

# Using Refworks for your research at City

A quick guide

- Setting up your RefWorks account
- Importing references from the catalogue
- Importing references from a database – JSTOR
- Managing folders in RefWorks
- Write n cite plugin for Word
- Where to get more help

# Setting up your Refworks account through the library catalogue

- [Book a Study Room](#)
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- [Inter-Library Loans](#)
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Library account login

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to view or renew your loans or check your reading history

[Home](#) > [Library Services](#) > Search the Catalogue

## Search the Catalogue

- QuickSearch
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- Author
- Author/Title
- Journals
- Databases**
- Reading Lists

### Search for Databases

You can search for databases by Name or by Subject. You can also search the A to Z index.

Enter your search terms:

Browse eResources by Subject:

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- [ISBN/ISSN](#)
- [Shelfmark](#)
- [Subject heading](#)
- [Theses](#)
- [Lecturers' papers](#)

### A-Z of all Databases by Name

2 | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#)

# Choose the on or off campus option

   (Search History) RESOURCE NAME  refworks  System Sorted   Limit results to available itemsRecord: [Prev](#) [Next](#)**Resource Name****Description****Resource Type****Resource Advisory**

RefWorks

RefWorks is an online research management, writing and collaboration tool. It is designed to help researchers easily gather, manage, store and share all types of information, as well as generate citations and bibliographies.

Bibliographic referencing software

**Please click on "Sign up for an individual account" the first time you use this resource and check RefWorks terms and conditions.**

**ON CAMPUS access:** if you are using one of the University PCs you can access Refworks at [www.refworks.com](http://www.refworks.com)

**OFF CAMPUS / REMOTE access:** to register and to access Refworks outside the University follow the instructions [here](#)

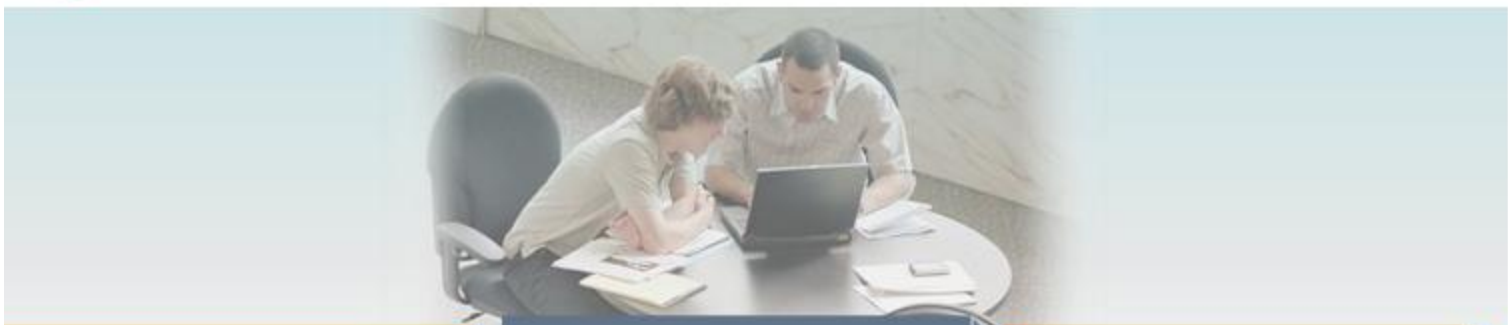
*Persistent link to this record (copy or bookmark)*

<b>Concurrent users</b>	Unlimited
<b>Access for City Staff/Students</b>	On and off campus - Registration required
<b>Access for other users</b>	No Access
<b>Terms of Use</b>	<a href="#">Terms and Conditions</a>

# RefWorks login page



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“ I have used reference database

RefWorks as online research management

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Choose Language

Welcome to **RefWorks**  
Your Online Research Management, Writing and Collaboration Tool

**RefWorks User Login for City University London**

**New to RefWorks?**  
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Log-in Name

Password

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[Athens users](#)  
[Login through your institution \(Shibboleth users\)](#)


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### City on parade

Every year City students take part in the Lord Mayor's Show. Find out more »



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# Registration

### New User Information for City University London

(All fields are required)

Your Name

Login Name


Password

Re-enter Password

E-Mail Address

Type of User  
**Select a User Type** ▼

Area of Focus  
**Select a Focus Area** ▼



Enter code shown above:

[Back to RefWorks Login](#)

## Welcome to RefWorks Your Online Personal Database and Bibliography Creator

With **RefWorks** you can:

- create your own personal database
- import references from your institution's databases
- automatically format your papers and bibliographies in seconds

Get started now with four easy steps:

1. Enter your subscriber information.
2. Create a database by automatically importing data from online services or by typing references in manually.
3. Create a paper in your word processor inserting reference ID numbers in the locations you want to cite references. Save and close the file.
4. From **RefWorks** click on Bibliography and select the paper you just saved and the output style in which you want it created. Click on Create Bibliography and save the document to disk.

That's it...your paper is formatted correctly and the bibliography automatically created.

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[Remote Access](#)

**Individual Log-In**

[Trial Log-In](#)

To Access your Institution's RefWorks subscription remotely,  
Enter the **Group Code** here.

Go To Login

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# Create your account



## RefWorks login center

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City University London**

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Password

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[Athens users](#)

[Login through your institution](#)

(Shibboleth users)

**Not your Organization?**

[Login using your Group Code](#)

Login



CITY UNIVERSITY  
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[Students](#) | [Staff](#) | [Alumni](#)

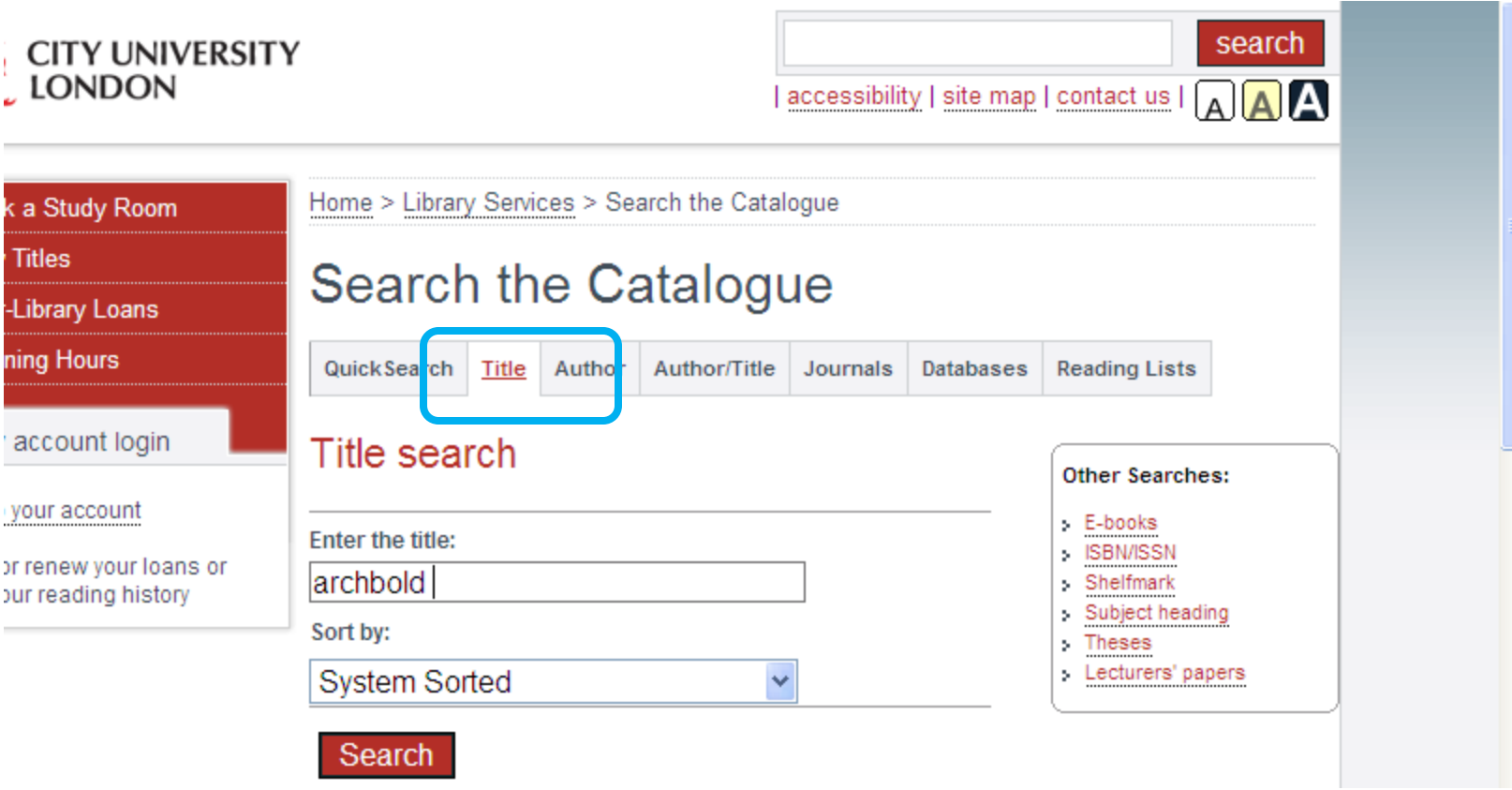
### City on parade

Every year City students take part in the Lord Mayor's Show. Find out more »




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# Using RefWorks links in the catalogue



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Home > Library Services > Search the Catalogue

## Search the Catalogue

Quick Search **Title** Author Author/Title Journals Databases Reading Lists

### Title search

Enter the title:

Sort by:  
System Sorted

Search

**Other Searches:**

- ✦ [E-books](#)
- ✦ [ISBN/ISSN](#)
- ✦ [Shelfmark](#)
- ✦ [Subject heading](#)
- ✦ [Theses](#)
- ✦ [Lecturers' papers](#)

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# Import the reference direct



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[New Search](#) [Request](#) [Save record](#) [View MARC](#) [Back to results](#) [Limit/Sort](#) (Search History) 

TITLE  archbold System Sorted  Search

Limit results to available items

[more resources](#)

Record: [Prev](#) [Next](#)

**Title** Archbold magistrates' courts criminal practice. 2010 / edited by Barbara Barnes ... [et al.].

**Published** London : Thomson Reuters/ Sweet & Maxwell, 2009.

Item location	SHELFMARK	Item status
Gray's Inn Place First Floor Reference	<a href="#">345 ARC</a>	LIB USE ONLY
Gray's Inn Place First Floor 3 day	<a href="#">345 ARC</a>	AVAILABLE

[Persistent link to this record \(copy or bookmark\)](#)

**Descript** 2200 p.

**Note** LM

**Subject** [Court administration -- Wales -- Periodicals.](#)  
[Criminal procedure -- England -- Periodicals.](#)

[more info](#)

**Import into**  
  
[Refworks help](#)

# View last imported folder



Welcome, mandy cumbridge. [RefMo](#)

City Universit

[References](#) ▾ [Search](#) ▾ [View](#) ▾ [Folders](#) ▾ [Bibliography](#) [Tools](#) ▾ [Help](#) ▾

Search RefWorks   Attachmen

## Import

[Back to Refer](#)

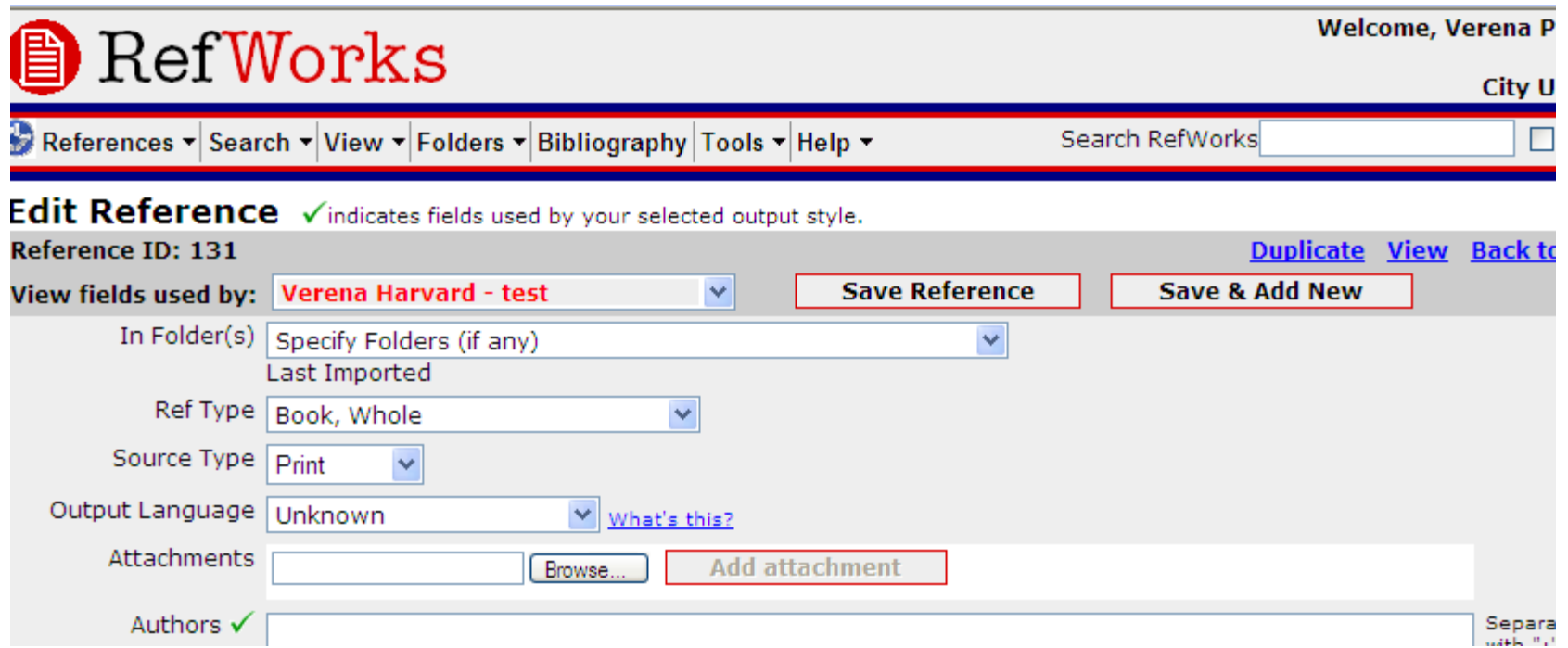
Importing references, please wait...

\*

**Import completed - 1 reference imported**

[View Last Imported Folder](#) [View Log](#)

# Reference downloaded



The image shows a screenshot of the RefWorks web application interface. At the top, there is a navigation bar with a logo on the left and a user greeting 'Welcome, Verena P' on the right. Below the navigation bar is a menu with options: References, Search, View, Folders, Bibliography, Tools, and Help. A search box for 'Search RefWorks' is also present. The main content area is titled 'Edit Reference' and includes a note: '✓ indicates fields used by your selected output style.' Below this, the 'Reference ID: 131' is displayed. There are three buttons: 'Duplicate', 'View', and 'Back to'. The 'View fields used by:' dropdown is set to 'Verena Harvard - test'. Two buttons, 'Save Reference' and 'Save & Add New', are highlighted with red boxes. The form contains several fields: 'In Folder(s)' with a dropdown menu, 'Last Imported' with a text input, 'Ref Type' set to 'Book, Whole', 'Source Type' set to 'Print', 'Output Language' set to 'Unknown' with a 'What's this?' link, 'Attachments' with a 'Browse...' button and an 'Add attachment' button, and 'Authors' with a checkmark and a text input field. A 'Separate with "' is partially visible at the bottom right.

# Creating folders

The screenshot shows a web browser window with the URL <http://www.refworks.com/Refworks/mainframe.asp?tcmp=1271762688318>. The browser's address bar and menu bar are visible. The RefWorks logo is prominently displayed in the top left of the page content. A navigation menu includes 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Folders' menu is open, showing options: 'Create New Folder', 'View', 'Organize Folders', and 'Share Folders'. Below the menu, there are buttons for 'Add to My List', 'Put in Folder...', 'Delete', and 'Print'. A 'Cite View' button is also visible and highlighted with a blue box. The page content includes a search bar and a list of references, with the first entry being '2009 Archbold magistrates' courts criminal practice.'.

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## Horizontal Human Rights Law

John H. Knox

*The American Journal of International Law*, Vol. 102, No. 1 (Jan., 2008), pp. 1-47

Published by: [American Society of International Law](#)

< [Previous Item](#) | [Next Item](#) >

- Save citation (Requires login)
- Export this Citation**
- Item Information
- PDF

Your search term(s) occur 30 time(s) in this item. [View list of pages with search term\(s\)](#)

[Back to Search Results](#)

< [Previous Result](#) | [Next Result](#) >

Page 1 of 1-47 | [Select a page](#)

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> Export citations

## Export Citations [Help](#)

Select one option:

- [Email citations](#)
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- [RefWorks](#)
- [EndNote, ProCite, Reference Manager \(download RIS file\)](#)

1 Citation(s) to export

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1 Horizontal Human Rights Law

# JSTOR – export this citation

11. **Two New-Music Festivals: Oslo and Amsterdam**

[Elliott Schwartz](#)

*Perspectives of New Music*, Vol. 29, No. 1 (Winter, 1991), pp. 320-329

[Item Information](#) | [Page of First Match](#) | [PDF](#) | [Export this Citation](#)

12. **Musical Life in Germany since the War**

[Walther Harth](#), [Max Loewenthal](#)

*Tempo*, New Series, No. 16 (Summer, 1950), pp. 19-25

[Item Information](#) | [Page of First Match](#) | [PDF](#) | [Export this Citation](#)

13. **Mazar Festivals of the Uyghurs: Music, Islam and the Chinese State**

[Rachel Harris](#), [Rahilä Dawut](#)

*British Journal of Ethnomusicology*, Vol. 11, No. 1, Red Ritual: Ritual Music and Communism (2002), pp. 101-118

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14. **O Be Joyful in the Lord (First Chorus). An Anthem Specially Suitable for Choral Festivals**

[George C. Martin](#)

*The Musical Times*, Vol. 71, No. 1046 (Apr. 1, 1930), pp. 337-343

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15. **The New Public and the Reordering of the Musical Establishment: The Lower Rhine Music Festivals, 1818-67**

[Cecelia Hopkins Porter](#)

*19th-Century Music*, Vol. 3, No. 3 (Mar., 1980), pp. 211-224

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16. **The Role of Music in the Liturgy of Emigrant Jews from Bombay: The Morning Prayer for the Three Festivals**

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> Export citations

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### Select one option:

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- [BibTeX](#) (This will open in a new browser window. Click Save As on the new browser's File menu, and save as text file.)
- [RefWorks](#)
- [EndNote, ProCite, Reference Manager \(download RIS file\)](#)

### 1 Citation(s) to export

[Printer-friendly Version](#)

#### 1. [Mazar Festivals of the Uyghurs: Music, Islam and the Chinese State](#)

Rachel Harris, Rahilä Dawut

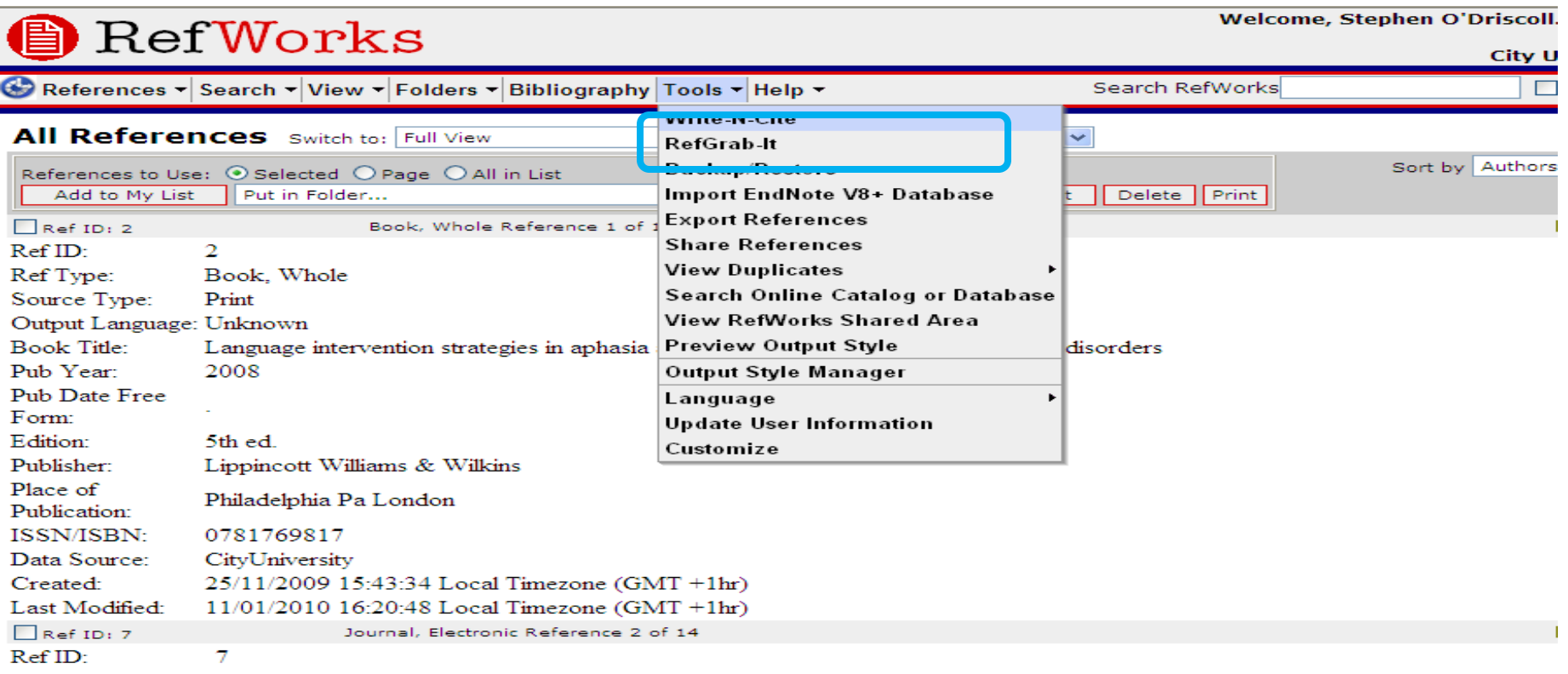
*British Journal of Ethnomusicology*, Vol. 11, No. 1, Red Ritual: Ritual Music and Communism (2002), pp. 101-118

Published by: British Forum for Ethnomusicology

Stable URL: <http://www.jstor.org/stable/4149887>

# Placing citations into Word document

Download **Write N Cite** option



The screenshot shows the RefWorks web interface. At the top, there is a navigation bar with 'References', 'Search', 'View', 'Folders', 'Bibliography', 'Tools', and 'Help'. The 'Tools' menu is open, and 'Write-N-Cite' is highlighted with a blue box. Below the menu, a list of references is visible, with the first one selected. The reference details are as follows:

Ref ID:	2
Ref Type:	Book, Whole
Source Type:	Print
Output Language:	Unknown
Book Title:	Language intervention strategies in aphasia
Pub Year:	2008
Pub Date Free	
Form:	
Edition:	5th ed.
Publisher:	Lippincott Williams & Wilkins
Place of Publication:	Philadelphia Pa London
ISSN/ISBN:	0781769817
Data Source:	CityUniversity
Created:	25/11/2009 15:43:34 Local Timezone (GMT +1hr)
Last Modified:	11/01/2010 16:20:48 Local Timezone (GMT +1hr)

# Select the appropriate option

## RefWorks

### Download Write-N-Cite

To use Write-N-Cite with RefWorks you must download a small utility program to your computer. There are versions of Write-N-Cite for Windows users and a single version for Mac Users.

#### Windows Users:

##### *Write-N-Cite III for Windows*

[Click here to download Write-N-Cite III for Windows. \(964k\).](#)

This version includes:

- MS Vista and Word 2007 compatibility
- Also compatible with XP and Word 2003
- Single document formatting
- Faster formatting for large documents
- Includes Ability to Write and Format Papers Offline

Current WNC for Windows users can use WNC III on old documents, however, the documents must be converted to a WNC III format which can be done within WNC III.

Installation information is available here (link to:

[http://www.refworks.com/refworks/help/Refworks.htm#Installing\\_Write-N-Cite.htm](http://www.refworks.com/refworks/help/Refworks.htm#Installing_Write-N-Cite.htm) )

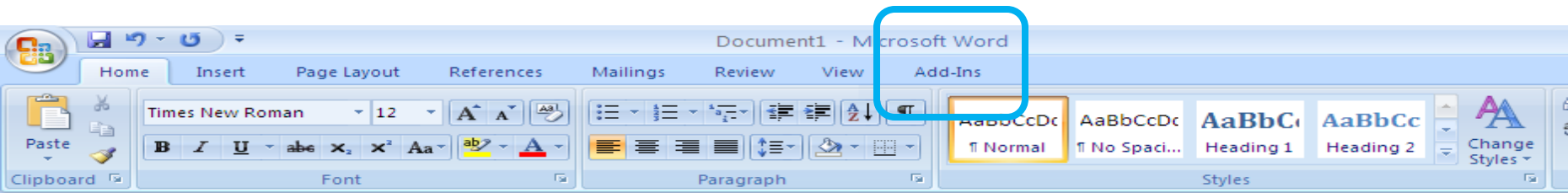
Information on working with Write-N-Cite III is available here (link to:

[http://www.refworks.com/refworks/help/Refworks.htm#Using\\_Write-N-Cite\\_for\\_Windows\\_III.htm](http://www.refworks.com/refworks/help/Refworks.htm#Using_Write-N-Cite_for_Windows_III.htm) )

##### *Write-N-Cite v.2 for Windows*

# Add Ins tab in Word

Open up your Word document and select the **Add Ins** tab



The screenshot shows the Microsoft Word ribbon with the 'Add-Ins' tab highlighted by a blue box. The ribbon includes sections for Font, Paragraph, and Styles. The document content is as follows:

We must know, understand and analyse historical and updated information about the food industry to achieve enough knowledge to be processed in a forecasting model, and to prove this model in order to use it in future managerial and strategic study cases and to think about future possibilities, by detaching it in a competitive environment and to have technical components to justify or cancel strategies.

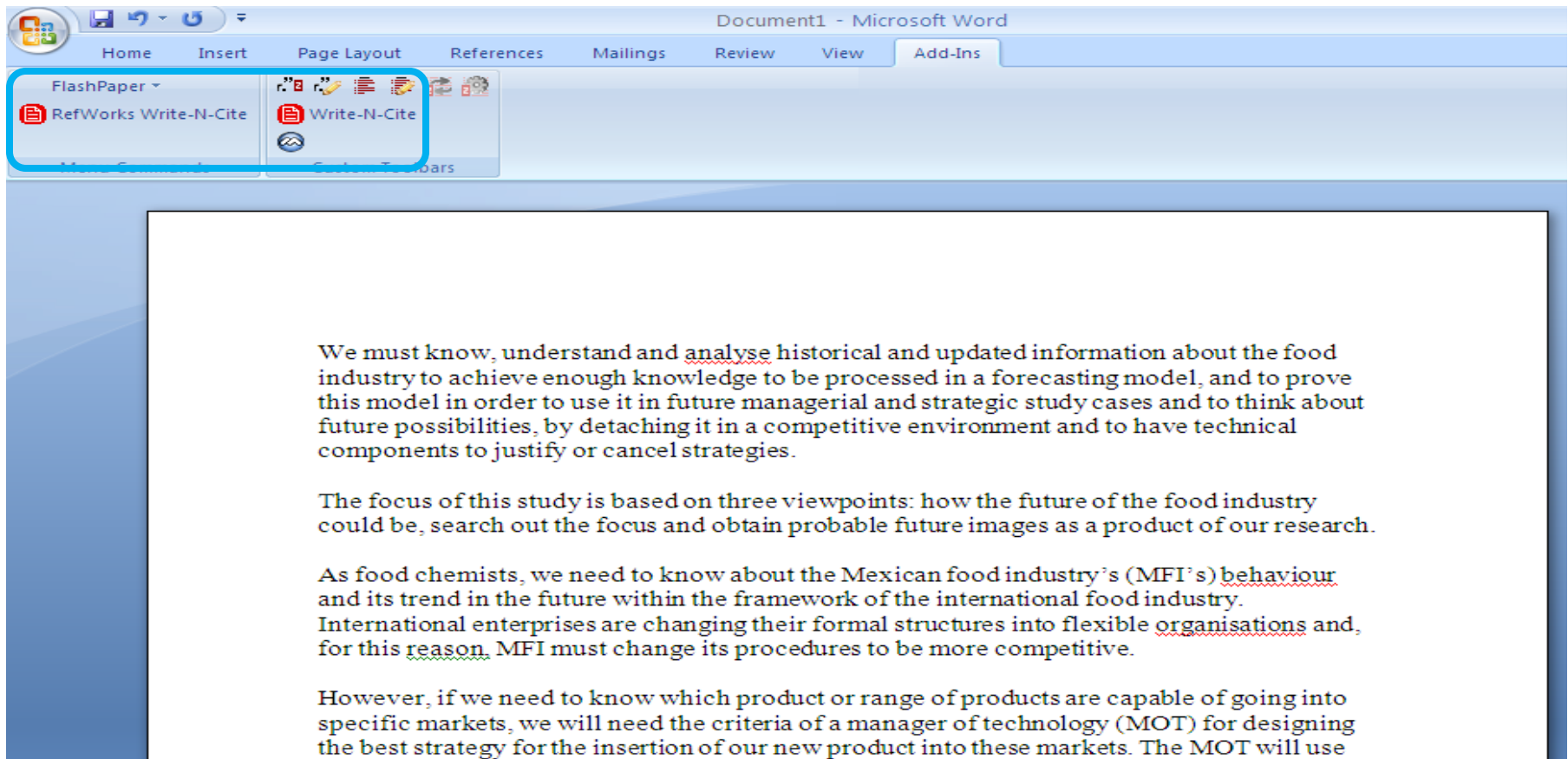
The focus of this study is based on three viewpoints: how the future of the food industry could be, search out the focus and obtain probable future images as a product of our research.

As food chemists, we need to know about the Mexican food industry's (MFI's) behaviour and its trend in the future within the framework of the international food industry. International enterprises are changing their formal structures into flexible organisations and, for this reason, MFI must change its procedures to be more competitive.

However, if we need to know which product or range of products are capable of going into specific markets, we will need the criteria of a manager of technology (MOT) for designing the best strategy for the insertion of our new product into these markets. The MOT will use this strategy for being more competitive on international markets and will build the

# Write N Cite tab

Select where you want to place your citation in your document and select the **Refworks Write-N-Cite** tab



The screenshot shows the Microsoft Word interface with the 'Add-Ins' tab selected in the ribbon. The 'RefWorks Write-N-Cite' add-in is highlighted with a blue box. The main document area contains the following text:

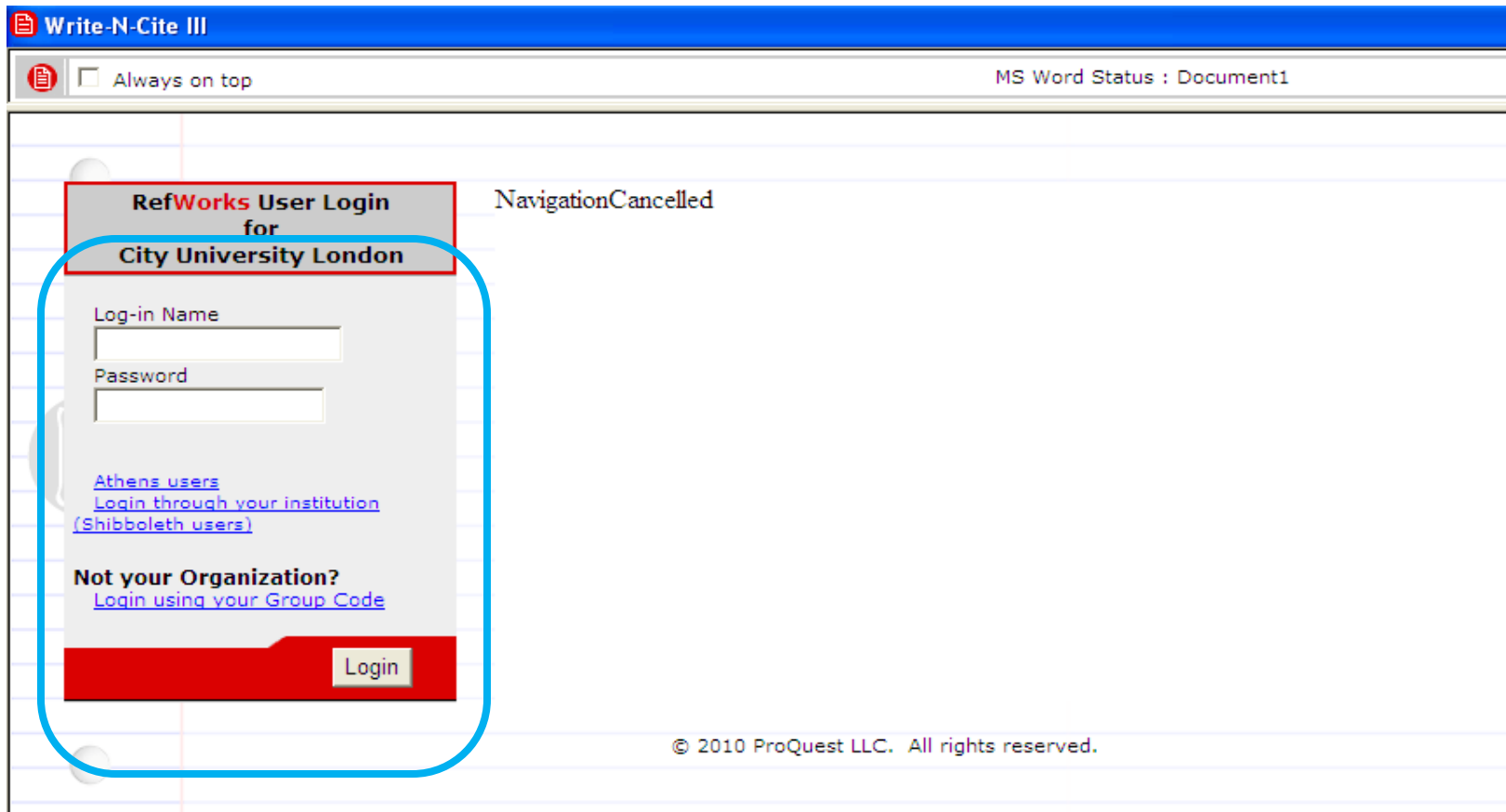
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# Login to your RefWorks



Write-N-Cite III

Always on top MS Word Status : Document1

NavigationCancelled

**RefWorks User Login  
for  
City University London**

Log-in Name

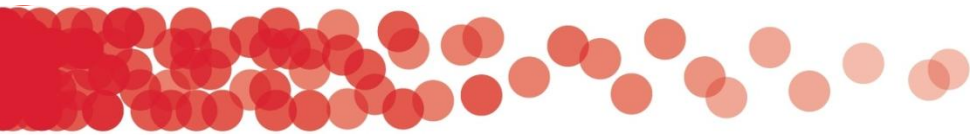
Password

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Select the appropriate folder in Refworks and select the **Cite** link next to the citation you wish to place in your document

Write-N-Cite III

Always on top MS Word Status : Document1 Edit Citation

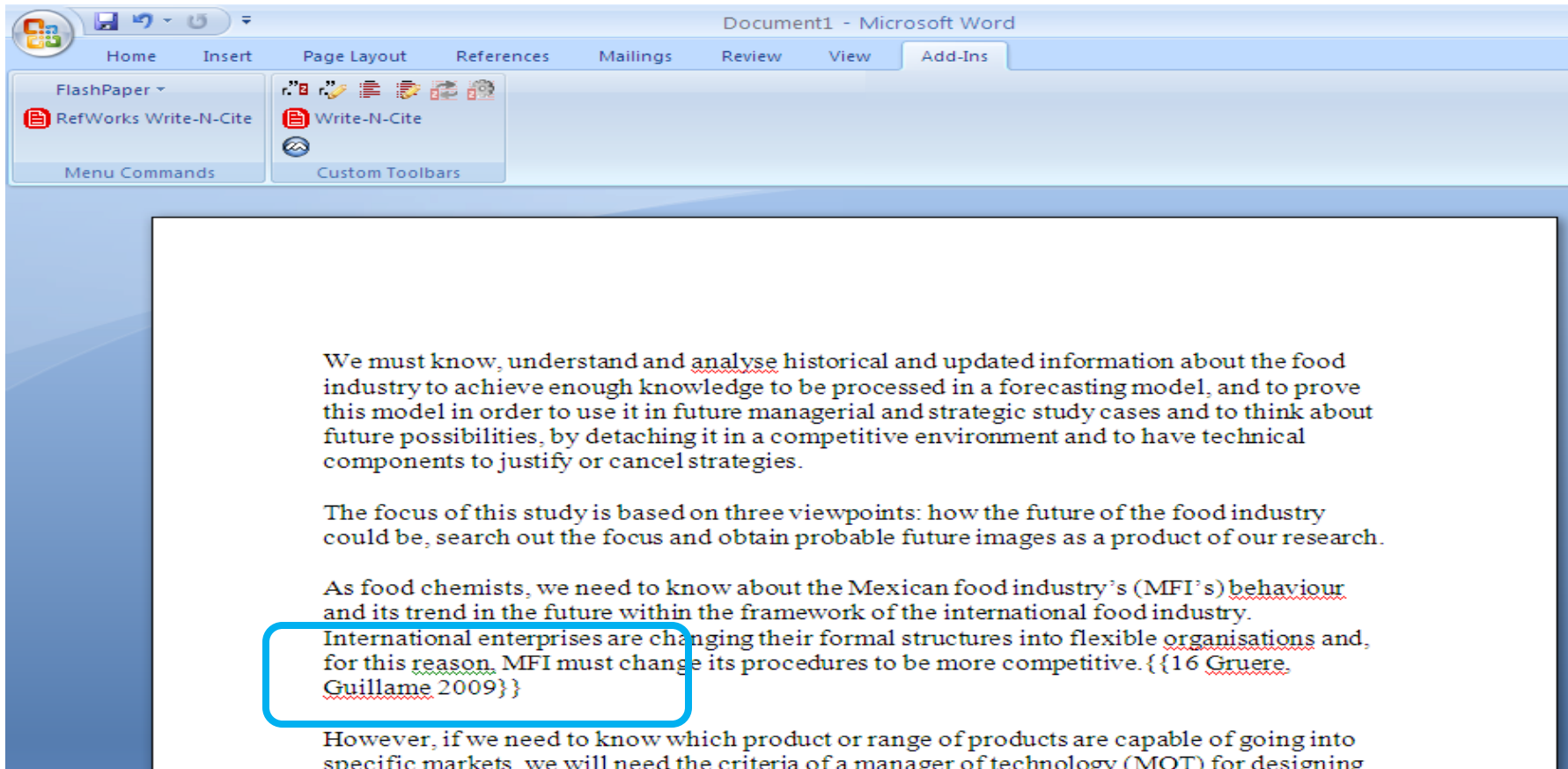
View ▾ Bibliography Tools ▾ Help Search RefWorks   Attach

**Food labelling Folder** (3 references) Sort by Authors, Primary

<a href="#">Cite View</a> <a href="#">Ali, Jabir</a>	2009 Understanding consumers' perspectives on food labelling in India
<a href="#">Cite View</a> <a href="#">Eichhorn, C.</a>	2010 Prevention of Overweight and Obesity - The Role of Government, the Food Industry and the Individual
<a href="#">Cite View</a> <a href="#">Gruere, Guillame</a>	2009 Explaining International Differences in Genetically Modified <i>Food Labeling</i> Policies



# Citation in document



Document1 - Microsoft Word

Home Insert Page Layout References Mailings Review View Add-Ins

FlashPaper ▾  
RefWorks Write-N-Cite  
Menu Commands

Write-N-Cite  
Custom Toolbars

We must know, understand and analyse historical and updated information about the food industry to achieve enough knowledge to be processed in a forecasting model, and to prove this model in order to use it in future managerial and strategic study cases and to think about future possibilities, by detaching it in a competitive environment and to have technical components to justify or cancel strategies.

The focus of this study is based on three viewpoints: how the future of the food industry could be, search out the focus and obtain probable future images as a product of our research.

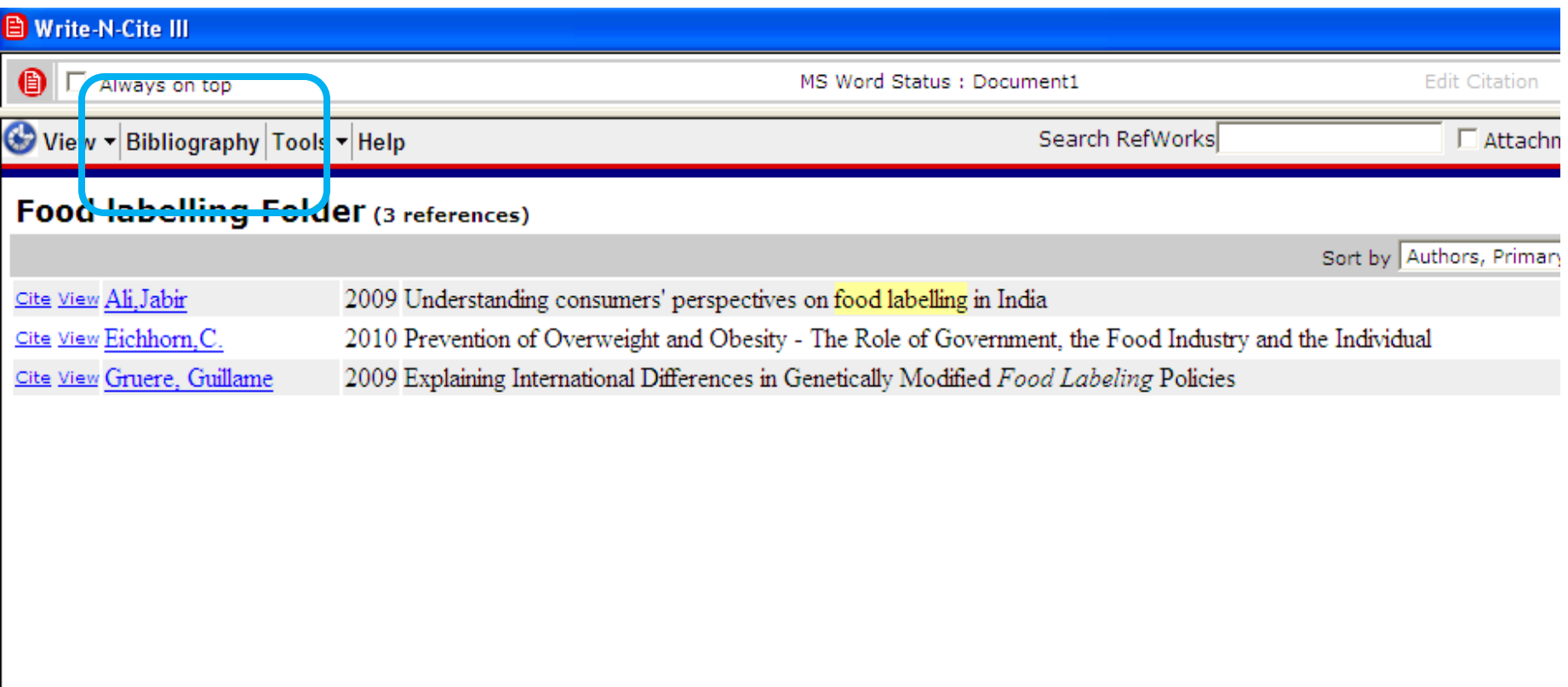
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International enterprises are changing their formal structures into flexible organisations and, for this reason, MFI must change its procedures to be more competitive. {{16 Gruere, Guillame 2009}}

However, if we need to know which product or range of products are capable of going into specific markets, we will need the criteria of a manager of technology (MOT) for designing

# Placing a bibliography in your Word document

Select the appropriate folder and click on **Bibliography**

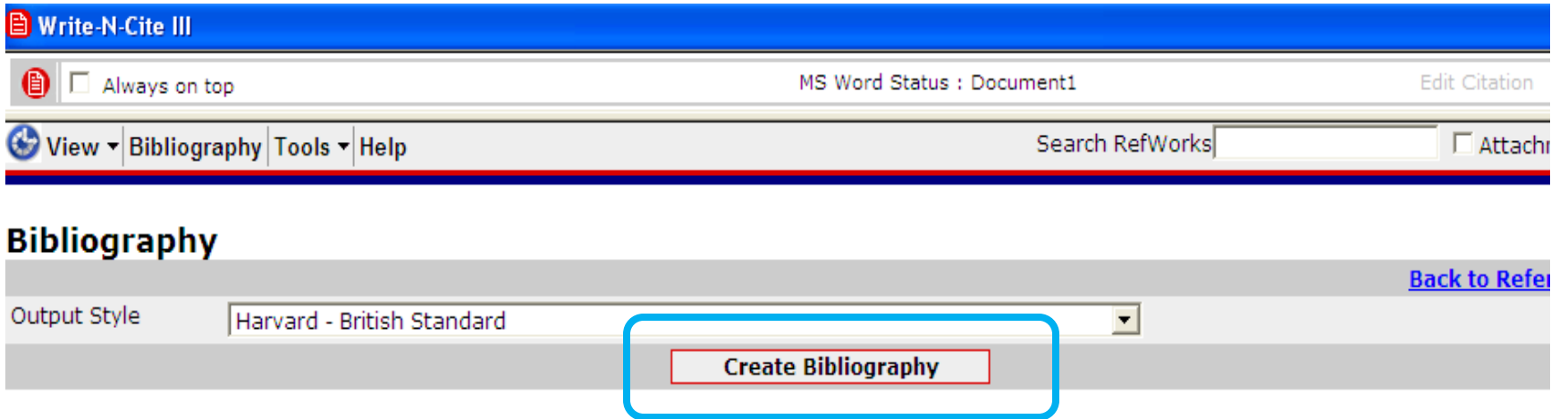


The screenshot shows the Write-N-Cite III application window. The title bar reads "Write-N-Cite III". Below it, a menu bar contains "View", "Bibliography", "Tools", and "Help". The "Bibliography" menu is highlighted with a blue box. To the right of the menu bar is a search box labeled "Search RefWorks" and a checkbox labeled "Attachn". Below the menu bar, the main area displays a folder titled "Food labelling Folder (3 references)". To the right of this folder name is a "Sort by" dropdown menu set to "Authors, Primary". Below the folder name, there is a list of three references:

Author	Year	Title
<a href="#">Ali, Jabir</a>	2009	Understanding consumers' perspectives on food labelling in India
<a href="#">Eichhorn, C.</a>	2010	Prevention of Overweight and Obesity - The Role of Government, the Food Industry and the Individual
<a href="#">Gruere, Guillaume</a>	2009	Explaining International Differences in Genetically Modified Food Labeling Policies

# Create bibliography

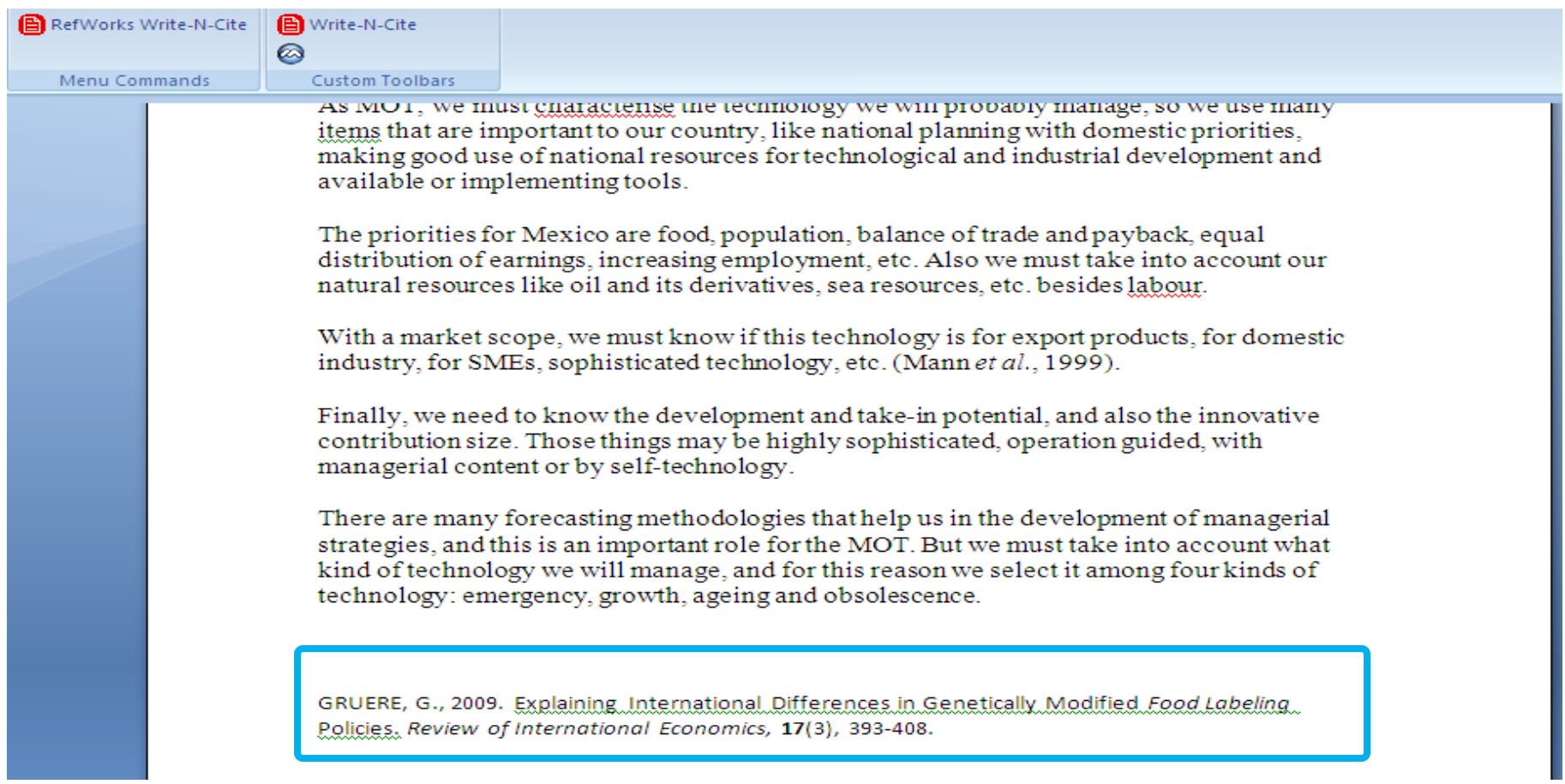
Select your referencing style and click on **Create Bibliography**



The screenshot shows the Write-N-Cite III application window. The title bar reads "Write-N-Cite III". Below the title bar is a toolbar with an "Always on top" checkbox and the text "MS Word Status : Document1" and "Edit Citation". The menu bar includes "View", "Bibliography", "Tools", and "Help". A search box labeled "Search RefWorks" and an "Attach" checkbox are also visible. The main area is titled "Bibliography" and contains an "Output Style" dropdown menu set to "Harvard - British Standard". A "Back to Refer" link is in the top right. A "Create Bibliography" button is highlighted with a blue border.

# Your bibliography is complete

Your citation(s) will now be placed in a bibliography in your document



The screenshot shows the Microsoft Word interface. The top ribbon includes 'RefWorks Write-N-Cite' and 'Write-N-Cite' tabs. The 'Menu Commands' and 'Custom Toolbars' sections are visible. The main document area contains several paragraphs of text. The final paragraph is enclosed in a blue-bordered box, indicating it is the selected citation to be added to the bibliography.

AS MOT, we must characterize the technology we will probably manage, so we use many items that are important to our country, like national planning with domestic priorities, making good use of national resources for technological and industrial development and available or implementing tools.

The priorities for Mexico are food, population, balance of trade and payback, equal distribution of earnings, increasing employment, etc. Also we must take into account our natural resources like oil and its derivatives, sea resources, etc. besides labour.

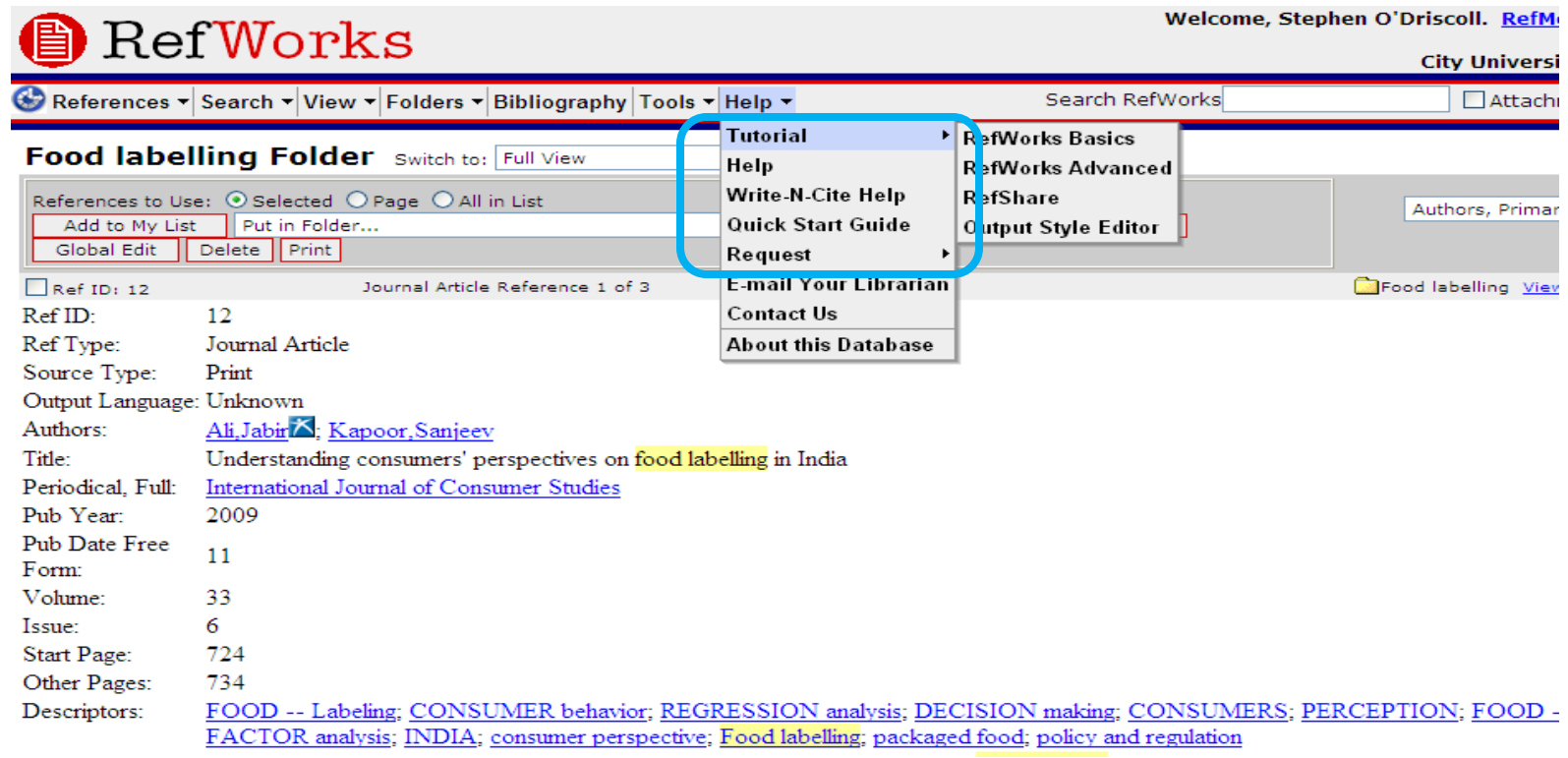
With a market scope, we must know if this technology is for export products, for domestic industry, for SMEs, sophisticated technology, etc. (Mann *et al.*, 1999).

Finally, we need to know the development and take-in potential, and also the innovative contribution size. Those things may be highly sophisticated, operation guided, with managerial content or by self-technology.

There are many forecasting methodologies that help us in the development of managerial strategies, and this is an important role for the MOT. But we must take into account what kind of technology we will manage, and for this reason we select it among four kinds of technology: emergency, growth, ageing and obsolescence.

GRUERE, G., 2009. Explaining International Differences in Genetically Modified Food Labeling Policies. *Review of International Economics*, 17(3), 393-408.

# Further help



The screenshot shows the RefWorks web interface. At the top, there is a navigation bar with menus for References, Search, View, Folders, Bibliography, Tools, and Help. The 'Help' menu is open, showing options like Tutorial, Help, Write-N-Cite Help, Quick Start Guide, Request, E-mail Your Librarian, Contact Us, and About this Database. The main content area displays a 'Food labelling Folder' with a list of references. The first reference is highlighted, showing its details: Ref ID: 12, Ref Type: Journal Article, Source Type: Print, Output Language: Unknown, Authors: Ali, Jabir; Kapoor, Sanjeev, Title: Understanding consumers' perspectives on food labelling in India, Periodical, Full: International Journal of Consumer Studies, Pub Year: 2009, Pub Date Free: 11, Form: 33, Volume: 33, Issue: 6, Start Page: 724, Other Pages: 734, and Descriptors: FOOD -- Labeling; CONSUMER behavior; REGRESSION analysis; DECISION making; CONSUMERS; PERCEPTION; FOOD - FACTOR analysis; INDIA; consumer perspective; Food labelling; packaged food; policy and regulation.