

# HOW TO CREATE BIBLIOGRAPHY:

## Create a List of References with a citation style

1. Click on **Create Bibliography**

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and the text 'Universiti Putra Malaysia Welcome, Najwani Amir Sariffudin.' is on the right. 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. Below the navigation menu are three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. The 'Create Bibliography' button is highlighted with a red callout box containing the number '1'. Below the buttons is a breadcrumb trail 'References > All References'. The main content area shows a list of references. The first reference is 'Ref ID 1' with details: Authors: Bruce, Christine Susan; Title: Workplace experiences of information literacy; Source: Int.J.Inf.Manage., 1999, 19, 1, 33-47, Elsevier; Folders: Last Imported. The second reference is 'Ref ID 2' with details: Authors: Walter, Martin; Book Title: Mathematics for the environment; Source: 2011, CRC Press, Boca Raton, Florida. 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)), and 'Quick Access' (Advanced Search, Import, Export).

# HOW TO CREATE BIBLIOGRAPHY:

## Create a List of References with a citation style

2. You may select  
**References to Include**  
**From All References:**

- Selected
- Page
- All in list

3. Select an **Output Style**  
e.g. APA 6<sup>th</sup> –  
American Psychological  
Association, 6<sup>th</sup> Edition

Universiti Putra Malaysia  
Welcome, Najwani Amir Sariffudin.

References View Search Bibliography Tools Help Search Your Database Search

New Folder Create Bibliography New Reference

Create a bibliography from a list of references X

References to Include From **All References**:  Selected (0)  Page (2)  All in List (2)  
You can select a different folder from the folder area to the right of this window.

Select an Output Style APA 5th - American Psychological Association, 5th Preview

Select a File Type HTML

Need [Help](#) creating a bibliography from a list of references?

**Favorites**

- APA 5th - American Psychological Association, 5th Edition
- APA 6th - American Psychological Association, 6th Edition**
- Chicago 15th Edition (Author-Date System)
- Council of Science Editors - CSE 7th, Citation-Sequence
- Council of Science Editors - CSE 7th, Name-Year Sequence
- Harvard
- Harvard - British Standard
- MLA 7th Edition
- Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals
- Vancouver

*Universiti Putra Malaysia Specific*

Announcements

Resources

Support Center

Webinars

My List

Not In Folder (1)

Last Imported (1)

Quick Access

- Advanced Search
- Import
- Export
- Create Bibliography
- Print References

# HOW TO CREATE BIBLIOGRAPHY:

## Create a List of References with a citation style

4. **Select a File Type**  
from drop down menu.  
e.g. Word for Windows  
2000 or later)

The screenshot displays the RefWorks web interface. At the top, the RefWorks logo is on the left, and 'Universiti Putra Malaysia Welcome, Najwani Amir Sariiffudin.' is on the right. Below the logo is a navigation bar with 'References', 'View', 'Search', 'Bibliography', 'Tools', and 'Help'. A search bar labeled 'Search Your Database' is on the right. Below the navigation bar are three buttons: 'New Folder', 'Create Bibliography', and 'New Reference'. The main content area features a dialog box titled 'Create a bibliography from a list of references'. Inside the dialog, there are three radio buttons for 'References to Include From All References': 'Selected (0)', 'Page (2)', and 'All in List (2)'. Below this is a 'Select an Output Style' dropdown menu set to 'APA 6th - American Psychological Association, 6th' with a 'Preview' button. The 'Select a File Type' dropdown menu is open, showing options: 'HTML', 'Text', 'HTML', 'Rich Text Format (RTF)', 'Word for Mac (98 or later)', 'Word for Windows (2000 or later)', and 'OpenOffice.org Writer (.odt)'. A red callout box with the number '4' points to the 'Word for Windows (2000 or later)' option. At the bottom of the dialog are 'Manage Output Styles' and 'Create Bibliography' buttons. On the right side of the interface, there is a sidebar with sections: 'Announcements', 'Resources' (with links to 'Support Center' and 'Webinars'), 'Folders' (with 'My List', 'Not In Folder (1)', and 'Last Imported (1)'), and 'Quick Access' (with 'Advanced Search', 'Import', 'Export', 'Create Bibliography', and 'Print References').

# HOW TO CREATE BIBLIOGRAPHY:

## Create a List of References with a citation style

5. Once done, click on **Create Bibliography**

RefWorks

Universiti Putra Malaysia  
Welcome, Najwani Amir Sariffudin.

References View Search Bibliography Tools Help

Search Your Database Search

New Folder Create Bibliography New Reference

Create a bibliography from a list of references X

References to Include From **All References**:  Selected (0)  Page (2)  All in List (2)  
You can select a different folder from the folder area to the right of this window.

Select an Output Style  Preview

Select a File Type

Need [Help](#) creating a bibliography? Did you want to [format a paper and bibliography](#) instead of creating a bibliography from a list of references?

Manage Output Styles Create Bibliography

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

# HOW TO CREATE BIBLIOGRAPHY:

## Create a List of References with a citation style

6. Click on **OK** to view the result.
7. “Click here” if you not receive a file download prompt.

The screenshot shows the ProQuest interface for creating a bibliography. The main window is titled "References > All References" and includes a "References" tab and an "Organize & Share Folders" tab. A dialog box titled "Create a bibliography from a list of references" is open, showing options for "References to Include From All References" (Selected (0), Page (5), All in List (5)), "Select an Output Style" (APA 6th - American Psychological Association, 6th), and "Select a File Type" (Word for Windows (2000 or later)). A "Create Bibliography" button is visible. Below the dialog, a list of references is shown, including one by Stewart, Kristine N. and another by Walter, Martin.

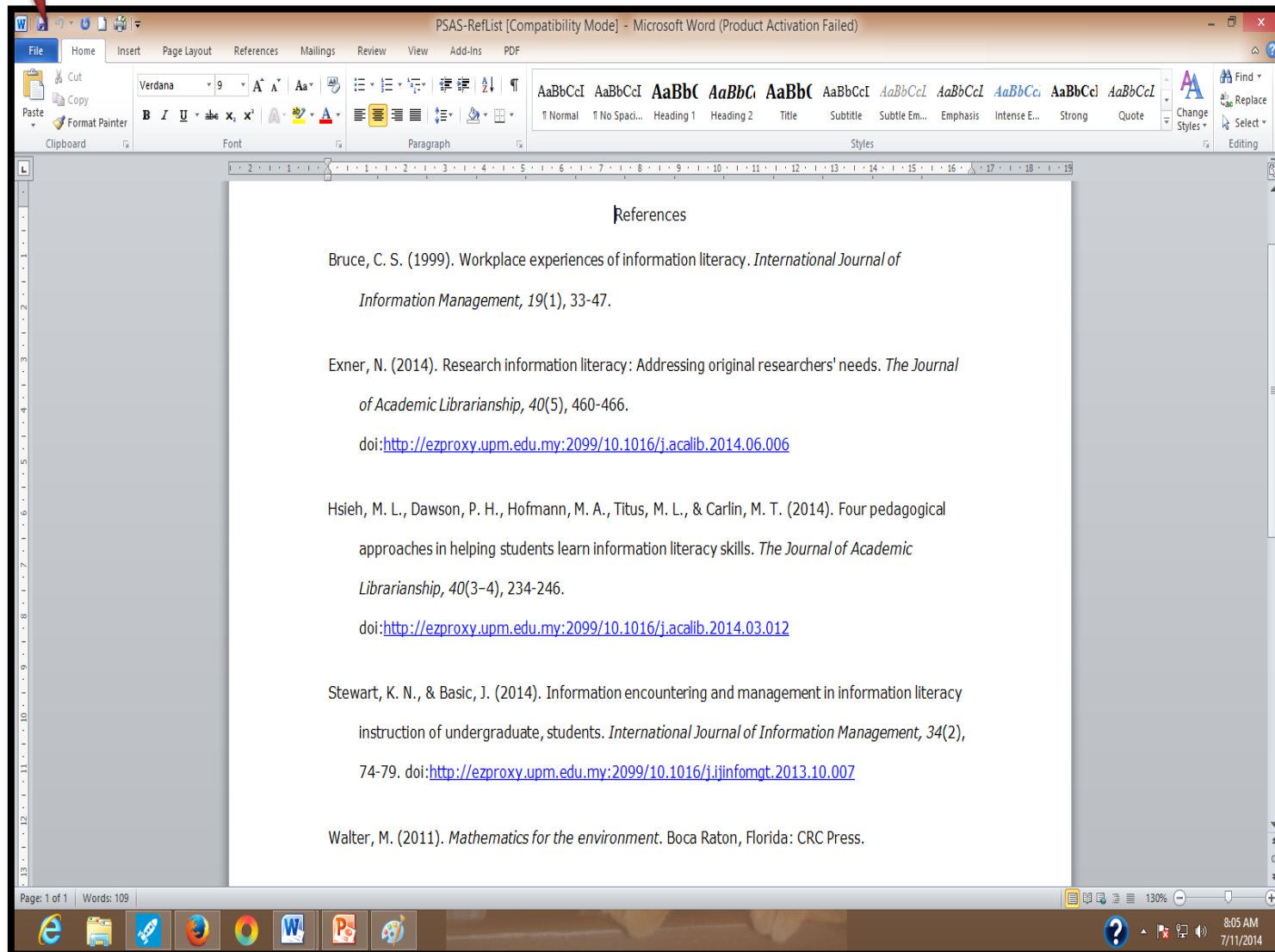
Two callout boxes are present: a red box labeled "6" points to the "OK" button in the "Opening PSAS-RefList.doc" dialog, and another red box labeled "7" points to a green "Complete" notification box at the bottom right. The notification box contains the text: "Bibliography Complete. If you do not receive a file download prompt [click here](#) or if you'd like the file emailed to you [click here](#)."

Copyright 2014, ProQuest LLC. All rights reserved. | [Contact Us](#)

# HOW TO CREATE BIBLIOGRAPHY: Create a List of References with a citation style

8

8. Save your references to your computer or disk.



The screenshot shows a Microsoft Word document titled "PSAS-RefList [Compatibility Mode] - Microsoft Word (Product Activation Failed)". The document content is centered and titled "References". It lists five references in a consistent citation style:

- Bruce, C. S. (1999). Workplace experiences of information literacy. *International Journal of Information Management*, 19(1), 33-47.
- Exner, N. (2014). Research information literacy: Addressing original researchers' needs. *The Journal of Academic Librarianship*, 40(5), 460-466.  
doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.acalib.2014.06.006>
- Hsieh, M. L., Dawson, P. H., Hofmann, M. A., Titus, M. L., & Carlin, M. T. (2014). Four pedagogical approaches in helping students learn information literacy skills. *The Journal of Academic Librarianship*, 40(3-4), 234-246.  
doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.acalib.2014.03.012>
- Stewart, K. N., & Basic, J. (2014). Information encountering and management in information literacy instruction of undergraduate, students. *International Journal of Information Management*, 34(2), 74-79. doi:<http://ezproxy.upm.edu.my:2099/10.1016/j.ijinfomgt.2013.10.007>
- Walter, M. (2011). *Mathematics for the environment*. Boca Raton, Florida: CRC Press.

The Word interface includes the ribbon (File, Home, Insert, Page Layout, References, Mailings, Review, View, Add-Ins, PDF), the Font and Paragraph toolbars, and the Styles pane. The status bar at the bottom indicates "Page: 1 of 1" and "Words: 109". The Windows taskbar at the very bottom shows the system tray with the time 8:05 AM and date 7/11/2014.