

Centennial Science and Engineering Library

Creating Citations using

The primary function of EndNote is to help you manage references to articles, books, personal notes, etc. during the writing process. It can be used in conjunction with Microsoft Word or WordPerfect by inserting a marker to an EndNote reference as you write the paper. Formatting of references is automatically done by EndNote in a variety of styles, and reformatted on demand.

Managing References

References are kept in files called libraries. Each reference in the library has a unique identification number. To create a library, choose *New...* under the *File* menu. Name your library and click *Save*.

1. Creating a new Reference

Sample: Ditto, W., Rauseo, S. & Spano, M. (1990). Experimental control of chaos. *Physical Review Letters*, 65(26), 3211.

1. Open the library where you want to put the reference
2. Choose *New* from the *References* menu (Ctrl + N)
3. Choose *Reference Type* from the box at the top of the window (e.g., book or journal article)
4. Author names may be enter either Last, First or First Last. Since each author must have a separate line, press *Enter* after each author.
5. Use the TAB key to move to the next field. Enter each part of the reference in the appropriate field.
6. Do not use any punctuation or italics. EndNote will add this when it creates your bibliography.
7. Close the *New References* window. The reference is automatically saved. Your reference should now appear in the library window.

2. Using EndNote with online databases

a) Import Filters

Import Filters are configured to import data files from a specific database. Because each database has its own way to organize reference data, there needs to be a different filter for each one.

EndNote provides dozens of Import Filters. From the *File* menu, select *Import Filters* and then *Open Filter Manager*.

To download other filters, go to: <http://www.endnote.com/support/enfilters.asp>

b) Exporting references from a database into EndNote

FIRST SEARCH databases: ASTA, GenSciAbs, WorldCat, etc.

To see a list of all of the FirstSearch databases go to the UNM General Library home page: <http://eLibrary.unm.edu/> Click on *Research Databases and Indexes* and select *FirstSearch*. Pull down the *select a database* menu.

After you have marked your references:

- Click *Export* 
- Choose selection: *Marked Records from this search*
- Click on *Export*

In Netscape, a dialog box may open: choose *Open It* and click *OK*

EndNote will open:

1. Select a Library for the references to be placed in
2. Choose an Import Filter
 - a. Click on *Find* button
 - b. Choose *OCLC FirstSearch*
 - c. Choose a database (e.g. MEDLINE (OCLC))
 - d. Click *Choose* button

When the import is complete, only newly imported references are displayed in the Library window. This is a good time to **check the data** in each reference and add keywords, etc. Double-click on a reference to open it and modify it.

CAUTION: In records from a FirstSearch database, the *Year* may be in the *Note* field. Copy the information and Paste it into the correct field

**** To see all of the references in the Library window, choose *Show All* under the *References* menu.

c) Saving references in databases using TEXT (.txt) format

Note: references must be consistently *tagged* with each tag starting on a new line

SciSearch (ISI): Science Citation Index

After you have marked your references

- Click *List Marks*
- Choose *Full* under the heading “Fields you want to download”
- Choose *Output in Tagged Format* under the heading “Select what to do with citations”
- Click *Submit* This page says: “Tagged Output for use with Bibliographic Software”

Interim Step:

The **first time** you use SciSearch with EndNote you must download the EndNote filter for SciSearch.

Follow these steps at this point:

- a. Click on link *Filters* (in number 3. “Filters for EndNote and ProCite are available”)
 - b. In the database list find *SciSearch® at LANL*, click on either PC or MAC
 - c. Save it in your EndNote Filters folder (usually in Program Files)
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- Click *Back* to the page titled “Tagged Output for use with Bibliographic Software”
 - Click on *Download the tagged output file for EndNote or ProCite*
 - Under *File* menu, choose *Save As*
 - Save the file in *Plain Text (*.txt)*

d) Importing References into EndNote

The imported references field names **MUST** be in abbreviated or tagged format (e.g., TI instead of Title).

1. Open your Endnote Library.
2. Choose *Import* from the *File* menu.
3. Use the *Choose File* button to locate and open the file you want to import. Select the file and click *Open*.
4. Select the appropriate import option from the *Import Option* List [e.g. SciSearch LANL]. If you do not see the option that you need, choose *Other Filters...* from the Import Option list. This will bring you to the Filter Manager. Highlight the correct filter and click the *Choose* button.
5. Click *Import* to import the file.
6. Reminder: When the import is complete, only newly imported references are displayed in the Library window. This is a good time to check the data in each reference and add keywords, etc. Double-click on a reference to open it and modify it.

**** To see all of the references in the Library window, choose *Show All* under the *References* menu.

3. Creating an independent bibliography using EndNote and Microsoft Word

Output Styles

An output style formats your references within the text of a paper and in the bibliography.

EndNote provides dozens of Output Styles. From the *File* menu, select *Output Styles* and then *Open Style Manager*.

To download other filters, go to: <http://www.endnote.com/support/enstyles.asp>

To create an independent bibliography:

1. In EndNote choose *Output Styles* from the *File* menu.
2. If you do not see the style you want to use, then choose *Open Style Manager*. To sort by subject (e.g. Engineering), click on the *Find* button. For this seminar we are going to use the ***J Environmental Eng*** style.
3. Go back under the *File* menu and choose *Output Styles*. Make sure there is a check-mark in front of ***J Environmental Eng***.
4. From the *Edit* menu, select *Select All* to highlight all of the references in your library. If you only want certain references included, highlight them by holding the CTRL key and clicking on the references desired.
5. From the *Edit* menu, select *Copy Formatted*
6. Open Microsoft Word and choose *Paste* under the *Edit* menu.

** *Note:* If you just want a **quick printout**, follow 1-4 above and choose *Print* in EndNote.

4. Writing a paper using EndNote and Microsoft Word

The EndNote Add-in allows users of Microsoft Word (or WordPerfect) to format papers in one step within the word processor. The Add-in inserts EndNote commands to the *Tools* menu in your word processor to give you direct access to your references while writing your paper.

Step 1: Create the paper and insert markers for the footnotes/bibliography

1. Open both Microsoft Word and EndNote programs
2. In EndNote, choose your Output Style (see above)
3. Type in the text of your paper in Word. When you are ready to insert a citation, choose *Go To EndNote* from the *Tools* menu.
4. In your EndNote library, click on the citation you wish to insert so it is highlighted. Choose *Insert Selected Citation(s)* from the *Cite While You Write* menu. The reference should now be inserted in your paper where you last positioned the cursor, and you should be returned to Word.

Note: With EndNote 5 (or later) and Microsoft Word 97 (or later), the bibliography will be formatted as you write your paper.

Step 2: Format the bibliography

1. After you have finished your paper and have inserted all the citations, you can format your bibliography in a large number of styles. First you need to choose the style format (e.g. MLA, APA) that you want to use.
 - In EndNote choose *Output Styles* from the *File* menu.
 - If you do not see the style you want to use, then choose *Open Style Manager*. To sort by subject (e.g. Physics), click on the *Find* button.
 - Mark the style you wish to use by clicking in the box next to it and then close the EndNote Styles window
2. In Word, choose *Format Bibliography* from the *Tools* menu. A dialog box appears prompting you to choose a bibliographic style for your paper. Choose your style and then click *Format*
You can reformat the same document with different styles as many times as needed.

5. Searching for References

Choose *Search...* from the *References* menu. Type in the term(s) you wish to find.

6. Customizing the Library Display

From the *Edit* menu, choose *Preferences*. There are several options listed. To change the fields displayed in your library, click on *Display Fields*.

To change the sort order of a library, click on the column heading to sort by the field in ascending order. Clicking on the same column heading once again will change the sort to descending.

*** For more information go to the EndNote web page at: <http://www.endnote.com/>

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