

END NOTE 😊

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What is ENDNOTE?

- A software that:
- **stores** and organizes references found from many sources
- **inserts** these citations into a Word document, and
- automatically **format** your references according to a predefined citation style

Flow Process in EndNote

**Search and save
References (eg. PubMed, Web of Science)**

Import

EndNote

Export

Microsoft Word
"Cite While You Write"

**JAMA / Vancouver
citation style**

Other citation styles

The EndNote Process

INPUT

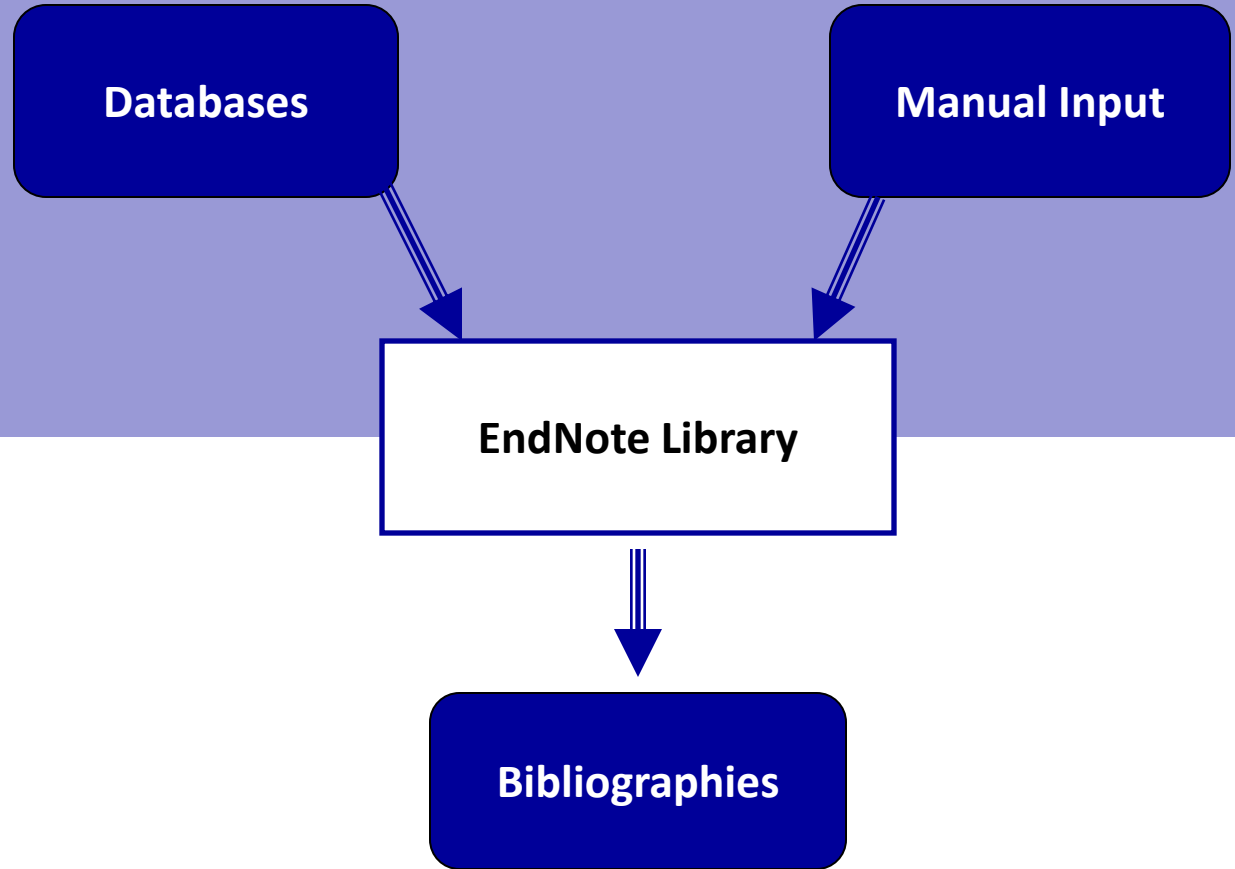
Databases

Manual Input

EndNote Library

OUTPUT

Bibliographies



5 Steps to Import Citations into your research paper

1. **Install EndNote** on your PC/Laptop
2. **Create** an EndNote Library
3. **Collect** References and **Import** into EndNote
4. **Insert (Cite)** the References in Microsoft Word
5. Change **Reference (Citation) Style**

Step 3 : Collect References/Citations

a)Method 1: Search in databases and export citations (PubMed)

b)Method 2: Search PubMed directly in EndNote

c)Method 3: Manually enter a Reference

Step 3 : Collect References/Citations

Method 1

Search in databases and export citations



- a) Perform search in [PubMed](#)
- b) Mark references to be saved
- c) From the **Display** drop-down menu, select **MEDLINE**.
- d) From the **Send to** drop-down menu, select **File**.
- e) Save the file as a **.txt** file

Exporting References from PubMed into EndNote

From the search results page, select desired citations (or click no citations to transfer entire result).

Change the **Display** to **MEDLINE**, then the **Send to** option to **File**. Save as a text file to your computer.

The screenshot shows the PubMed search results page for the query 'clowns'. The 'Display' dropdown is set to 'MEDLINE', and the 'Send to' dropdown menu is open, showing options: Text, File, Printer, Clipboard, E-mail, RSS Feed, and Order. The 'File' option is highlighted. The search results show 24 items, with the first item selected: **1: Rhodes B.** Send in the clowns....[PMID: 16252711]. The metadata for this item is displayed below the citation.

NCBI PubMed National Library of Medicine NLM

All Databases PubMed Nucleotide Protein Genome Structure OMIM PMC Journals Books

Search PubMed for clowns Go Clear Save Search

Limits Preview/Index History Clipboard Details

Display MEDLINE Show 20 Sort by Send to

All: 24 Review: 0

Items 1 - 20 of 24

1: [Rhodes B.](#) Send in the clowns....[PMID: 16252711]

PMID- 16252711
OWN - NLM
STAT- MEDLINE
DA - 20051028
DCOM- 20060106
PUBM- Print
IS - 1354-5760 (Print)

Page 1 of 2 Next

Related Articles, Links

Step 3 : Collect References/Citations

Method 2:

Search PubMed directly in EndNote



- **Valid only for **Freely Available** Databases**
- **This Method good for **Known** Citations**
 - a) In an EndNote Library, under **Online Search** on the left, click on **PubMed (NLM)**.
 - b) Enter keyword in search box
 - c) *Retrieved records from 1 through XX*. Enter the desired number for XX.
 - d) **All records (relevant?) will be saved into EndNote**

Step 3 : Collect References/Citations

Method 3:

Manually Create a Reference in EndNote



- **Useful for working papers / manuscripts which are not found in databases**
 - a) In an EndNote Library, at the top, click on **References** → **New Reference**
 - b) Under **Reference Type:**, click on the drop-down menu and select accordingly (eg. Web Page)
 - c) Enter information such as *author, year, title*
 - d) Simply click on X (close the window) and the reference will be saved

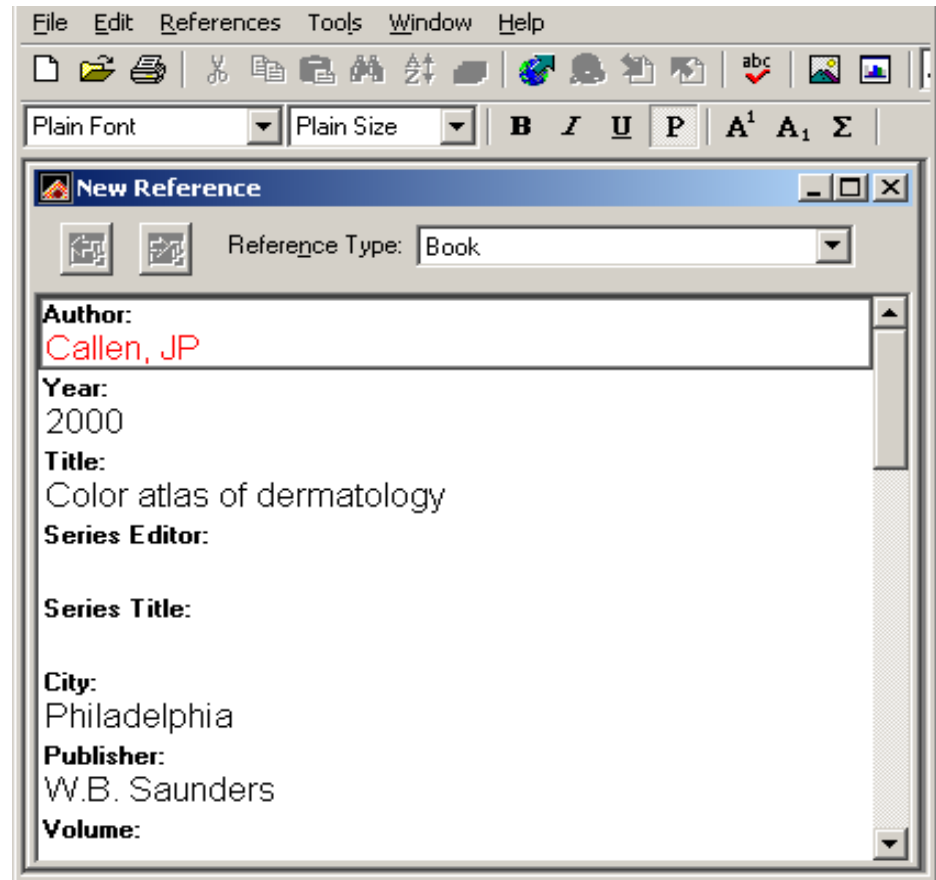
Manually adding references (continued)

Enter the following sample book citation into EndNote:

First, choose the appropriate **REFERENCE TYPE**, in this case **BOOK**.

Callen, J. P. (2000).
***Color atlas of dermatology* (2nd ed.).**
Philadelphia: W.B. Saunders.

Note: You must use a comma between an author's last name and first initials for correct alphabetizing.



The screenshot shows the 'New Reference' dialog box in EndNote. The 'Reference Type' is set to 'Book'. The fields are filled with the following information:

- Author:** Callen, JP
- Year:** 2000
- Title:** Color atlas of dermatology
- Series Editor:**
- Series Title:**
- City:** Philadelphia
- Publisher:** W.B. Saunders
- Volume:**

Other Features



a) Remove Duplicates

- i. In an EndNote Library, click **References** on the menu bar → **Find Duplicates**

b) Organise References into Groups (or folders)

- i. Highlight a reference in EndNote Library
- ii. Right – Click → **Add References To → Create Custom Group...**
- iii. Type a group name. Enter.

c) Auto-Filtering with Smart Groups

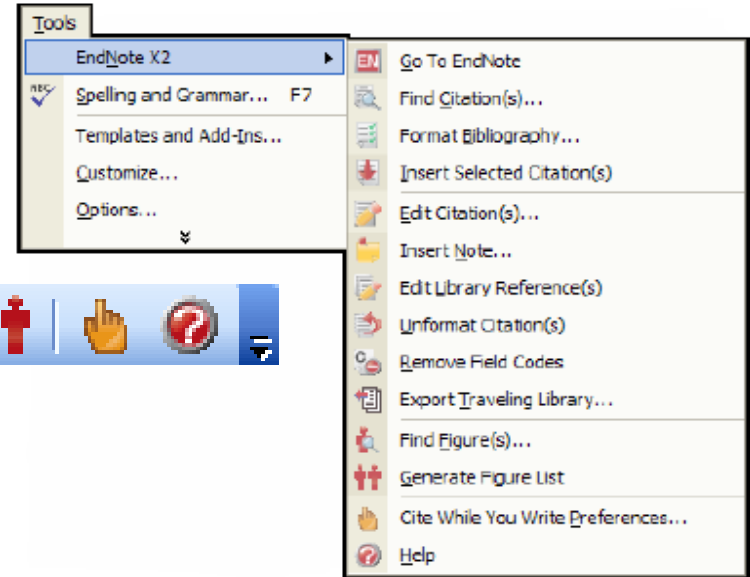
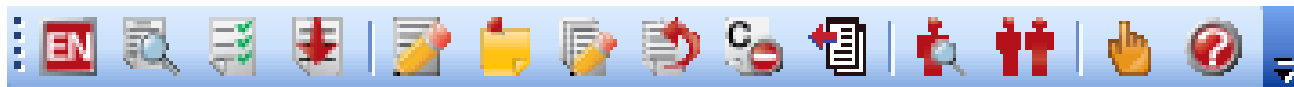
d) Compress a Library and Email to Colleague

e) Direct Links to Web of Science via Library Proxy

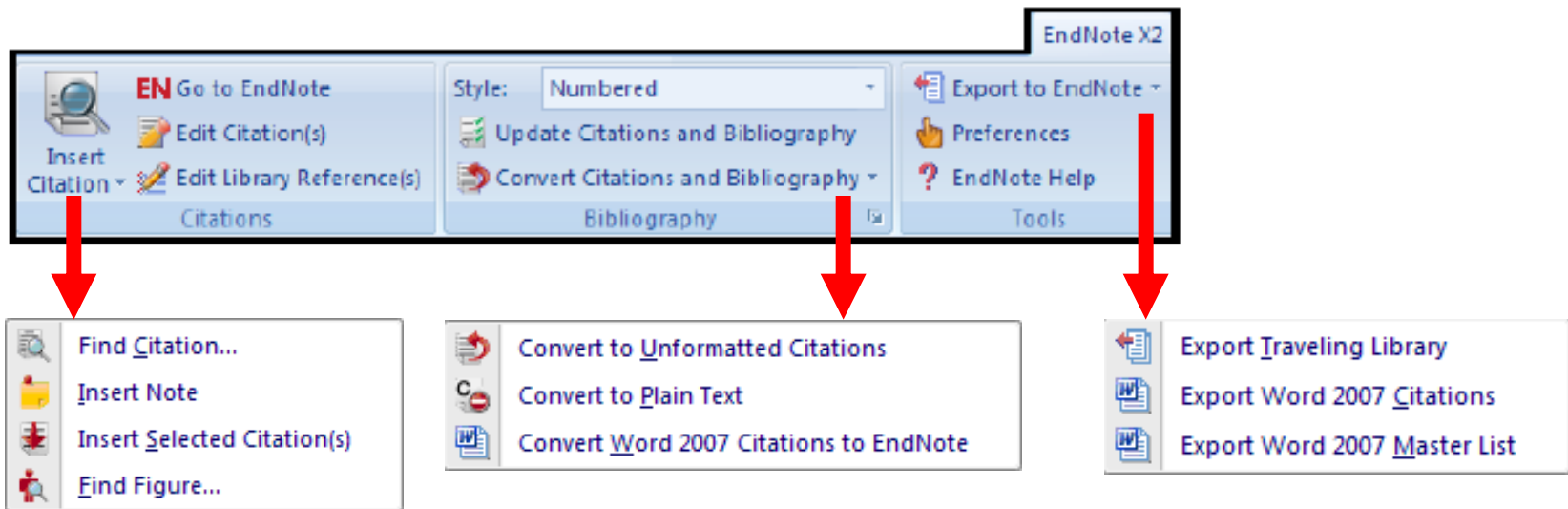
CWYW Toolbar in Microsoft Word



- Microsoft Word 2003



- Microsoft Word 2007



Step 4: Insert References in Word (Cite While You Write)



- a) In an EndNote library, highlight a reference.
- b) In Microsoft Word, place cursor at insertion point.



- c) Look for the EndNote toolbar:
 - i. For Word **2003**, click on 4th button **Insert Selected Citation(s)**
 - ii. For Word 2007, click on the button **Insert Citation**. Click **Insert Selected Citation(s)**.
- d) The reference is inserted.

Step 5: Change Reference Style



a) In Microsoft Word, look for the EndNote toolbar:



- i. For Word 2003 & below, click on the 3rd button **Format Bibliography**.
- ii. For Word 2007, go to **Style: → Select another style**

b) Under **With output style**, click **Browse...**

c) **Select the desired journal style. Eg. JAMA**

d) The references are now re-formatted.