

Introduction to EndNote

What is EndNote?

- Database program that allows you to manage references
- Enables you to format and re-format the style of citations/manuscripts
- Enables you to create bibliographies
- Includes manuscript templates for a number of journals

Why would you want to use it?

- Once you have a citation in EndNote, you'll always be able to draw on it for a paper.
- Adding citations and references to papers is extremely easy—and EndNote automatically formats those references into a bibliography.
- If you decide to submit your paper to a different journal, EndNote lets you change the format style with a few clicks of the mouse.

How to purchase

- VU bookstore
\$99.98 Student edition (Windows/Mac)
\$199.98 School edition (Windows/Mac)
\$99.98 Upgrade (Windows)
- Academic Superstore (<http://www.academicsuperstore.com/>) sometimes has it even cheaper.

Note: A free online version of EndNote, **EndNote Web**, is now available to all Vanderbilt students, faculty, and staff. To learn more, browse to <http://www.endnoteweb.com/>. Differences between the EndNote client and EndNote Web: <http://www.endnoteweb.com/encompare.asp>.

Where to get help

- EndNote Web site <http://www.endnote.com/>
- Heard Library Questions and Answers about EndNote
<http://www.library.vanderbilt.edu/heard/endnote.shtml>
Connection files and import filters for Vanderbilt Library-provided databases (ERIC, PsycINFO, Sociological Abstracts, etc.) are found here.
- EndNote Basics (Eskind Biomedical Learning Module)
http://www.mc.vanderbilt.edu/kmt/learning/module_toc.html?tutorialID=150
- Peabody Library
Joell Smith-Borne joell.m.smith-borne@vanderbilt.edu
- Heard Library EndNote E-mail list zres@library.vanderbilt.edu

EndNote vocabulary lesson

- “**Library**” is the database of citations that you will build.
- “**Connection Files**” are a means of searching a bibliographic database from EndNote.
- “**Filters**” are a means of importing citations into your EndNote library from an external file.

How to create and update your EndNote library

- Type the citations **manually**.
Open your EndNote library, choose References > New Reference, and start typing.
- Search a bibliographic database and import the citations **directly** into EndNote (e.g., JSTOR, ProQuest, Education Abstracts). This is becoming more generally available.
Various databases do this in different ways. After you’ve selected records that you want to keep, look for the print/save/e-mail options and see if the database talks about EndNote.
- Search a database (e.g., Acorn, PsycINFO) from EndNote using a **connection file**.
 - Open EndNote, click on “Tools,” click on “Connect,” and select a database to search (either by clicking on “Connect…” or by choosing a database that appears on the Connect dropdown).
 - Easy and fast, but very simple searching only.
 - Connection files for databases provided by the Vanderbilt libraries can be found at <http://www.library.vanderbilt.edu/heard/connect.shtml>.
- Search a bibliographic database (e.g., Sociological Abstracts) and save the citations as a “text” file (may be a .dat file). Then the citations will need to be imported into EndNote using an **import filter**.
 - After you’ve saved the citations as a “text” file, open your EndNote library, choose File > Import..., choose the file you want to import (the saved citations), make sure the Import Option you’ve selected is the correct import filter for that database, and click Import. (You can decide whether you want to import duplicate citations or not; Text Translation generally remains “No translation.”)
 - Allows searching of the database using its “native interface” (enabling more flexible searching).
 - Import filters for databases provided by the Vanderbilt libraries can be found at <http://www.library.vanderbilt.edu/heard/filters.shtml>.

How to import citations into your Word document

- If you install EndNote after you’ve installed Word on your computer, an EndNote toolbar should be added to Word. (Select **View > Toolbars > EndNote** in Word to see if you have the toolbar.)
- At the place in your document where you want to add a citation, select **Tools > EndNote > Insert Selected Citation(s)**. If EndNote is open and a citation is selected, the citation will be inserted; otherwise, you’ll be prompted to select a citation.
- The citation and bibliographical reference will be formatted according to the output style selected in EndNote (you can change this in Word by selecting **Tools > EndNote > Format Bibliography...** and choosing a different output style).