

Introduction to EndNote

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Aims



COLLECTING
REFERENCES



MANAGING
REFERENCES



INSERT CITATIONS
INTO DOCUMENTS

EndNote Desktop

EndNote application that is installed on to your computer.

Works on Mac and Windows.

You can install on up to three different machines.

Ensure that you download the software from IT Services - <https://help.it.ox.ac.uk/how-to-get-software>

Setting up EndNote Web

EndNote Web gives free access to references when away from personal computer.

Syncs with your desktop version of EndNote.

You need to be using EndNote 21 to use EndNote Web.

Register at: <https://web.endnote.com/login>

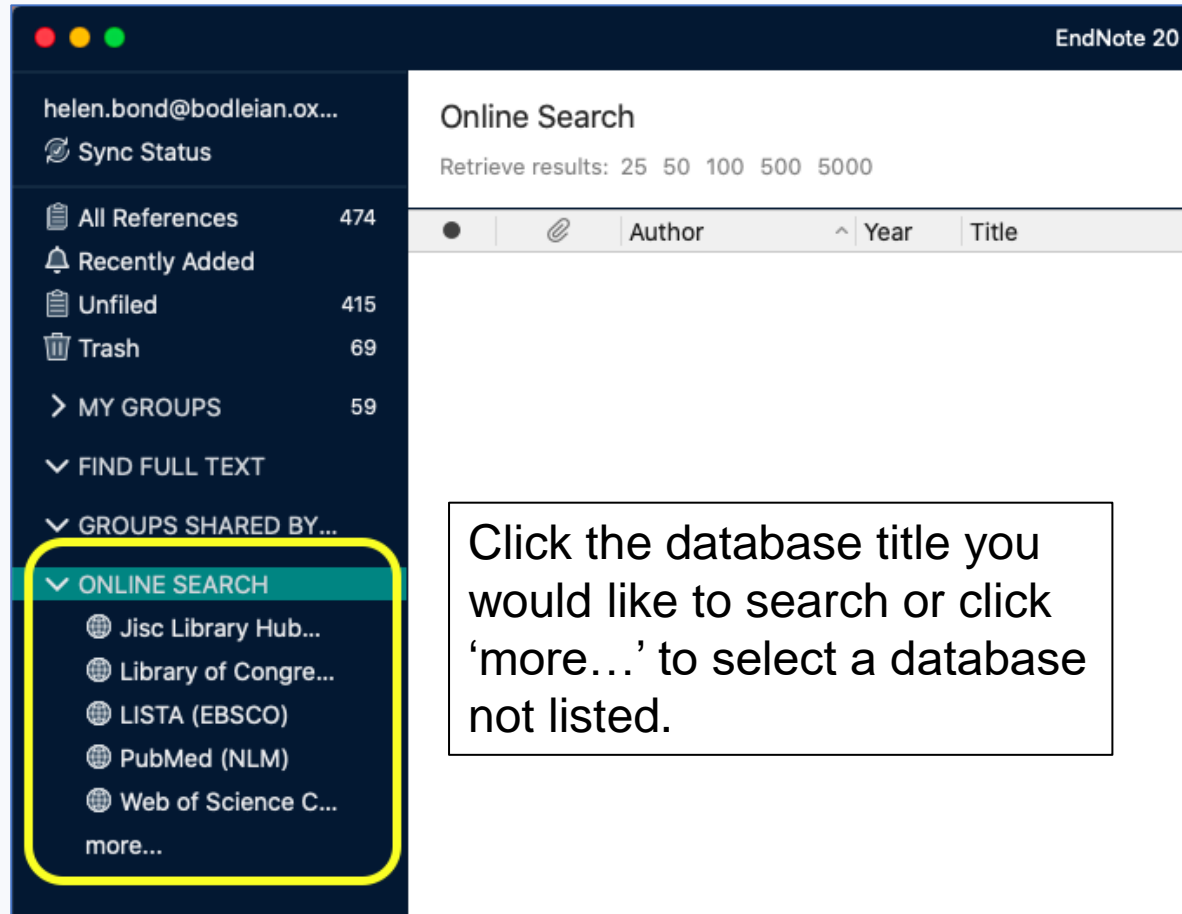
Do not recommend using EndNote Web on its own.

Adding references

Options for adding references

1. Online search within EndNote
2. Export references from databases
3. EndNote Click
4. Drag and Drop PDFs into EndNote
5. Enter references manually

Online Search (1)



The screenshot shows the EndNote 20 Online Search interface. On the left is a dark sidebar with a list of library categories and their counts: 'All References' (474), 'Recently Added', 'Unfiled' (415), 'Trash' (69), 'MY GROUPS' (59), 'FIND FULL TEXT', 'GROUPS SHARED BY...', and 'ONLINE SEARCH'. The 'ONLINE SEARCH' category is highlighted with a yellow box. Below it, a list of databases is shown: 'Jisc Library Hub...', 'Library of Congre...', 'LISTA (EBSCO)', 'PubMed (NLM)', 'Web of Science C...', and 'more...'. The main panel on the right is titled 'Online Search' and shows 'Retrieve results: 25 50 100 500 5000'. Below this is a table with columns for 'Author', 'Year', and 'Title'. A text box with a black border is overlaid on the right side of the interface, containing the instruction: 'Click the database title you would like to search or click 'more...' to select a database not listed.'

helen.bond@bodleian.ox...

Sync Status

All References 474

Recently Added

Unfiled 415

Trash 69

> MY GROUPS 59

✓ FIND FULL TEXT

✓ GROUPS SHARED BY...

✓ ONLINE SEARCH

- 🌐 Jisc Library Hub...
- 🌐 Library of Congre...
- 🌐 LISTA (EBSCO)
- 🌐 PubMed (NLM)
- 🌐 Web of Science C...
- more...

Online Search

Retrieve results: 25 50 100 500 5000

●	🔗	Author	^	Year	Title
---	---	--------	---	------	-------

Click the database title you would like to search or click 'more...' to select a database not listed.

Online Search (2)

helen.bond@bodleian.ox...

Sync Status

All References474

Recently Added

Unfiled415

Trash69

MY GROUPS59

FIND FULL TEXT

GROUPS SHARED BY...

ONLINE SEARCH

Jisc Library Hub...

Library of Congre...

LISTA (EBSCO)

PubMed (NLM)

Web of Science C...

more...

All FieldsContainsobesity

AndAll FieldsContainschild*

Clear Search

Search OptionsSearch

PubMed (NLM)

AuthorYearTitleJournalLast UpdatedRef Type

Enter your search terms in the search boxes at the top of the screen and click 'Search'.

Online Search (3)

You can increase the number of records on the page at the top of the results list.

The screenshot shows a research database interface. On the left is a dark sidebar with navigation options: 'helen.bond@bodleian.ox...', 'Sync Status', 'All References' (474), 'Recently Added', 'Unfiled' (415), 'Trash' (69), 'MY GROUPS' (59), 'FIND FULL TEXT', 'GROUPS SHARED BY...', 'ONLINE SEARCH' (with sub-options: Jisc Library Hub..., Library of Congre..., LISTA (EBSCO), PubMed (NLM) 500, Web of Science C..., more...), and 'more...'. The main area has a search bar with 'child*' and a 'Search' button. Below the search bar, a green circle highlights the text 'Searching PubMed (NLM)' and 'Retrieve results: 25 50 100 500 66,221'. A green arrow points from the text box above to this circle. Below this is a table of search results.

	Author	Year	Title	Journal	Last Updated	Ref Type
●	Stern, M.; Gray,...	2021	A cluster-randomized control trial targeting parents of pediatri...	Contemp Clin Trials	01/02/2021	Journal Article
●	De Leon-Ramire...	2021	Histomorphological testicular changes and decrease in the sp...	Ann Anat	01/02/2021	Journal Article
●	Lokken, E. M.; H...	2021	Disease Severity, Pregnancy Outcomes and Maternal Deaths a...	Am J Obstet Gynecol	01/02/2021	Journal Article
●	Assfalg, R.; Kno...	2021	Oral insulin immunotherapy in children at risk for type 1 diabet...	Diabetologia	01/02/2021	Journal Article
●	McCarthy, E. K.;...	2021	Behavioral consequences at 5 y of neonatal iron deficiency in...	Am J Clin Nutr	01/02/2021	Journal Article
●	Reyes, S. M.; Mil...	2021	Messaging and methodological considerations when researchi...	Eur J Clin Nutr	01/02/2021	Journal Article

Online Search (4)

Double clicking a reference brings up a summary of the reference in a pane on the right

The screenshot displays the EndNote 20 interface. The left sidebar shows the user's email (helen.bond@bodlean.ox...) and a list of library sources under 'ONLINE SEARCH', with PubMed (NLM) selected and showing 500 results. The main window is titled 'EndNote 20 - My EndNote Library.enl' and shows a search for 'obesity' and 'child*'. Below the search bar, it says 'Searching PubMed (NLM)' and 'Retrieve results: 25 50 100 500 66,221'. A table of search results is shown, with the following data:

	Author	Year	Title	Journal
●	Pyle, A. K.; Cant...	2021	Antibiotic exposure and growth patterns in preterm, very low b...	Mat
●	Hashemian, S. R...	2021	Mesenchymal stem cells derived from perinatal tissues for trea...	Ster
●	Eiholzer, U.; Frit...	2021	The increase in child obesity in Switzerland is mainly due to mi...	BMC
●	Reeve, E.; Thow,...	2021	Identifying opportunities to strengthen school food environme...	BMC
●	Tung, J. Y.; Ho, F...	2021	Does obesity persist from childhood to adolescence? A 4-year...	BMC
●	Beckman, M.; H...	2021	Understanding Individual and Socio-cultural Factors Associate...	App
●	Zheng, H.; Xu, Z...	2021	Long-term exposure to ambient air pollution and obesity in sc...	Envi
●	De Groot, C. J.;...	2021	Clinical management of patients with genetic obesity during C...	End

The right pane shows the summary for the selected reference, 'Zheng, 2021 #13'. The 'Reference Type' is 'Journal Article'. The 'Author' list includes Zheng, H., Xu, Z., Wang, Q., Ding, Z., Zhou, L., Xu, Y., Su, H., Li, X., Zhang, F., and Cheng, J. The 'Year' is 2021. The 'Title' is 'Long-term exposure to ambient air pollution and obesity in school-aged children and adolescents in Jiangsu province of China'. The 'Journal' is 'Environ Res'. The 'Volume' and 'Part/Supplement' fields are empty.

Online Search (5)

Highlight references you would like to add to your library and click the plus button. They will be added to the 'recently added' area.



EndNote 20 File Edit References Groups Library Tools Window Help

Retrieving results: 25 50 100 500 66,221


Searching PubMed (NLM)

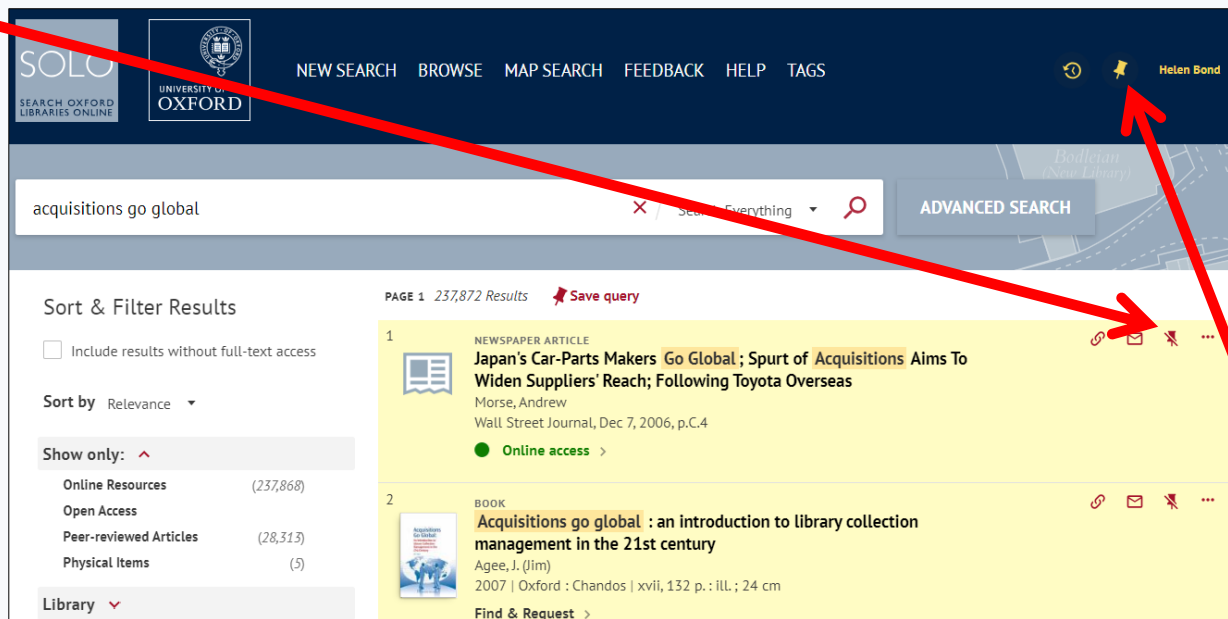
Retrieve results: 25 50 100 500 66,221

	Author	Year	Title	Journal	Last Updated	Ref Type
●	Pyle, A. K.; Cant...	2021	Antibiotic exposure and growth patterns in preterm, very low b...	Matern Health Neonatol Perin...	01/02/2021	Journal Article
●	Hashemian, S. R...	2021	Mesenchymal stem cells derived from perinatal tissues for trea...	Stem Cell Res Ther	01/02/2021	Journal Article
●	Eiholzer, U.; Frit...	2021	The increase in child obesity in Switzerland is mainly due to mi...	BMC Public Health	01/02/2021	Journal Article
●	Reeve, E.; Thow,...	2021	Identifying opportunities to strengthen school food environme...	BMC Public Health	01/02/2021	Journal Article
●	Tung, J. Y.; Ho, F...	2021	Does obesity persist from childhood to adolescence? A 4-year...	BMC Pediatr	01/02/2021	Journal Article
●	Beckman, M.; H...	2021	Understanding Individual and Socio-cultural Factors Associate...	Appetite	01/02/2021	Journal Article
●	Zheng, H.; Xu, Z...	2021	Long-term exposure to ambient air pollution and obesity in sc...	Environ Res	01/02/2021	Journal Article
●	De Groot, C. J.;...	2021	Clinical management of patients with genetic obesity during C...	Endocrine	01/02/2021	Journal Article
●	Mohamed, R. N.;...	2021	Association Between Dental Caries and Obesity among Childre...	Oral Health Prev Dent	01/02/2021	Journal Article
●	Coleman, C. M.;...	2021	Influence of a One-Time Web-Based Provider Intervention on...	J Patient Cent Res Rev	01/02/2021	Journal Article
●	Kansra, A. R.; La...	2020	Childhood and Adolescent Obesity: A Review	Front Pediatr	01/02/2021	Journal Article

Exporting records from SOLO

Exporting items from SOLO

1. Login to **SOLO** using your **Single Sign On**
2. Search **SOLO** and mark some results by clicking the  **pin** next to the item. They will save to 'Favourites'



3. Access your **Favourites** for a list all of the records you have marked

Exporting items from SOLO (1)

4. Select the items you want to export.

The screenshot displays the SOLO interface. At the top, a 'Favourites' bar contains icons for EXCEL, PRINT, E-MAIL, BIBTEX, ENDNOTE, MENDELEY, REFWORKS, and RIS. The RIS icon is circled in red and labeled with a red '3'. A red arrow labeled '1' points to the left sidebar, which contains a document icon. Another red arrow labeled '2' points to a three-dot menu icon in the top right corner. Below the 'Favourites' bar, there is an 'ADD LABELS' button. The main content area shows a list of items. The first item is an article titled 'Acquisitions Go Global: An Introduction to Library Collection Management in the 21st Century' by Jim Agee. It includes details about the book's ISBN, price, and publication information. Below the article, there is an 'Online access' link and buttons for 'Download PDF', 'Read Article', and 'View Issue Contents'. The second item is a book titled 'Acquisitions go global : an introduction to library collection management in the 21st century [electronic resource]' by James L. Agee. A 'LIVE CHAT' button is visible on the right side of the interface.

5. Click the “Push to’ actions” three-dot icon and you can either select RIS or EndNote.

Exporting items from SOLO (2)

RIS

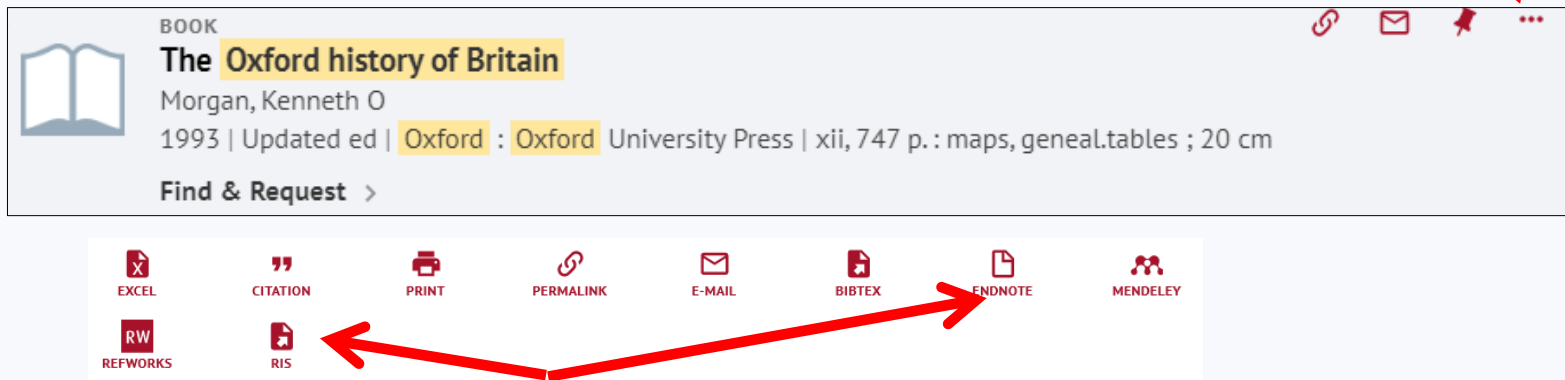
Choosing 'RIS' exports the record to the desktop version of EndNote so is good to use when on your machine which has EndNote installed.

EndNote

Choosing 'EndNote' exports the record to EndNote Online, which is a good option when you are away from your computer.

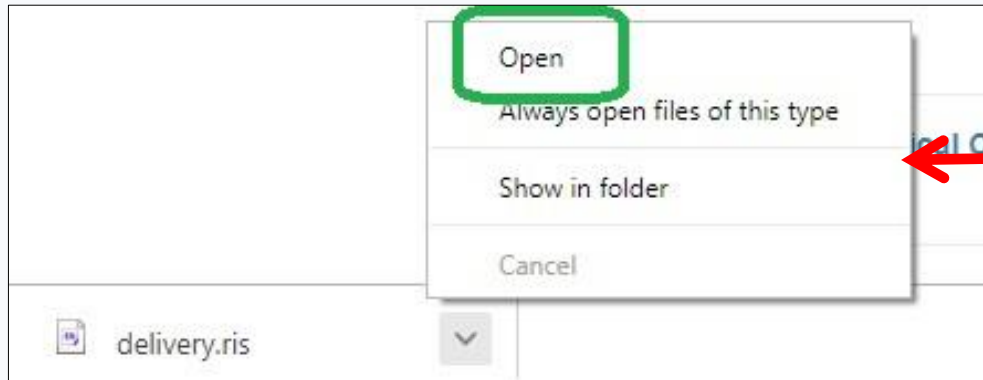
Exporting items from SOLO (3)

6. Alternatively, to export a single record, click the three-dot export button.



7. Choose **EndNote** or **RIS**.

Exporting items from SOLO (4)



8. If you opt for the RIS option, your browser will download the RIS file. Click on the file to open it.

9. The RIS file will automatically be imported into your EndNote library under 'Imported References'.



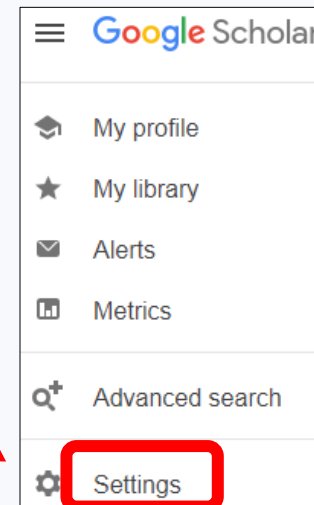
Adding references from Google scholar

Exporting items from Google Scholar (1)

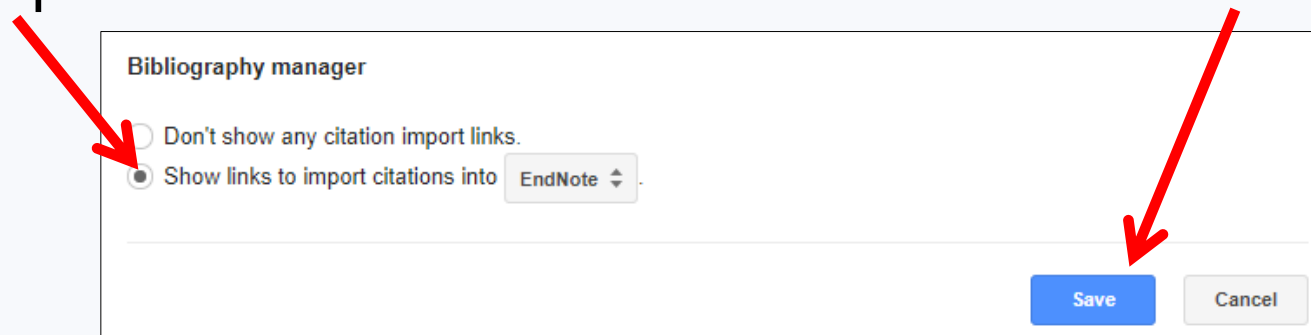
1. From the Google Scholar search page, click the menu button then **Settings**

2. Scroll down to **Bibliography manager** settings

3. Select to “**Show links to import citations into**” – choose EndNote from the dropdown menu

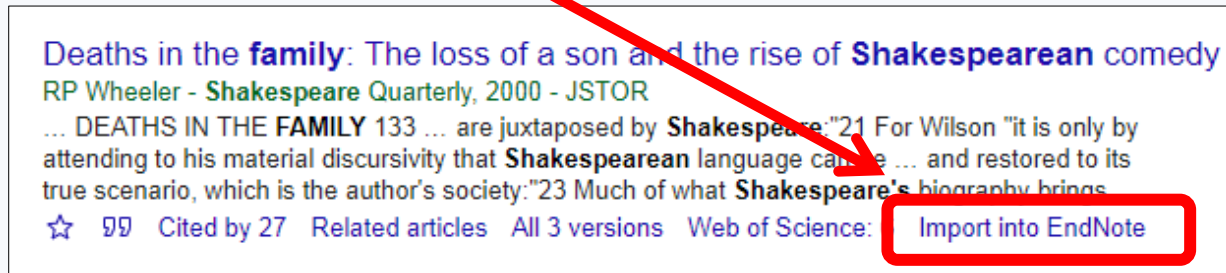


4. **Save** preferences



Exporting items from Google Scholar (2)

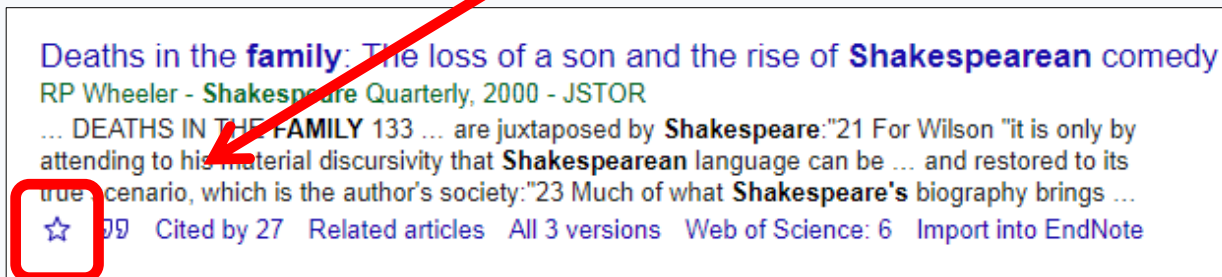
4. Search results should now offer the option to **Import to EndNote**.



5. An ENW file is created. It may open automatically otherwise open the file manually from your browser or files. The references will be imported into your desktop EndNote library under 'Imported References'.

Exporting items from Google Scholar (3)

6. Alternatively you can select multiple records by clicking the star.



This saves the titles to 'My library', where you can export multiple references at once to EndNote.

Exporting items from Google Scholar (4)

7. This saves the titles to 'My library', where you can export multiple references at once to EndNote.

The screenshot shows the Google Scholar interface. At the top, there is a search bar labeled 'Search my library' and a user profile icon. Below the search bar, the 'My library' section is visible. On the left, there is a sidebar with links: 'All articles', 'Reading list', 'Trash', and 'Manage labels...'. The main content area shows a list of articles. The first article is 'Articles in your library' with a sub-entry 'chicken pox vaccine'. The second article is 'Compulsory vaccination: the Italian experience' by R Siliquini, published in 2018 in 'The European Journal of ...'. The third article is 'Improved temporal trends of vaccination coverage rates in childhood after the mandatory vaccination act, Italy 2014–2019' by M Sabbatucci, A Odone, C Signorelli, and A Siddu, published in 2021 in 'Journal of Clinical ...'. The 'Export all' button is highlighted with a green box, and the 'EndNote' option in the dropdown menu is also highlighted with a green box. Other options in the menu include BibTeX, RefMan, and CSV. The 'My library' link in the top right corner is also highlighted with a green box.

Google Scholar Search my library

My library Export all

All articles
Reading list
Trash
Manage labels...

Articles in your library
chicken pox vaccine

Compulsory vaccination: the Italian experience
R Siliquini - The European Journal of ..., 2018 - academic.oup.com
[HTML] oup.com
Find it @ Oxford

Vaccine hesitancy is a phenomenon that has increased widely in the last few years, in the Europe and in the USA, giving its consequences on vaccine coverage rates. The decrease ...
Cite Label Delete Edit Cited by 17 Related articles All 11 versions Web of Science: 11
Import into EndNote

Improved temporal trends of vaccination coverage rates in childhood after the mandatory vaccination act, Italy 2014–2019
M Sabbatucci, A Odone, C Signorelli, A Siddu... - Journal of Clinical ..., 2021 - mdpi.com
[PDF] mdpi.com
Find it @ Oxford

Maintaining high vaccine coverage (VC) for pediatric vaccinations is crucial to ensure herd immunity, reducing the risk of vaccine-preventable diseases (VPD). The Italian vaccination ...
Cite Label Delete

Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

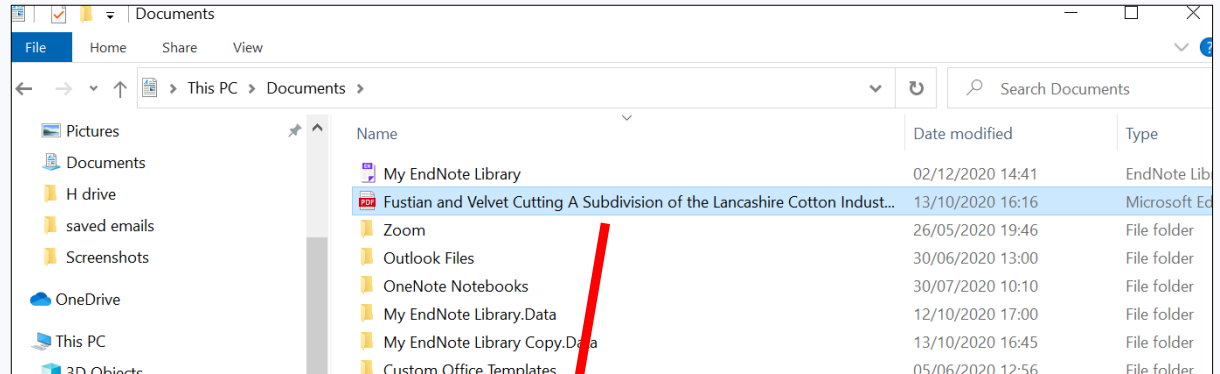
- Online search
- SOLO
- Google Scholar
- Databases:
 - Humanities
 - Medical Sciences and MPLS (Mathematical, Physical and Life Sciences)
 - Social Sciences
 - English literature, modern languages and literature, linguistics

Importing records when there is no direct export option

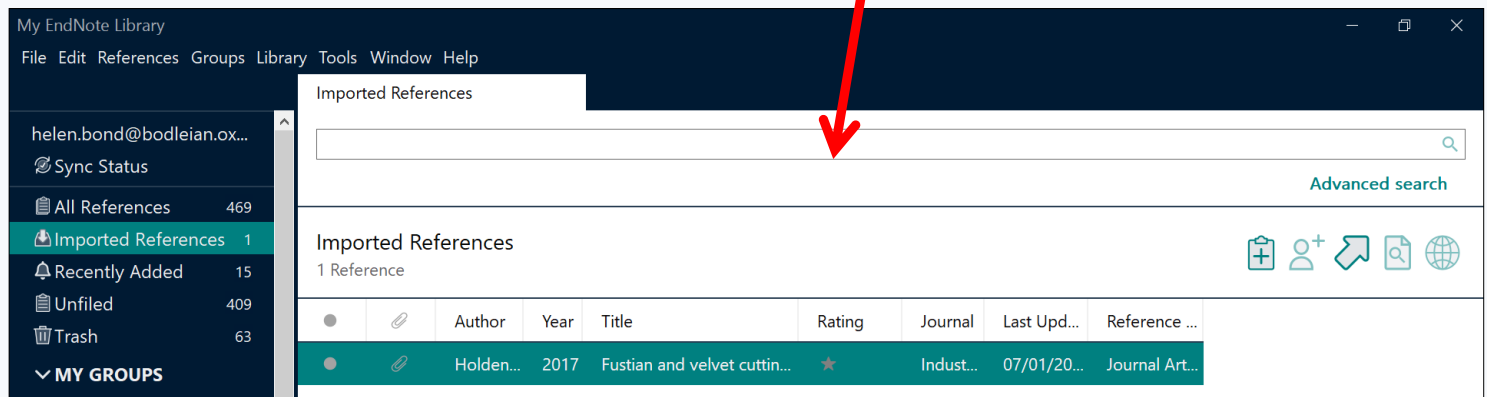
Adding references by drag & drop PDF

Adding references by drag & drop (1)

You can drag and drop full text articles and other documents that you have saved to your computer into EndNote



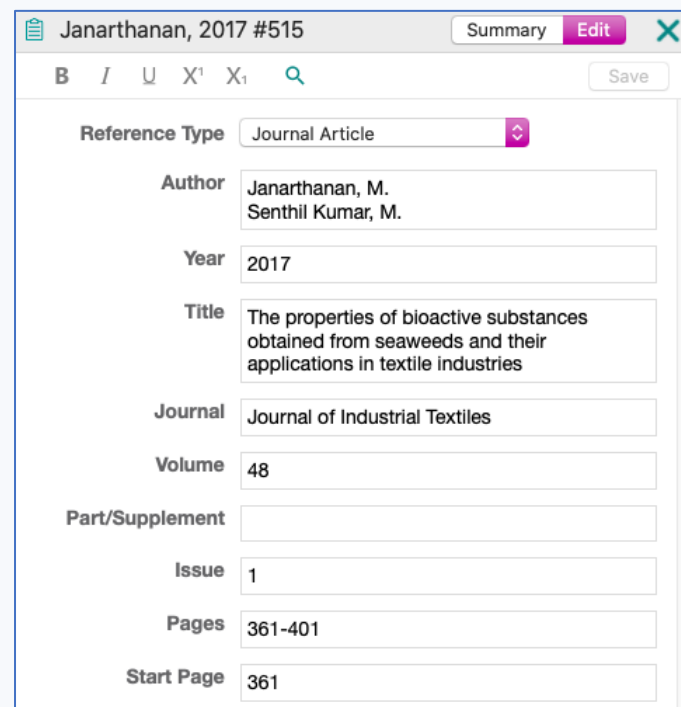
Drag & drop



Adding references by drag & drop (2)

When you drag and drop a document, EndNote will try to find matching bibliographic information and add it to your EndNote Library. Note:

- Does not work for all documents (most likely to work for PDFs of articles)
- Bibliographic data may include errors. Check your data and make changes as necessary.



The screenshot shows the 'Add New Reference' dialog box in EndNote. The title bar reads 'Janarthanan, 2017 #515'. The 'Reference Type' is set to 'Journal Article'. The form contains the following fields:

Field	Value
Author	Janarthanan, M. Senthil Kumar, M.
Year	2017
Title	The properties of bioactive substances obtained from seaweeds and their applications in textile industries
Journal	Journal of Industrial Textiles
Volume	48
Part/Supplement	
Issue	1
Pages	361-401
Start Page	361

Buttons at the top right include 'Summary', 'Edit', and a close button. A 'Save' button is at the bottom right.

EndNote Click

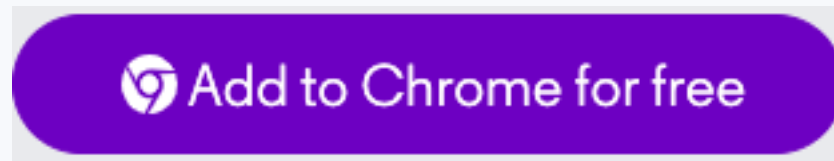
EndNote Click (1)

- Previously called Kopernio.
- Free browser plugin, which:
 - speeds up the process of accessing full-text PDFs
 - allows you to export those PDFs to EndNote and generates a reference in EndNote.
- Not compatible with every database/platform.
- Requires account with EndNote Click.
- Google Chrome, Firefox and Opera.
- 100MB of free storage.

EndNote Click (2)

Adding plugin to your browser:

- Go to kopernio.com
- Depending on your browser, there will be a button that says **Add to Firefox for free** or **Add to Chrome for free**, etc.



EndNote Click (3)

Navigate to a database and enter your search.

The image shows the PubMed.gov search interface. At the top left is the PubMed.gov logo. Below it is a search bar with the text "type 2 diabetes". To the right of the search bar is a green button labeled "Search". Below the search bar is a link labeled "Advanced".

PubMed.gov

type 2 diabetes

Search

Advanced

EndNote Click (4)

In the results page, the EndNote Click browser plugin will highlight PDFs that you can directly link to in order to read. Click **View PDF**.

Pancreatic beta-cells in **type 1** and **type 2 diabetes mellitus**: different pathways to failure.

Eizirik DL, Pasquali L, Cnop M.

Nat Rev Endocrinol. 2020 Jul;16(7):349-362. doi: 10.1038/s41574-020-0355-7. Epub 2020 May 12.

PMID: 32398822 Review.

Loss of functional beta-cell mass is the key mechanism leading to the two main forms of **diabetes mellitus** - **type 1 diabetes mellitus** (T1DM) and **type 2 diabetes mellitus** (T2DM). ...Here, we review these new findings, f ...

View PDF

Sodium-glucose cotransporter **type 2** inhibitors for the treatment of **type 2 diabetes mellitus**.

Scheen AJ.

Nat Rev Endocrinol. 2020 Oct;16(10):556-577. doi: 10.1038/s41574-020-0392-2. Epub 2020 Aug 27.

PMID: 32855502 Review.

The management of **type 2 diabetes mellitus** (T2DM) is becoming increasingly complex. Sodium-glucose cotransporter **type 2** inhibitors (SGLT2is) are the newest antidiabetic agents for T2DM. ...



Search library

EndNote Click (5)

The PDF will open in EndNote Click and automatically save it to your 'Locker'.

The screenshot shows the EndNote Click interface. On the left, a sidebar titled 'MyLocker' contains a list of saved references, including 'S. Regueiro, C. Matte-Gagné, A. B... Early Childhood Research ... (2022)'. Below this list is a purple button labeled 'Saved in Locker'. Further down are links for 'Download PDF', 'Share PDF', 'Export reference', 'Push to EndNote Web', and 'Visit journal page'. The main content area displays a PDF document. The title bar shows '27 (1 of 8)' and 'Automatic Zoom'. The document title is 'Paternal mind-mindedness and child executive functioning in the kindergarten classroom'. The authors are 'Sophie Regueiro^a, Célia Matte-Gagné^b, Annie Bernier^{a,*}'. The journal is 'Early Childhood Research Quarterly 58 (2022) 27–34'. The Elsevier logo is visible. At the bottom, there are tabs for 'ARTICLE INFO' and 'ABSTRACT'.

To export the PDF to EndNote, click Export to EndNote.

EndNote Click (6)

The PDF file will display in the 'Imported References' area of your EndNote Library.

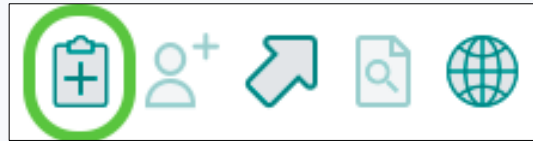
The screenshot displays the EndNote 20 application window titled "EndNote 20 - My EndNote Library.enl". The interface is divided into several sections:

- Left Sidebar:** Contains navigation options such as "helen.bond@bodleian.ox...", "Sync Status", "All References" (481), "Imported References" (1), "Recently Added" (7), "Unfiled" (422), "Trash" (81), "MY GROUPS" (60), "FIND FULL TEXT", "GROUPS SHARED BY...", and "ONLINE SEARCH".
- Search Bar:** Located at the top of the main pane, with a "Search" input field and an "Advanced Search" button.
- Imported References Section:** Displays "1 References". Below this is a table with columns for "Author", "Year", "Title", and "Journal". One reference is listed and highlighted in green: Eizirik, Décio L.;... 2020 Pancreatic β -cells in type 1 and type 2 diabetes mellitus: differ... Nature Reviews Endocrinology.
- Right Panel:** Shows the details for the selected reference, "Eizirik, 2020 #562". It includes a "Summary" tab, an "Edit" button, and a "Save" button. The details are organized by field: "Reference Type" (Journal Article), "Author" (Eizirik, Décio L., Pasquali, Lorenzo, Cnop, Miriam), "Year" (2020), "Title" (Pancreatic β -cells in type 1 and type 2 diabetes mellitus: different pathways to failure), and "Journal" (Nature Reviews Endocrinology).

Adding reference manually

Adding reference manually (1)

1. Click on the plus button in the toolbar:



New Reference (My EndNote Library)

File Edit References Groups Library Tools Window Help

Edit PDF

B I U X¹ X₁ Save

Reference Type Journal Article

Author

Year

Title

Journal

Volume

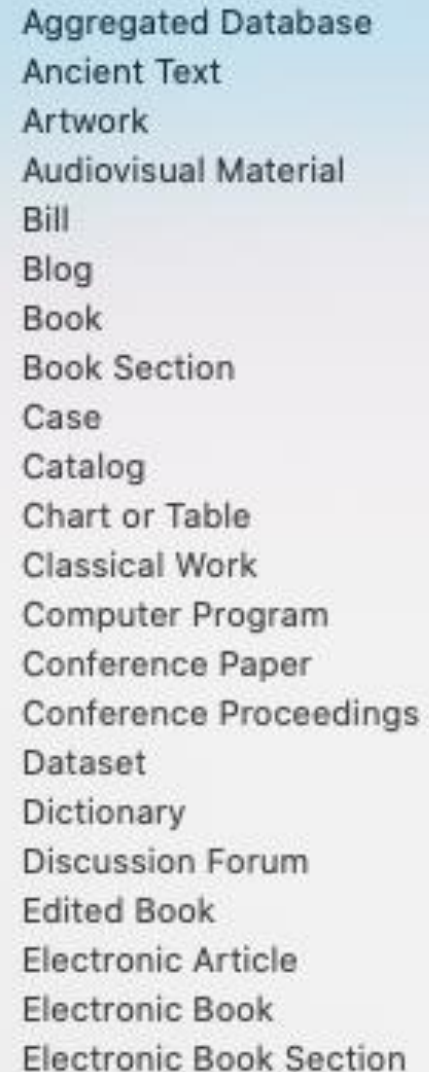
2. Choose a material type from the drop down menu

Adding reference manually (2)

3. Choose a material type from the drop down menu (e.g. journal article, book, thesis, web page etc.)

Note - There are several different types of 'Book'

- "Book" = standard book by one or more authors
- "Book, Section" = Chapter
- "Edited Book" = edited collection of chapters/essays by multiple authors

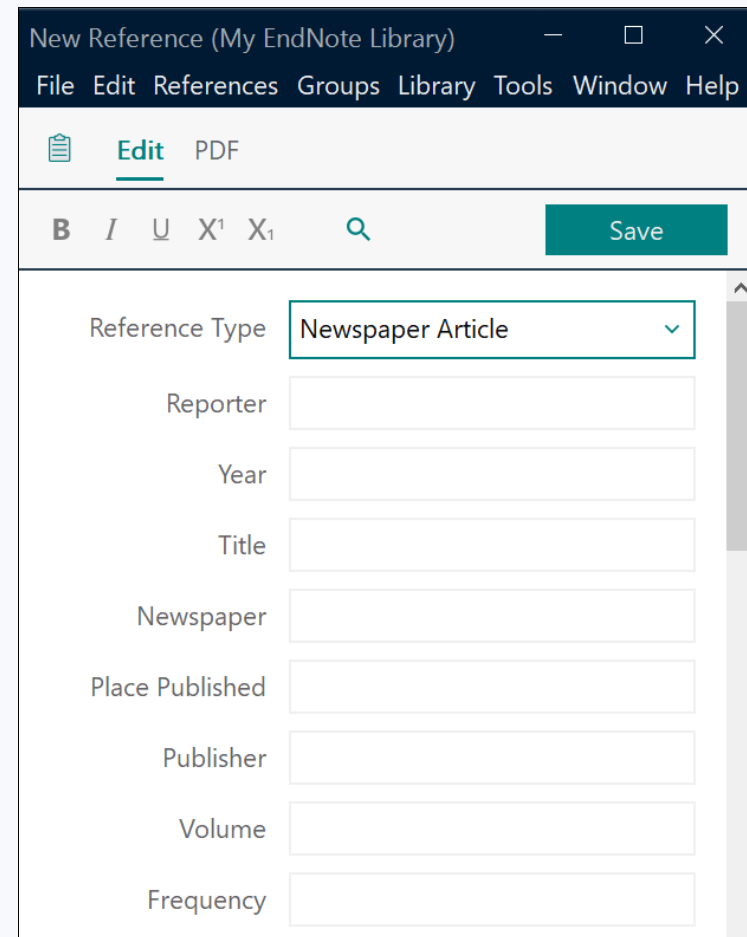


Aggregated Database
Ancient Text
Artwork
Audiovisual Material
Bill
Blog
Book
Book Section
Case
Catalog
Chart or Table
Classical Work
Computer Program
Conference Paper
Conference Proceedings
Dataset
Dictionary
Discussion Forum
Edited Book
Electronic Article
Electronic Book
Electronic Book Section

Adding reference manually (3)

5. Fill in the form. Try to fill in as many fields as you can!

6. Use the keyboard shortcut to save the reference, or close the window, which will prompt you to save.



The screenshot shows the 'New Reference (My EndNote Library)' window. The menu bar includes File, Edit, References, Groups, Library, Tools, Window, and Help. Below the menu bar, there are tabs for 'Edit' (selected) and 'PDF'. A toolbar contains icons for Bold (B), Italic (I), Underline (U), and text color (X¹, X₁), along with a search icon and a 'Save' button. The main form area is titled 'Reference Type' and has a dropdown menu set to 'Newspaper Article'. Below this, there are several input fields: Reporter, Year, Title, Newspaper, Place Published, Publisher, Volume, and Frequency.

Field	Value
Reference Type	Newspaper Article
Reporter	
Year	
Title	
Newspaper	
Place Published	
Publisher	
Volume	
Frequency	



Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- Drag and drop PDFs
- Manually adding a reference
- EndNote Click

Looking after your references

Adding notes and documents, editing, de-duplicating references, groups

Attaching documents and adding notes

To add personal notes click in the **Research Notes** field.

To attach a document, click on **attach file** in the editing pane and navigate to your saved document or drag and drop the file.

The screenshot shows a document editing interface for a file named "Mirsky, 1997 #3". At the top right, there are "Summary" and "Edit" buttons, with a close button (X) to the right. Below the title bar is a formatting toolbar with icons for bold (B), italic (I), underline (U), strikethrough (X¹), and a search icon (magnifying glass). A "Save" button is located to the right of the toolbar. The main content area is divided into two sections. The top section, labeled "Notes", contains the text: "International forum; 1st INTERNATIONAL CONGRESS SERIES -AMSTERDAM- EXCERPTA MEDICA THEN ELSEVIER SCIENCE- VOL 1166 New York; Elsevier, 1998 1998 Papers". The bottom section contains a "Research Notes" text field, a "URL" text field, a "File Attachments" section with an "Attach file" button, and an "Author Address" text field. Green rounded rectangles highlight the "Research Notes" field and the "File Attachments" section.

Editing references



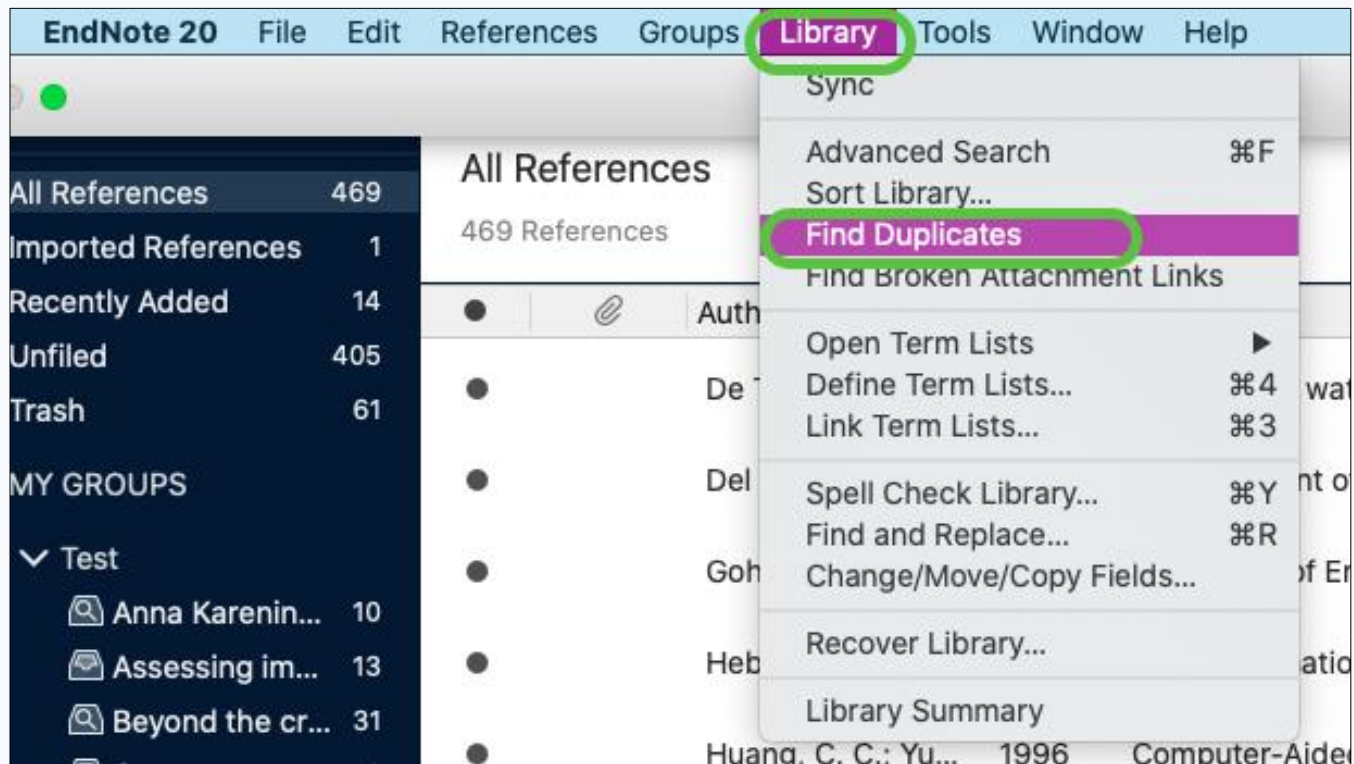
Some records will need editing, especially from SOLO



If you do not edit your records this may lead to errors in your bibliographies and citations

Finding duplicate references (1)

Click **Library > Find Duplicates**



Finding duplicate references (2)

Decide which record to keep and click **Keep This Record**

Comparing 1 and 2 of 2 duplicates.

Skip

Cancel

Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Keep this Record

Dubin, 2018 #507
Ref Type: Journal Article

Author
Dubin, E.
Fraenz, M.
Pätzold, M.
Halekas, J. S.
McFadden, J.
Connerney, J. E. P.
Jakosky, B. M.
Vaisberg, O.
Zelenyi, L.

Year
2018

Title
Solar Wind Deflection by Mass Loading in the Martian Magnetosheath Based on MAVEN Observations

Journal
Geophysical Research Letters

Volume
45

Added to Library: 02/12/2020 Last Updated: 02/12/2020

Keep this Record

Dubin, 2018 #512
Ref Type: Journal Article

Author
Dubin, E.
Fraenz, M.
Pätzold, M.
Halekas, J. S.
McFadden, J.
Connerney, J. E. P.
Jakosky, B. M.
Vaisberg, O.
Zelenyi, L.

Year
2018

Title
Solar Wind Deflection by Mass Loading in the Martian Magnetosheath Based on MAVEN Observations

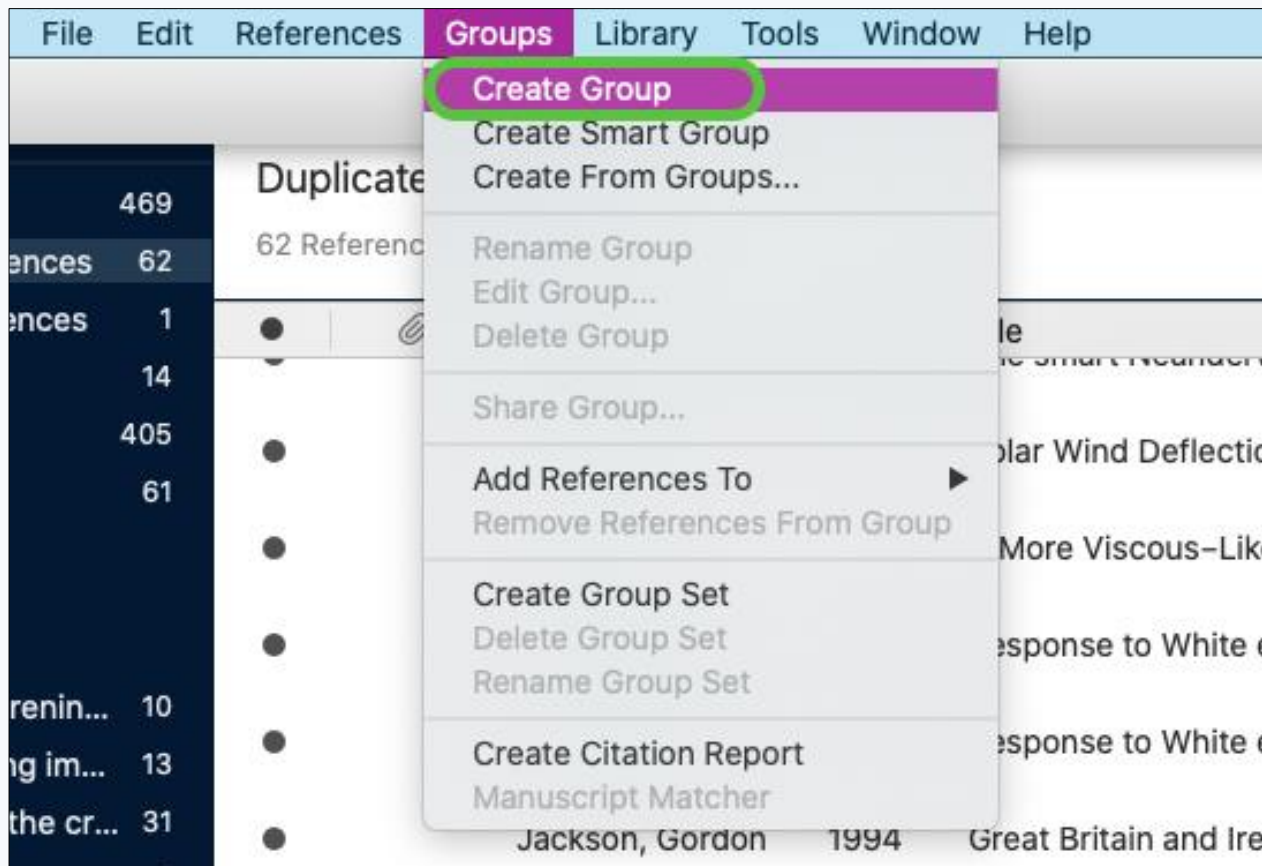
Journal
Geophysical Research Letters

Volume
45

Added to Library: 02/12/2020 Last Updated: 02/12/2020

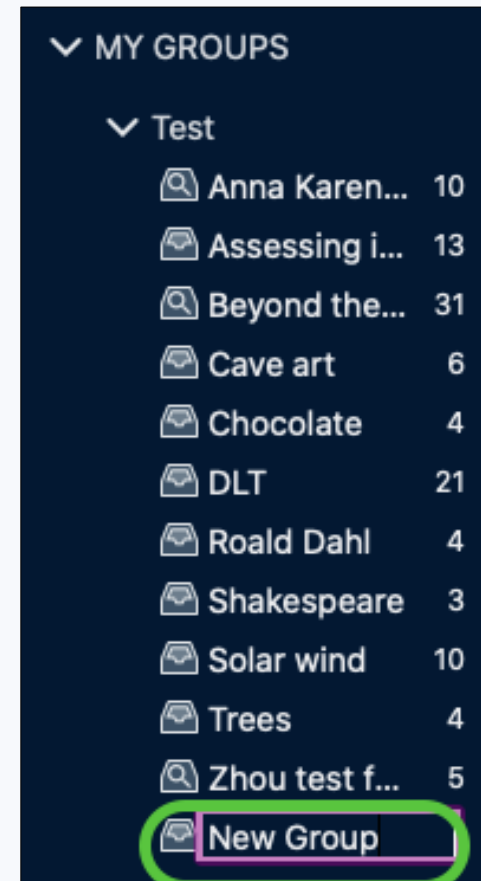
Creating groups (1)

1. Click **Groups > Create Group**



Creating Groups (2)

2. Type the name for your group

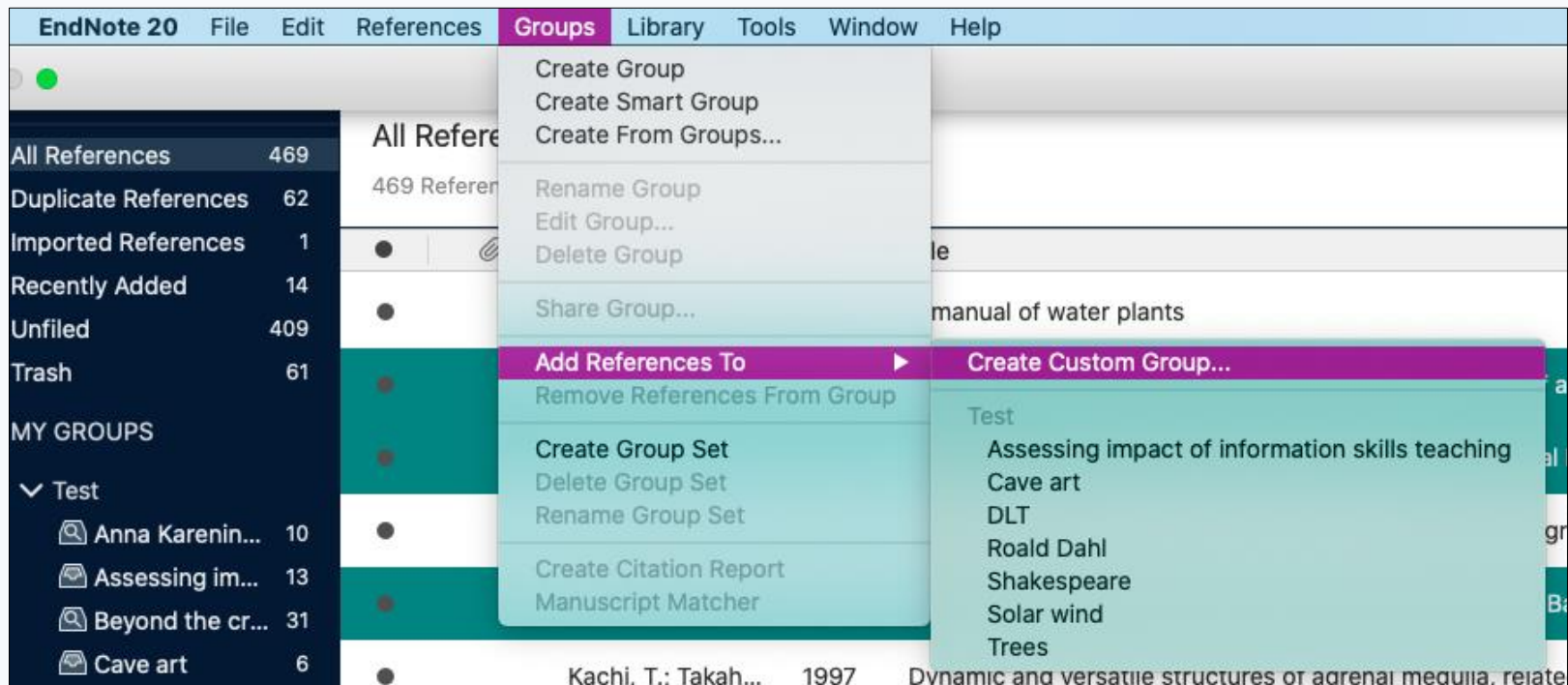


Moving references into groups (1)

Method 1:

Click **Groups > Add References To**.

Select the group you would like to move the references to.



Moving references into groups (2)

Method 2:

Select references from your library, right click and select **Add References To**.

The screenshot displays a reference management application. On the left is a dark sidebar with navigation options: Sync Status, All References (469), Duplicate References (62), Imported References (1), Recently Added (14), Unfiled (409), Trash (61), MY GROUPS (expanded), Test (expanded), Anna Karenin... (10), Assessing im... (13), Beyond the cr... (31), Cave art (6), DLT (21), Roald Dahl (4), Shakespeare (3), Solar wind (10), Trees (4), Zhou test for i... (5), FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (Jisc Library Hub...). The main panel shows 'All References' with a table of 469 references. A right-click context menu is open over the reference by Huang, C. C.; Yu... (1996). The menu includes options like New Reference, Edit References, Copy References To, Copy Formatted Reference, E-mail Reference, Move References to Trash, Add References To (highlighted), Remove References From Group, Cut, Copy, Paste, Find Full Text, Authenticate..., Find Reference Updates, OpenURL Link, Open URL, Mark as Read, Mark as Unread, and Rating. A sub-menu for 'Add References To' is also visible, listing groups: Create Custom Group..., Test, Assessing impact of information skills teaching, Cave art, DLT, Roald Dahl, Shakespeare, Solar wind, and Trees.

Author	Year	Title	Journal
De Thabrew, W....	2014	A manual of water plants	
Del Guerra, A.;...	1996	determination of a lo...	Medical imaging conference
Goh, K. L.; Liew,...	1996	natic Errors in Dual Ene...	Medical imaging conference
Hebber, E.; Olde...	1996	rs in SPECT Tomography	Medical imaging conference
Huang, C. C.; Yu...	1996		
Kachi, T.; Takah...	1997		
Ma, Y.; Evans, A....	1996		
Menard, L.; Mas...	1996		
Mirsky, R.; Jesse...	1997		
Motomura, N.; Ic...	1996	ation Method in Simult...	Medical imaging conference
Narita, Y.; Iida, H...	1996	Noise Properties of T...	Medical imaging conference
Reutter, B. W.; Kl...	1996	atory -Gated PET Tran...	Medical imaging conference



Moving references into groups (3)

Method 3:

Simply drag and drop!

Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- Groups
- Adding documents and notes
- Editing references
- Duplicates

Inserting references into Word

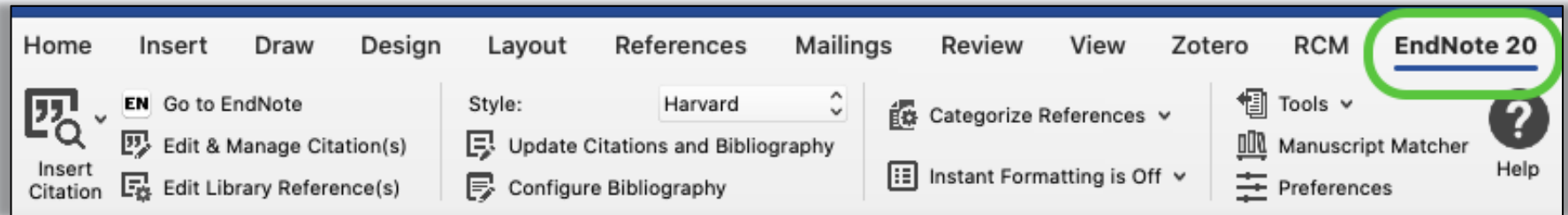
Cite While You Write

- Plug-in: **Cite While You Write**.
- Available for **Word** (**Windows** and **Mac**).
- **Automatically added** to Word upon installation of EndNote.
- Appears in **ribbon** across top of Word.

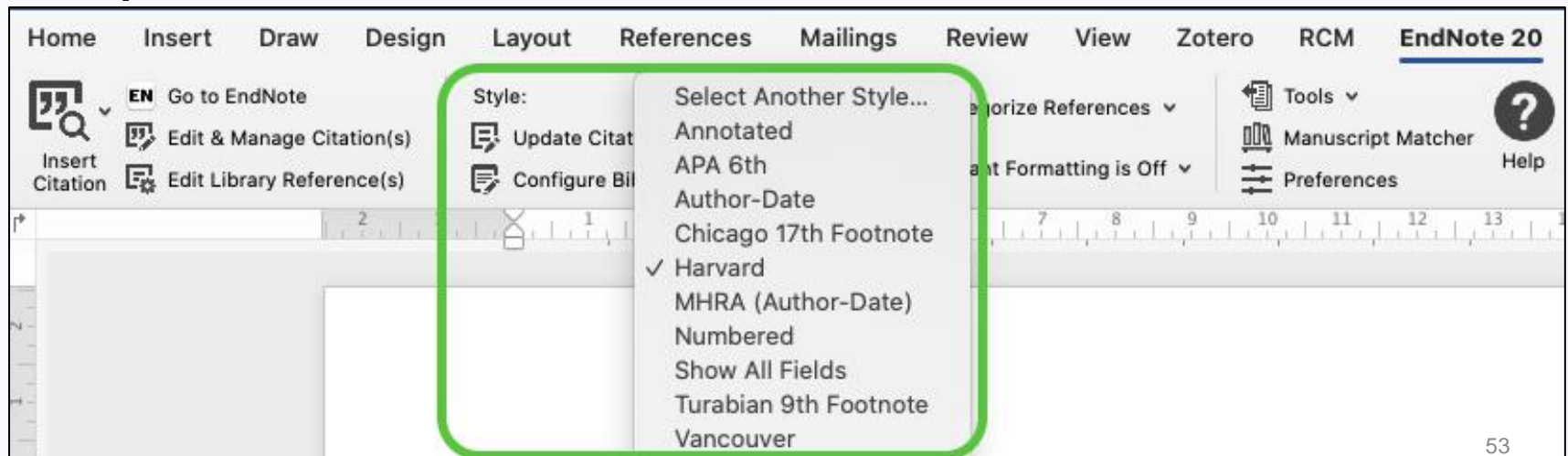


Adding a citation in Word (1)

- Choose EndNote 20 from the ribbon.

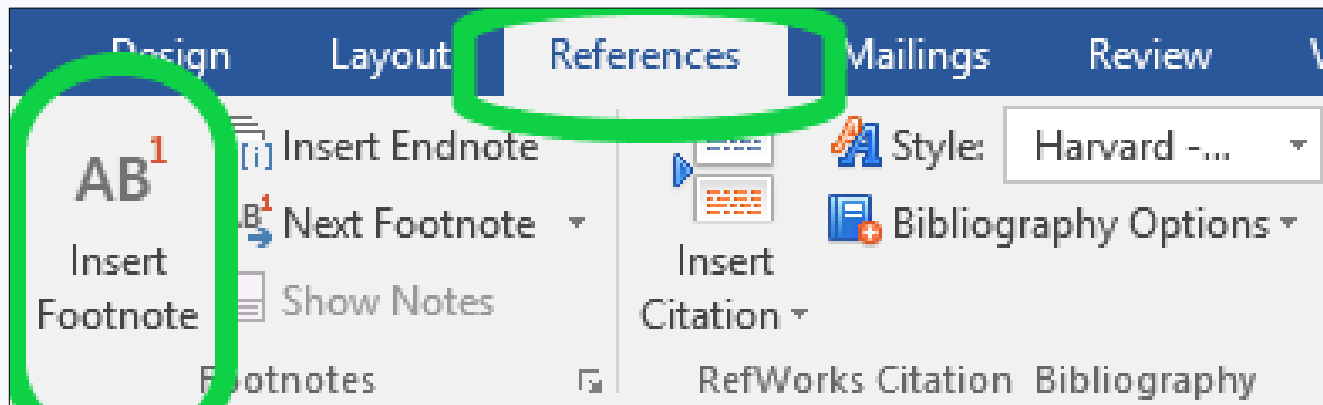


- Choose a citation style from the drop-down menu. Click **Select Another Style** to see more options.



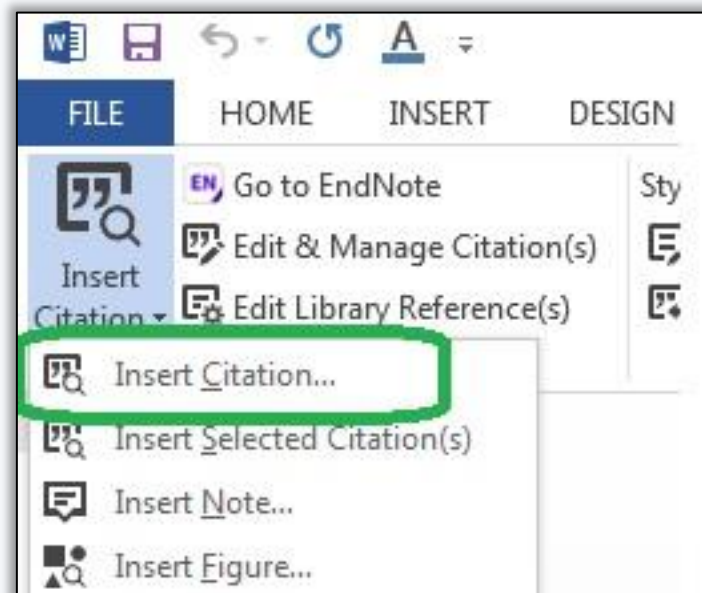
Adding a citation in Word (2)

- NB. If using a footnote style, you first need to click **References > Insert footnote**, then move over to the EndNote tab in the ribbon to insert the reference.



Adding a citation in Word (3)

- Place your cursor where the citation is to be inserted and click **Insert citation > Insert citation**



Adding a citation in Word (4)

This will open a dialogue box. Find the relevant citation(s) by submitting a search, clicking the relevant citation(s) and clicking **Insert**.

Find Citation: Search: Libraries

Author	Year	Title
	2012	Human evolution: hobbit small, but not stunted
Angell	2015	Using quantitative research methods to determine t...
Belanger	2012	Developing a collaborative faculty-librarian informat...
Blank	2017	A novel assessment tool for quantitative evaluation...
Boh Podgornik	2016	Development, testing, and validation of an informati...
British	2011	Information handling in collaborative research : an e...
Chartered Instit...		Information Literacy
Doyle	1994	Information literacy in an information society : a con...
Erlinger	2018	Outcomes Assessment in Undergraduate Informatio...
Erlinger	2018	Outcomes assessment in undergraduate Information...

Reference Type: Journal Article
Record Number: 295
Year: 2012
Title: Human evolution: hobbit small, but not stunted
Journal: Nature
Volume: 482
Issue: 7384
Pages: 135
ISSN: 0028-0836
DOI: 10.1038/482135a

? Cancel **Insert**

Library: My EndNote Library.enl 19 items in list

Adding a citation in Word (5)

- Alternatively, you can browse your references in EndNote, return to Word and click **Insert selected citation(s)**.

Sync Status

All References

469

Duplicate Referenc...

62

Imported Referenc...

1

Recently Added

14

Unfiled

409

Trash

61

MY GROUPS

All References

469 References

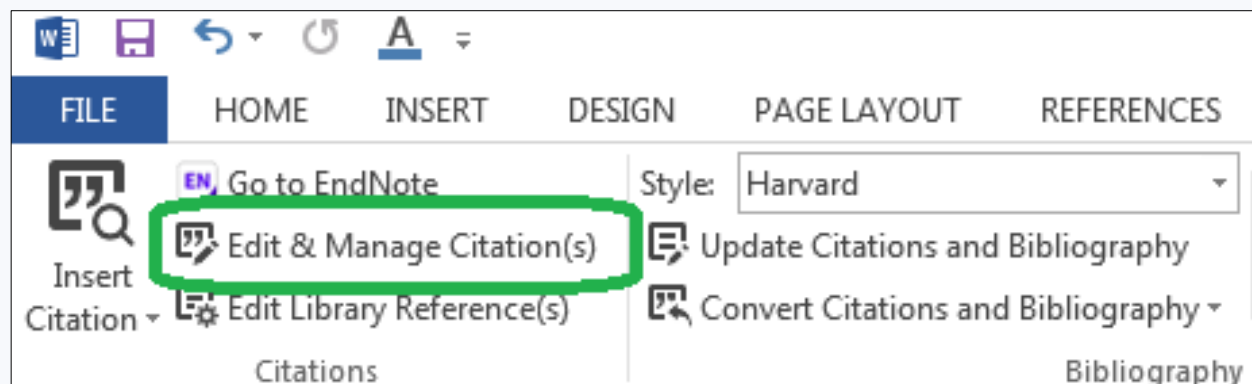
		Author	Year	Title	Journal	Last Updated ^	Ref Type
		De Thabrew, W....	2014	A manual of water plants		08/11/2019	Book
		Del Guerra, A.;...	1996	Measurement of absolute light yield and determination of a lo...	Medical imaging conference	08/11/2019	Conference P
		Goh, K. L.; Liew,...	1996	Correction of Energy Dependent Systematic Errors in Dual Ene...	Medical imaging conference	08/11/2019	Conference P

Adding page numbers to a citation (1)

- Click the reference you would like to add page numbers to, so it is highlighted grey.

“Around 1580, a distinct group of plays—domestic tragedies as they came to be known—began to appear in the new professional playhouses of London” (Benson, 2012)

- Click **Edit & manage citations**.



Adding page numbers to a citation (2)

- Add the page number(s) in the **Pages** box.

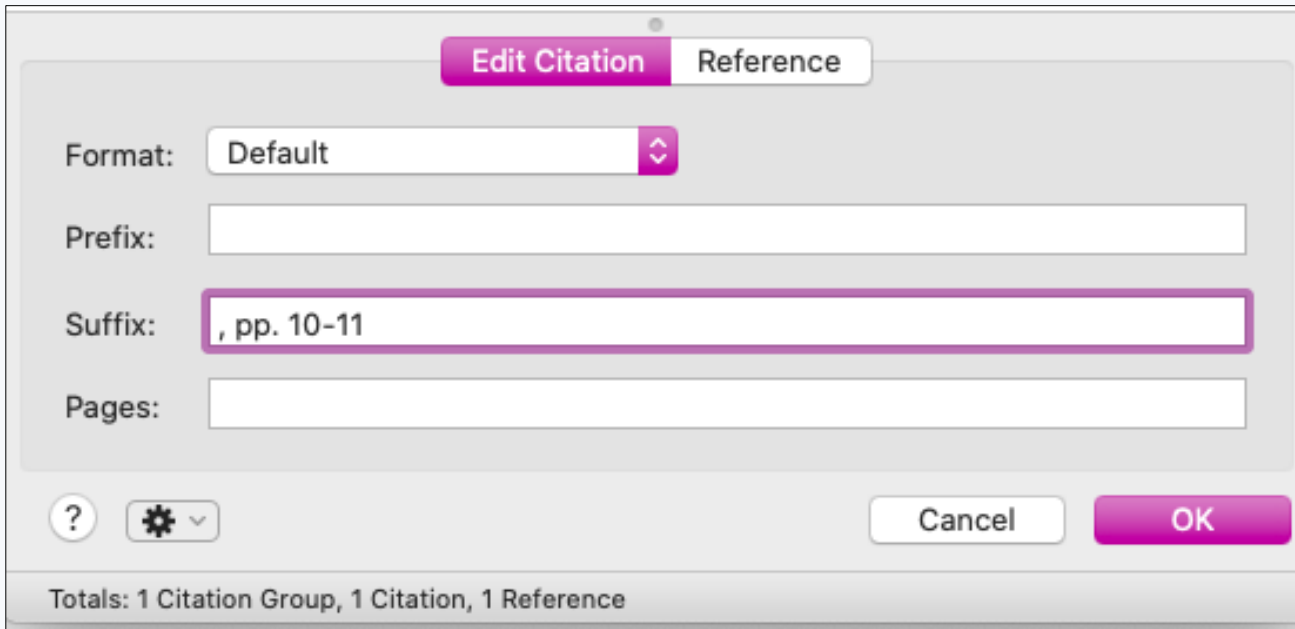
The screenshot shows a dialog box titled "Edit Citation" with a "Reference" tab. The "Edit Citation" tab is active. The dialog contains the following fields:

- Format:** A dropdown menu showing "Default".
- Prefix:** An empty text input field.
- Suffix:** An empty text input field.
- Pages:** A text input field containing "10-11".

At the bottom of the dialog, there are three elements: a question mark icon, a gear icon with a dropdown arrow, and two buttons labeled "Cancel" and "OK".

Adding page numbers to a citation (3)

- For some citation styles, you may need to add the page numbers to the suffix field.



The screenshot shows a dialog box titled "Edit Citation" with a "Reference" tab. The "Format" dropdown is set to "Default". The "Prefix" field is empty. The "Suffix" field contains the text ", pp. 10-11" and is highlighted with a red border. The "Pages" field is empty. At the bottom, there are buttons for "?", a gear icon, "Cancel", and "OK". A status bar at the bottom indicates "Totals: 1 Citation Group, 1 Citation, 1 Reference".

Format: Default

Prefix:

Suffix: , pp. 10-11

Pages:

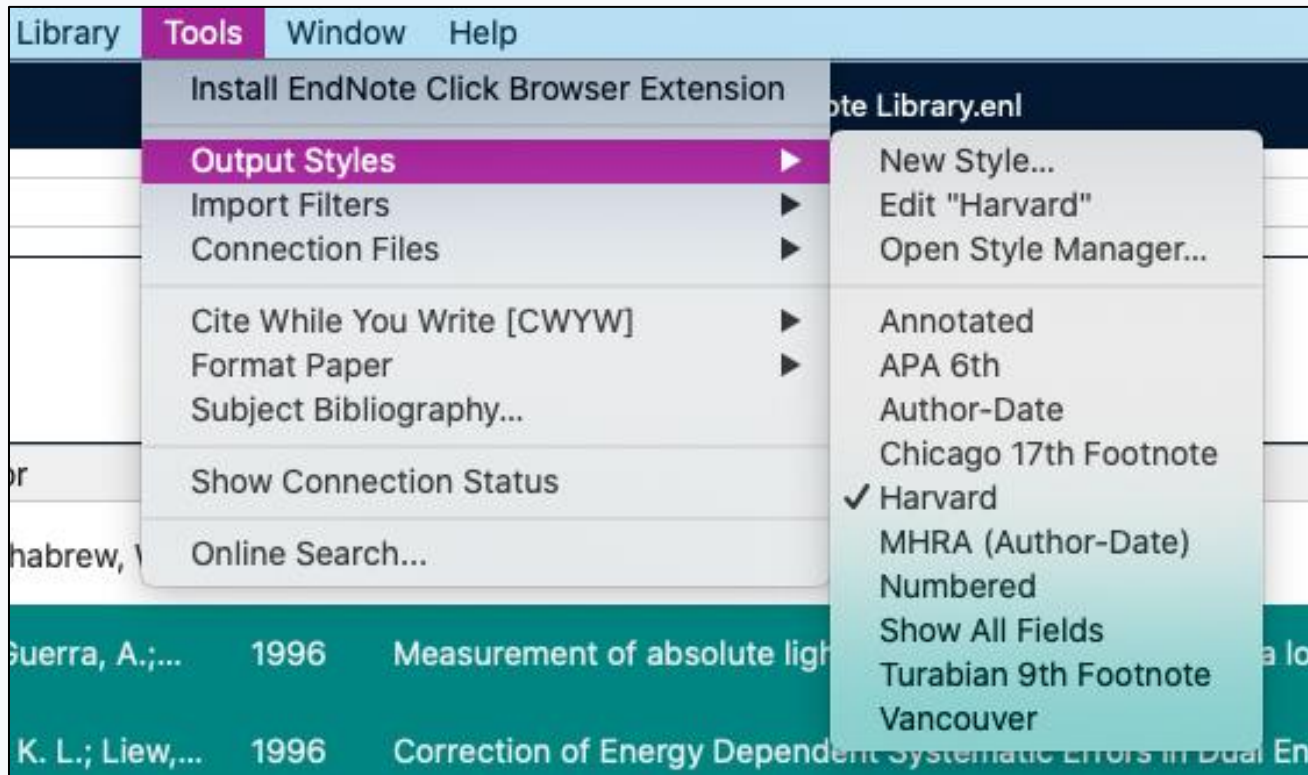
? [gear icon] Cancel OK

Totals: 1 Citation Group, 1 Citation, 1 Reference

Creating bibliographies in EndNote

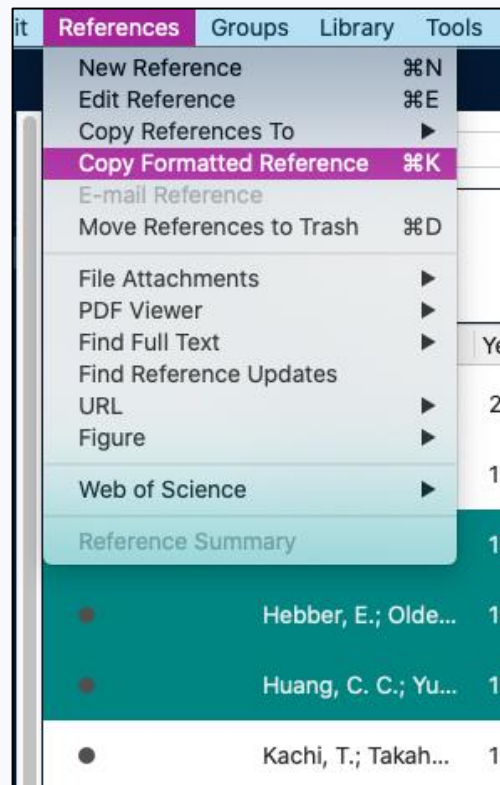
Bibliography (1)

- You may also like to create a reference list of everything you read in addition to a bibliography of cited items.
- In EndNote, select your citation style under **Tools > Output Styles**.



Bibliography (2)

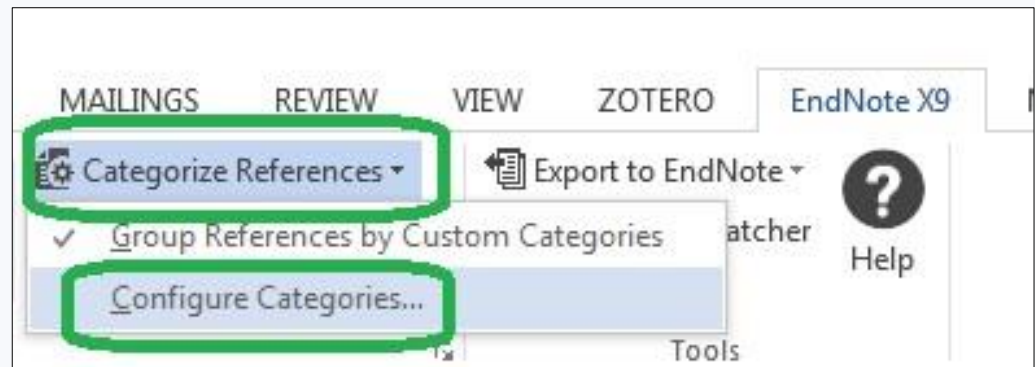
- Select the references you would like to copy in EndNote. Click **References > Copy Formatted Reference**. Open Word and paste the references into your document.



Organising your bibliography (1)

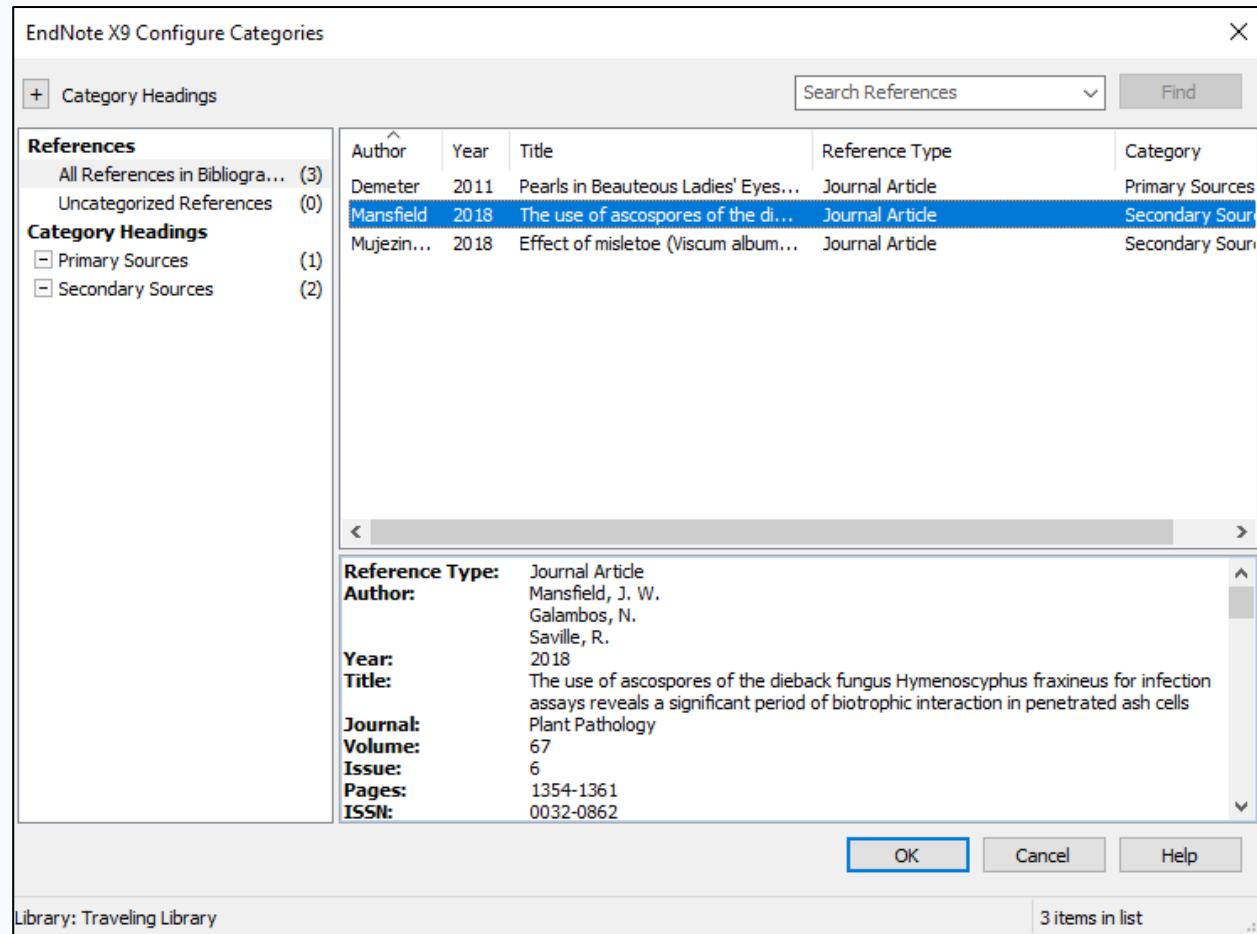
- You may like to organise the bibliography differently, e.g., primary and secondary resources.

In Word, click
**Categorize
References >
Configure
Categories**



Organising your bibliography (2)

A pop up box will appear.
Drag and drop references into the 'Primary' and 'Secondary' headings already available.



Organising your bibliography (3)

Your bibliography will now be organised by category.

The Red and the Black was a fantastic book written by Stendhal ¹

|

Primary

Agatonovic-Kustrin, S., E. Kustrin, and D. W. Morton. "Essential Oils and Functional Herbs for Healthy Aging." *Neural Regeneration Research* 14, no. 3 (Mar 2019): 441-45.
<https://doi.org/10.4103/1673-5374.245467>.

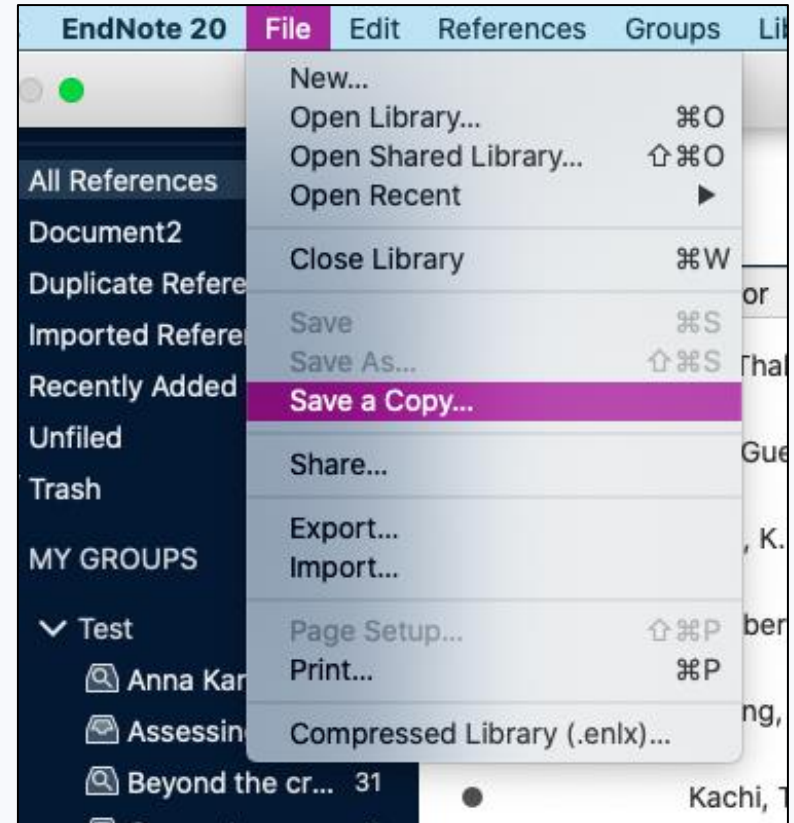
Secondary

Beyle, Marie Henri. *Vie De Napoléon, Par De Stendhal*. 2e éd. ed. Paris, 1877.
Stendhal. "Promenades Dans Rome." In *Vie De Napoléon*, edited by Marie Henri Beyle. Paris, 1877.

Saving a copy of your library

It is a good idea to save a copy of your library in case anything happens to your computer.

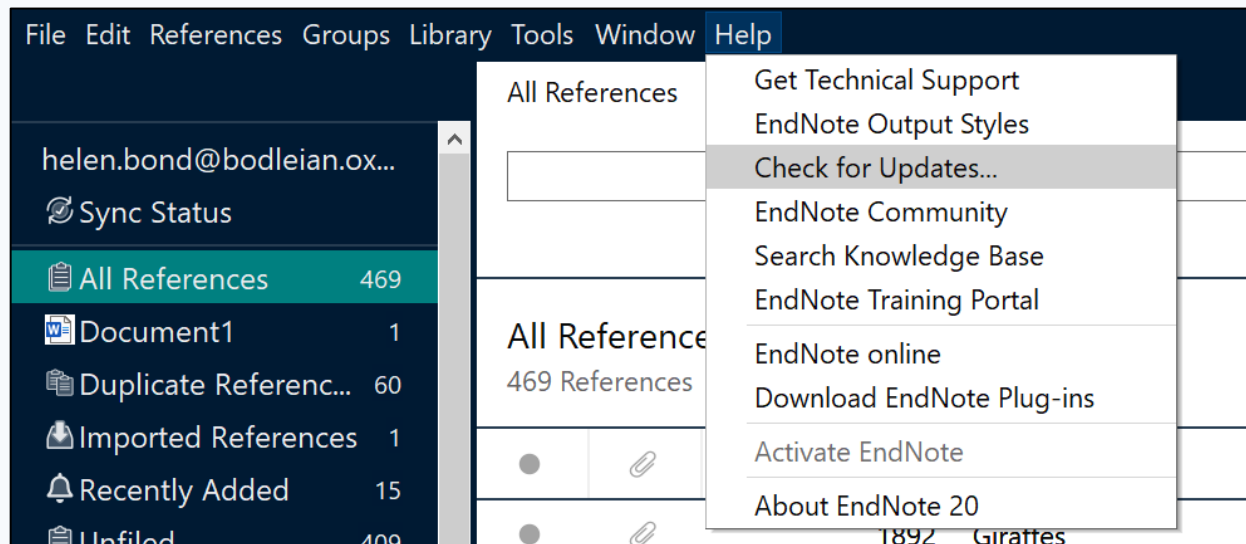
Click **File > Save a Copy...**



Keeping EndNote up to date

It is important to keep EndNote up to date.
Fixes for problems are released.

Click **Help > Check for Updates**



What is AI (Artificial Intelligence)?



AI tools can generate text, images, sounds etc. based on prompts provided by users.



Can also help with other aspects of academic work such as summarising texts, paraphrasing and locating published research.



It is important to acknowledge the use of AI tools by referencing them.

In-text citation

The AI-generated flower (Shutterstock AI, 2023) ...

Reference list

Shutterstock AI (2023) *Photo of pond with lotus flower* [Digital art]. Available at: <https://www.shutterstock.com/image-generated/photo-pond-lotus-flower-2252080005> (Accessed: 31 March 2023).

EndNote and AI

- EndNote does not currently have any new AI functions.
- How to reference AI tools or the things they create?
- Many referencing styles still to offer guidance!
- No specific 'AI' source type in EndNote.

Integration with other AI tools?	Template or Resource type for referencing AI tools	Template or Resource type for referencing AI generated content
<ul style="list-style-type: none">• EndNote Click• ResearchRabbit	Computer Program	<ul style="list-style-type: none">• Use closest matching content type.• Use 'Generic'

Help

- Use **Help** from the EndNote menu or F1
- Official EndNote tutorials
http://clarivate.libguides.com/endnote_training/home
- Local help is available by emailing
reference-management@bodleian.ox.ac.uk

Questions



Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- 'Cite While You Write' Word plugin
 - In-text citations
 - Footnotes
- Page numbers
- Creating a bibliography