

INSTALL ENDNOTE 20

- Please download the installation file from [Software Library](https://software.nottingham.edu.cn) (software.nottingham.edu.cn) > Categories: Academic > [EndNote](#)
- Please find more information on the Library Website: Library > Teaching > [EndNote](#).

Tip: **Uninstall** the old version of EndNote before you install EndNote 20.

Please contact IT Services (itservicedesk@nottingham.edu.cn) if you have any difficulties in installation.

ENDNOTE

◆ ORGANIZE ◆ CITE ◆ FORMAT



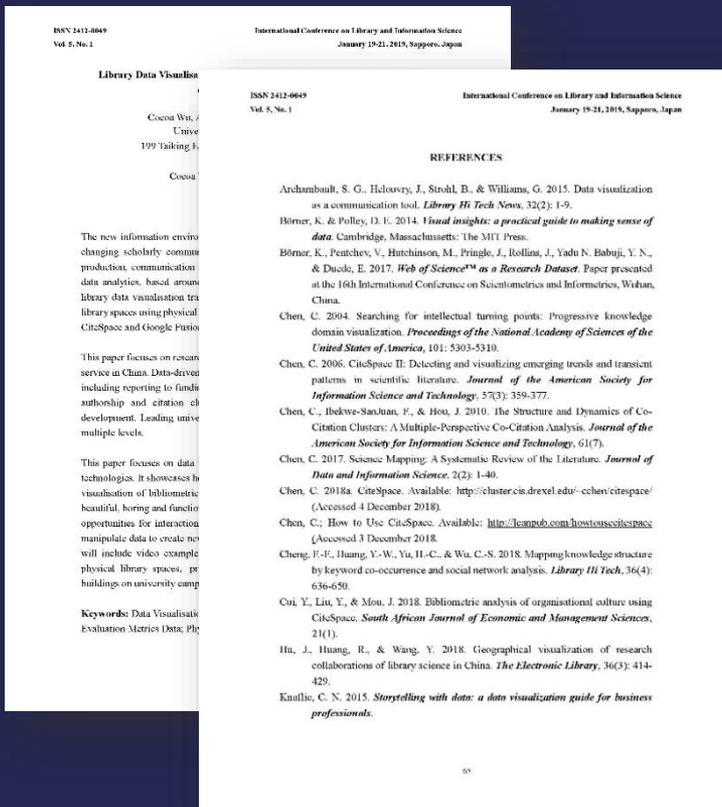
Research and Learning Services

The Library

MAKE YOUR RESEARCH LIFE EASIER

Before:
write the references by yourself?

After:
automatically generate the
references by using EndNote!



WHAT ENDNOTE CAN DO FOR YOU?

- Store and manage references from various sources.
- Easily insert in-text citations into your written work.
- Automatically create and format bibliographies in your chosen style.

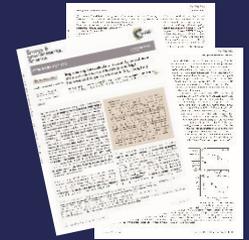
Resources



EndNote Library



Your Paper

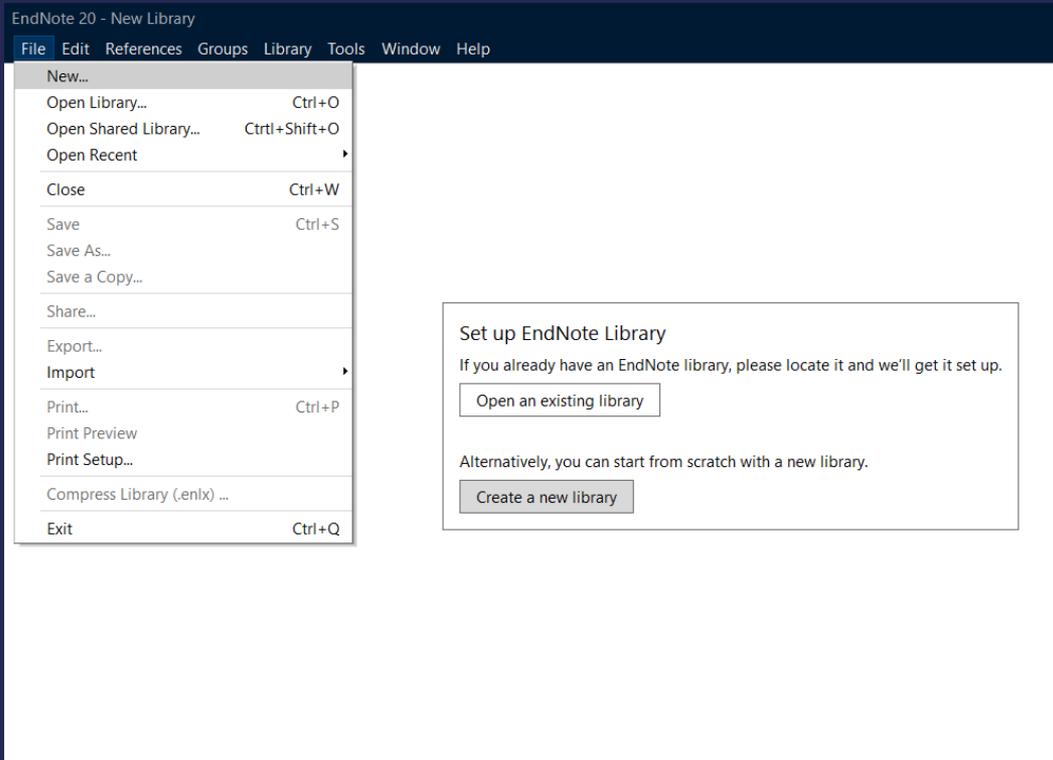


WORKSHOP CONTENT

1. Creating an EndNote library
2. Adding references
3. Using *Cite While You Write* (CWYW) in Word
4. EndNote Online

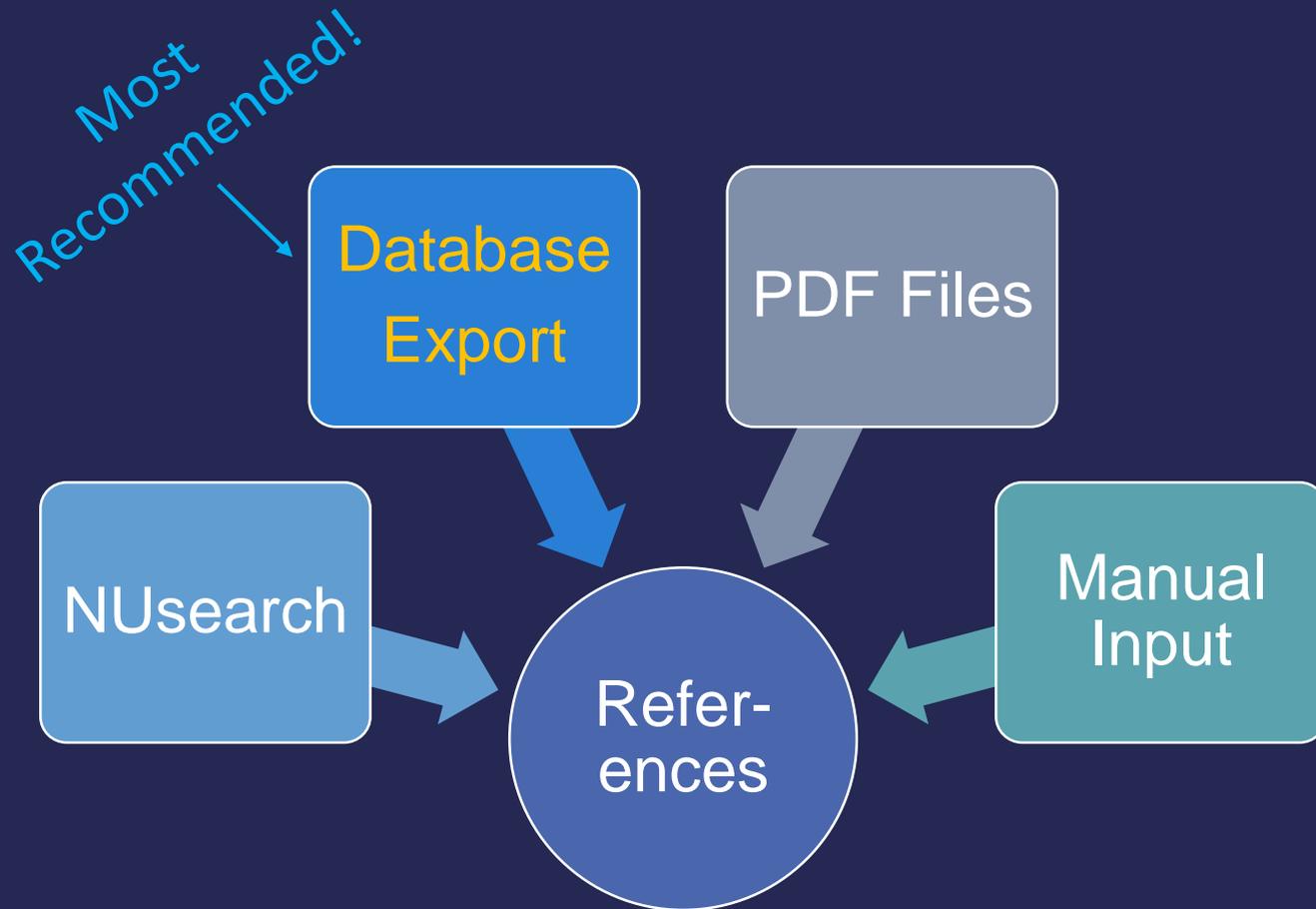
1. STARTING ENDNOTE PROGRAM

After you installed EndNote 20, go to **Start > All Programs > EndNote** to access EndNote 20.



- **Create a new library**
- Click **File > New...** and save the library to local location.
- **Open an existing library**
- Click **File > Open Library...**

2. ADDING REFERENCES



ADDING REFERENCES

Importing from **NUsearch** - UNNC

The screenshot shows the NUsearch interface. At the top, the search bar contains 'financial management'. Below the search bar, there are filters for 'Articles', 'with the words', and 'anywhere in the record'. The search results show 2,797,203 results. A red box highlights the quotation mark icon in the article's action menu. The article title is 'Financial management, division of financial management power and financial literacy in the family context – evidence from relationship partner dyads'.

Open your EndNote library first, then visit [NUsearch](#). Find the resource you want.

Click the ” quotation mark.

Download the RIS file and open it with EndNote.

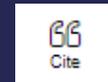
The screenshot shows the export options menu. The 'RIS' option is highlighted with a red box. Below the menu, there is a dropdown for 'Encoding' and a 'Download' button.

RIS is for EndNote desktop version.

ADDING REFERENCES

Importing from **online databases**

- Most online databases support **direct export** to EndNote (the icon and position may vary), like [Web of Science](#), [Scopus](#), [ProQuest](#)...



- After each export, double check every field to make sure the information is correct.

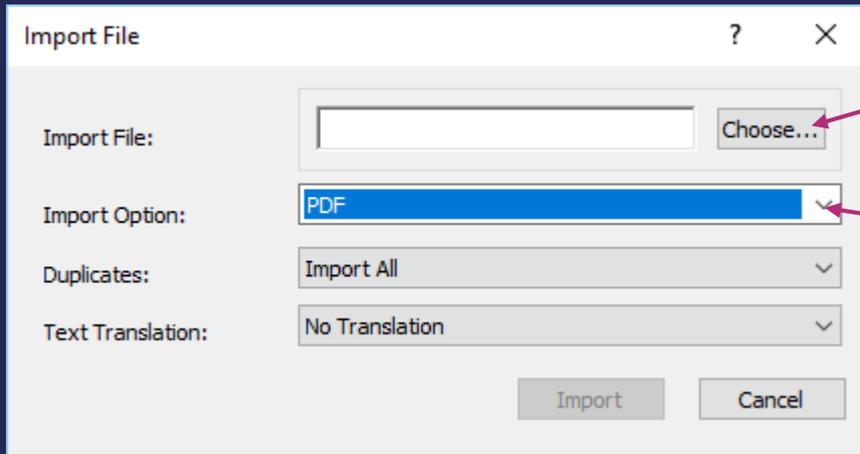
Tip: please find databases through [NUsearch](#) > Databases.



ADDING REFERENCES

Importing from PDF files

- Choose *Edit > Preferences > PDF Handling > PDF Renaming Options* to standardize the file names.
- Choose *File > Import > File/Folder* to Import PDF files or folders.



Locate the PDF file

Set the *Import Option* to **PDF**

NOTE:
PDF files will not 100% work.

ADDING REFERENCES

Last choice - **Manual input**



- Click the ***New Reference*** icon in the icon bar.
- Choose ***References > New Reference*** in the menu bar.

New Reference (My EndNote Library.enl)

File Edit References Groups Library Tools Window Help

B I U X' X₁ Save

Reference Type

Author

Year

Title

Journal

Volume

Part/Supplement

Issue

Pages

It's important to select the correct ***Reference Type*** first.

Author can be entered in the format of:

Last, First Middle (**comma** after the last name).

If more than one author, enter one author **per line**.

PRACTICE I

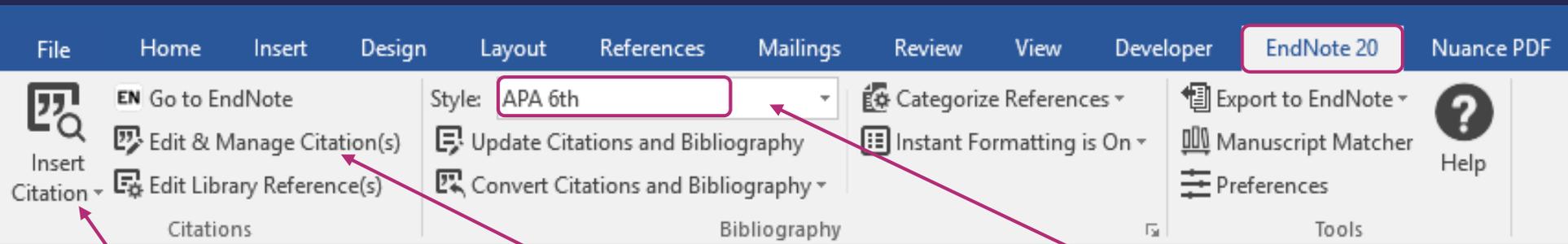
SEARCH and ADD

Please **SEARCH** the publications below, and **ADD** them into your EndNote library.

Methods	Publications	Notes
NUsearch	① Harry Potter and the Order of the Phoenix	Double check the information after you import it.
Databases: Web of Science	② Estimating standard errors in finance panel data sets: Comparing approaches	Export it directly from Web of Science.
PDF Files	③ The economic impact of on-screen tourism: The case of The Lord of the Rings and the Hobbit	Download the PDF first in NUsearch, and then import the PDF.
Manual Input	④ Create a new reference	E.g. make up your own book

3. CITE WHILE YOU WRITE (CWYW) IN WORD

CWYW - insert citations and format bibliography in your paper



Click ***Insert Citation***, or ***Insert Selected Citation (s)***.

If you wish to modify a citation, e.g. exclude authors, add page numbers, or remove a citation, please do **NOT** edit directly in the text, instead, use ***Edit & Manage Citation(s)***.

Apply an output style. Use ***Select Another Style*** to open the style list.

EDIT CITATIONS

Edit & Manage Citations

EndNote 20 Edit & Manage Citations

Citation	Count	Library
(Rowling, 2004)		
Rowling, 2004 #2, p. 12...	1	My EndNote Library
(Li, Li, Song, Lundberg, & Shen, 2017)		
Li, 2017 #3	1	My EndNote Library
(Petersen, 2009)		
Petersen, 2009 #4	1	My EndNote Library
(2021)		
, 2021 #5	1	My EndNote Library

Edit Citation Reference

Formatting: Default

Prefix:

Suffix: , p. 12-15

Pages:

Tools OK Cancel Help

Totals: 4 Citation Groups, 4 Citations, 4 References

Highlight the citation that you would like to edit.

Choose **Formatting** to exclude author, year or show only in bibliography.

Please use **Suffix** to add page numbers, as some output styles could not recognize **Pages**.

PRACTICE II

INSERT CITATION

Please **INSERT** citations (from your EndNote library) to your Word document.

Practice II

Sample Texts:

Harry has a vision through the eyes of Voldemort's snake Nagini, possessed by Voldemort, attacking Ron's father Arthur Weasley (**insert citation**①). One study evaluates both overall and industry-level economic impacts of The Lord of the Rings and the Hobbit (**insert citation**②).

Petersen examines the different methods used in the literature and explains when the different methods yield the same standard errors and when they diverge (**insert citation**③). And I (**insert citation**④) also agree with that theory.

PRACTICE ANSWER

INSERT CITATION (APA 6th)

Practice II

Harry has a vision through the eyes of Voldemort's snake Nagini, possessed by Voldemort, attacking Ron's father Arthur Weasley (Rowling, 2004). One study evaluates both overall and industry-level economic impacts of The Lord of the Rings and the Hobbit (Li, Li, Song, Lundberg, & Shen, 2017).

Petersen examines the different methods used in the literature and explains when the different methods yield the same standard errors and when they diverge (Petersen, 2009). And I (2021) also agree with that theory.

References

- Li, S., Li, H., Song, H., Lundberg, C., & Shen, S. (2017). The economic impact of on-screen tourism: The case of The Lord of the Rings and the Hobbit. *Tourism Management, 60*, 177-187. doi:10.1016/j.tourman.2016.11.023
- Petersen, M. A. (2009). Estimating Standard Errors in Finance Panel Data Sets: Comparing Approaches. *Review of Financial Studies, 22*(1), 435-480. doi:10.1093/rfs/hhn053
- Rowling, J. K. (2004). *Harry Potter and the Order of the Phoenix*. New York: Scholastic, Inc.
- Wu, C., & Zhang, S. (2021). *The history of UNNC*. Ningbo: Springer.

EDIT AN OUTPUT STYLE IN ENDNOTE

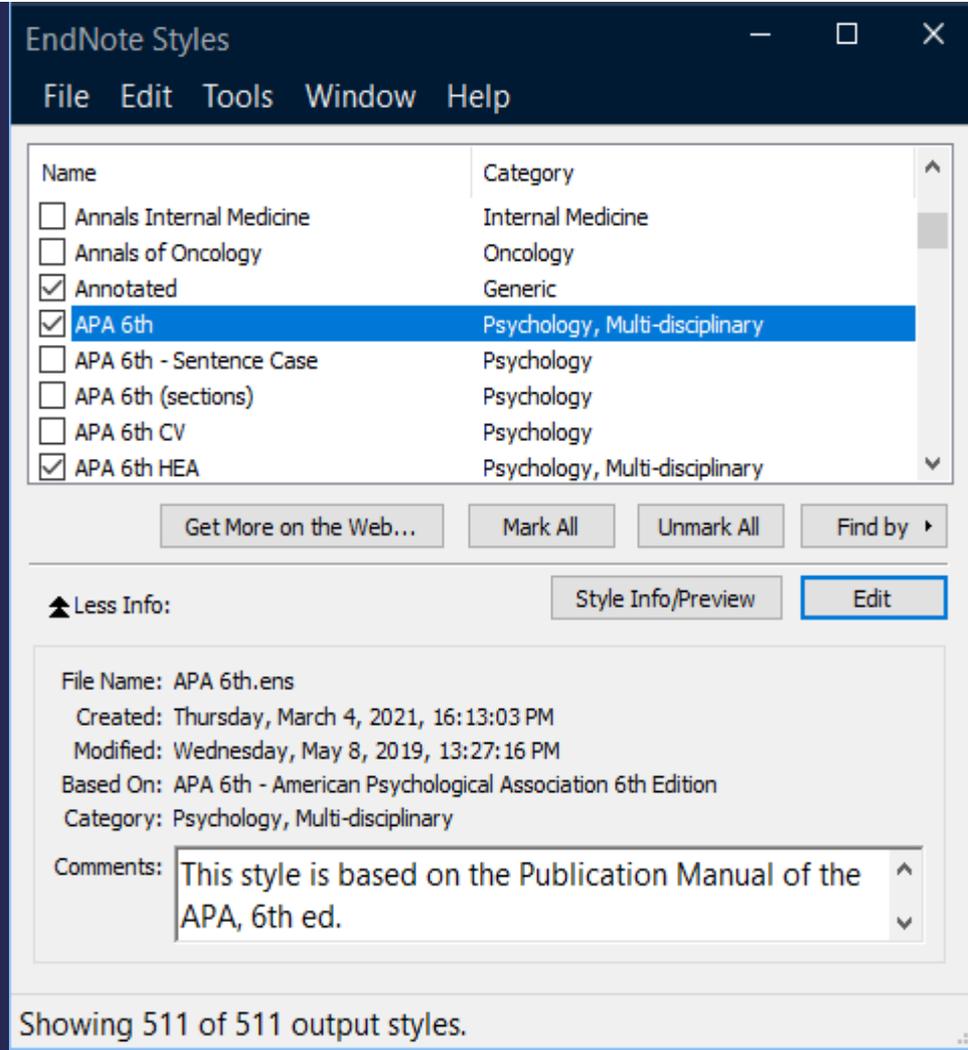
If you can not find a style that matches your needs exactly

- Choose **Tools > Output Styles > Open Style Manager**

- First check **Get More on Web...**, search style/journal name and download it.

<http://endnote.com/downloads/styles>

- If you couldn't find it, select one closest to your need, then click **Edit** to modify it.



The screenshot shows the 'EndNote Styles' application window. The title bar reads 'EndNote Styles' with standard window controls. The menu bar includes 'File', 'Edit', 'Tools', 'Window', and 'Help'. The main area is a list of styles with columns for 'Name' and 'Category'. The 'APA 6th' style is selected and highlighted in blue. Below the list are buttons for 'Get More on the Web...', 'Mark All', 'Unmark All', and 'Find by'. At the bottom of the list area, there is a 'Less Info:' section with a 'Style Info/Preview' button and an 'Edit' button. The 'Edit' button is highlighted with a blue border. Below this, a detailed view of the selected style is shown, including its file name, creation and modification dates, the version it is based on, and its category. A text area for 'Comments' contains the text: 'This style is based on the Publication Manual of the APA, 6th ed.'

Name	Category
<input type="checkbox"/> Annals Internal Medicine	Internal Medicine
<input type="checkbox"/> Annals of Oncology	Oncology
<input checked="" type="checkbox"/> Annotated	Generic
<input checked="" type="checkbox"/> APA 6th	Psychology, Multi-disciplinary
<input type="checkbox"/> APA 6th - Sentence Case	Psychology
<input type="checkbox"/> APA 6th (sections)	Psychology
<input type="checkbox"/> APA 6th CV	Psychology
<input checked="" type="checkbox"/> APA 6th HEA	Psychology, Multi-disciplinary

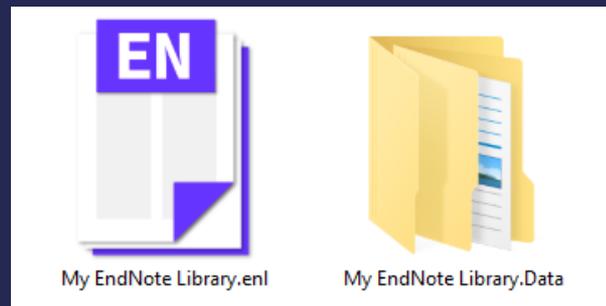
File Name: APA 6th.ens
Created: Thursday, March 4, 2021, 16:13:03 PM
Modified: Wednesday, May 8, 2019, 13:27:16 PM
Based On: APA 6th - American Psychological Association 6th Edition
Category: Psychology, Multi-disciplinary

Comments: This style is based on the Publication Manual of the APA, 6th ed.

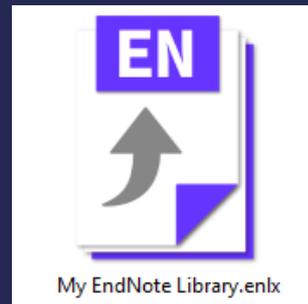
Showing 511 of 511 output styles.

SAVE YOUR ENDNOTE

Method 1: Copy both the **.enl file** and the **.data folder** together.



Method 2: Choose *File > Compressed Library*, and copy the **.enlx file**.



Method 3: Sync with an **EndNote Online** account for safer storage.

4. ENDNOTE ONLINE

www.myendnoteweb.com

- **EndNote Online** serves as the **web and mobile** version.
- It is free and can be used anywhere with Internet connection.
- Register an Endnote Online account

<https://www.myendnoteweb.com>



ENDNOTE VS. ENDNOTE ONLINE

	EndNote	EndNote Online
Access	Desktop software can be installed on personal computers, and can be worked offline	Web based, need Internet connection
License	Yes	Free
Save, organise and share references	Yes (need online account)	Yes
Cite and format papers with bibliography	Yes	Yes (need to download and install plug-in for Word)
Edit output styles	Yes	No
Importing	Directly from most online databases, or as RIS file	Directly from most online databases, or as RIS file

SYNCING ENDNOTE AND ENDNOTE ONLINE

If you have any references already in EndNote online or desktop:

- ✓ Remove duplicates
- ✓ Place all in groups
- ✓ Empty the trash

Choose **Library > Sync**, or click  > 

Enter your EndNote Online account.

NOTE:

Sync works with only one library and only one EndNote online account.

SWITCH MODE IN WORD

If you want to switch to EndNote Online mode in Word:

EndNote 20 > Preferences > Application > EndNote Online

The screenshot displays the Microsoft Word interface with the EndNote 20 ribbon active. The 'EndNote 20' ribbon contains several options, with 'Preferences' highlighted by a red box. The 'EndNote 20 Cite While You Write Preferences' dialog box is open, showing the 'Application' tab. The 'Application' dropdown menu is open, showing 'EndNote online' selected. The 'E-mail Address' field contains 'XXXX@nottingham.edu.cn' and the 'Password' field is masked with dots. The 'Preferences' option in the EndNote 20 ribbon is also highlighted with a red box.

File Home Insert Design

EN Go to EndNote
Edit & Manage Citation(s)
Edit Library Reference(s)

Insert Citation

Citations

EndNote 20 Cite While You Write Preferences

General Keyboard Figures and Tables Application

Select the Cite While You Write application

Application: EndNote online
EndNote
EndNote online

Enter Your EndNote URL

http://www.myendnoteweb.com:80/

E-mail Address: XXXX@nottingham.edu.cn

Password: ●●●●●●●●

OK Cancel Help

Developer EndNote 20 Nuance PDF

Export to EndNote
Manuscript Matcher
Preferences

Help

Tools

MORE INFORMATION

EndNote (UNNC Library):

<https://www.nottingham.edu.cn/en/library/teaching/endnote.aspx>

EndNote Training & Support (Clarivate):

<https://www.endnote.com/training>

CONTACT US



Library@nottingham.edu.cn



Ask a Librarian



WeChat: UNNC_Library

GIVE US YOUR FEEDBACK



Please scan the QR code for a short survey.



We would like to hear from you!