

Bibliographic Software: Reference Manager

A bibliographical software package provides a database in which you may store publication information for your scholarly references. Most packages provide the additional capability of scanning an existing document and updating shorthand names for individual references with the full bibliographical format. Some of the packages provide tools for downloading additional references from CDROM, the web, or library catalogs.

- John Norman, CHORUS, University of California, Berkeley

Information on *Reference Manager* and Other Bibliographic Software

ISI ResearchSoft *Reference Manager* producer
(<http://www.refman.com/>)

Bibliography Formatting Software: An Evaluation Template
(<http://www.burioni.it/forum/ors-bfs.htm>)

Managing Your References: Reference Manager
(<http://www.imperial.ac.uk/library/resources/pdfs/rm10handbook.pdf>)

Access Options for *Reference Manager*

1. UNBF faculty/staff network version 10 - restricted simultaneous use

The software resides on the Network, but your own personal database(s) are saved to a local directory (eg. "C:" drive). You must do the following quick one-time installation.

Open the following file: Tigercat(O):\Exefiles\WinRM10N\Reference Manager 10 Network\Program\InstRM10w

To use the sample database, copy the following two files to your local directory:

Tigercat(O):\Exefiles\WinRM10N\Reference Manager 10 Network\Database\Sample.rmd and...Sample.rmx

2. UNBF student network version 10 - restricted simultaneous use

The software resides on the network, and your own personal database(s) are saved to your "F:" network drive. Click on the "Reference Manager 10" icon within the NAL window.

3. Single-user version from University Bookstore reduced student and faculty/staff prices

4. Trial version free download from (<http://www.refman.com/>)

Overview of *Reference Manager's* Major Features (version 10)

1. Adding References Manually

- Select New Reference button.
- Select one of the reference types, and enter other reference information. Browsable drop-down boxes appear for some fields when you begin typing.
- Some reference types have a Web/URL field. This field allows direct linking to Web pages.
- Title and Notes fields are automatically scanned for keywords. Click Save button to add reference to database.

2. Importing References

Importing a Text File Allows importing from the library's commercial indexing/abstracting databases.

- Download references from commercial database in tagged/labelled format to plain text file.
- In *Reference Manager*, select Import Text File button. Choose database into which references will be imported, filter (commercial database vendor and database name), downloaded text file, and other options as necessary. Title and Notes fields are automatically scanned for keywords during import.
- References are automatically put into a tab for separate viewing, and are automatically saved to the database.
- Appropriate import filters are not available for many databases at UNB. The Import Filter Editor can be used to make new filters.

Internet Search Allows direct searching of ISI's Web of Science, PubMed, and library catalogues, including UNB's.

- From References menu, select Internet Search.
- Select Z39.50 sites from drop-down box, then select individual host(s) to be searched.
- Enter search strategy, search parameters change in response to selected host(s).
- Click Start Retrieval button.
- References are **not** automatically saved to a database. Drag and drop, copy, or close tab to save into a database.

3. Retrieving References Searching

- Click Activate Retrieval button.
- Begin typing Field and Parameters. Browsable drop-down boxes appear. Click Start Retrieval button.
- "Hits" are automatically put into a Retrieved tab.

4. Printing Bibliographies

 Allows direct printing or saving as a *Wordperfect*, *MS Word*, plain text, or HTML file.

- Click Print button.
- Select Output style (e.g., APA, MLA) and other options.

5. Cite While You Write

 Allows auto generation of citations within *WordPerfect* or *MS Word*. During installation of *Reference Manager*, a tool is added to your word processor, linking it to *Reference Manager*.

- While working on a *WordPerfect* document, select Tools menu, choose Reference Manager.
- Insert Citation allows you to enter identifying text (e.g. author, etc.) used to locate references in your database, and automatically inserts an unformatted citation in your document. Insert Marked References will insert references you marked within *Reference Manager*. Generate Bibliography converts unformatted in-text citations and generates a formatted list of references.