Using Endnote to manage bibliographic information

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What is an Endnote library?

- A collection of references.

- There is **no limit** to the number of references you can store in a single Endnote library.

- Each reference in the Ednote library **contains all the information required to create a bibliography** (references).

- A bibliography is a list of books, articles, and other sources used/consulted when researching a topic and writing a paper.

The Endnote library can be used for

- PhD thesis

- Masters dissertations

- Scientific papers for publication in journals

- Conference papers

- NB: use one library for your thesis/dissertation. Do not rename and existing library.

Endnote allows you to

- Sort references into groups (folders)

- Store notes and personal annotations about sources searched/sorted (author, title, keyword, notes etc)

- Store copies of electronic journal articles/abstracts,

- Link reference to: SuperSearch to locate journals, website URLs and documents stored on your computer.

Practical 1

- Create a new Endnote X5 library

- Manually enter references into the library

- Use an existing library to demonstrate how to:
  - Use Ednnote tool bars
  - Cite While You Write (CWYR)
  - sort references by author, title, Year, Journal etc
  - Edit styles

Endnote referencing details

Author: family name first e.g. Singh, J. S or van Doorn, Richard

Organisations – Corporate Authors
- United Nations,(NB: comma at end)
- University of Nairobi,, Department of Ophthalmology (NB: placement of double commas & no comma at end)

Note:

- Commas determine the way Author names are displayed

- Essential: only **one** author per line

- EndNote will truncate the list of authors with "et al." or "and others" automatically as required by your chosen **Output Style**

Getting Endnote software

- Current version = Endnote X16. It requires a license but you can download a trail version for short term use

- Recent versions are compatible with most computer operating systems.

- Older versions (e.g. Ednote X9) do not require a license.

- Alternatively, you can use Zotero, a free bibliography software used. **NB: Zotero is a Mozilla Firefox add-on.**