

Quick Reference Guide: Citing an EPA Document

Helpful Tips when inserting citations:

<u>If you want the final text to look like this:</u>	<u>Type this:</u>
"...remaining for hundreds of years in the absence of soil remediation (LaBelle et al., 1987)."	"...remaining for hundreds of years in the absence of soil remediation {LaBelle, 1987, 47924}."
"However, Rotko et al., (2001) observed no difference in NO ₂ exposure ..."	"However, {Rotko, 2001, 17720@@author-year} observed no difference in NO ₂ exposure ..."
(see also, Smith et al., 2000)	{see also`, \Smith, 2000, 123456}
(Smith et al., 2000 , in Annex II)	{Smith, 2000, 123456,`, in Annex II}
(Smith et al., in press)	{Smith, ,123456} ↑leave out year if in press or ePub ahead of print!
(LaBelle et al., 1987; Smith et al., 2000)	{LaBelle, 1987, 47924}{Smith, 2000, 123456}
	OR
	{LaBelle, 1987, 47924;Smith, 2000, 123456}

Additional tips:

- Only include the last name of the first author no matter how many authors
 - o CORRECT: {Smith, year, HERO ID}
 - o WRONG: {Smith and Jones, year, HERO ID}
 - o WRONG: {Smith et al., year, HERO ID}
- Do not include the beginning zero(s) of the HERO ID
 - o e.g., HERO ID 004689 should be written as 4689
- Do not make any changes in formatted citations (i.e. hyperlinked), formatted bibliographies, or directly in the EndNote library.
 - o Only edit or copy/paste unformatted citations
 - o Any errors found in the bibliography, formatted citations, or EndNote library must be made in HERO (see page 2)
- Having field shading on will show you any text that has unseen background formatting (e.g., [Zeger et al., 2000](#)):
 - o Click Windows button → Click "Word Options" → Select "Advanced" on the left hand menu → Scroll down to "Show document content" → Make sure the "Field shading" box has the "always" option selected → click OK

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Using LitCiter, EndNote, and Microsoft Word together:

If EndNote automatically opens when you open up your document and you don't want it to:

- In EndNoteX6:
 - Go to Edit → Preferences → Libraries → under "When EndNote starts:" select "Do nothing" → hit "OK"
- In Word:
 - Go to EndNoteX6 tab → Bibliography preferences → Instant Formatting tab → make sure the box says "Instant formatting is currently off"

When updating citations and bibliography or citing while you write (e.g., Insert Citation), make sure you have opened the correct HERO library

- In Word:
 - Go to LitCiter tab → select "Choose Library" → click on wanted library (i.e., tag) → hit "select"

Adding references to a library (i.e., tagging) while working in Word:

- Make sure the correct HERO library is open. For example, if you want your references to be added to the "ISA-NOx" tag, choose the ISA-NOx library (see above).
 - Go to LitCiter tab → select "Add Reference(s)" → enter HERO IDs on separate lines → click "Add Reference(s)"
 - You may be prompted to enter your HERO login information (LAN ID and password)
 - The references will be added to the open EndNote library and in the associated tag in HERO

Unformatted citations and traveling libraries:

- If you are still working in a document or are passing it on to another person, keep citations in unformatted version to prevent traveling libraries:
 - Go to EndNote X6 tab → click "Convert Citations and Bibliography" → click "Convert to Unformatted Citations"

What if there is an error in a formatted citation or bibliography?

- Navigate to the detailed page of the reference in HERO → Click "Correction" → Describe the problem and submit
- You will need to re-download the EndNote library after Team HERO makes the correction