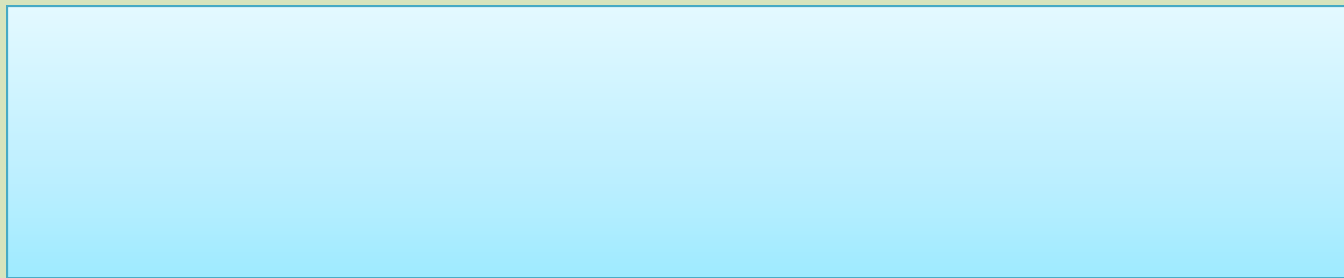


Reference writing using Endnote



Outline of session

- Referencing – why is it so important?
- Referencing systems: Harvard and Numerical
- Citing references: exercise on referencing different types of document and media (including online)
- Bibliographic software for reference and citation (endnote)

Referencing – why is it so important?

- Established academic practice
- Shows where you got your information – well-founded research
- Allows other researchers to trace your sources of information quickly and easily
- Acknowledges the work of other researchers
- Protects you against accusations of plagiarism

Which system should I use?

- Various different systems in use
- Your journal to which you are writing may probably advise you on which system you should use
- If you are writing a paper for an academic journal, use the house style that journal specifies
- If there is no specific advice, choose one of the University's recommended schemes: Harvard or Numeric
- Harvard probably most suitable for Health & Social Science subjects

Harvard system - citation

- Cite your sources within your text by giving the
 - author's surname(s),
 - year of publication, and
 - (when appropriate) page numbers:-

Eg.

James and Peters (2003, p.73) have argued that...

Contrary to popular perception, violent crime has been shown to be decreasing (Johnson 2004, p.7)

For more examples see *Guide to citing references* under Harvard System.

Harvard system - bibliography

- Citations in the text refer to a full reference in the bibliography
- All references are listed in author/date order:-

eg

HOLLAND, M., 2002. *Guide to citing Internet sources* [online]. Poole: Bournemouth University. Available from: [http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html](http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sources.html) [Accessed 4 November 2002].

OXFORD ENGLISH DICTIONARY, 1989. 2nd ed. Oxford: Clarendon Press.

UNESCO, 1993. *General information programme and UNISIST*. Paris: UNESCO, (PGI-93/WS/22).

WISEMAN, S., ed., 1967. *Intelligence and ability*. Harmondsworth: Penguin.

Numeric system - citation

- Each citation in the text is given **a number in brackets**:-
- Ericson (1) and Milne (2) take the view that... but other authorities (3) argue that...
- References are listed in **number order** in the bibliography, and cited by that number each time they are referred to in the text.

Numeric system - bibliography

Example

1. ERICSON, E.E., 1991. *The apocalyptic vision of Mikhail Bulgakov's 'The Master and Margarita'*. New York: Edwin Mellen, p.153.
2. MILNE, L., 1977 . *'The Master and Margarita': a comedy of victory*. Birmingham: University of Birmingham, pp.62-3.
3. BARRATT, A., 1987. *Between two worlds: a critical introduction to 'The Master and Margarita'*. Oxford: Clarendon Press, p.96.

NB. Each reference number points to a single reference only

Reference management software

The software enables you to:

- download and store references
- include abstracts, keywords and notes with the references
- produce lists of references for yourself or others
- automatically insert citations of references while typing (Cite While You Write)
- create a bibliography while typing (Cite While You Write)

EndNote®

Who Can Use EndNote?

- Anyone writing an assignment, research paper or thesis
- Anyone writing journal articles
- Anyone writing a book or a book chapter

What is an endnote?

- It is a computer software that could arrange us a reference.
- A reference used during manuscript writing.
- References could be written the way we want to write.
- We right references specifically, and endnote will use reference writing style specific to the journal we selected

Cont....

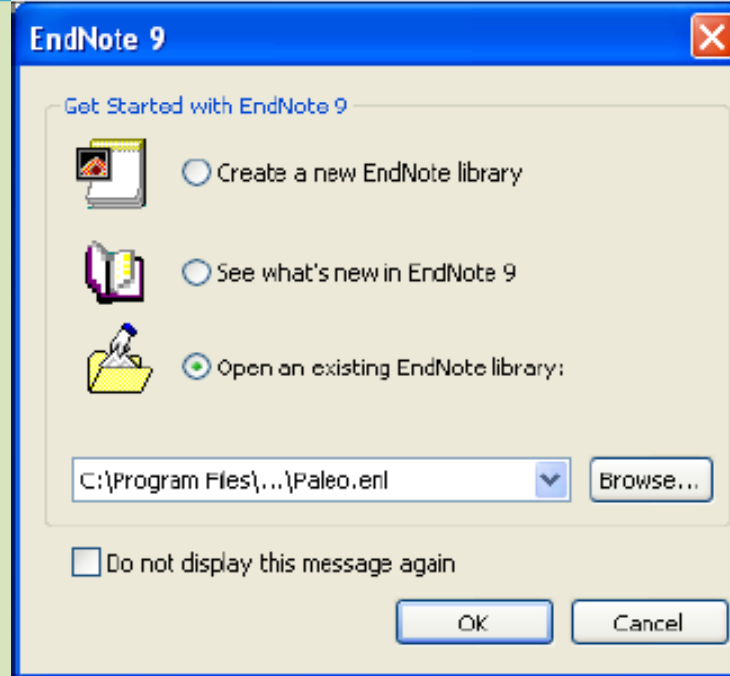
- EndNote is a software package which allows you to store and organise your references
- EndNote allows you to transfer references into a Word document and automatically creates a bibliography
- You can choose from a wide variety of reference styles and easily change between styles

Use of endnote

- EndNote is an online search tool
 - it provides a simple way to search online bibliographic databases and retrieve the references directly into EndNote.
- EndNote is a reference database
 - it specializes in storing, managing, and searching for bibliographic references in your private reference library.
- EndNote is a bibliography and manuscript maker
 - it formats citations in Microsoft® Word with the cite while you are writing

Starting Endnote

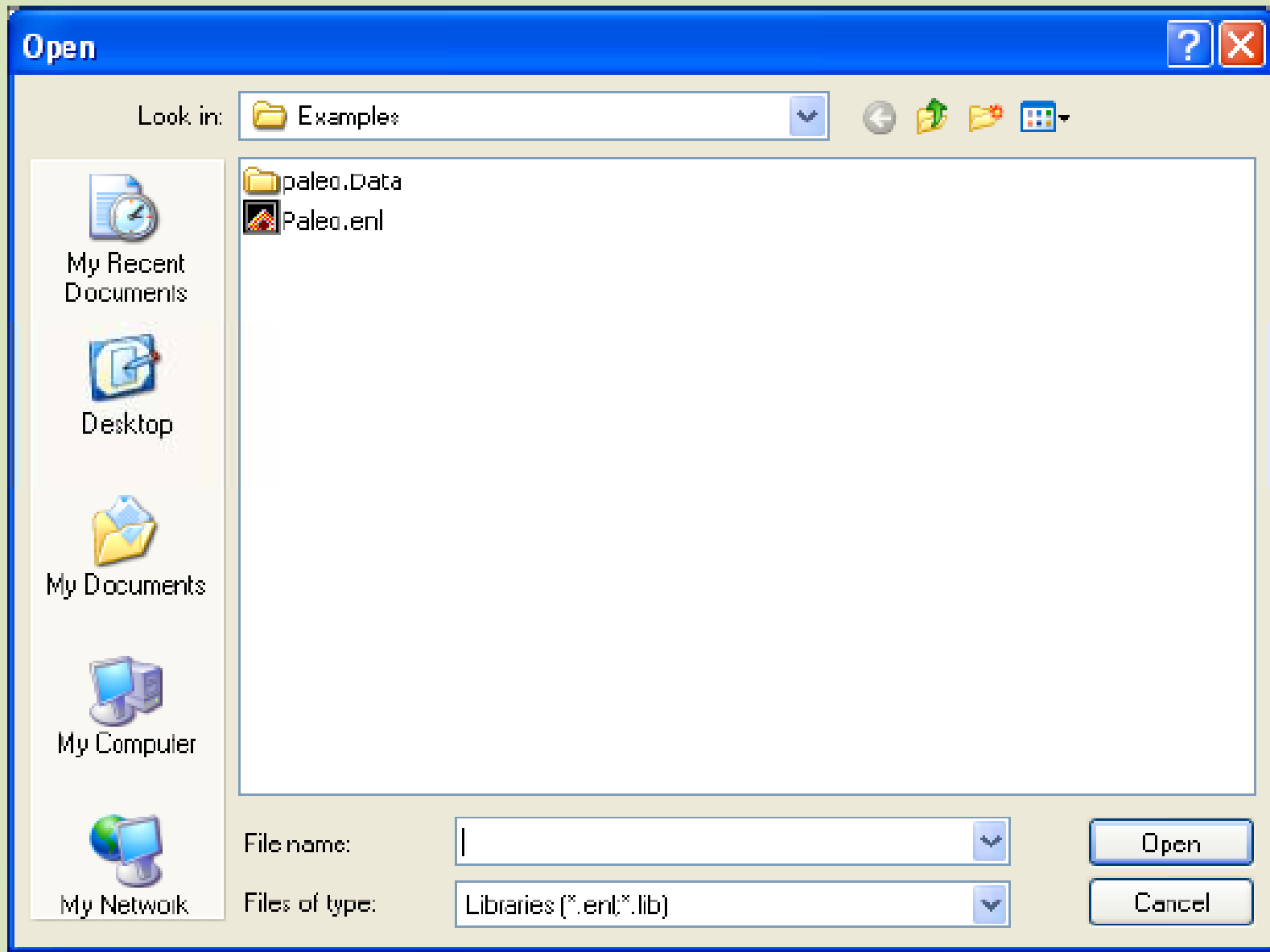
- **To start the Endnote program and open a sample library:**
 1. From the *Start* menu, choose *Programs*, select *Endnote*, and then choose the *Endnote Program*.



Cont...

2. Select '**Create a new endnote library**' if new library wanted, and '*Open an existing EndNote library*' if you want to browse existing endnote.
3. To open the library, do one of these:
 - Select *.enl in the drop-down list, and click *OK*.
 - If *.enl does not appear in the drop-down list,
 - Click the *Browse* button to locate it

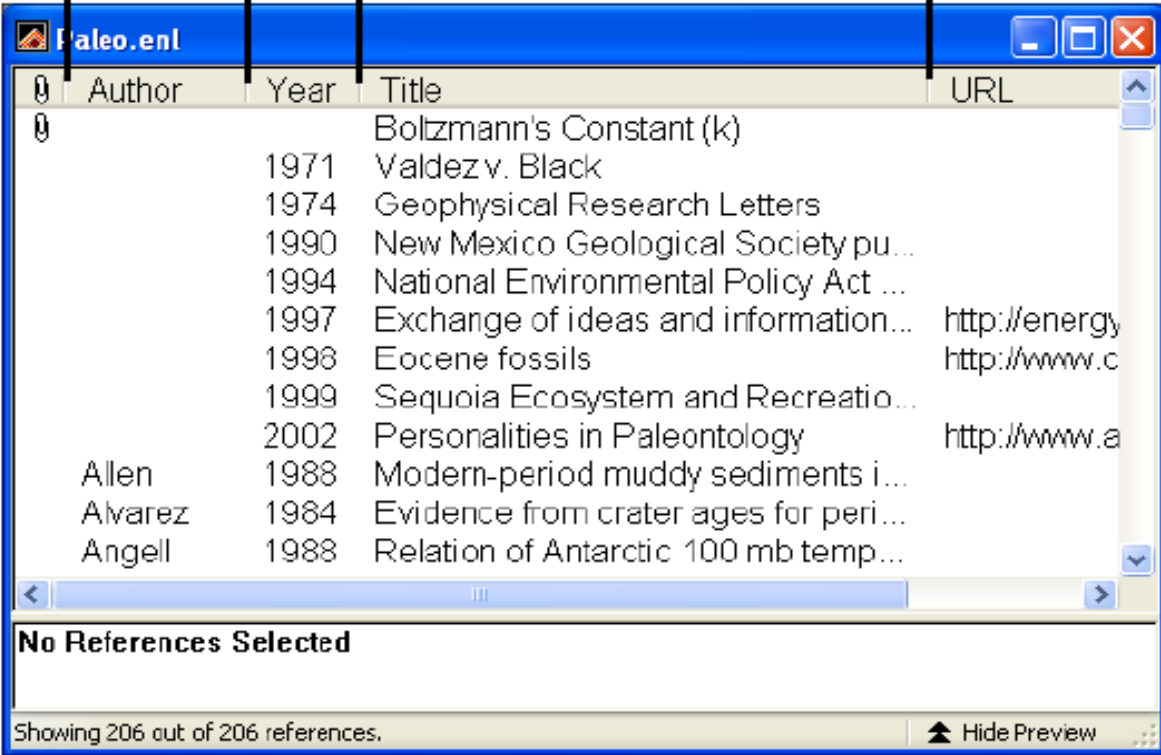
Cont....



Cont...

When you open the Paleo library, you will see the **Library window**, listing all of the references that the library contains:

Move column dividers to adjust column widths



Author	Year	Title	URL
		Boltzmann's Constant (k)	
	1971	Valdez v. Black	
	1974	Geophysical Research Letters	
	1990	New Mexico Geological Society pu...	
	1994	National Environmental Policy Act ...	
	1997	Exchange of ideas and information...	http://energy
	1998	Eocene fossils	http://www.c
	1999	Sequoia Ecosystem and Recreatio...	
	2002	Personalities in Paleontology	http://www.a
Allen	1988	Modern-period muddy sediments i...	
Alvarez	1984	Evidence from crater ages for peri...	
Angell	1988	Relation of Antarctic 100 mb temp...	

No References Selected

Showing 206 out of 206 references. Hide Preview

Cont...

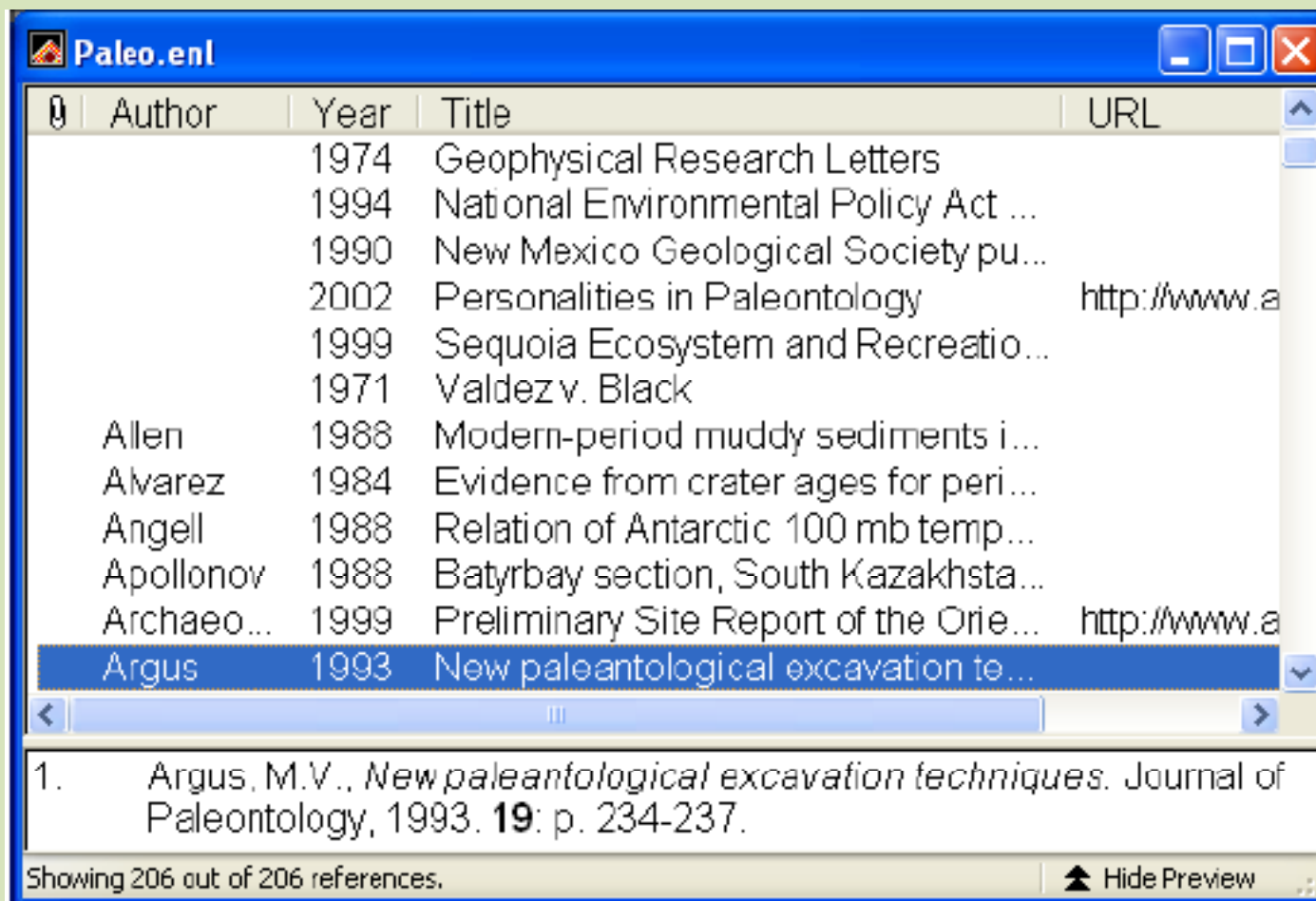
- You can sort by author, year, title or URL by clicking on the column titles
- You are able to preview the reference by clicking on the “show preview”
- You are also able to change to different style of reference writing by drop down list of the output style from the main tool bar.

Selecting and Opening a Reference

- To work with specific references you must first select them in the Library window.
- You can find them by sorting or writing few words of last name in the author column.
- Once you find the reference, you can open it by double clicking it or by pressing enter
- When it is opened, it will show us details of the reference including abstract (if it has URL)
- You can also see the PDF file if you have a PDF link

Cont....

After selecting a reference you can open it by clicking it or by shading and pressing enter

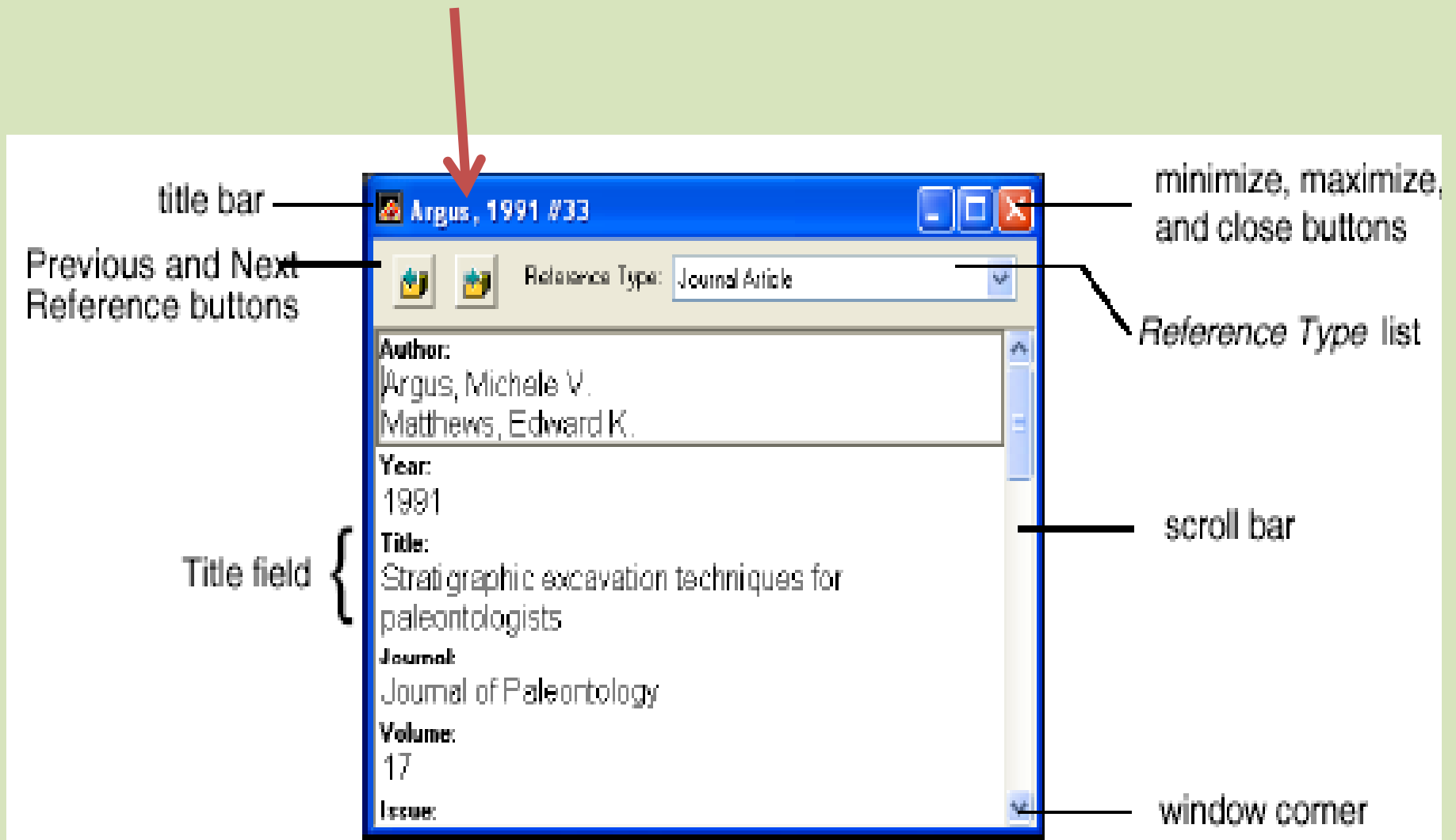


0	Author	Year	Title	URL
		1974	Geophysical Research Letters	
		1994	National Environmental Policy Act ...	
		1990	New Mexico Geological Society pu...	
		2002	Personalities in Paleontology	http://www.a
		1999	Sequoia Ecosystem and Recreatio...	
		1971	Valdez v. Black	
	Allen	1988	Modern-period muddy sediments i...	
	Alvarez	1984	Evidence from crater ages for peri...	
	Angell	1988	Relation of Antarctic 100 mb temp...	
	Apollonov	1988	Batyrbay section, South Kazakhsta...	
	Archaeo...	1999	Preliminary Site Report of the Ori...	http://www.a
	Argus	1993	New paleantological excavation te...	

1. Argus, M.V., *New paleantological excavation techniques*. Journal of Paleontology, 1993. **19**: p. 234-237.

Showing 206 out of 206 references. ▲ Hide Preview

The title bar will show us last name of first author, year of publication and record number



Entering References

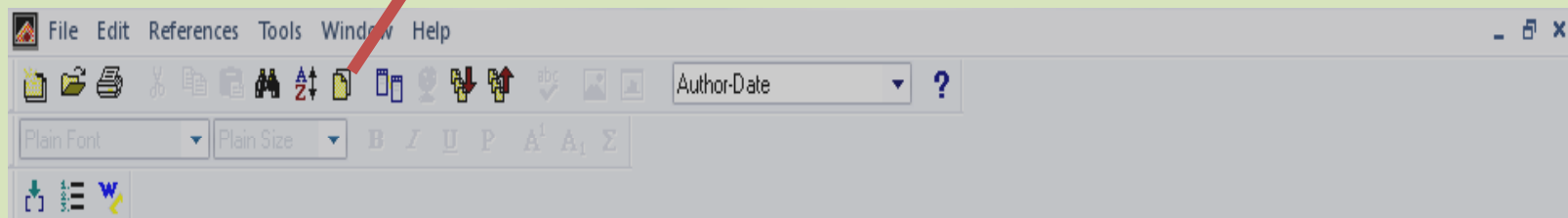
- There are various ways to add references to an EndNote library:
 1. Type the reference information into the reference window **manually**.
 2. Connect to an **online bibliographic database** and retrieve the references directly into EndNote.
 3. Import text files of references that have been downloaded from online bibliographic databases or **CD-ROMs**

1. Manually

- Once a library is open, you can add a new reference to it:

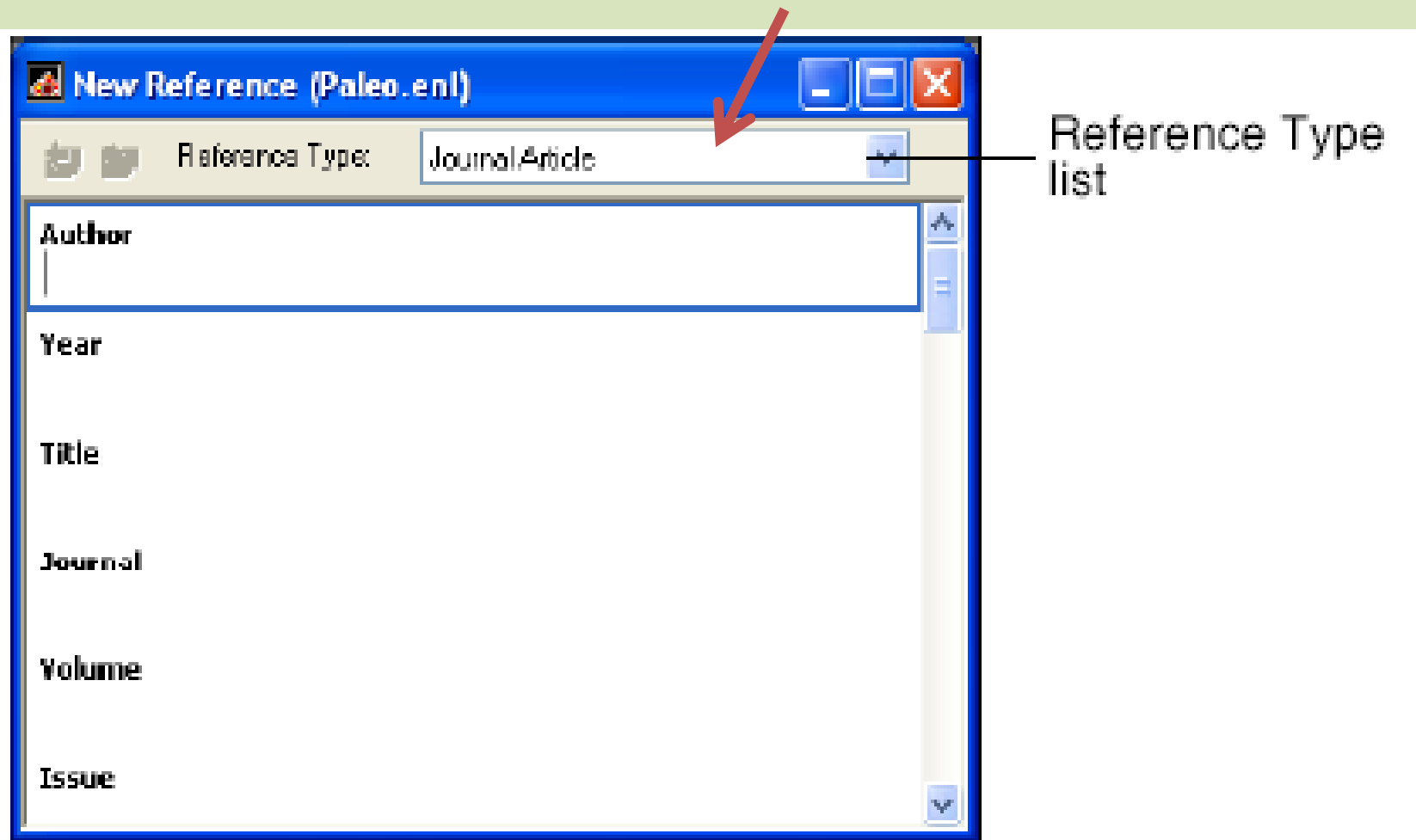
1. From the *References* menu, choose *New Reference (CTRL+N)*.

2. You can also click  figure from the main toolbar



This menu comes

The reference may be a book, journal, internet browse, etc select by drop downing the reference type



Cont...

- You are now ready to enter the author's names.
- Author names can be entered
 - “Last or middle, First” of each author
- Individual author names *must* be entered one author per line.
- Make a **comma** “,” after the first name
 - Eg Abebe, Alemu
 Getachew, Asaminew
 Deyessa, Negussie
- Then write the year, the title, volume, issue, page number, but don't use comma, parenthesis or other (other than in the name of authors) (endnote will complete itself)
- After completing, close by clicking the **close** button

Example of a manually entered reference



Deyessa, 1998 #29

Reference Type: Hide Empty Fields

Author
Deyessa, Negussie
Kassaye, Mesfine
Demeke, Berhanu
Taffa, Negussie

Year
1998

Title
Magnitude, type and outcomes of physical violence against married women in Butajira, southern Ethiopia

Journal
Ethiop Med J

Volume
36

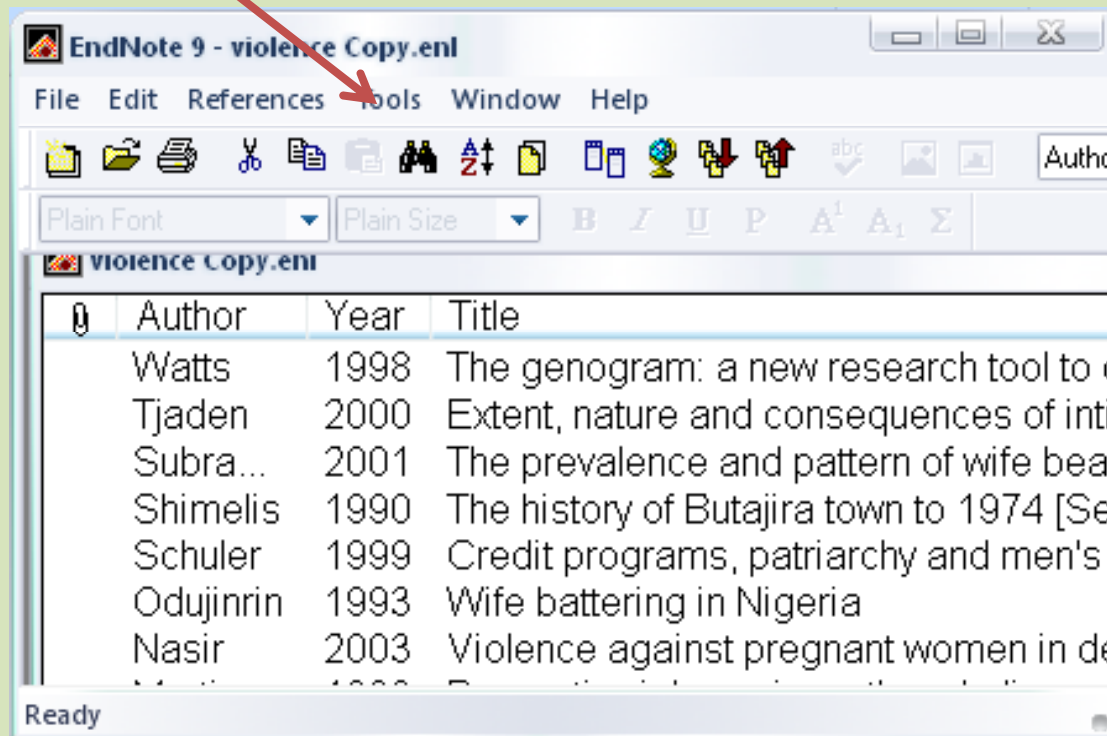
Issue
2

Pages
83-92

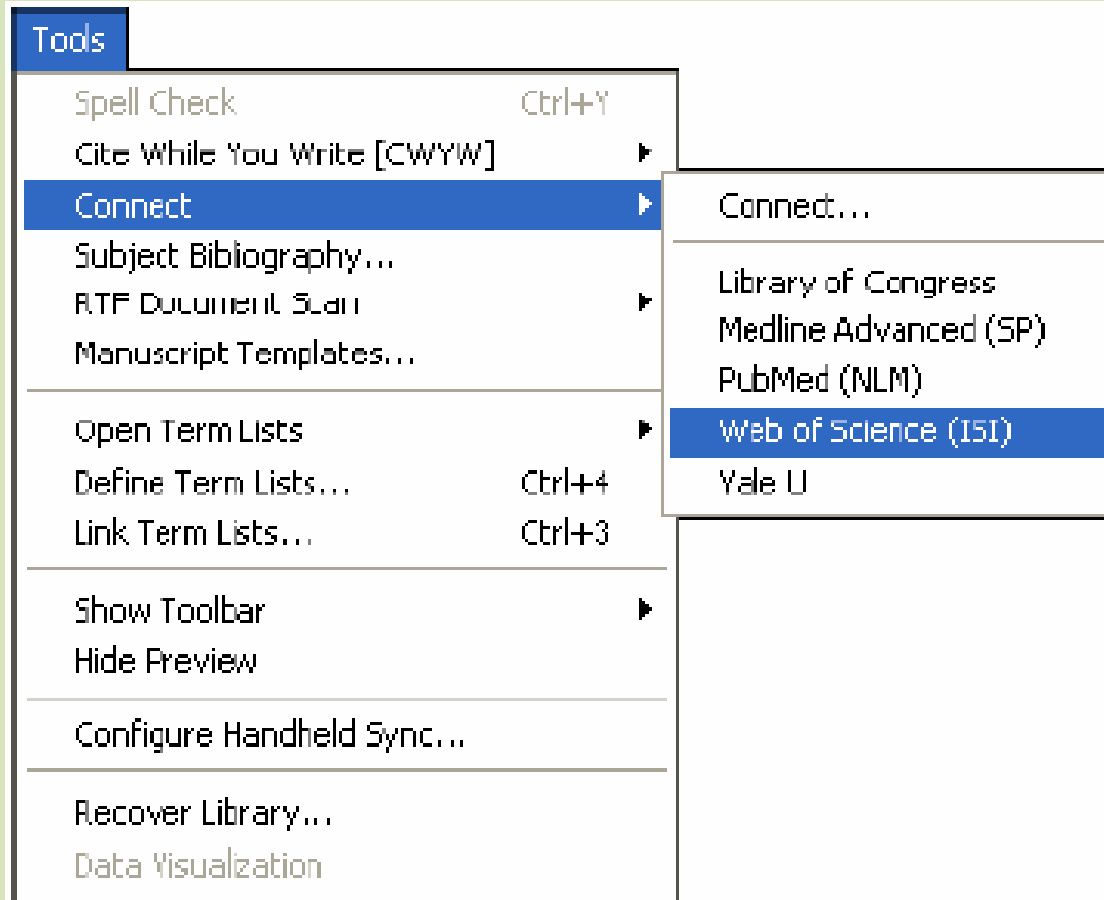
2. Online bolographs.

To retrieve references from a remote database (internet), there are five steps

1. From the *Tools* menu choose *Connect* and select the *Connect* command from the submenu.



Procedure



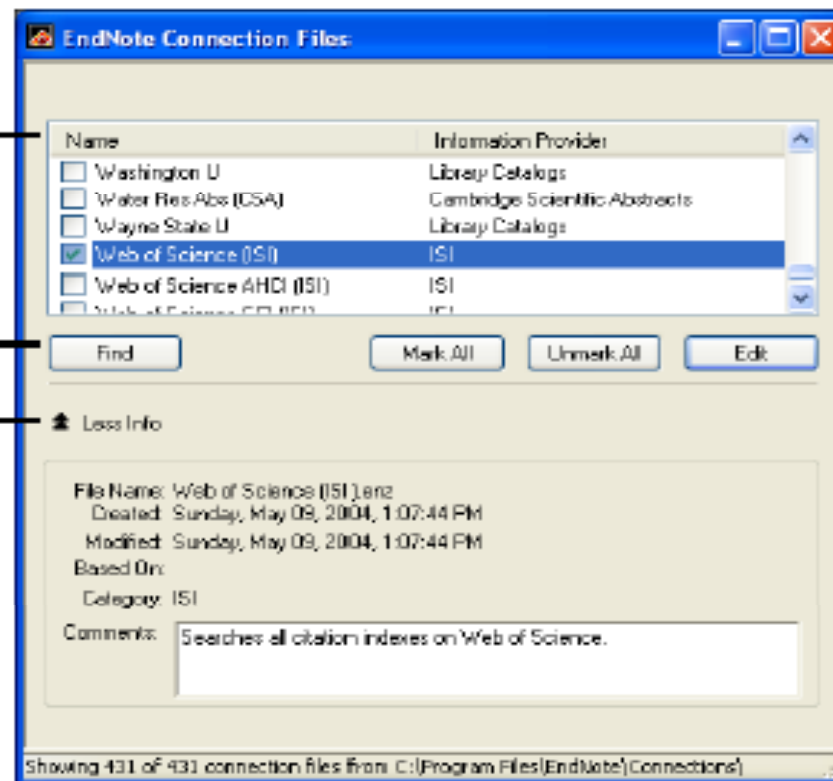
Cont....

2. Select the database that you would like to search, and click *Connect*.

Click column headings to sort the list.

Click to search for files.

Click to display more or less information about the selected file.



Cont....

Usually, we use
PubMed (NLM)

Choose A Connection File

Name	Information Provider
Portland St U	Library Catalogs
PreMedline (OVID)	Ovid
Princeton Theo Sem	Library Catalogs
Princeton U	Library Catalogs
ProQuest	ProQuest
PsycARTICLES (OCLC)	OCLC FirstSearch
PsycFIRST (OCLC)	OCLC FirstSearch
PsycINFO (CSA)	CSA
PsycINFO (EBSCO)	EBSCO
PsycINFO (OCLC)	OCLC FirstSearch
PsycINFO (OVID)	Ovid
PsycINFO (SP)	SilverPlatter
PubMed (NLM)	NLM
Purdue U	Library Catalogs
Queen Margaret U Coll	Library Catalogs

Find Cancel Connect

▲ Less Info:

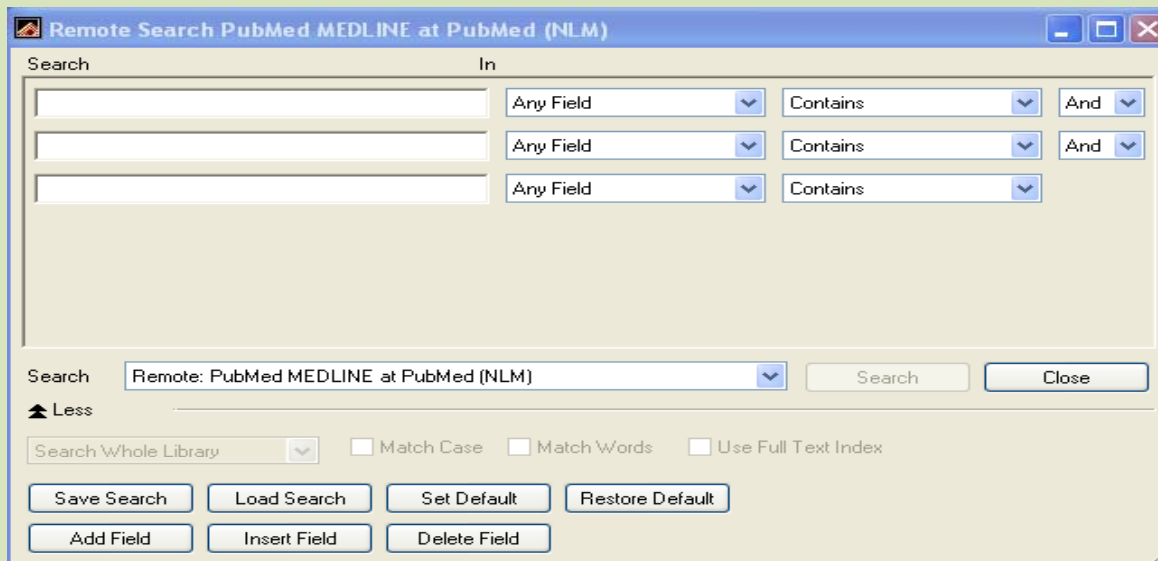
File Name: PubMed (NLM).enz
Created: Monday, October 27, 2003, 11:08:46 AM
Modified: Monday, October 27, 2003, 11:08:46 AM
Based On:
Category: NLM
Comments: This is an HTTP-based connection file for the National Library of Medicine's PubMed

31

Showing 561 of 561 connection files from C:\Program Files\EndNote 9\Connections'

EndNote's Search window

- When the connection has been established, an empty Retrieved References window opens and EndNote's Search window appears, ready for you to enter a search.



Cont....

3. Enter your search request (key words) into EndNote's Search window, and click *Search*.

After establishing a connection:

- A. Enter your search term(s) into EndNote's Search window.
- B. Choose the appropriate search options.
- C. Click *Search* to send the search request to the remote database.

Cont...

- After entering your search key words it may seem as figure below

Remote Search Library Catalog (MELVYL) At University of California

Search	In			
lask	Keywords	Contains	And	
comes surgery	Keywords	Contains	Not	
complications	Keywords	Contains	Or	
Machal, J	Author	Contains		

Search: Remote: Library Catalog (MELVYL) At U

Search Close

Less

Search Whole Library Match Case Match Words

Save Search Load Search Set Default Restore Default

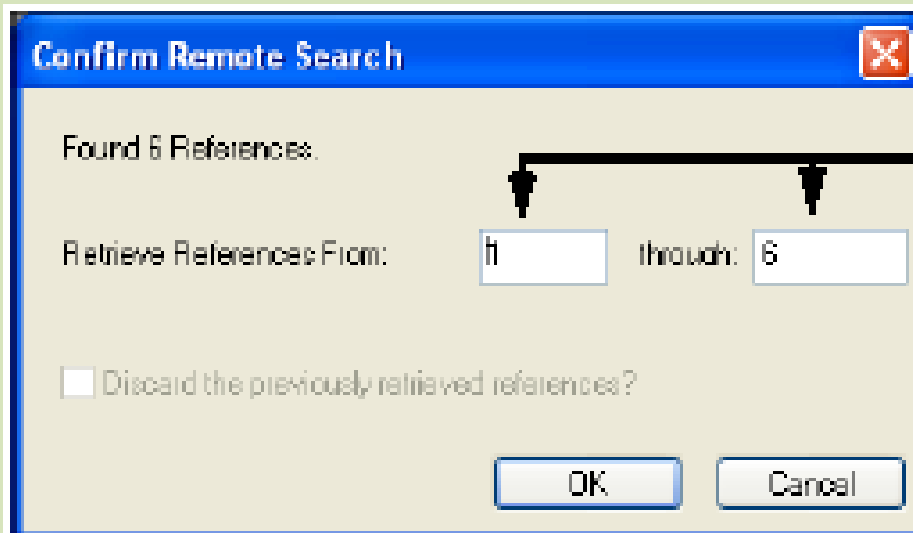
Add Field Insert Field Delete Field

Click *Add Field* to append new search lines to the list.

Click and drag the corner to resize the window and view more search lines at one time.

Cont....

4. EndNote searches the database and displays the number of references that were found to match your search criteria. Click *OK* to retrieve the references.



Change one or both of these numbers to specify the range of references to be downloaded.

Cont....

- Once the references appear in the **Retrieved References window**, you may browse through them and transfer the ones that you want to keep to your EndNote library.

Remote database name

The retrieved references

Status bar

Animated logo indicates exchange of information with a remote database.

Author	Year	Title	URL
Van Gel...	2003	Correlation of visual and ref...	http://www.ncbi.nlm.n...
Srivanna...	2003	Internal astigmatism and its...	http://www.ncbi.nlm.n...
Lian	2002	[An analysis of regression ...	http://www.ncbi.nlm.n...
Nagy	2002	The role of ultraviolet-B in c...	http://www.ncbi.nlm.n...
Kaye	2001	Analyzing refractive change...	http://www.ncbi.nlm.n...
Shah	2000	Laser in situ keratomileusis...	http://www.ncbi.nlm.n...
Ginsberg	2000	Effect of lamellar flap locati...	http://www.ncbi.nlm.n...

Showing 7 out of 7 retrieved references.

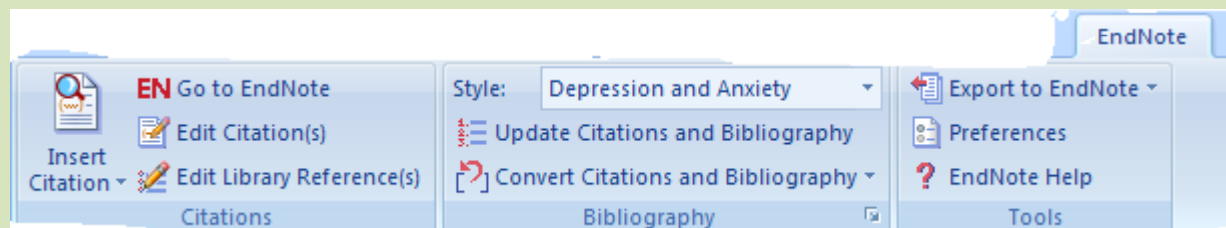
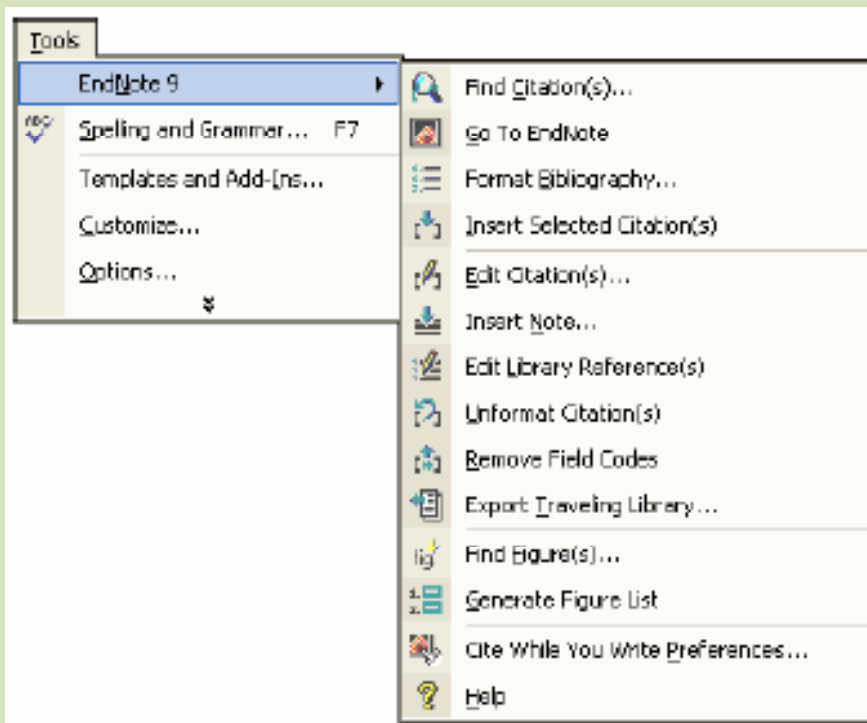
Saving References to a Library

- The Retrieved References window is a **temporary library** holding for the results of a remote search.
- It needs to be transferred to the library of your choice
 - If the destination library is open, you can drag-and-drop selected references
 - Select the references that you want to save, and click the *Copy References To* menu at the top of the window.
 - Selected references may be copied by choosing *Copy* from the *Edit* menu,

To Cite While You Write a manuscript

1. Open the EndNote library that contain the references you wish to cite.
2. Start Microsoft Word and open the paper you are writing.
(it is recommend using the template wizard to create your Word documents)
3. When you are ready to cite a source, position the cursor in the text where you would like to put the citation.
4. Go to the *Tools* menu in Word, then the *EndNote* submenu, and select *Find Citation(s)*.
5. An EndNote Find Citations dialog appears, which shows the previous search results.

The Cite While You Write Commands

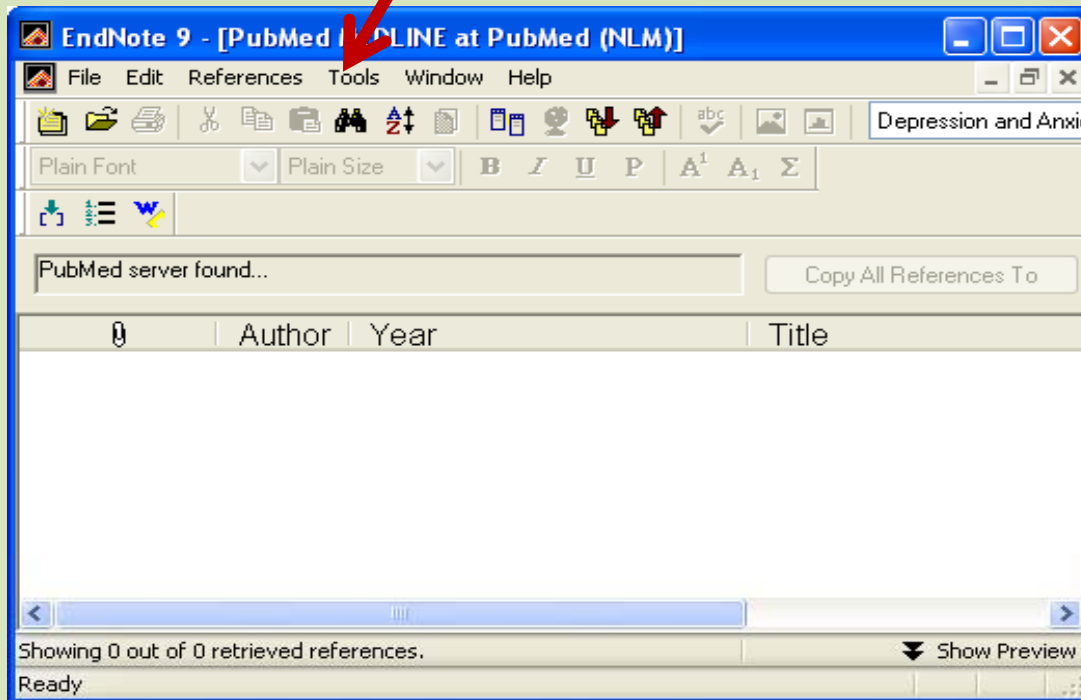


Creating a Word Document Based on a Template

1. Start EndNote.
2. From the *Tools* menu, select *Manuscript Templates*.

Cont....

Click the tools and select
“Manuscript template”



Tools

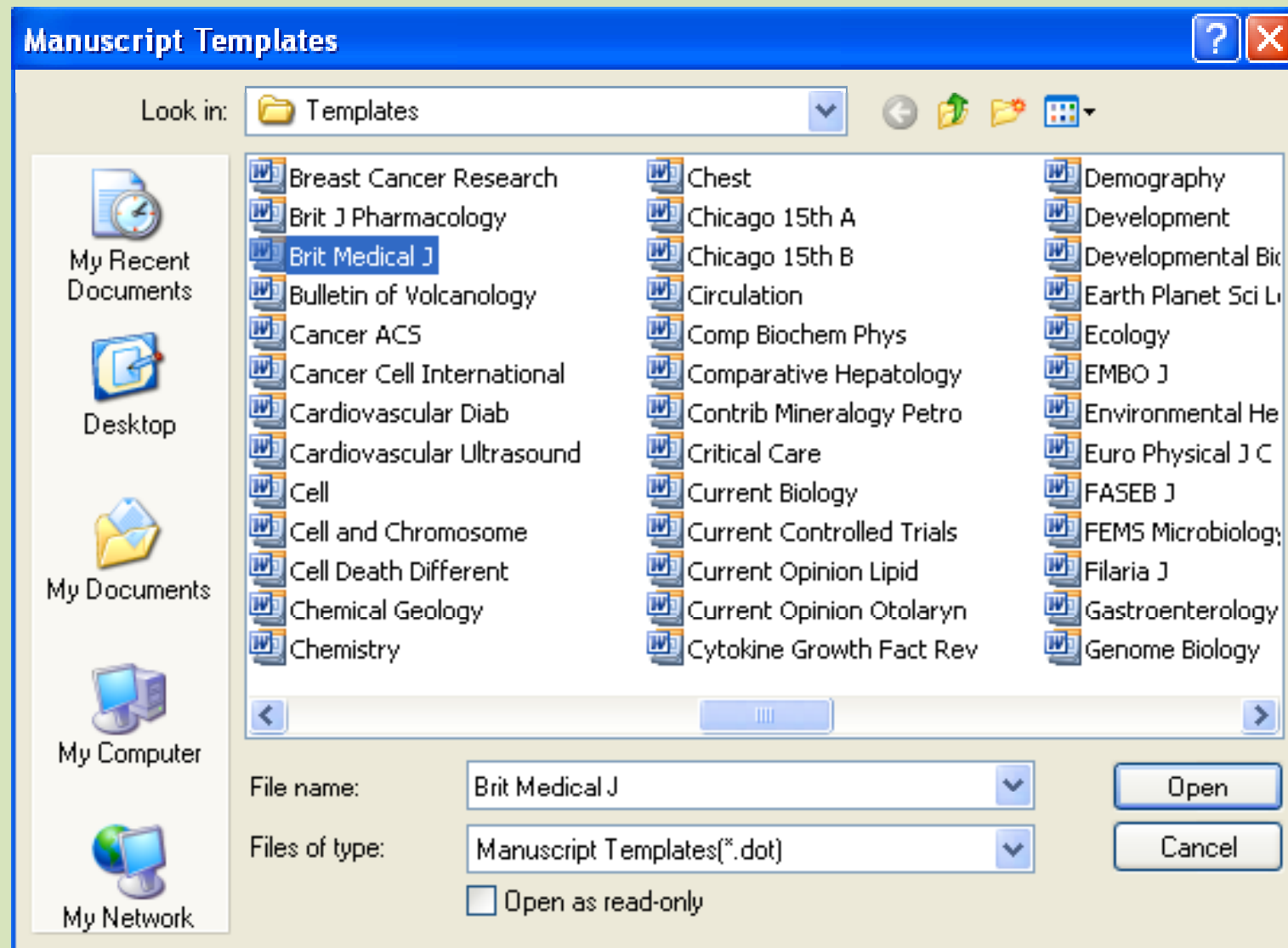


“Manuscript template”

Cont...

3. In the File dialog, browse to the Templates folder found in the EndNote folder.

Manuscript templates



Creating a Word Document Based on a Template

4. Select and open the template named for a particular editorial style guide you intend to submit your manuscript.

This opens a new document in Microsoft Word that is based on the template file, and starts a manuscript template wizard to help you set up your paper.

Example of manuscript template (title page, BMJ)

[Insert Title of Article]

[Insert Names of Author(s)]

[Insert Affiliation information here including email addresses]

[Insert Word count for text only]

[Insert Name and contact information for suitable peer reviewers]

[Insert sources of funding]

Example of manuscript template (title abstract, BMJ)

NOTE: Abstract below should be <250 words and broken into the following sections.

Objectives [Insert Objectives here]

Design [Insert Design here]

Setting [Insert Setting here]

Participants [Insert Participants here]

Main Outcome Measures [Insert Main Outcome Measures here]

Results [Insert Results here]

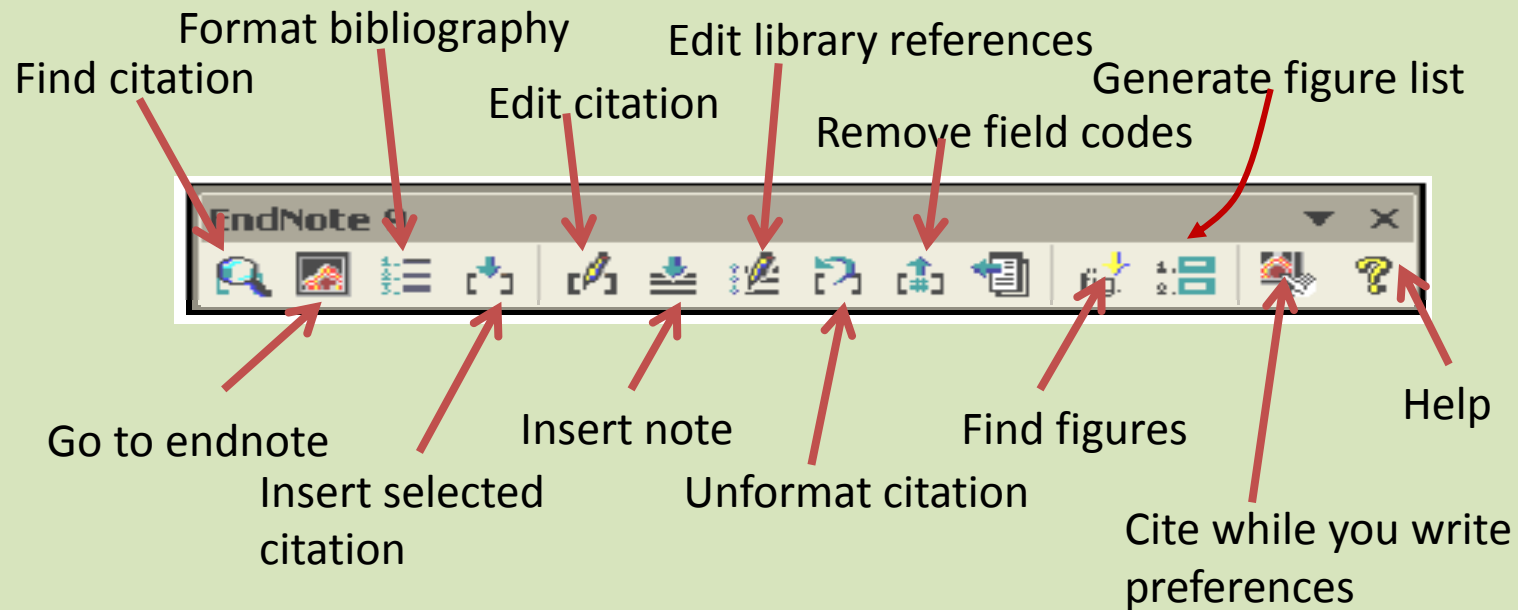
Conclusion [Insert Conclusion here]

[Insert "What this paper adds" box which includes 2 paragraphs]

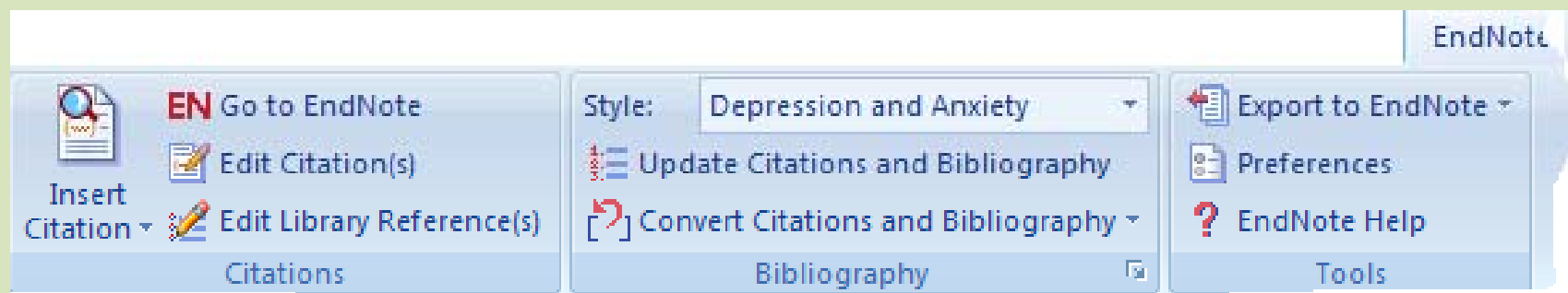
[1) "What is already known on this subject?" and 2) "What does this study add?"]

Cont...

On Word 97-2003



On Word 2007



Finding and Inserting Citations

- **This is the easiest way to find and insert a citation into a Word document:**
 1. Open the EndNote libraries that contain the references you wish to cite.
 2. Open the Word document and position the cursor at the location where you would like the citation.
 3. Highlight the desired reference(s) in your EndNote library.
 4. From the *Tools menu in EndNote, select the Cite While You Write submenu and choose **Insert Selected Citation(s)**.*

2. Open the Word document and position the cursor

-reported that for every maternal death in developing countries, at least 15 other women are incapacitated or handicapped, and about 15 million women develop long term disabilities such as obstetric fistula, sever anaemia, pelvic inflammatory diseases, reproductive tract infection and infertility |.

1. Open the EndNote libraries

EndNote X1 - violence Copy Copy.enl

File Edit References Tools Window Help

Depression and Anxiety Quick Search

Plain Font Plain Size B I U P A¹ A₁ Σ

violence Copy Copy.enl

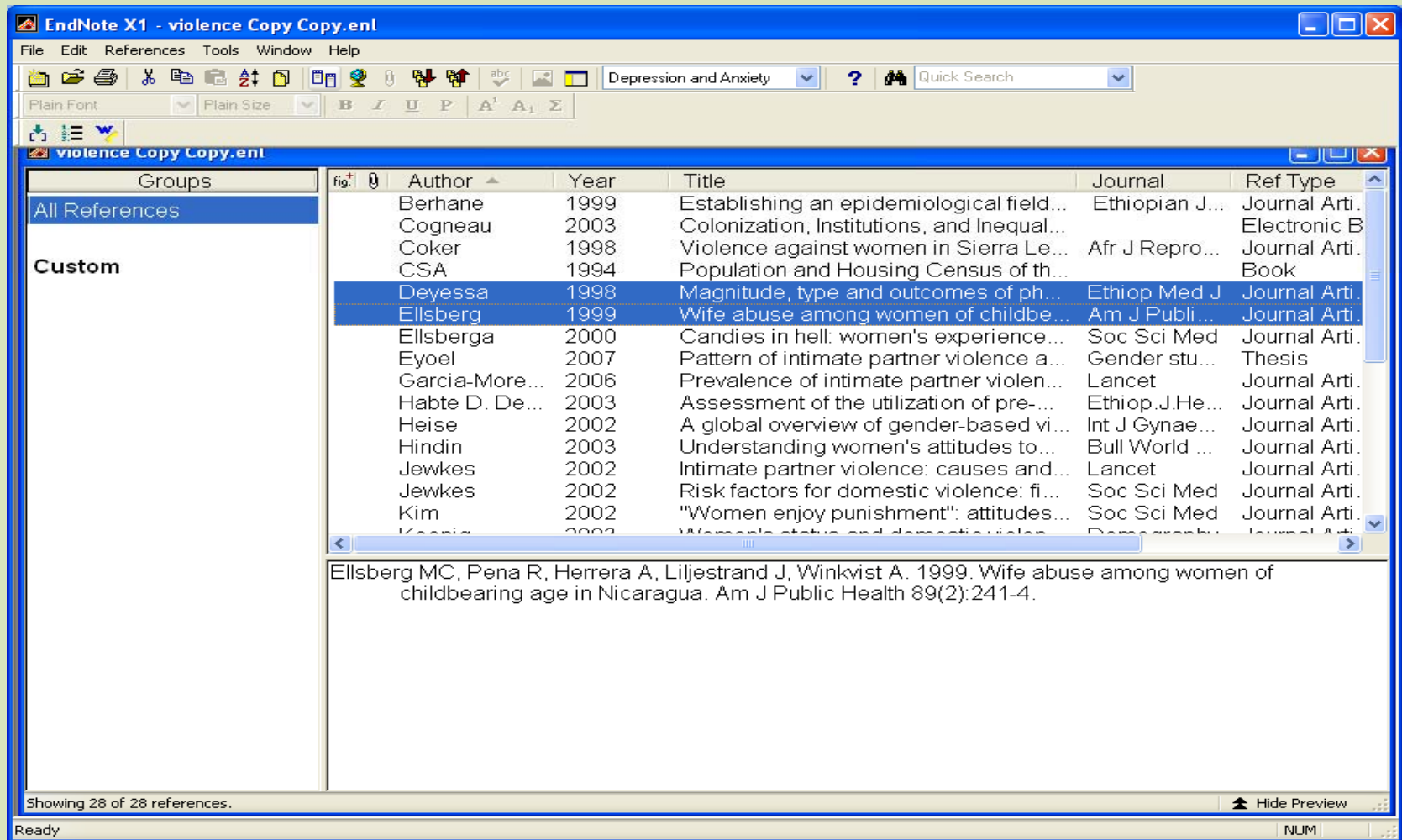
Groups	fig	0	Author	Year	Title	Journal	Ref Type
All References			Berhane	1999	Establishing an epidemiological field...	Ethiopian J...	Journal Arti.
			Cogneau	2003	Colonization, Institutions, and Inequal...		Electronic B
			Coker	1998	Violence against women in Sierra Le...	Afr J Repro...	Journal Arti.
Custom			CSA	1994	Population and Housing Census of th...		Book
			Deyessa	1998	Magnitude, type and outcomes of ph...	Ethiop Med J	Journal Arti.
			Ellsberg	1999	Wife abuse among women of childbe...	Ann J Publi...	Journal Arti.
			Ellsberga	2000	Candies in hell: women's experience...	Soc Sci Med	Journal Arti.
			Eyoel	2007	Pattern of intimate partner violence a...	Gender stu...	Thesis
			Garcia-More...	2006	Prevalence of intimate partner violen...	Lancet	Journal Arti.
			Habte D. De...	2003	Assessment of the utilization of pre-...	Ethiop.J.He...	Journal Arti.
			Heise	2002	A global overview of gender-based vi...	Int J Gynae...	Journal Arti.
			Hindin	2003	Understanding women's attitudes to...	Bull World ...	Journal Arti.
			Jewkes	2002	Intimate partner violence: causes and...	Lancet	Journal Arti.
			Jewkes	2002	Risk factors for domestic violence: fi...	Soc Sci Med	Journal Arti.
			Kim	2002	"Women enjoy punishment": attitudes...	Soc Sci Med	Journal Arti.
			Keenan	2002	Women's status and domestic violen...	Demography	Journal Arti.

Berhane Y, Wall S, Kebede D, Emmelin E, Enquesselassie F, Byass P, Muhe Lea. 1999. Establishing an epidemiological field laboratory in rural areas - potentials for public health research and intervention. The Butajira Rural Health Programme 1987-99. Ethiopian Journal of Health Development 13:1-47.]

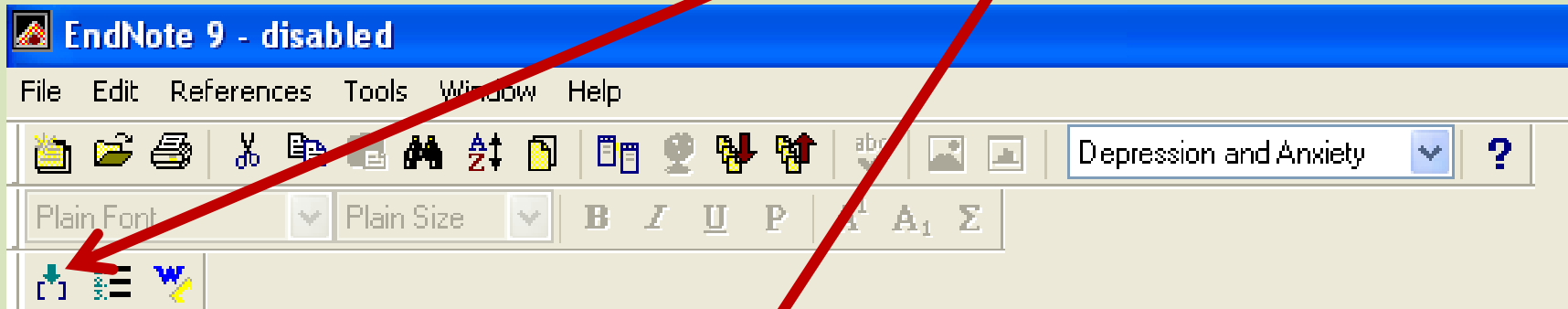
Showing 28 of 28 references. Hide Preview

Ready NUM

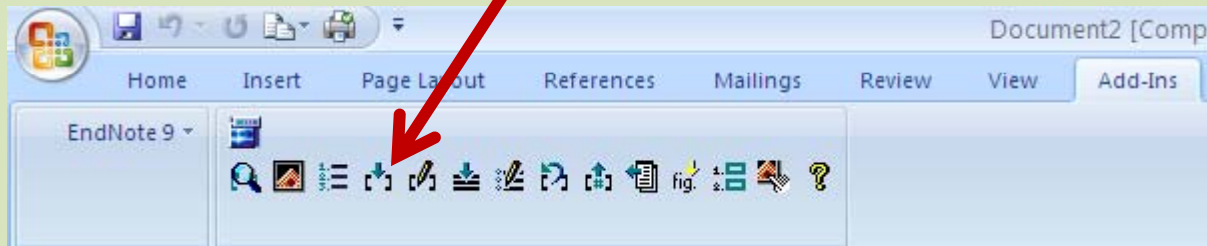
3. Highlight the desired reference(s) in your EndNote library



4. From the *Tools* menu in *EndNote*, select the *Cite While You Write* submenu and choose “*Insert Selected Citation(s)*”.



Or in Microsoft word



Final result

.....reported that for every maternal death in developing countries, at least 15 other women are incapacitated or handicapped, and about 15 million women develop long term disabilities such as obstetric fistula, severe anaemia, pelvic inflammatory diseases, reproductive tract infection and infertility (Deyessa et al. 1998; Ellsberg et al. 1999).

|

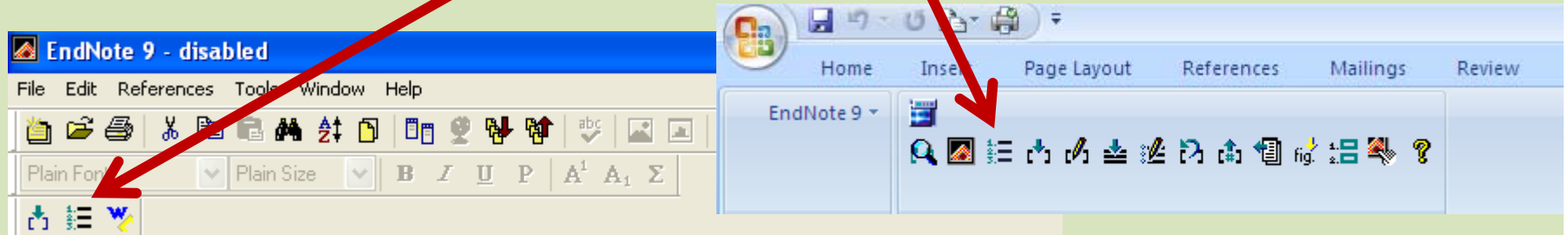
Deyessa N, Kassaye M, Demeke B, Taffa N. 1998. Magnitude, type and outcomes of physical violence against married women in Butajira, southern Ethiopia. *Ethiop Med J* 36(2):83-92.

Ellsberg MC, Pena R, Herrera A, Liljestrand J, Winkvist A. 1999. Wife abuse among women of childbearing age in Nicaragua. *Am J Public Health* 89(2):241-4.

Changing output style of reference

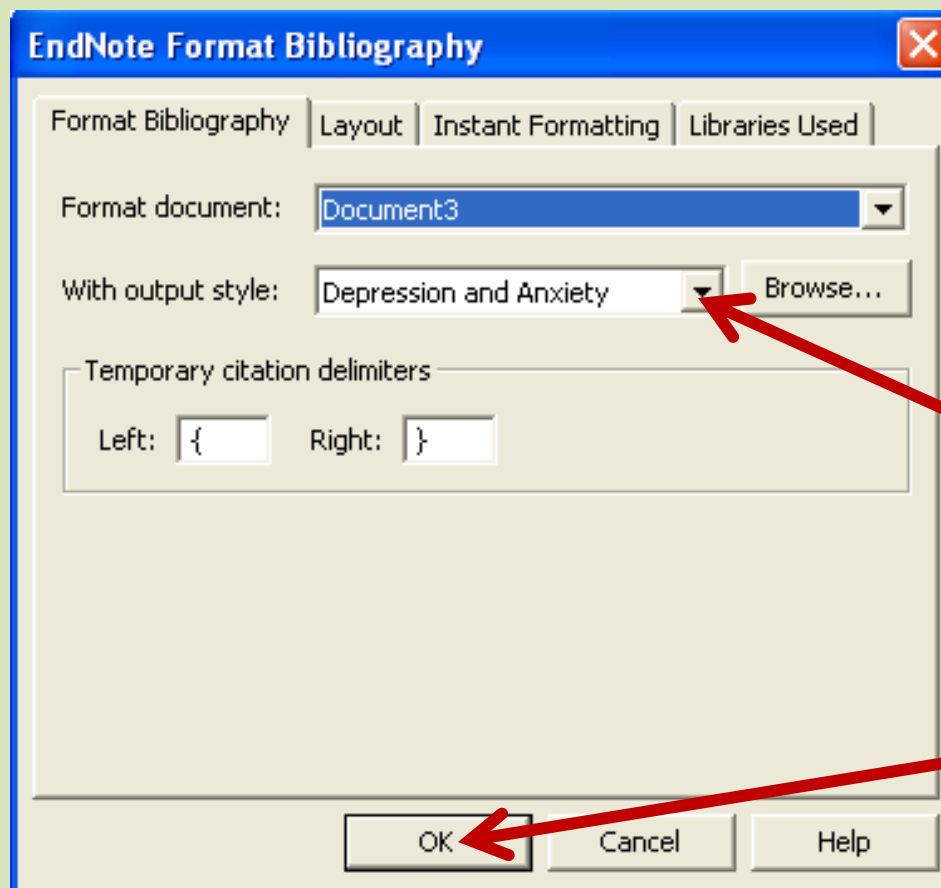
1. Open the EndNote libraries
2. Select and click “format bibliography”

Or in Microsoft word



Cont...

Endnote Format Bibliography window appears



Drop down to select type of output style

Click ok after choosing the output style

Output styles

- Annotated

Provides reference having author and year of publication with its abstract, but if it has a URL

- Authar date

Provides the reference having author and year of publication (sorted alphabetically)

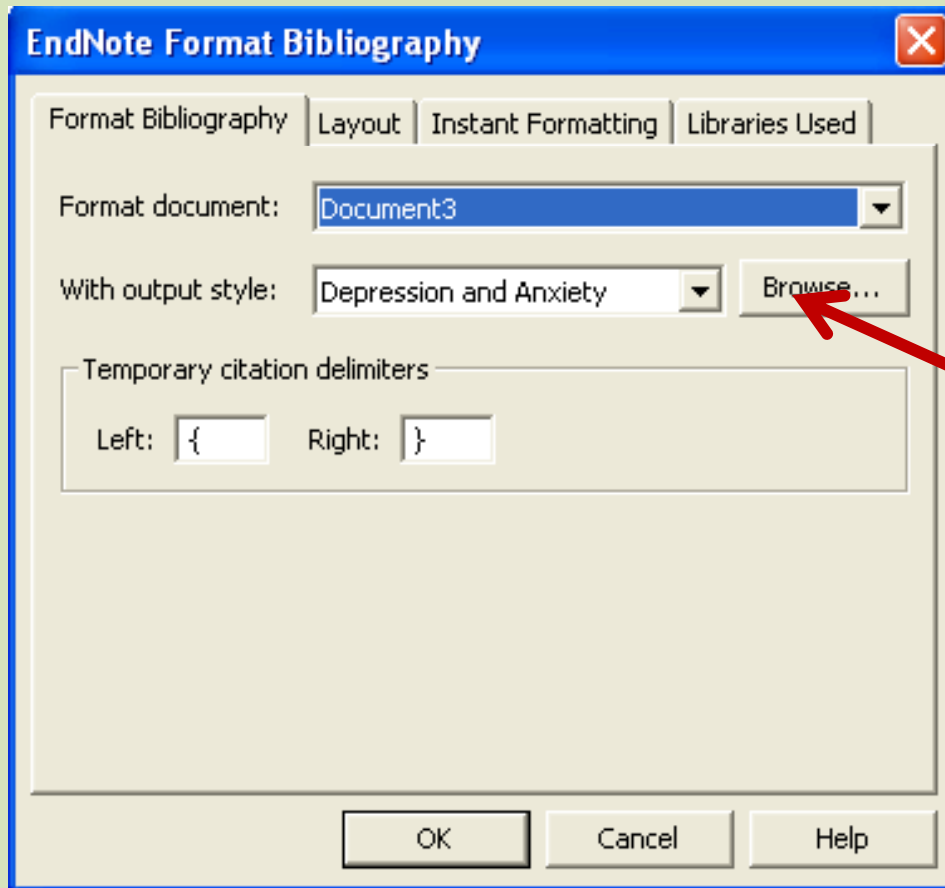
- Numbered

Provides the reference having number in bracket

- Show all

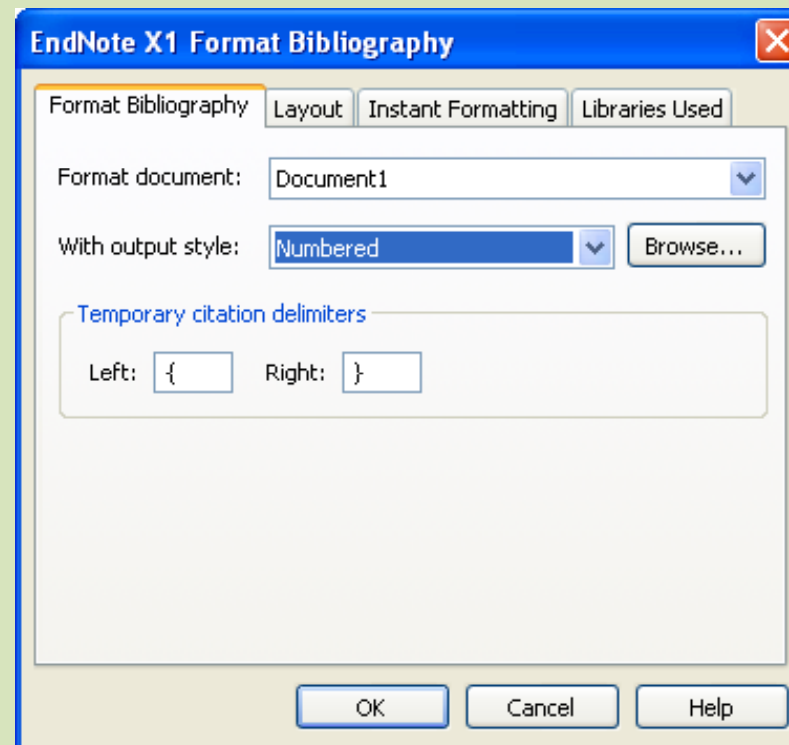
Provides details of the reference

You can also have output style specific to some known journals



You can click the browse and select the specific style

Eg. Change to numbered style



Changed style

.....reported that for every maternal death in developing countries, at least 15 other women are incapacitated or handicapped, and about 15 million women develop long term disabilities such as obstetric fistula, sever anaemia, pelvic inflammatory diseases, reproductive tract infection and infertility [1, 2].

Reference

1. Deyessa, N., Kassaye, M., Demeke, B., and Taffa, N., *Magnitude, type and outcomes of physical violence against married women in Butajira, southern Ethiopia*. *Ethiop Med J*, 1998. **36**(2): p. 83-92.
2. Ellsberg, M.C., Pena, R., Herrera, A., Liljestrand, J., and Winkvist, A., *Wife abuse among women of childbearing age in Nicaragua*. *Am J Public Health*, 1999. **89**(2): p. 241-4.

Adding the written example

.....reported that for every maternal death in developing countries, at least 15 other women are incapacitated or handicapped, and about 15 million women develop long term disabilities such as obstetric fistula, sever anaemia, pelvic inflammatory diseases, reproductive tract infection and infertility [1, 2]. As it was discussed in the lesson; the best remedy against research misconduct lie on the scientists themselves. The scientists should critically evaluate the research and forward the appropriate critics without any favoritism or preconceived notion. Sometimes this may not be easy as it seems. The following factors affect the judgment of the scientist: time, culture, knowledge, relation with researcher, etc. The other remedy is education of students and supervisors. If one does not have the knowledge; he or she is very likely to make mistakes [3, 4]. The scientists should critically evaluate the research and forward the appropriate critics without any favoritism or preconceived notion [5].

Reference

1. Deyessa, N., Kassaye, M., Demeke, B., and Taffa, N., *Magnitude, type and outcomes of physical violence against married women in Butajira, southern Ethiopia*. Ethiop Med J, 1998. **36**(2): p. 83-92.
2. Ellsberg, M.C., Pena, R., Herrera, A., Liljestrand, J., and Winkvist, A., *Wife abuse among women of childbearing age in Nicaragua*. Am J Public Health, 1999. **89**(2): p. 241-4.
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Changing the paragraph...

The scientists should critically evaluate the research and forward the appropriate critics without any favoritism or preconceived notion [1].....reported that for every maternal death in developing countries, at least 15 other women are incapacitated or handicapped, and about 15 million women develop long term disabilities such as obstetric fistula, sever anaemia, pelvic inflammatory diseases, reproductive tract infection and infertility [2, 3]. As it was discussed in the lesson; the best remedy against research misconduct lie on the scientists themselves. The scientists should critically evaluate the research and forward the appropriate critics without any favoritism or preconceived notion. Sometimes this may not be easy as it seems. The following factors affect the judgment of the scientist: time, culture, knowledge, relation with researcher, etc. The other remedy is education of students and supervisors. If one does not have the knowledge; he or she is very likely to make mistakes [4, 5].

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Thank you!