

Inventory

Authors Spreadsheet: Consortia_EndNote_Information*

Download spreadsheet from your consortium's supplied link

Once the file opens, click on "File" and then "Download as" and select Microsoft Excel.

Funding and Acknowledgements information for each consortium can be downloaded from Google drive (see your consortium's supplied link)

Consortia recipe for generating an author list with superscripted affiliations using EndNote

Steps

1. Use Consortia_EndNote_Information file (as above).
2. Add paper-specific authors (if required) as per instructions at A (below).
3. Generate EndNote library as per instructions at B (below).
4. Create author list as per instructions at C (below).

General comments on the Consortia EndNote Information file

1. Only edit non-shaded cells.
2. **Do not** edit blue-shaded cells (these have formulae that are picking up data from other cells).
3. Pink cells are for editing to generate an author list with affiliations to paste into a Word document.
4. EndNoteFieldNames is information for importing library to EndNote, do not edit.

'Affiliations' tab of Consortia_EndNote_Information file

This lists all the affiliations we have to date with a link to the EndNote data file.

This worksheet is for reference to look up an EndNote ID number for an affiliation if needed.

"authors" tab of the Consortia_EndNote_Information file

This sheet is up-to-date as far as we know.

Editing the Affiliation and Authors tabs - for consortia authors

The master file contents will remain in exactly the same order - new authors will be added to the bottom of the file. Authors that are no longer consortium members will not be removed but noted as non-members in the relevant consortium column. There is an "ENTRY NUMBER" column (highlighted in green) that can keep authors sorted in the correct order.

A. Editing the Affiliation and Author tabs - for paper specific authors only (not consortia members)

Columns “aff1....aff6” in the “Authors” sheet refer to the Affiliation reference number in the Affiliations worksheet. This is the internal number used by EndNote.

Individual	Rank	ENTRY	Business	PE	Study	Contact	Study	Firstname	Initial	Surname	Initials	ORCID ID	Qualification	Aff1	Aff2	Aff3	Aff4	Aff5	Aff6	Em
					Y		AAAAA	Allison	B.	Cul	A.B.C		MD, PhD	1						
					Y		AAAAA	Dario	E.	Fung	D.E.F		PhD	2	3					
					Y		AAAAA	Graham	H.	Ingles	G.H.I		MD	4						
					Y		AAAAA	Jin	K.	Lane	J.K.L		BSc	5	6	7				
					Y		AAAAA	Melanie	N.	Oldham	M.N.O		PhD	8						
					Y		AAAAA	Ping	Q.	Rogers	P.Q.R		MSc	9						
					Y	Y	BBBBB	Soe	T.	Uvo	S.T.U		PhD	10						
					Y	Y	CCCCC	Victor	W	Xine	W.X.X		PhD	11	12					

A new author (e.g. a paper-specific author) can be added by:

1. Placing “Y” under relevant consortia membership, *Study, Firstname, Initial (optional), Surname, Qualification, Email, Aff1, Aff2, ... Aff6* cells.

The affiliation reference number(s) have to be looked up in the Affiliations worksheet manually.

2. Drag down the formulae in in the blue columns to get the correctly formatted affiliation for the new author.

B. Generate EndNote Library

1. Copy and Paste ‘Affiliations’ tab of *Consortia_EndNote_Information* file into new Excel spreadsheet.
2. DELETE the first column from the new Excel spreadsheet (i.e. the sort column).
3. In the new spreadsheet, replace column headers with correct EndNote Fields (located in *EndNoteFieldNames* tab of *Consortia_EndNote_Information* file).

AffiliationFieldNames	EndNoteFieldNames
affiliation type	affiliation type
idnumber	Number
disposition	Title
institution	Secondary Title
city	Place Published
country	Publisher
zipcode	Year
street address	Section
postal address	Volume

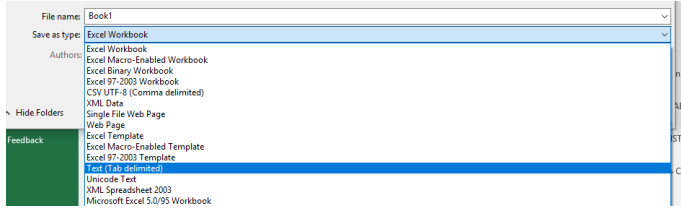
Before: After:

Reference Type	Reference Type
EndNote	EndNote
Department	Number
Institution	Title
City	Secondary Place
Country	Published
Zipcode	Publisher
Street Address	Year
Postal Address	Section
	Volume

From now on, for generating the EndNote library, only use the new spreadsheet of affiliations.

4. Find and replace double quotation marks (") with single quotation marks (').

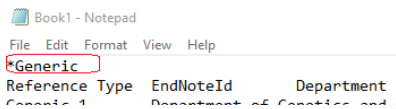
5. Save file as tab delimited text document and close file.



6. Open file in text editor.

7. Find and replace double quotation marks (") with nothing (to delete all instances).

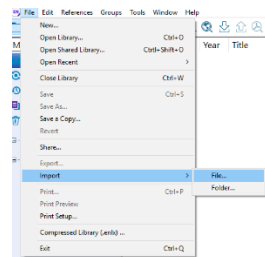
8. At start of text, insert a new line containing only the text "*Generic" (no quotation marks).



9. Save text file and close.

10. Open EndNote and create new library. To ensure the library sync properly have the new library be the only EndNote library open on your computer at the time.

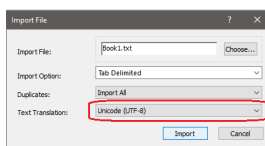
11. Select File, Import, File.



12. Click on Choose... button and select the newly created text file.

13. Import Option is **Tab Delimited (this is not the default option, make sure to choose from the menu)** and don't discard duplicates i.e. "import all".

14. Text translation is **Unicode (UTF-8)** - this ensures all special characters remain.

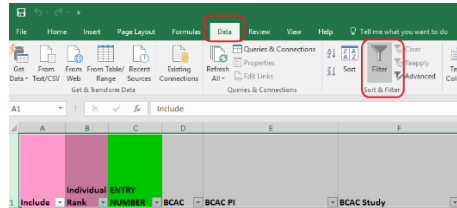


15. Click Import.

C. Creating the list of authors in Word with the numbered affiliations

“authors” tab of the *Consortia_EndNote_Information spreadsheet*

1. Highlight the entire first row then turn on Filter (Data, Filter)



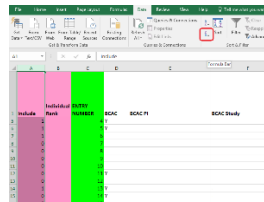
2. Authors sheet - *Include* column (pink cells):

Indicate authors to be included with a 1 and authors to be excluded as 0. This will be different for each paper.

***** Please ensure that authors indicated as a “core” author for any consortium relevant to your paper are included as authors *****

3. Authors sheet:

Sort Z to A on *Include*. This will mean that all the authors you have decided to include will be at the top.



4. Authors sheet – *Individual Rank* column (pink cells):

Fill in a ranking from 1 to n according to how you want the authors ranked.

You can use [Sort](#) to help do this efficiently

E.g. Sort by *Include* and *Study* for authors by study

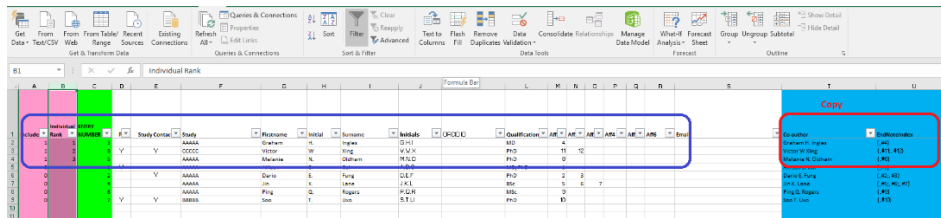
Or sort by *Include* and *Surname* for authors by alphabetical order

You might want to put in the first few and last few author ranks and then apply sorting to all the rest before filling in the ranks. Again, this will be different for each paper.

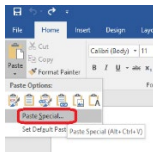
- Authors sheet: **Sort** by *Individual Rank A* to Z, so that the authors which you wish to include are now in the right order.

Individual Rank	ENTRY NUMBER	BC
1	1	Y
1	2	Y
1	3	Y
1	4	Y
1	5	Y
1	6	Y
1	7	Y
1	8	Y
1	9	Y
1	10	Y
1	11	Y
1	12	Y
0		
0		
0		
0		

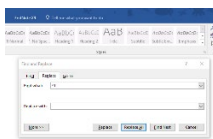
- Author sheet: **Copy** the cells from *Co-author* and *EndNoteIndex* (blue columns) containing the authors to be included on manuscript.



- Paste Special** (unformatted text option) the copied authors with the End Note index into a Word document.



- Use **Find/Replace** to replace tabs with nothing (i.e. delete the tabs). The Symbol for a tab in Find is $\wedge t$

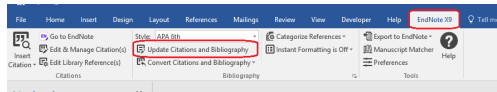


- Use **Find/Replace** to replace paragraph marks (\p) with a comma and a space. The paragraph symbol in Find is $\wedge p$

You should now have text that looks something like:

Jane Doe{ ,#105}, Alec E. Steffani{ ,#62}, Yoram Handel{ ,#164}, Shelly Y. Xian{ ,#100}, Roberto Ariza { ,#25; ,#32}, Guy de Lombard{ ,#144}, Valentin. van den Buren{ ,#152}

10. You can now use EndNote to generate a “bibliography” (list of affiliations) from the EndNote file of affiliations, with numbers and superscripts after the authors. To do this simply select “update citations and bibliography” from the EndNote menu in Word (making sure that no other EndNote libraries are open). I have created a number of styles for this, depending on journal requirements (see instructions below). You will need to approve each end note citation to link the author with the proper affiliation.



11. If there are changes in the authorship (name additions/deletions or changing of the order) then edit ecac_authors_papername.xlsx and regenerate the Word document i.e. start again from step 1.
12. It works best if you manage the author list as a separate document until you are ready to submit the final version, to avoid clashing the EndNote affiliations with the EndNote references and causing a disaster.

EndNote Styles

Simple affiliation: “consortia_simple_author_list.ens”

*download from <https://drive.google.com/open?id=0B-BcSKkRPVv2TVFtbk5jQOJIMnM>

If postal code is required: “consortia_postcode_author_list.ens”

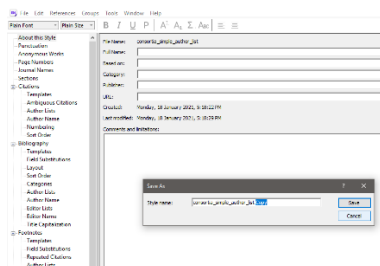
*download from <https://drive.google.com/open?id=0B-BcSKkRPVv2VvFCZkxmZnBsUU0>

If street address is required: “consortia_full_author_list.ens”

*download from <https://drive.google.com/open?id=0B-BcSKkRPVv2NVFRcWU1SWQxWVU>

To add these styles to your EndNote library:

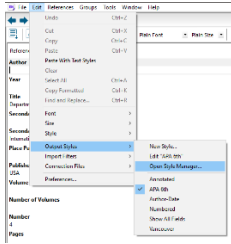
1. Once downloaded, double click on the file and EndNote should open at the “edit style” screen
2. Click File, Save As then remove “Copy” from the text box and click Save



3. Close edit style screen (little x button top right corner).



- Click on Edit, Output Styles, Open Style Manager then scroll to the style name and make sure the checkbox is ticked next to the style name.



- Close Style Manager (little x button, top right corner).