

Bringing an old bibliography into EndNote

You may want to include in your EndNote library references that you collected before you began using EndNote; e.g.: the bibliography from a previously written paper. There are several methods by which this task could be accomplished, and your choice will depend upon how many references you have to import and what format they are in.

1. You could enter the data manually, retyping each reference into EndNote.
2. If your bibliography is in a word processing document, you could copy and paste the pieces of data into EndNote references.
3. You could search for your citations in library databases with a connection file to bring the references directly into EndNote. Or, you could search in a database's native interface, save your search results as a text file, and import the references into EndNote using an import filter.
4. You can manipulate the references in your bibliography to create a structured text file that EndNote can import.

All four options will require some work. ***This will not be an easy process, but it can be done!***

Known-item searching

Perhaps the least labor-intensive method for getting old references into your library is to pull them in from an online database. You may have used library catalogs and electronic periodical indexes to identify these articles in the first place. Now you can go back to the source databases and retrieve the specific references from your bibliography in an EndNote-ready format.

For example, many of the references for journal articles in the following bibliography can be located in the PsycINFO database.

- Ainsworth, M., & Bell, S. (1974). Mother-infant interaction and the development of competence. In K. Connolly & J. Bruner (Eds.), *The growth of competence* (pp. 97-118). London; New York: Academic Press.
- Beck, A. M., & Katcher, A. H. (1983). *Between pets and people : the importance of animal companionship*. New York: Putnam.
- Bradley, C. L. (1992). *Generativity vs stagnation: a study in validation of a measure*. Unpublished master's thesis, Simon Fraser University, Burnaby, British Columbia, Canada.
- Cain, A. O. (1985). Pets as family members. *Marriage & Family Review*, 8(3-4), 5-10.
- Erikson, E. H. (1950). *Childhood and society*. New York: Norton.
- Friedmann, E., Katcher, A. H., Lynch, J. J., & Thomas, S. A. (1980). Animal companions and one-year survival of patients after discharge from a coronary care unit. *Public Health Reports*, 95(4), 307-312.
- Holcomb, R., Williams, R. C., & Richards, P. S. (1985). The elements of attachment: Relationship maintenance and intimacy. *Journal of the Delta Society*, 2(1), 28-34.
- Hyde, K. R., Kurdek, L., & Larson, P. C. (1983). Relationships between pet ownership and self-esteem, social sensitivity, and interpersonal trust. *Psychological Reports*, 52(1), 110.
- Jackson, D. N. (1974). *Personality research form manual*. Goshen N Y: Research Psychologists Press.
- Katcher, A. (1981). Interactions between people and their pets: form and function. In B. Fogle (Ed.), *Interrelations between people and pets* (pp. 41-67). Springfield, IL: Charles C. Thomas.
- Katcher, A., Friedmann, E., Goodman, M., & Goodman, L. (1983). Men, women and dogs. *California Veterinarian*, 2, 14-16.

- Katcher, A. H., & Beck, A. M. (1987). Health and caring for living things. *Anthrozoos*, 1(3), 175-183.
- Lago, D. J., Kafer, R., Delaney, M., & Connell, C. M. (1988). Assessment of favorable attitudes toward pets: Development and preliminary validation of self-report pet relationship scales. *Anthrozoos*, 1(4), 240-254.
- McAdams, D. P., & de St. Aubin, E. (1992). A theory of generativity and its assessment through self-report, behavioral acts, and narrative themes in autobiography. *Journal of Personality & Social Psychology*, 62(6), 1003-1015.
- McAdams, D. P., de St. Aubin, E., & Logan, R. L. (1993). Generativity among young, midlife, and older adults. *Psychology & Aging*, 8(2), 221-230.
- Mugford, R., & M'Comisky, J. (1975). Some recent work on the psychotherapeutic value of caged birds with old people. In R. S. Anderson (Ed.), *Pet animals and society* (pp. 54-65). London: Baillière-Tindall for the British Small Animal Veterinary Association.
- Rynearson, E. K. (1978). Humans and pets and attachment. *British Journal of Psychiatry*, 133, 550-555.
- Savishinsky, J. (1983). Pet ideas: the domestication of animals, human behavior, and human emotions. In A. H. Katcher & A. M. Beck (Eds.), *New perspectives on our lives with companion animals* (pp. 112-131). Philadelphia: University of Pennsylvania Press.
- Sheldon, S., Levy, H., & Shott, S. (1985). The distribution of pets and the pet attachment patterns in a sample of victims of child abuse and neglect. *People, Animals, Environment*, 3, 14.
- Stevens, L. T. (1990). Attachment to pets among eighth graders. *Anthrozoos*, 3(3), 177-183.
- Templer, D. I., & et al. (1981). The construction of a Pet Attitude Scale. *Psychological Record*, 31(3), 343-348.
- Van de Water, D. A., & McAdams, D. P. (1989). Generativity and Erikson's "belief in the species." *Journal of Research in Personality*, 23(4), 435-449.
- Voith, V. (1984). Human/animal relationships. In R. S. Anderson (Ed.), *Nutrition and behaviour in dogs and cats* (pp. 147-156). Oxford; New York: Pergamon Press.

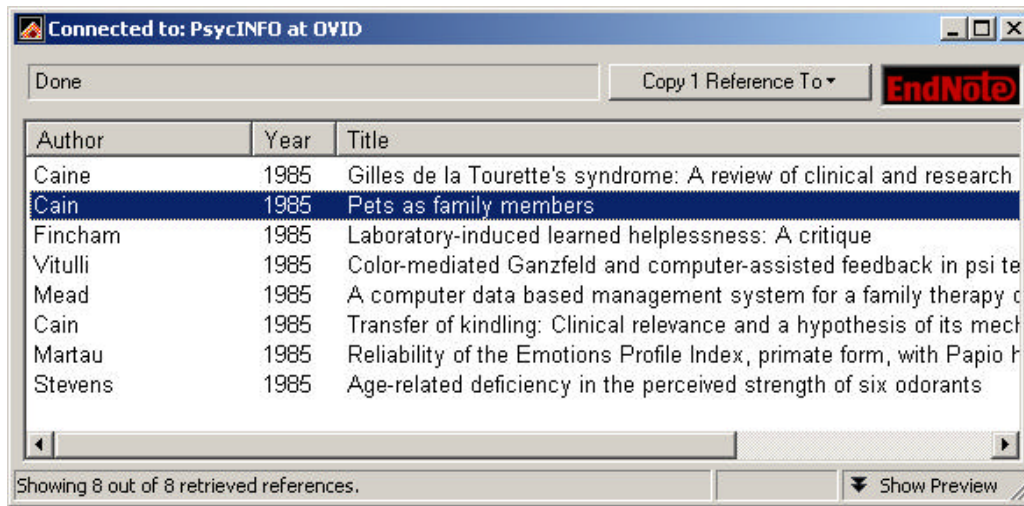
Using the EndNote Connection File for PsycINFO, perform searches for identifying elements in your references, like article title or author and year of publication. For instance, to get the PsycINFO record for this reference

Cain, A. O. (1985). Pets as family members. *Marriage & Family Review*, 8(3-4), 5-10.

You might construct your search like this

The image shows a screenshot of a search interface titled "Search 'PsycINFO at OVID'". The interface includes several buttons at the top: "Save Search", "Load Search", "Set Default", "Restore Default", "Add", "Insert", and "Delete". Below these buttons are two search criteria fields. The first field is labeled "Author" and contains the text "cain". The second field is labeled "Year" and contains the text "1985". Between these two fields are radio buttons for "And", "Or", and "Not", with "And" selected. Below the search criteria fields is a dropdown menu labeled "Search whole library" and a "Perform Search" button. At the bottom of the window, there are four checkboxes: "Match Case" (unchecked), "Match Words" (unchecked), "Use indexes" (checked), and "Search Remote" (checked).

You may get more than one match when searching just on Author and Year, but the correct reference is easily discernable among the retrieved references.



Unfortunately, not every reference in the bibliography could be found in PsycINFO. You could continue searching in other databases, or you might decide to convert your remaining references into a structured text file that EndNote can import.

Creating and importing structured text files

Chapter 7 in the EndNote 5 manual, "Importing Reference Data into EndNote," has detailed instructions for creating both tab-delimited and tagged text files. We'll focus here on creating and importing a tab-delimited file.

A tab-delimited text file has tab characters between the various elements or "fields," and a paragraph mark at the end of the record. The fields do not have to be in any particular order, but for EndNote to be able to import the data the fields must be in the same order for every reference. The easiest way I have found to get text into a tabbed format is to use Word's Table feature.

After searching in PsycINFO and eliminating the references I was able to find, the following references from my bibliography were left over:

- Ainsworth, M., & Bell, S. (1974). Mother-infant interaction and the development of competence. In K. Connolly & J. Bruner (Eds.), *The growth of competence* (pp. 97-118). London; New York: Academic Press.
- Beck, A. M., & Katcher, A. H. (1983). *Between pets and people : the importance of animal companionship*. New York: Putnam.
- Bradley, C. L. (1992). *Generativity vs stagnation: a study in validation of a measure*. Unpublished master's thesis, Simon Fraser University, Burnaby, British Columbia, Canada.
- Erikson, E. H. (1950). *Childhood and society*. New York: Norton.
- Friedmann, E., Katcher, A. H., Lynch, J. J., & Thomas, S. A. (1980). Animal companions and one-year survival of patients after discharge from a coronary care unit. *Public Health Reports*, 95(4), 307-312.
- Jackson, D. N. (1974). *Personality research form manual*. Goshen N Y: Research Psychologists Press.
- Katcher, A. (1981). Interactions between people and their pets: form and function. In B. Fogle (Ed.), *Interrelations between people and pets* (pp. 41-67). Springfield, IL: Charles C. Thomas.
- Katcher, A., Friedmann, E., Goodman, M., & Goodman, L. (1983). Men, women and dogs. *California Veterinarian*, 2, 14-16.

- Mugford, R., & M'Comisky, J. (1975). Some recent work on the psychotherapeutic value of caged birds with old people. In R. S. Anderson (Ed.), *Pet animals and society* (pp. 54-65). London: Baillière-Tindall for the British Small Animal Veterinary Association.
- Savishinsky, J. (1983). Pet ideas: the domestication of animals, human behavior, and human emotions. In A. H. Katcher & A. M. Beck (Eds.), *New perspectives on our lives with companion animals* (pp. 112-131). Philadelphia: University of Pennsylvania Press.
- Sheldon, S., Levy, H., & Shott, S. (1985). The distribution of pets and the pet attachment patterns in a sample of victims of child abuse and neglect. *People, Animals, Environment*, 3, 14.
- Voith, V. (1984). Human/animal relationships. In R. S. Anderson (Ed.), *Nutrition and behaviour in dogs and cats* (pp. 147-156). Oxford; New York: Pergamon Press.

We have a mix of book chapters, whole books and journal articles.

Look at the first reference and count the number of elements:

Ainsworth, M., & Bell, S. (1974). Mother-infant interaction and the development of competence. In K. Connolly & J. Bruner (Eds.), *The growth of competence* (pp. 97-118). London; New York: Academic Press.

This book chapter reference has eight fields: author, year, chapter title, editor, book title, pages, city and publisher.

Create a table with one column for each data field (choose Insert Table from Word's Table menu). Since we are working with more than one type of reference, we'll also need to add a column for the Reference Type, and it must be the first column (if your bibliography contains only one type of reference, you do not need to include this column). Type the Reference Type into the first column, and then copy and paste or drag and drop each element into the following columns.

Book Section	Ainsworth, M., & Bell, S	1974	Mother-infant interaction and the development of competence.	K. Connolly & J. Bruner	<i>The growth of competence</i>	97-118	London; New York	Academic Press
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Now you will want to label your columns using the field names for EndNote's Generic Reference Type. Insert a new row at the top of your table and type in the field names. You may need to refer to the table of Reference Types in Chapter 14 of the EndNote manual to determine which fields are available for each type of reference and how they correspond from type to type.

Reference Type	Author	Year	Title	Secondary Author	Secondary Title	Pages	Place Published	Publisher
Book Section	Ainsworth, M., & Bell, S	1974	Mother-infant interaction and the development of competence.	K. Connolly & J. Bruner	<i>The growth of competence</i>	97-118	London; New York	Academic Press

Continue adding rows and moving your data elements into the proper columns. You may need to add extra columns for fields not used in your first reference, like volume and issue for a journal article. The finished table will look like this:

Reference Type	Author	Year	Title	Secondary Author	Secondary Title	Pages	Place Published	Publisher	Type of Work	Volume	Number
Book Section	Ainsworth, M., & Bell, S	1974	Mother-infant interaction and the development of competence.	K. Connolly & J. Bruner	<i>The growth of competence</i>	97-118	London; New York	Academic Press			
Book	Beck, A. M., & Katcher, A. H.	1983	<i>Between pets and people : the importance of animal companionship</i>				New York	Putnam			
Thesis	Bradley, C. L.	1992	<i>Generativity vs stagnation: a study in validation of a measure</i>				Burnaby, British Columbia, Canada	Simon Fraser University	Unpublished master's thesis		
Book	Erikson, E. H.	1950	<i>Childhood and society.</i>				New York	Norton			
Journal Article	Friedmann, E., Katcher, A. H., Lynch, J. J., & Thomas, S. A.	1980	Animal companions and one-year survival of patients after discharge from a coronary care unit.		<i>Public Health Reports</i>	307-312				95	4
Book	Jackson, D. N.	1974	<i>Personality research form manual</i>				Goshen N Y	Research Psychologists Press.			
Book Section	Katcher, A.	1981	Interactions between people and their pets: form and function.	B. Fogle	<i>Interrelations between people and pets</i>	41-67	Springfield, IL	Charles C. Thomas.			

Journal Article	Katcher, A., Friedmann, E., Goodman, M., & Goodman, L.	1983	Men, women and dogs.		<i>California Veterinarian</i>	14-16				2	
Book Section	Mugford, R., & M'Comisky, J.	1975	Some recent work on the psychotherapeutic value of caged birds with old people.	R. S. Anderson	<i>Pet animals and society</i>	54-65	London	Baillière-Tindall for the British Small Animal Veterinary Association			
Book Section	Savishinsky, J.	1983	Pet ideas: the domestication of animals, human behavior, and human emotions	A. H. Katcher & A. M. Beck	<i>New perspectives on our lives with companion animals</i>	112-131	Philadelphia	University of Pennsylvania Press.			
Journal Article	Sheldon, S., Levy, H., & Shott, S.	1985	The distribution of pets and the pet attachment patterns in a sample of victims of child abuse and neglect.		<i>People, Animals, Environment</i>	14				3	
Book Section	Voith, V.	1984	Human/animal relationships.	R. S. Anderson	<i>Nutrition and behaviour in dogs and cats</i>	147-156	Oxford; New York	Pergamon Press			

Now we are ready to convert the table back to text. Select the entire table, and then choose Convert Table to Text from the Table menu. Make sure you are set to separate the text with tabs, then click OK. The beginning of the file should now look something like this:

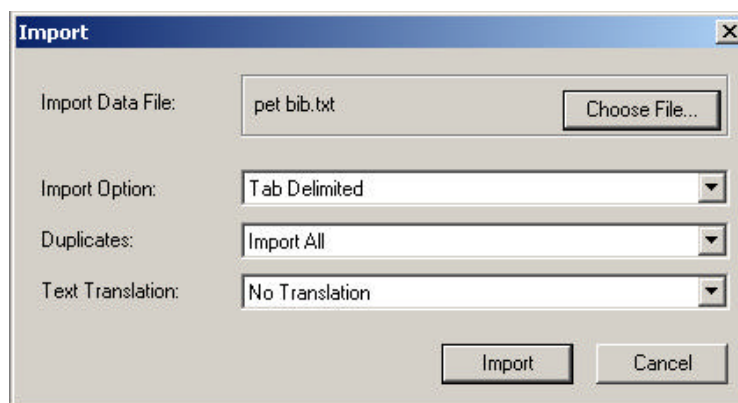
Reference Type Pages	Author Place Published	Year	Title Publisher	Secondary Author	Secondary Title
Book Section competence. Academic Press	Ainsworth, M., & Bell, S K. Connolly & J. Bruner	1974	Mother-infant interaction and the development of <i>The growth of competence</i>	97-118	London; New York

Now you need to add one more line to the top of the file to denote the default Reference Type. Since we're pulling in more than one type of reference, our default will be "Generic." If, however, your bibliography had only Journal Articles, you would make this the default Reference Type, and the Reference Type column in your table would not be needed. So that EndNote will recognize this text as the default Reference Type, put an asterisk directly before the name and a line return (paragraph mark) directly after it. Now the beginning of the file should now look something like this (Hint: If you click on the ¶ in Word's toolbar, you will see the tabs between the fields and the paragraph mark at the end of each reference)

*Generic Reference Type Pages	Author Place Published	Year	Title Publisher	Secondary Author	Secondary Title
Book Section competence. Academic Press	Ainsworth, M., & Bell, S K. Connolly & J. Bruner	1974	Mother-infant interaction and the development of <i>The growth of competence</i>	97-118	London; New York

Now go to the File menu and choose Save As.... Select "Text only" from the "Save as type" pull-down menu, rename your file if you wish, and then click "Save." Word will give you a message saying that you will lose some formatting features by saving as text only. This is okay. Click "Yes" to complete the save.

We're ready to import the text file into EndNote. Open your EndNote library and then choose Import... from the File menu.



Click the "Choose File..." button to locate the text file you just saved. Select "Tab Delimited" from the "Import Option" pull-down menu, and set "Duplicates" and "Text Translation" however you wish. Click "Import" and Voilà!

You will need to clean up references with multiple authors or editors because EndNote interprets all data in these fields as a single entry unless the authors/editors are separated by a semicolon (;) or two slashes (//). You could do this editing in your Word table before converting to text, but I find it easier to fix this once the file has been imported into EndNote. It is strictly your preference.