Referencing: RefWorks
Social Sciences databases

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.


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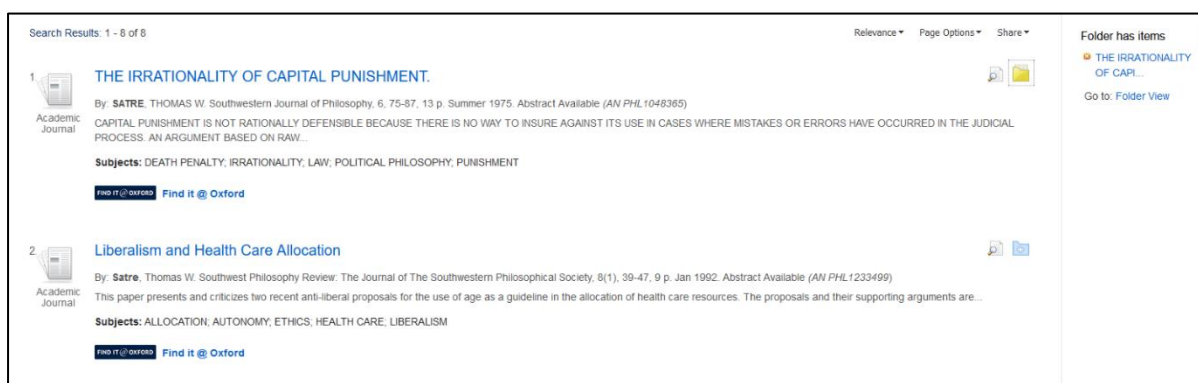
2. Then go to the folder by clicking the icon on the top right of the page:

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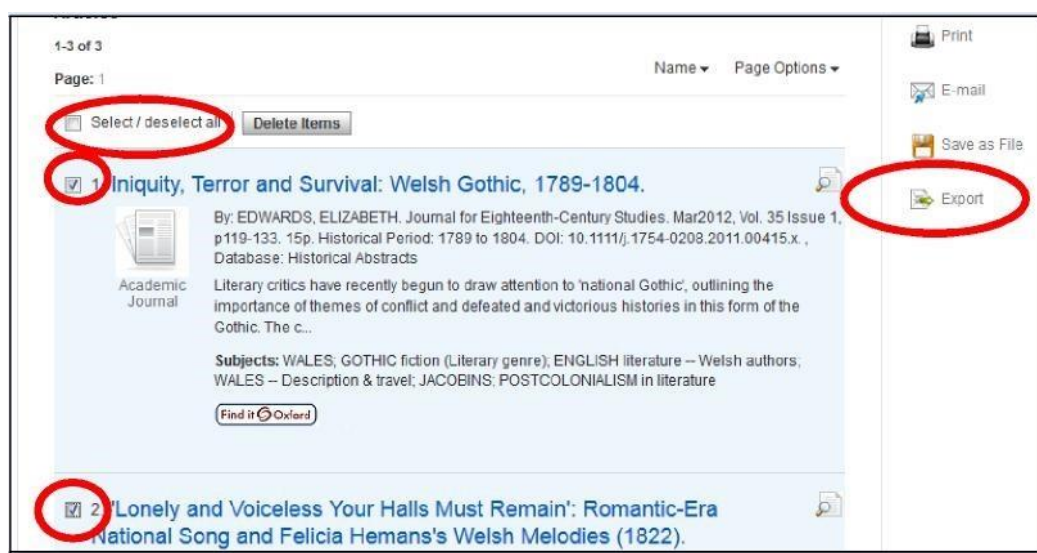
4. Then click 'Export' (on the right-hand side of the page).

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. If you're not signed in to RefWorks, you'll be prompted to do so. 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.

# 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'.
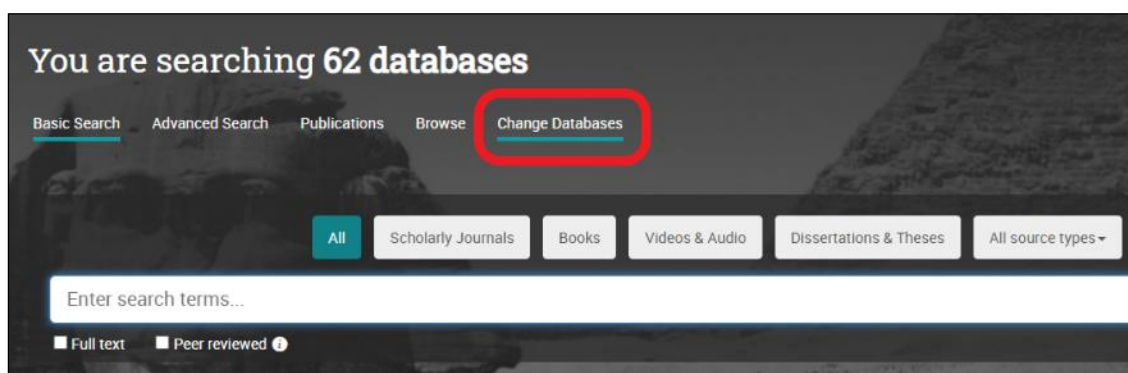
2. By default, all of the databases ProQuest provides access to will be selected. Click 'View by subject' on the right, and tick the subject(s) that suit your research. Then click 'Use selected databases'. See image below.
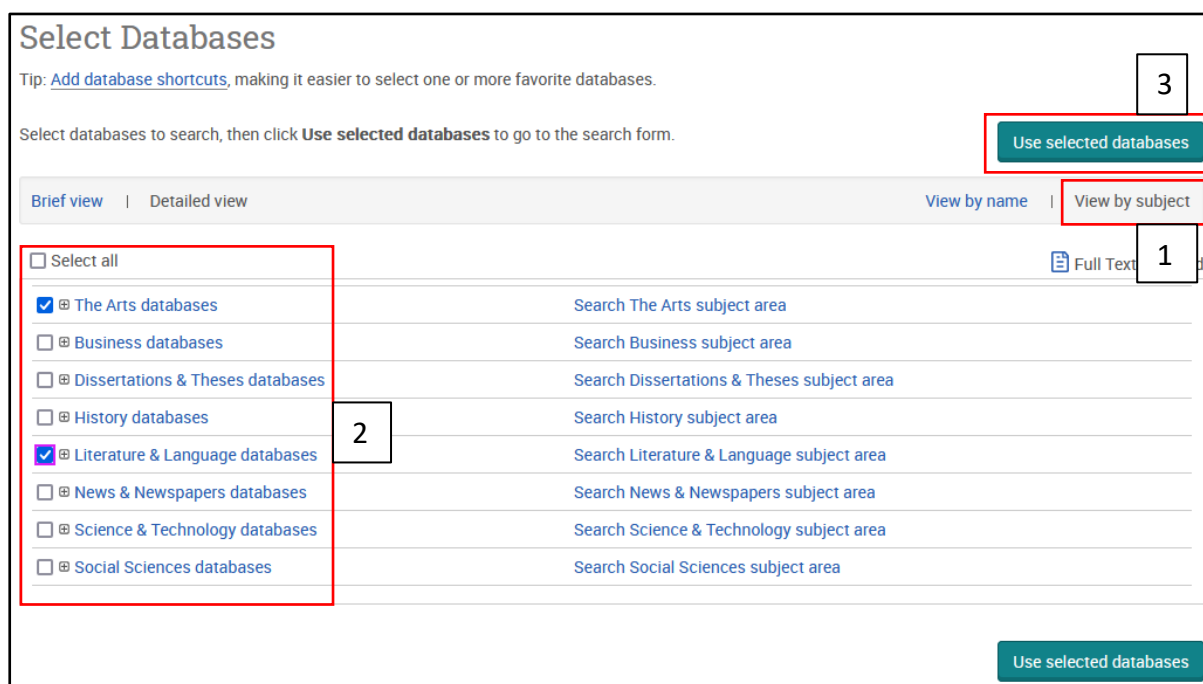
3. You will be taken to the search screen. Enter your search query as normal.
NOTE: If you select only one database, the interface may be different.
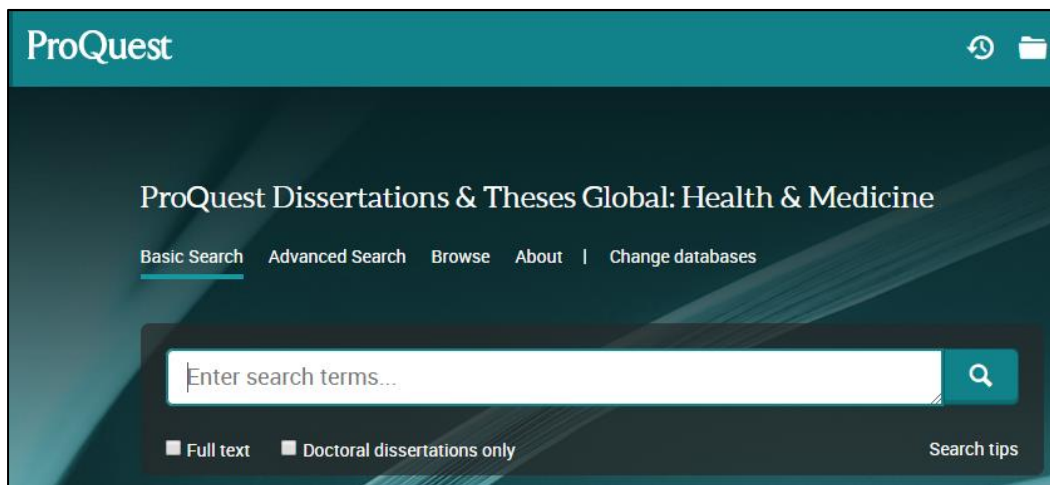
Selecting and exporting references to RefWorks

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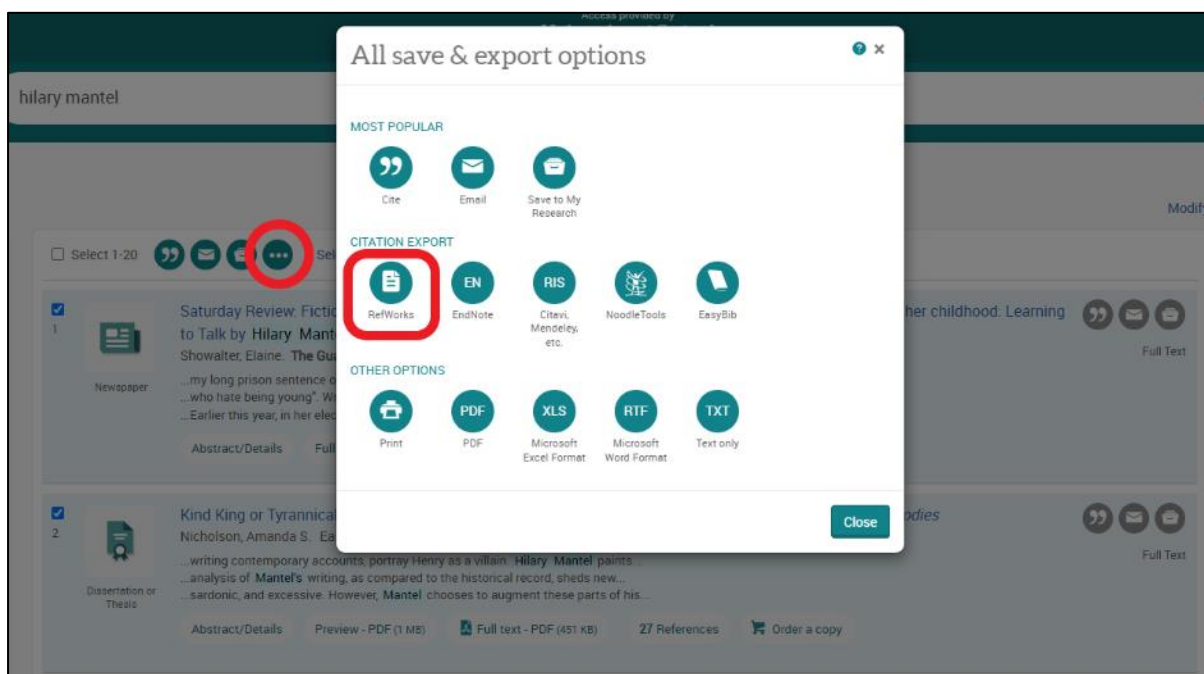
3. A dialogue box will appear offering you a number of options including whether you want to export 'citation, abstract and indexing' or 'citation and abstract only'. You

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).

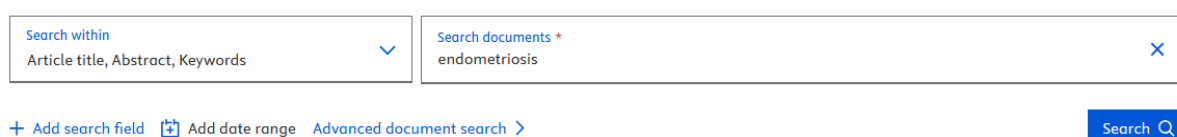

3. Proceed as in Method 1, step 3 above.

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.

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 ⑦   ✕

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?

■ Citation information   □ Bibliographical information   □ Abstract & keywords   □ Funding details   □ Other information

■ Author(s)   □ Affiliations   □ Abstract   □ Number   □ Tradenames & manufacturers
■ Document title   □ Serial identifiers (e.g. ISSN) □ Author keywords   □ Acronym   □ Accession numbers & chemicals
■ Year   □ PubMed ID   □ Indexed keywords   □ Sponsor   □ Conference information
■ EID   □ Publisher   □ Funding text □ Include references
■ Source title   □ Editor(s)
■ Volume, issues, pages   □ Language of original document
■ Citation count   □ Correspondence address
■ Source & document type □ Abbreviated source title
■ Publication stage
■ DOI
■ 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.
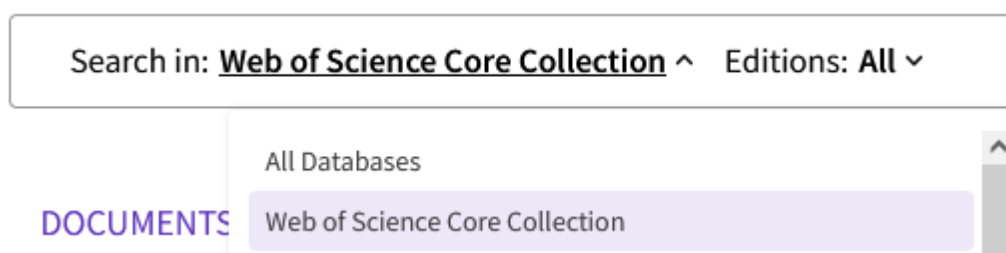
- Enter your keywords and click on **Search**

- 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.

- 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, then ticking the filter boxes. Marked records are displayed with a star. You will need to filter to the marked list in order to export those records to RefWorks.
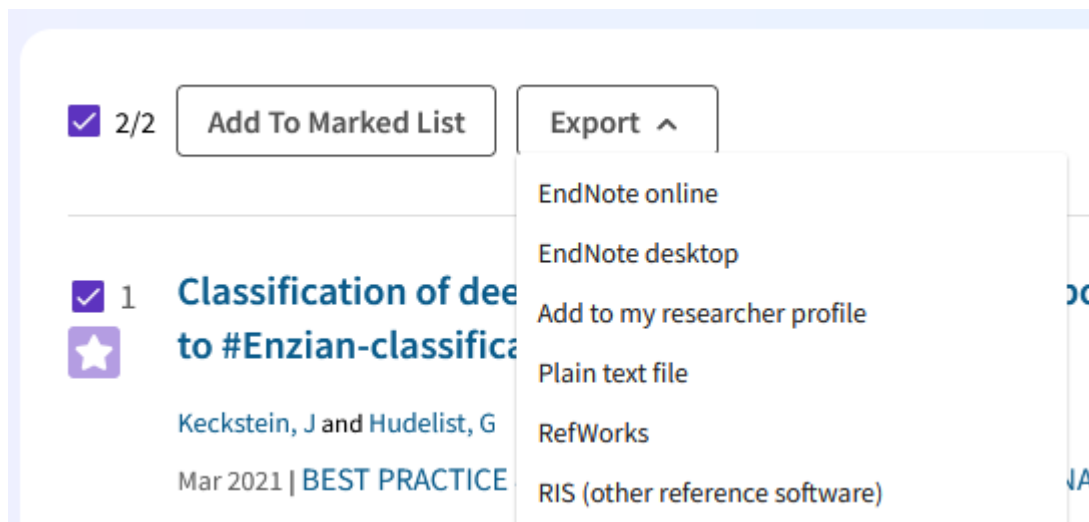

Exporting to RefWorks

- 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.