



**HARVARD
GRADUATE SCHOOL OF EDUCATION**

Monroe C. Gutman Library Research and Instruction Services

Getting References from Word into RefWorks

If you have references in Word that you'd like to enter in RefWorks without re-keying, you have a couple of options:

Search and Export

For comprehensive data related to your citations, including subject headings and abstracts (when available), identify databases likely to index your references, search in the databases for the authors/titles from your reference list, and export records from the databases to RefWorks.

For example, search book references in the HOLLIS Catalog (<http://hollis.harvard.edu>). For articles in education, searching across Academic Search Premier, ERIC, and Education Abstracts (<http://nrs.harvard.edu/urn-3:hul.eresource:ebSCOedu>) is a good place to start. For databases in other fields, see Find E-Resources (<http://eresearch.lib.harvard.edu/V?func=find-db-1>) or ask a librarian.

---OR---

Convert and Import

If you're looking for a quick and easy way to capture the citation information only, there are a few open-source software programs that convert citations to a form RefWorks can read. The tool described below converts references to the BiBTeX file format. We've tested it with citations in APA format. It works pretty well for most standard book and journal article references, but the imports will need some clean up.

1. Go to <http://www.snowelm.com/~t/doc/tips/makebib.en.html>
2. Paste your Word reference list in APA format into the empty box. Make sure there are two line breaks between each reference.

Makino Takaki's page

```
Aiken, L. S., & West, S. G. (1991). Multiple regression: Testing and interpreting interactions. Newbury Park, CA: Sage.

Baumeister, R. F., Campbell, J. D., Krueger, J. I., & Vohs, K. D. (2003). Does high self-esteem cause better performance, interpersonal success, happiness, or healthier lifestyles? Psychological Science in the Public Interest, 4, 1-44.
```

Make BibTeX source! Reset form

4. Click "Make BibTeX source!" button.
5. Copy the BibTeX-coded text.
6. Open RefWorks > References > Import

Import [Import Instructions](#) | [List of Filters & Databases](#) | [Request a Filter](#)

Import Filter/Data Source: BibTeX

Database: <Multiple Databases>

Import References into Folder: Specify Folder (optional)

(Note that references are also put in the Last Imported folder)

Import Data from the following Text File

Browse...

Encoding: ANSI - Latin I

Import Data from the following Text

```
@comment{ Aiken, L. S., & West, S. G. (1991). Multiple regression: Testing
and interpreting interactions. Newbury Park, CA: Sage. }
@book{aiken1991multiple,
author = "Aiken, L. S. and West, S. G.",
title = "Multiple regression: (Testing) and interpreting interactions",
publisher = "Newbury Park, (CA): Sage",
year = 1991
```

Import

7. Select: Import Filter/Data Source = BibTeX
Database = <Multiple Databases>
8. Select "Import Data from the following text."
9. Paste the BibTeX-coded text into the box.
10. Click Import.
11. Check and edit your references in the Last Imported Folder.