



## Importing References from RIS Files into My References

You can import references into your My References list by uploading an RIS file from a database or reference management software.

### Retrieving an RIS File

Export the references you want from your bibliographic manager (EndNote, Mendeley, RefWorks, Zotero) or search platform (APA PsycNET, EBSCOhost, Ovid, ProQuest) as an RIS file. (RIS files generated from other sources can be imported into Academic Writer, but there is no guarantee the file will map to the correct fields.)

### Importing an RIS File into Academic Writer

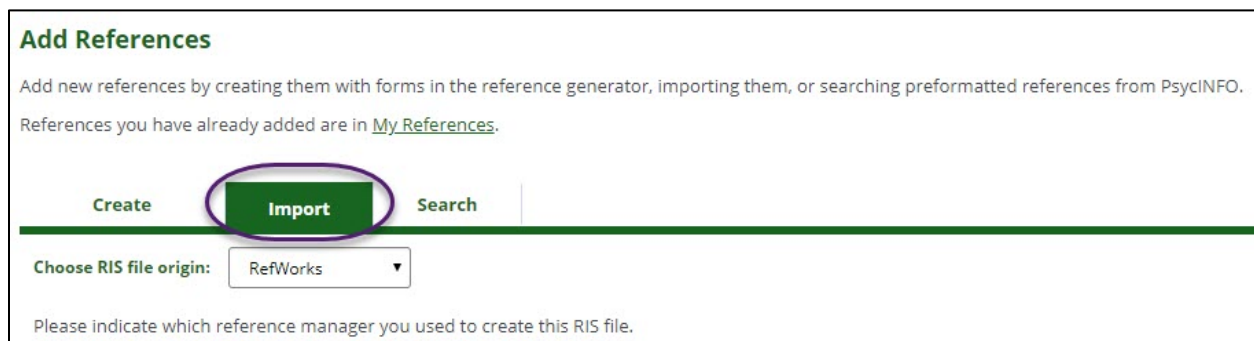
Access My References from the My File Cabinet menu at the top of any screen.



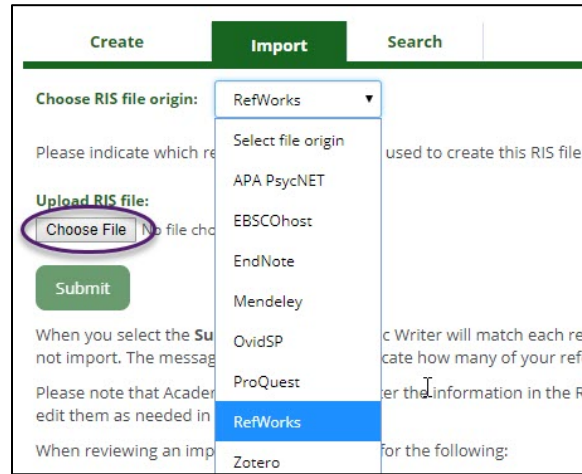
Select + Add References.



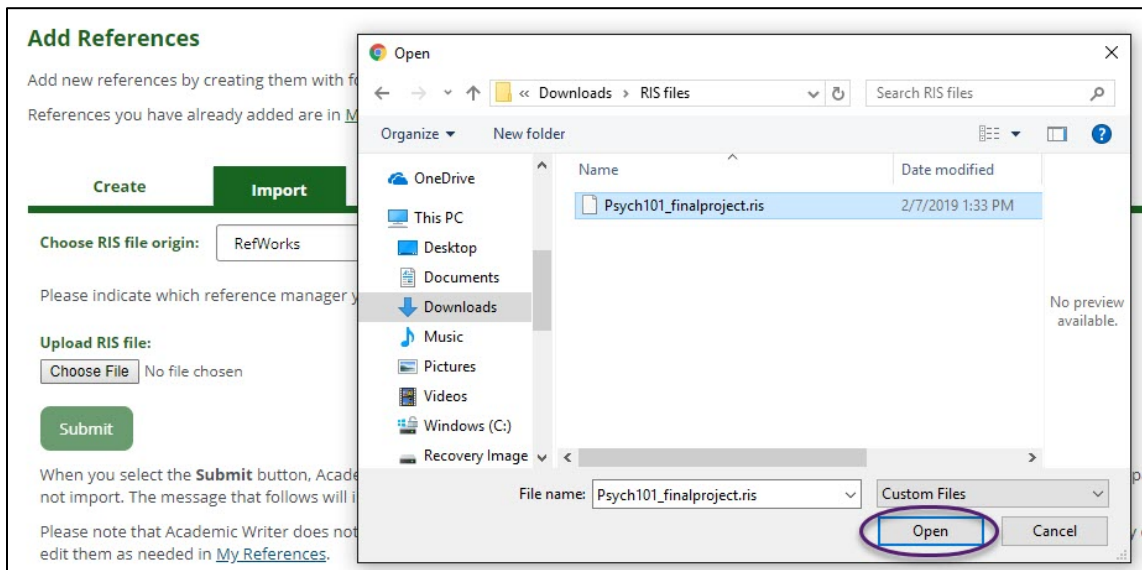
In the Add References screen, choose the Import tab.



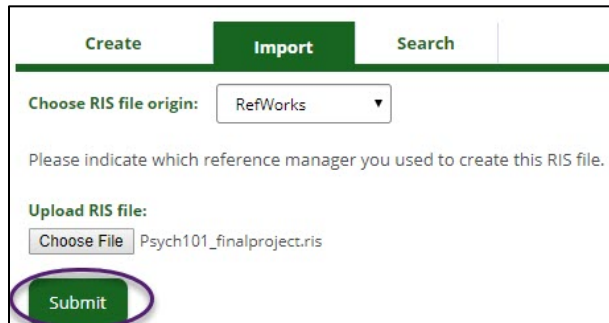
In the **Import** menu, select the source of your RIS file and then **Choose File**.



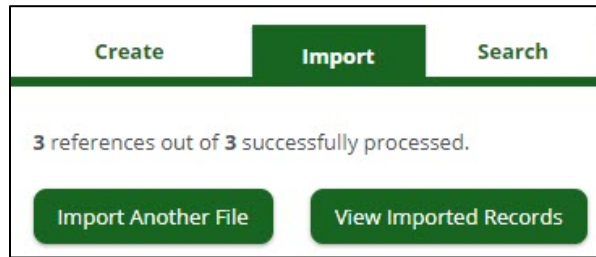
Select the file you want to import, then choose **Open**.



To complete the import, select the **Submit** button. Please note that the **Submit** button will not be active until the file is attached and the RIS file type is identified.



You will then see a report of the imported records.



## Imported RIS Files

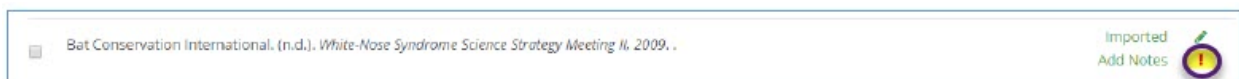
When you import RIS files, Academic Writer will match each reference to an APA Style reference type. Some reference types are not compatible and will not import. After an import, you will be able to see how many of your references were successfully imported.

Please note that Academic Writer does not alter the information in the RIS file. Therefore, before using imported references in a paper, we strongly encourage you to review and edit them as needed in **My References**.

When reviewing an imported reference, look for the following:

- **Missing information:** Check whether any required information is missing from the reference.
- **First and/or middle names:** If your original file included full first and/or middle names, they will be imported into your references. For correct APA Style, change the first and middle names to initials only.
- **Incorrect capitalization:** If a reference in your original file included titles with incorrect capitalization, they will be imported without changes.

Because of incomplete information in databases, imported references may sometimes be missing elements that are required for an APA Style reference. Imported references missing key APA Style elements will be marked with a red exclamation point in the **My References** list to indicate that the reference should be edited.



## Editing an Imported Reference

To edit an imported reference, find the reference in your **My References** list. References added via RIS import will be labeled “Imported.” The reference shown below incorrectly uses the full first name of the author rather than initials and shows the name of the book in title case rather than sentence case. To edit the reference, select the **pen icon**.



To correct this reference, select the name in the **Author List**, put the name in the correct format, and select **Update Author**. Select **Format in Sentence Case** in the Title field to correct the capitalization. When finished with edits, select **+Update Reference** at the bottom of the form.

**Create a Reference**

Use the following form to edit all the elements of your reference. When you select the **UPDATE REFERENCE** button, we will apply your changes to this reference in any papers that contain it and in your My References library. You will be able to see the reference and continue to make edits, if necessary.

\* Fields marked with an asterisk are required.

**Reference Type** ⊕ Authored book Print/Electronic Authored Book ▼ Collapse all

**Authorship** ⊕ This section is required.

Author name(s) available ▼

**Add Name to Author List**

Author type:  Individual  Group (research group, organization, government agency, etc.)

Berry, John W. Initials (e.g., N. W. or T.-P.) Suffix ▼ Ω

**Update Author** Cancel

**Author List** ⊕

Berry, John W. ×

**Date** ⊕

**Title** ⊕ ℒ Ω ×² ×₃ Format in Sentence Case

Cross-Cultural Psychology : Research and Applications

**Source** ⊕

**Abstract** ⊕

**Notes** ⊕

**Quotations** ⊕

Cancel **+ UPDATE REFERENCE**

## Contact Us

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