

Bibliographical references management program *RefWorks*

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What are bibliographical reference?

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Searching for scientific literature, collecting references to sources, articles, books, their bibliographic records, etc.

It is easy to get lost in the large amount of information collected, and there is a need to organise information so that it can be found, accessed or shared more quickly.



Bibliographic reference are data about a document that describe and identify the document.

For example: title, author, place of publication, year of publication, etc.

Bibliographical reference management programs

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Bibliographical reference management programs are used to simplify management of bibliographical information.

For example:

- Preservation of documents;
- Preservation of bibliographical references from library catalogues, databases or other resources;
- Option to include references to cited resources by a click of mouse;
- Program can generate list of references according to selected citation style.

Bibliographical reference management programs

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Subscribed:

- *RefWorks*
<https://refworks.proquest.com>
- *EndNote*
<http://myendnoteweb.com>



Free of charge:

- *Mendeley*
<http://www.mendeley.com>
- *Zotero*
<http://www.zotero.org>



zotero

-
- **Create a personal database online.** Store an unlimited number of records accessible from any computer linked to the Internet. No downloading software or installation required.
 - **Import references automatically from multiple databases.** Search results from a wide variety of databases can be automatically exported into RefWorks with the click of a button.
 - **Organize and manage references.** Sort and file references quickly and easily using folders, duplicate search, and author, keyword, and periodical indexes.
 - **Share references.** Using the Internet, easily collaborate with members of your own institution or globally with other researchers, faculty members, or students.
 - **Format bibliographies and manuscripts in seconds.** Save hours of typing time and decrease the number of errors made when creating tedious bibliographies. Easily make changes to your paper and reformat in seconds.

***RefWorks* functionalities – preservation of bibliographical information**

There are several options to preserve bibliographic information in RefWorks:

- direct transportation of bibliographic records from databases;
- Preparation of bibliographical references manually;
- records transportation from other reference management programs.

Create your RefWorks Account

ProQuest[®]
RefWorks

Login For Researchers For Institutions Language (English) ▾

Making research easier

Sign in to use RefWorks

Enter your email address

Enter your password Show

[Forgot your password?](#)

Sign In

▾

- Login: <https://refworks.proquest.com>
- User who login for the first time should create personal account. Select **Create account**, fill in the form provided and create user account.

RefWorks

The screenshot displays the ProQuest RefWorks web interface. At the top, the browser address bar shows the URL <https://refworks.proquest.com/library/all/>. The page header includes the ProQuest RefWorks logo, the text "Kaunas University of Technology", and a language dropdown menu set to "Language (en)".

The main content area is titled "All Documents" and features a toolbar with icons for adding, creating folders, sharing, quoting, deleting, tagging, and a search icon. Below the toolbar, there is a "Select all" checkbox and a "All Documents" button. The central part of the page is dominated by a large, light gray circular area containing a document icon and the text "Drop files here or use the + icon".

On the left side, a sidebar menu lists various document management options: "All Documents", "Search Databases", "Last Imported", "Sharing", "My Folders", "Tags", and "Deleted".

At the bottom of the interface, a status bar indicates "Viewing 0 references".

Direct references upload from databases

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Siųsti į



QR



EXCEL



MENDELEY



SAUGOTI RIS



REFWORKS



ENDNOTE



CITAVIMAS



NEKINTANTI
NUORODA



SPAUDINTI



SIŪSTI EL. PAŠTU



kauno
technologijos
universitetas

BIBLIOTEKOS KATALOGAS

RODYKLĖS | PAIEŠKA | PAIEŠKOS REZULTATAI | ANKŠTESNĖS PAIEŠKOS | E. LENTYNA | NAUJI LEIDINIAI

Įrašas

[Išsaugoti / siųsti](#) | [e. lentyna](#) | [RefWorks](#) | [Pagalba leidinių užsakymams](#)

+ Add to Mendeley [Share](#) [Cite](#)

<https://doi.org/10.1016/j.tate.2021.103432>

Highlights

- Learning by designing an...
in teacher education prog...

- > Save to Refworks
- > Export citation to RIS
- > Export citation to BibTeX
- > Export citation to text

Result List Refine Search 2 of 26,828

Export Manager

Save

E-mail

Number of items to be saved: 1

Save citations to a file formatted for:

- Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Generic bibliographic management software
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format
- Direct Export to RefWorks
- Direct Export to EndNote Web
- Direct Export to EasyBib
- Download CSV
- Direct Export to NoodleTools

Save

Cancel

Tools

Google Drive

Add to folder

Print

E-mail

Save

Cite

Export

Create Note

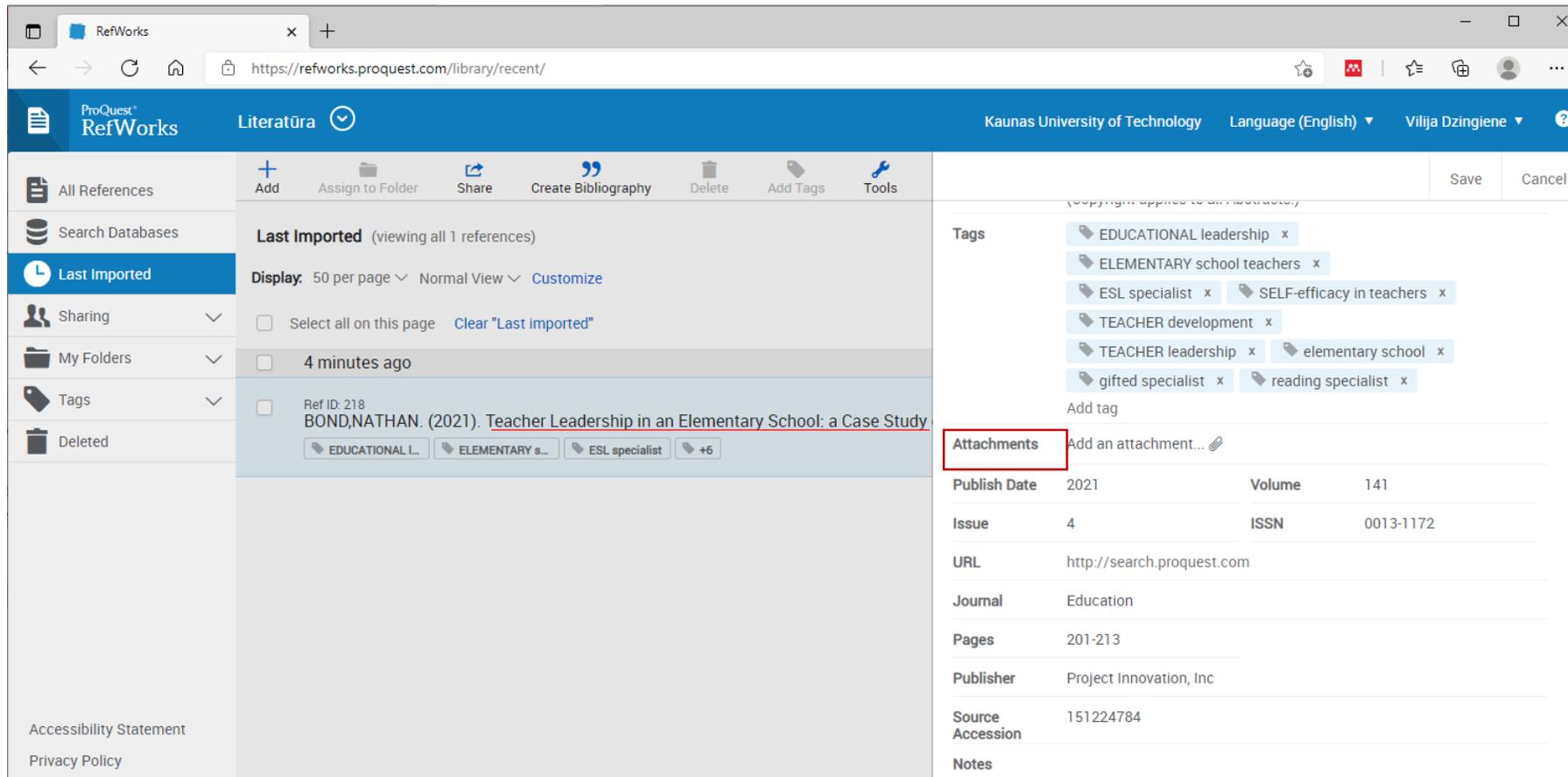
Example of uploaded record

Edit record

The screenshot displays the ProQuest RefWorks web interface. The browser address bar shows the URL <https://refworks.proquest.com/library/recent/>. The page header includes the ProQuest RefWorks logo, the word "Literatūra", and user information for Kaunas University of Technology, Language (English), and Vilija Dzingiene. A navigation menu on the left lists options like "All References", "Search Databases", "Last Imported", "Sharing", "My Folders", "Tags", and "Deleted". The main content area is titled "Last Imported (viewing all 1 references)" and shows a single reference entry for "Ref ID: 218" by BOND, NATHAN. (2021). The entry is highlighted with a red box. To the right, a detailed view of the record is shown, titled "Redagavimo įrankis" (Editing tool). This view includes the reference ID, title "Teacher Leadership in an Elementary School: a Case Study of Instructional Support", author "BOND, NATHAN", and an abstract. A red box highlights the pencil icon in the top right corner of the detailed view, with an arrow pointing to the text "Edit record" above it. The detailed view also shows tags for "EDUCATIONAL leadership", "elementary school", "ELEMENTARY school teachers", and "ESL specialist".

Full-text document upload

1. Select title
2. Select editing button 
3. Select **Attachments** and add a full-text document



The screenshot shows the ProQuest RefWorks interface. The main content area displays a reference entry for "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study". The entry is highlighted, and the "Attachments" button is visible below the title. The right sidebar shows the metadata for the selected reference, including tags, publish date, volume, issue, URL, journal, pages, publisher, source accession, and notes.

Reference Entry:

Ref ID: 218
BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study
EDUCATIONAL L... ELEMENTARY s... ESL specialist +6

Metadata:

Tags	EDUCATIONAL leadership x		
	ELEMENTARY school teachers x		
	ESL specialist x SELF-efficacy in teachers x		
	TEACHER development x		
	TEACHER leadership x elementary school x		
	gifted specialist x reading specialist x		
Attachments	Add an attachment... 		
Publish Date	2021	Volume	141
Issue	4	ISSN	0013-1172
URL	http://search.proquest.com		
Journal	Education		
Pages	201-213		
Publisher	Project Innovation, Inc		
Source Accession	151224784		
Notes			

Full-text document

The screenshot displays the ProQuest RefWorks web interface. The browser address bar shows the URL <https://refworks.proquest.com/library/recent/>. The page header includes the ProQuest RefWorks logo, the user's name 'Vilija Dzingiene', and the institution 'Kaunas University of Technology'. The main navigation bar contains options like 'All References', 'Search Databases', and 'Last Imported'. The 'Last Imported' section shows a list of references, with the selected entry being 'BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional S...'. A red box highlights the 'BOND,NATHAN, 0001' document icon. To the right, a preview window shows the document title 'Teacher Leadership in an Elementary School: a Case Study of Instructional Support' and a 'Read' button, also highlighted with a red box. The preview includes the document cover image and the author's name 'BOND,NATHAN'.

RefWorks
Literatūra

Kaunas University of Technology Language (English) Vilija Dzingiene

All References Add Assign to Folder Share Create Bibliography Delete Add Tags Tools Search

Search Databases

Last Imported (viewing all 1 references)
Display: 50 per page Normal View Customize

Select all on this page Clear "Last imported"

27 minutes ago

Ref ID: 218
BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional S...
EDUCATIONAL I... ELEMENTARY s... ESL specialist +6
BOND,NATHAN, 0001

Ref ID: 218
Journal Article

Teacher Leadership in an Elementary School:
a Case Study of Instructional Support

Teacher Leadership.pdf
Texas State University

Authors
BOND,NATHAN

PDF document

Mark and write comments

ProQuest[®] RefWorks

Literatūra

Kaunas University of Technology Language (English) Vilija Dzingiene

Last Imported

2027 Education Vol. 141 No. 4

remain in the classroom teaching children while simultaneously participating in meaningful activities beyond the classroom that contribute positively to the school (Wenner & Campbell, 2017). Teacher leaders can serve in a seemingly unlimited number of ways because schools can tailor the leadership position to fit the specific school context (Cooper, Stanulis, Brondyk, Hamilton, Macaluso, & Meier, 2016).

In the past, schools have created various teacher leadership roles, such as mentors, cooperating teachers, department chairs, team leaders, and professional developers (Bond, 2015). The research examining these areas is robust (Nguyen, Harris, & Ng, 2020). However, a review of the scholarly literature revealed few studies about some of the more common leadership roles in elementary schools, namely reading specialist, English as a Second Language (ESL) specialist, and

The descriptions of these teachers' work may inform others who are interested in teacher leadership at the elementary school level.

Conceptual Framework

The theory of distributed leadership serves as the conceptual framework for the study (Spillane, 2006). According to this theory, leadership is distributed or shared among people in an organization. Rather than one person acting as leader, multiple people carry out leadership functions in the organization simultaneously (Lambert, 2003). People think and work collectively in a web-like structure and alternate between serving as leaders and as followers. The context and organic nature of the work dictate how people interact and lead.

Review of Literature

The study draws on the scholarship re-

Record creation manually

The screenshot shows the ProQuest RefWorks web interface. The browser address bar displays <https://refworks.proquest.com/library/recent/>. The top navigation bar includes the ProQuest RefWorks logo, the word "Literatūra" with a dropdown arrow, and the user's affiliation "Kaunas University of Technology" and language "Language (English)".

Below the navigation bar is a toolbar with several icons: "All References", "Add" (highlighted with a red box), "Assign to Folder", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search".

A dropdown menu is open from the "Add" button, containing the following options:

- Upload document
You can also drag files directly into RefWorks.
- Import references
Import from RefWorks, Mendeley, or RIS file.
- Create new reference
Enter information manually or search for matches ⚡

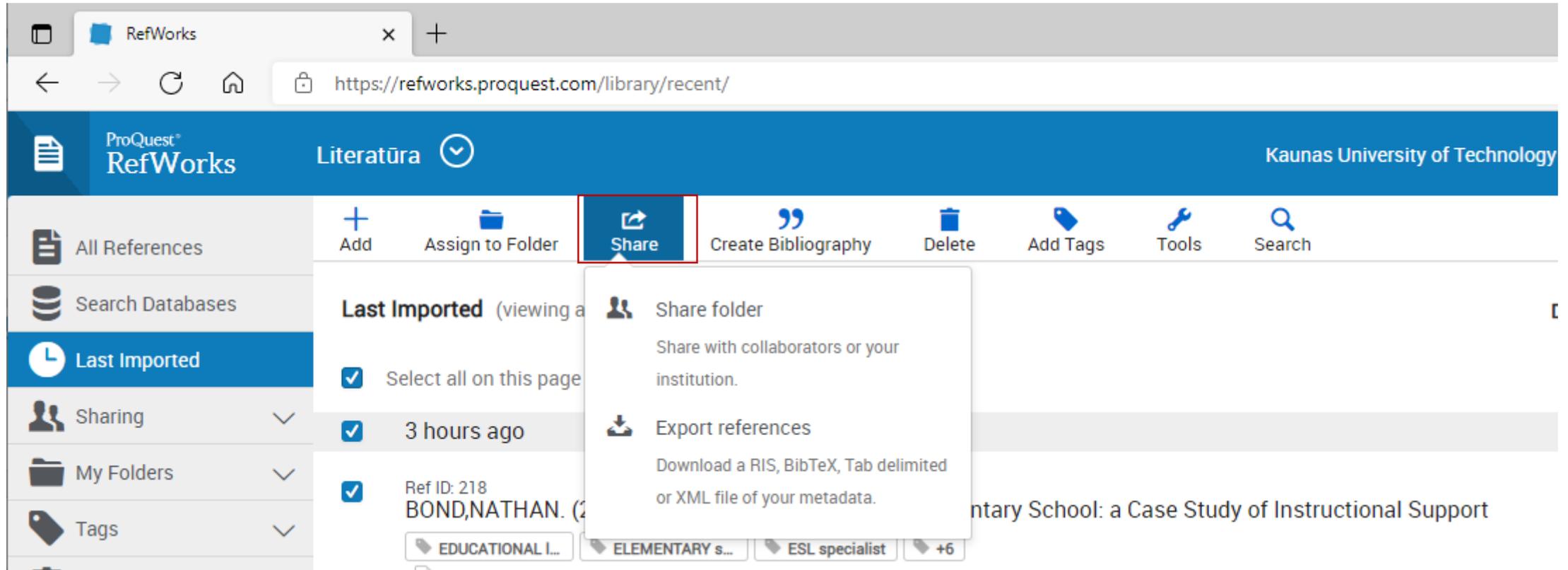
The "Create new reference" option is highlighted with a red box. The background of the interface shows a list of references, with the title "Leadership in an Elementary School: a Case Study of Instructional Support" visible.

Managing of preserved records

The screenshot shows the RefWorks web interface. A modal dialog box titled "Name your folder" is open in the center. The dialog contains the text "Please enter a name for your new folder:" followed by a text input field containing the word "Materials". Below the input field are "Cancel" and "Save" buttons. In the background, the "Last Imported" section is visible, showing a list of records. The "Add folder" button in the left sidebar is highlighted with a red box.

The screenshot shows the RefWorks web interface with the "Assign to Folder" dropdown menu open. The menu is positioned over the "Last Imported" section. The dropdown contains the text "Assign to Folder :", a list of folders including "Materials(0)", and a "+ Create" option. The "Assign to Folder" button in the top toolbar is highlighted with a red box. The background shows the same record list as the previous screenshot.

Sharing references with others



The screenshot displays the ProQuest RefWorks web interface. The browser address bar shows the URL <https://refworks.proquest.com/library/recent/>. The page header includes the ProQuest RefWorks logo, the word "Literatūra" with a dropdown arrow, and the text "Kaunas University of Technology".

The main navigation bar contains several icons: a plus sign for "Add", a folder icon for "Assign to Folder", a share icon for "Share" (highlighted with a red box), a quotation mark for "Create Bibliography", a trash can for "Delete", a tag icon for "Add Tags", a wrench for "Tools", and a magnifying glass for "Search".

The left sidebar lists navigation options: "All References", "Search Databases", "Last Imported" (selected), "Sharing", "My Folders", and "Tags".

The main content area shows a list of references under the heading "Last Imported (viewing a...". The first reference is checked and dated "3 hours ago". It has a "Ref ID: 218" and the author "BOND,NATHAN. (2". Below the author name are tags: "EDUCATIONAL I...", "ELEMENTARY s...", "ESL specialist", and "+6".

A dropdown menu is open from the "Share" button, containing the following options:

-  Share folder
Share with collaborators or your institution.
-  Export references
Download a RIS, BibTeX, Tab delimited or XML file of your metadata.

Prepare a list of references (1)

Create Bibliography

ProQuest® RefWorks Literatūra Kaunas University of Technology

All References Add Assign to Folder Share **Create Bibliography** Delete Add Tags Tools Search

Search Databases

Last Imported (viewing all 1 reference)

Select all on this page (1) Clear

3 hours ago

Ref ID: 218
BOND,NATHAN. (2021). Tea

EDUCATIONAL L... ELEMENTA

BOND,NATHAN, 0001

Create bibliography
Create a bibliography in your preferred output style

Quick cite
Copy formatted citations and bibliography from a folder or search results to your paper. Opens in a popup window for your convenience.

Citation Style Editor
Customize the citation styles you can use for citation and bibliographies

ProQuest® RefWorks Literatūra Kaunas University of Technology Language (English)

Last Imported All references in 'Last Imported' (1) Selected Reference

Bibliography from Selected reference (1)

APA 6th - American Psychological Association, 6th Edition

Differentiate authors with the same surname by: Surname and first name

Copy to Clipboard

References

BOND, N. (2021). Teacher leadership in an elementary school: A case study of instructional support. *Education*, 141(4), 201-213.

Prepare a list of references (2)

Quick cite

The screenshot shows the ProQuest RefWorks interface. The 'Create Bibliography' button is highlighted, and a dropdown menu is open with 'Quick cite' selected. The 'Citation Style Editor' dialog box is also open, showing the 'APA 6th - American Psychological Association, 6th Edition' citation style selected. A red arrow points to this selection with the text 'Citation style selection'.

ProQuest[™] RefWorks

Literatūra

All References Add Assign to Folder Share Create Bibliography Delete Add Tags Tools

Last Imported (viewing all 1 reference)

Select all on this page (1) Clear

4 hours ago

Ref ID: 218 BOND,NATHAN. (2021). Teacher leadership in an elementary school: A case study of instructional support. *Education*, 141(4), 201-213.

EDUCATIONAL L... ELEMENT...

BOND,NATHAN, 0001

Create bibliography

Create a bibliography in your preferred output style

Quick cite

Copy formatted citations to a folder or search results to a popup window for your collection

Citation Style Editor

Customize the citation style and bibliographies

1 | Choose your citation style

Choose the type of citation you'd like to add to your paper.

APA 6th - American Psychological Association, 6th Edition

Continue...

Citation style selection

The screenshot shows the ProQuest RefWorks interface with the 'Bibliography' tab selected. The 'References' section is highlighted, showing the citation for BOND, N. (2021). Teacher leadership in an elementary school: A case study of instructional support. *Education*, 141(4), 201-213. A red box highlights the citation text.

ProQuest[™] RefWorks

Citation Style Insert Citations Bibliography

3 | Add your bibliography

Copy and paste the bibliography into your document.

include all

References

BOND, N. (2021). Teacher leadership in an elementary school: A case study of instructional support. *Education*, 141(4), 201-213.

Back Copy to Clipboard

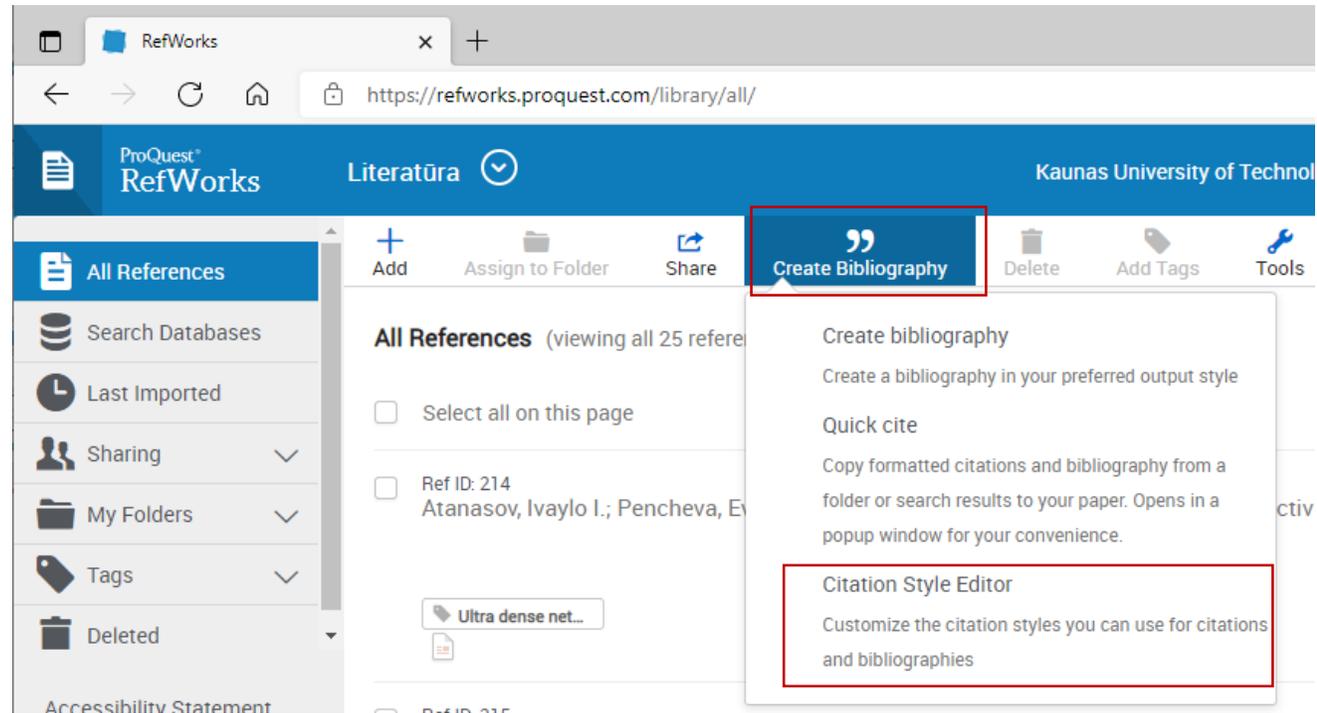
Changing the citation style (1)

RefWorks allows you to edit existing styles.

Create Bibliography > Citation Style Editor.

Watch a video on how to change citation styles here:

<https://youtu.be/v6ORsIDtNPK>



Changing the citation style (2)

In the search box, enter the citation style you want to change, e.g. ISO 690:2010 (1) and then select the style you want to edit , e.g. ISO 690:2010 (E) (Numeric Method) (2).

The screenshot shows the ProQuest RefWorks interface. The browser address bar displays <https://refworks.proquest.com/citationstyle/list/>. The page header includes the ProQuest RefWorks logo, the word 'Literatūra', and the user's affiliation 'Kaunas University of Technology' with the language set to 'English'. The main content area is titled 'Citation styles' and features a search box containing 'ISO 690:2010'. Below the search box, a list of citation styles is displayed. The style 'ISO 690:2010(E) (Numeric Method)' is highlighted with a red box and a red '2' next to it. Other styles in the list include 'ISO 690:2010(E) (First Element-Date)', 'ISO 690:2010(E) (Numeric Method) (Mine)', and 'ISO 690:2010(E) (Numeric Method) (Copy) VD (Mine)'. A sidebar on the left offers navigation options: 'All styles', 'My custom styles', 'Institutional styles', and 'Citation Style Language (CSL)'. A link at the bottom of the sidebar directs users to the 'Citation Style Visual Editor' for customizing styles.

Changing the citation style (3)

The citation style can be edit (1):

- *Bibliography*
- *Citations*
- *Footnotes*

(2) – Choosing the Reference type

(3) – Bibliography settings for Generic references.

(4) – fields included in the citation style, so you can edit the desired field by selecting it.

The screenshot displays the RefWorks citation style editor. The browser address bar shows the URL: <https://refworks.proquest.com/citationstyle/edit/2630/?citationTypeKey=RefList&languageIn...>. The page title is "ISO 690:2010(E) (Numeric Method)".

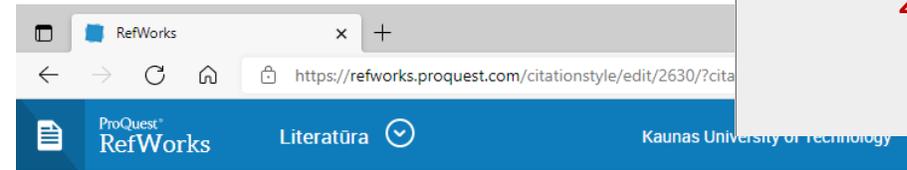
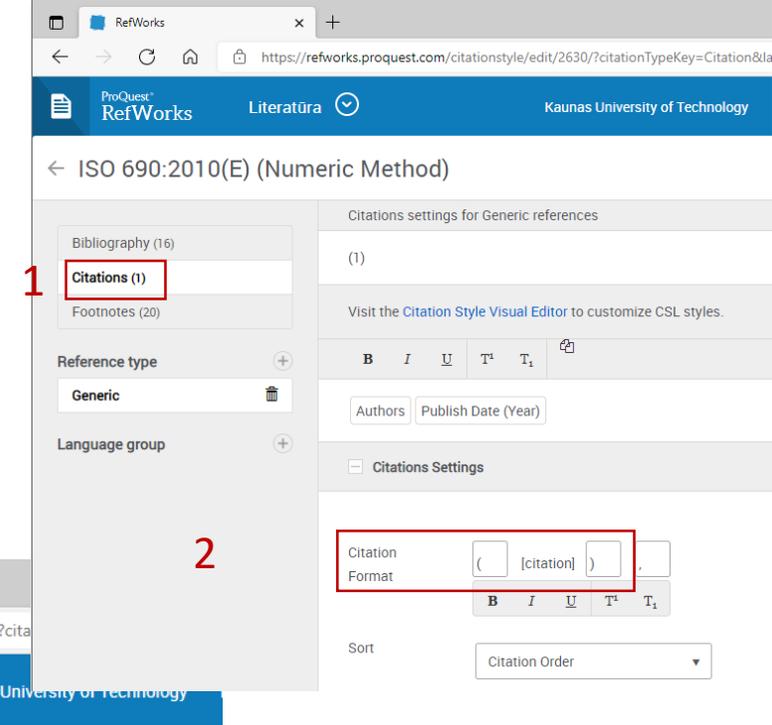
On the left sidebar, the "Bibliography (16)" section is selected (1). Below it, the "Reference type" list is visible (2), with "Generic" selected.

The main content area shows the "Bibliography settings for Generic references" (3). A sample citation is displayed: "1. CARLSON, A.B. DCM 0861: Central American Indian / Whistle (Duct Flute). [This is some extra data]. CAPEN, C. T. ed., Edition: 7 ed. Tampico, Mexico: Native Central Americans. January 1, 1929. Source Database. ISBN 8405-0550445741. DOI 10.1000/xyz123." Below the citation is the "Citation Style Visual Editor" (4), which includes fields for Authors, Title, Extra Data, Editors, Edition ed., Place of Publication, Publisher, Publish Date (Month Day), Publish Date (Year), [viewed Date Retrieved], Available from: URL, Source DB, ISBN ISSN, and DOI DOI.

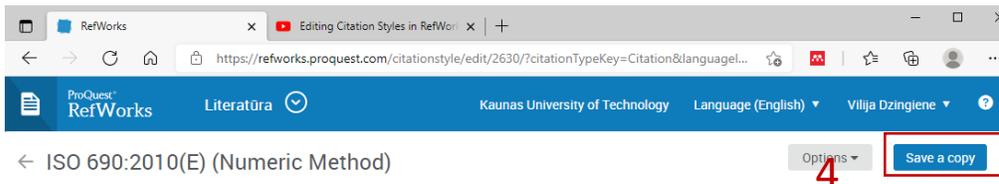
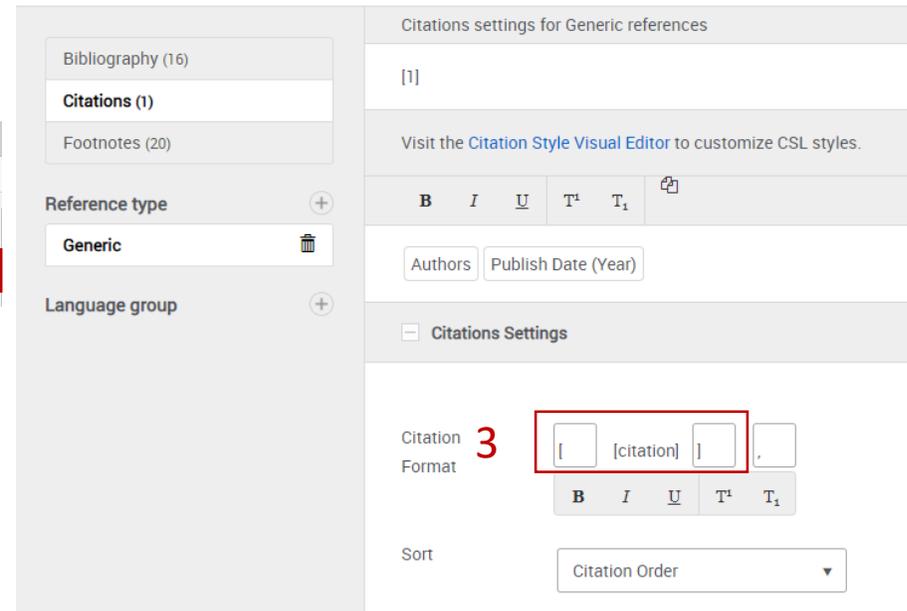
Changing the citation style (4)

How to change references in the text from curly brackets to square brackets using the citation style ISO 690:2010 (E) (Numeric Method):

1. Citations
2. Citation Format
3. Change curly brackets to square brackets
4. Save a copy



← ISO 690:2010(E) (Numeric Method)

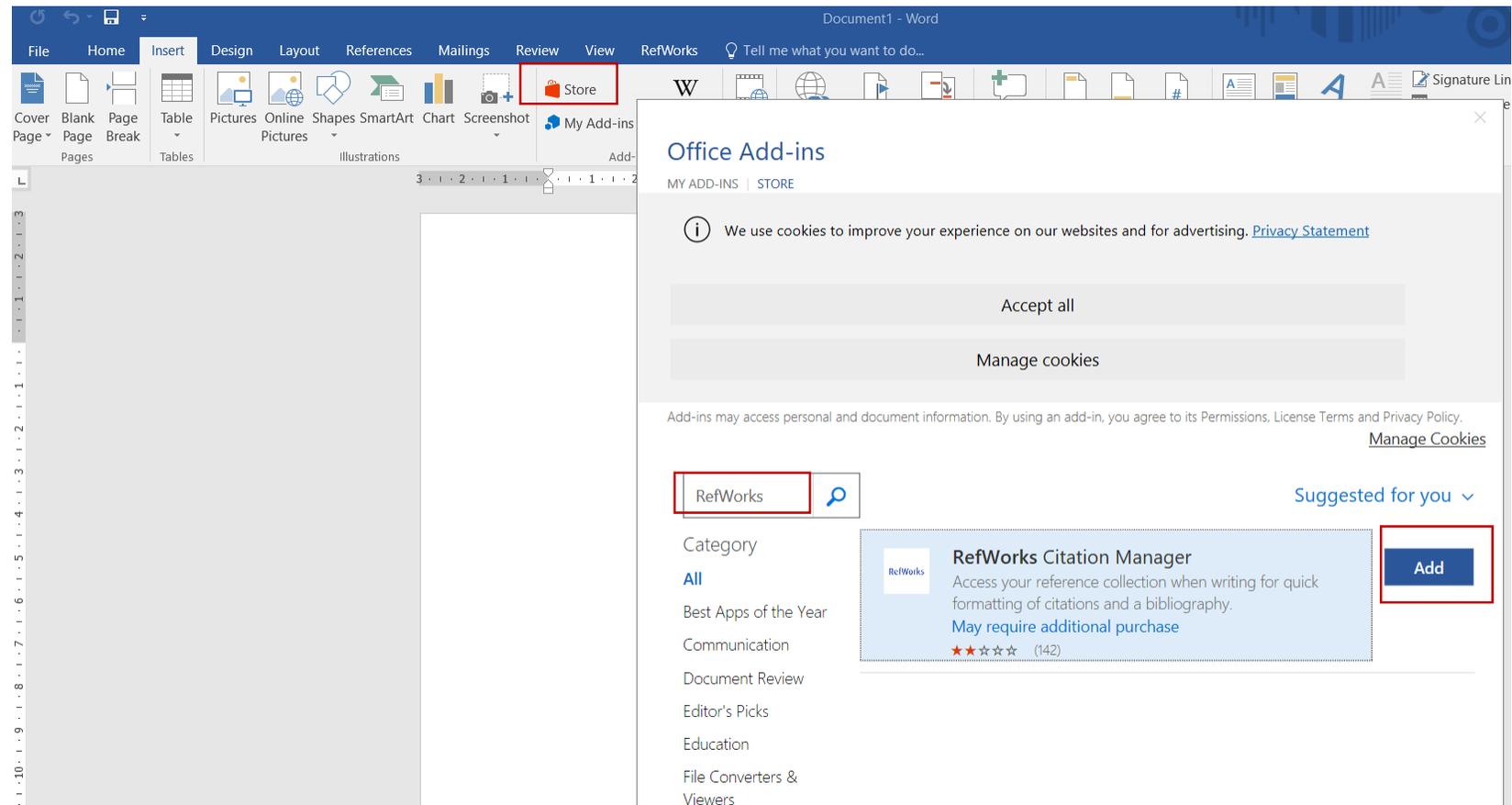


RefWorks Citation Manager (1)

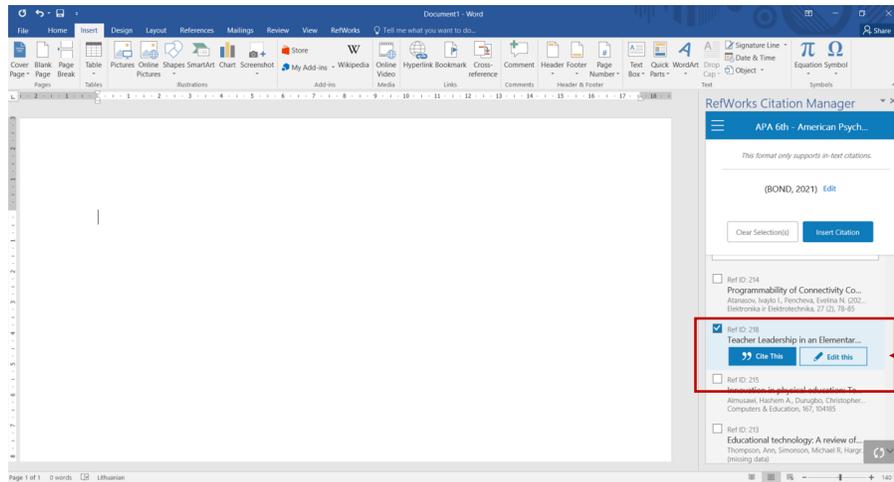
RefWorks Citation Manager can be installed in MS Word by selecting **Store**.

Watch a video on how to use *RefWorks Citation Manager* here: https://youtu.be/uLun_yO7heY

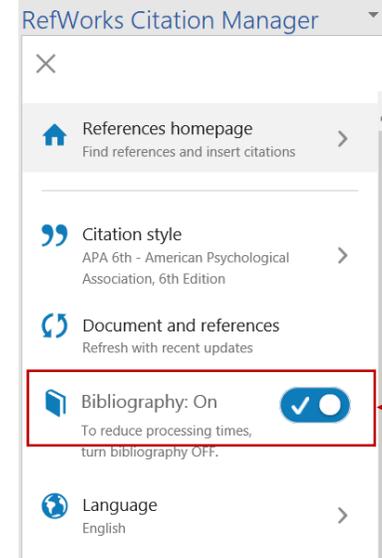
RefWorks tools can also be used for **Google Docs**.



RefWorks Citation Manager (2)

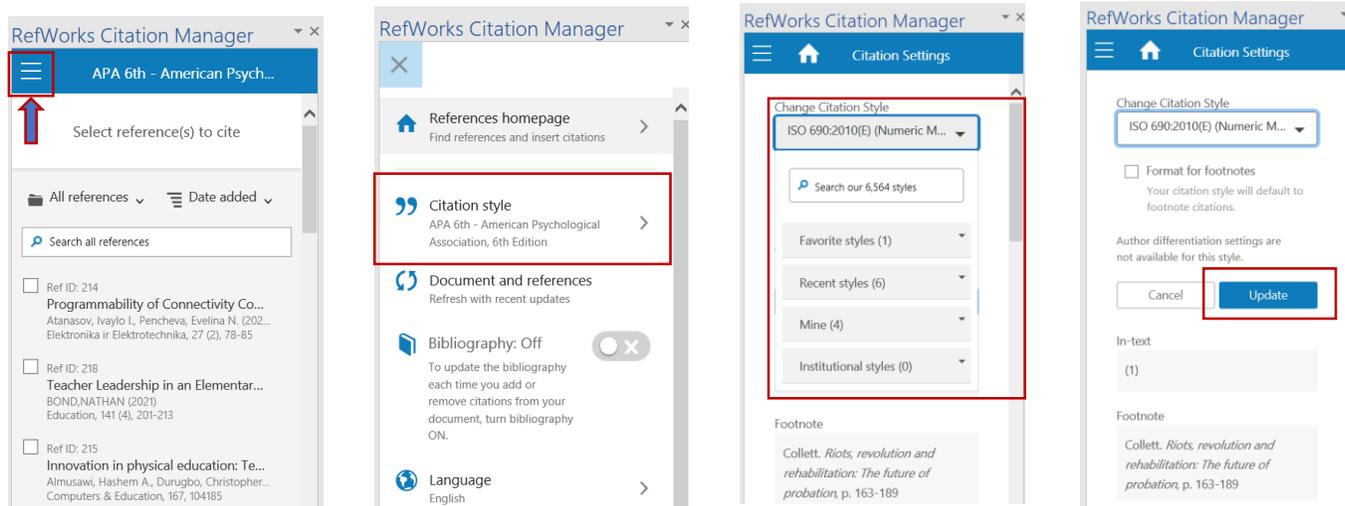


To insert a link in the text: select the entry and click *Cite This*.



Bibliography: On.

Citation style

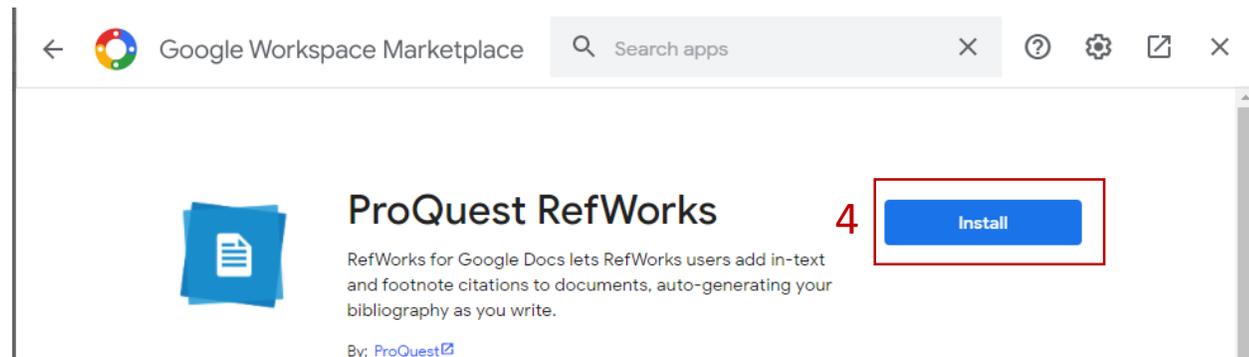


The *ProQuest RefWorks* tools need to be installed in the *Google Doc*.

[Installing RefWorks for Google Docs](#)

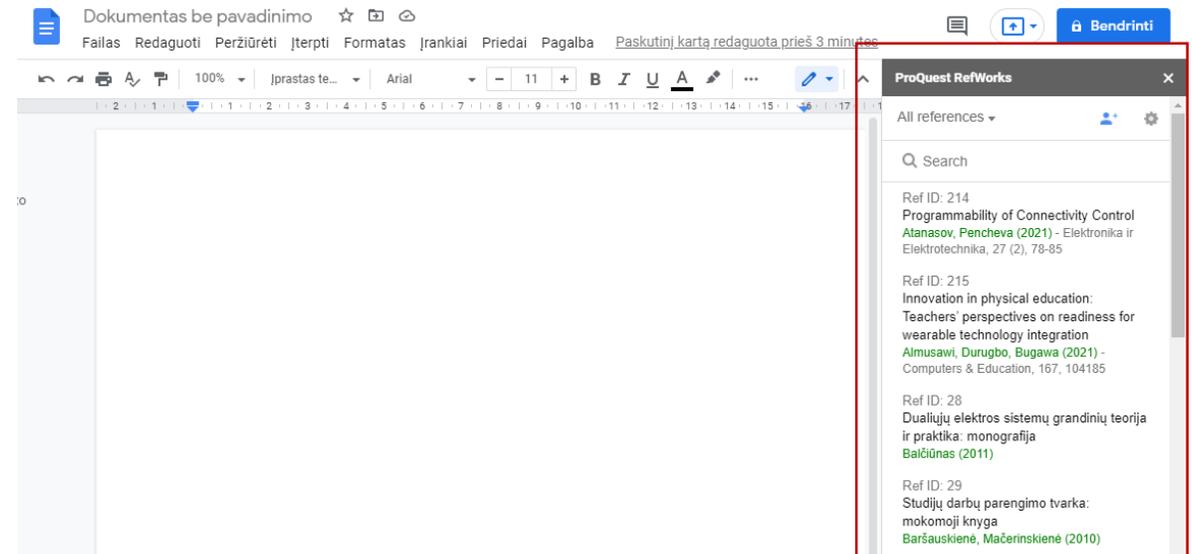
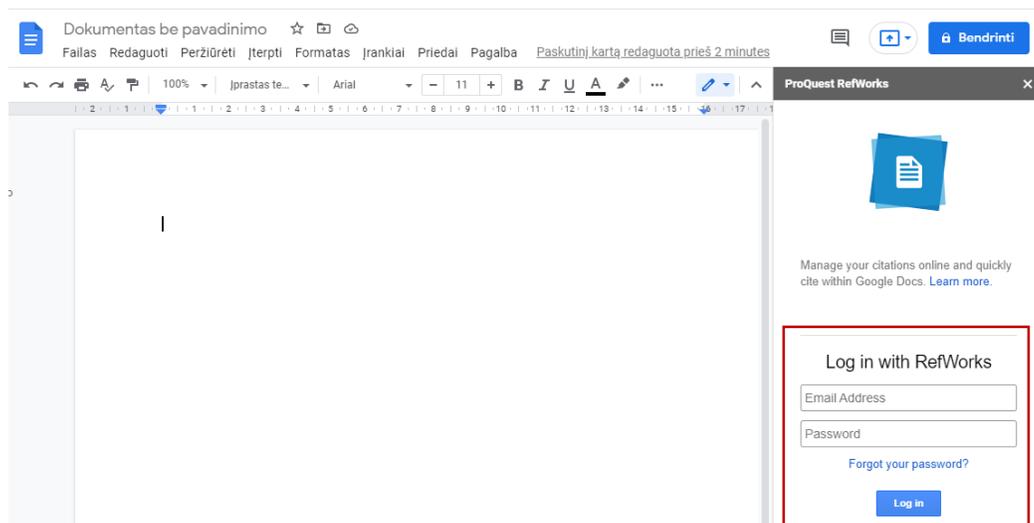
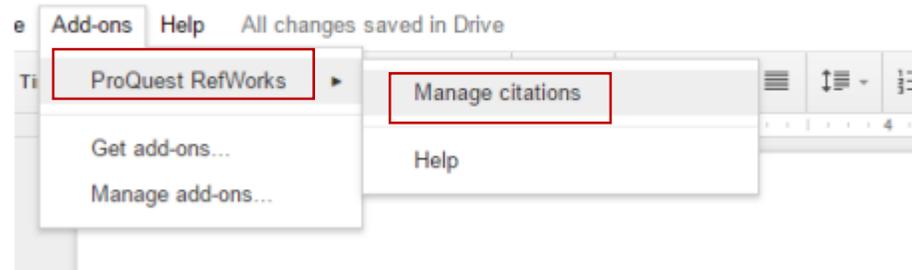
Install the RefWorks Add-on for Google Docs

1. Open a blank Google document. Open the **Add-ons** menu. Click **Get add-ons...** and search for *ProQuest RefWorks*.
2. Click on the **FREE button** to add it.



Google Docs (2)

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Bibliographical references management program *RefWorks*

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