

A QUICK Guide to Literature Research & Reference management with Endnote

Useful tips for Literature/Reference research:

1. If you start from scratch: Recent review articles can be a good source of other relevant literature in your field. Otherwise: Ask your supervisor, colleagues....
2. Use online publication databases:
 - **Pubmed** <http://www.ncbi.nlm.nih.gov/sites/entrez/>
 - **Google scholar** (<http://scholar.google.de/>)
 - Google scholar includes number of citations of a scientific article and the articles that cite a given article: Can be informative to look at these as well...
3. If possible, be online when doing literature research.
If not: Copy & paste/write down Articles of Interest (eg Title, Author, Year, Journal)
4. Interesting articles or at least the abstracts can be accessed quickly usually by a direct link from pubmed. Several Journals are now offering free online access after the article is 6months or 1 year old.
5. For scientists from none-industrialized countries: Free access to almost all scientific publication through:
 - <http://hinari-gw.who.int/>
 - Make an account and you should get access
6. If you cannot find access to an article online, sometimes it is worth trying to write an Email to the corresponding author and kindly request the .pdf file
7. Sometimes it can be good to just copy & paste abstracts into a word document when online and save it. At a later time point, when you are offline, you can read them and decide which articles you want to get.
8. If you are looking for a specific publication in pubmed:
 - copy paste the title or parts of the title
 - or author, year, and a key word (eg: HIV)
9. Referring to online sources and databases
 - Be vigilant when using data from web pages. Don't believe without "critical thinking"
 - Never forget to mention the data source.

- When referring to data found on a web page in a publication always include URL address and the date the webpage was accessed.

Literature management when writing a Thesis or a publication or whatever

When writing, it is good to mark in the text - (REF) – where you might need a reference. If you know the article or data base you add in the information you need to import this article into your endnote literature database. (I usually add Author, year, sometimes journal)

Most foreign data or information you are referring to should be referenced. Only very common knowledge does not need to be referenced (“HIV is a sexually transmitted disease”)

When you are advanced with your manuscript (you can also start at an earlier time point) you can use the programme Endnote to create a data base for your references and manage.

ENDNOTE Programm

Endnote is a easy to use program to manage, add in, and format your references, when you write a manuscript, proposal or whatever.

- Install endnote according to instruction.
- Then open Microsoft Word and see whether the endnote toolbar shows automatically. If not klick “view”, then “tool bars” and add the endnote tool bar (typically the lowest showing) to your Word menue.
- Do not create a web account with endnote. That is unnecessary!
- Next within the word program klick the red “EN” located left within the endnote tool bar. This will open endnote program.
- If you have not made a library yet: Klick “file” then “New...” to open a new file.
- Make sure you are online.
- If you have not yet made any reference research, first look for interesting articles on pubmed:
 - <http://www.ncbi.nlm.nih.gov/sites/entrez/> and copy paste the title, author, Journal and date information to a word document. You can also add the abstract from all articles and for many Journals it is now possible to retrieve the PDF files of articles that are older than 1 year.

- Add at least a part of this specific reference information to the point in the text where you want it, eg the title, year of publication and Journal and the author. That will simplify your life later, when you start working with endnote
- To start an online library search click the tool symbol showing “earth & magnification glass” . If you are unsure about a tool symbol, just scroll over the tool symbol, but do not click it, and after some seconds the program will name the function of the tool symbol. The program will open a new window and ask you to choose a connection. Typically you will choose, Pubmed, to look for Biomedical references.
- A new online search window will pop up on the bottom of the page and asks you to add in up to 3 criteria to search
 - Typically you can add the author, or best, the title of the reference you look for plus the year. Make sure you don't have a typo in your title. The wording must be identical to what you are looking for
 - Then click “Search” and be patient, when the internet is slow. If nothing shows up, click “search” one more time.
 - All of the appearing references will automatically upload into your library
- If you have added too many articles that are not exactly what you wanted to your article, you can click the ones not wanted while holding down the “STRG” button of your keyboard, then go to the program menu “Edit” and click “clear”. All highlighted references will be deleted by this action.
- To insert one reference, highlight the reference of your choice, and go back to your word document. Then click the “arrow down” symbol and the reference will be added to your text, either as a numerical order (Eg. For the Journal “Nature” or depending on the format style you choose. Now below your text, the program will add in a list of your references, depending on the order in the text.
- To change the format your reference you have to click the third tool symbol from the left of your Endnote tool bar.