Nursing and Healthcare
Library Resources Handbook
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This booklet will help you to get to know the procedures and acquire the skills necessary to find the books and journal articles and other resources essential to your studies.

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**Referencing**  
Harvard Referencing Guide  
RefWorks

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If you are visually impaired and need a large print copy of this guide, please ask the subject librarian who will be happy to have a copy produced for you.
INTRODUCTION

WELCOME!

The Librarians for the College of Nursing, Midwifery and Healthcare are:

Marc Forster  marc.forster@uwl.ac.uk  020 8209 (4033)
Pam Louison  pam.louison@uwl.ac.uk  020 8209 (4038)

We can be found in Room 203 in the Paragon House Library. Contact us if you need help or advice.

Students have on-site help available at the Berkshire Institute for Health (Berkshire Hub) from

Mike Sharrocks  mike.sharrocks@uwl.ac.uk  0208 209 (4470)

Mike is located in an office behind the Reception Desk.

THE UNIVERSITY LIBRARY

The Library exists to support you in your learning. As well as giving you access to the books, journals and other resources you will need in order to be successful in your course, we are available to guide you in your information gathering activities and help you acquire the skills necessary to find and make maximum use of those resources; skills which will be of value not only during your course, but also in your future professional development.

ACCESSING DATABASES, E-JOURNALS AND E-BOOKS ON-LINE

Access is through the Library Website:

www.uwl.ac.uk/library

There are links on Blackboard, the Student Portal and Browsers on University PCs.

You will need to log-in to many of the resources discussed below. The username and password required (e-direct) are identical to those you use to log in to your student e-mail account.

If you ever have problems with your password, ring 0300 111 (4895) or visit the IT Helpdesk in the Paragon House Library or Mike Sharrocks in the Berkshire Hub.
From the Library site you can access:

- The **Catalogue**, which allows you to search for and locate books. It also provides links to **books you can read online** ([Catalogue tab]). Berkshire students can use the **Reservation** function to have books sent to them at Reading.

- **Databases.** We have a range of searchable specialist databases in Nursing, Health and Medicine which allow you to identify guidelines, research papers and research reviews published on a range of topics. ([Databases A-Z](#))

- **E-journals.** Our collection of scholarly and research journals are available on-line, so that you can download articles and research papers anywhere and at any time. ([E-Journals](#))

- **Your Library Account**, through which you can renew your book loans and reserve books.

- **Database flash guides.** These demonstrate how to search the databases successfully.

- **Summon** quick resources search.

- **The Harvard Referencing Guide; RefWorks; Box of Broadcasts** and more.

These services will be discussed in more detail below.

**Summon**

Summon allows you to search the book/ e-book catalogue, journal databases and collections of e-journals and newspaper articles all at the same time. It allows you to identify the key sources for your subject as well as access full-text quickly.

This isn't a replacement for in-depth searching, but if you want to get an overview of the resources available in your topic, you will find Summon very helpful.

**Summon is available as a search box on the Library webpage**
OTHER KEY INFORMATION

Referencing

You must use the Harvard Referencing system when you identify which sources of information you used in your academic work. Whether books, research articles, websites or other sources, you must include information such as author, title, publisher (for a book), web address (for an on-line resource) and journal name. You can find the guide at the back of this booklet (page 16) or on the Library website. You may need help from your librarians; get in touch with them if you need to.

RefWorks is an on-line resource available to students through the Library webpage which helps you to create reference lists easily. (See page 25)

Borrowing Material

Most students are allowed to borrow 10 items (12 for post-graduates). Books are either 3 weeks, 1 week or restricted loan (overnight – kept behind the Service Desk). Videos and DVDs are 1 week. Some material is marked Reference Only and cannot be borrowed. Projects and Dissertations are available in some subjects and can be obtained from the Library Desk (In Berkshire from Mike Sharrocks). They cannot be removed from the Library/Hub or photocopied.

Renewing Loans

A maximum of 3 renewals by telephone (0208 231 2703) or via the Library Website (click My Library Account)

You will need your borrower number (beginning with P on your Unique Card) and your library PIN (available from the Library Desk or Mike Sharrocks)

Reserved items cannot be renewed!

Fines

Restricted Loans: 50 p PER HOUR; 1 week loans: 50p per working day; 3 week loans: 20p per working day. Be careful!
Reserving Books (and getting copies sent to the Berkshire Hub)

You can reserve a book when all the borrowable copies are on loan. You can also do this if there is a copy available for loan at another site. This can be used by Berkshire students to have copies of books sent to them to collect at the Berkshire Hub.

Search the catalogue for the book (see page 7). Click its title to get the full record and then click [Login to make a reservation].

On the next screen:

Enter your P number from your Unique card and your Library PIN.

**Important:** Please ensure that you select the correct site you want to collect it from:

Collect from: Berkshire Hub

Reserve

UWLReadingLists

This new system of on-line reading lists with links directly to on-line journal papers, web-pages and documents, e-books or Book Catalogue entries. Ask your tutor if s/he has made your reading list available this way. Visit: resourcelists.uwl.ac.uk/index.html

Opening Hours of Paragon Library

Mon- Fri : 8.00 - 21.30
Sat : 11.00 - 16.00

The Reference Library at Berkshire Hub

There is a collection of over 40 key nursing and midwifery texts held at the Berkshire Institute for Health in Reading. These are kept in the Quiet Study Room on the 9th Floor at Fountain House and are available there for reference use only by students between 8.30am and 4.00pm Monday – Friday. They are not for loan and must be returned to the shelf after use. Details of these titles are in the library catalogue where they are distinguished by the location Berkshire Hub.

Sconul Access

Do you have another university library near to your home? If so you may be able to gain access and to access books through the Sconul Access scheme. Go to www.access.sconul.ac.uk for a list of colleges and links to their catalogues and how to apply.
THE RESOURCES

BOOKS ON-LINE (e-books)

E-Books can be read from your computer screen. They don’t have to be booked out or renewed and can be read from anywhere. Many e-books have clickable contents pages and search boxes to allow you to locate pages where a word or phrase is used.

Finding E-Books

![Diagram of e-book search process]

then...

(Note: You can’t access e-books from the dedicated catalogue PCs in the Library, which are for making catalogue and account enquiries only.)

On the next screen…

Click to change Collection to ‘E-books’

Now enter the title of the book.

You can also search for e-books by subject by entering a word or phrase in the relevant box.)
Your book should appear as a catalogue entry like this one. Click on the title.


On the next page....

You’ll now be asked to log-in. Use your student e-mail username and password.

The Book will appear on the screen. Scroll down to the Contents page:

Table of Contents
1. Contents
2. Contributors
3. Foreword
4. Preface
5. Acknowledgements
6. How to use this book
7. Health, nursing and healthcare systems
8. Professional practice
9. Nursing and lifespan implications

Section 1
Health, nursing and healthcare systems

1. Understanding health and health promotion: ........................................... 3
2. Evolution of contemporary nursing: ....................................................... 33
3. Health and social care delivery systems: .............................................. 61

Click the arrow to the right to move page by page,
or use the dragging tool to move more rapidly to another part of the book.
BOOKS on the Paragon Library Shelves

Use the Catalogue to locate individual books or books on specific subjects.

Use the catalogue on the Library website (left) or Catalogue PCs in the Paragon Library (right).

Enter the author and title, the title, or a few words describing the subject and click Search. Example: Stella Cottrell ‘The study skills handbook’:

Clicking the books title will tell you where the book is on the shelves

Books are arranged from 001 to 999 on the shelves. Within each number they are arranged alphabetically by this 3 letter suffix.

Enter words or phrases in any of the boxes:
Always use the catalogue locate your books. However, some key subjects and their associated class-marks are listed below to help you find your way around the shelves.

<table>
<thead>
<tr>
<th>General Nursing texts</th>
<th>610.73</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children’s Nursing</td>
<td>610.7362</td>
</tr>
<tr>
<td>Paediatrics</td>
<td>618.92</td>
</tr>
<tr>
<td>Child Health Services</td>
<td>362.19892</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>610.7368</td>
</tr>
<tr>
<td>Mental Health Services</td>
<td>362.2</td>
</tr>
<tr>
<td>Mental Health Problems and Therapy</td>
<td>616.89</td>
</tr>
<tr>
<td>Learning Disability Nursing</td>
<td>610.7368</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>618.92898/ 616.858..</td>
</tr>
<tr>
<td>LD Issues and Services</td>
<td>362.3/362.1968588</td>
</tr>
<tr>
<td>Operating Department Practice</td>
<td>617.917</td>
</tr>
<tr>
<td>Surgical Nursing</td>
<td>610.730677</td>
</tr>
<tr>
<td>Surgery</td>
<td>617.....</td>
</tr>
<tr>
<td>Anaesthesia</td>
<td>617.96</td>
</tr>
<tr>
<td>Nursing in the Community</td>
<td>610.7343</td>
</tr>
<tr>
<td>Long-term conditions</td>
<td>362.196044/ 610.736</td>
</tr>
<tr>
<td>Critical Care Nursing</td>
<td>610.7361</td>
</tr>
<tr>
<td>Nursing older people</td>
<td>610.7365</td>
</tr>
<tr>
<td>Social Aspects of Care of elderly care</td>
<td>362.6</td>
</tr>
<tr>
<td>Cardiac Nursing</td>
<td>610.73691</td>
</tr>
<tr>
<td>Heart disease</td>
<td>616.12</td>
</tr>
<tr>
<td>Diabetes Nursing</td>
<td>610.7369</td>
</tr>
<tr>
<td>Diabetes</td>
<td>616.462</td>
</tr>
<tr>
<td>Communication in Nursing</td>
<td>610.730699</td>
</tr>
<tr>
<td>Reflective Practice</td>
<td>610.7307</td>
</tr>
<tr>
<td>Nursing Research</td>
<td>610.73072</td>
</tr>
<tr>
<td>Management and Leadership</td>
<td>362.173068/610.73068</td>
</tr>
<tr>
<td>Ethics</td>
<td>174.2</td>
</tr>
<tr>
<td>Legal issues</td>
<td>344.0414</td>
</tr>
<tr>
<td>Clinical assessment / examination</td>
<td>616.0754</td>
</tr>
<tr>
<td>Paediatric</td>
<td>618.9200754</td>
</tr>
</tbody>
</table>
### Television Programmes

We have a collection of DVDs in the Library but we no longer record programmes from television. Anything broadcast in the last few years is now available through an on-line service called **Box of Broadcasts**.

This service (accessible through the Library Website) allows you to watch previously broadcast programmes online but also to mark future programme for recording and to create your own personal collection of recordings.
DOING A LITERATURE SEARCH

When you need to identify articles and research papers in the nursing and health journals, you need to access and search the correct database.

You can get access to them through the Library Website.

Enter search term(s) here

Click

Databases A-Z

Next screen...

Log-in using your PC username and password.

Then....

C

CINAHL (Cumulative Index to Nursing and All)

This database indexes the English-language journals (3000+ titles) and is the principal journal reference for the nursing profession.

Free text search online demo

Subject headings online demo

The key databases are:

CINAHL - The main database with information on the journal literature in Nursing

Medline – indexes the journal literature in clinical medicine and biosciences

The Cochrane Database of Systematic Reviews (CDSR) – A database of systematic reviews of high quality controlled research carried out in many different areas of the health sciences.

HMIC - Health and social care management
Searching CINAHL

1. Try to put your topic into the form of a sentence.
   e.g. “an elderly down syndrome man with dementia ”

2. Extract the key subjects, leaving out things like ‘Issues’ or ‘the relationship between’
   a. elderly
   b. Down Syndrome
   c. dementia

3. Find additional words or phrases for your subjects, including different word forms:
   e.g. c. Alzheimer’s

4. Construct a Search using the key subjects, linking them together with AND, OR or NOT
   (older OR elderly) AND Down syndrome AND (Alzheimer’s OR dementia)

5. Enter your search appropriately:

   Searching: CINAHL | Choose Databases
   [ ] Suggest Subject Terms
   
   | older OR elderly |
   | AND Down syndrome |
   | AND Alzheimer’s OR dementia |

Searching Medline

Basic Search

- Enter your topic as a sentence
- Not a sophisticated search – database will look for the significant words of the sentence

Advanced Search

More precise and comprehensive than ‘Basic’. Advanced Search uses Subject Headings: words and phrases defined by the database which define topics. Articles are attached to them when they are added to the database. Find and select the right Subject Heading and you will have all of the articles published on that topic.

   e.g. Infection control in hospitals
   - Split your topic into its individual subjects and search for each separately. Try to find Subject Heading(s) for each
1. Search first for ‘Infection Control’. Enter the phrase and select from the Subject Headings offered.

<table>
<thead>
<tr>
<th>Select</th>
<th>Subject Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Infection Control</td>
</tr>
<tr>
<td>□</td>
<td>Infection Control.mp. search as Keyword</td>
</tr>
</tbody>
</table>

2. The repeat the search for ‘children’

3. Then combine the results of each search by accessing ‘Search History’ and using the ‘AND’ button.

There are on-line demonstrations for each of the key databases which show how to search for and save references. The demos can be rewound and paused as necessary. They can be viewed from each database’s entry in the A-Z list.

Or contact Marc (or Mike at the Berkshire Hub) for help (see page 1).

When you’ve identified your journal articles, the next stage is to locate the article itself…..
AFTER YOUR SEARCH – FINDING THE JOURNAL ARTICLES

Once you’ve identified journal articles/papers you wish to read, and have saved the references, you now have the task of obtaining the articles themselves. In some cases the article is available in the database as a pdf or other full-text link; however in most cases you will need to access the journal’s web-site itself to obtain your copy.

The E-Journals Portal

The University make available a wide selection of journals accessible and downloadable through the Library website.

To make them easy to access, rather than providing links to each publisher's website, we have a central A-Z list of them all which you can access from a tab on the Library Website.

Library

On the next, slightly altered screen, enter the name of the journal only...

The Lancet is a well-regarded medical journal

Lancet (British edition) (0140-6736)
from 05.01.1991 to 24.12.2006 in Academic Search Elite
from 01.01.1995 to present in ScienceDirect Freedom Collection 2012

You may now be asked to log-in – use your Student e-mail username and password.

You’ll be transferred to the webpage of the journal in question. They all have a basic structure in common, with lists of years of publication or volumes/issues.
Accessing From outside the university campus

**Important:** If you are accessing e-journals from outside, you may need to follow slightly different instructions. Look for this kind of message: Authentication: Off-site users click on **Institutional Login**. Help for off-site users.

If the journal isn't available to us on-line in this way......you may need to apply for the article from the British Library through the University's Inter-Library Loan Service.

The University's Inter-Library Loan Service

If all else fails....we will attempt to obtain a copy of the research paper from other sources. Read about this service here: [http://library.uwl.ac.uk/use/borrowing/interlibrary_loans.html](http://library.uwl.ac.uk/use/borrowing/interlibrary_loans.html)

Fill out a form at the Enquiry desk or e-Mail Marc or Pam (or Mike at the Berkshire Hub) if you want to make a request
OTHER INTERNET RESOURCES

Some individual organisations make available guidelines and reports through their own websites and have 'search' functions allowing you to track down the correct document or page of information. Here is a selection of them:

NICE Evidence Search (www.evidence.nhs.uk) A wonderful source of a whole range of different documents such as guidelines; reports; statistics; evidence summaries; care pathways and policy documents.

Health and Social Care Information Centre www.hscic.gov.uk is England's central, authoritative source of health and social care information and statistics.

Department of Health (www.dh.gov.uk) website gives access to a large number of DH publications and other relevant resources.

National Institute for Health and Clinical Excellence (www.nice.org.uk) NICE is an independent organisation responsible for providing national guidance on promoting good health and preventing and treating ill health.

Health Protection Agency (www.hpa.org.uk) HPA provides an integrated approach to protecting UK public health through the provision of support and advice through guidelines and similar resources.

Care Quality Commission (www.cqc.org.uk) produces policies and reports and undertakes consultations to help regulate and improve the quality of health and social care in the UK.

Statistics

UK Statistics Authority (Office of National Statistics) www.ons.gov.uk

Health and Social Care Information Centre www.hscic.gov.uk is England's central, authoritative source of health and social care information and statistics.
INTRODUCTION

Why do you need to reference?

You have a responsibility in your academic work to correctly reference the sources of information you use in essays, assignments and dissertations:

- To avoid plagiarism by acknowledging that the information, opinion or idea came from someone else.
- To help tutors follow-up your sources to check you have understood them.

There are two parts to referencing

Referencing in the Harvard style has two parts. You need to include both in your work:

- In-text references which are located immediately at the point in your work where you cite the information (Section 1 below)
- A list of all the sources used at the end of your work: The Reference List. (Section 2)

SECTION 1: CITING SOURCES IN THE TEXT

How?

You need to reference a source of information at the point that you use it, even if you do not quote directly. The information can be an idea or opinion you have read as well as a fact.

You’ll need to indicate the authors of your information source and the year it was published.

Use the format:

Authors (publication year)

One author:
Smith (2009)

Two authors:
Smith and Jones (n.d.)

More than two authors:

‘Et al’ means ‘and the others’. You’ll need to make a note of all the authors for the full reference in your reference list. If there are a large number, check with your tutor for advice on whether you must include them all.
What if?....

**There are no apparent authors**
Use ‘Anon’. However if the document or webpage is produced by a recognised organization e.g. *Department of Health* or the *British Psychological Association* use that as the ‘author’.

Anon (2005); Department of Health (2002)

**There’s no ‘date’?**
If there is no date use *(n.d.)*

**I need to reference two works by the same author in the same year**
Use a, b, c, etc.: Smith 2008a; Smith 2008b

**Should I use the full Organization name or the Acronym?**
Use the full name with the acronym in brackets; use the acronym only if you reference the document an additional time in the text.

Royal College of Psychiatrists (RCP) (2009)............. RCP (2009)......

*In the reference list:*
use both full title and acronym:
- Royal College of Psychiatrists (RCP) (2009) *Good psychiatric practice*......

**Fitting the reference into your work**

**You have two choices......**

Either add to the end of the sentence:
- In Higher Education, Information Literacy is now often included in the group of competencies together variously defined as graduateness (Peters 2011).
  - Note that the brackets surround both author and year and there is no comma or other punctuation. The final full-stop is after the brackets.

......or make the author part of the sentence (if you’re discussing her/his work)
- For Barnard (2005), Information Literacy is the foundation for critical thinking.

If there are two or more sources separate by a semi-colon and put in chronological order:
........ (Gates 2008; Smith and Jones 2009; Mafuba 2013)
Quotations

When quoting directly from a source use quotation marks and include the page number of the document it’s taken from.

Short quotations (up to 2 lines) can be included in the body of the text:

Weir (1995, p.10) states that “defining roles and their remits is not simple”.

Note the comma after the year and the single ‘p’ to represent ‘page’.

Quotations of 2 or more lines should be separated from the body of your text and indented in a separate paragraph. When you indent a quotation, there is no need to include quotation marks:

In discussing staff development, Thomas and Ingham (1995, p.33) state that:

Development is infectious, and staff who previously have recoiled from undertaking a degree or conversion course have been encouraged by the success of others.

Secondary referencing

What if the author quotes another author whose work I need to cite?

In the book Seeds of Concern by D. Murray (2003), Murray refers to a work by T. White (2001).

You must make it clear in your text that you have not read the original source (White) but are referring to it from a source you have read (Murray).

White (2001, cited by Murray 2003) believes genetic abnormalities in crops are…

In the list of references at the end of your work you should only include a reference to the source you read:


This kind of reference should only be used infrequently as you should always endeavour to access the original source your self
Section 2: The Reference List

The Reference List is a list of information sources that have been referred to in your work. Use this term rather than Bibliography which is a list of additional non-referred-to reading.

At the end of your work list the full references of all your sources. The list must

- Include all your references
- Be in alphabetical order
- Be one list only; don’t separate out the references into types of references.
- Have each reference following the correct format. This depends on what kind of source it is. References for journal articles, books, websites etc. all have slightly different formats.

To create a reference in the UWL Harvard style you must

- Have all of the information needed to make up the reference
- Choose the correct format template to fit it into and follow it exactly.

Which template?

Choose the correct template from those listed below and follow it exactly.

For any Template, make sure you

- Have all the information
- Have all the information in the right order
- Include the correct punctuation, brackets and use of italics. If it indicates a comma goes here, don’t miss it out or put a semi-colon instead!

Book


This information should be on the front and the back of the ‘title page’ just inside the cover of the book. Don’t include an edition statement if this is the first edition. Note commas, brackets, full-stops, the colon and italics.
Chapter from an edited book

Some books are a collection of individually authored chapters. The book itself will have one or more editors. **You must reference the chapter.** In text: the chapter’s author: Ake (2002).


Include ‘and’ between 2 authors or editors; or between the last two if there are three or more.

An e-book (a book readable online)


Very Important!
[Online]. **Available at:** and **[Accessed: ]** must **always** be included in the reference and in **all** on-line references.

*Kindle E-book*


An article from a printed journal

A journal article reference has some slightly different information to include, such as the name of the journal in which the article was published; the volume and issue (journals have weekly, monthly or quarterly issues which are grouped in Volumes) and the article’s page numbers (first and last). **Note carefully** the punctuation and italics.

An article from an online journal

If you have read or download an article from a journal published on-line, then your reference requires some additional information:


**Very Important!**
[Online]. Available at: and [Accessed: ] must always be included in the reference and in all on-line references.

Web page or document


Note very carefully the punctuation.
Reference the specific page: give the page or document’s exact title and its specific web-address.

**Very Important!**
[Online]. Available at: and [Accessed: ] must always be included in the reference and in all on-line references.

Newspaper article


If the article is on-line:

This follows the Book reference template.  
**Clinical Guidelines:** Include [Clinical Guideline] after the title. If the report/guideline is on-line then remember to include [Online]. Available at: and [Accessed: ]

**Systematic review of research**


*Very Important!* [Online]. Available at: and [Accessed: ] must always be included in the reference and in all on-line references.

**Law report**


*Name 1 v Name 2* (year) vol. no. abbreviated form of law report page no

Use of round or square brackets for year depends on whether year significant or not in finding case (square brackets if year IS significant).

**Statute**


In text: The statute (Great Britain. *Data Protection Act 1998*) laid down.....

**Thesis**

Paper from a collection of Conference Proceedings


Classroom Presentation

Forster, M. (2013) Finding the research evidence in Midwifery. [Classroom PowerPoint Presentation].

From UWL Online (Blackboard)


Treat the item as any other on-line source using the web-address of UWL Online.

Audio-visual sources


In text:
Hitchcock’s portrayal of phobia in his 1958 film Vertigo (Vertigo 2003)....
The band’s finest album, What’s the story Morning Glory (Oasis 1995)....

ESADM & LCM students may need to use BUFVC guidelines for referencing moving image & sound. These can be found at: bufvc.ac.uk/avcitation/guidelines

Photograph

E-Mail

Jones, P. (jones@jones.com) (2005) _Mobile phone developments_. [Email]. Message to R G. Schmit (r.g.schmit@syy.ac.uk). [Sent: 7 June 2005, 08:13.]

In text: Jones (2005)

Social Media

Twitter, Facebook and other Social Media can be referenced in a standard way

Author (year of publication) _Full tweet/comment_. [Name of social medium]. date written [Online]. Available at: URL [Accessed: date].

@Science (2011) Scientists discover that brains of tiny spiders are so big they overflow into their legs. [Twitter]. 16 November [Online]. Available at: http://twitter.com/#!/WorldView12/status/148359207257767936 [Accessed: 16 December 2011].

In text: Author (year of publication)

Ignore ‘@’ when deciding where to place the reference in the alphabetic reference list. The example above will go under ‘S’.

Blogs


Unpublished, Yet to be Published or Internally Published Sources


Local NHS Trust (2012) _Diabetes and steroid prophylaxis against RDS_. [Internal Guideline].
Example of a Reference List


Remember that the list must be in alphabetical order.
Don’t separate out the different kinds of reference

**USING REFWORKS (Referencing software)**

When you search our book catalogue and databases to find books, clinical guidelines, articles and research papers, you will need to save the details to create your ‘Reference List’. This describes in detail the sources of the information you used in your assignment or dissertation. You can do this ‘manually’ by copying, pasting and re-arranging the details,…or you can use RefWorks to do the work for you.

RefWorks will allow you to save the details from your searches and create Reference Lists in Microsoft Word in the UWL referencing ‘style’ which can be copied into your work.

**Getting Started**

Go to

[www.refworks.com](http://www.refworks.com)

There may also be links through Blackboard, the Student portal and browsers on UWL PCs.
and click to **Login** if necessary to get to the log-in screen:

![Login Screen]

**Creating an Account**

If you are new to RefWorks, before you can begin you must **register**. You must do this on UWL premises. After this RefWorks can be used externally.

![Registration Screen]

It’s wise to enter your usual (e-mail) ones when they ask for a username and password.

Your account is empty for the moment. You can give it structure by creating ‘**Folders**’ in which you can store references for different assignments.

![New Folder]

There is also a **Last Imported** folder where the references from your last database or catalogue search are stored till you decide which folder to move them to.

Your account is empty for the moment. You can give it structure by creating ‘**Folders**’ in which you can store references for different assignments.
Importing References

Journal Databases

After completing your database search, select your references for saving as usual. As well as having options for e-mailing the selected references or printing them, most databases have an ‘Export’ function which will have an Export to RefWorks option. If you have your RefWorks account open, the references will automatically be exported into it in the Last Imported folder.

For example: Medline:

Then...

If you have your RefWorks account open, the references will automatically be exported into it in the Last Imported folder.

Book Records from the Library catalogue

You can import book references from the UWL Library catalogue
Click Search on the top menu and select Online catalogue or database
Select ‘University of West London Library’ and enter search terms.

Select from the results and click on **Import**

The references will be deposited in the **Last Imported** folder.

**Managing the References within RefWorks**

Create a new Folder by clicking the icon above. You can give it a relevant name (of an assignment or module?). And then transfer the references from the **Last Imported** folder. Select them for transfer from the **Last Imported** folder:

Then….

We can now transfer them to our assignment's folder:

This will expand the list of folders you have in your account. **Click the name of the Folder** you want to transfer them to.
Creating a Reference List

You can 'export' a folder's content into a word file in the form of a reference list. When within the folder, click on Create Bibliography.

On the next screen...

1. Select the referencing style (UWL Harvard - this will make your list match the University's style, but it's worth double-checking)

2. Select the file type (e.g. Word)

3. Then click Create Bibliography.

A list of properly formatted references will be created as a Word file for you to save, print, or email as required.
What if 'UWL Harvard' is not in the List of Output Styles?

If UWL Harvard isn't in your list of favourites, click here

On the next screen.....

Scroll down till you see UWL Harvard, then click it to highlight.

From now on UWL Harvard will appear in the list of options.

Write and Cite

Part of the RefWorks programme called Write and Cite interacts with Microsoft Word, so that you will be able to insert citations in the text wherever you make a reference to a particular author and create a reference list from the cited references at the end of your piece of work.

Click on Tools at the top of the main screen in RefWorks and select Write-N-Cite. Follow the steps to download it if it isn't already downloaded to Word on your computer. You'll find it under the 'add-ins' menu in Word.