RefWorks

Ready Reference Guide

Creating an Output Style with Annotations

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Table of Contents

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Getting Started

Before you begin creating your output style with annotations, you will need to decide which field you want to use for your annotations.

A few suggestions for fields to use are:
- Notes field
- Abstracts field (although data vendors often import information into this field)
- Any of the User Defined fields

You can use any field that RefWorks offers – the key is to make sure that field is available for every reference type, otherwise some of your records may not print with your annotation.
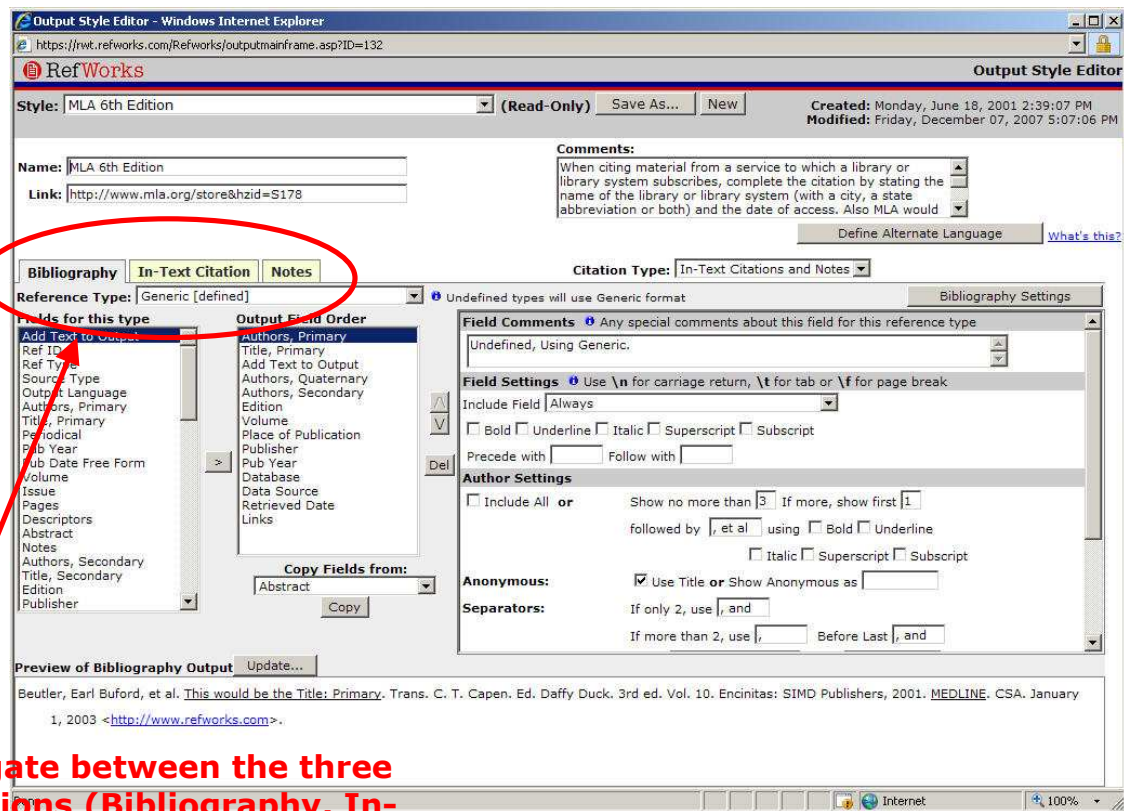
Modifying an Output Style

The easiest way to create an annotated output style is to modify one of our existing styles using the Output Style Editor. To locate the Output Style Editor:

1. Select Bibliography from the menu bar in Refworks.
2. Locate a style you wish to modify and select that style
3. Click on the edit button to the right of the output style drop-down. This will launch the output style editor.

1. Select Bibliography from the menu bar.

3. Click on the edit button to launch the Output Style Editor.

2. Choose an output style to modify.

The Output Style Editor has three main sections – in-text citations, bibliography and notes (footnote or endnote). You have to set up each section that is appropriate for your desired output. The output style editor always opens to the bibliography section.

Here's how the output style editor looks when you first open it:

You navigate between the three main sections (Bibliography, In-Text Citations, Notes) of the output style editor here.

Depending on the output style you have chosen, your primary focus will be on the Bibligraphy section and/or the Notes section (if you are modifying a style that uses footnote or endnotes).

4. Before you start to modify the style, we suggest renaming it (it cannot be the same name as the original) and saving it. To rename a style:

- In the area that says **Name** (located just below the output style drop-down), type in your new name

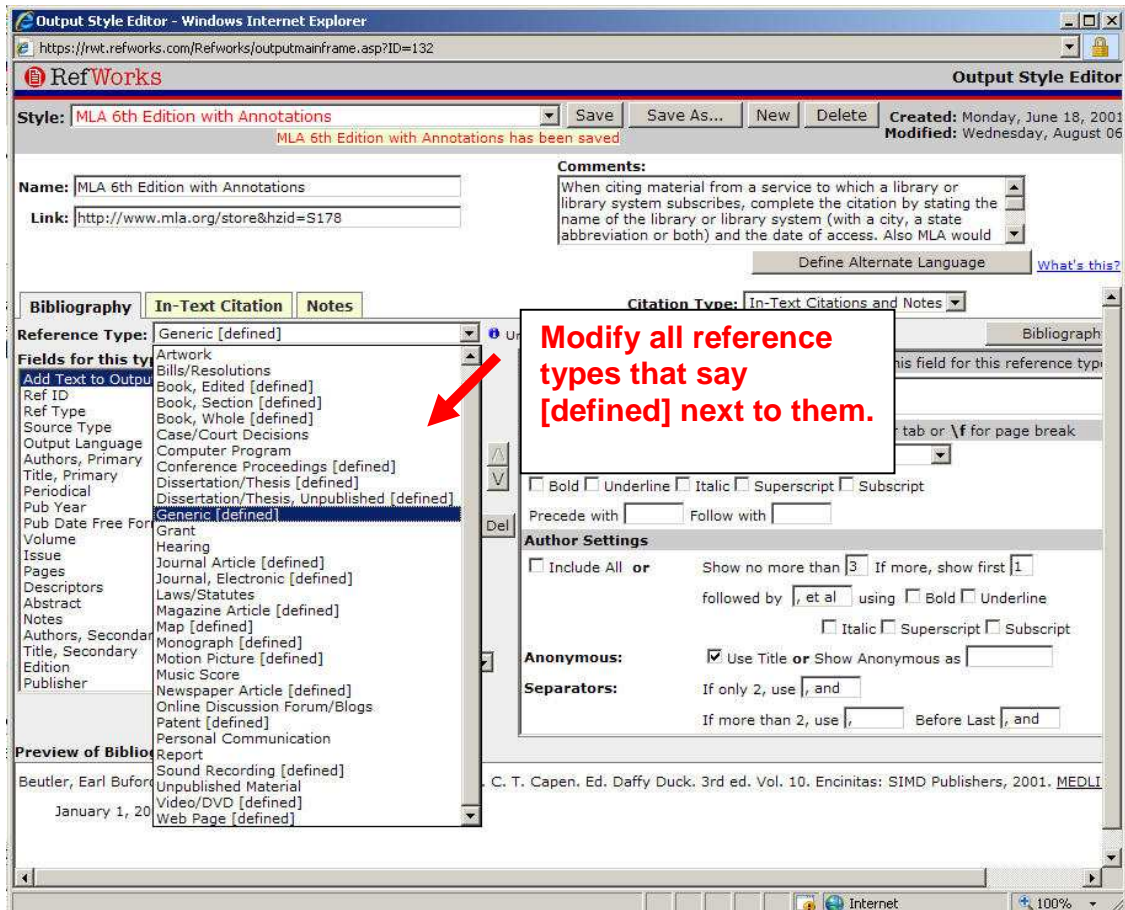- click the **Save As** button located under the output style drop-down.

Your new style will now appear in the output style drop-down in red lettering (note: Not all browsers support the display of colors in the drop-down.)   Only you will see this style in your personal account.

First time, select Save As, after that, just use Save.

Rename style here

5. To modify a style you will:

- Select the first defined reference type from the **Reference Type** menu. Defined reference types are used in your bibliography. The **Generic** reference type is the default and is used when the output style is not defined for a particular reference type.

- From the **Fields for this Type** menu, choose the field(s) you wish to add. For this example, we'll use the User 1 field. Scroll down the list to see all the fields available.

- Click on the field you just moved over in the **Output Field Order** box. The **Field Settings** and **Field Comments** appear on the right hand side. The Field Settings allow you to include punctuation and spacing for your field.

  For example, if you want your annotation to start on a new line below your bibliography entry, with a blank line in between, enter \n\n in the **Precede with** box.

- You can preview how your new style will look by clicking on the **Update button** at the bottom of the screen.

- If you like what you see, continue by selecting another **Reference Type** to modify. Repeat until you have done all the **Reference Types** that say [defined] after them.

- When you are done editing all the reference types, click on the **Save** button at the top to save your changes.

4. Click the Save button to save your work.

1. Select your newly added field.

3. Preview your changes by clicking on the Update button.

2. Add any spacing or punctuation here.

You now have an annotated output style to use in creating your annotated bibliography!

If you have any questions about using the output style editor or creating a custom output style, please contact support@refworks.com.