

New RefWorks – Quick Guide

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QG RFW010 [<https://www.abdn.ac.uk/library/documents/guides/qgrfw010.pdf>]

Sign-up for a 'New' RefWorks Account

- Go to <http://refworks.proquest.com> and click **Create account** near bottom of screen
- Fill in your information using your University of Aberdeen email address, using your username followed by @abdn.ac.uk, e.g., u99jb19@abdn.ac.uk.
- You will need to create a password for your RefWorks account. Do not use the same password you use when accessing the University network.
- You will then receive an email at your University address containing a link to complete the registration process.

Login

- Once you have signed-up go to <http://refworks.proquest.com> to access your RefWorks account.
- Enter your University of Aberdeen email address.
- Enter the password you created for RefWorks and click **Sign-in**.

Create a Folder

RefWorks helps you to organise your references into Folders. This will help when creating reference lists/bibliographies for your work.

- Click the **My Folders** menu.
- Select **+ Add a Folder**.
- Give your folder a name e.g., your module code, essay topic etc. and click **Save**.

Export from Academic Databases (Scopus, Web of Science, etc)

Exporting from an academic database such as Scopus, LION, etc. is the best method to obtain accurate references for journal articles, conference papers etc. Each database will have different but similar export procedures. Always export to New RefWorks not Legacy.

- To export references to RefWorks, select the items you want then an **Export/Save** option. The wording varies across databases.
- Follow any on-screen instructions or questions to select the RefWorks option.
- You will then be asked if you want to export to RefWorks or Legacy RefWorks. Always select the newest version, NEVER Legacy.
- You will be redirected to RefWorks. Sign-in with your RefWorks account details.
- Click **OK** or **Last Imported** to see the reference(s) and move it to a folder.

Move a Reference to a Folder

- Select the reference by selecting the box next to it.
- Either 'drag and drop' the selected reference(s) to the correct folder, OR click **Assign to Folder**, choose a folder and select **Apply**.

Get a Reference from Primo, The University of Aberdeen Library Catalogue

- Within your RefWorks account Select **Search Databases** on left of screen
- Select **University of Aberdeen** from the top of the next screen
- Select **Advanced Search** at right of search box
- Enter **Title** and **Author** details and click **Search**
- Find item in the results list that you want to add to RefWorks, and select the tick box next to it
- Select **Import** at top right of screen
- The items will be imported to your **Last Imported folder**
- Move the reference to a folder (see instructions above)
- Check your reference carefully and edit any details which have not exported as you expect

Upload PDF with Reference

If you have a journal article already saved as a PDF, you can import it to RefWorks and it will attempt to create a reference for you. This works best when your article has a DOI (digital object identifier). Drag the PDF into the centre of the RefWorks screen, and a blue circle will appear for you to drop the file on. Or select **+Add** option near top of screen, then **Upload Document**, and navigate to the document you want.

- It will be a short time while RefWorks finds the reference details. Click **Last Imported** to see the reference.
- If RefWorks can't find all the details, it will highlight the missing fields in the reference you need to add manually. Wait a few minutes before you make the changes in case RefWorks is still looking for details.

Add a Reference Manually

- Click **+Add** at the top of the screen and select **Create new reference**
- A blank template will open that you can complete with details of your reference – click the drop-down menu to choose a reference type e.g., journal article, book, book section etc.
- It is best to uncheck the **This is an electronic source** box for books, chapters, journal articles etc. Only use this for web sites and resources which are 'only' web based.
- Click **Save**.
- Click **Assign to Folder** and choose the relevant folder to file it in.

Edit a Reference

- Double click the reference to be edited. Click the **pencil icon** and make any changes necessary.
- Click **Save**, then click on the cross in the top corner to close the record.

Create a Bibliography

- Click on **Create Bibliography** at the top menu and select **Create bibliography in your preferred output style**.
- From the drop-down style menu choose the referencing style you wish to use.
- Click **Copy to Clipboard** and paste your reference list/bibliography to your Word document.

IMPORTANT

If you are asked which version of RefWorks to export to, choose New RefWorks, NOT Legacy.