EndNote 20 – Self-Study Material for Medical Students
Managing references in the process of academic work
February 2021
What? Why? What for?

• EndNote is a fee-based reference management programme, which you can purchase [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, 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

Online:
• **YouTube channel** with EndNote tutorials

In the EndNote library:
• Menu option *Help* -> EndNote training portal

More:
• **Technical support** via Alfasoft
EndNote library window

Left pane: "My Library" displays subgroups of references, helps to sort and organise the sources

Central pane: displays the list of references

Right pane: displays metadata; allows you to select between a detailed view of 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:
https://sfx-49gbv.hosted.exlibrisgroup.com/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
• Assign a new 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 any book from the list. In the right field under the tab *Edit* you will see the database fields that connect EndNote with entries describing the documents (metadata). Scroll to the field *Keywords*, click right below 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 10 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 Tools -> 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 save and select the option all results and the format PudMed -> Create File
- Select the imported references, right-click and select find full text
- Open one of the PDF files (in the right-hand bar under the tab Summary) and click markup/annotation. This will open the PDF settings. Now you can add a comment: click on the sticky note icon and double-click where you want the comment to appear in the text -> type a comment in the entry box and save it

- **First**: enable the Connection File! Menu option Tools -> 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. Mark the first 5 results and click on the “+” icon in the top right corner. This way, the results will be imported to EndNote. You will find them among recently added
Answers to exercise 2 - continued

• 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 website (Especially the URLs! It is also recommended to set *Journal Article* as your document type and fill out all the fields accordingly)
Almost done!

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 differences
• 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
• Select the reference that is being cited from the search mask and add it to your Word document
• Add another citation to your text. Use Go to EndNote to open the full view of your EndNote library and select a reference. Then, click Insert citations and select the option Insert selected citations in the Word document.

The bibliography will be created 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
  – 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 can be found in the EndNote library

• Completing term lists:
  – Menu Library -> Define Term Lists -> select Term List Journals -> click Import List -> select Medical -> Open -> in the tab Terms refresh the view of the term list (two columns with titles and abbreviations)
  – Depending on which Output Style is selected later, EndNote will provide either a full journal title or its abbreviation in the bibliography
The online version: EndNote Web (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 -> select the location
- Register with your email address and create an account
- You have access to comprehensive online guidelines
- With EndNote Web 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
- Check out this webinar on synchronising and library sharing (in German)
- PDFs and Custom Groups are synchronised in EndNote Web, too
Further questions?

- You will find helpful tools and techniques for academic work on the [website of the Göttingen State and University Library](http://www.library.uni-goettingen.de).
- [International Writing Centre](https://www.uni-goettingen.de) of the University offers academic writing support.
- [This set of video-tutorials](https://www.youtube.com/watch?v=XYZ) 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](http://www.library.uni-goettingen.de/co-science) in the handbook CoScience (in German).
- The University of Göttingen offers materials (including a quiz) on the topic of [plagiarism](http://www.library.uni-goettingen.de/co-science) (mostly in German).
- The University Medical Centre Göttingen has also drawn up the [Formal guidelines on writing a dissertation](http://www.library.uni-goettingen.de/co-science) (in German).
You can always reach us online:

Medical Library (BBM)

- Overview of the services offered for medical students (in German)

- On the library website, you will find a more comprehensive list of services offered digitally by the University Library (English and German)

- For individual appointments, please contact us via email dhaerter@sub.uni-goettingen.de or by telephone (39-19527)
Best of luck with your projects!
Göttingen State and University Library
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