



RefWorks Library Workshop for Rikkyo University

October 18th 2016

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We do not cover these slides today.

1. What is RefWorks?

RefWorks is a web-based bibliography and database manager that allows you to create your own personal database by importing references from text files or online databases and other various sources.

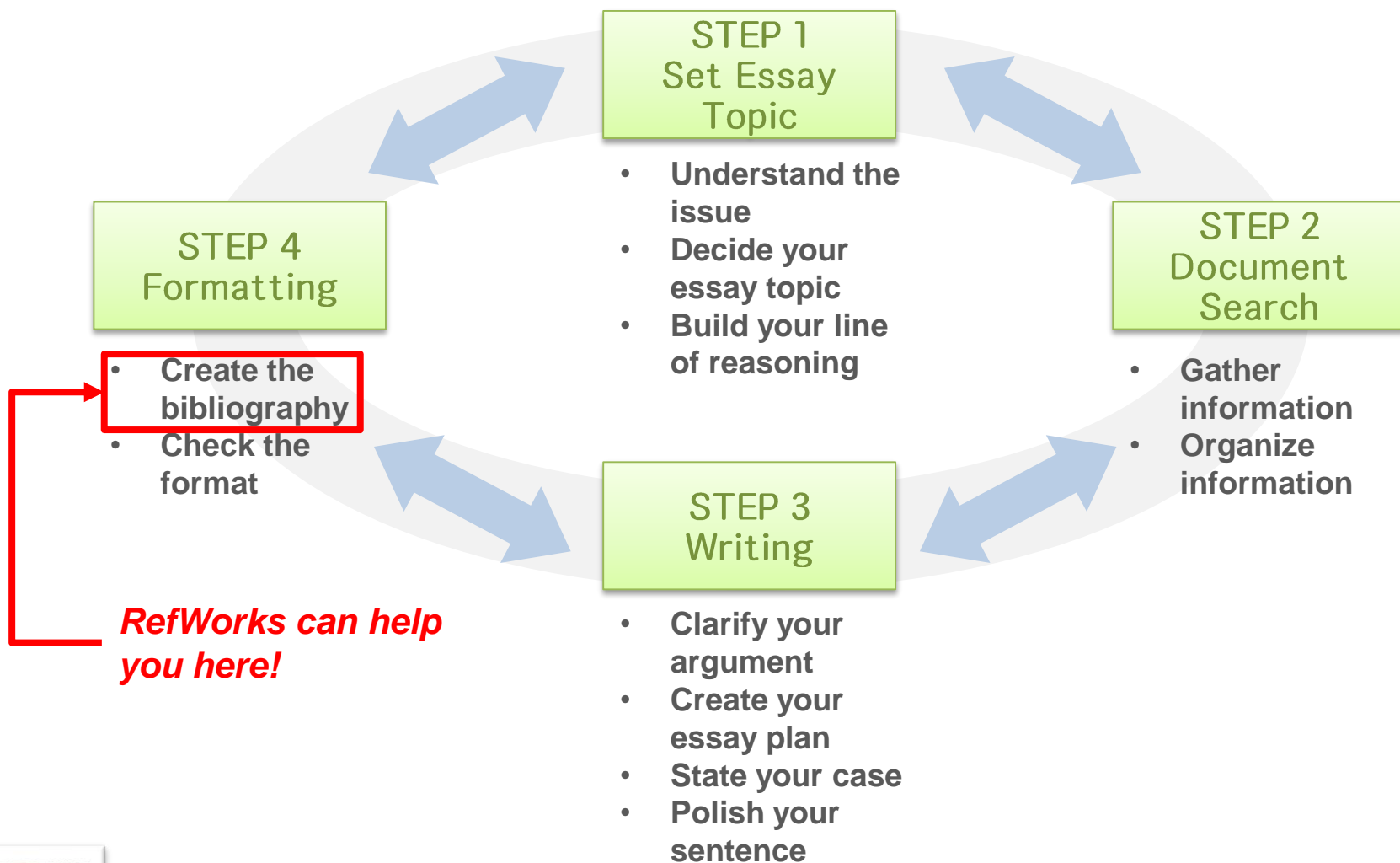
It is an **application** especially designed and built for students and researchers.

FYI: What is an application?

“In information technology, an application is a computer program designed to help people perform an activity.”

Application software IN *Wikipedia*. Retrieved October 11th, 2015
from https://en.wikipedia.org/wiki/Application_software

Reminder: STEPS To Write An Essay

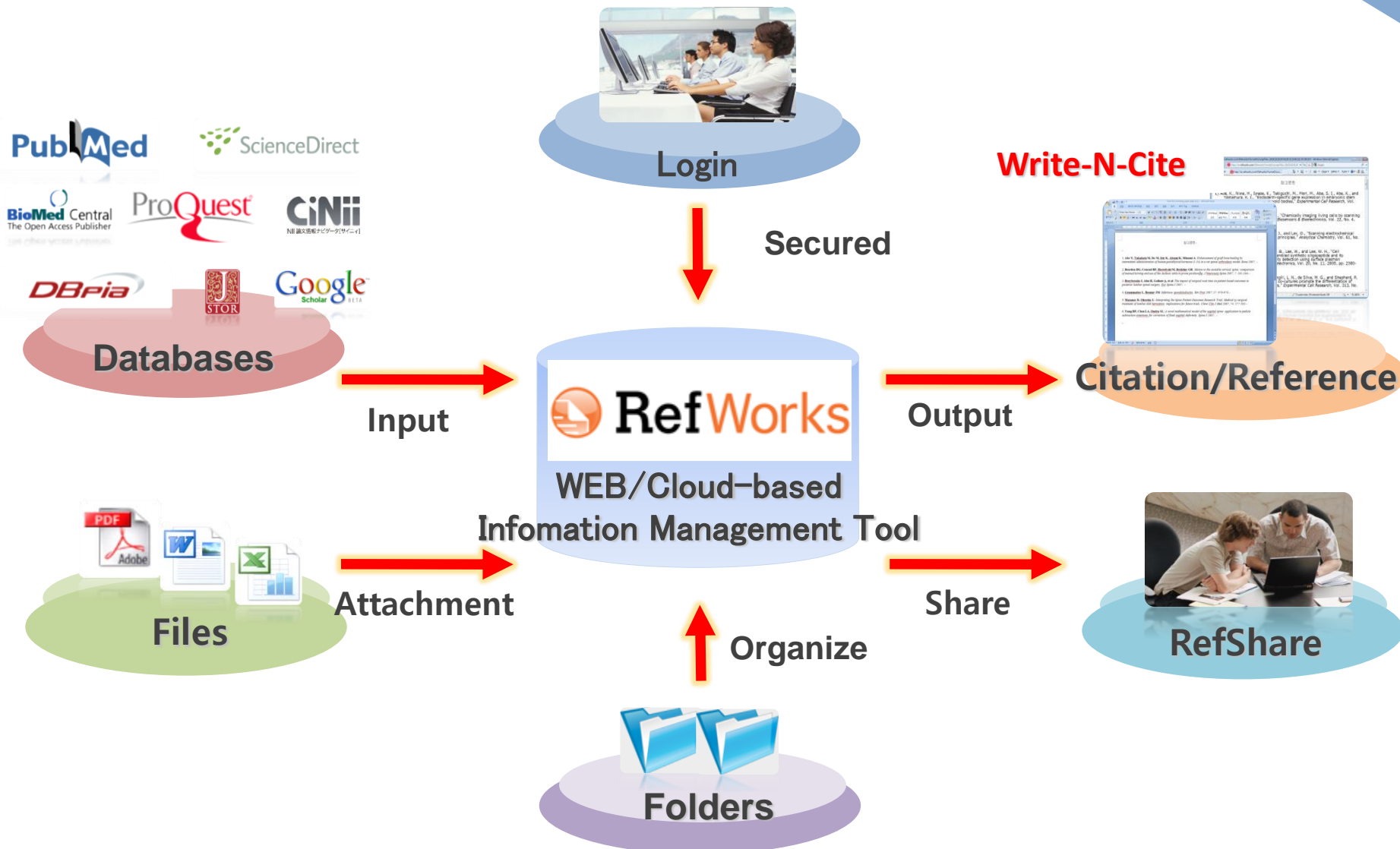


From “レポート作成ガイド” (The Guide on Writing Essays) page 4 by Rikkyo University Library:

http://library.rikkyo.ac.jp/learning/reportguide/asset/pdf/rikkyo_report%20guide.pdf



2. The concept of RefWorks



3. How to log into RefWorks

- Please log in by entering your user name and password.
 - <https://www.refworks.com/refworks>
 - If you don't have your account yet, please create one from [Sign Up for a New Account].
 - You need to create your RefWorks account from the university network, but **you can use it via internet** from your house etc.

RefWorks

RefWorksについて 管理者 他の製品 お問い合わせ ヘルプ

RefWorksが初めてのユーザーである場合は、[新規アカウントを申し込む](#)

RefWorksの資格情報を使用してログインする

ログイン名

パスワード

Keep my session open for 14 days

ログイン

Want to learn how to get the most out of RefWorks?

Simply download our [Quick Start Guide](#) and you'll be using RefWorks in no time! You can also check out our [great series of videos](#) to learn how to quickly navigate through the basic RefWorks features. For more detailed information participate in one of our [free live training sessions](#) or view one of our many [webinar recordings](#).

3. How to log into RefWorks

- Please enter following information for **Step 1**.

You will not be asked to enter the Group Code if you create your account when your PC is connected to the university network.

- ① Your e-mail address
- ② Re-enter your e-mail address
- ③ Your RefWorks Log-in ID
(Please use your e-mail address)
- ④ Please set your password
- ⑤ Please re-enter your password
- ⑥ Please click [次へ] or Next

アカウントを作成

ステップ1: アカウント情報 ステップ2: ユーザー情報 終了 → RefWorksをご活用ください。

所属機関からアカウントを作成するか、30日間の試用アカウントを作成します:

30日間の試用アカウントを作成します。(所属機関とは関係しません)
 グループコードを持っていません。 機関を探す

RefWorks管理者から入手した加入者アクセスコード。

- ① メールアドレス: jsmith@yourdomain.com
- ② メールアドレスの再度入力: メールアドレスを再度入力します。
- ③ ログイン名: jsmith
- ④ パスワード: 4文字以上入力してください。
- ⑤ パスワードの再入力: パスワードを再度入力してください。

⑥

3. How to log into RefWorks

- Please enter following information for **Step 2**.

- ⑦ Your full name
- ⑧ Please select your area of study
- ⑨ Please select your user type
- ⑩ Please click [アカウントの作成] or Create Account

アカウントを作成

ステップ1: アカウント情報 (完了)

ステップ2: ユーザー情報

終了 → RefWorksをご活用ください。

⑦ お名前:

⑧ 関連分野:

⑨ ユーザータイプ:

← 前へ

⑩ アカウントを作成

4. Importing citation data – From READ

1. For searching with READ, please access the Rikkyo Library home page (http://library.rikkyo.ac.jp/index_e.php).
2. Please change the tab to [READ] located in the center of the home page.

The screenshot displays the Rikkyo University Library website. At the top, there is a navigation bar with the library name and a search box. Below this, a menu contains links for Search, Use, Learning Support (Students), Education Support (Faculty), About Us, Alumni & Visitors, and Contact. The main content area features a 'NEWS' section with a headline about the READ service. A 'Research Tools' section is visible, with the 'READ' tab highlighted in a red box. Below the tabs is a search bar containing the text 'internet of things' and a 'Search' button, also highlighted in a red box. Other elements include a 'Hours' section for Ikebukuro and Niiza libraries, a 'My Library' section with a 'Log in' button, and a 'Rikkyo Research Products' section. A 'News on Databases' section at the bottom provides updates on online databases and digital library resources.

4. Importing citation data – From READ

1. Please click the little folder icons on the right side of each of the searched record.
2. Please click the big folder icon at the top right ⇒ [Export To...] ⇒ Click [RefWorks]

The screenshot displays the ProQuest READ search results page for the query "internet of things". The search results are sorted by relevance and show 51,491 results. The first three results are highlighted with red boxes around their folder icons:


- 1. **Internet of Things** by Xia_Feng; Yang_Laurence T; Wang_Lizhe; more... International Journal of Communication Systems, 09/2012, Volume 25, Issue 9
- 2. **The Internet of things** by Jeff Hecht Nature Physics, 07/2014, Volume 10, Issue 7
- 3. **Protecting the internet of things: Editorial** by Clarke_James; Gritzalis_Stefanos; Zhou_Jianying; more... Security and Communication Networks, 12/2014, Volume 7, Issue 12

A "Choose a Citation Format" dialog box is open over the first result, showing the "Export To ..." menu with "RefWorks" selected. The "Print" and "Email" buttons are also visible. A red arrow points from the folder icon in the search results to the "Export To ..." button in the dialog box.


4. Importing citation data – Version-Select

- Before the data is imported to RefWorks, the following message is displayed: [Which version of RefWorks would you like to export to?]
- Please click [Export to legacy RefWorks].
- You can have the message NOT displayed from the next time by ticking the box at the bottom.

Which version of RefWorks would you like to export to?

**RefWorks**
Export to legacy RefWorks
If you recognize the round orange RefWorks logo and have a legacy RefWorks account, select this version to export to. Legacy RefWorks is the version of RefWorks available at most institutions.

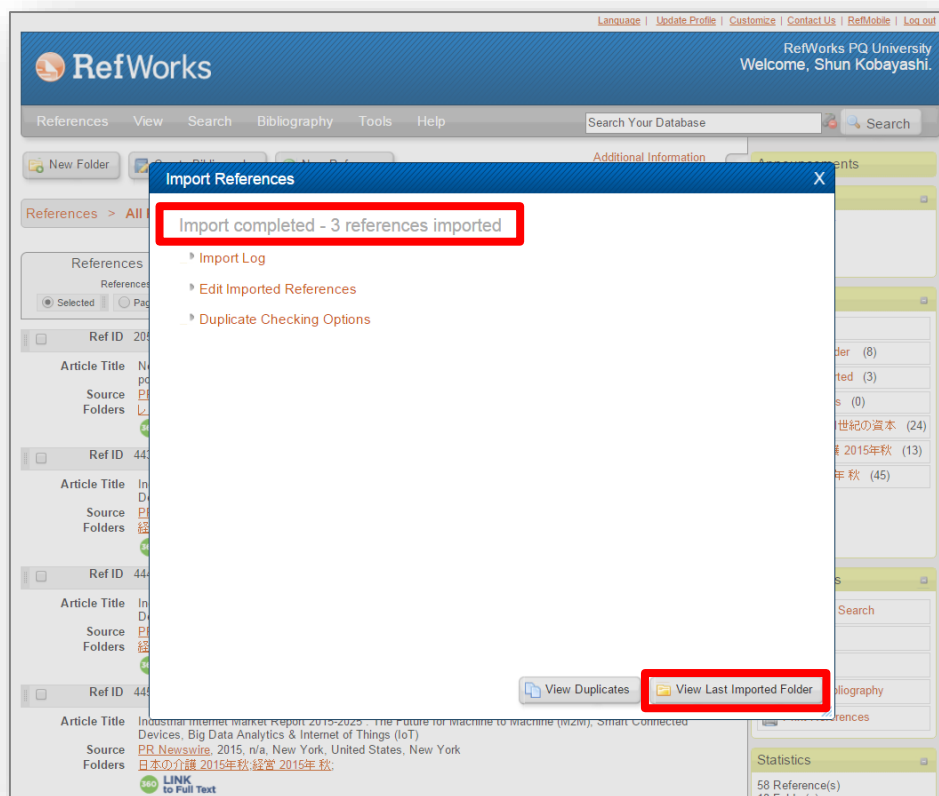
OR

**ProQuest® RefWorks**
Export to the new RefWorks
If you recognize the square blue RefWorks logo and have a new RefWorks account, select this version to export to. The new RefWorks is not yet available at all institutions and yours may not support it.

Don't ask me this again (you can reset this by clearing your cookies)

4. The successful import into RefWorks

- The following window will open after importing data into RefWorks successfully.
- You can display the imported record(s) on RefWorks by clicking [View Last Imported Folder]



4. Importing citation data – From ProQuest

1. Tick the boxes of records on ProQuest's result page
2. Go to [Save] ⇒ [Export/Save] ⇒ [RefWorks]

The screenshot shows the ProQuest search results page for the query "diversity at work". The page displays 1,835,759 results, with 338,951 ebrary e-books. The search is narrowed by publication date (2000-2019) and 3 items are selected. Three records are visible, each with a checked box next to its ID (1, 2, and 3). A "More" menu is open for the first record, showing options like "Save to My Research", "Export/Save", "RefWorks", "EasyBib", "HTML", "PDF", "RIS", "RTF", "Text only", and "XLS". The "RefWorks" option is highlighted with a red box.

ProQuest

Basic Search | Advanced Search | Publications | Browse | Databases (163)

diversity at work

Full text | Peer reviewed

Modify search | Save search/alert

Related searches: Workplace diversity | Workplace diversity AND Multiculturalism & pluralism | Workplace diversity AND Human resource management | View all >

1,835,759 Results * | 338,951 ebrary e-books

Search within

Relevance | Sort

Narrow results by

- Full text
- Peer reviewed
- Source type
 - Scholarly Journals (525,820)
 - Newspapers (508,593)
 - Dissertations & Theses (422,483)
 - Wire Feeds (119,117)
 - Trade Journals (117,495)
- More options...

Publication date

2000 - 2017 (years)

Update

Narrowed by

Publication date: 2000-2019

Select 1-20 | 3 Selected items | Clear

1 Diversity at work: Using action learning to develop diversity management cap...
Holmes, Margaret Elizabeth. Columbia University Teachers College, ProQuest Dissertations
...strategy for developing diversity management capability
...a diversity management skills framework to address any diversity challenges
...execution of their daily work tasks.
Cited by (2)
Abstract/Details | Preview - PDF (1 MB) | Full text - PDF (14 MB)

2 Equality, Diversity and Inclusion at Work - A research companion
Villesèche, Florence. M@n@gement 12.5 (2009): 384-388.
...2009 Equality, Diversity and Inclusion at Work - A research companion
...male employees and diversity management, a debate
...talking about sports at work, again bringing up
References (6)
Abstract/Details | Full text | Full text - PDF (504 KB)

3 Equality and diversity policies and practices at work: lesbian, gay and bisexual workers
Colgan, Fiona; Creegan, Chris; McKeerney, Aidan; Wright, Tessa. Equal Opportunities International 26.6 (2007): 590-609.
...for how it can work (Senior manager
...established sexual diversity policies and procedures
...For example, IBM at its foundation
Cited by (40) | References (34)

More

- Save to My Research
- Export/Save
- RefWorks
- EasyBib
- HTML
- PDF
- RIS (works with EndNote, Citavi, etc.)
- RTF (works with Microsoft Word)
- Text only
- XLS (works with Microsoft Excel)

4. Importing citation data – From CiNii

1. Tick the boxes of records on CiNii's result page
2. Go to the drop-down above the results ⇒ [Export to RefWorks] ⇒ [Go]

The screenshot shows the CiNii search results page for the query "Knowledge Management". The page displays a list of search results, with the first four records highlighted. The first record is "Practical Management related to the Improvement in Financial Performance [in Japanese]". The second record is "The Effect of Self-Esteem and Knowledge Sharing Motivation on Knowledge Sharing Behavior [in Japanese]". The third record is "The effect of onomatopoeia for the transmission of tacit knowledge [in Japanese]". The fourth record is "Knowledge Management and Environmental Strategy : The Connection".

The interface includes a search bar with the query "Knowledge Management" and a search button. Below the search bar, there are filters for "All", "Include Full-text", and "Include Full-text and/or link". The search results are displayed in a table with columns for checkboxes, document icons, titles, and page numbers. A dropdown menu is open above the first two records, showing options: "Open in New Window...", "Export to RefWorks", "Export to Endnote", "Export to Mendeley", "Show Refer/BibX", "Show RIS", "Show BibTeX", and "Show TSV". The "Export to RefWorks" option is highlighted in blue. A "Go" button is also highlighted in red.

On the right side of the page, there is a "Related Authors" section listing authors such as AOYAMA Kazuhiro, Asai Masafumi, FUJITA Kikuo, GAO Jing, HIROTA Jun, Hasegawa Chihiro, Inoue Haruki, Kawakami Yoshiaki, Kohda Youji, LIU Jie, MURAKAMI Tamotsu, NAKAJIMA Norihiro, NISHIDA Akemi, NOMAGUCHI Yutaka, Nakayama Hiroyuki, Nishinaka Miwa, OIZUMI Kazuya, and Oseko Masahiro.

4. Importing citation data – From Google Scholar

1. Click [Cite] of records on Google Scholar's result page.
2. Click [RefWorks] on the Cite page.

The screenshot shows a Google Scholar search for "supply chain management" with approximately 434,000 results. The first result is an article by H. Arndt titled "Supply Chain Management" from 2006, published by Springer. A red box highlights the "Cite" button next to this article. A red arrow points from this button to the "Cite" dialog box on the right. The dialog box displays various citation styles: MLA, APA, Chicago, Harvard, and Vancouver. The "RefWorks" option is highlighted with a red box. Below the citation styles, there are links for "BibTeX", "EndNote", "RefMan", and "RefWorks".

Google Scholar Search Results:

- Search:** "supply chain management"
- Results:** About 434,000 results (0.02 sec)
- Articles:**
 - Supply Chain Management**
H Arndt - *Optimierung logistischer Prozesse*, 2006 - Springer
Der Stellenwert der Logistik nimmt seit Jahren zu: sie ist aufgrund ihres gro... zur Ergebnisverbesserung zunehmend in Unternehmensvorständen vertrete... Unternehmensberatungen beziehen logistikrelevante Überlegungen in ihre...
Cited by 274 Related articles All 5 versions **Cite** Save
 - [CITATION] Introduction to supply chain management**
RB Handfield, EL Nichols - 1999 - library.wur.nl
... Record number, 1708403. Title, Introduction to **supply chain managemen**... extra info. Robert B. Handfield, Ernest L. Nichols jr. Author(s) ...
Cited by 2140 Related articles All 2 versions **Cite** Save More
 - [CITATION] Logistics and supply chain management: Strategic service**
M Christopher - 1998 - ecsocman.hse.ru
Logistics management is increasingly being seen as a source of competitive strength. Its effective use provides potential for cost reduction and the opportunity for increasing market share. The second edition discusses the role of logistics in achieving corporate and financial goals. ...
Cited by 4834 Related articles All 3 versions **Cite** Save More
 - [BOOK] Manufacturing planning and control for supply chain management**
TE Vollmann, WL Berry, DC Whybark, FR Jacobs - 2005 - sidalc.net


Cite Dialog Box:

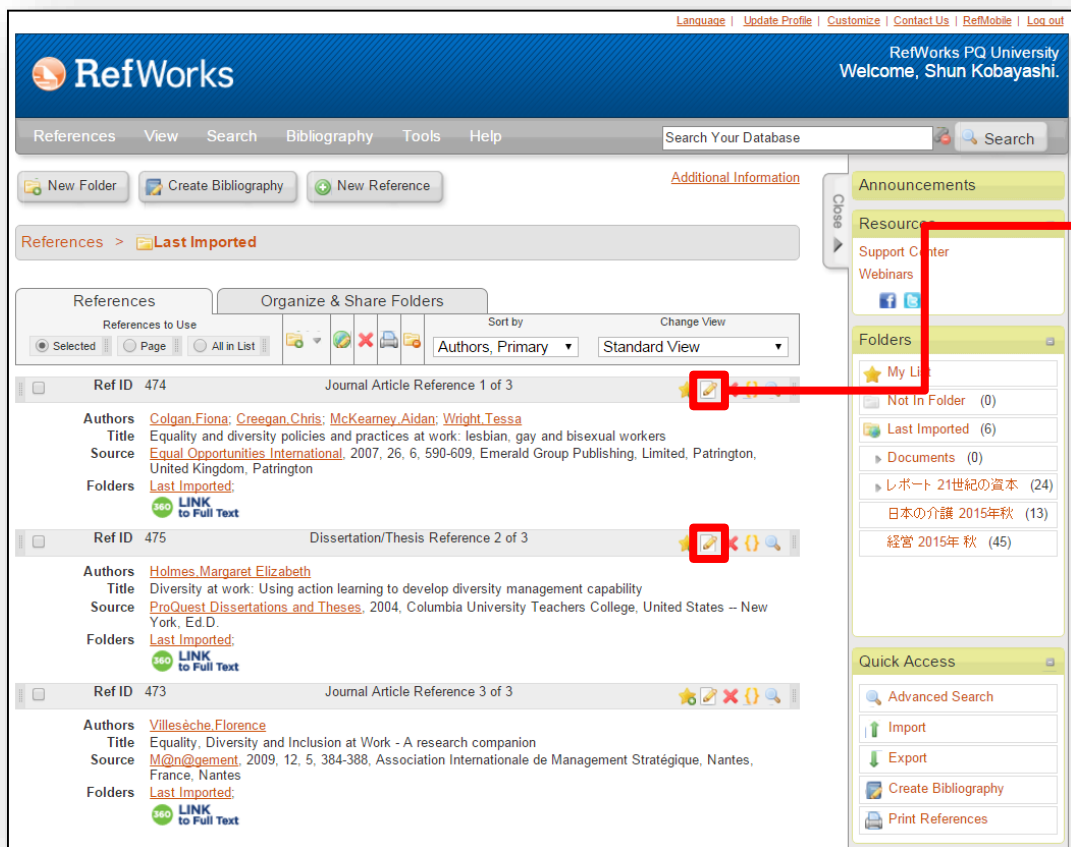
Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

- MLA Arndt, Holger. "Supply Chain Management." *Optimierung logistischer Prozesse 2* (2006).
- APA Arndt, H. (2006). Supply Chain Management. *Optimierung logistischer Prozesse, 2*.
- Chicago Arndt, Holger. "Supply Chain Management." *Optimierung logistischer Prozesse 2* (2006).
- Harvard Arndt, H., 2006. Supply Chain Management. *Optimierung logistischer Prozesse, 2*.
- Vancouver Arndt H. Supply Chain Management. *Optimierung logistischer Prozesse. 2006;2*.

Links: BibTeX EndNote RefMan **RefWorks**

5. Editing the imported data

1. On the screen of RefWorks, if you click  of each record, [Edit Reference] window will open.
2. You can attach files to each record.



RefWorks PQ University
Welcome, Shun Kobayashi.




References View Search Bibliography Tools Help Search Your Database

Additional Information

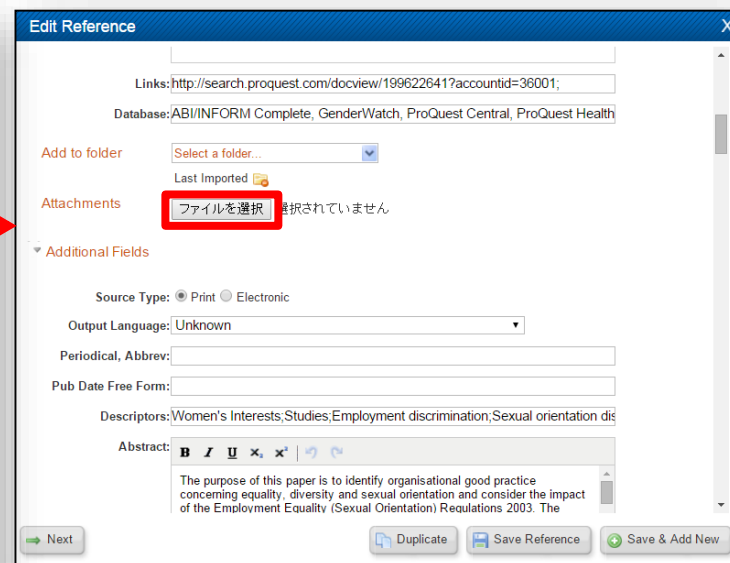
References > Last Imported

References Organize & Share Folders

References to Use: Selected Page All in List Sort by: Authors, Primary Change View: Standard View

Ref ID	Title	Actions
474	Journal Article Reference 1 of 3 Colgan, Fiona; Creegan, Chris; McKeamey, Aidan; Wright, Tessa Equality and diversity policies and practices at work: lesbian, gay and bisexual workers Equal Opportunities International, 2007, 26, 6, 590-609, Emerald Group Publishing, Limited, Patrinton, United Kingdom, Patrinton Last Imported: LINK to Full Text	
475	Dissertation/Thesis Reference 2 of 3 Holmes, Margaret Elizabeth Diversity at work: Using action learning to develop diversity management capability ProQuest Dissertations and Theses, 2004, Columbia University Teachers College, United States -- New York, Ed.D. Last Imported: LINK to Full Text	
473	Journal Article Reference 3 of 3 Villesèche, Florence Equality, Diversity and Inclusion at Work - A research companion M@n@gement, 2009, 12, 5, 384-388, Association Internationale de Management Stratégique, Nantes, France, Nantes Last Imported: LINK to Full Text	

Announcements
Resources
Support Center
Webinars
Folders
My Lists
Not In Folder (0)
Last Imported (6)
Documents (0)
レポート 21世紀の資本 (24)
日本の介護 2015年秋 (13)
経営 2015年秋 (45)
Quick Access
Advanced Search
Import
Export
Create Bibliography
Print References



Edit Reference

Links: <http://search.proquest.com/docview/199622641?accountid=38001>

Database: ABI/INFORM Complete, GenderWatch, ProQuest Central, ProQuest Health

Add to folder: Select a folder...
Last Imported

Attachments: **ファイルを選択** 選択されていません

Additional Fields





Source Type: Print Electronic

Output Language: Unknown

Periodical, Abbrev:

Pub Date Free Form:

Descriptors: Women's Interests; Studies; Employment discrimination; Sexual orientation dis

Abstract: **B I U X** |    
The purpose of this paper is to identify organisational good practice concerning equality, diversity and sexual orientation and consider the impact of the Employment Equality (Sexual Orientation) Regulations 2003. The

Next Duplicate Save Reference Save & Add New

6. Use folders to organize imported data

- Create folders by clicking [New Folder].
- Drag & drop the grey area of each record into the created folder.
- You can move multiple records together into folders with [Selected] [Page] [All in List] options.

This screenshot shows the RefWorks interface with several elements highlighted in red boxes to illustrate the process:

- New Folder:** A red box highlights the 'New Folder' button in the top navigation bar.
- Selected:** A red box highlights the 'Selected' button in the 'Organize & Share Folders' section.
- Record Grey Area:** A red box highlights the grey area of the record for Ref ID 444.
- Folder:** A red box highlights the 'Internet of Things (0)' folder in the 'Folders' sidebar.


Red dashed arrows indicate the workflow: from the 'New Folder' button to the 'Internet of Things' folder, and from the 'Selected' button to the grey area of the record for Ref ID 444.

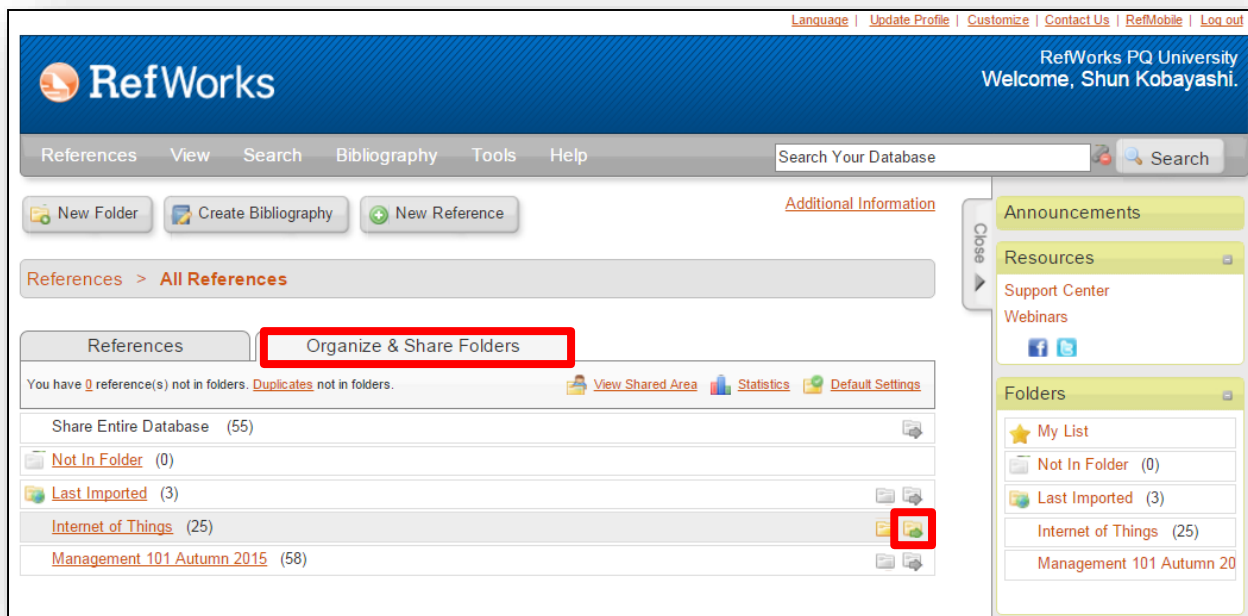
This screenshot shows the RefWorks interface after the record has been moved, with several elements highlighted in red boxes:

- Page:** A red box highlights the 'Page' button in the 'Organize & Share Folders' section.
- Record Grey Area:** A red box highlights the grey area of the record for Ref ID 444.
- Folder:** A red box highlights the 'Internet of Things (0)' folder in the 'Folders' sidebar.

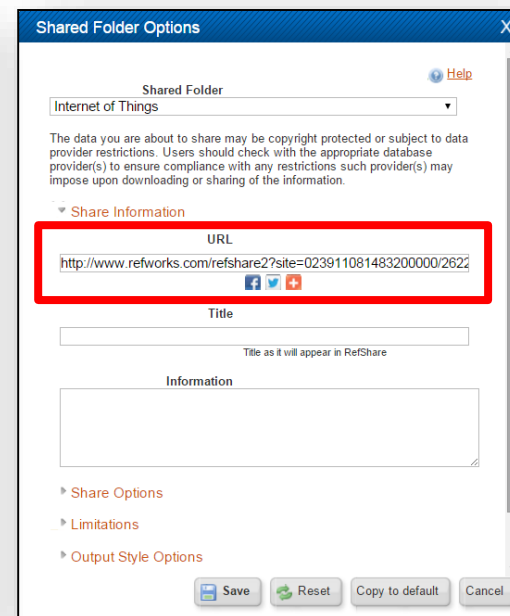
Red dashed arrows indicate the workflow: from the 'Page' button to the grey area of the record for Ref ID 444, and from the grey area to the 'Internet of Things' folder.

7. Sharing your folders

- You can share your folders with organized records.
 1. Change the tab to [Organize & Share Folders].
 2. Click  icon, and please add additional information, such as title, if necessary.
 3. Anyone who enter the created URL into the browser can look at your folder's information.



The screenshot shows the RefWorks web interface. At the top, there's a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. Below that, there are buttons for 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area shows a list of folders under 'All References'. The 'Organize & Share Folders' tab is highlighted with a red box. In the folder list, the 'Internet of Things' folder has a share icon (a folder with a green arrow) highlighted with a red box.



The screenshot shows the 'Shared Folder Options' dialog box. It has a dropdown menu for 'Shared Folder' set to 'Internet of Things'. Below that, there's a warning message about copyright. The 'Share Information' section is expanded, and the 'URL' field is highlighted with a red box, containing the URL: `http://www.refworks.com/refshare2?site=023911081483200000/2622`. There are also fields for 'Title' and 'Information', and buttons for 'Save', 'Reset', 'Copy to default', and 'Cancel' at the bottom.

8. Creating bibliography ①

1. Select the folder with the records that you wish to have in the bibliography. (You can select individual records by ticking the boxes as well.)
2. Click [Create Bibliography].
3. Select an output style from the drop-down menu.
4. Click [Create Bibliography].

The screenshot shows the RefWorks interface. At the top, there's a navigation bar with 'RefWorks' and 'RefWorks PQ University'. Below that, there's a search bar and a toolbar with buttons for 'フォルダの作成', '参考文献の作成', and 'レコードの作成'. The '参考文献の作成' button is highlighted with a red box. The main area displays a list of records. The 'リハビリテーション' folder is selected, and the 'Create Bibliography' button is highlighted with a red box.

レコードID	表題	ソース	フォルダ
415	ニューロリハビリテーションと理学療法	理学療法ジャーナル, 2008, 42, 12, 1017-1051	リハビリテーション
410	Monticone, M.; Ambrosini, E.; Rocca, B.; Nava, I.; Terragni, E.; Cerni, C.; McCracken, L. M. Development of the Italian Version of the Pain Vigilance and Awareness Questionnaire in Subjects with Chronic Low Back Pain: Cross-cultural Adaptation, Confirmatory Factor Analysis, Reliability and Validity	Int. J. Behav. Med., 2015	リハビリテーション
397	Shijiki, Yasuko., Matsuo, Miyoko, Shūda, Akihiro., Kiso kango gijutsu	2014, Medika Shuppan, Osaka	リハビリテーション

The screenshot shows the 'Create a bibliography from a list of references' dialog box. It has a blue header with the title and a close button. Below the title, there are options for 'References to Include From': 'Internet of Things' (Selected 0), 'Page (25)', and 'All in List (25)'. There's a note: 'You can select a different folder from the folder area to the right of this window.' Below that, there's a 'Select an Output Style' dropdown menu with 'Harvard - British Standard' selected. To the right is a 'Preview' button. Below that, there's a 'Select a File Type' dropdown menu with 'HTML' selected. At the bottom, there's a note: 'Need Help creating a bibliography? Did you want to format a paper and bibliography instead of creating a bibliography from a list of references?'. At the bottom right, there are two buttons: 'Manage Output Styles' and 'Create Bibliography', with the latter highlighted by a red box.

8. Creating bibliography ②

5. Copy the created bibliography and paste it on the documentation tools, such as Microsoft Word.

文献

- 1) :ニューロリハビリテーションと理学療法, 理学療法ジャーナル, 42(12), 1017-1051, 2008.
- 2) Monticone M., Ambrosini E., Rocca B., 他: Development of the Italian Version of the Pain Vigilance and Awareness Questionnaire in Subjects with Chronic Low Back Pain: Cross-cultural Adaptation, Confirmatory Factor Analysis, Reliability and Validity. International Journal of Behavioral Medicine. 2015.
- 3) Shijiki, Yasuko., Matsuo, Miyoko., Shūda, Akihiro., : Kiso kango gijutsu. Medika Shuppan. 2014.
- 4) Suzuki, Kazuko., Watanabe, Hiroko., : Kazoku kangogaku : Riron to jissen.. Nihonkangokyokaishuppankai.. 2012.
- 5) 中島 紀恵子: 老年看護学(第6版), 医学書院, 12, 391p. 2005.
- 6) 中島 紀恵子: 老年看護学 : 実践看護技術学習支援テキスト, 日本看護協会出版会, 143, 2012.

コピー(C) Ctrl+C

Google で「文献 1) :ニューロリハビリテーションと理学療法, 理学療法ジャーナル, 42(12), ...」を検索(S)

印刷(P)... Ctrl+P

要旨を検証(N) Ctrl+Shift+I

Monthly book medical rehabilitation. (143), 14-20, 2012.

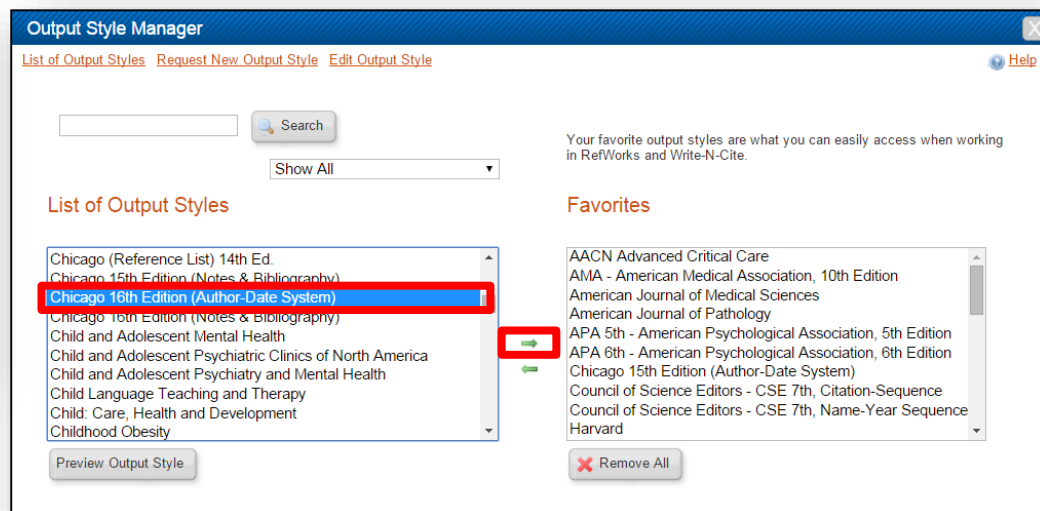
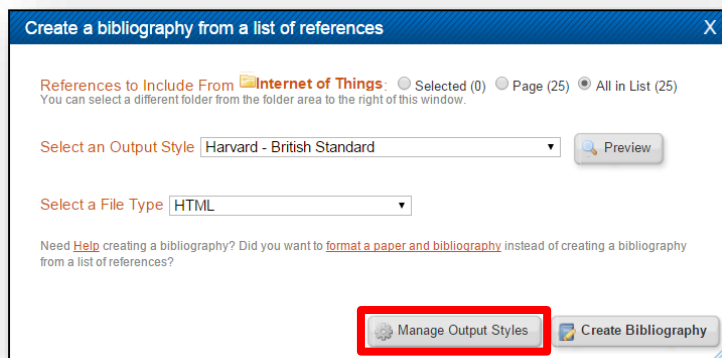
文献

- 1) :ニューロリハビリテーションと理学療法, 理学療法ジャーナル, 42(12), 1017-1051, 2008.
- 2) Monticone M., Ambrosini E., Rocca B., 他: Development of the Italian Version of the Pain Vigilance and Awareness Questionnaire in Subjects with Chronic Low Back Pain: Cross-cultural Adaptation, Confirmatory Factor Analysis, Reliability and Validity. International Journal of Behavioral Medicine. 2015.
- 3) Shijiki, Yasuko., Matsuo, Miyoko., Shūda, Akihiro., : Kiso kango gijutsu. Medika Shuppan. 2014.
- 4) Suzuki, Kazuko., Watanabe, Hiroko., : Kazoku kangogaku : Riron to jissen.. Nihonkangokyokaishuppankai.. 2012.
- 5) 中島 紀恵子: 老年看護学(第6版), 医学書院, 12, 391p. 2005.
- 6) 中島 紀恵子: 老年看護学 : 実践看護技術学習支援テキスト, 日本看護協会出版会, 143, 2012.
- 7) 伊藤 隆夫, イト タカオ, Ito Takao., : 在宅リハビリテーションと理学療法, 理学療法科学 / 理学療法科学学会編, 17(4), 215-220, 2002.
- 8) 飯田 有輝, イダ ユウキ, Ida Yuki., : リハビリテーション栄養と理学療法, Monthly book medical rehabilitation. (143), 14-20, 2012.



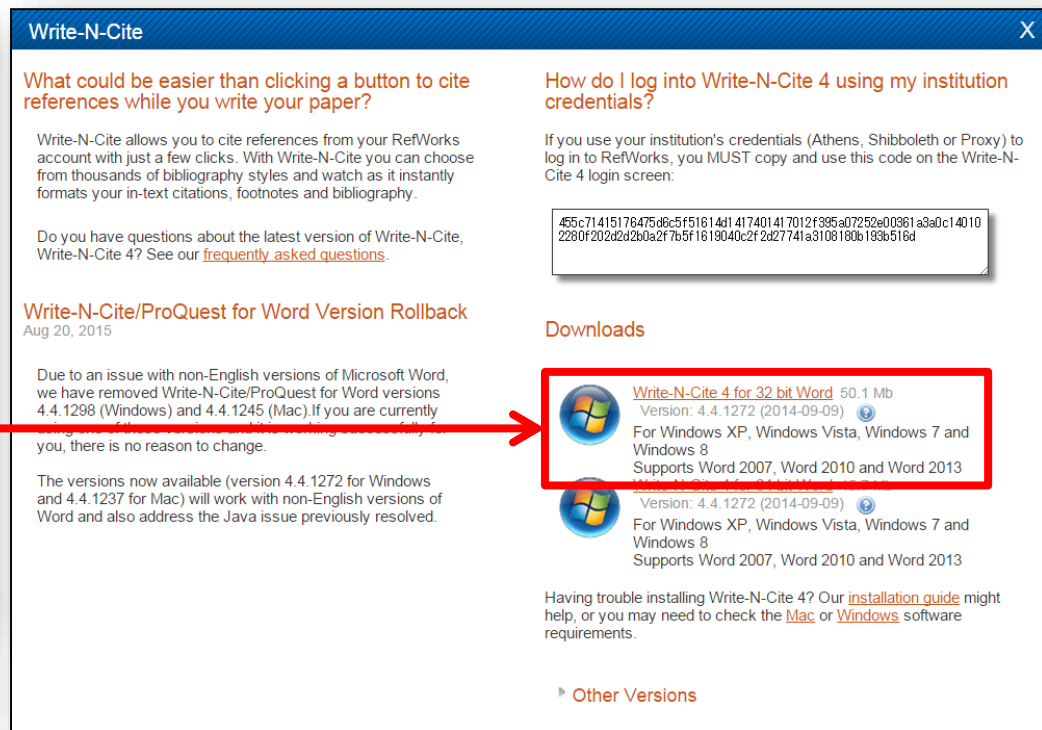
8. Creating bibliography ③

- More than 1,000 output styles are available.
 1. When the style you would like to use cannot be found on the drop-down menu, please open [Manage Output Styles] and search it.
 2. Add to [Favorites] from [List of Output Styles].
 3. Please close the window (to update the information on RefWorks) and click [Create Bibliography] again.



9. RefWorks on Microsoft Word ①

- Please download Write-N-Cite.
 - [Tools] ⇒ [Write-N-Cite] ⇒ [Downloads]



9. RefWorks on Microsoft Word ②

- Please log into installed Write-N-Cite on Microsoft Word.
- Please log in with [RefWorks Classic]

The screenshot shows the Microsoft Word interface with the RefWorks ribbon active. The ribbon includes options like 'Log In', 'Sync My Database', 'Remove Field Codes', 'Bibliography Options', 'Open RefWorks', 'Enable AutoSync Folder', 'Settings', and 'Extras'. The 'Log In' button is highlighted with a red box. Below the ribbon, a document is open with a 'Login' dialog box overlaid. This dialog box has a 'Log in with RefWorks' title, a text input field containing 'shun.kobayashi@proquest.com', a password field, and a 'LOG IN' button. A red arrow points from the 'LOG IN' button to a second 'Login' dialog box on the right. This second dialog box asks 'Which version of RefWorks?' and offers two options: 'LOG IN WITH THE NEW REFWORKS' and 'Log in with RefWorks Classic'. The 'Log in with RefWorks Classic' option is highlighted with a red box.

10. Citing records on MS Word ①

1. Click where you would like to make a citation, and go to [Insert New] in the RefWorks menu.
2. Select the folder where the record you would like to cite is stored and click it.

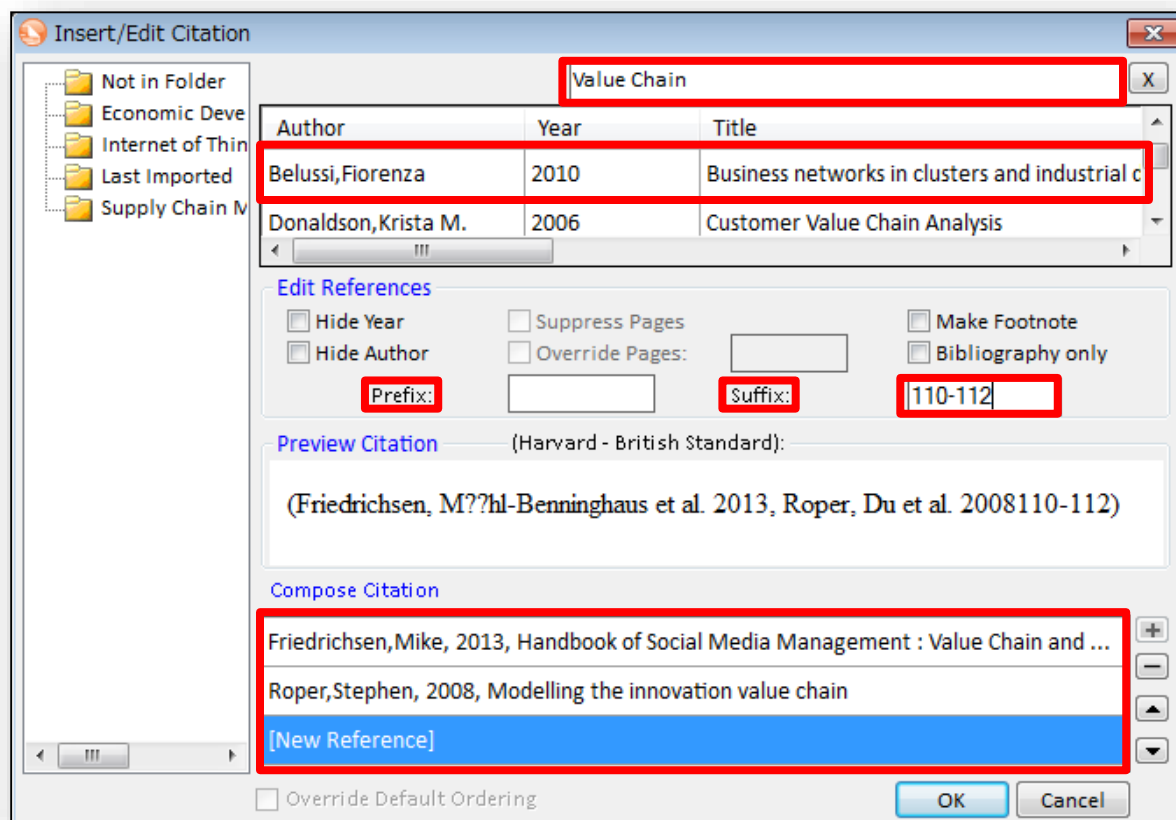
The screenshot shows the Microsoft Word interface with the RefWorks menu open. The 'Insert New' option is highlighted. The 'Insert/Edit Citation' dialog box is open, showing a list of folders on the left. The 'Supply Chain M' folder is selected. The main area of the dialog box displays a table of references:

Author	Year	Title
Belussi,Fiorenza	2010	Business networks in clusters and industrial districts
Büyükoçkan,Gülçin	2008	Selection of the strategic alliance partner in

Below the table, the 'Edit References' section has several checkboxes: 'Hide Year', 'Hide Author', 'Suppress Pages', 'Override Pages:', 'Make Footnote', and 'Bibliography only'. The 'Preview Citation' section shows the citation text: '(AMA - American Medical Association, 10th Edition)... 1'. The 'Compose Citation' section shows the citation text: 'Belussi,Fiorenza, 2010, Business networks in clusters and industrial districts : the gov...'. The 'Override Default Ordering' checkbox is unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

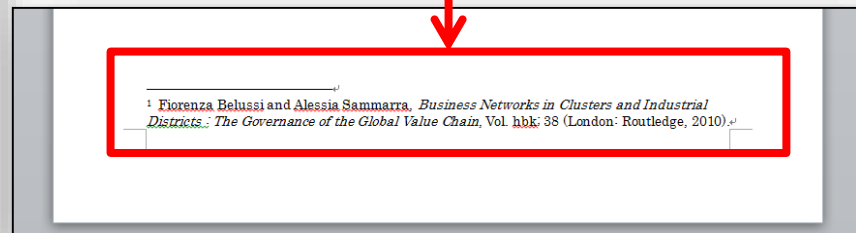
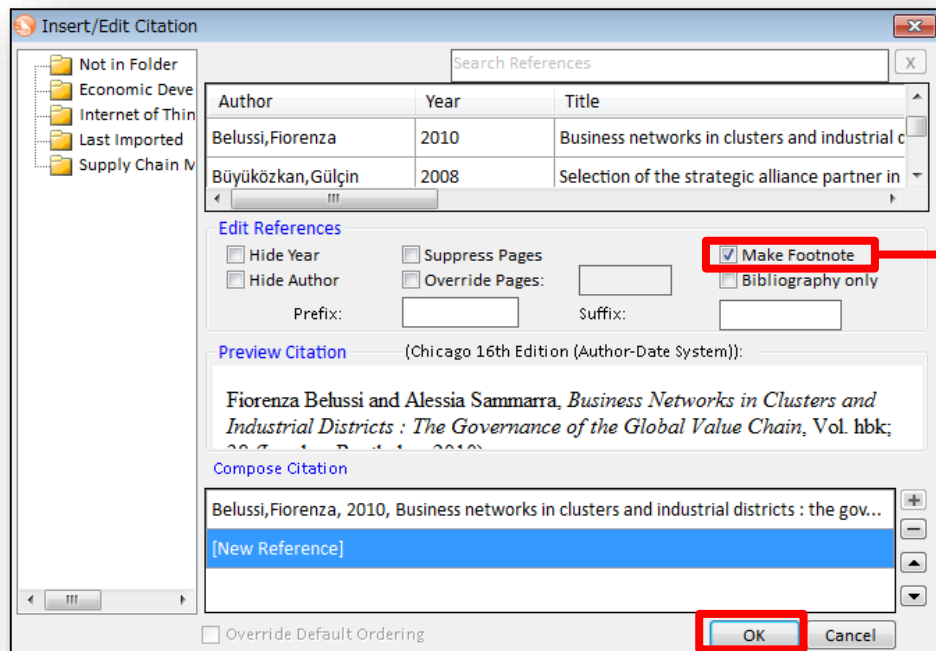
10. Citing records on MS Word ②

- You can do key-word search from the search box on top right.
- You can cite multiple records at once.
- Use [Prefix] & [Suffix] for entering page numbers.



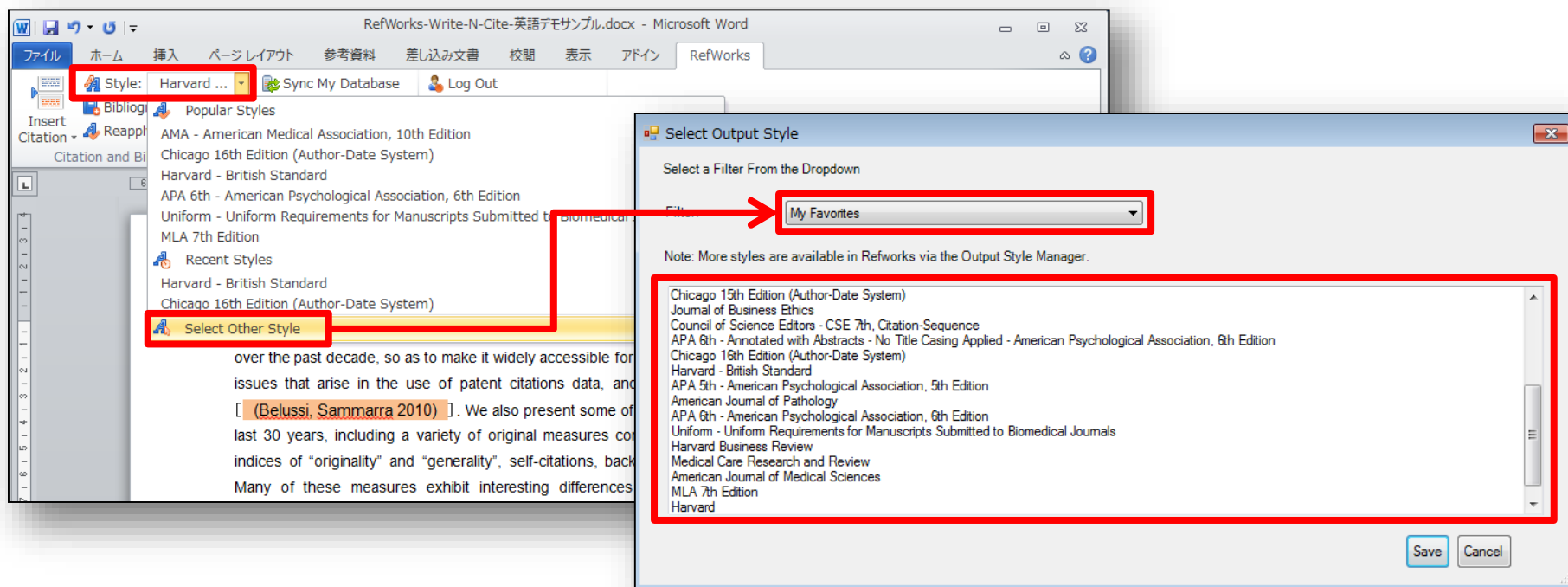
11. Making footnote

- You can add footnote to RefWorks' records.
- After selecting the record, tick [Make Footnote] within [Edit References].



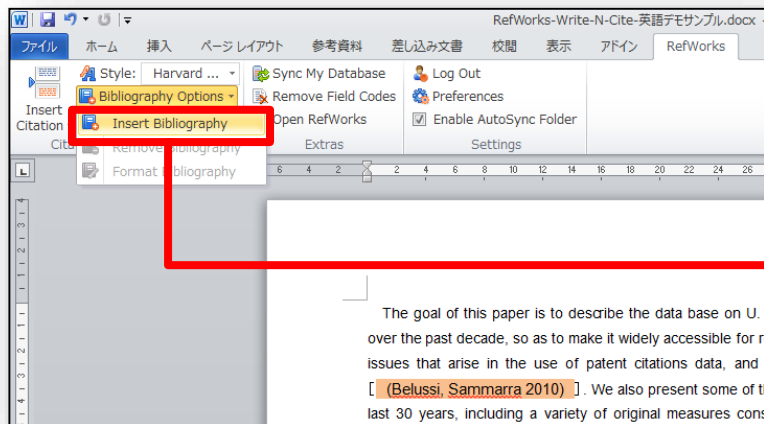
12. Changing citation formats

- Go to [Style] drop-down menu.
- From [Select Other Style], you can use the citation styles that are added to [My Favorites] within [Manage Output Styles] on RefWorks(web).
 - Go to [Select Other Style] ⇒ [Filter] ⇒ [My Favorites].



13. Adding & removing bibliography

- [Bibliography Options] ⇒ [Insert Bibliography]
- [Bibliography Options] ⇒ [Remove Bibliography]
 - Change the citation style from the [Style] drop-down menu.



AMARA, N., HALILEM, N. and TRAORÉ, N., 2015. Adding value to companies' value chain: Role of business schools scholars. *Journal of Business Research*, .

BELUSSI, F. and SAMMARRA, A., 2010. *Business networks in clusters and industrial districts: the governance of the global value chain*. London: Routledge.

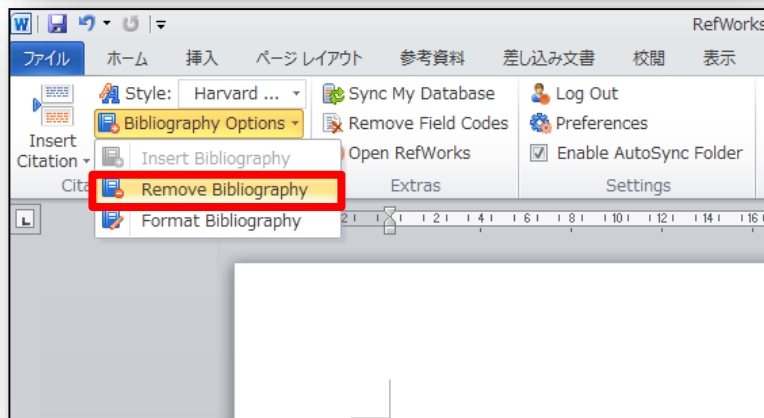
CHENG, T.C.E., LI, J., WAN, C.L.J., WANG, S., SERVICE), S.(. and BOOKS24X7, I., 2010. *Postponement Strategies in Supply Chain Management*. First; 1 edn. New York, NY: Springer Science+Business Media, LLC.

DONALDSON, K.M., ISHII, K. and SHEPPARD, S.D., 2006. Customer Value Chain Analysis. *Research in Engineering Design*, **16**(4), pp. 174-183.

JANSSEN, M., 2005. The architecture and business value of a semi-cooperative, agent-based supply chain management system. *Electronic Commerce Research and Applications*, **4**(4), pp. 315-328.

LAMBERT, D.M. and COOPER, M.C., 2000. Issues in Supply Chain Management. *Industrial Marketing Management*, **29**(1), pp. 65-83.

SCOTT, C., LUNDGREN, H., THOMPSON, P. and SERVICE), S.(., 2011. *Guide to Supply Chain Management*. 1stition. edn. Berlin, Heidelberg: Springer-Verlag Berlin Heidelberg.



14. LibGuides for RefWorks

■ ProQuest LibGuides: RefWorks

- <http://proquest.libguides.com/refworks>

ProQuest.
proquest.libguides.com

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ProQuest / LibGuides / Research Management / Introduction to RefWorks / Home

Introduction to RefWorks: Home

Home
What's New
Getting Started
Getting Information into RefWorks
Organizing and Managing Your References
Sharing Your References

Creating a Bibliography/Writing a Paper
Using Write-N-Cite 4
RefWorks en español
RefWorks em Português

Product Upgrades

ProQuest has hundreds of our products that touch the research lifecycle including many that are getting upgrades late this summer and fall. To be informed about **upcoming changes**, watch this page: <http://www.proquest.com/productupgrades> and **sign up for updates**; we will post new information as it becomes available.

RefWorks Webinars


We offer several webinars on many different topics each month. Below are links to our schedule of upcoming sessions and recordings of recent ones.

Upcoming sessions and recordings:

[RefWorks Webinars](#)

We also offer a series of brief video tutorials on our [RefWorks YouTube channel](#).

What is RefWorks?



@jactorrey
I heart refworks too! It is awesome.
Twitter user

In a world of e-research, there are more data sources available than ever, which means researchers need highly efficient ways to manage vast amounts of information easily. **RefWorks** is a powerful online research management, writing and collaboration tool designed to help researchers at all levels easily gather, organize, store and share all types of information and to instantly generate citations and bibliographies.

Technical Support is available!

RefWorks Technical Support is available to help you:

15. YouTube for RefWorks

- RefWorks on-line course is available on YouTube
 - <https://www.youtube.com/user/ProQuestRefWorks>

The screenshot displays the YouTube channel page for ProQuestRefWorks. At the top, the YouTube logo and search bar are visible. The channel banner features a group of six diverse people. Below the banner, the channel name 'ProQuestRefWorks' is prominently displayed, along with a '登録済み' (Subscribed) button. A navigation menu includes 'ホーム', '動画', '再生リスト', 'チャンネル', 'フリートーク', and '概要'. The main content area is titled '次のおすすめ' (Next Recommended) and lists several video thumbnails with their titles and durations. The right sidebar, titled '関連チャンネル' (Related Channels), lists 'EndNoteTraining', 'The Tonight Show ...', and 'GameGrumps' with 'チャンネル登録' (Subscribe) buttons.

ProQuestRefWorks

登録済み

ホーム 動画 再生リスト チャンネル フリートーク 概要

次のおすすめ

Google Docs Add-on for ProQuest Flow
チャンネル: ProQuestRefWorks 視聴回数 1,224 回 11 か月前

Flow for Google Docs
チャンネル: ProQuestRefWorks 視聴回数 981 回 1 年前

Introducing ProQuest Flow
チャンネル: ProQuestRefWorks 視聴回数 5,373 回 1 年前

Migrating Your Research From RefWorks To Flow
チャンネル: ProQuestRefWorks 視聴回数 1,429 回 1 年前

関連チャンネル

EndNoteTraining
チャンネル登録

The Tonight Show ...
チャンネル登録

GameGrumps
チャンネル登録

16. Contact us

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Q&A Session

Thank you very much for listening.

Please ask any questions
you may have.