The PAPYRUS®
Bibliography System & Knowledge Manager

Version 8.0 for Macintosh

by Dave Goldman

CONCEPTS

Research
SOFTWARE DESIGN

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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.

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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.

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> 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.

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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.

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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.

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Concepts

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

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

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

2. Laszlo,JA; Snooks,BB; Old,DH (1991): Unconscious punning among medical researchers. In: Sublimation and Compensation. Vol. 2. (Eds: Jung,CG; Old,DH) Pergamon Press, New York, 102-129.

3. LaFièvre,H (1992): Why Nothing is Funny: A Deconstructionist Analysis. 2nd ed. Harvard University Press, Cambridge.

4. Ramasubramanian,SR; Martin,S (1979): Eclectic neurosurgery, Part I: Excision of inhibitions. JAMA 280, 324-330.

5. Ramasubramanian,SR; Mull,M (1979): Eclectic neurosurgery, Part II: Implantation of healthy attitudes. JAMA 280, 331-338.

6. Ramasubramanian,SR (1992): Eclectic neurosurgery. In: Work Once, Publish Forever. (Ed: Perish,N) (Career Maintenance Series, Part 27) Academic Press, Chicago, 201-240.

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

> 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.[1] I do recognize that there are some minor journals that do not understand these distinctions; perhaps you can organize a boycott or something, and force them to clean up their acts. You might start with *Science.*

See also:

WORKBOOK

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

[1] Where they belong.

CHAPTER 2

Output Formats

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:

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

Science:

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

New England Journal of Medicine:

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

American Psychological Association style:

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

Chicago Manual, style "A":

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

We can probably conclude that each journal has on its staff a **Bibliography Editor** who would have very little to do if these things were standardized. It is largely because of these Editors that we sell so many copies of 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:

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

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

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...
>
> [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:

> Smith, John P. (1992): My latest big idea. *Important Journal*, **23**, pp. 42-51.
>
> Big ideas—who needs them? (1992): *Journal of Anonymous Contention*, **19**, pp. 319-20.

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:

Hal,NT (2001) The first successful mission to Jupiter. Journal of Astronomical Intelligence, in press.

Or in press might replace the year:

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

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 superscripted[1], 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:

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

then a reference to a particular page from this book might be cited in the manuscript as [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:

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

Footnote forms

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

If the bibliography entry were:

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

then the corresponding footnote might appear as:

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

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

> 15. LaFièvre, Refutation, 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

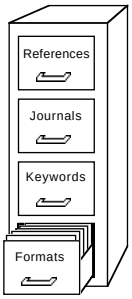
Reference Types and Their Fields
Process Manuscript
Formats Window
Format Entry
Sorting & Citing
Numbering & Layout
Authors/Editors Format
Template Entry

CHAPTER 4

The Pieces of Your Papyrus Database

Introduction

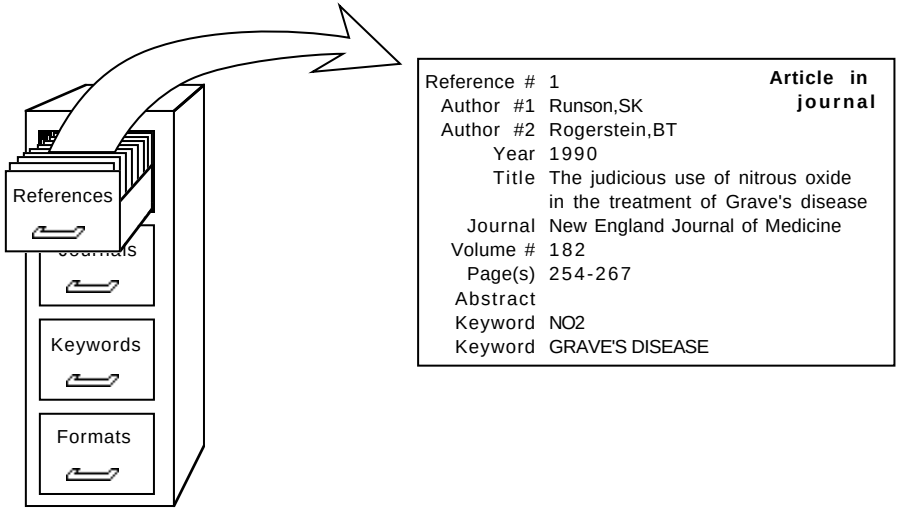
You can think of your Papyrus database as a filing cabinet:



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

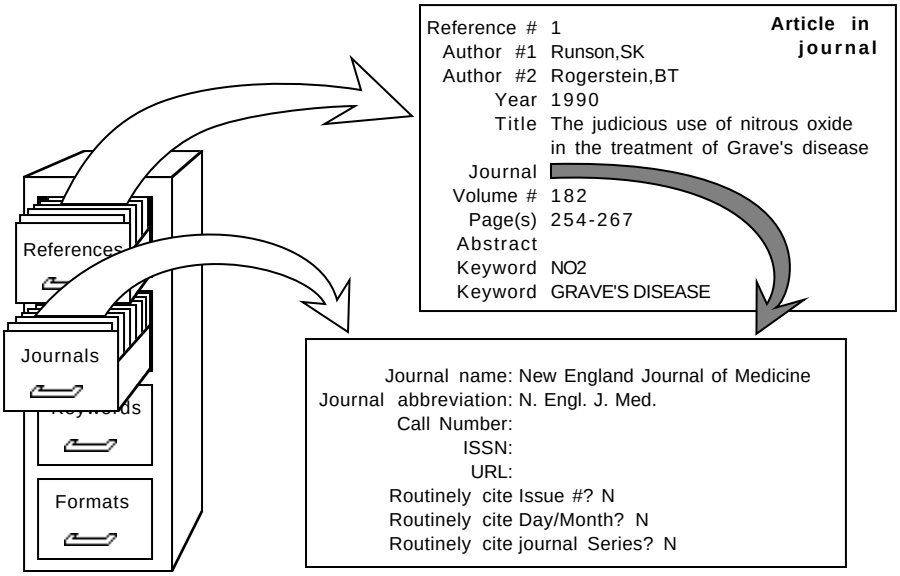
Within the References drawer are—what else?—your references:



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).

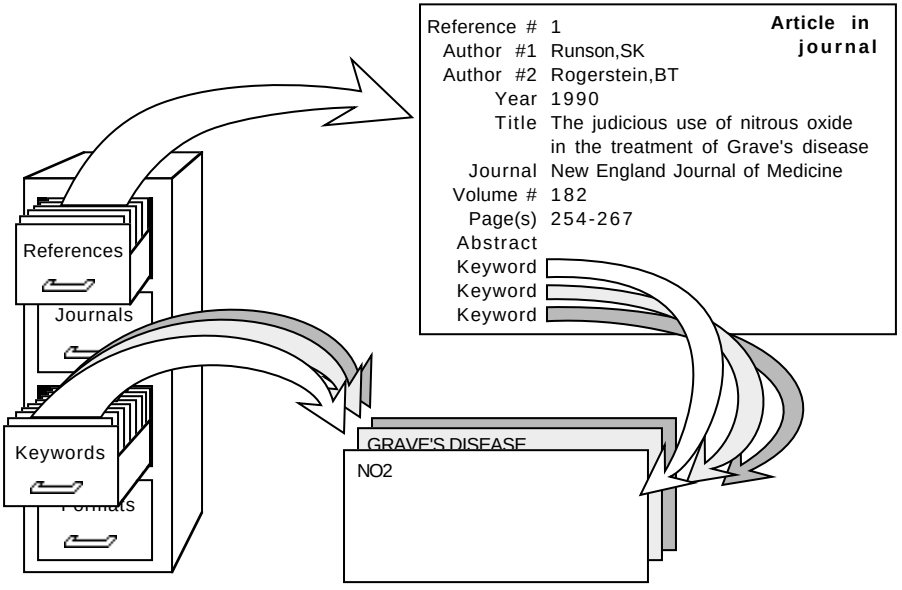
This may not sound very important now, but wait until you've entered your seventh article from the Zeitschrift für Tierphysiologie, Tierernaehrung und Futtermittelkunde (Z. Tierphysiol.).

> 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

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, Festschrifts, 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

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

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

If you are in the sciences, then you probably consider every journal to also have an official **abbreviation**: *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

CHAPTER 7

Keywords

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
```

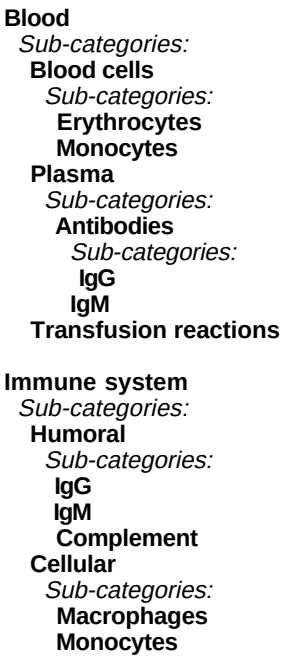
Now you wish to add a new keyword, Immune system/Cellular/Monocytes. But monocytes have already been classified under blood cells! If we now introduce a second keyword for monocytes, then how will we know which to assign to a reference describing this type of cell? And when we later perform a search,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



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

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

CHAPTER 9

Incomplete References

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

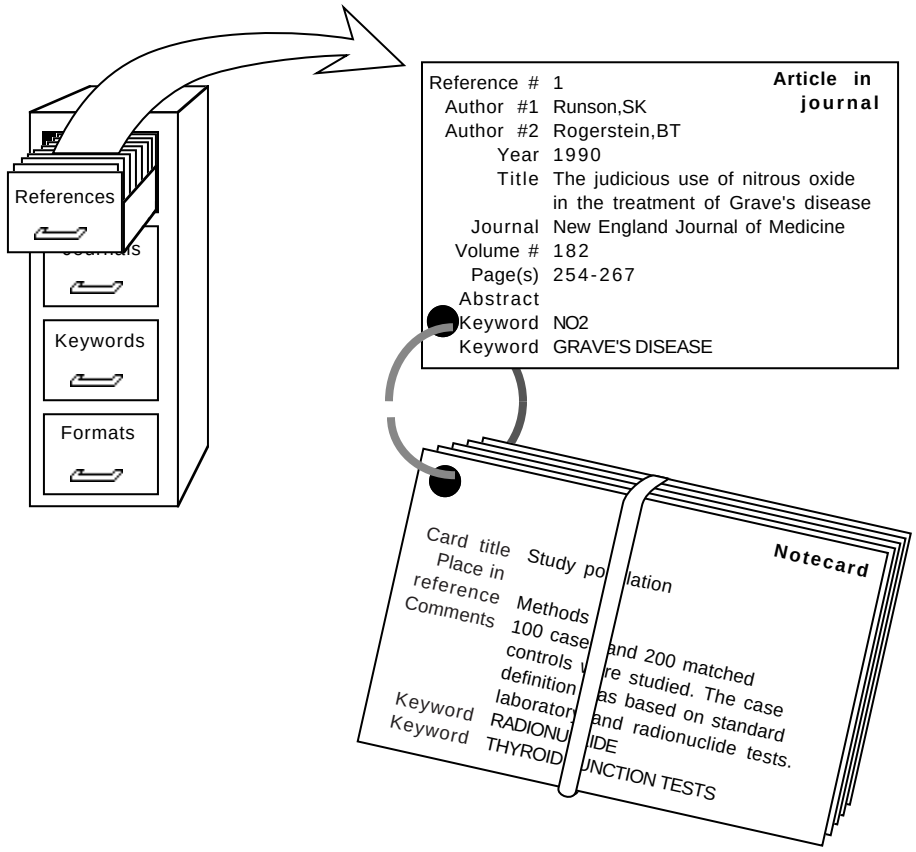
Keywords Window

CHAPTER 10

Notecards and Linked References

Notecards

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

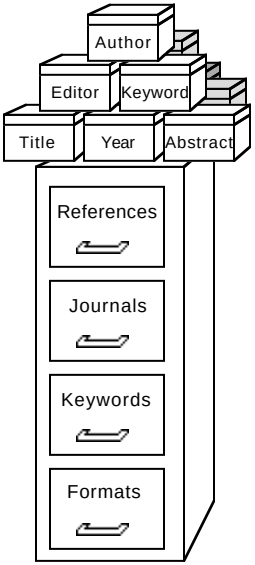
Reference Links Window

CHAPTER 11

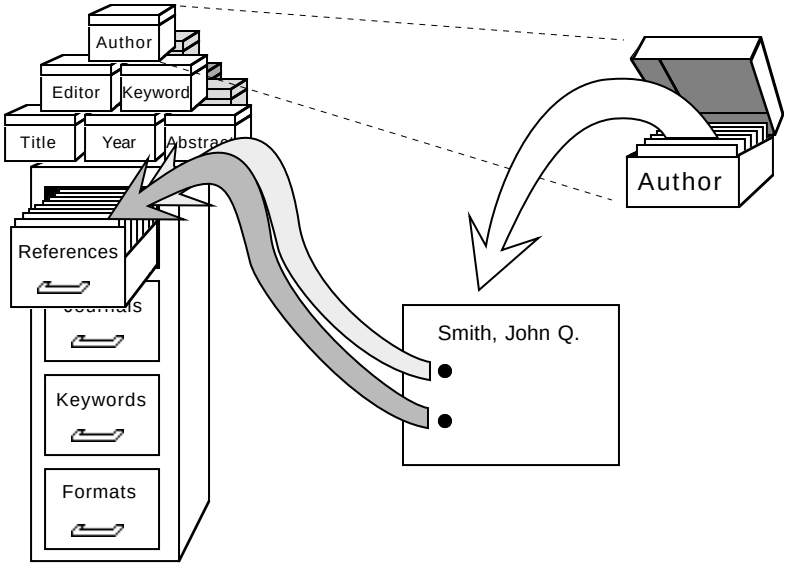
Indexes

Introduction

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:



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.

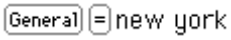
Of the predefined fields, these are indexed:

Reference #	Title	Abstract
ID Field	Document/Media Type	Comments
Author	Journal	Keywords
Editor	Publisher	
Year	City of Publication	

> 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:

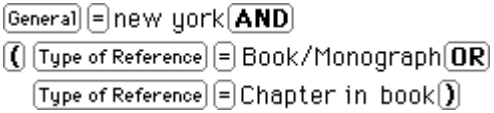


tells it to find all references that contain new york somewhere in one or more of their fields.

> 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:



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.

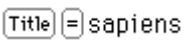
Whole- vs. Piece-indexed fields

Most of the indexes hold **entire fields**, but a few instead hold **individual words** from the field.

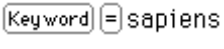
For example, an entry in the Author Index is an entire author name, such as Smith,JP—not just Smith. An entry in the Keyword Index holds an entire keyword, whether the keyword is a single word (Human) or a phrase (Homo sapiens, Female). These fields are said to be **whole-indexed**.

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

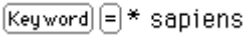
So a search such as:



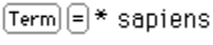
would find references whose titles included the phrase Homo sapiens. But:



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



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



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:

Title = 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:

Title = sapiens **AND** Title = 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**.

See Also...

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

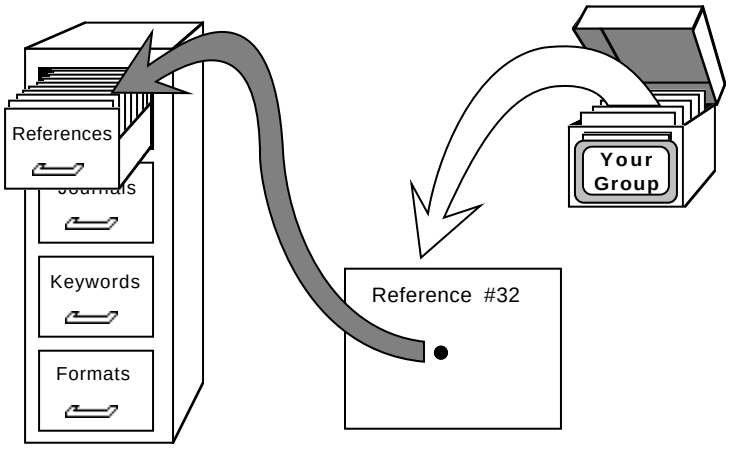
Almost any task to which you will put Papyrus will involve only a **subset** of all the references stored in your database. For example, you might want to examine all references on a given topic. Or you might want to assemble the bibliography for your latest publication.

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.

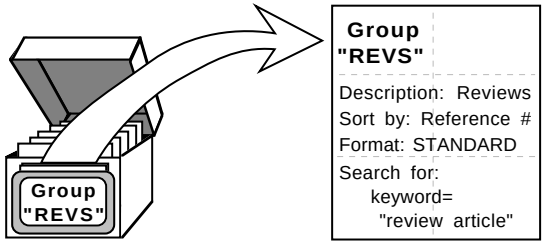
There are several things you can do with a Group. You can view the entire Group on your screen and examine and/or edit individual references. You can add other references to the Group, or remove references from it. You can have Papyrus add a particular keyword to every reference in the Group. And, of 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:

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

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

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

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

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 back-ups 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

C

D

E

F

G

H

I

J

K

L

M

N

O

Q

R

S

T

U

V

W

Y

Z