

Managing References in RefWorks

Methods for Importing Records from Important Databases session 2011/2012

The best way to link to a database is through **Primo**:

1. Go to <http://primo.abdn.ac.uk:1701> and login with your University computer username and password
2. Click on **Advanced Search** and type the name of the database in the **Name** search box
3. Click on the **Find Databases** button
4. Click on the title of the database to link to the database.
5. Once you have done your search you need to know how to export the records you wish to keep. Import instructions from all University of Aberdeen information databases to RefWorks are available online at <http://www.abdn.ac.uk/library/documents/guides/rfw/importing.pdf>

ABI INFORM Global (for Business, Finance, Economics) – 1-step process

1. Find ABI INFORM Global in Primo, link through and do your search
2. From the results list tick the box beside each item you wish to export
3. Click the **Export** option at the top of the results list
4. Click on **Directly export to RefWorks** option

CSA Illumina (e.g. ASFA, Biological Sciences) - 1-step process

1. Go to <http://www.csa1.co.uk/> and click on **Shibboleth Login**
2. On the Shibboleth login screen choose **UK (UK Federation)** from the drop-down menu, then **Select**
3. For **Home Organisation** choose **University of Aberdeen**, then **Select**. Login if prompted
4. Click on **Specific Databases** and choose the one(s) you wish to search, then **Continue to search**
5. Tick records to select, then click on the **RefWorks** icon at the top of the results list
6. Click on the **Export to RefWorks** button

EBSCOHost (e.g. ATLA, EconLit, GeoRef, PsycINFO etc.) - 1-step process

1. Find EBSCOHost in Primo and do your search, then select records by clicking on **Add to folder**
2. Click on **Folder has items** link
3. Tick records to select
4. Click on **Export** and select the **Direct Export to RefWorks** radion button
5. Click on the **Save** button

JSTOR – 1-step process

NOTE: First time users should click on **Login** then **Register** to create a personal JSTOR account

1. Find JSTOR in Primo and click on the title. On the JSTOR website login to your JSTOR account
2. Do a search and select records using tick-boxes for individual records or the **Select/unselect all** tick-box at the top of each page of results
3. Click on **Save citation(s)** at the top of the results list
4. Click on **MyJSTOR** then **Saved Citations**
5. Select the records for export to RefWorks, then **Export Citations**
6. On the **Export Citations** page click on **RefWorks**

Primo – 1-step process

1. Go to <http://www.refworks.com/refworks> and login to your RefWorks account
2. Go to **Search** menu and click on **Online Catalog or Database**
3. In the **Search** box select **University of Aberdeen**. Click on **Advanced Search**
4. Enter the author's family name in the 1st box. Click on the Green plus button to open another search box. Enter keyword(s) from the title. Click **Search**
5. Select items of interest. Click the **Import** button to import the reference(s) into RefWorks

Manual records

1. Login to your RefWorks account and click on the **New Reference** button
2. From the **View Fields Used By:** drop-down menu select your preferred citation style
3. From the **Add to Folder** drop-down menu select the folder you want to save the record in
4. From the **Ref Type** drop-down menu select the resource type required
5. Complete the fields displayed and click on **Save Reference**.

OVID (Medline, EMBASE, etc) – 1-step process

1. Find Medline(OVID) in Primo and click on the title
2. At the **Institutional Login** page select **UK Access Management Federation**, then **Institution: University of Aberdeen**. Login with your University computer username and password
3. Conduct your search. On the search results page - tick records of interest, then **Export**
4. **Export to:** select **RefWorks**
Select Fields to Display: select **Citation + Abstract**
6. Click on **Export Citations** button

ScienceDirect – 1-step process

1. Go to **ScienceDirect** at <http://www.sciencedirect.com/> and do a search
2. Tick records of interest, then click the **Export Citations** button located at the top of the list
3. **Content Format:** select **Citations and Abstracts**
Export Format: select **RefWorks Direct Export**
4. Click on the **Export** button

Scopus – 1-step process

1. Go to Scopus at <http://www.scopus.com> and do a search
2. Tick records of interest, then click the **Export** button located at the top of the list
3. On the **Output: Export, Print, Email or Create a Bibliography** screen set it as follows:
Section 1 - make sure the **Export** radio button is selected
Section 2 - Export format – **RefWorks direct export**; Output - **Abstract format**
4. Click on **Export**

Web of Science – 1-step process

1. Go to **Web of Knowledge** at <http://wok.mimas.ac.uk>.
2. Click on the orange button (centre of the page) labelled **Click here to access ISI Web of Knowledge**.
3. Click on the **Web of Science** tab at the top of the screen and do a search
4. Tick records of interest. If your search results span over several pages, select the records you wish to export on a page, then **Add to Marked List** before you open the next page. When finished, open the **Marked List** (located at the top of the page under the tabs)
5. Click on the **Save to RefWorks** button (at the top of the results list or in the *Marked List*)
6. On campus a pop-up blocker may prevent you from continuing (look for a yellow warning bar at top of page)
7. Right click on the yellow bar and select '**Always allow from...**' You may have to return to the results screen and repeat steps 5-6

Help and advice

Information Consultants can also help with any subject specific difficulties, using databases and RefWorks. Their contact details are available at <http://www.abdn.ac.uk/library/support/contacts/ic/>