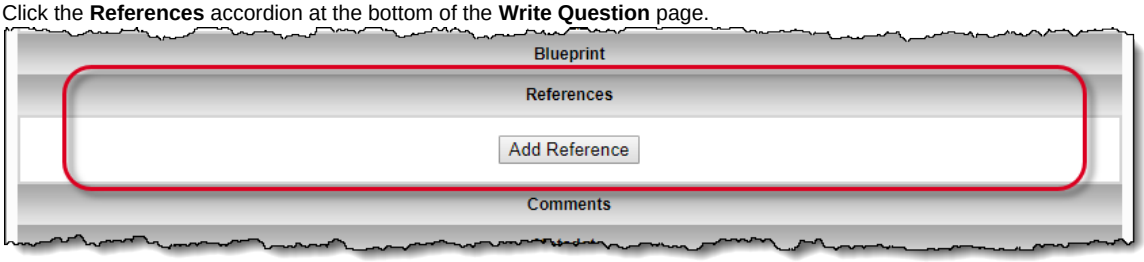
2.3.2 The References Tab

On the **References** tab of the **Write Question** page, you must specify the source material as the reference for the item. This can be a ***Book***, ***Jou rnal article***, ***website***, or ***mathematical equation***. When you select this tab, a pop-up window opens with an **Add New Reference** button against a **Reference Type** drop-down to select the type of reference you wish to add to the item.

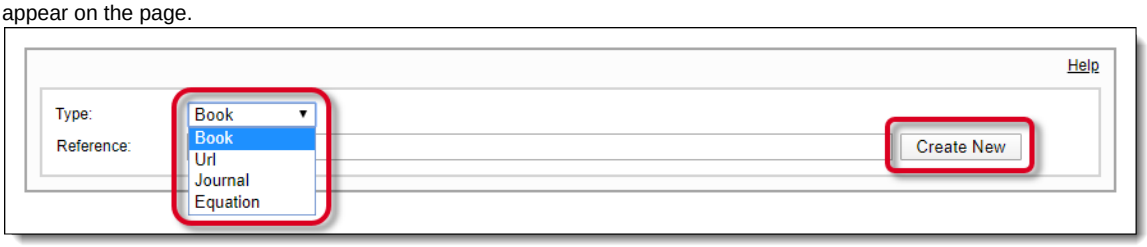
The system does not support categorizing or grouping reference citations, but a PDF document in the Asset Manager could be categorized using metadata fields. A full-text article or Book can be uploaded as an asset in a PDF format of the full text if users need to reference it for item writing. However, in order to tie it to an item as a reference, the citation information for that article should be completed on this **Reference** tab.

If you plan to include full-text articles, it is important to ensure that you are adhering to the copyright permissions of the publisher before uploading the full-text files into the system.

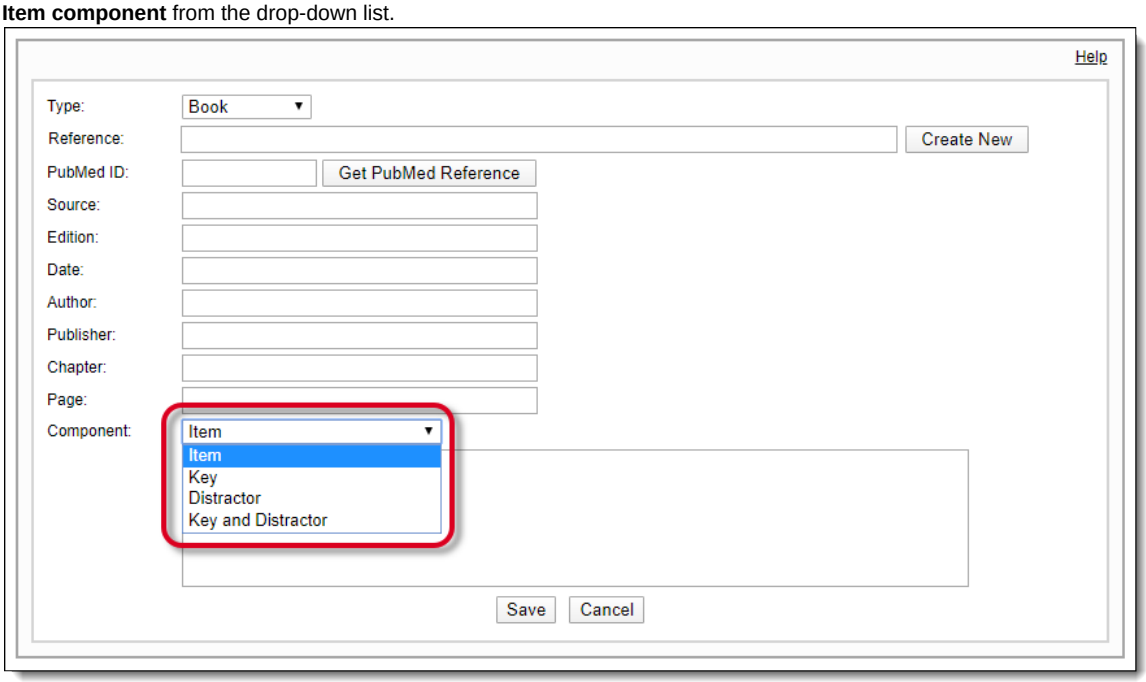
1. Click the **References** accordion at the bottom of the **Write Question** page.



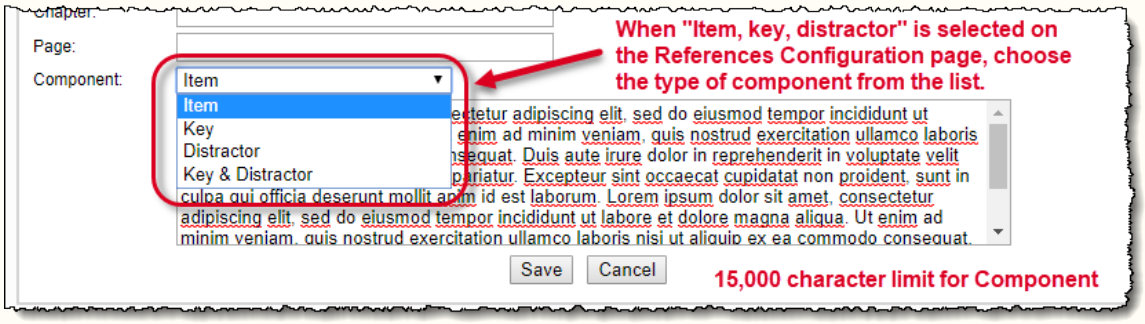
2. Select the **Reference Type** from the drop-down list and click the **Create New** button, additional fields for the selected type of reference appear on the page.



3. The first thing you must do is identify if the reference will be applied to the **Item**, **Key**, **Distractor**, or **Key & Distractor**. Select the desired **Item component** from the drop-down list.



You can supply an additional value for the item, key, distractor, or key & distractor **Component**. You can identify which item, key, or distractor the reference belongs to. Component text can be up to 15,000 characters in length.

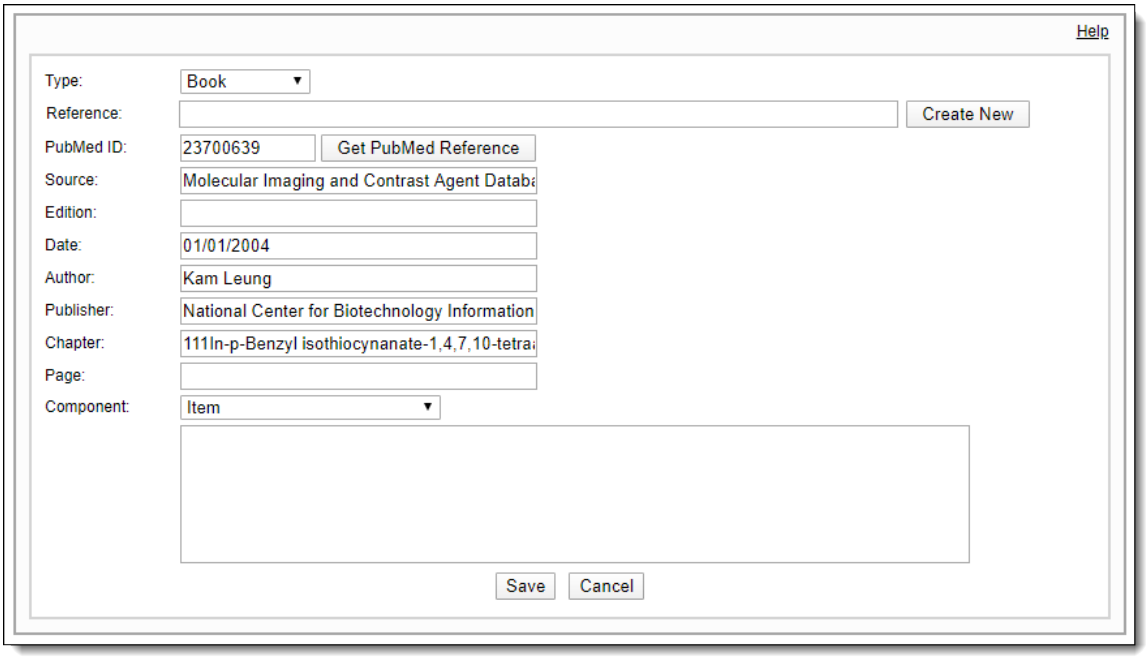


Field	Description
PubMed Id	MEDLINE identity number of the Book reference. This is an integer, which can pull and fill all the other data in this window, except Page. This is an optional entry.
Source	Name of the source reference (Book, URL or Journal).
Name	Name of the Equation reference.
Edition	Edition of the Book reference.
Date	Date of publication of the reference (Book, URL or Journal).
Author	Name of the author of the reference (Book or Journal).
Publisher	Name of the publisher of the Book reference.
Chapter	Chapter number of the Book reference where the reference exists.
Page	Page number(s) of the reference (Book or Journal) where the reference exists.
Article	Article name of the Journal reference.
Volume	Volume number of the Journal reference.
Issue	Issue number of the Journal reference.
Description	The math equation for the Equation reference.
Component	Select the type of component to attach the reference to (Book, URL, Journal, or Equation). Add up to **15,000** characters of free text in the Component text field.

Types of References

Depending on the type of reference you select, the following fields become visible:

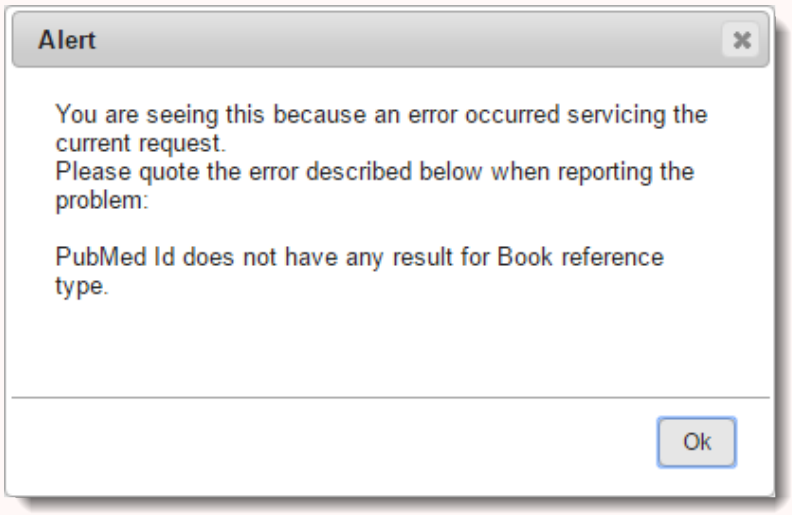
Book:



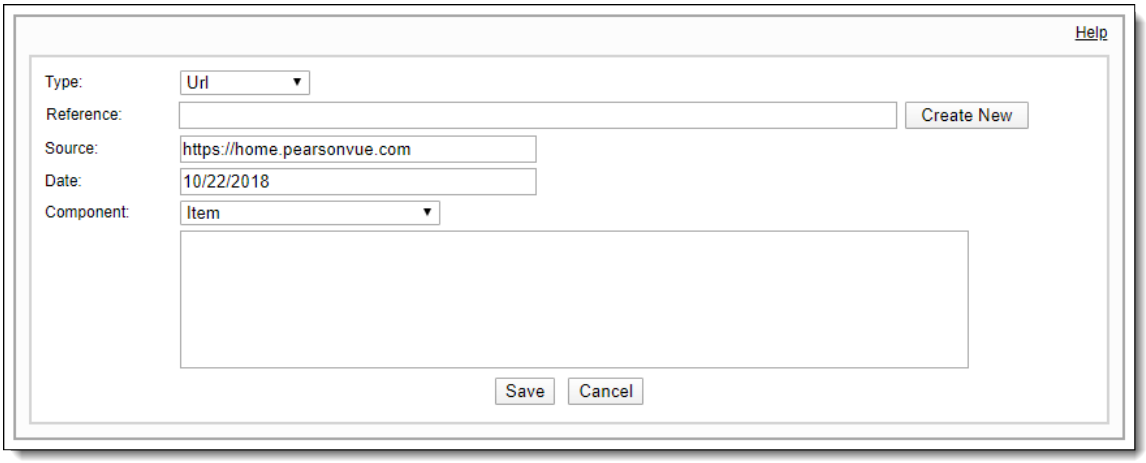
To make things faster, it is now possible to enter PubMed ID, which is the MEDLINE identity number of the Book reference, something similar to a unique identification number given to books in a library. This is an integer and an optional entry.

1. Enter a valid **PubMed ID** in the **PubMed Id** field and click the **Get PubMed Reference** button.
2. This automatically looks up the online MEDLINE database and fills in all the other data in this window, except **Page**.
3. You can edit the data filled in the previous step if required.
4. Click **Save** to save the reference and close the window or click **Cancel** to discard the information and close the window.

If you enter a non-existent PubMed ID, then the following error message pop-up window is displayed. Click **OK** to take you back to the **Add Reference** page, where you can specify a valid PubMed ID to proceed successfully.

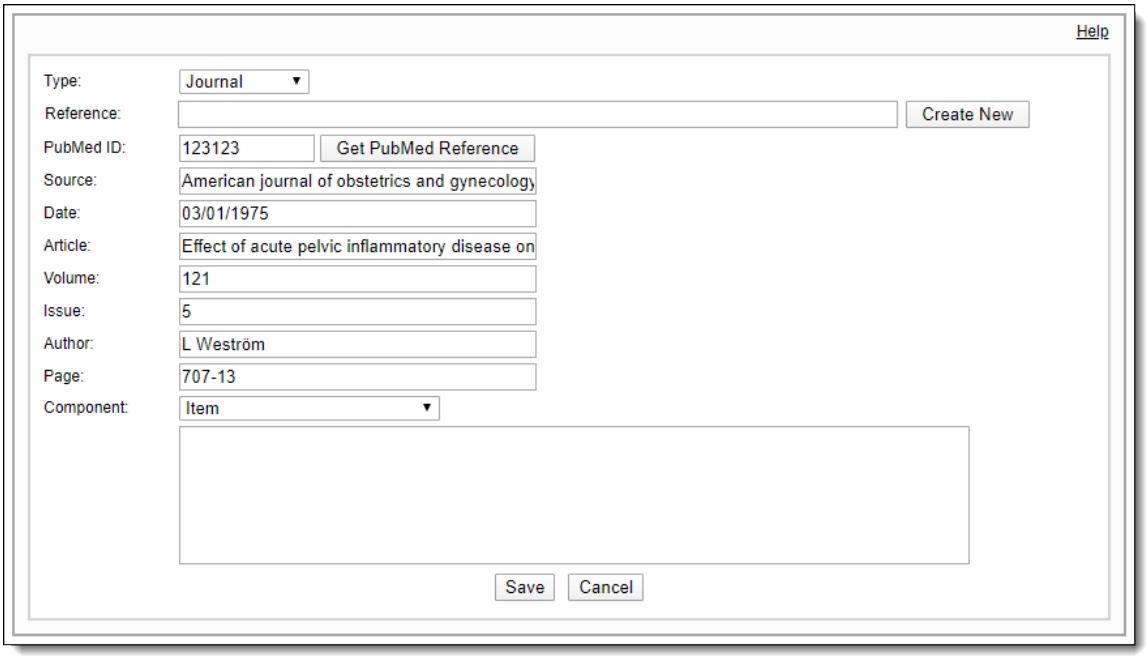


URL



Field	Description
Source	This is the source URL.
Date	Date of publication of the Reference URL.

Journal



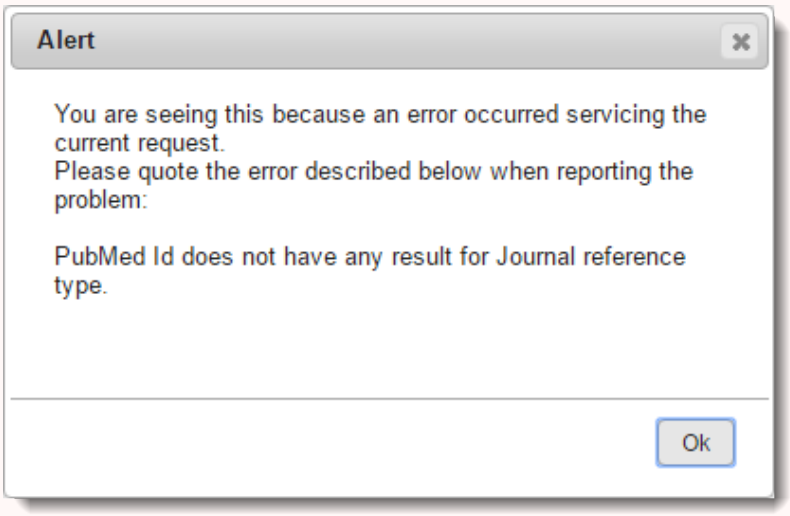
Field	Description
PubMed Id	MEDLINE identity number of the Journal reference. This is an integer, which can fill in all the other data in this window. This is an optional entry.
Source	Title of the source Journal reference.
Date	Date of publication of the Journal reference.
Article	Title of the article in the Journal reference.
Volume	Volume of the Journal reference.
Issue	Issue number of the Journal reference.

Author	Name of the author of the Journal reference.
Page	Page number(s) of the Journal reference where the reference exists..

To make things faster, it is now possible to enter PubMed ID, which is the MEDLINE identity number of the Journal reference, something similar to a unique identification number given to books in a library. This is an integer and an optional entry.

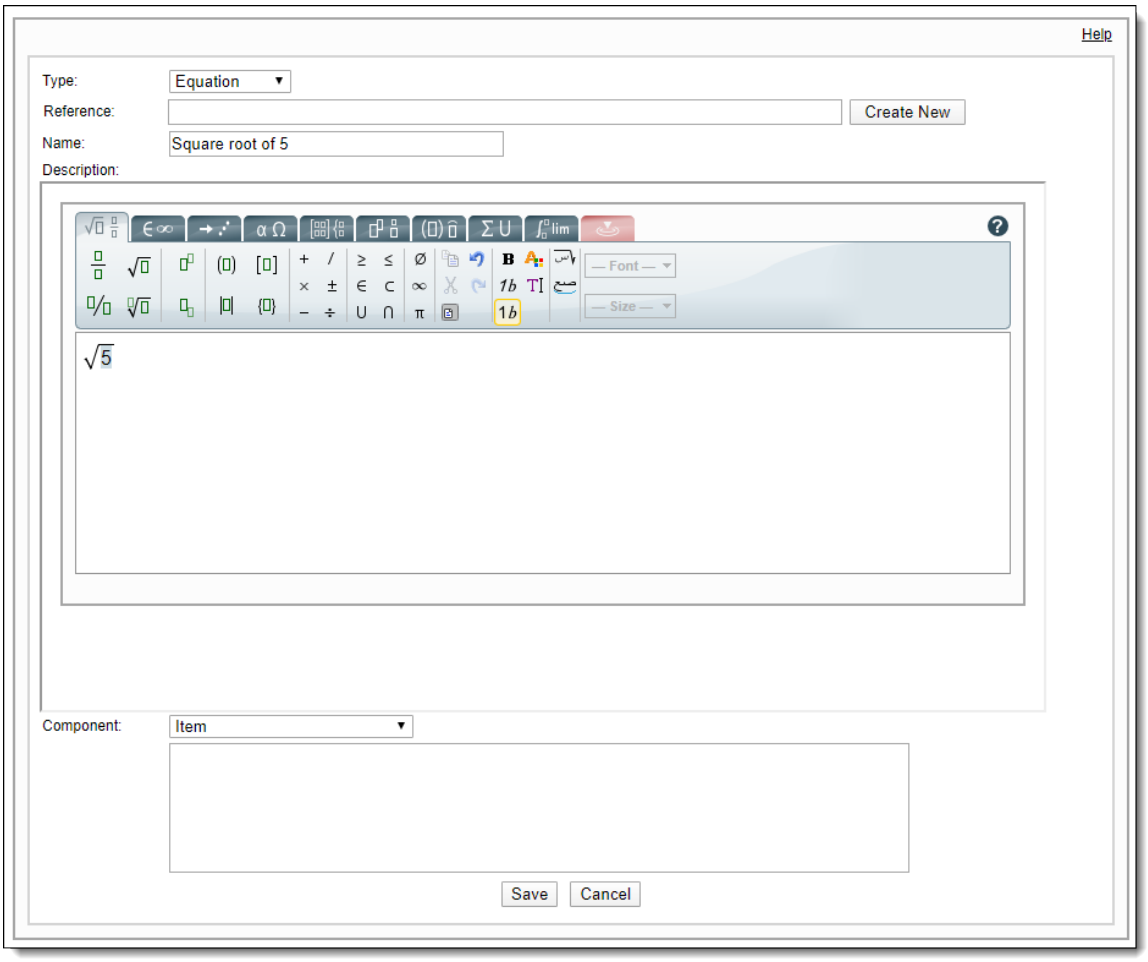
1. Enter a valid **PubMed ID** in the **PubMed Id** field and click the **Get PubMed Reference** button.
2. This automatically looks up the online MEDLINE database and fills in all the other data in this window.
3. You can edit the data filled in the previous step if required.
4. Click **Save** to save the reference and close the window or click **Cancel** to discard the information and close the window.

If you enter a non-existent PubMed ID, then the following error message pop-up window is displayed. Click **OK** to take you back to the **Add Reference** page, where you can specify a valid PubMed ID to proceed successfully.



Equation

This type of Reference can be added to an item while modifying it. As the name suggests, you can specify various mathematical equations in this case.



Field	Description
Name	This is the reference name given to the equation.
Description	The Math equation can be entered here.

1. Select **Equation** from the **Reference type** drop-down list to open the **Math editor**. You can specify the name of the reference if something already exists, which you must have saved earlier. This appears as a drop-down list when you enter at least three characters that match with the name text. This User Interface is seen when you do not select the **Show** drop-down interface (no auto complete) for Reference selection as **Yes** in **Manage Settings Configuration References** tab.
   If you select the **Yes** check box, then you see a drop-down list on this page to choose the **Reference type** or any pre-existing references.
2. Enter the name of the Equation reference in the **Name** field and enter the equation in the Math editor window below.
3. Click **Save** to save the Equation reference or **Cancel** to discard the changes and return to the **Modify Question** page.
4. The saved Equation reference is now available across the current project and can be viewed in the **Manage Settings References** page .

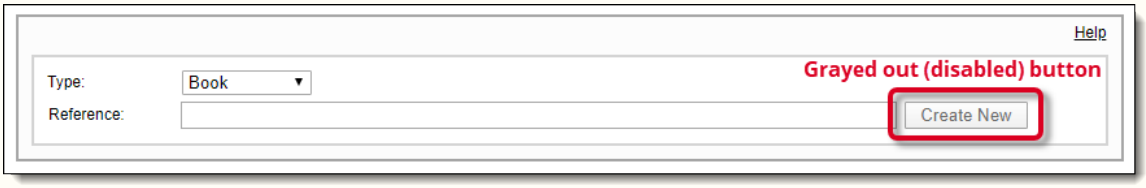
> ⚠ Equation references with names having less than two characters are not searchable.

> ⓘ
> - References can be similarly added or modified on the **Modify Question** page.
> - To display the list of all existing references, the project manager must select the **Show list of existing References to pick from** option from the **Manage Setting Configuration References** tab.

References with names having less than two characters do not show up in autocomplete search as can be seen in the red text notification in each of the above reference types.

Users logged in as *Project Manager* can add references even if the references are *disabled* in the **Question** tab in the **M anage Settings Configuration** page.

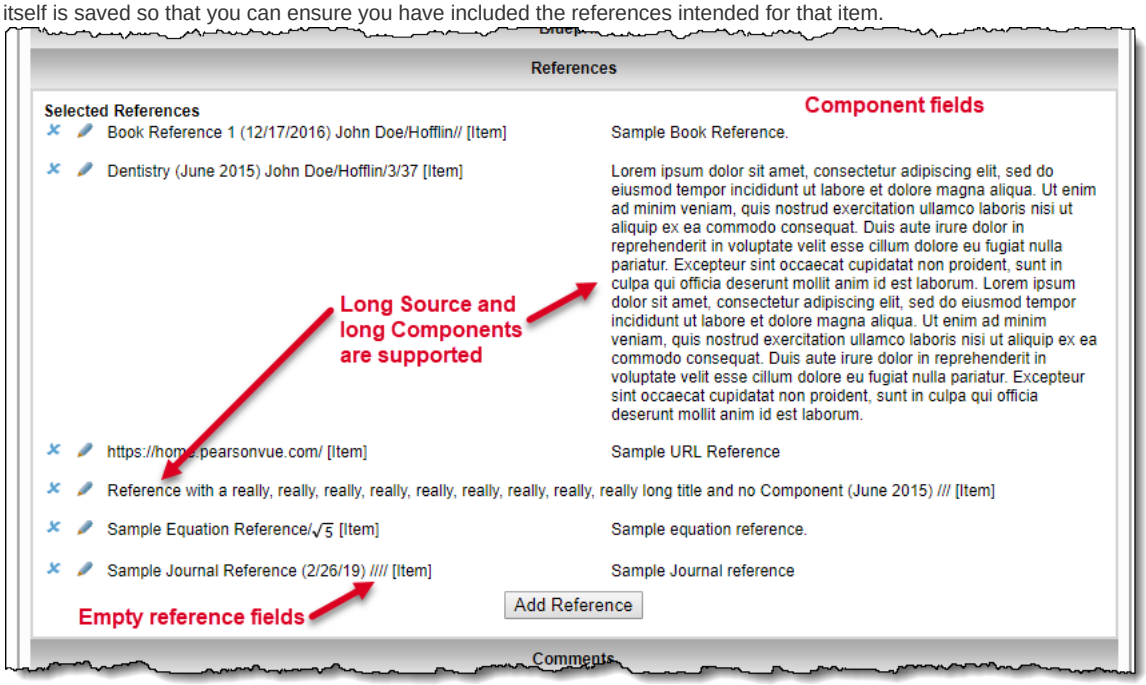
Users without *Project Manager* rights are able to view a *grayed out (disabled)* **Create New** button, which cannot be clicked and therefore users are *not able to add* any reference that has been disabled. You are able to add an existing reference by typing in the **Existing reference** field and selecting the reference from the drop-down list.



*Notice the grayed out **Create New** button*

Once you have specified a reference, it appears under the **Selected Reference** list.

After new references are added, they are visible as **Selected References** under the **References** section of the item even before the item itself is saved so that you can ensure you have included the references intended for that item.



The reference identifies the Item Component (Item, Key or Distractor) in the right column for the reference.

This reference can be removed by clicking the **Delete** icon next to it. If you do not want to delete the reference, but rather only edit it, you may do so by clicking the **Edit** icon.

An item can have more than one reference of multiple types.

Saved references are accessible in the current project and not across the Item Bank. These references are available once added in the **References** section of the item even if the item itself is not saved with the said references.