

ENDNOTE REFERENCING WORKSHOP

Study Skills Intensive
Chicago 16th Footnote
referencing
Dr Nola Norris
14 February 2018

WHAT IS ENDNOTE?

- Endnote is a software application that is installed on your laptop or desktop computer
- Versions are available for Windows and Macintosh
- Endnote is a powerful referencing tool that stores, formats and inserts references (citations) into your assignments (Word documents) and automatically builds your reference list or bibliography
- A full licence for Endnote is relatively expensive (about \$300 for a perpetual licence) but highly recommended if it's within your means
- Some universities have site licences that allows students to have a personal copy. Morling does not have a site licence for Education and Counselling, but Theology students have it through the Australian College of Theology.

ENDNOTE ONLINE — BASIC USER (FREE)

- Endnote Online is an online version of Endnote. If you are not able to access the full version of Endnote installed on your computer ('Endnote Online with the Desktop'), you are strongly advised to use Endnote Online as a basic user from the beginning of your course
- Endnote Online used to be called Endnote Web

www.myendnoteweb.com

See *EndNoteOnline Quick Reference Guide*

THE REFERENCING PROCESS: WORKFLOW

- Create an Endnote record for every reading (book chapters, journal articles, etc.) as part of your tutorial workload
- Other resources you refer to in your assignment writing should be entered into Endnote when you first access the resource
- When you search for resources in the Library catalogue, you can export the citations and import them into your Endnote
- Export/import means you don't have to type most of your references!

IMPORTANT: Put your references into Endnote at the start of your assignment, not the end

THE REFERENCING PROCESS: WORKFLOW

- Once there is an Endnote reference in your Endnote database, use this record to write up your notes, copy and paste direct quotes, etc., as you read the resource
- If the resource is a downloadable copy of a journal article (often copyright allows you to take and keep a copy in PDF format for yourself, but not to share it with others), attach the PDF to the Endnote record
- The citation, the PDF of the article, and your notes taken when you read the article will all be together in the same record in Endnote

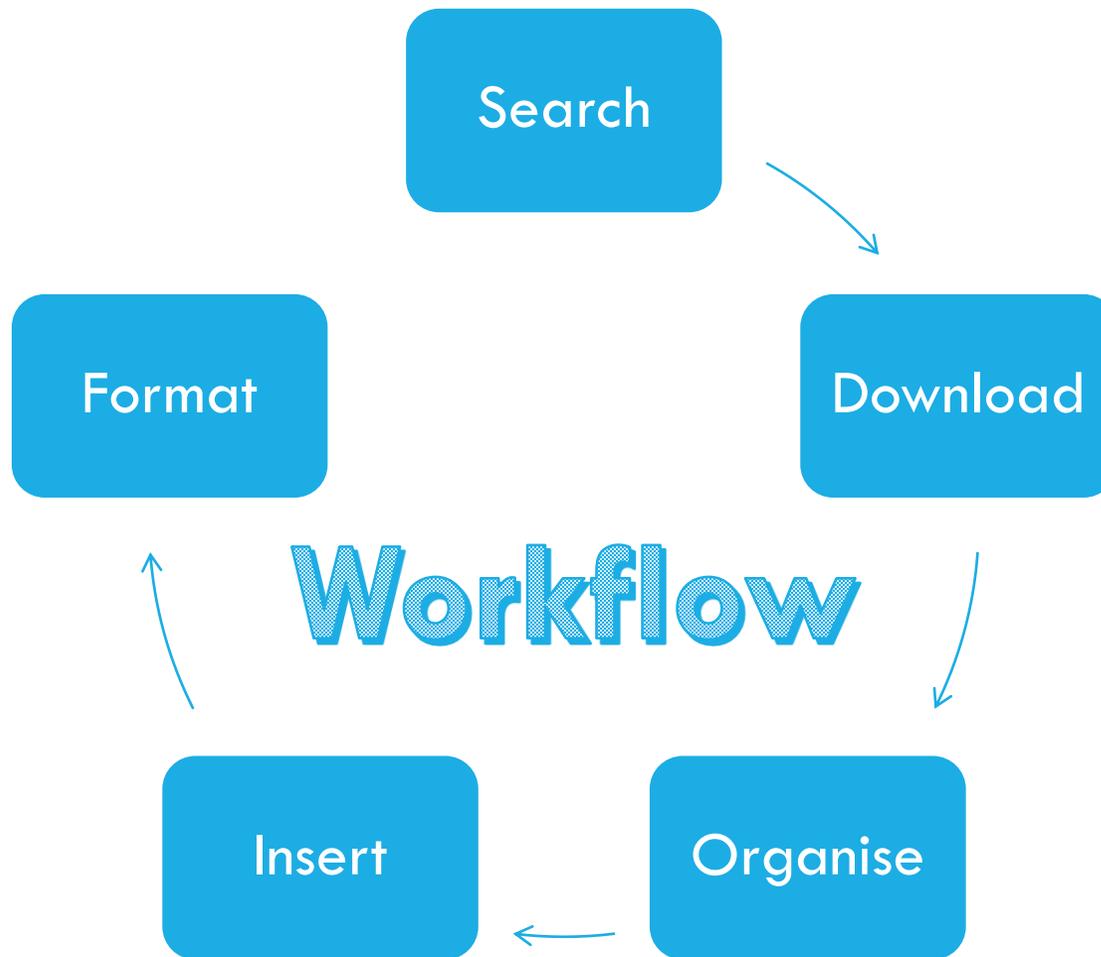
Citation source
Library Catalogue
Database
Worldcat.org



Endnote



Word document





1 Search

LIBRARY CATALOGUE AND DATABASES

<https://morling.softlinkhosting.com.au/liberty/libraryHome.do>

- Log into the Library Catalogue to export citations from the Catalogue
- Handouts – user guides
- Log in to EBSCO or ProQuest to search for journal articles
- <http://Worldcat.org>

2 Download

PDF + citation for a article
Citation only for a book

IMPORTING CITATIONS INTO ENDNOTE - BOOK

1. Login to the Library Catalogue (top right of screen)
2. Search the Morling Library Catalogue for a **book** – e.g. *It has not yet appeared what we shall be: a reconsideration of the Imago Dei in light of those with severe cognitive disabilities.* (2017)
3. Click the Export icon
4. Choose EndNote format, click 'Go'. Download file to your Downloads folder
5. Switch to Endnote, click 'File', 'Import' and 'File'
6. Choose the downloaded citation in your Downloads folder
7. Check that the 'Import Option' is 'Reference Manager (RIS)'. Click 'Import'.
8. The record is imported into your Endnote database
9. Note that in the Preview, that 'Pbk' is showing on the last line. This part of the citation has been incorrectly translated into Endnote and must be fixed manually
10. Double click the record to see all the information that was imported
11. Scroll down to the Publisher field. Delete "Pbk"
12. Save and close the record. In the Preview tab you will see the correctly formatted reference

IMPORTING CITATIONS INTO ENDNOTE - ARTICLE

1. Log in to EBSCO and search for a **journal article** (see example reference below)
2. Check full-text (so you can download a PDF of the journal article)
3. Click on the title to see the full record
4. Click on 'Export' in the right column. Click on 'Direct Export in RIS Format' if using Endnote
5. If using Endnote Online, click the option 'Save to EndNote Online'
6. Click 'Save'. A file is downloaded to your Downloads folder
7. Back on the EBSCO page, download the PDF Full Text
8. Switch to Endnote. Click 'File' and 'Import—File'
9. Choose the file that you just downloaded from EBSCO from your Downloads folder.
10. Check that the 'Import Option' is either 'Reference Manager (RIS)' or 'EndNote Import'. Click 'Import'.
11. After a few second, the citation will appear in your EndNote library
12. Double-click the citation to see the full reference. Scroll down to 'research Notes' – this is where you can take your notes.
13. Attach the PDF by right-clicking—File Attachments—Attach File

De Kock, A. (2009). Educational change and Christian ideology: How identity shapes educational innovation. *Christian Higher Education*, 8(4), 304-326. doi: 10.1080/15363750902821254

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Organise

within Endnote

ENDNOTE SETUP

EndNote X7 - [Education-Research-ICT.en]

File Edit References Groups Tools Window Help

APA 6th

My Library

- All References (424)
- Imported References (0)
- Unfiled (303)
- Trash (1)
- My Groups
 - Copyright, ethics (4)
 - EDE556 Christian worldview (9)
 - EDE556 References (86)
 - EDE556 Textbook (24)
 - ICT frameworks & statem... (24)
 - Library books Sem2 2016 (20)
 - STEM & STEAM (6)
- Find Full Text

Options

Search Whole Library Match Case Match Words

And Year Contains

And Title Contains

Author	Year	Title	Journal
Rebore, Ronald W.	2014	The ethics of educational leadership	
Callahan, Kathe; Sadeghi, Leila	2015	Educational leadership in action : a casebook for aspiring...	
Lewis, C. S.; Baynes, Pauline	1994	The magician's nephew	
American Psychological, Associ...	2010	Publication manual of the American Psychological Associ...	
Edlin, Richard J.; Ireland, Jillian	2006	Engaging the culture: Christians at work in education	
Hattie, John	2009	Visible learning: A synthesis of over 800 meta-analyses re...	
Ward, Samantha L.; Sullivan, Kar...	2016	Agreement Between a Brief Autism Observational Instru...	The Educational and Developmental Psych
		The Educational and Developmental Psychologist	Previous title: The Australian Educational a
Vogel, Susanne; Schwabe, Lars	2016	Learning and memory under stress: implications for the cl...	Npj Science Of Learning
Foreman, P.; Arthur-Kelly, M.	2014	Inclusion in Action	
Carr, Monica E.	2016	Self-management of Challenging Behaviours Associated ...	Australian Psychologist
Dillenburger, Karola; Jordan, Jul...	2016	School's out forever: Postsecondary educational trajectori...	Australian Psychologist
May, Tamara; McGinley, Jennifer...	2016	A Multidisciplinary Perspective on Motor Impairment as a...	Australian Psychologist
Friskin, R. J.	200...	Understanding students	New Hope International Educational Mon
Friskin, R. J.	200...	School relationships	New Hope International Educational Mon
Friskin, R. J.	2005	Biblical community	New Hope International Educational Mon
Fowler, Stuart	2004	Experiencing community in the school	Pointing the way: Directions for Christian e
Dickens, Ken; Edlin, Richard J.; Ir...	2004	Pointing the way: Directions for Christian education in a n...	
Commission on Children at, Risk...	2003	Hardwired to connect : the new scientific case for authori...	
Hekman, B.	2007	Schools as communities of grace: Flourishing as living wa...	Schools as communities
Holland, Ruby	2014	A Christian mind	Teaching well: Insights for educators in Chi

Rebore, R. W. (2014). *The ethics of educational leadership* (2nd ed.). Sydney: Pearson Education.

Showing 424 of 424 references.

Layout

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Insert

a citation into your assignment

IMPORTING CITATIONS INTO AN ASSIGNMENT

1. When Endnote is installed on your computer, a plug-in to MS Word is installed as well
2. Select a reference in Endnote. Switch to Word and place the cursor in the exact place where the citation is to go
3. Insert a numbered footnote (in Chicago 16th footnote referencing style the citation is inserted into a footnote)
4. On the Endnote toolbar or menu in Word, click 'Insert selected citation'
5. The footnote citation is automatically inserted and the bibliography is automatically compiled at the end of the document
6. If you notice an error in the citation, don't edit it in the Word document. Go to Endnote, edit and save the citation then return to Word. The error will be corrected the next time Word formats the bibliography or updates the citations.

Each new citation you add to your assignment is automatically added to the bibliography or reference list

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Format

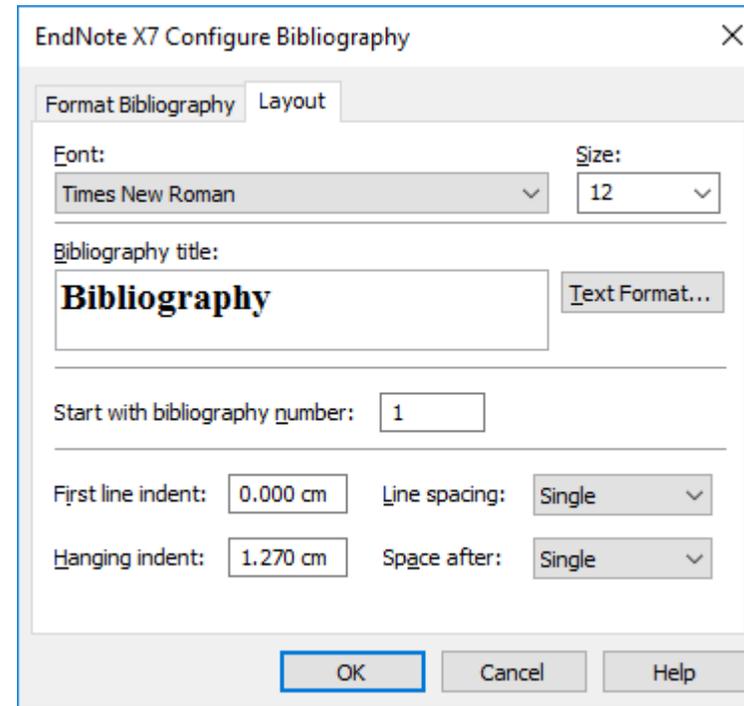
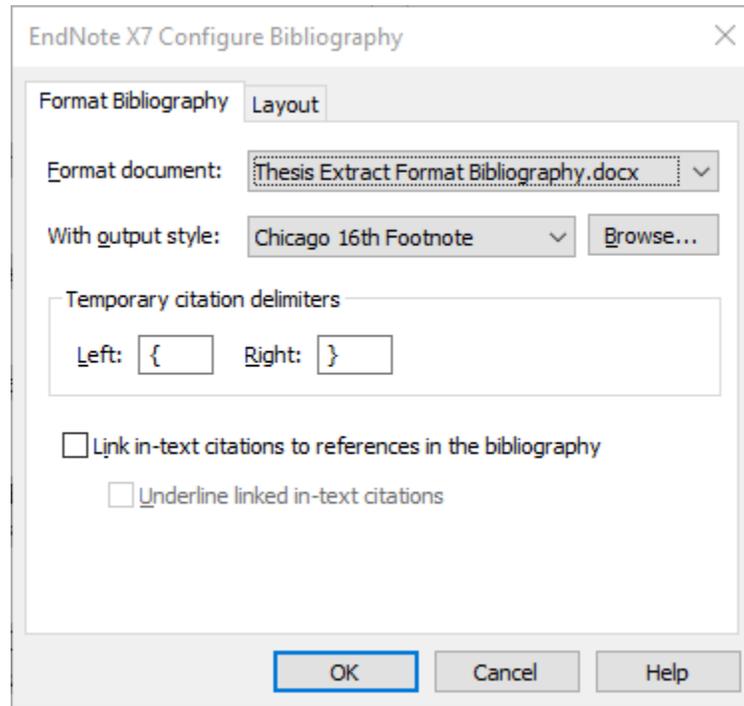
Citations and bibliography in Word

FORMATTING CITATIONS CHICAGO 16TH FOOTNOTE STYLE

- When a citation is footnoted a second time, it is given in abbreviated form
- When a citation is repeated, or the next citation is from the same source, the Latin abbreviation ‘ibid.’ is used, [ibidem = in the same place]

FORMATTING YOUR BIBLIOGRAPHY

In Word, use the Endnote toolbar or menu to configure the bibliography



File Edit View Window Help

Create ▾

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Page Thumbnails

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foundational role in this doctoral study. They are discussed again in Section 3.2 for their methodological contribution.

1.1.1 School studies

Two phenomenological studies by Carrington and her colleagues were conducted with school students in Australia^{3 4}. One was a case study that collected data from two 13-year-old males with AS, while the other collected data from five secondary school students, four male and one female, focusing on the difficulties of socially navigating aspects of schooling. Humphrey and Lewis interviewed 20 students with AS or HFA from mainstream secondary schools in England and identified barriers to successful educational experiences: their study produced similar findings to the Australian studies. Humphrey and Lewis's study confirmed the paucity of literature that illuminates the perspective of pupils in special education, while calling for more research studies of this kind. These three studies provided valuable insights into the experience and world of students with AS but did not investigate thinking or learning.

¹ N. Humphrey and S. Lewis, "Make Me Normal!: The Views and Experiences of Pupils on the Autistic Spectrum in Mainstream Secondary Schools," *Autism* 12, no. 1 (2008).

² J. Boucher, "Memory and Generativity in Very High Functioning Autism," *ibid.* 11, no. 3 (2007).

³ S. Carrington and L. Graham, "Perceptions of School by Two Teenage Boys with Asperger Syndrome and Their Mothers: A Qualitative Study," *ibid.* 5, no. 1 (2001).

⁴ S. Carrington, T. Papinczak, and E. Templeton, "A Phenomenological Study: The Social World of Five Adolescents Who Have Asperger's Syndrome," *Australian Journal of Learning Disabilities* 8, no. 3 (2003).

Page Thumbnails

Navigation icons: back, forward, search, zoom in, zoom out, print, refresh, home, close.

Thumbnail 1: [Small document icon]

Thumbnail 2: [Thumbnail of page 2]

Thumbnail 3: [Thumbnail of page 3]

Thumbnail 4: [Thumbnail of page 4]

Thumbnail 5: [Thumbnail of page 5]

Bibliography

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- Boucher, J. "Memory and Generativity in Very High Functioning Autism." *Autism* 11, no. 3 (2007): 255-64.
- Boucher, J., and D. M. Bowler, eds. *Memory in Autism: Theory and Evidence*. eBook ed. Cambridge, UK: Cambridge University Press, 2008.
- Carrington, S., and L. Graham. "Perceptions of School by Two Teenage Boys with Asperger Syndrome and Their Mothers: A Qualitative Study." *Autism* 5, no. 1 (2001): 37-48.
- Carrington, S., T. Papinczak, and E. Templeton. "A Phenomenological Study: The Social World of Five Adolescents Who Have Asperger's Syndrome." *Australian Journal of Learning Disabilities* 8, no. 3 (September 2003 2003): 15-20.
- David, N., A. Gawronski, N. Santos, W. Huff, F-G. Lehnhardt, A. Newen, and K. Vogeley. "Dissociation between Key Processes of Social Cognition in Autism: Impaired Mentalizing but Intact Sense of Agency." *Journal of Autism and Developmental Disorders* 38, no. 4 (2008): 593-605.
- Garfield, J. L., C. C. Peterson, and T. Perry. "Social Cognition, Language Acquisition and the Development of the Theory of Mind." *Mind & Language* 16, no. 5 (2001): 494-541.
- Griffith, G. M., V. Totsika, S. Nash, and R. P. Hastings. "'I Just Don't Fit Anywhere': Support Experiences and Future Support Needs of Individuals with Asperger Syndrome in Middle Adulthood." *Autism* 15, no. 3 (May 24, 2011 2011): 1-19.
- Humphrey, N., and S. Lewis. "'Make Me Normal': The Views and Experiences of Pupils on the Autistic Spectrum in Mainstream Secondary Schools." *Autism* 12, no. 1 (2008): 23-46.

MORLING LIBGUIDES—HELP WITH REFERENCING

Explanations and examples on Morling College's LibGuides:

<http://morlingcollege.libguides.com/chicagoreferencing> - for Theology students

Bookmark the Library Catalogue as it has links to all these sites

<https://morling.softlinkhosting.com.au/liberty/libraryHome.do>

SYDNEY UNI LIBGUIDE

Referencing and Citation Styles: Chicago 16th A

<http://libguides.library.usyd.edu.au/c.php?g=508212&p=3476411>



HANDOUTS

1. Using EBSCO Databases.pdf
2. Using ProQuest Database.pdf