

Appendix F: The Format Bank

The Format Bank contains over 100 predefined formats. This section contains special notes on correctly using these formats.

- ✦ Formats must be imported from the Format Bank to your Bookends Plus database(s) before they can be used.

Types Used in the Format Bank

The following Types are used in the Format Bank:

Type	Meaning
b	Book. Put the name of the book in the Title field.
c	Chapter of book. Put the chapter title in the Title field and the book title in the Volume field (not in Journal).
e	Edited book.
d	Dissertation.
j	Journal article.
n	Newspaper.
s	Series of books. Put the series in the Journal field and the chapter in the Title field.
i	In press (not published yet).
o	Conference proceedings.
m	Map.

a	Artwork.
t	Letter.
p	Personal communication.
v	Audiovisual materials.

MLA Formats

When creating a listing of Works Cited, MLA (Modern Language Association) formats require that the first line of each entry to begin at the left margin, and the second and subsequent lines of each entry to be indented five spaces. Double space the entire list, and include a blank line between each entry. When using end notes or footnotes, the first line is indented and subsequent lines begin at the left margin. Endnotes should also be double-spaced.

For Newspaper Articles (Type n). Enter the article's title in the Title fields. Enter the name of the newspaper in the Journal field. If the city of the publication is not in the name of the newspaper, enter the city in the Location field. Put the edition (late, early, national) in the Volume field.

For Published Dissertations (Type d). Enter the degree-granting university in the publisher field. You should use the abbreviation U for "University" (i.e., U of Washington, 1981; Princeton U, 1980 and U Bonn, 1903). If the work has been published by University Microfilms International (UMI), the order number should be entered in the Volume field.

Exporting To EndNote And Pro-Cite

The Format Bank includes a Format called Pro-Cite 2.1 Export. This format includes types for Journals, Book Chapters, and Books. References exported from Bookends in this form can be read by both Pro-Cite 2.1 and EndNote.

The Format Bank also contains the Medline/Medlars format, which can be imported by Pro-Cite and EndNote if you have their separate importing modules.

When exporting using the Medline or Pro-Cite 2.1 Export formats, do so without styles (styles will not be imported by Pro-Cite or EndNote anyway).