



## Creating an Output Style with Annotations

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## **Creating an Output Style with Annotations**

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# Creating an Output Style with Annotations

## Getting Started

Before you begin creating your output style with annotations, you will need to decide which field you want to use for your annotations.

A few suggestions for fields to use are:

- Notes field
- Abstracts field (although data vendors often import information into this field)
- Any of the User Defined fields

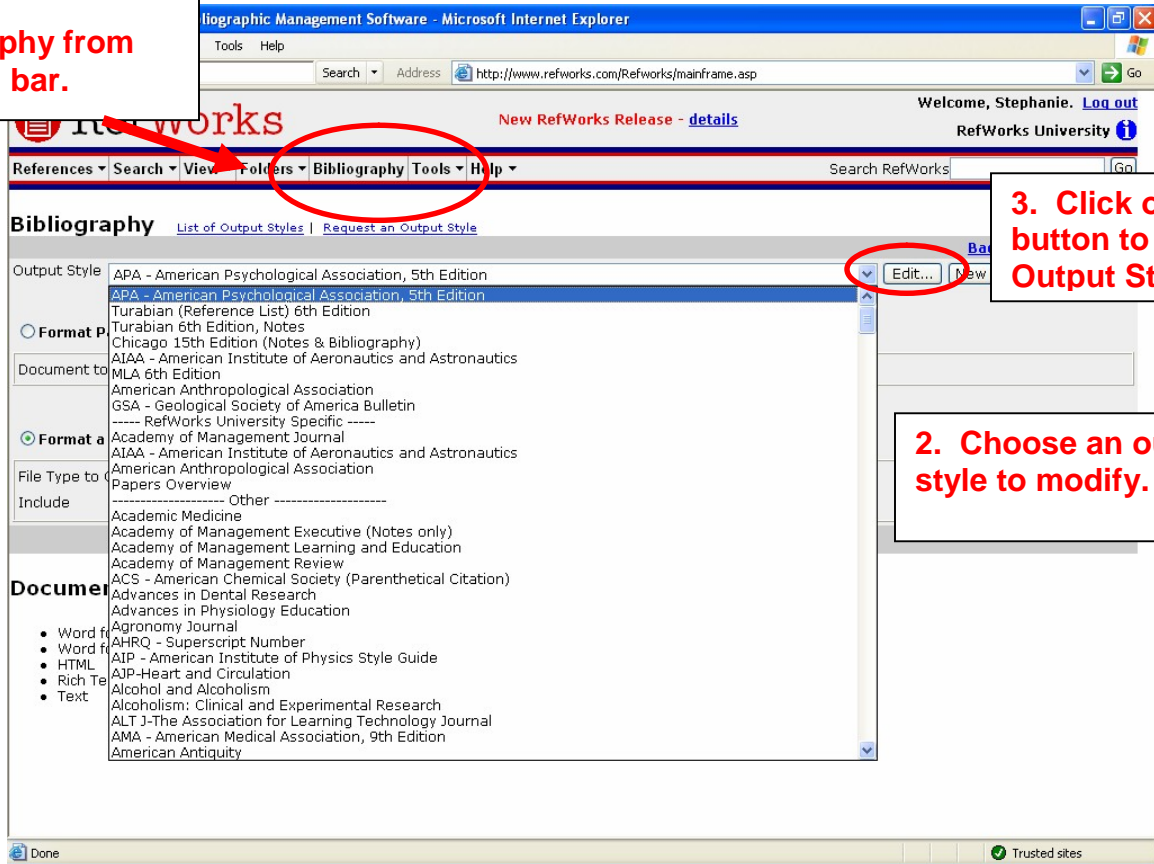
You can use any field that RefWorks offers – the key is to make sure that field is available for every reference type, otherwise some of your records may not print with your annotation.

## Modifying an Output Style

The easiest way to create an annotated output style is to modify one of our existing styles using the Output Style Editor. To locate the Output Style Editor:

1. Select Bibliography from the menu bar in Refworks.
2. Locate a style you wish to modify and select that style
3. Click on the edit button to the right of the output style drop-down. This will launch the output style editor.

**1. Select Bibliography from the menu bar.**

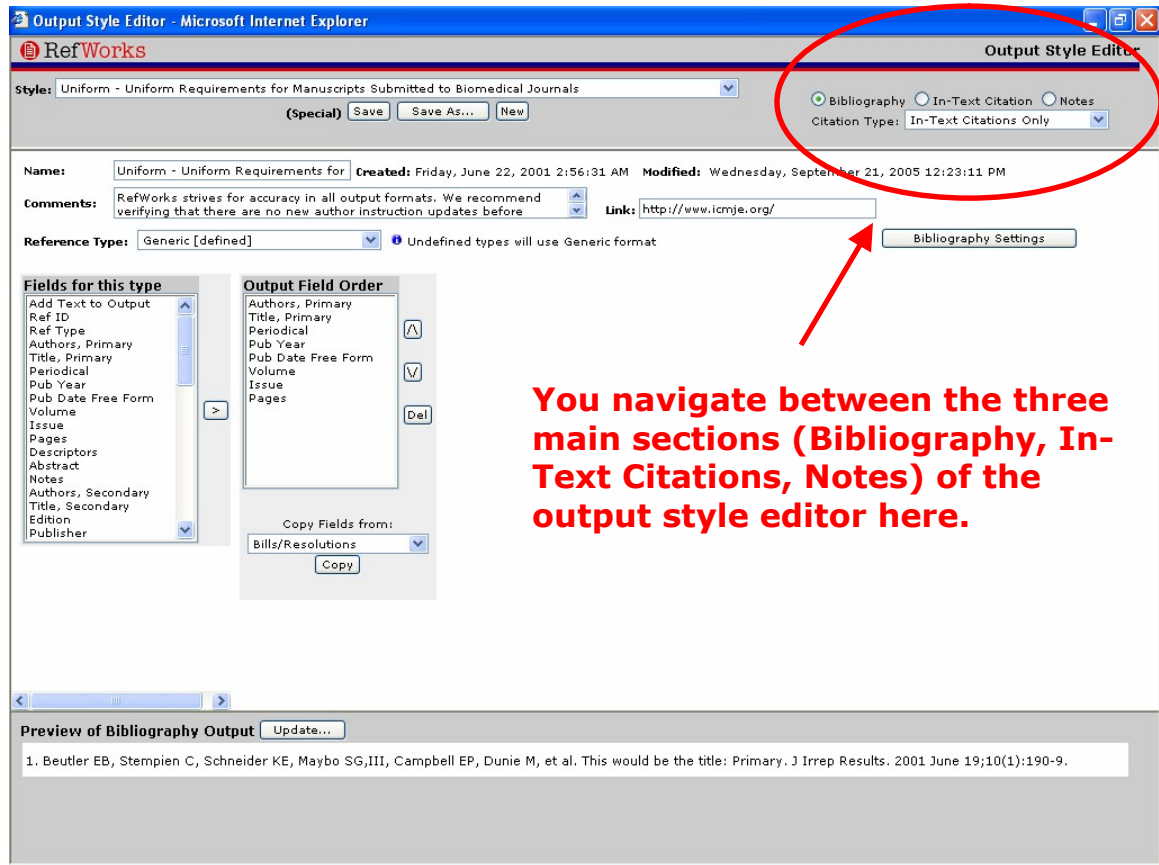


**3. Click on the edit button to launch the Output Style Editor.**

**2. Choose an output style to modify.**

The Output Style Editor has three main sections – in-text citations, bibliography and notes (footnote or endnote). You have to set up each section that is appropriate for your desired output. The output style editor always opens to the bibliography section.

Here's how the output style editor looks when you first open it:



Depending on the output style you have chosen, your primary focus will be on the Bibliography section and/or the Notes section (if you are modifying a style that uses footnote or endnotes).

4. Before you start to modify the style, we suggest renaming it (it cannot be the same name as the original) and saving it. To rename a style:
  - In the area that says **Name** (located just below the output style drop-down), type in your new name
  - click the **Save As** button located under the output style drop-down.

Your new style will now appear in the output style drop-down in red lettering (note: Not all browsers support the display of colors in the drop-down.) Only you will see this style in your personal account.

**First time, select Save As,  
after that, just use Save.**

**Rename  
style here**

Output Style Editor - Microsoft Internet Explorer

RefWorks Output Style Editor

Style: Uniform - Uniform Requirements for Manuscripts Submitted to Biomedical Journals

(Special) Save Save As... New

Bibliography  In-Text Citation  Notes

Citation Type: In-Text Citations Only

Name: Uniform - Uniform Requirements for Created: Friday, June 22, 2001 2:56:31 AM Modified: Wednesday, September 21, 2005 12:23:11 PM

Comments: RefWorks strives for accuracy in all output formats. We recommend verifying that there are no new author instruction updates before Link: <http://www.icmje.org/>

Reference Type: Generic [defined] Undefined types will use Generic format

Fields for this type

- Add Text to Output
- Ref ID
- Ref Type
- Authors, Primary
- Title, Primary
- Periodical
- Pub Year
- Pub Date Free Form
- Volume
- Issue
- Pages
- Descriptors
- Abstract
- Notes
- Authors, Secondary
- Title, Secondary
- Edition
- Publisher

Output Field Order

- Authors, Primary
- Title, Primary
- Periodical
- Pub Year
- Pub Date Free Form
- Volume
- Issue
- Pages

Copy Fields from: Bills/Resolutions

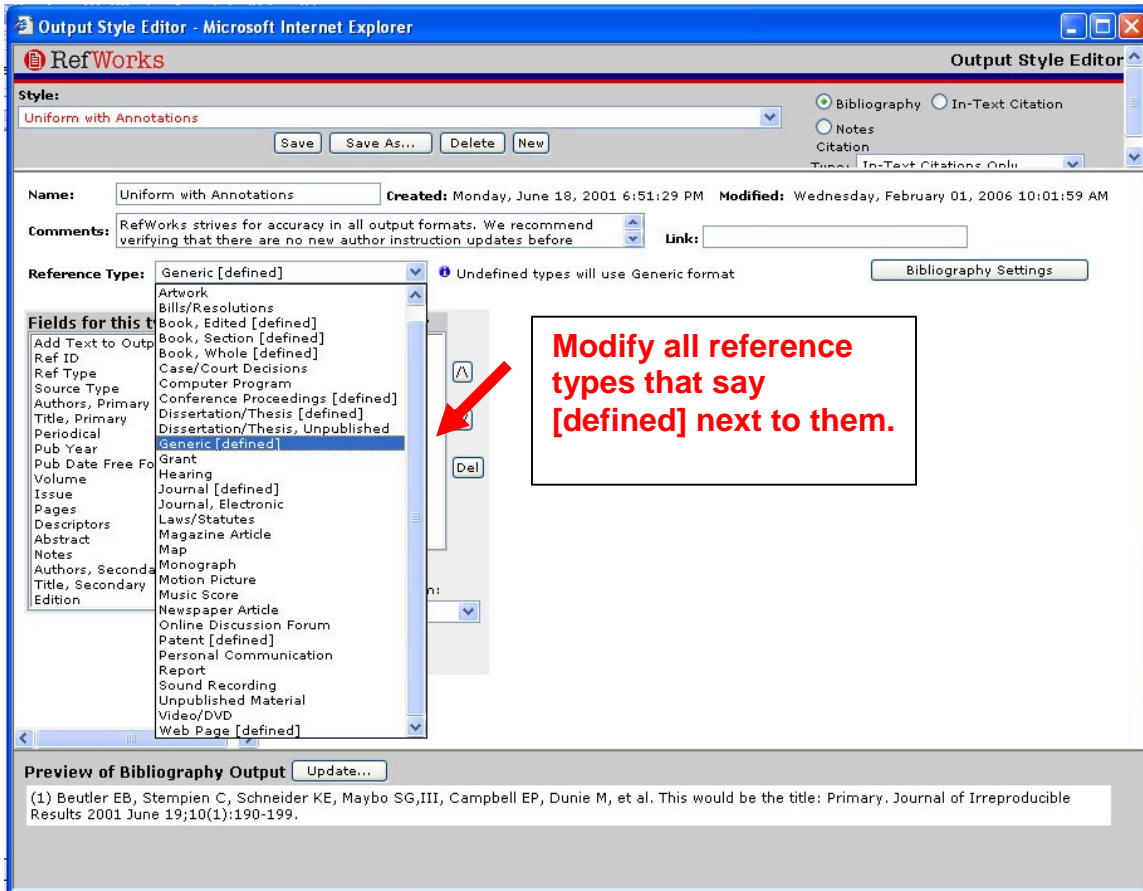
Copy

Preview of Bibliography Output Update...

1. Beutler EB, Stempien C, Schneider KE, Maybo SG,III, Campbell EP, Dunie M, et al. This would be the title: Primary. J Irrep Results. 2001 June 19;10(1):190-9.

5. To modify a style you will:

- Select the first defined reference type from the **Reference Type** menu. Defined reference types are used in your bibliography. The **Generic** reference type is the default and is used when the output style is not defined for a particular reference type.



The screenshot shows the RefWorks Output Style Editor interface. The 'Reference Type' dropdown is set to 'Generic [defined]'. A red arrow points to the 'Generic [defined]' option in the list. A text box with red text says 'Modify all reference types that say [defined] next to them.' The 'Preview of Bibliography Output' shows a sample citation: '(1) Beutler EB, Stempien C, Schneider KE, Maybo SG,III, Campbell EP, Dunie M, et al. This would be the title: Primary. Journal of Irreproducible Results 2001 June 19;10(1):190-199.'

- From the **Fields for this Type** menu, choose the field(s) you wish to add. For this example, we'll use the User 1 field. Scroll down the list to see all the fields available.

**1. Select the field for your annotation**

**2. Move the field to the Output Field Order box.**

- Click on the field you just moved over in the **Output Field Order** box. The **Field Settings** and **Field Comments** appear on the right hand side. The Field Settings allows you to include punctuation and spacing for your field..

For example, if you want your annotation to start on a new line below your bibliography entry, with a blank line in between, enter `\n\n` in the **Precede with** box.

- You can preview how your new style will look by clicking on the **Update button** at the bottom of the screen.
- If you like what you see, continue by selecting another **Reference Type** to modify. Repeat until you have done all the **Reference Types** that say [defined] after them.
- When you are done editing all the reference types, click on the **Save** button at the top to save your changes.

**4. Click the Save button to save your work.**

**1. Select your newly added field.**

**2. Add any spacing or punctuation here.**

**3. Preview your changes by clicking on the Update button.**

Output Style Editor - Microsoft Internet Explorer  
 RefWorks  
 Output Style Editor  
 Style: Uniform with Annotations  
 Save Save As... Delete New  
 Bibliography In-Text Citation  
 Notes  
 Citation  
 Type: In-Text Citations Only  
 Name: Uniform with Annotations Created: Monday, June 18, 2001 6:51:29 PM Modified: Wednesday, February 01, 2006 10:01:59 AM  
 Comments: RefWorks strives for accuracy in all output formats. We recommend verifying that there are no new author instruction updates before Link:  
 Type: Generic [defined] Undefined types will use Generic format Bibliography Settings  
 Output Field Order  
 Authors, Primary  
 Title, Primary  
 Periodical  
 Pub Year  
 Pub Date Free Form  
 Volume  
 Issue  
 Pages  
 User 1  
 Copy Fields from: Book, Edited Copy  
 Field Comments Any special comments about this field for this reference type  
 Field Settings Use \n for carriage return, \t for tab or \f for page break  
 Include Field Always  
 Bold Underline Italic Superscript Subscript  
 Precede with \n\n Follow with  
 Title Settings  
 Case Setting: None  
 Preview of Bibliography Output Update...  
 (1) Beutler EB, Stempien C, Schneider KC, Maybo SG,III, Campbell EP, Dunie M, et al. This would be the title: Primary. Journal of Irreproducible Results 2001 June 19;10(1):190-199  
 This would be the user 1.

You now have an annotated output style to use in creating your annotated bibliography!

If you have any questions about using the output style editor or creating a custom output style, please contact [support@refworks.com](mailto:support@refworks.com).