

# Bibliographic Software:

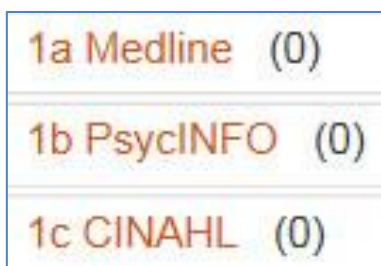
## RefWorks for Systematic Review

### Prepare your RefWorks Account

- 1) Move all existing references to appropriate folders or delete them.

### Create Database Folders

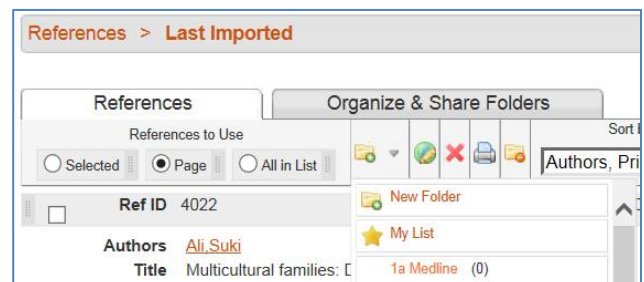
- 1) Create a folder for each of the databases you intend to search.
- 2) Using a numbered system will help keep you folders in order.
- 3) Number them in the order you intend to search them.
- 4) E.G.:



### Adding references to the database folders

- 1) Export your references from your first database into RefWorks.
- 2) If the database gives you the option to include abstracts in when exporting then choose that option.
- 3) If you have a very large set of results you may have to export them in batches.

- 4) When the references are imported into RefWorks they will appear in the 'Last Imported' folder.
- 5) Choose all the references you have imported from that database and move them to the database folder:



Repeat this process for each database.

### De-duplicate your references

- 1) Go to View – Duplicates.
- 2) Make a note of how many duplicates you delete.

### Create Title & Abstract Screening Folders

- 1) Create folders for each of your exclusion criteria.
- 2) Create a folder for articles you need to obtain the full text of.
- 3) E.G.:

1a Medline (0)
1b PsycINFO (0)
1c CINAHL (0)
2a Exclusion Criteria 1
2b Exclusion Criteria 2
2c Get Full Text (0)

- 7) Repeat steps 5-6 for each database.
- 8) Obtain the full text of the articles needed for full text screening – you may need to create folders for those you are waiting to receive via document supply and/or those that you cannot obtain.

### Full Text Screening

- 1) Create folders for each of your exclusion criteria and inclusion criteria:

3a Exclusion Criteria 1
3b Exclusion Criteria 2
3c Include in Review (0)

### Title & Abstract Screening

- 1) Customise your RefWorks view.
- 2) Go to Customize at the top of the screen – set the ‘references per page’ option to suit you e.g. 25, 50, 100 & save.
- 3) On the main RefWorks screen change the view to ‘Full View’ – this will let you view the title and the abstract.
- 4) Go into your first database folder.
- 5) Look at each reference and decide whether to exclude or obtain the full text.
- 6) Click the edit button and add to the appropriate exclusion or full text folder.

Go into your Full Text folder and read each article. Decide whether to exclude them or include them and add to the appropriate folder.

### Additional Searching

You may also decide to do some additional searching e.g. looking for documents that are not indexed by academic databases, citation searching, hand-searching or particular journals. In this case create a folder for each category.

### Why use a folder structure?

Using a folder structure allows you to tell:

- Number of references found.
- Number of references excluded at each stage.
- Number of references excluded for each criteria.
- You will need to know these things when writing up your results.

### Further Help

If you need help with RefWorks or Systematic Reviews then please contact [librarians@le.ac.uk](mailto:librarians@le.ac.uk)

