



→ **RIS**

guia **g**

Estas instrucciones se han realizado a partir de una base de datos determinada y sirven como ejemplo, pero cada caso deberá analizarse de forma particular con el fin de elegir las etiquetas que le correspondan.

Si partimos de una base de datos Access similar ésta:

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1	1064	Durand, Robert	2005	The impact of US	Universidat de Aurkibidea	ok			3 JOUR	European Acc	14	4	78
2	1065	Delgado Hurtad	2003						3 BOOK				
3	1066	Henri, Jean-Fran	2006	Organizational c		Igo orria			2 JOUR	Accounting, O	31		7
4	1067	Tadesse, Salom	2006	The economic ve		Igo orria			4 JOUR	Journal of Acc	25		3
5	1068	FASB	2006			ok			3 BOOK				
6	1069	SEC	2006	Accounting sta		ok			3 JOUR	Press Release	2006		17
7	1070	U.E.	2006			ok			3 BOOK				
*	(Nuevo)												

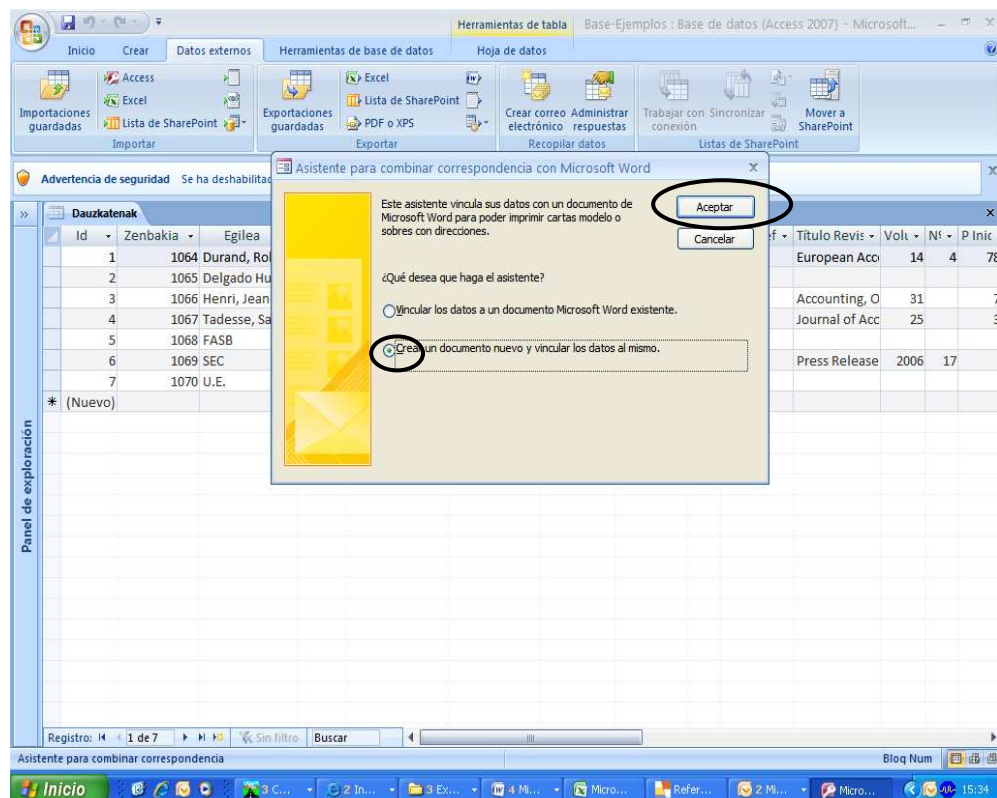
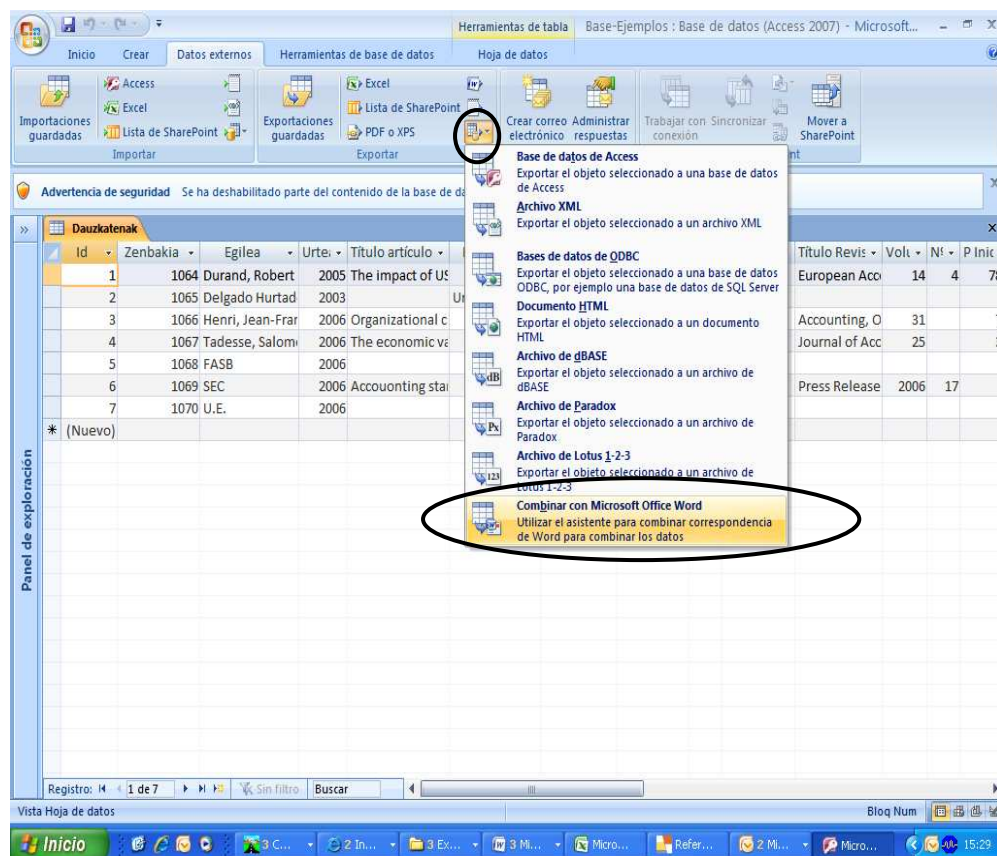
Debemos crear las columnas necesarias de modo que cada tipo de información se contenga en columna separada. Para eso podemos emplear las definiciones de las etiquetas del formato RIS y los tipos de referencia que se incluyen al final.

Elemento fundamental es la columna que indique el tipo de referencia "TypeRef" ya que nos diferenciará los documentos que introduciremos en nuestra base de datos. Lógicamente, la adaptación de los valores de cada columna de la base de datos Access a los criterios de RIS puede dar más de una sorpresa, por lo que conviene comprobarlos y, en más de una ocasión, repetir el proceso modificando lo que genere errores.

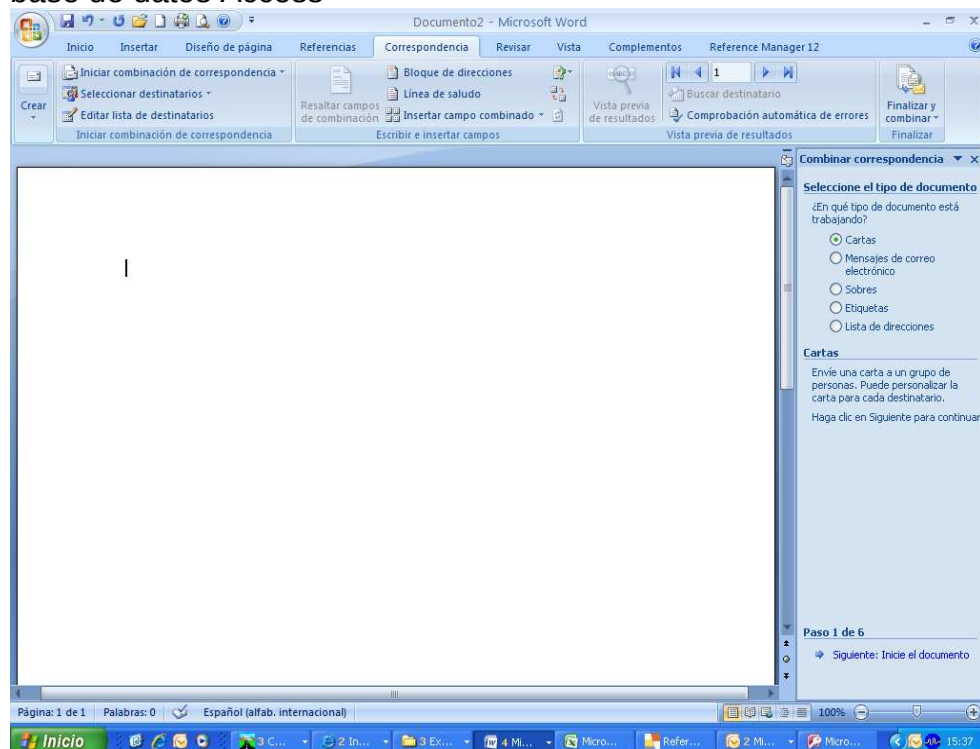
Cuando hay más de un autor han de separarse en distintas columnas ya que aunque aparezcan en el archivo de texto separados por una coma no se crea el segundo encabezamiento al realizar la importación.

Para pasar los registros de nuestra base de datos Access a RIS, seguiremos los pasos que se describen en las siguientes pantallas:

En la pestaña de Datos externos seleccionaremos la opción Combinar con Microsoft Office Word

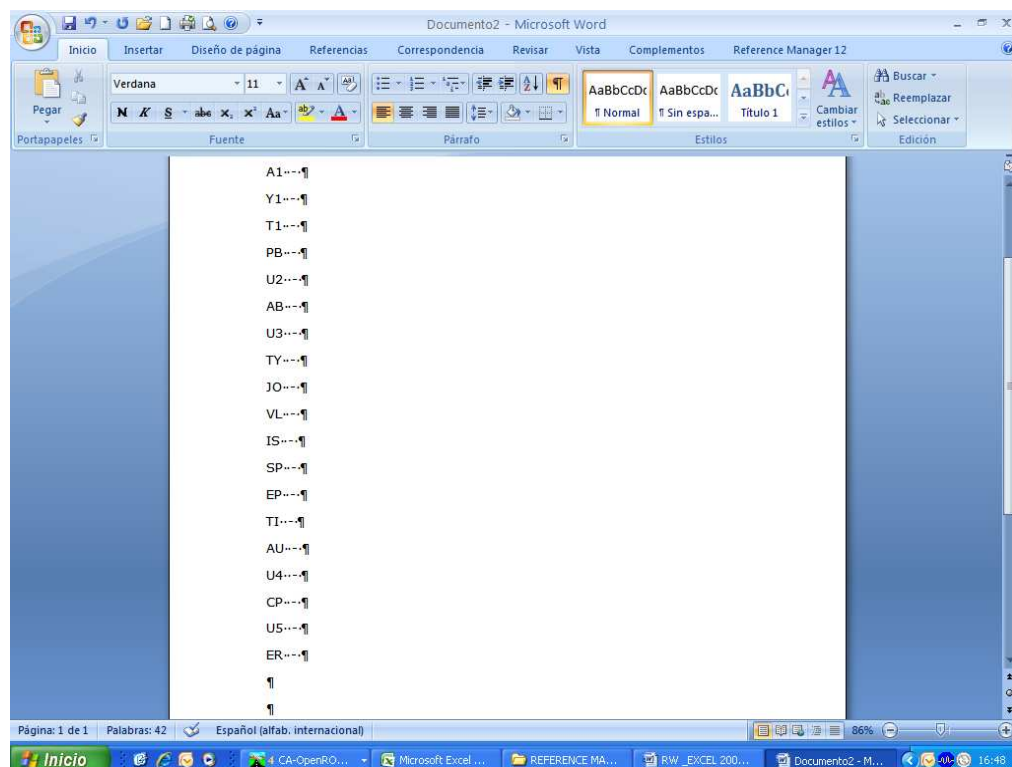


Se abre un documento Word en el que escribiremos las etiquetas de campo del formato RIS correspondientes a los campos de nuestra base de datos Access

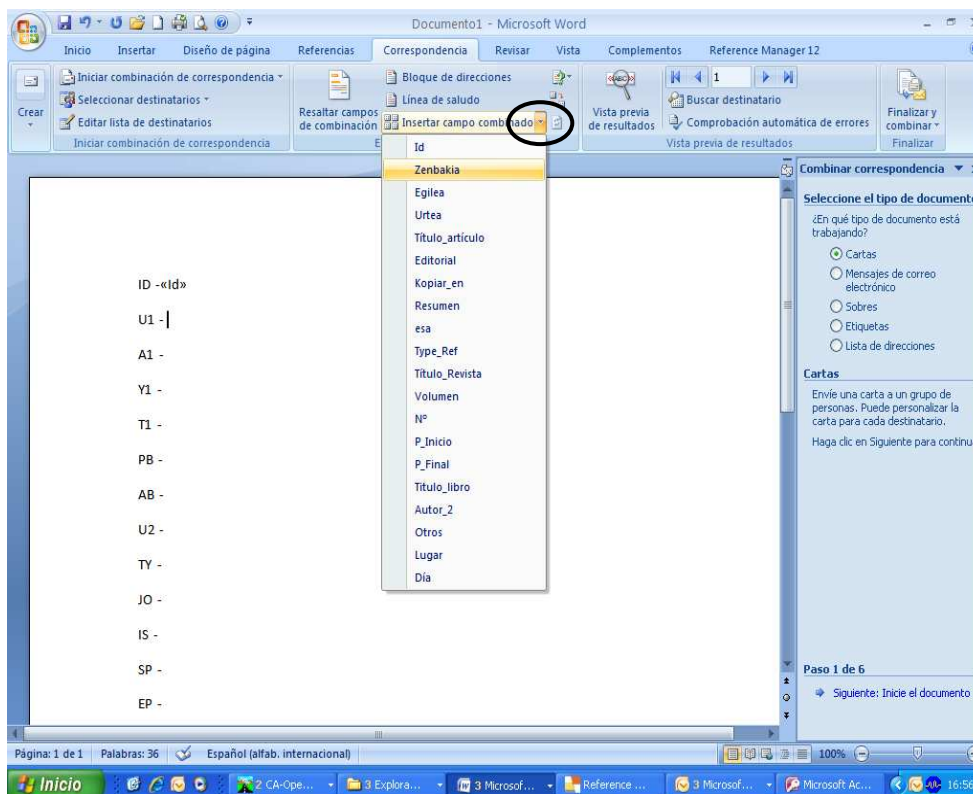


Es muy importante:

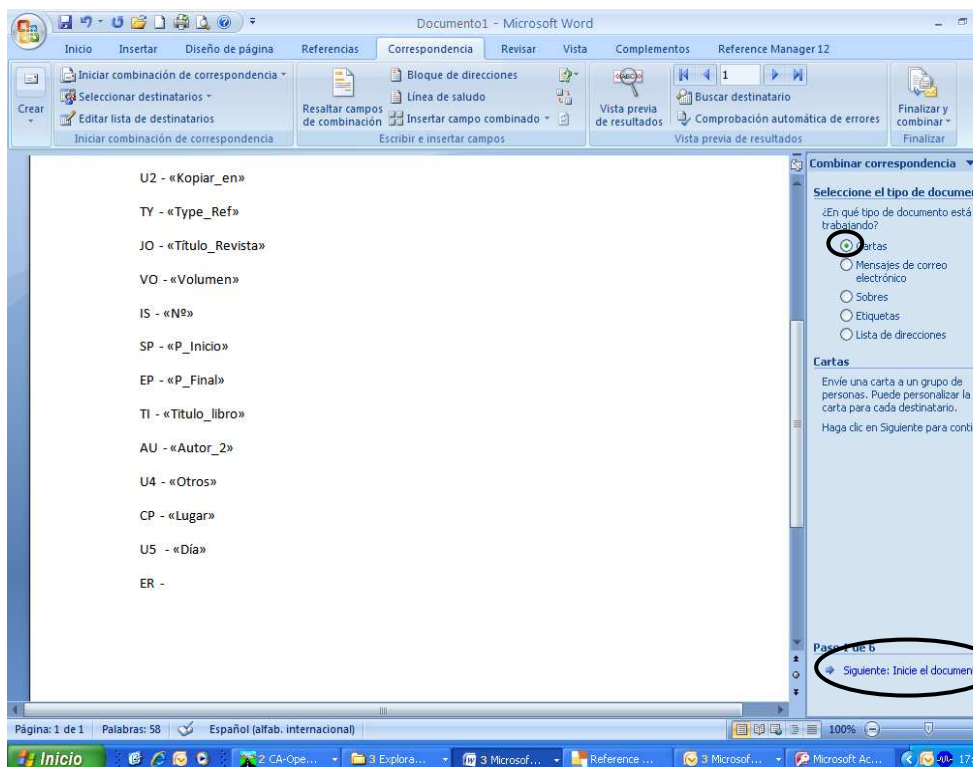
- Empezar con la etiqueta ID -
- Respetar los espacios separadores en las etiquetas: “dos espacios guión un espacio”
- Crear la etiqueta final: ER - + ENTER ENTER



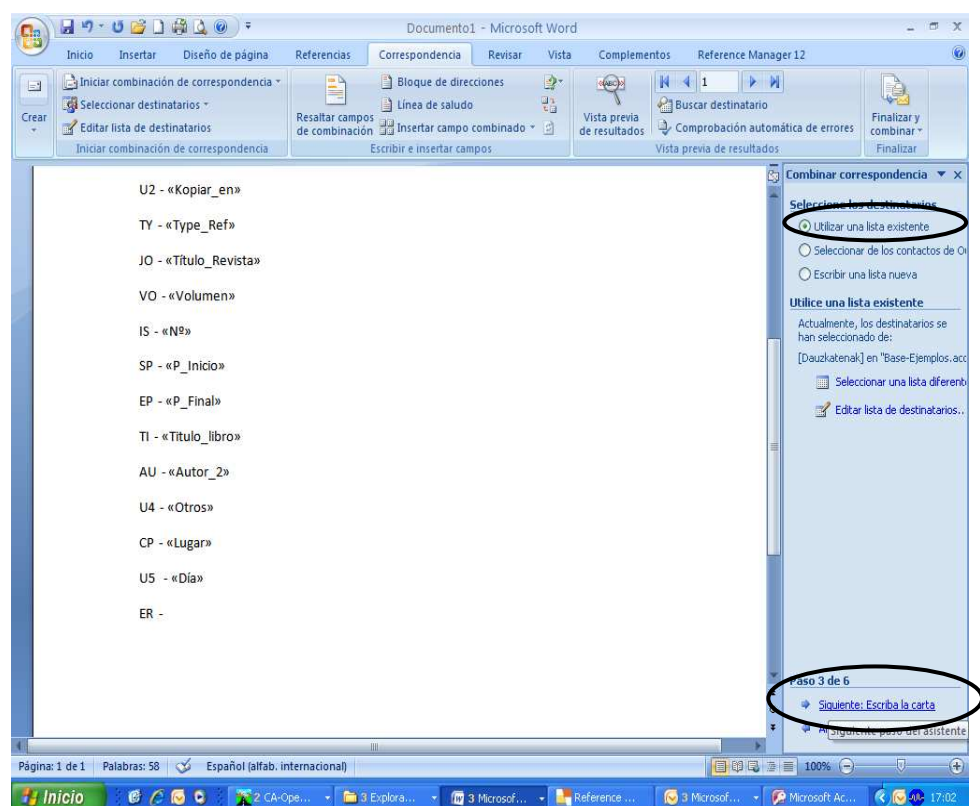
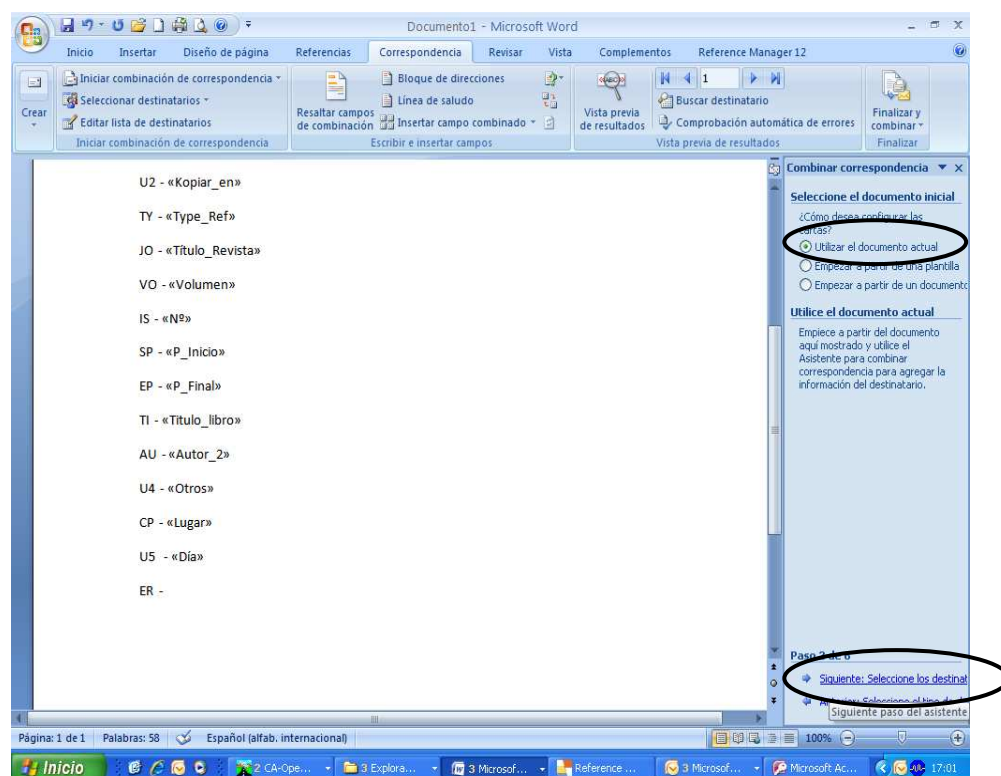
Una vez hecho se nos activa el botón “Insertar campo combinado” para que asociemos los campos de nuestra base de datos Access con la etiqueta RIS correspondiente

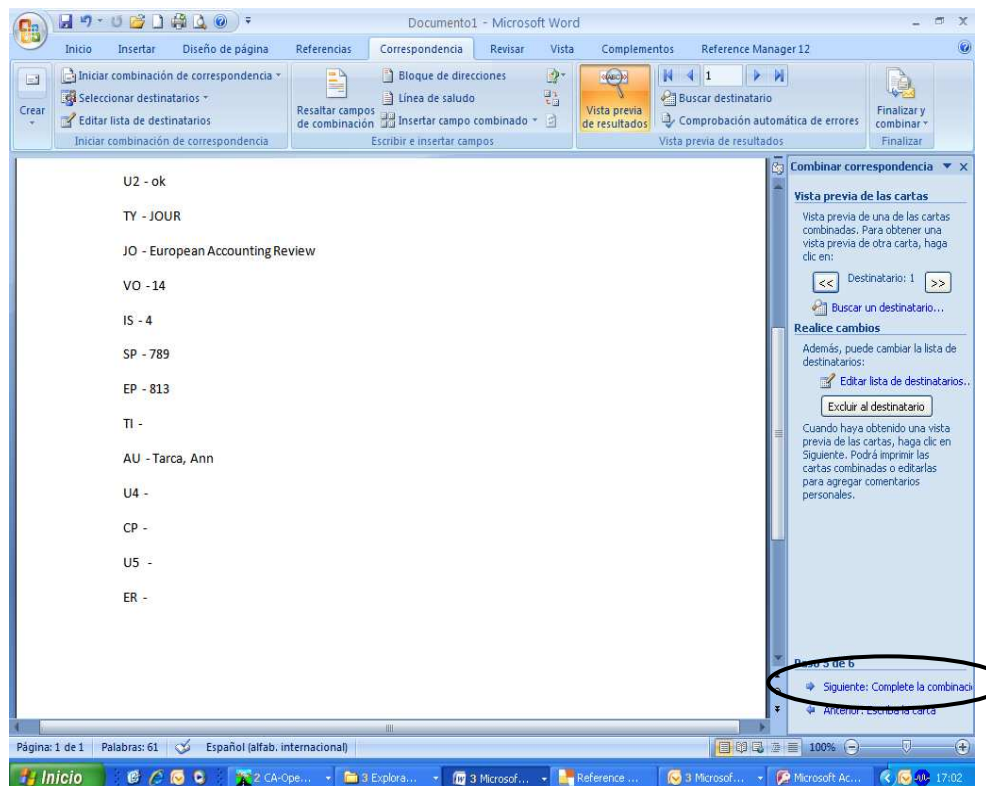
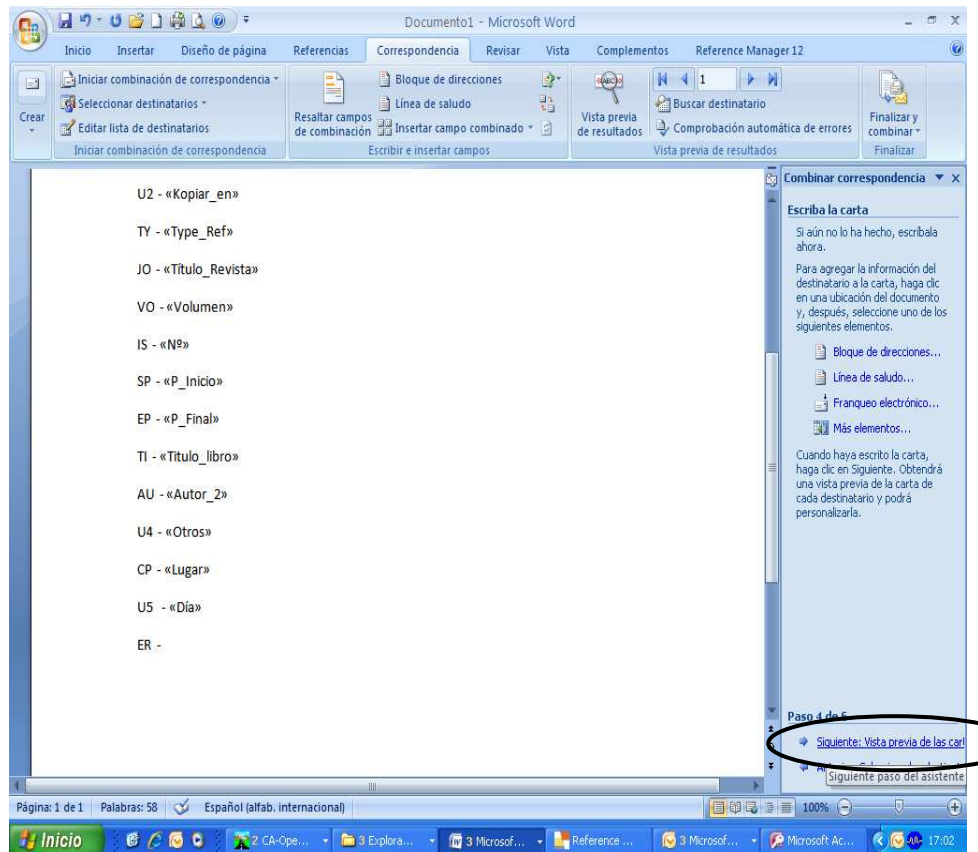


Repetimos este paso con todas las etiquetas hasta la última y nos quedará un documento de Word como el siguiente:



A continuación seguiremos el proceso como indican las siguientes pantallas:

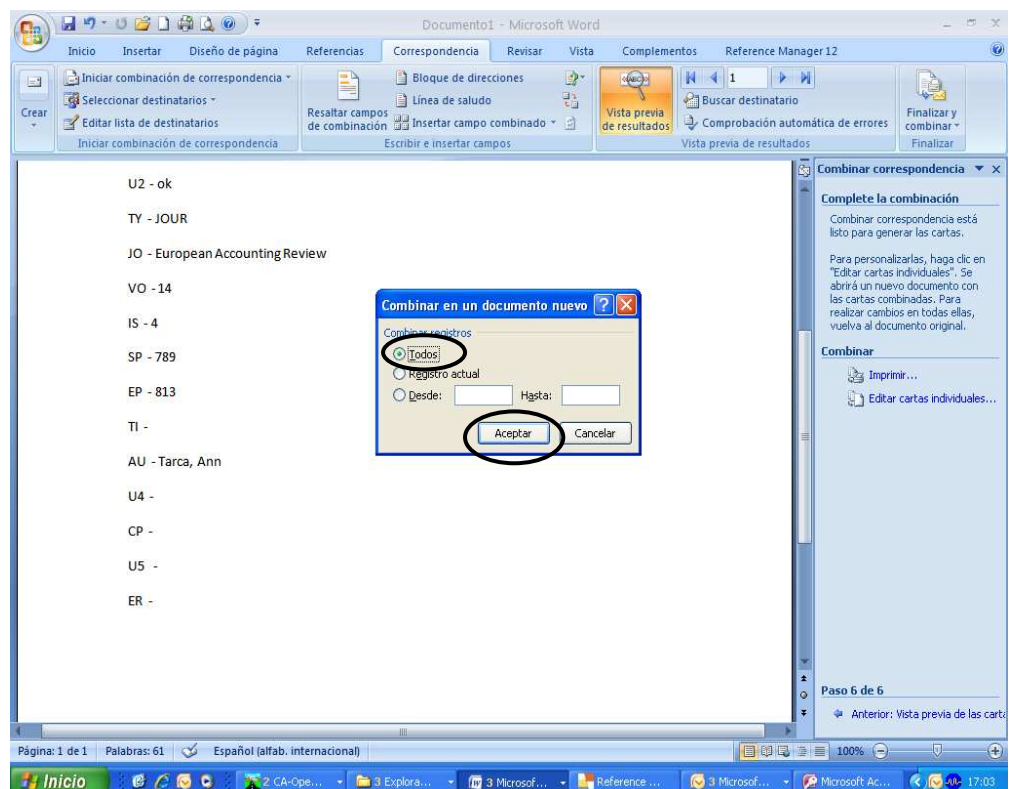
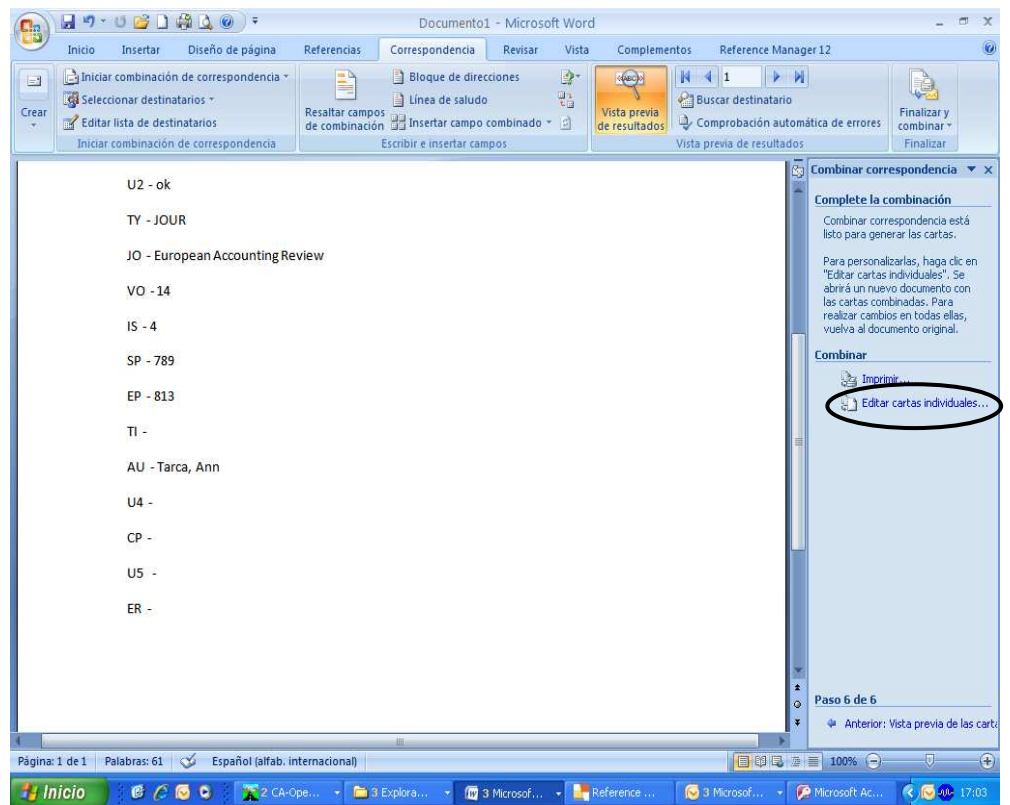


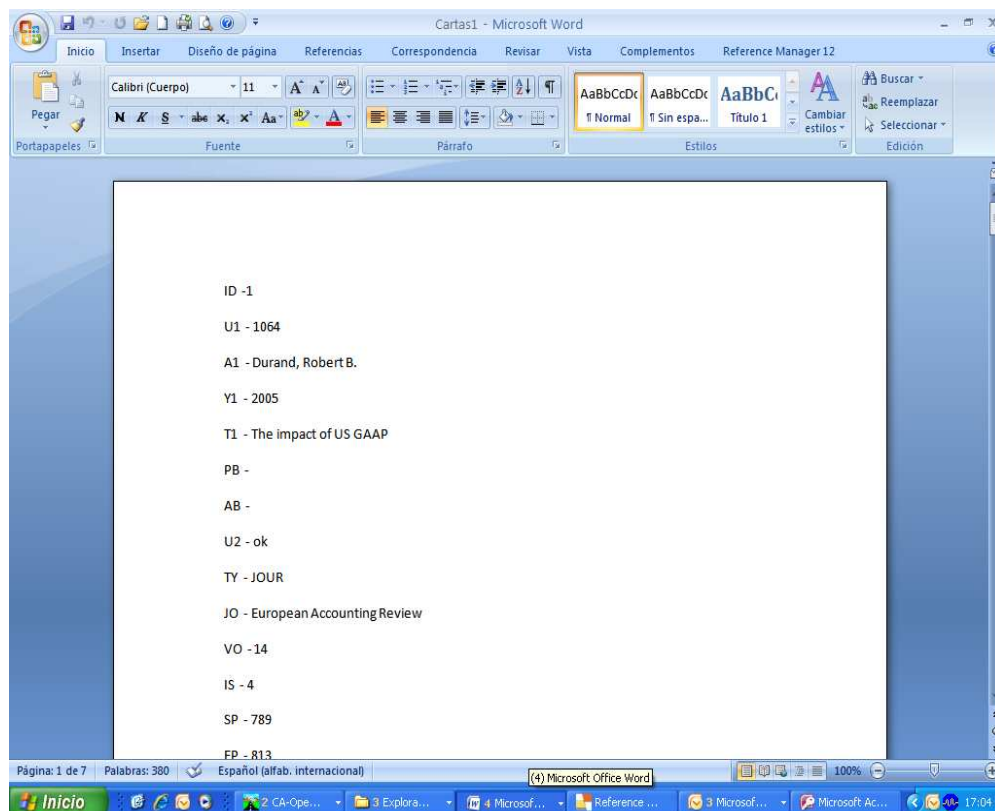




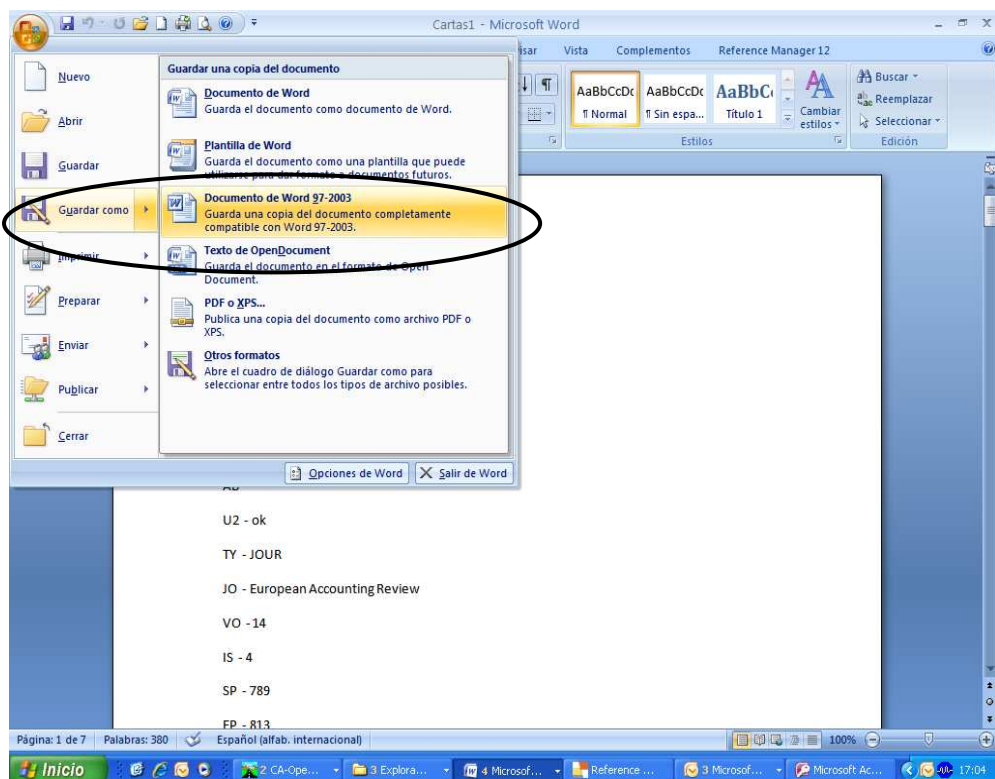
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del País Vasco

Euskal Herriko
Unibertsitatea





Una vez obtenido el documento es necesario guardar en nuestro equipo una copia compatible con Word 97-2003





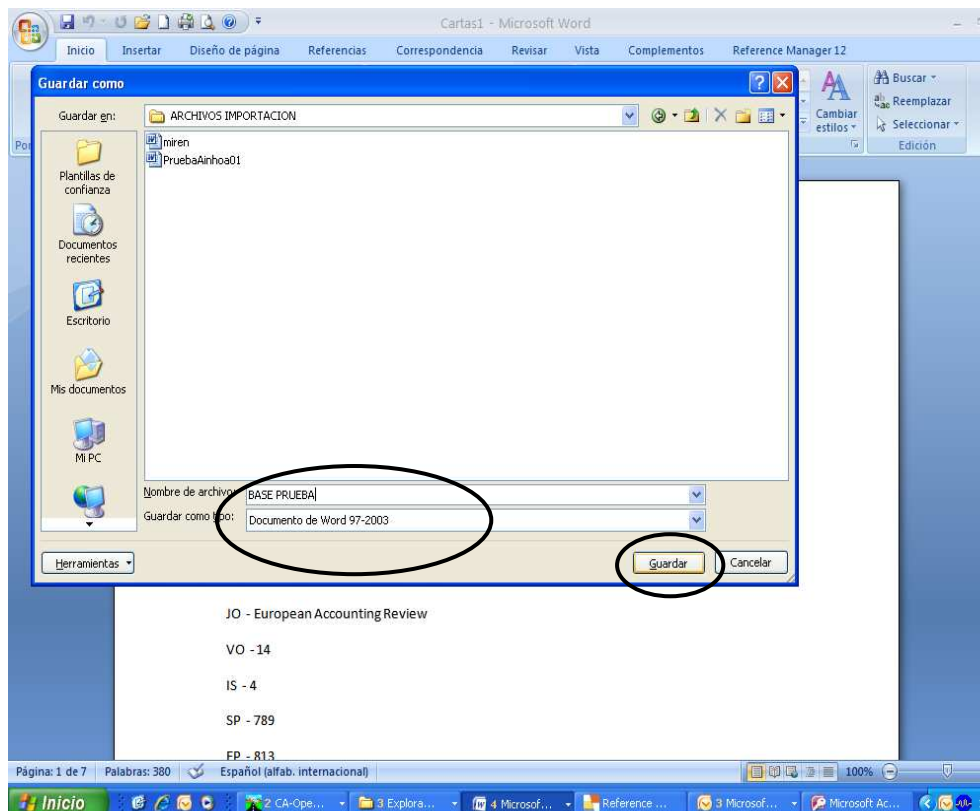
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del País Vasco

Euskal Herriko
Unibertsitatea

Biblioteca
Universitaria



Unibertsitateko
Biblioteka



El documento resultante ya puede ser importado a RefWorks, Reference Manager o EndNote Web usando un filtro RIS adecuado



TAG DEFINITIONS (RIS FORMAT)

This section details the syntax required for all possible tags in the RIS format. Note that the required tags are "TY" which must be the first tag in the reference, and "ER" which must be the last tag in the reference. Other tags can be in any order. These tags are described below.

For clarification purposes, spaces within the tags are depicted with a small bullet (·).

RIS Field Tag Definitions

TY··· Type of reference. This must contain one of the field names as defined under Reference Type field names.

ER··· End of reference. Must be the last tag in a reference.

ID··· Reference ID. The Reference ID can consist of any alphanumeric characters and up to 20 characters in length.

T1··· Title Primary. Note that the BT tag maps to

TI··· this field only for Whole Book and

CT··· Unpublished Work references. This

BT··· field can contain alphanumeric characters; there is no practical length limit to this field.

A1··· Author Primary. Each author must be on a

AU··· separate line, preceded by this tag. Each reference can contain unlimited author fields, and can contain up to 255 characters for each field. The author name must be in the following syntax:

Lastname,Firstname,Suffix

For Firstname, you can use full names, initials, or both. The format for the author's first name is as follows:

Phillips,A.J.

Phillips,Albert John

Phillips,Albert

Lastname = Any string of letters, spaces, and hyphens

Firstname = Any string of letters, spaces, and hyphens

Initial = Any single letter followed by a period

Full Name = Any string of letters, spaces, and hyphens

Suffix = Jr/Sr/II/III/MD etc. (Phillips,A.J.,Sr.); use of the suffix is optional

Y1··· Date Primary. This date must be in the

PY··· following format:

YYYY/MM/DD/other info

The year, month and day fields are all numeric. The other info field can be any string of letters, spaces and hyphens. Note that each specific date information is optional, however the slashes ("/") are not. For example, if you just had the <year> and <other info>, then the output would look like: "1993///Spring."

N1··· Notes. These are free text fields and can contain

AB··· alphanumeric characters; there is no practical length limit to this field.





KW... Keywords. Each keyword or phrase must be on its own line, preceded by this tag. A keyword can consist of multiple words (phrases) and can be up to 255 characters long. There can be unlimited keywords in a reference.

RP... Reprint status. This optional field can contain one of three status notes. Each must be in uppercase, and the date after "ON REQUEST" must be in USA format, in parentheses: (MM/DD/YY). If this field is blank in your downloaded text file, the import function assumes the reprint status is "NOT IN FILE." The three options are:

IN FILE - This is for references that you have a physical copy of in your files.

NOT IN FILE - This is for references that you do not have physical copies of in your files.

ON REQUEST (mm/dd/yy) - This means that you have sent for a reprint of the reference; the date is the date on which the reprint was requested (in mm/dd/yy format).

SP... Start page number; an alphanumeric string, there is no practical length limit to this field.

EP... Ending page number, as above.

JF... Periodical name: full format. This is an alphanumeric field of up to 255 characters.

JO... Periodical name: standard abbreviation. This is the JA... periodical in which the article was (or is to be, in the case of in-press references) published. This is an alphanumeric field of up to 255 characters. If possible, periodical names should be abbreviated in the Index Medicus style, with periods after the abbreviations. If this is not possible (your large bibliography file in your word processor has no periods after abbreviations), you can use the "RIS Format (Adds periods)" Import filter definition. This definition uses the Periodical Word Dictionary.

J1... Periodical name: user abbreviation 1. This is an alphanumeric field of up to 255 characters.

J2... Periodical name: user abbreviation 2. This is an alphanumeric field of up to 255 characters.

VL... Volume number. This is an optional field, there is no practical length limit to this field.

T2... Title Secondary. Note that the BT tag maps to this field

BT... for all reference types except for Whole Book and Unpublished Work references. This field can contain alphanumeric characters; there is no practical length limit to this field.

A2... Author Secondary. Each author must be on a separate line,

ED... preceded by this tag. Each reference can contain unlimited author fields. The author name must be in the correct syntax (refer to A1 and AU fields). This author name can be up to 255 characters long.

IS... Issue. This is an alphanumeric field, there is no practical length limit to this field.

CP... City of publication; this is an alphanumeric field; there is no practical length limit to this field.

PB... Publisher; this is an alphanumeric field; there is no practical length limit to this field.





U1... User definable 1. This is an alphanumeric field; there is no practical length limit to this field.

U2... User definable 2. This is an alphanumeric field; there is no practical length limit to this field.

U3... User definable 3. This is an alphanumeric field; there is no practical length limit to this field.

U4... User definable 4. This is an alphanumeric field, there is no practical length limit to this field.

U5... User definable 5. This is an alphanumeric field; there is no practical length limit to this field.

T3... Title Series. This field can contain alphanumeric characters; there is no practical length limit to this field

A3... Author Series. Each author must be on a separate line, preceded by this tag. Each reference can unlimited author fields. The author name must be in the correct syntax (refer to A1 and AU fields). Each author name can be up to 255 characters long.

N2... Abstract. This is a free text field and can contain alphanumeric characters; there is no practical length limit to this field.

SN... ISSN/ISBN. This field can contain alphanumeric characters. There is no practical length limit to this field.

AV... Availability. This field can contain alphanumeric characters. There is no practical length limit to this field.

Y2... Date Secondary. (Refer to Y1 and PY fields).

M1... Miscellaneous 1. This field can contain alphanumeric characters. There is no practical length limit to this field.

M2... Miscellaneous 2. This field can contain alphanumeric characters. There is no practical length limit to this field.

M3... Miscellaneous 3. This field can contain alphanumeric characters. There is no practical length limit to this field.

AD... Address. This is a free text field and contain alphanumeric characters; there is no practical length limit to this field.

UR... Web/URL. There is no practical length limit to this field. URL addresses can be entered individually, one per tag or multiple addresses can be entered on one line using a semi-colon as a separator.

L1... Link to PDF. There is no practical length limit to this field. URL addresses can be entered individually, one per tag or multiple addresses can be entered on one line using a semi- colon as a separator.

L2... Link to Full-text. There is no practical length limit to this field. URL addresses can be entered individually, one per tag or multiple addresses can be entered on one line using a semi- colon as a separator.

L3... Related Records. There is no practical length limit to this field.

L4... Images. There is no practical length limit to this field.



Reference Type Field Names (RIS Format)

The following table lists the valid reference type field names that can be used in the reference type field when importing references into Reference Manager.

Field Reference Name	Type
ABST	Abstract
ADVS	Audiovisual material
ART	Art Work
BILL	Bill/Resolution
BOOK	Book, Whole
CASE	Case
CHAP	Book chapter
COMP	Computer program
CONF	Conference proceeding
CTLG	Catalog
DATA	Data file
ELEC	Electronic Citation
GEN	Generic
HEAR	Hearing
ICOMM	Internet Communication
INPR	In Press
JFULL	Journal (full)
JOUR	Journal
MAP	Map
MGZN	Magazine article
MPCT	Motion picture
MUSIC	Music score
NEWS	Newspaper
PAMP	Pamphlet
PAT	Patent
PCOMM	Personal communication
RPRT	Report
SER	Serial (Book, Monograph)
SLIDE	Slide
SOUND	Sound recording
STAT	Statute
THES	Thesis/Dissertation
UNBILL	Unenacted bill/resolution
UNPB	Unpublished work
VIDEO	Video recording

