

How to Import References into



In order to import references into RefWorks, you must first export them from a database. Instructions for exporting references vary by search interface. Check the lists below to find the database you are using.

CSA

Databases include: **Communication Abstracts, Criminal Justice Abstracts, Environmental Sciences and Pollution Mgmt, Materials Research Database with METADEX, and Physical Education Index**

1. In list of search results, checkmark the references to export.
2. Click on *RefWorks* link next to *Save, Print, Email* link.
3. Click on *Export to RefWorks* button.
4. RefWorks opens in a new window. Log in with your username and password.
5. References are imported automatically.

EBSCOhost

Databases include: **Academic Search Complete; Agricola; Alt HealthWatch; America: History & Life; Bibliography of Native North Americans; Business Source Premier; CINAHL; Columbia Granger's Poetry; Communication & Mass Media Complete; Computer Source; Computers & Applied Sciences; EconLit; Education Research Complete; Economia y Negocios; Environment Complete; ERIC; Film & Television Literature Index; Fuente Académica; Funk & Wagnalls New World Encyclopedia; Garden, Landscape & Horticulture Index; Gender Studies; GreenFILE; Health Source; Historical Abstracts; Humanities International Complete; Insurance Periodicals; International Bibliography of Theatre & Dance; International Political Science Abstracts; Legal Collection; Lexi-PALS Drug Guide; LGBT Life; Library, Information Science & Technology Abstracts; Literary Reference Center; MedicLatina; MEDLINE; Mental Measurements Yearbook; MLA International Bibliography; Newspaper Source; Philosopher's Index; Professional Development Collection; Psychology and Behavioral Sciences Collection; Regional Business News; Religion & Philosophy Collection; RILM Abstracts of Music Literature; Social Work Abstracts; SocINDEX; Sociological Collection; SPORTDiscus; Tests in Print; Music Index Online; TOPICsearch; Vente et Gestion; Vocational and Career Collection; and Women's Studies International**

1. In list of search results, add items to folder by clicking on the folder icon in each reference.
2. Click on *Folder* link (along top and has an icon that looks like a folder with paper in it).
3. Checkmark the references to export.
4. Click *Export* icon (text page with green arrow).
5. Choose *Direct Export to RefWorks*. Make sure popup blocker is turned OFF.
6. Click *Save* button (left side of screen).
7. RefWorks opens in a new window. Log in with your username and password.
8. References are imported automatically.

Electronic Journal Center

1. In list of search results, click on a reference title to export.
2. From the box on the right side of the page, in *Format/export* box, choose *RefWorks* and click *Go* button.
3. RefWorks opens in the same window. Log in with your username and password.
4. References are imported automatically.

Google Scholar

1. On Google Scholar homepage, click on hyperlink to "Scholar Preferences."
2. Scroll to "Bibliography Manager" section.
3. Choose "Show links to import citations into" and choose RefWorks in the dropdown menu.

4. Click "Save Preferences."
5. Now when you run a search in Google Scholar, a hyperlink called "Import into RefWorks" will appear under each citation in your results list.
6. When you click on "Import into RefWorks," RefWorks will open in a new window. Log in with your username and password.
7. Reference is imported automatically.

IEEE Xplore

1. In list of search results, checkmark the references to export.
2. Click *view selected items* button.
3. In *Download Citations* box on left side of page, choose *citation* or *citation & abstract*.
4. Select *RefWorks* and click on the double arrow.
5. RefWorks will open a new window. Log in with your username and password.
6. References are imported automatically.


ISI

See Web of Science.

JSTOR

1. In list of search results, checkmark the references to export.
2. Click *Save Citation(s) (Requires login)* button and register for a MyJSTOR account if you don't already have one.
3. Click on *X Saved Citation(s)* link (in upper right corner under your name).
4. Checkmark the citations to export.
5. Click *Export article citations* button.
6. Click *RefWorks* link.
7. RefWorks opens in a new window. Log in with your username and password.
8. References are imported automatically.

Lexis/Nexis

1. In list of search results, checkmark the references to export.
2. Click on the small book icon  (*Export Bibliographic References*) in the upper right corner of the page.
3. Click *Export* button.
4. RefWorks opens in a new window. Log in with your username and password.
5. References are imported automatically.

MathSciNet

1. In list of search results, checkmark the references to export.
2. From the *Batch Download* dropdown menu, choose *Citations (BibTeX)* and then click on the *Retrieve Marked* link.
3. Select and copy all of the text.
4. Open RefWorks in another window.
5. In *References* menu, choose *Import*.
6. From the dropdown box for *Import Filter/Data Source*, select *BibTeX*.
7. From the *Database* dropdown box, select *MathSciNet(AMS) (BibTeX format)*.
8. In the box under *Import Data from the following Text* paste the copied text from MathSciNet.
9. Click *Import* button.

OCLC

Databases include: ***AnthropologyPlus, ArticleFirst, ChicanoDatabase, ClasePeriodica, FirstSearch, GPO, HandPressBook, HistSciTechMed, Index19thCAmArt, PapersFirst, ProceedingsFirst, Russian AcadSci, SCIPIO, WorldAlmanac, and WorldCat***

1. In list of search results, checkmark the references to export.
2. Click *Export* button.
3. Choose to export all or just marked files and choose *Export to RefWorks*.
4. Turn off popup blocker and click *Export* button.
5. RefWorks opens in a new window. Log in with your username and password.
6. References are imported automatically.

OhioLINK Library Catalog

1. In list of search results, checkmark the references to export.
2. Click on *Save Marked Records* button.
3. Click on *View Saved Records* button.
4. Under *Format Of List*, choose *Full Display*.
5. Under *Send List To*, choose *Local Disk* and click *Submit* button.
6. Save the .txt file.
7. Open RefWorks.
8. In the *References* menu, choose *Import*.
9. Use *Import Filter/Data Source* labeled *Innovative Interfaces (INNOPAC)*.
10. Choose database: *OhioLINK Library Catalog*.
11. Browse for the .txt file you saved in step 6.
12. Click *Import* button.

NOTE: It is also possible to search the OhioLINK catalog through the RefWorks interface. Using this method, citations can be directly imported to your references list. In RefWorks, under the *Search* menu, click *Online Catalog or Database*. Select *OhioLINK* from the list.

OSearch

Databases include: ***ALTA Religion Database, Annual Bibliography of English Language and Literature, Art Abstracts, Business and Industry, Compendex, ERIC, Education Abstracts, GeoRef, INSPEC, PAIS International, PsychInfo, Sociological Abstracts, and WorldWide Political Science Abstracts***

1. In list of search results, checkmark *Store* under each reference to export.
2. Click *Stored Records* button at the top of page.
3. Click *Export Records* link.
4. Under *Export Formats*, choose *Direct export to RefWorks*.
5. Under *Other Options*, choose *Automatically import into bibliographic manager system*.
6. Click on *Export Now* button.
7. RefWorks opens in a new window. Log in with your username and password.
8. References are imported automatically.

OVID

Databases include: ***Ageline, Health and Psychosocial Instruments, Journals@OVID***

1. In list of search results, checkmark the references to export.
2. In the *Results Manager* area on the left side of page, skip *Actions* area for now, and in the *Fields* section, select *Complete Reference*.
3. Under *Result Format*, choose *Ovid*.
4. Go back up to the top of the *Results Manager*. Under *Actions*, click *Save*.
5. Choose the appropriate operating system style.
6. Click *Continue* and save the .txt file.
7. Open RefWorks.
8. Use *Import Filter/Data Source* labeled *Ovid*.

9. Choose *Database: HaPI or Journals@OVID* (Journals@OVID works for Ageline too).
10. Browse for the file you saved in step 6.
11. Click *Import* button.

ProQuest

Databases include: ***American Periodicals Series Online, Dissertation Abstracts, Ethnic Newswatch, GenderWatch, and New York Times***

1. In list of search results, checkmark the references to export.
2. Select the *My Research* tab along top of page.
3. Under *My Research* area, click *Export Citations* link.
4. Click *Export directly to RefWorks* link.
5. RefWorks opens in a new window. Log in with your username and password.
6. References are imported automatically.

PubMed (NLM)

Option 1: Saving and Importing Text File

1. In list of search results, checkmark the references to export.
2. In *Display* dropdown menu, choose *MEDLINE*.
3. In *Send to* dropdown menu, choose *Text*. A text file of your references will open.
4. Under the *File* menu, select *Save As* and save as a .txt file.
5. Open RefWorks
6. In the *References* menu, click on *Import* and use *Import Filter/Data Source* labeled *NLM PubMed*.
7. Browse for the .txt file you saved in step 4.
8. Click *Import* button.

Option 2: Importing Using Copy & Paste

1. In list of search results, checkmark the references to export.
2. In *Display* dropdown menu, choose *MEDLINE*.
3. In *Send To* dropdown menu, choose *Text*. A text file of your references will open.
4. Select all of the text and copy it.
5. Open RefWorks.
6. In the *References* menu, choose *Import*.
7. Use *Import Filter/Data Source* labeled *NLM PubMed*.
8. Check the circle next to *Import Data from the Following Text*.
9. Paste the copied text into the box.
10. Click *Import* button.

NOTE: It is also possible to search PubMed through the RefWorks interface. Using this method, citations can be directly imported to your references list. In RefWorks, under the *Search* menu, click *Online Catalog or Database*. Select *PubMed* from the list.

QuickSearch from OhioLINK

For multiple references:

1. In list of search results, in *Action* column, click the folder icon (add to basket) for each reference to export.
2. Click *My Stuff* link near the top of the page to view your folder.
3. Checkmark the references you want to export.
4. Click *Selected* link.
5. Click *Save* button.
6. In the popup box, under *Record Format*, choose *RefWorks*. Leave *Encoding* at the default. Click *Save*.
7. RefWorks opens in a new window. Log in with your username and password.
8. References are imported automatically.

For a single reference:

1. In list of search results, click on the title of a reference to export.
2. Click the disk icon (*Save record*).

3. In the dialog box, under *Record Format*, choose *RefWorks*. Leave *Encoding* at the default. Click *Save*.
4. RefWorks opens in a new window. Log in with your username and password.
5. References are imported automatically.

SciFinder Scholar

1. In list of search results, click on the title of a reference to export.
2. In the *Tools* menu, choose *Keep References*.
3. In the *File* menu, choose *Save As*.
4. Save with the file type Tagged Format (*.txt).
5. Open RefWorks.
6. In the *References* menu, choose *Import*.
7. Use *Import Filter/Data Source* labeled *CAS SciFinder*.
8. Choose *Database: CAPlus*.
9. Browse for the .txt file you saved in step 4.
10. Click *Import* button.

SilverPlatter/ERLWebSPIRS5

Databases include: ***FIAF International FilmArchive Database***

1. In search results list, checkmark the references to export.
2. Click on the disk icon on right side of page to *Save* checkmarked references.
3. On *Saved or Export Records* page, choose *Export to RefWorks* and then click *OK* button at the top of the page.
4. RefWorks opens in a new window. Log in with your username and password.
5. References are imported automatically.

Web of Science (ISI)

Databases include: ***Arts & Humanities Citation Index, Science Citation Index, and Social Science Citation Index***

1. In search results list, checkmark the references to export.
2. Click on *more options* link just above search results.
3. Under Step 1, select *Output Records* to include.
4. Under Step 2 choose *Save to Plain Text* from the *Save to Other Reference Software* dropdown menu.
5. Save the file as a .txt file.
6. Open RefWorks.
7. In the *References* menu, click on *Import* and use *Import Filter/Data Source* labeled *ISI (Institute for Scientific Information)*.
8. Choose *Database: Web of Science*.
9. Browse for the .txt file you saved in step 5.
10. Click *Import*.

WSU Catalog

For multiple references:

1. In search results list, checkmark the references you want to export.
2. Click *Store Checked Records* button.
3. Click on *View Saved Records* button.
4. Click on *Export Saved Records* button.
5. Under *Format of List*, choose *Full Display*.
6. Under *Send List To*, choose *Local Disk* and click *Submit*.
7. Save the .txt file.
8. Open RefWorks.
9. In the *References* menu, click on *Import*.
10. Use *Import Filter/Data Source* labeled *Innovate Interfaces INNOPAC*.

11. Choose *Database: OhioLINK Library Catalog (Full Display)*.
12. Browse for the .txt file you saved in step 7.
13. Click *Import*.

For a single reference:

1. In search results list, click on a reference title to export.
2. Near *More Resources* on right side of page, click on the *Add to RefWorks* link.
3. RefWorks opens in a new window. Log in with your username and password.
4. References are imported automatically.