# Endnote (Desktop) Quick Guide

Endnote Desktop is a powerful dedicated referencing software that is free for students to use. It can be downloaded from the library homepage (go *to Library – Student Resources – View all resources – Endnote – Endnote Desktop,* or visit here: https://libguides.federation.edu.au/endnotedesktop). Endnote desktop should not be confused with **Endnote Web**: https://libguides.federation.edu.au/endnoteweb.

NB: Before you attempt to use referencing software you should understand the principles of referencing and citation systems and the rules for APA, Harvard, or other styles. Endnote is only a tool to make it easier to do referencing. It is possible to make mistakes if you enter information incorrectly and you are unfamiliar with referencing principles.

This is a very basic guide to how to use Endnote Desktop. It should be used after receiving practical guidance or after attending an Endnote class offered by Federation University Library.

1. **Make a Library.** Once the software has been downloaded you need to create an Endnote library. Select **File--New** to do this. This will be your personal repository of references used for all your subjects and courses. The default library is called "My Endnote Library" but you can call it something unique, e.g., "Sam's Endnote Library". It will be stored in the Endnote folder on your computer. (You can create multiple Libraries but one library will be sufficient for all your referencing needs.)
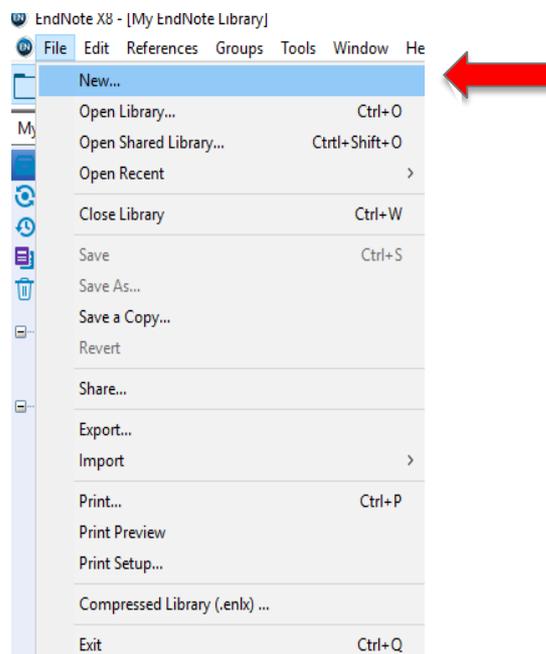
2. **Note the Key Elements of the EN Library.** An Endnote Library interface will appear, initially with no references (you have not yet added any). Notice the key elements from a completed library below: 1) The repository of references; 2) The citation style selected; 3) The preview of a selected reference; 4) the **New Reference** icon; 5) the **Insert Citation** icon; 6) the **My Groups** area (references from a single Endnote library can sorted into groups to allow categorising for different subject areas).
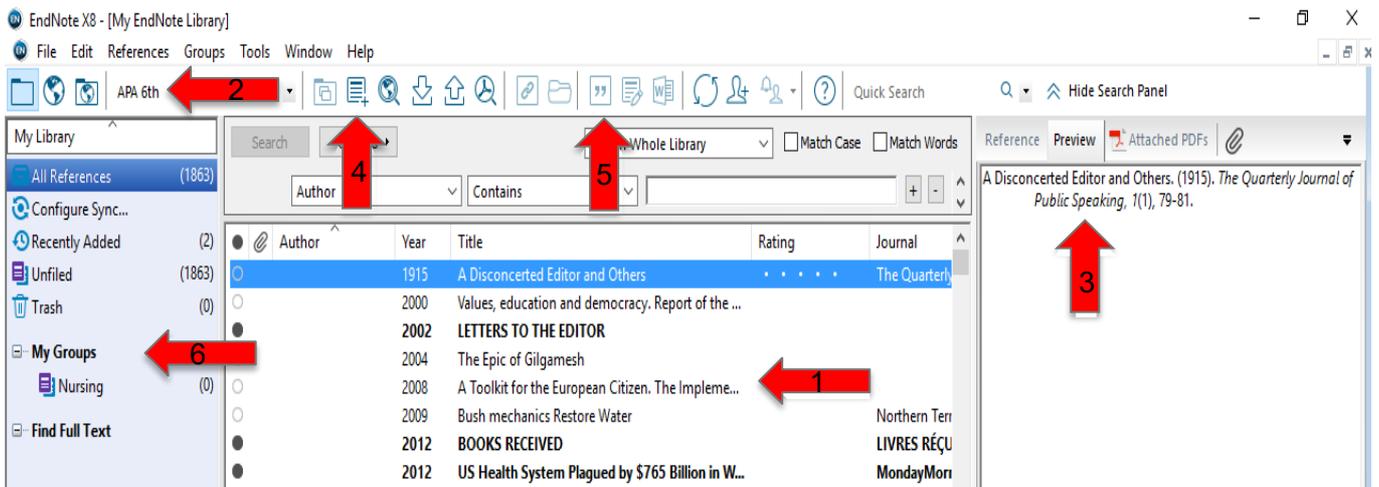
3. **Add a Reference.** Once a library has been created you can start adding references. Select **New Reference** and a series of fields becomes available. Choose **Reference Type** to select the genre of publication (book, chapter in book, website, journal article, video, etc) and begin to enter data. By default, "journal article" will be selected (see below).
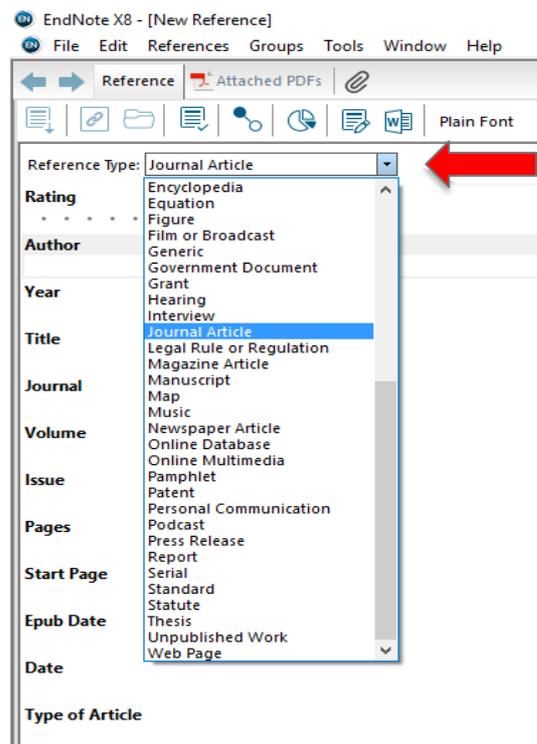

4. **Enter your data into fields.** *With the exception of* <Surname, Initials.> e*nter raw data, i.e., data without punctuation, italicised text, or brackets* (Endnote will provide the right style in the completed reference list.) Another exception is a reference authored by a company or organisation, e.g., the Australian Bureau of Statistics. Enter company/organisation names with a comma (,) at the end (i.e., Australian Bureau of Statistics,) otherwise it will not appear correctly in Endnote. Once you have completed entering all the data, close the screen (top right) and a preview of the selected reference will be displayed in the preview area.

5. **Build your Library.** Now enter more references using data required for other standard referencing types (books, chapters in books, websites, journal articles, and so on). Notice in the preview window how Endnote will punctuate and stylise the references in the required format for each citation type.

6. **Select your citation style.** Endnote has hundreds of citation styles. Select your style in the dropdown box on the top left of the screen (more styles can be seen by choosing **Select another Style**, but the styles in the dropdown are adequate for most assignments at university). Once data has been entered correctly you can output the references into any citation style as required by your lecturer.
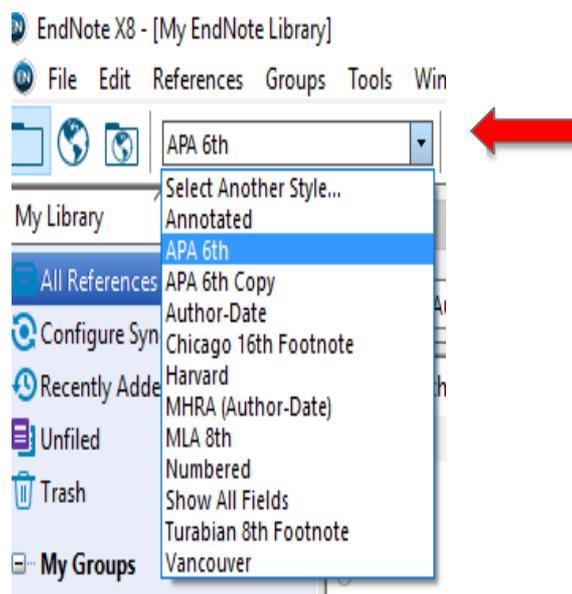
7. **Add citations to your assignment.** Endnote integrates with Word so you can easily insert citations into your assignments as needed. Endnote will also build a reference list for you in the required style as you add more references. NB: *This will be accurate only if the data entered is accurate.* To inset citations from your EN library into Word, first open Word. Notice that Word now has an Endnote tab in the menu bar with a number of features.
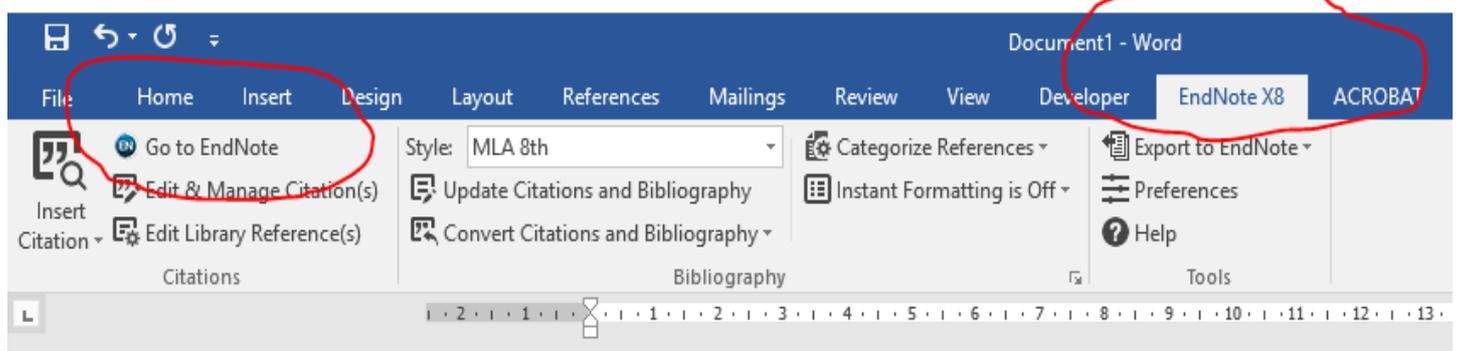
8. **Start writing your essay in Word, then choose 'Go to Endnote'.** Word will take you back to your Endnote Library. Now highlight a reference you wish to add to your assignment from your Library (see below).

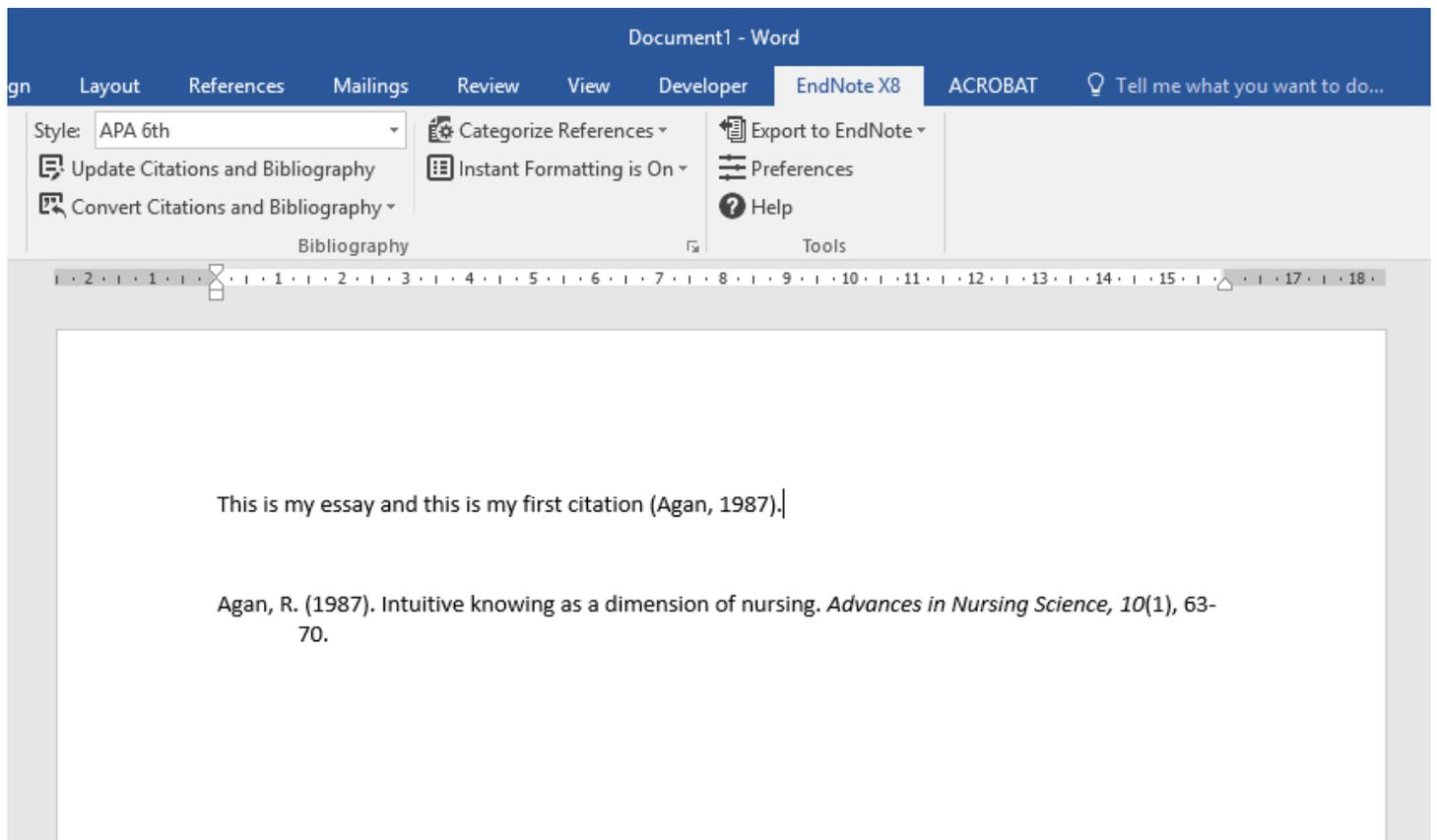|			
● ACER	2015	Graduate Skills Assessment, Content	
● Adams, Daniel; S...	2016	Otitis Media and Related Complications Among...	Journal of Au
● Adato, Michelle; ...	2006	Exploring poverty traps and social exclusion in ...	The Journal c
● Adlakha, Deepti;...	2015	Home and Workplace Built Environment Supp...	American Jo
● Adler, Joseph A.	2002	Chinese religious traditions	
● Agan, R	1987	Intuitive knowing as a dimension of nursing	Advances in
● Agger, B	1998	Critical social theories: An introduction	
● Aiken, Wilfred ...	1942	The story of the Eight-Year-Study	

9.   Choose **Insert Citation**.

Insert Citation (Alt+2)
Insert a citation for each selected reference. You can insert up to 250 consecutive citations.
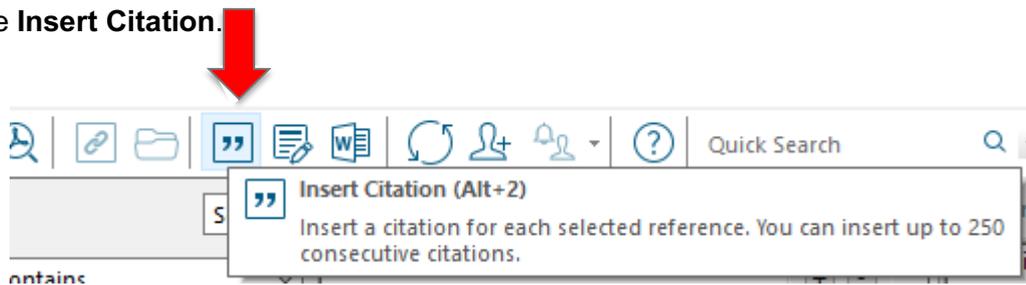
10. Your reference has been added to your Word document along with a reference list citation in the correct format (in this case APA) at the end of your document. Endnote also alphabetically orders references by surname and title (if there is no author), provides a hanging indentation, and adds all appropriate italics, capitalisation, and punctuation for the citation style selected.

Document1 - Word

| gn | Layout | References | Mailings | Review | View | Developer | EndNote X8 | ACROBAT | ♀ Tell me what you want to do... |

Style: APA 6th
Categorize References ▾   Export to EndNote ▾
Update Citations and Bibliography   Instant Formatting is On ▾   Preferences
Convert Citations and Bibliography ▾   Help

Bibliography   Tools

This is my essay and this is my first citation (Agan, 1987).

Agan, R. (1987). Intuitive knowing as a dimension of nursing. *Advances in Nursing Science, 10*(1), 63-70.

11. **Going further.** Below a more complete reference list is provided showing how Endnote orders the citations alphabetically providing full reference details as they have been entered into the EN Library. Endnote also provides a semi-colon between multiple entries given in parentheses and orders them correctly both alphabetically and chronologically.

This is my essay and this is my first citation (Agan, 1987). Here are more citations (Altman & Bland, 1995; American Institute of Certified Public Accountants, 1999; American Philosophical Association, 1990; Bailin & Battersby, 2013; Barnett, 1990).

Page break goes here

Reference List

Agan, R. (1987). Intuitive knowing as a dimension of nursing. *Advances in Nursing Science, 10*(1), 63-70.

Altman, D. G., & Bland, J. M. (1995). Statistics Notes: Absence of evidence is not evidence of absence. *British Medical Journal, 311*(7003), 485.

American Institute of Certified Public Accountants. (1999). *CPA Vision project: 2011 and beyond*. Retrieved from New York: American Institute of Certified Public Accountants: http://www.aicpa.org/research/cpahorizons2025/cpavisionproject/downloadabledocuments/cpavisionproject_finalreport.pdf

American Philosophical Association. (1990). *Critical thinking: A statement of expert consensus for purposes of educational assessment and instruction*. Retrieved from

Bailin, S., & Battersby, M. (2013). Teaching critical thinking as inquiry. In M. Davies & R. Barnett (Eds.), *The Palgrave Handbook of Critical Thinking in Higher Education*. New York: Palgrave.

Barnett, R. (1990). *The Idea of Higher Education*. Buckingham: SRHE & Open University Press.

12. **Finishing up.** It is now easy to add a page break before the reference list entries begin, and type **Reference List** at the top of the page to separate your reference list from the body of your assignment.

Further tips:

- Note that removing an in-text citation in the text of your assignment will also remove the reference list citation (and vice-versa). To remove a reference click at the end of a citation after the brackets and hit <backspace>.

- Editing a citation manually by typing in the brackets, e.g., adding a page number will do little as references are regularly refreshed by Endnote and they will return to how they were entered. To add a page number or a suffix or prefix to an in-text citation click anywhere within the (…..). *Right click—edit citation(s)—click More* and add information in the prefix, suffix or page fields, e.g., (*for further information, see* Maddox, 2012, *p. 12*)

- Endnote integrates with most library databases. It is possible to export selected journal articles into a readable form (a ".ris" file) to be used in Endnote Desktop, and then import the citation information into your Endnote library. The imports all required citation information directly into the Endnote fields. This will be explained in another Endnote Desktop Quick Guide.