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Handout Video SLA 6b: RefWorks

When you are writing a report or a thesis, you are often using someone else's information. By citing your sources, you show where you have obtained that information. You should do so very precisely, using a citation style, such as APA.

To make citing easier, we offer RefWorks, a very useful tool. You can use RefWorks wherever you have access to the internet. The Library RefWorks page explains how to create an account. This is also where you find the manuals.

When you have just created an account, your RefWorks database will of course still be empty. There are different ways of filling it with references:

The easiest way is to *import* them *directly*. This can be done, for example, from the Library Search Engine, from many large databases, and Google Scholar. Suppose that you have found a useful article in Google Scholar.

- You simply click the quotation marks and then RefWorks.
- RefWorks will then import your file.
- It is perhaps a good idea to indicate that you always want to import via RefWorks. You can do this by going to settings.

You can also *upload PDFs* that you already have on your computer to RefWorks. RefWorks will then analyse the PDF and retrieve the necessary information from it.

Have you used *information from the internet*? You must cite that, too. You can create the reference yourself, or RefWorks can do this for you with *Save to RefWorks*.

- You will first need to install Save to RefWorks though.
- If you see a potentially useful publication on a website, click Save to RefWorks in your browser's bookmarks bar.
- On the right side, RefWorks will show which details it found.
- However, always check if all the details are correct, as Save to RefWorks cannot manage every site. If the details are not correct, you can correct them straight away.
- Click Save to RefWorks and the reference will be imported into RefWorks.

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It is easy to *create a bibliography* with the references you have collected.

- Just simply select the references you like use from your source list.
- Click Create Bibliography.
- Your list of sources will appear in the next window.
- From the top menu you can select the citation style prescribed by your degree programme. This is usually APA style 6th.
- If you have previously made a bibliography, RefWorks will then select the style you used most recently.
- So, you can make a bibliography in RefWorks.

But now you must also be able to *include a citation in your text* as well. Using the *Write and Cite* add on you can easily create a bibliography and citations for your Word document.

- After installing it, you will see the RefWorks menu added to Word. You will now be able to insert citations in your text directly.
- You will first need to log in.
- In a new document, select the citation style.
- If you do not know which style your degree programme uses, select APA style 6th, as it the most commonly used citation style at Amsterdam University of Applied Sciences. You can always change the citation style later on, should you wish to.
- To insert a reference, first place your cursor at the appropriate point.
- then, look up the reference.
- The reference will be inserted into the text.

Obviously, *the references in your text* must also be *included in your list of sources*.

- Place the cursor where the list of sources is to be inserted.
- And insert your list of sources.

RefWorks is therefore a very useful tool which can save you a lot of time. Would you like to know more? Check the Library RefWorks page or ask your subject librarian.