



Title: How to Create a Bibliography: A Real Person's Guide

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Abstract:

How to Create a Bibliography: A Real Person's Guide

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How to Create a Bibliography

A Real Person's Guide

Overview

At first glance, it may appear that creating a Bibliography is a simple, straightforward, task. The author of this paper contests however, it is not so simple. While developing a literature review for her own dissertation, a very many obstacles were encountered. The following step-by-step guide has been developed in an effort to relieve stress for future students wishing to create their own bibliography.

Where to Find Information

There are many places to find information: libraries, the internet, expert opinions... While the world wide web has a plethora of information written by just about everyone and their brother twice removed; very little is based upon facts. For this reason, the best data for a factual bibliography is documentation written by professionals in their field of expertise. Locally, the best source for this data is libraries. While the internet does supply nationwide library databases, access is often limited and frequently there are charges to view the information.

Following is a step-by-step guide of how to find information at the primary libraries accessible to PSU students, Multnomah, Oregon Health Sciences and Portland State University.

Multnomah Library

Multnomah Library is the city's largest public library and offers by far the best and easiest access to literature. There are eighteen branches in a variety of locations in the Portland metro area. The best method to find the one by you is to call the main branch at (503) 248-5123 or, log on their web site at www.multnomah.lib.or.us. Library hours change frequently and most branches are closed on Mondays so, it is advisable to call ahead.

Electronic Access

You can access their card catalog over the web by clicking on Connect to Dyna from their site or directly at the address www.multnomah.lib.or.us/lib/dyna.html. Once in Dyna you should end up in *Telenet*. When prompted for a password type *fastcat* (in lower case).

If you encounter an error, it may be because your software does not have the *Telenet* drivers loaded or *telenet* is unopened. At this point, exit out of the program, and attempt to open *telenet* by performing the following commands from Netscape:

1. Option
2. General Preferences
3. Applications
4. Telenet Browse
5. C:
6. Telenet
7. Okay
8. Go back and re-enter the Dyna program from the web page

If opening *telenet* does not work you need to load the drivers applicable to your system. Drivers can be located from the following websites:

- Windows 95/NT
- Windows 3.x
- Macintosh

After trying the above you should successfully by in *telenet*. This rudimentary program will allow you to search Multnomah's card catalog using a variety of very simple search commands. If you still have problems you can call the Multnomah reference line at 248-5234 or, if you have time, you can even take a class on how to use their system. Once you have located potential sources for your bibliography you can save them to a file which will be maintained on the library server for fourteen days. You are also able to reserve material via the internet however, you must first obtain a library card only available by directly visiting a branch of the library.

Visiting in Person

If you are unsuccessful in getting the information desired over the internet you can go to the library directly. There are a multitude of terminals which offer the same user interface as the net with one exception, you can view many journal articles on line! This is great because you don't have to physically find the material in the library. You can download the actual document and print it to a file, saving copy machine costs, or, use the library's printers and pay a nominal fee for paper.

Oregon Health Sciences University (OHSU)

OHSU's resources include over 69,000 monograph titles and 2,000 journal titles; it is the largest health sciences collection in Oregon. You can take a class by calling 494-3471 or get help over the phone at 494-3462.

Electronic Access

For the adventuresome try linking to OHSU's web page at www.ohsu.edu/bicc-Library/library.htm. Click on the databases link and follow the instructions. When logging out type /quit, enter. Via modem dial 494-3434 (telecommunications requirements: 2400 baud or higher, 7 data bits, 1 stop bit, even parity, full duplex, VT100 emulation). The main problem with accessing data over the web or modem is, that unless you are an OHSU employee, access is restricted. Even if you are able to locate topics of interest you will still need to go to the library and manually find the articles and copy them.

Visiting in Person

The OHSU library is located in Portland at 3181 SW Sam Jackson Park Road (just up the hill from PSU and the YMCA fitness center). Take plenty of quarters and park up the hill by the overhead walkway. Cross over the walkway to the BICC building; the library is located on the 3rd floor. The hours of the library are from 6am to midnight seven days of the week and, as a PSU student, you have full access to the library.

The library offers Macintosh terminals which easily walk you through a variety of search commands. If you have problems there is a well staffed help desk to assist. You can search on a variety of items and then print your listings or, save them to a file.

Saving listings to a file is very convoluted and requires careful attention to the following steps:

1. Do not insert your diskette until the computer tells you to!
2. Perform your search and select the documents to download. Close!
3. Type E to exit, but don't hit the enter key. Choose *Full System*.
4. Hold the Ctrl key down and hit the B key to save.
5. Highlight *Save Documents* and hit enter. Highlight your set and hit enter.
6. Hold the Ctrl key down and hit P for options
7. You can email them to yourself or select *output format* to save to a diskette.
8. Move through the *Save Documents* screen by hitting the enter key until you see *output is about to be dumped* (if you are saving to a diskette and have lots of files this process could take 10 minutes; it is almost instantaneous if you email them).

Portland State University (PSU)

PSU Library is conveniently located on campus and has a very large card catalog. It does however, offer some downfalls. After searching for long hours you may go the shelves to find that your particular listing has been checked out, is missing or, the particular page you require has been removed! Just the same you will need to know how to get information from this library.

Electronic Access

You can attempt to log on to the library from you home computer via the internet at www.lib.pdx.edu, but you will not be able to access most of the records. You can also try a convoluted method of setting up an account at school and remotely dialing up via RLINK and using the school's server to access the library. Do not waste the time attempting this! RLINK does not support *telenet* required by PSU's card catalog. You must use a computer on campus to access electronically or, go directly to the library.

Accessing the Library from Campus

1. Get an account from Don Mueller by calling 725-4660. This may take a few days so, don't procrastinate.
2. Go to room 85 on the lower lobby of the Engineering Management building. This is not the fancy computer lab outside the doors of the departmental office.
3. Go to the fastest computer there and type your login name in lower case and your password, in the correct case, on the next line. Hit Enter. (If this is your first time logging on your password is 12345).
4. You should now be in the system. Next Click on the worldwide net ICON .
5. You should be on the internet. Access www.lib.pdx.edu
6. Click on the databases button or go directly to www.lib.pdx.edu/netwk/databases.html
7. This will give you access to a variety of databases. You can remotely access the same information as if you were directly at the library. For bibliographies requiring up-to-date information look for journal articles. To do this you need to carefully follow the next instructions.
8. Scroll down to EI Compendex Web. Do not click on this! Look instead for the paragraph marked "PORTALS maintained locally loaded tapes of COMPENDEX covering... Click on this Compendex!
9. You should now be in a telenet screen which allows you to easily perform a search. After you have have located the listings you want you can print them or email them back to yourself.
10. To email them enter the following commands: MC,2,PE,1,medium,all and type your email address.
11. You can now log onto your email and see the listings you saved.

Visting in Person

Summer library hours are M-Th 8am to 9pm, Fri & Sat 8am to 5pm and closed on Sundays. Go to the basement for journal articles and perform a search with easy to use commands.

Developing a Bibliography

You can manually type in the listings you have found and spend hours readjusting reference numbers when editing your papers or, you can use a software product called EndNote™. If you are using the same references in multiple papers or, you are creating only one paper from the bibliography you will find EndNote™ an invaluable tool. You can buy the software for about \$100 from the student bookstore and Dr. Anderson teaches an extensive course, EGMT 565/665, which utilizes EndNote™ as it's foundation.

Porting Data Into EndNote™

All of the reference listings you have saved electronically can be automatically ported into EndNote™™ saving you from tedious manually typing. You may need to manipulate the data slightly, which is a little confusing the first time, but well worth the effort.

Follow, these steps very carefully and you should be successful:

1. If using references from PSU open the *psumacro* saved under MSWord. (Be sure to agree to *Enable Macros*)
2. Copy the text from the email containing your references directly into the open document above. Now, go to: Tools, Macros, Macros, Compendex, run.
3. Save this document where you can locate it later. It must be saved as a text file!
4. Open EndNote™ (Usually located on the J drive). For this procedure to work you must use EndNote™ 3.0 or EndNote™ with Endlink installed.
5. If you want to use the special filters and established bibliographies you need special access privileges provided by Dr. Anderson. Once you have access you can find the files (usually on J drive) in the directory web/courses/emgt/565/bibliogs/. If this is not on the J drive just click on the Network Neighborhood ICON and open the drives until you see the web file folder.
6. Now that you are in EndNote™ 3.0 or EndNote™ with EndLink installed, create two empty bibliographies. One will be your permanent bibliography file and the other will be the vehicle used to translate the email files into EndNote™. If you do not use two files you have the potential of wiping out the references in your permanent file.
7. You are ready to import the references you saved as a text file. In EndNote™ go to: file, set filters, cpdxfilt.enf (for PSU files) or, medline_ohsu (for OHSU medline files), select folder.
8. Go back into: file, import, choose file (this is the reference file you saved as a text file), import options (highlight the filter you want to use, cpdxfilt1.enf or medline_ohsu, discard duplicates, import.
9. The references you saved should now be imported into your temporary EndNote™ directory. If they look good copy them by highlighting, Cntl C, and pasting, Cntl V, into your permanent directory.
10. Continue this process for all your electronically saved references.

Using your Bibliography

Congratulations! You now have a bibliography which can continue to be developed over time with references that can easily be tailored to any research paper.

MS Word Documents

When you write your research paper you can import references from EndNote™ directly from MS Word utilizing the following steps:

From MS Word

1. Go to: Tools, Insert Citations
2. Word automatically inserts the citation you have highlighted in EndNote™. Should you change the citation later or insert additional citations Word rennumbers them automatically and adjusts the bibliography.

To automatically format the bibliography from word go to: Tools, Format Bibliographies.