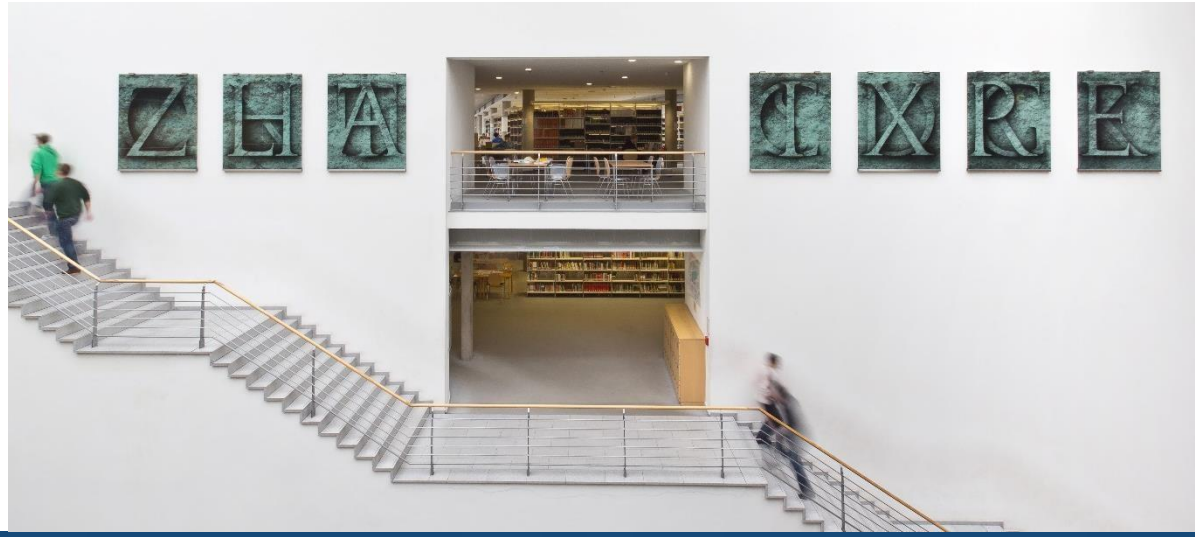
SUB | NIEDERSÄCHSISCHE STAATS- UND UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN

EndNote 20 – Self-Study Material for Medical Students

Managing references in the process of academic work
December 2022



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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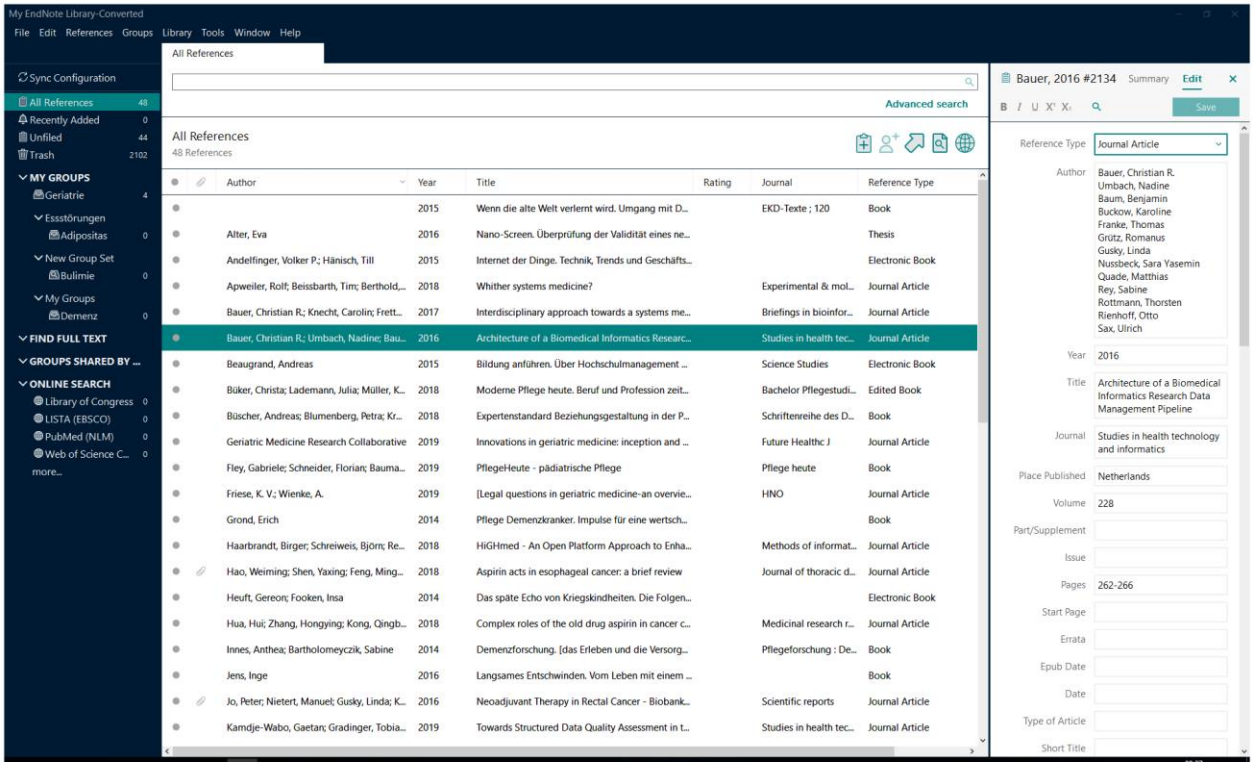
EndNote library window

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



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

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 *Medica*l -> 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?

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- 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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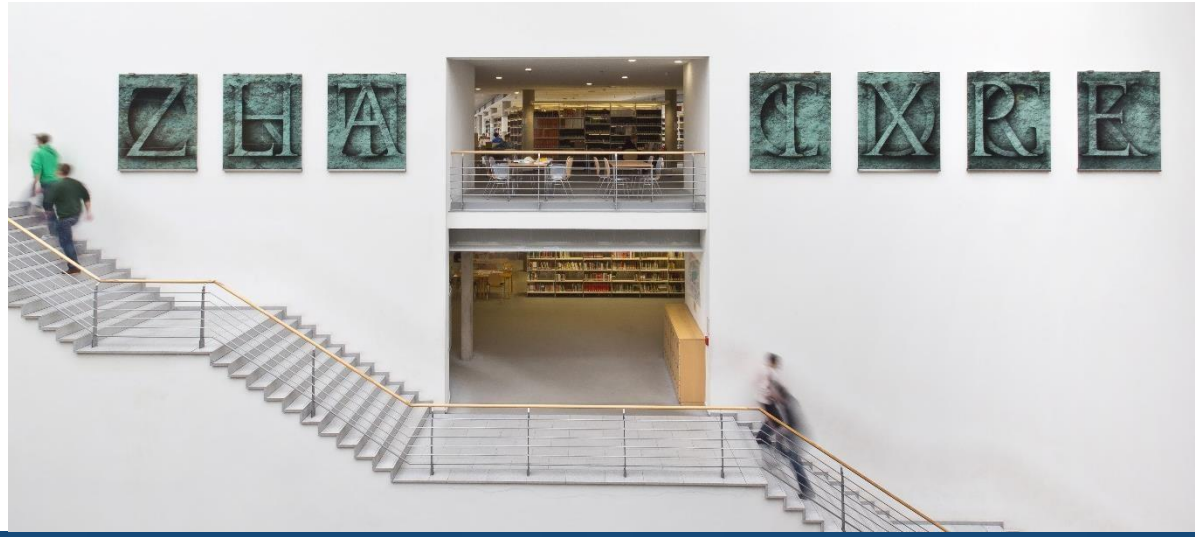
Best of luck with your projects!



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