



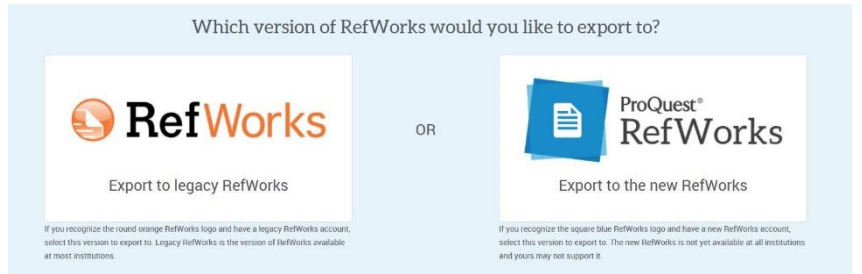
RefWorks – quick guide

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QG RFW002 [www.abdn.ac.uk/library/documents/guides/qgrfw002.pdf]

VERY IMPORTANT NOTE:

There are two versions of RefWorks - Legacy and New. **We are using the Legacy version while RefWorks improve the options and features within their new interface.** Please ensure that you use the Legacy version - New RefWorks is not yet powerful enough for our users.



Step 1: How to register for a RefWorks account when on-campus

1. Go to www.refworks.com/refworks and open the link **Sign Up for a New Account**.
2. Complete and send the registration form (please answer the **Type of user** and **Area of focus** questions).
3. TIP: use your University computer username as your RefWorks username instead of your email address.
4. Check for an email from RefWorks confirming your registration. It confirms your login details and gives you a **Group Code** which is essential for off campus access.
5. **Save that** email in your account so that you can access the **Group Code** easily when you need it.

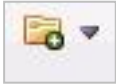
How to register for a RefWorks account when off-campus

When registering an account off-campus you will be asked for a RefWorks Group Code. To obtain the Group Code go to our [Passwords webpage](#), login when prompted, and the Group Code is listed under RefWorks. Return to the RefWorks home page at www.refworks.com/refworks and click on **Sign Up for a New Account**. Enter the Group Code when prompted and complete the form.

Step 2: Find and save your references

1. Use [Primo](#) to find, link to and search relevant database(s). See our [Primo Library guide](#) for help on how to do this.
2. Send selected references to your RefWorks database: to do this consult our [Library guide RefWorks at the University of Aberdeen - Importing Records from Information Databases](#), an online list of databases that work with RefWorks.

Step 3: Organise your references

1.	Create folders: click on the New Folder button, Name it and click Create – create as many new folders as necessary. Using folders helps you to locate your references quickly.
2.	 File references into folders: From the Folders list on the right hand side of the screen select Last Imported or Not in Folder . Use tick-boxes to select references you wish to file in folders, or use one of the options in the References tab (Selected , Page or All in List). Then open the Add to button (see left) and select a folder from the drop-down menu. Note: A reference can be stored in more than one folder.
3.	Remove duplicate records: To avoid confusion check your database of references regularly for duplicates – click on the View menu, then Duplicates Close duplicates .
4.	IMPORTANT: Always remove the duplicate record with the highest RefWorks ID number (you are more likely to have used the record that was imported first).

Step 4: Write your document

For documents containing in-text citations and a bibliography (theses; research papers; essays; dissertations) use **RefWorks Write-N-Cite v.4 (WNC 4)**. This plugin works with MS Office Word to insert citations to references within your text and format them as you write. WNC 4 also creates a bibliography at the end of your work, in the referencing style of your choice.

NOTE: It is not suitable for Law students using the OSCOLA legal referencing style.

1.	First time users on laptops, home and office computers <u>only</u> – Install Write-N-Cite v.4.
2.	Log into your RefWorks account, open the Tools menu, then Writing Tool Add-ons
3.	<u>For Windows computers:</u> in the Downloads section click on the link to Write-N-Cite for Word (32 bit) and follow the download process. <u>For Mac users:</u> download the plugin Write-N-Cite 4 for Word (Mac) – click on Other Versions
4.	To use WNC 4 follow the instructions in our Library guide Getting started with Write-N-Cite v.4 for Windows.

For short documents with no in-text citations (reading lists and reference lists) you can **create a Standalone Bibliography**.

1.	Log in to your main RefWorks account and open the folder of references you wish to format.
2.	Click on the Create Bibliography button.
3.	Choose a style from a drop-down list in the Select Output Style menu.
4.	Choose an appropriate file format from the Select a File Type menu, e.g. Word for Windows.
5.	Click on Create Bibliography .
6.	<u>For essays:</u> copy and paste this reference list onto the bottom of your essay, then go through your work inserting in-text citations manually to the references you have used.

Other Referencing Library guides

[Referencing & Citing](#)

[Avoiding Plagiarism](#)

[Referencing for Business Students – Quick guide](#)

[A Guide to Referencing for Education Students](#)

Plagiarism is a serious academic offence. Make sure you know how to acknowledge other people's work or ideas properly in your own work. Ask us for help if you need it.

Help and Advice

For IT advice, or problems on setting up access to electronic resources:

Visit **MyIT Portal** – the self-service facility: <https://myit.abdn.ac.uk/>

For further information, see the IT Services' Help and Support page: www.abdn.ac.uk/it/student/help/index.php

Tel: 0044 (0)1224 273636

For help with databases and importing records into RefWorks contact the **Information Consultant** for your subject area. Information Consultant contact details can be found [online](#).