Guide to EndNote v20

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RARS Research Pipeline



First Time Users: Create a Library

- 1. Find your EndNote program in the Start Menu (Windows) or in the Applications folder (Mac)
- When you start the program, close out of advertising prompts (Kopernio, EndNote Online, etc) and Accept the Licensing Agreement (Fig 1)
- 3. To create a Library, Select "File" then "New"
- 4. A dialouge box will appear, asking you to give your library a name, and will ask you to select where you want your library to be saved.

-EndNote CANNOT be saved into the cloud, so avoid locations like OneDrive, DropBox, Google Drive, etc,. If you use multiple locations, consider saving your library onto a USB. You can have as many libraries as you want, with different names.

5. Open and maximize the screen for your EndNote Library; this will be the default screen (Fig 2)

Your library consists of two files - the main library file which has a **.enl** extension and the data folder that has a **.data** extension. The data folder is automatically created by EndNote and is stored in the same location as the library file. The main function of the data folder is to store attachments. **You must have both files together to open your library**. Never delete the .data file. Back-up copies of your library must always include the data folder.

Fig 1. Advertising prompts

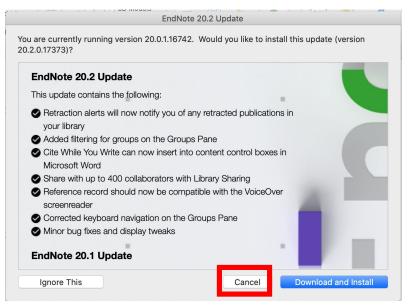


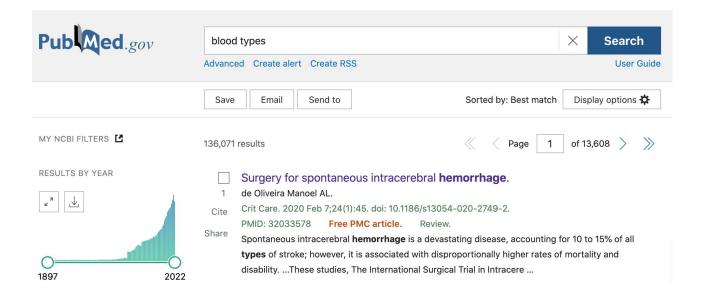
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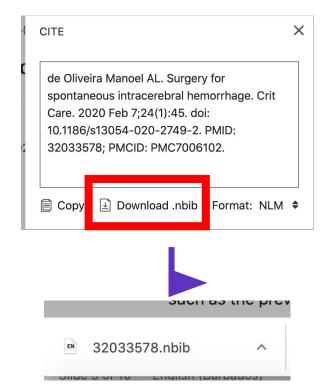
Pulling a reference from Pubmed

- 1. Go to the PubMed website in your web browser. The address is <u>https://pubmed.ncbi.nlm.nih.gov/</u>
- 2. Open your EndNote Library.
- 2. Execute your searches to obtain search results. Select article.

3. Click on "Cite" button. A Citation window will pop up. Click on the "Download .nbib", and n the pop-up File Download window, click on the "Open" button.



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Pulling a reference from Google Scholar

- 1. Go to the Google Scholar search engine in your web browser. The address is <u>http://scholar.google.com</u>.
- 2. Open your EndNote library

3. Execute your searches to obtain search results. Each result will have a "Cite" option with a quotation image.

4. At the desired reference, click on "Import into EndNote" link located right beneath the reference.

5. In the pop-up File Download window, click on the "Open" button.

6. The chosen reference will be automatically exported into your EndNote library.

Note: Using this method, you can export only one reference at a time from Google Scholar into EndNote.

Not all the information in the reference can be exported. Fields like keywords and abstracts are not exported. Therefore, if a reference is available in PubMed or other databases, please import it from those resources into EndNote so that more bibliographic information of the record will be included.

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Pulling a reference from OVID (RUSM students/faculty only)

- Go to my.rossmed.edu
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 OVID. Click on Ross Full Text Journals@OVID. Open your EndNote Library.
- 2. Perform search for results. Select result by ticking box next to result.

3.On the top of the displayed search results, click on Export. On the popup Export Citation List window, in the box next to Export to, choose EndNote.

3. Under Fields to Display, choose Complete Reference. Then click on Export Citation(s).

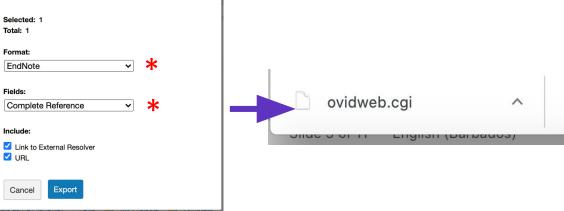
4. An ovidewb.ovd file will be placed at the lower left corner of the screen.

5. Click on the .ovd file. You will be asked to choose destination: EndNote or EndNote Online?

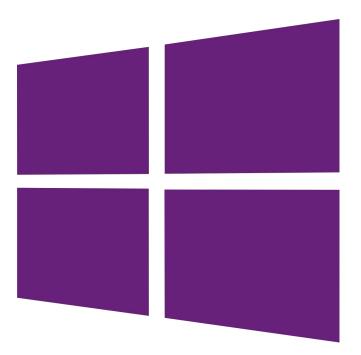
6. Choose EndNote and the selected references will be placed in your library.

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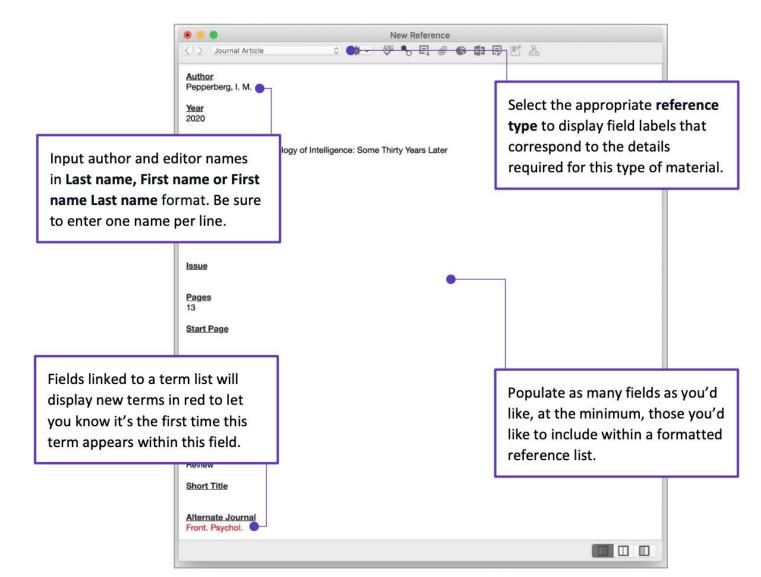
System-Specific Instructions





Manually adding a reference (mac)

1. Create a new entry manually by clicking **References > New Reference** with your EndNote library open.



Edit & Manage Citation(s) (mac)

1. Start the citation customization process by highlighting the formatted in-text citation that you'd like to modify and then press the Edit & Manage Citation(s) shortcut found on the EndNote 20 tab in Word.

2. Use the Format menu to customize the appearance of an individual intext citation. You can present author information outside of the parenthetical citation, exclude the author, the year, or both. You can also instruct EndNote to display this reference in your bibliography only.

3. Include a preceding word or phrase to your in-text citation by adding custom text to the Prefix field. The Suffix field functions in the same manner, but the Suffix field text appears at the end of your parenthetical citation. EndNote output styles set up to include Cited Pages will display a page number or range of pages entered in the Pages field within an in-text citation. This information helps your reader know where they can find a concept or other data you're including within the source work you're referencing.

4. Press OK, and you'll see your citation customizations appear in real-time with Instant Formatting enabled.

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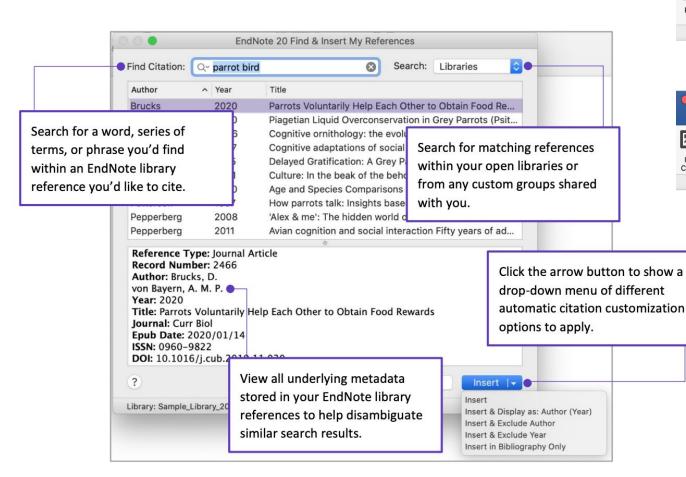
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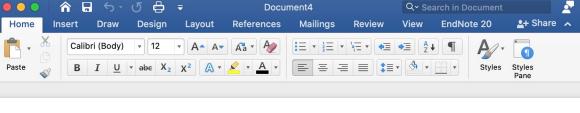
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Inserting citation (mac)



Stay in Microsoft Word while citing references from your EndNote library with Insert Citation. Position your cursor within
your body of text where you'd like to add a citation and then press the Insert Citation shortcut found on the EndNote 20
tab in Microsoft Word.





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TIP:

EndNote will ask you to close out of Microsoft Word for installation or updates; if your document freezes while working, try closing and reopening the document

Manually adding a reference (windows)

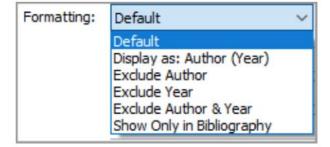


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| | Reference Type | Journal Article | - |
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| | Year | 2020 | |
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Edit & Manage Citation(s) (windows)

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- 3. Include a preceding word or phrase to your in-text citation by adding custom text to the Prefix field. The Suffix field functions in the same manner, but the Suffix field text appears at the end of your parenthetical citation. EndNote output styles set up to include Cited Pages will display a page number or range of pages entered in the Pages field within an in-text citation. This information helps your reader know where they can find a concept or other data you're including within the source work you're referencing.
- 4. Press OK, and you'll see your citation customizations appear in real-time with Instant Formatting enabled.



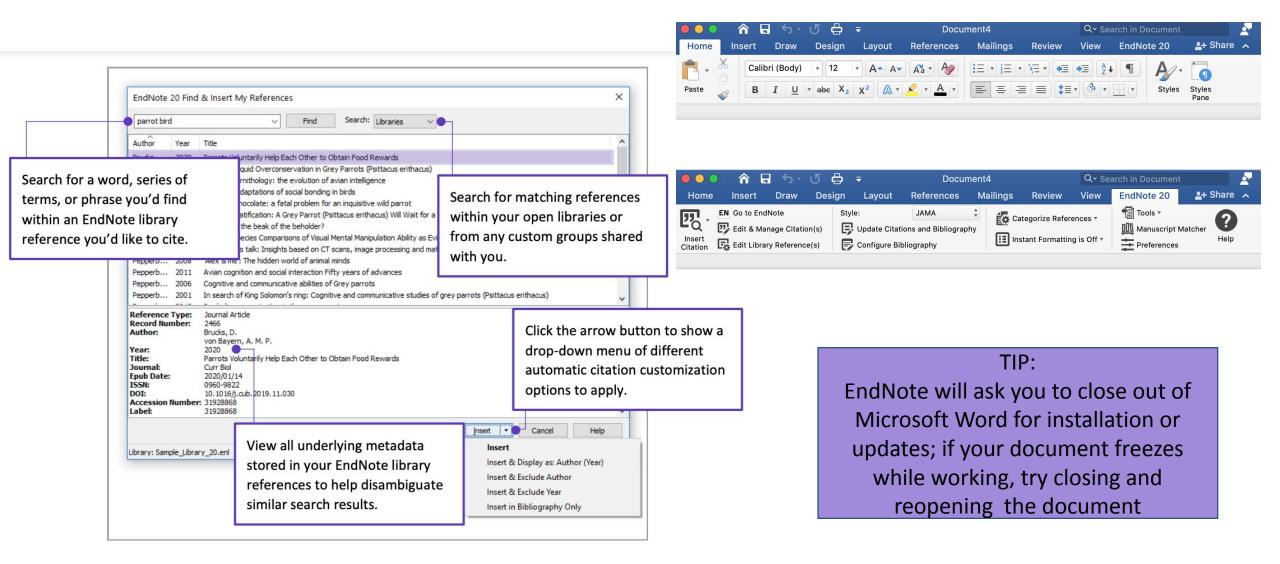
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• For more EndNote utilities, please visit https://clarivate.com/webofsciencegroup/