

Production macros for Open Access Articles Collection metadata

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1. Installing the macros

NOTE If you've already installed an earlier version of the macros, you will want to uninstall them before installing the latest version. Otherwise you may lose the default key bindings.

- You need to have MacroExpress version 3.10 or later installed on your machine.
- Go to the **mit-open-access-collection** Slack channel, and click **Details** in the upper right corner.
- In the **Details** pane, select **Files**.
- Select the most recent version of **oa_production_macros_xxxx.mex** (the xxxx will be a number). It should download to your Downloads folder (or wherever you've specified your default download location to be.)
- Open MacroExpress, and go to the Macro Explorer.
- Select **File**, then **Import**, then **Import macros...**
- From the **Import Macros** dialog box, click the **Open File** button in the lower left.
- Navigate to your download location, and select the file **oa_production_macros_xxxx.mex**. Click **Open**.
- You will see a list of importable macros. Click the **Select All** button on the bottom. Then click **Import**.

2. The macros

Naminators

These macros are designed to take a name as presented in a source in the form, "Forename Surname", and to turn it into its indexed form, "Surname, Forename." To use, you must first copy a name into the clipboard (Ctrl+C), then go to the place where you want it to be pasted and invoke the macro. Naminator comes in two flavors:

naminator (Ctrl+Shift+A): Pastes the surname, then the forename, with the two separated by a TAB. Use to copy names from by-lines, etc., and paste into the metadata production form.

naminator-comma (Ctrl+Shift+S) Pastes the surname, then the forename, with the two separated by a COMMA. Use to copy names from by-lines, etc., and paste into citation and other places.

Looker-Uppers

These macros are designed to take strings from sources and the metadata form, and look them up in various places. They are all designed to work with **Chrome** and may not function with other browser setups. To use, you must first copy the string you want to look up into the clipboard (Ctrl+C), then invoke the macro in Chrome. They will create a new tab for the lookup, and generate the relevant lookup URL.

DSPACE title lookup (Ctrl+Shift+L): Looks up a string as a title in DSPACE. Useful for checking if you're working on a duplicate. Generates a new browser tab and provides the URL:

```
https://dspace.mit.edu/discover?scope=1721.1%2F49432&query={clipboard string}&submit=Go
```

doi lookup (Ctrl+Shift+C): Looks up a string as a doi, and retrieves the electronic version if available. Generates a new browser tab, and provides the URL:

```
http://dx.doi.org/10.1186/{clipboard string}
```

ISSN lookup (Ctrl+Shift+I): Looks up a string as a title in the ISSN portal. Generates a new browser tab and provides the URL:

[https://portal.issn.org/api/search?search\[\]=MUST={clipboard string}](https://portal.issn.org/api/search?search[]=MUST={clipboard string})

MIT directory lookup (Ctrl+Shift+M): Makes use of the **naminator** algorithm to look up a surname in the MIT online directory. Copy a name in the form, "Forename Surname" into the clipboard, then the macro will generate a new browser tab and provide the URL:

<https://web.mit.edu/bin/cgicso?options=general&query={surname}>

Text modifiers

These macros do various useful things to text strings. Unlike **naminator** and **lookup**, you do not need to copy the string into the clipboard first; just highlight the text and invoke the macro. (NOTE however it does *make use* of the clipboard, so if you have some other text saved in there it will be wiped out.)

lower (Ctrl+Shift+R) -- changes highlighted text to lowercase

upper (Ctrl+Shift+F) -- changes highlighted text to uppercase

parentheses (Ctrl+Shift+F) -- surrounds highlighted text with parentheses

subscript (Ctrl+Shift+B) -- surround highlighted text with brackets and the descriptor "subscript"

superscript (Ctrl+Shift+P) -- surround highlighted text with brackets and the descriptor "superscript"

Citation generator

These two macros work together to generate a basic citation from the metadata entered into the production form. It only works for basic journal articles.

get authors (Ctrl+Shift+U) When you invoke this macro it will try and navigate on the metadata form to where the authors are listed. It will then give you options to copy and paste authors into a dialog box. You can record 1, 2, 3 author names, or use et al. Once you have copied the relevant author name(s), the macro will navigate to the citation field and enter them in the proper form.

get bibliographic details (Ctrl+Shift+Z) This macro provides you with a dialog box to select various bibliographic details that are needed to build a citation: title, volume title, volume numbering, etc. It will then navigate the metadata form and harvest the selected information. NOTE that this macro does not *automatically iterate* through the options. You must invoke the macro for each part of the citation you want to use it for.