quick start guide

RefWorks

What is Refworks?

Refworks enables you create your own personal database of references. You can use these references when writing your assignments in Word to automatically create a bibliography or reference list. You can:

- Save and store your references after searching Discover@Bolton or other databases
- Add references direct to Refworks from other websites
- Organise your references into folders
- Create bibliographies and reference lists without typing out citations*
- Choose the referencing style that you need, e.g. Harvard, APA, OSCOLA.

* Citations are references cited in the body and/or end of your document or research.

Where can I find Refworks?

There are two options via the Library website https://www.bolton.ac.uk/library/Home.aspx:

1. Via the Library Databases A-Z list. Choose the first entry that you see for Refworks.

2. From within Discover@Bolton. Click on Refworks Log In in the top right of the Discover@Bolton webpage.
Create your Refworks account

However you choose to access Refworks, when you first click on the link you must create an account. Click Create account at the bottom of the box.

Enter your University email and click check. You can choose any password you like. You will then be sent a verification email to your University email account. Go to your email and click on the verification link. Your account will then be set up. Next time you click on the link, simply enter your email and password in the login boxes.

You may find it more convenient to access Refworks from within Discover@Bolton as you can add your search results quickly and easily by clicking on the folder icon by each of your required results.

Further help

This cribsheet is a very brief introduction to help you locate Refworks and create an account.

For details about all how to use Refworks effectively, login and click on the question mark on the top right of the page. Have a look at the Video Tutorials. There is a live chat support service within Contact Support. You can also email the Refworks support team.

For help during Library opening hours, please speak to a member of staff at the Library Desk. You can also contact your Academic Librarian. Telephone: 01204 903232 or email subjecthelp@bolton.ac.uk.