WESTERN SYDNEY UNIVERSITY

Library

REFWORKS TRAINING NOTES FOR HARVARD WESTERNSYDU STYLE

Introduction

These training notes begin with links to background information on the latest version of RefWorks (known as New RefWorks) and provide instructions on how the software can be used effectively with the Harvard WesternSydU style.

Useful Resource links.

- → New RefWorks Subject Guide
- → RefWorks Overview
- → Getting Started with RefWorks
- → RefWorks Quick Start Guides
- → Appendix: RefWorks Reference Fields and Types

How RefWorks works with Harvard WesternSydU style.

The RefWorks program comes with a list of default, well-established Harvard referencing styles. Harvard WesternSydU style is a variation of the Harvard–British Standard style and contains specific formatting unique to Western Sydney University.

Each reference/source record is made up of series of fields. If data is entered correctly into these fields, the result is accurate in text citations and reference list entries in the associated Microsoft Word (MS Word) document. In order to make full use of RefWorks this document illustrates how field names differ between various guides and demonstrates how to customise RefWorks to meet your needs.

Adding Custom Fields

- → After logging into your RefWorks account, select the profile menu at the top right of the screen and click on Settings.
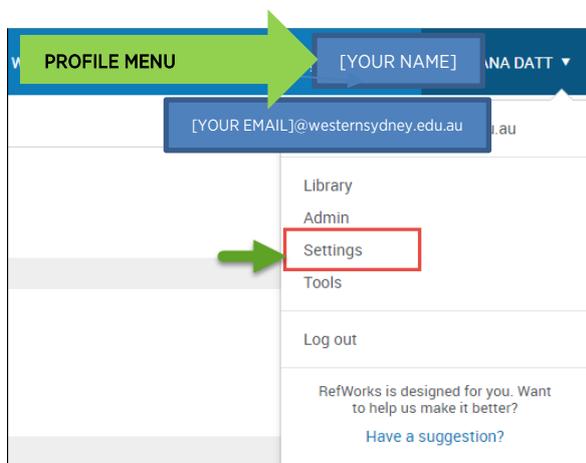
- → Scroll down to the custom fields section and add the following custom fields, then save your changes and return to the library.

  **NOTE: You must use the exact capitalisation and punctuation as well as the order shown in the list below.
  If a field is entered out of sequence, all existing fields must be deleted and re-entered.**

Custom Fields

1. Title of Website
2. Conference Proceeding Title
3. Cat. No.
4. Title
5. Review No.
6. Date
7. Database
8. Juris. Abbrev.
9. Extra Text
10. Additional info.
11. More info.
12. Format
13. Source Sponsor
14. Day, Month
15. Standard No. & Year

Editing Non-Standard Fields and Citation Elements

References with No Date

RefWorks largely does not accept the entry 'n.d.' or other alphabetical characters in its regular date fields. Leave the field blank in your RefWorks Library and insert 'n.d.' into your in-text citation and reference list in MS Word where you would normally find the year of publication.

Multiple Works with the Same Author and Date

If an author has published multiple works in the same year these should be displayed using a letter after the date (e.g.: 1999a & 1999b). Insert the appropriate letters ('a' or 'b') into your in-text citations and reference list in MS Word.

Tips

When importing/entering/editing references, ensure there are no extra spaces in each field. You can test to see if additional spaces are present in a field using the preview function as the error 'nsbp' will appear where there is an extra space. To fix this error remove the extra spaces in the reference and preview again. You will find that it will correct automatically.

NOTE: You must enter a space between initials for authors, editors and translators with first and middle names so that names will format accurately.

Annotated Bibliographies

To create an annotated bibliography add your analysis to the 'notes' field when editing a reference and use the 'Harvard WesternSydU Annotated' style in RefWorks rather than the 'Harvard WesternSydU' style.

RefWorks Reference Types for Harvard WesternSydU style

The following tables outline the reference types you need to use in RefWorks to display reference types correctly according to the Harvard WesternSydU style PDF guide in your word document.

→   Table 1 outlines the field specifications for each reference type in New RefWorks and their corresponding examples in the Harvard WesternSydU style PDF guide.

Where the role of a field is unclear:

→   Table 2 outlines the custom fields used for specific reference types and the actions needed to display them correctly as in-text citations and in the reference list
→   Table 3 outlines some regular fields used for specific reference types and the actions needed to display them correctly as in-text citations and in the reference list.

NOTE: some fields may be optional depending on referencing rules applied for a specific reference type.

Table 1: Reference types and fields

This table outlines the field specifications for each reference type in RefWorks and their corresponding examples in the Harvard WesternSydU style PDF guide.

Harvard WesternSydU PDF guide example	Reference type (RT) in RefWorks & fields used
Books (authored)	**RT: Books** Fields: Authors Publish Date (Year), *Title,* Edition, Publisher, Place of Publication.
Books, no author (incl. dictionary or encyclopaedia)	**RT: Monograph** Fields: *Title* Date (custom), Edition, Publisher, Place of publication.
Books, corporate author/authoring body	**RT: Books** Fields: Authors Publish Date (Year), *Title,* Edition, Publisher, Place of Publication. *Note: For author, enter full organisation/corporate name and hit enter key*
Edited book	**RT: Book, edited collection** Fields: Editors Publish Date (Year), *Title*, Edition, Publisher, Place of Publication. *Note: Text 'ed.' or 'eds' must be added as a prefix to the citation in MS Word.*
Chapter or article in a book	**RT: Book section** Fields: Authors Publish Date (Year), 'Title', Extra Data (for text: 'in' which precedes the book title) *Book Title*, Edition, Publisher, Place of Publication, Pages.
Chapter or article in an edited book	**RT: Book section** Fields: Authors Publish Date (Year), 'Title', Extra Data (for text: 'in' which precedes Editor information) Editors, *Book Title*, Edition, Publisher, Place of Publication, Pages.
E-book	**RT: Book** Fields: Authors Publish Date (Year), *Title*, Edition, Publisher, Place of Publication, Date Retrieved, Source DB / URL.
Journal article (print version)	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', *Journal*, Volume, Issue, Pages (for multiple pages) / Additional info. (custom – for single pages).
Journal article (full-text from electronic database)	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', *Journal*, Volume, Issue, Pages (for multiple pages) / Additional info. (custom – for single pages), Date Retrieved, Source DB, More info. (custom), DOI. *Note: Use the More info. field to enter name of database vendor if name is not already part of database name, e.g. EBSCOHost for the Academic Search Complete database.*
Newspaper article (available in print)	**RT: Newspaper article** Fields: Authors Publish Date (Year), 'Title', *Publication*, Day, Month (custom), Pages (for multiple pages)/ Additional info. (custom – for single pages).
Newspaper article (from electronic database)	**RT: Newspaper article** Fields: Authors Publish Date (Year), 'Title', *Publication*, Day, Month (custom), Pages (for multiple pages) / Additional info. (custom – for single pages), Date Retrieved, Source DB, More Info (custom). *Note: Use the More info. field to enter name of database vendor if name is not already part of database name, e.g. ProQuest for the GenderWatch database.*
Article from the Internet, not available in print version/Internet journal article	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', *Title of Website (custom)*, Day, Month (custom), Date Retrieved, URL.

Harvard WesternSydU PDF guide example	Reference type (RT) in RefWorks & fields used
Non-English Journal article (electronic) translated into English	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', Translators, *Journal*, Volume, Issue, Pages (for multiple pages) / Additional info. (custom – for single pages).
Proceedings of meetings and symposiums, conference papers	**RT: Conference proceeding** Fields: Authors Extra Text (custom) Publish Date (Year), *Title, Conference Date: Conference.* Publisher, Place of Publication. *Note: Use the Extra Text (custom) field for entering text 'eds' or 'ed.' if applicable. For the citation itself, add text 'eds' or 'ed.' as a prefix in MS Word.*
Conference proceedings from electronic database	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', Conference Proceeding Title (custom), *Journal* (for Journal name), Volume, Issue, Pages (for multiple pages)/ Additional info. (custom – for single pages), Date Retrieved, Source DB.
Conference paper, published (book or CD)	**RT: Conference Proceeding** Fields: Authors Publish Date (Year), 'Title' (custom), *Title*, Publisher, Place of Publication.
Conference paper, published (regularly published proceedings)	**RT: Conference Proceeding** Fields: Authors Publish Date (Year), 'Title' (custom), *Title*, Publisher, Place of Publication, Pages (for multiple pages)/ Additional info. (custom – for single pages), Database (custom), DOI.
Systematic reviews	**RT: Journal article** Fields: Authors Publish Date (Year), 'Title', *Journal*, Review No. (custom), Extra Data (for art. no.:), Date Retrieved, Source DB, DOI.
Acts of parliament (includes bills)	**RT: Law/statute** Fields: *Title Publish Date (Year)* Jurisdiction Juris. Abbrev. (custom) Section, Subsections (other), Date Retrieved, URL. *Note: The field 'Juris. Abbrev.' will appear in the citation rather than the reference list entry and the 'Jurisdiction' field will not appear in the citation but instead in the reference list entry.* *Note: Use Juris. Abbrev. (custom) for abbreviation of jurisdiction, e.g. Cwlth.*
Australian Bureau of Statistics (AusStats)	**RT: Webpage** Fields: Authors Date (custom), *Title,* Cat. no. (custom), Day, Month (custom), Date Retrieved, URL.
Australian Bureau of Statistics (census information)	**RT: Webpage** Fields: Authors Date (custom), *Title,* Day, Month (custom), Date Retrieved, Database (custom). *Note: use Database field for name of database, e.g. Australian Bureau of Statistics online.*
Brochure	**RT: Books** Fields: Authors Publish Date (Year), *Title,* Publisher, Place of Publication.
Government report (print)	**RT: Report** Fields: Authors Publish Date (Year), *Title,* Extra Data (for report no. if available), Publisher, Place of Publication.
Government report (online)	**RT: Report** Fields: Authors Publish Date (Year), *Title,* Extra Data (for report no. if available), Date Retrieved, URL.
Image on the Internet/web	**RT: Artwork** Fields: *Title* Date (Year), Format (custom), Source Sponsor (custom), Day, Month (custom), Date Retrieved, URL.

Harvard WesternSydU PDF guide example	Reference type (RT) in RefWorks & fields used
Lecture (unpublished)/ personal communication	RT: Personal communication Fields: Author [Source Name] Communication Date (Year), Title, Day, Month (Custom). *Note: An entry for a personal communication will appear in the reference list which can be manually deleted in the Word document. Only a citation is required.*
Lecture or lecture notes online	RT: Book Fields: Authors Publish Date (Year), 'Title (custom)', *Title,* Day, Month (custom), Format (custom), Date Retrieved, Source Name. *Note: Use Source Name to enter name of learning management system.*
Legal authorities (cases)	RT: Court case Fields: *Title* Additional info [custom field - for cases without a volume number]/Reporter Volume (for cases with volume numbers) Abbreviated Case Name *Note: For cases without a volume number, enter the year in the Additional info field. This will be formatted within square brackets.* *Note: if there is a page number/s, it can be added into the 'Abbreviated Case Name' field following the Abbreviated name of law report series.*
Microfiche/microfilm document	RT: Generic Fields: Authors Publish Date (Year), *Title,* Format (custom), Publisher, Place of Publication, Extra Data (for ERIC number), Additional info. (custom - for Rep. no.).
Patent/trademark (electronic database)	RT: Patent Fields: Inventors Issue Date (Year), *Title,* Application Number, Day, Month (custom – for publication day, month), Date Retrieved, URL.
Standard	RT: Patent Fields: Inventors Issue Date (Year), *Title,* Standard No. & Year (custom), Additional info. (custom – for amendment date if relevant), Date Retrieved, Source DB.
Podcast (from the Internet)	RT: Audio Fields: Writers (Extra Data) Date (Year), 'Title' (custom), *Title,* Day, Month (custom), Format (custom), Date Retrieved, URL. *Note: Use the Extra Data field to enter the role of the creator, e.g. Producer.*
Study guide	RT: Book Fields: Authors Publish Date (Year), *Title,* Extra Data (for 'session'), Publisher, Place of Publication.
Tutorial/lecture handout	RT: Book Fields: Authors Publish Date (Year), *Title,* Day, Month (custom), Series Title, Publisher, Place of Publication.
Thesis/dissertation	RT: Thesis Fields: Authors Publish Date (Year), *Title,* Format (custom), Location, University, Date Retrieved, Source DB.
Television program or audio recording (includes episodes/segments) (hardcopy)	RT: Video Fields: 'Title' Year of Release, *Title* (custom), Medium, Studio/Distributor.
Television program or audio recording (includes episodes/segments) (online)	RT: Video Fields: 'Title' Year of Release, *Title* (custom), Medium, Studio/Distributor, Date Retrieved, URL.
Video recording or audio recording (not an episode/segment such as with a television program)	RT: Audio Fields: Writers (Extra Data) Date (Year), *Title,* Format (custom), Production Company, Production Location. *Note: Use reference type 'audio' for all audio and one-part/single item video recordings.*

Harvard WesternSydU PDF guide example	Reference type (RT) in RefWorks & fields used
Video or audio from the Internet	**RT: Webpage** Fields: Authors Date (custom), *Title,* Day, Month (custom), Format (custom), Date Retrieved, URL.
Web page / document on the net – with known author	**RT: Webpage** Fields: Authors Date (custom), *Title,* Source Sponsor (custom), Date Retrieved, URL.
Web page / document on the net – no author	**RT: Abstract** Fields: *Title* Date (custom), Date Retrieved, URL.

Table 2: Custom fields

This table outlines the custom fields used for specific reference types and the actions needed to display them correctly as in-text citations and in the reference list.

Harvard WesternSydU PDF guide example	Custom fields used in Refworks	Action
Books, no author (incl. dictionary or encyclopaedia)	Date	Enter 'year of publication' here.
Journal article (print version)	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
Journal article (full-text from electronic database)	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
	More info.	Enter name of database vendor here (if name is not already part of database name e.g. EBSCOHost for the Academic Search Complete database).
Newspaper article (available in print)	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
	Day, Month	Enter date of article/date issued (excluding year) here.
Newspaper article (from electronic database)	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
	Day, Month	Enter date of article/date issued (excluding year) here.
	More info.	Enter name of database vendor here (if name is not already part of database name e.g. ProQuest for the GenderWatch database).
Article from the Internet, not available in print version/Internet journal article	Title of Website Day, Month	Enter name of website where article is located here. Enter date broadcast (excluding year) here.
Non-English Journal article (electronic) translated into English	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
Proceedings of meetings and symposiums, conference papers	Extra Text	Enter text 'eds' or 'ed.' for editor information if applicable.
Conference proceedings from electronic database	Conference Proceeding Title	Enter broader conference proceeding title rather than 'title of specific conference topic' in paper here.
Conference paper, published (book or CD)	Title	Enter 'title of paper/chapter' here. *Note: Use regular 'Title' field for title of proceedings.*
Conference paper, published (regularly published proceedings)	Title	Enter 'title of paper/chapter' here. *Note: Use regular 'Title' field for title of proceedings.*
	Additional info.	Enter single page numbers here. *Note: Use 'Pages' field to enter multiple page numbers/page range.*
	Database	Enter name of database here, e.g. Academic Two.
Systematic reviews	Review No.	Enter specific systematic review issue number here.
Acts of parliament (includes bills)	Juris. Abbrev.	Enter abbreviation of jurisdiction here, e.g. Cwlth.
Australian Bureau of Statistics (AusStats)	Date Cat. No. Day, Month	Enter 'publication year' data here. Enter ABS catalogue number here. Enter 'release month' here.

Harvard WesternSydU PDF guide example	Custom fields used in Refworks	Action
Australian Bureau of Statistics (census information)	Date Day, Month Database	Enter 'publication year' data here. Enter release date (excluding year) here. Enter name of database here, e.g. Australian Bureau of Statistics online.
Image on the Internet/web	Format Source Sponsor Day, Month	Enter medium of publication/format here. Enter the name of the sponsor of source here. Enter date published here (excluding year) here.
Lecture (unpublished)/ personal communication	Day, Month	Enter day, month lecture was delivered here.
Lecture or lecture notes online	Title Day, Month Format	Enter title of lecture or lecture notes online here. *Note: Not to be used for the Unit number: Unit name.* Enter day, month lecture was delivered here. Enter medium of publication/format here.
Legal authorities (cases)	Additional info.	Enter publication year for cases without volume numbers here.
Microfiche/microfilm document	Format Additional info.	Enter medium of publication/format here. Enter report number details here.
Patent/trademark (electronic database)	Day, Month	Enter publication date (without year) here.
Standard	Standard No. & Year Additional info.	Enter standard number and year here. If applicable, enter 'amendment' date of standard here.
Podcast (from the Internet)	Title Day, Month Format	Enter title of episode here. Enter date broadcast (excluding year) here. Enter medium of publication/format here.
Tutorial/lecture handout	Day, Month	Enter date issued (excluding year) here.
Thesis/dissertation	Format	Enter text 'thesis' or 'dissertation' here.
Television program or audio recording (includes episodes/segments) (hardcopy)	Title	Enter title of broadcast/title of TV show that episode is part of here. *Note: Not to be used for title of episode. The regular 'Title' field is used for title of episode.*
Television program or audio recording (includes episodes/segments) (online)	Title	Enter title of broadcast/title of TV show that episode is part of here. *Note: Not to be used for title of episode. The regular 'Title' field is used for title of episode.*
Video recording or audio recording (not an episode/segment such as with a television program)	Format	Enter medium of publication/format here.
Video or audio from the Internet	Date Day, Month Format	Enter 'publication year' data here. Enter date issued (excluding year) here. Enter medium of publication/format here.
Web page / document on the net – with known author	Date Source Sponsor	Enter publication year' data here. Enter name of sponsor of source here.
Web page / document on the net – no author	Date	Enter publication year' data here.

Table 3: Regular Fields

This table outlines some regular fields used for specific reference types and the actions needed to display them correctly as in-text citations and in the reference list.

Harvard WesternSydU PDF guide example	Regular fields used in Refworks	Action
Books (authored)	Title	Enter title of book here.
Books, no author (incl. dictionary or encyclopaedia)	Title	Enter title of book here.
Books, corporate author/authoring body	Title	Enter title of book here.
Edited book	Editors Title	Enter name/s of editor/s here. Enter title of book here.
Chapter or article in a book	Title Extra Data Book Title	Enter title of chapter here. Enter text 'in' (which precedes *Book Title*) here. Enter title of book here.
Chapter or article in an edited book	Title Extra Data Editors Book Title	Enter title of chapter here. Enter text 'in' (which precedes Editor information) here. Enter name/s of editor/s here. Enter title of book here.
E-book	Title	Enter title of book here.
Journal article (print version)	Title	Enter title of article here.
Journal article (full-text from electronic database)	Title	Enter title of article here.
Newspaper article (available in print)	Title	Enter title of article here.
Newspaper article (from electronic database)	Title	Enter title of article here.
Article from the Internet, not available in print version/Internet journal article	Title	Enter title of article here.
Non-English Journal article (electronic) translated into English	Title Translators	Enter title of article here. Enter name of Translator/s here.
Proceedings of meetings and symposiums, conference papers	Title Conference Date Conference	Enter title of proceedings here. Enter conference date here. Enter specific name of conference here.
Conference proceedings from electronic database	Title	Enter specific conference paper title here. *Note: this is different to broader conference proceeding title.*
Conference paper, published (book or CD)	Title	Enter title of proceedings here.
Conference paper, published (regularly published proceedings)	Title	Enter title of proceedings here.
Systematic reviews	Title Extra Data	Enter title of article here. Enter art. no. here.

Harvard WesternSydU PDF guide example	Regular fields used in Refworks	Action
Acts of parliament (includes bills)	Title Jurisdiction Section Subsections (other)	Enter title of act here. Enter jurisdiction details here. Enter section details of act here, if applicable. Enter subsection details of act here, if applicable.
Australian Bureau of Statistics (AusStats)	Title	Enter title of publication here.
Australian Bureau of Statistics (census information)	Title	Enter title of publication here.
Brochure	Title	Enter title of brochure here.
Government report (print)	Title Extra Data	Enter title of report here. Enter report number here, if available.
Government report (online)	Title Extra Data	Enter title of report here. Enter report number here, if available.
Image on the Internet/web	Title	Enter title of work here.
Lecture (unpublished)/ personal communication	Source Name Communication Date (Year) Title	Enter the name of the university where the lecture was delivered here. Enter date the lecture was delivered here. Enter title of the lecture here.
Lecture or lecture notes online	Title Source Name	Enter unit number and unit name here. Enter name of learning management system here.
Legal authorities (cases)	Title Reporter Volume Abbreviated Case Name	Enter title of case here. Enter volume number here. Enter abbreviated name of law report series here.
Microfiche/microfilm document	Title Extra Data	Enter name of document here. Enter ERIC number here.
Patent/trademark (electronic database)	Inventors Issue Date (Year) Title Application Number	Enter name of inventor/creator of patent here. Enter year patent was issued here. Enter patent name here. Enter application number for patent here.
Standard	Inventors Issue Date (Year) Title	Enter name of inventor/creator of standard here. Enter publication year for standard here. Enter title of standard here.
Podcast (from the Internet)	Writers Extra Data Title	Enter name of entity/person responsible for generating/creating content here. Enter role of entity/person responsible here, e.g. Producer. Follows the Writers field. Enter title of podcast here.
Study guide	Title Extra Data	Enter title of study guide here. Enter 'session' details here.
Tutorial/lecture handout	Title Series Title	Enter title of tutorial/lecture handout here. Enter number of tutorial/lecture format here.
Thesis/dissertation	Title Location	Enter title of thesis here. Enter university name here.
Television program or audio recording (includes episodes/segments) - Hardcopy	Title	Enter title of broadcast here.

Harvard WesternSydU PDF guide example	Regular fields used in Refworks	Action
Television program or audio recording (includes episodes/segments) - Online	Title	Enter title of broadcast here.
Video recording or audio recording (not an episode/segment such as with a television program)	Writers	Enter names of producers, directors and writers here as applicable.
	Extra Data	Enter role of entity/person responsible here, e.g. Producer. Follows the Writers field.
	Title	Enter title of audio/video recording here.
Video or audio from the Internet	Title	Enter title of video or audio here.
Web page / document on the net – with known author	Title	Enter title of webpage/document here.
Web page / document on the net – no author	Title	Enter title of webpage/document here.