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Subject: GRSG Saving References for the Record
Date: Tuesday, February 24, 2015 5:32:54 PM

Hi everyone,

As a follow-up to our call today, this is a friendly reminder on how you should be dealing with your literature references. Sorry for any confusion on the phone earlier. I consulted the SOP and this is THE WAY you should be doing it. Thanks to everyone for your help!

Saving Literature

All articles and reference materials that you cite in your various chapters of the species report should be stored in the RefWorks database ([viewable here](#)).

If you feel comfortable adding additional literature sources to RefWorks on your own, please do so. (Instructions are on the [Google Site](#).) I can walk you through the process of how to search for each of your references if needed. If you don't feel comfortable adding items yourself, you can email your list of citations not already on RefWorks to me. Just please don't send your entire citations list... your list should only include those references not already on RefWorks.

Saving PDFs

For pdf documents (especially documents that are not already publicly available online), you should be using the naming convention in the SOP and uploading everything to the [References and Citations](#) file on SharePoint. The naming conventions are as follows:

For articles: Author_Year_TitleAbbreviation (*e.g Norman_2010_Records101.pdf*)

For other documents: YYYYMMDD_AbbreviatedTitle_AbbreviatedTitle (*e.g. 20140325_AdminRecSOP.docx*)

(Note: Please abbreviate sensibly to shorten file names and limit naming conventions to 50 characters or less.)

Any questions, just let me know!

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