



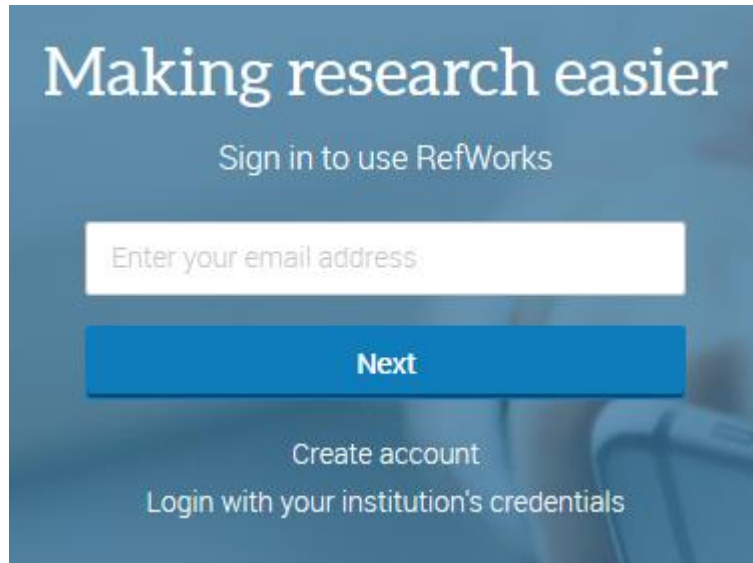
ProQuest®
RefWorks

RefWorks lets you...

- Save references from different databases and library catalogues
- Share and annotate references with your colleagues
- Effortlessly insert citations and create bibliographies in accordance with official reference styles, such as Harvard and APA, when using the RefWorks citation tools Write-N-Cite (Word, not Mac + Word 2016) and Citation Manager (Word 2016)

Create an account

- Go to **refworks.proquest.com** and "Create Account"
- Use your @abo.fi e-mail, but use another password!



Making research easier

Sign in to use RefWorks

Enter your email address

Next

Create account

Login with your institution's credentials

Importer references

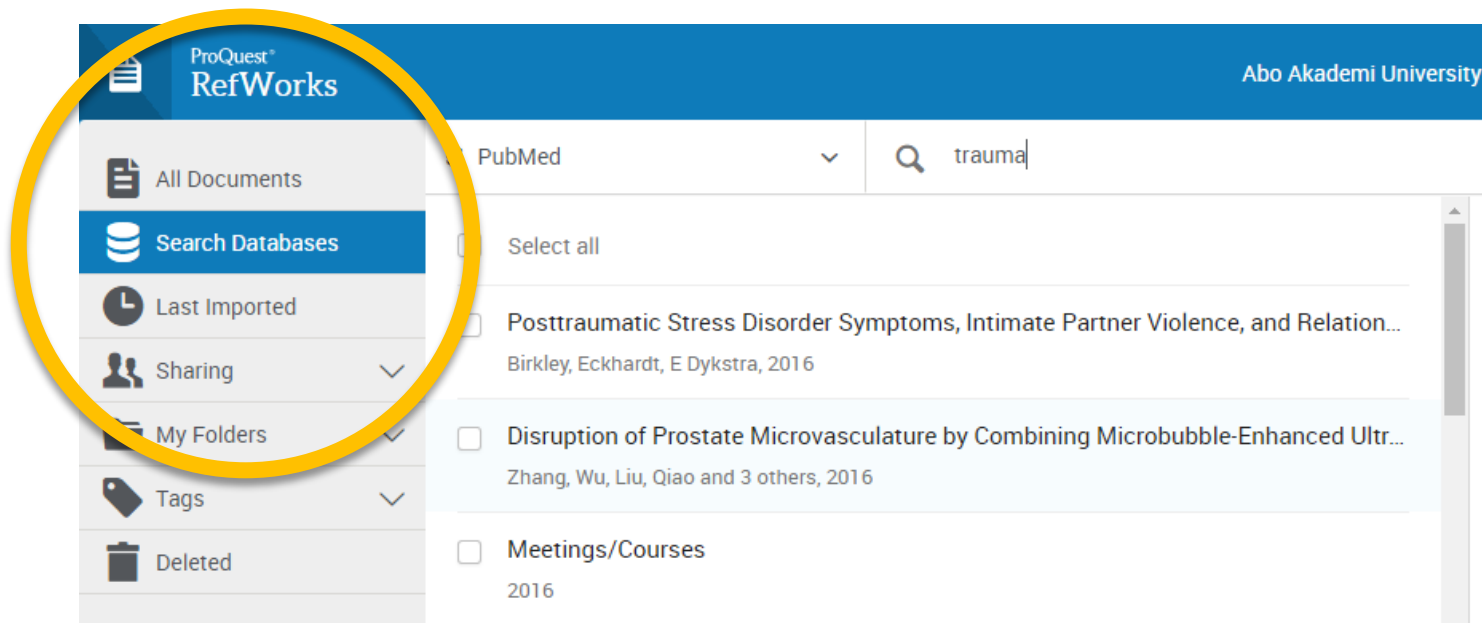
- Import references to your RefWorks-account...
 - From similar services such as Mendeley and legacy RefWorks
 - From some of the incorporated databases such as PubMed
 - Upload an article in pdf and RefWorks can retrieve the reference from the document itself
 - Insert – type – references manually

Exporter/save references

- Export references *to* your RefWorks-account...
 - By using dedicated "Export" and "Save to" method provided by databases
 - By using the web browser bookmark/app "Save to RefWorks"
- Which method should I use?
 - Try them out – the methods have their strengths and weaknesses depending on the database/website! The dedicated functions usually transfer more data.

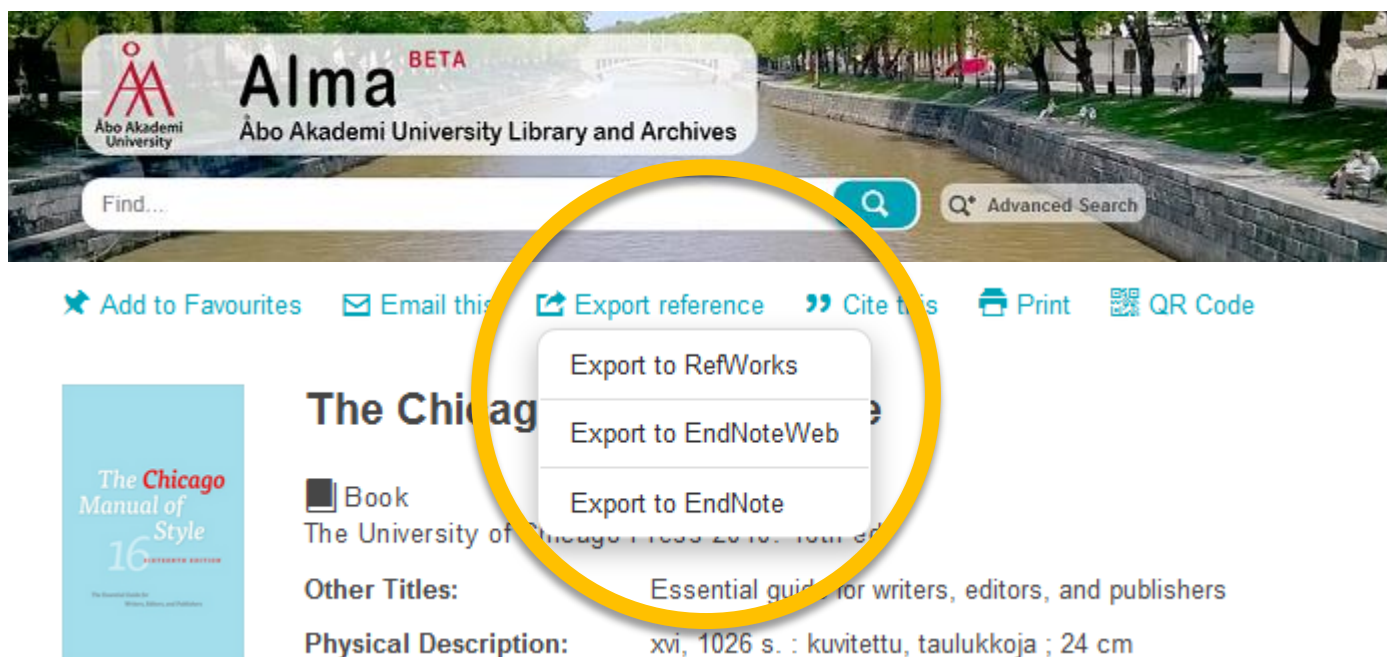
Import references in RefWorks

- Works with PubMed and university library catalogues

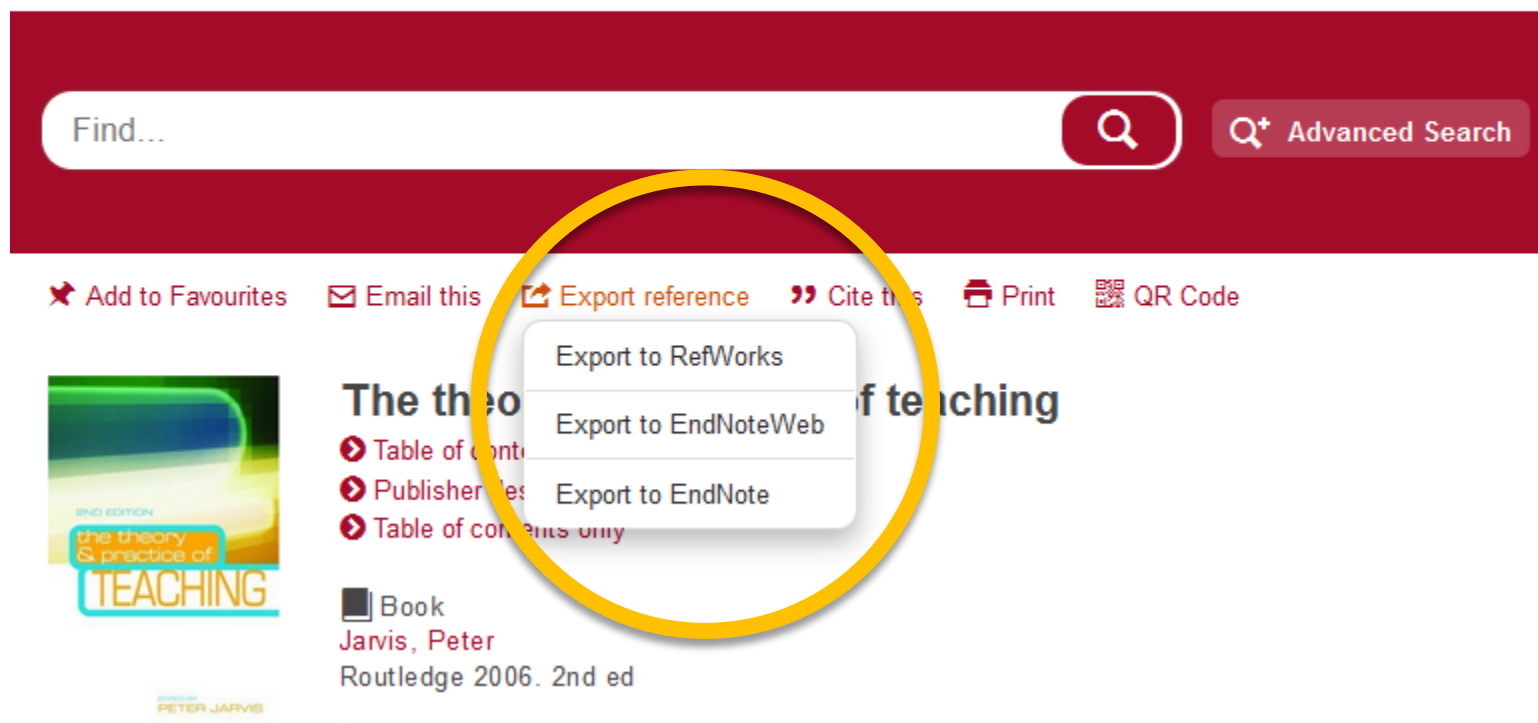


Export references from Alma or Tritonia

- Choose "Export reference"



Export references from Alma or Tritonia



The screenshot shows a library catalog interface. At the top is a search bar with the text "Find..." and a magnifying glass icon. To the right of the search bar is a button labeled "Q+ Advanced Search". Below the search bar is a horizontal menu with several options: "Add to Favourites", "Email this", "Export reference", "Cite this", "Print", and "QR Code". The "Export reference" option is highlighted with a yellow circle. A dropdown menu is open below "Export reference", showing three options: "Export to RefWorks", "Export to EndNoteWeb", and "Export to EndNote". Below the menu, the title of the book is visible: "The theory & practice of teaching". To the left of the title is a book cover image. Below the title, there is a list of links: "Table of contents", "Publisher's description", and "Table of contents only". Below the links, the book is identified as a "Book" by "Jarvis, Peter", published by "Routledge" in "2006", 2nd edition.

Export references from Alma or Tritonia

- Note! Exporting some references from the tab "E-articles (PCI)" will fail

Import failed

Oops, we encountered some technical issues. Please try again later.

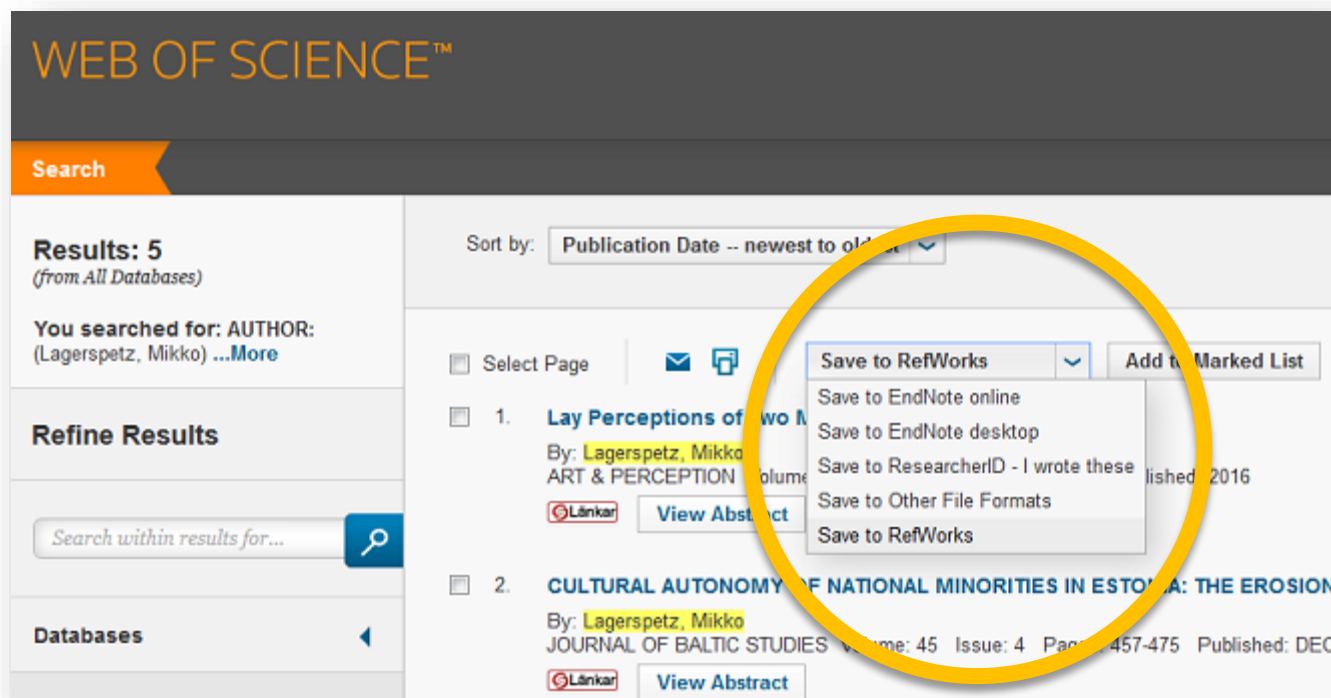
OK

- Continue to the actual database/journal interface and export the reference from there **or** try adding it to your favourites in Alma and export it from your "Favourites"

Export references from Alma or Tritonia

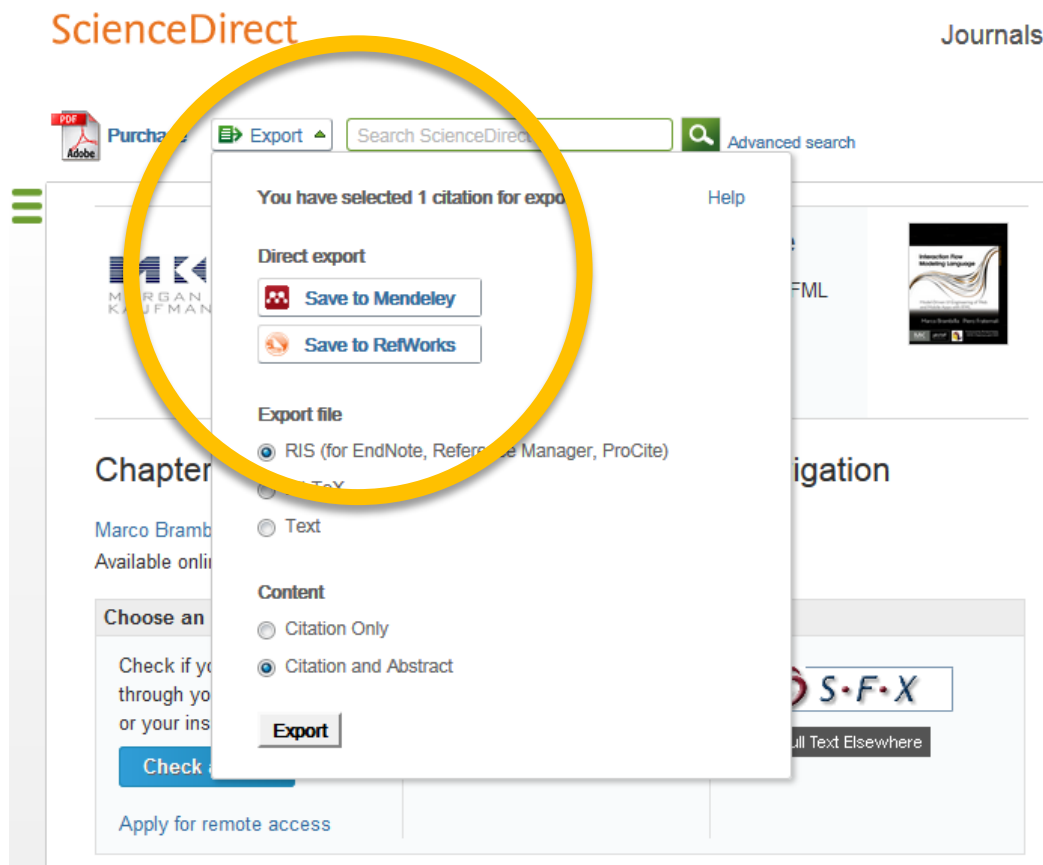
- Note! Scandinavian letters and some special characters are omitted when using the dedicated export method
- When using the Save to RefWorks-bookmark/app, Scandinavian letters are included

Example: Web of Science



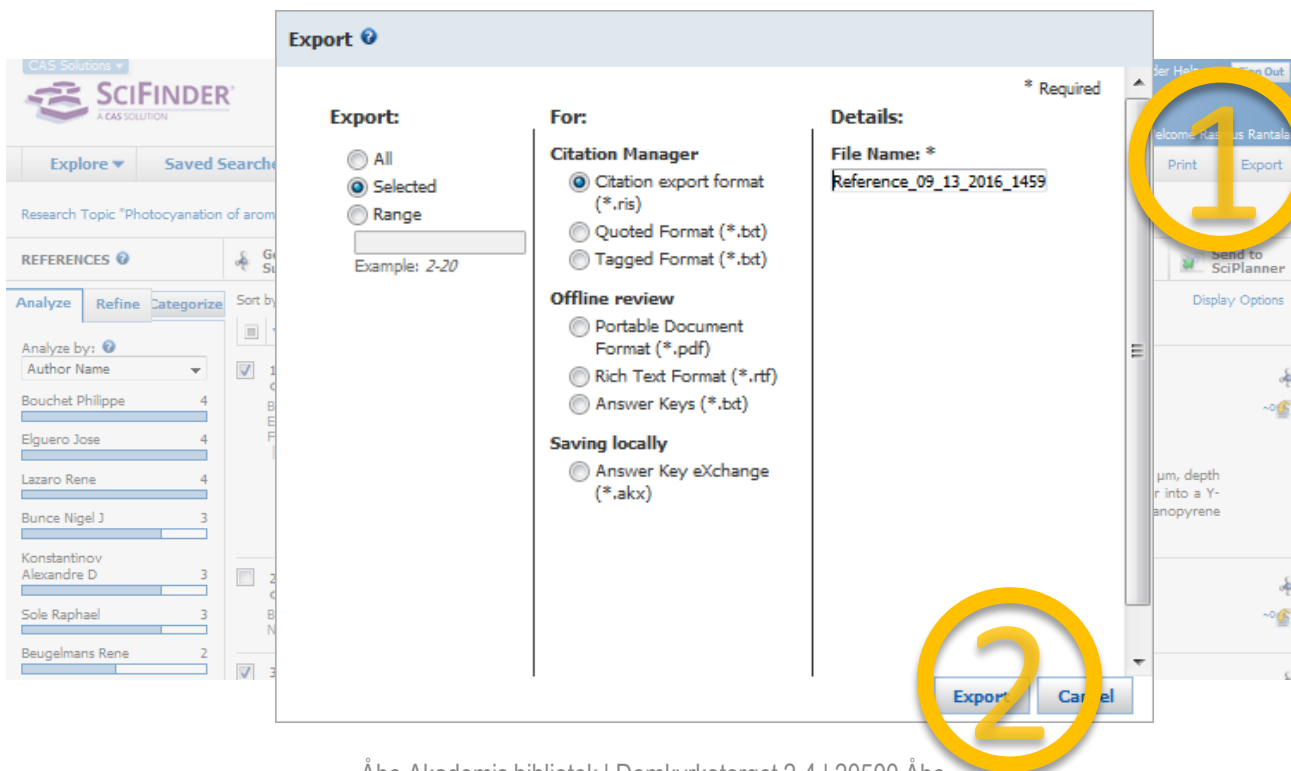
The screenshot displays the Web of Science interface. On the left, a sidebar shows 'Results: 5 (from All Databases)', 'You searched for: AUTHOR: (Lagerspetz, Mikko) ...More', 'Refine Results', a search input field, and 'Databases'. The main area shows a list of results sorted by 'Publication Date -- newest to oldest'. The first result is 'Lay Perceptions of two M...' by Lagerspetz, Mikko, published in 2016. A yellow circle highlights a context menu that appears over the first result, containing options: 'Save to RefWorks', 'Save to EndNote online', 'Save to EndNote desktop', 'Save to ResearcherID - I wrote these', 'Save to Other File Formats', and 'Save to RefWorks'. The second result is 'CULTURAL AUTONOMY OF NATIONAL MINORITIES IN ESTONIA: THE EROSION...' by Lagerspetz, Mikko, published in 2016.

Example: ScienceDirect



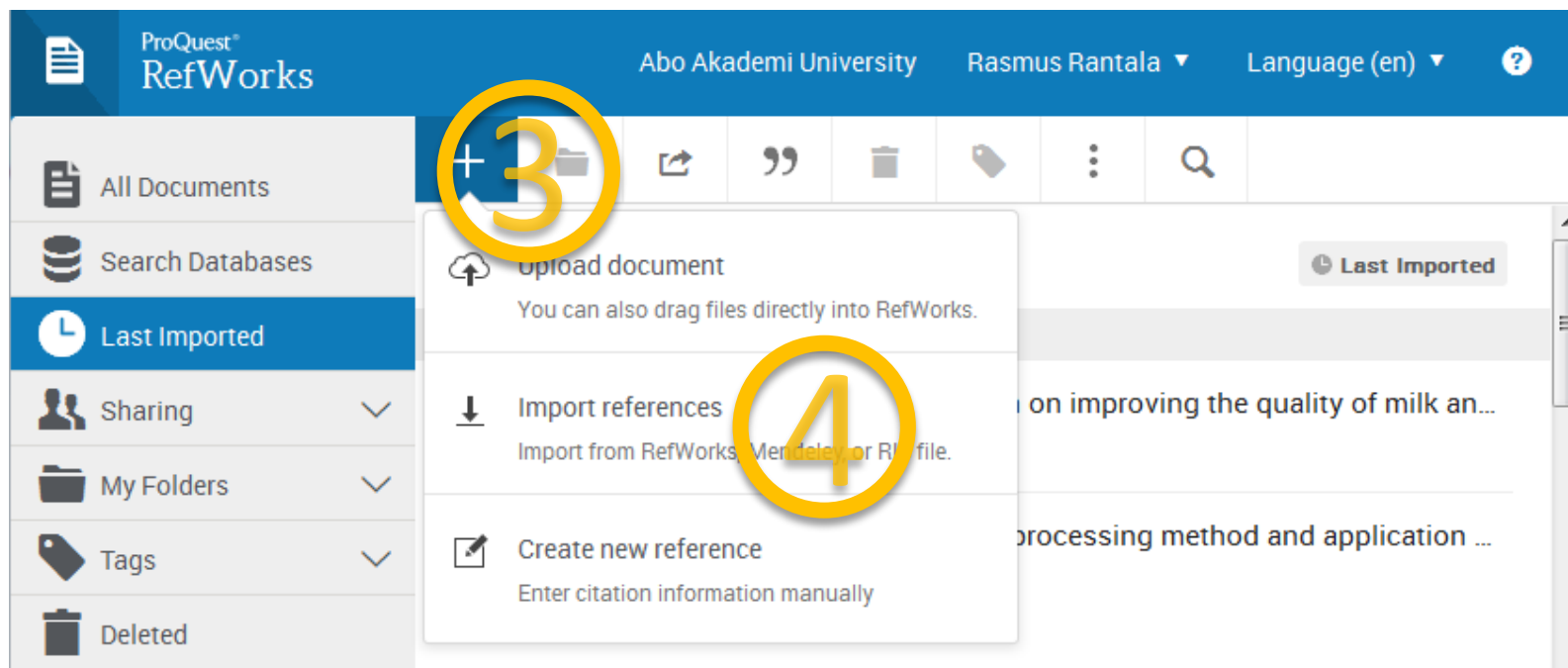
Example: SciFinder

- Choose "Export" and leave the file format as ris



Example: SciFinder

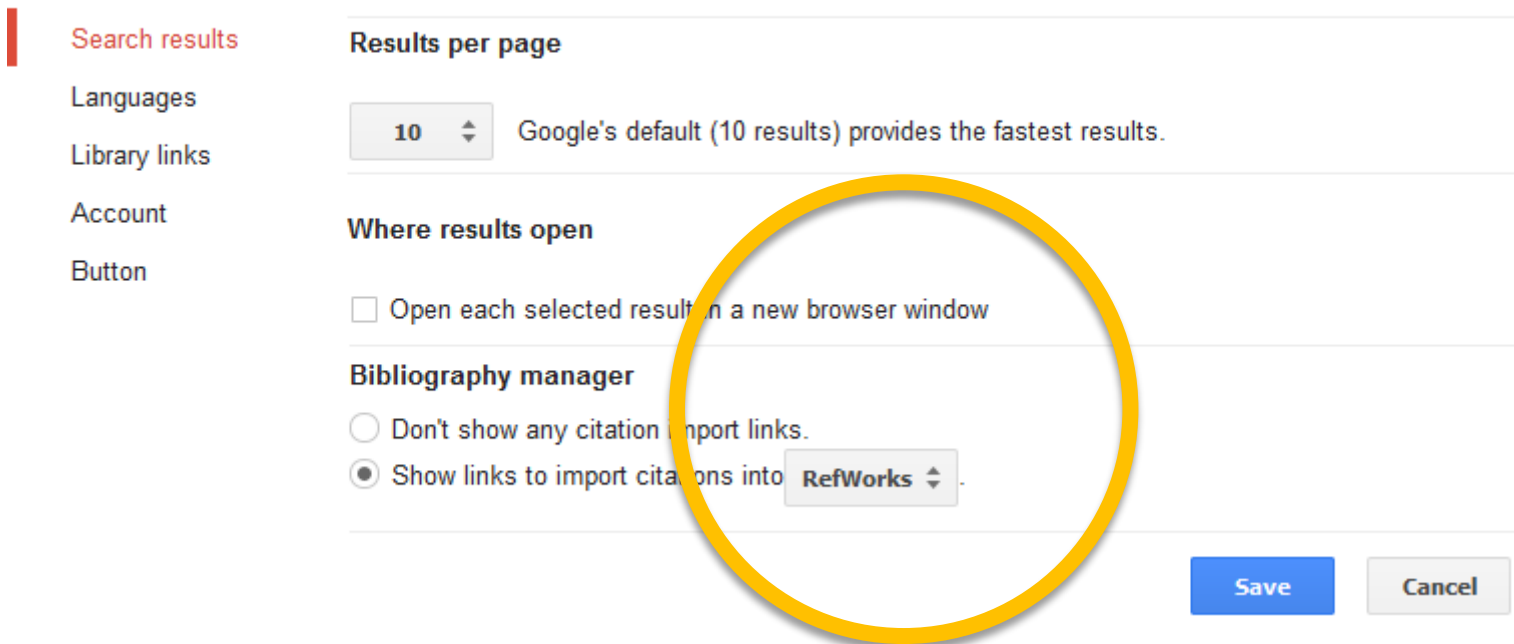
- Import the exported ris-file into RefWorks



Google Scholar

- Choose RefWorks as your "Bibliography manager"

Scholar Settings



The screenshot shows the Google Scholar Settings page. On the left is a sidebar with a red vertical bar and the following links: Search results, Languages, Library links, Account, and Button. The main content area has a header 'Scholar Settings' and a sub-header 'Results per page' with a dropdown set to '10' and the text 'Google's default (10 results) provides the fastest results.' Below this is the 'Where results open' section with a checkbox 'Open each selected result in a new browser window'. The 'Bibliography manager' section is highlighted with a yellow circle and contains two radio buttons: 'Don't show any citation import links.' and 'Show links to import citations into RefWorks', with the latter being selected. At the bottom right are 'Save' and 'Cancel' buttons.

Search results

Languages

Library links

Account

Button

Results per page

10 Google's default (10 results) provides the fastest results.

Where results open

☐ Open each selected result in a new browser window

Bibliography manager

☐ Don't show any citation import links.

☒ Show links to import citations into RefWorks

Save Cancel

Google Scholar

- Activate AAU Library under "Library Links"

Scholar Settings

Search results

Languages

Library links

Account

Button

Show library access links for (choose up to five libraries):



e.g., Harvard

☐ Open WorldCat - Library Search

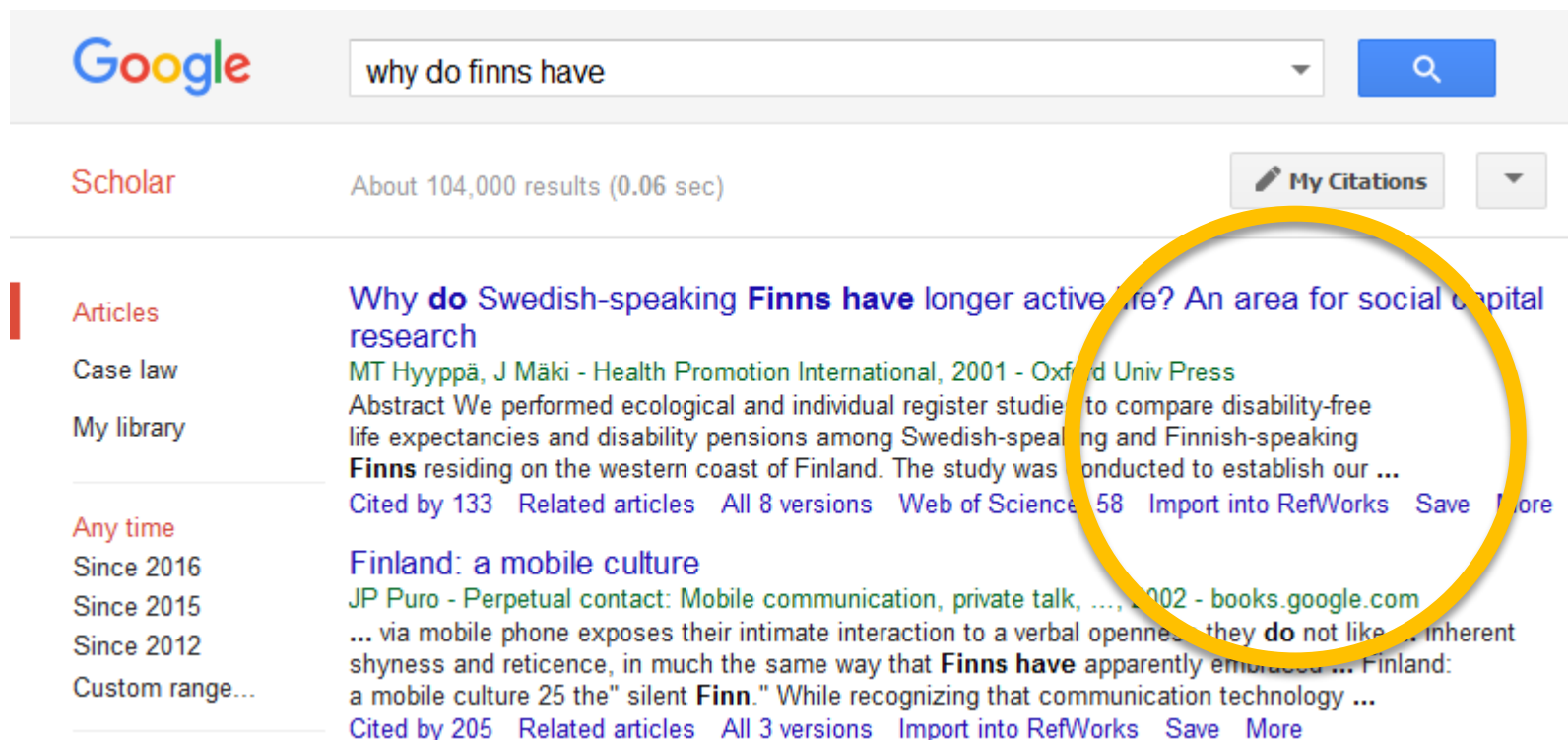
☒ Åbo Akademi University Library - Fulltext ÅAB

Online access to library subscriptions is usually restricted to patrons of that library. You may need to login with your library password, use a campus computer, or configure your browser to use a library proxy. Please visit your library's website or ask a local librarian for assistance.

Save

Cancel

Google Scholar



The screenshot shows the Google Scholar interface. At the top, the Google logo is on the left, a search bar with the text "why do finns have" is in the center, and a blue search button with a magnifying glass icon is on the right. Below the search bar, the word "Scholar" is on the left, and "About 104,000 results (0.06 sec)" is in the center. On the right, there are buttons for "My Citations" and a dropdown arrow. A vertical sidebar on the left contains links: "Articles", "Case law", "My library", "Any time", "Since 2016", "Since 2015", "Since 2012", and "Custom range...". The main content area displays two search results. The first result is titled "Why do Swedish-speaking Finns have longer active life? An area for social capital research" by MT Hyypä, J Mäki, published in Health Promotion International, 2001. The second result is titled "Finland: a mobile culture" by JP Puro, published in Perpetual contact: Mobile communication, private talk, ..., 2002. Both results include abstracts and citation information. A large yellow circle is drawn around the first result.

Google

why do finns have

Scholar About 104,000 results (0.06 sec) My Citations

Articles

Case law

My library

Any time

Since 2016

Since 2015

Since 2012

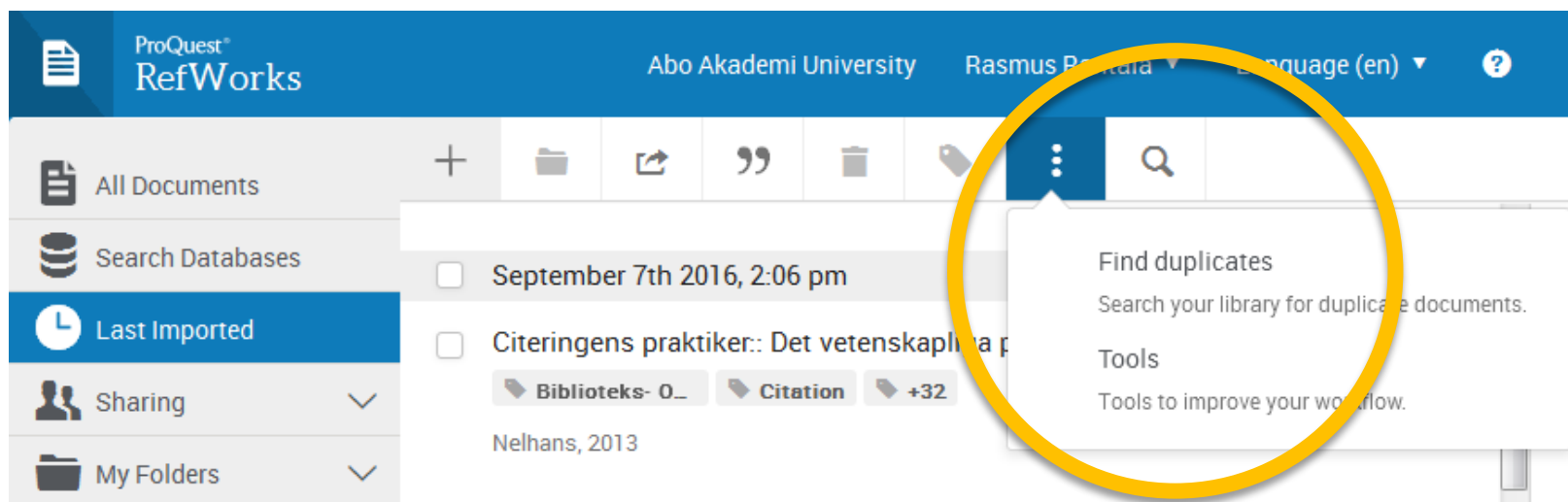
Custom range...

Why do Swedish-speaking Finns have longer active life? An area for social capital research
MT Hyypä, J Mäki - Health Promotion International, 2001 - Oxford Univ Press
Abstract We performed ecological and individual register studies to compare disability-free life expectancies and disability pensions among Swedish-speaking and Finnish-speaking Finns residing on the western coast of Finland. The study was conducted to establish our ...
Cited by 133 Related articles All 8 versions Web of Science 58 Import into RefWorks Save More

Finland: a mobile culture
JP Puro - Perpetual contact: Mobile communication, private talk, ..., 2002 - books.google.com
... via mobile phone exposes their intimate interaction to a verbal openness they do not like ... inherent shyness and reticence, in much the same way that Finns have apparently embraced ... Finland: a mobile culture 25 the "silent Finn." While recognizing that communication technology ...
Cited by 205 Related articles All 3 versions Import into RefWorks Save More

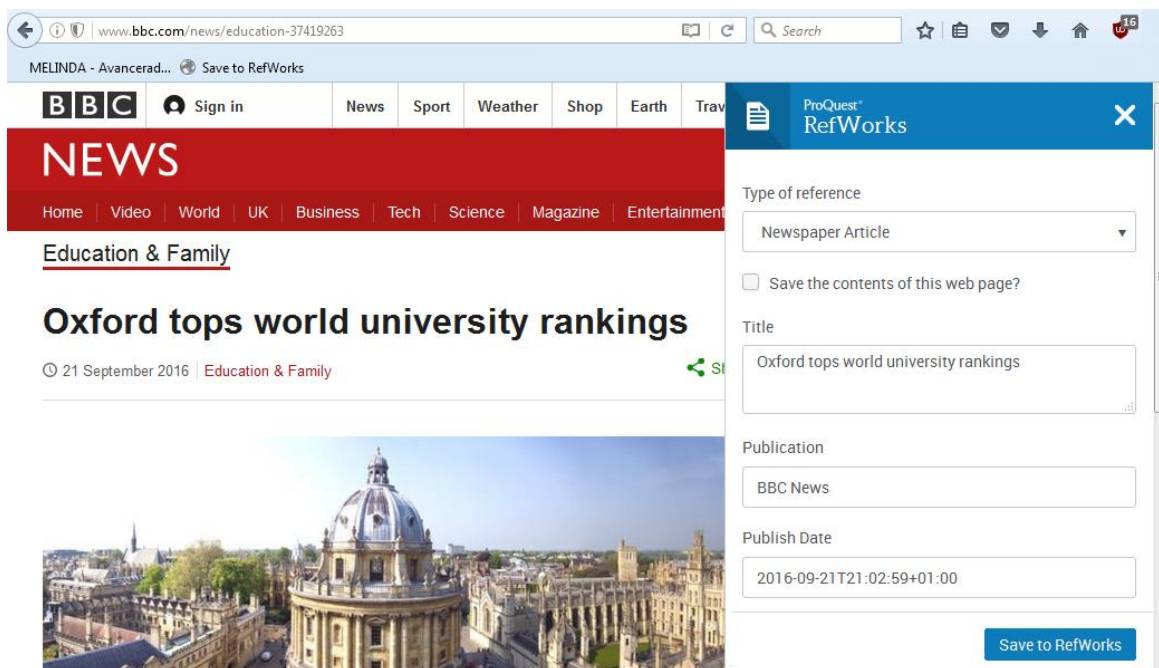
Save to RefWorks

- Add the web browser bookmark/app "Save to RefWorks" from the page "Tools" in your RefWorks account



Save to RefWorks

- The "Save to RefWorks" bookmark/app can be used almost anywhere (databases, ordinary websites, etc.)



Save to RefWorks

- **Note!** The bibliographic data obtained by the web browser bookmark/app can be incomplete
- Complete data is more often obtained by using database default – where available – export methods

Insert references manually

- Choose "Create Reference Manually"
- Start typing the title and let RefWorks guess the reference you want to enter

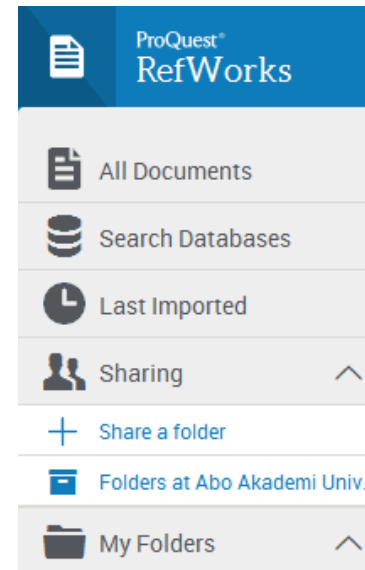
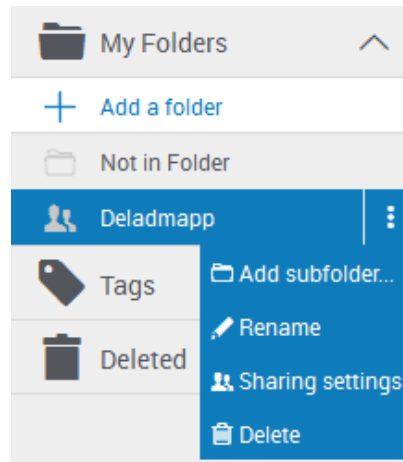


Upload an article (fulltext pdf)

- Choose "Upload Document"
- Upload an article in pdf format and let RefWorks retrieve the reference from the document
- This method doesn't always work – correct or fill in possible blanks and errors

Share references with your colleagues

- Group references into a folder and choose "Share a folder" or share an existing folder from the folder menu option "Share settings"



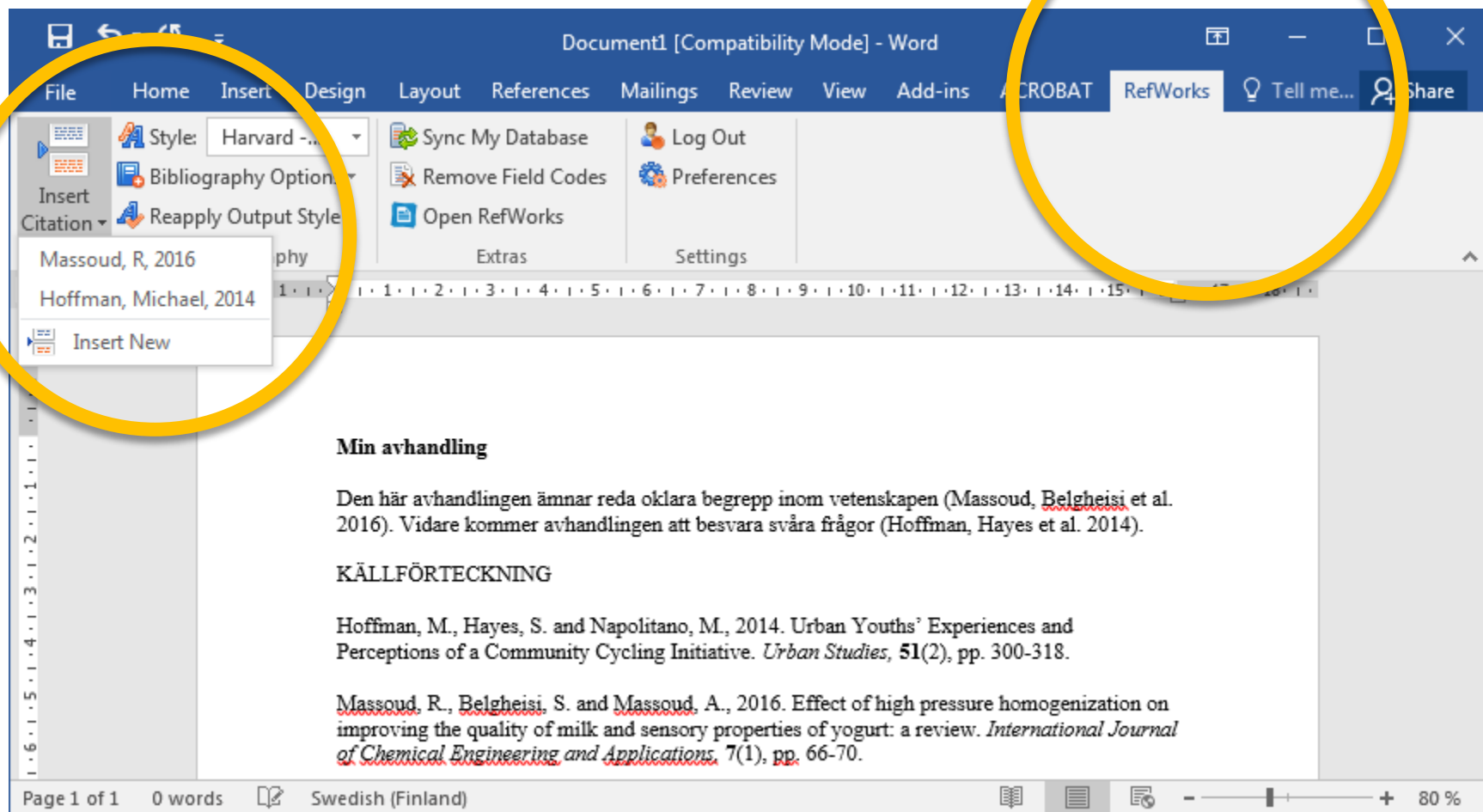
Share references with your colleagues

- Depending on your settings, colleagues can annotate, comment or modify the references/documents
- Your colleagues can add their own references/documents
- Only the folder owner can use the references with Write-N-Cite/Citation Manager. Others need to copy the references to a private folder in RefWorks in order to use them while citing.

Citation tools

- Write-N-Cite (Word)
- RefWorks Citation Manager (Word 2016)
- RefWorks Add-On (Google Docs)
- RefWorks Quick Cite (manually for e.g. Open/Libre Office)

Write-N-Cite



Document1 [Compatibility Mode] - Word

File Home Insert Design Layout References Mailings Review View Add-ins ACROBAT RefWorks Tell me... Share

Insert Citation

Style: Harvard - Bibliography Options

Reapply Output Style

Massoud, R, 2016

Hoffman, Michael, 2014

Insert New

Sync My Database

Remove Field Codes

Open RefWorks

Log Out

Preferences

Extras Settings

Min avhandling

Den här avhandlingen ämnar reda oklara begrepp inom vetenskapen (Massoud, Belgheisi et al. 2016). Vidare kommer avhandlingen att besvara svåra frågor (Hoffman, Hayes et al. 2014).

KÄLLFÖRTECKNING

Hoffman, M., Hayes, S. and Napolitano, M., 2014. Urban Youths' Experiences and Perceptions of a Community Cycling Initiative. *Urban Studies*, 51(2), pp. 300-318.

Massoud, R., Belgheisi, S. and Massoud, A., 2016. Effect of high pressure homogenization on improving the quality of milk and sensory properties of yogurt: a review. *International Journal of Chemical Engineering and Applications*, 7(1), pp. 66-70.

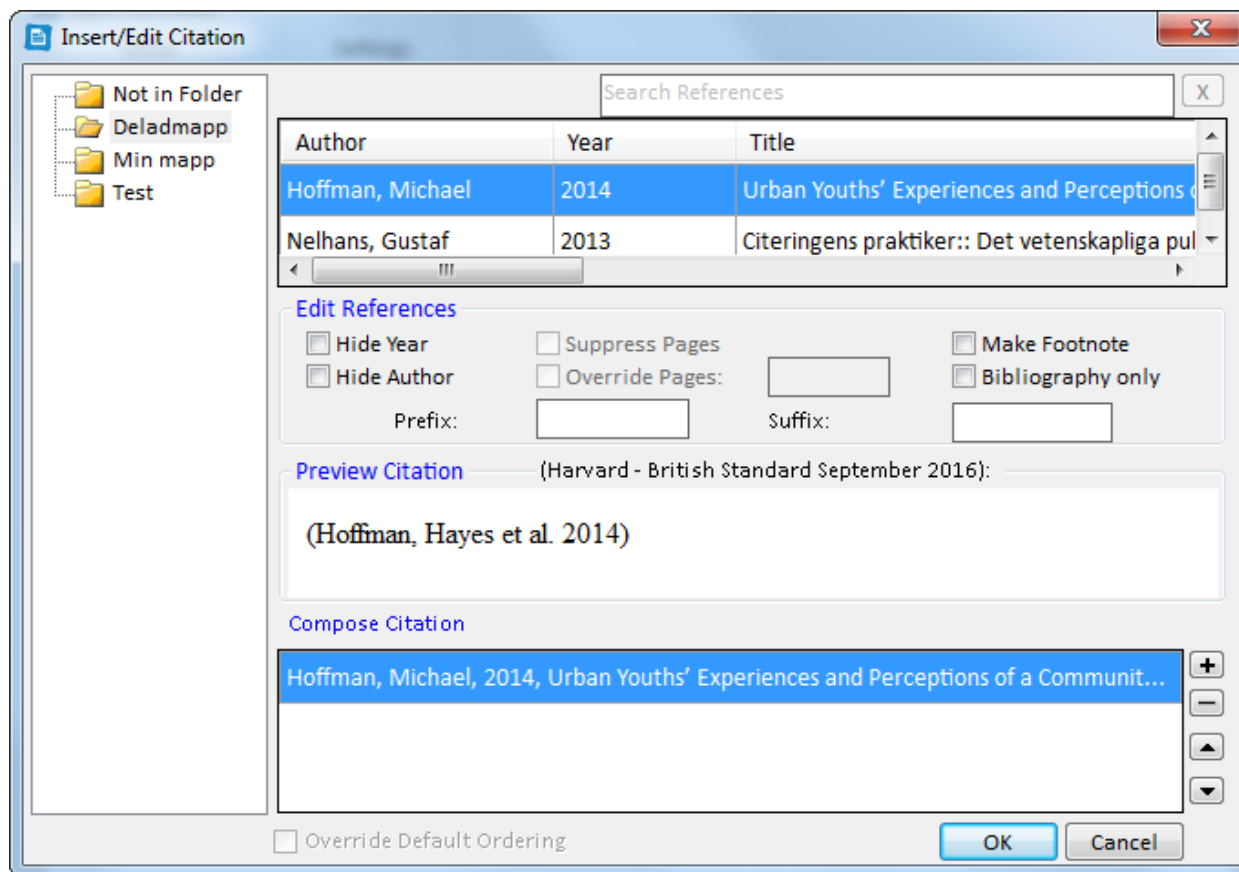
Page 1 of 1 0 words Swedish (Finland) 80 %

Write-N-Cite

Make Footnote
Citations as a
footnote

Suffix
Specifying the
page number

+
Multiple
references in same
citation



The screenshot shows the 'Insert/Edit Citation' dialog box in the Write-N-Cite software. It features a 'Search References' field at the top right. Below it is a table with three columns: 'Author', 'Year', and 'Title'. The table contains two entries: 'Hoffman, Michael' (2014) with the title 'Urban Youths' Experiences and Perceptions of a Community', and 'Nelhans, Gustaf' (2013) with the title 'Citeringens praktiker:: Det vetenskapliga pul...'. Below the table is the 'Edit References' section, which includes checkboxes for 'Hide Year', 'Hide Author', 'Suppress Pages', 'Override Pages:', 'Make Footnote', and 'Bibliography only'. There are also input fields for 'Prefix' and 'Suffix'. The 'Preview Citation' section shows the citation format '(Hoffman, Hayes et al. 2014)' with a dropdown menu set to '(Harvard - British Standard September 2016)'. The 'Compose Citation' section has a text area with the citation 'Hoffman, Michael, 2014, Urban Youths' Experiences and Perceptions of a Communit...'. At the bottom, there is an 'Override Default Ordering' checkbox and 'OK' and 'Cancel' buttons.

Author	Year	Title
Hoffman, Michael	2014	Urban Youths' Experiences and Perceptions of a Community
Nelhans, Gustaf	2013	Citeringens praktiker:: Det vetenskapliga pul...

Edit References

☐ Hide Year ☐ Suppress Pages ☐ Make Footnote

☐ Hide Author ☐ Override Pages: ☐ Bibliography only

Prefix: Suffix:

Preview Citation (Harvard - British Standard September 2016):

(Hoffman, Hayes et al. 2014)

Compose Citation

Hoffman, Michael, 2014, Urban Youths' Experiences and Perceptions of a Communit...

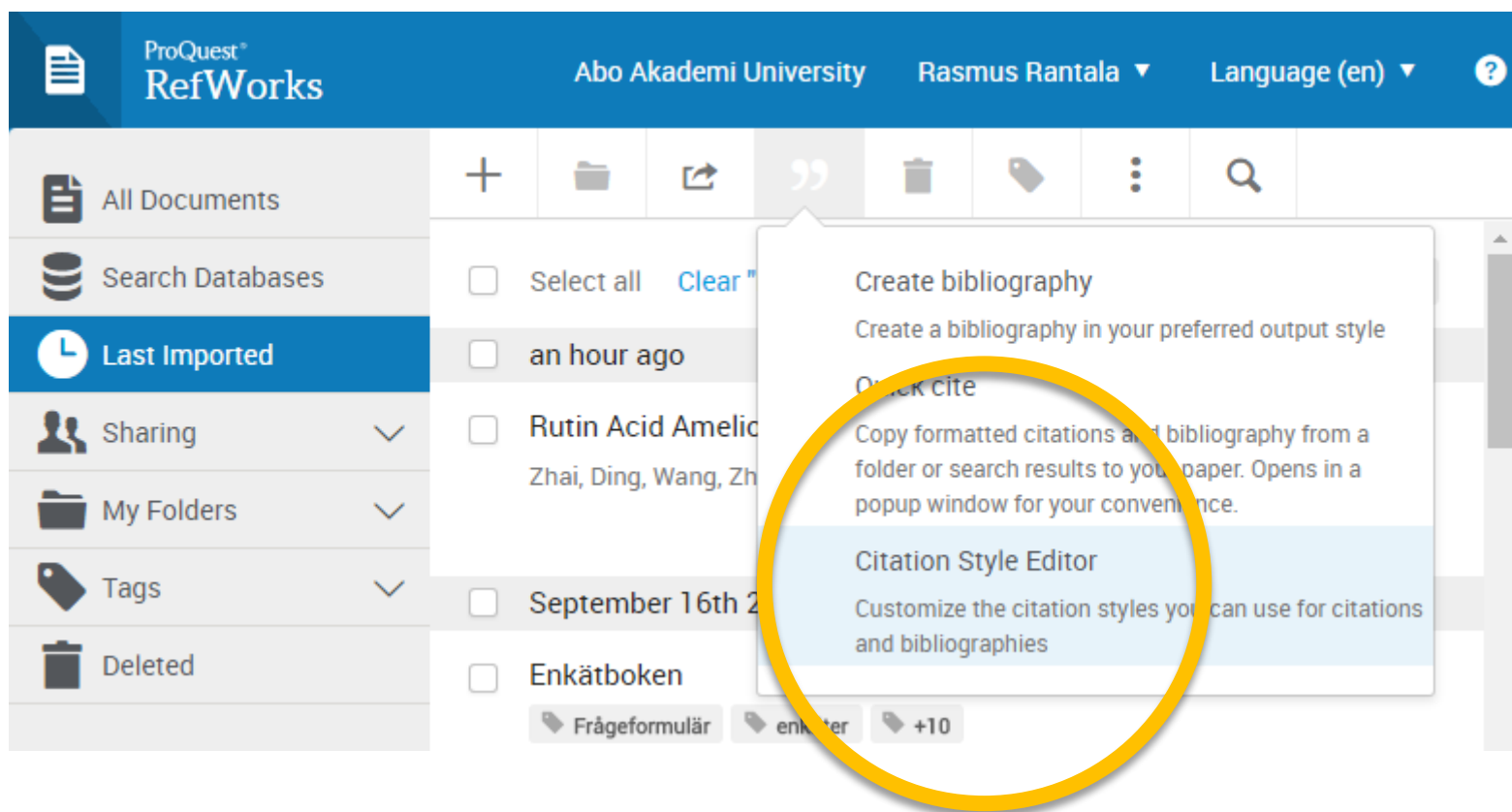
☐ Override Default Ordering

OK Cancel

Write-N-Cite

- Click "Sync My Database" if you save references to your account while also using Write-N-Cite
- Edit an inserted citation = double-click citation
- Edit the bibliography = double-click anywhere on the bibliography and choose "Click here to unlock the style".
Note! Major changes are better made by choosing a more suitable reference style or by editing the reference style in your RefWorks account.

Edit a reference style



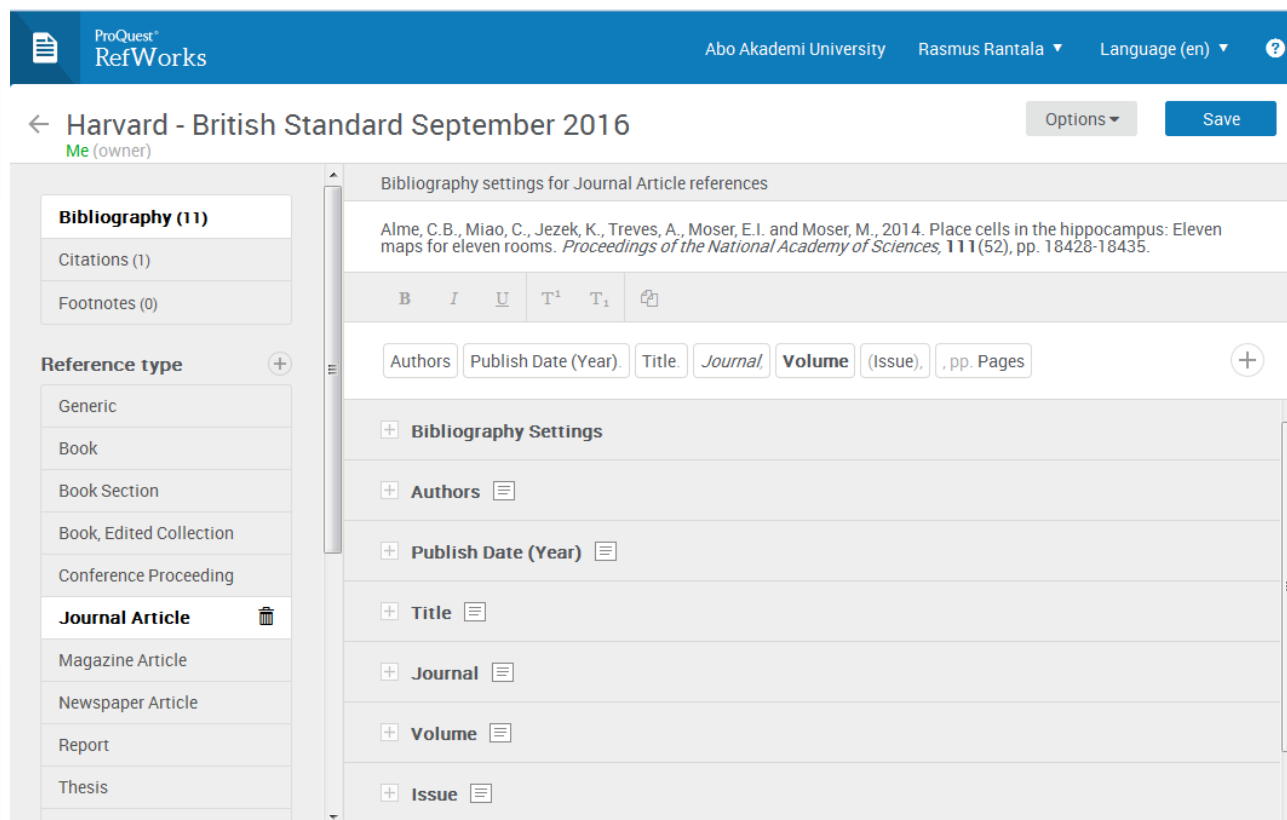
The screenshot displays the ProQuest RefWorks web application interface. The top navigation bar includes the ProQuest RefWorks logo, the user's institution (Abo Akademi University), the user's name (Rasmus Rantala), and the language setting (en). The left sidebar contains a list of document categories: All Documents, Search Databases, Last Imported (highlighted), Sharing, My Folders, Tags, and Deleted. The main content area shows a list of documents with checkboxes for selection. A context menu is open over the document list, showing options: Create bibliography, Quick cite, and Citation Style Editor (highlighted with a yellow circle). The Citation Style Editor option is described as: "Customize the citation styles you can use for citations and bibliographies".

Edit a reference style

Bibliography
Changes to the
bibliography

Citations
Changes to
citations

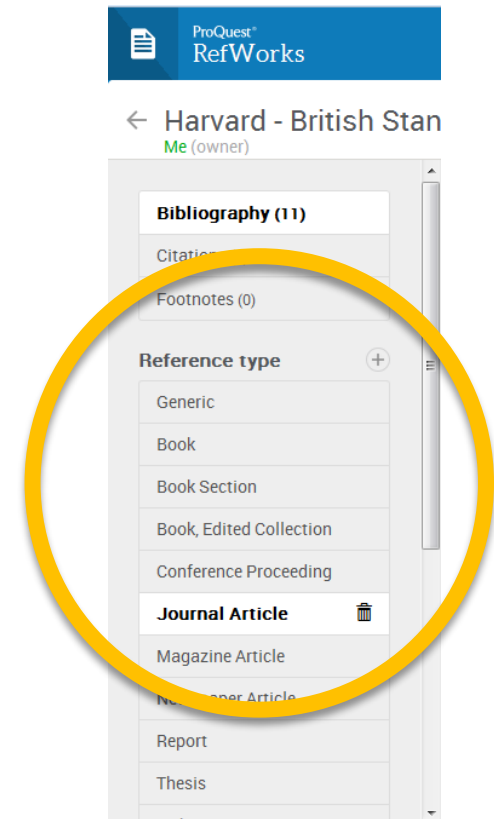
Footnotes
Changes to
footnotes



The screenshot shows the ProQuest RefWorks interface for editing a reference style. The top navigation bar includes the ProQuest RefWorks logo, the user's name (Rasmus Rantala), and the language (en). The main heading is 'Harvard - British Standard September 2016'. On the left, a sidebar lists 'Bibliography (11)', 'Citations (1)', and 'Footnotes (0)'. The 'Bibliography (11)' section is expanded, showing a list of reference types: Generic, Book, Book Section, Book, Edited Collection, Conference Proceeding, **Journal Article** (selected), Magazine Article, Newspaper Article, Report, and Thesis. The main area displays the 'Bibliography settings for Journal Article references'. It shows a sample reference: 'Alme, C.B., Miao, C., Jezek, K., Treves, A., Moser, E.I. and Moser, M., 2014. Place cells in the hippocampus: Eleven maps for eleven rooms. *Proceedings of the National Academy of Sciences*, 111(52), pp. 18428-18435.' Below the sample, there are formatting options (B, I, U, T¹, T₁, and a link icon). The 'Bibliography Settings' section is expanded, showing fields for Authors, Publish Date (Year), Title, Journal, Volume, Issue, and Pages. Each field has a plus icon to expand its settings.

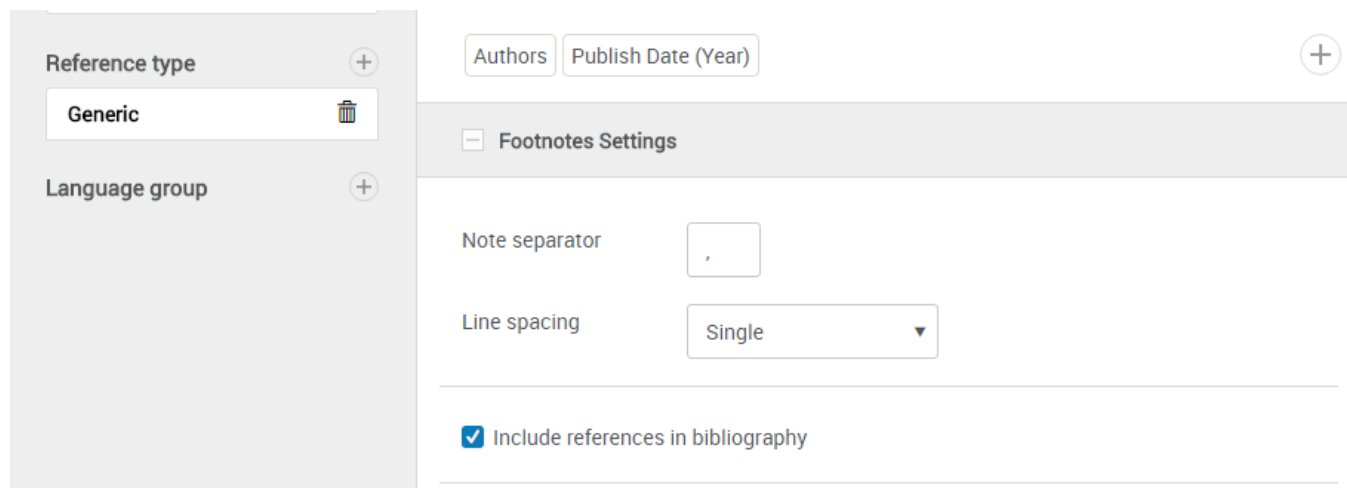
Edit a reference style

- Different reference types have their individual settings, look them up under "Reference type"
- The reference type "Generic" applies to all unspecified reference types
- If you want to use a reference style utilising footnotes, choose e.g. Oxford or another style that has settings for both footnotes and a bibliography



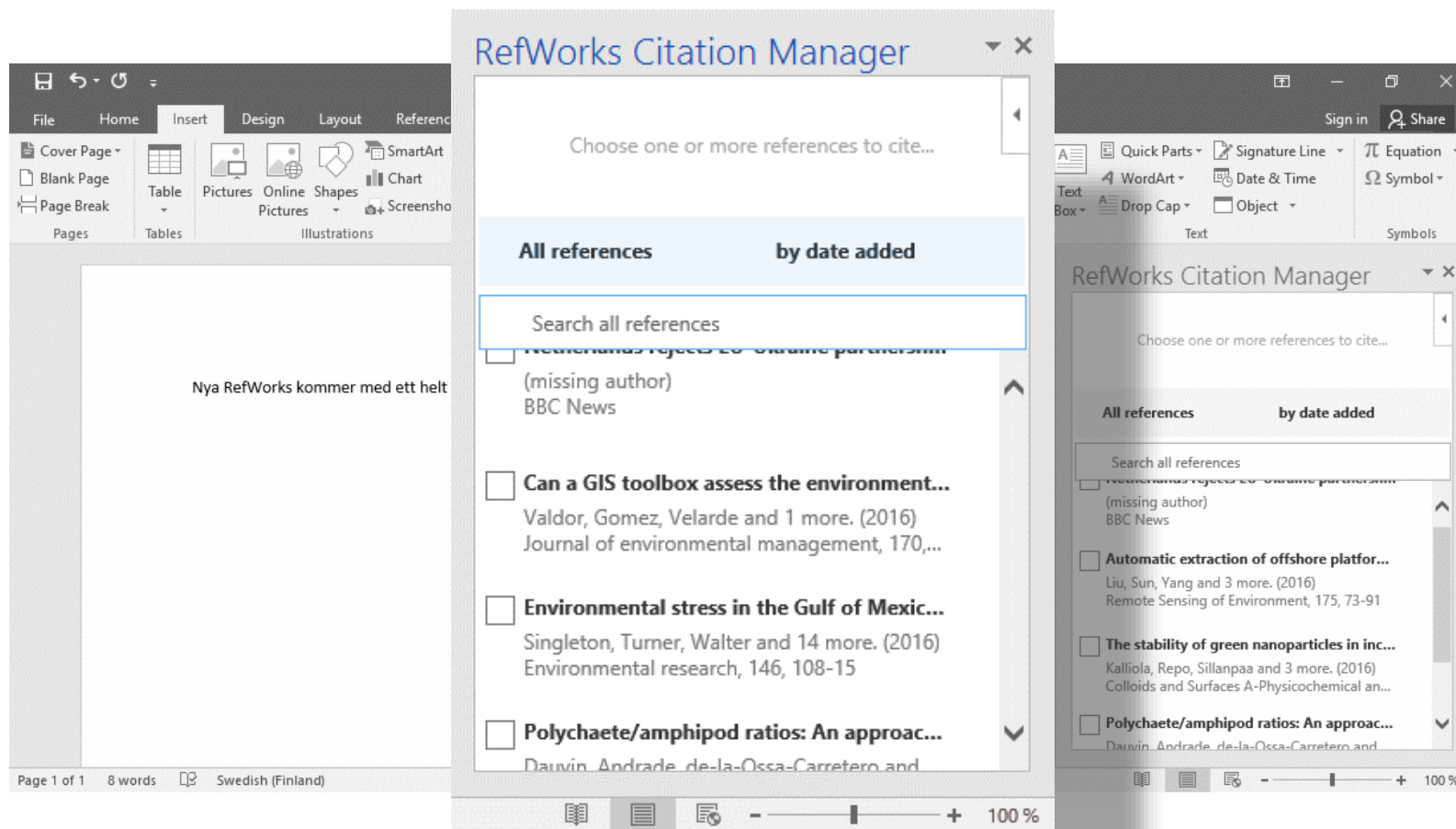
Edit a reference style

- You can add footnotes to a style lacking footnotes, e.g. Harvard. Create (at least) the reference type "Generic" under "Footnotes". Check "Include references in bibliography" under "Footnotes Settings".



The screenshot shows the 'Edit a reference style' interface. On the left, a sidebar contains 'Reference type' with a '+' icon and a trash icon, and 'Language group' with a '+' icon. The main area shows the 'Generic' reference type selected. Below this, the 'Footnotes Settings' section is expanded, showing 'Note separator' set to a comma, 'Line spacing' set to 'Single', and a checked checkbox for 'Include references in bibliography'. The top of the main area shows 'Authors' and 'Publish Date (Year)' as selected options.

RefWorks Citation Manager



The screenshot shows the Microsoft Word interface with the RefWorks Citation Manager window open. The window displays a list of references with checkboxes for citation. The references are:

- ☐ (missing author) BBC News
- ☐ **Can a GIS toolbox assess the environment...**
Valdor, Gomez, Velarde and 1 more. (2016)
Journal of environmental management, 170,...
- ☐ **Environmental stress in the Gulf of Mexic...**
Singleton, Turner, Walter and 14 more. (2016)
Environmental research, 146, 108-15
- ☐ **Polychaete/amphipod ratios: An approach...**
Dauvin, Andrade de-la-Ossa-Carretero and others.

Tips

- <http://proquest.libguides.com/newrefworks>
- <https://www.youtube.com/user/ProQuestRefWorks/videos>