

ECOTOX

ECOTOXicology Database System

ECOTOX LITERATURE ACQUISITION AND PAPER
PROCESSING

Prepared for:

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REFERENCE ACCESS

The purpose of the UNIFY References system is to support the processing of the scientific references, literature, tracking publications and data encoding. The References module is accessible through the UNIFY dashboard upon login. To enter, select the References module icon. This allows you to access to search and view reference information. To enter, edit or verify records, you must have an “edit” or “administrator” role assigned by a data base administrator.

Documentation Related to Literature Acquisition

All file subdirectory and names in this document refer to the Contractor site computer server. The specific drive location has been removed for security purposes.



Help	Help files for References module
Document Name	Information
ECOTOX Literature Searches, Citation Identification and Skimming	Describes literature searches, identifying applicable references and paper skimming process.

Navigation

Processing references utilizes various workflow screens found on the left navigation bar of each screen (see Figure 1). The data entry fields are standard types, such as text boxes, dropdown lists or checkboxes.

UNIFY has one customized entry type which is a text box linked to an index (e.g., authors, journals, sources). In this type of entry, you must first type in the text to invoke the index list, which will display to the right of the field. The list displays all previously entered valid entries. To select the entry, press the down-arrow key (↓) once to move to the index list, use the down/up arrow keys to locate the correct entry, and then press Enter. The matched text found on the list will then display below the text box and the text box will be empty again. If cannot locate the on the index list, there will be a prompt (+) to navigate to add your new data to the index.

Table 1. References Navigation Icon/Graphics

ICON	Description	Usage
	Magnifying glass	Print View
	Pencil	Edit View













ICON	Description	Usage
	Page with 'X'	Delete
	Plus Sign/Add Button	Add
	Right Arrow	Hover over to display complete text
	Page with Check	Verified or Activate
	Invoke index to display	Match typed in text to valid index
	Circle with Slash	Reject for Verification
	Binoculars	Search
	Printer	Print Command
	Excel Sheet	Download to Excel
	RIS Export	Exports references in RIS delimited format for transfer into ProCite or Reference Manager
	Circle Arrow	Return to search screen
	Undo	Removes certain actions (e.g., remove dates)

Figure 1. References Workflow Navigation Menu

Note: *Skimming workflow is located in the *ECOTOX Literature Search, Citation Identification and Skimming SOP*

ADDING REFERENCES

References are added to UNIFY either through the *Add Reference* process or the

Import Refs process.

Add References (Reference Duplicate Check)

Add Reference	Add key field for new reference and system checks for potential duplicate references prior to full record entry.
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Check each potential new reference enter the author name and range of years (one year before and after) to locate close duplicates prior to entering references into UNIFY. References are manually entered using limited number of fields so new entries can be electronically checked against previous entries to locate duplicate references, per limited electronic checking. The fields required for new entries are:

1.Author(s) 2.Title 3.Publication Year 4.Start/End Page OR Total pages	You must enter data for all fields, except page number. See Appendix C: Bibliographic Format Guidelines for proper entry format.
Save, Go to Full Entry	Invokes duplicate checking. If no duplicate found, then data inserted into and opens Reference Edit screen for full entry of all bibliographic fields.

If a duplicate reference is located with the same information, print both references and forward to appropriate staff for rectification. Data entry staff may rectify when references that both in the order process (hard copy has not been received). Select one reference and review the second reference to be deleted to determine if there is additional information to add. The Input Source Information is moved to the reference being kept and stored. If papers have been received for any references, refer to the Manage Duplicate process.

Note: If a hard copy list of references (review or printout out from search), then mark each reference that is a duplicate using the Search Refs function:

“ECOREF# xxxx”

ECOREF (ORDER ID) for unreceived references or

ECOREF (ORDER ID (“(keyword)” for Non-Applicable references

Entries receive an ORDER ID (#) in numerical order as the entries are inserted. You need to write the Order# next to the references so they are easily tracked during the quality assurance process.










Note: The ORDER ID is a permanent number assigned to the newly entered references that will not change as the references are transferred into other files.

References Edit Screen (Manual Entry)

You can only navigate to this screen from the Add Reference (See Table 1) or Search Reference screens for references lists generated within various workflow

screens. Enter bibliographic fields in Refs Edits according to Table 2. Only enter references that are potentially applicable into the UNIFY system (Non-Applicable references are entered into other bibliographic databases (see Non-Applicable Reference section).

Table 2. New Entry Bibliographic Fields (*are required entry fields)

Data Field	Navigation
*Author (s)	 Opens separate window with Author Index to search/locate author names. Clicking on the  for an author will add it to the current reference.  Opens window to insert a new author that is not available via the dropdown. Save and close will add it to the current reference.  Opens up options to delete an author or change the author sort order. Do not change the author name. You must delete the name first here, and then add the revised name using the  button. Data entered in the “Add Reference” screen will be transferred.
*Title *Publication Year Start/End or Total Pages Language/Abstract	Data entered in the “Add Reference” screen will be transferred. See Appendix C for proper entry format.
Volume/Issue	See Appendix C for proper entry format.
*Publication Type	See Appendix C for categories.
*Journal or Sources	 Opens separate window with Journal/Source Index to search/locate journal/sources. Clicking on the  for a journal or source will add it to the current reference.  Opens window to insert a new journal/source that is not available via the dropdown. Save and close will add it to the current reference. Expand/Collapse link Displays option to delete a journal/source. You must delete the name first here, and then add the revised name using the  button. For journals, you can also view additional information/order sources to help determine the order code.
Additional Source Notes:	Optional field. Data must be contained by parenthesis. Example: (ENG ABS). This field is viewable by the public user to assist in locating the publication or additional documentation attached to the original publication.
*Input Search Source	Information entered into the Input Search Source field must begin with one of the following input types: ECOTOX Keyword

Data Field	Navigation
	<p>ECOTOX TOC</p> <p>ECOTOX Project</p> <p>EFED</p> <p>OW</p> <p>REVIEW Order ID</p> <p>EXTRA</p> <p>Examples:</p> <p>ECOTOX Keyword Q1 2015</p> <p>ECOTOX TOC Q2 2015</p> <p>ECOTOX Project Bisphenol A</p> <p>EFED Oryzalin REFRESH 2015</p> <p>OW Selenium 2015</p> <p>REVIEW Order ID 174223</p> <p>EXTRA</p>
Order Notes	Enter any relevant notes. Occasionally miscellaneous notes are written next to references to be entered (e.g. Endis//). (*Field data must end with double slashes.*). This field is for internal ECOTOX staff and will not be viewed by public user. Use Additional Source Notes for public user notes.
*Habitat	Default to "AT" (Water and Non-Soil), if not provided.
Species Group Chemical Group Projects	If provided by reviewer staff.
Criteria Documents	If provided by reviewer staff. Documentation provided in Appendix A.

Journal or Sources (Non-Journal) Entry

The Reference system maintains two indexes that together contain the bibliographic source information for references:

- Journal – Must have a journal publication type to select from the journal list.

The list contains additional order information for each journal. You will first check to see if journal is already on the index list, and then add new journal title, as needed. The availability of the journals for ordering location is maintained within the journal index.

- Source (non-journal): Must have a non-journal publication type (report, book, web/data, memo, assign) selected. This list contains only a single field to store the “source” entered.

Corrected, In Press references are acceptable to order, if they are found on the “Copy Request” (MED,WEB, SCI) list. The updated bibliographic information will be updated after the final article is published. Do not forward In Press references via MED library order (ILL) process.

Manually entered records must be printed out and quality assured by both data entry staff and reviewing staff to ensure that there are no typographical or formatting errors and that all minimal fields are completed and proper codes are used. Corrections are made, printed and sent through the quality assurance process until all entries are correct.

Manual References with Full Paper (Extra)

Entries will receive an ORDER ID number, but do not write this number on the paper. Make sure you have the “Source” of the references to enter into “Input Search Source” field, or enter “Extra” as the default. The default Habitat field is “AT”, if a reviewer has not assigned the applicable code.

If you are at EPA location, go to “Edit Paper Status” and select “process” status, then forward to offsite contractor office.

If you are at the contractor site, you click on “receive” for the entered paper and forward to skimming.

Before transferring an electronic references file into the UNIFY, the references need to be duplicate checked formatted.

Preparing Applicable References to Transfer from ProCite to UNIFY

Before they are imported into UNIFY, duplicate check and format the references in the original search file. Duplicates are marked as “DUPLICATE ECOREF #xxxxxx or Order#xxxxxx” in Field #37 (ProCite file) and are not transferred. See Table 3 for a full list of all ECOTOX relevant ProCite field names.

Preparing ProCite file for transfer into UNIFY:

1. First and middle names for authors will be automatically formatted in the import process, therefore there is no need to format author names unless there are diacritical marks (e.g.,. umlauts) or erroneous author names. Note: UNIFY will import the diacritical character marks, but will not be searchable nor detect duplicate references.
2. The year must be four digits only (e.g., 2008/// or 2007/01 must be corrected or the reference will not transfer).

3. The ProCite file does not need to be converted to “generic” format.
4. Journal information from field #10 should only contain the source name (book) or journal full name (check Manage Journals to verify). Move the year, issue, volume and page numbers to the correct ProCite fields. If the journal format as In Press, insert “PRESS” in the Volume field and the DOI number in the page field (#25) within parenthesis.
5. At this point, copy the applicable references (marked as OL) to a new ProCite file. This new file is name includes the project, search, the term “OL” and the date (if multiple more than one file) Example ECOTOX TOC Q1 2015 **OL051615**.pdt After new is created, complete the following step sin the new ProCite file.
6. Field #37, enter the Publication Type (Journal, Book, Thesis, etc.), if known. Thesis and NTIS/OTS references should be tagged as “COMM” after imported into UNIFY.
7. Field #38 = Add project code (EFED, ECOTOX). If an ISBN/ISSN number or website URL appears in field #38, these can be deleted.
8. Field #40 (A, or S (for soil) and T (for non-soil))
9. No extra tabs can be imbedded in any field and may be the cause, if fields are not mapping to correct UNIFY field.
10. Field #25 (start/end page) – if order #, put in parenthesis after last page (e.g., UMI#954003). This applies to commercial orders including NTIS/OTS. The NTIS/OTS number should be in parentheses in the page field and the document number can stay in Field #10.

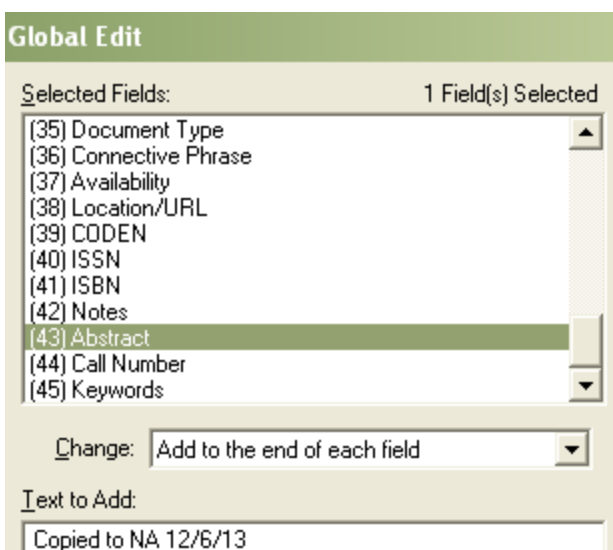
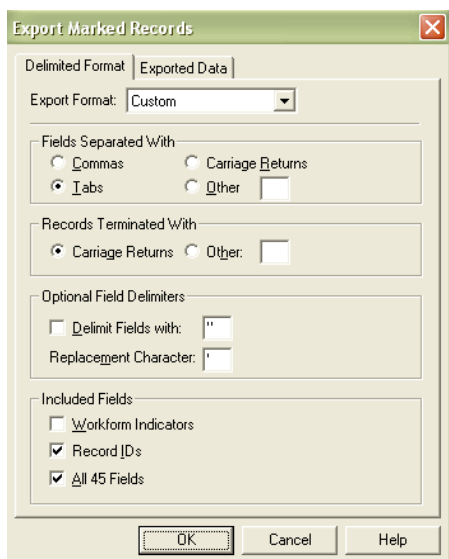
Table 3. Standard ProCite5 and UNIFY Reference Field Names

ProCite 5 Field# - ECOTOX Form Name	Import Field	UNIFY Quality Assurance (Flags/Errors)
1 - Author	Authors	Error, if missing
3 - Address	Order Address	Optional
4 - Title	Title	Error, if missing
10 - Journal	Journal or Source Index	Error, if missing. Text must match to Source or Index file, or system will add a new index record. Publ. Type field used to determine which index to match.
20 - Year	Year	Error, if missing
22 - Volume	Volume	Optional
24 - Issue	Issue	Optional

ProCite 5 Field# - ECOTOX Form Name	Import Field	UNIFY Quality Assurance (Flags/Errors)
25 - Pages	Page	Flag, if missing
29 - Chemical code	Chemical Code	Optional. Flags if incorrect. Does not import COCs matching periodic table code (e.g. Cd).
37 - Order Status or ECOREF #	Publication Type	Error, if missing. Flag if incorrect.
38 –Empty or ECOREF# (for Office of Water)	Project Code (ECOTOX or EFED)	Error, if missing.
39 - Sub database	Species Group	Optional. Flag, if incorrect
40 – Database	Habitat	Error, if missing, Flag, if incorrect
42 - Abstract	Not transferred	Not used.
44 - Source	Import Search Source	Error, if missing
45- Keyword	Reject Keyword	Optional. Flag, if incorrect

Export the References to RIS Format

To export applicable references to import from ProCite into the UNIFY system, go to the Tools menu, then select Export for marked records. Within the Export Marked Records box, select the Tab delimited format within the “Field Separated” area, and then check “Record IDs” and “All 45 fields”. Click OK to generate the export file and save as a “*.txt” file format



Import Refs (Upload Applicable References)

Import Refs

Import references extracted from ProCite files.

Currently, Import Refs programming is restricted to one user importing at one time, due to software inconsistencies. Make sure no other staff member are importing at the same time. Keep import reference imported under 100 references per batch. More is possible, but system may exceed time limit if too many references are imported in one batch.

Click on 'Browse' and choose the file to be imported (must be in *.txt format), then click "Upload File" The system will display the number of potential errors or duplicates to rectify before importing the file.

0 input lines produced error messages.
139 input lines produced no error messages.
139 input lines may be new non-duplicates.

Click on the Download Problems (Excel) button to open the references to be imported in an Excel format. The spreadsheet can be viewed or saved. If you do

not want to import, you can stop at the point to fix the errors in your ProCite file and export again. If you fix errors or look at the error reports, you will need to reimport the text file. If only a few duplicates, you may choose to continue to Import, but will need to delete out the duplicates in UNIFY, when you verify.

When your file is ready to import, click on the Import button and the references will be electronically transferred into UNIFY. After import, you can locate these references in the “Refs to Order QA” menu by searching on the Input Search Source name or create date.

QUALITY ASSURANCE OF REFERENCES TO ORDER

Ref to Order QA

Displays newly entered references from Import Refs or manually entered to be checked prior to order process.

Quality assurance is completed on all references before orders are batched and forwarded to EPA. Imported References from ProCite Files

These references have been previously quality assured for applicability by reviewer staff. The only quality assurance needed is bibliographic check.

Manually Entered References

References have not been quality assured by reviewer staff and skimmed by title only. Reviewer staff should check for applicability (by title or locating abstract) before ordering in addition to bibliographic quality assurance.

The bibliographic quality assurance for each reference is:

- Verify journal or article full-text language, if the journal name appears to be a Non-English publication.
- Publication type (journal or non-journal) and bibliographic source information is fully provided for library to acquire the publications (e.g., journal volume, pages, report numbers, publication year).
- The order source field is assigned per Table 4 and this decision process:
 1. Is there any full text journal source (journal source MED, SCI, WEB) linked to the journal? If no journal source listed, then ILL is the order code for the reference.
 2. If there is a full text journal source listed, then examine the year/journal ranges available for the journal. If the reference year/volume range is within any one or more full text journal sources (MED, WEB, SCI), then it is a Copy Request. If the reference is outside the year/volume range available for full text, then it is an ILL request.
 3. For ILL request (not source for full text PDF) and author email available, then reference order source becomes an Auth (make sure email address is in the email field).

The default order location is via the Interlibrary Loan (ILL)

Table 4. Order Source Categories

Order Type	Process	Description
Author (Auth)	Individual Email to Author	Request from author via surface or by email. Only for ILL sources. If Copy Request, then do not use Author type.
Assign	Unknown order source or incomplete bibliographic information	Unknown or incomplete. Need to research a valid location for the document or locate missing critical elements (e.g., volume, pagination).
Commercial (COMM)	Process varies depending on vendor	See Appendix B for instructions.
Copy Request	Extract batch of references based on priority and forwarded to EPA staff for processing	Journals found in MED library in hard copy format (MED) or PDF full text available via EPA subscription (SCI) or free Internet full text source (WEB). See decision process for additional details.
Library Order (ILL)	Extract batch of references batched based on priority and forwarded to EPA staff for processing	MED library interlibrary loan (ILL) source.
Archive	Not able to locate an order source after evaluating all possible acquisition sources.	See Appendix B for instructions. All information related to acquisition process is documented in the Order Notes field.

Click on the "Order QA" button after quality assured.

ORDER REFERENCES

Order Refs	All new quality assured references display here to batch references into order files for processing.
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ECOTOX Ordering

The EPA Project Leader prioritizes ordering and specifics via contract work order(s). Reviewing staff identify references, and marks these references within UNIFY system for acquisition. Systematic monthly ordering is completed for a set number of copy requests; author email and interlibrary loan (ILL) references. Commercial ordering is performed monthly, only as needed for ECOTOX coding or specific EPA requests.

Creating and Naming Order Batches

1. Select "Order Refs" from the left navigation menu Search to locate the desired references. Restrict searches by "Order Code" (Copy request, ILL or Auth). After you click on "Search", all references that are in the "to order" status and that meet your search criteria will display.
2. From the displayed references, mark the checkbox next to each reference, to include in the batch. In the "Batch Name" field, assign the name: ECOTOX (Copy or ILL or Auth) Request mm-dd-yy. Click on "Order"
2. This message will display "Reference status was updated and Batch was generated." Click OK to generate the Order form in a new browser window.
3. Copy/paste the generated Order form to a blank, unnamed Word document file. Create space at the top of the file and insert this text:
UNIFY= ECOTOX (Copy or ILL or Auth) Request mm-dd-yy N=xxx
Name the Word document "ECOTOX (Copy or ILL or Auth) Request mm-dd-yy" and save to \Litacquis\Order References*.*

Interlibrary and Copy Request Output Style

ORDER=256882 (Year: 1979)		
Author(s): Knowles, C.O., and K.M. Chang		
Title: Degradation of Formetanate Acaricide by Twospotted Spider Mites		
Publication: Chemosphere 80:3-6		
ISB(S)N: 0045-6535	Abbr. Name: Chemosphere	Journal Notes:
SCI or WEB PDF: http://www.sciencedirect.com/science/journal/14659972		(Available Years: 1999-2001)
MED Library:		(Available Years:)
Order Source / Date: COPY REQUEST - 06/15/2010		
Source of Citation: ECOREF #53511		
Order Notes:		
Projects:	COC Codes:	

If you need to modify the batch name, add/remove references or delete the batch, go to "Manager Batches" to make modifications.

Author Email Process

Ordering author references via email should only be for references marked as "ILL" (copy requests should not be ordered by email) and for those that have an email address in the Order Email field. Follow the process for Copy Request/ILL as the system will automatically generate the correct output reference format for Email orders.

Example: Author Email Output Style

To: wsy@uos.ac.kr
Subject: Reprint Request

Dear Dr. S.Y. Woo,

Our research group is interested in receiving a copy of your article:

Woo, S.Y., K.W. Kwon, J.C. Lee, P.G. Kim, J.H. Choi, and B.S. Gang (2003) Comparison of Net Photosynthesis on Four Tree Species After SO₂ Exposure. J.Korean For.Soc. 92(5):451-456

Mail hard copies to the attention of <EPA coordinator> at the address below, and email PDFs to ecotox.support@epa.gov:

<EPA coordinator>

U.S. EPA MED

ECOTOX Database

6201 Congdon Blvd.

Duluth, MN 55804

Email: <EPA coordinator email address.

Please contact me if you have questions. Thank you in advance.

Attach the Word order file(s) to an Email and send as instructed by the project leader.

Example Email

From: CSC staff
To: EPA staff
Cc: CSC project manager
Date: 12/17/2013 04:20 PM
Subject: WO006 – ECOTOX Monthly Order Deliverable for December 2013

EPA staff,

Please find attached ECOTOX monthly orders for December 2013

Author Requests = 25

Copy Requests = 100

ILL Requests = 100

PROCESS REFERENCES (MED Order or Recall Process)

Process Refs

Ordered references or recalled publications are displayed here for MED location staff to denote action (reference ordered or paper pulled from files). This is an optional step.

The MED onsite staff order the references forwarded by contractor or pull the requested papers from the MED files. These actions will be updated in UNIFY by accessing the “Process Refs” screen.

Process Orders

1. Mark each reference which was processed for ordering via copy request or ILL. If the reference is processed and determined to be insufficient or incorrect information, these buttons will be selected:
 - a.) Reskim for Applicability – notifies staff to reskim the reference for applicability and will remove from the order batch
 - b.) Recheck Reference – this will prompt offsite staff to provide sufficient information or additional information prior to ordering and will remove from the order batch
 - c.) Process – the marked references have been ordered. If the processed paper has a PDF in the MED directory, then click on the reference link, and mark the “PDF Link” check box so it displays a checkmark.

Process Recalled Papers

Pull the requested papers from the MED files and update the Process Refs menu. Select the batch name forwarded in from the contractor email and update that status of the papers. If the paper has a PDF in the MED directory, then click on the reference link, and mark the “PDF Link” check box so it displays a checkmark.

Forward papers to contractor site.

References Ordered and Unfilled by MED Library

Each reference is evaluated to determine next order step based on MED library as follows:

- Reference not found as cited. **Action:** Locate the correct information, edit the hard copy and return all original papers work and a copy of the email request to the project lead. This will be forwarded to the EPA Coordinator, then to the EPA library again with corrected information.
- Reference cannot be located via MED library sources. **Action:** Forward to staff who handle commercial order process for further action.
- The reference will be available at a future date and resubmit late. **Action:** Move order date to Order Notes field and make a note to order reference again later.

For any other reject reason, please forward to commercial order staff for review and determination for next action step (see Appendix B). Unpublished reports with MRID (Master Record Identification Number - EPA) reports or CBI data are not pursued in the open literature and reference is archived.

Reordering References

The instructions for reordering references are the same as the order instructions. The additional instructions are:

1. Removing the order (Undo Order) will transfer the current order date to the Order Notes field. Remember to always complete each Order Notes field comment with double-slashes (/). Generally, a reference should be reordered, if the paper was not received within six months. Read the Order Note field comments for any previous ordering problems before reordering.
2. A new request should verify the order code field is correct to ensure it is currently available via the same order location or an alternate location should be assigned. If the paper has been received, check the Complete field to see if paper is in a reorder status for Missing Paper, Missing Page, Illegible categories dropdown as describes the reason for reordering (not the Undo Order date). UNIFY will automatically remove the order and receive dates for the reference when the status is not Complete and allow reference to be reordered.

RECALL REFERENCES (FROM MED FILES)

Recall Refs

Displays references to be batched and papers recalled from MED files (need to mark as "To Recall" for references be displayed here.

To recall references from the MED files, follow these steps:

1. Search references to be recalled using the Search Refs screen. Click on the "To Recall" button for one or more references. This button is available on the Search Refs and Reference Edit screen.
2. Go to the Recall Refs screens and mark references in list by Non-Applicable (with ECOREF#), Unreviewed, and Reviewed for recalling. Batch recall papers by categories (Non-Applicable with ECOREF#, Unreviewed and Reviewed).
3. Select the "RECALL" button at the top of the displayed references. A popup window will display to enter a batch name. For example, "EFED for (project code/COC code and date). Example: EFED Zn (3/12/12).
4. Copy/Paste the reference(s) into a MS Word file or directly into your Email message. For order files, put the following text at the top of the first page: "Papers to pull and forward to _____, by ECOREF #/ (n=xx)
5. Email the recall request to EPA Project Coordinator.

Example Email

Subject: "Check out papers 1234, 12345, 123456 - PLEASE FORWARD TO EPA"

Body of Email:

Please send CSC the following papers (INITIALS: ABC REASON: UPDATING):

UNREVIEWED files:123, 12345

REVIEWED files:123456

<or>

(MS Word file attachment...if a long list of numbers)

RECEIVING REFERENCES

All ordered and recalled references must be received in UNIFY. All such references must be hard copies. References that are not hard copies (such as pdf's) must be printed to hard copy before receiving¹. The process of receiving a reference includes ensuring the correctness of the bibliographic information, ensuring that the reference is complete, editing the paper status, and formatting the hard copy.

Receiving Ordered References

For quality assurance purposes, ordered references are received one at a time rather than as an ordered batch. Within UNIFY:

1. Select *References*;
2. Select *Search References*;
3. In *Author* field, input last name of author followed by a comma, e.g., *Hotchkiss*;
4. In *Title* field, put the first few words of the title, e.g. *Of Mice and Men*;
5. Click *Search*;
6. Right click the appropriate return and select *Open in New Tab* and then click the new tab;

7. Within the *Bibliographic Information* portion of the screen, ensure the correctness of *Authors, Title, Publication Type, Name of Publication, Volume, Issue, Start Page* and *End Page*. If there is a discrepancy between the UNIFY reference and the hard copy, the hard copy is controlling *except for formatting issues*. For an understanding of UNIFY bibliographic formatting, please see *Appendix C* below. When all necessary bibliographic changes have been made, click *Save Edits*;
8. Within the *Order Information/Tracking* portion of screen and provided the hard copy is complete, select *Complete* from the *Completeness*: drop down menu;
9. Click *Save Edits*;
10. Click *Received*;
11. Check *Citation QAed*;
12. Click *Edit Paper Status*;
13. Select the appropriate *Paper Status*: (for ordered papers, this is usually *Skimming*);
14. Select the appropriate *User*;
15. Click *Update Status*; and
16. On the hard copy, underline the last name of each author, put brackets around the title, and put brackets around all other standard bibliographic information.

Repeat steps 1 through 16 for all hard copies to be received.

Receiving Recalled References

Recalled references are generally received as batches. Within UNIFY:

1. Select *References*;
2. Select *Receive Refs*;
3. Select the order batch to be received;
4. Click *Search*;
5. Click *EcoRef#*;
6. Ensure all papers in the order batch are present;
7. Click *All*;
8. Click *Receive*;
9. Click *Assign Refs*;
10. Click *All*;

11. Assign the user;
12. Select *Skimming*; and
13. Click *Assign*;

Repeat steps 1 through 13 for each batch to be received.

ADDITIONAL REFERENCE PROCESSING

Secondary Document is Not a Full Publication (Attaching Papers, Cross Referencing References)

Abstracts, erratum or correspondence hard copies are stapled to the back of the full publication. If abstract, erratum or correspondence is linked to two or more separate documents, copy and attached to each document. If a large attachment (e.g., thesis), select a primary document and attach it to the back of that publication. In UNIFY References, update the Order Note field to identify the paper (ECOREF#) where the document is attached.

Reference edits for the secondary document reference in one of two ways:

- For abstracts:

Order Notes: ATTACHED TO ECOREF# xxxxx, xxxx/'

Check Abstract box – ABSTRACT (as needed)

Keyword should be "PUBL AS"

- For author correspondence or erratum/corrections, insert (Author Communication Used) in Additional Source Notes in the primary document. A secondary reference is not created. For responses from authors, you must have a printed format (e.g., email from author) attached to the publication. Handwritten notations by a reviewer from a conversation with the author or transcribed from an author email is not sufficient.

Secondary Document is a Full Publication (Attaching Papers, Cross Referencing References)

Full publications under multiple titles or in multiple journals are entered into the ECOTOX system.

Non-English

If a full paper is received in both English and a non-English language, the non-English paper is stapled (attached) to the back of the English version. The non-English language reference is kept, but marked as PUBL As and ECOREF# removed, if needed). The text (ENG TRANSL) is added in Additional Source Notes, as needed.

English (Thesis, Reports, Unpublished Documents)

The published document or more fully documented tests are coded. Data in one publication must be assigned as the primary paper to code and the other paper(s), designated as secondary, will cross-reference to the primary coded reference. Peer reviewed, published are generally preferred over unpublished data.

Duplicate Checking and Skim Process. For multi-chapter thesis or reports with multiple authors, use the table-of-contents to document applicability of each section. Write the reject keyword or UNIFY paper/data status for applicable sections.

For applicable sections, determine if a published version exists using these steps:

1. Search ECOTOX References for related applicable publications and determine paper/data status for each reference. Order or recall paper from MED files as needed. A) If papers are not needed, document the status, complete processing the document and return. B) If papers are needed, print out the reference(s) needed. If acquisition needed, forward to acquisition staff to process. If publication is located in the EPA MED files, request via the UNIFY Recall process. Update the table-of-contents with the UNIFY paper/data status and ECOREF#/ORDER ID.
2. If applicable section contains no published version located in UNIFY, search the Internet or Google Scholar to locate related references. If related references found, print reference(s) and write "ORDER NEW" on the top and in "Order Notes", add ECOREF# for this paper to the Ph.D. thesis (Author name, year)" on the printed reference. Add routing information about where paper should be routed when publication arrives, as needed.

Based on your research for published version, determine if thesis, report or manuscript is the primary document to be coded, partially coded or fully categorized as the secondary document.

- 1) 1. All data are located in one or more documents (PUBL AS). Only the primary document will receive an ECOREF number (if applicable). The secondary document is marked as Non-Applicable, with PUBL AS for the reject keyword and attached to the back of the primary document. If multiple primary documents, select one to attach and cross-reference other primary documents with the location of the attached document. Data only partially located on one or more documents (Publ in Part As). Both documents receive ECOREF# and cross-reference the other documents in the Order Notes and Additional Source Notes fields. Skim all chemicals and species for original and data published elsewhere. If only one or more chemicals published elsewhere, mark the chemicals that are PUBL AS with the Project Relevance screen.
3. No published version for applicable sections. Assign ECOREF# and write "no published version in UNIFY or Internet, Checked (reviewer initials), (mo/year)" in lower left on front page of document to be added to the Order Note field.

Update the thesis reference to denote the possible published references.

References Edits for the Secondary Document Reference:

Additional Source Notes: (Publ As xxxxx) or Publ In Part As xxxxx)

Keyword: PUBL AS (for fully published) (No keyword for published in part data)

Order Notes (for thesis documents): Note data status for each chapter (either ECOREF# or Non-Applicable keyword) and if more than one chemical, note COC code. Example: Ch. 1 ECOREF# 2657 (Cu), Ch. 2 (IN VITRO)

When all applicable duplicate data publications have been received and duplicate data rectified, process the publications together and return to the MED files.

CAS # Unavailable

Papers lacking test chemical CAS number available are designated as Non-Applicable and not assigned an ECOREF number. The keyword "CAS # Unavailable" is added and ECOREF number removed, (if previously assigned). The system will update Old ID Number" field with 'Was ECOREF #' (if a number had been assigned)

Processing New Reviews

Reviews are Non-Applicable/Review papers (without EcoRef #s) which have references in the back which need to be skimmed by a reviewer for applicability to the ECOTOX database.

The references need to be entered with specific information as described below.

1. Circle ECOTOX as the project
2. Check the "Format and Enter (NEW)" box
3. Circle the Order Notes" section and write reviewer initials and date: Skimmed DJG 1/06// (if reviewer unknown, then FY03 3/03//
4. Circle the Keywords" section and write: REFS CHECKED/ REVIEW
5. Circle the Revwr/Reason" section and check the box : "FIL/Non-Applicable (Reviewers will mark applicable and non-applicable categories for the references listed in the bibliography in the back of the paper. Each reference is checked for duplicates against ECOTOX References search. If the reference is found in References search, write the EcoRef or Order ID number for those without EcoRef #s next to the reference. If the reference is not found in References, enter it as a new reference. Enter applicable references into UNIFY as New References Write the entered Order ID# next the reference entered. In Input Search Source enter either the EcoRef# of the original paper if a LITBIB or the reference if a Review, for example: A.B.Smith and C.D.Thompson (2005) "The Water Quality of Local Ponds" Aquat. Toxicol. 32(2):1-12

After a LITBIB is completed, the publication forwarded to EPA.

Skimming Books

Full book publications are usually received when only one article within the book was requested. If so, copy the table of contents and skim the contents marking the table of contents as a Review publication (see above). Ensure the one article requested is processed and marked in the table of contents appropriately (not to be copied again). If the entire book is Non-Applicable, then reject the full book reference with the appropriate reject keyword. If the book has one or more applicable articles, then forward the book with table of contents to EPA to have the applicable articles photocopied. The book reference is entered with the reject keyword "SKIMMED". If there is a MED library return date slip with the book, make sure it is returned to EPA within a minimum of four business days prior to the due date to perform any copying needed for applicable references before the book is due back at the MED library.

Individual articles within the book need to be entered separately. Each of these articles is checked for duplicates against ECOTOX References. If the article is found in ECOTOX References, write the EcoRef or Order ID number (for those without EcoRef #s) next to the article. If the article is not found in References, enter it as a new reference. Enter applicable articles into UNIFY as New References. Write the entered Order ID# next the article. In the Input Search Source enter 'EXTRA'.

If a journal issue is received for skimming, skim and process as instructions above. However, do not enter the journal issue as a reference.

If a report has sections providing individual author names, follow book skimming guidelines. In addition, if the full report is saved as a PDF, forward the applicable references to EPA staff requesting that individual sections be extracted as separate PDF files and request return to contractor for processing.

RETURN REFERENCES TO MED FILES

Return Refs

Displays all references marked as completed for any offsite tasks and ready to be returned to MED files.

All ECOTOX publications and coding sheets are the property of, and must be returned, to the U.S. EPA-MED. Papers filed temporarily at contractor site include:

- Publications for review or maintenance are held until all QA is complete
- Chemical and Species verification publications are held indefinitely at contractor site for reference use.

Initiating a Return Memo

- All papers/skimming sheets are attached. Batches should equal ~30 papers.

Return Memo Creation

Within UNIFY, select the Return Refs from the menu and

- Mark the papers to be returned from the list. You can use the search section at the top to locate the papers within the list.
- Type in the batch file name in the text box. When you click on “Return” button, the system will generate the correctly formatted covers sheet.
- Select all text, copy and paste header page and references into MS Word.
- The memos are saved within the contractor network directory (LitFiling\Filing_Returns) by fiscal year and month (e.g., FY15 December)
- Filename - fill in the basic filename format as described in the following table. The ‘x’ at the end of the filename ensures unique filenames when multiple memos are created in one day for a given category; for example, APPLICABLE_06-06-15a.doc and APPLICABLE_06-06-15b.doc If at any point in the process, you find the same name for two or more return memo, you will need to change to unique names. The preferred option is to change the name on your memo within UNIFY system and Word file. If a memo name needs to change that you have not worked on, you must notify the originator of the memo you are changing.

Table 5. Paper Type and File Name Format

Paper Type	Filename Format
ECOTOX APPLICABLE	APPLICABLE_MO-DA-YRx.doc
ECOTOX NON-APPLICABLE (project code)	NA_project code_MO-DA-YRx.doc Project codes (CAD, ECOTOX, EFED)

Table 6 identifies standard paper type groups for return memos - Reviewed, Unreviewed, Non-Applicable (to retain and not to retain), and LITIBIBs.

Table 6. Paper Type and Process Instructions

Paper Type
Reviewed and Unreviewed Group papers into packet by EcoRef #
Non-Applicable Group papers alphabetically by author's last name*

Quality Assurance

Each Return Memo, and all references for the included publications, is quality-assured for technical accuracy by two ECOTOX staff members according to the following steps:

First QA

- print out the Return Memo and the References references, in ECOTOX QA format
- review the memo to make sure that the filename, date, memo fields, EcoRef #s and number of attachments is correct
- identify any text in the reference (author, year, title, journal, codes) needing correction, as needed.
- initial and date the printout, noting first QA
- place the packet in the reviewer's area of return memos to QA

Return Memo and Reference Modifications

Correct any problem with the return memo found by the reviewer. If Reference skimming fields do not contain the expected information, do not make changes, flag the field for the reviewer to evaluate.

Second QA Steps:

- confirm that the return memo name matches the type of paper(s) to be returned
- check the ECOREF numbers on the papers against those listed on the memo
- If reference is not check for QA, then identify any text in the reference (author, year, title, journal, codes) needing correction.
- Initial and date the printout, noting second QA
- place the packet in the bin designated for data entry return memo preparation

Quality Assurance Completed Steps

- write 'OK' in the top right corner of the citation print-out
- place the reference print-out in the reviewer bin for finished modifications, if second copy not yet created.
- place the packet of papers and original return memo in the return to MED stack outgoing mail EPA Task Manager with a cc to contractor task manager (list: type/number of packets/papers, attach completed return memo; to return the packet) See Example email:

Return Memo Email and Transfer

Forward an email message to EPA staff prior to delivering return memos.

Example Return Memo Email

These memos will be returned by the COB on Thursday, December 14th:



Thanks.

- When arriving at MED facility with return memos, register at the front desk
 - deliver return memo packets to the specified location (EPA Coordinator's mail box, Coordinator's office, or ECOTOX file room)
- EPA staff will make PDF copies of publications per SOP, "*Electronic Archival of ECOTOX Reference Holdings*". EPA staff maintain this SOP.

MED PAPER FILING

MED Files Refs

Displays all references to be marked as returned to and filed to MED files.

When the contractor initiates the return memo processing, the papers are forwarded to EPA site to be filed. The UNIFY status for these papers is listed as "Returned (En Route)". There is a batch name listed on the as part of email message to locate the list of references associated with the papers in UNIFY "MED File Refs" screen.

Completed Memo Return memos are electronically filed at \\Litfiling\Filing_returns\filename. Within UNIFY, the completed return memo batches are deleted after email confirmation from EPA staff has been received.

SEARCH REFERENCES

Search Refs

Searches references and access to skim process.

You can search to locate one or more references within the References module by clicking on the "Search Refs" button on the left navigation bar. From search results, you can navigate to edit the reference, go to the skimming area, export, print, or recall the paper from the MED files. For more customizable searches, (such as saving searches), see Administration, Query Report Tool option.

Here are the basic search references functions:

Author Search: Must use semi-colon (;) to separate author names. This will allow the usage of commas used in first author initials within the search.

Example: Smith, B.A.; Jones, J.D. (locates references with Smith, B.A. or Jones, J.D.)

Text box Search: Commas separate multiple entries within the text box entries

Example: ECoref# "55606,10567" locates both references

Dropdown Boxes: Select more than one item on list by pressing the CTRL key and using your mouse (left button) to select the items desired.

Searches between data fields are intersections of items entered/selected.

Example: Project = EFED (from project dropdown) and Chemical Groups = MLN (Malathion) will locate EFED project specified Malathion papers.

You can increase your display view by clicking on "Collapse Pane" in upper right corner. Click on "Expand Pane" to redisplay the search options.

If you exit the Search Refs screen to view/edit a reference (by clicking on edit icon or the reference link), your search strategy will be kept. To return to your list, click on the back button (either within the Reference Edit page or using the Internet Explorer back button). You will need to click on the Search button to redisplay your search.

Report Types:

HTML: The default is web format. References are displayed below the search selection area. This is displayed over multiple pages (100 per page). Restricts display to data fields to those preselected by system.

Excel: Export references to an Excel file (*.xls). It exports the entire reference list and all data related to the reference. Within the Results area, the export is restricted to those you mark.

Export to RIS: Exports to a field tagged text file (*.txt) that is imported into Reference Manager, ProCite or EndNote software. The fields selected are pre-determined by the system to conform to a standard template. Within the Results area, the export is restricted to those you mark.

Print: This formats the references and opens a new Word document and displays references in the standards quality assurance output. May be able to keep (yes) or remove (no) blank fields. Within the Results area, the export is restricted to those you mark.

Search Results: There is a limit on the number of references that search retrieve (N=5000) and displays 100 references per page for HTML version.

Marking the checkbox to the left of each reference will be selected action using buttons at the top of the display area. You can select all, or deselect all your selections or select each one individually.

To Recall/Recall: Select references marked as Filed at EPA to mark for recalling (To Recall), then click the Recall button to generate the batch (will open window to enter a batch name) for your group of references. This list of references will be copy/pasted to a separate file and Emailed to EPA for processing.

Skim: Click on the Skimming button to go to screen and skim papers. See *ECOTOX Literature Search Citations Identification and Skimming SOP* for further

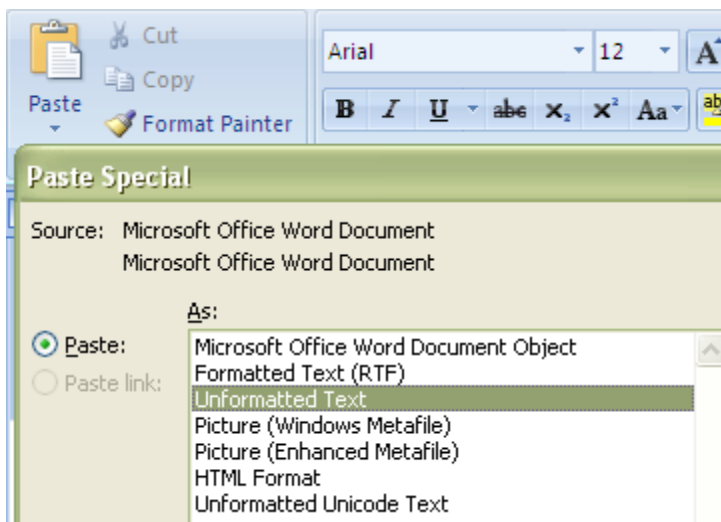
details using this area.

Review: Click on the Review button to go to screen for fully encoding the data from the papers. See ECOTOX Reviewing SOPs for further details about using this module.

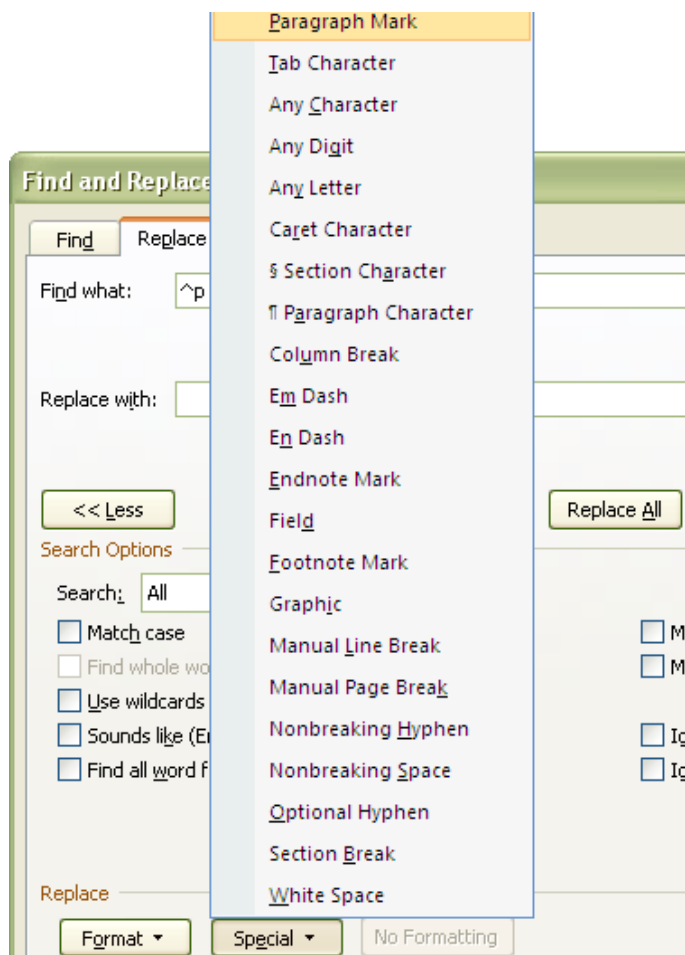
Obtaining Order IDs Extracted from a Previous Exported Excel UNIFY Output

Customizing searches may not be possible in some UNIFY screens. However, most screens will accept a list of Order IDs that are separated by commas. If can search in Search Refs or Administrative Advanced Search and export spreadsheet with the Order IDs. Us the following instructions to utilized Order IDs in the References module.

4. Access Excel and select the Order IDs you want to search within the Excel worksheet (usually the first column). Copy and paste special (unformatted) into a new Word document.




5. After the text is pasted, you will use the Replace (find/replace) each hard return with a comma (,). Click on "Replace", then within the popup box, "More" to locate the special character codes (for hard return) under "Special". Select the Special code "Paragraph Mark" (^p) to find. Insert a comma (,) in the Replace field. Then click on "Replace".
6. Copy/paste the list of comma formatted Order IDs within the Word document and paste into the UNIFY Order ID field.



MANAGE AUTHORS

Manage Authors	Add, edit and delete individual author names in the author index file.
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Author names are individually entered in the author index and managed within the Manage Authors area. You can add (Add New ) , edit, delete, search authors, view or export a list of authors names. See Appendix C to determine proper entry of author names.


The system will not allow duplicate entries. To view all authors, click on the search button without any search criteria.

MANAGE SOURCES/JOURNAL UPLOAD ISSNs

Button	Functions
Manage Sources	Add, edit and delete sources (non-journal) information in the sources index file.

Button	Functions
Upload ISSNs	Upload ISSN verified using the ISSN Portal batch process.
Manage Journals	Add, edit and delete journal information in the journal index file.

Source Index

The source index contains all non-journal bibliographic sources (book, report, thesis, web/data and memo). Sources are individually entered in the source index and managed within the Manage Sources area. You can add (Add New ) , edit, delete, search sources, view or export a list of sources. See Appendix C to determine proper entry of non-journal bibliographic source names.

The system will not allow duplicate entries. To view all sources, click on the search button without any search criteria.

Upload ISSNs

Journal verification of an International Serial Source Number (ISSN) can be completed via batch upload processing into journal index fields. The upload process corresponds with the ISSN Portal (<http://portal.issn.org/cgi-bin/gw/chameleon> via purchased access) batch processing and downloading journals verified. The full journal name, abbreviated name and ISSN numbers are fields matched on and uploaded through spreadsheet files.

Journal Index





See Appendix B – Manage Journals

MANAGE BATCHES

Manage Batches	Add, edit and delete batch information for any batch process.
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Batches are used within the UNIFY to group references for processing. The main process batch types generated are Order, Recall and Return batches described elsewhere in this document. The Custom batch is only generated within the Manage Batches screen. When batch names are searched, the system will display all references within the batch. You can add or remove references from the batch. You can also regenerate forms (recall, order, return) and output via RIS format, Excel and print marked references. The process icons related to batches are:

ICON	Description	Usage
------	-------------	-------

ICON	Description	Usage
	Plus Sign	Add new batch name. For custom batch, there is an option to link to a Ticket Number for programmer staff. The Ticket Number default is "none" unless you have previously entered a Ticket Number into the programmer IT Technical Support System found at: http://neptune.ecodev.csc.com/itsupport/login.cfm
	Pencil	Edit batch name.
	Page with 'X'	Deletes batch selected, keeps the dates, and papers status.
	Undo	Removes processes and dates and returns to previous workflow to batch selected. Example order batch would remove the order date and return to the "To be Ordered" paper status.

MANAGE DUPLICATES

Manage Dups	Search, view, mark and delete duplicate references.
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One of two methods automatically detects duplicates:

1. Exact last author names and publication year OR
2. Exact title and first page number

If either of these criteria is met, references are displayed as possible duplicates in the Manage Duplicates area. The duplicate search is not case sensitive text and strips off any punctuation or spaces before checking for duplicates. Close matches will not be identified. Currently the duplicate logic does not include matching the author first name initials, so there are references listed in this area that are not duplicates.

Within the Manage Duplicates, you can search on authors, titles, input search source, data status, paper status and order ID. If you click on Search button without any criteria, all duplicates will view (n= 1000). Output can be marked and exported to Excel or printed.

To rectify the possible duplicates:

1. If exact duplicate references and the papers have not been received (to order or ordered status), merge the references and delete one reference. If exact duplicates and both papers have been received, the publications need to be handled by reviewer staff members.
2. If not duplicates, but all author names and first initials match for the same publication year, you can "tag" the references with an alphabetic letter to

denote references are verified as not duplicates. Click “Tag References” after you insert the letter code in the “tag” field.

Example Duplicate Tags:

	Order ID	Citation	Data Status	Status	Input Search Source	Tag	Delete
	176009	Eisler,R. Arsenic Hazards to Fish, Wildlife, and Invertebrates: A Synoptic Review Biol.Rep.No.85(1.12), U.S.Fish Wildl.Serv., Washington, 1988 92 p.	N/A WITH NO ECOREF	Returned	EXTRA PDF'S	a	
	226187	Eisler,R. Lead Hazards to Fish, Wildlife, and Invertebrates: A Synoptic Review Biol.Rep.85 (1.14), Fish and Wildl.Serv., U.S.Dep.of Int. 1988 134 p.	N/A WITH NO ECOREF	Filed at Offsite	POLTO X 1/99	b	

3. If the possible duplicates do not meet the duplicate criteria, then do not tag nor delete references.

Additional Duplicate Processing Instructions (Papers Received)

See Table 7 to determine action steps based on the status of the paper.

If two duplicate references in References, both are printed out and forwarded to reviewer staff for action. References fields are evaluated and data from reference to be deleted in moved/merged with the retained reference. Always copy the source Input Search Source data from the deleted reference(s) to the retained reference.

If exact duplicate papers have been received and there is only one reference, then duplicate paper to be discarded is placed in a bin for processing. On the copy that should be discarded, write CONFIRMED DUPLICATE at the top of the paper, if both papers have been viewed. Always keep the best (readable) copy.

Duplicates are returned to EPA in a DUPLICATE MEMO packet (not through UNIFY return memo). Include a copy of this checklist with all completed steps initialed and dated.

Table 7. Duplicate Reference and Paper Processing

Reference 1	On order (Copy,ILL, COMM)	Received, Unreviewed (UR, OR NA, no ECOREF#)	*Received, Unreviewed (UR OR NA, has ECOREF#)	*Reviewed (A,T,AT)
Reference 2				

Reference 1 Reference 2	On order (Copy,ILL, COMM)	Received, Unreviewed (UR, OR NA, no ECOREF#)	*Received, Unreviewed (UR OR NA, has ECOREF#)	*Reviewed (A,T,AT)
On order (Copy,ILL, COMM)	Keep one reference/delete second	Delete on order reference	Delete on order reference	Delete on order reference
Received, Unreviewed (UR OR NA, no ECOREF#)	Delete on order reference	Locate papers and merge references	Locate papers and merge references deleting the one without the ECOREF#	Locate papers merge references deleting the one without the ECOREF#
*Received, Unreviewed (UR or NA, has ECOREF#)	Delete on order reference	Locate papers and merge references deleting the one without the ECOREF#	Locate papers and merge references selecting one ECOREF# to keep and following delete ECOREF# process	Locate papers and process unreviewed paper through ECOREF # delete process
*Reviewed (A,T,AT)	Delete on order reference	Locate papers and merge references deleting the one without the ECOREF#	Locate papers and process unreviewed paper through delete ECOREF# process	Locate papers and forward to Data Maintenance

*If the paper is not part of a special project, the ECOREF number must be removed from the duplicate paper. The system will automatically place in the "Old ID Numbers" field in the proper format. Put a line through the deleted ECOREF number on the paper and write "Confirmed Duplicate Copy of ECOREF #xxxxx" at the top of the paper.

APPENDIX A: CRITERIA DOCUMENT REFERENCES PROCESSING

Since 2003, each Water Quality Criteria (WQCD) and Advisory Document bibliographies are being reprocessed to assess whether the data from the citation was used in the WQCD data tables. All documents are tracked. Some publications are still being acquired. ECOTOX Reference File entries are given a "CAD" sub database type, with additional information noted in the Criteria Documents fields for published documents and Order Notes for unpublished documents. These references are tracked to aid in marking ECOTOX records associated with WQCD Table data.

There are also a small number of publications from the CAD bibliographies entered as terrestrial references; no special reference type is had been added prior to December 1998. As of December 1998, all CAD references are marked regardless of the specific reference file in which they reside.

After a Water Quality Criteria Document (WQCD) has been checked and "Table data versus Text data" has been determined, the following steps need to be completed to correctly mark the references found in UNIFY using the References Screen: 1) In **Order Notes Field** enter the Chemical name, Year and Table or Text designation using the exact format found in:

- a) Criteria Documents browse function on the UNIFY References screen
or
- b) UNIFY *Administration/Manage Lookup Codes/Reference Criteria Document Codes* code list

Examples:

Aluminum 1988-Text
Aluminum 1988-Table
Acrolein '80-Table
Acrolein '80-Text

If the Chemical and Year are already found in the field but without the Table or Text designation, the entry is updated with the designation.

2) In **Criteria Documents Field**, choose the correct Chemical and Year with Table or Text designation code from the pick list. If the Chemical and Year without the Table or Text designation code is already entered into this field, delete the code and re-enter the Chemical and Year with Table or Text code.

3) In the **Chemical Groups Field**, select the code for the name of the chemical, if that option is available. If the chemical name has already been entered or the chemical name is part of a formula code name, do not enter.

APPENDIX B: EVALUATING REFERENCES FOR PURSUING ACQUISITION, IDENTIFYING LITERATURE SOURCES AND ARCHIVE PROCESS

Reference Evaluation and Verification

Evaluating references for acquisition requires expertise in two areas. This may require more than one staff member to evaluate the potential for ordering the full publication.

Scientific Content:

- **Applicable.** Check reference to determine if applicable. References extracted from review documents are skimmed by title only and not quality assured. If title is questionable, look for an abstract via ECOTOX literature databases or an Internet search.
- **Publication Format.** Determine if the publication could be a review, abstract or is full-text is non-English format. Do not make full text language distinction only by examining the journal name. Many non-English journal/document names include full text English articles and have data entry verify language, if needed. See non-English below for more information.
- **Priority.** Verify the publication is a priority order for ECOTOX/special projects.

Bibliographic Content:

- **Reference Completeness.** Check to make sure the reference contains full bibliographic elements for ordering (e.g., pagination, volume). Search the Internet or check ProCite file based on reference origination (UNIFY Import Source field).
- **Non-English.** Check to see if full journal is non-English via UNIFY Manage Journals, ISSN Portal (for journals), WorldCat (for non-journal).
- **Check Order Notes field.** The "Order Notes" field must contain documentation for all acquisition sources attempted and unsuccessful. Further ordering only when all possible EPA MED free sources have been verified unsuccessful.

Example Order Note field text:

"Not available via MED library sources 3/2014/"

For author email attempts, insert the attempted "<email address>, bad email address, 5/3/14/"

References Lacking Minimal or Valid Bibliographic Information

Literature acquisition reference problems need to be resolved in order to obtain a hard copy of a publication and the minimal reference information (author, title, source) required for inclusion into ECOTOX. The steps to resolve

the problems for these categories are:

A) Incorrect or Incomplete References: lacks sufficient information to obtain the publication.

1. Locate original source information in the UNIFY Input Source field.
2. Compare incorrect reference with original source of reference in:
 - a. Literature bibliography (LITBIB). This is denoted by an EcoRef number in the source field, if is available.
 - b. Electronic sources (CSA, etc.). Locate the ProCite file or raw reference download file within the Contractor \Litsrch\ directory.
3. Search the Internet database sources Web links for verification is located at http://neptune.ecodev.csc.com/intranet/sop_list/SOPs/web_literature_search_sources.htm or within the UNIFY References Help (Web Links) screen.
4. Try to contact authors and/or institutions that produced the publication. Search the Internet for institutional contact information. UNIFY References can be searched for similar publications by the same authors to locate contact information.
5. If unsuccessful in previous steps, document efforts in UNIFY References Order Notes field and update reference to Archival Status with these edits in the Archived Reason field (Incomplete Reference, if insufficient) or Incorrect Reference, if not valid) found in the Refs Edit screen.

Keywords:

Archived Reason: ▼

☐ Water (A)
☐ Soil (S)

NON-APPLICABLE
 INCOMPLETE CITATION
 NO SOURCE
 INCORRECT CITATION

B) For, publications which have been received, but lack minimal reference information or permission for inclusion, use the same steps listed above. :

C) No Source: Lacks a source to obtain the full publication

If unable to obtain the publication after evaluation process using the above options and all acquisition source options are exhausted, the reference may be changed to Archival status.

Determine an Order Source (Order Source = COMM)

Commercial resources are used to acquire documents that are unavailable through standard sources (e.g., MED library sources). Commercial ordering for NTIS and UMI priority references are processed via EPA ECOTOX staff. All other references are ordered via Contractor (Reprints Desk), based on funds

availability.

1. Usually the MED library will denote some potential source(s) to obtain the publication
2. Check various source options (see Table 8), depending on the type of publication (dissertation, government document, journal, book, conference, unpublished).
Free sources are always pursued over cost-based sources and found on UNIFY Help (Web Links). If a free source is located, copy/paste acquisition URL for PDF into the Order Note field, change Order Source in UNIFY to Copy Request.

Table 8. Common Commercial Acquisition Sources

Source/Vendor	Web Site	Types of Publications	Process	Cost/Comments
Reprints Desk	www.reprintsdesk.com	All journals (non-NTIS, UMI documents)	Ordered via contractor vendor account	Cost varies per paper, depending on copyright cost
NTIS	www.ntis.gov	U.S. Government documents	Ordered separately – forward to EPA each month	Need to have both NTIS# and for OTS, the TSCA “Doc#”

U.S. Government Sources

United States government documents are commonly ordered through the National Technical Information Service (NTIS). The NTIS bibliographic database is linked to “Government Announcements” (U.S. federal government documents) abstracts, for which there is always a full publication available.

National Technical Information Service (NTIS)

Preparing and Verifying EPA/OTS Reports

There are multiple sources for free PDF documents. Follow these steps to locate PDFs prior to forwarding to as a Copy Request order.

- 1) Access NTRL(National Technical Reports Library) website at: <https://ntrl.ntis.gov/NTRL/login.xhtml> and search for the document.

Note: The OTS number must be alpha-numeric symbols only. For example, OTS0206269-1 is entered as OTS02062691. Also, all OTS numbers begin OTS0 (i.e., OTSzero).

PUBLIC ACCESS NTRL

OTS0206269

search

Sign-in to Public Access NTRL »

2)

RECENT NEWS

FEATURED REPORTS

Some full text PDF documents are available on the TSCA (originator of EPA/OTS documents) website

(<http://yosemite.epa.gov/oppts/epatscat8.nsf/ReportSearch?OpenForm>).

It should be checked first prior to ordering from NTIS, as OTS documents originate from the TSCA program.

Also search the NTRL (National Technical Reports Library)

<https://ntrl.ntis.gov/NTRL/login.xhtml> for free PDFs.

NTRL

Help

Sign In

You must "sign in" in order to see any full text.

Search Results

OTS0206269

Search

Only documents with full text

1

25

(1 - 1 of 1)

Acute Oral LD50 Study in the Rat.

OTS0206269

559 pages

1982

Details

Actions:

Download

Acute Oral LD50 Study in the Rat.

OTS0206269

Publication Date

1982

Abstract

The acute oral toxicity and LD50 of MRO-VAL-01-04 were evaluated when administered at seven dose levels to five male and five female rats per level. Dosage levels rose from 1000 to 10,000 mg/kg of fasted body weight. The

Note: If website only lists 1 p., this denotes full-text is available, but microfiche has not been converted to PDF format. Microfiche will be transferred when request submitted by EPA MED staff via institutional subscription. This order process takes about 15 days and EPA can request five per week.

You can locate missing bibliographic information (author, year, NTIS order #) from either TSCA or Toxline website (<http://toxnet.nlm.nih.gov/>).

NTIS (non-OTS documents)

Obtain NTIS for a price quote using the NTIS website search (www.ntis.gov). If unable to locate and/or price not available, email (orders@ntis.gov) or call NTIS staff (800-553-6847) to request for price and availability. Prices vary for each publication purchased.

Defense Technical Information Center (DTIC)

DTIC contains military government publications. Some full text PDF documents are available by searching: <http://www.dtic.mil/dtic/search/tr/index.html>.

Many documents are free PDF versions available. If no free source located, order via NTIS. Also, check the DOE grey literature resource and the EPA OLS library for free PDFs. PHONE: 800-225-3842

Unique Sources

If document is not available via other listed commercial order sources from

above, the document is usually an unpublished document that can only be obtained from its originating institution or author. Examples include non-North American thesis or government documents. Information about the source is stored within the Order Notes field and individual institutions or authors are contacted directly to determine acquisition procedures.

Chemical company documents are generally not ordered and reference is archived. Some full documents are available on the Internet.

Some publications are only available from the original author or institution. These are usually unpublished reports or memoranda. Based available information, attempt to contact the originating institution or author. Contact information is researched by reviewing the literature search source, feedback from MED library or searching the Internet. Larger institutions may have a publications or library staff, and are excellent places to initiate a contact regarding acquisition process. Key information to obtain is the order process, format (PDF preferred) and costs. The order process, cost and contact information is stored in the Order Notes for current and future reference. If the process is workable, then order the document. If not, determine if the reference could be acquired later or archived.

Dissertation Acquisition Procedure

If the item is a thesis dissertation, check the thesis acquisition sources listed below.

University Microfilm Institute /ProQuest (UMI)

Most United States produced Ph.D. theses and some Master's theses are available. Prepare a list of dissertations requested, including author's full name (if known), title, year of publication, and UMI order. You can locate missing ordering information (author, pages, order #) from the UMI website and obtain the cost information.

PHONE: 800-521-0600 ext.3179 (Hotline Order Number)
<http://www.umi.com/>

Full Canadian documents are also available via Thesis Canada,
<http://www.collectionscanada.gc.ca/thesescanada/index-e.html>

1. If it is available for purchase, follow these steps below (#2) prior to ordering. Check the thesis title via Internet and/or initiating university's library to see if there is a free full text PDF. Dissertation Abstract International journal should never be ordered, as it is only an abstract reference. To locate the full text thesis, use via Step 3 (below) and replace full text reference prior to ordering.
2. Examine reference and verify it is a priority order.
 - a. Check References by author, to determine if there are any potential publications resulting from the thesis (use author name, plus about

>=5 yrs after thesis published in UNIFY to locate possibly "Publ As" references for scientific staff to review.

- b. Search the Internet by its title to see if free full text PDF available or if published.
- c. Access the UMI order website, <http://disexpress.umi.com/dxweb> to verify title, reference information, costs and obtain the UMI order number. Note: If website only lists 1 p., this denotes full-text is available, but hard copy has not been scanned. It will be scanned upon ordering the document.

If the thesis is not available through UMI, check the EPA OLS catalog (<http://www.epa.gov/natlibra/ols.htm>) or determine if can be borrowed by sponsoring university via Interlibrary loan source.

The British Library (BRI)

The cost for an article is price per article plus a copyright fee that varies in cost. They also supply European unpublished documents and translation holdings for the World Translations Index.

E-mail: dsc-customer-services@bl.uk

Internet: www.bl.uk For electronic thesis search:
<http://www.bl.uk/reshelp/findhelprestype/theses/ethos/index.html>

Source	Contents
U.S. Thesis (Some Canadian)	Contains reference index for U.S. Canadian and British Library held thesis Check University website to see if full PDF available (not always found in a Google search). Search university name with the terms "thesis library" in an Internet search. Sometimes the thesis PDF appears to be available, but need to be a library patron to access. Verify by opening up the PDF.
Canadian Thesis	If Canadian thesis, search to locate full PDF availability at: http://www.collectionscanada.gc.ca/thesescanada/s4-230-e.html
British Library (UK Thesis)	British Library, if free PDF download, send as copy request with this information in the Order Notes for EPA staff: https://ethos.bl.uk/UserDetails.do
All other thesis.	Check the originating University library website to

Source	Contents
	determine if full PDF available for recent years. For European universities, you may be able to locate a free PDF. Most other countries, thesis PDFs are probably not freely available.

Processing Publications to be Purchased

For Reprints Desk, forward to contractor database coordinator for approval and purchase via ODC funds. See Reprints Desk section for order instructions.

For ordering EPA will process (NTIS, UMI), copy/paste references to be ordered into a MS Word file along with purchase prices and save on (\Litacquis\commercial\ directory date).doc. Forward order file by emailing file to EPA staff.

Within UNIFY, generate an order batch in UNIFY, so order dates are updated in References.

Author Permission for Thesis Storage

If the thesis indicates that permission is needed prior to storage in our files, a letter or email requesting this must be sent to the author. Follow steps listed above to locate the author. An example of a statement on a thesis:

"These manuscript theses are open for inspection, but are to be used only with due regard for the rights of the authors. Bibliographical references may be noted, but passages may be copied only with the permission of the authors, and proper credit must be given in subsequent written or published work..."

The thesis is photocopied, so the item can be returned to loan library in a timely manner, however, the thesis is not coded until permission is obtained. If the thesis does not specifically indicate permission is needed to copy and extract data, enter the publication into the ECOTOX bibliography file to be coded.

Archive Procedure

After all available acquisition sources are exhausted through the evaluation process, references may be recommended for archival termination based on the following criteria.

1. If an abstract or other secondary source is attached to the primary publication it refers to, assign "Archive" status to the reference of the abstract or second source with the non-Applicable keyword "**Publ As**". Include in the Order note field the ECOREF number of the primary publication.
2. For a reference being terminated because it is unavailable or determined additional effort based on project priority/potential applicability is low or expense to locate and assigned the keyword "**No Source**". Additional

information may be included in the note field, such as "No source located". Guidelines for decisions of when to suspend efforts to locate a publication are as follows, with general limits of sources to try for various types of publications:

- If a publication of any type has a marginal possibility of being applicable, do not pursue beyond author request, copy request and/or MED interlibrary loan. Order note field example: "ILL - 06/16/05 - not available MED library//"
- For temporarily unavailable publications, the reference can be archived, with the Order Source (assign) to note order is known, but unavailable. This occurs when the MED library Interlibrary loan source does not have it on their shelves. Make a notation in the Order Notes field when it will be available (e.g., try again in 4 months, 5/3/14//
- Peer-reviewed journals are the preferred source; other non-published reports of the same study should not be pursued, if published version is available.
- Documents listed in the CAD bibliographies and items ordered as replacements for missing publications already reviewed are given priority and are not terminated without trying all possible EPA contacts/resources.

APPENDIX C: BIBLIOGRAPHIC FORMATTING

Each reference entered into UNIFY must be formatted consistent with the guidelines set forth herein. These guidelines are based upon *The Chicago Manual of Style*, the *Bibliographic Guide for Editors and Authors* and continually emerging best practices.

AUTHORS

Persons as Authors

All authors are included. The format is last name followed by initials.

Example: Smith,J.D.

Hyphens in last names shall be included.

Example: Kam-Wong,L.

Hyphens in first names shall not be included.

Example: Mary-Kay Richardson shall be entered as
Richardson,M.K.

Two part last names shall be entered with both parts capitalized.

Example: De Angelo

Three part last name shall be entered with the first and third parts capitalized.

Example: Van der Meer

Titles such as Sir, Ph.D., or military rank are not included.

Generational suffices such as Sr., Jr., and III (the third) are included after the last name.

Apostrophes in last names are retained.

Example: D'Silva, O'Brien

When a German last name is preceded with a "Von", the Von is not included.

Diacritics and/or ligatures in last names are not included.

Example: Schümann - is entered as Schumann

Editor(s) as Author(s) of a Book

When separate parts of a book have different authors, the editor(s) of the book shall be listed as the author(s).

Non-Persons as Authors

When no personal author(s) is/are identified, the organization producing the work is considered the author. The only abbreviations to be used when an organization is the author are:

- Co. for company;
- Corp. for corporation;
- Inc. for Incorporated; and
- U.S. for United States.

NTIS/OTS Authors

The author for NTIS/OTS documents shall be the submitting organization as identified on the coding sheet. The contracting organization shall be listed as author only if the submitting organization is not identified.

Anonymous Publications

The author shall be listed as "Anonymous" when no person or organization is identifiable as the author.

TITLES

Capitalization

Nouns, pronouns, adjectives, verbs, adverbs, and conjunctions are usually capitalized. Articles, conjunctions, and prepositions are lowercase unless they are the FIRST word in the title. Table 1 and 2 are guides to word capitalization (following Chicago Style) that are standard format for ECOTOX bibliographic references.

Both parts in a hyphenated phrase shall be capitalized.

Table 1. Example Words that are capitalized in Title Field

Also (adverb)	Hot (adj.)	No (noun,pron., adverb)	Take (verb)
Call (verb)	In Situ (Sci.Term)	**All numbers are nouns (one, two, three)	That (pronoun)
Can (noun)	In Vitro (Sci.Term)	None (pronoun)	Use (verb, noun)
Due (adj.)	In Vivo (Sci. Term)	Not (noun, adv.)	Used (verb, noun)
Fed (verb)	Late (adj.)	Only (adv.,adj.)	Will (verb, noun)
Hard (adj.)	Low (adj.)	Play (verb, noun)	X-Ray (noun)

Also (adverb)	Hot (adj.)	No (noun,pron., adverb)	Take (verb)
High (adj.)	More (adverb)	Rot (verb)	
Host (noun)	New (adj.)	Some (adj., pron., adv.)	

Table 2. Example Words that are Not Capitalized in Title Field

a (article)	from (prep.)	on (prep.)	up (prep.)
am (conjunct.)	have (verb <5)	or (conjunct.)	upon (prep.,adv.)
are (verb <5)	how (adv. <5)	out (prep.)	very (adv. <5)
both (adj. <5)	if (conjunct.)	over (prep.)	well (adv. <5)
but (conjunct.)	in (preposit.)	plus (noun <5)	when (adv.conj.)
can (verb <5)	is (verb <5)	than (prep.,conj.)	with (prep.)
do (verb <5)	may (verb <5)	the (article)	
does (verb <5)	of (prep.)	to (prep.)	
for (prep., conj.)	off (prep.)	too (adverb <5)	

Punctuation

Punctuation within a title is retained. The only punctuation retained at the end of a title is a question mark, an exclamation mark, or a period following an abbreviation.

Allow two spaces after colons and periods and one space after semi-colons, dashes and commas.

Non-English Titles

Non-English titles stand alone only if the English title is unavailable. If the English title is available, it shall be followed by the Non-English title, which shall be contained in parentheses.

Example: Study of Zinc Toxicity to the Rose Prawn *Palaemon serratus* Pennant (Etude de la Toxicite du Zinc Pour la Crevette Rose *Palaemon serratus* Pennant)

Chemical Names in Titles

Letter or number sub- or superscripts will be written on the same line in the original order. The first letter of each chemical is capitalized as well as each letter occurring after a hyphen or closing parenthesis. Greek symbols are written out and always lower case.

Examples: H₂O = H2O; α = alpha (lower case); β = beta (lower case); γ = gamma (lower case); ¹³²Cs = 132Cs; I¹³¹ = 131I

The second part of a chemical name that is separated by () parentheses is always lowercase. The second part of a chemical name that is separate by a “-

“(dash) is always uppercase.

Examples: ATPase; Benzo(a)pyrene; Dimethylbenz(a)anthracene; Dibutyl-n-Dichloride; Benzo-p-Dioxin; N-Nitroso ...or...bis(Pentabromophenyl) - “bis” is a prefix...therefore is lowercase.

Chemical names listed with brackets, should be entered with parenthesis instead (e.g. Benzo[a]pyrene should be: Benzo(a)pyrene)

Species Names in Titles

The first word of a species name is capitalized; the second and third words of the species name are lower case, e.g., *Paratya compressa improvisa*. Species names are not italicized or underlined.

If the species name includes the name of the scientist who named it, the scientist's name will be capitalized, e.g., *Puntius conchoni* Ham.

Year

Only the four digit publication year is entered. If there is a range, enter the earliest date. Do not enter month or day. If a valid publication year cannot be located, enter “XXXX” in the Year field and add comment to the Order Notes field: “Unable to verify a valid publication year”.

Bibliographic Source (Publication Type and Name)

ECOTOX defines and categorizes publication types as listed in Table 3. National Library of Medicine (NLM) background on publication categorization can be found at the NLM Library (<http://www.nlm.nih.gov/tsd/cataloging/sercat.html>). OCLC (Online Computer Library Center) provides a world catalog (www.worldcat.org) to check publication type for monographic documents. If unclear which publication type to assign, consult a senior bibliographic staff member for final designation.

Table 3. Publication Types

Type	Description
Journal	A serial publication that is regularly issued and consecutively numbered. Generally has an ISSN. See Appendix B for detailed journal documentation. If a monograph serial is verified as a journal, then a unique identifying number must be entered in the volume field.
Book	Published monograph (non-serial) publication complete in one volume or a finite number of volumes via a publishing company. Generally has an ISBN. Some books that are part of a monograph series may be assigned an ISSN (International Standard Serial Number) in addition to an ISBN. For UNIFY, categorize these as books with book format, if editor provided. Check with ISSN Portal

Type	Description
	and WorldCat to verify categorization.
Report	Unpublished monograph (non-serial) publication complete in one volume or a finite number of volumes. Reports or studies produced directly from an institution (government, university, company). Some reports that are part of a monograph series may be assigned an ISSN (International Standard Serial Number) in addition to an ISBN. For UNIFY, categorize these as reports with report format.
Thesis	Dissertation produced by one author at a university.
Memoranda Letter (MEMO)	Unpublished correspondence between two authors or/and institutions.
Web Site/ Database (WEB/DATA)	Web site or data file (no full printable publication).
Assign	The publication type is unknown.

Journal (Single Source)

Journal name abbreviations are entered using the Manage Journal index list within UNIFY. The list is available via a dropdown index next to the Source entry field when entering journal name.

Examples:

- Can. J. Fish. Aquat. Sci.
- Aquat. Bot.
- Bull. Environ. Contam. Toxicol.
- Athropod Manag. Tests
- Insectic. Acaric. Tests

For journal format, the ISSN format is used. See Appendix B for details on using ISSN and formatting journals in UNIFY. If not found in ISSN, the BIOSIS Abstracts will be used. A hard copy of the BIOSIS catalog is kept with data entry staff for use. Sources used for journal titles abbreviations are:

- ISSN Portal (online subscription service , <http://portal.issn.org/>)
- Serial Sources for the BIOSIS Data Base Biosciences Information Services. Philadelphia, PA, 1979

If a journal is not available via EPA library resources, this is denoted in the Journal Long Name field (not abbreviated name field), so staff can view while assigning initial order source. Full information is entered in the Journal Order Notes field. **Example:**

Full Name: Biochemical and Cellular Archives (NO ILL, AUTH OR COMM ONLY)

Journal Order Notes: Articles not found via ILL, MED library. Only available via commercial order (COMM) or author (AUTH)

Journal (Two Sources)

The publication field sometimes includes information about additional related publications that may or may not be held by the ECOTOX bibliographic files to assist in locating or learning more both publications (e.g., theses, non-English publications). When more than one source is cited, you must place the second source in the Additional Notes field with a parenthesis. The first reference in the source field indicates the publication which is held by ECOTOX. In order to prevent reordering and reviewing previously coded papers with the same title but different sources, such as abstracts, English translations of non-English publications, or articles published in more than one journal, references are entered into the bibliographic file. If the reviewed source is an abstract and the full publication has not been obtained, the abstract reference is listed first, followed by the reference for the full publication.

When a publication has been published in more than one source, with the same exact author(s) and title, the additional source is placed in the Additional Source Notes field.

Example:

Wohlgemuth, E.
1988
Toxicity of the Rodenticide Bordifacoum for Some
Aqueous Animals
Journal: C.A. Sel.-Environ. Pollut.
Additional Source Notes: (Agrochemia (Bratisl.) 28(4):126-128)

Non-English Journals

If both the English and non-English titles of a book or meeting are known, use ISSN Portal to determine the correct entry process. If both titles are listed in ISSN Portal, then enter both. If ISSN Portal only lists one, this will be the preferred name and entered. The secondary name may be entered in the Journal Notes field.

If both the non-English and English titles of a journal are known, the journal title is to be listed in both languages; English journal first, then the non-English journal in Journal Notes field.

Example Journal Name: Nippon Suisan Gakkaishi

Journal Notes: English Title: Bull. Jpn. Soc. Sci. Fish.

Example: Cercet. Mar. (Rech. Mar.)

If non-English journal is fully translated (cover to cover) as an English version, cross reference the journal in the Journal Notes field:

Example Journal Name: Soviet Plant Physiology

Journal Notes: English translation of: Fiziologiya Rastenii (Moscow)

Book

Book sources will contain the editor, title of the book, edition, publisher and place

of publication. If the chapter of the article is known, put it in the UNIFY volume field, if page numbers are known, they will go in the page numbers field. If there is a book volume number, put the volume number and chapter number in the UNIFY volume field.

Example: Volume2, Chapter 6

The word "In" followed by a colon precedes the source information, unless the entire publication is reviewed.

Example: In: J.O.Nriagu (Ed.), *Copper in the Environment*, J. Wiley and Sons, NY

Titles of books are entered in the source information without abbreviation, Include a space between abbreviated words. If personal name, the first and middle name initials do not have a space between letters (per author name format), (see Table 4 for list of standard abbreviations). All editors listed are entered.

State names are entered as two-letter uppercase abbreviations (e.g., MN) when identifying meetings or publisher addresses. State names are spelled out using upper/lower case observations when in the name of a book, report, name of a university. Upper and lowercase abbreviations (Minn. etc.) are used in titles and when used within the title of the document itself.

Biological Processes and Wastes in the Ocean

ASTM (American Standard Test Methods)

The ASTM number appears at the end of the reference, prior to the city and pages.

Example:

In: F.L.Mayer and J.L.Hamelink (Eds.), *Aquatic Toxicology and Hazard Evaluation*, 1st Symposium, ASTM STP 634, Philadelphia, PA

Proceedings of Conferences, Meetings or Symposia (Book or Journal Format)

Conference proceedings which are issued on a regular basis are treated as journal titles if: 1) the title is given in ISSN Portal or *BIOSIS Serial Sources*; or 2) the source document itself lists references in journal format with volume numbers; or 3) references to the source regularly refer to the title in journal format with volume numbers.

In: F.O.Perkins and T.C.Cheng (Eds.), *Pathology in Marine Science*, Proc. of the 3rd Int. Colloquium on Pathology in Marine Aquaculture, Oct. 2-6, 1988, Gloucester Pt., VA, Academic Press, San Diego, CA

Other sources for proceedings are treated the same way as book sources and will contain editor if available, title of presentation or book title, name and number of symposium, location of conference (city and two letter state abbreviations), date, and page numbers. The word "In" followed by a colon precedes the source

information. If the location of the conference and the city of publication are not the same, both are given.

Book Examples:

- In: Proc. 26th Conf. Int. Assoc. Great Lakes Res., May 23-27, 1983, State Univ. N.Y. Oswego, Ann Arbor, MI
- In: Proc. 3rd Int. Zebra Mussel Conf., Toronto, Ontario, Electric Power Research Institute, Palo Alto, CA
- In: 6th Joint Meet. Of the Intl. Commission for the Scientific Exploration of the Mediterranean Sea (ICSEM), Dec. 2-4, 1982, Paris, France

Report

Environmental Protection Agency Report

Publications in the Environmental Protection Agency report series are cited as follows: Environmental Protection Agency report number, U.S. Environmental Protection Agency, location (city, state).

Example: EPA-600/3-76-112, U.S. EPA, Duluth, MN

If author(s) are not given, enter "U.S. Environmental Protection Agency" as author.

NTIS Publications

U.S. Government documents and other documents may be obtained through the National Technical Information Service (NTIS). If the NTIS or OTS number for a publication is known, it will be listed in parentheses in the Additional Source Notes field. .

Example: Source: EPA-R3-73-046, Ecol. Res. Ser., Office of Research and Monitoring, U.S. EPA, Washington, DC

Total Pages: 45 p.

Additional Source Notes: (U.S. NTIS PB-228643) or (NTIS/OTS0553550)

Other Government Publications

Reports from other U.S. agencies, state and local governments, or governmental agencies of other countries are entered with the series name and number, name of the particular document, issuing agency, and place of publication or name of state or country if specific publication information is not given. If the series name and report number are the title of the document, they are listed first; if there are separate titles, the series information follows or takes the place of the publication information. The order format is:

Examples:

Invest. Fish Control No. 60, Fish Wildl. Serv., Bur. Sport Fish. Wildl., U.S.D.I., Washington, DC

In: G.H. Geen and K.L. Woodward (Eds.), Can. Tech. Rep. Fish. Aquat. Sci. No. 1480, Proc. 11th Annual Aquatic Toxicity Workshop, Nov. 13-15, 1984, Vancouver, BC

In: MAP Tech. Rep. Ser. No. 48, Final Reports on Research Projects (Activity G), UNEP, Athens, Greece

Final Rep. TTU-01, Inst. of Environ. and Hum. Health, Texas Tech Univ., Texas Tech Univ. Health Sci. Ctr., Lubbock, TX Additional Source Notes: (EPA MRID No. 458677-07)

Manuscripts

Unpublished documents are entered with "Manuscript" and the agency or department of the author. If there is additional identifying information, it is included.

Example: Manuscript, Rep. 1448, Fish, Mar. Serv., Dep. of Zool., Stockholm, Sweden

Thesis Dissertation

There is only one author name for each thesis. If there are author names listed after the first author, these must be removed (these are the author's instructors). The format for a thesis source will be as follows: degree (Ph.D. or M.S.), the term "Thesis", college or university, location (city, state, country, if non-U.S.), number of pages. The standard two-letter abbreviations for states is used.

Example: Ph.D. Thesis, University of Maryland, College Park, MD

If the thesis lists the abstract journal reference (e.g., Diss. Abstr.), enter the primary thesis information in Source field and the secondary (abstract journal) information in the Order Notes Field.

Example:

Source: Ph.D. Thesis, University of Stirling, UK

Order Notes: Diss. Abstr. Int. B. Sci. Eng. 52(10):5031

Memoranda/Letter

Most letters or memoranda should be attached to references to which they refer and are cited as Author Communication Used. However, in some cases, the letter or memorandum contains unique data. In this case, they should be assigned a unique reference number. If no title can be determined, the default title should be the term "Memorandum".

Examples:

Author: Brooke,L.

Year: 1985

Title: Results of Acute Exposures to Aluminum at pH >6.5 with Planaria and Daphnids

Sources: Center for Lake Superior Environmental Studies, Univ. of Wisconsin, Superior, WI
(Memo to C.Stephan, U.S. EPA, Duluth, MN)

or

Author: Call,D.J.

Year: 1987

Title: Cadmium Toxicity to Fathead Minnows in Lake Superior Water and Reconstituted H₂O

Sources: Center for Lake Superior Environmental Studies, Univ. of Wisconsin, Superior, WI
(February 24 Memo to J.G. Eaton, U.S. EPA, Duluth, MN)

Web Site/Database

The URL address is entered in the Journal Name field. The publication year should be entered for either date the web site was updated or the date you used/extracted the data. **Example:**

Authors: U.S.Geological Survey

Year: 2002

Title: Biological and Ecotoxicological Characteristics of Terrestrial Vertebrate Species Residing in Estuaries: Bald Eagle

Sources: <http://www.pwrc.usgs.gov/beagle.htm>

Total Pages: 20 p.

Abbreviations

Approved common abbreviations for sources are located in Table 4. State and country abbreviations do not include periods (e.g. "MN, IA, FL, USA, UK etc.)

Table 4. Common Abbreviations for Sources

Abbrev.	Term	Abbrev.	Term
Abstr.	Abstract	Misc.	Miscellaneous
Acad.	Academy, Academic	Monit.	Monitor or Monitoring
Agric.	Agricultural	Nat.	Natural, Nature
Am.	American	Natl.	National
Amst.	Amsterdam	Off.	Official, Office
Ann.	Annals	Ont.	Ontario
Annu.	Annual	Org.	Organization
Aquac.	Aquacultural, Aquaculture	Pap.	Paper
Aquat.	Aquatic	Pestic.	Pesticide
Br.	British	Proc.	Proceedings
Bull.	Bulletin	Prog.	Program
Com.	Commission	Publ.	Published or publication
Comm.	Committee	Radioact.	Radioactivity
Can.	Canada or Canadian	Rec.	Record(s)
Co.	Company	Rep.	Report
Commun.	Communications	Res.	Research
Conf.	Conference	Resour.	Resource
Counc.	Council	Rev.	Review
DC	Washington, DC	Sci.	Scientific or Science(s)
Dep.	Department	Sect.	Section
Dev.	Development(al)	Semin.	Seminar
Div.	Division	Ser.	Series
Ecosyst.	Ecosystem	Soc.	Society
Eur.	European	Stn.	Station
Fla.	Florida	Symp.	Symposium* (unless used in ASTM document)
GB	Great Britain	Tech.	Technical and Technique
Gr.	<u>Great</u> Basin, <u>Great</u> Lakes	Technol.	Technology
Hortic.	Horticulture	Trans.	Transactions
Hyg.	Hygiene	UK	United Kingdom
Inst.	Institute	Univ.	University
Int.	International	Unpubl.	Unpublished
Jpn.	Japan	USA	United State of America
Lab.	Laboratory	Wash.	Washington
Manag.	Manage(d), Management	Wildl.	Wildlife
Mar.	Marine	Zimb.	Zimbabwe
Minist.	Ministry		

Volume/Issue Numbers

Volume Number

Journal volume numbers are formatted:

Volume: 22-23:

Enter as: 22/23

Volume: 22-24:

Enter as: 22-24

Some “In Press” references may be valid for specific projects from online sources. These references should be entered as:

Volume: PRESS

For recent references included from electronic search sources, include a notation in the Order Notes field “In Press - Need volume, pagination//”. The published volume number should replace the temporary code at a future date. Update the “Completeness” field to “PRESS” for tracking purposes, so the final version of the publication can be obtained, when available.

In Press references should not be entered via manual entry process as a full reference. Search to locate the final version volume/issue/pages via an Internet resource and check to see if reference is found in UNIFY. Enter only the final bibliographic reference. If no final version of the reference can be located, document this on the hard copy source the reference was identified, reject as “NO SOURCE” (do not enter into UNIFY).Issue Number.

Issue numbers of journals stand alone. They are not preceded by the term “No.” or “Number”, but are reflected in parentheses when printed in the Output Style. If there are two issue numbers in consecutive order they are separated by a slash (/); more than two consecutive issues are separated by a dash (-).

Issue No. (2-3)

Enter as: Issue: 2/3

Issue No. (5-8)

Enter as: Issue: 5-8

Supplementary issues are noted as (Suppl.), with a letter or number if one is given.

Vol. 5 Supplement A

Enter as: Issue: Suppl. A

Vol. 5(4) Part 1

Enter as: Volume: 5

Issue: 4 (Pt. 1)

Page Numbers (Start, End, Total)

Within UNIFY, start and end page fields are restricted to only sequential, numeric values. All other page numbers are entered in the total pages with a hyphen for

sequential numbers. All non-numeric page numbers must also be entered in the total pages field.

For full documents, reports, or theses the page number can be entered as "10 p." Parts of documents (e.g. references lists) only when using "In."

Entire Documents

When the entire document will be reviewed, including theses, books and technical reports, the number of pages contained in the entire document will be listed. The number of pages of a government report is taken from the data sheet, including preface and appendix pages. For other publications the number of pages is given as the last numbered page. These page numbers are entered into the Start page field.

Invest. Fish Control No. 69, U.S.D.I. Fish Wildl. Serv., Washington, DC:9 p.
Enter as: Total Page: 9 p.

Abstracts (Single pages)

When entering the page number for a single page document, the page number is entered into the Start page field.

Diss. Abstr. Int. B Sci. Eng.:490
Enter as: Start Page: 490 End Page: -9999
Mark: Abstract checkbox

Complex Page Numbers

Complex page numbers designating pages of a section of a publication are entered with a period between portions of the page number (e.g., "Pages 3-21 through 3-26" are entered as 3.21-3.26).

Pages 3-21 through 3-26
Enter as: Total Page: 3.21 – 3.26

Non-sequential Order

For pages that are not sequential or in instances where only portions of the document were obtained, this will be indicated by commas.

Pages listed: 259-268 and 283
Enter as: Total Page: 259- 268, 283

Language Code

The default language is English (ENG). Use the dropdown box to select full-text non-English language. If more than one full text language is reported, select one language from the dropdown list and type the second language code in the Additional Source Notes field with parenthesis (e.g., FRE).

The paper is written in German and no English abstract is included:

Enter as: Start page: 5 End page: 10
Language Code: GER

Abstract

Select the abstract checkbox when the document lacks a full text document. If the document is in a full text language and contains an English abstract, place the term (ENG ABS) in the Additional Source Notes field, but do not mark the abstract checkbox.

Additional Source Notes

Specific additional information about a publication must be included for public viewers of the reference. There is not a separate field to store this information. Information to include within a separate parenthesis is:

- When full text document is fully translated into a second language, the second language is documented (Example: Language = ENG; Additional Source Notes = (RUS). If English is one of the languages, this is entered in the Language field.
- English Abstract (ENG ABS) or a translation (ENG TRANSL) notation
- Order numbers for common sources (U.S. NTIS number, UMI, MRID, OTS)
- Author communication (Author Communication Used) or supplementary journal information (Supplemental Journal Materials)
- DOI# (DOI: 10.1007/s00244-005-1057-9)
- Data published within another ECOTOX publication (cross-reference) (Publ As xxxxx)

Examples:

The paper is written in Italian and an English abstract is included:

Enter as: Start page: 25
End page: 32
Language Code: ITA
Additional Source Notes: (ENG ABS)

When a Dutch publication has an unpublished English translation attached.

Enter as: Start page: 474
End page: 482
Language Code: DUT
Additional Source Notes: (ENG TRANSL)

If a publication is an English abstract only:

Enter as: Start page: 474 End page: -9999
Mark the Abstract Only checkbox

If more information was used from an alternate paper, note at the end of the start field

Enter as: End page: 474
Additional Source Notes: (Also Used ECOREF 4444, 4237)

If a publication has an U.S. NTIS number, it is noted in parentheses

Enter as: Total pages: 58 p.
Additional Source Notes: (U.S. NTIS 45856)

If additional information is obtained from author(s), the additional information about their publication and this is noted as "Author Communication Used" in parentheses.

Entered as: Start page: 525
End page: 532
Additional Source Notes: (Author Communication Used)

Electronic Document Numbers (DOI)

The DOI (Document Object Identifier) numbers are entered in the Additional Source Notes field. This is only required when specific print pagination is not available.

Entered as: Total Pages: 12 p.
Additional Source Notes (DOI: 10.1007/s00244-005-1057-9)

APPENDIX D: MANAGE JOURNALS AND ISSN PORTAL INSTRUCTIONS

The journal index contains only journal bibliographic source. Journals are individually entered in the source index and managed within the Manage Journal area. You can add (Add New+), edit, delete, search sources, view or export a list of journals. See Appendix C: Bibliographic Format Guidelines to determine proper entry of journal names.

The system will not allow duplicate ISSN entries. To view all journals, click on the search button without any search criteria.

The journal index contains these fields:

Full Name: Full name of journal found on paper or ISSN verified name

Abbreviated Name: Standard abbreviation as assigned by ISSN. If not found in ISSN, use ISSN standards for determining abbreviated name (<http://www.issn.org/2-22661-LTWA-online.php?search=mem>). For detailed information on accessing ISSN portal to locate journal abbreviations, see Appendix C Bibliographic Format Guidelines.

ISSN: International Serial Source Number. The format is four digits then, hyphen, then four additional digits or alphabetic letter. (Example: 0496-3490). For detailed information on accessing ISSN portal to locate ISSN, see Appendix D.

Language: Language(s) for the entire journal. If more than one language, select the primary code for this field (language in alignment with publishing country) and note the other possible languages in the Journal Notes field). The language codes are found in the UNIFY Data Fields and Codes document. For detailed information on accessing ISSN portal to locate full text language, see Appendix D.

Journal Notes: Relevant information about journal or acquisition. Cross-reference to English titles or translated journal names. Continued as another journal or Continued from journal information should be included.

Order Source(s): These are assigned as a reference copy request for processing orders.

- **MED** - Hard copy available in EPA MED library for photocopy. These are assigned as a reference copy request for processing orders.
- **SCI** – Science Direct or other EPA MED site restricted access to PDF documents. This source code is entered when journals are located EPA Desktop journal sources providing full PDF documents. To locate the journal PDF, access this web site from a valid MED onsite computer, <http://intranet.epa.gov/epahqirc/desktop/> then, <http://intranet.epa.gov/desktop/journals.htm>. Only add journals found on the EPA desktop if the journal name is utilized by at least one reference.

These are assigned as a reference copy request for processing orders.

- **TDI** – Only commercially available journal and verified can be obtained through Reprints Desk (formerly TDICO) vendor.
- **WEB** – Available on a public website and full PDF available for download by any ECOTOX staff member on or offsite. These are assigned as a reference copy request for processing orders.

MED, SCI and WEB sources are “Copy Request” order codes for references. TDI is a “COMM” order code for a reference. If there is a UMI or NTIS number available, then the order code is COMM. If no journal source is listed, the order code default is ILL.

Volume (optional): If range of available volumes listed, please include.

Web link: List the URL link for the location of full text PDF files.

Year: The range of years available from the order source. Example: 1997-present.

QA: The non-ISSN fields have been quality assured

QA ISSN: The ISSN has been verified against the ISSN portal as valid.

ISSN Background

The ISSN (International Standard Serial Number) is an eight-digit number which identifies periodical publications, including electronic serials.

The ISSN is linked to a standardized form of the title of the identified serial, known as the "key title", which repeats the title of the publication, qualifying it with additional elements in order to distinguish it from other publications having identical titles.

If the title of the publication changes in any significant way, a new ISSN must be assigned in order to correspond to this new form of title and avoid any confusion. A serial publication whose title is modified several times in the course of its existence will be assigned each time a new ISSN, thus allowing precise identification of each form of the title. In fact, it is then considered that they are different publications even if there is a logical link between them.

A serial is "A publication, in any medium, issued in successive parts, usually having numerical or chronological designations and intended to be continued with no predetermined end. NOTE : this definition excludes works intended to be published in a finite number of parts(...). The ISSN is applicable to the entire population of serials, whether past, present or to be published in the foreseeable future. Serials include periodicals, newspapers, annuals (reports, yearbooks, directories, etc.), the journals, series, memoirs, proceedings, transactions, etc. of societies." (ISO 3297 standard (ISSN))

ISSN is assigned to serial publications; ISBN is assigned to monographs ("books"). An ISSN can be assigned to a series of monographs as such; and an ISBN will be assigned to each separate book of the series.

Accessing and Searching ISSN Portal

You can access the ISSN portal website at, <http://portal.issn.org/cgi-bin/gw/chameleon>. This is a paid annual (January – December) subscription database (currently purchased by contractor, via ODC process). Obtain the username and password from contractor staff. Currently, there is not an option to submit lists of journal titles as a batch process.

For detailed documentation regarding cataloging rules, access the ISSN Manual website: <http://www.issn.org/2-23364-ISSN-Manual.php>


After you login, use these primary search options,

- **Quick Search.** Most often used to look up journals by the ISSN number of confident the full name entered (exact) will locate the journal.
- **Combined Search:** If you want to use parts of a journal name to locate the journal information. Most often used for foreign journal titles.
- **Abbreviated Title Words:** Used when no ISSN is located and need to abbreviate the journal title in UNIFY.

Quick Search

ISSN Search : You can enter eight digit number with or without the hyphen.

Save/Load Session | Close Session | The ISSN Portal is interrupted for backup operations each week on Sundays



Home Quick Search Combined Search E

ISSN Search :

0090-0656

☐ Check this box if you wish to retrieve all the ISSN records relating to this ISSN
You may enter your ISSN with or without its central hyphen (1234-1231 or 12341231 are both valid entries)

Search clas01

Word Search: The full journal title name is the most precise search. You can copy and paste into the search box. You can also search on the abbreviated title, but it is a broader search, resulting in more titles displayed.

If more than one record, all journal titles will display in index format with your search words highlighted.

You searched clas01 - Title: Fishery Bulletin AND Category: Register

previous set | 1 2 | next set

Results : 1 - 20 / 22

	ISSN-L	ISSN	Key Title / Variant titles	Dates	Country	Language
1	1091-7306	1091-7306	Alaska fishery research bulletin	1994 -9999	UNITED STATES	English
2	0127-4287	0127-4287	Berita Ko-Nelayan Berita Koperasi Serbaguna Nelayan Sabah Berhad Ko-Nelayan fishery bulletin	1983 -9999	MALAYSIA	Multiple languages
3	1014-1189	1014-1189	Bulletin of fishery statistics Bulletin statistique des pêches Boletín estadístico de pesca	1963 -9999	INTERNATIONAL	Multiple languages
4	0366-4147	0366-4147	Bulletin of the Fishery Experiment Station of the Government-General of Chosen. Series B	1924 -1929	KOREA (REPUBLIC OF)	Multiple languages
5	1014-126X	1014-126X	CECAF statistical bulletin Fishery Committee for the Eastern Central Atlantic statistical bulletin Bulletin statistique du COPACE Statistical bulletin - Fishery Committee for the Eastern Central Atlantic	1976 -9999	INTERNATIONAL	Multiple languages
6	0366-0133	0366-0133	Chōsen Sōtokuifu Suisan Shikenzō hōkokoku Bulletin of the Fishery Experiment Station of the Government-General of Chosen, Series D: Oceanography	1925 -1943	JAPAN	Japanese
7	0254-3559	0254-3559	Fisheries bulletin (Cape Town) Visserye-bulletin Fisheries bulletin South Africa Fisheries bulletin (Pretoria) Fishery bulletin (Pretoria) Visserye-Bulletin Suid-Afrika	1936 -1982	SOUTH AFRICA	Multiple languages

For the example entered, Fisheries Bulletin (below), examine the list carefully to locate the correct journal and ISSN.

7	0254-3559	0254-3559	Fisheries bulletin (Cape Town) Visserye-bulletin Fisheries bulletin South Africa Fisheries bulletin (Pretoria) Fishery bulletin (Pretoria) Visserye-Bulletin Suid-Afrika	1936 -1982	SOUTH AFRICA	Multiple languages
8	0090-0656	1937-4518	Fishery bulletin (Online)	1971 -9999	UNITED STATES	English
9	0090-0656	0090-0656	Fishery bulletin (Washington, D.C.)	1971 -9999	UNITED STATES	English

From the index display screen, you can click on the journal links to display the specific journal full record (below). The full record can be displayed in full or marc (library encoded fields) format. Use your browser print function to print any displayed page.

A journal may not have an ISSN number. If you are unable to locate the journal name in either Quick or Advanced search, check to see if journal is in WorldCat (www.worldcat.org) or a Google search to find the journal.

[first record](#) | [previous record](#) | [next record](#) | [last record](#)
[full](#) | [marc](#)

Record 9 of 22

You searched clas01 - Title: Fishery Bulletin AND Category: Register

ISSN	0090-0656
ISSN-L	0090-0656
Cancelled ISSN	0099-5487
Medium	Regular print
Key Title	Fishery bulletin (Washington, D.C.)
Publisher	Washington, D.C. : National Marine Fisheries Service : Supt. of Docs., U.S. G.P.O. [distributor, 1971]-
Country of publication	UNITED STATES
Dates of publication	1971 / 9999 current
Author	United States. National Oceanic and Atmospheric Administration.
Author	United States. National Marine Fisheries Service.
Author	United States. National Marine Fisheries Service. Scientific Publications Office.
Frequency	Quarterly
Type of publication	Periodical
Language	English
Title script	Basic roman
Title proper	Fishery bulletin /
Abbreviated key title	Fish. bull. (Wash. D.C.)
Dewey classification	639/.2/05
CODEN	FSYBAY
URL	http://fishbull.noaa.gov/fcontent.htm
URL	http://purl.access.gpo.gov/GPO/LPS6104
URL	http://bibpurl.oclc.org/web/23450 http://docs.lib.noaa.gov/rescue/Fish_Commission_Bulletins/data_rescue_fish_commission_bulletins.html
Additional Physical Form Entry	Fishery bulletin (Online) [ISSN 1937-4518]
Continues	Fishery bulletin of the Fish and Wildlife Service
ISSN Centre	United State
Category	-- Register

ECOTOX ISSN Assignment and Journal Data Fields

ISSN-L

For UNIFY, the ISSN-L is the preferred ISSN to enter in the journal ISSN field. If there are different ISSNs for online and print, ONLY enter the print (or ISSN-L) in UNIFY. If only an online format exists (no print version), then online ISSN will be entered into UNIFY.

The linking ISSN or ISSN-L enables linking among different media versions of a continuing resource. Examples from ISSN on how they are assigned :

Continuing resource in only one medium form:
 ISSN-L 2150-3508

Online resource: Fisheries and aquaculture journal = ISSN 2150-3508

Continuing resources in two medium forms:

ISSN-L 0090-0656

Printed version: Fisheries Bulletin = ISSN 0090-0656

Online version: Fisheries Bulletin (Online) = ISSN 1937-4518

If you are unable to verify a valid ISSN from the ISSN portal, via Quick or Advanced search, then enter NO ISSN# in the Journal Notes field.

Key Title/Abbreviated Key Title

Use these ISSN fields to populate the UNIFY Journal record for Full Journal Name and Abbreviated Journal Name fields. One space is included between abbreviated and non-abbreviated words.

Language

If the full text language is always in one language, this is listed on the ISSN index or full record. If non-English, enter this language code into the journal record. However, for foreign journals, many times the journal is a mix of two or more languages or over time changed from foreign language to English. ISSN portal only lists these as “multiple language”, but does not usually specify the language. In the case of mixed languages, leave the language code as ENG and add the possible language codes into Journal Notes field. Use the country of origin as a guide to the potential foreign language. You can also check WorldCat (www.worldcat.org) or Ulrichs (access via UMD, restricted) to verify languages. ECOTOX follows the ISSN three-letter codes for our language code fields and freely available on the ISSN website (<http://www.issn.org/2-22684-Language-codes.php>)

Rules for Adding Cities, Country, Years or Format/Media Identifiers to Journal Records

If the same journal name is used by two or more different journals, these will be identified in ISSN using the city or country published. Media or format or year differences are not added to UNIFY. Use a parenthesis for the city or country. Abbreviations follow the ISSN format.

Example: Journal of Zoology

133	1017-3765	1017-3765	Journal of <i>zoology</i>	1986 -9999	BANGLADESH
134	0022-5460	0022-5460	Journal of <i>zoology</i> (1965)	1965 -1984	UNITED KINGDOM
135	0952-8369	0952-8369	Journal of <i>zoology</i> (1987)	1987 -9999	UNITED KINGDOM
136	0952-8369	1469-7998	Journal of <i>zoology</i> (Cambridge. Online)	1999 -9999	UNITED KINGDOM
137	0269-364X	0269-364X	Journal of <i>zoology</i> . Series A	1985 -1986	UNITED KINGDOM
138	0268-196X	0268-196X	Journal of <i>zoology</i> . Series B	1985 -1987	UNITED KINGDOM

For UNIFY, within Manage Journals, enter the above “Journal of Zoology”:

ISSN 1017-3765 Journal of Zoology Journal Notes: Bangladesh
ISSN 0952-8369 Journal of Zoology (Cambridge) (Do not enter separate records for ISSN with specific year variants)
ISSN 0269-364X Journal of Zoology. Series A
ISSN 0268-196X Journal of Zoology. Series B

Non-English Journals

Non-English language journals should be listed in UNIFY as in ISSN Portal. If the key title is written in a foreign language, enter this as the full journal name. You can add the English translation to the Journal notes in UNIFY.

If the entire Non-English language journal has a fully translated version, both the English and the foreign language journal titles are entered as separate records and cross references in the Journal Notes field.

Fully Translated Journal Example:

Journal: Biologia Morya (Vladivostok)
Journal Notes: English language edition is Russian Journal of Marine Biology, ISSN: 1063-0740//

Journal: Russian Journal of Marine Biology
Journal Notes: Russian language edition is Biologiya Morya, ISSN:0134-3475//

Providing List of Available Journals to EPA

After updating, and quality assurance by another contract staff member, provide EPA with the list of journal names entered.

1. Search on these order source codes in the Manage Journals area:
MED,SCI, WEB.
2. Select “Export to Excel” and save the spreadsheet.
3. Run “Adding Macro to Activate URL Hyperlinks” within Excel software.
4. Select/highlight the cells you want activated and click on “Run’ button for the macro saved for this (URL Macro.xls!URL_List)

To add the URL Macro to Excel, follow these instructions:

- Add Developer area to Ribbon
- Go to the round Microsoft Office button and click on Excel Options (at the bottom)
- This will display “popular” menu and click on box to “Show developer tab in the ribbon” then save/exit.

- Go to “Developer” on the top horizontal menu. Then click on Macro icon and create a new macro (in visual basic). When the macro window opens, go to this website and copy/paste the macro executable between the start/end of the macro:

http://excel.tips.net/Pages/T003110_Converting_a_Range_of_URLs_to_Hyperlinks.html

```
For Each cell In Selection
    If cell.Value <> "" Then
        If Left(cell.Value, 7) = "http://" Then
            URL = cell.Value
        Else
            URL = "http://" + cell.Value
        End If
        ActiveSheet.Hyperlinks.Add Anchor:=cell, _
        Address:=URL, TextToDisplay:=cell.Value
    End If
Next cell
```

- Save as URL Macro.xls'(URL_List) and close macro. Now you can open the Excel file you want to activate hyperlinks for, then click on Macro button in Developer area.

Identifying EPA Journal Available Resources in UNIFY

EPA maintains a master “List of Available Journals” that are available via EPA library sources. The contractor staff store copies of this document on \LitAcquis\Journal holdings.

Web Address: Contains the URL address for either EPA restricted or freely available PDF. If EPA restricted, UNIFY journal source code will be SCI. For freely available PDF web sites, the journal source code is “WEB”.

PY Web: Publication years available for full text PDF.

In MED Library: Indicates hard copy full text is available in the MED-Duluth library. The journal source code is MED

Journal abbreviations and ISSN numbers are only used, if not available in UNIFY and should be verified via ISSN Portal.