Using RefWorks to help with OSCOLA referencing

RefWorks is reference management software, it can help you to store links to useful articles that you have found on Summon and some other databases. You can sign-up for a free account via summon.

RefWorks only helps you with your referencing, it does not do it for you and **you WILL have to check any references** it produces against the OSCOLA guide which is on the referencing tab of the Law Subject Guide [https://hud.libguides.com/law](https://hud.libguides.com/law). At this point RefWorks cannot help with your footnotes, so you will have to do those yourselves.

Once you have set up a RefWorks account you may be able to export information into direct from other databases. Lexis has this option, unfortunately Westlaw does not.

Using RefWorks in Summon:

1. Go to Summon [https://library.hud.ac.uk/](https://library.hud.ac.uk/)
2. Log in (in the top right corner) using your university log in details
3. Do a search in Summon
4. Click on the folder icon next an item – you will the number increase next to the folder in the top right hand corner of the screen

   ![ Summon Search Result with RefWorks Icon ]

   Note: this folder stores the information about the items temporarily – when you close the window those saved items will disappear. By setting up a RefWorks account you can save them indefinitely.

5. Click on the folder in the top right hand corner – and sign up for RefWorks

   ![ RefWorks Sign Up ]

   Note: you need to use your university email address.

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6. Once you have set up your RefWorks account, you can log in to it via the Summon search results screen:

7. Once you are logged into RefWorks, you can go back to Summon and start searching again – now when you click on the folder icon next to an item, it will add it to your RefWorks folder:

8. Click on the folder to view your items:

Your RefWorks account stores links to the items you have added so you can always find them to read them again.

9. You can also use RefWorks to help you create your bibliography. Select the items you want to reference and click on the Speech marks icon:

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10. It will then produce a bibliography, make sure you select the OSCOLA from the dropdown menu at the top, which you can copy and paste into your reference list at the end of your work. However they aren’t always correct – it is your responsibility to make any necessary edits e.g. deleting URLs and adding journal abbreviations.

DO NOT RELY SOLEY ON REFWORKS FOR YOUR REFERENCES - MAKE SURE YOU CHECK THEM AGAINST THE OSCOLA GUIDE.
Using RefWorks in LexisLibrary:

1. Make sure you have a RefWorks account (follow steps 1-5 above)

2. Do your searches in LexisLibrary, when you have a set of results – select the ones you want to store by ticking the boxes and clicking the “open book” icon at the top

3. Select ‘Export’ in the pop up box
4. Select ‘ProQuest RefWorks’ (the blue one)

5. Log into your RefWorks account you will see this screen – click OK

6. Then you can Export a bibliography as in steps 9 and 10 above.

DO NOT RELY SOLEY ON REFWORKS FOR YOUR REFERENCES - MAKE SURE YOU CHECK THEM AGAINST THE OSCOLA GUIDE.

If you need any further support with referencing check out the tutorials and help guides on the referencing tab of the Law Subject Guide: https://hud.libguides.com/law