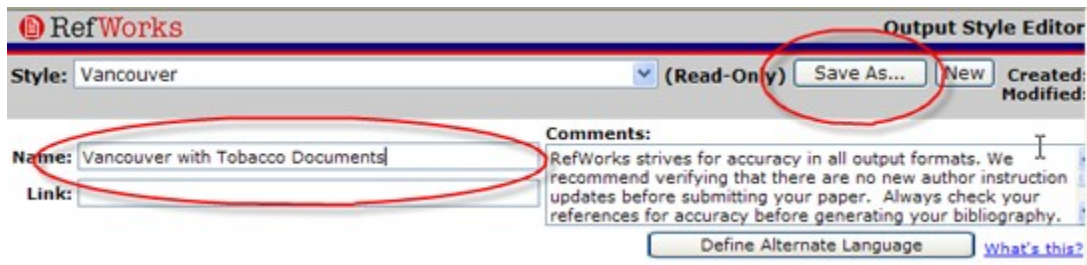


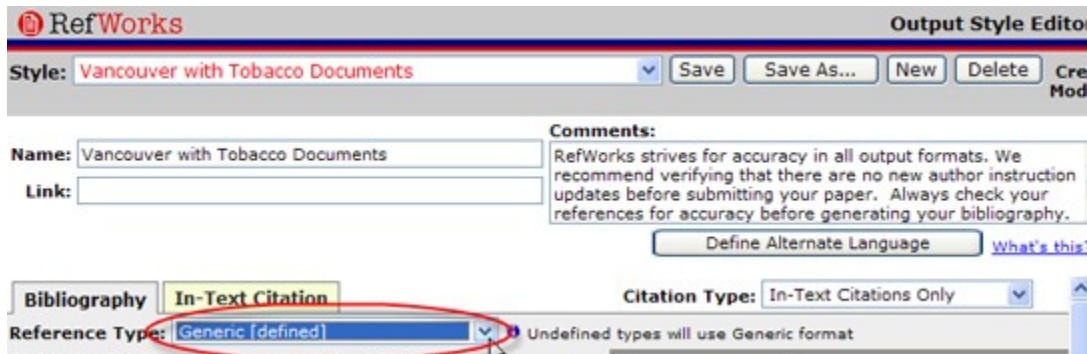
## Set up the Tobacco Documents Reference Type for RefWorks

### Set up an Output Style

1. Open your RefWorks application and click on **Bibliography** from the top menu bar.
2. You will see the Output Style area at the top of the page - click the **Edit** button to the right of the style choices. This will open the **Output Style Editor**.
3. Choose the *Vancouver* style from the list. Rename it "Vancouver with Tobacco Documents" by typing in the Name field. Click Save As.



4. The new Output Style will appear in red lettering meaning only you will see this style in your personal account.
5. Click the drop-down box for **Reference Type** and scroll down to the type titled **Generic**:



6. You want your **Output Field Order** to match the image below - do this by deleting unwanted fields and moving others over from **Fields for this Type** on the left:

Style: Vancouver with Tobacco Documents

Name: Vancouver with Tobacco Documents

Link:

**Bibliography** **In-Text Citation**

Reference Type: Generic [defined] Undefine

**Fields for this type**

- Add Text to Output
- Add OpenURL Link to Out
- Ref ID
- Ref Type
- Source Type
- Output Language
- Authors, Primary
- Title, Primary
- Periodical
- Pub Year
- Pub Date Free Form
- Volume
- Issue
- Pages
- Descriptors
- Abstract
- Notes
- Authors, Secondary
- Title, Secondary
- Edition

**Output Field Order**

- Authors, Primary
- Title, Primary
- Pub Date Free Form
- Pub Year
- Place of Publication
- Pages
- Links

Copy Fields from: Book, Edited Copy

- Once your Output Field Order is done, click on each field in the list to see its formatting options. Make sure the following fields have a period followed by a space in the **Follow with** field.

**Output Field Order**

- Authors, Primary
- Title, Primary
- Pub Date Free Form
- Pub Year
- Place of Publication
- Pages
- Links

**Field Comments** Any special comments about this field

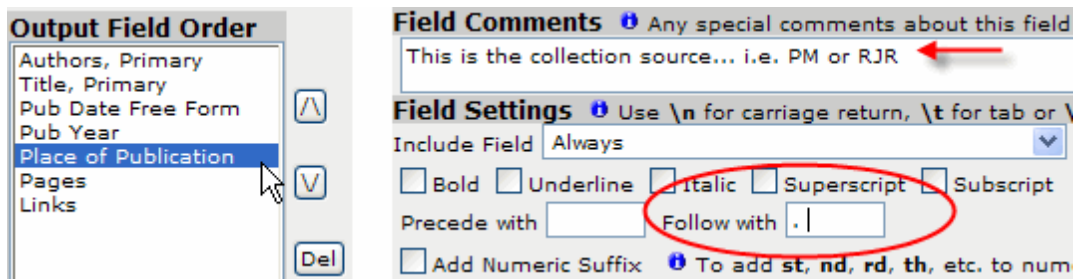
**Field Settings** Use \n for carriage return, \t for tab or \

Include Field: Always

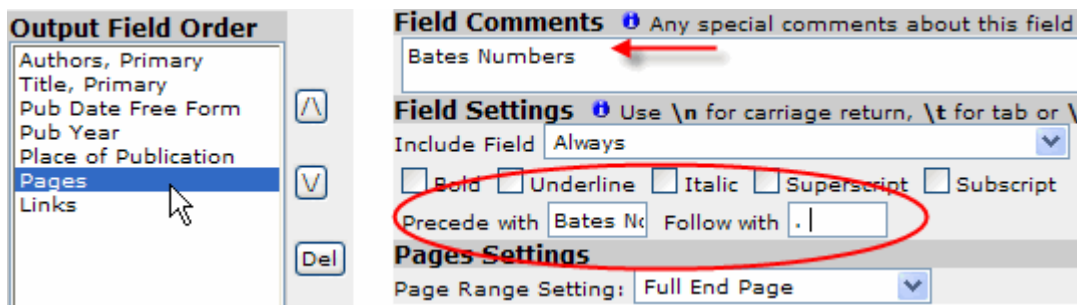
Bold  Underline  Italic  Superscript  Subscript

Precede with:  Follow with: . |

Add Numeric Suffix To add st, nd, rd, th, etc. to nume



For the **Pages** field, type *Bates No.* in the **Precede with** field as well as a period followed by a space in the **Follow with** field:



8. Click **Save** when you have finished editing the Generic Reference Type and close the Output Style Editor.

## Importing Document Records

1. Download document records from Bookmarks using the RefWorks Format and save the text file to your computer.
2. In RefWorks, click on **References** from the top menu bar and choose **Import**.

Select **Refer Format** as the import filter and **Endnote** as the Database. From here you may also choose to import the records to a specific folder but it is not required.

Browse for the text file on your computer and select **Import**:

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

Import Filter/Data Source: **Refer Format**

Database: **EndNote**

Import References into: **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** Specify only if you specifically set the encoding when saving the text file; otherwise leave it as is

3. Once the records have been imported, click on **View Last Imported** to see the records. Verify that the tobacco document records are being imported using the *Generic Reference Type*. If you wish to make any changes to a record, click on the **Edit** link to open the full record:

**Last Imported Folder** Switch to: **Standard View**

Use:  Selected  Page  All in List

Add to My List Put in Folder...  
Remove from Folder  
Global Edit Delete Print

Sort by: **Authors, Primary**

Ref ID: 23 **Generic Reference 1 of 4** Imported [View](#) [Edit](#) **UC-eLinks**

Title, **CHEMICAL COMPOSITION OF EXPORT CUT-FILLER FOR CAMEROON ( TAZE)**  
Primary:  
Authors,  
Primary:  
Source: 1990, 2056293861, **Philip Morris**

Ref ID: 22 **Generic Reference 2 of 4** Imported [View](#) [Edit](#) **UC-eLinks**

Title, **NPC MEETING (CONTD.) AFRICA - CAMEROON**  
Primary:  
Authors,  
Primary:  
Source: 1983, 2023274302, **Philip Morris**

4. **See how your tobacco document references will be formatted in a bibliography:**

Click on **Bibliography** from the top menu bar. Choose your new style from the drop down menu and choose **Format a Bibliography...** Indicate which references to use and click **Create Bibliography**. Your formatted bibliography will appear (make sure to turn off your pop-up blocker!):

The screenshot shows the 'Bibliography' software interface. At the top, there are navigation links: 'List of Output Styles', 'Request an Output Style', and 'Modify an Output Style'. Below these is a 'Back to Reference List' link. The 'Output Style' dropdown menu is set to 'Vancouver with Tobacco Documents', and a 'Preview Styles' button is visible below it. There are also 'Edit...' and 'New' buttons. Below the output style section, there are two radio buttons: 'Format Paper and Bibliography' (unselected) and 'Format a Bibliography from a List of References' (selected). Under 'Format a Bibliography from a List of References', there is a 'Document to Format' field with a 'Browse...' button. Below that, there is a 'File Type to Create' dropdown set to 'HTML'. Under 'References to Include', there are two radio buttons: 'All References (2521)' (selected) and 'My List (0)'. Below these is a 'References from Folder' dropdown set to 'Choose a Folder'. At the bottom, there is a 'Create Bibliography' button, which is highlighted with a red oval.

### Helpful Links

For more information on citation management and assistance with features associated with EndNote and Refworks, please see the UCSF Library's [Citation Management](#) page.