

## Import References from RIS Files into the My References List

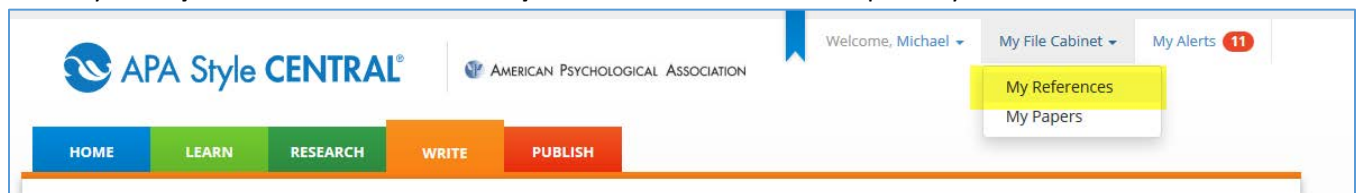
You can import references into your **My References** list by uploading an RIS format file. Once a reference is imported, you may need to edit it so that it conforms to APA Style® guidelines.

### Retrieving an RIS File

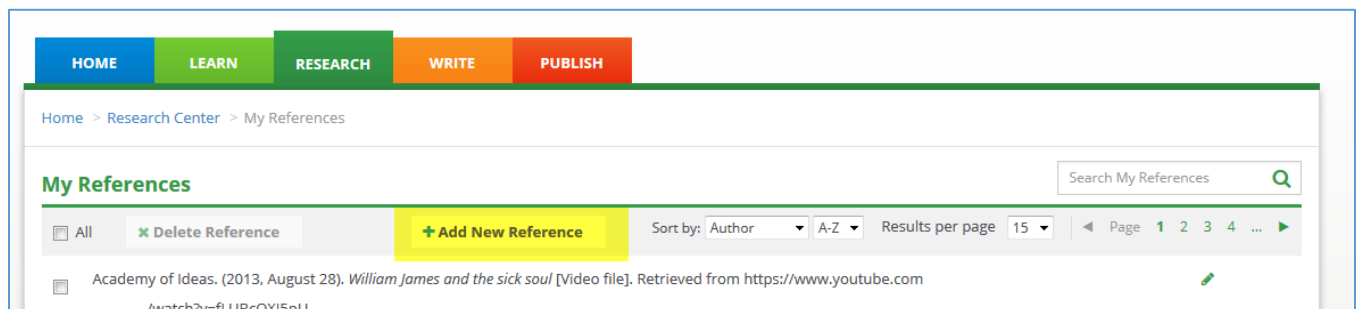
Export the references you want from your bibliographic manager (EndNote, Mendeley, RefWorks, or Zotero) or search platform (APA PsycNET, EBSCOhost, Ovid, ProQuest) as an RIS file. (RIS files generated from other sources may import into APA Style CENTRAL®, but we do not guarantee that they will map to the correct fields.)

### Importing an RIS File into APA Style CENTRAL

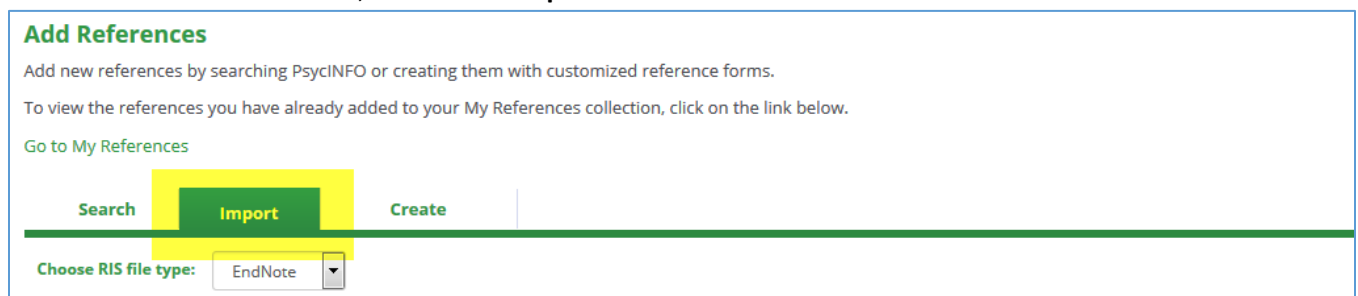
Access your **My References** list from the **My File Cabinet** menu at the top of any screen.



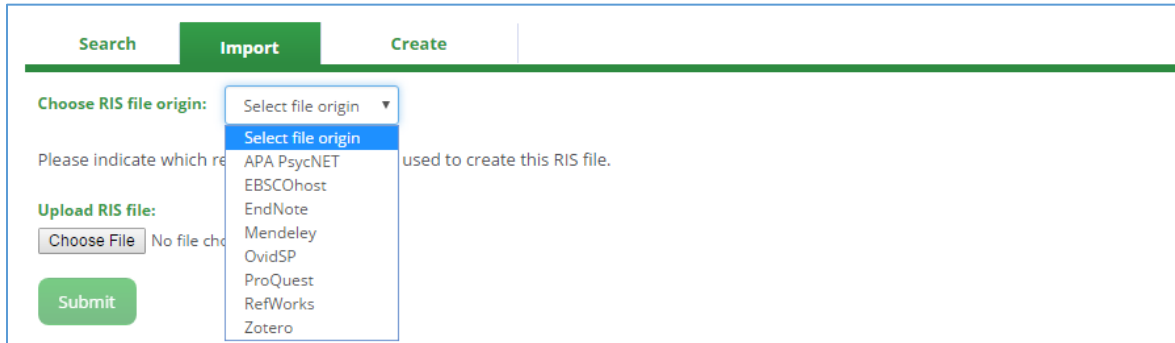
Click on **+Add New Reference**.



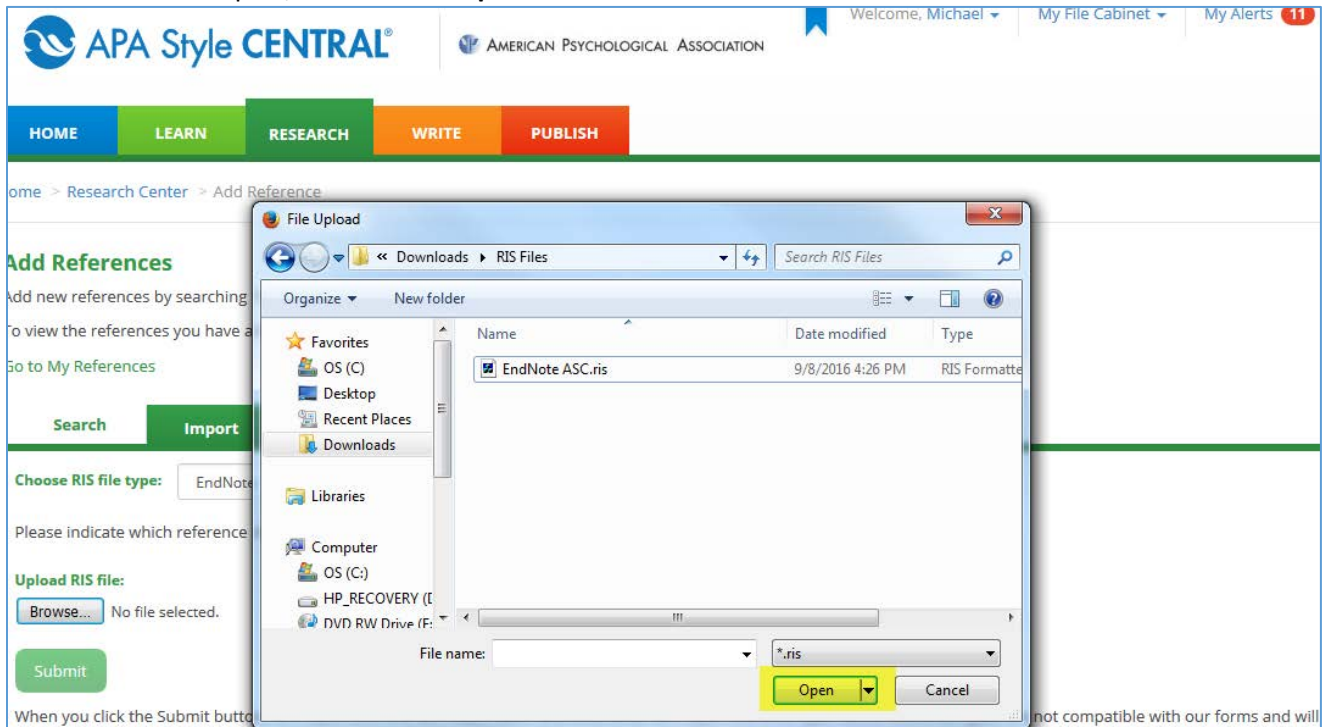
In the **Add References** screen, click on the **Import** tab.



On the Import menu, select the source of your RIS file and click on **Choose File** then **Browse**.

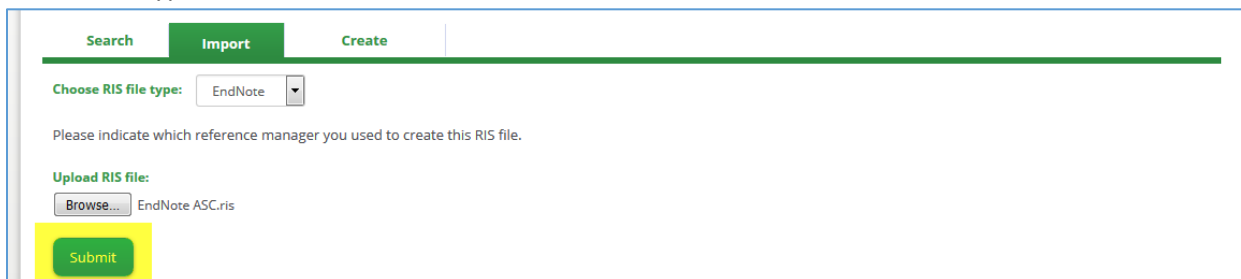


Select the file to import, then click on **Open**.



Then click on the **Submit** button.

**Note:** The Submit button will not become active until the file is attached for upload and its RIS file type identified.



APA Style CENTRAL will then report the result of the import.

**Add References**  
 Add new references by searching PsycINFO or creating them with customized reference forms.  
 To view the references you have already added to your My References collection, click on the link below.  
[Go to My References](#)

Search   Import   Create

---

23 references out of 25 successfully processed. [Why were some references not imported?](#)

Import Another File   
 View Imported Records   
 View Records Not Imported

## Imported RIS Files


When you import RIS files, APA Style CENTRAL will match each reference to an APA Style reference type. Some reference types are not compatible with our forms and will not import. After an import attempt, APA Style CENTRAL will indicate how many of your references were successfully imported (see above screenshot).


Please note that APA Style CENTRAL 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 included in 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 examined and edited.



 Bat Conservation International. (n.d.). *White-Nose Syndrome Science Strategy Meeting II, 2009.* .

Imported 

Add Notes 

## Editing an Imported Reference

To edit an imported reference, find the reference in your My References list. References added via RIS import will be designated with “Imported.” The reference shown below incorrectly uses full first names for the authors rather than initials. To edit the reference, click on the pen icon.

 Ashton, Jean, & Newman, Linda. (n.d.). An unfinished symphony: 21st century teacher education using knowledge creating heutagogies. 

*British Journal of Educational Technology*, 37, 840. <http://dx.doi.org/10.1111/j.1467-8535.2006.00662.x>

Imported

To correct this reference, click a name on the Author List, edit the name in the correct format and click **Update Author**; when finished with edits, click on **+Update Reference** at the bottom of the form.

### Create a Reference

Use the form below to add all the elements of your reference. When you click the "ADD TO MY REFERENCES" button, we will create your final reference in APA Style. You will be able to see the reference and continue to make edits, if necessary.

Reference Type ▼ Collapse all

Journal article Default ▼

Authorship ▼ Author List

Author name(s) available ▼

Add Name to Author List

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

Ashton, Jean   ▼

Update Author Cancel

Ashton, Jean ✕

Newman, Linda ✕

Date ▼

Year of publication  No date  In press

Title ▼

An unfinished symphony: 21st century teacher education using knowledge creating heutagogies Format in Sentence Case

The title is not in English

Special cases  ▼

Source ▼

British Journal of Educational Technology Format in Title Case [Journal Finder](#)

Discontinuous pages ▼

Include issue number ▼

Advance Online Publication ▼

Advance Online Publications have no volume, issue, or page numbers assigned.

DOI  URL

<http://dx.doi.org/>

Cancel + UPDATE REFERENCE

## Additional Information and Help

For additional information or assistance with APA Style CENTRAL, contact [support@apastylecentral.org](mailto:support@apastylecentral.org) or call us at (202) 336-5650 or (800) 374-2722. TDD/TTY: (202) 336-6123.

Have a specific question about APA Style®? Write to [StyleExpert@apa.org](mailto:StyleExpert@apa.org).