Using the DePaul Library to Find Sources and Citations.

Converting citations for use in Word bibliographies.

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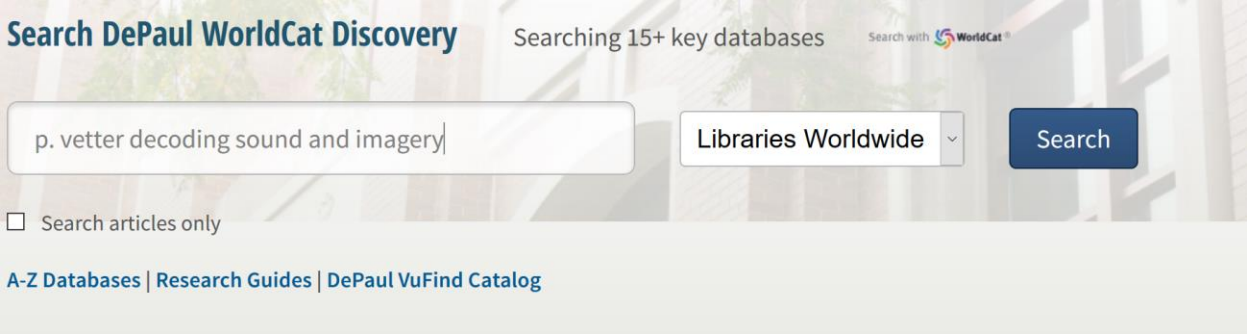
Using the DePaul Databases to locate your reference article and its citations:

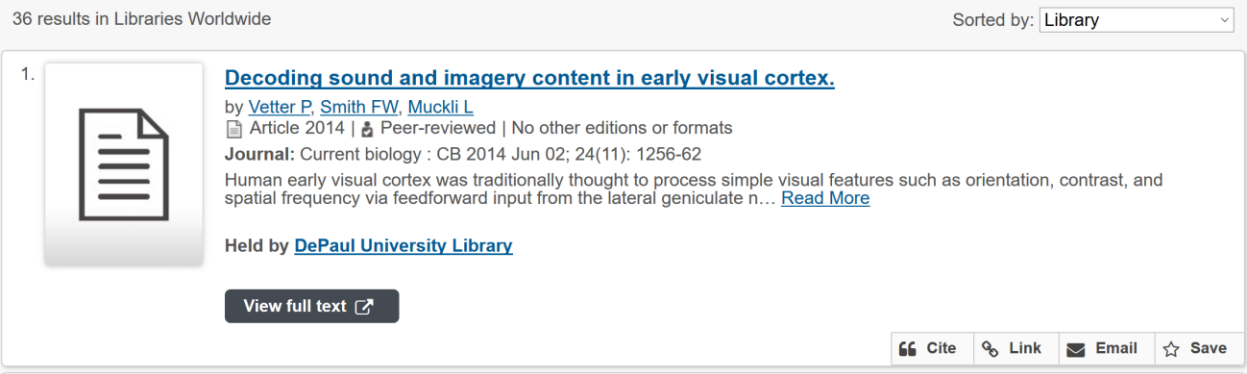
First, a general principle: Publishers and search-aggregation catalogs each charge for their product which is, respectively expensively edited and typeset journal articles, and sophisticated catalogs that provide search databases to find articles for you. The DePaul Library pays for many catalog search databases, and also for access to a very wide variety of articles. When you are enrolled at DePaul as a student, or work at DePaul as a faculty member, you have library privileges that give you access to these resources.

Following is a tour through logging in to the DePaul Library site, using the search catalogs, registering the DePaul library at Google Scholar, finding articles, using the automated citation tools, building our *own* XML-format bibliography file that we intend will follow you around for the rest of your life, and lastly using your bibliography file to *automatically* build bibliographies in any style for any papers you write.

From https://library.depaul.edu you can search the DePaul WorldCat database and you might get lucky when looking for a particular article:



If you are lucky and find the article, you might be further lucky that DePaul owns access to the full text of the article:

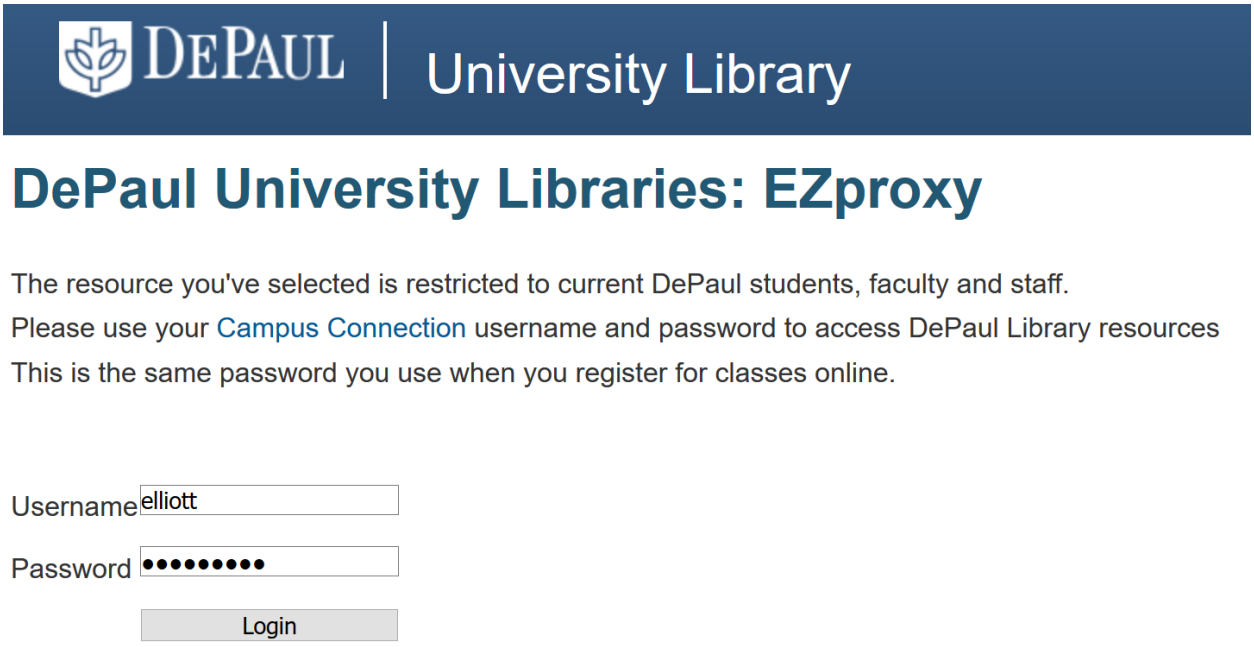


Clicking on the “View full text” button will take you to an online version of the article (see below).

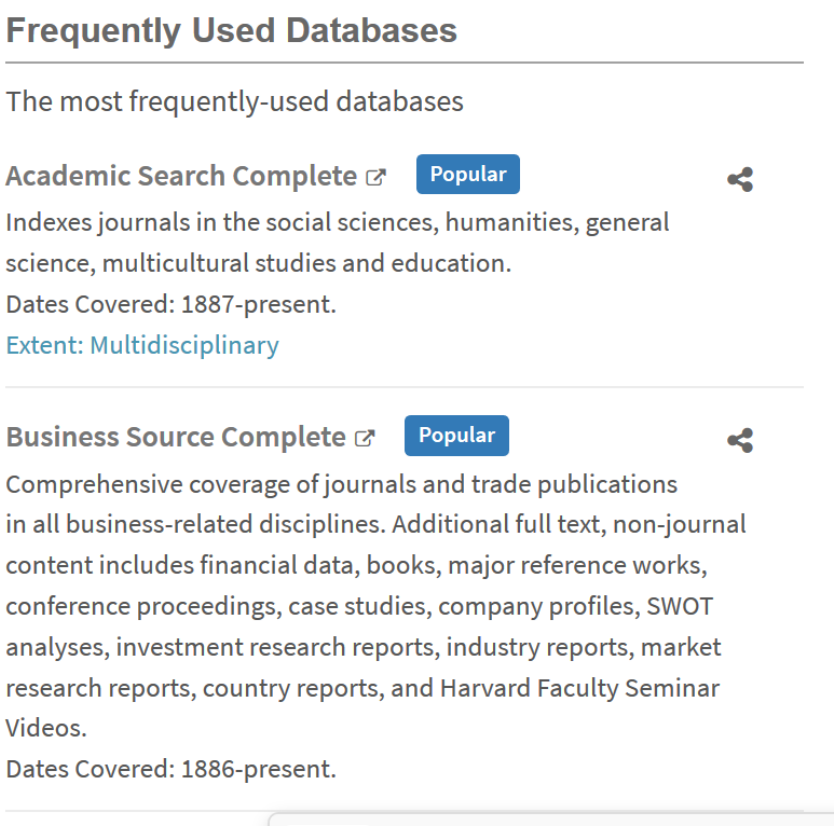
Most reference librarians prefer to search using specific databases which will often be more complete, and more targeted:

From the library home page, select the A-Z databases for a more intelligent search.

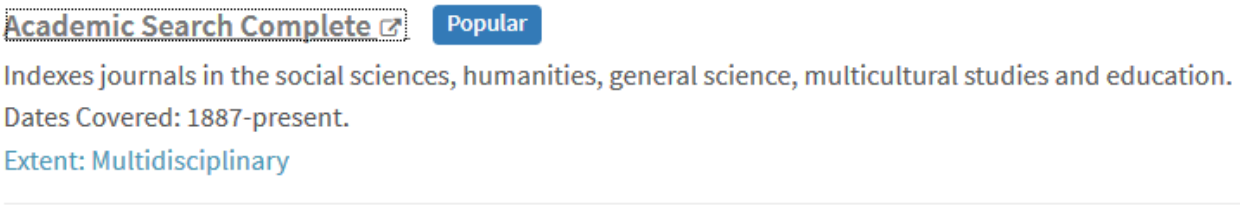
You will need your *Campus Connect* authentication credentials to log in to the DePaul Library online collections. That is, the DePaul library pays for subscriptions to many databases and journals to allow students and faculty to access the resources. But they cannot grant permission to the general public through these purchased licenses:



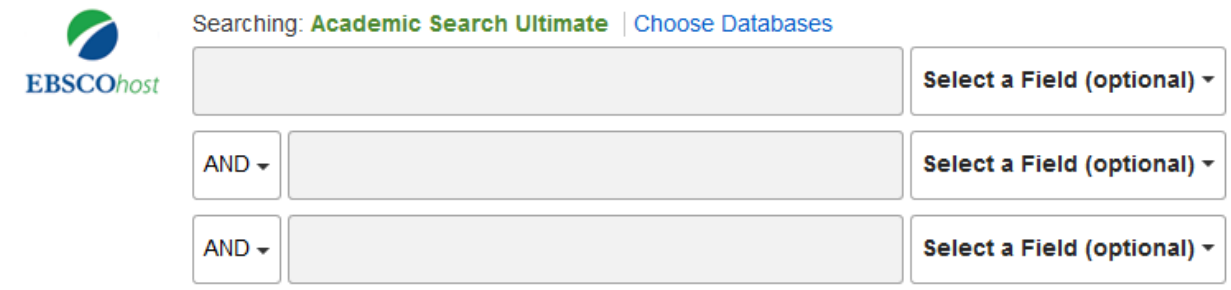
Here are some popular databases:

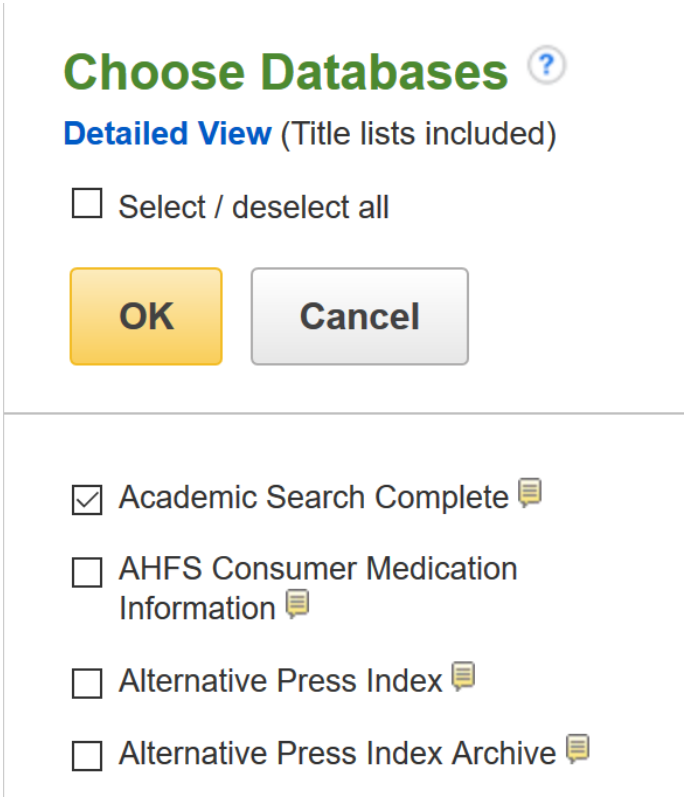


Each of these "popular" options will just serve to check a box in the ~1000 A-Z search choices. But you can check further search boxes manually. After selecting, say *Academic Search Complete:*



…you will see a search box that *also* allows you to choose your databases:

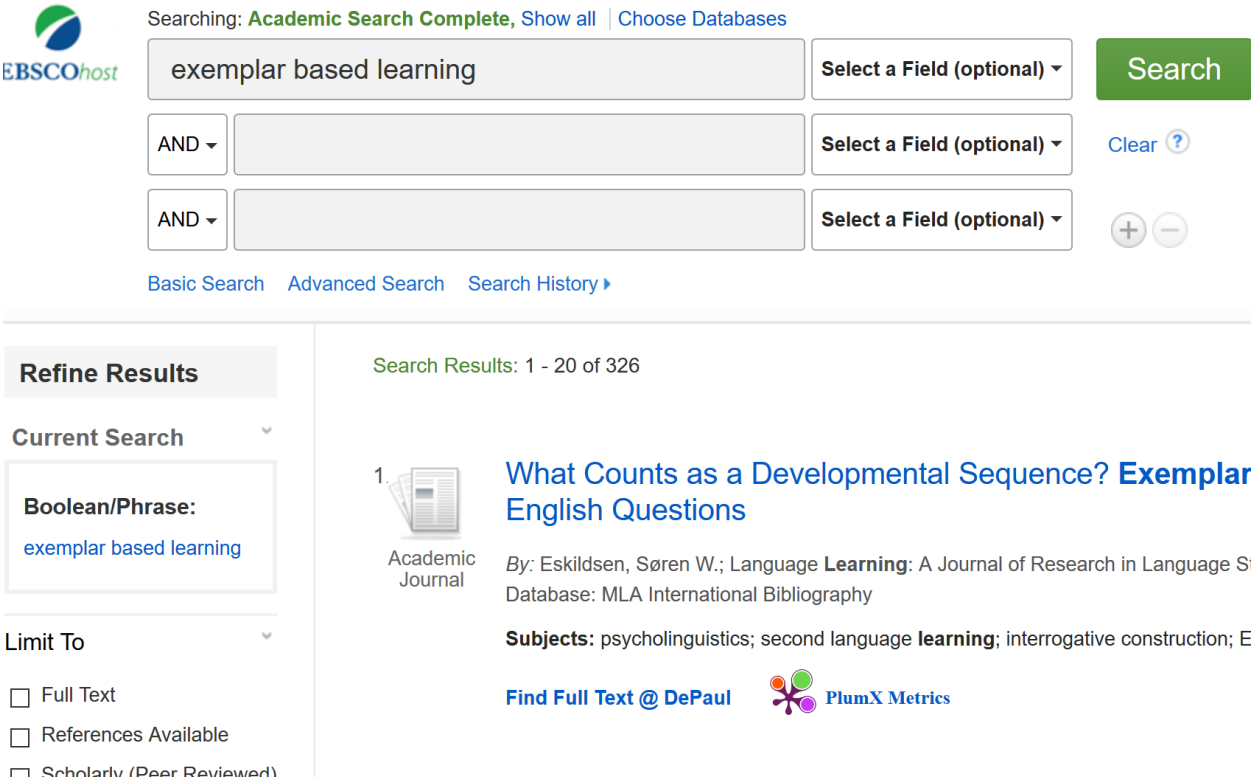




You can check as many boxes as you wish for promising databases. Here are some that are generally good starting locations, along with any specific to your area:

- Business complete
- Education Research Complete
- ERIC
- Consumer Host Complete EBSCOhost
- Professional Development Collection

You can also choose "Select All" and then based on results later limit your search using the available search filters that appear on the left hand side.



Using this mechanism, you will need to click on "Find Full Text @ DePaul":

After retrieving the DePaul access, you will select "ARTICLE" to get the full text:

You searched for: Edit citation

Xinge You (08/2014). "Local Metric Learning for Exemplar-Based Object Detection". IEEE transactions on circuits and systems for video technology (1051-8215), 24 (8), p. 1265.

When available, choose “article”. Otherwise choose “journal”.

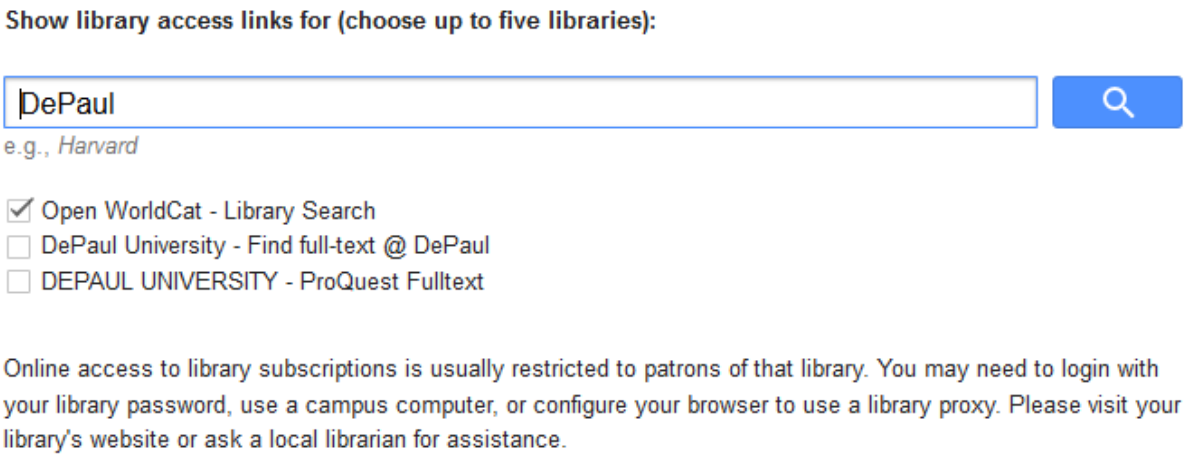
Full Text		Dates of coverage	Content provider
ARTICLE	JOURNAL	1991 - present	IEEE/IET Electronic Library (IEL)

Additionally, after enabling https://scholar.google.com for DePaul Library access you can search there directly as well:

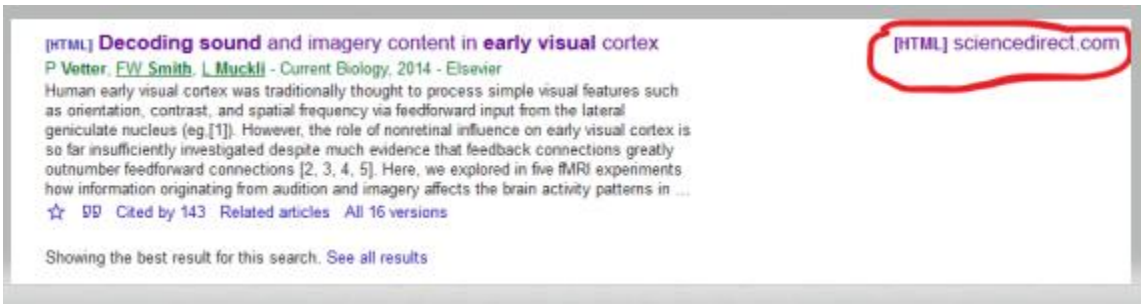
Google Scholar configuration:

In your browser, activate the links for the DePaul library for scholar.google.com. For the Firefox browser this is achived as:

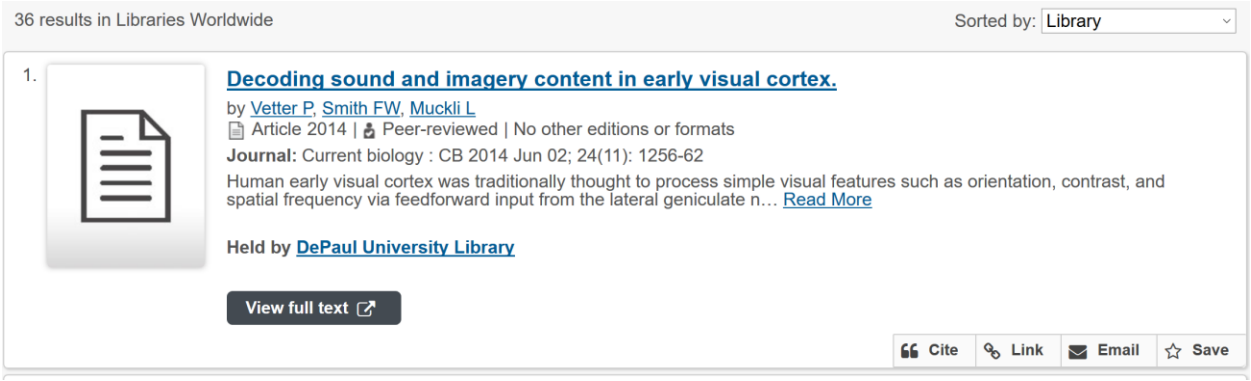
1. Scholar.Google.com
2. Three bars drop-down menu on the left hand upper corner / Settings / Library Links.
3. Search for DePaul University.
4. Check each of the [3] boxes (which will configure the results pages in scholar.google.com)
5. Save your changes.



At this point, in Google Scholar, you should have automatic right-hand-side links giving DePaul library access to a number of articles that the DePaul Library has paid for. That is—the publisher charges for access to these articles, but DePaul Library has paid the fee on your behalf. When you follow these links you should generally have access to full-text versions of the articles. Click on the link labeled "Article" to access the text.



Now, back to our example searching from WorldCat for Petra Vetter's article on decoding sound:



Clicking on the “View full text” button will take you to an online version of the article (see below).

Current Biology

Volume 24, Issue 11, 2 June 2014, Pages 1256-1262

Report

Decoding Sound and Imagery Content in Early Visual Cortex

Petra Vetter [1, 2], Fraser W. Smith [1, 3], Lars Muckli [1]

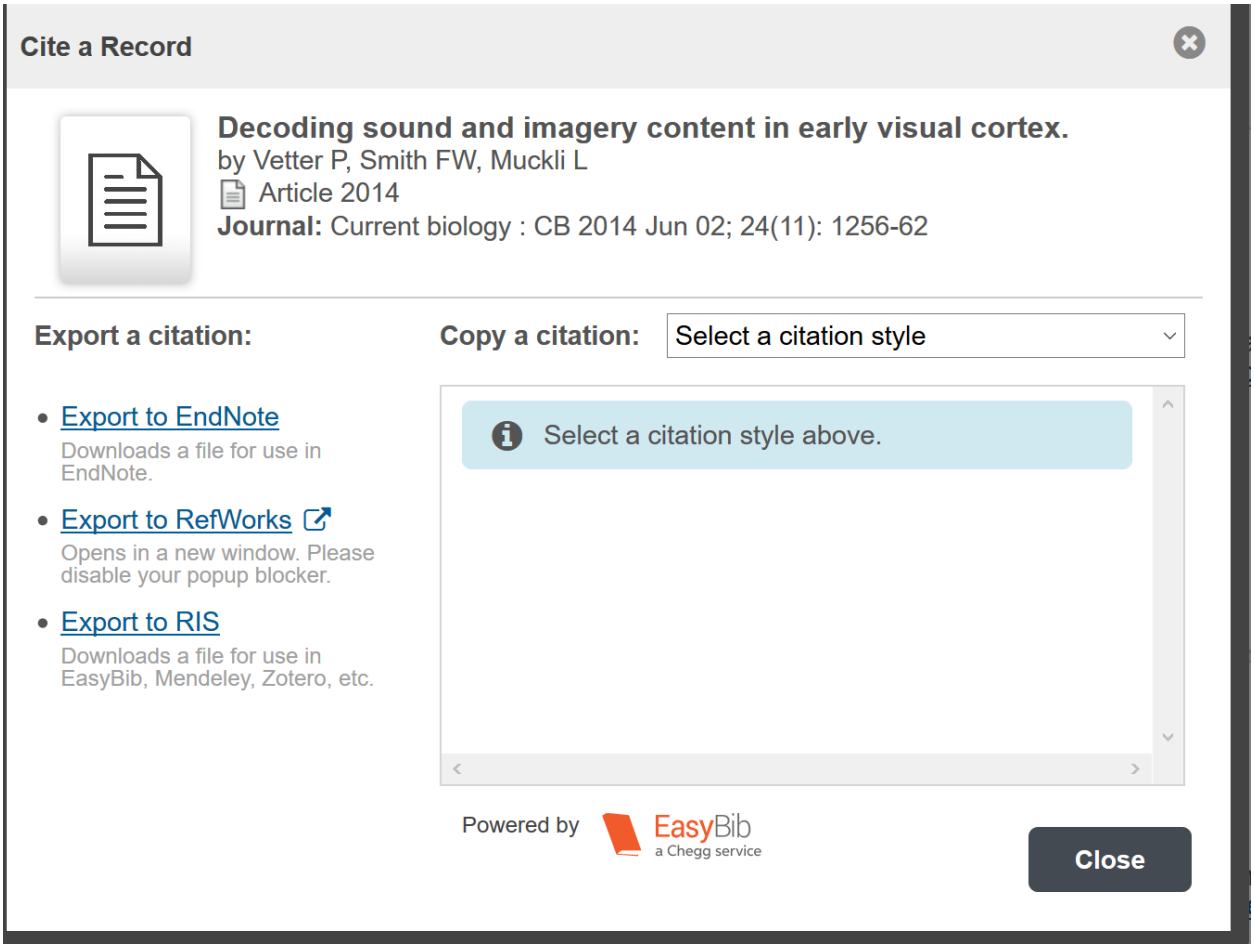
Show more

https://doi.org/10.1016/j.cub.2014.04.020

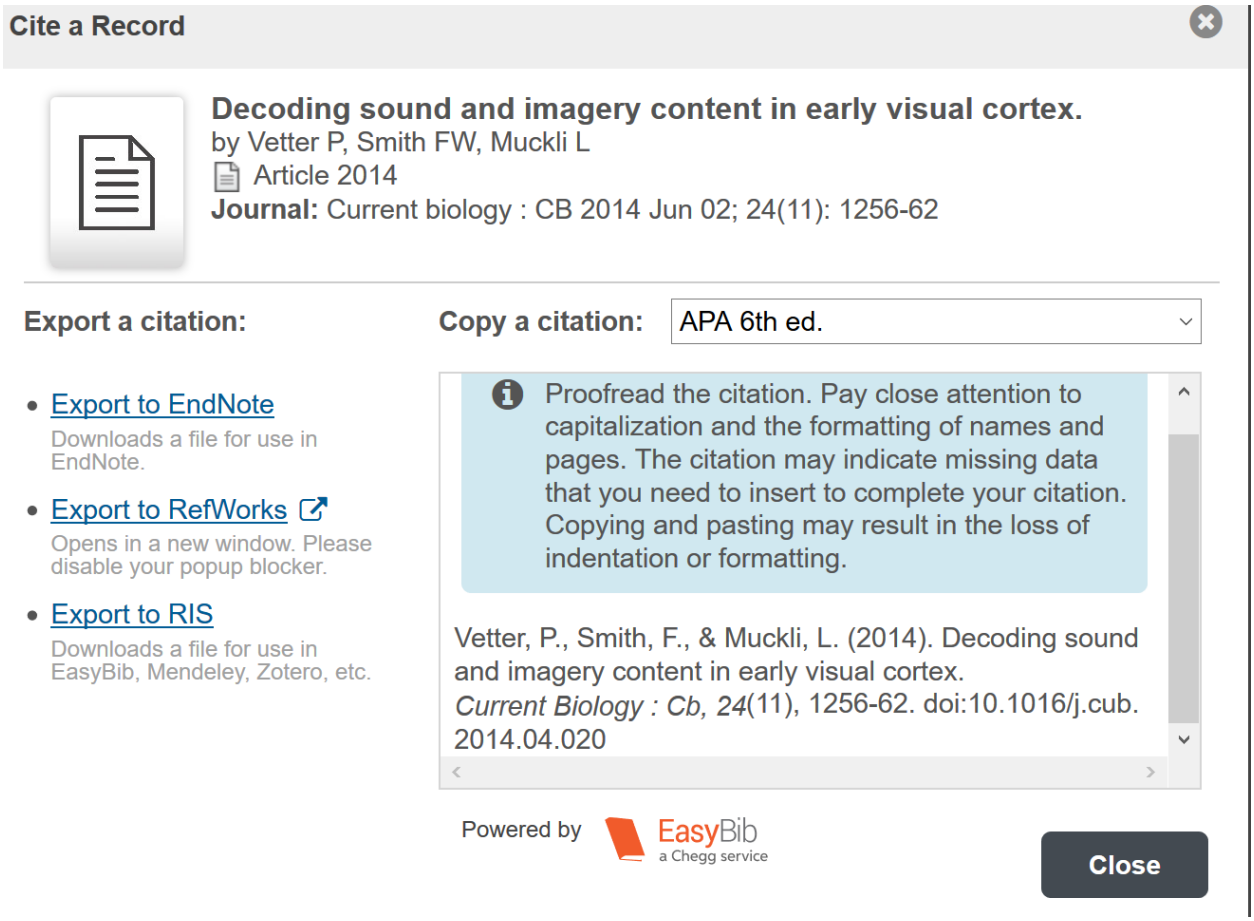
Highlights

- Early visual cortex receives nonretinal input carrying abstract information
- Both auditory perception and imagery generate consistent top-down input
- Information feedback may be mediated by multisensory areas
- Feedback is robust to attentional, but not visuospatial, manipulation

To get the citation find the “Cite” button and click it:

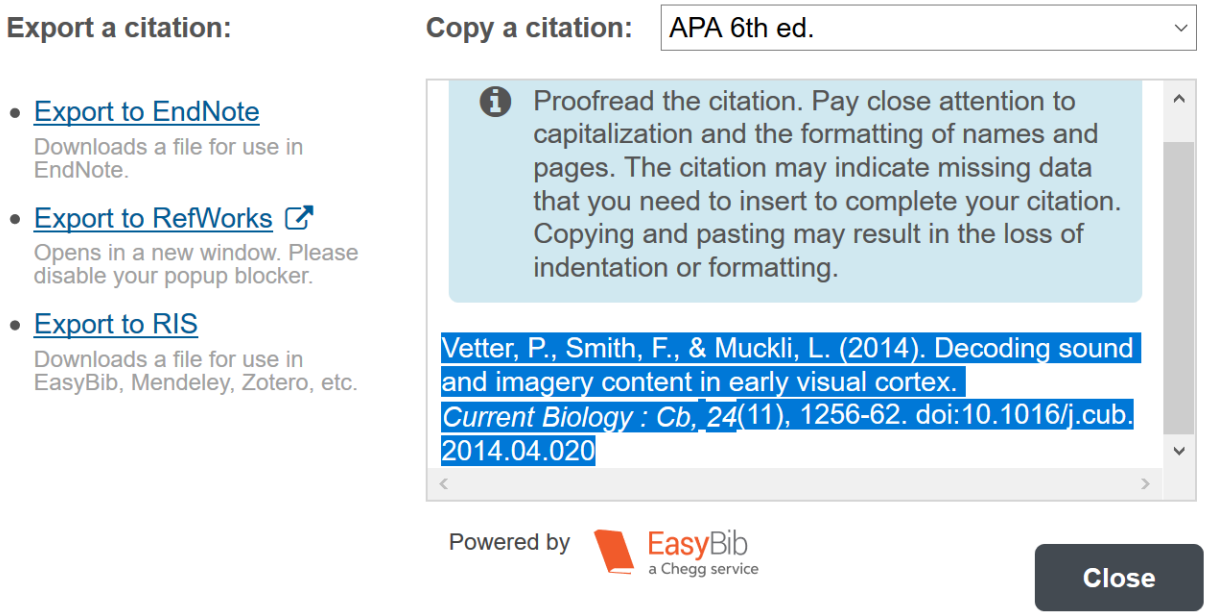


APA version 6 is a relatively standard format:



Converting our citations into Word-compatible format:

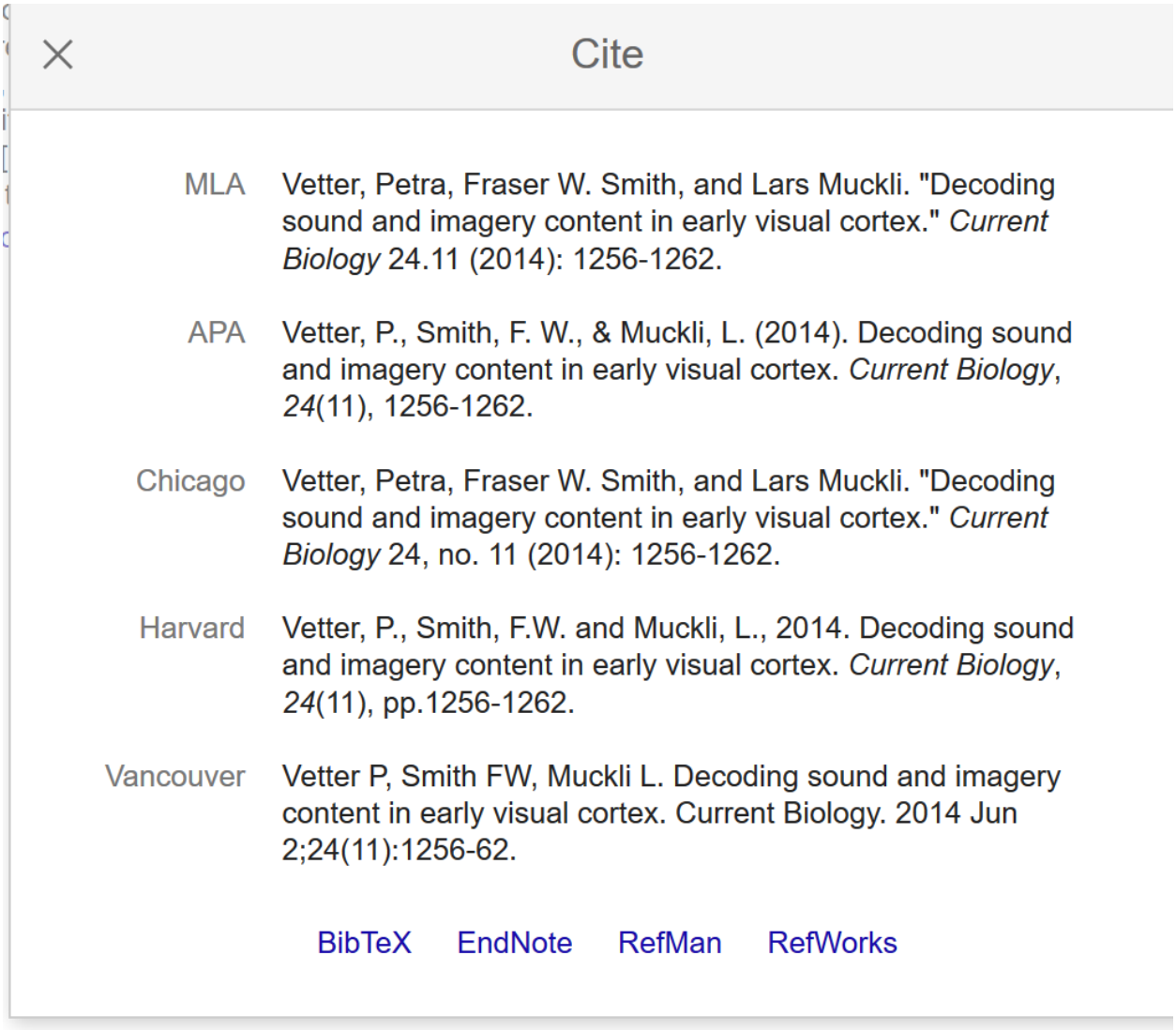
Copy the citation:



Enter the citation into scholar.google.com:

Select the citation double-quote icon:

Follow it to the Google Scholar list of citation formats:



Select the "BibTeX" format:

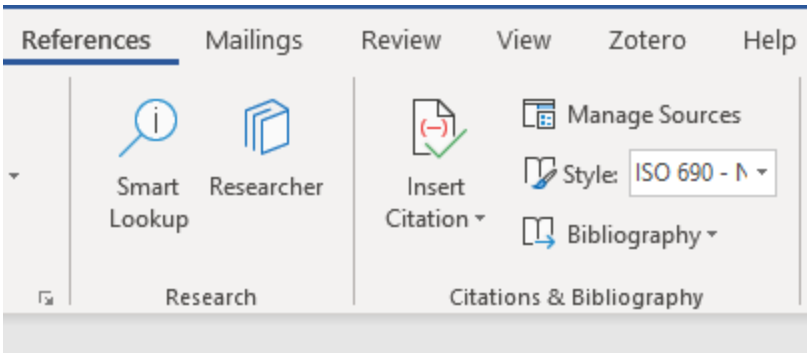
```
@article{vetter2014decoding,
  title={Decoding sound and imagery content in early visual cortex},
  author={Vetter, Petra and Smith, Fraser W and Muckli, Lars},
  journal={Current Biology},
  volume={24},
  number={11},
  pages={1256--1262},
  year={2014},
  publisher={Elsevier}
}
```

Copy this BibTex entry into a temporary plain text working file named something like "MyNewSources.bib". You can do this for all of the sources you are now retrieving, copying them into the work file one after the other:

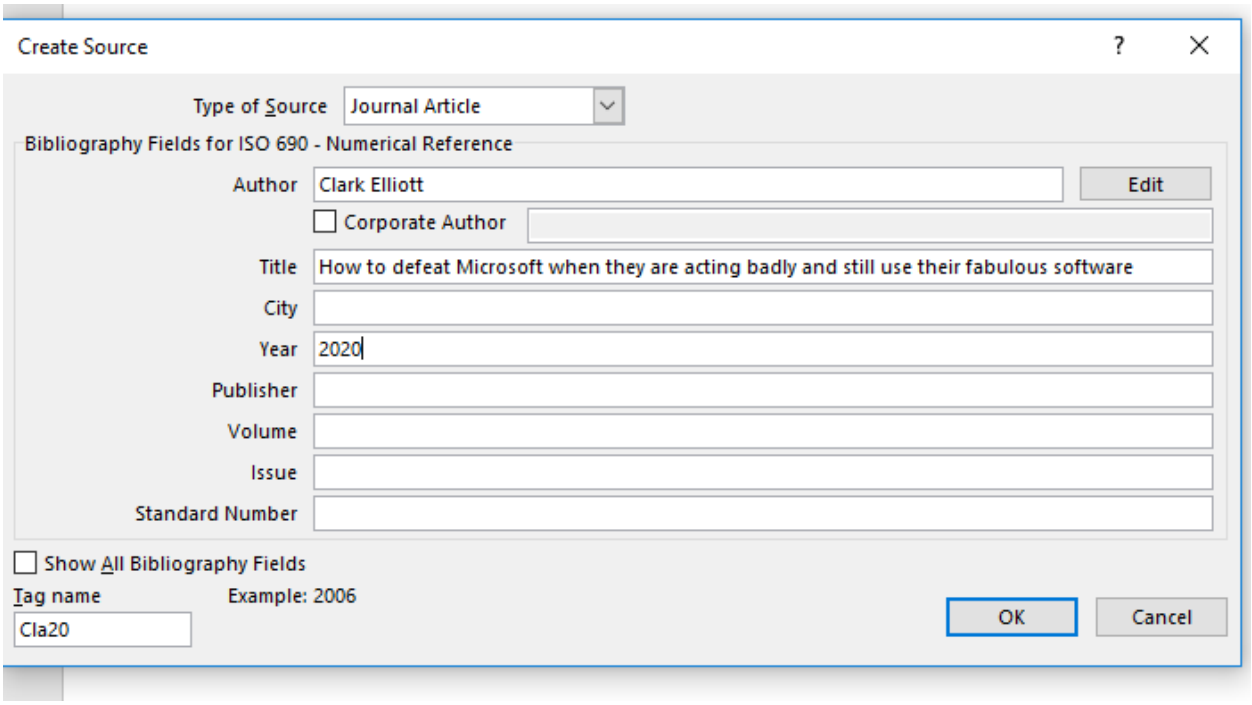
```
@article{vetter2014decoding,
  title={Decoding sound and imagery content in early visual cortex},
  author={Vetter, Petra and Smith, Fraser W and Muckli, Lars},
  journal={Current Biology},
  volume={24},
  number={11},
  pages={1256--1262},
  year={2014},
  publisher={Elsevier}
}

@article{van2008non,
  title={Non-visual photoreception: sensing light without sight},
  author={Van Gelder, Russell N},
  journal={Current Biology},
  volume={18},
  number={1},
  pages={R38--R39},
  year={2008},
  publisher={Elsevier}
}
```

Creating your initial bibliography file in Microsoft Word:

Before you can integrate new references into your own, persistent, Microsoft Word bibliography file, you need to create it. What you are after is to create SOME file that Word currently names Sources.xml. To do this, you will *manually* enter the most trivial first bibliography entry into **Microsoft Word**. Edit a file Junk.docx. Under the **References** tab, select **Insert Citation**, then **Add New Source.**



Then, fill in the most rudimentary placeholder entry into the Create Source input box:



From time to time you may still have to use this manual entry mechanism, so it is good to know about anyway. But we strongly prefer to get full references from online sources directly: it will save a boatload of time, and it will be more accurate and consistent.

Save the entry. This SHOULD create the all-important Sources.xml file on your disk.

Note: For some reason Microsoft is acting in bad faith here, in an obstructionist way, in my opinion. I cannot imagine why they make so exceedingly difficult for users to use modern bibliographies with their Office product in native mode. This should simply be a matter of

loading an XML file into Word as needed. But, I have tracked down all the resources necessary to complete the process.

It is very important for you to locate (your new, or existing) Sources.xml file on disk. For example, in my Windows system it is located here:

Sources.xml

c:/Users/E/AppData/Roaming/Microsoft/Bibliography/Sources.xml

On your Mac system it will be located somewhere similar.

Note:

1) You MUST first create the file, to find the directory, by making at least one entry and saving it to disk (as above). Sources.xml does not exist by default.
2) Microsoft ***goes out of their way to hide this file from you.*** If you attempt to find the "Roaming" directory through File Explorer, for example, it will probably be hidden in that directory. For example, when I view the C:\Users\E directory, AppData is hidden.
3) You might need to search your disk for *.xml or Sources.xml to locate the directory that Microsoft Word uses.
4) If you have an existing file, and play with making a new one, be sure to make a copy of the old file so you don't lose any of your old references:

   - Copy Sources.xml MyOldSources.xml (or cp on Unix / Mac)

A note on Zotero:

Zotero is a fine, free bibliographic reference manager that is integrated with both web browsers and Microsoft Word, as well as Google Docs. If you are *very careful* you can use it effectively to manage your bibliographic sources. However, I cannot, myself recommend it at this time. Zotero is maintained as open-source software by George Mason University. The problem is that (as near as I can tell) for browser integration Zotero requires that you turn over full browser-scraping capabilities in the browser extension. This means that you give permission to open-source Zotero to read (and process) *everything* you type into a browser input box (including passwords, credit card numbers and etc.). I am not will to do this or to recommend that you do so either.

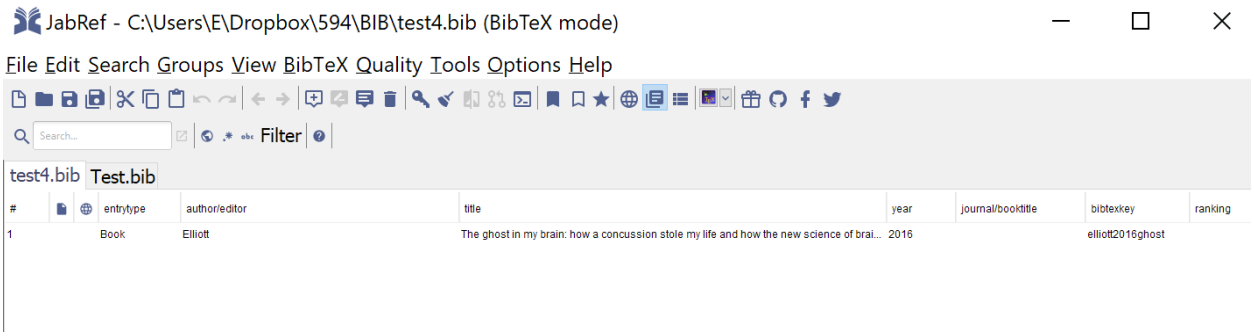
To safely use such a browser extension you would need to start a new browser session, clear your cache, turn ON the Zotero browser extension (which is OFF at all other times) search for bibliographic materials and NEVER use the browser for anything else during that session. Then turn OFF the browser extension. The hacking risks are too great, and the worst consequences extreme.

In addition, Zotero does not import or export XML files (the industry standard for this kind of thing), making it much less portable than the solution that follows.

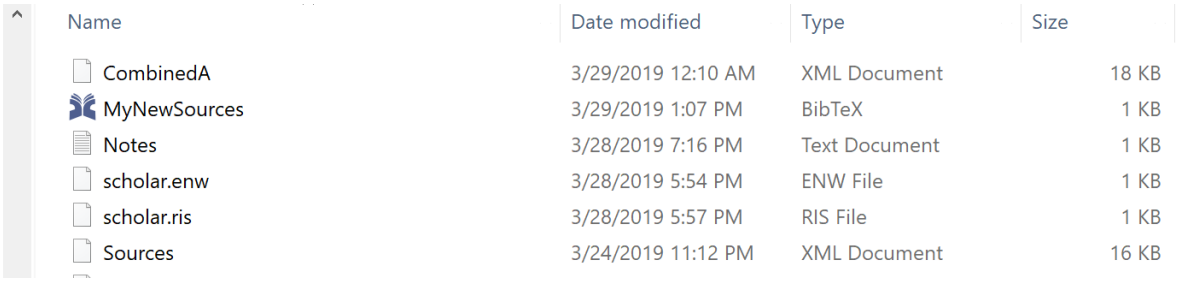
https://en.wikipedia.org/wiki/Zotero

Using JabRef and Google Scholar) to create and merge your XML source files:

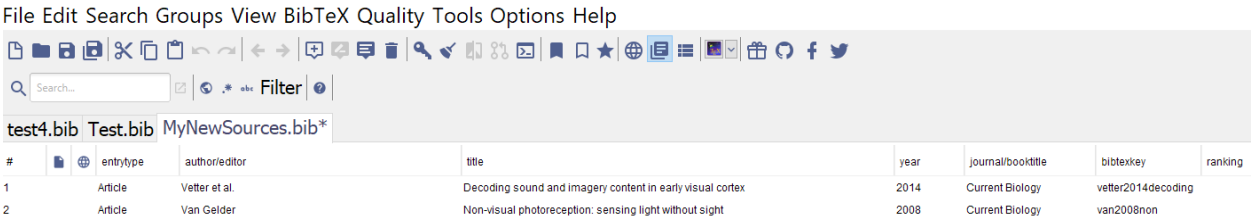
After downloading and installing the free opensource bibliographic reference manager **JabRef** from https://www.jabref.org/ , open JabRef. (Note that most bibliographic software will be similar. JabRef has high marks, is open source and was an easy install. Interpolate if you use different software. The goal is to merge your new references into your existing Word master bibliography.):



Select **File / Import into new library** and import your MyNewSources.bib file:

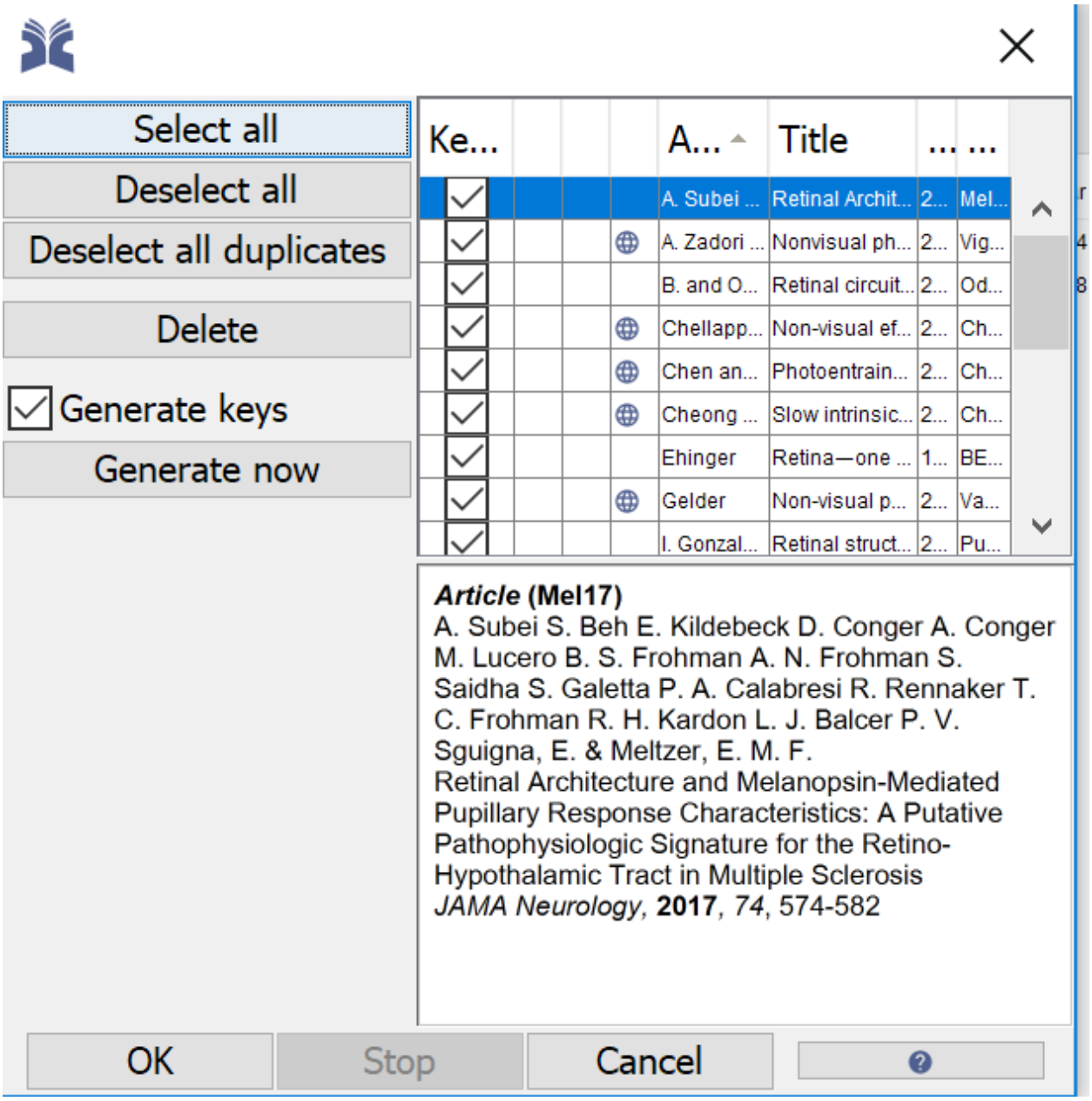


You can now see that your references have been captured in JabRef:

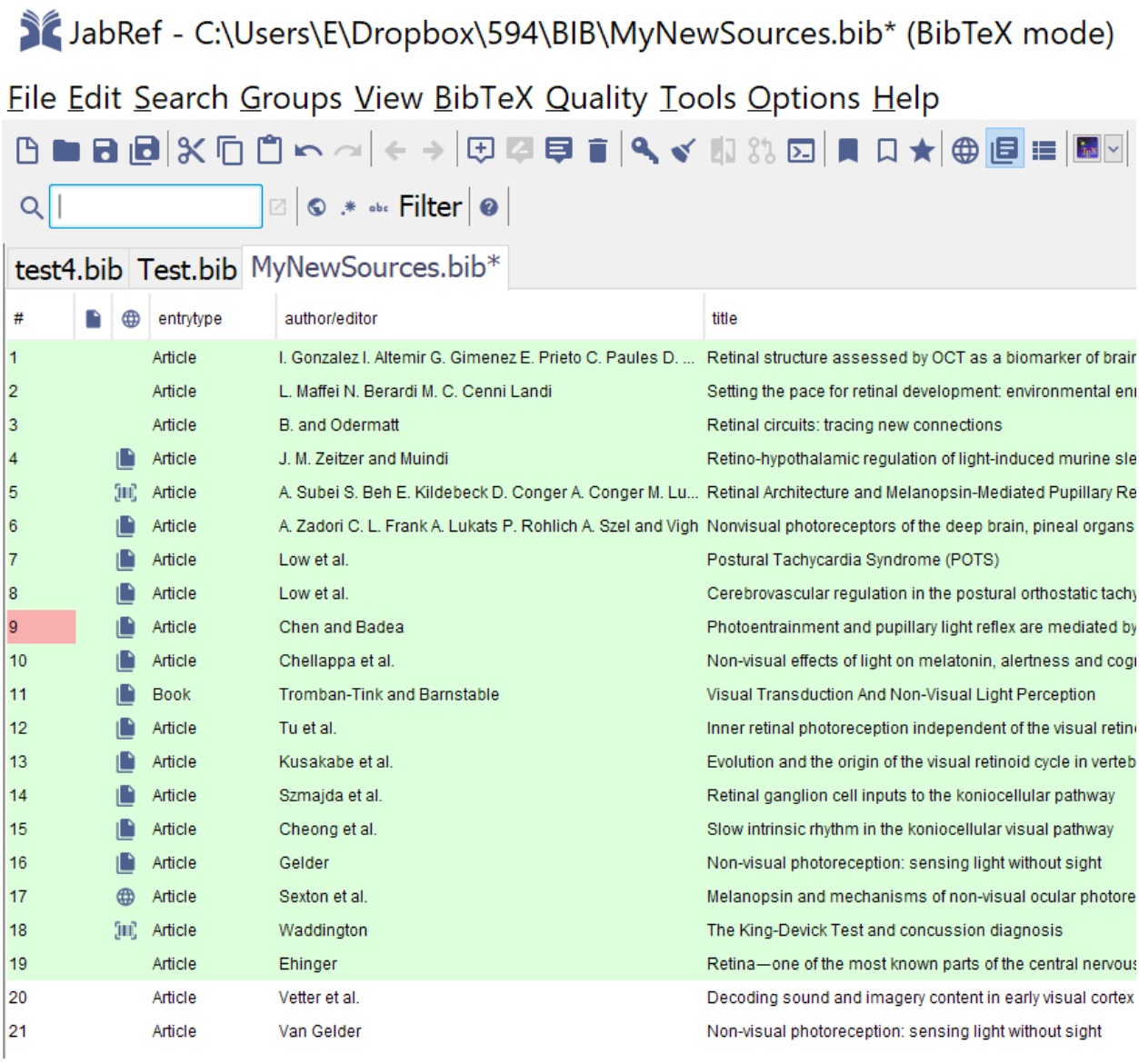


At this point you can save your database in any format you wish, including in Word format. But in our exercise we can to also merge this with an existing database called Sources.XML (see above) representing our existing Word database. If you don't have an existing Word bibliographic database, you don't need to perform the merge step this time. But you will in the future.

Select **File / Import into current library** and import your Sources.XML file:



You have now merged your two bibliographies – the old master bibliography (presumably from Word) and your new MyNewSources bibliography:

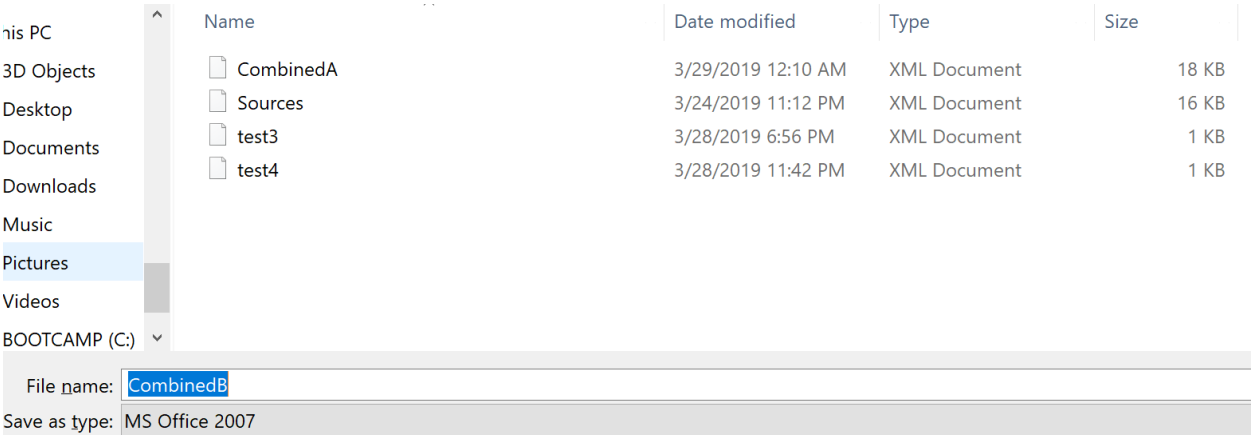


#	entrytype	author/editor	title
1	Article	I. Gonzalez I. Altemir G. Gimenez E. Prieto C. Paules D. ...	Retinal structure assessed by OCT as a biomarker of brair
2	Article	L. Maffei N. Berardi M. C. Cenni Landi	Setting the pace for retinal development: environmental en
3	Article	B. and Odermatt	Retinal circuits: tracing new connections
4	Article	J. M. Zeitzer and Muindi	Retino-hypothalamic regulation of light-induced murine sle
5	Article	A. Subei S. Beh E. Kildebeck D. Conger A. Conger M. Lu...	Retinal Architecture and Melanopsin-Mediated Pupillary Re
6	Article	A. Zadori C. L. Frank A. Lukats P. Rohlich A. Szel and Vigh	Nonvisual photoreceptors of the deep brain, pineal organs
7	Article	Low et al.	Postural Tachycardia Syndrome (POTS)
8	Article	Low et al.	Cerebrovascular regulation in the postural orthostatic tachy
9	Article	Chen and Badea	Photoentrainment and pupillary light reflex are mediated by
10	Article	Chellappa et al.	Non-visual effects of light on melatonin, alertness and cogı
11	Book	Tromban-Tink and Barnstable	Visual Transduction And Non-Visual Light Perception
12	Article	Tu et al.	Inner retinal photoreception independent of the visual retin
13	Article	Kusakabe et al.	Evolution and the origin of the visual retinoid cycle in verteb
14	Article	Szmajda et al.	Retinal ganglion cell inputs to the koniocellular pathway
15	Article	Cheong et al.	Slow intrinsic rhythm in the koniocellular visual pathway
16	Article	Gelder	Non-visual photoreception: sensing light without sight
17	Article	Sexton et al.	Melanopsin and mechanisms of non-visual ocular photore
18	Article	Waddington	The King-Devick Test and concussion diagnosis
19	Article	Ehinger	Retina—one of the most known parts of the central nervous
20	Article	Vetter et al.	Decoding sound and imagery content in early visual cortex
21	Article	Van Gelder	Non-visual photoreception: sensing light without sight

Detail:

18	Article	Waddington	The King-Devick Test and concussion diagnosis
19	Article	Ehinger	Retina—one of the most known parts of the central nervous system
20	Article	Vetter et al.	Decoding sound and imagery content in early visual cortex
21	Article	Van Gelder	Non-visual photoreception: sensing light without sight

Select **File / Export** and export your new combined bibliography to disk. Here we use the name CombinedB.xml (which will be XML that is compatible with MS Office):

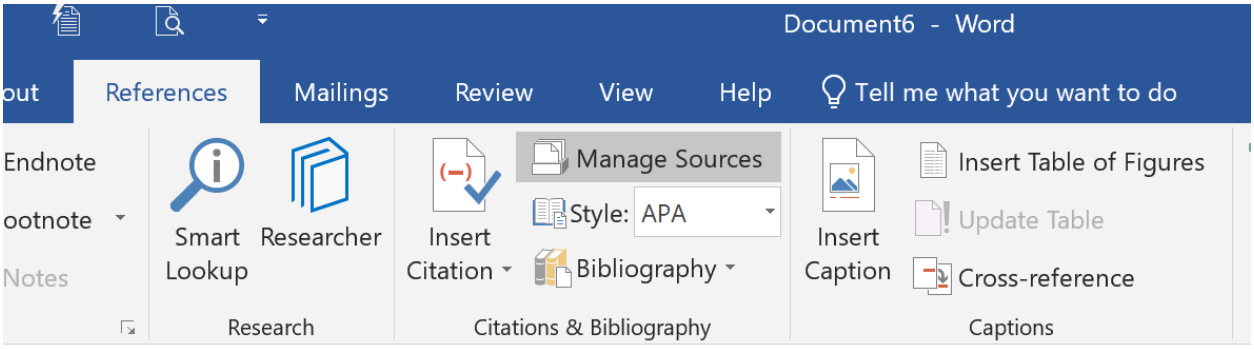


Here is what the CombinedB.xml file looks like (snippet showing the Vetter entry):

```
<b:BIBTEX_Entry>article</b:BIBTEX_Entry>
<b:SourceType>JournalArticle</b:SourceType>
<b:Title>Decoding sound and imagery content in early visual cortex</b:Title>
<b:Tag>vetter2014decoding</b:Tag>
<b:Publisher>Elsevier</b:Publisher>
<b:Author>
<b:Author>
<b:NameList>
<b:Person>
<b:Last>Vetter</b:Last>
<b:First>Petra</b:First>
</b:Person>
<b:Person>
<b:Last>Smith</b:Last>
<b:Middle>W.</b:Middle>
<b:First>Fraser</b:First>
</b:Person>
<b:Person>
<b:Last>Muckli</b:Last>
<b:First>Lars</b:First>
</b:Person>
</b:NameList>
</b:Author>
</b:Author>
<b:Pages>1256-1262</b:Pages>
<b:JournalName>Current Biology</b:JournalName>
<b:Number>11</b:Number>
</b:Source>
<b:Source>
<b:Issue>3</b:Issue>
<b:Year>2009</b:Year>
<b:Volume>20</b:Volume>
<b:BIBTEX_Entry>article</b:BIBTEX_Entry>
<b:SourceType>JournalArticle</b:SourceType>
<b:Accessed>2019-03-24</b:Accessed>
<b:Title>Postural Tachycardia Syndrome (POTS)</b:Title>
<b:Tag>Low2009</b:Tag>
```

Loading our new master sources file and creating our bibliography in Word.

Now we will use our new bibliography file to create a bibliography and citations in our text pointing to it. Open your new Word document, select the **References** tab and **Manage Sources** within it. For this example we will use APA style, but you can choose this anew whenever you create a new paper:



This is my test paragraph

Now create a new Word bibliography for the paper and add your sources. We will add three citations, using the two new ones we created in this example (Vetter et al. and Van Gelder) plus one from our old master bibliography (Waddington):

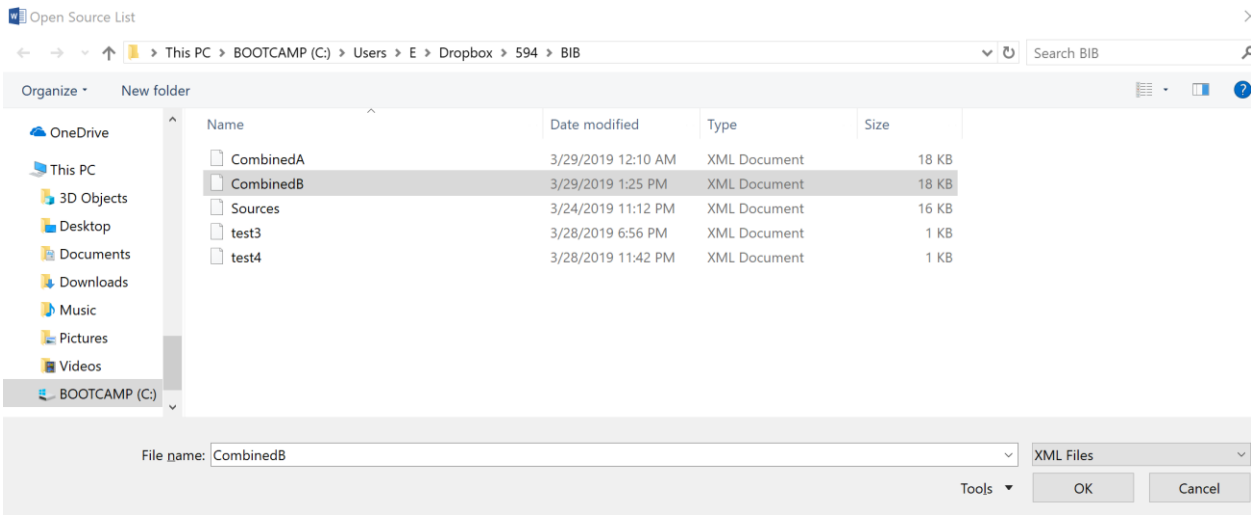
First, click on **Bibliography** to create a new bibliography:

This is my test paragraph

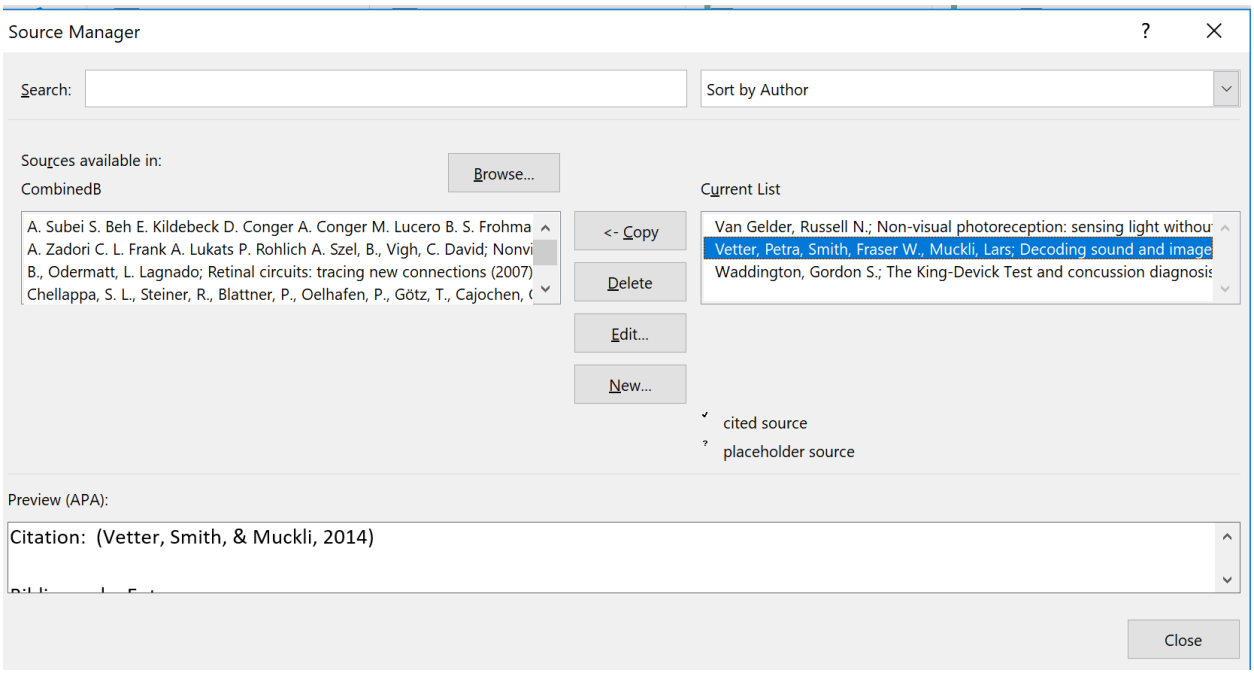
Bibliography

There are no sources in the current document.

Now, use **Manage Sources / Browse** to search for your new **CombinedB.xml** bibliography file. NOTE: Be SURE to first note, and SAVE, the location of your CURRENT bibliography file. You certainly may want to get back to this location, and Word will not help you find it. Note also that under Windows the AppData directory may not display in your graphics listings of directories, so you will have to type it into the search bar directly if you want to return to the current location:



Still under the **Manage Sources** tab, add the three references from your **master list** (now called **CombinedB.xml**) to your **current list:**



Rebuild your bibliography by clicking on the tab that appears near the top of the bibliography object in your Word file when you click on it:

This is our test paragraph

Bibliography

There are no sources in the current document.

After the update, everything in your **Current List** will appear in the bibliography:

This is my test paragraph

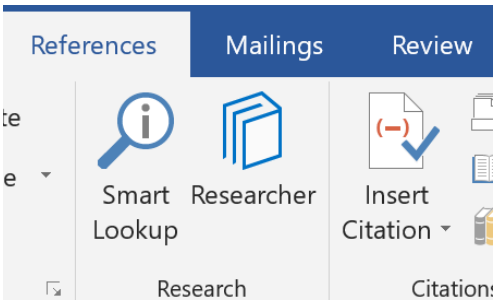
Bibliography

Van Gelder, R. N. (2008). Non-visual photoreception: sensing light without sight. *Current Biology, 18*, R38--R39.

Vetter, P., Smith, F. W., & Muckli, L. (2014). Decoding sound and imagery content in early visual cortex. *Current Biology, 24*, 1256-1262.

Waddington, G. S. (2017). The King-Devick Test and concussion diagnosis. *Journal of Science and Medicine in Sport, 20*(8), 707. doi:10.1016/j.jsams.2017.06.009

Now using the "Insert Citations" on the same **References** tab, add the three references to our new test paragraph:



This gives us:

This our test paragraph. In it, from our new sources that we have merged into the current master bibliography we refer to our new reference Vetter (Vetter, Smith, & Muckli, 2014). We also have something to say about our new reference Van Gelder (Van Gelder, 2008) and our old reference Waddington (Waddington, 2017).

Now that everything is entered into our master bibliography we can generate many styles of bibliography, as required by differing conference or journal submission specifications.

Bibliography

Van Gelder, R. N. (2008). Non-visual photoreception: sensing light without sight. *Current Biology, 18*, R38--R39.

Vetter, P., Smith, F. W., & Muckli, L. (2014). Decoding sound and imagery content in early visual cortex. *Current Biology, 24*, 1256-1262.

Waddington, G. S. (2017). The King-Devick Test and concussion diagnosis. *Journal of Science and Medicine in Sport, 20*(8), 707. doi:10.1016/j.jsams.2017.06.009

If we wish, we can now generate an entirely different style of bibliography and citation style. In this case we chose IEEE style and the citations and bibliography are *automatically* updated:

This our test paragraph. In it, from our new sources that we have merged into the current master bibliography we refer to our new reference Vetter [1]. We also have something to say about our new reference Van Gelder [2] and our old reference Waddington [3].

Now that everything is entered into our master bibliography we can generate many styles of bibliography, as required by differing conference or journal submission specifications.

Bibliography

[1] P. Vetter, F. W. Smith and L. Muckli, "Decoding sound and imagery content in early visual cortex," *Current Biology,* vol. 24, pp. 1256-1262, 2014.

[2] R. N. Van Gelder, "Non-visual photoreception: sensing light without sight," *Current Biology,* vol. 18, pp. R38--R39, 2008.

[3] G. S. Waddington, "The King-Devick Test and concussion diagnosis," *Journal of Science and Medicine in Sport,* vol. 20, no. 8, p. 707, 2017.

Summary:

We have now completed our tour of the DPU library when hunting for online versions of articles, and their citations. We have learned how to locate the resources that DePaul pays for. We have seen several ways to take advantage of Google Scholar. We further captured the citations, took them through several conversion steps and merged them into our Word master XML-format bibliography using the http://JabRef.org software. This is our *permanent* bibliography and can used to automatically generate any style reference, for any future paper.