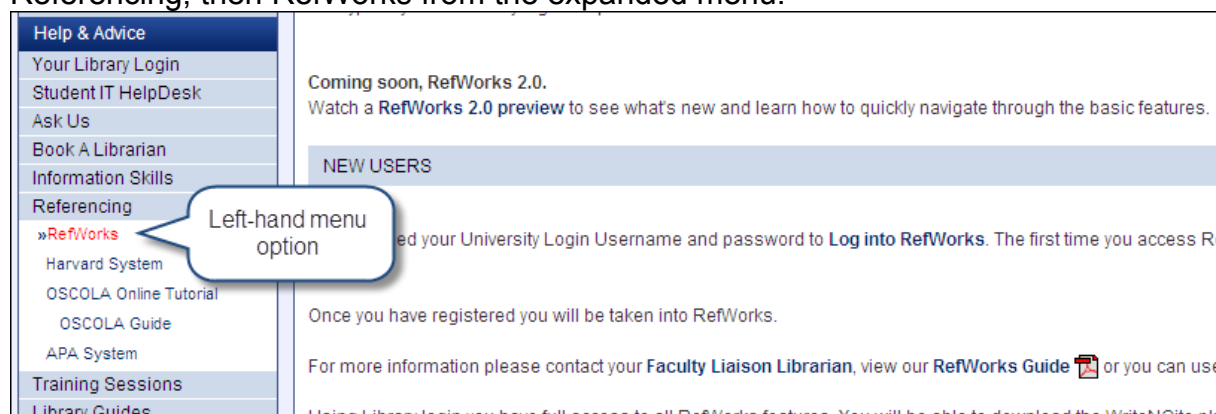
## Linking to full text

RefWorks will link your references to Anglia Ruskin's Digital Library using the 'Check Full Text' button in Standard and Full view. Other direct links may also be listed e.g. a link to a document in PubMed.

You can convert an existing database from another bibliographic management program. RefWorks 2.0 online Help gives instructions for exporting from each named product, including Endnote and Zotero.

## 2. Getting started: create an account with University login.

Start at our University Library website [www.libweb.anglia.ac.uk](http://www.libweb.anglia.ac.uk). Click on Referencing, then RefWorks from the expanded menu.



Follow the instructions for 'New users'; you will need your Anglia Ruskin University login to create your RefWorks account.

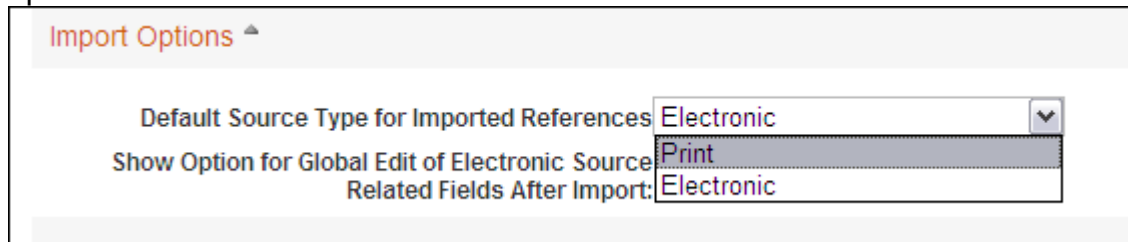
If you need help with your University Login, please contact the Student IT Help Desk [student-ithd@anglia.ac.uk](mailto:student-ithd@anglia.ac.uk) (students only) or ISMS [isms-support@anglia.ac.uk](mailto:isms-support@anglia.ac.uk) (staff)

When you have logged in, register your details with RefWorks.

Click on 'new user', type in name, email, select a user type from the drop down menu and also select a 'focus area' (or subject).

There are quick start guides, tutorials and full supporting information in alternative formats from the internal RefWorks 'Help' menu.

Use the Quick Access sidebar within RefWorks 2.0 if you wish to customise your account. You can change the default source type to 'Electronic' in the 'Import options'.



Import Options ▲

Default Source Type for Imported References:

Show Option for Global Edit of Electronic Source:

Related Fields After Import:

## 2.1 RefWorks account login.

You may see the RefWorks account login page when importing references from other data sources.

- Click on 'My Institution's credentials (Shibboleth)'



RefWorks

About RefWorks Administrator Other Products Contact Us

### Login to your RefWorks Account

New to RefWorks?  
[Sign up for a New Account](#)

**Login using RefWorks credentials**

Group Code:

[Trial or Individual Account](#)

**Login using other credentials**

[Athens credentials](#)

[My Institution's credentials \(Shibboleth\)](#)

Click here to login

Welcome to RefWorks 2.0  
favorite features at your first  
intuitive to use---and better

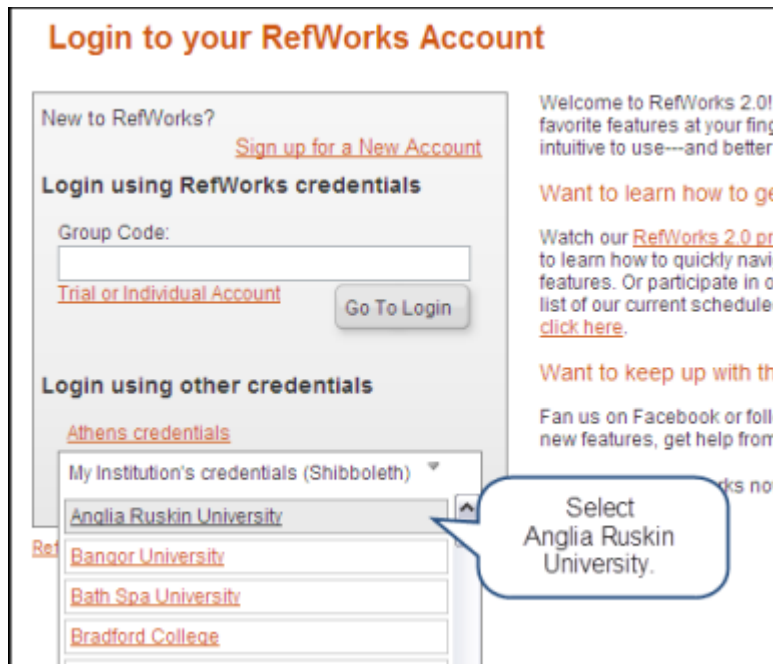
Want to learn how to get the most out of RefWorks 2.0?  
Watch our [RefWorks 2.0](#)  
to learn how to quickly navigate  
features. Or participate in  
list of our current scheduled  
[click here.](#)

Want to keep up with the latest news?  
Follow us on Facebook or for  
new features, get help from  
our support team.

Connect with RefWorks on

[RefWorks Terms and Conditions](#)

- Select "Anglia Ruskin University" from the drop-down list.



**Login to your RefWorks Account**

New to RefWorks? [Sign up for a New Account](#)

**Login using RefWorks credentials**

Group Code:

[Trial or Individual Account](#)

**Login using other credentials**

[Athens credentials](#)

My Institution's credentials (Shibboleth) ▼

**Anglia Ruskin University**

[Bangor University](#)

[Bath Spa University](#)

[Bradford College](#)


Welcome to RefWorks 2.0! ... favorite features at your fingertips... intuitive to use—and better than ever.

Want to learn how to get the most out of RefWorks? Watch our [RefWorks 2.0 pre-release video](#) to learn how to quickly navigate the new features. Or participate in our [beta program](#) or [list of our current scheduled releases](#) [click here](#).

Want to keep up with the latest news? Fan us on Facebook or follow us on Twitter. For new features, get help from our support team, or [contact us](#) now.

Select Anglia Ruskin University.

- Type in your University login to open RefWorks.



 **Anglia Ruskin University**  
Cambridge & Chelmsford

University Login Username (e.g. ab1)

Password

Type your University login and click Go

## 2.2 Navigating within RefWorks 2.0

Use the menu tabs, icons and Quick access sidebar to navigate within RefWorks 2.0



## 2.3 Output styles and the Anglia Ruskin University version of the Harvard Style

To select the version of the Harvard Style currently used by Anglia Ruskin University for your forms and bibliography output:

- In RefWorks 2.0 menu bar, click 'Bibliography,' then 'Output Style Manager' from the drop-down list.
- Select 'Anglia Ruskin Harvard Style v2' from the list of Output Styles.
- Click on the green arrow to add it to your 'Favorites.'

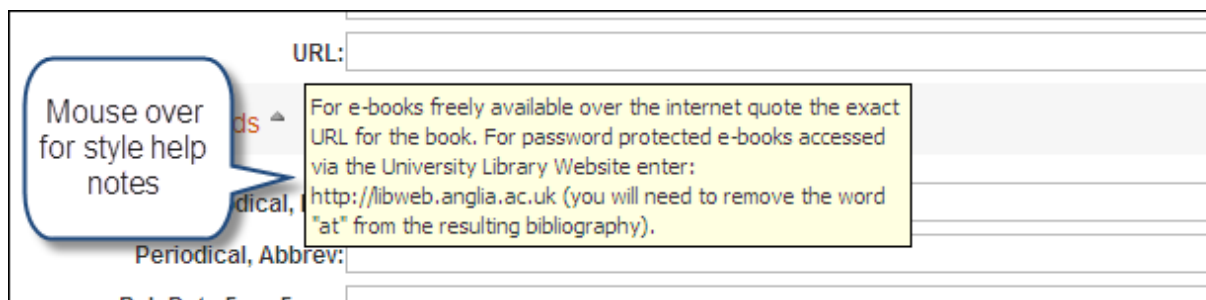
The form and bibliography functions will now contain the option to choose the style from the drop-down list of your RefWorks Favorites.

Use this process to choose alternative output styles; Harvard is an author/date style; **Nature** is a numbered bibliography (the same as creating endnotes). To create a paper with footnotes try the **Chicago Notes** format.

## 3. Adding references to your database: fill in a RefWorks form manually

This is the most straightforward way, either typing in directly, or copy and paste relevant information into the form. When you edit a reference you see this form too.

- Click on the 'New Reference button.' A form will open for you to complete.
- Choose **Anglia Ruskin Harvard Style v2** as the output style from the drop-down menu.
- Choose the form for the type of reference you are adding; the form gives different prompts depending on the reference type. E.g. book or journal.
- Select the Source Type, print or electronic.
- Fill in the form. Note that there are mouse roll-over notes to help you fill in the fields for Anglia Ruskin Harvard Style v2, for example, the Data Source field note:



- Save the reference. You can now attach a file to the reference, E.g. PDF of a journal article.

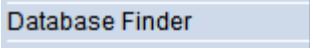
The forms recommended for use when entering data manually with the output style **Anglia Ruskin Harvard Style v2** are:

Reference Type	Print Version	e-Version
Abstract		
Artworks	Recommended	
Bills	Recommended	
Book Edited	Recommended	Recommended
Book Section	Recommended	Recommended
Book Whole	Recommended	Recommended
Cases/Court Decisions	Follow accepted legal practice	
Computer Programme		
Conference Proceedings	Recommended	Recommended
Dissertation/Thesis	Recommended	Recommended
Dissertation unpublished		
Generic	Use with caution	
Grant		
Hearing		
Journal Article	Recommended	Recommended
Journal Electronic		
Laws/Statutes	Use with caution	
Magazine Article		
Map	Recommended	
Monograph		
Motion Picture	Use Video/DVD	
Music Score		
Newspaper Article	Recommended	See journal articles
Online Discussion Forum/Blogs		Recommended
Patent	Recommended	
Personal Communication(e-mails)		Recommended
Report	Recommended	

Sound Recording		
Unpublished Material		
Video/DVD	Recommended	
Webpage		Recommended

Some data sources are more reliable than others. You are advised to **check** the accuracy of the reference after importing by viewing and editing the form.

#### 4. Importing references from databases with a direct export function:

Login to the Library website and use the Digital Library  menu option to locate a particular database. Click on the database title to search it directly.

Many of our database suppliers allow you to import references into RefWorks at the click of a button.

Select the items from a database search and look for export reference functions like:

- Export
- Save/mail
- Bibliographic Manager
- Export to RefWorks

NB: Each supplier of the databases offered via the Library web site will do this slightly differently, see examples below.

A few will not allow you to create a list and pull them through. Use the form filling method **3** or the import file method **5** for these exceptions.

##### **4.1 Digital Library: Check full text and RefWorks Direct Export tool**

Anglia Ruskin University's Digital Library will check access to full text articles in other databases we subscribe to. When you are directed to this window, click on 'Advanced' to find the RefWorks Direct Export tool. Click on 'Go' to export your reference.

**Full Text Item(s)**

**Title:** Widening participation through admissions policy-a British case study of school and university performance  
**Source:** Studies in higher education [0307-5079] Hoare yr:2011 vol:36 iss:1 pg:21

^ **Basic**

**Full Text**

Full text available via **IngentaConnect Journals**  
 Year:  Volume:  Issue:  Start Page:

Full text available via **Info** **is Social Science and Humanities Library**  
 Year:  Volume:  Issue:  Start Page:

Click on 'Advanced' to open the Export Tool.



^ **Advanced**

**Reference**

Download Record into **RefWorks Direct Export Tool**

Click 'Go' to export.

#### 4.2 ASSIA or BHI (or other CSA databases)


- Log in to the Library website and use the Digital Library Database Finder to select your database.
- Search and bring up your results list.
- Tick the references you want.
- Click on the RefWorks link. 
- Click on the export to RefWorks link. 

#### 4.3 EBSCO Databases

Note from RefWorks Technical Services 2011: Please export from the Ebsco Saved folder. If you export from Ebsco 'Full view', you may be closed out of the database.

- Log in to the Library website and use the Digital Library Database Finder to find your EBSCO resource
- Open the database and perform a search



- Select relevant records by clicking  icon.
- Then go to "Folder has Items" on the right hand side of the screen and click on [Go to: Folder View](#)
- You will see a list of the records you saved. Select those to export to RefWorks by ticking the boxes next to them
- Click on the Export icon.

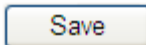


- Click the radio button beside Direct export to RefWorks

**Save citations to a file formatted for:**

- Direct Export to EndNote, ProCite, CITAVI, or Reference Manager
- 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

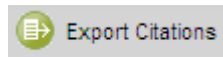
- Click Save



Follow the procedure for the RefWorks account login (see 2.1) to import and view your references in the 'Last Imported' Folder.

#### 4.4 Science Direct (Elsevier)

- Log in to the Library website and use the Digital Library Database Finder to find Science Direct.
- Search and bring up your results list.
- Tick the references you want.



- Click on the export citations button at the top of the results list.
- Choose which format you would like; citations only or citations+abstracts.
- Check the RefWorks Direct Export toggle and click on export button.

**Export citations**

To export the 2 selected citation + links, select your preferred formats and click **Export**.

Content format:  Citations Only  
 Citations and Abstracts

Export format:  RIS format (for Reference Manager, ProCite, EndNote)  
 RefWorks Direct Export [About RefWorks](#)  
 ASCII format  
 BibTeX format

**Export** | **Cancel**

Select RefWorks and click Export

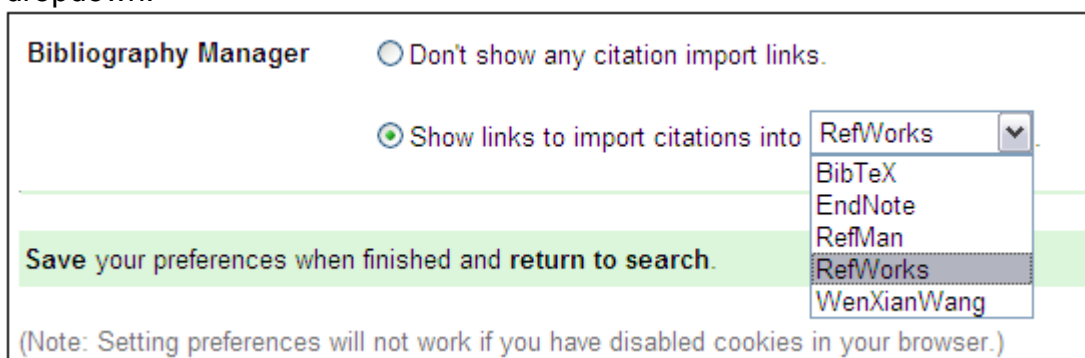
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.
- In Science Direct, click the Cancel button to return to your search results.

## 4.5 Google Scholar direct import.

Warning: the quality of imported references using Google Scholar's direct import can vary; always check the accuracy and completeness of the information by viewing and editing the form in RefWorks. An alternative for Anglia Ruskin full-text subscriptions linked through Google Scholar is the Digital Library RefWorks Direct Export tool (see 4.1)

### To set up Google Scholar direct import:

- From the Google Scholar search page, click on the Scholar Preferences link (top right) Set up Library links for Anglia Ruskin University.
- Scroll down to the Bibliography Manager section.
- Select 'Show Links to import citations into' and select RefWorks from the dropdown.



**Bibliography Manager**  Don't show any citation import links.

Show links to import citations into RefWorks

- BibTeX
- EndNote
- RefMan
- RefWorks**
- WenXianWang

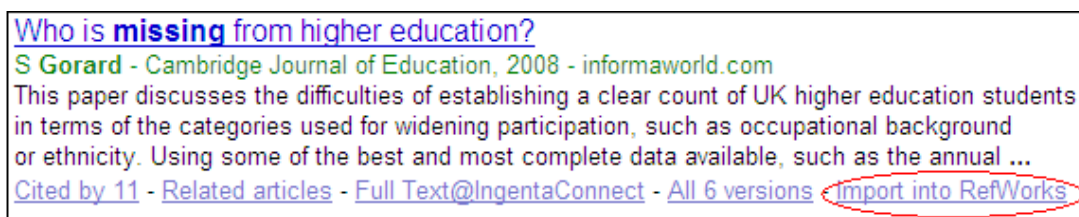
Save your preferences when finished and return to search.

(Note: Setting preferences will not work if you have disabled cookies in your browser.)

- Click Save Preferences.

### To do a direct import to RefWorks:

- After you have set up your preferences as detailed above.
- Log in to the Library website and use the Digital Library Database Finder to find Google Scholar.
- Conduct your search in Google Scholar
- Each record in the results list will have an Import into RefWorks link:

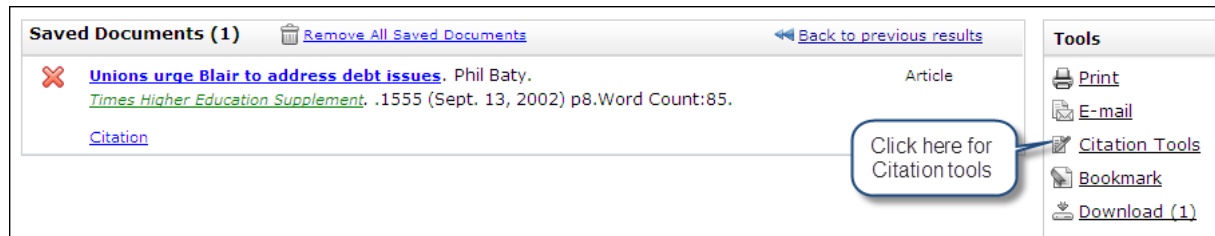


[Who is missing from higher education?](#)  
S Gorard - Cambridge Journal of Education, 2008 - informaworld.com  
This paper discusses the difficulties of establishing a clear count of UK higher education students in terms of the categories used for widening participation, such as occupational background or ethnicity. Using some of the best and most complete data available, such as the annual ...  
[Cited by 11](#) - [Related articles](#) - [Full Text@IngentaConnect](#) - [All 6 versions](#) [Import into RefWorks](#)

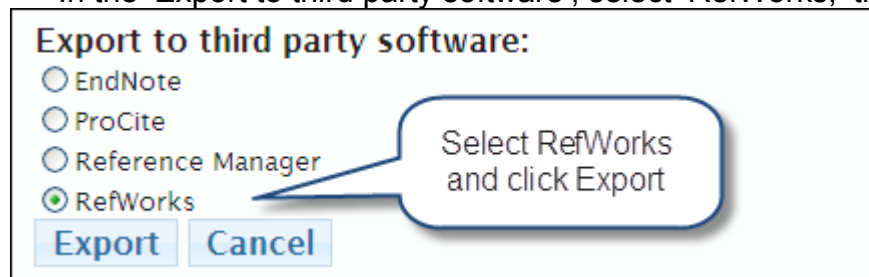
Note: If you use Google Scholar but are not logged into the library website, RefWorks will display the RefWorks account login (see 2.1)

## 4.6 Academic OneFile

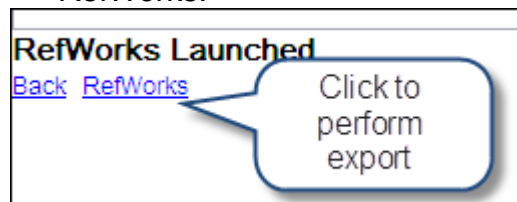
- Log in to the Library website and use the Digital Library Database Finder to select Academic OneFile and search the database.
- View the results and select the references for exporting by ticking the boxes on the left-hand side
- Click on 'View all' (top right)
- From the 'Tools menu', Click on 'Citation Tools.' A Pop-up window will open.



- In the 'Export to third party software', select 'RefWorks,' then click the 'Export' tab.



- A tagged file will appear; click on the blue RefWorks link at the bottom to open RefWorks.

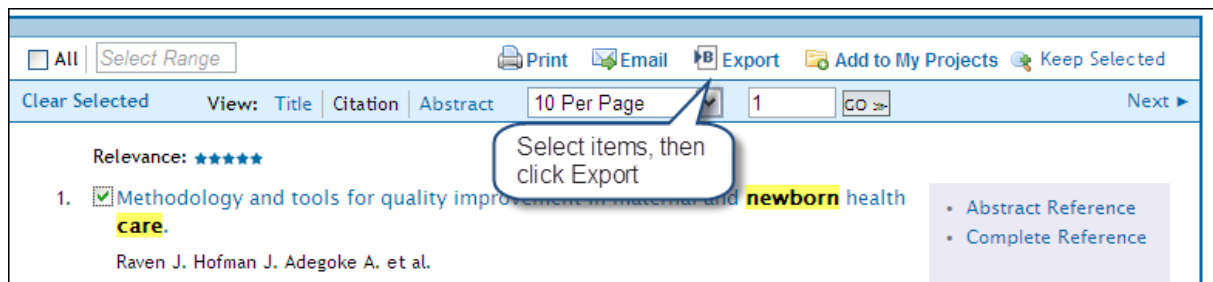


- If the next window is the RefWorks account login see 2.1 to import your references. Check your references in the Last Imported Folder.

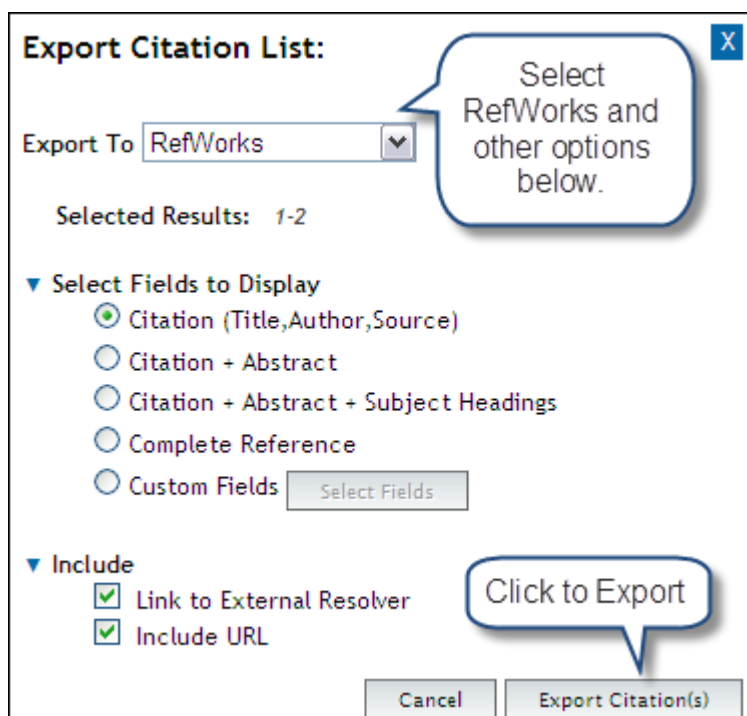
## 4.7 OVID

Log in to the Library website and use the Digital Library Database Finder to locate the OVID database you require. Alternatively you may access the databases via the library website Advanced Search option.

- Search the OVID database and tick the box(es) for those item(s) in the results screen which you wish to export into RefWorks.
- Proceed to the menu at the top of the search results list to view options for displaying, printing, emailing or exporting your results.



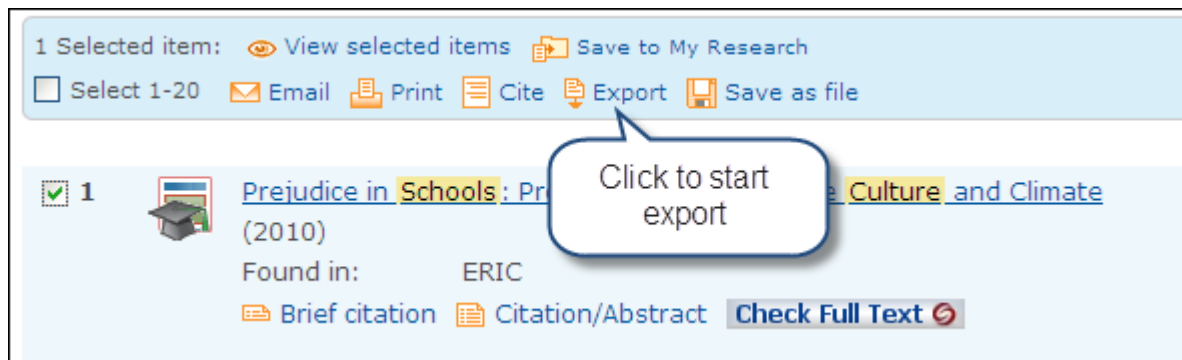
- Click **Export**.
- A pop-up menu provides options for exporting your results. Select **RefWorks** in the **Export to** drop-down menu.



- Select the level of detail to be included in the exported reference e.g. Citation + Abstract.
- Click **Export citations**. If the next window is the RefWorks account login see 2.1 to import your references.
- Your reference should go through into RefWorks but if you see the message: 'The RefWorks application is displayed in a new browser window.' Generally, this window opens on top of this page. If a second browser window has not launched, [click this link to open the document.](#), click on the link and your reference should be exported into RefWorks.
- Check your references in the Last Imported Folder.

#### **4.8 Education Indexes; BEI, AEI and ERIC via ProQuest**

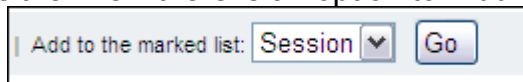
- Log in to the Library website and use the Digital Library Database Finder to select Education Indexes (BRI, AEI and ERIC)
- Open the database and perform a search.
- Check the box next to each item to select the reference for export.
- Click the 'Export' icon at the top of the results list.



- In the Export window, select the level of detail required and 'RefWorks,' then click 'Continue' to complete the export.
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

#### 4.9 Emerald

- Log in to the Library website and use the Digital Library Database Finder to select Emerald Fulltext
- Open the database and perform a search
- On Search Results screen, **either**: click on 'View all results' and select up to 10 relevant records by ticking the box next to them **or**:
- View an item in HTML format or as an abstract (option not available in PDF format)
- In either view there is an option to 'Add to Marked List Session,'



- Click on the 'Go' button to include this in your selection. *(To save your list for later you will need to create an Emerald account under Emerald Profile, a link to this will appear when you save an item, )*
- Click 'Go' to add your selections to the Session Marked List (maximum of 10 items)
- Click on 'Marked List' in the left hand column [1] then view the Marked List Session (reproduced below)

**Emerald**  
Research you can use

Home > Profile > Marked lists

**Marked lists**

Create and manage your marked lists

You currently only have a session marked list available:

Select a marked list

Session Select Delete

2. Select the marked list session

1. 'Marked lists' option

3. Select items or 'Select all'

4. Click 'Export options'

Title	Type	Select
<a href="#">Testing price volume relationships for indian commodity futures</a>	Journal article	<input type="checkbox"/>
<a href="#">Commodities tax compliance challenges: Dodd-Frank and beyond</a>	Journal article	<input type="checkbox"/>

- Select the Marked List session [2], and select the items [3] in this session that you wish to export to RefWorks.
- Click on Export options [4]
- In the next window, click on 'Export to RefWorks.'

**Session list**

View: All | Journals | Books | Bibliographic databases | Case studies | Site pages

List options: Print view Export options

**Export options**

**Direct Export**

- Export to EndNote, Reference Manager
- Export to RefWorks

**Export a text file (RIS format)**

- View on screen
- Download file
- Email to address:

Click on 'Export to RefWorks.'

- If your RefWorks Account is already open, it will complete the export. If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

#### 4.10 Wiley Online Library

- Log in via the Library website and perform a search. To export multiple references from Wiley Online Library, click the box next to your selected items.

- Click on the “Export citation” link at the top or bottom of the page.

WILEY ONLINE LIBRARY

Anglia Ruskin University

PUBLICATIONS | BROWSE BY SUBJECT | RESOURCES | ABOUT US

Home > Advanced Search

### Search Results

There are 5320 results for: *nickel allergy*

Select items to export

Select All   Save to profile   **Export Citation**

VIEW 1 - 20 | 21 - 40 | 41 - 60 | 61 - 80 | Next >

Nickel and cobalt allergy before and after nickel regular public health intervention CONTACT DERMATITIS  
Volume 65 September 2011, Pages: 1–68, Jacob Pont  
Article first published online : 21 JUL 2011, DOI: 10.1111/j.1600-0536.2011.01957.x

Click here to export

- To export an individual journal reference, look for the “Article tools” menu and click “Export citation for this article.” The Export citation options will open.
- The Export citation page asks you to select a format from a drop-down list. Select RefWorks, then your choice of citation or citation & abstract.

### Export Citation

Citations selected

You have selected 1 Citations for Export

DOI: 10.1111/j.1600-0536.2011.01957.x

To save this citation to your reference manager software, please select a format and type below.

Format:  ▼

Export type:  ▼

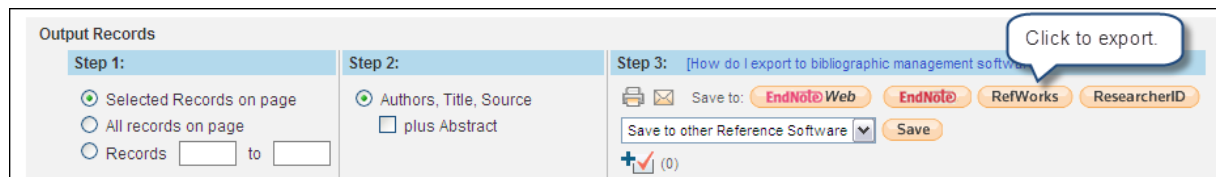
Submit

Select RefWorks format

- Click Submit. On campus, RefWorks will open and import your selection.
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

#### 4.11 Web of Science (ISI Web of Knowledge))

- Log in to the Library website and use the Digital Library Database Finder to select Web of Science.
- Search and bring up your results list.
- Tick the references you want to export.
- Scroll to the bottom of the page, to the Output Records box.
- Selected Records will already be ticked (Step 1)
- Choose how much information you want the references to include (Step 2)
- Click on the RefWorks button (Step 3)



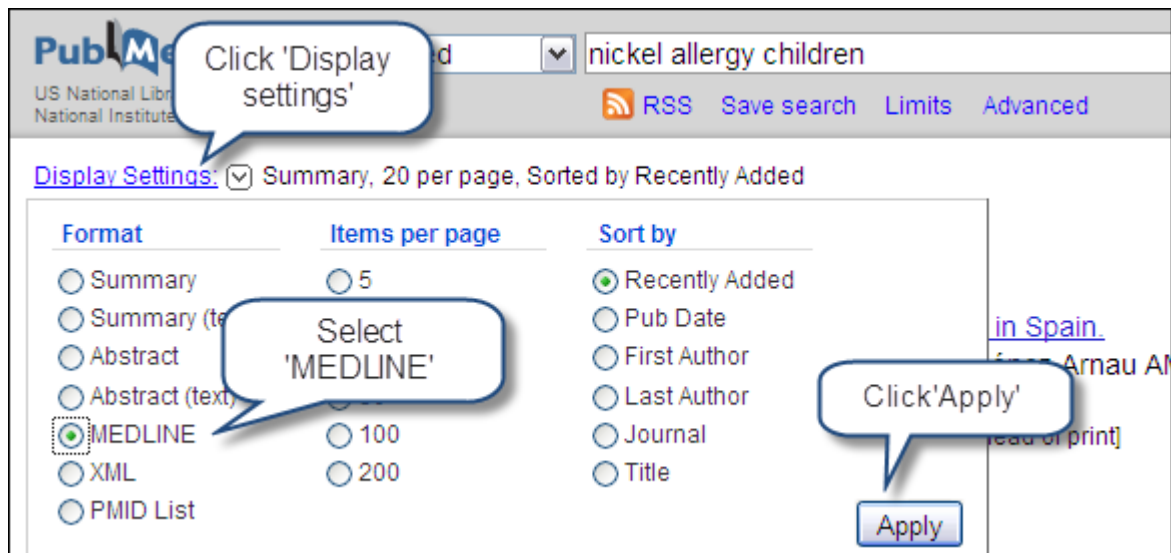
- Your records will automatically be imported into your Last Imported folder in RefWorks.
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

### 5. Importing a saved text file from a database using an import filter.

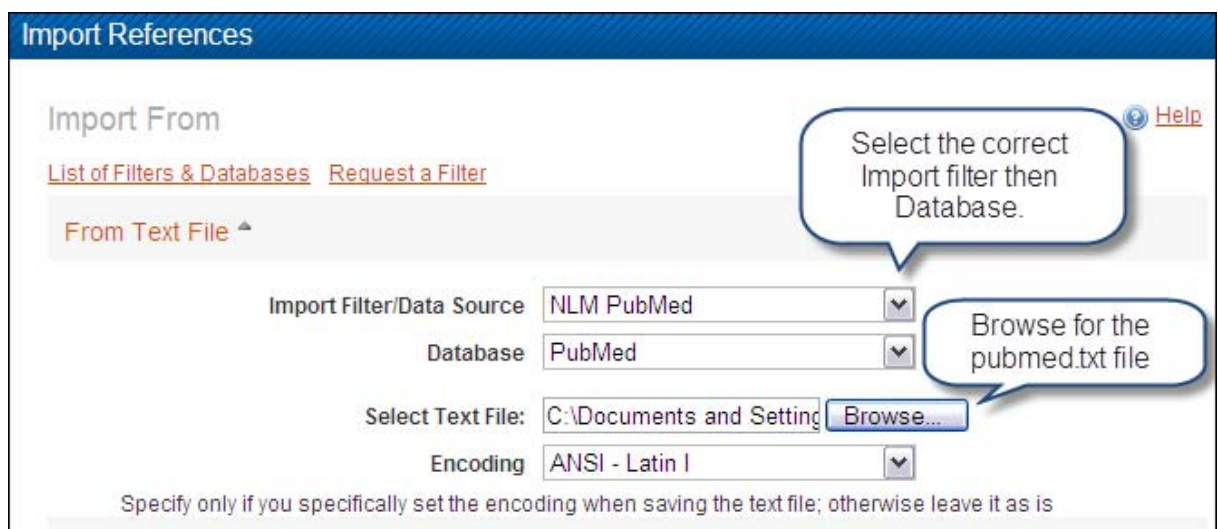
Some databases do not offer a direct export process; if you can save a text file of your search results this can be imported into your RefWorks database.

#### 5.1 Pubmed

- Log in to the Library website and use the Digital Library Database Finder to select Pubmed and perform your search.
- View the results and select the references by ticking the select boxes on the left hand side.
- In the 'Display settings' drop down menu (at the top or bottom of the results screen), select MEDLINE and click Apply. The display will change to a tagged text file.



- To save the text file, click on File in your browser menu and select Save As; Choose "Yes" when a small pop up box appears.
- Choose where you wish to save e.g. Desktop, and change the Save As type drop-down menu to Text File (\*.txt), then click on Save. Close this file.
- Login to RefWorks.
- In the RefWorks menu, click on References>Import on the top menu.
- At the Import screen - select Import Filter/Data Source – NLM PubMed.
- Under Database select PubMed.
- 'Select the Text File' - Browse to find your PubMed file, select open and then within RefWorks,



- Click the 'Import' button.
- Check your references in the Last Imported Folder.

## 5.2 Cochrane

- Log in to the Library website and use the Digital Library Database Finder to select Cochrane and perform your search.
- Select the record(s) you wish to export to RefWorks and click on 'Export citation' or 'export selected citations' at the end of the list.

[Select All](#) (to export citations)

[Export Selected Citations](#) [Export All Results](#)

- In the pop up 'Export Citation, box click on Submit. If required change the Export Type to Citation and Abstract and PC to MAC using the drop down menu.

### Export Citation

Choose your export options

Please select your preferred format from the options below, click 'Submit' and then select 'Save' from the pop-up dialog.

Export Type:

File Type:

[Submit](#)

Select Export type and File type, then 'Submit'

- At the Save window, click on Save and note where you save to e.g. desktop and change and note down the .txt file name for future reference.
- Log in to RefWorks with your University Login, following the link on the library website under Referencing – RefWorks.
- Once in RefWorks select from the main top menu: References> Import.
- In RefWorks at the 'Import References' pop up window, choose **Cochrane Library** for the Import Filter/Data Source and **Cochrane Database of Systematic** for the Database field.

### Import References

Import From

[List of Filters & Databases](#) [Request a Filter](#)

From Text File ^

Import Filter/Data Source:

Database:

Select Text File:  [Browse...](#)

Encoding:

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

Select Cochrane Library import filter

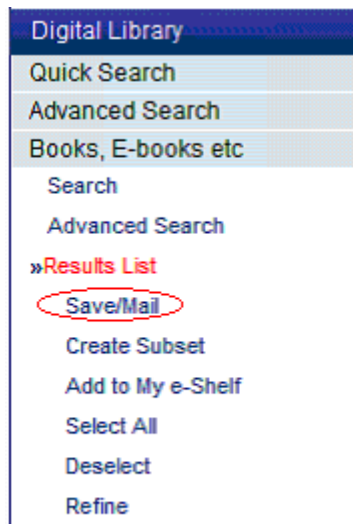
Select Cochrane Database of Systematic

- Click on Browse and search for your saved file. Click on open to get the file name into the Select Text File box.
- Close this window down, and then in RefWorks, click on 'Last imported' folder on the right.

### 5.3 Importing references from the Library website Quick search:

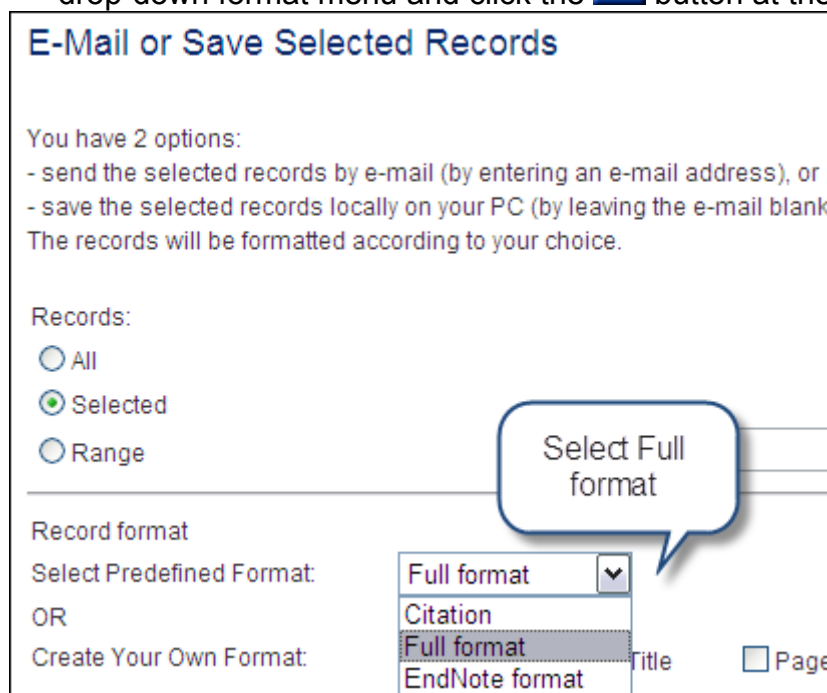
#### Books, E-books etc.

- Log in to the Library web site and use Quick search for Books, E-books etc.
- From the results list, select the relevant tick boxes for the references you wish to import.



Click on Save/Mail from the menu on the left.

- In the 'E-Mail or save selected records' window, choose 'full format' from the drop-down format menu and click the **Go** button at the bottom of the page.



- On the next screen click **Save** to save the file to your PC. Note the file name so that you can import it into RefWorks later. The format will be .sav, e.g. SAV7683.sav
- Log in to RefWorks. Click References, then import.
- Pick Ex Libris Aleph from the first drop down menu and then Anglia Ruskin from the second.

- Browse for your .sav file to import and click the import button.
- Then click on 'View Last Imported Folder' to see the references.

Note 1: if you are using the Anglia Ruskin University student network PC's on campus, the .sav file may be identified as an SPSS file. This does not prevent successful import to RefWorks, but if you open the file it will launch SPSS.

Note 2: Downloading is not available from 'My Book e-shelf'.

## **5.4 Importing references from the Library website: Journal Articles etc.**

### **One item at a time:**


- Log in to the Library Website & search.
- Click on the title in the Jnl articles results list.
- Click on the 'Check fulltext' link in the Full View.
- Click on the 'Advanced' Link.

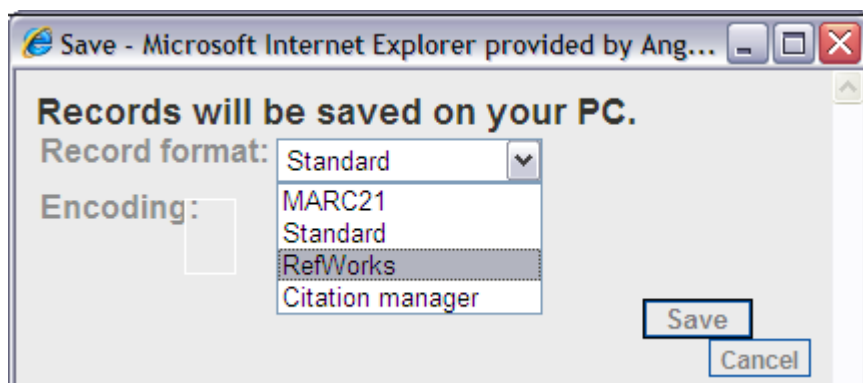


- Click on Go button next to 'Download Record into RefWorks Direct Export Tool.'
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

## **5.5 Multiple items**

To pull through several items from an Advanced Search in one go:

- Click on the trolley icon  next to all the references you want to take into RefWorks.
- Go to My Digital Library, My Jnl Articles eShelf
- Click select all or select those that you want
- And then click 'selected' at the top or bottom of the list
- Click Save on the next screen.



- Change your record format to RefWorks and click Save and your references will be exported to RefWorks.
- If the next window is the RefWorks account login see 2.1 to import your references.
- Check your references in the Last Imported Folder.

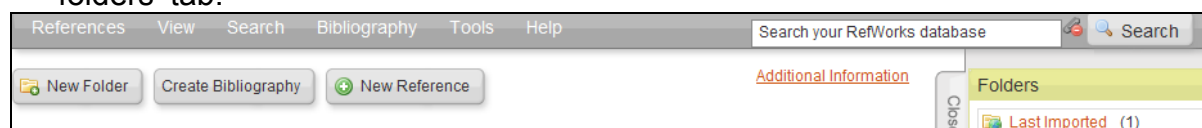
## 6. Organising and managing references within your RefWorks database.

Use the 'View' option on the menu bar or the 'Organise and share folders' tab which summarises your folder information. You can manage the sharing function which supports collaborative research.

### 6.1 Creating folders to keep information organised and easy to share.

RefWorks comes with a folder set up for 'Last Imported' references. All references will be 'not in a folder' unless you set up your own folders. There is no limit on the number of folders you can create within your RefWorks account.

- Click on the New Folder button.
- Type a name in the text box and click Create.
- RefWorks 2.0 also allows you to create subfolders from the 'Organise and share folders' tab.



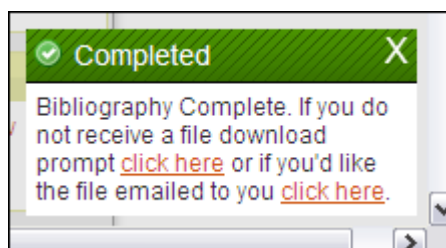
### 6.2 Putting References from 'Last Imported' into another folder.

- Open the 'Last Imported' folder.
- Tick the box next to the Ref ID to select the item/s to move.
- Hover over the 'Add to' icon.
- Choose a folder by scrolling down the dropdown menu.
- Note the screen message while processing the action. You can choose to put the same item in multiple folders.

## 7. Output Your References: a quick bibliography using an Output Style

Any folder or list of citations can be quickly formatted into any of the bibliographic styles in RefWorks. You can use this to preview the output and check you have accurate information for your references.

- Click on Bibliography in top menu, or click the Create Bibliography button.
- Choose an output style from your drop-down list of favourites.
- Choose file type e.g. Word
- Choose References to include.
- Click on Create Bibliography button.
- Check the processing information (bottom right) for progress. If your file does not download, click the link in the processing report to open the file.



NB: You can output in many styles for different publications using the list in the Output Style Manager OR you can create your own style – following instructions in the online help.

- If the output is inaccurate, view and edit the source reference in your RefWorks database.

### 7.1 Format a document plus bibliography using One line/Cite View.

This method can be used to create bibliographies with in-text citations in most word processing programs. You can also use the 'One line/Cite View' feature to generate the placeholder and Ref ID to copy and paste into your word-processed document.

To cite a reference in text your document:

- Open your folder and use the 'Change view' option on the 'References' tab select One line/Cite View .
- Click on the 'Cite' icon next to the reference you want to include. A Citation Viewer window will appear containing the format for a temporary citation placeholder. {{54 Johnson;}}.
- To cite a second reference in the same location just click on the Cite Link by any other reference.
- Once you have all of the references you need for a particular in-text citation, click on the Select button.
- Copy and paste into the correct place in your word-processed document.

#### 7.1.1 Adding page numbers

You can add a page number to the Ref ID by typing /f p. and the page number inside the placeholder brackets e.g.: {{1039/f p.33}} OR {{1039/f p.33;1028}}

### **7.1.2 Creating a Bibliography in One line/Cite View**

- Save the document you have created with placeholders before processing.
- Click the 'Bibliography' button in the Citation Viewer window or the 'Create Bibliography' button within the RefWorks window.
- Select the Output Style you need.
- Click on 'Format paper and bibliography' and browse to find your document.
- Click on 'Create Bibliography.' When the processing is complete, open the file.
- RefWorks creates a new formatted 'Final' document with in text citations and bibliography.

### **7.2 Write-N-Cite III for Microsoft Word.**

The Write-N-Cite tool can be downloaded onto your own PC or Laptop as a utility for use with Microsoft Word only. Anglia Ruskin staff with a University PC or laptop can download it from the network using Start>All Programs>Advertised Programs.

#### **7.2.1 Downloading Write-N-Cite III with Library login off-campus:**

- Start at the Library website and login to your RefWorks account.
- Follow the detailed instructions on the Tools tab within RefWorks to download the version of Write-N-Cite III compatible with your operating system. If you wish, select 'Allow working off-line' to enable this function.
- After you have installed Write-N-Cite III, open it from within Word by clicking the toolbar icon in your quick start menu, desktop icon, or by selecting it from the Tools drop down menu (Windows users only).

#### **7.2.2 To use Write-N-Cite III with a Word document**

- Click on the Write-N-Cite icon which will open the RefWorks account login window and login (See 2.1). If you launch the program from the desktop icon or the Start menu, it automatically opens a copy of Word.
- When writing your document in Word, click at the point where you want the reference inserted.
- Switch to Write-N-Cite III and click the **Cite** link next to the correct reference. Write-N-Cite III automatically inserts the opening and closing curly brackets as well as the Ref ID, Author Last Name and Year. This is called a 'Temporary Citation Placeholder' and it is what RefWorks reads when formatting your paper. It is not what your final citation will look like.
- To edit references, e.g. add page numbers in Write-N-Cite III, use the 'edit citation' function (top right)

#### **7.2.3 To format the paper and create the bibliography:**

- In Write-N-Cite go to the Bibliography tab. Select the correct 'Output Style' and click 'Create Bibliography.' You do not need to select the file since Write-N-Cite is already linked to the current document. The program formats your document with the in-text citations and the bibliography. A "Document processed" message will display when the formatting is complete and you can save the finished paper.

Note: If you wish to remove hyperlinks from the bibliography to comply with **Anglia Ruskin Harvard Style v2**:

- Once the document is ready for submission, save a second copy of the document.
- Highlight the bibliography and hit CTRL+SHIFT+F9; this will remove the hyperlinks. It will however also remove the mark-ups in the background, so this should only be done to a second copy and just before submission / publication.

## **8. Other RefWorks 2.0 functions to explore:**

RefWorks 2.0 offers a number of other tools and functions which are fully explained in the RefWorks online tutorials and help file. The RefGrab-It tool captures bibliographic data from web pages such as Amazon to import into your RefWorks database.

You can search other online catalogues e.g. the British Library from inside RefWorks and import the results.

### **8.1. Working off-line**

- Create a folder and add all of the references you require when working off-line.
- Click on Export and select the folder you want to print.
- Select Citation List.
- Click Export to Text File. When the file displays print it using the browser's Print function.
- Your printout or file will provide you with the RefIDs which you need to use in your document as citation placeholders.
- To manually insert citations in the text where you want to cite the reference, use two open curly brackets "{" followed by the Reference ID number followed by two closed curly brackets "}". For multiple citations in the same location separate the Ref ID number with semicolons: {{34;45;23}}.
- You will need to go back online to generate the bibliography or reference list by going to the Bibliography area and browsing to find your file.

## **9. Trouble-shooting common problems:**

Always check your references for accuracy and completeness by viewing and editing the form before generating your bibliography.

- First check the output style: have you selected the correct version of Harvard used by Anglia Ruskin University?
- Have you selected the correct Ref Type? The default on the form is Generic; this is used for used for all undefined record types, you may need to check and alter the Ref Type to book/journal etc.
- Have you selected the correct Source Type for the reference? Selecting Electronic will ensure that the correct information fields relevant to an electronic source are used; if this is left on Print they will fail to appear in your final bibliography.

- Have you completed the author field with the surname first followed by a comma, then the initials ending with a full stop? If there are multiple authors place a semi colon between each author's details. The Reference Types are set up to add any other punctuation required.
- Check imported page number ranges for journal articles as occasionally only the start page comes through.
- Click on Edit next to each record to make any alteration on the form and remember to save the changes you make.
- Use the guide to the Anglia Ruskin Harvard system of referencing [www.libweb.anglia.ac.uk/referencing/harvard.htm](http://www.libweb.anglia.ac.uk/referencing/harvard.htm) to check the final version of the bibliography from your RefWorks database.

## 10. Help

Tutorials providing guidance and detailed advice for RefWorks 2.0 are available in different formats in the RefWorks 2.0 'Help' menu.

RefWorks 'Help' file has detailed information and 'Frequently asked Questions.'

You can request technical support using the 'Contact us' link within your RefWorks account.

For help with RefWorks 2.0 from the University Library

- Ask at the Reception or Enquiry Desks within the library.
- Visit the online Help & Advice section of the library website. You can "Ask Us" by phone, email or online chat at:



[www.libweb.anglia.ac.uk/askus](http://www.libweb.anglia.ac.uk/askus)