



ENDNOTE REFERENCING WORKSHOP

Study Skills Intensive
Chicago 16th Footnote
referencing
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12 February 2019

MyDrive: Academic Writing- Study Skills-Endnote>2019 Endnote Workshop.pptx

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.
- A fully functional trial version is available.

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 or Endnote Online from the beginning of your course
- Endnote Online used to be called Endnote Web

www.myendnoteweb.com

See *EndNoteOnline Quick Reference Guide*

<https://endnote.com/wp-content/uploads/m/pdf/en-online-qrc.pdf>

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!

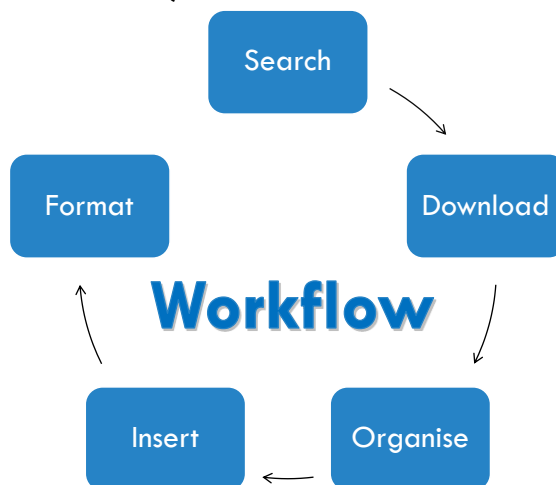
IMPORTANT: Put your references into Endnote at the start of your assignment, not the end

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 the copyright provisions 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 → Endnote → Word Document

Library Catalogue
Database (EBSCO/ProQuest)
Worldcat.org
Google Scholar



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
- Log in to EBSCO or ProQuest to search for journal articles
- Download citations from Google Scholar
- <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

Select your referencing style, e.g. Chicago or APA 6th Ed.

Create groups, e.g. group your citations for an assignment

My Library (424)

- All References (424)
- Imported References (0)
- Unfiled (303)
- Trash (1)
- My Groups
 - Copyright, ethics (4)
 - EDES56 Christian worldview (9)
 - EDES56 References (86)
 - EDES56 Textbook (24)
 - ICT frameworks & statem... (24)
 - Library books Sem2 2016 (20)
 - STEM & STEAM (6)
- Find Full Text

Author	Year	Title	Journal
Reardon, Ronald W.	2014	The ethics of educational leadership	Journal
Callahan, Kathie; 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 Psyc...
Vogel, Susanne; Schwabe, Lars	2016	Learning and memory under stress: implications for the cl...	Previous title: The Australian Educational a
Foreman, P.; Arthur-Kelly, M.	2014	Inclusion in Action	Nj Science Of Learning
Carr, Monica E.	2016	Self-management of Challenging Behaviours Associated ...	Australian Psychologist
Millenburger, Karola; Jordan, Jul...	2016	School's out forever: Postsecondary educational trajectori...	Australian Psychologist
Tomara; McGinley, Jennifer...	2016	A Multidisciplinary Perspective on Motor Impairment as a...	Australian Psychologist
Frisker, R. J.	200...	Understanding students	New Hope International Educational Mov
Frisker, R. J.	200...	School relationships	New Hope International Educational Mov
Fowler, Stuart			Journal Educational Mov
Dickens, Keri; Edlin, Jillian			Directions for Christian e
Commission on Children			
Hekman, B.	2007	Schools as communities of grace: Hourishing as living wa...	Schools as communities
Holland, Ruby	2014	A Christian mind	Teaching well: Insights for educators in Ch...

Showing 424 of 424 references.

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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

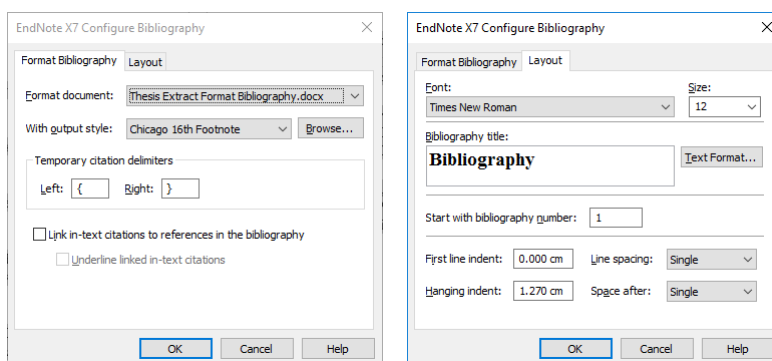
Citations and bibliography in Word

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



MORLING LIBGUIDE—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>