

Importing/Exporting Citations from Databases into ProQuest RefWorks




These instructions are for **ProQuest RefWorks** version of RefWorks. The process may be slightly different for the classic or legacy version of RefWorks.



There are three ways to insert database citations into RefWorks:

1. **Direct Export:** The database provides a link for exporting citations into RefWorks.
2. **Import as Text File:** The database allows you to save citations as a text file. You then insert the file into the RefWorks Import page.
3. **Create New Reference:** Manually enter a citation into your RefWorks database.

Note: Always check citations for completeness and accuracy after they are downloaded into RefWorks, and in your bibliography.

You may need to **unblock pop-ups** on your browser in order to successfully export citations to RefWorks.

Database (Interface)	Export/Import Instructions
ABI/INFORM (ProQuest)	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Either: <ul style="list-style-type: none"> • Mark the records you want to export or • View the record you want to export • Click the  Save button • Select RefWorks from the dropdown menu • Click "continue"
Abstracts in Anthropology (Sage Journals)	<p>Refer to the instructions for importing references from Sage Journals (p. 9)</p>
Academic Search Premier (EBSCO)	<p><u>Direct Export of multiple citations</u></p> <ul style="list-style-type: none"> • Click  or "Add to folder" • Click on "Folder" at the top right of the screen • Click the "Export" icon on the right side of the screen • Select "Direct Export to RefWorks" and click "Save" <p><u>Direct Export of a single citation</u></p> <ul style="list-style-type: none"> • Click on a title or the preview icon to view a single record • Click the "Export" icon on the right side of the screen • Select "Direct Export to RefWorks" and click "Save"
Access Science	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Choose the item you would like to export • Click on the "Cite" button  • Click "Export citation as RIS" • Save the .RIS file to your computer • In RefWorks, click "Add" and select "Import References" • Drag and drop the .RIS file to the RefWorks window, or click "select a file from your computer" to upload the .RIS file • Select "RIS Format" from the dropdown menu for the file format type • Click "Import"

Database (Interface)	Export/Import Instructions
<p>ACM Digital Library</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Choose the record you would like to export • At the right under “Export Formats” choose “BibTeX” • Scroll to the bottom of the record that pops up and click “download” to save as a .BIB file • In RefWorks, click “Add” and select “Import References” • Drag and drop the .BIB file to the RefWorks window, or click “select a file from your computer” to upload the .BIB file • Use the “Search by database or format” to search for “BibTeX” and select it from the dropdown menu • Select “ACM Digital Library (BibTeX format)” for the file format type • Click “Import”
<p>Adam Matthew Digital Collections</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Many documents within these collections are exportable to RefWorks, some are not • Click “Citation/Export” near the top right side • Click the  RefWorks icon near the bottom of the new window
<p>American Antiquarian Society Collections</p>	<p>Refer to the instructions for importing references from Academic Search Premier.</p>
<p>America: History and Life (EBSCO)</p>	<p>Refer to the instructions for importing references from Academic Search Premier.</p>
<p>American Chemical Society</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Mark the records you want to export, or visit the specific record • Click “Download Citations” • Under “Format:” select “RIS” • Under “Include:” select “Citation for the content below” • Click “Download Citation(s)” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p>Annual Reviews</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Click “Download citation” just below author information • Under “Format:” select “RefWorks” • Make sure “Direct import” is checked • Click “Download article citation data” • Click “Submit data to RefWorks”
<p>Anthropology Index</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Scroll to the top of the page • Select the Reference Manager/RIS icon  • Save the file to your computer • In RefWorks, click “Add” and select “Import references” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”

Database (Interface)	Export/Import Instructions
ATLA Religion (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Business Source Premier (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Cairn.info	<p>Note: As of May 2019, the direct export to RefWorks does not appear to be working</p> <p>Import as a Text File</p> <ul style="list-style-type: none"> • On a single item, look for “Citer ou exporter” or “Citation Export” on the right side of the page • Click “Zotero (.RIS)” under the “Exporter la citation” or “Citation Export” section • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
Canadian Labour Law Reporter (Lexis/Nexis)	<p>Create a New Reference</p> <ul style="list-style-type: none"> • Lexis/Nexis citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
CBCA (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.
CINAHL (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Conference Board of Canada e-library	<p>Create a New Reference</p> <ul style="list-style-type: none"> • Conference Board of Canada e-library citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
CPA Canadian Standards and Guidance Collection (Knotia)	<p>Create a new reference</p> <ul style="list-style-type: none"> • Knotia citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save” <p>Refer to http://www.bcit.ca/files/library/pdf/bcit-apabusinessstyle.pdf for formatting help</p>
CPA – IFRS (Knotia)	Refer to the instructions for importing references from CPA Canadian Standards.
CPI.Q – Canadian Periodicals	<p>Direct Export</p> <ul style="list-style-type: none"> • Open the record you want to export • Click “Citation Tools” at the right-side of the screen • Select “RefWorks” from the “Export to” list • Click “Export”

Database (Interface)	Export/Import Instructions
<p>Curio.ca by CBC</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • When viewing an item, scroll to the bottom • Under “MARC Record” click “View” • Save the resulting page to your computer as a text file (.TXT) • In RefWorks, click “Add” and select “Import References” • Drag and drop the .TXT file to the RefWorks window, or click “select a file from your computer” to upload the .TXT file • Use the “Search by database or format” to search for “MARC Format” and select it from the dropdown menu • Select “All MARC Formats” for the file format type • Click “Import”
<p>Dictionary of Irish Biography</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • When viewing a biography, hover over the “Biography Services” menu • Click on “Export RIS” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p>Dictionary of National Biography [UK]</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • When viewing an entry, select the “Cite” [Image of a pencil] at the top right of the screen • Select “RefWorks” underneath the “.RIS” section of the window • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p>Dissertations & Theses @ SMU (ProQuest)</p>	<p>Refer to the instructions for importing references from ABI/INFORM.</p>
<p>Early Canadiana Online</p>	<p><u>Create a New Reference</u></p> <ul style="list-style-type: none"> • Early Canadiana Online citations must be manually entered into RefWorks • Use the “About” tab to find bibliographic information on each item • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
<p>EBSCO EJS – Electronic Journal Service</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Find the record you want to export • Click “Export to citation manager” • The file is saved as an .ASP file (like a .RIS file) • Save the file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the file to the RefWorks window, or click “select a file from your computer” to upload the file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”



Database (Interface)	Export/Import Instructions
EBSCO Image Collection	Refer to the instructions for importing references from Academic Search Premier.
eHRAF World Cultures	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the document you want to cite • Click “Cite” • On the popup, look for “Export a citation” • Click “RefWorks”
Emerald Insight	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Under “For selected items” select “Download citation” <ul style="list-style-type: none"> ○ You may also see “Send to citation manager” if browsing a specific journal ○ On a specific article you will see “Download citation” • Select “RefWorks” from the “Format” list • Click on “Download article citation data” • Click on “Submit data to RefWorks”
ERIC	<p><u>Create a New Reference</u></p> <ul style="list-style-type: none"> • ERIC citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
Ernst and Young Tax Resource (Knotia)	Refer to the instructions for importing references from CPA Canadian Standards.
Érudit	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Find the article or record you want to cite • Click “Cite this article” on the right side • “Citation Tools” will appear • Select .RIS and save to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
Eureka	<p><u>Create a New Reference</u></p> <ul style="list-style-type: none"> • Eureka citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
FIAF International Index to Film Periodicals (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.
GEOBASE (Engineering Village)	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Click on the “Download” button • Under “Location”, select “RefWorks” and click “Save”
GeoRef (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.

Database (Interface)	Export/Import Instructions
Globe and Mail (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.
GreenFILE (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Historical Abstracts (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Ingenta Connect	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Choose the record you want to export by clicking on the title • At the right under “Tools”, click “Reference Exports” then “EndNote” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
Institute of Physics	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Choose the record you want to export by clicking on the title • Underneath the abstract find and click “RIS” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
InteLex Past Masters	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Find the record you want to cite • Click “Export a citation” at the top left (in small, yellow-on-red font!) • Using the dropdown menu select “RefWorks” • Click “Export Citation” • Save the .TXT file to your computer • In RefWorks, click “Add” and select “Import references” • Drag and drop the .TXT file to the RefWorks window, or click “select a file from your computer” to upload the .TXT file • RefWorks will automatically read the file as a “RefWorks Tagged Format” • Click “Import”
International Bibliography of the Social Sciences (IBSS) (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.
JSTOR	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Click “Export selected citations” then “Export to RefWorks”
Knovel Library Essentials	<p><i>Note: Only some content is exportable to RefWorks</i></p> <p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Choose the record you want to export • Click on “Citations” • Under “Export as...” select “RefWorks”

Database (Interface)	Export/Import Instructions
Lexis/Nexis	<p><u>Create a New Reference</u></p> <ul style="list-style-type: none"> • Lexis/Nexis citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”
Library, Information Science & Technology Abstracts (LISTA)	Refer to the instructions for importing references from Academic Search Premier.
Listener Historical Digital Archive (Gale)	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the record you want to export • Click on the “Citation Tools” • Under “Export To”, select “RefWorks” • Click “Export”
Literature Online – LION	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Choose the record you would like to export • Click “Export/Save” at the top of the page • Under “Download options:” select “Export directly to RefWorks”
Literature Resource Center – LRC	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records for export by clicking “Save” below the records • Click the “More” button at the top of the screen and select “My Folder” • Click “Citation Tools” • Under “Export to”, select “RefWorks” • Click “Export”
MathSciNet	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Save the records you want by selecting “Clipboard” beneath the record • Select “Clipboard” • Select your format: “Citations (BibTeX)” • Select “SaveClip” <ul style="list-style-type: none"> ○ For a single record, select it, then “Select alternative format” as “BibTeX” • In your browser, copy the displayed text in full, from @ to } • Open NotePad or another word processor and paste the text into a note • Save the note as a .TXT file • In RefWorks, click “Add” and select “Import References” • Drag and drop the .TXT file to the RefWorks window, or click “select a file from your computer” to upload the .TXT file • Use the “Search by database or format” to search for “BibTeX” and select it from the dropdown menu • Select “MathSciNet (AMS) [BibTeX Format]” for the file type format • Click “Import”
MLA – Modern Language Association (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
National Film Board	<p><u>Create a new reference</u></p> <ul style="list-style-type: none"> • National Film Board citations must be manually entered into RefWorks • To create a reference in RefWorks, click “Add” and select “Create new reference” from the dropdown menu • Fill out the form • Click “Save”



Database (Interface)	Export/Import Instructions
<p>Oxford English Dictionary</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Navigate to the word/page you want to cite • “Cite” is in small text at the top right • Select “Format: RefWorks” • Click “Export” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p>Oxford University Press Journals</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Select the article you want to cite • Select “Cite” • Select “RefWorks” to export the record as a text file (.TXT) • Save the file • In RefWorks, click “Add” and select “Import References” • Drag and drop the .TXT file to the RefWorks window, or click “select a file from your computer” to upload the .TXT file • RefWorks will automatically read the file as a “RefWorks Tagged Format” • Click “Import”
<p>PAIS International – Public Affairs Information Service (ProQuest)</p>	<p>Refer to the instructions for importing references from ABI/INFORM.</p>
<p>Periodical Archives Online (PAO) (ProQuest)</p>	<p>Refer to the instructions for importing references from ABI/INFORM.</p>
<p>Philosopher’s Index (ProQuest)</p>	<p>Refer to the instructions for importing references from ABI/INFORM.</p>
<p>PhilPapers</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the record you want to export • Click on “Export citation” under the title, in the “options” group • Select “RefWorks”
<p>Project Muse</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Click Save to save the record(s) to “MyMUSE library” • Click on “MyMuse library” under the title of the record. • Click Cite Library Items under My Account menus • Select the items that you want to export. • Click export to RefWorks
<p>PsycINFO/ PsycARTICLES (EBSCO)</p>	<p>Refer to the instructions for importing references from Academic Search Premier.</p>

Database (Interface)	Export/Import Instructions
<p style="text-align: center;">PubMed</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Under “Send to”, select “Citation manager”, then “Create File” • Save the .NBIB file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .NBIB file to the RefWorks window, or click “select a file from your computer” to upload the file • RefWorks will automatically read the file as a “NLM Pub Med” format • Click “Import”
<p style="text-align: center;">Regional Business News (EBSCO)</p>	<p>Refer to the instructions for importing references from Academic Search Premier.</p>
<p style="text-align: center;">Royal Society of Chemistry (RSC)</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Under “Citation:” choose “RefWorks”, then click “Go” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p style="text-align: center;">SAGE Journals</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Click “Cite” on left side of the page. • Select “RefWorks” from format on the bottom. • Select “Download citation” • Click “Submit data to RefWorks”
<p style="text-align: center;">ScienceDirect</p>	<p><i>Note: You may need to disable any pop-up blockers</i></p> <p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Click on “Export” • Under “Direct Export”, select “Save to RefWorks”
<p style="text-align: center;">SciFinder</p>	<p><u>Import as a Text File</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Select “Export” at the top right • Choose “Export: Selected” and “For: Citation Manager: Citation export format (*.RIS)” • Click “Export” to save the file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
<p style="text-align: center;">Sociological Abstracts (ProQuest)</p>	<p>Refer to the instructions for importing references from ABI/INFORM.</p>

Database (Interface)	Export/Import Instructions
SpringerLink	<p><u>Import as Text File</u></p> <ul style="list-style-type: none"> • Select the record you want to export • Click on “Cite Article” • Choose “RIS (RefWorks)” • Save the .RIS file to your computer • In RefWorks, click “Add” and select “Import References” • Drag and drop the .RIS file to the RefWorks window, or click “select a file from your computer” to upload the .RIS file • Select “RIS Format” from the dropdown menu for the file format type • Click “Import”
Taylor & Francis	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the document you want to cite • Select “Download Citation” from just below the article title • On the new page under “Choose format”, select “RefWorks Direct Export” • Click “Download citations” • A new screen will open to continue to RefWorks
Theatre in Video (Alexander Street)	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you wish to export using “Cite” • Click on “View list” at the top right side • Click on “Export list” • Select “RefWorks” from the list and click “Send”
Times Literary Supplement (Gale)	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the record you want to export • Click on the  button • Under “Export to third party software”, select “RefWorks” • Click “Export”
Toronto Star (ProQuest)	Refer to the instructions for importing references from ABI/INFORM.
Web of Science	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Choose the records you want to export • In the dropdown menu beside “Add to Marked List”, select “Save to RefWorks” • Select the record content level and click “Send”
Wiley Online Library	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Choose the records you would like to export • Click “Export Citation” under  Tools • Choose “RefWorks” from the Format and “Direct Import” from Type of import • Click “Download”, then “Submit Data to Refworks”
Women’s Studies International (EBSCO)	Refer to the instructions for importing references from Academic Search Premier.
Worldcat	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Select the record(s) you want to cite • Click Cite on the top of the page • Choose “Export to RefWorks” under “Export a citation”

You can also insert citations from Novanet (library catalogue) and Google Scholar:

Novanet <i>single item</i>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Under “Send To”, click” REFWORKS”
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<p>Novanet <i>multiple items</i></p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Click  "keep this item" to save items to my favorites folder • Repeat for other records • Click "Go to My Favorites" on the top right corner • Mark the records you want to export. • Beside My Favorites, click "..." then click "Refworks" to export
<p>Novanet Classic (<i>green interface</i>)</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Mark the records you want to export • Click "Email/Save/Export" tab • Under "Record Format", choose "Full View" and click "Go" • Click the green "RefWorks" button to complete the export
<p>Google Scholar</p>	<p><u>Direct Export</u></p> <ul style="list-style-type: none"> • Click  (Cite) for the record you want to save to Refworks • Select "RefWorks" on the bottom of the popup page <p><u>Note:</u> You can also set up direct links to RefWorks in your results by going to Settings>Bibliography Manager>Show links to import citations into RefWorks>Save</p>