Logging in and registering

- Choose the Computing LibGuide from the list found at [http://libguides.tees.ac.uk/](http://libguides.tees.ac.uk/)

- Click on the ‘How to reference’ tab, then click on the RefWorks blue button (scroll to the bottom of the page).

- Select Teesside University as your Institution from the drop-down list

- Enter your **Teesside University ICT username and password** into the boxes and then **Login**

- The first time you login to RefWorks there are some details you will need to fill in –

- **Step 1**
  - Enter an e-mail address into the boxes – it doesn’t have to be your University account - then click on the **Next** button (bottom right)
Step 2

Once you have done this you should automatically go through to an empty RefWorks account page:

1. Enter your name into the appropriate box
2. For the Area of Focus select your School
3. For the Type of User select the type that fits you best i.e. Student (Undergraduate)
4. Enter both of the words you can see into the box. (There is a refresh button to get different words if these are too difficult.)
5. Click on Create Account

Once you have done this you should automatically go through to an empty RefWorks account page:

Keep this window open as you will be coming back to it.
There are three parts to using RefWorks:

A. Adding and collecting together references into your account and building up your own personal database of useful references.

B. Managing and organizing these references.

C. Creating a bibliography

This worksheet will take you through the basics of these three aspects to get you started.

**Part A: Building up your database**

There are a number of ways to start to collect together your references. The main ways include:

a) Exporting from an online database or **Library Catalogue**

b) Adding things in manually

**Exporting book references from The Catalogue**

You can export details of a book from the Library Catalogue into RefWorks

1. Search the Library Catalogue as normal ([http://lis.tees.ac.uk/catalogue](http://lis.tees.ac.uk/catalogue))

2. Go to the item in the results list

3. Click on the orange button ‘Add to My Lists’

4. In the pop-up box, click on RefWorks. (NB you don’t have to create a list)

5. Your reference should be automatically exported into your RefWorks account.
Adding a reference manually

There are some databases from which you are unable to export information. In these instances you will need to add the information in manually.

1. From the References menu – select Add New.
2. (or alternatively click on the New Reference button)
3. A new window will open up.
4. Select a Citation Style from the Fields used by: options (e.g. the publication you have chosen for your project)
5. Select a Reference Type that is appropriate for the resource you are adding (e.g. Journal Article)
   You can then add the information to the relevant sections in the form.
6. Click on Save Reference at the bottom of the form.

Note: The Other Pages section is where you would add the final/end page of an article.

Part B: Organizing and managing your references

Once your references are in your account you can manage and organize them.

The following exercises will show you how to edit a reference and how to organise them into folders.

Viewing your references

There are 3 main ways to view your references.

1. Standard View
2. One line/Cite View
3. Full View

These are accessible from the pull-down menu under Change View.

You can also customise the system so you can view your references in a specific citation style.
To access the Customize page use the Customize link right at the top of the page.

Under the Change View menu you will now see that there is an option to view your references in the style that you selected.

Editing your references

RefWorks doesn’t write the information – it only reads it. It is important to check your references to make sure the information is correct and conforms to the output style you will use for your bibliography.

You may need to edit the information in a record if there are any errors.

1. Open up one of your existing records.
Using folders

You can organise your references into useful sections called folders. You can name and set these up yourself.

1. Click on the ‘New Folder’ button. Enter a name in the New Folder Name box. Click on ‘Create’.

Now that you have set up a folder you can put references into it:

2. From the View pull-down menu, select ‘All References’.

3. Mark any desired references, by clicking in the check box to its left.

4. Make sure the Selected button above the references is selected (or if appropriate the Page or All in List option) (see 1 in screen-shot below).

5. Select a folder from the Add to pull-down menu (see 2 in screenshot below).
Part C: Creating a bibliography

RefWorks allows you to easily and quickly create a bibliography in a wide variety of citation styles from your references.

Creating a bibliography from a set of references

1. Select the folder (from the option on the right-side of the page) where your references are, or alternatively it will work from ‘All References’ as below.
2. Click on the ‘Create Bibliography’ button.
3. Select the Output Style you require (e.g. the publication you have chosen for your project.)
   Select the File Type (e.g. For a Word document choose Word for Windows).
4. Click on ‘Create Bibliography’ (bottom right).
5. A new window will open with your bibliography (you may need to click on a link at the top of the page for the file to be downloaded).
6. This will be a normal Word document and can be treated as such. Save your bibliography.

Note: It is important that your bibliography conforms to the standard set out by your School or Section. Remember it is still necessary to check through the bibliography for errors.
Using Write-n-Cite for your Bibliography

This facility allows you to cite references in an assignment with a click of a button whilst using Microsoft Word and then to compile a bibliography. It works for users accessing RefWorks using Windows and Internet Explorer (there is also a version available for Mac users).

In order to use this feature, you have to download the Write-N-Cite program onto your pc. This can be found in RefWorks under the Tools pull-down menu and selecting Write-N-Cite. Please note this has already been installed on the library pcs. On your own personal pc, follow the online instructions to load the program. There are a number of versions, so check that you download the one that is most compatible with your PC. The most recent version is version 4. The instructions that follow apply to this version.

There is a RefWorks tab in the Microsoft Office Word ribbon/toolbar. Click on the ProQuest tab.

To login into Write-N-Cite, click on Log In, then you need to paste in a code that appears on the Write-n-Cite page in your RefWorks account.

Copy and paste your login code, which can be found with your RefWorks account (Further instruction can be found on the next page).
The system will now sync to your RefWorks account. The Word ribbon/toolbar will look like this when logged in:

Start writing up your document in Word and when you are ready to put in an in-text citation - Click on Insert citation, then click on Insert New
Your in-text citation should have been now inserted

When you are ready to create a bibliography:
Place the cursor in your Word document at the position you would like the Bibliography to appear
Choose a style that you would like your bibliography to be in e.g. Teesside University: Harvard Style (To get to this style you would need to click on Select other Styles first and select the style you need.)
Click on **Bibliography options** - **Insert Bibliography** on the ribbon toolbar

Your bibliography should be automatically produced.

- Your bibliography should be automatically produced at the end of your document

**Just to be aware - some problems that might occur:**

- May be asked to close down an extra box when logging out of Word
- Message may pop-up when opening up Word asking you to login to W-n-C 4 – you should be able to cancel this.

**Additional Help**

**From within RefWorks** - From the **Help** menu there is a link to Tutorials and help-pages

**From Library & Information Services** - Please contact your Library team for further help. We are happy to arrange times for individual tutorials.

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When Logging in Off Campus you need to click on the following link:

![RefWorks Login](image)

Then select Teesside University from the pull-down list and then login with your ICT username and password.

If you have any problems logging in try using a different browser.