# Frequently Asked Questions

M:\OD\FED Research Outputs\Outputs by Datasets Used\Output\_Tracking

## General

1. Can we have our shared library all\_outputs\_test open for editing at the same time?

*No, only one person can have it open at a time. We might need to schedule times for key users.*

1. What are the reference types that we want to capture and what does each reference type correspond to?

*Suggestions below – to be finalized.*

|  |  |
| --- | --- |
| **Output** | **Endnote Reference Type(s)** |
| Journal articles | Journal Article |
| ERRs, EIBs, TBs, EBs | Report |
| Charts of note | Chart or Table; Figure |
| Amber waves articles | Electronic Article |
|  |  |
| Data summaries/visualizations | Dataset |
| Web page updates | Web Page |
|  |  |
| Other government publications | Government Document |
|  |  |
| University working papers | Unpublished Work; Manuscript |
| Dissertations | Thesis |
|  |  |
| Conference presentations | Conference Paper |
| Seminars | Conference Paper – list conference name as “Seminar” |
|  |  |
| Briefings | ? |
| Staff analysis | ? |
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## Data Entry

There are four ways to add an output to the EndNote library. They are listed in the order of least effort.

1. For most journal articles the bibliographic information is embedded in the first few pages of the PDF, so Endnote will import most information directly. You can also use this with other types of Outputs, but you will need to manually add more information.
   1. Collect all journal articles you want to import in one folder. Make sure that this folder only contains PDFs that you want to import.
   2. Open the EndNote library that you want to import the articles. Got to:

File-> Import ->Folder and select the folder where you put the articles. Be sure to select “discard duplicates”. If you believe it will take more than one session to review your imports, create a “group set” to isolate the imports from the rest of the library. Click on “Import”.

* 1. EndNote will import all PDFs and assign as much information as it can, and create a temporary group with all imports.
  2. Manual Review:
     1. Review all information that EndNote added for accuracy.
     2. Copy and paste abstract information to the EndNote library
     3. Add the keywords for the ERS data sources (see table below), so that EndNote will automatically add the Output to the correct Data Set’s smart-group(s).
     4. Determine if the journal is in the ERS journal ranking tool. Add the appropriate tier keyword to the keywords field: Econ Tier 1, Econ Tier 2, Econ Tier 3, NonE Tier 1, NonE Tier 2, or NonE Tier 3. These will be automatically added to the corresponding smart group sets. If you cannot find the journal in the ERS journal ranking list, please enter “JTier N/A” as a keyword.
     5. Determine the “level of use,” which are defined to be “analyzed,” “chart,” or “citation”. Then add one of these words to the keywords field. These will be automatically added to the corresponding smart group sets.
     6. Select the appropriate “EndNote Reference Type” (above) for the type of output.
     7. Press ctrl-S to save your edits.
  3. If you created a group set for the imported files, be sure to remove it when you finish reviewing all references.

1. Copy from another Endnote Library: If you already have the reference in another EndNote Library, you can copy it directly to the Output EndNote Library.
   1. Select the reference(s) and right click. Select “Copy References To” -> Output library.
   2. Follow the “Manual Review” steps above.
2. Import just the citation from Google Scholar or other search engine.
   1. If you are using Google Scholar click on the three horizontal lines on the left of the Google Scholar homepage (<https://scholar.google.com>), and choose settings. Under bibliography manager, choose “Show Links to import citations into Endnote”. Save your settings. When you find articles, Google Scholar will give you the option to import into Endnote.
   2. For other search engines, Look for the “cite” button after finding the article on the web, and choose “EndNote”. (Some have it and some do not.)
   3. After you download the citation, double click and it should open EndNote and add the citation.
   4. Follow the “Manual Review” steps above
3. Manually enter:
   1. From the EndNote library, References -> New (or ctrl-N).
   2. Enter the information
   3. Follow the “Manual Review” steps above.

## Key Words

When any of the keywords listed below are included in the “keywords” part of the EndNote citation, the citation will automatically be added to the smart-group for the data source, journal tier, and level of use. When you add a reference to the library, be sure to include the appropriate key words.

*Data product managers: please fill in below.*

|  |  |
| --- | --- |
| **Data Source** | **Keywords** |
| Eating and Health Module | EHM  Eating and Health Module  Eating & Health Module |
| Flexible Consumer Behavior Survey | FCBS  Flexible Consumer Behavior Survey |
| Linkages | Linkages  PPC  PPFPT |
| IRI | IRI  Consumer Network  Infoscan  scanner data  retail scanner data  household scanner data |
| TDLinx | TDLinx |
| FoodAPS | FoodAPS |
| NPD Recount | NPD Recount |
| Administrative Data Platform (Census) | Admin; Census; State Level |
| Food Security (CPS, NHANES, NHIS) | NHANES-FSQ  CPS-FSQ  NHIS-FFS  FSSM |
| Food Availability | ? |
| Others? |  |
|  |  |
|  |  |
|  |  |

1. ERS journal rankings keywords

|  |
| --- |
| Econ Tier 1 |
| Econ Tier 2 |
| Econ Tier 3 |
| NonE Tier 1 |
| NonE Tier 2 |
| NonE Tier 3 |

Note: If you cannot find the journal in the ERS journal ranking list, please enter “JTier N/A” as a keyword.

1. Level of Use

We are currently tracking three types of citations: data are mentioned and then **analyzed**, data are mentioned and then used in a **chart**, or data product is mentioned but then ends up only in the **citation** list or bibliography.

|  |  |
| --- | --- |
| Keyword | Description |
| Analyzed | Use when the data product is actually used in the analysis. As a general rule there should be a reference to the data or report in the data section of the paper. |
| Chart | Use when the manuscript uses a chart from the ERS website (e.g. topic page, chart of note) from a report (e.g. technical bulletin), or they used the data to create a chart. Generally, the charts will appear in the introduction or background section of the paper. |
| Citation | Use when the data-report or data are cited, but not used for a chart or analysis. The citation can occur anywhere in the paper. |

Note: In some cases one ERS data product will be used for a chart or citation while another one is used for analysis. In this case, indicate which data is used for each purpose:

PPC - chart

FCBS - analyzed

## Analysis of Endnote Library

1. How do we identify duplicates?

<https://libhelp.ncl.ac.uk/faq/173447>

* With the Library window open, click on the **All References group** to show all references.
* From the References menu, choose **Find Duplicates**.
* EndNote will display a **Find Duplicates dialog box**, where you can compare duplicates and decide which version to keep and which to delete.
* For each set of duplicates, you have the option to:
  + **Click Keep This Record** to save that particular reference and throw the other one in the Trash.
  + **Click Skip to leave both references** in the library, intact. They will appear in a temporary Duplicate References group, so you can review them later.
  + **Click Cancel to automatically instruct EndNote to select the most recently-entered version(s) of each duplicate reference as the one(s) to be removed.** If you move the selected references to the trash, they will be removed from the library, removing all duplicate copies EndNote found. All duplicates  (including the original copy of the reference which will not be selected when the group window is created) will appear in a temporary Duplicate References group if you wish to review them. Do NOT simply move all references in the Duplicate References group to the trash unless you want to remove all copies of all references duplicated, including the original

1. How do we find references that are in two or more group sets?

This can be done by creating a new smart group.

1. How can I create a word cloud from the abstracts of outputs that use my data source?

*Verify that the abstract for each of the references you want to include in your word cloud is in the Endnote library. If not, manually copy and paste the missing abstracts into the Endnote library.*

*Next, open MS Word and install a word cloud add-in (e.g. “Pro Word Cloud” by going to Insert 🡪 Store).*

*Now go to the “EndNote X7” tab on Word. Set the style to “Annotated”, select the citations from the Endnote database, and insert the selected citations into the MS Word document. If you use the “Annotated” reference style the abstracts should appear under each citation.*

*Finally, select all the abstract text you want to use to generate your word cloud and then use Pro Word Cloud to generate a word cloud.*

# Handout

1. Endnote resources[[1]](#footnote-1)
2. EndNote is widely used. You can find answers and how-to videos for most of your questions.

# Other Questions from Data Product Managers

1. What are the advantages and disadvantages of using DOIs for ERS publications?
   * See Benefits of DOIs for Tracking Outputs.docx
2. Do we want to attach *pdfs* of presentations, working papers, and journal articles for each reference? Including them makes the database larger, but makes it easy to find the reference.

* We originally proposed creating a new library for each year, but this may be difficult to use and maintain. Suggest waiting until the library becomes slow and then move older references to an archived library.

# Questions for Data Product Managers – To Be Discussed

1. Aside from presentations, working papers, and journal articles, what other outputs do we want to track?
   * Do we also want to capture internal outputs such as EIBs, ERRs, Charts of Note, etc.?
   * We cannot create new reference types for a shared library. New reference types are created in the individual user’s profile and thus are not attached to the library itself. Thus, other outputs would need to use the existing EndNote reference types.
   * Sorting needs to be done by keywords.
2. We need a full list of data sources and abbreviations used so we can create *smart groups*.
   * We can create a smart group for each data product in which references that have a given keyword (e.g. any reference with *EHM* in the keyword field will be automatically added to the *Eating and Health Module* smart group).
   * In order to keep the number of smart groups to a manageable number, we ask that smart groups be at a higher level (e.g. Food Security, IRI) and data product managers use key word searches to distinguish (e.g. CPS-FSS for food security in the CPS, or The Consumer Network)
3. Do we need these key-words (not smart groups)?
   * ERS-funding
   * ERS-author

1. Please see links to Endnote resources (Endnote class links.pdf) in the output tracking shared folder: [M:\OD\FED Research Outputs\Outputs by Datasets Used\Output\_Tracking](file:///M:\OD\FED%20Research%20Outputs\Outputs%20by%20Datasets%20Used\Output_Tracking). [↑](#footnote-ref-1)