

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.

For this example, click the **Reference Type** list and choose **Book**.

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):

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

As you type, you will see EndNote suggest names similar to the one you are entering. This is EndNote's way of using term lists to facilitate the process of entering new references. The name of the first author appears in red text to indicate that it is a new name in the Author term list for this library. When you close or save the reference, it will be added to the Author term list and the red text will change to black. The second author is already in the Paleo Library, so as you start typing the last name, you'll see EndNote complete the name for you. Press Tab or Return to accept EndNote's suggested term, or keep typing to overwrite it.

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
Jacobson, Carol
Roe, Jennifer

Year
1994

Title
Impacts of Meteorites on Earth

Series Editor

Series Title

City
New York

Publisher
Roe, Inc

Year: 1994
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.*

Enter all information without extra punctuation (such as parenthesis around the year) or text styles (bold, italics, etc.).

Close the Reference window choosing **Close Reference** (Ctrl+W or Cmd+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.

Spell check a reference:

In EndNote, open the reference Allen, 1988 by double clicking on it. Select **Spell Check** from the **References** menu or select the tool button.

Check Spelling

Capitalization:
severn

Suggestions:
Severn

Add words to:
userdic.txt

Ignore
Ignore All
Add
Change
Change All
Suggest
Options...
Dictionaries...
Help...
Cancel

To activate your tool bar in EndNote, select Show Toolbar then Main from the Edit menu.

EndNote stops at the word “severn” and suggests “Severn” to replace it. Click on **Change** to make this adjustment. EndNote notifies you that spell checking is complete, click on **OK**.

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