

Exporting references from SOLO to RefWorks

SOLO

SOLO is the resource discovery tool for the major collections of the libraries of the University of Oxford. It covers physical holdings in the majority of the libraries which includes the Bodleian Libraries and most Faculty/Department and College libraries. It also provides access to electronic material including e-books, e-journals and databases.

Accessing SOLO

- To access SOLO go to <http://solo.bodleian.ox.ac.uk/>
- To access the full range of resources, Sign in using your Oxford Single Sign On (SSO). The sign in option is in the top right hand corner

Searching

1. To submit a basic search query in SOLO, type your keywords into the search bar, for example Oxford history of Britain and click the search button.
2. SOLO will return a list of search results matching your query including print and electronic resources. It is possible to export these records to RefWorks.

Exporting from SOLO to RefWorks

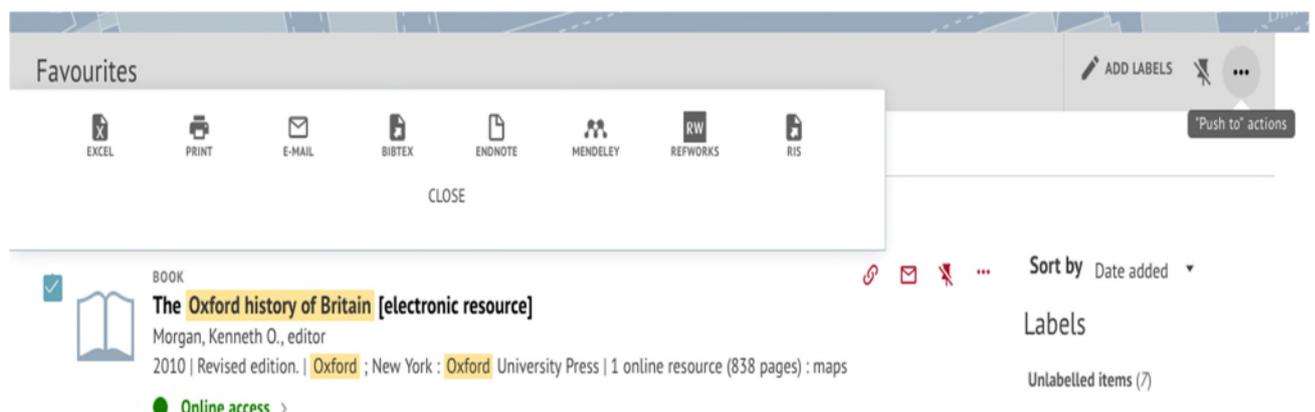
There are two methods for exporting references to RefWorks.

Method 1 – For exporting multiple references in one go

1. Choose records to export by clicking the pin shaped ‘Add to Favourites’ button which appears on the right of each title.



2. Your selected records are now saved to ‘My Favourites’. Note - If you are signed into SOLO they will stay in your favourites for future sessions (unless you remove them). If you are not signed in, they will sit temporarily in favourites for the duration of the session.
3. Click the ‘My Favourites’ pin in the top right corner of SOLO.
4. You will see the records that you added to My Favourites. Select the references you would like to export to RefWorks by ticking the boxes next to the titles. Click the three-dot “‘Push to” actions’ button on the top right and select RefWorks.



5. You will then be asked if you wish to export to RefWorks. Select Yes, export to the newest version of RefWorks.

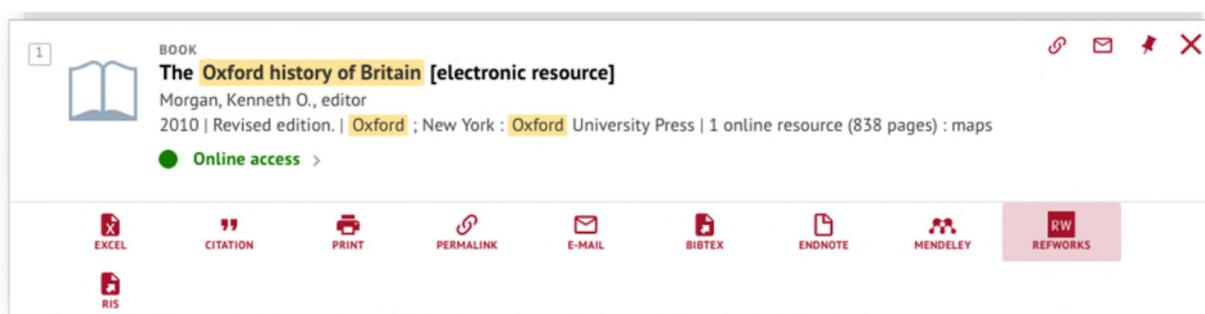
6. RefWorks will open in your browser. If you're not logged in, you'll be prompted for your username and password.
7. Click on Import – you can choose to import into a Folder at this stage or do so at a later stage. Click on OK to view the record in your “last Imported” folder.

Method 2 – For exporting one reference at a time

1. Once you have identified a record you would like to export, click the ‘Display the Export options menu’ button (the button with three horizontal dots) for that title.



2. Click ‘RefWorks’ in the window that pops up.



3. You will then be asked if you wish to export to RefWorks. Select Yes, export to the newest version of RefWorks.
4. RefWorks will open in your browser. If you're not logged in, you'll be prompted for your username and password.

5. Click on Import – you can choose to import into a Folder at this stage or do so at a later stage. Click on OK to view the record in your “last Imported” folder.

Notes

Sometimes there are errors in records exported from SOLO because the “fields” in SOLO records do not match up very well with the fields used by RefWorks. It is advisable to check the records that you have exported into RefWorks and edit them if necessary.

- Authors: for works with more than one author, SOLO often only exports the first author to the author field in RefWorks. Other authors are exported to the Editor field, even if they are not editors. You should correct this by adding the other authors to the Authors field.
- Authors: sometimes additional information such as birth/death dates for authors are exported from SOLO to RefWorks. These are used in SOLO to differentiate between authors with the same name. However, they should not appear in your citations and bibliographies. If birth/death dates (or other additional information) are given alongside the author name you should delete them.
- Edition: SOLO exports the word ‘ed’ into the RefWorks Edition field. i.e. the field reads 3rd ed (rather than 3rd). When you use RefWorks to make citations or bibliographies in Word, it will automatically add the abbreviation ‘ed’ or ‘edn’ where appropriate. As a result, if the abbreviation is included in RefWorks, ‘ed’ will be repeated in your citations e.g. they will read 3rd ed ed. It’s therefore best to delete ‘ed’ as soon as you export your records from SOLO to RefWorks.

- Publisher: SOLO gives the place of publication under both publisher and place of publication. You should remove it from the Publisher field, otherwise it will appear twice in your citations e.g. Philadelphia, Philadelphia.