

SEPTEMBER 2011 | ISSUE 25

LIBRARY NEWSLETTER

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RESEARCH CORNER

• Managing References and Bibliographies

PolyU staff and students can use RefWorks, a web-based bibliographic management tool, to create your own personal database of references. You can use it anywhere and anytime on a PC with Internet access. This tool allows you to:

- save references retrieved from various databases and library catalogues
- insert in-text references while you write your paper
- format your citations and create a reference list in a citation style of your choice, e.g., APA, MLA, etc.

* Setting up Your Refworks Account

- Go to the [RefWorks](#) Login page using a PC which is connected to the PolyU's campus network, e.g. PC workstations in the Library.
- From the login window, click the "Sign up for an Individual Account" link.
- Fill in your information and create your login name and password. Then, click Register.

* Getting Citations Into RefWorks

- **Importing records from the Library Catalogue**
 1. Perform a search in the [Library Catalogue](#).
 2. In the item record, click "Export to RefWorks".
 3. You will be prompted to log in to RefWorks if you have not done so.
 4. The record should be stored in the Last Imported Folder.
- Importing records from Library Databases
The instruction of importing records from selected online databases can be found [here](#).

* Using Write-N-Cite

Write-N-Cite is a widget for Microsoft Word that makes it easier to insert references from your RefWorks account into your paper. Please refer to the instruction [here](#) for installing Write-N-Cite.

- Open a new document in Microsoft Word.
- Launch Write-N-Cite.
- Put the cursor in your word document where the reference should be inserted; click **Cite** next to the reference in the Write-N-Cite window.
- Save your word document when finished.
- To format in-text citations in your paper and generate a reference list, click on **Bibliography** in the Write-N-Cite window.
- Select an output style, and click on **Create Bibliography**.

- * ○ Citations in your paper will be formatted properly and a reference list will be inserted to the end of your paper.

* **Refworks Help**

- [RefWorks Tutorial](#) - interactive tutorial that provides you with step-by-step instructions on using RefWorks.
- [RefWorks Quick Start Guide](#) - handy manual that gives you quick tips on RefWorks.

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