ENDNOTE TRAINING

FOR NUHS STAFF

10 JUN 2019

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NUS Medical Library
Online Guide

http://libguides.nus.edu.sg/endnote

EndNote: Main

EndNote (EN) is a software for managing references. It can automate the many tedious steps involved in organizing and formatting the references and bibliographies in your academic writing. EndNote Web (ENW) is the web version of EN, with fewer features.

Training Sessions and Tutorials

Training Schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>15th February 2019</td>
<td>10am to 12pm</td>
<td>Medical Library Training Room</td>
<td>Register Here</td>
</tr>
<tr>
<td>26th February 2019</td>
<td>10am to 12pm</td>
<td>Central Library Training Room</td>
<td>Register Here</td>
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</tbody>
</table>

Instructions:

- PCs will be provided for attendees who have a confirmed place, however you may still wish to bring your own laptop
- Attendees who are on the waitlist may be invited to the session, however they will have to bring their own laptops
- Please install EndNote on your laptop prior to coming to the class. Instructions on how to install EndNote can be found here: http://libguides.nus.edu.sg/endnote/installendnote
- If you are facing any issues with installing EndNote, please contact NUS Computer Centre for assistance

For urgent EndNote assistance and queries, please contact your nearest EndNote librarian listed on the right.

What's EndNote

EndNote X9 is available from the NUS Computer Centre's Software Catalogue.

Handouts

EndNote Handouts AY2018-2019

Resource Librarian

Ming Guang Han

Contact:
NUS Central Library
+65 6516 3127
Outline

1. Getting Started
2. Using EndNote
3. Housekeeping
4. Output Styles
5. Resources & Help
1. Getting Started

a. What is EndNote?
b. How to install EndNote?
a. What is EndNote?

A bibliographic management tool that:

- **Stores** citations
- **organizes** citations
- **Formats** citations
Citations & Bibliography

- Two places to cite the references you have used:
  - within a sentence (in-text citation)
  - at the end of the document (bibliography/references)

**In-text Citation**
One study found that the genre of a web entry, rather than the gender of the writer, affects the style of writing \(\text{(Herring & Paolillo, 2006)}\).

**Bibliography/Reference**
b. How to install EndNote?

- EndNote X9 is available for download via NUS IT website: 
  https://nusit.nus.edu.sg/services/software_and_os/software/software-student/

- Contact NUS ITCare (x62080, itcare@nus.edu.sg) for installation issues
After Installation

EndNote Library

EndNote Tab in Word
2. Using EndNote

a. Create a new library
b. Collect citations using EndNote
c. Remove duplicates
d. Cite while you write
Welcome to EndNote

Get started by setting up your EndNote account
An EndNote account lets you access your research from anywhere, anytime – from your desktop, online or on your iPad.

Set up your account
a. Create a new library

1. Search Windows > EndNote
2. Click on File > New
3. Enter a filename: **My Sample EndNote Library** (.enl)
4. Select location to save the library (eg Desktop)
5. Click Save
b. Collect citations using EndNote

• Method 1: Direct Export
• Method 2: Import PDF
• Method 3: Manual Data Entry
• Method 4: Online Search
Method 1: Direct Export

PubMed
Method 1: Direct Export

PubMed (I) – export max 200 citations each time

1. Select records, select **Citation manager**, then **Create File**
2. Select open with, browse and choose the .nbib file from downloads folder.
3. Click **OK**
Method 1: Direct Export

**PubMed (II)** – export more than 200 citations each time

1. Select records, select **File**, change to **MEDLINE** format, then **Create File**
Method 1: Direct Export

PubMed (II)

2. When prompted to choose an import filter, type “**pub**” quickly, then choose **PubMed (NLM)**
Method 1: Direct Export

Google Scholar

1. Search in Google Scholar
2. Click on "" to cite
Database not mentioned?

- Refer to the EndNote guide
  
  http://libguides.nus.edu.sg/c.php?g=145503&p=953994
  http://libguides.nus.edu.sg/c.php?g=145503&p=5142238

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**ScienceDirect**

- Search the database and mark the relevant references.
- Click on **Export Citations**.
- For Export Format, select **RIS format (for Reference Manager, ProCite, Endnote)** and click on **Export**.

**Scopus**

- Search the database and mark the relevant references.
- Click on the **Export icon**.
- For Export Format, select **RIS format (Reference Manager, Procite, EndNote)**.
- Click on **Export**.

**Web of Science**

- Search the database and mark the relevant references.
- Click on the button **Save To: EndNote**.
Method 2: PDF Import

1. On the menu bar, click on **File > Import > File**... or **Folder**... A dialogue box “**Import File**” appears.

2. Import File: Browse for the saved PDF file or folder, and **Choose**...

3. Import Option: Select Other Filters.... Look for **PDF**. Click **Choose**.

4. Click **Import**.

5. The references are now saved into the EndNote library, under the group “Imported References”.

***Note. Digital Object Identifier (DOI) needs to be present. If the DOI is not present the PDF will be imported, but you will need to do extensive editing of the reference information.***
Method 3: Manual Data Entry

Unpublished/Not found in a database

1. In References, click on **New Reference** or use the shortcut **Ctrl + N**
Method 3: Manual Data Entry

Unpublished/Not found in a database

2. Select the reference type from the dropdown menu
3. Enter information such as author, year, title...
4. Press Ctrl +S to save or close the window and you will be prompted to save

This video is useful!

http://youtu.be/30u5_b9d5D4
c. Remove Duplicates

1. Find Duplicates

References > Find Duplicates

2. Delete Unwanted References

Select references then References > Move References to Trash

*** Note: To delete References permanently, References > Empty Trash
d. Cite While You Write
Cite While You Write (CWYW)

• Use MS Word to insert citations into your paper.

• Create a paper with properly formatted references, bibliography, figures & tables.

• Do **NOT** edit the references in Word, but in EndNote Library only.
Insert Citations

**Go to EndNote**
This tool will take you to the EndNote program where you can select (highlight) references for insertion into your Word document.

**Insert Selected Citation(s)**
This tool will insert the references you selected in EndNote into your document at the location of the Word cursor.
Insert Citations

Insert Citation

This tool will provide a search window where you can enter text that is in any field. You can then select references from a list of those that contain your search terms and insert them into your paper.
Edit Citations

(a) This is where you remove a citation if you no longer want to cite it. Or, edit a reference instead of changing it manually on the Word document.

(b) Use this to exclude author or year in the in-text reference, or add page number.
Change Style & Format Bibliography

- **To change the citation style**
  - EndNote X9 tab:
  - Click on *Style > Select Another Style...*

- **To create bibliography section**
  - Bottom right corner of Bibliography group > Layout > Bibliography title
  - Type References (or Bibliography)

- The bibliography section appears only when you insert a citation

- **Mac users**
  - Click on Bibliography> Configure Bibliography > Layout> Bibliography title
Convert to Plain Text

- EndNote X9 tab > Bibliography Group > Convert Citations and Bibliography > Convert to Plain Text

- A second copy of the Word document will be created with no field codes.

- Convert to plain text before sending document to a publisher or IVLE, as the field codes may interfere with other software.
Recap: Using EndNote

- **Direct Export**
  - Most popular databases
  - Google Scholar

- **PDF Import**
  - Good for PDFs with DOI and PDF is OCR enabled

- **Manual Data Entry**
  - When information source is in print or direct export is not possible

- **Online Search**
  - Library catalogues
  - Good for known citations

- **EndNote Library**

- **MS Word**

- **Cite While You Write**
3. Housekeeping

a. Grouping
b. Attach files/figures
c. Export travelling library
d. Backup EndNote library
a. Grouping:

Create folders to group (categorize) references

1. Group set and custom groups

2. Smart Groups

3. Create From Groups
b. Attach files/figures

1. Double click on a citation.
2. Scroll down and right click on either **File Attachments** or **Figure**
3. Choose **Attach File/Figure**
c. Export traveling library

- Exports all the references used in your current Word document to an existing (or new) library
- EndNote X9 Tab > Tools Group > Export to EndNote > Export Traveling Library
d. Backup an EndNote library

1. Save the complete Library to a single compressed file (.enlx), including .DATA folder.
2. To backup: File > Compressed Library
3. To decompress: double click file
4. Output Styles

a. Create a customized style
b. Downloading a style
a. Create a Customized style

a) In an EndNote Library, under Edit, click on Output Styles, then Edit XXX Style or open Open Style Manager to select a different style to edit. [In Style Manager, highlight the style you want to edit then click Edit in the lower right corner.]

b) Make changes to the templates in the left hand column under the headings of Citations/Bibliography etc [Be careful with the changes you make. If you make a mistake you will have to re-download the style from the EndNote website]

c) Click on File then Save As

d) Name the new Output Style

Video: Building a simple EndNote Style (https://youtu.be/TaMdhZ7I6VU)
b. Downloading a style

- **Go to** [http://endnote.com/downloads/styles](http://endnote.com/downloads/styles)
- Find the style you want using the style finder.
- Download that style.
- Double-click the style file. It should open in EndNote.
- In EndNote, go to “File Menu” and choose “Save As”. Replace the word “copy” with your style’s name and click “Save”.
- Click on “File Menu” and choose “Close Style”.

***To delete a style: click **Open Style Manager**, highlight the style you want to delete then right click and choose Delete***
5. Resources & Help
Support & Training Materials

- **EndNote Support**
  [https://support.clarivate.com/Endnote](https://support.clarivate.com/Endnote)

- **NUS Libraries EndNote Subject Guide**
  [http://libguides.nus.edu.sg/endnote](http://libguides.nus.edu.sg/endnote)

- **EndNote X8 User Guide/Manual**
  [http://clarivate.libguides.com/endnote_training/users/enx8](http://clarivate.libguides.com/endnote_training/users/enx8)

- **Endnote Training YouTube Channel**
  [http://www.youtube.com/user/EndNoteTraining](http://www.youtube.com/user/EndNoteTraining)

- **Frequently Asked Questions**
  [http://endnote.com/support/faqs](http://endnote.com/support/faqs)
Contact Information

For assistance with installation via NUS Software Center, contact itcare@nus.edu.sg

For assistance on using Endnote contact us at

NUS Libraries

Medical Resource Team

Email: mdlib@nus.edu.sg

Information Desk: 6516 2046
Thank you

We value your feedback