

LTER All-site Bibliography Site Administration (24 October 2006)

The site management interface can be reached from the “Administration” tab on

<http://intranet.lternet.edu> or via:

<http://savanna.lternet.edu/biblio/index.php>

Either approach requires a login - successful authentication should then provide you with authorization for managing your sites bibliography entries. The interfaces are still being refined so don't be surprised if things change from day-to-day – although cosmetic details may change, the general functions will remain the same.

You have three options for approaches to take for entering bibliographic entries:

1. [Add Record](#) | Enter the the bibliographic entry one record at a time directly into the web interface. (This feature is primarily for the standard methods and obfs bibliography groups).
2. [Bulk Upload](#) | Upload an EndNote Export file.
3. [URL Harvest](#) | Harvest an EndNote Export generating URL.

The process to follow for the 2 or 3 is to upload or harvest first – you can verify this to be successful by clicking on the filename or “site Registered URL” link and viewing your file. Then, select “validate” from the record for the file you just uploaded. This will produce a log of information that will help you to debug your file (“view log”).

Unfortunately it's not yet as friendly as it could be and it's based on records in the file and not the accession numbers but you relate the two and usually find the problems. Once the file validates successfully there will be an “ingest” menu option available. Ingestion completes 99% of the time now because of the more detailed validation step and the accession numbers. You can view your records by returning to [Return to Site Admin Page](#) |. From this page you can see a brief report of your current bibliographic records (and personnel records) in the database at [View Database Report](#) |.

Note: Endnote export format is no longer the default in EndNote 7 and 8. You have to go and select it from the style list and make it available and then check it off in the pull-down before it works. If you have a URL that you want harvested on a regular basis for this purpose please email it to me and I will incorporate it into the harvester configuration once it's complete. There is an EndNote Tag reference available at:

<http://savanna.lternet.edu/reports/endnotetags.php>

Changes in the current version:

1. The database now recognizes only LTER funded publications (however you determine that). There is no longer a checkbox for this attribute.
2. Create individual author entries. EndNote now supports individual author entries and those entries that have them are ready for EML. This level of granularity is necessary to be compliant with EML and to allow the linking of individuals to publications in the database.
3. Accession number is now required and is represented by %M – accession numbers must begin with the site code but may be followed by any reasonable numbering scheme. Email me when you've successfully incorporated accession number and I will delete your old entries if necessary.
4. The database now supports digital object identifiers (DOI) in use by most commercial publishers. These numbers should be represented by the %R tag.
5. Each entry in a record must be on a single line. This is the most common error that I encounter. Endnote will let you put in carriage returns in some fields but I can't deal with them. You'll have to filter them out. The new validate script is sensitive to this error.
6. For published abstracts use type "Conference Paper" - do not use type "Conference Proceedings".

General Guidelines for LTER Bibliographic Entries:

Provide Year, title, author, reference type, and accession number for all bibliographic entries. Year should be either a 4-digit year format or "in-press". Other dates, such as conference dates should go in the date field.

Enter All authors (including the first one) as Lastname, (Firstname Middle Initial) or (Initials).

If you are generating bibliographic entries from a database use the EndNote controlled vocabulary for "reference type" (e.g., "Journal Article", "Book Section", "Edited Book", "Conference Proceedings", "Thesis"). These drive the automatic display and editing interfaces.

Use full journal names as registered with the Library of Congress. Do not use society specific Journal abbreviations in the Journal/secondary_title field. EndNote can easily convert these names for you. If you really need them, put them in one of the custom fields.

As always, Email tech_support@LTERnet.edu and/or call me directly (505.277.2535) for help or bug reports.