

Getting Started with



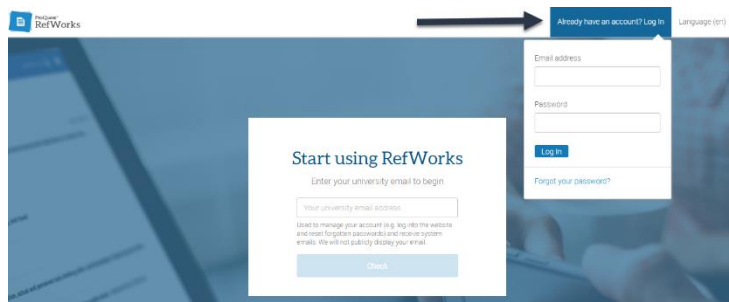
ProQuest
RefWorks

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Registering and Logging-in

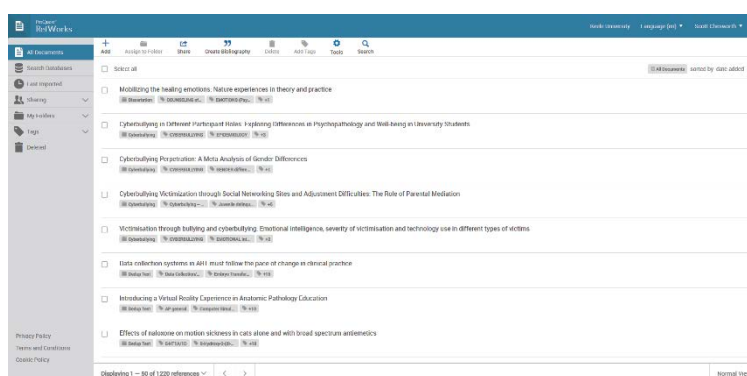
Registration with *New RefWorks* is via your Keele email address. One email address is associated to one *New RefWorks* account. If using *New RefWorks* for the first time, register with your Keele email address and set-up a password. You will receive an activation email, click the link and you are ready to begin.



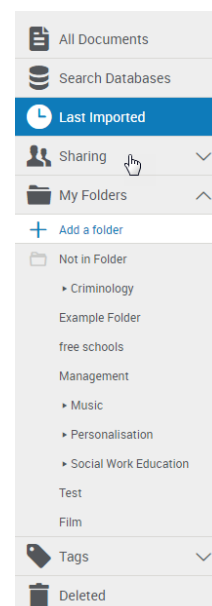
If you've already set-up an account, log-in with your Keele email address and password.

Exploring New RefWorks

Once you've logged-in to *New RefWorks*, the *All Documents* tab will be highlighted and the window will display all the references you currently have added by the most recent first. You can change this option to display by author, title, date accessed and date published.



The *Last Imported* tab contains the references you've added to *New RefWorks* most recently starting with the newest.



To clear this list, just click *Clear Last Imported*. This won't delete the references from *New RefWorks* just from this list.

Any folders that you create will appear under the *My Folders* tab. Click on the arrow to display the list of folders. *Not in Folder* includes any references you haven't organised yet.

The *Deleted* tab contains any references you've deleted and will hold them for 30 days, so if you accidentally delete a reference you'll find it in here and you can restore it to where it came from.

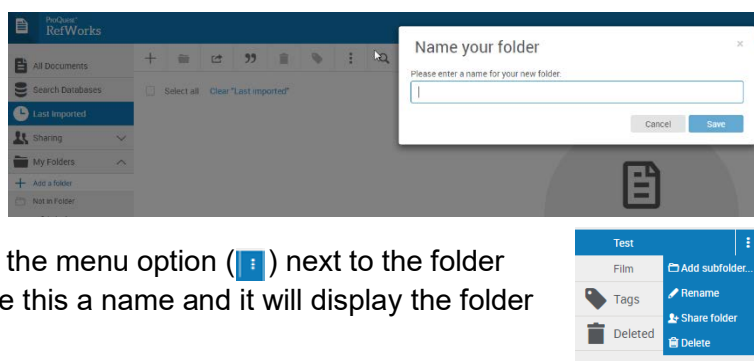
Remember: References can exist in many different folders at once, so it is important to organise your references as soon as you import them into *New RefWorks* so you know what you've used.

You can change the appearance of the references from the default Normal View to a Full View that will show you the full details of the reference instead of just the title and author-date information. You can also set a Citation View, which will display the references in your chosen referencing format once you've set that (**see Creating Bibliographies**).

Creating Folders

To create a new folder, click on the *plus symbol* where it says *Add a folder* and then give the folder a name. The folder will appear in your list of folders.

You can create a subfolder within a main folder by clicking on the menu option (☰) next to the folder and then click *Add subfolder*. Give this a name and it will display the folder below the main one.

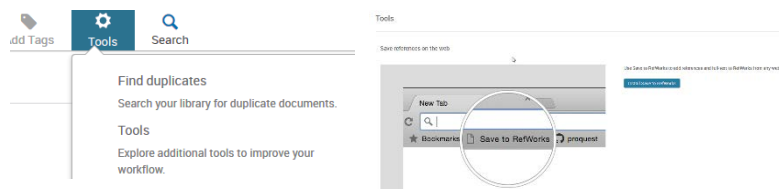


You can reorganise folders by dragging and dropping them into place within My Folders.

Adding References with the “Save to RefWorks” Tool

Exporting references to *New RefWorks* is easy with the “Save to RefWorks” tool. Now, you can export references from any website, journal article or page on the Internet.

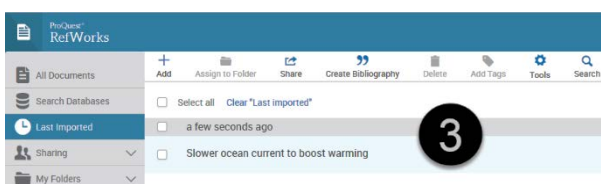
To install it, click the *Tools* button along the top toolbar and then *Tools*. Follow the instructions and drag the “Save to RefWorks” button into the bookmarks of your browser.



Save References in Three Easy Steps

Saving to *New RefWorks* is a simple 3 step process with the bookmarking tool.

1. Find the page or article you're interested in and then click *Save to RefWorks*.
2. A pop-up box with the details of the reference are automatically completed with the type of reference, title, authors, publisher and the option to complete or edit any fields. Click *Save to RefWorks*.
3. The reference will appear in the *Last Imported* tab.

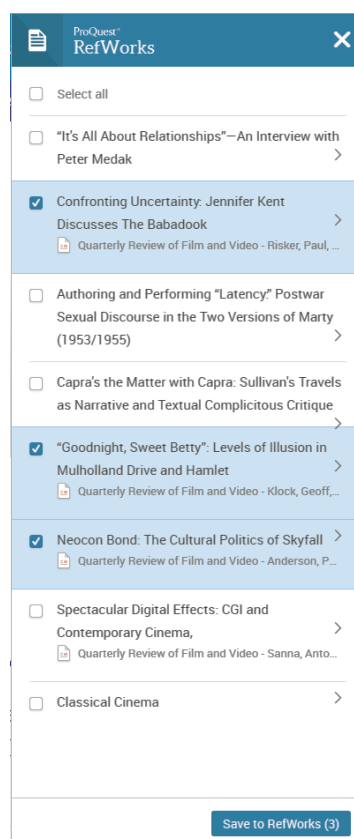
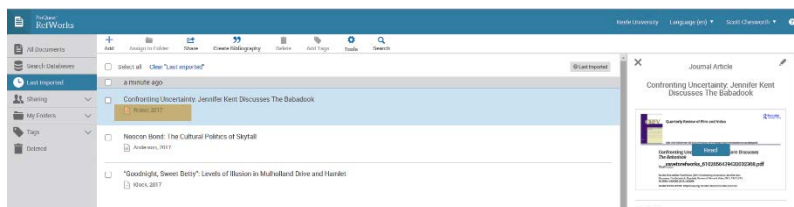
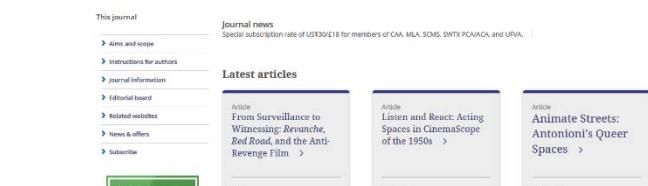
The image shows the 'Save to RefWorks' form. It has fields for 'Type of reference' (set to 'Newspaper Article'), 'Title' (filled with 'Slower ocean current to boost warming'), 'Tags' (with an 'Add tag' button), 'Authors' (filled with 'McGrath, Matt'), 'Publication' (filled with 'BBC News'), 'Publish Date' (filled with '2018-07-19'), 'Edition', 'Pages' (filled with '11-21'), 'Abstract' (filled with 'The Atlantic system that warms the UK is slowing down but this may cause even more heating.'), and 'URL'. A 'Save to RefWorks' button is at the bottom right. A large number '2' is overlaid on the form, indicating the second step.

Save References from Journals

You can use the “Save to RefWorks” tool to export article references from a journal. Just find a journal issue and click *Save to RefWorks* then you can select from a list of articles in

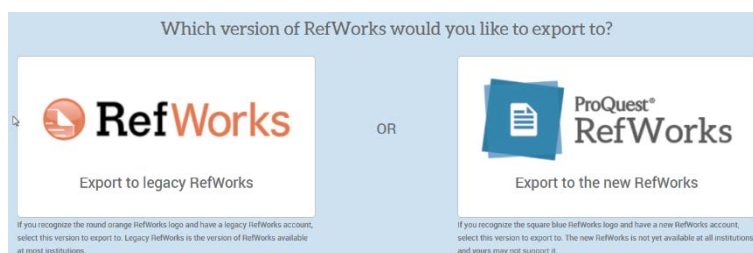


that issue that you want to save. Click on the > symbol to see the reference fields.

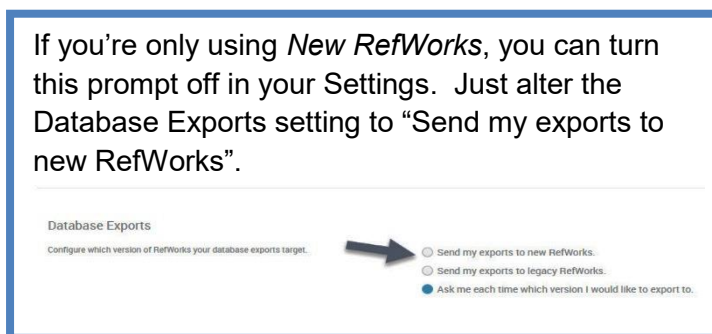


Clicking *Save to RefWorks* will send the references you’ve selected to the *Last Imported* tab. It will also upload the full text as a PDF, which you can view in *New RefWorks*’ reading pane.

Please Note: Whenever you export references to *New RefWorks*, you’ll see the prompt below. Choose the link on the right and the references will appear in the *Last Imported* tab.



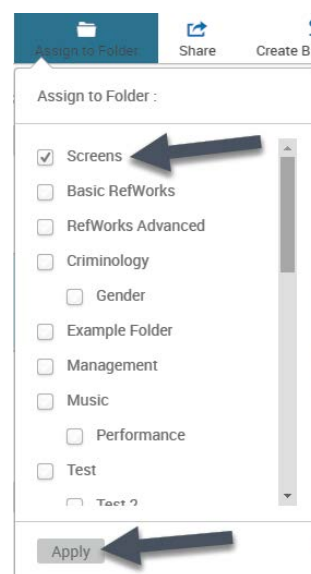
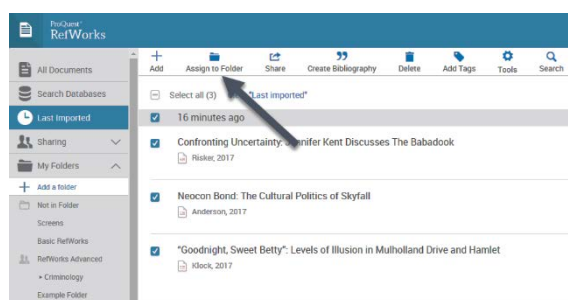
If you’re only using *New RefWorks*, you can turn this prompt off in your Settings. Just alter the Database Exports setting to “Send my exports to new RefWorks”.



Whenever you export a new reference into *New RefWorks*, it may open a new tab or window, so you may need to close this new one and refresh the old one. Either way, the latest references will be in whichever window or tab you use.

Organising References into Folders

Once you've exported references, you'll want to put them into folders so you don't lose track of them. Go into the *Last Imported* tab or the *Not in Folder* tab and click the check box next to the references you want to move.



The folder icon will now be available to use (it was greyed out before). Just check the box next to the folder you want to add the references to then click *Apply*, or you can just click on the folder name and they'll be added to that folder.

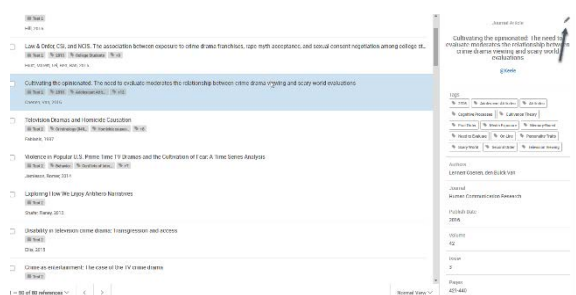


Or drag and drop the reference from the *Last Imported* tab into one of the folders listed under *My Folders*.

The references will have left the *Not in Folder* tab, though you can still see them in the *Last Imported* tab, but there is now a folder tag

under the reference showing you where the references are filed.

Editing References



When references are exported from the Library's databases, the referencing information *should* be accurate, but you can make changes to any of the fields if you need to or add information to a reference. To begin editing, just click on the reference and the details window will appear. Click on the *pencil* icon to begin editing the fields.

Journal Article

Title Cultivating the opinionated: The need to evaluate moderates the relationship between crime drama viewing and scary world evaluations

Tags Cultivation Theory x Cognitive Processes x Need to Evaluate x First Order x Second Order x Memory-Based x On-Line x Attitudes x Scary World x 2016 x Adolescent Attitudes x Personality Traits x Television Viewing x Media Exposure x Add tag

Attachments Add an attachment...

Authors Coenen, Lennert Van, den Bulck Last name, First name

Journal Human Communication Research

Publish Date 2016 Volume 42


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ISSN 0360-3989

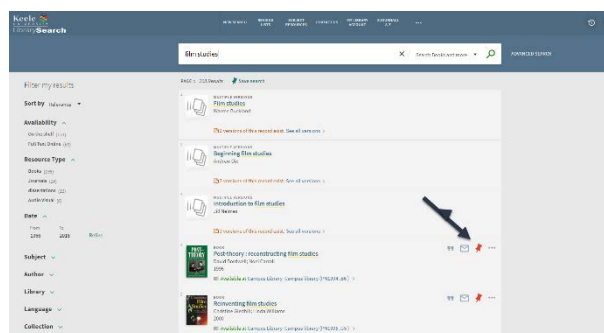
Abstract The literature on cultivation processes assumes that second-order judgments (e.g., attitudes) are repeatedly updated during viewing (i.e., on-line) and can be reported when asked. In this article, we propose this reasoning only holds for people high in their need to evaluate (NTE). Low-NTE individuals do not update their opinions on-line and have to

New RefWorks uses tags to link references, so if you click on a tag it will take you to all the references with that tag. You can add your own tags, which could be a good way to search for and organise the references if you use the same tag for all the references you want to include in a piece of work.

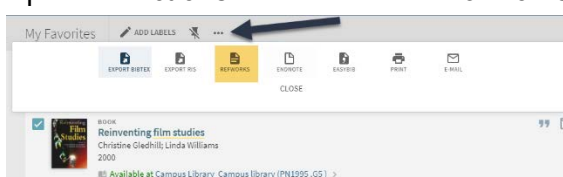
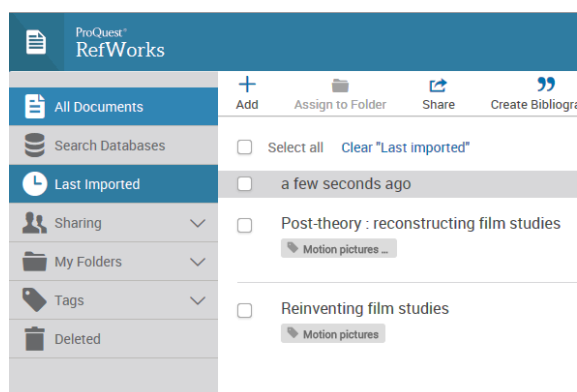
Exporting References from Library Search

You can export multiple references from *Library Search* – the Library’s resource discovery service – by adding them to your favourites menu ()

Enter your keywords and choose your search set, i.e. “Search Books and More”. When you find an item you’d like to save, click on the pin icon () and it will go into your favourites.



Click the check box of the items you want to send to *New RefWorks* and then click (...) to open the *Actions* menu and click *RefWorks*.



Your references will appear in the *Last Imported* tab.

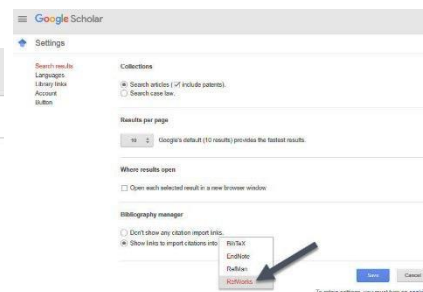
Exporting References from Google Scholar

As the world’s most popular search engine, Google also has an academic search feature called Google Scholar, which will allow you to search for journal articles. It only provides abstracts rather than full-text (unless you’ve set it to link to the Library’s collections), but you can still import references from Scholar into *New RefWorks*.



Begin by entering your search terms to find articles. Click on the *menu button* and select *Settings*.

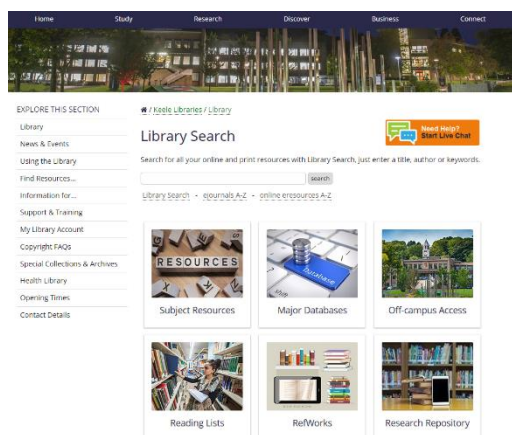
Under the “Bibliography Manager”, use the drop down box to select *RefWorks* and click *Save*.



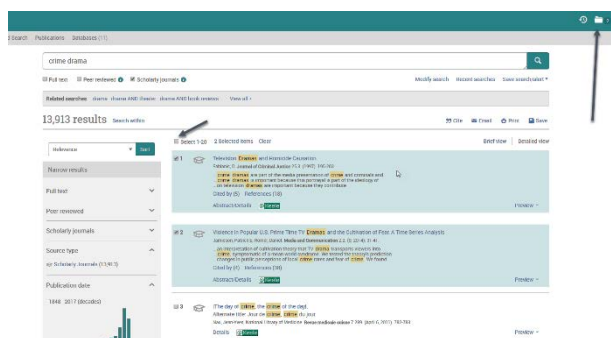
When you find a reference you’d like to use, click *Import into RefWorks*. You can only export one reference at a time with Scholar, but this will appear in your *Last Imported* tab.

Exporting References from Library Subscription Databases – ProQuest

You can also export multiple references from the Library's databases. Just go to the Library website, click on *Major Databases* from the homepage then select *ProQuest* and click *Access ProQuest here*.



Enter your keywords into the search box. You could use an advanced search strategy for complex searches, but for the purposes of this demonstration we'll keep it simple.



Click on the check boxes next to the articles you're interested in and they will appear in the folder at the top right of the page. Or if you want to save all 20 of the first results, click on the check box indicated.

Click on the *folder* icon to see the references you've saved. To send them to *New RefWorks*, click *Save* and then click *RefWorks*.

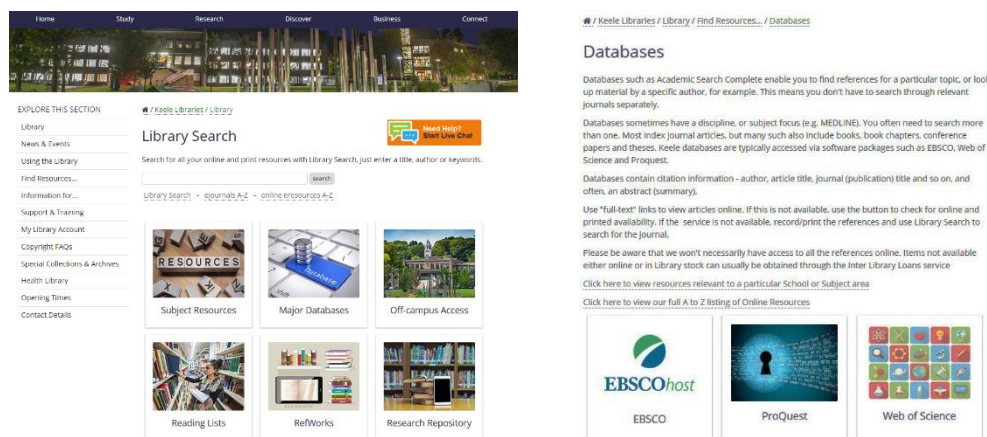
You may find it useful to set-up a personal account within ProQuest (it's free), so that you can access any saved references from a previous search session. You can also view and print your search strategies.



The references will appear in the *Last Imported* tab.

Exporting References from Library Subscription Databases – EBSCO

You can also export multiple references from the EBSCO databases. It is worth using a variety of different databases when searching for articles as each one has different licences and covers different journals, so you'll get a wider variety of articles by using online more than one database.

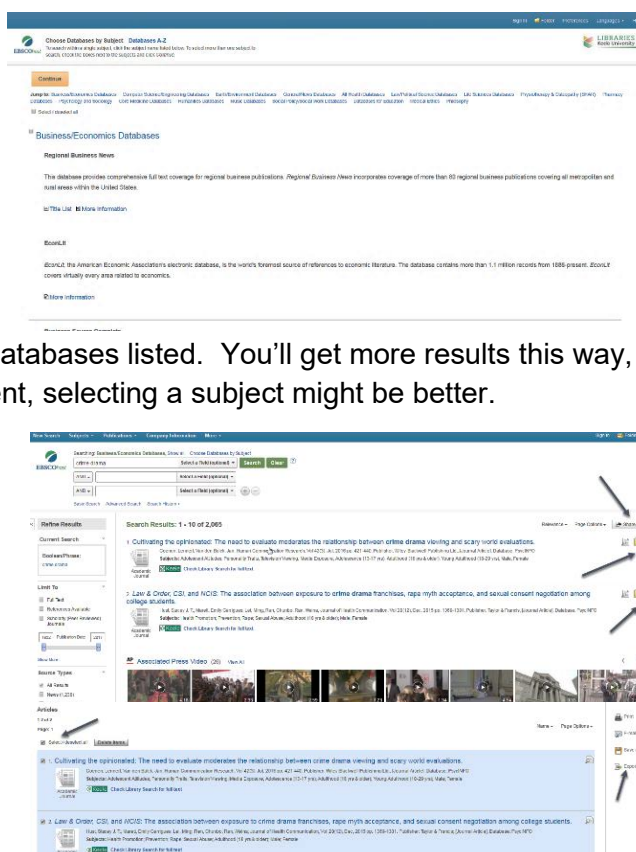


To access the EBSCO databases, click on *Major Databases* from the Library homepage. Then select *EBSCO* and click *Access EBSCO here*.

The EBSCO databases are arranged by subject collections. You can click the check box next to the subject you're interested in and your search will include the databases in that subject area. Or just click the check box to select all and it'll search all the databases listed. You'll get more results this way, so if you're looking for subject specific content, selecting a subject might be better.

When you've completed your search, check on the folder icons to save the results of the articles. Or you can click the *Share* button and there is the option to save the first 1-10 results. The results will appear in the folder at the top right of the screen.

Click onto the folder icon and you can see the results you've saved. Click the check box to select all and then click the *Export* button to go to the "Export Manager".



The radio button should already be on “Direct Export to RefWorks” as default, but if it isn’t make sure it is and then click **Save**.

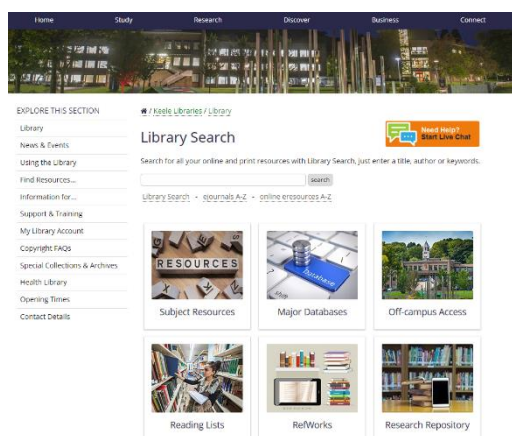


You can also set-up a personal account in EBSCO (also free) so you can access any results you’ve saved and view and print your search strategies.

The results will appear in the Last Imported tab in *New RefWorks*.

Exporting References from Library Subscription Databases – Web of Science

The third of the Library databases is Web of Science, which also allows you to export multiple references to *New RefWorks*.



Home / Keele Libraries / Library / Find Resources... / Databases

Databases

Databases such as Academic Search Complete enable you to find references for a particular topic, or look up material by a specific author, for example. This means you don't have to search through relevant journals separately.

Databases sometimes have a discipline, or subject focus (e.g. MEDLINE). You often need to search more than one. Most index journal articles, but many such also include books, book chapters, conference papers and theses. Keele databases are typically accessed via software packages such as EBSCO, Web of Science and Proquest.

Databases contain citation information - author, article title, journal (publication) title and so on, and often, an abstract (summary).

Use "full-text" links to view articles online. If this is not available, use the button to check for online and printed availability. If the service is not available, record/print the references and use Library Search to search for the journal.

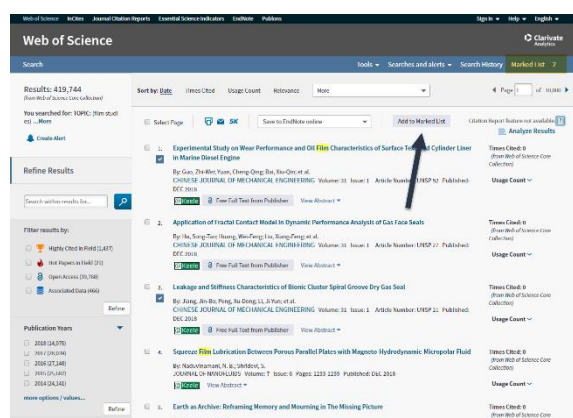
Please be aware that we won't necessarily have access to all the references online. Items not available either online or in library stock can usually be obtained through the Inter Library Loans service

[Click here to view resources relevant to a particular School or Subject area](#)

[Click here to view our full A to Z listing of Online Resources](#)



To access Web of Science, click on *Major Databases* from the Library homepage. Select *Web of Science* and then click *Access Web of Science here*.

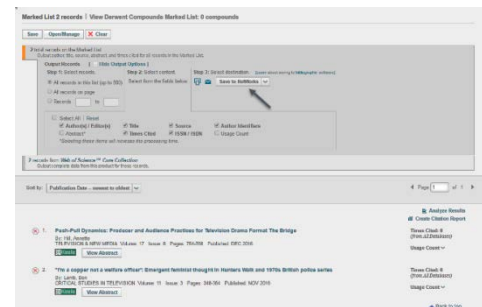


Web of Science is largely an abstract service with little direct full-text available, but the @Keele link should take you to where you can access the full-text article from the Library’s subscriptions.

To save references to *New RefWorks*, check the boxes next to the references you’re interested in and click *Add to Marked List*. A blue tick will appear next to the articles and the *Marked list* will contain the references you’ve selected.

Go into the marked list and you'll see the references saved. Select *Save to RefWorks* from the drop down menu as indicated and the references will appear in the *Last Imported* tab in *New RefWorks*.

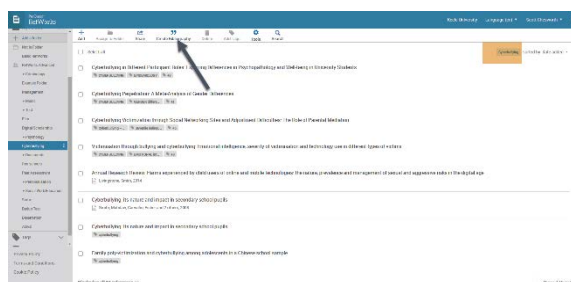
Please Note: If the references are not transferring, you'll need to disable your pop-up blocker by going into your browser's Security settings. Then repeat the transfer.



As with ProQuest and EBSCO, you can set up an individual account (free, remember!) and you'll be able to go back to access any references you've saved as well as view and print your search history.

Creating a Bibliography or List of References

Once you've put together a folder of references, you can use *New RefWorks* to create a bibliography or list of references from the folder.



Click on the name of the folder that contains the references you want to create the bibliography from and select references to include by checking the box or clicking the box next to select all. Notice that the folder name is in the top right.

Click on *Create Bibliography* and then choose the *Create Bibliography* option.



You can choose the referencing style you'd like to use from a default list of styles or search for a style using the search box. The last style you used is the one that appears, so just choose another from the list.

Always use the style indicated in your course handbook or that your tutor recommends. When you've selected a style the reference list will change to that style.

To save the list, click *Copy to Clipboard* and then you can paste this list into a word processing program like Word.

COENEN, L. and VAN, D.B., 2016. Cultivating the opinionated: The need to evaluate moderates the relationship between crime drama viewing and scary world evaluations. *Human Communication Research*, 42(3), pp. 421-440.

ELLIS, K., 2015. Disability in television crime drama: Transgression and access. *The Journal of Popular Television*, 3(2), pp. 243-259.

FAIBIANIC, D., 1997. Television Dramas and Homicide Causation. *Journal of Criminal Justice*, 25(3), pp. 195-203.

HILL, A., 2016. Push-Pull Dynamics: Producer and Audience Practices for Television Drama Format The Bridge. *Television & New Media*, 17(6), pp. 754-768.

HUST, S.J.T., MARETT, E.G., LEI, M., REN, C. and RAN, W., 2015. Law & Order, CSI, and NCIS: The association between exposure to crime drama franchises, rape myth acceptance, and sexual consent negotiation among college students. *Journal of Health Communication*, 20(12), pp. 1369-1381.

JAMIESON, P.E. and ROMER, D., 2014. Violence in Popular U.S. Prime Time TV Dramas and the Cultivation of Fear: A Time Series Analysis. *Media and Communication*, 2(2), pp. 31-41.

LAMB, B., 2016. "I'm a copper not a welfare officer": Emergent feminist thought in Hunters Walk and 1970s British police series. *Critical Studies in Television*, 11(3), pp. 345-364.

REDVALL, E.N., 2016. *Midsomer Murders* in Copenhagen: the transnational production of Nordic Noir-influenced UK television drama. *New Review of Film and Television Studies*, 14(3), pp. 345-363.

SHAFFER, D.M. and RANEY, A.A., 2012. Exploring How We Enjoy Anthro Narratives. *Journal of Communication*, 62(6), pp. 1028-1046.

SHELTON, J., 2016. The TV crime drama. *New Review of Film and Television Studies*, 14(3), pp. 405-407.

TURNBULL, S., 2010. Crime as entertainment: The case of the TV crime drama. *Continuum*, 24(6), pp. 619-627.