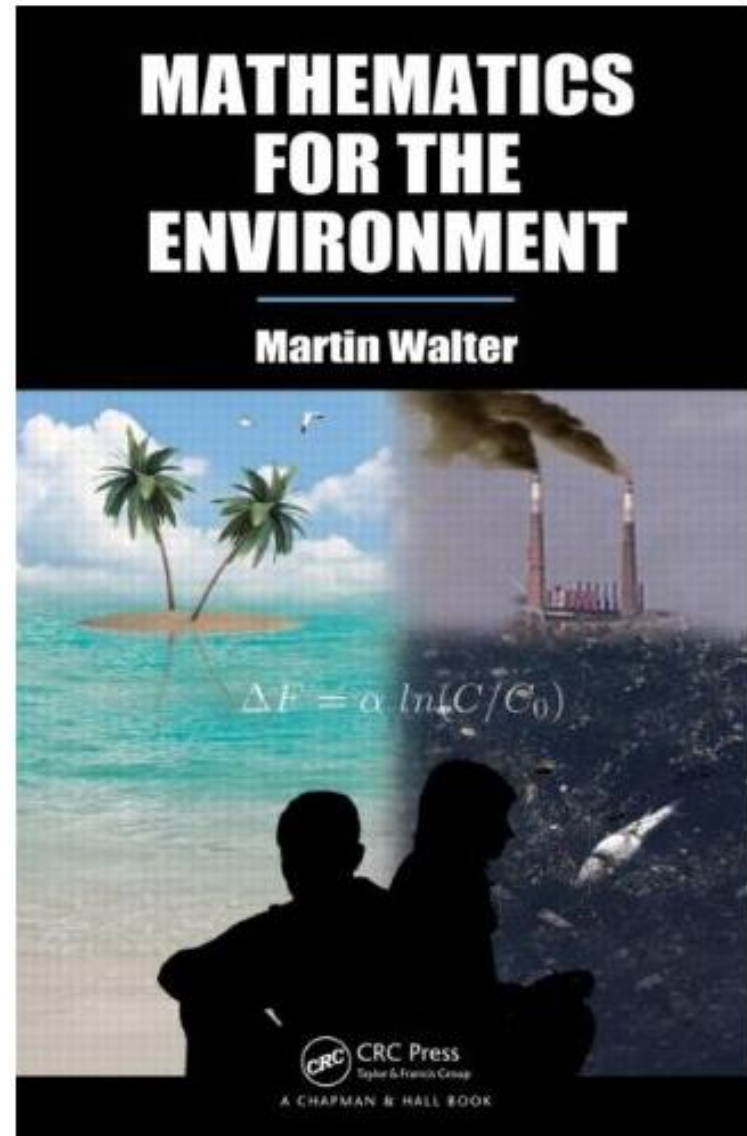


HOW TO INPUT YOUR REFERENCE: Manual Input

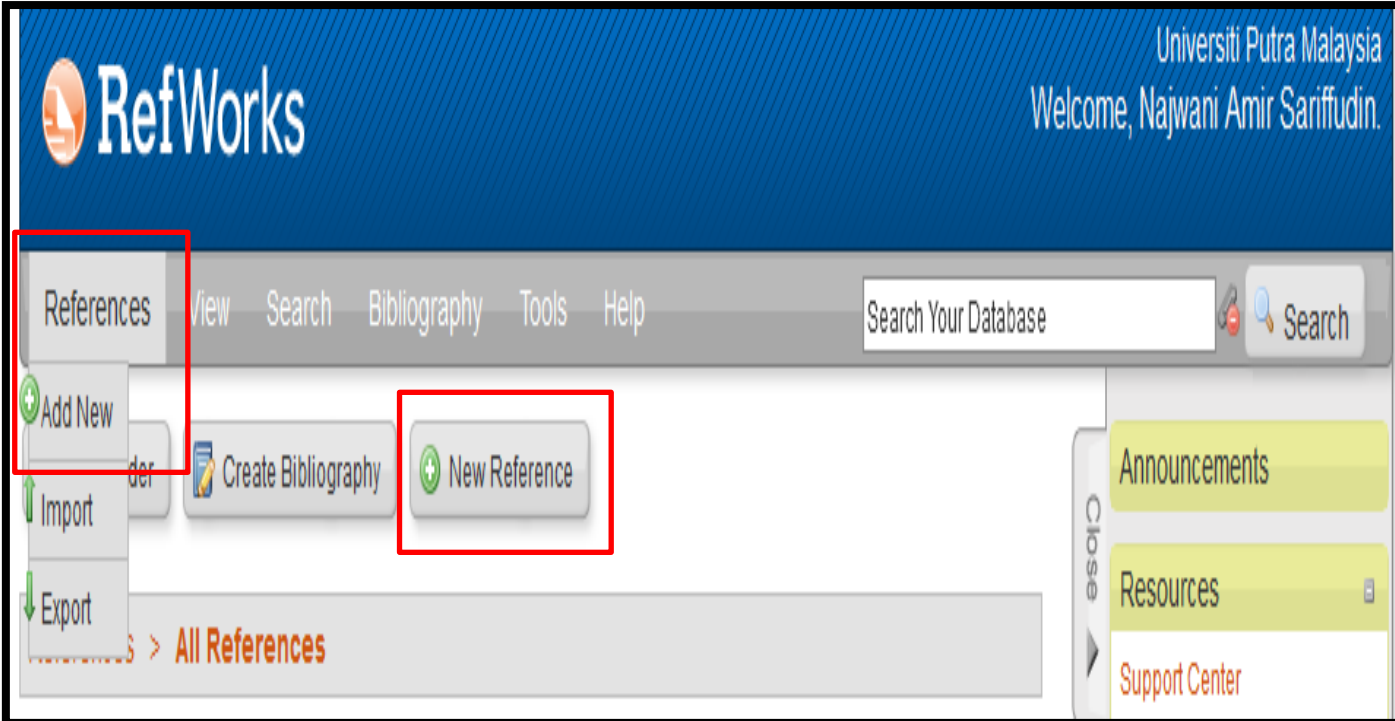
Example:

Add reference information for this book



HOW TO INPUT YOUR REFERENCE: Manual Input

Click on **New Reference**
OR
click on **References** ,
then select **Add New**



The screenshot displays the RefWorks web interface. At the top left is the RefWorks logo. At the top right, it says "Universiti Putra Malaysia" and "Welcome, Najwani Amir Sariffudin." Below the logo is a navigation menu with "References", "View", "Search", "Bibliography", "Tools", and "Help". A search bar labeled "Search Your Database" is on the right. A dropdown menu is open under "References", showing "Add New", "Import", and "Export". A "Create Bibliography" button is visible. A "New Reference" button is highlighted with a red box. On the right side, there are sections for "Announcements", "Resources", and "Support Center".

HOW TO INPUT YOUR REFERENCE: Manual Input

Add New Reference screen will be displayed.

1. Select the a Citation Style at **Fields used by**
e.g. APA 6th – American Psychological Association, 6th Edition
2. Select the **Reference Type**
e.g. Book, Whole
3. Enter the information from your reference in the appropriate fields.
4. Click on **Save Reference** at the bottom of the page.
OR
5. Click on **Save & Add New** to add another reference.

Universiti Putra Malaysia

Add New Reference

Fields used by: **APA 6th - American Psychological Association, 6th Edition** [About this style](#)

and Reference Type: **Book, Whole**

The following fields are used by your selected output style. You can access additional fields below.

Authors:

Book Title:

Pub Year:

Editors:

Edition:

Publisher:

Place of Publication:

Translators:

DOI:

Original/Translated Title:

Completed
This reference has been saved.

HOW TO INPUT YOUR REFERENCE: Manual Input

6. To view the reference, click **View**, then select **All References**

The screenshot displays the interface of a reference management application. At the top, there is a navigation bar with tabs for 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar on the right contains the text 'Search Your Database'. Below the navigation bar, a dropdown menu is open under the 'View' tab, showing options: 'All References', 'My List', 'Duplicates', and 'Deleted References'. A red callout box with the number '6' points to the 'All References' option. The main area shows a list of references. The first reference is 'Ref ID 1' with the title 'Journal Article Reference 1 of 2'. Its details include: Ref Type: Journal Article, Source Type: Print(0), Output Language: Unknown(0), Authors: Bruce, Christine Susan, Folders: Last Imported, Title: Workplace experiences of information literacy, Periodical, Full: International Journal of Information Management, Periodical, Abbrev: Int.J.Inf.Manage., Pub Year: 1999, Volume: 19, Issue: 1, Start Page: 33, Other Pages: 47, Publisher: Elsevier, Data Source: google, Created: 10/24/2014 10:18:05 am Local Timezone (GMT +8hr), Last Modified: 10/24/2014 10:18:05 am Local Timezone (GMT +8hr). The second reference is 'Ref ID 2' with the title 'Book, Whole Reference 2 of 2'. Its details include: Ref Type: Book, Whole, Source Type: Print(0), Output Language: Unknown(0), Authors: Walter, Martin, Book Title: Mathematics for the environment, Pub Year: 2011, Publisher: CRC Press, Place of Publication: Boca Raton, Florida, Created: 10/28/2014 8:18:00 am Local Timezone (GMT +8hr), Last Modified: 10/28/2014 8:31:26 am Local Timezone (GMT +8hr). On the right side, there is a sidebar with sections: 'Announcements', 'Resources' (Support Center, Webinars), 'Folders' (My List, Not In Folder (1), Last Imported (1)), 'Quick Access' (Advanced Search, Import, Export, Create Bibliography, Print References), and 'Statistics' (Reference(s), Folder(s), Shared Item(s), Attachment(s), / 104857600 bytes used).