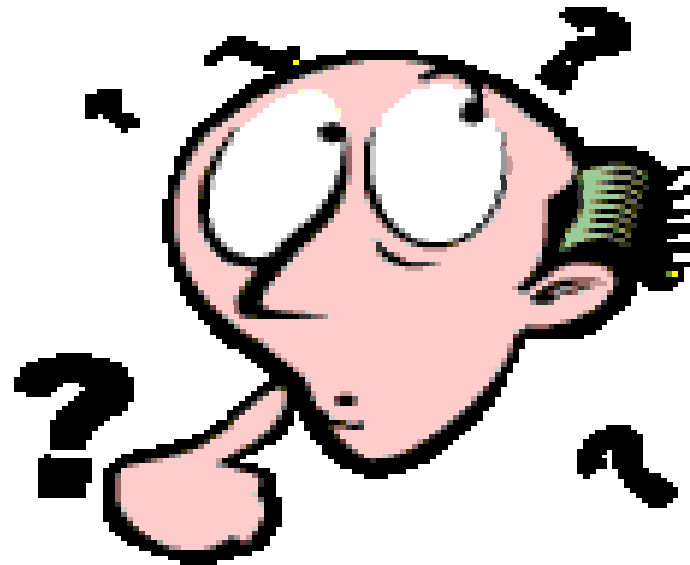


How do I Globally Edit Author Names in ProCite?



What's the Problem?

ProCite has specific rules about how data should be entered into Author fields (01, 07, 16, and 30). Please refer to the next slide.

A definition you might need

ProCite creates “bibliographies”, which we submit to The Cochrane Library publisher. A “bibliography” is a tagged text file submitted to the publisher by the US Cochrane Center (USCC), with author names separated by commas, as specified in the CENTRAL Management Plan (CMP), Chapter 6, Appendix A

<http://www.cochrane.us/centralmn.htm#HS>.

Rules for Entering Data into Author Fields

1. For downloaded or manually entered records with multiple authors ProCite allows to separate author names with:

- **semicolon (;)**
- **double slash (//)**
- **carriage return** (hit "enter" on your key board)



as stated in the ProCite User's Guide (Chapter 6, page 127), or use "Help" button at the top of the screen in ProCite for guidelines.

2. Use only one of these separators for all records (*be consistent!*) and it will be easier to edit your specialized register, if necessary.
3. *Do not use commas (,)* to separate author names (commas can be used between last name and initials).

Example

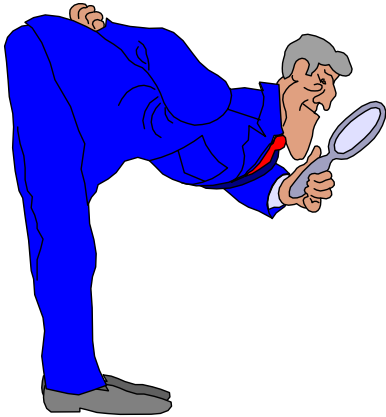
of Author field in a Specialized Register using different acceptable separators

The screenshot displays the ProCite 5 software interface. The window title is "ProCite 5 - [HS22005]". The menu bar includes File, Edit, View, Sort, Select, Groups, Database, Tools, Window, and Help. The toolbar contains various icons for file operations and editing. Below the toolbar, there are buttons for "Mark Selected", "Mark List", "Clear Marked", "Copy Marked", and "Open Link". The main area is a list of authors, each with a checkbox to its left. The authors listed are:

- Davis FA
- Gettes BC
- Saltzman SL
- Rechter E
- Stark-Mittelholzer O
- Kleine-Natrop HE
- Jordan P; Wulf K
- Brick M; McKinley H; Gourley M; Roy TE; Keith JD
- Wechselberg, Klaus//Weidenbusch, Edelgard
- Beckmann, Kurt
- Lauber, Hans Joachim// Schmidt-Alexewitz, Ruth
- Hammerschmidt D; Odenthal F
- Schlecht, H.
- Gierthmühlen, F.
- Müller, H.
- Alexander, Lee J.//Schoch, Arthur G.
- Grünh, Friedrich
- Maué, Rudolf//Sinios, Alexander
- Kimmig, Josef//Jerchel, Dietrich
- Brandner, Rudolf//Svoboda, Helmut
- Müller, Wolfgang
- Geske, Herbert//Jung, Fritz
- Fähndrich, W.H.//Junkersdorf, J.
- Greeff, Kurt Rudolf
- Graeve, Klaus//Hermring, Günther
- Reya, N. //et al
- Heidelmann, Gerhard//Max, Herbert//Hasse, Heinz
- Linder, Fritz//Vollmar, Jörg
- Köhlbrandt, K.//Meyer, W.//Roesener, G.
- Kaiser, K.//Martini,P.
- Hein, J.
- Bernsmeier, A.//Heine, G.
- Heesen, W.//Heidweiler, A.

At the bottom of the window, there are tabs for "All Records", "Marked Records", "Search", "Terms", "Groups", and "Duplicates". The status bar shows "Date of Publication (Ascending)", "0 Records Marked", "117234 Records in List", and "117234 Records in Database". The taskbar at the very bottom shows the Start button and several open applications, including "J:\09 Training\Hand...", "Sent Items - Microsof...", "Useful tips_web versi...", "ProCite 5 - [HS2...", "Author field (for ProCit...", and "New colors_(Adv_Id...". The system clock shows "4:30 PM".

Examples (A Closer Look)



- Abshire, T. C. //Brackmann, H. H. //Scharrer, I. //Hoots, K. //Gazengel, C. //Powell, J. S. //Gorina, E. //Kellermann, E. //Vosburgh, E.
- or
- Lhuintre JP//Daoust M//Moore ND//Chretien P//Saligaut C//Tran G//Bosimare F
- or
- Wilson JT; Hojer B; Rane A

Common Problems



1. Comma separating author names, for example,

Auperin, A., Jouve, M., Asselain, B., Beuzeboc, P., Dorval, T., Garcia, E., Palangie, T., Pouillard, P.

Solution:

In this citation all commas between author names should be replaced with proper separators such as:

- semicolon (;)
- double slash (//)
- carriage return

Auperin, A.// Jouve, M.// Asselain, B.// Beuzeboc, P.// Dorval, T.// Garcia, E.// Palangie, T.// Pouillard, P.

It is important to replace all commas separating author names with proper separators, because ProCite will not replace invalid separators (,) with appropriate punctuation in the output style, and this will create problems in the text submitted for publication in CENTRAL.

Common Problems



2. Hyphens (-), between surnames and initials, for example,

*Diamant-Z; Timmers-MC; van-der-Veen-H; Friedman-BS; De-Smet-M;
Depre-M; Hilliard-D; Bel-EH; Sterk-PJ; Abou-Assi-SG*

Solution:

In this case it is necessary to replace all hyphens (-) between and within authors' surnames and initials with a space (hit "space bar" on your key board), *unless* author names have hyphens as part of their names, i.e., the way the names are published, for example,

*Diamant Z; Timmers MC; van der Veen H; Friedman BS; De Smet M;
Depre M; Hilliard D; Bel EH; Sterk PJ; Abou-Assi SG*

Common Problems



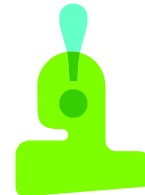
3. Initials or first names of the authors are entered before surnames, for example,

Michael J. Meade//George H. Green

Each name should be entered in the following order (as outlined in the ProCite User's Guide, page 127):

surname, first name or initial middle name or initial, for example,

Meade, M.J.//Green, G.H.



Frequently Asked Questions (FAQs)



How do I globally edit author names in ProCite?

Step 1:

If the author names are already entered in different formats within a Specialized Register, complete this step, otherwise go to step 2.

One of the ways to start fixing and cleaning a register is to look through the records and group them depending on the problems in the Author field in order to use "Global Find/Replace" feature in ProCite. For example, group together

1. records with comma separated author names;
2. records with extra hyphens (-) between surnames and initials;
3. records where initials or first names of the authors are entered before surnames.

FAQs



How do I globally edit author names in ProCite?

Step II:

Follow these 6 steps to edit the Author field: (example is for comma separated author names)

1. Mark all the records with the same problem.
2. On the menu bar, go to "Database" and click on "Edit Marked Records."
3. Then choose "Global Find/Replace".
4. Choose field #1 (Author field).
5. Type in the field "Find": [,] and in the field "Replace with": [] ([nothing], hitting the space bar).
6. After that you would need to "Find" [,] and "Replace" it with [;] or [//].

FAQs



How do I globally edit author names in ProCite?

Step II (cont'd):

Blue signs in steps 5 and 6 can be changed depending on the problem in the Author field.

For example, in the previous slide we've removed commas [,] in step 5 and then removed periods [.] replacing them with [;] in step 6.

Auperin A; Jouve M; Asselain B; Beuzeboc P; Dorval T; Garcia E; Palangie T; Pouillard P

FAQs



How to track down the records in a ProCite database, which might cause garbled author names in the outputted tagged text file?

1. Open your database.
2. Go to "File" and choose "Print Bibliography" opening an output style you usually use. A template output style is available upon request via e-mail (cochrane@brown.edu).
3. Look through the reference list, and you will see which records came out with garbled author names.
4. Close the bibliography screen.
5. Edit the records in the database, following instructions on previous slides.
6. Look at the bibliography again after you've made the changes just to make sure everything looks right and all the information is in the right fields.

FAQs



How will a record look when I print the bibliography using an output style?

Author names will be separated by commas in the tagged text file (*but not in your Specialized Register*).

For example:

AU: Auperin A, Jouve M, Asselain B, Beuzeboc P, Dorval T, Garcia E,
Palangie T, Pouillard P

TI: Loading and conventional dose therapy with phenytoin in children:
kinetic profile of parent drug and main metabolite in plasma.

SO: Clinical Pharmacology and Therapeutics

YR: 1976

VL: 20

NO: 1

PG: 48-58

DE: CCT

FAQs



Is it necessary to re-download problematic citations?

Depending on the problem, you may prefer to re-download some of the records instead of manually correcting the Author field. Be sure to use the correct configuration file for downloading records. Several configuration files are available on the TSC FTP site, in the "resources" folder as well as at http://www.cochrane.us/tsc_faq.htm.

Keep in Touch

If you have any further questions please contact Elena Glatman (USCC). She will be happy to assist you in any way she can.



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