

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>

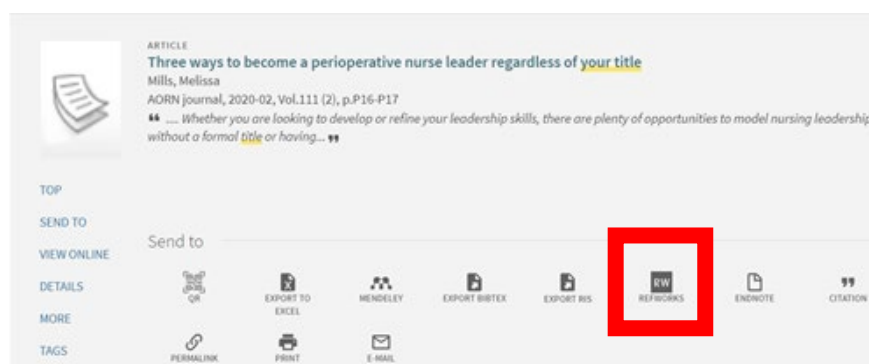
2. Exporting references from Discover@ShueYan

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**;



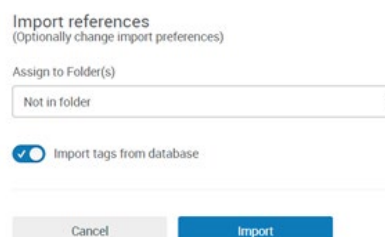
2.3. Click “Yes” to import a citation record to RefWorks;



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. 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

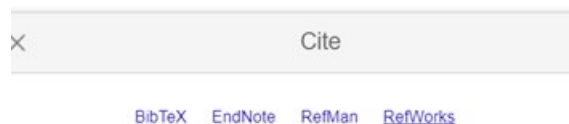
SE Robertson, KS Jones - Journal of the American Society for ..., 1976 - Wiley Online Library

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 ...

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Find@HKSJU

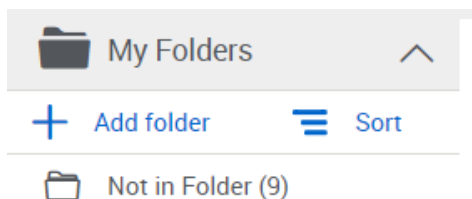
3.3. Click **RefWorks** to export the record.



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**”;

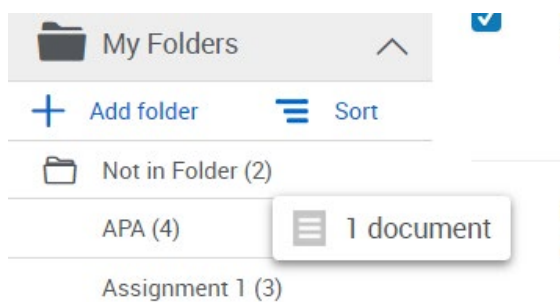
4.3. Name your folder;

Name your folder ✕

Please enter a name for your new folder:

Cancel Save

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.

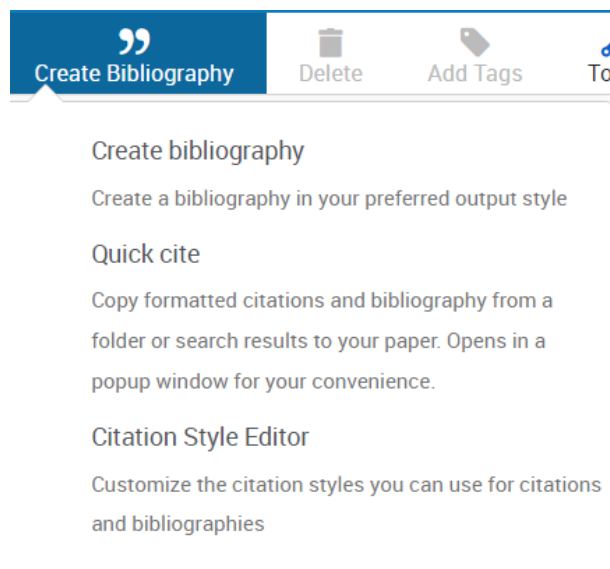
- 5.1. Open your subfolder;
- 5.2. Click on the (") icon to create a Bibliography;

- 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.



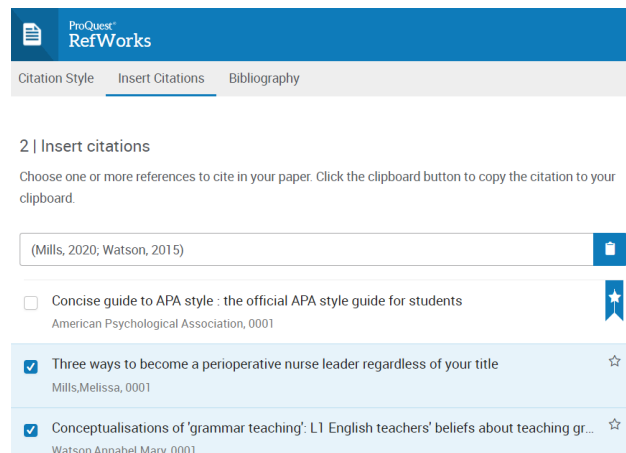
- 5.3. Select citation style (APA 7th)

In general, we recommend you select this citation style:

- APA 7th – 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;

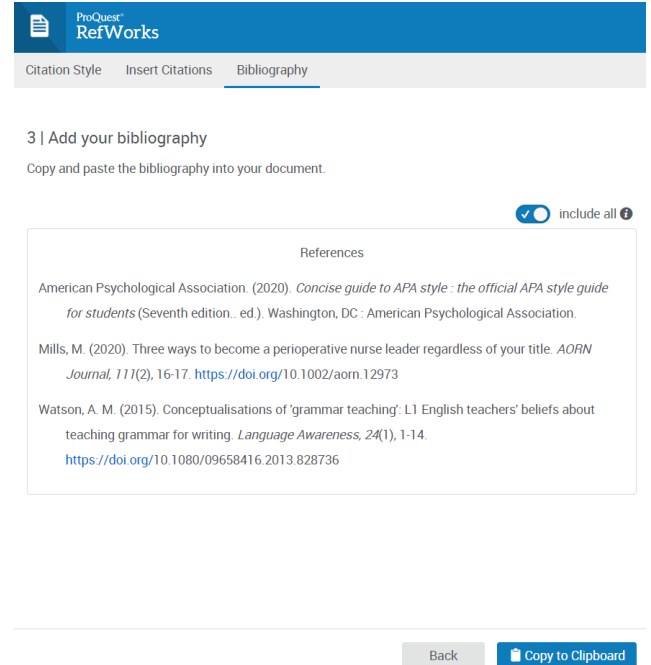


To create a bibliography (i.e., list of references)

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.



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>

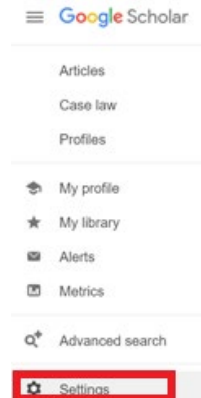
Victoria University. (2021, August 10). *APA 7th Referencing: Journal Articles*. <https://libraryguides.vu.edu.au/apa-referencing/7JournalArticles>

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;

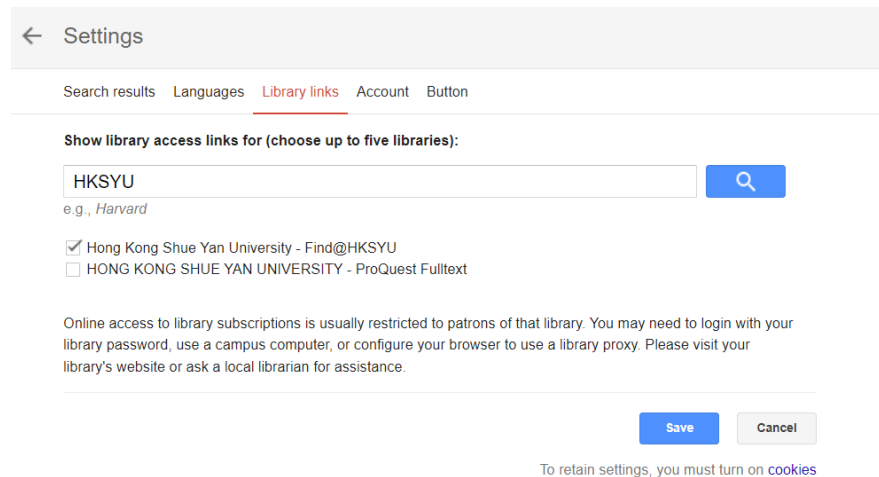
6.2. Click “Settings”;



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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