

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:

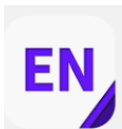
- Preservation of documents;
- Preservation of bibliographical references from library catalogues, databases or other resources;
- Option to include references to cited resources by a click of mouse;
- Program can generate list of references according to selected citation style.

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

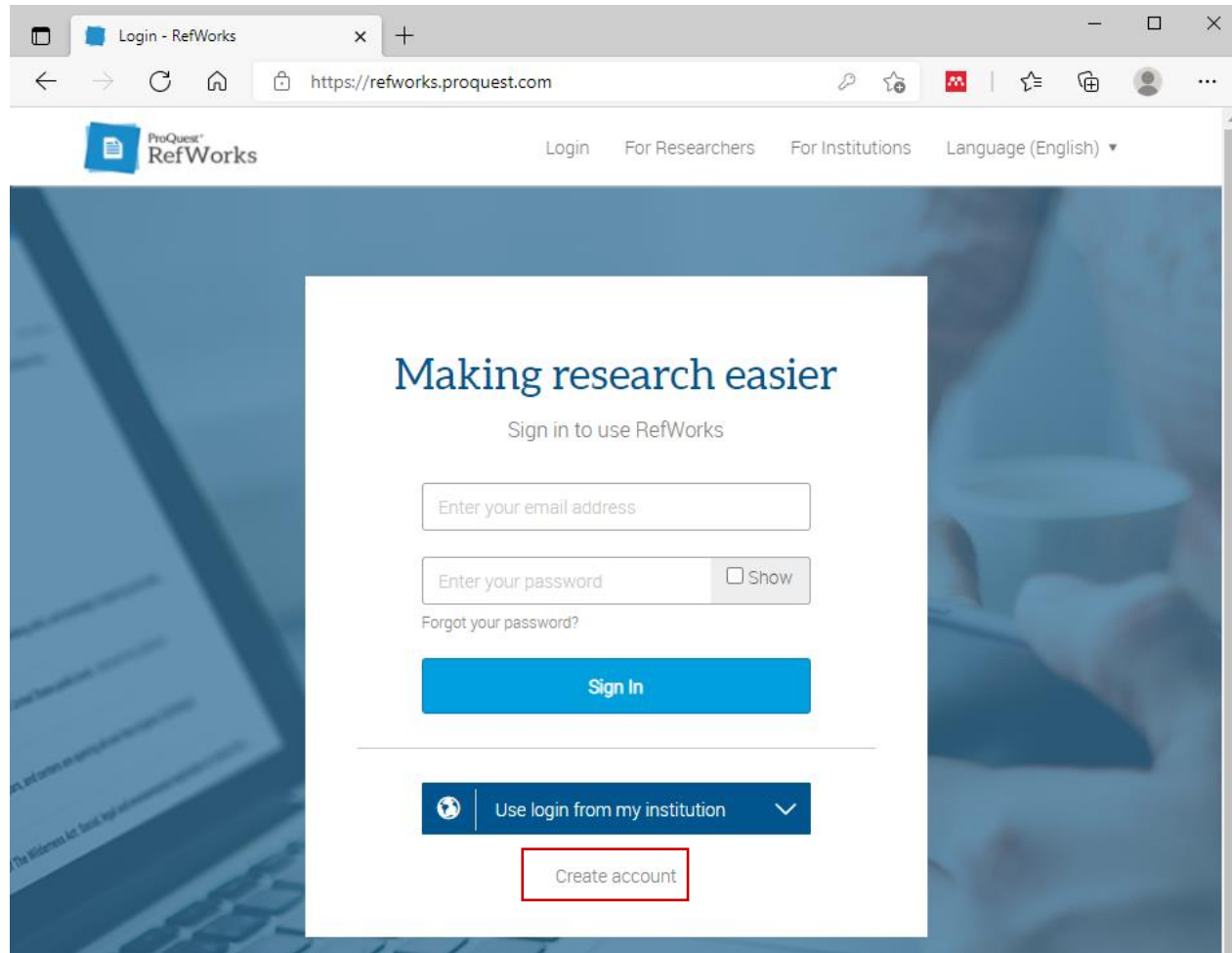
-
- **Create a personal database online.** Store an unlimited number of records accessible from any computer linked to the Internet. No downloading software or installation required.
 - **Import references automatically from multiple databases.** Search results from a wide variety of databases can be 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.



The screenshot shows a web browser window with the address bar displaying <https://refworks.proquest.com>. The page header includes the ProQuest RefWorks logo and navigation links for Login, For Researchers, For Institutions, and Language (English). The main content area features a white box with the heading "Making research easier" and the subtext "Sign in to use RefWorks". Below this are two input fields: "Enter your email address" and "Enter your password" (with a "Show" toggle). A "Forgot your password?" link is positioned below the password field. A blue "Sign In" button is centered below the inputs. At the bottom of the white box, there is a dark blue button labeled "Use login from my institution" with a dropdown arrow, and a red-outlined button labeled "Create account" below it.

Create your RefWorks Account

- 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 RefWorks web application interface. At the top, a browser tab is labeled 'RefWorks' with a 'x' icon. The address bar shows the URL 'refworks.proquest.com/library/all/'. Below the browser window, a blue header bar contains the 'RefWorks' logo, a 'Literatūra' dropdown menu, and the text 'Kaunas University of Technology' and 'Language (English)' with a dropdown arrow. A navigation bar below the header includes icons and labels for 'Add', 'Assign', 'Share', 'Create Bibliography', 'Delete', 'Add Tags', 'Tools', and 'Search'. On the left, a sidebar menu lists 'All References' (selected), 'Search Databases', 'Last Imported', 'Duplicates', 'Sharing', 'My Folders', 'Tags', and 'Trash'. 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, light gray circular area in the center contains a document icon and the text 'Drop files here or use the + icon'. At the bottom left, links for 'Accessibility Statement' and 'Privacy Policy' are visible.

RefWorks

Literatūra

Kaunas University of Technology

Language (English)

All References

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

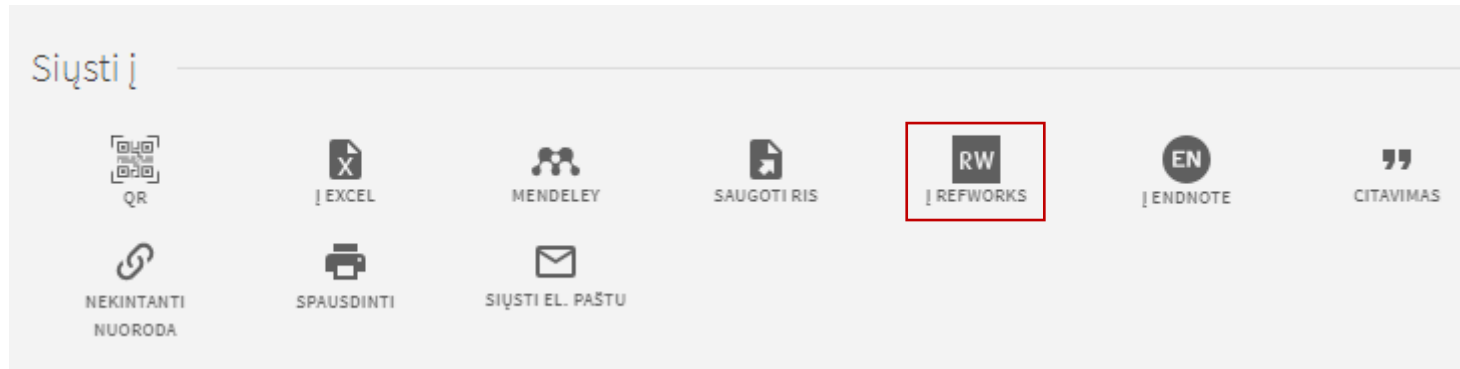
Accessibility Statement

Privacy Policy

Drop files here
or use the + icon

Direct references upload from databases

ktu



+ Add to Mendeley Share Cite

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

Highlights

- Learning by designing and 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. On the left is a sidebar with navigation options: All References, Search Databases, Last Imported (selected), Duplicates, Sharing, My Folders, Tags, and Trash. The main area is titled 'Last Imported' and shows a list of references. A red box highlights a specific record in the list. To the right, a detailed view of this record is shown, also with a red box highlighting the 'Edit record' icon in the top right corner. The record details include the Ref ID (560), title, author, abstract, tags, and publication date.

RefWorks Literatūra

Kaunas University of Technology Language (English) Vilija Dzingiene

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](#)

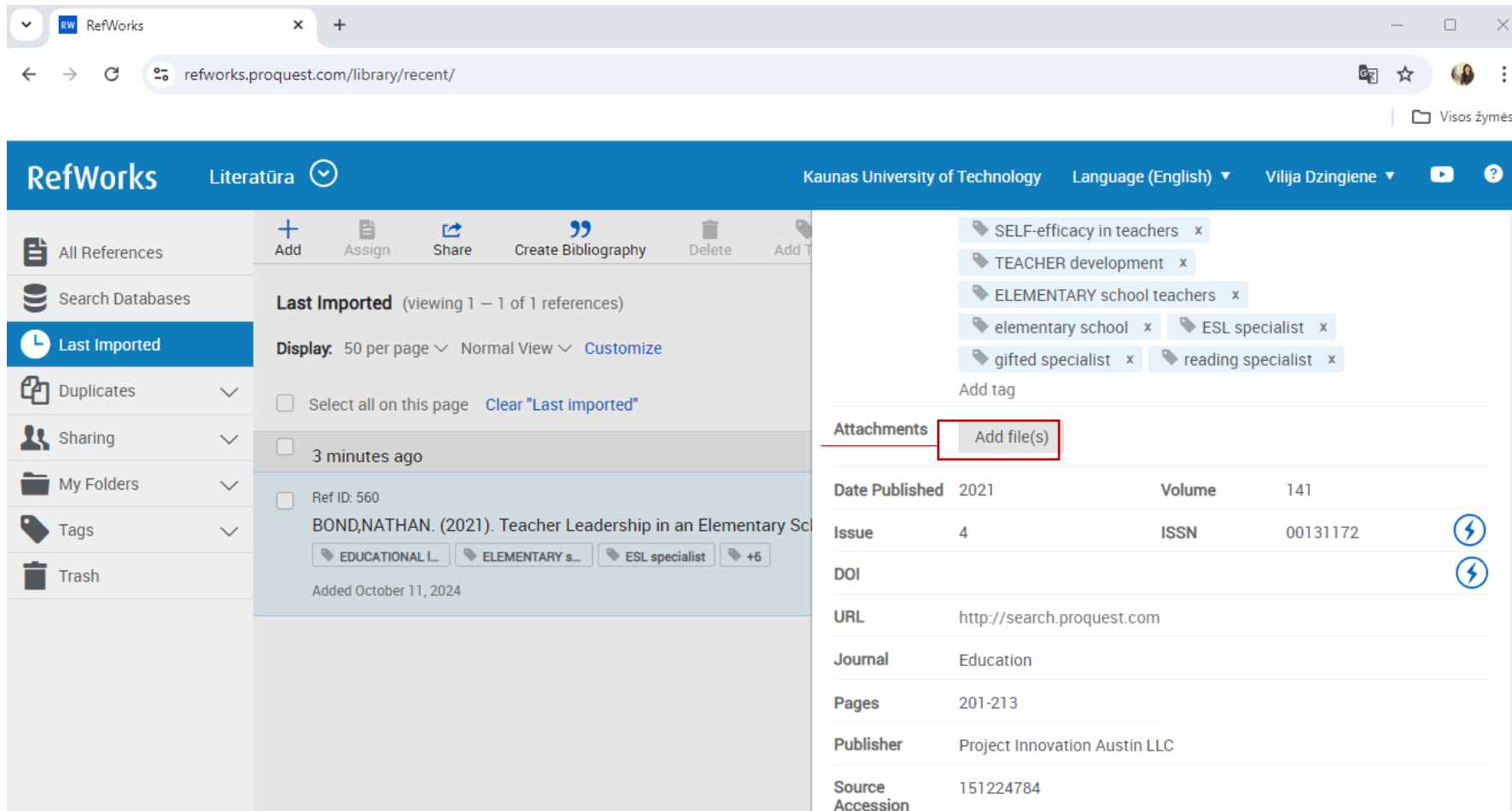
Tags
EDUCATIONAL leadership elementary school
ELEMENTARY school teachers ESL specialist

[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 top navigation bar includes the RefWorks logo, the word "Literatūra", and user information for Kaunas University of Technology, Language (English), and Vilija Dzingiene. The left sidebar contains a list of navigation options: All References, Search Databases, Last Imported (selected), Duplicates, Sharing, My Folders, Tags, and Trash. The main content area displays a reference entry under the "Last Imported" section. The entry is titled "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School" and includes tags such as "EDUCATIONAL L...", "ELEMENTARY s...", "ESL specialist", and "+6". The entry was added on October 11, 2024. To the right of the reference entry, there is a section for "Attachments" with a red box around the "Add file(s)" button. Below the attachments section, there is a table with metadata for the document.

Field	Value
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

RefWorks

Literatūra

Kaunas University of Technology

Language (English)

Vilija Dzingiene

All References

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

+

Add

Assign

Share

Create Bibliography

Delete

Add Tags

Tools

Search

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

8 minutes ago

Ref ID: 560

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

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

BOND,NATHAN, 0001

Added October 11, 2024

Ref ID: 560

Journal Article

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

TEACHER LEAD A CASE STU

Read

MENTARY SCHOOL: INSTRUCTIONAL SUPPORT

Straipsnis.pdf

Texas State University

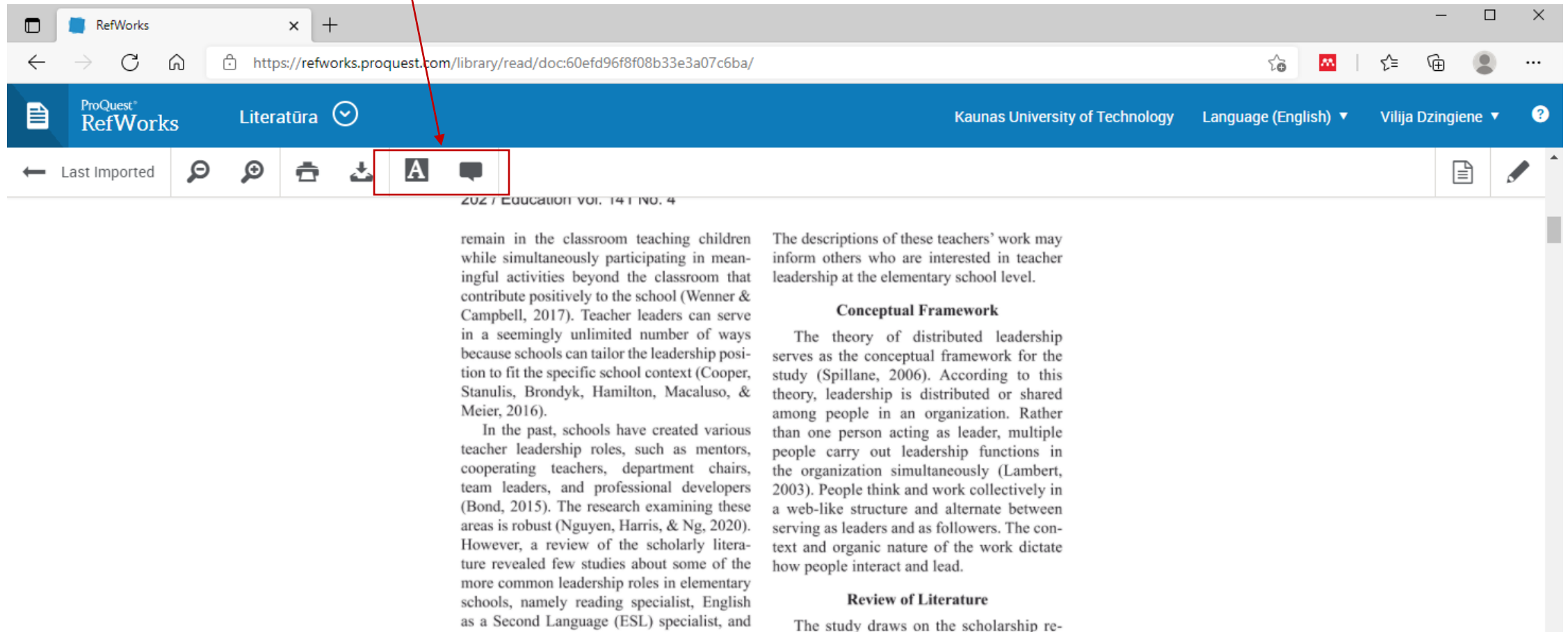
Some teachers reach a point in their careers when they crave greater decision-making authority in their schools without becoming administrators. This article provides a case study of a teacher leader...

Authors

BOND,NATHAN

PDF document

Mark and write comments



The screenshot shows the ProQuest RefWorks web interface. The browser address bar displays the URL: <https://refworks.proquest.com/library/read/doc:60efd96f8f08b33e3a07c6ba/>. The interface includes a blue header bar with the ProQuest RefWorks logo, the word "Literatūra" with a dropdown arrow, and user information: "Kaunas University of Technology", "Language (English)", and "Vilija Dzingiene". Below the header is a toolbar with various icons. A red box highlights the "A" icon (representing annotation) and the comment icon (a speech bubble). A red arrow points from the text "Mark and write comments" to the comment icon. The main content area displays a PDF document titled "2021 Education Vol. 141 No. 4". The text in the PDF is as follows:

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 in a browser. The address bar displays `refworks.proquest.com/library/recent/`. The top navigation bar 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 left sidebar contains a list of navigation items: "All References", "Search Databases", "Last Imported" (highlighted in blue), "Duplicates", "Sharing", "My Folders", "Tags", and "Trash". A top toolbar contains icons for "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). Below the menu, a record entry is visible for "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support". This entry includes tags "EDUCATIONAL I...", "ELEMENTARY s...", and "ESL specialist", a document icon, the text "BOND,NATHAN, 0001", and the date "Added October 11, 2024". The text "Display: 50 per page" is located on the right side of the interface.

RefWorks Literatūra

Kaunas University of Technology Language (English)

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

Search Databases

Last Imported

Duplicates

Sharing

My Folders

Tags

Trash

Upload document

Import references

Create reference manually

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

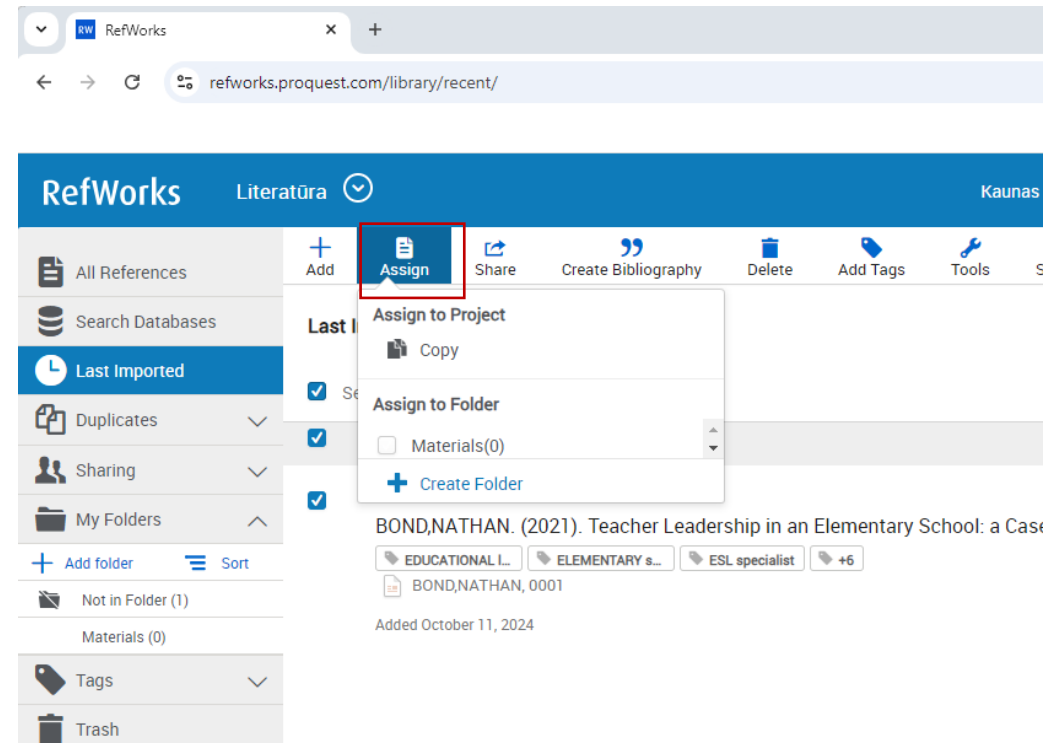
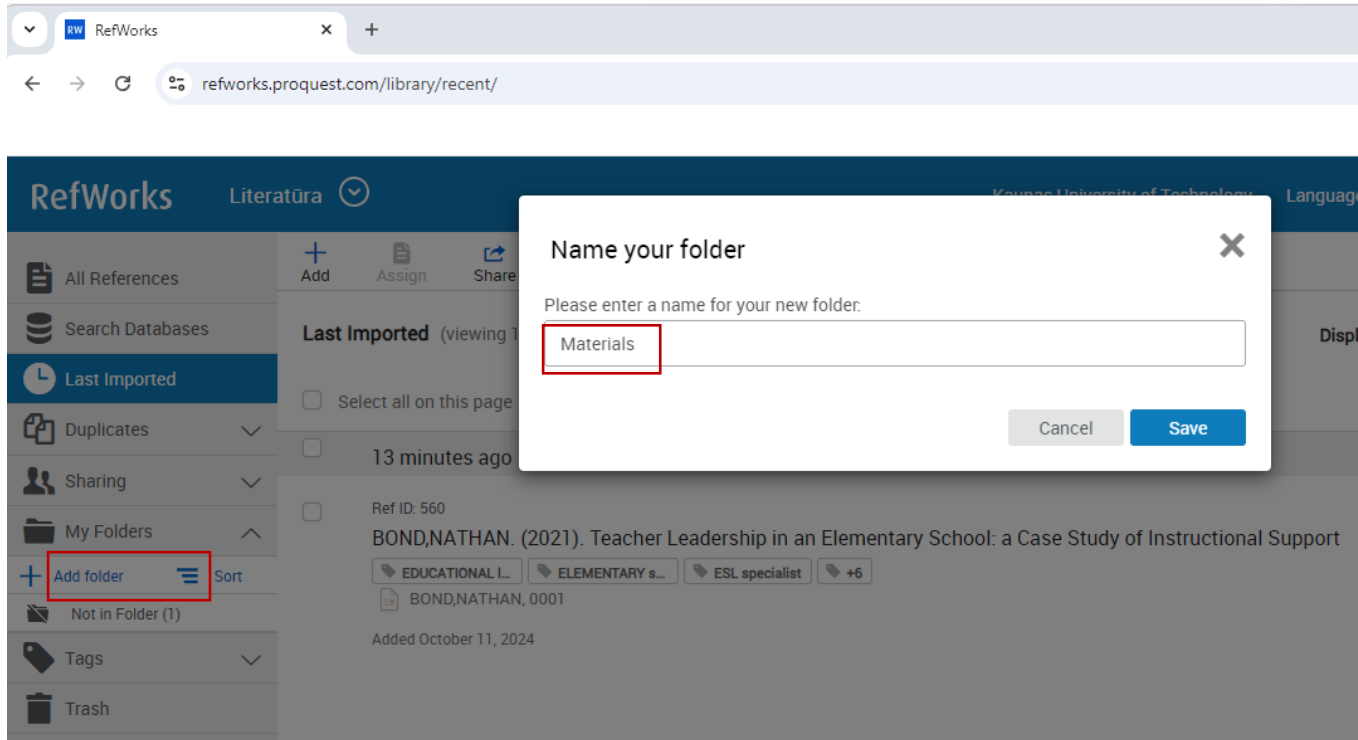
EDUCATIONAL I... ELEMENTARY s... ESL specialist +6

BOND,NATHAN, 0001

Added October 11, 2024

Display: 50 per page

Managing of preserved records



Sharing references with others

The screenshot shows the RefWorks web interface in a browser. The address bar displays `refworks.proquest.com/library/recent/`. The interface has a blue header with the RefWorks logo, the word "Literatūra" with a dropdown arrow, and "Kaunas University of Technology". Below the header is a navigation bar with icons for "Add", "Assign", "Share", "Create Bibliography", "Delete", "Add Tags", "Tools", and "Search". The "Share" button is highlighted with a red box. A dropdown menu is open from the "Share" button, showing three options: "Share folder" (with a people icon), "Export references" (with a download icon), and "Export attachments" (with a document icon). On the left side, there is a sidebar with a list of folders: "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. The first reference is selected with a checkbox and has a "15 minutes" label. It is titled "BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support" and includes tags like "EDUCATIONAL I...", "ELEMENTARY s...", and "ESL specialist".

Prepare a list of references (1)

Create Bibliography

RefWorks Literatūra

All References Search Databases Last Imported Duplicates Sharing My Folders Add folder Sort Not in Folder (0) Materials (1) Tags Trash

Ref ID: 560
BOND,NATHAN. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support. *Education*, 141(4), 201–213.
Added October 11, 2024

Create Bibliography

- 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 Literatūra Kaunas University of Technology Language (English)

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

Bibliography from Selected reference (1)

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

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

Copy to Clipboard

References

1. 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 RefWorks interface with the 'Create Bibliography' dropdown menu open. The menu options are: 'Create bibliography' (with a description: 'Create a bibliography in your preferred output style'), 'Quick cite' (highlighted with a red box), 'Citation Style Editor' (with a description: 'Customize the citation styles you can use for citations and bibliographies'), and 'Insert Citations'. The background shows the 'Last Imported' list with a reference by BOND, NATHAN.

This screenshot shows the 'Choose your citation style' step. A dropdown menu is open, showing 'APA 7th (basic) - No Case Changes (No Title Casing), DOI:...' as the selected option, which is highlighted with a red box. A red arrow points from the text 'Citation style selection' to this dropdown. Other options visible include 'APA 7th (basic) - No Case Changes (No Title Casing), DOI:...' and 'APA 7th (basic) - No Case Changes (No Title Casing), DOI:...'. A 'Continue...' button is at the bottom right.

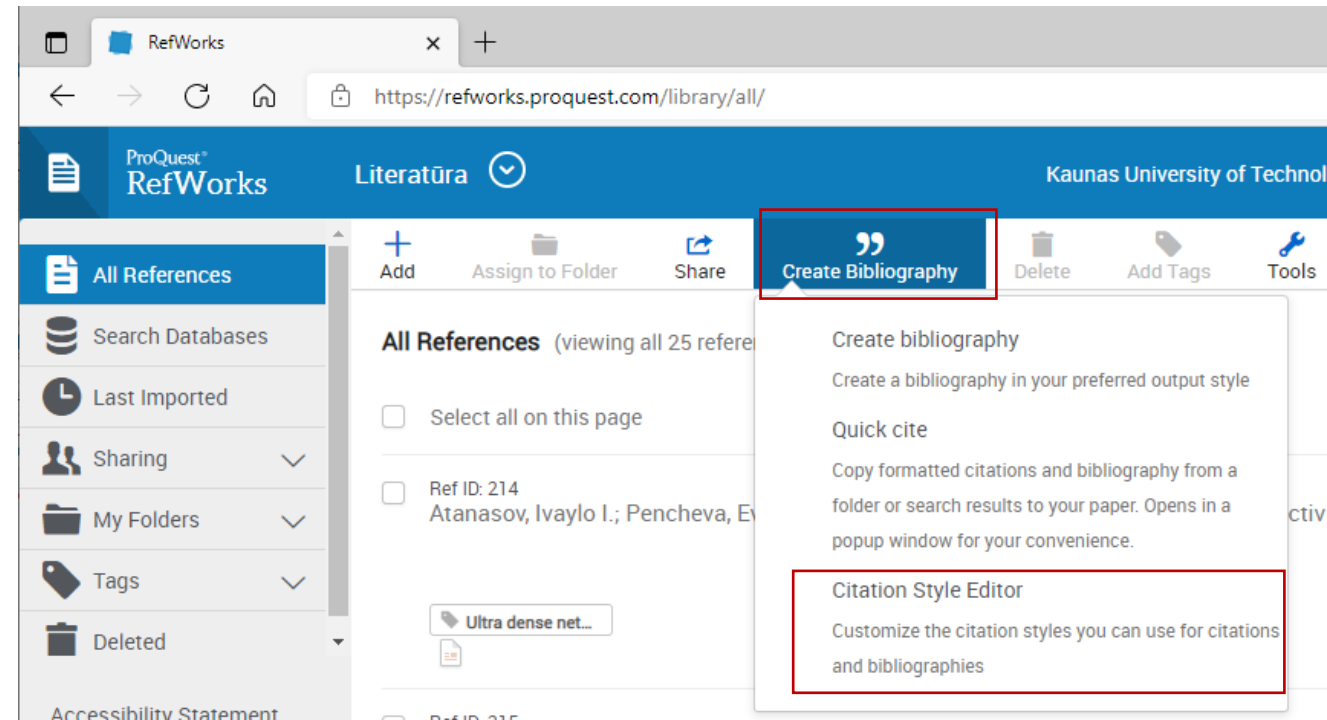
Citation style selection

This screenshot shows the 'Add your bibliography' step. It includes a 'References' section with a list of references. The first reference is: '1. BOND, N. (2021). Teacher Leadership in an Elementary School: a Case Study of Instructional Support. *Education*, 141(4), 201–213.' The entire reference list is enclosed in a red box. At the bottom, there are 'Back' and 'Copy to Clipboard' buttons.

Changing the citation style (1)

RefWorks allows you to edit existing styles.

Create Bibliography > Citation Style Editor.



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).

RefWorks Literatūra Kaunas University of Technology

Citation styles

1 Q APA 7

All styles

My custom styles

Institutional styles

Citation Style Language (CSL)

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

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://

APA 7th - No Case Changes (No Title Casing), DOI: https://, Annotated

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, with red boxes and numbers indicating key areas:

- 1**: A red box highlights the left sidebar menu, specifically the 'Bibliography (16)' option, which is the first step in editing the citation style.
- 2**: A red box highlights the 'Reference type' list in the sidebar, showing various options like 'Generic', 'Abstract', 'Artwork', etc. The 'Generic' type is currently selected.
- 3**: A red box highlights the 'Bibliography settings for Generic references' section at the top of the main editing area. It displays a sample citation: '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.'
- 4**: A red box highlights the 'Citation Style Visual Editor' section, which allows users to customize the citation format. It includes a toolbar with formatting options (B, I, U, T¹, T₁) and a list of fields to be included in the citation, such as '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 690:2021:

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

RefWorks Literatūra Kaunas University of Technology Language (English)

← ISO 690-2 (Numeric Method)

Bibliography (17)
Citations (1)
Footnotes (20)

Reference type
Generic

Language group

Citations settings for Generic references
(1)

To learn more about editing citation styles, visit this [knowledge center article](#) or [video tutorial](#).

B I U T¹ T₁

Authors Publish Date (Year)

Citations Settings

Citation Format ([citation]) ,
B I U T¹ T₁

Sort Citation Order

RefWorks Literatūra Kaunas University of Technology Language (English) Vilija Dzingiene

← ISO 690-2 (Numeric Method) Options **Save a copy**

Bibliography (17)
Citations (1)
Footnotes (20)

Reference type
Generic

Language group

Citations settings for Generic references
[1]

To learn more about editing citation styles, visit this [knowledge center article](#) or [video tutorial](#).

B I U T¹ T₁

Authors Publish Date (Year)

Citations Settings

Citation Format ([citation]) ,
B I U T¹ T₁

Sort Citation Order

RefWorks Literatūra Kaunas University of Technology Language (English)

← ISO 690-2 (Numeric Method)

Bibliography (17)
Citations (1)
Footnotes (20)

Reference type
Generic

Language group

Citations settings for Generic references
[1]

To learn more about editing citation styles, visit this [knowledge center article](#) or [video tutorial](#).

B I U T¹ T₁

Authors Publish Date (Year)

Citations Settings

Citation Format [[citation]] ,
B I U T¹ T₁

Sort Citation Order

RefWorks Citation Manager (1)

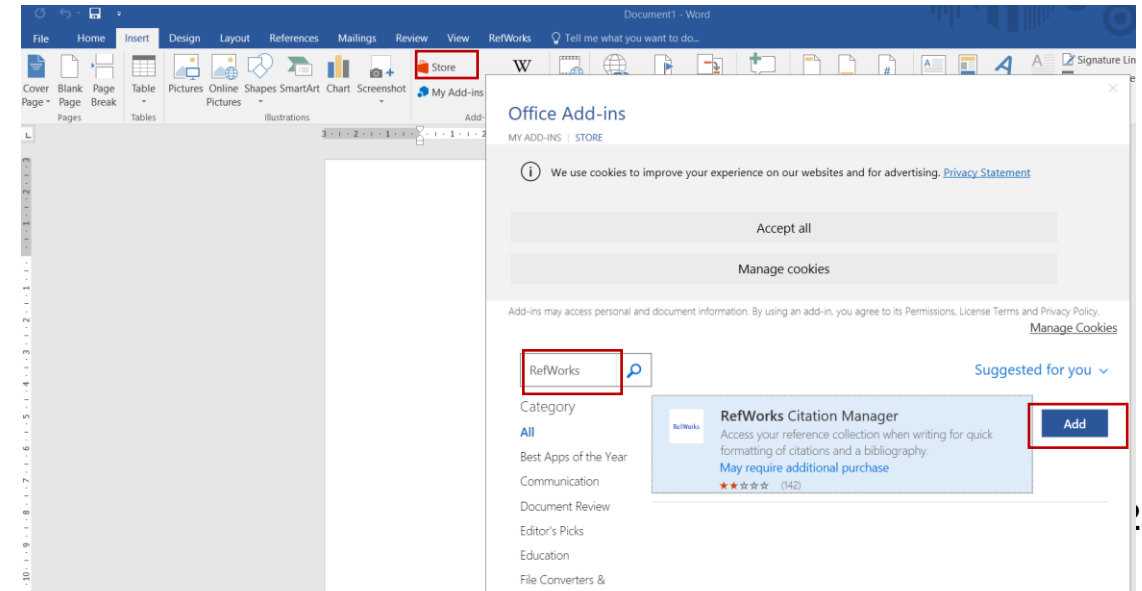
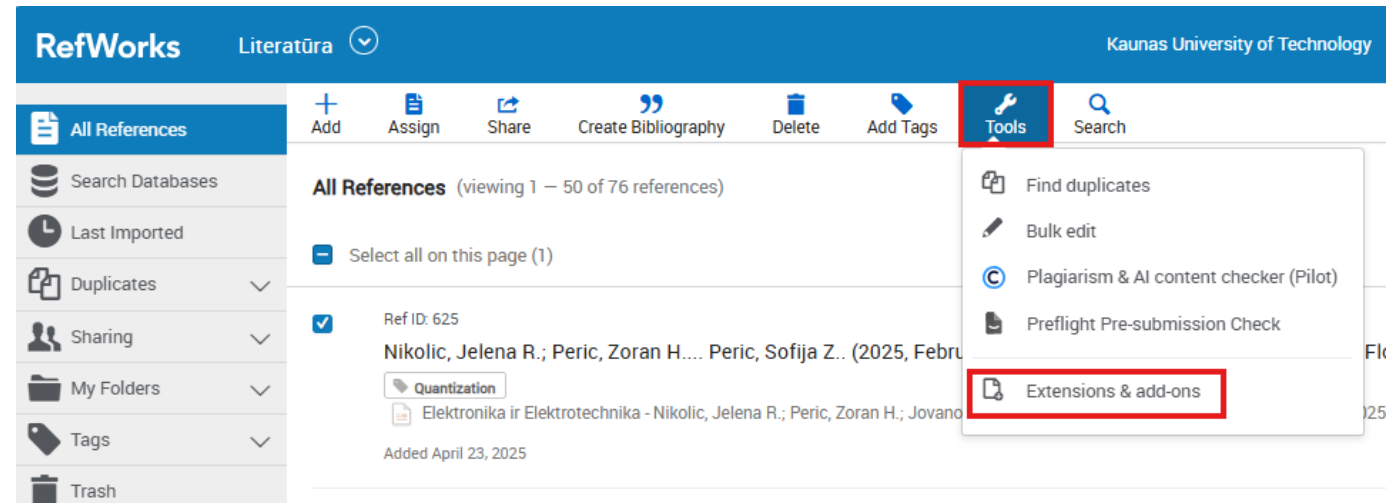
ktu

*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**.*

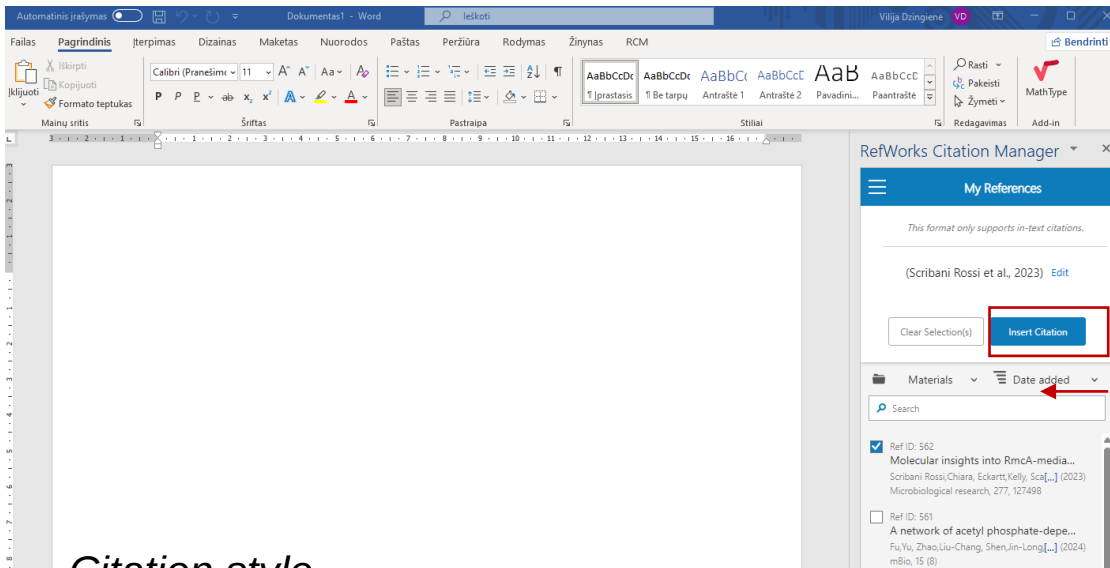
Watch a video on how to use *RefWorks Citation Manager* here:
https://youtu.be/uLun_yO7heY

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



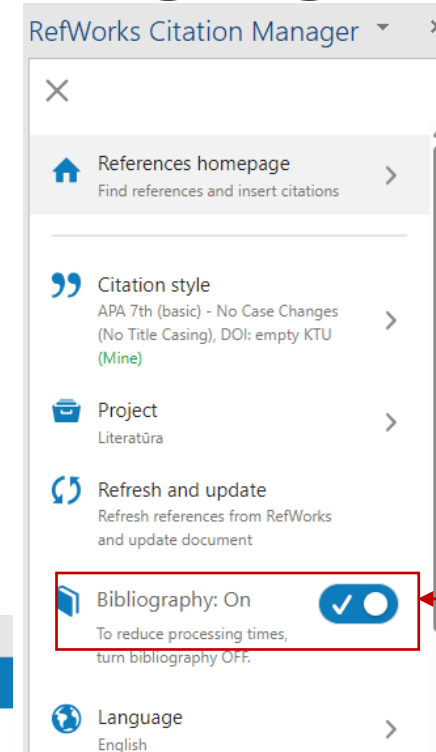
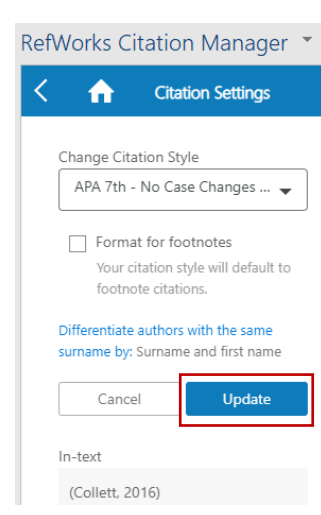
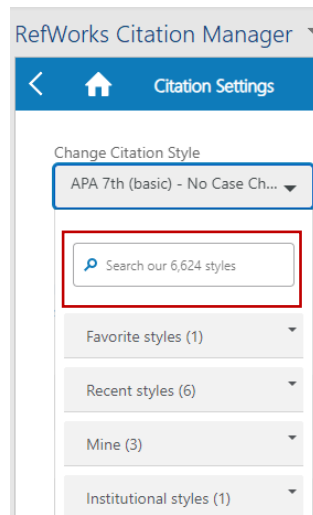
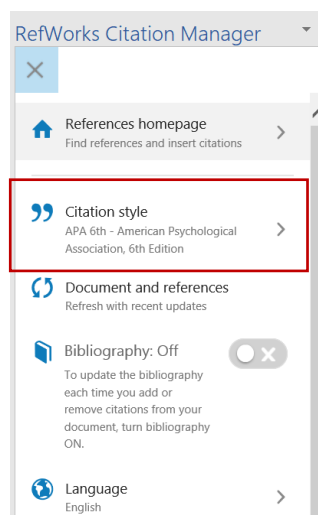
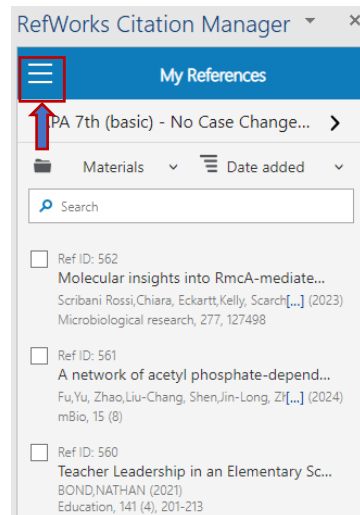
RefWorks Citation Manager (2)

ktu



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

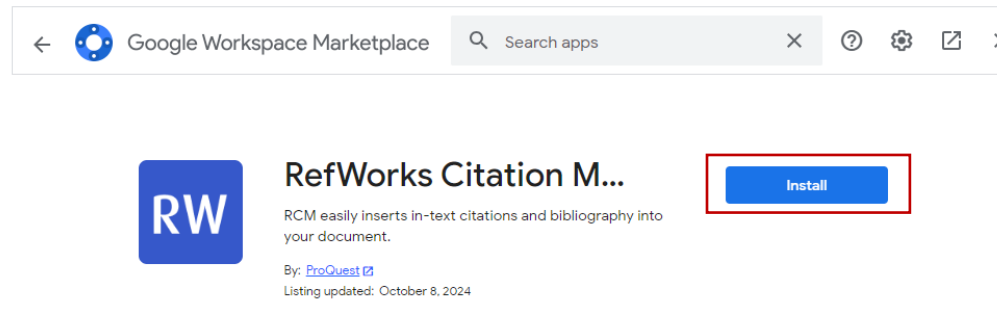
Citation style



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*

Kauno technologijos universiteto biblioteka
biblioteka@ktu.lt