Checklist for your bibliography

After creating your bibliography, check for incorrect or incomplete references. Most errors in the bibliography can be corrected automatically by editing and syncing the references in your RefWorks database. Other errors can be corrected manually in the final edit of your paper.

To make changes to a reference in your RefWorks database, click the Edit-icon.

See the e-course RefWorks (chapter: Editing references) for more information.

These are things you should check:

Things you can change in your RefWorks database:

- Check the supplied Reference Type. Does it match the material type; book, journal article, book chapter, etc. of your 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?
- Is the format of the DOI used consistently? In APA style (6th edition) it can be either doi:10.xxx/xxxx.xxxx OR http://dx.doi.org/10.xxx/xxxx.xxxx, but you have to use one notation in your bibliography.
- 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. Check the status of the journal article before you hand in your paper or thesis and edit the information if the article has been published in the meantime.

Some things cannot be changed in your RefWorks database. You have to make corrections manually in the final edit of your paper:

- The use of capitals: we write words like European Union, Netherlands, Chinese etc. with a capital letter. RefWorks applies the rule of the style regarding the use of capitals in titles. In many styles only the first letter of the title and of the subtitle are written with a capital. This means that, after you have finished writing, you have to check the bibliography for words that should be written with a capital. Changes you make to the bibliography in your paper are overwritten each time you sync with your RefWorks database so save these corrections for the final edit!

- Author names like ‘De Wit’ or ‘Van der Molen’. In almost all styles the bibliography is sorted alphabetically. RefWorks will index prefixes in Dutch surnames such as De or Van as the first part of the surname and use the D or the V to sort alphabetically. In the Netherlands we index the surname (Wit or Molen) to sort alphabetically. Our advice: Enter the author name as ‘Prefix Surname, Firstname’ (for example ‘De Wit, Johan’). The format of the entry in your bibliography will be correct, but in your last check you have to move the reference to the correct place in the bibliography (from the D to the W).