THE HAGUE UNIVERSITY OF APPLIED SCIENCES LIBRARY

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.
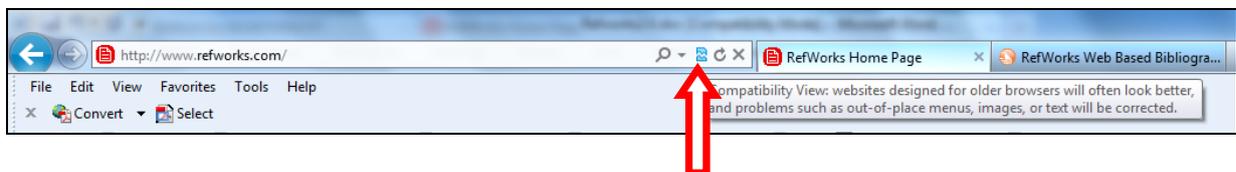
Importing from Google Scholar

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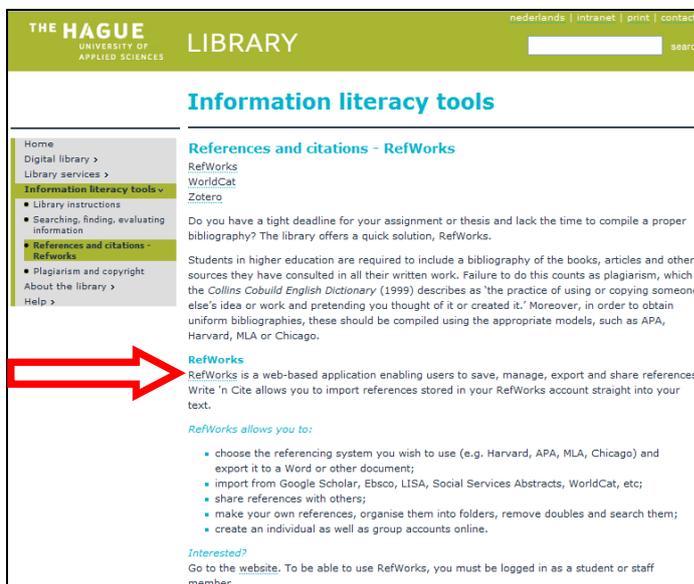
Step 2 Go to Google Scholar: http://scholar.google.com

Step3 Select your *Scholar Settings*:
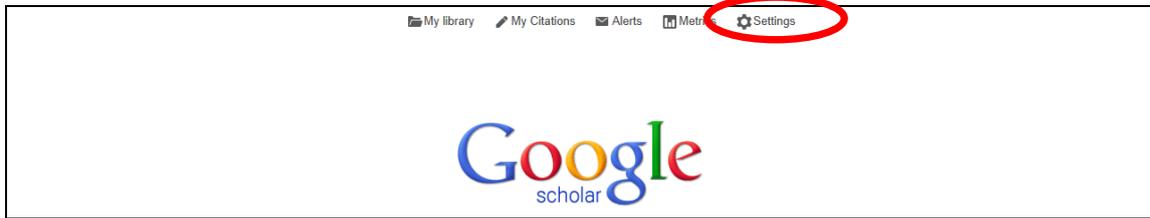
Click on *Scholar Settings* and scroll to *Bibliography Manager* at the bottom of the page. Tick *Show links to import citations into* and select *RefWorks* from the drop-down menu. Save your preferences.
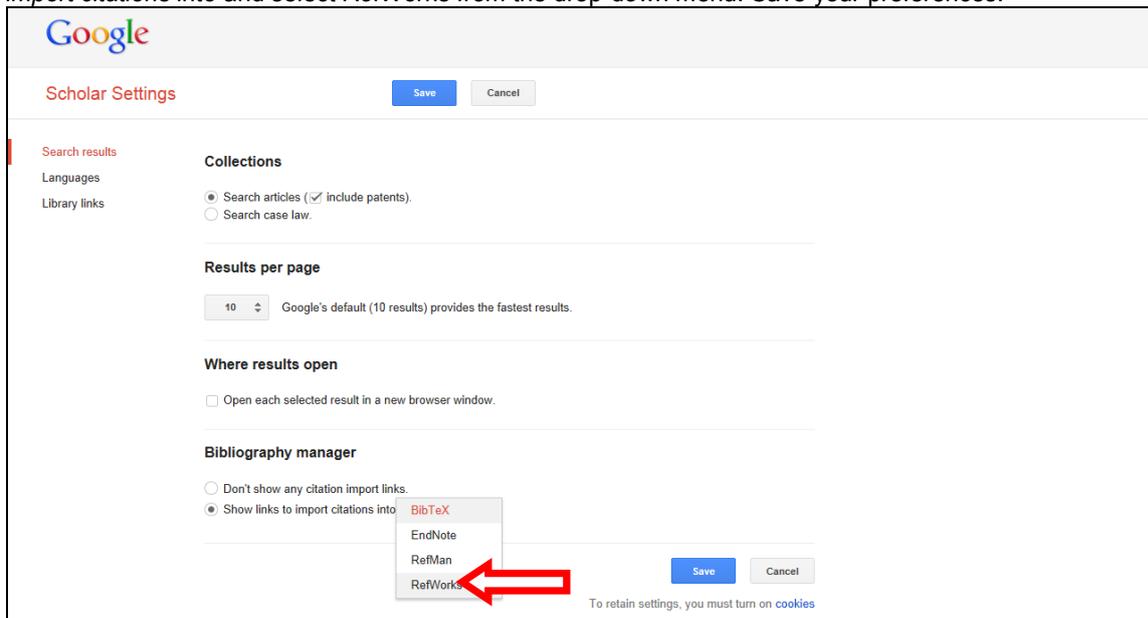
Step 4 Find an article using Google Scholar:
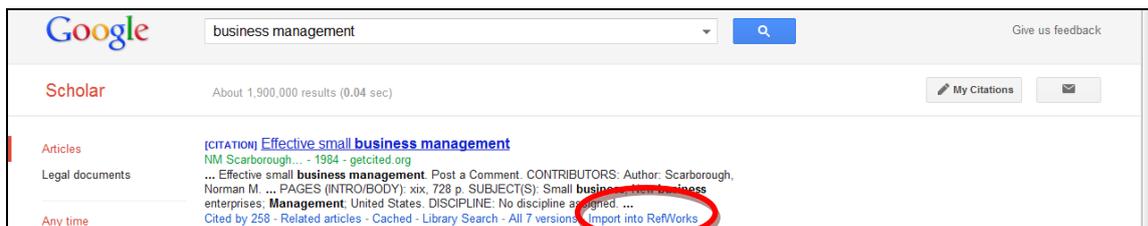
Click on *Import into RefWorks*.

Step 5 Click on *View Last Imported Folder*.
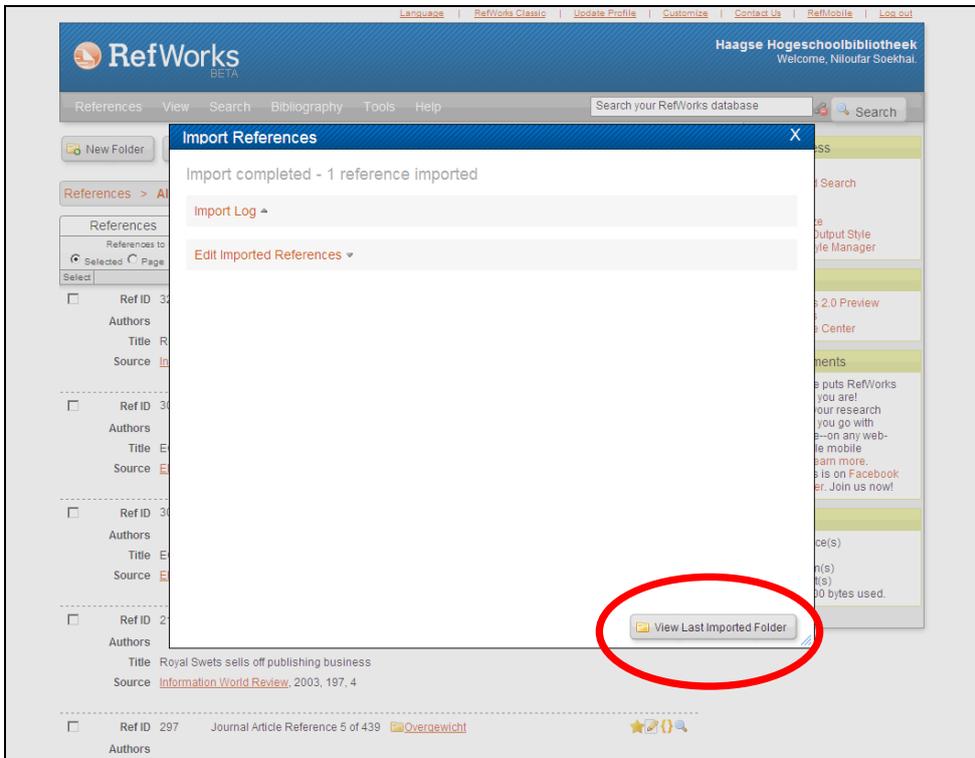
Step 6 Select your reference and store it in a folder.
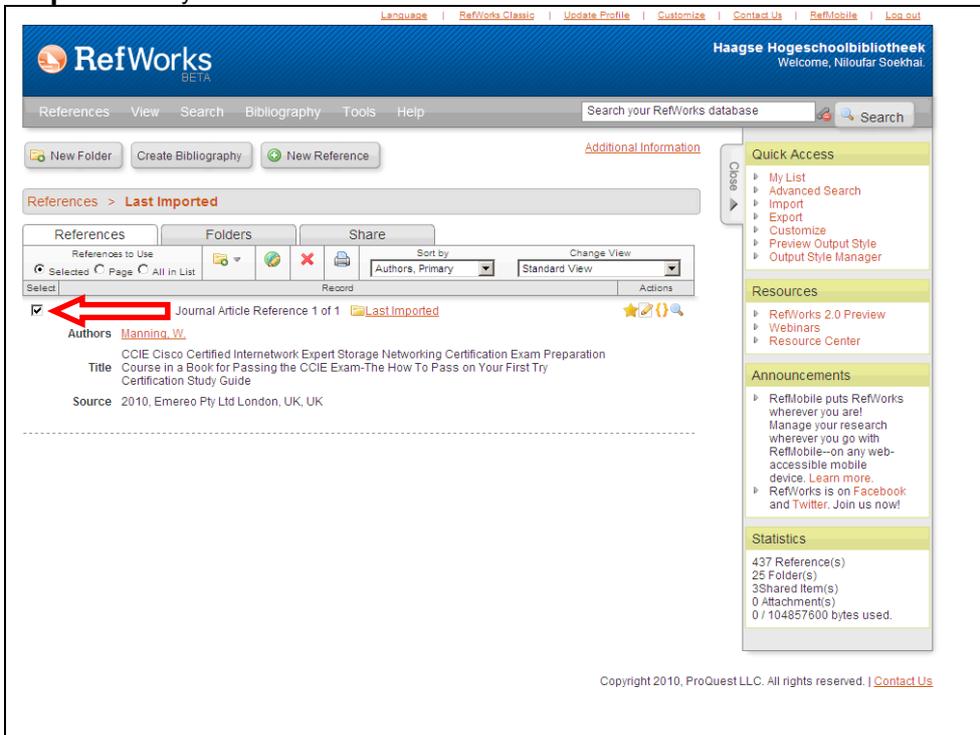
Step 7 Select or create the folder in which you want to store references.
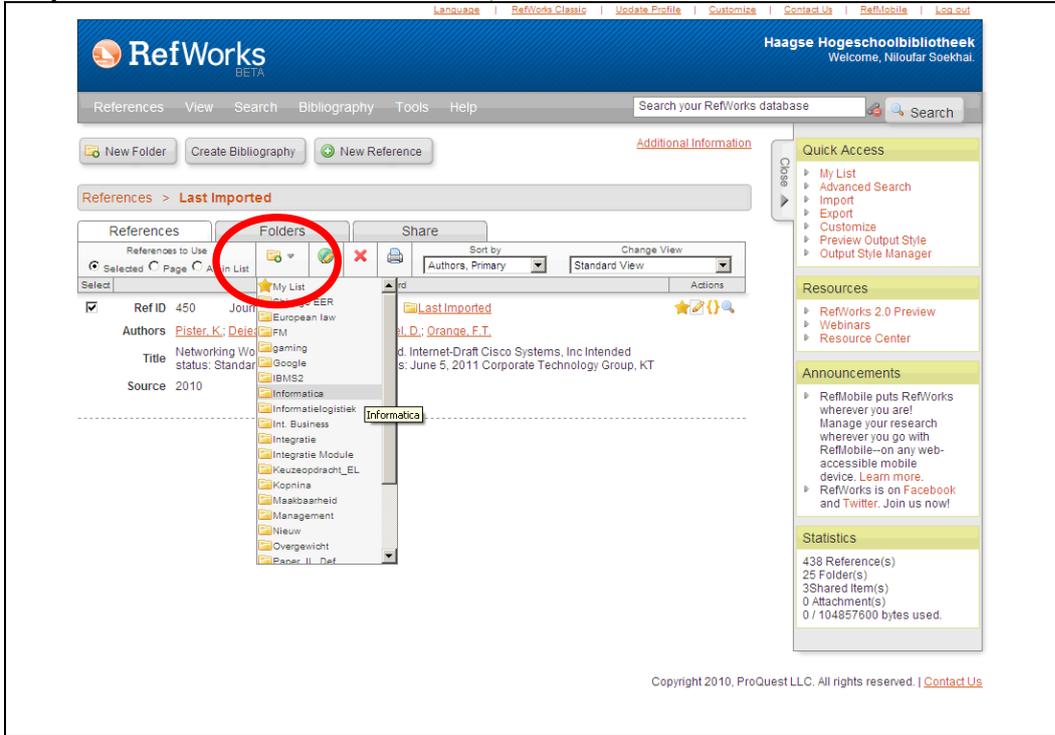
Step 8 Create your bibliography once you have imported all your references into RefWorks.
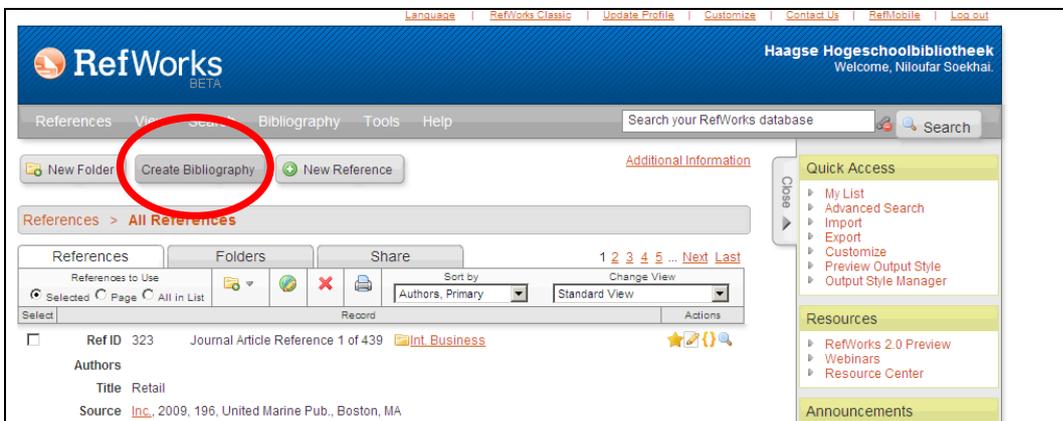
Step 9 Select your preferences regarding output style and format.

1. 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.

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.

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:

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.

Step 2   Search by topic in the search window:

Step 3   Click on the search result you need:

Step 4 Click on *Cite/Export*:
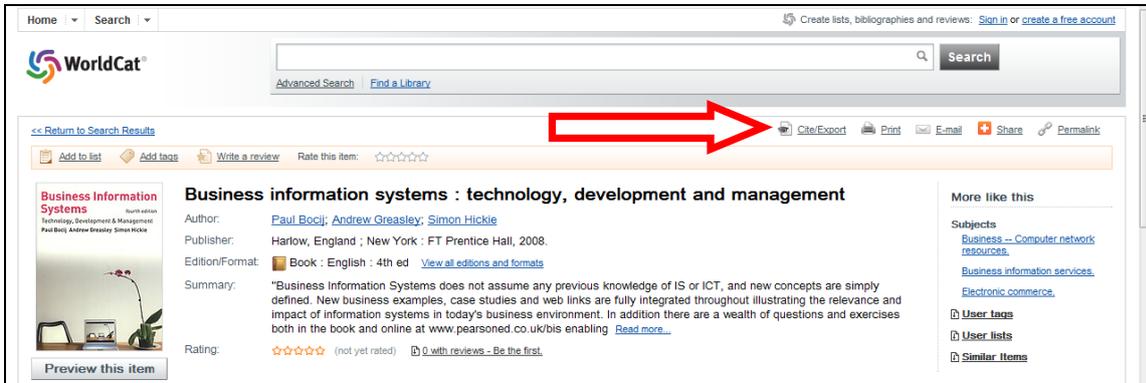
Step 5 Select *Export to RefWorks*
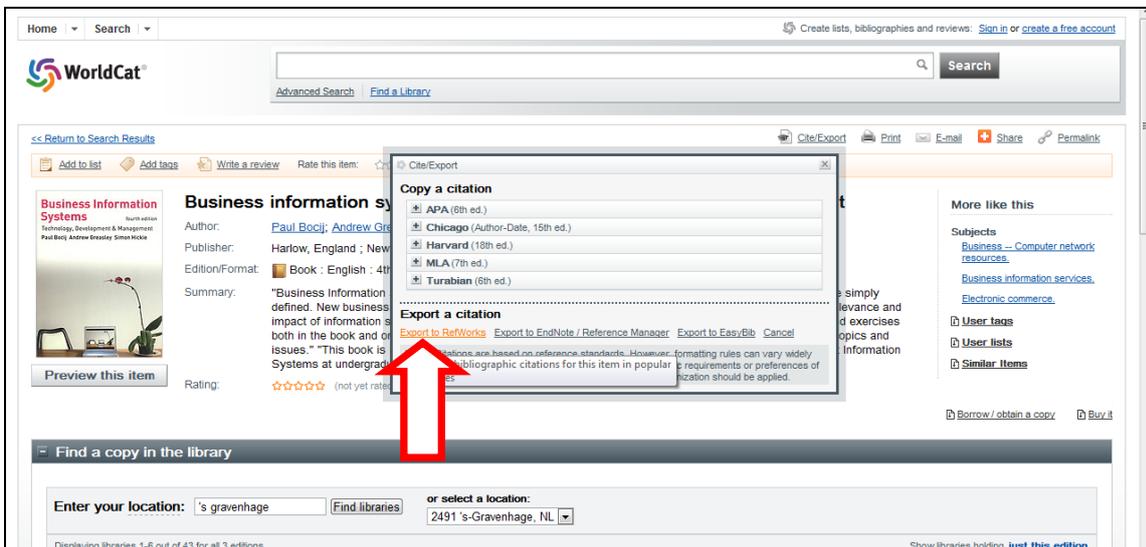
Step 6 From here on, please follow the steps described on page 3 for importing references from Google Scholar (from step 5).

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.
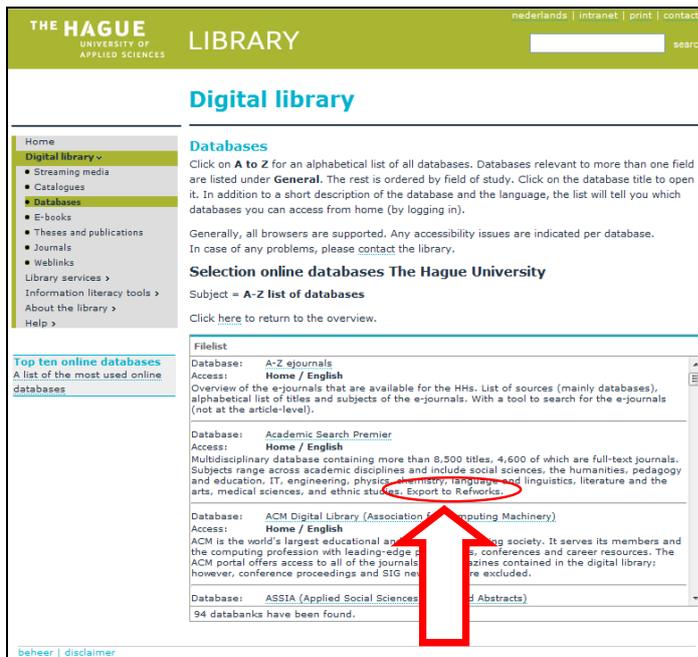
Step 2 Find the article you need from the database and select the title.
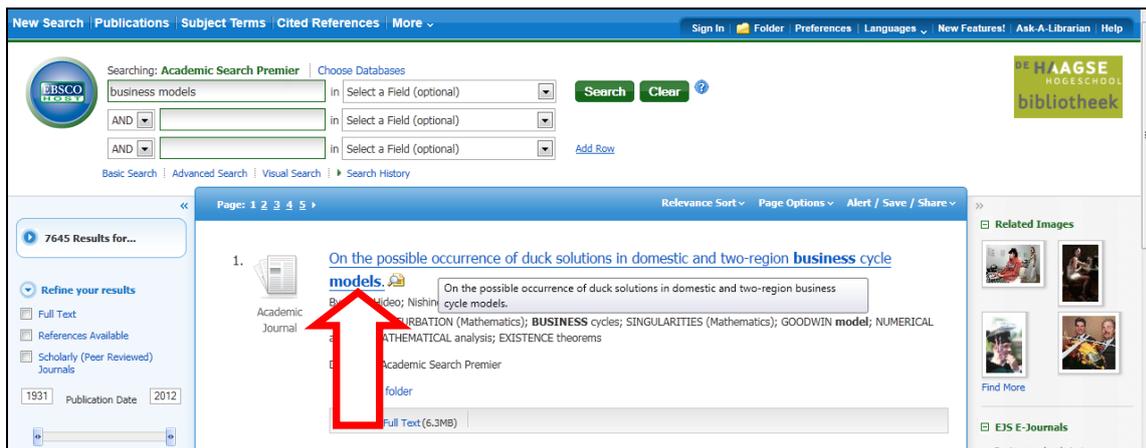
Step 3 Click on *Export* once the article has been opened.
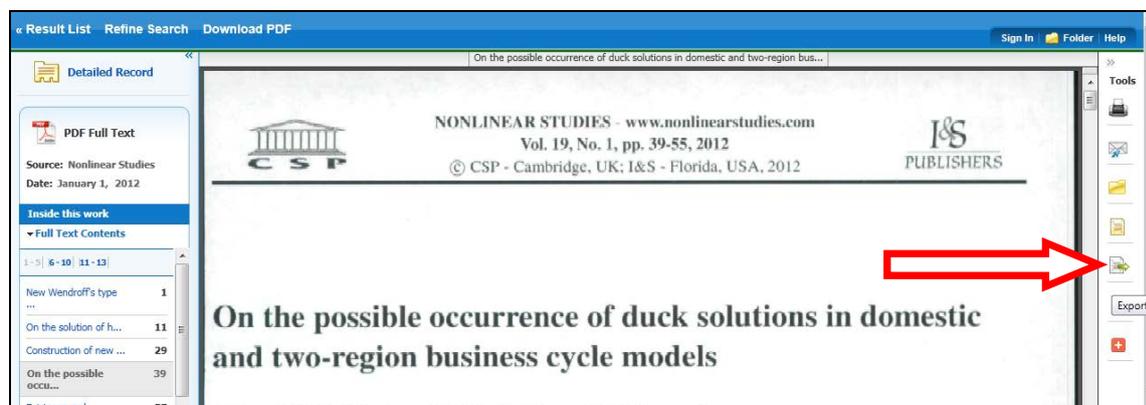
Step 4 From here on, please follow the steps described on page 3 for importing references from Google Scholar (from step 5).

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.
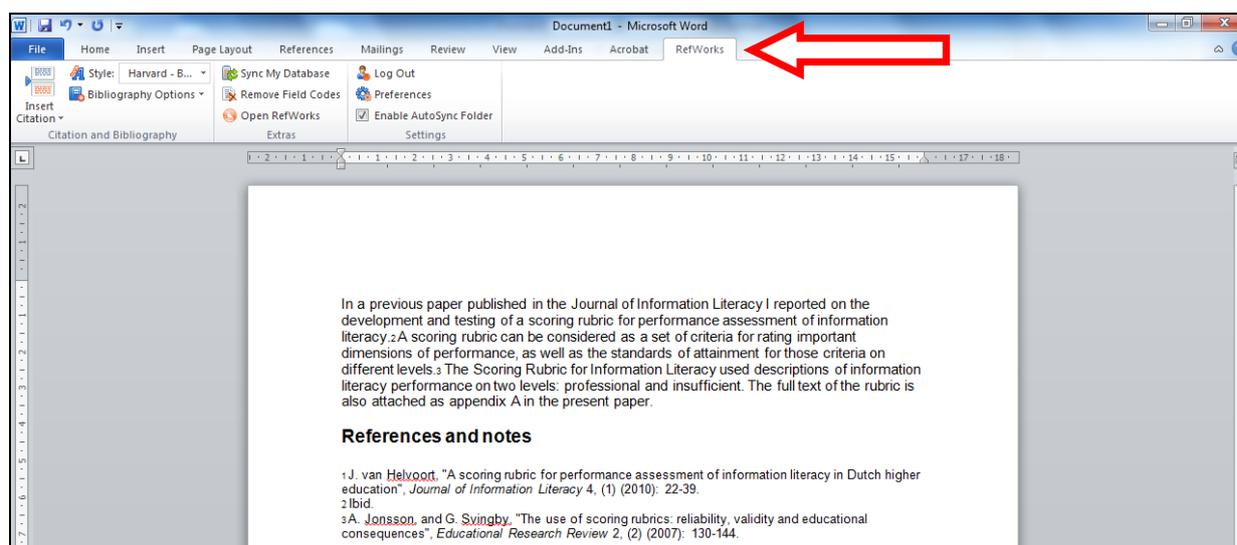
RefWorks help tools

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