

EndNote[®] Tips - Reference Organization

This tip sheet will help you will learn how to do the following:

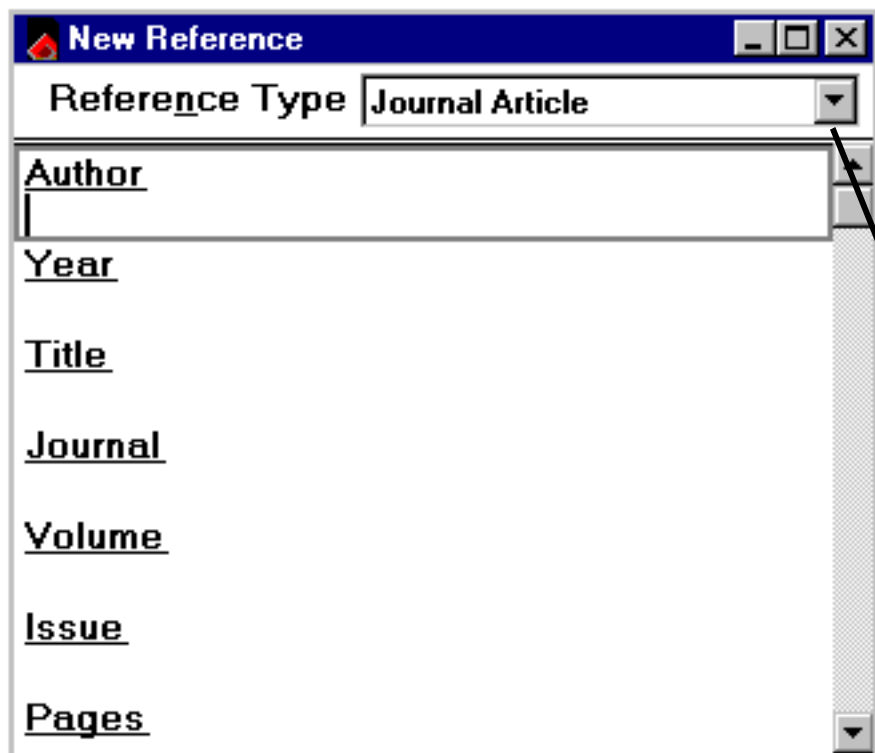
- Enter a reference into a library.

Before you begin:

If EndNote is not already running, start it and open your library, or the sample Paleo Library (PALEO.ENL).

Create a New Reference

There are various ways to add references to an EndNote library. Connecting to an online bibliographic database and retrieving the references directly into EndNote is one option; importing text files of references that have been downloaded from online or CD-ROM bibliographic databases is another. Both are discussed on separate tip sheets. This example demonstrates how to type the reference information into EndNote.



*Choose New (Ctrl+N) from the **References** menu. An empty References window opens with the words "New Reference" displayed at the top.*

*Click the **Reference Type** drop-down menu to select the appropriate reference type.*

*New references always appear as journal articles but can be changed to any other type of reference using the **Reference Type** menu at the top of the Reference window.*

You are now ready to enter the reference information beginning with the author names. Author names can be entered two ways: either "First Middle Last" such as "Carol Margaret Jacobson" or "Last, First Middle" such as "Jacobson, Carol Margaret." Individual author names must be entered one per line.

With the cursor in the "Author" field type in the following information (note that these are examples; feel free to enter your own relevant reference data):

*Carol Jacobson (then press the Enter key)
Jennifer Roe*

Press the Tab key to move to the “Year” field, and type:
1994

Continue entering the reference as shown below, using the Tab key to move to the next field, and Shift+Tab to move to the previous field, if necessary. You can also use the mouse to click in the desired field.

New Reference

Reference Type: **Book**

Author
Carol Jacobson
Jennifer Roe

Year
1994

Title
Impacts of meteorites on Earth

Series Editor

Series Title

City
New York

Publisher
Roe, Inc.

Title: *Impacts of meteorites on Earth*

City: *New York*

Publisher: *Roe, Inc.*

Number of Pages: *100*

Abstract: *The impact of a meteorite hitting the earth millions of years ago may have led to the destruction or extinction of some marine life.*

No extra punctuation (such as parentheses around the year) or text styles (such as bold or italic) are entered into the reference. EndNote adds the necessary punctuation and text style changes to the references when it creates a bibliography.

Close the Reference window by double-clicking the control-menu box in the upper left corner of the window, or by choosing **Close Reference** (Ctrl+W) from the **File** menu.

All information is automatically saved when you close a window. Your new reference should now appear in the Library window.

For more information, see the EndNote manual chapter entitled, “Entering and Editing References”.

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