


## EndNote Tutorial Exercise 1: Adding references manually and changing the style

**Accessing EndNote:** Log on to the University network and click on the **Start** button on the bottom left of the screen. Click on **Networked Applications**, then **General Software** then **Spreadsheets & Databases**. Click on **EndNote X301**.

### Manually inputting references

The most straightforward means of adding references to an EndNote library is to input them manually.

- ❑ **Tips...**
- ❑ Write *Author names* in the order of “Last, First Middle” e.g. Jacobson, Carol May or “First Middle Last” e.g. Carol May Jacobson. Whichever you choose, be consistent!
- ❑ List *multiple authors*, one underneath the other by pressing the Return key between typing each name in the Author field.
- ❑ Use *capital letters* where necessary e.g. author’s names. EndNote does not correct capitalisation for you.
- ❑ For references with a *corporate author* rather than a named individual put a full stop and a comma after the organisation’s name to make sure it appears correctly in the resulting reference, like this: **Department of Health,**
- ❑ You do not need to fill in every field - just those important details you will require for your bibliography or for your own notes.

1. Click on the New Reference Button  near the top of the EndNote window (OR go to the EndNote toolbar and click **References – New Reference**)
2. Type in the reference information which appears on the next page of this exercise. Remember that author names must each be entered on a separate line. There is also an illustration of what the New Reference window looks like with this information entered correctly, overleaf.

## EndNote Tutorial Exercise 1: Entering References Manually

**Reference Type:** Journal Article

**Authors:** Peter McGill  
Daniel McDougall

**Year:** 2001

**Title:** How to cite

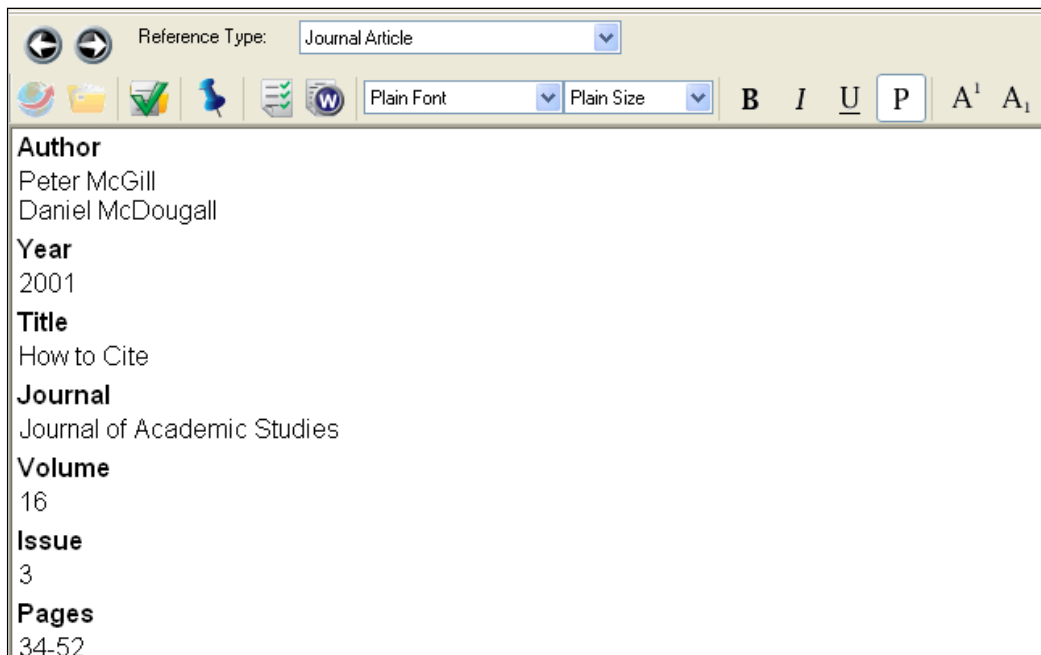
**Journal:** Journal of Academic Studies

**Volume:** 16

**Issue:** 3

**Pages:** 34-52



**Keywords:** Research; Citation; Bibliography



The screenshot shows the 'New Reference' dialog box in EndNote. The 'Reference Type' is set to 'Journal Article'. The reference details are as follows:

Field	Value
Author	Peter McGill Daniel McDougall
Year	2001
Title	How to Cite
Journal	Journal of Academic Studies
Volume	16
Issue	3
Pages	34-52

**The Reference Window**

3. Close the New Reference box by clicking on  in the top right hand corner. EndNote will prompt you to confirm that you want to save the data you have typed. To avoid receiving this prompt in future, you can tick the box to labelled 'Do not display this message again'. This will cause EndNote to save information you have entered in a reference automatically, when you click the  symbol.
4. If you wish to *edit* the reference further after you have closed it, double click on it to open it again and make your alterations.

① **ExtraTips...**

- ❑ Entering terms into the *keyword* field will help you to search for particular references. To search your library click on the **Search** tab on the **Tab Pane** at the bottom of the screen, OR click on **Tools** then **Search Library...**
- ❑ In certain fields such as Author, Journal and Keywords, your entry may appear in red. This means the database does not recognise the entry as having been used in the library before. If you type in a journal, author or keyword you have previously used in the library, EndNote will attempt to 'guess' the word as you type, thus saving you time and aiding consistency between records.

5. Now add the following two references (click on **Reference** then **New Reference**).

For this reference you will need to change the Reference Type to *Book*:

**Reference Type:** Book

**Author:** Zina O'Leary

**Year:** 2004

**Title:** Essential guide to doing research

**City:** London

**Publisher:** Sage

**Keywords:** EndNote; Bibliography; Research

**Abstract:** The authors demonstrate the correct methods of citation for publishing in academic journals in the United Kingdom.

For this chapter from a book remember to change the reference type to *Book section*:

**Reference Type:** Book Section

**Author:** Richard Harrington

**Year:** 1992

**Title:** Regional policy

**Editors:** Simon Bulmer

Stephen George

Andrew Scott

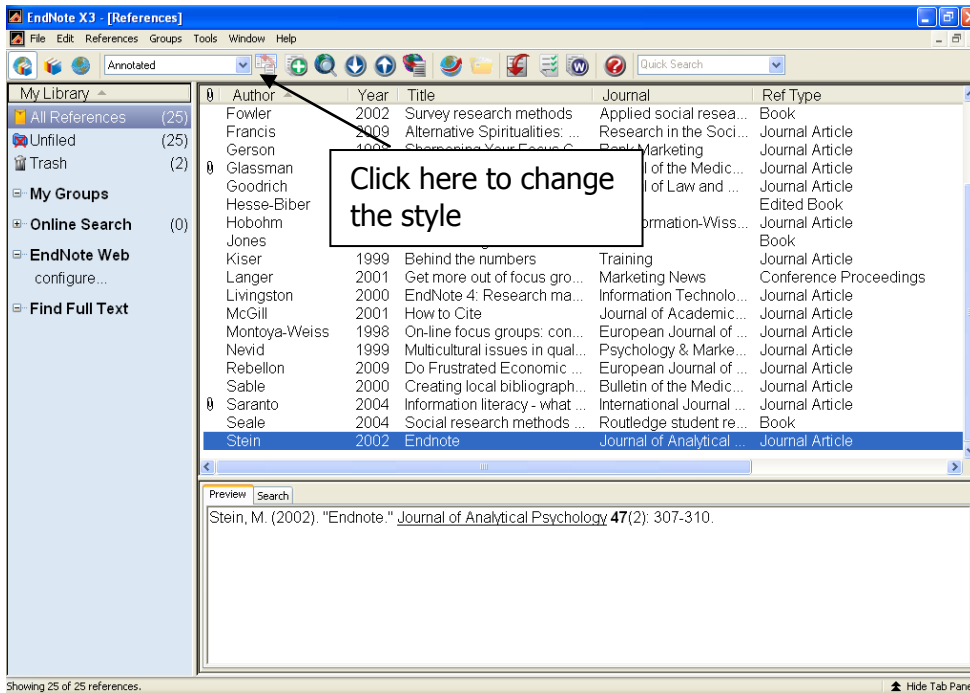
**Book title:** The United Kingdom and EC membership evaluated

**City:** London

**Publisher:** Pinter

**Pages:** 57-64

## Changing the referencing style



6. Now click on a reference to highlight it. The **Tab Pane** at the bottom will display a preview of how the reference will look in your bibliography. If the **Tab Pane** is not showing, click on **Show Tab Pane** on the bottom right of the screen.

7. Try changing the bibliographic style. The default is the *Annotated* as shown at the top right of the screen. Click on the dropdown arrow next to the word 'Annotated' and then click on **Select Another Style...** After a short time, the **Choose A Style** dialog box will appear. Type the name of the style, Cardiff University Harvard, into the quick search box and press the enter key on your keyboard. Highlight the style and click on **Choose**. You will see your references change style in the Tab Pane preview window.

### If you have time...

8. Try manually inputting the following additional references into your EndNote library:

**Reference Type:** Book

**Author:** Department for Transport

**Year:** 1992

**Title:** Increasing bus use for journeys to school: a guide to best practice within existing legislation

**City:** London

**Publisher:** Department for Transport

**Reference Type:** Newspaper Article  
**Reporter:** Phil Baty  
**Year:** 2005  
**Title:** Data row sparks research debate  
**Newspaper:** The Times Higher Education Supplement  
**Volume:** 1719  
**Issue date:** 25 November 2005  
**Pages:** 1

**Reference Type:** Edited Book  
**Editors:** David Murphy  
Robb Walker  
Graham Webb  
**Year:** 2001  
**Title:** Online learning and teaching with technology  
**City:** London  
**Publisher:** Kogan Page

**Reference Type:** Web page  
**Authors:** Sarah Currier  
Sharron Brown  
F Cuna Ekmekioglu  
**Year:** 2001  
**Title:** INSPIRAL: Investigating portals for information resources and learning (Final report.)  
**Publisher:** University of Strathclyde  
**City:** Glasgow  
**Access Year:** 2007  
**Access Date:** 3 December  
**URL:** <http://inspiral.cdlr.strath.ac.uk/documents/documents.html>