

RefWorks

- 1- Have RefWorks open in a separate tab.
- 2- Have a folder ready (create one if necessary) for you to put citations in.
- 3- After your citation has been imported into RefWorks, it goes into a 'last imported' holding area.
- 4- Select a folder for this citation, and move it there.
- 5- If you do not select a folder in which to place this citation, the next time you import another citation, the unclassified one is sent to a default folder called 'not in folder.' You will not lose this information, but it might be harder to find it.

Importing article citations

Electronic Journal Center

For each article there is a blue button on the right side of the page allowing you to immediately import the citation into RefWorks.

Although you have the ability to create an account in the EJC and store searches and articles, you can only import them to RefWorks one at a time.

EBSCO databases

When you click on the title of an article you are interested in, there is an option on the right to choose 'export' and send the citation.

You can also select articles and save them in a folder (you don't need to create an account to do this); this will let you select multiple articles and import them all at once.

Google Scholar

There is a button at the top right of the page that looks like a gear wheel, called 'settings.' When you click this, there is a drop-down menu: 'show link to import citations.' Select RefWorks, click 'save,' and now when you search every item will display a link to RefWorks for you to import the citation.

Importing book citations

WorldCat Local

Each item has a Cite/Export option, and you can send it to RefWorks from there.

OPAL Catalog

Find the book whose citation you want to save.

Click the 'save item' button.

After you click this, you can either continue to search and add items the same way, or start exporting.

Click the 'view list' button.

You will need to next select the item and then select the 'export list' button.

What you will be doing next is sending a file with the citation information to your desktop, and then bringing it into RefWorks. In other words, EXPORT from the catalog, and then IMPORT into RefWorks.

The first step is to EXPORT from the catalog. Select the items(s) you wish to export, then choose RefWorks on the left side of the screen and 'local disk' on the right side, then 'submit.'

Click 'ok' to save file.

Go to RefWorks, hover over 'references' and select 'import.'

Where it says 'Import Filter/Data Source,' choose 'Innovate Interfaces (Endnotes/RefWorks Format)

Where it says Database, you should now be able to use the dropdown menu to choose Antioch University.

Leave the Encoding line as it is, and browse to the file you saved on the desktop, and then click 'import.'

OhioLINK Catalog

Find the book whose citation you want to save.

Click the 'save item for export' button.

After you click this, you can either continue to search and add items the same way, or start exporting.

Click the 'view saved records' button.

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