

Using EndNote Bibliographic Software for Library Research

Overview

- The program's name is singular!
- It runs on either Mac or Windows
- Three main functions:
 - use it as a database to hold info on books and articles that you are using
 - use it to download publication information from online databases
 - use it to automatically (re)format the bibliographies of your papers
- This software is invaluable if you will be writing more than one paper in the same field

1. Some brands of bibliographic software

EndNote
RefWorks
ProCite

- Good site comparing RefWorks and Endnote:
<<http://www.library.ucsf.edu/research/endnote/>>
- Firefox Scholar plug-in—coming later this year:
<<http://chronicle.com/daily/2005/12/2005120602t.htm>>
- Online tutorial of EndNote from a university in Queensland:
<<http://www.library.uq.edu.au/endnote/introtutorial7/>>

2. Kinds of information on the works in your own EndNote library

- Sortable by author, year, title, record number, etc.

[Click on the title of the field at the top of the library: "Author" etc.]

- Besides basic publication information, you can add what you need in the entry:

e.g., Do you own a hardcopy of the article?
Have you read the article?
Page numbers of useful quotes or figures
Where did you first hear about this article?
Paste in the URL or PDF to find this article online
Paste in the abstract of the article from the publication
Note your own evaluation of the article

- Search for a subset of the entries with a common keyword that you assigned

[References → Search References **determiners**]

[Edit → Output Styles → Language.ens]

[Edit → Select All, Edit → Copy Formatted]

Open a blank Word document...

Paste into the Word document...

- Creating annotated bibliographies (i.e., outputting the abstract along with each listing of the publication information):

[Edit → Output Styles → Annotated.ens]

[References → Search References **determiners**]

[Edit → Select All, Edit → Copy Formatted]

Paste into a Word document...

3. Collecting the citations for your EndNote library

- Entering citations by hand

[Library → New]

[References → New Reference]

Decide what type of material it is. Use the pull-down menu Reference Type for each entry.

Enter the publication information.

Look at the formatted entry in the preview box:

[Tools → Hide Preview/Show Preview]

- Downloading citations directly from online library catalogs

Many libraries around the world have online catalogs with free access. If you are connected to the Internet, you can search the catalog and automatically download citation information into your Endnote Library. As a sample of one that requires no password, choose the Library of Congress. (See the manual chapter on Searching Remote Databases with EndNote).

[Tools → Connect → Connect]
[choose Library of Congress.enz]

A search box comes up where you can enter the terms you are seeking.

Once the references appear in the listing, you can open each to see if it's one that you want to transfer to your own EndNote library.

You can drag and drop individual entries into your library list, or select entries and then choose the "Copy X References To" box at the top of the listing. Then choose the name of your own EndNote library.

4. Automatically entering citations into the text of a word processing document

For this you need the Cite While You Write feature of Endnote installed to interact with Microsoft Word. (See the EndNote manual for instructions.)

Choose a reference from your EndNote library, then
[Edit → Copy Formatted]

Open a blank Word document. Start typing your paper. In Microsoft Word, go to the Tools menu, choose EndNote 8 → Insert Selected Citations

The parenthetical in-text citation will appear (in the output format that you selected in EndNote) and a bibliography entry will also be produced.

5. Automatically changing the style of your paper's bibliography

Again in the menu of Word, go to this menu:

Tools → EndNote 8 → Format Bibliography

You can change the bibliography of a created document, say from the LSA style of *Language*, to the style of *Linguistic Inquiry*, or to APA, etc.

Set that with these menu choices:

Format document: [choose the name of an open document]
Output style: [choose the formatting style you want to use]

Some advanced issues

6. Backing up your library files

Your EndNote library contains two types of files—a directory of data settings (the folder ending in .Data) and the actual database of your citations (the file ending with .enl). Periodically back these both up by copying them to another volume:

 Linguistics Library-version 8.Data	February 4, 2006, 1:47 PM
 Linguistics Library-version 8.enl	March 25, 2006, 10:13 AM

7. Setting up EndNote to connect to library databases

Any online library catalog that uses the Z39.50 protocol can be searched via EndNote.

8. Adding new reference styles and connection filters

[Help → EndNote Program Updates]

The menu on the left of the web page that comes up will let you download new output filters (for different journal styles), new connection filters for different library catalogs and databases, new import filters for different libraries for transferring information previously downloaded from online database, new document templates for formatting your in text citations and bibliographies, and updates for the EndNote program itself.