

# What is RefWorks

- A web-based bibliographic citation manager
- It allows you to **collect, save and organize bibliographic citations** to journal articles, books, web sites and other sources that you have found during your research
- You can create correctly formatted bibliographies in your preferred style of output eg. Harvard.
- It is available free of charge to all Unisa students, staff and faculty and is accessible both on and off campus
- To use the software, you will need to create an account.

# Create a RefWorks account

- Connect to RefWorks at <http://www.refworks.com/refworks/>
- Click on **Sign up for an Individual Account**
- **Complete** all fields in the **Registration form**
- Click on **Register**
- Once your information has been submitted, you will have **immediate access** to RefWorks
- You will receive a **confirmation email** with your username, password and group code. (Keep this email.)
- You will be prompted for a group code if you are doing research off campus. The RefWorks Group Code for Unisa is **RWUSF**).
- If you already have an account, **Login**.
- In case you have forgotten your login details, use the **Forgot your log-in?** link.

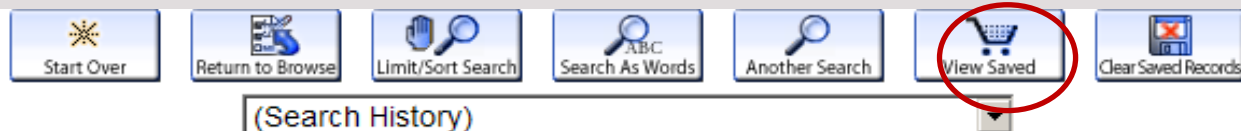
# Collecting Citations

Basic procedure to import citations into RefWorks is:

- do a search on your topic using the Library Catalogue and/or the online databases, select the relevant citations and import them into RefWorks
- There are various ways of importing information into RefWorks:
  - Most databases allow you to **directly import** the citations into RefWorks (ABI/Inform, Business Source Complete ect)
  - Library Catalogue requires that you **create a text file of citations**, then you will have to import that file into RefWorks using database filters. (Library Catalogue)
  - You may also **manually add references** to RefWorks (where references are not available electronically)
  - Import from websites (Google) – (a set up needed on Google Scholar under preferences)

# How to import references from Oasis

Perform a search and mark relevant records by clicking the checkboxes  
Click on **View Saved**.



SUBJECT entrepreneurship View Entire Collection Reverse Year Sort Search

☐ Show only the Available titles

Limited to: Words in the SUBJECT "south africa"

Result Page 1 2 3 4 5 6 7 8 9 10 Next

Save All On Page


Save to My Lists

## SUBJECTS (1-12 of 109)

1

### Maak hope geld uit jou eie besigheid

Parker, Eric, 1946-  
Northcliff, Suid-Afrika : Bookstorm, c2010.

 [Request](#)

#### LOCATION

Pretoria Open Collection

#### SHELF NO

658.0220968 PARK


#### STATUS

AVAILABLE

2

### The ultimate South African business companion : forms, templates and checklists for everyday use

Johnson, Lesley-Caren.  
Northcliff, South Africa : Bookstorm, 2010.

 [Request](#)

#### LOCATION

Pretoria Open Collection

#### SHELF NO

658.4210968 JOHN

#### STATUS

AVAILABLE

Cape Open Collection

658.4210968 JOHN

DUE 16-04-11

Durban Open Collection

658.4210968 JOHN

AVAILABLE






There are additional copies/volumes of this item

# How to import references from Oasis

Select **End-Note/RefWorks**

Select the **Local Disk** box


Click **Submit**



Format Of List	Send List To
<ul style="list-style-type: none"><li><input type="radio"/> Full Display</li><li><input type="radio"/> Brief Display</li><li><input type="radio"/> Pro-Cite</li><li><input checked="" type="radio"/> End-Note/RefWorks</li><li><input type="radio"/> MARC</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> E-Mail</li></ul> <p>Mail To: <input type="text"/></p> <p>Subject: <input type="text" value="From the OASIS Library Catalogue"/></p> <ul style="list-style-type: none"><li><input type="radio"/> Screen</li><li><input checked="" type="radio"/> Local Disk</li></ul>
<div>Submit</div>	

## Your List of Saved Records

Num	Mark	Exports (1-2 of 2)	Media	Year
1	<input type="checkbox"/>	<a href="#">The ultimate South African business companion : forms, templates and checklists for everyday use</a> Lesley-Caren Johnson.		2010
2	<input type="checkbox"/>	<a href="#">Maak hope geld uit jou eie besigheid</a> Eric Parker ; met Kurt Illetschko.		c2010

# How to import references from Oasis

Click on **Open**

**Format Of List**


- ☐ Full Display
- ☐ Brief Display
- ☐ Pro-Cite
- ☒ End-Note/RefWorks
- ☐ MARC

**Send List To**

☐ E-Mail

**File Download**

Do you want to open or save this file?



Name: export.txt


Type: Text Document

From: oasis.unisa.ac.za

Open

Save

Cancel



While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

**Your List**

Save All

Clear All

Delete Selected

Num	Mark	Exports (1-2 of 2)
1	<input type="checkbox"/>	<a href="#">The ultimate South African business companies to use</a> Lesley-Caren Johnson.

Media Year  
2010

# How import references from Oasis

The references will be displayed on the screen in this format:

- %A Parker, Eric, 1946-
- %D Northcliff, Suid-Afrika : Bookstorm, c2010.
- %T Maak hope geld uit jou eie besigheid / Eric Parker ; met Kurt Illetschko.
- %7 1ste uitg.
- %@ 9781920434021 (pbk.)
- %@ 192043402X (pbk.)
- %1 Small business -- South Africa.
- %1 Small business -- Planning.
- %1 Entrepreneurship -- South Africa.
- %1 New business enterprises -- South Africa.
  
- %A Johnson, Lesley-Caren.
- %D Northcliff, South Africa : Bookstorm, 2010.
- %T The ultimate South African business companion : forms, templates and checklists for everyday use / Lesley-Caren Johnson.

Right click and Select all  
Right click and copy the  
references

# Login

**Welcome to RefWorks**  
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**RefWorks User Login**  
for  
University of South Africa

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Password

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[Login using your Group Code](#)

Login

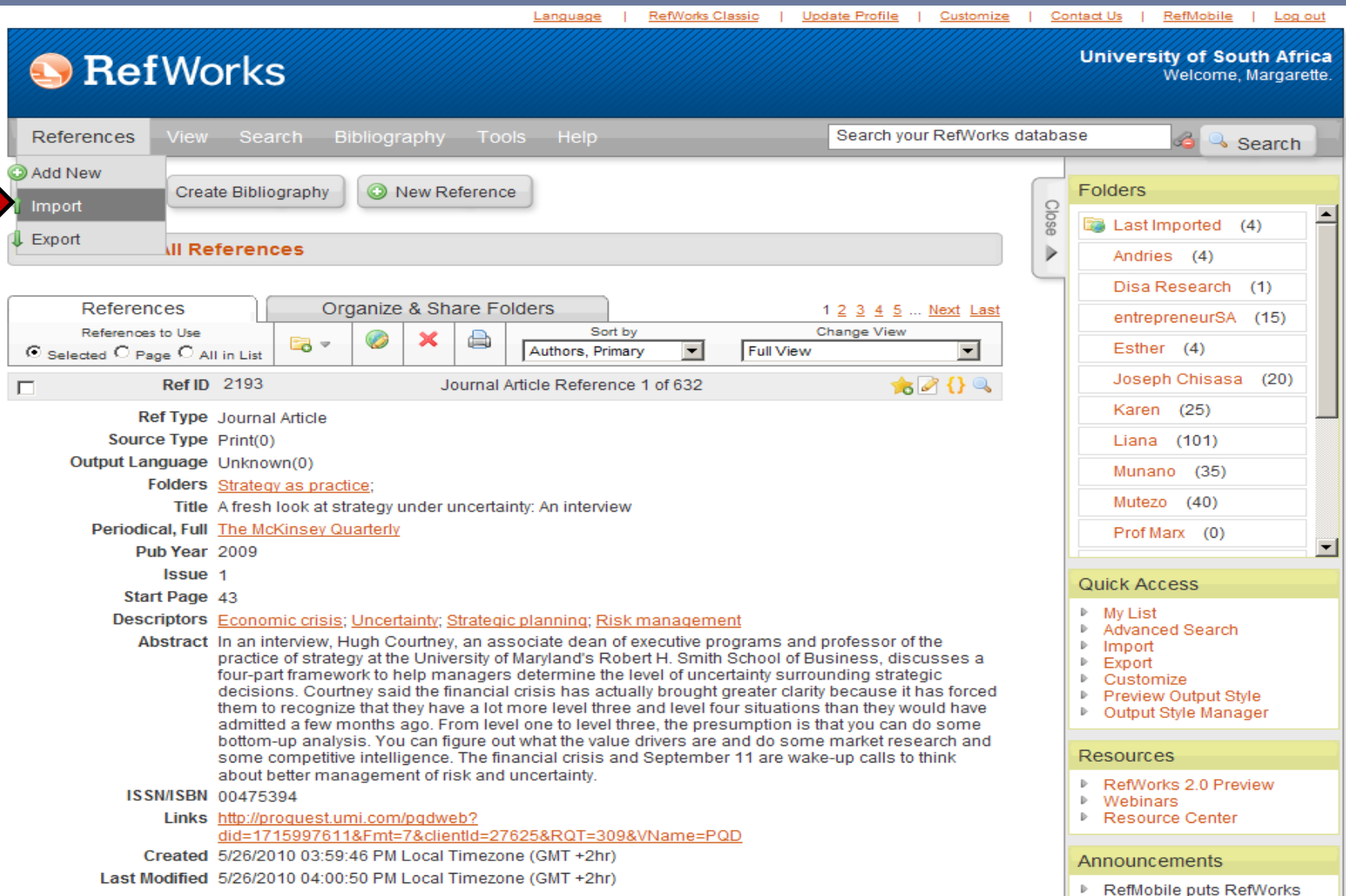
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<http://www.refworks/refworks.com>



# Import



Language | RefWorks Classic | Update Profile | Customize | Contact Us | RefMobile | Log out

## RefWorks

University of South Africa  
Welcome, Margarette.

References View Search Bibliography Tools Help

Search your RefWorks database Search

+ Add New  
↓ Import  
↓ Export

Create Bibliography + New Reference

All References

References Organize & Share Folders

References to Use  
☒ Selected ☐ Page ☐ All in List

Sort by Authors, Primary Change View Full View

1 2 3 4 5 ... Next Last

☐ Ref ID 2193 Journal Article Reference 1 of 632

Ref Type Journal Article  
Source Type Print(0)  
Output Language Unknown(0)  
Folders [Strategy as practice;](#)  
Title A fresh look at strategy under uncertainty: An interview  
Periodical, Full [The McKinsey Quarterly](#)  
Pub Year 2009  
Issue 1  
Start Page 43  
Descriptors [Economic crisis;](#) [Uncertainty;](#) [Strategic planning;](#) [Risk management](#)  
Abstract In an interview, Hugh Courtney, an associate dean of executive programs and professor of the practice of strategy at the University of Maryland's Robert H. Smith School of Business, discusses a four-part framework to help managers determine the level of uncertainty surrounding strategic decisions. Courtney said the financial crisis has actually brought greater clarity because it has forced them to recognize that they have a lot more level three and level four situations than they would have admitted a few months ago. From level one to level three, the presumption is that you can do some bottom-up analysis. You can figure out what the value drivers are and do some market research and some competitive intelligence. The financial crisis and September 11 are wake-up calls to think about better management of risk and uncertainty.  
ISSN/ISBN 00475394  
Links <http://proquestumi.com/pqdweb?did=1715997611&Fmt=7&clientId=27625&RQT=309&VName=PQD>  
Created 5/26/2010 03:59:46 PM Local Timezone (GMT +2hr)  
Last Modified 5/26/2010 04:00:50 PM Local Timezone (GMT +2hr)

### Folders

Last Imported (4)  
Andries (4)  
Disa Research (1)  
entrepreneurSA (15)  
Esther (4)  
Joseph Chisasa (20)  
Karen (25)  
Liana (101)  
Munano (35)  
Mutezo (40)  
Prof Marx (0)

### Quick Access

- ▶ My List
- ▶ Advanced Search
- ▶ Import
- ▶ Export
- ▶ Customize
- ▶ Preview Output Style
- ▶ Output Style Manager

### Resources

- ▶ RefWorks 2.0 Preview
- ▶ Webinars
- ▶ Resource Center

### Announcements

- ▶ RefMobile puts RefWorks

[New Folder](#)
[Create Bibliography](#)
[New Reference](#)
[Folders](#)

## Import References



### Import From

 [Help](#)
[List of Filters & Databases](#) | [Request a Filter](#)

From Text File ▲

Import Filter/Data Source

Database

Select Text File:  [Browse...](#)

Encoding

Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

From Text ▼


From EndNote Database ▼

### Import To

(Note that references are also put in the Last Imported folder)

Import Into Folder

[Import](#)

 New Folder

Create Bibliography

 New Reference

Folders

## Import References

### Import From

 [Help](#)

[List of Filters & Databases](#) [Request a Filter](#)

From Text File ▾

From Text ▲


Import Filter/Data Source

Database

```
%A Rwigema, Henry.
%D Cape Town : Oxford University Press Southern Africa, 2008.
%T Entrepreneurship : theory in practice / Rwigema, Urban,
Venter.
%7 2nd ed.
%0 9780195983548 (pbk.)
%0 0195983548 (pbk.)
%1 Entrepreneurship.
%1 Entrepreneurship -- South Africa.
```

From EndNote Database ▾

### Import To

 Import



References View Search Bibliography Tools Help

Search your RefWorks database



New Folder

Create Bibliography

New Reference

Folders

## Import References



Import completed - 6 references imported

Import Log ▾

Edit Imported References ▾



View Last Imported Folder

Ref ID 2281

Journal Article Reference 2 of 632



Ref Type Journal Article  
Source Type Print(0)

Imported (6)  
(4)  
Research (1)  
neurSA (15)  
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Chisasa (20)  
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ESS  
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ments

RefMobile puts RefWorks wherever you are! Manage your research wherever you go with RefMobile—on any web-accessible mobile

 New Folder

Create Bibliography

 New Reference

References > **Last Imported**

## References

## Organize & Share Folders

References to Use

☒ Selected ☐ Page ☐ All in List



Sort by

Authors, Primary

Change View

Full View

☐ Ref ID 3370 Book, Whole Reference 1 of 6



Ref Type Book, Whole

Source Type Print(0)

Output Language Unknown(0)

Authors [Herrington, Mike](#); [Kew, Jacqui](#); [PennyKew](#)

Folders [Last Imported](#);

Book Title Tracking entrepreneurship in South Africa : a GEM Perspective

Pub Year 2010

Notes 1: Entrepreneurship -- South Africa.; 1: New business enterprises -- South Africa.

Publisher Graduate School of Business, University of Cape Town?

Place of Publication Cape Town, South Africa?

ISSN/ISBN 9780799223606 (pbk.); 0799223603 (pbk.)

Created 9/20/2011 04:02:37 PM Local Timezone (GMT +2hr)

Last Modified 9/20/2011 04:02:37 PM Local Timezone (GMT +2hr)

☐ Ref ID 3372 Book, Whole Reference 2 of 6



Ref Type Book, Whole

Source Type Print(0)

Output Language Unknown(0)

Authors [Johnson, Lesley-Caren](#)

Folders [Last Imported](#);

Book Title The ultimate South African business companion : forms, templates and checklists for everyday use

Pub Year 2010

Notes 1: Business communication -- South Africa.; 1: Entrepreneurship -- South Africa.; 1: Small business -- Management -- South Africa.

Edition 2nd, 1st impression.

Publisher Bookstorm

## Folders

 Last Imported (6)

Andries (4)

Disa Research (1)

entrepreneurSA (15)

Esther (4)

Joseph Chisasa (20)

Karen (25)

Liana (101)

Munano (35)

Mutezo (40)

Prof Marx (0)

## Quick Access

- ▶ My List
- ▶ Advanced Search
- ▶ Import
- ▶ Export
- ▶ Customize
- ▶ Preview Output Style
- ▶ Output Style Manager

## Resources


- ▶ RefWorks 2.0 Preview
- ▶ Webinars
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## Announcements

- ▶ RefMobile puts RefWorks wherever you are!  
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# Write-N-Cite

 **RefWorks**

University of South Africa  
Welcome, Margarette.

References View Search Bibliography Tools Help

Search your RefWorks database  Search






New Folder Create Bibliography New Ref

References > Last Imported





Write-N-Cite  
RefGrab-It  
Backup & Restore

References Organize & Share Folders





References to Use  
☒ Selected ☐ Page ☐ All in List

Sort by Authors, Primary Change View Full View

☐ Ref ID 3370 Book, Whole Reference 1 of 6    

Ref Type Book, Whole  
Source Type Print(0)  
Output Language Unknown(0)  
Authors [Herrington, Mike](#) [Kew, Jacqui](#) [PennyKew](#)  
Folders [Last Imported](#)  
Book Title Tracking entrepreneurship in South Africa : a GEM Perspective  
Pub Year 2010  
Notes 1: Entrepreneurship -- South Africa.; 1: New business enterprises -- South Africa.  
Publisher Graduate School of Business, University of Cape Town?  
Place of Publication Cape Town, South Africa?  
ISSN/ISBN 9780799223606 (pbk.); 0799223603 (pbk.)  
Created 9/20/2011 04:02:37 PM Local Timezone (GMT +2hr)  
Last Modified 9/20/2011 04:02:37 PM Local Timezone (GMT +2hr)

☐ Ref ID 3372 Book, Whole Reference 2 of 6    

Ref Type Book, Whole  
Source Type Print(0)  
Output Language Unknown(0)  
Authors [Johnson, Lesley-Caren](#)  
Folders [Last Imported](#)  
Book Title The ultimate South African business companion : forms, templates and checklists for everyday use  
Pub Year 2010  
Notes 1: Business communication -- South Africa.; 1: Entrepreneurship -- South Africa.; 1: Small business -- Management -- South Africa.  
Edition 2nd , 1st impression.  
Publisher Bookstorm  
Place of Publication Northcliff, South Africa  
ISSN/ISBN 9781920434007 (pbk.); 1920434003 (pbk.)  
Created 9/20/2011 04:02:37 PM Local Timezone (GMT +2hr)

Close

Folders

Last Imported (6)

Andries (4)

Disa Research (1)

entrepreneurSA (15)

Esther (4)

Joseph Chisasa (20)

Karen (25)

Liana (101)

Munano (35)

Mutezo (40)

Prof Marx (0)

Quick Access

My List

Advanced Search

Import

Export

Customize

Preview Output Style

Output Style Manager

Resources

RefWorks 2.0 Preview


Webinars

Resource Center

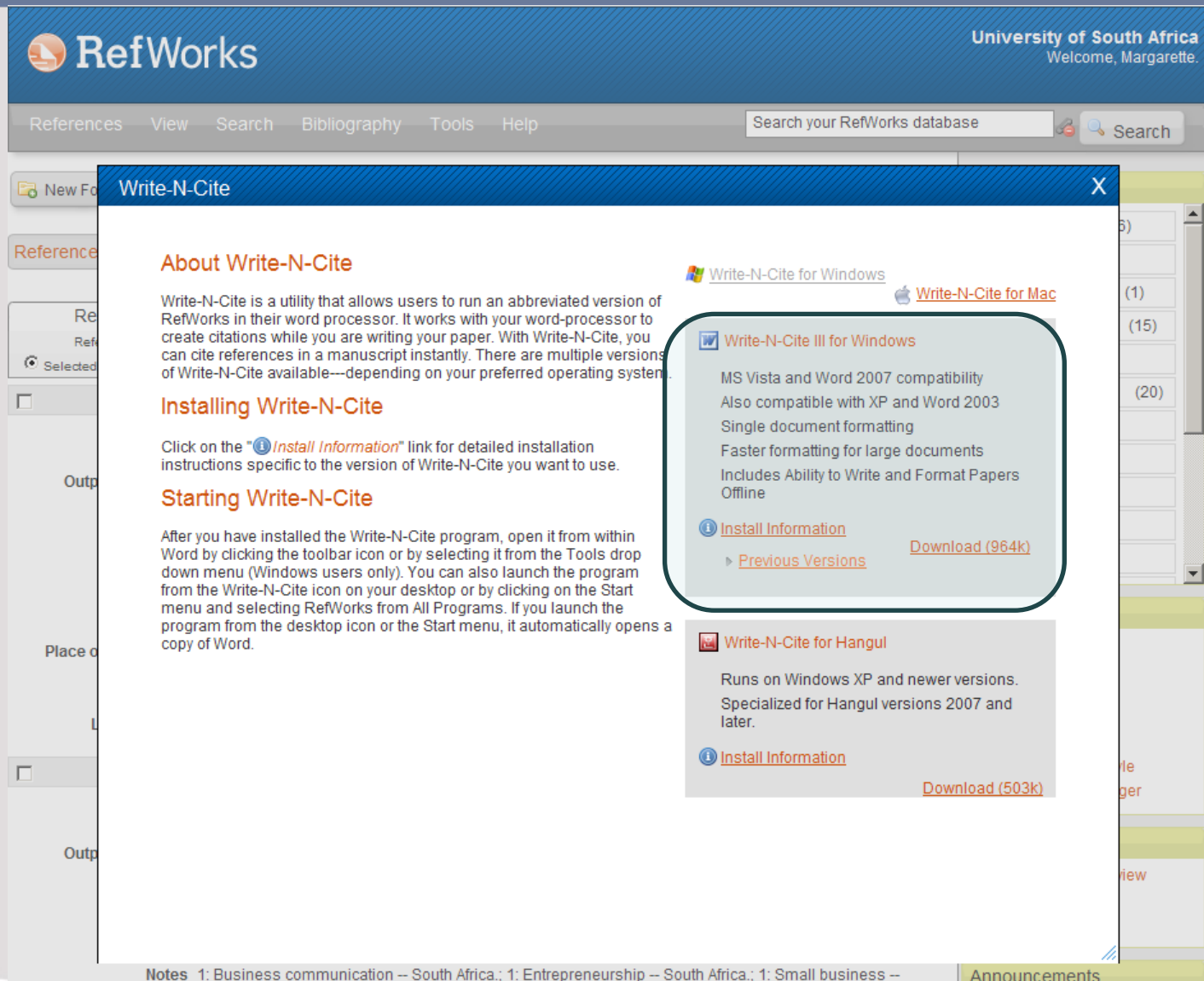
Announcements

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college of  
economic and  
management sciences

# Download instructions



**RefWorks** University of South Africa  
Welcome, Margarete.

References View Search Bibliography Tools Help

Search your RefWorks database Search

## Write-N-Cite

### About Write-N-Cite

Write-N-Cite is a utility that allows users to run an abbreviated version of RefWorks in their word processor. It works with your word-processor to create citations while you are writing your paper. With Write-N-Cite, you can cite references in a manuscript instantly. There are multiple versions of Write-N-Cite available—depending on your preferred operating system.

### Installing Write-N-Cite

Click on the ["Install Information"](#) link for detailed installation instructions specific to the version of Write-N-Cite you want to use.

### Starting Write-N-Cite

After you have installed the Write-N-Cite program, open it from within Word by clicking the toolbar icon or by selecting it from the Tools drop down menu (Windows users only). You can also launch the program from the Write-N-Cite icon on your desktop or by clicking on the Start menu and selecting RefWorks from All Programs. If you launch the program from the desktop icon or the Start menu, it automatically opens a copy of Word.

[Write-N-Cite for Windows](#) [Write-N-Cite for Mac](#)

#### Write-N-Cite III for Windows

- MS Vista and Word 2007 compatibility
- Also compatible with XP and Word 2003
- Single document formatting
- Faster formatting for large documents
- Includes Ability to Write and Format Papers Offline

[Install Information](#) [Download \(964k\)](#)

[Previous Versions](#)

#### Write-N-Cite for Hangul

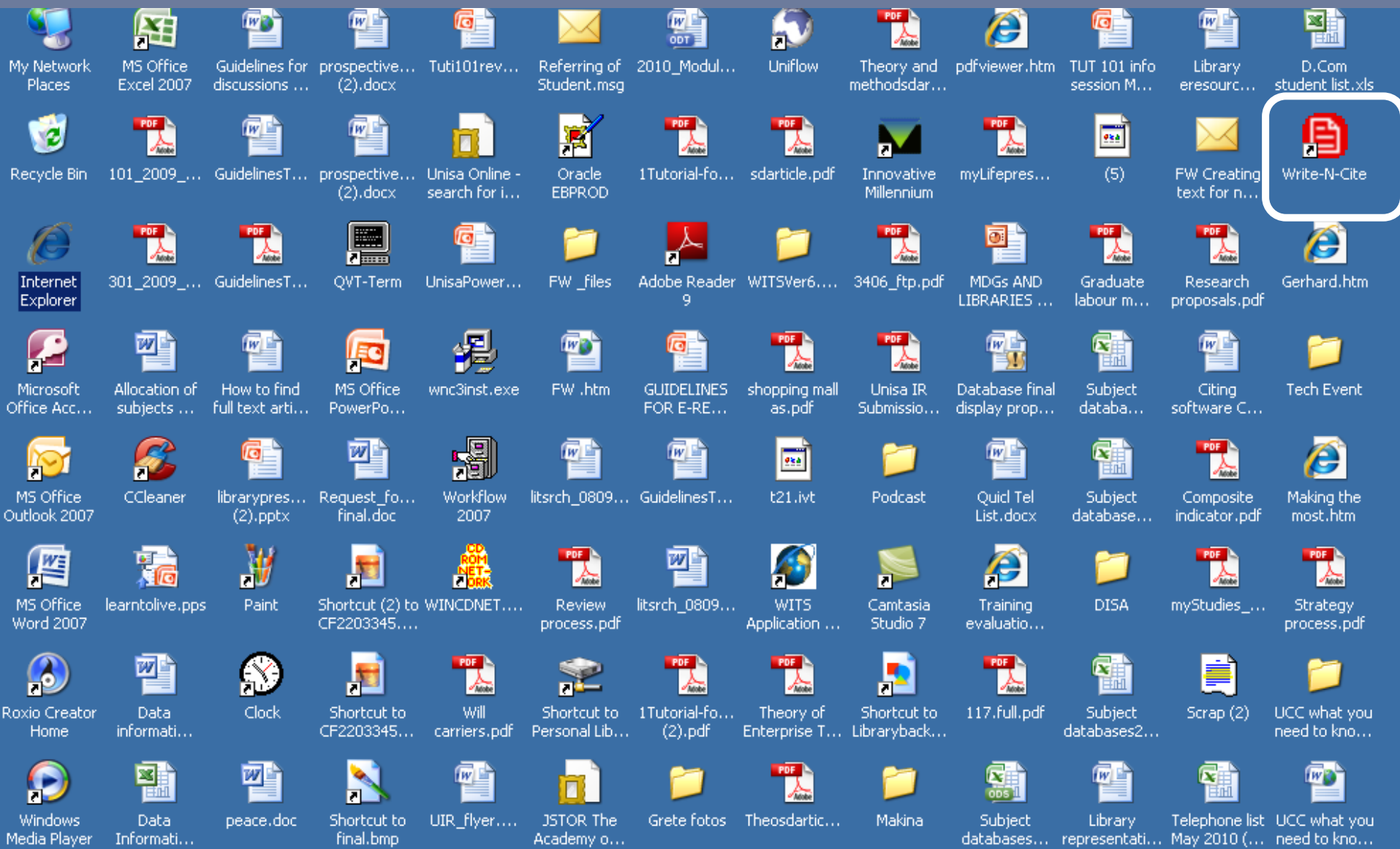
Runs on Windows XP and newer versions.  
Specialized for Hangul versions 2007 and later.

[Install Information](#) [Download \(503k\)](#)

Notes 1: Business communication – South Africa.; 1: Entrepreneurship – South Africa.; 1: Small business –

Announcements

# Write-N-Cite icon





# Write-N-Cite: log in



**Write-N-Cite III**

☒ Always on top ☐ Work Offline MS Word Status : No Document is currently Open

**RefWorks User Login  
for  
University of South Africa**

Log-in Name

Password

[Athens users](#)  
[Login through your institution](#)  
(Shibboleth users)

**Not your Organization?**  
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**Login**

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# Write-N-Cite & Word document

The screenshot displays the Write-N-Cite III application window. The left sidebar contains a 'Recent Documents' list with the following items:

- 1 Library Technology Event 21-23 Sept 2011 pro...
- 2 Finaltrainingtext.docx
- 3 Margarette ApplicTrainingFunds\_2011.docx
- 4 Framework for populating the myUnisa enviro...
- 5 RefWork2.0Aug2011.docx
- 6 litsrch\_080917.doc
- 7 myunisa site blog.docx
- 8 Business Management Research methodology ...
- 9 Steps to create your podcast.doc

The main window shows a list of references (638 references) sorted by Authors, Pri. The list includes the following entries:

- 2009 A fresh look at strategy under uncertainty: An interview
- 2009 Strategy and Risk Oversight Practices - Strategy Oversight
- Foresight, planning and climate change Corinne Swain and Eli Konvitz first consider how foresight tech
- 2009 offer new insights for spatial planners, and then challenge the conventional view of circular strategy-poli
- feedback loops, using the London Thames Gateway Heat Network as a study example
- 2009 Abstracts of Award-Winning Theses
- 2008 Motivating entrepreneurial behaviour
- 2008 Public sector risks penalties by failing to consult employees
- 2008 Shared Approach to HR Growing in Popularity: Global
- 2008 The Benefits of Working Together
- 2007 Centralizing staff and Resources for Greater Efficiency. (cover story)
- 2007 How to Maximize Your Return on Outsourcing & Shared Services
- 2007 In the hot seat. (cover story)
- 2007 Outsourcing and Shared Services Star in Cost Savings, Expertise, and More Time for Strategic HR
- 2006 Entrepreneurship education in South Africa: a nationwide survey
- 2006 Entrepreneurship education in South Africa: a nationwide survey
- 2006 Entrepreneurship education in South Africa: a nationwide survey
- 2002 On CRM and global competition...a chat with an industry analyst
- 1994 Challenges for change
- 1994 Challenges for change
- 1994 Challenges for change
- 2007 Significance and Efficiency of Agricultural Credit in Karnataka's Agricultural Economy

The bottom of the window shows a 'Word Options' button and an 'Exit Word' button. The bottom right corner features the UNISA logo and the text 'college of economic and management sciences'.

# Always on top

RefWorks.docx - Microsoft Word

Home Insert Page Layout References Mailings Review

Write-N-Cite III

☒ Always on top ☐ Work Offline MS Word Status : RefWorks.docx

View Bibliography Tools Help

Search RefWorks

Information on downloading and using Write-N-Cite

**Mutezo Folder (40 references)**

Go to Page: 1 2

**RefWorks**

RefWorks allows users to create personal database. References are quickly and easily imported from text files. It can be used to manage, store, and share the information in your database into their papers and generate formatted bibliographies.

RefWorks allows you to...

- Organize and create a personal database of references. Everything is done automatically as you import references.
- Format bibliographies and manuscripts in seconds. It decreases the number of errors in creating a bibliography and reformat in seconds.
- Import references from a variety of databases.
- Manage Alerts – RefWorks has incorporated RSS feeds and import data from your favorite RSS feeds and import data from your favorite RSS feeds.
- Searching your RefWorks database is fast and easy. Use descriptor and periodical indexes when importing references. Use Quick Search to search all files in your database. Use Advanced Search to narrow your search to specific terms.

<a href="#">Cite View</a>	<a href="#">Abereijo, Isaac Oluwajoba</a>	2006	The Attitude of Small and Medium Industrialists to Venture Capital Financing
<a href="#">Cite View</a>	<a href="#">Abor, Joshua</a>	2007	Small Business Reliance on Bank Financing in Ghana
<a href="#">Cite View</a>	<a href="#">Abraham, H.</a>	2010	Is management of risk sharing by banks a cause for bank runs?
<a href="#">Cite View</a>	<a href="#">Abraham, H.</a>	2008	Bank runs: A risk mismanagement perspective : A Note
<a href="#">Cite View</a>	<a href="#">Adelegan, Olatundun Janet</a>	2008	Capital Market Imperfections and Corporate Investment Behavior: A Switching Regression Data for Nigerian Manufacturing Firms
<a href="#">Cite View</a>	<a href="#">Ahmed, Gaffar Abdalla</a>	2008	The Implication of Using Profit and Loss Sharing Modes of Finance in the Bank Reference to Equity Participation (Partnership) Method in Sudan
<a href="#">Cite View</a>	<a href="#">Al Janabi, Mazin A. M.</a>	2008	On the appropriate function of trading risk management units: Primary roles and
<a href="#">Cite View</a>	<a href="#">Altman, Edward I.</a>	2005	An Emerging Market Credit Scoring System for Corporate Bonds
<a href="#">Cite View</a>	<a href="#">Amidu, Mohammed</a>	2006	Credit Risk, Capital Structure and Lending Decisions of Banks in Ghana
<a href="#">Cite View</a>	<a href="#">Baptista, Jose A.G.</a>	2006	Understanding the Microenterprise Sector to Design a Tailor-Made Microfinance
<a href="#">Cite View</a>	<a href="#">Barbedo, Claudio Henrique da Silveira</a>	2009	A Down-and-Out Exchange Option Model with Jumps to Evaluate Firms' De
<a href="#">Cite View</a>	<a href="#">Barton, Dominic</a>	2008	Taking stock: 10 years after the Asian financial crisis
<a href="#">Cite View</a>	<a href="#">Bektas, Eralp</a>	2009	Governance Mechanisms and Ownership in an Emerging Market: The Case of
<a href="#">Cite View</a>	<a href="#">Brehm, Stefan</a>	2008	Risk Management in China's State Banks -- International Best Practice and th
<a href="#">Cite View</a>	<a href="#">Chen, Anlin</a>	2006	The Benefit of Excluding Institutional Investors from Fixed-Price IPOs: Eviden
<a href="#">Cite View</a>	<a href="#">de Wet, Albertus H.</a>	2009	Linking Global Economic Dynamics to a South African-Specific Credit Risk C
<a href="#">Cite View</a>	<a href="#">Ezeoha, Abel E.</a>	2008	Bankruptcy Practice in the Absence of Long-Term Corporate Financing: The

# Citing

The image shows a Microsoft Word document titled "RefWorks.docx" with the following content:

**RefWorks**

RefWorks allows users to create personal databases and use them for a variety of research activities. References are quickly and easily imported from text files or online databases. The databases can then be used to manage, store, and share the information. Users can automatically insert references from their database into their papers and generate formatted bibliographies and manuscripts in seconds |

RefWorks allows you to...

- Organize and create a personal database online – Everything is done automatically as you import the
- Format bibliographies and manuscripts in seconds decreases the number of errors in creating tedious paper and reformat in seconds.
- Import references from a variety of databases using
- Manage Alerts – RefWorks has incorporated a RSS your favorite RSS feeds and import data from those
- Searching your RefWorks database is fast and easy descriptor and periodical indexes when importing retrieval. Use Quick Search to search all fields for Search to narrow your search to specific terms and

The **Write-N-Cite III** plugin window is open, showing the **Mutezo Folder (40 references)**. The window has a menu bar with **View**, **Bibliography**, **Tools**, and **Help**. It also has checkboxes for **Always on top** and **Work Offline**, and a status bar showing **MS Word Status : RefWorks**. The references are listed in a table with columns for the author, year, and title. The first reference is highlighted with a red box:

Mutezo Folder (40 references)		
Go to Page: 1 2		
<a href="#">Cite View</a> <a href="#">Abereijo, Isaac Oluwajoba</a>	2006	The Attitude of Small and Medium Industrialists to Ventur
<a href="#">Cite View</a> <a href="#">Abor, Joshua</a>	2007	Small Business Reliance on Bank Financing in Ghana
<a href="#">Cite View</a> <a href="#">Abraham, H.</a>	2010	Is management of risk sharing by banks a cause for bank
<a href="#">Cite View</a> <a href="#">Abraham, H.</a>	2008	Bank runs: A risk mismanagement perspective : A Note
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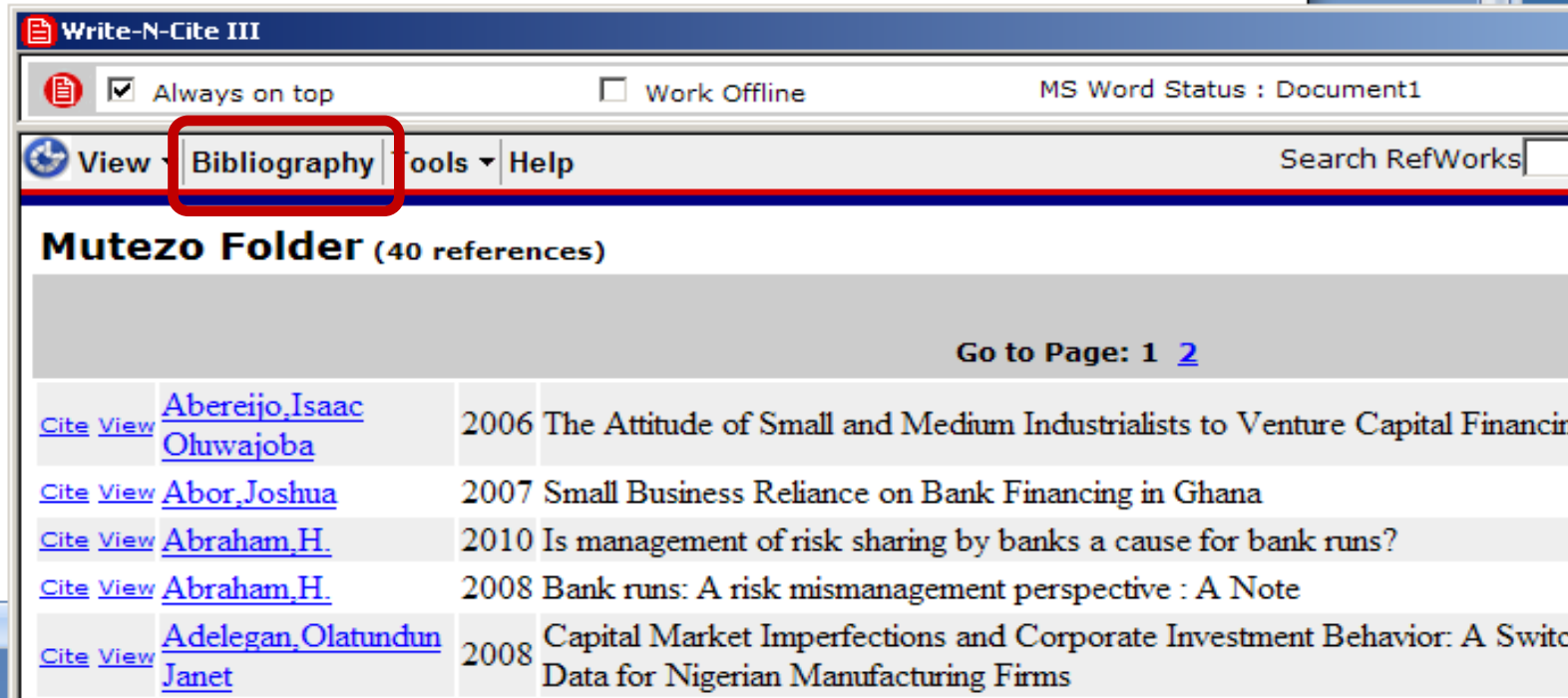
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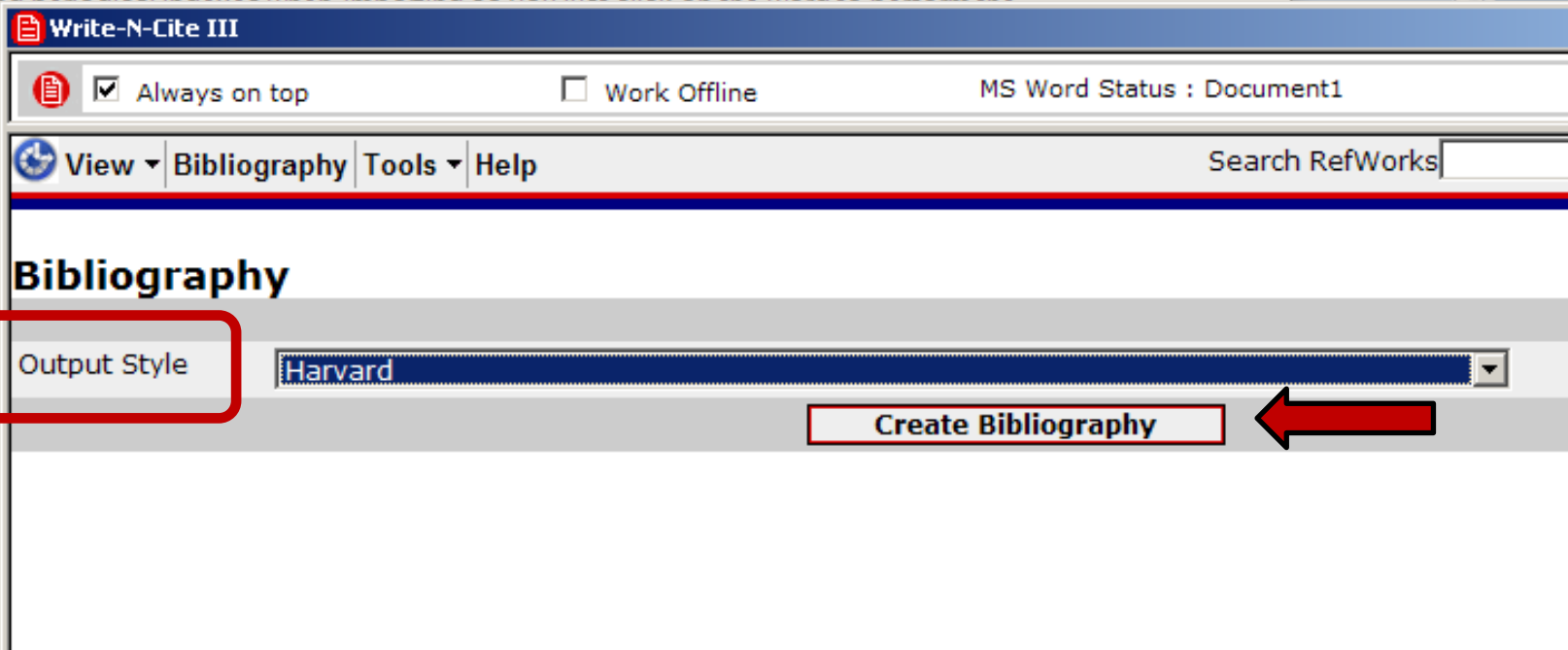
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