

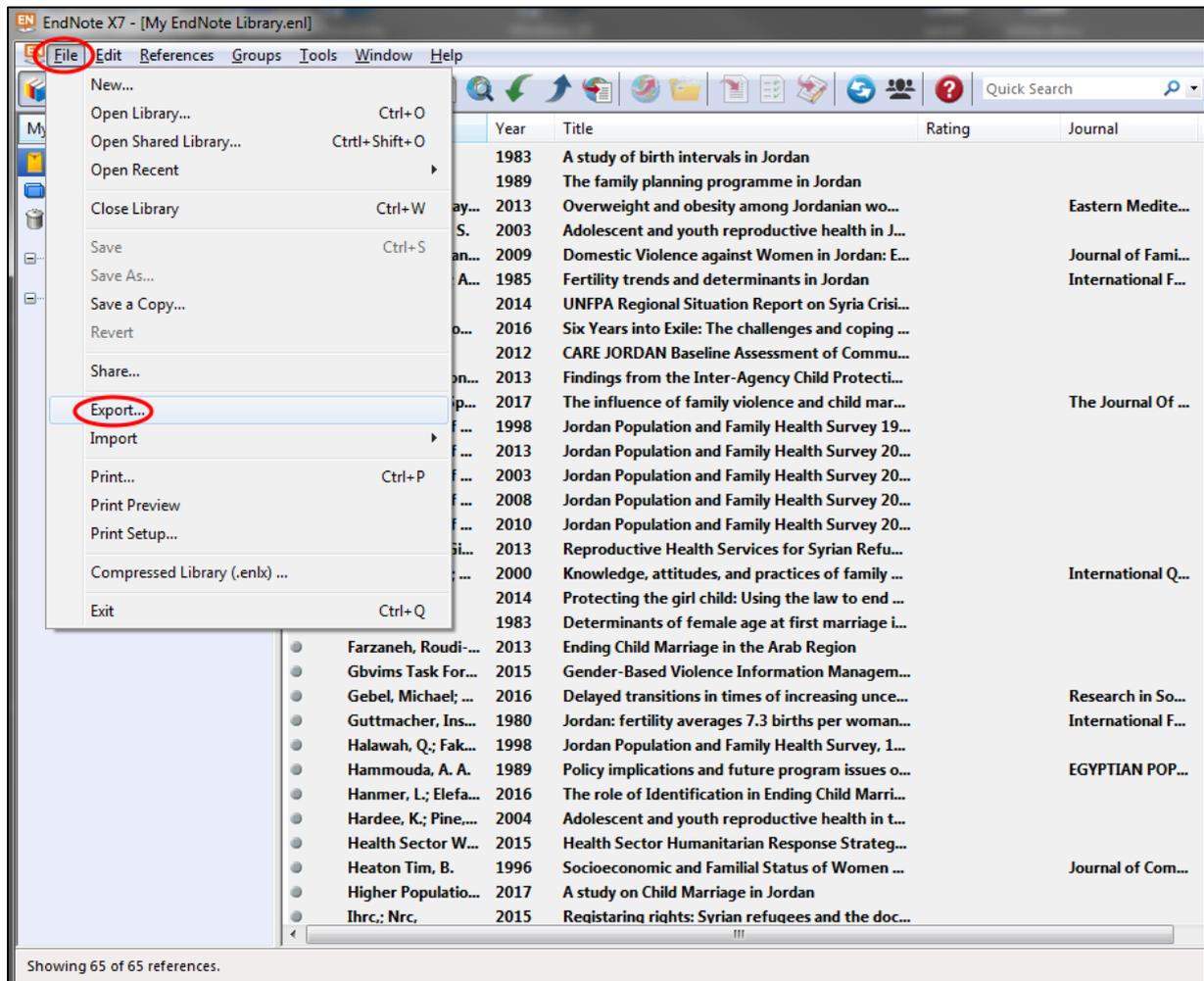
## EPPI Reviewer - Exporting and Importing References

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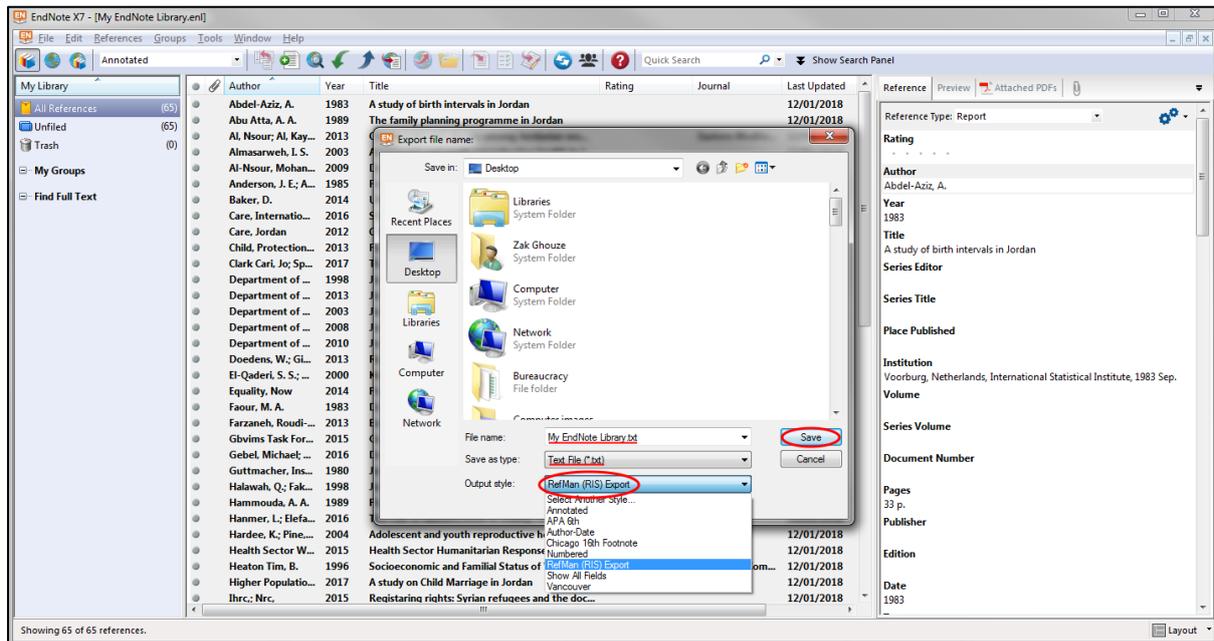
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## Exporting References from Endnote

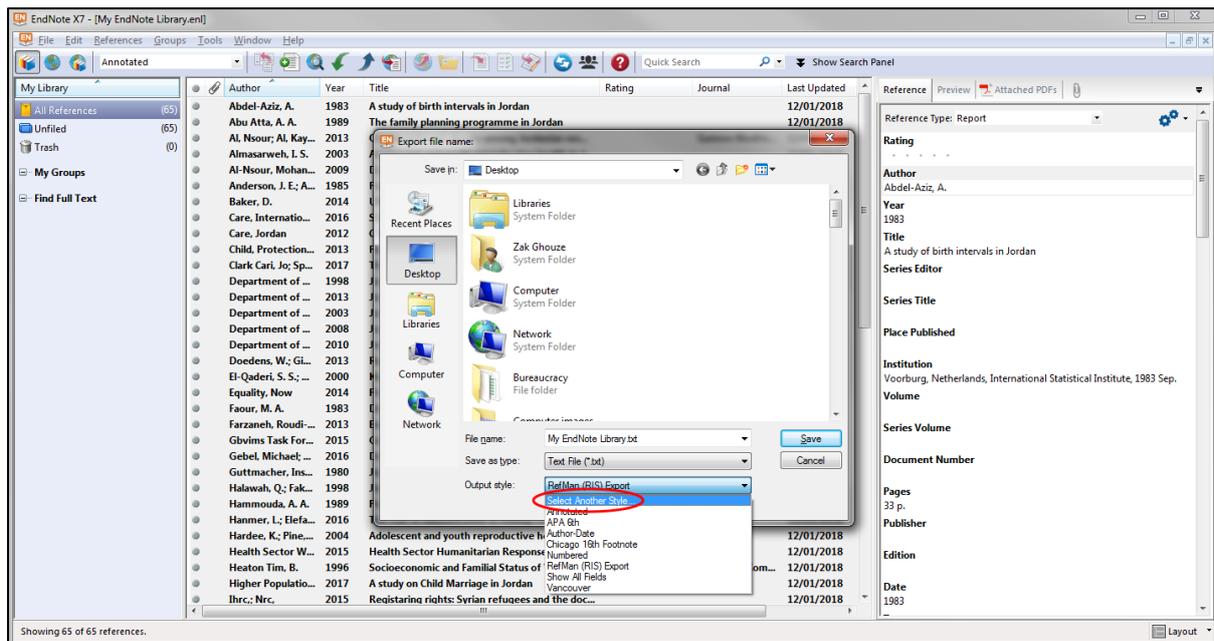
1. Open **Endnote** and your reference library.
2. Select the **File** option, and then the **Export** option.



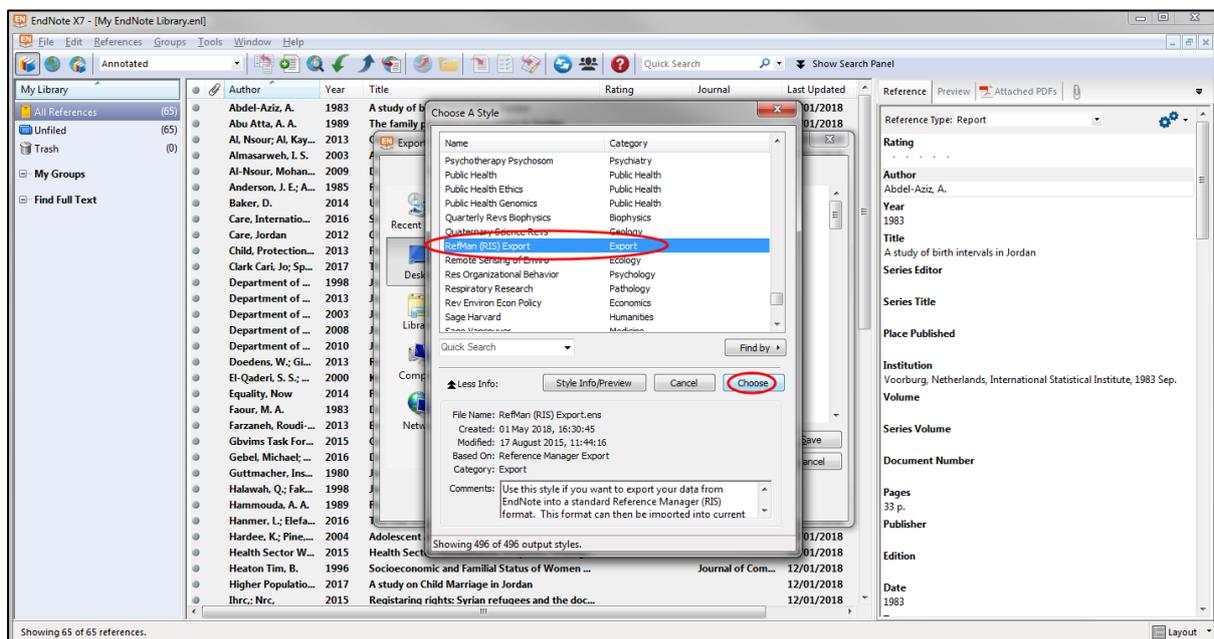
3. Select the **RefMan (RIS) Export** output style, and then click the Save button (choosing a suitable file name for your exported file, or using the default name).



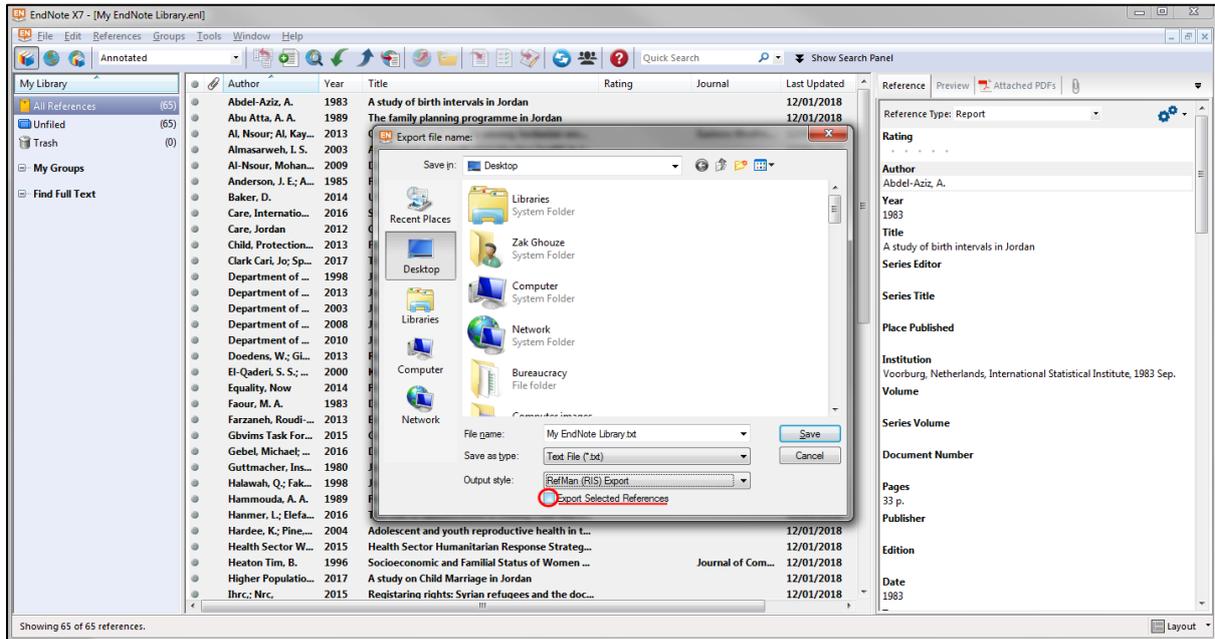
(If the “RefMan (RIS) Export” style is not listed, click the option to **Select Another Style...**



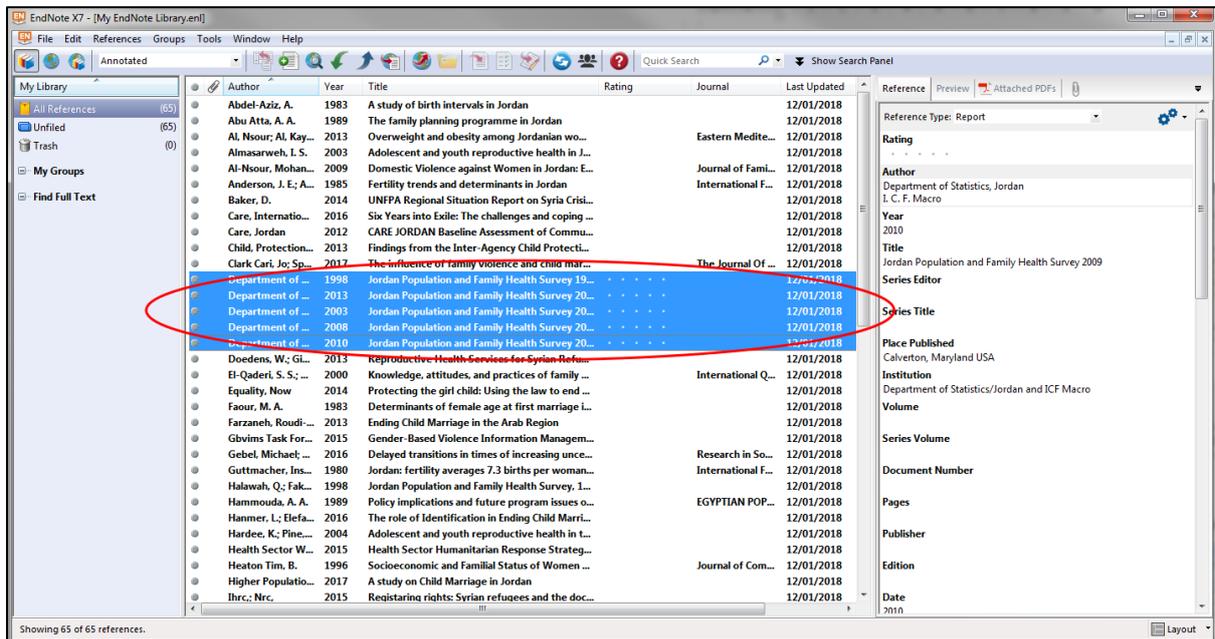
Then highlight **RefMan (RIS) Export** in the list that is shown, and click the **Choose** button.



NOTE: If you tick the option to Export Selected References, only the references you have selected in EndNote will be exported. Otherwise all the references in your EndNote library will be exported.

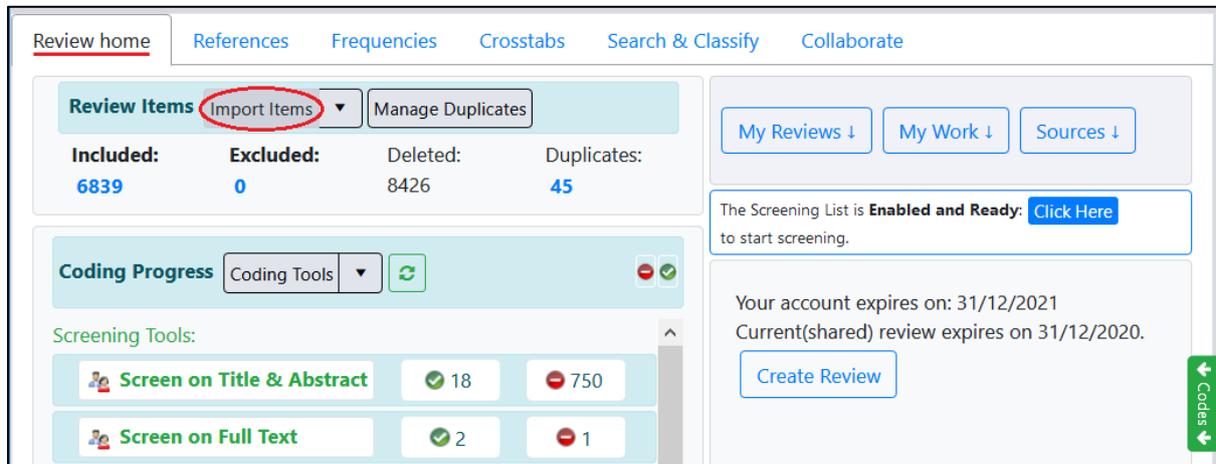


(Screenshot below shows selection of some references within Endnote.)

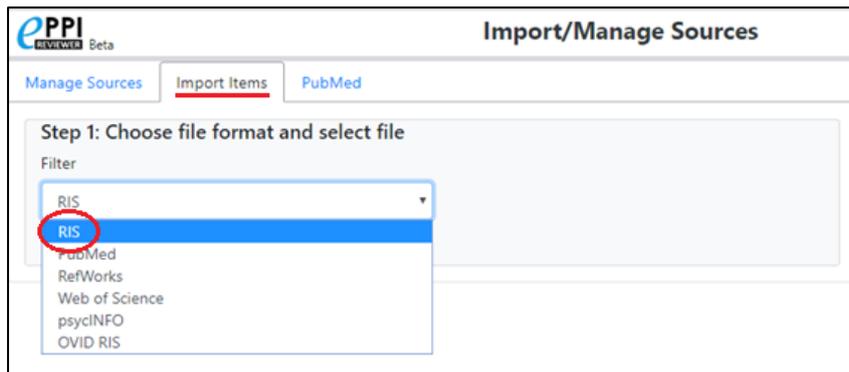


## Importing References into EPPI Reviewer Web

1. On the Review Home tab, click the **Import Items** button.



2. Select the file format (generally RIS).



- You will see the number of references found. You can check the contents by clicking the **Show Preview** button, if you wish.

Manage Sources Import Items PubMed

Step 2: Preview and import:

back Show Preview

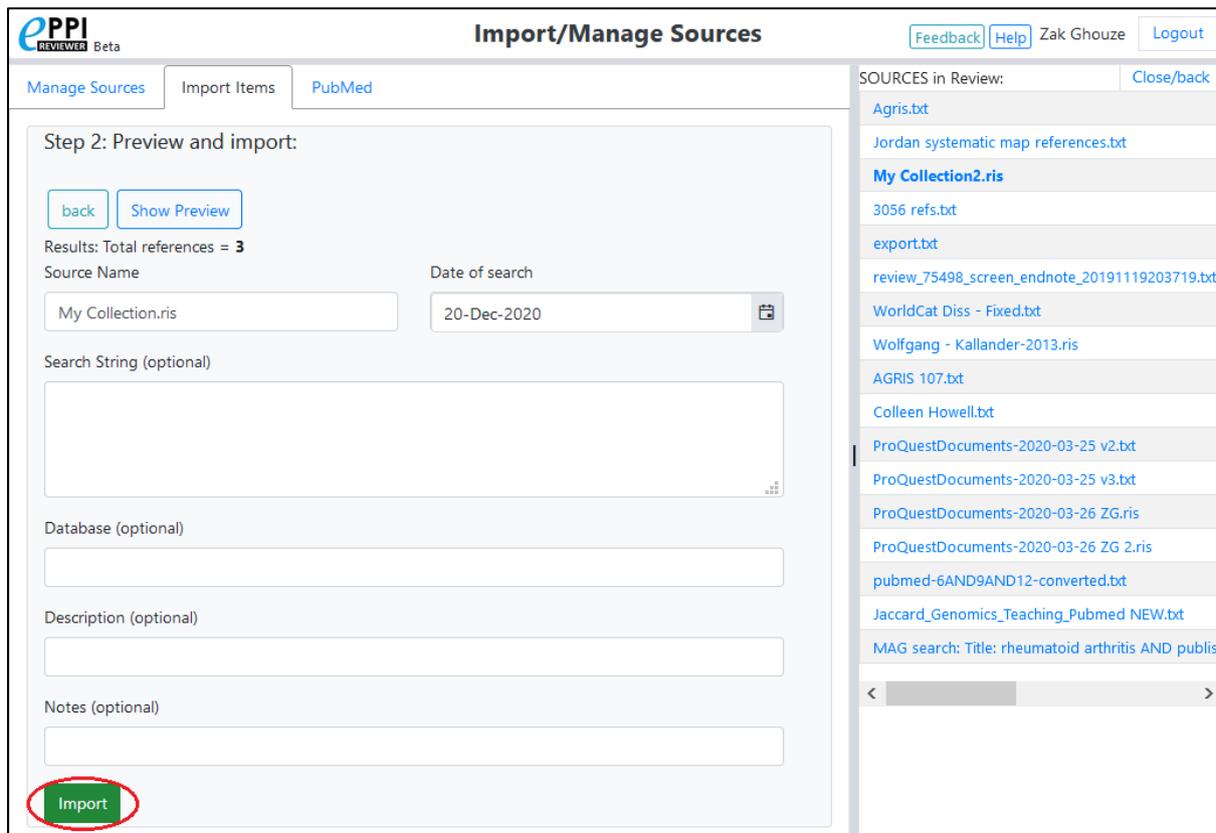
Results: Total references = 3

Journal	Title	Authors	Pages	Year
PloS one	What Prevents Quality Midwifery Care? A Systematic Mapping of Barriers in Low and Middle Income Countries from the Provider Perspective.	Filby A; McConville F; Portela A;	e0153391-e0153391	2016
Paediatric and perinatal epidemiology	Strategies for improving the quality of health care in maternal and child health in low- and middle-income countries: an overview of systematic reviews.	Althabe F; Bergel E; ML Cafferata; Gibbons L; Ciapponi A; Aleman A; [et al.]	42-60	2008
Journal of medical	Mobile health (mHealth) approaches and lessons for increased performance and retention of community	Kallander K; JK Tibenderana; OJ	e17-e17	2013

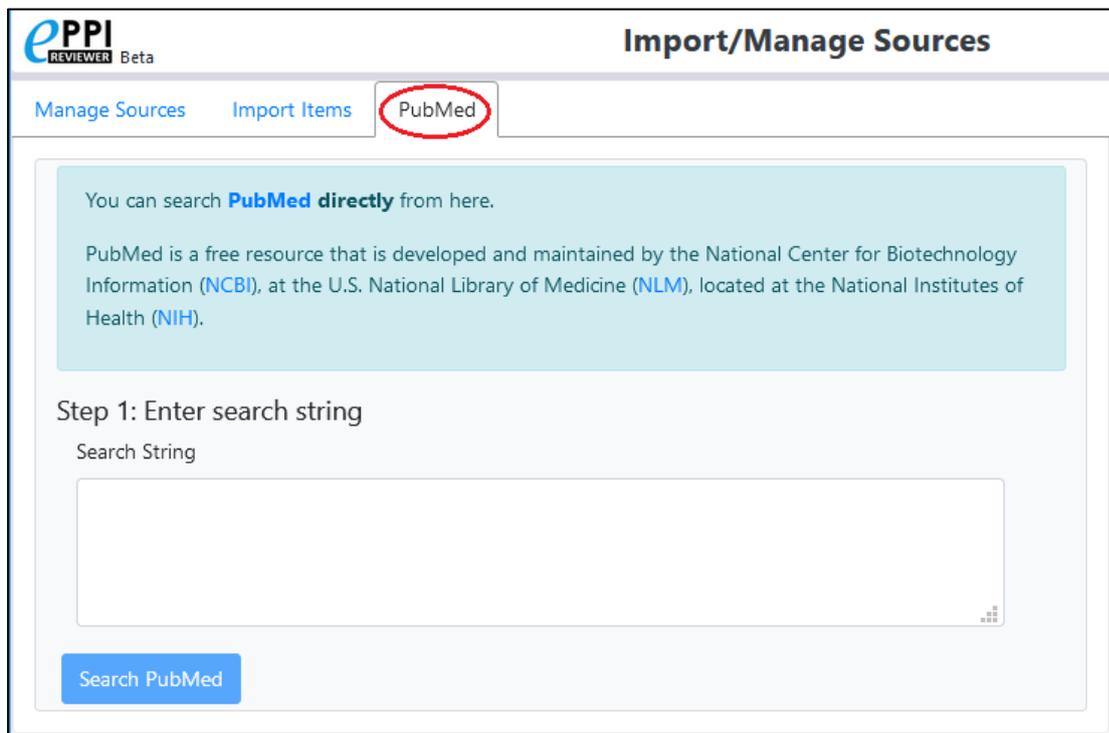
Source Name Date of search

My Collection.ris 20-Dec-2020

- Finally, click the Import button at the bottom of the screen.



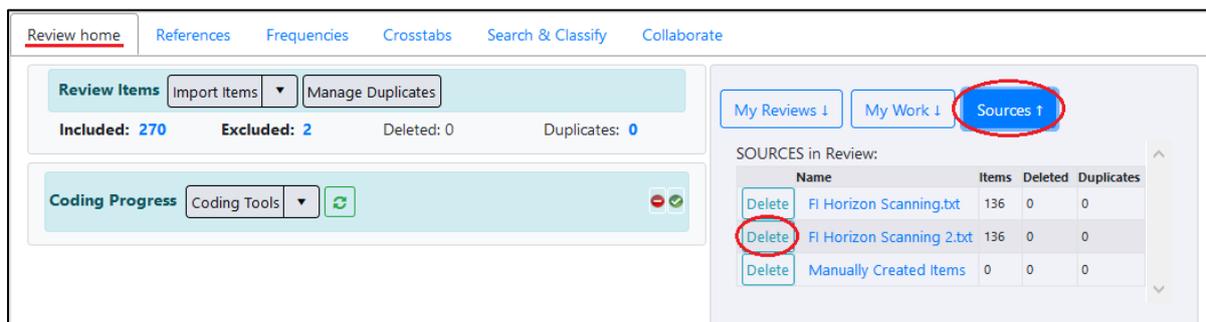
You can also directly search and import from PubMed from here, using the appropriate tab.



You will see your reference sources listed as you import them in the **Sources** panel on right of the **Review Home** tab.

(You can have multiple sources in one review. Each reference shows its source and you can list the items in each source.)

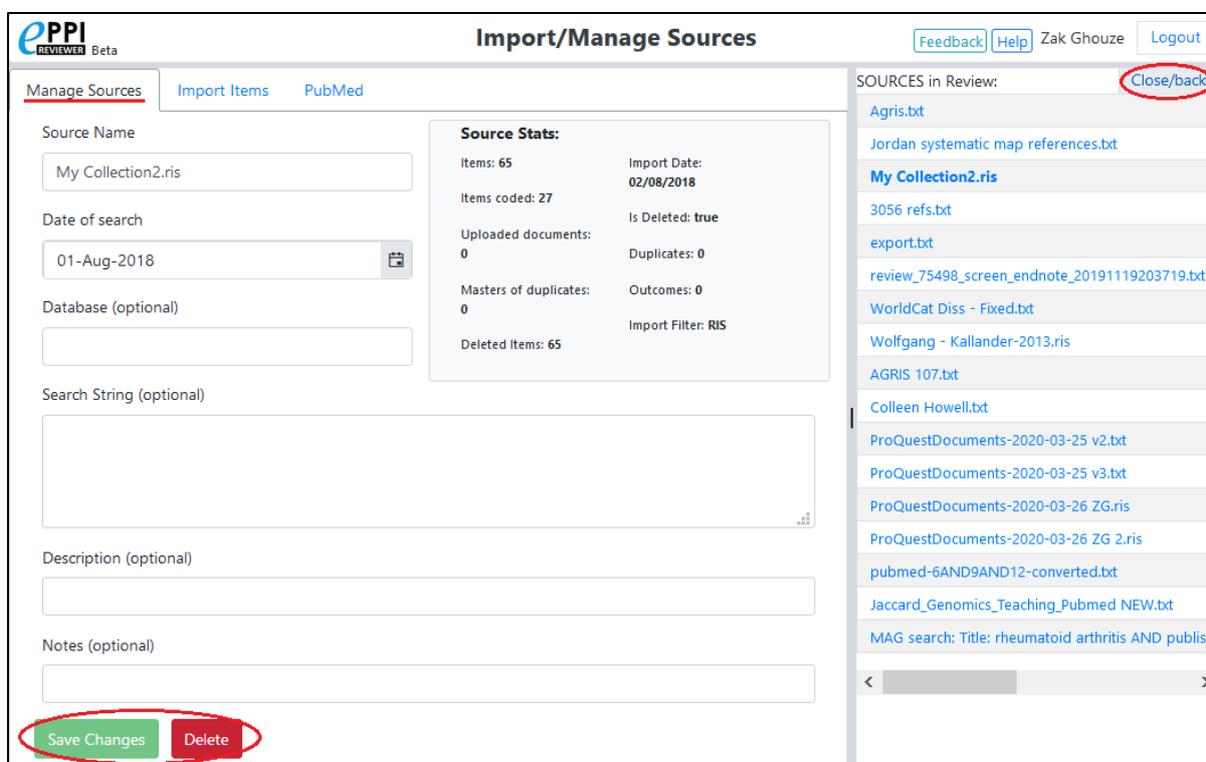
You can delete Sources here (though they are still retrievable until permanently deleted).



To permanently delete a source (or edit its properties – such as changing its name or adding a description), click the **Import Items** button on the **Review Home** tab (as shown earlier, when importing references) and then click the **Manage Sources** tab.

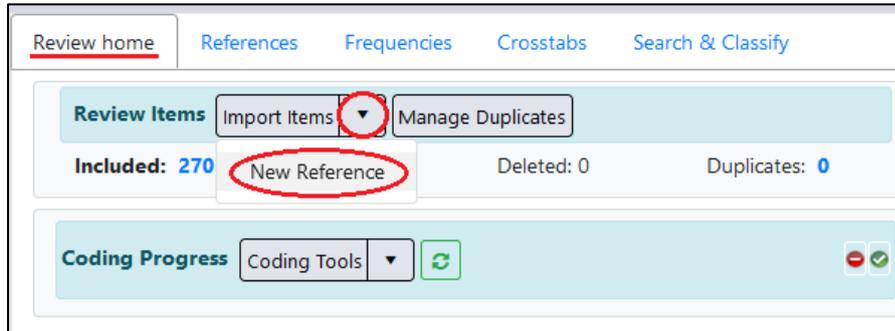
You can highlight a deleted source from the list on the right and then permanently delete it.

Once done deleting or editing, click the Close/back button near the top-right of the screen.



## Creating a single reference in ER Web

If you want to enter a reference’s details manually, rather than importing it, you can click the *down arrow* next to the **Import Items** button, and then select **New Reference**.



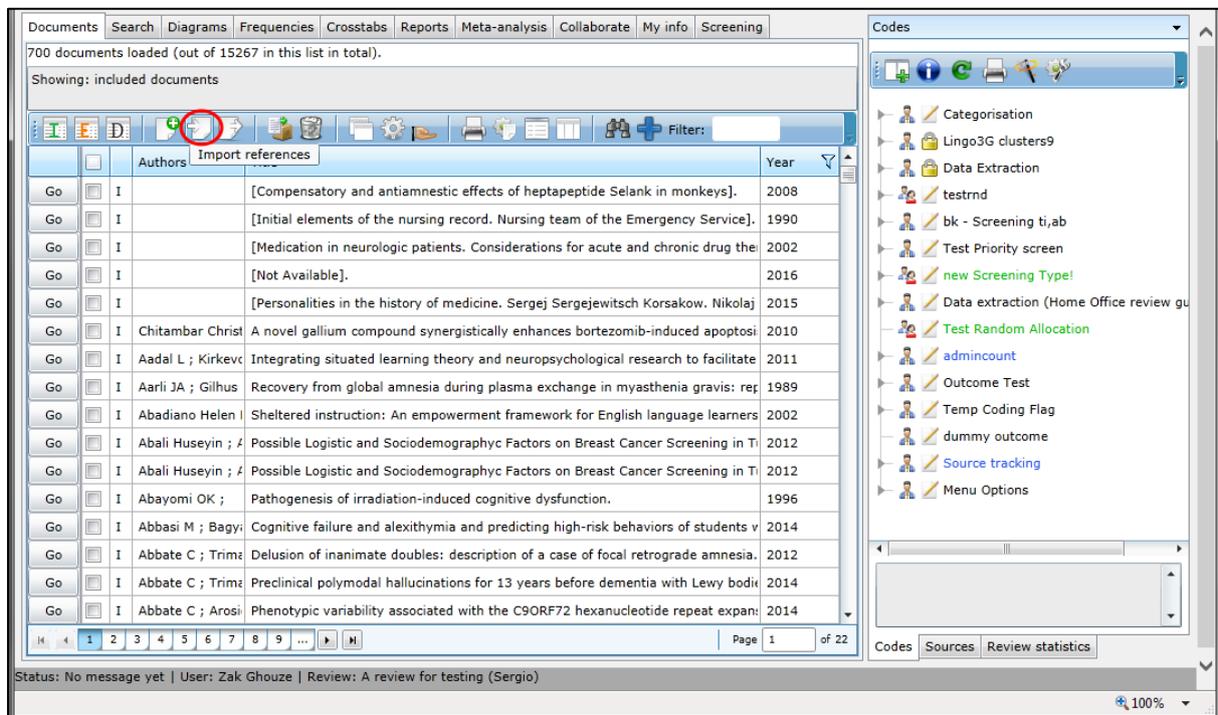
You can then create a new reference. Enter the details and then click the Save and Close button. If you wish to cancel the operation (i.e. do not want to save the new reference), just click the Close/back button near the top-right of the screen.

The screenshot shows the 'Edit Reference' form in the EPPI Reviewer software. The form is titled 'Edit Reference' and has a 'Save and Close' button circled in red at the top center and a 'Close/back' button circled in red at the top right. The form includes the following fields:

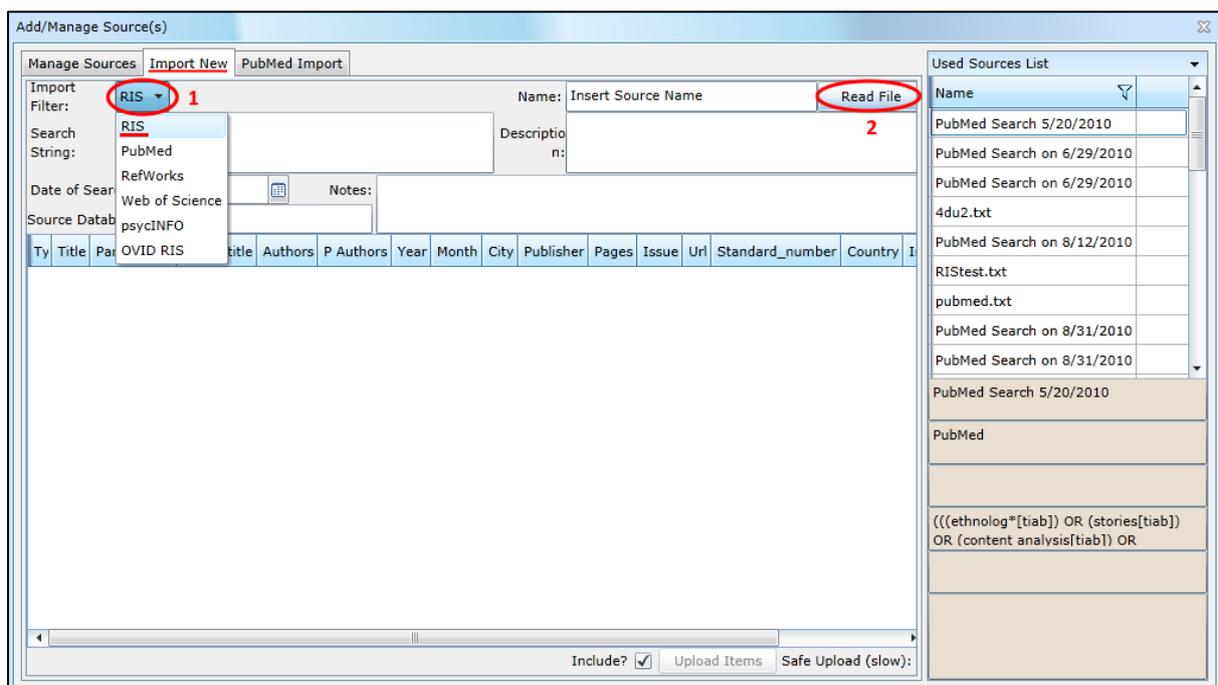
- Ref. Type:** Journal, Article (dropdown)
- Show optional fields?:** NO (radio button)
- Title:** Res into s/w
- Abstract:** summary text
- Author(s):** Anon, A
- Journal:** THHGTTG
- Year:** 1980
- ISSN:** (empty)
- Short Title:** (empty)
- Pages:** (empty)
- Volume:** (empty)
- Issue:** (empty)
- Uri:** (empty)
- DOI:** (empty)
- Availability:** (empty)
- Edition:** (empty)
- Publisher:** (empty)
- Month:** (empty)
- City:** (empty)
- Country:** (empty)
- Institution:** (empty)
- Comments:** (empty)
- Keywords:** (empty)

## Importing References into EPPI Reviewer 4

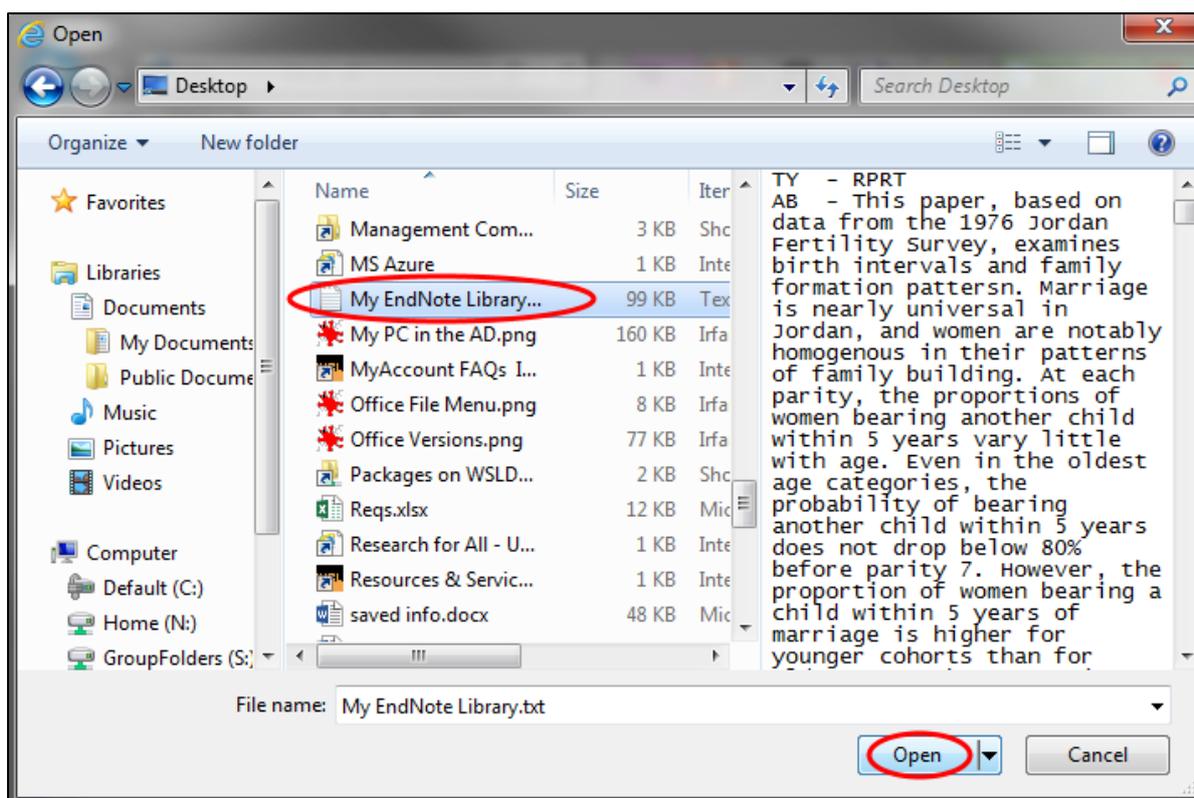
1. Open your review in EPPI Reviewer 4, and click the **Import references** icon.



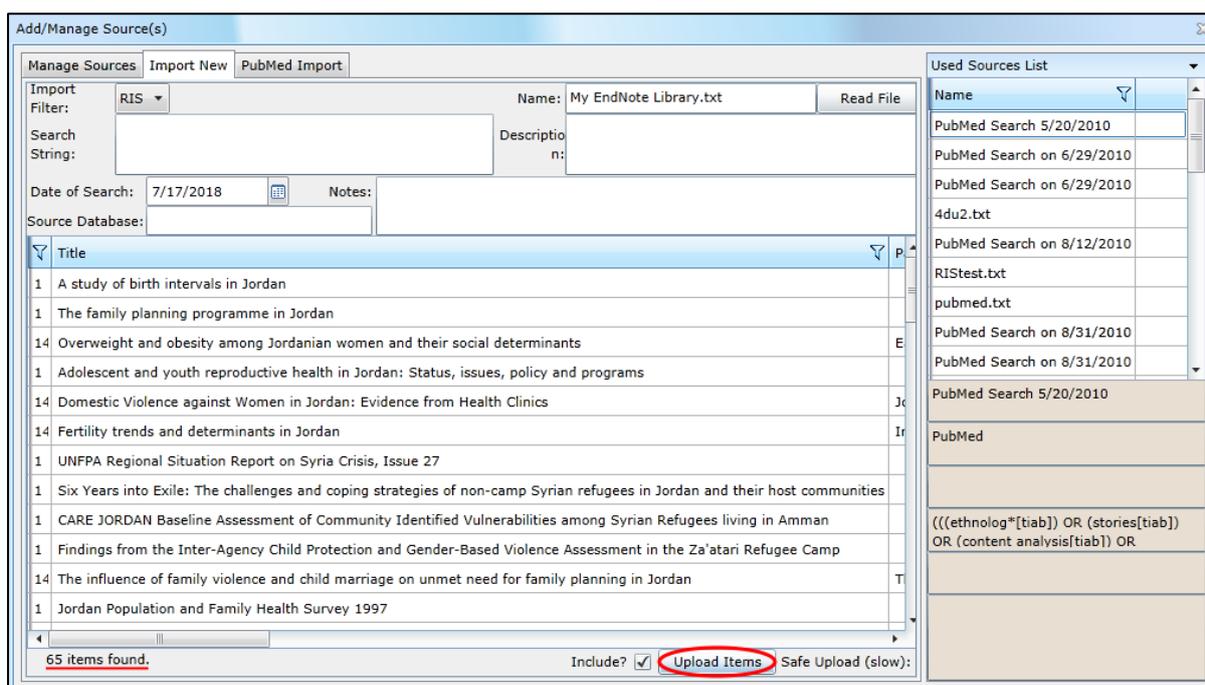
2. Under the **Import New** tab, select the **RIS** Import Filter and then click the **Read File** button.



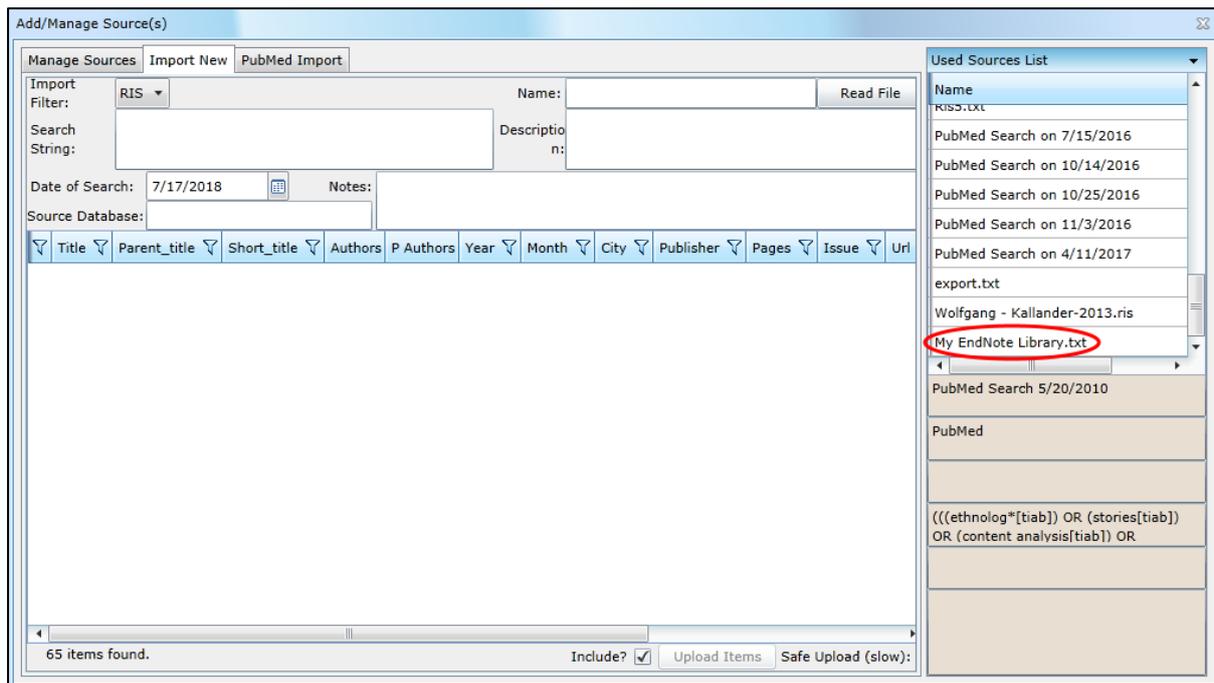
- Browse to the file you exported from EndNote (or other RIS file), and click the **Open** button.



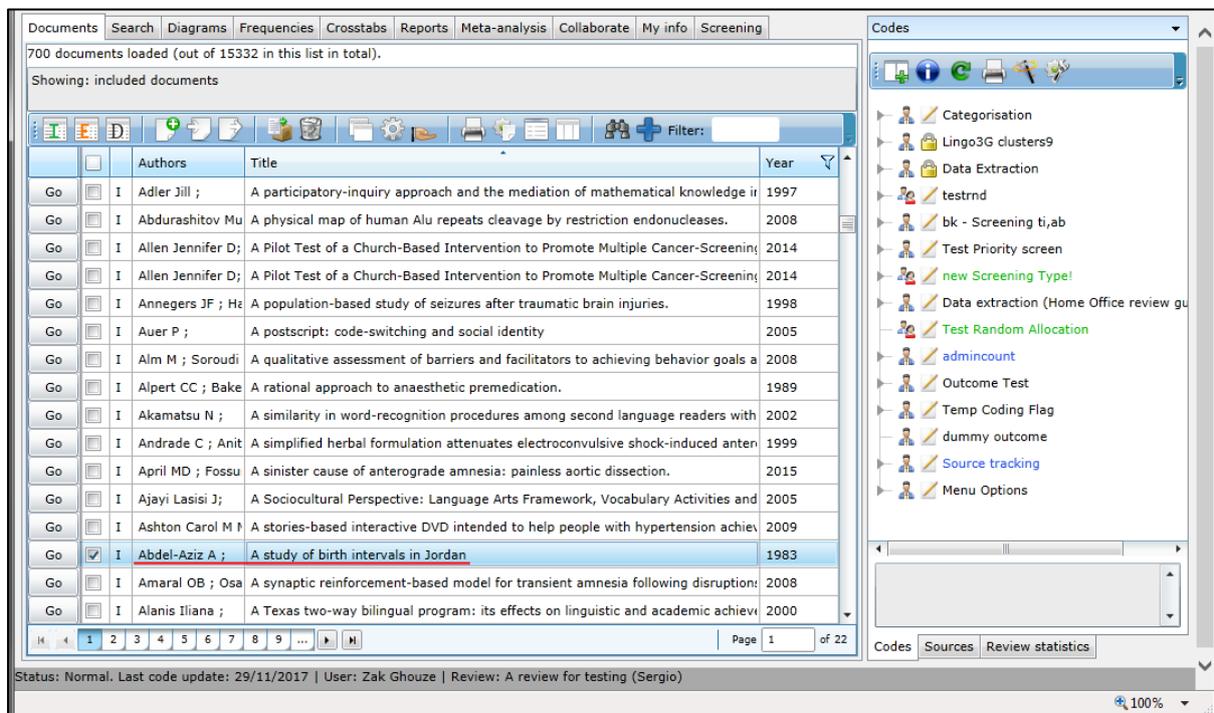
- You will see your references listed, with the total number shown. Click the **Upload Items** button.



You will see the imported file listed in your Used Sources List.



You will now see your imported items amongst your references (first example shown below).



As mentioned previously, you can see your new source listed under the **Sources** tab in the right-hand pane.

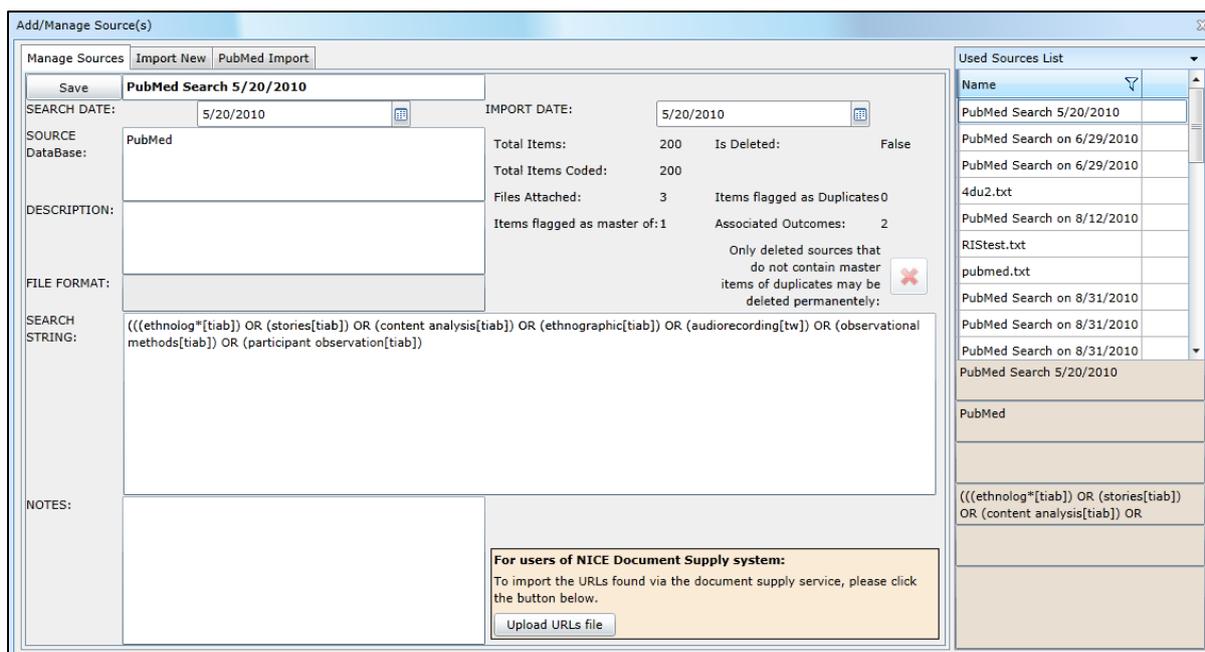
Clicking the adjacent **List** option will list the imported items. Clicking the **Wastebasket / Bin** icon will delete the source and its constituent items. (They can be undeleted using the reverse arrow icon.)

Clicking the **Manage Sources / Add New** button will also take you to the Import page, as shown previously in step 4. (You can also permanently delete sources from this page; they cannot be “undeleted” after this operation.)

The screenshot displays the Eppi Reviewer software interface. The main window shows a list of 700 documents loaded, with a table of included documents. The table has columns for Authors, Title, and Year. The right-hand pane shows a 'Sources' tab with a list of sources and their associated item counts. A red circle highlights the 'Manage Sources / Add New' button at the top of the sources panel. Another red circle highlights the 'List' button next to the 'My EndNote Lib' source, which has 65 items. The status bar at the bottom indicates 'Status: Normal. Last code update: 29/11/2017 | User: Zak Ghouze | Review: A review for testing (Sergio)'.

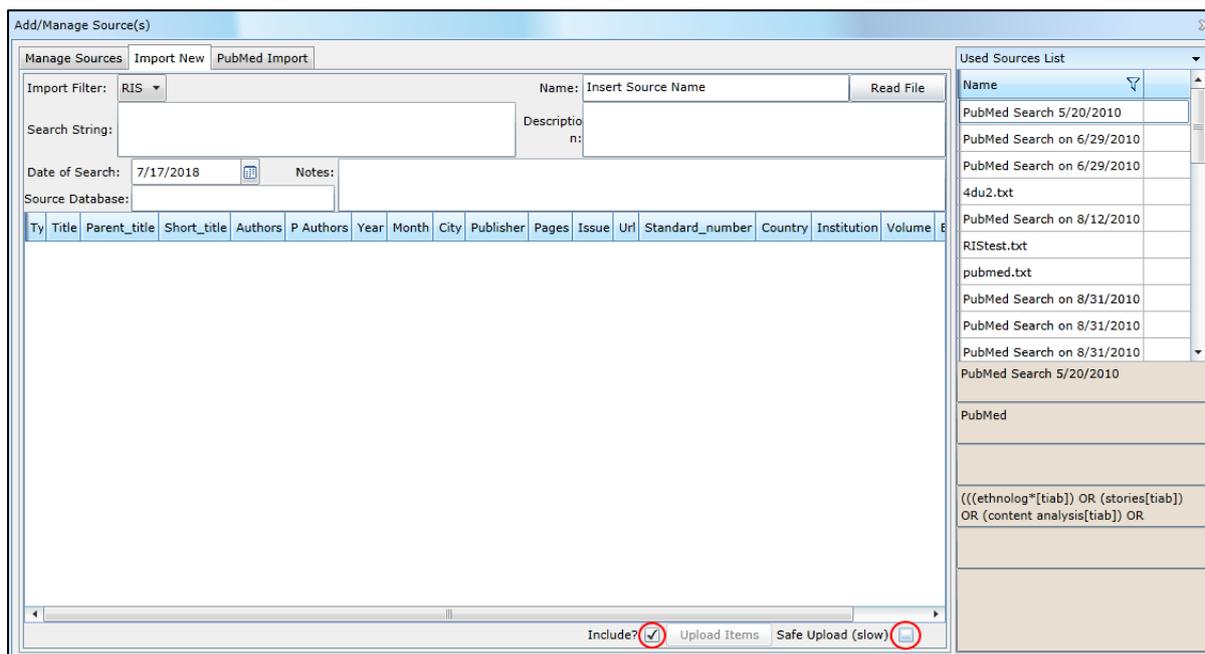
Authors	Title	Year
I	[Compensatory and antiamnestic effects of heptapeptide Selank in monkeys].	2008
I	[Initial elements of the nursing record. Nursing team of the Emergency Service].	1990
I	[Medication in neurologic patients. Considerations for acute and chronic drug therapy].	2002
I	[Not Available].	2016
I	[Personalities in the history of medicine. Sergej Sergejewitsch Korsakow. Nikolaj Sergejitsch Korotkov	2015
I	Chitambar Christ A novel gallium compound synergistically enhances bortezomib-induced apoptosis in mantle cell lymphoma	2010
I	Aadal L ; Kirkevold I Integrating situated learning theory and neuropsychological research to facilitate patient participation	2011
I	Aarli JA ; Gilhus I Recovery from global amnesia during plasma exchange in myasthenia gravis: report of a case.	1989
I	Abadiano Helen I Sheltered instruction: An empowerment framework for English language learners	2002
I	Abali Huseyin ; A Possible Logistic and Sociodemographic Factors on Breast Cancer Screening in Turkey: Lessons from	2012
I	Abali Huseyin ; A Possible Logistic and Sociodemographic Factors on Breast Cancer Screening in Turkey: Lessons from	2012
I	Abayomi OK ; Pathogenesis of irradiation-induced cognitive dysfunction.	1996
I	Abbasi M ; Bagy I Cognitive failure and alexithymia and predicting high-risk behaviors of students with learning disabilities	2014
I	Abbate C ; Trimza I Delusion of inanimate doubles: description of a case of focal retrograde amnesia.	2012
I	Abbate C ; Trimza I Preclinical polymodal hallucinations for 13 years before dementia with Lewy bodies.	2014
I	Abbate C ; Arosio I Phenotypic variability associated with the C9orf72 hexanucleotide repeat expansion: a sporadic case	2014
I	Abbott A ; German science starts facing up to its historical amnesia.	2000

Name	Item	Del	Dup
aaa.txt	4	4	0
new 2.txt	466	0	0
PubMed Search	50	0	0
untitled.txt	2	0	0
CINAHL RIS.txt	267	0	0
cin	267	0	0
piriformis syndr	120	0	0
aaaq.txt	21	21	0
aaa2.txt	4	0	0
Ris5.txt	248	248	0
PubMed Search	1	0	0
PubMed Search	50	50	0
PubMed Search	9	0	0
PubMed Search	8	0	0
PubMed Search	100	0	0
export.txt	10	0	0
Wolfgang - Kall	1	0	0
My EndNote Lib	65	0	0
Manually My EndNote Library.txt			
<b>TOTALS:</b>	Sources: 34	271	116 12



NOTE: Imported items are automatically marked with the Included flag, unless the default **Include?** option is unticked.

If you do find issues importing your references, try ticking the Safe Upload (slow) option.



Further details on bringing references into your review in EPPI Reviewer 4 can be found on page 22 of our [manual](https://eppi.ioe.ac.uk/CMS/Portals/35/Manuals/ER4.7.0%20user%20manual.pdf#page=22), at <https://eppi.ioe.ac.uk/CMS/Portals/35/Manuals/ER4.7.0%20user%20manual.pdf#page=22>.

If you experience persistent issues and you are unable to upload (e.g. you see the cursor / mouse pointer change to an hourglass or continually spinning circle i.e. its “waiting state”), this may indicate an issue with some security settings on your network, your computer, your web browser, or its add-ons.

We may be able to assist in trouble-shooting the issue; email [EPPIsupport@UCL.ac.uk](mailto:EPPIsupport@UCL.ac.uk) with the relevant details and screenshots.

If we cannot resolve the upload / import issue, you may need to contact your IT Support team, as they may need to lift the associated security restriction.

## Exporting References from ER Web

Select the references you wish to export, and then click the Export to RIS button.

The file will be saved as a plain text file, in standard RIS format. (You can give it the file a **.RIS** extension if you prefer.)

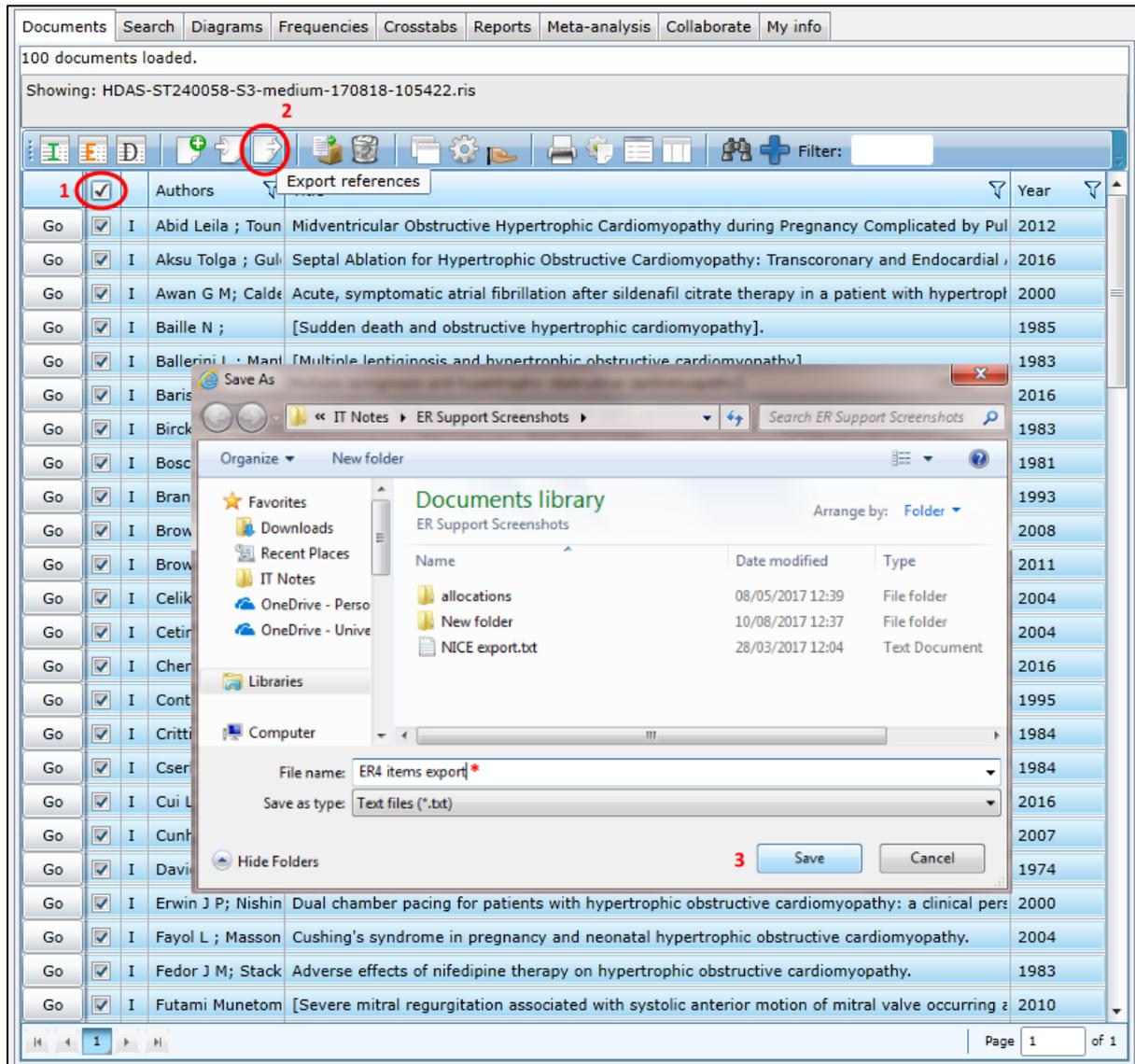
The screenshot shows the EPPI Reviewer Beta interface. At the top right, there are links for Feedback, Help, Zazi G, and Logout. Below the navigation tabs (Review home, References, Frequencies, Crosstabs, Search & Classify, Collaborate), there is a toolbar with buttons for Import Items, With this Code, Assign Code, Cluster, Coding Report, and Export to RIS. The 'Export to RIS' button is circled in red and has a red '2' next to it. Below the toolbar, there is a pagination section showing 'Page: 1 of 138' and 'Showing 100 items of 13757'. A table of references is displayed with columns for ID, Short title, Title, and Year. The first item in the table is circled in red and has a red '1' next to it. The table contains the following data:

ID	Short title	Title	Year
37841798	1998 guidelines for...	1998 guidelines for treatment of sexually transmitted diseases	1998
37842510	Aabenhus (2012)	[The Danish Health Act and health-care services to undocumented migrants]	2012
37842511	Aalboe (2014)	Dental school application timing: implications for full admission consideration and improving diversity of dental students	2014
37846422	Aalborg (2012)	Implementation of adolescent family-based substance use prevention programs in health care settings: Comparisons across conditions and programs	2012
37842512	Aarseth (2016)	Paperless migrants and Norwegian general practitioners	2016
41779474	Aasland (1998)	A multimodal, prospective assessment of outcome in families of children with early onset of juvenile chronic arthritis.	1998
37842513	Aavitsland (2001)	[HIV infection from Africa to Norway]	2001

## Exporting References from ER 4

Select the references you wish to export, then click the **Export References** button.

The file will be saved as a plain text file, in standard RIS format. (You can give it the file a **.RIS** extension if you prefer.)



Note that you can export your table of sources in ER 4.

Manage Sources / Add New 

Export Sources Table

	Name	Items	Deleted	Duplicat
List	HDAS-ST240058-S1-medium	100	0	0
List	HDAS-ST240058-S2-medium	100	0	0
List	HDAS-ST240058-S3-medium	100	0	0
List	HDAS-ST240058-S4-medium	100	0	0
List	HDAS-ST240058-S5-medium	100	0	0
List	HDAS-ST240058-S6-medium	100	0	0
List	HDAS-ST240058-S7-medium	100	0	0
List	HDAS-ST240058-S8-medium	100	0	0
List	HDAS-ST240058-S9-medium	100	0	0
List	HDAS-ST240058-S11-medium	100	0	0
List	HDAS-ST240058-S12-medium	28	0	0
List	HDAS-ST240058-S13-medium	100	0	0
List	HDAS-ST240058-S14-medium	96	0	0
List	HDAS-ST240058-S15-medium	100	0	0
List	HDAS-ST240058-S16-medium	100	0	0
List	HDAS-ST240058-S17-medium	100	0	0
List	HDAS-ST240058-S18-medium	100	0	0
List	Manually Created Items	0	0	0
<b>TOTALS:</b>	Sources: 18	1624	0	0

RIS Export Utility

You may also wish to try our [RIS Export Utility](https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=2934) to assist in conversion between RIS formats. See <https://eppi.ioe.ac.uk/cms/Default.aspx?tabid=2934> for further details.

**Export your search file to RIS format**

**Step 1: Select your file**  
 My Endnote Library.txt   The maximum file size is 4 Meg.

**Step 2: Select a conversion filter based on the uploaded file**

Start tag:  End tag:

Publication type tag:  Source tag:

Or is this an XML file?  Or is it a .csv file?  Or is it tab delimited?

The following filters use the selected special tags. Click 'Select' to begin the conversion process.

Filter source	Filter	Notes	Select filter
Generic RIS	Tagged from Classifier	Filter Comments	<a href="#">Select</a>

**Choosing a filter**

This utility will take your search result file and return an RIS formatted text file that can be imported into most reference management software including Eppi-Reviewer 4.

If you are having difficulties finding the best filter for your file please click [here](#) to get instructions on how to use this function.

Contact



- [EPPIsupport@UCL.ac.uk](mailto:EPPIsupport@UCL.ac.uk)
- <http://eppi.ioe.ac.uk>
- <https://eppi.ioe.ac.uk/cms/er4>