

Introduction to EndNote

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#OxFOS23 – Save the date!

Oxford Festival of Open Scholarship 2023 – Save the date: 6th-17th March 2023

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Website - <https://openaccess.ox.ac.uk/oxfos-23>

Aims



COLLECTING
REFERENCES



MANAGING
REFERENCES



INSERT CITATIONS
INTO DOCUMENTS

Setting up EndNote Online

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

Syncs with your desktop version of EndNote.

Register at:

<https://access.clarivate.com/login?app=endnote>

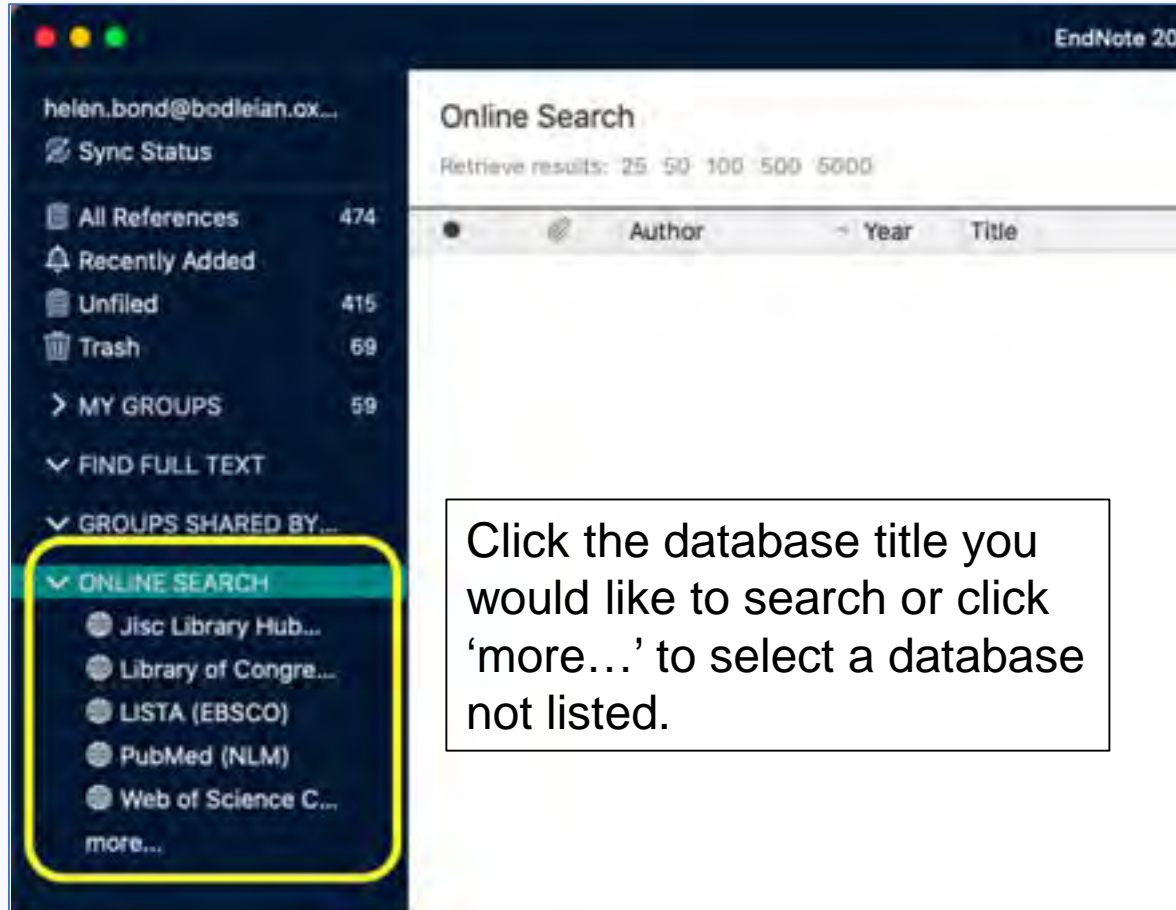
Do not recommend using EndNote Online on its own.

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
6. EndNote Capture Reference browser plugin

Online Search (1)



The screenshot shows the EndNote 20 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 rounded rectangle and contains a list of database options: 'Jisc Library Hub...', 'Library of Congre...', 'LISTA (EBSCO)', 'PubMed (NLM)', 'Web of Science C...', and 'more...'. The main window is titled 'Online Search' and shows 'Retrieve results: 25 50 100 500 5000'. Below this is a table header with columns for 'Author', 'Year', and 'Title'. A text box with a black border is overlaid on the right side of the screenshot, containing the instruction: 'Click the database title you would like to search or click 'more...' to select a database not listed.'

Online Search (2)

The screenshot shows a library search interface. On the left is a dark sidebar with navigation options. The main area features a search bar with two input fields: the first contains 'identity' and the second contains 'child*'. Below the search bar is a 'Clear Search' button and a 'Search Options' dropdown. A pink 'Search' button is on the right. Below the search bar, the text 'PubMed (NLM)' is visible. A table header is partially shown with columns: Author, Year, Title, Journal, Last Updated, and Ref Type. A text box with a black border is overlaid on the table area, containing the instruction: 'Enter your search terms in the search boxes at the top of the screen and click 'Search'.'

helen.bond@bodleian.ox...

Sync Status

All References 474

Recently Added

Unfiled 419

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...

All Fields All Fields Contains identity

And All Fields Contains child*

Clear Search

Search Options Search

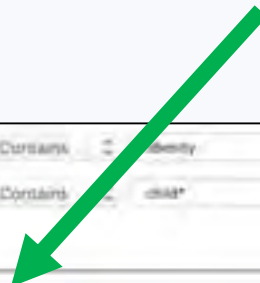
PubMed (NLM)

Author	Year	Title	Journal	Last Updated	Ref Type
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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.



helen.bond@bodleian.ox...

Sync Status

All References 474

Recently Added

Unfiled 419

Trash 99

MY GROUPS 59

FIND FULL TEXT

GROUPS SHARED BY...

ONLINE SEARCH

- Jisc Library Hub...
- Library of Congre...
- LISTA (EBSCO)
- PubMed (NLM) 500
- Web of Science C...
- more...

All Fields Contains Identity

And All Fields Contains dist*

Clear Search

Search Options Search

Searching PubMed (NLM)

Retrieve results: 1-10 of 86,281

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
Asstfalg, 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 main window is titled "EndNote 20 - My EndNote Library.enl". The search bar shows "obesity" and "child*". The search results are displayed in a table with columns for Author, Year, Title, and Journal. The reference by Zheng, H.; Xu, Z. et al. (2021) is highlighted. A summary pane on the right shows the reference details for "Zheng, 2021 #13".

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
Eholzer, 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

Reference Type: Journal Article

Author: Zheng, H., Xu, Z., Wang, G., Ding, Z., Zhou, L., Xu, Y., Su, H., Li, X., Zhang, F., Cheng, J.

Year: 2021

Title: Long-term exposure to ambient air pollution and obesity in school-aged children and adolescents in Jiangsu province of China

Journal: Environ Res

Volume: _____

Part/Supplement: _____

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.

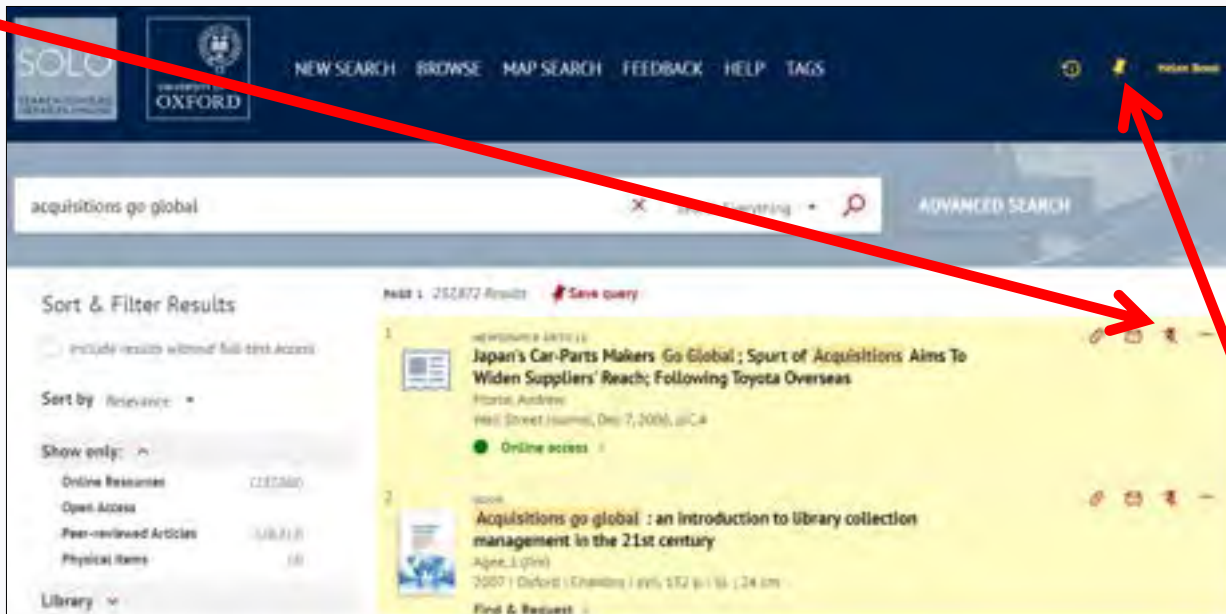
The screenshot shows the EndNote 20 interface with a PubMed search results table. The table has columns for Author, Year, Title, Journal, Last Updated, and Ref Type. A green circle highlights a plus button in the top right corner of the results area, which is used to add references to the library.

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 tree...	Stem Cell Res Ther	01/02/2021	Journal Article
Elnolzar, U.; Frit...	2021	The increase in child obesity in Switzerland is mainly due to mIL...	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

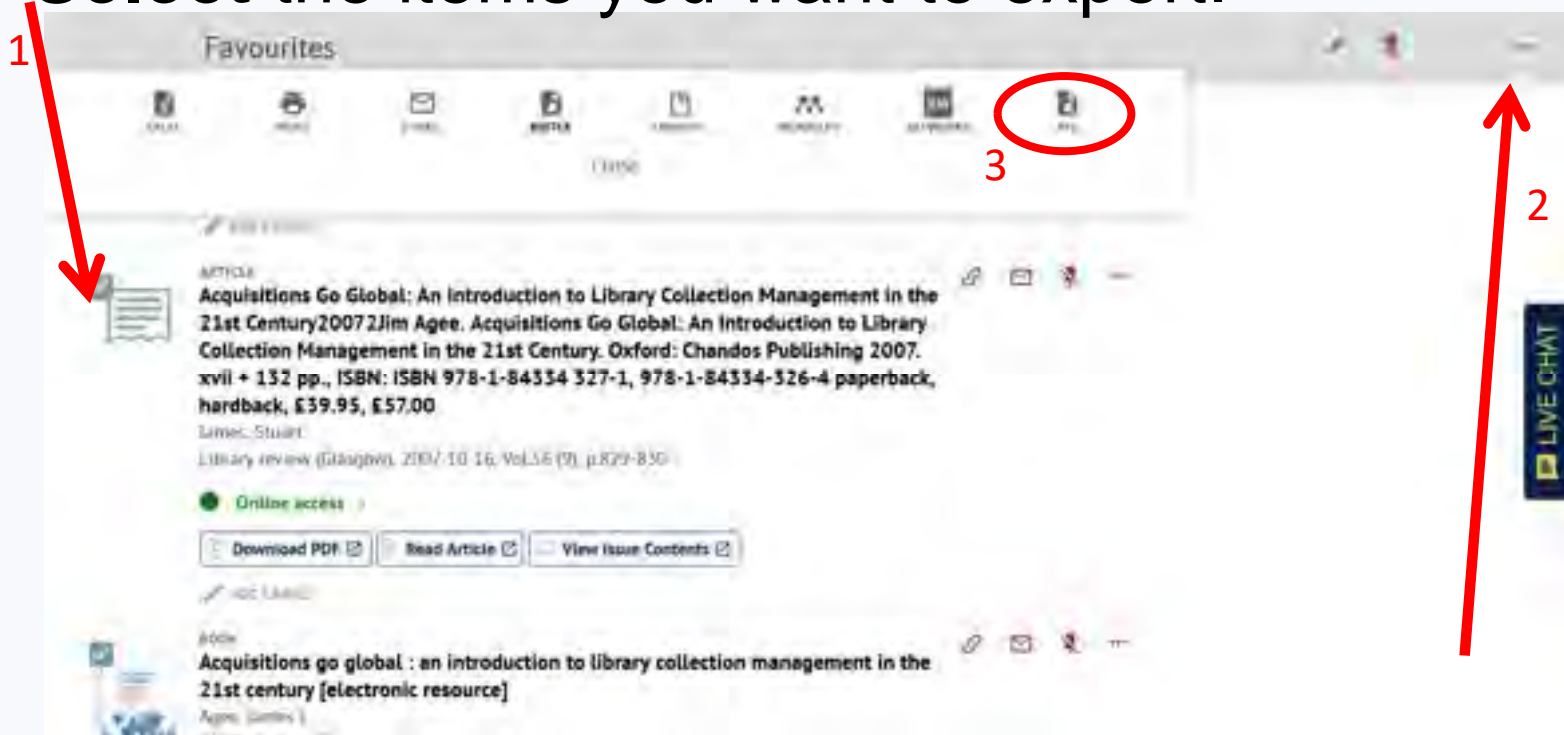
1. Login to **SOLO** using your **Single Sign On**
2. Search **SOLO** and mark some results by clicking the  **pin** next to the item. They will save to 'Favourites'



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.



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.

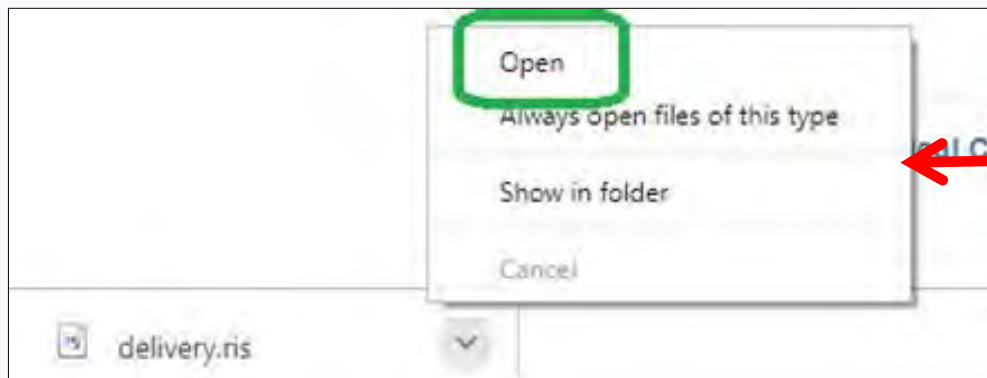
Exporting items from SOLO (3)

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.

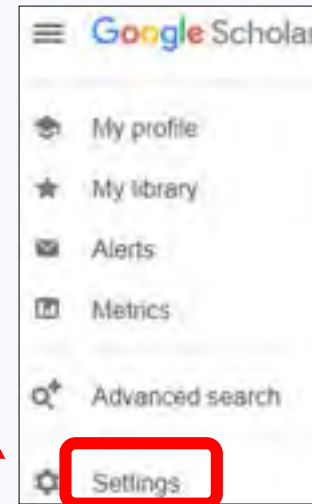
9. The RIS file will automatically be imported into your EndNote library under 'Imported References'.



Adding references from Google scholar

Exporting items from Google Scholar (1)

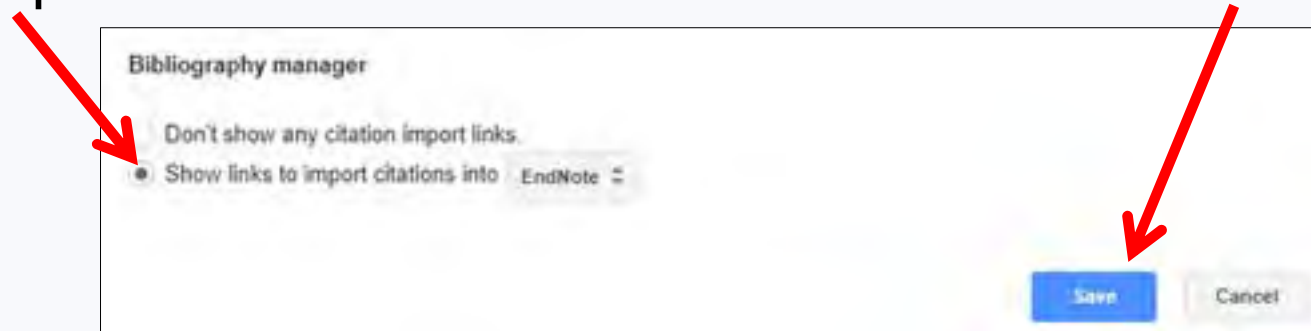
1. From the Google Scholar search page, click the menu button then **Settings**



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

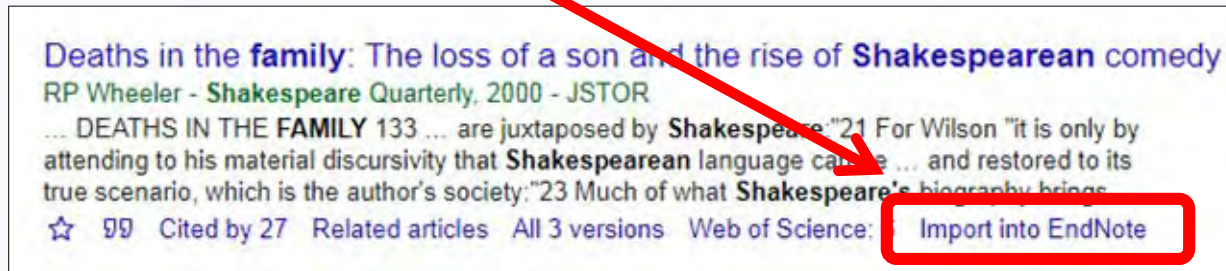
3. Select to “**Show links to import citations into**” – choose EndNote from the dropdown menu

4. **Save** preferences



Exporting items from Google Scholar (2)

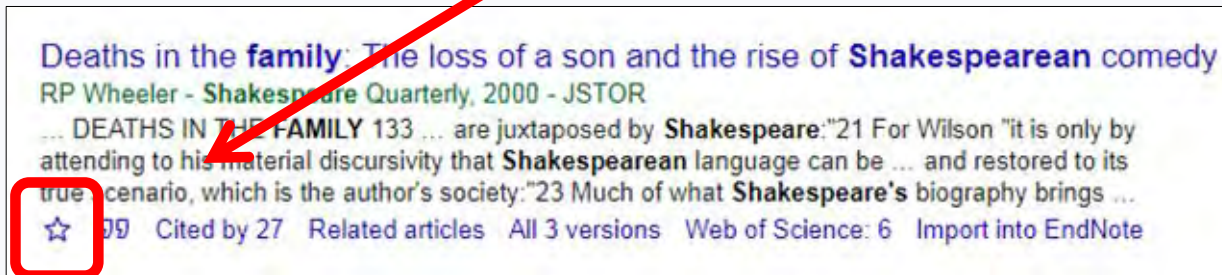
4. Search results should now offer the option to **Import to EndNote.**



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 displays the Google Scholar interface. At the top, the 'Google Scholar' logo is on the left, and a search bar with the text 'Search my library' is on the right. Below the search bar, the 'My library' section is visible on the left, with a green box highlighting the 'Export all' button. A dropdown menu is open from this button, showing options: 'BibTeX', 'EndNote' (highlighted with a green box), 'RefMan', and 'CSV'. On the right side of the page, there are links for 'My profile' and 'My library', with the latter also highlighted by a green box. The main content area shows search results. The first result is titled 'Is compulsory vaccination: the Italian experience' by S. Siliquini, published in 'The European Journal of ...' in 2018. Below the title, there is a snippet of text: '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 ...'. Below the snippet, there are icons for 'Cite', 'Label', 'Delete', and 'Edit', along with the text 'Cited by 17 Related articles All 11 versions Web of Science: 11 Import into EndNote'. The second result is titled '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 'Journal of Clinical ...' in 2021. Below the title, there is a snippet of text: '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 ...'. Below the snippet, there are icons for 'Cite', 'Label', and 'Delete'.

Have a go!

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

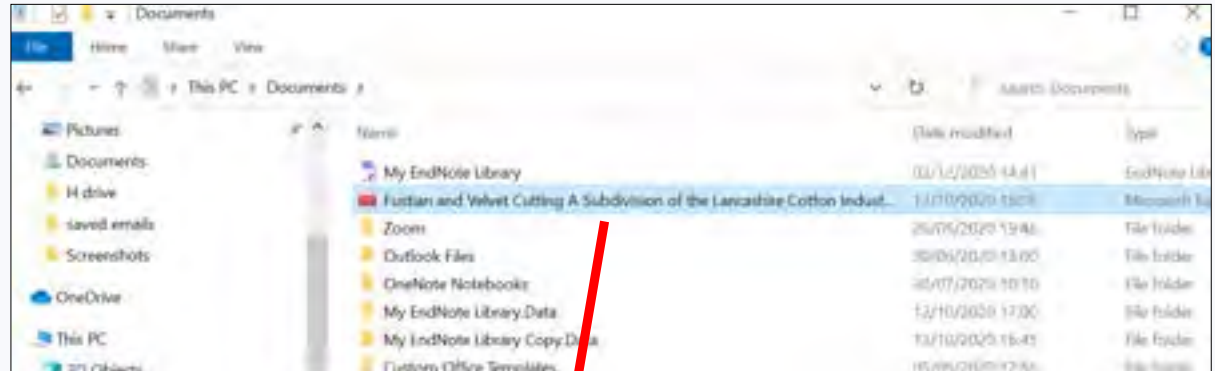
- Online search
- SOLO
- Google Scholar
- Databases:
 - Humanities
 - Medical Sciences and MPLS (Mathematical, Physical and Life Sciences)
 - Social Sciences
 - English literature, modern languages and literature, linguistics

Importing records when there is no direct export option

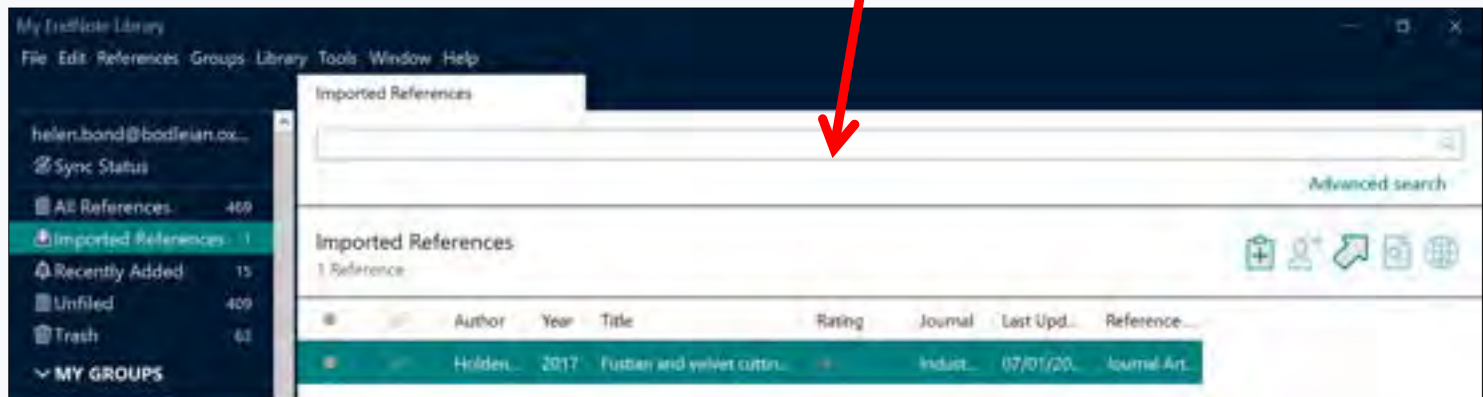
Adding references by drag & drop PDF

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



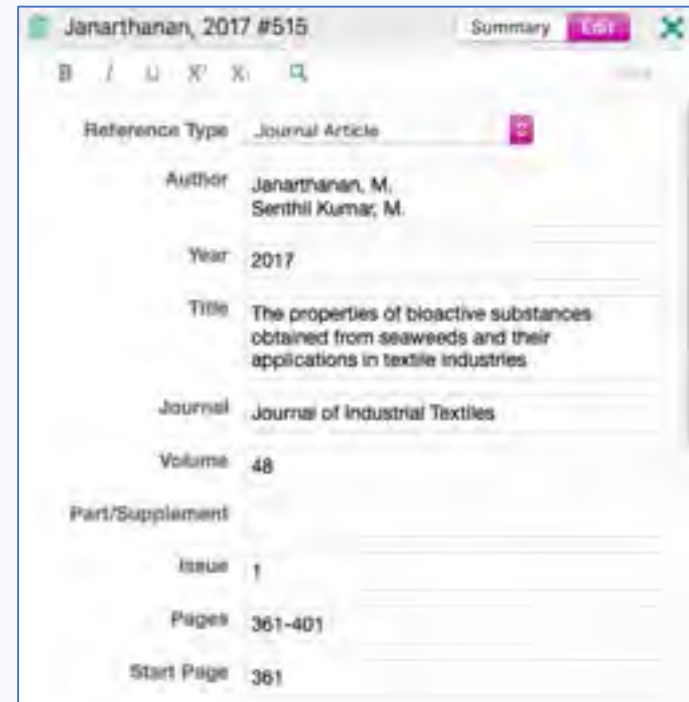
Drag & drop



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.



EndNote Click

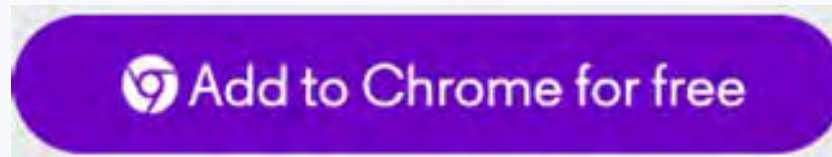
EndNote Click (1)

- 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.



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)

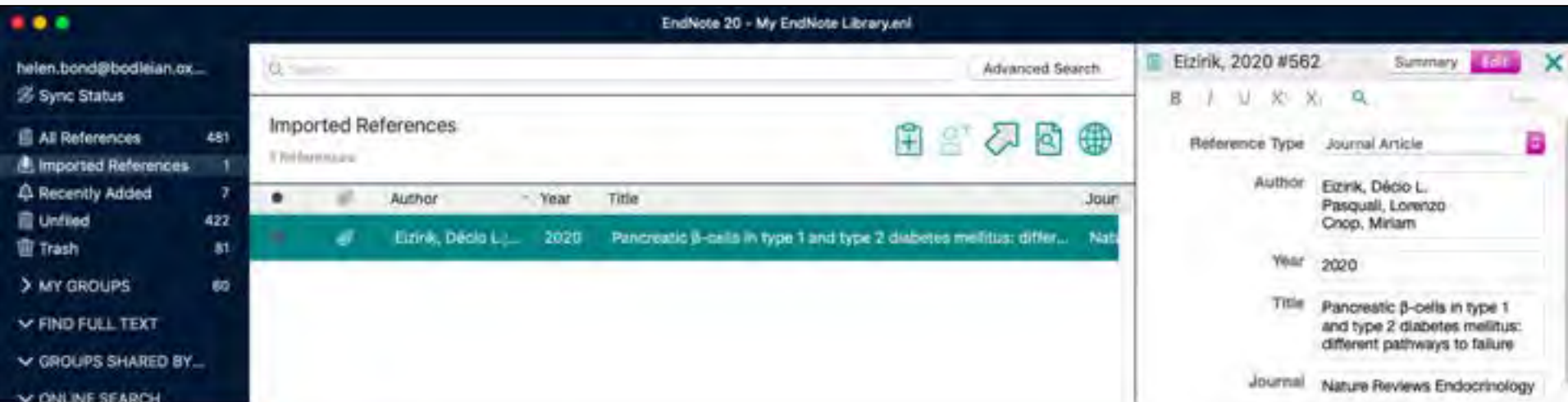
The PDF will open in EndNote Click and automatically save it to your 'Locker'.

The screenshot displays the MyLocker interface. On the left, a sidebar lists actions: 'Download PDF', 'Share PDF', 'Export reference', 'Push to EndNote Web', and 'Visit journal page'. A purple button indicates 'Saved in Locker'. The main area shows a PDF viewer with a table of contents on the left and the article text on the right. The article title is 'Paternal mind-mindedness and child executive functioning in the kindergarten classroom' by Sophie Regueiro, Célia Matte-Gagné, and Annie Bernier. The journal is 'Early Childhood Research Quarterly'.

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 interface. The main window is titled "EndNote 20 - My EndNote Library.enl". On the left is a dark sidebar with navigation options: "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". The central pane shows the "Imported References" section with a table of references. One reference is highlighted in green:

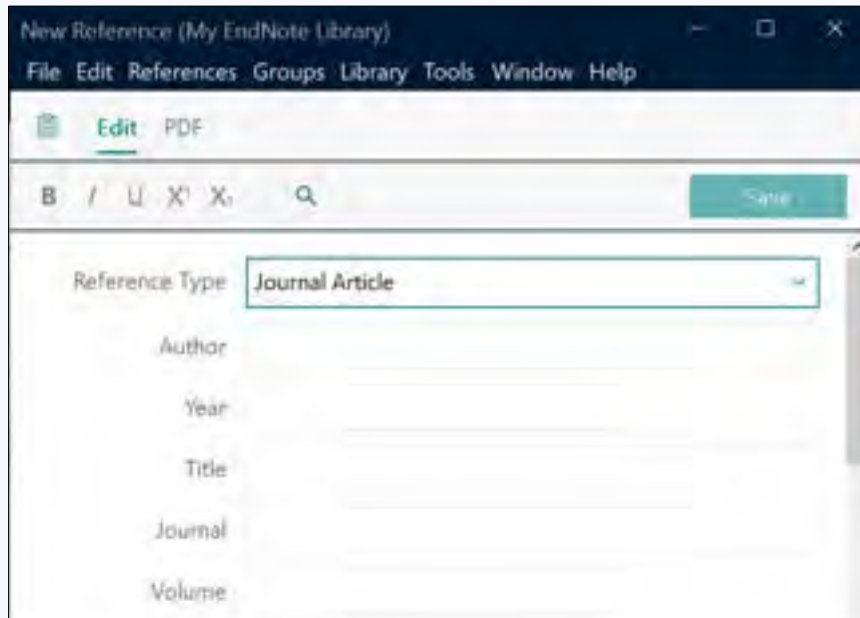
Author	Year	Title	Journal
Eizirik, Décio L. Pasquali, Lorenzo Cnop, Miriam	2020	Pancreatic β -cells in type 1 and type 2 diabetes mellitus: different pathways to failure	Nature Reviews Endocrinology

The right-hand pane shows the details for the selected reference, "Eizirik, 2020 #562". The "Reference Type" is "Journal Article". The "Author" field contains "Eizirik, Décio L. Pasquali, Lorenzo Cnop, Miriam". The "Year" is "2020". The "Title" is "Pancreatic β -cells in type 1 and type 2 diabetes mellitus: different pathways to failure". The "Journal" is "Nature Reviews Endocrinology".

Adding reference manually

Adding reference manually (1)

1. Click on the plus button in the toolbar:



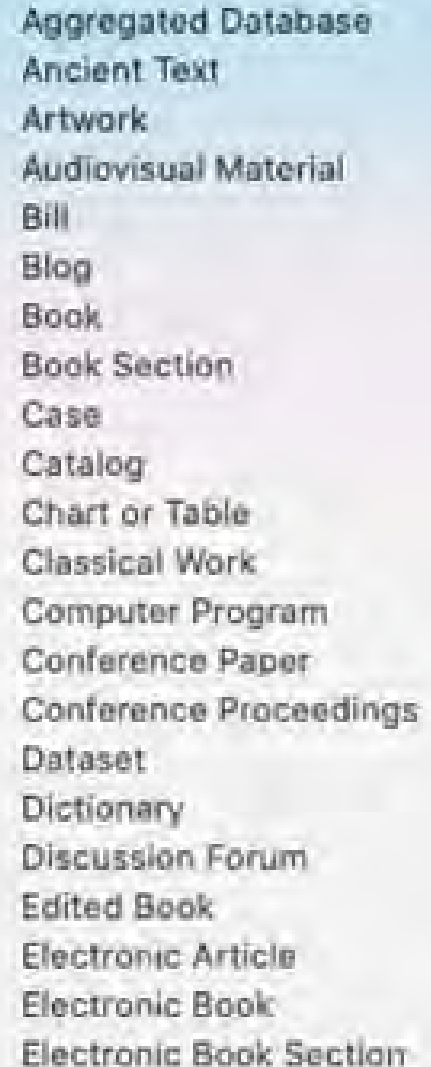
2. Choose a material type from the drop down menu

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

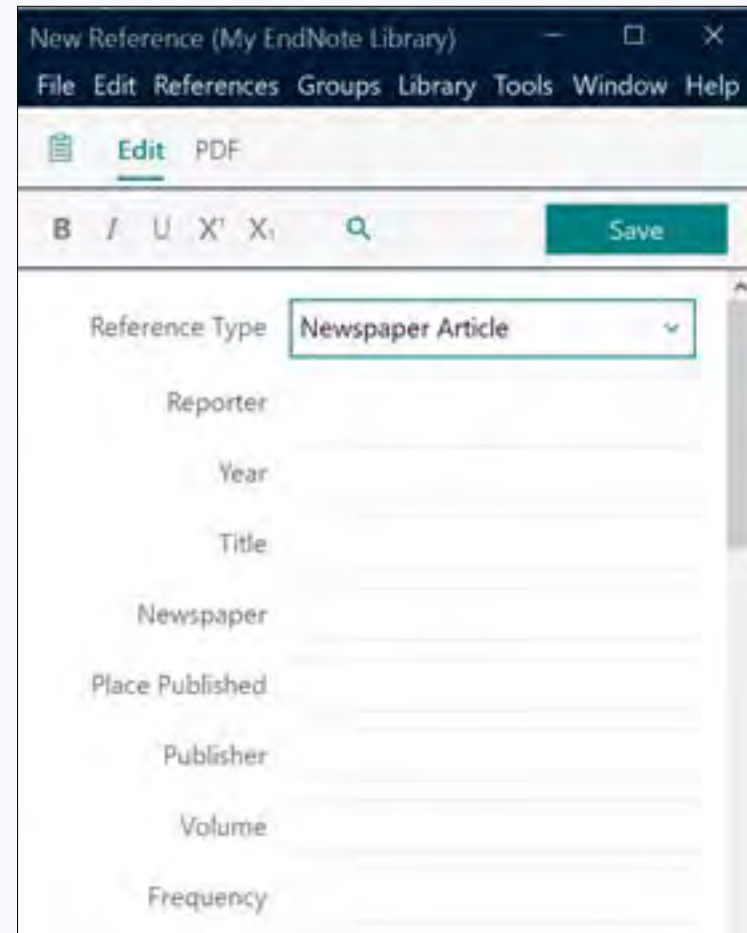


Aggregated Database
Ancient Text
Artwork
Audiovisual Material
Bill
Blog
Book
Book Section
Case
Catalog
Chart or Table
Classical Work
Computer Program
Conference Paper
Conference Proceedings
Dataset
Dictionary
Discussion Forum
Edited Book
Electronic Article
Electronic Book
Electronic Book Section

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)' dialog box. The window title is 'New Reference (My EndNote Library)'. The menu bar includes 'File', 'Edit', 'References', 'Groups', 'Library', 'Tools', 'Window', and 'Help'. Below the menu bar, there is a toolbar with icons for 'Edit' and 'PDF', and a 'Save' button. The main area of the dialog is a form with the following fields:

- Reference Type: Newspaper Article (selected in a dropdown menu)
- Reporter: _____
- Year: _____
- Title: _____
- Newspaper: _____
- Place Published: _____
- Publisher: _____
- Volume: _____
- Frequency: _____

Capture EndNote Reference plug-in

Capture EndNote Reference



Captures metadata from website and generates reference, e.g. news website, blog.



Installation information and instructions on how to use in handout.



Have a go!

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

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

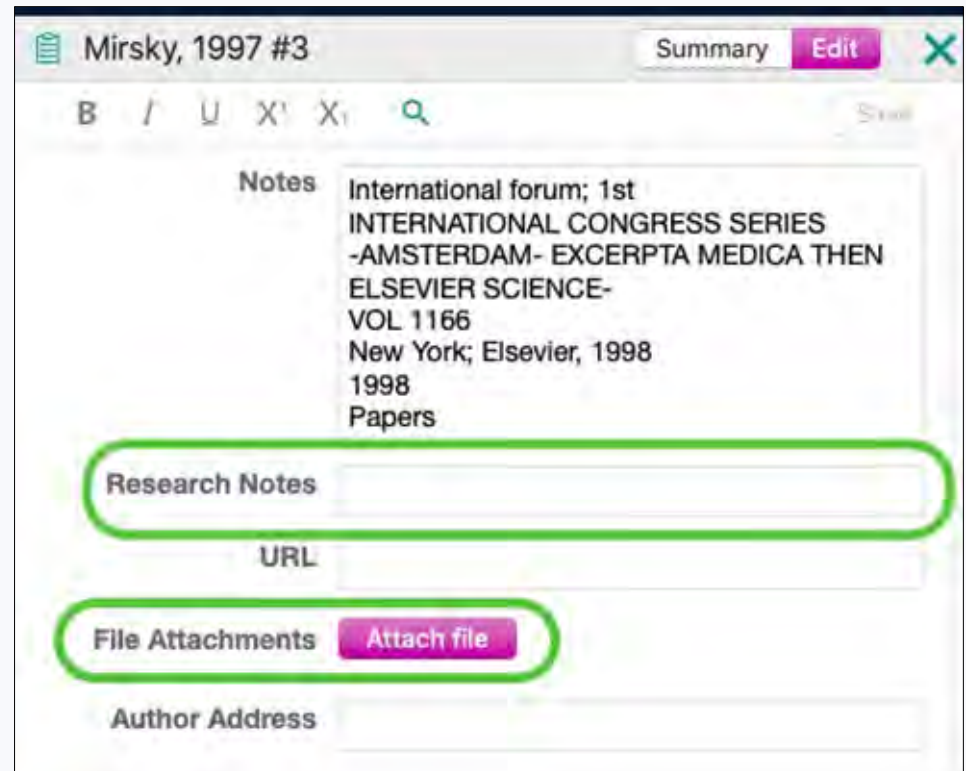
Looking after your references

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.



Editing references



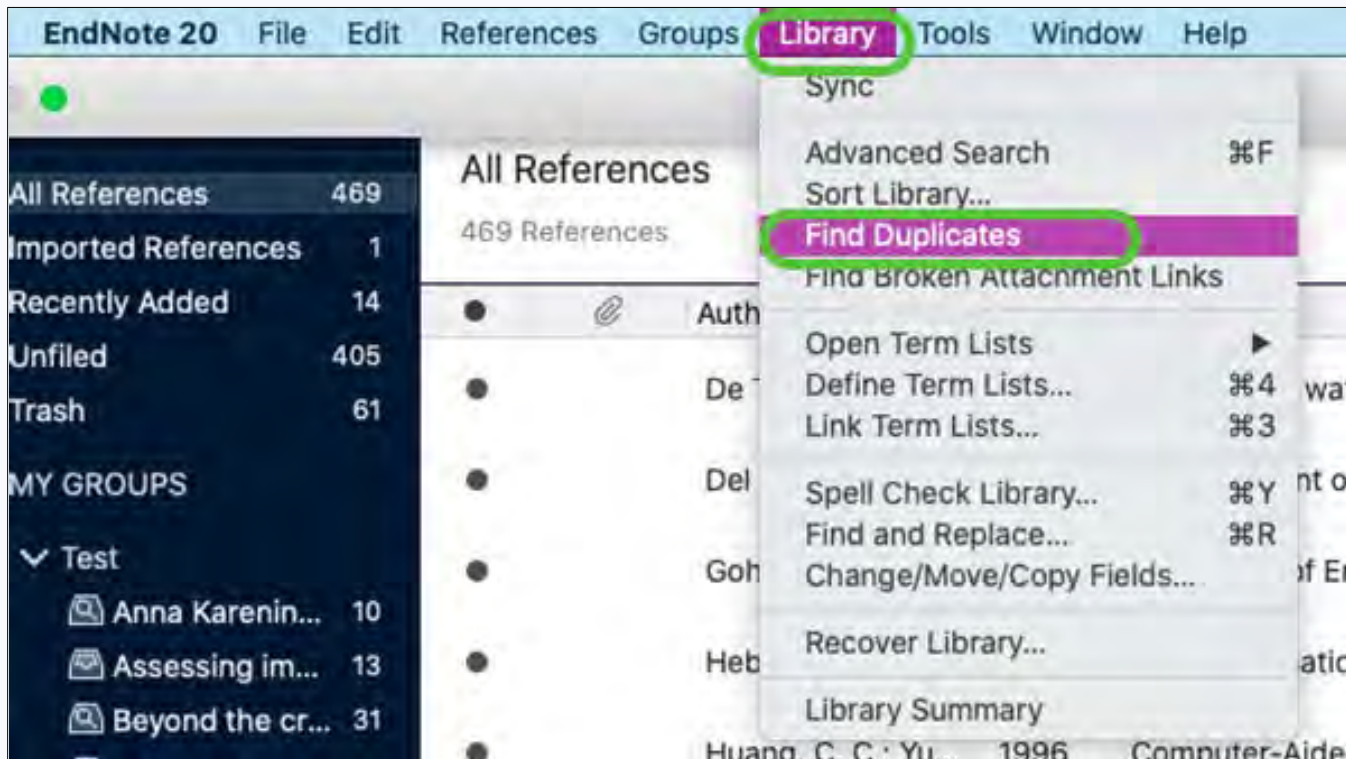
Some records will need editing, especially from SOLO



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

Dubinín, 2018 #507
Ref Type: Journal Article

Author
Dubinín, 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

Dubinín, 2018 #512
Ref Type: Journal Article

Author
Dubinín, 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.

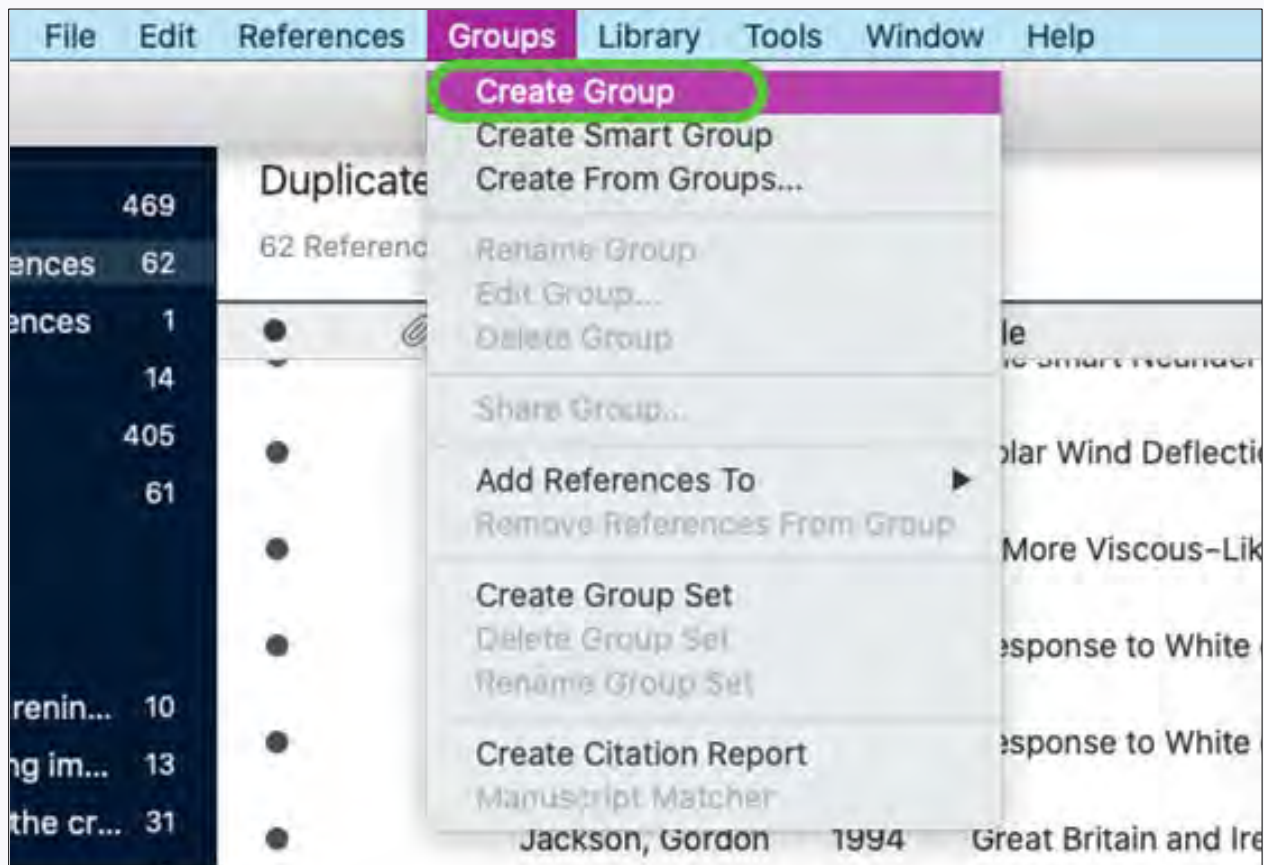
Journal
Geophysical Research Letters

Volume
45

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

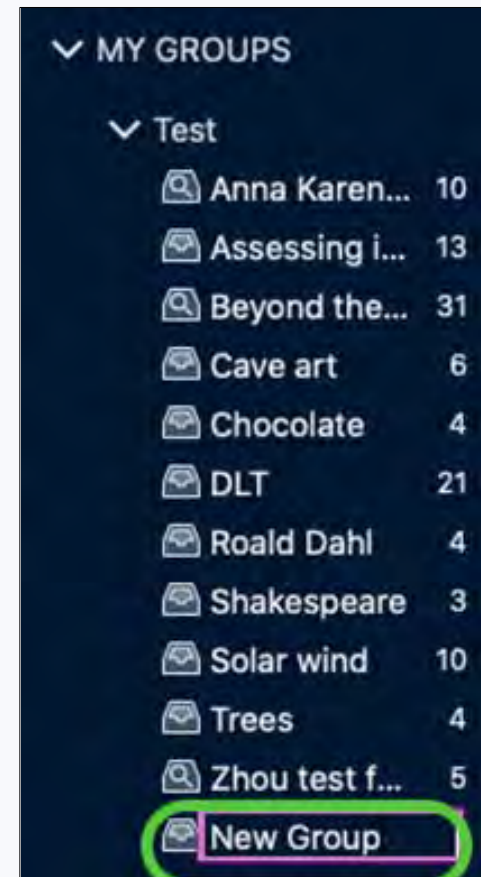
Creating groups (1)

1. Click **Groups** > **Create Group**



Creating Groups (2)

2. Type the name for your group

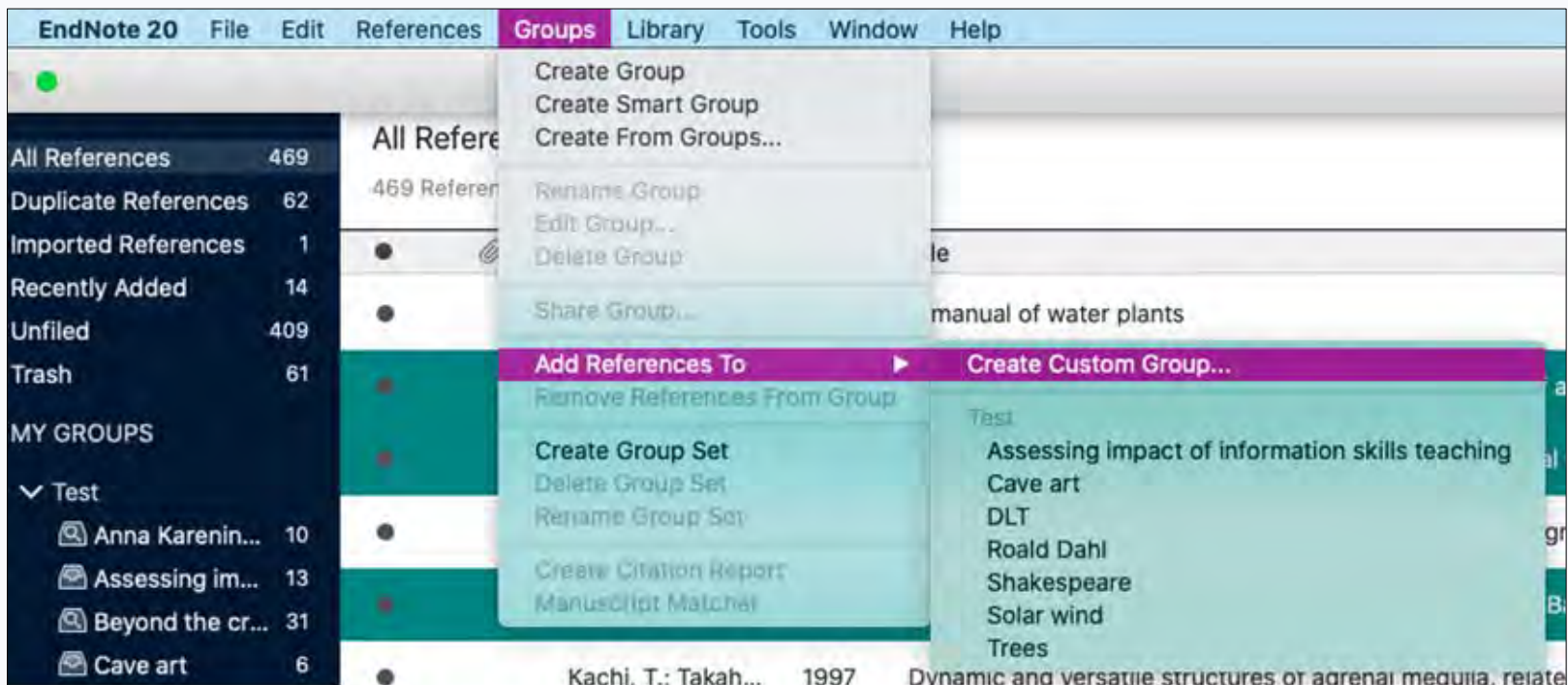


Moving references into groups (1)

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 interface. On the left is a dark sidebar with navigation options: Sync Status, All References (499), Duplicate References (62), Imported References (1), Recently Added (14), Unfiled (409), Trash (61), MY GROUPS (Test, Anna Karenin..., Assessing im..., Beyond the cr..., Cave art, DLT, Roald Dahl, Shakespeare, Solar wind, Trees, Zhou test for I...), FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (Jisc Library Hub). The main area shows a table of references under the heading 'All References' (499 references). The table has columns for Author, Year, Title, and Journal. A context menu is open over the reference by Del Guerra, A. (1996), with 'Add References To' highlighted. A sub-menu is also open, listing existing groups: 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	...s in SPECT Tomography	Medical imaging conference
Huang, C. C.; Ya...	1996		
Kachi, T.; Takah...	1997		
Ma, Y.; Evans, A...	1996		
Menard, L.; Mas...	1996		
Minsky, 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

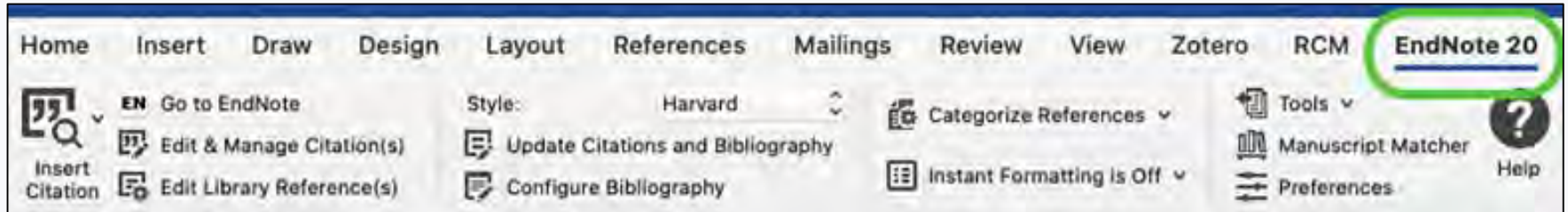
Cite While You Write

- 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.

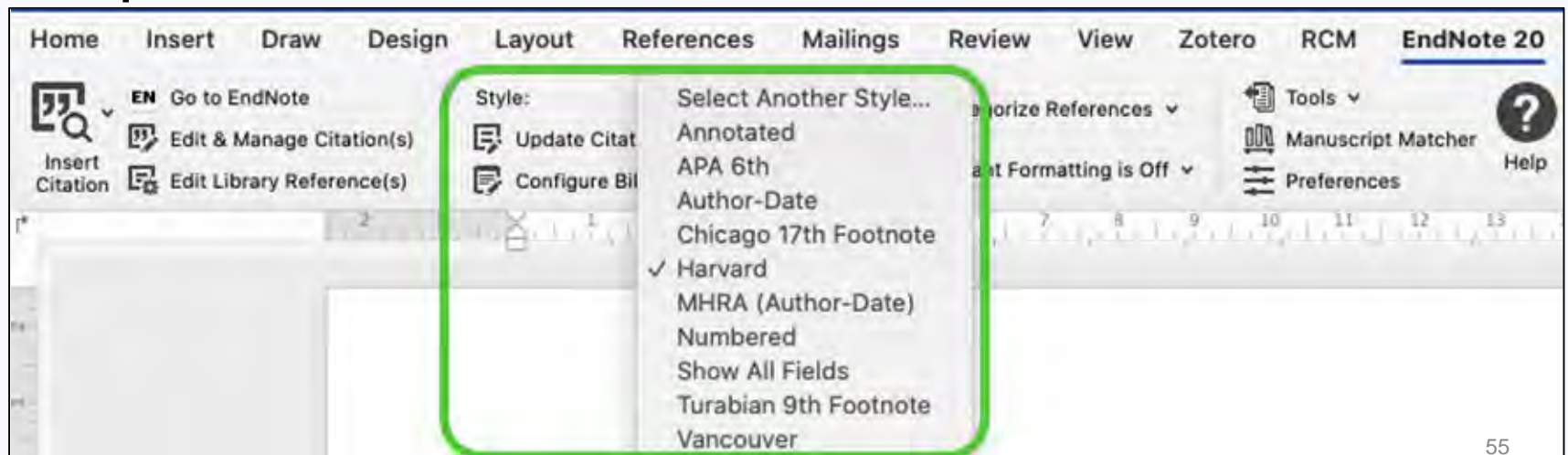


Adding a citation in Word (1)

- Choose EndNote 20 from the ribbon.

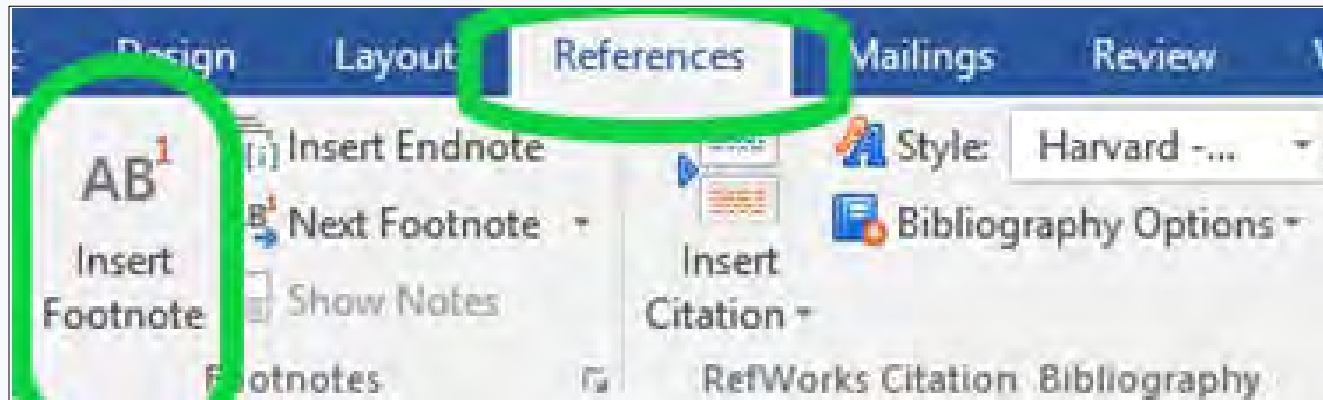


- Choose a citation style from the drop-down menu. Click **Select Another Style** to see more options.



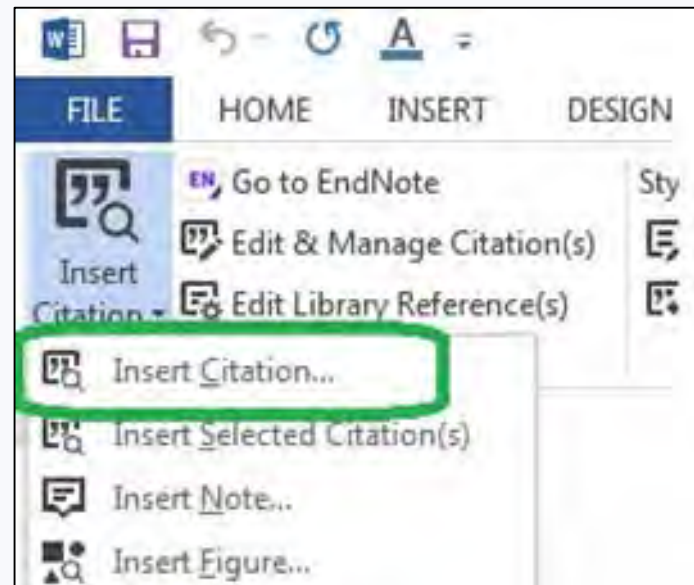
Adding a citation in Word (2)

- 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.



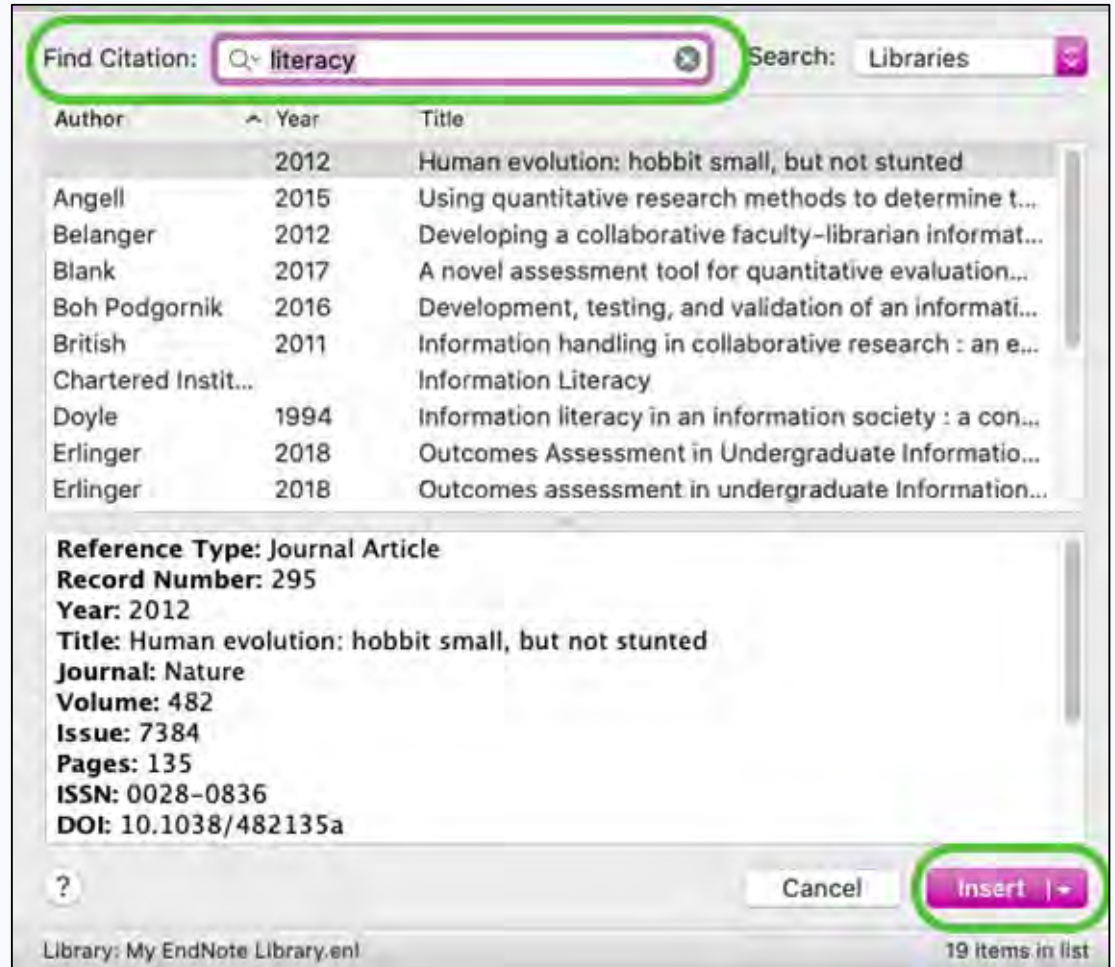
Adding a citation in Word (3)

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



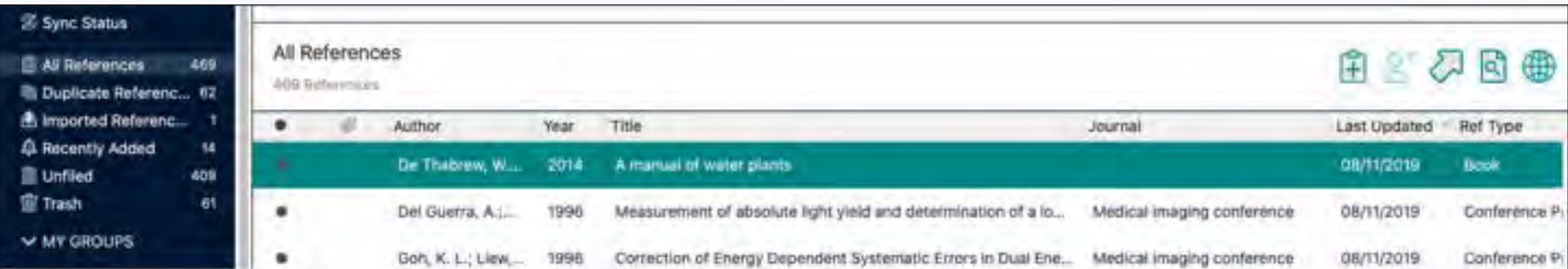
Adding a citation in Word (4)

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



Adding a citation in Word (5)

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



The screenshot displays the EndNote software interface. On the left is a dark sidebar with navigation options: Sync Status, All References (469), Duplicate Referenc... (62), Imported Referenc... (1), Recently Added (14), Unfiled (408), Trash (61), and MY GROUPS. The main window is titled 'All References' and shows '409 References'. A table of references is visible with columns for Author, Year, Title, Journal, Last Updated, and Ref Type. The first row is highlighted in green.

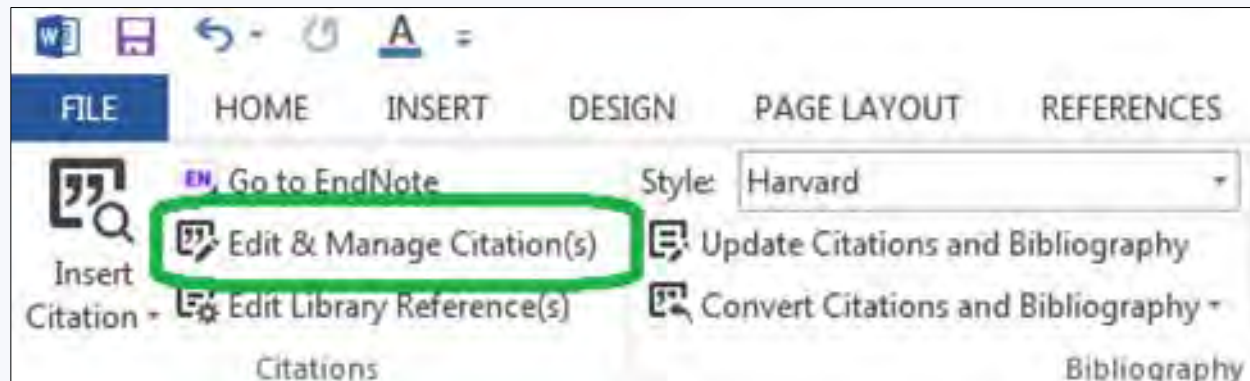
Author	Year	Title	Journal	Last Updated	Ref Type
De Thibrew, W...	2014	A manual of water plants		08/11/2019	Book
Del Guerra, A.;...	1996	Measurement of absolute light yield and determination of a lo...	Medical imaging conference	08/11/2019	Conference P...
Goh, K. L.; Liew...	1996	Correction of Energy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

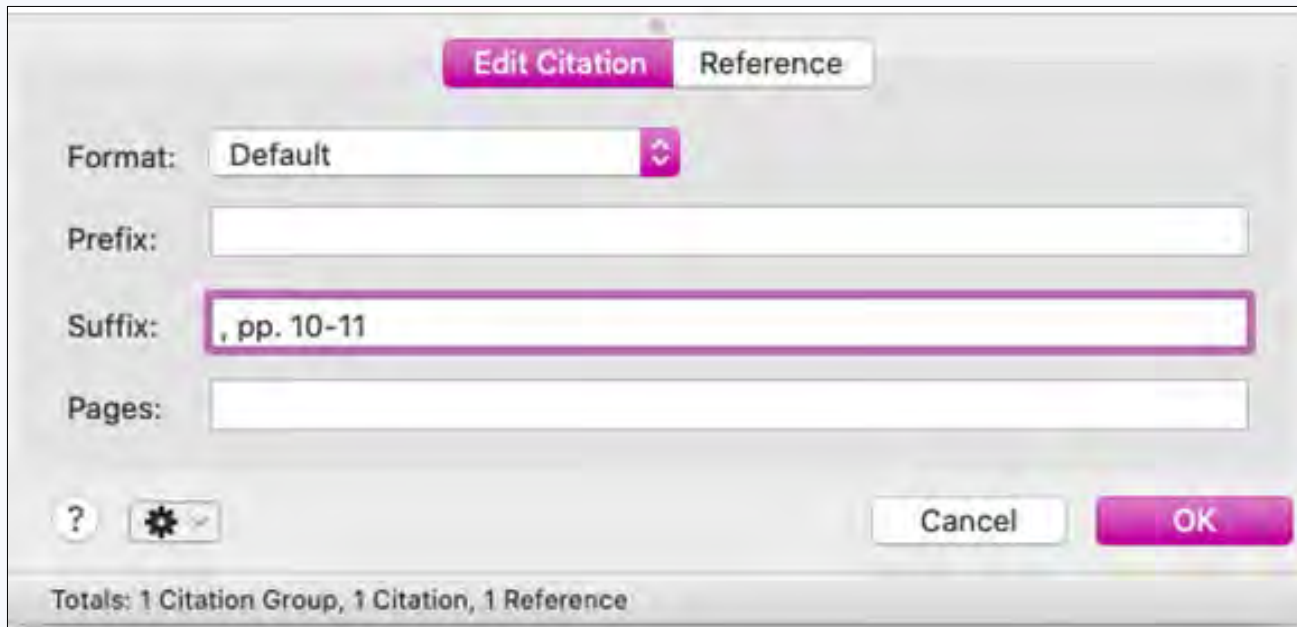
The image shows a dialog box titled "Edit Citation" with a "Reference" tab. The "Edit Citation" tab is active. The dialog contains the following fields:

- Format:** A dropdown menu set to "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 four buttons: a question mark icon, a gear icon (settings), a "Cancel" button, and an "OK" button.

Adding page numbers to a citation (3)

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



The image shows a dialog box titled "Edit Citation" with a "Reference" tab selected. The dialog contains the following fields:

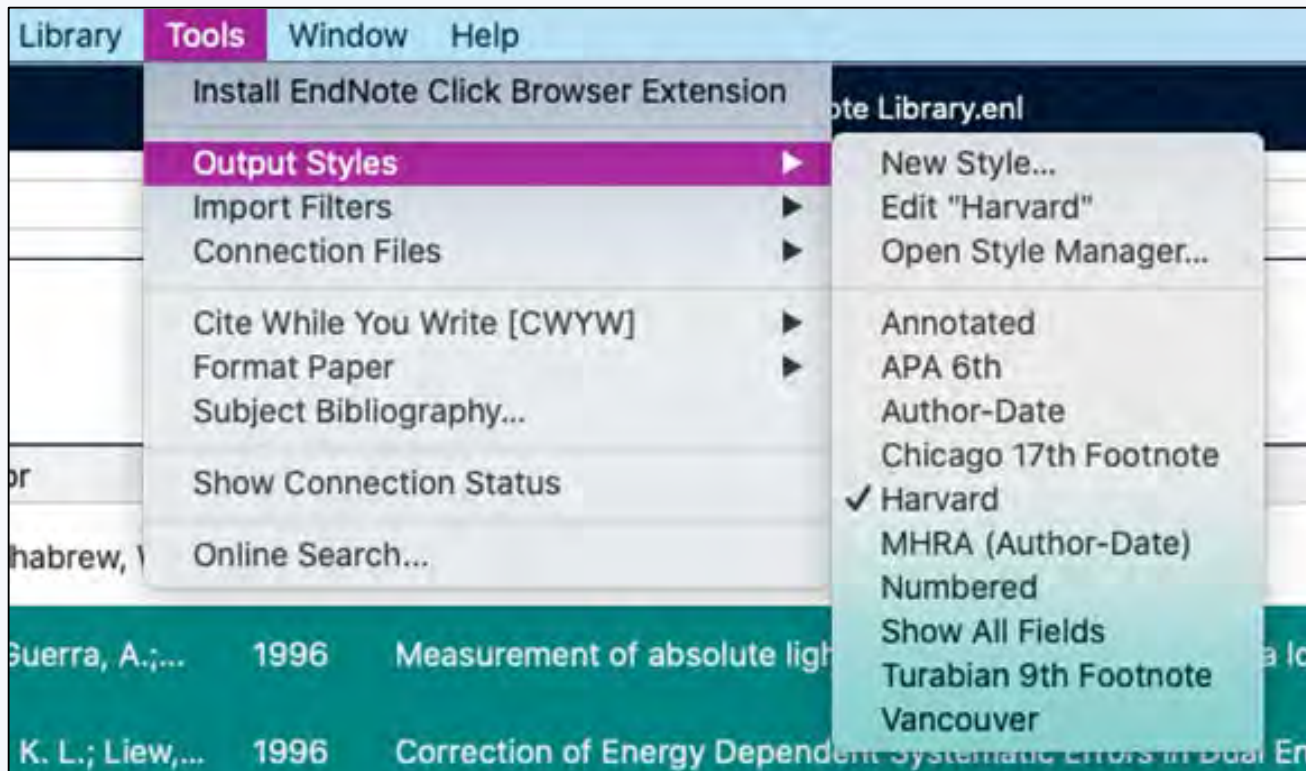
- Format: Default
- Prefix: (empty)
- Suffix: , pp. 10-11
- Pages: (empty)

At the bottom, there are buttons for "?", a gear icon, "Cancel", and "OK". A status bar at the bottom reads "Totals: 1 Citation Group, 1 Citation, 1 Reference".

Creating bibliographies in EndNote

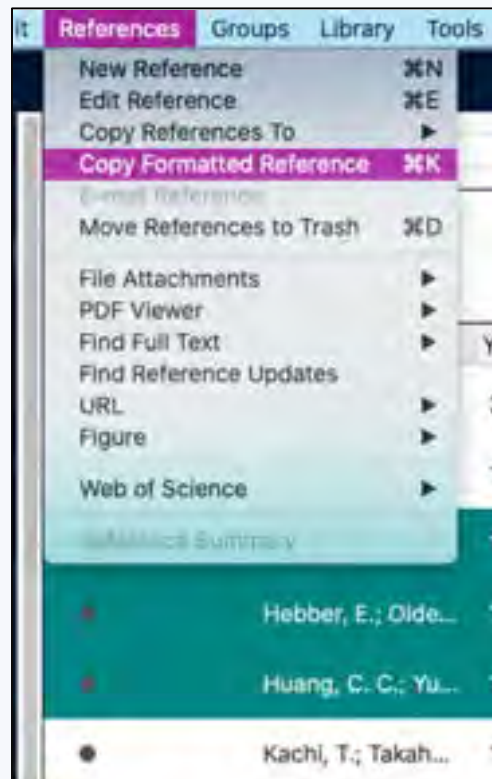
Bibliography (1)

- 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)

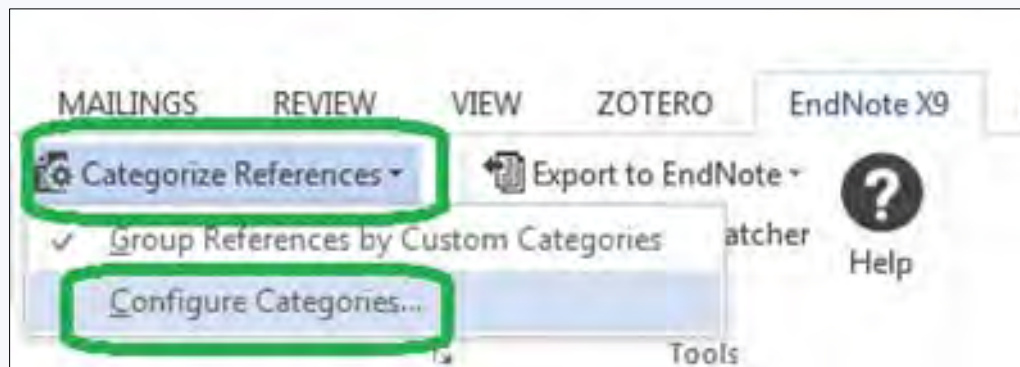
- Select the references you would like to copy in EndNote. Click **References > Copy Formatted Reference**. Open Word and paste the references into your document.



Organising your bibliography (1)

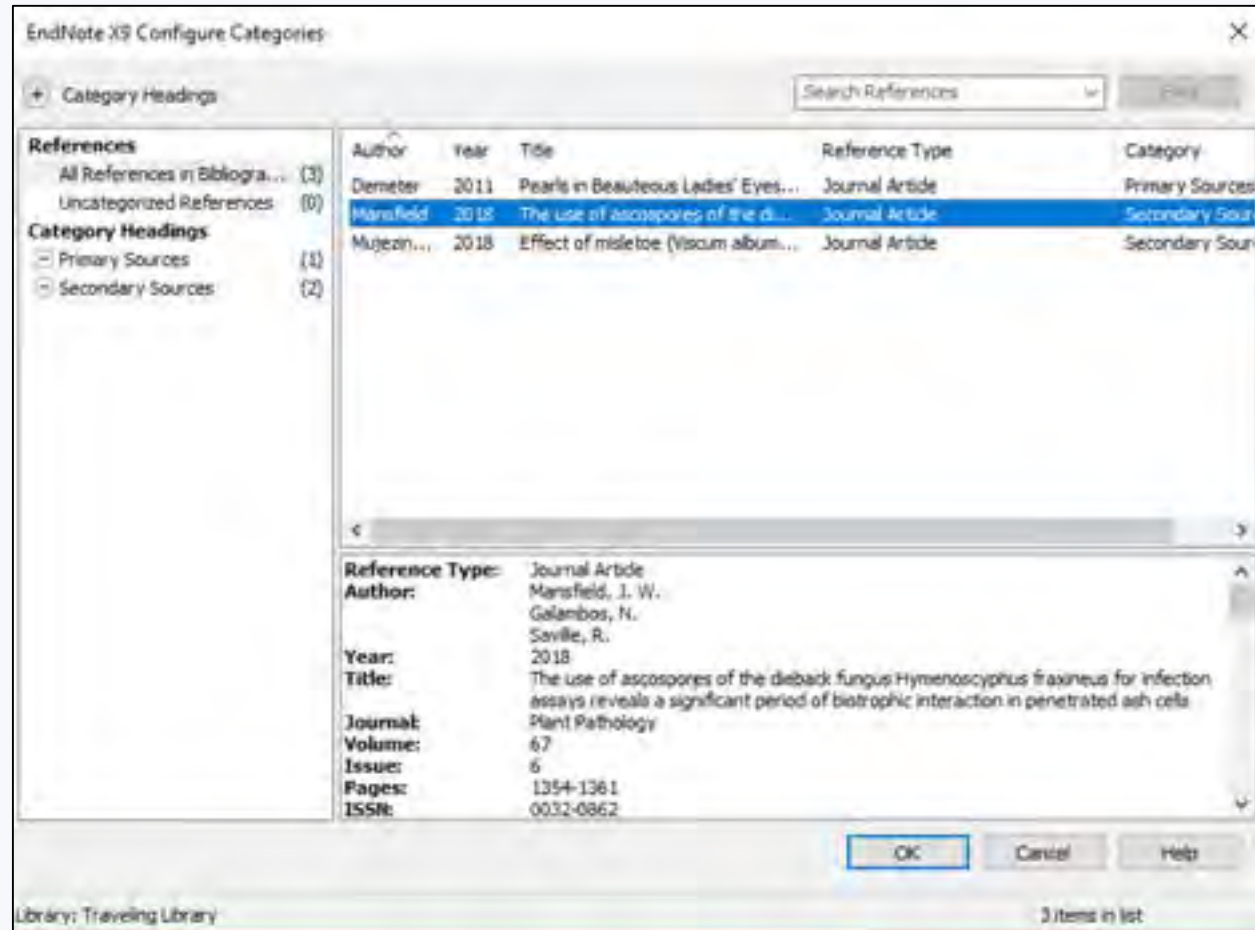
- You may like to organise the bibliography differently, e.g., primary and secondary resources.

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>.

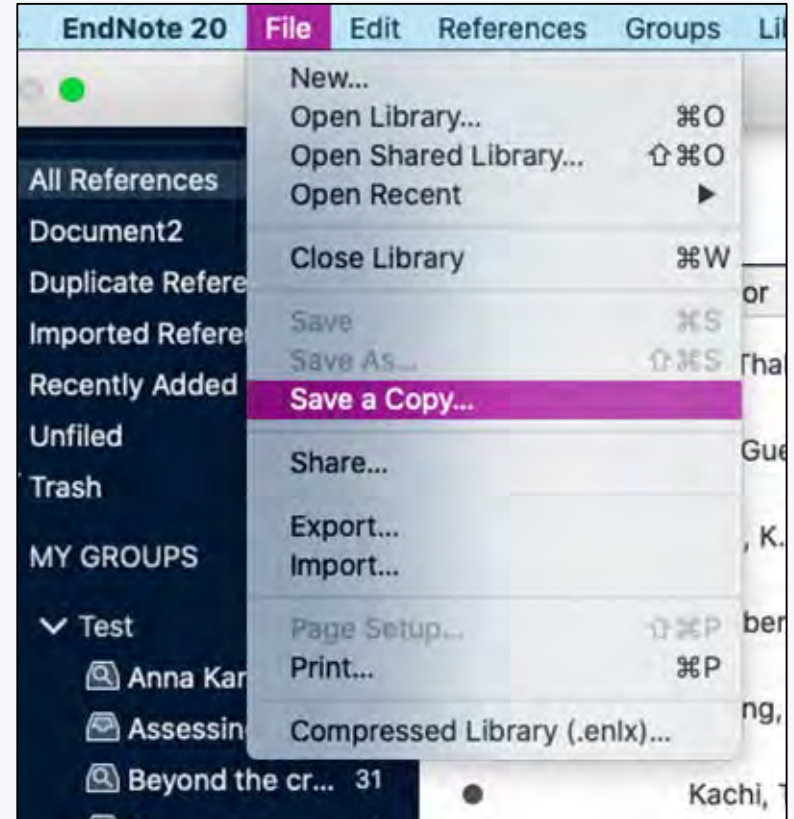
Secondary

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.

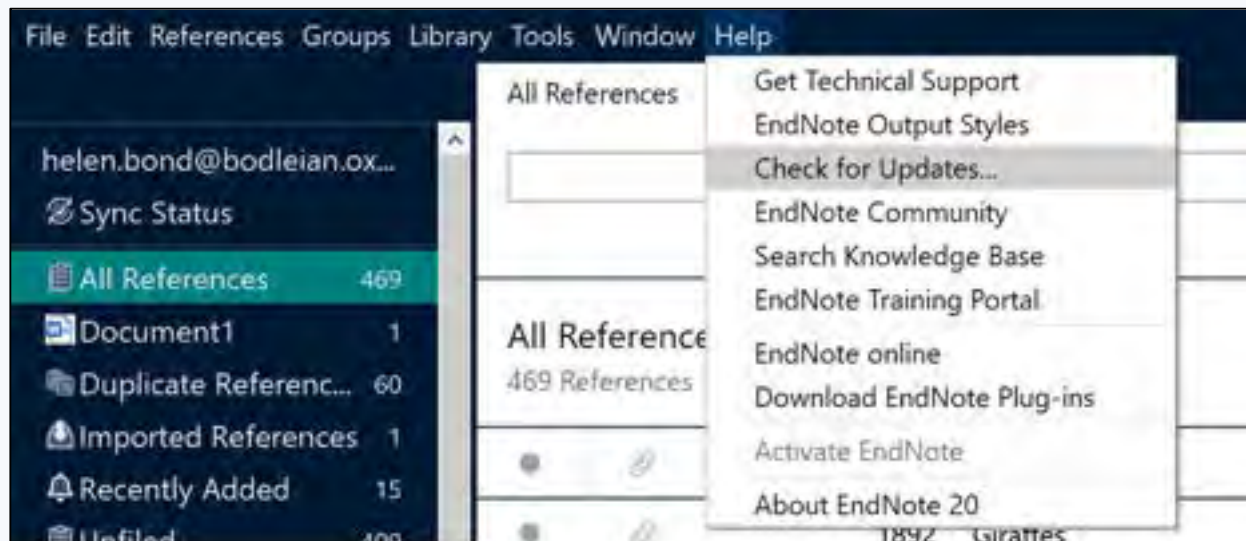
Click **File > Save a Copy...**



Keeping EndNote up to date

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

Click **Help > Check for Updates**



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