



Proceedings of the third training workshop on Reference Management Software with a focus on EndNote



Bangladesh Forest Department
13 September 2017

UN-REDD
PROGRAMME



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The application of UNDP, UNEP and FAO rights-based and participatory approaches will also help ensure the rights of indigenous and forest-dwelling people are protected and the active involvement of local communities and relevant stakeholders and institutions in the design and implementation of REDD plans.

The programme is implemented through the UN Joint Programmes modalities, enabling rapid initiation of programme implementation and channelling of funds for REDD efforts, building on the in-country presence of UN agencies as a crucial support structure for countries. The UN-REDD Programme encourage coordinated and collaborative UN support to countries, thus maximizing efficiencies and effectiveness of the organizations' collective input, consistent with the "One UN" approach advocated by UN members.

The UN-REDD Bangladesh National Program is implemented by the Bangladesh Forest Department under the leadership of Ministry of Environment and Forests. United Nations Development Program (UNDP) and Food and Agriculture Organization (FAO) are the two implementing partners.

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EXECUTIVE SUMMARY

A training workshop on reference management software with a focus on EndNote was held at the Forest Department in Dhaka, on 13 September 2017. The workshop was organized by the Forest Department of Bangladesh and the Food and Agriculture Organization under the UN-REDD Programme. The objective of this training workshop was to train the participants how to manage and archive their documents effectively using EndNote. During the training, participants had the opportunity to work on the basic functions of EndNote. The participants were exercises on the following EndNote functions: create an EndNote library, import references manually and from Google Scholar, cite references in the work document, export a bibliography and perform searches in the EndNote library by author, year, title journal etc. In total, nine participants (5 male and 4 female) attended the workshop. The participants were from the Development Planning Unit, RIMS Unit and Social Forestry Circle of the Forest Department in Dhaka. The results collected from the evaluation of the workshop are shown in Appendix of this document.

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1. INTRODUCTION

Data archiving and storage is a critical component for the preparation of technical reports and other documents that are collected or produced during the implementation of a project. The use of bibliographic reference manager software is essential especially when there are a great number of documents that need to be archived.

A reference manager software allows the user to archive, manage and organise the available documents effectively. The user can easily track all the available documents and data being used in a transparent, robust and effective way. The use of a reference manager software is extremely important when writing technical reports or scientific papers as it simplifies citation when quoting information cited by other authors.

There are several softwares available that can manage references electronically including Ref Works, EndNote, Zotero, Mendley. These softwares may differ with respect 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, maps, books, scientific papers etc., EndNote allows the users to share references and EndNote libraries with others and therefore facilitates the collaboration among team members. 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 users from having to manually enter the citation information and the abstracts.

At current status, the Bangladesh Forest Department does not use any 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 objective of this workshop was to train participants on how to manage and archive their documents electronically using EndNote. In this workshop, the participants learned how to

- Create and manage an EndNote library
- Search references within the Endnote library
- Create references manually as well as import references to Endnote from Web
- Create groups, group sets and smart groups
- Cite while they write in word documents using various reference styles
- Export a bibliography to a word document

3. SUMMARY OF THE TRAINING

During the training workshop, participants were trained on the basic functions of EndNote using the trial version of the software which was downloaded from EndNote website (<http://endnote.com/downloads/30-day-trial>).

The participants learned how to create their own library and organise their references in groups and group sets. Participants were also trained on some basic functions of endnote including:

- Perform search in the EndNote library by author, year, title, journal:

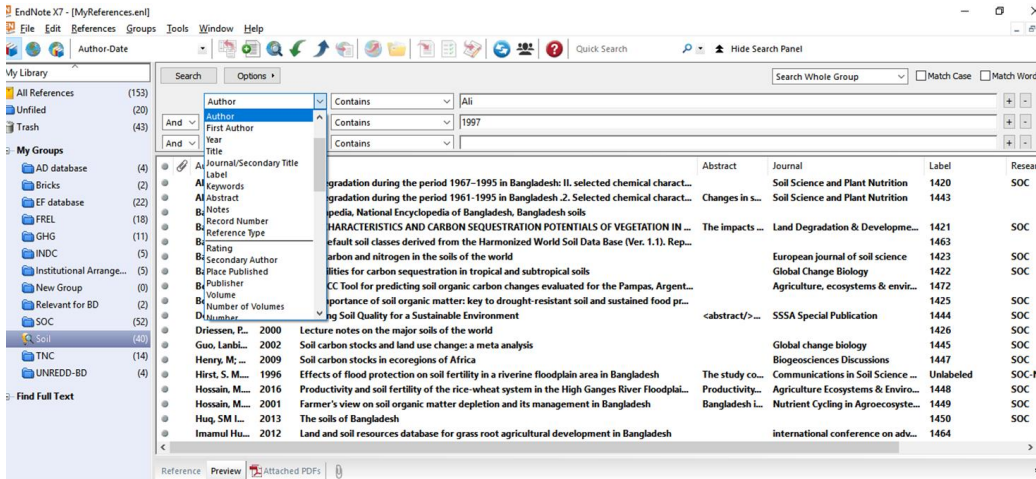


FIGURE 1: PERFORM SEARCHES IN ENDNOTE LIBRARY BY AUTHOR, YEAR, JOURNAL ETC.

- Import references manually

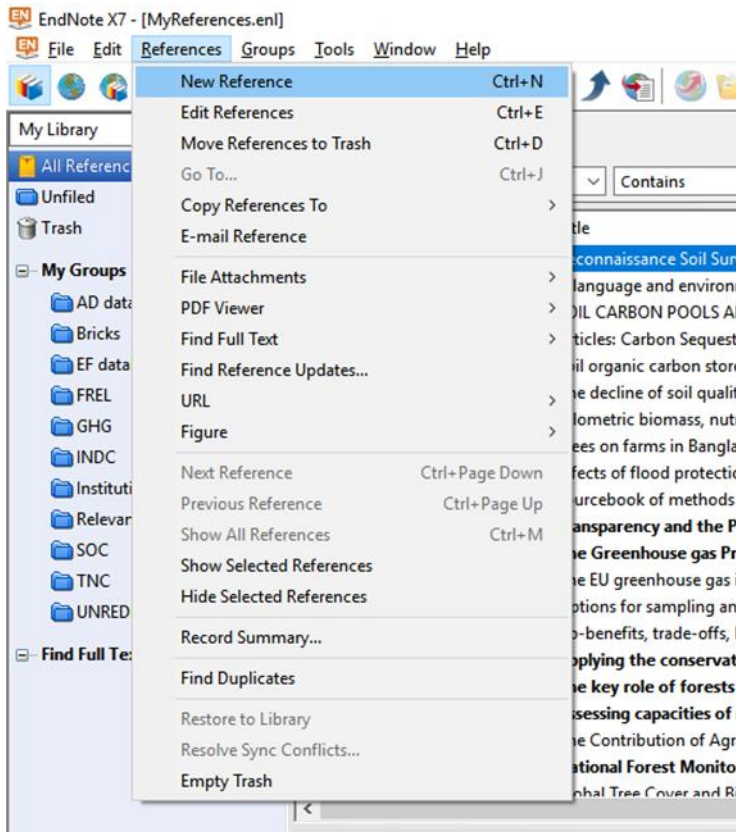


FIGURE 2: IMPART REFERENCES TO THE ENDNOTE LIBRARY

- Citing references while writing in a word document

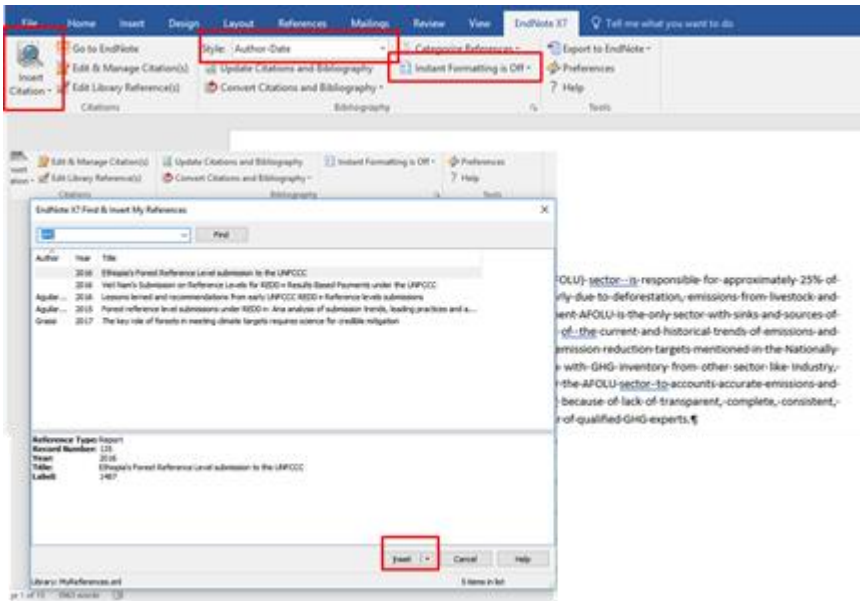


FIGURE 3: CITING REFERENCES WHILE WRITING

- Export a list of bibliography in a word document and save it as a (*.rtf) file.

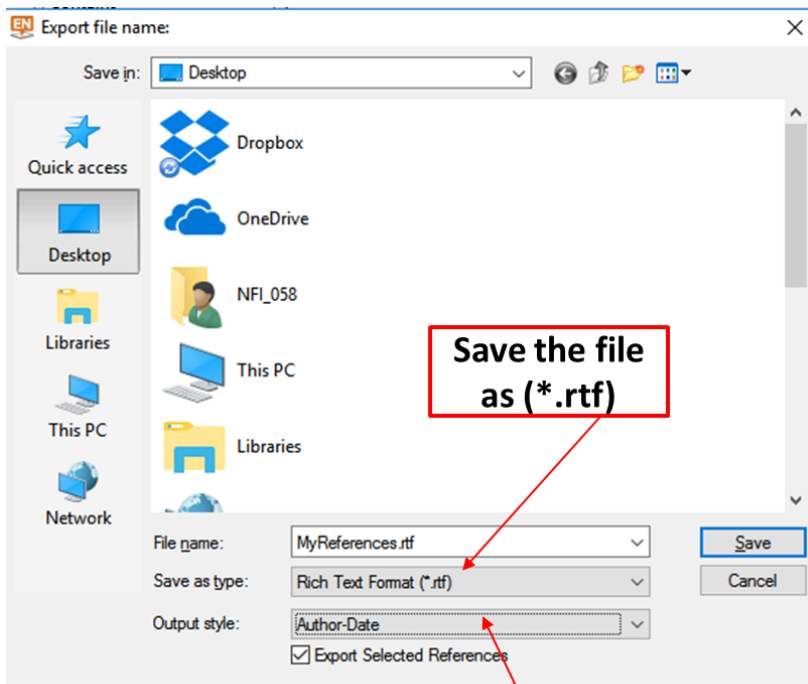


FIGURE 4: EXPORT A BIBLIOGRAPHY IN A WORD DOCUEMT.

- Find and remove duplicates from the endnote library

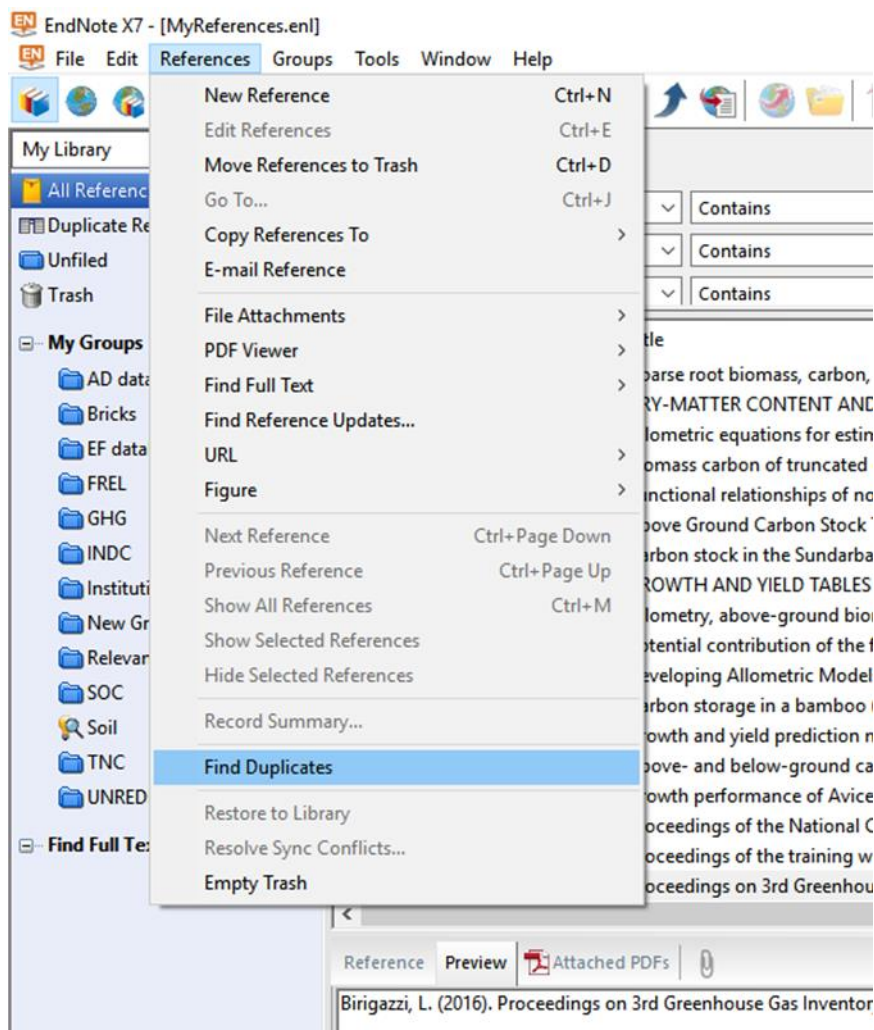


FIGURE 5: REMOVE DUPLICATES FROM ENDNOTE

4. RECOMMENDATIONS FOR NEXT STEPS

The following recommendation have been suggested by the participants:

- Follow-up with more training workshops on EndNote. Training should be for longer period (at least 5 days) and should be focused on the same time.
- EndNote is important for RIMS Unit and therefore RIMS unit need to have access to the full version of the software
- It is important to include in future trainings librarians of Forest Department as well as University teachers, researchers from government departments (e.g.BFRI) and New ACF's of Forest Department

APPENDIX 1. AGENDA

Date	Session
13 September 2017	
10.00 – 13.00	Create an EndNote library
	Navigating the Endnote library
	Saving references to a group
	Create groups and group sets
	Search your EndNote library and find references by author, year, title etc.
	Import references manually
	Capturing references from Google Scholar
	Cite while you write
	Export a Bibliography
	Find and remove duplicates
	Moving refs between libraries

APPENDIX 2. PARTICIPANT LIST

No.	Name	Gender	Designation & Organization	Email
1	Laskar Rahman	M	Senior Forest Officer, FAO	Laskar.Rahman@fao.org
2	Ms. Shamina Begum Shely	F	Senior Research Officer, RIMS	to.shewli99@gmail.com
3	Mr. Md. Tariq Aziz	M	Senior Research Officer, RIMS	tariqaziz9718@gmail.com
4	Ms. Asma Islam	F	Drafts man, RIMS	asmafd1967@gmail.com
5	Mr. Babluzzaman	M	Forester, RIMS	zzaman1978@gmail.com
6	Ms. Mahmuda Roksen Sultana	F	ACF, Development Planning Unit	sultana_rakhi@yahoo.com
7	Anatoli Poltouchidou	F	GHG consultant	Anatoli.poultouchidou@fao.org
8	Shamim Ahmed	M	Programme Officer, FAO	Shamim.Ahmed@fao.org
9	MdMahbubar	M	Programme Officer, FAO	MdMahbubar.Rahman@fao.org

APPENDIX 3. EVALUATION

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

4	Disagree	0	0%
5	Strongly disagree	0	0%
The training met my expectations in terms of the content and learning outcomes			
1	Strongly agree	0	0%
2	Agree	2	100%
3	Neutral	0	0%
4	Disagree	0	0%
5	Strongly disagree	0	0%
The learning resources provided were adequate and useful			
1	Strongly agree	0	0%
2	Agree	2	100%
3	Neutral	0	0%
4	Disagree	0	0%
5	Strongly disagree	0	0%
The resource person presented information in a way that I could understand and was easy to follow			
1	Strongly agree	1	50%
2	Agree	1	50%
3	Neutral	0	0%
4	Disagree	0	0%
5	Strongly disagree	0	0%
I feel confident to be able to carry out the tasks described in the training without supervision.			
1	Strongly agree	0	0%
2	Agree	2	100%
3	Neutral	0	0%
4	Disagree	0	0%
5	Strongly disagree	0	0%
I was pleased with the venue/meeting room/snacks etc			
1	Strongly agree	0	0%
2	Agree	2	100%
3	Neutral	0	0%
4	Disagree	0	0%
5	Strongly disagree	0	0%
Are there other people/agencies/organizations that you think should have been included in the training?			
	Yes, the NGOs representatives and the environment journalists etc.		
	1 or 2 retired professionals who are expert in natural resource management and ability to learn and accept new techniques.		
Any other comments?			
Should be more longer period for training (At least 5 days) Require a consistent practice on the same topic.			