

RefWorks at the University of Aberdeen - Importing Records from Information Databases

The method of importing records from information databases available to us varies according to the *database*. There are two main methods for *bringing/importing* records into *RefWorks*:

- **1–step**: directly from the database by using the **Save to RefWorks** button
e.g. this method is used by *ProQuest*, *Scopus*, *Web of Science* and *Ovid Medline*.
- **2–step**: save the references as a file (the type of file depends on the database – see instructions below), open RefWorks and import the file using the relevant database filters.

The 1-step and 2-step methods work because there are RefWorks *filters* in place to allow the records to come through in the correct format. If RefWorks filters do not exist for a database the only way in which to bring records in is to manually type them into your account. Downloading records into RefWorks from Word or Excel documents is possible but very time consuming – we recommend that you search for the records in a relevant database and export them to RefWorks. If you are unable to find a particular record in a database we recommend that you manually create a record within RefWorks.

The majority of the databases to which we have access allow either the 1-step or 2-step process.

Click on the alphabetical index below to navigate to the database(s) you require for instructions on how to import references into RefWorks.

[A](#) – [B](#) – [C](#) – [D](#) – [E](#) – [F](#) – [G](#) – [H](#) – [I](#) – [J](#) – [K](#) – [L](#) – [M](#) – [N](#) – [O](#) – [P](#) – [Q](#) – [R](#) – [S](#) – [T](#) – [U](#) – [V](#) – [W](#) – [X](#) – [Y](#) – [Z](#) – <#>

Database	Supplier	Method
ABI/INFORM Complete	ProQuest	See <i>ProQuest</i> entry for instructions
Accounting & Tax	ProQuest	See <i>ProQuest</i> entry for instructions
ACM Digital Library (Association for Computing Machinery)	Association for Computing Machinery	<p>2–step</p> <p>NB: you can only export one reference at a time from the ACM Digital Library</p> <p>Click on article title of interest</p> <p>In the Tools and Resources box:</p> <p>Under Export Formats click on BibTeX</p> <p>A pop-up window will open</p> <p>Scroll down to the bottom of the pop-up window and click on download link</p> <p>In the File Download window:</p> <p>Click on the Save button</p> <p>Save the records as a bib file (.bib)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p>

		<p>Import Filter/Data Source: BibTeX Database: ACM Digital Library (BibTeX format) Beside Select Text File click on Choose file Browse to your saved bib file and click on the file to add it to the RefWorks import data box Click on the Import button WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
ACS Publications (American Chemical Society)	ACS Publications	<p>2–step Tick record(s) of interest Click the Download Citations link at the top of the results list In the Download Citations window: Format: RIS Include: select level of details required Click on the Download Citation(s) button On your browser File menu (page in Windows) choose Save As and save the file as a RIS file (.ris) Login to your RefWorks account Open the References drop-down menu Click on Import In the Import References window: Import Filter/Data Source: RIS Format Database: RIS Format Beside Select Text File click on Choose file Browse to your saved .ris file and click on the file to add it to the RefWorks import data box Click on the Import button</p>
AIDS and Cancer Research Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Algology Mycology and Protozoology Abstracts (Microbiology C)	ProQuest	See <i>ProQuest</i> entry for instructions
AMED (Allied & Complementary Medicine)	Ovid	See <i>Ovid</i> entry for instructions
Animal Behavior Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Anthropology <i>Plus</i>	EBSCO	See <i>EBSCOhost</i> entry for instructions
AnthroSource	AAA / Wiley	<p>1–step NB: you can only export one reference at a time from AnthroSource Click on article title of interest Click on View/save citation In the Cite this article window: Save citation to: click on RefWorks</p>

Art & Architecture Complete	EBSCO	See <i>EBSCOhost</i> entry for instructions
ASFA Aquatic Sciences and Fisheries Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
ATLA Religion Database	EBSCO	See <i>EBSCOhost</i> entry for instructions
Bacteriology Abstracts (Microbiology B)	ProQuest	See <i>ProQuest</i> entry for instructions
BBIH (Bibliography of British and Irish History)	BREPOLs	See <i>BREPOLiS</i> entry for instructions
BEI (British Education Index)	EBSCO	See <i>EBSCOhost</i> entry for instructions
Biological Sciences	ProQuest	See <i>ProQuest</i> entry for instructions
BioMed Central (BMC)	Springer Nature	<p>2–step</p> <p>NB: you can only export one reference at a time from BMC</p> <p>Click on article title of interest</p> <p>Click on Export Citations drop-down menu</p> <p>Under Papers, Zotero, Reference Manager, RefWorks (.RIS)</p> <p>Click on entry as required to save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>TIP: BMC is indexed in Medline. Use Ovid Medline to export multiple references to RefWorks. See <i>Ovid</i> entry for instructions.</p>
BioOne Complete	BioOne	<p>2–step</p> <p>Tick record(s) of interest</p> <p>Click the Download to Citation Manager link at the top of the results list</p> <p>In the Citation Manager window:</p> <p>Click on the Download citation data button</p> <p>Save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p>

		<p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
BIOSIS Citation Index (Web of Science)	Clarivate Analytics	<p>1–step</p> <p>Go to http://wok.mimas.ac.uk/</p> <p>Open Web of Science</p> <p>Select a database: click on the drop-down menu and select BIOSIS Citation Index</p> <p>Conduct a search and tick record(s) of interest</p> <p>Click on the Save to EndNote online drop-down menu at the top of the results list</p> <p>Click on Save to RefWorks</p> <p>In the Send to RefWorks pop-up box:</p> <p>Record content: Author, Title, Source, Abstract</p> <p>Click on the Send button</p> <p>For more tips go to <i>Web of Science</i> entry</p>
BREPOLiS	BREPOLs	<p>2–step</p> <p>Tick record(s) of interest</p> <p>Click on Export</p> <p>In the Export window:</p> <p>Select method of export: Download</p> <p>Format: .txt – RefWorks Tagged Format</p> <p>Click on the Export button</p> <p>Save the file as a text file (.txt)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RefWorks Tagged Format</p> <p>Database: Tagged Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved text file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
British Newspapers 1600-1900	Gale Cengage	To export references to RefWorks it is necessary to use the Gale Primary Sources platform. See <i>Gale Primary Sources</i> entry for instructions
British Periodicals	ProQuest	See <i>ProQuest</i> entry for instructions
CAB Abstracts	Ovid	See <i>Ovid</i> entry for instructions
Calcium & Calcified Tissue Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions

Cambridge Core	Cambridge University Press	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Scroll down the page.</p> <p>Click on Export Citations in the left-hand side column</p> <p>Click on Export Citation</p> <p>In the Citation Tools pop-up window:</p> <p>Export: select RefWorks</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
Chemoreception Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
CINAHL	EBSCO	See <i>EBSCOhost</i> entry for instructions
Cochrane Library	Wiley	<p>2–step</p> <p>NB: Cochrane Library export works best using Firefox browser</p> <p>Tick record(s) of interest</p> <p>Click the Export Selected citations link at the top of the results list</p> <p>In the Export selected citations window:</p> <p>Export type: Select according to the hardware you’re using (PC, Mac, Lynix)</p> <p>Click on RIS (Reference Manager)</p> <p>Tick the box next to Include abstract</p> <p>Click on Download - the references will be saved to your Downloads folder</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS format</p> <p>Database: Wiley Online</p> <p>Beside Select Text File click on Choose file - browse to your saved text file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>TIP: use the Ovid platform for 1-step export to RefWorks. See <i>Ovid</i> entry for instructions.</p>
COPAC	COPAC	<p>1–step (via REFWORKS)</p> <p>Log in to your RefWorks account</p> <p>Open the Search drop-down menu</p> <p>Click on Online Catalog or Database</p> <p>Search: select COPAC</p> <p>Click on Advanced Search</p> <p>Click on the green + icon to open a 2nd search box</p> <p>Type in your keywords and click on Search</p>

		<p>A list of search results will open in a separate window – tick the record(s) you wish to import into your RefWorks account</p> <p>TIP: Select and Import records separately on each page of results</p>
		<p>2–step (via COPAC website)</p> <p>Tick record(s) of interest</p> <p>Scroll down to bottom of page</p> <p>In the Export box:</p> <p>Select the number of records required</p> <p>Export as: Tagged (Full)</p> <p>Click on the Export button</p> <p>On your browser File menu (page in Windows) choose Save As and save the file as a .txt file</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: COPAC</p> <p>Database: COPAC</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved text file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
Defining Gender	Adam Matthew	<p>1–step</p> <p>NB: you can only export one reference at a time from Defining Gender</p> <p>Click on title of interest in results list</p> <p>Click on Citation / Export button</p> <p>In the Citation Tool pop-up window:</p> <p>Export: click on RefWorks</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
Digital Karl Barth Library	Alexander Street Press	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
Digital Library of Classic Protestant Texts	Alexander Street Press	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
Duke University Press Journals Online	Duke University Press	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Select download to citation manager at the top or bottom of the results list</p> <p>Click on Go</p> <p>In the Selected Abstracts window:</p>

		<p>Click on Download all citations on this page to my citation manager</p> <p>In the Download to Citation Manager window:</p> <p>Click on the word RefWorks</p>
Early European Books (EEB)	ProQuest	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on Marked List in the right-hand column</p> <p>Click on Download</p> <p>In the Marked List: Download Selected Items window:</p> <p>Click on Export directly to RefWorks</p>
Ebook Central (ebrary)	ProQuest	<p>1–step</p> <p>Log into Ebook Central using your University computer username and password</p> <p>Click on book title of interest</p> <p>Click on Cite Book link on left-hand side</p> <p>In the Citation pop-up window:</p> <p>Format: select relevant style</p> <p>Export Citation: click on RefWorks button</p> <p>TIP: to export multiple titles at the same time:</p> <p>Save the titles to your bookshelf</p> <p>Open bookshelf and tick record(s) of interest</p> <p>Click on the Cite Folder icon at the top of the list</p> <p>In the Export citations pop-up window:</p> <p>Format: select relevant style</p> <p>Export As: select RefWorks from drop-down menu</p> <p>Click on Export button</p>
EBSCOhost	EBSCO	<p>1–step</p> <p>Select records by clicking on the folder icon on the right-hand side of each record</p> <p>Click on the Folder View link in the box on the right-hand side of the screen</p> <p>In the Folder Contents window:</p> <p>Tick records to be exported</p> <p>Click on Export icon on right-hand side</p> <p>In the Export Manager window:</p> <p>Under Save Citations to a file formatted for: select Direct Export to RefWorks</p> <p>Click on the Save button</p>
EBM Reviews (and all subsets)	Ovid	See <i>Ovid</i> entry for instructions
ECCO (Eighteenth Century Collections Online)	Gale Cengage	<p>NB: the option to export to RefWorks on the ECCO interface does not work.</p> <p>To export references to RefWorks it is necessary to use the Gale Primary Sources platform. See <i>Gale Primary Sources</i> entry for instructions</p>
Ecology Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions

EconLit	ProQuest	See <i>ProQuest</i> entry for instructions
Education Abstracts (H.W. Wilson)	EBSCO	See <i>EBSCOhost</i> entry for instructions
EEBO (Early English Books Online)	ProQuest	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on Marked List at the top of the screen</p> <p>Click on the Download Records button</p> <p>In the Download Records window:</p> <p>Under Alternatively, export directly to:</p> <p>Click on Refworks</p>
EMBASE	Ovid	See <i>Ovid</i> entry for instructions
Empire Online	Adam Matthew	<p>1–step</p> <p>NB: you can only export one reference at a time from Empire Online</p> <p>Click on title of interest in results list</p> <p>Click on Citation / Export button</p> <p>In the Citation Tool pop-up window:</p> <p>Export: click on RefWorks</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
Entomology Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Environmental Engineering Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Environmental Impact Statements – Full Text & Digests	ProQuest	See <i>ProQuest</i> entry for instructions
Environmental Sciences and Pollution Management	ProQuest	See <i>ProQuest</i> entry for instructions
ERA (Educational Research Abstracts)	Taylor & Francis	See <i>Taylor & Francis Online</i> entry for instructions
ERIC (Educational Resources Information Center)	EBSCO	See <i>EBSCOhost</i> entry for instructions
ESTC (English Short Title Catalogue)	British Library	<p>1–step (via REFWORKS)</p> <p>Log in to your RefWorks account</p> <p>Open the Search drop-down menu</p> <p>Click on Online Catalog or Database</p> <p>Search: select British Library</p> <p>Click on Advanced Search</p> <p>Click on the green + icon to open a 2nd search box</p> <p>Type in your keywords and click on Search</p> <p>A list of search results will open in a separate window – tick the record(s) you wish to import into your RefWorks account</p>

		TIP: Select and Import records separately on each page of results
EThOS (Electronic Theses Online Service)	British Library	<p>1–step (via REFWORKS)</p> <p>Log in to your RefWorks account</p> <p>Open the Search drop-down menu</p> <p>Click on Online Catalog or Database</p> <p>Search: select British Library</p> <p>Click on Advanced Search</p> <p>Click on the green + icon to open a 2nd search box</p> <p>Type in your keywords and click on Search</p> <p>A list of search results will open in a separate window – tick the record(s) you wish to import into your RefWorks account</p> <p>TIP: Select and Import records separately on each page of results</p>
Gale NewsVault	Gale Cengage	<p>1–step</p> <p>NB: you can only export one reference at a time from the Gale NewsVault.</p> <p>Click on the NewsVault link and conduct your search</p> <p>Click on title of record of interest</p> <p>Click on CITE icon above the preview</p> <p>In the GENERATE CITATION window:</p> <p>Export to third party software: RefWorks</p> <p>Click on Export</p> <p>TIP: use the Gale Primary Sources platform to export multiple references to RefWorks. See <i>Gale Primary Sources</i> entry for instructions.</p>
Gale Primary Sources	Gale Cengage	<p>1–step</p> <p>Create a personal account in Gale Primary Sources</p> <p>Log in and conduct your search</p> <p>Select records by clicking on the folder icon on the right-hand side of each record</p> <p>Click on Tools in the top bar</p> <p>Click on My Folder</p> <p>Click on Documents</p> <p>In the My Folder window:</p> <p>Tick record(s) of interest</p> <p>Click on Citation Tools</p> <p>In the Citation Tools pop-up window:</p> <p>Export To: select RefWorks</p> <p>Click on the Export button</p>
GreenFILE	EBSCO	See <i>EBSCOhost</i> entry for instructions
Health & Safety Science Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Health Services Research Projects in Progress (HSRProj)	NLM Gateway	There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.

		See <i>Manual</i> entry for instructions for entering these records into RefWorks
HeinOnline	HeinOnline	There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format. See <i>Manual</i> entry for instructions for entering these records into RefWorks
Human Genome Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
IBSS (International Bibliography of the Social Sciences)	ProQuest	See <i>ProQuest</i> entry for instructions
ICE virtual library (Institution of Civil Engineers)	Thomas Telford	<p>1–step</p> <p>NB: it is necessary to register for a personal account and sign in if you want to export more than one reference at a time from ICE virtual library. Once signed in, save each record of interest to your favourites and then export them to RefWorks.</p> <p>Click on article title of interest</p> <p>Under Content Tools on the right-hand side click on Cite this</p> <p>In new window:</p> <p>Format: RefWorks</p> <p>Direct import: leave selected</p> <p>Click on Download article citation data button</p> <p>Click on Submit data to RefWorks button</p>
IEEE Xplore	IEEE	<p>IMPORTANT: as at May 2018 the 1-step method of exporting records to RefWorks is NOT working. Until it is fixed, please use the following steps:</p> <p>2–step</p> <p>Tick record(s) of interest</p> <p>Click the Export link in the top bar</p> <p>In the drop-down window:</p> <p>Click on the Citations tab</p> <p>Format: RIS</p> <p>Include: Citation & Abstract</p> <p>Click on Export and save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: IEEE</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>

		<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click the Export link in the top bar</p> <p>In the drop-down window:</p> <p>Click on the Citations tab</p> <p>Format: RefWorks</p> <p>Include: Citation & Abstract</p> <p>Click on Export</p> <p>TIP: you may have to change your browser settings to allow pop-ups</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
IMB (International Medieval Bibliography)	BREPOLs	See <i>BREPOLiS</i> entry for instructions
Immunology Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Industrial and Applied Microbiology Abstracts (Microbiology A)	ProQuest	See <i>ProQuest</i> entry for instructions
Ingenta Connect	Ingenta	<p>2–step</p> <p>Click on the Favourites: ADD link to select each record of interest</p> <p>Click on My Profile on the right-hand side of the list of results</p> <p>Under Tools in the right-hand side column click on Export options +</p> <p>Click on plain text</p> <p>A new window will open</p> <p>On your browser File menu (page in Windows) choose Save As and save the file as a text file (.txt)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: Ingenta</p> <p>Database: Multiple Databases</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .txt file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
IOP (IOPscience)	IOP Publishing	<p>2–step</p> <p>NB: you can only export one reference at a time from IOP</p> <p>Click on title of record of interest</p> <p>Click the RIS button below the abstract</p>

		<p>Save the file as a RIS file (.ris) Login to your RefWorks account Open the References drop-down menu Click on Import In the Import References window: Import Filter/Data Source: RIS Format Database: RIS Format Beside Select Text File click on Choose file Browse to your saved .ris file and click on the file to add it to the RefWorks import data box Click on the Import button WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
Iter Bibliography	University of Toronto Libraries	<p>1–step Hover cursor over icon to left of record of interest Click on Mark in drop-down menu Click on Marked Records tab at top of results list Tick record(s) of interest Click on send to RefWorks WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
JSTOR	JSTOR	<p>1–step NB: you can only export references from one page at a time from JSTOR Tick record(s) of interest Click on Export Selected Citations at the top of the results list Click on the Export to RefWorks link</p>
Lexis Library	LexisNexis	<p>WARNING: REFWORKS IS NOT SUITABLE FOR LAW STUDENTS USING THE OSCOLA STYLE 1–step Tick record(s) of interest Click on the Export Bibliographic References button at the top of the results list In the Export Bibliographic References window: Document Range: select Tagged Documents Click on Export button WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
LION (Literature Online)	ProQuest	<p>1–step Tick record(s) of interest Click on Selected Items at the top of the screen In the Selected Items window: Click on the relevant content type in the left-hand column (e.g. Prose, Drama, ABELL) to open the list of selected records Click on Export/Save</p>

		In the Export/Save window: Click on Export directly to Refworks
LISTA (Library, Information Science & Technology Abstracts)	EBSCOhost	See <i>EBSCOhost</i> entry for instructions
LLBA (Linguistics and Language Behavior Abstracts)	ProQuest	See <i>ProQuest</i> entry for instructions
Lyell Collection	Geological Society of London	<p>2–step</p> <p>NB: you can only export one reference at a time from Lyell Collection</p> <p>Click on title of record of interest</p> <p>Click on Citation tools in the right-hand column</p> <p>In the Citation tools window: Citation manager formats: RefWorks Tagged</p> <p>Save the file as a text file (.txt)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window: Import Filter/Data Source: RefWorks Tagged Format</p> <p>Database: Tagged Format</p> <p>Beside Select Text File click on Choose file Browse to your saved text file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
Manual entry into RefWorks	RefWorks	<p>If there are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format do the following steps:</p> <p>Login to your RefWorks account</p> <p>Click on the New Reference button</p> <p>In the Add New Reference window: Fields used by: select a citation style from the drop-down menu and Reference Type: select the relevant type of document (e.g. Journal, book)</p> <p>Complete the fields – this is the information that is essential for your references</p> <p>Add to folder: select a folder in which to file your record (optional)</p> <p>Click on the Save Reference button; if you intend to create another new record click on the Save & Add New button</p>
Mary Ann Liebert	Mary Ann Liebert	<p>2–step</p> <p>Tick record(s) of interest</p> <p>Click on the Choose an action for your selected articles drop-down menu at the top of the results list</p>

		<p>Click on Download metadata</p> <p>In the Download Article Metadata window:</p> <p>Include: Article citation, reference list and abstract</p> <p>Click the Download Article Metadata button</p> <p>Save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
MathSciNet	American Mathematical Society	<p>2-step</p> <p>Tick record(s) of interest</p> <p>Click on the Batch Download drop-down menu At the top of the results list</p> <p>Click on Citations (BibTeX)</p> <p>Click on Retrieve Marked</p> <p>A window will open listing the references in BibTeX format</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Below Import From, click on From Text</p> <p>Import Filter/Data Source: BibTeX</p> <p>Database: MathSciNet (AMS) (BibTex format)</p> <p>Copy and paste your references (in BibTeX format) into the empty box</p> <p>Click on the Import button</p>
MEDLINE	Ovid	<p>1-step</p> <p>Tick record(s) of interest</p> <p>Click on Export at the top of the results list</p> <p>In the Export Citation(s) pop-up window:</p> <p>Format: RefWorks</p> <p>Fields: set as required</p> <p>Click on the Export button</p>
MLA International Bibliography (via LION)	ProQuest	<p>1-step</p> <p>Tick record(s) of interest</p> <p>Click on Selected Items at the top of the screen</p> <p>In the Selected Items window:</p> <p>Click on MLIAB in the left-hand column to open the list of selected records</p>

		<p>Click on Export/Save</p> <p>In the Export/Save window:</p> <p>Click on Export directly to Refworks</p>
MLA International Bibliography (via the main ProQuest platform)	ProQuest	See <i>ProQuest</i> entry for instructions
MyiLibrary	Ingram	<p>1–step</p> <p>NB: you can only export one reference at a time from MyiLibrary</p> <p>Open book of interest</p> <p>Click on arrow beside Bibliographic Details in the left-hand menu</p> <p>Click on Export to RefWorks (allow pop-ups)</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
National Archives	National Archives	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
National Bureau of Economic Research Working Papers (NBER)	National Bureau of Economic Research	<p>2–step</p> <p>NB: you can only export one reference at a time from the NBER</p> <p>Click on record title of interest</p> <p>Look below the abstract to Machine-readable bibliographic record:</p> <p>Click on RIS</p> <p>A window will open, displaying the reference in RIS format</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Below Import From, click on From Text</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Copy and paste your reference (in RIS format) into the empty box</p> <p>Click on the Import button</p>
Neurosciences Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
NLM Meeting Abstracts (from AIDS Meetings , Health Services Research Projects in Progress and Space Life Sciences Meetings)	NLM Gateway	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
Northern Ireland: a divided community (via Archives Unbound)	Gale Cengage	<p>1–step</p> <p>Tick record(s) of interest</p>

		<p>Click on Marked Items at the top of the screen</p> <p>Click on the Citation Tools icon in the top-right</p> <p>In the Generate a Citation window:</p> <p>Export to third party software: RefWorks</p> <p>Click on the Export button</p> <p>A new window will open, displaying the reference(s) in a different format</p> <p>Under RefWorks Launched, click on the RefWorks link</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
Nucleic Acids Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Oceanic Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
OECD iLibrary	Ingenta	<p>1–step</p> <p>NB: you can only export one reference at a time from the OECD iLibrary</p> <p>Click on title of record of interest</p> <p>Click on Cite this chapter/publication/working paper etc on right-hand side of screen</p> <p>In the Cite this content as window:</p> <p>Download to: Import into RefWorks</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
OHSIS: Occupational Health & Safety Information Service	IHS	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
Oncogenes and Growth Factors Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
OnePetro	Society of Petroleum Engineers (SPE)	<p>2–step</p> <p>Tick record(s) of interest</p> <p>Click on Export citations button at the top of the results list</p> <p>In the Citations pop-up window:</p> <p>Export to: Reference manager (RIS)</p> <p>Save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>

		<p>WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p> <p>TIP: use Scopus for 1-step export to RefWorks. See <i>Scopus</i> entry for instructions.</p>
Oxford Academic Journals	Oxford University Press (OUP)	<p>2–step</p> <p>NB: you can only export one reference at a time from Oxford Academic Journals</p> <p>Click on article title of interest</p> <p>Click on the Cite link (below the date of publication)</p> <p>In the Citation pop-up window:</p> <p>Download citation file: RIS (Zotero)</p> <p>Save the file as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
Ovid	Ovid	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on Export at the top of the results list</p> <p>In the Export Citation(s) pop-up window:</p> <p>Format: RefWorks</p> <p>Fields: set as required</p> <p>Click on the Export button</p>
Periodicals Archive Online	ProQuest	See <i>ProQuest</i> entry for instructions
PhilPapers	PhilPapers Foundation	<p>1–step</p> <p>NB: you can only export one reference at a time from PhilPapers</p> <p>Under record title of interest, click on Export citation</p> <p>In the Choose a format drop-down menu:</p> <p>Click on RefWorks</p>
Plant Science	ProQuest	See <i>ProQuest</i> entry for instructions
Pollution Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
POPLINE	Johns Hopkins University	<p>2–step</p> <p>Create a personal POPLINE account</p> <p>Under record(s) of interest, click on ADD TO MY DOCUMENTS</p> <p>Click on My Documents</p> <p>Click on the RIS button on the right-hand side</p> <p>Save the file as a RIS file (.ris)</p>

		<p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
Primo	Ex Libris	<p>1–step (via REFWORKS)</p> <p>Log in to your RefWorks account</p> <p>Open the Search drop-down menu</p> <p>Click on Online Catalog or Database</p> <p>Search: select University of Aberdeen</p> <p>Click on Advanced Search</p> <p>Click on the green + icon to open a 2nd search box</p> <p>Type in your keywords and click on Search</p> <p>A list of search results will open in a separate window – tick the record(s) you wish to import into your RefWorks account</p> <p>TIP: Select and Import records separately on each page of results</p>
Project MUSE	Johns Hopkins University Press	<p>1–step</p> <p>NB: you can either save all of the search results or one reference at a time from Project Muse</p> <p>Click on article title of interest</p> <p>Click on View Summary or the article title if there is no View Summary link</p> <p>Click on Save Citation on the right-hand side</p> <p>Repeat the above steps for additional articles of interest</p> <p>Click on Saved Citations in the top right-hand corner</p> <p>In the Export Saved Citations window:</p> <p>Click on the Export to RefWorks button</p>
ProQuest	ProQuest	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on the Save icon at the top of the results list</p> <p>In the Export/Save window:</p> <p>Items selected: select box</p> <p>Output to: RefWorks</p> <p>Content: Citation, abstract, indexing</p> <p>Scroll down and click on the Continue button</p>
PsycARTICLES	Ovid	See <i>Ovid</i> entry for instructions
PsycINFO	Ovid	See <i>Ovid</i> entry for instructions

PubMed	NLM PubMed	<p>We strongly recommend the use of MEDLINE rather than PubMed as the poorer quality of records from PubMed may mean that you are unable to correctly format a bibliography</p> <p>1–step (via REFWORKS) Login to your RefWorks account Open the Search drop-down menu Click on Online Catalog or Database Search drop-down menu: PubMed Type in your keywords and click on Search A list of search results will open in a separate window – select the records you wish to import into your RefWorks account TIP: Select and Import records separately on each page of results</p>
		<p>2–step (via PubMed website) Tick record(s) of interest Click on Send to link at top of list of results In the Choose Destination window: Select Citation Manager Click on Create File button Save the records as an NBIB file (.nbib) Login to your RefWorks account Open the References drop-down menu Click on Import In the Import References window: Import Filter/Data Source: NLM PubMed Database: PubMed Beside Select Text File click on Choose file Browse to your saved NBIB file and click on the file to add it to the RefWorks import data box Click on the Import button WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
Reaxys	Reed Elsevier	<p>2–step Tick record(s) of interest Click the Export icon located at the top of the list In the Export documents Reaxys window: Choose a format: Literature Management Systems Range: Selected Additional options: tick Include abstracts Click on Export button In the Your export is ready pop-up window: Click on Download Save the file as a RIS file (.ris) Login to your RefWorks account</p>

		<p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: Reaxys</p> <p>Beside Select Text File click on Choose file Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
RILM Abstracts of Music Literature	EBSCOhost	See <i>EBSCOhost</i> entry for instructions
Royal Society Journals	Royal Society Publishing	<p>2–step</p> <p>NB: you can only export one reference at a time from Royal Society Journals</p> <p>Click on article title of interest</p> <p>Click on Citation tools in the right-hand side column</p> <p>In the Citation tools pop-up window:</p> <p>Click on the RefWorks Tagged button</p> <p>Save the record as a text file (.txt)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RefWorks Tagged Format</p> <p>Database: Tagged Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved text file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p>
RSC Journals	Royal Society of Chemistry	<p>2–step</p> <p>NB: you can only export one reference at a time from RSC Journals</p> <p>Click on article title of interest</p> <p>Click on the Citation drop-down menu in the right-hand side column</p> <p>Select RefWorks</p> <p>Click on the Go button</p> <p>Save the records as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p>

		Beside Select Text File click on Choose file Browse to your saved .ris file and click on the file to add it to the RefWorks import data box Click on the Import button
Safari Books Online	ProQuest	See <i>Primo</i> entry for instructions
SAGE Journals	SAGE Publications	1–step Tick record(s) of interest Click on Download selected citations above the list of results In the next window: Format: RefWorks Click on the Download Citation button In the next window: Click on the Submit data to RefWorks button
ScienceDirect	Elsevier	1–step NB: you can only export one reference at a time from ScienceDirect Under article title of interest click on Export Citation In the Export drop-down window: Click on Save to RefWorks TIP: use the Scopus platform to export multiple references to RefWorks. See <i>Scopus</i> entry for instructions.
Scopus	Elsevier	1–step Tick record(s) of interest Click on Export at the top of the results list In the Export document settings window: Select your method of export: RefWorks What information do you want to export: leave the Citation information selected (selected by default) Select Abstract Click on the Export button TIP: if you are having problems sending references from Scopus to RefWorks, log out of RefWorks and close the window. Now try again.
Social Services Abstracts (part of Sociological Abstracts)	ProQuest	See <i>ProQuest</i> entry for instructions
Social Theory	Alexander Street Press	There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format. See <i>Manual</i> entry for instructions for entering these records into RefWorks
Sociological Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
SPORTDiscus	EBSCOHost	See <i>EBSCOhost</i> entry for instructions
Springer Link	Springer	2–step

		<p>NB: you can only export one reference at a time from Springer Link</p> <p>Click on record title of interest</p> <p>Click on the Cite article drop-down menu in the right-hand side column</p> <p>Click on RefWorks</p> <p>Save the record as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
State Papers Online	Gale Cengage	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on Mark List in the left-hand side box</p> <p>In the Marked Documents window:</p> <p>Click on Citation Tools in the left-hand side box</p> <p>In the Generate a Citation window:</p> <p>Export to third party software: RefWorks</p> <p>Click on the Export button</p> <p>A new window will open, displaying the reference(s) in a different format</p> <p>Under RefWorks Launched, click on the RefWorks link</p>
Statistical Accounts of Scotland	EDINA	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p><i>See Manual entry for instructions for entering these records into RefWorks</i></p>
Taylor & Francis Online	Taylor & Francis	<p>1–step</p> <p>NB: you can only export one reference at a time from the Taylor & Francis platform</p> <p>Click on title of record of interest</p> <p>Click on the Download citation link</p> <p>In the Download Citation window:</p> <p>Choose format: RefWorks Direct Export</p> <p>Include: Citation and abstract for the content below</p> <p>Click on the Download citations button</p>
Teacher Reference Center	EBSCOhost	<p>See <i>EBSCOhost</i> entry for instructions</p>

The Times Digital Archive (TTDA)	Gale Cengage	<p>1–step</p> <p>NB: you can only export one reference at a time from TTDA</p> <p>Click on title of record of interest</p> <p>Click on CITE icon above the preview</p> <p>In the GENERATE CITATION window:</p> <p>Export to third party software: RefWorks</p> <p>Click on Export</p> <p>TIP: use the Gale Primary Sources platform to export multiple references to RefWorks. See <i>Gale Primary Sources</i> entry for instructions.</p>
Toxicology Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
TOXLINE	ProQuest	See <i>ProQuest</i> entry for instructions
University Press Scholarship Online (UPSO)	Oxford University Press	<p>2–step</p> <p>NB: you can only export one reference at a time from UPSO</p> <p>Click on title of record of interest</p> <p>Click on the Cite icon (pencil) above the title</p> <p>In the Preview citation window:</p> <p>Export citation: click on RefWorks</p> <p>Save the record as a RIS file (.ris)</p> <p>Login to your RefWorks account</p> <p>Open the References drop-down menu</p> <p>Click on Import</p> <p>In the Import References window:</p> <p>Import Filter/Data Source: RIS Format</p> <p>Database: RIS Format</p> <p>Beside Select Text File click on Choose file</p> <p>Browse to your saved .ris file and click on the file to add it to the RefWorks import data box</p> <p>Click on the Import button</p> <p>TIP: see <i>Primo</i> entry for 1-step export instructions.</p>
UK Parliamentary Papers – <i>previously known as House of Commons Parliamentary Papers (HCPP)</i>	ProQuest	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on Save icon above the list of results</p> <p>Click on RefWorks</p> <p>WARNING: CHECK YOUR REFERENCES ONCE THEY’VE IMPORTED INTO REFWORKS</p>
Virology and AIDS Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Water Resources Abstracts	ProQuest	See <i>ProQuest</i> entry for instructions
Web of Science (WoS)	Clarivate Analytics	<p>1–step</p> <p>Tick record(s) of interest</p> <p>Click on the Save to EndNote online drop-down menu at the top or bottom of the results list</p>

		<p>Click on Save to RefWorks</p> <p>In the Send to RefWorks pop-up box:</p> <p>Record content: Author, Title, Source, Abstract</p> <p>Click on the Send button</p> <p>NOTE: If you wish to select records across several pages do the following:</p> <p>Tick record(s) of interest</p> <p>Click on Add to Marked List</p> <p>Move on to the next page and repeat</p> <p>When you are ready to export to RefWorks:</p> <p>Click on Marked List at the top of the page</p> <p>Step 1: All records in this list</p> <p>Step 2: Select the details you wish to export</p> <p>Step 3: Click on the Save to EndNote online drop-down menu</p> <p>Click on Save to RefWorks</p> <p>WARNING: If you use Internet Explorer as your web browser you may find that the RefWorks login pop-up window is blocked. Look for the yellow warning bar at the top of the page. With your mouse right-click on the yellow bar and 'Always allow pop-ups from this site'.</p> <p>You will have to return to your results list, select again the records you wish to export, then follow the steps given above</p>
Westlaw	Sweet & Maxwell (Thomson Reuters)	<p>There are no RefWorks <i>filters</i> in place to allow the records to come through in the correct format.</p> <p>See <i>Manual</i> entry for instructions for entering these records into RefWorks</p>
Wiley Online Library	Wiley	<p>1-step</p> <p>Tick record(s) of interest</p> <p>Click on the Export Citation link at the top of the results list</p> <p>In the Export Citation window:</p> <p>Format: RefWorks</p> <p>Export type: Citation & Abstract</p> <p>Click on the Submit button</p>
WorldCat	OCLC	<p>1-step</p> <p>Login to your MyWorldCat account and conduct search</p> <p>Tick record(s) of interest</p> <p>Click on the Save to drop-down menu at the top of the results</p> <p>Click on Things to Check Out</p> <p>Click on the Save button</p> <p>A green bar will appear which indicates that the 'Selected items have been added to <u>your list</u>'</p> <p>Click on <u>your list</u></p>

		<p>In the Things to Check Out window: Click on the Citations View tab Select the records to be exported Export selected references: to RefWorks Click on the Export button WARNING: CHECK YOUR REFERENCES ONCE THEY'VE IMPORTED INTO REFWORKS</p>
Zetoc	Mimas	<p>2-step Tick record(s) of interest Click on Download button at the top of the results list In the Download Records window: Format: Short labels Download: Just tagged records Click on the Send file button Save the file as a text file (.txt) Login to your RefWorks account Open the References drop-down menu Click on Import In the Import References window: Import Filter/Data Source: MIMAS Database: Zetoc Beside Select Text File click on Choose file Browse to your saved text file and click on the file to add it to the RefWorks import data box Click on the Import button</p>
17th and 18th Century Burney Collection	Gale Cengage	To export references to RefWorks it is necessary to use the Gale Primary Sources platform. See <i>Gale Primary Sources</i> entry for instructions
19th Century British Library Newspapers	Gale Cengage	To export references to RefWorks it is necessary to use the Gale Primary Sources platform. See <i>Gale Primary Sources</i> entry for instructions
19th Century UK Periodicals	Gale Cengage	To export references to RefWorks it is necessary to use the Gale Primary Sources platform. See <i>Gale Primary Sources</i> entry for instructions

Help and advice:

If you have any problems with accessing RefWorks or using any of the features please contact the IT Service Desk
email: servicedesk@abdn.ac.uk
tel. 01224 273636 (includes out-of-hours service)

The Information Advisers/Consultants can also help with any subject specific difficulties:

Biological & Physical Sciences, Engineering

Susan McCourt
email: s.mccourt@abdn.ac.uk
tel: 01224 273287

Education, Music & Social Sciences

Claire Molloy

email: c.a.l.molloy@abdn.ac.uk

tel: 01224 274813

Medicine, Dentistry & Biomedical Sciences

Melanie Bickerton

email: m.bickerton@abdn.ac.uk

tel: 01224 437876

Business & Law

Janet MacKay

email: j.i.mackay@abdn.ac.uk

tel: 01224 272572 or 01224 273892

Arts & Humanities

Ewan Grant

email: e.grant@abdn.ac.uk

tel: 01224 272587

General enquiries

Eleni Boroboka

email: eleni.boro@abdn.ac.uk

tel: 01224 273848

Queries or comments on any aspect of RefWorks are welcome at any time.

Library guides are at <https://www.abdn.ac.uk/library/support/library-guides-101.php>

More information: <https://www.abdn.ac.uk/library/support/information-skills-179.php#panel192>

Click on **Referencing with RefWorks** for more information about RefWorks.

Click on **Online Resources for Information Skills** to link out to our presentations and worksheets