

Converting a Word Bibliography for Import into RefWorks

In order to import references that have been formatted into a bibliography the references will need to have tags added in order for RefWorks to read (import) the bibliography and parse the data particles into the correct reference types and fields. Below are the details on the RefWorks Tagged format that will be used in the tagging process. The following reference formatted in the APA 5th addition style will be used as an example for this process.

Angrist, S. S., & Almquist, E. M. (1993). The Carnegie Mellon class of 1968: Families, careers, and contingencies. In K. D. Hulbert & D. T. Schuster (Eds.), *Women's lives through time: Educated American women of the twentieth century. The Jossey-Bass social and behavioral science series and The Jossey-Bass higher and adult education series* (pp. 282-300). San Francisco: Jossey-Bass Inc.

1. The first step is to **break out** the individual data particles in the reference removing the all punctuation that does not conform to RefWorks rules of entry and normalizing text, (see the field notes section below). Note that the editor names have been edited to conform to the Author notes below.

Angrist, S.S.
Almquist, E.M.
1993
The Carnegie Mellon class of 1968: Families, careers, and contingencies
Hulbert , K.D.
Schuster, D.T.
Women's lives through time: Educated American women of the twentieth century. The Jossey-Bass social and behavioral science series and The Jossey-Bass higher and adult education series
282
300
San Francisco
Jossey-Bass Inc

2 . The second step is to **determine the type of reference and add the appropriate tags**. In our example we are working with a book section reference. The first tag will always be the RT tag (see list of RefWorks RT tags below) that is used to determine what RefWorks record type to use. Below is the completed tagged reference.

RT Book Section
A1 Angrist, S.S.
A1 Almquist, E.M.
YR 1993
T1 The Carnegie Mellon class of 1968: Families, careers, and contingencies
A2 Hulbert , K.D.
A2 Schuster, D.T.
T2 Women's lives through time: Educated American women of the twentieth century. The Jossey-Bass social and behavioral science series and The Jossey-Bass higher and adult education series
SP 282
OP 300
PP San Francisco
PB Jossey-Bass Inc.

1. Continue this process until all references are tagged and save the file as text.
2. To import the file, select RefWorks Tagged Format as your import data source.

Reference Type Indicator Tag

RT Tag is the reference type identifier and must be present as the first tag in your text file. You can choose from the following reference type indicators:

Abstract
Artwork
Bills/Resolutions
Book, Section
Book, Edited
Book, Whole
Case/Court Decisions
Computer Program
Conference Proceeding
Dissertation/Thesis
Dissertation/Thesis, Unpublished
Generic
Grant
Hearing
Journal
Journal, Electronic
Laws/Statutes
Magazine Article
Map
Monograph
Motion Picture
Music Score
Newspaper Article
Online Discussion Forum
Patent
Personal Communication
Report
Sound Recording
Unpublished Material
Video/DVD
Web Page

RefWorks Tagged Format

Refworks Export Tagged Format, Tag legend

RT=Reference Type

ID=Reference Identifier

A1=Primary Authors

T1=Primary Title

JF=Periodical Full

JO=Periodical Abbrev

YR=Publication Year

FD=Publication Data, Free Form

VO=Volume
IS=Issue
SP=Start Page
OP=Other Pages
K1=Keyword
AB=Abstract
NO=Notes
A2=Secondary Authors
T2=Secondary Title
ED=Edition
PB=Publisher
PP=Place of Publication
A3=Tertiary Authors
A4=Quaternary Authors
A5=Quinary Authors
T3=Tertiary Title
SN=ISSN/ISBN
AV=Availability
AD=Author Address
AN=Accession Number
LA=Language
CL=Classification
SF=Subfile/Database
OT=Original Foreign Title
LK=Links
DO=Document Object Index
CN=Call Number
DB=Database
DS=Data Source
IP=Identifying Phrase
RD=Retrieved Date
ST=Shortened Title
U1=User 1
U2=User 2
U3=User 3
U4=User 4
U5=User 5
UL=URL
SL=Sponsoring Library
LL=Sponsoring Library Location
CR=Cited References
WT=Website Title
A6=Website editors
WV=Website version
WP=Date of Electronic Publication

Font Attribute Legend

Font attributes are supported in title fields, notes, abstracts and user 1 - 5 fields.

Start Bold = 0RW1S34RfeSDcfkexd09rT0

End Bold = 1RW1S34RfeSDcfkexd09rT0

Start Underline = 0RW1S34RfeSDcfkexd09rT1
End Underline = 1RW1S34RfeSDcfkexd09rT1
Start Italic = 0RW1S34RfeSDcfkexd09rT2
End Italic = 1RW1S34RfeSDcfkexd09rT2
Start SuperScript = 0RW1S34RfeSDcfkexd09rT3
End SuperScript = 1RW1S34RfeSDcfkexd09rT3
Start SubScript = 0RW1S34RfeSDcfkexd09rT4
End SubScript = 1RW1S34RfeSDcfkexd09rT4

Character Set

Character encoding should be set to UTF8.

Field Notes

Tag Notes

The tag format is either 2 uppercase characters or 1 uppercase character and a numeric character followed by a space and then the data.

Punctuation Notes

With the exception of the author, editor and abbreviated journal name fields ending punctuation should be removed. RefWorks will add the correct punctuation when formatting a bibliography. Abbreviated Journal names should include a period: Am.Behav.Sci.

Author Field

The A1 tag is repeated for each author in the records. Author formats are as follows:

Author names should be entered last name first followed by a comma, first name (or first initial followed by a period), and middle initial followed by a period. If you have separated your author names by last, first and middle all three fields should be added via the Insert Merge Field button.

A1 Green,Adam J.,Dr.

A1 Smith,J.R.

A1 Luck,Emma

Publication Date Free Form

This field is used for date information such as a season or month and day. Year data is solely placed in the year field i.e. YR 2003.

Keyword Field

The keyword field is repeated for each keyword or phrase.

Title Field

Remove periods from the end of the titles.

Page Fields

There are 2 tags for the page fields. SP is the tag for the starting page and should only contain this information. The OP tag will be used for any additional pages or page information.

Sample RefWorks Format

RT Journal

ID 271

A1 Allan,Steven

A1 Gilbert,Paul

T1 Anger and anger expression in relation to perceptions of social rank, entrapment and depressive symptoms

JF Personality & Individual Differences

YR 2002

FD Feb

VO 32

IS 3

SP 551

OP 565

K1 Anger

K1 Self Report

K1 Status

K1 Depression (Emotion)

K1 Symptoms

K1 self-report measures

K1 anger expression

K1 social rank

K1 entrapment

K1 depressive symptoms

AB Explored the relationship between self-report measures of anger and anger expression with those of social rank (unfavorable social comparison and submissive behavior) and feelings of entrapment in a student population (197 Ss, mean age 23.4 yrs). The authors further investigated if the social rank/status of the target of one's anger affects anger experience and expression. Students were given C. D. Spielberger's (1988) State-Trait Anger Expression Inventory measure of anger and asked to complete it in 3 ways. First, in the normal way, and then 2 further times after reading 2 scenarios that involved lending an important and needed book which the lender fails to return, where the lender was either an up rank/authority figure (one's tutor) or a down rank, fellow student. It was found that self-perceptions of unfavorable rank (inferior self-perceptions and submissive behavior) and feeling trapped significantly affect anger suppression. It was also found that the rank of the target significantly affects anger expression and that people who respond angrily to criticism tend to show more down rank-anger when they are frustrated by a lower rank target and modulate their anger according to the rank of the person they are angry with. (PsycINFO Database Record (c)

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NO PO: Human; Male; Female; Adulthood (18 yrs & older); FE: References; Peer

Reviewed; UD: 20020227; F1: 0191-8869,32,3,551-565,2002; A1: 20020227

PB Elsevier Science, England, [URL:<http://www.elsevier.nl>]

SN 0191-8869

AD Kingsway Hosp, Dept of Clinical Psychology, Derby, United Kingdom;[mailto:stev.allan@hotmail.com]

AN 2002-00282-017

LA English

CL 3120 Personality Traits & Processes

SF Print (Paper); Journal Article; Empirical Study

LK <http://bjm.com/content/vol325/issue7371/twib.shtml#325/7371/0>