

## Creating your account

From the library home page <http://library.abertay.ac.uk/> click on **RefWorks Login**, then follow the link.

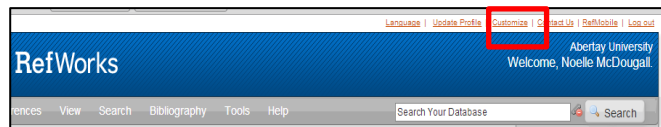
Follow the online instructions to create your account.

### RefWorks Login

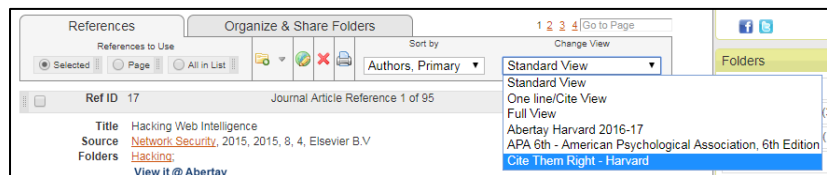
Log directly into RefWorks.

## Customising your account

1. Click on **Customize** on the menu bar at the top.

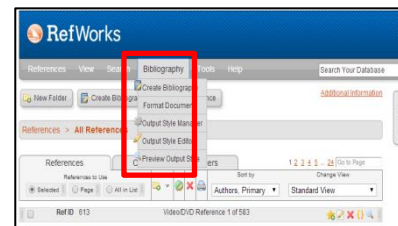


2. From the Reference List Options click on the **Select an Output Style** and select **Cite Them Right - Harvard** from the dropdown menu. (Psychology students should select APA 6<sup>th</sup> style; Law students – OSCOLA 4<sup>th</sup> ed.).



Click on **save customised settings**.

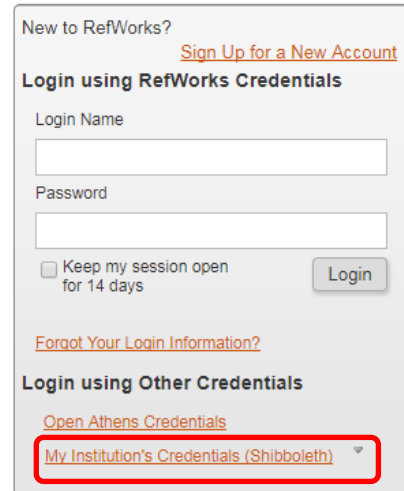
3. You can now select the way you view your references in RefWorks. Click on **Change View** and select **Cite Them Right - Harvard** (or APA or OSCOLA).
4. You now need to customise your preferences for the bibliography. Click on **Bibliography** and select **Output Style Manager** from the drop down menu.
5. Remove all the existing styles from **Favourites** and then move **Cite Them Right - Harvard** from the **List of Output Styles** into your **Favourites**. (Psychology students should leave APA 6<sup>th</sup>- American psychological Association, 6<sup>th</sup> edition in the Favourites; Law students can add OSCOLA 4<sup>th</sup> ed.).



6. Once you have done this close the dialogue box. Your changes will be saved automatically.

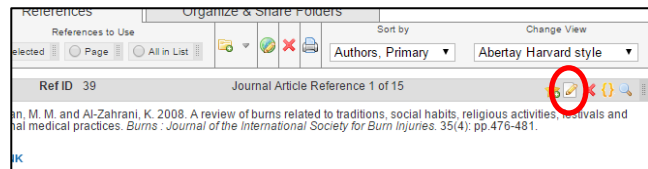
## Importing references from LibrarySearch

1. Log in to LibrarySearch and perform a search.
2. **Pin** the items you wish to export to RefWorks – look for the pin icon:
  - Go to Saved Items at the top of the screen – look for the pin icon
  - Select the items you wish to export
  - Click on the ellipsis menu and select RefWorks.
3. If you are not logged into RefWorks already you will be prompted to log in. Choose **Export to Legacy RefWorks**
4. Click on **My Institutions Credentials Shibboleth**, and then type **Abertay** in the search box.
5. Select **University of Abertay**. You should then see the usual Abertay login box. Login with your Abertay username and password.
6. RefWorks should now open and your LibrarySearch records will be imported. They will appear in the **Last Imported Folder**. Remember to **check your references** as you import them, **correct any errors** and **move them to another folder**.



## Correcting any mistakes in RefWorks

Sometimes there are errors in imported references e.g. the author's or journal name may be in capital letters. In RefWorks you can edit your references. Click on the Edit icon (the pencil), correct any mistakes and save your changes.



## Adding a reference manually

1. Click the **New Reference** button. In **View fields used by** select your output style e.g. Cite Them Right – Harvard, or APA.
2. Select the **Ref Type**, for example journal, book, thesis, dissertation etc.
3. Enter the information as required by your chosen style.
  - a. The format for the Author field must be last name first followed by a comma, first name (or first initials followed by a full stop), e.g. **Adams, Mary** or **Adams, M.** Each author must be separated by a semi-colon. For example: **Smith, J.R.; Jones, R. K.; Adams, M.**
4. Select the folder where you want your reference to be saved.
5. You may enter additional information, by clicking on **Additional Fields**.
 

View It Details
6. To save the reference click **Save Reference** then close the Reference Edit window.