Checking added references

When you import references from online sources, always check the imported data. RefWorks imports the data in the format supplied by the source database or catalogue. This data may write to the wrong fields or contain punctuation errors. RefWorks can’t check the imported information for correctness or completeness, only a human being knowing the context can do that.

In the default Standard View it can be hard to see if a reference is correct and complete. Checking for errors is easier when you view references in a style you are familiar with.

For example: a reference in the Standard View:

```
Ref ID 9
Authors Brown Mark B.
Title Science in a Democratic Society
Source Minerva, 2013, 51, 3, 389-397
```

The same reference in APA 6th - American Psychological Association, 6th Edition:

```
```

See how you can customize the Change View options by choosing particular styles in the e-course RefWorks (chapter: The display of the references).

If a reference looks incorrect or strange:

- Check the supplied Reference Type. Does it match the material type; book, journal article, book chapter, etc. of your reference?
- Check the Source Type of the reference: is it print or electronic? In some styles there are different rules for these types. Look for Source Type under the Additional Fields of a reference.
- Are the author names inserted correctly? RefWorks uses this notation: Lastname1,Firstname1; Lastname2,Firstname2
- Are the most important fields, such as volume, issue, start page, other pages (= end page), DOI, filled?
- Some databases export titles in capital letters to RefWorks. That’s fine if the style you are using requires capitalization, if not, you’ll have to correct that manually.
- A known issue for some library catalogues: the publication year is imported twice. You have to manually delete one of the entries.
- What is the status of a journal article? If it’s an ‘Article in press’ some data; volume, issue and page numbers may not yet be available.

To make changes to a reference in your RefWorks database, click the Edit-icon: . The reference will open, showing all fields available in RefWorks. More information is available in the e-course RefWorks (chapter: Editing references).

- Also check for double entries in your RefWorks database (you can use View > Duplicates in RefWorks to find duplicate references. Our advice is to delete the duplicates: they can be annoying when you are making in-text citations or footnotes later.