

# RefWorks

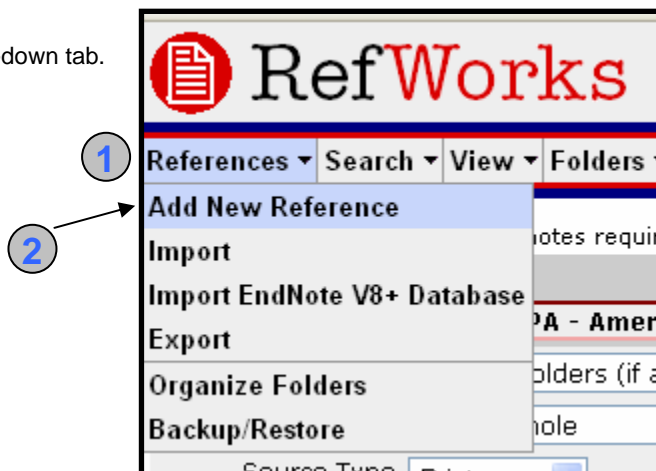
## Adding references NOT found in a database

There may be times when you want to add a reference to your RefWorks account that is not a journal article. RefWorks allow you to add items such as books, web pages, monographs, etc. One way to do this is to manually input the information.

1. In RefWorks, select the References pull-down tab.

2. Select *Add New Reference*.

You will get a blank record, with the "Ref Type" default being Journal



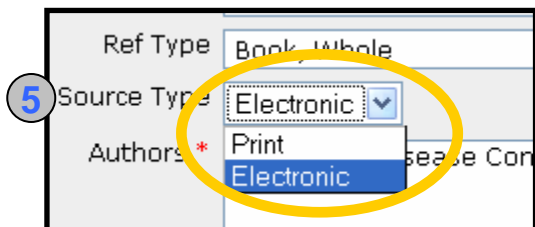
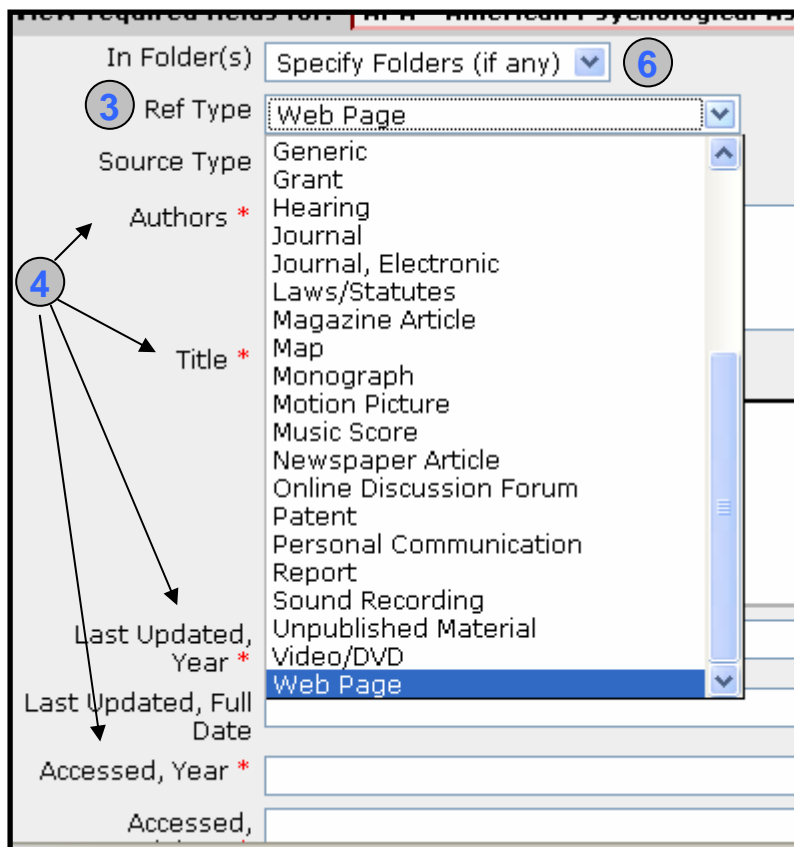
3. Select the "Ref Type" pull down menu and choose the type of reference that you want to put into your RefWorks database. The screen will refresh with the required fields for that source.

4. Complete the required sections for that record. The red asterisk indicates a required field.

5. Note that each record has the option to nominate if the "Source Type" you viewed the *Print* version, or the *Electronic* version. It is important to acknowledge which version you looked at.

6. Specify folder where you would like to store the record

7. Save your reference



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