



Proceedings of the training on reference management software with a focus on EndNote



Bangladesh Forest Department
24 August 2016



The Forest Department of Bangladesh leads actions to improve forest management and conservation, adopting forward thinking, innovative approaches in its management of approximately 1.55 million hectares of land across the country.

In 2015, the Forest Department began a process to establish a National Forest Inventory and Satellite Land Monitoring System for improved forest and natural resource management. The process supports national objectives related to climate change mitigation and provides information in support of the UN-REDD programme aimed at Reducing Emissions from Deforestation and Forest Degradation (REDD+). The process also addresses domestic information needs and supports national policy processes related to forests and the multitude of interconnected human and environmental systems that forests support.

The activities implemented under the Bangladesh Forest Inventory process are collaboration between several national and international institutions and stakeholders. National partners from multiple government departments and agencies assist in providing a nationally coordinated approach to land management.

International partners, including the United States Agency for International Development (USAID) and the Food and Agriculture Organization of the United Nations (FAO) are supporting the development of technical and financial resources that will assist in institutionalizing the process.

The results will allow the Forest Department to provide regular, updated information about the status of trees and forests for a multitude of purposes including for assessment of role of trees for firewood, medicines, timber, and climate change mitigation.

CONTACTS:

Md. Zaheer Iqbal
National Project Coordinator
Bangladesh Forest Department
Email: z.iqbal60@gmail.com

Matieu Henry
Chief Technical Advisor
Food & Agriculture Organization of the United Nations (FAO)
Email: matieu.henry@fao.org

Suggested Citation: **Poultouchidou, A.** 2016. Training on reference management software with a focus on EndNote. 24 August 2016, Dhaka, Bangladesh Forest Department, Food and Agriculture Organization of the United Nations.

Disclaimer

This report is designed to reflect the activities and progress related to the project GCP/GD/058/USAID “Strengthening National Forest Inventory and Satellite Forest Monitoring System in support of REDD+ in Bangladesh”. This report is not authoritative information sources – it does not reflect the official position of the supporting international agencies including USAID or FAO and should not be used for official purposes. Should readers find any errors in the document or would like to provide comments for improving its quality they are encouraged to contact one of above contacts.

EXECUTIVE SUMMARY

A short training on reference management software with a particular focus on EndNote was held at the Forest Department in Dhaka, 24 August 2016. The training organized by the Forest Department of Bangladesh and the Food and Agriculture Organization under the UN-REDD Programme aimed to introduce the participants to the concept of organizing their documents and managing their references using EndNote. During the training, participants installed the trial version of EndNote in their computers and practiced the most commonly used functions of EndNote.

Eight participants (five male and three female) attended the training from various institutions and projects including the Bangladesh Forest Department, the Food and Agriculture Organization, the UNREDD-UNDP project and the Nature Conservation Management (NACOM). Based on the responses collected from the evaluation of the training, it appeared that participants found the training relevant and useful to their daily work.

CONTENTS

Executive Summary	3
Contents.....	4
1. Introduction	5
2. Objectives.....	5
3. Summary of the training	5
4. Recommendations for next steps	7
Appendix 1. Agenda	8
Appendix 2. Participant List.....	8
Appendix 3. Evaluation.....	9

1. INTRODUCTION

Data archiving and storage is fundamental for various purposes such as for the preparation of technical reports. The use of bibliographic reference manager software is essential especially when there are a great number of documents that need to be archived. Reference manager software allows the user to archive and organise the available documents in an effective way. Using reference manager software the user has the possibility to keep record of all the available documents and increase transparency of the data being used. In addition, the use of reference manager software is important when writing technical reports or scientific paper as it simplifies citation when quoting information cited by other authors.

Several reference manager softwares are available including Ref Works, EndNote, Zotero, Mendley. These softwares may differ with regard to cost, operating system, number of available referencing styles, number of records per library and other characteristics. EndNote is a commercial reference management software package. EndNote allows the user to create multiple libraries and archive different types of documents such as reports, books, scientific papers etc., EndNote facilitates the collaboration with others, as EndNote users have the possibility to share references and EndNote libraries. In addition, most bibliographic databases allow users to export references to their EndNote libraries. This enables the user to select multiple citations and saves the user from having to manually enter the citation information and the abstracts.

At current status, the Bangladesh Forest Department does not use bibliographic reference manager software. All the documents available in the library of the Forest Departments are classified by topic. Therefore, the training focused on the capacity building and a presentation of methodology to archive documents both in electronic format and as a hard copy using EndNote.

2. OBJECTIVES

The objectives of the training were to familiarize the participants with EndNote in order to archive their documents in an efficient way. More specifically, the training aimed to train participants on how to:

- Create an EndNote library
- Edit references within the EndNote library
- Insert references manually to EndNote as well as from Google scholar
- Export references to a word document

3. SUMMARY OF THE TRAINING

In the beginning of the training, the participants installed in their computers a trial version of EndNote. At first, each participant created their EndNote library. In the first part of the exercise, the participants practiced how to import a reference to EndNote manually. A book was used as an

example that showed the participants how to create a reference in an EndNote library, when the reference type is a book. More specifically, the participants practiced what are the fields that need to be filled in EndNote in order to archive a book. Then, the participants selected the fields that they preferred to display in the library window (Fig 1). The tab for this setting is in Edit → Preferences → Display Fields.

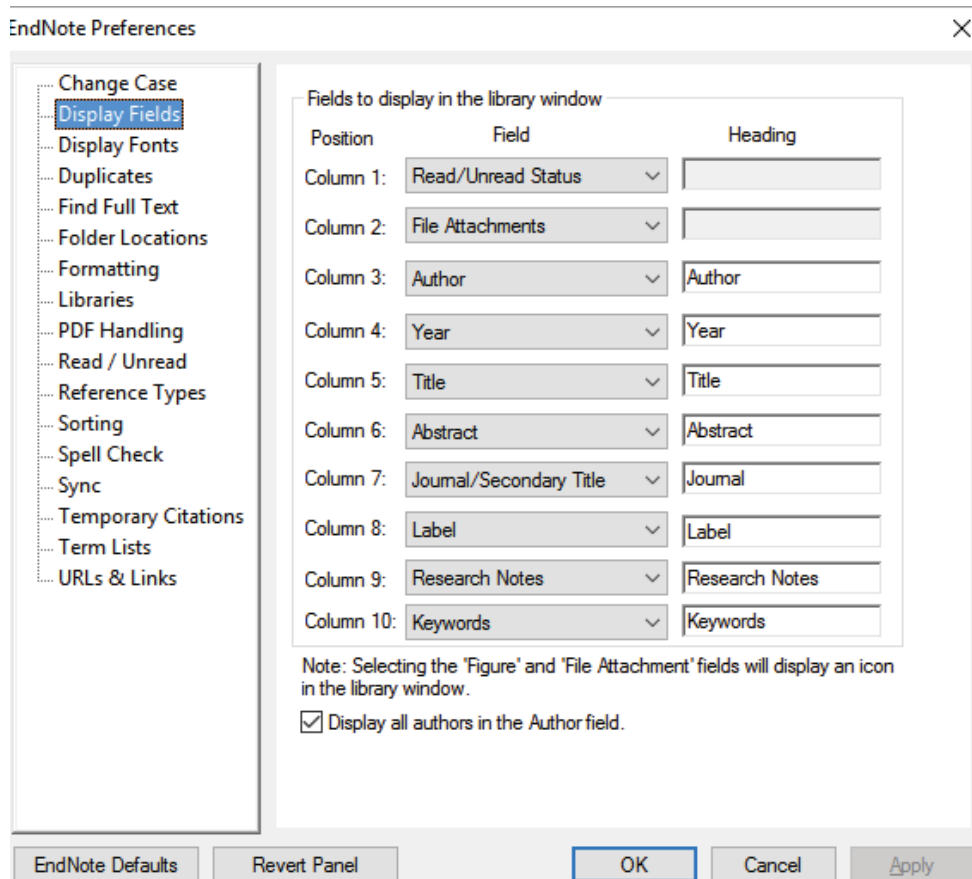


Figure 1. Display fields in the library window.

In the second part of the exercise the participants had to import references automatically to EndNote. The participants used Google Scholar to search for scientific literature of their interest. Each participant had to download at least 5 references from Google Scholar and import automatically the references to EndNote. The participants learned how to create groups and sub-groups in their EndNote library and classified their references based on the thematic groups that they have created.

The participants also had the opportunity to edit the references that they have imported to their EndNote libraries. In this section, had the opportunity to add a label and keywords to their references. They also learned how to manage their EndNote libraries for instance, removing duplicates and move references from one group to another.

In the third part of the exercise, the participants practiced how to use EndNote while writing a report in a word document. The reference output style that was used in this exercise was APA 6th. In this

exercise, the participants had to type a text in a word document and insert a citation that they have previously imported to EndNote.

4. RECOMMENDATIONS FOR NEXT STEPS

The archiving of documents is important as it ensures the transparency, safety and an effective record keeping. The process of archiving documents is even more important, as the number of documents increase while at the same there is a need to maintain accessibility to these documents among users. The methodology that was presented in this training, showed it is possible to manage, archive and store various documents using EndNote. Based on the discussion with participants, it appeared that it would be useful to provide the participants with the EndNote license as the trial version that they used was for limited use. This indicates that participants found the training useful for their relevant work.

APPENDIX 1. AGENDA

Date	Session
24 August 2016	
Morning	Introduction to reference management software
	The benefits of using a reference management software
	EndNote in brief
	Hands on EndNote

APPENDIX 2. PARTICIPANT LIST

No.	Name	Gender	Designation & Organization
1	Shah Mohammad Mahboob	M	National Consultant, FAO
2	Sayed Mahmud Riadh	M	Governance Coordinator, UNREDD-UNDP
3	Perven Rehana	F	National Consultant, MoEF, FAO
4	Marufa Akther	F	ACCF, Bangladesh Forest Department
5	Fatima Tuz Zohora	F	ACCF, Management Plan Unit
6	Haque Mahbub Morshed	M	ACF, Bangladesh Forest Department
7	Md. Zahidul Kabir	M	ACCF, Bangladesh Forest Department
8	Dr Paramesh Nandy	M	NACOM

APPENDIX 3. EVALUATION

	Total Response 2		
1	Male	1	50%
	Female	1	50%
2	How often do you participate in training related to forest monitoring?		
	First time	2	100%
	1-3 every year	0	0%
	More than 3 per year	0	0%
	Regularly (approximately one per month)	0	0%
3	I would describe my self as?		
	A professor/academic	0	0%
	A student	0	0%
	Forest Department staff	0	0%
	Government staff (outside Forest Department)	1	50%
	NGO staff	0	0%
	Private consultant	1	50%
	Other	0	0%
4	My professional background relates most closely to:		
	Forester	0	0%
	GIS/RS	0	0%
	Statistics	1	50%
	Social survey/assessment	1	50%
	Economics	1	50%
	Natural Resource Management	1	50%
	Ecology	0	0%
	other	1	50%
5	My years of relevant experience is:		
	1-2 years	0	0%
	3-5 years	0	0%
	5-7 years	0	0%
	8-10 years	0	0%
	More than 10 years	2	100%
6	The training was relevant to my daily work		
	Strongly agree	1	50%
	Agree	1	50%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%

7	I had enough previous knowledge to understand the content of the event		
	Strongly agree	0	0%
	Agree	1	50%
	Neutral	0	0%
	Disagree	1	50%
	Strongly disagree	0	0%
8	The training met my expectations in terms of the content and learning outcomes		
	Strongly agree	0	0%
	Agree	2	100%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%
9	The learning resources provided were adequate and useful		
	Strongly agree	0	0%
	Agree	2	100%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%
10	The resource person presented information in a way that i could understand and was easy to follow		
	Strongly agree	1	50%
	Agree	1	50%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%
11	I feel confident to be able to carry out the tasks described in the training without supervision.		
	Strongly agree	0	0%
	Agree	2	100%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%
12	I was pleased with the venue/meeting room/snacks etc		
	Strongly agree	0	0%
	Agree	2	100%
	Neutral	0	0%
	Disagree	0	0%
	Strongly disagree	0	0%
13	Are there other people/agencies/organizations that you think should have been included in the training?		
	<ul style="list-style-type: none"> This type of training is highly needed for the professionals who are working in research and engaged in analytical reporting. 		

	<ul style="list-style-type: none"> Ministry of Environment and Forests and its agencies 		
	<ul style="list-style-type: none"> Other ministries, for example, Ministry of Finance as well as research institutes 		
14	Any other comments?		
	<ul style="list-style-type: none"> the training is very useful. It should have free version software to help wider use. 		