Getting references into RefWorks

Library databases

There are several ways to add references to RefWorks

1. Export directly from the database into RefWorks
2. Save your references as a .txt file and then import into RefWorks
3. Manually add each reference separately - use this as a last resort!

Before you begin, open RefWorks

- ProQuest
  - ABI/INFORM Collection
  - Select the references you want to keep
  - Click Save and select RefWorks
  - Click Continue on the Export/Save window
  - Choose Legacy RefWorks on the pop-up window
  - watch a video

- EBSCO
  - Usearch
  - Business Source Complete
  - Hospitality & Tourism Complete
  - Select the references you want to keep by clicking the blue Add to Folder icon
  - When you've finished selecting, click the Folder icon (top right)
  - Select all and click Export
  - Ensure Direct Export to RefWorks is selected and click Save
  - Choose Legacy RefWorks on the popup window
  - watch a video

- Emerald Publishing
  - Select the references you want to keep
  - At the top of the result list, click Please Select and choose Download Citation
  - Select RefWorks and click Download Article Citation Data
  - Click Submit Data to RefWorks
  - Choose Legacy RefWorks on the popup window
  - watch a video

‘How to’ guides are available for each database. Contact your Subject Librarian or see your Library Subject Guide

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