The
PAPYRUS®
Bibliography System
& Knowledge Manager

Version 8.0 for Macintosh
by Dave Goldman

CONCEPTS
Copyright Notice

Copyright © 1998 Research Software Design™, All Rights Reserved

This documentation is protected by the copyright laws of the United States and other countries and international conventions and treaties. You may not modify nor translate it in any way without the prior written consent of Research Software Design. You may make copies of the documentation, provided that you copy the documentation in its entirety, including all legal notices, you do not make any modifications, changes, additions or deletions, and you distribute the copies only to Registered Users of the Papyrus® Bibliography & Knowledge Management System and/or to individuals who are considering becoming Registered Users themselves. Distribution of such copies is governed by the Research Software Design License Agreement, which appears in this manual. Any other preparation or distribution of copies of this documentation is in violation of the copyright laws of the United States and other countries and international conventions and treaties.

Trademark Notice

“PAPYRUS” is a registered trademark and “Research Software Design” is a trademark of Research Software Design. All other brand and product names are trademarks or registered trademarks of their respective companies.

Research Software Design
2718 SW Kelly Street, Suite 181
Portland OR 97201 (U.S.A.)

Phone: (503) 796-1368
Fax: 503-241-4260

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

INTRODUCTION

Welcome to Papyrus! ................................................................. I3
Full vs. Limited Versions of Papyrus ......................................... I4
Our Ridiculously Reasonable License Policy .............................. I5
Overview of the Papyrus Documentation ................................. I6
License Agreement—Summary .................................................. I7

CONCEPTS

CHAPTER 1: BIBLIOGRAPHIES vs. FOOTNOTE LISTS .................. C3
CHAPTER 2: OUTPUT FORMATS ................................................... C7
CHAPTER 3: BIBLIOGRAPHIC CONVENTIONS ........................... C11
  Introduction ................................................................. C12
  Alphabetic vs. Citation order ............................................. C12
  Number appearance ....................................................... C12
  Repeated authors .......................................................... C13
  Author and Editor names ................................................... C13
  Works “in press,” “submitted,” etc. ..................................... C14
  Capitalizing titles ............................................................. C15
  In-text citations: Numeric .................................................. C15
  In-text citations: Name & Year .......................................... C16
  Specific page numbers ..................................................... C17
  Footnote forms ............................................................... C17
CHAPTER 4: THE PIECES OF YOUR PAPYRUS DATABASE .......... C19
  Introduction ..................................................................... C20
  References ...................................................................... C20
  Journals ......................................................................... C21
  Keywords ........................................................................ C23
CHAPTER 5: REFERENCE TYPES AND FIELDS .......................... C25
CHAPTER 6: JOURNALS ............................................................ C29
  Names and Abbreviations .................................................. C30
  Issue, Date, Supplement, Series ....................................... C30
  Other information .......................................................... C32
CHAPTER 7: KEYWORDS .......................................................................................... C35
  Introduction ........................................................................................................ C36
  Major vs. Minor keywords .................................................................................. C36
  Hierarchical keywords ....................................................................................... C37
  Linked keywords ................................................................................................ C38

CHAPTER 8: NAMES .......................................................................................... C41
  First names vs. Initials ......................................................................................... C42
  Variations of a name ........................................................................................... C42
  Sorting surnames ................................................................................................. C43

CHAPTER 9: INCOMPLETE REFERENCES ......................................................... C45

CHAPTER 10: NOTECARDS AND LINKED REFERENCES ................................ C49
  Notecards ............................................................................................................ C50
  Linked references ............................................................................................... C51

CHAPTER 11: INDEXES .................................................................................. C53
  Introduction ........................................................................................................ C54
  Indexes and Searches ......................................................................................... C56
  Whole- vs. Piece-indexed fields ......................................................................... C57

CHAPTER 12: GROUPS ................................................................................ C61
  Introduction ...................................................................................................... C62
  Sorting the Group .............................................................................................. C63
  Specific pages ..................................................................................................... C63
  Implications of using “pointers” ....................................................................... C64
  Implications of storing Groups apart from the main database ......................... C64

CHAPTER 13: ACCESS CODES ...................................................................... C67

INDEX
Introduction
Welcome to Papyrus!

The Papyrus Bibliography & Knowledge Management System helps you maintain a permanent collection of reference citations.

If you need to locate all references on a particular topic, or track down an article you recall having read last year, you can use Papyrus 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 Papyrus 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 your collection and use Papyrus to print the bibliography in any desired format. Papyrus can work with your word processor to automatically read your manuscript, create the bibliography, and produce a final draft of your manuscript in which the in-text citations have been appropriately edited.

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

You can also attach an unlimited number of notecards to each of your references. Each notecard provides ample room for your comments on your reading, or quotations from the original sources. Notecards are ideal for preparing a dissertation or for summarizing a series of lengthy works. Notecards can also help you organize your own works in progress.

Papyrus lets you link your references to each other to indicate various kinds of connections; e.g., that one reference refutes another reference, or that one work is a review of another.

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

This edition of Papyrus, Version 8.0, has been implemented on Macintosh computers running System 7 or Mac OS 8. A full Windows implementation of Papyrus Version 8 is under development—check our Web site, www.rsd.com, for news. In the meantime Papyrus Version 7 for DOS continues to be available.
Full vs. Limited Versions of Papyrus

Papyrus Version 8 is available in two editions: the Full Version and the Limited Version. The two are identical in all but a few respects.

First, the Full Version allows an essentially unlimited number of entries in your database. The Limited Version will allow you to enter up to 200 references.

The second difference between the two versions is that the Limited Version is free. You and your colleagues or students can download a copy from our Web site, www.rsd.com. You may also make copies of the Limited Version and distribute them to others (provided that you copy the entire Limited Version without modifications, changes, additions or deletions).

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 application 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, the Limited Version can serve as an interim solution. A legal interim solution.

When someone uses the Limited Version to access a database containing more than 200 references, the database will be opened in read-only mode. This means that they can review all the information already in the database, but they cannot make any changes or additions.

So when you provide copies of your Papyrus database to your colleagues, you can simply include a copy of the Limited Version of Papyrus along with your database files.

Of course, Research Software Design’s usual unlimited technical support is available only to those of you who purchase the Full Version of Papyrus.
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 or people are accessing copies of the same database.

For full details of our license policy, as well as some Site License options, please refer to the License Agreement section.

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 distribute copies of the Limited Version to your friends, but don’t distribute copies of the Full Version, and please do not use the Full Version yourself unless you are a fully licensed Registered User.

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 main 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 your with a personal Papyrus tutor. But if you find yourself stymied despite all of our documentation, then please contact us.
License Agreement—Summary

This Summary of the License Agreement is included for your convenience only, and does not constitute a part of the License Agreement. For the text of the License Agreement, see below.

We encourage you to share Papyrus with your friends and colleagues. In fact, we give you full permission to distribute copies of this documentation, in electronic or paper form, and copies of the Limited version of the Papyrus application. Just be sure to include the entire Limited application, including all associated files, plus all copyright and trademark notices, as well as the License Agreement, without any modifications, changes, additions or deletions. The actual License Agreement explains the details of these arrangements.

Basically, you may distribute copies of the Limited Version to anyone who would like to try it out. But since we are hoping to make a few bucks here, you may not distribute the Full Version.

Research Software Design will only provide full technical support for those of you who purchase your own Full Version.

Just to be sure that you’re paying attention here:

You may distribute copies of the Limited Version of Papyrus. You may not distribute copies of the Full Version of Papyrus.

Got it?

Next important point:

Your purchase of a Full Version 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 Papyrus databases as you like on a single personal computer’s hard disk(s) or on its collection of floppy disks, Zip disks, or other media. 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 Papyrus 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 Papyrus, 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 Full Version of the Papyrus application 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/staff/students.

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 Papyrus 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 Papyrus purchase price. (Local resellers may add an additional service charge.) 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.

If you find your department exceeding 20 distinct databases, you may purchase additional $200 Site Licenses at any time. Each raises your authorized limit by another 20 distinct databases.

In addition to these Departmental Site Licenses we also offer Institutional Site Licenses for entire universities or corporations. Contact Research Software Design for details.
RESEARCH SOFTWARE DESIGN™ END USER LICENSE AGREEMENT

CAREFULLY READ ALL THE TERMS AND CONDITIONS OF THIS AGREEMENT PRIOR TO USING THESE PROGRAMS. YOUR USE OF THE PROGRAMS OR YOUR REGISTRATION INDICATES YOUR ACCEPTANCE OF THESE TERMS AND CONDITIONS.

1. LICENSE: You are hereby granted a limited, non-exclusive right to use the enclosed programs (together known as “PAPYRUS”).

2. REGISTRATION: When you purchase a copy of PAPYRUS and complete the Registration Process, you become a Registered User. The Registration Process involves your completion of a Registration Form or Registration Card as provided by RSD, and your return of that completed Registration Form or Registration Card to RSD via postal, electronic, or other means acceptable to RSD.

3. SCOPE OF REGISTRATION: When you complete the Registration Form or Registration Card, you must indicate the Registered User—either a specified organizational entity (such as a particular research group, a particular university department, or a particular company), or a specified person. Use of the programs and related documentation by any individual, as part of that individual’s duties to the specified entity or person, will be considered to represent use by the Registered User.

4. DISTRIBUTION OF LIMITED VERSION: You may make and distribute copies of the Limited Version of the enclosed programs, related files, and documentation to other individuals. These individuals will not themselves be Registered Users, unless they too purchase their own copy of PAPYRUS and complete their own Registration Process. You must include all copyright notices in any copies you make of the programs or documentation, and you must make clear to any such individuals that they are bound by all terms of this Agreement, whether they register or not. Furthermore, the obligations of RSD to Registered Users, as specified in this Agreement, do not extend to unregistered users of the programs.

When distributing copies of the programs and documentation to other individuals, you may include any or all of the files provided on your disk(s), tape(s), or other medium, except for the file representing the Full Version of the PAPYRUS application. COPIES OF THE FULL VERSION OF THE PAPYRUS APPLICATION MAY NOT BE GIVEN TO INDIVIDUALS WHO ARE NOT REGISTERED USERS.

YOU MAY NOT COLLECT ANY PAYMENT FROM SUCH INDIVIDUALS, BEYOND YOUR ACTUAL COSTS OF MAKING AND DISTRIBUTING THE COPIES.

5. DISTRIBUTION AND USE OF FULL VERSION: Your purchase of the Full Version of PAPYRUS entitles you to use the enclosed programs to create a maximum of four (4) distinct databases. Two databases are considered “distinct” if they contain independently maintained collections of data.

Any number of PAPYRUS databases maintained on the hard disk(s), floppy disks, Zip disks, or other media all used with a SINGLE PERSONAL COMPUTER AND NOT ACCESSIBLE BY OTHER COMPUTERS will be considered to together constitute a SINGLE distinct database.

Any PAPYRUS database accessible via a NETWORK OF COMPUTERS or via a MULTIPLE-USER FILESERVER will be considered a distinct database.

If a COPY is made of all or part of a database and placed on one or more other computers belonging to the Registered User, for the sole purpose of accessing the same data at additional locations, these copies will NOT be considered additional distinct databases. You may copy the Full Version of the PAPYRUS program to each of these computers as well, provided that use of such copies of the Full Version is restricted to the Registered User as per Section 3 of this Agreement.

In the event of any dispute, RSD will have the sole right to determine how many distinct databases are in use by a Registered User, provided such determinations are a reasonable interpretation of this provision.
If you will have more than four distinct databases, you must purchase a Site License and pay an additional Site License Fee. The initial payment of this Fee will raise your authorized maximum number of distinct databases from four (4) to twenty (20). Subsequent additional payments of the Site License Fee will raise your authorized maximum number of distinct databases in increments of twenty (20) additional distinct databases per Site License Fee paid.

6. TRANSFER OF REGISTRATION: You may transfer your Registration to another party if the other party agrees to the terms and conditions of this Agreement and completes a Registration Card or equivalent form and returns it to RSD. If you transfer your Registration, you may not keep any copies of the Full Version of the PAPYRUS application, although you may keep and use copies of the documentation and the Limited Version program and related files. If you do keep copies of any of the files, you remain bound by all terms of this Agreement, even though RSD’s obligations to Registered Users no longer extend to you.

7. COPYRIGHT: The programs and their related documentation are protected by the copyright laws of the United States and other countries, as well as by international treaties and conventions. You may not make any modifications, changes, additions or deletions, nor translate the programs nor documentation in any way, without the prior written consent of RSD. Any preparation or distribution of copies of the programs or documentation not in accordance with this License Agreement is in violation of both this Agreement and U.S. and foreign copyright laws.

8. TERM: This license is effective until terminated. You may terminate it by destroying all copies of the programs and documentation which are in your possession, plus all of your data-files created by these programs. This license will also terminate if you fail to comply with any term or condition of this Agreement. You agree upon such termination to destroy all copies of the programs and documentation which are in your possession, plus all of your data-files created by these programs.

9. LIMITED WARRANTY: RSD warrants to Registered Users that the enclosed programs will perform substantially as indicated in the accompanying documentation. In the event they do not so perform, and provided you are a Registered User, RSD will have the option of either providing corrections to the programs as per Section 10 of this Agreement, or of accepting return of all materials for a full refund of the price you paid. You have no other remedy for breach of this warranty.

RSD warrants the disk(s), tape(s), or other medium on which the programs and documentation are recorded to be free from defects for ninety (90) days from the date of shipping. RSD will replace any defective disk, tape, or other medium which is returned to RSD within this ninety day period.

THE ABOVE IS THE ONLY WARRANTY OF ANY KIND, EITHER EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE THAT IS MADE BY RSD ON THIS RSD PRODUCT. THIS WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY ALSO HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. NEITHER RSD NOR ANYONE ELSE WHO HAS BEEN INVOLVED IN THE CREATION, PRODUCTION, OR DELIVERY OF THIS PROGRAM SHALL BE LIABLE FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, OR INCIDENTAL DAMAGES ARISING OUT OF THE USE, THE RESULTS OF USE, OR INABILITY TO USE SUCH PRODUCT EVEN IF RSD HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR CLAIM. SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

10. UPDATES, CORRECTIONS AND NEW VERSIONS: A “Maintenance Update” of PAPYRUS is a modified edition of the programs incorporating corrections or minor changes. A “New Version” of PAPYRUS is a modified or new edition of the programs incorporating significant enhancements. RSD shall make these designations at its sole discretion, provided that RSD uses the same categorizations for all of its customers.
RSD will announce the availability of Maintenance Updates and New Versions on the RSD Web site and through any relevant e-mail subscription lists maintained by RSD.

Maintenance Updates will be offered to all Registered Users free of charge, except for the actual costs of materials, shipping and handling.

Should New Versions of the programs become available, these will be offered to all Registered Users at not more than one third (1/3) of the suggested retail price.

11. SUPPORT SERVICES: RSD will respond in a timely fashion to any telephone calls or correspondence—whether by mail, fax, or electronic mail—from Registered Users regarding difficulties with the programs or documentation. There will be no fee for such services. RSD reserves the right to change its support services, institute a charge for support services, or terminate support services at any time.

12. MISC.: This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon, United States of America. Any disputes under, or arising from, or related to this Agreement shall be subject to the exclusive jurisdiction and venue of the courts of the State of Oregon, with venue in the Multnomah County Circuit Court. Alternatively, at the election of RSD, jurisdiction and venue may instead lie with the United States District Court for the District of Oregon (Portland Branch).

13. ACKNOWLEDGMENT: YOU ACKNOWLEDGE THAT YOU HAVE READ THIS AGREEMENT, UNDERSTAND IT, AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. YOU ALSO AGREE THAT THIS AGREEMENT IS THE COMPLETE AND EXCLUSIVE STATEMENT OF AGREEMENT BETWEEN THE PARTIES AND SUPERSEDES ALL PROPOSALS OR PRIOR AGREEMENTS, VERBAL OR WRITTEN, AND ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES RELATING TO THE SUBJECT MATTER OF THIS AGREEMENT.

Should you have any questions concerning this Agreement, please contact: Research Software Design, 2718 SW Kelly Street, Suite 181, Portland, OR 97201; 503/796-1368; fax 503/241-4260; e-mail: info@rsd.com.
Conceps

Quotation, n. The act of repeating erroneously the words of another.

—Ambrose Bierce, The Devil’s Dictionary
CHAPTER 1

Bibliographies vs. Footnote Lists

Bibliographies vs. Footnote Lists ......................... C4
See Also................................................................... C5
Bibliographies vs. Footnote Lists

Papyrus is a bibliographic database, so let’s begin by looking at a bibliography:


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.

Papyrus knows about many reference types besides article, chapter and book, 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 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 entry, 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 Papyrus’s collection, no page numbers will be included. Similarly, when entering a journal article or book 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. Papyrus 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 Papyrus back to us just yet! Papyrus 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. 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.

See also:

WORKBOOK
  Printing and Exporting Your References
  Preparing a Manuscript and its Bibliography Together

1 Where they belong.
Output Formats

Output Formats ..................................................... C8
See Also.................................................................... C9
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 Papyrus’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:

Papyrus standard format:


Science:


New England Journal of Medicine:


American Psychological Association style:


Chicago Manual, style “A”:


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 Papyrus. You can explain to Papyrus the format required by a particular publication, and then save the explanation for future use. When you later need to submit a manuscript to that journal, Papyrus 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’ first names
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 publication or style there is a Papyrus **output format**. Each output format contains all of the rules about numbering and indenting references, presenting author names, displaying articles, displaying books, and so on for that particular publication 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:

```
2 Laszlo,&c    1991  Unconscious punning among  Jung          2:102-129
3 LaFlèvre     1992  Why Nothing is Funny: A Deconstruction
```

Papyrus uses this type of tabular format in some of its windows. You can also use tabular formats to create compact reference lists for your own purposes.

---

**See also:**

**WORKBOOK**

*Printing and Exporting Your References*
*Formats, Format Libraries and Predefined Formats*
*Creating New Output Formats*

**REFERENCE**

*Formats Window*
*Print/Export*
*Format Entry*
Chapter 3

Bibliographic Conventions

Introduction ......................................................... C12
Alphabetic vs. Citation order ............................... C12
Number appearance ........................................... C12
Repeated authors ............................................... C13
Author and Editor names .................................... C13
Works “in press”, “submitted”, etc. ....................... C14
Capitalizing titles ............................................... C15
In-text citations: Numeric .................................... C15
In-text citations: Name & Year ............................. C16
Specific page numbers ....................................... C17
Footnote forms .................................................. C17
See Also ........................................................... C18
Introduction

Before I can explain how Papyrus 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 1999) — 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 (1998) An interesting approach...
1. Smith, JP (1998) An interesting approach...
(1) Smith, JP (1998) An interesting approach...
Repeated authors

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

The simplest approach is to do nothing special:

Smith, J. P. (1998) An interesting approach...

Smith, J. P. (1999) An even better approach...

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

Smith, J. P. (1998) An interesting approach...

----- (1999) 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.

1998 An interesting approach...

1999 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. The word 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 names 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 often it isn’t. Moreover, some Bibliography Editors know less Latin than others and therefore drop the period after *al*. Others—doubtless resenting the snobbery of those who would casually drop phrases such as *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:


**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:

Or in press might replace the year:


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

Hal, NT. The first successful mission to Jupiter. Journal of Astronomical Intelligence, in press.

## Capitalizing titles

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

A very important study

or headline 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 headline style for the names of books and journals. There are, however, some exceptions—such as the American Psychological Association format, which always uses sentence style. In the humanities, on the other hand, headline 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 alphabetic 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 amongst 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 is controversial—*(Smith 1991a, b)* or *(Smith 1991a, 1991b)*? Because few Bibliography Editors have expressed their opinion on this burning issue, Papyrus defaults to the latter, more conservative, form.

When two different authors with the *same surname* are cited, logical Bibliography Editors agree that the authors’ first names or initials must be given:

(Smith, J. P. 1988; Smith, A. B. 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 find in the bibliography (Smith 1980) rather than (Smith, J. P. 1980) 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 for works with three or more authors you’ll usually be asked to cite only the first author plus *et al.*

When you use the author’s name (or the authors’ names) in your actual 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:


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

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


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:


then the corresponding footnote might appear as:


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

15. LaFièvre, Refutation, 55.
See Also...

This chapter has introduced you to some of the more common variations in bibliographic style created by nefarious Bibliography Editors.

Next we’ll take a look at how Papyrus helps you cope with these demands.

See also:

**Workbook**

*Printing and Exporting Your References*
*Preparing a Manuscript and its Bibliography Together*
*Specific Pages*
*Creating New Output Formats*

**Reference**

*Reference Types and Their Fields*
*Process Manuscript*
*Formats Window*
*Format Entry*
*Sorting & Citing*
*Numbering & Layout*
*Authors/Editors Format*
*Template Entry*
Chapter 4:

The Pieces of Your Papyrus Database

Introduction ......................................................... C20
References ........................................................... C20
Journals .............................................................. C21
Keywords ............................................................. C23
See Also ............................................................. C24
Introduction

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

The Formats drawer contains the output formats we discussed in the Output Formats chapter—both the regular output formats and the tabular ones. It also contains **import formats** that you can use to bring references into Papyrus from other computer sources.

References

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

Reference # 1
- **Author #1**: Runson, SK
- **Author #2**: Rogerstein, BT
- **Year**: 1990
- **Title**: The judicious use of nitrous oxide in the treatment of Grave's disease
- **Journal**: New England Journal of Medicine
- **Volume #**: 182
- **Page(s)**: 254-267
- **Abstract**
- **Keyword**: NO2
- **Keyword**: GRAVE'S DISEASE
Each reference consists of a **reference type** (Article in journal in this case) and a number of **fields** such as Reference #, Author #1, Year, *etc.* We’ll be discussing these reference types and fields at some length in the subsequent chapters.

### Journals

The previous illustration was 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:

Each entry in your database’s collection of journals includes the journal’s official name and abbreviation, plus some additional information about the journal.

One 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 same journal you need type only enough of the journal name or abbreviation for Papyrus to be able to look it up in your journal collection. 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’re currently using).
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 zttf. 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 approach of keeping the journal details separate from the references. 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 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.
Keywords

Like journals, keywords are also kept separately from the references that point to them:

Each entry in your database’s collection of keywords is very simple: the keyword itself. Again, organizing your keywords separately from your references means that you can easily edit or merge them at any time. And when entering keywords for a new reference, you can choose from your existing keyword list to ensure consistency.
See Also...

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

See also:

**Workbook**
Inputting References, Part 1
Inputting References, Part 2
Modifying References

**Reference**
All References Window
Keywords Window
Journals Window
Chapter 5

Reference Types and Fields

Reference Types and Fields

See Also
Reference Types and Fields

Papyrus divides the universe of publications into several reference types. Sixteen of them, to be exact:

- Archival materials
- Article in journal
- Book/Monograph
- Chapter in book
- Dissertation/Thesis
- Internet source
- Issue of journal
- Map
- Newspaper article
- Notecard
- Patent
- Presentation at meeting
- Quoted citation
- Slide/Visual
- Usenet post
- Other reference

Now, you can doubtless think of some other common reference types in the real world—Technical 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 some that Papyrus users have requested from us.

You can add any number of personally-defined reference types to your own Papyrus database. But before you do, consider two profound philosophical truths that we have discovered in designing Papyrus.

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 each and every output format would take more than twice as long to create as it does 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.

The tack we have taken, therefore, is not to provide huge numbers of predefined reference types, but rather to include sufficient optional fields within our predefined types so they will
cover the vast majority of citations you will encounter. For example, our Book/Monograph reference type can handle Technical Reports, and our Internet source reference type is capable of dealing with Web pages, ftp sites, telnet addresses, etc.

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 predefined Papyrus types.

Each reference in your Papyrus 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, Author, 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 Article in journal, Issue of journal, and Newspaper article.

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

See also:

WORKBOOK

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

REFERENCE

Papyrus Conventions
Reference Types and Their Fields
Chapter 6

Journals

Names and Abbreviations ........................................ C30
Issue, Date, Supplement, Series ............................. C30
Other information .................................................. C32
See Also ..................................................................... C33
Names and Abbreviations

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


If you are in the sciences, then you probably consider every journal to also have an official abbreviation: *N. 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 journal entry in your database, 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 database includes more than one abbreviation style, then the format also specifies which style to follow.

Issue, Date, Supplement, Series

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. 24 Pt 2(6)
```

and implies that the journal is published two or more parallel series of issues concurrently. In such cases, you would *not* use Papyrus’s Supplement field, but rather specify 24 Pt 2 in the Volume field.

Now we are *almost* finished.

There are some journals that have actually split in two. Those that have accepted this state of affairs now sport names such as *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 an individual reference’s 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 database 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.

Other information

Papyrus also provides room for you to store some additional bits of information with each journal entry in your database.

Call Number

Here you can enter the journal’s Library of Congress, Dewey Decimal, or other library code. Later you can print a list of articles that you need to find, complete with Call Numbers to expedite your trip to the library.

ISSN

Most periodicals have been assigned an International Standard Serial Number. Papyrus lets you store that number with your journal entries if you so desire.

URL

More and more journals these days have their own Web sites. You can include their locations here. Papyrus can then link to your Web browser any time you wish to visit the journal’s site.

Comments

This space allows you to provide any information you like about a journal. For example, you might note which issues are held by your local libraries.
See Also...

As you have seen, journals are more complicated than most people suspect! However, Papyrus provides you with sufficient tools to satisfy even the most punctilious of Bibliography Editors.

See also:

**WORKBOOK**

*Inputting References, Part 1*

*Inputting References, Part 2*

**REFERENCE**

*Papyrus Conventions*

*Journals Window*
Keywords

Introduction .......................................................... C36
Major vs. Minor keywords .................................. C36
Hierarchical keywords ....................................... C37
Linked keywords ................................................. C38
See Also .............................................................. C39
Introduction

Papyrus allows you to assign keywords to each reference. A keyword can be whatever you like, such as:

- Cortisol
- Emotional factors
- High-altitude
- Review Article
- Reprint

Each reference can be given anywhere from zero to a few hundred keywords, depending on your interests and persistence.

Keywords allow for quick searches of your Papyrus 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 an overly long list, you could further stipulate that the keyword Review Article also 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 your database’s keyword collection, if someday you do get tired of constantly seeing Emotional Factors and Concerns you can change the entry to, say, Mood.

Major vs. Minor keywords

You can distinguish between major and minor keywords for each reference. Suppose you have a citation that deals mainly with superconductivity, but that also makes some passing mention of semiconductors and of 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 number sign before it—#Superconductivity. Keywords lacking 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.

**Hierarchical keywords**

You may wish to set up a **hierarchical** system of keywords. As a simple example, you might employ keywords such as these:

- Blood/Cells/Erythrocytes
- Blood/Cells/Monocytes
- Blood/Plasma/Antibodies
- Blood/Transfusion reactions

You could then later search for references specifically about one type of blood cell:

Keyword = Blood/Cells/Erythrocytes

or more generally about any type of blood cell:

Keyword = Blood/Cells/*

or even any reference related to blood in any way:

Keyword = Blood/*

In a search, the * is a **wildcard** that will match any series of characters.

This sort of hierarchical approach has the advantages of simplicity and transparency—the arrangement of keywords is completely explicit. However, if you want to really organize your keywords there are limits to this method.

For one thing, you can’t do a simple search for Erythrocytes. Instead you must remember to include all the preliminary baggage.

Another limitation is that you might think of the same keyword in different ways, depending on the context. For example, suppose your database also includes these keywords:

- Immune system/Humoral/IgG
- Immune system/Humoral/IgM
- Immune system/Humoral/Complement
- Immune system/Cellular/Macrophages

Now you wish to add a new keyword, Immune system/Cellular/Monocytes. But monocytes have already been classified under blood cells! If we now introduce a second keyword for monocytes, then how will we know which to assign to a reference describing this type of cell? And when we later perform a search, we will have to remember to search under both of these keywords.
Which brings us to **linked keywords**.

**Linked keywords**

Papyrus allows you to **link** two keywords together, with an indication of the nature of that link. For example, you can mark one keyword as a **sub-category** of another. Or label them as **synonyms**. Or even **antonyms**.

Links remove the limitations of the hierarchical approach I described a moment ago. To look at the same examples again, but using links this time:

```
Blood
  Sub-categories:
  Blood cells
    Sub-categories:
    Erythrocytes
    Monocytes
  Plasma
    Sub-categories:
    Antibodies
      Sub-categories:
      IgG
      IgM
  Transfusion reactions

Immune system
  Sub-categories:
  Humoral
    Sub-categories:
    IgG
    IgM
  Complement
  Cellular
    Sub-categories:
    Macrophages
    Monocytes
```

All of the links here are of the **Sub-category** type. Not shown is that when one keyword has a **Sub-category** link to another, then the latter bears a corresponding **Super-category** link back to the former.

Now when we tell Papyrus to search for the keyword **Blood cells** we can ask it to also include all sub-category keywords. This will automatically include both **Erythrocytes** and **Monocytes**.
Note that when you use links, you can include the same keyword in more than one place. You can see that here with IgG, IgM, and Monocytes. Rather than producing just a hierarchy of keywords, links allow you to create a web of interconnections.

See Also...

You need not use keywords at all in your Papyrus database. Or you might choose to assign just a few keywords to each reference as you enter it. Or you can set up a complex web of linked keywords that you then assign quite carefully to your references.

The choice is yours, and you can change your mind at any time.

See also:

**Workbook**

- Modifying References
- Finding References
- Keyword Links

**Reference**

- Keywords Window
- Keyword Links Window
Chapter 8

Names

First names vs. Initials .......................................................... C41
Variations of a name .......................................................... C42
Sorting surnames ............................................................... C43
See Also.............................................................................. C44
First names vs. Initials

Some bibliographic styles expect you to provide an author’s full first name, such as Eliot, Thomas S. Others require only initials: Eliot, T.S.

If in your field of study you are sure that all publications to which you might submit a bibliography use only initials, then you can enter just initials for all the authors in your database. Otherwise, if you provide Papyrus with each author’s full first name then Papyrus can always shorten this when required.

Variations of a name

Some authors use different versions of their name in different publications. For example, the same person may have published one article under the name Calley, Karen Elizabeth, another under Calley, Karen E., and yet another under Calley, K. There could also be a publication from a different period of this scholar’s life under Calley-Oglethorpe, Karen.

There is more than one way you might choose to deal with this situation in your Papyrus database.

First, you might choose to always enter the name in its most complete form, even if that form did not appear in the original publication. In this case you would enter the first three articles with an author of Calley, Karen Elizabeth. The author of the fourth paper would be entered as Calley-Oglethorpe, Karen Elizabeth.

This approach has the advantage of clearly indicating that the first three papers were indeed by the same person. This will simplify searching your database, or arranging the affected references in bibliographies. It doesn’t address the fourth variation, in which the author’s surname has been altered, but that is a less common problem.

The disadvantage is that many people feel you should respect the original publication, and always cite a reference using the same form of an author’s name as appeared in print.

If you subscribe to this theory, then you should enter each reference into Papyrus with the originally-used form of the author’s name. If we stopped here, though, some problems can arise.

For example, we might end up with an alphabetical bibliography that includes this section:

- Calley, K. (1994): A refutation of my earlier conclusions...
- Calley, K. B. (1993): Inside of a dog, it’s too dark...
- Calley, Karen E. (1992): Fantastic new results confirm...
- Calley-Oglethorpe, Karen Elizabeth (1993): Some questions regarding...
Here a paper by some K. B. Calley has intercalated itself between two works by Karen E. Calley. Furthermore, the casual reader cannot determine which of these two authors subsequently disproved his or her own previous work.

Papyrus does provide a solution to this inelegance. If you choose, you can always enter names in the form they originally appeared. You can then tell Papyrus that two or more of these names refer to the same person.

Now when Papyrus prints the above bibliography, it will sort works by person rather than simply by name:

- Calley, K. B. (1993): Inside of a dog, it’s too dark...
- Calley, Karen E. (1992): Fantastic new results confirm...
- Calley-Oglethorpe, Karen Elizabeth (1993): Some questions regarding...
- Calley, K. (1994): A refutation of my earlier conclusions...

This also clears up the chronology of these works.

This approach also introduces some new questions about citing these references within your manuscript. Clearly (Calley 1993) isn’t going to suffice. But for now trust me on this—Papyrus will cope with such challenges automatically.

### Sorting surnames

Some compound surnames are conventionally sorted by other than their first part. For example, an Arabic name such as al-Husayni, H. would usually be alphabetized as if the name were simply Husayni, H.

You can tell Papyrus that a certain name is to be sorted differently than it appears.
See Also...

Usually there is nothing complicated about entering author and editor names. But for the exceptional cases, Papyrus is ready to come to your assistance.

See also:

**WORKBOOK**

*Inputting References, Part 1*
*Inputting References, Part 2*

**REFERENCE**

*Reference Types and Their Fields*
*Names Window*
Incomplete References

Incomplete References ..................................... C46
See Also............................................................. C47
Incomplete References

There are two situations in which you will be unable to supply Papyrus 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 Papyrus recognizes that certain fields are optional (e.g., an article’s Issue or a book’s Total # 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, Papyrus will automatically offer to add a 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 gather the needed information, and (3) certain of Papyrus’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 Papyrus recognize by itself when to remove the keyword INCOMPLETE?” Ah. I’m glad you have asked me that question, as I’ve so far left the impression that it is up to Papyrus to recognize that a reference is incomplete. But can Papyrus 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 Papyrus 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 Papyrus would otherwise trust in your integrity, it is up to you to provide the keyword INCOMPLETE. You add this to a reference just as you would any other keyword. And since Papyrus will subsequently have no way of telling whether it was it or you who provided that 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.
See Also...

See also:

**Workbook**
- *Modifying References*

**Reference**
- *Keywords Window*
CHAPTER 10

Notecards and Linked References

Notecards ............................................................. C50
Linked references................................................ C51
See Also............................................................. C52
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 Place in reference field where you can indicate the portion of the reference to which the notecard pertains. Examples of Place in reference entries might include Chapter 7 or pp. 148-150 or Methods section, etc.

A Quotation field provides a place for you to copy a passage from the reference. This might be something that you expect to quote later in your own work, for example.

You can also add to a notecard your own Comments and Keywords.
Papyrus makes it easy for you to scan the **Card Title** and **Place in reference** of all the notecards attached to a particular reference, and then to 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** field, or by any keyword you’ve assigned. And whenever you have Papyrus produce a list of references, you have the option of also displaying each reference’s notecards.

**Linked references**

“Attaching” notecards to a reference actually takes advantage of a more general Papyrus ability, that of **linking** references to each other.

In fact, Papyrus considers a notecard to be just another reference—one whose reference type is Notecard.

Besides linking two references as **Notecard** and **Reference**, you can establish whatever sorts of links you like. For example, you might indicate that two works are linked as **Review** and **Work Reviewed**. Or as **Original work** and **Editorial comment**. Or even **Original work** and **Refutation**.

As with notecards, you can easily examine all of the references that are linked to a given reference—and in turn view all of the references linked to those references. When you perform a search or print a reference list, you can instruct Papyrus to include in the results any reference linked to a matching reference.
See Also...

Over the years we have found that Papyrus users come in two flavors. The first just wish to keep track of their references, automating tasks such as producing bibliographies and searching. The second group spend a lot of time studying the information in their Papyrus databases, seeking new connections and insights.

Papyrus’s notecard and reference-linking features are aimed at you data-fondlers. Enjoy yourselves!

See also:

**Workbook**

*Notecards*

*Reference Links*

**Reference**

*Reference Links Window*
Chapter 11

Indexes

Introduction ............................................................. C54
Indexes and Searches .............................................. C56
Whole- vs. Piece-indexed fields ............................... C57
See Also...................................................................... C59
**Introduction**

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

![Diagram of index structure]

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—Papyrus 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 this name among their authors. Thus Papyrus 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 database’s collections of journals, keywords, and formats. When you identify a journal as zttf, for example, Papyrus looks through just the z...s in the Journal Entry index for possible matches.

As you can imagine, these indexes dramatically improve Papyrus’s performance when you ask it to find a reference. One price you pay for this improvement in search speed is that Papyrus 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 few 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 almost as much disk space as the rest of your database.

The only other drawback to the indexes is that should your computer crash while Papyrus 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 Papyrus it will insist that you rebuild 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 particularly long comments or abstracts, then the rebuilding process can take as long as a few hours (especially if your computer is not a very fast one).

To help protect you from such a calamity, Papyrus 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 rest of this chapter will be important to you when you have Papyrus 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 Papyrus to perform a search.

Of the predefined fields, these are indexed:

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Title</th>
<th>Abstract</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID Field</td>
<td>Document/Media Type</td>
<td>Comments</td>
</tr>
<tr>
<td>Author</td>
<td>Journal</td>
<td>Keywords</td>
</tr>
<tr>
<td>Editor</td>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>City of Publication</td>
<td></td>
</tr>
</tbody>
</table>

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

Fields that are not indexed can still be searched. But Papyrus 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 Papyrus 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 or Keywords fields, since these are stored separately from their citing references.
But Papyrus will have to look at every reference in the database to carry out this search, since many fields—such as Affiliation/Address, Language, and Also Print—are not indexed.

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

\[
\text{General} = \text{New York} \quad \text{AND} \\
\left( \text{Type of Reference} = \text{Book} / \text{Monograph} \quad \text{OR} \right) \\
\text{Type of Reference} = \text{Chapter in book}
\]

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.

**Whole- vs. Piece-indexed fields**

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). These fields are said to be *whole-indexed*.

On the other hand, entries in the Title, Comments, and Abstracts fields are *piece-indexed*—they hold individual words rather than entire fields.

So a search such as:

\[
\text{Title} = \text{sapiens}
\]

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

\[
\text{Keyword} = \text{sapiens}
\]

would *not* find a reference bearing the keyword Homo sapiens. On the other hand:

\[
\text{Keyword} = \text{\textasciitilde sapiens}
\]

would *find* a reference with the keyword Homo sapiens. Finally, then,

\[
\text{Term} = \text{\textasciitilde sapiens}
\]

would find all references whose Title, Comments, Abstract, or Keywords include the word sapiens.
In Papyrus searches, Term stands for Title OR Comments OR Abstract OR Keyword.

There is one other implication of the way the Papyrus indexes work. Consider this search:

\[ \text{Title} = \text{homo sapiens} \]

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

\[ \text{Title} \equiv \text{sapiens AND Title} \equiv \text{homo sapiens} \]

In this case Papyrus 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.

It doesn’t matter in which order you specify these two parts of the search. Papyrus is smart enough to rearrange your search specification to produce the most efficient search.

Non-indexed words

Papyrus skips over some words when it deals with piece-indexed fields. Specifically, 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.

You have the option of picking a different size cutoff for indexing words. For example, you might instruct Papyrus not to index any Comments or Abstract word of 7 letters or fewer, 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 disk. The trade-off is that to search for short words Papyrus would then have to perform a “brute force” search, examining every reference in the database.

Acronyms and abbreviations are treated specially—they are usually indexed regardless of their length. Papyrus defines these as any series of letters, at least two of which are uppercase, possibly containing digits as well, separated by hyphens, periods, commas, or nothing. Thus DNA, U.S.A., 2,3-DPG, and t-RNA will all be indexed. In addition, a single uppercase letter is sufficient if combined with digits, as in Win98.
You can certainly use Papyrus every day and never pay attention to the issues addressed in this chapter. But if you perform many searches of your Papyrus database then this information will help you get the best performance out of Papyrus.

**See Also:**

**WORKBOOK**

- Finding References
- Reference
- Find
Chapter 12

Groups

Introduction ......................................................... C62
Sorting the Group................................................ C63
Specific pages .................................................... C63
Implications of using “pointers” ......................... C64
Implications of storing Groups apart from
the main database .............................................. C64
See Also... ............................................................. C65
Introduction

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 particular keyword to every reference in the Group. 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 a special type of index into the main database:

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 computer. The same reference can 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 attributes at any time—Papyrus will automatically rearrange the Group’s entries as necessary. For example, the output format you specify affects how Papyrus will handle such issues as letters following years—Smith 1982a—or how it will deal with 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 document on your disk.

### 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 your manuscript. More generally, choosing “citation order” means that you have complete control over the arrangement of the Group’s 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 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 work 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 work 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—all Groups will automatically 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 Group documents will not do them much good: a Group entry that points to “the 327th reference in the database” 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 selection of your references to add to their database. The steps for doing so are described in the WORKBOOK chapter Exchanging Data With Another Papyrus Version 8 Database.

Implications of storing Groups apart from the main database

That Groups are stored separately 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. Now suppose that today you add another John Smith publication to your Papyrus database. If you now have Papyrus output the Smith Group it will not include the new reference—you must add to that Group an entry for this 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:
<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Smith, John</td>
<td>1977</td>
<td>Conventional beliefs of the people of the...</td>
</tr>
<tr>
<td>192</td>
<td>Smith, John</td>
<td>1981</td>
<td>Alternative viewpoints of some of the people...</td>
</tr>
<tr>
<td>95</td>
<td>Smith, John</td>
<td>1983</td>
<td>Civilized discourse among the people of the ...</td>
</tr>
<tr>
<td>918</td>
<td>Smith, John</td>
<td>1984</td>
<td>Petty squabbles among the people of the...</td>
</tr>
<tr>
<td>491</td>
<td>Smith, John</td>
<td>1985</td>
<td>The mass uprising and revolution of the people...</td>
</tr>
<tr>
<td>256</td>
<td>Smith, John</td>
<td>1988</td>
<td>Conventional beliefs of the people of the...</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>#</th>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>Smith, John</td>
<td>1977</td>
<td>Conventional beliefs of the people of the...</td>
</tr>
<tr>
<td>192</td>
<td>Smith, John</td>
<td>1991</td>
<td>Alternative viewpoints of some of the people...</td>
</tr>
<tr>
<td>95</td>
<td>Smith, John</td>
<td>1983</td>
<td>Civilized discourse among the people of the ...</td>
</tr>
<tr>
<td>918</td>
<td>Smith, John</td>
<td>1984</td>
<td>Petty squabbles among the people of the...</td>
</tr>
<tr>
<td>491</td>
<td>Smith, John</td>
<td>1985</td>
<td>The mass uprising and revolution of the people...</td>
</tr>
<tr>
<td>256</td>
<td>Smith, John</td>
<td>1988</td>
<td>Conventional beliefs of the people of the...</td>
</tr>
</tbody>
</table>

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 Papyrus to re-sort the Group.

**See Also...**

Groups are a central feature in Papyrus. You will be working with them day in and day out, so be sure that the concepts discussed in this chapter make sense to you.

**See also:**

*Workbook*

- Groups
- Specific Pages

*Reference*

- Group Window
CHAPTER 13

Access Codes

Access Codes .......................................................... C68
See Also...................................................................... C68
Access Codes

There are basically three types of Papyrus users. First are those who will use the data that others have gathered, but who will not be editing or entering information 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 Papyrus to match their needs.

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 certain Papyrus functions, e.g., to perform searches and output references. Those of the second type may need to access all functions except those for customizing or repairing the database.

When a Papyrus database is first created, any user may access any function. You can choose to set up medium-level and high-level access codes. You can then indicate which code, if either, is needed to access various categories of Papyrus functions.

Papyrus will only ask users to enter an access code the first time they try to use one of the functions requiring it. After that they will not be bothered for it again during that Papyrus session. Failure to enter the correct access code when requested results in the disabling of the Papyrus functions for that Papyrus session.

See Also...

See also:

Reference

Database Settings
Index
Index

Symbols
• (target window) R78
# major keywords C36, R31
* (wildcard) R73, W92–W93
\ (backslash) R67

A
Abbreviation styles
   journal C30, R239–R240
Abbreviations
   indexing of C58
   journal C21, C30, R239–R240
Abominable databases W241
Abstract field R30
Abstract from conference proceedings R54
Accented letters W18
Access Codes C68, R237
Access, read-only I4
Accession # field R32
   vs. Catalog # field R32
Acronyms, indexing of C58
Additions folder R6
Address. See Affiliation/Address field
Affiliation / Address field R34
Agreement, license I5, I7–I11
Alias
   to Papyrus database R12
   to Papyrus Help folder R5
All References window R114–R125
   display formats R117–R118
   drag and drop R121
   elements of R115
   preferences R118, R119
   shortcuts S13–S15
Allowable Reference Numbers R231
Alphabetic order C4, C12, R236–R237, R360
Alphabetize Tags plug-in filter W262
Alphabetizing rules W304–W306
Also Print field R37
American Antiquity format W199–W202
And others C14, R33
AND vs. OR in searches W89–W90
Anonymous C14, R33, R94, R243, R381, W193
   vs. Anon. R94, R381, W176, W201
Anthropology
   American Antiquity format W199–W202
Antonyms, keyword C38–C39
Apple Computer
   less than helpful W122
Apple Events
   printing/exporting via R274
AppleScript
   most feeble implementation W52
   printing/exporting via R274, W52
AppleWorks W51, W52, W122
   shockingly inadequate R274
Applications, helper R241
Applications, patent R52
Approach, cool W52
Archival materials R38
Article
   in journal R39
   newspaper R50
Associated Reference field R98
Assumptions, overriding R67
Author-Year citation. See Name-Year citation
Authors. See also Names
   anonymous
      C14, R33, R94, R381, W176, W193, W201
appearance in bibliographies C13–C14, C42–C44, R376–R382, W13
   variations C42–C43
   corporate C14, R33, R95
   in-text citations
      ALL CAPS R362
      small caps R362
   initials vs. first names C42, R32, R190
   looking up R73
   maximum number of R20
   repeated C13, W193
   sorting C43, R190
   suppress anonymous C14, R94, W193, W201
Authors dialog R376–R382
Authors field R32–R33
Authors Role field R33–R34, R40, W19

B
Back up database R249, W322
Backslash (\) R67
Balloon help R14–R15, W12
   tour R15, W12
Base font  R275, W40
Base name for field  W289
Bibliographic styles.  See Formats
Bibliography
  authors in  R376–R382
  automatically adding to manuscript.  See Process Manuscript
  editors in  R376–R382
  et al. in  R382
  importing into Papyrus  W230–W237
  indentation in  R372–R373
  pictures in  R373, W281–W282
  vs. footnote list  C4–C5
Bibliography editors  C8
BibTeX  R242, R412–R426
Biological Abstracts  W222
BIOSIS  W222
Book series  R41
Book/Monograph  R40–R43
Brackets
  Capitalize  W196
  If Any  W185
  If Any  vs. If First  W185
  If First  W183–W184
  Multiple  W258–W262
Browser, Web  R241
BRS  W222

C
Call number
  journals  C32, R163
Capitalization
  headline style  C15, R30
  sentence style  C15, R30
Capitalize brackets  W196
Capitalizing titles  C15, W16
Card Title field  C50, W65
Catalog # field  R41
  vs. Accession # field  R32
CD-ROM, installing Papyrus from  R4
Change Field Dialog  R290–R293, W112–W114
Change text  R284–R287, R292–R293, W104–W115
Changes, global  W104–W115
Chapter # field  R45
Chapter in book  R44–R45
Character set
  importing references  R329
Characters
  accented  W18
  non-English  W18
Check database integrity  R248
Checking spelling.  See Spellchecking
Chem Abstracts  W222
Chicago Manual of Style format  W188–W199
Chihuly flasks  R352
Citation
  Harvard style  C16
  in text  C12, C15, C16
    et al.  R364
  names ALL CAPS  R362
  names small caps  R362
  name-year  C12, C16
    adding initials  C16, R362
    adding letter  C16
  numeric  C15
Citation order  C4, C12, C63, R360, W78–W80
Cite dialog  R321–R322, W126–W127
  shortcuts  S43, W126–W127
Cite Settings dialog  R323–R324
Citing
  Internet sources  R47
  multiple references at once  W136–W139
  references in press  C14–C15
  URLs  R47
Citing references  R314–R324
  as plain text  R320
  by ID Field  R361
  by year only  R318, W124
  formatted  W126–W127
  hiding the citation  R319
  inserting as formatted references  R319
  sorting within manuscript citation  R318
Citing specific pages  C4, C17, R316–R317
ClarisWorks  W52, W122
  shockingly inadequate  R274
Clerks, rogue data-entry  W222
Client-server  R24–R26
Closing windows
  without being asked to save  S12, S19
Collapse fields  R102, W41
Colleagues, clamoring  I4
Collections of formats.  See Format Libraries
Collections of references.  See Groups
Column Break  W205
Combining
databases W322
journals R165
keywords R153
names R192
Combining multiple references in one citation W136–W139
Commentators R33–R34, R41, R95
Comments
field R30
journals C32, R163
Compilers R33, R34, R41, R95
Conference proceedings R53–R57
Copies
of database R26, W5
Copying
database to another computer W322
formats R178
formatted reference to manuscript W126–W127
references R108
to other applications R323
Corporate author C14, R33, R95
Creating
new database R9, W4–W20
new fields W292–W295
new glossary entries R202
new Groups W72–W73
new journals R163
new keywords R151, R238
new notecard W64–W65
new reference links R224–R226, W152–W154
new reference types W295–W298
new references R86–R111, W10–W20, W22–W32
Creating a subset of a database R266
Cross-Reference List R279, W160–W163
Current Contents on Diskette W222
Cursor, hollow R81

D
Data entry shortcuts
Reference Entry window S11

Database
alphabetizing W304–W305
backing up R249, W322
copies of R26, W5
copying to another computer W322
creating a subset of R266
creating new R9, W4–W20
description R231, W5–W20
index file R10, R249, W5
indexes C54–C59, R249
integrity R248
limits R20
locked R25–R26, R83
main document R10, W5
alias to R12
multi-user R24–R26
new R9
pieces of C20–C24, R10
read-only R25–R26, R83
repair R246–R249
shared R24–R26
sorting W304–W305
splitting R266
subset of C62–C65. See also Groups
transferring data to another R252–R266, W308–W320, W322–W330
advanced concerns R260–R263
exporting for Version 7 R264, W317
importing from Version 7 via *.BB files R258–R259, W308–W310
importing from Version 7 via PAPX R256–R257, W310–W312
importing from Version 8 R253–R255
Database Info dialog R83, R231–R232, W5–W6
Database Repair dialog R246–R249
Database Settings dialog R234–R243
Databases
abominable W241
combining W322
distinct I5, I7
merging W322
multiple W6
Date Accessed field R47
Date field R96
Date, journal C30–C32
Date Posted field  R47
Dates
   entering  R96
   ISO form  R96
Day & Month field  R95, W183
Day, Month & Year field  R96
Debugging
   importing references  R334–R335, W218, W233–W234
Degree field  R97
Deleting
   formats  R178
   glossary entries  R203
   journals  R164
   keyword links  R215, W145–W146, W147–W152
   keywords  R152
   reference links  R226, W154
   references  W41–W42
Delimiters
   in-text placeholders  R315
Demande  R51
Demo version of Papyrus  I4, I7
Departmental site license  I8
Description
   database  R231, W5–W6
   Group  R132, W73
Dialog
   Alphabetizing  W304–W305
   Authors  R376–R382
   Change Field  R290–R293, W112–W114
   Cite  R321–R322
      shortcuts  S43
   Cite Settings  R323–R324
   Cross-Reference List  R279, W160–W163
   Database Info  R83, R231–R232, W5–W6
   Database Repair  R246–R249
   Database Settings  R234–R243
   Editors  R376–R382
   Fields & Reference Types  R235, W288–W301
   Find  R298–R311
      shortcuts  S37–S39
   Format Entry  R353–R355
      shortcuts  S45, W181
   Import Set-up  R328–R331
   Layout  W49–W51
   List with Index  R281–R282, W166–W168
   Miscellaneous Settings  R243
New Keywords  R238
Numbering & Layout  R368–R373, R369
Papyrus-Papyrus Transfer  R252–R266
Print/Export  R268–R277, W46–W54
Process Manuscript  R345–R348, W122–W124
Refine Search  R309–R311
      shortcuts  S41
Sorting & Citing  R358–R365
Template Entry  R384–R393
      shortcuts  S47–S48, W181
Dialogs
      shortcuts in  S3
Display formats
   All References window  R117–R118
   Group window  R136–R137
   Reference Links window  R222
Dissertation/Thesis  R45–R46
Dissertations on Microfilm  R46
Distinct databases  I5, I7
Document Type field  R98
Document/Type Media field  R37
Drag and Drop
   All References window  R121
   Formats window  R182
   Glossary window  R205
   Group window  R140, R141
   Journals window  R169
   Keyword Links window  R215
   Keywords window  R155
   Names window  R194
   Reference Entry window  R106
   Reference Links window  R227
to other applications  R323
Drag and Drop shortcuts
   All References window  S14
   Formats window  S27
   Glossary window  S31
   Group window  S18
   Journals window  S25
   Keyword Links window  S33
   Keywords window  S22
   Names window  S29
   Reference Entry window  S10
   Reference Links window  S35
Dragging
   formatted reference to manuscript  W126–W127
   references to other applications  R323
Drones, underpaid undergraduate, ravages of  R238
Duplicate references R338–R341
Duplicates file
importing references R326
Duplicating
fields R108, S11, W30
formats R178
references S11, W30

E
Edit menu R399–R400
Editing
formats R178
globally W104–W115
glossary entries R202
journals R164, W105–W106
keywords R151, W104–W105
names R190, W107–W109
references W34–W43
Editing items in place R71
Editor Role field R95
Editors. See also Names
appearance in bibliographies C13–C14, C42–C44, R376–R382
variations C42–C43
looking up R73
series R41
Editors dialog R376–R382
Editors field R32–R33
Eliminating duplicate references R338–R341
EndNote
exchanging data with R428–R432
Entering
dates R96
journals R71, W14
keywords R70, R238
names R32–R33, R94–R95, W13
et al. R94
shortcuts R94
notecards W64–W65
notecards and references together W68–W69
pages R97
reference numbers R93
references R86–R111, W10–W20, W22–W32
years R34, R95, W13
et al. C14, R33, R94
in bibliographies R382
in-text citations R364
Excalibur W284

Exchanging data between Papyrus databases. See
Transferring data between Papyrus databases
Exchanging data with EndNote R428–R432
Exporting. See Printing/Exporting
Exporting to EndNote R428–R432

F
Field types R86, R93–R98, R235, W288–W301
associated reference R98
day & month R95
day, month & year R96
degree R97
document type R98
editor role R95
free text R93
ID Field R93
journal R97
keyword R96–R97
name R94–R97
number R94
ordinal R94
pages R97
picture R98
Reference # R93
title R94
year R95
yes or no R97
Fields C26–C33, R28–R64, R86, R235, W288–W301
Abstract R30
Accession # R32
Affiliation/Address R34
Also Print R37
Associated Reference R98
Authors R32–R33
Authors Role R40
Authors role R33–R34
Card title W65
Catalog # R41
Chapter # R45
collapsing R102, W41
Comments R30
creating new W292–W295
Date R96
Date accessed R47
Date posted R47
day & Month R95
day, Month & Year R96
degree R97
Fields continued
Document Type R98
Document/Media Type R37
duplicating R108, S11, W30
Editor Role R95
Editors R32–R33
hidden R90, R102, W28, W291
ID Field R93
   in placeholders R315
ID field R30
in format templates R386–R387
in searches W84
Inventor R51
ISBN R41
Issue Editors R39
Issue Title R39, R48
Keywords R31
Language R36
Location R37
maximum size of R20
Message-id R62
missing C46
Month R95
moving from field to field R99
multiple R90, W289
number of R20
optional C46, R90, W291
Original Title R36
Photographer R60
Picture R31, R98, W280
Place in reference R63, W65
Presentation Type R54
Quotation R63, W65
Reference # R29, R93
required C46, R90, R101–R132, W31, W291
Role of Editor R34, R41
Short Title R35
that are indexed C56, W289–W290
Title R30, R94
Total # pages R40
unusual entries R67
URL R31, W274–W275
user-defined R28
whole-indexed vs. piece-indexed C57–C58
Work Reviewed R36
Year R34–R35, R95
Yes or No R97
Fields & Reference Types dialog W288–W301
File menu R397–R398

Fileserver
legal issues I7
Filters, plug-in R6, R395–R396, W226–W228, W262–W263
Alphabetize Tags W262
Outdent Percents W262
Find & Replace Text R284–R287, R290–R293, W109–W112
Find Dialog R298–R311
shortcuts S37–S39
Find dialog
use of Look up in S38
Finding references R298–R311, W84–W101
*(wildcard) W92–W93
AND vs. OR W89–W90
following keyword links W147–W148
following reference links W155
General “field” C56, R302
loading search results R298–R299, W100
NOT W93–W94
quick finds W86–W88
refining a search R309–R311, W95–W100
Term “field” R301, W91
use of parentheses W94–W95
Folders
organization of R5–R6
Font
   base R275, W40
Font menu R405, W40
Fonts
   IMPORTANT NOTE W40
Footnote list
   vs. bibliography C4–C5
Footnotes C4, C17
   informational C5
   short titles in R35
Format Entry Dialog R353–R355
Format Entry dialog
   shortcuts S45
Format Preview window W57–W58
Format templates
   fields in R386–R387
Formats W47–W48, W56–W61
   Column Breaks W205
copying R178
deleting R178
Formats continued

display
   All References window R117–R118
   Group window R136–R137
   Reference Links window R222

duplicating R178

editor R178

If Any brackets W185

If First brackets W183–W184

import W231–W233, W240–W267

libraries R180–R181, W59–W60

output C8–C9, W170–W207

paragraphs in W199

predefined W59–W60

previewing R179, W57–W58

printing/exporting R272

drag and drop R182

elements of R176

preferences R138, R139
shortcuts S27–S28

Formatted reference
   inserting into manuscript R319

Free demo version of Papyrus I4, I7

Free Text fields R93

FTP sites
   citing R47, W270–W271

Full version of Papyrus I4, I7

Fussiness level R330, W212–W213

G

Garbage
   in, out W241

General “field”
   as a search term C56, R302

GeoRef W228

German, umlauts in R135, R236, R361, W304

GIGO W241


Glossary entries
   creating R202, W22–W24

deleting R203

editing R202

exporting R204

importing R203

loading R203

looking up R73

printing/exporting R204, R272

selecting R201, W22–W24

drag and drop R205

elements of R201

shortcuts S31–S32

Going out of business
   avoiding I5

Good-bye messages R243

Graphics. See Pictures

Greek letters R68

Groups C62–C65, W72–W82

adding and removing references W73–W75

drag and drop W72–W73

creating new W72–W73

description R132, W73

pointers in C64

printing/exporting W80–W81


H

Harvard style of citation C16

Headers and footers
   in printing/exporting R276, W50

Headline-style capitalization C15, R30

Hell
   data sources from W264–W267
Help
balloon R14–R15, W12
folder R5
  alias to R5
key R15
online R14–R17, W11
  navigating R17
tour R15, W12
Help menu R14, R16
Helper applications R241
Hidden fields R90, R102, W28, W291
Hiding in-text citations R319
Hierarchical keywords C37–C38
Hoi polloi
  members of R237
Hollow cursor R81
HTML
  printing/exporting R273, W53, W277

I
ID field R30, R93
  in placeholders R315
Identifying
  journals R71
  keywords R70
If Any brackets W185
  vs. If First brackets W185
If First brackets W183–W184
  vs. If Any brackets W185
Import formats
  creating W231–W233, W240–W267
Import Set-up dialog R328–R331, W210–W219
Import window R332–R335, W217–W218
  status R333
Importing
  another Papyrus database W322
  from EndNote R428–R432
glossary entries R203
journals R166–R167
keywords R153
names R192–R193
plug-in filters R6, R395–R396
references R326–R335, W210–W219
  character set R329
  creating a Group R331
debugging R333, R334–R335, W218, W233–W234
duplicates file R326
Importing references continued
  from word processor bibliography W230–W237
  fussiness level R330, W212–W213
  indentation R373, W243–W244
  keywords R330, W216–W217, W248
  keywords, decapitalizing R330
  log file R326, W213–W214
  paragraphs in W243–W244
  plug-in filters W226–W228, W262–W263
  prerequisites W211–W212
  reference # R330, R331, W216
  reference type R333
  reject file R326, W214
  repeated fields W258–W262
  Set-up dialog R328–R331, W210–W219
  spaces within R233, W247
  speeding the process R332, W218
  troubleshooting W222–W223, W249–W251
In preparation C14–C15
In press C14–C15, R37
In-text citation C12, C15, C16
  et al. R364
  names ALL CAPS R362
  names small caps R362
INCOMPLETE (keyword) C46–C47, R101–R132
Incomplete references C46–C47, R101–R132, W31
Indentation
  during importing R373, W243–W244
  in bibliographies R372–R373
Index file R10, W5
Index Medicus format. See Vancouver format
Indexed list W166–W168
Indexes C54–C59
  non-indexed words C58, W289–W290
  rebuilding R249
  which fields are indexed C56, W289–W290
  whole- vs. piece-indexing C57–C58, W289–W290
Indices. See Indexes
Individual Items view
  All References window R115
  Group window R130
Individuals, slightly less trusted R237
Informational footnotes C5
Initials
  adding to name-year citation C16, R362
  vs. first names C42, R32, R190
Inputting references W10–W20, W22–W32
Insert symbol R68
Inserting formatted reference into manuscript R319, W126–W127
line-break R69
placeholders into manuscript W120–W122
Installing Papyrus R4–R6
Institutional site license I8
Internet installing Papyrus from R4
Internet Config R31, W272–W273
Internet source R47, W270–W271
Inventor field R51
ISBN field R41
ISO form for dates R96
ISSN C32, R163
Issue Editors journal R39
Issue number journal C30–C32, W183
Issue of journal R48
Issue Title journal R39
Issue Title field R48

J
Jealousy C15
Journal abbreviation styles C30, R239–R240
abbreviations C21, C30
abbreviations, reasonable R71
call number C32, R163
comments C32, R163
dates C30–C32
ISSN C32, R163
issue numbers C30–C32
names C30
other information C32
series C30–C32
supplements C30–C32
URL C32, R163, W276–W277
Web sites C32
Journal articles. See Article in journal

Journals
combining R165
creating R163, W14
deleting R164
editing R164, W105–W106
entering R71, W14
exporting R168–R169
importing R166–R167
loading R166–R167
looking up R71, R73
merging R165
minor C5
printing R168–R169
printing/exporting R272
selecting R162
throw-away R39
transferring from Version 7 W314–W315
transferring to another Version 8 database W326–W327
transferring to Version 7 W319
Journals window R160–R172
drag and drop R169, R182
elements of R161
shortcuts S25–S26

K
Key help R15
Keyboard shortcuts
All References window S13
Cite dialog S43
dialogs S3
Find dialog S37
Format Entry dialog S45
Formats window S27
Glossary window S31
Group window S17
Journals window S25
Keyword Links window S33
Keywords window S21
Names window S29
Reference Entry window S9, W39
Reference Links window S35
Refine Search dialog S41
switching windows S5
Template Entry dialog S47
creating R212–R215, W142–W145, W145
deleting R215, W145–W146, W147–W152
following, in searches R305, W147–W148, W149–W151
in Keywords window W146–W147, W148–W152
types of R213–R215
drag and drop R215
elements of R211
opening R155, R210
shortcuts S33–S34
Keywords C36–C39, R31, W36–W38
antonyms C38
combining R153
creating R151, R238
deleting R152
during reference importing W216–W217
editing R151, W104–W105
entering R70, R238
exporting R154
hierarchical C37–C38
importing R153
INCOMPLETE C46–C47
linked C38–C39, W142–W149, W143–W149, W152–W157
loading R153
looking up R70, R73
major vs. minor C36, R31, W248
maximum number of R20
merging R153
printing R154
printing/exporting R272
selecting R150, R212
sub-category C38
super-category C38
synonyms C38
transferring from Version 7 W313
transferring to another Version 8 database W325–W326
transferring to Version 7 W318
truncated W48
wildcards R70

Keywords window R148–R158, R150–R158
drag and drop R155
elements of R149, R150
shortcuts S21–S23
Show Links button W146–W147, W148–W152
Kokai R51

L
LAN
legal issues I7
use of Papyrus R24–R26
Language
sorting based on R135, W304–W306
Language field R36
LaTeX R242, R412–R426
printing/exporting R273
Launching Papyrus R8–R12
Law, Murphy’s C26
Layout
print/export R275–R277, W49–W51
Legal copies of Papyrus I4, I5, I7–I11
Letter
added to ID Field citation R30, R270
added to name-year citation C16, R270
added to year R35, R270
Letters
accented W18
Greek R68
non-English W18
License
agreement I5, I7–I11
departmental I8
institutional I8
policy, ridiculously reasonable I5, I7–I11
Limited version of Papyrus I4, I7
Limits of database R20
Line-break, inserting R69
Link types
forward vs. reverse R214, R225
keyword R213–R215
reference R225–R226
Linked keywords C38–C39, R210–R217, W142–W149
following, in searches R305, W147–W148, W149–W151
Linked references C51, R220–R230, W152–W157
following, in searches R307–R308, W155
printing W156–W157
Linking
  keywords W142–W145
  notecards to references W66–W67
  references W152–W154
Links Window button R104, R119, R138, R155
List
  Cross-Reference R279, W160–W163
  with Index R281–R282, W166–W168
Lists
  picking from R75–R76
Loading
  glossary entries R203
  journals R166–R167
  keywords R153
  names R192–R193
  references R326–R335
Loading search results R298–R299, W100
Location field R37
Locked database R25–R26, R83
Log file
  importing references R326, W213–W214
Look Up (Edit menu) R73, S11, W27, W37
  in Find dialog S38

M
MacWrite, printing/exporting as R273, W51–W52
Major vs. minor keywords C36, R31, W248
Manual order W78–W80
Manuscript
  inserting reference placeholders R314–R324, W120–W122
  processing R344–R352, W118–W128
  additional text in citation W124–W125
  citing just the year W124
  clearing Group first R349
  formatted references W125–W126
  handling multiple chapter manuscripts R349
  including informational notes R351–R352
  multiple references at once W136–W139
  preparing for R345
  specific pages W130–W133
Map R49
Margins, in printing/exporting R276
Martinet C9
Masters Thesis R45–R46, R97
Mathematical symbols R68

Maximum number
  of authors R20
  of records R20
Medline W222
Meeting proceedings R53–R57
Menu
  Edit R399–R400
  File R397–R398
  Font R405
  Group R403
  Help R14, R16
  Reference R401
  Style R407
  Windows R409
Merging
  databases W322
  journals R165
  keywords R153
  names R192
Message-id field R62
Messages, good-bye R243
Microsoft Word R274, W51
Minor journals C5
Miscellaneous information R37
Miscellaneous Settings dialog R243
Missing fields C46
Mode
  read-only I4
Modifying
  formats R178
  glossary entries R202
  journals R164
  keywords R151
  names R190
  references W34–W43
Money, large sums of I4
Monograph. See Book/Monograph
Month field R95
Mouse shortcuts
  All References window S14
  Formats window S28
  Glossary window S31
  Group window S18
  Journals window S25
  Keyword Links window S33
  Keywords window S22
  Names window S29
  Reference Entry window S10
  Reference Links window S36
Moving data between Papyrus databases. See Transferring data between Papyrus databases
Multi-user database R24–R26
Multiple brackets W258–W262
Multiple databases W6
Multiple fields R90, W289
Multiple references in one citation W136–W139
Multitasking
and hollow cursor R81

N
Name-Year citation C12, C16
adding initials C16, R362
adding letter C16
Names
combining R192
compound C43
ingoing R190, W107–W109
entering R32–R33, R94–R95, W13
exporting R193–R194
importing R192–R193
in bibliographies C13–C14, C42–C44, R376–R382
in-text citations
ALL CAPS R362
small caps R362
initials vs. first names C42, R32, R190
journal C30
loading R192–R193
merging R192
printing/exporting R193–R194, R272
repeated C13
selecting R189
sorting C43, R190
transferring to another Version 8 database W328–W329
variations C42–C43, R190
vs. persons C43, R190
Names window R188–R197
drag and drop R194
elements of R189
shortcuts S29–S30
Network
legal issues I7
use of Papyrus R24–R26
New
database R9
formats R177
glossary entries R202
Groups W72–W73
journals R163
keyword links R212–R215, W145
keywords R151
reference links R224–R226
New Keywords dialog R238
Newsgroup post. See Usenet post
Newspaper article R50
Nisus Writer R274, W51
Non-English characters W18
Non-indexed words C58
NOT in searches W93–W94
Notecards C50–C51, R63, R86, W64–W70
Card Title field W65
creating W64–W65
entering with references W68–W69
linking to references W66–W67
Place in Reference field W65
printing/exporting W69–W70
Quotation field W65
vs. Abstract field R30
vs. Comments field R31
Number
reference R29, R93
sequence R370
Number fields R94
Numbering
references in bibliography C12, R370–R371
Numbering & Layout dialog R368–R373
Numeric citation C15

O
Offenlegungsschrift R52
Online help R14–R17, W11
navigating R17
Optional fields C46, R90, W291
OR vs. AND in searches W89–W90
Order
alphabetical C4, C12, R360
citation C4, C12, C63, R360, W78–W80
Ordinal fields R94
Original Title field R36
Other information
journal C32
Other reference R64
Outdent Percents plug-in filter W262
Output formats C8–C9, W47–W48
creating W170–W207
tabular C9
Overriding Papyrus assumptions R67
Ovid W222

P
Pages
citing particular C4, C17, C63, R316–R317, W130–W133
discontinuous R39, R97
entering R97
specific C4, C17, C63, R316–R317, W130–W133
Paper, processing. See Manuscript: processing
PaperChase W222
PAPX transfer
from Version 7 R256–R257, W310–W312
to Version 7 R264, W317
Papyrus
Additions folder R6
client-server version R24
Help folder R5
alias to R5
illegal copies of R4
installing R4–R6
launching R8–R12
legal copies of 14, I5, I7–I11
organization of folders R5–R6
Papyrus database
alias to R12
pieces of C20–C24
Papyrus Help folder R5
exporting for Version 7 R264, W317
importing
advanced concerns R260–R263
importing from Version 7
via *.BB files R258–R259, W308–W310
via PAPX R256–R257, W310–W312
importing from Version 8 R253–R255
Paragraphs
in formats W199, W243–W244
Parentheses in searches W94–W95
Passwords. See Access Codes
Paste Symbol R68
Pasting formatted reference into manuscript W126–W127
Patent R51–R52
Patent applications R52
Persnicketiness W235
Person
vs. name C43
Personal Papyrus tutor I6
Personal preferences of TeX users R412
Ph.D. dissertation R45–R46, R97
Phone calls, lengthy, overseas R4
Photographer field R60
Picking from a list R75–R76
Picture field R31, R98
Pictures W280–W282
entering W280
in bibliographies R373, W281–W282
maximum size of R20
Piece-indexed fields C57–C58
Pirated copy of Papyrus R4
Place in reference field C50, R63, W65
Placeholders
additional text in R316
delimiters R315
ID Field in R315
in manuscript R314–R324
inserting into manuscript W120–W122
Plain text
printing/exporting R273, W53
Alphabetize Tags W262
Outdent Percents W262
Pointers, in Groups C64
Policy, license I5, I7–I11
Poster sessions R54
Predefined formats W59–W60
Preferences
All References window R118, R119
Group window R138, R139
Reference Entry window R105
Reference Links window R223
Presentation at meeting R53–R57
Presentation Type field R54
Previewing
formats R179, W57–W58
Print/Export dialog R268–R277, W46–W54

Index 14
Printing/Exporting
as HTML R273, W53, W277
as MacWrite R273, W51–W52
as plain text R273, W53
as RTF R273, W51–W52
as TeX R273, W53
as Web page R273, W53, W277
as word processor document R273, W51–W52
cross-reference list W160–W163
font R275
formats R272
glossary entries R204, R272
Groups W80–W81
headers and footers R276, W50
index cards R277, W51
indexed list W166–W168
journals R168–R169, R272
keywords R154, R272
layout R275–R277
margins R276
names R193–R194, R272
notecards W69–W70
reference links W156–W157
references R269–R271, W46–W54
layout R275–R277
truncating fields in R271
single item per page W51
title of list R275
via AppleScript R274, W52

Priority patent applications R52
Process Manuscript R344–R352, W118–W128
additional text in citation W124–W125
citing just the year W124
clearing Group first R349
dialog R345–R348, W122–W124
formatted references W125–W126
handling multiple chapter manuscripts R349
including informational notes R351–R352
multiple references at once W136–W139
preparing for R314–R324, R345, W120–W122
specific pages W130–W133
PubMed W222

Q
Quick Find W86–W88
Quotation field C50, R63, W65
Quoted citation R58–R59, R98

R
Raison d’être, Papyrus’s W10

Read-only mode I4, R25–R26, R83
Rebuild index file R249
Record types. See Reference types
Records, maximum number of R20
Reference # R29
during importing W216
entering R93
field R93
range R231, W5
drag and drop R106
elements of R88
preferences R105
shortcuts S9–S12
title bar R88
Reference links R220, W152–W157
creating R224–R226, W152–W154
deleting R226, W154
following, in searches R307–R308, W155
printing W156–W157
types of R225–R226
drag and drop R227
elements of R221
opening R104, R119, R138, R220
preferences R223
shortcuts S35–S36
Reference list
importing into Papyrus W230–W237
Reference menu R401
Reference types C26–C33, R28–R64, R86, R235, W288–W301
Archival materials R38
Article in journal R39
Book/Monograph R40–R43
Chapter in book R44–R45
choosing R89
Conference proceedings R53–R57
creating new W295–W298
default R89
Dissertation/Thesis R45–R46
Dissertations on Microfilm R46
Internet source R47, W270–W271
Issue of journal R48
Map R49
Newspaper article R50
Notecard R63
Reference types continued
number of R20
Other reference R64
Patent R51–R52
Poster sessions R54
Presentation at meeting R53–R57
Quoted citation R58–R59, R98
Reports R42–R43
Slide/Visual R60–R61
Usenet post R62, W271–W272
user-defined R28

References
adding to Group W73–W75
anonymous C14, R33, R243, W176
citing
   as plain text R320
   hiding the citation R319
   inserting as formatted references R319
citing in manuscript R314
   by year only R318
   sorting within manuscript citation R318
collections of. See Groups
copying R108
copying to other applications R323
deleting W41–W42
dragging to other applications R323
duplicates R338–R341
duplicating R108, S11, W30
editing W34–W43
entering W10–W20, W22–W32
entering with notecards W68–W69
fields C26–C33, R235
finding R298–R311, W84–W101
formatted
   pasting into manuscript W126–W127
groups of C62–C65
importing R326–R335, W210–W219
   character set R329
   creating a Group R331
debugging R333, R334–R335, W218, W233–W234
from word processor bibliography W230–W237
fussiness level R330, W212–W213
indentation W243–W244
keywords R330, W216–W217, W248
keywords, decapitalizing R330
log file W213–W214
paragraphs in W243–W244

References, importing continued
plug-in filters W226–W228, W262–W263
prerequisites W211–W212
reference # R330, R331, W216
reference type R333
reject file W214
repeated fields W258–W262
Set-up dialog R328–R331, W210–W219
spaces within W233, W247
speeding the process R332, W218
troubleshooting W222–W223, W249–W251
in preparation C14–C15, C46–C47
in press C14–C15, C46–C47, R37
incomplete C46–C47, R101–R132, W31
inserting into manuscript R314–R324
linked C51, W152–W157
linking to notecards W66–W67
location of physical reference R37
maximum size of R20
numbering in bibliography C12, R370–R371
obscure R58–R59
printing/exporting R269–R271, W46–W54
removing from Group W73–W75
saving R100
searching R298–R311, W84–W101
selecting R120, R139, R139–R140, R223
sorting C63, W75–W77
spellchecking W285–W286
submitted C14–C15, C46–C47
type. See Reference types
Refine Search dialog R309–R311, W95–W100
shortcuts S41
Reject file
   importing references R326, W214
Repair Database dialog R246–R249
Repair database integrity R248
Repeated authors C13, W193
Replacing text W109–W112, W112–W114
Reports R42–R43
Required fields C46, R90, R101–R132, W31, W291
Reviews R36
Rogue data-entry clerks W222
Role of Author field W19
Role of Editor field R34, R41
RTF, printing/exporting as R273, W51–W52

S
Saving references R100
Search & Replace  R284–R287, R290–R293, W109–W112
Searching references  R298–R311, W84–W101
* (wildcard) W92–W93
AND vs. OR W89–W90
following keyword links W147–W148
following reference links W155
General “field” C56, R302
loading search results  R298–R299, W100
NOT W93–W94
quick finds W86–W88
refining a search R309–R311, W95–W100
Term “field” R301, W91
use of parentheses W94–W95
which fields are indexed C56
Season R95
Security. See Access Codes
Selecting
by typing  R75–R76
formats R177
glossary entries R201
journals R162
keywords R150, R212
names R189
references
  in All References window  R120
  in Group window R139, R139–R140
  in Reference Links window  R223
Sentence-style capitalization C15, R30
Separate databases W6
Sequence number  R370
Series, journal  C30–C32, W183
Series of books R41
Shared database R24–R26
Sharing data between Papyrus databases. See Transferring data between Papyrus databases
Shifting title to author position
  C14, W201, W202
Short Title field  R35
Shortcuts
  All References window  S13–S15
  Cite dialog  S43
dialogs S3
  editing items in place  R71
  Editor Role fields  R95
entering names  R32, R94
deriving names  R34, R95
Find dialog  S37–S39
Format Entry dialog  S45, W181
Formats window  S27–S28
Shortcuts continued
  Glossary window  S31–S32
  Group window  S17–S19
  Journals window  S25–S26
  Keyword Links window  S33–S34
  Keywords window  S21–S23
  looking up items  R73
  moving from field to field  R99
  Names window  S29–S30
  picking from a list R75–R76
  Reference Entry window  S9–S12, W39
  Reference Links window  S35–S36
  Refine Search dialog  S41
  saving references  R100
  switching windows  S5
  Template Entry dialog  S47–S48, W181
Show cogitation R333
Show hidden fields R90, R102, W28
Show Links button
  in Keywords window  W146–W147, W148–W152
Sign-off messages R243
Silver Platter W222
Single item per page, printing W51
Site license
  departmental I8
  institutional I8
Slide/Visual R60–R61
Snobbery C14
Sorting
  alphabetic order  C4, C12, R236–R237, R360
  by author. See Sorting: alphabetic order
citation order  C4, C12, C63, R360, W78–W80
group C63, R134–R135, W75–W77
machines C43, R190
rules W304–W306
umlauts R135, R236, R361, W304
within a manuscript citation R318
Sorting & Citing dialog  R358–R365
Sorting/Printing format
  Group R133
Spaces within imported references W233, W247
Specific pages  C4, C17, C63, R316–R317, W130–W133
Specifications of database R20
Spellchecking R241, R295, W284–W286
  references W285–W286, W290
text W284
Spellswell Plus  W284
Splitting a database  R266
Status window  R83, W6
  shortcuts  S7
STN  W222
Style menu  R407
Styles
  bibliographic.  See Formats
  journal abbreviation  C30, R239–R240
Sub-category, keywords  C38–C39
Submitted  C14–C15
Super-category, keywords  C38–C39
Supplement, journal  C30–C32
Suppress anonymous  C14
Suppress year if “in press”  C15
Symbol font  R68
Symbol, inserting  R68
Symposium  R54
Synonyms, keyword  C38–C39
Systems, writing  R20

T
Table view
  All References window  R115
  Group window  R130
Tabular output formats  C9, W202–W206
Target window  R77–R79
Telnet sites, citing  R47
Template Entry dialog  R384–R393
  shortcuts  S47–S48, W181
Templates, format
  fields in  R386–R387
Term “field”
  as a search term  R301, W91
TeX  R242, R412–R426
  printing/exporting  R273, W53
Text, replacing  W109–W112, W112–W114
Thermodynamics, Second Law of  C26
Thesis.  See Dissertation/Thesis
Title  R30, R94
  capitalizing  C15, W16
  issue  R39, R48
  notecard  C50, W65
  of list  R275
  original  R36
  series  R41
  shift to author position  C14, W201, W202
  short  R35
  translated  R36
Total # pages field  R40
Tour of balloon help  R15, W12
Transferring data
  advanced concerns  R260–R263
  exporting for Version 7  R264, W317
  importing from Version 7 via *.BB files  R258–R259, W308–W310
  importing from Version 7 via PAPX  R256–R257, W310–W312
  importing from Version 8  R253–R255
  to/from EndNote  R428–R432
Translators  R33–R34, R34, R41, R95
Trouble
  getting yourself into  C26
Troubleshooting imports  W222–W223, W249–W251
Truncating fields
  printing and exporting  R271, W48
Tutor, personal Papyrus  I6
Type select  R75–R76
Types of fields  R93–R98, R235
  associated reference  R98
  day & month  R95
  day, month & year  R96
  degree  R97
  document type  R98
  editor role  R95
  free text  R93
  ID Field  R93
  journal  R97
  keyword  R96–R97
  name  R94–R95
  number  R94
  ordinal  R94
  pages  R97
  picture  R98
  Reference #  R93
  title  R94
  year  R95
  yes or no  R97
Types of links
  forward vs. reverse  R214, R225
  keyword  R213–R215
  reference  R225–R226
Types of reference C26–C33, R28–R64, R37, R86, R235
Archival materials R38
Article in journal R39
Book/Monograph R40–R43
Chapter in book R44–R45
choosing R89
Conference proceedings R53–R57
default R89
Dissertation/Thesis R45–R46
Dissertations on Microfilm R46
Internet source R47
Issue of journal R48
Map R49
Newspaper article R50
Notecard R63
Other reference R64
Patent R51–R52
Poster sessions R54
Presentation at meeting R53–R57
Quoted citation R58–R59
Reports R42–R43
Slide/Visual R60–R61
Usenet post R62

U
Umlauts R135, R236, R361, W304
Uniform Requirements for Biomedical Journals. See Vancouver format
Unusual entries R67
URL
in exported reference lists W277
in reference W274–W275
in text W274
journal C32, R163, W276–W277
URL field R31, R47, W274–W275
Usenet post R62, W271–W272
Users
hard-core C68
types of C68

V
Vancouver format W170–W188
Versions of Papyrus I4, I5, I7
Viewing formats R179

W
Web browser R241
Web page
printing/exporting R273, W53
Web sites, journal C32
Wedgwood crucibles R352
Whole-indexed fields C57–C58
Wildcard (*) R73, W92–W93
Window
All References R114–R125
display formats R117–R118
drag and drop R121
elements of R115
preferences R118, R119
shortcuts S13–S15
closing, without being asked to save S12, S19
Format Preview W57–W58
Formats R174–R185, W274–W275
drag and drop R182
elements of R176
shortcuts S27–S28
Glossary R200–R207
drag and drop R205
elements of R201
shortcuts S31–S32
Group R128–R145
description R132
display formats R136–R137
drag and drop R140, R141
elements of R130
preferences R138, R139
shortcuts S17–S19
Sorting/Printing format R133
Import R332–R335, W217–W218
status R333
Journals R160–R172
drag and drop R169, R182
elements of R161
shortcuts S25–S26
Keyword Links R210–R217
drag and drop R215
elements of R211
opening R155, R210
shortcuts S33–S34
Keywords R148–R158, R150–R158
drag and drop R155
elements of R149, R150
shortcuts S21–S23
Names R188–R197
drag and drop R194
elements of R189
shortcuts S29–S30
Window continued
drag and drop R106
elements of R88
preferences R105
shortcuts S9–S12
title bar R88
Reference Links R220–R230, W154
display formats R222
drag and drop R227
elements of R221
opening R104, R119, R138, R220
preferences R223
shortcuts S35–S36
Status R83, W6
shortcuts S7
switching
shortcuts S5
target R77–R79
Windows menu R409
Word processor
printing/exporting to R273, W46–W54
properly designed W52
nonexistent R274
Word processor bibliography
importing into Papyrus W230–W237
Word Services W284
WordPerfect R274, W51
Words, non-indexed C58, W289–W290
Work Reviewed field R36
Workforms. See Reference types
World Wide Web (WWW) W270–W278
citing R47
installing Papyrus from R4
linking to R31
WorldScript R20, R135, R236–R237
Writing systems R20, R135

Y
Year
adding a letter R35, R95, R270
entering W13
field R34–R35, R95, W13
non-numeric R35
Year 2000 R34, W13
Year-only citations R318, W124
Yes or No fields R97

Z
Zeitschrift für Tierphysiologie, Tierernährung... C22