



ProQuest RefWorks

RefWorks basics

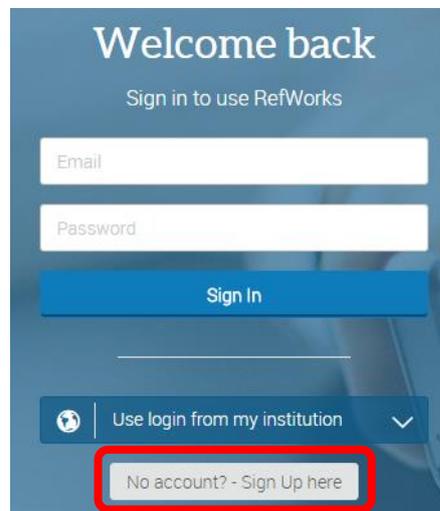
Introduction to using ProQuest RefWorks

Computing & Library Services
University of Huddersfield

library@hud.ac.uk

1. Registering for RefWorks

- a) To register for a RefWorks account, go to <https://refworks.proquest.com/> and select **No account? – Sign Up here**



- b) Follow the instructions to enter your university email (remember **@unimail.hud.ac.uk** for undergraduates and **@hud.ac.uk** for staff and researchers)
- c) Create a memorable password and click on the Sign Up button.
- d) You will now need to check the activation link sent to your university email account.



Account Activation



To confirm your RefWorks account, click this link:

<https://refworks.proquest.com/account/activate.html?eml=activation&token=a5328f86-dc76-4e7b-b216-85949f02d5ab>

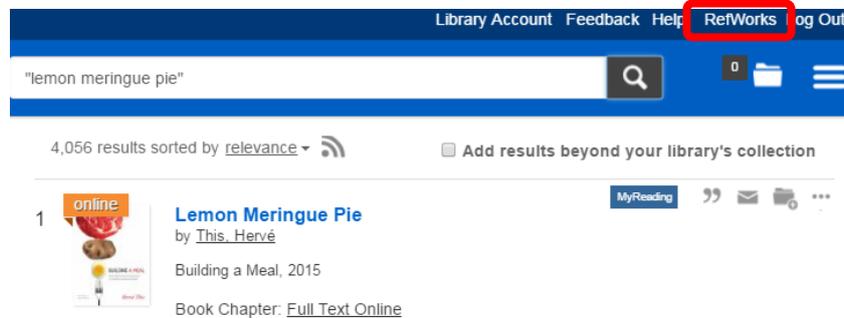
If clicking it doesn't work, cut and paste this link into the address bar of your browser.

- e) Return to <https://refworks.proquest.com/> and you will be prompted to fill in some additional data.
- f) Complete and note the brief tutorial pop up that appears on the screen.

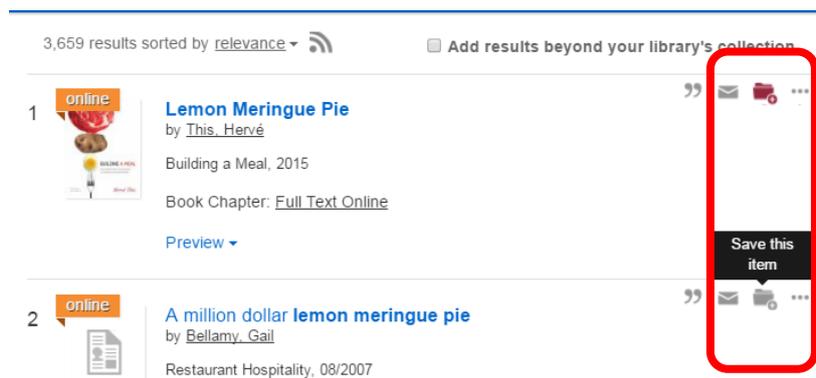
You now have an empty RefWorks library to which you need to add references.

2. Adding references from Summon

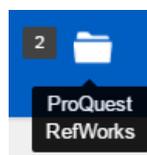
- a) Open the Summon homepage at <https://library.hud.ac.uk/> and type in a search.
- b) From the search results screen, click on **RefWorks** from the top right tool bar. *If it is not visible then you are already logged in from the previous registration exercise.*



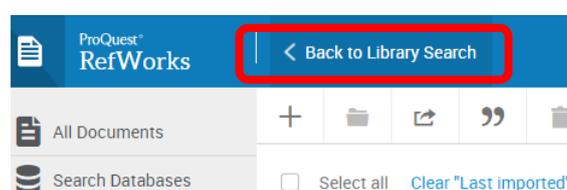
- c) It will ask you to log in using your email and password combination, and then take you back to the Summon search screen.
- d) Now select the items from your list which you would like to save into your RefWorks library.
- e) Click on the folder icon next to each item to **Save this item**



- f) Then click on the Folder icon in the top right corner to send your references to RefWorks.

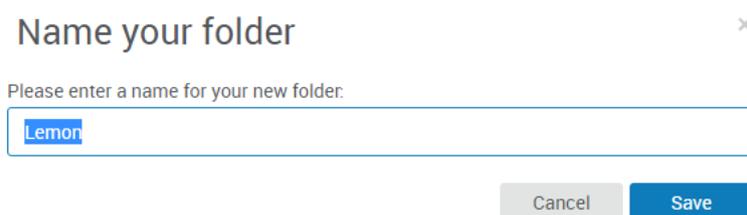


- g) Repeat these steps to add 10 or more references to your RefWorks library. Just use the **Back to Library Search** shortcut at the top of the RefWorks page to take you back to Summon.

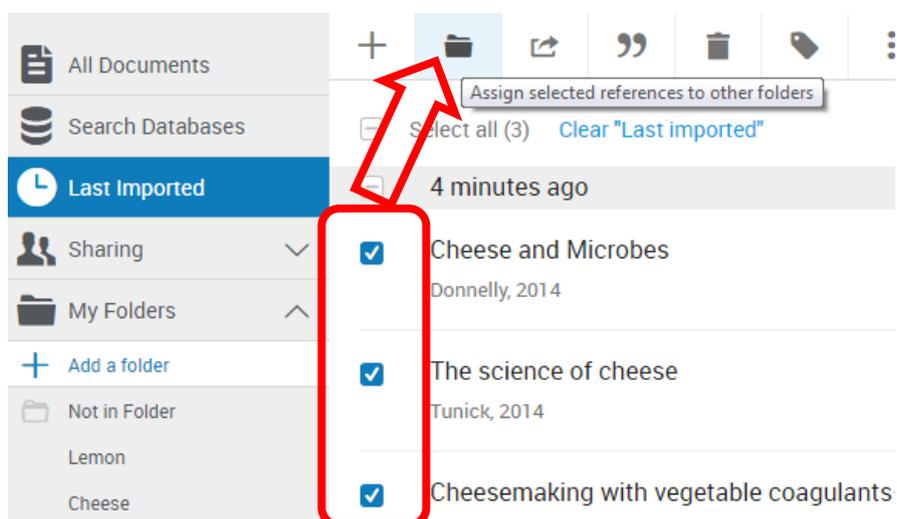


3. Sorting references into folders

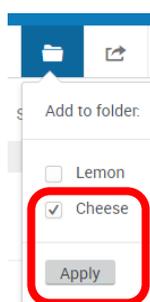
- a) Click on **My Folders**, then **Add a folder**, give your folder a name and click on Save.



- b) Click back on **Last Imported** and either drag and drop relevant items into your new folder or select some items using the check boxes and then click on the folder icon from the top menu bar.



- c) Select your folder and click on **Apply**



For further guidance on managing folders see the video at <http://hud.ac/c0l>

4. Quick cite and Create bibliography

- a) Click on the **”** Create bibliography button. Select **Quick cite** first and see select a reference to see what it should look like in APA 6th as a citation and a reference list (bibliography) entry.



Citation Style Insert Citations Bibliography

1 | Choose your citation style

Choose the type of citation you'd like to add to your paper.

APA 6th - American Psychological Association, 6th Edition. ▾

Continue...

b) Return to the button and select **Create bibliography** this time to see how you can copy and paste a list of references into a Word document or email.

Bibliography from Selected references (3)



References

Roseiro, L. B., Barbosa, M., Ames, J. M., & Wilbey, R. A. (2003). Cheesemaking with vegetable coagulants—the use of Cynara L. for the production of ovine milk cheeses. *International Journal of Dairy Technology*, 56(2), 76-85. doi:10.1046/j.1471-0307.2003.00080.x

Shah, M. A., Mir, S. A., & Paray, M. A. (2014). Plant proteases as milk-clotting enzymes in cheesemaking: A review. *Dairy Science and Technology*, 94(1), 5-16. doi:10.1007/s13594-013-0144-3

Tunick, M. (2014). *The science of cheese* Oxford University Press. Retrieved from http://hud.summon.serialssolutions.com/2.0.0/link/0/eLvHcXmwbV09bwxDLVaWkgY6EFVKEJ5AUbdzj1grKoiFJZER5RLHGChUoH_j30EURBbksHKtx3b7wUgNX3du7kTPoY6WD92mAcMmJPhMreRReOy4Ow1MRN0rz0Z_fxBR2iVs3uJbL7nm5wPvBmjIcF2JUQU2-gnvbhXNMoftCcSHeFeZdM48u2c66KQWPA_dTKpQUkgBs_wQNsEnj5Xf5EAgxJIFpKfUoBk1SzGvevQ4NVUUVmp36B4pmIHdWhNvudf0x7LX0Y_zDJ217xA1Ur2-nZfoNz8KjyJUFtkQSz35FINBy6-WYeb8IKORtg6bkNyR1Lrb-gYVVup4ch00oRx4G1OnG0oR9C5sBQ

c) Note the last reference above has a long URL from Summon which we would need to edit before pasting it into our document.

5. Editing a reference

a) Click on one of the references in your RefWorks library to open a right hand column, then click on the pencil icon to edit the record.

Book

The science of cheese

b) You can then add any missing information or correct any typos by clicking in to the relevant field. For this reference, we can untick the **Is Electronic** checkbox so the long URL does not appear in the bibliography entry.

Book			
Title	The science of cheese		
Tags	Add tag		
Authors	Tunick, Michael	Last name, First name	
Publish Date	2014	Edition	
Series Title			
Pages	11-21		
Abstract			
Retrieved From	http://hud.summon.serialssolutions.com/2.0.0/link/0/eLvHCXMwbV09b		
Publisher	Oxford University Press		
Place of Publication			
ISBN	0199922306	LC Call #	637.3 TUN
Language	English		
Notes			
Is Electronic	<input checked="" type="checkbox"/> This is an electronic source.		

c) Remember to click on Save on the top right of the screen.

Additional information

6. Accessing your RefWorks library direct (not via Summon)

To check your RefWorks library without going via Summon, simply go to <https://refworks.proquest.com/> and log in

7. Importing a PDF into RefWorks

If you have downloaded a PDF of a journal article, you can attach it to the reference in your RefWorks library.

- Simply click on the reference to make it appear in the right-hand column.
- Click on the pencil icon to edit the reference, and then either drag & drop the file, or select a file from your computer.

Save Cancel

+ Drop file here or [select a file from your computer](#)

You can highlight pieces of text and add notes to the PDF using the icons on the top menu bar.



8. Cite in Microsoft Word

If you are using a University of Huddersfield computer, you should be able to see a RefWorks tab when you open Microsoft Word to create documents. This allows you to pull references directly from your online RefWorks library to create citations and a bibliography/ reference list.

If you are using RefWorks on your own laptop/ PC then you will need to install the tab yourself.

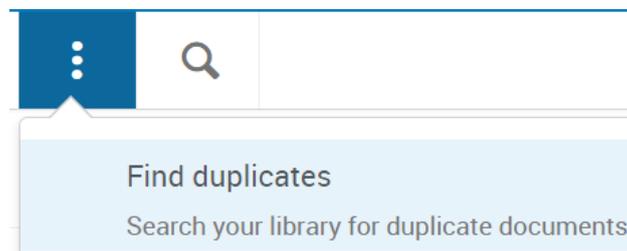
- a) To do this, click on the three dots from the top menu and select the **Tools** option.
- a) Scroll down to **Cite in Microsoft Word** section and select the relevant **Download & install** option.

For guidance on how to use the Write-n-Cite function, see the video at <http://bit.ly/RefWorksHudLib>

9. Duplicates

If you add the same reference to your RefWorks library more than once, you can easily locate and remove duplicates.

- a) Click on the three dots on the top menu bar, and select the **Find duplicates** button.



- b) Delete any unwanted references by clicking on  the icon on the top menu bar.

Other features and support are available, see the ProQuest videos at <http://bit.ly/RefWorksHudLib> , ask a Subject Librarian at the Library Help Centre on Floor 4 or email library@hud.ac.uk