

Manually Entering Items into your RefWorks Account

Open your existing RefWorks account: (See “Create & Login to New RefWorks Account”)

- Go to Thompson Library home page. < <http://www.umflint.edu/library> >
- Locate the “RefWorks” link (bottom right of screen) and click.
- Login to your RefWorks account.

Manually enter citations into your account:

- At top toolbar locate **“References”**
- From drop-down box, select **“Add New Reference”**
- At top of screen, locate **“View fields used by”**
- Select appropriate style format (such as APA or MLA) from drop-down box.
 - (Note: Style can be changed later, if desired).
- “In Folders,” drop-down box, **select folder** where citation is to be stored.
- “Source Type,” drop-down box, **select either “Print” or “Electronic”**.
- Green checkmarks highlight information needed to complete citation entry.
 - Note: If nothing available, leave field blank.
- **Fill in appropriate information** from the citation.
- When finished with this item, **go to bottom of page**.
- **Select “Save Reference” to enter just this single item**, save it and quit.
- **Select “Save & Add New” to save and begin entering new** citation.