

Endnote Bibliographic Management Software

EndNote is bibliographic citation management software that allows you to maintain a "personal library" of references and citations. It can also import citations from online databases. If you use Microsoft Word, you can insert citations from your personal libraries directly into your documents and create bibliographies from those citations.

Today you are going to obtain some basic skills with this citation manager, which we use at IMBM. The only disadvantage is that it is not free of charge as e.g. Mendeley citation manager, however, it is cheaper for students and you can have a free basic endnote trial as well.

Where you can use any of the citation managers? You can use them during writing of even seminar works, bachelor and diploma thesis, and as scientists also when you are preparing and writing manuscripts.

Today we are going to learn:

- How to create a new endnote library
- How to import a reference from online database using PubMed
- How to create a custom group and add references to it
- How to insert a reference in a word document
- How to format a bibliography using e.g. Numbered style as an example

- **How to create a new EndNote library:**

- To create an endnote library you have to click at first to this application and select „New,, from the file menu.
- EndNote will name the library as My Endnote library but you can rename your library e.g. My Endnote library_bachelor thesis.

Note: It is better to not save your endnote libraries in cloud, dropbox, google drive or OneDrive. These folders will corrupt the endnote library over time. Endnote library should be added on your computer's hard drive.

- You have to click to save button.
- You can see your named EndNote library.

- **How to import a reference from online database using PubMed:**

- One method to import references is an online search e.g. from any of online databases of scientific publications, I am going to show you importing references from PubMed, however you can use many other online databases.

Note: Firefox and Chrome support direct export on both Windows and Macintosh platforms.

- I am going to sign up to PubMed throughout CVTI. SR. So, right now we are going to perform our search of the online database of PubMed. I am interested in an effect of chemotherapy in animal model of testicular cancer in mice, thus, I am adding some key words:
- „chemotherapy AND testicular cancer AND behavior AND mice,,
- There is a list of some articles, you are going to check several ones, and you decide to add to your citation manager some of them. Thus, you have to select and marked those references you want to import to your EndNote library.
- Klick to send to button then select „Citation manager,,
- Click create file.

Note: It is possible that firefox will ask you whether you want to open a file and what program you want to open it. In this case, select the EndNote and click OK button. If the database is set up for direct export the references will import right to EndNote.

- You have to open the file – and the opening will happen in the program of EndNote – in you opened EndNote Library.

Note: Please, pay attention to have just one EndNote Library opened, if you will have several opened endnote libraries it can make troubles during further update or synchronization of your library and word document where you are going to add your references.

- The new references are shown in the imported references temporary group.
- **How to insert a reference in a word document:**
 - If the reference is in the endnote library you can add it to the word document.
 - In the word you have to click where do you want to add the endnote citation (Borbélyová, Renczés, Chovanec, Mego, & Celec, 2020).
 - Select the reference or references you want to insert, click the insert citation button.

- **How to format a bibliography using e.g. Numbered style as an example:**

To change the style click the EndNote button in the Word document, afterwards the „Style,, button and select the style of your bibliography (Numbered, Author-date style)

Select the style from the list of favorites.

Important note: *If you will add several other citations, just do not forget to „Update citations and bibliography,, - just klick on it, as the citations hich are in text have to be synchronized with references in Bibliography.*

- **Another way how to add publications to the citation manager is using directly the importing throughout the citation manager:**
 - Click on online search – PubMed
 - You can add any information like a keywords in pubmed and you can choose whether you are going to search according to journal name, author name, date of publication etc

- E.g. you will add my name, date of publication and you can also find articles in that way and adding them to your library:
 - o If you are not interested in some of the given publications, just select them, and click on „delete,, button (Frajewicki et al., 2020; Renczes et al., 2020; Riljak, Lastuvka, Myslivecek, Borbelyova, & Otahal, 2020).

Note: The citation is a part of your sentence so you have to add the point, or dot just behind the citation.

- **How to create a custome group and add references to it:**
 - You can also create so-called custom groups:
 - Click on „My groups,, and on „Create a group,, button – rename it

Custom groups are really good, because you can have e.g. clinical and experimental studies separately. You can also select just animal studies dealing with cognition or anxiety, and if you are going to add these citations to your word document you do not catch panic which of the million publications dealt with e.g. cognition or anxiety.

Click on the given citation and also on „Add references to,, and select you group or create a new one.

I think these are the basic skills you need to know in the EndNote library. I am also not the highest expert in that, but I use it from my PhD studies, thus, me and my colleagues could help you, if you will need.

If you have any questions, please feel free to ask ☺

Thank you for your attention.

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