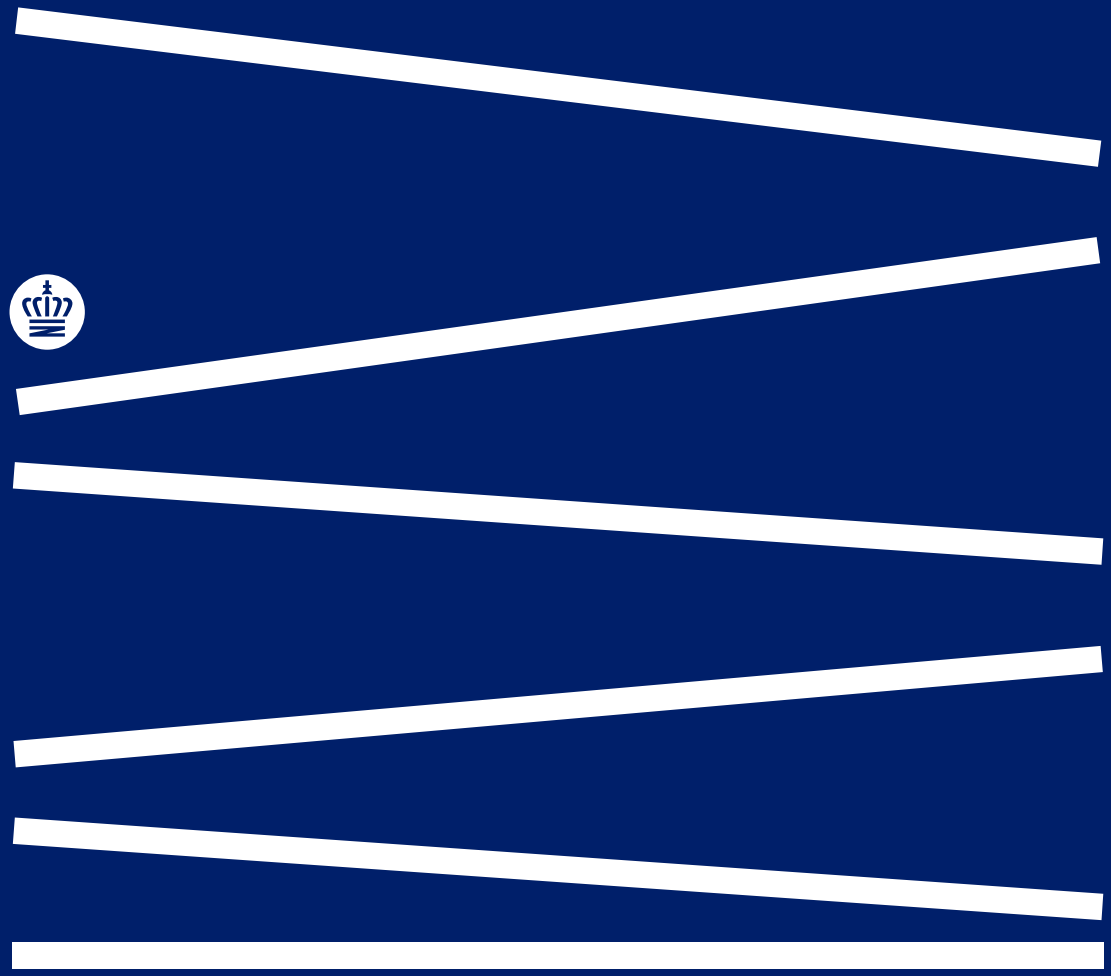
EndNote 20 kurset

AU Library Katrinebjerg
AU Library Sundhedsvidenskab

23. marts 2022



DET KGL. BIBLIOTEK
Royal Danish Library

Forberedelser til EndNote kurset

Se vejledningen '**Forberedelser til MBG EndNote kurset marts 2022.pdf**' sendt pr. mail.

Mac s. 7-17 og Windows s. 18-28

a. Download og installer EndNote 20
b. Gem dit EndNote bibliotek på harddisken
c. Tjek at EndNote og Word kan arbejde sammen
d. Hvis det ikke virker, hvad gør du så? –
   Spørg NAT-TECH IT-support

Så kan vi nemlig bruge tiden på kurset til at hente referencer fra PubMed og lave litteraturliste i Word

EndNote kurset

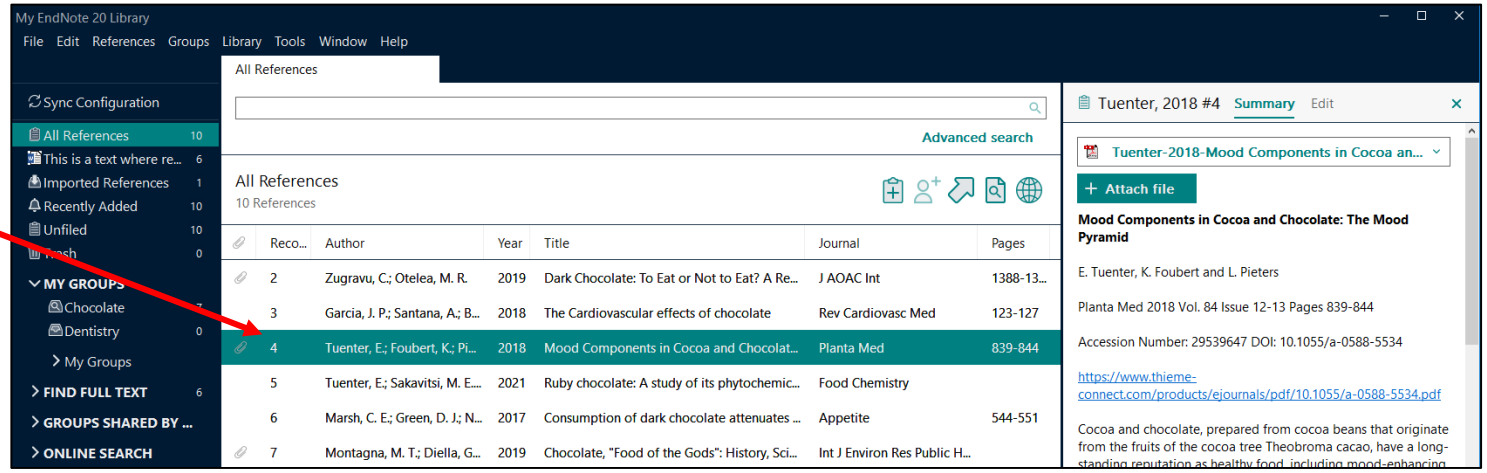
1. How can I use EndNote? Slide #4
2. How to add references to my EndNote library #7
   Articles from PubMed, Books and Web Pages
3. How to cite references in Word #20
4. How to share and backup my library with EndNote Online #30
5. Tips and tricks – how to find full text and sort my references #34

DET KGL. BIBLIOTEK
Royal Danish Library

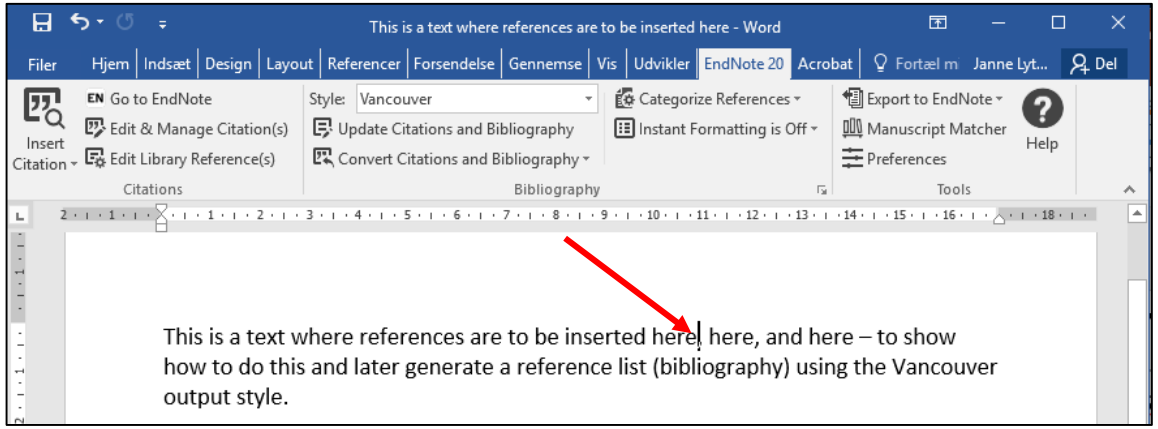
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

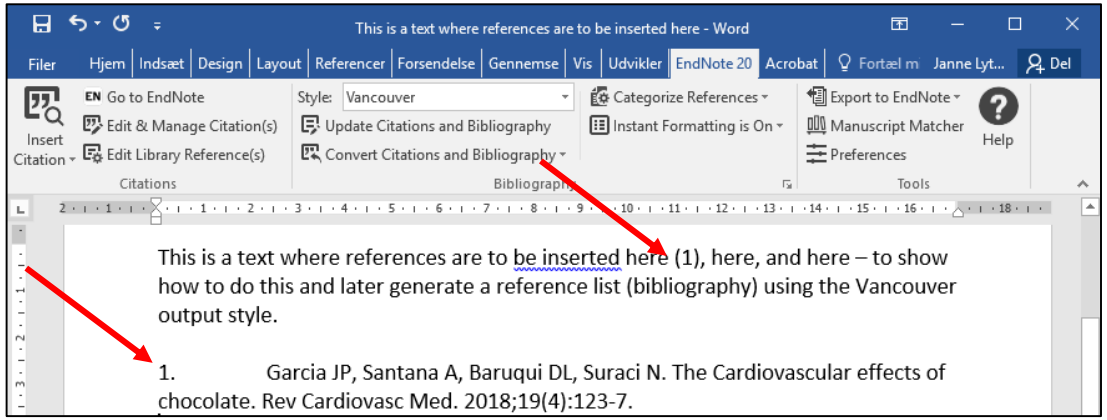
1. How can I use EndNote?

My EndNote library -
my database of references



Word document - I can insert citations and generate a reference list



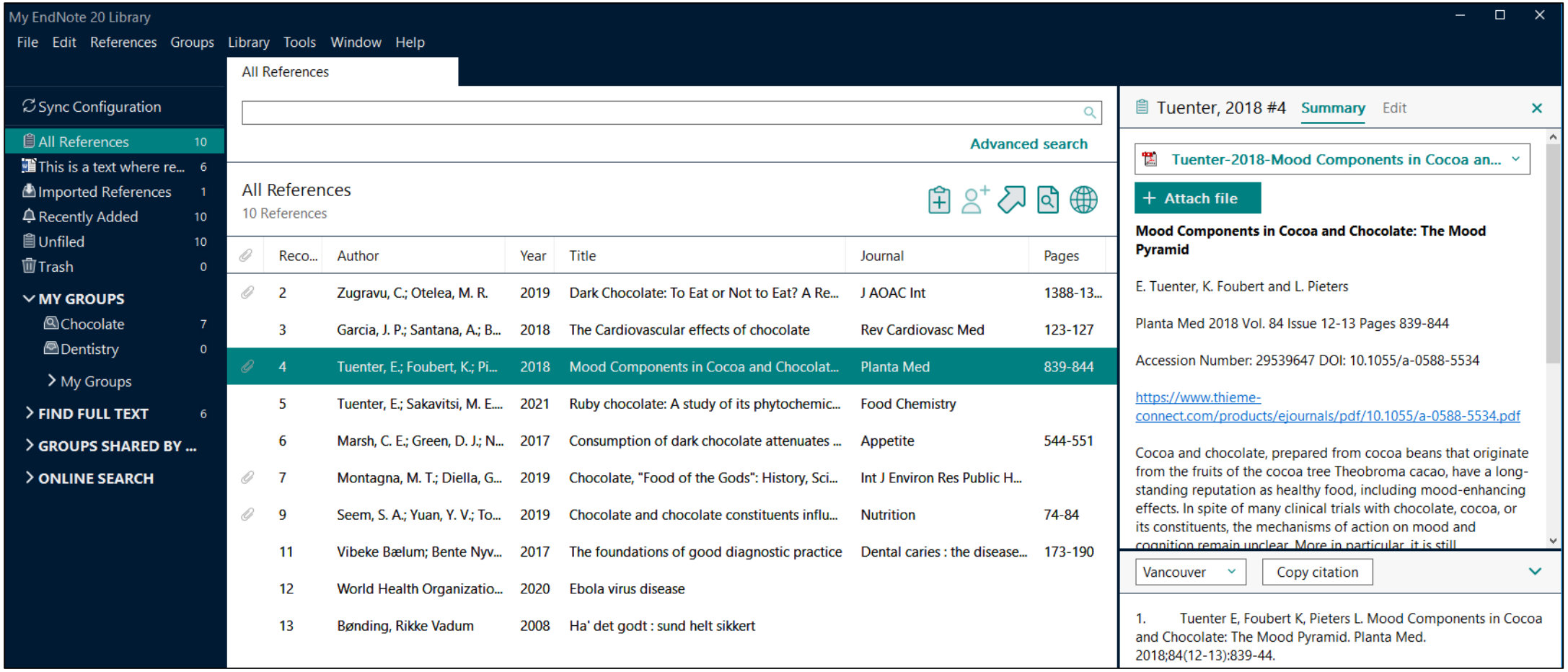


DET KGL. BIBLIOTEK
Royal Danish Library

Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

My EndNote Library - my database of references

Win

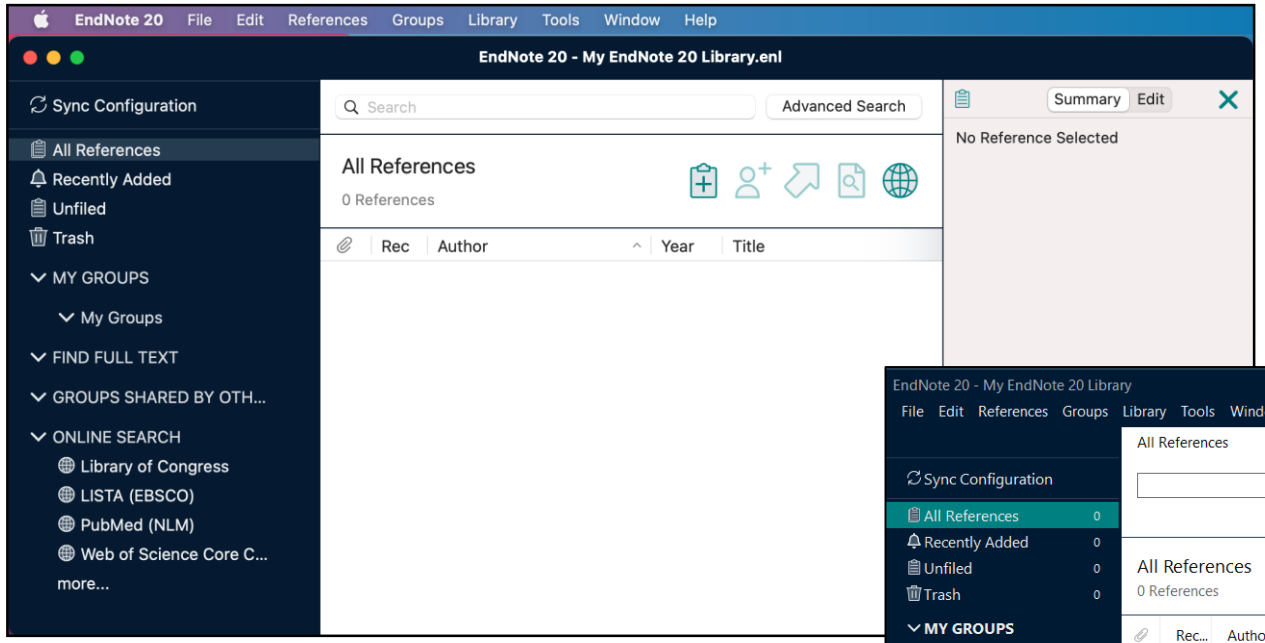


Guides: EndNote 20 Library overview Mac and Windows

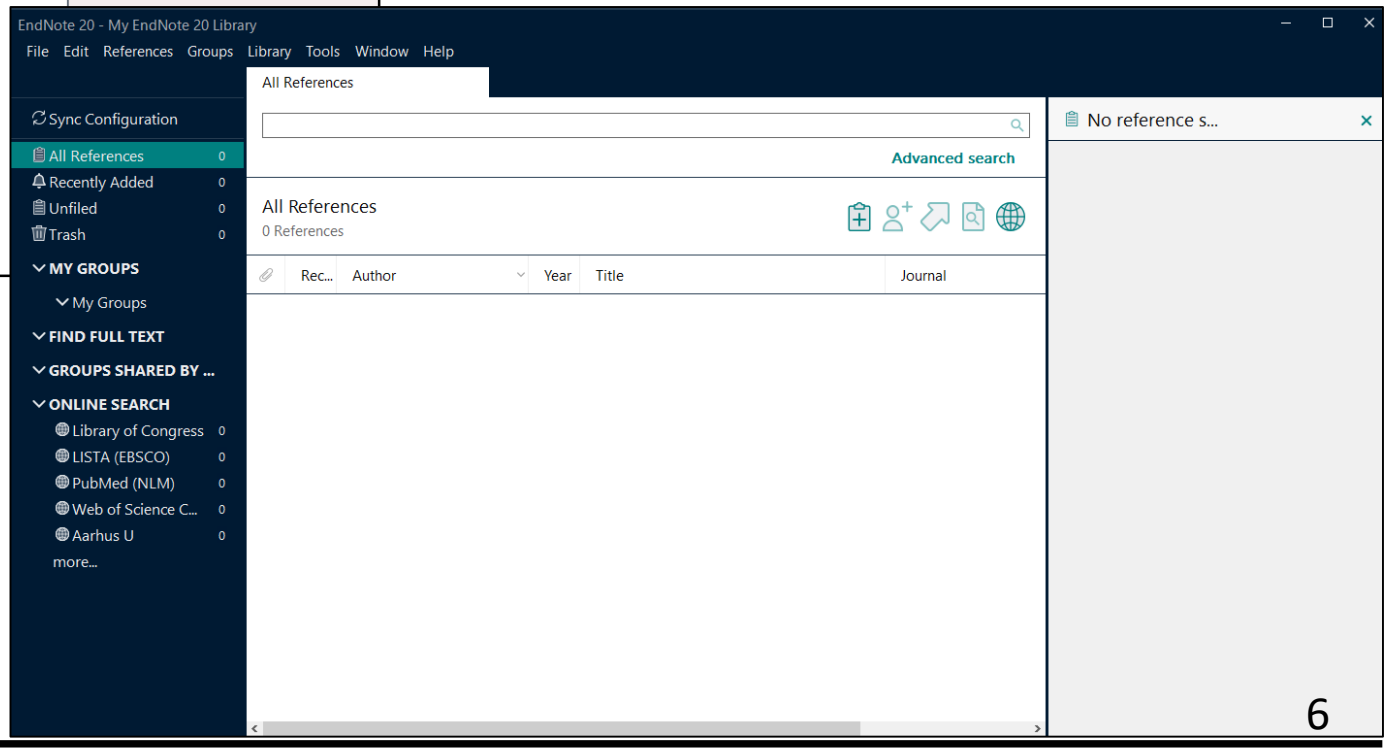
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

An new empty EndNote Library

Mac



Win



2. How to add references to my EndNote library

- How to import references from online databases
  - The library and the browser must be open on the same desktop #8
- Article references
  - PubMed #9
  - Scopus #12
- Book and book section references #15
- Web Page references #19

Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Your library and the browser must be open on the same desktop!

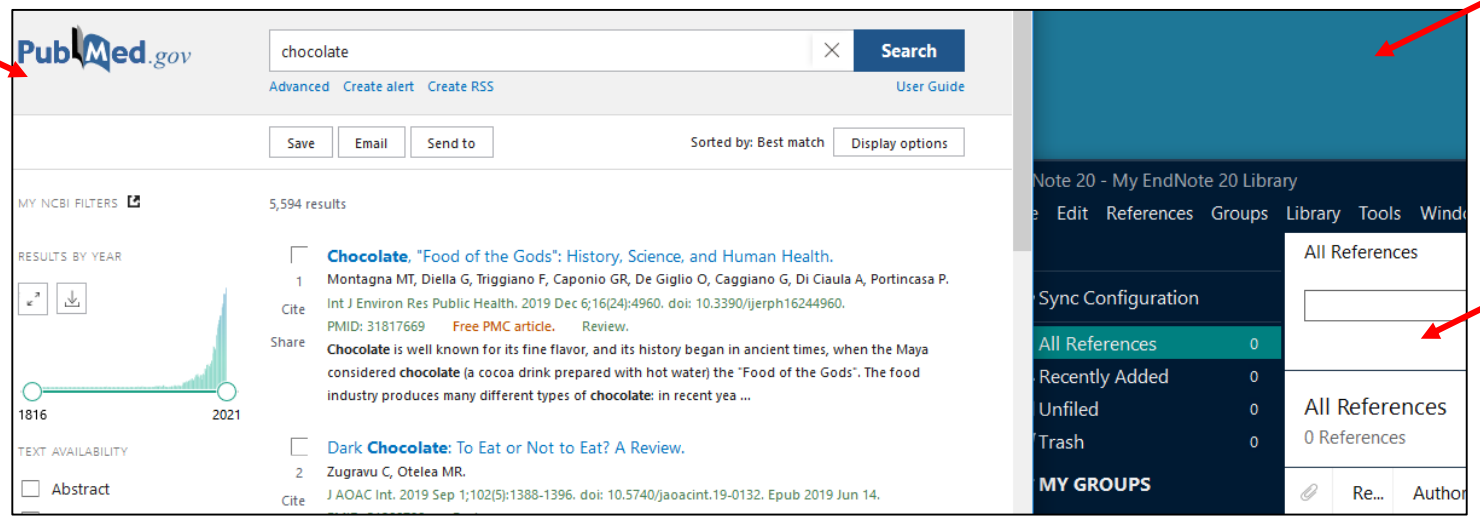
First, open your EndNote library and open a browser, e.g. Firefox.

When you import references, your library and your browser must be open on the same virtual desktop.

If it is necessary to swipe to switch between your library and your browser, they are not open at the same virtual desktop.

PubMed in Firefox

Desktop



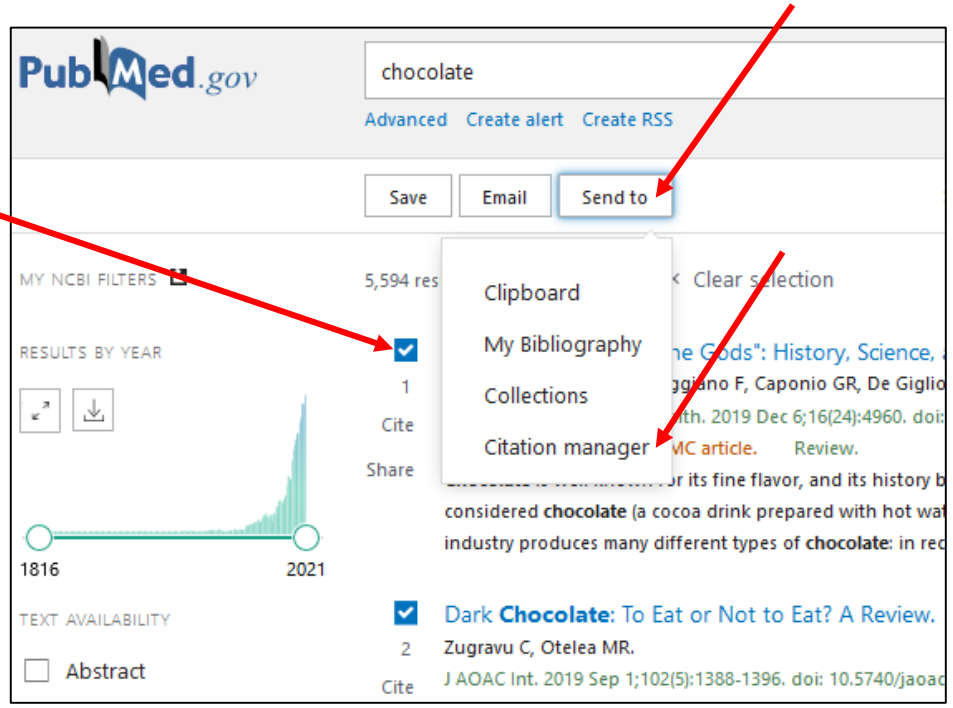
EndNote library

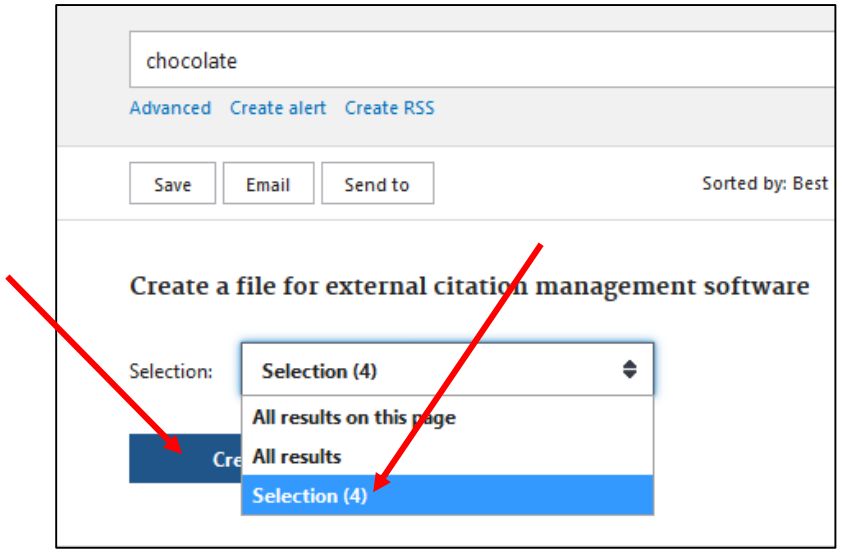
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

References from PubMed I

1. Search PubMed and select the wanted references.
2. Select **Send to > Citation manager, Select** and **Create file**
   If you select 'All results' - the limit is 10,000 references.

1.



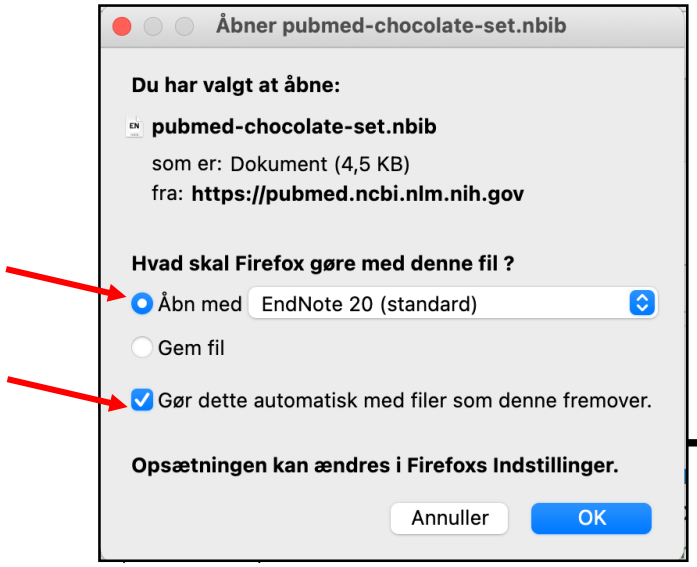


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

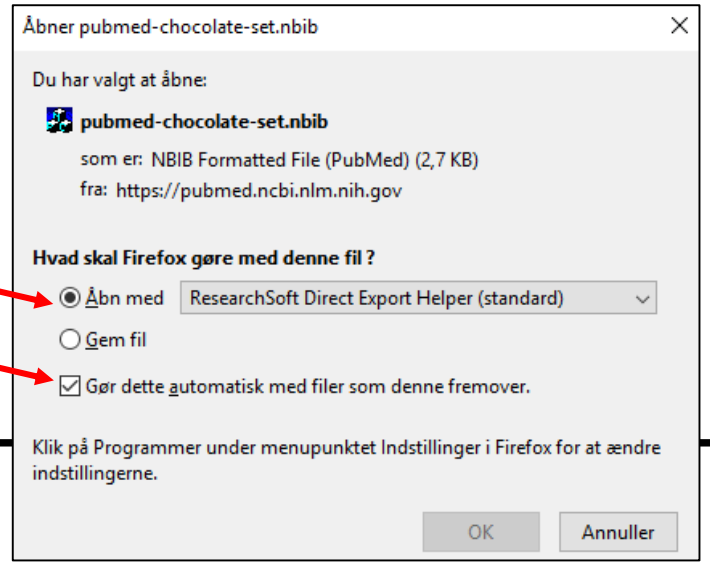
Import is browser dependent - PubMed II

- **Firefox – Mac** – Open with: ‘EndNote 20’
- **Firefox – Win** – Open with: ‘EndNote 20’ or ‘ResearchSoft Direct Export Helper’
- **Chrome** – Double-click to open the file
- **Edge** – Double-click to open the file
- **Safari** – the file is saved in ‘Downloads’. Drag and drop onto the EndNote dock icon or double-click to open the file

Firefox - Mac



Firefox - Win

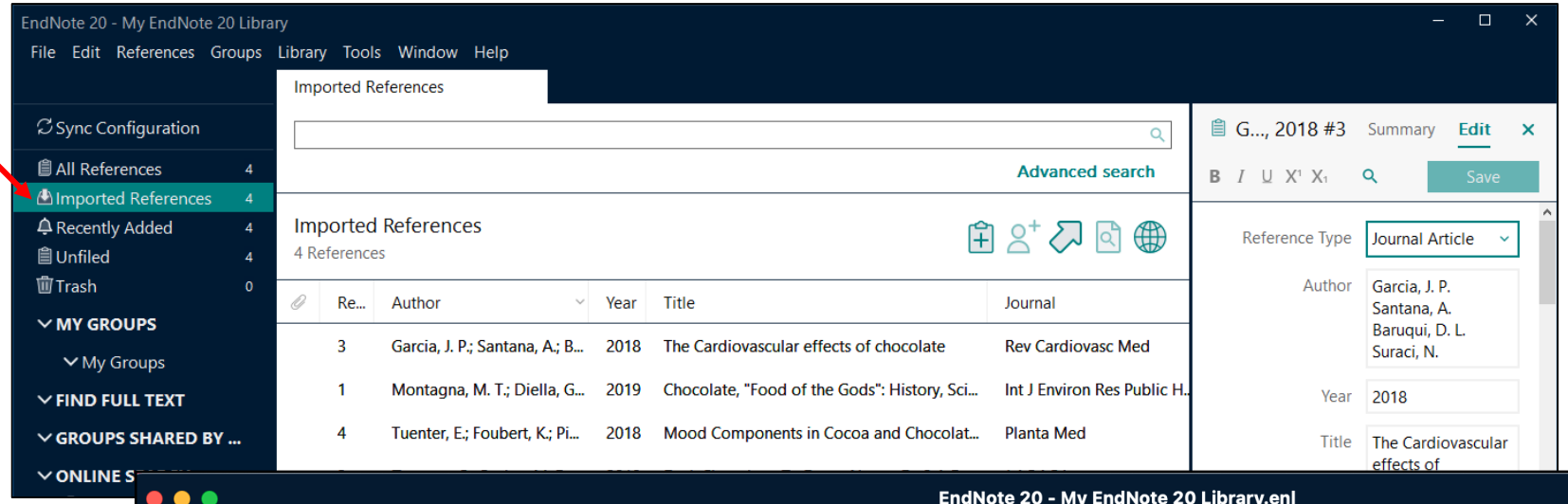


Safari

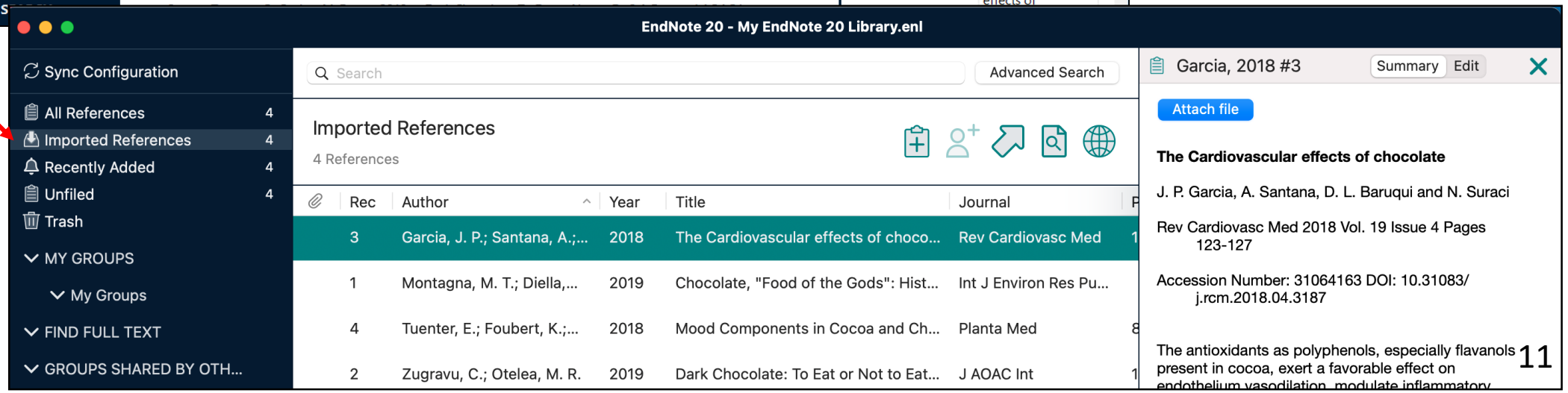
PubMed III

The references are placed in Imported References, All References and Recently Added

Win



Mac

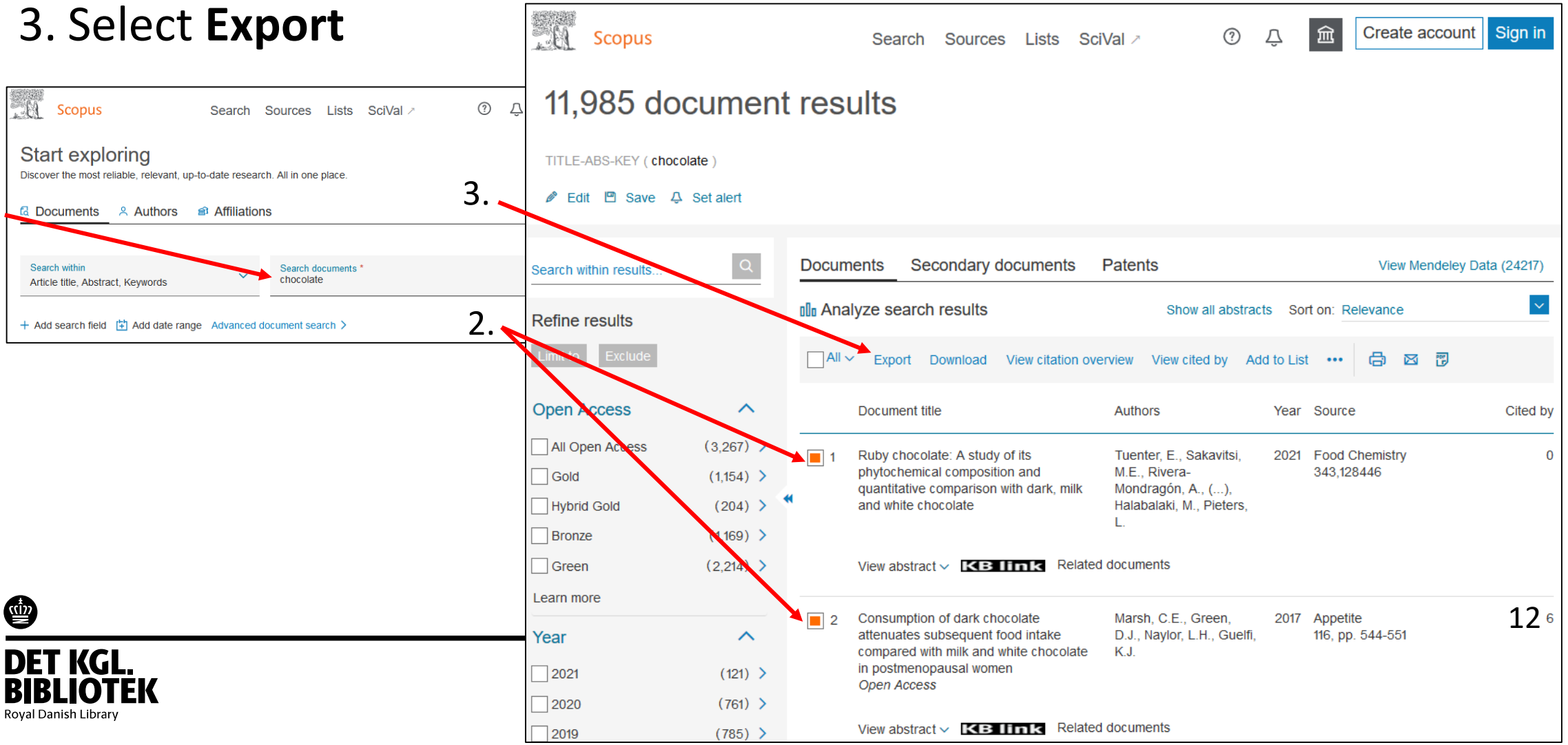


DET KGL. BIBLIOTEK
Royal Danish Library

Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

References from Scopus I

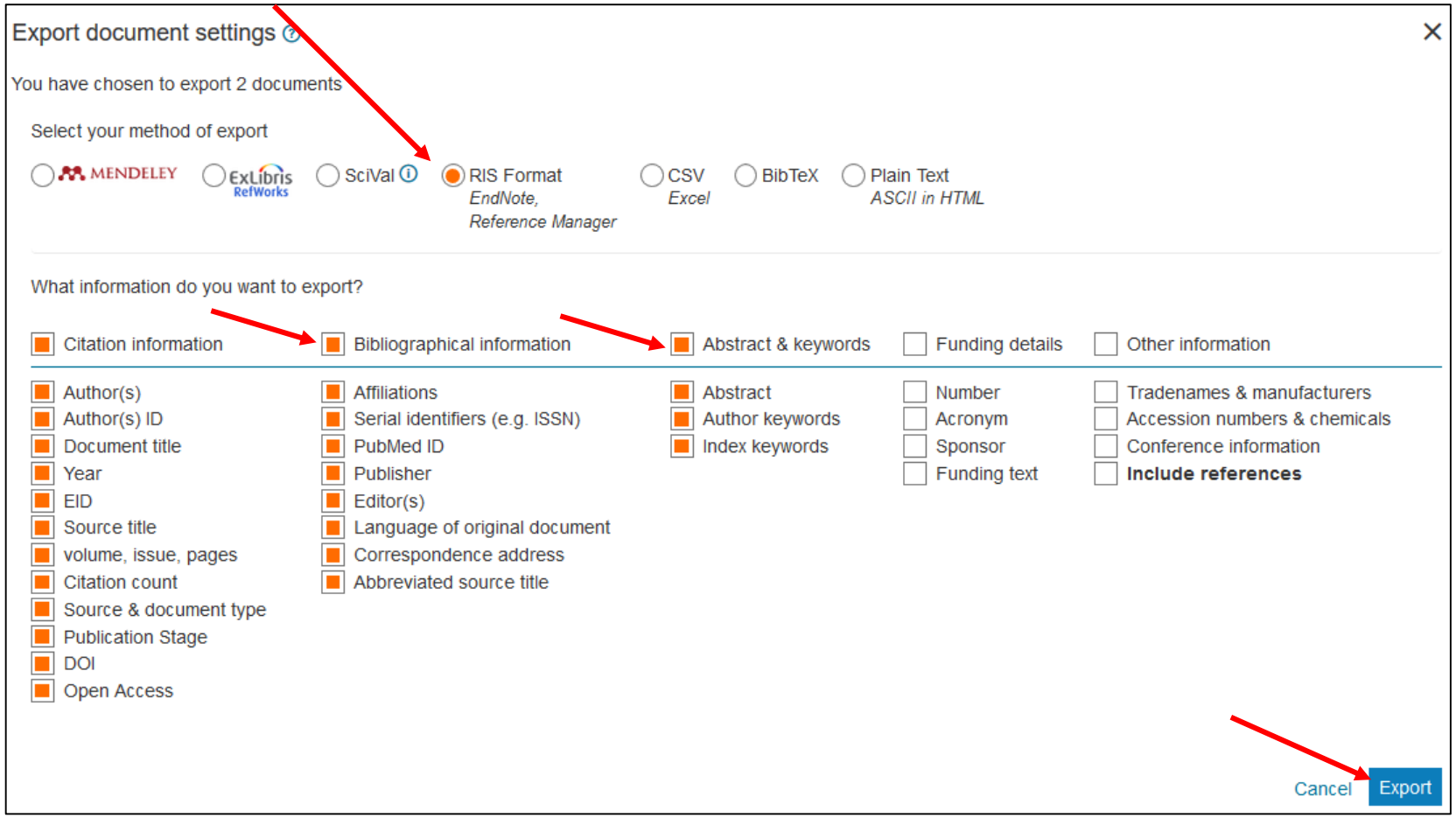
1. Search Scopus
2. Mark the wanted references or **All** (the limit is 2,000 references)
3. Select **Export**



DET KGL. BIBLIOTEK
Royal Danish Library

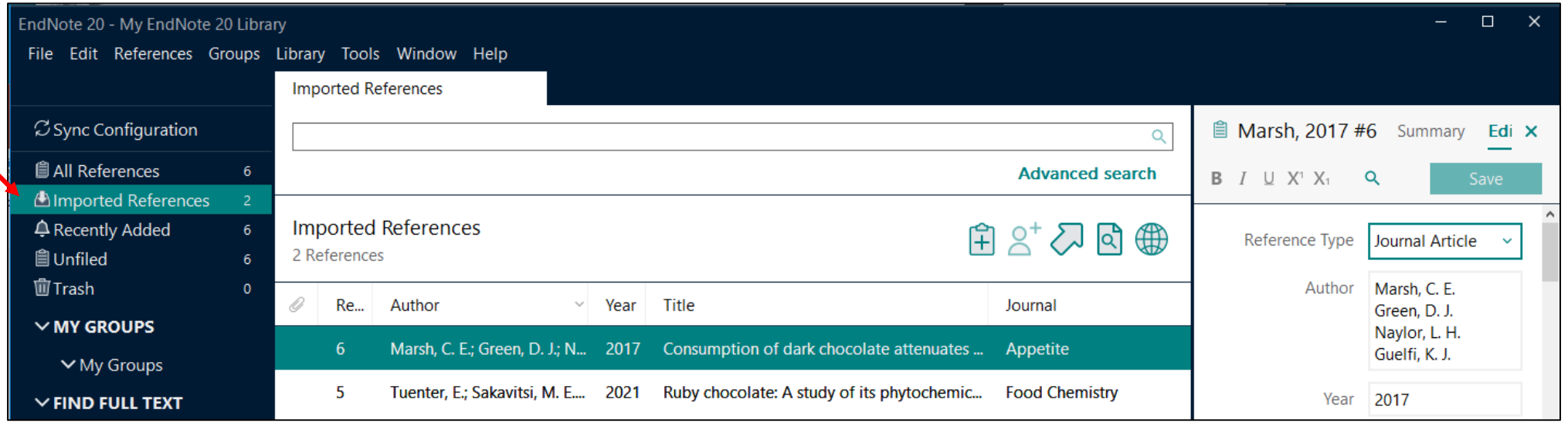
Scopus II

4. Select **RIS Format *EndNote…*,** select information and **Export**



Scopus III

5. Remember that import is browser dependent (slide #10).
6. The references are imported.

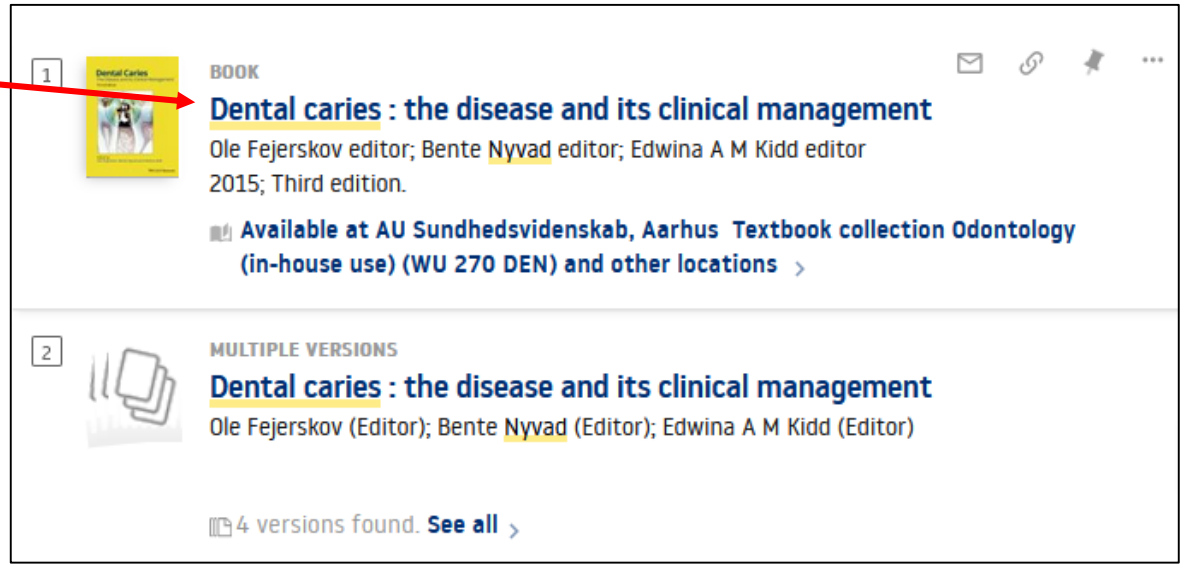


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Book references I - from library.au.dk

1. Go to library.au.dk, select **Books** and search for the book

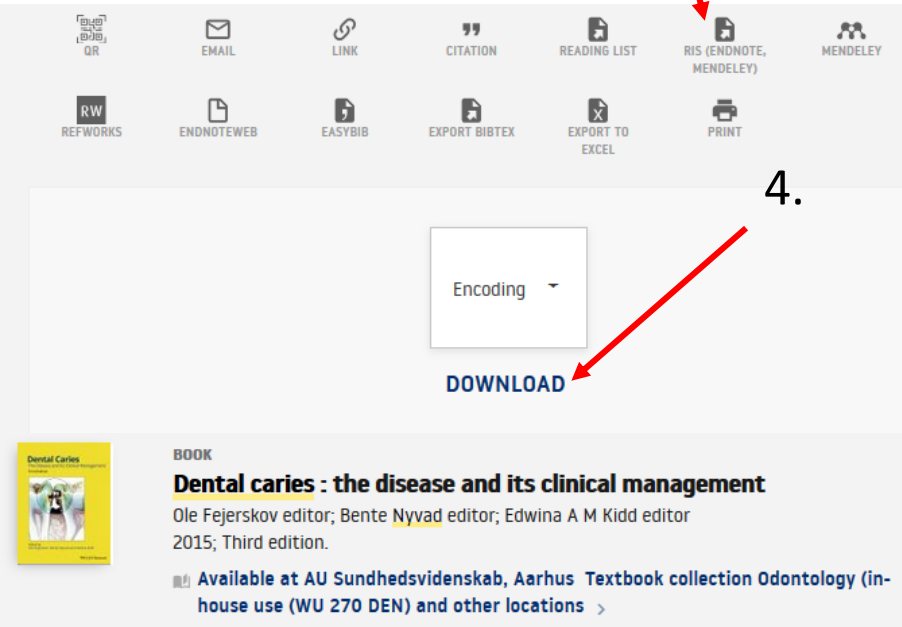
2. Click the book title

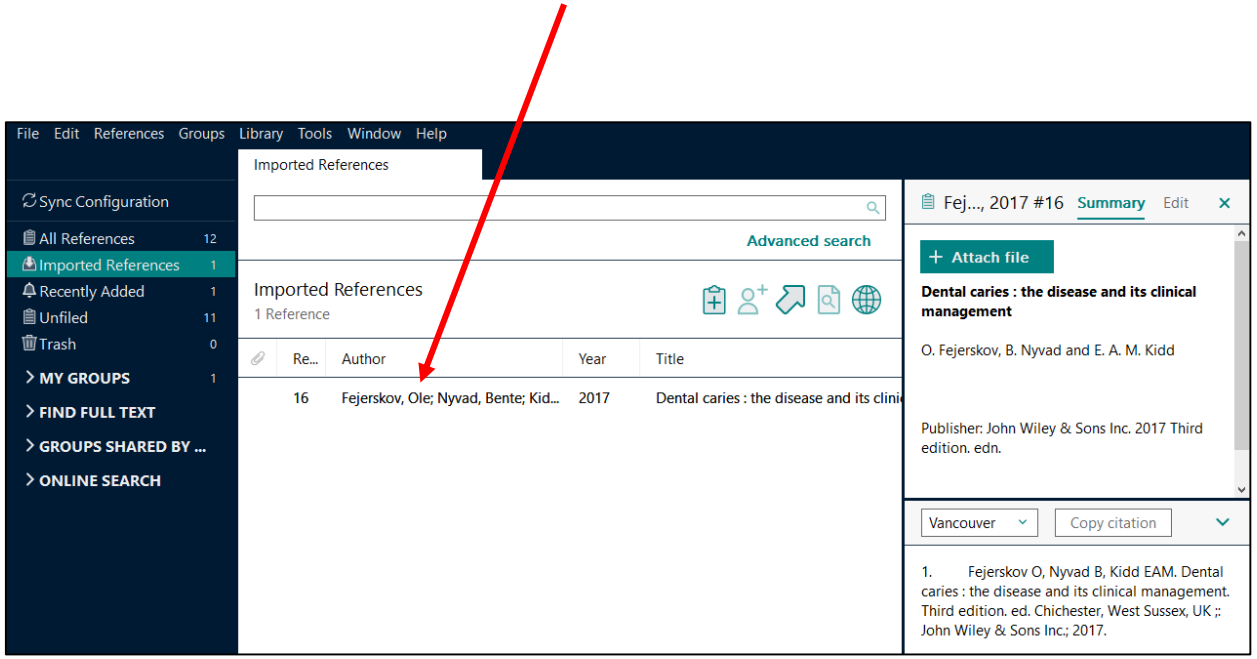


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Book references II

3. Select **RIS (EndNote …)**
4. Select **DOWNLOAD** – and the reference is imported.





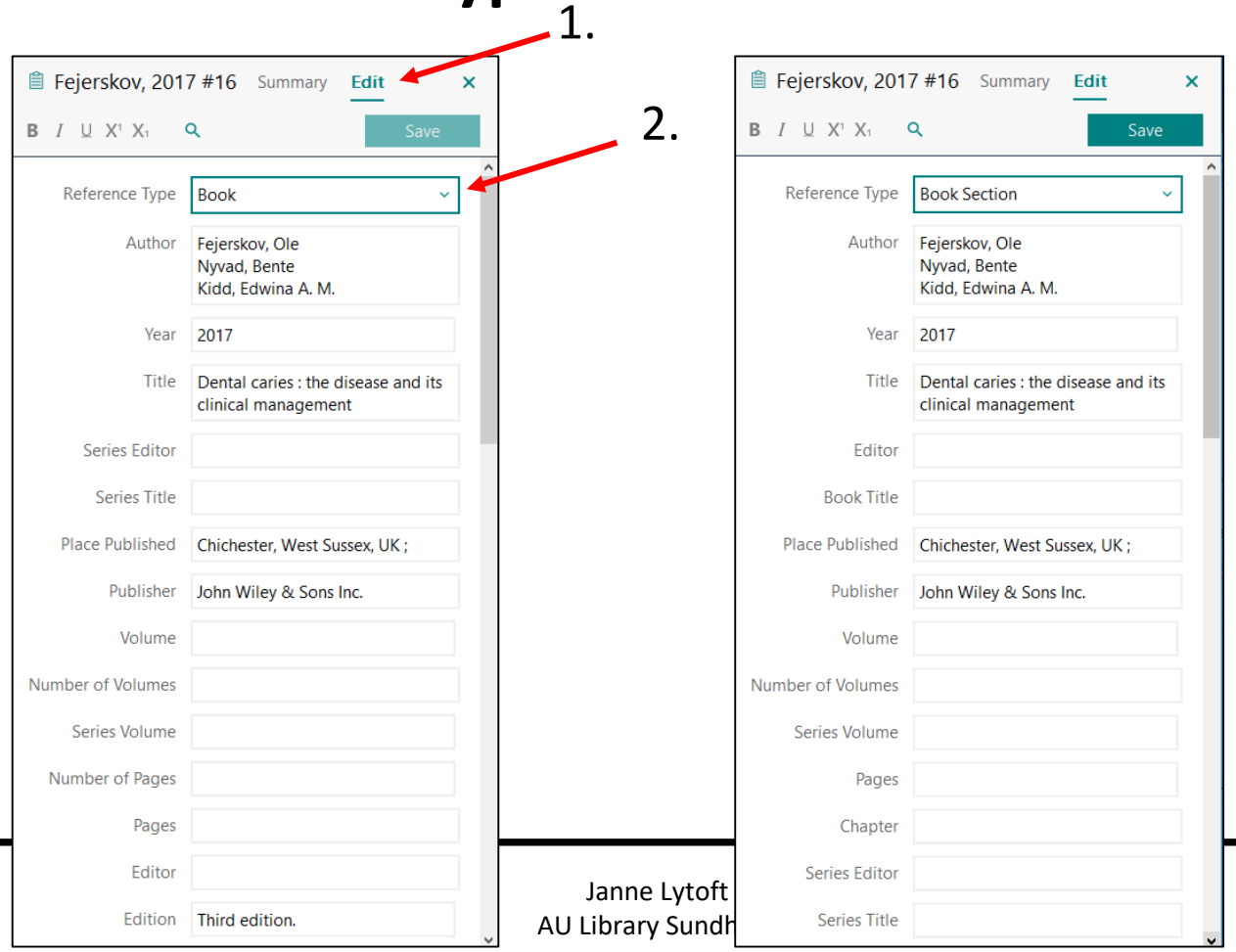
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Book Chapter/Section references I

The foundations of good diagnostic practice
V. Baelum, B. Nyvad, H.-G. Grøndahl, and O. Fejerskov
173

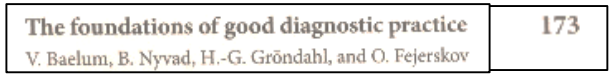
How to create a book section reference -

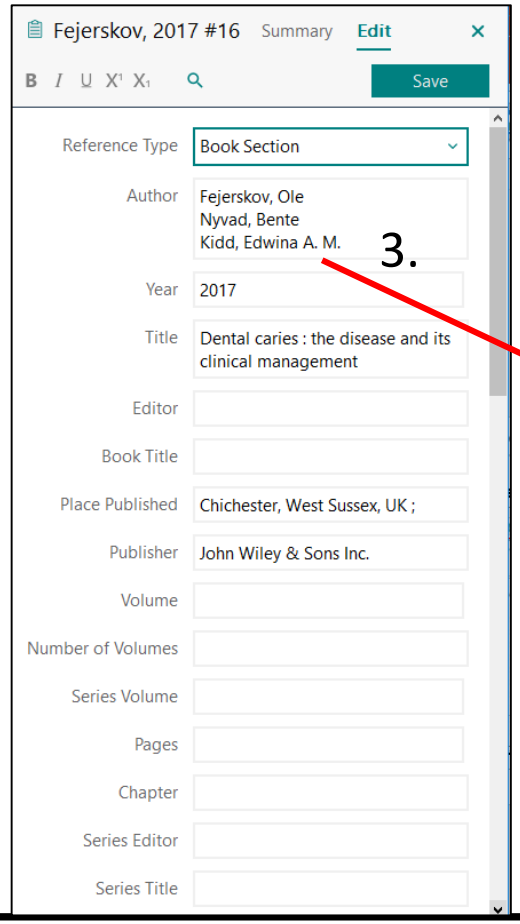
1. Select **Edit**
2. Change the **Reference Type** from 'Book' to 'Book Section'



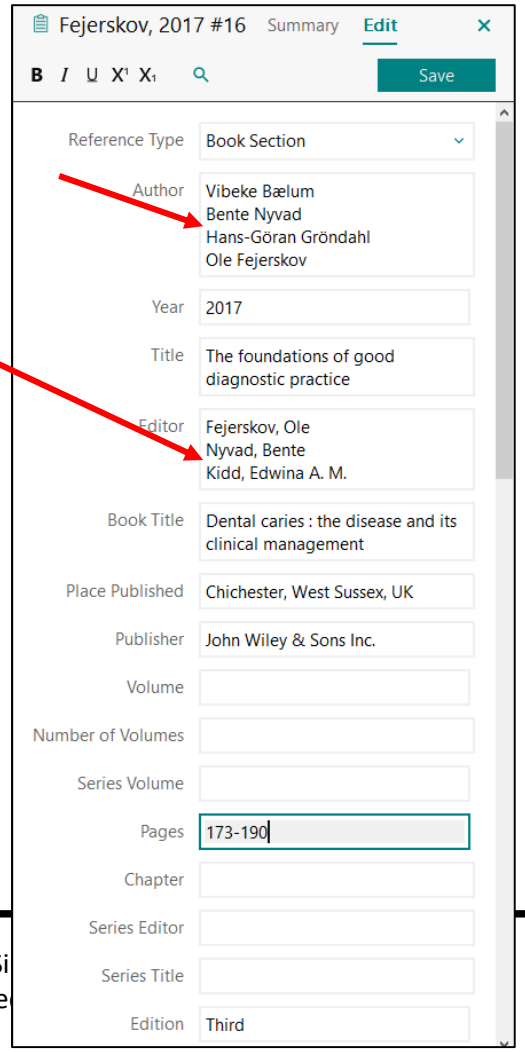
Book Chapter/Section II

3. Cut & paste from **Author** to **Editor** - and from **Title** to **Book Title**
4. Add Authors, Title of the chapter and Pages





3.



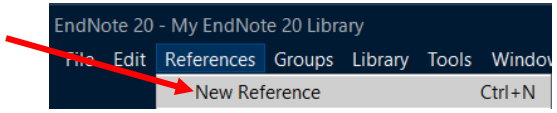
Guide: Adding a new reference
Mac and Windows

The book section reference

1. Bælum V, Nyvad B, Gröndahl H-G, Fejerskov O. The foundations of good diagnostic practice. In: Fejerskov O, Nyvad B, Kidd EAM, editors. Dental caries : the disease and its clinical management. Third ed. Chichester, West Sussex, UK: John Wiley & Sons Inc.; 2017. p. 173-90.

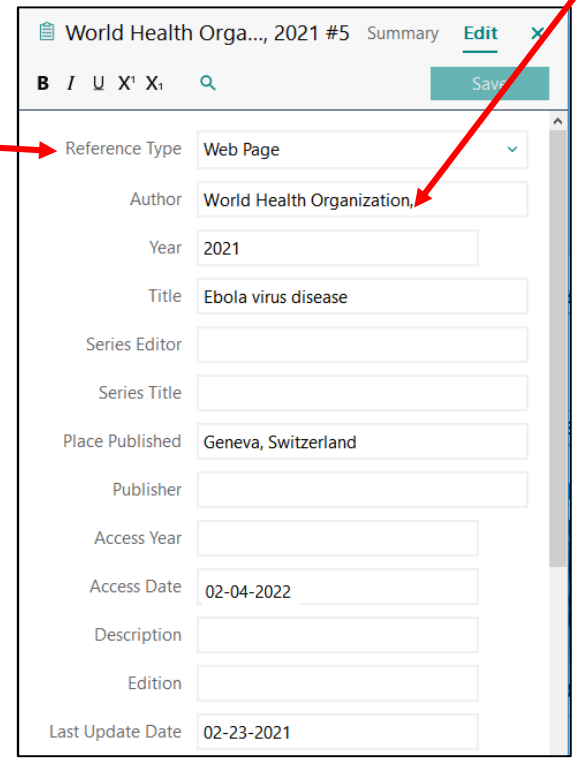
Web Page references

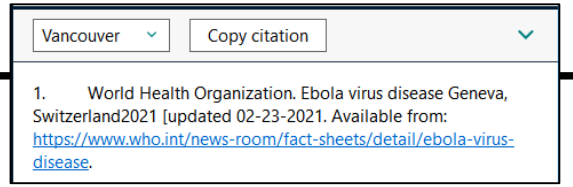
1) Click References > **New Reference**



2) Select Reference Type: **Web Page**. Fill out the form

Add a comma to the end of an organizational name in order to distinguish it from a person's name

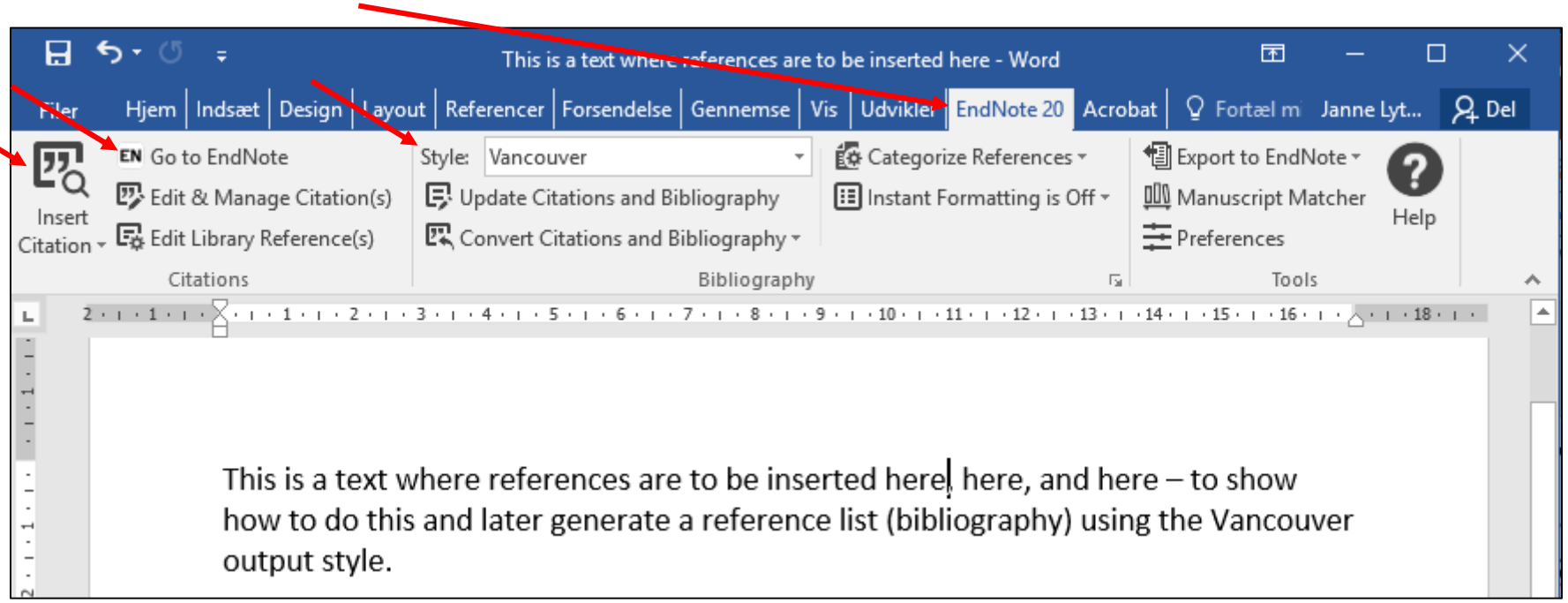




3. How to cite references in Word

EndNote and Word must be open on the same virtual desktop as shown on #8

- Open EndNote and open Word
- An **EndNote 20** tab will appear with Insert Citation, Go to EndNote, Style…

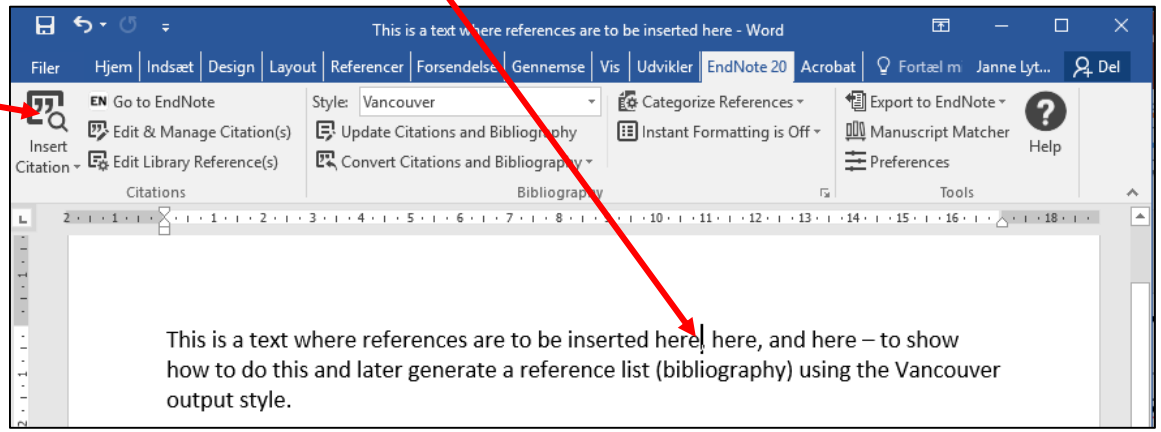


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

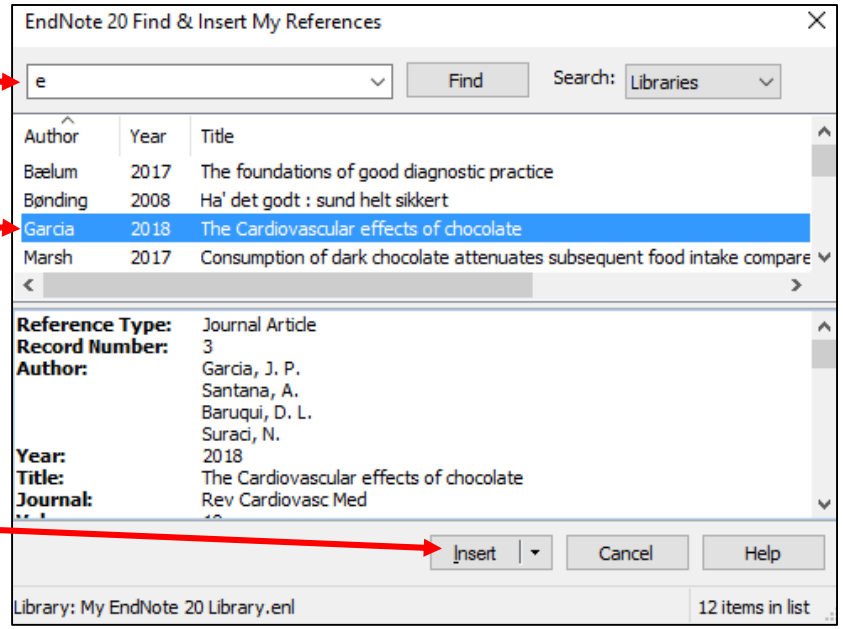
1) Position the cursor

2) Select 'Insert Citation'

1.



3) Search and -
mark the relevant reference

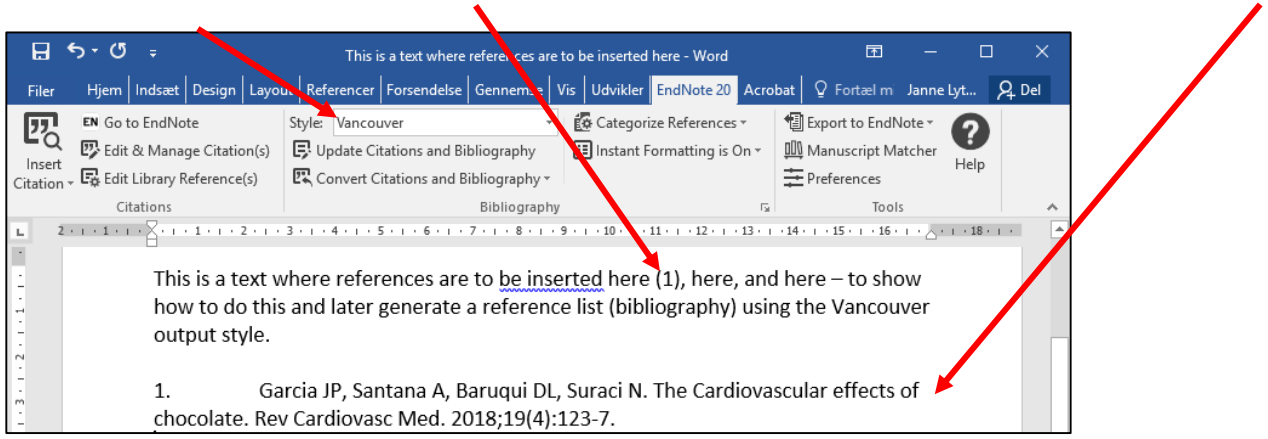


4) Insert

Guide: Insert citation Mac and Windows

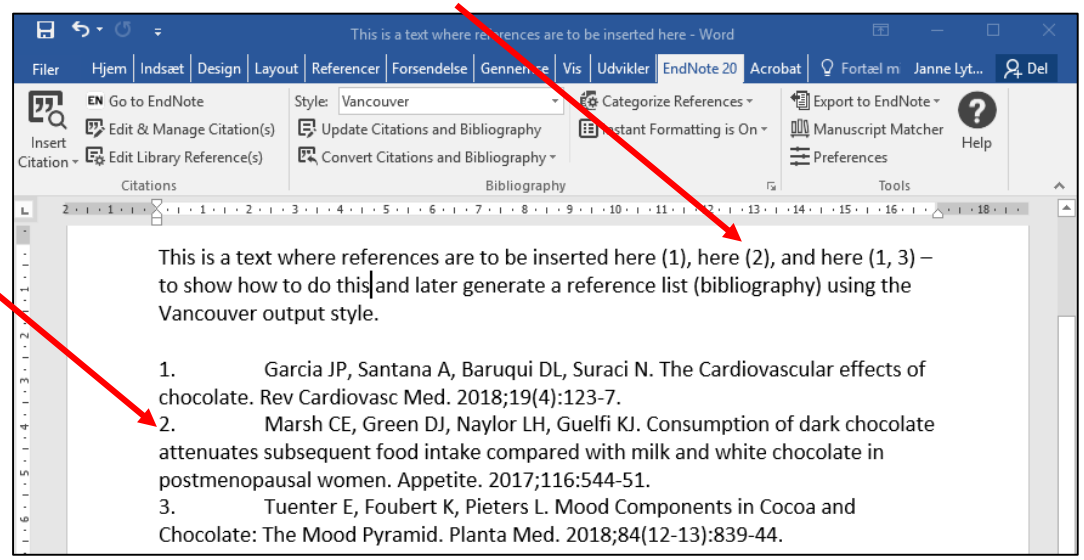
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

5) The citation is inserted and a reference list is generated (here in Vancouver)



The first time you use EndNote, you will see a reference list in the style Annotated.
Then select Style: Vancouver

6) More citations are inserted and added to the reference list

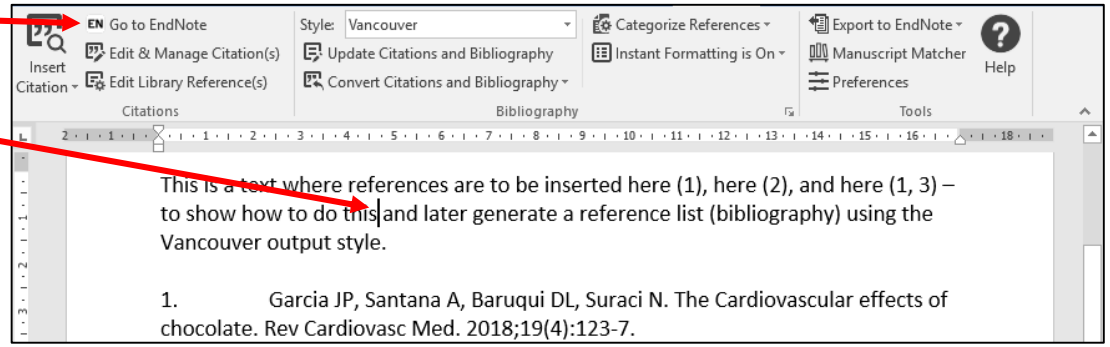


The reference list (bibliography) is inserted at the end of the document - as an endnote.

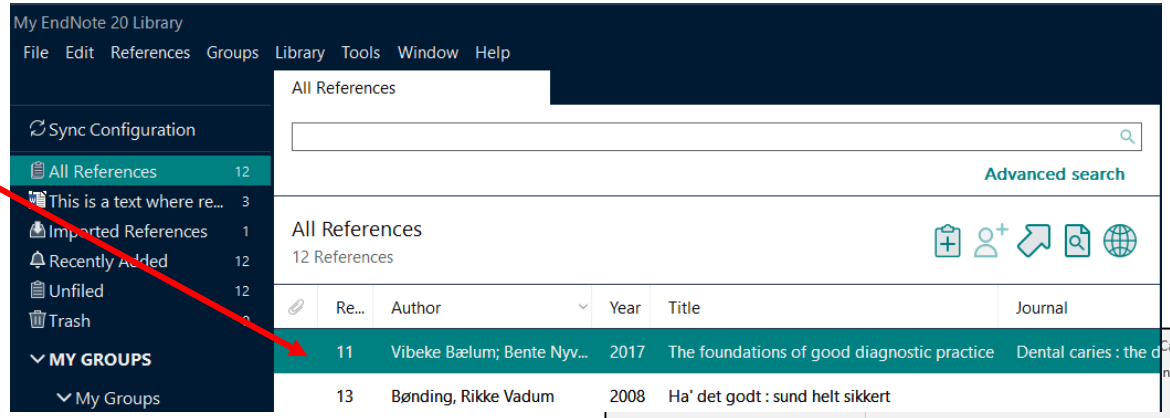
Alternative method for insertion of citations

2.

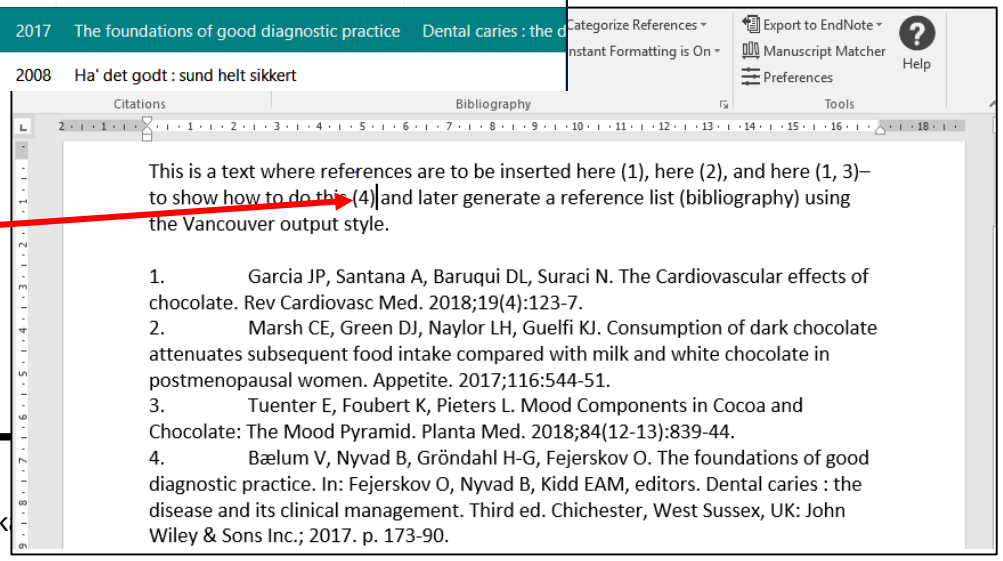
1) Position the cursor
2) ‘Go to EndNote’



3) Click the reference to mark it

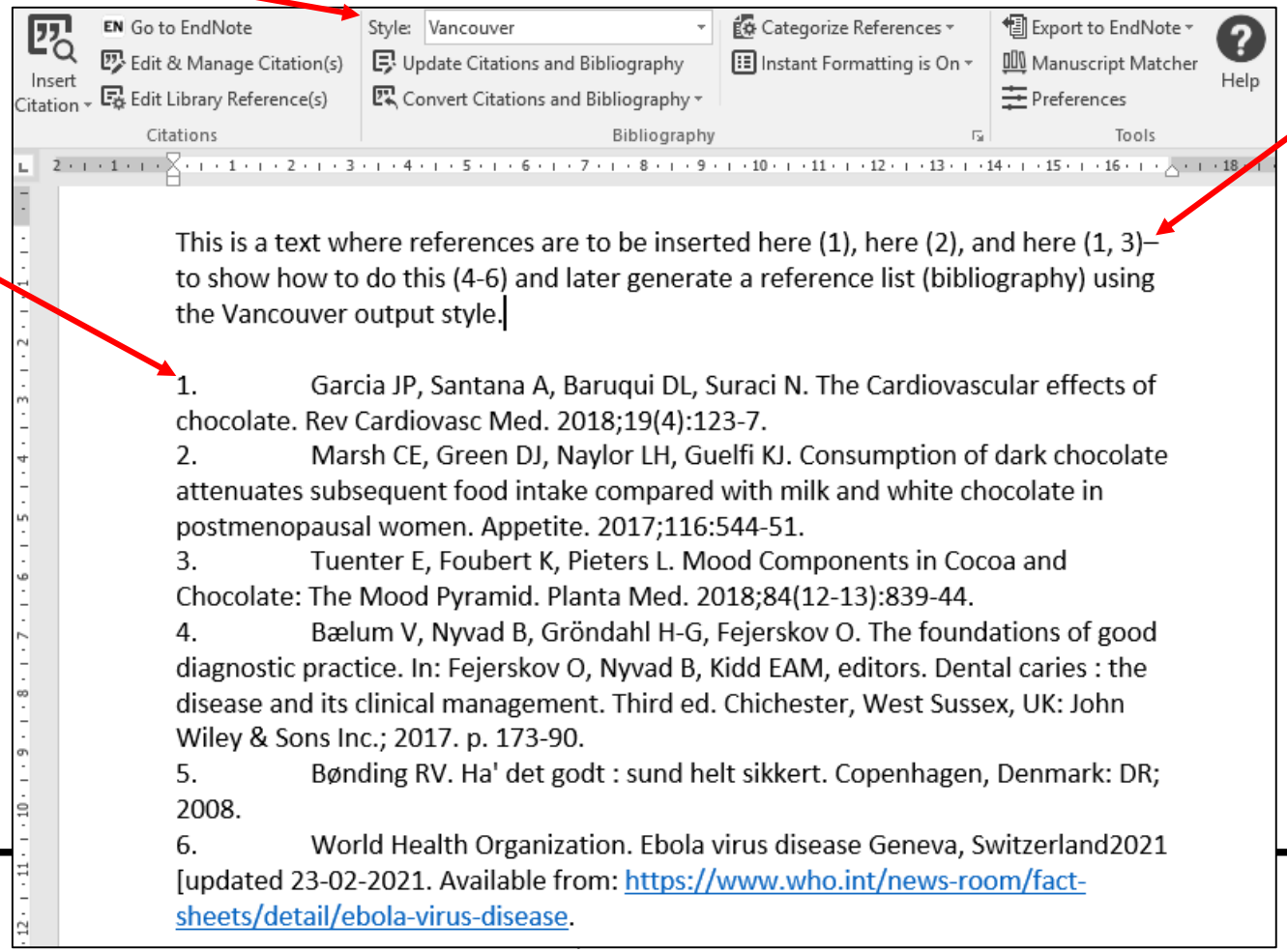


4) Select
Mac: Ctrl + 2 or **Win:** Alt + 2
to insert the citation



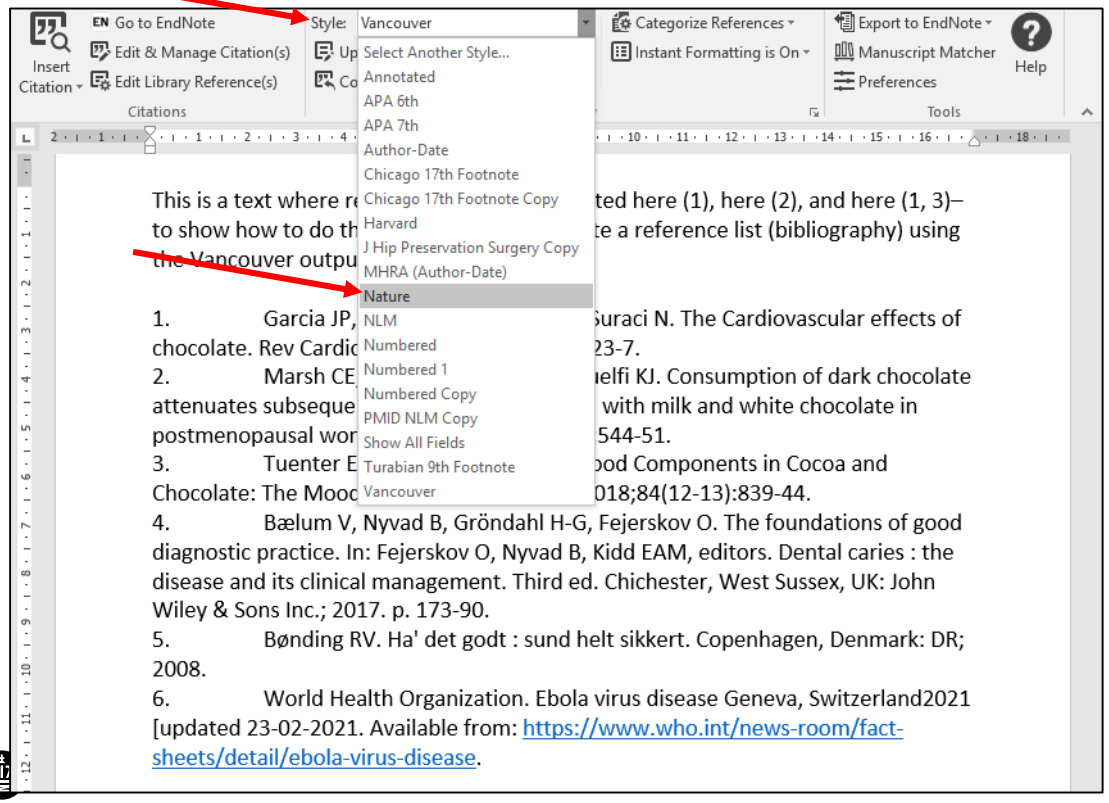
An output style is a template used to format the citations and the reference list

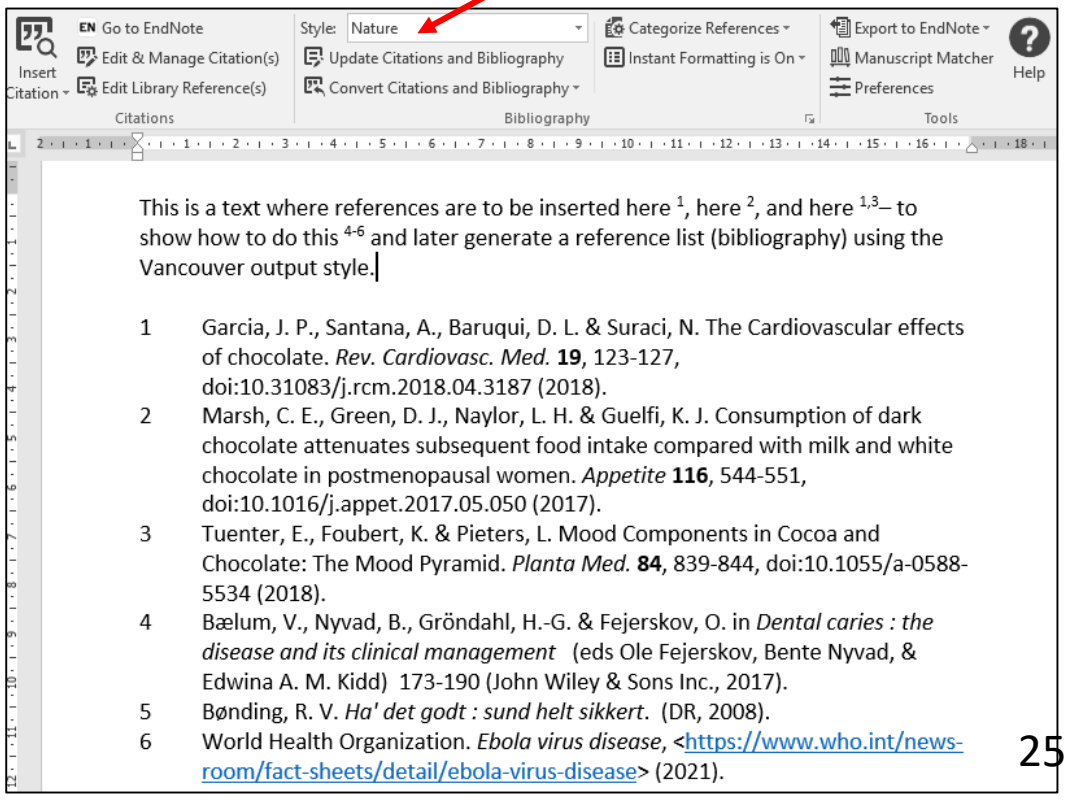
The Vancouver output **style** is a numbered referencing style.



To change the layout of the reference list and citations – change the (output) style

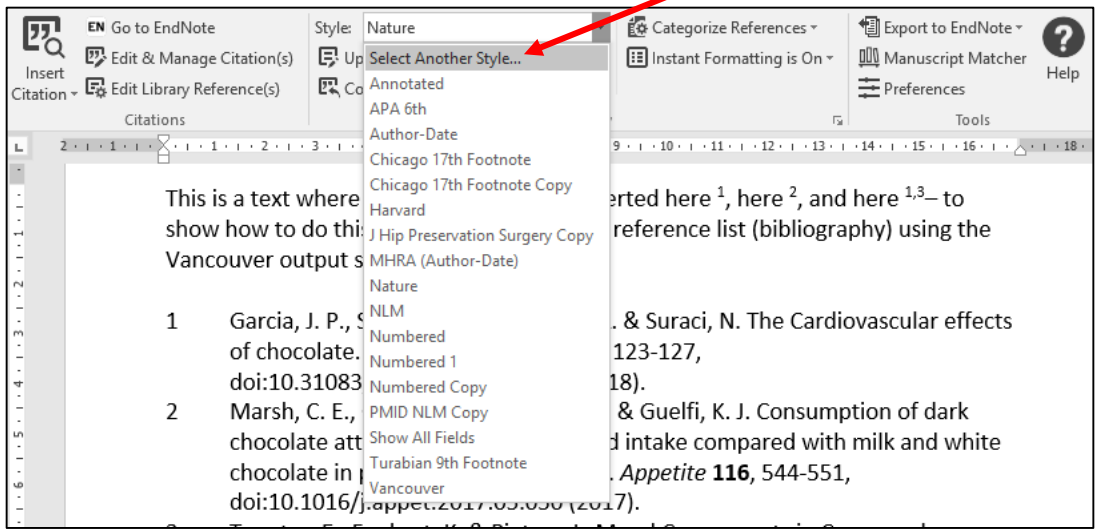
Select **Style** and pick a style on the list, e.g. Nature.
Nature is another numbered referencing style.

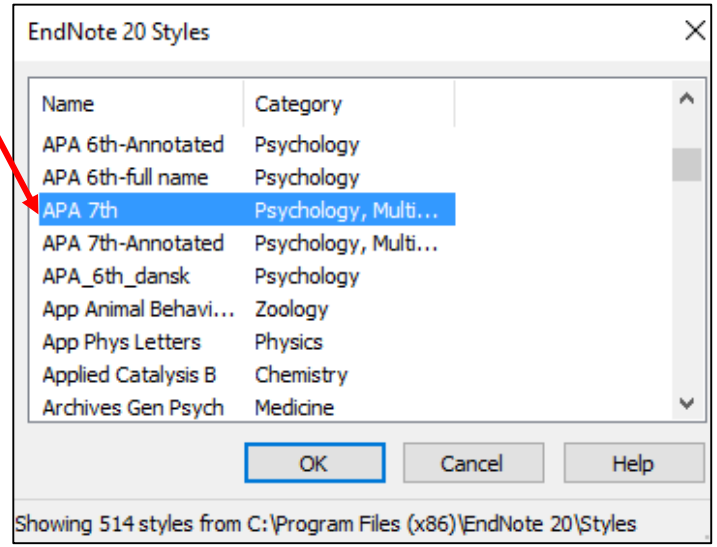




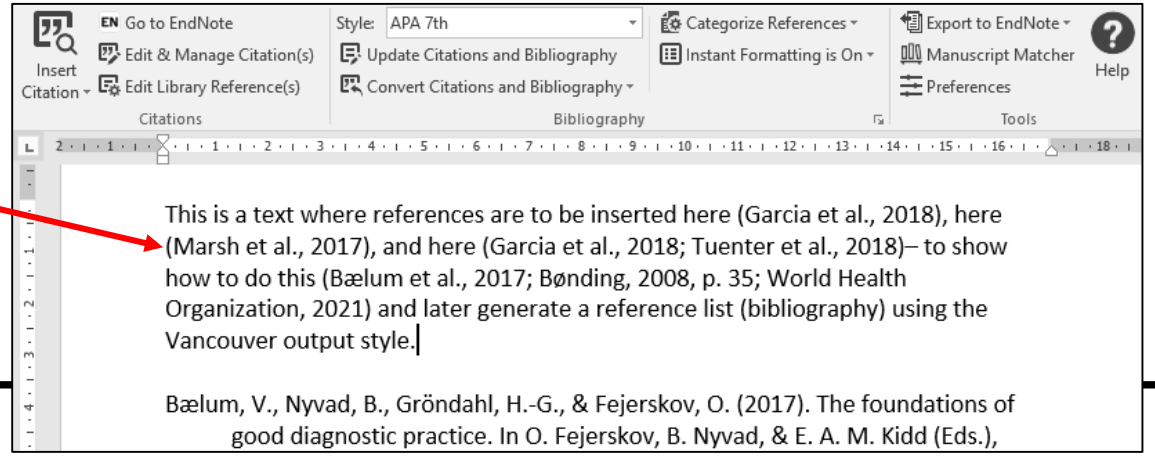
How to find more output styles

Select **Style** > Select Another Style… This opens a much longer list of styles





Select a style and the output style of the document changes



References in figure legends

EndNote formats the citations appearing in text boxes first and will sort them at the top of your reference list.

The suggested workaround is to insert a table 1 x 1 and write the figure legend here to get the citations numbered in the correct order

Figure legend in 1x1 table

This is a text where references are to be inserted here [1], here [2],

Figure 1 Figure legend. This is a text explaining what is shown in the figure and with a reference[3]. To get the numbering of references in figure legends right - select 'Insert Table' and insert a 1 x 1 table. Write the text in here.

and here [1,3,4]– to show how to do this and how to generate a reference list (bibliography) using different output styles

1 Mentis, A. F. Epigenomic engineering for Down syndrome. *Neurosci. Biobehav. Rev.* **71**, 323-327, doi:10.1016/j.neubiorev.2016.09.012 (2016).

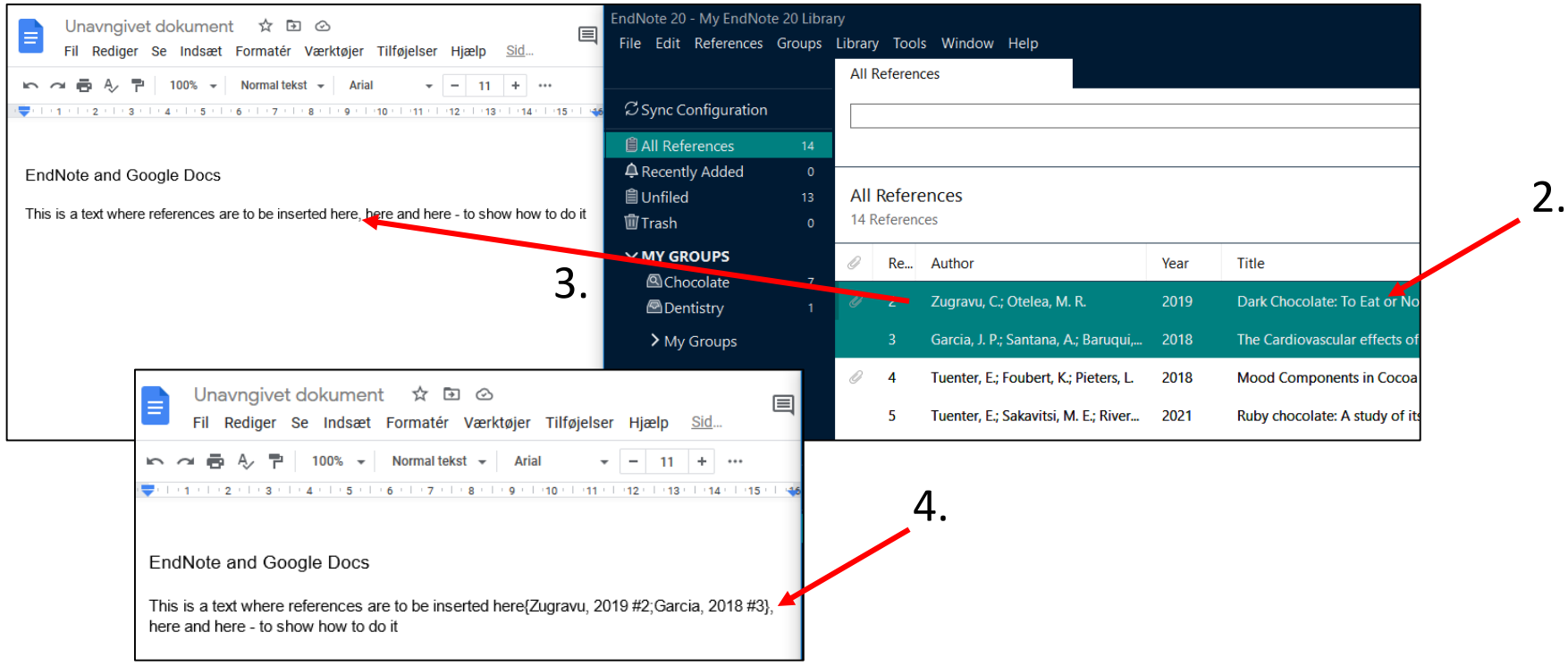
2 Waddington, S. N., Privolizzi, R., Karda, R. & O'Neill, H. C. A Broad Overview and Review of CRISPR-Cas Technology and Stem Cells. *Curr Stem Cell Rep* **2**, 9-20, doi:10.1007/s40778-016-0037-5 (2016).

3 Sundhedsstyrelsen. *Anbefalinger om overvægt*, <https://www.sst.dk/da/sundhed-og-livsstil/overvaegt/anbefalinger#> (2017).

4 Baelum, V., Nyvad, B., Gröndahl, H. G. & Fejerskov, O. in *Dental caries : the disease and its clinical management* (eds Ole Fejerskov, Bente Nyvad, & Edwina A. M. Kidd) Ch. 10, 173-190 (John Wiley & Sons Inc., 2015).

Use EndNote with Google Docs I

1. Open EndNote and Google Docs
2. Highlight the reference(s) in EndNote
3. Drag and drop the reference(s) to insert – or copy/paste
4. Citations are inserted as unformatted citations and there is no reference list



DET KGL. BIBLIOTEK
Royal Danish Library

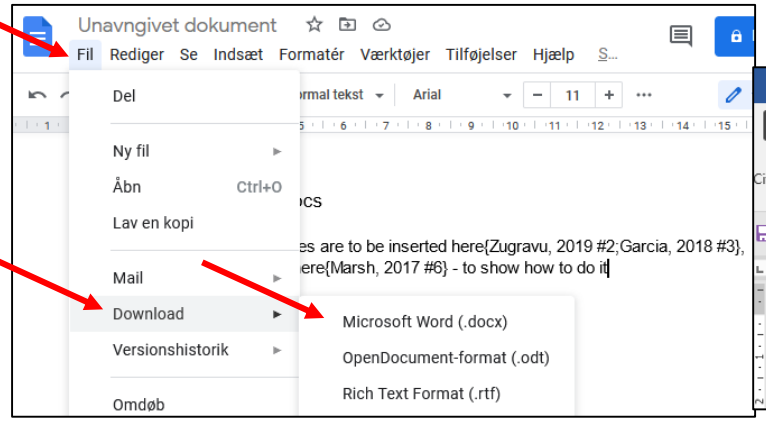
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Use EndNote with Google Docs II

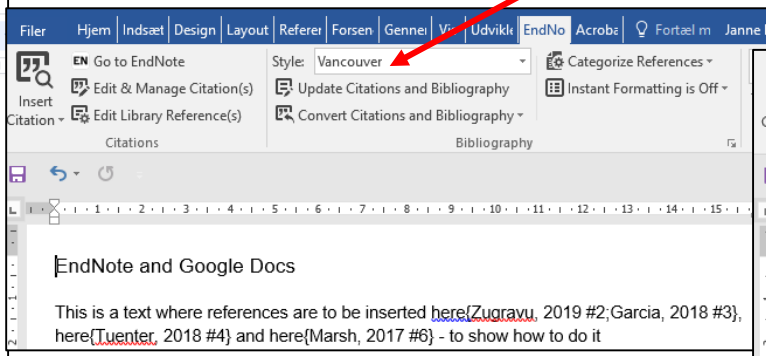
When you are finished writing, you can generate a reference list in Word

5. Select **File** > **Download** > **Microsoft Word (.docx)**
6. Open the document in Word
7. Select an output style, e.g. Vancouver
8. Select **Update Citations and Bibliography**

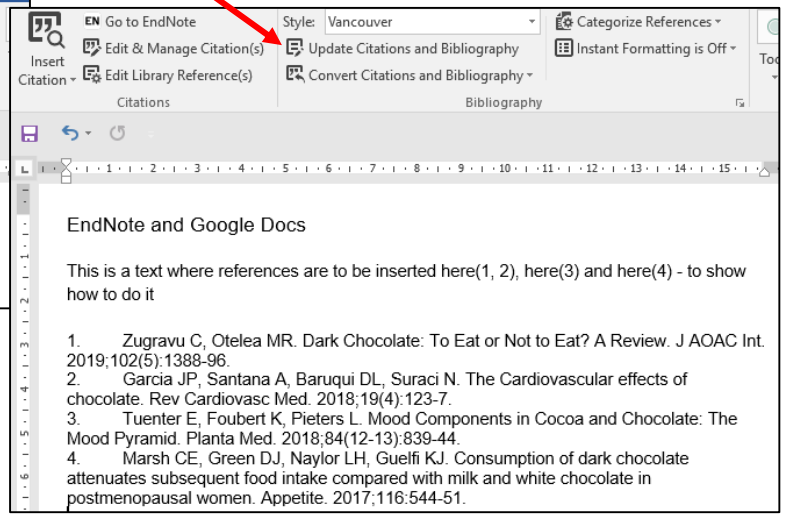
5.



7.



8.



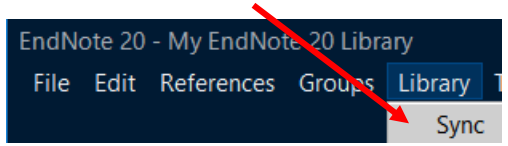
Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

4. How to backup and share my library with EndNote Online

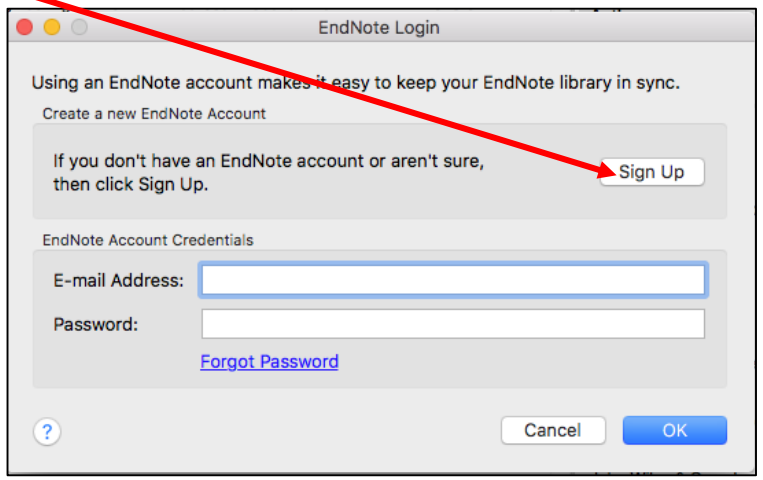
You can only share and backup one library!

In EndNote –

1. Select **Library > Sync**



2. Select **Sign Up** or **Enable Sync** - and fill out the form



Remember your password. Your EndNote online account is important!

Guide: Library syncing Mac and Windows

Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

If you have problems with EndNote Online

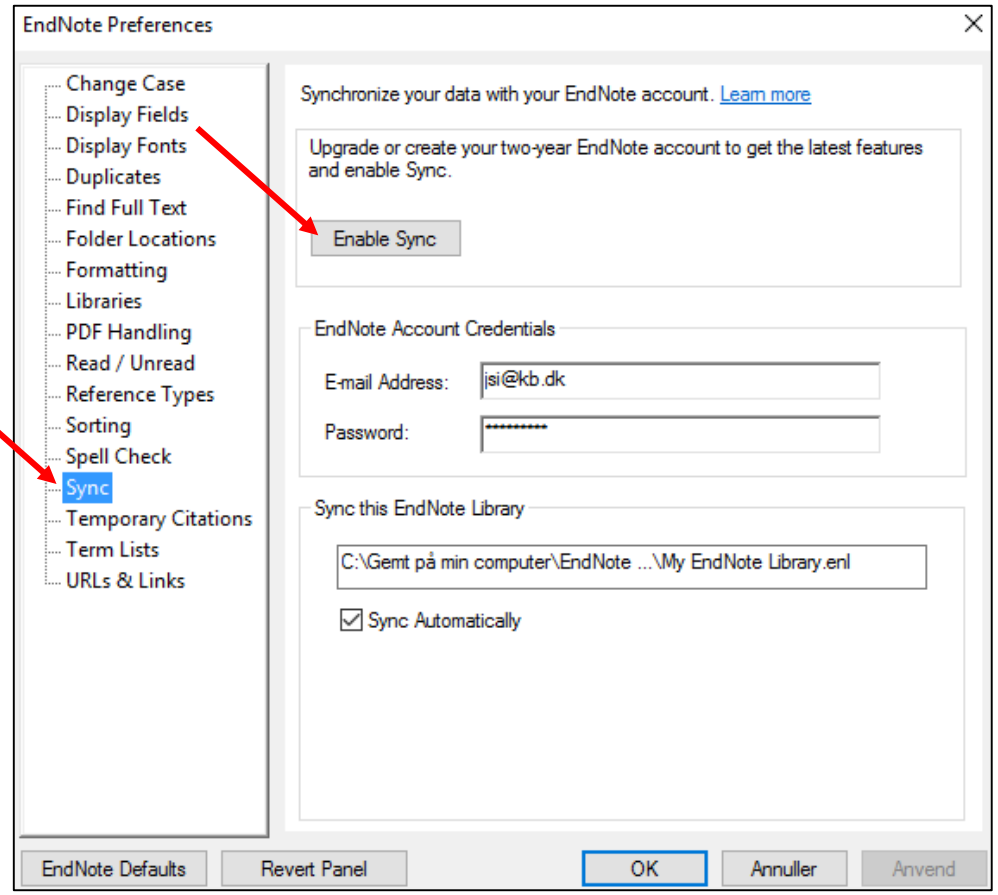
Go to **Preferences**

Mac - EndNote 20 > Preferences > Sync
Win - Edit > Preferences > Sync

1. Select Enable Sync
2. Sign Up
3. Fill out the form

Often this will fix the problem.

Win

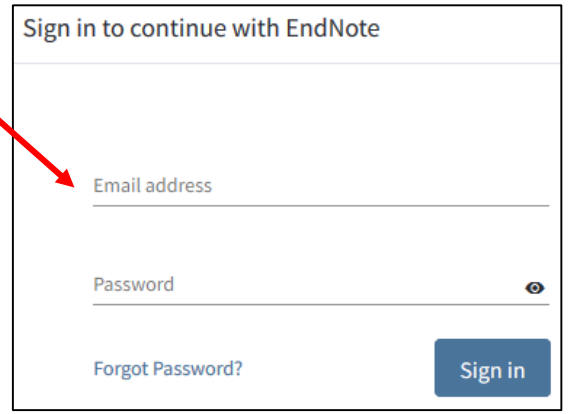


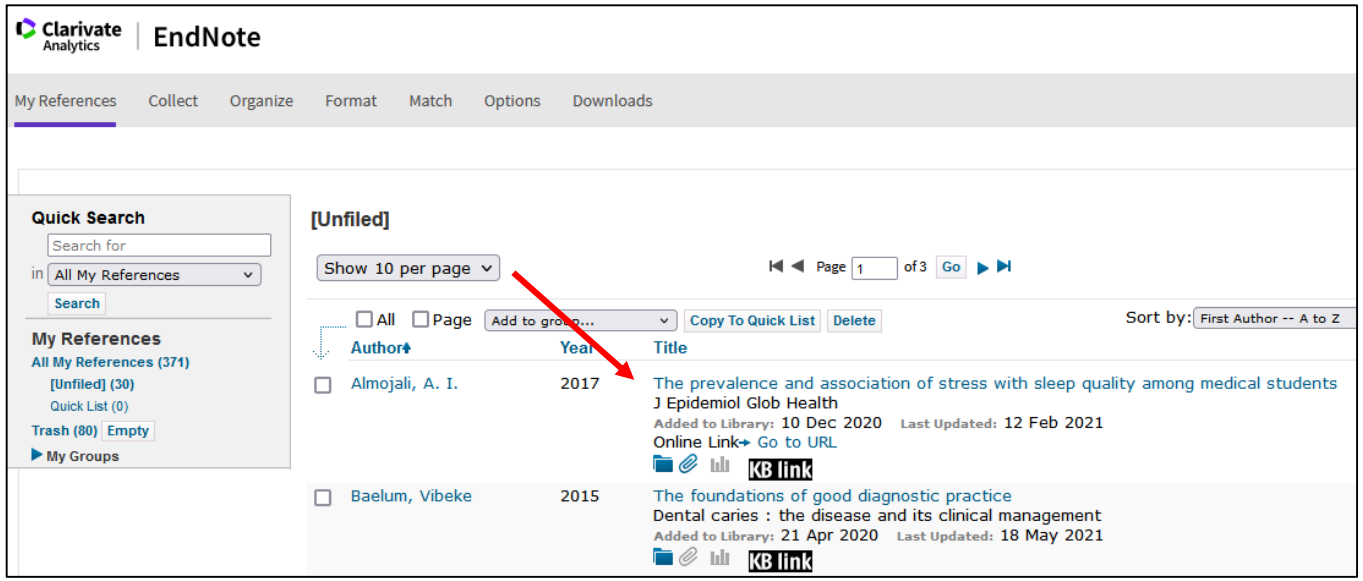
If not -

Mac - select EndNote Defaults and Save. Close this window and select Library > Sync.
Win - contact EndNote Technical Support https://support.clarivate.com/Endnote/...

My EndNote Online account

Sign in at my.endnote.com to have a look at your references in EndNote Online





- and use EndNote Online to sync EndNote desktop with [EndNote for iPad and iPhone]

How to share your library using EndNote Online

when you are collaborating…

- You share your entire library with PDF's and annotations
- Everybody can use the library at the same time

Owner

1. In EndNote - Select **Library > Sync** and then select **File > Share…**
2. Input the email addresses of the guests

Use the email address, that they use for EndNote Online

Guest

1. Accept the email invitation.
2. In EndNote - Select **File > Open Shared Library …**

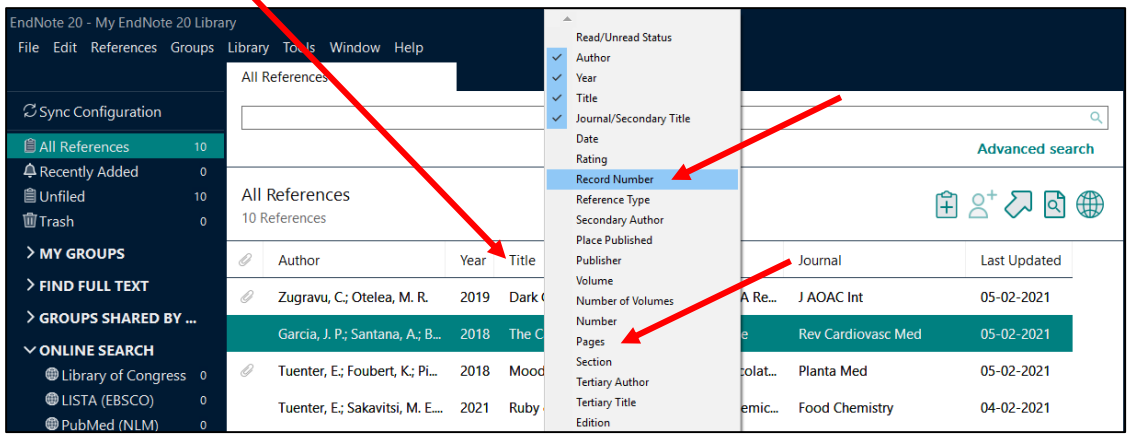
Guide: Library sharing Mac and Windows

Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

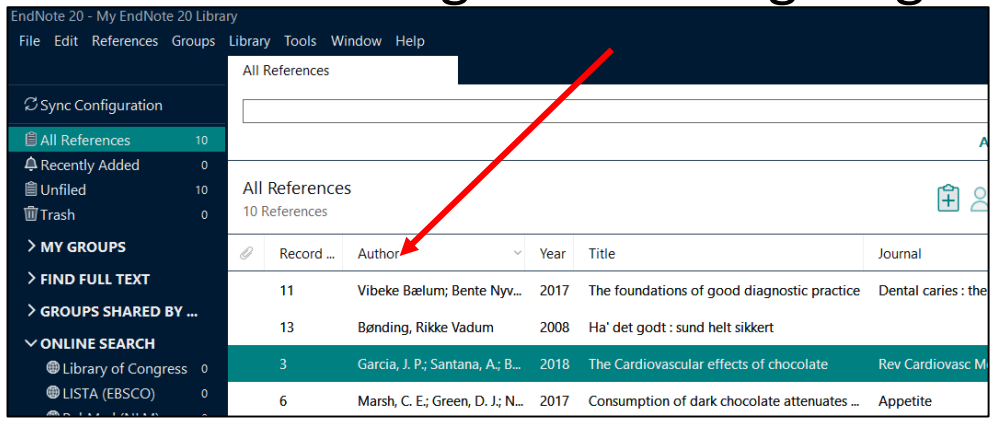
5. Tips and tricks - find full text and sort my references

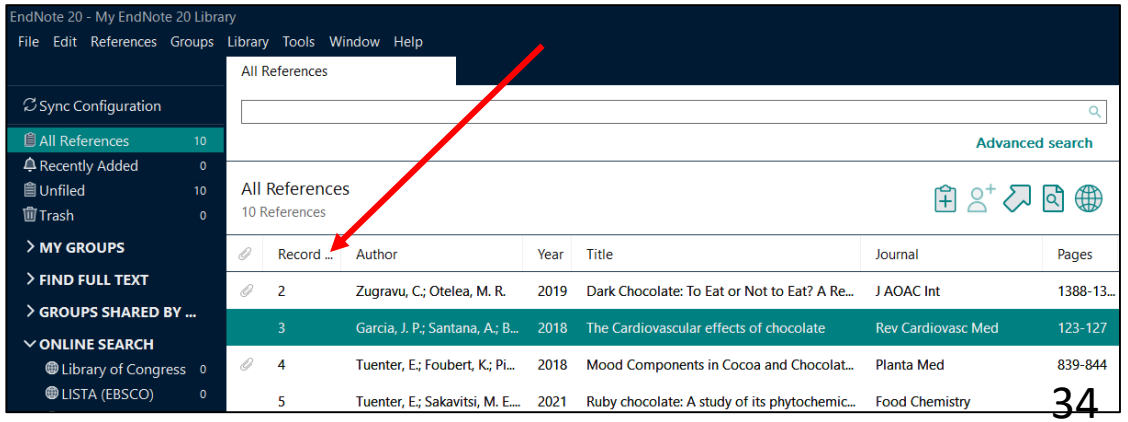
Organise your library – **Reference List Panel**

Right-click to show additional fields – e.g. Record Number and Pages



Left-click to change the sorting - e.g. from Author to Record Number

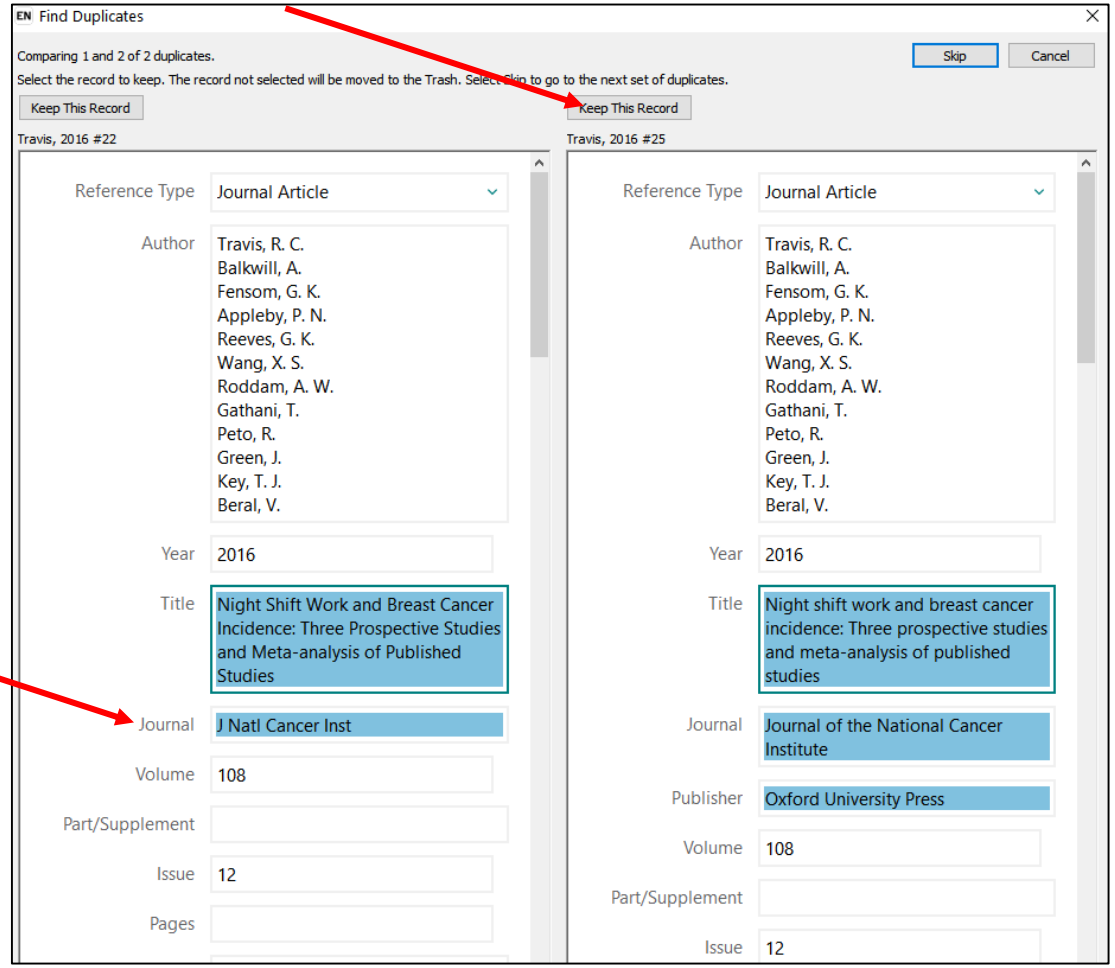




Find Duplicates I

It is important to remove duplicates from your library to avoid duplicates in your bibliography.
Select **Library** > **Find Duplicates**

Compare the duplicates to deside which one to keep

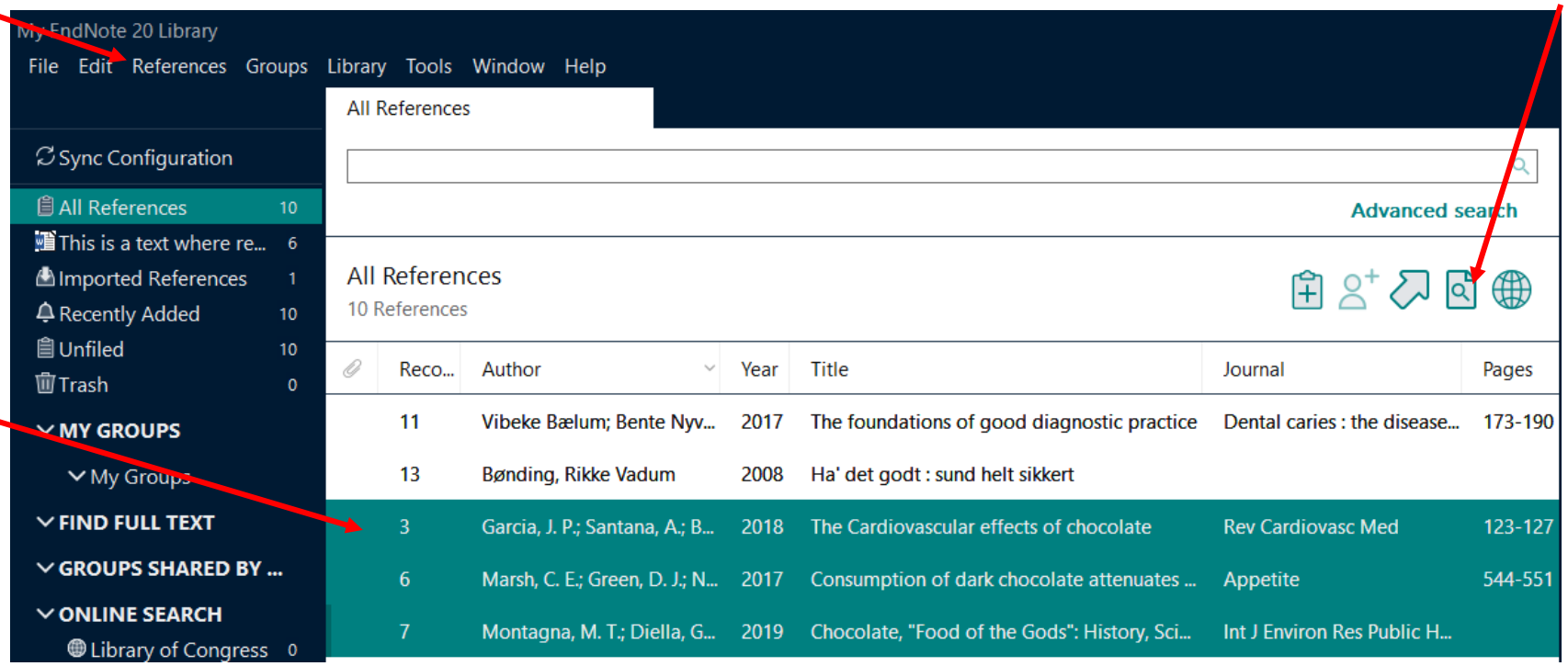


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

The Find Full Text function (PDF files)

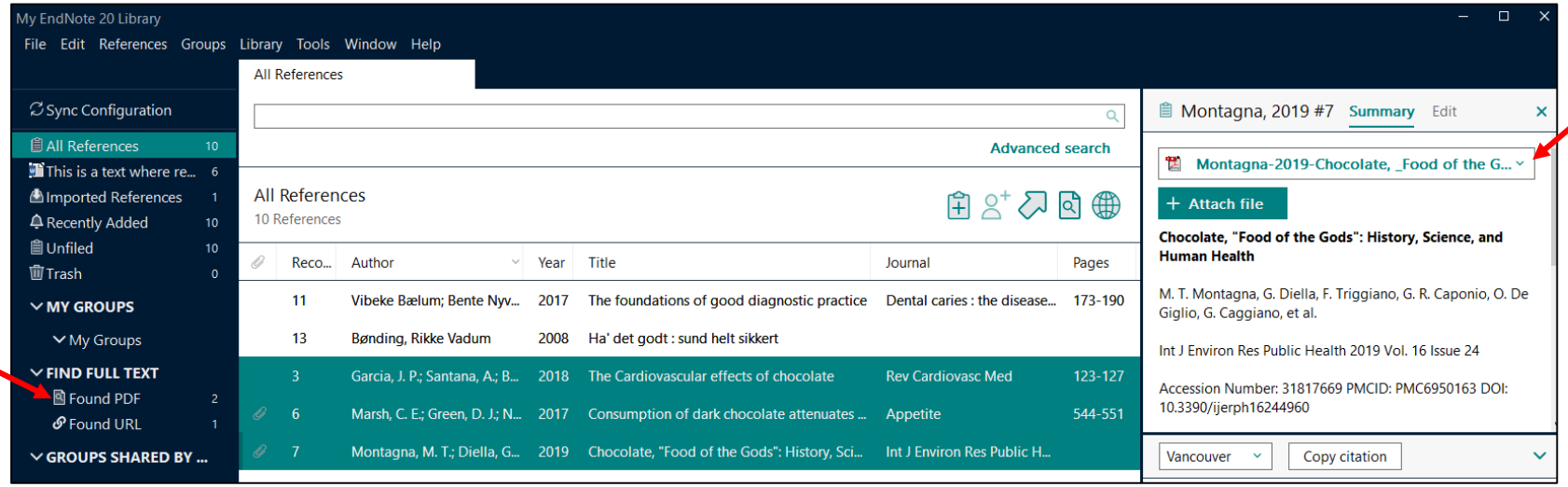
This function is depended on online access

1. Use AU Eduroam on campus or VPN access outside (staff students)
2. Mark the references
3. Select **References** > **Find Full Text** > Find Full Text or use the shortcut

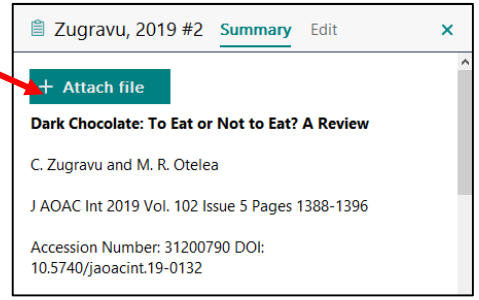


Shortcut:
Find Full Text

4. EndNote found two of three PDFs. They are attached to the references.



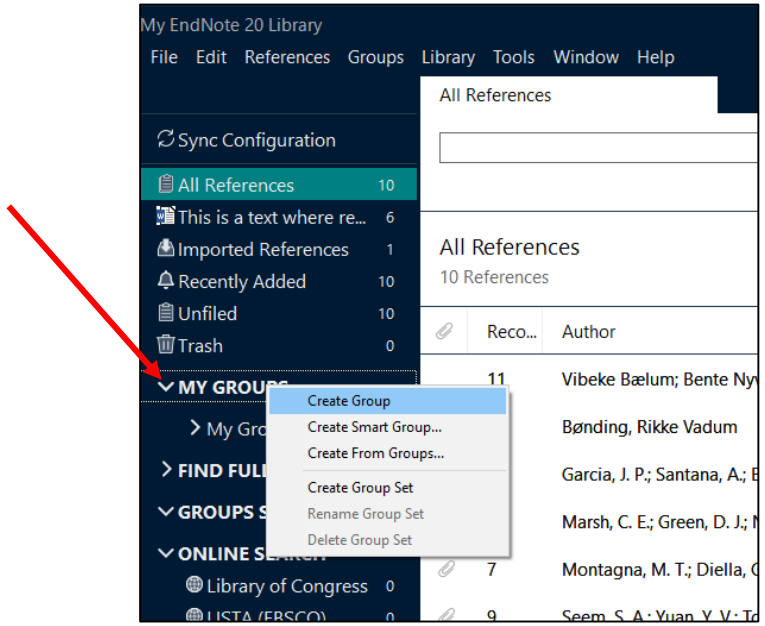
You can also attach PDF files manually



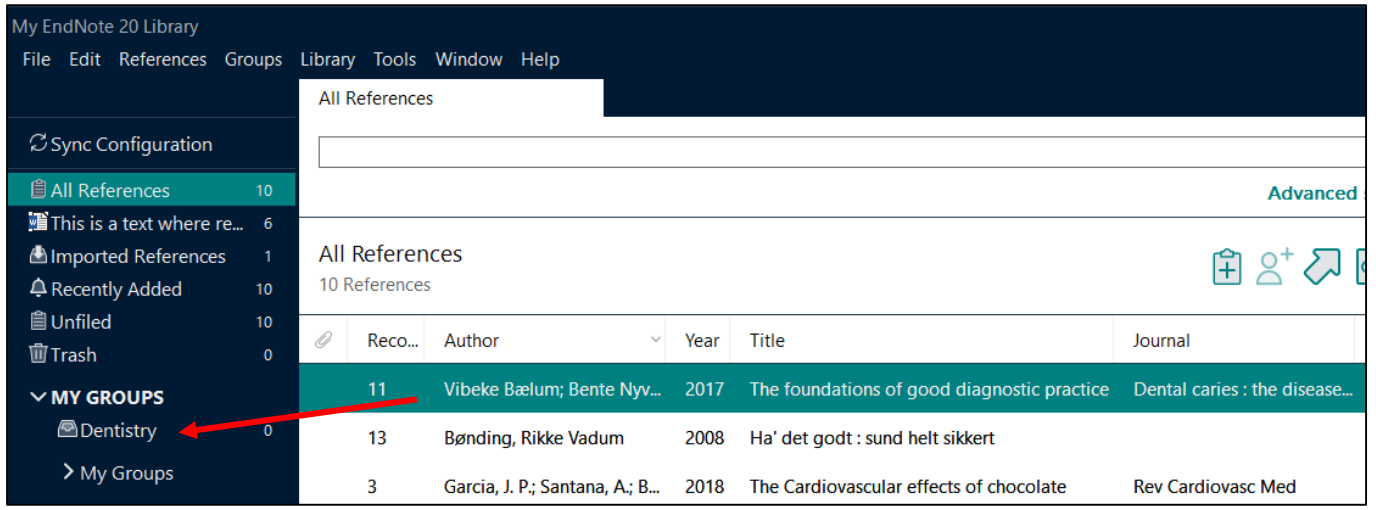
or use the [EndNote Click browser plug-in]

How to Sort my References in Groups/folders

Right-click at MY GROUPS > Create Group



Drag-and-drop to move references to the group

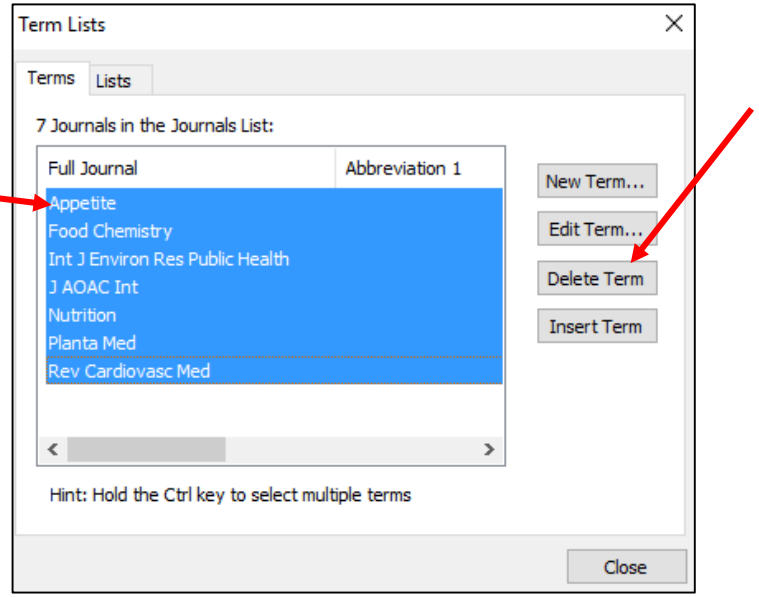


Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

How to generate full or abbreviated journal names

Journal Term Lists are used by EndNote to convert a full journal title into an abbreviated version and vice versa.
Important, since journals can be listed with full name or abbreviation in bibliographies, e.g. Advances in Dental Research or Adv Dent Res.

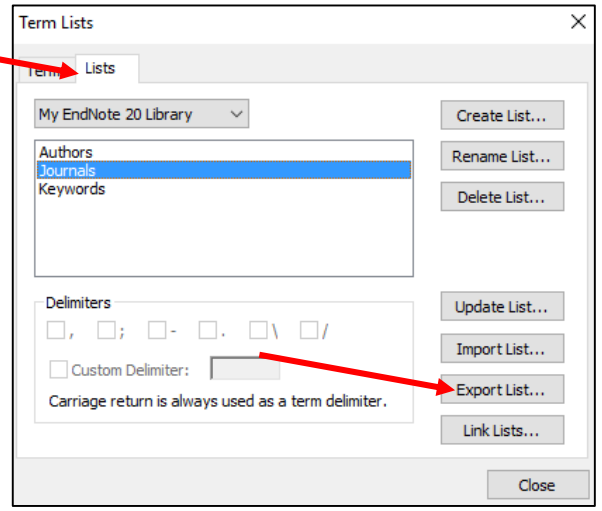
1) Select **Library** > **Open Term Lists** > **Journals Term List**
2) Highlight the terms and select **Delete Term** –
   to delete the old terms



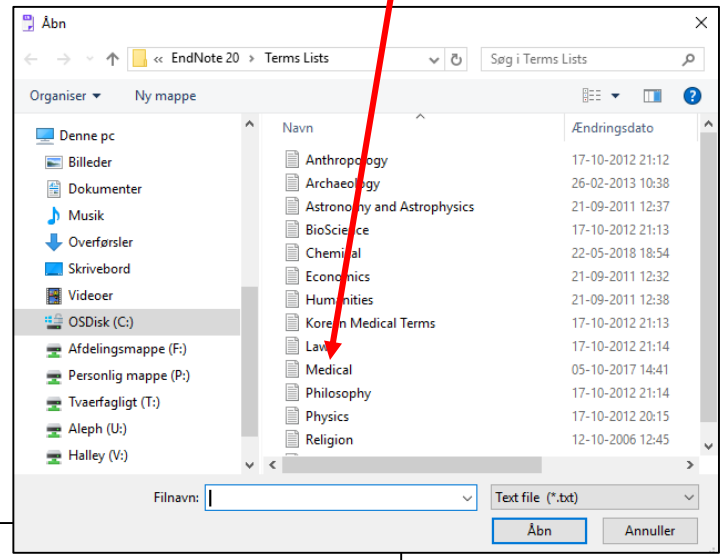
More information and a video at
support.clarivate.com/Endnote/s/article/EndNote-20-Generate-full-or-abbreviated-journal-names

How to generate full or abbreviated journal names

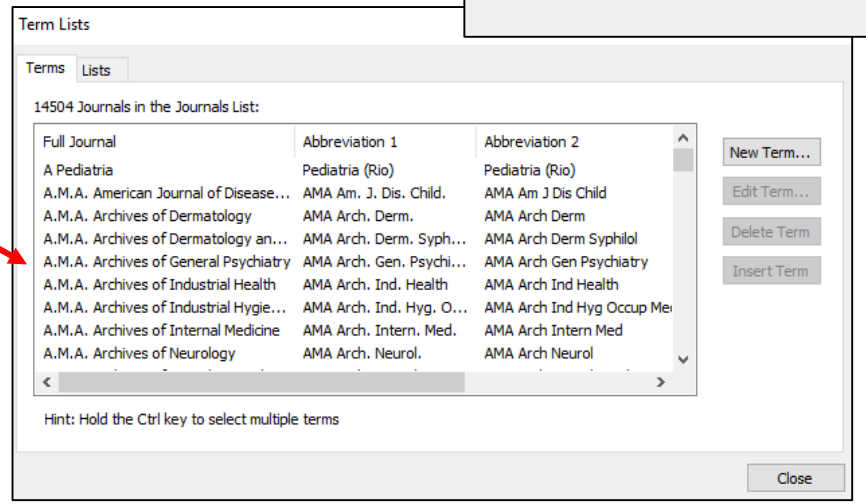
3) Select Lists > Journals and Import List…



4) Select Medical - and Open



5) The relevant journal list is copied

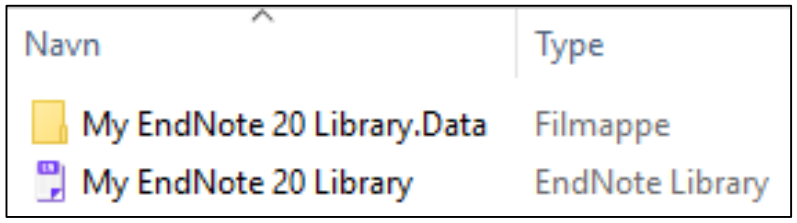


Remember…

- It is important to sync your library with EndNote Online
- Don’t save your library on cloud services like iCloud, OneDrive or your personal AU folder. This will lead to library corruption.
- An EndNote library is made up of an .enl-file and .Data-folder. They must be kept together, both are needed for the library to work correctly.

Mac

Win



Janne Lytoft Simonsen
AU Library Sundhedsvidenskab

Training and Support

EndNote Guides and Tutorials

- Videos youtube.com/user/EndNoteTraining/videos
- Training clarivate.com/webofsciencegroup/support/endnote/
- LibGuide clarivate.libguides.com/endnote_training/home

EndNote Support support.clarivate.com/Endnote

If you have a problem, try a Google search.

Be specific and search for e.g. EndNote error 1701.

Look for results from support.clarivate.com/Endnote

Ask AU Library Katrinebjerg

Ellers bare spørg

Dorte Tranberg Axelgaard
T 5167 1331
E dtha@kb.dk

AU Library Katrinebjerg
Mandag – torsdag kl. 9-15.30
Fredag kl. 9-15
W library.au.dk/katrinebjerg