

General Instructions For Manually Tagging Formatted Bibliographies using the RefWorks Format.

In order to import references that have been formatted into a bibliography the references will need to have tags added in order for RefWorks to read (import) the bibliography and parse the data particles into the correct reference types and fields.

Below are the details on the RefWorks Tagged format that will be used in the tagging process. The following reference formatted in the APA 5th addition style will be used as an example for this process.

Angrist, S. S., & Almqvist, E. M. (1993). The Carnegie Mellon class of 1968: Families, careers, and contingencies. In K. D. Hulbert & D. T. Schuster (Eds.), *Women's lives through time: Educated American women of the twentieth century. The Jossey-Bass social and behavioral science series and The Jossey-Bass higher and adult education series* (pp. 282-300). San Francisco: Jossey-Bass Inc.

1. The first step is to break out the individual data particles in the reference removing the all punctuation that does not conform to RefWorks rules of entry and normalizing text, ([see the field notes section below](#)). Note that the editor names have been edited to conform to the Author notes below.

Angrist, S.S.

Almqvist, E.M.

1993

The Carnegie Mellon class of 1968: Families, careers, and contingencies

Hulbert , K.D.

Schuster, D.T.

Women's lives through time: Educated American women of the twentieth century.
The Jossey-Bass social and behavioral science series and The Jossey-Bass
higher and adult education series

282

300

San Francisco

Jossey-Bass Inc

2 . The second step is to determine what the type of reference is and start adding the appropriate tags. In our example we are working with a book chapter reference. The first tag will always be the [RT tag](#) that is used to determine what RefWorks record type to use. Below is the completed tagged reference.

RT Book, Chapter

A1 Angrist, S.S.

A1 Almquist, E.M.

YR 1993

T1 The Carnegie Mellon class of 1968: Families, careers, and contingencies

A2 Hulbert , K.D.

A2 Schuster, D.T.

T2 Women's lives through time: Educated American women of the twentieth century. The Jossey-Bass social and behavioral science series and The Jossey-Bass higher and adult education series

SP 282

OP 300

PP San Francisco

PB Jossey-Bass Inc.

2. Continue this process until all references are tagged and save the file as text.
3. To import the file, select RefWorks Tagged Format as your import data source.

Reference Type Indicator Tag

RT Tag is the reference type identifier and must be present as the first tag in your text file. You can choose from the following reference type indicators:

Generic
Journal
Abstract
Book, Whole
Book Chapter
Conference Proceeding
Patent
Report
Monograph
Dissertation
Web Page
Electronic Journal
Newspaper Article
Book, Edited
Dissertation, Unpublished
Artwork
Video/DVD
Magazine Article
Map
Motion Picture
Music Score
Sound Recording
Personal Communication

RefWorks Tagged Format

Refworks Export Tagged Format, Tag legend

RT=Reference Type
ID=Reference Identifier
A1=Primary Authors
T1=Primary Title
JF=Periodical Full
JO=Periodical Abbrev
YR=Publication Year
FD=Publication Data, Free Form
VO=Volume
IS=Issue
SP=Start Page
OP=Other Pages
K1=Keyword
AB=Abstract
NO=Notes

A2=Secondary Authors
T2=Secondary Title
ED=Edition
PB=Publisher
PP=Place of Publication
A3=Tertiary Authors
T3=Tertiary Title
SN=ISSN/ISBN
AV=Availability
AD=Author Address
AN=Accession Number
LA=Language
CL=Classification
SF=Subfile/Database
OT=Original Foreign Title
LK=Links
DO=Document Object Index
CN=Call Number
DB=Database
DS=Data Source
IP=Identifying Phrase
RD=Retrieved Date
ST=Shortened Title
U1=User 1
U2=User 2
U3=User 3
U4=User 4
U5=User 5

Field Notes

Tag Notes

The tag format is either 2 uppercase characters or 1 uppercase character and a numeric character followed by a space and then the data.

Punctuation Notes

With the exception of the author, editor and abbreviated journal name fields ending punctuation should be removed. RefWorks will add the correct punctuation when formatting a bibliography.

Abbreviated Journal names should include a period:

Am.Behav.Sci.

Author Field

The A1 tag is repeated for each author in the records. Author formats are as follows:

Author names should be entered last name first followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period. If you have separated your author names by last, first and middle all three fields should be added via the Insert Merge Field button.

A1 Green,Adam J.,Dr.
A1 Smith,J.R.
A1 luck,Emma

Publication Date Free Form

This field is used for date information such as a season or month and day. Year data is solely placed in the year field i.e. YR 2003.

Keyword Field

The keyword field is repeated for each keyword or phrase.

Title Field

Remove periods from the end of the titles.

Page Fields

There are 2 tags for the page fields. SP is the tag for the starting page and should only contain this information. The OP tag will be used for any additional pages or page information.

Sample RefWorks Format

RT Journal
ID 271
A1 Allan,Steven
A1 Gilbert,Paul
T1 Anger and anger expression in relation to perceptions of social rank,
entrapment and depressive symptoms
JF Personality & Individual Differences
YR 2002
FD Feb
VO 32
IS 3
SP 551

OP 565

K1 Anger

K1 Self Report

K1 Status

K1 Depression (Emotion)

K1 Symptoms

K1 self-report measures

K1 anger expression

K1 social rank

K1 entrapment

K1 depressive symptoms

AB Explored the relationship between self-report measures of anger and anger expression with those of social rank (unfavorable social comparison and submissive behavior) and feelings of entrapment in a student population (197 Ss, mean age 23.4 yrs). The authors further investigated if the social rank/status of the target of one's anger affects anger experience and expression. Students were given C. D. Spielberger's (1988) State-Trait Anger Expression Inventory measure of anger and asked to complete it in 3 ways. First, in the normal way, and then 2 further times after reading 2 scenarios that involved lending an important and needed book which the lender fails to return, where the lender was either an up rank/authority figure (one's tutor) or a down rank, fellow student. It was found that self-perceptions of unfavorable rank (inferior self-perceptions and submissive behavior) and feeling trapped significantly affect anger suppression. It was also found that the rank of the target significantly affects anger expression and that people who respond angrily to criticism tend to show more down rank-anger when they are frustrated by a lower rank target and modulate their anger according to the rank of the person they are angry with. (PsycINFO Database Record (c) 2002 APA, all rights reserved)

NO PO: Human; Male; Female; Adulthood (18 yrs & older); FE: References; Peer Reviewed; UD: 20020227; F1: 0191-8869,32,3,551-565,2002; A1: 20020227

PB Elsevier Science, England, [URL:<http://www.elsevier.nl>]

SN 0191-8869

AD Kingsway Hosp, Dept of Clinical Psychology, Derby, United Kingdom; [mailto:stev.allan@hotmail.com]

AN 2002-00282-017

LA English

CL 3120 Personality Traits & Processes

SF Print (Paper); Journal Article; Empirical Study

LK <http://bmj.com/content/vol325/issue7371/twib.shtml#325/7371/0>

RT Dissertation

ID 2118

A1 Catrambone,C.D.

T1 Effect of a case management intervention on symptoms of asthma in high risk children

YR 2000

SP 141

K1 Case Management Asthma -- Therapy -- In Infancy and Childhood
Treatment Outcomes -- In Infancy and Childhood (Minor): Prospective
Studies Comparative Studies Infant Child Adolescence Outpatients Asthma
-- Symptoms

AB Statement of the problem. One approach to addressing the health care needs of patients with chronic medical problems is case management. Little is known about the effectiveness of case management in the

treatment of children with asthma. Few randomized controlled studies of asthma case management have been conducted. In these studies, follow-up was limited to a one-year period. The purpose of this study was to determine the effectiveness of a one-year primary-care based asthma case management (ACM) strategy on symptoms of asthma in high risk children at 15 and 18 months post-intervention. Methods. Twenty-eight parent caregivers of children with asthma aged 1 to 15 years, who participated in the ACM intervention the year prior to the start of this study, agreed to participate. The ACM group (n = 15) received one year of asthma case management and the usual care (UC) group (n = 13) received one year of routine outpatient care. Results. Child asthma symptoms, affects on parent lifestyle, and health system utilization were assessed. Based on caregiver four-week recall, the ACM group experienced fewer annual wheezing days compared to the UC group. 25.17 (36.55) versus 71.61 (80.01) that was statistically significant (p = 0.03). There were no statistically significant differences between the ACM and UC groups in the cumulative 18-month estimate of child night-time coughing and awakening, parent night-time awakening due to the child's asthma symptoms and worrying, parent change in plans and missed work, and asthma-related physician office visits, emergency department visits, and hospitalizations. Conclusion. A primary-care based asthma case management intervention was effective in reducing annual wheezing days in high-risk children with asthma when followed up to 18 months.

NO Update Code: 20011116

PB Rush University, College of Nursing

PP Oceanside, CA, USA

SN 0-599-73664-X

AN 2001107680

LA English

SF CINAHL; doctoral dissertation; research

RT Book, Whole

ID 391

A1 Caudill, Margaret A.

T1 Managing pain before it manages you: Revised Edition

YR 2002

SP 222

K1 Chronic Pain

K1 Coping Behavior

K1 Goals

K1 Pain Management

K1 Alternative Medicine

K1 Anxiety

K1 Communication

K1 Drug Therapy

K1 Exercise

K1 Major Depression

K1 Problem Solving

K1 Relaxation

K1 Stress

K1 pain reduction

K1 stress reduction

K1 coping

K1 depression

K1 medications

K1 relaxation techniques

K1 exercise techniques

K1 Plants Red Blue

K1 frank

AB (From the cover) Imagine finding a way to reduce the amount of time you spend in doctors' offices, and to decrease the discomfort, depression, and anxiety associated with chronic pain. This book offers a program designed to help you develop skills for coping with pain so you can enjoy a fuller life. Carefully developed over the authors's many years of working with chronic pain sufferers, this program has been proven effective. Program participants report that they have been able to take control of their pain and cut their doctors's visits by more than 1/3. This hands-on guide provides detailed information with step-by-step techniques and activities designed to help you: (1) understand chronic pain, (2) recognize factors that increase or decrease pain, (3) reduce stress, (4) learn effective problem solving, (5) learn about medications and their effects, (6) develop relaxation and exercise techniques, (7) communicate effectively about your pain, and (8) set realistic goals. This revised edition features updated coverage of commonly used pain medications and specific disorders, current nutritional recommendations, and a new appendix on complementary alternative medicine. Also included are helpful new ideas on coping with pain flare-ups, staying active, accomplishing personal goals, and more. (PsycINFO Database Record (c) 2000 APA, all rights reserved)

NO New York, NY, US; The Guilford Press; xvi; PO: Human; Male; Female; FE: Index; Auxiliary Materials; TA: General Public; TB: (Abbreviated) Foreword Acknowledgments Preface to the revised edition Before you begin: How this book can help you Beginning to take control of your pain Understanding pain The mind-body connection The body-mind connection The power of the mind Adopting healthy attitudes Nutrition and pain Effective communication Effective problem solving The end of the beginning Appendix A. Common chronic pain conditions Appendix B. Complementary alternative medicine Appendix C. Working comfortably Appendix D. Bibliography Index About the author Worksheets and other materials; UD: 20020102; A1: 20020102

A2 Capen,C.T.

A2 Phillips,C.T.

PB The Guilford Press

PP New York, NY, US

SN 1572307188 (paperback)

AD Dartmouth Medical School, NH, US

AN 2001-10193-000

LA English

CL 3300 Health & Mental Health Treatment & Prevention

SF Print (Paper); Authored Book; Handbook/Manual/Guide; Self-Help Guide

RT Report

ID 1682

A1 Heggernes,P.

A1 Eisestat,S.C.

A1 Kumpfert,G.

A1 Pothen,A.

T1 Computational Complexity of the Minimum Degree Algorithm

YR 2001

FD Dec

VO NASA CR2001211421

SP 13

OP 13

K1 Graphs
K1 Variations
K1 Storage
K1 Linear algebraic equations
K1 Algorithms
K1 Computations
K1 Sparse matrix
K1 Mathematical sciences Algebra analysis geometry and mathematical logic (72B)
K1 Computers control and information theory Computer software (62B)
AB The Minimum Degree algorithm, one of the classical algorithms of sparse matrix computations, is widely used to order graphs to reduce the work and storage needed to solve sparse systems of linear equations. There has been extensive research involving practical implementations of this algorithm over the past two decades. However, little has been done to establish theoretical bounds on the computational complexity of these implementations. We study the Minimum Degree algorithm, and prove time complexity bounds for its widely used variants.
NO NT: ICASE Report No. 2001-42.; CI: UNITED-STATES; AG: DODXA, NASA; CA: 054882000, 410183; UD: 200212
PB Institute for Computer Applications in Science and Engineering, Hampton, VA
AV Hard copy only. Product reproduced from digital image. Order this product from NTIS by: phone at 1-800-553-NTIS (U.S. customers); (703)605-6000 (other countries); fax at (703)605-6900; and email at orders@ntis.gov. NTIS is located at 5285 Port R(TRUNCATED)
AN ADA398632XSP
LA ENGLISH
CL Engineering

RT Book Chapter
ID 206
A1 Stansfeld, Stephen
A1 Fuhrer, Rebecca
T1 Depression and coronary heart disease
YR 2002
VO 1
IS 3
SP 101
OP 123
K1 Etiology
K1 Heart Disorders
K1 Major Depression
K1 Psychosocial Factors
K1 Risk Factors
K1 Anxiety
K1 Prediction
K1 coronary heart disease
K1 psychosocial risk factors
K1 Plants Red Blue
AB (From the chapter) This chapter discusses the evidence for the proposition that depression is an aetiological factor in coronary heart disease, and 2 of the possible pathways by which this might occur: 1 in which social factors predict coronary heart disease, and depression and its associated psychophysiological changes are an intervening step; and the 2nd in which social factors predict coronary heart disease and depression, but depression is not on the pathway. This is followed by a

discussion of anxiety as an aetiological factor in coronary heart disease. (PsycINFO Database Record (c) 2002 APA, all rights reserved)
NO Williston, VT, US: BMJ Books. xi, 304 pp.; PO: Human; FE: References;
TA: Psychology: Professional & Research; UD: 20020306; A1: 20020306
A2 Guilford,C.T.
T2 Stress and the heart: Psychosocial pathways to coronary heart disease
PB BMJ Books
PP Williston, VT, US
SN 0727912771 (paperback)
AD U London, Queen Mary's School of Medicine & Dentistry, London, England
AN 2002-00714-006
LA English
CL 3200 Psychological & Physical Disorders
SF Print (Paper); Chapter