

How to export large numbers of records from bibliographic databases

When doing a systematic review, it is likely that you will want to export all the records retrieved from each of the bibliographic databases searched into reference management software so that these can be deduplicated and prepared for the screening process.

This guide provides instructions for downloading large numbers of records from each of the main database platforms for import into reference management software such as EndNote. Please note, this guide reflects the database functionality as enabled by the University of Central Lancashire's Library services. If you are based at a different organisation the exact export parameters (for example, the maximum number of records which can be exported at a time) may be different.

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Ovid

In Ovid you can export up to 3500 records at a time.

If you have less than 3500 record to export:

1. At the top of the list of results that you want to export tick the **All** box:

The screenshot shows the Ovid search results interface. At the top right, there are navigation options: Print, Email, Export, Add to My Projects, Keep Selected, and Analyze. Below this is a search bar with 'All' selected in a red box. The search results list shows one result: 'Transforming Perceptions: The Impact of a Formal Parental Leave Policy on Surgical Trainees.' The 'Export' button is highlighted with a red box. The abstract text is visible below the result.

1. **Transforming Perceptions: The Impact of a Formal Parental Leave Policy on Surgical Trainees.**
Corbisiero MF, Acker SN, Bothwell S, Christian N
Journal of Surgical Education. 2024 Apr 27.
[Journal Article]
UI: 38677898
Digital Object Identifier
<https://dx.doi.org/10.1016/j.jsu...>
Authors Full Name
Corbisiero, Michaele Francesco, Acker, Shannon N, Bothwell, Samantha, Christian, Nicole

Abstract ^

ABSTRACT: Surgical trainees who welcome a new child during residency often face challenges related to appropriate parental leave. To address this, we instituted a comprehensive family medical leave policy within our training program and assessed resident perceptions before and after the policy's introduction. We hypothesized that this new formal policy would enhance feelings of support amongst all (not just childbearing) trainees. **DESIGN:** A web-based survey to gauge resident perceptions on parental leave was distributed to all residents at a single academic general surgery residency at 2 intervals: prior to policy implementation and 1 year after policy implementation. **SETTING:** The study was conducted at a single institution, academic general surgery residency program. **PARTICIPANTS:** All general surgery residents at the institution were included (n=95). **RESULTS:** About 40 out of 95 (42%) residents participated in the initial survey and 25 of 95 (26%) completed the subsequent survey. There was a significant improvement in resident reported satisfaction with the policy from pre to post: 15% pre to 68% post, $p < 0.001$, report the policy frequently supported trainees' needs, 20% pre to 88% post, $p < 0.001$, perceived the policy as fair. Most residents (90.0% pre and 80.0% post) perceived pregnancy as a risk during surgical training. There were no differences in perception of the new policy between residents who were parents and residents who were not parents. **CONCLUSIONS:** The introduction of a comprehensive family medical leave policy improved all surgical trainees' (including nonparents) perception of policy effectiveness and policy fairness. This is counter to the published perception that parental leave creates a burden on fellow trainees. However, pregnancy remains a stressor for the individual new parent. Surgical programs can develop supportive formal family medical leave policies; it is important to address the inherent systemic and cultural barriers surrounding childrearing during surgical trainee.

This will select all the results in your list.

2. Then click on the **Export** button:

The screenshot shows the Ovid search results interface. At the top right, there are navigation options: Print, Email, Export, Add to My Projects, Keep Selected, and Analyze. The 'Export' button is highlighted with a red box. The 'Next >' button is visible at the bottom right.

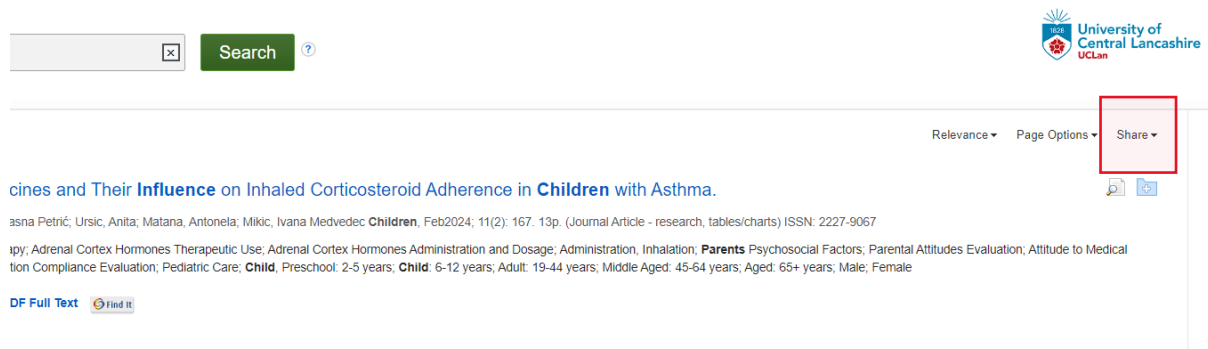
- The Export panel will appear. From the drop-down menus select the format you want to export to (usually RIS for EndNote or other reference management software) and the fields you want to export (usually Complete Reference). Then click the blue **Export** button:

- The RIS file will download to your browser. If you have EndNote open, simply click on the file and it will automatically import the records into EndNote.
- If you have more than 3500 records to export, you can export your results in batches by selecting a range of records. At the top of your results list in the Range box type 1-3500 to select the first 3500 records and then click on **Export** as above to export these results:

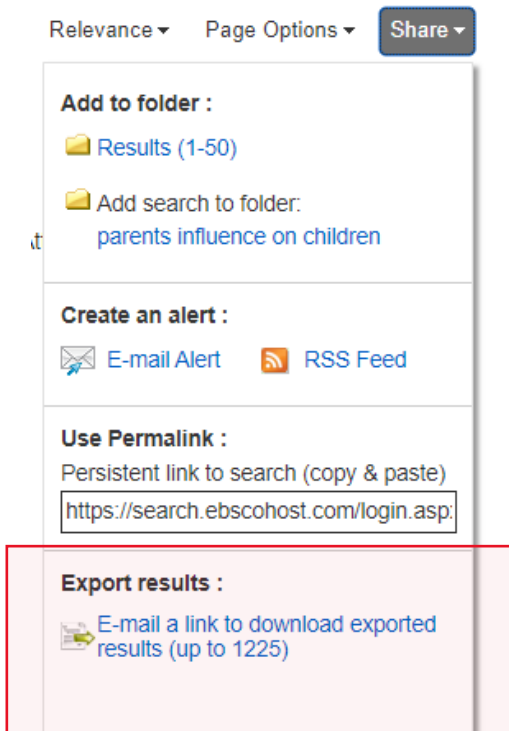
- Type the range of the next batch of results into the Range box (i.e.3501-7000) to export the next batch, and so on...

EBSCO

1. To export all the results for a search in EBSCO, once you have run your search, click on **Share** in the top-right hand corner above your results list:



2. A drop-down menu will appear. Click on the link to **email a link to download exported results**:



3. You can then enter your email address and select the format you want the records in (RIS for EndNote or other reference manager):

EBSCOhost Export Manager [?]

[Back](#)

E-mail

The record export may take some time. You will be notified via e-mail once the export is complete. Thank you for your patience.

E-mail from:

E-mail to:
Separate each e-mail address with a semicolon.

Send

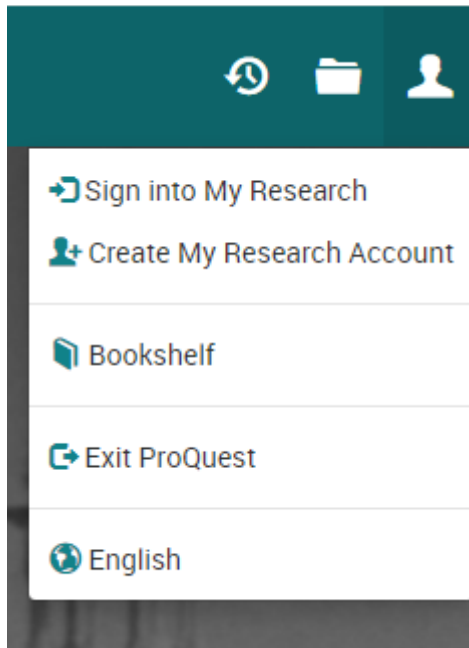
E-mail a link to a file with citations in:

- RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- Generic bibliographic management format
- Citations in XML format
- Citations in BibTeX format
- Citations in MARC21 format

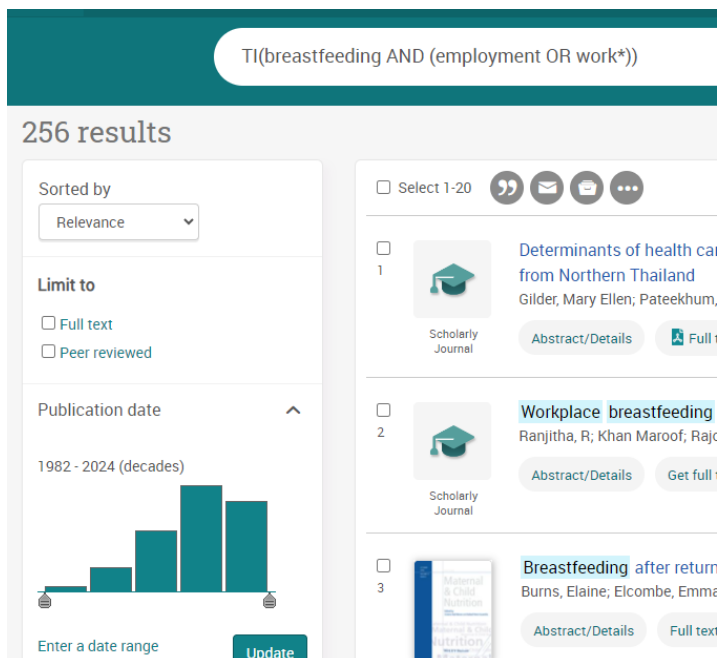
4. You will receive an email with a link to download your results file.

ProQuest

1. First, make sure you login to **My Research** using your personal account:



2. Run your search:



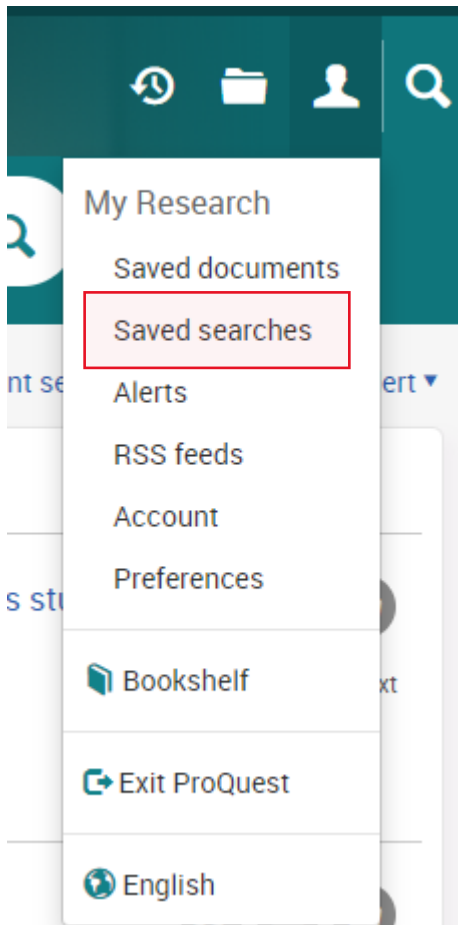
3. Click on **Export Results** above the results list:

The screenshot shows a search results interface. At the top, there is a navigation bar with a checkbox labeled 'Select 1-20', several circular icons (quotes, email, folder, and more), and a button labeled 'Export Results' which is highlighted with a red border. Below this are three search results, each with a checkbox on the left and a 'Scholarly Journal' icon. The first result is 'Determinants of health care worker breastfeeding from Northern Thailand' by Gilder, Mary Ellen; Pateekhum, Chanapat; Nan San. It has buttons for 'Abstract/Details' and 'Full text - PDF (2 MB)'. The second result is 'Workplace breastfeeding support and breastfeeding' by Ranjitha, R; Khan Maroof; Rajoura, Om; Shah, Dheeraj. It has buttons for 'Abstract/Details', 'Get full text', and 'Get full text'. The third result is 'Breastfeeding after return to work: An Australian experience' by Burns, Elaine; Elcombe, Emma; Pierce, Heather; Hurrell, Sarah. It has a 'Get full text' button.

4. Select the format (usually RIS), tick the box to include abstracts, and then click **Accept**:

The screenshot shows the 'Export Results' dialog box. At the top, it says 'Export Results' with a close button. Below that, it says 'Available downloads: 9 of 10' and 'Save search for later'. There is a 'Select format' dropdown menu with 'RIS' selected. Below that, there is a checkbox for 'Include abstracts' which is checked (Yes) and an unchecked 'No' option. A note states: 'Note: You can access these results by navigating to the Searches section of your My Research account and clicking on the Export Results link once they have been processed.' Underneath is a 'Terms and Conditions' section with a paragraph of text and a list of conditions. At the bottom, there are two buttons: 'Accept' and 'Cancel'.

5. Go to the **My Research** account in the top-right hand corner of the screen, then to **Saved Searches**:



6. Click on the **Export Results** link to download the file:

Saved searches (224)

Combine selected searches with And Or [Search](#)

Select items 1-20 [Delete](#)

<input type="checkbox"/> 224	Name:	TI(breastfeeding AND (employment OR work*))	Edit name
	Searched for:	TI(breastfeeding AND (employment OR work*))	
	Databases:	Health & Medical Collection	
	Notes:	Add notes	
	Saved:	May 03 2024	
	Modify Search	Delete	Export Results Results requested on May 03, 2024

Scopus

1. Run your search in Scopus. Click on the **All** button at the top of your results list to select all the records:

Advanced query

Search within: Article title, Abstract, Keywords

Search documents *: (stroke OR "cerebrovascular disease*") AND (exercise OR "physical activity") AND (E

+ Add search field Reset

Documents Beta Preprints Patents Secondary documents Research data

3,094 documents found

All Export Download Citation overview More Show all abstracts Sort by Date (newest)

Document title	Authors	Source	Year
Article • Open access 1 Successful intraoperative management of laparoscopic hysterectomy in a patient with Eisenmenger syndrome: a case report	Maeda, Y., Kakuta, N., Kasai, A., ...Kawanishi, R., Tanaka, K.	JA Clinical Reports, 10(1), 17	202
Article • Open access 2 Effect of functional electrical stimulation of interscapular muscles on trunk performance and balance in post-stroke elderly patients	Elhamrawy, M.Y., Bahnasy, W.S., Elkady, S.M., Said, M.T.	Egyptian Journal of Neurology, Psychiatry and Neurosurgery	202

2. Click on **Export** and then select the file type you require (usually RIS):

3,094 documents found

All Export Download C

File types

- CSV
- RIS
- BibTeX
- Plain text

Reference managers

- Mendeley
- Refworks (RIS)
- Zotero (RIS)
- EndNote (RIS)

1 ... management with Ei

2 ... stin ... ce a

Show abstract Find It

3. Tick the box to include Abstracts & keywords and then click **Export**:

Export 3,094 documents to RIS ? ×

The RIS format is used for exporting references from Scopus to a reference management tool (e.g., Zotero, EndNote, RefWorks).

You can export up to 20,000 documents in RIS format.

All documents on this page

Documents -

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input type="checkbox"/> Bibliographical information	<input checked="" type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s)	<input type="checkbox"/> Affiliations	<input checked="" type="checkbox"/> Abstract	<input type="checkbox"/> Number	<input type="checkbox"/> Tradenames & manufacturers
<input checked="" type="checkbox"/> Document title	<input type="checkbox"/> Serial identifiers (e.g. ISSN)	<input checked="" type="checkbox"/> Author keywords	<input type="checkbox"/> Acronym	<input type="checkbox"/> Accession numbers & chemicals
<input checked="" type="checkbox"/> Year	<input type="checkbox"/> PubMed ID	<input checked="" type="checkbox"/> Indexed keywords	<input type="checkbox"/> Sponsor	<input type="checkbox"/> Conference information
<input checked="" type="checkbox"/> EID	<input type="checkbox"/> Publisher		<input type="checkbox"/> Funding text	<input type="checkbox"/> Include references
<input checked="" type="checkbox"/> Source title	<input type="checkbox"/> Editor(s)			
<input checked="" type="checkbox"/> Volume, issues, pages	<input type="checkbox"/> Language of original document			
<input checked="" type="checkbox"/> Citation count	<input type="checkbox"/> Correspondence address			
<input checked="" type="checkbox"/> Source & document type	<input type="checkbox"/> Abbreviated source title			
<input checked="" type="checkbox"/> Publication stage				
<input checked="" type="checkbox"/> DOI				
<input checked="" type="checkbox"/> Open access				

Select all information Save as preference

4. The RIS file will download to your browser. If you have EndNote open, click on the file and it will automatically import the records into EndNote.

Web of Science

You can only export 1000 records at a time from Web of Science.

1. Once you have run your search click on the **Export** button above your search results.

Search > Results for (stroke OR "cardiovascular disease") AND (exercise OR "physical ...

3,763 results from Web of Science Core Collection for: [Analyze Results](#) [Citation Report](#)

Q (stroke OR "cardiovascular disease") AND (exercise OR "physical activity") AND (balance OR mobility) (Topic)

[Add Keywords](#) Quick add keywords: < + COMMUNITY AMBULATION + TRUNK IMPAIRMENT SCALE + SITTING BALANCE + TRUNK CONTROL + TRUNK REHABILITA

Publications You may also like...

Refine results

Search within results... Q

Quick Filters

Review Article 701

0/3,763 [Add To Marked List](#) **Export** ▾ Sort by: Relevance ▾

1 High Metabolic Cost of Mobility and Balance Activities in Individuals Post-Stroke
Kafri, M; Myslinski, M.J; (...); Deutsch, J.E
American-Heart-Association/American-Stroke-Association International Stroke Conference / Nursing Symposium

2. From the drop-down menu select the format you require (usually EndNote desktop or RIS):

Export ^

- EndNote online
- EndNote desktop
- Add to my researcher profile
- Plain text file
- RIS (other reference software)
- BibTeX
- Excel
- Tab delimited file
- Printable HTML file
- InCites
- Email
- Fast 5000
- More Export Options

- Click to select the option to download a range of results. If you have more than 1000 results you will need to download the results in batches. Select the option to download Records 1 to 1000. Select the Record Content that you require (i.e. Full Record), then click **Export**:

Export Records to RIS File
×

Record Options

All records on page

Records from: to

No more than 1000 records at a time

Record Content:

Full Record
▼

Export

Cancel

- If you have more than 1000 records you will need to repeat this process, adjusting the numbers for each batch of records each time...

Export Records to RIS File
×

Record Options

All records on page

Records from: to

No more than 1000 records at a time

Record Content:

Full Record
▼

Export

Cancel

...until you reach the end of the range of your results:

Export Records to RIS File ×

Record Options

All records on page

Records from: to

No more than 1000 records at a time

Record Content:

▾

5. The RIS files will download to your browser. If you have EndNote open, click on each file and it will automatically import the records into EndNote.

Cochrane Library

- Once you have run your search in the Cochrane Library Search Manager, click on the results number in the last line of your search to view the results:

	MeSH	1
	MeSH	1243
t or guideline* or recommendation* or promot* or seminar* or workshop* or skill* or training or quality or improv* or educat*):ti,ab,kw	S	Limits 1717831
	Limits	1723802
	Limits	295
	S	MeSH
	Limits	N/A

Highlight orphan lines

- The results from each Cochrane Library database (Cochrane Reviews, Cochrane Protocols, Trials etc.,) are displayed on separate tabs. You will therefore need to download results for Cochrane Reviews and Trials etc., separately:

7
 0
 287
 0
 0
 1

7 Cochrane Reviews matching "#27 - #6 AND #13 AND #26"

Cochrane Database of Systematic Reviews
Issue 5 of 12, May 2024

Select all (7)
 [Export selected citation\(s\)](#)
[Show all previews](#)

Order by Results per page

- Interventions for improving oral health in people after stroke**
 Pauline Campbell, Brenda Bain, Denise LC Furlanetto, Marian C Brady
 Intervention Review 7 December 2020 New search Free access
[Show PICOs](#) [Show preview](#)
- Oral health educational interventions for nursing home staff and residents**
 Martina Albrecht, Ramona Kupfer, Daniel R Reissmann, Ingrid Mülhhauser, Sascha Köpke
 Intervention Review 30 September 2016 Free access
[Show PICOs](#) [Show preview](#)
- Treating periodontal disease for preventing adverse birth outcomes in pregnant women**
 Zipporah Ihezor-Ejiofor, Philippa Middleton, Marco Esposito, Anne-Marie Glenn
 Intervention Review 12 June 2017 Free access

3. Tick the **Select All** button at the top of your results and then click **Export Selected Citations**:

ISSUE 3 OF 12, May 2024

Deselect all (7) Export selected citation(s) [Show all previews](#)

Order by Results per page

- 1 **Interventions for improving oral health in people after stroke**
Pauline Campbell, Brenda Bain, Denise LC Furlanetto, Marian C Brady
Intervention Review 7 December 2020 [New search](#) [Free access](#)
[Show PICOs](#) [Show preview](#)
- 2 **Oral health educational interventions for nursing home staff and residents**
Martina Albrecht, Ramona Kupfer, Daniel R Reissmann, Ingrid Mühlhauser, Sascha Köpke
Intervention Review 30 September 2016 [Free access](#)
[Show PICOs](#) [Show preview](#)
- 3 **Treating periodontal disease for preventing adverse birth outcomes in pregnant women**

4. Select the format you require then click **Download**:

Export selected citation(s) ✕

7 citation(s) selected for download

RIS (EndNote) can be imported into Mendeley, RefWorks, Zotero, Sciwheel

Select the format you require from the list below [Export help](#)

Plain text | **RIS (EndNote)** | RIS (Reference Manager) | RIS (ProCite) | BibteX | CSV (Excel)

Preview of format

```

Provider: John Wiley & Sons, Ltd
Content: text/plain; charset="UTF-8"

TY - JOUR
AN - CD003864
AU - Campbell, P
AU - Bain, B
AU - Furlanetto, DLC
AU - Brady, MC
TI - Interventions for improving oral health in people after stroke
    
```

Include abstract **Download**

5. From the results screen, click on the tab to view the Trials results and then repeat the process to download the Trials records.