

CLEVELAND HEALTH SCIENCES LIBRARY

REFERENCE MANAGER 11

Reference Manager is a personal reference bibliographic management system. It is designed to keep track of specific references in your field of interest.

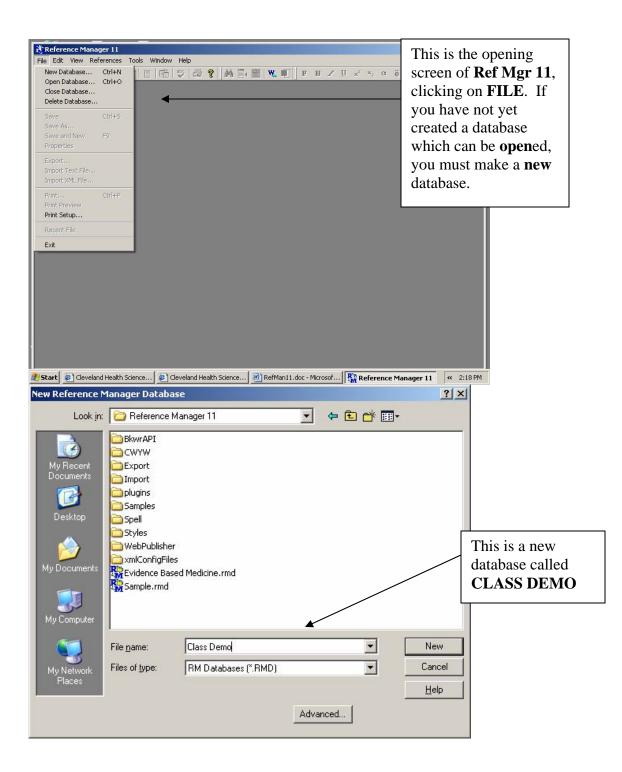
This brief class will attempt to cover Reference Manager 11 as it is used with Word 2003.

At the end of the class, you should be able to do the following:

Work with a Reference Manager database Create a new one, open an old one, etc. Add references Edit references Create a bibliography Use Reference Manager with a word processor Insert citations, scan the document, generate a bibliography, cite while you write

Should you need further assistance, please contact me.

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Reference Manager 11 - Re	ference List - Class Demo Database	
File Edit View References To		
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PUTTING REFERENCES INTO REFERENCE MANAGER

There are several ways of getting references from a catalog or a database into Reference Manager. You can import a text file of tagged citations from a source you have searched. Some databases will let you export citations directly from the database to the software program. You can enter references manually. You can use the retrieval/search method built into the program.

When you search a **database** and have a set of citations you want to transfer to Reference Manager, you must remember several important items:

- Use tagged fields or an output style of a bibliographic citation manager
- Save the file as .txt
- Remember the name and location of the saved file

When you import the references into Reference Manager, you must have the database open, select the import filter that matches the database or output style you used, and lastly the name of the file. You can import all the citations, or only what you specify. You can add specific keywords to all of the citations. You can make notations about your reprint file.

You can add references manually by going to **REFERENCES** on the **MENU BAR** and then to **NEW**. Fill in the blanks. Be careful typing! If at all possible, find an electronic citation. You may also copy and paste from an online catalog for books. This works very well with EuclidPLUS. If you have access to WorldCat, you can mark records and export to a .txt file which can be saved and imported into Reference Manager.

You can search using Reference Manager to import citations automatically. The catalogs or databases you search must be Z39.50 compliant to which you have a subscription. Z39.50 refers to a standard for searching and retrieving information from a remote database. Searching using Reference Manager 11 will not be covered at this time. Please refer to the manual and online help for assistance.

Once you have searched a database and saved tagged citations in a text file, you need to **import** them into Reference Manager. From the menu bar, you go to **FILE** and then to **IMPORT TEXT FILE**.

Then this screen appears: When importing text files, there are three very important parts to remember:

- Keep the Reference Manager database open
- The Import Filter
- The text file of citations

Import Text File	X
Database: Class Demo	
Filter: C:\Program Files\Ref	erence Manager 10 💌 Edit Filter
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Date: 11/ 6/2003 💌	μαë

There are some other options. These include

adding keywords, searching for duplicates, double-checking the journal title or abbreviation, etc. Try them for yourself!

If you have done a search in a database produced by ISI, such as the Web of Science or Current Contents, you can export directly from these databases into Reference Manager.

For more support, consult the website for **Reference Manager**:

http://www.refman.com/

You should check the website on a regular basis in search of patches for the program and updates for styles and filters. Go to the **support & services** section:

http://www.refman.com/support/rmsupport.asp

Defenence Lie		emo Database: Journal Reference ID 1		
Ref Type*				
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Title				
The		Histone deacetylase inhibitors induce a senescence-like state in human cells by a p16-dependent mechanism that is independent of a mitotic clock		
Authors		Munro,J.; Barr,N.I.; Ireland,H.; Morrison,V.; Parkinson,E.K.;		
Pub Date*		05/01/2004 Other		
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\Box 1	Munro,J.	Histone deacetylase inhibitors induce a senescence-like state in human cells by a p16-depende		
□ 2	Janosky,\			
□ 3	Lu,Y.	Recombinant adeno-associated virus as delivery vector for gene therapya review		
□ 4	Abbott,A.			
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E 6		Stem cells to your rescue		
□ 7	Wersinge			
□ 8	Barker,R.			
□ 9	Svendsen			
	Wolfe,D.	Delivery of herpes simplex virus-based vectors to stem cells		
1000 States	Liste,I.	Low-level tyrosine hydroxylase (TH) expression allows for the generation of stable TH+ cell lines		
□ 12	Scott,L.A			
F 13		k,C.B. The potential of GDNF as a treatment for Parkinson's disease		

Here is CLASS DEMO with citations imported from PubMed.

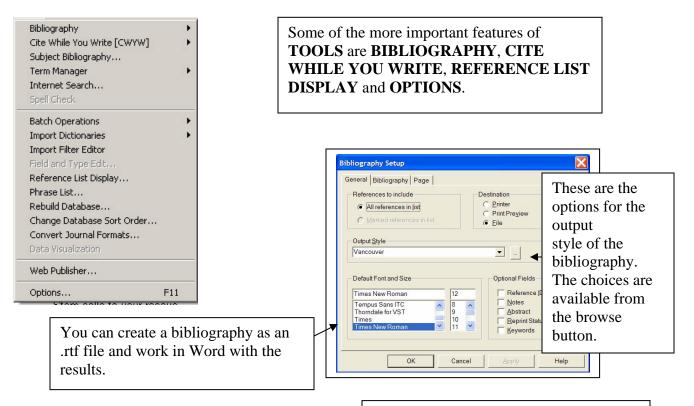
WORKING WITH REFERENCES

From REFERENCES on the toolban	r, you see the following:
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Search References	F4
Quick Retrieval	Ctrl+Q
New	Ins
Edit	Enter
Delete	Del
Duplicate	Ctrl+D
Open and Tile,	
Link To	Ctrl+K
Copy Between Database	s
Assign Ref ID	
Check for Duplicates	
Scan for Keywords	
ISI Record Link	
OpenURL Record Link	
Reference Index	

You may search for references, add new ones, delete undesired ones or duplicate a reference within a database, create an index for locating references that are difficult to retrieve through other means, and other features as listed. You can add the URL or web address. Try them all and use the manual or help screens.

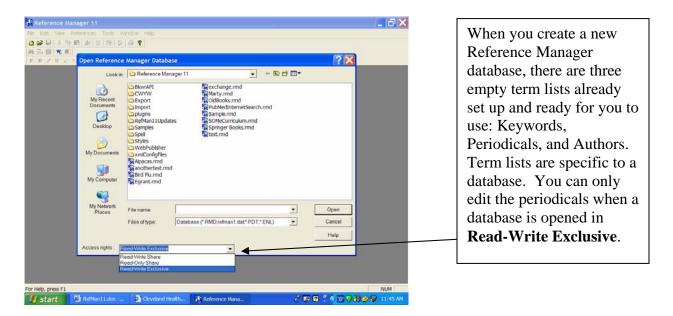
Tools



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C 11		Web Publisher		t-update	Wkly Epidemiol Rec.	2006
F 12		Options	F11	ca virus vaccines for use in the		2006
F 13	1	H5N1 analyses results	in: results from	n analyses of fatal bird flu case	s irNursing in Practice: The J	ourne2006
T 14 The observatory. Bird flu victims incre		easing in Turkey	MLO: Medical Laboratory	Obse 2006		
Turkey scrambles to stop bird flu			U.S.News & World Report	2006		
15 Ak	kg++LA. Experience with avian influenza (bird flu)		(flu)	Turkiye Klinikleri Journal of Mer2006		
T 10 Ba	mitz,L. 1	The health care response to pandemic influenza		ic influenza	Ann Intern Med.	2006
E 2 Ble	dsoe, B.E. F	Priority traffic. What you should know about avian flu		w about avian flu	JEMS: Journal of Emerger	ncy 1/2005
T8 Ch	ock,E. B	Bird flu: on border patrol			Nature	2006
F 9 Gli	ck,M. N	Vaccines, epidemics, pandemics and us			J.Am Dent Assoc	2006
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One of the more important features of Reference Manager is its ability to work with a word processor and create citations and bibliographies without typing all the details. Cite while you write is an add-on to the word processor. You can cite references while you write your paper, insert the citations and generate a bibliography. This version of Reference Manager lets you also insert into the word processor citations that are marked in the Reference Manager database which is open. With Instant Formatting enabled, the references appear as they should according to the selected Output Style.

Term Manager



If you work with different output styles, be careful to include both journal full title as well as journal title abbreviations in the term lists.

Using Word

If you open Reference Manager first, open a database and then Word, there should be no problems using the two software programs together. Occasionally there is a problem that occurs during the installation and you must manually copy and paste some files. The information is available from the online site:

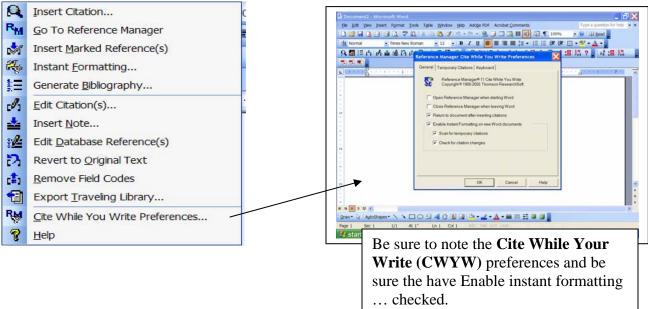
http://www.refman.com/support/rmcwyw.asp

If you see the toolbar for Reference Manager:

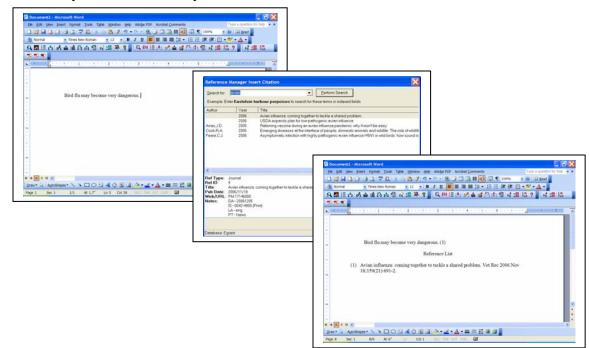


The two programs are communicating with each other.

There is also a text list for the icons listed under **Tools**:



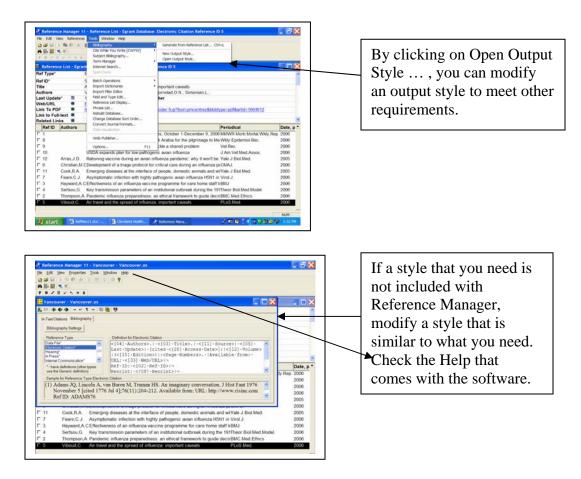
You are ready to enter text into your Word document.



Start by typing a little, click on Insert Citations, find the citations and the default format is the last one you used. This particular one is Vancouver.

You may change the style by clicking on Generate Bibliography.

Output Styles



Other Applications

You can export references to a text file for importing to other applications. Some of these applications are other bibliographic management software, spreadsheets, etc.

Be sure to consult the Help files. If you have technical difficulties, you can always email a technician at **Reference Manager**:

http://www.refman.com/support/rmtechform.asp