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 Endnote 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 trial 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.**