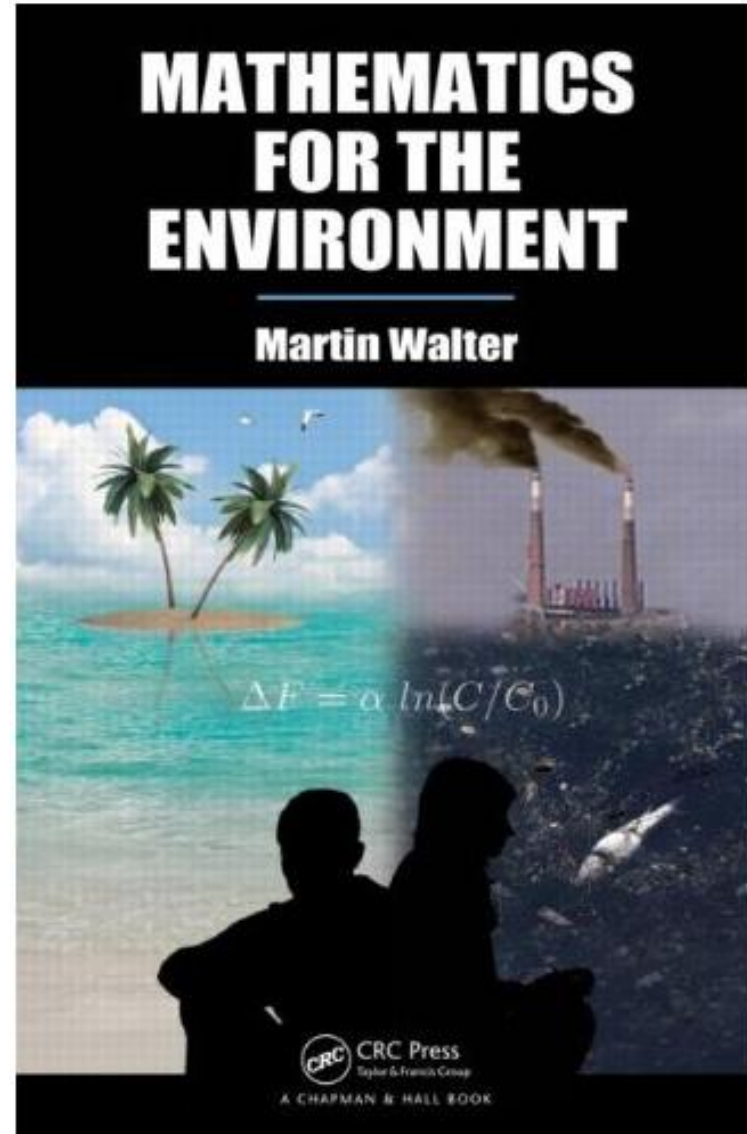


HOW TO INPUT YOUR REFERENCE: Manual Input

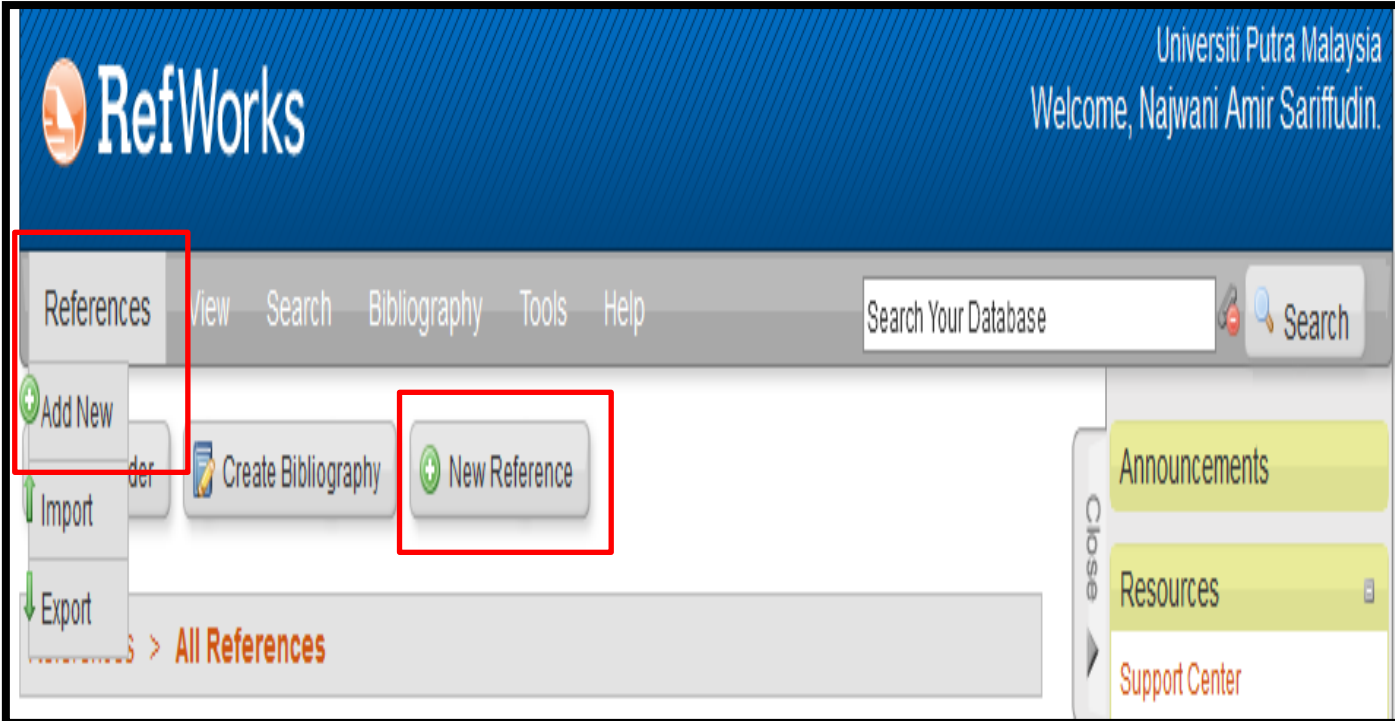
Example:

Add reference information for this book



HOW TO INPUT YOUR REFERENCE: Manual Input

Click on **New Reference**
OR
click on **References** ,
then select **Add New**



The screenshot displays the RefWorks web interface. At the top left is the RefWorks logo. At the top right, it says "Universiti Putra Malaysia" and "Welcome, Najwani Amir Sariffudin." Below the logo is a navigation menu with "References", "View", "Search", "Bibliography", "Tools", and "Help". A search box labeled "Search Your Database" is on the right. A dropdown menu is open under "References", showing "Add New", "Import", and "Export". A "Create Bibliography" button is visible. A "New Reference" button is highlighted with a red box. On the right side, there are sections for "Announcements", "Resources", and "Support Center".

HOW TO INPUT YOUR REFERENCE: Manual Input

Add New Reference screen will be displayed.

1. Select the a Citation Style at **Fields used by**
e.g. APA 6th – American Psychological Association, 6th Edition
2. Select the **Reference Type**
e.g. Book, Whole
3. Enter the information from your reference in the appropriate fields.
4. Click on **Save Reference** at the bottom of the page.
OR
5. Click on **Save & Add New** to add another reference.

Universiti Putra Malaysia

Add New Reference

Fields used by: **APA 6th - American Psychological Association, 6th Edition** [About this style](#)

and Reference Type: **Book, Whole**

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Book Title:

Pub Year:

Editors:

Edition:

Publisher:

Place of Publication:

Translators:

DOI:

Original/Translated Title:

Completed
This reference has been saved.

HOW TO INPUT YOUR REFERENCE: Manual Input

6. To view the reference, click **View**, then select **All References**

The screenshot displays a reference management application interface. At the top, there is a menu bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar on the right contains the text 'Search Your Database'. Below the menu bar, a dropdown menu is open under 'View', showing options: 'All References', 'My List', 'Duplicates', and 'Deleted References'. A red callout box with the number '6' points to the 'All References' option. The main area shows a list of references. The first reference is 'Ref ID 1' with the title 'Journal Article Reference 1 of 2'. The second reference is 'Ref ID 2' with the title 'Book, Whole Reference 2 of 2'. The details for 'Ref ID 2' are highlighted with a red box. On the right side, there is a sidebar with sections: 'Announcements', 'Resources' (including 'Support Center' and 'Webinars'), 'Folders' (including 'My List', 'Not In Folder (1)', and 'Last Imported (1)'), 'Quick Access' (including 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References'), and 'Statistics' (showing 'Reference(s)', 'Folder(s)', 'Shared Item(s)', 'Attachment(s)', and '104857600 bytes used').

References

View Search Bibliography Tools Help

Search Your Database Search

New Folder My List New Reference

References > Duplicates Deleted References

References Organize & Share Folders

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

Ref ID 1 Journal Article Reference 1 of 2

Ref Type Journal Article
Source Type Print(0)
Output Language Unknown(0)
Authors [Bruce, Christine Susan](#)
Folders [Last Imported](#)
Title Workplace experiences of information literacy
Periodical, Full [International Journal of Information Management](#)
Periodical, Abbrev [Int.J.Inf.Manage.](#)
Pub Year 1999
Volume 19
Issue 1
Start Page 33
Other Pages 47
Publisher Elsevier
Data Source google
Created 10/24/2014 10:18:05 am Local Timezone (GMT +8hr)
Last Modified 10/24/2014 10:18:05 am Local Timezone (GMT +8hr)

Ref ID 2 Book, Whole Reference 2 of 2

Ref Type Book, Whole
Source Type Print(0)
Output Language Unknown(0)
Authors [Walter, Martin](#)
Book Title Mathematics for the environment
Pub Year 2011
Publisher CRC Press
Place of Publication Boca Raton, Florida
Created 10/28/2014 8:18:00 am Local Timezone (GMT +8hr)
Last Modified 10/28/2014 8:31:26 am Local Timezone (GMT +8hr)

Announcements

Resources
Support Center
Webinars

Folders
My List
Not In Folder (1)
Last Imported (1)

Quick Access
Advanced Search
Import
Export
Create Bibliography
Print References

Statistics
Reference(s)
Folder(s)
Shared Item(s)
Attachment(s)
/ 104857600 bytes used.