Basic Skills to Endnote

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Outline

- Advantages

- Basic configuration

- Keeping a good library when writing a thesis

- Adjusting the style

Advantages

- Once you define your own style (e.g. adjust Harvard) – never worry again about formatting your citations and bibliography

- EndNote lets you cite any work you have in your EndNote library effortlessly and keeps the list of references the way you want on the last page of your Word file.

- Good way of keeping things you have read organized and quickly accessible

Basics

- Start Endnote: Start -> LJMU Applications -> Subject Software -> General and Computing -> EndnoteX2 -> Microsoft Word 2007 with Endnote Extensions
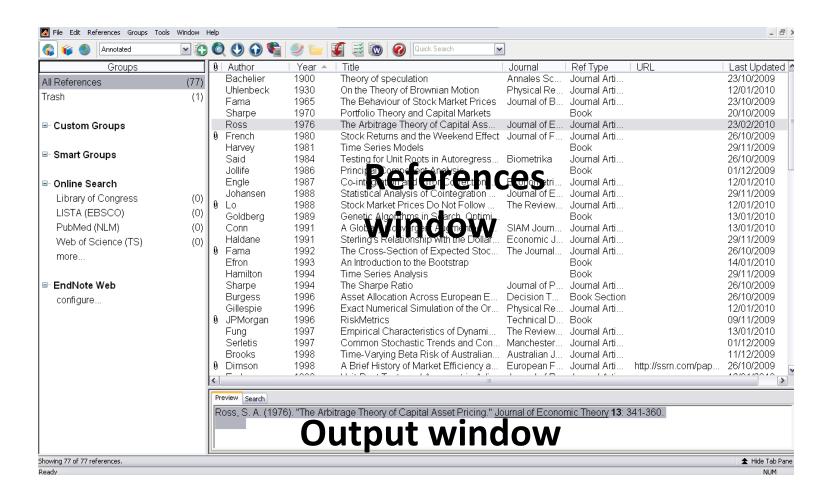
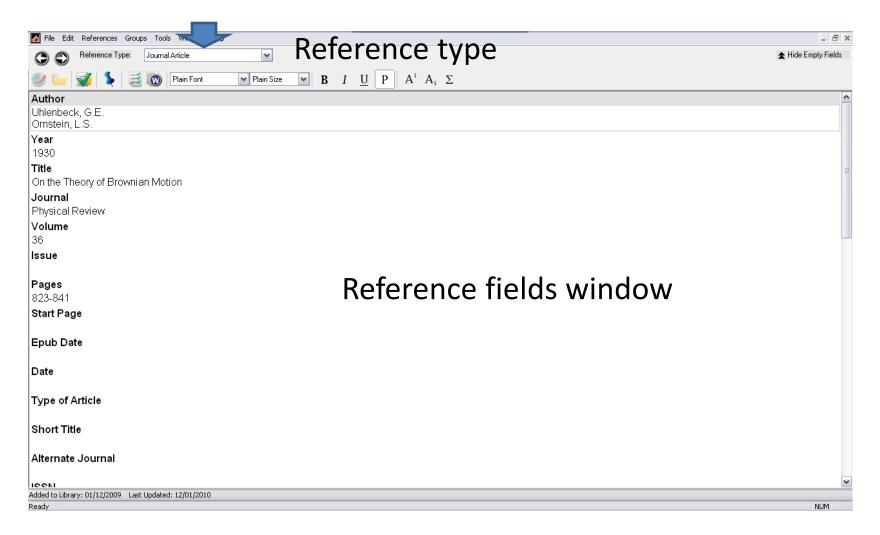- In Word 2007 -> EndnoteX2 -> Go to Endnote

Basics

- In Endnote -> File -> New… -> .enl library

- This will be location of your library file from now on. Whenever you open Endnote again, it should be open automatically.

Basics

Library – adding new references

Reference type

Reference fields window

Library – adding new references

- Right click in the references window and from the menu that appears select: New reference

- Fill in Reference Type AND Author/s, Year, Title, Journal, Volume, Issue, Pages (e.g. 122-135), URL

- Very good thing to do is to keep pdf file of the article in the library: click on the window where you edit Author…, and in the menu select File Attachments -> Attach File

- When done editing, close the small window, and click Yes on Saving changes.

Library references – Reference Type

- Do not be put off by hundred or so different Reference Types. The only reference types I ever used are: Journal Article, Electronic article (if e.g. not published and only accesible via ssrn),Book, Thesis, Conference Proceedings, Book section, Edited Book, Web page

Library – editing references

- You can always get back to changes by double clicking the reference in the References window

- You can also attach more files to 1 reference if you wish.

Library – keeping things organized

- In this way you have all the references in 1 place tied to the original article in 1 click

- All are organized neatly. In the References window you can sort your bibliography based on Year, Name of the Author, …

Style

- When any reference is highlighted in a References window, Output window shows how the actual citation in your thesis will look.
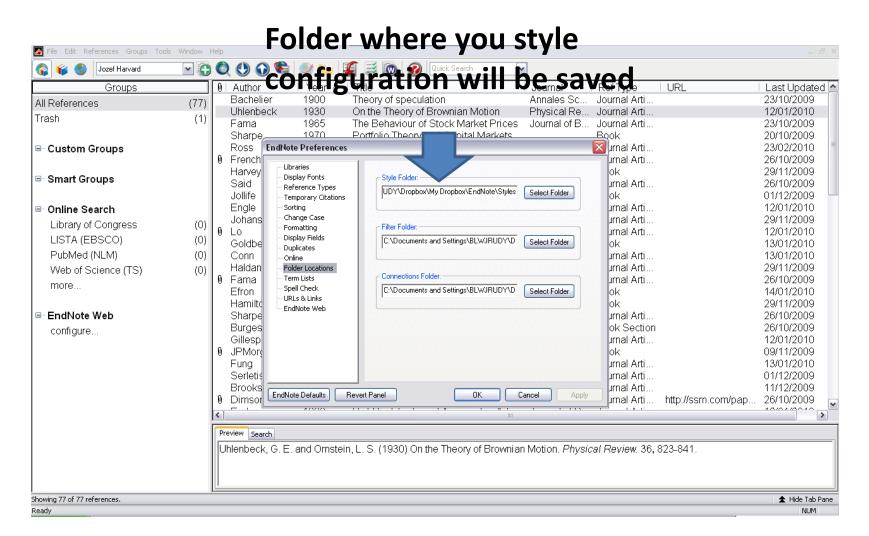
- You can change this, save changes, and not worry about remembering how the bibliography part of your thesis should look.

Style - basics

- First have a look where your style configuration file will be saved.

- Go to Edit -> Preferences -> Folder Locations

Style - basics

Folder where you style configuration will be saved
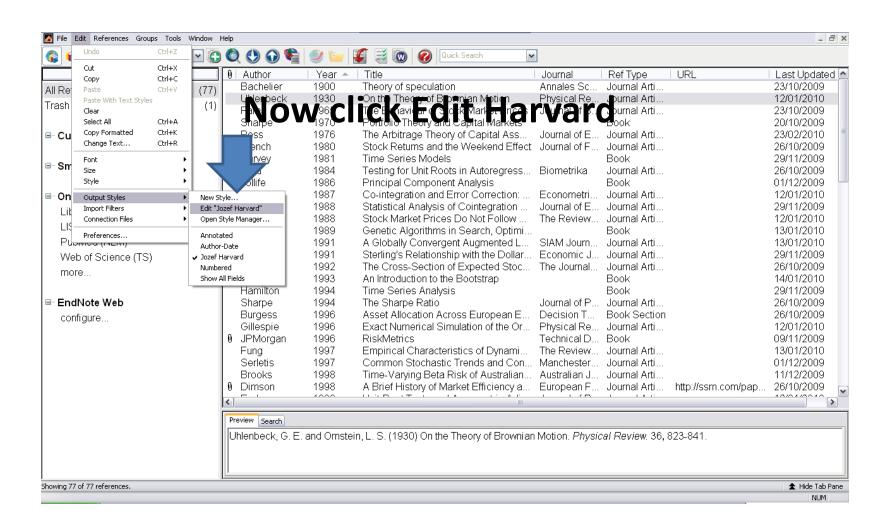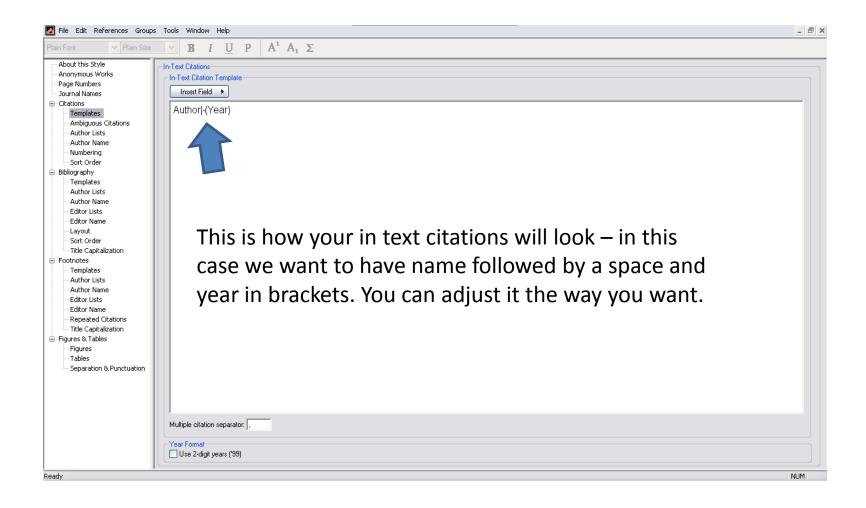
Style – adjusting style
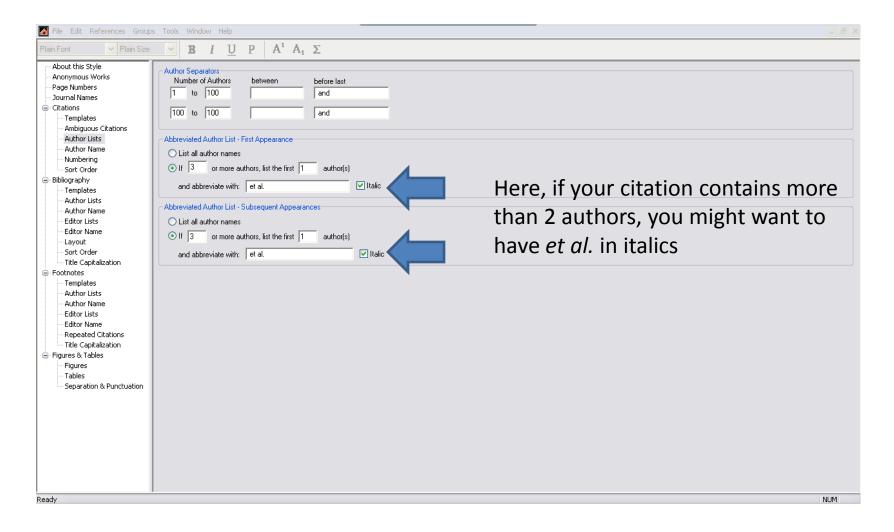
- We need to make changes to the default style

- We will start by editing Harvard style

- Go to Edit -> Output Styles -> Open Style Manager

- Find and check Harvard. Click x to exit.

Style – adjusting style

Now click Edit Harvard

Style – adjusting style

This is how your in text citations will look – in this case we want to have name followed by a space and year in brackets. You can adjust it the way you want.

Style – adjusting style

Here, if your citation contains more than 2 authors, you might want to have *et al.* in italics

Style – adjusting style

Here You can define different styles for each reference type. E.g. which part should appear in italics, not to include URL when you have journal article, etc.

Style – adjusting style

Style

- Once you have edited everything, no need to worry about formal side of citations any more.

- Now, go to Endnote and highlight any reference.

- Switch to Word 2007 and click Alt+F2. Note how the citation appeared + reference in proper formatting.

The End