

Research Guide

How to Create and Analyze Risk
Assessment Bibliographies

By
Center for Regulatory Research, LLC
Minneapolis, Minnesota
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Research Guide: How to Create and Analyze Risk Assessment Bibliographies

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Introduction

EndNote is a research tool that allows users to search, collect, and organize information from many multimedia sources. It is the sincere wish of the writers of this document that readers find it to be a helpful tool for learning and using the basic functions of EndNoteX for creating Risk Assessment bibliographies.

The chapters in this ebook explain and illustrate basic functions such as installing and uninstalling the program, creating and using a library in EndNote, importing references into EndNote, exporting references from EndNote, creating risk assessment subject bibliographies, and analyzing risk assessment bibliographies. Mastering these skills will enable the user to conduct research more effectively and efficiently.

Learning how to create Risk Assessment bibliographies is beneficial to the user because it is a powerful tool that quickly sorts, couples, and catalogs information relevant to many different sections of the risk assessment. Also, creating subject bibliographies helps the user to determine whether or not there are any gaps in the information, and assists in determining the uncertainty within each specific area of the risk assessment.

Chapter 1

Introduction to EndNote

EndNote is an easy to use search tool that enables the user to search online bibliographic databases and to retrieve online references. EndNote also imports files saved from a variety of multimedia sources such as online services, CD-ROMs, and library databases.

EndNote specializes in searching for, storing, and managing bibliographic references in reference libraries created by the user. In addition to organizing charts, tables, figures, and equations, EndNote can also assign each image an individual caption and keywords.

EndNote's Cite While You Write™ feature allows the user to format citations, figures, and tables in Microsoft® Word. Users can create reference, figure, and table lists while inserting citations into their documents. Microsoft® Word pre-configured templates help guide the user to meet publisher requirements.

EndNote also creates bibliographies using RTF Document Scan with other word processors. These files can be converted into PDF files using Adobe® PDF software.

In this chapter, the reader will learn how install and uninstall EndNoteX from his/her system.

Installing EndNoteX

Purchase EndNoteX at <http://www.EndNote.com/enpurchase.asp> and follow the on-screen prompts.

To install a free 30-day trial of EndNoteX, go to <http://www.EndNote.com/endemo.asp> and follow the on-screen prompts.

To Uninstall EndNote

Note: Before removing the network version of EndNote, the user should first uninstall CWYW and Palm OS support for each user and then uninstall all workstations from the shared copy of EndNote. Failure to do so may cause annoying (but harmless) error messages in copies of Word that have the Cite While You Write Ad-in installed.

To uninstall EndNote from a local machine:

- Go to *Add or Remove Programs*
- Select *EndNoteX*
- Click the *Remove* button

To uninstall EndNote from a server:

- Delete the entire EndNoteX folder
- If MFCdll files remain after uninstalling EndNote, they must be manually deleted

Chapter 2

Creating and Using a Library

This chapter will teach the reader how to create libraries and use basic functions in EndNote.

Libraries

To create a new library, click File and select New. This opens a new library. At this time the user should also name the library.

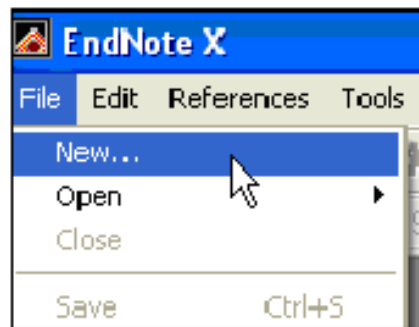


Fig. 1

To open an existing library, click File and select Open. Select a library from the

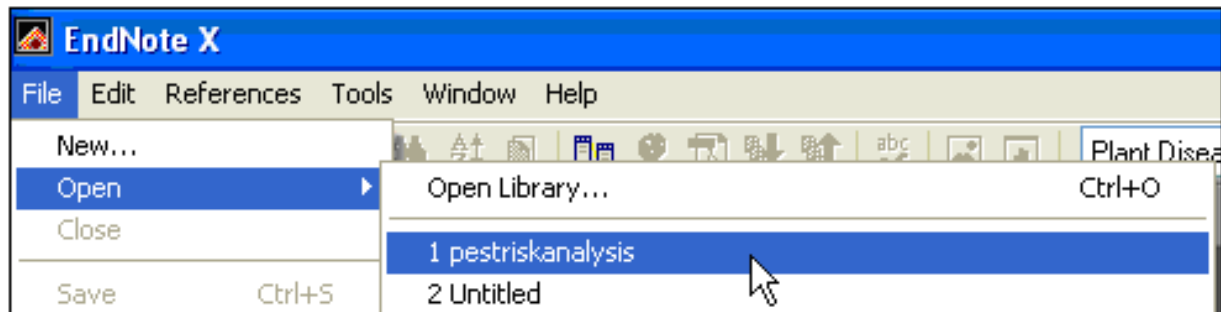


Fig. 2

Note: There is no limit to the number of libraries that can be created in End-Note.

To close a library, click File and select Close Library.

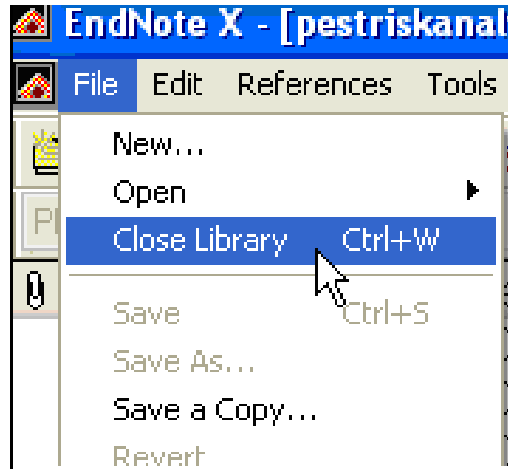


Fig. 3

Once a library is open, the user can open references within the library.

References

To open a reference, select the reference and hit “enter”. Double clicking on a reference will also open it.

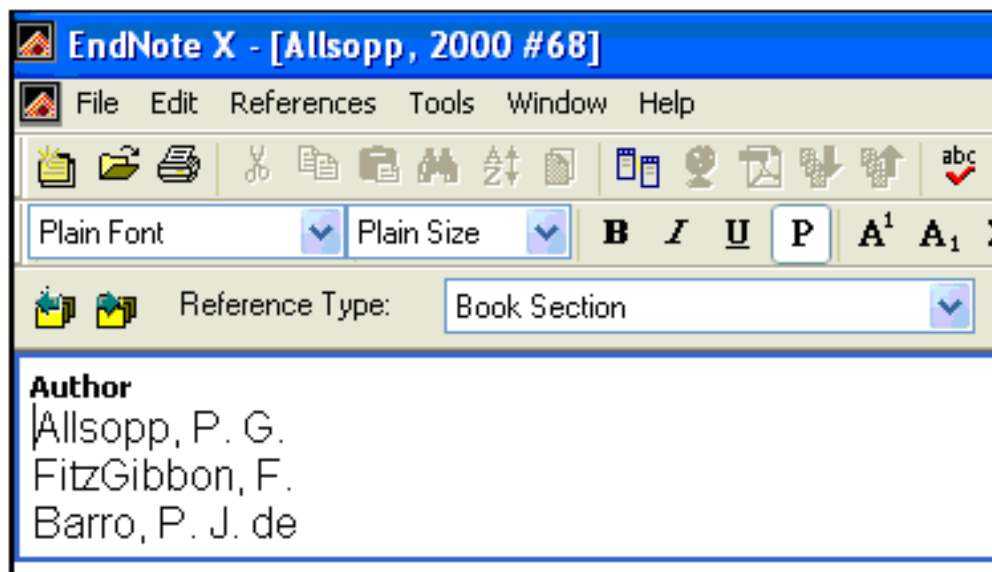


Fig. 4

To select multiple references, select references while holding down the control key on the keyboard.

To select all references, click Edit and select “Select All”

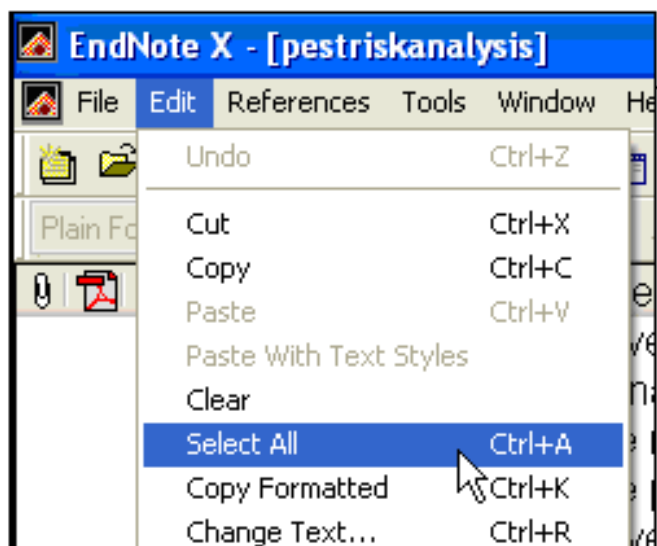


Fig. 5

To add new references, click References and select “New Reference” (Ctrl + N). Add the appropriate data into the data fields.

Note: To change the reference type, click the reference type carot at the top of the New Reference screen and select the desired reference type.

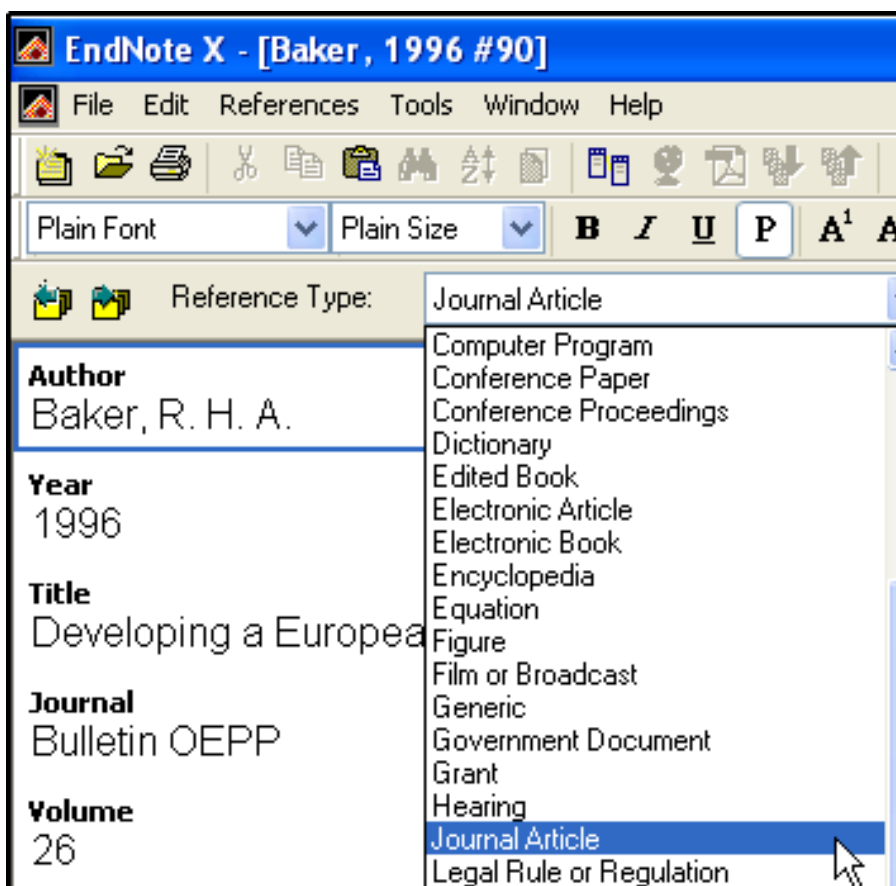


Fig. 6

To search existing references, click References and select Search References. Then enter the search criteria into the appropriate data fields.

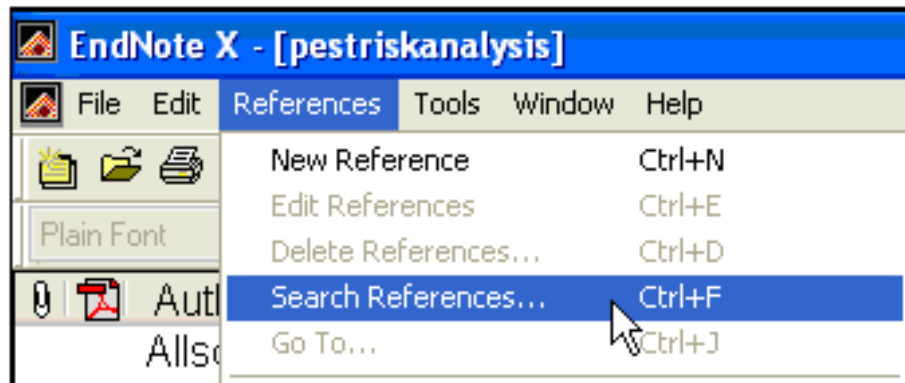


Fig. 7

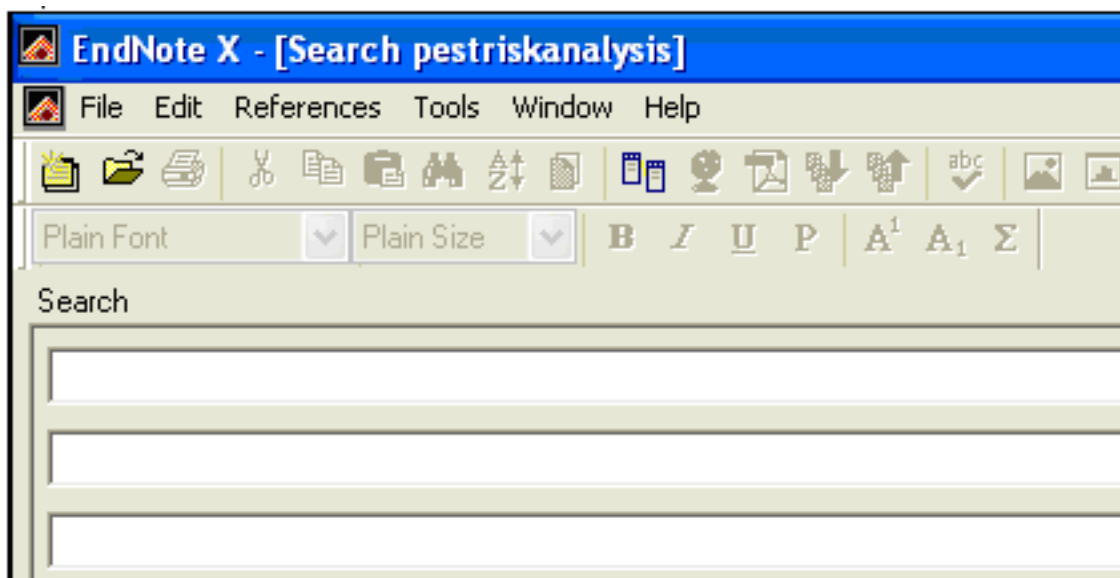


Fig. 8

To delete references from a library, select the desired references in the library window and choose one of the following commands:

- Delete References (Ctrl+D) from the References menu (Fig. 9a)
- Cut (Ctrl+X) from the Edit menu (Fig. 9b)
- Clear from the Edit menu (Fig. 9c)

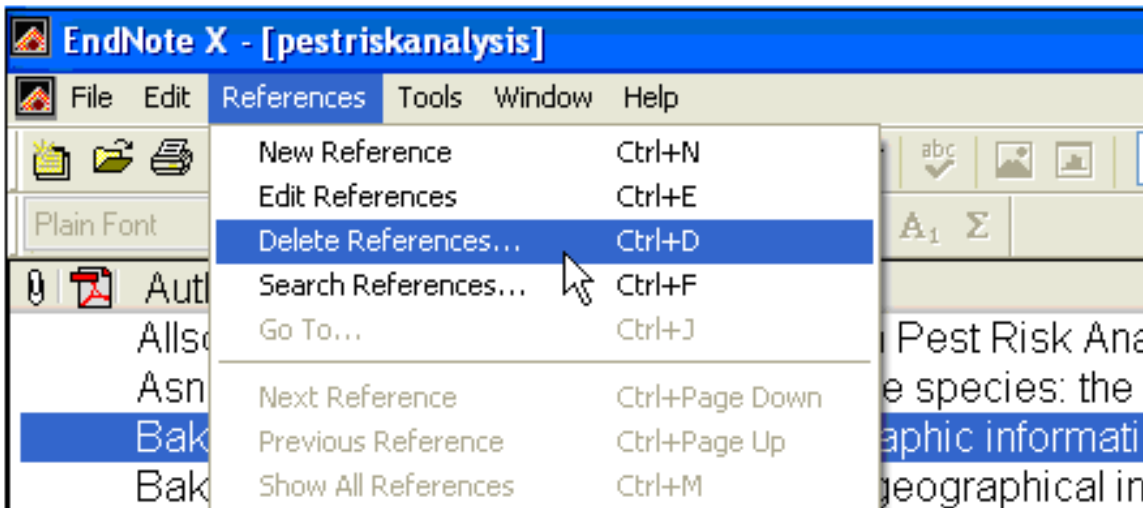


Fig. 9a

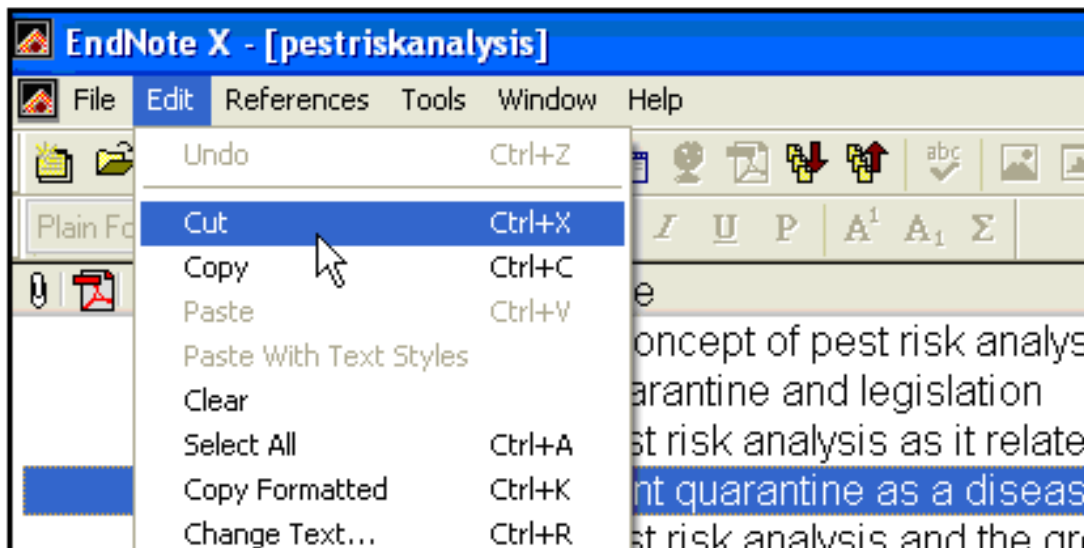


Fig. 9b

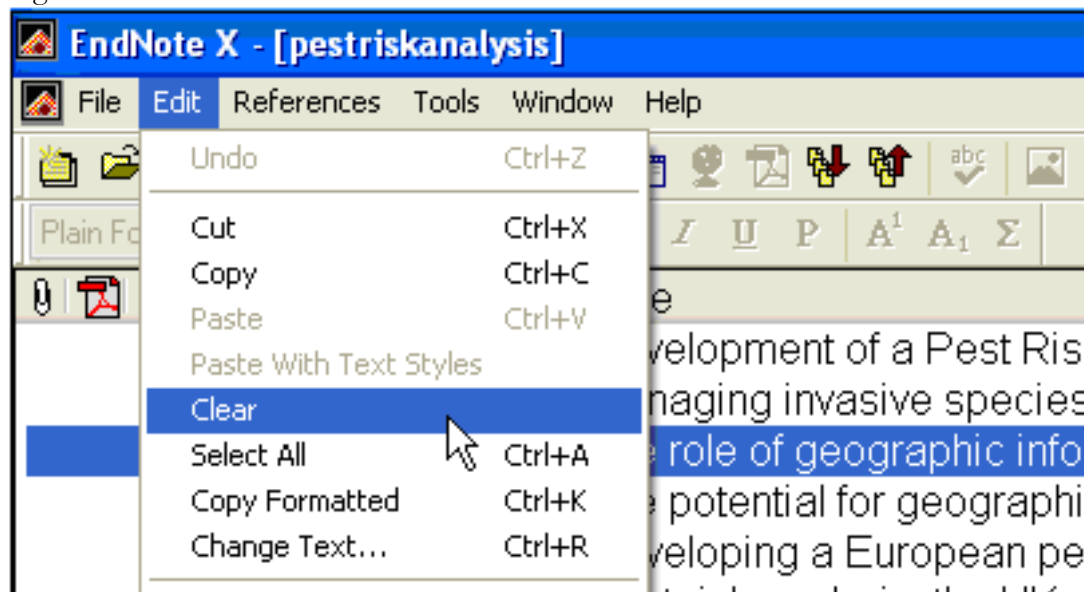


Fig. 9c

Delete References and **Clear** permanently remove references from the library. **Cut** removes references from the library, but stores them temporarily on the Clipboard. These references can be pasted into another library if desired. **Note:** Information on the Clipboard is replaced with whatever is cut or copied next.

All three delete reference commands require a confirmation to complete the task. Also, these operations cannot be undone, so use these functions with care. **Note:** Once a reference is deleted, its record number has gone from the library forever. If a reference is pasted back into the same library, it will be assigned a new, unique record number. This may cause incompatibilities with older papers that have citations that use old record numbers. We recommend that users not delete references from papers that might be reformatted in the future, and that users keep backups of their libraries.

To locate duplicate references, click References and select “Find Duplicates”.

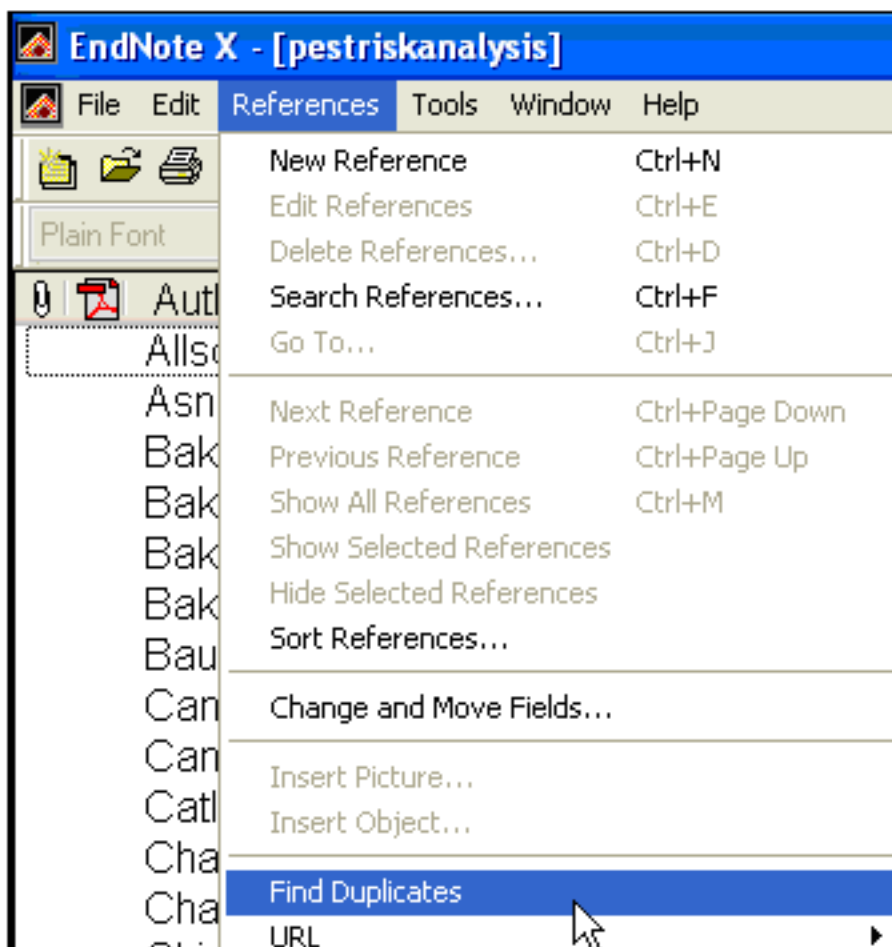


Fig. 10

Located duplicates will automatically be selected. To delete duplicates, click Ref-