

## Using Library Citation Tools: RefWorks

### 1. Create a RefWorks account (First time to use)

1.1. Enter your **HKSYU E-mail**  
address;

#### Start using RefWorks

(available at institutions subscribed to RefWorks)

Enter your institutional email to begin

Used to manage your account (e.g. log into the website and reset forgotten passwords) and receive system emails. We will not publicly display your email.

Check

Need help creating an account?  
Visit the knowledge center

1.2. Click **Check**;

1.3. Create your own password;

- Use at least 6 or more characters

(Only letters and numbers allowed).

#### Good news! RefWorks is available at Hong Kong Shue Yan University.

Enter a password to create a new account.

Required \*

Password \*

Use at least 6 or more characters (only letters and numbers allowed). \*

Personal data (such as name, e-mail and other information connected to you) provided to ProQuest by you or your institution in connection with your institution's RefWorks subscription is used by ProQuest only for purposes of providing the RefWorks service. For data protection and privacy regulation purposes, your institution is the data controller and ProQuest processes the data pursuant to a contract between ProQuest and your institution.

1.4. Check your HKSYU mailbox;

1.5. Check e-mail from RefWorks to  
confirm your RefWorks account.

To confirm your RefWorks account, click this link:

<https://refworks.proquest.com/account/activate.html?eml=activation&token=979be1c1-85c4-47c4-880c-6ed8f13f7cfa>

If clicking it doesn't work, cut and paste this link into the address bar of your browser.

If you didn't register for RefWorks simply hit the delete button and we'll pretend this never happened.

Best,

- The RefWorks Team

If you have any concerns, please contact us at <https://www.proquest.com/contact/general-contact.html>

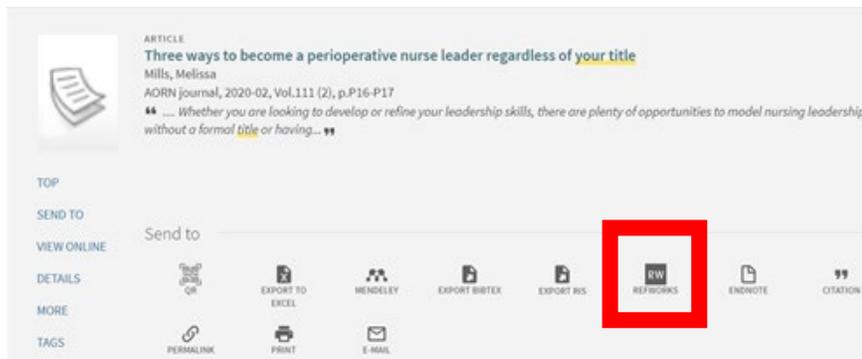
## 2. Exporting references from Discover@ShueYan

2.1. Enter your search term in Discover@ShueYan;



- Go to Library website -> Help -> [User Education](#) to know more about library searching skills

2.2. Click a searched item and select **RefWorks**;



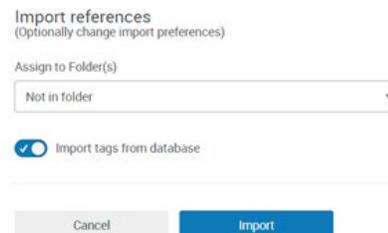
2.3. Click “Yes” to import a citation record to RefWorks;



2.4. Login to your RefWorks account;

2.5. Check the import references,  
and click “**Import**”;

- Should select “**Import tags from database**”).



2.6. This message will be shown:

Import complete

- We've saved 1 document in your library.

OK

It means the record has been imported successfully.

3 minutes ago

Ref ID: 13  
Mills, Melissa. (2020). Three ways to become a perioperative nurse leader regardless of your title  
[Nursing](#)

### 3. Exporting references from Google Scholar

3.1. Enter your search term(s) in Google Scholar;

Google Scholar

search terms



Articles  Case law

Stand on the shoulders of giants

3.2. Click “Cite”;

#### Relevance weighting of search terms

SE Robertson, KS Jones - *Journal of the American Society for ...*, 1976 - Wiley Online Library

This paper examines statistical techniques for exploiting relevance information to weight **search terms**. These techniques are presented as a natural extension of weighting methods using information about the distribution of index **terms** in documents in general. A series of ...

☆ Save **Cite** Cited by 2991 Related articles All 11 versions

Find@HKSYU

3.3. Click **RefWorks** to export the record.

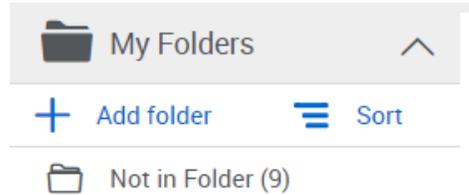
× Cite

[BibTeX](#) [EndNote](#) [RefMan](#) [RefWorks](#)

#### 4. Organizing citations / references into folders

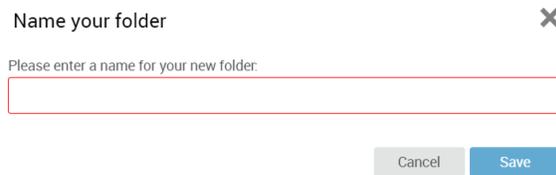
Creating folders can help you to organize your references and create a list of references effectively.

4.1. Go to “**My Folder**”;

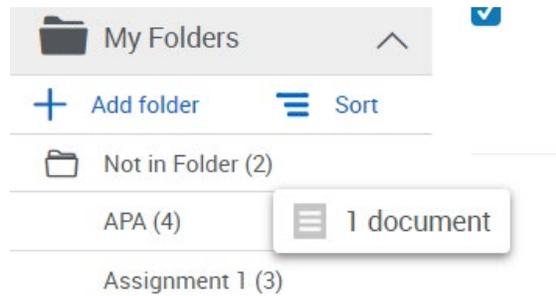


4.2. Select “**Add folder**”;

4.3. Name your folder;



4.4. **Drag and drop** references into the subfolder.



## 5. Creating in-text citations/bibliography

After you have put all your references into the folder, you can create a bibliography/in-text citations by following these steps.

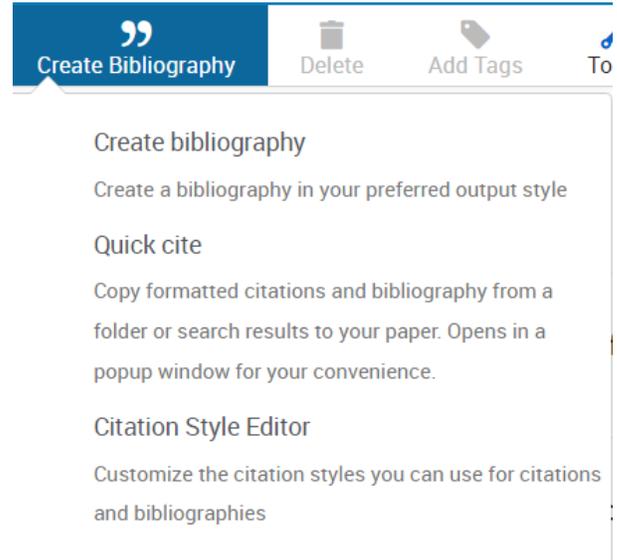
- 5.1. Open your subfolder;
- 5.2. Click on the (”) icon to create a Bibliography;

- Create Bibliography

Create a bibliography in your preferred output style

- Quick cite (Recommend)

Copy formatted citations and bibliography from a folder or search results to your paper. A popup window will be opened for your convenience.



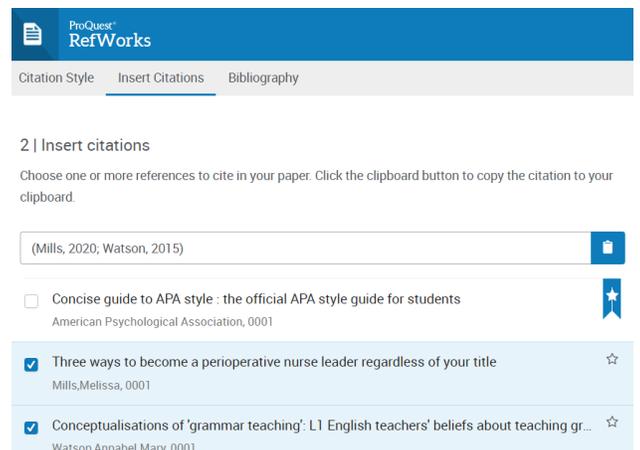
- 5.3. Select citation style (APA 7<sup>th</sup>)

In general, we recommend you select this citation style:

- APA 7<sup>th</sup> – No Case Changes (No Title Casing), DOI: <https://doi.org/>

To make an insert citation:

- 5.4. Choose **one or more** references to cite in your paper;
- 5.5. Click the **clipboard button** to copy the citation to your clipboard;



To create a bibliography (i.e., list of references)

5.6. Click “**Bibliography**” and **select include all;**

5.7. Copy and paste the bibliography into your document.

**MUST review the list of references, don’t just copy and paste.**

ProQuest  
RefWorks

Citation Style   Insert Citations   **Bibliography**

3 | Add your bibliography  
Copy and paste the bibliography into your document.

include all

References

American Psychological Association. (2020). *Concise guide to APA style : the official APA style guide for students* (Seventh edition. ed.). Washington, DC : American Psychological Association.

Mills, M. (2020). Three ways to become a perioperative nurse leader regardless of your title. *AORN Journal*, 111(2), 16-17. <https://doi.org/10.1002/aorn.12973>

Watson, A. M. (2015). Conceptualisations of 'grammar teaching': L1 English teachers' beliefs about teaching grammar for writing. *Language Awareness*, 24(1), 1-14. <https://doi.org/10.1080/09658416.2013.828736>

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6. Review the list of references, and make necessary amendments.

Useful Link:

American Psychological Association. (2019). *References*. <https://apastyle.apa.org/style-grammar-guidelines/references>

Victoria University. (2021, August 10). *APA 7th Referencing: Books*. <https://libraryguides.vu.edu.au/apa-referencing/7Books>

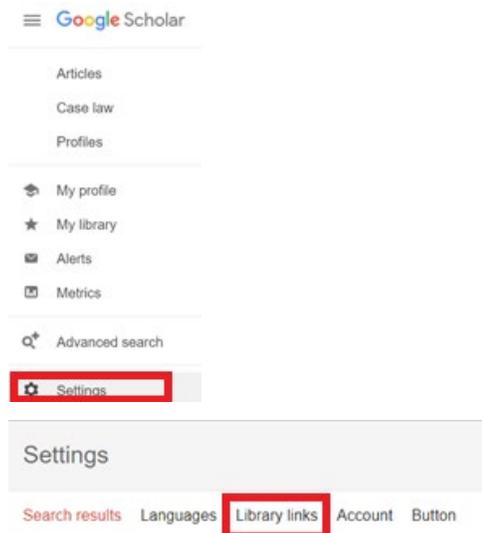
Victoria University. (2021, August 10). *APA 7th Referencing: Journal Articles*. <https://libraryguides.vu.edu.au/apa-referencing/7JournalArticles>

Victoria University. (2021, August 10). *APA 7th Referencing: Webpages*. <https://libraryguides.vu.edu.au/apa-referencing/7Webpages>

## Additional Skill: Link to the HKSYU Library in Google Scholar

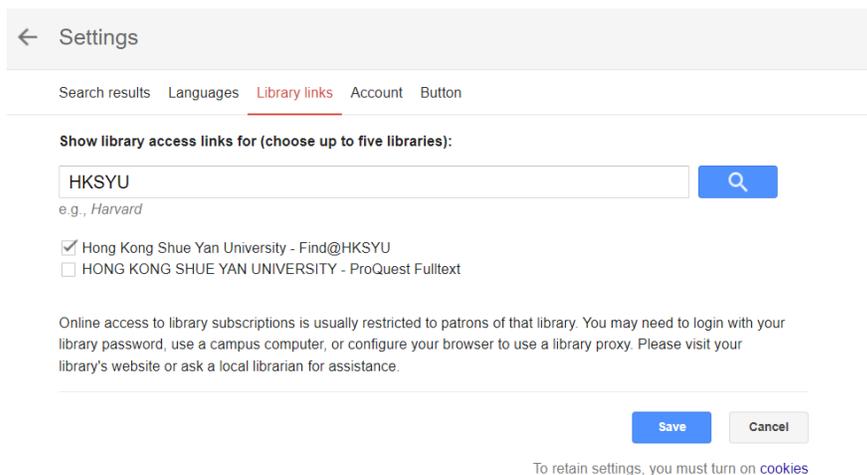
6.1. Log in to your Google account;

6.2. Click “Settings”;



6.3. Click “Library links”;

6.4. Enter “HKSYU” and click “Hong Kong Shue Yan University – Find@HKSYU”, then save;



6.5. You can find and access all HKSYU library items by clicking “Find@HKSYU” in Google Scholar.

"What's your title?" - 'The Turn of the Screw.'

R Sawyer - Studies in short fiction, 1993 - go.gale.com

The **title** of Henry James' 'The Turn of the Screw' may offer insight to the credibility of the governess in the story. 'Turning the screw' is an expression that dates to the Inquisition, as torturers literally turned a screw into the limbs of their victims to extract a confession. The ...

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