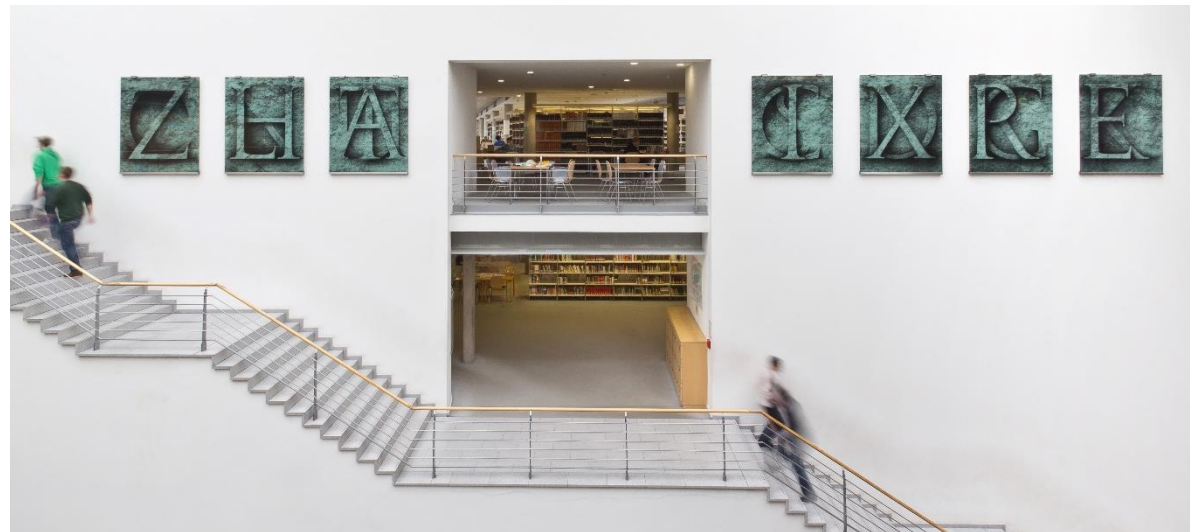




NIEDERSÄCHSISCHE STAATS- UND
UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN

EndNote Self-Study Material for Medical Students

Managing references in the process of academic work



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

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



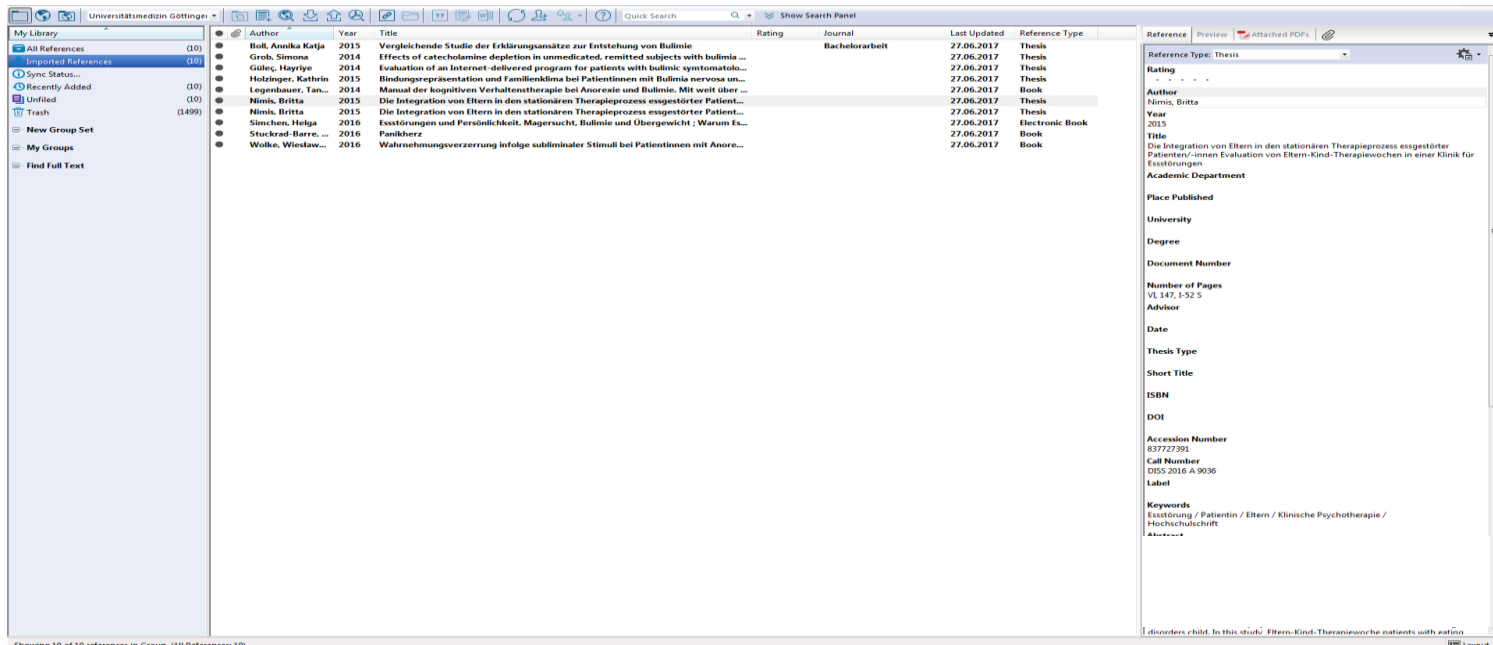
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The EndNote library window

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:



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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



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Answers to exercise 3



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- 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 EndNote-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



[3dman.eu](https://www.3dman.eu/) - CC0

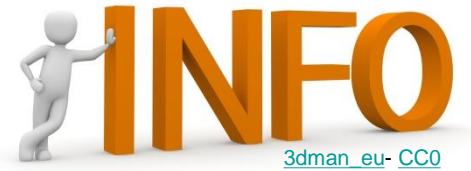
- „Journal Term Lists“ help to save entries such as keywords, author names, and journal titles
 - With the journal term list – depending on the citation style – EndNote will automatically convert a full journal title into an abbreviated version, or an abbreviated journal title into a full version.
 - 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)



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- **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



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- 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 (or tel.: 39-19527)



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We wish you the best of luck with your
projects!



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