

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. <u>RefWorks help function</u> (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 <u>Information Literacy Tools> RefWorks</u> on the <u>library website</u> 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: <u>http://scholar.google.com</u>

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.

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	10 \$ Google's default (10 results) provides the fastest results.
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Step 4 Find an article using Google Scholar:

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Click on Import into RefWorks.

Step 5 Click on View Last Imported Folder.

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

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Conte Informati Statistics 438 Reference(s) 25 Folder(s) 3Shared Item(s) 0 Attachment(s) 0 / 104857600 bytes used. Copyright 2010, ProQuest LLC. All rights reserved. | Contact Us

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.

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	Create Bibliography

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.

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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.

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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:

http://www.refworks.com/refworks2/default.aspx?r=	6	🖡 + 🔝 - 🖃 🌐 + Page + Safety + Tools + 🔞 + 🂙
	References	<u>*</u>
Anderson, C.,. (2006). The long tail : Why the future	of business is selling less of more. New York: Hyperion.	
Ashling, J. (2009). Russia, saudi arabia, korea, and	canada unveil new libraries. Information Today, 26(7), 18-19.	
Deitel, H. (2008). C++ how to program. [S.I.]: Pearso	un.	
Fijneman, R., & Roos Lindgreen, E.,. (2005). Gronds	lagen IT-auditing. Den Haag: Academic Service.	
Friedman, T. L. (2005). The world is flat : A brief histo	ory of the twenty-first century. New York: Farrar, Straus and Giroux.	
Harris, A.,. (2007). Game programming : The L line :	The express line to learning. Chichester: John Wiley.	
Kruchten, P. (2004). The rational unified process : An	introduction. Boston: Addison-Wesley.	
Kurose, J. F., Ross, K. W., & Anand, B. (2008). Comp	uter networking : A top-down approach. Boston, MA: Pearson/Addison Wesley.	
Larman, C. (2005). Applying UML and patterns : An in	ntroduction to object-oriented analysis and design and iterative development. Upper Saddle River, N.J.:	Prentice Hall PTR, c2005.
Leffingwell, D., & Widrig, D. (2003). Managing softwa	ere requirements : A use case approach. Boston: Addison-Wesley.	
Liang, Y. D. (2009). Introduction to JAVA programmin	g : Comprehensive version. Upper Saddle River, NJ: Pearson/Prentice Hall.	
Liberty, J., & Xie, D. (2008). Programming C≠ 3.0. Se	bastopol, CA: O'Reilly.	
Maciaszek, L. A. (2007). Requirements analysis and s	system design. Harlow [u.a.]: Addison-Wesley.	

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.

Maak uw bibliotheek deel van <u>VorldCat</u> De inhoud en diensten van uw bibliotheek zunnen door miljoenen mensen vanaf hun werk op internet worden ontdekt, elke dag—.	Actualiseer de informatie over uw bibliotheek in WorldCat Gebruik de WorldCat-Registry om de links naar de diensten en andere belangrike gegevens over uw bibliotheek, bibliothekengroep of culturei-ergoedinsteling actuele the houden.	WorldCat Web Services Maak bibliotheekmiddelen onderdeel van uw website of applicatie via webservices van WorldCat.	Mogelijkheden voor partnerschap
	Video-handleiding: Gebruikers van Help Web hebben verbinding met uw bibliotheek met een WorldCat-Registry-profiel (YouTube)		

Step 2 Search by topic in the search window:

	Create lists, bibliographies and reviews: Sign in or create a free acco
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Find items in libraries near you 1.5 billion items available here through a library Everything Booka DVDs CDs Articles business management Search books Advanced search Find a Library WorldCat connects you to the collections and services of more than 10,000 libraries worldwide Learn more as	Sign in to create lists, bibliographies and reviews of library materials User Name: Password: Remember me on this computer. Continue Forrot your password? Create a free account >>

Step 3 Click on the search result	you need:
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Step 4 Click on Cite/Export:

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Business Information System to an end Trolling, Celebrard Rasperse Full Boy Andrew Results Simi ROA	Business Author: Publisher: Edition/Format: Summary:	Information systems : technology, development and management Paul Bocij: Andrew Greasley: Simon Hickle Harlow, England ; New York : FT Prentice Hall, 2008. Bock : English : 4th ed <u>Viewal editions and formatis</u> Bock : English : 4th ed <u>Viewal editions and formatis</u> "Business Information Systems does not assume any previous knowledge of IS or ICT, and new concepts are simply defined. New Useiness examples, case studies and web links are fully integrated throughout illustrating the relevance and impact of information systems in today's business environment. In addition there are a wealth of questions and exercises both in the book and online at www.pearsoned.co.uk/bis enabling <u>Readmore</u>	More like this Subjects Business – Conputer network resources, Business information services, Electronic commerce, IP User tage IP User tags

Step 5 Select Export to RefWorks

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Step 6 From here on, please follow the steps described on page 3 for importing references from <u>Google</u> <u>Scholar (from step 5)</u>.

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 <u>Digital Library > Databases</u>.

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

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	Database: Academic Search Premier Access: Home / English Multidisciplinary database containing more than 8.500 titles, 4,600 of which are full-text journals. Subjects range across academic disciplines and include social sciences, the humanities, pedagogy and aducation, IT, engineering, physics, termitry, Inglusp-sed Inguistics, literature and the arts, medical sciences, and ethnic student, Export to Refword.	
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Step 2 Find the article you need from the database and select the title.

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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 <u>Google</u> <u>Scholar (from step 5)</u>.

Import Filters

<u>Import filters</u> 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 <u>A-Z list of databases</u> 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*:

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