

# Referencing: RefWorks

## Social Sciences databases

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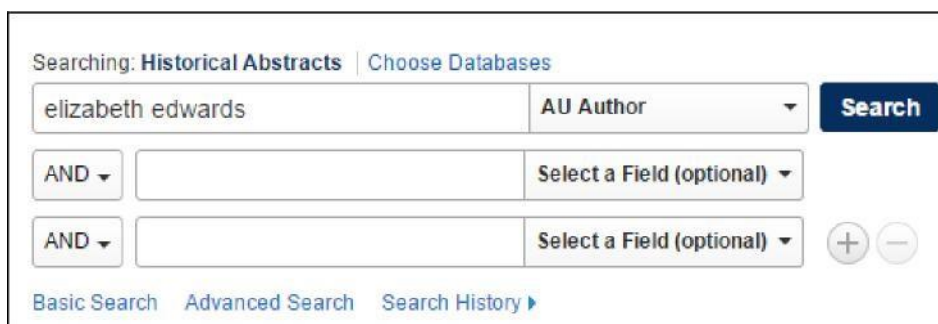
## Exporting from an EBSCO database to RefWorks

The EBSCO service hosts a number of key bibliographic databases covering journal articles, book reviews, collections of essays and conference proceedings in the Humanities, including:

- America: History & Life
- Art Full Text (including Art Abstracts)
- ATLA with ATLASerials
- Historical Abstracts
- New Testament Abstracts
- Old Testament Abstracts
- Philosopher's Index
- RILM Abstracts of Music Literature
- MLA International Bibliography

### Accessing and searching EBSCO databases

1. Go to SOLO (<http://solo.bodleian.ox.ac.uk>) or Databases A-Z (<https://libguides.bodleian.ox.ac.uk/az.php>) and find the EBSCO database that you want to use by searching for the database title (e.g. Historical Abstracts, ATLA, Philosophers Index, etc.)
2. Once connected to your chosen database, run a search e.g. author, title, subject.



Searching: **Historical Abstracts** | [Choose Databases](#)

elizabeth edwards AU Author Search

AND Select a Field (optional)

AND Select a Field (optional) + -

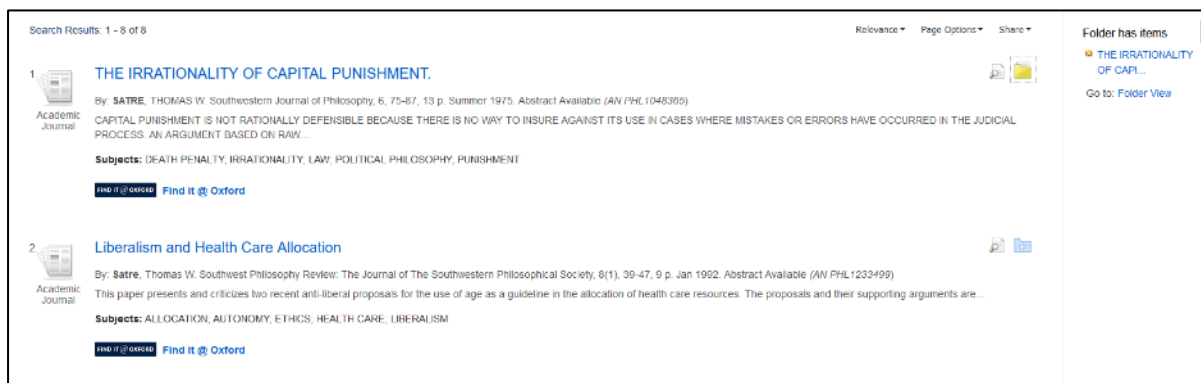
[Basic Search](#) [Advanced Search](#) [Search History](#)

### Exporting references to RefWorks

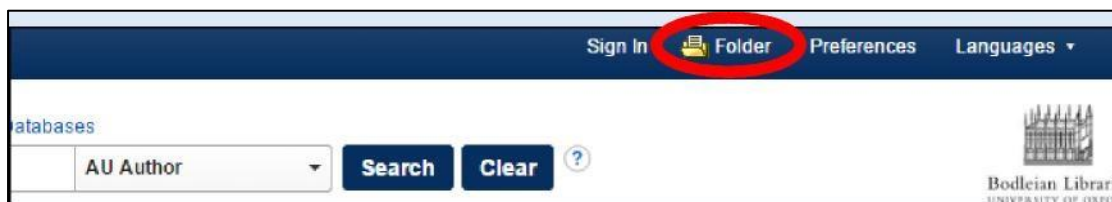
To export references from EBSCO databases to RefWorks you can either use the 'Save to RefWorks' plugin (see separate exercise sheet) or you can use the EBSCO Export.

## Using EBSCO export to export multiple items to RefWorks simultaneously

1. Click the blue folder icon against each item you want to add to your folder. It will change to a yellow folder once an item has been added.



2. Then go to the folder by clicking the icon on the top right of the page:



3. In your folder, select all the items you want to export by clicking the tick boxes (or clicking 'Select all' if you want to export everything).



4. Then click 'Export' (on the right-hand side of the page).

5. On the next screen, you will have options for saving in a variety of formats. Click the button for 'Direct Export to RefWorks', then click 'Save'.
6. In RefWorks, you'll be offered the option of selecting a folder to save the references in. Make your choice, then click 'Import'.
7. Your references will then be saved to RefWorks – click 'Go to Last Imported' to view them.
8. Make sure to check them for accuracy once they are imported.

## Using EBSCO export to export a single reference

1. Click on one of the titles in your results list to go into the full reference.
2. Click 'Export' on the right and then follow steps 5 to 8 for exporting as above.

### Liberalism and Health Care Allocation

**Authors:** [Satre, Thomas W](#)

**Source:** [Southwest Philosophy Review: The Journal of The Southwestern Philosophical Society](#), 8(1), 39-47. 9 p. Jan 1992.

**Document Type:** Journal Article

**Subjects:** [ALLOCATION](#)  
[AUTONOMY](#)  
[ETHICS](#)  
[HEALTH CARE](#)  
[LIBERALISM](#)

**Abstract:** This paper presents and criticizes two recent anti-liberal proposals for the use of age as a guideline in the allocation of health care resources. The proposals and their supporting arguments are found in Daniel Calahan's book "Setting Limits" and in Norman Daniels's book "Am I My Parent's Keeper?" It is the claim in this paper that neither argument supports the proposal for the use of age as a guideline in such decisions and that liberalism has not been undermined by these arguments.

- Google Drive
- OneDrive
- Print
- E-mail
- Save
- Cite
- Export**
- Create Note

## Exporting References from ProQuest to RefWorks

### ProQuest

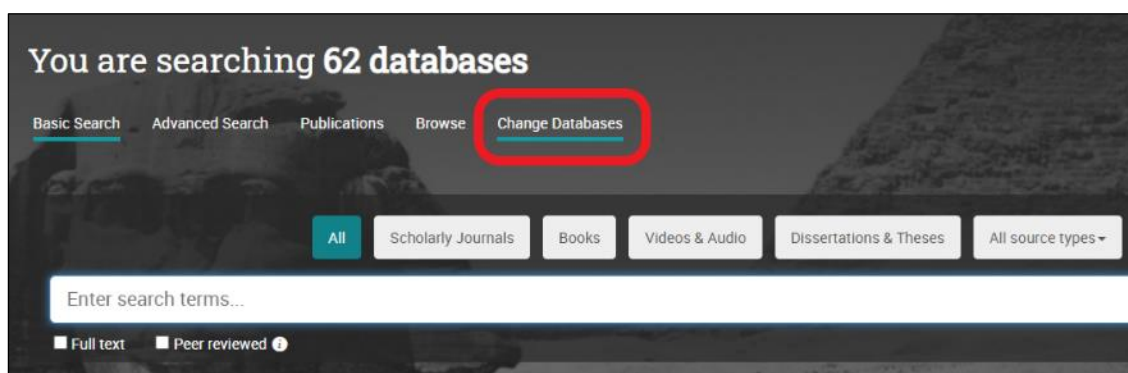
ProQuest provides access to databases of journal articles, newspapers, theses and books on a wide range of subjects and is particularly good for the Social Sciences.

### Accessing ProQuest

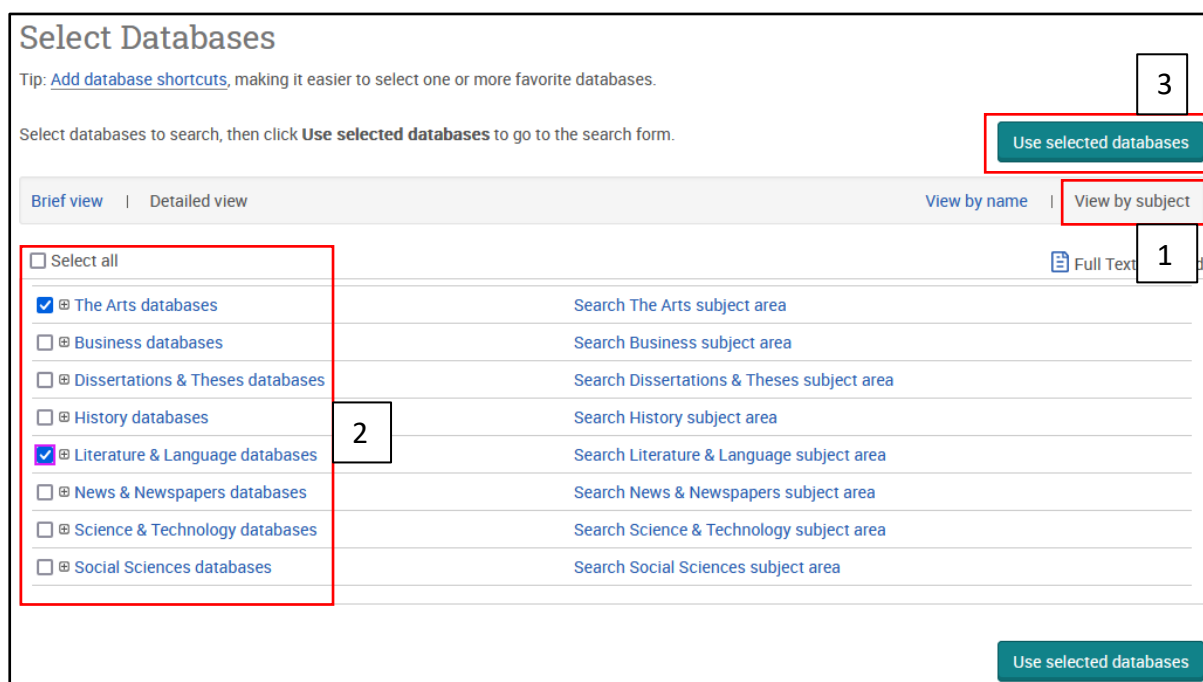
Go to <http://search.proquest.com/> to search the full range of ProQuest Databases.

### Running a basic search

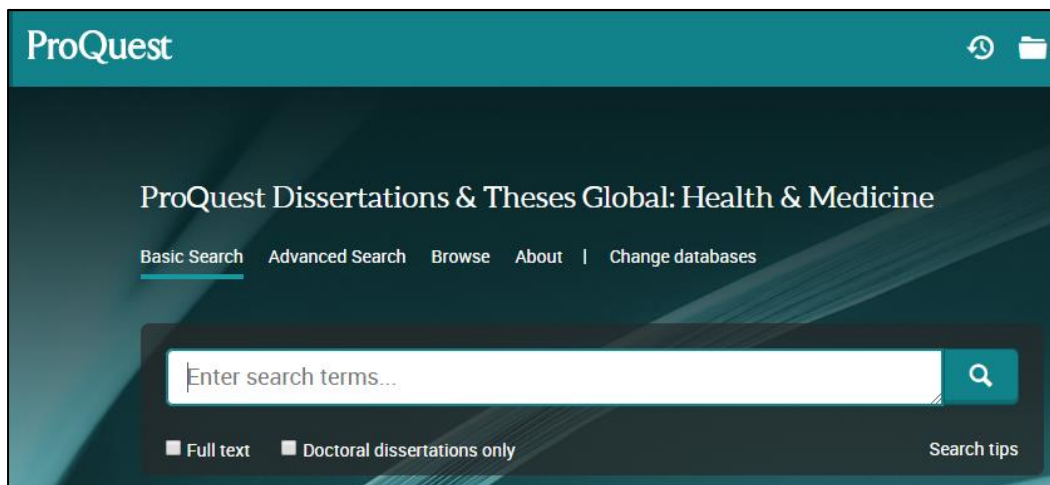
1. The first thing to do is select databases related to your subject area before you submit a search. At the top of the search screen, click 'Change Databases'.



2. By default, all of the databases ProQuest provides access to will be selected. Click 'View by subject' on the right, and tick the subject(s) that suit your research. Then click 'Use selected databases'. See image below.



3. You will be taken to the search screen. Enter your search query as normal.  
NOTE: If you select only one database, the interface may be different.

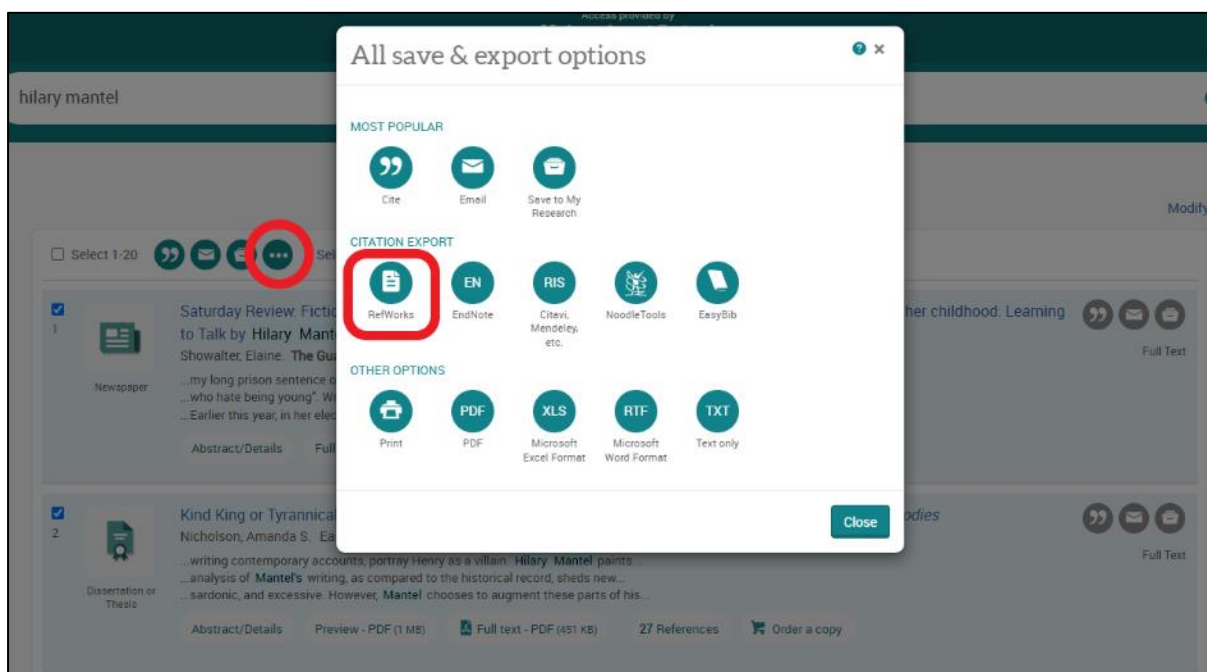


## Selecting and exporting references to RefWorks

There are several methods for exporting references to RefWorks.

### Method 1: Exporting multiple references simultaneously

1. Select the references that you would like to export to RefWorks by ticking the relevant boxes.
2. Click the three dots at the top of the results followed by 'RefWorks'.



3. A dialogue box will appear offering you a number of options including whether you want to export 'citation, abstract and indexing' or 'citation and abstract only'. You


may also need to complete a reCAPTCHA. When you have looked through the options, choose 'Continue' at the bottom of the page.

NOTE: If you have a pop-up blocker installed on your web browser, you may receive an error message at this point. If so, choose "Allow pop-ups for ProQuest" and attempt the export again.

4. RefWorks will open in your browser and display an 'Import References' screen. By default, RefWorks will offer to import new references to 'Not in folder'. If you have folders created within RefWorks you can use the dropdown menu to select a folder instead. Then click on 'Import'. RefWorks will confirm 'Import complete'. You can view the added records by clicking 'Go to Last Imported' at the bottom of the import message. You can also access the 'Last Imported' folder by clicking on it at the left side of the RefWorks screen.
5. You can now view each record, move records to different folders or edit any of the bibliographic information.

## Method 2: Exporting a single reference

1. Select the reference that you would like to export to RefWorks by clicking on the title to see full details
2. In the full record click on the three dots button (on the right).



The screenshot shows a ProQuest article page. The article title is "Saturday Review: Fiction: Little women: Elaine Showalter applauds Hilary Mantel's return to the stories of her childhood: Learning to Talk by Hilary Mantel 176pp, Fourth Estate, pounds 6.99". The author is Elaine Showalter, and the article is from The Guardian, London, UK, dated 19 July 2003. The page includes an abstract section and a "Suggested sources" section. A red circle highlights the "More options" button (three dots) in the top right corner of the article content area.

3. Proceed as in Method 1, step 3 above.

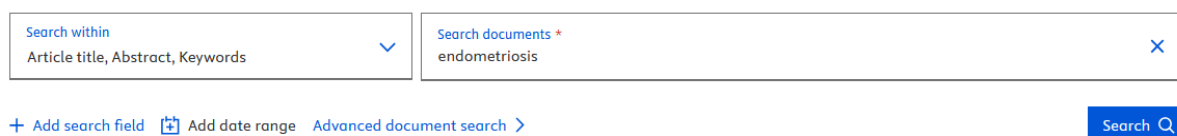
## Exporting references from Scopus to RefWorks

Scopus is a bibliographic database for science, medicine and some social sciences. Access Scopus by searching for Scopus in SOLO (<http://solo.bodleian.ox.ac.uk/>) and then following the Online access link. Alternatively, search for Scopus on Databases A-Z (<https://libguides.bodleian.ox.ac.uk/az.php>). If you are off campus, you will need to use your Oxford Single Sign On (SSO) credentials to use it.

### Running a Basic Search

When you enter Scopus, you will land on the main search page.

Enter your keywords into the search box and select 'Article Title, Abstract, Keywords' from the adjacent dropdown menu. Click the Search button. Your search results will appear on screen.



The screenshot shows the Scopus search interface. On the left, there is a dropdown menu labeled 'Search within' with the text 'Article title, Abstract, Keywords' and a downward arrow. To the right of this is a search box containing the text 'Search documents \*' and 'endometriosis', with a close button 'X' on the far right. Below the search box, there are several links: '+ Add search field', 'Add date range', and 'Advanced document search >'. On the far right, there is a blue 'Search Q' button.

### Selecting records for export

Choose records you wish to export to RefWorks.

- To select individual references, tick the checkbox adjacent to each record.
- A whole set of results or whole page of results can be selected simultaneously by ticking the downward arrow next to 'All' at the top of the results list.
- Once you've selected the required records click Export.
- Select RefWorks (RIS) as your method of export.
- A dialogue box will open where you can select which information you would like to export.



Export 1 document to Refworks as a RIS file ? ×

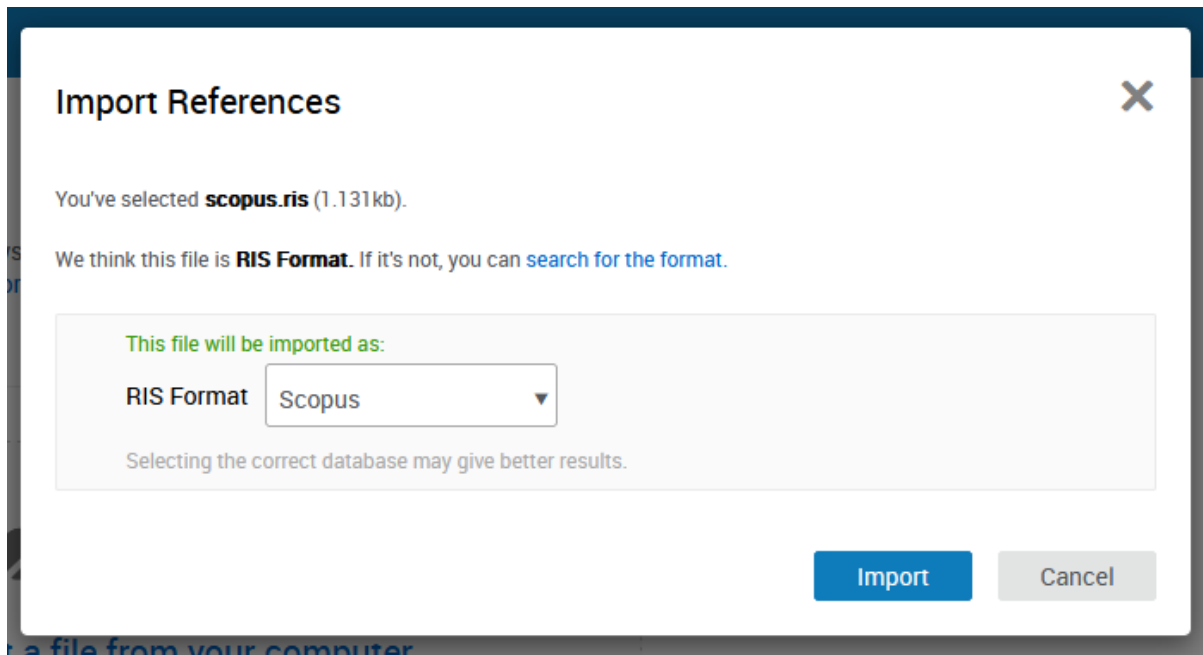
The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote, RefWorks).  
In RefWorks select the 'Add reference' icon from the top of the page, select 'Import references', then drag the downloaded .ris file onto the page to begin importing.

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input type="checkbox"/> Indexed keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> EID	<input type="checkbox"/> Publisher	<input type="checkbox"/> Funding text	<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Volume, issues, pages	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Abbreviated source title			
<input checked="" type="checkbox"/> Publication stage				
<input checked="" type="checkbox"/> DOI				
<input checked="" type="checkbox"/> Open access				

Select all information  Save as preference Export

- Once you have made your selection, click Export.
- An RIS file with the details of the references you exported will be downloaded to your computer. You will need to import the file into RefWorks.
- Go to RefWorks (<https://refworks.proquest.com/library/all/>). Click Add > Import references. Drag and drop the RIS file into the web page or click select a file from your computer and find the file on your machine.
- RefWorks will guess the file format as being RIS, which is correct and you do not need to amend this detail.
- Open the drop-down menu below 'This file will be imported as', and select 'Scopus'.



- Click Import.
- You can choose to import the references into a folder at this stage or do so at a later stage. Click Import. You can view the references by clicking Go to last imported.

## Exporting References from Web of Science to RefWorks

### Web of Science

The Web of Science platform provides access to several bibliographic databases. These can be used to find research papers, reviews and book chapters on a specific topic.

### Web of Science Subject Coverage

Web of Science Core Collection provides access to multidisciplinary resources including Science Citation Index, Social Citation Index and Arts & Humanities Citation Index. You can also search other databases via the Web of Science platform, including Medline and Zoological Record.

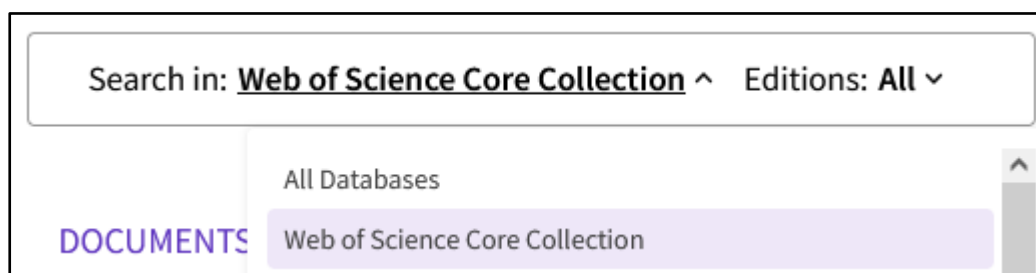
### Accessing Web of Science

Web of Science can be accessed by searching for 'Web of Science' in SOLO (<http://solo.bodleian.ox.ac.uk/>) and then following the 'Online access' links. The database can also be found through Databases A-Z (<https://libguides.bodleian.ox.ac.uk/az.php>). If you are off campus you will need to use your Oxford Single Sign On (SSO) credentials to use it.

### Running a Basic Search

When you enter Web of Science, you will land on the main search page. From here it is possible to choose the database set to search and enter search terms.

- Begin by choosing the 'Web of Science Core Collection' from the 'Search in:' menu at the top of the screen.



- Enter your keywords and click on **Search**
- After a few moments, Web of Science will return a list of search results covering articles, reviews and book chapters which match the search terms.

### Selecting Records for Export

- You can choose any records you wish to export to RefWorks by ticking the checkboxes next to each record.
- A whole page of results can be selected simultaneously by ticking the 'Select all Records' button at the top of the results list.

50/35,456 [Add To Marked List](#) [Export](#) Sort by: Relevance < 1 of 710 >

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1 **Classification of deep endometriosis (DE) including bowel endometriosis: From r-ASRM to #Enzian-classification** 18 Citations  
57 References

Keckstein, J and Hudelist, G  
 Mar 2021 | BEST PRACTICE & RESEARCH CLINICAL OBSTETRICS & GYNAECOLOGY 71, pp.27-37  
 Endometriotic lesions may affect peritoneal and ovarian tissues, cause secondary adhesions, and -in case of deep endometriosis (DE), invade organs such as the urinary bladder, ureters, and bowel. Over decades, several classification systems have been proposed with the rASRM score being the most widely accepted one to date. However, the rASRM class ... [Show more](#)  
[View full text](#) [Related records](#)

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2 **Consensus on current management of endometriosis** 369 Citations  
127 References

Johnson, NP and Hummelshoj, L  
 Jun 2013 | HUMAN REPRODUCTION 28 (6), pp.1552-1568

- If there are several pages of results, you can add records from each page to a 'Marked List' by ticking the required records and then clicking the **Add to Marked List** button at the top of the results list.
- A full list of marked records can be viewed at any time by clicking the **Filter by Marked List** button on the pane on the left of the Web of Science results screen. Marked records are displayed with a star. You will need to filter to the marked list in order to export those records to RefWorks.

0/2 [Add To Marked List](#) [Export](#) Sort by: Relevance < 1 of 1 >

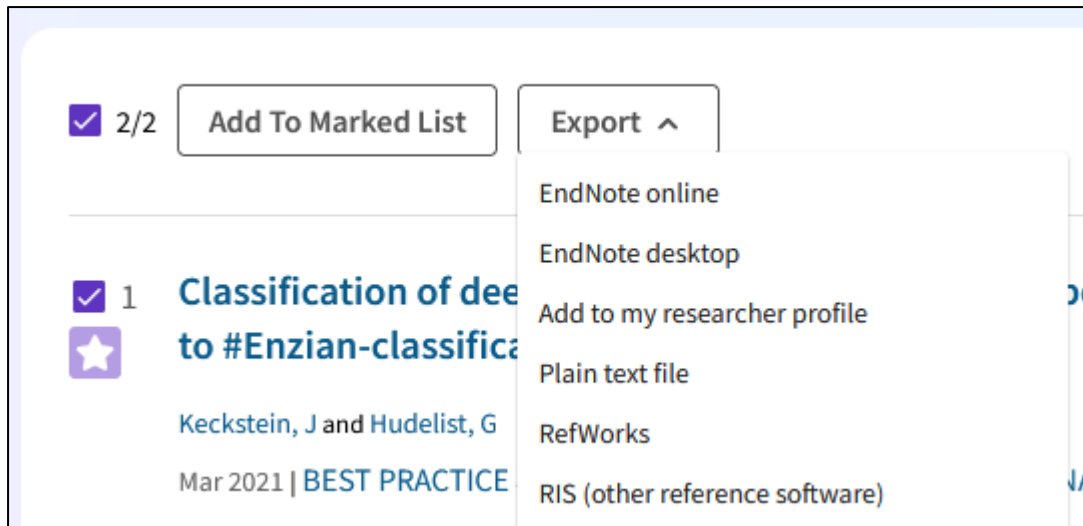
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[View full text](#) [Related records](#)

## Exporting to RefWorks

- Click on the **Export** button for a list of export destinations and select RefWorks.



- A dialogue box will appear asking you to confirm which records you would like to export and what details you will like exporting. Make your selection and click **Export**.
- RefWorks will open in your browser. You may need to enable pop-ups. If you're not logged in, you'll be prompted for your username and password.
- Click on **Import** – you can choose to import into a Folder at this stage or do so at a later stage. Click 'Go to Last Imported' to view the record in your 'Last Imported' folder.