# LitCiting and Tagging References in HERO

Laura Datko-Williams and Adrien Wilkie September 2013

# When inserting a citation: {author, year, HERO ID}

 Unformatted Example: "Soils are a sink for Pb, with accumulations remaining for hundreds of years in the absence of soil remediation {LaBelle, 1987, 47924}."

 Formated Example: "Soils are a sink for Pb, with accumulations remaining for hundreds of years in the absence of soil remediation (LaBelle et al., 1987)."

# When inserting a citation: {author, year, HERO ID}

 Unformatted Example: "Soils are a sink for Pb, with accumulations remaining for hundreds of years in the absence of soil remediation {LaBelle, 1987, 47924}."

Once you select "update citations and bibliography" (found under EndNote tab in Word), the reference changes to this and is now linked to the bibliography created at the end of the document.

 Formated Example: "Soils are a sink for Pb, with accumulations remaining for bundreds of years in the absence of soil remediation (LaBelle et al., 1987)." When inserting a reference as a part of the sentence:

### {author, year, HERO ID@@author-year}

#### – <u>Unformatted Example:</u>

"However, {Rotko, 2001, 17720@@author-year} observed no difference in NO<sub>2</sub> exposure between men and women in the multi-country EXPOLIS study."

### – Formated Example:

"However, Rotko et al. (2001) observed no difference in NO<sub>2</sub> exposure between men and women in the multi-country EXPOLIS study."

When inserting a reference as a part of the sentence:

### {author, year, HERO ID@@author-year}

- Unformatted Example:
- "However {Rotko, 2001, 17720@@author-year} served no difference in NO<sub>2</sub> exposure between men and women in the multi-country EXPOLIS study."

Once you select "update citations and bibliography" (found under EndNote tab in Word), the reference changes to this and is now linked to the bibliography created at the end of the document.

- Formated Example:
- "However, Rotko et al. (2001) observed no difference in NO<sub>2</sub> exposure between men and women in the multi-country EXPOLIS study."

### Other Helpful Tips

- Only include the last name of the first author no matter how many authors
  - WRONG: {Smith-et al., year, HERO ID}
  - WRONG: {Smith and Jones, year, HERO ID}
  - CORRECT: {Smith, year, HERO ID}
- Do not include the beginning zeros of the HERO ID
  - Less correct: {author, year, <del>00</del>4689}
  - CORRECT: {author, year, 4689}
- With multiple citations in a row, they can be separated by a semicolon or curly brackets (w/ no space between refs)
  - {author, year, HEROID}{author, year, HEROID}{author, year, HEROID}
  - {author, year, HEROID; author, year, HEROID; author, year, HEROID}
- If the article is still in press or e-published ahead of print, leave out the year:
  - {author, , HEROID}

### What NOT to do

- DO NOT type directly into formatted citations.
- DO NOT make changes to the generated bibliography.
- DO NOT make changes to the references in the EndNote Library. Changes must be made in HERO.
- DO NOT copy and paste formatted citations.
- DO NOT add HERO or HERONet links with "Track Changes" turned on.
- DO keep all citations in the unformatted version for the document production team and post-grads to format

(from HERO: <a href="https://hero.epa.gov/index.cfm?action=help.litciter">https://hero.epa.gov/index.cfm?action=help.litciter</a>)

# Additional Information Found on Tip Sheet we handed out to you:

- Adding a prefix to the citation
- Adding a suffix to the citation
- Field shading options
- If EndNote automatically opens when you open up a document and you don't want it to
- Preventing traveling libraries
- How to make corrections to formatted citations and bibliographies

## An Easy Method to **Add and/or Tag** a reference in HERO:

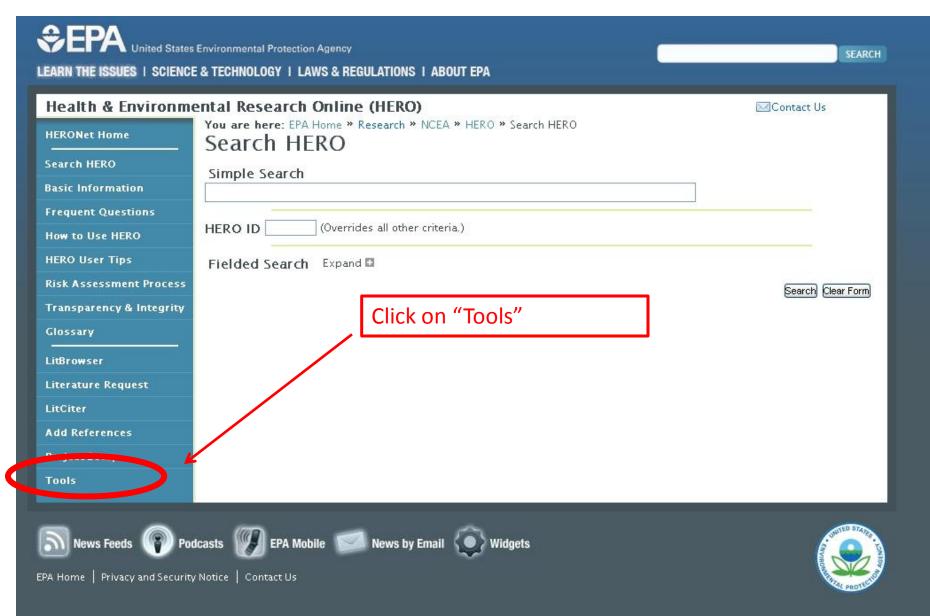
Note: A second method is described on page 2 of the tip sheet

### Example: EPA related manuscript

- 1. I need to add the "SoilPb" and "Cited" tag to a reference that is already in HERO
  - Francek, 1992 (HERO ID: 049494)

- I need to add a reference to HERO because it is not yet in HERO, and I need to tag it as "SoilPb" and "Cited"
  - Button, 2008 (DOI: 10.1007/s10669-007-9029-4)

#### Go to HERO website (https://hero.epa.gov)



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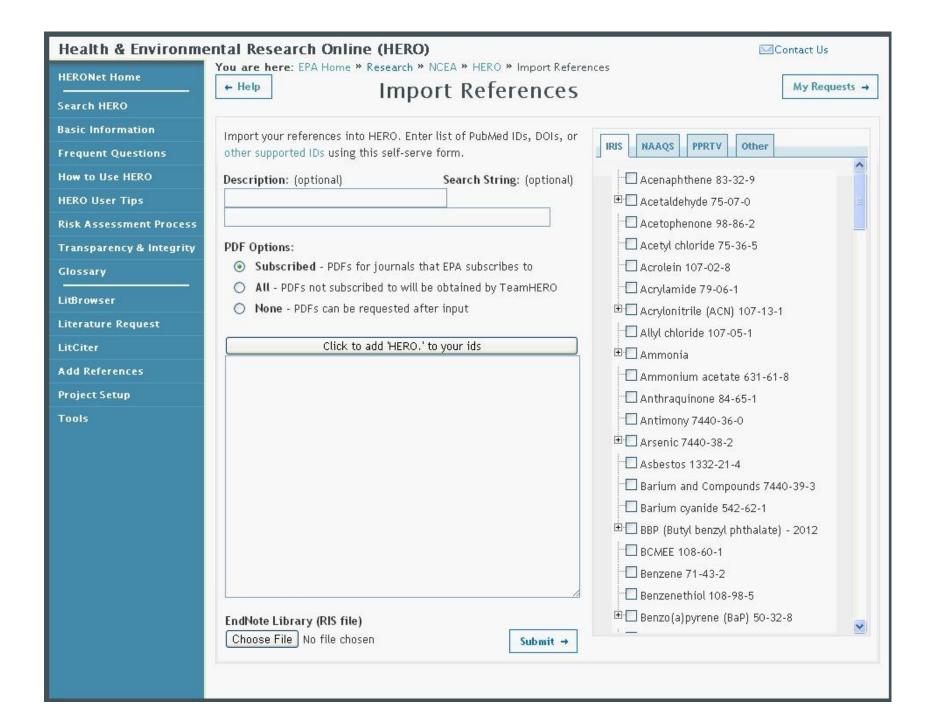


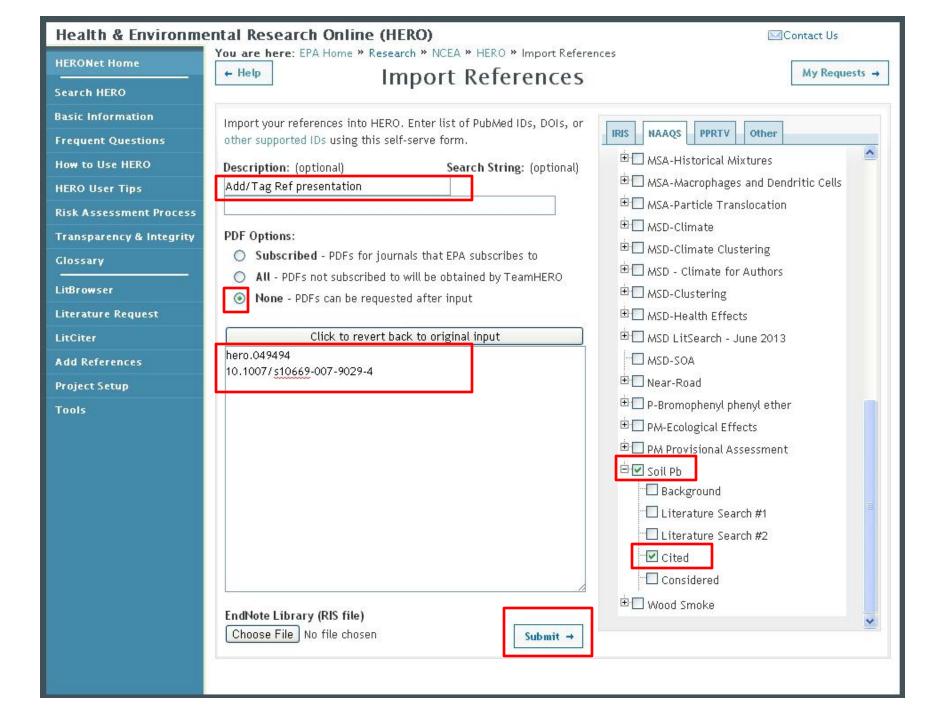


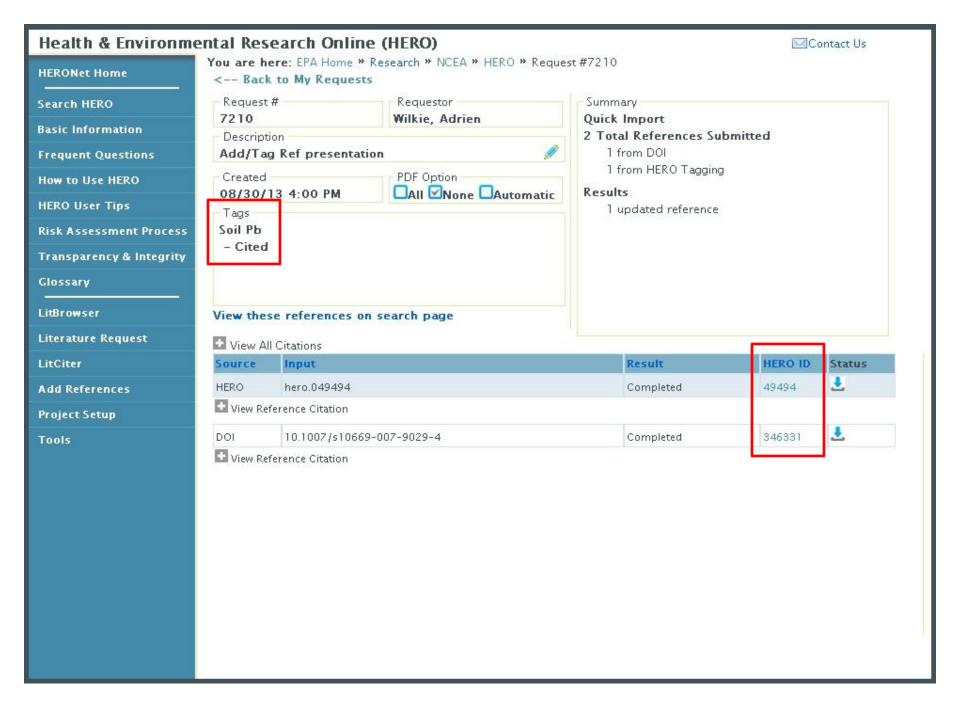












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Glossary

LitBrowser

Literature Request

LitCiter

Add References

Project Setup

Tools

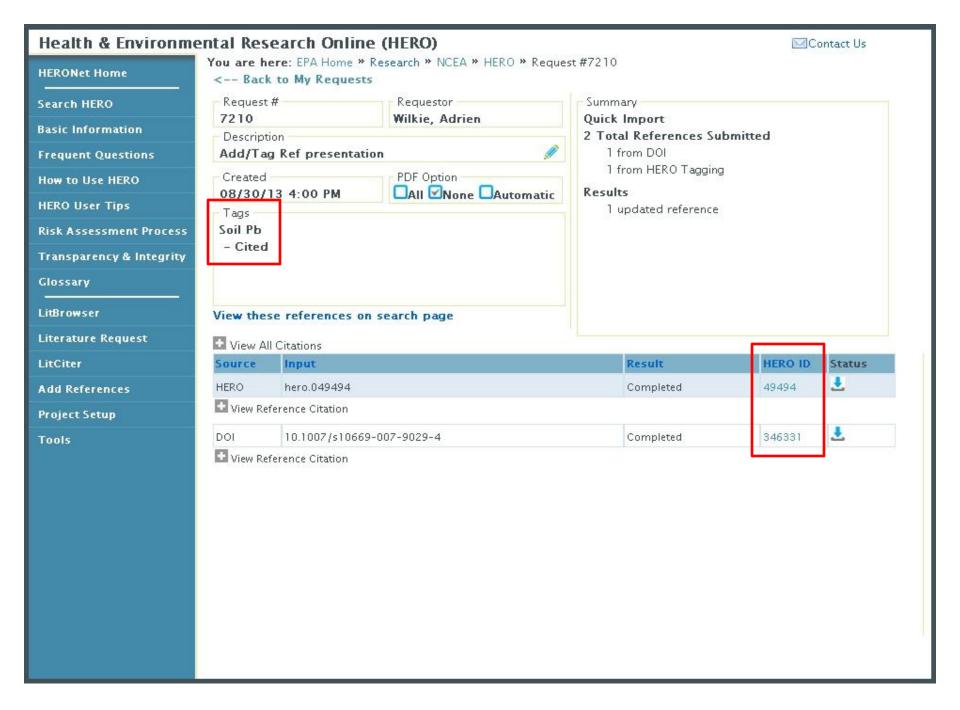
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#### **Import Requests**

[12345678910111213/Next Page]

Showing 1 - 10 of 125

Batch ID	Requestor	Date	Complete	Description	Projects
7210	Adrien Wilkie	8/30/2013 4:00 PM	Yes	Add/Tag Ref presentation	Soil Pb
7164	Adrien Wilkie	8/28/2013 5:41 PM	Yes	LitCiter Tag Request 08/28/2013 5:41	ISA-NO>
7158	Adrien Wilkie	8/28/2013 3:48 PM	Yes	LitCiter Tag Request 08/28/2013 3:48	ISA-NO:
7157	Adrien Wilkie	8/28/2013 3:48 PM	Yes	LitCiter Tag Request 08/28/2013 3:48	ISA-NO:
7155	Adrien Wilkie	8/28/2013 3:00 PM	Yes	NOx Draft (Ch5) - hero refs round2 (	ISA-NO
7154	Adrien Wilkie	8/28/2013 2:59 PM	Yes	NOx Draft (Ch5) - hero refs round2	ISA-NO>
7153	Adrien Wilkie	8/28/2013 2:59 PM	Yes	NOx Draft (Ch5) - hero refs	ISA-NO>
7148	Adrien Wilkie	8/28/2013 9:59 AM	Yes	LitCiter Tag Request 08/28/2013 9:59	ISA-NO>
7147	Adrien Wilkie	8/28/2013 9:39 AM	Yes	NOx Draft (AES-Ch2) - Cahill et al.,	ISA-NO
7132	Adrien Wilkie	8/26/2013 5:17 PM	Yes	NOx Draft (AES-Ch2) - Westcott, 1995	ISA-NO:



# The next time I open the HERO-SoilPb library via Word, those two references will now be in the EndNote file so I can:

- 1. Cite While I Write (i.e., "Insert Citation" button)
- 2. "Update Citations and Bibliography"
- "Make HERO Links" or "Make HERONet Links"

If you want to learn how to add/ tag references yourself, the HERO Team is willing to provide you with more assistance.

Email them at <a href="mailto:hero@epa.gov">hero@epa.gov</a>

### Questions?