

## Referencing and Principles of Endnote program



Prepared by

Dr. Anas F Mahdee

Professor

College of Dentistry/ University of Baghdad BDS. MSc. (Iraq), PhD (UK)



#### What do you suppose to learn from this lecture?

- Understand the referencing and citation.
- Learn how to use Endnote program.
- Understand referencing styles.

#### Referencing

#### Purpose for referencing:

- To link knowledge between what is already known in the field with your work.
- Help in finding the source if the reader required much more details.
- Avoiding plagiarism.

According to the guidelines of the university of Baghdad, Harvard style is the recommended style for referencing in thesis writing.

Single Author of paper, in the text (Author surname without initials, year):

(Couve, 1986)

In reference list:

Couve, E. 1986. Ultrastructural changes during the life cycle of human odontoblasts. Arch of Oral Biol., 31, 643-651.

Two Authors, in text: (Yu and Abbott, 2007)

In reference list:

Yu, C. & Abbott, P. V. 2007. An overview of the dental pulp, its functions and responses to injury. Aust Dent J., 52, S4-S16.

More than 2 Authors, in text: (Magloire et al., 2009)

In reference list:

Magloire, H., Couble, M. L., Thivichon-Prince, B., Maurin, J. C. & Bleicher, F. 2009. Odontoblast: a mechano-sensory cell. J Exp Zool B Mol Dev Evol, 312B, 416-24.

A book, in text: (Silverthorn et al., 2007)

In reference list:

Silverthorn, D. U., Ober, W. C., Garrison, C. W., Silverthorn, A. C. & Johson, B. R. 2007. Human physiology: an integrated approach, Pearson/Benjamin Cummings.

Chapter in a book, in text: (Luukko et al., 2011)

In reference list:

Luukko, K., Kettunen, P., Fristad, I. & Berggreen, E. 2011. Structure and functions of the dentin-pulp complex. In: Hargreaves, K. & Cohen, S. (eds.) Cohen's pathways of the pulp 10th ed. St.

Louis, Missouri, USA: Mosby Elsevier.

The references also can be used within text by combining the author surname (without initials) and the year in the beginning of a sentence. There is no need to add the reference at the end of this sentence because you already mentioned that, such as:

Oka et al. (2007) reported a delay in odontoblast differentiation in TGFbr2 mutant mice.

The verbs used for this purpose is called reference verbs such as: (argue, claim, find, report, state, point, differentiate, discuss, explain, express, notice, suggest, introduce, identify, compare, etc).

These verbs can be used in past or present tens such as: Smith (2019) argues that....

Couve (1999) claimed that...

Present tenses indicate that the reference is new and still valid, while past tense may suggest out-of-date old reference.

#### **EndNote**

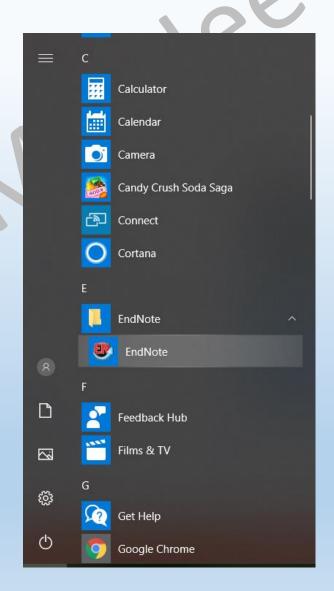
It is a single file on your computer which act as a library to store bibliographies of all references related to your working project. This file is directly connected to the Microsoft office files (eg: Word, PowerPoint,...)

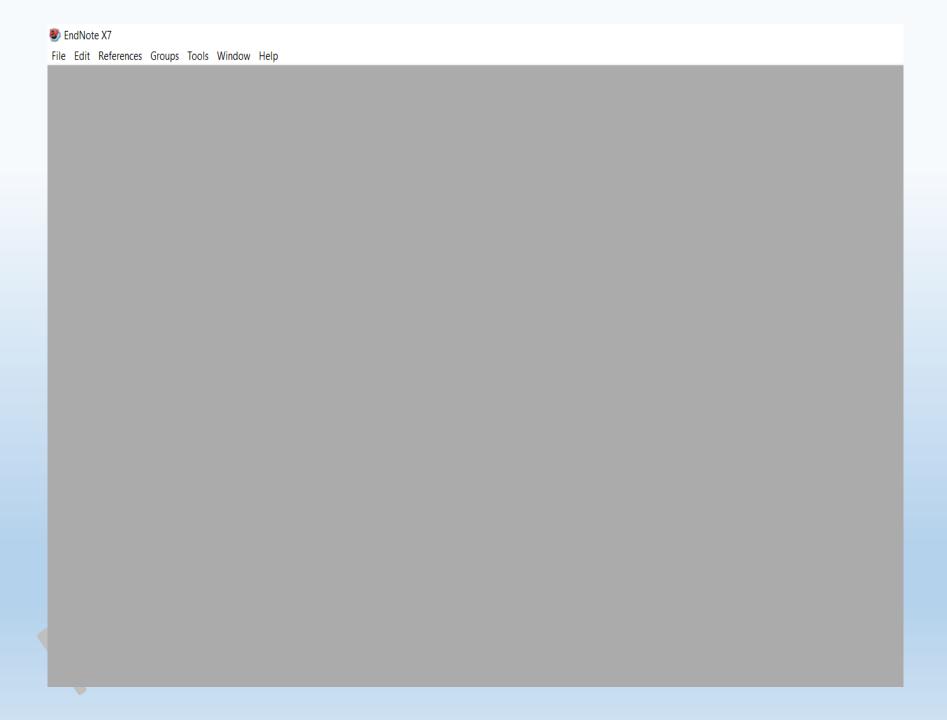
#### Advantages:

- 1- Facilitate searching for any reference entered within this library.
- 2- Citation of the reference inside Word document within the text and creating a bibliography list at the end of your file at any selected reference style.
- 3- Editing references and changing reference styles easily at one time for the whole document.

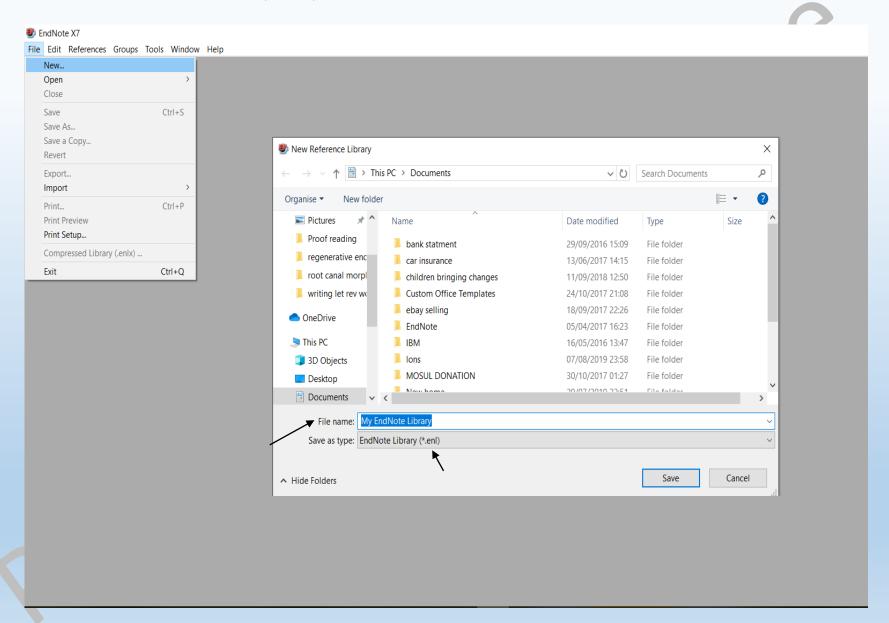
#### How to open your Endnote for the first time?

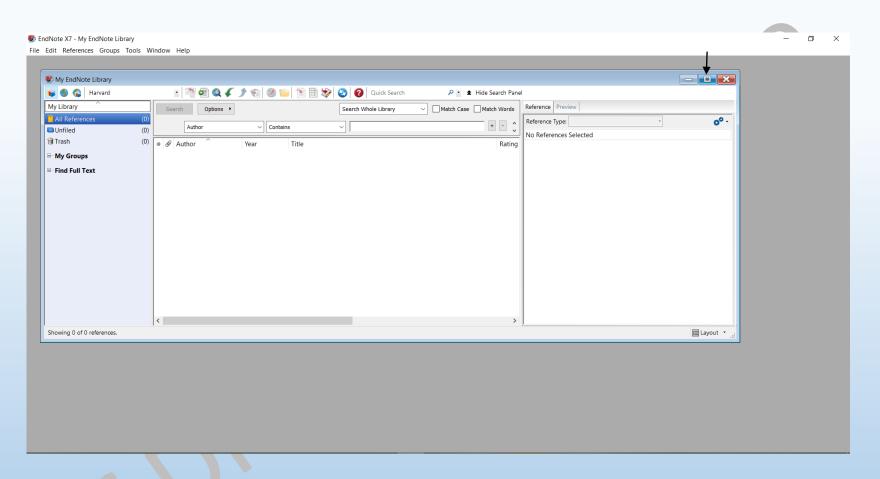
Go to start bottom on the left side of the task bar and search for EndNote



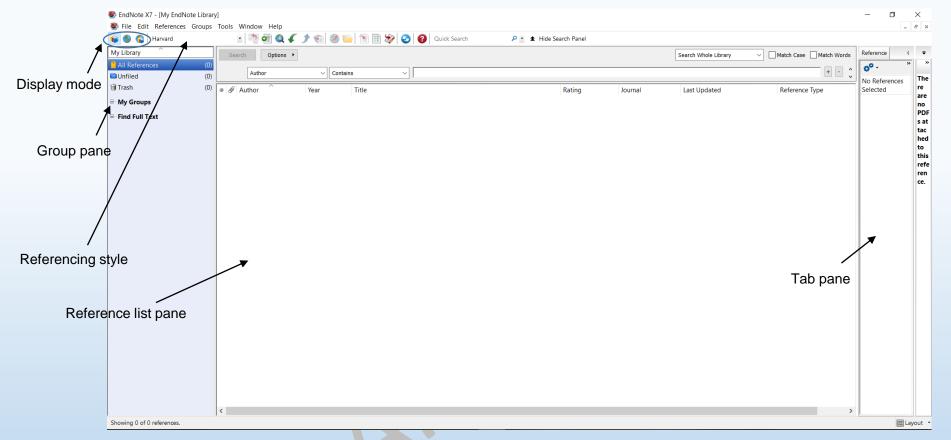


#### How to open a new library in your Endnote?





It is recommended that you should open only one library in your computer to be easily organised your data in one library and use it for all your future work. You can the group feature (discuss later) to further organise your reference by topic/ papers/ projects as you wish to do.



<u>Display pane:</u> make you switch between working mode to local EndNote library, searching online alone or your library and online database.

Reference style: you can choose which style you want to work on.

Group pane: You can create group of references to organise your reference in EndNote

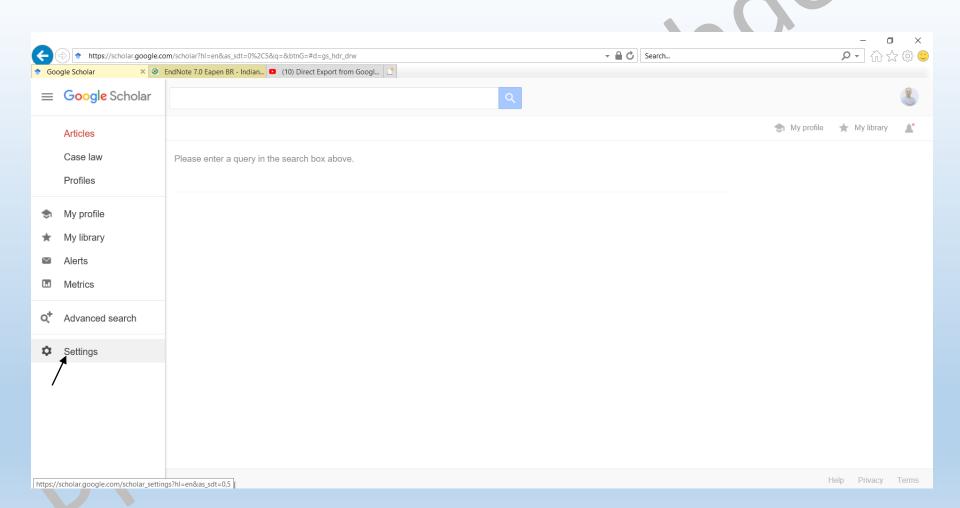
Reference pane: showing all references in your chosen reference folder. You can list these reference easily by clicking on "Author" to be listed alphabetically either descending or ascending, and similarly for other headings "Year", "Title"....

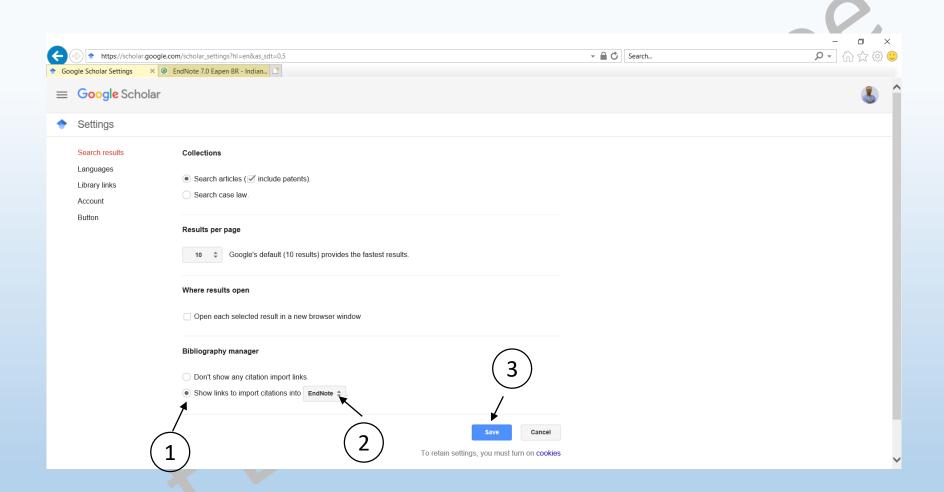
<u>Tab pane:</u> has several options such as direct editing for the reference after clicking it on reference pane.

#### How to Import references directly from Google Scholar?

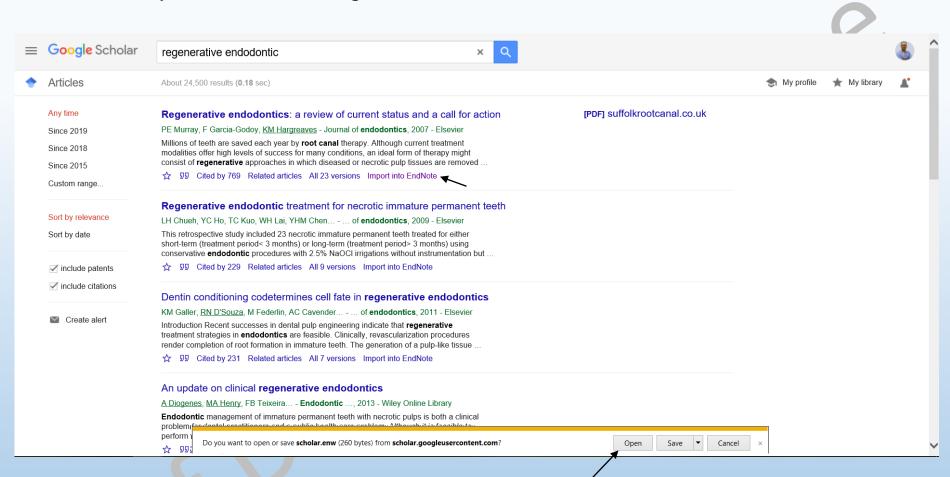
Two methods can be recommended:

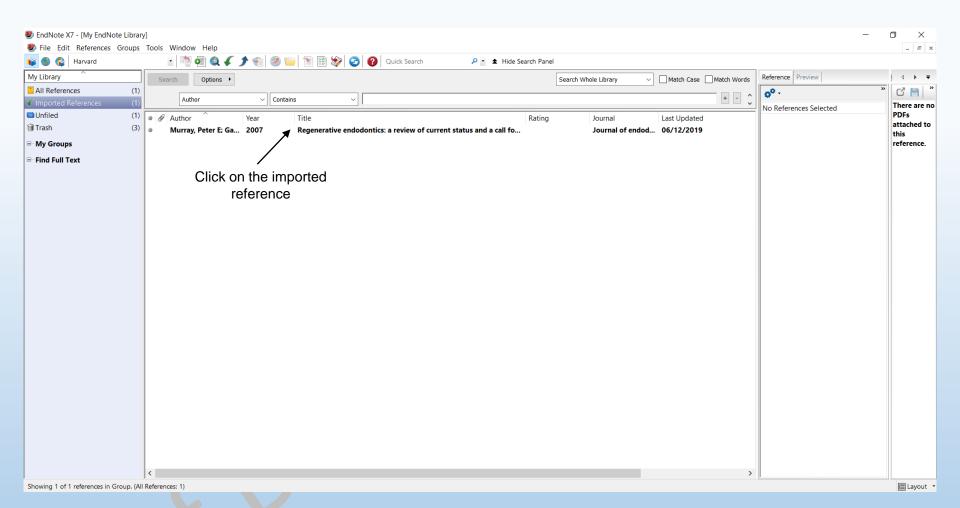
First method: Open Google Scholar page and go to Setting

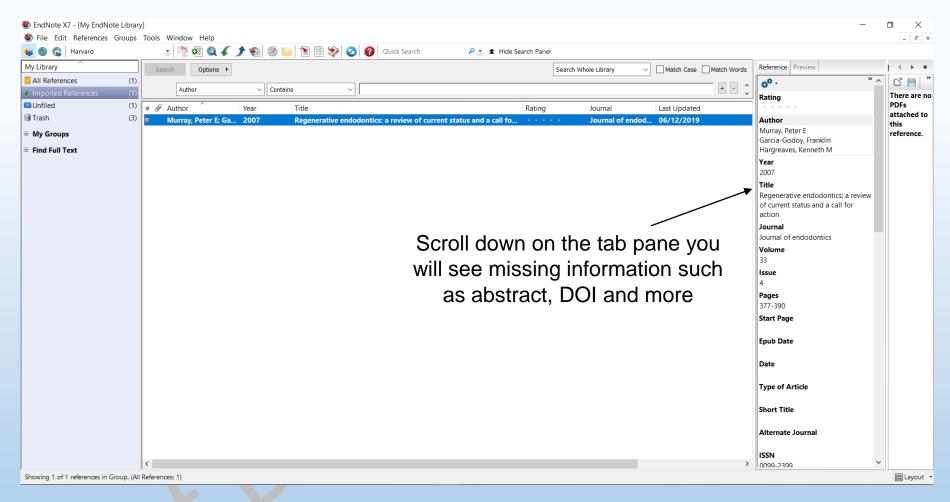




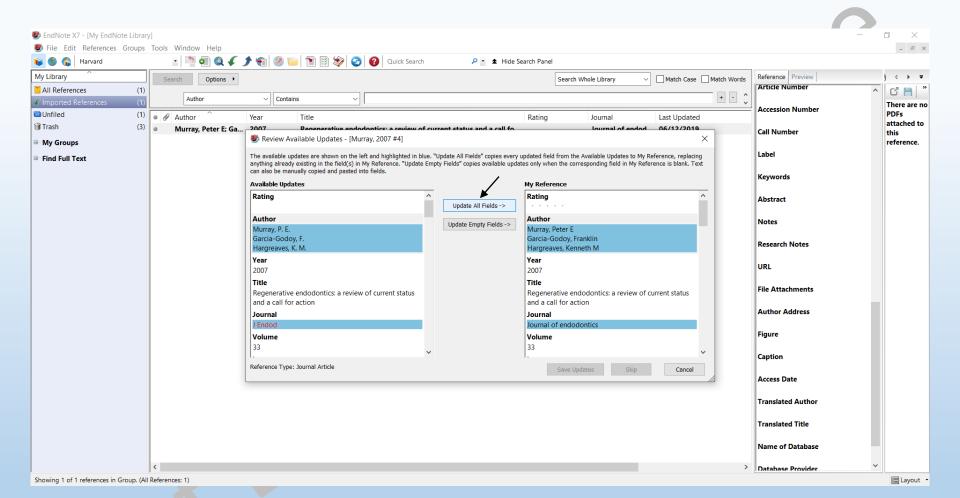
#### Choose a keyword on the Google Scholar

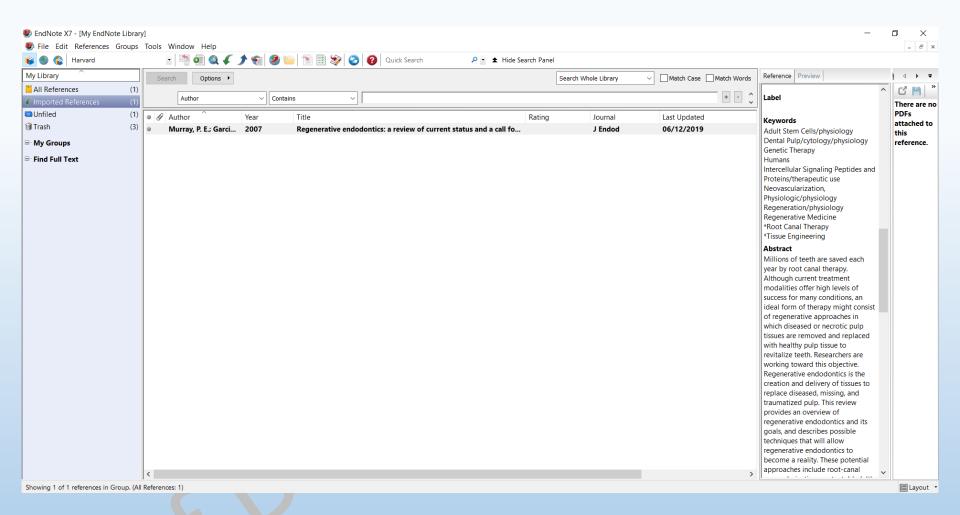






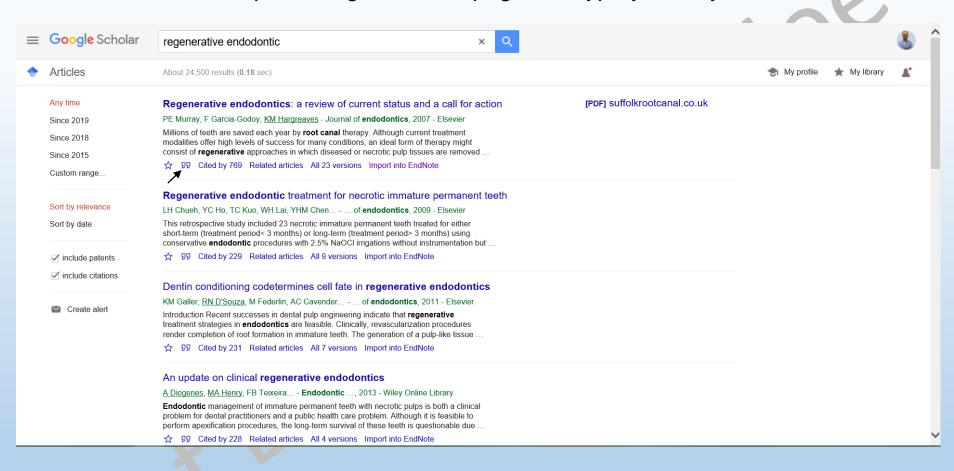
To update the missing information in the tab pane: Go to References→ Find Reference Updates

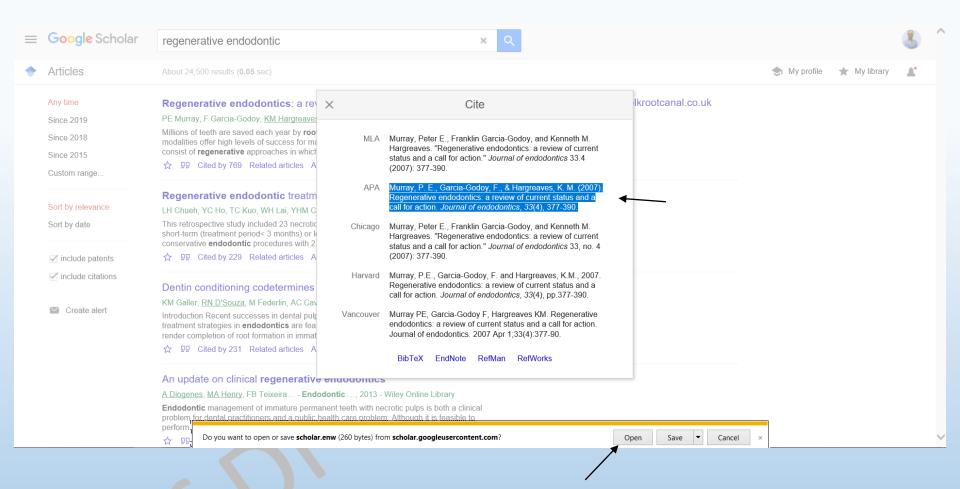




All missing information is now updated

Second method: Open Google Scholar page and type your keyword

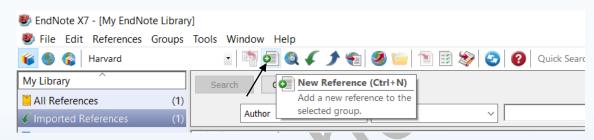




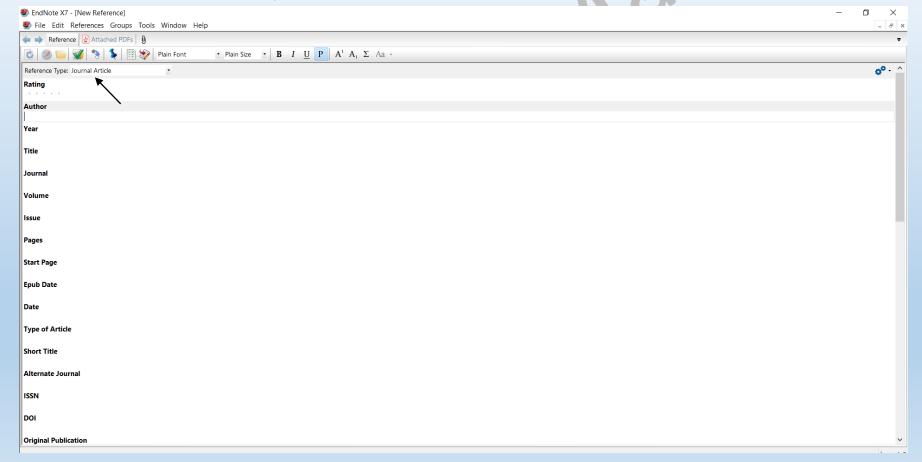
The reference will be opened by the EndNote and you can update the missing information in your reference as mentioned previously.

#### How to add reference manually to EndNote?

Open new reference window



#### Notice in the Reference Type that Journal Article is chosen by default



You don't need to fill information into every field in the reference template, but you must entre the first few fields which describe the key bibliographic information.

Then enter the following information:

Author: Lillis, T and press enter In the second author: Turner, J

To move between fields press Tab key

Year: 2001

Title: Student writing in Higher Education

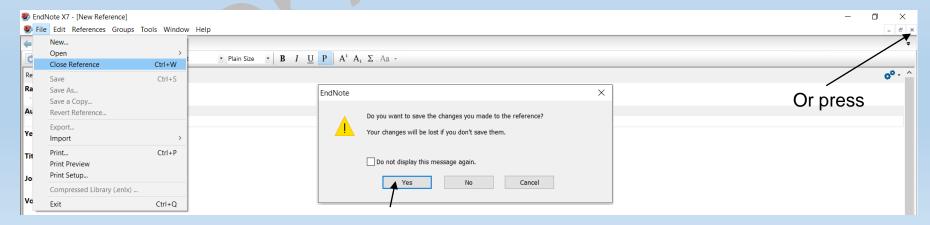
Journal: Teaching in Higher Education

Volume: 6

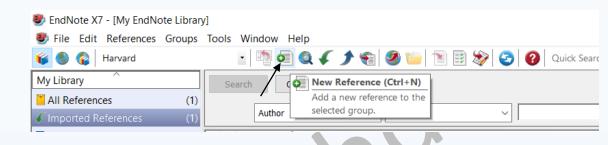
Issue: 1

Pages: 57-68

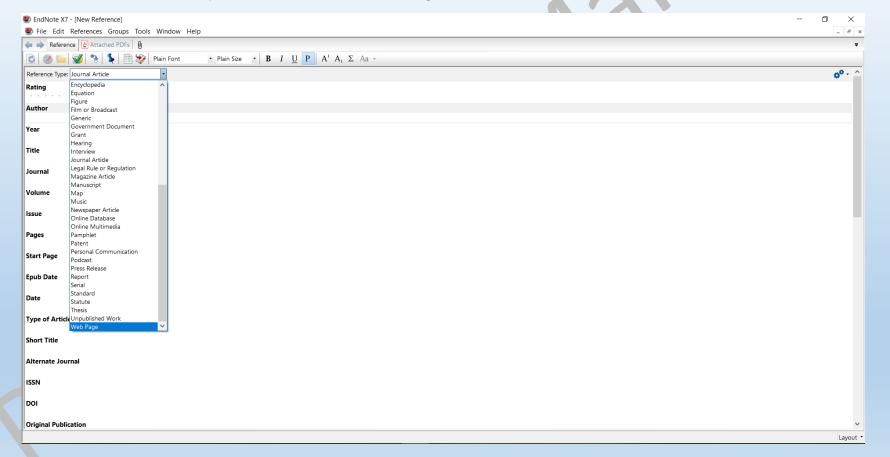
To save the reference click on File→ Close Reference or press on the cross on the top right to close the reference window.



### Open another new reference window



#### From the Reference Type choose Web Page



Notice change in the fields of reference information, these are dependant on what type of reference is selected. Then enter the following information:

Author: National Institutes of Health,

Year: 2011

Title: Stem cell information: the National Institutes of Health resource for stem cell

research

Publisher: National Institutes of Health

Access year: 2011

Access date: 15 September

Last update date: 31 August 2011

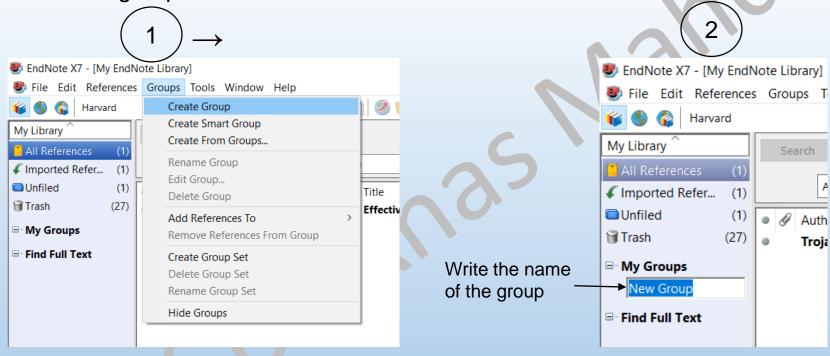
URL: http://stemcells.nih.gov/index.asp

Note that a corporate author requires a comma entering after the name, otherwise EndNote will format the author's name into last name/initials format (Author: Health, N.I.o)

#### How to create a group of references in EndNote?

You can organise your references in EndNote by creating group of references according to project, paper or thesis chapter.

To create group:



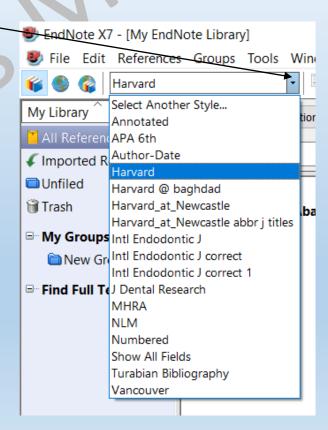
3- select the reference to be add to the group then drag and drop it in the group

#### Selecting the citation style:

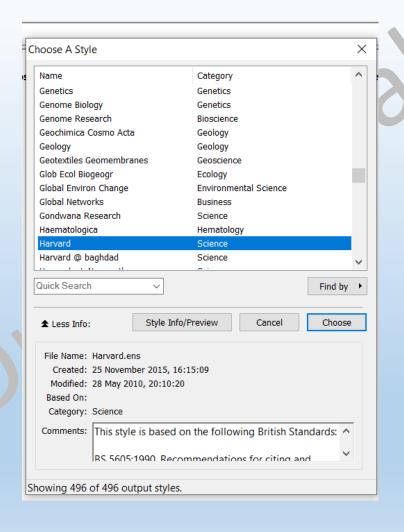
There are many different type of citation style available. The criteria for selecting a specific citation style will depend on the requirement of the journals, publishers or in the case of a Thesis, your University.

The reference style recommended by College of Dentistry University of Baghdad is Harvard style.

You can found these styles in reference style

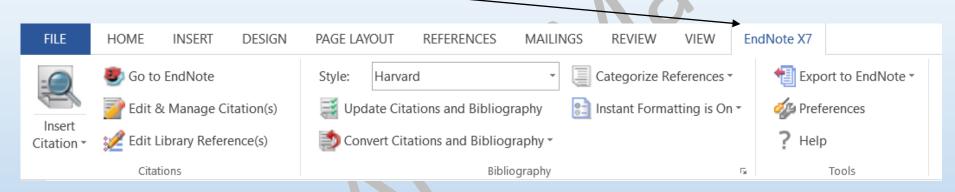


If the reference style you want is not available in the dropdown menu choose the first option 'Select Another Style' and select your style from the stored styles within your EndNote then press choose



#### Inserting references from EndNote into Word document:

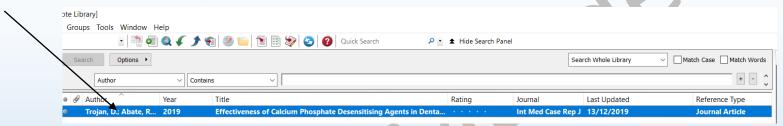
The EndNote must be installed properly to ensure the appearance of its ribbon in the Microsoft Word document



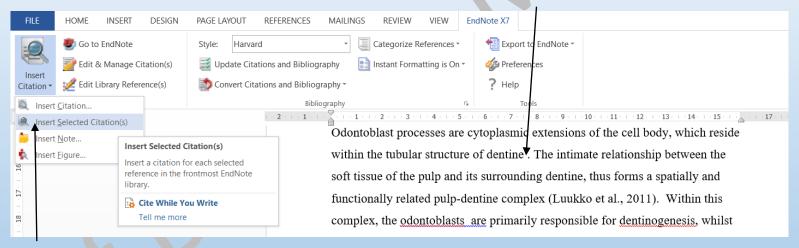
There are different ways to cited a reference into Word document:

#### First method

1- Select a reference in Endnote that you want to cite.



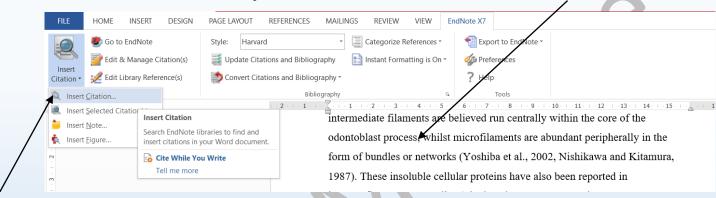
2- From Word file put the cursor at the location you would like to insert the reference in.



- 3- At EndNote ribbon go to 'Insert Citation' and choose 'Insert Selected Citation'. The reference will automatically cited in the selected position within the text and its bibliography appear at the end of the Word file as reference list.
- 4- To select more than one reference at the same time hold down CTRL key on your keyboard when you select each reference in the EndNote and repeat the above process.

#### Second method

1- In Word file put the cursor at the location you would like to insert the reference in

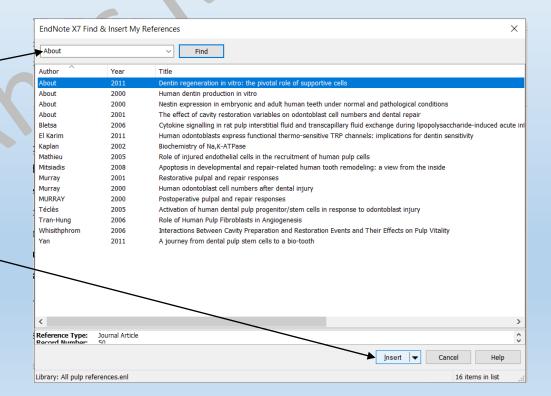


2- In EndNote ribbon go to 'Insert Citation' and choose Insert Citation'.

3- Search for the reference by entering the name of author in the search box the press find.

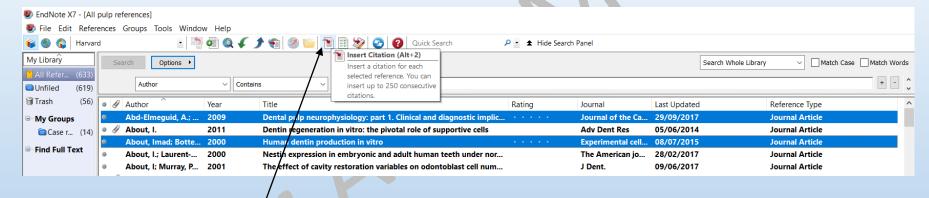
4- Select the reference you want and press insert.

5- To select more than one reference at the same time hold down CTRL key on your keyboard when you click on each reference.



Third method to insert references from Endnote into Word document:

- 1- In Word file put the cursor at the location you would like to insert the reference in
- 2- In EndNote library select the reference or references that you want to cite



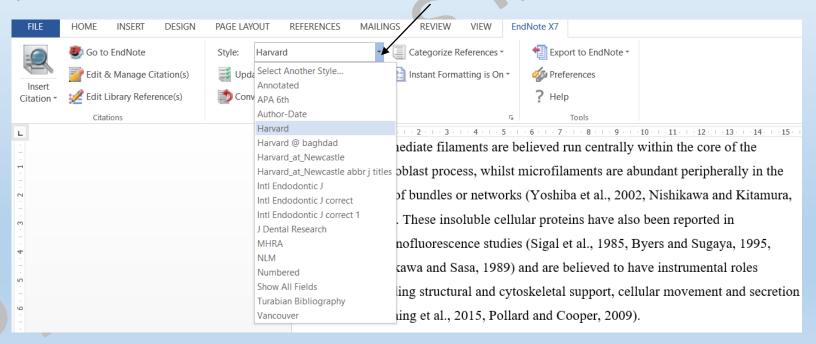
3- From EndNote tool bar choose 'Insert Citation' icon, and the reference will be cited on the selected site in your Word document.

#### **Editing references in Word document**

After citing the reference in the Word document, the editing for these references can be done inside the Word document itself.

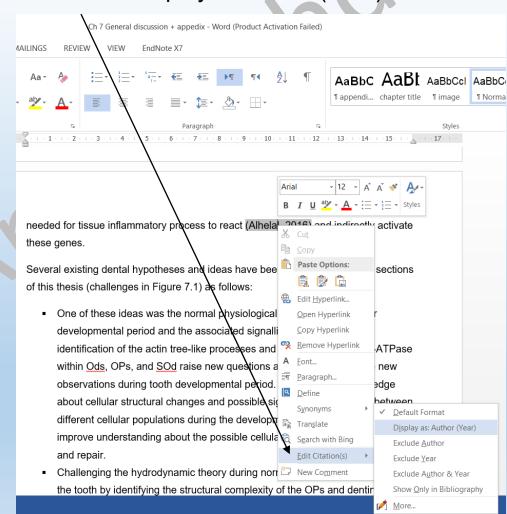
#### Style of citation:

The citation style can be changed within the Word document from the EndNote ribbon go to 'Style' dropdown menu and choose the required style.



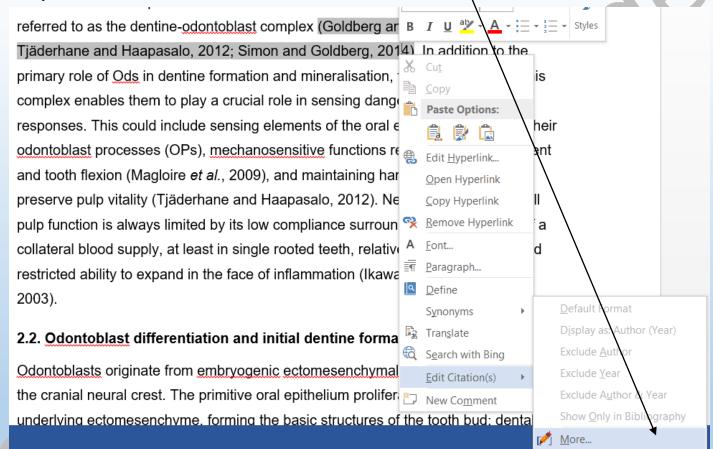
#### Editing references within text:

To change a reference on Word document to 'Author (year)' style which is sometime required during writing, select the required reference and do right click on it then choose the dropdown menu of edit citation and choose 'Display at Author (Year)'.



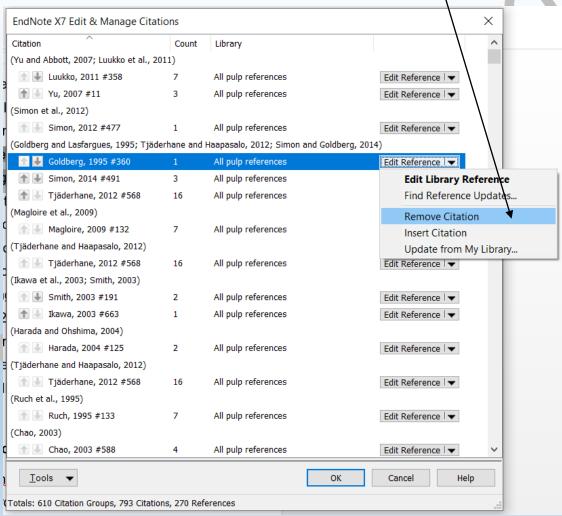
To delete a single reference from a group of references that you cite within a paragraph. Choose these references by doing right click on them and from 'Edit

Citation' dropdown menu choose 'More'



This will open a side window with all references within your document, in which select 'Edit Reference' dropdown menu in front the reference that you want to delete and select 'Remove Citation'

This will delete only this reference from this group.

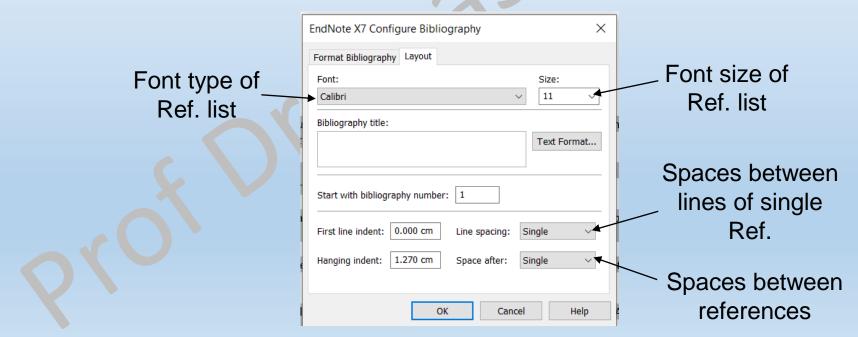


#### Editing the list references:

This can be done from the 'Bibliography' group in the EndNote ribbon in the Word document.



Click on the arrow at the lower right corner of this group and this will open new window. Choose the 'Layout' group and do the required change then press 'OK'



# Thank You