



THE UNIVERSITY OF ARIZONA LIBRARY

REFWORKS EXPORT INSTRUCTIONS

Database	Importing Steps
<p>UA Library Catalog</p> <p>Books, videos, government documents, etc. found using the UA Library Catalog. There are two ways that seem to work best with the library catalog.</p> <ol style="list-style-type: none">1. See the column on the right for importing instructions.2. Use WorldCat (listed under Other Library Catalogs) and import directly to <i>RefWorks</i> using the OCLC FirstSearch import instructions.	<p>Importing from the library catalog:</p> <ul style="list-style-type: none">• Mark your records. [You must mark and save items from each page before proceeding to the next results page.]• Select “Save Marked Records” tab.• Select “View/Export Marked Records” tab.• Verify that all your records were saved.• Select “Full Display”.• Select “Local Disk” and save your file in .txt format. <p>DO NOT SELECT the <i>End-Note/RefWorks</i> option. It does not work properly.</p> <ul style="list-style-type: none">• Open <i>RefWorks</i>.• Select References > “Import”.• Select “The University of Arizona Library” (as the Import Filter/Data Source).• Select “University of Arizona Library Catalog” (as the database).• Click the circle beside “Import Data from the Following Text File”.• Click “Browse” for the location of the .txt file you saved.• Click the “Import” button.• Select “View Last Imported” button.

Database	Importing Steps
<p>ABC-Clio</p> <p>America: History and Life Historical Abstracts</p>	<p>ABC-Clio supports direct export.</p> <ul style="list-style-type: none"> • Tag selected articles. • Select “Export Options” from the commands at the top right of screen. • Select “Full Entry” if you want to include the abstract. • The full text will NOT be exported. • Select “Tagged Entries.” • Select “<i>RefWorks</i>.” • Click “Export.” • Login to <i>RefWorks</i>.
<p>BioMed Central</p>	<ul style="list-style-type: none"> • Mark your records. If you still have more records to review and mark from other search results pages, make sure you click the “Save checked items and go to next page” button. <p>The number of records you have saved is listed next to the “Save checked items and go to next page” button.</p> <p>Keep track of this number to verify that your records are being saved.</p> <ul style="list-style-type: none"> • From the Send menu feature, select (1) “Selected Items” to (2) “<i>RefWorks</i> + abstracts.” • Click on the “Send” button. • A new window will open up for you to sign into your <i>RefWorks</i> account. • Once logged in, the references should automatically import. • Select “View Last Imported” button.
<p>CSA – Cambridge Scientific Abstracts</p> <p>Aerospace & High Technology ARTbibliographies Modern Criminal Justice Abstracts Index Islamicus Linguistics and Language Behavior Abstracts LISA: Library and Information Science Abstracts Materials Business File National Criminal Justice Reference Service Sociological Abstracts Water Resources Abstracts And More</p>	<p>CSA supports direct export.</p> <ul style="list-style-type: none"> • Mark selected titles. • Click <i>RefWorks</i> link. • Select the records to export. • Select “Export to <i>RefWorks</i>.”

Database	Importing Steps
<p>EBSCOhost</p> <p>Academic Search Premier Alt-HealthWatch American Bibliography of Slavic and East European Studies (ABSEES) ATLA Religion Database Bibliography of Native North Americans Business Source Complete Communication & Mass Media EconLit ERIC Gender Studies Database Humanities International Complete MLA International Bibliography Music Index Online PsycINFO 1887-Current RILM Abstracts of Music Literature And More</p>	<p>EBSCOhost supports direct export.</p> <ul style="list-style-type: none"> • Mark selected titles. • Select “Folder has Items.” • Select “Save to Disk.” • Click on tab “Bibliographic Manager.” • Select “Direct Export to RefWorks.” • Click “Save.” • Login to <i>RefWorks</i>.
<p>Emerald</p>	<p>You must register with Emerald to mark citations for saving, emailing, printing and importing.</p> <ul style="list-style-type: none"> • Conduct a search and mark your records by checking the box to the right of the title. • Select “Add to my list.” • When you are finished marking and adding, select “Marked List” from the left menu • Select “Download (ASCII).” • Verify that all your records were saved. • Select “Select All.” • Select “Download (ASCII)” again and save your file in .txt format. • Open <i>RefWorks</i>. • Select “References> Import.” • Select “Emerald” from the Import Data/Filter Source. • Click the circle beside “Import Data from the Following Text File.” • Click “Browse” for the location of the .txt file you saved. • Click the “Import” button. • Select “View Last Imported” button.

Database	Importing Steps
<p>EndNote</p>	<ul style="list-style-type: none"> • Under the File Menu select “Output Styles.” • Select “RefMan (RIS) Export.” (If it does not show up, open Style Manager and check the RefMan format. Then repeat the above instructions.) • Select the references you want to export. • From the Reference Menu select “Show Selected” (or “Show All”) to export the entire database. • From the File Menu select “Export.” • A dialog box will appear. Select a location to save the file. • Type a file name and select a location. • Use “Text” as your “Save As” type and click “Save.” • Go into <i>RefWorks</i> and click “Import.” • Select “Desktop Biblio. Mgt. Software” as your Import Filter and <i>EndNote</i> as your Database. • Browse for and select the file you just created from <i>EndNote</i>. • Click “Import.” <i>RefWorks</i> will notify you when the import is complete. • View the Imported references.
<p>Engineering Village Ei Compendex Ei Engineering Village</p>	<ul style="list-style-type: none"> • Mark your records. Items will save automatically once the box is checked even as you move through the various results pages. • From the Results Manager Menu, select the “View Selections” tab. • Verify that all your records were saved. • From the Results Manager Menu, select the “Download” tab. • Select the “RefWorks Direct Import” circle. Then click on the “Download” button. • A new window will open up for you to sign into your <i>RefWorks</i> account. • Once logged in, the references should automatically import. • Select “View Last Imported” button.

Database	Importing Steps
<p>Gale/Thompson Gale</p> <p>Biography Resource Center Business & Company Resource Center Contemporary Women's Issues Declassified Documents Reference System Eighteenth Century Collections Online (ECCO) Literature Resource Center Times (London) Digital Archive</p>	<p>Direct export to <i>RefWorks</i> from Gale is not possible.</p> <ul style="list-style-type: none"> • Must enter citations information into <i>RefWorks</i> manually. • In <i>RefWorks</i> select "Add new references" from pop down menu under References. • Complete form.
<p>Google Scholar</p> <p>To use Google Scholar with <i>RefWorks</i> from off-campus, you must either have a UA campus VPN or YOU MUST enter Google Scholar through the UA Library's page.</p> <ol style="list-style-type: none"> 1. From the Library's homepage select "Article & Database Searching." 2. Select "G." 3. Select "Google Scholar." 4. Once you are in Google Scholar, set "University of Arizona Library" as your library link to full text from Google Scholar search results. 	<ul style="list-style-type: none"> • Select "Scholar Preferences." • Under "Library Links" make sure "University of Arizona" is checked. • Under "Bibliography Manager" select the circle "Show links to import citations into," then select <i>RefWorks</i>. • Select "Save Preferences." • Proceed with search. • An "Import into RefWorks" link should now appear after every citation. • Open <i>RefWorks</i>. • From your Google Scholar search results, click on the link to import the citation into <i>RefWorks</i>. Citation opens in "Edit Reference" mode. • Verify that the citation is accurate, and then click the "Save Reference" button.
<p>InfoTrac (Gale)</p> <p>InfoTrac OneFile</p>	<p>InfoTrac supports direct export into <i>RefWorks</i> for most databases.</p> <ul style="list-style-type: none"> • Select "How to Cite Marked Items." • Select <i>RefWorks</i>. • Click "Export."

Database	Importing Steps
<p>ISI / Web of Science</p> <p>Science Citation Index Expanded Social Sciences Citation Index Arts & Humanities Citation Index</p>	<ul style="list-style-type: none"> • Mark your records by checking the box to the left of the title. Items will save automatically once the box is checked even as you move through the various results pages or you can click on the “Add to marked List” button. • Click on the hyperlinked number of saved records. • Select the “Save to File” button. • After the records have been processed, click the “Save” button. • Verify that all your records were processed. • Save your file in “.txt” format. • Select “References> Import.” • Select “ISI (Institute for Scientific Information” as the “Import Filter/Data Source.” • Select “Web of Science” as the database. • Click the circle beside “Import Data from the Following Text File.” • Click “Browse” for the location of the .txt file you saved. • Click the “Import” button. • Select “View Last Imported” button.
<p>JSTOR</p>	<p>JSTOR supports direct export to <i>RefWorks</i>.</p> <ul style="list-style-type: none"> • Click “Save Citation” from the list of citations or from the article page. • Click “View Saved Citation,” when you have finished saving citations. • Click “Directly Export citations into RefWorks.” • The <i>RefWorks</i> logon window will open. • Login to <i>RefWorks</i>.
<p>LexisNexis</p> <p>LexisNexis Academic Universe LexisNexis Congressional Universe LexisNexis Statistical Universe</p>	<p>LexisNexis does NOT support direct export into <i>RefWorks</i>.</p> <ul style="list-style-type: none"> • Must enter citations information into <i>RefWorks</i> manually. • In <i>RefWorks</i> select “Add new references” from pop down menu under References. • Complete form.

Database	Importing Steps
MathSciNet (AMS)	<ul style="list-style-type: none"> • Save citations by clicking the “Add to Clipboard” button. • Review your marked citations by clicking the “View Clipboard” button at the top of the page. • Verify that all your records were processed. • From the Select format drop down menu, select “Citations (BibTeX)” and click the “Text” button. • Using your Browser's “Save As” function, save your file in “.txt” format. • Open RefWorks. • Select “References > Import”. • Select “BibTeX” (as the Import Filter/Data Source). • Select “MathSciNet” (as the database). • Click the circle beside “Import Data from the Following Text File”. • Click “Browse” for the location of the “.txt” file you saved. • Click “Import”. • Select “View Last Imported” button.
OCLC FirstSearch Alternative Press Index Art Abstracts GEOBASE Library Literature PAIS Archive PAIS International WorldCat	FirstSearch supports direct export into <i>RefWorks</i> . <ul style="list-style-type: none"> • Mark selected titles. • Select “Export.” • Mark <i>RefWorks</i>. • Click “Export.”
Ovid/Silver Platter Agricola AGRIS Biological Abstracts Biosis Previews CAB Abstracts GeoRef INSPEC Medline NTIS Ulrich’s International Periodicals Directory Zoological Record	<ul style="list-style-type: none"> • Mark your records. • Select the “Save” option (the disc icon). • Change the Sort order if you wish. • Select the “Export to RefWorks” circle. • Under “Save or Export these records,” select the “Marked records” circle. • If the default fields are not what you want, then manually select them from the “Change Fields” button. • Click the “OK” button at the top. • A new window will open up for you to sign into your RefWorks account. • Once logged in, the references should automatically import.” • Select “View Last Imported” button.

Database	Importing Steps
<p>Oxford Journals Online</p>	<ul style="list-style-type: none"> • Open <i>RefWorks</i>. • Select “References> Add New Reference” to manually enter citation information into the form.
<p>ProQuest Databases</p> <p>ABI/INFORM Global Digital National Security Archive Ethnic NewsWatch GenderWatch Historical Newspapers (<i>Atlanta Constitution, Chicago Tribune, NYTimes, LA Times, Washington Post</i>) Latin American Newsstand PRISMA ProQuest Dissertations and Theses And More</p>	<p>ProQuest supports direct export into <i>RefWorks</i>.</p> <ul style="list-style-type: none"> • Mark desired titles. • Click “Export.” • Select “Export directly to <i>RefWorks</i>.”
<p>PubMed</p>	<ul style="list-style-type: none"> • Mark your records. • Select “MEDLINE” in the Display box. • Change the Sort order if you wish. • Select “Text” in the “Send to” box. • Your records will appear on a screen suitable for saving or printing. • Verify that all your records were saved. • Save your file in “.txt” format. • Open <i>RefWorks</i>. • Select “References> Import.” • Select “NLM PubMed” (as the Import Filter/Data Source). • Click the circle beside “Import Data from the Following Text File. • Click “Browse” for the location of the “.txt” file you saved. • Click the “Import” button. • Select “View Last Imported” button.

Database	Importing Steps
<p>RLG/Eureka</p> <p>Anthropology Plus Avery Index to Architectural Periodicals BHA Chicano Database Francis RLIN</p>	<p>RLG supports direct export into <i>RefWorks</i>.</p> <ul style="list-style-type: none"> • Mark desired records. • Select “Display as Full.” • Select “Export to bibliographic software.” • Select <i>RefWorks</i> and click “OK.”
<p>ScienceDirect (Elsevier)</p>	<p>ScienceDirect supports direct export to <i>RefWorks</i>.</p> <ul style="list-style-type: none"> • Mark your records. • Select “Export Citations” after marking your selections. • Change the Sort order if you wish. • Select the appropriate circle for the citations you want to export. • Under “Content Format” select “Citations and Abstracts.” • Under “Export Format” select “RefWorks Direct Export.” • Make sure you have <i>RefWorks</i> open. • Click the “Export” button.
<p>SciFinder Scholar / Chemical Abstracts</p>	<ul style="list-style-type: none"> • Mark your records. • Click “Save As” from the top of the search screen. • Verify that all your records were processed. • Save your file in “.txt” format. • Open <i>RefWorks</i>. • Select “References > Import”. • Select “CAS Scifinder” (as the Import Filter/Data Source). • Select “CAPlus” (as the database). • Click the circle beside “Import Data from the Following Text File.” • Click “Browse” for the location of the .txt file you saved. • Click “Import”. • Select “View Last Imported” button.

Database	Importing Steps
<p>WilsonWeb</p> <p>Readers Guide Retrospective Short Story Index Wilson Biographies Wilson OmniFile: Full Text Select</p>	<p>WilsonWeb supports direct export to <i>RefWorks</i>.</p> <ul style="list-style-type: none">• Mark desired records.• Select "Print Email Save" from the menu on the left.• Select "Export to RefWorks."• Indicate record selection – Marked, 1-10, etc.• Select "RefWorks' Direct Export Tool."

APA and MLA Final Steps to Finish the Reference List (Bibliography)

APA Style – Full-text articles from an online database.

Note that *RefWorks* adds [Electronic version] to the citation. APA is making changes to electronic citations and this is to be incorporated.

- make sure inclusive page numbers are there;
- add the date you retrieved the article;
- add the database name.

Jackson, J.K. (1995). Sexual harassment in higher education. [Electronic version].
Journal of University Issues, 21(6), 12-15. Retrieved September 15, 2006, from
ProQuest Psychology Journals database.

Inclusive page numbers (points to 12-15)
Retrieval date (points to September 15, 2006)
Database information (points to ProQuest Psychology Journals database)

MLA Style – Full-text articles from an online database.

- make sure inclusive page numbers are there.
- add the name of the database.
- add UNF Library, Jacksonville FL.
- add the date you accessed the article.
- The URL will be added by *RefWorks* if you indicated that it was an electronic document. If not, add the URL of the database itself.

Jacksonville, Jefferson K. "Sexual Harassment in Higher Education." *Journal of University Issues* 21.6 (1995): 12-15. ProQuest Research Library. UNF Library, Jacksonville, FL. 15 Aug. 2005 < the URL should import from *RefWorks* >

Inclusive page numbers (points to 12-15)
Database name (points to ProQuest Research Library)
Location (points to Jacksonville, FL)
Date article was accessed (points to 15 Aug. 2005)

Final Recommendations:
Check your Bibliography Carefully!

- If the article came from a full text database, you will need to edit the *RefWorks* record to change from print to electronic format. Select Edit > Source Type and change from Print to Electronic.
- See the examples for MLA and APA on the other side of this page. There are additions you need to make to those citations.
- Not all styles require added information, but you should make sure. Do this. Select Tools > Output Styles. Deselect the green check to see all types of citations. Select the style (APA, MLA, etc.) that you plan to use.
- Save your bibliography to your computer or a disk. Do not depend upon Internet connections and/or the *RefWorks* computer to be accessible at all times.

**Created by Elizabeth Kline and Ruth Dickstein and based on
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