EndNote Self-Study Material for Medical Students

Managing references in the process of academic work
What? Why? What for?

- EndNote is a fee-based reference management programme
- Members of the University of Göttingen can order it [here](#)
- It allows you to collect, organise, and cite documents of any kind
- The programme generates a list of references in accordance with the citation style you set
- It is compatible with the following operating systems: Windows and MacOS
- Synchronisation of documents and data enables collective work and storage of data on the server
- Group function facilitates teamwork
- Are you a doctoral student at the University Medical Center Göttingen? Then you are required to use the [UMG citation style](#) for EndNote
Support

Downloadable materials:

• Quick reference guide to EndNote
• Information materials and tips to help you get started

Online:

• Video-tutorial for EndNote X7 on YouTube
• Tutorials on EndNote X8 on YouTube

In the EndNote library:

• Menu option Help -> EndNote Tutorials and more
• Help-button „?“ in the toolbar

More:

• Technical support via Alfasoft
The EndNote library window

Left sidebar: „My Library“ displays subgroups of references, helps to sort and organise the sources.
Main content area: displays the list of references.
Right sidebar: index-tab section allows you to select between a detailed view, a reference, or a preview, or to edit one of the PDF-files attached.

Before you start, go to the menu option Edit -> Preferences -> Find Full Text and enter the GBV-link at open url path: http://sfx.gbv.de/sfx_sub
Get started:

Exercise 1:

• Search for terms *Dementia* and *Age* in the Göttingen University Catalogue (GUK) and add the results (11-20) to your EndNote library
• Create a *Custom Group* for these references and organise them in this group
• Assign a keyword of your choice to one of the references
• Create a *Smart Group* based on the search query „Works of Gerald Hüther from the year 2015“
• Search for *Hüther, Gerald* in the Göttingen University Catalogue (GUK), add the first thirty results to your EndNote library, and see what happens
Answers to exercise 1:

• Open the Göttingen University Catalogue (GUK), type in Dementia and Age and go to the page 2 of the search results. (Tip: Use Firefox as your Browser!) Click Save on the left side of the page and choose the format: Bibliographic management software: Endnote -> Save

• Select the menu option Groups in the EndNote library -> Create Group and assign it a name, e.g. “Age-related diseases”

• Select the references you want to add to the group. Move the references to the new Custom Group using the drag-and-drop method. Alternatively, you can select all references -> right-click -> Add References To -> newly created group

• With a left-mouse click choose the book Praxishandbuch Demenz (or any other title you prefer). In the right field under the tab Reference you will see the database fields that connect EndNote with entries describing the documents (metadata). Scroll to the field Keywords, click right after the last keyword and press the return-key. Enter a keyword of your choice (e.g. treatment of dementia) and save it (Strg + S)

• User-provided keywords, comments etc. can also be searched through the search bar in EndNote!

• Menu Groups -> Create Smart Group -> Name Hüther 2015

First search field Author Hüther, Gerald, Second search field Year -> Text field 2015 -> Create

• Search for Hüther, Gerald in the Göttingen University Catalogue (GUK) and add the results (1-30) to EndNote
Next:

Exercise 2:

• Search for all articles by Ulrich Sax in the PubMed database and add them to your EndNote library
• Start a full-text search with EndNote
• View one PDF and add a comment
• Go to the PubMed database directly from EndNote and search for the following keywords: Turner Syndrome Children
• Add the first ten references to your EndNote library

• Annette Mende published an article on gout and fructose as its possible cause in the Pharmazeutischen Zeitung Online. Add this webpage/this article to your project
Answers to exercise 2

• **First:** enable the Import filter! Menu option *Edit -> Import Filters -> Open Filter Manager*
  Tick the box to enable the filter *PubMed NLM*

• Open the PubMed database via the database system DBIS (Homepage of the Göttingen State and University Library -> Search menu -> Databases DBIS) and type in *Sax, Ulrich*. Click *send to* and select the option *file or citation manager* and the format *MEDLINE -> Create File*

• Select the imported references, right-click and choose *find full text*

• Open one of the PDF-files (Icon *open pdf* in the toolbar or in the larger reading view via the layout-button on the bottom right), click *sticky note* and double-click where the comment should appear in the text -> enter a comment in the entry box and save it

• **First:** enable the Connection File! Menu option *Edit -> Connection File -> Open Connection Manager* -> tick the box to enable *PubMed NLM*

• Go to the *Online Search Mode* in EndNote and select PubMed. Make a search query with *any fields* and the search words *Turner Syndrome Children* and preview the first ten references. Select the references and click *Copy to Local Library* in the toolbar -> import to the EndNote library. If you go back to the *Local Library Mode*, you will see the references in the clipboard *Copied Reference*
Answers to exercise 2 - continued

• Conduct a search in Google for *Mende Gicht Fructose* and select suitable results. Click on *New Reference* in the toolbar in EndNote and provide all the details about the websites (Especially the URLs! It is also recommended to set *Journal Article* as your document type and fill in the fields accordingly)
Almost there!

Exercise 3:

- Write a couple of sentences in a Word document
- Add citations in different places in the text passage (book, journal article)
- Change the citation style and note the difference
- Create a bibliography with EndNote
Answers to exercise 3

- Write a couple of sentences in a Word document
- Place the cursor in the text passage where you intend to add a citation and click *Insert Citation*
- Choose the reference that is being cited and add it to your Word document
- Add another citation to your text. Use *Go to EndNote* and the button *Insert Citation* in the EndnNote-toolbar this time

**The bibliography will be compiled and updated automatically!**

- Change the citation style by selecting a different style from the style search bar
- Select random references in your EndNote library and right-click on them
- Select *Copy Formatted* and paste it in an empty Word-document -> this way you can compile a bibliography with EndNote from references of your choice
Journal Term Lists

• „Journal Term Lists“ help to save entries such as keywords, author names, and journal titles
  – With the journal term list – depending on the citation style – EndNote will automatically convert a full journal title into an abbreviated version, or an abbreviated journal title into a full version.
  – Term lists are filled in automatically as soon as a new author name, a keyword, or a journal article is provided
  – Term lists contain all author names, keywords, and journal titles that are found in the EndNote library

• Adding journal names to Journal Term Lists:
  – Menu Tools -> Define Term Lists -> select Journals Terms Lists -> click Import Lists -> select Medical -> Open -> with the tab Terms refresh the view of the Journal Term list (two columns with titles and abbreviations)
  – Depending on which Output Style is chosen later, EndNote provides either the full title of a journal or its abbreviation in the bibliography
The Online-version: EndNote Online (www.myendnoteweb.com)

- **Important**: first, create a backup copy of your EndNote library (Menu option File -> Compressed Library, then select options With file attachments and All references in library -> Next -> Choose the location
- Register with your email address and create an account
- You have access to comprehensive online-guidelines
- With EndNote you can import references to any computer and subsequently add them to the desktop-version
- EndNote Web enables working in a team
- With the button Sync in the EndNote library, you can synchronise references between the online and the desktop versions
- PDF‘s and Custom Groups will be synchronised
More questions?

- You will find helpful tools and techniques for academic work on the [homepage](#) of the Göttingen State and University Library
- [International Writing Centre](#) of the University offers support on questions of writing
- [This set of video-tutorials](#) on YouTube covers the topics of research strategies and literature search (in German, subtitles can be translated into English automatically)
- Two members of the Göttingen State and University Library published an article on [good scientific practice](#) in the handbook *CoScience* (in German)
- You will find materials on citing properly on the pages of the [University of Düsseldorf](#) (in German, certain links are available in English)
- The University of Göttingen has also prepared materials (including a quiz) on the topic of [plagiarism](#) (mostly in German)
- The University Medical Centre Göttingen has also drawn up the [Guidelines on the format of dissertation](#) (in German)
You can also reach us in person:

**Medical Library (BBM)**

- *Regular courses* on reference management programmes Zotero and EndNote
- *Flexible courses* on literature search and research strategies

- Tuesdays, from 15:00 - 16:30, *drop-in sessions* on reference management programmes Zotero and EndNote as well as support on literature search in the library catalogues and databases

- For *individual appointments*, please contact: [dhaerter@sub.uni-goettingen.de](mailto:dhaerter@sub.uni-goettingen.de) (or tel.: 39-19527)
We wish you the best of luck with your projects!
Gottingen State and University Library
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