

# EndNote®

...Bibliographies & More Made Easy™

One of the more time consuming parts of doing and publishing research is gathering references and creating properly formatted bibliographic citations. Keeping track of your bibliography can be especially daunting as your research into a subject becomes deeper, and the literature base expands to thousands of articles. Even if you can find the references you wish to cite, almost every journal requires a different format for citations, some numbered, some alphabetized etc. and you can find yourself reformatting (and retyping) your citations time and time again.

EndNote is a program that eliminates most of the tedium involved in reference management and formatting. It is a database into which you can enter references, and which (working with MS Word) can format your citations in any way necessary, using established standards for hundreds of journals. EndNote allows you to quickly import citations from Medline and other citation databases, so you can easily create reference databases on any subject you research. When you start using EndNote, you will find that it allows you to concentrate more on the content of your research than on the superficial task of formatting and organizing references. As your databases grow, you will find them to be valuable references for continuing research.

## How does EndNote work?

EndNote creates databases, called 'EndNote Libraries' (\*.enl), with each record representing one book, article, or other resource. Each record (reference) contains fields for typical information such as Author, Title, Journal, Page Numbers etc., as well as places to save your own notes. These records can either be created by hand (typing in the information, or pasting it from another document), or by directly importing records from other sources, like Medline.

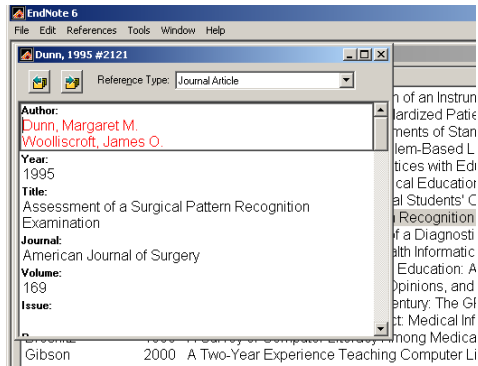


The screenshot shows the EndNote 6 software interface with a list of references. The window title is 'EndNote 6 - [All My References.enl]'. The menu bar includes File, Edit, References, Tools, Window, and Help. The main area displays a table with columns for Author, Year, and Title. The status bar at the bottom indicates 'Showing 99 out of 2,035 references.' and a 'Show Preview' button.

Author	Year	Title
Cork	1998	Development and Initial Validation of an Instrument to Measure Physicians' Us
Barrows	1993	An Overview of the Uses of Standardized Patients for Teaching and Evaluatin
Wilkerson	2001	Learning from the Narrative Comments of Standardized Patients During an Ot
Himelo	1998	Cognitive Consequences of Problem-Based Learning for Early Development
Gijselaers	1996	Connecting Problem-Based Practices with Educational Theory
Kern	1998	Curriculum Development for Medical Education: A Six-Step Approach
Hollander	1999	Assessing and Enhancing Medical Students' Computer Skills: a Two-year Exp
Dunn	1995	Assessment of a Surgical Pattern Recognition Examination
Gruppen	1996	Multi-site Reliability and Validity of a Diagnostic Pattern-recognition Knowledg
Yasnoff	2001	A National Agenda for Public Health Informatics: Summarized Recommendati
Bloom	1998	Structure and Ideology in Medical Education: An Analysis of Resistance to Ch
Lang	1995	Trends in Students' Knowledge, Opinions, and Experience Regarding Dental I
Association of ...	1984	Physicians for the Twenty-First Century: The GPEP Report
Association of ...	1999	Medical School Objectives Project: Medical Informatics Objectives
Bresnitz	1986	A Survey of Computer Literacy Among Medical Students
Gibson	2000	A Two-Year Experience Teaching Computer Literacy to First-Year Medical St
Greenhalgh	2001	Computer Assisted Learning in Undergraduate Medical Education
Grigg	1999	A survey of the IT skills and attitudes of final year dental students at Bristol Uni
Hagdrup	1999	Why? What? and How? IT provision for medical students in general practice
McLeod	1997	A Faculty-development Needs Assessment at One Medical School
Supino	1999	Assessing Research Methodology Training Needs in Emergency Medicine
Johnson	1998	Extending the Pipeline for Minority Physicians: A Comprehensive Program for
Krulwich	1993	Integrity in the Education of Researchers
Barrett	2000	Why Doctors Hate the Net
Gabriel	2000	Not Your Father's Classroom: Schools Shape Learning Spaces Around New C
Accreditation C...	2002	Common Program Requirements
Hulley	2001	Designing Clinical Research
Association of ...	1998	Learning Objectives for Medical Student Education: Guidelines for Medical Sc
Association of ...	2001	Contemporary Issues in Medicine: Basic Science and Clinical Research

## An EndNote Library





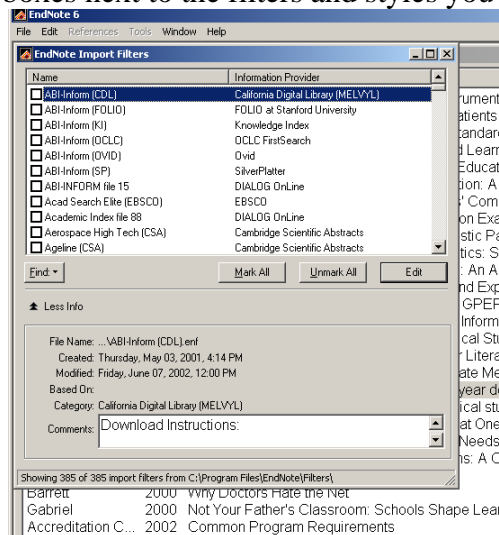
### Manual Reference Entry

This may be the best choice if you are entering references individually, for example, if you see something cited in a paper that you want to add to your library. There are a couple of rules to remember:

1. Enter only one author on each line
2. Authors can either be entered First name Last name, or transposed as Last name, First name (comma separating them).
3. With corporate authors (e.g. Institute of Medicine), put a comma at the END of the name so it isn't misinterpreted as first/last name.

The **second way** to enter data is to download your search result references directly from a reference resource (like OVID Medline or PubMed). This method allows you to use the specialized search capabilities of your reference resource to find just the citations you want.

EndNote has hundreds of special filters for importing records (import filters) from different online resources. You can choose the filters you need from the “Edit:Import Filters...” menu, and choosing the “filter manager” to see the lists of possible online resources. Just check the boxes next to the filters and styles you want to use.

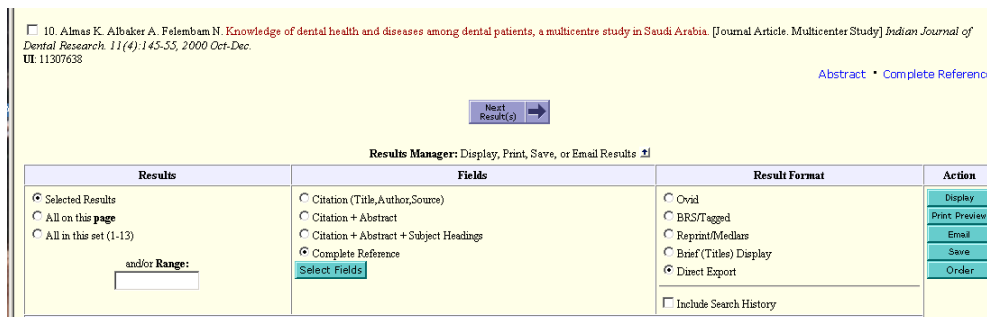


### Filter Manager

Each online resource has a somewhat different method of exporting their search results (citations). The methods used by Ovid Medline and PubMed are described here, but other resources will generally use one of these methods.

## Importing from OVID Medline

When you are viewing your search results in OVID, at the bottom of the page is something called the “Results Manager.” This is a set of controls that allow you to save your search results in various formats, one of which goes directly to EndNote. First, select which citations you want to download (selected citations checked on the search results screen, all citations on the page, or all the citations in the search results. In the second column, select which information you want to download (“complete reference” gets you everything). In the third column, choose “Direct Export” as the result format. Then click the ‘save’ button on the right, and the file will download to your computer, and open EndNote. You will be shown an “open” dialog box which you will use to find the library you want the citations to go into.

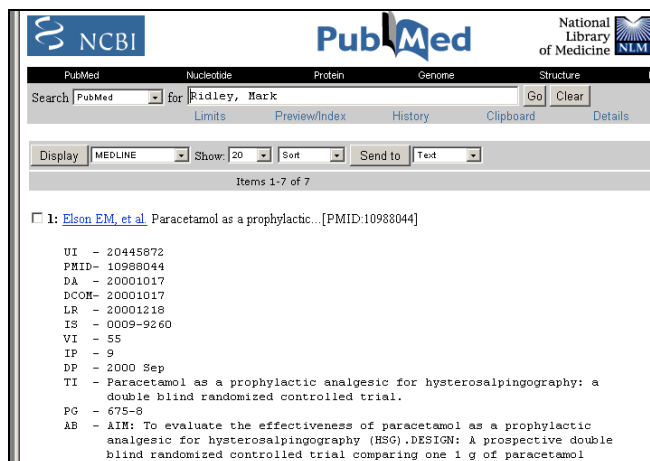


### OVID Results manager for Exporting References

The “Filter manager” window will open for you to choose the resource you are importing from. Choose “Medline (OVID)” on the list, and click “Choose”. The references will appear in your library.

## Importing from PubMed

When you are viewing your search results in PubMed, next to the “Display” button is a drop down menu of display styles. Choose the one called “MEDLINE” and press the “Display” button. The format of the display will change to look something like this:



### “MEDLINE” Display of PubMed Search Results

Next to the “Send to:” button is a drop down menu that reads “text”, drop it down and select “file”, then press the “Send to:” button and the file will download to your computer as a text file. Then, you import them into EndNote by going to EndNote, choose “File:Import...”, click “Choose File...” to find the file you just downloaded, then in the

“Import Option” box, choose “PubMed(NLM)” (if it isn’t visible, choose “Other Filters...” and select PubMed from the filter list). Click “Import” and the references will appear in your library.

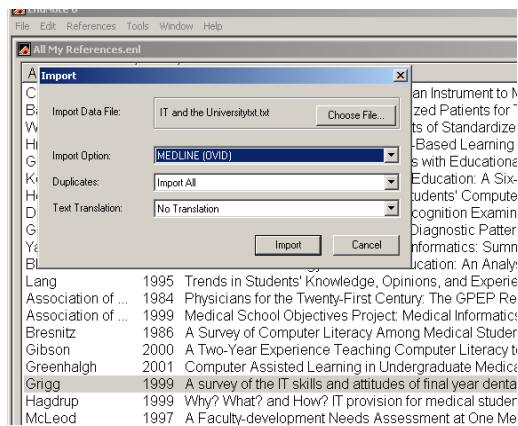
### Importing from PubMed or OVID Medline exports

On some computers these direct import methods do not work, and you need to export the data file, and import it into EndNote as a separate step. To do this:

For OVID medline: instead of “Direct Export”, choose “Reprint/Medlars” format, and click “Save”, choose where to save the file (usually the desktop is good), and it will create a “cites.txt” file.

For PubMed: After choosing MEDLINE as the display, and choosing “send to file”, save the “pubmed\_results.txt” file onto the desktop.

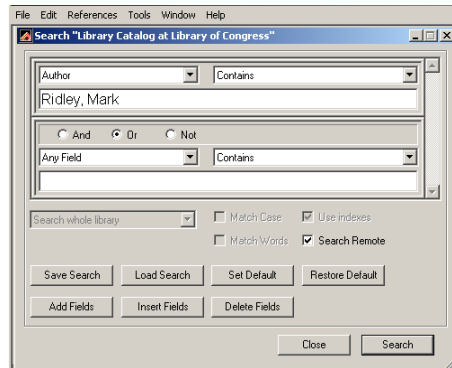
Having exported, you import into EndNote by choosing ‘File:Import...’, Click the “Choose File...” button and find the file you just saved (cites.txt, or pubmed\_results.txt). Choose which Import Option you need, either “PubMed (NLM)” or “Medline (OVID)” depending on where you exported data from, and click OK. EndNote will add all the references you saved into a library file.



### Importing References

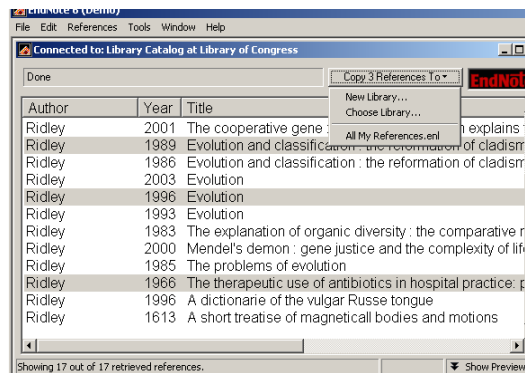
#### Direct Connection to Databases

The third way to add references to your library is to use EndNote’s “Online Search”. Choosing “Tools|Online Search...” you are given a list of hundreds of online reference resources (including PubMed, Melvyl, and the Library of Congress) which you can search and download directly from EndNote. Simply find the resource on the list and click “Connect”, and you will get a search window. Run your search, and EndNote downloads the citations it finds to a temporary library.



**Connection Search Dialog (for Library of Congress)**

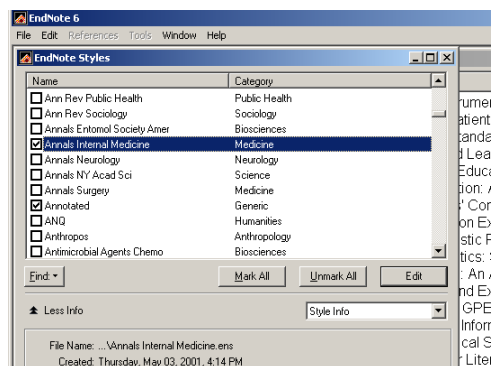
You can then select the references that interest you, and copy them to your library.



**Copying Downloaded References to your Library**

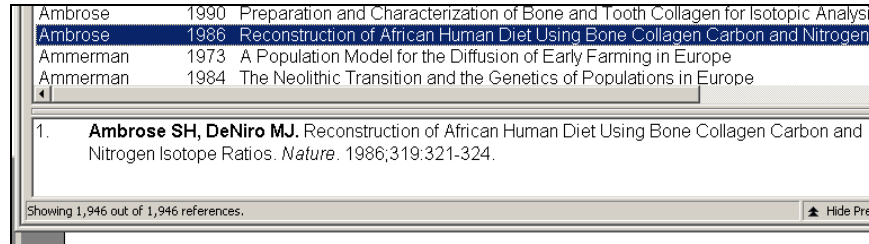
### Formatting your bibliography

EndNote knows how hundreds of journals require their bibliographies to be formatted. How your bibliography looks depends on which “Output Style” you choose. Output Styles have all the rules for formatting bibliographies as defined by various journals and standards. Because there are hundreds of these styles, EndNote provides a “style manager” for each, and only displays the styles that you regularly use from this list. In the “Edit|Output styles” menu choose the “style manager”. This will present a list of journals for which EndNote knows the output styles. To have these readily available in the bibliography formatting menus, check the box next to the journal name. These selections will be saved when you close the window.



**Choosing Output Styles**

The formatting style you have chosen will be previewed below your reference list whenever you have a reference selected (You may have to click the “Show preview” arrow in the lower right corner of your library window).



### Previewing Styles

### Citing References

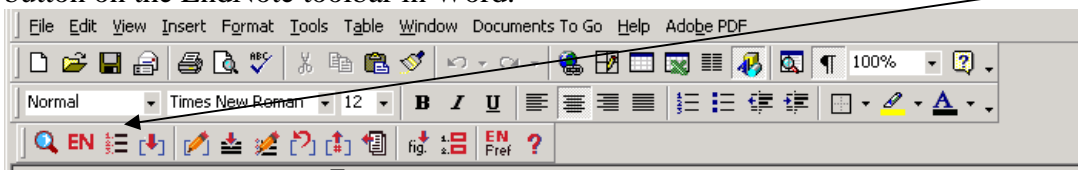
As you write your paper in MS Word, you will insert reference markers in the appropriate spots as necessary. There are a few ways to do this:

1. Choose the Magnifying glass icon on the EndNote toolbar in Word to search for a reference in your EndNote Library, then click the “Insert” button.
2. While in Endnote, select the reference (or references) you want from EndNote, and do “Edit|Copy” (ctrl+c). Then in Word, paste in the reference marker (ctrl+v).
3. Alternatively, in EndNote select the citations you want, then choose “Tools|Cite while you write|Insert Citations” (or press Alt+2)
4. Or once you have selected citations in EndNote, switch to Word and click the “Insert Citations” button on the EndNote toolbar.

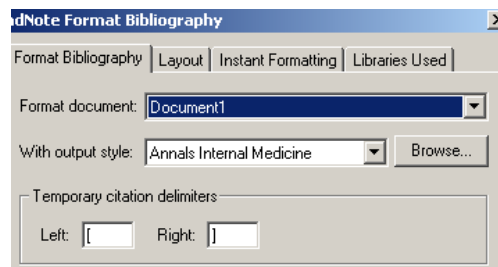
Depending on your “Cite while you write” preferences either the citation placeholder will be inserted, or the formatted citation will appear.

### Formatting Bibliographies

If you have been doing “Cite while you write,” your bibliography is complete as soon as you finish writing the paper. If you have chosen to insert citation markers, once you have finished your paper you format the bibliography by clicking the “Format Bibliography” button on the EndNote toolbar in Word.



You will be presented with a dialog box with a drop down menu listing journal styles, and a “Browse...” button which will list all possible journals if the style you want isn’t on the drop down list. Click “OK” and your paper will be formatted with the chosen style.



The “Format Bibliography” Dialog box

**Exercise**

Create an EndNote Library called "My Library.enl" and save it on the desktop  
Go into Medline (either via OVID or PubMed, using the Connect function, or search and download) and do a search on a subject you are interested in (something with at least a dozen references).

Export the references that you find for this search, and import them into your EndNote library.

In Word, write a brief paragraph on your subject, inserting appropriate citation markers. After you have written your summary, format the paper using the Annals Of Internal Medicine style.

**Online tutorials:**

<http://dlibrary.acu.edu.au/endnote/entutorials.htm>

<http://www.usc.edu/hsc/nml/lis/tutorials/endnote.html>

<http://www.lib.monash.edu.au/vl/endnote/endncon.htm>

<http://www.endnote.com/support/ensupport.asp>

**Getting EndNote**

On campus, you can download EndNote X1 onto your computer by going to <http://kdhsl.cdrewu.edu/endnote.asp> and following the directions there.

From home, you would need to sign in on the library proxy server at <http://kdhsl.cdrewu.edu> before you can download the file.

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