

Alex Montgomery  
Bibliography Boot Camp  
2009-05-22  
Talk Outline

## **EndNote**

1. Basic use of EndNote
  - a. Where to put your libraries [Tip 1: Minimize duplication]
  - b. Entering citations [Tip 2: Only use some types]
  - c. Putting citations into papers [Tip 3: Use Label instead of Record Number]
  - d. Formatting the bibliography [Tip 4: Only format when needed]
2. Advanced use of EndNote [Tip 5: As a way of doing research]
  - a. Research Notes
  - b. PDF storage
  - c. Sharing References (Files, EndnoteWeb)
  - d. Organizing References by Keyword
3. Strategic Use: Importing from databases into EndNote [Tip 6: Enter citations in groups]
  - a. Internal Online Search (ArticleFirst, WorldCat)
  - b. External Online Search (JSTOR, Google Scholar)
  - d. OpenURL (set Resolver: <http://caslon.stanford.edu:3210/sfx1c13>)
  - e. Find Full Text
4. Very Advanced Usage [Tip 7: Endnote and Teaching/Writing]
  - a. Syllabus Creation
  - b. Annotated Bibliography
  - c. Scripting (JSTOR PDF Download)
5. Further [Tips 8/9: RTFM, Community Resources]

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Tip Sheet

### **Nine Tips For Happier Use of Bibliographic Tools**

1. EN: Minimize duplication of files
  - a. Keep bibliographies on USB key
  - b. Use “master bibliography” for everything
2. Use a limited subset of the available reference types
  - a. Journal/Newspaper/Magazine Article
  - b. Book (EN:Edited Book)
  - c. Thesis
  - d. Conference Paper (EN:Conference Proceedings)
  - e. Computer Program
  - f. Book Section
  - g. Report (Anything Numbered)
  - h. Generic
3. EN: Use “Label” instead of Record Number
  - a. Preferences->Temporary Citations->Use field “Label”
  - b. Allows for easier DB merging
  - c. Small upfront cost
4. EN: Only format the bibliography when necessary.
  - a. Turn off Instant Formatting:  
Tools->EndNote X->CWYW Preferences->Uncheck “Enable Instant Formatting”
  - b. Only format at the end of the day, when a complete version is done.
5. Use the tool as a way of doing research
  - a. Use “Research Notes”/ “Notes” field to summarize key points of article
  - b. Use the Abstract field for Abstract or Full-text of short articles; use the Link to PDF/Attachments field to store full text
  - c. Export to other like-minded users: (EN Send To->Compressed Library; Zotero Export->Zotero RDF)
  - d. Keywords: Short, Sweet, Consistent, Hierarchical.
6. Enter citations in groups.
  - a. Download and import multiple JSTOR citations at one time.
  - b. New citation not in DB? Enter a placeholder in the text and move on.
7. EN: Teaching/writing
  - a. Use “Subject Bibliography” to create a syllabus
  - b. Use "Bibliography->Layout" to add notes to the end of each citation
8. EN: Read the Manual.
  - a. /Applications/Endnote X2/EndNote.pdf on Mac OS X
  - b. C:\Program Files\Endnote X2\EndNote.pdf on Windows XP
9. Use existing community resources
  - a. UQ EN resources: <http://www.library.uq.edu.au/endnote/>
  - b. Zotero resources: <http://zotero.org>