



Cornell University
College of Veterinary Medicine

Flower-Sprecher Veterinary Library

Senior Seminar Help

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As part of the D.V.M. curriculum at the College of Veterinary Medicine at Cornell University, each fourth-year veterinary student enrolled in the VTMED 5612 course is required to select an actual patient case or clinical research-related topic, give an oral presentation, and submit a written paper called a “senior seminar” or “fourth-year seminar”.

Copies of the instructions issued for this course are available in the Dean’s Office, from Dr. Francis Fox’s secretary (Carol M. Smith, 3-3140, cms22@cornell.edu) and in the Library. In addition, we have compiled below what we hope will be some helpful information for seniors in using the library and its resources in preparing their seminars.

Contents:

- Searching the Literature
- Finding Review Articles
- Picking Up on Cited Articles
- Interpreting Journal Title Abbreviations
- Finding Journal Articles and Books through the Cornell University Library
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Searching the Literature

Once a clinical case topic has been chosen and approved by your advisor, you will need to gather some recent journal articles relevant to your subject. They will give you background on other cases published in the literature as well as describe treatment protocols and research on that disease.

HINT: If you are unfamiliar with the topic and/or want to start with an overview or summary of known information, it may be a good idea to do some preliminary reading in an established textbook, such as Ettinger and Feldman's Textbook of Veterinary Internal Medicine, 6th ed. (2005), Blackwell's Five-Minute Veterinary Consult: Canine and Feline, 4th ed. (2007), Smith's, Large Animal Internal Medicine, 4th ed. (2009), Straw's Diseases of Swine, 9th ed. (2006), or equivalent major text by species or topic, before going to the primary journal literature. These texts should also have helpful bibliographies of cited resources at the ends of chapters that you can review in gathering articles.

After the topic, you need to choose the online database(s) or "master index" whose content most closely matches or covers your topic.

Some relevant databases that may be of interest are listed below. Each database contains unique citations. If you search more than one database, there may be overlap in coverage and thus you may get some duplicate citations. This can be okay as you know you're getting relevant papers.

HINT: For clinical veterinary topics, you should search both **PubMed MEDLINE** and **CAB Abstracts** to make sure you have adequately covered the field.

If you need help in choosing search terms or any other aspect of searching these files, please consult the Library's Reference staff at 253-3496 or at vetref@cornell.edu.

I. Primary Databases for Clinical Veterinary Medicine

PubMed MEDLINE

You can access PubMed MEDLINE in several ways:

Directly from: <http://pubmed.gov> .

From: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Article* or *Find It! Databases*.

Note: If you go through the CU Library Catalog, PubMed will include active links to Cornell-held full-text journal articles. This can save you time and effort.

- Developed and maintained by the U.S. National Library of Medicine (Bethesda, MD)
- Over 18 million citations from the international biomedical journal literature back to the 1950's.
- Approx. 4,960 biomedical journals indexed in human medicine, nursing, dentistry, veterinary medicine, health care system, genomics, and preclinical sciences.
- Nearly 110 important veterinary journals are indexed.
- 80% of the citations have author-written abstracts.
- 80% of the articles are in English language.
- Updated weekly; PreMEDLINE updated daily.
- "Potential" links to the full-text of articles in nearly 6,400 electronic journals ; look for *Get It Cornell* buttons.

- Includes links to the full-text of some molecular biology books.
- **Lacks:** some clinical and international veterinary journals (e.g., Clinical Techniques in Equine Practice, Canine Practice, Equine Veterinary Education, and Veterinary and Comparative Oncology, Veterinary Medicine). [Use CAB Abstracts (*Index Veterinarius*) database to supplement MEDLINE for expanded veterinary subject coverage.]

See: *PubMed Searching: Veterinary Medicine* brochure for an overview summary.

CAB Abstracts

Access from: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Articles* or *Find It! Databases*.

- Maintained by CAB International (Wallingford, Oxon, U.K.)
- Over 39 million citations in agriculture, veterinary medicine, animal breeding, parasitology, and other topics from 1910 to present.
- Indexes approximately 1,350 international veterinary journals, chapters and other materials.
- Updated monthly.
- Provides links to some full-text articles; look for *Get It Cornell* buttons.

II. Secondary Databases for Clinical Veterinary and Related Topics.

Agricola

Consider this database if your topic is related to food production animals, animal husbandry, animal science, or other aspects of agriculture.

Access from: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Articles* or *Find It! Databases*.

See also the National Agricultural Library free interface at <http://agricola.nal.usda.gov/>

- Updated by the U.S. National Agricultural Library (Beltsville, MD)
- Over 2.9 million citations in agriculture and related topics from 1970-present.
- Updated monthly.
- Provides links to some full-text articles; look for *Get It Cornell* buttons.

BIOSIS Previews

Consider this database if your topic has a basic life science orientation in microbiology, ecology, etc.

Access from: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Articles* or *Find It! Databases*.

- Updated and maintained by BioSciences Information Service (Philadelphia, PA)
- Over 15.6 million citations in the life sciences from 1926 to date.
- Indexes nearly 5,500 journals, some book chapters, reports, conference proceedings and patents.
- Updated monthly.
- Provides links to some full-text articles; look for *Get It Cornell* buttons.

Web of Science (Science Citation Index Expanded)

Consider this database or broad-based science topic searches, including veterinary medicine. Also, the “Cited Ref” search feature is good for locating papers that have cited a particular article in their bibliographies.

Access from: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Articles* or *Find It! Databases*.

- Covers many scientific disciplines, including biomedicine, chemistry, physics, engineering and the life sciences.
- Has over 17 million citations in the Web of Science from 1945 with some back to 1900.
- Indexes approximately 5,900 journals.
- Updated weekly.
- Provides links to some full-text articles; look for *Get It Cornell* buttons.
- Offers unique searching of “cited references”.

Zoological Record

Consider this database if your topic is related to zoology, herpetology, mammalogy, ornithology, ecology, life cycles, morphology, behavior, taxonomy, etc.

CU Library Gateway/Home Page at <http://www.library.cornell.edu> under Find It! Articles or *Find It! Databases*.

- Updated and maintained by BioSciences Information Services (Philadelphia, PA)
- Have over 1.7 million records from nearly 5,000 international journals from 1864 to present.
- Updated quarterly.
- Provides links to some full-text articles; look for *Get It Cornell* buttons.

CONSULTANT [Cornell’s veterinary diagnostic support system]

Consider this resource if you want a few good, recent clinical veterinary articles. This is not a comprehensive database or indexing source as it only includes selected citations.

Access from: <http://www.vet.cornell.edu/consultant/consult.asp>

- Developed and maintained by Dr. Maurice White at Cornell University.
- Veterinary diagnostic support database with over 500 clinical signs and 7,000 diagnoses/causes.
- Updated daily.
- Includes over 18,000 selected, recent citations to the literature.
- Has some links to nearly 3,000 useful Web sites.

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Finding Review Articles

Finding a good review article can save you a lot of time. This special type of journal article summarizes the previous literature on what is known about a topic and will have extensive references lists that you can pick from.

When you look at the results of your PubMed MEDLINE searches, “review” will be noted in the title or after the source information. For example,

Kimber KR, Kollias GV 2nd.

Infectious and parasitic diseases and contaminant-related problems of North American river otters (*Lontra canadensis*): a review.

J Zoo Wildl Med. 2000 Dec;31(4):452-72. Review.

PMID: 11428392 [PubMed - indexed for MEDLINE]

Applewhite AA, Cornell KK, Selcer BA.

Pylorogastric intussusception in the dog: a case report and literature review.

J Am Anim Hosp Assoc. 2001 May-Jun;37(3):238-43. Review.

PMID: 11361115 [PubMed - indexed for MEDLINE]

McEntee MC, Page RL.

Feline vaccine-associated sarcomas.

J Vet Intern Med. 2001 May-Jun;15(3):176-82. Review.

PMID: 11380024 [PubMed - indexed for MEDLINE]

Moon PF, Massat BJ, Pascoe PJ.

Neonatal critical care.

Vet Clin North Am Small Anim Pract. 2001 Mar;31(2):343-65. Review.

PMID: 11265496 [PubMed - indexed for MEDLINE]

NOTE: Articles appearing in the various *Veterinary Clinics of North America* publications are often considered to be “review” in nature even if not otherwise indicated.

When beginning or revising a search, you may want to limit your retrieval to “review articles” especially if your topic is broad and a lot has been written on the subject.

In PubMed MEDLINE, simply include “review” [without quote marks] as one of the search terms. Alternatively, you can also limit the search to Review as a publication type under “Limit” on the main menu bar.

Ex. *hyperthyroidism cats therapy review*
food hypersensitivity dogs review

From CAB Abstracts, Agricola, BIOSIS, and Zoological Record, add in “review” [without quote marks] along with your other search terms.

Ex. *laminitis {topic}*
horse OR horses OR equine {topic}
review {topic}

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Picking Up on Cited Articles

In addition to searching comprehensive, retrospective databases for journal and review article citations, you will also want to “data mine” or scan those papers for additional references. Remember that authors will cite other papers relevant and supportive of their topics. Since this citing principle is integral to documenting evidence as part of the scientific research process, this can be used to your advantage. In this way, you can often find good references in the bibliographies or reference lists at the end of journal articles, book chapters, and other publications.

When you begin finding or coming across the same articles in various sources, this will indicate that you have probably covered the topic sufficiently enough and thus have seen most of the important papers.

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Interpreting Journal Title Abbreviations

Many citations, including those found in PubMed MEDLINE, use journal title abbreviations. Although you may be able to correctly guess many of them, some are not what they seem. For example, *Clin Invest Med* is really *Clinical and Investigative Medicine* and *Int J Parasitol* is actually *International Journal for Parasitology*. Knowing the title can be important in finding the volumes on the shelves in the Library efficiently or searching the CU Library Catalog that may require entering the full journal title.

To find the full titles of articles listed in PubMed MEDLINE, look in several sources:

Mouse Over the journal abbreviation on any PubMed results display.

Journal Browser on the blue left sidebar on any PubMed MEDLINE page at <http://pubmed.gov>.

Enter the abbreviation or a subject key word, such as “veterinary” to see a table that lists the abbreviation, full title, and links back to a MEDLINE search.

List of Journals Indexed for MEDLINE. (Annual; latest edition (2008) is kept at the front of the Circulation Desk.)

This publication has lists by: Abbreviation to Full title, Full title to Abbreviation as well as Subject categories and Geographic listings.

Journal abbreviations may also be found online at:

All that JAS: Journal Abbreviation Sources

<http://www.abbreviations.com/jas.asp>

PubList

“free in-depth information about over 150,000 magazines, journals, newsletters and other periodicals”

<http://www.publist.com>

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Finding Journal Articles and Books through the Cornell University Library

Once you have identified some useful citations, we suggest several steps or options in locating copies of those papers.

1. Come to the Veterinary Library in Person

From your “pick list” of veterinary journal references, locate volumes directly on the shelves in the Veterinary Library. The journals are arranged alphabetical by journal title.

2. Consult the CU Library Catalog

If you cannot find the title on the shelves, then check the CU Library Catalog at <http://catalog.library.cornell.edu> to:

- Verify where journals are located in any of the campus libraries (except the Weill Cornell Medical College library called “Tri-Institutional Catalog” which is available at <http://tri-cat.rockefeller.edu/>.)
- Determine if an electronic version is available.
- If not held, connect to document delivery/interlibrary loan services.

Under Basic Search, choose either Journal Title (full) or Journal Title Abbreviation from the “Search By” pull-down menu.

[Title only will also work, but you may get some books in the results list.]

The Online Library Catalog will tell you about:

Print versions

- a) The volume is checked out.
- b) Give you the call number if the journal is held in another library.

Electronic versions

- c) A full-text version is available electronically. Note red block labeled “Networked Resource” and follow links.

Also, check the dates covered as many e-journals are only available since about the mid-1990, but some do go back further, such as ScienceDirect, 1995-to date.

- d) Check the *Find It! e-Journals* list on the Library Gateway main menu.

3. Visit other Campus Libraries In Person to Acquire Specific Items

See the online campus map on the CU Library Gateway/Home Page at <http://www.library.cornell.edu> under “Inside Cornell University Library” / “Map of the Libraries”. Also, check “Library Hours” on the Quick Links left side bar.

4. Request an article through Document Delivery

This delivery service will provide copies of articles or chapters from campus libraries including the Annex Library. A charge of \$4.00 per article may applied, but requests from the Annex are free. The items will come to you as PDFs by e-mail. To place a request and get more information, go to <http://www.library.cornell.edu/services/ils.html> or click any of the “Interlibrary Loan” links on the Library Gateway/Home Page.

5. Check for Electronic Full-text Journal Titles (e-Journals)

When searching in the CU Library Catalog, there will be a dark red block titled “Networked Resource” next to a title IF there is electronic access to the full-text version.

Follow the links to the publisher or vendor's Web site and the PDF of the article that can be printed from your computer. Please note that not all titles are accessible this way and some are only available for the latest few years.

Note: Currently, the CU Library Catalog has the most complete access to e-journals available for Cornell users. However, you can also use the *Find It! e-Journal* titles list on the CU Library Gateway.

6. Access Full Text Journal Articles through Bibliographic Databases.

It is possible to follow links in the citations appearing in bibliographic databases, such as PubMed and CAB Abstracts, to obtain full text journal article directly.

PubMed MEDLINE.

Click on the publisher's logo box (located under the journal title) when viewing citations in PubMed using the ABSTRACT format. If Cornell has a license for that journal, you will be connected to the publisher's Web site. If not, then check the Cornell Library Catalog for a link and listing of a printed version in a campus library.

Agricola, BIOSIS, CAB Abstracts, Zoological Record, Web of Knowledge.

Look for and then click the *Get it! Cornell* link to connect to document delivery and interlibrary loan options.



7. Book Delivery & Return.

You can request books held by any campus library be delivered to another campus library, such as the Veterinary Library. An e-mail will be sent alerting you to the availability of the book which will be held at the Circulation Desk for pick up. Return regular loan materials to the most convenient library on campus.

To request a book be delivered, click on "Requests" from the Library Catalog, follow the prompts, and select "Library delivery" from the pull-down menu.

More information is available on the Library Gateway/Home Page left side bar under "Library-to-Library" at

http://www.library.cornell.edu/t/help/res_tools/catalog/bookdelivery.html

8. Submit an Interlibrary Loan or Borrow Direct Request

If you do not find the journal title or book by checking the libraries' shelves or searching in the CU Library Catalog, it likely means that it is not held on campus or available electronically. Non-Cornell materials can be obtained, free of charge, through interlibrary loan. See <http://www.library.cornell.edu/services/requesting.html> for more information.

Use Interlibrary Loan services for requesting items held at the Weill Cornell Medical College Library in New York City. These articles usually come fast within a day or two.

From the Library Gateway/Home Page left side bar, click on “Interlibrary Loan”, or “Interlibrary Services” under “Services”.

Note: You must register to use the interlibrary loan system the first time.

To obtain a “photocopy” of any needed article as an electronic pdf to your e-mail box, sign on to the Interlibrary Loan system from the Library Gateway/Home Page, choose “Interlibrary Loan”, then select “Request an article” and fill in the online request form. You’ll need to indicate from the pull-down menu why you want the item (e.g., not held at Cornell) and add a source of reference, such as “PubMed PMID: 16316389”

When your request has been filled, you will get an e-mail notice. To retrieve the pdf, go back into the Interlibrary Loan system, scroll down to the section on “Review All Requests”, and click the button, “View/Download Electronically Received Articles”.

Note: Always try to allow sufficient time to get materials through interlibrary loan. Although Borrow Direct for books loans is quick, a typical delivery time might be about 5 or more working days, depending on the source and the availability of the item nationwide.

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Finding Conference Proceedings

Finding conference proceedings can be a problem. They are often not indexed by PubMed but may be indexed by CAB Abstracts and BIOSIS selectively. Copies may be given out at meetings only to conference attendees and thus are often not distributed widely to libraries. In other instances, they appear as supplements or part of journals or may be formally published as a book. Moreover, an increasing number are beginning to appear in electronic format on the Web, such as Veterinary Information Network (VIN) at <http://www.vin.com> under “Library” or International Veterinary Information Service (IVIS) at <http://www.ivis.org>. Finally, conference proceedings citations are often complex and may not include complete or sufficient information to easily locate the item. Here are a few suggestions.

Searching Cornell Library Catalog

Search under the organization name as an “Author”. This will list all of the organization’s publications and it may be fairly easy to identify the one you need.

Search under the name of the conference or symposium, either as a Title or Author.

Ex. *world equine airways symposium*

Searching OCLC WorldCat

Access from: CU Library Gateway/Home Page at <http://www.library.cornell.edu> under *Find It! Database*.

If found in WorldCat and Cornell does not own it, you can submit an Interlibrary Loan request to get a photocopy or loan of the item.

Using Web resources

Veterinary Information Network (VIN)

<http://www.vin.com> (access is free to DVM students with Cornell NetID)

International Veterinary Information Service (IVIS)

<http://www.ivis.org> (access is free with registration)

Organization web sites

Check any of the above sources. Unfortunately, these sources are not indexed in the Cornell Library Catalog or bibliographic reference databases. So, it's pick-and-choose by serendipity to know where an electronic version of a proceedings is available.

Search Google

It's always useful to try Google or Google Scholar for the conference name or organization, too.

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Evaluating the Quality and Content of Journal Articles

This handout will not address aspects of evaluating the quality of the content of journal articles. Most of the important scientific journals are peer-reviewed. This means that a panel of "experts", in addition to the editors, have reviewed and commented on the content before the article is accepted for publication.

In any case, there are certain questions you, as a reader, should always consider. For example,

Does the title describe the content of the article?

What is the reputation of the publisher?

What review process does the publisher utilize?

Who are the author/authors? What are his/her/their credentials?

Is the abstract concise and does it adequately describe the content of the article?

How is the information presented?

What research design was utilized, e.g., descriptive (case study) or explanatory (experimental or observational (e.g., cross-sectional, case-control, or cohort study))?

Was random selection used to identify the population studied?

Is there confounding bias?

What diagnostic tests were utilized?

What criteria were used to determine outcomes? Was it blind?

What statistical methods were applied?

Are there cited references?

Will this paper be helpful for your intended use?

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Finding Instructions for Authors

The course assignment indicates that the format of your senior seminar should be suitable for publication in a journal, such as *Journal of the American Veterinary Medical Association*. Because each publisher has specific requirements that may vary somewhat, it is essential to find the latest instructions for authors of a particular journal.

NOTE: It is a good idea to be familiar with the submission requirements BEFORE you start preparing your manuscript.

For AVMA publications, instructions for authors previously published in a journal issue twice per year are now available only online from their Web site at:

AJVR http://www.avma.org/journals/ajvr/ajvr_ifa.asp
 JAVMA http://www.avma.org/journals/javma/javma_ifa.asp

If you want to publish in other publications, check in the index of an annual volume of the journal held in the Veterinary Library or other campus libraries. This will indicate the issue in which the instructions appear. Some publisher's include instructions in every issue, others at regular intervals or certain issues, and a few list them at random times otherwise check on the journal's Web site.

Instructions for some medical journals can also be found at the following Web sites:

Instructions to Authors – Specific Veterinary Medical Journals
Veterinary Medicine Library, Virginia Polytech, Blacksburg, VA
<http://www.lib.vt.edu/services/branches/vetmed/authors.html>

Instructions for Authors in the Health Sciences, Raymon H. Mulford
Library, Medical College of Ohio
 (Covers over 3,500 journal instructions for authors)
<http://mulford.meduohio.edu/instr/>

NOTE: Another helpful suggestion involves picking up a few issues of the journal you've chosen and scanning or reading a couple of clinical case report- type articles that have already been published. This will give you a good idea about content, format, wording, and layout tips. For example, JAVMA publishes articles in several different categories, such as an Original Study, Retrospective Study, Descriptive Report, Clinical Report, and Reference Point.

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Preparing Your Manuscript's Style and Format

A descriptive and succinct title for your seminar is important. It should give readers a clear understanding of the topic being covered.

When writing the text of your seminar, keep in mind the principles of clear and concise prose. There are a number of style manuals that can provide assistance with questions concerning grammar, capitalization, punctuation, rules of usage, nomenclature, abbreviations, misused words and expressions, and composition. Instructions for Authors are usually specific about what particular style to follow. A highly recommended style manual for your senior seminar is:

Strunk, William J. and E.B. White. The Elements of Style. 5th ed. Boston: Allyn and Bacon, 2005.

VET REF PE 1408 S772 2005

In general, there are two primary approaches to style and format that are utilized by various disciplines. Examples include:

I. There are a number of excellent style manuals and guides covering **medical** and **scientific** publishing.

American Medical Association. Manual of Style: A Guide for Authors and Editors. 10th ed. New York: Oxford University Press, 2007.

VET R 119 A533 2007 REFERENCE

Council of Science Editors. Style Manual Committee. Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. 7th ed. Reston, Va.: Council of Science Editors in cooperation with the Rockefeller University Press, 2006.

VET T11 S386 2006 REFERENCE

Day, Robert A. and Barbara Gastel. How to Write & Publish a Scientific Paper. 6th ed. Westport, CT: Greenwood Press, 2006.

VET T11 D33 2006 REFERENCE

Huth, Edward J. Writing and Publishing in Medicine. 3rd ed. Baltimore: Williams & Wilkins, 1999

VET R 119 H97x 1999 REFERENCE

Matthews, Janice R., John M. Bowen and Robert W. Matthews. Successful Scientific Writing: A set-by-step guide for the biological and medical sciences. Cambridge, U.K. ; New York: Cambridge University Press, 2000.

VET R119 M28 2000 REFERENCE

Stuart, Mark C., editor. The Complete Guide to Medical Writing. London; Chicago: (PhP) Pharmaceutical Press, 2007.

VET R119 C66 2007 REFERENCE

Zeiger, Mimi. Essentials of Writing Biomedical Research Papers. 2nd ed. New York: McGraw-Hill, 2000
VET R 119 Z45x 2000 REFERENCE

II. In the **Humanities**, **psychology**, and various **social sciences**, the following style manuals are often used:

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.
VET Z 253 U59 15th 2003 REFERENCE; also copies in other campus libraries.

Online version: <http://www.chicagomanualofstyle.org/contents.html>

Publication Manual of the American Psychological Association. 5th ed. Washington, DC: American Psychological Association, 2001.
MANN BF 76.7 A51x 2001 REFERENCE ; also copies in other campus libraries.

Siegal, Allan M. and William G. Connolly. The New York Times Manual of Style and Usage. Rev. and Expanded ed. New York: Times Books, 1999.
VET PN 4783 S57x 1999 REFERENCE

Turabian, Kate L. A Manual for Writers of Research Papers, Theses, and Dissertations. 7th ed. Chicago: University of Chicago Press, 2007.
VET LB 2369 T8 2007 REFERENCE ; also copies in other campus libraries.

Several guides oriented specifically toward **electronic resources** include:

APA Style Manual to Electronic References. Washington, DC: American Psychological Association, 2007. 24 pages.
MANN BF 76.7 A511 2007 REFERENCE ; electronic pdf can be purchased from APA.

Li, Xia and Nancy B. Crane. Electronic Styles: A Handbook for Citing Electronic Information. Medford, NJ: Information Today, 1996.
VET PN 171 D37 L5x 1996 REFERENCE

Walker, Janice R. and Todd Taylor. The Columbia Guide to Online Style. 2nd ed. New York: Columbia University Press, 2006.
VET PN 171 F56 W35 2006 REFERENCE
<http://www.columbia.edu/cu/cup/cgos2006/basic.html>

For supportive illustrations, figures and tables, check with the Instructions for Authors and/or the style manuals concerning usage, formatting, and submission recommendations.

Concerning overall layout, it is recommended that your seminar paper have:

Text pages that are double-spaced in 12-point Times or New Roman font, with 1-inch margins, and left justification.

All pages except the title page are sequentially numbered.

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Citing References

The bibliography of references at the end of a journal article and your seminar case report is very important in providing source documentation for the information contained in your paper. They link or anchor data and content to other previously published information in a hierarchy or network of scientific research. In addition, they enable the reader to validate or follow back and/or obtain the original source material.

Consequently, it is important that the bibliographic citations be correct and have sufficient information for someone to easily locate the items. Needless to say, the chosen format should be consistent throughout your entire manuscript according to the recommended or chosen style.

There are a number of formats that can be utilized as noted in the style manuals listed above. Usually, the Instructions for Authors will tell you what format to use and will often give examples. You can also browse through some articles appearing in issues of that publication for clues.

For example, the latest *Journal of the American Veterinary Medical Association*

Instructions for Authors are on the Web at

http://www.avma.org/journals/javma/javma_ifa.asp as follows:

REFERENCES

1. Authors bear primary responsibility for accuracy of all references.
2. References must be limited to those that are necessary and must be cited in the text by superscript numbers in order of citation.
3. Journal titles in the Reference section should be abbreviated in accordance with the National Library of Medicine and *Index Medicus*.
4. For references with more than 3 authors, only the first 3 authors should be listed, followed by “et al”.
5. The following is the style used for common types of references:

Article in journal

1. Lamont LA, Bulmer BJ, Sisson DD, et al. Doppler echocardiographic effects of medetomidine on dynamic left ventricular outflow tract obstruction in cats. *J Am Vet Med Assoc* 2002;221:1276-1281.

Book chapter

2. Muir P, Johnson KA, Manley PA. Fractures of the pelvis. In: Birchard SJ, Sherding RG, eds. *Saunders manual of small animal practice*. 2nd ed. Philadelphia: W.B. Saunders Co, 2000;1126-1132.

Proceedings

3. Moore MP, Bagley RS, Harrington ML, et al. Intracranial tumors, in *Proceedings*. 14th Annu Meet Vet Med Forum 1996;331-334.

Electronic material

4. Animal and Plant Health Inspection Service Web site. Bovine spongiform encephalopathy (BSE). Available at:

www.aphis.usda.gov/lpa/issues/bse/bse.html. Accessed Feb. 18, 2003

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Using RefWorks with MS Word for Managing Citations and Preparing Your Manuscript's Bibliography....the Easy Way.

Students, faculty, and staff at Cornell can utilize a network-based citation management program called RefWorks to help in gathering references and formatting bibliographies using an MS Word plug-in called "Write-N-Cite". It is freely accessible at <http://www.refworks.cornell.edu>, or from the CU Library Gateway/Home Page under "Citation Tools".

NOTES:

You must first register for a RefWorks account (do this only once at the beginning). You will then enter your chosen User ID and Password to access RefWorks from any networked computer in the World.

When using RefWorks from a non-Cornell, off-campus computer, you will be prompted to enter Cornell's group code. It is also given on the Cornell RefWorks opening page.

Cornell's Group Code is RWCORINDLABRS

You will also need to download and install Write-N-Cite. When loaded, a small red icon will appear on the MS Word menu bar. Instructions are given under "Tools" in RefWorks. Write-N-Cite is already loaded on all computers in the Veterinary Library.

See also handout on *RefWorks Quick Start Guide*. It is also available from the Cornell RefWorks page and under "Tools" in RefWorks.

I. Adding Citations to RefWorks

Adding citations for journal articles, books, and other materials can be done in 4 ways:

- Typing citations manually into RefWorks
See under RefWorks menu bar, "References" / "Add New Reference"

Hints: Use consistent format ; proofread carefully.
- Searching PubMed and library catalogs through a direct connection in RefWorks
See under "Search" / "Online Catalog or Database" ; select PubMed from the pull-down.

- Searching PubMed or other databases separately and loading the citations from a saved text file.

See under “References” / “Import” ; Choose the filter (e.g., PubMed) ; browse to find the file to be imported.

Hint: Be sure to save PubMed citations in MEDLINE format with tagged field records.

- Searching databases (such as Library Catalog, CAB Abstracts, BIOSIS) and loading citations from a direct link into RefWorks
Search the database, then click “Save”, then “Export to RefWorks” button.

II. Organizing Citations in RefWorks

Citations can be kept in one large database in RefWorks. However, if you have a lot of citations on various topics in your main database, it might be most efficient for you to make a separate folder for the references you’ll be using for your senior seminar.

Citations can be moved around in RefWorks from folder to folder. They can also be edited and deleted.

III. Writing Your Manuscript with Footnotes and References

Begin typing the text of your paper using MS Word for a PC computer. (RefWorks will also work with Mac’s.) When you want to insert a footnote, simply click on the Write-N-Cite icon (this will prompt you to open RefWorks), choose the appropriate citation from your database or senior seminar topic folder, and click on “Cite”. This will transfer a marker into your manuscript.

Continue typing your paper’s text and adding footnotes as needed.

When finished, save your paper as a generic master with footnote markers.

To prepare the bibliography, go back into Write-n-Cite, click on “Bibliography”, use the pull down menu to choose the desired output style (in the case of senior seminars, choose “Journal of the American Veterinary Medical Association”), then click “Create Bibliography”. Wait a few moments....to see your formatted reference list magically appear in the correct format at the end of your manuscript. Your document will be saved as “Final.....”. Give it a new name if needed. If you want to change styles, simply go back to your original generic copy and go through the bibliography preparation process again.

Finally, you will be able to take the citations you’ve gathered in RefWorks once you graduate. At this time, we do not know how long RefWorks accounts remain active once a student leaves Cornell. However, individual accounts will be available for a small fee directly from RefWorks, or you can transfer your citations into other citation

management programs, such as EndNote, or merely make a printout or file for later referral. See under “References” / “Export” to do this.

Need additional assistance???

If you need assistance regarding any aspect of searching for citations, locating materials, or otherwise using the Library’s resources, please contact the Reference Desk at the Veterinary Library by e-mail at vetref@cornell.edu or phone at 253-3496.

We also appreciate your feedback and comments for improving this handout and making it more helpful to fellow students in coming years.