Class Outline

Inserting in-text citations and bibliographies/reference lists

Modifying citation styles; how to locate them online

Collaborating with EndNote CWYW

Troubleshooting common errors

Questions
Objectives

- Create in-text and bibliographies in Microsoft Word using two EndNote output (citation) styles
- Modify EndNote output (citation) styles
- Know best practices for collaborating with EndNote
EndNote

EndNote is available from the Research Information Technology Office (RITO)

https://www.unmc.edu/vcr/rito/software/endnote/index.html

Follow the instructions for UNMC owned workstations (Windows) and personal Windows and Mac + UNMC owned Mac computers.

Contact rito@unmc.edu for assistance with downloading or licensing questions.
Using the EndNote tab in Microsoft Word (desktop app)
Getting Started

1. When you download EndNote, the Cite While You Write (CWYW) tab is added to your Microsoft Office applications.
EndNote Toolbar

1. Insert citations; highlighted in EndNote or search; Alt + 7

2. Edit/modify in-text citations

3. Update reference lists; shows any changes made to citations

4. Use EndNote code {author, date} or show full in text citation & reference list. Toggle using instant formatting

5. Preferences; account; using EndNote Online
Inserting in-text citations and bibliography lists
Wikipedia in the Classroom: A Literature Review

Starting in 2001, Wikipedia developed into an online information source and is a multilingual, online encyclopedia maintained by volunteers (also known as Wikipedians) [Wikipedia, 2023]. This online tool does not present original research but knowledge that has already been established [Wikipedia, 2023]. While this resource holds information on various topics (media, health, news events, historical figures, etc.), its use in education is highly debated. Wikipedia is often presumed to be unreliable because of its open-source collaborative editing structure [Guven, 2020].

1. Place your cursor where you want to cite in the document
2. Click the Insert citation button in the EndNote tab
1. Option 1: Insert Selected Citation(s)
   - Place your cursor where you want to cite
   - Select/highlight a citation in your EndNote library and then click Insert Selected Citation(s) – OR click the quotation marks in your EndNote library
2. Option 2: Insert citation

- Place your cursor where you want to cite
- Search for citations in your EndNote library; search by author, keyword, journal, etc.
Inserting citations from a shared group (not yours)

Click Insert Citation and use the Drop Down to Shared Groups
Starting in 2001, Wikipedia developed into an online information source and is a multilingual, online encyclopedia maintained by volunteers (e.g., Wikipedians) (Wiki - Wikipedia, 2023) [Wikipedia, 2023]. This online tool does not present original research but knowledge that has already been established [Wikipedia, 2023]. While this resource holds information on various topics (media, health, news events, historical figures, etc.), its use in education is highly debated. Wikipedia is often presumed to be unreliable because of its open-source collaborative editing structure [Guven, 2020].
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In-text citation with EndNote code/short-hand; (if the citation has an empty author field, it’s left blank).

{author last name, date}
Is the Citation showing odd?

• Make sure your citations were entered correctly:
  • Author Names:
  • Website as an Author:
    • National Library of Medicine,
    • No spaces in the field boxes
    • Are you using the correct reference type?
    • Journal vs. website vs. book
Missing the comma after website name:

(Medicine, 2023)


Extra spacing in the citation

(Dowell & Bridges, 2019)

If you are using formulas in your manuscript that contain curly braces \{\}, EndNote might read this as a citation.

Here’s a quick fix:
Modifying Styles
• Select your preferred citation style
• Choose from the selected styles, or click on “select another style” to find more
• APA, JAMA, Vancouver, journal specific styles, etc.
Changing the style also updates your reference list/bibliography to make sure that the information provided is accurate and the resources used are reliable.

EndNote Output Styles

- Thousands of more citation styles are available online: https://endnote.com/downloads/styles/
- Download and save to your EndNote Styles folder (Documents > EndNote > Style) OR double click the file to open in EndNote and Save As
You can modify existing output styles in EndNote:
Tools > Output Styles > Edit …
Select the areas you want to modify; add additional items (address, authors, etc.) by clicking the Insert Field box.

Reach out to Danielle Westmark, or EndNote tech support, for help.
Collaborating with EndNote
Collaborating with EndNote

Be careful when emailing Word documents with EndNote citations. This can cause the connection/code to EndNote to break, and it may not longer work with your EndNote library.

If you must send a Word document via email, share the library with the colleague/collaborator/etc. and send the EndNote Library (*with the .data file*) with the Word doc.

You can create a **Traveling Library**, but this may create duplicated libraries (and a lot of them!)
Let’s Talk About Other Options
Step 1: Sync your EndNote Library

- EndNote 21 users can sync and share a library to up to 1000 users (EndNote 20.2 can share up to 400 users)
  - Edit > Preferences (Windows)/ EndNote > Preferences (Mac)
  - Click on Sync
  - Enable Sync or log in with your EndNote Online/Web account (this is NOT your UNMC NetID and Password; separate account)
Step 2: Share Your EndNote Library or Group

Share a Library
• File
• Share…

Share a Group
• Select the Group
• Click the “people” icon on the right hand side OR Group > Share Group… OR Right Click the group name > Share Group…
Teams / Office 365 (Online)

EndNote 21 Users Only

- Sync your EndNote Desktop Library to EndNote Web and share with colleagues (they must have access to EndNote 21 as well).
- In Teams or Microsoft Office 365 (Online)
  1. Home Tab > Add Ins (red box)
  2. More Add Ins
  3. Search for EndNote 21 and Click Add
  4. Log in with your EndNote Web account (this is NOT your UNMC NetID)
  5. This feature *should* add citations from your library, shared libraries and groups.

EndNote will insert the citations in EndNote code {last name, date} and the reference/bibliography list. Open the document in the Word app:
  1. In the EndNote Tab
     1. Click on Instant Formatting is Off
     2. If Instant Formatting is On, toggle it to Off and then On again.
Make sure to use the EndNote with the purple icon! Insert EndNote button is Microsoft Office's citation feature (does not work with your EndNote library)
Teams / Office 365 (Online)

Work around for EndNote 20 and earlier versions

1. Sync your EndNote library and share with colleagues.
2. Use the EndNote code {last name, date} to enter in citations. Can copy/paste from EndNote library.
3. Assign one person with access to the EndNote library to download the document
   1. Turn on or turn off/on Instant Formatting to view the references in the desired style format
   2. Opening the document in the app without downloading, and then saving back to Teams/Online, may break the EndNote code.
1. Right click a citation in your EndNote Library and select **Copy**

2. Paste where you want the citation to appear.
Did we meet our objectives?

- Create in-text and bibliographies in Microsoft Word using two EndNote output (citation) styles
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Resources

• EndNote Research Guide: 
  https://unmc.libguides.com/endnote

• EndNote Knowledge Base: 

• EndNote tech support:
  • Ph: 1-855-258-5858; Option 2 for EndNote
  • EndNote.support@clarivate.com