

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.

EBSCOhost

Databases include: **Academic Search Complete; Ageline; Agricola; AHFS Consumer Medication Information (formerly Lexi-PALS Drug Guide); AltHealthWatch; America: History & Life; Applied Science & Technology Full Text; Art & Architecture Complete; Art Full Text; Art Index Retrospective; ATLA Religion Database; Bibliography of Native North Americans; Biography Reference Bank; Biological & Agricultural Index Plus; Business Source Complete; Caribbean Search; Central & Eastern European Academic Source; CINAHL; Communication & Mass Media Complete; Computer Source; Computers & Applied Sciences Complete; Consumer Health Complete; Criminal Justice Abstracts; eBook Collection; EconLit; Education Full Text; Education Research Complete; Energy & Power Source; Entrepreneurial Studies Source; Environment Complete; ERIC; Film & Television Literature Index; Food Science Source; Fuente Académica; Funk & Wagnalls New World Encyclopedia; Garden, Landscape & Horticulture Index; Gender Studies Database; GeoRef; GreenFILE; Health Source – Consumer; Health Source – Nursing/Academic; Historical Abstracts; Human Resources Abstracts; Humanities Abstracts; Humanities Full Text; Humanities International Complete; International Bibliography of Theatre & Dance; International Political Science Abstracts; International Security & Counter-Terrorism Reference Center; Jewish Studies Source; L’Annee Philologique; Legal Collection; LGBT Life; Library Information Science & Technology Abstracts; Literary Reference Center Plus; MAS Ultra; MasterFile Premier; MedicLatina; MEDLINE; Mental Measurements Yearbook with Tests in Print; Middle Eastern & Central Asian Studies; Middle Search Plus; MLA Directory of Periodicals; MLA International Bibliography; Music Index; National Criminal Justice Reference Service Abstracts; Newspaper Source; Peace Research Abstracts; Philosopher’s Index; Play Index; Points of View Reference Center; Political Science Complete; Primary Search; Psychology and Behavioral Sciences Collection; PsycINFO; PsycTESTS; Public Affairs Index; Race Relations Abstracts; Regional Business News; Religion & Philosophy Collection; RILM Abstracts of Music Literature; Risk Management Reference Center; Science Reference Center; Shock & Vibration Digest; Short Story Index; Social Work Abstracts; SocINDEX; SPORTDiscus; 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). Or go to: Folder View (on right side of screen).
3. Select 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. Choose *Export to Legacy RefWorks*. Log into your account.
8. References are imported automatically.

Electronic Journal Center (OhioLINK)

1. In list of search results, checkmark the references to export.
2. From the Tools list on the right side of the page, click on the *Export Citations* link.
3. In the pop-up window, click “OK” to download an RIS file. You will be prompted to “save file”.
4. Open RefWorks and log in to your account.
5. In the *References* menu, choose *Import from Text File*.
6. For *Import Filter/Data Source*, choose RIS Format, for *Database*, choose OhioLINK.
7. Browse for the .ris file you saved in step 3 and click on *Import* (bottom right corner of pop-up)
8. Click *Import* (bottom right corner of pop-up) When the import is complete, click on *View Last Imported Folder*.

Engineering Village

Database: **Compendex**

1. In a list of search results, checkmark the references to export.
2. Click on *Selected records* (along top of results list).
3. Click on *Download* (in ribbon above search results).
4. Choose *RefWorks*. Click the *Save* button.
5. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
6. References are automatically imported. Click on *View Last Imported Folder* (bottom right corner of pop-up window).

FirstSearch (OCLC)

Databases include: **ArticleFirst; ClasePeriodic; GPO; OAlster; PapersFirst; ProceedingsFirst; WorldCat; and WorldCatDissertations**

1. In list of search results, checkmark the references to export.
2. Click *Export* button above the search results.
3. Choose to *Export: Records 1-10* (first page of results) or *Marked records from this search: x* (x is how many you check marked on the page) and choose *Export to: RefWorks*.
4. Turn off popup blocker and click *Export* button.
5. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
6. References are imported automatically.

Google Scholar

1. On Google Scholar homepage, click on *Settings* (top right area).
2. See the last option, *Bibliography Manager*, and click *Show links to import citations into* and choose *RefWorks*.
3. Click on the *Save* button.
4. Run a search so that you have a list of results.
5. See option to *Import into RefWorks* link under each citation. You can only import one citation at a time from Google Scholar to RefWorks.
6. When you click on *Import to RefWorks*, RefWorks will open in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
7. References are imported automatically.

IEEE Xplore

1. In list of search results, checkmark the references to export.
2. Click *Download Citations* button.
3. In *Download Citations* box, for *Include*, choose *Citation Only* or *Citation & Abstract*, and for *Format*, choose *RefWorks*.
4. Click *Download Citation*.
5. RefWorks will open a new window. Choose *Export to Legacy RefWorks*. Log into your account.
6. References are imported automatically.

ISI


See Web of Science.

JSTOR

1. In list of search results, checkmark the references to export.
2. Click on *Export Selected Citations* link. Then choose *Export to RefWorks*.
3. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
4. 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. Leave all choices at default, or change them if you want to, then click the *Export* button.
4. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
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 and log into your account.
5. In *References* menu, choose *Import*.
6. For *Import Filter/Data Source*, choose *BibTeX*; for *Database*, choose *MathSciNet(AMS) (BibTeX format)*.
7. In the *From Text* box, paste what you copied in step 3.
8. Click *Import* button.

OhioLINK Library Catalog

1. In list of search results, click on the *Save Item* button under each record you want to export.
2. Click on *View Saved Records* button (along top of page).
3. Under *Format Of List*, choose *Full Display*.
4. Under *Send List To*, choose *Local Disk* and click *Submit* button.
5. Save the text (.txt) file.
6. Open RefWorks and log into your account.
7. In the *References* menu, choose *Import*.
8. For *Import Filter/Data Source*, choose *Wright State*; for *Database*, choose *OhioLINK Library Catalog (Full Display)*.
9. Browse for the .txt file you saved in step 5.
10. Click *Import*.

NOTE: It is also possible to search the OhioLINK catalog through the RefWorks interface. In RefWorks, under the *Search* menu, click *Online Catalog or Database*. Under *Wright State Specific*, select *OhioLINK*.

OVID SP (Wolters Kluwer)

Databases include: **HaPI (Health and Psychosocial Instruments), and Journals@OVID**

1. In list of search results, checkmark the references to export.
2. Click on the *Export* link (along top of results).
3. A new window titled *Export Citation List* will open. In this window, for *Export To* choose *RefWorks*. In *Selected Fields to Display*, choose *Complete Reference*. Leave the *Include* options at the default settings.
4. Click the *Export Citations* button.
5. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
6. References are imported automatically.

ProQuest

Databases include: **American Periodicals Series Online, Dissertation & Theses: A&I, and Historical New York Times; and Proquest Congressional**

1. In list of search results, checkmark the references to export.
2. Click *Save* link.
3. Choose to *Export/Save to RefWorks*. In the new window that opens, click *Continue*.
4. RefWorks opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
5. References are imported automatically.

PubMed (NLM)

Option 1: Using PubMed's Citation Manager

1. In a list of search results, checkmark the references to export.
2. In *Send to* dropdown menu (along top right), for destination, choose *Citation Manager*, then Create File.
3. Save the file. The file will be saved as "Citations.nbib."
4. Open RefWorks and log into your account.
5. In the *References* menu, click on *Import*.
6. For *Import Filter/Data Source* choose *NLM PubMed*; for *Database* choose *PubMed*
7. Browse for the citations.nbib file that you saved in step 3.
8. Click on the *Import* button.

Option 2: Importing Using a text file (use when you have greater than 200 citations)

1. In a list of search results, checkmark the references to export.
2. In *Send to* dropdown menu (along top right), for destination, choose *File*, then under the Format dropdown menu choose MEDLINE, then Create File.
3. Save the file. The file will be saved as "pubmed_result" unless you rename it. This will be a .txt file.
4. Open RefWorks and log into your account.
5. In the *References* menu, click on *Import*.
6. For *Import Filter/Data Source* choose *NLM PubMed*; for *Database* choose *PubMed*
7. Browse for the text file you saved in step 3.
8. Click on the *Import* button.

Option 3: Importing Using Copy & Paste (use with this method with iPads)

1. In list of search results, checkmark the references to export.
2. In *Display Settings* dropdown menu (along top left), choose *MEDLINE*.
3. Click *Apply*.
4. Select all of the text and copy it.
5. Open RefWorks and log into your account.
6. In the *References* menu, choose *Import*.
7. For *Import Filter/Data Source* choose *NLM PubMed* and for *Database* choose *PubMed*.
8. In the *From Text* box, paste what you copied in step 4.
9. Click on *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.

SciFinder Scholar

1. In a list of search results, select the records you want to export by clicking the checkboxes.
2. Click on *Export* (upper right area).
3. In the popup box: for *Export*, choose *Selected*; for *Citation manager*, choose *Citation export format (*ris)*. Leave the other options blank.
4. Click on the *Export* button.
5. Choose to *Save* the file.
6. Open RefWorks and log into your account.
7. In the *References* menu, choose *Import*.
8. For *Import Filter/Data Source*, choose *RIS Format*; for *Database*, choose *RIS Format*.
9. In the *FromText* box, browse to the file you saved in step 5. Leave *Encoding* at the default.
10. Click on *Import*.

SPIE Digital Library

1. In a list of search results, click on the title of the reference you want to export.
2. Click on *Get Citation*, on right side of screen.
3. In the new window that opens, choose RefWorks.
4. In the open/save window, choose open.
5. Select all and copy.
6. Open RefWorks and log into your account.
7. In the *References* menu, choose *Import*.

8. For *Import Filter/Data Source*, choose *RefWorks Tagged Format*; for *Database*, choose *Tagged Format*.
9. In the *From Text* box, paste what you copied in step 5.
10. Click on *Import*.

Web of Science (ISI)

Databases include: ***Arts & Humanities Citation Index, BIOSIS Previews, Derwent Innovations Index, Science Citation Index, and Social Science Citation Index***

1. In search results list, checkmark the references to export.
2. Click on *Add to Marked List*.
3. To export, *Go to marked list*.
4. Select records to export.
5. Select the parts of the record you want to export.
6. Select RefWorks from the Drop-down menu.
7. *RefWorks* opens in a new window. Choose *Export to Legacy RefWorks*. Log into your account.
8. References are imported automatically.

WSU Catalog

1. In search results list, checkmark the references you want to export.
2. Click *Save Checked Records* just above the titles list.
3. Click on *View Checked* button near the top of the page.
4. Click *Save All*, then *Export Records* button near the top of the page.
5. Under *Format of List*, choose *Endnote/RefWorks*; under *Send List To*, choose *Screen*; click *Submit* button.
6. Select and copy all of the text.
7. Open RefWorks and log into your account.
8. Click on the *References* button at top left of page, and in the submenu that opens, choose *Import*.
9. For *Import Filter/Data Source*, choose *Innovative Interfaces (Endnote/RefWorks)* and for *Database*, choose *Wright State University*.
10. In the *From Text* box, paste what you copied in step 6.
11. Click *Import*.