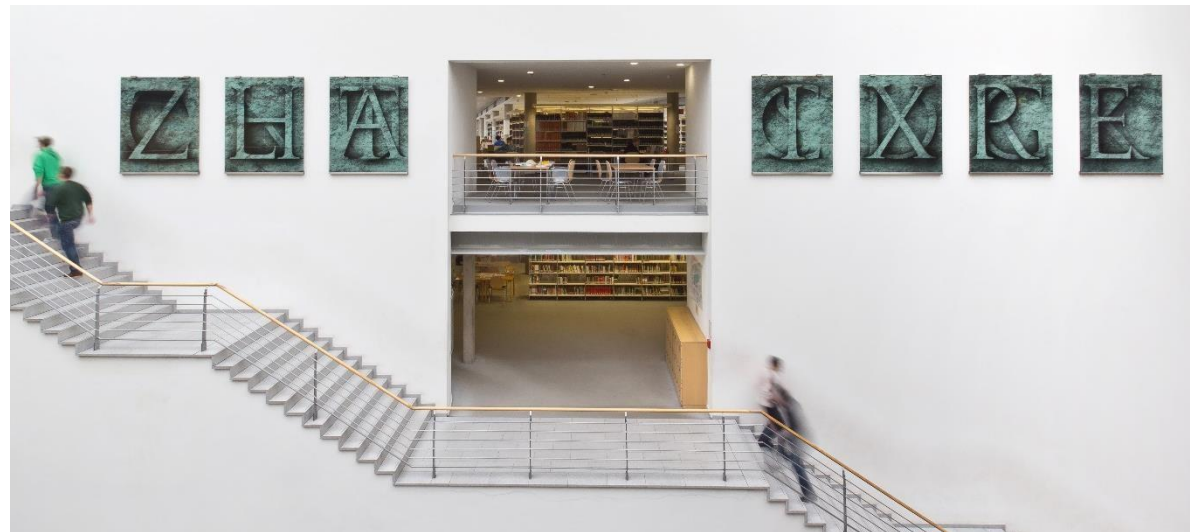




NIEDERSÄCHSISCHE STAATS- UND
UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN

EndNote 20 – Self-Study Material for Medical Students

Managing references in the process of academic work
December 2022



GEORG-AUGUST-UNIVERSITÄT
GÖTTINGEN

What? Why? What for?

- EndNote is a fee-based reference management programme, which you can purchase [here](#)
- It allows you to collect, organise, and cite documents of any kind
- The programme generates a list of references in accordance with the citation style you set
- It is compatible with the following operating systems: Windows, MacOS
- Synchronisation of documents and data enables collective work and storage of data on the server
- Group function facilitates teamwork
- Are you a doctoral student at the University Medical Center Göttingen? Then you are required to use the [UMG citation style](#) for EndNote

Support

Online:

- [YouTube channel](#) with EndNote tutorials

In the EndNote library:

- Menu option *Help* -> EndNote training portal

More:

- [Technical support](#) via Alfasoft



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EndNote library window

Left pane: "My Library" displays subgroups of references, helps to sort and organise the sources

Central pane: displays the list of references

Right pane: displays metadata; allows you to select between a detailed view of a reference or a preview, or to edit one of the PDF-files attached

The screenshot shows the EndNote library window with three main panes. The left pane, titled "My Library", contains a sidebar with "MY GROUPS" (Geriatric, Essstörungen, Adipositas, New Group Set, Bulimie, My Groups, Demenz) and "FIND FULL TEXT" options. The central pane displays a table of 48 references with columns for Author, Year, Title, Rating, Journal, and Reference Type. The right pane shows the metadata for the selected reference: "Bauer, 2016 #2134".

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

The right pane shows the metadata for the selected reference: "Bauer, 2016 #2134". The Reference Type is "Journal Article". The Author is "Bauer, Christian R.; Umbach, Nadine; Baum, Benjamin; Buckow, Karoline; Franke, Thomas; Grütz, Romanus; Guskus, Linda; Nussbeck, Sara Yasemin; Quade, Matthias; Rey, Sabine; Rottmann, Thorsten; Rienhoff, Otto; Sax, Ulrich". The Year is "2016". The Title is "Architecture of a Biomedical Informatics Research Data Management Pipeline". The Journal is "Studies in health technology and informatics". The Place Published is "Netherlands". The Volume is "228". The Pages are "262-266".

Before you start, go to the menu option *Edit* -> *Preferences* -> *Find Full Text* and enter the GBV-link at *open url path*:

https://sfx-49gbv.hosted.exlibrisgroup.com/sfx_sub

Get started:



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Exercise 1:

- Search for terms *Dementia* and *Age* in the Göttingen University Catalogue (GUK) and add the results (11-20) to your EndNote library
- Create a *Custom Group* for these references and organise them
- Assign a new keyword of your choice to one of the references
- Create a *Smart Group* based on the search query "Works of Gerald Hüther from the year 2015"
- Search for *Hüther, Gerald* in the Göttingen University Catalogue (GUK), add the first thirty results to your EndNote library, and see what happens

Answers to exercise 1:

- Open the Göttingen University Catalogue (GUK), type in *Dementia* and *Age* and go to the page 2 of the search results. (Tip: Use Firefox as your Browser!) Click *Save* on the left side of the page and choose the format: *Bibliographic management software: Endnote* -> *Save*
- Select the menu option *Groups* in the EndNote library -> *Create Group* and assign it a name, e.g. “Age-related diseases”
- Select the references you want to add to the group. Move the references to the new Custom Group using the drag-and-drop method. Alternatively, you can select all references -> right-click -> *Add References To* -> newly created group
- With a left-mouse click any book from the list. In the right field under the tab *Edit* you will see the database fields that connect EndNote with entries describing the documents (metadata). Scroll to the field *Keywords*, click right below the last keyword and press the return key. Enter a keyword of your choice (e.g. *treatment of dementia*) and save it (Strg + S)
- User-provided keywords, comments etc. can also be searched through the search bar in EndNote!
- Menu *Groups* -> *Create Smart Group* -> Name *Hüther 2015*
First search field Author *Hüther, Gerald*, **Second search field** Year -> Text field *2015* -> *Create*
- Search for *Hüther, Gerald* in the Göttingen University Catalogue (GUK) and add the results (1-30) to EndNote

Next:



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

Exercise 2:

- Search for all articles by *Ulrich Sax* in the PubMed database and add them to your EndNote library
- Start a full-text search with EndNote
- View one PDF and add a comment
- Go to the PubMed database directly from EndNote and search for the following keywords: *Turner Syndrome Children*
- Add the first 10 references to your EndNote library

- Annette Mende published an article on gout and fructose as its possible cause in the *Pharmazeutischen Zeitung Online*. Add this webpage/this article to your project

Answers to exercise 2

- **First:** enable the Import filter! Menu option *Tools -> Import Filters -> Open Filter Manager*
Tick the box to enable the filter *PubMed NLM*
- Open the PubMed database via the database system DBIS (Homepage of the Göttingen State and University Library -> Search menu -> *Databases DBIS*) and type in *Sax, Ulrich*. Click *save* and select the option *all results* and the format *PudMed -> Create File*
- Select the imported references, right-click and select *find full text*
- Open one of the PDF files (in the right-hand bar under the tab *Summary*) and click *markup/annotation*. This will open the PDF settings. Now you can add a comment: click on the *sticky note* icon and double-click where you want the comment to appear in the text -> type a comment in the entry box and save it
- **First:** enable the Connection File! Menu option *Tools -> Connection File -> Open Connection Manager ->* tick the box to enable *PubMed NLM*
- Go to the *Online Search Mode* in EndNote and select *PubMed*. Make a search query with *any fields* and the search words *Turner Syndrome Children*. Mark the first 5 results and click on the “+” icon in the top right corner. This way, the results will be imported to EndNote. You will find them among *recently added*

Answers to exercise 2 - continued

- Search in Google for *Mende Gicht Fructose* and select suitable results
- Click on *New Reference* in the toolbar in EndNote and provide all the details about the website (Especially the URLs! It is also recommended to set *Journal Article* as your document type and fill out all the fields accordingly)

Almost done!

Exercise 3:

- Write a couple of sentences in a Word document
- Add citations in different places in the text passage (book, journal article)
- Change the citation style and note the differences
- Create a bibliography with EndNote



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Answers to exercise 3



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- Write a couple of sentences in a Word document
- Place the cursor in the text passage where you intend to add a citation and click *Insert Citation*
- Select the reference that is being cited from the search mask and add it to your Word document
- Add another citation to your text. Use *Go to EndNote* to open the full view of your EndNote library and select a reference. Then, click *Insert citations* and select the option *Insert selected citations* in the Word document.

The bibliography will be created and updated automatically!

- Change the citation style by selecting a different style from the style search bar
- Select random references in your EndNote library and right-click on them
- Select *Copy Formatted* and paste it in an empty Word-document -> this way you can compile a bibliography with EndNote from references of your choice

Journal Term Lists



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- „Journal Term Lists“ help to save entries such as keywords, author names, and journal titles
 - With the journal term list – depending on the citation style – EndNote will automatically convert a full journal title into an abbreviated version
 - Term lists are filled in automatically as soon as a new author name, a keyword, or a journal article is provided
 - Term lists contain all author names, keywords, and journal titles that can be found in the EndNote library
- Completing term lists:
 - Menu *Library* -> *Define Term Lists* -> select *Term List Journals* -> click *Import List* -> select *Medical* -> Open -> in the tab *Terms* refresh the view of the term list (two columns with titles and abbreviations)
 - Depending on which Output Style is selected later, EndNote will provide either a full journal title or its abbreviation in the bibliography

The online version: [EndNote Web](#)



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- **Important:** first, create a backup copy of your EndNote library. Menu option *File -> Compressed Library*, then select options *With file attachments* and *All references in library -> Next ->* select the location
- Register with your email address and create an account
- You have access to comprehensive online guidelines
- With EndNote Web you can import references to any computer and subsequently add them to the desktop version
- EndNote Web enables working in a team
- With the button *Sync* in the EndNote library, you can synchronise references between the online and the desktop versions
- Check out this webinar on [synchronising and library sharing](#) (in German)
- PDFs and Custom Groups are synchronised in EndNote Web, too



Further questions?

- You will find helpful tools and techniques for academic work on the [website of the Göttingen State and University Library](#)
- [International Writing Centre](#) of the University offers academic writing support
- [This set of video-tutorials](#) on YouTube covers the topics of research strategies and literature search (in German, subtitles can be translated into English automatically)
- Two members of the Göttingen State and University Library published an article on [good scientific practice](#) in the handbook *CoScience* (in German)
- The University of Göttingen offers materials (including a quiz) on the topic of [plagiarism](#) (mostly in German)
- The University Medical Centre Göttingen has also drawn up the [Formal guidelines on writing a dissertation](#) (in German)

You can always reach us online:

Medical Library (BBM)

- Overview of [the services](#) offered for medical students (in German)
- On [the library website](#), you will find a more comprehensive list of services offered digitally by the University Library (English and German)



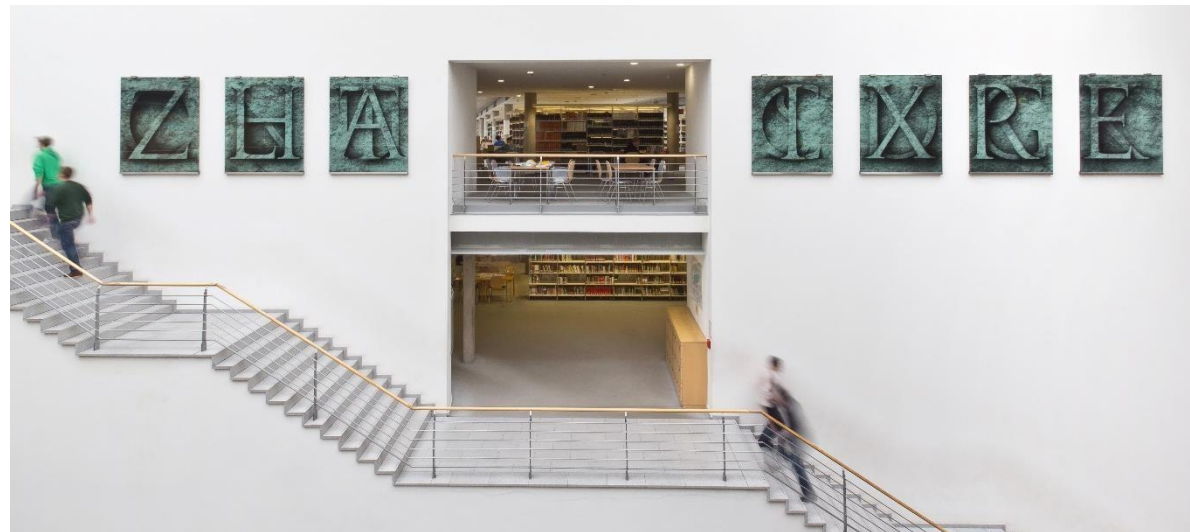
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- For *individual appointments*, please contact us via email dhaerter@sub.uni-goettingen.de or by telephone (39-19527)

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Best of luck with your projects!



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