

# How to Work With EndNote

## Tutorial and Reference

by

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### Abstract

This document describes how to write a scientific paper using EndNote together with a personal FileMaker data base as described in the companion text by FISCHLIN & NEMECEK (2001). It contains a small cook-book like tutorial and a large reference section. The tutorial is mandatory reading for any members of the Systems Ecology Group at ETHZ who write a paper using EndNote and Word. The reference section is to be consulted only according to needs which may arise during the writing process. It covers besides detailed technical hints also many rather advanced topics of citing scientific literature, such as rules how to abbreviate journal names according to international standards (ANSI, 1969).

EndNote can be used from within Microsoft Word applications to automatically format citations and to automatically generate a list of references from the citations made in the actual paper text. Any formatting can be fully controlled via styles in accordance with the requirements of the various scientific journals, independently from the original format in which the data have been entered into the personal FileMaker data base.

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## Introductory Remark

This text is intended to be read by all members of the Terrestrial Systems Ecology group at ETHZ. It is assumed that you have access to the bibliographic system developed within our group and that the reader has read the documentations (Fischlin & Nemecek, 2001).

This text applies to the EndNote versions 1.3, 2.0, 2.0.1, 2.1.3, 2.2, 3.x, plus 5.x, and are mainly useful if you write papers with Word, i.e. you use the EndNote enhancements available for Word. For Word 5.1a you require the so-called EndNote plug in module available up to version 3. To work with Word 6 you require EndNote Plus 2.1, and you no longer need the plug in module of EndNote; instead you need the "EndNote Word 6 Add-in" in the folder "Word Startup Folder (6)". For Word 98 (Office 98) you need EndNote Plus 3.0. For Word 9.0e (Office 2001) you need EndNote 5 and the so-called EndNote5 CWYW tool you place into the folder "Office:Startup:Word" within your "Microsoft Office 2001" folder. However, note, that the use of the later Office software is not specifically described in this current version of this document. Yet, most information is mostly still valid and requires only little modification.

## 1 Installation

It is assumed you have FileMaker Pro 4.xy, Alpha, and Word 5.1a or better, e.g. Word 9.0e from Office 2001, already installed according to a standard installation.

Follow strictly the instructions you find in file "READ ME" within the folder "SE Add Ons" you find inside the EndNote release. Note, I strongly advise against using an original release of EndNote as you can purchase it. All working with EndNote as described in this document is doomed to fail, unless you work from the Systems Ecology specific release of EndNote and follow the instructions given in that release. Visit the Shadow Home Page of the Systems Ecology group, i.e. item Software on <http://www.ito.umnw.ethz.ch/SysEcol/Internals.html>, to find links from which you can actually download the software you need.

That's all.

*Note as of this writing older EndNote software fails, e.g. it won't display authors anymore. This is a bug in the EndNote software. It means that you need to upgrade to a newer version of EndNote. Unfortunately this also means, that the working with Word 5.1a and EndNote is no longer possible. However, as long as you use the portable citations only, e.g. cite like this [Fischlin, 1995, sensitivity] (see section FAQ for details), you will have no problem using Word 5.1a up to the moment where you wish to format the bibliography. It is recommended to use at least Word 9.0e from Office 2001 for Macintosh and to use at least the compatible EndNote 5.0.2.*

## 2 Tutorial

### 2.1 Making EndNote Bibliographies

It is assumed you use the FileMaker data base system and maintain your personal references in a "LiteratureMY" data base file (Fischlin & Nemecek, 2001). EndNote becomes only useful if you want to write a text in which you cite any references contained in "LiteratureMY". Then you need to make an EndNote bibliography, i.e. the file "EndNoteMY", by transferring records from "LiteratureMY" into "EndNoteMY".

#### 2.1.1 TO KEEP IN MIND

**Working with EndNote is a ONE-WAY technique.**

This means you can easily transfer references from a FileMaker data base into an EndNote bibliography, but any changes made in the latter are not permanent and will go lost, since no EndNote bibliographies are meant to actually store and hold references permanently!

#### 2.1.2 CREATING BIBLIOGRAPHIES

Any paper using EndNote to cite references and to automatically generate the "List of References" is best bundled with a specific EndNote bibliography, i.e. an "EndNoteMY" file (Fischlin & Nemecek, 2001). This file is paired together with the particular paper only.

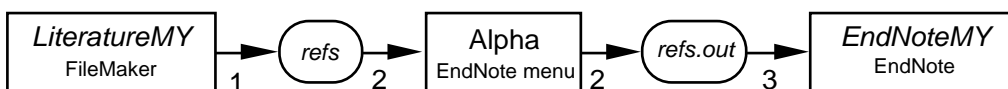
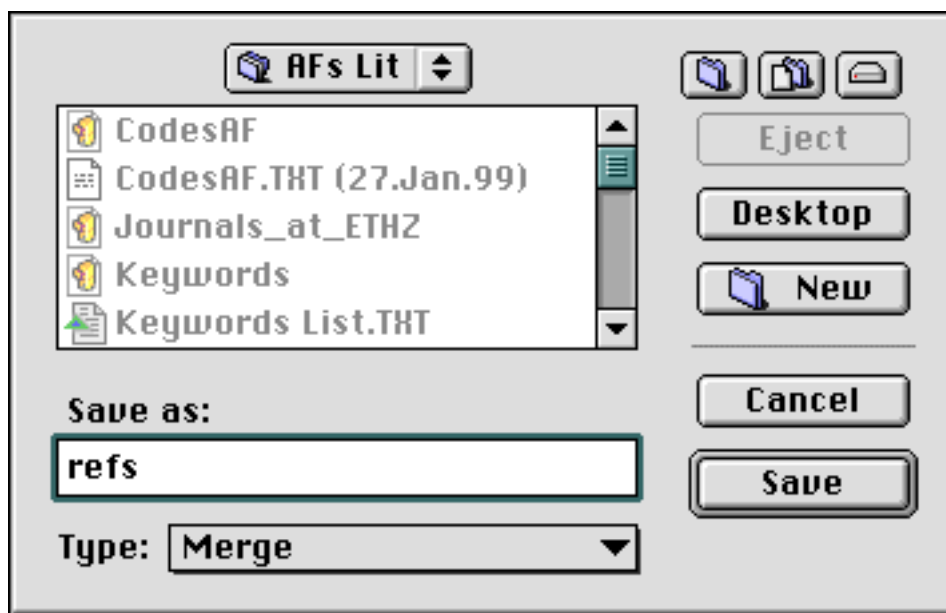


Fig. 1: Creating an EndNote bibliography "EndNoteMY" from a FileMaker data base "LiteratureMY" (s.a. Fischlin & Nemecek, 2001). Steps: 1 - Script "Export to EndNote..."; 2 - Menu command "Merge To Refer" in Alpha's menu "EndNote"; 3 - Menu command "Import..." in EndNote's menu "File". ○ denote temporarily needed text files of any name like "refs".

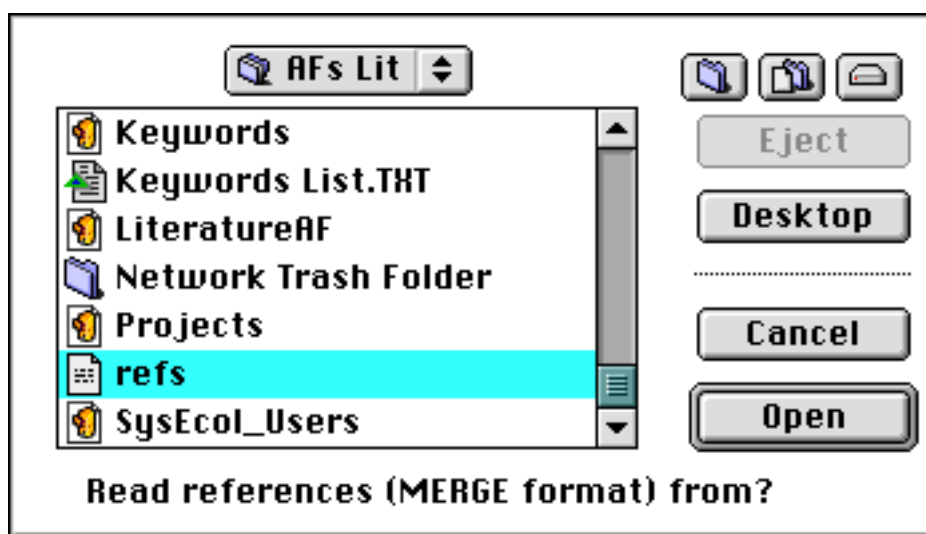
To get "EndNoteMY" from "LiteratureMY" follow these steps when you begin writing the paper (s.a. Fig. 1):

- 1) In the personal FileMaker data base "LiteratureMY" invent a mark (edit to your heart's content a value in the list by choosing "Edit..." at the bottom of the list) characterizing your paper and mark in field "InUseFor" (Fischlin & Nemecek, 2001) generously all records you think you might be citing. Find all records thus marked to prepare the current set of all the records you wish to transfer to EndNote.

- 2) Execute script "Export to EndNote..." (-7), e.g. generate a text file type "Merge" (!), with name "refs" (or any other useful name).



- 3) Choose menu command "Merge To Refer" under menu "EndNote" from within Alpha and select the file which has resulted from the previous step<sup>2</sup>. This step will create a file with name "refs.out" (or the other name you have used in the previous step extended by the extension ".out").

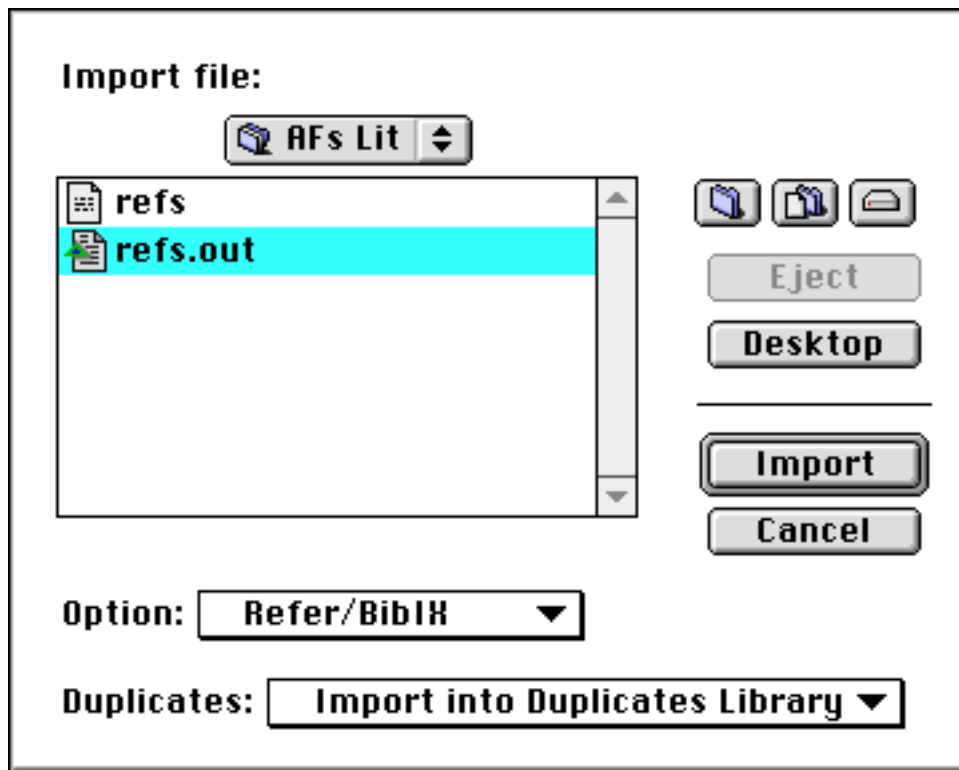


At the end the script will inform you about the completion of the task and how many references it has reformatted (if it encounters faulty records, the script will beep and display the cause of error at the bottom of the screen (Hint: if this goes too fast and you can't read the messages, change the script's preferences (menu command Preferences) to display alerts each time an error is detected); for details consult "EndNote Help", in particular section WATCH OUT).

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<sup>2</sup>if you don't see this menu, activate it as described in "EndNote Help" or consult section "Installation" this document.

- 4) Start from the EndNote bibliography template "LibraryTemplate". Choose menu command "Import..." under menu "File" from within EndNote using option "Refer/Bib IX" and select the file which has resulted from the previous step, e.g. "refs.out".



It is also recommended to use option "Import into Duplicates Library" at all times.

Remarks: Always start from the EndNote bibliography template "LibraryTemplate"<sup>3</sup>. The two text files generated during the transfer, e.g. "refs" and "refs.out", can usually be discarded once you have transferred the records.

## 2.2 Writing With EndNote

### 2.2.1 HOW TO CITE

Citations are the things you write in the middle of the text when you refer to a reference, e.g. (FISCHLIN *et al.*, 1995).

It is of fundamental importance to understand that a citation should be written only in the so-called unformatted way or so-called temporary citation. A temporary citation for above so-called formatted citation is best done like this:

[Fischlin, 1995, sensitivity]

Note: Use square brackets only. Cite only the first author. Cite the year always. The rest is optional but helps to make the citation unique, e.g. when there are several references with the same first author published in the same year. In above example the word

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<sup>3</sup>contained in the Systems Ecology EndNote release

"sensitivity" occurs in the title of the journal article referenced and helps to make it unique.

Remember, that's all what is needed to actually type into the paper document, since anything else, in particular the corresponding entry in the list of references can be automatically produced from citations in the text<sup>4</sup>. A few more things have to be observed:

To cite several references within the same parentheses, use a semicolon to separate them. E.g.:

[Bugmann, 1994, on the ecology; Fischlin, 1995, sensitivity]

To precede a citation with some text within the parentheses, write this text before the author and indicate its end by a backslash "\". E.g.:

[e.g. \Bugmann, 1994; see Fig. 1 \Fischlin, 1995, sensitivity]

will result once formatted in

(e.g. Bugmann, 1994; see Fig. 1 Fischlin *et al.*, 1995)

## 2.2.2 HOW TO FORMAT CITATIONS AND GENERATE THE "LIST OF REFERENCES "

Select a style, e.g. "af", in menu "Styles" from within EndNote<sup>5</sup>.

The following depends which Word version you are using. With Word 5.1a you have to execute this intermediate step: Use menu command "EndNote Convert To Module Citations" under menu "Tools" from within Word 5.1a to convert first your citations from the square bracket, text format to the so-called plug-in module citations<sup>6</sup>. E.g. from

[e.g. \Bugmann, 1994; Fig. 1 \Fischlin, 1995, sensitivity]

you get

{e.g. \Bugmann, 1994; Fig. 1 \Fischlin, 1995, sensitivity}

Then choose menu command "Format Bibliography", and check the produced citations within your text and the list of references at the end of your document. You should get in the middle of your text a formatted citation similar to this:

(e.g. Bugmann, 1994; Fig. 1 Fischlin *et al.*, 1995)

plus a list of references similar to this:

Bugmann, H., 1994. *On the ecology of mountainous forests in a changing climate: a simulation study*. Diss. ETH No. 10638, Swiss Federal Institute of Technology: Zürich, Switzerland, pp. 258.

Fischlin, A., Bugmann, H. & Gyalistras, D., 1995. Sensitivity of a forest ecosystem model to climate parametrization schemes. *Environ. Pollut.*, **87**: 267-282.

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<sup>4</sup>E.g. choose menu command "Format Bibliography" in menu "Tools" of Word 5.1a.

<sup>5</sup>or, if you use Word 5.1a, from within the plug-in module of EndNote after you have opened "EndNoteMY".

<sup>6</sup>WARNING: This step is irreversible if you work with Word 5.1a! See explanations below.

If you are not happy with what you get, edit the style and/or consult the section "FAQ"<sup>7</sup> on the same topic in the reference section of this text.

**Basic rule of thumb to remember well:** Whenever possible, edit a paper with unformatted citations only. This helps you to avoid errors (see below), in particular do never change a formatted citation, i.e. unformat it first, then make the change.

You can anytime return to the square bracket, text format of the citations. If you use Word 5.1a: Use menu command "EndNote Convert From Module Citations" under menu "Tools" from within Word. If you use Word 6.0.1: Use menu command "Unformat Citation(s)" under menu "Tools" from within Word.

However, albeit it is true that you can always revert to the square bracket format, the original citation using the textual specifications of the references, e.g. "sensitivity", get lost if you are using Word 5.1a. In our example you get

[e.g. \Bugmann, 1994 #851; Fig. 1 \Fischlin, 1995 #852]

but no longer the original [e.g. \Bugmann, 1994; Fig. 1 \Fischlin, 1995, sensitivity]. As an exception Word 6 offers here an advantage over Word 5: With Word 6 you get the original text citations fully back.

**GENERAL WARNING:** Be careful, whenever you have citations using the record number as a specification, like #852 in [Fischlin, 1995 #852]. In all these cases you **MUST NOT** change the record numbers of any involved references in your EndNote library. Otherwise you loose the functionality of the citations, i.e. the matching between the citation and the corresponding record in "EndNoteMY". Note, whenever you import records into EndNote with the default option "Duplicates: Import All" you are likely to change exactly these record numbers, i.e. whenever you reimport the same record again, voilà, you got the problem! Thus remember always to import with option "Import into Duplicates Library" or use Word 6.0.1 and avoid number specifications whenever possible.

If you work with Word 5.1a your paper document still contains special formatting information, even when the bibliography is fully formatted. The latter may be disturbing other users who have no access to EndNote or has to be removed before final submission of a paper to the editor. Use menu command "EndNote Save Formatted..." to generate a document which contains all citations and the list of references as ordinary text in the current format. Note, this step is again irreversible, since all connections to EndNote are lost.

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<sup>7</sup>Frequently asked questions



## 3 Reference

### 3.1 Hints and Troubleshooting

#### 3.1.1 IMPORTS FROM FILEMAKER BIBLIOGRAPHIES

##### 3.1.1.1 General Hints

Note the script does reformat your data and tries to process the references as intelligently and as forgivingly as possible. For instance, the script completely reformats the list of authors and editors (the latter is extracted automatically from any JOrPubl field if it starts with the clause 'In: ' followed by a list of names and terminated by the clause '(eds.)' or something similar). Usually the script works fine, even if you have mistyped many things, but it is not completely fool-proof and you may have to refer back to the original mistypings in order to unscramble the result. Especially if the script has been confused too much by too many typos or an illegal syntax (see e.g. field "Authors" Fischlin & Nemecek, 2002), the results may become unpredictable.

Note, the TCL-Script changes the modification date to the current date (as given by the computer's internal clock). It also enters in the field *Ref\_Status* reserved words to support proper record transfers. It does also extend the entry date field by an entry similar to this example: "1995/01/21, oldRefStatus: merged" where the text after the reserved word "oldRefStatus" is the old status of the reference's record in the FileMaker data base. Note also that all dates are changed so that the order is yyyy/mm/dd. Although a bit ugly, I have done this, because this is the only way EndNote can properly sort records according to dates.

For the transfer to work properly you have to strictly follow the "installation" procedure. In particular, do not modify reference types unnecessary or you may have to reinstall "EndNote Prefs". If in doubt about the data structure, consult the Appendix "EndNote Reference Types".

There is only one exception where you can deviate from above rule:

- You may edit the reference type "Custom" to your liking.

Editing this reference types is easy, but be warned: Do it as early as possible, i.e. right after generating a bibliography and especially before you import references of this type into it. Note also: This editing will only be stored in the file *EndNote Prefs*, not in any bibliography!! Maintain this file accordingly.

For further technical details and the newest information on the scripts consult the on-line help given in the "EndNote Help" accessible from within Alpha.

##### 3.1.1.2 FAQ

The following FAQ-list deals with problems you may encounter while using the ALPHA TCL-script "Merge To Refer":

— **Q:** So-called loading or execution of the Alpha TCL-script reports *Encountered unknown field names*, what shall I do?

**A:** Abort processing, check the first line and either fix it or reexport the records from FileMaker in a more proper format.

*Explanation:* The script expects a Merge format, where the first line describes the fields (sequence and names). The first line in your merge file should look similar to the following example (all on one single line, although here shown wrapped around):

```
Title;Entry_Date;Authors;JOrPubl;pp;Keywords;Comments;Bibl.;Owners;Year;ISBN;Vol;InCrdIndex;No.;Project;Users;InUseFor;Ref_Type;SysEcolCode;Ref_Stat  
us;Modified;Microfiche;SeriesEditor;SeriesTitle;Edition;PlaceDate;TypeOfWo  
rk;City;Publisher;Editors;Summary;FullJournal
```

First note, the script can only deal with field names which are used in any of the "official" SE FileMaker databases; if you have renamed any field or added new ones, the script won't be able to transfer them into EndNote (consult the Appendices for a list of the supported fields). Make sure that this line contains no other fields than any of the ones listed in the Appendix and that the list is formatted as shown. Generally I recommend to stick strictly to the "official" field names, i.e. rename back (you can do this in the Merge header line only), or omit custom fields, i.e. reexport without these fields. Secondly, while exporting records FileMaker uses a special character to separate fields. Some separators may cause the encountered problem, but either ',' or ';' should be fine (note, the actual character used, depends on the version of FileMaker and/or the System settings).

Useful in this context is also the Appendix "Transferring Records Among Bibliographies".

— **Q:** I accidentally started a long Alpha TCL-script, how can I stop it?

**A:** Press Cmd^.

— **Q:** The list of authors is unreadable or I don't like the way it has been formatted. What can I do to fix this and to avoid this problem?

**A:** Check in the original FileMaker data base the way you formatted your list of authors, correct it according to the following rules, and redo the whole transfer:

- |   |
|---|
| <ul style="list-style-type: none"><li>- First names have ALWAYS to be abbreviated in forms of initials.</li><li>- Initials start with a capital and are followed by a period; note, 'H.-R.' is ok.</li><li>- It is recommended to append Jr., Sr. or III after the last names (don't confound it with initials, it belongs to the last name). E.g. 'Webb III, T.' or 'Barclay Jr., I.W.S.'.</li></ul> |
|---|

Although last names and initials may be given in any order<sup>8</sup>, I recommend to write first the last names, followed by the initials as demonstrated in the following examples.

Write list of authors (or editors) always(!) according to this format:

Fischlin, A., Bugmann, H.K. & Gyalistras, D., 1995. Sensitivity of a forest ecosystem model to climate parametrization schemes. *Environ. Pollut.*, **87**(3): 267-282.

Bugmann, H. & Fischlin, A., 1994. *Comparing the behaviour of mountainous forest succession models in a changing climate*. In: Beniston, M. (ed.) *Mountain environments in changing climates*, London: Routledge, 204-219.

Rozema, J., Lambers, H., van de Geijn, S.C. & Cambridge, M.L. (eds.), 1993. *CO2 and biosphere*. Proceedings of a Workshop "CO2 & Biosphere", Wageningen, 1991. *Vegetatio*, Vol. **104/105**, 470 pp.

Roth, O., Derron, J., Fischlin, A., Nemecek, T. & Ulrich, M., 1995. Implementation and parameter adaptation of a potato crop simulation model combined with a soil water subsystem. In: van den Broek, B. & Marshall, B. (eds.), *Proc. of the 1st Internat. Workshop on Potato Modelling*, May 29-31, 1990, International Agricultural Centre Wageningen, The Netherlands. Pudoc, Wageningen., 29 pp.

Bugmann, H., 1994. *On the ecology of mountainous forests in a changing climate: A simulation study*. Ph.D. thesis No. 10638, Swiss Federal Institute of Technology Zurich (ETHZ), Switzerland, 258 pp.

For more information consult the Appendix "General Rules for Filling In Fields in SE FileMaker Bibliographies" and "How to Fill In New Fields in SE FileMaker Bibliographies".

— **Q:** I find unexpectedly many references of type generic and while I'm running the script my computer beeps almost all the time. What is the reason?

**A:** Your original records have probably not a proper "Reference Type" and many of your records hold incomplete, e.g. missing mandatory fields, or inconsistent data. Edit your original data base (s.a. section "Overhauling Bibliographies and References", this document). Then try again.

— **Q:** My fields Summary or Comments which contained tabulations turn out unreadable. It appears the Alpha TCL-script has translated my tabs (ASCII ht 11 or 13C) into carriage returns. What can I do to preserve the intended formatting?

**A:** Unfortunately there is no remedy except avoiding to use tabs within fields. *Explanation: FileMaker exports carriage returns you entered in a field, e.g. in the Comments, as a tab (ASCII ht 11 or 13C). In order to preserve intended line breaks the script has to interpret any horizontal tab as a line break.*

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<sup>8</sup>The script can handle many badly formatted author lists: E.g. it can reformat 'Fischlin, A., Roth, O.D., Nemecek, T.' as well as 'A. Fischlin, Roth, O.D., T. Nemecek'. However, some too wrongly formatted author lists cause the script to fail. For instance the author list 'Johnson, A.H., E.R. Cook and T.G. Siccama, T.G.' becomes a list of 4 authors (because of the redundant initials for Siccama).

- **Q:** EndNote crashes while I try to import the file the Alpha TCL-script "Merge To Refer" has produced. What can I do?

**A:** Remedy: Use **EndNote Plus 2.0.1 (created 17.Oct.94) or an even newer version, or use EndNote Plus 1.3.1 (created 19.Oct.93) to import Refer formatted records. Never use EndNote Version 2.0.**

*Explanation:* EndNote 2.0 seems to have a terrible bug when importing references given in the Refer format (the one the Alpha TCL-script produces). All records are merged into a single one if the references are only separated by empty lines, or, if the separating lines contain blanks, EndNote crashes sooner or later with "Error: -111".

Remedy: EndNote 2.0 can rarely import the references properly if they are separated by non-empty lines containing one blank. But not always. Sometimes it works, sometimes it doesn't, and I don't know why, because the files to import from look alright. However, exactly the same text file can be successfully imported via EndNote 1.3.1 like a charm. => My recommendation: **Don't use EndNote Plus V2.0 (created on 22.Sep.94) to import Refer formatted records!** Note also: If you wish to export records in the Refer format, don't do it with the style distributed via the original disks. Use the style *~Refer Export (Special)* only, which I have edited to fix above problem when reimporting records (sometimes this helped, and I could reimport records even with V2.0).

Here also a prompt answer I got via E-Mail from Niles & Assoc., Inc. (which proves the good customer support this company is giving to its end-users):

```
Thank you for the address. I am going to mail you the fix by conventional
means because the fix comes with the entire EndNote Plus Program. In the
meantime, here are some approaches that should work over the short-term:

(1) If you have an old version of EndNote Plus, use it to import the records
in question.

(2) If you don't have an old version of EndNote, modify the source file so
that a single space precedes the carriage return separating one record from
the next. To do so, search for two consecutive carriage returns, and replace
them with <carriage return><space><carriage return>

(3) If you have EndLink 2.0, I can BinHex you a filter that should be a
temporary fix.

I hope that one of these approaches works, and please do not hesitate to
contact me immediatley if there is still a problem.

Sincerely,

Jessica Warner
Technical Support/Niles & Associates, Inc.
-----
Niles & Associates, Inc.   Internet:  nilesinc@well.sf.ca.us
800 Jones St.            Telephone: (510) 559-8592 M-F 8am-5pm PST
Berkeley, CA 94709       Fax:      (510) 559-8683 24 hours
U.S.A.                   Country code: (+01)
-----
```

Fix 2 is now incorporated in the newest version of the Alpha TCL-script. It works in some cases again, but if there are too many records to be imported, it still fails.

### 3.1.2 CITATIONS

#### 3.1.2.1 General Hints

Format the citations as late as possible. If you have to convert them and are using Word 5.1a, make sure your EndNote library "EndNoteMY" is in mint order. Otherwise use

Word 6.0.1, albeit the latter is not considered a useful tool for serious scientific writing of long documents<sup>9</sup>.

### 3.1.2.2 FAQ

The following FAQ-list deals with problems you may encounter while citing references in a paper text:

- **Q:** Can I start writing a paper in Word without having prepared an EndNote bibliography and add the references still conveniently later?

**A:** Yes you can. Actually this is the recommended working technique. Cite all references in the following way: [Fischlin, 1995, Sensitivity]. Observe these rules: 1) Use square brackets only<sup>10</sup>; 2) Add some words from the title till the reference can be identified uniquely within the used bibliography; 3) Cite only the first author if there are many. When you add later the bibliography you should provide at least all needed references in a new EndNote bibliography. Use the "scan paper" feature from within the EndNote application to check whether you have all needed references and whether they can be matched distinctively. Edit your paper as well as your EndNote bibliography till all citations match exactly one reference only. Finally convert all citations to module citations from within Word (the command may have to be installed in the menu first, see menu *Tools* command *Commands* in Word). That's it. However, note, there is one disadvantage when you work with Word 5.1a: You can convert your citations this way only once! You can't do it another time, since you can't get the original citations back<sup>11</sup>, unless you work with Word 6.0.1 or a later version (one of the few plusses for Word 6 or later versions).

- **Q:** How can I write a citation prefix such as "e.g." so that I get a citation similar to this " ... (e.g. Shugart, 1984)"?

**A:** Simply enter [e.g. \Shugart, 1984 #15]. Use the proper prefix marker, which is by default = '\'. This technique is also applicable inbetween references. Ex.: [Bugmann, 1994 #23; compare \Fischlin, 1994 #81] will become (Bugmann, 1994; compare Fischlin, 1994).

- **Q:** How to write this type of citation " ... As has been demonstrated by Fischlin (1991), another method is available..."?

**A:** The solution: " ... As has been demonstrated by Fischlin [, 1991 #22], another method is available...". Another, similar option: "In 1994 we detected an interesting phenomenon [Bugmann, #23]." will be formatted to "In 1994 we detected an interesting phenomenon (Bugmann)."

---

<sup>9</sup>Web rumours have, that Word 6 has destroyed entire Ph.D. theses documents. Moreover, one of the advantages of Word 6 over Word 5, i.e. the numbering of Figures, Tables etc., seems not to work properly. This has also been reported by users of Office 98.

<sup>10</sup>Note, as of EndNote 5 the square brackets are no longer the default character used to delimit a so-called citation. Instead curly braces are used. This manual still uses the square brackets. However, you can easily use either of the two or even another symbol. You will have to adjust accordingly the symbol EndNote should use when you issue the command *Format Bibliography...*

<sup>11</sup>EndNote will use the #s instead and you lose all your text which specified the paper.

— **Q:** How to avoid a redundant author within the same citation? E.g. " (Fischlin & Bugmann, 1994a; Fischlin & Bugmann, 1994b) " does look awful, doesn't it?

**A:** Partial solution: Cite as this " [Fischlin, 1994 #43; , 1994 #89] ". Formatted it will become " (Fischlin & Bugmann, 1994a; 1994b) ". I don't know a way to make it become formatted even more concisely, i.e. " (Fischlin & Bugmann, 1994a,b) "

— **Q:** I have problems while I try to change a citation prefix, for instance (e.g. Shugart, 1984) to (a.o. Shugart, 1984)?

**A:** Always **first unformat citations** and then edit the prefix. Otherwise EndNote will not let you do any changes and you might have to reenter the whole references plus the prefix! See rule of thumb in the tutorial.

— **Q:** How to append specific page numbers to a citation in the list of references, e.g. when you cite a specific passage out of a large book?

**A:** The solution: " ... [Begon, 1991 #22 @20-57], which will result in an entry with pp. 20-57 within the list of references, e.g. Begon, M., Harper, J.L. & Townsend, C.R., 1990 (2 ed.). *Ecology - Individuals, populations and communities*. Blackwell: Boston a.o., pp 20-57.

— **Q:** I want a semicolon ';' in a citation, e.g. " (Fig. 1; Fischlin & Bugmann, 1994a; 1994b) ", but EndNote complains with error messages or crashes<sup>12</sup>. What can I do to get such a citation?

**A:** Unless used in a prefix, I recommend to refrain from using semicolons in citations (when the citation separator is '; '). There is one exception though: You can use semicolons in the prefix of a citation, but you have to prefix it with a back-apostrophe "`" as an escape character (EndNote 2.0 manual). Ex.: to obtain (Fig. 1; Shugart, 1984) cite as this: [Fig. 1`; \Shugart, 1984 #15]. But still, be aware a construction like " (Shugart, 1984; Fig. 1) " is not possible, even if you use the escape character, i.e. the following will not be accepted by EndNote " [Shugart, 1984 #15`; Fig. 1]"; in this case EndNote reports "1 reference was modified and thus does not match any reference in any open library". At least EndNote does not crash in this case. A remedy is the following: Enter " [Shugart, 1984 #15 - Fig. 1]" and you will get " (Shugart, 1984 - Fig. 1) ".

### 3.1.3 FORMATTING AND GENERATING LIST OF REFERENCES

#### 3.1.3.1 General Hints

As a general rule, if you don't manage to resolve a problem, consult section "Limitations of Styles" in the EndNote manual . It took me a while to find it, but some of the really difficult problems are explicitly listed in that manual section. Moreover, it is clearly

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<sup>12</sup>My experience: Sometimes, i.e. in the best case, it was ok, more often it caused only EndNote (Plug In as well as full application) to crash, most frequently it caused my whole machine to crash with a bus error. May be very difficult to debug (I had to cut a whole paper of 15 pages into pieces according to a binary search till I actually found the culprit for the crash. Very, very nasty!).

stated whether there is a possible work-around or whether you gonna have to live with a particular limitation (very useful and missing in most manuals; to my experience most manuals are full of trivia and when you really need them, they are useless. A triple BRAVO to the authors of EndNote!!).

### 3.1.3.2 FAQ

The following FAQ-list deals with problems you may encounter while formatting citations and references using EndNote:

- **Q:** I get a lot of ugly punctuation marks in my list of references when some references have empty fields. How can I make a style to insert punctuation marks only conditionally, i.e. only when the field is not empty?

**Q:** Edit the style by observing these rules: First, any characters immediately adjacent (before and after) a field's name depend on the field, i.e. they will not show up if the field is empty. Second, there are two so-called meta-characters with a special function (may not be obvious at all). They are: the option<sup>^</sup>blank and "|" (vertical bar). The option<sup>^</sup>blank will be replaced by a blank during formatting, but its function is to make text dependent on a field which would otherwise be independent if separated only by an ordinary blank. The vertical bar cuts a dependence without producing a blank in the final product.

The following example may explain the main purpose of these functions: Often complicated references such as "In Proceedings" contain many fields which are for some references known, for others they are empty. As a consequence you are likely to have lots of unwanted commas etc. in your reference unless you make your style to take care of this. If your style lists all the fields this way:

```
"Author, Year. Title In: |,_NameOfField1|,_NameOfField2|,_NameOfField3|"
```

your problem should go away, since anything inbetween vertical bars is dependent on the field and if that field is empty nothing of the dependent text will show up. E.g.: "Sedjo, R.A. & Solomon, A.M., 1988. *Climate and forests*. In: Rosenberg et al. (ed.), *Greenhouse warming: abatement and adaption*, Washington, D.C., Proceedings of a workshop, Plenum Press: New York, Series *Advances in Applied Research*, Vol. 19, pp. 105-119." will never look similar to this: "Sedjo, R.A. & Solomon, A.M., 1988. *Climate and forests*. In: Rosenberg et al. (ed.), *Greenhouse warming: abatement and adaption*, . , , , , pp. 105-119." only because you don't know where the conference took place or because you don't know the publisher etc.

For more details see the EndNote manual, section Style Formatting Rules, p. 281-287.

- **Q:** I'm editing a style, but all my changes seem never to take effect. What am I doing wrong?

**A:** Always save first a just edited style before trying it out.

A useful hint: Edit styles while having the clipboard window open and look at selected references with the command *Copy Formatted* (Cmd^K).

- **Q:** I want authors beeing cited in small caps, but can't get it, only shadow style and similar unusable stuff seems to work fine.

**A:** You might have to live with this. Wait, not quite. I found in the EndNote manual a work-around: Use a slightly renamed style variant and format all author fields with shadow. Then use Word's style dependent replace function to reformat all authors to small caps. A bit cumbersome, but it works.

- **Q:** How can I get rid of a style which does introduce an additional paragraph inbetween individual references in the list of references?

**A:** Really empty *Reference Prefix...* or *Reference Suffix...* (menu *Edit Styles*).

- **Q:** How can I enter an additional paragraph inbetween individual references in the list of references?

Edit style and choose *Reference Suffix...* (menu *Edit Styles*). There enter a end of paragraph by typing Command^Return (simultaneously).

- **Q:** How can I enter a tabulator while editing a style?

**A:** Type Command^Tab (simultaneously).

- **Q:** How can I search for records with an empty field?

**A:** Use find command and search in the field for "=".

### 3.1.4 MISCELLANEOUS PROBLEMS/BUGS IN ENDNOTE

Some problems I have encountered and which may help you also:

- **Q:** EndNote's menu commands don't function anymore on my second color screen. Do I have to forget about my other screen?

**A:** No, not really. It only looks like, since commands are no longer inverted under your mouse. The menu commands actually still work, just be more careful than normal where exactly you release the mouse button. Besides, if menu commands are not displayed inverted while pressing the mouse button over them, means the primary user interface response (inversion of menu commands) is buggy, not the actual function, the secondary user interface response ("Dialog Machine" terminology).

- **Q:** EndNote ceases functioning, i.e. I select the menu command *Format bibliography* which starts but never accomplishes its task; in the middle of the action EndNote quietly stops its formatting process without really completing it. How can I get EndNote to compile the list of references?

**A:** You have possible entered two references of the following form: Year: 1995 (*in prep.*). Remove the entries which cause the havoc from your bibliography (the script "Merge to Refer" normally takes care of that by removing non-year data and by marking the field with "•BAD:").

- **Q:** Each time I open a reference for editing, its window is always rather small. In other instances, however, I noticed that the reference window inherits



position and size of previously opened references. What can I do to control size and position of the windows?

**A:** Only the EndNote program has the capability to remember size and position of previously opened windows when it (re)opens references. Moreover, note also that EndNote remembers size and position only once you have closed a window. Unfortunately the plug-in module is not able to do this. Consequently, if you you have to do extensive editing you may prefer to switch from the plug-in module to the EndNote application program, or, alternatively, use ResEdit to patch the WIND resource of the plug-in module.

### 3.2 Editing References in EndNote

If you edit a reference within EndNote **ALWAYS** observe the following rules:

1. (over)write the modification date in field ModifDate (generic Custom 4) with the current date
2. If field RefStatus (generic Custom 2) contains the reserved word 'duplicateInEN' overwrite it with 'modifiedInEN'.

If you should be adding a reference within EndNote **ALWAYS** observe the following rules:

1. Assign the main key in field SysEcolCode (generic Label) by taking the first two characters from the first author's last name (treat Sch or St like the very first character, ignore apostrophes like in O'Neill, treat prefixes like the begin of the last name, e.g. for "von Storch" use Vo) and add the highest new number (use FileMaker file CodesXY to accomplish this). Finally, **don't forget** to enter in CodesXY this new number also.
2. Enter in the entry date in field EntryDate (generic Custom 3) the current date
3. Enter the reserved word 'not merged' into the field RefStatus (generic Custom 2)

For your convenience, your EndNote bibliography<sup>13</sup> contains predefined term lists for any of the reserved words, journal title abbreviations, and keywords. Use them, it's convenient and quick, since they are all linked to the fields in which they ought to be used (Cmd^1, type the beginning of the reserved word, return; that's it).

### 3.3 Exporting From EndNote Bibliographies

Although I recommend to use EndNote bibliographies as dead-end items, it is possible to transfer records from an EndNote bibliography "EndNoteMY" to a FileMaker data base "LiteratureMY". This procedure is fully described in Fischlin & Nemecek (2001).

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<sup>13</sup>This is of course only true if you always create EndNote bibliographies by duplicating first "LibraryTemplate"

It may also be useful to use the export facility to edit an EndNote bibliography by first exporting and then reimporting the references again (see section "Overhauling References"). I have used this technique successfully to merge contents of different fields into a single one.

— **Q:** I have exported my references, but get only only a list of formatted references as might be used in a paper. Since I wish to transfer the records to another data base system, I need to retain all fields as separated items. How can I do this?

**A:** Set another style such as "TAB Export to FileMaker". Then export again.

Final remark: For more technical details, you may also profit by consulting the various Appendices at the end of this document.

### 3.4 Overhauling Bibliographies and References

To work efficiently and smoothly with EndNote, unfortunately you have to overhaul existing FileMaker data bases. This consists of adding new layouts and new fields, and to convert existing references. But note, I have made all changes upward compatible. To overhaul follow these steps:

- 1 Copy the clone "Clone of LiteratureXY" to your machine.
- 2 Overwrite your old "TH Zeitschriften Best.Nr." with the new version<sup>14</sup>.
- 2 Rename your old bibliography (e.g. to "LiteratureXY OLD") and open it. First change the field named 'MergeField' to 'Ref\_Status' (use menu command "Define..."). Secondly make sure all records are selected (unsorted to retain the chronology of entry or sorted according to your taste).
- 3 Rename the clone to "LiteratureXY" by replacing XY with your initials.
- 4 Open the new data base "LiteratureXY" and change via menu command "Define..." the Lookup option of the field *Code* such that it uses your "CodesXY" look-up.
- 5 Import all records from your old bibliography.
- 6 Work from now on with your new bibliography by using the new layout for data entry featuring the new fields.

HOWEVER BEFORE CONTINUING YOU HAVE TO POLISH FIRST YOUR REFERENCES AS DESCRIBED BELOW.

Once you are working with the new FileMaker bibliography it is recommended to refurbish the references according to the needs arising when working with EndNote (see e.g. Appendix "How to Fill In New Fields in SE FileMaker Bibliographies"). Many elaborate tools are available to assist you during this overhaul.

Hint: Although you may use the not-upward compatible FileMaker Pro, you can also go back to older FileMaker versions such as FileMaker II which offer the advantage of

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<sup>14</sup>Of course, to be on the safe side put a copy aside.

being small and independent of the LAN at ITÖ. Then you have to start with new copies of the involved files, i.e. your "CodesXY", and transfer all records from your old into the new file. Hereby export from FileMaker Pro files all records with all fields (except calculated ones) to a text file. Then import all records from within the new FileMaker files from this temporary text file. The FileMaker II file "Clone of LiteratureXY" contained in the "SE EndNote AddOns" features many FileMaker scripts, which helps you to transfer records by this method. Also the shared FileMaker data base on the "SysEcol Server" has a script to export records to FileMaker II. Finally, use the Appendix "Transferring Records Among Bibliographies", where you find lists which describe exactly the fields and the sequence in which the scripts can exchange records according to the old and the new data structures.

I recommend the following techniques:

- 1) Export all references from within FileMaker, feed them through the Alpha script "Message Key Fields" and reimport them all back (option *Update current records*)<sup>15</sup>.
- IMPORTANT RECOMMENDATION: Always make first a safety copy of the bibliography before the next overhaul task, especially before import with option *Update current records* (you can't recover, i.e. undo if you don't get desired results at the very first attempt).**
- 2) Check the status of your FileMaker bibliography by running the "Find Bad ..." scripts.
  - 3) Export the bad references, feed them through a "message process" and reimport them back (merge option). Check and edit references as needed.
  - 4) Go back to step 2) till finished.

Typically the overhauling is accomplished by selecting a particular category of references within FileMaker, exporting the records and feeding them through one of the following Alpha TCL-script (message), complemented by an eventual editing of the references by hand from within an editor or Excel<sup>16</sup>. Finally reimport the result back into FileMaker followed by a check and eventual further editing.

Currently the following "message" TCL-scripts are available:

TCL-Script	Type of references overhauled
- Message Key Fields	Any
- Message JOrPubl New Fields	Any

<sup>15</sup>Note, this technique is available in FileMaker but not in EndNote, since only FileMaker offers a an option, where only a few fields, i.e. a part of a reference, can be imported into existing references, instead of adding entire new records during the import. Thus FileMaker allows a much simpler, i.e. almost automatic overhauling of the references.

<sup>16</sup>WARNING: Be warned if you are using Excel to edit by hand: it interprets certain fields wrongly. E.g. page ranges, say 7-9, are interpreted as dates, the mentioned example becomes 7-Sep. When you save the file, although in text mode, the page range will be saved distortedly, i.e. formatted as a date, e.g. 7-Sep. You can avoid this problem by formatting colums containing number ranges with the format d-m; then you should be ok.

- Message Dates Any

"Message Key Fields" helps to correct faulty reference types (e.g. "Edited Book" was previously not available, but is now needed or to change old synonyms into the new ones) and to reformat authors and titles for better recognition of duplicates by EndNote.

**Therefore I highly recommended to run this script first and always for any records newly added or imported, and especially run it at the begin of a major overhaul.**

The scripts "Message JOrPubl New Fields" mainly splits the contents of the field JOrPubl into the new fields (see Appendix "How to Fill In New Fields in SE FileMaker Bibliographies"). For some references it can almost automatically overhaul the references, but for some like "Proceedings" and "In Proceedings" it can't do it automatically, they require the most additional editing by hand. Therefore I recommend to overhaule references on a per type basis, e.g. first "Journal Article", "Book", "In Edited Book" etc. References of the types "PhDThesis", "MasterThesis", "Report" etc. need also be overhauled by hand. However, since a bibliography contains usually only a few of them, this should not pose big problems.

"Message Dates" fixes the date formatting problems because of month day swapping between several FileMaker and System versions.

Although mainly serving the export of FileMaker records into EndNote bibliographies, the following script

- "Merge To Refer" Any

does also overhaul records, but of course only on behalf of EndNote bibliographies. It will also apply several message routines, in particular at least the same massaging as done by the scripts "Message Key Fields" and "Message Dates" (but it can't distribute the content of field JOrPubl to the new fields).

The following script

- Message Journal Titles Overhauls journal abbreviations not actual references

is to be used to overhaul the FileMaker file "TH Zeitschriften Best.Nr.". Its main purpose is to fill in missing abbreviations and to make sure all abbreviations contain only hard blanks (Option^blank) and no ordinary blanks (necessary for proper lookup of field FullJournal which is required to work with EndNote's Journal abbreviation feature).

For technical hints and especially newest specifications see the help<sup>17</sup> provided by the EndNote utilities offered from within the Alpha editor. Finally the Appendices at the end of this document may also be of help during an overhaul of bibliographies.

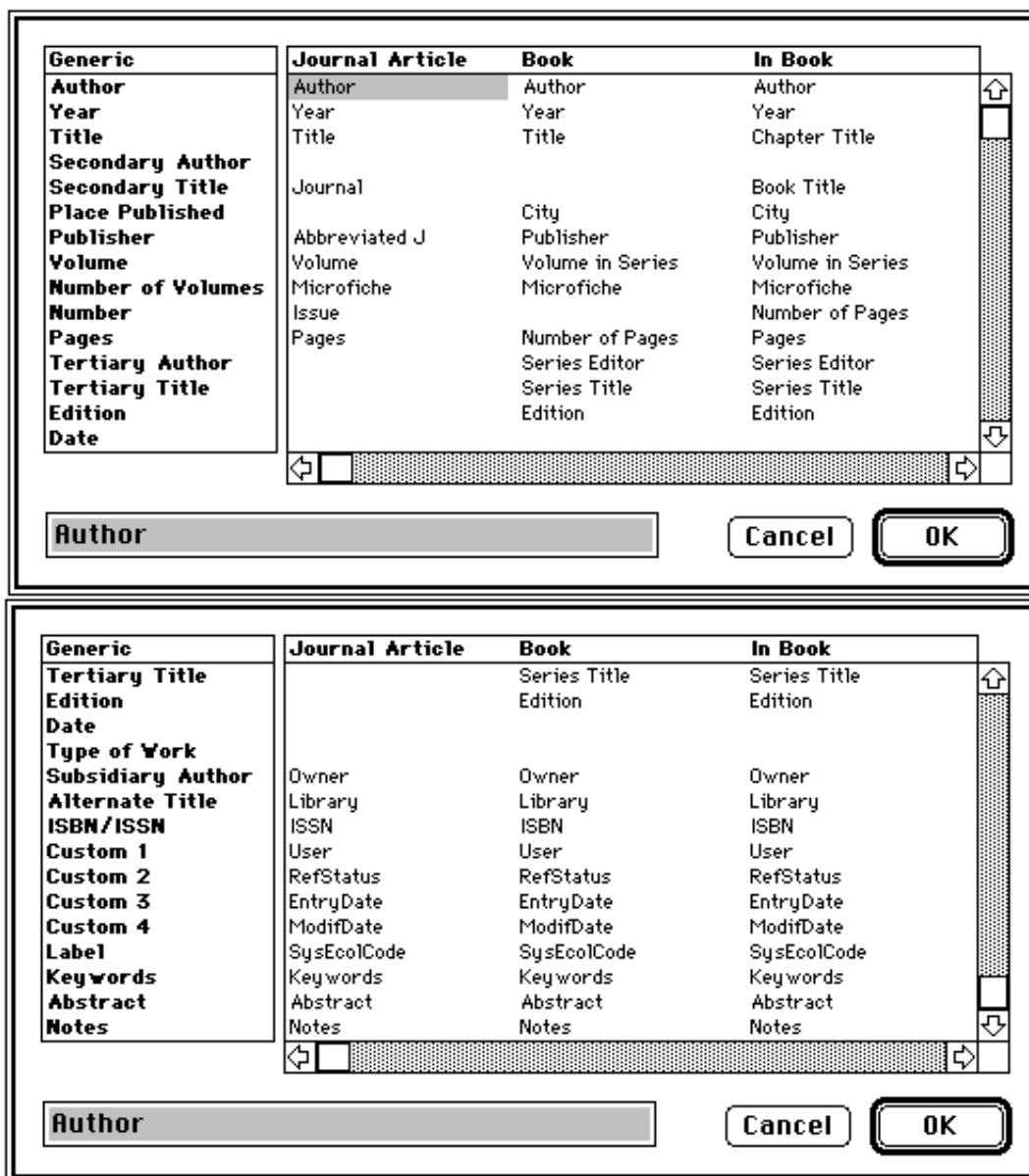
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<sup>17</sup>To get started use the menu help (question mark) within Alpha by choosing "EndNote Help" which explains how to activate the menu "EndNote".

### 3.5 Appendix

#### A ENDNOTE REFERENCE TYPES

If you use the proper file *EndNote Prefs* (should reside in your *Preferences* folder within the *System Folder* of your start-up disk) you should see exactly the following definition of the reference types and their fields (choose menu Edit, command Reference Types...):



Generic	Edited Book	In Edited Book	Newspaper Article
Author	Editor	Author	Reporter
Year	Year	Year	Year
Title	Title	Title	Title
Secondary Author	Editor	Editor	
Secondary Title	Book Title	Book Title	Newspaper
Place Published	City	City	City
Publisher	Publisher	Publisher	
Volume	Volume in Series	Volume in Series	
Number of Volumes	Microfiche	Microfiche	Microfiche
Number	Number of Pages	Number of Pages	Issue Number
Pages	Number of Pages	Pages	Pages
Tertiary Author	Series Editor	Series Editor	
Tertiary Title	Series Title	Series Title	
Edition	Edition	Edition	
Date			Issue Date

Generic	Edited Book	In Edited Book	Newspaper Article
Tertiary Title	Series Title	Series Title	
Edition	Edition	Edition	
Date			Issue Date
Type of Work	Owner	Owner	Owner
Subsidiary Author	Library	Library	Library
Alternate Title	ISBN	ISBN	ISSN
ISBN/ISSN	User	User	User
Custom 1	RefStatus	RefStatus	RefStatus
Custom 2	EntryDate	EntryDate	EntryDate
Custom 3	ModifDate	ModifDate	ModifDate
Custom 4	SysEcolCode	SysEcolCode	SysEcolCode
Label	Keywords	Keywords	Keywords
Keywords	Abstract	Abstract	Abstract
Abstract	Notes	Notes	Notes
Notes			

Generic	In Proceedings	Thesis	Proceedings
Author	Author	Author	Editor
Year	Year	Year	Year
Title	Title	Title	Title
Secondary Author	Editor		
Secondary Title	Book Title		Book Title
Place Published	City Published	Place Published	City Published
Publisher	Publisher	University	Publisher
Volume	Volume		Volume
Number of Volumes	Microfiche	Microfiche	Microfiche
Number	Number of Pages	Numero	
Pages	Pages	Number of Pages	Number of Pages
Tertiary Author	Series Editor		Series Editor
Tertiary Title	Series Title		Series Title
Edition	Edition		Edition
Date	Conf. Place & Date		Conf. Place & Date

Generic	In Proceedings	Thesis	Proceedings
Tertiary Title	Series Title		Series Title
Edition	Edition		Edition
Date	Conf. Place & Date		Conf. Place & Date
Type of Work	Conference Description	Thesis Type	Conference Description
Subsidiary Author	Owner	Owner	Owner
Alternate Title	Library	Library	Library
ISBN/ISSN	ISBN		ISBN
Custom 1	User	User	User
Custom 2	RefStatus	RefStatus	RefStatus
Custom 3	EntryDate	EntryDate	EntryDate
Custom 4	ModifDate	ModifDate	ModifDate
Label	SysEcolCode	SysEcolCode	SysEcolCode
Keywords	Keywords	Keywords	Key words
Abstract	Abstract	Abstract	Abstract
Notes	Notes	Notes	Notes

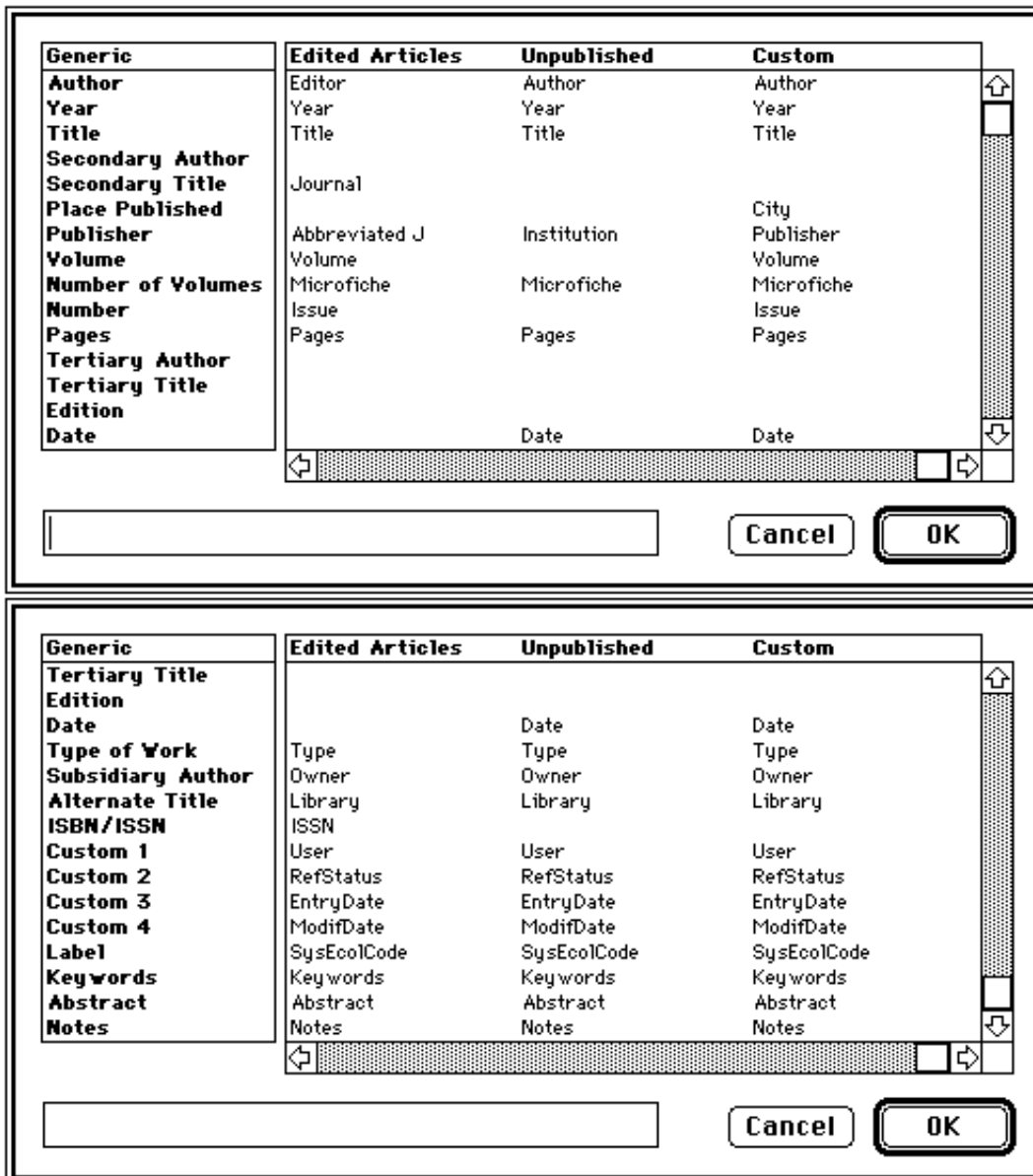
Generic	Tech Report	Report	Map
Author	Author	Author	Cartographer
Year	Year	Year	Year
Title	Title	Title	Title
Secondary Author			
Secondary Title			
Place Published	City	City	City
Publisher	Institution	Institution	Publisher
Volume			
Number of Volumes	Microfiche	Microfiche	
Number	Report Number	Report Number	
Pages	Number of Pages	Number of Pages	
Tertiary Author			
Tertiary Title			
Edition	Version		Edition
Date	Date	Date	

Generic	Tech Report	Report	Map
Tertiary Title	Version		Edition
Edition	Date	Date	
Date	Type	Type	Type
Type of Work	Owner	Owner	Owner
Subsidiary Author	Library	Library	Library
Alternate Title			
ISBN/ISSN	User	User	User
Custom 1	RefStatus	RefStatus	RefStatus
Custom 2	EntryDate	EntryDate	EntryDate
Custom 3	ModifDate	ModifDate	ModifDate
Custom 4	SysEcolCode	SysEcolCode	SysEcolCode
Label	Key words	Key words	Key words
Keywords	Abstract	Abstract	Abstract
Abstract	Notes	Notes	Notes
Notes			



Generic	Edited Report	Edited Articles	Unpublished
Author	Editor	Editor	Author
Year	Year	Year	Year
Title	Title	Title	Title
Secondary Author		Journal	
Secondary Title			
Place Published	City		
Publisher	Institution	Abbreviated J	Institution
Volume		Volume	
Number of Volumes	Microfiche	Microfiche	Microfiche
Number	Report Number	Issue	
Pages	Number of Pages	Pages	Pages
Tertiary Author			
Tertiary Title			
Edition			
Date	Date		Date

Generic	Edited Report	Edited Articles	Unpublished
Tertiary Title			
Edition			
Date	Date	Type	Date
Type of Work	Type	Type	Type
Subsidiary Author	Owner	Owner	Owner
Alternate Title	Library	Library	Library
ISBN/ISSN		ISSN	
Custom 1	User	User	User
Custom 2	RefStatus	RefStatus	RefStatus
Custom 3	EntryDate	EntryDate	EntryDate
Custom 4	ModifDate	ModifDate	ModifDate
Label	SysEcolCode	SysEcolCode	SysEcolCode
Keywords	Keywords	Keywords	Keywords
Abstract	Abstract	Abstract	Abstract
Notes	Notes	Notes	Notes



B *ENDNOTE REFERENCE TYPES VS SE FILEMAKER "REF\_TYPE"*

The following correspondences can be established between Reference Types of an EndNote bibliography and the content of the field Ref\_Type in a SE FileMaker bibliography (the latter list has been extended (shown in bold and italic) for easier correspondence between SE FileMaker and Endnote bibliographies). Note that the Alpha TCL-script "Merge To Refer" maps the reference types according to this table:

Reference (EndNote)	Type	Entry in Ref_Type (SE FileMaker)	Comment
Generic		Miscellaneous	Any reference which does not fit into any of the types listed below, hence should be rarely used.

Journal Article	Article or <i>Journal Article</i> (new type synonym)	Refers to an article being published within a scientific journal. Mistyped reference types such as <i>Artikel</i> or <i>Articles</i> should be converted into the new type synonym <i>Journal Article</i> .
Book	Book	Unedited book (cf. types below, especially Edited Book)
Book	Booklet	Obviously printed book or brochure but without any information on publisher nor place of publication.
Book Section I renamed it to <b>In Book</b> <sup>18</sup>	In Book	Refers to a chapter or other section of a book which is completely written by the same author(s) according to the conventions as described in BibTEX. Do NOT confound it with the type <i>In Edited Book</i> , since not the fact that the referenced work is part of a physical book is relevant, but the type of work your referring to (cf. type <i>In Edited Book</i> ).
Edited Book	Book if field <i>Author</i> contains (ed.) or (eds.) after the last author or <i>Edited Book</i> (new type)	Reference to an entire, edited book, and which contains contributions from various authors mostly different from the editors.
Magazine Article I renamed it to <b>In Edited Book</b> <sup>2</sup>	In Collection	Since Magazine Article does not differ very much from Newspaper Article I used it for the more needed type <i>In Edited Book</i>
Newspaper Article	Article or <i>Newspaper Article</i> (new type)	Article published within a non-scientific periodical such as a magazine or newspaper.
Conference Proceedings I renamed it to <b>In Proceedings</b> <sup>2</sup>	In Proceedings	Article published as part of proceedings (cf. <i>Proceedings</i> )

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<sup>18</sup>Customized reference types are not stored in the bibliography file but in the file 'EndNote Prefs' residing under System 7 in folder Preferences within the System Folder. Make sure you work always with an updated version of this file, e.g. when working at several places such as office and home or exchanging bibliographies with coauthors.

Thesis	MasterThesis PhDThesis	or Any thesis such as Master, post-graduate, or Ph.D. theses. The EndNote field <i>Thesis Type</i> (generic field name <i>Type of Work</i> ) does allow to distinguish between the two reference types <i>MasterThesis</i> resp. <i>PhDThesis</i> .
Personal Communication I renamed it to <b>Proceedings<sup>2</sup></b>	Proceedings or Conference	Refers to an entire book, typically edited, containing the proceedings of a conference or workshop etc. Try to avoid this reference type and use <i>Edited Book</i> whenever possible. Don't confound with <i>In Proceedings</i>
Computer Program I renamed it to <b>Tech Report<sup>2</sup></b>	Manual or Tech Report	Same as new type <b><i>Report</i></b> (see below) but referring to really technical reports or manuals. The use here is more restrictive than in the original FileMaker SE bibliographies and BibTEX, since they don't distinguish between <i>Tech Report</i> and other types of reports. For instance many technical reports have a version number, which is likely to be essential and needs be included in the reference.
Report	<b><i>Report</i></b> (new type)	Non-technical reports (see above type <i>Tech Report</i> ) such as internal reports published by an institution, but content-wise more ordinary, e.g. similar to that of a <i>Journal Article</i> .
Map	<b><i>Map</i></b> (new type)	
Audiovisual Material I renamed it to <b>Edited Report<sup>2</sup></b>	<b><i>Edited Report</i></b> (new type)	A collection of contributions which have been edited but not published as a regular book but as a report, typically part of a series published by an institution (see new type <b><i>Report</i></b> ).

Artwork I renamed it to <b>Edited Articles</b> <sup>2</sup>	<b><i>Edited Articles</i></b> (new type)	A collection of journal articles which has been edited, e.g. by a guest editor; typically an individual contribution is cited like any other <i>Journal Article</i> , but this would of course not be possible for the whole collection.
Unused I renamed it to <b>Unpublished</b> <sup>2</sup>	Unpublished	Manuscript of which you know that it has not been published. I recommend to refrain from this type and to use e.g. <i>Journal Article</i> instead if you refer to a ms. from which you know that it will be published, e.g. if it is in press.
Patent I renamed it to <b>Custom</b> <sup>2</sup>	<b><i>Custom</i></b> (new type)	Can be used freely for an additional custom reference type such as personal communication, anonymous work etc. depending on the current needs.

Whenever possible use the new synonyms and do no longer use the old reference types.

I recommend also to refrain from classifying references with the types "In Proceedings" or "Proceedings". Whenever possible, try to use "In Edited Book", "Journal Article", or "Edited Book", and "Edited Articles". Use "In Proceedings" resp. "Proceedings" only in those cases, in which you can't cite the work in any of the favoured forms, i.e. ignore whenever possible the fact that the work has appeared as part of some proceedings; in all these cases the new fields still allow you to enter the information on the conference, i.e. the type of proceedings (field *TypeOfWork*) and the conference name (field *JOrPubl*) and the place and date of conference (field *PlaceDate*). In case you should need to compile this information in the list of cited references, you can easily accomodate these needs by including this information via editing the used EndNote style accordingly.

## C CORRESPONDENCE OF RECORD FIELDS

The following table lists all fields of an EndNote bibliography record (see e.g. Reference Type *Generic*) and the corresponding field of a record from the Systems Ecology (SE) FileMaker bibliography (the latter list has been extended by some new fields (shown in bold and italic) for easier correspondence between SE FileMaker and Endnote data bases). Note that the the Alpha TCL-script "*Merge To Refer*" maps the contents of the fields according to this table:

#	Field in EndNote bibliography (see Reference Type Generic, there are 27 fields)	Refer Codes	Field in SE FileMaker bibliography	Comments
0	Reference Type	%0	<b>Ref_Type</b>	see separate table

1	Author	%A	Authors	differing formats
2	Year	%D	Year	
3	Title	%T	Title	
4	Secondary Author	%E	JOrPubl or <i>Editors</i>	<i>Editors</i> if <i>In:</i> reference
5	Secondary Title	%B	<i>FullJournal</i> or JOrPubl	Journal title if <i>Journal Article</i> (full name) or title of entire work if it is an <i>In</i> -reference.
6	Place Published	%C	JOrPubl or <i>City</i>	
7	Publisher	%I	JOrPubl or <i>Publisher</i>	Gets most of <i>JOrPubl</i> if not <i>Journal Article</i> unless <i>JOrPubl</i> has already been distributed into the <i>new fields</i> (see below); in the latter case it holds only the publisher. If it is a <i>Journal Article</i> it may also hold the journal's abbreviated title, since the full title is transferred into the EndNote field <i>Secondary Title</i> .
8	Volume	%V	Vol	Vol. # if periodical or if work is part of a series
9	Number of Volumes	%6	Microfiche	Fiche code in af's microfiche collection or total # of vols. in an edited series, but latter is rarely used
10	Number	%N	No. if Ref_Type = <i>Journal Article</i> or number of pages if Ref_Type = <i>In Proceedings</i> , or <i>In Book</i> , or <i>In Edited Book</i> , or number from JOrPubl if Ref_Type = <i>PhDThesis</i> , <i>Report</i> or <i>Tech_Report</i>	In case of <i>Journal Article</i> holds typically issue information of journal (e.g. March or 3) or in other cases special numbers such as report number (e.g. WP-90-41) or thesis number (e.g. 10638) in case of a Ph.D. thesis. In case of <i>In</i> -references holds the total number of pages of the entire work.
11	Pages	%P	pp	Referenced page, range of pages, or total number of pages
12	Tertiary Author	%Y	JOrPubl or <i>SeriesEditor</i>	Editor of series to which referenced volume belongs
13	Tertiary Title	%S	JOrPubl or <i>SeriesTitle</i>	Title of series to which referenced volume belongs
14	Edition	%7	JOrPubl or <i>Edition</i>	Typically used for books only

15	Date	%8	JOrPubl or <i>PlaceDate</i>	For instance date of conference if Ref_Type = <i>Proceedings</i> or <i>In Proceedings</i>
16	Type of Work	%9	JOrPubl or <i>TypeOfWork</i>	<i>Ph.D. Thesis</i> if Ref_Type = PhDThesis / <i>Proceedings</i> if Ref_Type = Proceedings / type of report if Ref_Type = Report or Tech Report
17	Subsidiary Author	%?	Owners	Unique initials of owners of the reference, e.g. if user actually owns the book or a Xerox-copy of a <i>Journal Article</i> (cf. field <i>Users</i> and new field <i>RecordOwner</i> ).
18	Alternate Title	%J	Bibl.	Signature to order item from local library
19	ISBN/ISSN	%@	ISBN	Depending whether the referenced work is a book or an article it is either the ISBN or the ISSN number.
20	Custom 1	%1	Users	max. 3 (in EndNote unlimited); Unique initials of all users using the reference record. The first user is the owner of the record, i.e. she/he claims the master rights over the record. No user should change the contents of a record of which she/he is not the owner except for an entry in this field (cf. new field <i>RecordOwner</i> ).
21	Custom 2	%2	Ref_Status	Three new states have been added to support work with EndNote (EN): <i>CCImported</i> (from Current Contents imported), <i>MiscImported</i> (imported from any other source than FileMaker or CC), <i>TypedInEN</i> (entered in EN by typing)
22	Custom 3	%3	Entry_Date	In EN keyword ' <b>ENImport:</b> ' and date of import into EN is appended
23	Custom 4	%4	Modified	If edited in EN keyword ' <b>modifiedInEN:</b> ' and date of editing is appended
24	Label	%F	SysEcolCode	Only this field and not Code is used as the main key to denote uniquely every single reference.

25	Keywords	%K	Keywords	max. 5
26	Abstract	%X	<b>Summary</b>	Was previously not officially supported in FileMaker data bases, but some users (e.g. dp) have used it
27	Notes	%O	InCrdIndex	Notes can hold several entries. InCrdIndex entries are marked with the reserved key word ' <b>AlsoOnIndexCard</b> ' only if field InCrdIndex = y. <sup>19</sup>
	Notes	%O	InUseFor	On a new line preceded by reserved key word ' <b>InUseFor:</b> ' <sup>20</sup>
	Notes	%O	Project	On a new line preceded by reserved key word ' <b>ProjectUse:</b> ' <sup>21</sup>
	Notes	%O	Comments	Actual comments follow on a new line (without key word).

See Appendix "Record Fields Without Correspondence in EndNote" for fields known in FileMaker data bases but which are not listed in above table.

#### D RECORD FIELDS WITHOUT CORRESPONDENCE IN ENDNOTE

The following table lists all fields of a record from the Systems Ecology (SE) FileMaker bibliography which have no corresponding field in an EndNote bibliography record:

Field name	Comment
Borrowed_by:	rarely properly maintained => no loss if ignored
Borrow_Date	rarely properly maintained => no loss if ignored
Code	can be computed from SysEcolCode by truncating last two chars. if present
CodeString	transient use only needed while entering refs => no loss if ignored
KC	transient use for entering keywords => no loss if ignored
RecordOwner	is only a redundant copy from first user contained in field <i>Users</i> . It serves only the finding of references shared by several users within FileMaker bibliographies.

*Transient note for script programmers only:* From above two appendices follows, that any transfer of references out of an EndNote bibliography back into a FileMaker data base would require a few systematic modifications of the records to be transferred. They are:

- SysEcolCode is a computed field and can't be imported into a FileMaker data base. Instead import its content into the field Code after having truncated the eventually present last two chars from it.

<sup>19</sup>Otherwise no extra entry is produced for the field Notes in EN.

<sup>20</sup>If all fields of Used are empty, no 'InUseFor:' entry is produced for the field Notes in EN.

<sup>21</sup>If field Project is empty, no 'ProjectUse:' entry is produced for the field Notes in EN.



FileMaker will then recompute SysEcolCode by using the info from the fields Code and Users (first user).

- Entry data and modification fields may contain appended keywords and the corresponding dates. Moreover, since sorting of dates in EN requires to have the date order: yyyy/mm/dd these fields need to be massaged properly before they are imported into FileMaker. The latter accepts only simple dates without any other string information. It is therefore best to extract from the entry date field the date of the very first entry and from the modification date field the last date of modification, wherever the changes might have been made.
- All lists where items are listed with commas as separators, e.g. Keywords, Users (Custom 1), InUseFor (see Notes), Owners (Subsidiary Author), need to be massaged to hold the proper separator (ASCII gs, 29 or 35C) used by FileMaker to separate repeated fields.
- The following fields have to be extracted from the EN-field Notes: InCrdIndex, InUseFor, Project. The new keywords *AlsoOnIndexCard*, *InUseFor:*, and *ProjectUse:* should allow to do this.

In particular note that to export records from a FileMaker data base you have to export all fields, even computed ones, in the unformatted mode. When importing records back into FileMaker you must not import any computed fields or the import procedure will fail (e.g. FileMaker II crashes).

## E TRANSFERRING RECORDS AMONG BIBLIOGRAPHIES

The following table lists all fields and their match between the various data bases in the sequences used by the import/export scripts provided in the FileMaker data bases. Note that FileMaker can not import calculated fields (marked with *c*) and that EndNote offers only a limited number of fields (some of these are squeezed into field Notes and marked with a reserved key word, which is essential for transferring that information back to a FileMaker data base). Global variables ought not be transferred from one database to another (marked with *g*). %C denotes the Refer code used when importing records into EndNote (s.a. *Appendix "Correspondence of record fields"*)

#	Field Name (as used in FileMaker)	% C	EndNote (generic field names)	FileMaker - sequence used by I/O scripts (new design, new fields)	FileMaker - sequence used by I/O scripts (old design)
1	Title	T	Title	Title	Authors
2	Entry_Date	3	Custom 3	Entry_Date	Year
3	Authors	A	Author	Authors	Title
4	Code	-	- (see field 22)	Code	JOrPubl
5	JOrPubl	B or I	Secondary Title (if In- Ref) or Publisher (if Journal Article)	JOrPubl	Vol
6	pp	P	Pages	pp	pp
7	Keywords	K	Keywords	Keywords	Entry_Date
8	Comments	O	Notes	Comments	Code
9	Bibl.	J	Alternate Title	Bibl.	Keywords
10	Owners	?	Subsidiary Author	Owners	Comments
11	Year	D	Year	Year	Bibl.
12	ISBN	@	ISBN/ISSN	ISBN	Owner
13	Vol	V	Volume	Vol	ISBN
14	InCrdIndex	O	Notes	InCrdIndex	InCrdIndex
15	No.	N	Number	No.	No.
16	KC	-	-	KC	User
17	Project	O	Notes	Project	Ref_Type
18	Users	1	Custom 1	Users	Ref_Status
19	InUseFor	O	Notes	InUseFor	Modified
20	CodeString	-	-	<i>c</i>	Microfiche
21	Ref_Type	0	Reference Type	Ref_Type	Used
22	SysEcolCode	F	Label	<i>c</i>	Project

23	Borrowed_by:	-	-	Borrowed_by:	FullJournal
24	Borrow_Date	-	-	Borrow_Date	
25	Ref_Status	2	Custom 2	Ref_Status	
26	Modified	4	Custom 4	Modified	
27	Microfiche	6	Number of Volumes	Microfiche	
28	SeriesEditor	Y	Tertiary Author	SeriesEditor	
29	SeriesTitle	S	Tertiary Title	SeriesTitle	
30	Edition	7	Edition	Edition	
31	PlaceDate	8	Date	PlaceDate	
32	TypeOfWork	9	Type of Work	TypeOfWork	
33	City	C	Place Published	City	
34	Publisher	I	Publisher	Publisher	
35	Editors	E	Secondary Author	Editors	
36	Summary	X	Abstract	Summary	
37	FullJournal	B	Secondary Title (if Journal Article)	FullJournal	
38	RecordOwner		-	RecordOwner	
39	IgnoreThisRecord		-	IgnoreThisRecord	
40	CodeNo		-	<i>c</i>	
41	SavedCode		-	SavedCode	
42	DataBaseUser, - theVar1, theVar2		-	<i>g</i>	
44					
45	RecordUnlocked		-	<i>c</i>	
46	Merge_Date		-	Merge_Date	
47	RecordNeedsFixing		-	RecordNeedsFixing	
48	StoragePlace	O	Notes	StoragePlace	
49	SavedRef_Status		-	SavedRef_Status	
50	SavedMerge_Date		-	SavedMerge_Date	
51	SetMarker		-	SetMarker (usually modified during transfers)	
52	verbousPreference		-	<i>c</i>	
53	theVar3		-	<i>g</i>	

## F RULES FOR FILLING IN FIELDS IN SE FILEMAKER BIBLIOGRAPHIES

The following describes what you need to observe while entering references into FileMaker bibliographies (especially when you plan to export those references into EndNote at some later date):

Field name	Comment
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Ref_Type	I recommend to use the new synonyms, but a free mixing of the terms can be handled easily. Whenever possible, use the "better" types if the case is ambiguous, i.e. favor <i>In Edited Book</i> over <i>In Proceedings</i> or <i>Edited Articles</i> over <i>Proceedings</i> . The only exception are the old types <i>PhDThesis</i> and <i>MasterThesis</i> , which are both collapsed into a single type <i>Thesis</i> . If you use the new type <i>Thesis</i> , make sure the new field <i>TypeOfWork</i> contains always the actual information on the type, e.g. the phrase <i>Ph.D. thesis</i> . The type <i>Custom</i> is for free use of any non-covered reference types.
Year	Enter the year of publication or production (e.g. in case of proceedings do NEVER enter the year in which the conference took place). If you don't know the year, make an estimate, but never enter question marks; instead, if the year is not complete, mark the reference otherwise, e.g. by appending <i>zz</i> in field <i>Code</i> , for later editing. Refrain also from entering (in print) etc., again use an estimate instead and enter (in print) in the field <i>pp</i> (see below).
Author	<p>Always follow the format "Last name, {initial.}<sup>22</sup>," and insert before the last name an ampersand, i.e. &amp;, but don't use an <i>and</i>. E.g. <i>Fischlin, A., Bugmann, H. &amp; Gyalistras, D.</i> Do not append (<i>ed.</i>) or (<i>eds.</i>) if the authors are actually editors. Use the reference types <i>Proceedings</i>, <i>Edited Book</i>, <i>Edited Articles</i>, or <i>Edited Report</i> to enter this information.</p> <p>Note: Composed last names such as <i>Calvo de Anta</i> or <i>von Storch</i> should be typed as <i>Calvo-de-Anta</i> or <i>CalvoDeAnta</i> resp. <i>von-Storch</i> or <i>vonStorch</i>.</p>
Title	Do NOT capitalize English titles; only capitalize names, e.g. <i>Alps</i> , and the begin of titles. Do NOT split titles into several lines. If there is a subtitle append it at the end of the main title. Use a hyphen to separate the two, e.g. <i>Integrated experimental ecology - Methods and results of ecosystem research in the German Solling project</i> . If you want a volume number to form a part of a title, prefix it with a hyphen, e.g. <i>The impact of climatic variations on agriculture - Volume I: Assessments in cool temperate and cold regions</i> or <i>Systems analysis and simulation in ecology - Vol. III</i> (s.a. field <i>Vol</i> ).

<sup>22</sup>Meta character denoting repetition, i.e. at least one or more instances

JOrPubl	<p>Don't use it anymore, unless the reference is a <i>Journal Article</i> (enter the ANSI abbreviated title of the journal) or if it is an <i>In</i>-reference such as <i>In Book</i> when you have to enter the title of the entire work.</p> <p><b>Rule on how to enter journal names:</b> If the journal can be looked up automatically in the predefined list (note this means that it appears automatically in the new field <b>FullJournal</b> while entering data into <i>JOrPubl</i>), you may enter an abbreviated form of the journal (note this requires that the journal's abbreviation must be present in the FileMaker file <i>TH Zeitschriften Best.Nr.</i>, not only in the entering list, so that its full name can be looked-up really automatically). In all other cases the journal must be entered in its full name in the new field <b>FullJournal</b>, in particular it is NOT allowed to enter any abbreviations invented ad-hoc (will lead to unusable references in EndNote). (s.a. Appendix F "How to abbreviate journals")</p> <p><b>General Important Hint:</b> Before you export references to EndNote I recommend strongly to empty this field if it is the only one which contains publishing information; distribute its content into the new fields by using the message routines (TCL-scripts available via optional Alpha menu <i>EndNote</i>).</p>
Vol	<p>Enter the volume, e.g. <b>4</b> or <b>5B</b>, if it is a <i>Journal Article</i>. Enter the volume number if the referenced item is an item from a series of volumes (see also No.). In case of books you may duplicate a volume number in this field, even if it forms an integral part of the title (s.a. field Title).</p>
No.	<p>Enter a number. In case of a <i>Journal Article</i> enter the issue information, e.g. <i>March</i> or <i>3</i>, or enter a number such as report number. e.g. <i>WP-90-41</i>, or a thesis number, e.g. <i>10638</i>. In case of an <i>In</i>-reference, enter optionally the total number of pages of the entire document.</p>
pp	<p>In case of a <i>Journal Article</i> or an <i>In</i>-reference enter the referenced page or the range of page numbers. In all cases referring to an entire work, e.g. a book, enter the total number of pages. If an article has been submitted or is in press, enter in this field after the number of pages in parantheses the phrase (in press) or (in print). (Refrain from citing articles in prep., hence this phrase needs not to be entered, neither in the year nor in the pp field.)</p> <p>For efficiency reasons I recommend to obey the following rules (however note, the Alpha script "<i>Merge To Refer</i>" will translate the data correctly, even if has not been entered correctly ): For ranges give always both numbers fully, i.e. enter 114-119 and not 114-9. Don't type <i>pp.</i> before or after a number.</p>
Editors	<p>Enter them in the same manner as a list of authors. Don't append (<i>ed.</i>) or (<i>eds.</i>) etc. at the end of the list.</p> <p>Note, the Alpha script "<i>Merge To Refer</i>" removes (<i>ed.</i>) etc. and will change the reference type accordingly to preserve the information.</p>
Publisher	<p>Enter the publisher, but without any information on the place or the city (see field <i>City</i>. There is one exception, i.e. the Ref_Type <i>In Proceedings</i> or <i>Proceedings</i>, where you have to enter also the place of publishment within this field. In these cases always use a colon (':') to separate the actual publisher from the city information, e.g. <i>Springer: Berlin a.o.</i>). Enter the name of the university in case of a thesis. Enter the name of the institution if it is a report.</p>

<b>City</b>	Enter the city and/or country of the publishing company or institution (e.g. university in case of a thesis or report). List all locations separated by commas or append <i>a.o.</i> to the first in the list.
<b>Edition</b>	E.g. enter <i>1st</i> , but don't write <i>1st ed.</i> Write e.g. <i>2nd (corr.)</i> for corrected editions.
<b>TypeOfWork</b>	E.g. enter <i>Diss. ETH</i> or <i>Thèse EPFZ (ETHZ)</i> in case of a <i>PhDThesis</i> . Enter the type of report, e.g. <i>Internal Report</i> , in case of a <i>Report, Manual, or Tech Report</i> . Only if the field <i>Ref_Type</i> contains the old type <i>PhDThesis</i> you may optionally leave it empty if you are happy with the default phrase, i.e. <i>Ph.D. thesis</i> ; which will be inserted by the Alpha script " <i>Merge To Refer</i> ".
<b>PlaceDate</b>	Enter place and date of a conference, separated by a semicolon, e.g. <i>Helsinki, Finland; April 2-25, 1991</i> .
<b>SeriesEditor</b>	Optional field. Use it only if the reference is part of a series. Again don't add ( <i>ed.</i> ) or ( <i>eds.</i> ) at the end.
<b>SeriesTitle</b>	Optional field. Use it only if the reference is part of a series.
<b>FullJournal</b>	Enter in this field the full journal title in case you do not want or can't properly abbreviate its title (s.a. next Appendix).

## G HOW TO FILL IN NEW FIELDS IN SE FILEMAKER BIBLIOGRAPHIES

Several fields have been added to the SE FileMaker bibliography data bases to support the writing with EndNote. Their use depends on the reference type (field "Ref\_Type"). The following describes how to use some of these new fields plus the critical old field *JOrPubl* (note fields marked with a – should be left empty):

Ref_Type	Field name	Typical information to enter	Comment
<b>Journal Article</b>	<i>JOrPubl</i>	Abbreviated journal title	Use only ANSI abbreviations also contained in the FileMaker document <i>TH Zeitschriften Best.Nr.</i>
	all other fields		Don't use any new fields unless you don't know how to abbreviate a journal's title (see new field <b>FullJournal</b> ).
	<b>FullJournal</b>	Full journal title (usually automatically entered)	If you don't know how to abbreviate a journal's title according to the ANSI rules or if it is not listed in <i>TH Zeitschriften Best.Nr.</i> , use this field to enter the full title of the journal (see also above field <i>JOrPubl</i> ). NOTE: Normally this field is filled in automatically via a Lookup in <i>TH Zeitschriften Best.Nr.</i> by FileMaker from the abbreviation you enter in <i>JOrPubl</i> .

<b>Edited Articles</b>	all fields		Fill in all fields exactly as for a <i>Journal Article</i> unless it is a proceedings and you wish to add the optional conference data (see below <i>Proceedings</i> how to fill in the fields <b>Publisher, City, TypeOfWork, PlaceDate</b> etc.)
Book <b>Edited Book</b>	JOrPubl	–	Leave it empty. (However note: The Alpha-Script “Merge To Refer” can move all data hold in this field into the field <b>Publisher</b> , given the latter is empty. <sup>d</sup> In particular note: If the old field contains also city information, publisher and city should be separated by a colon, e.g. <i>Springer: Berlin a.o.</i> ; otherwise the Alpha-Scripts may not properly handle the data.)
	<b>Editors</b>	–	Leave it empty
	<b>Publisher</b>	Publisher	E.g. <i>Academic Press</i>
	<b>City</b>	Place of publication	If you decide to enter only the first city in case of a list, add the phrase <i>a.o.</i>
	<b>Edition</b>	Edition	Enter only <i>4, 4th., or 2nd (corr.)</i> , but do not add <i>ed. or edition</i>
	<b>TypeOfWork</b>	–	Normally left empty unless the edited book is a proceedings (see below how to fill in this field)
	<b>PlaceDate</b>	–	Normally left empty unless the edited book is a proceedings (see below how to fill in this field)
In Book	<b>Editors</b>	–	Leave it empty
In Book <b>In Edited Book</b>	JOrPubl	Title of entire work	
	all other fields		Same as for Book or <b>Edited Book</b>
Proceedings	JOrPubl	–	<sup>d</sup> Title of the Proceedings unless the name of the conference differs from what has been entered into field <i>Title</i> (cf. fields <i>Title</i> and <b>TypeOfWork</b> ).

<sup>d</sup> For old references, i.e. those which contain all data in this field only, it may be necessary to empty this field by distributing its content into the new fields before you export it to EndNote.

In Proceedings	JOrPubl	Title of entire work	<sup>d</sup> Title of the Proceedings unless the name of the conference differs from the proceedings title. In the latter case enter the name of the conference into <b>TypeOfWork</b> , e.g. <i>Proceedings of a workshop on "Advances in ecological modeling"</i> . In this case ALWAYS put the name of the conference within parantheses. (cf. fields <i>Title</i> and <b>TypeOfWork</b> )
	<b>Editors</b>	Editors	You do not need to add ( <i>ed.</i> ) or ( <i>eds.</i> ) after the list
Proceedings In Proceedings	<b>Publisher</b>	Publisher	
	<b>City</b>	Place of publication	Do not enter the place of the conference (see field <b>PlaceDate</b> )
	<b>Edition</b>	–	Leave it empty
	<b>TypeOfWork</b>	Conference description	E.g. <i>Proceedings of a workshop</i> . Unless the title of the book differs from that of the conference, omit here the name of the conference and enter it only in the JOrPubl field. If not redundant, enter here the name of the workshop or conference also, ALWAYS within parantheses. E.g. <i>Proceedings of a workshop on "Modelling of Ill-defined Systems"</i> (cf. fields <i>Title</i> and <i>JOrPubl</i> ).
	<b>PlaceDate</b>	Place and date of conference	E.g. <i>Copenhagen; March 4-9, 1995</i> . Reserve field <i>City</i> for place published unless you are certain there is none available. Only in the latter case you may use the field <i>City</i> to hold the conference place and <i>PlaceDate</i> just to hold the conference date. ALWAYS use a semicolon to separate the conference place from the conference date.
<b>Report</b> Tech Report <b>Edited Report</b>	JOrPubl	–	Leave it empty
	<b>Editors</b>	–	Leave it empty unless it is an <i>Edited Report</i>

<sup>d</sup> For old references, i.e. those which contain all data in this field only, it may be necessary to empty this field by distributing its content into the new fields before you export it to EndNote.

	<b>Publisher</b>	Publishing institution	E.g. <i>Systems Ecology, Swiss Federal Institute of Technology (ETH)</i>
	<b>City</b>	Location of publishing institution	E.g. <i>Zürich, Switzerland</i>
	<b>Edition</b>	Version	Leave it empty except for manuals where you may enter the version #
	<b>TypeOfWork</b>	Description of report	E.g. <i>Internal report</i>
	<b>PlaceDate</b>	–	Leave it empty unless the date should replace or complement a version number in case of a <i>Tech Report</i> .
<b>Map</b>	JOrPubl	–	Leave empty
	<b>Editors</b>	–	Leave empty
	<b>Publisher</b>	Publisher or publishing institution	E.g. <i>Landestopographie der Schweiz</i>
	<b>City</b>	Place of publication	
	<b>Edition</b>	Edition	Edition number or the date of last revision
	<b>TypeOfWork</b>	Type of map	E.g. <i>Scale 1:100'000</i>
	<b>PlaceDate</b>	–	Leave empty
	<b>SeriesTitle</b>	Title of series to which map belongs	E.g. <i>Atlas der Schweiz</i>
<b>Custom</b>			Can be used freely for missing reference types such as Personal Communications, Anonymous works, or In Edited Report etc. according to your current needs.

## H HOW TO ABBREVIATE JOURNALS

Some care should be given to the abbreviations used for journal titles. I recommend to use the following list of abbreviations, and whenever possible, favor the ANSI abbreviations (ANSI, 1969). Don't invent any other abbreviations.

There are a few general rules, which allow to derive abbreviations. Every word ending with ...ology or ological etc. is abbreviated after the l. E.g. Ecology becomes Ecol. Don't abbreviate journals which have a title with only one word. If in doubt, write the full word or even the full title. In the latter case you can still use different abbreviations when writing with EndNote (s.a. Appendix "General rules for filling in fields in SE FileMaker"). The current general trend<sup>23</sup> is to refrain from abbreviating, but of course

<sup>23</sup> according to librarians at ETH Hauptbibliothek, January 1995



some journals force us to abbreviate the journal titles. More details on this subject can also be found in books on scientific publication (e.g. Day, 1989; Anonymous, 1990).

The text file "EndNote Journals" contains a list of journals together with three abbreviations derived from the following table. It can be directly imported into the EndNote special term list Journals and be used flexibly while compiling list of references. This list is also contained in the master EndNote library "ALibrary" you should use when opening a new EndNote bibliography. This list of journals contains:

- 0) full journal titles,
- 1) ANSI abbreviated titles  
(s.a. abbreviation column 1 in following table),
- 2) less abbreviated to enhance readability, especially for exotic words, but any abbreviation is in accordance with ANSI (my favorite)  
(s.a. abbreviation column 2 in following table),
- 3) strongly abbreviated, frequently found in published articles, but violating ANSI rules  
(s.a. abbreviation column 3 in following table).

The latter abbreviations are only recommended while publishing in highly specialized journals. Use the latter field to invent your special purpose abbreviations, for instance if a particular journal requires to use other than the provided abbreviations.

**IMPORTANT NOTE: Always use hard blanks (Option^space bar) inbetween words while entering abbreviations AND full titles into the FileMaker journal data base, i.e. file "TH Zeitschriften Best.Nr.". Otherwise the journal lookup will not function properly in several cases and you risk to confound journals while exporting into EndNote. This is because EndNote recognizes journals only via the full title and not via an abbreviation. However, since the full journal title is only looked up in the FileMaker data base, this mechanism has to work reliably or you risk to mess up your article references.**

Use the following table to abbreviate new journals. It follows the ANSI standard (ANSI, 1969). An italic abbreviation means that the word must not be abbreviated. The symbol ... means that the word forms only part of a construction, either it is a suffix, a prefix or a middle term. Unless explicitly listed, a word given in the form Word... may also be abbreviated if the symbol ... stands for an empty suffix. Questionmarks indicate that the abbreviation was not listed in the ANSI standard available to me (ANSI, 1969).

Abbreviated Word	ANSI Abbreviation <sup>24</sup>	Little or less abbreviated Abbreviation	In specialiced J. frequently used, strongly abbreviated
Abstracts	Abstr.		
Abteilung	Abt.		
Academy	Acad.		
Acta	Acta		
Advances	Adv.		
Agency	<i>Agency</i>		
Agricultural	Agric.		

<sup>24</sup>Taken from ANSI, 1969. *American national standard for the abbreviation of titles of periodicals.* ANSI Z29.5-1969, American National Standards Institute, Inc., New York.

Agriculture	Agric.		
Allgemein	Allg.		
American	Am.	Amer.	
Anales	An.		
Analysis	Anal.		
Analytical	Anal.	Analyt.	
Anatomical	Anat.		
Angewandt...	Angew.		
Animal	Anim.		
Annalen, Annals, Annales	Ann.		
Annual	Annu.		
Anstalt	Anst.		
Antibiotic	Antibiot.		
Antimicrobial	Antimicrob.		
Anzeiger	Anz.		
Applications, Applied	Appl.		
Aquatic	Aquat.		
Arbeiten	Arb.		
Arboriculture	Arboric.		
Archiv...	Arch.		
Association	Assoc.		
Astronomical	Astron.		
Atmosphere	Atmos.		
Atomic	At.		
Australian	Aust.		
Automat..., Automatik	Autom.		
Basel	<i>Basel</i>		
Behavior	Behav.		
Beiblatt	Beibl.		
Beiheft	Beih.		
Beilage	Beil.		
Beiträge, Beitrag	Beitr.		
Bekämpfung	Bekämpf.		
Beobachter	Beob.		
Bereich	?		
Bericht...	Ber.		
Bibliography	Bibliogr.		
Bimonthly	Bimon.		
Biochemical	Biochem.		
Biochimica	Biochim.		
Biometrical	Biom.	Biometric.	

Biometri...	Biom.		
Board	Board		
Bodenkunde	Bodenkd.		
Botan..., Botanical, Botany, Botanisch	Bot.		
Britanni..., Britain, British	Br.		
Bulletin	Bull.		
Bureau...	Bur.		
Canadian	Can.		
Cell, Cellular	Cell		
Central	Cent.		
Chemi..., Chemical, Chemie	Chem.		
Chemotherapy	Chemother.		
Chimie	Chim.		
Chronicles	Chron.		
Climate	Clim.	Climate	
Climati...	Clim.		
Climatological	Climatol.		Climat.
Clinical	Clin.		
Collect...	Collect.		
College..., Collegi...	Coll.		
Colloid	<i>Colloid</i>		
Commission	Comm.		
Commonwealth	Commonw.		
Communications	Commun.		
Comptes	C.		
Computer	Comput.		Comp.
Computing	Comput.		
Conference	Conf.		
Conservation	Conserv.		
Contributions	Contrib.		
Control	<i>Control</i>		
Council...	Counc.		
Current	Curr.		
Dairy	Dairy		
Departement	Dep.		
Deutsch	Dtsch.		
Deutschland...	Dtschl.		
Development..., Developmental, Developments	Dev.		
Discussions	Discuss.		

Disease...	Dis.		
Disserta...	Diss.		
Documentation	Doc.		
Document...	Doc.		
Drug	Drug		
Dynamics	Dyn.		
Dynamic...	Dyn.		
Ecolog..., Ecological, Ecology	Ecol.		
Econom..., Economics	Econ.		
Edition	Ed.		
Education, Educational	Educ.		
Electric	Electr.	Electric	
Electrical	Electr.	Electrical	
Energy	Energ.		
Engineering	Eng.		
Entomol..., Entomological, Entomology	Entomol.		Ent.
Equator	Equat.		
Equipment	Equip.		
Erfahrung	Erfahr.		
Erforschung	Erforsch.		
Ergebnisse	Ergeb.		
European	Eur.	Europ.	
Environment, Environmental	Environ.		
Evolut..., Evolution, Evolutionary	Evol.		
Evolving	Evol.		
Excerpta	<i>Excerpta</i>		
Experien..., Experience	Exper.		
Experimental	Exp.		
Fauna	<i>Fauna</i>		
Federation, Federal	Fed.		
Fertilit..., Fertility	Fertil.		
Fertilizer	Fert.		
Field	<i>Field</i>		
Fish	<i>Fish</i>		
Fisheries	Fish.		
Flora	<i>Flora</i>		
Focus	Focus		
Folia	<i>Folia</i>		
Food	<i>Food</i>		

Forest	For.	Forest	
Forestry	For.	Forestry	
Forschung	Forsch.		
Forschungsbericht	Forschungsber.		
Forstlich...	Forstl.		
Forsttechnische	Forsttechn.		
Forstwirtschaft	Forstwirtsch.		
Forstwissenschaftlich	Forstwiss.	Forstwissense haftl.	
Forstwissenschaft..., Forstwissenschaften	Forstwiss.		
Fortschritte	Fortschr.		
Foundation	Found.		
France	Fr.	France	
French	Fr.	French	
Freshwater	<i>Freshwater</i>		
Functional	Funct.	Functional	
Function...	Funct.		
Gazette	Gaz.		
Gemeinschaft	Gem.		
General	Gen.		
Genetics	Genet.		
Geobotany	Geobot.		
Geographical	Geogr.		
Geography	Geogr.		
Geology	Geol.		
Geophysical	Geophys.		
gesamte	?		
Gesellschaft	Ges.		
Gesundheit	Gesund.		
Gesundheitswesen	Gesundheitswes.		
Glasnik	Glasn.	Glasnik	Gl.
Global	?	Global	
Graph	<i>Graph</i>		
Grassland	Grassl.	Grassland	
Health	<i>Health</i>		
Heft	<i>Heft (s.a. ...Heft)</i>		
Helvetica	Helv.		
Highland	Highl.		
History	Hist.		
Hochschule	Hochsch.		

Holzstoff	Holzst.		
Holzverwertung	Holzverwert.		
Horticultural	Hortic.		Hort.
Horticulture	Hortic.		
Humain..., Human	Hum.		
Immunity	Immun.		
Industries	Ind.	Industries	
Information	Inf.	Inform.	Inf.
Insect	<i>Insect</i>		
Institute	Inst.		
Instruct..., Instruction, Instruk...	Instr.		
Internal	Intern.		
International	Int.		
Invertebrate...	Invertebr.		
Investigation	Invest.		
Israel	Isr.		
Issues	?		
Jahrbuch	Jahrb.		
Jahresberichte	Jahresber.		
Jahresheft	Jahresh.		
Jahresschrift	Jahresschr.		
Jahrgang	Jahrg.		
Japanisch, Japan, Japanese	Jpn.		
Joint	Jt.		
Journal	J.		
Kunde (s.a. ...Kunde)	<i>Kunde</i>		
Laboratory	Lab.		
Landscape	?		
Landschaft	?		
Landwirtschaft...	Landwirtsch.		
Language	Lang.		
Letters	Lett.		
London	Lond.		
Magazine	Mag.		
Mammals	Mamm.		
Management	Manage.	Manage.	Mgmt.
Manual	Man.		
Marin...	Mar.	Marin...	
Material	Mater.	Material	
Mathematics	Math.		

Measur...	Meas.		
Mechanical	Mech.		
Medicine, Medical	Med.		
Meeting	Meet.		
Memoirs	Mem.		
Meteorology	Meteorol.		Met.
Methods	<i>Methods</i>		
Microbial	Microb.		
Microbiology, Microbiological	Microbiol.		
Mitteilung	Mitt.		
Model	<i>Model</i>		
Modelling	Model.		Mod.
Monographs	Monogr.		
Monthly	Mon.		
Nation	<i>Nation</i>		
National	Natl.		
Natural	Nat.		
Nature	Nat.		
Netherlands	Neth.		
New Zealand	N.Z.		
Notes	<i>Notes</i>		
Nuclear	Nucl.		
Nutrition	Nutr.		
Öffentlich...	Öff.		
Official	Off.		
Operat...	Oper.		
Organic	Org.		
Organism...	Org.		
Organiza...	Organ.		
Ornithologische	Ornithol.		
Paper	Pap.		
Parasit...	Parasit.		
Periodi...	Period.		
Perspectives	Perspect.		
Perspective...	Perspect.		
Pflanze	<i>Pflanze</i>		
Pflanzen	Pflanz.		
Pflanzenernährung	Pflanzenernähr.		
Pflanzenkrankheiten	Pflanzenkr.		
Pflanzenschutz	?		
Pflanzlich...	Pflanz.		

Philosophical	Philos.		
Physical, Physics, Physik	Phys.		
Pictorial, Picture	Pict.		
Planetary	Planet.		
Planning, Planner	Plann.		
Plant	<i>Plant</i>		
Plantgrowing	Plantgrow.		
Policy	?		
Politi..., Political	Polit.		
Pollution	Pollut.		
Polytechni...	Polytech.		
Practi..., Practice	Pract.		
Problems	Probl.		
Proceedings	Proc.		
Produc...	Prod.		
Programming	Program.		
Progress	Prog.	Progress	
Project	Proj.	Project	
Protection	Prot.	Protection	
Publications	Publ.		
Qualit..., Quality	Qual.	Quality	
Quantit..., Quantitative	Quant.		
Quarterly	Q.		
Quaternary	?		
Radiation	Radiat.		
Rapport...	Rapp.		
Recent	<i>Recent</i>		
Recently	Recent.		
Recherche...	Rech.		
Record...	Rec.		
Remote	<i>Remote</i>		
Rendus	R.		
Report	Rep.		
Research	Res.		
Review, Revue, Revista	Rev.		
Rivista	Riv.		
Royal	R.		
Rundschau	Rundsch.	Rundschau	
Savannah	<i>Savannah</i>		
Scandinavian	Scand.		



Schädlingskunde	Schädlingskd.	Schädlingskunde	
Schwedisch	Swed.		
Schweizer...	Schweiz.		
Science...	Sci.		
Scientific	Sci.		
Scotland	Scotl.		
Scripta	Scr.		
Seed	<i>Seed</i>		
Sensor, Sensing	Sens.		
Series	Ser.		
Service	Serv.		
Simulation	Simul.		
Society	Soc.		
Software	?		Softw.
Soil	<i>Soil</i>		
Solar	Sol.		
South	<i>South</i>		
Southeastern	Southeast.		
Southern	South.		
Southwestern	Southwest.		
Special	Spec.		
Species	<i>Species</i>		
Spektrum	<i>Spektrum</i>		
Station	Stn.		
Statist..., Statistical	Stat.		
Structur...	Struct.		
Studies	Stud.		
Supplement	Suppl.		
Survey	Surv.		
Swedish	Swed.		
Symposia, Symposium	Symp.		
System	Syst.	System	
Systematic	Syst.		
Techni..., Technical, Technik, Technische	Tech.		
Technology	Technol.		
Testing	Test.	Testing	
Theoret..., Theori...	Theor.		
Theory	<i>Theory</i>		
Therapeutics	Ther.		

Timber	<i>Timber</i>		
Transactions	Trans.		
Travaux	Trav.		
Tropical	Trop.		
Umschau	Umsch.	Umschau	
Umwelt	?	Umwelt	
Union	<i>Union</i>		
United	United		
United Kingdom	UK	U.K.	
United Nations	UN	U.N.	
United Nations Educational, Scientific and Cultural Organization	UNESCO	U.N.E.S.C.O.	
United States	U.S.		
United States of America	USA	U.S.A	
University, Universität	Univ.		
Untersuchung	Unters.		
Vegetation	Veg.	Vegetation	
Vereinigung	Ver.		
Verhandlung...	Verh.	Verhandlung	
Veröffentlich..., Veröffentlichungen	Veröff.		
Versuch	Vers.	Versuch	
Versuchsanstalt	Versuchsanst.	Versuchsansta lt	
Versuchswesen	Versuchswes.	Versuchswese n	
Veterinary	Vet.		
Vitamin	Vitam.		
Viticulture	Vitic.		
Wageningen	<i>Wageningen</i>		
Wasser	<i>Wasser</i>		
Wassertechnik	Wassertech.	Wassertechni k	
Wasserversorgung	Wasserversorg.	Wasserversor gung	
Wasserwirtschaft	Wasserwirtsch.	Wasserwirtsch haft	
Water	<i>Water</i>	Wat.	
Weather	<i>Weather</i>		
Week	<i>Week</i>		
Weekly	Wkly.	Weekly	
Wildlife	Wildl.	Wildlife	

Wirtschaft	Wirtsch.		
Wissenschaft, Wissenschaftlich	Wiss.		
World	<i>World</i>		
World Health Organization	W H O		
Yearbook	Yearb.		
Zeitschrift	Z.	Zeitschr.	
Zeitung	Ztg.		
Zentralblatt	Zentralbl.		
...Book	...B. (see e.g. Yearbook)		
...Graph...	...Gr... (see also Graph)		
...Heft	...H. (see also Heft)		
...Kunde	...Kd.		

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## J SCRIPT USED TO MESSAGE AND IMPORT FROM FILEMAKER BIBLIOGRAPHIES

The following script used from within the editor Alpha (shareware) allows for massaging references and for easy transfer of FileMaker records into an EndNote bibliography

Script "Merge To Refer" consists of these tcl-Scripts

```
«include "EndNote.tcl"»
```

```
«include "date.tcl"»
```

*Omitted from actual inclusion here to avoid having to print it all (distributed as separate files in folder "To be moved and installed:--> Alpha Stuff:Alpha f-Tcl-UserCode" of this release)*

## H Z39.50 TAGS

The following information may help to fix non-functioning connection files or filters.

• Retrieving

=====

Excerpt from [http://www.ifla.org/documents/libraries/cataloging/metadata/prof\\_v2.htm#sec\\_6](http://www.ifla.org/documents/libraries/cataloging/metadata/prof_v2.htm#sec_6) as of 26. Jan. 2000 af/ETHZ

GILS stands for GOVERNMENT INFORMATION LOCATOR SERVICE

USMARC Tags and Field Names  
(from USMARC Format for Bibliographic Data)

\*Where name for field and subfield are the same, only the subfield name is given.\*

USMARC Tag, Subfield	Field Name
-----	-----
001	Control Number
005	Date and Time of Latest Transaction
034	Coded Cartographic Mathematical Data
034\$d	Coordinates -- westernmost longitude
034\$e	Coordinates -- easternmost longitude
034\$f	Coordinates -- northernmost latitude
034\$g	Coordinates -- southernmost latitude
035\$a	System Control Number
037	Source of Acquisition
037\$c	Terms of availability
037\$f	Form of issue
037\$n	Note
040	Cataloging Source
040\$a	Original cataloging agency
040\$b	Language of cataloging
041\$a	Code-language
042\$a	Authentication Code
045\$b	Time Period--Structured
245	Title Statement
245\$a	Title
245\$h	Medium
255	Cartographic Mathematical Data
255\$c	Statement of coordinates
260\$a	Place of Publication
260\$c	Date of Publication
270	Address
270 1st	Indicator
270 1st	Type of address
270\$a	Address
270\$b	City
270\$c	State or province
270\$d	Country
270\$e	Postal code
270\$k	Telephone number
270\$l	Fax number
270\$m	Electronic mail address
270\$p	Contact person
270\$q	Title of contact person
270\$r	Hours
355\$a	Security Classification Control
357	Originator Dissemination Control
357\$g	Other restrictions
500\$a	General Note
506	Restrictions on Access Note
506\$a	Terms governing access
513	Type of Report and Period Covered Note
513\$b	Period covered
520\$a	Summary, Etc. Note
521\$a	Target Audience Note
538\$a	System Details Note
540\$a	Terms Governing Use and Reproduction Note
545\$a	Biographical or Historical Note
567\$a	Methodology Note
583	Action Note
583\$b	Action identification
583\$c	Time of action
650	Subject Added Entry -- Topical Term
650	1st indicator Level of subject
650\$2	Source of heading or term

650\$a Topical term or geographic name as entry element  
 651 Subject Added Entry -- Geographic Name  
 651\$2 Source of heading or term  
 651\$a Topical term or geographic name as entry element  
 653 Index Term -- Uncontrolled  
 653\$a Uncontrolled term  
 710 Added Entry -- Corporate Name  
 710\$a Name  
 720 Added Entry -- Uncontrolled Name  
 720\$a Name  
  
 765 Original language (when indicated by value of  
 Cross Reference Relationship)  
  
 767 Translation (when indicated by value of Cross  
 Reference Relationship)  
  
 770 Supplement/special issue (when indicated by value  
 of Cross Reference Relationship)  
  
 772 Parent (when item is a supplement as indicated by  
 value of Cross Reference Relationship)  
  
 773 Host item (when item is a part as indicated by  
 value of Cross Reference Relationship)  
  
 774 Component item (when indicated by value of Cross  
 Reference Relationship)  
  
 775 Other edition (when indicated by value of Cross  
 Reference Relationship)  
  
 776 Additional physical form (when indicated by value  
 of Cross Reference Relationship)  
  
 777 Issued with (when indicated by value of Cross  
 Reference Relationship)  
  
 780 Preceding entry (when indicated by value of Cross  
 Reference Relationship)  
  
 785 Succeeding entry (when indicated by value of Cross  
 Reference Relationship)  
 786 Data Source Entry  
 786\$n Note  
 787 Nonspecific Relationship Entry  
  
 787\$g Nonspecific Relationship Entry--Relationship  
 information  
 787\$n Note  
 787\$t Title  
 787\$w Record Control Number  
 856 Electronic Location and Access  
 856\$u Uniform Resource Locator  
 856\$z Public note

-----

GILS Data Elements and Corresponding USMARC Tags

GILS Data Element	USMARC Tag
-----	-----
Title	245\$a
Originator	710\$a
Author	720\$a
Date of Publication	260\$c
Place of Publication	260\$a
Language of Resource	041\$a
Abstract	520\$a
Controlled Subject Index	
Subject Thesaurus	650 1st indicator/ 650\$2
Subject Terms Controlled	
Controlled Term	650\$a
Subject Terms	
Uncontrolled	

Uncontrolled Term	653Sa	
Spatial Domain		
Bounding Coordinates	255Sc	
West Bounding Coordinate	034Sd	
East Bounding Coordinate	034Se	
North Bounding Coordinate	034Sf	
South Bounding Coordinate	034Sg	
Place		
Place Keyword Thesaurus	651S2	
Place Keyword	651Sa	
Time Period		
Time Period Structured	045Sb	
Time Period Textual	513Sb	
Availability		
Medium	245Sh	
Distributor	270	1st indicator=1
Distributor Name	270Sp	
Distributor Organization	270Sq	
Distributor Street		
Address	270Sa	
Distributor City	270Sb	
Distributor State or		
Province	270Sc	
Distributor Zip or Postal		
Code	270Se	
Distributor Country	270Sd	
Distributor Network		
Address	270Sm	
Distributor Hours of		
Service	270Sr	
Distributor Telephone	270Sk	
Distributor Fax	270Sl	
Resource Description	037Sf	
Order Process		
Order Information	037Sn	
Cost	037Sc	
Cost Information	037Sn	
Technical Prerequisites	538Sa	
Available Time Period		
Available Time Structured	045Sb	
Available Time Textual	513Sb	
Available Linkage		
Linkage Type	856Sz	
Linkage	856Su	
Sources of Data	786Sn	
Methodology	567Sa	
Access Constraints		
General Access		
Constraints	506Sa	
Originator Dissemination		
Control	357Sg	
Security Classification		
Control	355Sa	
Use Constraints	540Sa	
Point of Contact	270	1st Indicator=2
Contact Name	270Sp	
Contact Organization	270Sq	
Contact Street Address	270Sa	
Contact City	270Sb	
Contact State or Province	270Sc	
Contact Zip or Postal		
Code	270Se	
Contact Country	270Sd	
Contact Network Address	270Sm	
Contact Hours of Service	270Sr	
Contact Telephone	270Sk	
Contact Fax	270Sl	
Supplemental Information	500Sa	
Purpose	521Sa	
Agency Program	545Sa	
Cross Reference		
Cross Reference Title	787St	
Cross Reference		
Relationship	787Sg	
Cross Reference Linkage		
Linkage Type	787Sn	
Linkage	787Sw	

Schedule Number 583Sb  
 Control Identifier 001  
 Original Control Identifier 035Sa  
 Record Source 040Sa  
 Language of Record 040Sb  
 Date of Last Modification 005  
 Record Review Date 583Sc

• Searching  
 =====

Excerpt from ftp://ftp.loc.gov/pub/z3950/defs/bib1.txt as of  
 26. Jan. 2000 af/ETHZ

TABLE 1: USE ATTRIBUTES FROM Z39.50-1995 APPENDIX 3, ATR: ATTRIBUTE SETS

Use	Value	Reference to Group Name Used in Table 2
Personal name	1	Name-personal
Corporate name	2	Name-corporate
Conference name	3	Name-conference
Title	4	Title
Title series	5	Title-series
Title uniform	6	Title-uniform
ISBN	7	Identifier-ISBN
ISSN	8	Identifier-ISSN
LC card number	9	Control number-LC
BNB card number	10	Control number-BNB
BGF(sic) number	11	Control number-BNF
Local number	12	Control number-local
Dewey classification	13	Classification-Dewey
UDC classification	14	Classification-UDC
Bliss classification	15	Classification-Bliss
LC call number	16	Classification-LC
NLM call number	17	Classification-NLM
NAL call number	18	Classification-NAL
MDS call number	19	Classification-MDS
Local classification	20	Classification-local
Subject heading	21	Subject
Subject Rameau	22	Subject-RAMEAU
BDI index subject	23	Subject-BDI
INSPEC subject	24	Subject-INSPEC
MESH subject	25	Subject-MESH
PA subject	26	Subject-PA
LC subject heading	27	Subject-LC
RVM subject heading	28	Subject-RVM
Local subject index	29	Subject-local
Date	30	Date
Date of publication	31	Date-publication
Date of acquisition	32	Date-acquisition
Title-key	33	Title-key
Title collective	34	Title-collective
Title parallel	35	Title-parallel
Title cover	36	Title-cover
Title added-title-page	37	Title-added-title-page
Title caption	38	Title-caption
Title running	39	Title-running
Title spine	40	Title-spine
Title other variant	41	Title-other-variant
Title former	42	Title-former
Title abbreviated	43	Title-abbreviated
Title expanded	44	Title-expanded
Subject PRECIS	45	Subject-PRECIS
Subject RSWK	46	Subject-RSWK
Subject subdivision	47	Subject-subdivision
Number national bibliography	48	Identifier-national-bibliography
Number legal deposit	49	Identifier-legal-deposit
Number govt publication	50	Classification-government-publication
Number publisher for music	51	Identifier-publisher-for-music
Number DB	52	Control number-DB

Number local call	53	Identifier-local-call
Code-language	54	Code-language
Code-geographic area	55	Code-geographic-area
Code-institution	56	Code-institution
Name and title	57	Name and title
Name geographic	58	Name-geographic
Place publication	59	Name-geographic-place-publication
CODEN	60	Identifier-CODEN
Microform generation	61	Code-microform-generation
Abstract	62	Abstract
Note	63	Note
Author-title	1000	Author-name-and-title
Record type	1001	Code-record-type
Name	1002	Name
Author	1003	Author-name
Author-name personal	1004	Author-name-personal
Author-name corporate	1005	Author-name-corporate
Author-name conference	1006	Author-name-conference
Identifier-standard	1007	Identifier-standard
Subject-LC children's	1008	Subject-LC-children's
Subject name-personal	1009	Subject-name-personal
Body of text	1010	Body of text
Date/time added to database	1011	Date/time added to database
Date/time last modified	1012	Date/time last modified
Authority/format identifier	1013	Identifier-authority/format
Concept-text	1014	Concept-text
Concept-reference	1015	Concept-reference
Any	1016	Any
Server choice	1017	Server-choice
Publisher	1018	Name-publisher
Record source	1019	Record-source
Editor	1020	Name-editor
Bib-level	1021	Code-bib-level
Geographic class	1022	Code-geographic-class
Indexed by	1023	Indexed-by
Map scale	1024	Code-map-scale
Music key	1025	Music-key
Related periodical	1026	Title-related-periodical
Report number	1027	Identifier-report
Stock number	1028	Identifier-stock
Thematic number	1030	Identifier-thematic
Material type	1031	Material-type
Doc ID	1032	Identifier-document
Host item	1033	Title-host-item
Content type	1034	Content-type
Anywhere	1035	Anywhere
Author-Title-Subject	1036	Author-Title-Subject