# RefWorks: Adding a Reference Manually

This video will demonstrate how to add a reference to your RefWorks database manually.

RefWorks can be used to store all types of references, including newspaper articles, web pages, and sections from a book.

You can add references for items that you haven’t discovered in an online database or catalogue.

In this example, we’ll assume I’ve been given a great journal article by someone and need to add the citation to my RefWorks database.

Let’s begin by logging-in to RefWorks. Enter your username in the first box, and your password into the second box.

Click on the log-in button below to proceed.

Next, select **References**, located first on the left side of the main toolbar, followed by **Add New Reference**, first on the drop down list.

The screen will now say **New Reference** in the top left.

Select the citation style you’re most likely to use in the first drop down box: **View Fields Used By**.

I’ll select APA 6th edition.

By selecting a potential citation style, RefWorks helps to determine the information fields that are required to create a complete reference for your bibliography, by placing a green check beside relevant items.

If you have additional information for a field that is not checked, fill it in as well, because different citation styles use different information from the available fields.

However, keep in mind that all checked fields may not be relevant to your specific reference.

To continue adding the reference, select a **Folder** for the reference from the second drop down menu.

In this case, I’m going to choose **Psychology**.

Then, select the type of reference being adding to RefWorks, from the next drop down menu.

I’m adding a journal article, so will keep that reference type selected.

The next field, called **Source Type**, indicates if the reference is print or electronic.

In this case the journal article is print, so will leave that option selected.

The following field asks you to select the **Output Language**.

I’ll choose English from the drop down menu. You can also set a language default under the **Tools**, **Custom** Area, and **Reference Edit** options.

Later, after you have saved your record, if you have a file you’d like to add, such as a PDF, you can use the add attachment button.

If you are unsure how to attach a PDF, you can view the library screencast about this topic or check out the RefWorks help pages linked to the library website.

For additional notes on any of the record fields you can mouse over the field name or click on the green check mark.

Now we’re ready to add the reference information from the journal article.

This information can be filled in manually by clicking on the field you wish to fill out and typing the information or it can be cut and pasted from another document.

Remember, to take care when entering the information and be sure it is filled out correctly.

If you are unsure of the information that is requested for a specific field, leave it out until you are able to find the correct information.

I’ll take a moment to enter the details for the journal article I’m adding to my database.

**Citation Information**

Author: Mohanty, Madhu

Article Title: Effects of positive attitude on happiness and wage: evidence from U.S. data

Year Published: 2009

Volume: 30

Issue: 6

Pages: 884-897

This includes the article authors, article title, journal title, volume number, issue number, and page numbers.

When adding page numbers, enter the starting page under **First Page Number,** and the last page under **Other Pages**.

Once all the information has been entered, the reference must be saved.

This is done by clicking on the **Save** **Reference** button, in the top middle portion of the page.

A red message should appear beside the **Ref ID**, on the left of the page, indicating that the reference has been saved.

The process for adding the record is complete and the reference can be found in the psychology folder selected at the start of the process, in this case, psychology.

For additional assistance with RefWorks please email uWaterloo RefWorks assistance @

[refworks@library.uwaterloo.ca](mailto:refworks@library.uwaterloo.ca)

Top of Form

Effects of positive attitude on happiness and wage: Evidence from the US data

Journal of Economic Psychology

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[Madhu S. Mohanty](http://journals1.scholarsportal.info/search-advanced.xqy?q=Madhu%20S.%20Mohanty&field=AU)