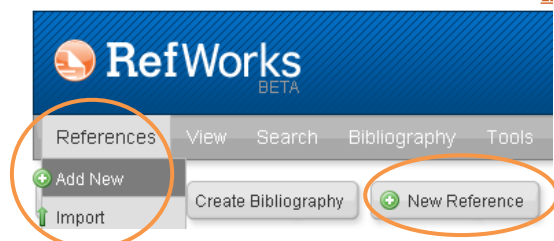


Adding a reference manually into RefWorks

There are some databases from which you are unable to export information. If this is the case then you can enter the information manually.

- From the References menu – select **Add New**.
(or alternatively click on the **New Reference** button)
- A new window will open up:



Select a Citation Style from the **View fields used by:** options (e.g. Teesside University: Harvard Style)

Select a **Ref Type** that is appropriate for the resource you are adding (e.g. Journal Article)

You can then add the information to the relevant sections in the form.

Click on **Save Reference** at the bottom of the form.

A screenshot of the 'Add New Reference' form in RefWorks. The form has a blue header with the title 'Add New Reference' and a close button. Below the header, there are two dropdown menus: 'Fields used by' (set to 'Teesside University: Harvard Style (Guide-line only)') and 'and Reference Type' (set to 'Journal Article'). A link 'About this style' is next to the first dropdown. Below these are several text input fields: 'Authors:', 'Title:' (with a rich text editor toolbar), 'Periodical, Full:', 'Pub Year:', 'Volume:', 'Issue:', 'Start Page:', and 'Other Pages:'. At the bottom left, there are sections for 'Add to folder' (with a dropdown menu) and 'Attachments' (with a 'Choose File' button). A 'Additional Fields' section is partially visible. At the bottom right, there are two buttons: 'Save Reference' and 'Save & Add New'.