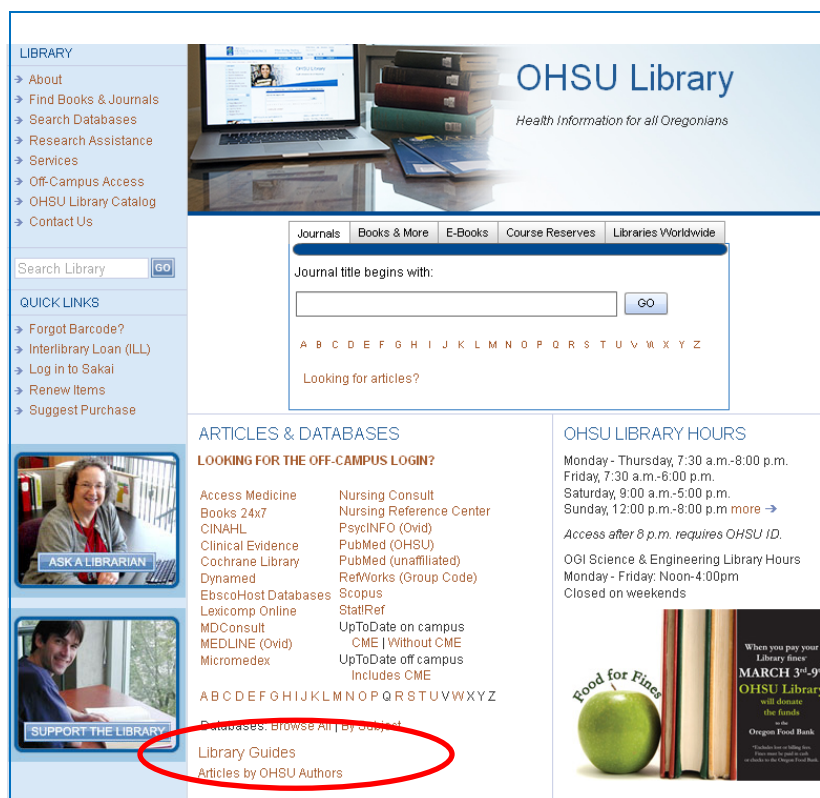


How to retrieve a selected group of papers from the monthly OHSU Author List

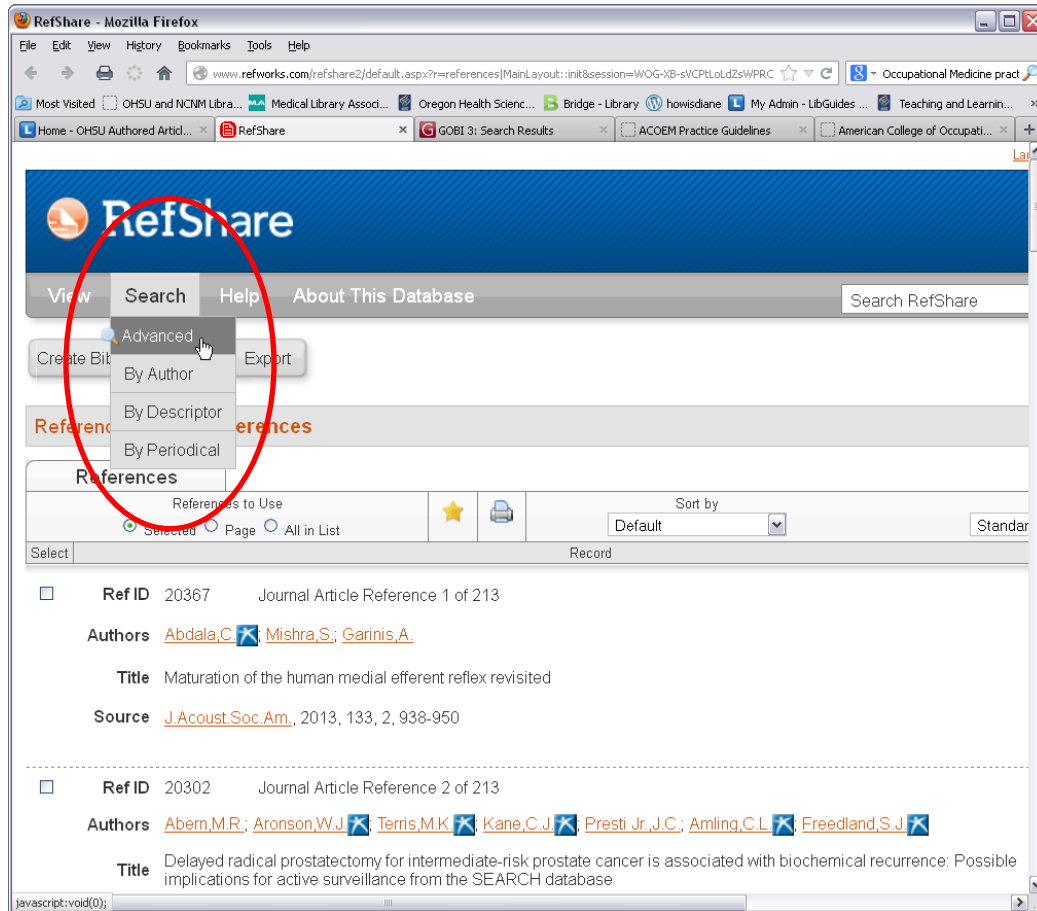
Select the “Articles by OHSU Authors” link from the [Library's home page](http://www.ohsu.edu/xd/education/library/) (<http://www.ohsu.edu/xd/education/library/>)



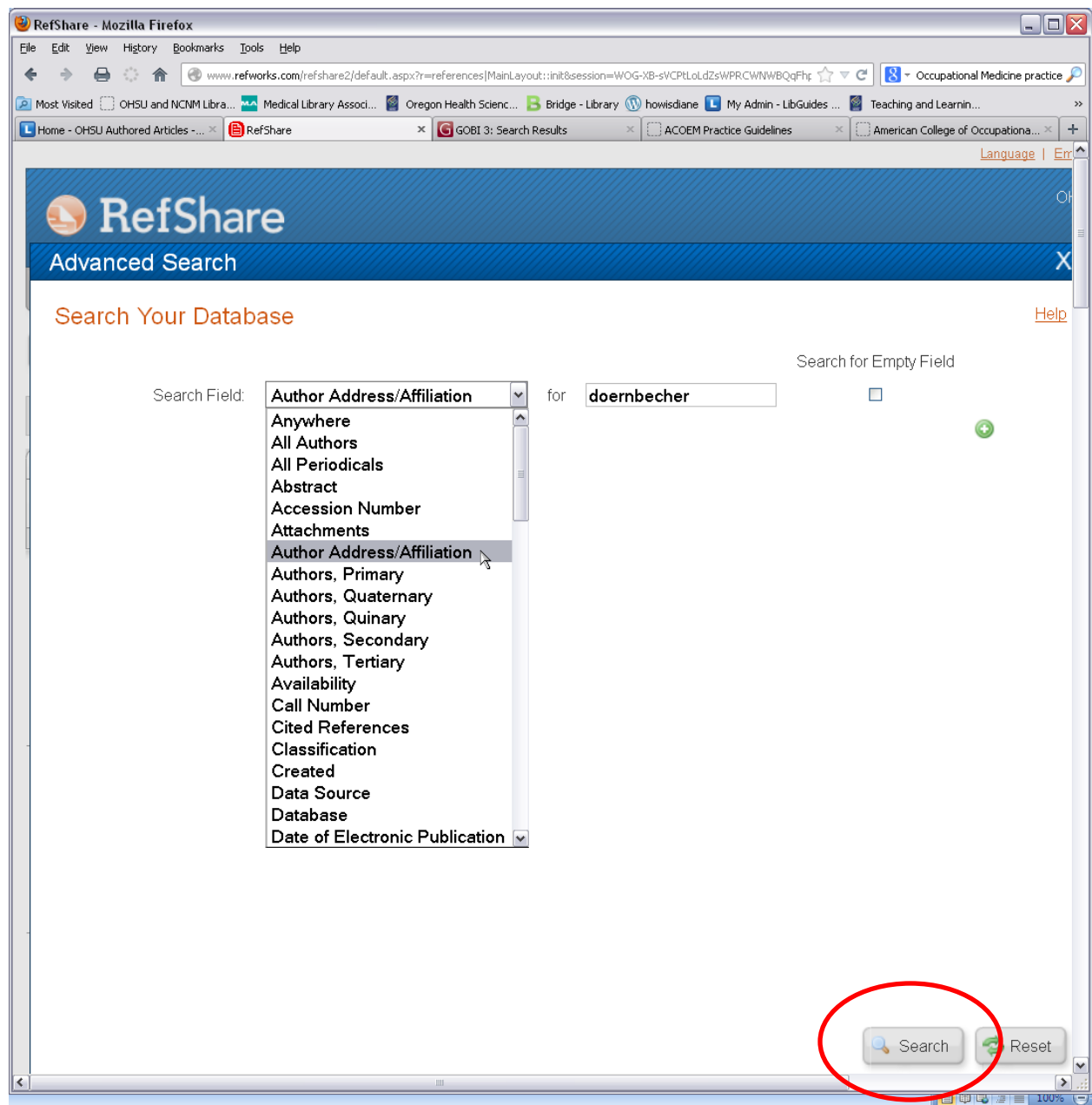
Select the group you would like to use



Select "Advanced" under the Search menu



In the Advanced Search pop-up box, select “Author Address/Affiliation” from the Search Field drop down menu and type in the department name in the text box. It is best to use only one word or a phrase. If your department goes by multiple names (e.g. pediatrics, Doernbecher), do separate searches for each name. Click on the “Search” button at the bottom right corner of the box.



You will get a list of articles that should have your search terms in the Author Address/Affiliation field of each article. Even though your term may be in the affiliation field, it

may apply to another author rather than an OHSU author. To check to make sure that these articles are from your department, you can search the affiliation field for the term to see if it applies to an OHSU author. In the following example the OHSU author is from Casey, not Pediatrics, although other authors from various universities are from Pediatrics.

Affiliation: R. Howard Dobbs Professor, Departments of Ophthalmology and **Pediatrics**, Emory University, Atlanta, Georgia; Affiliation: Jaeb Center for Health Research, Tampa, Florida; Affiliation: The Vision Center, Children's Hospital Los Angeles; Orbit and Eye Movement Institute, Strabismus and **Pediatric** Ophthalmology; Fellowship Program, **Pediatric** Ophthalmology and Strabismus; University of Southern California Keck School of Medicine, Los Angeles, California; Affiliation: Knowles Professor of Ophthalmology and Medical Informatics and Clinical Epidemiology, **Casey Eye Institute**, Oregon Health and Science University, Portland, Oregon; Affiliation: Department of Ophthalmology, School of Medicine, University of California, Irvine, California; Affiliation: Abrahamson **Pediatric** Eye Institute, Cincinnati Children's Hospital Medical Center, Department of Ophthalmology, University of Cincinnati, College of Medicine, Cincinnati, Ohio; Correspondence Address: Yang, M.B.; Abrahamson **Pediatric** Eye Institute, Cincinnati Children's Hospital Medical Center, Department of Oph

To check the Affiliation field, change the view to “Full View”, and your term will be highlighted in the Author Address/Affiliation field. Select each article that you would like by using the **check box** on the left. After you have selected everything you want from the list, click on the **yellow star** in the search bar across the top of the page. This puts the articles in “My List”.

The screenshot shows the RefShare database interface. At the top, there's a navigation bar with 'View', 'Search', 'Help', and 'About This Database'. Below this is a search bar and buttons for 'Create Bibliography' and 'Export'. The main content area is titled 'References > Advanced Search'. It shows a list of references with columns for 'Select', 'Ref ID', 'Ref Type', 'Authors', 'Title', 'Pub Year', 'Periodical, Full', 'Periodical, Abbrev', 'Volume', 'Start Page', 'Other Pages', 'Place of Publication', 'ISSN/ISBN', and 'Author Address/Affiliation'. A red box highlights the 'Select' column's check box. Another red box highlights a yellow star icon in the top right of the reference list. A third red box highlights a 'Change View' dropdown menu with options: 'Full View', 'Standard View', 'One line/Cite View', and 'Full View'. The article details for 'In vivo quantification of clot formation in extracorporeal circuits' are shown, with the affiliation 'Doernbecher Children's Hospital' highlighted in yellow. Red arrows point from the labels 'Check Box', 'Yellow star (My List)', and 'Full view' to their respective elements in the screenshot.

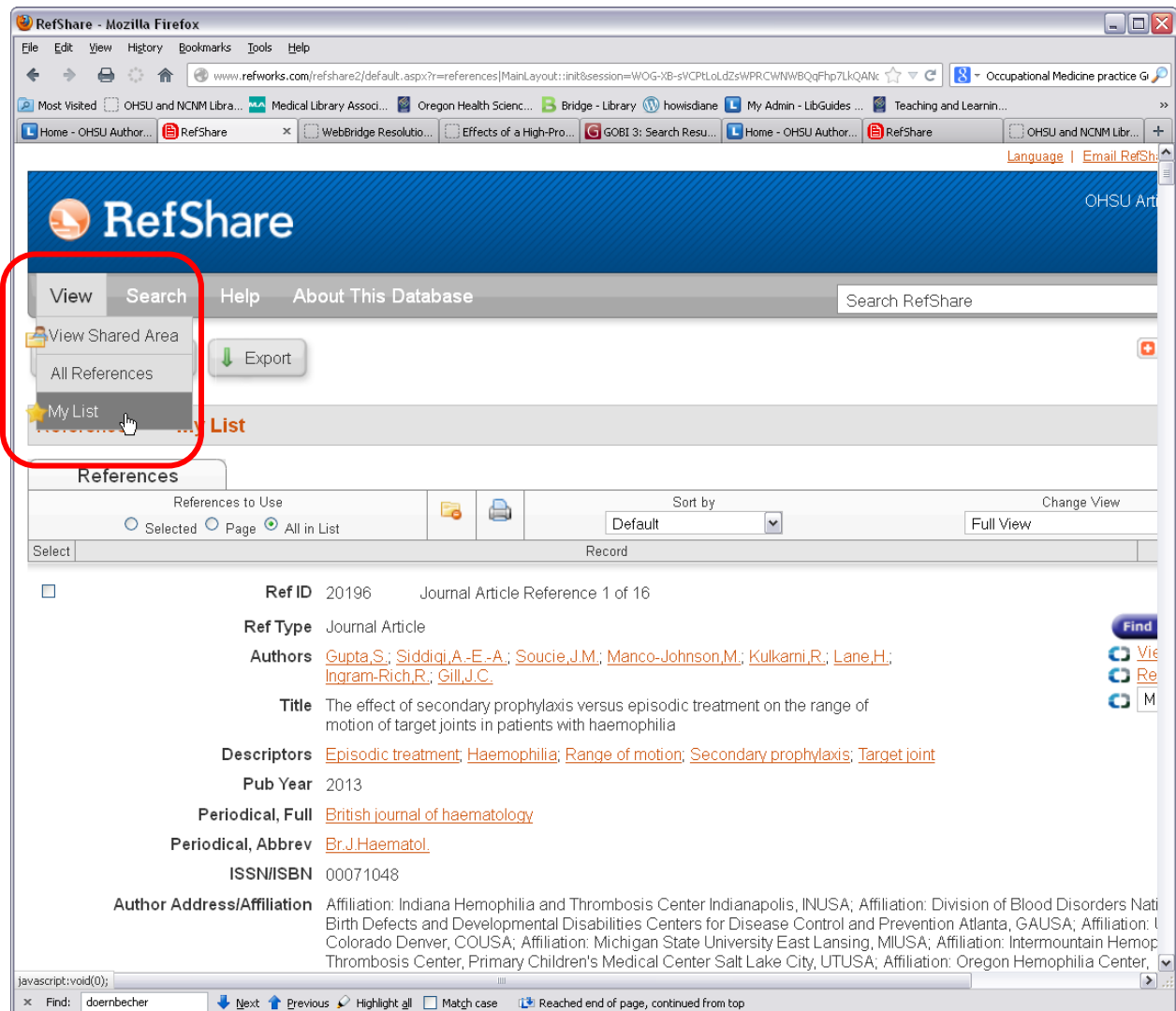
Check Box

Yellow star (My List)

Full view

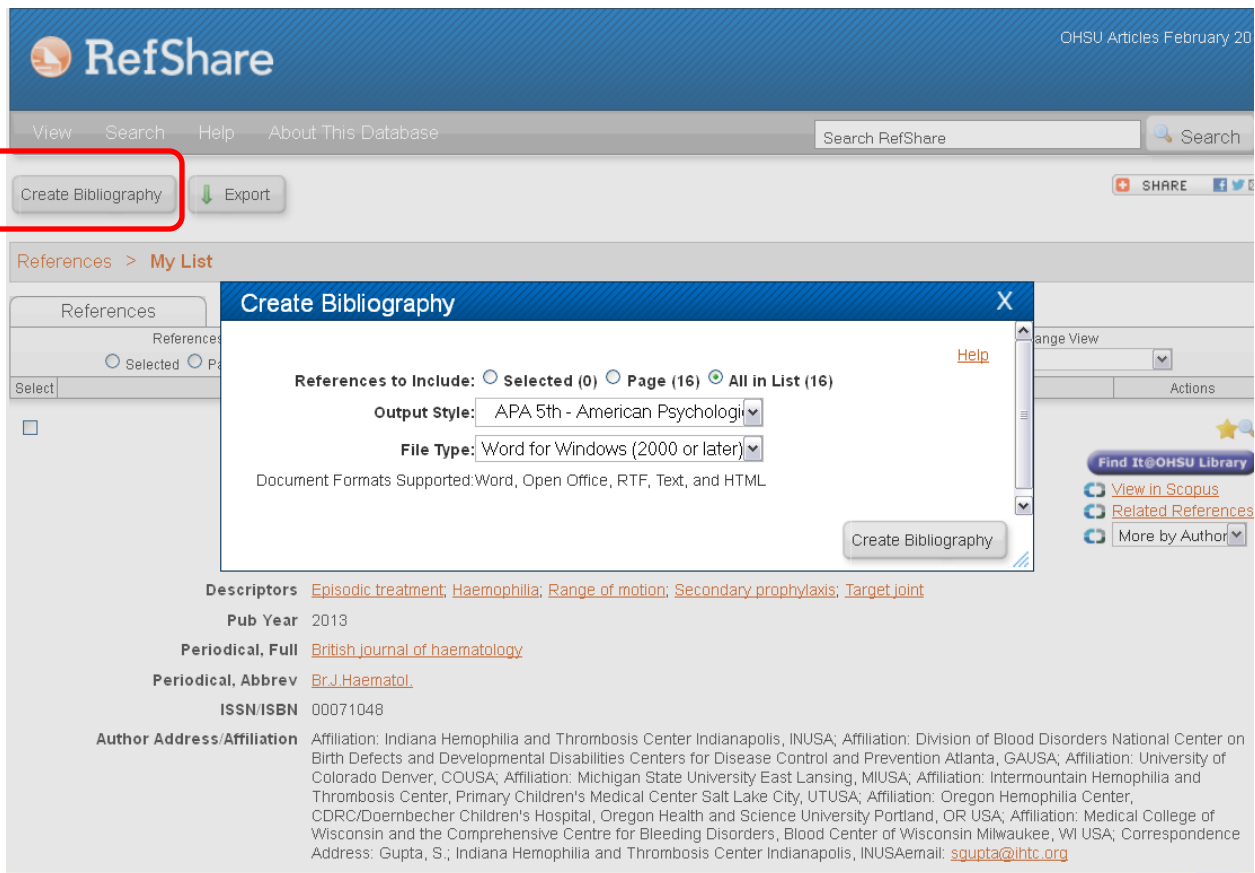
If you have more terms to search for, you can do another search, and save them in the same way. They will all be included in your saved list.

Once you have all your articles selected, select “My List” in the drop down menu from “View”. This will display all the articles you have selected.



At this point you can either format the articles into a bibliography, or you can export them into your own bibliographic database, such as RefWorks, Endnote, etc.

To format as a bibliography, select “Create Bibliography”, then in the pop-up box, select “All in List”, select your output style (there are many) and select the file type (most commonly used are Word for Windows or HTML). Then select the “Create Bibliography” button in the pop-up box. Your bibliography will be formatted in the manner you’ve selected.

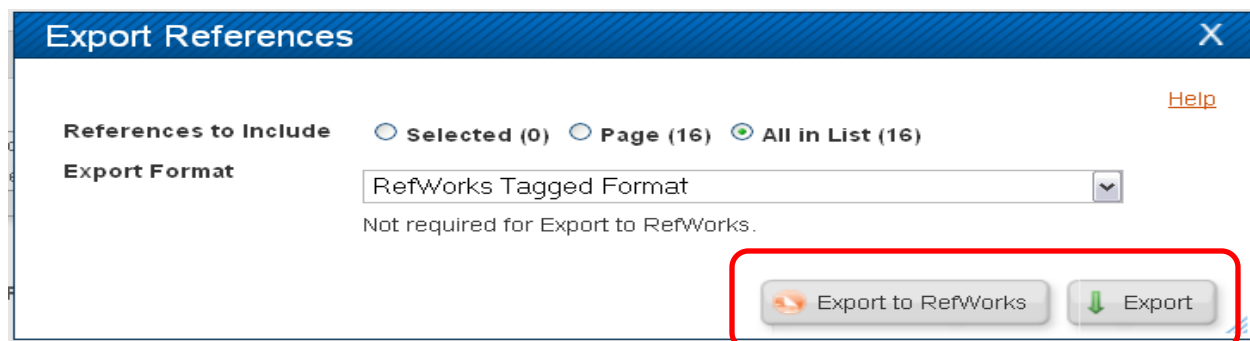
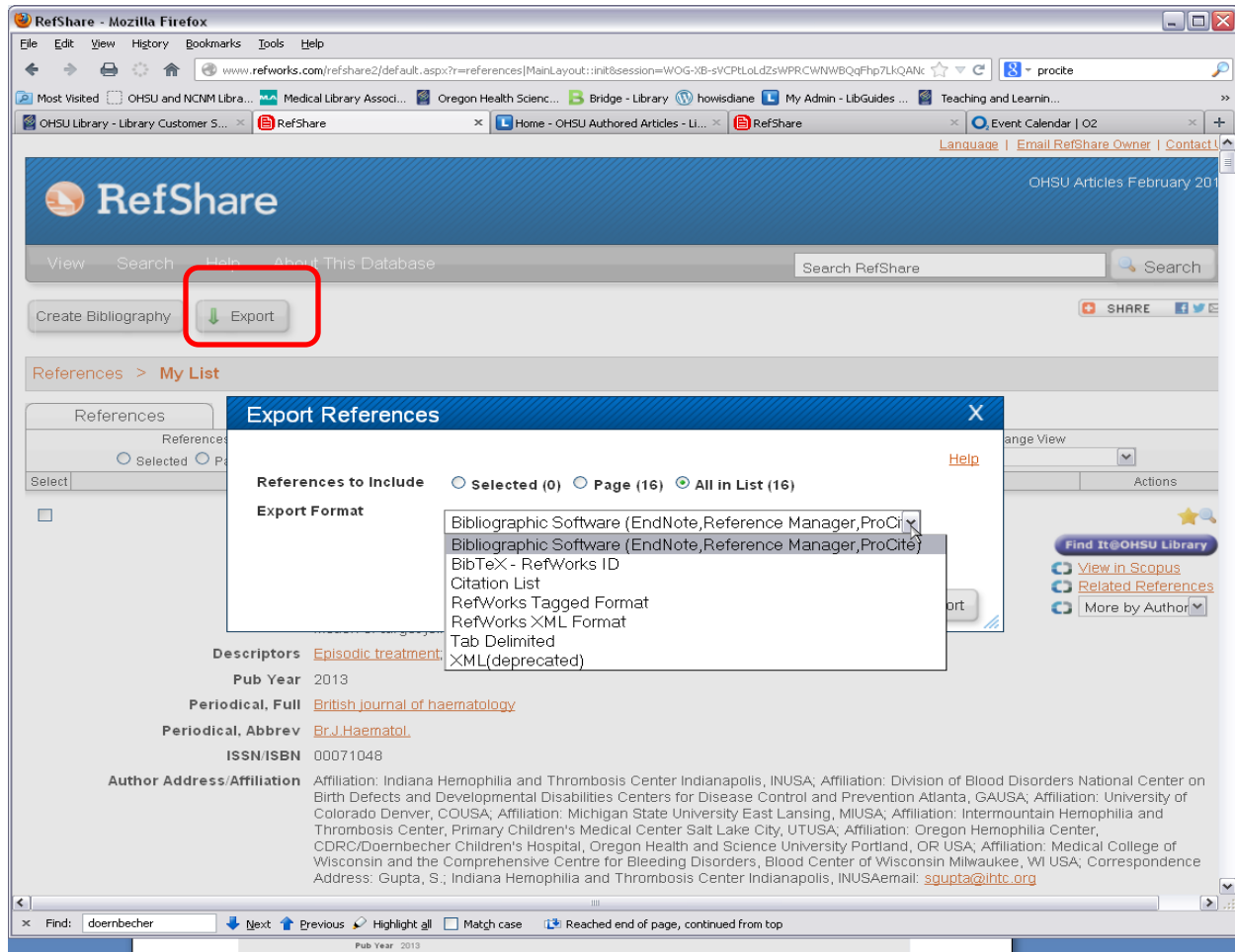


If you would like to keep all the data that is in the citations, you can export them into your own bibliographic management program (RefWorks, EndNote, etc.). That way you can continue to add articles over time and keep all your departmental articles together. If you export into RefWorks, you can also make your departmental list available in the same manner that the OHSU Authors list is available.

To export the citations, select the “Export” button, and from the pop-up box, select “All in List” and select the export format.

- If exporting to your own RefWorks account, select “Refworks Tagged Format” and then select “Export to RefWorks”. It will then open up RefWorks, and you can log into your account, or set up a RefWorks account. It will directly export into RefWorks. You can then put it into your folder of choice.
- If exporting to another bibliographic manager, select “Bibliographic Software (EndNote...)” and then the “Export” button. You will then have to save the file, go to your bibliographic manager, and import the file.

- You can also export as a tab delimited file that you can open in Excel. Use the “Export” button when exporting in this manner.



For information on using RefWorks, you can make an appointment for RefWorks training by sending a message to refer@ohsu.edu . There is also a RefWorks tutorial available at <http://libguides.ohsu.edu/content.php?pid=329807&sid=2712973>