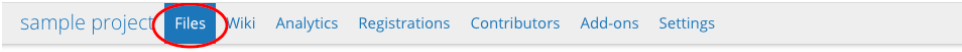
mtl.how/osf cheatsheet (Updated 2019_12_27)

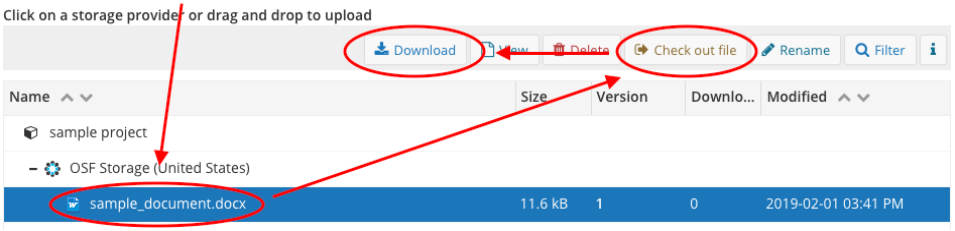
How to check files in/out of OSF

1. Look for the manuscript name under “Title”

2. Click on “Files” at the top next to the manuscript name

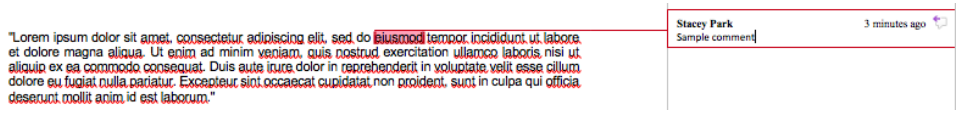


3. Click on file (under OSF Storage), check out file, and



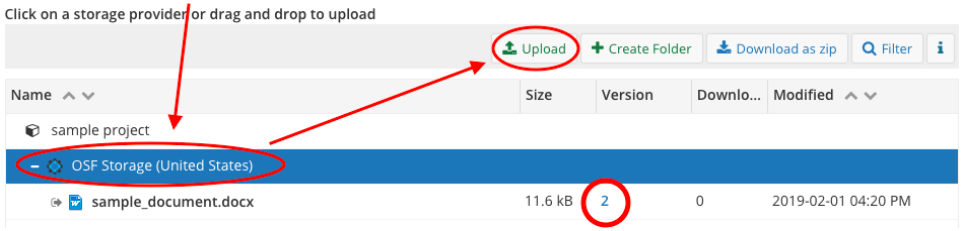
Note: DO NOT post any manuscripts drafts under the “GitHub” section. This section is PUBLIC and updates in real time. Manuscripts CANNOT be public until official publication.

4. Open manuscript and make edits with track changes on



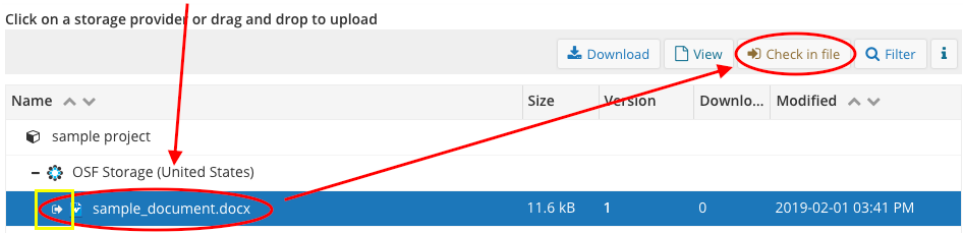
5. Click on OSF Storage and upload file

Note: OSF does automatic version control so do not rename the file. Notice how it says “2” under “Version”.



6. Click on file name and check in file

Note: Arrow symbol indicates file is checked out. It will disappear once the file is checked in.



In-Text Citation Format for Citekeys

Citation key format: [@ + last name of first author + year of publication + first word of title (excluding function words i.e. a, an, the, but, of, etc.)] = i.e. [@zimmerman2020system; @zimmerman2000models]

Setup BetterBibTex with Zotero

1. Download BetterBibTex for Zotero here:

- <https://retorque.re/zotero-better-bibtex/installation/>

Add Better BibTex as an Extension in Zotero:

- In Zotero, click on Tools > Add-ons
- Click on the gear icon, "Install Add-on From File", select .xpi file, then "Restart now."

Better BibTeX Set Up

- Once Zotero restarts, a pop-up will appear to configure BetterBibTeX.
- Click "Next" through the Set Up (Select "I have used BBT before" when prompted) until you're finished.

Set Up Citation Parameters

- Click on Tools > Add-ons > Options
- For Citation key format, enter: [auth:lower][year][veryshorttitle1:lower]
- Under "QuickCopy format", use "Pandoc" and check the box for "Surround Pandoc citations with brackets""

Refresh citekeys to match new format

- Select all citations (Ctrl + A), right click & select "Better BibTeX", then select "Refresh Better BibTeX key"

Chat

1. Click on Chat Icon in upper right corner

2. Add page URL &

Add URL of the page you are on. Alert specific collaborators by typing "@" followed by the name.

Knit Manuscript in R Markdown

Download the .bib and .csl file

- In Zotero, Under "Group Libraries", right click on TeamPSD > Export Library > Better BibTeX > Keep Updated > Ok
- Search for the citation style and download the related .csl file here: www.zotero.org/styles

Create an R Markdown file

- Copy + paste manuscript including citation keys to a new R Markdown file.
- Add "# References" to end of the R Markdown file to auto-generate a references list at the end
- Put the .bib & .csl file in the same working directory (folder) as the R Markdown file
- Add the YAML header below:
  title: Insert Manuscript title here
  output: html_document
  bibliography: Add .bib file name here (i.e. teampsd.bib)
  csl: Add .csl file name here (i.e. apa.csl)
- Select "Knit" at the top