

Using Reference Manager™ to Import PubMed Citations

EBL Online Tutorial: http://www.mc.vanderbilt.edu/kmt/learning/module_toc.html?tutorialID=147

Reference Manager™ (RM) and other citation management programs allow users to import citations from multiple database services and format those citations in various output styles. Many users employ citation management programs to create personalized databases/files of articles of relevance to their work. Citation management programs also format references in documents, automatically generating bibliographies in a variety of output styles.

There are two major steps involved in importing references into Reference Manager. First, select the citations from the source database and download them in an appropriate format. Second, import those references into Reference Manager using the correct import filter. Once the references have been imported into a RM database, they can be exported as a print bibliography, an electronic text file, or imported into a Microsoft Word document.

1. Access PubMed at <http://www.ncbi.nlm.nih.gov/entrez/query.fcgi?db=PubMed>. Execute your search and mark those citations in which you are interested by checking the box next to each. When you've finished marking citations, select MEDLINE from the Display menu and click the Display button. Because citation management programs work by reading the tags or codes assigned to each record in a file, you must save your citations in a tagged field format (e.g. MEDLINE format) in order for Reference Manager™ to capture your saved file. A list of tagged formats for other commonly used databases is at the end of this handout. Once you've displayed citations in the MEDLINE format, click the Save button on the screen that appears and choose a filename and location. You do not have to change the default file type when you save.

Note that you can select limits such as English language or year limits by selecting the Limits link before running your search

Mark your citations, select the MEDLINE format and click Display.

Your citations should appear with each field tagged or coded (e.g. au=author, la=language). RM reads these tags as it imports your citations; you MUST save your records in a tagged field format in order to import them in RM.

Choose a file name and location—leave the file type set at all ALL FILES; your citations will be saved with the file extension .fcgi

The screenshots show the PubMed search interface with a search for 'atcher d[au]', the 'Limits' link highlighted, the 'MEDLINE' format selected in the 'Display' menu, and the 'Save As...' dialog box with 'records' as the file name and 'All Files (*.*)' as the save type.

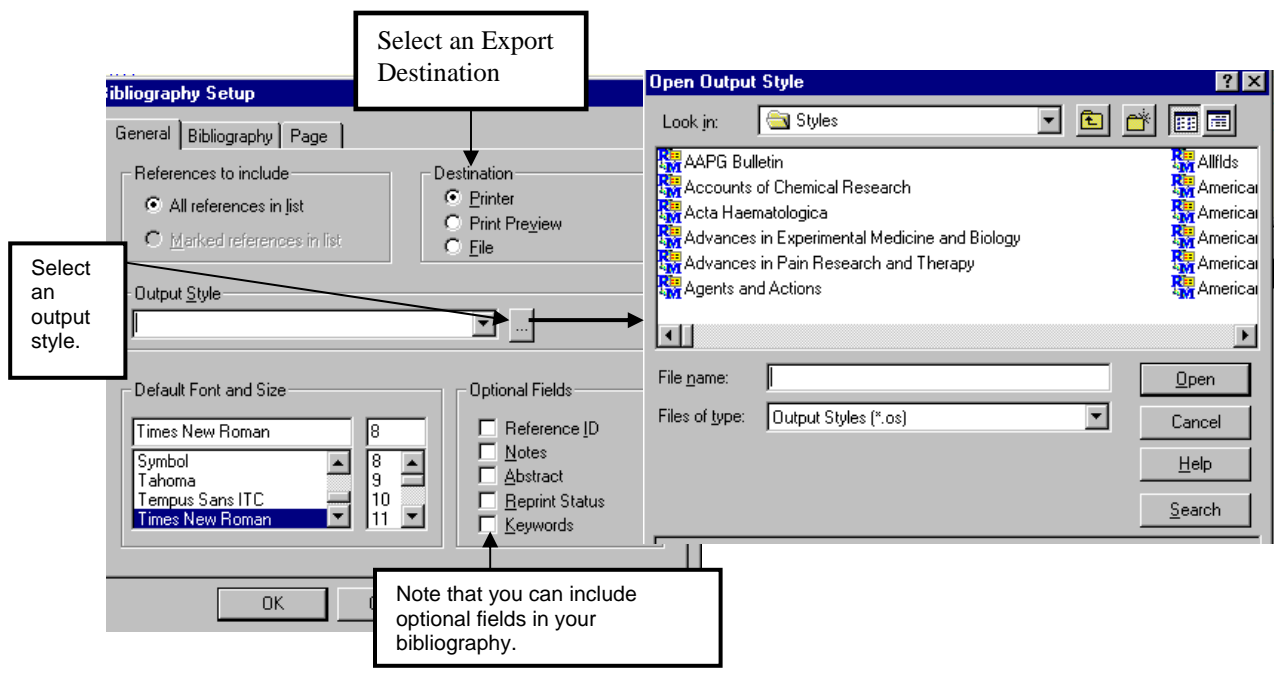
2. Open Reference Manager™ and create a new database (select New from the File menu) or open an existing database. From the References menu select Import Text File. Locate your file of saved citations by clicking the grey tab (displaying "...") next to the Text File box; locate the appropriate filter by clicking the grey tab next to the Filter box. Filters refer to the database from which you took citations. Selecting a filter can be confusing as they are primarily named according to the database vendor rather than the name of the database itself. See the table at the end of this handout for a list of databases and associated filters. To import PubMed citations, select the NLM MEDLINE or PUBMED filter. Once you've made your file and filter selections, click the Import button; your references should import.

The screenshot shows the 'Import Text File' dialog box in Reference Manager. It includes fields for 'Database' (set to 'test'), 'Filter' (set to 'C:\Program Files\Reference Manager 9'), and 'Text file'. A 'Select Filter' window is open, showing a list of filters such as 'PaperChase-MEDLINE', 'Papyrus-RIS 6', 'PubMed', and 'Questel-MEDLINE'. The 'PubMed' filter is selected. A 'Web/URLs' window is also visible, showing a list of references with columns for 'Auth' and 'Title'. A 'Status' dropdown is set to 'Not in File' and the 'Date' is '12/14/99'. A progress bar at the bottom indicates the import status.

Callout boxes provide the following instructions:

- Click the tabs to choose among import filters and locate saved files.
- Databases are arranged according to vendor name; either the NLM MEDLINE or PubMed filters will import PubMed citations.
- Notice that you can assign keywords to your citations as they import.
- Click the Options tab to set Reference Manager not to import duplicates. The duplicate screening feature is iffy at best, but it should identify some duplicate references.
- To view more complete reference information, highlight a reference; the information appears in the top half of the screen. You can resize the screen by dragging the grey divider bar. You can also double click a reference to view complete information. You can sort references by clicking a field heading (title, author, etc.) in the grey heading bar. Click once to sort descending, or click again to sort ascending.
- The Import successfully completed message will appear whether your citations imported or not; scroll down in the Import Text File box to verify that all your citations were imported.

3. To create a bibliography that can be printed directly or saved as an electronic text file viewable in any word processor, go to the Bibliography Menu and select "Generate Bibliography." Select an Output Style or format in which to print your bibliography; the proper format for most of the major clinical journals and associations is included among Reference Manager's™ output styles. You can export all of your references or just those you select; you can also include abstracts, notes, etc. by selecting those additional fields. Click the Bibliography tab to title your reference list and adjust the spacing. Click the Page tab to number your pages and adjust the margins. You can export your bibliography directly to your printer or to a file if you need to make further modifications; select the appropriate export destination. Click the OK button once you've set all the parameters you want. See the Using Reference Manager™ to Add/Format Citations in A Document handout for information about using the program to generate manuscript reference lists automatically in a Microsoft Word document.



Tagged field formats and Filter Names*

Database Name	Tagged Field Format	Filter or Definition Name
PubMed MEDLINE	MEDLINE	PUBMED MEDLINE or NLM MEDLINE
CancerLIT	MEDLINE	NLM CANCERLIT
Ovid Web CINAHL	OVID	OVID ONLINE(OVID)
Ovid Web EMBASE	OVID	OVID ONLINE(OVID)
Web of Science/Science Citation Index Expanded	Automatic	ISI CE
Biological Abstracts (Silver Platter WebSpirs)	Check Field Labels box—select Short Labels	SILVERPLATTER-PSYINDEX
PsycInfo (Silver Platter WebSpirs)	Check Field Labels box—select Short Labels	SILVERPLATTER-PSYINDEX

*Remember: You can only capture references from databases with tagged field formats. Databases such as ScienceDirect and Lexis-Nexis do not offer a tagged or coded field format.