



What is RefWorks?

RefWorks is bibliographic software which allows you to create an **online record** of resources you have consulted. You can then use those records to **generate citations and references** in Harper style.



How do I access RefWorks?

- Use Firefox or Chrome instead of Internet Explorer for best results
- Follow the link from <http://harper.ac.uk/refguide> or go to <https://www.refworks.com/>
- If you already have a RefWorks account - enter your personal RefWorks username and password.
- If you are new to RefWorks click **sign up for a new account** and enter your details.
- Contact the library for the group code if required.

Place the Harper Referencing Style in your Favourites

- Click Bibliography (from the top of the screen) then **output style manager**.
- Remove the styles you don't need from favourites.
- Find **Harper Adams University-2016** in the list of output styles
- Use the arrow to put it into your favourites.

How do I import records into RefWorks?

- **Electronic journals** – Click on the quotation marks  next to the full text link on Find it @ Harper or look for an export option from the full text article and select the link to RefWorks.
- **GoogleScholar** - Click on **Settings** on the home page. Under bibliography manager select **show links to import citations into** and select **RefWorks** from the drop down list.
- **Print resources** and **E-books** from the Bamford Library – find the details on the catalogue tab of Find it @ Harper. Click on the quotation marks 
- **Internet pages** – Make a note of the author, date, title, “publisher” and url of the internet page. Within **RefWorks** click **New reference** from the top of the screen. Under **Fields used by** select **Harper Adams University Harvard**; under **reference type** select **webpage**. Add details of the webpage and click **save reference**.



Each new record is delivered into RefWorks' **Last imported** folder.



TOP TIP:

Carefully check each record when you import it. For a correct reference to be generated, all (and only) the necessary fields must be imported. Click the view icon (magnifying glass) to see the full record and edit it as necessary.

- To create a folder click **New folder** from the top of the screen – give your folder a name and click **Save**.

The new folder now appears on the right hand side of the screen.



TOP TIP:

Any previously imported records which you did not move to another folder can be accessed by clicking on **Not in folder** on the right of the screen.

How do I create references on RefWorks?

Check the Harper style is in your favourites:

- Under **Bibliography** click **create**
- Make sure the **output style** is **Harper Adams University -2016**
- Change **File type** to **Word for Windows**
- Select the relevant folder or references.
- **Click create bibliography**
- Once the references have been generated a box will appear at the bottom of the screen showing completed – click here to view the list of references
- Check references against the current HAU Guide to Referencing
- When you are happy with the references copy and paste them into your assignment.

Alternatively use Write – N – Cite. It is not currently available on Harper student computers but you can download it on your device. The link is from Tools.

Further help

Watch the YouTube video tutorials in the Help section of Refworks or talk to us at the Enquiry Desk.

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libhelp@harper-adams.ac.uk

<http://library.harper-adams.ac.uk>