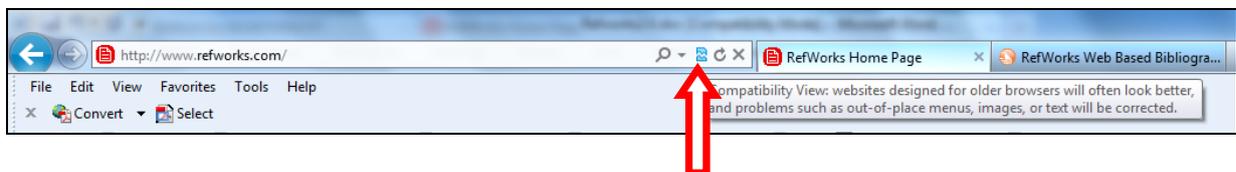


How to import literature or references into RefWorks

Data importing into RefWorks is supported by the following databases and catalogues:

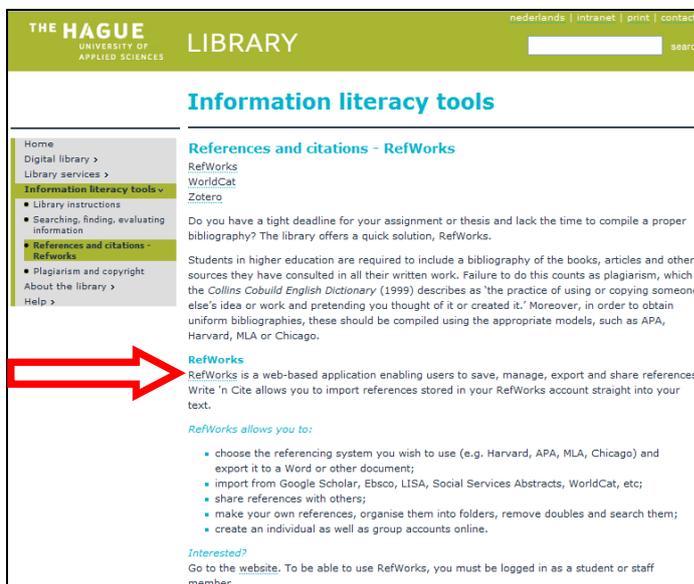
1. [Google Scholar](#) (p 1)
2. [WorldCat](#) (p 7)
3. [Academic Search Premier database](#) (p 9)
4. [Import filters](#) (p 10)
5. [Write-N-Cite](#) (p 10)
6. [RefWorks help function](#) (p 11)

PLEASE NOTE that RefWorks may not work as it should with Internet Explorer 8 or 9. To improve functionality, you can switch to compatibility mode by clicking the browser icon shown below.



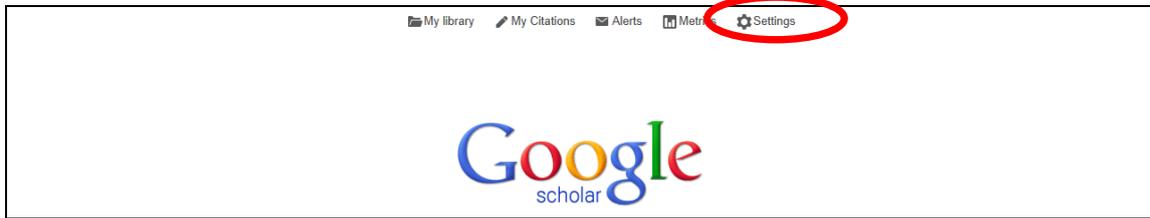
Importing from Google Scholar

Step 1 Go to [Information Literacy Tools > RefWorks](#) on the [library website](#) and log into RefWorks. It is important that you follow the link on the library website, as this ensures that you will be recognized as an HHs user. If you use another link, you will be asked to enter a group code, which you can find in the email you received from RefWorks on registering.

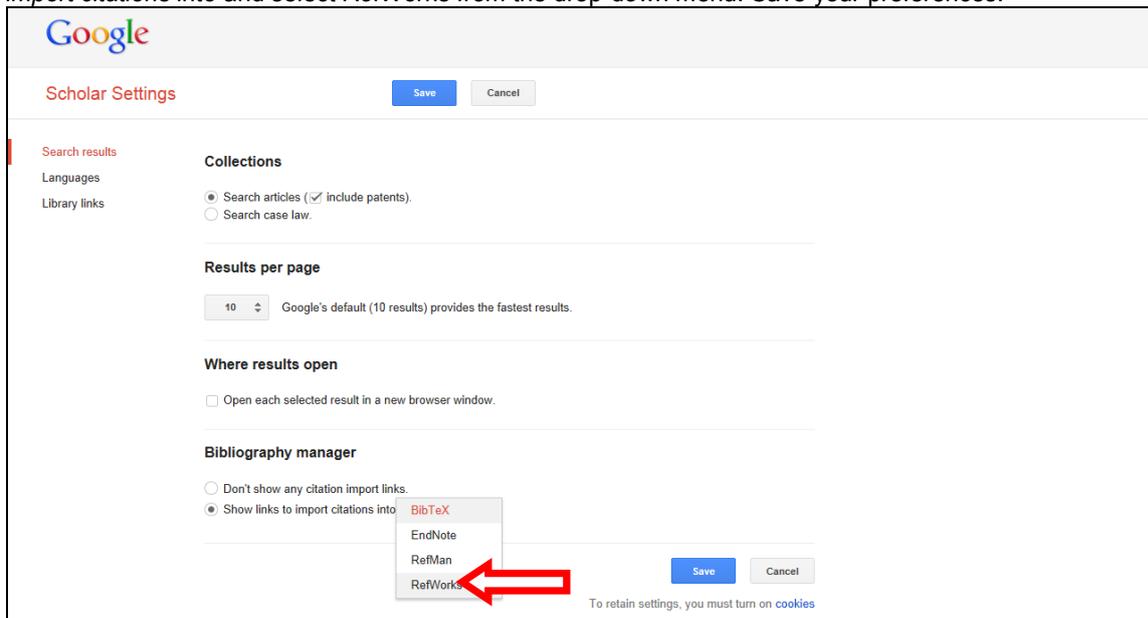


Step 2 Go to Google Scholar: <http://scholar.google.com>

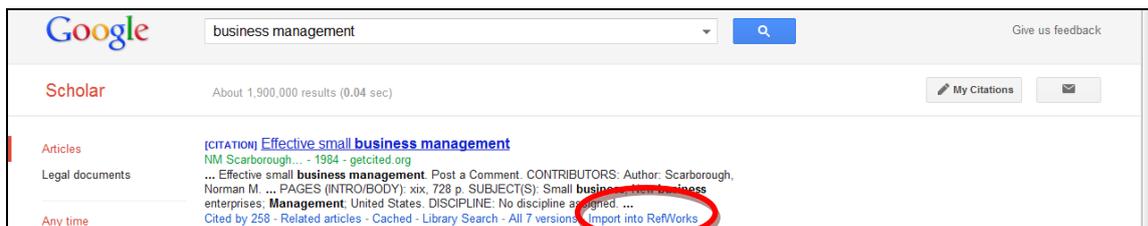
Step 3 Select your *Scholar Settings*:



Click on *Scholar Settings* and scroll to *Bibliography Manager* at the bottom of the page. Tick *Show links to import citations into* and select *RefWorks* from the drop-down menu. Save your preferences.

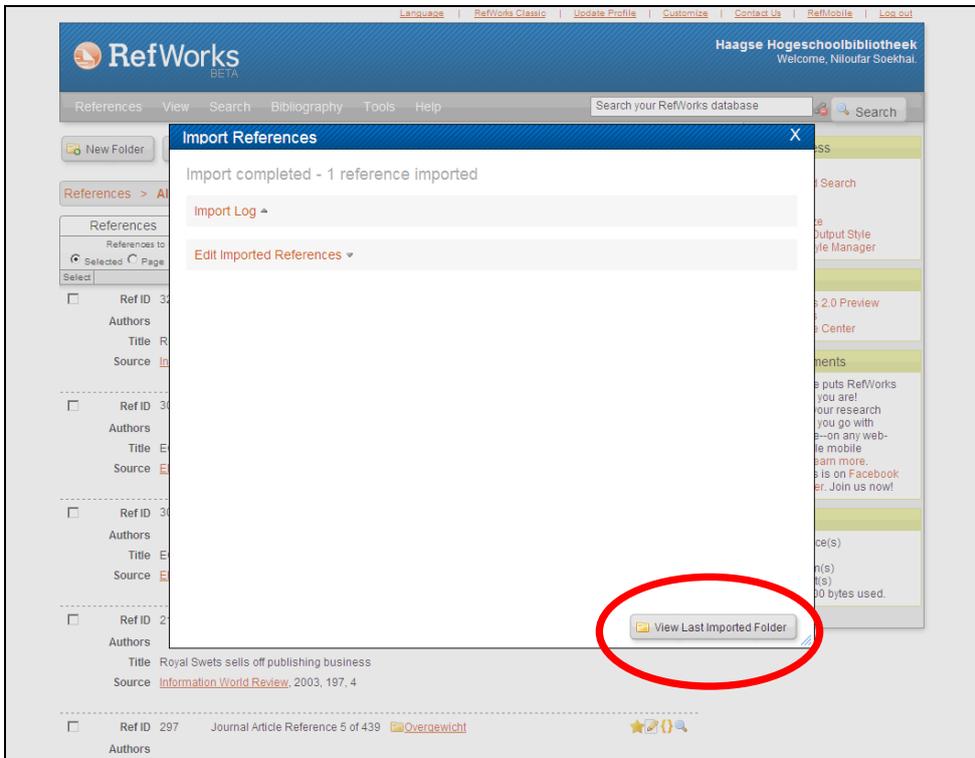


Step 4 Find an article using Google Scholar:

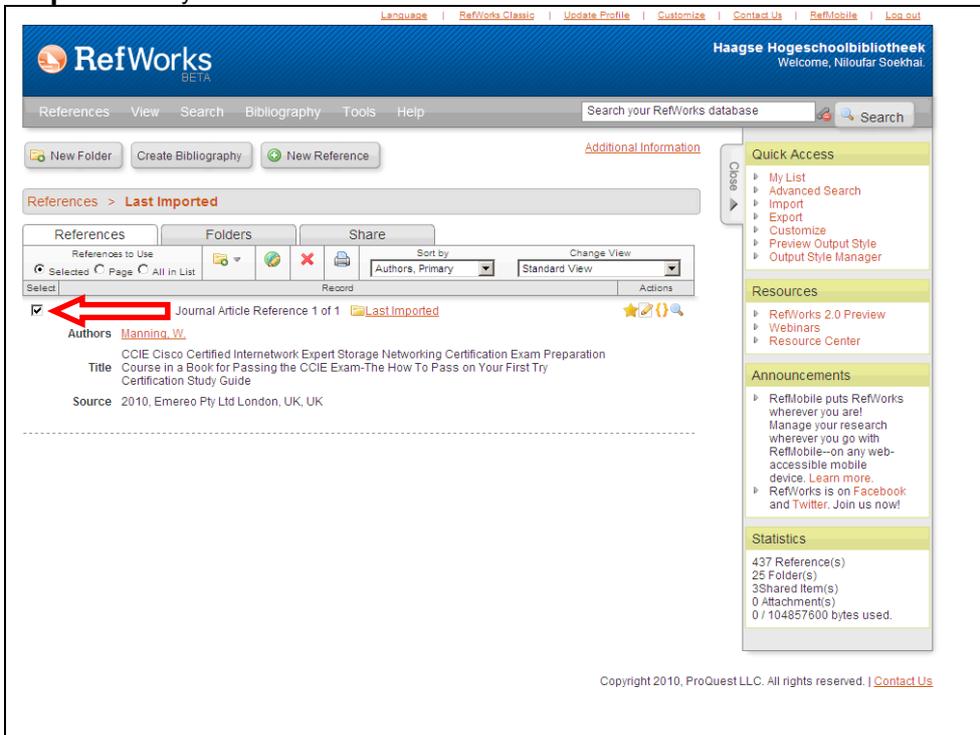


Click on *Import into RefWorks*.

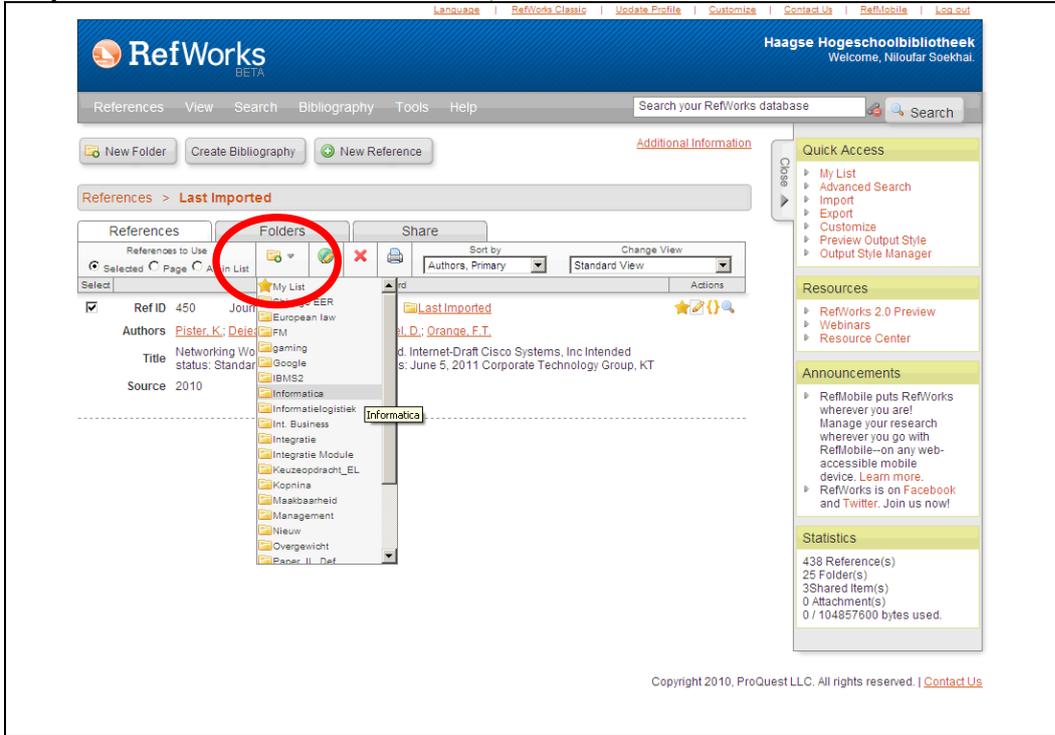
Step 5 Click on *View Last Imported Folder*.



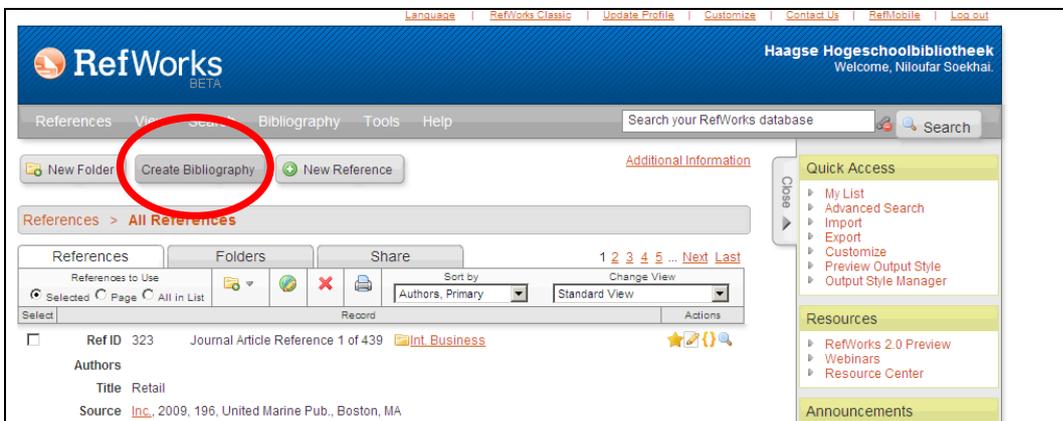
Step 6 Select your reference and store it in a folder.



Step 7 Select or create the folder in which you want to store references.



Step 8 Create your bibliography once you have imported all your references into RefWorks.



Step 9 Select your preferences regarding output style and format.

1

2

3

Create Bibliography

1. Select a bibliography style under *Output Style* (e.g. *MLA*, *Vancouver*, *APA*, etc).
2. Select the file format in which you want to generate your bibliography under *File Type* (e.g. *Word*, *HTML*).
3. Click on *Specify Folder* to select the folder containing the references you wish to use in creating your bibliography.

Create Bibliography

Step 10 Create the bibliography by clicking on *Create Bibliography*. Open the bibliography by clicking on *click here* in the *Completed* box in the bottom right-hand corner of the screen.

The screenshot shows the RefWorks 'Create Bibliography' window. The 'Output Style' is 'APA 5th - American Psychologic' and the 'File Type' is 'HTML'. The 'References to Include' section has 'Informatica' selected. A red circle highlights the 'Create Bibliography' button. A red arrow points from this button to a 'Completed' notification box in the bottom right corner, which contains a 'click here' link.

In the example above, HTML was chosen as file type. The bibliography was compiled, put in alphabetical order and given the selected style (e.g. APA, MLA) with only a few mouse clicks:

The screenshot shows a web browser displaying a list of references in alphabetical order. The references include works by Anderson, Ashling, Deitel, Fijneman, Friedman, Harris, Kruchten, Kurose, Larman, Leffingwell, Liang, Liberty, and Maciaszek.

How to import references from WorldCat

WorldCat.org, a worldwide catalogue of books and articles, is ideal for exporting data to RefWorks. (By entering your address, you can also use WorldCat to find items in libraries near you).

Step 1 Go to WorldCat scroll down to the bottom of the page and select English.

WorldCat homepage footer area. The 'English' language option is circled in red. Other visible options include: Dev, 中文, Español, Français, Nederlands, Português, 日本語, 中文. Navigation links include: Home, Help, E-mail-updates ontvangen, Reclames, Zoeken. Copyright notice: Copyright © 2001-2012 OCLC. Alle rechten voorbehouden.

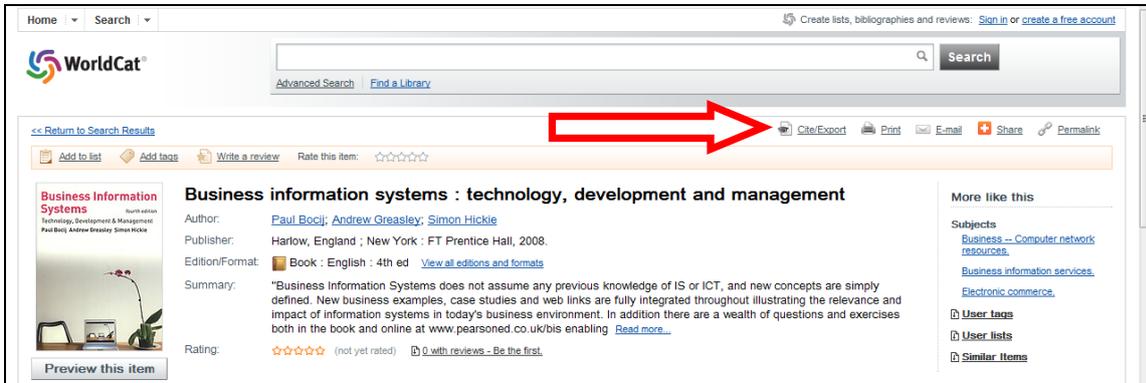
Step 2 Search by topic in the search window:

WorldCat search interface. Search box contains 'business management'. Buttons for 'Everything', 'Books', 'DVDs', 'CDs', 'Articles' are visible. A 'Search books' button is next to the search box. A 'Sign in' section is on the right.

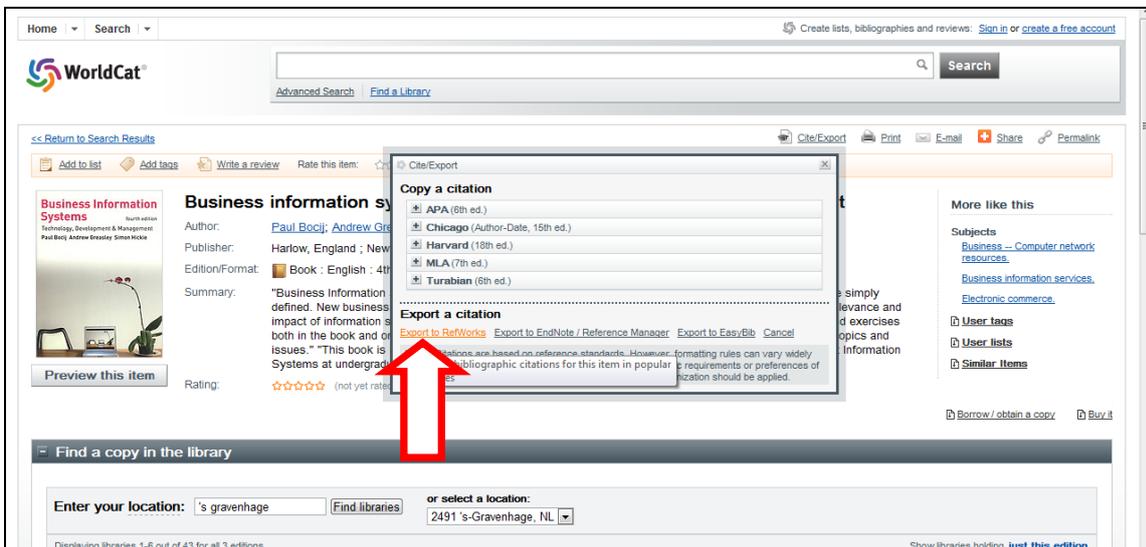
Step 3 Click on the search result you need:

WorldCat search results for 'business management' > 'Book'. Results 1-10 of about 263,945 (.87 seconds). The first result is 'Business information systems : technology, development and management' by Paul Bocji, Andrew Greasley, Simon Hickie. A red arrow points to this result.

Step 4 Click on *Cite/Export*.



Step 5 Select *Export to RefWorks*

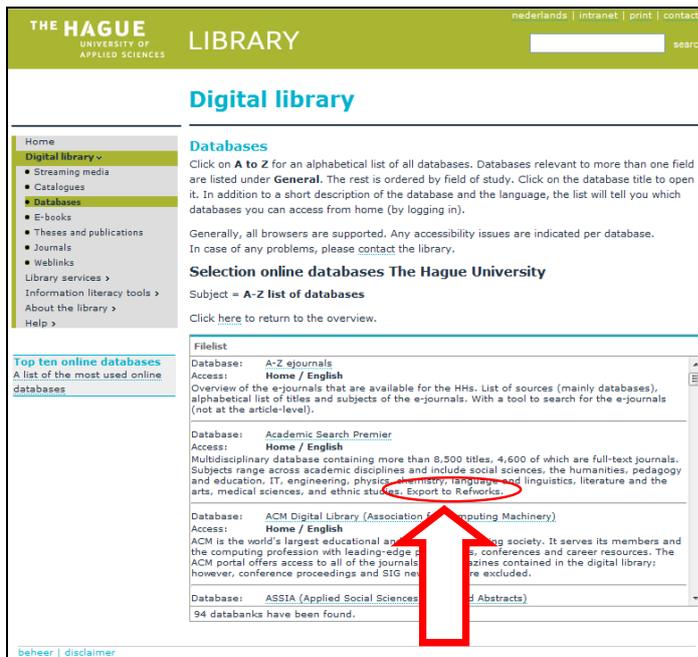


Step 6 From here on, please follow the steps described on page 3 for importing references from [Google Scholar \(from step 5\)](#).

How to import references from Academic Search Premier

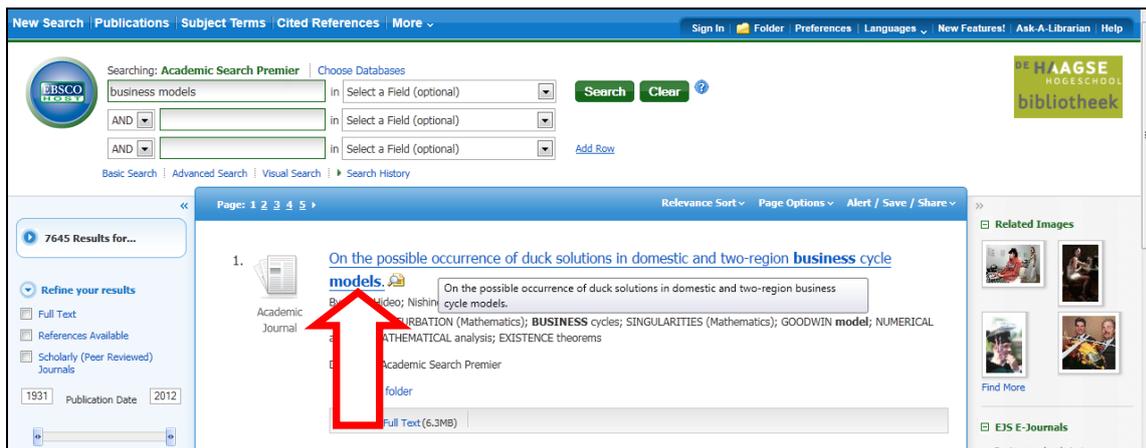
For each database in the list of databases it is indicated whether or not export to RefWorks is an option, and Academic Search Premier is one of the databases for which this is indeed the case. For the full list of databases go to the [Digital Library > Databases](#).

Step 1 Click on the A-Z list of databases and select Academic Search Premier.



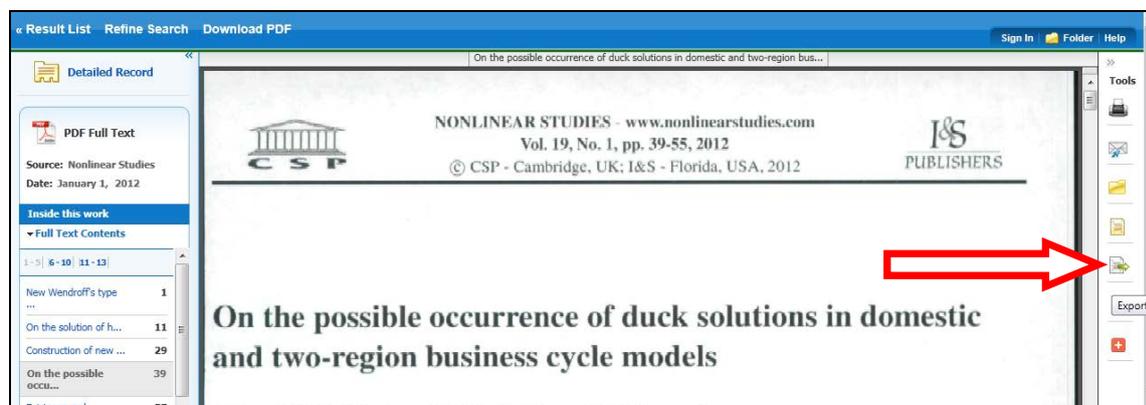
The screenshot shows the 'Digital library' page of The Hague University of Applied Sciences. The 'Databases' section is active, displaying a list of available databases. A red arrow points to the entry for 'Academic Search Premier', which is described as a multidisciplinary database containing more than 8,500 titles, including full-text journals. The entry also indicates that it is accessible from home and in English, and that it offers an export to RefWorks option.

Step 2 Find the article you need from the database and select the title.



The screenshot shows the search results page for 'business models' in Academic Search Premier. The search returned 7645 results. The first result is highlighted with a red arrow and is titled 'On the possible occurrence of duck solutions in domestic and two-region business cycle models'. The result is from an 'Academic Journal' and is available as a 'Full Text (6.3MB)' file. The abstract of the article is visible, discussing mathematical models and business cycles.

Step 3 Click on *Export* once the article has been opened.



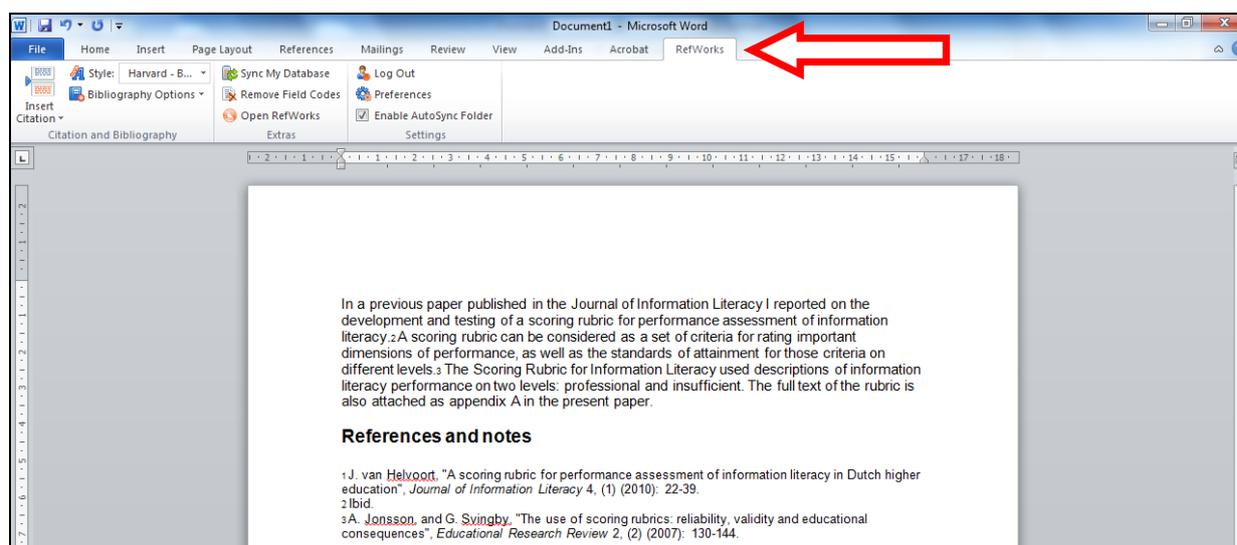
Step 4 From here on, please follow the steps described on page 3 for importing references from [Google Scholar \(from step 5\)](#).

Import Filters

[Import filters](#) are useful if a publication you are looking is not contained in any of the above databases and catalogues, but only in one that does not support export to RefWorks. Import filters allow data that cannot be exported straight to RefWorks to be imported using RIS text files. Please consult the [A-Z list of databases](#) on the library website to find out whether or not a particular resource supports export to RefWorks.

Write-N-Cite

Write-N-Cite is an add-on for MS Office Word that you can use to make citations in your text and to create a bibliography on the basis of references in your RefWorks account (see picture below). To download this add-on, go to your RefWorks account, Tools > Write-N-Cite.



RefWorks help tools

To get to know RefWorks even better, you can take the tutorial under *Help > Tutorial*:

