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Introduction to EndNote X8



Anne Sherwin
Academic Support Librarian for
Computing, Science and Engineering
a.sherwin@salford.ac.uk

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Part 1: Introduction

What is EndNote?

EndNote is a reference management software package which is used to manage bibliographies and references when writing assignments, dissertations, theses and articles. The software is available for both PC and Mac, and there is a web version which you can use anywhere.

EndNote allows you to:

- Store all the references that you find during your research. They can be exported automatically from most databases, or entered manually.
- Store PDF files, pictures, graphs, tables, etc.
- Add citations to your work and create bibliographies in any output style (e.g. APA, Chicago, MLA and Vancouver). There are over 6,000 styles to choose from.

How to obtain EndNote

EndNote X8 is available on all the PCs in the University's open access PC suites.

If you wish to obtain EndNote X8 for a 'personal' University-networked PC in an office or postgraduate room:

- Go to the IT Services website: <http://www.salford.ac.uk/its>
- Click the **Help and Support** tab at the top of the screen.
- Click the **Make a request** icon.
- Scroll down to EndNote, click it and fill in your details on the form.

Make a request



EndNote for home use

If you wish to purchase your own EndNote licence for Windows or Mac, you can receive a student discount by ordering it via the *Student Software Portal* at:

<https://lssoftware.salford.ac.uk/>

There is also a Web version of EndNote that you can use anywhere. It is less sophisticated than the software version, but it is useful for making a back-up of your EndNote library, sharing references – and it is yours for life.

Please see Part 6, pp. 46-48, for more information about EndNote Online.

Part 2: The EndNote Library

An introduction to EndNote libraries

- Your EndNote references are stored in a database called a *Library*. EndNote libraries have the file extension **.enl**.

This is the file you open. →

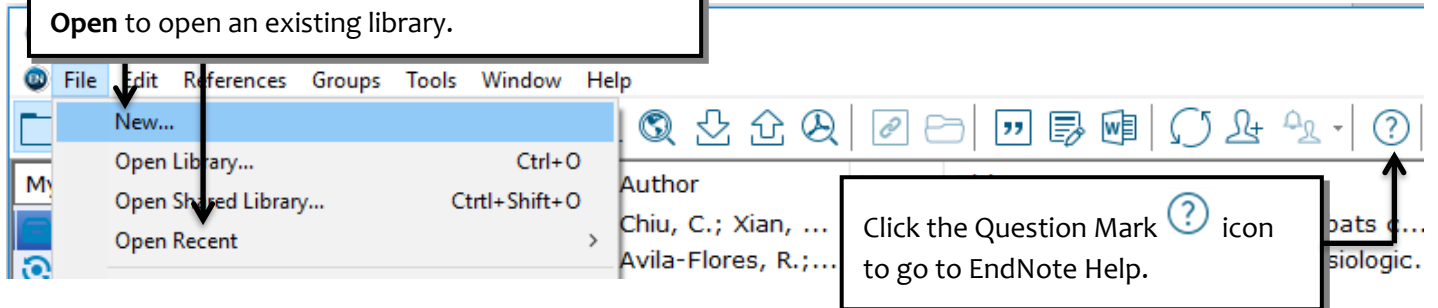


- Each Library has a corresponding folder with the extension **.Data**. This folder will have the same name as the Library, and it is where images, PDF files, etc. are stored. If you move, copy, rename or delete a Library remember to do the same with its corresponding **.Data** folder.
- There is no limit to the number of references you can store in a Library, although it is recommended that you do not exceed 100,000 to maintain efficient performance of the database.
- Although the software allows you to create as many Libraries as you wish, it is strongly recommended that you keep all your references in just one Library. This way you will know where to find them, and will not create duplicate records in other Libraries.
- Within your Library you can create *Groups* (or subsets) to help you organise your references. See Part 4, pp. 25-29, for information about creating and using Groups.
- References can be transferred easily between EndNote X8 and EndNote Online, so you may choose to use the full software when you are University and the Web version when you are at home. It is highly recommended that you use EndNote Online to back up your EndNote references. You can also use EndNote Online to share references and work collaboratively with others. Please see p. 46 for information about EndNote Sync.
- Each EndNote record stores the information required to reference it in a bibliography. Other information, to help you with your research, such as keywords, notes, abstracts and URLs can be stored in a record as well. You can also attach PDF files and images to EndNote records, and you can annotate PDFs with highlights and your own comments.
- EndNote X8 allows you to share your entire EndNote library with up to one hundred people (who are using EndNote X7 or X8), no matter where they are located or what organisation they are affiliated with, and everyone can add to, annotate and use the library at the same time. If you are working as part of a research team and wish to use this service, please see the advice at:

<http://endnote.com/product-details/library-sharing>

Library overview

Go to **File** then **New** to make a new library, or **Open** to open an existing library.



The EndNote Library screen is split into three panes: a **Reference List** pane, a **Groups** pane, and a **Tab** pane.

The Reference List Pane.
This shows a list of all your references, each displayed as a single line.
You can sort the references by clicking on a column heading.

The Groups Pane.
These are subsets (or folders) of references saved for easy retrieval. Click on the title of a group to see its contents displayed in the Reference List pane.

The Tabs Pane.
This includes tabs to three commonly used functions – *Reference*, *Preview* and *Attached PDF*.

Reference overview

To see all the details for a reference you can either use the Reference tab, or double-click on it in the Reference List pane.

- Fraser, M. S. 2002 Problem Solving Skills in young yellow ... Animal Cognition
- Mink, M. S. 2002 Problem Solving Skills in young yellow ... Animal Cognition
- Goto, K.; Watana... 2012 Large-billed crows (*Corvus macrorhyn...* Animal Cognition
- Greenhall, Arthur M. 1982 House bat management
- Grothe, B.; Park, ... 2000 Structure and function of the bat sup... Microscopy Research and T...

Each reference has its own unique number. EndNote uses these numbers for formatting, and they cannot be changed.

The font and size should both be set as **Plain**, unless you need a special style for a character. You do NOT need to set italics or bold; EndNote will do this for you.

Use the **Aa** button if you need to change case – for example, for titles imported all in capitals.

Use the **Options** button to hide or display empty fields in the record, and display the Ratings tool.

When you are typing in numbers, for example, for pages or volumes, you do not need to type v. or pp. before them – just the numbers.

When you have finished editing a record, click the small **[X]** close button. This will save any changes you have made to it.


As well as the fields that are required to format your bibliography, EndNote provides a number of fields for your own use, for example, to write your own research notes, and attach files and images. How you use these fields is your own choice.

regarding the manuscript. We also wish to thank Ei-Ichi Izawa for his support in the care and maintenance of the laboratory. This research was supported in part by a Grant-in-Aid for Scientific Research (#18/5950 and #22/00271) from the Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT), given to the first author and the Global COE Program (D029) of Keio University.
Springer heidelberg
Heidelberg

Research Notes

URL
<https://link.springer.com/content/pdf/10.1007/s10071-012-9400-0.pdf>

File Attachments

 Goto-2012... crows (Cor...

Author Address
[Goto, Kazuhiro; Watanabe, Shigeru] Keio Univ, Dept Psychol, Minato Ku, Tokyo 1088345, Japan. [Goto, Kazuhiro] Kyoto

Added to Library: 15/03/2013 Last Updated: 11/07/2017

EndNote has some features to help with your information management. To help you keep track of your workload you can mark records when you have read them, and also assign a rating to remind yourself how useful you found the paper.

Recently Added is a temporary group showing recent additions to your library.

Click the status button to mark when you have read an article.

The paperclip indicates that a file has been attached to the record.

Use the Rating tool to mark how useful you have found a paper. You can either click here to assign stars, or do this in the Rating field within the open record.

Author	Year	Title	Rating
Brinklov, S.; Kal...	2009	Intense echolocation calls from two '...	
Bunkley, Jessie	2015	Anthropogenic noise alters bat activit...	
Chiu, Chen; Mo...	2007	The role of the external ear in vertical...	
Chiu, C.; Xian, ...	2008	Flying in silence: Echolocating bats c...	★★★★
Clayton, N. S.; ...	2009	What do jays know about other minds...	
Cussen, Victoria...	2017	Psittacine cognition: Individual differe...	
DeLong, C. M.; ...	2008	Evidence for spatial representation of...	★★★
Emery, N. J.	2006		
Emery, N. J.; Cl...	2009		

Creating your own EndNote library

Go to the **File** menu and select **New**.

Open your F: drive, and give your library a new name if you wish. Note that it must be saved as **EndNote Library (*.enl)**.

Click **Save**. Your new Library will have been created and will open automatically.

File name: My EndNote Library.enl

Save as type: EndNote Library (*.enl)

Buttons: Save, Cancel

Importing a Term List for journal titles

Depending on the subject area you are working in you may wish to import a Journal Term List into your EndNote Library before you start saving any references.

If you are working in fields such as Medicine and Biosciences, some referencing styles require you to use officially recognised abbreviations for journal titles and other styles want full journal titles – and the databases you are retrieving records from may use full titles or abbreviated titles. A Journal Term List will give you the flexibility to use either form of title.

The image shows the EndNote X8 interface with the **Tools** menu open. The **Open Term Lists** option is selected, and the **Journals Term List** is highlighted in the submenu. A callout box points to this path with the text: "Go to the **Tools** menu and select **Open Term Lists**, then **Journal Terms List**."

Below this, the **Term Lists** dialog box is shown. The **Lists** tab is selected, and **Journals** is chosen from the list. A callout box points to this with the text: "Go to the **Lists** tab and select **Journals**, then click **Import List**."

At the bottom left, a text block provides instructions: "Choose the subject list you want (Medical is the most comprehensive) then click **Open**. The list of journal titles and their corresponding abbreviations will be imported into EndNote."

The **Term Lists** dialog box also shows the **Import List...** button, which is highlighted by an arrow from the text block.

Part 3: Adding References to Your Library

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 without having to re-type all the information yourself.

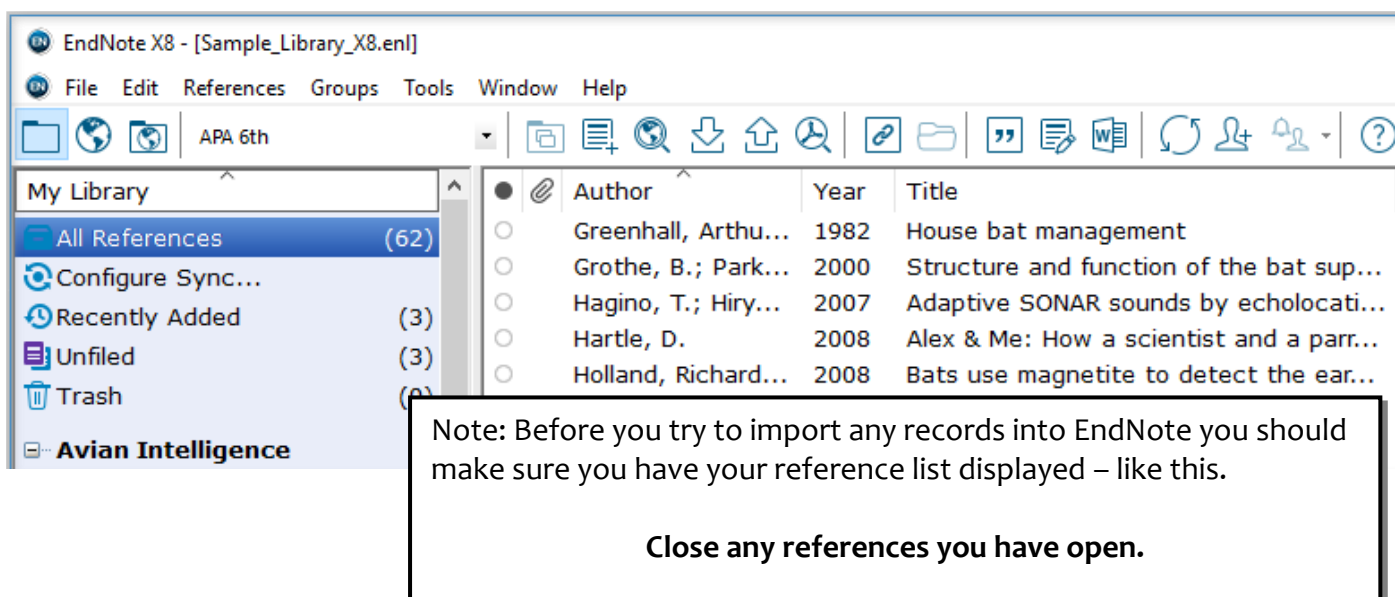
Most databases contain a *download* or *export* button that will send your search results directly to EndNote, pick the correct import option to start the import process. If you have your EndNote Library open before you start your records will be imported automatically. If your Library is not open EndNote will prompt you to open it.

In a few databases importing records is a two-step process where you save the results of your search into a file, then import that file into your EndNote library using an *Import Filter*.

For instructions about how to import records into EndNote from the databases provided by the Library, please see the separate guide: “*Instructions for Downloading from Databases into EndNote*”, available at:

www.salford.ac.uk/library/help/workbooks/endnotedwnld.pdf

Please note that with some databases it is not possible to import references automatically into EndNote. In these cases you will need to either type the information in manually or copy and paste it into the appropriate reference form, following the instructions on pp. 22-23 of this guide.



The screenshot shows the EndNote X8 application window. The title bar reads "EndNote X8 - [Sample_Library_X8.enl]". The menu bar includes "File", "Edit", "References", "Groups", "Tools", "Window", and "Help". The toolbar contains various icons for file operations and reference management. On the left, the "My Library" pane shows a list of folders: "All References (62)", "Configure Sync...", "Recently Added (3)", "Unfiled (3)", "Trash (0)", and "Avian Intelligence". The main pane displays a table of references with columns for "Author", "Year", and "Title".

Author	Year	Title
Greenhall, Arthu...	1982	House bat management
Grothe, B.; Park...	2000	Structure and function of the bat sup...
Hagino, T.; Hiry...	2007	Adaptive SONAR sounds by echolocati...
Hartle, D.	2008	Alex & Me: How a scientist and a parr...
Holland, Richard...	2008	Bats use magnetite to detect the ear...

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

Close any references you have open.

Importing references from Web of Science

1. Open Internet Explorer and go to
<http://www.salford.ac.uk/library/access-to-e-resources>
2. Click the letter **W**, then the **Web of Science** link.
3. Click the red **Link to database** button.

Basic Search Cited Reference Search

zombie science

Topic

Search

+ Add Another Field | Reset Form

5. At the results screen, tick the checkboxes next to the records you want.

2. **Social death, melancholia, and zombies: Same patterns?**
By: Charlier, P.; Deo, S.; Hassin, J.; et al.
MEDICAL HYPOTHESES Volume: 101 Pages: 59-60 Published:
☒ Find it @ Salford [Full Text from Publisher](#)

3. **Fighting exclusion: a multimedia mobile app with zombie engagement and design**
By: Prandi, Catia; Roccetti, Marco; Salomoni, Paola; et al.
MULTIMEDIA TOOLS AND APPLICATIONS Volume: 76 Issue: 4

Select Page 5K

1. **Zombie projects, negative net**
International Map of the World
By: Rankin, William
SOCIAL STUDIES OF SCIENCE V
2017

Save to EndNote online
Save to EndNote online
Save to EndNote desktop
Save to ResearcherID - I wrote these
Save to Other File Formats

6. Go to the top of the page, and select **Save to EndNote desktop** from the menu.

Send to EndNote

8 records selected

Record Content: **Author, Title, Source, Abstract**

Send Cancel

7. Select **Author, Title, Source, Abstract** from the menu, then click **Send**.

8. Return to your EndNote library. Note that the references you have just downloaded are in a Group called **Imported References**.

To open a reference double-click on it in the list.

Author	Year	Title	Rating	Journal
Adams, Axel J.; ...	2017	"Zombie" Outbreak Caused by the Syn...		New Engla
Attebery, Stina	2016	Zombie tapeworms in late capitalism: ...		Medical Hi
Charlier, P.; Deo...	2017	Social death, melancholia, and zombie...		Medical H
Lopez-Pellisa, T...	2017	THE SPANISH DRAMATURGES AND TH...		Anales De
Prandi, Catia; R...	2017	Fighting exclusion: a multimedia mobil...		Multimedia
Rankin, William	2017	Zombie projects, negative networks, ...		Social Stu
Schneider, Davi...	2016	What Can Vampires Teach Us about I...		Trends in
Sorensen, Mads...	2017	Studies of national research performa...		Science a

Editing records

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

Lopez-Pellisa, T. (2017). THE SPANISH DRAMATURGES AND THE DISTOPIC: THEATER AND SCIENCE FICTION IN THE 21ST CENTURY. *Anales De La Literatura Espanola Contemporanea*, 42(2), 335-.

Open the record and highlight the text you wish to correct.

Click the **Change Case [Aa]** button and make your selection, then click the **Close [X]** button to save your changes.

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.

Remember to replace capital letters for any proper nouns. The above reference will now be correctly formatted, as such:

Lopez-Pellisa, T. (2017). The Spanish dramaturges and the distopic: Theater and science fiction in the 21st century. *Anales De La Literatura Espanola Contemporanea*, 42(2), 335-.

Importing references from Academic Search Premier

- Go to the *Resources* page at:
<http://www.salford.ac.uk/library/access-to-e-resources>
- Click the letter **A**, then the **Academic Search Premier** link.
- Click **Link to database**.

Note: We subscribe to a number of EBSCO databases which cover different subject areas and include many fulltext articles.
You can select other databases to search by going to the **Choose Databases** link.

Searching: **Academic Search Premier** | [Choose Databases](#)

☐ Suggest Subject Terms

zombie apocalypse Select a Field (optional) Search

AND Select a Field (optional)

AND Select a Field (optional)

Type in your search terms, then click the **Search** button.

Search Results: 1 - 10 of 165 Relevance Page Options Share

1. How to Survive the **Apocalypse: Zombies, Cylons, Faith, and Politics at the End of the World.**

By: Otto, Sean. Reviews in Religion & Theology. Jul2017, Vol. 24 Issue 3, p519-521. 3p. DOI: 10.1111/rirt.12998.

Subjects: ZOMBIES; APOCALYPSE; NONFICTION; HOW to Survive the Apocalypse: Zombies, Cylons, Faith & Politics at the End of the World (Book); JOUSTRA, Robert; WILKINSON, Alissa

[Find it @ Salford](#)

2. Laughing off a **Zombie Apocalypse: The Value of Comedy and Satirical Narratives.**

By: PAYNE, RODGER A. International Studies Perspectives. May2017, Vol. 18 Issue 2, p211-224. 14p. DOI: 10.1093/isp/ekv026.

Subjects: NARRATIVES; ZOMBIES; CRITICAL theory; HUMAN security; INTERNATIONAL affairs

Folder has items

- Scavenge, Slay, Survive: ...
- Are We the Walking Dead? ...
- Family Splatters: Rescuin...

Go to: [Folder View](#)

At the results page, click the blue folder icon for each of the references you want to save.

When you have finished making your selection scroll up to the top of the page and click the **Folder View** link.

Click the **Select** box, so that all the records are ticked.

Click the **Export** icon.

Articles
1-6 of 6
Page: 1

Name ▾ Page Options ▾

☒ Select / deselect all

☒ 1. **Are We the Walking Dead? Burnout as Zombie Apocalypse.**

By: Doolittle, Benjamin R. Annals of Family Medicine. Nov/Dec2016, Vol. 14 Issue 6, p578-580. 3p. DOI: 10.1370/afm.1975. , Database: Academic Search Premier

Subjects: BURNOUT (Psychology); JOB stress; PSYCHOLOGY of physicians; WORK-life balance; WALKING Dead, The (TV program)

PDF Full Text (2.1MB)

Print
E-mail
Save as File
Export

Number of items to be saved: 6

☐ Remove these items from folder after saving

Save citations to a file formatted for:

- ☒ Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)
- ☐ Direct Export to EndNote Web
- ☐ Direct Export to BibTeX
- ☐ Direct Export to MARC21

Click the **Direct Export to EndNote, ProCite ...** button, then click the **Save** button.

Remember to check that the information that you have just imported into EndNote is correct and complete. If necessary, edit any records according to the instructions on p. 9.

EndNote X8 - [My EndNote Library.enl]

File Edit References Groups Tools Window Help

APA 6th

My Library

- All References (16)
- Imported References (6)
- Configure Sync...
- Recently Added (16)
- Unfiled (16)
- Trash (0)

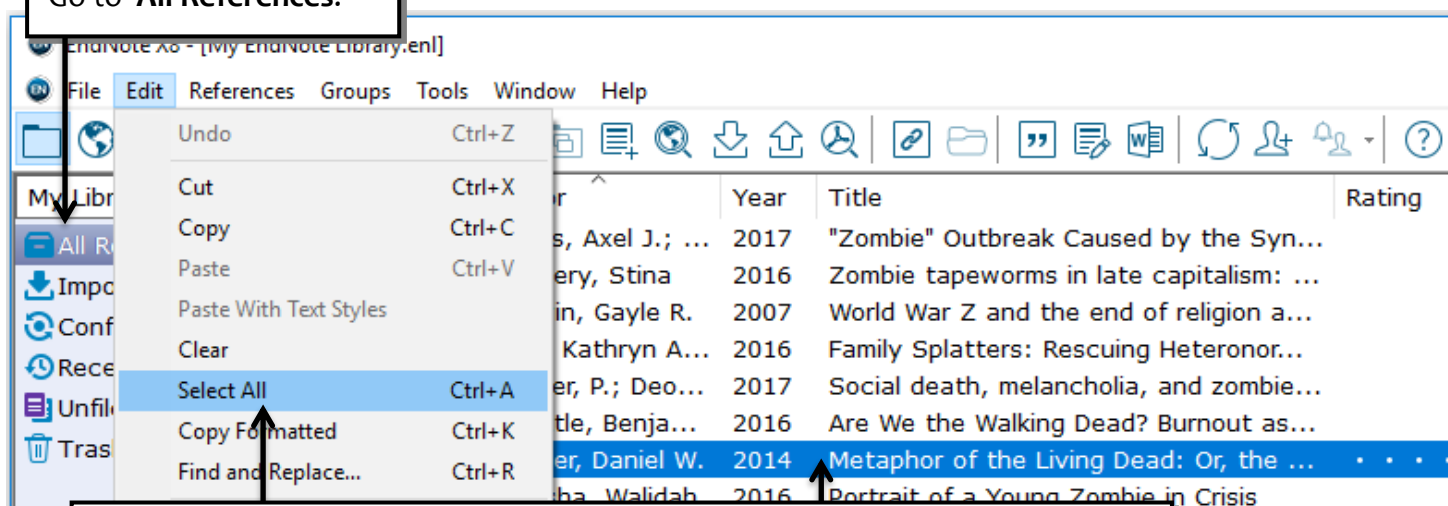
Author	Year	Title
Cady, Kathryn A...	2016	Family Splatters: Rescuing H...
Doolittle, Benja...	2016	Are We the Walking Dead? Bu...
Drezner, Daniel W.	2014	Metaphor of the Living Dead:
Otto, Sean	2017	How to Survive the Apocalyp...
Payne, Rodger A.	2017	Laughing off a Zombie Apoca...
Schmeink, Lars	2016	"Scavenge, Slay, Survive": T...

Importing the fulltext PDFs

EndNote can locate and import fulltext PDF articles. Select one or more references, a group, or your entire library and have EndNote scan for fulltext available to you. When the fulltext is found, EndNote downloads it and links it to the appropriate reference automatically.

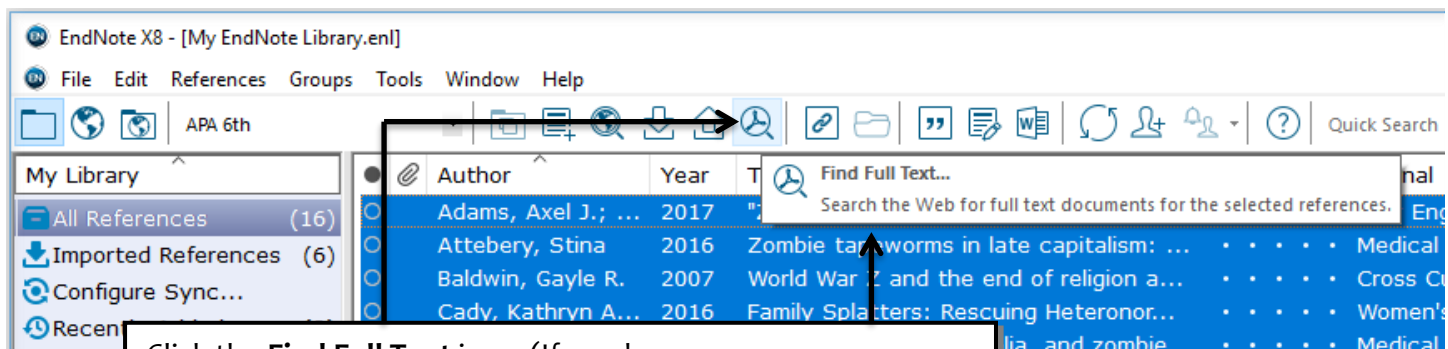
Please note that the success of this facility will depend on which database you got the references from, and whether we have access to the fulltext articles. It will also be more successful when you are using a University-network PC, as the system will recognise that you are entitled to fulltext access.

Go to **All References**.



The screenshot shows the EndNote X8 application window. The 'Edit' menu is open, and 'Select All' is highlighted. The reference list is visible in the background, with one row highlighted in blue. A text box at the bottom explains the next steps.

Click on one of the items in the Reference List area, so that it is highlighted, then go to the **Edit** menu and choose **Select All** (or use the <Ctrl> + A keys). This will highlight all the references in the list.



The screenshot shows the EndNote X8 application window with the 'Find Full Text' icon highlighted in the toolbar. A text box at the bottom explains the next steps.

Click the **Find Full Text** icon. (If you hover your mouse over the icons these boxes will tell you what they are for.)

EndNote will start searching for the PDFs.

If the download has been successful you will see a paperclip icon in the Reference pane, which indicates there is a file attached.

The PDF will be displayed in the Preview pane. Click the **Open PDF** icon to open it full size.

Author	Year	Title
Urienabarrenetx...	2017	Living with zombie companie
Otto, Sean	2017	How to Survive the Apocalyp
Doolittle, Benja...	2016	Are We the Walking Dead? B
Schneider, Davi...	2016	What Can Vampires Teach U
Prandi, Catia; R...	2017	Fighting exclusion: a multime
Rankin, William	2017	Zombie projects, negative n
Steinkraus, Don...	2017	Zombie soldier beetles: Epiz
Sorensen, Mads...	2017	
Schmeink, Lars	2016	
Payne, Rodger A.	2017	
Morgan, Jules	2015	Hungry and angry: could we
Mashour, Georg...	2008	Inverse zombies, anesthesia
Lopez-Pellisa, T...	2017	The Spanish dramaturges an
Jaskowski, Marcin	2015	Should zombie lending alway

Reference | Preview | Prandi-2017-Fig

Open PDF
Open this PDF in a reference window.

Fighting exclusion: a multimedia mobile app with zombies and maps as a medium for civic engagement and design

Abstract: This paper presents a study on urban data crowdsourcing driven by Geo-Zombie, a multimedia mobile application we designed and developed to engage pedestrians in taking note of urban architectural impediments and facilities by documenting them through pictures and multimedia data. Geo-Zombie aims at transferring the civic activity of contributing into a virtual gamified experience where players attempt to escape from horrific situations in which zombies are ready to cannibalize unsuspecting walkers. In some sense, walkers that kill zombies deeply reconnect with the concept of imminent danger which can be fought resorting to appropriate civic actions. To challenge our initial hypotheses we conducted a design process, starting with a concert generation where three different concerts were discussed

Attaching PDFs manually

If EndNote cannot find and attach the PDF for you automatically (see pp. 12-13) you can try to find the file yourself, save it, and then attach it to the reference manually.

Click to highlight the item you want, then click the **Open Link** icon. This will return you to the database it came from.

Open Link (Ctrl+G)
Open default browser and access the first URL defined in the reference. ...

Author	Year	Title	Source
Baldwin, Gayl...	2007	World War Z and the end of religion a...	Medical Hu...
Cady, Kathry...	2016	Family Splatters: Rescuing Heteronor...	Cross Curre...
Charlier, P.; ...	2017	Social death, melancholia, and zombie...	Women's St...
			Medical Hyp...

If the PDF is available, save it somewhere you will be able to find it again – for example, your F: drive or Desktop.

Detailed Record

PDF Full Text

Please note that you won't always be able to access fulltext articles – the Library does not subscribe to everything! For things we do not have, use our Document Delivery Service:

<http://www.salford.ac.uk/library/use/document-delivery>

Make sure you have the correct reference highlighted.

Medical Hu...	14/07/2017
Cross Curre...	12/07/2017
Women's St...	13/07/2017
Medical Hyp...	13/07/2017
Medical Hyp...	14/07/2017
Fungal Ecol...	14/07/2017

Now Search Panel

Reference Preview Attached PDFs

Reference Type: Journal Article

Rating

Author: Cady, Oates,

Attach File...

Once you have saved the PDF click the **Attach File** (paperclip) icon in the Preview Pane.

Network

PDF ContentServer.pdf
Adobe Acrobat Document
435 KB

File name: ContentServer.pdf

Files of type: All Files (*.*)

Open Cancel

☒ Copy this file to the default file attachment folder and create a relative link.

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

The file will now be attached to the EndNote record, and will display in the Preview Pane. Click on the **Open PDF** icon to open it full size.

Year	Title	Rating	Journal
2017	"Zombie" Outbreak Caused by the Syn...		New Engla
2016	Zombie tapeworms in late capitalism: ...		Medical Hu
2007	World War Z and the end of religion a...		Cross Curre
2016	Family Splatters: Rescuing Heteronorm...	Women's S
2017	Social death, melancholia, and zombie...		Medical Hy
2017	Social death, melancholia, and zombie...		Medical Hy
2017	Zombie ant heads are oriented relativ...		Fungal Ecc
2016	A deterministic version of the game of...		Discrete A
2016	Of clouds and zombies: How and whe...		Journal of

To save your changes, click somewhere else in your Reference Pane, then click **Yes** when prompted.

Cady-Family Splatters_ Rescuing Heteronormativ.pdf

1 / 19 65%

WOMEN'S STUDIES IN COMMUNICATION
2016, VOL. 19, NO. 3, 200-220
https://doi.org/10.1080/15393045.2016.1194655

ESSAY

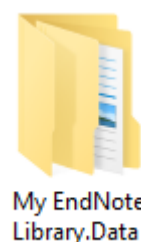
Family Splatters: Rescuing Heteronormativity from the Zombie Apocalypse

Kathryn A. Cady^a and Thomas Oates^b

^aDepartment of Communication, Northern Illinois University, DeKalb, Illinois, USA; ^bDepartment of American Studies and School of Journalism and Mass Communication, University of Iowa, Iowa City, Iowa, USA

ABSTRACT KEYWORDS

When you insert a PDF file or an image, EndNote copies the file and places the copy in a .DATA folder, which is found in the same folder as the main library file. If you move your library to a different computer, , remember to always copy the .DATA folder along with the library.



Annotating PDFs

EndNote allows you to easily view and annotate the PDFs you have attached to your references. Open the PDF you want to read, using the **Open PDF** icon (see p. 14).

Use these icons to Save, Print or Email the PDF and your annotations.

Use the **Highlight** icon if you wish to highlight any text.

unlikely. Meaning this intervention is of little value in the clinical environment. However, if a health professional witnesses a colleague actually being bitten by an infected patient. **It may be prudent (assuming a machete or sword is to hand) to render a sudden amputation. In these cases a verbal consent would be advised or recommended.**

2 **Isolation:** Patients should be nursed under strict contact conditions by following specific... It is noted too that patients in... also referred to as 'victims' and... sten & Grahame-Smith (2009). ... may enhance the patients' sense of... ion diminishing, rather than built... appropriate the... pending zombi... to deal with v...

staff labelling patients too.

3 **Infection control:** Nurses, other health visitors should be encouraged to maintain infection control practices (see above)

particularly important as a further record of the conditions aetiology and as a predictor of the deterioration of the patient's condition. All notes and charts should be kept outside the patient's room to limit contamination and ensure the nurse is not attacked while focused on documentation activity.

Additional nursing interventions

Additional nursing interventions are employed to support the patient as their symptoms become progressively more terminal.

1 **Observations:** Should be made of TPR B/P/skin condition (turgor, moisture, temperature, colour)/infection site

07/14/2017 03:27 PM

Use this as a direct quote?

If you would like to write any comments on the PDF click the **Sticky** icon, then click where you would like to write your comment. A balloon will appear. Double-click on it. This will open a box where you can type your comments. When you have finished click the cross in the corner to close the comment box.

To find your notes later use the EndNote Search Panel. You may need to click on the arrows to see it.

Search

Options

PDF Notes

Any Field

Any Field + PDF with Notes

PDF

PDF Notes

Author

First Author

Contains

quote

Search Whole Library

Match Case

Match Words

Select **PDF Notes** from the menu, then type in words you used in your sticky note.

Click the Search button, and any references with matching PDF notes will be displayed.

Importing PDFs to create new records

EndNote allows you to convert existing collections of PDF files into EndNote records, by extracting DOI information from the PDF files, matching it with data from CrossRef (www.crossref.org) and capturing bibliographic content.

Therefore, to work, the article will need to have the DOI number printed on it somewhere.

Collection Building
32/2 (2013) 46–50
© Emerald Group Publishing Limited
[DOI 10.1108/01604951311322011]

What is a DOI?

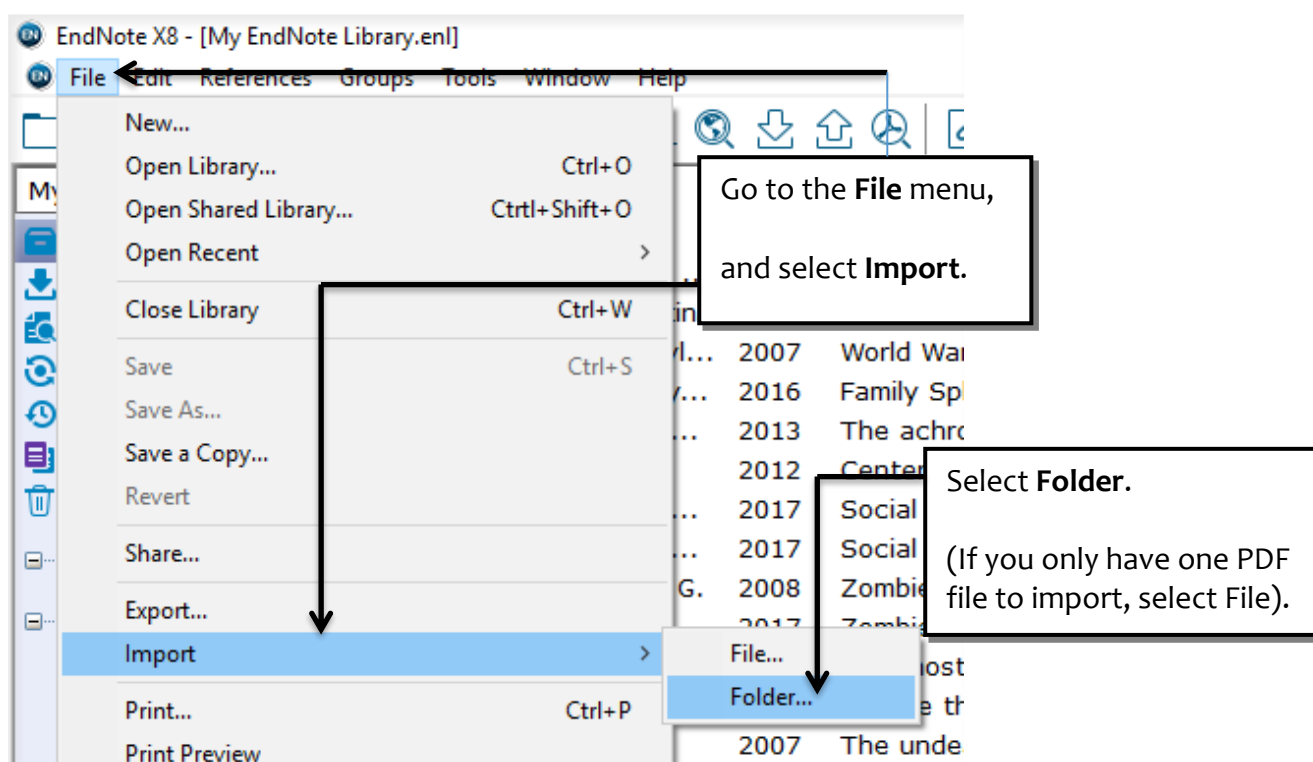
A DOI (Digital Object Identifier) is a unique string of characters used to identify an electronic journal article or (less frequently) an electronic book. Unlike a URL, a DOI is permanent – therefore using a DOI in a bibliographic reference provides a persistent link to the article.

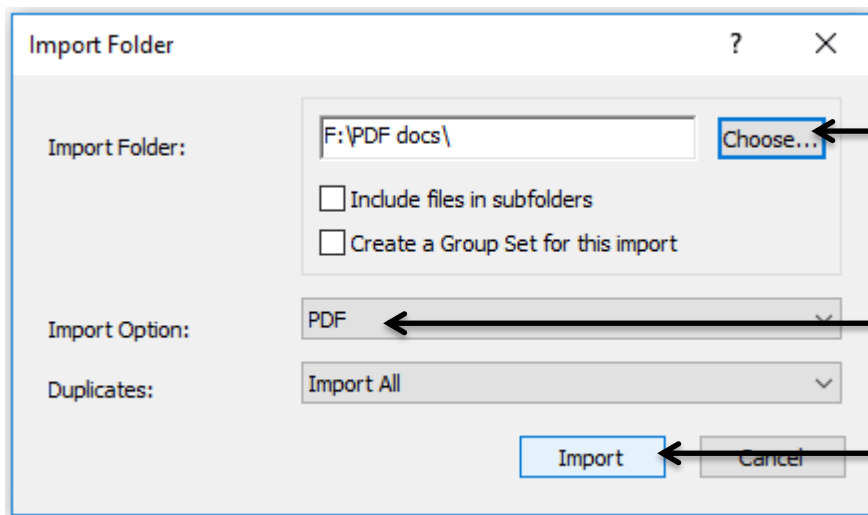
To retrieve an article where you have the DOI, turn it into a URL by preceding the DOI with the following:

<http://dx.doi.org/>

e.g. [http://dx.doi.org/10.1016/S1474-4422\(14\)70320-5](http://dx.doi.org/10.1016/S1474-4422(14)70320-5)

Before you start you should save your PDF files into a single folder – this will make the importing quicker.





Click the **Choose** button and browse to the folder where you've got your PDF files saved.

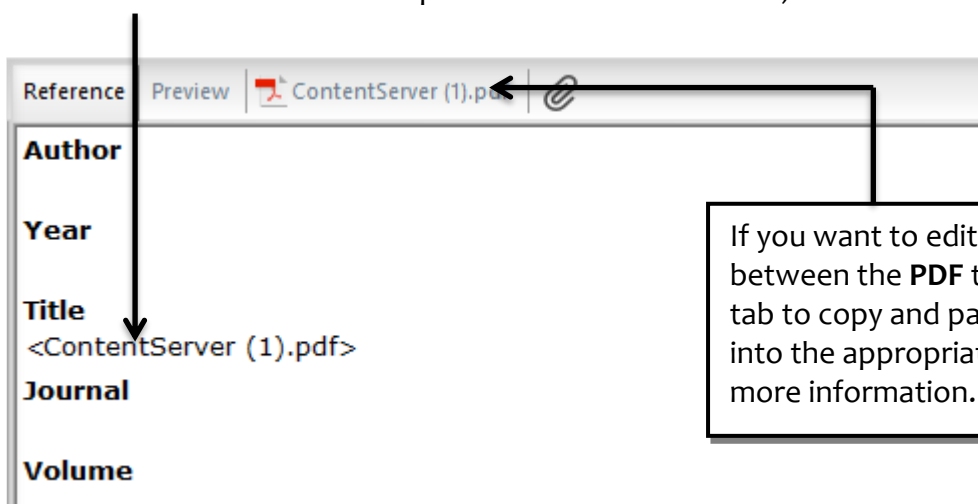
Select **PDF** from the **Import Option** menu (if it is not already selected).

Click the **Import** button.

The PDF files will be imported (you can see this from the paperclip icon) and the records will be created from the information in each file.

	Author	Year	Title	Rating	Journal	Last Updated
●			<ContentServer (1).pdf>			17/07/2017
○	Fitzpatrick, ...	2016	A deterministic version of the game of...		Discrete Ap...	17/07/2017
○	Morgan, Jules	2015	Hungry and angry: could we survive a...		The Lancet...	17/07/2017
●	Sarah Juliet, ...	2017	Asking Zombies about Zombies		Journal of ...	17/07/2017

If you import a PDF that doesn't have a DOI, or the DOI is incorrect, it will create an EndNote reference that looks like this. The file will be attached to the record, but the only information that has been captured will be the filename, which is used as the title.



If you want to edit the record, alternate between the **PDF** tab and the **Reference** tab to copy and paste the information into the appropriate fields – see p. 4 for more information.

Or you might prefer to search for the record again, and import the reference from a database or Google Scholar.

Importing references from Google Scholar

- Open Internet Explorer and go to <http://scholar.google.co.uk/>
- Enter your search.

Zombies and the function of consciousness

[O Flanagan](#), [T Polger](#) - *Journal of Consciousness Studies*, 1995 - ingentaconnect.com

Todd Moody's Zombie Earth thought experiment is an attempt to show that 'conscious inessentialism' is false or in need of qualification. We defend conscious inessentialism against his criticisms, and argue that zombie thought experiments highlight the difficulty of ...

[Cited by 61](#) [Related articles](#) [All 5 versions](#) [Cite](#) [Save](#)

Click the **Cite** link under the reference you want.

Cite

Copy and paste a formatted citation or use one of the links to import into a bibliography manager.

MLA Flanagan, Owen, and Thomas Polger. "Zombies and the function of consciousness." *Journal of Consciousness Studies* 2.4 (1995): 313-321.

APA Flanagan, O., & Polger, T. (1995). Zombies and the function of consciousness. *Journal of Consciousness Studies*, 2(4), 313-321.

Chicago Flanagan, Owen, and Thomas Polger. "Zombies and the function of consciousness." *Journal of Consciousness Studies* 2, no. 4 (1995): 313-321.

Harvard Flanagan, O. and Polger, T., 1995. Zombies and the function of consciousness. *Journal of Consciousness Studies*, 2(4), pp.313-321.

Vancouver Flanagan O, Polger T. Zombies and the function of consciousness. *Journal of Consciousness Studies*. 1995 Apr 1;2(4):313-21.

[BibTeX](#) [EndNote](#) [RefMan](#) [RefWorks](#)

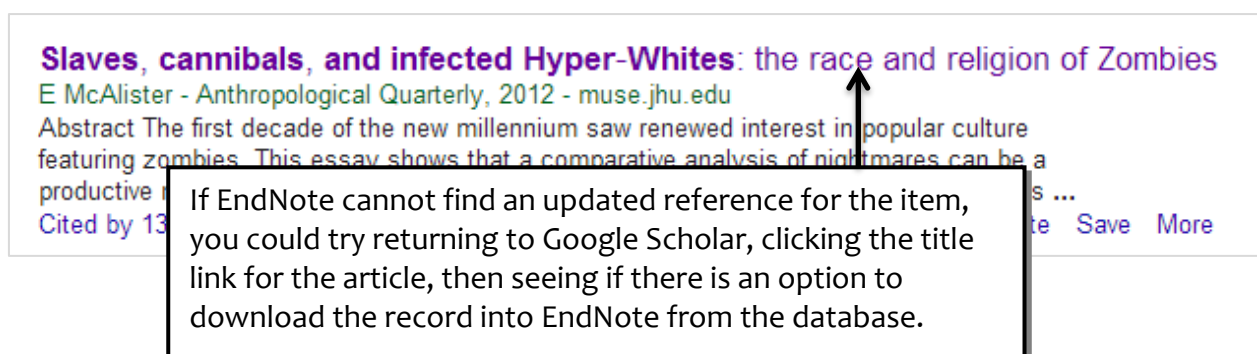
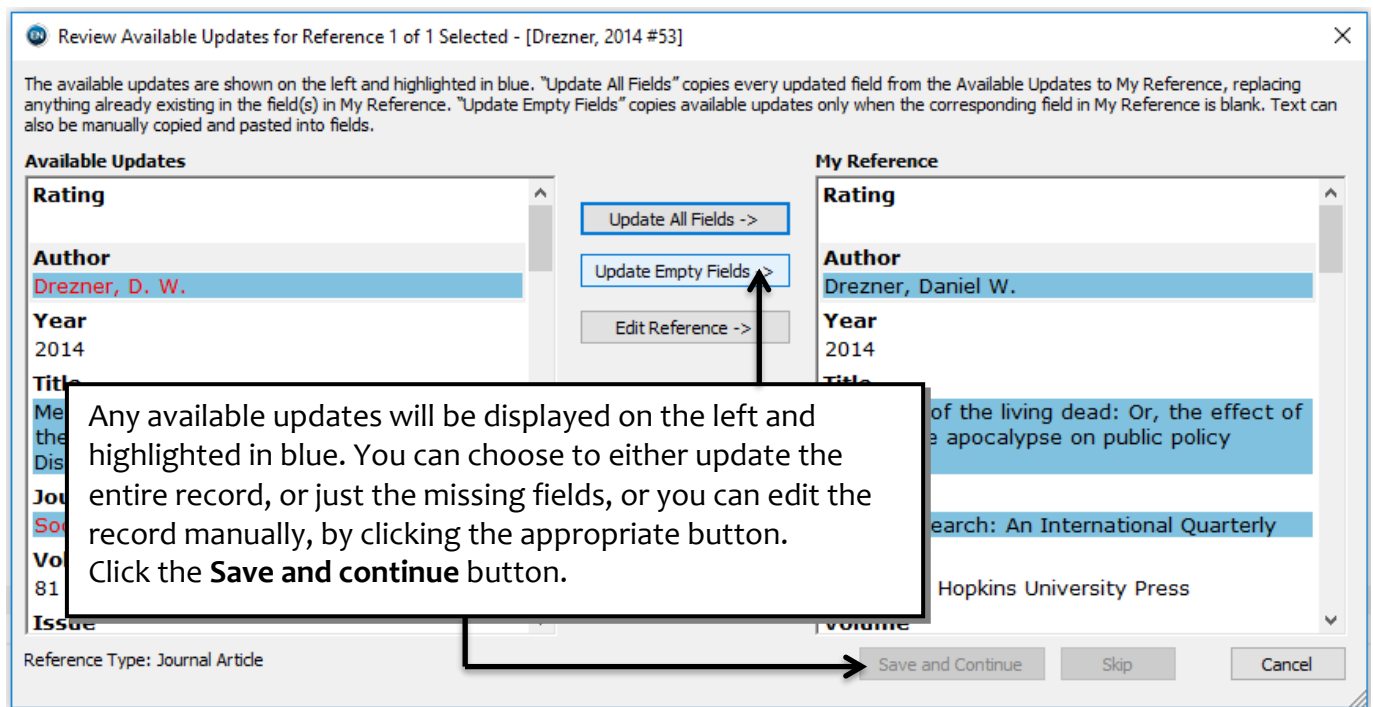
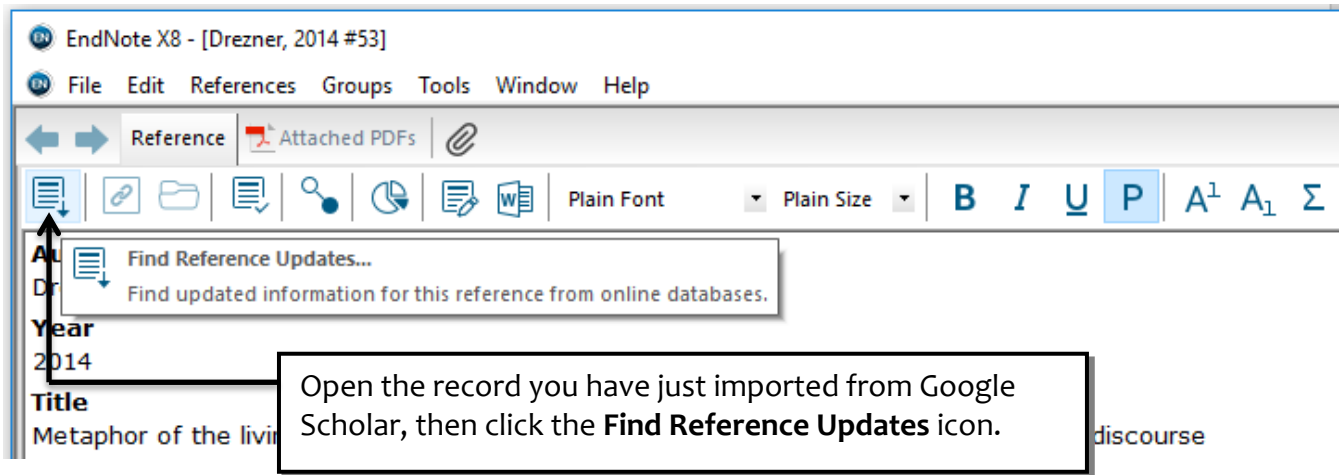
Click the **RefMan** link, then click the **Open** button.

Open

Save

Cancel

Because Google Scholar is a free resource you will not get the same amount of information that you would from a subscribed database. However, once you have imported a record from Google Scholar you can ask EndNote to look for updates to improve the record.



Using Library Search for book records

You will probably need to use books in your research as well as journal articles. You can save records for books from Library Search, but they may need some editing before they will create correct references.

Please note, this works best on Google Chrome.

To access Library Search:

- Go to the Student Channel: <http://www.salford.ac.uk/students>
- Click the **Library & Learning Support** link.
- Click the **Library Search** link.
- Search for a book, using the **Books & more** option.



EBOOK
The living and the undead : slaying vampires, exterminating zombies
Gregory A Waller (Gregory Albert), 1950-
Urbana, Ill. : University of Illinois Press [New ed.]. 2010
[Online access](#) >

Click the quotation mark " next to the book you want.



EBOOK
The living and the undead : slaying vampires, exterminating zombies
Gregory A Waller (Gregory Albert), 1950-
Urbana, Ill. : University of Illinois Press [New ed.]. 2010
[Online access](#) >

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE WEB EASYBIB CITATION PERMALINK PRINT E-MAIL

Click EXPORT RIS, then click DOWNLOAD.

Encoding ▼

DOWNLOAD

Author	Year	Title	Rating	Journal	Last Updated
Waller, Grego...	2010	The living and the undead : slaying v...	• • • • •		20/07/2017

Records for books imported from Library Search often need editing. Double-click on the imported reference to open it.

Reference Type: Book

Rating
• • • • •

Author
Waller, Gregory A.

Year
2010

Title
The living and the undead : slaying vampires, exterminating zombies

Series Editor

Series Title

Place Published
Urbana, Ill.

Publisher
Urbana, Ill. : University of Illinois Press

Volume

Number of Volumes

Series Volume

Number of Pages

Pages

Editor

Edition
New ed.

Date

Make sure the Reference Type is set to **Book**.
Some references are imported as 'Generic', which will give you an incorrect reference.

The Place of Publication is entered twice.
You need to delete it, and the colon, from the **Publisher** field - so that it remains only in the **Place Published** field above.

Check the **Edition** field.
If the word 'ed.' or 'edition' appears, delete it.
You should only have the ordinal number (2nd, 3rd, etc.) or the word New or Rev.
When you have finished editing the record click the close [x] button to save the changes.

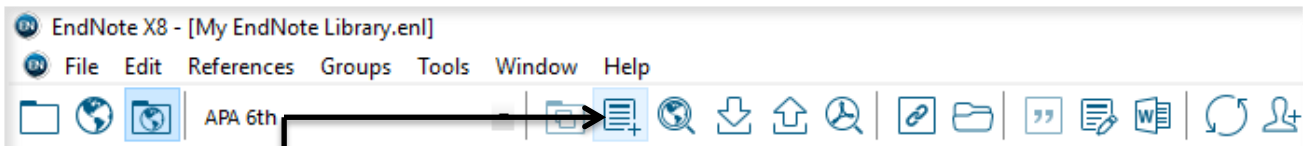
You will now have a correctly formatted reference, for example:

Waller, G. A. (2010). *The living and the undead : slaying vampires, exterminating zombies* (New ed.). Urbana, Ill.: University of Illinois Press.

Adding references manually

Usually, references will be added to your Library by importing them directly from online databases, but occasionally you will need to make a manual record – for example, for a webpage, blog or unpublished report which doesn't have an electronic record for it.

Sometimes, you will also need to edit records that you have imported from databases.



Click the **New Reference** icon.

A blank form will be displayed.

When you have finished entering all the information, click on the close button [X] to save the reference.

Select the correct **Reference Type** for the publication you wish to cite. This is important to help EndNote correctly format your references.

Reference Type: Journal Article

Rating

Author

Year

Title

Journal

Volume

Issue

Pages

Start Page

See the next page for advice about entering authors.

Use the Scroll Bar or arrows to display more fields.

Type in the information into the relevant fields – see p. 4 for more information.

Remember that every reference has to have all of the following elements, otherwise it will be incorrect:

- Who** - wrote or created it.
- When** - it was published or produced.
- What** - is the title of the work.
- Where** - you found it (or **how** to find it) - Place of Publication and Publisher; Volume, Issue and Page Numbers; DOI; or URL.

Author & editor names

When you have more than one author or editor, each of their names should be typed on a separate line, i.e. press the <Enter> key after each name.

Author
Hubner, Laura
Leaning, Marcus
Manning, Paul

Personal authors & editors

- Author names should be entered with the last name followed by a comma and the first name (or initials), e.g. *Smith, John* or *de Gaulle, Charles*
- You must type capital letters where required, e.g. *Smith, John* (not *smith, john*) or *van der Voordt, Theo*
EndNote cannot guess where capital letters are or are not used in names.
- If you are entering initials instead of full names, be sure to type a full stop or a space between initials, (for example "Fisher, J.O." or "J O Fisher"), otherwise EndNote interprets the initials as a single name: "Jo."
- Wherever possible, use full names.

Corporate authors

- When entering corporate authors (companies, institutions, organisations, etc.), put a comma after the name, for example:
University of Salford,
This ensures it will be correctly formatted by EndNote.
- If your corporate author name includes a comma in the name itself, use two commas in place of the first comma, for example:
Institute for Social Research,, University of Salford

Anonymous works

- If a reference has no author, you should leave the Author field blank. Do not enter "Anonymous." The style that you use to format the bibliography determines how anonymous references are treated.
- Note that if a work is published with "Anonymous" printed on the title page, most style guides request that "Anonymous" be entered as though it were the author name – in which case you should type *Anonymous* into the author field.

Using *et al.*, etc.

- Enter all author names for a particular reference. EndNote will truncate the list of authors with "et al." or "and others" as required by the citation style you have chosen.

New entries for Authors, Editors, Journal Titles and Keywords will appear in red. EndNote has an auto-complete function which will complete the typing the next time you use that author, etc.

Attaching images

EndNote allows you to embed images, figures, tables, charts, etc. into your references. This is a useful way to store any graphic material you find in the course of your research.

You can insert a graphic file into the Figure field of any EndNote reference. So, while a reference to a journal may contain primarily bibliographic information, you can also include an illustration that appeared with the journal article.

The *Figure*, *Chart* or *Table*, and *Equation* reference types can be used specifically to catalogue images and files, and may contain minimal reference information. EndNote can then be used to insert figures and format a list of figures (if appropriate) in your paper.

Open the record you wish to use, then click the **Attach Figure** icon.

Reference Type: Journal Article
Rating
.....
Author
Drezner, Daniel W.
Year
2014
Title
Meta...
Journ
Social...

Attach Figure...
Attach a figure to this reference.

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**

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

Figure

Caption
Google Trends analysis of paranormal actors (Source: Drezner, 2014)

Scroll down the reference screen to see your image.
Double-click on it if you wish to see it full-sized.
Type a caption to describe the image.

You can find out more about working with images in the guide “Referencing Images and Tables” available at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing

Part 4 : Organising Your References

Using groups

Groups make it easy for you to organise your references without having to make multiple EndNote libraries.

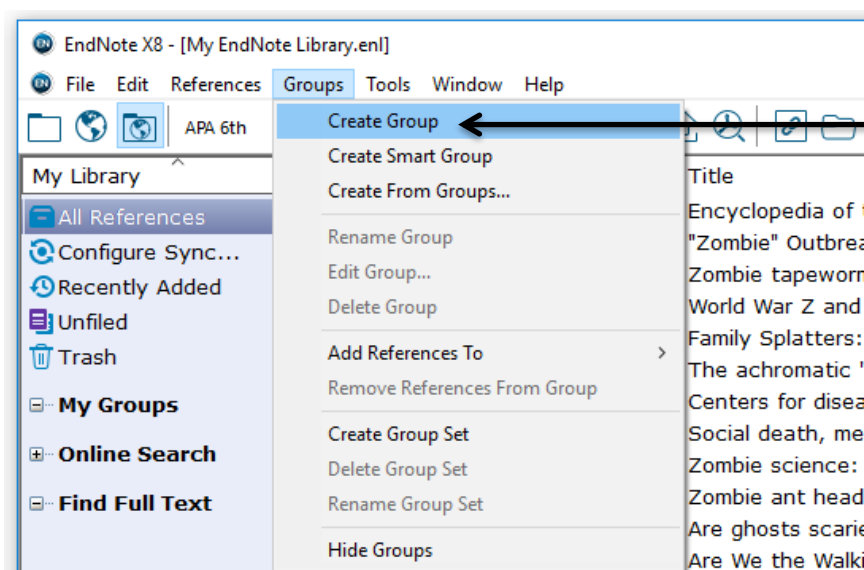
There are several types of groups to help you organise your references in EndNote. Some of these groups are automatically generated and some are ones that you can create yourself. You can further organise your references by storing multiple groups in custom Group Sets.

Some things to note about using groups:

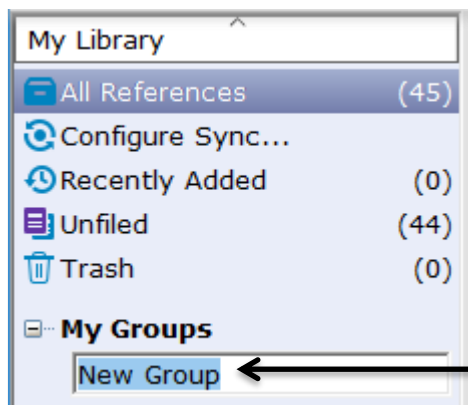
- You can create a maximum of 500 Custom Groups and Smart Groups (combined) in a single library.
- A single reference will never appear more than once in a particular group. However, you can add that reference to any number of groups.
- Removing a reference from a *Custom Group* does not delete it from the *library*. It removes the reference from the group subset, but the reference still exists in the library.
- Deleting a reference from the *All References group* also deletes it from all *groups* in that library. The deleted reference will be moved to the Trash group.
- If you delete a reference from Trash it no longer exists.

Creating a custom group

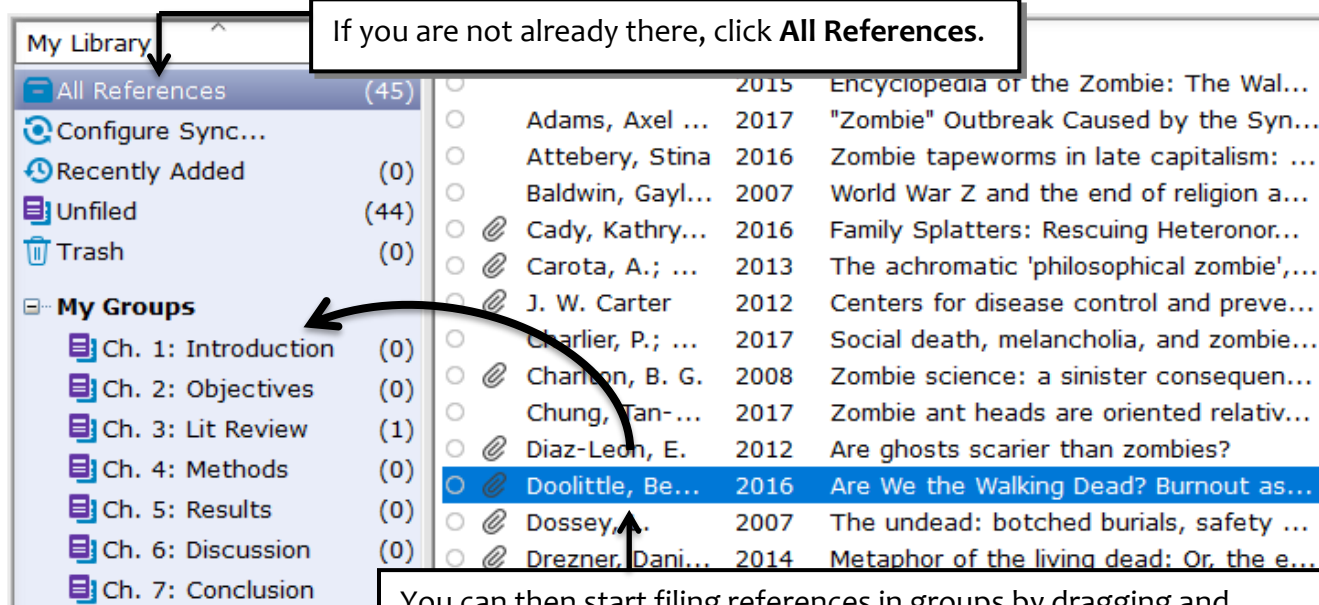
You can create custom groups as you wish, in order to organise your references. You might wish to make groups for each chapter of your thesis, or for different papers you are working on.



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

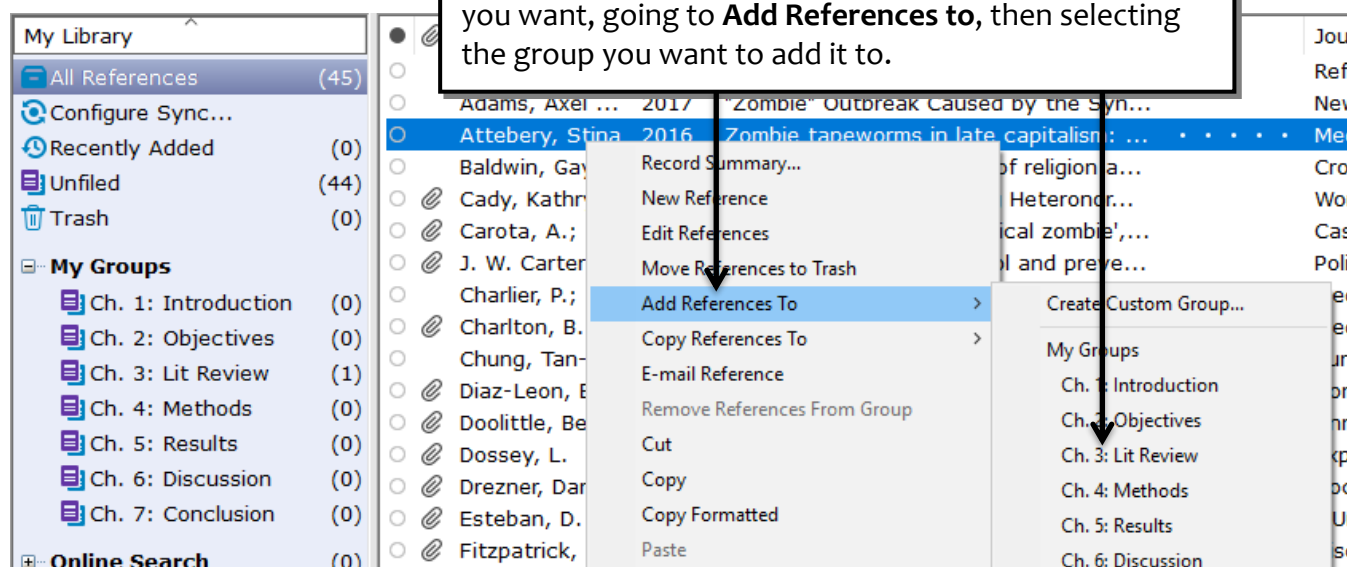


A box will appear in the Groups pane.
Type in a descriptive name for the group you have just made, then click the <Enter> key.



If you are not already there, click **All References**.

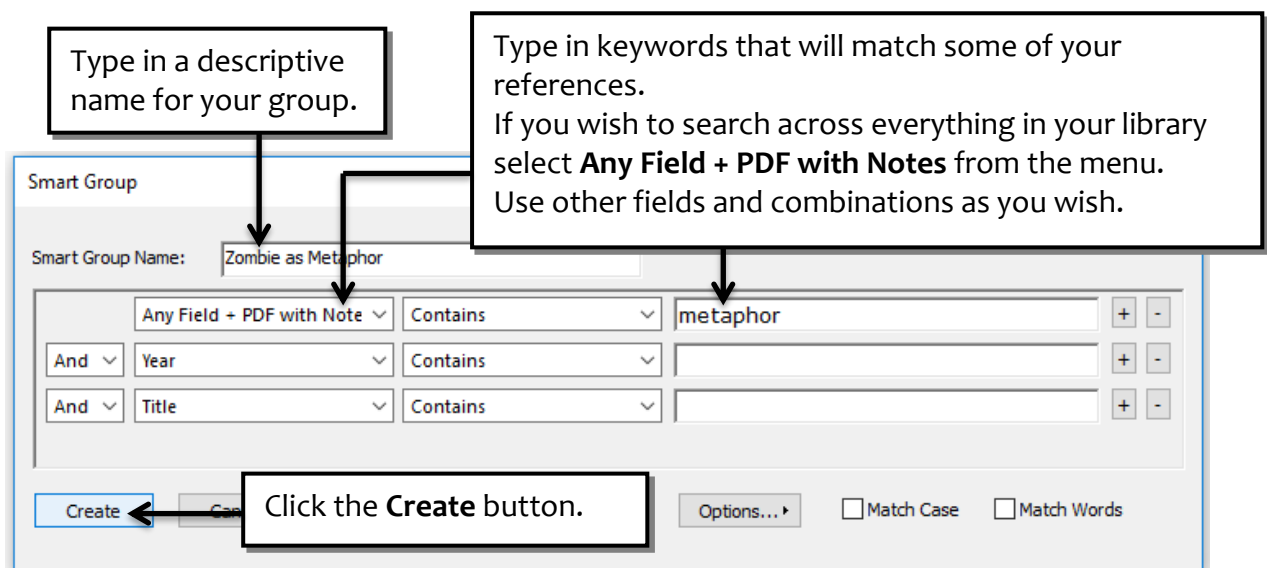
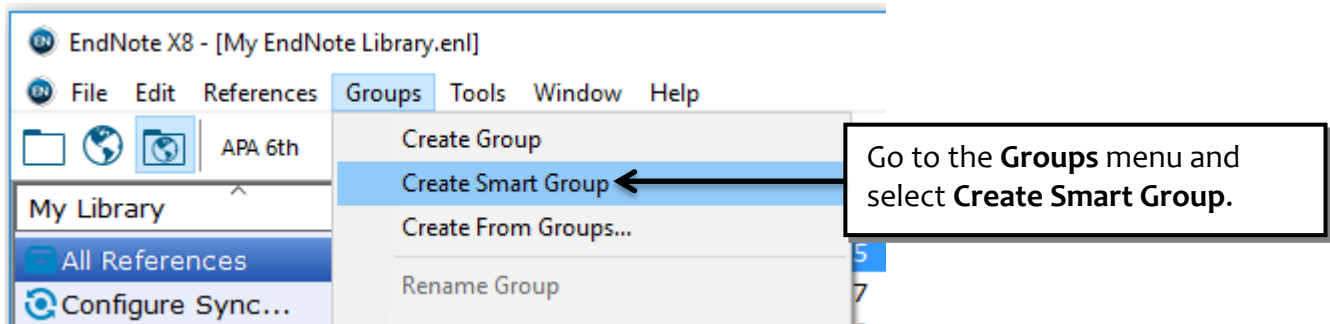
You can then start filing references in groups by dragging and dropping them from the Reference List pane onto the group name.



You can also file references by right-clicking on the one you want, going to **Add References to**, then selecting the group you want to add it to.

Creating a smart group

Smart groups are built with search strategies, for example, works by a particular author or matching some subject keywords. Smart groups are dynamically updated as you add references to and edit references in the library.

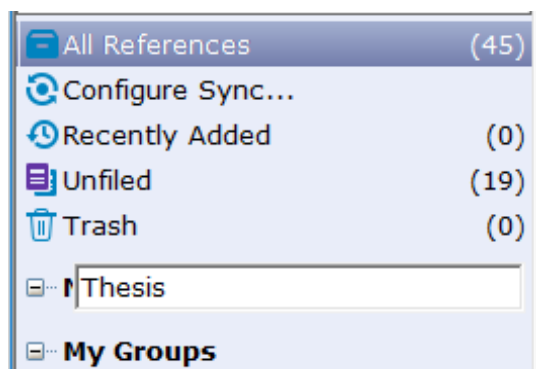
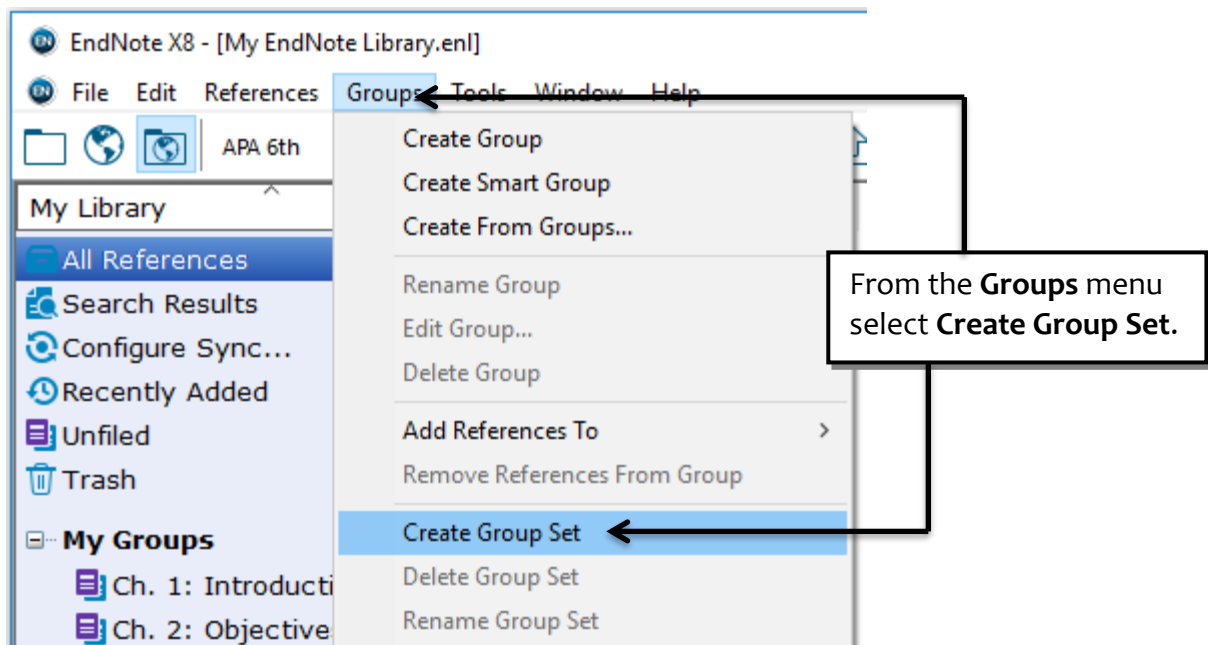


My Groups	
Ch. 1: Introduction	(6)
Ch. 2: Objectives	(8)
Ch. 3: Lit Review	(21)
Ch. 4: Methods	(6)
Ch. 5: Results	(9)
Ch. 6: Discussion	(12)
Ch. 7: Conclusion	(5)
Zombie as Metaphor	(9)

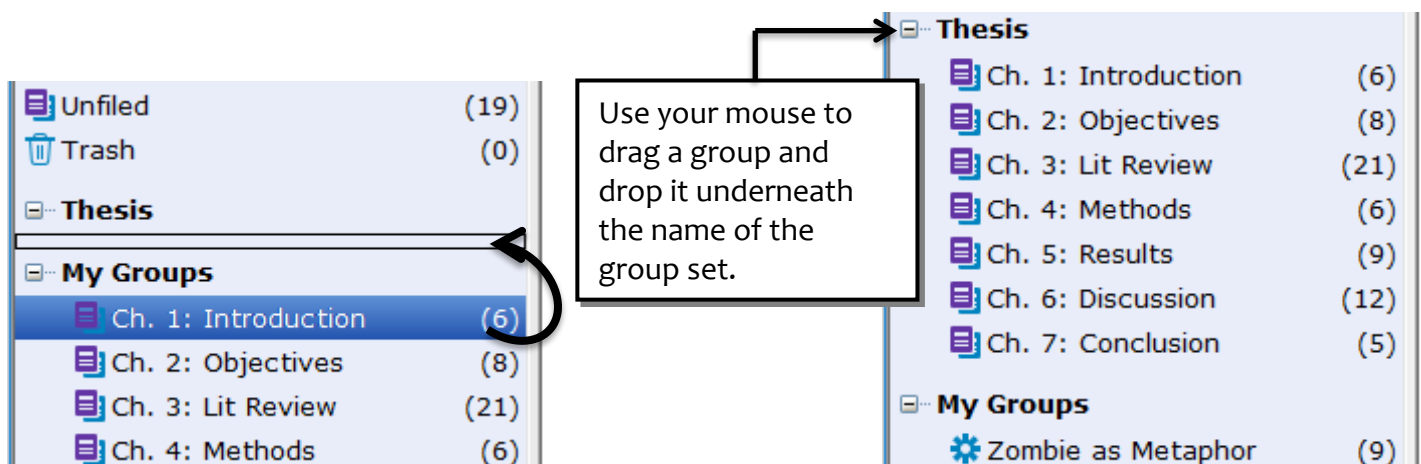
Any references you have in your EndNote library which match the search criteria for your Smart Group will automatically be filed in the Group, as will any future references you add.

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*.



Give your group set a name.



Duplicate records

As you add more and more references to your EndNote Library, from a variety of databases, it is likely that you will get duplicate records for the same item.

To avoid anomalies in your citations and references once you start adding them to your Word document, you need to ensure that you only have one record for each item. (This is another reason to only use one EndNote Library).

- Go to the **References** menu and click **Find Duplicates**.
- Any duplicate records will be displayed, with the areas of differing text highlighted. This will help you decide which record you wish to keep.
- Generally, you should keep the older record, as this is likely to be the one you have edited, added attachments to, and most importantly, already used for citations in your document.

You can tell which is the older record by looking at its record number (preceded by #).

Comparing 1 and 2 of 2 duplicates.
Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Keep This Record **Skip** **Cancel**

Morgan, 2015 #17
Ref Type: Journal Article

Date
4/

Type of Article

Short Title

Alternate Journal

ISSN
1474-4422

DOI

Morgan, 2015 #48
Ref Type: Journal Article

Date
2015/04/01/

Type of Article

Short Title

Alternate Journal

ISSN
1474-4422

DOI
10.1016/S1474-4422(14)70320-5

Original Publication

Added to Library: 17/07/2017 Last Updated: 17/07/2017

If necessary, you can copy & paste information from your 'reject' record into the one you want to keep – for example, the more recent record may have a DOI.

When you have finished any editing, click the **Keep This Record** button for the one you want to keep.

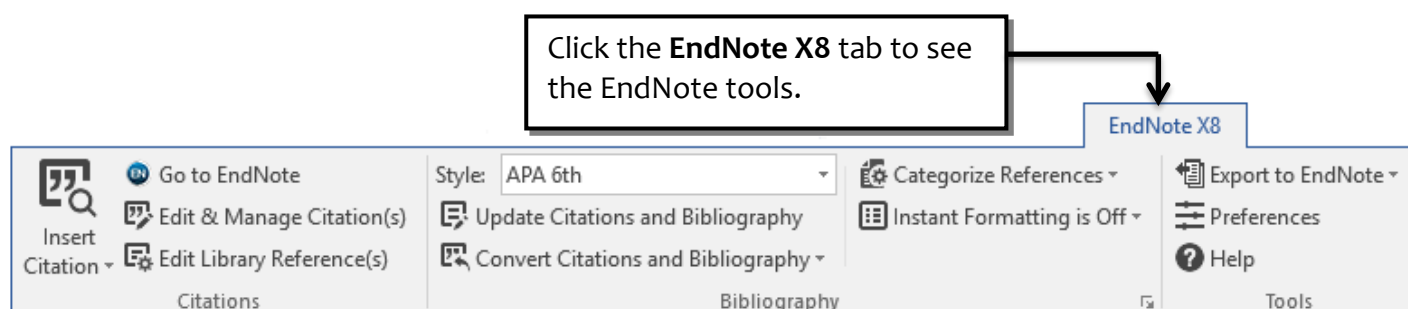
The other record(s) will be sent to Trash.

Note that the criteria used by EndNote to identify duplicate records won't always catch all of them. You will still need to look through your Library and delete any records you don't want. It is probably easiest to do this if you sort your Library by 'Author' or 'Title'. Click on the column header to do this.

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 installed EndNote on your PC.



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 & bibliographies into a document

1. Open your EndNote library.
2. Open your Word document. To practice you might like to use some “play” typing like this: →

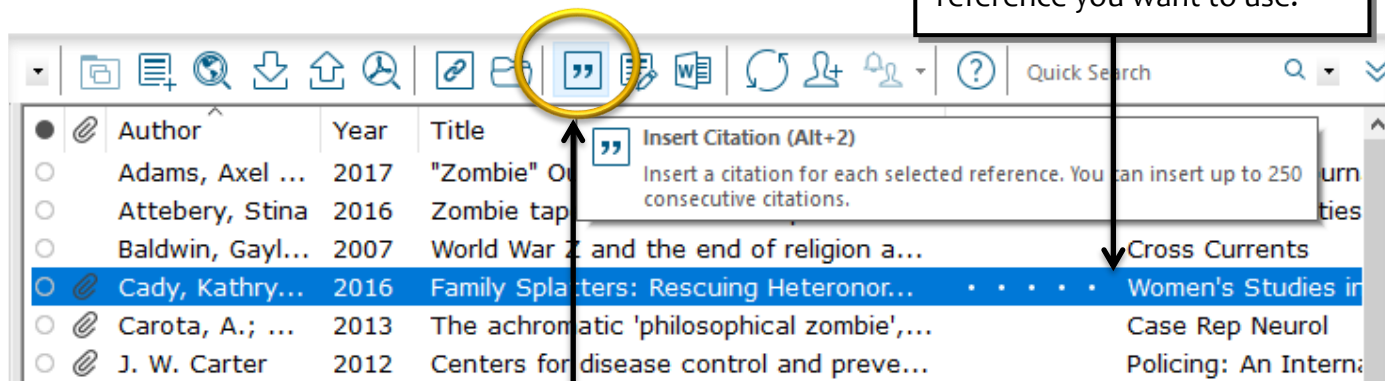
Utyvuy jhfhjv yoj a woeio3 jhgjfyg
eiuriuricj io jgjdkj gklk lklhkh
giuuy oirwei kwaeiqwlu hrj jkrt
eurier suerug lkfd ehueyt
gdklgkjks. Uweyuy ggh kl okjf akl
djfhf fjthjdgh ffx iaweurtg eiuroir
aldklasd kj ort kladk. Ajkj otiroit
lvbkvb oroq klblf ujk lksfs ityu
kdglsh akl.

3. 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 any punctuation (a comma or full stop).

→
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras semper justo eget tellus ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat. Etiam sit amet quam ut nunc vestibulum pretium. Sed dictum est nisl, quis tincidunt turpis convallis eu. Proin quis elit quis neque rhoncus finibus.

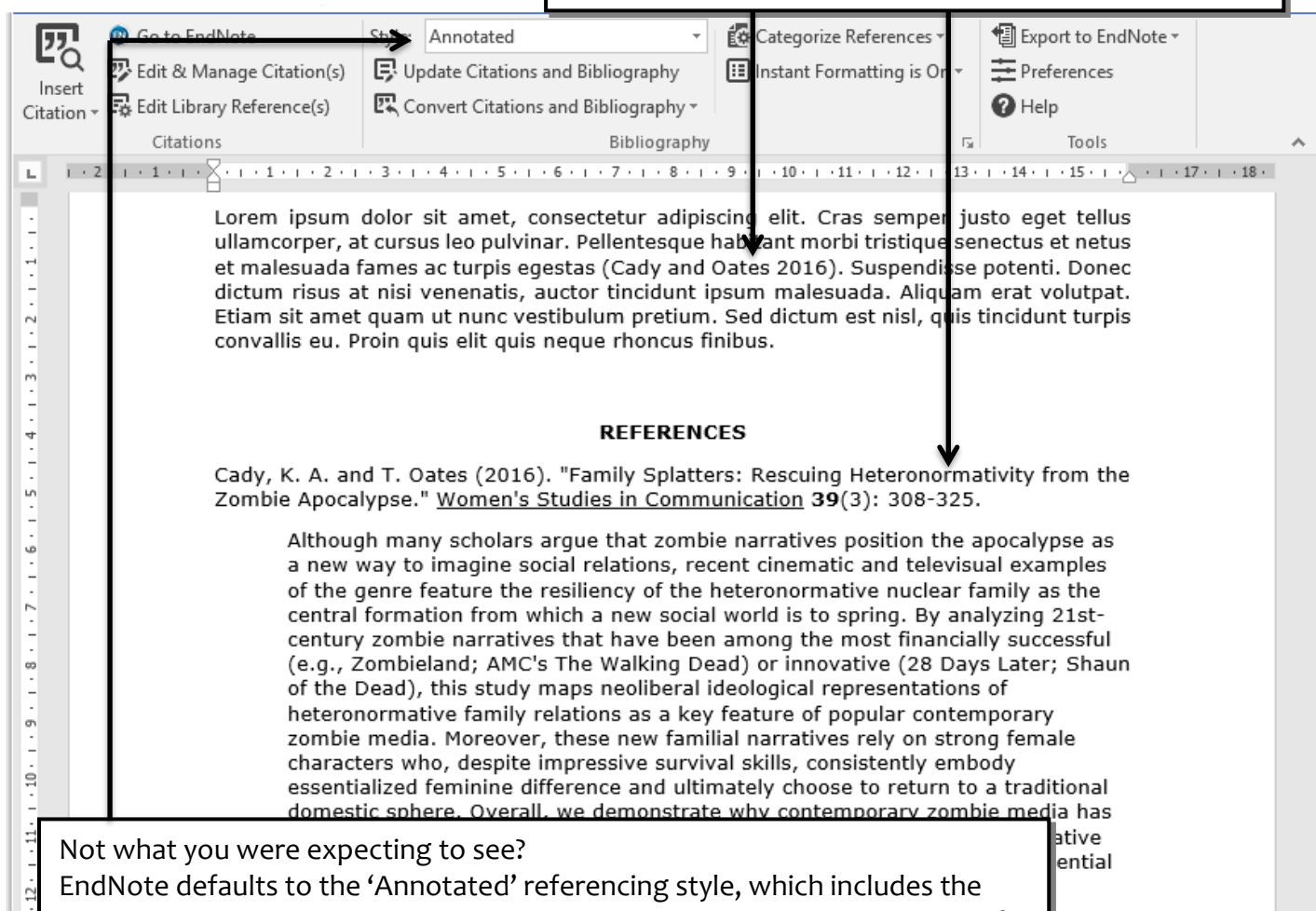
In EndNote:

4. Click once to highlight the reference you want to use.



5. Click the **Insert Citation** button.

6. You should now see a citation in your text, and the first reference in a list at the end of your document.



Not what you were expecting to see?

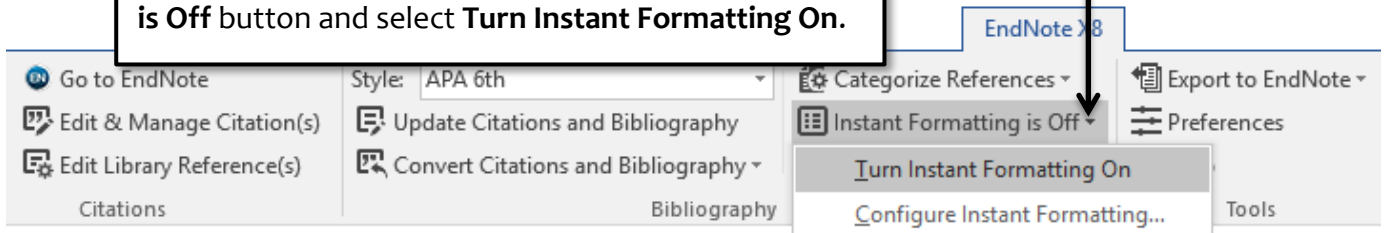
EndNote defaults to the 'Annotated' referencing style, which includes the abstract. To change it go to the **Style** menu and select the style you want. If it is not listed, go to **Select Another Style...** to see the full list.

Temporary citations

ectetur adipiscing elit. Cras Pellentesque habitant morbi t
stas {Cady, 2016 #12} ← Su
tor tincidunt ipsum malesuad
ulum pretium. Sed dictum est
que rhoncus finibus.

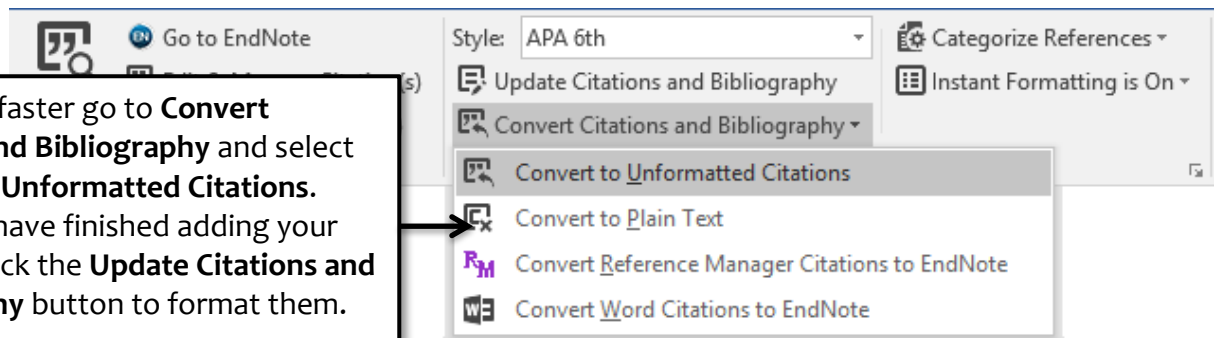
When you insert your first citation it may look like this. The brackets {} and # number indicate this is a temporary citation.

To format your citations, click the **Instant Formatting is Off** button and select **Turn Instant Formatting On**.



When you are working on very large document (like a thesis) adding more citations will get slower.

To make it faster go to **Convert Citations and Bibliography** and select **Convert to Unformatted Citations**. When you have finished adding your citations click the **Update Citations and Bibliography** button to format them.



Writing at home?

If you want to continue writing at home but you don't have EndNote on your PC you can type in your own temporary citations. You must use curly brackets; type the author's name and year, for example: {johnson, 2010}.

When you open your Word document on a PC which does have EndNote installed (i.e. when you get back to university) the temporary citations you have typed will automatically format themselves and the references will be added to your bibliography.

Direct quotations and page numbers

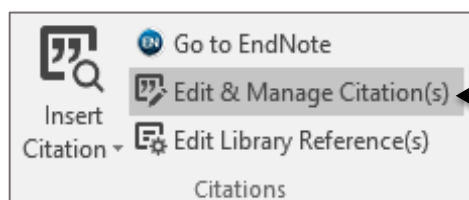
Many referencing styles require that a citation for a direct quote (or one where you have only changed the words slightly, for example, to ensure correct grammar) must include the page number where you found it.

Page numbers are not required if you have paraphrased a source, however may still wish to include them – they will help your reader pinpoint where you found an idea, especially in a long work, such as a book or thesis.

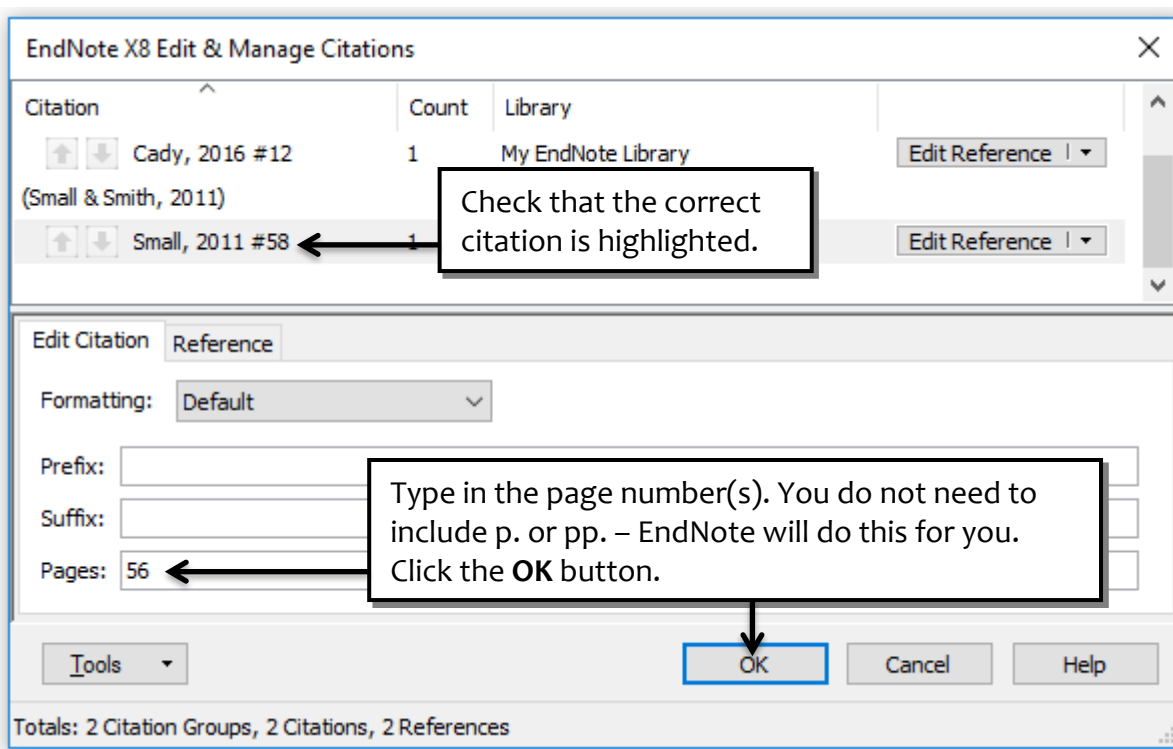
Remember that a direct quote should be placed in quotation marks, or indented from both margins if it is longer than two or three lines.

Aliquam justo ipsum, suscipit sed euismod ut, tristique laoreet lorem. Fusce gravida arcu pharetra, dictum diam at, ornare massa. Cras porta velit lacus, at condimentum urna consequat ut. Curabitur eget porta diam. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011). Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium eros vitae ph

Click on the citation you wish to edit, so that it is highlighted.



Click the **Edit & Manage Citation(s)** button on the CWYW toolbar.



Aliquam justo ipsum, suscipit sed euismod ut, tristique laoreet lorem. Fusce gravida arcu pharetra, dictum diam at, ornare massa. Cras porta velit lacus, at condimentum urna consequat ut. Curabitur eget porta diam. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011, p. 56). Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium et eros vitae pharetra.

The correctly formatted page number will now be added to the citation.

Note: the EndNote templates for many styles are not set to accept page numbers as described above. If this is the case with style you have chosen you can still use the **Edit & Manage Citations** button to add a page number, but you will need to type it into the **Suffix** field.

Edit Citation Reference

Formatting: Default

Prefix:

Suffix: , p. 605

Pages:

This is a free text field, so you will need to type in the punctuation, spaces and p. or pp. before the page number(s).

Changing the citation format

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

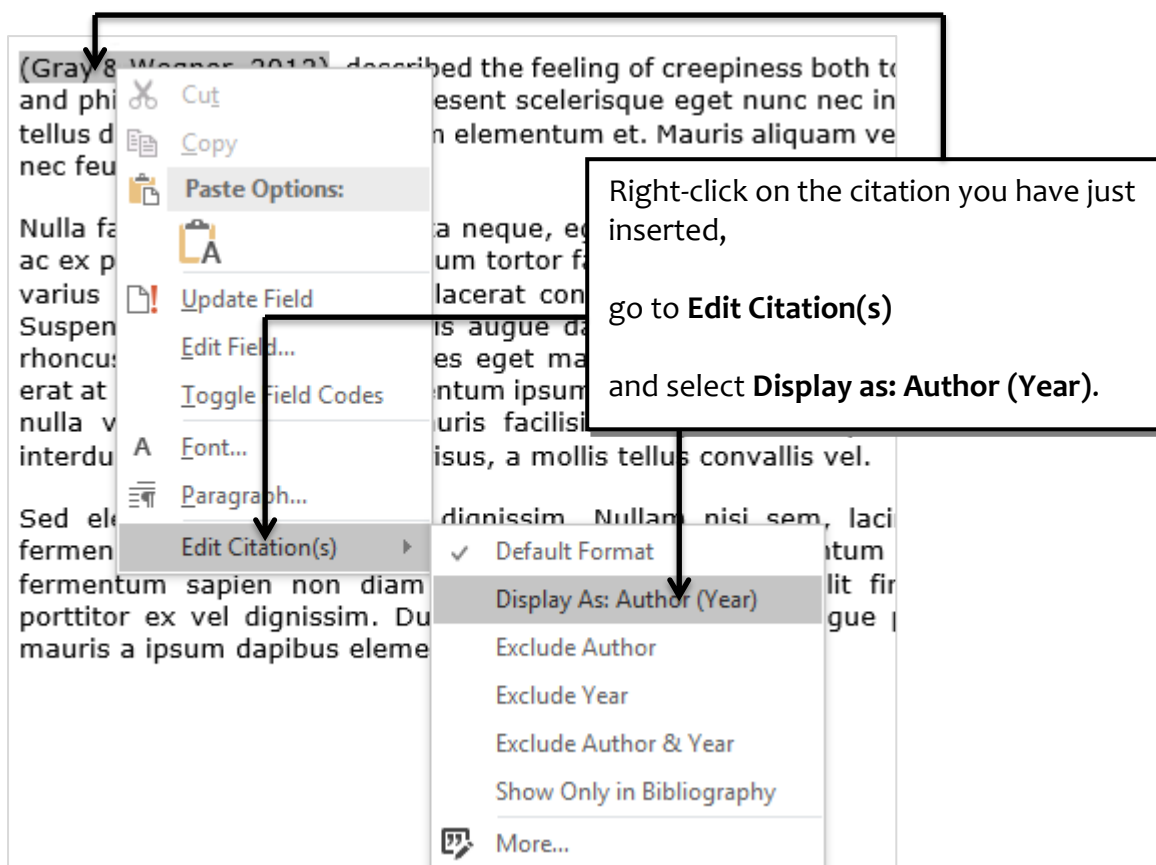
Gray and Wegner (2012) described the ...

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

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

described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

Insert the citation in the usual way (see pp. 30-31.)



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

Gray and Wegner (2012) described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

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 book of 2010, Austin detailed the*) 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 book of 2010, Austin detailed the sed elementum ac diam vel dignissim. Nullam nisi sem, lacinia gravida mi tempor, fermentum mollis mauris. Phasellus placerat elit fermentum porta sodales.

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 (see pp. 30-31).

In his book of 2010, Austin detailed the sed elementum ac diam vel dignissim (Austin, 2010). In lacinia gravida mi tempor, fermentum mollis mauris. Phasellus porta sodales. Aenean fermentum sapien non diam posuere, vitae eceenas ornare porttitor ex vel dignissim. Quis sit amet mauris a ipsum dapibus elementum.

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.

Ad (2017). A in New York. *New England Journal of Medicine*, 376(3), 234-241. doi:10.1056/NEJMoa1610300

Austin, J. (2010). *So now you're a zombie : a handbook for the newly undead*. Chicago: Chicago Review Press.

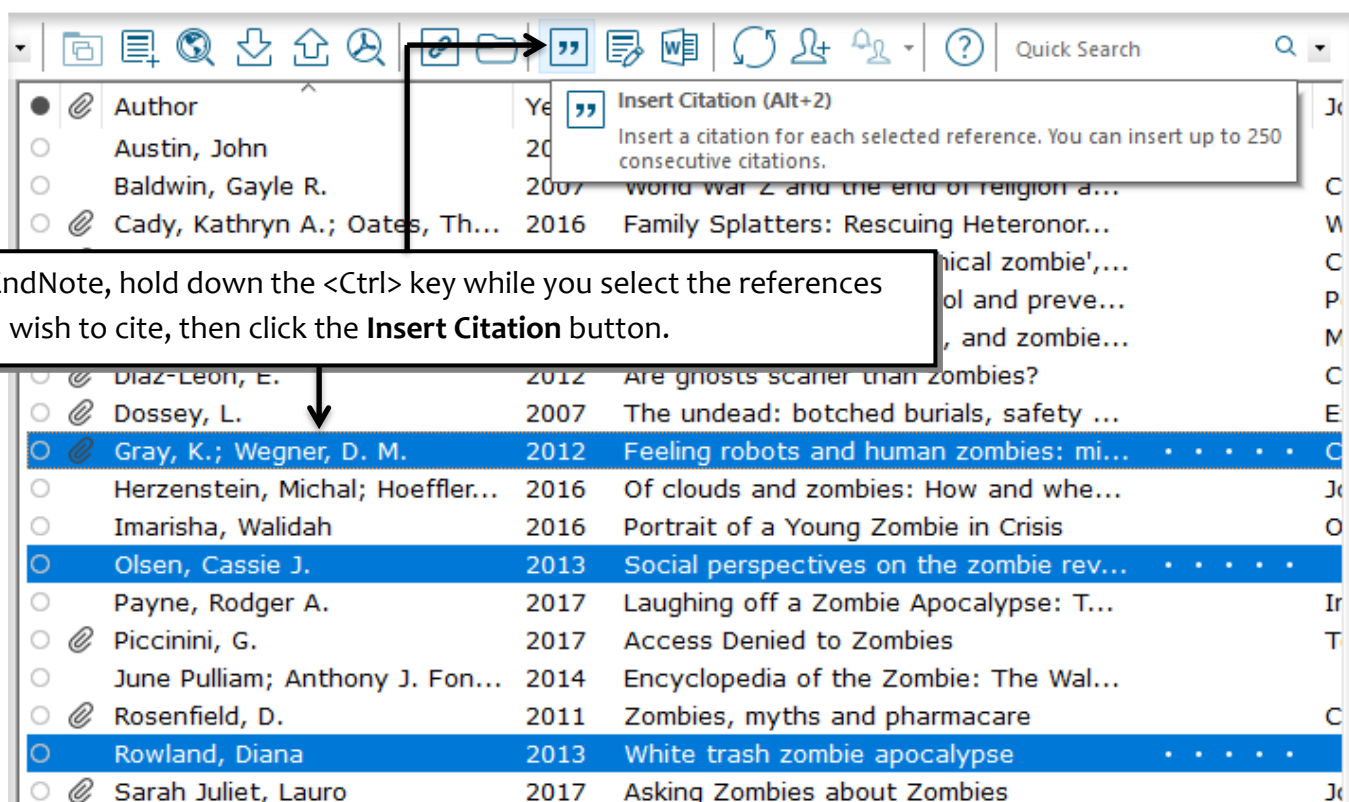
Cady, K. A., & Oates, T. (2016). Family Splatters: Rescuing Heteronormativity from the Zombie Apocalypse. *Women's Studies in Communication*, 39(3), 308-325. doi:10.1080/07491409.2016.1194935

Adding multiple citations

There will be times when you have summarised the content of two or more different papers into a single sentence or paragraph, and will need to insert a multiple citation.

ut risus. Sed arcu purus, porttitor dictum nisl a, faucibus, bibendum orci ut, dictum eros. Quisque pies both dangerous and interesting. It is generally insequat vestibulum mauris, vitae euismod mauris cu in finibus egestas, magna tellus egestas risus,

In your document, place your cursor where you need to put the citation.



The multiple citations will be inserted in your document in the correct format – in this case, all three articles are enclosed in one set of parentheses, in alphabetical order and separated by semicolons. This will vary according to the reference style you have chosen.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

You may wish to add more works to the multiple citation, for example, you have read another work that supports your statement. To do this, click anywhere on the citation so that it is highlighted, then return to EndNote and use the **Insert Citation** icon to insert the new citation.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Otto, 2017; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

EndNote will automatically re-sort your citations into the correct order – in this case alphabetically.

Creating secondary citations

There are times that you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own writing. This might be a citation for another article, or an illustration, graph or table taken from another work.

Generally, you should try to find and read the original work and use that as the source of your citation and reference. However, there are times when this isn't possible, for example, you may not be able to get hold of the original work, it is in a language you can't read, or the citing author has summed up the ideas in the original more succinctly or elegantly than you could ever manage.

When you use a secondary citation like this, your in-text citation should mention both works but your bibliography only includes a reference for the work you have actually read yourself. You can use the CWYW tools to format a citation in this way.

"zombie apocalypse." After the attack, the CDC was forced to publicly deny the existence of a zombie virus (Campbell 2012). Subsequent television documentaries about the undead suggested that the Miami attack

For example, you may wish to use this idea, attributed to Campbell, in an article you have read by Drezner.

Following an attack in 2012 "the CDC was forced to publicly deny the existence of a zombie virus" (Drezner, 2014).

Insert the citation for the article you have read, then click on the citation so that it is highlighted then click the **Edit & Manage Citation(s)** button on the toolbar.

(Drezner, 2014)

↑ ↓ Drezner, 2014 #53

(Small & Smith, 2011, p. 56)

Make sure the correct citation is highlighted.

Edit Reference | ▾

Edit Citation

Reference

Formatting: Default ▾

Prefix: Campbell, 2012, cited in

In the **Prefix** field, type in the authors and the year for the work you have seen cited plus the words such as 'cited in'. (You should check the exact wording required by the style you are using.) Remember to leave a space after the last word. Click **OK**.

OK

Cancel

Help

Following an attack in Miami in 2012 “the CDC was forced to publicly deny the existence of a zombie virus” (Campbell, 2012, cited in Drezner, 2014).

This will format the secondary citation and add the correct item to your bibliography.

Drezner, D. W. (2014). Metaphor of the Living Dead: Or, the Effect of the Zombie Apocalypse on Public Policy Discourse. *Social Research*, 81(4), 825-849. doi: 10.1353/sor.2014.0058

Deleting citations

Because of the large amount of coding behind each citation you insert, you cannot simply remove a citation by using the <Delete> key. If you try to do this, you run the risk of leaving a bit of coding behind – which will break it.

Nor can you delete a citation you have put in the wrong place by using the ‘Undo’ button in Word.

```
<EndNote><Cite><Author>
</RecNum><DisplayText>(I
number>104</rec-number>
id="ppee0p09cwrddqeftel5x
timestamp="1439809258">
Article">17</ref-type><con
G.</author></authors></c
Economics, University of
```

To remove a citation you must use the CWYW tools.

Click on the citation so it is highlighted, then click the **Edit & Manage Citations** button.

Click the arrow on the **Edit Reference** button, and select **Remove Citation**.

Click the **OK** button.

Your citation and all its coding will now be removed cleanly from your document.

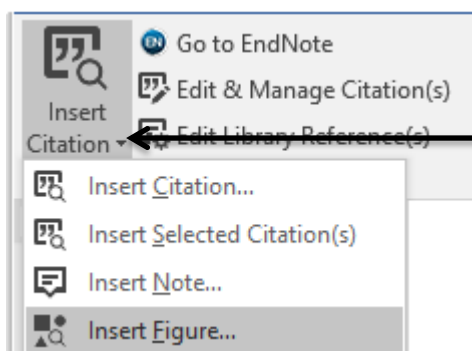
Inserting images into your document

If you have attached images to your EndNote records (see p. 24) you can use EndNote to insert images and captions into your document.

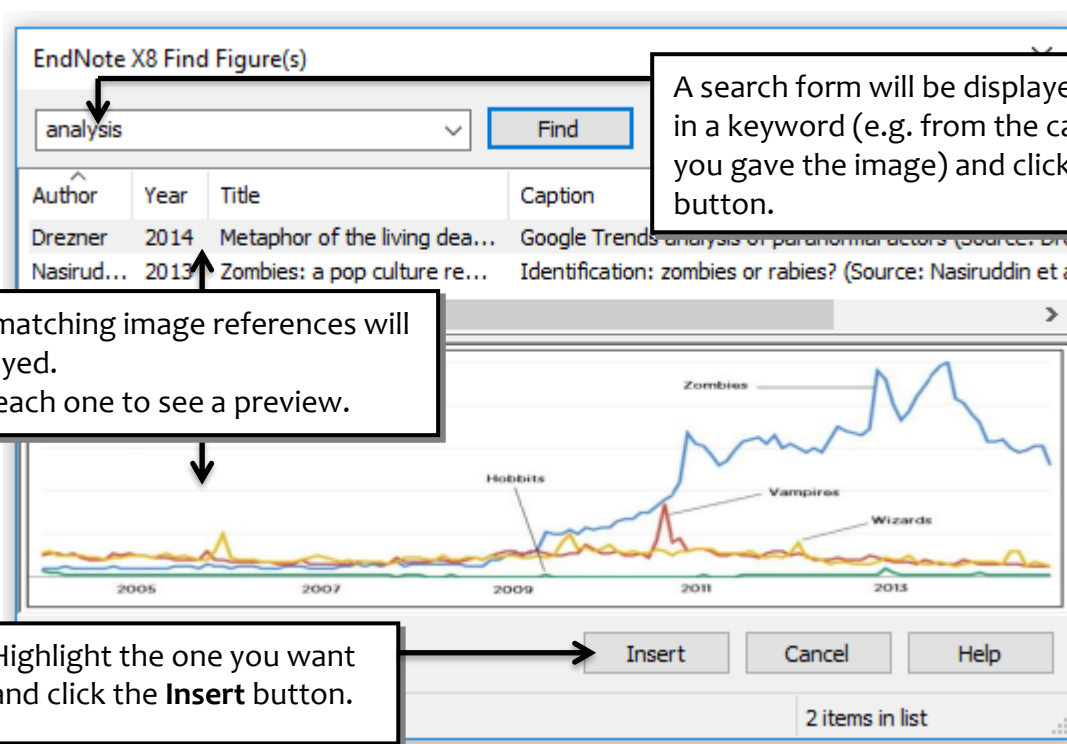
Note: for a large document with several chapters (for example, your thesis) you may prefer to insert your images manually and use the Word Caption Tools. There is a great video to show you how this is done here: <http://media.salford.ac.uk/Play/10355> - and lots more useful information about formatting your thesis or dissertation at *Skills for Learning*:

<http://www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills/dissertations>

To insert an image into your document first press the <Enter> key once or twice to make a space where you want the image to go.



Click the small arrow in the bottom right-hand corner of the **Insert Citation** icon on the EndNote ribbon, then select **Insert Figure** from the menu.



A search form will be displayed. Type in a keyword (e.g. from the caption you gave the image) and click the **Find** button.

A list of matching image references will be displayed. Click on each one to see a preview.

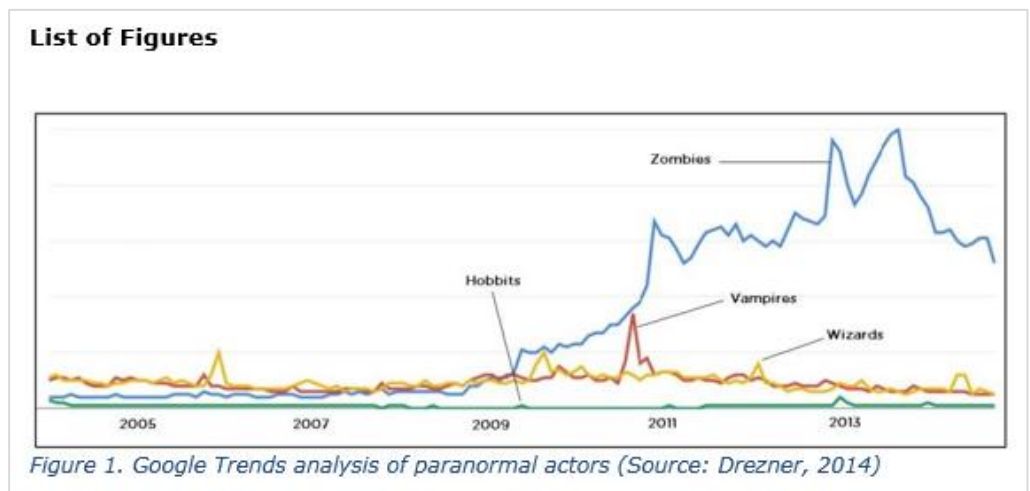
Highlight the one you want and click the **Insert** button.

robots and philosoph
mattis tellus dui, n
Donec nec feugiat

(Figure 1)

Nunc laoreet por
pellentesque, nec

Depending on the bibliographic style you have chosen, the image you have just inserted may be displayed in “List of Figures” at the end of your document, with a Figure reference in your text – as in these examples.



In other bibliographic styles, the image will be displayed in the body of your text. If you wish, you can edit your Output Style in EndNote to determine how images are displayed.

Whenever you use illustrations, graphs, tables, etc. in your writing you should explain the purpose of them, and cite them as you would for any other literature you have used. For more information see the “Referencing Images and Tables” guide, available at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing

You should have separate bibliographies for ‘Lists of Figures’ and ‘Lists of Tables’. EndNote doesn’t generate these automatically, so to create them follow the instructions on the next page, *Exporting a Bibliography*.

Before you export your List of Figures it is a good idea to put them all into a group. You can make a Smart Group (see p. 27) as follows:

Give your group a title.

Select **Caption** from the first menu, and **is greater than** from the second menu.

Type a blank space (i.e. press your space bar) here, then click the **Create** button.

This will file every record with anything in the Caption field in the Smart Group.

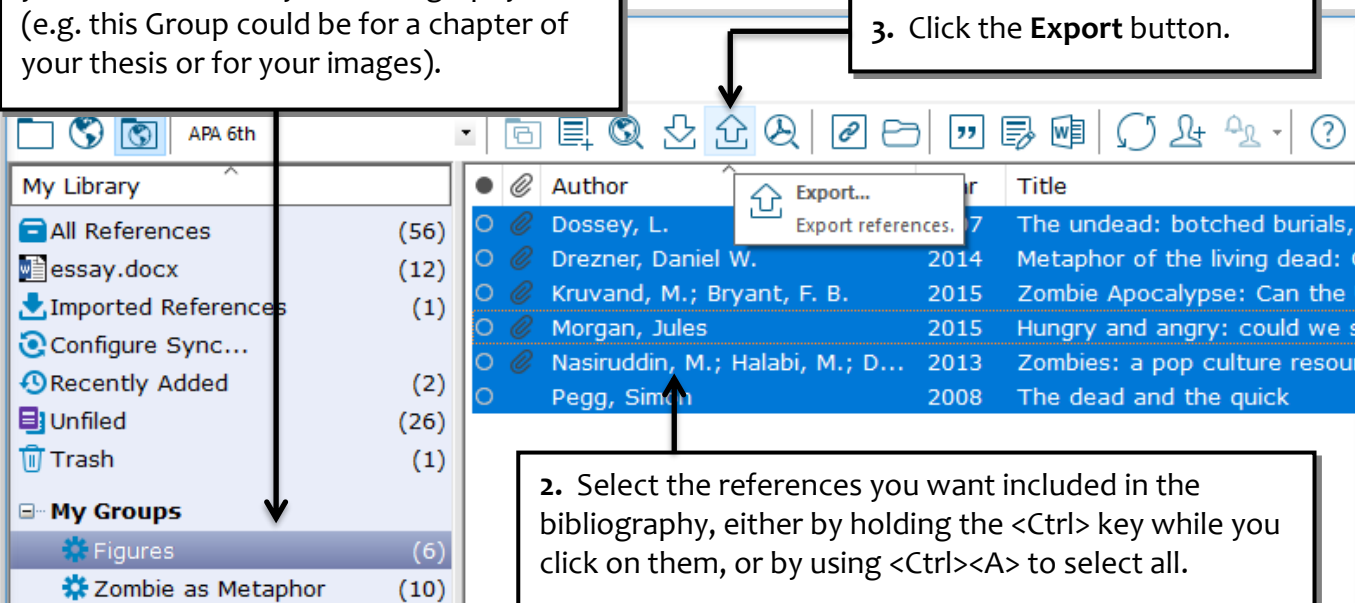
Exporting a bibliography

Sometimes you may wish to use EndNote just to produce a bibliography for you – for example, you may prefer to type your in-text citations yourself, or you may wish to create a separate list of illustrative material (see above).

This can be done within your EndNote library; the exported bibliography may then be copied and pasted into your document.

1. Click on **All References** or the **Group** you want to create your bibliography from (e.g. this Group could be for a chapter of your thesis or for your images).

3. Click the **Export** button.



2. Select the references you want included in the bibliography, either by holding the <Ctrl> key while you click on them, or by using <Ctrl><A> to select all.

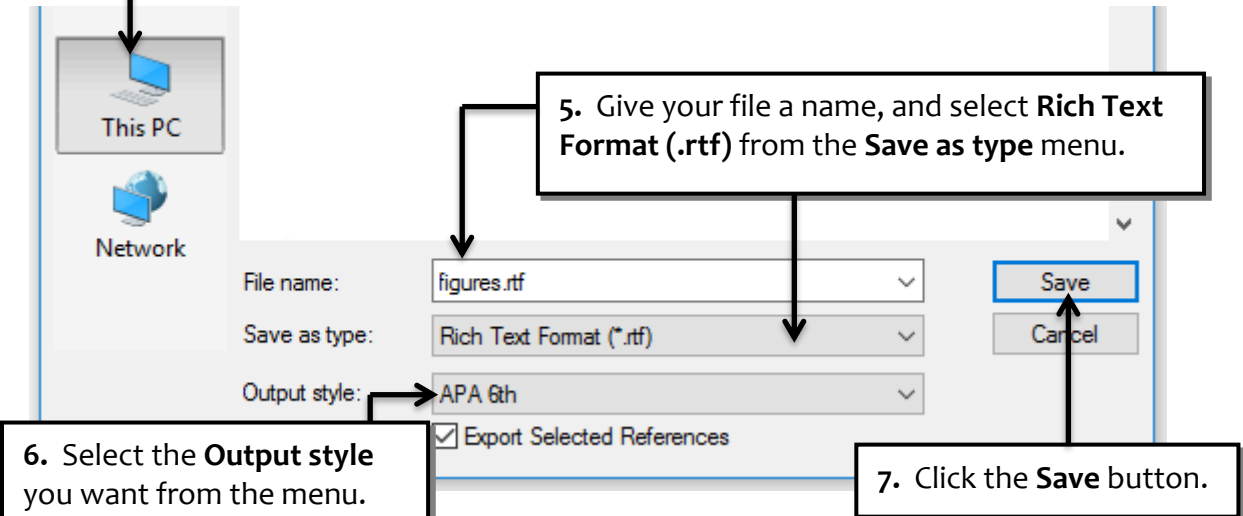
Author	Year	Title
Dossey, L.	2014	The undead: botched burials,
Drezner, Daniel W.	2014	Metaphor of the living dead: c
Kruvand, M.; Bryant, F. B.	2015	Zombie Apocalypse: Can the
Morgan, Jules	2015	Hungry and angry: could we s
Nasiruddin, M.; Halabi, M.; D...	2013	Zombies: a pop culture resou
Pegg, Simon	2008	The dead and the quick

4. Click the **This PC** icon and choose where to save your file (e.g. F: drive).

5. Give your file a name, and select **Rich Text Format (.rtf)** from the **Save as type** menu.

6. Select the **Output style** you want from the menu.

7. Click the **Save** button.



Some things that might go wrong

Has your Reference List disappeared?

And are your citations are now in curly brackets with a # number?

ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas {Cady, 2016 #12}. Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat.

Don't be alarmed. Your 'Instant Formatting' has turned itself off. These are called Temporary Citations, and there is more information about them on p. 32.

Click **Instant Formatting is Off** and select **Turn Instant Formatting On**.

Your citations should re-format instantly, but if they don't, click **Update Citations and Bibliography**.

The screenshot shows the EndNote X8 ribbon with the 'Instant Formatting is Off' button highlighted in the 'Bibliography' section. A callout box points to this button with the instruction to click it and select 'Turn Instant Formatting On'. Another callout box points to the 'Update Citations and Bibliography' button with the instruction to click it if citations don't re-format instantly.

Is your Reference List in a different font?

You can change the font to match the rest of your document.

Click the little arrow in the corner of the **Bibliography** section. Click the **Layout** tab, then select the font and size you need. (If you are writing a PhD thesis this will usually be *Times New Roman*, 12.)

The screenshot shows the EndNote X8 ribbon with the 'Bibliography' section expanded. A callout box points to the 'Layout' tab in the 'EndNote X8 Configure Bibliography' dialog box. The dialog box shows the 'Font' set to 'Times New Roman' and the 'Size' set to '12'. The 'Bibliography title' field is also visible.

Are there initials in your citations?

zombie gains a new identity with its o
Nulla ac eleifend quam. Integer tincidunt
retra (D. W. Drezner, 2014). Cras e
is tortor. Integer mattis erat at ex
ec vitae lectus elementum, porta nulla v

You may notice that initials, or even given names, are appearing in some of your citations.

This is not actually a fault; it is EndNote differentiating between ambiguous citations.

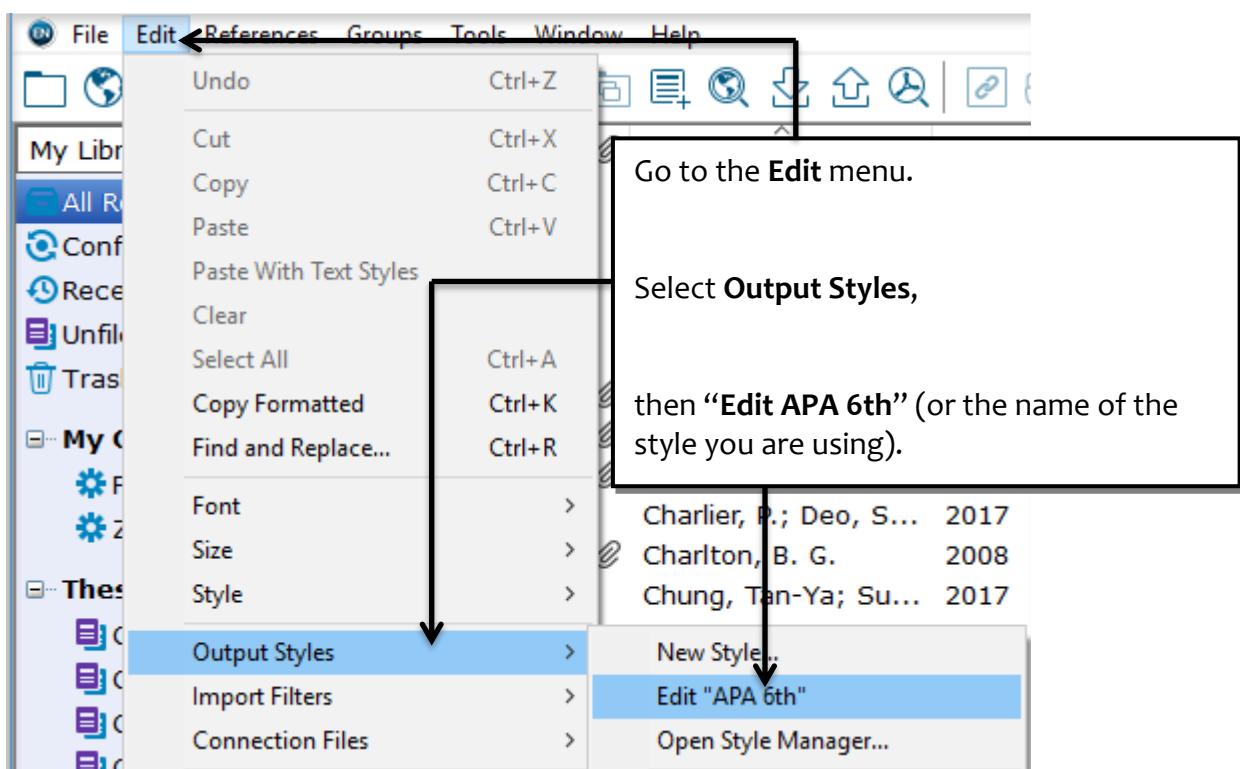
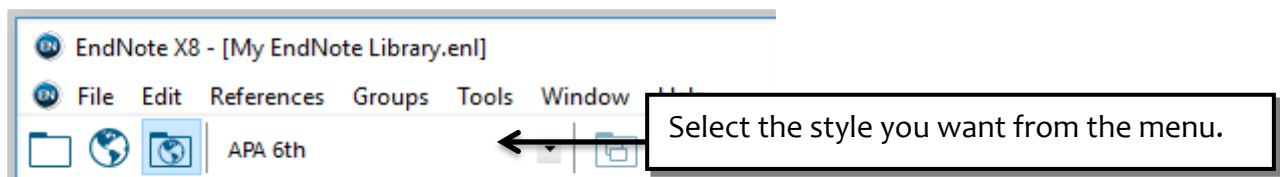
You need to be able to tell which citation matches which reference – this is the whole point of referencing.

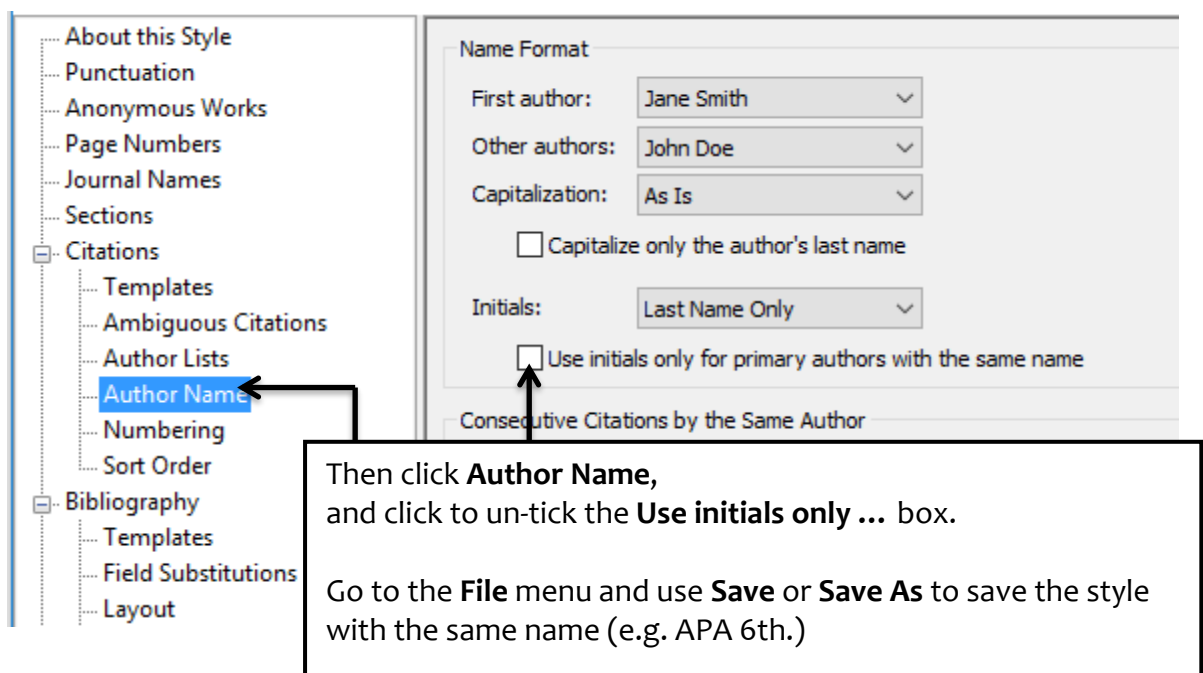
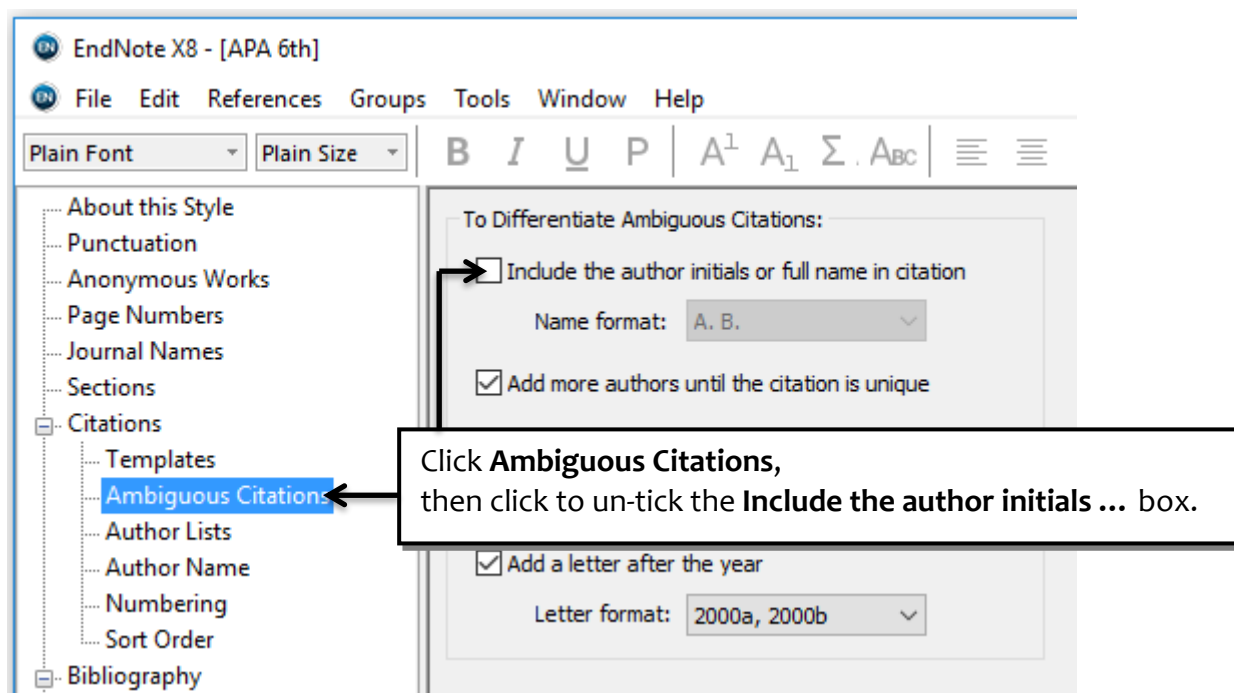
<input type="radio"/>	<input type="radio"/>	Doolittle, Benjamin...	2016
<input type="radio"/>	<input type="radio"/>	Dossey, J.	2007
<input type="radio"/>	<input type="radio"/>	Drezner, Daniel W.	2014
<input type="radio"/>	<input type="radio"/>	Drezner, D. W.	2014
<input type="radio"/>	<input type="radio"/>	Esteban, D. J.; Hol...	2015
<input type="radio"/>	<input type="radio"/>	Evans, Rebecca S...	2016

The appearance of initials happens when you have works by the same author but with their name entered differently, or you have different authors with the same family name.

<input type="radio"/>	<input type="radio"/>	Charlier, P.; Deo, S...	2017
<input type="radio"/>	<input type="radio"/>	Charlton, B. G.	2008
<input type="radio"/>	<input type="radio"/>	Chung, Tan-Ya; Su...	2017
<input type="radio"/>	<input type="radio"/>	Davis, E. Wade	1983
<input type="radio"/>	<input type="radio"/>	Davis, Ronni M.	2011
<input type="radio"/>	<input type="radio"/>	Diaz-Leon, E.	2012

If you don't need initials to differentiate citations (for example, the works are from different years) you can ask EndNote to stop including them.





Click the **Update Citations and Bibliography** button in Word document and the initials will be removed.

Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium et eros vitae pharetra (Drezner, 2014b). Cras eros nisi, ultricies eget mauris et, dignissim mollis tortor. Integer mattis erat at ex fringilla, sed condimentum ipsum tincidunt. Donec vitae lectus elementum, (Drezner, 2014a) porta nulla vitae, lobortis nibh.

Note: in this case, the letters a and b have been added to the citation to distinguish between works written by the same person in the same year. EndNote does this for you automatically.

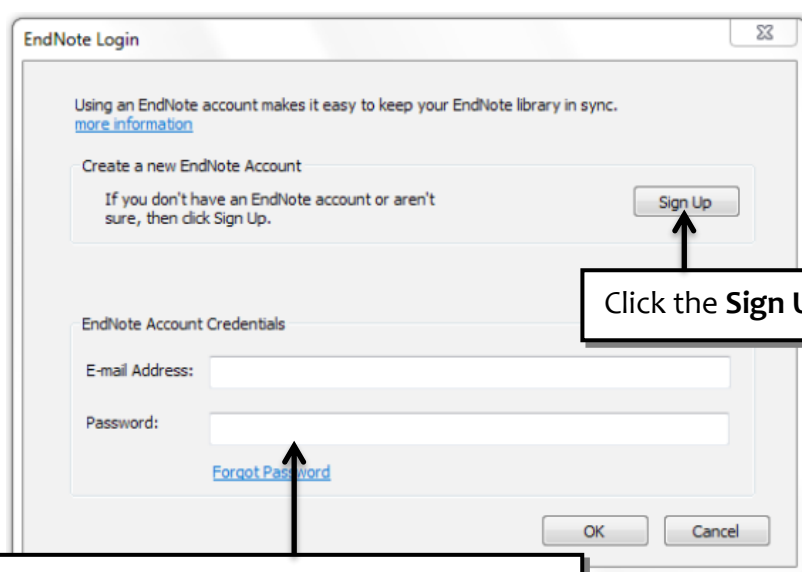
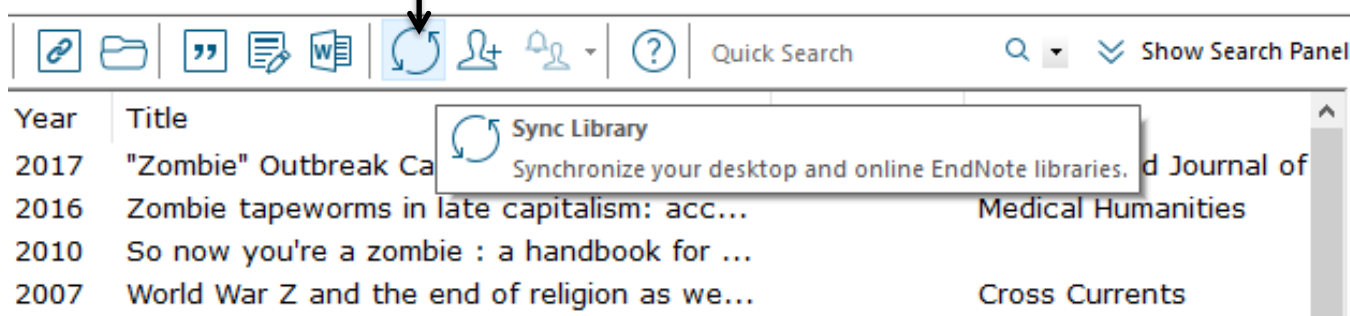
Part 6: EndNote Online

It is highly recommended that you use EndNote Online to make a back-up of your EndNote library. By synchronising your EndNote X8 library with your Online account your references will be backed up every time you open or close your library, and you will be able to access them anywhere you have internet access. You can also install the EndNote Online CWYW tools in Word on your home computer.

Your EndNote Online account is yours for life, which means you will still have access to your references after you have left Salford.

EndNote Sync

Click the **Sync Library** button.



Click the **Sign Up** button.

Note: If you already have an EndNote Online account you can sign in here.

Sign up

Email address
a.n.student@salford.ac.uk

Password
●●

First name

Last name

Sign up

OR

- ✗ Passwords should be at least 8 characters
- ✓ Must contain at least 1 letter
- ✗ Must contain at least 1 number
- ✓ Should not have leading and trailing spaces
- ✗ Should have at least one special character(!@#\$%^&*~`~{}|\\&_)
- ✓ Password is too long

Enter your email address, first and last names in the boxes provided, and make yourself a password following the guidelines provided. When you have completed this, click the **Sign up** button.

When you have completed the registration process click the **Sync** button.

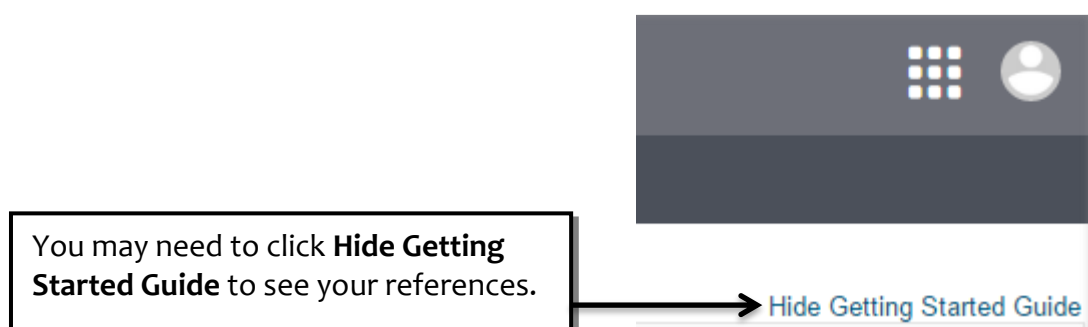
This will send your references from EndNote X8 to EndNote Online.



Using EndNote Online

To access EndNote Online open a web browser and go to:
http://endnote.com

Click the **LOGIN** link (top right-hand corner) and log in with your email address and the password you have just made.



Although the principles of using EndNote Online are the same as using the software version, it looks quite different and the processes for saving references into it and using the CWYW tools are also different.

There is a full guide to using EndNote Online on the Library website at:

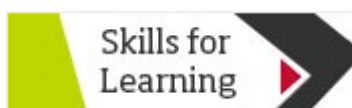
<http://www.salford.ac.uk/library/help/user-guides/general/EndNote-Online.pdf>

- For help saving references see Section 2: *Adding references to EndNote*
- For help creating citations and references see Section 4: *Cite While You Write*

Part 7 : Getting Help

- If you need advice about obtaining or installing EndNote please contact the ITS Service Desk:
 - email: its-servicedesk@salford.ac.uk
 - phone: 0161 295 2444
- For any help using EndNote please contact the Academic Support Librarian for your subject area. Their details can be from the **Choose a subject** menu at:
<http://www.salford.ac.uk/library/help/academic-support>
- The EndNote website provides a huge amount of help, including online tutorial guides and videos, FAQs and a Knowledge Base, a user forum and Customer Support:
<http://endnote.com/>

Skills for Learning



Available at <http://www.salford.ac.uk/skills-for-learning> or access through the logo on the Student Channel.

A wealth of advice, tutorials and guides to finding and using information, academic writing and referencing, and much more, plus information about classes you can book on to and where you can get one-to-one help.

Also see:

- Blog: blogs.salford.ac.uk/digital-literacy-skills
- Facebook: www.facebook.com/skillsforlearning
- Twitter: [@skillupUS](https://twitter.com/skillupUS)