RefWorks

Ready Reference Guide

Converting Microsoft Access, Excel and Word Files for Import into RefWorks

August 2005

Converting MS Access, Excel and Word Files for Import into RefWorks
Table of Contents

Converting an Access Database for Import into RefWorks

Read this section in its entirety before starting the export process. These are general instructions that may differ with various versions of MS Access. Access databases are all different in nature and may not be compatible with Word's Mail Merge feature.

1. Open your Access database, select from the Tools menu, Office Links, Merge It with MS Word. Choose the option: Create a new document and link the data to it followed by Ok. A new Word document will be automatically opened with two new buttons, Insert Merge Field and Insert Word Field.

2. You will be using the RefWorks tagged native format defined at the bottom of this document. Now type the tagged field (e.g. RT , there is one space after each tag) and click on Insert Merge Field and click on the corresponding field that should be inserted from within Access.

3. Repeat step 2 for all the fields that you would like to import into RefWorks. After the last tag entry add one blank line. After this one blank line the next record will start.

4. Choose Tools and Mail Merge from the MS Word menu.

5. Choose Merge Data With Document.

6. Choose option, When Merging Data with Document; don't print blank lines when data fields are empty. Click on Merge.

7. A new MS Word document will be created with the references (merged from Access)

8. Save the MS Word document with the Save as option as a text file.

Before you will be able to import this file there will most likely be necessary changes to the file in order to comply with the RefWorks format. As an example, it is highly likely that the Access database did not have the same reference type identifiers if any or the necessary author name syntax. See specific field notes below.

Reference Type Indicator Tag

If your Access database did not have a reference type indicators field you will either need to use Word's search and replace feature to change them to the RefWorks supported types, or you will need to manually add them yourself.

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) 2002 APA, all rights reserved)
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://bmj.com/content/vol325/issue7371/twib.shtml#325/7371/0

RT Dissertation
ID 2118
A1 Catrambone,C.D.
T1 Effect of a case management intervention on symptoms of asthma in high risk children
YR 2000
SP 141
K1 Case Management Asthma -- Therapy -- In Infancy and Childhood Treatment Outcomes -- In Infancy and Childhood (Minor): Prospective Studies Comparative Studies Infant Child Adolescence Outpatients Asthma -- Symptoms
AB Statement of the problem. One approach to addressing the health care needs of patients with chronic medical problems is case management. Little is known about the effectiveness of case management in the treatment of children with asthma. Few randomized controlled studies of asthma case management have been conducted. In these studies, follow-up was limited to a one-year period. The purpose of this study was to determine the effectiveness of a one-year primary-care based asthma case management (ACM) strategy on symptoms of asthma in high risk children at 15 and 18 months post-intervention. Methods. Twenty-eight parent caregivers of children with asthma aged 1 to 15 years, who participated in the ACM intervention the year prior to the start of this study, agreed to participate. The ACM group (n = 15) received one year of asthma case management and the usual care (UC) group (n = 13) received one year of routine outpatient care. Results. Child asthma symptoms, affects on parent lifestyle, and health system utilization were assessed. Based on caregiver four-week recall, the ACM group experienced fewer annual wheezing days compared to the UC group. 25.17 (36.55) versus 71.61 (80.01) that was statistically significant (p = 0.03). There were no statistically significant differences between the ACM and UC groups in the cumulative 18-month estimate of child night-time coughing and awakening, parent night-time awakening due to the child's asthma symptoms and worrying, parent change in plans and missed work, and asthma-related physician office visits, emergency department visits, and hospitalizations. Conclusion. A primary-care based asthma case management intervention was effective in reducing annual wheezing days in high-risk children with asthma when followed up to 18 months.
NO Update Code: 20011116
PB Rush University, College of Nursing
PP Oceanside, CA, USA
SN 0-599-73664-X
AN 2001107680
LA English
SF CINAHL; doctoral dissertation; research

RT Book, Whole
ID 391
A1 Caudill,Margaret A.
T1 Managing pain before it manages you: Revised Edition
YR 2002
SP 222
K1 Chronic Pain
K1 Coping Behavior
K1 Goals
K1 Pain Management
K1 Alternative Medicine
K1 Anxiety

K1 Communication
K1 Drug Therapy
K1 Exercise
K1 Major Depression
K1 Problem Solving
K1 Relaxation
K1 Stress
K1 pain reduction
K1 stress reduction
K1 coping
K1 depression
K1 medications
K1 relaxation techniques
K1 exercise techniques
K1 Plants Red Blue
K1 frank
AB (From the cover) Imagine finding a way to reduce the amount of time you spend in doctors' offices, and to decrease the discomfort, depression, and anxiety associated with chronic pain. This book offers a program designed to help you develop skills for coping with pain so you can enjoy a fuller life. Carefully developed over the authors's many years of working with chronic pain sufferers, this program has been proven effective. Program participants report that they have been able to tale control of their pain and cut their their doctors's visits by more than 1/3. This hands-on guide provides detailed information with step-by-step techniques and activities designed to help you: (1) understand chronic pain, (2) recognize factors that increase or decrease pain, (3) reduce stress, (4) learn effective problem solving, (5) learn about medications and their effects, (6) develop relaxation and exercise techniques, (7) communicate effectively about your pain, and (8) set realistic goals. This revised edition features updated coverage of commonly used pain medications and specific disorders, current nutritional recommendations, and a new appendix on complementary alternative medicine. Also included are helpful new ideas on coping with pain flare-ups, staying active, accomplishing personal goals, and more. (PsycINFO Database Record (c) 2000 APA, all rights reserved)
NO New York, NY, US; The Guilford Press; xvi; PO: Human; Male; Female; FE: Index; Auxiliary Materials; TA: General Public; TB: (Abbreviated) Foreword Acknowledgments Preface to the revised edition Before you begin: How this book can help you Beginning to take control of your pain Understanding pain The mind-body connection The body-mind connection The power of the mind Adopting healthy attitudes Nutrition and pain Effective communication Effective problem solving The end of the beginning Appendix A. Common chronic pain conditions Appendix B. Complementary alternative medicine Appendix C. Working comfortably Appendix D. Bibliography Index About the author Worksheets and other materials; UD: 20020102; A1: 20020102
A2 Capen,C.T.
A2 Phillips,C.T.
PB The Guilford Press
PP New York, NY, US
SN 1572307188 (paperback)
AD Darmouth Medical School, NH, US
AN 2001-10193-000
LA English
CL 3300 Health & Mental Health Treatment & Prevention
SF Print (Paper); Authored Book; Handbook/Manual/Guide; Self-Help Guide

RT Report
ID 1682
A1 Heggernes,P.
A1 Eisestat,S.C.
A1 Kumfert,G.
A1 Pothen,A.
T1 Computational Complexity of the Minimum Degree Algorithm
YR 2001
FD Dec
VO NASA CR2001211421
SP 13
OP 13
K1 Graphs
K1 Variations
K1 Storage
K1 Linear algebraic equations
K1 Algorithms
K1 Computations
K1 Sparse matrix
K1 Mathematical sciences Algebra analysis geometry and mathematical logic (72B)
K1 Computers control and information theory Computer software (62B)
AB The Minimum Degree algorithm, one of the classical algorithms of sparse matrix computations, is widely used to order graphs to reduce the work and storage needed to solve sparse systems of linear equations. There has been extensive research involving practical implementations of this algorithm over the past two decades. However, little has been done to establish theoretical bounds on the computational complexity of these implementations. We study the Minimum Degree algorithm, and prove time complexity bounds for its widely used variants.
NO NT: ICASE Report No. 2001-42.; CI: UNITED-STATES; AG: DODXA, NASA; CA: 054882000, 410183; UD: 200212
PB Institute for Computer Applications in Science and Engineering, Hampton, VA
AV Hard copy only. Product reproduced from digital image. Order this product from NTIS by: phone at 1-800-553-NTIS (U.S. customers); (703)605-6000 (other countries); fax at (703)605-6900; and email at orders@ntis.gov. NTIS is located at 5285 Port R(TRUNCATED)
AN ADA398632XSP
LA ENGLISH
CL Engineering

RT Book Section
ID 206
A1 Stansfeld,Stephen
A1 Fuhrer,Rebecca
T1 Depression and coronary heart disease
YR 2002
VO 1
IS 3
SP 101
OP 123
K1 Etiology
K1 Heart Disorders
K1 Major Depression
K1 Psychosocial Factors

K1 Risk Factors
K1 Anxiety
K1 Prediction
K1 coronary heart disease
K1 psychosocial risk factors
K1 Plants Red Blue
AB (From the section) This chapter discusses the evidence for the proposition that depression is an aetiological factor in coronary heart disease, and 2 of the possible pathways by which this might occur: 1 in which social factors predict coronary heart disease, and depression and its associated psychophysiological changes are an intervening step; and the 2nd in which social factors predict coronary heart disease and depression, but depression is not on the pathway. This is followed by a discussion of anxiety as an aetiological factor in coronary heart disease. (PsycINFO Database Record (c) 2002 APA, all rights reserved)
NO Williston, VT, US: BMJ Books. xi, 304 pp.; PO: Human; FE: References; TA: Psychology: Professional & Research; UD: 20020306; A1: 20020306
A2 Gulford,C.T.
T2 Stress and the heart: Psychosocial pathways to coronary heart disease
PB BMJ Books
PP Williston, VT, US
SN 0727912771 (paperback)
AD U London, Queen Mary's School of Medicine & Dentistry, London, England
AN 2002-00714-006
LA English
CL 3200 Psychological & Physical Disorders
SF Print (Paper); Chapter

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 what the type of reference is and start adding 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) 2002 APA, all rights reserved)
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://bmj.com/content/vol325/issue7371/twib.shtml#325/7371/0

RT Dissertation
ID 2118
A1 Catrambone,C.D.
T1 Effect of a case management intervention on symptoms of asthma in high risk children
YR 2000
SP 141
K1 Case Management Asthma -- Therapy -- In Infancy and Childhood Treatment Outcomes -- In Infancy and Childhood (Minor): Prospective Studies Comparative Studies Infant Child Adolescence Outpatients Asthma -- Symptoms
AB Statement of the problem. One approach to addressing the health care needs of patients with chronic medical problems is case management. Little is known about the effectiveness of case management in the treatment of children with asthma. Few randomized controlled studies of asthma case management have been conducted. In these studies, follow-up was limited to a one-year period. The purpose of this study was to determine the effectiveness of a one-year primary-care based asthma case management (ACM) strategy on symptoms of asthma in high risk children at 15 and 18 months post-intervention. Methods. Twenty-eight parent caregivers of children with asthma aged 1 to 15 years, who participated in the ACM intervention the year prior to the start of this study, agreed to participate. The ACM group (n = 15) received one year of asthma case management and the usual care (UC) group (n = 13) received one year of routine outpatient care. Results. Child asthma symptoms, affects on parent lifestyle, and health system utilization were assessed. Based on caregiver four-week recall, the ACM group experienced fewer annual wheezing days compared to the UC group. 25.17 (36.55) versus 71.61 (80.01) that was statistically significant (p = 0.03). There were no statistically significant differences between the ACM and UC groups in the cumulative 18-month estimate of child night-time coughing and awakening, parent night-time awakening due to the child's asthma symptoms and worrying, parent change in plans and missed work, and asthma-related physician office visits, emergency department visits, and hospitalizations. Conclusion. A primary-care based asthma case management intervention was effective in reducing annual wheezing days in high-risk children with asthma when followed up to 18 months.
NO Update Code: 20011116
PB Rush University, College of Nursing
PP Oceanside, CA, USA
SN 0-599-73664-X
AN 2001107680
LA English
SF CINAHL; doctoral dissertation; research

RT Book, Whole
ID 391
A1 Caudill,Margaret A.
T1 Managing pain before it manages you: Revised Edition
YR 2002
SP 222
K1 Chronic Pain
K1 Coping Behavior
K1 Goals
K1 Pain Management
K1 Alternative Medicine
K1 Anxiety

K1 Communication
K1 Drug Therapy
K1 Exercise
K1 Major Depression
K1 Problem Solving
K1 Relaxation
K1 Stress
K1 pain reduction
K1 stress reduction
K1 coping
K1 depression
K1 medications
K1 relaxation techniques
K1 exercise techniques
K1 Plants Red Blue
K1 frank
AB (From the cover) Imagine finding a way to reduce the amount of time you spend in doctors' offices, and to decrease the discomfort, depression, and anxiety associated with chronic pain. This book offers a program designed to help you develop skills for coping with pain so you can enjoy a fuller life. Carefully developed over the authors's many years of working with chronic pain sufferers, this program has been proven effective. Program participants report that they have been able to tale control of their pain and cut their their doctors's visits by more than 1/3. This hands-on guide provides detailed information with step-by-step techniques and activities designed to help you: (1) understand chronic pain, (2) recognize factors that increase or decrease pain, (3) reduce stress, (4) learn effective problem solving, (5) learn about medications and their effects, (6) develop relaxation and exercise techniques, (7) communicate effectively about your pain, and (8) set realistic goals. This revised edition features updated coverage of commonly used pain medications and specific disorders, current nutritional recommendations, and a new appendix on complementary alternative medicine. Also included are helpful new ideas on coping with pain flare-ups, staying active, accomplishing personal goals, and more. (PsycINFO Database Record (c) 2000 APA, all rights reserved)
NO New York, NY, US; The Guilford Press; xvi; PO: Human; Male; Female; FE: Index; Auxiliary Materials; TA: General Public; TB: (Abbreviated) Foreword Acknowledgments Preface to the revised edition Before you begin: How this book can help you Beginning to take control of your pain Understanding pain The mind-body connection The body-mind connection The power of the mind Adopting healthy attitudes Nutrition and pain Effective communication Effective problem solving The end of the beginning Appendix A. Common chronic pain conditions Appendix B. Complementary alternative medicine Appendix C. Working comfortably Appendix D. Bibliography Index About the author Worksheets and other materials; UD: 20020102; A1: 20020102
A2 Capen,C.T.
A2 Phillips,C.T.
PB The Guilford Press
PP New York, NY, US
SN 1572307188 (paperback)
AD Darmouth Medical School, NH, US
AN 2001-10193-000
LA English
CL 3300 Health & Mental Health Treatment & Prevention
SF Print (Paper); Authored Book; Handbook/Manual/Guide; Self-Help Guide

RT Report
ID 1682
A1 Heggernes,P.
A1 Eisestat,S.C.
A1 Kumfert,G.
A1 Pothen,A.
T1 Computational Complexity of the Minimum Degree Algorithm
YR 2001
FD Dec
VO NASA CR2001211421
SP 13
OP 13
K1 Graphs
K1 Variations
K1 Storage
K1 Linear algebraic equations
K1 Algorithms
K1 Computations
K1 Sparse matrix
K1 Mathematical sciences Algebra analysis geometry and mathematical logic (72B)
K1 Computers control and information theory Computer software (62B)
AB The Minimum Degree algorithm, one of the classical algorithms of sparse matrix computations, is widely used to order graphs to reduce the work and storage needed to solve sparse systems of linear equations. There has been extensive research involving practical implementations of this algorithm over the past two decades. However, little has been done to establish theoretical bounds on the computational complexity of these implementations. We study the Minimum Degree algorithm, and prove time complexity bounds for its widely used variants.
NO NT: ICASE Report No. 2001-42.; CI: UNITED-STATES; AG: DODXA, NASA; CA: 054882000, 410183; UD: 200212
PB Institute for Computer Applications in Science and Engineering, Hampton, VA
AV Hard copy only. Product reproduced from digital image. Order this product from NTIS by: phone at 1-800-553-NTIS (U.S. customers); (703)605-6000 (other countries); fax at (703)605-6900; and email at orders@ntis.gov. NTIS is located at 5285 Port R(TRUNCATED)
AN ADA398632XSP
LA ENGLISH
CL Engineering

RT Book Section
ID 206
A1 Stansfeld,Stephen
A1 Fuhrer,Rebecca
T1 Depression and coronary heart disease
YR 2002
VO 1
IS 3
SP 101
OP 123
K1 Etiology
K1 Heart Disorders
K1 Major Depression
K1 Psychosocial Factors

K1 Risk Factors
K1 Anxiety
K1 Prediction
K1 coronary heart disease
K1 psychosocial risk factors
K1 Plants Red Blue
AB (From the section) This chapter discusses the evidence for the proposition that depression is an aetiological factor in coronary heart disease, and 2 of the possible pathways by which this might occur: 1 in which social factors predict coronary heart disease, and depression and its associated psychophysiological changes are an intervening step; and the 2nd in which social factors predict coronary heart disease and depression, but depression is not on the pathway. This is followed by a discussion of anxiety as an aetiological factor in coronary heart disease. (PsycINFO Database Record (c) 2002 APA, all rights reserved)
NO Williston, VT, US: BMJ Books. xi, 304 pp.; PO: Human; FE: References; TA: Psychology: Professional & Research; UD: 20020306; A1: 20020306
A2 Gulford,C.T.
T2 Stress and the heart: Psychosocial pathways to coronary heart disease
PB BMJ Books
PP Williston, VT, US
SN 0727912771 (paperback)
AD U London, Queen Mary's School of Medicine & Dentistry, London, England
AN 2002-00714-006
LA English
CL 3200 Psychological & Physical Disorders
SF Print (Paper); Chapter

Converting an Excel File for Import into RefWorks

Read these instructions completely before starting the process. Depending on your version of MS Excel these general instructions may not explain completely how to export from Excel file to Refworks.

1. Before you get started read the Field Notes below, and change your records author names, publication date, title, etc. into the format that is right for Refworks.

2. You will be using the RefWorks Tagged Format defined below. Choose the Refworks Field Tags you think are appropriate for your Excel fields (a.k.a. column headings) in your Excel spreadsheet. The Refworks RT (Reference Type) field is the only field tag you must use and it must be the first one in each record. You can choose any of the other field codes you wish.

3. Open MS Word.

4. Choose the **Tools** menu, then **Letters and Mailings,** then **Mail Merge** (Wizard).

5. In the Mail Merge side panel, under **Select Document Type** choose **Directory**. Then click the Next: Start Document link at the bottom of the panel.

6. Next, under **Select starting document** choose **Use the current document**. Then click the Next Select Recipients link.

7. Next, under **Select recipients**, choose Use an existing list. Under **Use existing list** click the browse link and find your Excel file.

8. Follow the instructions you get from Excel.

   a. If a **Confirm Data Source** window pops-up choose **Microsoft Excel Worksheet via Converter (.xls)** from the list.
   b. Then from the **Open Worksheet** pop-up window choose the worksheet you want to take the records from.
   c. On the **Mail Merge Recipients** window choose **OK**.

9. Then click the Next: Arrange your directory link.

10. In the Word Document, type a field tag then type a blank space after it. RT must be the first tag in each record.

11. Then from the **Arrange your directory** list choose more items link.

12. Then choose the Excel field you want to associate to the Refworks field tag. Press **Insert** then close. There must be a blank space between the Refworks Tag the Excel field.

13. Repeat steps 10 through12 until you have selected all of your Excel fields associated with the Refworks field tag.

14. **Important:** After the last tag entry add one blank line. After this one blank line the next record will start.

15. Click the "Preview your directory" link. Preview the records if you want.

16. When you are ready, click the "Complete the merge" link. Under **Merge** click the To new document link. Then **Ok** in the **Merge to New Document** pop-up window. A new document will be create.

17. **Important:** Save the new Word document as a text file (.txt).

If you didn't read the Field Notes before you started please read them now. Make changes to the fields as explained in the Field Notes or you might get an error when you Import the text file into Refworks.

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

Reference Type Indicator Tag

RT Tag is the reference type identifier and must be 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

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 a record. 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 together during the directory merge steps.

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 (Start Page) is the tag for the starting page and should only contain this information. The OP (Other Pages) tag will be used for any additional pages or page information.

<u>Sample RefWorks Format:</u>

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) 2002 APA, all rights reserved)
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://bmj.com/content/vol325/issue7371/twib.shtml#325/7371/0

RT Dissertation
ID 2118
A1 Catrambone,C.D.
T1 Effect of a case management intervention on symptoms of asthma in high risk children
YR 2000
SP 141
K1 Case Management Asthma -- Therapy -- In Infancy and Childhood Treatment Outcomes -- In Infancy and Childhood (Minor): Prospective Studies Comparative Studies Infant Child Adolescence Outpatients Asthma -- Symptoms
AB Statement of the problem. One approach to addressing the health care needs of patients with chronic medical problems is case management. Little is known about the effectiveness of case management in the treatment of children with asthma. Few randomized controlled studies of asthma case management have been conducted. In these studies, follow-up was limited to a one-year period. The purpose of this study was to determine the effectiveness of a one-year primary-care based asthma case management (ACM) strategy on symptoms of asthma in high risk children at 15 and 18 months post-intervention. Methods. Twenty-eight parent caregivers of children with

asthma aged 1 to 15 years, who participated in the ACM intervention the year prior to the start of this study, agreed to participate. The ACM group (n = 15) received one year of asthma case management and the usual care (UC) group (n = 13) received one year of routine outpatient care. Results. Child asthma symptoms, affects on parent lifestyle, and health system utilization were assessed. Based on caregiver four-week recall, the ACM group experienced fewer annual wheezing days compared to the UC group. 25.17 (36.55) versus 71.61 (80.01) that was statistically significant (p = 0.03). There were no statistically significant differences between the ACM and UC groups in the cumulative 18-month estimate of child night-time coughing and awakening, parent night-time awakening due to the child's asthma symptoms and worrying, parent change in plans and missed work, and asthma-related physician office visits, emergency department visits, and hospitalizations. Conclusion. A primary-care based asthma case management intervention was effective in reducing annual wheezing days in high-risk children with asthma when followed up to 18 months.
NO Update Code: 20011116
PB Rush University, College of Nursing
PP Oceanside, CA, USA
SN 0-599-73664-X
AN 2001107680
LA English
SF CINAHL; doctoral dissertation; research

RT Book, Whole
ID 391
A1 Caudill,Margaret A.
T1 Managing pain before it manages you: Revised Edition
YR 2002
SP 222
K1 Chronic Pain
K1 Coping Behavior
K1 Goals
K1 Pain Management
K1 Alternative Medicine
K1 Anxiety
K1 Communication
K1 Drug Therapy
K1 Exercise
K1 Major Depression
K1 Problem Solving
K1 Relaxation
K1 Stress
K1 pain reduction
K1 stress reduction
K1 coping
K1 depression
K1 medications
K1 relaxation techniques
K1 exercise techniques
K1 Plants Red Blue
K1 frank
AB (From the cover) Imagine finding a way to reduce the amount of time you spend in doctors' offices, and to decrease the discomfort, depression, and anxiety associated with chronic pain. This book offers a program designed to help you develop skills for coping

with pain so you can enjoy a fuller life. Carefully developed over the authors's many years of working with chronic pain sufferers, this program has been proven effective. Program participants report that they have been able to tale control of their pain and cut their doctor's visits by more than 1/3. This hands-on guide provides detailed information with step-by-step techniques and activities designed to help you: (1) understand chronic pain, (2) recognize factors that increase or decrease pain, (3) reduce stress, (4) learn effective problem solving, (5) learn about medications and their effects, (6) develop relaxation and exercise techniques, (7) communicate effectively about your pain, and (8) set realistic goals. This revised edition features updated coverage of commonly used pain medications and specific disorders, current nutritional recommendations, and a new appendix on complementary alternative medicine. Also included are helpful new ideas on coping with pain flare-ups, staying active, accomplishing personal goals, and more. (PsycINFO Database Record (c) 2000 APA, all rights reserved)
NO New York, NY, US; The Guilford Press; xvi; PO: Human; Male; Female; FE: Index; Auxiliary Materials; TA: General Public; TB: (Abbreviated) Foreword Acknowledgments Preface to the revised edition Before you begin: How this book can help you Beginning to take control of your pain Understanding pain The mind-body connection The body-mind connection The power of the mind Adopting healthy attitudes Nutrition and pain Effective communication Effective problem solving The end of the beginning Appendix A. Common chronic pain conditions Appendix B. Complementary alternative medicine Appendix C. Working comfortably Appendix D. Bibliography Index About the author Worksheets and other materials; UD: 20020102; A1: 20020102
A2 Capen,C.T.
A2 Phillips,C.T.
PB The Guilford Press
PP New York, NY, US
SN 1572307188 (paperback)
AD Darmouth Medical School, NH, US
AN 2001-10193-000
LA English
CL 3300 Health & Mental Health Treatment & Prevention
SF Print (Paper); Authored Book; Handbook/Manual/Guide; Self-Help Guide

RT Report
ID 1682
A1 Heggernes,P.
A1 Eisestat,S.C.
A1 Kumfert,G.
A1 Pothen,A.
T1 Computational Complexity of the Minimum Degree Algorithm
YR 2001
FD Dec
VO NASA CR2001211421
SP 13
OP 13
K1 Graphs
K1 Variations
K1 Storage
K1 Linear algebraic equations
K1 Algorithms
K1 Computations
K1 Sparse matrix
K1 Mathematical sciences Algebra analysis geometry and mathematical logic (72B)

K1 Computers control and information theory Computer software (62B)
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NO NT: ICASE Report No. 2001-42.; CI: UNITED-STATES; AG: DODXA, NASA; CA: 054882000, 410183; UD: 200212
PB Institute for Computer Applications in Science and Engineering, Hampton, VA
AV Hard copy only. Product reproduced from digital image. Order this product from NTIS by: phone at 1-800-553-NTIS (U.S. customers); (703)605-6000 (other countries); fax at (703)605-6900; and email at orders@ntis.gov. NTIS is located at 5285 Port R(TRUNCATED)
AN ADA398632XSP
LA ENGLISH
CL Engineering

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ID 206
A1 Stansfeld,Stephen
A1 Fuhrer, Rebecca
T1 Depression and coronary heart disease
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VO 1
IS 3
SP 101
OP 123
K1 Etiology
K1 Heart Disorders
K1 Major Depression
K1 Psychosocial Factors
K1 Risk Factors
K1 Anxiety
K1 Prediction
K1 coronary heart disease
K1 psychosocial risk factors
K1 Plants Red Blue
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NO Williston, VT, US: BMJ Books. xi, 304 pp.; PO: Human; FE: References; TA: Psychology: Professional & Research; UD: 20020306; A1: 20020306
A2 Gulford,C.T.
T2 Stress and the heart: Psychosocial pathways to coronary heart disease
PB BMJ Books
PP Williston, VT, US

SN 0727912771 (paperback)
AD U London, Queen Mary's School of Medicine & Dentistry, London, England
AN 2002-00714-006
LA English
CL 3200 Psychological & Physical Disorders
SF Print (Paper); Chapter