

ENDNOTE X7

...Bibliographies Made Easy

By: Dr Sayyed Alireza Talaei

Physiology Research Center

Kashan University of Medical Sciences

WHAT IS ENDNOTE ?

EndNote is a bibliographical management software package designed to help you to organize bibliographic references and create a bibliography.

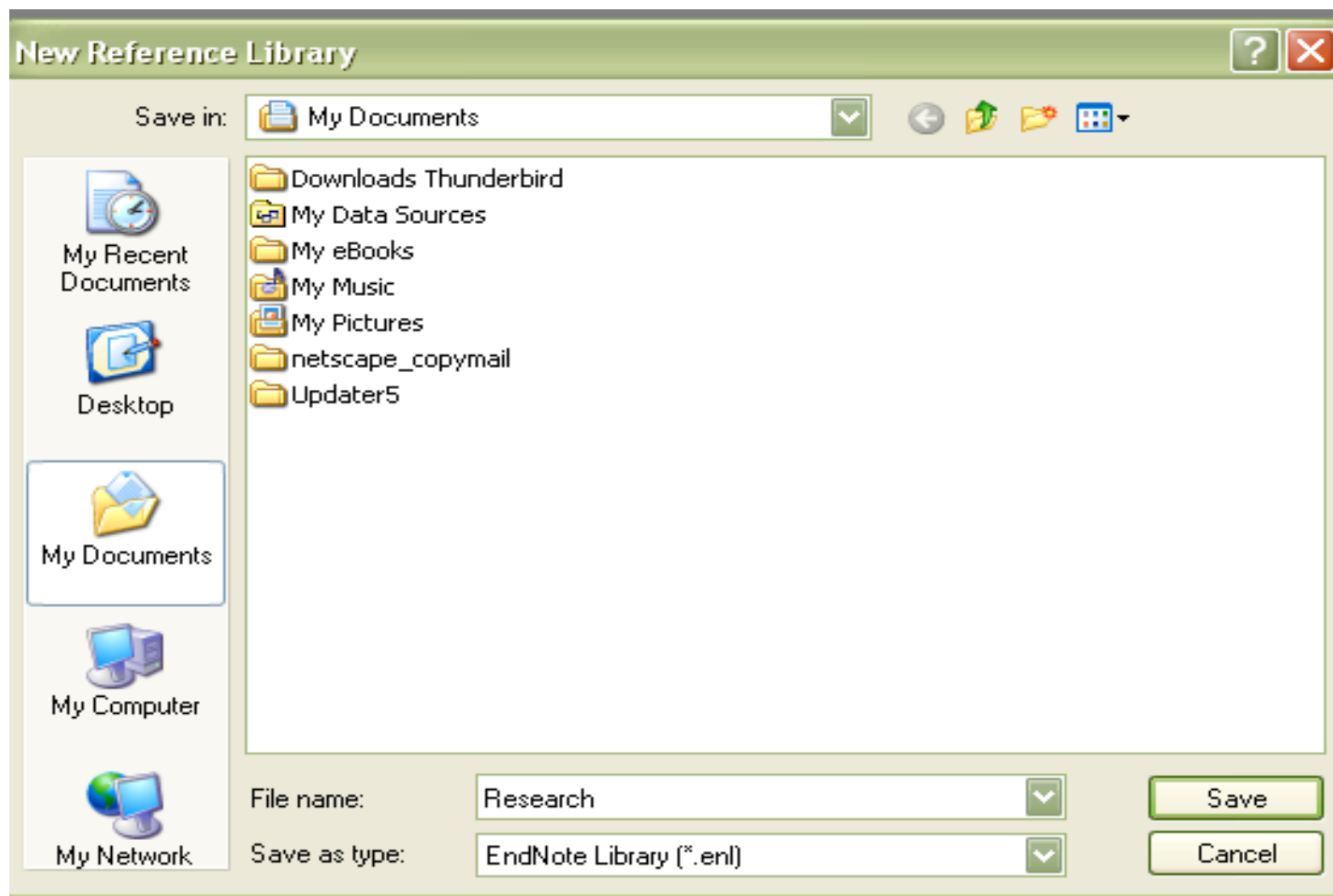
Endnote allows you to search, retrieve relevant citations, and builds your bibliography, all within one

OBJECTIVES

On completion of this tutorial you should be able to better create and manage EndNotes libraries. You will acquiring the ability to:

1. Identify key capabilities of Endnote, and strategies for using EndNote effectively.
2. Find your way around the EndNote program (screens and menus) and learn where to find answers to questions about EndNote.
3. Create EndNote libraries and enter references in them by typing.
4. Search for and add references by connecting to remote databases through the internet.
5. Import references from downloaded files into EndNote.
6. Use EndNote with Microsoft Word to create and format citations.

GETTING STARTED - CREATE LIBRARY



ENDNOTE LIBRARY - BASIC ELEMENTS

Toolbar
Output Style
Library Window
Quick Search
Search Panel
Column Headings

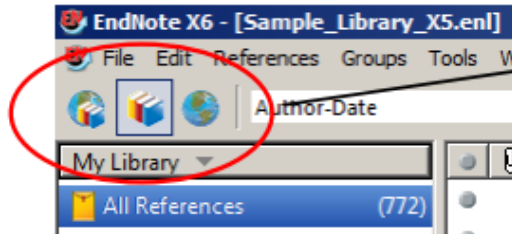
The screenshot shows the EndNote 16 interface. The main window displays a list of references with columns for Author, Year, Title, Rating, Journal, and Ref. type. A red circle highlights the 'Show Search Panel' button in the toolbar. The 'Quick Edit / Preview / PDF Window' is open on the right, showing details for a selected reference.

Author	Year	Title	Journal	Ref. type	URL
東京教育書局	1981	秋田市立花庄町通学：五日市町立五日市高-	東京教育論文	Book	
イアン・タックナー	1998	化石から見る七つの進化		Book	
Zheng	1993	Robust Stability of Constrained Model Predict...	Proceedings of...	Journal Article	<Go to
Zheng	2000	Robust control of linear time-varying systems ...	International J...	Journal Article	<Go to
Zheng	1995	Control of linear unstable systems with contra...	Proceedings of...	Journal Article	<Go to
Zheng	1995	Stability of Model-Predictive Control with Mix...	IEEE Transactio...	Journal Article	<Go to
Zheng	1994	Robust Control of Linear Time-Varying System...	Proceedings of...	Journal Article	<Go to
Zheng	1994	Global Stabilization of Linear Discrete-Time-Sy...	Proceedings of...	Journal Article	<Go to
Zheng	1994	Stability of Model Predictive Control with Soft...	Proceedings of...	Journal Article	<Go to
Zheng	1994	Antiwindup Design for Internal Model Control	International J...	Journal Article	<Go to
Zheng	1995	Constrained Stabilization of Discrete-Time-Sys...	International J...	Journal Article	<Go to
Zhang	2012	Exploration of artificial neural network to pred...	Expert System...	Journal Article	http://
Zellinger	2011	Real-Time Suboptimal Model Predictive Contr...	IEEE Transactio...	Journal Article	<Go to
Zellinger	2010	Robust stability properties of soft constrained ...	49th IEEE Conf...	Journal Article	<Go to
Zellinger	2008	Real-time suboptimal Model Predictive Control...	2008 47th IEEE...	Journal Article	<Go to
Zdravkov	2008	Large area Nb nanolayers with advanced super...	Smart Material...	Journal Article	<Go to
Zdravkov	2011	Interference effects of the superconducting p...	Superconducto...	Journal Article	<Go to
Zdravkov	2010	Reentrant superconductivity in superconducto...	Physical Revie...	Journal Article	<Go to
Zanon	2010	Interferon (IFN) beta treatment induces major...	Neuropatholog...	Journal Article	<Go to
Zanderigo	2006	The well-being model - A new drug interactio...	Anesthesiology	Journal Article	<Go to
Zanderigo	2005	A new model for drug interactions and optimal...	2005 27th Ann...	Journal Article	<Go to

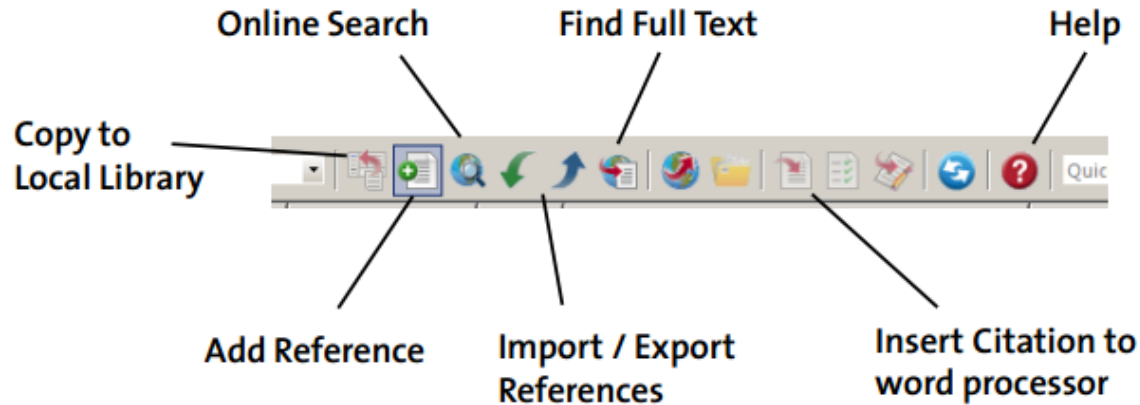
Groups

Quick Edit / Preview / PDF Window

ENDNOTE LIBRARY - TOOLBAR ELEMENTS

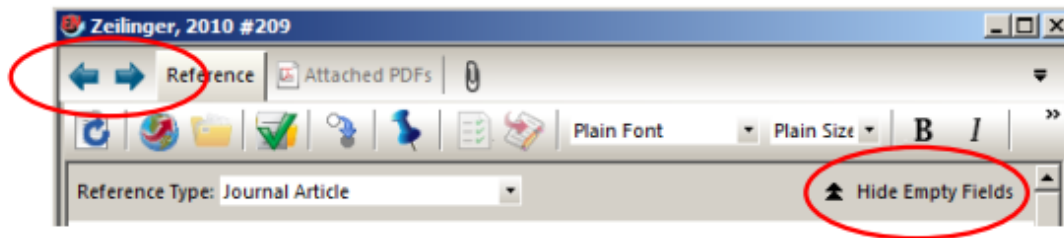


Choose between Integrated, Local and Online Mode. The Groups displayed correspond to the Mode chosen.



ENDNOTE LIBRARY - REFERENCE WINDOW

- double-click a reference to open it
- in the reference window, references can be browsed by using the arrow buttons (see below)
- you can hide empty fields



- figures, files, DOI and URLs can be opened from the reference window (instead of a URL a local computer address may also be used)

ENDNOTE LIBRARY - PDF & QUICK EDIT

Changes in reference entries can also be done using the Quick Edit/Preview/PDF window

ENDNOTE LIBRARY – PDF & QUICK EDIT

- changes in reference entries can also be done using the *Quick Edit / Preview / PDF* window:

Author	Year	Title	Journal
Zdravkov	2008	Large area Nb nanolayers with advanced super...	Smart Material...
Zdravkov	2011	Interference effects of the superconducting p...	Superconducto...
Zdravkov	2010	Reentrant superconductivity in superconducto...	Physical Revie...
Zanon	2010	Interferon (IFN) beta treatment induces major...	Neuropatholog...
Zanderigo	2006	The well-being model - A new drug interactio...	Anesthesiology
Zanderigo	2005	A new model for drug interactions and optimal...	2005 27th Ann...
Zanderigo	2006	Pharmacodynamic modelling of drug-induced ...	2006 28th Ann...
Zafiriou	1991	Internal Model Control - Robust Digital Control...	International J...
Zafiriou	1988	A General Controller Synthesis Methodology B...	Computers & C...
Zafiriou	1987	Digital Controller-Design for Multivariable Sys...	International J...
Zafiriou	1986	Design of Robust Digital Controllers and Sampl...	International J...
Zafiriou	1985	Digital Controllers for Siso Systems - a Review ...	International...

selected reference

editing

Reference Type: Journal Article

Author: Zdravkov, V. I., Morari, R. A., Sidorenko, A. S.

Title: Large area Nb nanolayers with advanced superconducting properties as a base for superconducting spintronics

Journal: International J...

ENDNOTE - CREATING/IMPORTING REFERENCES

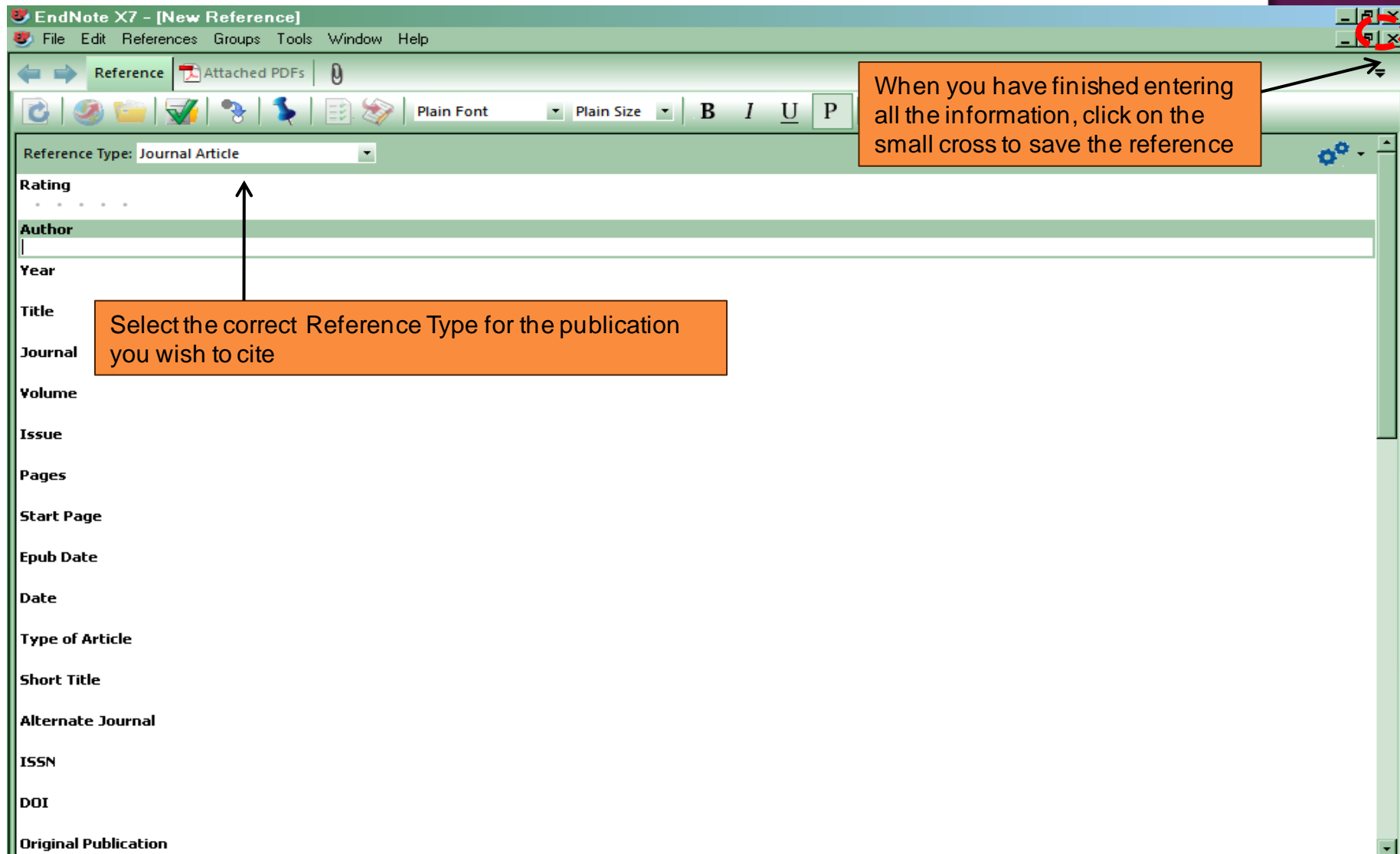
References might be

- Created manually (e.g via References menu)
- Imported from a bibliographic database via an online search within Endnote (see Tools menu)
- Imported from files (e.g created by exporting references from bibliographic databases or library catalogues to them, see File menu)
- Exported from a database or library catalogue (e.g NEBIS) directly to an Endnote library.
- By importing pdf files that contain the DOI.

CREATE REFERENCE MANUALLY



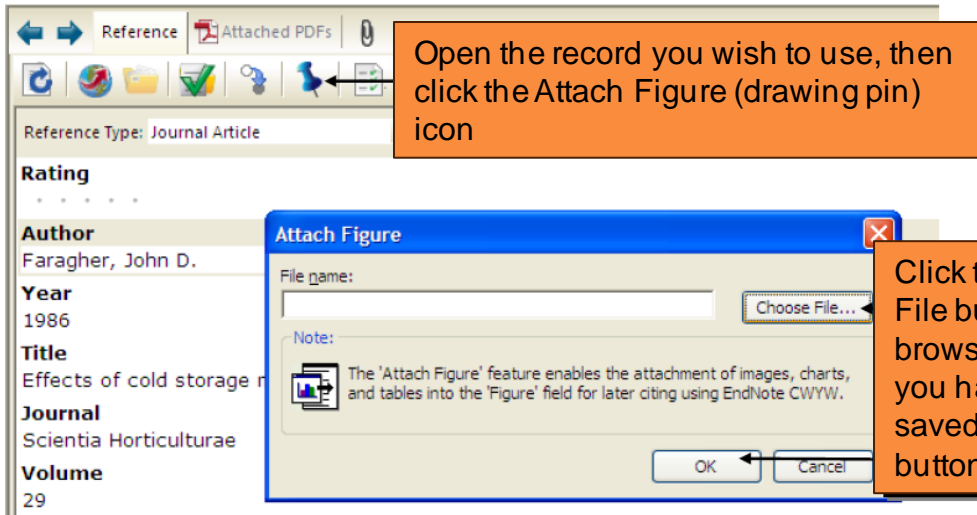
Click the New References button. A blank form will be displayed



When you have finished entering all the information, click on the small cross to save the reference

Select the correct Reference Type for the publication you wish to cite

ATTACHING IMAGES



Open the record you wish to use, then click the Attach Figure (drawing pin) icon

Click the Choose File button and browse to where you have the image saved. Click the OK button

Reference Type: Journal Article

Rating

Author
Faragher, John D.

Year
1986

Title
Effects of cold storage on

Journal
Scientia Horticulturae

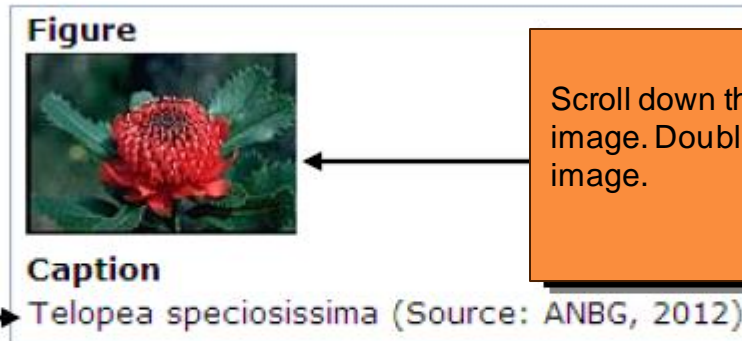
Volume
29

Attach Figure


File name: Choose File...

Note:
The 'Attach Figure' feature enables the attachment of images, charts, and tables into the 'Figure' field for later citing using EndNote CWYW.

OK Cancel



Figure



Caption
Telopea speciosissima (Source: ANBG, 2012)

Scroll down the reference screen to see your image. Double-click on it to see the full-sized image.

Add a caption to describe the image

If you are using images in your writing you must provide a caption for each one, and this must include a citation for the source of the image.

IMPORTING RECORDS FROM DATABASES

When you search databases to find journal articles, books and other information it is usually possible to import the records you find directly into Endnote. This has the advantage of allowing you to import references accurately.

Most databases contain a download or export button that will send your search results directly to Endnote, pick the correct import option and start the import process automatically.

The screenshot shows the EndNote X7 interface with a reference list displayed. A callout box contains the following text:

Note: Before you try to import any records into EndNote you should make sure you have your reference list displayed – like this.

Before you try to import any records into Endnote you should make sure your reference list displayed

Author	Year	Title	Rating	Ref Type
Allen, Glover ...	2004	Bats: biology, behavior, and folklore		Book
AnChiu, C.; ...	2008	Flying in silence: Echolocating bats c...		Journal A
Avila-Flores, ...	2004	Ecological, taxonomic, and physiologi...		Journal A

13

Windows taskbar: Start, 3 Google Ch..., 2 Windows E..., 2 Microsoft..., endnote.pdf..., handout_endn..., slide-official-2..., 12:12 PM

EDITING RECORDS

Sometimes the records you import will have titles all in capital letters, or with each word capitalised. This will create incorrectly formatted references in your bibliography, so you will need to edit these records.

Pratt, Robert B., Jacobsen, Anna L., Jacobs, Shayne M., & Esler, Karen J. (2012). XYLEM TRANSPORT SAFETY AND EFFICIENCY DIFFER AMONG FYNBOS SHRUB LIFE HISTORY TYPES AND BETWEEN TWO SITES DIFFERING IN MEAN RAINFALL. *International Journal of Plant Sciences*, 173(5), 474-483. doi: 10.1086/665267

Open the record and highlight the text you wish to correct

Click the Change Case button and make your selection.

As a general rule, article and chapter titles are in sentence case, i.e capital letter for the first word and proper nouns only. Book and journal titles usually have a capital letter for all the main words.

The above reference will now be correctly formatted, as such :

Pratt, Robert B., Jacobsen, Anna L., Jacobs, Shayne M., & Esler, Karen J. (2012). Xylem transport safety and efficiency differ among fynbos shrub life history types and between two sites differing in mean rainfall. *International Journal of Plant Sciences*, 173(5), 474-483. doi: 10.1086/665267

AUTOMATIC IMPORT OF PDF ARTICLES

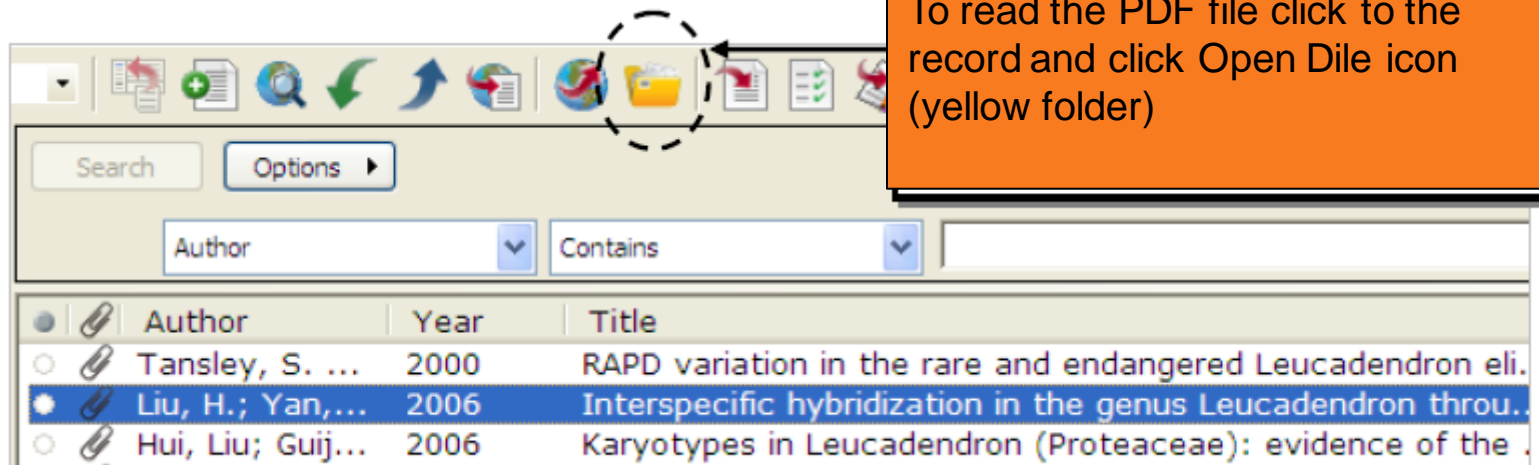
If the download has been successful, you will see a paperclip icon in the Reference List.

If Endnote is unable to attach the PDF file it will attempt to find and attach URLs to your records.



	Author	Year	Title
●	Tansley, S. ...	2000	RAPD variation in
○	Liu, H.; Yan,...	2006	Interspecific hybr
○	Hui, Liu; Guij...	2006	Karyotypes in Le
○	Hemborg, Ås...	2005	Different rewards
○	Harris, Mark ...	2010	Canopy seed stor
○	Dobrowolski, ...	2008	Selection for deci
○	Power, Simo...	2010	Does phosphate :
○	Welsford, M...	2013	How many pollina

To read the PDF file click to the record and click Open Dile icon (yellow folder)



Search Options

Author Contains

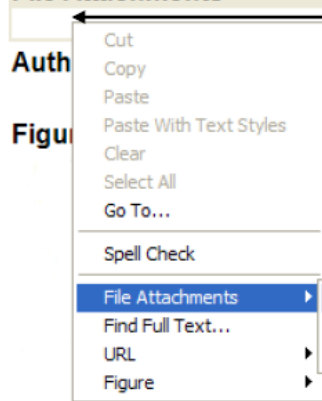
	Author	Year	Title
○	Tansley, S. ...	2000	RAPD variation in the rare and endangered Leucadendron eli.
●	Liu, H.; Yan,...	2006	Interspecific hybridization in the genus Leucadendron throu.
○	Hui, Liu; Guij...	2006	Karyotypes in Leucadendron (Proteaceae): evidence of the

ATTACHING PDF MANUALLY

If Endnote cannot find and attach the PDF for you automatically, you can save the file then attach it to the reference manually.

Before you start save the file to your PC.

File Attachments



Open the record, scroll down to the File Attachments

Go to File Attachments and select Attach File

File name:

Vitae-Researcher-Development-Framework

Open

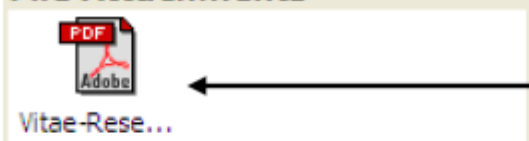
Files of type:

All Files (*.*)

Cancel

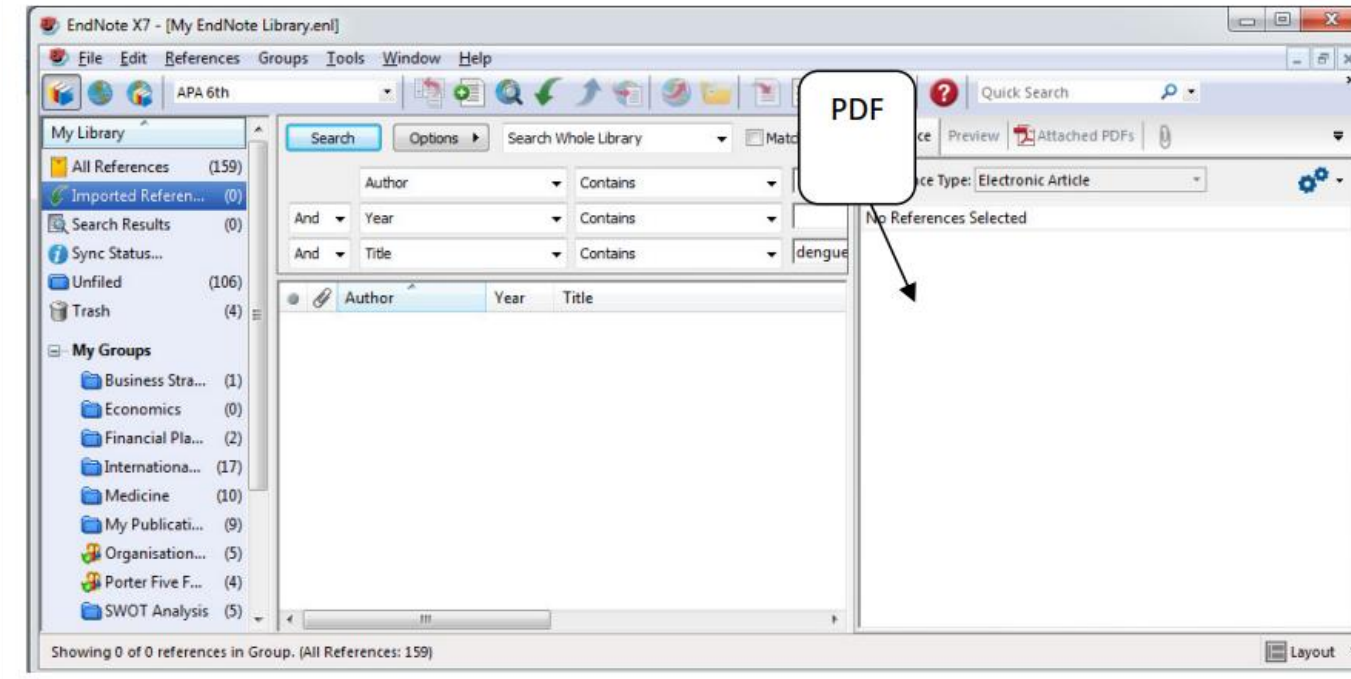
Browse to where you have the file saved, then click the Open button.

File Attachments



The file will now be attached to the Endnote record. Double click on the PDF icon to open it.

DRAG AND DROP PDF



1. Drag and drop the PDF into a particular referencing or any part of the line. The attachment will automatically be attached to the referencing.
2. Drag and drop the PDF into the "Reference" window, and the attachment + referencing will be automatically sorted out for you.
3. Drag the referencing to a particular folder if you want to save it.

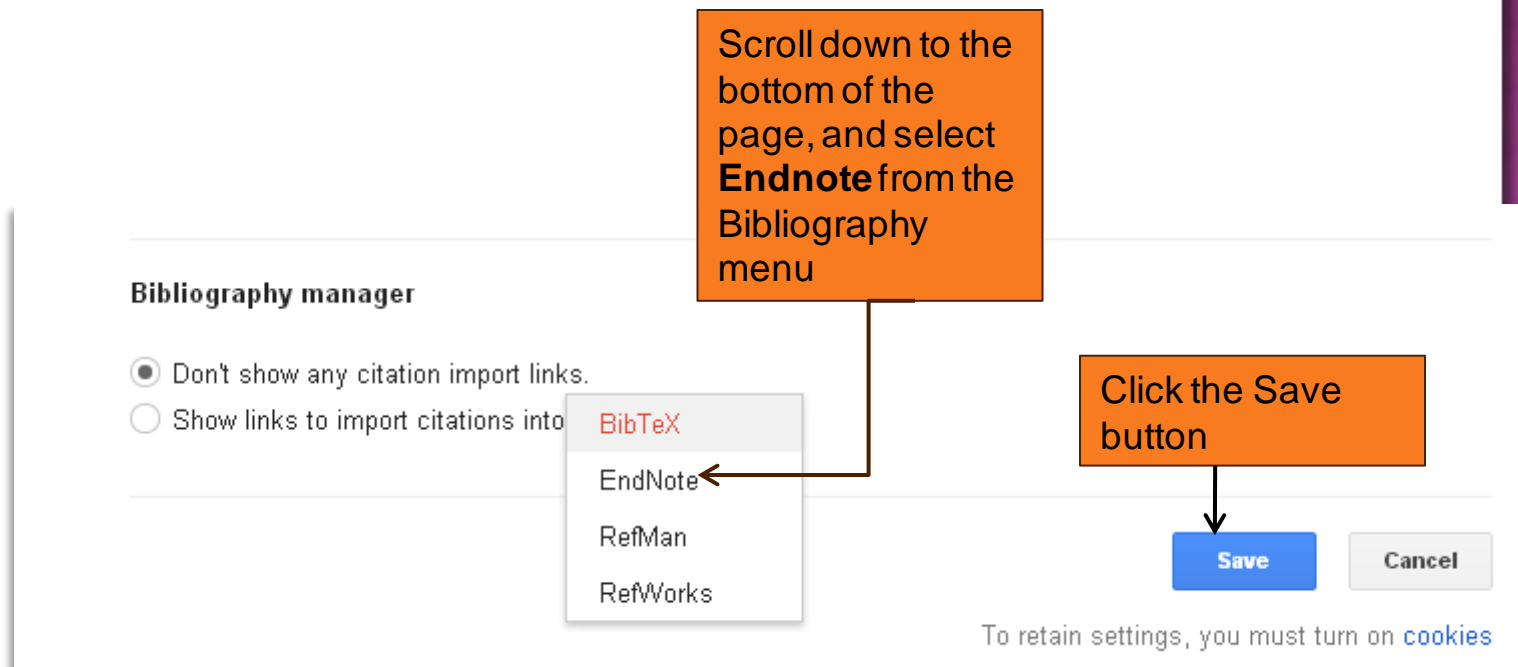
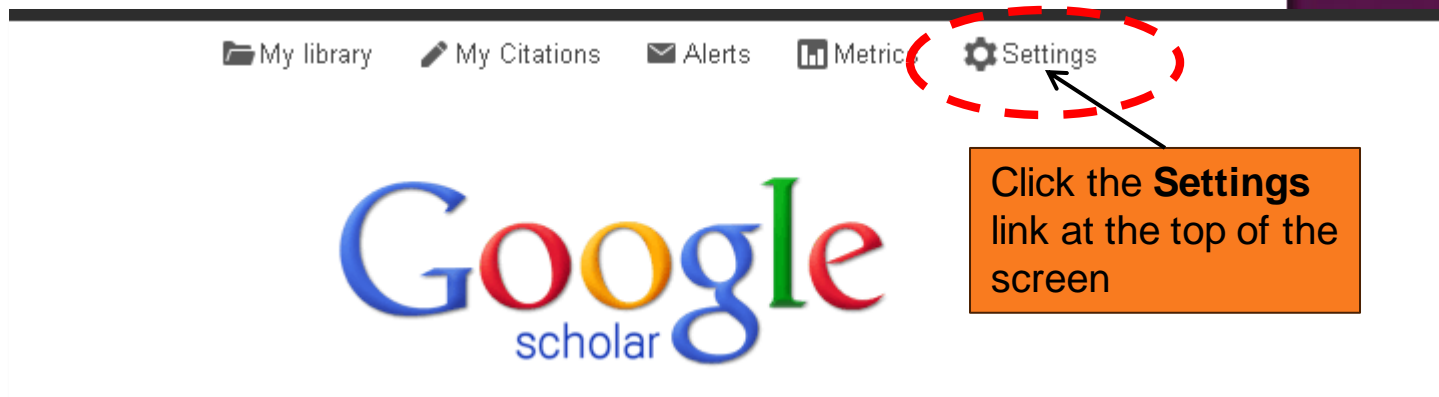
HOW TO REMOVE ATTACHMENT?

The screenshot displays the EndNote X7 software interface. On the left, the 'My Library' pane shows a list of references. The main window displays a table of references with columns for Author, Year, and Title. A PDF attachment tab titled 'Beholz-2005-Improvement in cost..pdf' is active. A right-click context menu is open over this tab, with the 'Remove' option highlighted by a red box and an arrow. The menu options include: Open with Adobe Reader, Open in Reference Window, Print, E-mail Attachment, and Remove.

Author	Year	Title
Aguinis, H.; Lawa...	2013	eLancing: A review and research agen
Ali, A.; Ambler, G...	2013	The relationship between happiness
Aradhana Aravin...	2013	RPT-Tata's Mistry man: tightening bel
Baldacara, L.; Fer...	2013	Behavior Disorder After Encephaliti
Bartram, D.	2013	Migration, Return, and Happiness in
Beholz, S.; Kone...	2005	Improvement in cost-effectiveness
Bigelow, D.	2013	Choosing Glee: 10 Rules to Finding I
Binder, M.	2013	Money makes happy after all Where
Birdas, T. J.; Bec...	2005	Contralateral spontaneous pneumot
Bjornskov, C.; Dr...	2013	Inequality and happiness: When per
Blamires, C.	2013	Factory of Happiness: Liberalism, etf
Bockeria, L. A.; A...	2005	Successful surgical management of

Right click on the tab, and "remove"

IMPORTING REFERENCES FROM GOOGLE SCHOLAR



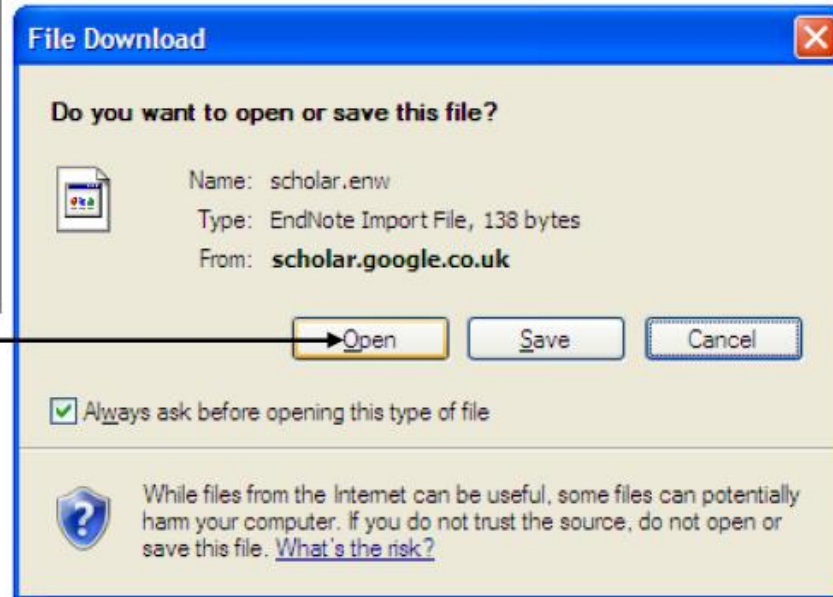
[A revision of the genus **Leucadendron** \(Proteaceae\)](#)

IJM Williams - Contrib. Bolus Herb, 1972 - kbd.kew.org

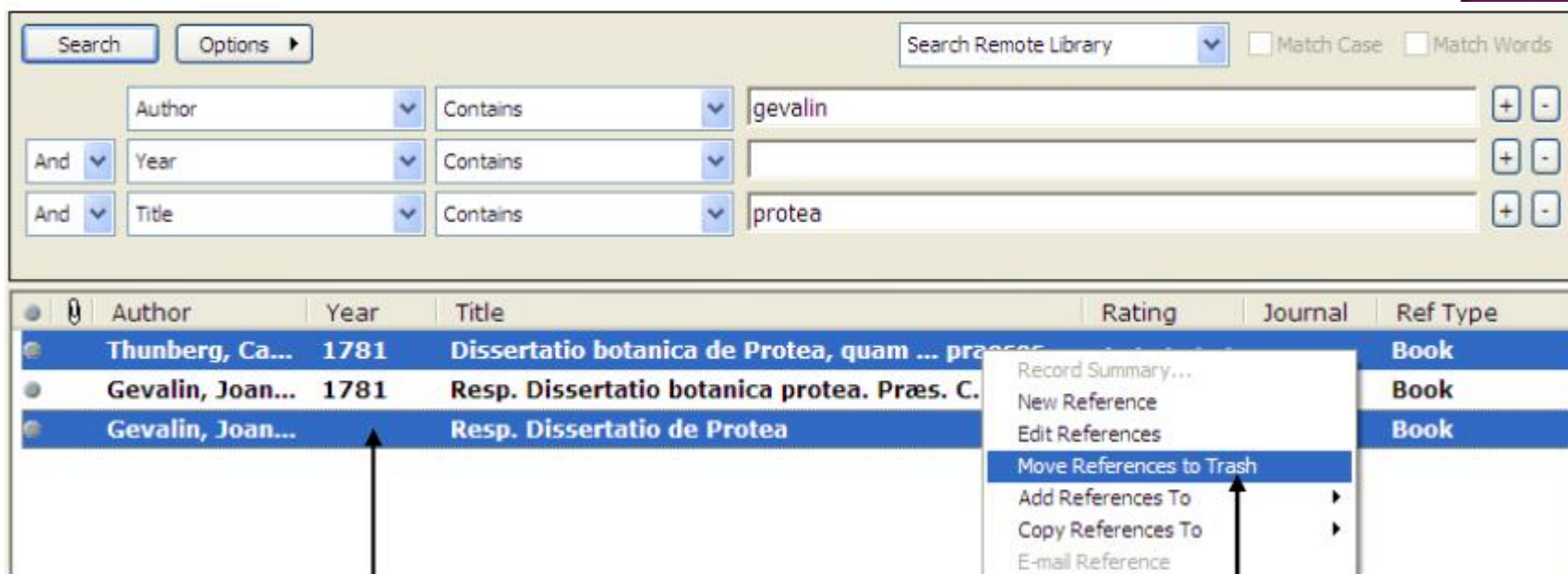
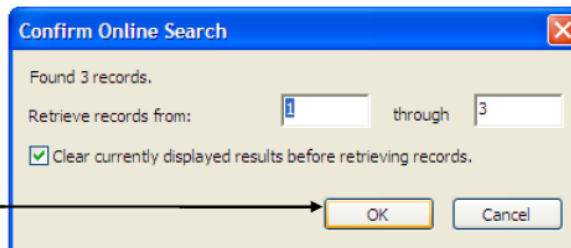
... return to summary results page. Williams IJM. 1972 A revision of the genus **Leucadendron** (Proteaceae). : Contrib. Bolus Herb., no.3.425p. (1972). Illustrations, dot maps; keys Geog=5 Systematics: ANGIOSPERMAE (PROTEACEAE: **LEUCADENDRON**) (, 197203948). ...

[Cited by 65](#) - [Related articles](#) - [Cached](#) - [All 2 versions](#) - [Import into EndNote](#)

From now on, when you search Google Scholar, there will be an Import into Endnote link after each record.



If your search has been successful you will see a box like this. Click OK button



The image shows a search interface with a search bar and filters. The search criteria are: Author: gevalin, Year: 1781, Title: protea. The results table below shows three records, with the second and third records highlighted. A context menu is open over the second record, with "Move References to Trash" selected. An arrow points from the text box below to the "Move References to Trash" option.

Author	Year	Title	Rating	Journal	Ref Type
Thunberg, Ca...	1781	Dissertatio botanica de Protea, quam ... prae...			Book
Gevalin, Joan...	1781	Resp. Dissertatio botanica protea. Praes. C.			Book
Gevalin, Joan...		Resp. Dissertatio de Protea			Book

Click to highlight any of the records that you do not want to keep. Right click on the highlighted area and select Move References to Trash. You can also use the Delete key to delete references. Any remaining records will be retained in your All References folder

Confirm Online Search [X]

Found 207 records.

Retrieve records from: through

Clear currently displayed results before retrieving records.

If your search retrieves too many results, type in more manageable number. E.g 20, then click OK.

FIND AND DELETE DUPLICATES

The screenshot displays the EndNote X7 interface. The 'References' menu is open, and the 'Find Duplicates' option is highlighted with a red box. The main window shows a list of references with columns for Title, Rating, Journal, Last Updated, and Reference Type. A search for 'dengue fever' is active. A preview window in the bottom right shows the article 'Health Beliefs and Practices Related to Dengue Fever: A Focus Group Study' by Li Ping Wong and Szahly Abdulakar.

EndNote X7 - [My EndNote Library.enl]

File Edit References Groups Tools Window Help

Beholz

Search Whole Library Match Case Match Words

Contains

Contains

Contains dengue fever

Title	Rating	Journal	Last Updated	Reference Type
<Wong-2013-Health beliefs and p.pdf>			10/6/2013	Journal Article
<Wong-2013-Health beliefs and p.pdf>			10/25/2013	Journal Article
Human Impacts Have Shaped Historical a...		Evolution	10/25/2013	Journal Article
Human Impacts Have Shaped Historical a...		Evolution	10/25/2013	Journal Article
Human Impacts Have Shaped Historical a...		Evolution	10/25/2013	Journal Article
Hemostatic derangement in dengue he...		Thromb Res	10/16/2013	Journal Article
Hemostatic derangement in dengue he...		Thromb Res	10/25/2013	Journal Article
Hemostatic derangement in dengue he...		Thromb Res	10/25/2013	Journal Article
Burden of dengue fever is higher than p...		BMJ	10/25/2013	Journal Article
Burden of dengue fever is higher than p...		BMJ	10/25/2013	Journal Article
Dengue fever mimicking acute appendic...		Int J Surg Case ...	10/16/2013	Journal Article
Dengue fever mimicking acute appendic...		Int J Surg Case ...	10/25/2013	Journal Article
Dengue fever mimicking acute appendic...		Int J Surg Case ...	10/25/2013	Journal Article

Wong-2013-Health beliefs and p.pdf

OPEN ACCESS Freely available online

PLOS ONE

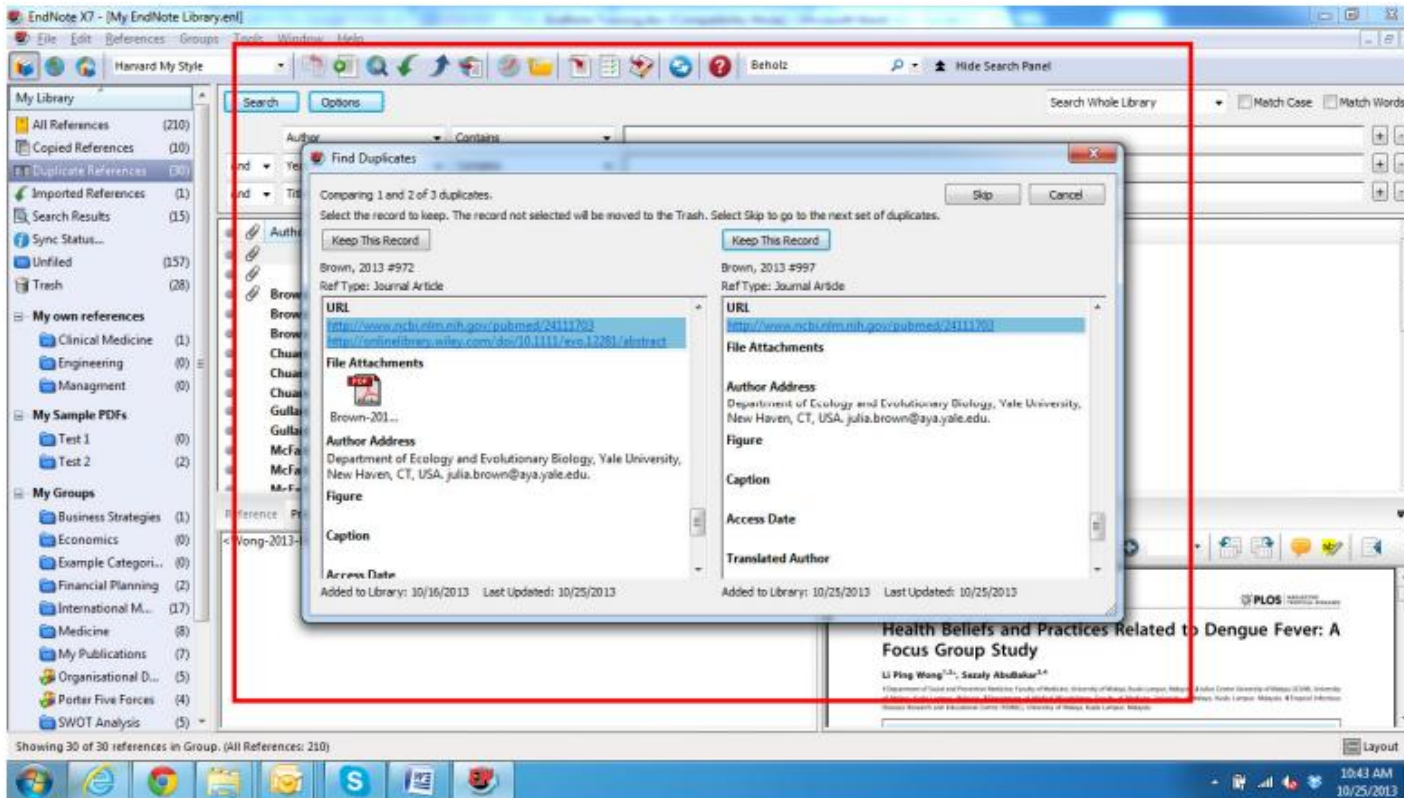
Health Beliefs and Practices Related to Dengue Fever: A Focus Group Study

Li Ping Wong^{1,2}, Szahly Abdulakar^{3,4}

1 Department of Social and Preventive Medicine, Faculty of Health Sciences, University of Malaya, Kuala Lumpur, Malaysia & Kuala Lumpur University of Malaya (UKM), University of Malaya, Kuala Lumpur, Malaysia, 2 Department of Medical Microbiology, Faculty of Medicine, University of Malaya, Kuala Lumpur, Malaysia, 3 Faculty of Health Sciences, University of Malaya, Kuala Lumpur, Malaysia, 4 Faculty of Health Sciences, University of Malaya, Kuala Lumpur, Malaysia

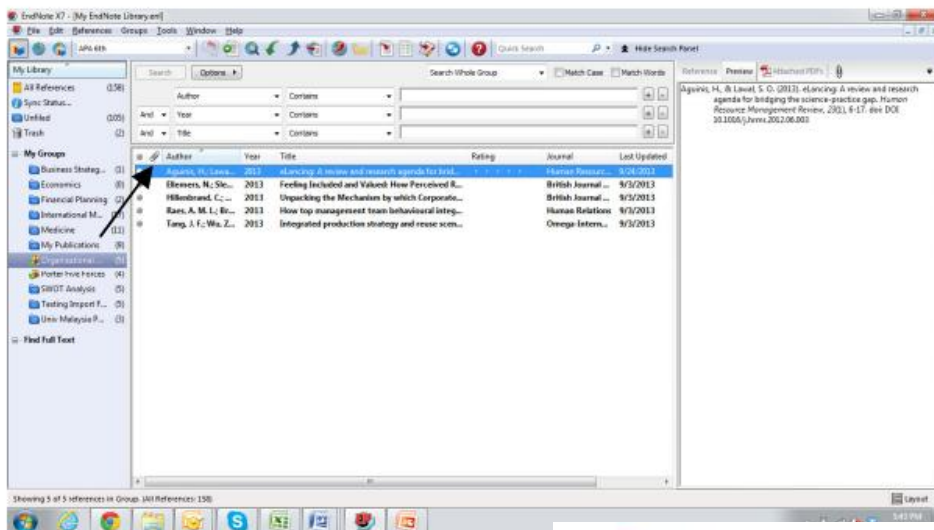
Showing 30 of 30 references in Group. (All References: 210)

Layout

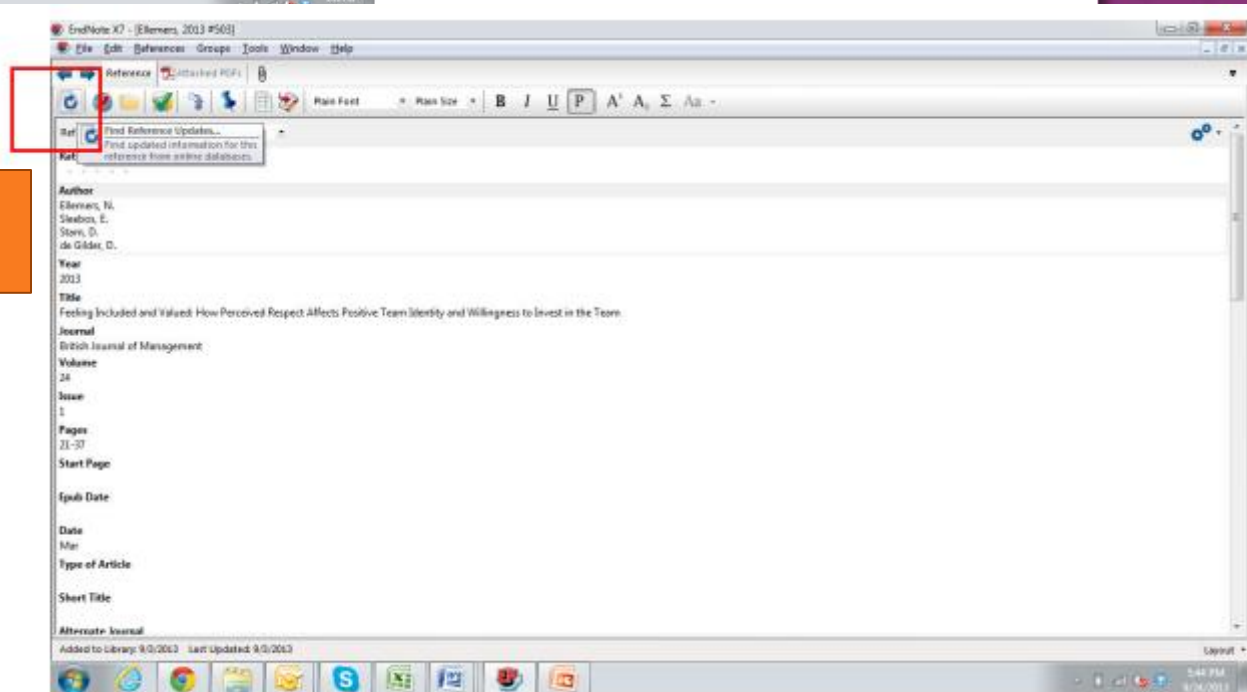


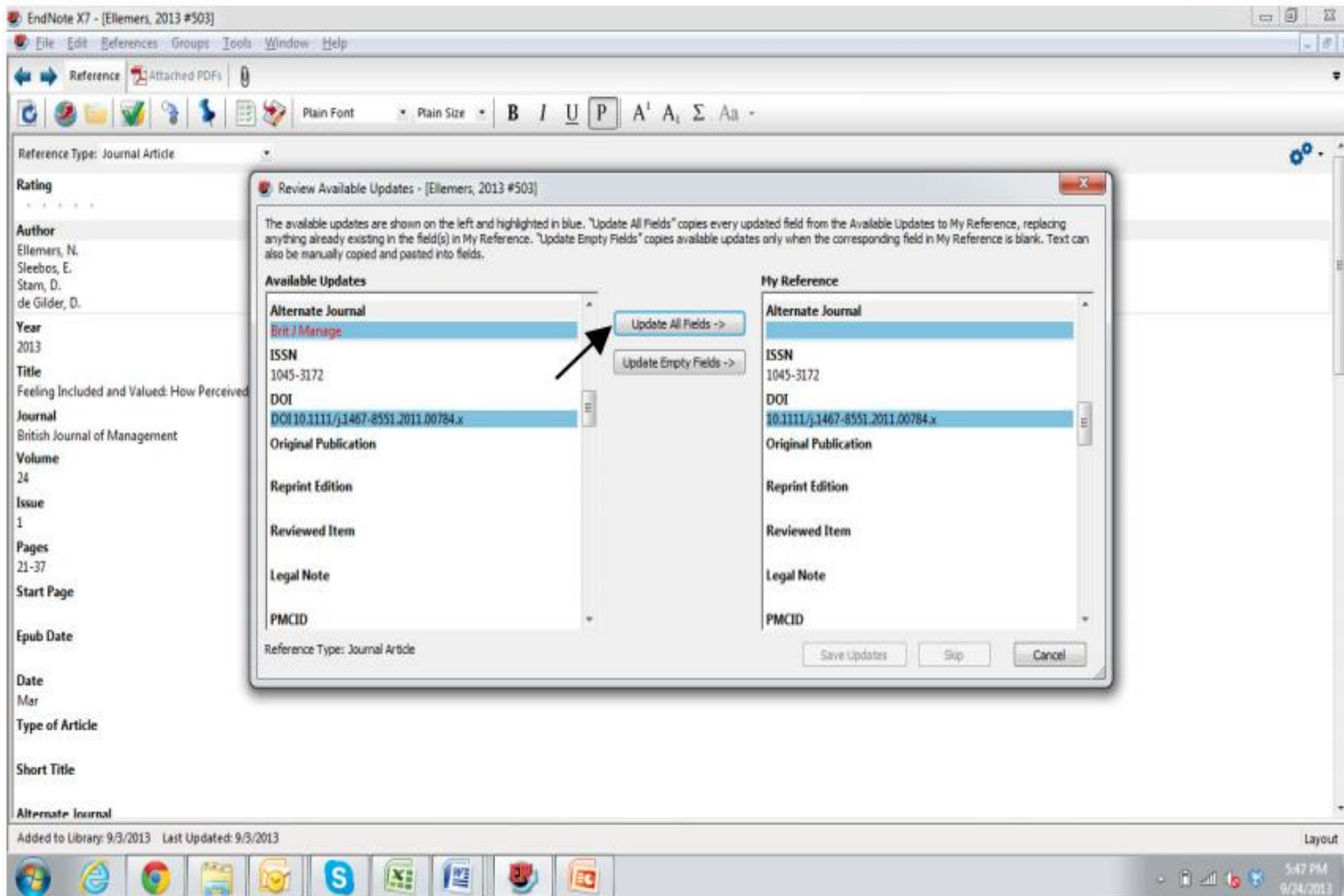
1. A verification box will appear to verify which duplicate you would like to keep
2. Alternatively you can delete those duplicates which are highlighted in blue when you execute "Find Duplicate"

FIND REFERENCE UPDATES



1. Double click on an article
2. Check for Updates





3. Those highlighted in blue are found updates in WoS, Cross Ref and PubMed.

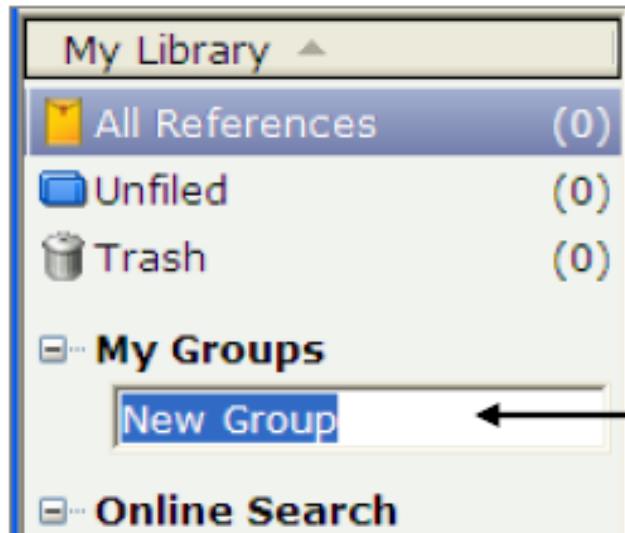
4. Choose update all fields

ORGANISING YOUR REFERENCES

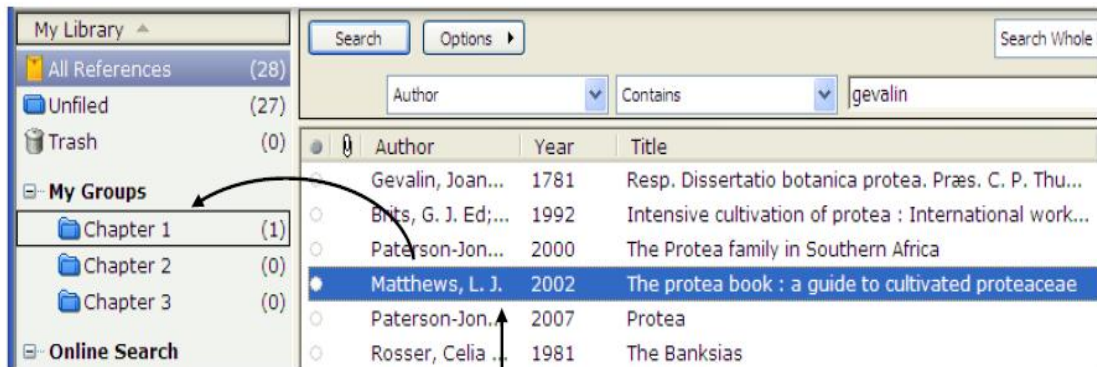
CREATING CUSTOM GROUP



Go to the Groups menu and select Create Group.

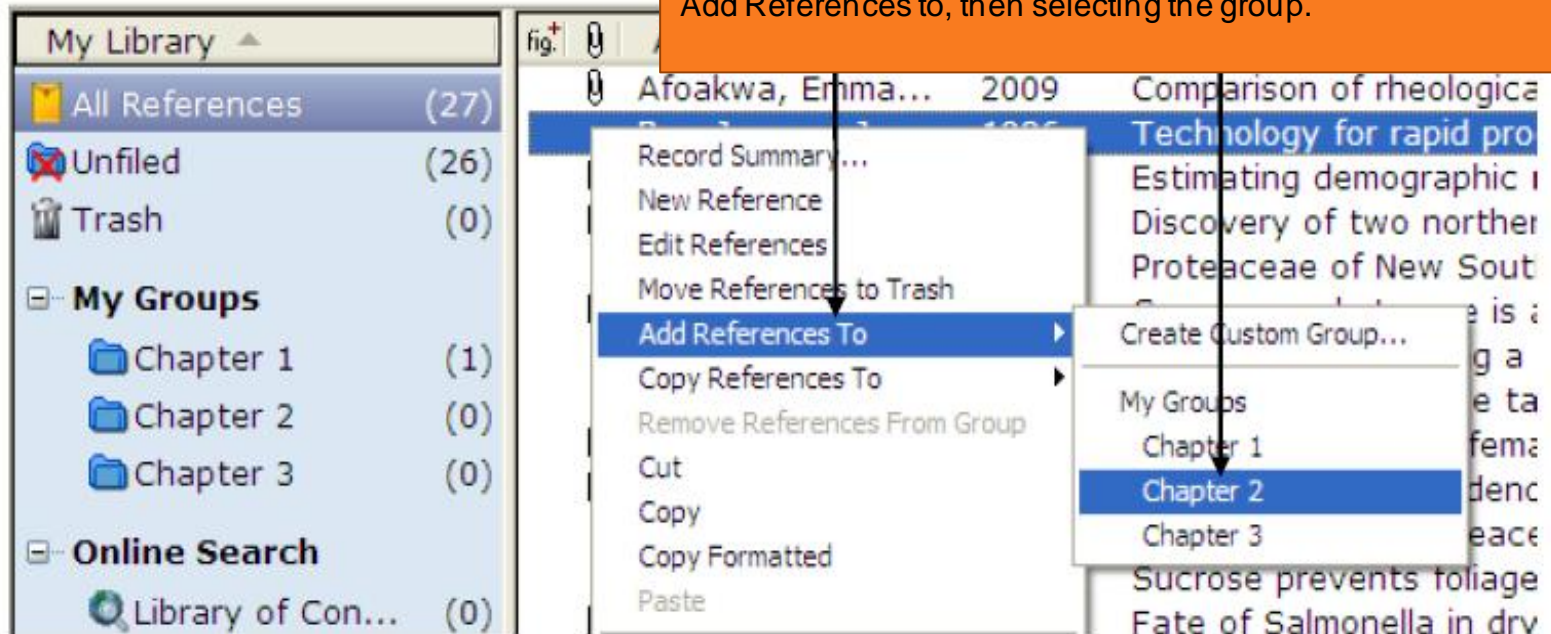


A box will appear in the Groups pane. Type in a descriptive name for the group you have just made. Click away from the box to save the name you have just typed.

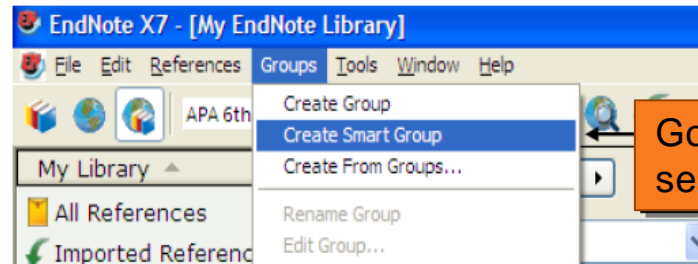


You can start filling references in groups by dragging and dropping them from the Reference List pane onto the group name

You can also file references by right-clicking on the data, going to Add References to, then selecting the group.



CREATING SMART GROUP



Go to the **Groups** menu and select **Create Smart Group**

Type in a descriptive name for your group

Type in keywords that will match some of your references. Select Any Field from the menu.

A screenshot of the 'Smart Group' dialog box in EndNote. The 'Smart Group Name' field contains the text 'leucadendron'. Below this, there are three rows of search criteria. The first row has 'Any Field' selected in the first dropdown, 'Contains' in the second, and 'leucadendron' in the text field. The second row has 'And' in the first dropdown, 'Year' in the second, and an empty text field. The third row has 'And' in the first dropdown, 'Title' in the second, and an empty text field. At the bottom left is a 'Create' button, and at the bottom right are 'Options...', 'Match Case', and 'Match Words' checkboxes.

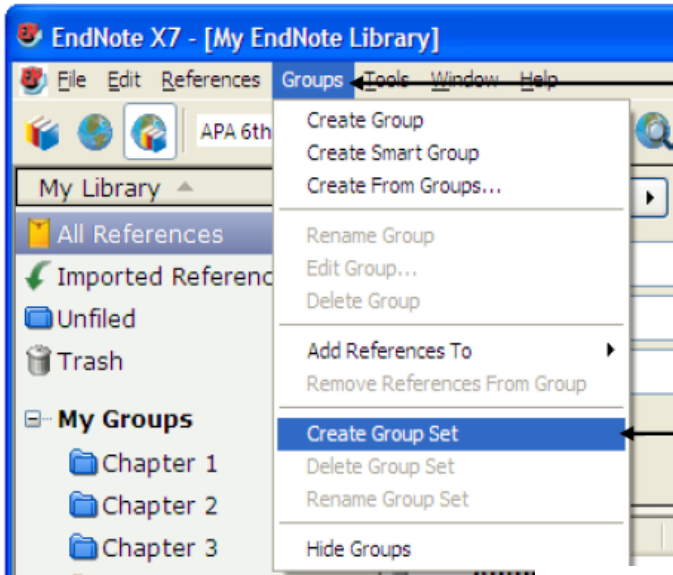
Click the Create button

My Groups	
Chapter 1	(1)
Chapter 2	(2)
Chapter 3	(0)
leucadendron	(9)

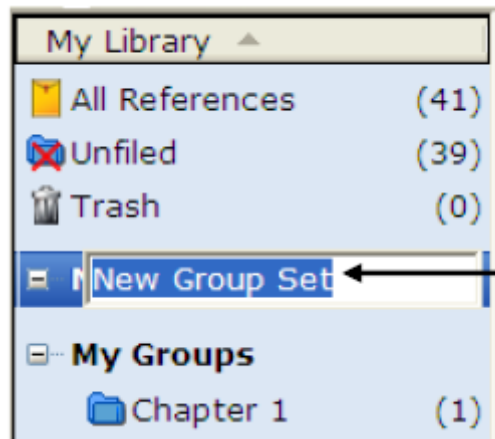
Any references you have in your Endnote Library which match the search criteria for your Smart Group will automatically be filed in the Group, as will any future references you add.

CREATING A GROUP SET

If you make custom groups and/or smart groups to help you organise your references, before long you might end up with a large number of groups. To help you organise your groups you can create group sets.



From the Groups menu
select **Create Group Set**



Give your group set a name

My Library ▲	
📁 All References	(41)
📁 Unfiled	(39)
🗑️ Trash	(0)
📁 Thesis	
📁 My Groups	
📁 Chapter 1	(1)
📁 Chapter 2	(1)
📁 Chapter 3	(0)

Use your mouse to drag a group and drop it underneath the name of the group set

My Library ▲	
📁 All References	(41)
📁 Unfiled	(39)
🗑️ Trash	(0)
📁 Thesis	
📁 Chapter 1	(1)
📁 Chapter 2	(1)
📁 Chapter 3	(0)
📁 My Groups	
🔍 grevillea	(7)
🔍 leucadendron	(15)

CITE WHILE YOU WRITE

Endnote works with Word to easily and quickly cite references, and create a paper with properly formatted citations, a bibliography, figures, and tables.

This is all done using Cite While You Write (CWYW) toolbar.

Part 5 : Cite While You Write

EndNote works with Word to easily and quickly cite references, and create a paper with properly formatted citations, a bibliography, figures, and tables.

This is all done using the “Cite While You Write” (CWYW) toolbar, which you will see in Word once you have...

The Endnote toolbar either be a separate tab on the ribbon or be installed in the Add-ins tab.

EndNote X7

Citations

- Insert Citation
- Go to EndNote
- Edit & Manage Citation(s)
- Edit Library Reference(s)

Bibliography

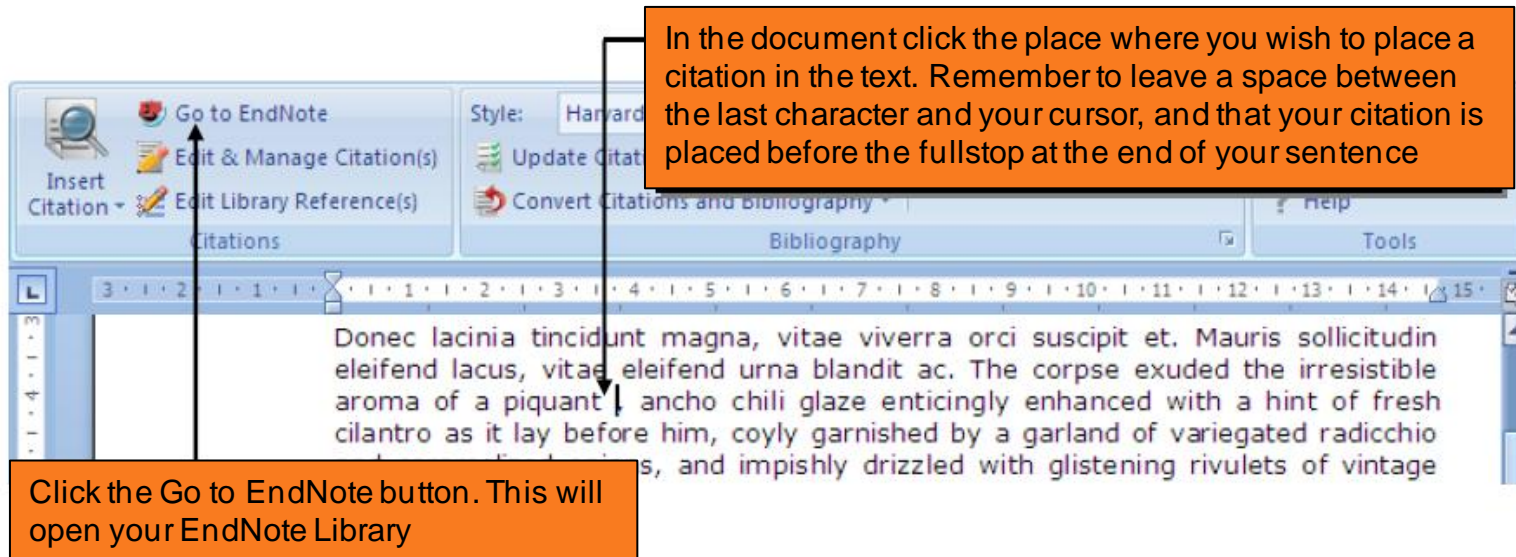
- Style: APA 6th
- Update Citations and Bibliography
- Convert Citations and Bibliography

Tools

- Categorize References
- Instant Formatting is On
- Export to EndNote
- Preferences
- Help

If you cannot find the CWYW toolbar please contact the ITS Service Desk, at:
its-servicedesk@salford.ac.uk
- it is possible the EndNote program has not installed correctly on your PC.

INSERTING CITATIONS AND BIBLIOGRAPHIES INTO A DOCUMENT

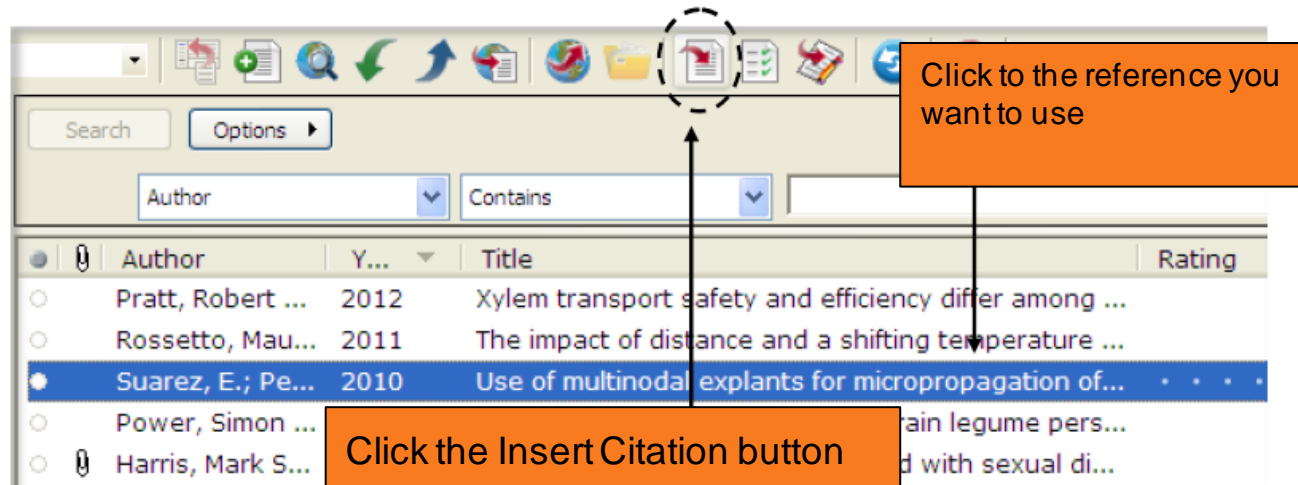


In the document click the place where you wish to place a citation in the text. Remember to leave a space between the last character and your cursor, and that your citation is placed before the fullstop at the end of your sentence

Click the Go to EndNote button. This will open your EndNote Library

Donec lacinia tincidunt magna, vitae viverra orci suscipit et. Mauris sollicitudin eleifend lacus, vitae eleifend urna blandit ac. The corpse exuded the irresistible aroma of a piquant ancho chili glaze enticingly enhanced with a hint of fresh cilantro as it lay before him, coyly garnished by a garland of variegated radicchio, and impishly drizzled with glistening rivulets of vintage

In Endnote :



Click to the reference you want to use

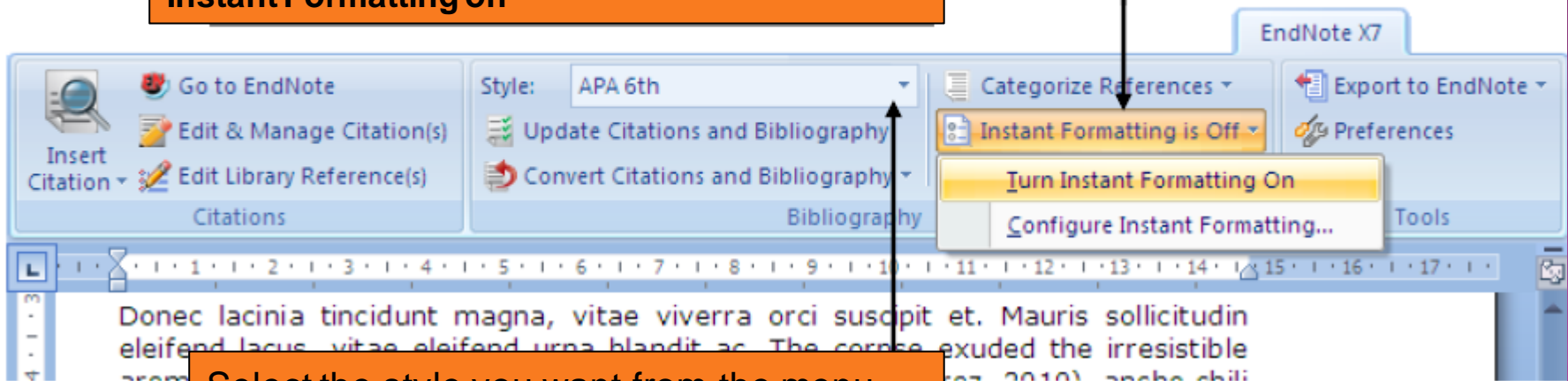
	Author	Y...	Title	Rating
○	Pratt, Robert ...	2012	Xylem transport safety and efficiency differ among ...	
○	Rossetto, Mau...	2011	The impact of distance and a shifting temperature ...	
●	Suarez, E.; Pe...	2010	Use of multinodal explants for micropropagation of...	
○	Power, Simon ...		tain legume pers...	
○	Harris, Mark S...		d with sexual di...	

Click the Insert Citation button

Return to your Word document. The citation looks like this – the bracket { } and the number # indicate this is a temporary citation

aroma of a piquant, ancho chili glaze enticingly enhanced with a hint of fresh cilantro as it lay before him, coyly garnished by a garland of variegated radicchio and caramelized onions {Suarez, 2010 #6} and impishly drizzled with glistening rivulets of vintage balsamic vinegar and roasted garlic oil; yes, as he surveyed the body of the slain food critic slumped on the floor of the cozy, but nearly

To format your citation and bibliography click the **Instant Formatting is Off** button and select **Turn Instant Formatting on**



The screenshot displays the EndNote X7 software interface. The 'Citations' tab is active, showing options like 'Insert Citation', 'Edit & Manage Citation(s)', and 'Edit Library Reference(s)'. The 'Bibliography' tab is also visible, with options such as 'Update Citations and Bibliography' and 'Convert Citations and Bibliography'. A dropdown menu is open, showing 'Style: APA 6th' and a list of options including 'Instant Formatting is Off', 'Turn Instant Formatting On', and 'Configure Instant Formatting...'. A mouse cursor is hovering over the 'Turn Instant Formatting On' option. The background shows a Word document with a citation: {Suarez, 2010 #6}.

Select the style you want from the menu

Donec lacinia tincidunt magna, vitae viverra orci suscipit et. Mauris sollicitudin eleifend lacus, vitae eleifend urna blandit ac. The corpse exuded the irresistible aroma of a piquant, ancho chili glaze enticingly enhanced with a hint of fresh cilantro as it lay before him, coyly garnished by a garland of variegated radicchio and caramelized onions (Suarez, Perez-Frances, & Rodriguez-Perez, 2010) and impishly drizzled with glistening rivulets of vintage balsamic vinegar and roasted garlic oil; yes, as he surveyed the body of the slain food critic slumped on the floor of the cozy, but nearly empty, bistro, a quiet, corpulent Inspector Moreau that this was, in all likelihood, semper nibh sit amet urna suscipit vel viverra tempor nec interdum condimentum, mollis id risus.

You should now have a correctly formatted citation and a bibliography at the end of your document

Suarez, E., Perez-Frances, J. F., & Rodriguez-Perez, J. A. (2010). Use of multinodal explants for micropropagation of *Leucadendron* 'Safari Sunset'. *Spanish Journal of Agricultural Research*, 8(3), 790-796.

CHANGING THE CITATION FORMAT

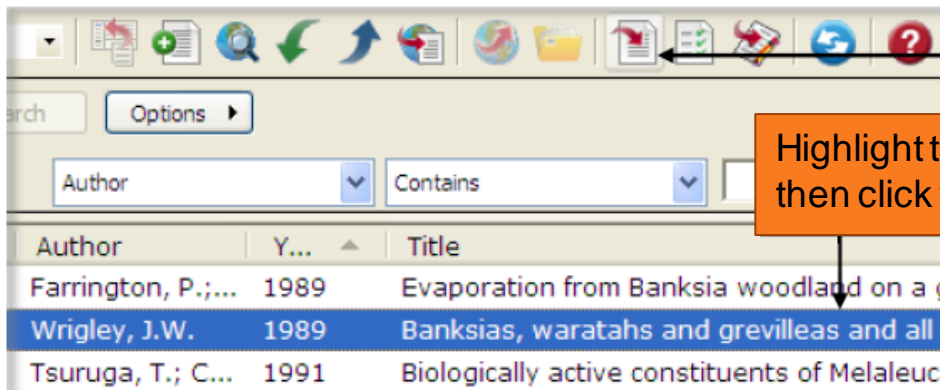
In your writing you will often integrate the author's name into your text, for example :

Wrigley & Fagg (1989) described the

In this case, you do not repeat the authors' name in a citation at the end of the section

To format your citation, place your cursor where you want the author's name to be – usually this will be at the start of your paraphrase

The sun, which much resembled the yolk of a sunny
cheerio falling off the back of a spoon when a spoon
set on top of it. Vivamus non lorem vitae leo congue
vel urna iaculis placerat. Donec feugiat dictum dui
vestibulum eros consectetur vel. They had but
embraced each other as tightly as that two-flavor



Highlight the reference you want, then click the Insert Citation button

(Wrigley & Fagg, 1989)
up egg, set over the sl
spoon is upside-down
lorem vitae leo congu
iaculis placerat. Donec
et vestibulum eros c
together, so they emb
string cheese that is
bland Cheddar and the
or just plain American
orange, yet they would

Cras id libero eros, in a
dictum luctus imperdi
tellus. Quisque vitae er
a flat stone forever ski
oblivious to it consistently, until she finally lost mo
overdose of fluoride as a child which caused her to lie
life as useless as an appendix and as lonely as a five-
steroid-free fitness center. Praesent sodales faucibus a
ante vel nisl euismod sed lobortis ipsum dictum. Proir
bibendum. In in diam ac turpis sagittis feugiat vitae
vitae fermentum faucibus, augue mauris dignissim
arcu at magna

The image shows a right-click context menu in a word processing application. The menu items are: Cut, Copy, Paste, Update Field, Edit Field..., Toggle Field Codes, Font..., Paragraph..., Bullets, and Numbering. The 'Edit Citation(s)' option is highlighted in yellow. A sub-menu is open below it, showing the following options: Default Format (checked), Display as: Author (Year) (highlighted in yellow), Exclude Author, Exclude Year, Exclude Author & Year, Show Only in Bibliography, and More... Arrows indicate the flow from the citation to the context menu, then to the 'Edit Citation(s)' option, and finally to the 'Display as: Author (Year)' option in the sub-menu.

Right-click on the citation you have just inserted,

Go to Edit Citation(s)
And select Display as : Author (Year)

Your citation will now be correctly formatted. i.e author's names incorporated into the sentence, separated with the word 'and', and followed by the date in parentheses

Wrigley and Fagg (1989) described the sun as resembling the yolk of a sunny-side up egg, set over the slight hill like a cheerio falling off the back of a spoon when a spoon is upside-down on a table and a cheerio is set on top of it. Vivamus non lorem vitae leo congue dapibus in nec neque. Nam sollicitudin arcu vel urna iaculis placerat. Donec feugiat dictum dui et luctus.

There may also be times where you have mentioned both the authors and the date of an article in your text, (for example, In his paper of 2008, Fourie reported that...) and therefore do not need either in your citation.

You do still need the reference in your bibliography, and you should use Endnote to insert this.

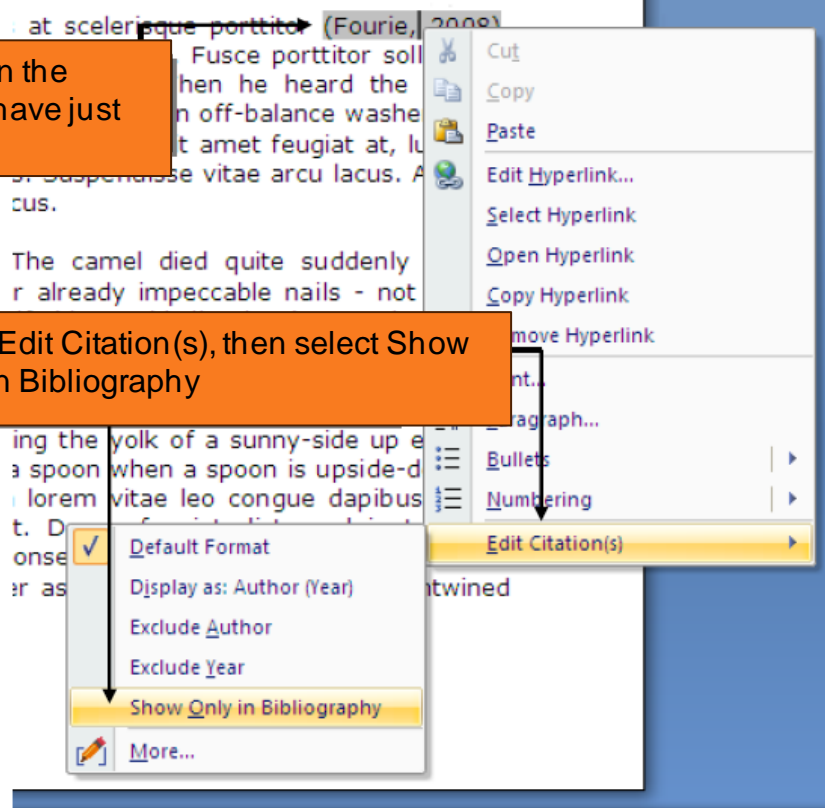
Type the year and author into your text

In his paper of 2008, Fourie reported that ut a metus at turpis scelerisque porttitor, Donec mauris quam, sodales vitae interdum id, faucibus vitae lacus. Fusce porttitor sollicitudin↑suscipit. Fusce r

Place your cursor where you would normally add the citation, i.e at the end of the sentence. Go to Endnote and add the citation in the usual way

Right-click on the citation you have just inserted

Go to Edit Citation(s), then select Show Only in Bibliography

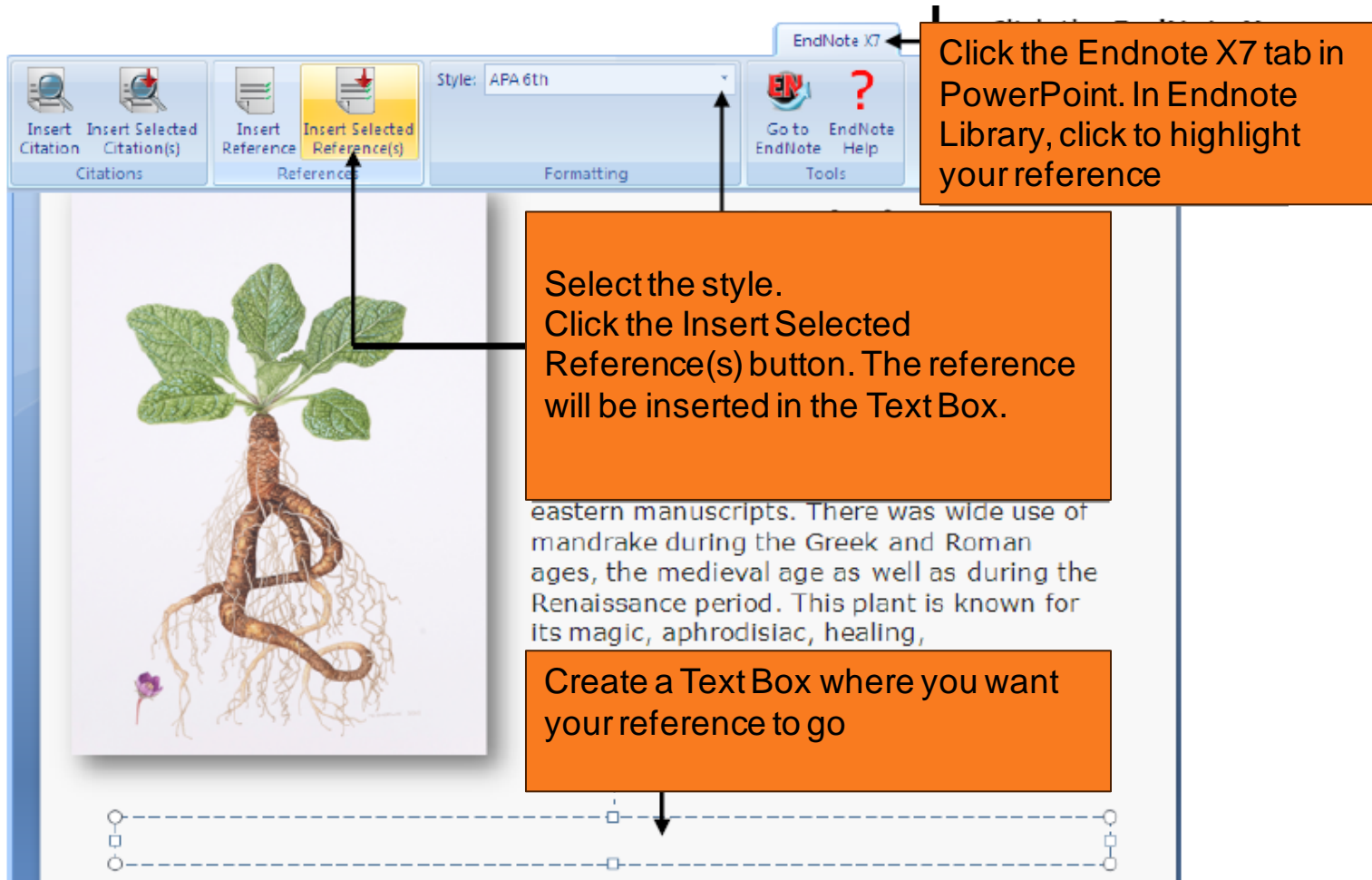


The citation will be removed from your text, but the coding remains which ensures that the reference will stay in your bibliography

& Wingfield, M. J.
s on Proteaceae in South
Africa. *Plant Pathology*, 52(5), 604. doi: 10.1046/j.1365-3059.2003.00879.x
Fourie, S. (2008). Composition of the soil seed bank in alien-invaded grassy fynbos: Potential for recovery after clearing. *South African Journal of Botany*, 74(3), 445-453.
Hoebee, S. E. (2011). Development and cross-species amplification of microsatellite markers from the endangered Wee Jasper *Grevillea* (*Grevillea iaspicula*, Proteaceae). *Muelleria*, 29(1), 93-96.

POWER POINT

Endnote X7 also has tools to insert citations and references in a Microsoft PowerPoint presentation. This functionality is only available for Windows




The screenshot shows the EndNote X7 interface. The top ribbon includes 'Citations' (Insert Citation, Insert Selected Citation(s)), 'References' (Insert Reference, Insert Selected Reference(s)), 'Formatting' (Style: APA 6th), and 'Tools' (Go to EndNote, EndNote Help). An orange callout box points to the 'EndNote X7' tab with the text: 'Click the Endnote X7 tab in PowerPoint. In Endnote Library, click to highlight your reference'. Another orange callout box points to the 'Insert Selected Reference(s)' button with the text: 'Select the style. Click the Insert Selected Reference(s) button. The reference will be inserted in the Text Box.' Below the ribbon, a text box contains the text: 'eastern manuscripts. There was wide use of mandrake during the Greek and Roman ages, the medieval age as well as during the Renaissance period. This plant is known for its magic, aphrodisiac, healing,'. A third orange callout box points to this text box with the text: 'Create a Text Box where you want your reference to go'. On the left, there is an image of a mandrake root plant. At the bottom, a dashed line with square markers indicates a text box boundary.

Click the Endnote X7 tab in PowerPoint. In Endnote Library, click to highlight your reference

Select the style. Click the Insert Selected Reference(s) button. The reference will be inserted in the Text Box.

eastern manuscripts. There was wide use of mandrake during the Greek and Roman ages, the medieval age as well as during the Renaissance period. This plant is known for its magic, aphrodisiac, healing,

Create a Text Box where you want your reference to go



Mandrake

The intoxicating power of mandrake and its history goes back throughout the ages. Mandrake's fame struck all European civilizations. References to mandrake go back as far as the Holy Bible (Old Testament) and even further back in ancient eastern manuscripts. There was wide use of mandrake during the Greek and Roman ages, the medieval age as well as during the Renaissance period. This plant is known for its magic, aphrodisiac, healing, hallucinogenic, as well as poisonous properties (Hanuš, Řezanka, Spižek, & Dembitsky, 2005).

Hanuš, L. O., Řezanka, T., Spižek, J., & Dembitsky, V. M. (2005). Substances isolated from *Mandragora* species. *Phytochemistry*, 66(20), 2408-2417. doi: 10.1016/j.phytochem.2005.07.016

Sherwin, N. (2010). *Mandragora officinarum* [Watercolour].

If you wish, you can also put citations into your text, by using the Insert Citation button

The Endnote tools in PowerPoint do not have the same level of functionality as those in Word. If you need to change your style, or edit citations or references, you will need to delete them and start again

Thank
you

