



## BiblioBiomed – User Manual

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### Overview

BiblioBiomed converts a Microsoft Word manuscript with superscripted numeric callouts and a reference list into an EndNote-ready document and a structured RIS file to import into an EndNote file. This is all done on your computer.

### Legal Disclaimer and Limitation of Liability

BiblioBiomed is a document-processing utility designed to assist in extracting and formatting references within Microsoft Word manuscripts. It does not independently verify the scientific accuracy, completeness, authenticity, or validity of references or manuscript content.

The software relies on the structure and content of the user's manuscript and on external services and applications, including but not limited to PubMed and EndNote, for validation and updates. BiblioBiomed does not guarantee that extracted references are accurate or complete, that PubMed validation will succeed, that inserted citation codes are error-free, or that generated RIS files will be free from formatting inconsistencies.



## **BiblioBiomed – User Manual**

Users are solely responsible for reviewing, verifying, and correcting all references and manuscript content prior to submission, publication, distribution, or academic use.

BiblioBiomed is provided 'AS IS' without warranties of any kind, express or implied, including but not limited to warranties of merchantability, fitness for a particular purpose, non-infringement, or accuracy.

In no event shall the developer or distributor be liable for any direct, indirect, incidental, consequential, special, or punitive damages, including but not limited to loss of data, loss of manuscripts, submission delays, rejected publications, lost professional opportunities, or financial damages arising from the use of this software.

Use of the software constitutes acceptance of these terms.

### **System Requirements**

- macOS
- Microsoft Word (.docx format)
- EndNote desktop version
- Computer connected to the internet
- EndNote functionality is embedded in Word
- Familiarity with using Word and EndNote

**It is vitally important the exact sequence below be used!**

### **Installing the program**

Download the program

If you downloaded as a Zip file double click the file which contains the BiblioBiomed.dmg installation file

Click on the filename BiblioBiomed.dmg

Drag the program into the Applications folder

The .DMG file can be deleted once the program has been successfully placed in the Applications folder and tested



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### Manuscript Preparation using Word

The program needs to know where to start looking for the superscripted callouts and when to stop. You will need to type in these markers.

- At the beginning of the manuscript, typically after the abstract insert this text:

Start of text

- At the end of the main body of the manuscript, typically before the original reference list insert this text:

End of text

- The program needs to know where to start and stop processes the reference

At the top of the reference list Rename 'References' to 'Referencesx'

After the final reference on a new line type: End References

### 1. Running the Program

Launch BiblioBiomed from your applications folder

When prompted select your prepared .docx file.

Processing typically takes less than 10 seconds.

The program generates in the same directory as your original file:

- A new Word file with temporary EndNote codes. The file name will now include BBM (BiblioBiomed modified).
- A corresponding RIS file. The file name will now include BBM (BiblioBiomed modified).

### 2. Reference Validation

1. Create a new EndNote library. (After you start EndNote: File → New)

Give the new file a unique name and save it in the same directory as the Word file you will be processing

2. Click on the RIS file. This will import the references into the empty EndNote file .

3. In the All References folder in EndNote select all references.

4. In the EndNote program click on References → Find Reference Updates → Update All Fields.

5. It will take 2 to 10 minutes to update the references and populate all the fields in the file.



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6. Review or correct any unverified references manually in EndNote.

There will always be a few to correct because the original reference list had errors or citations that were not in PubMed: examples include references with errors, or don't actually exist, books, just URLs. These should be edited manually in EndNote. The program sometimes misbehaves with individual references when the author is an association (e.g. The American Heart Association), the first author's surname is compound (e.g. Blake-Edwards, De Vito) or the author's name has a designation (e.g. Strollo Jr.) To help correct the error the original reference is in a field called Note in the EndNote file.

7. The verified RIS file can be used with several referencing programs including EndNote (see next section), or imported into Zotero or Mendeley.

### 3. Formatting the Manuscript in Word

Open the generated Word file (BBM is in the file name) that now contains temporary EndNote callouts.

Disable Track Changes.

Activate EndNote in Word.

Make sure that the correct journal style is chosen (e.g. AMA)

Click the EndNote tab → Update Citations and Bibliography.

You might be asked to choose a reference when the program encounters ambiguity in references.

The new reference list is at the end of the document

It is now usually safe to remove the original reference list once everything is verified.

The original Word file is unchanged.

### Troubleshooting

- Confirm markers are spelled exactly in the original manuscript.
- Ensure references are consecutively numbered in the reference list.
- If there is text with superscripted numbers that is not a callout (e.g. a chemical structure, or a mathematical formula, or a footnote,) that might cause problems.
- Non-existent references or incorrectly cited references in the original may cause problems.



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- Citations that are books or chapters of books may cause problems. In EndNote consider searching for the book in the Library of Congress or University of Oxford.

### **Using this program with Zotero or Mendeley**

You can import the verified RIS file into these programs, but will have to manually generate the callouts in your word processing program.