

# 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**

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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<sup>®</sup>  
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**

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▾

- 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 shows the RefWorks web interface. At the top, the browser tab is labeled "RefWorks" and the address bar shows "refworks.proquest.com/library/all/". The main header is blue and contains the "RefWorks" logo, the user's name "Liatūrā", the institution "Kaunas University of Technology", and the language "Language (English)".

Below the header is a navigation menu with the following items: "All References" (selected), "Search Databases", "Last Imported", "Duplicates", "Sharing", "My Folders", "Tags", and "Trash".

To the right of the navigation menu is a toolbar with icons for: "Add", "Assign", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search".

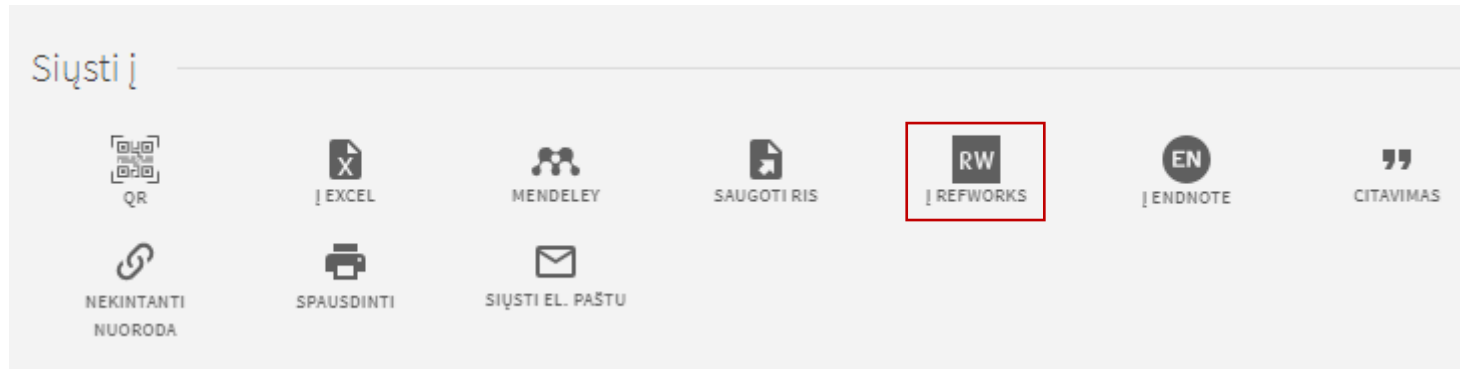
The main content area is titled "All References" and includes a "Display: 50 per page" option and a "Select all on this page" checkbox. A large grey circular area in the center contains a document icon and the text "Drop files here or use the + icon".

At the bottom left, there are links for "Accessibility Statement" and "Privacy Policy".



# Direct references upload from databases

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+ 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 RefWorks web interface. The top navigation bar includes the RefWorks logo, the user's library 'Literatūra', the institution 'Kaunas University of Technology', the language 'Language (English)', and the user's name 'Vilija Dzingiene'. A sidebar on the left provides navigation options: All References, Search Databases, Last Imported (selected), Duplicates, Sharing, My Folders, Tags, and Trash. The main content area is titled 'Last Imported' and shows a single reference entry. This entry is highlighted with a red box and contains the following information: Ref ID: 560, author BOND,NATHAN, title 'Teacher Leadership in an Elementary School: a Case Study of Instructi...', tags 'EDUCATIONAL L...', 'ELEMENTARY s...', 'ESL specialist', and '+6', and a date 'Added October 11, 2024'. To the right, a detailed view of the selected record is shown, also with a red box around the edit icon. This view includes the title 'Teacher Leadership in an Elementary School: a Case Study of Instructional Support', the author 'BOND,NATHAN', and an abstract: 'Some teachers reach a point in their careers when they crave greater decision-making authority in their schools without becoming administrators. Teacher'. It also lists tags: 'EDUCATIONAL leadership', 'elementary school', 'ELEMENTARY school teachers', and 'ESL specialist'.

RefWorks Literatūra

Kaunas University of Technology Language (English) Vilija Dzingiene

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

Search Databases

Last Imported (viewing 1 – 1 of 1 references)

Display: 50 per page Normal View Customize

Select all on this page Clear "Last imported" Sort by: Date added

a few seconds ago

Ref ID: 560

BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructi...

EDUCATIONAL L... ELEMENTARY s... ESL specialist +6

Added October 11, 2024

Ref ID: 560

Journal Article

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

Authors

BOND,NATHAN

Abstract

Some teachers reach a point in their careers when they crave greater decision-making authority in their schools without becoming administrators. Teacher

View full abstract

Tags


EDUCATIONAL leadership elementary school

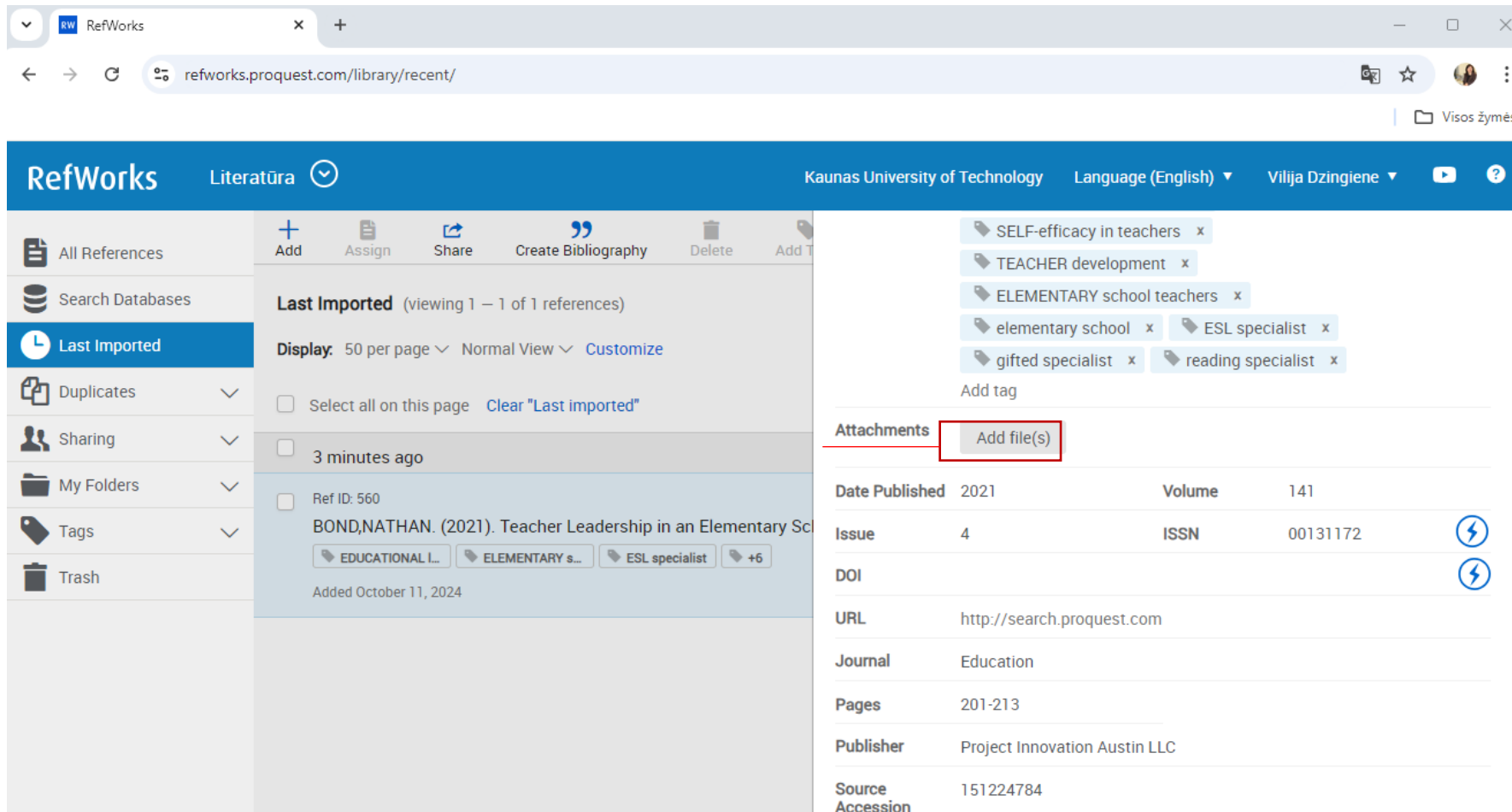
ELEMENTARY school teachers ESL specialist

View all tags

Date Published

# Full-text document upload

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



The screenshot shows the RefWorks web interface. The browser address bar displays `refworks.proquest.com/library/recent/`. The page header includes the RefWorks logo, the word "Literatūra", and user information for Kaunas University of Technology, Language (English), and Vilija Dzingiene. A left sidebar contains navigation options: All References, Search Databases, Last Imported (selected), Duplicates, Sharing, My Folders, Tags, and Trash. The main content area shows a reference entry under "Last Imported" (viewing 1 of 1 references). The entry details include Ref ID: 560, the title "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School", and tags: EDUCATIONAL L., ELEMENTARY s..., ESL specialist, and +6. The entry was added on October 11, 2024. To the right, a tag cloud lists terms like "SELF-efficacy in teachers", "TEACHER development", "ELEMENTARY school teachers", "elementary school", "ESL specialist", "gifted specialist", and "reading specialist". Below the tag cloud, the "Attachments" section is highlighted with a red box, containing an "Add file(s)" button. Further down, a metadata table is visible:

Date Published	2021	Volume	141
Issue	4	ISSN	00131172
DOI			
URL	http://search.proquest.com		
Journal	Education		
Pages	201-213		
Publisher	Project Innovation Austin LLC		
Source Accession	151224784		

# Full-text document

The screenshot shows the RefWorks web interface. At the top, the browser address bar displays `refworks.proquest.com/library/recent/`. The RefWorks header includes the logo, the word "Literatūra" with a dropdown arrow, and user information for "Kaunas University of Technology", "Language (English)", and "Vilija Dzingiene".

The main interface is divided into a left sidebar and a central content area. The sidebar contains navigation options: "All References", "Search Databases", "Last Imported" (selected), "Duplicates", "Sharing", "My Folders", "Tags", and "Trash".

The central content area features a toolbar with icons for "Add", "Assign", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search". Below the toolbar, it shows "Last Imported (viewing 1 – 1 of 1 references)". The display settings are "50 per page", "Normal View", and "Customize". There are checkboxes for "Select all on this page" and "Clear 'Last imported'", and a "Sort by: Date added" dropdown.

The reference list shows one entry: "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instruc...". It includes tags for "EDUCATIONAL J...", "ELEMENTARY s...", "ESL specialist", and "+6". A red box highlights the file name "BOND,NATHAN, 0001" and the text "Added October 11, 2024".

On the right side, a preview window for the selected reference is open. It displays "Ref ID: 560" and "Journal Article". The title is "Teacher Leadership in an Elementary School: a Case Study of Instructional Support". The preview image shows the document cover with a red box around a blue "Read" button. The author's name "Straipsnis.pdf" and "Texas State University" are visible. Below the preview, the "Authors" section lists "BOND,NATHAN".

# PDF document

Mark and write comments

ProQuest<sup>®</sup> 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 RefWorks web interface. The browser address bar displays `refworks.proquest.com/library/recent/`. The main header includes the RefWorks logo, the word "Literatūra" with a dropdown arrow, and the text "Kaunas University of Technology" and "Language (English)" with a dropdown arrow. A navigation bar contains icons for "All References", "Add", "Assign", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search". The "Add" button is highlighted with a red box, and its dropdown menu is open, showing three options: "Upload document", "Import references", and "Create reference manually", which is also highlighted with a red box. On the left, a sidebar lists navigation options: "All References", "Search Databases", "Last Imported", "Duplicates", "Sharing", "My Folders", "Tags", and "Trash". The main content area shows a list of references, with the first entry being "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support". This entry has tags for "EDUCATIONAL I...", "ELEMENTARY s...", and "ESL specialist", and a "+6" tag icon. Below the entry, it says "BOND,NATHAN, 0001" and "Added October 11, 2024". The text "Display: 50 per page" is visible on the right side of the interface.

# Managing of preserved records

The screenshot shows the RefWorks web interface. A modal dialog box titled "Name your folder" is open, prompting the user to "Please enter a name for your new folder:". The text "Materials" is entered into the input field. The dialog has "Cancel" and "Save" buttons. In the background, the "Add folder" button in the left sidebar is highlighted with a red box. The main content area shows a list of imported records, including one by BOND,NATHAN. (2021) with tags like "EDUCATIONAL L.", "ELEMENTARY s...", and "ESL specialist".

This screenshot shows the RefWorks interface with the "Assign" button in the top toolbar highlighted by a red box. A dropdown menu is open, showing options: "Assign to Project", "Copy", "Assign to Folder", "Materials(0)", and "Create Folder". The "Assign to Folder" option is selected, and a sub-menu is visible showing "Materials(0)" and a "+ Create Folder" button. The background shows the same record list as the first screenshot, with the "Add folder" button also highlighted in the sidebar.

# Sharing references with others

The screenshot shows the RefWorks web interface. The browser address bar displays `refworks.proquest.com/library/recent/`. The main header includes the RefWorks logo, the word "Literatūra" with a dropdown arrow, and "Kaunas University of Technology". A navigation bar contains icons for "Add", "Assign", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search". The "Share" button is highlighted with a red box, and its dropdown menu is open, showing three options: "Share folder", "Export references", and "Export attachments".

The left sidebar contains a list of folders and categories: "All References", "Search Databases", "Last Imported" (selected), "Duplicates", "Sharing", "My Folders", "Add folder", "Sort", "Not in Folder (0)", "Materials (1)", "Tags", and "Trash".

The main content area shows a list of references under the heading "Last Imported". The first reference is selected with a blue checkmark. It includes the following information:

- Ref ID: 560
- BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support
- Materials folder
- Tags: EDUCATIONAL I..., ELEMENTARY s..., ESL specialist, +6
- Document icon: BOND,NATHAN, 0001
- Added October 11, 2024



# Prepare a list of references (1)

## Create Bibliography

# Prepare a list of references (2)

## Quick cite



RefWorks Literatūra

All References Add Assign Share Create Bibliography Delete Add Tags To

Last Imported (viewing 1)

Select all on this page

19 minutes ago

Ref ID: 560

BOND,NATHAN. (2)

Materials

BOND,NATHAN, 0

Added October 11, 2024

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 citations and bibliographies

RefWorks

Citation Style Insert Citations Bibliography

1 | Choose your citation style

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

APA 7th (basic) - No Case Changes (No Title Casing), DOI:...

Continue...

Citation style selection

RefWorks

Citation Style Insert Citations Bibliography

### 3 | Add your bibliography

Copy and paste the bibliography into your document.

include all

References

1. BOND, N. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support. *Education*, 141(4), 201–213.

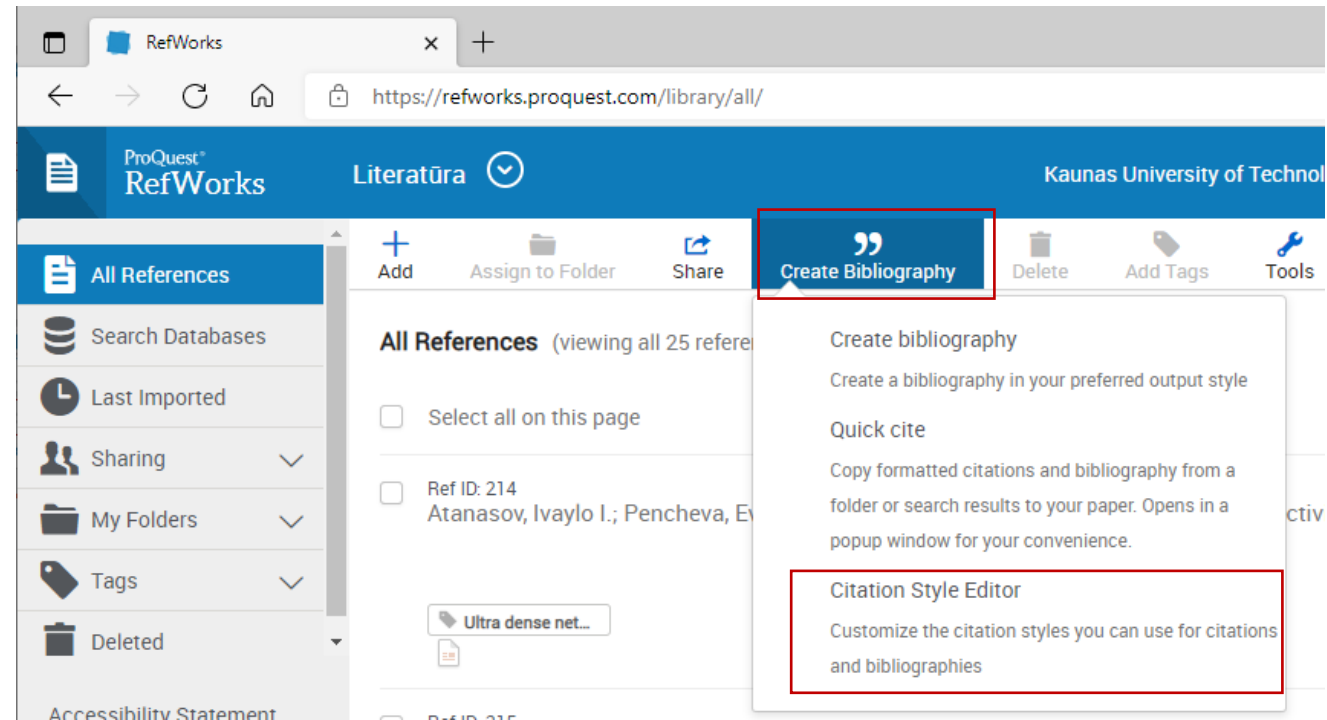
Back

Copy to Clipboard

# Changing the citation style (1)

*RefWorks* allows you to edit existing styles.

*Create Bibliography > Citation Style Editor.*



The screenshot displays the RefWorks web interface. The browser address bar shows the URL <https://refworks.proquest.com/library/all/>. The page header includes the ProQuest RefWorks logo, the word "Literatūra" with a dropdown arrow, and the text "Kaunas University of Technol". A navigation sidebar on the left lists options: "All References", "Search Databases", "Last Imported", "Sharing", "My Folders", "Tags", and "Deleted". The main toolbar contains icons for "Add", "Assign to Folder", "Share", "Create Bibliography", "Delete", "Add Tags", and "Tools". The "Create Bibliography" button is highlighted with a red box, and its dropdown menu is open, showing options: "Create bibliography", "Quick cite", and "Citation Style Editor". The "Citation Style Editor" option is also highlighted with a red box. The main content area shows a list of references under the heading "All References (viewing all 25 refere)", with a checkbox for "Select all on this page" and a reference entry for "Ref ID: 214 Atanasov, Ivaylo I.; Pencheva, E".

# Changing the citation style (2)

In the search box, enter the citation style you want to change, e.g. APA 7(1) and then select the style you want to edit , e.g. APA 7th (basic) ...**(2)**.

The screenshot shows the RefWorks interface for managing citation styles. The browser address bar indicates the URL is `refworks.proquest.com/citationstyle/list/`. The page header includes the RefWorks logo, the word 'Literatūra', and the affiliation 'Kaunas University of Technology'. The main heading is 'Citation styles'. A search box on the right contains the text 'APA 7', with a red box and the number '1' highlighting it. Below the search box, a list of citation styles is displayed. The second item in the list, 'APA 7th (basic) - No Case Changes (No Title Casing), DOI: empty', is highlighted with a red box and the number '2'. Other styles in the list include 'APA 7 Edit', 'APA 7th (basic) - No Case Changes (No Title Casing), DOI: empty KTU (Mine)', 'APA 7th - No Case Changes (No Title Casing), DOI: empty, Annotated', 'APA 7th - No Case Changes (No Title Casing), DOI: https://', and 'APA 7th - No Case Changes (No Title Casing), DOI: https://, Annotated'. On the left side, there is a sidebar with options: 'All styles', 'My custom styles', 'Institutional styles', and 'Citation Style Language (CSL)'. A link at the bottom of the sidebar says 'Visit the Citation Style Visual Editor to customize CSL 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.

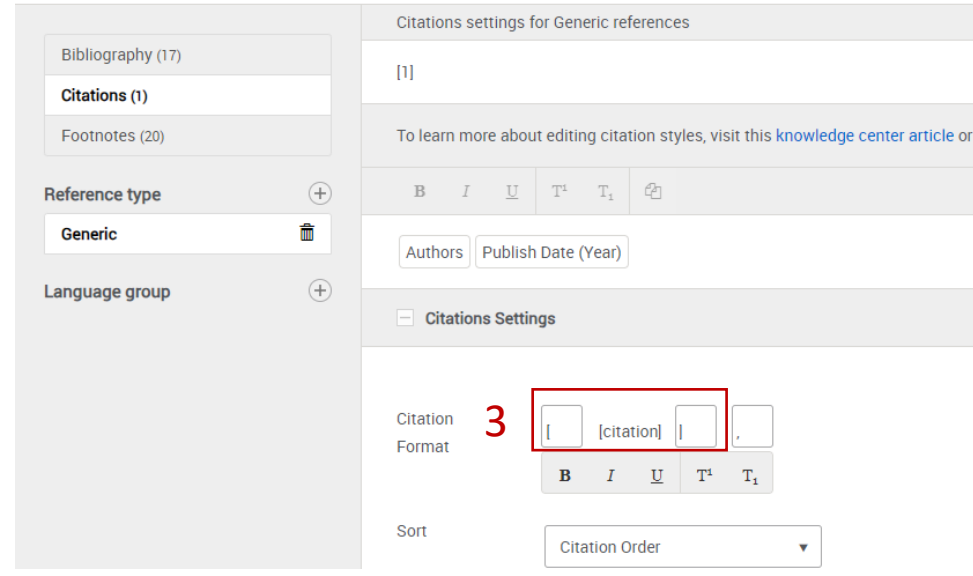
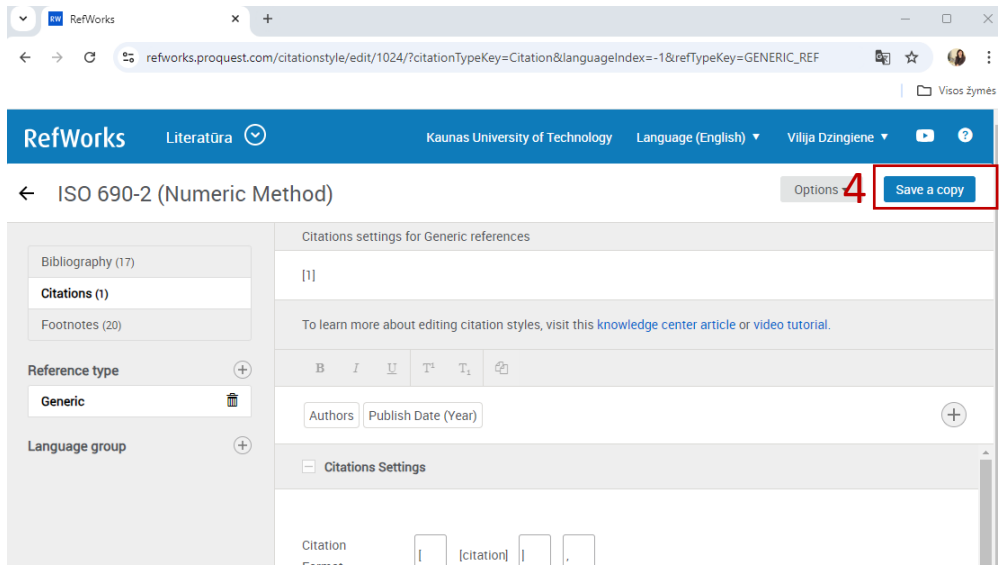
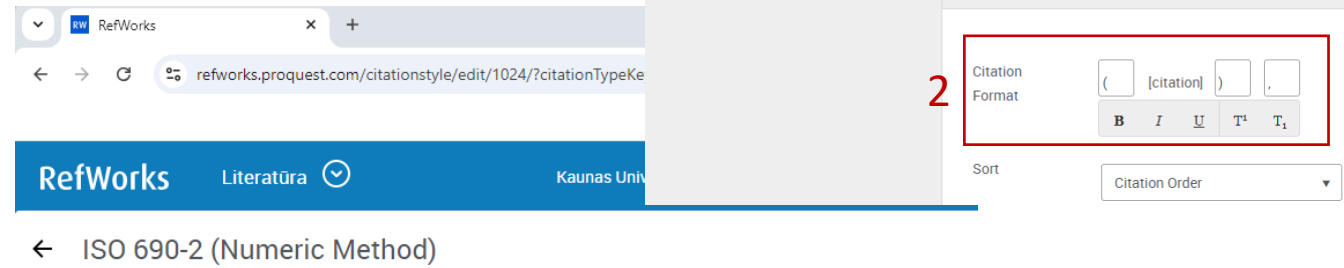
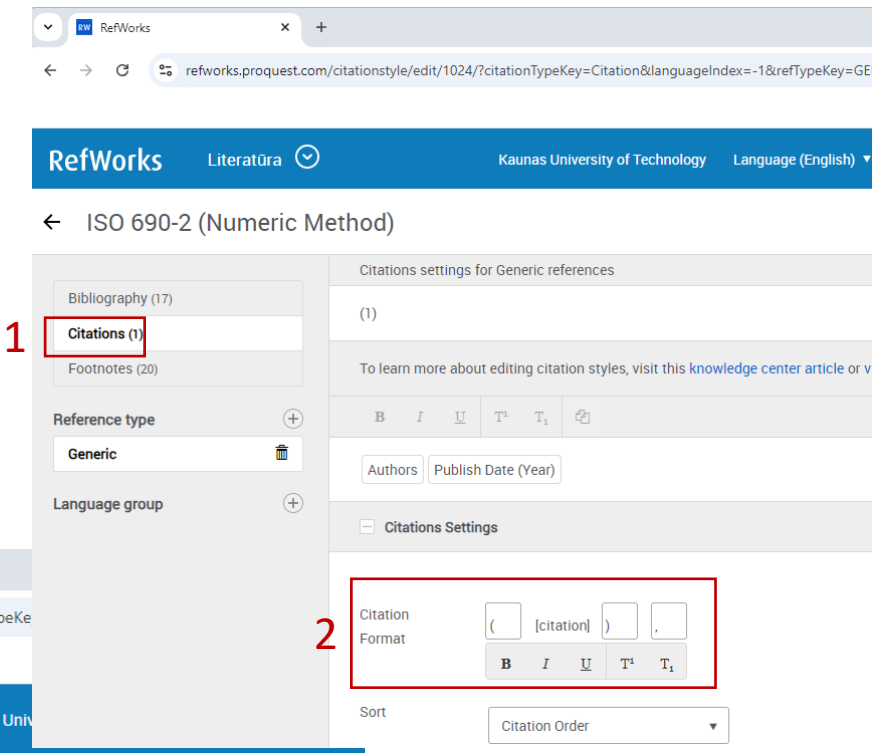
The screenshot shows the RefWorks citation style editor for the ISO 690:2 (Numeric Method) style. The interface is divided into several sections:

- 1**: A sidebar on the left contains a list of citation types. The "Bibliography (16)" option is highlighted with a red box.
- 2**: Below the sidebar is a "Reference type" dropdown menu. The "Generic" option is selected and highlighted with a red box.
- 3**: The main editing area shows "Bibliography settings for Generic references". 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." This area is highlighted with a red box.
- 4**: Below the sample citation is a "Citation Style Visual Editor" with a rich text toolbar. A row of citation fields is highlighted with a red box, including: 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, DOI DOI, and a plus sign for additional fields.

# Changing the citation style (4)

How to change references in the text from curly brackets to square brackets using the citation style ISO 690:2021:

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



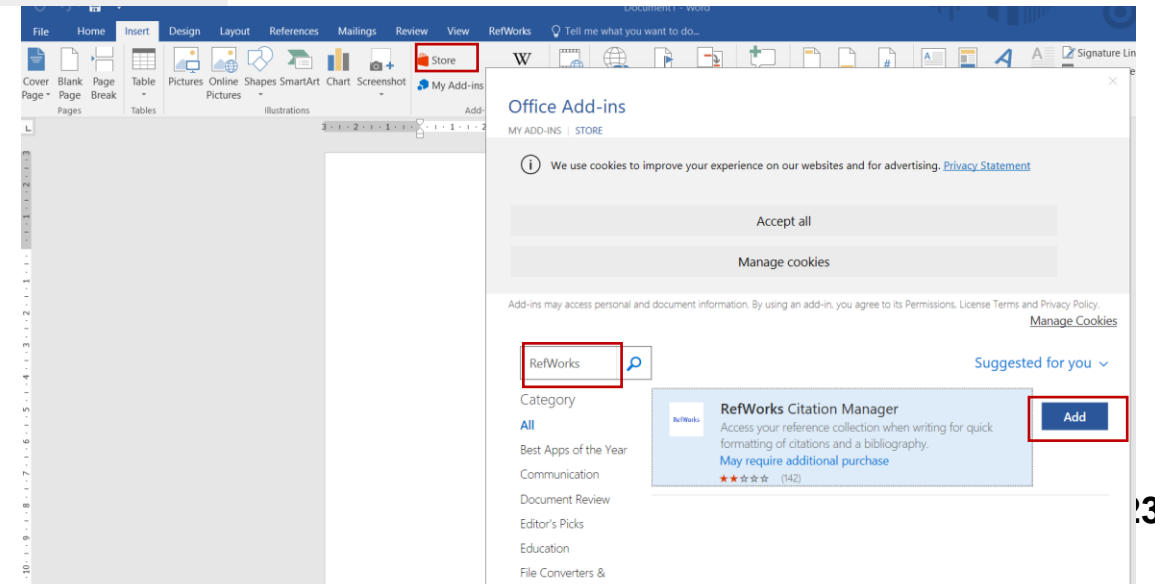
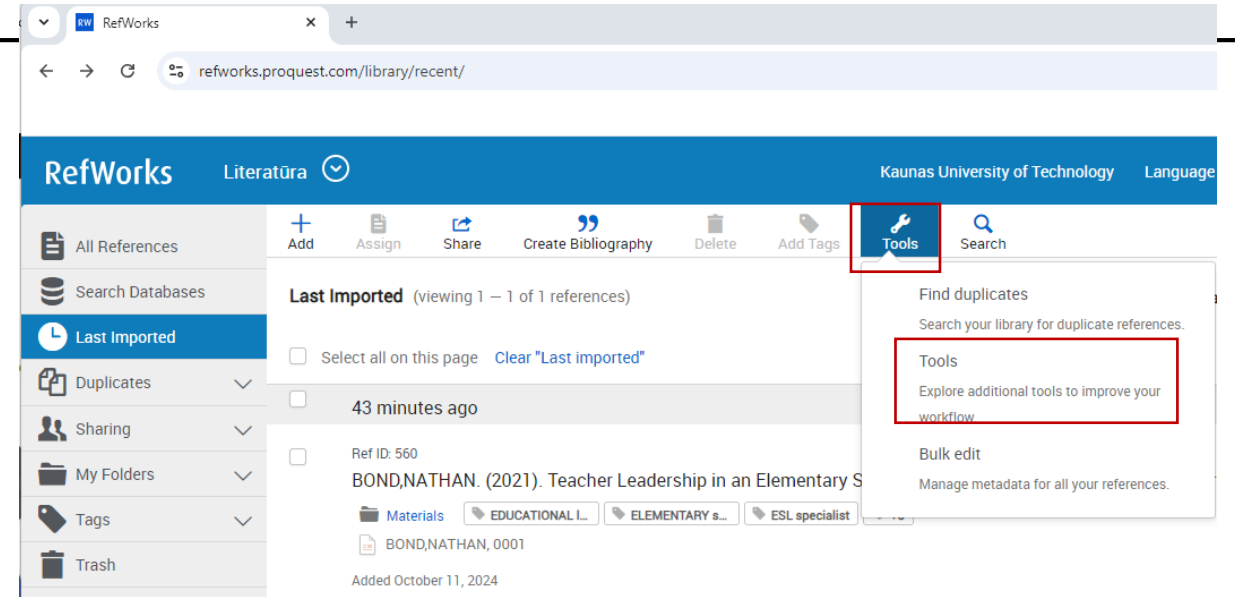
# RefWorks Citation Manager (1)

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

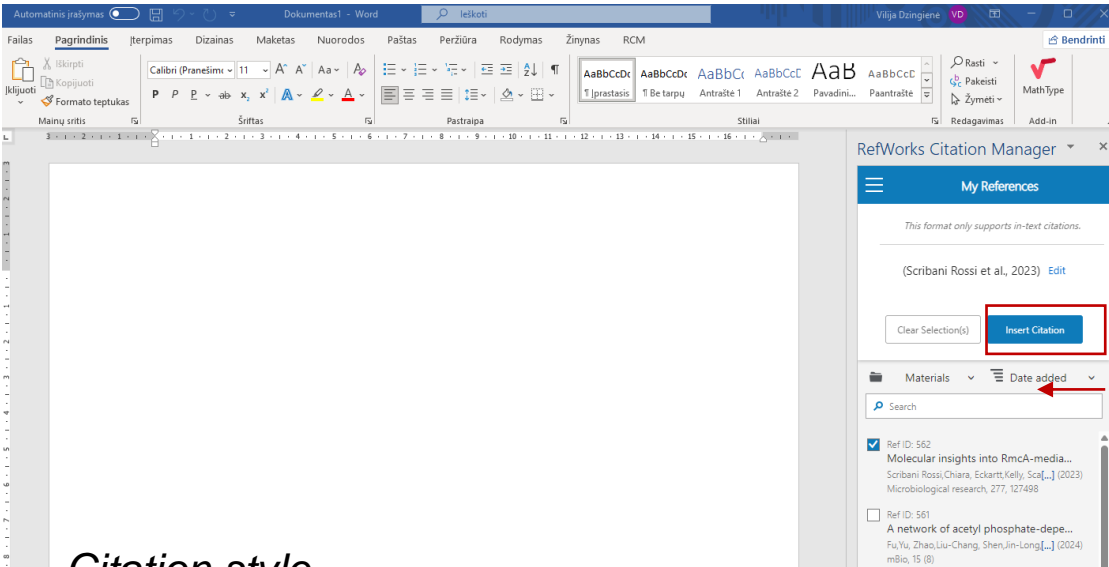
RefWorks Citation Manager can also be installed from MS Word by selecting **Store**.

Watch a video on how to use RefWorks Citation Manager here: [https://youtu.be/uLun\\_yO7heY](https://youtu.be/uLun_yO7heY)

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

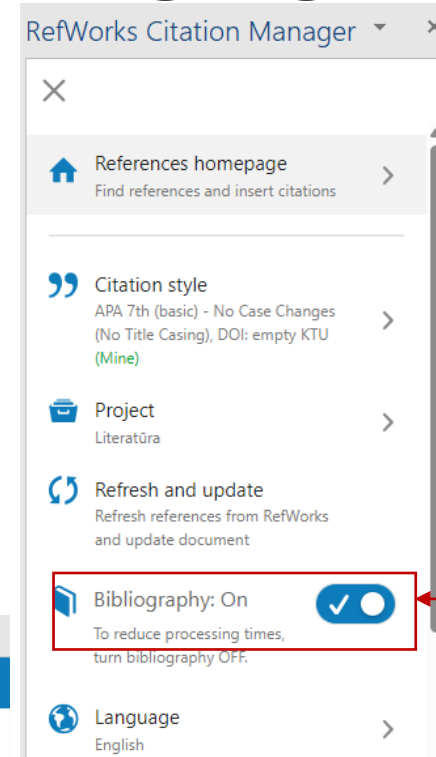
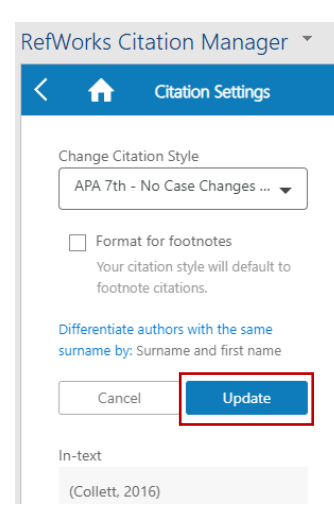
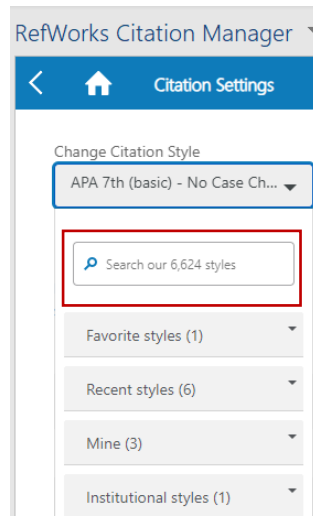
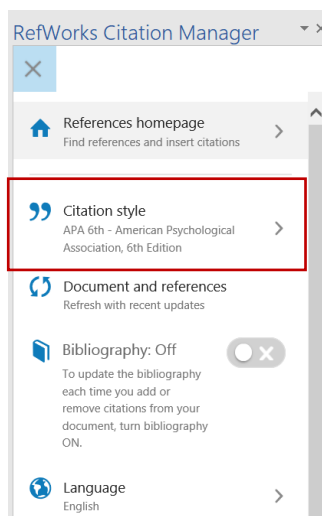
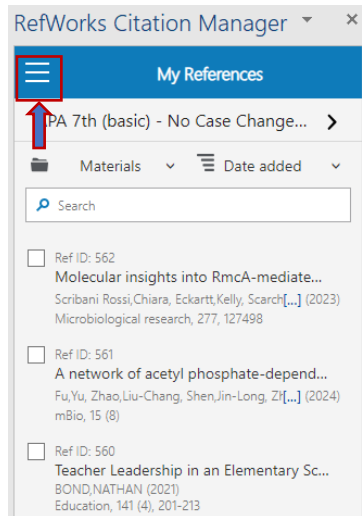


# RefWorks Citation Manager (2)



To insert a link in the text: select the entry and click *Insert Citation*.

Citation style

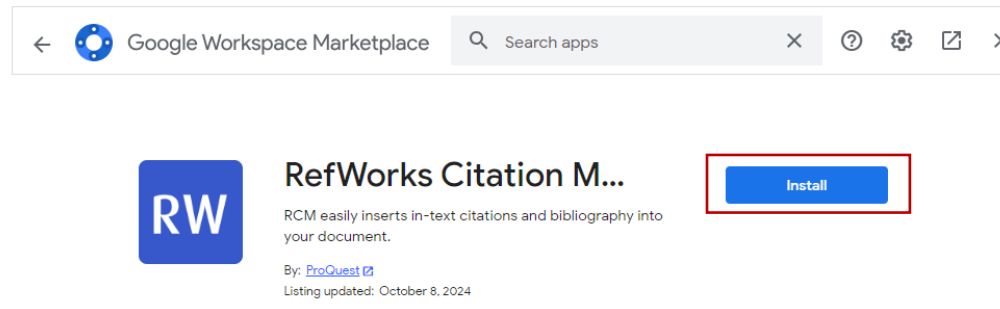


*Bibliography: On.*



The *RefWorks Citation Manager* tools need to be installed in the *Google Docs*.

[Installing RefWorks Citation Manager \(RCM\) for Google Docs](#)



# Bibliographical references management program *RefWorks*

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