

GHI Referencing/Submissions Handbook



Last updated: April 25, 2023



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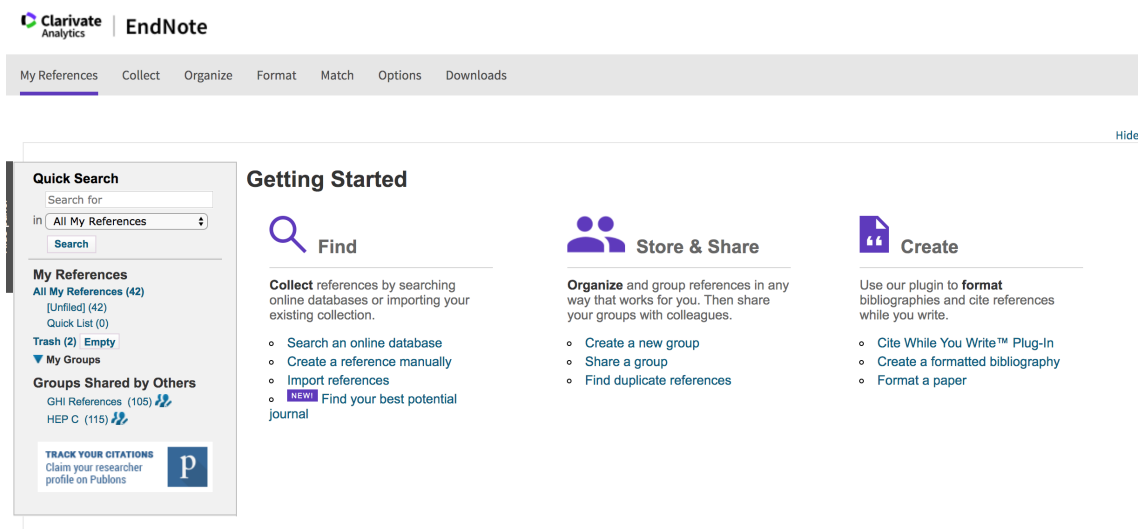
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Referencing Instructions

We currently do not utilize endnote, but if it becomes a tool we use again, here it what to do.

Making an EndNote Account

To access EndNote, you will have to create a free account. After creating a free account, you will have a homepage that looks like this:



After making your account, you may not see any groups at first. Your Group Leader will add you to the GHI group upon you successfully make an account.

Entering References on Endnote:

Go to Collect (located on the top of the webpage) → New Reference. The page should look like this:

New Reference

Bibliographic Fields: Cancel

Reference Type: Journal Article

Author:
 Use format Last Name, First name. Enter each name on a new line.

Title:

Year:

Journal:

Volume:

Part/Supplement:

Issue:

Pages:

Start Page:

Errata:

Epub Date:

Note: The above fields are needed for most bibliographic styles.

Attachments:

Optional Fields:

Abstract:

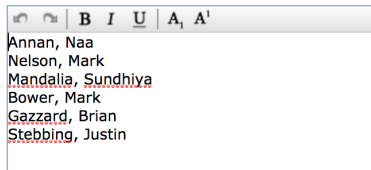
DOI:

Date:

Make sure to select the correct Reference Type on the drop-down menu. In this picture, Journal Article is selected as oftentimes you will be working with journal articles, yet it can vary depending on the source.

****EVERY REFERENCE SHOULD HAVE:**

- **Author(s)**
 - Each author's name should be written completely (there should not be et. al, or does not include the author's full first name)
 - Correct Example:

Author: 
 - Each author should be written Last Name, First Name
- **Title**
 - The title should read exactly how it is written on the journal's website
- **Year**
- **Journal**
 - If the journal has an abbreviation, list it at the end of the full written out name
 - ex: Journal of Acquired Immune Deficiency Syndromes (JAIDS)
- **Publisher and Place Published (if it is a book)**
- **Volume**
- **Issue**
- **Pages**
- **DOI (Digital Object Identifier)**
- **Date of Access**
 - this is not to be confused with the year, but this is the date you accessed the resource online

You need to reference everything you do for GHI and if it is on a spreadsheet or other internal resource include a Google Doc link as well as a web link (so upload a copy of whatever you are referencing to a reference folder in your team's folder and cite that too). This is important because weblinks tend to die and we cannot use your work without being able to verify it.

Example of a correct reference:

Caro-Vega Y, del Rio C, Dias Lima V, Lopez-Cervantes M, Crabtree-Ramirez B, Bautista-Arredondo S, et al. 2015. Estimating the Impact of Earlier ART Initiation and Increased Testing Coverage on HIV Transmission among Men Who Have Sex with Men in Mexico using a Mathematical Model. PLoS ONE 10(8): e0136534. doi:10.1371/journal.pone.0136534

Tips for Editing Manuscripts/Referencing:

During the preparation of a manuscript for submission, Professor Hassoun will request help making edits. She will usually leave comments asking to insert new references. Sometimes she may request you to add books/articles she has written. The best way to find this list is to find her [CV](#) on her Binghamton University profile page and find what she requests you add. She may say "cite my book", she is referring to the book, *"Global Health Impact: Extending Access on Essential Medicines for the Poor"*, (2020), Oxford University Press: New York." Specific chapters in her book can be found [here](#). If there are requests that are unclear, be sure to ask her!

When writing new references, or changing the reference style for publishing in a journal, it is most important to focus on the small details. **Within a reference, there should be consistent capitalization and punctuation.** All referencing styles will require the information listed above, but the order and style that is required for each reference list can vary widely depending on the journal. Paying attention to capitalization in a title and the use of periods vs. commas can save you a lot of aggravation in the future.

Bringing References up to Standard for Publishing:

When a paper is submitted for consideration to an academic journal, it is unlikely that the references will meet the requirements for publication. When a paper is selected for publishing, the entire reference list must be rewritten. For the most part, every journal has their own styles for referencing that they require. In the "Instructions for Authors" tab (or similar button) found on the homepage of a journal's website, there will be examples of many reference types. Examples include: books, chapters in edited books, academic papers, news articles etc. However, not all reference types will be listed or guidelines may be unclear and not specify everything in detail. In that case, you should **look at the reference lists of the most recently published papers in that journal** to find an already published reference that matches your requirements.

If you are unclear about what style guide is being used in a new paper **always ask**.

For websites -ALWAYS include accessed date and published date. If a published date is not available, use the most accurate information. For example, a home page for a website my list the last month or year it was edited. If only the month and year are known, put the day as the 1st of the month. If only the year is known, put the date as January 1. In addition, the location of publication should always be included. If none is provided, use the location of the company's headquarters. For a website if an

author is not provided, the site holder is the author. Example: RED is the author of the RED homepage.

Look at examples of published articles in the specific journal to get a better understanding for the reference style.

*****Specific aspects to pay attention to:**

Eds. vs. Edited by

Jan 1 vs. January 1

URL: vs. Available at: etc.

When listing, multiple authors is there an oxford comma used?

And vs. &

Order of names and style

Some reference styles require the first author to be last, first and all other authors first last full names can be used or only first initial and last name

Capitalization of articles and book titles

Either all the major words in a title will be capitalized or only the first word

Usually for a book all major words will be capitalized

Inserting References

Instead of attaching references with the references and bibliography tab, actually type them out without any odd formatting.

Hanging Indent

Hanging indent can be found under 'specials' in word and should be used for indenting references with multiple lines.

Alphabetize

By author's last name in most reference lists, unless numerical science references

Turnitin Comparison

Making a Turnitin comparison of a paper, chapter, or essay may be asked of you. Here are the instructions to complete this task.

Ensure that you are within a future canvas class with the designer role.

If you are not ask either Nicole or someone who is to invite to the class

People tab → Blue add people button → Invite sent to your IU email address

Go to the assignments tab

There may already be a Turnitin assignment created, if so skip the next steps

If not, create a new assignment with the blue assignment button in the top right

Name the assignment Turnitin, no points or descriptions are necessary

Check the file upload box as submission type

Allow unlimited attempts

Chose Turnitin for Plagiarism Review
 Uncheck the student repository box
 Show reports to student immediately
 The rest of the boxes should be left unchecked
 The assign access box should be available from the date that you are creating the assignment to a date before the beginning of the class.
 Then hit the blue save & publish button
 Once created and back on the assignments tab, hit the view as student button in the top right
 Click on the turnitin assignment
 Upload the document to the assignment and submit the assignment
 Wait a few minutes for the Turnitin comparison to be created
 View the comparison by clicking the percentage that pops up
 Download the comparison report via the top right download button
 Chose the similarity report
 You are done.

Submission Training

Submission Samples

https://drive.google.com/drive/u/O/folders/1Nv6mLUXyRnifXdni3OawNb7_gbVCH-Mc?ogsrc=32

Submission Training Video (walk through a submission portal):

https://drive.google.com/file/d/17i0j9b1VO47jvncu-v0-NgVyo_Q4rmd/view?usp=sharing

Submission tips:

1. When tasked with submitting a paper, often the paper will still require some cleaning up. This involves inserting changes or doing research that Nicole asked for (for research, see the finding PDFs section of this doc on page 11). Because Nicole wants submissions completed as fast as possible, it is important to get back to her ASAP, as well as ask any questions you may have.
2. Once the paper has been completely cleaned up, it is important that the paper is blinded, or anonymized, which means that any references are replaced with Author, with-held. The draft of the paper given to you for submission might already be blinded, but it is important to go through the paper and make sure.
3. Find and read the author guidelines very carefully when prepping a paper for **EACH JOURNAL** (ex: <https://www.ajtmh.org/page/authorinstructions>)

4. When submitting, you want to label and track any previous submissions/related documents and carefully label them to not mess up your submission
 - a. Best way to do this is create separate folders, one with the old files submitted and a new folder with the new files that are to be uploaded and keep doing this if the paper needs to be re-submitted again with changes
5. When logging into submission portals for various journals, be sure to request the login information from Professor Hassoun. If an account needs to be made, she will ask you to make an account with her email and share the login information back with her.
6. Common types of files that need to be uploaded, but are not limited to, are usually cover letters, title pages, main document, supplemental figures and tables
 - a. If it is a resubmission, you will also most likely have to create a “tracked changes document” which basically compares the original main document to the new one and highlights the tracked changes.
 - i. The easiest way to do this is to download both documents as Microsoft Word documents and at the top of your computer, there is a “Tools” dropdown bar which has the option of “Track Changes” -> “Compare Documents” . Once you click this, it will give you the option of “Original Document” and “Revised Document”. For the original document option, upload the original document that was submitted and for the revised document option, upload the new document that will be uploaded. For the “Label Changes” bar, type in “Author”. This will then create a new document that you can label “Tracked Changes” or whatever the journal wants you to label it as in their guidelines.
 - b. For Cover Letters, you will most likely need to put a “**letterhead**” at the top, which is just the Binghamton University letterhead, which you can find by doing a Google Search of “Binghamton University Letterhead” and pulling one of the images to use as long as it is high quality.
7. Once all the necessary files are uploaded and the other tabs in the submission portal are filled out, the last tab usually has an option to view a PDF that compiles the documents you uploaded.
 - a. Be sure to view this and make sure spacing is not messed up. If it is, you will have to go back into the document and fix it and then re-upload the file again.
8. Once everything looks good, **DO NOT CLICK SUBMIT!**
 - a. Pass the login information back to Professor Hassoun and let her know that everything is uploaded and ready to submit
 - b. She will be the one to submit, unless she specifically asks you to submit
9. You can check out previous submissions in the [General Team Folder](#) in the “Journal Submissions” folder to see examples of cover letters, title pages, main documents, supplementary documents, and acknowledgements that thank specific GHI students for their work on papers!

1. Congratulations, the page proofs stage means that the paper has been accepted for publication! Now it is time to do the final edits and revisions before it is officially published on the internet! Proofs are **timely**, meaning they will have to be returned in a short period of time so getting started on them early is key.
2. The editors of the journal leave comments on the page proofs they provide for you to address. Usually these comments are fixing reference errors, stylistic comments, grammatical errors, etc. It is unlikely that they will ask you to make major corrections as the paper is accepted for publication, so that means they like the content.
3. Each journal has their own way of distributing page proofs and will give a set of directions on how to complete them via the email they send when the page proofs are ready to be worked on.
 - a. For example: The journal, Springer, has their own Springer Proofs system which is very easy to navigate and make changes to as it will give you very clear instructions when you go into the system.
 - b. On the other hand, some journals will just give you a PDF and tell you to use Adobe Acrobat to make changes into the PDF. The issue with this is that if you don't have the subscription version of Adobe Acrobat, you can't make direct changes to the PDF. Instead, you have to tell the editor what to fix via the comment function.
 - i. For example: If the editor says, "please fix the name of the author here." You can insert a comment saying "Dear Editor, please insert the name "Nicole Hassoun" here, thank you". Although it seems very redundant, the clearer and more specific you are, there is less room for error for the editor and this will speed up the process
 - ii. It is very tedious since you cannot make the direct changes so have someone else double check

Reaching Out to Authors

1. After a paper is published, it is customary for GHI to reach out to the authors of the papers we used in our reference section to thank them and send them the paper. This is to help expand our outreach so the authors can read it and if it is of interest to them, they can contact us and be potential future collaborators.
2. The first step is to create a new tab for the specific paper that was published in this sheet [here](#). Following the format of the other tabs, you can fill out contact information of each author found in the reference list of the paper.
 - a. To find the contact information of authors, you can simply google their name and their academic profile should come up
 - i. Sometimes, finding these authors may be difficult; using these instructions and tips and tricks may be helpful:
 - [This website](#) contains many authors' email addresses, which you can find just by entering their full name. If their name can not be found on the website, then try the following:
 - Search their name with "tropical medicine" or "global health".

- Search their name with “education”, find the schools they are affiliated with, and see if their name and email address are listed in the faculty section.
 - Find any other institutions or companies they may be affiliated with.
 - PubMed is also a very useful resource
 - Some of them can be found in thirty seconds. Others may be very tough to find and will require extensive searching. Naturally, you will become more skilled at finding the contacts of these authors as you go on. If you find yourself spending too much time looking for a single author, skip it and come back later.
3. Once the contact list is complete, here is an example of a [draft email](#) that can be sent out to the authors via a mail merge. Instructions for how to do a mail merge is in the General Team Handbook [here](#).

Images

Occasionally, we will need to alter images for publication that require a specific DPI (dots per inch). Here are directions on how to do that -

<https://www.makeuseof.com/tag/change-image-dpi-designers-need-know/>

Various Helpful Resources:

- [How to reference using Vancouver style](#)
- You can also use this software where you drag and drop PDFs into it to get a reference, and you can select the International Committee of Medical Journal Editors (ICMJE) (AKA Vancouver) style: <https://www.mendeley.com/>.

Oxford University Press referencing guidelines

- [OUP guidelines](#)
- [Preview attachment OUP authors-handbook.docx](#) [OUP authors-handbook.docx](#) 958 KB
- [Preview attachment reference guide for Frances and others May 31 2017.docx](#) [reference guide for Frances and others May 31 2017.docx](#) 21 KB
- **FAQ for OUP**

Q: *Is it a comma or a period that should be used after the author's name before the date?*

A: Either is fine.

Q: Some of the examples of journal articles also show either "first page" or "page range" for the citation. Which should be used?

A: Page range.

Q: Is there an example for Patents? And email correspondences?

A: There is no set style for these.

Q: With books, sometimes the model has a comma after the title before the publisher, other times a period. Which is correct?

A: Either is fine.

Q: When giving the date accessed to something, is this date format acceptable?: "15 March 2016"

A: Perfect!

Creating DOI (Digital Object Identifier)

1. You may need to create a DOI of a file, such as an excel dataset, to insert into the references of a manuscript
 - a. To create a DOI, google "How to create free DOI"
 - i. Websites like [ResearchGate](#) and [FigShare](#) work, but if they do not work, there are other options that come up during this google search that you can use
 - ii. Each website has their own instructions for generating a DOI so be sure to follow their instructions
 1. If any website is giving you difficulty, just leave it to the side and try to find another website to generate the DOI

Reference Types

1. Vancouver style
 - a. In-Text Citations
 - i. Note: check the specific guidelines for the establishment you are submitting to before anything else.
 - ii. Reference numbers in-text must be given in square brackets immediately after punctuation (with no word spacing)—for example .[6] not [6].
 - iii. Where more than one reference is cited, separate by a comma—for example, [1, 4, 39]. For sequences of consecutive numbers, give the first and last number of the sequence separated by a hyphen—for example, [22-25].
 - b. Bibliography References
 - i. 1 Surname AB, Surname CD, Surname EF et al.
 - ii. Not every reference will be the same... you need to look up examples for online journals vs published journals, or books vs websites, etc.
 - iii. A **journal** (note that it says journal, this isn't the same as a book citation, etc) title should be in italic and abbreviated according to the style of [Medline](#). If the journal is not listed in Medline then it should be written out in full.
 - iv. Reference examples
 1. [How to reference using Vancouver style](#)
 - v. Encyclopedias
 1. Be sure to cite an editor in your reference

vi. Capitalization

1. Journal Abbreviations can stay capitalized as according to Medline
2. Capitalize ONLY the first letter of the reference you are citing after every punctuation mark. For example:

3 Hassoun N. *Globalization and global justice: shrinking distance, expanding obligations*. Cambridge: Cambridge University Press, 2012.

Reference Training

When onboarding new members, all should receive this reference training document, make a copy, and submit it for checking by either the project manager or the general team group leader:

https://docs.google.com/document/d/1vwmRa_bGtilF47oCULmUiB4NHWDE7MYlcoea5C9ywBs/edit?usp=sharing

Finding Online PDFs:

Finding PDFs can, at times, be tedious and time-consuming. Sometimes, you may find one with a quick google search of the text's title and author. Others may require more searching and/or the use of other methods to find. The following list details, in order, the steps you should take in trying to find a PDF online.

1. Start with a simple google search of the text's title, author and "PDF". From here, you will either immediately find a link to the PDF as one of the web search results (in which case you are done searching), or you will be faced with a list of websites. Click on each website searching for a PDF download button/option on the site - be sure to look thoroughly, as it is oftentimes easy to miss. **Search for (Command F) the words "PDF" and "download"**. If you are being asked to login, or if there is a login option anywhere on the site, then **log in** through your institution (binghamton email). This will typically grant you access to many of the texts. There may also be links to the PDFs, or places where you can find them that are listed on many of the sites. In summary, **log in**, then carefully search the sites for any download options or links that may take you to the PDF.
2. If, after searching through multiple sites, you are unable to find a downloadable PDF, go to <https://www.jstor.org/>. First, **Log in** to your binghamton.edu school email account. This will grant you access to many of the texts, the majority of which will be downloadable. If the text is either not posted on JSTOR or unavailable, move on to step 3.
3. Search for the text on the [Binghamton University Online Library](#). Once again, be sure to **log in** before doing any searches. Once you are logged in, search for your desired text. Assuming the text is in the database, you may be faced with a few options: 1. It says that the text is "available online" (in which case you are done searching). 2. It says that the text is "available" but in some other format (in which case you are not done searching). From here, you will request an [Interlibrary Loan \(ILL\)](#). **Log in** and click on new request. Then you will enter all of the text's information by filling in the given prompts (type, title, author, year of publication, location of publication, publisher, edition, etc.)
4. Choose the date which you need the text by. **Be careful in which date you choose, as the date that you choose indicates the date that you no longer need the text by, meaning that if**

you request the text on a Monday and write that you need the text by Tuesday, if they are unable to provide it to you within that (very short) time period, they will stop their attempt to find and loan it to you because you indicated that you no longer need it after Tuesday. Usually, you want to give the library a few days to fulfill your request.

5. Leave a comment or send an email indicating that you have submitted a request, and that you will provide an update once you receive it.
6. Over the course of the next few days, check to see if you have received the text. If so, do with it what has been asked of you (link it to an in-text citation, add it to a folder, email it to whoever requested it, etc.).
7. Repeat for any other requested PDFs!