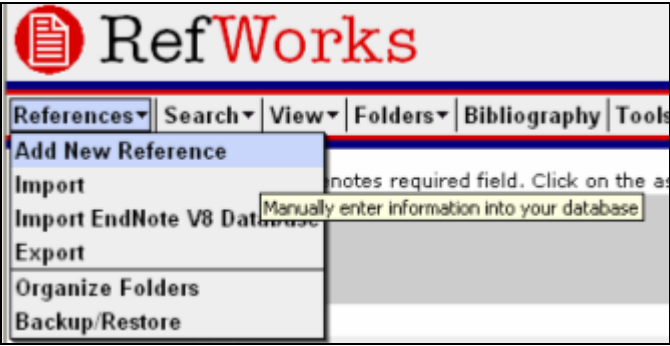




(Creating in-text citations, bibliographies, and paper-formatting)

Quick Reference Card 3: Manually Creating a Reference

You may have found some resources that are not in databases or that cannot be electronically imported. In this case, you may have a book that does not appear in any of the electronic databases, but you want to cite it in your reference page. In this case, you may manually enter the resource(s) into your database.

<p>Step 1</p>	<p>Log into RefWorks (see QRC 1.)</p>
<p>Step 2</p>	<p>Choose References → Add New Reference.</p>  <p>The screenshot shows the RefWorks web interface. At the top is the RefWorks logo. Below it is a navigation bar with several menu items: 'References', 'Search', 'View', 'Folders', 'Bibliography', and 'Tools'. The 'References' menu is open, showing a list of options: 'Add New Reference', 'Import', 'Import EndNote V8 Database', 'Export', 'Organize Folders', and 'Backup/Restore'. The 'Add New Reference' option is highlighted in blue. A tooltip is visible over the 'Import' option, which reads 'Manually enter information into your database'.</p>
<p>Step 3</p>	<p>Complete the required information on the screen using the information from your resource(s). You will need to scroll down to see all of the information required to compose your reference.</p>

The screenshot shows the 'New Reference' form in RefWorks. The 'View fields used by:' dropdown is set to 'APA - American Psychological Ass...'. The 'In Folder(s)' dropdown is set to 'Specify Folders (if any)'. The 'Ref Type' is 'Journal Article' and the 'Source Type' is 'Electronic'. The 'Title' field has a rich text editor with bold, italic, underline, and subscript options. The form includes fields for 'Periodical, Full', 'Pub Year', 'Volume', 'Issue', 'Start Page', and 'Other Pages', each with a green checkmark indicating it is used by the selected output style. Callout boxes provide additional instructions: 'Make sure that APA is selected in the View Fields used by area.', 'Choose a destination folder for your new reference. See QRC 4 for more information on folder management.', 'The Ref Type will allow you to choose what kind of resource you want to add (e.g., Book, Journal, etc.)', 'Source type is either print or electronic - depending on your resource. Please see QRC 7 for more information on Source type.', and 'Please note that the content of this screen will be determined by the Ref Type that you select.'

Be sure to scroll down and add all of the information required by APA for your reference type (e.g., book, article, Web site, etc.) Please note that the green checkmark to the right of certain fields indicates that this field *may* be mandatory depending on the citation style. For more detailed information on mandatory fields, hover over the green checkmark, and a pop-up box will present itself to show the required information. You may also click on the green checkmark to see a list of general requirements for APA citations.

When you have entered all of the information, click on the **Save Reference** button. This is located at the top and bottom of this screen. Click on the **Save and Add New** button to continue entering citations manually.

This is a partial screenshot of the 'New Reference' form. It shows the top section where 'View fields used by:' is set to 'APA - American Psychological Ass...' and 'In Folder(s)' is set to 'Specify Folders (if any)'. The 'Save Reference' and 'Save & Add New' buttons are visible at the bottom of this section.

Step 4

View your saved reference(s) by accessing your chosen destination folder. The default folder (if you do not specify one) is **References Not in a Folder**. For more information on Folder Management, see [QRC 4](#).