

How to Export/Import Citations from a Database into RefWorks

- The library gets databases from a wide variety of providers. There is no standardization among these providers as to how to export citations, therefore, the databases are grouped first by the provider name and then within the provider by database name so that the instructions from the same provider appear in one section.
- Be sure to check imported references against the originals in the database to make sure that all the data was imported. If not, you will need to add the missing data by choosing the Edit option to the right of the reference. Emailing citations from the database to you is another way to verify data.
- Not all of the library databases allow electronic transfer of records into RefWorks. If the database you are using is not listed on this document, consult the Help section in RefWorks on how to manually add a reference in your account https://www.refworks.com/Refworks/help/Adding_References_Manually.htm.

ABC-CLIO Databases [America: History and Life and Historical Abstracts]

1. Mark the references you want and click on **Output Options** on the menu at the left of the screen.
2. Choose **Short Entry** if you want the citation only; choose **Full Entry** if you want to include the abstract in your list.
3. Choose **Tagged Entries**.
4. Click on **RefWorks Export** and then **Submit**.
5. A screen appears with a link to open your RefWorks account.
6. If the import was successful the message will read *Import Completed*.
7. Click on **View Last Imported Folder** to view the references.

American Occupational Therapy Association [OT Search]

1. Click on the **Keep** button to mark the references you want to export.
2. Click on the **Kept** icon above the search result screen.
3. The *Print or email kept records* screen appears.
4. Next to type of records select **Brief**.
5. Click on the **Save** button. A window opens with the references.
6. In the newly opened window, under the *File or Page* menu, select **Save As**.
7. Select the folder, specify the file name, select text as the file type, and click Save
8. Open your RefWorks account and go to the **References** tab on the top left. Select **Import**. Select **Rockhurst University** as the *Import Filter* and select the *Database Name OT Search from AOTA [SIRSI Library Software]* indicating the database where the citations originally appeared..
9. Under *Import Data from the Following Text File* click on **Browse** and find the text file you saved. Open the text file. The name of the directories and the file in which it is saved will appear in the window. Click on **Import**.
10. If the import was successful the message will read *Import Completed*.
11. Click on **View Last Imported Folder** to view the references.

Cambridge Scientific Abstracts [Philosopher's Index]

1. After you perform your search, mark the records you wish to save from the search results.
2. Click the **RefWorks** link above the top record in the result list. [Continued on next page]
3. Click on the **Export to RefWorks** button.
4. The login screen will appear for you to open your RefWorks account.
5. If the import was successful the message will read *Import Completed*.
6. Click on **View Last Imported Folder** to view the references.

Congressional Quarterly [CQ Weekly] Only article citations can be exported. Charts and other document type citations must be added manually to RefWorks.

1. While viewing an article, click on **Cite Now** at the top of the record.
2. A new window will appear. From the *Export Citation to* option pick **RefWorks** from the drop down menu.
3. A screen appears with a link to open your RefWorks account.
4. If the import was successful the message will read *Import Completed*.
5. Click on **View Last Imported Folder** to view the references.

Credo Reference

1. Conduct a search
2. Check the box next to the title of the document
3. If you have one document to export, scroll to the bottom of the page and find the *save citation to* scroll down menu. Select RefWorks and hit 'go'
4. If you have multiple documents, check the box next to the title of the documents and click on the *Saved Results* tab on the top menu bar. Under *Action* select RefWorks and hit *Go*.
5. Open your RefWorks account when the login screen appears in a new window.
6. If the import was successful the message will read *Import Completed*.
7. Click on **View Last Imported Folder** to view the references.

EBSCOhost [Academic Search Premier; ATLA Religion; Business Source Premier; CINAHL Full Text; Catholic Periodical and Literature Index; Communication & Mass Media Complete; Library, Information Science and Technology Abstracts; PsycINFO]

1. Conduct a search.
2. Click on **ADD Folder** to the right of any results you want to save to RefWorks.
3. Click on **Folder Has Items**, above the Result List on the right side of the screen.
4. Click on **Export** from inside the folder.
5. Click the radio button in front of **Direct Export to RefWorks** (if not already selected).
6. Click **Save**.
7. Open your RefWorks account when the login screen appears in a new window.
8. If the import was successful the message will read *Import Completed*.
9. Click on **View Last Imported Folder** to view the references.

ERIC (Free version via Department of Education website.)

1. Conduct a search.
2. Click on **ADD** to the right of any results you want to save to RefWorks.
3. Click on **Items In My Clipboard**, above the Result List on the right side of the screen.
4. Click on **Export Citations** from the My Clipboard screen.
5. A new window will open. There will be two options listed for **Select a file type to export**.
6. Click the radio button in front of **Citation Manager File** (if not already selected).
7. Click **Download**. Save the file to a place on your computer where you can find it.
8. Open your RefWorks account and go to the **References** tab on the top left. Select **Import**. Select **Rockhurst University Greenlease Library** as the *Import Filter* and select the *Database Name ERIC (ERIC Resources Information Center)* indicating the database where the citations originally appeared.
9. Under *Import Data from the Following Text File* click on **Browse** and find the file you saved. Open the file. The name of the directories and the file in which it is saved will appear in the window. Click on **Import**.
10. If the import was successful the message will read *Import Completed*.
11. Click on **View Last Imported Folder** to view the references.

GALE [General OneFile; Academic OneFile; Health Reference Center Academic; Infotrac Custom Newspapers; Student Edition; Junior Edition; Informe; Agriculture Collection; Business Economics and Theory; Culinary Arts Collection; Criminal Justice Collection; Communications & Mass Media Collection; Fine Arts & Music Collection; Gardening, Landscape & Horticulture Collection; Home Improvement Collection; Psychology Collection; Popular Magazines; Hospitality, Tourism & Leisure Collection; Discovering Collection; Literature Resource Center; 19th Century British Library Newspapers; **Business & Company Resource Center***; **Small Business Resource Center***; **Health & Wellness Resource Center***; **Kids InfoBits***]

1. Conduct a search and select articles by checking the **Marked items** box.
2. Once all are selected Click on the **Marked items** tab that is located on the tool bar under the banner. It looks like a yellow toolbar.
3. Select the articles for export and choose the link **Citation Tools** which looks like a blue page with the letters “CI” located in the upper right area of the record.
4. Choose the export to **Refworks** option and then the export icon. A window will pop up and open Refworks.
5. If the import was successful the message will read *Import Completed*
6. Click on **View Last Imported Folder** to view the references.

***indicates that the database does not support RefWorks and you must manually enter citations into RefWorks.** Follow the directions for [Adding Reference Manually to RefWorks](#) document.

H.W. Wilson WilsonWeb [Applied Science Full Text, Education Full Text, General Science Abstracts, Social Science Abstracts, ERIC]

1. From the search results page, click in the box to the left of each citation you wish to transfer to RefWorks.
2. Select the **Exporting/Citing** tab above the search box.
3. The number of records in your marked set will be listed. Select **Download Records into: RefWorks Direct Export Tool** and click on the **Export** button.
4. Open your RefWorks account when the login screen appears in a new window.
5. If the import was successful the message will read *Import Completed*.
6. Click on **View Last Imported Folder** to view the references.

JSTOR

1. Conduct a Search and select either **Save All Citations on This Page** or select **Save Citation in individual records**.
2. On the citation choose the Export Citation. This will **give you the option to Export Citations into RefWorks**.
3. Open your RefWorks account when the login screen appears in a new window.
4. If the import was successful the message will read *Import Completed*.
5. Click on **View Last Imported Folder** to view the references.
6. To save citations for future use, on JSTOR choose the **MYJSTOR option**.
7. **Either Register or Login in.** Then click on **MYJSTOR** icon on the top tool bar and choose **Saved Citations**.
8. Pick the citation to export and click the export option. Then choose **Refworks**. Follow steps 3-5.

Lexis-Nexis Academic (Does not apply to Statistical or Primary Documents databases)

1. Conduct a search and from the **Results** page select individual records by clicking in the box to the left of the record number or click in the box to the left of **No.** at the top of the results list to select all on that page. You can also export from within a full record.

2. Select **View Tagged** to the list of records that have been tagged. At the top right of the list will be 4 icons. Select the icon on the right that looks like a book. This is the **Export Bibliographic References** icon.
3. The Export Bibliographic References window opens with the tagged items listed. Click on the **Export** button at the bottom right of the window. Open your RefWorks account.
4. If the import was successful the message will read *Import Completed*.
5. Click on **View Last Imported Folder** to view the references.

National Library of Medicine [PubMed]

1. From the *Summary* page change the *Display* option from *Summary* to **MEDLINE**.
2. Click the **Display** button. The references now appear in the MEDLINE tagged format.
3. Change the **Send To** option to **Text** by choosing from the drop down menu located above the references.
4. A window opens with just the references in MEDLINE format.
5. In the newly opened window, under the *File* or *Page* menu, select **Save As**.
6. Select the folder, specify the file name, select text as the file type, and click Save.
7. Open your RefWorks account and go to the **References** tab on the top left. Select **Import**. Select **Rockhurst University** as the *Import Filter* and select the *Database Name* **PubMed** indicating the database where the citations originally appeared.
8. Under *Import Data from the Following Text File* click on **Browse** and find the text file you saved. Open the text file. The name of the directories and the file in which it is saved will appear in the window. Click on **Import**. If the import was successful the message will read *Import Completed*.
9. Click on **View Last Imported Folder** to view the references.

Newsbank

1. Conduct a search and create **Saved Articles** by clicking in the box to the left of the article title in results list or at the top of the article record. The number of Saved Articles will be indicated in the box located on the right side of the screen.
2. Click on the **Bibliography (export)** button located on the right side of the screen. The Export Bibliography screen will appear.
3. Click on **RefWorks Direct**. The RefWorks logon screen will appear.
4. Open your RefWorks account. If the import was successful the message will read *Import Completed*.
5. Click on **View Last Imported Folder** to view the references.

NOTE : The user has to manually enter the month/day and move the database and data source data into the correct fields. This includes the date data and the Database vendor and source data. Only the year of publication is transferred and not the month and date of the article. The database vendor and database name are put in the Notes field rather than the Database and Data Source fields.

OCLC FirstSearch Databases

1. Conduct a search and create Marked Records.
2. Click on the **Marked Records** tab.
 3. From the *Marked Records* screen select the references you want to export. If your Marked Records include more than one database, you must select one of the databases to export from at a time. You must do a separate export for a group of marked records from each database.
4. Click on the **Export** icon.
5. The *Direct Export Records* screen appears. In the *Export* box select **Marked Records from This Database <database name appears here>**.
6. In the *FirstSearch Export To* box select **RefWorks**. Click on the **Export** button at the bottom of the page. The RefWorks logon screen will appear. If the import was successful the message will read *Import Completed*.

7. Click on **View Last Imported Folder** to view the references.

OVID [PsycARTICLES]

1. Mark the references you want to export and click on **Result Manager** at the top left.
2. Set the Results column to **Selected Results**, the Fields column to **Complete Reference**, the Result column to **Direct Export**. Under the Action column click on **Save**.
3. A screen will appear with the default set to **Export references to RefWorks**. Click on **Continue**.
4. Log into your RefWorks account when the login screen appears in a new window.
5. If the import was successful the message will read *Import Completed*.
6. Click on **View Last Imported Folder** to view the references.

ProQuest [MLA Bibliography]

1. Mark the references you want to export and click the **Marked List** link above the search results.
2. Choose **Download Citations**.
3. From the menu of options choose **Export Directly to RefWorks**.
4. Open your RefWorks account when the login screen appears in a new window.
5. If the import was successful the message will read *Import Completed*.
6. Click on **View Last Imported Folder** to view the references.

Rockhurst University Online Catalog

1. Mark the references you want to export and click the **Save Marked Records** button.
2. Click on **Export Saved List** above the search box.
3. Under *Format of List* select **Full Display**.
4. Under *Send List To* select **Local Disk** then click on the **Submit** button.
5. A screen will appear with the default file name export in the *File Name* box and *Text Document* in the *Save as Type* box. You may rename the file but be sure to leave the file type set as a text document. Click on **Save** to save your document to a place on your computer where you can find it again.
6. Log into your RefWorks account, then under the **References** option at the top left of the screen click on **Import**.
7. To import references select **Rockhurst University Greenlease Library** as the *Import Filter* and **Online Catalog (Full Display) [Innovative Interfaces INNOPAC]** as the *Database Name*.
8. Under *Import Data from the Following Text File* click on **Browse** and find the text file you saved. Open the text file. The name of the directories and the file in which it is saved will appear in the window. Click on **Import**. If the import was successful the message will read *Import Completed*.
9. Click on **View Last Imported Folder** to view the references.

Wiley InterScience [Cochrane Library]

1. Conduct your search.
2. Select the records you want to import.
3. Click **Download Selected Citations** if you only want the citations you selected or **Export All Results** if you want them all.
4. Select **Abstracts and Citations** as your *Export Type* and **PC** as *File Type*. Click on **GO**.
5. You will be prompted to save a .txt file to your computer. You can choose **Open** so you can open the document and do a **Save As** to rename the file and save it where you want. You can also click **Save** and navigate to the local drive and directory where you want to save the file.
6. Log in to RefWorks and go to the **References** tab on the top left. Select **Import**. Select **Wiley InterScience** as the *Import Filter/Data Source* and as the database. You can also choose to put the new references directly into one of your folders.

7. Under *Import Data from the Following Text File* click on **Browse** and find the text file you saved. Open the text file. The name of the directories and the file in which it is saved will appear in the window.
8. Click **Import**. If the import was successful the message will read *Import Completed*.
9. Click on **View Last Imported Folder** to view the references. A copy will be in the folder you sent it to.