

كتابة وفهرسة المراجع العلمية باستخدام برنامج EndNote



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INTRODUCING ENDNOTE

What is EndNote?

EndNote is a reference management software package, which is used to manage bibliographies and references when writing theses, essays and articles. The software is available for both PC and Mac.

EndNote allows you to:

- Store all the references that you find during your research. They can be entered manually or downloaded from most databases.
 - Store PDF files, pictures, graphs, tables, etc.
 - Add citations to your work and create bibliographies in any output style (e.g., APA, Harvard, IEEE, and Vancouver.... etc). There are approx. 6,400 styles to choose from.
- 

What is a Citation and References/Bibliography?

- ❑ A citation is a reference that appears in the text of your document.

Example:

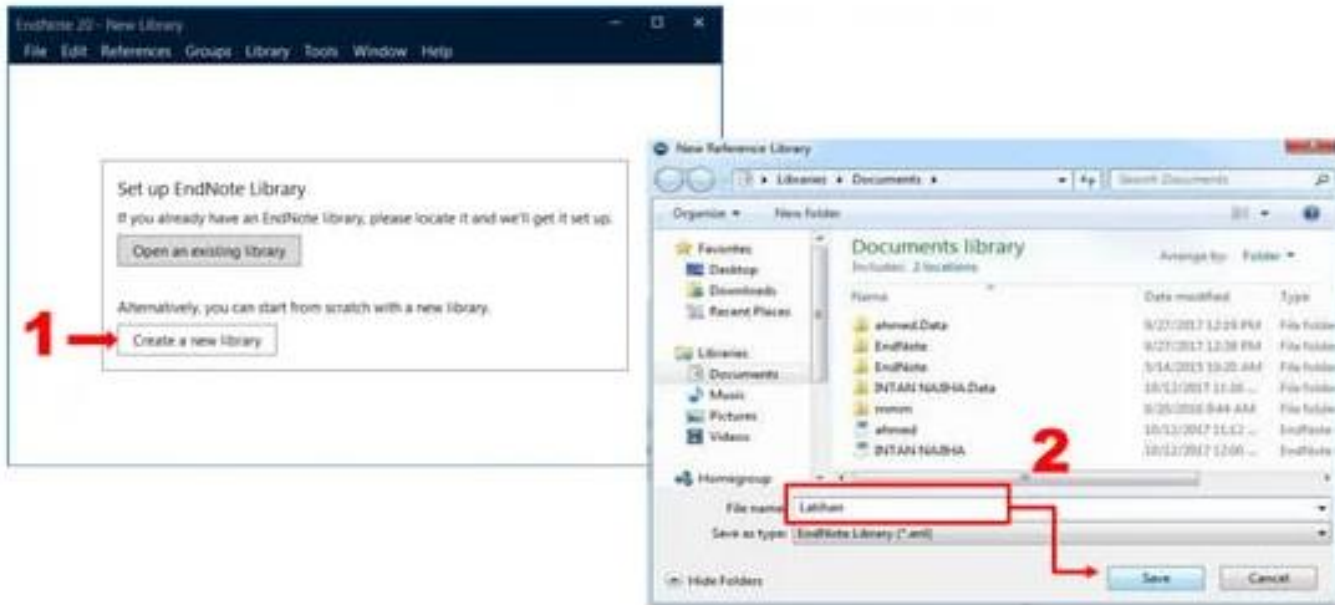
(Williams 2011)

- ❑ A bibliography is a list of references provide complete publication or aces information on all cited works

Example:

S. D. Salman, I. M. Rasheed, and M. M. Ismaeel, "Removal of diclofenac removal from aqueous solution on apricot seeds activated carbon synthesized by pyro carbonic acid microwave," *Chemical Data Collections*, p. 100982, 2022/12/28/ 2022, doi: <https://doi.org/10.1016/j.cdc.2022.100982>.

1. STARTING AND OPENING ENDNOTE LIBRARY

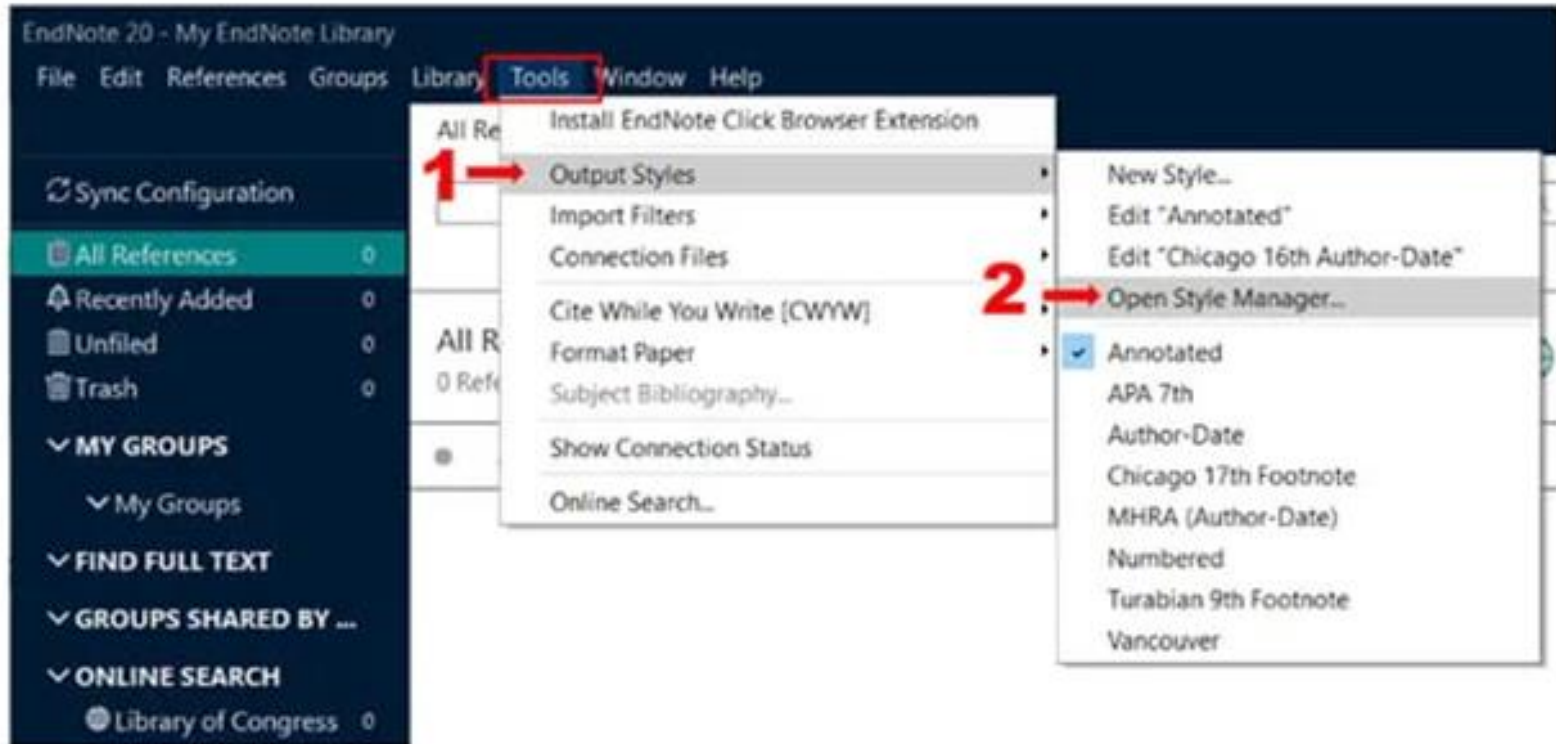


1. Open Endnote app and select **Create New Library**
2. In the File Name box, key in the name of the new library eg. Latihan and click **Save**

Note: Two files will be created : the library file (.enl) and data folder (.data)



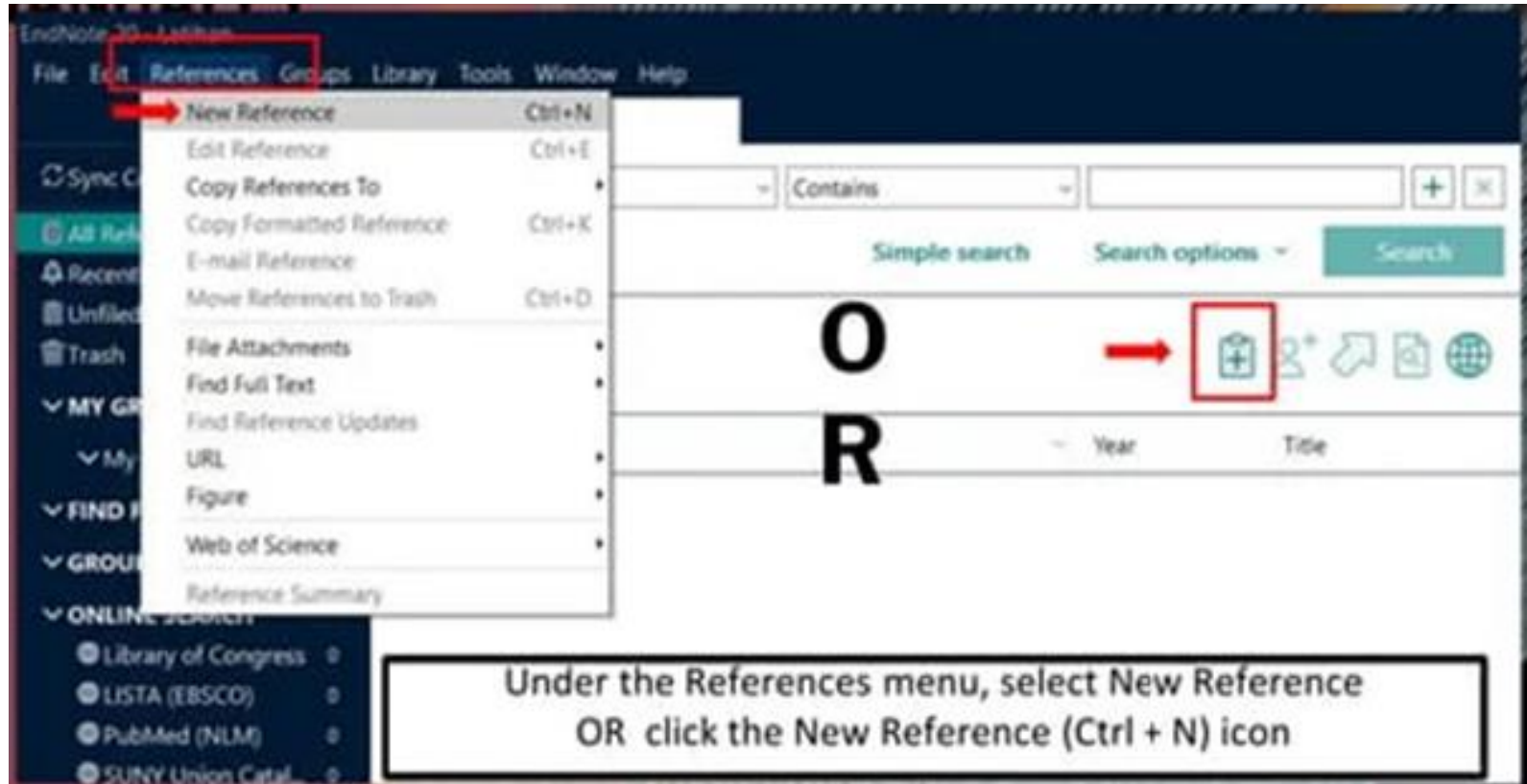
2. CHOOSING OUTPUT STYLE



1. Click **Tools** and then choose **Output Styles**
2. Click on the style you wish or **Open Style Manager** for other installed styles



3. CREATING NEW REFERENCE MANUALLY



The screenshot displays the EndNote 20 interface. The 'References' menu is open, with 'New Reference' (Ctrl+N) highlighted. A red arrow points to this option. In the background, the search bar area shows a 'New Reference' icon (a document with a plus sign) also highlighted with a red box and a red arrow. Large text 'O R' is overlaid on the screen, indicating two alternative methods. A text box at the bottom provides instructions: 'Under the References menu, select New Reference OR click the New Reference (Ctrl + N) icon'.

EndNote 20 - Addition

File Edit **References** Groups Library Tools Window Help

New Reference Ctrl+N

Edit Reference Ctrl+E

Copy References To

Copy Formatted Reference Ctrl+K

E-mail Reference

Move References to Trash Ctrl+D

File Attachments

Find Full Text

Find Reference Updates

URL

Figure

Web of Science

Reference Summary

Sync C

Alt R+L

Recent

Unfiled

Trash

MY GR

My

FIND

GROUP

ONLINE SEARCH

Library of Congress

LISTA (EBSCO)

PubMed (NLM)

SUNY Union Catal

Contains

Simple search Search options Search

O R

Year Title

Under the References menu, select New Reference
OR click the New Reference (Ctrl + N) icon

New Reference (My EndNote Library)

File Edit References Groups Library Tools Window Help

B / U X' X, Q

Reference Type Journal Article

Author

Year

Title

File Edit References Groups Library Tools Window Help

B / U X' X, Q

Reference Type Book

Author Steven Gerrard

Year 2021

Title Autobiography of Steven Gerrard

1. Select **Reference Type** (Journal Article, Book etc.)
2. Enter the reference information into the appropriate fields.

New Reference (My EndNote Library)

File Edit References Groups Library Tools Window Help

B / U X' X, 🔍

Reference Type: Book

Author: Steven Gerrard

Year: 2021

Title: Autobiography of Steven Gerrard

Save

To save your reference click **Save**



EndNote 20 - My EndNote Library

File Edit References Groups Library Tools Window Help

All References

Sync Configuration

All References 1

Recently Added 1

Unfiled 1

Trash 0

MY GROUPS

My Groups

FIND FULL TEXT

Advanced search

All References

1 Reference

Author Year Title

Steven Gerrard 2021 Autobiography of Steven Gerrard

Gerrard, 2021 # Summary Edit X

+ Attach file

Autobiography of Steven Gerrard

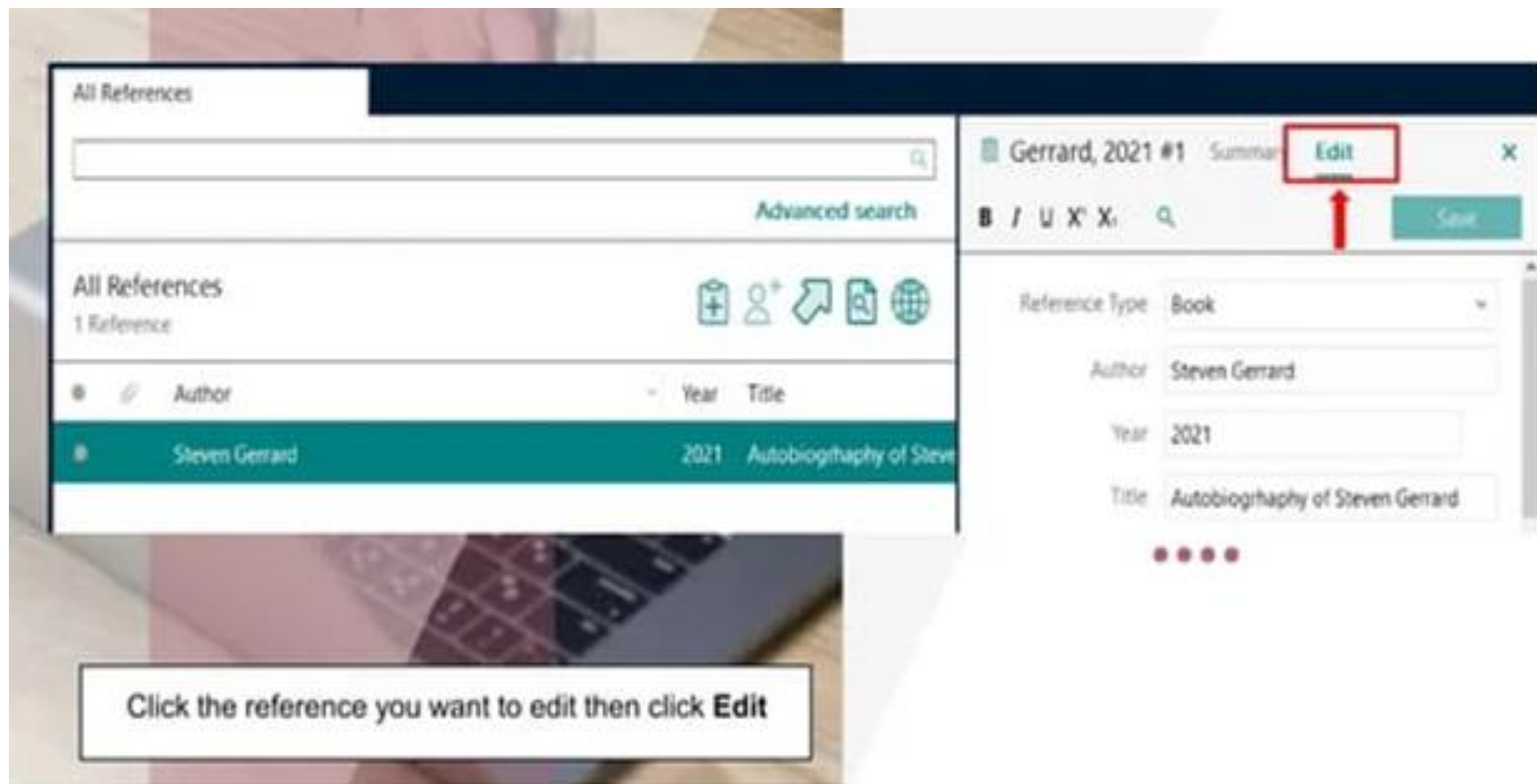
S. Gerrard

Annotated Copy citation

Gerrard, S. (2021) Autobiography of Steven Gerrard

Click **Summary** to see the outcome of your new reference

5. EDITING REFERENCE



The screenshot displays a reference management application. On the left, a panel titled "All References" contains a search bar and a table of references. The table has columns for "Author", "Year", and "Title". One reference is listed: Steven Gerrard, 2021, Autobiography of Steve. On the right, a detailed view of the selected reference "Gerrard, 2021 #1" is shown. It includes a summary, a rich text editor with formatting options (bold, italic, underline, strikethrough, link), and fields for "Reference Type" (Book), "Author" (Steven Gerrard), "Year" (2021), and "Title" (Autobiography of Steven Gerrard). A red box highlights the "Edit" button in the top right of the detailed view, with a red arrow pointing to it.

All References

1 Reference

Author	Year	Title
Steven Gerrard	2021	Autobiography of Steve

Gerrard, 2021 #1 Summary **Edit** X

Reference Type: Book

Author: Steven Gerrard

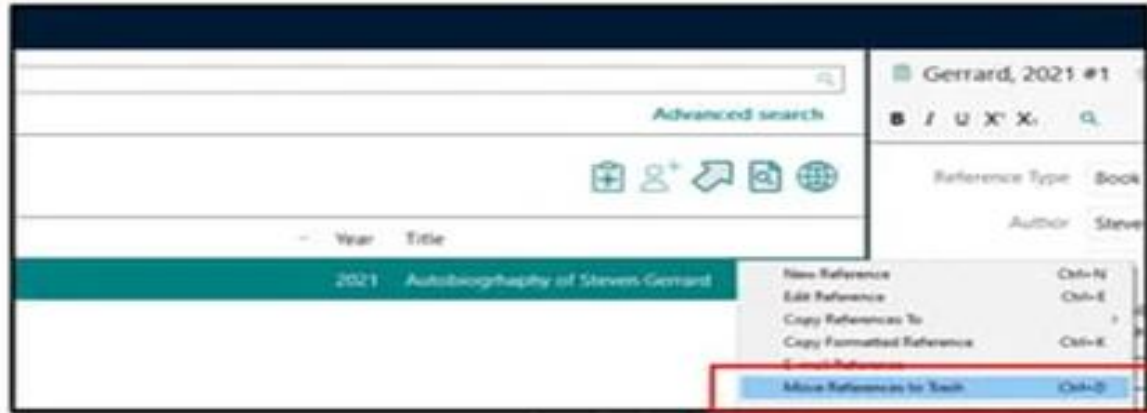
Year: 2021

Title: Autobiography of Steven Gerrard

Click the reference you want to edit then click **Edit**

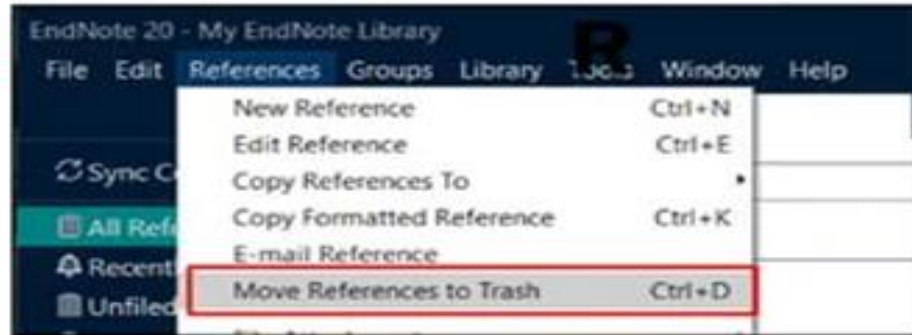
6. DELETING REFERENCES

1



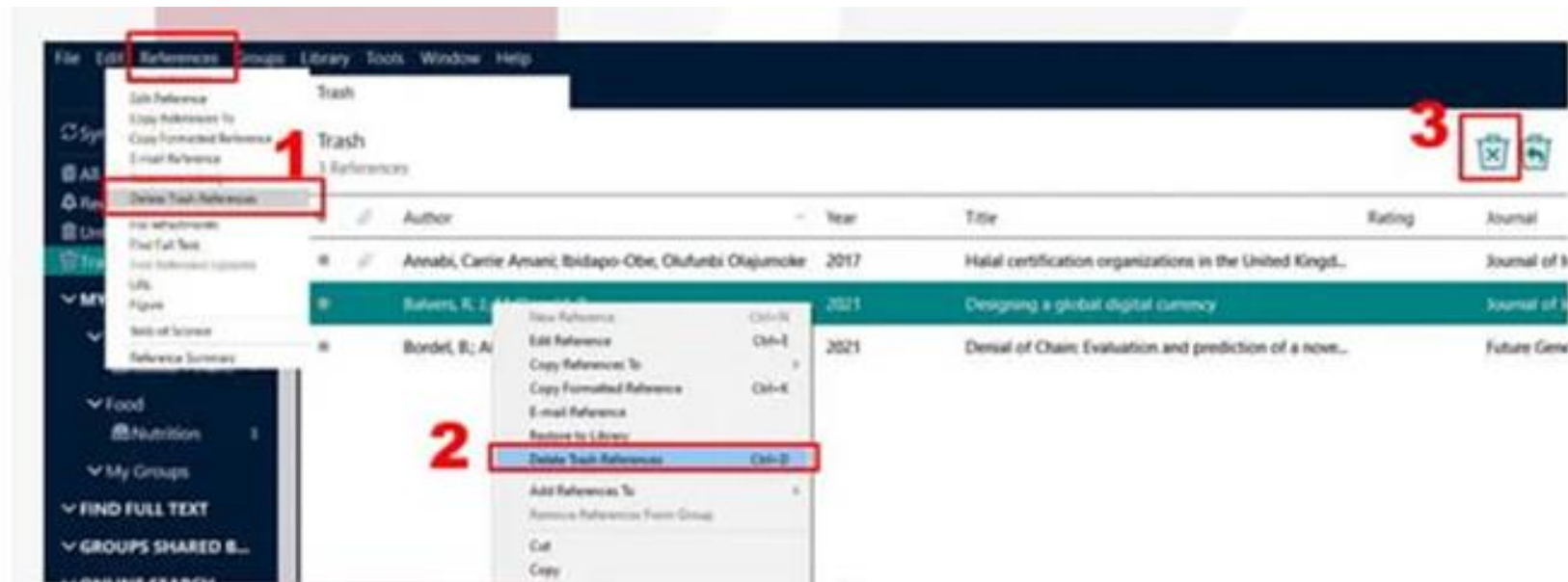
OR

2



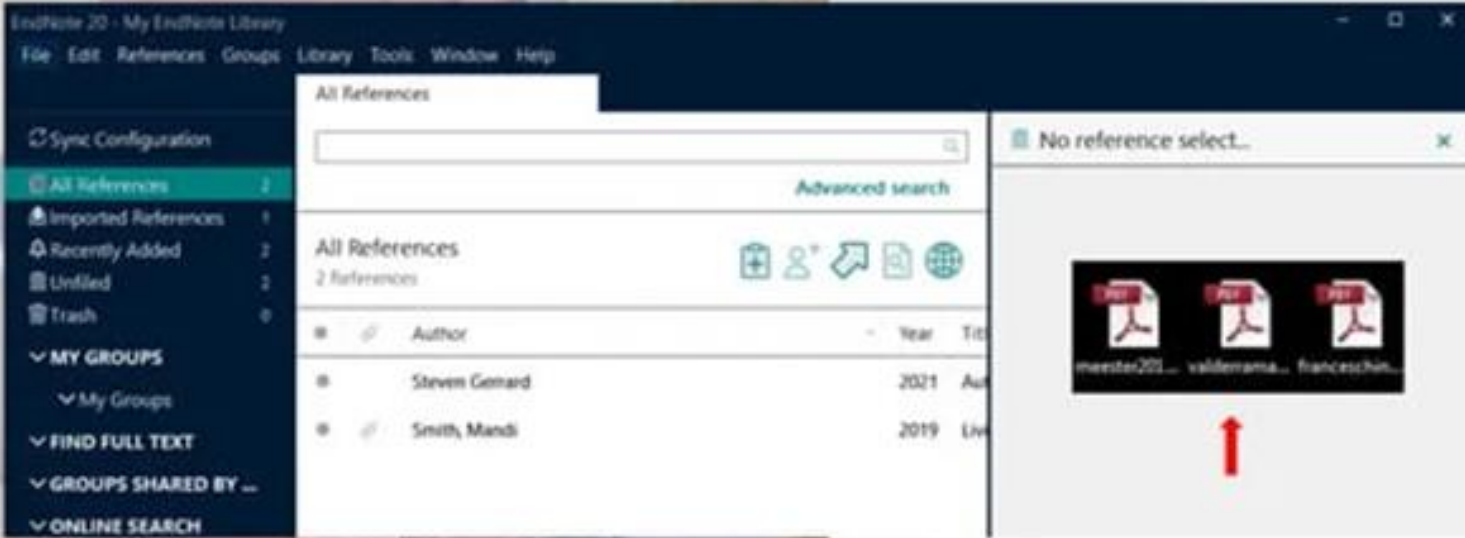
1. Right click on the reference you want to delete → **Move References to Trash**
2. From the References menu → **Move References to Trash**

7. DELETING REFERENCES IN TRASH



1. To delete completely from library, highlight reference (s) in **Trash**, go to **References** menu, choose **Delete Trash References** OR
2. Right click reference (s) → **Delete Trash References** OR
3. Highlight reference (s) → click the trash bin icon

8. DRAG & DROP PDF FILES



The screenshot shows the EndNote 20 application window. The left sidebar contains a menu with options like 'Sync Configuration', 'All References' (selected), 'Imported References', 'Recently Added', 'Unfiled', 'Trash', 'MY GROUPS', 'FIND FULL TEXT', 'GROUPS SHARED BY ...', and 'ONLINE SEARCH'. The main pane is titled 'All References' and shows a list of references. The right pane is titled 'No reference select...' and displays three PDF icons with filenames 'meester201...', 'valderama...', and 'franceschin...'. A red arrow points to the right pane.

Drag and drop any PDF file from your desktop here

(Works only if PDFs contains DOI)

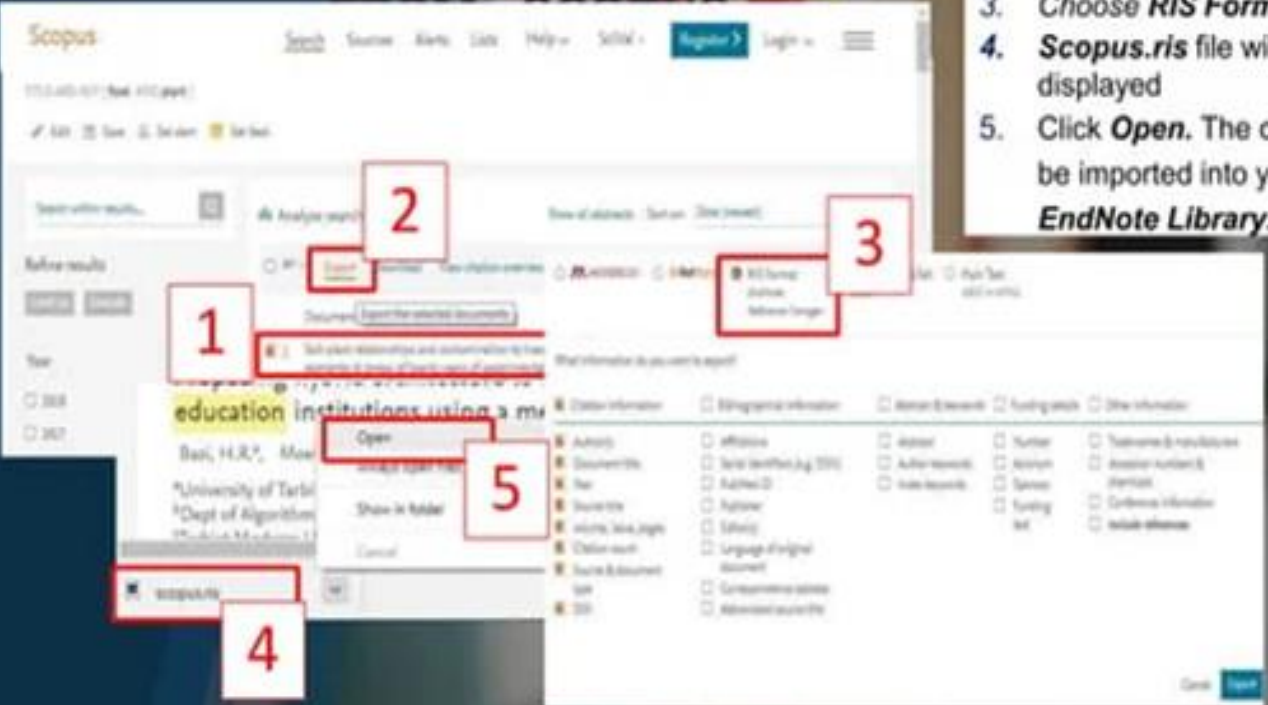


9A. EXPORTING REFERENCES

The screenshot shows the ScienceDirect website interface. A yellow box with a red arrow points to the 'Export citation' button. Four numbered red boxes highlight the steps:

1. Click **Export citation**.
2. Choose **Export citation to RIS**.
3. The **ScienceDirect_citation....ris** file is displayed.
4. Click **Open**. The citations will be imported into your **EndNote Library**.

9B. EXPORTING REFERENCES



The screenshot shows the Scopus web interface. A yellow box with a red arrow points to the 'Export' button in the top right corner. The interface is annotated with five numbered red boxes: 1. 'Search within results...' (top left), 2. 'Export' button (top right), 3. 'RIS Format' dropdown menu (top right), 4. 'Scopus.ris' file download link (bottom left), and 5. 'Open' button (bottom center). The search results for 'education institutions using a m...' are visible, showing a list of articles with details like 'Bari, H.R., Mo...' and 'University of Terbi...'. The 'Open' button is highlighted in the bottom center of the interface.

1. Conduct your search. Choose an article.
2. Click **Export**.
3. Choose **RIS Format**
4. **Scopus.ris** file will be displayed
5. Click **Open**. The citations will be imported into your **EndNote Library**.

10. ATTACH PDF TO ENDNOTE LIBRARY

The screenshot shows the EndNote 20 interface. On the left is a sidebar with navigation options. The main pane displays a list of references. The right pane shows the details of a selected reference. A file explorer window is open, showing a list of files to be attached. Red numbers 1 through 5 indicate the steps: 1. Select a reference in the list. 2. Click the 'Summary' tab. 3. Click the 'Attach file' button. 4. Select a file in the file explorer. 5. Click the 'Open' button.

1. Choose **Reference**

2. Click **Summary**

3. Click **Attach file**

4. Select a file to link to the reference

5. Click **Open**.

10. REMOVING DUPLICATE

The screenshot shows a library management application. The 'Library' menu is open, and 'Find Duplicates' is selected. The 'Duplicate References' section shows two references with the same author and title. A dialog box prompts the user to keep one of the duplicates.

1

File Edit References Groups **Library** Tools Window Help

Sync

Advanced Search

Sort Library...

Find Duplicates

Find Broken Attachment Links

Sync Configuration

All References 26

Duplicate References 2

Recently Added 0

Unfiled 23

Trash 3

MY GROUPS

Currency

Global Finan... 1

Food

Nutrition 3

My Groups

Contains

Simple search Search options Search

Duplicate References

2 References

Author	Year	Title
Pragholapati, Andria	2020	COVID-19 impact on students
Pragholapati, Andria	2020	COVID-19 impact on students

2

Find Duplicates

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

Keep This Record

Pragholapati, 2020 #34

Pragholapati, 2020 #36

Reference Type Journal Article

Author Pragholapati, Andria

Year 2020

Title COVID-19 impact on students

Journal

1. From Library menu click **Find Duplicates**
2. Choose a reference you want to keep then click **Keep This Record**

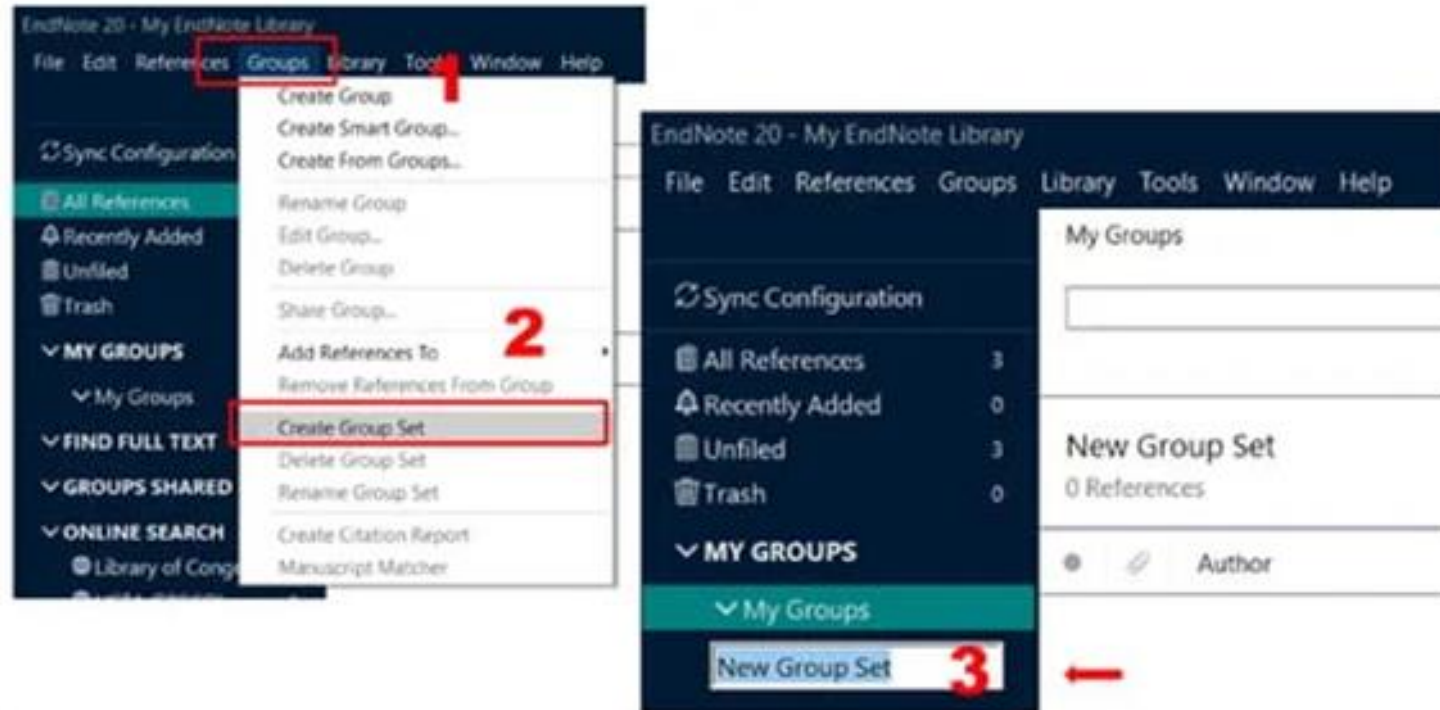
11. WORKING WITH GROUPS



EndNote allows you to create a variety of **Group Set** and **Group** to organize your references. A custom group is built by specifically adding individual references to the groups.

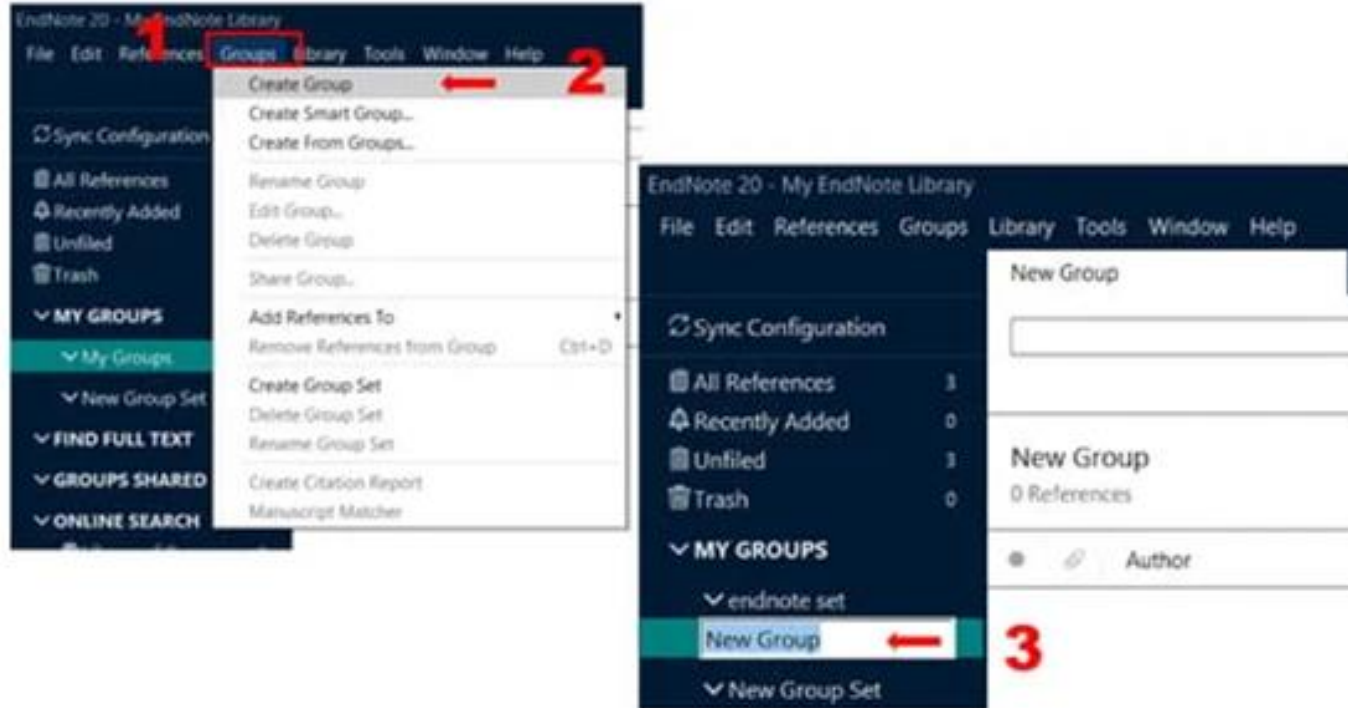


12A. TO CREAT GROUP SET



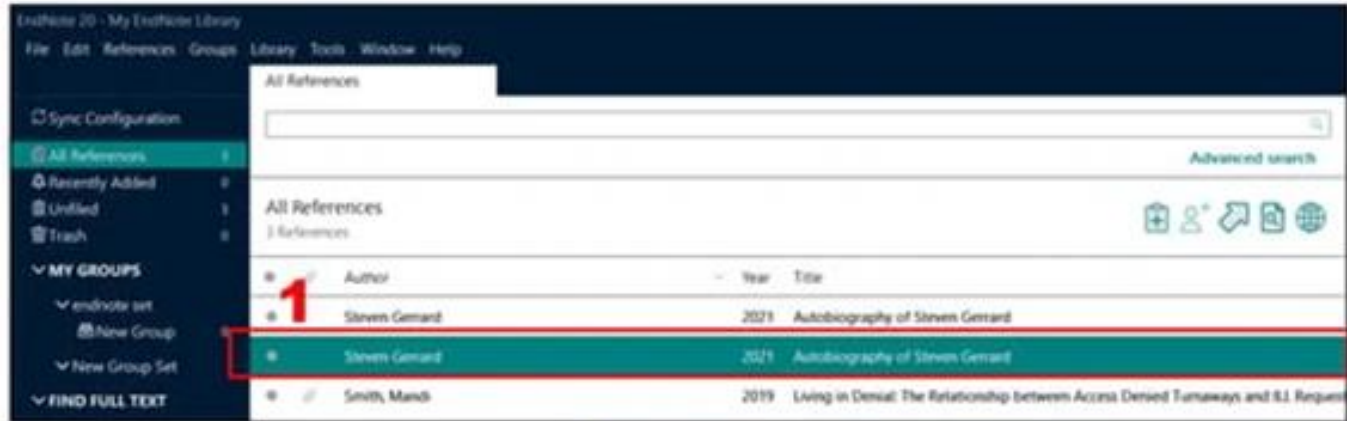
1. Click on **Groups** menu
2. Choose **Create Group Set**
3. **New Group Set** will be displayed on the left hand side of the screen. **Rename** it and Press **Enter**

12B. TO CREAT A GROUP



1. Click on **Groups** menu
2. Choose **Create Group**
3. **New Group** will be displayed on the left under the Group Set. **Rename** it and press **Enter**

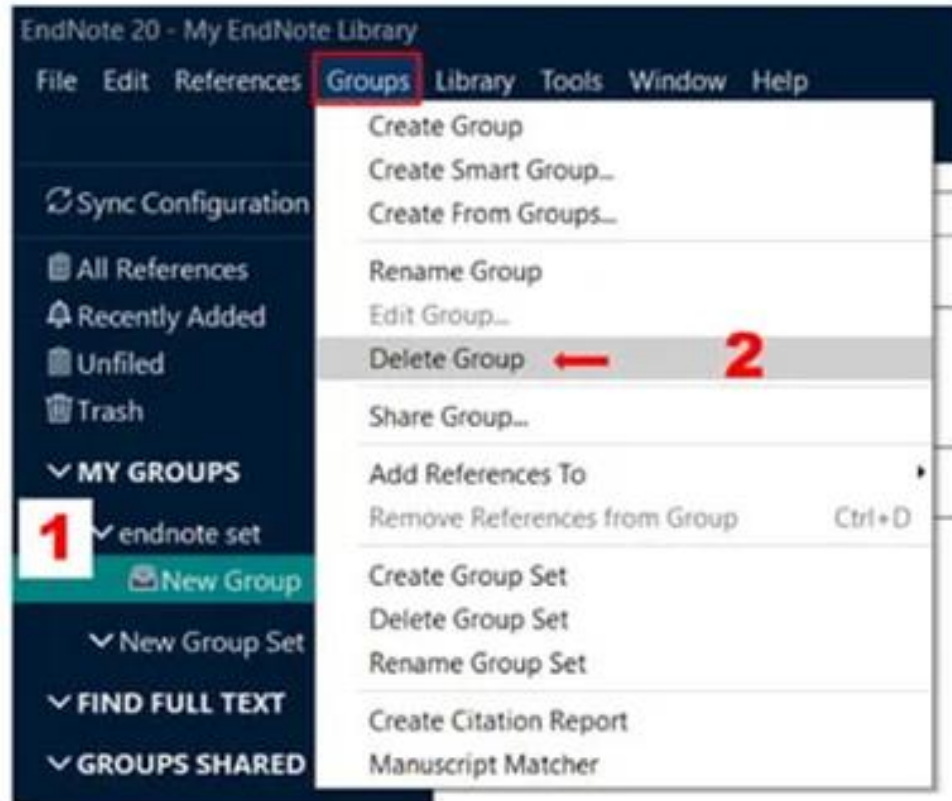
12C. TO ADD REFERENCES TO GROUP



1. Select the reference (s)
2. Select **Add References To** using the **Groups** option
3. Select the desired **Group**
4. **OR** select the reference (s)
5. Drag and drop the selected references to the desired group



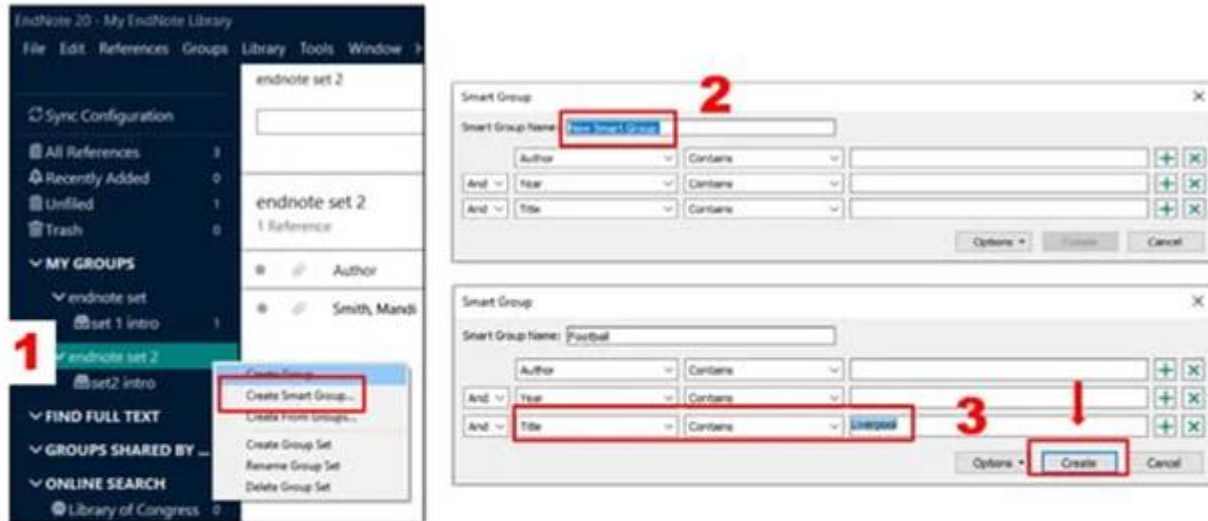
12D. TO DELETE GROUP



1. Click on the **Group** to be deleted
2. Go to **Groups** menu and select **Delete Group**



12E. SMART GROUP

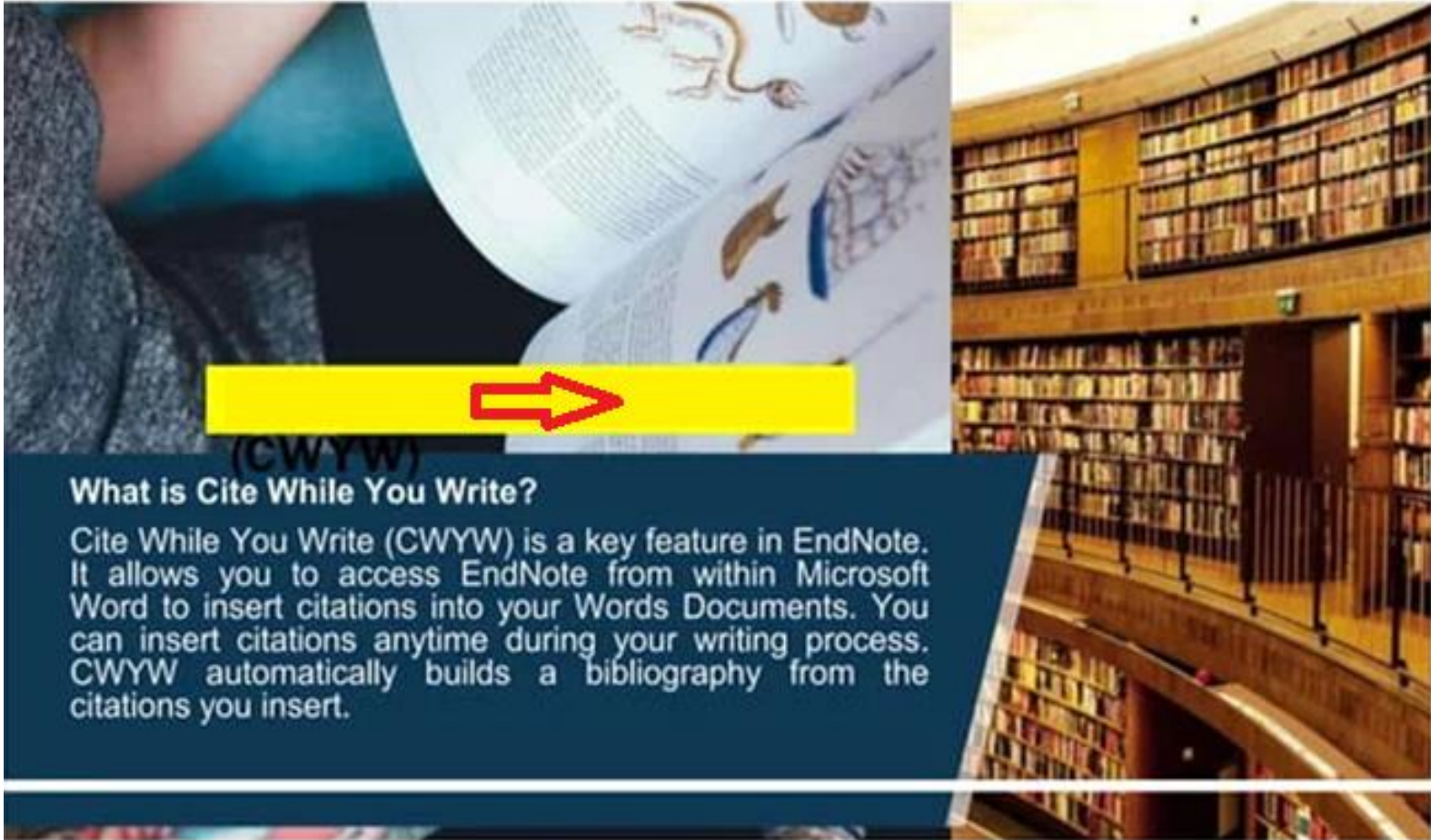


1. Right click on the **Group** section and select **Create Smart Group**
2. Name the Smart Group you create
3. Determine the category and insert keyword of the search, then click **Create**

Any reference with the same keyword will be listed automatically in the **Smart Group**



13. CITE WHILE WRITING



What is Cite While You Write?

Cite While You Write (CWYW) is a key feature in EndNote. It allows you to access EndNote from within Microsoft Word to insert citations into your Words Documents. You can insert citations anytime during your writing process. CWYW automatically builds a bibliography from the citations you insert.

14A. INSERT CITATION

Open the EndNote Library and your Words Document

1. In your Words Document, click Endnote, choose your Style, position your cursor where you want to insert the citation
2. Click Insert Citation
3. Select the citation you wish to use then click Insert

Author	Year	Title
Cai	2013	Nutrient recovery from wastewater streams by microalgae: Status and prospects
Dev	2020	Covid-19: Impact on the Indian economy
Garg	2018	Purchase intention of "Halal" brands in India: the mediating effect of attitude
Gut	2021	A bibliometric analysis and visualization of blockchain
Hudak	2020	Special Supplemental Nutrition Program for Women, Infants, and Children (SIC) authorization of discount variety stores: L...
than	2017	Investigating the consumer behavior for halal endorsed products
Griben	2020	Old malnutrition online education for healthcare and social service providers: Implications for the COVID-19 context an...
Haiden	2016	Measuring halal brand association (HABA) for Islamic banks
Hollobon	2020	The economic impact of COVID-19
Naem	2021	Asymmetric efficiency of cryptocurrencies during COVID-19
Ogger	2021	Centrality informed embedding of networks for temporal feature extraction
Park	2021	Information flow between bitcoin and other financial assets
Peterson...	2020	Applying relationship science to evaluate how the COVID-19 pandemic may impact couples' relationships

Reference Type: Journal Article
Record Number: 17
Author: Cai, Ting
Park, Stephen Y.
Li, Yifei
Year: 2013
Title: Nutrient recovery from wastewater streams by microalgae: Status and prospects
Journal: Renewable and Sustainable Energy Reviews
Volume: 28
Pages: 260-269
Start Page: 260
ISSN: 1364-8152

Insert Cancel Help

Library: Today's_Training.enl 26 items in list

14B. INSERT CITATION

The screenshot displays the Microsoft Word interface with the EndNote 20 tab selected. The 'EndNote 20' tab is highlighted with a red box and a red number '1'. The 'Insert' menu is open, showing options like 'Go to EndNote', 'Edit & Manage Citation(s)', 'Edit Library Reference(s)', 'Insert Citation...', and 'Insert Selected Citation(s)'. The 'Insert Citation...' option is highlighted with a red box and a red number '3'. A red box also highlights the 'Style: APA (6th)' dropdown menu. Below the Word interface, the EndNote 20 'All References' window is shown. The 'All References' window has a search bar and a list of references. The reference 'Dix, S Mahendra; Sengupta, Rajmwan' is selected, highlighted with a red box, and a red number '2' is placed next to it. The reference list includes the following entries:

Author	Year	Title
Cai, Ting; Park, Stephen Y.; Li, Yebo	2013	Nutrient recovery from wastewater
Dix, S Mahendra; Sengupta, Rajmwan	2020	Covid-19 Impact on the Indian
Garg, Prema; Joshi, Richa	2018	Purchase intention of "Halal" br

Open the **EndNote Library** and your **Words Document**

1. In your **Words Document**, choose your **Style**, position your cursor where you want to insert the citation
2. In your **EndNote Library**, select the citation you wish to use
3. From the Word menu, choose **EndNote** tab. Click **Insert Selected Citation (s)**

14C. INSERT CITATION

The top screenshot shows the Microsoft Word ribbon with the 'EndNote 20' tab selected. The 'Style' dropdown menu is open, showing various citation styles. The 'APA 6th' style is highlighted with a red box and the number '1'. The bottom screenshot shows the EndNote 20 'Tools' menu open. The 'Cite While You Write (CWYW)' option is highlighted with a red box. A secondary menu is open for 'Cite While You Write (CWYW)', showing options like 'Go to Mixed Bibliography', 'Insert Selected Citation(s)', 'Format Bibliography...', 'Import Traveling Library...', and 'CWYW Preferences'. The 'Insert Selected Citation(s)' option is highlighted with a red box and the number '2'. A red arrow points to the citation '2021 Autobiography of Steven Gerrard' in the list.

Open the **EndNote Library** and your **Words Document**

1. In your **Words Document**, choose your **Style**, position your cursor where you want to insert the citation
2. In your **EndNote Library**, select the citation you wish to use → Click **Tools** from the menu bar → choose **Cite While You Write** → **Insert Selected Citation(s)**

15. EDITING CITATION

User Education

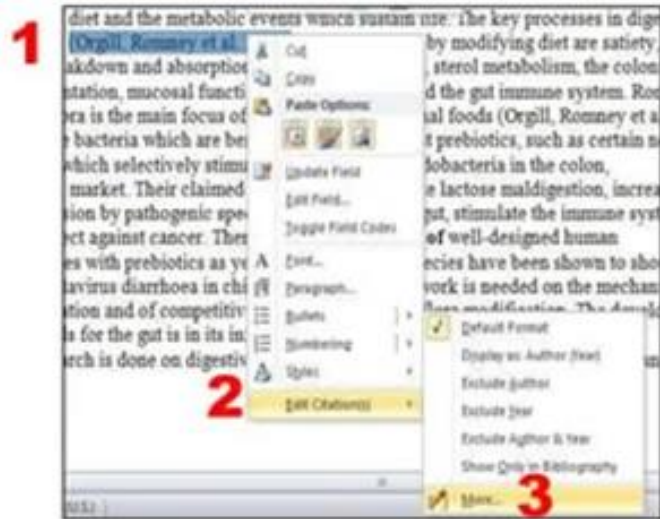
The gut is an obvious target for the development of functional foods, acting as it does as the interface between diet and the metabolic events which sustain life. The key processes in digestive physiology which can be regulated by modifying diet are satiety, the rate and extent of macrom nutrient breakdown and absorption from the small bowel, the rate of metabolism, the colonic microflora, fermentation, mucosal function and bowel habit, and the rate of absorption of intestinal microflora is the main focus of many current functional foods which contain live bacteria which are beneficial to health while oligosaccharides which selectively stimulate the growth of bifidobacteria in the colon, are already on the market. Their claimed benefits are to alleviate lactose maldigestion, increase resistance to invasion by pathogenic species of bacteria in the gut, stimulate the immune system and possibly protect against cancer. There are very few reports of well-designed human intervention studies with prebiotics as yet. Certain probiotic species have been shown to shorten the duration of rotavirus diarrhoea in children but much more work is needed on the mechanism of immunomodulation and of competitive exclusion and microflora modulation. The development of functional foods for the gut is in its infancy and will be successful only if the fundamental research is done on digestive physiology, the gut microflora and mucosal function.

1. Highlight the citation

2. Right click and click **Edit Citation (s)**

3. Select any action you would like to do (Exclude Author, Exclude Year etc.)

16. REMOVING CITATION



1. Highlight the citation
2. Right click and click **Edit Citation (s)**
3. Choose **More...**
4. Click **Edit Reference** and click **Remove Citation**
5. Click **OK**

THANK YOU

