

Managing Your References Using RefWorks

This course is intended for RWT and WHT colleagues (clinical and non-clinical) that are undertaking work related projects and require a systematic method of storing their references and creating bibliographies.

Course Description:

This session gives an intensive overview of the functions of the RefWorks reference management software, including a live demonstration.

What is Covered:

- What are reference management software tools.
- How to register for RefWorks within the Trust.
- Outline of the functions available in RefWorks.
- Organising your references into folders.
- How to generate a bibliography.
- Introduction to some of the more advanced features of RefWorks.
- Overview of free reference management software.

Course Objectives:

By the end of the session, you will be able to:

- Understand the structure and functions of RefWorks.
- Manually create references for a range of resources (e.g. books, articles, websites)
- Create a RIS file from a database and import the file into RefWorks.
- Organise the references into folders and attach full text articles to the record.
- Select a referencing style and create a bibliographical list (e.g. Harvard, Cite It Rights, Vancouver)
- Understand how to use the Write-n-Cite Function when using Microsoft Word to create a citation and generate a bibliography as you write your document.
- Share folders with colleagues.
- Have awareness of some of the more advanced features of RefWorks, including Ref-Grab-It Tool, editing reference style formats and creating your own reference style.

Learning Methods:

- Presentation.
- Discussion.
- Handouts – circulated electronically.

Pre Course Requirements:

- Be able to conduct simple literature searches and save files in either PubMed or NHS Knowledge and Library Hub databases.
- NHS email and network account.
- Basic IT Skills.
- A current OpenAthens account.

Who Can Attend:

- Any employee of the Royal Wolverhampton NHS Trust (RWT) or Walsall Healthcare NHS Trust (WHT) that are undertaking work related projects within the trust.
- Employees employed by GP practices that have integrated with RWT that are undertaking work related projects within the trust.
- Staff employed by RWT and working for the National Institute for Health and Care Research (NIHR) undertaking work related projects within the trust
- Employees of the Trust undertaking a programme of study with a higher education organisation that would like a refresher on how to use RefWorks.
- Students on placement at RWT or WHT, with access to RefWorks through their higher education organisation.

Duration: 2 hours

Delivery: Group Face-to-Face or via MS Teams.