

HOW TO CREATE BIBLIOGRAPHY:

Create a List of References with a citation style

1. Click on **Create Bibliography**

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the text 'Universiti Putra Malaysia Welcome, Najwani Amir Sariffudin.' is on the right. Below the logo is a navigation menu with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar labeled 'Search Your Database' is on the right. Below the navigation menu are three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. The 'Create Bibliography' button is highlighted with a red callout containing the number '1'. Below the buttons is a breadcrumb trail 'References > All References'. The main content area shows a list of references. The first reference is 'Ref ID 1' with details: Authors: Bruce, Christine Susan; Title: Workplace experiences of information literacy; Source: Int.J.Inf.Manage., 1999, 19, 1, 33-47, Elsevier; Folders: Last Imported;. The second reference is 'Ref ID 2' with details: Authors: Walter, Martin; Book Title: Mathematics for the environment; Source: 2011, CRC Press, Boca Raton, Florida. On the right side, there are several panels: 'Announcements', 'Resources' (with links to Support Center and Webinars), 'Folders' (with 'My List', 'Not In Folder (1)', and 'Last Imported (1)'), and 'Quick Access' (with links to Advanced Search, Import, and Export).

HOW TO CREATE BIBLIOGRAPHY:

Create a List of References with a citation style

2. You may select
References to Include
From All References:

- Selected
- Page
- All in list

3. Select an **Output Style**
e.g. APA 6th –
American Psychological
Association, 6th Edition

Universiti Putra Malaysia
Welcome, Najwani Amir Sariffudin.

References View Search Bibliography Tools Help

Search Your Database

New Folder Create Bibliography New Reference

Create a bibliography from a list of references

References to Include From **All References**: Selected (0) Page (2) All in List (2)
You can select a different folder from the folder area to the right of this window.

Select an Output Style APA 5th - American Psychological Association, 5th Edition Preview

Select a File Type HTML

Need [Help](#) creating a bibliography from a list of references?

Favorites

- APA 5th - American Psychological Association, 5th Edition
- APA 6th - American Psychological Association, 6th Edition**
- Chicago 15th Edition (Author-Date System)
- Council of Science Editors - CSE 7th, Citation-Sequence
- Council of Science Editors - CSE 7th, Name-Year Sequence
- Harvard
- Harvard - British Standard
- MLA 7th Edition
- Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals
- Vancouver

Universiti Putra Malaysia Specific

Announcements

Resources

Support Center

Webinars

My List

Not In Folder (1)

Last Imported (1)

Quick Access

- Advanced Search
- Import
- Export
- Create Bibliography
- Print References

HOW TO CREATE BIBLIOGRAPHY:

Create a List of References with a citation style

4. **Select a File Type**
from drop down menu.
e.g. Word for Windows
2000 or later)

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the user's name 'Universiti Putra Malaysia Welcome, Najwani Amir Sariiffudin.' is on the right. Below the header is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar labeled 'Search Your Database' is also present. The main content area features three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. A dialog box titled 'Create a bibliography from a list of references' is open, showing options for 'References to Include From' (Selected (0), Page (2), All in List (2)), 'Select an Output Style' (APA 6th - American Psychological Association, 6th), and 'Select a File Type' (HTML, Text, HTML, Rich Text Format (RTF), Word for Mac (98 or later), Word for Windows (2000 or later), OpenOffice.org Writer (.odt)). A red callout box with the number '4' points to the 'Word for Windows (2000 or later)' option in the file type dropdown. The right sidebar contains sections for 'Announcements', 'Resources', 'Support Center', 'Webinars', 'Folders' (My List, Not In Folder (1), Last Imported (1)), and 'Quick Access' (Advanced Search, Import, Export, Create Bibliography, Print References).

HOW TO CREATE BIBLIOGRAPHY:

Create a List of References with a citation style

5. Once done, click on **Create Bibliography**

RefWorks

Universiti Putra Malaysia
Welcome, Najwani Amir Sariffudin.

References View Search Bibliography Tools Help

Search Your Database Search

New Folder Create Bibliography New Reference

Create a bibliography from a list of references

References to Include From **All References**: Selected (0) Page (2) All in List (2)
You can select a different folder from the folder area to the right of this window.

Select an Output Style Preview

Select a File Type

Need [Help](#) creating a bibliography? Did you want to [format a paper and bibliography](#) instead of creating a bibliography from a list of references?

Manage Output Styles Create Bibliography

Announcements

Resources

Support Center

Webinars

Facebook Twitter

Folders

My List

Not In Folder (1)

Last Imported (1)

Quick Access

Advanced Search

Import

Export

Create Bibliography

Print References

HOW TO CREATE BIBLIOGRAPHY: Create a List of References with a citation style

6. Click on **OK** to view the result.
7. “Click here” if you not receive a file download prompt.

The screenshot shows the ProQuest interface for creating a bibliography. A dialog box titled "Create a bibliography from a list of references" is open, showing options for "References to Include" (Selected, Page, All in List), "Output Style" (APA 6th - American Psychological Association, 6th), and "File Type" (Word for Windows (2000 or later)). A "Create Bibliography" button is visible. A second dialog box, "Opening PSAS-RefList.doc", is overlaid on top, showing options to "Open with" Microsoft Word (default), "Save File", or "Do this automatically for files like this from now on." A red callout box labeled "6" points to the "OK" button in the "Opening PSAS-RefList.doc" dialog. Another red callout box labeled "7" points to the "Complete" button in a green notification box at the bottom right. The notification box contains the text: "Bibliography Complete. If you do not receive a file download prompt [click here](#) or if you'd like the file emailed to you [click here](#)."

References > All References

References Organize & Share Folders

References to Use Selected Page All in List

Sort by Authors, Primary Change View Standard View

Create a bibliography from a list of references

References to Include From All References: Selected (0) Page (5) All in List (5)
You can select a different folder from the folder area to the right of this window.

Select an Output Style APA 6th - American Psychological Association, 6th Preview

Select a File Type Word for Windows (2000 or later)

Need Help creating a bibliography? Did you want to [format a paper and bibliography](#) instead of creating a bibliography from a list of references?

Manage Output Styles Create Bibliography

Resources
Support Center
Webinars

Folders
My List
Not In Folder (2)
Last Imported (3)

Opening PSAS-RefList.doc

You have chosen to open:
PSAS-RefList.doc
which is: Microsoft Word 97 - 2003 Document (22.5 KB)
from: <http://www.refworks.com>

What should Firefox do with this file?

Open with: Microsoft Word (default)

Save File

Do this automatically for files like this from now on.

6 OK Cancel

7

Complete
Bibliography Complete. If you do not receive a file download prompt [click here](#) or if you'd like the file emailed to you [click here](#).

Ref ID 7 Journal Article Reference 4 of 5
Authors [Stewart, Kristine N.](#); [Basic, Josipa](#)
Title Information encountering and management in information literacy instruction of undergraduate, students
Source [Int.J.Inf.Manage.](#), 2014, 34, 2, 74-79
Folders [Last Imported](#)

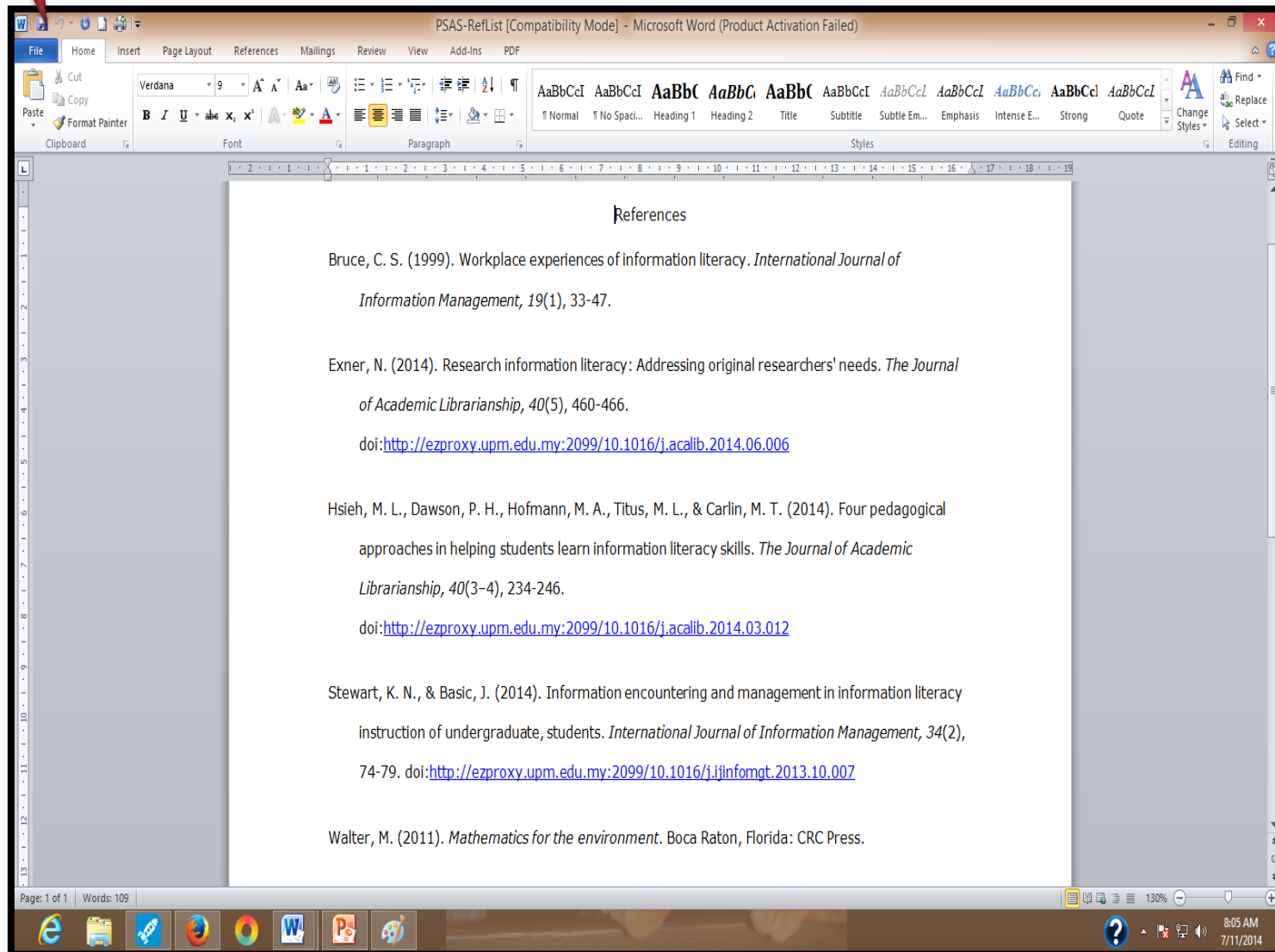
Ref ID 2 Book, Whole Reference 5 of 5
Authors [Walter, Martin](#)
Book Title Mathematics for the environment
Source 2011, CRC Press, Boca Raton, Florida

Copyright 2014, ProQuest LLC. All rights reserved. | [Contact Us](#)

HOW TO CREATE BIBLIOGRAPHY: Create a List of References with a citation style

8

8. Save your references to your computer or disk.



The screenshot shows a Microsoft Word document titled "PSAS-RefList [Compatibility Mode] - Microsoft Word (Product Activation Failed)". The document content is centered and titled "References". It lists five references in a consistent citation style:

- Bruce, C. S. (1999). Workplace experiences of information literacy. *International Journal of Information Management*, 19(1), 33-47.
- Exner, N. (2014). Research information literacy: Addressing original researchers' needs. *The Journal of Academic Librarianship*, 40(5), 460-466.
doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.acalib.2014.06.006>
- Hsieh, M. L., Dawson, P. H., Hofmann, M. A., Titus, M. L., & Carlin, M. T. (2014). Four pedagogical approaches in helping students learn information literacy skills. *The Journal of Academic Librarianship*, 40(3-4), 234-246.
doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.acalib.2014.03.012>
- Stewart, K. N., & Basic, J. (2014). Information encountering and management in information literacy instruction of undergraduate, students. *International Journal of Information Management*, 34(2), 74-79. doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.ijinfomgt.2013.10.007>
- Walter, M. (2011). *Mathematics for the environment*. Boca Raton, Florida: CRC Press.

The Word interface includes the ribbon (File, Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, PDF), the Font and Paragraph toolbars, and the Styles pane. The status bar at the bottom indicates "Page: 1 of 1" and "Words: 109". The Windows taskbar at the very bottom shows the system tray with the time "8:05 AM" and date "7/11/2014".