



6-5E Export to Reference Management Software

Use OPAC "Library Services" Function

The Nagoya University Library Search System (OPAC) is equipped with tools which allow the saving of search results in file, exportation of search results via email or exportation via reference management software.

The tools used for exporting search results can be accessed via the Nagoya University Library Search System OPAC [Bibliography Search Result List] or the [Bibliography Details].

✘ For the Location and Call Number of the material please click on the [Details Display] in the [Bibliography Search Result List].

✘ For simultaneous exporting of several materials from your search result list, go to [Bibliography Search Result List] and select the materials you want to store.

A. Exporting search results in file

: Exporting search results in file can be useful when checking bibliographic information or managing in Excel sheet. The results can be saved in different file formats.

B. Exporting search results via email

: It is possible to export search results to Nagoya University email. After finishing go to the top of the page and click on [Logout] to logout from your account.

C. Exporting search results to reference management software

: Bibliographic information can be directly exported to a reference management software. Members of Nagoya University have access to [EndNote] and [RefWorks] which are web-based reference management software. Prior registration is required for both (free of charge). For more information, please see below.

✘ In the case of using Mendeley, which is also a documents management tool, please follow A. (Refer to the following page for the procedure)

【RefWorks】

RefWorks is a web-based bibliographic management tool for managing academic information. As a web-based platform, it requires no installation, making it easy to use.

1. To use RefWorks (<https://refworks.proquest.com/>), you have to possess an account and log-in. If you register with an email address issued by Nagoya University, you can create an account for Nagoya University affiliates.
2. After opening the [Bibliography Search Result List] screen or the [Bibliography Details] screen in the OPAC click on [Export] button. A [Select Export Destination] window will appear. Please, select [RefWorks] to send your search results to RefWorks.
3. The task is finished when a separate window starting "Import complete" (RefWorks window) opens. After clicking on the [OK] button the recently exported bibliographic records will be visible.

✘ During the contract period with Nagoya University, you can continue to use the same services, even after graduation or retirement. (Settings are required)

[EndNote Online] To learn more about the functions of EndNote, please refer to [the guide online](#).

It is a bibliography management and article writing support tool provided on the Web of Science platform. You can manage your bibliography online and easily create a list of cited references for writing papers. For students and faculty members of Nagoya University, after registering as user within the university network, you can use the service off-campus.

1. Please log-in or create an account to use EndNote. <<https://access.clarivate.com/login?app=endnote>>
✘ Web of Science account can be also used to log-in to EndNote.
2. Click the "Download" tab at the top of the screen and install the plug-in for CWYW (Cite While You Write) for Windows/Macintosh, etc.

Cite While You Write (CWYW)

Cite While You Write (CWYW) is an EndNote library that integrates with Microsoft Word, allowing you to insert references while writing a paper in Word, change the style of your bibliography at once, and more.

3. Click [Export] in OPAC's Bibliography Details screen, and select [EndNote basic] as the export destination to import the bibliographic information.
✘ The imported bibliography can be viewed from the "My Reference" tab of EndNote.

If installation of plugin was unsuccessful

1. Click [Export] on the OPAC search results list screen and select [EndNote basic] under "Select Export Destination".
2. Select "Save File", name the file accordingly, and save it to your PC.
3. Log in to EndNote or register for a free account, and click "Import References" on the "Bibliography Collection" tab.
4. Select the files and the folder and select "RefMan RIS" as the import option.
5. The selected bibliography will be imported into EndNote.

[Mendeley]

Mendeley is a literature management tool from Elsevier. You can also create groups to share literature with collaborators.

1. Log in to Mendeley (<https://www.mendeley.com/>) or register an account (shared use with Elsevier's ScienceDirect and Scopus)
2. All Mendeley Reference Manager from the download link in the upper right corner.
3. On the OPAC search results list screen or Bibliography Details screen, click [Output] and select [RIS Format] as the file output format.
4. Log in to Mendeley, click on [Library], select [Add New] -> [Import Library] -> [RIS(*.ris)] and select the file you just imported.

✘ Accessing from the campus automatically upgrades you from the free to the institutional version, which reverts back 12 months after your last campus access.

