

# Writing With EndNote

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# **Class Outline**

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**Inserting in-text citations and bibliographies/reference lists**

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**Modifying citation styles; how to locate them online**

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**Collaborating with EndNote CWYW**

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**Troubleshooting common errors**

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**Questions**

# Objectives



Create in-text and bibliographies in Microsoft Word using two EndNote output (citation) styles



Modify EndNote output (citation) styles



Know best practices for collaborating with EndNote

# EndNote

EndNote is available from the Research Information Technology Office (RITO)

<https://www.unmc.edu/vcr/rito/software/endnote/index.html>

Follow the instructions for UNMC owned workstations (Windows) and personal Windows and Mac + UNMC owned Mac computers.

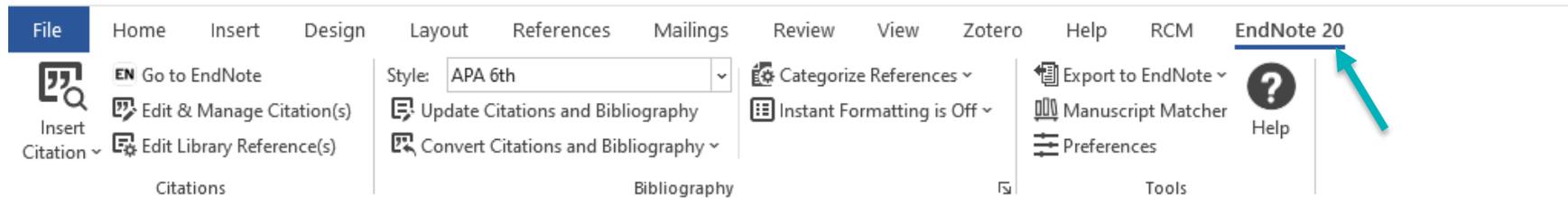
Contact [rito@unmc.edu](mailto:rito@unmc.edu) for assistance with downloading or licensing questions.

# Using the EndNote tab in Microsoft Word (desktop app)

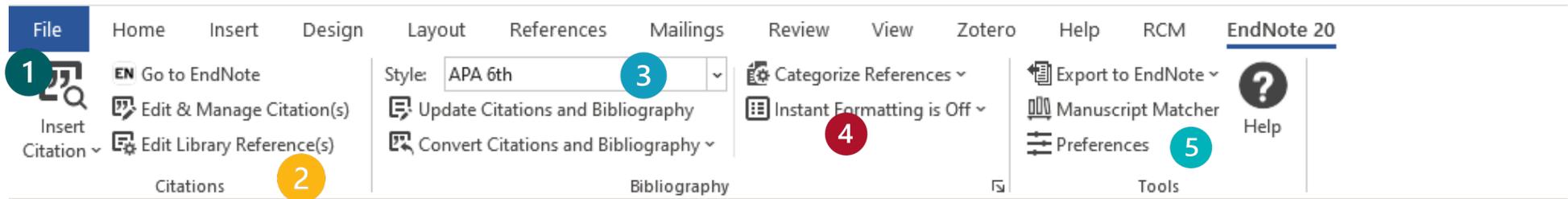


# Getting Started

1. When you download EndNote, the Cite While You Write (CWYW) tab is added to your Microsoft Office applications.



# EndNote Toolbar



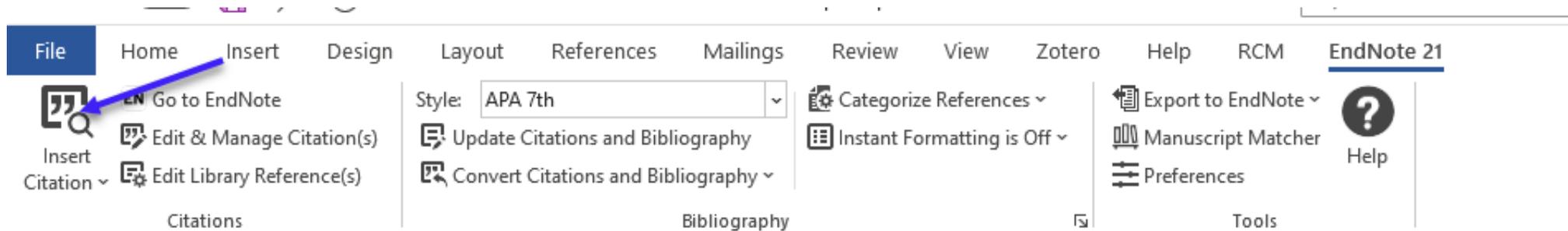
1. Insert citations; highlighted in EndNote or search; Alt + 7
2. Edit/modify in-text citations
3. Update reference lists; shows any changes made to citations
4. Use EndNote code {author, date} or show full in text citation & reference list. Toggle using instant formatting
5. Preferences; account; using EndNote Online

# Inserting in-text citations and bibliography lists

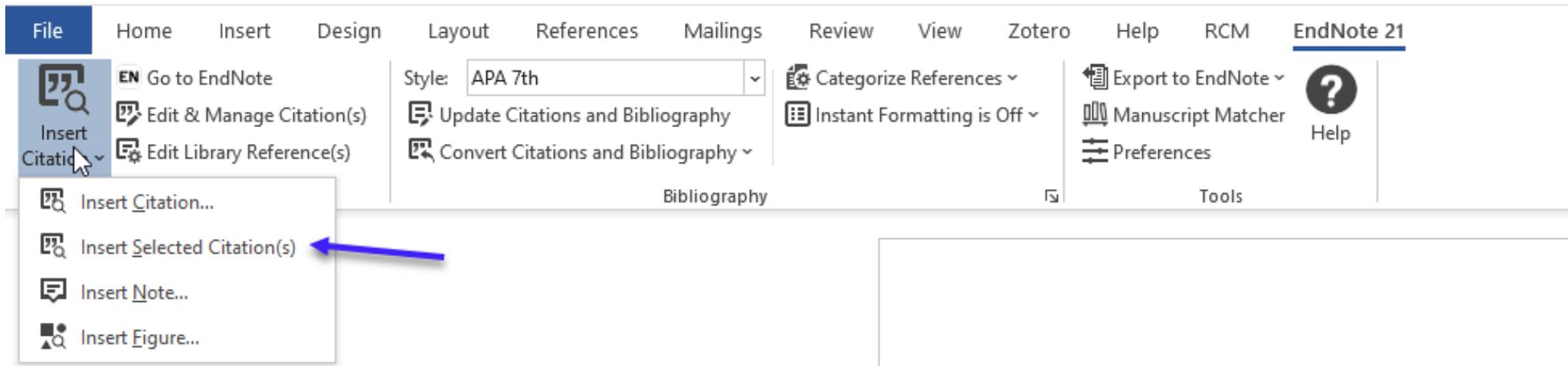


## Wikipedia in the Classroom: A Literature Review

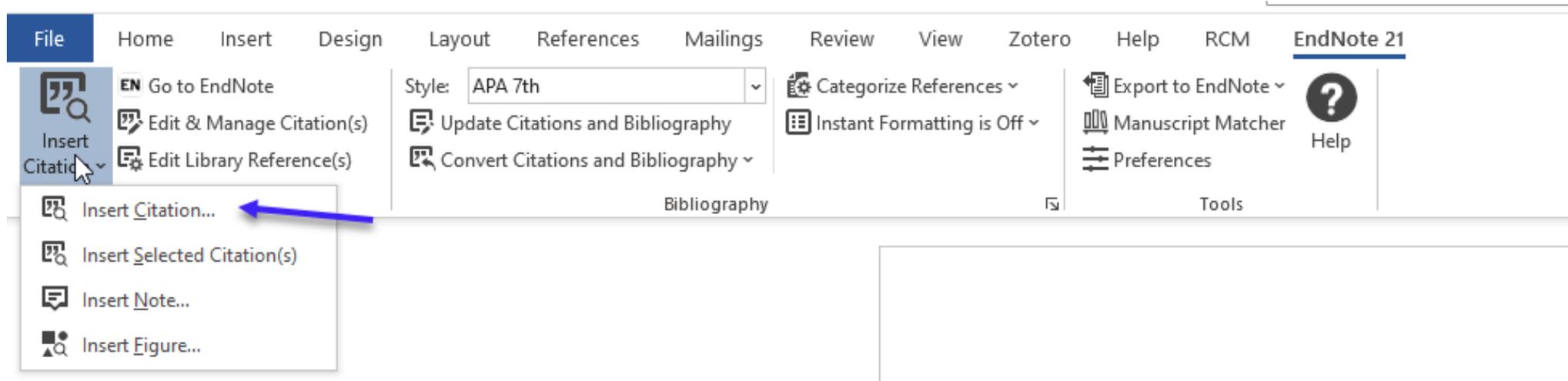
Starting in 2001, Wikipedia developed into an online information source and is a multilingual, online encyclopedia maintained by volunteers (also known as Wikipedians) [Wikipedia, 2023]. This online tool does not present original research but knowledge that has already been established [Wikipedia, 2023]. While this resource holds information on various topics (media, health, news events, historical figures, etc.), its use in education is highly debated. Wikipedia is often presumed to be unreliable because of its open-source collaborative editing structure [Guyen, 2020].



1. Place your cursor where you want to cite in the document
2. Click the Insert citation button in the EndNote tab



1. Option 1: Insert Selected Citation(s)
  - Place your cursor where you want to cite
  - Select/highlight a citation in your EndNote library and then click Insert Selected Citation(s) – OR click the quotation marks in your EndNote library



## 2. Option 2: Insert citation

- Place your cursor where you want to cite
- Search for citations in your EndNote library; search by author, keyword, journal, etc.

# Inserting citations from a shared group (not yours)

The screenshot shows the EndNote 21 interface with the 'Find & Insert My References' dialog box open. The search term 'dowell' is entered in the search field. The search results table shows a citation by Dowell from 2019. A dropdown menu is open, highlighting 'Shared Groups'.

Author	Year	Title
Dowell	2019	A perspective on Wikipedia: Your students are here, why aren't you?

**Reference Type** Journal Article  
**Record Number** 235  
**Author** Dowell, Meghan L.  
Bridges, Laurie M.  
**Year** 2019  
**Title** A perspective on Wikipedia: Your students are here, why aren't you?  
**Journal** The Journal of Academic Librarianship  
**Volume** 45

Library: thartman@unmc.edu 1 items in list

Click Insert Citation and use the Drop Down to Shared Groups

Starting in 2001, Wikipedia developed into an online information source and is a multilingual, online encyclopedia maintained by volunteers (e.g., Wikipedians) (*Wiki - Wikipedia*, 2023) [Wikipedia, 2023]. This online tool does not present original research but knowledge that has already been established [Wikipedia, 2023]. While this resource holds information on various topics (media, health, news events, historical figures, etc.), its use in education is highly debated. Wikipedia is often presumed to be unreliable because of its open-source collaborative editing structure [Guyen, 2020].



## In-text citation, using APA 7<sup>th</sup> edition

Starting in 2001, Wikipedia developed into an online information source and is a multilingual, online encyclopedia maintained by volunteers (e.g., Wikipedians) {, 2023 #244} [Wikipedia, 2023]. This online tool does not present original research but knowledge that has already been established [Wikipedia, 2023]. While this resource holds information on various topics (media, health, news events, historical figures, etc.), its use in education is highly debated. Wikipedia is often presumed to be unreliable because of its open-source collaborative editing structure [Guyen, 2020].



In-text citation with EndNote code/short-hand; (if the citation has an empty author field, it's left blank).

{author last name, date}

# Is the Citation showing odd?

- Make sure your citations were entered correctly:

- Author Names:

Author	Apollonio, Dorie E. Broyde, Keren Azzam, Amin De Guia, Michael Heilman, James Brock, Tina
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- Website as an Author:
  - National Library of Medicine,
  - No spaces in the field boxes
  - Are you using the correct reference type?
    - Journal vs. website vs. book

# Missing the comma after website name:

(Medicine, 2023)|

Medicine, N. o. t. N. L. o. (2023). *Wikipedia Edit-a-thon: Spring*. National Library of Medicine. Retrieved March 15 from [edit-a-thon](#)

Reference Type Web Page

Author Network of the National Library of Medicine

Year 2023

# Extra spacing in the citation

(Dowell & Bridges, 2019)

Dowell, M. L., & Bridges, L. M. (2019). A perspective on Wikipedia: Your students at you?  
. *The Journal of Academic Librarianship*  
45(2), 81-83.

Title A perspective on Wikipedia: Your students are here, why aren't you?

Journal The Journal of Academic Librarianship

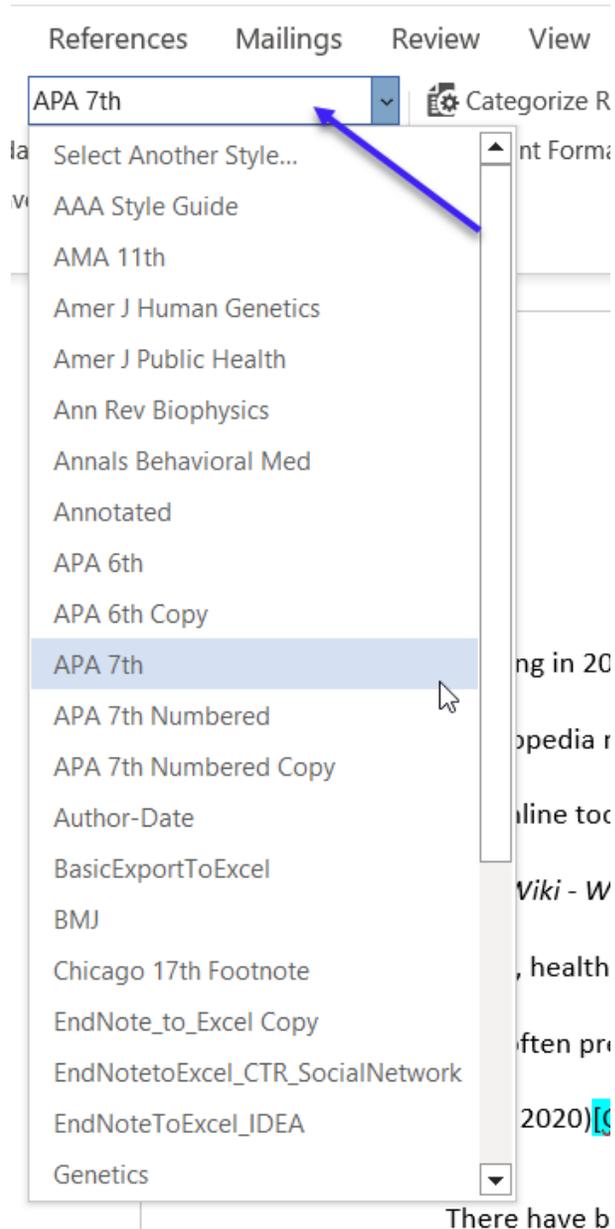
# { } with Formulas

- If you are using formulas in your manuscript that contain curly braces { }, EndNote might read this as a citation.
- Here's a quick fix:  
[https://support.clarivate.com/Endnote/s/article/EndNote-Trouble-with-equations?language=en\\_US](https://support.clarivate.com/Endnote/s/article/EndNote-Trouble-with-equations?language=en_US)



# Modifying Styles





- Select your preferred citation style
- Choose from the selected styles, or click on “select another style” to find more
- APA, JAMA, Vancouver, journal specific styles, etc.

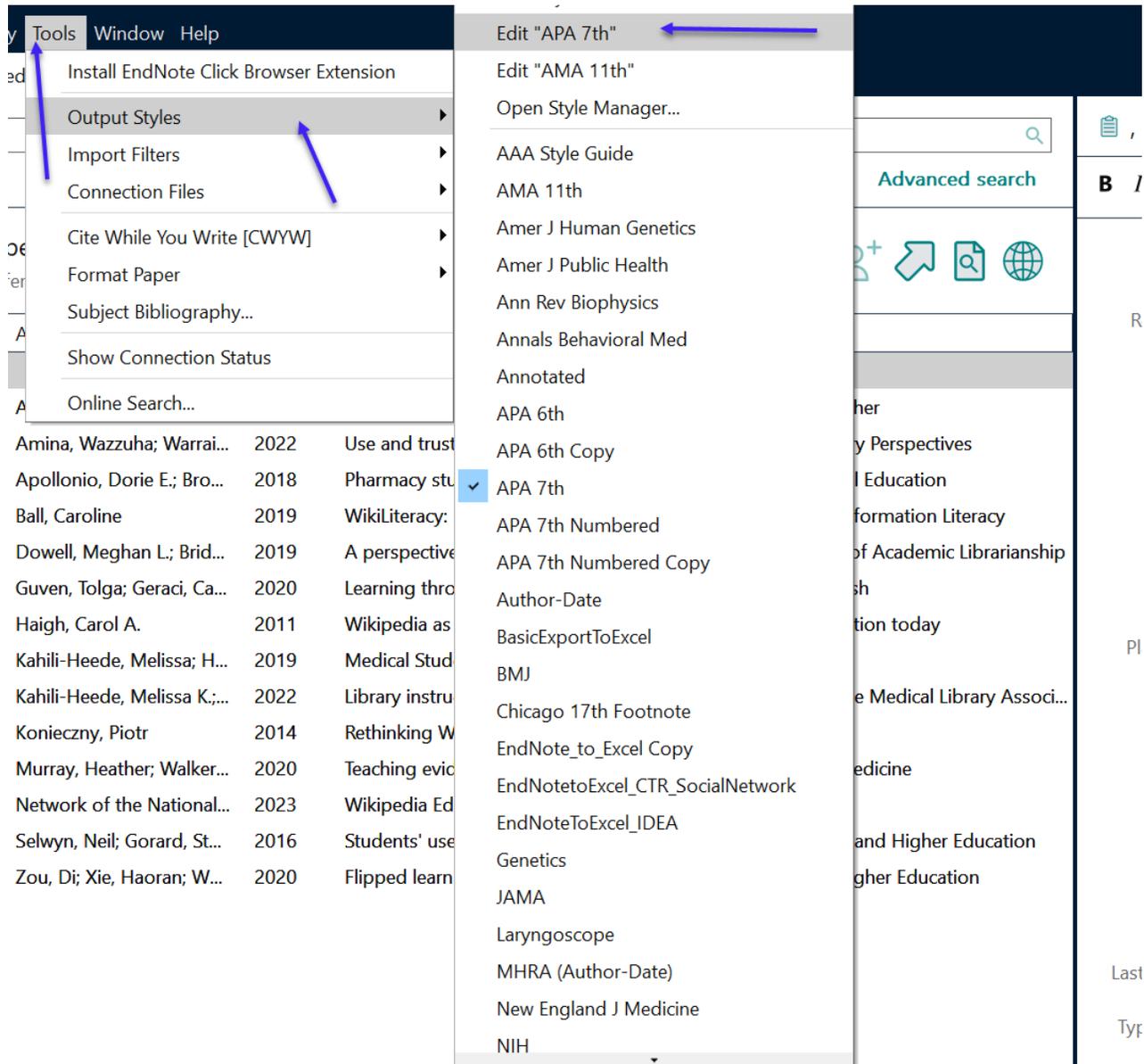
to make sure that the information provided is accurate and the resources used are reliable [NLM, 2023].

1. Wiki - Wikipedia. Updated December 26. <https://en.wikipedia.org/wiki/Wiki>
2. Guven T, Geraci C, Green J, et al. Learning through Osmosis: a global Wikipedia editing course for medical students. *MedEdPublish*. 2020;9(109):109.
3. Murray H, Walker M, Dawson J, Simper N, Maggio LA. Teaching evidence-based medicine to medical students using Wikipedia as a platform. *Academic Medicine*. 2020;95(3):382-386.
4. Kahili-Heede M, Hishinuma E, Kasuya R. Medical Students & Wikipedia Editing: Implications for reinforcing & improving information literacy skills. 2019;
5. Kahili-Heede MK, Patil U, Hillgren KJ, Hishinuma E, Kasuya R. Library instruction and Wikipedia: investigating students' perceived information literacy, lifelong learning, and social responsibility through Wikipedia editing. *Journal of the Medical Library Association: JMLA*. 2022;110(2):174.
6. Dowell ML, Bridges LM. A perspective on Wikipedia: Your students are here, why aren't you? *The Journal of Academic Librarianship*. 2019;45(2):81-83.
7. Network of the National Library of Medicine. Wikipedia Edit-a-thon: Spring 2023 #CiteNLM Wikipedia Edit-a-thon. National Library of Medicine. Accessed March 15, 2023. <https://www.nlm.gov/guides/wikipedia-edit-a-thon>

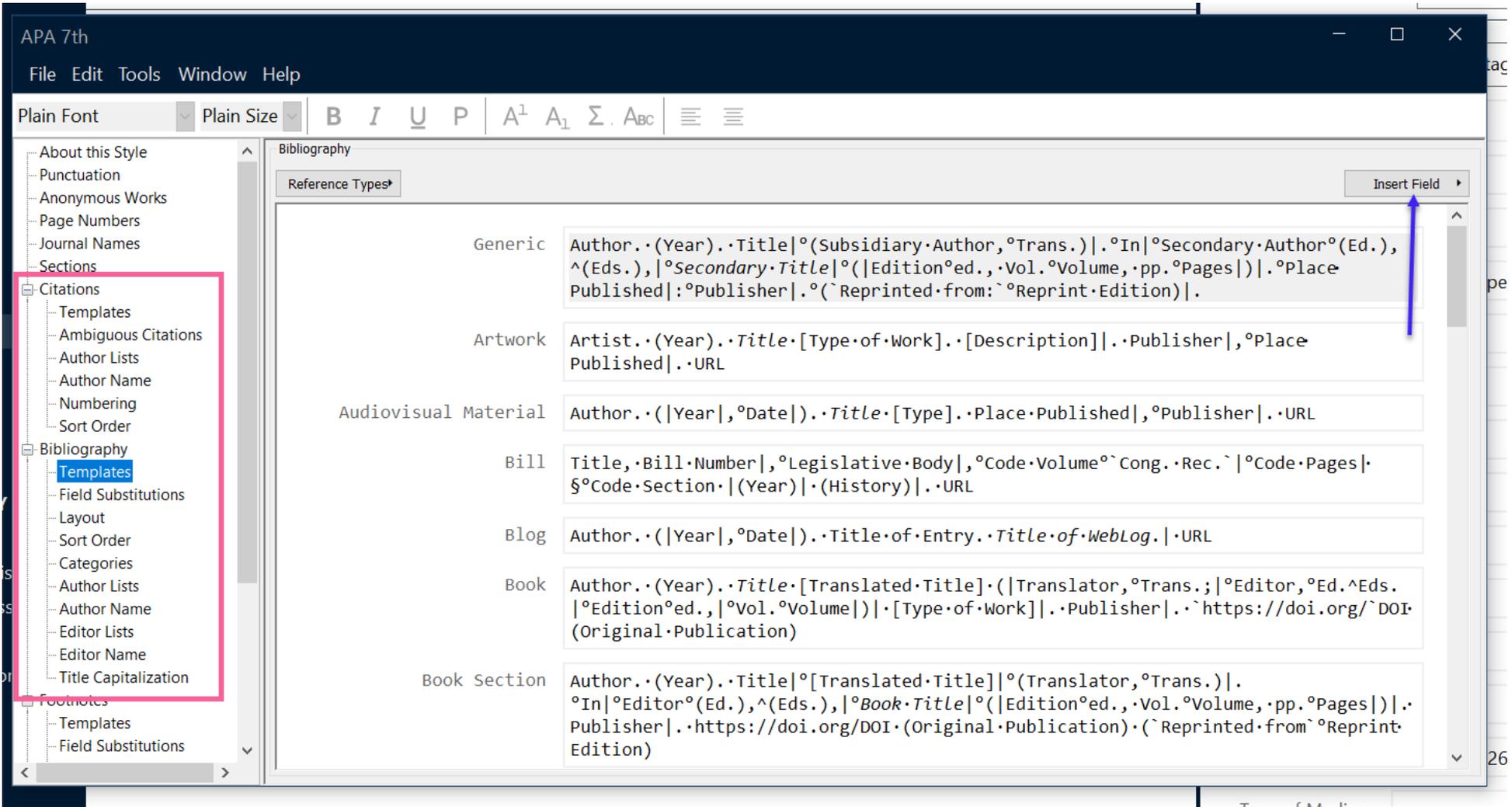
# Changing the style also updates your reference list/bibliography

# EndNote Output Styles

- Thousands of more citation styles are available online:  
<https://endnote.com/downloads/styles/>
- Download and save to your EndNote Styles folder (Documents > EndNote > Style) **OR** double click the file to open in EndNote and Save As



You can modify existing output styles in EndNote  
 Tools > Output Styles > Edit ...



Select the areas you want to modify; add additional items (address, authors, etc.) by clicking the Insert Field box.

Reach out to Danielle Westmark, or EndNote tech support, for help.

# Collaborating with EndNote



# Collaborating with EndNote

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Be careful when emailing Word documents with EndNote citations. This can cause the connection/code to EndNote to break, and it may not longer work with your EndNote library.

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If you must send a Word document via email, share the library with the colleague/collaborator/etc. and send the EndNote Library (**with the .data file**) with the Word doc.

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You can create a **Traveling Library**, but this may create duplicated libraries (and a lot of them!)

# Let's Talk About Other Options



# Step 1: Sync your EndNote Library

- EndNote 21 users can sync and share a library to up to 1000 users (EndNote 20.2 can share up to 400 users)
  - Edit > Preferences (Windows)/ EndNote > Preferences (Mac)
  - Click on Sync
  - Enable Sync or log in with your EndNote Online/Web account (this is NOT your UNMC NetID and Password; separate account)

# Step 2: Share Your EndNote Library or Group

## Share a Library

- File
- Share...

## Share a Group

- Select the Group
- Click the “people” icon on the right hand side **OR** Group > Share Group... **OR** Right Click the group name > Share Group...

# Teams / Office 365 (Online)

## EndNote 21 Users Only

- Sync your EndNote Desktop Library to EndNote Web and share with colleagues (they must have access to EndNote 21 as well).
- In Teams or Microsoft Office 365 (Online)
  1. Home Tab > Add Ins (red box)
  2. More Add Ins
  3. Search for EndNote 21 and Click Add
  4. Log in with your EndNote Web account (this is NOT your UNMC NetID)
  5. This feature **should** add citations from your library, shared libraries and groups.

EndNote will insert the citations in EndNote code {last name, date} and the reference/bibliography list. Open the document in the Word app:

1. In the EndNote Tab
  1. Click on Instant Formatting is Off
  2. If Instant Formatting is On, toggle it to Off and then On again.

References Review View Help RCM

Footnote Insert Endnote Search Acronyms EndNote

1 2 3 4 5 6 7

teracy [K...Heede, 2022]. (Franzen & Sharkey, 2021)

"A wiki is built **Don't use this one** a dynamic pedagogical tool

hat can be used individually and in classroom settings, an online space where learners contribute and

ceive information" {Dowell, Meghan L., 2019} [Dowell, 2019]. Those in higher education and medical

ducation have investigated how using and understanding Wikipedia promotes student learning,

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Header

ersonal social responsibility, critical thinking skills, and health literacy skills. Many organizations have

tarted workshops that help "train the trainer" to prepare them for editing wikis and using them as

eaching tools. For example, the National Library of Medicine holds Wikipedia Edit-a-thons every year;

his gives librarians, and non-librarians, a chance to get into published Wikipedia articles on health

cience topics to make sure that the information provided is accurate and the resources used are

eliable [NLM, 2023]. (Hobbs, Guo, Mickelsen, & Wertz, 2015)

Cite While You Write

My references Manage citations

Citation builder 1

Search

All References

- Situating Wikipedia as a health information resource in various contexts: A scoping ...  
Smith, D. A.
- Impact of embedded librarianship on undergraduate nursing students' ...  
Franzen, S. R. et al
- Assessing the National Library of Medicine's Informationist Awards, 2016  
Deardorff, A. et al
- Excel for data visualization in academic health sciences libraries: a qualitative cas...  
LaPolla, F. W. Z.
- Assessment of library instruction to ...

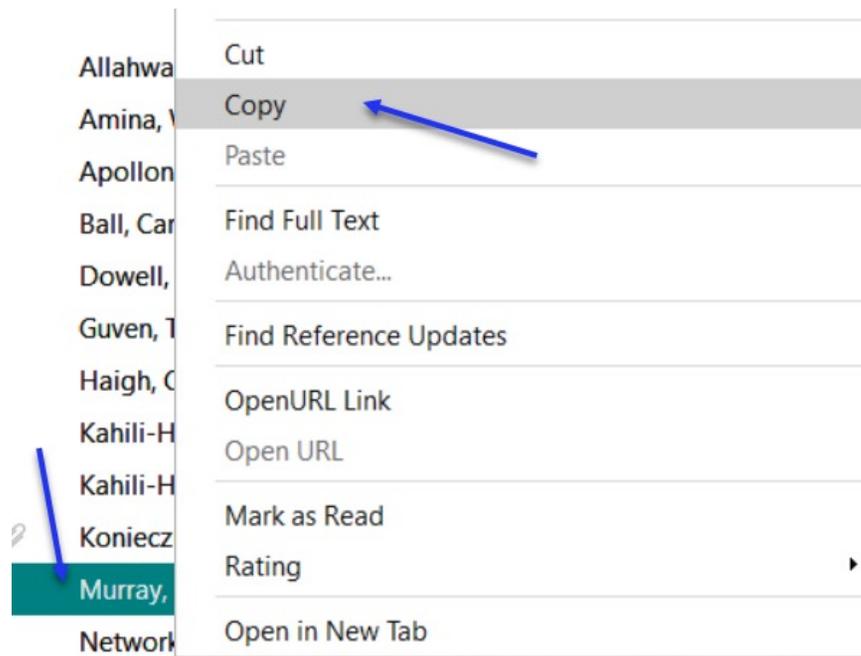
Insert Citation Update Citations

**Make sure to use the EndNote with the purple icon! Insert EndNote button is Microsoft Office's citation feature (does not work with your EndNote library)**

# Teams / Office 365 (Online)

## Work around for EndNote 20 and earlier versions

1. Sync your EndNote library and **share** with colleagues.
2. Use the EndNote code {last name, date} to enter in citations. Can copy/paste from EndNote library.
3. Assign one person with access to the EndNote library to **download** the document
  1. Turn on or turn off/on Instant Formatting to view the references in the desired style format
  2. Opening the document in the app without downloading, and then saving back to Teams/Online, may break the EndNote code.



Medical teacher  
Digital Library Perspe  
BMC Medical Educat  
Journal of Informatio  
The Journal of Acade  
MedEdPublish  
Nurse education toda  
  
Journal of the Medic  
Contexts  
Academic Medicine

1. Right click a citation in your EndNote Library and select **Copy**

Selwyn, Neil; Gorard, St... 2016 St... Journal Article The Internet and High  
Zou, Di; Xie, Haoran; W... 2020 Fli... Journal Article Studies in Higher Edu  
and academic health sciences. Murray's article investigated using Wikipedia as a platform to teach evidence-based medicine to first-year medical students. For one semester, instructors used Wikipedia as a knowledge tool for students to review entries, search for resources, identify knowledge gaps in the article, and make any necessary edits {Murray, 2020 #231} [Murray, 2020]. At the University of Hawaii at Manoa, health sciences librarians used Wikipedia as a resource to promote health literacy by having medical students edit specific health topics' Wikipedia articles [Kahili-Heede, 2022]. In this article, the authors have found that allowing students to get into these entries and make any necessary changes improved the quality of the information already online and being viewed and the student's own perceived health literacy [Kahili-Heede, 2022].

2. Paste where you want the citation to appear.

# Did we meet our objectives?



Create in-text and bibliographies in Microsoft Word using two EndNote output (citation) styles



Modify EndNote output (citation) styles



Know best practices for collaborating with EndNote

# Resources

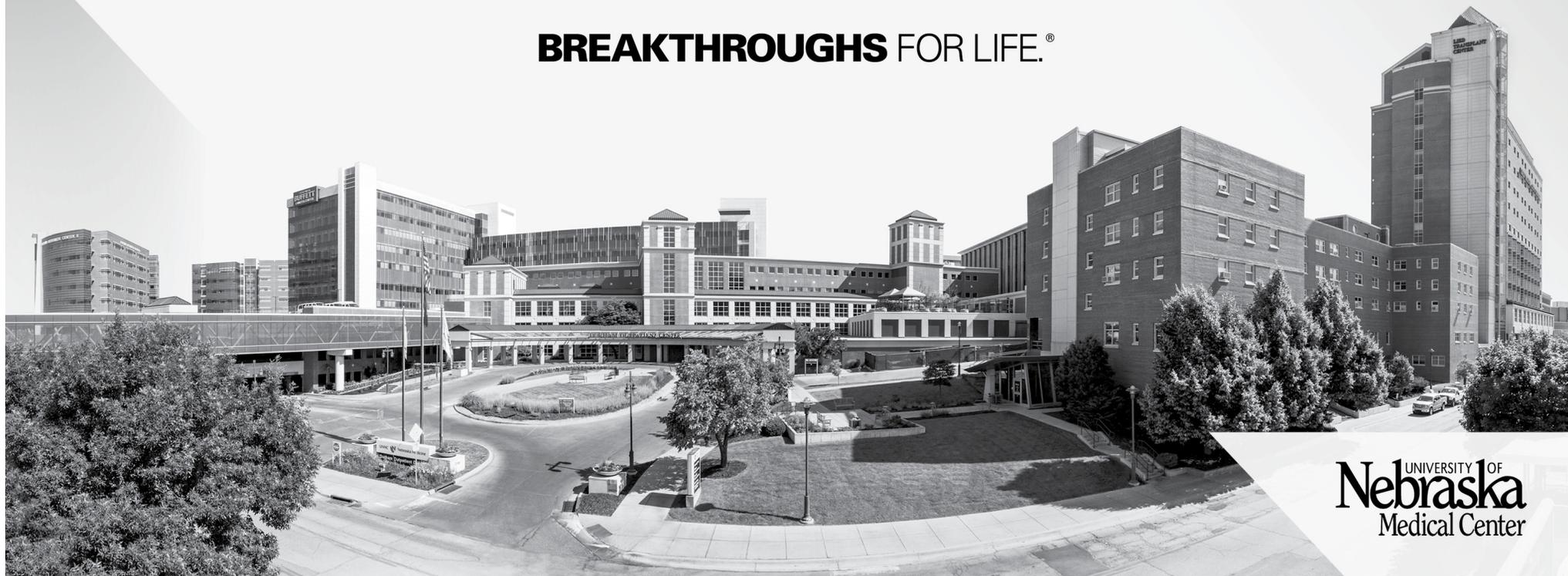
- EndNote Research Guide:  
<https://unmc.libguides.com/endnote>
- EndNote Knowledge Base:  
[https://support.clarivate.com/Endnote/s/article/EndNote-FAQs?language=en\\_US](https://support.clarivate.com/Endnote/s/article/EndNote-FAQs?language=en_US)
- EndNote tech support:
  - Ph: 1-855-258-5858; Option 2 for EndNote
  - [EndNote.support@clarivate.com](mailto:EndNote.support@clarivate.com)





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