

AHSL

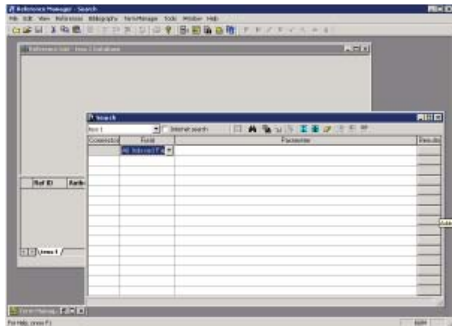
Arizona Health Sciences Library



Reference Manager 10

What is Reference Manager?

Software to organize references/citations and to create bibliographies.



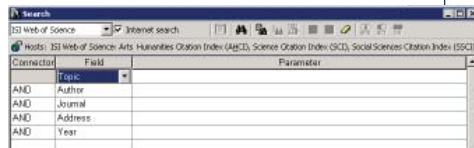
Building a Reference Manager Database

- Open Reference Manager.
- Go to File, and select New (Ctrl+N).
- Name the database.

PubMed

- Go to Refereces and select Internet Search.
- Check the Internet Search box next to the drop down menu arrow.
- Using the drop down menu, select PubMed.
- Enter search terms, using connectors (and, or, etc.) if needed. Select filed terms (author, title, keyword, etc.).
- Click Start Search button (binoculars) or F12.
- When completed, Status Messages are displayed. Click OK.
- Refine the search if needed and click the search button again.

- The results are displayed in another tab titled Search followed by a number.
- Select the desired citations then drag and drop the citations into your database tab.
- When Reference Manager is closed, a prompt will appear for saving the databases.



Web of Science

- Go to Refereces and select Internet Search.
- Check the Internet Search box next to the drop down menu arrow.
- Using the drop down menu, select ISI Web of Science.
- Enter search terms in the various fields such as Subject, Title, Author, etc.
- Click the Search Button (binoculars) or F12.
- The results are displayed in another tab titled Search followed by a number.
- Select the desired citations then drag and drop the citations into your database tab.
- When Reference Manager is closed, a prompt will appear for saving the databases.

Ovid

- Using Internet Explorer, go to www.ahsl.arizona.edu.
- Perform an Ovid search.
- In Ovid's Result Manager under Fields select Complete Reference.
- Under Result Format select Direct Export.
- Click Save.



- Check 'Export results to Endnote, Procite, or Reference Manager'.
- Click Continue.
- Select the desire database to export the selected citations.
- Reference Manager will open with the new citations placed in a Imported tab.
- Select the citations you wish to keep and drag into your database.
- When Reference Manager is closed, a prompt will appear for saving the databases.

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Building Bibliographies

Reference Manager will install a toolbar in Microsoft Word and Work Perfect. These tools allow you to search a database and create bibliographies without leaving the word processor software.



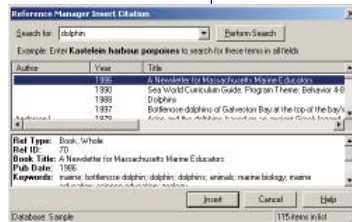
Activate the Toolbar

- In Word, select the View Menu.
- Choose Toolbars, then Reference manger 10.

Building Your Manuscript

As you build your document, you will cite your references. Reference Manager offers several ways to place unformatted citations in your document. Place holders are inserted which can later be revised as often as needed.

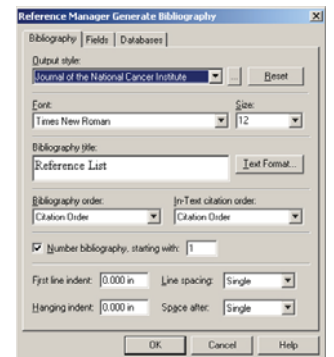
- Open your Reference Manager Database.
- Open an existing Word document and place your cursor where you wish to insert the citation.
- Type in some text as a sample statement.
- On the Reference Manager toolbar, select the Insert Citation button to display the Find Citations dialog box.
- In the Search box, type “lemonade” or “dolphin”.
- Click Perform Search.
- Notice the number in the bottom right corner. This is how many references matched your search.
- Narrow the list by adding another term separated by a space, such as the year 1996 and clicking Perform Search again.
- You can select just one citation to insert or multiple citations by holding down the Shift and clicking or Ctrl and clicking a random group.
- Click Insert.



Generate the Bibliography

Instant Formatting works automatically as you write your document and insert citations. Reference Manager uses the currently selected output style to format citations and update the bibliography. By default, Instant Formatting is enabled. However, to change the Output Style or the layout of the references, you must use Generate Bibliography.

- In the Word document, click on Tools and select Reference Manager 10 then Generate Bibliography or select the Generate Bibliography button on the Reference Manager toolbar.
- The Reference Manager Generate Bibliography window opens.
- To the right of the Output style box, select the browse button [...].
- Scroll through the list of the styles to the one you wish to use.
- Changes to font and font size, page numbering, indentaion, spacing, extra fields and Bibliographic title can also be done in the Reference Manager Genrate Bibliography window.
- Click OK.
- All the citations in your document will automatically be converted to the in-text citation format selected.



Contact Us!

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