



Thomas G. Carpenter Library

REFWORKS IMPORTING STEPS

Updated 5/1/09

- *RefWorks now gives you the option of using the MLA 6th edition or the new 7th edition.*
- *The example of an article from a full text database at the end of this guide uses the new 7th edition.*
- *RefWorks is using the updated APA Style Guide to Electronic Formats.*
- *Be sure to read “Final Recommendations” at the end of this guide.*

Import Filter/Data Source Database	Importing Steps
BioOne.1	Does not support direct export. Follow these instructions – you can only import one record at a time. <ul style="list-style-type: none">• The abstract view and the plain text view show “Options” in a box to the right.• Select Create Reference.• Select RefWorks Format.• Open the file to see the article information.• Highlight and copy the text.• Open RefWorks and select References > Import.• Select RefWorks Tagged Format from the Import Filter/Data Source drop-down box.• Specify a folder if you wish.• Click the radio button beside “Import Data from the following text”.• Paste the text and click the Import button.
Books - UNF Library Catalog Books, videos, government documents, etc. found using the UNF Library Catalog.	Supports direct export. Check your bibliography carefully. You will need to make some corrections. <ul style="list-style-type: none">• Export one record using the RefWorks icon.• To export several, Add them to the Folder.• Select My folder.• Export directly to RefWorks

Import Filter/Data Source Database	Importing Steps
<p>Cochrane Library</p>	<ul style="list-style-type: none"> • Select and mark records. • At the bottom left of the screen, select Export selected citations. • Change to Abstract and citation if you wish. • Leave on PC unless you use a Mac. • You will get a text file that you will copy and paste into RefWorks. • Select References > Import. • Select The Cochrane Library as the import filter. • Select the Cochrane Library database you used. • Select an import folder if you wish. • Click Import data from the following Text. • Paste the text into the box and click import.
<p>CSA (Cambridge Scientific Abstracts)</p> <p>Biological Sciences CSA Engineering Research ERIC Mechanical Engineering Abstracts PAIS Sociological Abstracts PsycInfo And more</p>	<p>All CSA databases support direct export from the database to RefWorks.</p> <ul style="list-style-type: none"> • The list at the left is a small selection of CSA databases. There are many more.
<p>Current Contents Connect - ISI Web of Science</p> <p>See also Science Citation Index and Social Sciences Citation Index</p>	<p>ISI requires some work.</p> <ul style="list-style-type: none"> • Mark the records you choose. • Select “more options” from the list of print, e-mail, etc., options above the results list. • Select “Selected records on page” or other options you want. • Select “plus abstract” if you wish. • Select “As plain text” from the “Save to” drop-down box. • Your plain text information should open in either MS Word or NotePad. You may have to select one of these from the list of computer programs. • Copy the text. • Open RefWorks and select References > Import • Select ISI (Institute for Scientific Information) beside Import Filter/Data Source. • Select Current Contents Connect beside Database. • Paste the text in the import box at the bottom of the screen and click the Import button. <p>Note: If you are using Internet Explorer 7, you may have problems with security settings.</p>

Import Filter/Data Source Database	Importing Steps
<p>EBSCOhost</p> <p>America: History & Life ATLA Religion CINAHL EconLit Historical Abstracts RILM Abstracts of Music Literature</p>	<ul style="list-style-type: none"> • Add records you choose to the selection folder. • Select <i>Folder has Items</i> to see the list you marked. • Check the ones you want to export. • Click the Export icon. • * Uncheck the box to the left to remove links after exporting if you want to keep your articles selected. • Select Direct Export to RefWorks.
<p>Emerald</p>	<ul style="list-style-type: none"> • Mark the articles you select by checking the box to the left 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). • Select Edit > Select all > Edit > Copy. • In RefWorks, select References > Import. • Select Emerald from the Import Data/Filter Source. • Select the folder you wish to import into – or leave blank. • Click the circle beside Import Data from the Following Text. • Select Edit > Paste. • Click Import. • Select View Last Imported. •
<p>Gale</p> <p>Biography Resource Center Business & Co. Resource Center Health and Wellness Resource Center History Resource Center Literature Resource Center</p>	<p>Gale supports direct export – maybe...sometimes...</p> <ul style="list-style-type: none"> • Gale/InfoTrac databases can be problematic. Just try to follow on-screen instructions. If it doesn't work, create a new reference in RefWorks and type in the required information.
<p>Google Scholar</p> <p>Be sure to set UNF Library as your library so you can link to full text from Google Scholar search results.</p>	<ul style="list-style-type: none"> • Select Scholar Preferences. • Under Bibliography Manager, select Show links to import citations into. • Select RefWorks. • Save Preferences. • RefWorks imports Google Scholar citations in the edit mode. • <i>Be sure to save what you import!</i>
<p>InfoTrac (Gale)</p> <p>Academic OneFile Expanded Academic ASAP General BusinessFile ASAP InfoTrac OneFile And more....</p>	<p>Gale supports direct export – maybe...sometimes...</p> <ul style="list-style-type: none"> • InfoTrac/Gale databases can be problematic. Just try to follow on-screen instructions. If it doesn't work, create a new reference in RefWorks and type in the required information.

Import Filter/Data Source Database	Importing Steps
ISI Web of Science Current Contents Medline Science Citation Index Social Sciences Citation Index	See – Current Contents and SSCI and SCI instructions
JSTOR	JSTOR allows you to export one citation at a time. If you create an account, you can mark and export several. <ul style="list-style-type: none"> • Check articles you wish to export. • Select Save Citations. • Log in with your account information. • Select the “Saved Citations” tab. • Select “Export article citations”
LexisNexis Academic	Export directly to RefWorks. <ul style="list-style-type: none"> • Mark records. • Select the small book icon at the top right of the screen.
LION – Literature Online	Export directly to RefWorks. <ul style="list-style-type: none"> • Mark records. • Select Marked List from the options at the top. • Select Download Citations and RefWorks
OCLC FirstSearch Anthropology Plus ArticleFirst Arts & Humanities Search BasicBIOSIS Chemical Abstracts Student Edition WorldCat And more....	Export directly to RefWorks. Some databases need editing. Anthropology Plus is an example.
Oxford Journals Online	Export directly to RefWorks.
ProQuest Databases ABI/Inform Criminal Justice Periodicals Index ProQuest Education Journals ProQuest Medical Library ProQuest Nursing & Allied Health ProQuest Psychology Journals Wall Street Journal And more	Export directly to RefWorks.

Import Filter/Data Source Database	Importing Steps
PubMed	<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. • Select Edit > Select All > Edit > Copy • Open RefWorks. • Click References > Import. • Select NLM PubMed in the Import Filter/Database Source box. • Click Import Data from the Following Text. • Select Edit > Paste. • Click the Import button.
RefWorks RefGrab-It Capture webpage information to import into RefWorks	Select Tools from the RefWorks menu. Follow instructions to download and use the RefGrab-It utility. Edit the "last updated" field if you can find it on the webpage. "Date accessed" should be correct.
Sage Journals Online	Supports Direct Export <ul style="list-style-type: none"> • Mark the records you select. • Click "Add to my marked citations". • Select "Email/Download/Save/Print my marked citations". • Select "Export/Download...". • Select RefWorks.
ScienceDirect (Elsevier)	ScienceDirect supports direct export to RefWorks.
Science Citation Index Social Sciences Citation Index Current Contents Medline These are from ISI (Institute for Scientific Information) and Web of Science.	ISI supports direct export to RefWorks. <ul style="list-style-type: none"> • Mark the records you choose. • Select "more options" from the list of print, e-mail, etc., options above the results list. • Select "Selected records on page" or other options you want. • Select "plus abstract" if you wish. • Select "Save to plain text" from the "Save to" drop-down box. • Your plain text information should open in either MS Word or NotePad. • Copy the text. • Open RefWorks and select References > Import • Select ISI (Institute for Scientific Information) beside Import Filter/Data Source. • Select the correct Database. • Paste the text in the import box at the bottom of the screen and click the Import button.

Import Filter/Data Source Database	Importing Steps
<p>UNF Library Catalog</p> <p>Books, videos, government documents, etc. found using the UNF Library Catalog – or any of the other State University Libraries of Florida catalogs.</p>	<p>Supports direct export.</p> <ul style="list-style-type: none"> • Export one record at a time or add items to a folder to export several at a time.
<p>Web of Science/Web of Knowledge See Current Contents Science Citation Index and Social Sciences Citation Index</p>	
<p>WilsonWeb</p> <p>Applied Science Full Text Art Full Text Biography Index Biological & Agricultural Index Plus Book Review Digest Plus Education Full Text General Science Full Text Humanities Full Text Legal Periodicals Full Text Library & Information Science OmniFile Full Text Mega Edition Social Sciences Full Text And more....</p>	<p>WilsonWeb supports direct export to RefWorks.</p> <ul style="list-style-type: none"> • Mark the records you choose. • Select Exporting/Citing from the menu bar above the results. • Select Exporting from the task tabs. • Indicate record selection – Marked, 1-10, etc. • Select RefWorks Direct Export Tool. • Note the checkbox to select if you want the marked set cleared after export.

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

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

The new *APA Style Guide to Electronic Formats* is available at the Reference Desk. There are several changes. Check with your professor to see if she is using the new electronic citation style.

RefWorks is already incorporating the changes. The new style uses a DOI (digital object identifier) instead of a retrieval date and a database name. If there is no DOI assigned to the article, the database name is included. ProQuest databases list the DOI in the record but it is not getting exported to RefWorks. ProQuest has been notified and is working on a fix.

Example: Citation without a DOI

inclusive page numbers

database name

Nelson, J. A., Bustamante, R. M., Wilson, E. D., & Onwuegbuzie, A. J. (2008). The school-wide cultural competence observation checklist for school counselors: A exploratory factor analysis. *Professional School Counseling*, 11(4), 207-217. Retrieved from PsycINFO database.

Example: Citation with a DOI

DOI

Zhang, B., Johnston, L., & Kilic, G. B. (2008). Assessing the reliability of self- and peer rating in student group work. *Assessment & Evaluation in Higher Education*, 33(3), 329-340.
doi:10.1080/02602930701293181

MLA Style (7th edition) – Full-text articles from an online database.

- make sure inclusive page numbers are listed.
- add the name of the database.
- add the word Web.
- add the date you accessed the article.
- The URL is no longer needed.

inclusive page numbers database name

Jacksonville, Jefferson K. "Sexual Harassment in Higher Education." *Journal of University Issues* 21.6 (1995): 12-15. *ProQuest Research Library*. Web. 15 Aug. 2005.

Date article was accessed

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. Be sure to click the Save button to save your change.

- See the examples for MLA and APA on the previous page. There are possible additions or changes 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 flash/thumb drive. Do not depend upon Internet connections and/or the RefWorks computer to be accessible at all times.
- Check with your professors to make sure they want you to use the new versions of APA and MLA electronic citations and how they want the article URL listed.

This guide is updated frequently. You can always find the most current edition here.

<http://www.unf.edu/library/guides/refworksimporttable.pdf>

Consult a Reference Librarian for Assistance
620-2616 or libhelp@unf.edu