Hello, my name is Lisa. In this video we will look at how to manage your references and the tool we're going to be using is called RefWorks.

When you're searching on a topic and trying to find information, you'll find you'll be getting your sources from lots of different places so that could be Discover. The main search box on the library homepage. You could also be using individual databases like Proquest Central. You might also be getting information from places like Google Scholar. The more places you search and the more information you have, the harder it is to keep organized.

You need to have some sort of system to keep track of what you're using and what you've read and also what you need to reference.

The library subscribes to a reference management tool called RefWorks. It can help you save and organize your references, it will format your reference list for you and it will also help you with your in text citations.

There are lots of other things that can do as well, but in this video we're going to be focusing on these main processes. That allow you to save time.

Type RefWorks into the Discover search box on the library homepage. It will be the 1st result on the list. Click this, then select RefWorks where it says full text availability. You may be prompted at this point to put in your GCU username and password. If this is the first time accessing refworks, you'll be prompted to create an account. Just follow the steps on the screen. When registering for Refworks, make sure you use your GCU student or staff e-mail. If you're off campus, you will see this login box. Choose the login from my institution. Use your usual GCU username and password. Before you use your RefWorks account, we would recommend that you change your view from normal, which is the default to citation view.This allows you to see your references in your chosen referencing style. The default is. Cite Them Right, Harvard 11th edition. If you're using a different referencing style, just click on the cog wheel and you can search for the style you require. The six most common GCU styles are listed as institutional styles.

There are different ways of getting your references into RefWorks. The beauty of Refworks is that it is embedded in most of the places you're going to be searching. It's in Discover, Google Scholar, and a lot of the academic databases. So this means that as you're searching and researching your topic, you can be putting things into your RefWorks account as you go along. This is called importing. And that's what I'm going to do next.

Let's go to Discover on the library homepage and we'll do a search for wearable technology. We need to make sure we're signed in to Discover so that we can send stuff to RefWorks. So use your GCU username and password. I'm just going to filter my results to the last five years because our topic is to do with technology, just to make sure we've got the most recent articles and books. To send one item to RefWorks. Look out for the three dots on the right. Click RefWorks and it will send it into your RefWorks account. Often they'll be more than one item you want to send at a time, and to do that we use the favorite icon. So that's the drawing pin. Click all the items you're interested in. And they'll be sent to your favourites. That's the big drawing pin next to your name. Click that. Check the box, choose the three dots and click RefWorks and it will import all your pinned items.

These still need to be checked and edited, but first of all, let's have a look at how to get things from a database like Proquest.

You can find any of our databases by searching for them by name in the Discover search box. So let's look for ProQuest Central. It's the top result. Click on it, then click where it says. Full text availability. I'm going to do an advanced search to give me some more options. I'm going to search for wearable technology again. But I'm also going to add in some alternative terms. So wearable devices. Or wearable sensors just to widen my search. This should help me find more articles. I'm just going to change the option from an anywhere to title, abstract and subject heading. To make the results more accurate. And. Just change the date there to the last five years. On this database I'm looking mainly for journal articles, so I'm just going to choose scholarly journals. From the results screen if you want to send one item to RefWorks. Check the box. The three dots. And then RefWorks and it will send that single item across. Just keep the default settings here and click continue. And there's that one item. Pulled into our reference account. If you want to send multiple items from a database like Proquest. You just check the box so you can send up to 100 at a time from the main page, or you can tick individual items. Same options, three dots, RefWorks. Keep the default settings. Click continue. And all the items that you've checked will be pulled through into your RefWorks account.

Refworks does a really good job of pulling through the details that you need in order to provide complete and accurate references. However, there's always editing and checking that you'll need to do. It's very important that you check your references. It's your responsibility to ensure that they are accurate and complete. RefWorks helps you do this by highlighting missing details. That's what these coloured fields are. So for these missing details, I'll need to go back to the original and check I can use the link if there's one there, or click on the item and then use Search GCU and it will take me back to the original and I'm just going to check for the information on the edition of this ebook. Once I've got that detail, I can also double check again Cite Them Right to see what I need to do. To update my reference, click on the colour field. It will take me to the right part of the form and add in the details that are missing. Then hit save and it'll update your reference. You can also open up a whole reference by clicking anywhere that isn't a colour field. And then click on the pencil icon and then you can edit the whole reference if you want to. That's useful if you want to take information out as well as add information in. Remember to hit save.

One of the most impressive things about RefWorks is its ability to create a beautifully formatted reference list. To do this, first of all move your references from last imported, which is the landing place of references in RefWorks, into a folder. Do this by checking the boxes next to the items. And choose assign to folder. And create a folder. Once in that folder, choose create bibliography and RefWorks will generate a bibliography on screen that you can copy to your clipboard and paste into Word. There is also a tool called Quick Cite. That will generate in text citations which you can copy and paste into your work. Just follow the steps on screen. Choose the reference you wish to use. And click copy citation and you can paste it into your Word document.

There are lots of other things that RefWorks can do with your references. You can share references, you can add PDFs and your own notes. There's also a tool that lets you cite within Word. If you want to know about these advanced features, or if you've got any questions about RefWorks, you can come to one of our online RefWorks clinics or come to a library. drop in the details are on our webpage.

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