

PAPYRUS[®]

**VERSION
7.0**

Concepts / Reference

Research

SOFTWARE DESIGN

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Research Software Design

617 SW Hume Street
Portland, OR 97219-4458 (U.S.A.)

Phone: 503-796-1368
Fax: 503-452-8920

General information: info@rsd.com
Technical support: support@rsd.com
Web site: <http://www.rsd.com/>

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Welcome to POPYRUS!

The POPYRUS Bibliography System helps you maintain a permanent collection of reference citations.

If you need to locate all references on a topic, or track down an article you recall having read last year, you can use POPYRUS to rapidly search your citation collection. The results can then be sorted and formatted however you like.

If you are a student, a scholar, a researcher, or the secretary of any of these, then POPYRUS can also automate the bibliographic aspects of your work. Whenever you need to print a bibliography for a manuscript in preparation you can select the appropriate references from the collection and use POPYRUS to print the bibliography in any desired format. If you prepare your manuscript using a word processor, POPYRUS can automatically read your manuscript, create the bibliography, and produce a new copy of your manuscript in which the citations have been appropriately edited.

New references may be added to the collection at any time, and existing references can, of course, be edited or deleted. You can also “import” references from virtually anywhere — national on-line databases, CD-ROM bibliographic databases, monthly diskette update services, other personal bibliographic database programs, general-purpose database programs, or existing bibliographies from your word processor.

You can also attach an unlimited number of “notecards” to each of your references. Each notecard includes its own searchable title and keywords, plus room for 8,000 characters of comments or quotations. Notecards are ideal for preparing a dissertation or for summarizing a series of lengthy works. Some POPYRUS users have even employed notecards to organize their own works in progress.

The current version of POPYRUS incorporates literally hundreds of suggestions from our users. We believe that it stands alone among bibliographic programs in its power and ease of use. Nevertheless, we still consider POPYRUS a work in progress, and will always welcome your further recommendations.

This edition of POPYRUS, Version 7.0, has been implemented on IBM-PC compatible computers. A version for the Macintosh computer is under development at the time this Manual is being prepared, and may be available by the time you read this.

Registered vs. Demo Systems

PAPYRUS is distributed in both Registered and Demo editions. Reference collections created with the Demo version will “lock up” 30 days after they are created or when more than 50 references have been entered into the collection, whichever comes first. Upgrading to the Registered version unlocks the collection.

The main PAPYRUS program is a file named `PAP.EXE`. If you have the Demo version of PAPYRUS, you will instead find the file `PAPDEM.EXE`. Anywhere in these manuals that you are instructed to type `PAP` as the name of the PAPYRUS program, substitute `PAPDEM`.

If you have purchased the Registered system, then you will find yourself with two copies of Disk #1: one marked “Registered” and the other “Demo”. You may set aside the “Demo” disk for now. Later, should a colleague wish to try PAPYRUS you may give him or her copies of all of the PAPYRUS distribution disks, using the “Demo” copy of Disk #1 rather than the “Registered” copy.

Other Versions of PAPYRUS

Two other special editions of PAPYRUS are available upon request—the PAPYRUS Retriever and the Student edition.

If you use PAPYRUS to assemble a large collection of references and your colleagues begin clamoring for their own copies of your database (or you think you could entice them to send you large sums of money for their own copies of your database), then they will also need their own copies of the PAPYRUS *program* in order to make use of your data files. While we do like to think that all of your colleagues will rush out and purchase their own copies of PAPYRUS, we can also help you with an interim solution. A *legal* interim solution.

The **PAPYRUS Retriever** is a stripped-down, “read-only” version of the full PAPYRUS program. It is capable of searching a PAPYRUS database and outputting the results to the screen, to a disk file, or to the printer. However, it does not provide the means to make any changes or additions to the database.

We will provide you a disk containing the Retriever and its on-disk User’s Manual at no charge. You can then copy this disk and distribute it along with your database files to each of your colleagues.

The **Student edition** of PAPYRUS is like the Demo—it can only work with databases that are fairly small and fairly recent. But where the Demo allows access for up to 30 days or 50

references, the Student edition works for up to 120 days or 200 references, whichever comes first.

The Student edition is designed for classes on academic writing tools, where the students will have the opportunity to work with PAPYRUS in creating their own small databases for use during the course. We can provide a copy of this version to you if you are already a Registered user of PAPYRUS and you plan on teaching such a course.

Our Ridiculously Reasonable License Policy

We recognize that many of you will need to access your bibliographic database on more than one computer. Perhaps one at work and another at home, or one on a researcher's desk and another on a secretary's. So rather than restrict the number of *computers* on which you can use this copy of PAPYRUS, we license the program based on the number of *distinct PAPYRUS databases* you use, regardless of how many different computers are running PAPYRUS with copies of the same database. *For full details of our license policy, as well as Site License options, please refer to the License Agreement in Appendix D.*

We have taken this approach because we feel that you deserve it. But we won't be able to continue to offer these services if we go out of business, so please do *your* share — feel free to give away copies of the Demo system to your friends, but *don't* distribute or use illegal copies of the Registered version.

Thank you!

Overview of the PAPYRUS Documentation

Different people learn best in different ways, so we have provided you sufficient materials for more than one approach to learning PAPYRUS.

There are three parts to the PAPYRUS documentation: **WORKBOOK**, **CONCEPTS**, and **REFERENCE**. The **WORKBOOK** takes a tutorial, task-oriented approach. One chapter, for example, leads you step by step through the process of entering references into PAPYRUS. Another walks you through the steps of searching your database for a particular set of references and then printing them. Using PAPYRUS with your word processor to assemble a bibliography for a manuscript is the task reviewed in a later chapter.

The **CONCEPTS** section explains several fundamental ideas that, sooner or later, you need to understand in order to work with PAPYRUS. Some of these may already be familiar to you from work with other computer programs, while others are specific to PAPYRUS.

Finally, the **REFERENCE** section contains a detailed review of each PAPYRUS feature.

If you like to jump right into new software, then turn to the **WORKBOOK**. The first few chapters will help you master basic PAPYRUS operations—you can later work through the more advanced chapters as you need them. When you require more detailed information on a particular feature, the **WORKBOOK** will refer you to the appropriate chapter of the **REFERENCE** section. And sooner or later you should take the time to review the **CONCEPTS** section to ensure that you are not missing any important ideas.

On the other hand, maybe you prefer a solid understanding of what this program is going to do with your valuable information before you start giving it free rein. Then you should start with **CONCEPTS**. Afterwards you will probably want to peruse at least the first several chapters of the **REFERENCE** section. At that point you should feel quite confident entrusting your data to PAPYRUS, understanding exactly how PAPYRUS will manipulate it. And when you later need to accomplish a particular task for the first time, you can turn to the appropriate chapter of the **WORKBOOK**.

Of course, there are some people who can only absorb difficult information directly from another human being. Unfortunately, Research Software Design lacks the resources to provide you with a personal PAPYRUS tutor. But if you find yourself stymied despite all of our documentation then please give us a call. (Fax and electronic mail are also encouraged.)

Concepts

Bibliographies vs. Footnote Lists

PAPYRUS is a *bibliographic* database, so let's begin by looking at a bibliography:

1. Runson,SK; Rogerstein,BT (1990): The judicious use of nitrous oxide in the treatment of Grave's disease. *New Engl. J. Med.* 182, 254267.
2. Laszlo,JA; Snooks,BB; Old,DH (1991): Unconscious punning among medical researchers. In: *Sublimation and Compensation*. Vol. 2. (Eds: Jung,CG; Old,DH) Pergamon Press, New York, 102-129.
3. LaFièvre,H (1992): *Why Nothing is Funny: A Deconstructionist Analysis*. 2nd ed. Harvard University Press, Cambridge.
4. Ramasubramanian,SR; Martin,S (1979): Eclectic neurosurgery. Part I: Excision of inhibitions. *JAMA* 280, 324-330.
5. Ramasubramanian,SR; Mull,M (1979): Eclectic neurosurgery. Part II: Implantation of healthy attitudes. *JAMA* 280, 331-348.
6. Ramasubramanian,SR (1992): Eclectic neurosurgery. In: *Work Once, Publish Forever*. (Ed: Perish,N) (Career Maintenance Series, Part 27.) Academic Press, Chicago, 201-240.

As in most bibliographies, the most common type of reference here is the journal **article**—references 1, 4 and 5. References 2 and 6 each represents a **chapter** from a book. A **book** in its entirety is cited by reference 3.

There are other reference types beside article, chapter and book that PAPYRUS knows about, but for now we won't worry about those.

Before we go any further, we need to clarify the distinction between a *bibliography*—which is what PAPYRUS is specifically intended to produce—and a *list of footnotes*—which may be what you *thought* we were discussing.

A bibliography is a list of all the references cited within a manuscript. The references are listed either in alphabetic order according to author, or else in the order in which they are first referred to in the manuscript (“citation order”). Each reference appears only once in the bibliography.

A list of footnotes can resemble a bibliography, in that its main use is to document sources of statements made in the manuscript. So a list of footnotes will often resemble a bibliography that has been arranged in citation order. However, footnotes are sometimes also used to supplement the main text with additional but tangential information; this sort of information never appears in a bibliography.

There is one other subtle, but critical, difference between a bibliography and a footnote list. A

footnote that cites a book, for example, will provide enough information for the reader to locate *the particular page* in that book that is relevant to the present discussion. If different pages from the same book are referred to elsewhere in the manuscript, then that book will be cited *more than once* in the list of footnotes. A bibliography, on the other hand, refers only to *entire* works; a book will appear only *once* in a bibliography, and in that appearance *no* page numbers will be mentioned.

If I've made myself clear, you should now understand that when you enter a book into PAPHYRUS's collection, no page numbers will be included. Similarly, when entering an article or chapter, the page numbers will refer to the *entire* reference, and not to some particular page or pages of interest. And while a footnote might refer to a particular diagram or table from some previous work, a bibliography entry will instead refer to the work itself.

To be entirely honest, a number of journals actually break these rules in citing long works such as books and dissertations. Apparently placing practicality above pure logic (*hmph!*), their editors seem to feel that readers attempting to look up cited information might wish a hint as to which page to turn to in the book. PAPHYRUS does, in fact, provide mechanisms for dealing with such utilitarian concerns.

Now, if you actually *do* need to produce footnotes for your publications, do not send your copy of PAPHYRUS back to us just yet! PAPHYRUS *can* work in concert with your word processor to save you the chore of manually typing and formatting each of your footnotes. I just want you to understand that a list of footnotes is not the same thing as a bibliography.

These distinctions between footnote lists and bibliographies are in keeping with the practices of most scientific and scholarly publications, which usually print any informational footnotes at the foot of the page.¹ I do recognize that there are some minor journals that do not understand these distinctions; perhaps you can organize a boycott or something, and force them to clean up their acts. You might start with *Science*.

Related chapters—

WORKBOOK:

- Outputting a List of References
- Assemble and Output a Bibliography
- Prepare a Manuscript and its Bibliography Together
- Pasting References into Your Footnotes

REFERENCE:

- Cite
- List

¹ Where they belong.

Output Formats

You may have noted that the references appearing in last chapter's sample bibliography look different from those you are used to. For one thing, the year appears in parentheses following the authors, while you might have expected it to be at the end of the reference. Also, neither the names of journals nor their volume numbers have been underlined or italicized, nor have the titles of books.

The sample bibliography was printed in POPYRUS's standard format. When a manuscript is to be submitted to any specific journal, however, the editors of that journal will have devised their own malicious format to which reference citations must conform. For example:

POPYRUS standard format:

1. Runson,SK; Rogerstein,BT (1990): The judicious use of nitrous oxide in the treatment of Grave's disease. New Engl. J. Med. 182, 254-267.

Science:

1. S. K. Runson and B. T. Rogerstein,*New Engl. J. Med.* **182**, 254 (1990).

New England Journal of Medicine:

1. Runson SK, Rogerstein BT. The judicious use of nitrous oxide in the treatment of Grave's disease. *New Engl J Med* 1990;182:254-67.

American Psychological Association style:

Runson, S. K., & Rogerstein, B. T. (1990). The judicious use of nitrous oxide in the treatment of Grave's disease. New England Journal of Medicine, 182, 254-267.

Chicago Manual, style "A":

Runson, Simon K., and Brian T. Rogerstein. "The judicious use of nitrous oxide in the treatment of Grave's disease." *New England Journal of Medicine* 182 (1990): 254-67.

We can probably conclude that each journal has on its staff a Bibliography Editor who would have very little to do if these things were standardized. It is largely because of these Editors that we sell so many copies of POPYRUS. You can explain to POPYRUS the format required by a particular journal, and then save the explanation for future use. When you later need to submit a manuscript to that journal, POPYRUS can supply an appropriately-formatted bibliography with little effort on your part.

You will have noted that in the various formats, various elements of the reference may be italicized, various punctuation marks are used, and authors' names in particular may appear in various guises. The point of using PAPYRUS is to create a permanent collection of references that may be called upon for any particular bibliography at any time. So references are *always* entered in PAPYRUS's standard style—*e.g.*, no italics (apart from individual words), authors' firstnames or initials entered following the surname, etc. PAPYRUS knows where to expect things in its standard style; once it finds them it is a relatively simple matter for it to rearrange them to meet the demands of any martinet Bibliography Editor.

In PAPYRUS terminology, for each different destination journal or style there is a PAPYRUS **output format**. Each output format contains all of the rules about numbering and indenting references, presenting author names, the appearance of articles, the appearance of books, and so on for that particular journal or style. Your copy of PAPYRUS includes many predefined output formats for you to use; you can also create your own additional ones at any time.

In addition to these normal output formats, PAPYRUS can also work with a different kind of output format: **tabular formats**. A tabular format presents references in neat columns and rows, like this:

| | | | | | |
|---|-----------|------|--|----------------|-----------|
| 1 | Runson,&c | 1990 | The judicious use of nitr | New Engl J Med | 182:254-2 |
| 2 | Laszlo,&c | 1991 | Unconscious punning among Jung | | 2:102-129 |
| 3 | LaFièvre | 1992 | Why Nothing is Funny: A D econstructioni | | |

You can use tabular formats to create compact reference lists for your own uses.

Related chapters—

WORKBOOK:

- Outputting a List of References
- Format Libraries and Predefined Formats
- Output Formats

REFERENCE:

- List
- Formats

Bibliographic Conventions

Before I can explain how PAPHYRUS will help you prepare your manuscripts and bibliographies, we need to review just a few more aspects of the wonderful world of bibliographies.

Alphabetic vs. Citation order

There are two basic ways in which a bibliography can be arranged: Alphabetic Order or Citation Order. The method used has direct implications for the way references are cited within the manuscript, as we will explore later in this chapter.

In a Citation Order bibliography, references are listed in the order that they are cited within the manuscript. Each reference is assigned a sequential number. Should a reference be cited in two different places within the manuscript, the second in-text citation will use the number that has already been assigned.

The references of an Alphabetic Order bibliography are sorted by their authors' names. Should two references have identical authors, then most Bibliography Editors would have you further arrange these based on their year of publication. And if their years are also identical you should sort the references based on their titles.

Every now and then you will run into a bibliographic style that puts title-sorting ahead of year-sorting. Sometimes this is a logical choice, given the style used for displaying and citing each reference. Sometimes it is not.

When a bibliography is sorted in Alphabetic Order, the references may or may not be assigned sequential numbers. If they are, the numbers correspond to the order of references in the *bibliography*, not the order of citations within the manuscript. On the other hand, many alphabetical bibliographies accompany manuscripts in which the in-text citation is of the form "Smith 1982"—in these cases the bibliography will not include any numbers.

Number appearance

For numbered bibliographies, the Bibliography Editors of the world have devised many variants. Here are a few of the more popular forms:

- 1 Smith, JP (1989) An interesting approach...
- 1. Smith, JP (1989) An interesting approach...
- (1) Smith, JP (1989) An interesting approach...
- [1] Smith, JP (1989) An interesting approach...

Repeated authors

For alphabetical bibliographies, there are different theories about what to do when two consecutive references have the same authors.

The simplest approach is to do nothing special:

Smith, J.P. (1989) An interesting approach...
Smith, J.P. (1990) An even better approach...

Next, one can replace the second occurrence with some sort of dash:

Smith, J.P. (1989) An interesting approach...
— (1990) An even better approach...

Or you might be instructed to completely suppress the second incident. The styles that make this demand usually have some special way of indenting the bibliography:

Smith, J.P.
1989 An interesting approach...
1990 An even better approach...

Author and Editor names

The area where Bibliography Editors most enjoy demonstrating their individuality is in the formatting of author and editor names. Here are a few of the possibilities:

| | |
|----------------|---------------|
| Smith JP | JP SMITH |
| Smith J P | J P Smith |
| SMITH,JP | J.P. Smith |
| SMITH, JP | J. P. Smith |
| Smith, J.P. | John P. Smith |
| Smith, J. P. | |
| Smith, John P. | |

Of course, just because you know how to format the first author or editor doesn't mean that you can predict the format of the rest:

Smith, J. P., C. Kent, and P. B. Parker

Nor will there always be a comma between the names; semicolons are also very popular. "And" may appear as "&", and whether it is to be preceded by a comma is anybody's guess.

Some Bibliography Editors always want to see the name of each and every author. Others will have special rules for using the phrase "et al." when there are many authors. A typical set of rules:

If there are five or fewer authors, display all of them.

If there are more than five authors, display the first three, followed by “et al.”

“*Et al.*” is, of course, short for “*et alii*”. Being Latin, it really should be italicized—but it often isn’t. Moreover, some Bibliography Editors know less Latin than others, and drop the period after “al”. Others—doubtless resenting the snobbery of those who would casually drop phrases like “*et alii*” into the middle of otherwise perfectly readable sentences—use “and others” for these situations.

Some references have a “corporate” author, such as The Society for Spending a Lot of Money. Usually such a corporate author will be the only author listed, but occasionally one or more humans will appear first.

A special case is the reference *without* an author. Different Bibliography Editors handle anonymous references differently. Some want you to simply put down “Anonymous” or “Anon.” as the author. Others request that you *suppress* the author field of such references. And still others distinguish between articles that were originally published with no author given, such as many editorials, and articles that actually attributed authorship to “Anonymous”—these Bibliography Editors would have you suppress the author field for the editorials, but indicate “Anonymous” when the original publication did.

Furthermore, when a work has no author specified there are a few bibliographic styles that would have you move the reference’s *title* into the author position. For example:

Smith, John P. My latest big idea. *Important Journal*, 23, pp. 42-51.
1992.

Big ideas—who needs them? *Journal of Anonymous Contention*, 19, pp. 319-
20. 1992.

Works “in press”, “submitted”, etc.

Often you will need to cite a work that has not yet been published. These include works “in press,” works “submitted” for publication, works “in preparation,” works “really deserving more funding,” and so forth. Sometimes you will already know the eventual publication year, sometimes not.

There are many Bibliography Editors who will allow none of these unpublished works to appear in a bibliography except those actually “in press.” The rest are to be cited parenthetically within the text, if at all.

There are three ways (at least) of dealing with the “in press” references. First, the phrase “in press” might be added to the end of the reference:

Smith,JP (1997) A brand new method of doing things. Journal of Methods and Procedures, in press.

Or “in press” might replace the year:

Smith,JP (in press) A brand new method of doing things. Journal of Methods and Procedures.

Or the year part of the reference may be dropped entirely, and “in press” added to the end of the reference:

Smith,JP. A brand new method of doing things. Journal of Methods and Procedures, in press.

Capitalizing titles

Titles may be capitalized in either of two ways — “sentence” style:

A very important study

or “title” style:

A Very Important Study

The most common convention in scientific journals is to use sentence style for the titles of articles and chapters, and title style for the names of books. There are, however, some exceptions — such as the American Psychological Association format, which *always* uses sentence style. In the humanities, on the other hand, title style is always employed.

Scientists need not be *too* jealous at such seeming standardization, however — two of the primary humanities guidebooks, *The Chicago Manual* and *The MLA Handbook*, still can’t agree on the capitalization of certain common prepositions.

Of course, non-English titles follow entirely different rules. German nouns are always capitalized, French titles generally use sentence style, etc. You’re on your own for these!

In-text citations: Numeric

When a bibliography numbers its references, whether they are arranged in Citation or Alphabetical Order, the in-text citations usually consist simply of those numbers. Such numbers may be superscripted¹, parenthesized (1) or bracketed [1]. Multiple references may be cited at the same point in the text (1, 3, 7); consecutive numbers are usually hyphenated (4-7), but not always (4, 5, 6, 7).

In-text citations: Name & Year

When the references in a bibliography are not numbered, they will be cited in the manuscript using some variant of what is sometimes called the “Harvard” style: (Smith 1991). Multiple references may be cited at once, in which case there is some disagreement among Bibliography Editors whether they should be listed alphabetically (Jones 1992; Smith 1991) or chronologically (Smith 1991; Jones 1992). Two references by the same author need not repeat the author’s name (Smith 1990, 1991).

When an author has two or more references from the same year, an identifying letter appears after the year: (Smith 1991a).

Citing two of these at one spot can be controversial—(Smith 1991a,b) or (Smith 1991a, 1991b)? Because few Bibliography Editors have expressed their opinion on this burning issue, PAPHYRUS defaults to the more concise, former form.

When two different authors with the same surname are cited, their first names or initials must be given (Smith, JP 1988; Smith, AB 1990). Note that this is required even if the works are from different years—if you cited these as (Smith 1988, 1990) it would erroneously suggest to the reader that one person had authored both publications. Moreover, telling the reader to look up (Smith 1988) rather than (Smith, JP 1988) in the bibliography might lead to great frustration, since all of A.B. Smith’s recent references will appear ahead of J.P. Smith’s older ones.

For two-author works this style of in-text citation generally has you list both names, but only the first author plus “*et al.*” for works with three or more authors.

When you use the author’s name (or the authors’ names) in your text, the parenthetical information adapts accordingly:

...according to Smith *et al.* (1991b),...

Specific page numbers

As you will recall from the “Bibliographies *vs.* Footnote Lists” chapter, a purist does not include specific page numbers when a book (as opposed to a chapter from a book) is included in a bibliography. Instead, the reader is guided to the appropriate page or pages via the in-text citation.

For example, if the bibliography contains this entry:

3. LaFièvre, H. (1990): A Refutation of Antideconstructionism, 3rd ed. Harvard University Press, Cambridge.

Then a reference to a particular page from this book might be cited in the manuscript as ^{3p.27} or (LaFièvre 1990, p. 27).

In reality, though, few Bibliography Editors are purists. Most of them would simply change the bibliography entry:

3. LaFièvre, H. (1990): *A Refutation of Antideconstructionism*, 3rd ed. Harvard University Press, Cambridge. p. 27.

Footnote forms

In the humanities you are often expected to elucidate each in-text citation *twice*—first in a footnote, and secondly in the bibliography. Nor are these two elucidations identical; if the bibliography entry were:

- LaFièvre, H. *A Refutation of Antideconstructionism*, 3d ed. Cambridge: Harvard University Press, 1990.

then the corresponding footnote might appear as:

3. H. LaFièvre, *A Refutation of Antideconstructionism*, 3d ed. (Cambridge: Harvard University Press, 1990), 27.

while a subsequent citation to the same work would be much abbreviated:

15. LaFièvre, *Refutation*, 27.

Related chapters—

WORKBOOK:

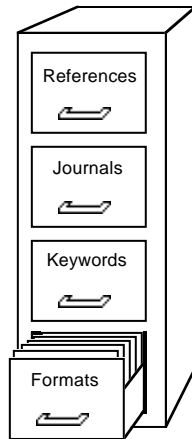
Assemble and Output a Bibliography
 Prepare a Manuscript and its Bibliography Together
 Pasting References into Your Footnotes
 Output Formats

REFERENCE:

Reference Types and Their Fields
 Text Extract
 Formats

The Pieces of Your PAPHYRUS Database —An Initial Overview

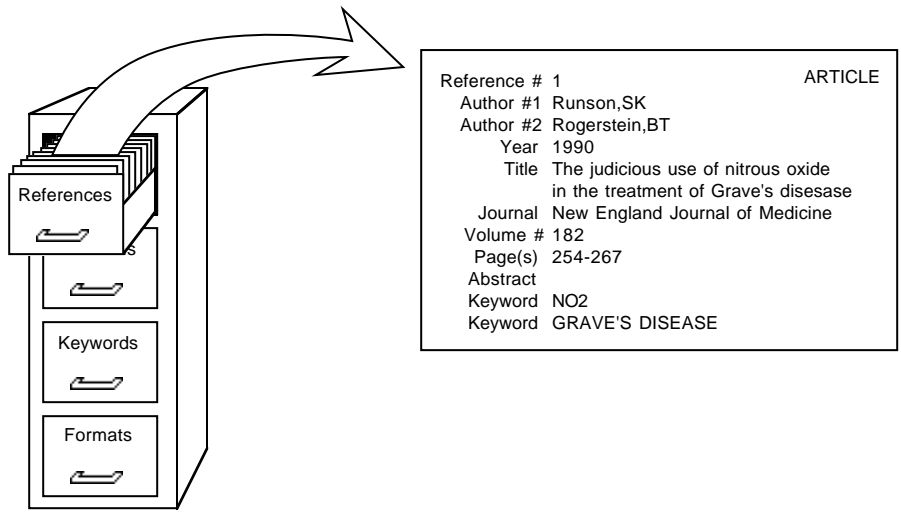
You can think of your PAPHYRUS database as a filing cabinet:



The `Formats` drawer contains the output formats we discussed last chapter—both the regular ones and the tabular ones. It also contains **import formats** that you can use to bring references into PAPHYRUS from other computer sources. In PAPHYRUS terminology, this drawer is your **Format Dictionary**.

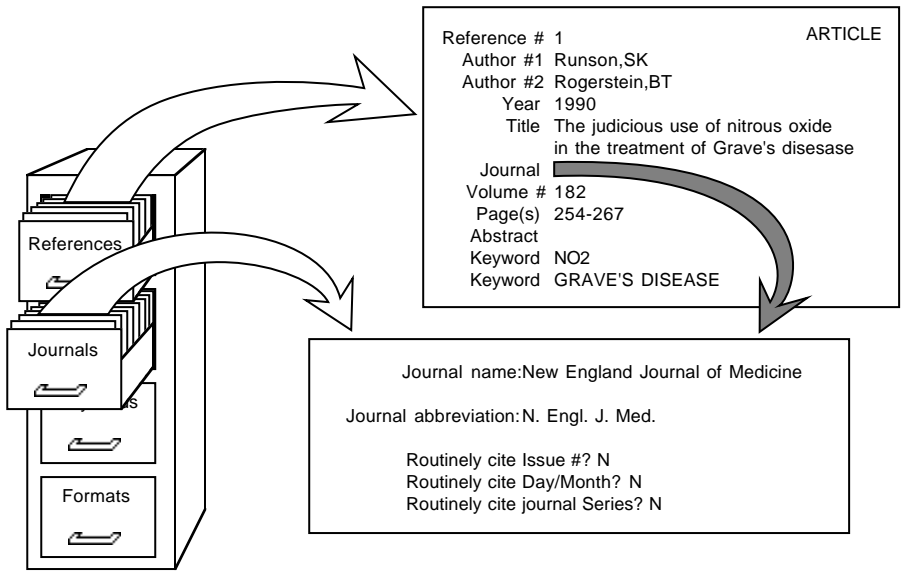
How did a file cabinet drawer suddenly become a “dictionary”? The term comes from our great respect for tradition—“dictionary” is a hoary old term in database software. Think of the Format Dictionary as the place you go to *look up* a format.

Within the `References` drawer are—what else?—your references:



Each reference consists of a Reference Type (“Article”, in this case) and a number of “fields” (Reference #, Author #1, Author #2, Year,...). We’ll be discussing these reference types and fields at some length in the next chapter.

The above illustration is a little bit dishonest. The journal name is actually not stored within a reference in the same way as the authors, year, title, etc. Instead, the reference “points to” an entry in the Journals drawer:



PAPYRUS calls the Journals drawer your **Journal Dictionary**. Each entry in the Journal Dictionary includes the official name, the official abbreviation and some additional information about a particular journal.

The advantage of this system is that you need only provide the official name and abbreviation of a journal *once*. Not only does this save valuable disk space, but it means that the next time you enter a reference that cites this journal you need type only enough of the journal name or abbreviation for PAPYRUS to be able to look it up in the Journal Dictionary. When you later include that reference in a bibliography or reference list, PAPYRUS will insert either the full official name or full official abbreviation (whichever is required by the output format you've picked).

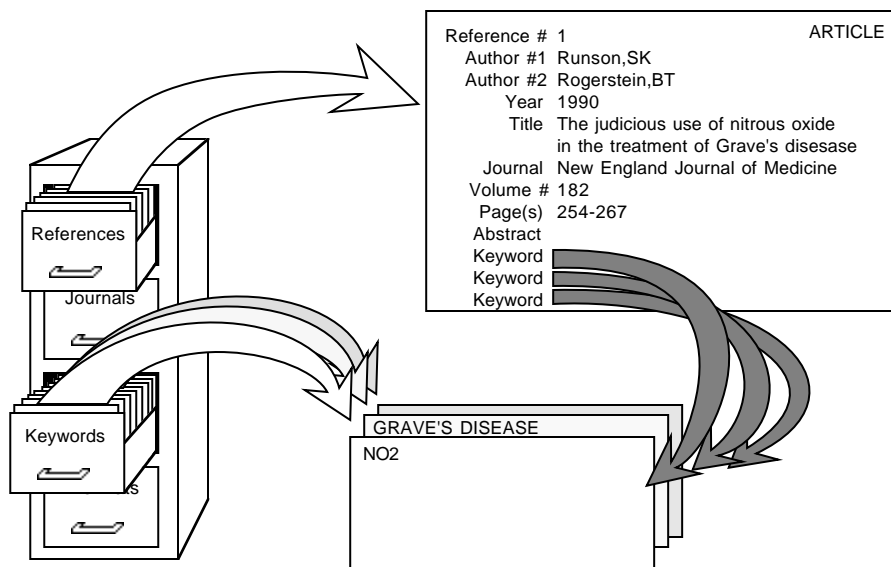
This may not sound very important now, but wait until you've entered your seventh article from the *Zeitschrift für Tierphysiologie, Tierernaehrung und Futtermittelkunde (Z. Tierphysiol.)*.

Actually, PAPYRUS is *very* smart when it comes to looking up journals. Once you've told it the name and/or abbreviation of a journal, you can subsequently find that journal using *any reasonable abbreviation*. For example, the above-mentioned journal may be identified by typing such things as *Zeit Tier*, *z tier tier*, *Z.T.T.F.*, or even *ztff*. You could even type simply *z*, if you are willing to then choose from all the German journals whose names start with that letter.

And yes, in answer to the question that will eventually occur to you, PAPYRUS *does* know that words like "a", "the" and "and" don't count when forming abbreviations. Or "une", "le" and "et." Or "ein", "das" and "und." Apart from English, French and German, though, you're on your own.

There are some other benefits to this dictionary approach. If you don't know the official abbreviation for a new journal entry, you can leave it blank and fill it in later. If you detect a spelling or typing error in a journal's name or abbreviation, you only need to fix it once. And if spelling errors have accidentally resulted in two Journal Dictionary entries for the same journal, you can tell PAPYRUS to "merge" the two entries into one—PAPYRUS will automatically update all of the reference "pointers" to point to the new, merged entry.

There is also a **Keyword Dictionary**:



Each entry in the Keyword Dictionary is very simple: the keyword itself. Again, organizing your keywords into a dictionary means that you can easily edit or merge them at any time. And when entering keywords for a new reference, you can always “pop up” your existing keyword list to ensure consistency.

The coming chapters include more details about journals and keywords. And in the last few chapters of this CONCEPTS section I will add a few accessories to our file cabinet.

Reference Types and Fields

PAPYRUS divides the universe of publications into several **reference types**. Eight of them, to be exact:

- Article
- Book
- Chapter
- Map
- Patent
- Thesis
- Quote
- Other

Now, you can doubtless think of some other commonreference types in the real world—Reports and Conference Proceedings spring to my mind, for example. And of course there are no end of oddball reference types that some of you have to deal with daily, depending on your field of endeavor—Book Review Articles, Festschriften, Interviews, Talks... Indeed, style guides such as the *Chicago Manual* list over 30 different reference types and *still* miss ones that some PAPYRUS users have requested from us.

In designing PAPYRUS we have discovered two profound philosophical truths. First, *the more reference types available to you, the more trouble you can get yourself into*. For example, every output format needs to define the appearance of each reference type with which it might ever deal. If PAPYRUS allowed three dozen reference types, then setting up each and every output format would be eight times less fun than it is now.

Second, *no matter how many reference types are available to you, next week you are going to urgently need yet another*. (This is actually a restatement of the Second Law of Thermodynamics, sometimes referred to eponymously after its discoverer, Murphy.)

I do have to admit that eight types is probably a bit stingy on our part. Indeed, we do have plans to increase this number in the future. (Check your `READ.ME` file to see if we have already done so!) But for now the tack we have taken is not to provide huge numbers of reference types, but rather to include sufficient optional fields within our existing reference types so that they will cover the vast majority of citations you will encounter.

In the “Reference Types and Their Fields” chapter of the REFERENCE section I will provide specific illustrations of dealing with diverse, real-world reference types using the existing PAPYRUS types.

Each reference in your PAPHYRUS database comprises many **fields**. Some of these fields are available regardless of reference type, while others are specific to one or more reference types.

For example, Authors, Year, Keywords and Abstract are fields that all reference types include. But City of Publication is only available for Books and Chapters, while Issue only applies to Articles.

Also included in the “Reference Types and Their Fields” chapter is a tour of all the fields provided by PAPHYRUS.

Related chapters—

WORKBOOK:

Inputting References, Part 1

Inputting References, Part 2

Modifying References

REFERENCE:

PAPHYRUS Conventions

Reference Types and Their Fields

Journals

For the majority of PAPYRUS users, the most common sort of reference is the journal article. So let us discuss journals.

Obviously, every journal has an official **name**. Examples include *The New England Journal of Medicine*, *Science*, *Geochimica et Cosmochimica Acta*, *The Journal of Physical Chemistry*, *American Antiquity*, *PMLA*, etc.

If you are in the sciences, then you probably consider every journal to also have an official **abbreviation**: *New Engl. J. Med.*, *Science*, *Geochim. Cosmochim. Acta*, *J. Phys. Chem.*, etc.

Unfortunately, although each journal gets to pick its own official name, the official abbreviation is up to others. In fact, each journal has *more than one* official abbreviation! In the biomedical fields, for example, most Bibliography Editors will refer you to the “Index Medicus” abbreviation style used by the National Library of Medicine. But in chemistry and physics you will usually be referred to the abbreviation style of the Chemical Abstracts Service.

Meanwhile, most Bibliography Editors in the social sciences and humanities demand that you always spell out journal names in full.

How much all of this affects you depends on your field. As a worst case, consider a neurological biochemist who sometimes publishes in biomedical journals, sometimes in chemistry journals, and maybe even sometimes in psychological journals!

For each entry in your Journal Dictionary, PAPYRUS allows you to include the official name and/or one or more official abbreviations. Each output format then indicates whether articles should cite their journals by name or abbreviation; if by abbreviation, and if your Journal Dictionary includes more than one abbreviation style, then the format also specifies which style to follow.

But naming a journal is only half the battle. A bibliographic citation must include enough information to guide the reader to the correct *issue* of the journal.

It usually suffices to provide just the **Volume #** and Pages, because most professional journals use continuous page numbers through each entire 6- or 12-month Volume.

Unfortunately, some journals restart every issue with page 1. For these journals you must routinely include the **Issue** in all citations.

That should be enough, but there are still other journals that not only restart their page numbers with each issue, but also do not go out of their way to tell you the Issue number.

Popular magazines (e.g., *National Geographic*, *Psychology Today*) usually fall into this category. For these you must routinely include either the month or—for journals that appear more often than monthly—the day and the month. In PAPYRUS we refer to this field as the **Day/Month**.

We're still not done! Many journals overflow themselves regularly, so they publish *supplements* in addition to their regular issues. Which would be bad enough, but the journal publishers of the world use "supplement" to mean two rather different things.

First, there can occasionally be an addendum to a regular issue. This will be referred to as something like "Neurosci. Lett. 24(6 Suppl)" or "Neurosci. Lett. 24(6 Pt 2)"—a "supplement" or "second part" distributed with Issue #6. PAPYRUS offers a **Supplement** field for such cases.

In other situations, however, there may be entire supplementary *volumes*. This might look like: "Neurosci. Lett. 24 Pt 2" or "Neurosci. Lett. 8 Pt 2(6)", and implies that the journal is publishing two or more parallel series of issues concurrently. In such cases, you would *not* use PAPYRUS's Supplement field, but rather specify "8 Pt 2" as the Volume #.

Now we are *almost* finished.

There are some journals that have actually split in two. Those that have accepted this state of affairs now have names like *Physics Letters A* and *Physics Letters B*. Others try to hold onto their past, distinguishing between, say, *Scand. J. Inf. Dis.* and *Scand. J. Inf. Dis. (Suppl.)*. PAPYRUS offers two ways of dealing with such fissioned journals.

First, it may be adequate to simply consider these to be two different journals. Then you would have one journal named *Physics Letters A* or *Scand. J. Inf. Dis.*, and another named *Physics Letters B* or *Scand. J. Inf. Dis. (Suppl.)*. This is the simpler solution, and often the appropriate one.

Alternatively, PAPYRUS does provide a **Journal Series** field for article references. So you could have a single journal named *Physics Letters* or *Scand. J. Inf. Dis.* and then enter "A" or "B" or "Suppl ." in the individual references' Journal Series field. This is the necessary approach when citing journals such as the *American Journal of Physiology*, for which you are supposed to stick the Series in with the Issue: "Am. J. Physiol. 256 (Regulatory Integrative Comp. Physiol. 25)".

To help you deal with all of these possibilities, whenever you add a journal to your Journal Dictionary PAPYRUS lets you indicate whether references to this journal should routinely include the Issue, should routinely include the Day/Month, and/or should routinely include the Journal Series. Later when you enter a reference that cites this journal, if you fail to provide the routinely-expected field(s) then PAPYRUS will alert you that it is missing.

Related chapters—

WORKBOOK:

Inputting References, Part 1
Inputting References, Part 2

REFERENCE:

PAPYRUS Conventions
Journals

Keywords

PAPYRUS allows you to assign **keywords** to each reference. A keyword can be whatever you like; eg, CORTISOL, EMOTIONAL FACTORS, HIGH-ALTITUDE, REVIEW ARTICLE, REPRINT, etc. Each reference may be given anywhere from zero to a hundred keywords, depending on your interests and persistence.

Keywords allow for quick *searches* of PAPYRUS's holdings. For example, you might want to read up on the effects of emotion on cortisol levels. As a first step, you could ask PAPYRUS for a list of references with both EMOTIONAL FACTORS and CORTISOL as keywords. If this turns out to be a long list, you might further stipulate that the keyword REVIEW ARTICLE be present.

PAPYRUS lets you search on any combination of keywords, authors, editors, year, title words, abstract words, etc. There is therefore no routine need to repeat, for example, title words as keywords. However, assigning your own keywords when you enter a reference will allow more focused searches later, based on those aspects of the reference most relevant to you.

Feel free to create long, meaningful keywords—you can retrieve them later by typing just their first few letters.

But because your keywords reside in PAPYRUS's Keyword Dictionary, if someday you do get tired of constantly seeing EMOTIONAL FACTORS AND CONCERNS you can change the dictionary entry to, say, MOOD.

You may wish to set up a hierarchical system of keywords. As a simple example, you might employ such keywords as BLOOD-CELLS-ERYTHROCYTES, BLOOD-CELLS-MONOCYTES, BLOOD-PLASMA-ANTIBODIES, and BLOOD-TRANSFUSION REACTIONS. You could then later search for references specifically about one type of blood cell (by searching for BLOOD-CELLS-ERYTHROCYTES), or more generally about any type of blood cell (by searching for BLOOD-CELLS-*), or even any reference related to blood (by searching for BLOOD-*). The "*" is a "wildcard" that will match any series of characters.

You might also wish to distinguish between **major** and **minor** keywords for each reference. Suppose you have a citation which deals mainly with superconductivity, but which also makes some passing references to semiconductors and to basic quantum chromodynamics. You could enter SUPERCONDUCTIVITY as a major keyword for this reference, with SEMICONDUCTIVITY and CHROMODYNAMICS as minor keywords. To indicate that a keyword is "major" for this reference, you simply place a "#/" before it (#/SUPERCONDUCTIVITY). Keywords without a "#/" are "minor."

When you later want to look up all references having anything to do with chromodynamics, a search for CHROMODYNAMICS will include the above reference. But if you search instead for #/CHROMODYNAMICS you will not locate this one. Including a "#/" in your search specification

will get you only those references in which the keyword is major; leaving out the “#” yields both major and minor occurrences.

Related chapters—

WORKBOOK:

 Modifying References
 Searches and Groups

REFERENCE:

 Keywords

Incomplete References

There are two situations in which you will be unable to supply PAPHYRUS with all necessary information about a reference. The first is that of a reference *In Press* or *Submitted*—the page numbers, volume, year, etc., may not yet be determined. The other situation occurs when you are unsure of some of the information, perhaps because you're working from someone else's bibliography, or from an illegible handwritten note.

While PAPHYRUS recognizes that certain fields are optional (*e.g.*, an article's *Issue* or a book's *Total Number of Pages*), other fields are always required (*Authors*, *Year*, *Title*, etc.). If any of these last are missing when you have finished entering a reference into the system, PAPHYRUS will automatically add the special *keyword* *INCOMPLETE* to that reference. This serves three purposes: (1) the reference is clearly identified as incomplete whenever displayed, (2) you can *search* for all incomplete references, and use the resulting list to help you in gathering the needed information, and (3) certain of PAPHYRUS's output displays look for this keyword and alert you if it is present.

Once you have completed the reference (either by waiting for it to actually be published, or by looking it up in the library), you can then remove the *INCOMPLETE* keyword from it.

"Why," you ask, "can't PAPHYRUS recognize by itself when to remove the *INCOMPLETE* keyword?" Ah. I'm glad you've asked me that question, as I've so far left the impression that it is up to PAPHYRUS to recognize that a reference is incomplete. But can PAPHYRUS know that the single-author article you've just entered *really* has thirteen authors, whose names you don't happen to recall at the moment? Can PAPHYRUS know that you're not *sure* you spelled that German title correctly? Clearly, there will be many cases in which you know, or suspect, that some of what you've entered is incomplete or incorrect. In these cases, where PAPHYRUS would otherwise trust in your integrity, it is up to *you* to provide the keyword *INCOMPLETE* (which you enter just like any other keyword). And since PAPHYRUS will subsequently have no way of telling whether it or you provided the *INCOMPLETE*, it is always *your* responsibility to remove it.

Any reference flagged as *INCOMPLETE* should carry an explanation of what's missing. A *Year* field of *In Press*, for example, is self-explanatory. In other cases, though, you should explain in the *Comments* field exactly what is missing or uncertain.

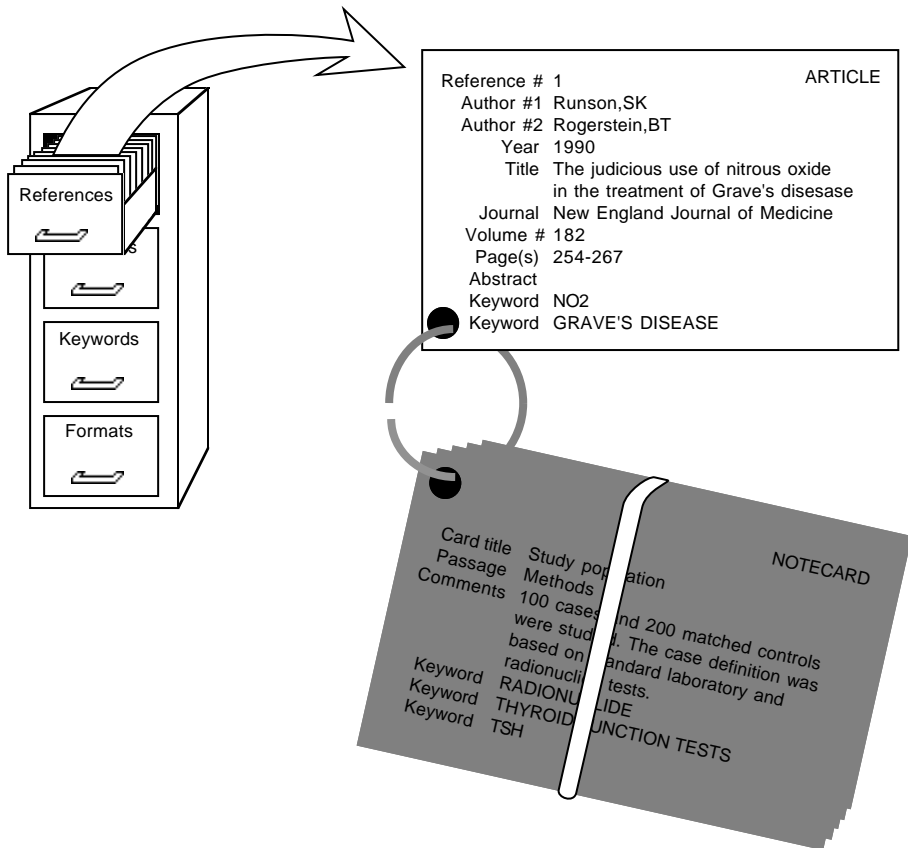
Related chapters—

WORKBOOK:
 Modifying References

REFERENCE:
 Keywords

Notecards

If you wish to keep copious notes on some or all of your references, you may attach a stack of **notecards** to each:



When you create each notecard you give it a brief **Card Title**. There is also a **Passage** field where you can indicate the portion of the reference to which the notecard pertains. Examples of Passage entries might include "Chapter 7", "pp. 148-150", "Methods section", etc.

PAPYRUS makes it easy for you to scan the Card Titles and Passages of all the notecards attached to a particular reference, and to then call up a particular notecard for viewing or

editing. You can search your entire database for a notecard by any word in its Card Title or **Comments** fields, or by any **keyword** you've assigned to the notecard itself. And whenever you have PAPHYRUS produce a list of references, you have the option of also displaying each reference's notecards.

Notecards are a new feature in this version of PAPHYRUS. While they were initially designed to help our customers in the humanities free their desks of growing piles of 3x5 cards, we fully expect the rest of you to think of other clever uses for them. Let us know what you come up with!

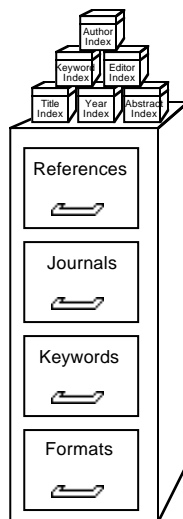
Related chapters—

WORKBOOK:
Notecards

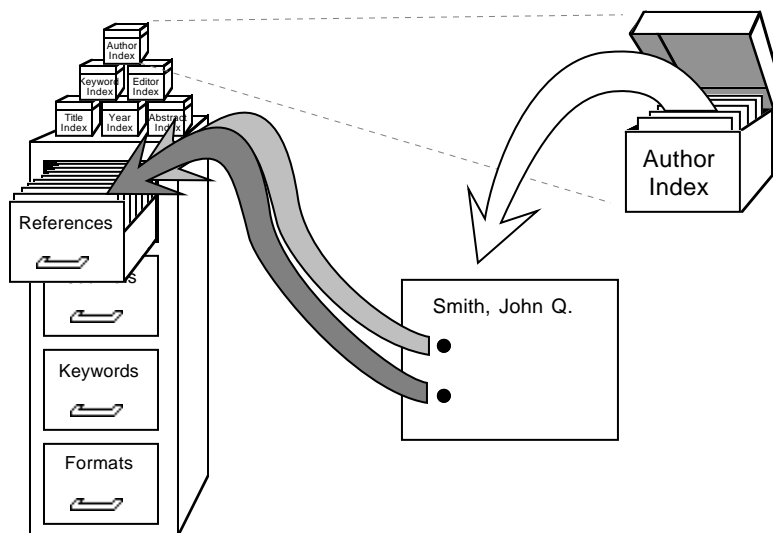
REFERENCE:
Notecards

Indexes

In addition to those parts of your PAPHYRUS database that we have already discussed, there are also a collection of **indexes** (or “indices,” if you prefer) that PAPHYRUS maintains automatically for you:



The references in your database are simply stored in the order they were entered. Each index, though, is kept in alphabetic or numeric order. So when you are trying to find some particular references—say, all those written by John Q. Smith—PAPHYRUS will begin by looking through the Author Index for “John Q. Smith”:



The index entry for “John Q. Smith” points to all the references that include John Q. Smith among their authors. Thus PAPHYRUS can locate these particular references quite rapidly, essentially unaffected by the total number of references in your database.

There are comparable indexes for Reference #, Year, Journal, Keywords, Title words, and so on. (I’ll give you the complete list in just a moment.)

There are also indexes for your Journal Dictionary, Keyword Dictionary and Format Dictionary. When you identify a journal as “zttf”, for example, PAPHYRUS looks through just the “z...”s in the Journal Dictionary’s index for possible matches.

As you can imagine, these indexes dramatically improve PAPHYRUS’s performance when you ask it to find a reference. One price you pay for this improvement in search speed is that PAPHYRUS must update all of its indexes whenever you add a new reference to your database or make changes to an existing reference. Once the database contains several thousand references, adding a new one may take a noticeable several seconds, particularly if you routinely include long abstracts or comments.

Of course, another price is that all of these indexes do take up space on your disk. In fact, for a large database the indexes will typically account for about 50% of the disk space occupied by your database.

The only other drawback to the indexes is that should your computer crash while PAPHYRUS is in the middle of filing a new or changed reference, then the indexes may not be fully updated.

Because it is essential that the indexes always accurately reflect the contents of the database, the next time you start PAPHYRUS it will insist upon “regenerating” the index files. This process involves throwing away the current contents of all the indexes and then rebuilding them by reading every reference, notecard, journal, keyword and format in your database. If you have several thousand references, or even a few thousand with long comments or abstracts, then an “index file regeneration” can take *many hours*.

To help protect you from such a calamity, PAPHYRUS makes sure that your indexes are always kept fully up to date, except during the very few seconds that you are actually filing new or changed information.

Indexes and Searches

The following considerations will be important to you when you have PAPHYRUS search for references. If this is your first time through this chapter you may want to skim or skip all of this for now.

Let’s discuss precisely which fields are indexed, and what limitations apply to them. Most of this discussion will be from the point of view of a person using PAPHYRUS to perform a search.

These fields are indexed:

| | | | |
|-------------|----------------|----------|----------|
| Reference # | Reference Type | Field A | Comments |
| Author | Title | Editor | Abstract |
| Year | Journal | Keywords | |

Note that words from your Abstracts and Comments fields—both reference Comments and notecard Comments—are indexed.

Fields that are not indexed can still be searched. But PAPHYRUS will have to examine every reference in the database when searching on non-indexed fields. In such cases you can speed the search by adding an indexed field to your search specification to do the initial weeding-out.

For example, telling PAPHYRUS to search for `general="new york"` tells it to find all references that contain “new york” somewhere in one or more of their fields. (Actually, “general” looks at *almost* all fields—it does not check the Journal, Keywords, Comments or Abstract fields, each of which is stored separately from its citing reference.) But PAPHYRUS will have to look at every reference in the database to carry out this search, since many of the fields (such as City of Publication) are not indexed.

You could help PAPYRUS by restricting your search to, say, books or book chapters:

```
general="new york" and (type="book" or type="chapter")
```

For this request PAPYRUS will first use its Reference Type Index to locate all references that are Books or Chapters, and then examine only these for "New York".

PAPYRUS skips over some parts of some fields when it creates its indexes. Specifically, for the Title, Comments, Abstract and Field A indexes, common words such as "the", "and", "for", or "with" are not indexed. (This applies also to these words' German and French equivalents.) No word of only one or two letters is indexed, nor are pure numbers. For example, if "1987" appeared in a Title it would not be indexed, although "5th" would.

For the Comments and Abstract indexes, you have the option of picking a different size cutoff for words. For example, you might instruct PAPYRUS not to index any Comments or Abstract word of fewer than 7 letters, rather than the default 2 letters. If you routinely enter lengthy comments or abstracts, then this change would eliminate a considerable number of entries in the index, and thus save considerable space on your hard disk. The trade-off is that to search for short words PAPYRUS will then have to perform a "brute force" search—examining every reference in the database.

Acronyms are treated specially—they are usually indexed regardless of their length. PAPYRUS defines an "acronym" as any series of capitalized letters, possibly containing digits as well, separated by hyphens, periods, commas, or nothing. Thus, "DNA", "U.S.A." and "2,3-DPG" are all acronyms. In addition, PAPYRUS allows leading lower-case letters, as in "t-RNA".

If you set your cutoff to 20 or more characters, then PAPYRUS concludes that you really do not want to maintain indexes of your Comments and Abstract words. In such a case acronyms appearing in these fields will not be indexed either. But as long as your cutoff is less than 20 characters all acronyms will be indexed.

For the Title and Field A Indexes, acronyms are always included.

Any time you specify a search that does not allow PAPYRUS to use at least one of its indexes, whether because you have chosen a non-indexed field or because you have picked a word shorter than the cutoff for your database, PAPYRUS will reply:

```
As you've defined this Search, I will have to examine EVERY  
reference in your database. It would be MUCH faster if I could  
use one or more of my index files.
```

```
(See PAPYRUS Reference Manual for further explanation.)
```

```
Can you modify this Search to include an indexed term?
```

You will usually be able to find a way to so modify such a search, as we did above in the "New York" example.

Note that most of the indexes hold entire fields, but a few instead hold individual words from the field. For example, an entry in the Author Index is an entire author name, such as “Smith, JP”—not just “Smith”. An entry in the Keyword Index holds an entire keyword, whether the keyword is a single word (“HUMAN”) or a phrase (“HOMO SAPIENS, FEMALE”). On the other hand, entries in the Title, Comments, Abstracts and Field A Indexes hold individual words. So a search such as:

```
title="sapiens"
```

would find references whose titles included the phrase “Homo sapiens”. But:

```
keyword="sapiens"
```

would NOT find a reference bearing the keyword “HOMO SAPIENS”. On the other hand,

```
keyword="* sapiens"
```

would find a reference with the keyword “HOMO SAPIENS”. Finally, then,

```
term="* sapiens"
```

would find all references whose title, comments, abstract, or keywords included the word “SAPIENS”. (In PAPHYRUS searches, “Term” stands for “Title OR Comments OR Abstract OR Keyword”).

There is one other implication of the way the PAPHYRUS indexes work. If you specify:

```
title="homo sapiens"
```

PAPHYRUS cannot simply look this phrase up in its index, since only individual words appear in the Title Index. This search will therefore require examination of the entire database. You can help PAPHYRUS by changing the search to:

```
title="sapiens" and title="homo sapiens"
```

In this case PAPHYRUS will use its Title Index to find all references with “sapiens” in their title, and then examine only these references for the phrase “homo sapiens”.

Related chapters—

WORKBOOK:
 Searches and Groups

REFERENCE:
 Search
 Utilities

Groups

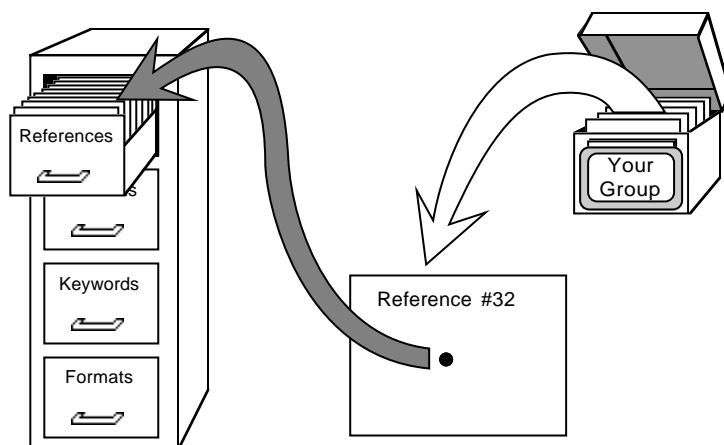
Almost any task to which you will put PAPYRUS will involve only a *subset* of all the references stored in your database. For example, you might want to examine all references on a given topic. Or you might want to assemble the bibliography for your latest publication.

PAPYRUS refers to such a subset of the references from your total database as a **Group**.

When you have PAPYRUS perform a search, the result is a Group containing the relevant references. When you use PAPYRUS to assemble a bibliography, the references you pick are placed into a Group. You may accumulate many different Groups, each corresponding to a different search, bibliography, or other collection of references.

There are several things you can do with a Group. You can view the entire Group on your screen and examine and/or edit individual references. You can add other references to the Group, or remove references from it. You can have PAPYRUS add a keyword to every reference in the Group, or remove a keyword from them all. And, of course, you can have PAPYRUS output the Group's references—sorted however you like, using whatever output format you like—to your printer or your word processor.

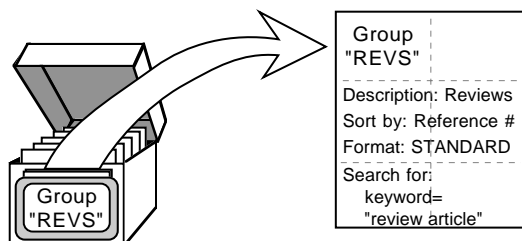
Strictly speaking, a Group does not actually *contain* its references. Rather, a Group acts as a special type of *index*:



Thus, each entry in the Group *points* to a reference in your PAPYRUS database. This means that the main database is not affected when you add new entries to the Group, remove entries from the Group, rearrange the order of Group entries—or even when you delete the Group

itself from your disk. The same reference may appear in several different Groups, and each Group's entries can be sorted in whatever order is appropriate to that Group.

Each Group has certain associated information: a name ("REVS" below), a one-line description ("Reviews"), how the Group's entries are to be sorted, what format to use when outputting the Group, the search specifications (if any) that were used to create the Group, and so on:



You may change each of these items at any time—PAPYRUS will automatically rearrange the Group's entries as necessary. For example, the output format you specify tells PAPYRUS how to handle such issues as letters following years—"Smith 1982a"—or modified alphabetical orderings that take "et al." into account.

As the illustrations suggest, each Group is stored separately from your main database. In fact, each Group is represented by a separate file on your disk. The file's name is the name you assign to the Group, followed by the extension ".GRP". So the Group shown in the above illustration would exist as a disk file named REVS.GRP.

Sorting the Group

The references in a Group are automatically sorted by whatever criteria you choose, and you can change those criteria at any time. For example, you might want a Group to be sorted by Author, then Year, and then Title. Or maybe by Reference #. Or whatever.

You can also sort a Group by "citation order." If the Group represents the bibliography for your latest publication, then this would be the order in which the references are cited in the manuscript. More generally, choosing "citation order" means that you have complete control over the arrangement of its references—you specify where new references are to be placed, and you can move a reference from one spot in the Group to another at any time.

Specific pages

Remember our discussion of Book page numbers in bibliographies, back in the "Bibliographies *vs.* Footnote Lists" chapter? When you add a Book or Thesis reference to a Group you have the option of indicating specific page(s) for the citation. So you can cite different pages of

the same book several times within your bibliography, if that's the style your publisher prefers, yet you will only have to enter the full citation information for the book into your PAPYRUS database a single time.

Implications of using “pointers”

Because each Group stores only pointers to references, rather than the references themselves, whenever you have PAPYRUS output a Group you are guaranteed to see the current version of each reference. This means that if you find a typographical mistake in a reference, you need only correct it in the main database—each Group will then reflect the corrected reference.

This pointer scheme also means that a Group only makes sense in the context of its parent PAPYRUS database. If your colleagues across the hall have their own copy of PAPYRUS and their own database of references, then simply giving them a copy of one of your Groups—*i.e.*, a copy of one of your .GRP files—will not do them much good: a Group entry that points to “the 327th reference” will find the wrong reference if the Group is mistakenly used with a different PAPYRUS database than the one with which it was created.

Which is not to imply that there is no way for you to give your colleagues a collection of references to add to their database. The steps for doing so are described in the WORKBOOK chapter “Sharing Information between Two PAPYRUS Databases.”

Implications of storing Groups apart from the main database

That Groups are stored separate from the main database does have a couple of side effects that you may encounter from time to time.

First, suppose that last week you asked PAPYRUS to find all of the references by John Smith. The results were saved in a Group named SMITH (*i.e.*, a file named SMITH.GRP). Now suppose that today you add another John Smith publication to your PAPYRUS database files. If you have PAPYRUS output the SMITH Group it will not include the new reference—you must add to the SMITH Group an entry for the reference.

Next, suppose you discover that a particular John Smith reference had been entered into PAPYRUS with an author of “John Smythe.” You can correct this mistake in your main database, but again the SMITH Group will not include the former “Smythe” reference until you tell it to.

Similarly, suppose that an existing “John Smith” reference *should* have been entered with an author of “John Smythe.” Correcting this error in your main database will *not* cause the reference to be removed from the SMITH Group. You must do so explicitly, or else have PAPYRUS re-run its search for all “John Smith” references.

For a less obvious implication, suppose that your SMITH Group is sorted by year. Let's suppose that it includes these references:

| | | | |
|-----|-------------|------|---|
| 32 | Smith, John | 1977 | Conventional beliefs of the people of the... |
| 192 | Smith, John | 1981 | Alternative viewpoints of some of the people... |
| 95 | Smith, John | 1983 | Civilized discourse among the people of the... |
| 918 | Smith, John | 1984 | Petty squabbles among the people of the... |
| 491 | Smith, John | 1985 | The mass uprising and revolution of the people... |
| 256 | Smith, John | 1988 | Conventional beliefs of the people of the... |

Now suppose that you discover that reference #192 was actually written in 1991, not 1981. You change this in your main database. The next time you view the SMITH Group, here is what you'll see:

| | | | |
|-----|-------------|------|---|
| 32 | Smith, John | 1977 | Conventional beliefs of the people of the... |
| 192 | Smith, John | 1991 | Alternative viewpoints of some of the people... |
| 95 | Smith, John | 1983 | Civilized discourse among the people of the... |
| 918 | Smith, John | 1984 | Petty squabbles among the people of the... |
| 491 | Smith, John | 1985 | The mass uprising and revolution of the people... |
| 256 | Smith, John | 1988 | Conventional beliefs of the people of the... |

Even though reference #192 is *displayed* correctly, its entry in the Group is still *sorted* between those of references #32 and #95. To correct this discrepancy you must tell POPYRUS to re-sort the Group.

Related chapters—

WORKBOOK:

Searches and Groups

REFERENCE:

Search
Group

Access Codes

There are basically three types of PAPHYRUS users. First are those who will use the data that others have entered, but who will not be editing or entering stuff themselves. Next are those who will enter new references, correct misspelled journal names, perhaps define new formats, and so forth. Finally, a few truly hard-core users will also be responsible for maintaining backups of the database and customizing PAPHYRUS to work with the available printers.

The third type of user is also the one who worries about the first type of user playing around with a large central database shared by an entire research team.

Users of the first type will only need to use PAPHYRUS's *List*, *Search*, and *Group* options; those of the second type may need access to all options except *Utilities*.

When a PAPHYRUS database is first initialized, any user may access any option. You can use the *Utilities Access Codes* sub-option to set up "medium-level" and "high-level" **access codes**. You can then indicate which code, if either, is needed to access each of PAPHYRUS's main options.

A few options never require an access code: *List*, *Cite*, *glossary*, *Notecards*, *diRectory*, and *sHell*. And the *Utilities* option itself always requires the high-level code.

PAPHYRUS will only ask users to enter an access code the first time they try to use one of the options requiring it. After that they will not be bothered for it again during that PAPHYRUS session. Failure to enter the correct access code results in the disappearance of the corresponding options from the main menu.

Related chapter—

REFERENCE:
 Utilities

Reference

Installing POPYRUS

Included in this chapter are sections for installing POPYRUS to run under the MS-DOS Shell, Windows, DESQview, and networks.

Actually running POPYRUS, once it has been installed, is discussed in the “Launching POPYRUS” chapter.

Updating from Version 6.0

If you have been using POPYRUS Version 6.0 on your computer, there are a few steps you must take to convert your existing POPYRUS database into a Version 7.0 database. **Skip this section if your computer has never experienced POPYRUS Version 6.0.**

- 1 In your POPYRUS data directory (the one containing your *.BIB files), make sure that there are no POPYRUS back-up files. These are files ending with “.BB”.
- 2 Run your POPYRUS Version 6.0. From the Utilities menu choose Create Back-up Files. Have POPYRUS proceed to create a set of back-up files in your POPYRUS data directory.

This set of back-up files (*.BB) contains *all* of the information from your POPYRUS database. You might wish to copy these files to floppy disks for safekeeping. From these files, either Version 6.0 or Version 7.0 of POPYRUS can reconstruct your entire database.

- 3 If you have more than one POPYRUS database, each in its own directory, repeat the above procedure for each of them.
- 4 Follow the instructions given below under **Initial Installation**. This will result in the removal of your POPYRUS Version 6.0 *program* files from your disk, and their replacement by the Version 7.0 program files.
- 5 Launch POPYRUS Version 7.0. Go to the Utilities menu and choose Restore from Back-up files. POPYRUS will now re-initialize your database, and then rebuild it from the back-up files you created in step 2. **For a database of a few thousand references, this process will probably take several hours. Plan accordingly (e.g., consider running this step overnight).**

- 6 If you have any Groups from Version 6.0 that you wish to continue using, you should now run the GRPCVT program to turn them into Version 7.0 Groups. Simply type GRPCVT at the DOS C> prompt.
- 7 If you had added "device=ansi.sys" to your CONFIG.SYS file for PAPYRUS Version 6.0, but do not need it for any other programs you use, you can now remove that line from CONFIG.SYS.

Appendix A summarizes many of the changes between Versions 6.0 and 7.0. You really should fully review these new manuals soon, but Appendix A will alert you to the biggest changes.

Initial PAPYRUS Installation

Loading PAPYRUS onto your computer is easy.

- 1 Make a working copy of each of the original PAPYRUS diskettes. Place the originals in a safe place and use your working copies for the following steps.
- 2 If you have purchased the Registered Version of PAPYRUS you will find two copies of Disk #1—one marked Registered and the other Demo. For now, set aside the Demo disk. Place the Registered one into your floppy drive.

If you have purchased the Demo Version of PAPYRUS, then you will only have the Demo copy of Disk #1. Place it into your floppy disk drive.

- 3 If that is your A: drive, then type this:

a:

On the other hand, if Disk #1 is in your B: drive, then type this:

b:

Now press the ENTER key.

- 4 Type this:

install

and then press the ENTER key.

-
- 5 Follow the instructions that appear on your screen. PAPHYRUS will now install itself onto your computer. The installation program will ask your permission before it makes any changes to your system.

PAPHYRUS is now installed. Put your diskettes in a safe place.

The “Launching PAPHYRUS” chapter explains how you run the program. The first time you do so PAPHYRUS will ask to perform a *System Initialization*. This step creates a fresh, empty PAPHYRUS database.

A PAPHYRUS database consists of 8 files, all of whose names end in “.BIB”. Seven of these files (LAST.BIB, REF.BIB, JRNL.BIB, KEY.BIB, FMT.BIB, REFKEY.BIB, INDX.BIB) are created when you perform the *System Initialization*. The eighth (PRINT.BIB) is created during step 5 above.

After you do your *System Initialization*, you should use the *Preferences* option to customize PAPHYRUS to meet your personal needs.

You also might want to set up some *Access Codes* for your database, as described in the “*Access Codes*” chapter of the *CONCEPTS* section. To do so, choose *Utilities* and then pick *Access Codes*.

Subsequent Partial Installations

Repeating the same steps listed above will allow you to later add individual files from the PAPHYRUS diskettes to your hard disk. This means that you need not have PAPHYRUS install *everything* the first time you install the program. If you later find that you require one of our special-purpose modules you can install it then. Or if you accidentally damage or delete one of the PAPHYRUS program files, you can restore just the damaged or deleted file.

Among the pieces you might want to later install in this fashion are *Format Libraries*—collections of predefined output and import format templates—and various conversion programs for importing references from certain computer sources.

Multiple PAPHYRUS Databases

PAPHYRUS has been designed to work well with databases even as they grow to contain tens of thousands of references. So it will generally be more convenient for you to keep one large database than several smaller ones.

However, if you actually work in two or more fields that have very little overlap, you might prefer to maintain a separate PAPHYRUS database for each field. To do so, **create a separate directory or subdirectory for each database**. Copy the PRINT.BIB file from your initial PAPHYRUS installation into each of these *data directories*. (You need not copy any other PAPHYRUS files to these new directories.) The first time you run PAPHYRUS from each data directory (as explained in the “Launching PAPHYRUS” chapter) a fresh set of PAPHYRUS*.BIB files will be created there. These *.BIB files constitute the new (initially empty) PAPHYRUS database.

Giving the Demo Version of PAPHYRUS to Your Colleagues

We give you permission to copy all of your PAPHYRUS disks and give the copies to a colleague to try. *However*, for Disk #1 you must give them a copy of the disk marked Demo. **You may not give away copies of your Registered Disk #1.**

Your colleague can then install the Demo Version of PAPHYRUS onto her or his computer following the same steps listed above. As you’ll recall from the first few pages of this manual, reference collections created with the Demo version will “lock up” 30 days after they are created, or when more than 50 references have been entered into the collection, whichever comes first. Purchasing the Registered version unlocks the collection.

Of course, we certainly hope that you will extol the virtues of PAPHYRUS and help motivate your colleague to join you in legal Registered Usership!

You may also provide colleagues with copies of these manuals.

PAPHYRUS’s Memory Requirements

The PAPHYRUS program requires approximately 470K of free RAM memory to run. If you have extended (XMS) memory, PAPHYRUS will use up to 1 megabyte of it to speed certain operations. PAPHYRUS does not use expanded (EMS) memory.

PAPHYRUS’s program files will take up approximately 2 megabytes of your hard disk.

PAPHYRUS’s data files will start at about 225K, and grow as your database grows. As a very rough estimate, 1500 references without abstracts or lengthy comments will take up about 1 megabyte.

Program Limits

The total number of references, abstracts, comments and notecards in your database cannot exceed 2 million (approximately—the exact number depends on the actual length of your comments and abstracts).

No individual field within a reference or notecard can exceed 8,000 characters. However, you may attach an unlimited number of notecards to each reference.

The DOS Shell

MS-DOS 5.0 includes a special program called the DOS Shell. (You start it up by typing `dosshell`.) This replaces the usual DOS `C>` prompt with a semi-graphical interface, complete with pull-down menus, scroll bars, and other modern accouterments.

MS-DOS 4.0 also includes a shell. Don't get me started on MS-DOS 4.0.

In addition to providing a justification for your expensive color monitor and five-button mouse, the DOS Shell allows you to run more than one "task" at a time. For example, you can use the DOS Shell to jump back and forth between PAPYRUS and your word processor, without having to actually quit one program and re-start the other.

To arrange all this, first turn on the `Enable Task Swapper` item under the DOS Shell's `Options` menu. Next, use the `File` menu's `New . . .` item to create a new "program item." Set it up as follows:

```

Program Item Properties
-----
Program Title . . . . [Papyrus 7.0.....]
Commands . . . . . [c:\pap\pap.....]
Startup Directory . . [c:\pap.....]
Application Shortcut Key [.....]
[ ] Pause after exit      Password . . [.....]
-----
[ OK ] [ Cancel ] [ Help ] [ Advanced... ]
  
```

The `Commands` line tells the DOS Shell to run the program named "pap" from the "c:\pap" directory. The `Startup Directory` line tells the DOS Shell that the PAPYRUS data files are also to be found in the "c:\pap" directory. If you have installed the program in a different directory, or if your database resides elsewhere, then change these accordingly.

Then press the `Advanced . . .` button and fill that screen in like this:

Help Text [Papyrus Bibliography Program, Version 7.0.....]

Conventional Memory KB Required [470.....]

XMS Memory KB Required [0.....] KB Limit [1024.....]

Video Mode (.) Text Reserve Shortcut Keys [] ALT+TAB
() Graphics [] ALT+ESC
[] Prevent Program Switch [] CTRL+ESC

Press the OK buttons on these windows, and you should now see an entry for Papyrus 7.0 in the Program List pane of the DOS Shell window.

Windows 3.0, 3.1, 3.11

Included with PAPHYRUS are two special files for use with Microsoft Windows (Version 3.0 or newer). They are PAP.PIF (a Program Information File) and PAP.ICO (a beautiful icon).

Here I will make some assumptions about your computer's configuration. You are not restricted to these assumptions, but if your configuration differs then make the appropriate changes as you carry out the indicated steps in the following instructions. My assumptions are:

- you will install PAPHYRUS in your Non-Windows Applications group under the Windows Program Manager (Step 1)
- both PAP.PIF and PAP.ICO were installed in C:\PAP by the PAPHYRUS installation program (Steps 3, 4 and 6)
- the PAPHYRUS programs have been installed in C:\PAP (Step 6)
- the PAPHYRUS database files will also be located in C:\PAP (Step 3, 6)

Once you have completed the standard PAPHYRUS installation, start Windows and bring up the Program Manager screen. Then follow these instructions:

- 1 Click on the Non-Windows Applications window, making it the active window.
- 2 From the File menu choose New.... In the resulting New Program Object window, choose Program Item and press the OK button.
- 3 In the resulting Program Item Properties window, type "Papyrus 7.0" for Description. Then for Command Line type "C:\PAP\PAP.PIF".

Windows 3.1: For Working Directory type "C:\PAP".

- 4 Click on the Change Icon... button. In the Select Icon window ("Change Icon" window in Windows 3.1) fill in "C:\PAP\PAP.ICO" for the File Name. Then click on the View Next button (Windows 3.0) or the OK button (Windows 3.1). The PAPHYRUS icon should appear. Press the OK button.
- 5 In the Program Item Properties window, press the OK button. The PAPHYRUS icon should now appear in your Non-Windows Applications window.

-
- 6 If either your PAPHYRUS programs or your PAPHYRUS database are not located in C:\PAP, then you will have to modify the PAP.PIF file. Do so by running the Windows PIF Editor. From the PIF Editor's File menu choose Open.... Then select C:\PAP\PAP.PIF (of course, if PAP.PIF is not in C:\PAP then substitute the actual path). Modify the Program Filename line to reflect the actual location of the PAPHYRUS program files. Change the Start-up Directory line to the actual location of your PAPHYRUS data files. Then choose Save from the File menu. Now exit the PIF Editor.

Windows 95

If you have the full version of POPYRUS, you will have two copies of Disk #1, one marked Registered and the other marked Demo. For now, set aside the Demo disk and insert the Registered one into your floppy drive.

If you purchased the Demo Version of POPYRUS, then you will only have the Demo copy of Disk #1. Place it into the floppy drive.

Using your mouse, click on your Start menu. From this menu, select Shut Down... This will bring up a dialog box which will offer you three choices. Pick Restart the computer in MS-DOS mode, and press the Yes button.

You will next find yourself at a C:\> prompt. Type:

```
a:install
```

(assuming that Disk #1 is in the A: drive). Now press the ENTER key, or click on the OK button.

Follow the instructions that appear on your screen. POPYRUS will now install itself onto your computer. The installation program will ask your permission before making any changes to your system.

To return to Windows after the installer returns you to the C:\> prompt, type win.

Now follow these instructions to create a shortcut icon for POPYRUS:

- 1 Right-click on the desktop itself—that is, not in any open window or on any icon. This will bring up a list of choices. Two-thirds of the way down the list you'll see "New" with a little arrow off to one side. If you click on this, it will open up a side menu of choices. There, the second item in the list is Shortcut. Select this item.
- 2 A dialog box will now appear on your screen to allow you to set up the shortcut. You will be prompted for the name of the program—type C:\PAP\PAP.EXE (without the quotation marks). Press the Next button. You'll then be asked to supply the name for the shortcut—type Papyrus 7.0.
- 3 If you see a Next button, press it. A window showing the attractive POPYRUS Icon will then appear. Press the Finish button. A Papyrus 7.0 icon will now appear on your desktop.

If you do not see a Next button, then just press the Finish button. A generic icon labeled Papyrus 7.0 will now appear on your desktop.

-
- 4 Right-click on the newly created PAPHYRUS shortcut icon. This will again bring up a list of choices. This time, we want to select *Properties* from the list. It's at the bottom.
 - 5 This will bring up another large dialog box with several tabs at the top. The *General* tab will be selected. Select the *Program* tab. This will bring up that page of the dialog box. In the *Working* field, type *C:\PAP* (or whatever directory is to contain your PAPHYRUS *data* files).
 - 6 If you previously saw only a generic icon for PAPHYRUS, now press the *Change Icon* button. Dismiss any messages about there being no available icons. For the filename containing the icon, type *C:\PAP\PAP.ICO*. Press *OK* and you should now see our attractive icon.
 - 7 Select the *Memory* tab. In the *Extended (XMS) Memory* section, set the value to 1024. Either press the down arrow and select 1024 from the list, or simply click in the field and type 1024 in place of *Auto*.
 - 8 Select the *Misc* tab. Select *Always Suspend in the Background* box. *Uncheck* the box marked *Foreground: Allow screen saver*. Also, slide the *Idle Sensitivity* slider all the way to the low end. This will ensure best performance under Windows 95.
 - 9 Click the *OK* button to dismiss the dialog box.

Once these steps have been performed, you will be ready to launch PAPHYRUS from your desktop. Please see your Windows 95 online documentation for more information on copying the PAPHYRUS shortcut icon into your *Start* menu or anywhere else that suits you.

DESQview

PAPYRUS is a “DESQview-aware” program. This means that it runs well under DESQview, but does not take any special advantage of DESQview-specific features.

You teach DESQview about a new program by choosing **Open Window** and then **Add a Program** from the DESQview menu. In the **Add a Program** menu, choose **Other**. Then, when the little **Add OTHER Program** menu comes up, press **F1**. This will bring you to the **Specify Program Information** screen. Fill it in as follows:

| Specify Program Information | |
|-----------------------------|---|
| Program Name.....: | |
| Keys to Use on Open Menu: | Memory Size (in K): |
| Program...: | |
| Parameters: | |
| Directory: | |
| Options: | Writes text directly to screen.....: <input type="checkbox"/> Displays graphics information.....: <input type="checkbox"/> Virtualize text/graphics (Y,N,T).....: <input type="checkbox"/> Uses serial ports (Y,N,1,2).....: <input type="checkbox"/> Requires floppy diskette.....: <input type="checkbox"/> [N] |

Then press **F1** and fill in the **Advanced Options** screen:

| Specify Program Information Advanced Options | | | |
|--|----------------------|--|----------------|
| System Memory (in K).....: | | Maximum Program Memory Size (in K)..: | |
| Script Buffer Size.....: | | Maximum Expanded Memory Size (in K): | |
| Text Pages: | Graphics Pages: | Initial Mode: <input type="checkbox"/> | Interrupts: to |
| Window Position: | | | |
| Maximum Height: | Starting Height: | Starting Row...: | |
| Maximum Width..: | Starting Width..: | Starting Column: | |
| Shared Program | | | |
| Pathname..: | <input type="text"/> | | |
| Data.....: | <input type="text"/> | | |
| Close on exit (Y,N,blank).....: | | Uses its own colors.....: | |
| Allow Close Window command.....: | | Runs in background (Y,N,blank)....: | |
| Uses math coprocessor.....: | | Keyboard conflict (0-F).....: | |
| Share CPU when foreground.....: | | Share EGA when foreground/zoomed.: | |
| Can be swapped out (Y,N,blank)..: | | Protection level (0-3).....: | |
| <input type="button" value="Press ↵ when you are DONE"/> | | | |

Now press ENTER a few times to save all of this.

From a technical point of view, DESQview is quite a complex environment. We have arrived at the above settings after much study of the DESQview manual and a fair amount of experimentation; PAPYRUS seems to behave well with these settings, but feel free to do your own experimentation.

Networks

This section is addressed to network administrators.

Be sure to refer to the PAPHYRUS License Agreement found in APPENDIX D before making PAPHYRUS available over your network.

You may tell the PAPHYRUS installation program to put the PAPHYRUS program files onto a network fileserver. Alternatively, you may install PAPHYRUS on the local disks of several networked computers, but keep one or more shared PAPHYRUS databases on the fileserver.

PAPHYRUS makes very frequent accesses of its data files. In addition, the program files themselves are heavily overlaid, so sometimes when the user switches from one menu to another PAPHYRUS will have to read in a section of a program file.

The “Launching PAPHYRUS” chapter explains how to direct PAPHYRUS to find its data files on a different disk than the one holding the PAPHYRUS program files. You should use the techniques described in that chapter; other approaches using “search drives” or APPEND commands may not work.

PAPHYRUS will run safely over a network, but has not been designed as a multiple-user database. File-locking will prevent two users from simultaneously accessing the same set of data files.

If you have several users who would like common, simultaneous *read-only* access to a PAPHYRUS database, we can send you a copy of our Retriever program (at no charge). This stripped-down version of PAPHYRUS allows users to search and output references, but not to make any changes to the database. Because the Retriever opens the data files in read-only mode, you should be able to run multiple copies simultaneously.

The PAPHYRUS program files are PAP.EXE and PAP.OVR. The latter must be made *read-only* if more than one person will be trying to run it at once. The DOS ATTRIB command will work for this; you can probably also use your standard network utilities to make this file read-only, but we have not tested that approach.

PAPHYRUS keeps PAP.OVR constantly open to improve performance. If the file is not made read-only, then a second user would be unable to also access it.

Because PAPHYRUS is quite a large program, your users may find that they lack sufficient free RAM to run it after loading their network drivers. In most cases this will not be a problem if they are using DOS 5.0, with DOS loaded high. However, in a few cases users may have to forego some of their pet TSRs to fit both network drivers and PAPHYRUS into their computer.

Optimizing PAPHYRUS Performance on Your Computer

Disk cache utilities, RAM disks

If your computer has more than 640K of RAM memory, then you should use a disk cache utility.

I am *not* referring here to the *hardware* disk caches that are now common on new computers' disk controller cards. While these do improve your computer's performance, their capabilities pale in comparison to the larger *software* caches that I am discussing.

A disk cache utility is a program that is loaded when your computer boots up. Some common ones are SMARTDrive (which comes free of charge with MS-DOS 5.0 or Windows), NCache (part of the Norton Utilities), and PC-KWIK (available from Multisoft; also included with DR-DOS 6.0). There are many others on the market as well.

Disk cache utilities insinuate themselves between your programs—such as PAPHYRUS—and your computer's hard disk. Whenever a program reads information from the disk, or writes information to the disk, the cache remembers that information. If a few moments later the program needs to read that same part of the disk again, the cache immediately delivers the data to the program without ever accessing the disk.

Nearly all computer programs will run at least somewhat faster when a disk cache utility has been installed. For database programs such as PAPHYRUS, though, the improvement may be as great as *tenfold* for some operations.

So if your computer has more than 640K of RAM, you *really should* obtain and use a disk cache utility program. Allocating even 200-300K to the cache will yield a noticeable improvement in PAPHYRUS's performance. If you can spare 1-2 megabytes of RAM, that will be even better.

Some of you might be tempted to use your extra RAM as a **RAM disk** rather than a disk cache. (If you don't know what I'm talking about, please skip the rest of this paragraph.) In almost all cases, however, for programs like PAPHYRUS a disk cache will provide significantly greater speed improvements than a RAM disk. Moreover, a disk cache will improve the performance of *all* programs you run, while a RAM disk will benefit only specific programs or operations.

The “Brazilian” keyboard driver

If you have a standard English-language keyboard, but often need to type accented or non-English letters (“é”, “ñ”, “ö”, etc.), then MS-DOS 5.0 includes a feature you might like to try. It is called (for reasons known only to Microsoft) the Brazilian keyboard driver.

To install this helpmate, the following line must be executed. You can simply type it at the DOS C> prompt, or you can place it in your AUTOEXEC.BAT file so that it will always take effect when your computer is booted up. Here is the rather cryptic line:

```
keyb br,,c:\dos\keyboard.sys
```

“keyb” stands for KEYB.COM, which is part of DOS. You should find both KEYB.COM and the file KEYBOARD.SYS in your C:\DOS directory. The “br” in the above line stands for “Brazil”, and there really are *two* commas between “br” and “c:\dos\keyboard.sys”.

Once the Brazilian keyboard driver has been installed, you can easily obtain acute or grave accents, umlauts, tildes, circumflexes and cedillas. Since Microsoft’s MS-DOS manual does not explain any of this in detail, though, I have taken on the task in the “PAPYRUS Conventions” chapter later in this REFERENCE.

SHARE.EXE

If you will use PAPYRUS in conjunction with the DOS Shell, Windows, DESQview, or another task switching program, it is a good idea to install DOS’s SHARE.EXE. Doing so is easy; simply add this line to your AUTOEXEC.BAT file:

```
c:\dos\share
```

Running SHARE when you start your computer guarantees that you cannot accidentally launch two copies of PAPYRUS at once. This is important, as running two copies of PAPYRUS simultaneously is an excellent way to mangle your data files irreparably.

Launching PAPYRUS

The Workbook also has a chapter named “Launching PAPYRUS.” If you get nervous when people start talking about things named “AUTOEXEC.BAT” or “subdirectory”, then you might want to try the Workbook chapter before plunging into this one. You might also want to have your local computer guru read this chapter to help you set up PAPYRUS to run as smoothly and conveniently as possible.

You can run PAPYRUS from whatever IBM-PC “environment” you prefer: the DOS C> prompt, MS-DOS 5.0’s DOS Shell program, Microsoft Windows, or Quarterdeck’s DESQview.

Other options—such as “menu” or “shell” programs, DR-DOS, Software Carousel, etc.—also work. The details are left as exercises for the reader.

Launching PAPYRUS Directly From DOS

The simplest way to start PAPYRUS is to first move yourself to the directory that contains your PAPYRUS *data* files. If that is the C:\PAP directory, for example, you would type:

```
cd c:\pap
```

(“cd” means “Change Directory.”)

Then you can run PAPYRUS simply by typing:

```
pap
```

(If you have only the Demo version of PAPYRUS, instead of “pap” you type “papdem”. This is true for all of the following examples, as well.)

When PAPYRUS is launched with this command, it expects to find its data files (*.BIB) in the **current default directory (or subdirectory) on the current default disk drive**.

If there are no *.BIB files there, PAPYRUS will next check whether you have executed a DOS APPEND command (perhaps in your AUTOEXEC.BAT file). If you have, PAPYRUS will then look in the appended directories for the *.BIB files.

As a rule, though, there is no particular reason for you to use APPEND, at least as far as PAPYRUS is concerned. The next section of this chapter explains how to access a set of PAPYRUS data files that reside outside the current default directory.

If POPYRUS cannot find a set of *.BIB files in the current (or appended) directory, it will offer to perform a System Initialization. That is the step in which a fresh set of *.BIB files is created.

Command line path(s)

To run POPYRUS from a disk or directory other than the one containing your POPYRUS data files, you specify the location of the data files on your command line:

```
pap c:\pap
```

When POPYRUS is launched with this style of command, it expects to find its *.BIB files in the **disk and directory given on the command line**.

Of course, if you are trying to run POPYRUS from a disk/directory other than the one containing the POPYRUS *program* files (PAP.EXE, PAP.OVR), you had better be sure that the PATH statement in your AUTOEXEC.BAT file includes that POPYRUS program directory. If it does not, then the above command will get you a Bad command or file name response.

If you have some reason for not including the POPYRUS program directory in your PATH statement, you can give it explicitly at the start of the command line. Assuming that the program files are also in your C:\PAP directory, you would type:

```
c:\pap\pap c:\pap
```

In other words, “run PAP.EXE, which can be found in C:\PAP, and tell it to look for its data files in C:\PAP”.

Command line switches

There are three command line “switches” available to you: /m, /s, and /c. Switches are included on the command line after the program name:

```
pap /m /s
```

```
c:\pap\pap /c c:\pap
```

Note that standard DOS switches are indicated with *forward slashes*. If you prefer, though, POPYRUS does also accept switches entered with the hyphen notation:

```
pap -m -s
```

The /m switch forces POPYRUS to run in **monochrome** mode. Normally POPYRUS interrogates your computer to determine whether you are using a monochrome or color monitor. However, some computers—these mainly include laptops with CGA screens and some AT&T

desktop models—are sneaky about this. These machines have monitors that display multiple shades of gray; they inform programs that they have a color monitor, and then display the programs’ various “colors” as different shades of gray. This tends to be suboptimal if the program thinks it is writing yellow text on a blue background while the monitor shows you only gray on near-identical gray.

So if you start PAPYRUS and everything turns gray, you should immediately quit PAPYRUS by pressing the ESC key a few times. If that doesn’t work, press the letter “q” (for “quit”). Then launch PAPYRUS again with the /m switch.

The /s switch controls PAPYRUS’s tendency to **slide** sideways from one screen to another. If you get tired of PAPYRUS’s usual sliding (or if it causes some sort of funny behavior on your particular monitor), adding /s will suppress the slides.

Including the /c switch eliminates the random message that PAPYRUS displays when you exit the program. Perhaps in some future version it will also temper some of PAPYRUS’s scattered impertinent remarks. This is, of course, the **curmudgeon** switch.

Batch files

You might want to create one or more batch files to encapsulate your particular combination of paths and switches.

For example, suppose you want to be able to run PAPYRUS at any time, without worrying about what directory you are currently in. Further suppose that the PAPYRUS program files are located in C:\PAP, and that you have two different PAPYRUS databases, one in C:\PAP\WORK and the other in C:\PAP\PLAY. You could then create a file (in your root directory, probably) named WORK.BAT that contains this one line:

```
c:\pap\pap c:\pap\work
```

And you could create another file, PLAY.BAT, with this sole line:

```
c:\pap\pap c:\pap\play
```

Then whenever you wanted to run PAPYRUS, you could simply type `work` or `play`, and PAPYRUS would run, using the appropriate data files.

The simplest way to create such a .BAT file is to type this:

```
copy con c:\work.bat
```

This tells the computer to copy whatever you type on the keyboard (the “console”) to a new file named `work.bat`. You then type the line you need, and press the ENTER key. Now hold down the CTRL key and type the letter “z”. Finally, once again press ENTER.

Floppy disk options

The PAPHYRUS program is too big to fit onto a floppy disk. It *must* therefore be run from a hard disk.

But you do have the option of keeping your PAPHYRUS *data* files on a floppy disk. This might be useful if you wanted to carry your database back and forth between different computers. However, *all* of your *.BIBdata files must reside on the same floppy disk. This limits you to a relatively small database.

As a very rough estimate, a PAPHYRUS database of 1,500 references, without abstracts, will occupy about 1 megabyte of disk space. So a high-capacity diskette might support a PAPHYRUS database of a bit over 1,000 references, while a low-capacity 360K diskette could hold only a few hundred references.

If you want to keep your database on a floppy disk, then install the PAPHYRUS program onto your hard disk in the standard fashion described in the "Installing PAPHYRUS" chapter. When you launch PAPHYRUS, though, tell PAPHYRUS to look to your floppy disk drive for its data files.

For example, regardless of which disk is currently your default drive, you could tell PAPHYRUS to use the B: drive for its data files by typing:

```
c:\pap\pap b:
```

Launching PAPHYRUS From the DOS Shell

Assuming that you have followed the instructions in the “Installing PAPHYRUS” chapter about installing PAPHYRUS into your DOS Shell Program List, you can now launch PAPHYRUS either by double-clicking on the Papyrus 7.0 entry with your mouse, or by using the TAB and arrow keys to highlight that entry, and then pressing ENTER. Either way, the DOS Shell screen should disappear, to be replaced by PAPHYRUS’s main menu screen.

When you are completely through using PAPHYRUS, exit it as always by pressing “q” or clicking on the Quit item of the main menu. You will be returned to the DOS Shell window.

But to *temporarily* switch from PAPHYRUS to another program (either back to the DOS Shell itself, or to your word processor), press ALT-TAB.

Once you have launched both PAPHYRUS and your word processor from the DOS Shell, then, pressing ALT-TAB will take you back and forth between the two programs. This “task swapping” may take several seconds; you can greatly speed the process by installing a disk cache utility and giving it a megabyte or two of RAM to work with.

This is one situation where a RAM disk utility might actually have some advantage over a disk cache program. The DOS Shell keeps its temporary “swap file” in the directory specified by your TEMP environment variable. So assigning this directory to a RAM disk should dramatically speed up task swapping.

For full details on using the DOS Shell, refer to your MS-DOS manual. Or to whatever books you’ve purchased to help you understand your MS-DOS manual.

Launching PAPYRUS From Windows

If you have followed the instructions in the “Installing PAPYRUS” chapter regarding installing PAPYRUS to run under Windows, then you can launch PAPYRUS simply by double-clicking on the PAPYRUS icon in your Non-Windows Applications window.

Windows 386 enhanced mode

If your computer is a 386 or better, then you should run Windows in its 386 enhanced mode. In addition to the advantages this entails for all Windows applications, it also provides PAPYRUS the ability to work directly with the Windows clipboard. When run under 386 enhanced mode, PAPYRUS’s Copy and Paste commands will allow you to easily exchange data with your true Windows applications. And PAPYRUS’s Cite function will be able to place formatted bibliographic references directly into the Windows clipboard for subsequent Pasting into your Windows applications.

Shortcut keys

There are some Windows shortcut keys that let you quickly jump from PAPYRUS to your word processor and back. These are explained in your Windows manual, but could be easier to find. For your convenience I will summarize some of the more useful shortcuts here.

- | | |
|-----------|---|
| CTRL-ESC | Bring up the Windows Task List. From here you can switch to any application, including the Program manager. |
| ALT-TAB | Switch between the two most-recently used applications. Once you have used CTRL-ESC to move from PAPYRUS to your word processor, or vice versa, subsequently pressing ALT-TAB will move you back and forth between these two programs. (Pressing ALT-TAB repeatedly will cycle you through <i>all</i> running applications.) |
| ALT-ENTER | Switch between full-screen and window modes (<i>Windows 386 enhanced mode only</i>). PAPYRUS runs faster and smoother in full-screen mode. However, you can also run it in a window via this shortcut. |

Running PAPYRUS in a window has three disadvantages. (1) Text is smaller, and therefore harder to read. (2) Under Windows 3.0, all mouse actions will be intercepted by Windows, so PAPYRUS will not respond to any mouse movements or clicks. (This has been *mostly* fixed in Windows 3.1.) (3) Some PAPYRUS functions will slow down, because other Windows applications are allowed to run in the background.

ALT-SPACE **Switch from full-screen to window mode (if not already in window mode), and bring up the application's Control menu** (*Windows 386 enhanced mode only*). The Control menu has several functions, none of them terribly useful unless you lack a mouse. However, its *Settings...* item does allow you to turn Background execution on and off.

Background execution

Under Windows, at any moment only one application is considered the “active” one. However, all other applications are usually allowed to run simultaneously “in the background.” Windows works this magic by letting the active application run for, say, half a second, and then letting the background applications run for, say, a tenth of a second each. So even though an application will get a greater percentage of your computer's resources when it is “active,” it will still be sharing those resources with all other programs that you have launched.

Windows does allow you to adjust each application's relative “priority.”

When a program—such as POPYRUS—is running in full-screen mode, all background execution of other programs is suppressed. So POPYRUS running full-screen under Windows will perform its tasks *nearly* as fast as it would if run directly from DOS.

Windows itself will still use some of the computer's time for its own purposes.

If you switch POPYRUS to run in a window, though, it will slow down dramatically as your other applications consume large chunks of the computer's resources.

According to the PIF file we've supplied, POPYRUS will not run at all when it is in the background. In other words, as soon as you switch to your word processor or another application, POPYRUS goes into a state of suspended animation. When you switch back to POPYRUS it resumes its operations.

There are times that you might want to have POPYRUS continue to run, albeit slowly, in the background. For example, POPYRUS might be importing a large file of references that you downloaded from your library's computer. While it is working on this import, you want to use your word processor to get some other work done. You can tell Windows to allow POPYRUS to run in the background, in one of two ways.

First, you can use the PIF Editor to modify PAP.PIF. Check the box labeled Background execution. This will instruct POPYRUS to run in the background henceforth, every time it is launched.

Second, *while POPYRUS is running* you can use ALT-SPACE to bring up its Control menu. Choose *Settings...*, and in the resulting dialog window check the Background box. This

only affects PAPHYRUS's *current* background execution behavior—the next time you launch PAPHYRUS, the PIF settings will again govern whether it runs in the background or not.

When to *not* run under Windows

Because a complicated search or a lengthy import can require quite a bit of your computer's energies, you will find that these operations run *noticeably* faster when you launch PAPHYRUS directly from DOS rather than under Windows.

Launching PAPHYRUS From DESQview

If you followed the instructions in the “Installing PAPHYRUS” chapter regarding installing PAPHYRUS to run under DESQview, then you should be able to launch PAPHYRUS from the DESQview menu by choosing Open Window and typing PA.

Every aspect of PAPHYRUS runs more slowly under DESQview than when PAPHYRUS is launched directly from DOS. This includes screen refreshes, searches, imports: *everything*, and is true even when PAPHYRUS is running full-screen in the foreground—even if PAPHYRUS is the only application running.

If you find a combination of DESQview settings that improves this situation, *please tell us!*

So there will be times when you will want to quit DESQview and launch PAPHYRUS directly from DOS. Specifically, any time that PAPHYRUS is taking longer than you’d like to accomplish a task, consider quitting DESQview for a while.

Reference Types and Their Fields

Quick summary

Built-in reference types:

Article
Book
Chapter
Map
Patent
Thesis
Quote
Other

Entering other reference types:

Symposia & Conference Proceedings

Use Article or Chapter.

Reports

Use Book or Chapter.

Dissertation published on microfilm

Use Book.

Newspaper article

Use Article.

Fields available to all reference types:

Reference #

Just numbers, no letters nor punctuation.

Highest allowable number: 8,000,000.

You can override PAPHYRUS's default Reference #s with your own preexisting numbers.

Authors, Editors

Up to 100 authors per reference.

Up to 100 editors per reference.

Enter as Surname, First or Surname, First, Suffix.

Enter either initials or entire firstnames.

If you type the name without capitalizing, PAPHYRUS will capitalize the surname and firstnames or initials for you.

“Corporate” names should not include commas.

If you enter “Anonymous” as the author, then “Anonymous” will always be displayed when you output that reference.

If you enter “Anon.” as the author, then your output format will control whether to display “Anon.” or to suppress the author field.

You can enter “et al.” when you don’t know all the authors or editors.

Year

You need enter only the final two digits of a year.

Do not append “a”, “b”, etc. to a year.

You can enter “years” like “1976-1980”, “in press”, “submitted”.

Abstract

Up to 8,000 characters.

Comments

Up to 8,000 characters.

Also Print

Additional information to be appended to the reference whenever it is output in a bibliography or reference list.

Keywords

Up to 100 keywords per reference.

Can be words or phrases.

Typing a number sign (“#”) in front of a keyword makes it “major” for that reference.

Accession Number

Available for your local number system, universal library numbers, etc.

For Books, Chapters, Theses, and Maps there is also a separate **Catalog Number** field.

Location

Available to indicate where you keep each reference.

Affiliation/Address

Authors’ institutions and/or addresses.

Fields A, B, C

You can rename these three fields via the Preferences option.

Use them for whatever you wish.

Only Field A is indexed.

In this chapter I'll review each of PAPHYRUS's reference types, and the various elements—"fields," in computerese—available to each.

After running through each of PAPHYRUS's reference types I will discuss some other reference types common in the real world—such as Technical Reports and Conference Proceedings—and show you how to fit them into PAPHYRUS's view of the universe.

The **CONCEPTS** chapter on "Bibliographic Conventions" is a prerequisite for this one.

All Types

Some fields are available to you for all references, regardless of reference type.

Reference

PAPHYRUS assigns its own consecutive **Reference #** to each and every reference entered. The very first reference typed into PAPHYRUS is #1, the next is #2, and so on. This Reference # provides a concise and unambiguous way of referring to any particular reference within PAPHYRUS. It also enables you to examine, say, the most-recently entered batch of references, as these will be those with the highest Reference #'s.

Do not confuse PAPHYRUS's Reference #, which can be considered an inherent part of the reference, with the *ad hoc* sequential numbers often printed before references when they appear in a bibliography.

You can override PAPHYRUS's suggested Reference #. So those of you who have a collection of index-cards or reprints with reference numbers already assigned need not worry—PAPHYRUS *will* allow you to use your old numbers. The same applies for those of you who will be importing numbered references from another personal bibliographic program, in case you wish to retain the old numbers.

PAPHYRUS's Reference #s are just that: numbers. You cannot, for example, mix letters in with them ("A108", "291-B" or whatever). The highest allowable number is 8,000,000.

Authors and Editors

PAPHYRUS allows up to 100 authors per reference, plus a similar number of editors (where applicable). Most human authors will have a surname plus one or more firstnames or initials. You may enter either full firstnames ("Richard Milhouse") or just initials ("R.M.") or a combination ("Richard M."), whichever is most natural for you. When you have PAPHYRUS

output references, your output format tells PAPYRUS whether it should include full firstnames (where available) or should convert all names to just initials.

Everything in this discussion of “author” names also applies to editor names.

When you enter an author’s name into PAPYRUS, you always do so in the form Surname,First or Surname,First,Suffix. Here are some examples:

Einstein,Albert P

Picard,J-L

Downey,MP,Jr.

PAPYRUS will rearrange and re-punctuate these as necessary when they are output, according to whatever rules are specified in the output format you choose at the time.

There is no problem if you include some spaces or periods when you enter a name. PAPYRUS will automatically convert the name to the above form.

In fact, PAPYRUS includes a useful shortcut for entering most author or editor names—if you are entering a normal human’s name you can forget about your Shift key. For example, if you enter the above names like this:

einstein,albert p

picard,j-l

downey,mp,jr.

PAPYRUS will automatically give them the correct capitalization.

If for some reason you actually *want* a name in all lower-case letters (“cumming s, e. e.” comes to mind), type an exclamation point at the end of the name:

cummings,ee!

(The exclamation point will be removed when PAPYRUS saves the name.)

“Corporate” names are also acceptable:

The Flat Earth Society

But be sure not to include a *comma* within the name of a corporate author, or PAPYRUS will insist on interpreting this as a human’s name.

If a reference is anonymous, and actually gives “Anonymous” as its author in the original publication, then enter Anonymous for the PAPYRUS Author field. But if no author is given, enter Anon. (including the period). Your output format will specify whether or not to suppress the Anon. at the time the reference is output to a bibliography.

Sometimes when you are entering a reference you will know that you don't know all of the authors. In these cases you can enter `et al.` as the final author:

```
Author #1 Smith,AB
Author #2 Jones,PQ
Author #3 et al.
```

PAPYRUS will automatically flag the reference as INCOMPLETE. Later if you fill in the rest of the authors you can remove the INCOMPLETE keyword. (See the "Incomplete References" chapter of the CONCEPTS section)

You can use `et al.` in the same fashion for editors.

Year

When entering a year, if you provide only two digits the current century is assumed. Thus, entering:

```
Year 78
```

is the same as entering 1978. However, if this would result in a date more than two years in the future, the *last* century is assumed. For example, if you're using the program in 1994 and enter:

```
Year 98
```

this would be the same as entering 1898.

If you have multiple references by the same author or authors from the same year, do *not* append a letter after the years to distinguish them:

```
Year 1990b ← wrong!
```

PAPYRUS will take care of sticking letters after the year when it assembles and outputs particular bibliographies.

Occasionally a reference will have a year like 1976-1980. Such references include such things as statistical compendia and reports. You *may* enter years like this, but be careful—many reports include a range of years in their *title*, but were themselves actually published in a *particular* year. For example:

```
Kounter,BN; Sensus,D (1987): Electoral results in Southern California
    Primaries: 1960-1986. Numeric Press, Los Angeles.
```

You can also put other things in the Year field, like `in press` or `submitted`. PAPYRUS will flag such references as `INCOMPLETE`. As suggested in “Bibliographic Conventions” chapter of the `CONCEPTS` section, a PAPYRUS output format can be told to suppress such non-numeric years.

Titles

As discussed in the `CONCEPTS` chapter “Bibliographic Conventions,” the titles of articles, books, chapters, etc. may be capitalized in either “sentence” or “title” style.

If you are confident that all of the Bibliography Editors who will ever see your work will agree on style of capitalization, then by all means enter your titles using the correct capitalization in the first place. Otherwise always use *sentence* style when entering titles. Your output formats can later instruct PAPYRUS to capitalize the titles in your printed bibliographies using whichever style is appropriate.

Abstract

You may keep an Abstract of up to 8,000 characters with each reference. (That is more than four computer screenfuls.)

If you need more than 8,000 characters then you will want to use PAPYRUS’s notecard feature.

Comments

For your own working lists of references you might wish to include additional information about each reference, information that you do not intend to include in your published bibliographies. The Comments field provides a place for you to do so. For example, you can enter cross-references to other works (“See also Jones, 1989, in which the same points were addressed but...”), your own pithy observations and insightful reactions (“lousy study, but always cited”), or more mundane notes (“2nd author spelled correctly?”).

As with the Abstract field, if you have more than 8,000 characters for the Comments field then you should instead use PAPYRUS’s notecards. These allow a more structured approach to your note-taking, as each notecard can address a specific topic or a specific passage from the reference.

Also Print

On occasion, some information that doesn’t belong in any of the other fields must be appended to a reference. Examples might include “`in press`” or “Translated by J.

Smith.” Whatever you put in a reference’s Also Print field will appear at the very end of the reference when it appears in reference lists.

You would usually only put “in press” into the Also Print field if there were also an actual Year to be displayed, or if you intended to use an output format that would suppress a Year of “in press”. Otherwise you could simply enter “in press” as the reference’s Year.

Keywords

Each reference can have up to a hundred keywords associated with it, as discussed in the “Keywords” chapter of the CONCEPTS section. You’ll recall from that chapter that a keyword can be either a single word (“CORTEX”, “GLASS”) or an entire phrase (“REVIEW ARTICLE”, “GYRASE, DNA”).

Typing a number sign (“#”) in front of a keyword designates it as “major” for a particular reference. You can later search either for all references citing a certain keyword, or only for those references that cite it as “major.”

Accession Number

For your internal use. You can use it to store a locally-meaningful number, a universal library code number, or whatever you like.

Note that several references types—Book, Chapter, Thesis, Map—also include a separate field for **Catalog Number**.

Location

For your internal use. If you keep your reprints in separate cabinets or folders or whatever, you can indicate that information here.

Affiliation/Address

For your internal use. You can use this field to keep track of the authors’ institutions and/or addresses.

Fields A, B and C

These three fields are provided for whatever uses you might invent. PAPHYRUS’s “Preferences” option allows you to change their names to something more meaningful.

For example, if you cite many translated works, you might change “Field A” to “Translator.” Someone else might rename “Field B” to “Chemical Reaction Family.”

Of the three fields, only Field A is *indexed*. So Field A is a good place to store information on which you will later want to search.

This topic is discussed in some detail in the CONCEPTS chapter on “Indexes.”

That covers the fields common to all the reference types. In the next part of this chapter I will discuss the fields specific to each reference type.

Articles

An Article is a reference that appears in an issue of some sort of periodical publication. There is usually no confusion in recognizing an Article for what it is, except perhaps in the case of an article appearing in a hardbound annual publication.

Here is a sample Article:

Gates,W; Sculley,J (1992): Why everyone should own a computer. J. Self-Serv. Market. 39, 41-58

Author #1 Gates,W
Author #2 Sculley,J
Year 1992
Title Why everyone should own a computer
Journal J. Self-Serv. Market.
Journal Series
Volume # 39
Issue
Supplement
Day & Month
Issue Title
Issue Editor #1
Page(s) 41-58

As I explained in the CONCEPTS chapter “Journals,” to cite works from most journals you need only include responses for the Volume # and Page(s) fields. However there are a few journals that also require answers for Issue, Supplement, Day & Month, and/or Journal Series.

Rarely, special issues of journals appear that list one or more Issue Editors. PAPHYRUS does supply fields for Issue Editor #1, Issue Editor #2, etc. There is also an Issue Title field for such special occasions.

Although the Page(s) field is usually straightforward when citing scholarly journals, it can

get a bit more complicated with popular magazines or newspapers, or with “throw-away” journals. These often “jump” an article across a series of discontinuous pages. In such cases you may have to fill in Page(s) with something like “36-37, 67, 70-72”. Of course, if you are both a non-purist and lazy, I suppose you *could* just enter “36-72”. I’ve also occasionally seen this sort of thing cited as “36+”. So use whichever style seems familiar in your field.

Books

A Book is a bound volume, cited in its entirety. For example:

Dichter,SN (1968): Valid and Invalid Generalizations in Psychiatry. 2nd ed. Persimmon Press, New York.

```

      Author #1  Dichter,SN
"Authors" are
      Editors?  N
      Year     1968
      Title    Valid and Invalid Generalizations in Psychiatry
      Edition  2nd
      Volume
Total number of
      Volumes
      Series Title
      Place in Series
      Series Editor #1
      Other Info
      Publisher Persimmon Press
City of Publication  New York
      Catalog Number
      Total # pages
      in book

```

As we discussed at length in the “Bibliographies *vs.* Footnote Lists” chapter of the CONCEPTS section, no specific page numbers have been entered here. However, a Total # pages in book field is available for those of you whose bibliographies require it.

Sometimes the “authors” of a book actually *edited* it, and should therefore be identified as editors when the reference is printed (e.g., Diem,K; Lentner,C (Eds.) (1970): Scientific Tables. CIBA-GEIGY, Basle, Switzerland.) PAPHYRUS therefore always asks “Authors” are Editors?

Other available Book fields include Volume and Total number of Volumes—for a given reference, you would generally cite *either* a single volume *or* the whole set of volumes.

PAPHYRUS also provides a Catalog Number field for those of you who need to keep this information.

Most *reports* can be entered as Books. The Other Info field provides a place for report numbers and such.

Books which are part of a larger *series* of books may have a Series Title, a Place in Series ("Part 4" in the example below), and one or more Series Editor(s). So a particularly verbose entry could look like:

Kat, Felix T (Ed.) (1982): Barks: Worse than Bites? 3rd ed. Vol. 2.
(Series Eds: Sylvester,TC; Boots,PN. Analysis of the Enemy, Part 4.)
Garfield Press, Boston. 324 pages.

Chapters

A Chapter is a section of a book, with a particular author or authors. The same book will have *other* Chapters, some or all of them by *different* authors. The book itself will have been assembled by an editor or editors. Note that in keeping with our previous discussions, if *all* of the chapters of a book were written by the same author or authors, then a bibliographic citation should refer to the *entire* work—as a Book.

So here is a sample Chapter:

Hawking,SW (1992): Quantum chaos. In: New Excuses for a Messy Desk. (Eds: Murphy,LW; Finagle,JR) Random House, New York, 71-95.

Author #1 Hawking,SW
Year 1992
Chapter Title Quantum chaos
Chapter Number
Book Title New Excuses for a Messy Desk
Edition
Volume
Editor #1 Murphy,LW
Editor #2 Finagle,JR
Series Title
Place in Series
Series Editor #1
Other Info
Publisher Random House
City of Publication New York
Catalog Number
Page(s) 71-95

The Chapter Number is seldom cited by most scientific Bibliography Editors.

As with Books, PAPHYRUS provides fields for Edition, Volume, Series Title, Place in Series, Series Editor(s), Other Info, and Catalog Number. Those of you who like to drop names, therefore, might enjoy citing a chapter by one set of authors in a book edited by

another group of scholars which is in turn part of a series with its own collection of editors. (Though you have to wonder how they'll split up the royalties...)

Maps

Maps are frequently referred to by geologists, geographers, political scientists, and Boy Scouts. Here is a sample:

Rockhound,P (1965): Aeromagnetic map of really stable volcanoes in southern Washington State. U.S. Geological Survey. Geophysical Investigations. Map MSH-478. Scale 1:1,000,000.

```

Author #1  Rockhound,P
Year      1965
Title     Aeromagnetic map of really stable volcanoes in southern
          Washington State
Publisher U.S. Geological Survey
Map Series Geophysical Investigations
Map Number MSH-478
Scale     1:1,000,000
Catalog Number

```

As for Books and Chapters, a Catalog Number field is available.

Patents

Patents are issued by governments to inventors (or to their employers). These can be quite simple:

Franklin,B (1792): New method for electroshock therapy. (to P.R. Almanac Corp.) U.S. Patent, 1,003, issued 5 July 1792.

```

Inventor #1 Franklin,B
Year      1792
Title     New method for electroshock therapy
Assignee  P.R. Almanac Corp.
Principal patent:
Country   U.S.
Document Patent
Number    1,003
Issue Date 5 July 1792

```

Note that the "Author" field has been renamed "Inventor." This is just a cosmetic change for

reference entry; you would still tell PAPHYRUS to do searches for "author=franklin", not "inventor=franklin".

Different Countries issue different Documents. What is called a "Patent" in the U.S. is a "Demande" in France, a "Kokai" in Japan, an "Offenlegungsschrift" in Germany, and so forth.

Patents can also get rather more complex:

Franklin,B (1792): New method for electroshock therapy. (to P.R. Almanac Corp.) Application: U.S. 412, 1 March 1790; Canadian patent also applied for; a long wait is expected. U.S. Patent, 1,003, issued 5 July 1792. (also French Demande 3,291, 9 September 1794; German Offen 10,214, 2 April 1793)

Inventor #1 Franklin,B
Year 1792
Title New method for electroshock therapy
Assignee P.R. Almanac Corp.
Priority applic.:
Country U.S.
Number 412
Date 1 March 1790
Other applic. info Canadian patent also applied for; a long wait is expected
Principal patent:
Country U.S.
Document Patent
Number 1,003
Issue Date 5 July 1792
Equiv. patent #1:
Country French
Document Demande
Number 3,291
Issue Date 9 September 1794
Equiv. patent #2:
Country German
Document Offen
Number 10,214
Issue Date 2 April 1793

Patent applications may be made in more than one country. In such cases the earliest is called the Priority Application. The Principal Patent and all of the other Equivalent Patents can together be considered a "patent family." However else they differ, the family members will all have the same Priority Application information.

PAPHYRUS allows you to enter as many Equivalent Patents as necessary.

Theses

A Thesis is a bound work submitted in partial fulfillment of an academic degree, such as a Ph.D. or M.A.

For example:

Sloth,JP (1995): The phenomenon of time dilation as it pertains to the completion of academic degrees. Ph.D. Dissertation, Massachusetts Institute of Technology. 341 p.

| | |
|----------------------------|--|
| Author #1 | Sloth,JP |
| Year | 1995 |
| Title | The phenomenon of time dilation as it pertains to the completion of academic degrees |
| Degree | Ph.D. |
| Document Type | Dissertation |
| Institution(& City) | Massachusetts Institute of Technology |
| Total # pages in thesis | 341 |
| Catalog Number | |

The Document Type will usually be Dissertation or Thesis. For well-known institutions it is customary to omit the city, but otherwise one would typically enter something like Ludwig-Maximilians-University, Munich.

Catalog Number is also provided for Theses.

Dissertations on microfilm are discussed later in this chapter.

Quotes

Occasionally a reference is so obscure or ancient that you will not be able to actually find a copy of it. Often in such cases you will lack the information necessary to completely enter the reference to the satisfaction of POPYRUS (or of your Bibliography Editor). However, you *will* have a copy of a more recent reference that cites the obscure one. (How do I know this? Because it is only due to this more recent reference that you learned of the obscure reference in the first place.)

A Quote, then, is an unprocurable reference whose existence you can only document via some other reference.

Here is a sample Quote:

Darwin,C (1881): The Mal de Mer Notebooks. Quoted in: Loubos,W;
Rosenwatter,BD (1979): Galumphing amongst the Galapagos galoots. Develop.
Dysent. 3, 29-35.

Author #1 Darwin,C
Year 1881
Title The Mal de Mer Notebooks
Quoting Reference Loubos,W; Rosenwatter,BD...

Note that for the *quoted* reference, only the Author(s), Year and perhaps Title are provided.

The *quoting* reference is entered separately into POPYRUS. The Quote then refers to this other POPYRUS reference. The quoting reference may be of any type except Quote. (Think about it.)

Others

Very rarely, a reference will not fit into one of the seven categories I've just presented. In such *extremely unusual* cases you are dealing with an Other.

A small percentage of POPYRUS users may find themselves using Others more frequently. This might apply to you, for example, if you often cite personal communications, unpublished letters, interviews, or the like.

For example:

North,0 (1987): Shredded memo. June 15, 1987.

Author #1 North,0
Year 1987
Title Shredded memo
Rest of reference June 15, 1987

Note that there are only *four* fields: Author(s),Year, Title, and Rest of reference. As a result, POPYRUS can do *very* little to make an Other fit the requirements of any particular format. Whatever punctuation or underlining you use when you enter an Other will appear unchanged when the reference is subsequently printed, regardless of the demands of any Bibliography Editors. Also, you may need to repeat the year within the Rest of reference field to get it to show up in the right spot—in such cases you will then want to have your output format suppress the usual Year from appearing in bibliographies. Keeping all this straight can occasionally get a little complicated.

In other words, while each of POPYRUS's other seven reference types provide explicitly-

labeled fields that PAPHYRUS can rearrange as needed when you output a bibliography, for references of type Other what you enter for Rest of reference is exactly what you will see in all output listings.

Additional Reference Types

As promised, I will now discuss some of the other types of references you may encounter and how you can shoehorn them into PAPHYRUS's eight reference types.

Symposia & Conference Proceedings

Among the reports that come out of conferences and symposia you will find some of the most convoluted and inconsistent bibliographic references in existence. Unfortunately, for some areas of study they are also among the most common sorts of references.

The problems arise because there is more than one way to publish conference proceedings. They may appear as a supplement to a regular issue of a journal, or take over the regular issue itself. They may be printed and bound like a book—complete with an overall editor or editors, a publishing organization, and a city of publication. Such a bound publication might be a one-time event, or an annual one. On the other hand, some proceedings may never be published at all—the conference attendees will simply take home copies of the various papers they heard presented.

Because of all these disparities in the way proceedings are actually published, it is impossible for PAPHYRUS to offer a single “Conference Proceedings” reference type. For the most part (and for a change!) Bibliography Editors agree with us on this—those style guides that go into sufficient detail specify that the appearance of a Proceedings citation depends on how the proceedings were actually published.

To enter a conference or symposium proceedings reference into PAPHYRUS, first figure out how it was published. If you see a publisher (which might be an organization, rather than a commercial press), a city, and one or more editors, then treat it as a **Chapter** from a book:

Thumb,G (1986): Are all these meetings really necessary? In: Proceedings of the Fourth International Symposium on Wild Asparagus; March 3-11, 1986; Sprout's Farm, West Deerfield, Massachusetts. (Ed: Greenwater,U) Society of American Asparagus Growers, Cincinnati, 87-93.

Author #1 Thumb,G
Year 1986
Chapter Title Are all these meetings really necessary?
Book Title Proceedings of the Fourth International Symposium on Wild Asparagus; March 3-11, 1986; Sprout's Farm, West Deerfield, Massachusetts
Editor #1 Greenwater,U
Publisher Society of American Asparagus Growers
City of Publication Cincinnati
Page(s) 87-93

Note that the "Book Title" may potentially contain several pieces of information: the name of the conference, its dates and/or its location. If you wished, you could move some of these to the Other Info field. Also note that the city where the conference was actually held may differ from the City of Publication for the published Proceedings.

You might run into a reference that looks almost like this one, but lacks Editors. Go ahead and make it a Chapter anyway.

If your reference does *not* look much like a Chapter, next try to see it as an **Article**. First, perhaps it was published in a supplement to a regular issue of a normal journal:

Foote,Webb (1991): The 14th Century: Nothing interesting so far. Journal of the McMurdo Sound Historical Society 22 (Proceedings of the 1990 Meeting of the Society, Eds: Snow,LA; Kold,ER), S61-S62.

Author #1 Foote,Webb
Year 1991
Title The 14th Century: Nothing interesting so far
Journal Journal of the McMurdo Sound Historical Society
Volume # 22
Supplement Proceedings of the 1990 Meeting of the Society
Issue Editor #1 Snow,LA
Issue Editor #2 Kold,ER
Page(s) S61-S62

I'm showing this series of examples complete with Editors. In other cases everything else might be the same, but without editors.

Or maybe a regular issue of a normal journal was completely devoted to the proceedings from a conference:

Foote,Webb (1991): The 14th Century: Nothing interesting so far. Journal of the McMurdo Sound Historical Society 22 (Proceedings of the 1990 Meeting of the Society, Eds: Snow,LA; Kold,ER), 61-62.

```

Author #1 Foote,Webb
Year      1991
Title     The 14th Century: Nothing interesting so far
Journal   Journal of the McMurdo Sound Historical Society
Volume #  22
Issue Title Proceedings of the 1990 Meeting of the Society
Issue Editor #1 Snow,LA
Issue Editor #2 Kold,ER
Page(s)   61-62

```

If the conference proceedings don't seem to have been published as part of a normal journal, then perhaps they themselves represent an annual periodical. If so, you would still use PAPYRUS's Article reference type:

Foote,Webb (1991): The 14th Century: Nothing interesting so far. Proceedings of the 1990 Meeting of the McMurdo Sound Historical Society 22 (Eds: Snow,LA; Kold,ER), 61-62.

```

Author #1 Foote,Webb
Year      1991
Title     The 14th Century: Nothing interesting so far
Journal   Proceedings of the 1990 Meeting of the McMurdo Sound
          Historical Society
Volume #  22
Issue Editor #1 Snow,LA
Issue Editor #2 Kold,ER
Page(s)   61-62

```

In this case, the 22 in the Volume # field implies that this was the 22nd annual meeting of this society.

On aesthetic grounds, one might object to a journal named Proceedings of the 1990 Meeting of the McMurdo Sound Historical Society. After all, next year this "journal" will change its name to Proceedings of the 1991 Meeting of the McMurdo Sound Historical Society. However, there is no hope for aesthetics when dealing with conference proceedings, so don't worry about it.

Finally, if the proceedings were never actually published you can always fall back on **Other**:

Mathers, Jerry (1990): Nicknames and their implications. Proceedings of the Association of Dysfunctional Media Families, January 17-29, 1990.

Author #1 Mathers, Jerry
Year 1990
Title Nicknames and their implications
Rest of reference Proceedings of the Association of Dysfunctional Media Families, January 17-29, 1990

Reports

Reports are usually best entered as **Books**, using the **Other Info** or **Series**-related fields, and possibly the **Also Print** field, for the report-specific information. For example:

Senate Finger-Pointing Committee (1992): Certainly Not Our Fault. (Investigation of the Savings and Loan Scandal, Part #34) (Congressional Face-Saving Reports, No. S-10286.) U.S. Government Printing Office, Washington, DC. (Document #CYA-3591)

Author #1 Senate Finger-Pointing Committee
Year 1992
Title Certainly Not Our Fault
Series Title Congressional Face-Saving Reports
Place in Series No. S-10286
Other Info Investigation of the Savings and Loan Scandal, Part #34
Publisher U.S. Government Printing Office
City of Publication Washington, DC
Also Print Document #CYA-3591

Now and then a report will be a compilation of many authors' contributions. So an individual part of such a report would be entered as a **PAPYRUS Chapter**:

Morsel, SS (1972): Tollhouse terrorism. In: Coca, Cocoa -- Not the Same. (Eds: Hershey, B; Brown, E) (USDA/NIDA Joint Reports on Addiction, No. 32.) National Institute on Drug Abuse, Rockville, Maryland, 231-264.

Author #1 Morsel, SS
Year 1972
Chapter Title Tollhouse terrorism
Book Title Coca, Cocoa -- Not the Same
Editor #1 Hershey, B
Editor #2 Brown, E
Series Title USDA/NIDA Joint Reports on Addiction
Place in Series No. 32
Publisher National Institute on Drug Abuse
City of Publication Rockville, Maryland
Page(s) 231-264

Dissertations published on microfilm

When a dissertation has been published on microfilm, it should be entered as a **Book** rather than a Thesis:

Smythe, Jon (1969): Spelling Reform in the United States. (No. 69-02,191)
University Microfilms, Ann Arbor, Mich.

| | |
|---------------------|--------------------------------------|
| Author #1 | Smythe, Jon |
| Year | 1969 |
| Title | Spelling Reform in the United States |
| Other Info | No. 69-02,191 |
| Publisher | University Microfilms |
| City of Publication | Ann Arbor, Mich. |

Newspaper Articles

Articles from newspapers can generally be entered as any other PAPHYRUS **Article**, although some information—such as *Volume*—might be missing:

Anon. (1998): Scientists confirm that Elvis was an alien being. *National Enquirer* (18 July), 1, 54-55.

| | |
|-------------|--|
| Author #1 | Anon. |
| Year | 1998 |
| Title | Scientists confirm that Elvis was an alien being |
| Journal | <i>National Enquirer</i> |
| Day & Month | 18 July |
| Page(s) | 1, 54-55 |

Related chapters—

CONCEPTS:

- Bibliographic Conventions
- Reference Types and Fields
- Journals
- Keywords
- Incomplete References
- Notecards

WORKBOOK:

- Inputting References, Part 1
- Inputting References, Part 2
- Modifying References
- Notecards

PAPYRUS Conventions

Quick summary

Keyboard shortcuts

| | |
|-------------------|---|
| Enter | Accept the displayed or highlighted response |
| ESC | Exit from current section of the program, abandoning any changes you have just made |
| SHIFT-ESC | Same as pressing ESC repeatedly, returning you to main menu |
| CTRL-Enter | Insert a paragraph break |
| Arrow keys | Move cursor or highlighted entry one position |
| CTRL-Left arrow | Move cursor one word to the left |
| CTRL-Right arrow | Move cursor one word to the right |
| ALT-Left arrow | Move cursor to beginning of current line |
| ALT-Right arrow | Move cursor to end of current line |
| Home, End | Move cursor or highlighted entry to beginning or end |
| PageUp, PageDown | Move cursor or highlighted entry up or down a screen |
| Backspace | Delete preceding character |
| Delete | Delete current character |
| Insert | Switch between insert and overwrite modes |
| F1 | Bring up a help screen |
| F2, CTRL-G | Look up. Specifically works when entering the following; elsewhere brings up the Glossary: Authors Editors Journals Keywords Formats Choosing a Disk File |
| F3, CTRL-Insert | Copy current field to clipboard |
| F4, SHIFT-Insert | Paste clipboard contents at the cursor's position |
| F5, CTRL-B | Erase <u>b</u> ackwards from cursor position to beginning of answer |
| F6, CTRL-F | Erase <u>f</u> orwards from cursor position to end of answer |

-
- F7, CTRL - A In reference entry screen or notecard entry screen, fill in all fields from the last reference (of the same reference type) or notecard saved
 - F8, CTRL - L Repeat last answer. For reference/ notecard entry this refers to the same field in the last reference/ notecard saved
 - F9, CTRL - R Restore answer to its initial value
 - F10, CTRL - E Insert extended ASCII character

Mouse

- Left button** For mouse-oriented dialogs or menus, press to take actions. Elsewhere, where mouse cursor is not visible, equivalent to pressing Enter
- Right button** Equivalent to pressing ESC

Little triangle

When an answer is displayed with a little triangle (◄) at the end you need not backspace prior to typing a different answer—as soon as you press any key (besides Enter) the default answer will disappear and what you type will take its place.

Multiple-choice pop-up lists

Highlight your choice with arrow keys, Home, End, PageUp or PageDown. The mouse will also move the highlight. Typing the capitalized letter of your choice will move the highlight there. Enter or left mouse button accepts choice. ESC or right mouse button dismisses list and cancels the action you were about to take.

Menu screens

Type the capitalized letter of your choice, or move highlight and press Enter. Or click on your choice with mouse (left button). ESC or right mouse button dismisses menu and returns you to previous screen. F1 changes menu to multiple-choice list that includes brief explanation of the choices.

Dialog boxes

- Tab Moves to next field.
- SHIFT-Tab Moves to previous field.
- Enter Accepts dialog; equivalent to mouse-clicking on the double-bordered button.

| | |
|--------------------|---|
| ESC | Dismisses dialog; equivalent to mouse-clicking on the Cancel button. |
| Right mouse button | Equivalent to ESC. |

(You can use the Preferences option to make Enter equivalent to TAB, and ALT-Enter the equivalent of mouse-clicking on the double-bordered button.)

Character formatting

| | |
|----------------|--|
| { i . . . } | Italic |
| { b . . . } | Boldface |
| { u . . . } | Underline |
| { + . . . } | Superscript |
| { - . . . } | Subscript |
| <u> . . . </u> | Underline or Italic (choose via Preferences option) |
| { { | The character “{” |
| { } | The character “}” |
| { . | Non-removable period, for titles that end with an abbreviation |

Non-keyboard characters

F10, CTRL-E Bring up extended-ASCII character window

ALT - #### Enter the 3-digit code on numeric keypad

Brazilian keyboard driver:

| | |
|-----------------------|-------------------------------|
| Acute accent (é): | Apostrophe (') |
| Grave accent (è): | Reverse apostrophe (`) |
| Umlaut/Diaeresis (ë): | Double quotation mark (") |
| Tilde (ñ): | Tilde (~) |
| Circumflex (ê): | Caret (^) |
| Cedilla (ç): | Apostrophe (') and then “c” |

Choosing a Reference

No need to capitalize the author's name, nor to provide first name/initials.
You can use an asterisk ("*") as a wildcard for any part of the author's name.
F2 will pop up a list of all authors known to PAPHYRUS.
For the year, no need to enter the first two digits.

Choosing a Journal

Enter any semi-reasonable abbreviation.
F2 will pop up a list of all journals known to PAPHYRUS.
If you need to enter a new journal and PAPHYRUS suggests a similar existing one instead, add an exclamation point ("!") at the end.

Choosing a Keyword or Format

You can enter just the first few letters.
Asterisks ("*") work as wildcards.
F2 will pop up a list of all keywords or formats known to PAPHYRUS.
If you need to enter a new keyword or format and PAPHYRUS suggests a similar existing one instead, add an exclamation point ("!") at the end.

Choosing a Disk File

You can enter full path and filename if you know them.
Otherwise enter whatever you do know and press F2.

Keyboard

PAPYRUS provides many special keyboard shortcuts and features.

| | |
|-----------|--|
| Enter | Accept the displayed or highlighted response. |
| ESC | Exit from the current section of the program, abandoning any changes you have just made. |
| SHIFT-ESC | Same as pressing ESC repeatedly, returning you to the main menu. |
| F1 | Bring up a help screen. |

Pressing the F1 key when you are at a menu screen will produce a new window that briefly explains each choice on the menu. **Pressing F1 elsewhere will usually bring up a window listing all of the special keys available in PAPYRUS.** (So you need not memorize this chapter!)

| | |
|-----------------------------|---|
| Arrow keys | Move cursor or highlighted entry one position. |
| CTRL-Left arrow | Move cursor one word to the left. |
| CTRL-Right arrow | Move cursor one word to the right. |
| ALT-Left arrow | Move cursor to beginning of current line. |
| ALT-Right arrow | Move cursor to end of current line. |
| Home, End, PageUp, PageDown | Move cursor or highlighted entry. |
| Backspace | Delete preceding character. |
| Delete | Delete current character. |
| Insert | Switch between "insert" and "overtyping" typing modes. "Insert" mode is the normal one, where anything you type is inserted at the cursor position. In "overtyping" |

mode whatever you type *replaces* the character at the cursor position.

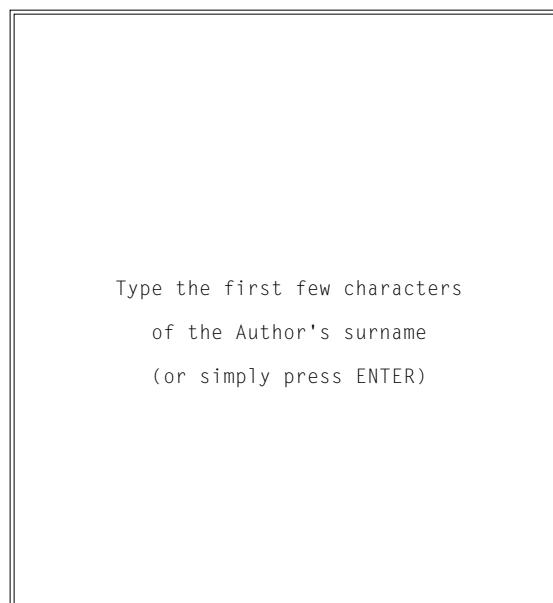
F2, CTRL-G

Bring up the Glossary window or a context-sensitive choice list.

The F2 key (or its more mnemonic equivalent, CTRL-G) will become a good friend of yours. The Glossary is a place for you to keep words or phrases that you enter frequently. Pressing F2 lets you pick one of these words or phrases from the Glossary, rather than typing it in by hand.

There are many places where pressing F2 will bring up not the Glossary window but instead a special window more relevant to the question you are being asked. For example, if you are being asked to enter the name of an **author** then F2 will let you pick from all the authors currently known to POPYRUS. The same applies whenever you must identify an **editor**, **keyword**, **journal** or **format**.

Pressing F2 when prompted for one of special fields will result in a window like this:



Type the first few characters
of the Author's surname
(or simply press ENTER)

When you then type one or a few letters, the window will change to a list of choices (simply pressing the ENTER key takes you to the beginning of the author list). You can move through this list with your arrow keys, the Home, End, PageUp, or PageDown keys, or your mouse.

Typing a letter (or a few letters reasonably rapidly) will move you to the corresponding part of the list. Pressing ENTER accepts the highlighted choice, while ESC dismisses the list with no choice being made.

On the other hand, if you type one or more letters *before* pressing F2, then PAPHYRUS will skip the first window and jump directly to a shortened list of only the choices beginning with the letter(s) you've typed.

F3 Copy the current answer to the clipboard.

F4 Paste the contents of the clipboard at the cursor's position.

This "clipboard" is an invisible helper. It has no relevance except in relation to the F3 and F4 keys. These keys thus provide a shortcut when you need to copy information from one part of PAPHYRUS to another.

If you are running PAPHYRUS under Windows, then F3 and F4 automatically use the Windows clipboard. This means that you can copy and paste text between PAPHYRUS and any Windows program. And since Windows users might be used to CTRL-INSERT for Copy and SHIFT-INSERT for Paste, PAPHYRUS accepts these as synonyms for F3 and F4.

F5, CTRL-B Erase backwards from the cursor's position to the beginning of the current answer.

F6, CTRL-F Erase forwards from the cursor's position to the end of the current answer.

F8, CTRL-L Repeat the last typed-in answer.

F8 can come in handy when you must repeatedly enter the same information, or nearly the same information. For example, if you wanted PAPHYRUS to list out all keywords that start with the letters "bro", you would find yourself in this dialog:

[Keyword List]

Start at: bro
Stop at:

Pressing F8 when prompted Stop at: would fill in bro as your answer.

The F8 key takes on greater usefulness in the reference entry screen, as I will explain in the “Reference Input & Edit” chapter.

F9, CTRL-R Restore original answer, discarding whatever changes you’ve just made.

F10, CTRL-E Bring up a special window of “extended-ASCII” characters. This is discussed further below, under “Non-English characters.”

Mouse

If your computer has a mouse you can use it in most parts of POPYRUS. Often you will see the “mouse cursor”—a little rectangle on the screen that moves whenever you move the mouse. In standard mouse-user fashion, you can position the cursor over a “button” or other object on your screen and press the **left** mouse button to tell POPYRUS to take the appropriate action.

When there is no mouse cursor showing, as when POPYRUS is simply asking you to type something, pressing the **left** mouse button is equivalent to pressing ENTER.

Pressing the **right** mouse button is always equivalent to pressing ESC.

The Little Triangle

Sometimes POPYRUS will ask you a question with a “default” answer, followed by a little triangle:

Start with: Beginning ◀

The triangle simply means that if you want to change the answer to this question you need not first erase the displayed answer. As soon as you type any letter the default answer will disappear and what you type will take its place.

On the other hand, if you do like the default answer you can just press the ENTER key as usual.

Multiple-choice questions

When POPYRUS wants you to pick from a list of choices it presents a “pop-up” list:

```
On device: Screen
           Printer
           File
```

You can move among the choices with your arrow keys. Home, End, PageUp and PageDown all do what you’d expect, too. You can type the letter that is capitalized in your choice (this will usually be the first letter)—if there is only one item with that letter capitalized then this becomes your choice; if there is more than one then the highlight will move to the next of them and wait for your further action.

Sliding your mouse up or down will also move the highlight.

Pressing ENTER or the left mouse button accepts the highlighted choice. ESC, or the right mouse button, dismisses the list and cancels the action you were about to take.

For simple Yes-No questions, POPYRUS does not usually put up a fancy box. Instead it simply displays the default answer and waits for you to press Y, N, ENTER or ESC:

```
Is this the Reference you intended? Y
```

Menus

POPYRUS often presents you with a menu of “options”:

```
===== List Option =====
| Alphabetic | Group | Processed List |
| Numeric    | Co-Author | Keyword Index  |
+-----+-----+-----+
ESC to exit                               F1 for help
```

You can do any of a number of things here, all of them pretty obvious. You can pick one of the choices by typing its capitalized/highlighted letter. You can move the highlight with your arrow keys. Pressing ENTER accepts the highlighted choice; ESC dismisses the menu.

Moving the mouse cursor to one of the choices and pressing the left button selects that choice. The right button is equivalent to ESC.

Pressing F1 brings up a more verbose version of the menu:

Alphabetic Alphabetic order, any or all of your database

This behaves like any other multiple-choice question, so in addition to providing short explanations of the menu choices this version of the menu also allows you to actually make your choice.

Dialog boxes

When PAPYRUS needs several pieces of information at once, it puts up a “dialog box”:

Format Input/Edit

Format Name: VANCOUVER Type: [dropdown arrow]

Description: [long empty text box]

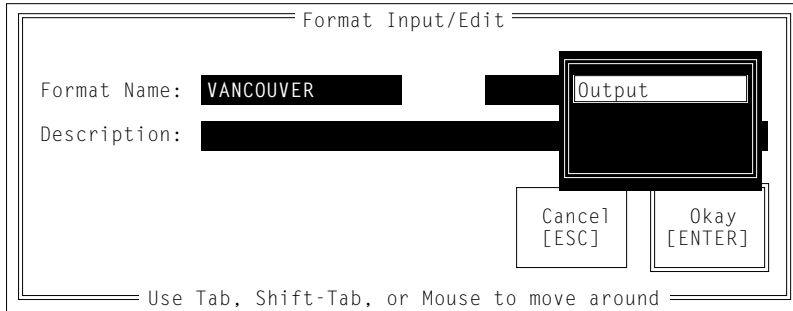
Cancel [ESC] Okay [ENTER]

Use Tab, Shift-Tab, or Mouse to move around

Dialog boxes include text boxes (the Format name: and Description: items in the above example), multiple-choice items (Type:) and buttons (Cancel and Okay). You move from one item to the next by pressing TAB; pressing SHIFT-TAB moves you to the previous item.

In a text box you simply type whatever you like. The usual keys (arrow, Home, End, etc.) do their usual things.

When you move to a multiple-choice item it will pop itself up:



You pick your choice here as usual. But don't press ENTER when the correct one is highlighted—press TAB or SHIFT-TAB instead.

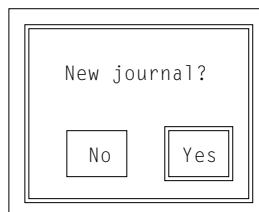
Each button shows its keyboard equivalent. So pressing ENTER is equivalent to pressing the Okay button, while ESC is the same as pressing the Cancel button.

This use of TAB to move from one field to the next, and ENTER to dismiss the dialog box, follows the rules set by Microsoft and IBM for standard dialog boxes. However, many people automatically press ENTER after typing in a field, and thus inadvertently dismiss the dialog box when they had only intended to proceed to the next field. If you find this happening to you, you can use the PAPHYRUS Preferences option to protect you from yourself. Specifically, you can tell PAPHYRUS to treat ENTER the same as TAB within dialog boxes, and to insist on ALT-ENTER to dismiss the dialog box.

If you are running under Windows, though, ALT-ENTER already has a meaning assigned to it by Windows itself—namely, “switch between full-screen and windowed mode.” Of course, if you are running under Windows then you might as well get used to the standard uses of ENTER and TAB.

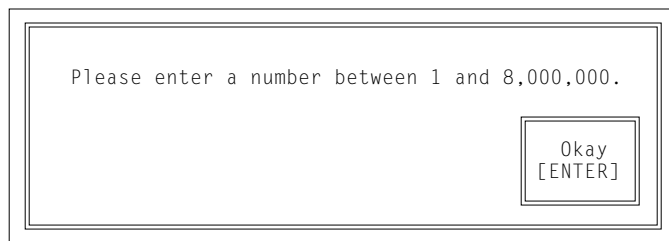
A mouse will do just what you'd think it should do throughout this dialog box. (Remember that pressing the *right* mouse button is always equivalent to hitting ESC.)

There are a couple types of simplified dialog boxes you will see frequently. One asks a Yes-No question:



Typing Y or N will make the corresponding choice. Or you can press ENTER to pick whichever button has the double border (the Yes button in this example). Hitting ESC dismisses the dialog and backs you out of whatever you had been discussing with PAPYRUS.

The other common type of dialog box is even simpler:



Here PAPYRUS is merely alerting you to something. Pressing ENTER or ESC, or clicking either mouse button, will dismiss the alert.

Italics, Underlining, Boldface, Superscripts, Subscripts

When you enter references into PAPYRUS you need not worry about underlining, italicizing or boldfacing *entire* fields (book titles, volume numbers, etc.)—your output format will take care of this when your bibliographies are ultimately printed out. However, if an *individual* letter, word or phrase needs to be treated specially you can indicate that as you type.

To accomplish such character formatting, put braces (“{” and “}”) around the word or phrase in question. You control the specific effect with a character immediately following the opening brace, as follows:

| | | |
|-----------------|------------------|--------------------|
| {i...} Italics | {u...} Underline | {+...} Superscript |
| {b...} Boldface | | {-...} Subscript |

Here are some examples:

| | |
|-----------------------------|---|
| Behavior in {iHomo sapiens} | Behavior in <i>Homo sapiens</i> |
| Properties of {+3}H{-2}O | Properties of ³ H ₂ O |
| Properties of {i{+3}H{-2}O} | Properties of ³ H ₂ O |

As a shortcut you can also use a pair of **underscore** characters to indicate either underlining or italicizing:

Behavior in Homo sapiens

The PAPHYRUS Preferences feature allows you to pick whether words surrounded by underscores will be underlined or italicized when output.

If for some unusual reason you actually need to include a brace character in one of your references, you will have to do something to avoid confusing PAPHYRUS. Specifically you will have to precede the brace—regardless of whether it's a "{" or "}"—with a left brace. Thus:

The set {{1,1,2,3,5,...}}

The set {1,1,2,3,5,...}

Titles that really end with a period

Output formats do not always end titles with a period. For example, a book title might be followed by a comma and then any "Edition" or "Volume" information. In general, therefore, the correct way to enter a title into PAPHYRUS is to omit the final period; the output format will take responsibility for providing the period where it should appear.

You don't usually have to think about this. If you include a final period when you type a title into PAPHYRUS, the program will quietly erase the period for you.

But an occasional title really *does* need to always end with a period. For example:

Bird watching in Canada and the U.S.A.

To keep PAPHYRUS from disposing of the final period, precede it with a left brace:

Bird watching in Canada and the U.S.A{.

Multiple paragraphs

In some fields—such as Comments or Abstract—you may wish to break your response into more than one paragraph. But you cannot simply press the ENTER key to do so, since that would instead advance you to the next field.

To end a paragraph but continue typing into the same field, press CTRL-ENTER.

Non-English characters

First, some historical background. (If you never did like history, feel free to skip this part.)

You are using PAPHYRUS on a computer made by, or copied from, the *International Business Machines Corporation*. But anything “international” about the IBM-PC was added late in the design process, and not terribly well.

The letters, numbers and symbols on your keyboard and screen belong to a set of characters known as “ASCII” (“American Standard Code for Information Interchange”). The ASCII character set has been around for a few decades now, and includes a total of 128 codes. 33 of these are not assigned to visible characters, but are used as special signals between pieces of computer equipment. So that leaves 95 characters: 26 lower-case letters, 26 upper-case letters, 10 digits and 33 punctuation marks.

For example, the ASCII code 65 has been assigned to the letter “A”, 97 to “a”, 45 to “-”, and 33 to “!”.

IBM realized that a computer that could only support the letters used in English might have limited appeal in those countries that have for some obscure reason chosen to use a different language. So they added another 128 symbols. This “extended ASCII” character set is used by all IBM-PC and compatible computers, but by no other sort of computer in the world. (In fact, it is not even directly supported by most of the *printers* used with IBM-PC computers!)

48 of the extended characters were assigned to symbols for drawing lines and boxes, and another 32 were given over to a smattering of mathematical symbols (including an arbitrary 12 Greek letters). Which left IBM 48 codes for non-English letters and punctuation marks—not enough to completely handle more than one or two additional languages.

Eventually (in DOS 3.3) IBM and Microsoft added a feature called “code pages.” These allow you to reassign some of the extended ASCII codes to different characters. There are now several code pages distributed with DOS. The traditional English code page is now called “437”; another code page frequently used in Europe is “850.”

All of this has resulted in a mess. If you are using an American computer, with the built-in code page 437, then you can obtain an upper-case “gamma” (“Γ”), but not a lower-case one (“γ”). If you are using a European computer with code page 850 installed, there are no Greek letters at all. Similarly, while code page 850 provides both “È” and “É”, code page 437 contains only “É”.

And then, of course, there is Windows. In Windows the standard character set is not extended ASCII but rather ANSI (“American National Standards Institute”). I’ll spare you further details!

Word processors have dealt with this debacle in various ways. Most—including Microsoft

Word—support whatever extended ASCII code page you happen to have loaded, and that’s all. Others—such as WordPerfect—have invented their own set of character sets.

PAPYRUS must work on any IBM-PC compatible computer, with any version of DOS, and in conjunction with any word processor. So we are forced to stick to the lowest common denominator—extended ASCII.

There are four ways to “type” extended characters in PAPYRUS. They are all limited to the characters present on your computer’s code page.

First, keyboards designed for different countries show different characters, so if your keyboard shows the character you want, just type it.

You will need to press your keyboard’s `AltGr` key to obtain some of these characters. You should use the `PAPYRUS Preferences` option to tell PAPYRUS that your keyboard has an `AltGr` key.

Second, if you know the 3-digit extended ASCII code number for the character you want (these can be found in your DOS or word processor manuals), you can hold down the `ALT` key and enter the three digits on the numeric keypad at the right side of your keyboard.

This `ALT`-keypad approach was designed into your computer by IBM, not by us!

Third, you can install the DOS “Brazilian” keyboard driver, as I’ve explained in the “Installing PAPYRUS” chapter at the beginning of this `REFERENCE` section. Once it has been installed you can obtain accented letters as follows:

| <u>To obtain this</u> | <u>Type this</u> |
|---------------------------------------|---|
| A letter with an acute accent (é) | An apostrophe (') and then the letter |
| A letter with a grave accent (è) | A reverse apostrophe (`) and then the letter |
| A letter with an umlaut/diaeresis (ë) | A double quotation mark (") and then the letter |
| A letter with a tilde (ñ) | A tilde (~) and then the letter |
| A letter with a circumflex (ê) | A caret (^) and then the letter |
| A cedilla (ç) | An apostrophe (') and then a “c” or “C” |

However, if you install the Brazilian keyboard driver, then to obtain an actual apostrophe, reverse apostrophe, double-quotation mark, tilde or caret, you must press that key *twice*.

Fourth, PAPYRUS itself can provide you some direct assistance. Anytime you need to type an extended character, you can press `F10` or `CTRL-E` (for `extended`). This will pop up a little window containing the extended ASCII letters and mathematical symbols from the most popular code pages. (Depending on the code page actually loaded in your computer, some of these will appear as gibberish geometric characters.)

In this little window you can use your arrow keys to move the highlight to the character you want, and then press ENTER to pick it. Or you can click on the character with your mouse.

Because POPYRUS is constrained to the available extended ASCII characters, there may be times when you need to resort to yet another method of entering non-keyboard characters. For example, since the lower-case gamma (“ γ ”) is not available with any of the standard code pages, there is simply no way to have “ γ ” appear in POPYRUS. The best you can do is type “gamma” wherever you need this character. Then when you are ready to print a bibliography, have POPYRUS send it to your word processor. Assuming that you are using WordPerfect or another word processor that *does* provide a way to display “ γ ”, you can tell your word processor to search for all occurrences of “gamma” and replace these with “ γ ”. (Of course, this all assumes that you are using a *printer* capable of displaying these characters!)

Choosing a Reference

Frequently when using POPYRUS you will need to pick a particular reference. Here is how POPYRUS asks you to identify a reference:

```
[Identify Reference:]
Reference # / Author:
```

If you know the Reference # of the reference you want, you may enter it here. If not, then enter the name of *any* of the authors of the reference. You may enter just the surname if you like, and you can also use an asterisk as a “wildcard.”

For example, if you know that one of the authors’ surnames is Goldstein, enter:

```
[Identify Reference:]
Reference # / Author: Goldstein
```

But if you don’t recall whether the author was Goldstein, Goldberg, or Goldman, then enter:

```
[Identify Reference:]
Reference # / Author: Gold*
```

On the other hand, if you cannot remember whether it was Goldstein, Silverstein, or Copperstein, then try this:

```
[Identify Reference:]
Reference # / Author: *stein
```

Finally, if you just want to browse through the authors known to PAPYRUS, press the F2 key.

After you enter an author's name, PAPYRUS will ask:

Year: Any ◀

If you know the year, enter it. (You can type, for example, "91" rather than "1991".) Otherwise just press the ENTER key.

PAPYRUS will now display all references matching your criteria. If there is only one such reference you will be asked:

Is this the Reference you intended? Y

But if there is more than one matching reference you will be returned to the Reference # / Author: prompt to give the number of the one you want.

PAPYRUS is relatively intelligent when it comes to authors' names. For example, it recognizes that Smith, JP, Smith, John, and Smith, J, III may all be the same person. You can enter any of these, or Smith or Sm*th*, and all the relevant references will be displayed.

Choosing a Journal

Whenever PAPYRUS prompts you to identify a journal, you may enter the official journal name, an official journal abbreviation, or *any* semi-reasonable abbreviation.

For example, the *New England Journal of Medicine*, whose usual official abbreviation is N. Engl. J. Med., may be identified by entering any of the following:

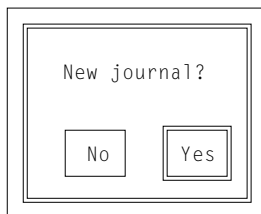
| | |
|------------------|---------------------------------|
| N. Engl. J. Med. | New England Journal of Medicine |
| New Engl | N Engl J M |
| NEJM | New |
| N. E. J. M. | N |

When identifying a journal there is usually no need to use a "*" wildcard.

If PAPYRUS finds exactly one journal that matches your entry, it will "rewrite" your entry with the full journal name and continue.

If PAPYRUS locates more than one journal that matches your entry, it will pop up a list of the possibilities for you to choose from. (If you don't like any of them, press ESC.)

If PAPYRUS cannot find any matches for the abbreviation you've entered, it asks:



If you reply Y then POPYRUS will ask you to enter the full official name and abbreviation(s).

Whenever you are asked to identify a journal you can also use the F2 key to pop up a complete list of your Journal Dictionary.

Occasionally you will run into this problem: Suppose you have already entered a journal named Science and Technology into your POPYRUS database. Now you want to enter another one named simply Science. But as soon as you type "Science" and press ENTER, POPYRUS automatically converts your entry to Science and Technology.

Should this happen to you, go back to the line asking for the journal and type "Science!". The exclamation point tells POPYRUS that you really mean just what you've typed.

Choosing a Keyword or Format

When you respond to a question in POPYRUS asking you to identify a keyword or format, POPYRUS will look for any matches that begin with the letters you've typed. (Asterisks can also be used as "wildcards.")

If there is exactly one match, POPYRUS will "rewrite" your entry with the full format name or keyword.

If POPYRUS locates more than one match, it will pop up a list of the possibilities for you to choose from. (If you don't like any of them, press ESC.)

As when choosing a journal, if POPYRUS fails to find any matches for your entry it will ask whether this represents a new keyword or format.

You can also use the F2 key to pop up the relevant Dictionary.

And as with journals, if POPYRUS too helpfully expands your new keyword entry of, say, AMINO ACID into the matching entry already in your Keyword Dictionary, AMINO ACID SEQUENCE, then you can go back and use an exclamation point: "AMINO ACID!".

Choosing a Disk File

There are various places in PAPHYRUS where you are asked to enter the name of a disk file. For example, when you want to prepare a bibliography and send it to your word processor, PAPHYRUS will ask you to provide a filename for the bibliography. Or when you want PAPHYRUS to automatically prepare the bibliography for a manuscript you've prepared with your word processor, you have to tell PAPHYRUS the filename of the manuscript.

At such times, if you know it you can simply type in the name of the file:

```
Filename: paper.doc
```

You can also provide a complete "path":

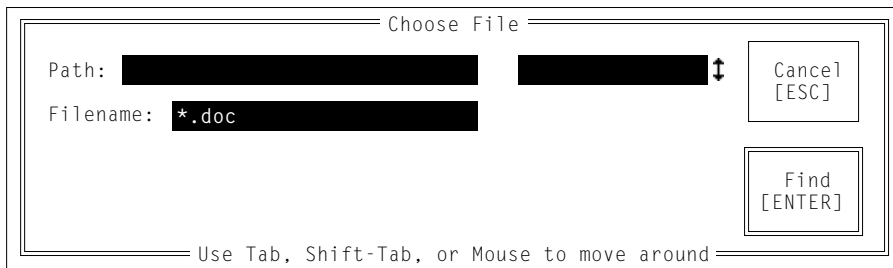
```
Filename: c:\wp51\paper.doc
```

Or you can use the standard DOS "wildcard" characters "?" and "*":

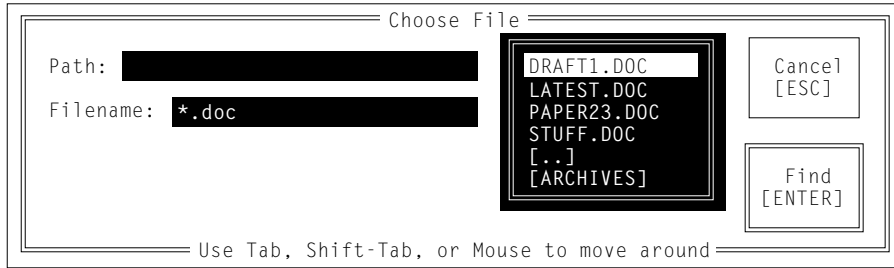
```
Filename: c:\wp51\*.doc
```

Finally, you can type part of the filename (or not) and then press F2.

In the last two cases—where you have used a wildcard character or you have pressed F2—PAPHYRUS brings up this dialog box:



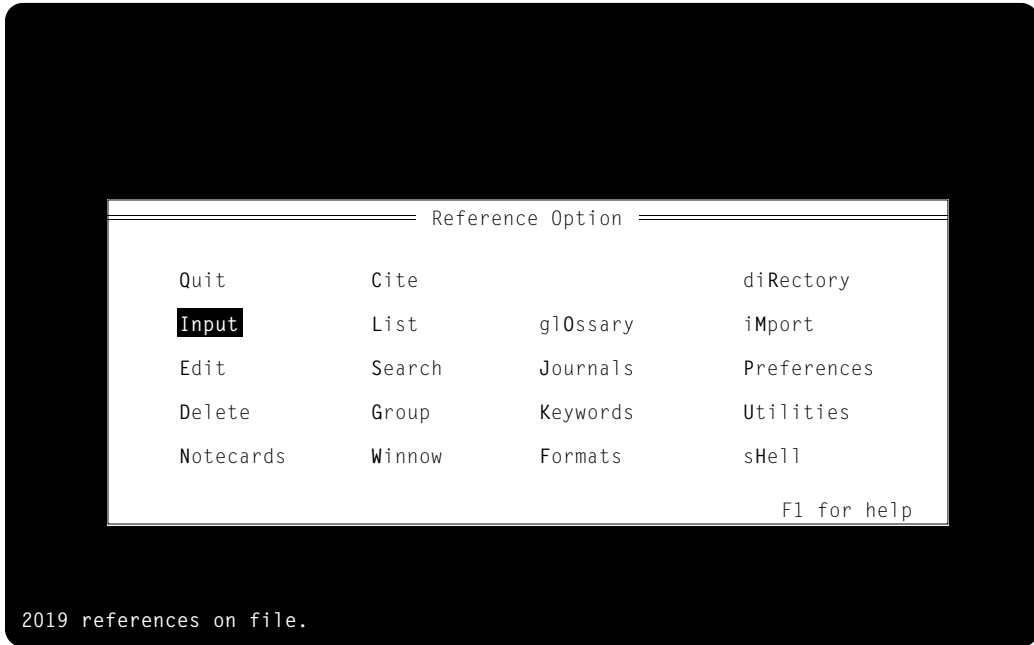
You can set the path and filename to whatever you like, and then select *Okay*. PAPHYRUS will display all matching files. The bottom of the list will also include any subdirectories of the given directory:



If you pick one of the subdirectories and select `Okay`, PAPYRUS will look there for matching files. The “[..]” choice takes you “up” one directory from the directory you’ve typed.

Main Menu and Road Map

PAPYRUS's main menu looks like this:

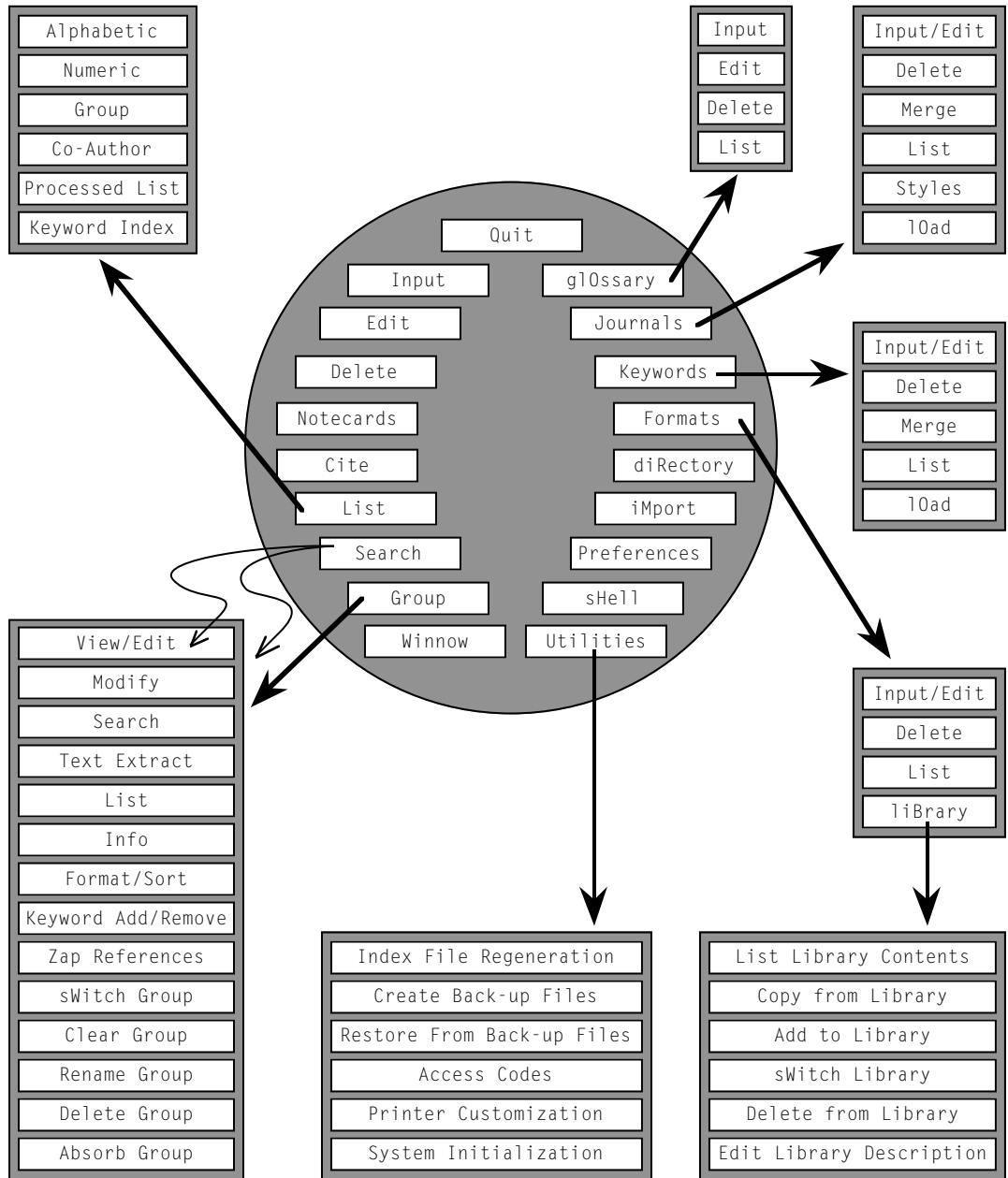


At the lower left corner is an indication of the size of your PAPHYRUS database. At the lower right is a reminder of the database's location. (If you have more than one PAPHYRUS database on your computer, this reminder will often come in handy.)

Pressing F1 changes this menu to its more verbose form, as discussed in the "Menus" section of the previous chapter.

To exit PAPHYRUS, choose *Quit*. For brief explanations of the remaining options, see the "Overview of the Main Menu options" chapter of the *WORKBOOK* section.

Here is a “road map” of how the various pieces of PAPYRUS are connected:



Related chapter—

WORKBOOK:
 Overview of the Main Menu Options

Reference Input & Edit

Quick Summary

To move from field to field in the reference entry screen:

| | |
|--------------|---------------------------------------|
| Enter or Tab | Advance down to the next field |
| SHIFT-Tab | Move back up one field |
| CTRL-Home | Jump to the first field (Reference #) |
| CTRL-End | Jump to the final field (Keyword) |

To save the new or modified reference:

ALT-S
"File" menu, "Save"
Simply press Enter after entering final keyword

To abort the Input or Edit without saving:

ESC
"File" menu, "Cancel"

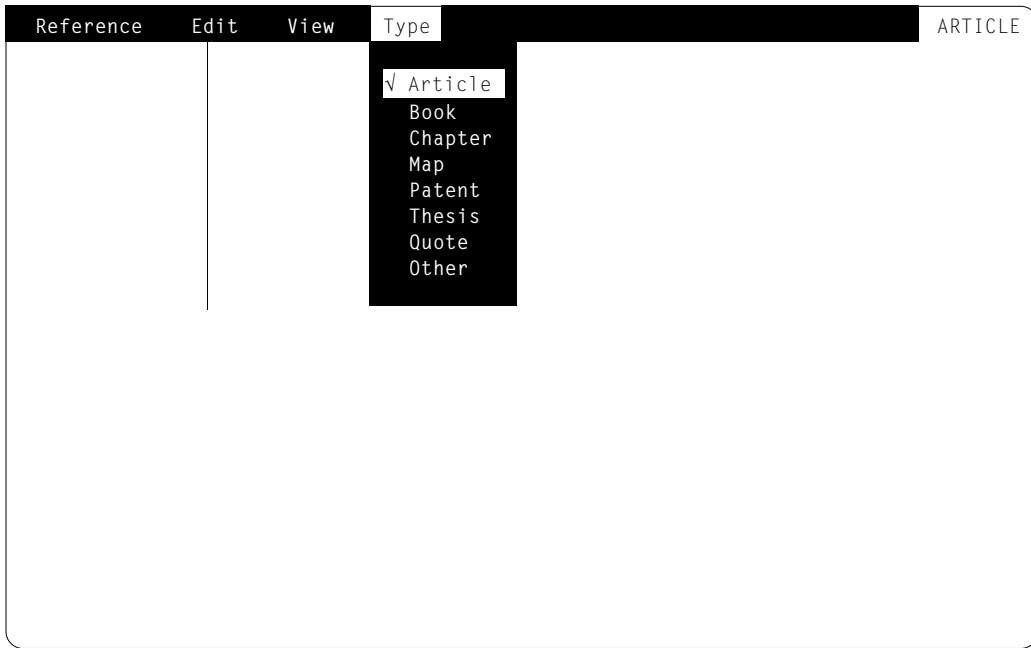
To enter or edit the reference's notecards:

Save the reference. PAPHYRUS will then ask whether you want to work on the reference's notecards. (This assumes that you have turned on the full notecard features in the Preferences option.)

These are the options for entering new references into PAPHYRUS, and for correcting or completing previously-entered references.

Input will take you directly to the reference entry screen I'm about to describe. Edit will first ask you to choose the reference you wish to modify, with the usual Reference # / Author: prompt described in the "PAPHYRUS Conventions" chapter. When you have no more references to edit, you can press either ENTER or ESC to return to the main menu.

Here is the initial appearance of the reference entry screen:



The various fields are listed down the left side. Those that are highlighted are Required—if any of these fields is left empty the reference will be considered incomplete, as described in the “Incomplete References” chapter of the CONCEPTS section.

If you are in the Input sequence, the Type menu will automatically be “pulled down” so that you can begin by setting the correct reference type. Also, the Reference # will initially be set to the next available number.

To “pull down” any of the menus, hold down the ALT key and type the first letter of the menu’s name. Or you can click on a menu name with your mouse (always using the *left* button). The standard techniques for picking from a multiple-choice list—as we discussed in the “PAPYRUS Conventions” chapter—then apply.

Next to each item in most of the pull-down menus is a shortcut key you can use in the future. For example, pressing ESC (or your right mouse button) is equivalent to pulling down the Reference menu and picking Cancel. Similarly, typing ALT-S is equivalent to pulling down the Reference menu and picking Save.

Here are the menus:

Reference

| | |
|--------|-------|
| Save | Alt-S |
| Cancel | ESC |
| cIte | Alt-I |
| Help | F1 |

- Save (ALT-S) Save this reference and go on to input or edit another.
- Cancel (ESC) For Input, discard this reference. For Edit, discard any changes that have been made to this reference.
- cIte (ALT-I) Pass this reference (either its Reference # or its formatted form) to PAP_RES or the Windows clipboard for transfer to your word processor. (See the “Cite” chapter for more details.)
- Help (F1) Bring up a help screen listing the various special keys available during reference entry.

Edit

| | |
|---------------------|-------|
| Copy | F3 |
| Paste | F4 |
| previous Field | F8 |
| All previous fields | F7 |
| add to Glossary... | Alt-G |
| Look up... | F2 |

- Copy (F3) Copy the current field to the POPYRUS clipboard—or, if running under Windows, to the Windows clipboard.
- Paste (F4) Paste the current contents of the POPYRUS (or Windows) clipboard at the current cursor position.
- previous Field (F8) Duplicate the information that was entered in the same field of the last *saved* reference of the *same reference type* as the current one.

All previous fields (F7) Duplicate the information that was entered in *all* the remaining fields of the last *saved* reference of the *same reference type* as the current one.

add to Glossary... (ALT-G) Enter a common word or phrase into the Glossary for future use.

Look up... (F2) Look up an existing entry from the Glossary, or—depending on the field in which your cursor is currently positioned—from the list of existing Authors, Editors, Journals or Keywords. If you type a few letters prior to pressing F2, then the list will be restricted to the entries that begin with those letters.

View

show Hidden fields Alt-H
Collapse fields Alt-C

show Hidden fields (ALT-H) Show or hide all of the “hidden” fields. The PAPHYRUS Preferences option allows you to pick which fields will always be shown and which will be hidden.

Collapse fields (ALT-C) Shrink all fields, except the one in which your cursor is currently positioned, to just their first line.

Type

√ Article

Making a selection from this menu changes the reference type to whichever you pick.

To move from field to field in the reference entry screen, you can of course use the **arrow keys** or **mouse**. In addition these keys are also available:

| | |
|--------------|---------------------------------------|
| Enter or Tab | Advance down to the next field |
| SHIFT-Tab | Move back up one field |
| CTRL-Home | Jump to the first field (Reference #) |
| CTRL-End | Jump to the final field (Keyword) |

All other special keystrokes are as described in the “PAPYRUS Conventions” chapter. For a quick reminder at any time, press F1.

Although for a new reference the Reference # field is initialized to the next available number, as I indicated in the “Reference Types and Their Fields” chapter you can change this number if you so desire.

If you enter a Reference # that is already in use, PAPYRUS will offer to find the next available number beyond the one you’ve entered.

Whenever you provide an answer to an Author or Editor field, a new Author or Editor field will appear below it. This will continue until you have no more Authors or Editors to enter, at which point you should simply leave the new one blank, and press Enter to proceed to the next field. The same applies to the Keyword fields, as well as the Equivalent Patent fields for Patents.

Automatic duplicate check: As soon as you have filled in the authors and year, PAPYRUS will automatically check for other references with similar authors and year, of the same reference type. If any are found, PAPYRUS will display them and ask whether you wish to continue entering the current reference. If you see that the reference you were starting to enter is already in your database, you would answer N. In that case, PAPYRUS will give you the option of editing the pre-existing reference.

For references of type Quote, there is one unusual “field”: Change Quoting Reference? When you answer Y to this question, PAPYRUS asks you to specify the reference that quotes the one you are entering.

All of the remaining fields you will encounter in the reference entry screen are discussed in the “Reference Types and Their Fields” and “PAPYRUS Conventions” chapters of this REFERENCE section. If you have any uncertainty about what PAPYRUS is asking you, those chapters should answer your questions.

If in the Preferences option you have turned on the Notecards features, then after you save a reference during Input or Edit PAPYRUS will ask you whether you wish to enter or edit its notecards.

Related chapters—

CONCEPTS:

- Reference Types and Fields
- Journals
- Keywords
- Incomplete References

WORKBOOK:

- Inputting References, Part 1
- Inputting References, Part 2
- Modifying References

Delete

This is the option for removing reference's from PAPHYRUS's collection. After you choose the reference to be deleted, you will be asked to confirm your decision:

```
Delete? N
```

To have PAPHYRUS actually go ahead and delete the reference you must answer Y.

After a reference has been deleted, its Reference # may be re-used by a new reference. This is up to you—PAPHYRUS couldn't care less whether a number is going unused. Re-using a number does *not* conserve any of the computer's storage space.

I would suggest that you ignore the gaps created in your Reference #s when you delete references. Let the highest batch of Reference #s always represent your database's most recent entries.

But if your conscience rebels at the thought of not recycling deleted Reference #s, then the next time you input a reference tell PAPHYRUS to assign it a low Reference #, such as "1". If that number is already in use, PAPHYRUS will automatically ask whether it should instead assign the next available number.

You may delete a whole series of references at once. Of course, PAPHYRUS will not perform such an operation without your explicit confirmation:

```
[Delete]
```

```
[Identify Reference:]
```

```
Reference # / Author: 520-580
```

```
You're sure you want to delete ALL the references from:   520
                                                            through:   580???
```

```
You're REALLY POSITIVE? N
```

Related chapter—

WORKBOOK:

Modifying References

Notecards

Quick Summary

To move from field to field in the notecard entry screen:

| | |
|--------------|---------------------------------------|
| Enter or Tab | Advance down to the next field |
| SHIFT-Tab | Move back up one field |
| CTRL-Home | Jump to the first field (Reference #) |
| CTRL-End | Jump to the final field (Keyword) |

To save the new or modified notecard:

ALT-S
"File" menu, "Save"
Simply press Enter after entering final keyword

To abort the notecard entry or edit without saving:

ESC
"File" menu, "Cancel"

In the master Notecard screen:

| | |
|-------|----------------------------------|
| ESC | Exit from master Notecard screen |
| Enter | Display highlighted notecard |

| | |
|---------------------------|---------------|
| Left mouse button | Same as Enter |
| Right mouse button | Same as ESC |

Arrow keys,
PageUp, PageDown,
Home, End,
Mouse Move highlight

| | |
|--------|-----------------------------|
| Insert | Input a new notecard |
| Delete | Delete highlighted notecard |
| E | Edit highlighted notecard |
| C | Cite highlighted notecard |

| | |
|---|-----------------------------------|
| T | Sort notecards by <u>T</u> itle |
| P | Sort notecards by <u>P</u> assage |

This option allows you to create, modify, and remove notecards for any reference in your database. **The “Notecards” chapters of the CONCEPTS and WORKBOOK sections provide further important information on this topic.**

Notecards begins by asking you to pick the reference with whose notecards you wish to work. Then it shifts to the master Notecard screen, in which all existing notecards for this reference are displayed, one line each.

If no notecards have been entered yet for this reference, the screen automatically shifts further to the notecard entry screen:

```

Notecard  Edit  View  NOTECARD
Card title
  Passage
  Comments
Keyword #1

```

As you’ll recall from the CONCEPTS “Notecards” chapter, you assign each notecard a descriptive **Card title**. **Passage** indicates the part of the associated reference to which this notecard relates (“Chapter 2”, “pp. 4-5”, “Methods Section”, etc.). Both of these fields will be displayed when the notecard is listed on the master Notecard screen.

The notes or quotations that you wish to enter go into the **Comments** field.

As always, to insert a paragraph break type CTRL-ENTER.

This entry screen behaves identically to the reference entry screen with which you are already familiar. Here are the notecard entry menus:

Notecard


| | |
|--------|-------|
| Save | Alt-S |
| Cancel | ESC |
| cIte | Alt-I |
| Help | F1 |

- Save (ALT-S) Save this notecard and return to the master Notecard screen.
- Cancel (ESC) If inputting, discard this notecard. If editing, discard any changes that have been made to this notecard. Return to the master Notecard screen.
- cIte (ALT-I) Pass this notecard to PAP_RES or the Windows clipboard for transfer to your word processor. (See the “Cite” chapter for more details.)
- Help (F1) Bring up a help screen listing the various special keys available during notecard entry.

Edit

| | |
|---------------------|-------|
| Copy | F3 |
| Paste | F4 |
| previous Field | F8 |
| All previous fields | F7 |
| add to Glossary... | Alt-G |
| Look up... | F2 |

- Copy (F3) Copy the current field to the PAPYRUS clipboard—or, if running under Windows, to the Windows clipboard.
- Paste (F4) Paste the current contents of the PAPYRUS (or Windows) clipboard at the current cursor position.

| | |
|-------------------------------|--|
| previous Field (F8) | Duplicate the information that was entered in the same field of the last <i>saved</i> notecard. |
| All previous fields (F7) | Duplicate the information that was entered in <i>all</i> the remaining fields of the last <i>saved</i> notecard. |
| add to Glossary... (ALT-G) | Enter a common word or phrase into the Glossary for future use. |
| Look up... (F2) | Look up an existing entry from the Glossary. If you type a few letters prior to pressing F2, then the list will be restricted to entries that begin with those letters. (If the cursor is in a Keyword field, then F2 will pop up a keyword list.) |
| |  |
| | Collapse fields Alt-C |
| Collapse fields (ALT-C) | Shrink all fields, except the one in which your cursor is currently positioned, to just their first line. |

Here is a sample master Notecard screen:



Displayed at the bottom of the master Notecard screen is the reference whose notecards you are manipulating, plus an indication of the total number of notecards currently on file for this reference. The notecards themselves are displayed above, sorted by either their card Title or Passage.

To change the **sorting method**, press the letter T or P, for Title or Passage.

To add a **new notecard**, press INSERT. (Pressing A or I, for add or input, also works.)

You can use your arrow keys or mouse to **move the highlight** to any of the notecards shown. The PageUp, PageDown, Home and End keys all do what you'd expect, too.

To **permanently remove a notecard**, move the highlight to its line and then press DELETE. PAPHYRUS will, of course, ask you to confirm your intent before it carries out this deed.

Pressing ENTER causes POPYRUS to fully display the currently highlighted notecard. Then it will suggest:

Press ↑, ↓; E to Edit, D to Delete, C to Cite; any other key to return...

Pressing an arrow key lets you examine the previous or following notecard. Pressing E moves you to the notecard entry screen to edit the current notecard. Pressing D allows you to permanently delete it, while C copies it to PAP_RES or the Windows clipboard for transfer to your word processor (see the “Cite” chapter for further details). Pressing any other key returns you to the master Notecard screen.

Related chapters—

CONCEPTS:

Notecards

WORKBOOK:

Notecards

Cite

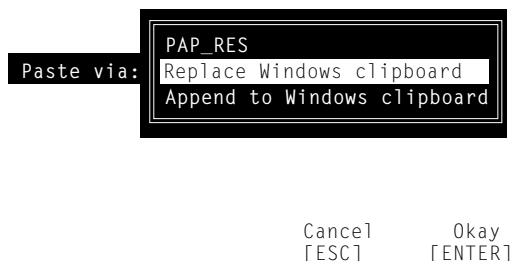
This option lets you transfer information from PAPERUS to your word processor. It works in conjunction with the PAPER_RES program, which provides the “glue” linking PAPERUS with your word processor. Or, if you are working in the Windows environment, Cite will use the Windows clipboard for its transfers. Once the information has been transferred, your manuscript will be in the correct form to use with the Text Extract feature of PAPERUS.

To understand how all these pieces fit together, refer to the “Prepare a Manuscript and its Bibliography Together” and “Pasting References into Your Footnotes” chapters of the WORKBOOK section.

Cite begins by asking you to identify a reference. It then asks Cite this Reference? What happens when you answer Y then depends on two things.

If you have *not* used the Paste citations feature of the Preferences option to tell PAPERUS to allow Cite to “paste formatted citations,” and if you are *not* running under Windows, then PAPERUS will simply tell you that it has cited the reference.

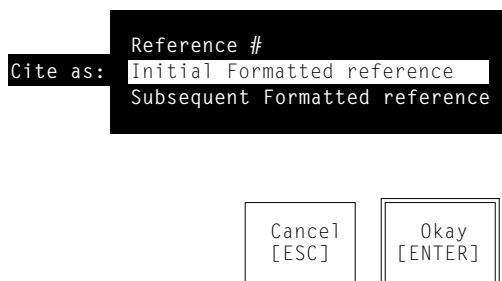
If you have not set your Preferences to paste formatted citations, but you *are* running under Windows, then you will see this dialog box:



If you are using a non-Windows word processor, choose PAPER_RES. If you are using a true Windows word processor (*e.g.*, Ami Pro, or anything named “... for Windows”) then pick one of the other choices. Replace Windows clipboard first discards the current contents of the clipboard, while Append to Windows clipboard adds this reference to the references

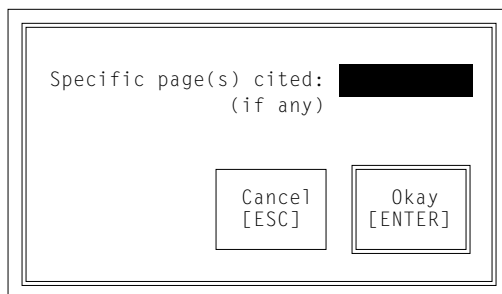
already in the clipboard. If you intend to cite only a single reference at this point in your manuscript, then pick `Replace Windows clipboard`. But if you have two or more references to cite, the use `Replace Windows clipboard` for the first one and `Append to Windows clipboard` for the rest.

If you *have* told PAPHYRUS to allow `Cite` to paste formatted citations, then this dialog box will appear:



To insert the PAPHYRUS Reference # for later use by `Text Extract`, pick `Reference #`. If instead you want to paste an entire formatted reference into a footnote now, then pick the appropriate of the other two choices.

When you cite a `Book`, a `Thesis`, or an `Other`, `Cite` also asks you:



Here you can, if appropriate, indicate the specific page(s) from the reference to be cited, as I indicated in the “Bibliographies *vs.* Footnote Lists” chapter of the CONCEPTS section.

Related chapters—

WORKBOOK:

Prepare a Manuscript and its Bibliography Together
Pasting References into Your Footnotes

List

Quick summary

Which references are to be listed?

| | |
|----------------|---|
| Alphabetic | Alphabetic range of first authors |
| Numeric | Numeric range of Reference #s |
| Group | The references of a particular Group |
| Co-Author | All references with a given (co-)author |
| Processed List | Special purpose—for unsupported word processors |
| Keyword Index | List keywords, each followed by its citing references |

Also include each reference's notecards?

If you answer Yes, then each reference will be followed by its notecards.

How shall each reference be formatted?

| | |
|--|--|
| Format | |
| Truncate lengthy Abstracts & Comments? | |
| Truncate lengthy Keywords? | |

To where shall the list be sent?

| | |
|---------|--|
| Screen | |
| File | Can be set up for your particular word processor |
| Printer | Many settings available |

For use with laser printers, it is often best to send the output to your word processor, and print it from there.

This is the option for outputting reference lists and bibliographies from POPYRUS. `List` lets you specify which references to output and in what format. The results can be shown on your screen, sent directly to your printer, or put into a disk file for subsequent beautification by your word processor.

`List` asks three sets of questions. First, which references are to be listed, and in what order? Second, how shall each reference be formatted? And third, to where shall the list be sent?

If you have turned on the full Notecard features of PAPHYRUS in the Preferences option, then there will be one additional question after you are asked which references are to be listed. I'll illustrate this below.

Which references are to be listed?

The initial questions begin with this menu:

```
===== List Option =====
|
| Alphabetic      Group      Processed List
| Numeric        Co-Author   Keyword Index
|
| ESC to exit                               F1 for help
```

Alphabetic

Use this choice to produce a list of any alphabetic part of your reference collection sorted alphabetically by author(s). If there are multiple references with identical authors, these will be further sorted by year.

PAPHYRUS asks two questions to determine how much of your database to include in the list:

```
Start with: Beginning ◀
Stop with: End ◀
```

If you accept PAPHYRUS's suggested answers, you'll get an alphabetical list of your entire database. You can narrow this a bit; for example:

```
Start with: br
Stop with: bz
```

will list all of your references whose first author's surname lies between "Br..." and "Bz...", inclusive.

Note that this will always be an *alphabetic* subset of your database. So if you answered:

```
Start with: 200
Stop with: 300
```

You would *not* obtain all the references from Reference #200 through #300, sorted alphabetically. Rather, PAPHYRUS would look for all references whose first author's surname falls, alphabetically, between "200" and "300". Unless you have some papers written by the "270th Infantry Division," PAPHYRUS will not find any references for your list.

Numeric

This choice is similar to `Alphabetic`, but selects and sorts by Reference #. Thus, accepting the suggested answers to the next two questions:

```
Start at Ref#: Beginning ◀
Stop at Ref#: End ◀
```

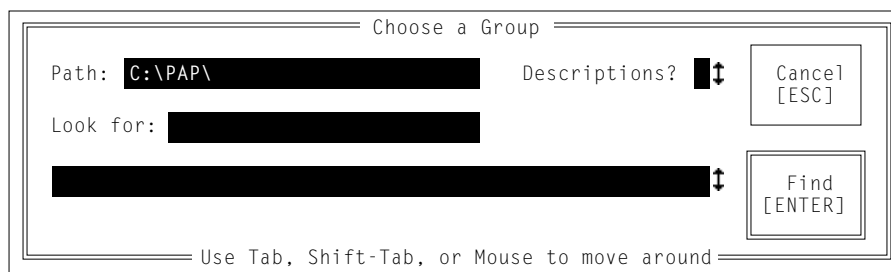
will yield a complete list of your reference collection in numeric order. This:

```
Start at Ref#: 1
Stop at Ref#: 100
```

will list the first hundred references from your collection.

Group

Once you have assembled a Group, use this `List` option to output it. PAPHYRUS simply asks you to pick your Group:



If you recall the name of the Group you want, or the beginning of the name, type it and press ENTER. Otherwise make sure that the Path is correct, and press ENTER. A list of available Groups will be shown.

If you set `Descriptions?` to `Y`, then the name of each Group will be followed by its Group Description and the number of references it contains.

Otherwise this dialog box behaves identically to that used to pick a file, as described in the “PAPHYRUS Conventions” chapter.

Once you pick the Group you want, PAPHYRUS will display the standard Group information (sorting method, format, search specifications, etc.) and ask you `Is this the Group you intended?` If you answer `N`, you will be returned to the `Choose a Group` dialog box.

Co-Author

With this choice you get a list of all references having a particular person among their authors. For example,

```
Co-Author: smith,jp
```

will result in a list of all the references listing Smith,JP as one of their authors. PAPHYRUS will also automatically include variants such as Smith,J and Smith,John Paul,III. The references corresponding to each variant will be further sorted by year.

You may enter just the surname, if you wish, and you may use the asterisk wildcard. Thus,

```
Co-Author: silver*
```

will include any author whose surname begins Silver...

You can even use *only* an asterisk:

```
Co-Author: *
```

This will produce a listing of *all* the authors in your database, each of their names being followed by all the references that include that author.

After asking for the co-author name, PAPHYRUS goes on to ask:

```
From Year: Beginning ◀  
Thru Year: End ◀
```

These questions allow you to narrow the list to a specific range of years, if you so desire.

Keyword Index

With this choice you get to specify an alphabetic range of keywords. PAPHYRUS will print each keyword followed by a list of all the references that cite it, sorted alphabetically.

If you just want an alphabetical list of any or all of your *keywords themselves*, then from the main menu pick `Keywords`, and then choose `List` from the subsequent menu.

This one goes like this:

```
Start with Keyword: Beginning ◀  
Stop with Keyword: End ◀  
Major keywords only? N
```

The first two questions allow you to limit the list to an alphabetical subset of your total Keyword Dictionary. Then, if you like, you can further limit the list to those references citing each keyword as “major.”

Processed List

This is a special-purpose choice. It is *so* special-purpose that the odds you will ever need to use it are somewhat slimmer than, say, the likelihood of your ever figuring out why there is a key labeled SysRq on your keyboard.

So feel welcome to just skip this section.

I have to give a little background to explain `Processed List`. When PAPYRUS generates your bibliographies, the results will usually be perfect. So you can generally just have PAPYRUS send the list directly to your printer. Alternatively, if you want to take advantage of some laser printer features (proportionally-spaced type, different fonts), you can tell PAPYRUS to send the list to a disk file for your word processor to open and print.

Once in a while, though, you will need to manually “tweak” a few of a bibliography’s references to conform to a Bibliography Editor’s more eccentric demands. In such cases you will use your word processor to make these changes, and then print the bibliography from there.

Unfortunately, you may be using a word processor that is not fully supported by PAPYRUS. In such cases PAPYRUS can give you your reference list as a generic ASCII file, readable by any word processor. But special character attributes such as italics or superscripts will be indicated by PAPYRUS’s usual “{...}” notation, rather than by the codes used by your specific word processor. Once in your word processor you will have to search for these braces, remove them, and have your word processor provide the appropriate formatting. This may not be a problem for you if your word processor provides a decent “macro” facility for repetitive tasks. If so, you can take care of the braces and formatting, tweak the bibliography as necessary, and then print the results with your word processor.

But if dealing with all those “{...}”s intimidates you, PAPYRUS provides an alternative. Go ahead and open the ASCII reference list with your word processor and take care of the necessary tweaking. Leave the “{...}”s alone, though. Now have your word processor save the results as a generic ASCII file. Finally, use PAPYRUS’s `Processed List` option (Remember `Processed List`? This is a page about `Processed List`.) to read this “processed” file and send the final tweaked, italicized, superscripted bibliography to your printer.

There is not much involved in this final step:

Full name of `Processed List` file:

As described in the “PAPYRUS Conventions” chapter, you can type any or all of the filename, and/or press the F2 key to have PAPYRUS help you locate the file tweaked by your word processor.

Include notecards?

If you have turned on PAPYRUS’s full Notecard features in the Preferences option, then you will be asked:

```
Also include each reference’s notecards?
```

If you answer Y, then after each reference its notecards will be listed. This is helpful if you are working on a heavily annotated bibliography.

If you do answer Y, then you will also be asked whether each reference’s notecards should be sorted by their Titles or their Passages.

How shall each reference be formatted?

PAPYRUS begins by showing you its guess of the output format you will want. If you are listing a Group then it will suggest the format specified in that Group. Otherwise it will suggest whatever format you used in your last list.

```
[List: Format information]
```

```
Format: STANDARD  
Truncate lengthy Abstracts & Comments: Y  
Truncate lengthy Keywords: Y
```

```
Okay? Y
```

If PAPYRUS’s guess is correct, just press ENTER. Otherwise type N. Then indicate the format you do want, as described in the “PAPYRUS Conventions” chapter.

Recall that the F2 key will pop up a list of the formats currently known to your database. The two that are initially built into every PAPYRUS database are STANDARD and BRIEF. The former includes all fields of each reference, while the latter provides a compact one-line tabular display.

If your format includes the Comments and/or Abstract fields, you will be asked:

```
Truncate lengthy Abstracts & Comments: Y
```

If any Comments or Abstract would exceed a single line (70 characters, to be precise), then “truncating” it will restrict the display to only a line’s worth, followed by an ellipsis (“...”).

Similarly,

Truncate lengthy Keywords: Y

allows you to restrict the keywords displayed to only one line.

To where shall the list be sent?

PAPYRUS gives you three choices:

```
On device: Screen
           Printer
           File
```

If you choose the first of these, the list will appear on your screen (as I hope you had already guessed).

If you choose `File`, then you get to pick the type of file to create:

```
File type: Microsoft Word (≥4.0,±Windows)
           WordPerfect (≥5.0,±Windows)
           PC-Write
           WordStar (≥5.0,±Windows)
           WordStar 2000 (≥3.0)
           XyWrite
           ASCII
           ASCII with line breaks
```

We periodically add support for additional word processors, so this list might appear a little different on your screen.

If your word processor is listed here, then picking it now will yield a file containing all of the appropriate internal codes specific to your word processor.

If your word processor is *not* among those shown, you will usually want to pick `ASCII`. This is a very generic, text-only, file format that all word processors are capable of reading. PAPYRUS will output each reference as one long “line” with a “hard return” at the end. This way your word processor can break the lines wherever it chooses, based on whatever margins you instruct it to use. On the other hand, if you pick `ASCII with line breaks` PAPYRUS will put hard returns within each reference so that no line exceeds 80 characters.

After you pick your file type, POPYRUS will ask you for a name to give the file. As discussed in the “POPYRUS Conventions” chapter, you can include an entire path if you wish, so that the file ends up in the correct directory. You can also use the F2 key to first see what files already exist.

Note regarding output to word processors: When you have POPYRUS send a bibliography directly to your printer, POPYRUS will follow the instructions given in your output format to appropriately indent each line. But since word processors provide finer control over margins and indentation than does POPYRUS—especially when you are using a proportionally-spaced laser printer font—POPYRUS will leave all margination and indentation to your word processor. We have included some hints in Appendix B, “Using POPYRUS With Particular Word Processors,” for quickly adjusting these things.

Picking Printer at the On device: prompt results in this big dialog box:

List: To Printer

Bibliography title:

Line spacing: **1**↕ Skipped lines between references: **1**↕

Convert "{...}"? ↕ Single reference per page? ↕

Margins
(in 1/4-inches):

 Left: Manual paper feed? **N**↕

 Right: Eject extra page at end? **Y**↕

 Top:

 Bottom: Printer port: ↕

Header & Footer
[ALT-H]

Use Tab, Shift-Tab, or Mouse to move around

Bibliography title: This is the title that POPYRUS will print before the first reference in the list. The standard POPYRUS formatting notation applies here, so “{bREFERENCES}” would come out as the word “REFERENCES”, boldfaced.

Line spacing: “1” means single-spaced, “2” double-spaced, and so on. This is the spacing *within* each reference.

Skipped lines between references: This controls the number of extra lines to place *between* references.

Convert "{...}"? You usually want this set to Y so POPYRUS will convert its "{...}" notation to actual underlines, boldfaces, or whatever when printing. But you can change it to N if you need to see the braces just as they have been entered.

Single reference per page? If you want to print each reference on a separate page, answer Y. Why would you ever desire this? Well, perhaps each "page" is actually a perforated 3x5 file card. By adjusting the various page size and margin settings you can get POPYRUS to print to such cards.

Margins These are expressed in quarter-inches. So "2" means 0.5 inch, "4" means 1 inch, etc.

Note to non-U.S. users: Our apologies for the current lack of a metric option here. But since most printers' character pitch is specified in "characters per inch" there is actually some logic to sticking to these ancient units of measure.

Manual paper feed? If you intend to hand-feed individual sheets of paper, then answer Y. But if your printer feeds itself, choose N.

Eject extra page at end? Some laser printers demand an extra "form-feed" command from POPYRUS; without it they will refuse to expel the final page of your bibliography. If you find your printer ejecting an extra blank page after outputting your reference list, though, change this to N.

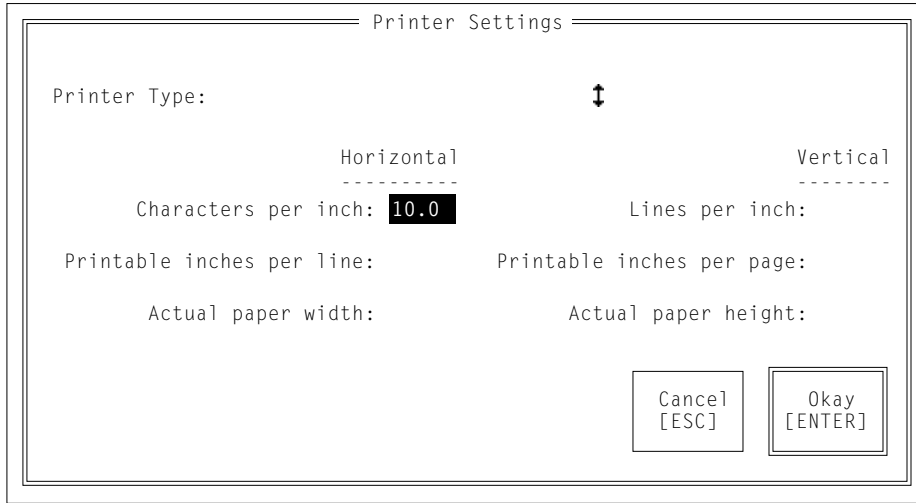
Printer port: Most IBM-PC's have their printer attached to their primary "parallel" port, named LPT1. Some others use the primary "serial" port, COM1; however, many of these contain an instruction in their AUTOEXEC.BAT file that tells COM1 to pretend to be LPT1.

You don't really have to understand any of this computer-babble, unless leaving this choice set to LPT1 fails to provide you a print-out. If so, try the other settings and see what happens. If you *still* can't get POPYRUS to send your output to your printer, try your local computer guru before you call us.

Header & Footer "Pressing" this button brings up a dialog box where you can indicate up to three "header" and three "footer" lines. The header will appear at the top of each page (*within* the margins you've set), the footer at the bottom. The lines in this dialog box will scroll sideways as you type, as will the margin and center indicators.

If you want the page number to appear in either the header or footer, place a "@" character at the corresponding position. POPYRUS will replace the "@" with the appropriate page number. Page numbering will begin with the value indicated in the Starting page #: box of this dialog.

Printer settings (*Note that the shortcut for this button is ALT-P and not CTRL-P. Inadvertently pressing CTRL-P is a very bad idea on most IBM-PC's and compatibles—doing so tells your comter to immediately send everything on the screen to your printer.*) “Pressing” this button lets you tell PAPHYRUS the type of printer you are using, so that it can transmit the correct codes for underlines, boldfacing, etc. The dialog that emerges from this button also lets you specify some other printer characteristics:



The image shows a 'Printer Settings' dialog box with a double-line border. At the top, it says 'Printer Settings'. Below that, 'Printer Type:' is followed by a vertical double-headed arrow. Underneath, there are two options: 'Horizontal' and 'Vertical', each with a dashed line below it. The 'Horizontal' option is selected, and its value '10.0' is highlighted in a black box. Below these are four fields: 'Characters per inch:' (with the value 10.0), 'Lines per inch:', 'Printable inches per line:', and 'Printable inches per page:'. At the bottom, there are two buttons: 'Cancel [ESC]' and 'Okay [ENTER]'.

Printer Type: If you correctly loaded the file PRINT.BIB during your installation of PAPHYRUS, then selecting this item will yield a list of many kinds of printers. If yours is shown, pick it. Otherwise see if your printer claims to “emulate” one of the ones that is listed. If not, then you or someone into reading technical manuals should teach PAPHYRUS about your printer, using the Printer Customization option found under PAPHYRUS’s Utilities menu.

Again, the measurements in this dialog are expressed in inches rather than something more modern. For the reference of our European customers, standard A4 paper measures 8.3 inches by 11.7 inches. (These actually are the exact measurements used to define A4 paper!)

Note to laser printer users: To get the most out of your laser printer (or other fancy printer, such as an ink-jet printer), you will want to have PAPHYRUS send your bibliography to your word processor, and then use the tools available in the word processor to pick fonts, change margins, and so on. The manufacturers of word processors have volunteered to keep compatible with all of the printers on the market, so we see no reason to duplicate their efforts in this regard.

Once you've made all of your choices, POPYRUS will produce the list you've requested. You can interrupt this process at any time by pressing ESC.

Related chapters—

WORKBOOK:

Outputting a List of References

APPENDICES:

Appendix B: "Using POPYRUS With Particular Word Processors"

Logical connectors:

| | |
|---------------|--|
| This OR That | Look for references in which <i>either</i> This is true, <i>or</i> That is true, <i>or</i> both. |
| This AND That | Look for references in which <i>both</i> This <i>and</i> That are true. |
| NOT That | Look for references in which That is <i>not</i> true. |

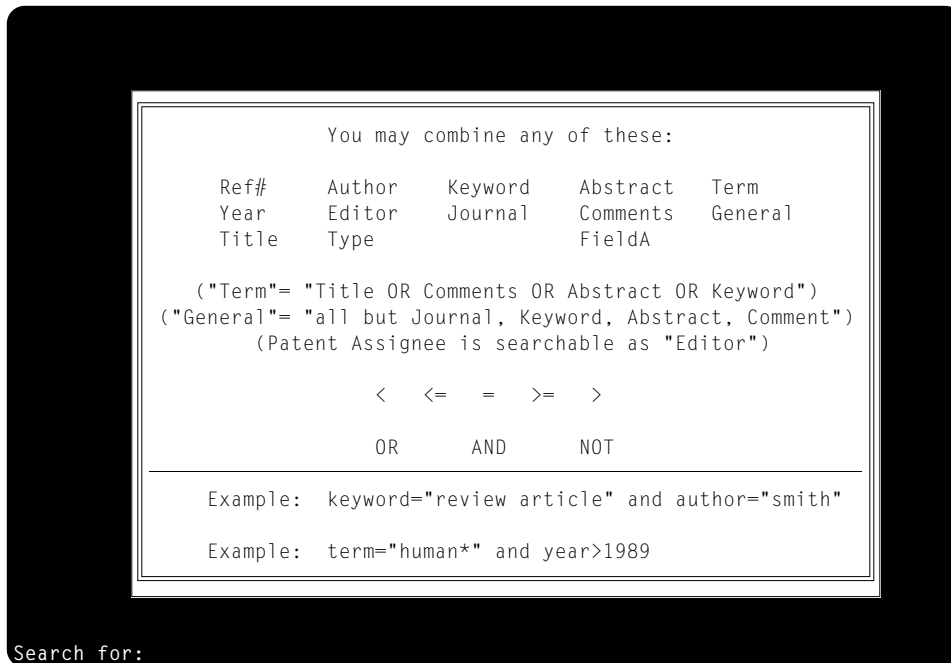
You can use **parentheses** to group together the pieces of a complicated search.

When the search is done, you have three options:

- **Discard** the results.
 - Put the results into a new Group, automatically named SEARCH.GRP, and jump to that Group's **View/Edit** screen.
 - Put the results into a new Group, automatically named SEARCH.GRP, and jump to its **Group Option** menu.
-

Many important issues relating to searches are covered in the “Indexes” chapter of the CONCEPTS section and the “Searches and Groups” chapter of the WORKBOOK section. Those chapters also include several search examples. What follows here is limited mainly to details of syntax.

The Search option is—of course—what you use to find references based on some particular criteria. Choosing Search from the main menu brings you this screen:



The basic form for a simple search specification is:

```
field = "value"
```

where field is Ref#, Author, Keyword, etc. You may abbreviate the name of the field as much as you wish; for example, keyword could be abbreviated as key, ke, or even just k.

Don't get carried away with abbreviations, though! First, excessive brevity will make your

searches difficult for you to decipher later. Second, you will need to provide at least two letters to distinguish among title, type and term, or author and abstract.

Value should, in general, be included within quotation marks. However, as a shortcut you can omit the quotation marks if value is a *single word*. For example, you can get away with this:

```
keyword = review
```

but you would need the quotation marks for this:

```
keyword = "review article"
```

It does not matter whether you put spaces between the parts of the search specification or not. The following example is completely equivalent to the previous one:

```
keyword="review article"
```

Besides the equals sign, you can also use signs for greater than (" $>$ "), less than (" $<$ "), greater-than-or-equal-to (" $>=$ "), or less-than-or-equal-to (" $<=$ "). For example, this search would indicate "all references published in 1989 or later":

```
year >= 1989
```

This one would find all references with an author whose surname comes alphabetically before "C...":

```
author < c
```

You may include an asterisk as a "wildcard" within value. For example,

```
keyword = chrom*
```

would find all references citing a keyword that begins with "chrom..." ("chromatography", "chromodynamics", "chromophobia", etc.). Asterisks can appear *anywhere* within value:

```
keyword = "* review"
```

This would find all references with a keyword that *ends* in "review" ("good review", "bad review", "movie review", etc.).

A value that *begins* with an asterisk is going to yield a somewhat slower search. In keyword="* review", for example, PAPYRUS will have to check *every* keyword in the Keyword Dictionary to see if it ends in "review". On the other hand, keyword="chrom*" would require PAPYRUS to look through only a small part of the Keyword Dictionary, since PAPYRUS can use its alphabetical index of the dictionary.

Multiple simple search specifications can be combined with AND, OR or NOT. For example, to search for all old reviews, you might enter something like this:

```
keyword=review and year<1990
```

The *order* of the two simple searches does not matter. PAPYRUS will run the following search precisely the same as that above:

```
year<1990 and keyword=review
```

In both cases PAPYRUS will automatically pick the most efficient order in which to access its indexes.

“AND” means “find only those references meeting *both* criteria.” To find references meeting *either* of two criteria, use “OR”. For example, this search:

```
author="smith" or author="brown"
```

would locate all references with *either* an author of “Smith” or an author of “Brown” (or both).

To find all references that have an author of “Smith,” *except for* those that also have an author of “Brown,” you could search for:

```
author="smith" and not author="brown"
```

As you start getting more complicated, though, you can also start getting PAPYRUS confused. Consider these two searches:

```
author="smith" and not author="brown"
```

```
not author="brown" and author="smith"
```

The first of these is unambiguous. The second, though, might mean either what we intended:

```
(not author="brown") and (author="smith")
```

or something else entirely:

```
not (author="brown" and author="smith")
```

The first stands for “all references that do have ‘Smith’ for an author but not also ‘Brown,’” while the second means “all references that do not have both ‘Smith’ and ‘Brown’ as authors.” So a reference by “Smith and Jones” would fit either set of criteria, while one by “Brown and Jones” would be accepted by the second search, as would another by “Jones and Rogers.”

You might want to re-read that paragraph, slowly and carefully, until you are sure you agree with its conclusions.

In fact, you can include the parentheses yourself in the first place, so that PAPHYRUS will not have to guess at your intentions.

In the absence of parentheses, PAPHYRUS will group your ANDs, ORs and NOTs according to standard rules which will be very familiar to those of you who are regular database searchers, computer programmers or mathematicians. If you already know these rules, fine. If not, I do not intend to confuse you with them here—use plenty of parentheses and you'll always be safe.

If you find yourself needing many parentheses, though, you should probably run your search in stages using the Search option under Group. This is illustrated and discussed in the “Searches and Groups” chapter of the WORKBOOK.

Two shortcut “fields” are available in searches. The first, TERM, is a shortcut for TITLE or COMMENTS or ABSTRACT or KEYWORD. This search:

```
term = human
```

will find all references containing the word human in any one or more of their Title, Comments, Abstract and /or Keyword fields. It will perform precisely identically to this:

```
title=human or comments=human or abstract=human or keyword=human
```

So TERM does not add any new *ability* to searching—it just saves you lots of typing.

The other special “field” is GENERAL. Using it results in a search of *all* fields of each reference *except* for the following: Abstract, Comments, Keyword, Journal.

These exceptions are due to the way information is stored by PAPHYRUS. As you will recall from the CONCEPTS section, PAPHYRUS keeps the actual text of Journals and Keywords in their own dictionaries, separate from your references themselves. And although your Abstracts and Comments are stored in the same “drawer of the file cabinet” as your references, they are kept there as separate records.

While GENERAL does give you a way to search otherwise unsearchable fields (such as Publisher or City of Publication), it cannot make use of any indexes. Therefore—as explained in the “Indexes” chapter of the CONCEPTS section—a GENERAL search will be a very slow search, unless you also include some other, indexed, criterion.

The F2 key comes in very handy while you are setting up a search. If you type part of your search, such as:

author=

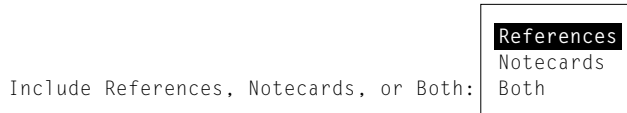
and then press F2, your database's author list will pop up for your perusal and selection. Typing a bit more prior to hitting F2:

author=ra

will restrict the list to those entries that start with the letters you've given.

This works for Author, Editor, Type, Journal, Keyword, and Term (for Term, pressing F2 will pop up your Keyword list). For all other fields F2 will bring up your Glossary.

If you have turned on the full Notecard features of POPYRUS in the Preferences option, then after you provide your search specification, POPYRUS will ask you:



This lets you restrict your search whichever way you desire.

Once you've finished telling POPYRUS what to search for, it will proceed to do so. As the search progresses its results will scroll up your screen. If you are looking for one particular reference you can interrupt the search—by pressing ESC—as soon as it appears. You can also take this action if the search results do not seem to be coming out as you expected.

Once the search is completed (or interrupted), you will be invited to press:

ESC to discard, "V" for View/Edit, "G" for Group options

If you are finished with this search, then pressing ESC will return you to POPYRUS's main menu. If instead you type the letter "v", POPYRUS will transport you to Group's View/Edit screen. From there you can explore the results of your search at your leisure. Pressing any other key takes you directly to the Group Option menu, from which you can print the results of your search, do further searches, etc.

The Search option automatically places your results into a new Group named SEARCH.GRP, sorted by Reference #. You can use all of the usual tools of the Group option to change the Group's name, sorting method, default format and so on.

SEARCH.GRP will be replaced by a new file of the same name the next time you choose Search from the main menu. So if you wish to keep the results of this search for future reference, you should immediately change the name to something more specific than SEARCH.GRP.

Related chapters—

CONCEPTS:

Indexes

Groups

WORKBOOK:

Searches and Groups

Group

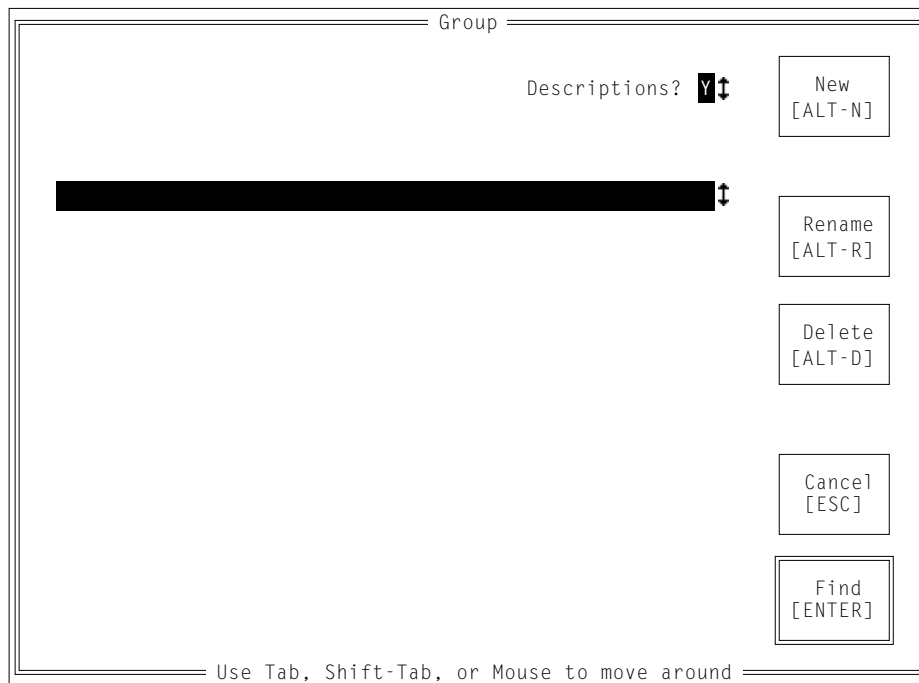
Quick summary

Group options:

| | |
|--------------------|---|
| View/Edit | Examine and modify the Group and any of its references |
| Modify | Add or delete specific references or numeric ranges of references to/from the Group |
| Search | Perform simple or complex searches of your database, putting the results into this Group |
| Text Extract | Build the bibliography for your word-processed manuscript—discussed at length in the next chapter |
| List | Jump to the List option to output the contents of this Group |
| Info | Display summary information about the Group |
| Format/Sort | Pick the output format and sorting method for the Group |
| Keyword Add/Remove | Add or remove a keyword to/from each of the references in the Group |
| Zap References | Delete each of the Group's references from your main database |
| Switch Group | Pick a different Group to work on |
| Clear Group | Empty this Group of its references |
| Rename Group | Change the name or description of the Group |
| Delete Group | Remove this Group from your computer's disk |
| Absorb Group | Add the references from another Group to this Group |

The “Groups” chapter of the `CONCEPTS` section is a prerequisite for this chapter.

When you pick `Group` from the main menu, you will be greeted with this full-screen dialog box:



To create a new `Group`, make sure the `PATH` is set to the appropriate directory or subdirectory, and then click on the `New` button or type its shortcut, `ALT-N`. Fill in the `Group` name and a short but meaningful `Description` in the dialog box that then appears. You will then be taken to the `Format/Sort` dialog, discussed later in this chapter, to establish the sorting method for this `Group`.

To open an existing `Group`, make sure the `PATH` is set correctly and type the name of the `Group` where indicated. If you only know part of the name you can type that much, or else you can just leave the original asterisk as is to see all available `Groups`. If you want each `Group`'s

Description displayed besides the Group's name, set `Descriptions?` to `Y`; otherwise make it `N`. Then press the `ENTER` key or (left-)mouse-click on the `Find` button.

All of the Groups matching however much of the name you typed will now pop up.

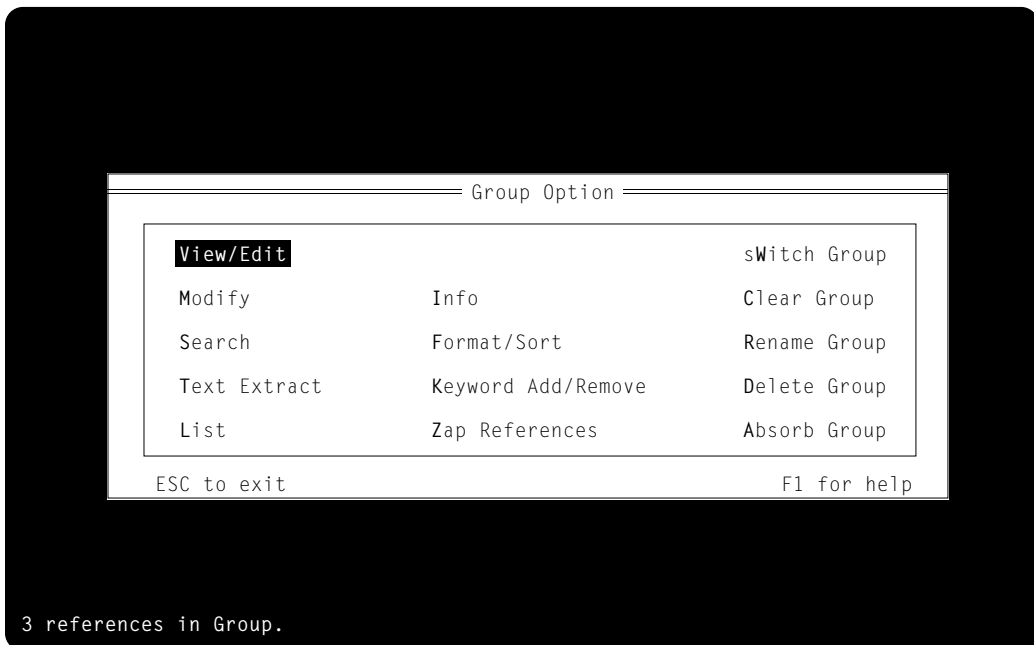
Subdirectories will also be listed; choosing one of these and pressing `ENTER` will let you look for Groups there.

If you wish to open one of these Groups, move the highlight to it and press `ENTER`. Or mouse-click on it.

If you wish to rename one of these Groups, or change its Description, move the highlight to it and use the `Rename` button (or its shortcut, `ALT-R`).

To permanently delete a Group from your disk, move the highlight to it and use the `Delete` button (or `ALT-D`).

Once you create a new Group or open an existing one, you will come to the Group Option screen:



The `Text Extract` option gets the whole next chapter to itself. I'll discuss the remaining options here.

View/Edit

The most versatile and complex of the `Group` options, `View/Edit` allows you to view the entire `Group`, to examine or edit any individual reference, to add references to the `Group` or remove them, etc.

The `View/Edit` screen lists each reference of the `Group`, one per line. At the bottom of the screen is a status line that indicates the total number of references in the `Group`. It also reminds you that `ESC` will get you out of `View/Edit`, while `F1` will bring up a help window summarizing everything I'm about to tell you here.

```

2 Laszlo,&c      1991  Unconscious punning among Jung      2:102-129
4 Ramasubramani 1979  Eclectic neurosurgery. Pa JAMA      280:324-3
1 Runson,&c     1990  The judicious use of nitr New Engl J Med 182:254-2

=====
<Nothing in clipboard>
===== F1 for help ===== 3 References ===== ESC to exit =====

```

That line just above the bottom of the screen is the `View/Edit` “clipboard.” (Not to be mistaken with the invisible “clipboard” used by the `F3/F4` `Copy/Paste` keys.) For a citation-order `Group` you can use this clipboard to move a reference from one spot to another. Otherwise you can ignore it.

The View/Edit clipboard is mainly a vestigial holdover from POPYRUS Version 6.0, where it served a more important role. It will doubtless be fully excised by the time Version 8.0 evolves.

You can move through the Group with your **arrow keys**. Home, End, PageUp, and PageDown all do what you'd expect. Moving your **mouse** (without pressing its buttons) also takes you up or down in the Group.

Pressing the **Delete** key removes the currently-highlighted reference from the Group. Although no longer a member of the Group, the reference will then appear in the View/Edit clipboard (replacing the reference already in the clipboard, if there was one).

If you press the **Insert** key, whatever reference is currently in the clipboard will be removed from the clipboard and added to the Group. For a Group sorted by citation order the reference will be added immediately prior to the currently-highlighted reference. Otherwise POPYRUS will automatically place the reference where it belongs, according to whatever sorting method you have previously specified for this Group.

Pressing **ENTER** or clicking the left **mouse button** will cause the View/Edit screen to slide out of the way, and the reference which had been highlighted will now be displayed in full:

2. Laszlo,JA; Snooks,BB; Old,DH (1991): Unconscious punning among medical researchers. In: Sublimation and Compensation. Vol. 2. (Eds: Jung,CG; Old,DH) Pergamon Press, New York, 102-129.

↑, ↓; E to Edit, D to Delete, R to Remove, C to Cite; any other key to return...

At this point most keystrokes (or mouse clicks) will return you to the View/Edit screen. But there are a few exceptions: the arrow or PageUp/PageDown keys will change the display to that of the previous or next reference from the Group. And as indicated, "E" will allow you to edit the reference, "D" to permanently delete it from your main database, "R" to just remove it from this Group, and "C" to cite it via PAP_RES or the Windows clipboard for transfer to your word processor (see the "Cite" chapter for further details).

The same choices are also available from the View/Edit screen itself, via the same letters. In addition, pressing "A" lets you add any reference from your database to this Group, while "I" lets you input a brand new reference to your database and simultaneously add it to this Group.

When you Add a reference, if the reference you pick has notecards attached to it POPYRUS will ask:

Add the Reference itself, a Notecard, or All of its notecards: **Reference**
Notecard
All notecards

So you can, if you so desire, place notecards into the Group, in addition to or instead of references. (I'm not really sure why you would want to do this. But notecards are new, so I can't predict what uses you people are going to come up with for them.)

If you pick the middle choice (Notecard), then PAPHYRUS will switch to the master Notecard screen for the reference. There you can perform all the usual notecard operations. Finally, you can press "S" to select the currently highlighted notecard; you will be returned to the View/Edit screen, where your selected notecard will now have been inserted.

Modify

Modify lets you add one or more references to the Group, or remove one or more references from it.

Choosing Modify brings you to the standard PAPHYRUS reference-picking question, Reference # / Author: . You identify a reference as usual. If it is already in the Group, PAPHYRUS will ask whether you wish to remove it. If the reference is not yet in the Group, PAPHYRUS asks whether you would like to add it now.

When you add a reference to a *citation-order* Group, PAPHYRUS needs to ask you where to place the newcomer. It does this by prompting:

```
Add to group? Y
Before Ref#: END ◀
```

If you want the new reference to be appended to the end of the Group, press ENTER. Otherwise you must give the Reference # of one of the references already in the Group; the new one will be inserted just before the one you indicate.

Of course, if you make a mistake you can always use View/Edit to fix it later.

The main advantage to Modify over simply pressing "A" or "R" in View/Edit is that Modify also lets you add or remove a *numeric series* of references all at once. For example, to add references #350 through #400 to a Group, you would choose Modify and then answer as follows:

```
[Identify Reference:]
Reference # / Author: 350-400
```

If the first of these is already in the Group, PAPHYRUS will ask you if you wish to remove all of them. If the first one is *not* in the Group, then you will be asked whether you wish to add all of them.

Search

A Group can “hold” many separate searches, although at any given moment the results of only *one* of them can be “loaded” and examined. You can combine the results of two or more of these searches to create a new, more refined search.

In addition to thus providing a facility for you to perform exploratory, multi-step searches of your database, searches run from within the Group option also run *faster* than those run from PAPHYRUS’s main menu Search option.

If you have not yet performed any searches with this Group, then the Group Search option will perform almost identically to the main menu Search option discussed in the last chapter. The differences are that the references found will not be displayed on the screen during the search, nor will they be automatically loaded into the Group. (More on “loading” below.)

After at least one search has been run, you will encounter Group’s main Search screen:



As you can see, there are three options available here. First, you can perform a new, different search. Second, you can re-run one of the old searches—this would be useful if your database has changed since you last ran the search, so that some relevant references may since have been added or removed. And third, you can load the results of any one of the existing searches into the Group.

For an extensive discussion of “loading” references into Groups refer to the “Searches and Groups” chapter of the *WORKBOOK* section. For now you should understand that after performing a search you must explicitly load its results into the Group before you can examine or manipulate the references.

When you choose to create a new search, you will find yourself at the same `Search for:` prompt used by the main menu `Search` option. You specify the search exactly as explained in the last chapter. The help screen that lists the searchable fields does not initially appear here, but you can pop it up by pressing `F1`.

In addition to all the usual searchable fields, you can also include the results of one of the previous searches. For example, if searches `S1` and `S2` have already been run (as in the above illustration), then you could enter something like this for search `S3`:

```
Search for: s1 and s2
```

This would yield only those references that were found by *both* of the previous searches. Or you could enter:

```
Search for: s2 and not s1
```

This would yield all references from search `S2` *except* for those also found by search `S1`.

Previous search results can also be combined with new criteria. For example, to narrow the results of search `S1` to only recent references, you could specify:

```
Search for: s1 and year>1991
```

Text Extract

This option is discussed at length in the following chapter. It causes *PAPYRUS* to fill in your Group based on the references you have cited in a word processed manuscript.

List

Choosing `List` takes you to the same List function accessible from the main menu, skipping past the initial `List` questions that ask what references you wish to list—you will be listing the

contents of the current Group. All the remaining questions are exactly the same as described in the "List" chapter.

Info

Group's Info option lists on your screen the basic statistics of this Group: its name, description, sorting method, format, currently-loaded search (if any), current Text Extract information (if any), date and time of last modification, and total number of references.

Format/Sort

Use this option to change the Group's sorting method and default output format. Format/Sort begins by asking you to pick a format, in the usual way described in the "PAPYRUS Conventions" chapter. Next you will be asked:

```
Sort in citation order? N
```

If you answer Y you will have full control—and responsibility—for the order of references in the Group. Otherwise you will be presented with the master sorting screen:

```
[Format/Sort]
```

```
1 Reference #           16 Volume              31 Degree
2 Authors              17 Issue               32 Document Type
3 Year                 18 Supplement          33 Institution (& City)
4 Reference Type      19 Editors of Book     34 Assignee
5 Title                20 Editors of Issue    35 Priority appl. Country
6 Pages               21 Edition             36 Priority appl. Number
7 Accession Number    22 Series Title        37 Priority appl. Date
8 Location            23 Place in Series     38 Other application info
9 Affiliation/Address 24 Editors of Series   39 Princ. patent Country
10 Field A            25 Other Info          40 Princ. patent Document
11 Field B            26 Publisher           41 Princ. patent Number
12 Field C            27 City of Publication 42 Princ. patent Issue Date
13 Also Print         28 Catalog Number     43 Map Series
14 Journal            29 Chapter Number     44 Map Number
15 Journal Series     30 Book Title          45 Scale
```

```
Sort by: 2, 3, 5
```

```
(For example, "2, 3, 5" would mean
"sort first by Author, then by Year, and then by Title.")
```

As the example at the bottom of the screen demonstrates, you simply string together the appropriate numbers from the list.

In most cases you'll probably stick to numbers 1 through 6 (Reference #, Authors, Year, Reference Type, Title and Pages), and maybe 14 (Journal). The rest of these fields are provided to handle more bizarre special needs.

If you have used the Preferences option to tell PAPHYRUS to allow different alphabetization systems (Central European, Nordic, Spanish) for different Groups, and if you now include number 2 (Authors) among your sorting fields, then PAPHYRUS will ask which system you want to use for this Group.

If you include number 3 (Year), PAPHYRUS will ask whether you want the years sorted in ascending or descending order.

Keyword Add/Remove

Use Keyword Add/Remove to (can you guess?) add or remove a keyword to/from every reference in the Group.

Adding a keyword might be useful if you have retrieved this collection of references through some complicated search. You could then include the newly-assigned keyword in future searches.

You might wish to **remove** a keyword if you find it has become obsolete, or if you have changed your mind about where it should be applied.

Note that if you really want to get rid of a keyword *entirely*, you can pick Keywords from PAPHYRUS's main menu, and then Delete.

Zap References

This option *permanently deletes* all of the Group's references from *your main database*. PAPHYRUS won't let you do this without confirming that you really mean it, but please *be careful!*

sWitch Group

Choosing this one gets you out of the Group Option screen and back to the master Group-picking screen. So if you are done dealing with this Group for the moment, but now you want to work with another Group, this is the option for you.

Clear Group

This option empties the Group of its references. (The references themselves, in your main database, remain untouched.)

Any searches you've performed with this Group will still be retained, though none of their results will be "loaded." Information about previous Text Extracts (name of manuscript file, choice of word processor, etc.) will also be remembered. So you can still re-run an old search, or load any of the old search results, or re-run a Text Extract.

Rename Group

Choose `Rename Group` to change either the name or the Description of this Group.

Delete Group

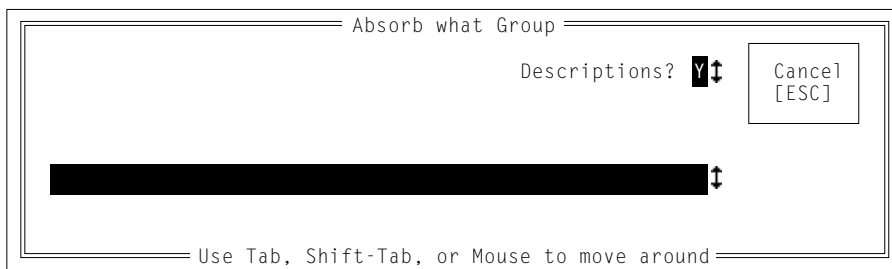
This option permanently removes this Group from your disk.

As explained in the "Groups" chapter of the CONCEPTS section, such action has *no* effect on any references themselves.

Absorb Group

The `Absorb Group` option lets you add to this Group all of the references currently contained in some other existing Group. This might be useful, for example, if you've been assembling a book, giving each chapter its own Group. Later you can `Absorb` all of the chapter bibliographies into a master reference list for the entire book.

You pick the absorbee with a simplified Group-picking screen:



Related chapters—

CONCEPTS:

Groups

WORKBOOK:

Searches and Groups

Text Extract

Quick summary

| | |
|--|-----------------|
| Normal notation for an in-text citation: | %% 123, 456 %% |
| Insert only the year(s): | %%y 123, 456 %% |
| Suppress the within-citation sorting: | %%s 123, 456 %% |
| Hide the citation: | %%- 123, 456 %% |
| Include specific page numbers in citation: | %% 123p34-35 %% |

The use of Text Extract in conjunction with the rest of POPYRUS and with your word processor is detailed at length in the “Prepare a Manuscript and its Bibliography Together” chapter of the WORKBOOK. You should refer to that chapter for an overview of the entire process. The “Bibliographic Conventions” chapter in the CONCEPTS section also contains useful background. In the present chapter I will fill in some additional details.

Preparing the manuscript file

At the point in your manuscript where you wish to cite one or more references, insert the appropriate POPYRUS Reference #s, separated by commas, spaces, or whatever you like. Before and after this series of Reference #s you place a special *delimiter*. The usual delimiter is a pair of percent signs (“%%”), but you can use whatever character or characters you like. For example,

While there is some controversy on this point %%263, 198%%, most authors feel that the traditional methods are still valid %%35;514; 198%%.

If, say, eleven references have already been cited earlier in the manuscript, and if this is to be a citation-order bibliography, then Text Extract will produce a new copy of your manuscript containing:

While there is some controversy on this point (12, 13), most authors feel that the traditional methods are still valid (13-15).

From where did the parentheses come? They were specified in the Sorting/Citation part of the output format your Group is using when you perform the Text Extract. PAPHYRUS can automatically insert parentheses or square brackets, and can also superscript the inserted information.

If you so desire, Text Extract can instead provide citations in Name&Year style:

While there is some controversy on this point (Jones 1989; Smith et al. 1986a), most authors feel that the traditional methods are still valid (Rodgers and Hammerstein 1966; Smith et al. 1986a, 1987).

Whether you get citation numbers or Name&Year is controlled by the format you use when you run the Text Extract.

As you will recall from the “Bibliographies *vs.* Footnote Lists” chapter of the CONCEPTS section, some Bibliography Editors insist on including specific page numbers when citing a Book or Thesis. You can indicate this in your manuscript by appending “p” and the page number(s) to the Reference # in your manuscript:

Nevertheless, we have had no luck in reproducing such techniques%263p23-25, 198%%.

This will not affect the appearance of the citation in your final manuscript, but will place the page number(s) in the bibliography entry.

The same technique can also be used for references of type Thesis or Other.

Once in a great while I have seen a manuscript citation such as this:

Nevertheless, we have had no luck in reproducing such techniques (12 p.27, 13).

In such strange cases you would *not* use PAPHYRUS’s “p” convention, as the bibliography’s entry should refer to the *entire* Book or Thesis. Instead, you would set this up in your manuscript directly:

Nevertheless, we have had no luck in reproducing such techniques%263% p.27, %%198%%.

If you wish, you may place additional information within the “%% . . . %%”s: Text Extract will ignore anything in parentheses. So you could, for example, label your Reference #s to make them more meaningful:

```
While there is some controversy on this point % 263(Jones 1989),
198(Smith et al. 1986) %, most authors feel that the traditional methods
are still valid %35(Rodgers & Hammerstein 1966);514(Smith et al. 1987);
198(Smith et al. 1986)%.
```

This is, in fact, the style that UPAP or the main program’s Cite option uses when inserting citations into your manuscript.

If you are using the Name&Year style, there are a few additional frills available to you.

Citing only the year

Sometimes you would prefer to display only the year, usually because the authors have already been mentioned in the text. For example,

```
...as Smith has pointed out (1982)...
```

To accomplish this, add a “y” after the first delimiter. This stands for “year only.” Thus, to generate the preceding line you would include the following in your manuscript:

```
...as Smith has pointed out %y 267%...
```

This also works for multiple citations. This:

```
...as Smith has pointed out %y 267, 14%...
```

becomes:

```
...as Smith has pointed out (1975, 1982)...
```

Of course, in other situations you may need to be more creative. For example,

```
...as Smith has pointed out %y 267%; %198%...
```

would yield:

```
...as Smith has pointed out (1982; Smith et al. 1986)...
```

Suppressing within-citation sorting

Here's another frill, one which you'll probably use much less often. Within each output format you specify whether in-text citations are to be alphabetical (Jones 1985, Smith 1980, Zieve 1982) or chronological (Smith 1980, Zieve 1982, Jones 1985). Alternatively, you can suppress sorting, so that the citations will always be left in whatever order they appear in each “%%. . . %%” citation of the manuscript.

I imagine that there may be situations in which you *mostly* want alphabetic or chronologic sorting, but for one particular citation you need some special order. (I can *imagine* such situations, but I can't say that I've actually ever run *into* one.) Just as a “y” after the delimiter means “year only,” you can use an “s” to mean “suppress sorting:”

```
...as Smith has pointed out %s 267, 14%...
```

(You can even combine these: “%%ys . . . %%”. But if you ever actually have reason to do this, let me know. My imagination doesn't extend this far!)

Hiding the citation

Finally, here's a frill for which I can conceive no possible use. But you folks are always a step ahead of me, so perhaps you'll find it helpful someday. Let me know.

In addition to “y” and “s”, you can specify “-”. This means “don't display this citation string at all.” For example,

```
...as Smith has pointed out %- 267, 14%...
```

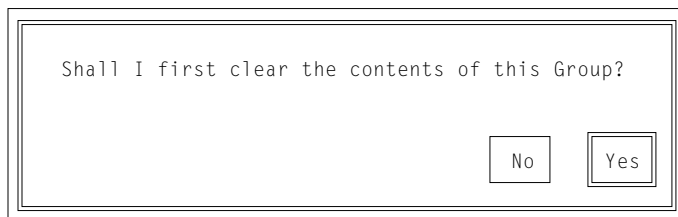
would end up as:

```
...as Smith has pointed out...
```

Even though the citation string has disappeared, the references cited will still appear in the Group created by Text Extract. (And yes, for those of you who have a compulsion to take things to their limits, you can combine “-” with “y” or “s”, or even use all three at once. A moment's reflection will demonstrate the pointlessness of such an exercise, but PAPHYRUS will humor you anyway.)

Running Text Extract

If you pick the Text Extract option in a Group that already contains some references, you will be asked:



In general you *do* wish to start with a cleared Group. PAPHYRUS will then fill in the Group with the references cited in your manuscript.

Here is one complicated situation where you might choose to answer N to this question. Suppose that you have 10 separate word processor files, each corresponding to one of the 10 chapters in your coming book. You want one master bibliography at the end of the book, in alphabetic order, and you are going to cite the references in the text via sequential numbers. In order to build the master bibliography you could do 10 Text Extracts all to the same Group, *not* clearing the Group each time. The Group will thus accumulate all of the references cited in all of the chapters.

However, at this point the new versions of the individual chapter manuscripts will not contain the correct sequential numbers for their reference citations, since PAPHYRUS was working from only a partial list of references at the time each Text Extract was performed. So now you can go back and repeat all 10 Text Extracts, still not clearing the Group. This time PAPHYRUS will be working from the total reference list, so the sequential numbers inserted into the manuscript files will now reflect the complete master reference list.

Next you are asked to provide the path and name of the original manuscript file ("old text file"). The methods of choosing a disk file discussed in the "PAPHYRUS Conventions" chapter apply here.

Then you specify the word processor that was used to create the old text file. (PAPHYRUS automatically remembers your choice here, and will make it the default answer the next time you do a Text Extract.)

Old text file format:

```
Plain text / ASCII
DCA
WordPerfect 4.2
WordPerfect 5.x (±Windows)
Microsoft Word (±Windows)
WordStar (±Windows)
WordStar 2000
PC-Write
XyWrite
Volkswriter
Other
```

DCA is a special format originally devised by IBM (and given one of their typical names: “Document Content Architecture”). It is also known by an even more IBM’ish name, “Revisable Form Text”, or **RFT**. Several word processors that PAPHYRUS does not otherwise support, such as **Multimate** and **PFS-Write**, can interconvert DCA or RFT files. (Not, of course, to be confused with **RTF**—“Rich Text Format”—Microsoft’s would-be standard.)

This list is subject to change, as we add support for additional word processors from time to time. If yours is not shown, try the `Other` setting and see what happens. If that doesn’t work, see if your word processor can convert its files to and from the format used by one of the other word processors.

Some word processors include a “Quick Save” or similarly-titled feature. This allows you to save your work more quickly than normally by using a specially-formatted file. If you encounter troubles with Text Extract, try turning off this feature in your word processor and saving the file in the standard, slower file format.

As new versions of these word processors are released, PAPHYRUS will sometimes have to be updated accordingly. If Text Extract seems to be having trouble with your files, and if your word processor has been updated more recently than your copy of PAPHYRUS, please contact us. **We will continue to endeavor to keep PAPHYRUS up to date, and to make such updates available to our Registered Users, on request, at a minimal cost.**

You next provide a path and name for the `New text file`. PAPHYRUS will initially suggest the same name you gave for the old text file, with its extension changed to “.NEW”, but you are free to change this.

If you have not recently confirmed the format and sorting method for this Group, PAPHYRUS will now run through the Format/Sort sequence to make sure that all is as you desire it.

Next you will be asked what delimiter was used in the old text file. (PAPHYRUS will provide as its default answer the delimiter you used in your last Text Extract.)

If your Group uses PAPHYRUS's STANDARD or BRIEF format, you will now be asked:

I can give you text citations either like "1,2" or like "1, 2"
(The former might be preferable if you are using superscripts.)

Shall I include the space after the comma? Y

Change (for example) "4,5,6" to "4-6"? Y

If you are using any other format, though, these questions will have already been answered in the Sorting/Citation section of the format itself.

The Text Extract will now proceed; you will be kept apprised of its progress. At its conclusion, barring any problems, your Group will now contain all of the cited references and there will be a new text file for you to open with your word processor.

Related chapters—

CONCEPTS:

Bibliographies *vs.* Footnote Lists
Bibliographic Conventions

WORKBOOK:

Prepare a Manuscript and its Bibliography Together

Winnow

This option hunts for and eliminates **duplicate references** in your database. Although you can have Winnow do this all by itself, you will usually want to supervise the process.

Winnow only asks three questions. First:

```
I can either automatically delete all probable duplicates,  
or I can ask you to manually confirm each deletion.
```

```
The latter course is safer.
```

```
Automatic
```

```
Automatic or Manual deletion:
```

```
Manual
```

Assuming you want to remain in charge here, stick with Manual.

Next comes:

```
You may choose between two criteria for judging duplicates:
```

- Loose: nearly identical Authors and Year.
- Tight: identical Authors, Year, and Reference Type, very similar Titles, and certain other rules depending on reference type.

```
Loose
```

```
Criteria: Tight
```

The Tight criteria are usually best. Even at Tight, POPYRUS is relatively intelligent about variations in author names (“Smith, JP” vs. “Smith, John Peter”, one reference with “et al.” and another without, etc.).

Finally, if you have recently run Winnow part way through your database, you now can start it midway:

```
Start checking at Author: Beginning ◀
```

As you might now guess, Winnow runs through your database in alphabetic order.

When Winnow suspects a pair of references to be duplicates, then if you have chosen Manual

deletion it presents both to you in a special screen. You can then delete the first, the second, both or neither.

If the two references only *loosely* match, then Winnow's default suggestion will be to delete *neither* of them. For *tight* matches it will suggest deleting the more recently entered reference, since you are more likely to have added your own Comments or keywords to the older one.

If you have chosen Automatic deletion, Winnow will always delete the more recently entered reference.

You can interrupt the Winnow process at any time by pressing ESC.

Glossary

The Glossary is a place for you to store words or phrases that you use frequently. Rather than repeatedly typing these, you simply press the F2 key and pick them from your Glossary.

You can create individual Glossary entries from the reference entry screen via the Edit menu's add to Glossary... item. But picking glossary from PAPHYRUS's main menu brings you additional abilities.

The glossary option provides four sub-option: Input, Edit, Delete, and List.

Input

This sub-option simply prompts you to type in new Glossary entries. When you're done entering these, just press ENTER or ESC to return to the glossary menu.

Edit

This sub-option lets you pick existing Glossary entries and modify them. Press ESC when you're done.

Delete

Here you pick existing entries and remove them permanently from the Glossary. Pressing ESC gets you back to the glossary menu.

List

Use this sub-option to list out your entire Glossary to the screen, printer, or a disk file.

Related chapter—

WORKBOOK:
Inputting References, Part 2

Journals

There are six sub-options that let you work with your Journal Dictionary: Input/Edit, Delete, Merge, List, Styles, and 10ad.

Input/Edit

With this sub-option you first identify an existing journal to be modified, using the usual journal-choosing techniques described in the “PAPYRUS Conventions” chapter, or enter the name or abbreviation of a new journal. In the latter case PAPYRUS will ask you to confirm that this is supposed to be a new journal.

Then comes the standard Journal Input/Edit dialog box:

Journal Input/Edit

Full Journal Name:

Standard Abbrev:

Routinely cite:

Issue? ↓ Day/Month? ⇕ Series? N⇕

Cancel [ESC] Okay [ENTER]

Use Tab, Shift-Tab, or Mouse to move around

Fill in the full name and official abbreviation. If you don't know both, you can supply either one now, and return in the future with the other.

If you have used the Styles option (described below) to establish more than one abbreviation style for your Journal Dictionary, then there will be additional lines in this box where you can enter each abbreviation.

The three yes-or-no questions indicate fields that will be required when you enter an article that cites this journal. This concern is described in more detail in the “Journals” chapter of the CONCEPTS section.

Delete

Use this sub-option to permanently remove a journal from your Journal Dictionary.

If the journal you pick is still being cited by one or more articles, PAPHYRUS will not allow you to delete it. In such a case, though, it will offer to provide you a list of the citing references.

When asked to identify the journal to be deleted you can answer with just an asterisk. This yields the following dialog:

```
[Journal Delete]

Journal: *
Delete all uncited journals? Y
Would you like to confirm each deletion? N
```

This procedure lets you clean out your Journal Dictionary of spurious entries.

Merge

When you have accidentally gotten two entries into your Journal Dictionary that are both supposed to represent the same journal, this sub-option allows you to combine them into a single entry.

PAPHYRUS will ask you to identify the two journals, and then to confirm that you want them merged. In addition to combining the entries, PAPHYRUS will ensure that all references citing either journal will henceforth correctly cite the new, merged entry. Finally, you get to specify the full name and official abbreviation of the merged entry.

List

This sub-option provides you a listing of your Journal Dictionary. It begins by asking how much of the dictionary to include:

```
[Journal List]

Start at: Beginning ◀
Stop at: End ◀
```

If you have set up more than one abbreviation style in your Journal Dictionary, you next pick the one to use for this list:

```
Abbreviation Style: Standard  
Alternate
```

Then you send the list to the Screen, Printer, or File, as usual.

If you pick `File`, then after you provide the filename PAPYRUS asks:

```
Suppress header and frequencies, for subsequent Journal Load? N
```

Answer `Y` if you intend to use this file to transfer your Journal Dictionary to another PAPYRUS database, using the `load` option. In this case the file will consist of only the journal name and the abbreviation, separated by a backslash, one journal per line. Each line will also include an indication of whether it routinely includes the Issue, Day/Month, and/or Series.

Styles

If you need to use more than one style of journal abbreviations, as explained in the “Journals” chapter of the `CONCEPTS` section, then choose this option. In the resulting dialog box you can fill in the names of as many styles as you need (up to fourteen, anyway).

Once you’ve named more than one abbreviation style, spaces for each of them will automatically be included in the journal `Input/Edit` dialog. When you use the journal `List` option, it will ask you which abbreviation style to display in the list. And when you set up an output or import format, the `Article` portion of the format will ask which abbreviation style to use.

load

Used in conjunction with the journal `List` sub-option, this one lets you transfer your Journal Dictionary from one PAPYRUS database to another. Or you can use it to load your Journal Dictionary from a text file prepared elsewhere.

First PAPYRUS asks for the name of the file containing the journals. This file should be a plain ASCII text file in which each journal gets exactly one line. The format of this line is:

```
Journal Name\J. Abbrev.\DIS
```

A backslash separates the journal’s name from its abbreviation, either of which might be missing. The second backslash is optional, and is followed by any of the letters “`D`”, “`I`”, or “`S`” (in upper or lower case, in any order). The presence of one or more of these letters indicates that citations to this journal should routinely include the Day/Month, Issue, and/or Series, respectively.

If your Journal Dictionary includes more than one abbreviation style, you next specify which one will be filled in by the incoming abbreviations.

PAPYRUS will now read the journals listed in your file, echoing them to the screen as it goes. If it recognizes either the name or abbreviation from a journal already in the Journal Dictio-

nary, it will automatically combine the new and old information. And if an incoming entry differs slightly from an existing one, PAPHYRUS will ask you which is correct.

Related chapters—

CONCEPTS:

Journals

WORKBOOK:

Inputting References, Part 1

Sharing Information between Two PAPHYRUS Databases

Keywords

There are five sub-options that let you work with your Keyword Dictionary: Input/Edit, Delete, Merge, List, and Load.

Input/Edit

With this sub-option you first identify an existing keyword to be modified, using the usual keyword-choosing techniques described in the "PAPYRUS Conventions" chapter, or enter a new keyword. In the latter case PAPYRUS will ask you to confirm that this is supposed to be a new keyword.

For an existing keyword, PAPYRUS will then allow you to change the keyword to whatever you prefer.

Delete

Use this sub-option to permanently remove a keyword from your Keyword Dictionary.

If the keyword you pick is still being cited by one or more articles, PAPYRUS will ask:

```
<Keyword is still being cited>
```

```
Shall I delete it from each of the citing references? N
```

If you answer N, PAPYRUS will offer to provide you a list of the citing references.

When asked to identify the keyword to be deleted you can answer with just an asterisk. This yields the following dialog:

```
[Keyword Delete]
```

```
Keyword: *  
Delete all uncited keywords? Y  
Would you like to confirm each deletion? N
```

This procedure lets you clean out your Keyword Dictionary of spurious entries.

Merge

When you have accidentally gotten two entries into your Keyword Dictionary that are both supposed to represent the same keyword, this sub-option allows you to combine them into a single entry.

PAPYRUS will ask you to identify the two keywords, and then to confirm that you want them merged. In addition to combining the entries, PAPYRUS will ensure that all references citing either keyword will henceforth correctly cite the new, merged entry. Finally, you get to spell the merged entry however you like.

List

This sub-option provides you a listing of your Keyword Dictionary. It begins by asking how much of the dictionary to include:

```
[Keyword List]
```

```
Start at: Beginning ◀
```

```
Stop at: End ◀
```

Then you send the list to the Screen, Printer, or File, as usual.

If you pick `File`, then after you provide the filename PAPYRUS asks:

```
Suppress header and frequencies, for subsequent Keyword Load? N
```

Answer `Y` if you intend to use this file to transfer your Keyword Dictionary to another PAPYRUS database, using the `load` option. In this case each line of the file will consist of only the keyword, without the usual inclusion of the number of references citing each one.

lOad

Used in conjunction with the `keyword List` sub-option, this one lets you transfer your Keyword Dictionary from one PAPYRUS database to another. Or you can use it to load your Keyword Dictionary from a text file prepared elsewhere.

First PAPYRUS asks for the name of the file containing the keywords. This file should be a plain ASCII text file in which each line contains a keyword.

PAPYRUS will now read the keywords listed in your file, echoing them to the screen as it goes. If it recognizes one as a keyword already in the Keyword Dictionary, it will not duplicate it.

Related chapters—

CONCEPTS:

Keywords

WORKBOOK:

Modifying References

Sharing Information between Two PAPYRUS Databases

Formats

The `Format` option is the gateway to your Format Dictionary. It contains four sub-options: `Input/Edit`, `Delete`, `List`, and `liBrary`.

Input/Edit

With this sub-option you first identify an existing format to be modified, using the usual format-choosing techniques described in the “PAPYRUS Conventions” chapter, or enter the name of a new format. In the latter case PAPYRUS will ask you to confirm that this is supposed to be a new format.

Then comes the standard Format Input/Edit dialog box:

The format `Description` can be any phrase that will in the future help you recall what this format is for. There are four possible answers for `Type`:

- | | |
|----------------|---|
| Output | A format used solely for outputting reference lists. |
| Import | A format used solely for importing references into PAPYRUS from other computer sources. |
| Both | A format that is sometimes used for outputting and other times for importing. This is an unusual combination. |
| Tabular output | A special type of output format, in which the reference fields will appear in specified columns to form a neat table. |

If you declare a format to be an `Import` format (or a `Both` format), then an additional question will appear in this dialog box: `Default Fussiness Level`. For a complete explanation of import Fussiness Levels see the `WORKBOOK` chapter “Importing—Overview.” Your choice here

simply provides the Level that will be suggested when this format is used for an import; since the suggestion can be overridden at that time, you need not agonize too much about it now.

If you declare a format to be Tabular, this question will be added to the dialog box: Maximum line width. This indicates the maximum length of any line output by this format; sticking to 79 will guarantee aesthetic appeal for listings directed to your screen, while higher values would be convenient if your printer can fit more characters on a single line.

If this is a new format, then after you have filled in the dialog box PAPHYRUS will ask:

Start by copying another format?

If you answer Y you get to indicate an existing format to use as a starting point for this one.

Next you come to the main Format Input/Edit menu:

| | | | |
|--------------------------|------------------------|--------------------------|--------|
| <input type="checkbox"/> | Sorting/Citation Style | <input type="checkbox"/> | Map |
| <input type="checkbox"/> | Indentation/Numbering | <input type="checkbox"/> | Patent |
| <input type="checkbox"/> | Names/Year | <input type="checkbox"/> | Thesis |
| <input type="checkbox"/> | Article | <input type="checkbox"/> | Quote |
| <input type="checkbox"/> | Book | <input type="checkbox"/> | Other |
| <input type="checkbox"/> | Chapter | | |

(Format Input/Edit) Option:

As you define each section of the format, a check mark will appear before it in this menu. You should always fill in at least the Indentation/Numbering and Names/Year sections. The Sorting/Citation Style part is essential if you are going to use an output format in conjunction with PAPHYRUS's Text Extract feature, optional for other output formats, and completely irrelevant for import formats. Of the remaining sections you need provide information only for those reference types that you actually use.

Sorting/Citation Style

This section controls the way references will be sorted in a bibliography, and how they will be cited within the corresponding manuscript. **Be sure to read the "Bibliographic Conventions" chapter of the CONCEPTS section before proceeding further here.**

As you will recall from the first two CONCEPTS chapters, bibliographies can be sorted in either of two standard ways:

When using this Format, will the bibliography usually be sorted in Alphabetic Order, or in Citation Order?

Alphabetic or Citation Order:

If you specify alphabetic order, then you will be asked:

When using this Format, will the citations within the TEXT of the manuscript be by Sequence # or by Name & Year?

Sequence# or Name&Year:

“Sequence #” (or “Seq#”) is a term used throughout the format definition sections. It refers to the *ad hoc* number appearing before each reference in an actual bibliography, as opposed to the reference’s permanent POPYRUS Reference # (“Ref#”).

If the references are indeed to be cited by Sequence #, then POPYRUS will ask:

I can give you text citations either like "1,2" or like "1, 2" (The former might be preferable if you are using superscripts.)

Shall I include the space after the comma?

which is pretty self-explanatory, and then the equally clear:

Within the text citations, change (for example) "4,5,6" to "4-6"?

On the other hand, if the references are to be cited by Name & Year, then you’ll be faced with a series of questions pertaining to the appearance of the citations within your manuscript text.

First, most publishers expect you to use “*et al.*” in your text citation if there are more than a couple of authors. You control this with your answers to the following questions:

```
Use "et al."? Y
--if more than how many:
--then display how many:
```

For example, answering these last two questions with 2 and 1, respectively, would indicate that when there are more than two authors, we will mention the first, followed by “*et al.*” (or “and others” or whatever). If we had answered N to Use “*et al.*”, then *all* authors would always be displayed—a potentially frightening prospect.

Note that the answers you’ve just entered refer to the appearance of your *text* citation. Different rules may apply to the number of authors to be displayed in the *bibliography* itself, which may or may not even utilize “*et al.*” at all. We’ll enter *those* criteria at a later point (under the Names/Year section).

We will return to the details of “*et al.*” rules in a moment. First, though, we must tell PAPYRUS how to cite references with only one or two authors:

```
Format-codes:  
1 Author  
2 Year
```

```
Format for Single-Author citation: 1, 2
```

These “format-codes” are what you use to explain your desires to PAPYRUS. Thus, the answer given above will translate into things like Smith, 1976. Any punctuation you enter between the format-codes (a comma and a space, in this example) will appear unchanged in your final output.

PAPYRUS next displays a single-author citation based on what you’ve just told it, and asks whether you approve. If so, we move on to two-author citations:

```
Format-codes:  
1 Author #1  
2 Author #2  
3 Year
```

```
Format for Two-Author citation: 1 & 2, 3
```

The above answer translates as Smith & Jones, 1978. If you agree with the appearance of the sample that PAPYRUS now displays, then we will continue with citations to references of greater than two authors.

If your answers to the previous “*et al.*” questions would allow citations spelling out three or more authors, then you will get this question:

```
Format-codes:  
1 Author #1  
2 Author #2 - Author #(N-1)  
3 Author #N  
4 Year
```

```
Format for N-Author citation: 1, 2 & 3, 4
```

Format-code 2 represents all the authors except the very first and the very last. For a three-author citation, then, the above answer would yield Smith, Jones & Byrd, 1969, while a four-author one would be Smith, Jones, Byrd & Wilson, 1984. Get it?

If we had indicated that we do want to use “*et al.*” then we now get this:

Format-codes:

- 1 Name(s)
- 2 Year

Format for "et al." citation: 1 et al., 2

You may spell out "et al." in whatever fashion your publisher requires. For example, you could answer the above question "1 and others, 2".

You might be tempted to enter "1 {iet al.}, 2" so that the phrase "et al." will be italicized in your in-text citation. This reasonable request actually puts some severe technical demands on PAPYRUS. But go ahead and try it—for most major word processors (including WordPerfect) PAPYRUS will do the right thing; for the rest (including Microsoft Word) you will have to use the word processor to search for "{i...}", remove those characters, and italicize their contents.

There are still a few more things to specify. First:

Format-codes:

- 1 Citation #1
- 2 Citation #2

Format for 2 citations with DIFFERENT authors: 1; 2

and then:

Format-codes:

- 1 Citation #1
- 2 Year #2

Format for 2 citations with the SAME authors: 1, 2

These two yield:

Jones, 1978; Smith, 1982

and:

Smith, 1978, 1981

We need one more detail to satisfy the pickiest of Bibliography Editors:

```
Within a set of citations, shall I sort the citations--
    --in Alphabetic Order: (Jones 1985, Smith 1974),
    --in Chronologic Order: (Smith 1974, Jones 1985),
--or shall I Suppress sorting, and leave them in whatever
    order you provide them?
```

Alphabetic, Chronologic, or Suppress:

Finally, whether this format specifies Sequence # or Name & Year citations, you get to indicate their overall appearance in the text:

Overall citation format:
1 Plain 4 Superscripted
2 (...) 5 Superscripted (...)
3 [...] 6 Superscripted [...]

Desired overall format:

In other words, shall the Sequence # or Name & Year appear as is, or within parentheses, or within square brackets? And, for any of these choices, should the citation also be superscripted?

Indentation/Numbering

This section of the format controls the overall appearance of each reference *in your bibliography*. Are the references to be numbered or not? Should the first line of each reference be indented or “outdented”? How about the subsequent lines?

We begin with numbering:

Each reference may be preceded by --
-- a Sequence # (first reference = #1, second = #2, etc.)
-- a Reference # (usual permanent PAPHYRUS Ref#)
-- No number at all.

Seq#, Ref#, or Neither:

For an **output** format where the bibliography will be sorted in citation order, you will certainly want to use Seq#s in the final bibliography. For output formats used in conjunction with Name & Year citations you would choose Neither here. The only output formats that would employ Ref#s would be those intended for producing reference lists for your own use. Most **tabular** formats also fall into this last category.

For **import** formats, you will generally pick Neither, though a choice of Ref# is appropriate if you are importing a series of numbered references from another database and wish to keep the same numbers as the references are added to your PAPHYRUS database.

If you choose to include a number, then you get some other questions:

Number appearance:

| | |
|---|-------|
| 1 | "1" |
| 2 | "1." |
| 3 | "(1)" |
| 4 | "[1]" |
| 5 | Other |

Desired Number appearance:

Although the first four choices should cover most conceivable requirements, choice number 5 is provided for whatever other ideas a bored Bibliography Editor might come up with. It allows you to specify exactly the punctuation you wish to see preceding and following the number.

You might also pick choice number 5 for an **import** format where the first line of each record looks something like:

Reference Number 123

In this case, "Reference Number " would be the "punctuation" preceding each number.

Next you specify how much space to allow for the number, and how to position the number within that space. This differs a bit for output, tabular and import formats.

First, for regular **output** formats and **tabular** formats:

Justify the Number left or right:
 From column #
 Thru column #

The range of columns you specify will contain both the number *and* its punctuation. You need not, however, include room for a blank space at the end of the number; PAPHYRUS asks where to start the first-line *text* with a separate question:

Text on first line starts in column #

If a number (with its punctuation) would take up more space than was allocated by your answers to these questions, PAPHYRUS will simply use as much space as it needs, pushing the following text rightward as necessary. For example, if you specified that each number should be displayed with a period after it, left-justified from column #1 through column #3, and with the text beginning in column #5, then you would get the following results for various length numbers:

-
1. XXX...
 23. XXX...
 456. XXX...
 7890. XXX...

If you are confused by this, just try something and PAPHYRUS will show you what your choice will accomplish.

If you had specified that no number should appear, then these questions about the appearance and placement of the number would be replaced by simply:

First line (of each paragraph) starts in column #

We have now indicated where the number, if any, will appear, and where the first line text begins. For regular **output** formats we also specify the starting column for all subsequent lines of text:

Subsequent lines (of each paragraph) start in column #

For **tabular** formats this question does not get asked, because *all* lines of tabular formats begin in the same column.

After you answer this question, PAPHYRUS will display some sample references (of the XXXXXX... variety) for you to review.

For **import** formats the number position is not critical; PAPHYRUS will figure it out automatically as it reads in each reference. So those questions will not be asked. However, the following two questions are *critical*:

First line (of each paragraph) starts in column #
Subsequent lines (of each paragraph) start in column #

During imports PAPHYRUS will use the indentation, if any, of the incoming data to break up the records into separate "paragraphs." Any line that begins in the "subsequent lines" column will be considered a continuation of the preceding paragraph, while lines beginning in any other column (not necessarily the "first line" column) will be considered the start of a fresh paragraph.

For further discussion and examples of “paragraphs” for both output and import formats, refer to the “Output Formats” and “Importing—Other Structured Databases” chapters of the WORKBOOK.

Names/Year

This part of the Format addresses the thorny issue of how to display the names of Authors and Editors. It also includes one question about Years.

The first two questions control the appearance of Authors’ initials or firstnames. We’ll use initials in our examples; if you choose full firstnames, the questions will change accordingly:

```
For Authors' first names, use Full Names or just Initials: Initials
```

```
Punctuation for Author Initials:
```

```
1 "AB"           3 "A B"
2 "A.B."         4 "A. B."
5 "A-B"
```

```
Desired punctuation: 1
```

Now we specify which comes first, surname or initials, and whether the entire surname is supposed to be capitalized. The first of these questions pertains to the first author of the reference, while the second actually applies to *all* the subsequent authors:

```
Format-codes for Authors:
```

```
1 Surname       3 Initials
2 SURNAME
```

```
Format for Author #1: 1, 3
```

```
Format for Author #2: 3 1
```

The answers we have just given would yield Smith , AB for the first author, but AB Smith for subsequent ones.

Now we tell POPYRUS whether to always display *all* authors, or to instead use “*et al.*” when the number of authors exceeds some particular value. (Note that this is independent of how many names appear within the *text* of your manuscript when using the Name & Year form of citation).

```
Use "et al"? Y
```

```
--if more than how many: 5 ◀
```

```
--then display how many: 3 ◀
```

```
Note: "et al" can be spelled: "et al", "et al.",
      "_et al_", "and others", etc.
```

```
How do you want it spelled: {iet al.}
```

The above answers would result in the display of all authors if there are five or fewer. If there are more than five, only the first three will be displayed, followed by *et al*. (You recalled that PAPYRUS uses the notation "{ i...}" to indicate italics?)

Now we need to indicate the punctuation which separates one author from the next. First, for two-author references:

```
Format-codes:  
1 Author #1  
2 Author #2
```

```
Format for 2 Authors: 1 and 2
```

and then for references of greater than two authors:

```
Format-codes:  
1 Author #1  
2 Author #2 - Author #(N-1)  
3 Author #N
```

```
Format for N Authors: 1, 2 and 3
```

PAPYRUS then displays some samples using these rules. For the answers indicated above, these samples will look like this:

```
Smythe, AB and CD Jones  
Smythe, AB, CD Jones and EF Oglethorpe  
Smythe, AB, CD Jones, EF Oglethorpe, {iet al.}
```

If you don't agree with the samples PAPYRUS displays, you can modify your answers accordingly and try again.

For **output** and **tabular** formats there are two more questions about authors:

```
Suppress Author if "Anon."? N
```

This was discussed in the "Reference Types and Their Fields" chapter of this REFERENCE section.

Now you get a choice regarding repeated authors:

```
If two consecutive references have identical authors, I can --  
-- Display them all  
-- Replace the second occurrence with a dash ("---")  
-- Suppress the second occurrence altogether.
```

```
Display all, Replace with dash, or Suppress: Display all
```

Examples of each of these options appear in the “Output Formats” chapter of the *WORKBOOK*.

Now that we’re done with the Authors, we run through exactly the same questions (except for the ones about anonymous or repeated authors) for Editors. These answers will apply to a Chapter’s book editors, a Book’s series editors, an Article’s issue editors, etc.

Finally, we come to:

```
Suppress the Year if it is non-numeric? N
```

If the Year is something like *In Press*, you may desire that it not be displayed.

Article, Book, Chapter, etc.

Each of these mainly involves picking field numbers from the displayed menu, in the order you want the fields to ultimately appear, separated by whatever punctuation you like.

There are many examples and explanations given in the format-related chapters of the *WORKBOOK*. Reviewing those chapters should answer any questions you may have about setting up these sections of a format.

Here I will restrict myself to a brief review of the special characters available to you.

- | | |
|--------------|---|
| Format-codes | The numbers listed in each menu of format-codes are, of course, available for you to enter wherever they each belong. |
| 0 | The digit 0 is a special format-code for import formats. Whatever appears at the corresponding point in the incoming data will be discarded. If present in an output format, the 0 code will be ignored. |
| | For both output and import formats a vertical bar means “new paragraph here.” This vertical bar character generally appears on your keyboard on the same key as the backslash (“\”); it is often shown with a little break in the middle of the line. |
| [...] | For output formats, all fields and punctuation appearing within a set of square-brackets will only appear if the <i>first</i> field given after the opening square-bracket exists. For import formats the square-brackets can be interpreted to mean “this information may or may not be present in the incoming data.” For both output and import formats, square-brackets may be nested. Square-brackets are not allowed in tabular formats. |

<...> For both **output** and **import** formats, angle-brackets behave similarly to square-brackets. However, angle-brackets are more intelligent when several independent fields appear within them. For further discussion, see the “Output Formats” chapter of the *WORKBOOK*. Unlike square-brackets, angle-brackets cannot be nested. They also slow PAPHYRUS a little bit, for both output and import, compared to square-brackets. Angle-brackets are not allowed in **tabular** formats.

<<...>> For **output** formats, double angle-brackets behave exactly like square-brackets. For **import** formats they mean “this information may or may not be present in the incoming data; if present, it might be repeated any number of times.” Note that these are simply two angle-brackets next to each other, and *not* European quotation marks (“«...»”). Double angle-brackets are not allowed in **tabular** formats.

{...} For **output** formats, the curly braces define PAPHYRUS character formatting. The character that appears immediately after the opening brace determines the formatting to be applied:

- { u... } Underline
- { i... } Italicize
- { b... } Boldface
- { +... } Superscript
- { -... } Subscript
- { c... } Capitalize all major words

Import formats should generally not contain any of these; should any be present, PAPHYRUS will ask whether you wish it to ignore them during the import.

... For **output** formats these underscores will be treated as either { u... } or { i... }—you control the choice through the PAPHYRUS Preferences option. **Import** formats will generally not include underscores.

{ X For both **output** and **import** formats, in order to explicitly include a character that would otherwise mean something special to PAPHYRUS—*i.e.*, any of the special characters listed here—you must put an opening curly brace before the character. Thus, “{ [” would produce an actual “[”, or “{ _” an actual “_”.

Delete

This sub-option allows you to permanently delete a format from your Format Dictionary.

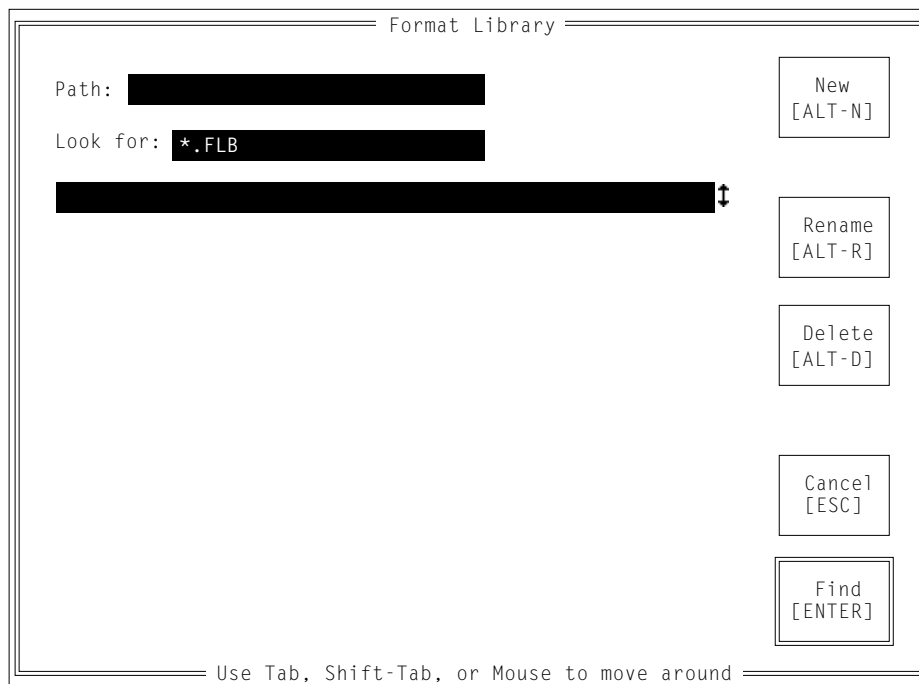
List

The `List` sub-option displays the contents of your Format Dictionary. You have the option of including a sample Article and Chapter in addition to the name of each format. As with all PAPYRUS lists, you can direct the output to your screen, printer, or a disk file.

liBrary

Format Libraries are special “suitcases” for carrying formats from one PAPYRUS database to another. They are discussed at more length in the “Format Libraries and Predefined Formats” chapter of the `WORKBOOK`.

Choosing the `Format liBrary` sub-option brings you to the master Format Library dialog box:



To create a new Format Library, make sure the `PATH` is set to the appropriate directory or subdirectory, and then click on the `New` button or type its shortcut, `ALT-N`. Fill in the `Format`

Library name in the dialog box that then appears. You will then be asked to provide a short Description for the Library.

To open an existing Format Library, make sure the PATH is set correctly and type the name of the Format Library where indicated. If you only know part of the name you can type that much, or else you can just leave the original asterisk as is to see all available Format Libraries. Then press the ENTER key or (left-)mouse-click on the Find button.

All of the Format Libraries matching however much of the name you typed will now pop up.

Subdirectories will also be listed; choosing one of these and pressing ENTER will let you look for Format Libraries there.

If you wish to open one of these Format Libraries, move the highlight to it and press ENTER. Or mouse-click on it.

If you wish to rename one of these Format Libraries, move the highlight to it and use the Rename button (or its shortcut, ALT-R).

To permanently delete a Format Library from your disk, move the highlight to it and use the Delete button (or ALT-D).

Once you've chosen a Format Library, you have six sub-sub-options: List Library Contents, Copy from Library, Add to Library, Switch Library, Delete from Library, and Edit Library Description.

List Library Contents

Use this to see what's in this Library. You have the options of including a sample Article and/or Chapter for each format, in addition to the format's name and description. The list can be directed to your screen, printer, or disk file.

Copy from Library

To copy one or more formats from the Library to your own Format Dictionary, pick this sub-sub-option. POPYRUS will then ask Copy which Format: .

You can use an asterisk as a wildcard here. So if you answer:

Copy which Format: brs*

you will be shown a list of all formats in this Library that start “BRS...”, and PAPYRUS will then ask:

Copy all these Formats? Y

If you want to copy *all* the formats from a Library, simply answer:

Copy which Format: *

You can also use your F2 key to examine the contents of the Library and pick any of its formats.

If a format with the same name already exists in your Format Dictionary, PAPYRUS will ask you whether you wish to replace it.

sWitch Library

Choosing this one gets you out of the Format Library Option screen and back to the master Format Library-picking screen. So if you are done dealing with this Format Library for the moment, but now you want to work with another Library, this is the option to choose.

Add to Library

Use this choice to add one of the formats from your own Format Dictionary to the Library. (This is how we created all of those Format Libraries that came with your copy of PAPYRUS.)

PAPYRUS simply asks you to identify a format, in the usual way. It will then add the format to the Library.

Delete from Library

This choice allows you to erase a format from the Format Library. Like Add to Library, this will only be useful if you are creating your own new Format Library.

Edit Library Description

As you’d imagine, this sub-sub-option is used to change the Description that appears when PAPYRUS displays information about this Library.

Related chapters—

CONCEPTS:

- Bibliographies *vs.* Footnote Lists
- Output Formats
- Bibliographic Conventions

WORKBOOK:

- Format Libraries and Predefined Formats
- Prepare a Manuscript and its Bibliography Together
- Output Formats
- Importing—Overview
- Importing—Predefined, Straightforward
- Importing—Predefined, Complicated
- Importing—Word Processor Bibliography
- Importing—Other Structured Databases

Import

The `Import` option is used to load references into PAPHYRUS from other computer sources. The five `WORKBOOK` chapters on importing provide in-depth discussions of the entire import procedure. Here I will restrict myself to the basic import dialog between you and PAPHYRUS.

First PAPHYRUS asks you to identify the file to be imported:

```
File containing the references:
```

The usual techniques covered in the “PAPHYRUS Conventions” chapter on selecting disk files (using asterisks, pressing F2, etc.) all apply here.

Next PAPHYRUS asks you to specify the format that applies for this import, and then the Fussiness Level.

In general it does not make sense for an import format to include the PAPHYRUS “{...}” notations for italics, boldface, etc. If your format does contain such codes, PAPHYRUS will now ask you:

```
Shall I ignore the "{...}" stuff in this Format? Y
```

In most cases you would want to answer this Y.

If the import format indicates that the incoming references will be numbered, PAPHYRUS asks:

```
If the references in C:\FILENAME.DAT are numbered,  
should I use the numbers as Ref#'s? N
```

If you answer Y, then PAPHYRUS asks what to do about duplicated numbers:

```
If a Ref# is already in use, I'll assign a new Ref#,  
starting with #123 ◀
```

You might choose to start these numbers high up, say at 10000, so that you easily pick out those references that have been assigned new numbers.

If the references are not numbered, or you are not keeping the numbers, then PAPYRUS instead asks:

```
I'll assign the references consecutive Ref#'s,  
starting with #123 ◀
```

Again, you are free to change this suggestion to whatever you like.

Next comes a choice of what to do about probable duplicate references:

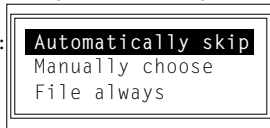
```
If an imported reference appears to be a duplicate of an existing reference,  
I can either:
```

- Automatically skip the imported reference,
- ask you to Manually choose to dispose either reference,
- or always go ahead and File the imported reference.

```
Under the first choice, suspected duplicates will be copied to a  
"duplicates" file.
```

```
The second choice requires you to sit by the computer during the import.
```

```
Response to duplicates:
```



You can pick `Manually choose` now, and then switch to either `Automatically skip` or `File always` once the import is underway. That way you can supervise PAPYRUS's impression of what are or are not duplicates before turning it completely loose.

If you do pick `Automatically skip`, then PAPYRUS next asks the name to use for the duplicates file. It will suggest the same name as your data file, with the extension changed to `.DUP`, but you can change this if you wish.

Next you have the option of specifying one or more keywords to be added to *all* of the references imported. Then, if your import format indicates that the incoming references include their own keywords, you will also be allowed to choose whether to keep those or not.

Now you designate "log" and "reject" files:

As I perform this Import for you, I may have some concerns regarding some of the references (possible duplications, etc.). I'll keep a record of these concerns in a "log" file for you to review later.

Name of log file: `FILENAME.LOG`

If there are references which I can't figure out, I will copy them into a "reject" file, which you can later edit and try again to import.

Name of reject file: `FILENAME.REJ`

The import will now proceed. As each reference is read from the data file it is echoed to your screen. The following message then appears at the top of the screen:

```
Press SPACE BAR to force me to try the next Reference Type;
"I" to ignore current reference; ESC to abort Import.
```

In the upper right corner will be an indication of which part of the import format—*i.e.*, which reference type—PAPYRUS is trying to match to the incoming reference.

If you notice PAPYRUS spending a long time trying to apply the wrong reference type, you can press your keyboard's space bar to move PAPYRUS on to the next reference type. The types are tried in this order:

```
Article, Chapter, Book, Thesis, Patent, Map, Quote, Other
```

If you notice that PAPYRUS is pondering a reference containing a typographical error or computer "noise," then press the letter "i" and PAPYRUS will go on to the next reference in the file.

Pressing ESC aborts the entire import. Depending on when you press the key, several seconds may elapse before PAPYRUS notices—be patient.

If you are debugging an import format and want to observe PAPYRUS's internal gyrations as it tries to apply your format to your data, press the CAPS LOCK key. While CAPS LOCK is engaged PAPYRUS will switch to a special debugging window where you can watch its exertions. To return to the regular view, release CAPS LOCK.

If you have asked to Manually choose between probable duplicate references, then should it encounter such a suspect PAPHYRUS will display both and ask:

Delete: Existing, Imported, or Neither:

Your options at this point are:

Existing Delete the reference already in the database, and file the incoming one.

Imported Leave the existing reference alone, and discard the incoming one.

Neither Leave the existing reference alone, and also file the incoming one.

Automatically skip Leave the existing reference alone, and discard the incoming one. Then for the remainder of this import automatically discard all probable duplicates among the incoming references.

File always Leave the existing reference alone, and also file the incoming one. Then, for the remainder of this import automatically file all incoming references, even if they appear to be duplicates.

At the end of the import, PAPHYRUS will give you the opportunity to delete the original, log, reject, and/or duplicate files. If your import went well, then you can delete these now to avoid cluttering up your disk.

Related chapters—

WORKBOOK:

- Importing—Overview
- Importing—Predefined, Straightforward
- Importing—Predefined, Complicated
- Importing—Word Processor Bibliography
- Importing—Other Structured Databases

Preferences

The many choices under the Preferences option allow you to customize your PAPHYRUS database to best suit your needs. They are for the most part self-explanatory, so my remarks here will be brief.

Colors

Use this to set your screen colors. For monochrome screens you can choose between normal and reverse video.

Beeps

Depending on the obnoxiousness of your computer's beeps, you can have PAPHYRUS substitute a visual flash instead of an audible beep.

Space check

When it starts, PAPHYRUS usually checks that there is plenty of free space on your disk so that you won't get into trouble. You can turn off this check if you wish.

Italic/underline

As I mentioned in the "PAPHYRUS Conventions" chapter, you can use underscore characters ("_...") to indicate underlining or italicizing. This Preference option lets you pick which way to interpret the underscores henceforth.

Duplicate anon.

This option controls whether or not PAPHYRUS will perform its usual check for duplicate entries if you enter a reference by "Anonymous" or "Anon."

Routine format

Instead of PAPHYRUS always using its built-in STANDARD format for routine on-screen displays, you can use this Preferences option to switch to a different format. You can pick any format from your Format Dictionary.

Field names

Use this option to rename Field A, Field B, and Field C to whatever you like.

Hidden/required

This is where you pick which fields will be “Required” (their absence will brand a reference “INCOMPLETE”), which will be “Optional” (always shown, but not required), and which will be “Hidden” (only shown when you select “show Hidden fields” from the entry screen’s View menu).

new Keywords

This controls whether PAPYRUS assumes that an unrecognized keyword (or journal) is probably a new one, or whether it is more likely a misspelling of an existing one.

Notecards

Use this option to turn on PAPYRUS’s full Notecard facilities.

Paste citations

See the “Pasting References into Your Footnotes” chapter of the WORKBOOK for an explanation of this one.

Alphabetization

Here you control the language rules that PAPYRUS uses when sorting names in alphabetical order. If you work largely in a language other than English, French, Italian or German, you should examine this Preferences option.

ENTER in dialogs

According to the rules set by IBM and Microsoft, you use the TAB key to move from one field of a dialog box to another, and the ENTER key to accept all of the displayed answers and dismiss the dialog. However, you may have a deeply-engrained habit of pressing ENTER whenever you finish typing a field, leading to the inadvertent dismissal of dialog boxes when you only intended to proceed to the next field.

This Preferences option lets you tell PAPYRUS to treat ENTER the same as TAB within

dialog boxes. The equivalent of mouse-clicking on the `Okay` button will then be `Alt-ENTER` rather than plain `ENTER`.

If you are running under Windows, though, `ALT-ENTER` already has a meaning assigned to it by Windows itself—namely, “switch between full-screen and windowed mode.” Of course, if you are running under Windows then you might as well get used to the standard uses of `ENTER` and `TAB`.

alt keys

IBM-PC computers with U.S. keyboards have two keys labeled `Alt`, one to the left of the space bar and the other to the right. Elsewhere in the world, though, the right `Alt` key has been relabeled as `AltGr` or `AltCar`. You use this `AltGr` key to obtain the extra symbols or accented letters appearing on the right side of certain keys.

PAPYRUS defaults to the U.S. configuration, where *either* `Alt` key can be used to “pull down” menus or “press” the buttons in dialog boxes. But if you have a non-U.S. keyboard you should use this Preferences option to tell PAPYRUS to reserve the right `Alt` key for typing.

index Threshold

This controls the length “threshold” used when PAPYRUS indexes words from your Comments and Abstract fields. See the “Indexes” chapter in the `CONCEPTS` section for further explanation.

Directory

With this option you can switch from working with the PAPYRUS database in one directory to a different PAPYRUS database in a different directory.

Shell

Choosing this option takes you temporarily out of PAPHYRUS to DOS. A small kernel of PAPHYRUS is still loaded, though. When you are through doing your DOS work, type `EXIT`—you will then be returned to PAPHYRUS's main menu.

Utilities

This option will generally be used only by the most computer-literate user of your computer. It includes six sub-options: Index File Regeneration, Create Back-up Files, Restore From Back-up Files, Access Codes, Printer Customization, and System Initialization.

System Initialization

This is the first thing to run when you create a fresh POPYRUS database. It creates a set of empty data files, as described in the “Installing POPYRUS” chapter.

Once you have some data on file, running System Initialization again will—if you override POPYRUS’s strenuous objections—ERASE EVERYTHING. Be careful!

Access Codes

See the “Access Codes” chapter of the CONCEPTS section for a discussion of what these are.

With this option you pick medium- and/or high-level access codes. Then you assign one or the other, or neither, to each of the POPYRUS options.

Some options are always available to all users: List, Cite, gLossary, Notecards, diRectory, and sHell.

The Utilities option always requires the high-level access code, if one exists.

Printer Customization

This option lets you set the following printer-related parameters. These mainly affect POPYRUS’s behavior when you output lists of references with the main menu’s List option.

Default printer port (LPT1, LPT2, LPT3, COM1, COM2, COM3, or COM4)

Default printer type (HP LaserJet, Epson FX, IBM Proprinter, etc., etc.)

Default paper size (8.5" x 11.0", 8.3" x 11.7", etc.)

If your printer is not compatible with any of those we’ve already defined, you can use this option to teach POPYRUS your printer’s “escape-sequences” for handling italics, boldface, superscripts, etc. If your printer doesn’t know how to deal with such things, you may tell

PAPYRUS to use underlines for italics, overprinting for boldface, and so forth. You will need your printer's instruction manual to figure these things out.

Index File Regeneration

You will eventually develop a love/hate (mainly hate, probably) relation with this option.

As discussed at length in the `CONCEPTS` chapter on "Indexes," PAPYRUS maintains several indexes of your database to speed its searches and to perform other housekeeping chores. All of these indexes are physically stored in the file `INDX.BIB`.

Should your computer crash for some reason while PAPYRUS is being used, the most-recently entered data may not yet be fully indexed. This could cause *bad* things to happen the next time you use PAPYRUS.

If this situation arises, you will find that when you next try to run PAPYRUS it will insist that you perform an Index File Regeneration. (If it does *not* so insist then you can rest easy—all indexing had, in fact, been completed prior to your crash.) Index File Regeneration rebuilds all of the indexes in `INDX.BIB` based on the information in the remaining `.BIB` files.

Thus, Index File Regeneration can be a savior in recovering crashed data. Its main drawback is that it can be *very slow*. The longer your Titles, Comments, and Abstracts, in particular, the more indexing it must do. So if you have several thousand references and a not particularly fast hard disk, you may be looking at *many hours* for this option to run.

One way to avoid such time-consuming scenarios is to make frequent back-ups of your PAPYRUS database files, using standard DOS commands or commercial back-up utility programs. In the event of a poorly-timed crash that requires a subsequent Index File Regeneration, you will then have the option of instead restoring your most recent back-up and simply picking up from where you had left off.

Note that I am *not* referring here to PAPYRUS's `Create Back-up Files` and `Restore From Back-up Files` options, discussed below. As you will read in a moment, these would *not* save you any time compared to doing an Index File Regeneration.

Create Back-up Files & Restore From Back-up Files

PAPYRUS provides these options so that you can make compact back-up files in a special PAPYRUS file format, and then regenerate your entire database from them.

The files whose knowledge is backed-up and restored with this procedure are `REF.BIB`, `JRNL.BIB`, `KEY.BIB`, `FMT.BIB`, `REFKEY.BIB`, and `LAST.BIB`. When `Restore` is finished, it automatically invokes Index File Regeneration, which then rebuilds `INDX.BIB`. The final database file, `PRINT.BIB`, contains the information used by Printer

Customization; this small file is independent of all the rest, and may simply be copied using standard DOS commands.

In most cases, using a commercial back-up program for these tasks will be much faster than using the PAPYRUS Create Back-up Files and Restore From Back-up Files option, and will accomplish the task perfectly well. However, there are two special reasons for occasionally using the PAPYRUS options.

First, if you create a set of back-up files and then immediately restore your database from them, your data files will be cleaned up a bit. This mainly involves compacting some of their contents, which can then speed up file access. In addition, if any minuscule inconsistencies have crept into your files, this process will repair them. However, PAPYRUS usually handles its files fairly intelligently in the first place, so you shouldn't expect a particularly noticeable performance improvement from this process. Consider doing it once or twice a year.

Second, as new versions of PAPYRUS come out, we've been known to make changes to the way PAPYRUS organizes its *.BIB files. And on different computers we must sometimes use different types of *.BIBfiles. However, the formats of the *back-up* files will always be compatible. They therefore provide a bridge between different editions of PAPYRUS. In such situations, you will usually be directed to use your original version of PAPYRUS to Create Back-up Files, and then do a Restore From Back-up Files with the new edition.

For further discussion of back-up strategies, refer to the "Backing Up Your Database" chapter of the WORKBOOK.

Related chapters—

CONCEPTS:

- Indexes
- Access Codes

WORKBOOK:

- Backing Up Your Database

UPAP and PAP_RES

The use of these two PAPHYRUS accessory programs is described in detail in the WORKBOOK chapter “Prepare a Manuscript and its Bibliography Together.” In this chapter I will discuss their installation.

The standard PAPHYRUS installation, as described in the “Installing PAPHYRUS” chapter, places PAP_RES.EXE and UPAP.EXE into the same directory as the rest of the PAPHYRUS program files. For our purposes here, I will refer to this directory as C:\PAP. If your C:\PAP directory does not contain these two programs, then run the PAPHYRUS installation program again now to obtain them.

Loading PAP_RES

PAP_RES must be loaded into RAM prior to starting your word processor. If you are using the DOS Shell, Windows, DESQview, or another task-switcher, then PAP_RES must be loaded prior to starting that program. The obvious place to accomplish this is within your AUTOEXEC.BAT file.

Somewhere in your AUTOEXEC.BAT file, you need a line like this:

```
c:\pap\pap_res
```

The PAPHYRUS installation program offers to insert this line for you when you install PAP_RES. If you did not accept its offer, you can add this line yourself with any word processor.

If you do not know how to edit a text file such as AUTOEXEC.BAT with your word processor, turn to APPENDIX B for some hints.

Note that whenever you make a change to your AUTOEXEC.BAT or CONFIG.SYS file, you must reboot your computer for the change to take effect.

Executing the above line loads PAP_RES into your computer’s RAM. It will remain there until the next time you reboot your computer. Do not worry about using up your computer’s memory, though—PAP_RES consumes only about 2.1 K.

The above line tells PAP_RES to use its default settings for trigger keys (CTRL-SHIFT-ALT-A) and delimiters (%%). You can change either or both of these by adding some optional parameters to the line.

To specify the trigger keys, indicate your choice as in these examples:

| | |
|----------------------|--|
| c:\pap\pap_res ac-p | Trigger will be <u>A</u> L <u>T</u> - <u>C</u> TRL- <u>P</u> |
| c:\pap\pap_res sc-x | Trigger will be <u>S</u> HIFT- <u>C</u> TRL- <u>X</u> |
| c:\pap\pap_res csa-b | Trigger will be <u>C</u> TRL- <u>S</u> HIFT- <u>A</u> LT- <u>B</u> |

To change the delimiter, you must specify a trigger key, and follow that with the character(s) you want for the delimiter. For example:

| | |
|-------------------------|--|
| c:\pap\pap_res as-q ### | Trigger will be <u>A</u> L <u>T</u> - <u>S</u> HIFT- <u>Q</u> , delimiter will be "###" |
| c:\pap\pap_res csa-a %% | Trigger will be <u>C</u> TRL- <u>S</u> HIFT- <u>A</u> LT- <u>A</u> , delimiter will be "%%". In other words, this is the same as using the default settings. |

It is also possible to suppress the delimiters altogether. This would be useful if you plan to insert formatted references into your text or footnotes, rather than simply inserting the POPYRUS Reference#s. To do so, specify a caret ("^") as the delimiter:

| | |
|------------------------|---|
| c:\pap\pap_res csa-a ^ | Trigger will be <u>C</u> TRL- <u>S</u> HIFT- <u>A</u> LT- <u>A</u> , there will be no delimiters. |
|------------------------|---|

If you will be using PAP_RES to transfer formatted references, though, you might want to increase its usual 1024-character "buffer" to a larger size, so there will be room for it to hold a couple of references at once. For example, each line of your computer screen includes 80 characters. so to transfer a reference or notecard with 20 lines of information you would need a buffer of $80 \times 20 = 1600$ characters. Obviously, this only becomes an issue if you are passing abstracts or long comments from POPYRUS to your word processor.

You specify PAP_RES's buffer size following the delimiter indicator. You provide a single digit, which will be interpreted as the buffer size in kilobytes (the ubiquitous "K", equal to 1024 bytes). For example:

| | |
|--------------------------|---|
| c:\pap\pap_res csa-a ^ 2 | Trigger will be <u>C</u> TRL- <u>S</u> HIFT- <u>A</u> LT- <u>A</u> , there will be no delimiters, and the buffer size will be 2K (2048 characters). |
|--------------------------|---|

Running UPAP

There are not many options in launching UPAP. There are two forms of the command line:

```
upap
```

or:

```
upap c:\pap
```

The first of these assumes that the current default directory is the one that contains your PAPYRUS data files (*.BIB). The second tells UPAP that the data files are to be found in the C:\PAP directory.

Because we have tried to keep UPAP as small as possible, it is *not* intelligent enough to handle this sort of launch:

```
c:\pap\upap c:\pap ← wrong!
```

In other words, you must either run UPAP from the directory that actually contains the UPAP.EXE file, or else that directory must be included in your computer's PATH. The latter is the usual course; the PATH command in your AUTOEXEC.BAT file should include the directory that contains your PAPYRUS program files (usually C:\PAP).

UPAP requires approximately 130K of free memory to run. Most word processors free up much more than this amount when you use their "Shell to DOS" or "Execute DOS Command" features. If UPAP does not have sufficient memory available, it will usually exit with an "Insufficient memory" message. However, if there is *almost* enough memory, then UPAP will begin executing but quickly terminate with an error message about being unable to open the database files.

If there is not enough memory for UPAP, you will have to do without whatever memory-resident utility program you have loaded that is hogging your computer's memory!

APPENDIX B includes some hints on running UPAP from your word processor.

Related chapters—

WORKBOOK:

Prepare a Manuscript and its Bibliography Together
Pasting References into Your Footnote

APPENDICES:

Appendix B: "Using PAPYRUS With Particular Word Processors"

Appendices

Appendix A: Differences from POPYRUS Version 6.0

Almost every aspect of POPYRUS has been improved in Version 7.0. The changes listed here are only some of the highlights. After each item is an indication of where you can find further details.

User interface—Although everything looks considerably different from before, you should be able to figure out the new screens in just a few minutes. [REFERENCE: POPYRUS Conventions; Reference Input & Edit]

New optional fields—These include a field for Abstracts (separate from the Comments field), Location, Accession Number, and Affiliation/Address. Also new are three fields you can name however you wish. [REFERENCE : Reference Types and Their Fields]

Searches—You can now launch a search directly from POPYRUS's main menu. Once you have performed a search, Group now provides options for further refining the search. [REFERENCE: Search; WORKBOOK: Searches and Groups]

Groups—Many new features have been added. For example, you can now add a keyword to every reference in a Group. You can also edit references directly from Group's View/Edit screen. [REFERENCE: Group; WORKBOOK: Searches and Groups]

Notecards—This new feature allows you to attach an unlimited number of sortable, searchable "notecards" to any reference. [CONCEPTS: Notecards; REFERENCE: Notecards; WORKBOOK: Notecards]

Pop-up access to your dictionaries—Whenever you need to enter a keyword, journal, format, author, or editor, pressing the F2 key will pop up a list of those entries currently in your database. [REFERENCE: POPYRUS Conventions]

Glossary—You can store common words or phrases in the Glossary, and later paste them into your entries with a couple of keystrokes. [REFERENCE: POPYRUS Conventions; Glossary]

Windows compatibility—POPYRUS Version 7.0 can exchange data with your Windows applications via the Windows clipboard. It is also fully compatible with the Windows versions of Microsoft Word, WordPerfect and WordStar.

Cite—If you are running POPYRUS under Windows, DESQview, the DOS Shell, or any other "task-switcher," you can now use the main POPYRUS program's Cite option to transfer reference information to your word processor. [REFERENCE: Cite; WORKBOOK: Prepare a Manuscript and its Bibliography Together; Pasting References into Your Footnotes]

Elimination of duplicate references—The Winnow option searches your database for likely duplicate references, displays them on your screen, and lets you delete either or both of the references. Similar options are available during Imports. [REFERENCE: Winnow; Import]

Control over required and hidden fields—The Preferences option now allows you to decide which fields will be shown and which hidden, as well as which are required to prevent PAPHYRUS from labeling a reference INCOMPLETE. [REFERENCE: Preferences]

Text Extract—The Text Extract option can now insert parentheses or brackets around your in-text citations, or superscript them. So you no longer need to do this yourself in your word processor. [REFERENCE: Text Extract; WORKBOOK: Prepare a Manuscript and its Bibliography Together]

Tabular output formats—You can now create your own formats similar to the built-in BRIEF format, with whatever fields and widths you like. [REFERENCE: Formats; WORKBOOK: Output Formats]

New symbols for formats—The marks “<<...>>” act similarly to “[...]”, but in an import format allow an indefinite number of repeats. You can now include any literal characters in a format, including digits, by preceding them with a “{”. [REFERENCE: Formats; WORKBOOK: Importing—Other Structured Databases]

Non-English Alphabetization—PAPHYRUS now knows how to alphabetize according to the rules of English, French, German, Italian, Spanish, Finnish, Swedish, Danish, Norwegian, or Icelandic. You can choose your default language setting via the Preferences option.

Transfer Keywords and Journals between databases—Just as you can use Format Library files to move some or all of your Format Dictionary from one PAPHYRUS database to another, you can now perform analogous transfers of your Journal and Keyword Dictionaries. [REFERENCE: Journals; Keywords; WORKBOOK: Sharing Information Between Two PAPHYRUS Databases]

8,000-character limit for each field—No field of a reference can hold more than 8,000 characters. If you need more than 8,000 characters in a field, you should use the new Notecard features.

Time-out—This feature of Version 6.0, where leaving your keyboard idle for many minutes caused PAPHYRUS to exit, has been removed.

Appendix B: Using POPYRUS With Particular Word Processors

There are three aspects of using POPYRUS with your word processor for which I will offer you some specific helpful hints:

- **Using your word processor to modify simple text files.** This applies to making changes to your AUTOEXEC.BAT or CONFIG.SYS files, or editing a file of references prior to importing it into POPYRUS
- **Bringing a POPYRUS-produced bibliography into your word processor.** Once the bibliography is in the word processor, you may need to adjust margins, indentation and fonts.
- **Using the UPAP program to paste POPYRUS reference numbers into your word processor manuscript.** This process can usually be automated and simplified with word processor “macros.”

Rather than superficially discuss every word processor in existence, I will instead concentrate on the DOS and the Windows versions of three of the most popular IBM-PC word processors: WordPerfect, Microsoft Word, and WordStar.

For the three biggies, I will specifically address the most current (or—for Microsoft Word for DOS—the most widely used) versions. You may have to modify the instructions slightly for newer or older versions.

Note that if you are using Windows or another task-switcher, you will be able to switch to the main POPYRUS program rather than have to run the UPAP program. So we need not discuss the use of UPAP with the Windows word processors.

WordPerfect for DOS, Version 5.1

Using WordPerfect to modify simple text files.

To *retrieve* a text file *into* WordPerfect, press CTRL-F5 (“Text In/Out”). Then choose “1-DOS Text”. Finally, take choice “2- Retrieve (CR/LF to [HrT])”. WordPerfect will then ask for the name of the text file to be retrieved. You may type in the entire path, as in “C:\AUTOEXEC.BAT” or “C:\PAP\STUFF.TXT”.

To *save* a text file *from* WordPerfect, press CTRL-F5 (“Text In/Out”). Then *do not* choose “1-DOS Text”. Instead, pick “3- Save As”, followed by “1- Generic”. WordPerfect will then ask for the name of the text file to be saved. Again, you may type in the entire path along with the actual filename.

If you did succumb to the temptation of the obvious and pick “1-DOS Text”, WordPerfect would stick extra hard returns all through the file wherever it felt the lines were too long. Depending on what this file is to be used for, such extraneous hard returns can be disastrous.

Bringing a POPYRUS-produced bibliography into WordPerfect.

When you have used the POPYRUS List option to save a bibliography as a WordPerfect file, you may then retrieve that file into WordPerfect just as you would any other WordPerfect file. For example, you can press SHIFT-F10 (“Retrieve”), and then enter the name of the file.

POPYRUS will actually have created a WordPerfect 5.0 file. All more recent versions of WordPerfect can retrieve such files and convert them automatically.

If you wish, you can append the bibliography to an existing WordPerfect manuscript by first retrieving the manuscript, moving to its end, and then retrieving the bibliography file there.

You will probably wish to remove the standard POPYRUS header information (when the list was created, using which output format) and replace it with the word “Bibliography” or whatever.

You can set the bibliography’s margins and indentation however you like. Simply position the cursor at the beginning of the bibliography and press SHIFT-F8 (“Format”). Then choose “1 - Line”, and set everything (justification, line height, line spacing, margins, tab settings, etc.) as you desire. The entire bibliography will take on the attributes you have specified.

If your output format provided numbers before each reference, POPYRUS will have separated each number from the reference text with a WordPerfect [\rightarrow Indent] code. This will automatically yield a “hanging indent” style. You can control the amount of indentation by adjusting the tab settings with SHIFT-F8. If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve

it with a simple search and replace operation. For example, to convert each of the [→Indent] codes to simply a space, you would move to the beginning of the bibliography and press ALT-F2 (“Replace”). Answer the “w/Confirm?” question “No”. At the “->Srch:” prompt press F4 (which is the key corresponding to [→Indent]). Then press F2 and answer the “Replace with:” prompt by pressing the space bar once, followed by another F2.

If your output format did *not* provide numbers before each reference, then PAPHYRUS will have produced a flush-left bibliography. You can easily change this. For example, if you would like to use a “hanging indent” style, then do the following. Position the cursor at the top of the bibliography. Press ALT-F2 (“Replace”), and then answer the “w/Confirm?” question “No”. To “->Srch:” press ENTER (which will show up on your screen as [Hrt]). Then press F2 and answer the “Replace with:” prompt by pressing ENTER, then F4 and then SHIFT-TAB (meaning [Hrt][→Indent][←Mar Re]). Then press F2 again, and voilà! You can adjust the amount of indentation by adjusting the tab settings with SHIFT-F8.

To change the font used by the bibliography, first “block” the entire bibliography. Move the cursor to the beginning of the bibliography and press F12 or ALT-F4 (“Block”). Then move to the end of the bibliography. Now that you have blocked it, you set the font for the bibliography in the usual way, with CTRL-F8 (“Font”).

If you find yourself always going through the same steps for all of your bibliographies, you might like to create a WordPerfect macro to make all of the above adjustments automatically.

Using the UPAP program to paste PAPHYRUS reference numbers into your WordPerfect manuscript.

The basic steps for running UPAP are discussed in the WORKBOOK chapter “Prepare a Manuscript and its Bibliography Together” and the REFERENCE chapter “UPAP and PAP_RES.” They are as follows:

While working in WordPerfect, press CTRL-F1 (“Shell”). Then pick “2- DOS Command”. Finally, when prompted for the “DOS Command:”, type “upap c:\pap” (assuming that C:\PAP is the location of your PAPHYRUS *data* files), and press ENTER. UPAP will now take over your screen and allow you to pick the reference(s) you want to cite. When you are finished with UPAP you will be returned automatically to WordPerfect.

It is a simple matter to turn all of the above keystrokes into a macro. First, press CTRL-F10 (“Define Macro”). When prompted “Define macro:”, answer ALT-U (or whatever shortcut you would like to use for running UPAP). For “Description:” type “Micro-PAPHYRUS”. Then type, as above, CTRL-F1, 2, upap c:\pap, ENTER. You will find yourself in UPAP now. Press ENTER to return to WordPerfect. You should still see “Macro Def” flashing in the corner of your screen, indicating that WordPerfect is still recording your keystrokes. Press CTRL-F10 to indicate that the macro is now complete.

Now whenever you wish to run UPAP to cite some references, you can simply press ALT-U.

WordPerfect for Windows, Version 5.1

Using WordPerfect for Windows to modify simple text files.

You *open* a text file with WordPerfect for Windows just as you would any other file, choosing Open... from the Eile menu. WordPerfect should recognize the file as an “ASCII Text (DOS)” file, and convert it accordingly.

To *save* a text file from WordPerfect for Windows, choose Save As... from the Eile menu. This time, specify “ASCII Generic Word Processor (DOS)” for the file type.

If you did incorrectly (but understandably, given WordPerfect’s unfortunate choice of terms) save the file as “ASCII Text (DOS)”, WordPerfect would stick extra hard returns all through the file wherever it felt the lines were too long. Depending on what this file is to be used for, such extraneous hard returns can be disastrous.

Bringing a PAPHYRUS-produced bibliography into WordPerfect for Windows.

When you have used the PAPHYRUS List option to save a bibliography as a WordPerfect file, you may then retrieve that file into WordPerfect for Windows just as you would any other WordPerfect file, by choosing Open... from the Eile menu.

PAPHYRUS will actually have created a WordPerfect 5.0 file. All more recent versions of WordPerfect can retrieve such files and convert them automatically.

If you wish, you can append the bibliography to an existing WordPerfect manuscript by first opening the manuscript, moving to its end, and then retrieving the bibliography file there, using Retrieve... from the Eile menu.

You will probably wish to remove the standard PAPHYRUS header information (when the list was created, using which output format) and replace it with the word “Bibliography” or whatever.

You can set the bibliography’s margins and indentation however you like. Simply position the insertion point at the beginning of the bibliography and then use the WordPerfect Ruler or the various items from the Layout menu to set everything (justification, line height, line spacing, margins, tab settings, etc.) as you desire. The entire bibliography will take on the attributes you have specified.

If your output format provided numbers before each reference, PAPHYRUS will have separated each number from the reference text with a WordPerfect [Indent] code. This will automatically yield a “hanging indent” style. You can control the amount of indentation by adjusting the tab settings with the WordPerfect Ruler or by choosing Tab Set... from Line from the

Layout menu. If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve it with a simple search and replace operation. For example, to convert each of the [Indent] codes to simply a space, you would move to the beginning of the bibliography and choose Replace... from the Edit menu. Position the insertion point in the Search For box and then press the Codes button. From the resulting list of WordPerfect codes pick Indent and press the Inset button. Then tab to the Replace With box and press the space bar once. Now press the Replace All button.

If your output format did *not* provide numbers before each reference, then PAPYRUS will have produced a flush-left bibliography. You can easily change this. For example, if you would like to use a “hanging indent” style, then do the following. Position the insertion point at the top of the bibliography. From the Edit menu choose Replace... . Position the insertion point in the Search For box and then press the Codes button. From the resulting list of WordPerfect codes pick HRt and press the Inset button. Then tab to the Replace With box and use the Codes window to insert [HRt][Indent][Mar Re]. Now press the Replace All button, and voilà! You can adjust the amount of indentation by adjusting the tab settings with the WordPerfect Ruler or the Layout menu.

To change the font used by the bibliography, first “select” the entire bibliography. Move the insertion point to the beginning of the bibliography. Then scroll to the end of the bibliography and shift-click there. The entire bibliography should now be highlighted. You can now set the font for the bibliography in the usual way, with either the WordPerfect Ruler’s Font button, or with the Font menu.

If you find yourself always going through the same steps for all of your bibliographies, you might like to create a WordPerfect macro to make all of the above adjustments automatically.

Microsoft Word for DOS, Version 5.0

Using Microsoft Word to modify simple text files.

To *load* a text file *into* Microsoft Word, use `Transfer Load`, as usual. You may enter the entire path for the file, as in “C:\AUTOEXEC.BAT” or “C:\PAP\STUFF.TXT”.

To *save* a text file *from* Microsoft Word, use `Transfer Save`. However, make sure that the file format is set to “Text-only”. Again, you may type in the entire path along with the actual filename.

Bringing a PAPYRUS-produced bibliography into Microsoft Word.

When you have used the PAPERUS `List` option to save a bibliography as a Microsoft Word file, you may then retrieve that file into Microsoft Word just as you would any other Microsoft Word file, with `Transfer Load`.

PAPYRUS will actually have created a Microsoft Word 4.0 file. All more recent versions of Microsoft Word can retrieve such files and convert them automatically.

If you wish, you can append the bibliography to an existing Microsoft Word manuscript by first loading the manuscript, moving to its end, and then using `Transfer Merge` to load the bibliography file there.

You will probably wish to remove the standard PAPERUS header information (when the list was created, using which output format) and replace it with the word “Bibliography” or whatever.

You can set the bibliography’s margins and indentation however you like. Simply “select” the entire bibliography and choose `Format Paragraph`. Then set everything (justification, line spacing, etc.) as you desire. You can do the same with `Format Division` (for margins) and `Format Tabs` (for indentation). The entire bibliography will take on the attributes you have specified.

The same approach, using `Format Character`, allows you to specify the font and font size.

If your output format provided numbers before each reference, PAPERUS will have separated each number from the reference text with a `tab`. You can take advantage of this to easily set up a “hanging indent” style. Select the entire bibliography, and choose `Format Paragraph`. Set `left indent` to, say, 0.5”, and then set `first line` to -0.5”. (Yes, that is *minus* 0.5”.)

If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve it with a simple search and replace operation. For example, to convert each of the `tab` codes to simply a space, you would move to the

beginning of the bibliography and choose `Replace`. Tell Word to replace `^t` (that is a caret—a `SHIFT-6`—followed by the letter “t”, which is Word’s search code for `tab`) with a single space, with `confirm` set to `No`.

If your output format did *not* provide numbers before each reference, then PAPHYRUS will have produced a flush-left bibliography. You can easily change this to a hanging indent style by following the same `Format Paragraph` directions I gave above.

If you find yourself always going through the same steps for all of your bibliographies, you might like to create a Microsoft Word macro to make all of the above adjustments automatically.

Using the UPAP program to paste PAPHYRUS reference numbers into your Microsoft Word manuscript.

The basic steps for running UPAP are discussed in the `WORKBOOK` chapter “Prepare a Manuscript and its Bibliography Together” and the `REFERENCE` chapter “UPAP and PAPH_RES.” They are as follows:

While working in Microsoft Word, choose `Library Run`. Then at the “`LIBRARY RUN:`” prompt type “`upap c:\pap`” (assuming that `C:\PAP` is the location of your PAPHYRUS *data* files), and press `ENTER`. UPAP will now take over your screen and allow you to pick the reference(s) you want to cite. When you are finished with UPAP you will be returned automatically to Microsoft Word.

It is a simple matter to turn all of the above keystrokes into a macro. First, press `SHIFT-F3` (“`Record Macro on/off`”). You should see “`RM`” appear near the right side of Word’s status line. Then choose, as above, `Library Run`, and type `upap c:\pap`, followed by `ENTER`. You will find yourself in UPAP now. Press `ENTER` to return to Microsoft Word. Now press `SHIFT-F3` again to turn off macro recording. Word will now prompt you “`COPY to:`”. Answer `upap^` (that is a caret, or `SHIFT-6`), and then press `CTRL-U` (or whatever shortcut you would like to use for running UPAP).

Now whenever you wish to run UPAP to cite some references, you can simply press `CTRL-U`.

Microsoft Word for Windows, Version 2.0

Using Microsoft Word for Windows to modify simple text files.

You *open* a text file with Microsoft Word for Windows just as you would any other file, choosing Open... from the File menu. Microsoft Word should recognize the file as requiring conversion. Pick the “DOS Text” setting.

This is different from the “Text Only” setting!

To *save* a text file from Microsoft Word for Windows, choose Save As... from the File menu. Again, specify “DOS Text” for the file type.

Bringing a PAPHYRUS-produced bibliography into Microsoft Word for Windows.

When you have used the PAPHYRUS List option to save a bibliography as a Microsoft Word file, you may then retrieve that file into Word for Windows just as you would any other Microsoft Word file, by choosing Open... from the File menu.

PAPHYRUS will actually have created a Microsoft Word for DOS Version 4.0 file—all more recent versions of Microsoft Word (including Word for Windows) can recognize and convert such files automatically.

For this to work, you will have had to include the file converter for Word for DOS when you installed Word for Windows. If you did not, you can use the Word Setup program to do so now.

If you wish, you can append the bibliography to an existing Word for Windows manuscript by first opening the manuscript, moving to its end, and then inserting the bibliography file there—from the Insert menu choose File... and then tell Word the name of the bibliography file. It should recognize it as a Word for DOS file, and convert it accordingly.

You will probably wish to remove the standard PAPHYRUS header information (when the list was created, using which output format) and replace it with the word “Bibliography” or whatever.

You can set the bibliography’s margins and indentation however you like. Simply “select” the entire bibliography and then use the Word for Windows Ruler or the various items from the Format menu to set everything (justification, line height, line spacing, margins, tab settings, etc.) as you desire. The entire bibliography will take on the attributes you have specified.

The same approach, using Format Charter..., allows you to specify the font and font size.

If your output format provided numbers before each reference, PAPHYRUS will have separated

each number from the reference text with a tab. You can take advantage of this to easily set up a “hanging indent” style. Select the entire bibliography. Make sure the Ruler is showing. Hold down the SHIFT key and drag the lower of the two little triangles at the left end of the Ruler (the triangles that indicate the left margin) to the right. Or else from the Format menu you can choose Paragraph..., and set From Left to, say, 0.5" and First Line to -0.5" (yes, *minus* 0.5").

If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve it with a simple search and replace operation. For example, to convert each of the tab codes to simply a space, you would move to the beginning of the bibliography and choose Replace... from the Edit menu. Tell Word to replace ^t (that is a caret—a SHIFT-6—followed by the letter “t”, which is Word’s search code for tab) with a single space, and then press the Replace All button.

If your output format did *not* provide numbers before each reference, then PAPYRUS will have produced a flush-left bibliography. You can easily change this to a hanging indent style by following the same hanging indent directions I gave above.

If you find yourself always going through the same steps for all of your bibliographies, you might like to create a Word for Windows macro to make all of the above adjustments automatically.

WordStar for DOS, Releases 5.0, 5.5, 6.0

Using WordStar to modify simple text files.

To *open* a text file in WordStar, from the opening screen's File menu choose *Open* a nondocument file.

You *save* a text file *from* WordStar the same way as any other file. If you opened it as a nondocument file, it will automatically be saved as a nondocument file. (Be sure not to introduce any WordStar formatting codes into the file, though.)

To *convert* a WordStar *document* file into a text file takes a few steps. First, with the Layout menu's Margin and tabs dialog box, set the Left margin, the Even page offset, and the Odd page offset all to 0, or else there will be a series of spaces at the start of each line. Then choose *Print a file* from the File menu. In the resulting dialog box, set the Printer name to ASCII, and for Redirect output to port fill in the name of the text file you would like to create.

Bringing a POPYRUS-produced bibliography into WordStar.

When you have used the POPYRUS *List* option to save a bibliography as a WordStar file, you may then retrieve that file into WordStar just as you would any other WordStar document file.

POPYRUS will actually have created a WordStar 5.0 file. All more recent versions of WordStar can retrieve such files and convert them automatically.

If you wish, you can append the bibliography to an existing WordStar manuscript by first loading the manuscript, moving to its end, and then picking *Insert a file* from the Edit menu to load the bibliography file there.

You will probably wish to remove the standard POPYRUS header information (when the list was created, using which output format) and replace it with the word "Bibliography" or whatever.

You can set the bibliography's margins and indentation however you like. Simply position the cursor at the beginning of the bibliography and from the Layout menu choose *Margins and tabs*. You can then set everything (line spacing, margins, tab settings, etc.) as you desire. The entire bibliography will take on the attributes you have specified. You can similarly use standard WordStar techniques to change text justification, line heights and so on.

The same approach, using *Choose font* from the Style menu, allows you to specify the font and font size.

If your output format provided numbers before each reference, POPYRUS will have separated

each number from the reference text with a tab. You can take advantage of this to easily set up a “hanging indent” style. Position the cursor at the beginning of the bibliography and from the Layout menu choose Margins and tabs. Set the Paragraph margin to the position you would like the first line of each reference (the number) to begin, and the Left margin to the position for the remainder of the paragraph. For example, you could set Paragraph margin to 0.5" and Left margin to 1.5".

If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve it with a simple search and replace operation. For example, to convert each of the tab codes to simply a space, you would move to the beginning of the bibliography and choose Find and replace text from the Go to menu. Tell WordStar to replace “^P^I” (hold down the CTRL key and type the two letters “p” and “i”, yielding WordStar’s search code for tab) with a single space, with the Options set to NR (replace through the rest of the document, without asking for confirmation).

If your output format did *not* provide numbers before each reference, then POPYRUS will have produced a flush-left bibliography. You can easily change this to a hanging indent style by following the same Margins and tabs directions I gave above.

If you find yourself always going through the same steps for all of your bibliographies, you might like to create a WordStar macro to make all of the above adjustments automatically.

Using the UPAP program to paste POPYRUS reference numbers into your WordStar manuscript.

The basic steps for running UPAP are discussed in the WORKBOOK chapter “Prepare a Manuscript and its Bibliography Together” and the REFERENCE chapter “UPAP and PAP_RES.” They are as follows:

While working in WordStar, choose Run a DOS command from the Other menu. For the command, type “upap c:\pap” (assuming that C:\PAP is the location of your POPYRUS data files), and press ENTER. UPAP will now take over your screen and allow you to pick the reference(s) you want to cite. When you are finished with UPAP you will be returned automatically to WordStar.

It is a simple matter to turn all of the above keystrokes into a macro. First, go to the Other menu and choose Shorthand macros. Type a question mark (“?”) followed by the letter “U” (or whatever shortcut character you would like to use for running UPAP). For the Description, type “Micro-POPYRUS”. Then for the Definition type the following (the notation “^X” means “hold down the CTRL key and press the letter “X”):

```
^P^KFupap c:\pap^P^M
```

(the “^P”s will not show up on your screen, but everything else should). When you finish

typing the Definition press F10. This will return you to the main SHORTHAND window. Press CTRL-U to tell WordStar you have finished. It will ask whether you want to “Store macro changes on disk?”—answer “Y”.

Now whenever you wish to run UPAP to cite some references, you can simply press ESC and then the letter “U”.

WordStar for Windows, Version 1.0

Using WordStar for Windows to modify simple text files.

You *open* a text file with WordStar for Windows just as you would any other file, choosing Open... from the Eile menu. WordStar should recognize the file as requiring conversion. Pick the “ASCII Raw” setting.

To *save* a text file *from* WordStar for Windows, choose Export Text... from the Eile menu. Specify “Text-ASCII Raw” for the file type.

Bringing a POPYRUS-produced bibliography into WordStar for Windows.

When you have used the POPYRUS List option to save a bibliography as a WordStar file, you may then retrieve that file into WordStar for Windows just as you would any other WordStar file, by choosing Open... from the Eile menu.

POPYRUS will actually have created a WordStar for DOS Version 5.0 file—all more recent versions of WordStar (including WordStar for Windows) can recognize and convert such files automatically.

For this to work, you will have had to include the file converter for WordStar 5.0 when you installed WordStar for Windows. If you did not, you can use the WordStar Setup program to do so now.

If you wish, you can append the bibliography to an existing WordStar for Windows manuscript by first opening the manuscript, moving to its end, and then inserting the bibliography file there—from the Eile menu choose Import Text... and then tell WordStar the name of the bibliography file. For Import Type specify “Text-WordStar 5.0”, and make sure to choose “Insert Copy of Document”.

You will probably wish to remove the standard POPYRUS header information (when the list was created, using which output format) and replace it with the word “Bibliography” or whatever.

You can set the bibliography’s margins and indentation however you like. Simply “select” the entire bibliography and then use the WordStar for Windows Ruler or the various items from the Style and Layout menus to set everything (justification, line height, line spacing, margins, tab settings, etc.) as you desire. The entire bibliography will take on the attributes you have specified.

The same approach, using the Style menu, allows you to specify the font and font size.

If your output format provided numbers before each reference, PAPHYRUS will have separated each number from the reference text with a tab. You can take advantage of this to easily set up a “hanging indent” style. Select the entire bibliography. Make sure the Ruler is showing. Drag the lower of the two little triangles at the left end of the Ruler (the triangles that indicate the left margin) to the right. There should also be a tab set at the same location as the lower triangle, so that the text on the first line of each paragraph (governed by the tab setting) will line up with the rest of the paragraph (governed by the lower little triangle).

If you need a different style—for example, one in which the numbers are run in with the text, without any indentation or tabs—you can achieve it with a simple search and replace operation. For example, to convert each of the tab codes to simply a space, you would move to the beginning of the bibliography and choose Find and Replace... from the Edit menu. Use the Insert Tag button to tell WordStar to replace tab with a single space. Check the Don't Ask box, and then press the Find button.

If your output format did *not* provide numbers before each reference, then PAPHYRUS will have produced a flush-left bibliography. You can easily change this to a hanging indent style by following the same hanging indent directions I gave above.

Other Word Processors

Using your word processor to modify simple text files.

All word processors include facilities to read and write simple ASCII text files. Refer to your word processor's manual—try looking up “ASCII” or “Files, ASCII” or “Files, Text” in the index.

Bringing a PAPYRUS-produced bibliography into the word processor.

If your word processor is one of the ones that PAPYRUS lists when you ask it to output a listing to a disk file, then you should be able to open the bibliography file in your word processor just as you would any other document. The hints in the above sections for modifying margins, indentation, fonts, etc., should help you accomplish the same tasks in your word processor.

If your word processor is *not* one of the ones that PAPYRUS supports directly, you have three options.

First, your word processor may be able to read and convert files from one of the formats that PAPYRUS *does* support. If so, then tell PAPYRUS to output your bibliography as a file formatted for WordPerfect, WordStar, or whatever, and use your word processor's conversion procedure to read the resulting file.

Second, there are a number of relatively inexpensive programs available that can convert between word processor file formats. Check with your word processor's manufacturer for their recommendations.

Finally, if you do not have access to a file conversion mechanism, tell PAPYRUS to list out your bibliographies as “ASCII” files. *All* word processors are capable of reading such files. You will find that those parts of references that are to be underlined, boldfaced, italicized, superscripted, or subscripted will have PAPYRUS's usual “{u...}”, “{i...}”, etc., codes around them. If your word processor supports some sort of “macro” facility, you should be able to create a macro that will search for these codes, remove them, and format the text appropriately. The general scheme of such a macro would look something like the following; the specifics may vary greatly from one word processor to another:

- Search for “{u”
- Delete this pair of characters
- Turn on “block” or “select” or “extend selection”

-
- Search for “)”
 - (At this point, all of the text to be underlined, plus the closing “)”, should be selected/blocked/highlighted)
 - Underline the currently selected/blocked/highlighted text
 - Move the cursor to just past the “)”
 - Backspace (to delete the “)”)
 - Search for the next “{u” and repeat the above process

You would set up similar macros for “{i...}”, “{b...}”, etc. With some word processors, you could then create a master macro that would call each of the specific ones in turn.

Once you’ve taken care of the underlines, italics, and other character formatting, you can then set the margins, indentation and so on with your standard word processor commands.

Using the UPAP program to paste PAPHYRUS reference numbers into your word processor manuscript.

If your word processor includes a macro facility for automating tasks, you can use my above instructions for WordPerfect or Microsoft Word as models for setting up a macro to quickly access UPAP from your word processor.

Appendix C: Importing From Particular Bibliographic Data Sources

Our predefined import formats can be found in the Format Libraries `IMPORT.FLB` and `IMPORTC.FLB`.

We may have added other Libraries since this manual was written; they will all begin with `IMPORT...`

The sources included in our collection of import formats are based on our customers' requests. If your favorite source is not among these, please send us some sample downloads.

General

If your downloaded file uses special characters to indicate diacritical marks (such as “”u” or “u:” for “ü”), you should convert these to standard extended ASCII characters (see the “PAPYRUS Conventions” chapter) *prior* to doing the import. You can use your word processor to accomplish this.

If you do use your word processor to clean up your import file, be sure to save the results as a “DOS Text” or “ASCII” file. See APPENDIX B for word processor-specific hints.

CLEANUP.EXE

Sometimes when you download files from one computer to another, small errors creep in during the transfer process. This is especially common with transfers via telephone. Since PAPYRUS pays close attention to the *indentation* of each line during an import, any transfer errors that affect the number of *spaces* starting a line will interfere with your import.

Nearly all files for which indentation is an issue have a form something like this:

```
AN - XXXXXXXXXXXXXXXX
AU - XXXXXXXXXXXXXXXX
    XXXXXXXXXXXXXXXX
    XXXXXXXXXXXXXXXX
TI - XXXXXXXXXXXXXXXX
    XXXXXX
```

In other words, each reference is divided into *paragraphs*—the first line of the paragraph starts in column #1 with a two-letter tag, and all remaining lines are indented to a particular column.

Even if you have a file that is not precisely of this form, if indentation is an issue then in your

files there should be precisely two types of lines: those that begin in column #1, and those that begin in another, consistent, column.

When an occasional extra space creeps in at the start of an indented line, or when one of the original leading spaces has disappeared, the line will begin in the wrong column. To repair such inconsistencies we have provided the little program `CLEANUP.EXE`.

You run `CLEANUP` simply by typing its name at your DOS `C>` prompt. It begins by asking for the name of your downloaded file. Then it asks you to provide another file name—this will be given to a new, “cleaned-up” file. Finally, `CLEANUP` asks you in which column the indented lines are *supposed* to begin.

`CLEANUP` functions in a very simple way. It copies everything from your original downloaded file to the new file. Lines that begin in column #1 are copied unchanged. Lines that begin in any other column are forced, in the new file, to begin in the column you specify.

Current Contents on Diskette

Any of Current Contents’ output formats can be imported. We have provided formats corresponding to several of these styles (“`CCOD DIAL`”, “`CCOD FULL`”, “`CCOD NLM`”, etc.). Since some of Current Contents’ output styles include fields—particularly keywords and abstracts—absent from others, you should pick a format that includes the fields you desire.

For reasons known only to its creators at ISI, Current Contents on Diskette capitalizes all titles in “title” style, rather than “sentence” style. (See the “Bibliographic Conventions” chapter of the `CONCEPTS` section for a discussion of capitalization styles.) We invite you to join your colleagues in writing or calling ISI and demanding that they stick to the sentence style used by scientists everywhere. In the meantime, `PAPYRUS` will import the titles as `CCOD` presents them.

Current Contents on Diskette’s journal abbreviations will not necessarily correspond to any official style, such as *Index Medicus*. To avoid corrupting your Journal Dictionary, you can set up a new Journal Abbreviation Style called `Current Contents`. Then modify your `CCOD` import formats to use this style. Once the references have been imported, you can use the journal `Edit` and `Merge` options to provide the correct name and standard abbreviation for each imported Current Contents abbreviation.

Reference Update

Our provided `REFUP` Format includes only Articles, as the sample Reference Update outputs we’ve seen contain only this reference type. If you should find any other types of reference in your Reference Update files, please let us know.

Silver Platter (including AGRICOLA and GeoRef)

We have included import formats for over half-a-dozen Silver Platter CD-ROM databases. The people responsible for most of these databases have done a good job of being self-consistent in their data entry and export.

Two glaring exceptions, however, are the Silver Platter AGRICOLA and GeoRef CD-ROMs.

AGRICOLA is a messy database to start with, and the Silver Platter people have apparently not been able to do too much to clean it up. We provide two import formats for this database: `SILVER AGR70` and `SILVER AGR79`. The first corresponds to the 1970-1978 references, the second to those entered since 1979. We have tried to accommodate as many AGRICOLA style variations as possible, with the trade-off that the imports will tend to run somewhat slowly.

GeoRef is much worse. It is apparently a conglomeration of references from many diverse sources, with no attempt to standardize their appearance. At the time this manual is being written we are up to four separate, complex import formats: `SILVER GE01`, `SILVER GE02`, `SILVER GE03`, and `SILVER GE04`. But it seems like each time one of our GeoRef-using customers sends us a sample Silver Platter GeoRef download, we are forced to create yet another `SILVER GE0` import format.

At present, to import GeoRef files you must perform the following steps. First run our `GEOCVT.EXE` program (by typing `GEOCVT` at the `DOS C>` prompt). It will ask for the name of your downloaded file, and then for another name to use for a new file. The new file will be a copy of the first, with indentation added to give PAPHYRUS a fighting chance during the import. When `GEOCVT` has finished you can discard your original downloaded file.

You will next perform a series of imports. First try importing the `GEOCVT`ed file using `SILVER GE01`. With any luck some of the references will be accepted. Next import the "reject" file using `SILVER GE02`. Then apply `SILVER GE03` to *that* reject file, and so on. Each format's description indicates what Fussiness Level to use; at least one of the formats suggests trying it first at one Level and then at another.

There are limits to what we can get PAPHYRUS to accomplish when the incoming data are so unpredictable. Still, we are always willing to add yet another sample GeoRef download to our collection, so if you run into troubles with your imports go ahead and send us a disk with a copy of your problem download.

CD-Plus Medline

This database changed its output styles in 1990. For current downloads, use our `CDP MED` import format with downloads in the CD-Plus "Medlars" output style. We have also included our original `CDP` format; that one corresponds to pre-1990 downloads in the CD-Plus "CDP" output style.

Compact Cambridge

There are many Compact Cambridge CD-ROM databases. We have provided import formats for Medline, Life Sciences, and ASFA (and possibly others since this manual was written). If you utilize yet another Compact Cambridge database, please send us sample downloads and we will add it to the collection.

For any Compact Cambridge download, you must use our COMCVT.EXE program to add meaningful indentation to the file prior to importing it into PAPYRUS. Simply type COMCVT at your DOS C> prompt. The program will ask you for the name of your downloaded file, and then for another name to use for a new file. The new file will be a copy of the first, with indentation added. When COMCVT has finished you can discard your original downloaded file.

We have observed Compact Cambridge changing its Medline output twice in the past three years. We hope that they have now settled down for a while. You will find that we have provided formats named CCMC (our original attempt), CCMC90 (for 1990's style), and CCMC91 (for 1991's change). If they change their minds again, we will counterattack with CCMC92 or CCMC93 as needed.

BRS/Colleague

Be sure to check your downloaded file's indentation. Some BRS output files start their continuation lines in column #4, while other samples we've seen begin continuations in column #5. There may be other variations as well. Simply adjust the Indentation/Numbering of your PAPYRUS import format to match your downloaded file.

DIALOG

To make life easy for PAPYRUS, use an output format with "tagged fields". You can either specify a DIALOG format which includes these (eg, "Full Record with Tagged Fields") or else type "tag" after your output command (as in "?t 2/5/1 tag").

DIALOG can be tricky. Sometimes the same information will be presented differently in different formats or for different references. For example, when accessing Medline we have seen journal information appear like this in one case:

```
S0- <JN> Avian Dis|
S0- <PY> Jan-Mar 1988|
S0- <V0> 32 (1) p148-50|
```

and like this in another:

```
JN- Radiographics; 7 (4) p685-701|
PY- Jul 1987|
```

If you look at our predefined DIALMED format you will see how we have dealt with this. You may have to apply similar tricks for other DIALOG databases.

By the way, those “|”s that DIALOG appends to the end of each output paragraph *will* be properly ignored by PAPYRUS.

DIALOG sometimes converts semicolons to carets (“^”), particularly as separators between authors or keywords. PAPYRUS will automatically convert carets to semicolons during the import process, so you will find that our DIALOG import formats all use semicolons at such points.

DIALOG sometimes also converts spaces to underscores. If this causes problems for you, use your word processor to replace all underscores with spaces prior to importing your downloaded file into PAPYRUS.

Grateful Med

You should *not* have Grateful Med “reformat” its output for you. Reformatting removes the “tags” from each line, screws up the indenting, and introduces spurious blank lines within references.

Instead, use Grateful Med’s routine “file” output option. The resulting file can be imported with our predefined MED MULT format (Medline style, with multiple author lines).

Pro-Cite

Use Pro-Cite’s “Export” facility to create a text file of the references you wish to transfer to PAPYRUS. Leave all of the Export parameters at their default settings.

Next use our PROCVT .EXE program to rearrange the exported file prior to importing it into PAPYRUS. Simply type PROCVT at your DOS C> prompt. The program will ask you for the name of your exported file, and then for another name to use for a new file. The new file will be a copy of the first, with line breaks added and author punctuation more standardized. When PROCVT has finished you can discard your original exported file.

Now import the file created by PROCVT using our predefined PROCITE format.

Pro-Cite includes 20 different reference types, so we have had to make some compromises to import these into PAPYRUS’s eight. Of course few of you will actually use most of Pro-Cite’s types (I mean, “Trade Catalogs”???), so usually this should not pose too much of a problem.

How to fill in some of Pro-Cite’s fields can be a matter of personal interpretation. If you find that our PROCITE format disagrees with your interpretations then you can modify it as needed. Should you encounter any difficulties we will be happy to help.

REF-11

Use REF-11's "Summary with Comments" output method to create your import file. If you do not care about keeping REF-11's Reference Numbers, then this file is ready to be imported with our predefined REF11 format.

If you *do* need to keep the REF-11 numbers as you transfer your references into PAPYRUS, then you will have to use your word processor to make a change to the Summary with Comments output file prior to importing it into PAPYRUS. (See APPENDIX B for hints on using various word processors to modify simple text files.)

Each REF-11 reference begins with a line like this:

```
***** Volume-ID = 1- 324 Journal Reference *****
```

You must erase everything on the line before the Reference Number:

```
324 Journal Reference *****
```

(It does not matter if you leave a few spaces before the "324".)

The easiest way to make this change throughout your entire file is to do one big Search and Replace. Tell your word processor to search for "***** Volume-ID = 1-" and replace it with *nothing*. You will have to count the exact number of asterisks and spaces produced by your copy of REF-11; these have changed from one version to the next.

WordPerfect users note: the two hyphens must be entered as "hard hyphens," which you do by pressing the Home key and then the hyphen key.

While you have the file in your word processor, you might as well remove any page headings that REF-11 has inserted in the file, as these may otherwise cause problems for PAPYRUS.

Save the file (as per the hints in APPENDIX B) and then import it into PAPYRUS with the predefined REF11W ("REF-11 with reference numbers") format.

Reference Manager

You can import bibliographies created with Reference Manager's "Medline" output format. Each version of Reference Manager has rearranged the appearance of this format from that produced by its predecessors, so we have provided separate PAPYRUS import formats for Reference Manager versions 3, 4, and 5.

If you have used Reference Manager's underline, boldface, subscript, or superscript features in your data, then use Reference Manager's "word processor customization" function to set up

PAPYRUS's codes. For example, "Begin Boldface" should be "{B", which translates in ASCII to "123, 66," while "End Boldface" is just "}" or "125."

As with REF-11, importing each reference's "computer number" will take some extra steps, since this number may be buried within the reference. If you need to bring in these numbers please contact us and we will be happy to provide you the necessary details.

Sci-Mate

Our predefined SCIMATE Format is necessarily somewhat generic, as each Sci-Mate database tends to be unique. Ours is based on Sci-Mate's ready-made "Document" Template. Use it as a starting point for designing your own customized import Format.

To get the data from Sci-Mate, you should create a "text file" from the Manager's "Workfile Subsystem" menu. Specify that Field Codes *are* to be retained.

Comma-delimited files

Sometimes called "mail-merge" files, comma-delimited files can be produced by almost all general-purpose database or spreadsheet programs.

Don't use "tab-delimited"—PAPYRUS will treat incoming tabs as spaces.

For example, our predefined COMMA Format will accept things like this:

```
"101","ARTICLE","Smith P,Jones AB Jr,Watson KM","1987","Washing the plates,
scrubbing the mantle","Ocean. Tectonics","20","2","Suppl A","","251-
260","","An interesting summary of hot new developments.,""SUBDUCTION
ZONES,MANTLE,*HEAT FLOW,BASALT"
```

PAPYRUS is intelligent about importing fields surrounded by quotations marks. It will work hard to make sure that they are "balanced" for each field, and then strip them off prior to saving the results.

You will have to modify the COMMA format to suit your particular requirements.

Other database programs

The guidelines outlined in the WORKBOOK chapter "Importing—Overview" apply here. Specifically, you need to have your program output a plain ASCII text file in which each reference is separated from its neighbor by one or more blank lines. There can be no blank lines *within* a reference. You need to separate the various fields of a reference with some unambiguous punctuation marks.

Once you've accomplished that task, you should be able to create a PAPYRUS import format to exactly match your text file.

If your existing data files are based on dBase, you might want to use our DB3CVT program. DB3CVT can read a dBase III or IV DBF file and create the corresponding text file for PAPYRUS to import. DB3CVT lists the fields present in the DBF file and allows you to specify their order in the text file, as well as the punctuation to appear between each field and the next.

We also have a DIFCVT program for DIF files, a PCFCVT for PC-File databases, a NOTECVT program (and matching import format) for Notebook II databases, and so on. These have each been created in response to a particular user's request, and then further developed for other PAPYRUS users. Please feel free to send us your own requests.

Appendix D: License Agreement

We at Research Software Design feel that POPYRUS is the most versatile and easily used bibliography management system available. We welcome your suggestions for future enhancements.

We also encourage you to share POPYRUS with your friends and colleagues. **In fact, we give you full permission to hand out copies of these Manuals, and of the Demo version of the POPYRUS program. Just be sure to include all copyright notices, as well as the License Agreement.**

The License Agreement explains the details of these arrangements. Basically, you can give away free copies of the Demo system to anyone who would like to try it out. But since we *are* hoping to make a few bucks here, Research Software Design will only provide full support for those of you who purchase your own Registered System.

If you have the Registered System, there is one file that you are *not* authorized to copy and distribute: PAP . EXE. You must distribute PAPDEM . EXE instead.

Just to be sure that you're paying attention here, let me repeat that:

You may NOT give away copies of PAP . EXE.

Got it?

Next important point:

Your purchase of a Registered System entitles you to up to four (4) distinct databases.

Two databases are "distinct" if they contain independently-maintained reference collections. Allow me to explain.

First, you may keep as many separate POPYRUS databases as you like on a single personal computer's hard disk(s) or on its collection of floppy disks. All of these databases together constitute a *single* "distinct" database for our purposes here.

The preceding paragraph does not apply to either a *network of computers* nor a *multiple-user fileserver or minicomputer*. In these situations, each and every POPYRUS database is considered a distinct database.

Second, if you make a copy of your database and bring it to a second computer for your own use—*e.g.*, you want a copy of the same data on both your work computer and your home

computer—the copy does *not* count as an additional distinct database. Similarly, if a principal investigator purchases POPYRUS, then *the same database* may be copied to several computers within the research group, and still be considered only a single distinct database.

Of course, in these situations we give you permission to copy the POPYRUS *programs* to each of these computers as well.

Note that your entitlement to four distinct databases does *not* mean that you get one, your sister gets one, and two of your fellow graduate students each gets one. All four databases must be used by you or your employees/assistants/minions.

Thus, most of you will actually have only *one* “distinct” database, whether it is used by a single person or by an entire research group—the point in these situations is that each of the computers has a *copy* of the *same data*. However, if POPYRUS is purchased by, say, a university department, then each research group in that department will presumably have its own distinct database. In this case you will probably soon exceed the limit of four distinct databases.

If you plan to have more than four distinct databases, you must purchase a Site License from us.

A Site License costs **\$200**, in addition to your initial POPYRUS purchase price. Regardless of where you purchased POPYRUS, you pay the Site License fee directly to Research Software Design. Once you have paid this one-time fee, you may maintain a total of up to **twenty (20)** distinct databases, provided that all of them are used by the Registered User or his/her/its employees/staff/students.

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RESEARCH SOFTWARE DESIGN™

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