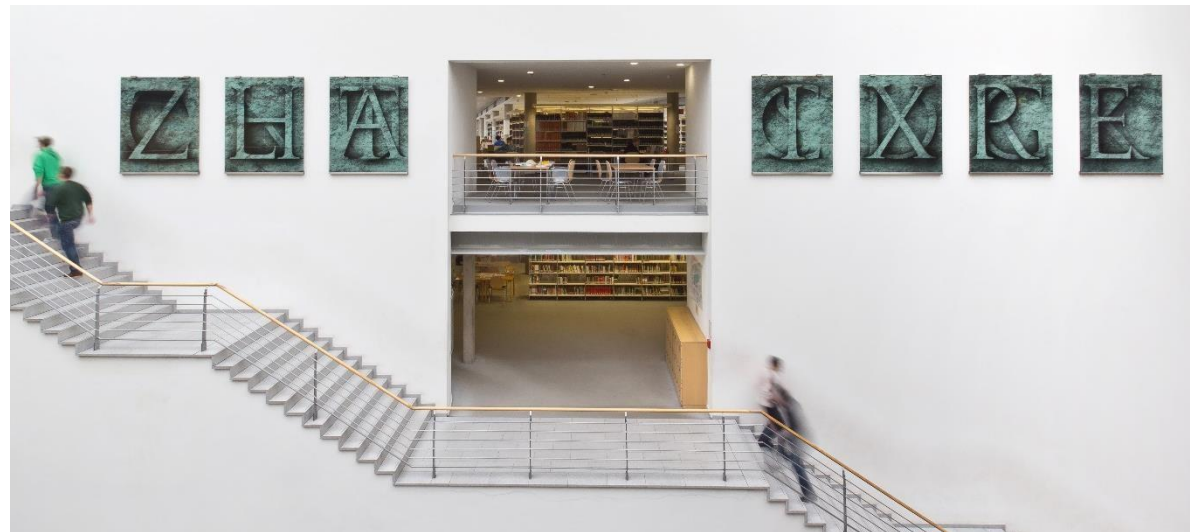




NIEDERSÄCHSISCHE STAATS- UND
UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN

EndNote 20 – Self-Study Material for Medical Students

Managing references in the process of academic work
February 2021



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

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



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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

The screenshot shows the EndNote library window with three main panes. The left pane, titled "My EndNote Library - Converted", contains a sidebar with navigation options: "Sync Configuration", "All References" (48), "Recently Added" (0), "Unfiled" (44), "Trash" (2102), "MY GROUPS" (Geriatric, Essstörungen, Adipositas, New Group Set, Bulimie, My Groups, Demenz), "FIND FULL TEXT", "GROUPS SHARED BY...", and "ONLINE SEARCH" (Library of Congress, LISTA, PubMed, Web of Science). The central pane, "All References", displays a table of 48 references. The right pane, titled "Bauer, 2016 #2134", shows the metadata for the selected reference, including Author, Year, Title, Journal, and Reference Type.

Author	Year	Title	Rating	Journal	Reference Type
	2015	Wenn die alte Welt verlernt wird. Umgang mit D...		EKD-Texte ; 120	Book
Alter, Eva	2016	Nano-Screen. Überprüfung der Validität eines ne...			Thesis
Andelfinger, Volker P.; Hänsich, Till	2015	Internet der Dinge. Technik, Trends und Geschäfts...			Electronic Book
Apweiler, Rolf; Beissbarth, Tim; Berthold...	2018	Whither systems medicine?		Experimental & mol...	Journal Article
Bauer, Christian R.; Knecht, Carolin; Fret...	2017	Interdisciplinary approach towards a systems me...		Briefings in bioinfor...	Journal Article
Bauer, Christian R.; Umbach, Nadine; Bau...	2016	Architecture of a Biomedical Informatics Researc...		Studies in health tec...	Journal Article
Beaugrand, Andreas	2015	Bildung anführen. Über Hochschulmanagement ...		Science Studies	Electronic Book
Büker, Christa; Lademann, Julia; Müller, K...	2018	Moderne Pflege heute. Beruf und Profession zeit...		Bachelor Pflegestudi...	Edited Book
Büscher, Andreas; Blumenberg, Petra; Kr...	2018	Expertenstandard Beziehungsgestaltung in der P...		Schriftenreihe des D...	Book
Geriatric Medicine Research Collaborative	2019	Innovations in geriatric medicine: inception and ...		Future Health J	Journal Article
Fley, Gabriele; Schneider, Florian; Bauma...	2019	PflegeHeute - pädiatrische Pflege		Pflege heute	Book
Friese, K. V.; Wienke, A.	2019	[Legal questions in geriatric medicine-an overvie...		HNO	Journal Article
Grond, Erich	2014	Pflege Demenzkranker. Impulse für eine wertsch...			Book
Haarbrandt, Birger; Schreiwies, Björn; Re...	2018	HIGHmed - An Open Platform Approach to Eriha...		Methods of informat...	Journal Article
Hao, Weiming; Shen, Yaxing; Feng, Ming...	2018	Aspirin acts in esophageal cancer: a brief review		Journal of thoracic d...	Journal Article
Heuft, Gereon; Focken, Insa	2014	Das späte Echo von Kriegskindheiten. Die Folgen...			Electronic Book
Hua, Hui; Zhang, Hongying; Kong, Qingb...	2018	Complex roles of the old drug aspirin in cancer c...		Medicinal research r...	Journal Article
Innes, Anthea; Bartholomeyczik, Sabine	2014	Demenzforschung. [das Erleben und die Versorg...		Pflegeforschung ; De...	Book
Jens, Inge	2016	Langsames Entschwinden. Vom Leben mit einem ...			Book
Jo, Peter; Nietert, Manuel; Guskus, Linda; K...	2016	Neoadjuvant Therapy in Rectal Cancer - Biobank...		Scientific reports	Journal Article
Kamdje-Wabo, Gaetan; Gradinger, Tobia...	2019	Towards Structured Data Quality Assessment in L...		Studies in health tec...	Journal Article

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:



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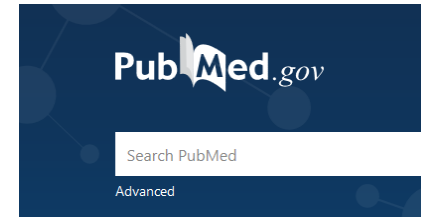
Exercise 1:

- 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
- 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:



[U.S. National Library of Medicine](https://pubmed.ncbi.nlm.nih.gov/)

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



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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*
- 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



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- „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)



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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 ->* 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](#)
- [International Writing Centre](#) of the University offers academic writing support
- [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)
- The University of Göttingen offers materials (including a quiz) on the topic of [plagiarism](#) (mostly in German)
- The University Medical Centre Göttingen has also drawn up the [Formal guidelines on writing a dissertation](#) (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)



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- For *individual appointments*, please contact us via email dhaerter@sub.uni-goettingen.de or by telephone (39-19527)

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Best of luck with your projects!



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