



Organising your references using EndNote

Never Stand Still

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- Bibliographic software tool that allows you to store, organise and manage your references in a database called a library.
- These references can be linked to your word processing documents to instantly create in-text citations and bibliographies in your chosen referencing style.
- *EndNote* software is available as a **free** download from IT Services for UNSW students.

The key skills are the ones in red!

VIEW IT

- SEARCH ONLINE RESOURCES FROM WITHIN ENDNOTE
- IMPORT PDFs
- FIND FULL TEXT IN ONE CLICK
- AUTOMATICALLY UPDATE RECORDS
- SEARCH YOUR ENTIRE LIBRARY

STORE IT

- VIEW AND ANNOTATE PDFS
- ORGANIZE YOUR REFERENCES
- STORE ALL YOUR FILES IN ONE PLACE

CREATE IT

- CREATE AND FORMAT BIBLIOGRAPHIES
- CREATE & MODIFIY CVs

SHARE IT

- SHARE YOUR RESEARCH



By mastering the following.....

1. Uploading references
2. Searching for references (using Endnote)
3. Manually entering a reference
4. Downloading references into documents
5. Updating the output style/manually correcting the style

You will save a lot of time, heartache and maybe also money!!



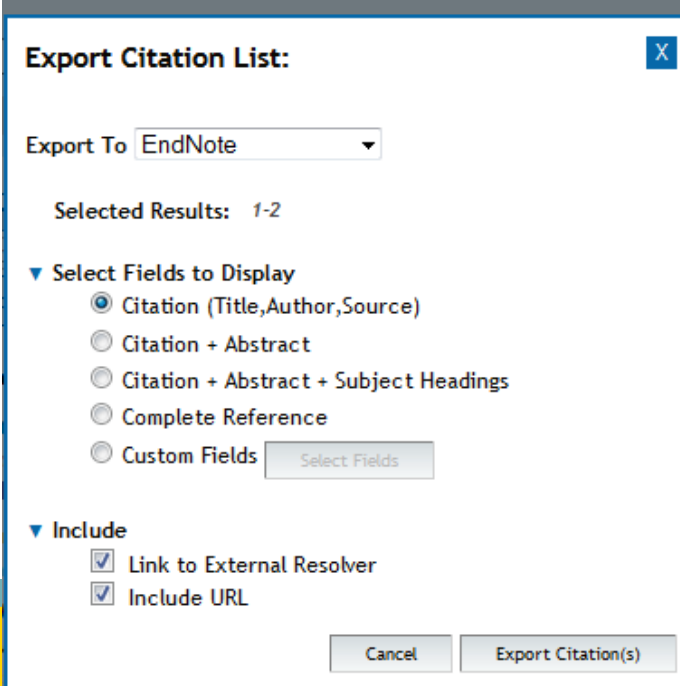
Uploading references

- References can be imported directly from the journal, or from a database Medline, Pubmed, Embase etc.
- You can import 1 or 500+ references at one time
- You may want to consider importing references that you think are useful, even if you don't use them straightaway. May save you time in the future

http://primoa.library.unsw.edu.au/primo_library/libweb/action/search.do?vid=UNSW&openFdb=true

Instructions for exporting from Medline

1. Have the endnote library open prior to running your search in medline
1. Once you have located the references you want,
2. Hit the export button
3. Usually I export citation plus abstract
4. Hit the export citation button- it will automatically link to endnote



Export Citation List:

Export To

Selected Results: 1-2

▼ Select Fields to Display

- Citation (Title,Author,Source)
- Citation + Abstract
- Citation + Abstract + Subject Headings
- Complete Reference
- Custom Fields

▼ Include

- Link to External Resolver
- Include URL

Manually entering a reference

Once a library is open, you can add a new reference to it:

1. From the references menu, select new reference to display an empty reference window (use Ctrl N)
2. The default option will be journal paper- you can select other options
3. Depending on what option you select, different fields will appear in the window

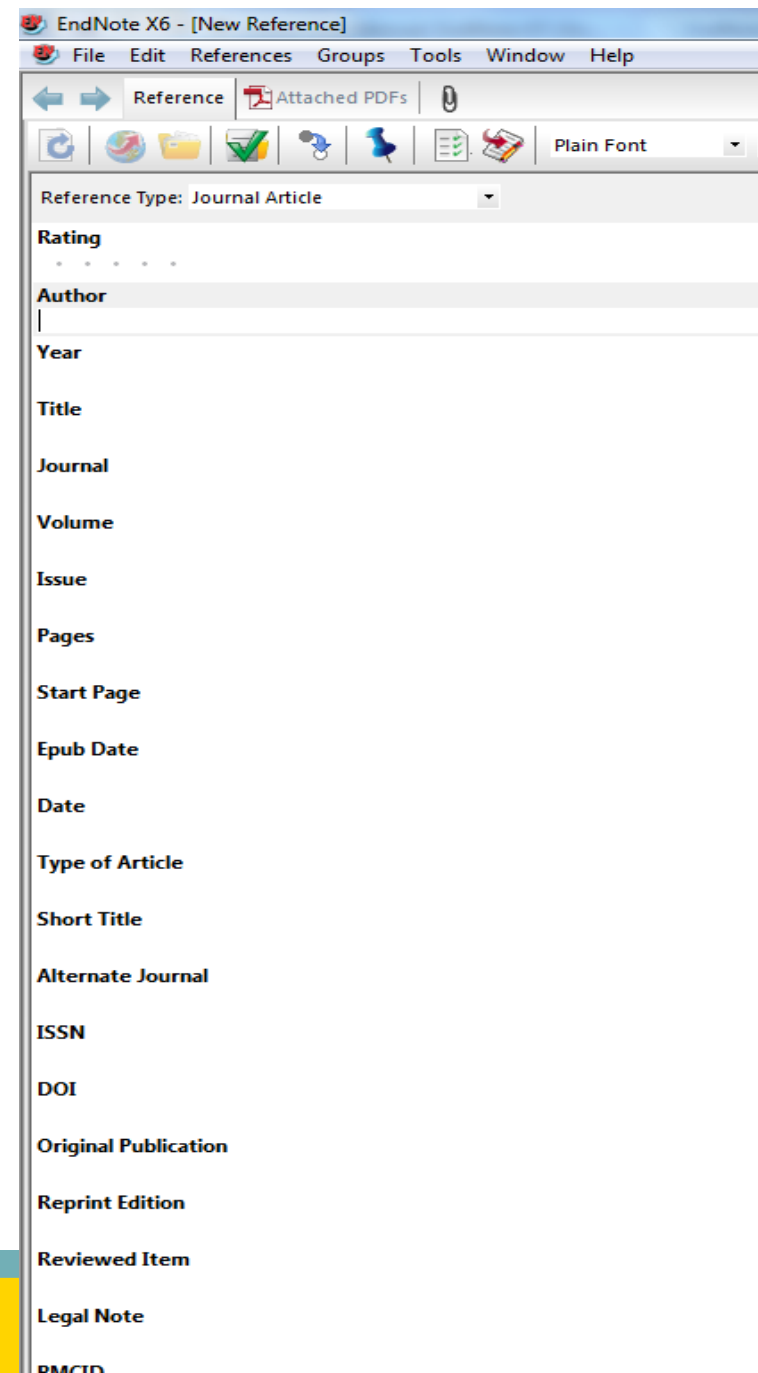
For a journal paper- generally you only need to add

1. Author (new line for each author, surname 1st)
2. Year
3. Title
4. Journal paper
5. Volume
6. Pages

For books/conferences/websites/reports

1. Need additional info like URL, publisher, city, title of book etc, organisation,

Once you close the window- it will automatically save



The screenshot shows the EndNote X6 - [New Reference] window. The title bar reads "EndNote X6 - [New Reference]". The menu bar includes "File", "Edit", "References", "Groups", "Tools", "Window", and "Help". The toolbar contains icons for "Reference", "Attached PDFs", and "Plain Font". The main form area is titled "Reference Type: Journal Article" and contains the following fields:

- Rating
- Author
- Year
- Title
- Journal
- Volume
- Issue
- Pages
- Start Page
- Epub Date
- Date
- Type of Article
- Short Title
- Alternate Journal
- ISSN
- DOI
- Original Publication
- Reprint Edition
- Reviewed Item
- Legal Note
- PMCID

Searching for references (using Endnote)

Using the Online Search Mode

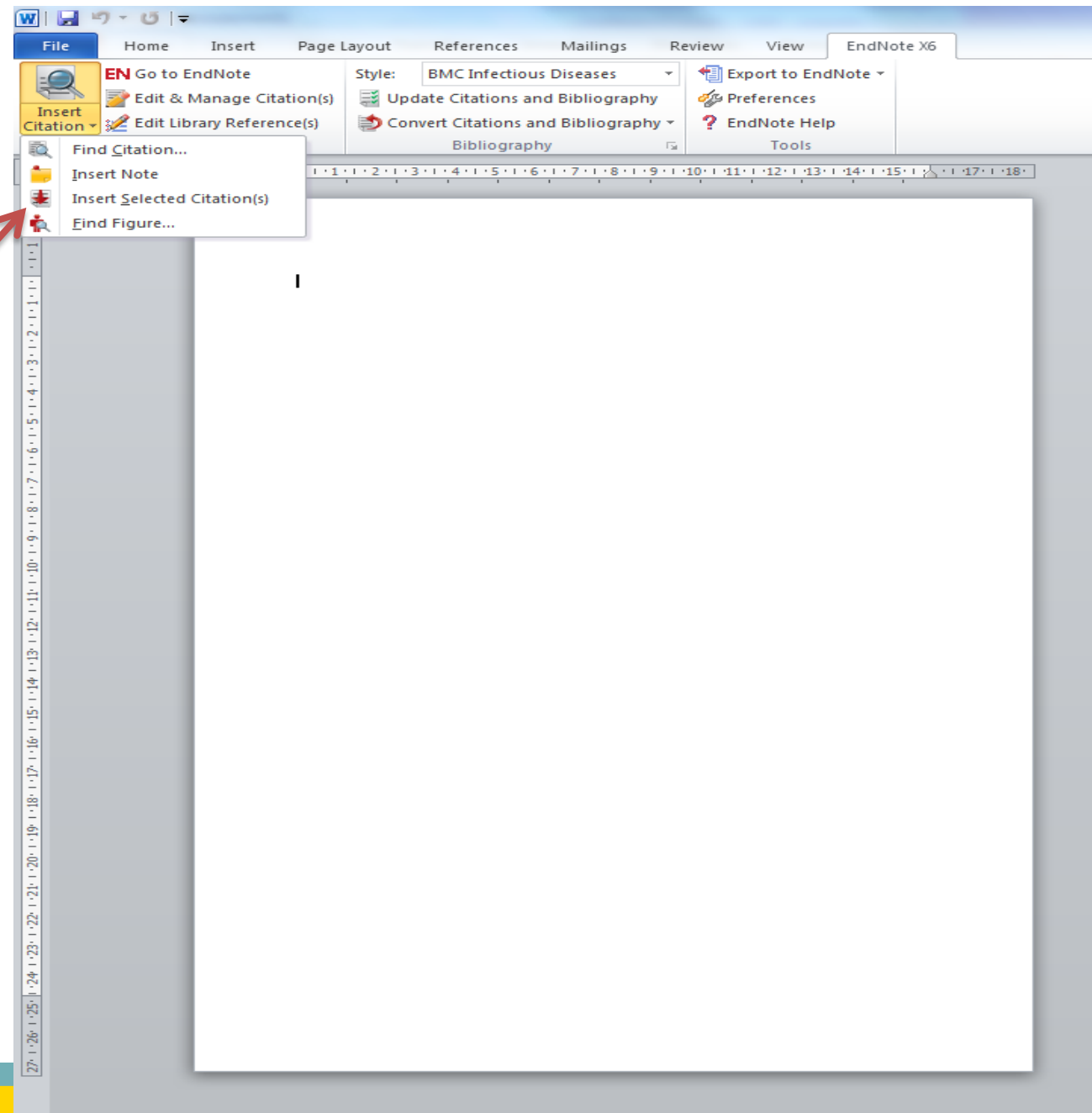
The screenshot shows the EndNote X6 interface with the following details:

- Menu Bar:** File, Edit, References, Groups, Tools, Window, Help
- Toolbar:** Includes icons for file operations and a 'Quick Search' field.
- Left Panel (My Library):**
 - All References (1871)
 - Unfiled (1871)
 - Trash (716)
 - My Groups
 - Online Search
 - Library of Congress (0)
 - LISTA (EBSCO) (0)
 - Medline (OvidSP) (0) - **Selected**
 - PubMed (NLM) (0)
 - Web of Science (TS) (0)
 - more...
 - Find Full Text
- Main Search Area:**
 - Search: Author
 - Options: Contains
 - Search Remote Library: [Dropdown]
 - Match Case:
 - Match Words:
 - Table Headers: Author, Year, Title, Rating

Confirm Online Search Dialog Box:

- Title: Confirm Online Search
- Text: Found 7667 records.
- Text: Retrieve records from: [1] through [7667]
- Text: Clear currently displayed results before retrieving records.
- Buttons: OK, Cancel

Downloading references



This function is available in endnote and also within the endnote tab of your word doc. I find it easier to insert the references when I have the word doc open.

Updating the style

- Each journal has a different approach to how they want the references formatted in-text (i.e. surnames, numbers, roman numerals)
- They are also very particular about how they reference list will look (i.e. bold, italics, underlined, all author lists, only the 1st five authors listed etc etc)


THOMSON REUTERS
ENDNOTE

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ENDNOTE OFFERS MORE THAN 5,000 BIBLIOGRAPHIC STYLES

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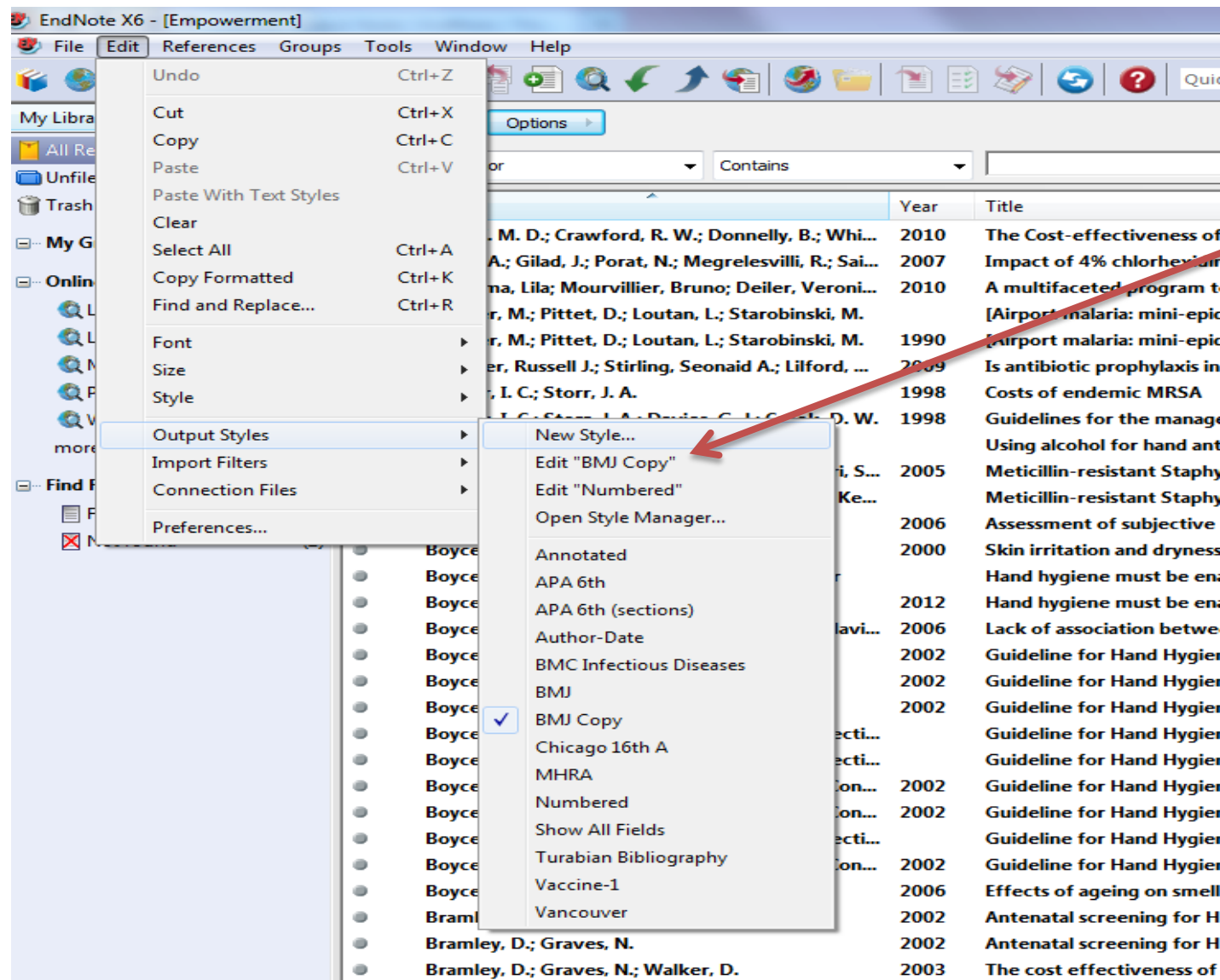
[SUBMIT A REQUEST FOR THE CREATION OF A NEW OUTPUT STYLE >](#)

Click the column heads in the table below to sort all styles by style name, citation style, discipline, or date.

USE THE STYLE FINDER BELOW TO SEARCH FOR A STYLE NAME AND/OR CITATION STYLE AND/OR PUBLISHER.

Style or Journal Name:
Citation Style:
Publisher:

Style or Journal Name	Citation Style	Discipline	Date v	
Journal of Chromatography A	Non-superscripted Number	Biochemistry	2014-07-21	<input type="button" value="DOWNLOAD"/>
Journal of Nuclear Medicine	Superscripted Number	Nuclear Medicine	2014-07-18	<input type="button" value="DOWNLOAD"/>
APA 6th American Psychological	Author Year Cited	Psychology	2014-07-18	<input type="button" value="DOWNLOAD"/>



You will most likely only need to update not create a new style

- About this Style
- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations
 - Templates
 - Ambiguous Citations
 - Author Lists
 - Author Name
 - Numbering
 - Sort Order
- Bibliography
 - Templates
 - Author Lists
 - Author Name
 - Editor Lists
 - Editor Name
 - Field Substitutions
 - Layout
 - Sort Order
 - Title Capitalization
- Footnotes
 - Templates
 - Author Lists
 - Author Name
 - Editor Lists
 - Editor Name
 - Field Substitutions
 - Repeated Citations
 - Title Capitalization
- Figures & Tables
 - Figures
 - Tables
 - Separation & Punctuatio

Bibliography

Reference Types ▾

Generic

Author, Title, in Secondary Title, Secondary Author, Editor ^ Editors, Year, Publisher, Place Published, p. Pages.

Book

Author, Title, Edition ed, Series Title, ed. Series Editor, Vol. Volume, Year, Place Published, Publisher, Number of Pages.

Book Section

Author, Title, in Book Title, Editor, Editor ^ Editors, Year, Publisher, Place Published, p. Pages.

Conference Proceedings

Author, Title, in Conference Name, Year of Conference, Conference Location, Publisher.

Edited Book

Editor, ed. eds, Title, Edition ed, Series Title, ed. Series Editor, Vol. Volume, Year, Publisher, Place Published, Number of Pages.

Electronic Article

Author, Title, Periodical Title, Year, Volume, Pages, DOI: DOI.

Journal Article

Author, Title, Journal, Year, Volume (Issue), p. Pages.

Web Page

Author, Title, Series Title [Type of Medium], Year Last Update Date [cited Access Year Access Date]; Edition: [Description]; Available from: URL.

**Remember- always save the updated style template
with a new name**

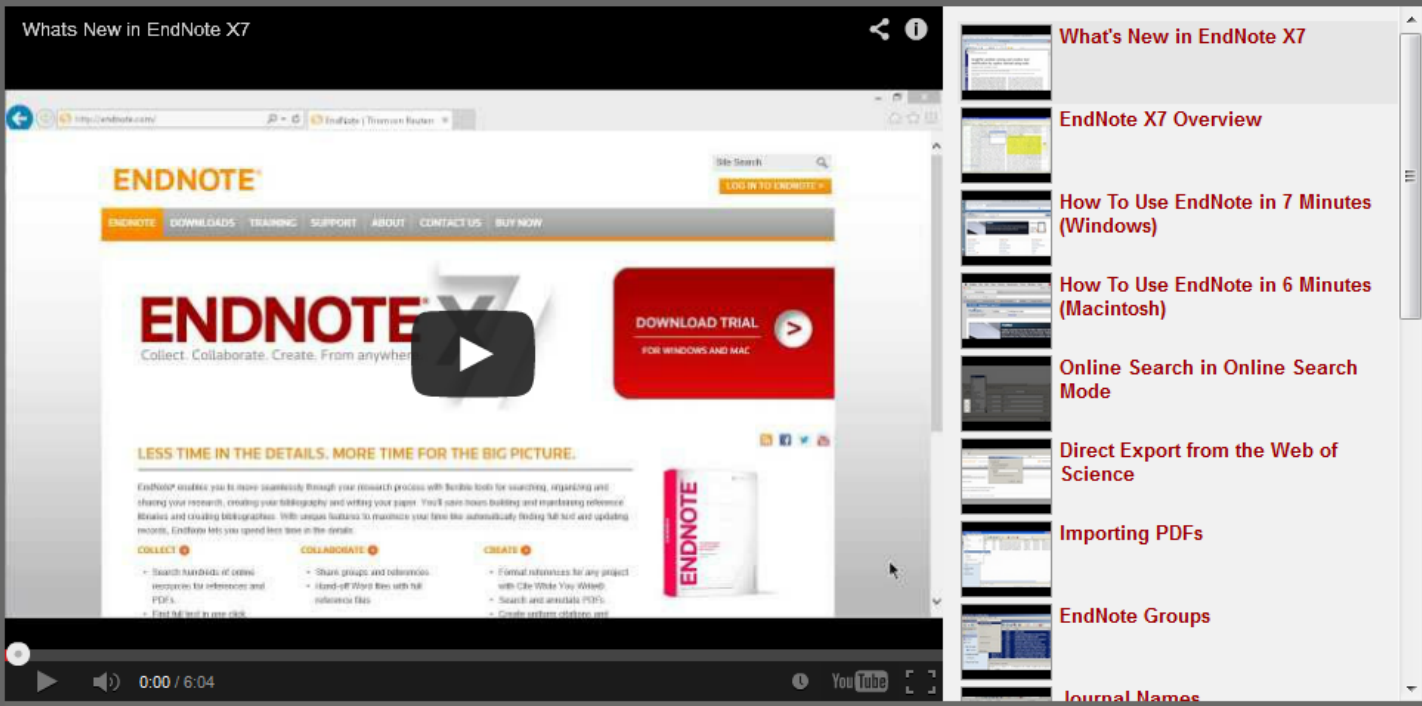
Remember

- There is no need to create a new library for each journal paper/report. Library's can be used across multiple documents.
- The system can cope with >5000 references per library
- I would not upload too many PDFs in the library- the program has been know to corrupt
- When you save an endnote file- it saves
 - The endnote file
 - The library

If you want to t/f your file to someone else- you need to keep the two files together.
- If you cut/paste text from one doc to another (which contains in-text ref's- don't accept the auto formatting update

If you are unable to view YouTube videos, [click here to download training videos.](#)

Whats New in EndNote X7



What's New in EndNote X7

- EndNote X7 Overview
- How To Use EndNote in 7 Minutes (Windows)
- How To Use EndNote in 6 Minutes (Macintosh)
- Online Search in Online Search Mode
- Direct Export from the Web of Science
- Importing PDFs
- EndNote Groups
- Journal Names

EndNote Training News



EndNote Webinar Schedule

Register for upcoming EndNote webinars hosted by Thomson Reuters, the makers of EndNote. Classes are free of charge and live: you can ask questions just as you would in-person. Requires an Internet connection and Web browser.

EndNote Desktop (July 31, 10:00 am San Francisco / 1:00 pm New York / 7:00 pm Geneva)

Fast Start (July 30, 10:00 am San Francisco / 1:00 pm New York / 7:00 pm Geneva)

LEARN MORE Download the New **Getting Started Guides** 

 See the EndNote YouTube Channel for additional videos and full class recordings 



ONLINE USER GUIDE



ENDNOTE



TABLE OF CONTENTS	DOWNLOAD		VIEW	
WINDOWS and MAC GUIDES				
Complete EndNote User Guide – (This file is larger than the others and may take some time to download or display)	Windows	Mac	Windows	Mac
			VIEW	VIEW
Chapter 1: Welcome to EndNote X7			VIEW	VIEW
Chapter 2: Working in an EndNote Library			VIEW	VIEW
Chapter 3: Setting EndNote Preferences			VIEW	VIEW
Chapter 4: Entering a Reference			VIEW	VIEW
Chapter 5: Searching an EndNote Library			VIEW	VIEW
Chapter 6: Searching an Online Database			VIEW	VIEW
Chapter 7: Importing Reference Data into EndNote			VIEW	VIEW
Chapter 8: Using EndNote While Writing a Paper in Microsoft Word			VIEW	VIEW