

Introduction to EndNote

What is EndNote?

A software package for managing bibliographic information; integrates with Microsoft Word to enable insertion of citations and bibliographies.

Why would you want to use it?

- References available in one place for papers, theses, etc.
- Manuscript templates available for a number of journals
- Adding citations to papers is easy; EndNote automatically formats those citations into a bibliography
- If you submit a paper to a different journal, EndNote lets you change the format style easily

How to purchase

- VU bookstore
- Various possibilities online

Need help with EndNote?

- EndNote Web site (<http://www.endnote.com/>)
- Heard Library Questions and Answers about EndNote (<http://www.library.vanderbilt.edu/heard/endnote.shtml>)
Connection files and import filters for Vanderbilt Library-provided databases are found here.
- EndNote Basics (Eskind Biomedical Learning Module) http://www.mc.vanderbilt.edu/kmt/learning/module_toc.html?tutorialID=150
- EndNote instructor: Chris Benda (chris.benda@vanderbilt.edu)
- Heard Library EndNote E-mail list (zres@library.vanderbilt.edu)

EndNote on the Web

Vanderbilt faculty, staff, and students have access to EndNote Web, an online version of EndNote.

- Sign up for an account at <http://www.endnoteweb.com>.
(If you already have a Web of Knowledge account, you can use that as your EndNote Web account.)
- Compare EndNote Web and the EndNote client: <http://www.endnoteweb.com/encompare.asp>.

Some EndNote basics

- **Library:** the database of citations that you will build
- **Connection Files / Online Search:** a means of searching a bibliographic database from EndNote
- **Filters:** a means of importing citations into your EndNote library from an external file

Creating and updating an EndNote library

- Type the citations **manually**.
 1. Open your EndNote library.
 2. Choose References > New Reference.
 3. Start typing.

- Search a bibliographic database and import the citations **directly** into EndNote (e.g., ProQuest, ATLA and other EbscoHost databases). This is becoming more generally available.
Various databases do this in different ways. After you've selected records that you want to keep, look for the print/save/e-mail options and see if they mention EndNote.
- Search a database (e.g., Acorn) from EndNote using a **connection file / online search**.
 1. Open your EndNote library.
 2. Choose Tools > Connect > Connect ... (Tools > Online Search > New Search in EndNote X1).
 3. Select a database to connect to.

Easy and fast, but very simple searching only.

Connection files for Vanderbilt Library-provided databases can be found at <http://www.library.vanderbilt.edu/heard/connect.shtml>.

- Use an **import filter**.
 1. Search a bibliographic database (e.g., Sociological Abstracts).
 2. Save the citations as a "text" file (may be a .dat file).
 3. Open your EndNote library.
 4. Choose File > Import ...
 - Choose the file you want to import (the saved citations)
 - Make sure the Import Option you've selected is the correct import filter for that database
 - Decide on treatment of duplicates.
 - Click Import.

Allows searching of the database using its "native interface" (enabling more flexible searching).

Import filters for databases provided by the Vanderbilt libraries can be found at <http://www.library.vanderbilt.edu/heard/filters.shtml>.

Organizing references

- Add keywords to each reference. This can be done to multiple references simultaneously by using *References > Change and Move Fields*.
- *Groups* feature in EndNote X1 and X2: References can be added to user-defined groups.

Importing references into a Word document

If you install EndNote after you've installed Word on your computer, an EndNote toolbar or tab should be added to Word. (Select *View > Toolbars > EndNote* in Word [versions before 2007] to see if you have the toolbar.)

At the place in your document where you want to add a citation, select *Tools > EndNote > Insert Selected Citation(s)* (or *EndNote > Insert Citation*). If EndNote is open and a citation is selected, the citation will be inserted; otherwise, you'll be prompted to select a citation.

The citation and bibliographical reference will be formatted according to the output style selected in EndNote. You can change the output style in Word by selecting *Tools > EndNote > Format Bibliography...* (or *EndNote > Style*) and choosing a different output style.