Library resources for research students: Library Search, RefWorks, Subject Guides and more…

In this practical session, you will learn how to find and reference journal articles and other e-resources using Middlesex University’s online systems.

Please follow the steps below. Ask if you need any help / have any questions.

**Step 1: Library Search**

*5 minutes*

- Open up a browser (Firefox or Chrome) via Apps Anywhere
- Login to myUniHub
- Click on the My Study tab
- Go to the My Library box
- Click on Library Search. You’ll be asked to login. Use your University email and your normal university password
Step 2: Finding journal articles and other resources with Library Search

20 mins

- Add a couple of keywords related to your research in the search box (you will probably need to experiment with different keywords / search terms).
- Click on Search
- Refine your search:
  - Full Text Online
  - Scholarly & Peer-Reviewed
  - Articles
  - Publication Date
- Try accessing a couple of articles.
- Click on the Available online link(s) to find the full text.
- You can save useful items as favourites using the Keep this item pin.
Step 3: Referencing using Library Search

5 mins

- Click on the citation symbol

Change the citation format if you don’t use Harvard.

You can copy or email the references.
Step 4: RefWorks set up

25 mins

- Click on the RefWorks button

- If asked to do so, choose Proquest RefWorks
• Click ‘No account? – Sign up here’ and follow the instructions to set up your RefWorks account using your University email address:

![Welcome back screen](image)

• You can add references to your RefWorks account by clicking on the RefWorks icon in Library Search.

![RefWorks icon](image)

• Try creating a bibliography from your references…Click on the icon at the top of the RefWorks page and click on ‘Create bibliography’.

![Create bibliography](image)

• If need be, change the referencing style to Cite Them Right – Harvard (or whatever format your supervisor recommends).
• Experiment with the other features of RefWorks (Click on everything and try things out…You can’t break anything…and please ask if you have any questions / problems).

• Go back to Library Search.

• Try opening the PDFs of two different journal articles and save them on to your desktop.

• Click on the icon at the top of the screen.

• Upload the two PDF documents from your desktop to RefWorks.

• It may take a minute or two. It will add the references and the full text articles into your RefWorks:
• Login to RefWorks every time you use Library Search so that your research is always saved.

• RefWorks can help you to manage your references and to create your reference lists in the correct format.

• There is a two hour workshop on how to use all of RefWorks including citing as you write as part of the Researcher Development Programme.

• The following webpages provide help with making the most of RefWorks:
  

**Step 5: Cite Them Right Online**

*5 mins*

• Cite Them Right is an online referencing guide and provides the University’s standard referencing formats.

• Leave the Library Search tab open but go back to the myUniHub tab / page.

• Click on My Study.

• Go to the My Library box and click on **Databases**.

• Click on C

• Click on **Cite Them Right Online**

_Cite Them Right can also be accessed via the referencing tab of your Library Subject Guide._
Step 6: Support

10 mins

- Go back to the myUniHub tab / page.
- Click on My Study.
- Go to My Library and click on My Subject - Library Guides.
- Have a look at the relevant subject guide(s) for your research. They are good places to find other resources to improve your literature searches.
- Click on Your Librarians: Meet your librarian as soon as you can.
- Please also look at the Research guide (See the Popular User Guides links on the right hand side of the Library Guides homepage). Also look at:
  - Inter Library Loans: We get things we don’t have from other libraries for free.
  - Distance Learners: If you don’t normally come to Hendon you get extras.
  - Other Libraries / Sconul: Study or research at any other library in the UK and Ireland.
  - Linkedin Learning: Software, presentation and business skills online
  - Free software: E.g. NVivo, SPSS, Minitab

Use Ask a Librarian to make an appointment with your librarian or to ask us a question:

https://unihelp.mdx.ac.uk/askalibrarian

More library training runs as part of the Researcher Development Programme workshops organised by Research Support. See your My Learning page for more information.