Using RefWorks to Manage NIHMSID & PMCID Numbers

Setting Up Your RefWorks Account
1. In RefWorks, assign “NIHMSID” label to the User 4 Field.
   a. Log in to your RefWorks account.
   b. Select Tools, then Customize.
   c. Under User Field Options, assign NIHMSID to User 4 Field.
   d. Click SAVE to save changes.
2. Add NIH-PMCID in your output styles Favorites list. Click on Access Output Style in the Output Style drop-down menu.
   a. Select NIH-PMCID
   b. Click Add to Favorites.
   c. Click Back to Previous Page.

Adding Manuscript References to RefWorks
1. When a manuscript is accepted, create a Journal Article record in RefWorks.
2. Select NIH-PMCID in the View fields used by drop-down menu.
3. Select desired folder name in In Folder(s) drop-down menu.
4. Add the NIHMSID number you received from the NIH Manuscript Submission System to the NIHMSID field. Include the prefix “NIHMS”.
5. Add the PMCID number with the prefix “PMC” to the PMCID field when PMCID number becomes available. The article receives its PMCID shortly after the PI or author approves the PubMed Central formatted version of the submission.

Formatting Manuscript References for NIH Documents
1. Click Bibliography at the top of the screen.
2. Select NIH-PMCID from the Output Styles drop-down menu.
3. Click in the circle to the left of Format Bibliography from a List of References.
4. Select desired format from the File Type to Create drop-down menu.
5. Click in the circle next to References From: and click on the desired folder from the drop-down menu.
   Hint: To create a temporary list of references, select the references you want to add to your list and click on the Add to My List under the folder name.
6. Click Create Bibliography.
Viewing PMCIDs in PubMed

1. Display PubMed records in Abstract. PMCID is located in the bottom right corner of record.

Importing PubMed Records into RefWorks

In PubMed

1. Click in the box to the left of desired records.
2. Click DISPLAY SETTINGS.
3. Click in the radio button next to MEDLINE under FORMAT.
4. Click APPLY.
5. Use the browser's EDIT and SELECT ALL to select all of the records.
6. Copy the records using EDIT and COPY.

In RefWorks

1. Click References and Import at the top of the screen.
2. Select NLM PubMed from the Import Filter/Data Source drop down menu.
3. Select PubMed from the Database drop-down menu.
4. (Optional) Select desired folder from the Import References into Folder drop-down menu.
5. Click in the circle next to Import Data from the following Text.
6. Click in the box, and Paste your records into the text box.
7. Click Import. PMCIDs are imported into the RefWorks PMCID field.