

Manual for EndNote

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1 Install EndNote

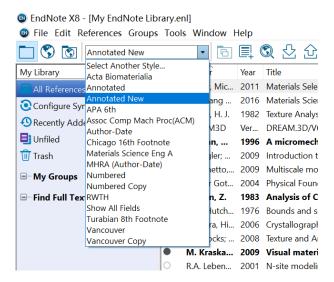
- a) Download EndNote at RWTH Software Shop. https://rwth.asknet.de
- b) Install EndNote (X8). The product key can be find in the file 'ITC_Readme.txt' which locates in the downloading address attached in the email.

2 Create new library

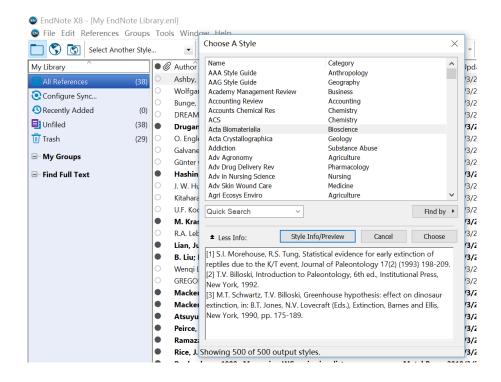
Click 'File' - 'New' and create a new library at anyplace you like.

3 Choose and edit output style of reference

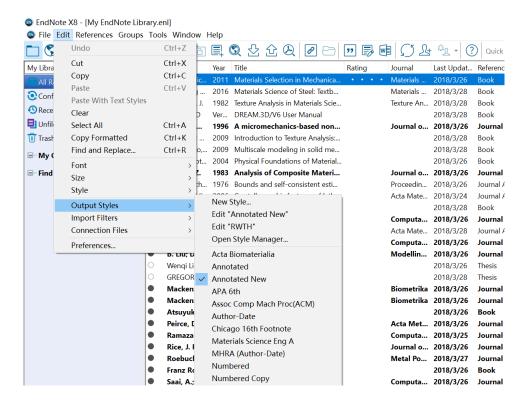
a) Choose one output style.



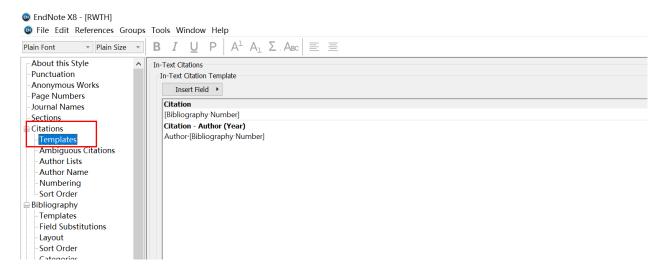
b) Click 'Select Another Style', the specific output information can be previewed in 'Style Info/Preview'.



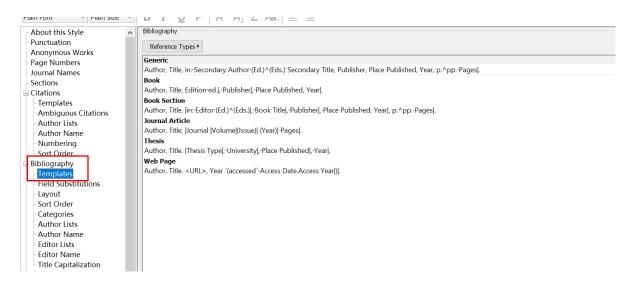
c) You can create your own output style or edit the original output style in 'Edit' – 'Output style'.



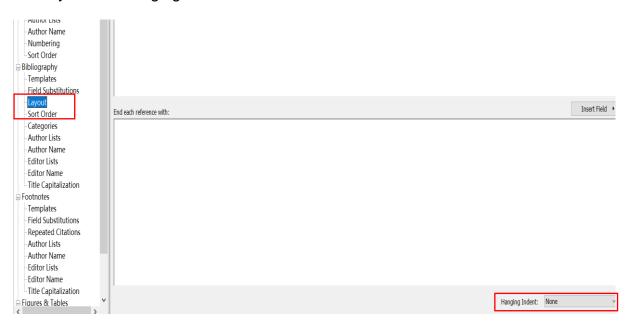
Edit citation template in the text



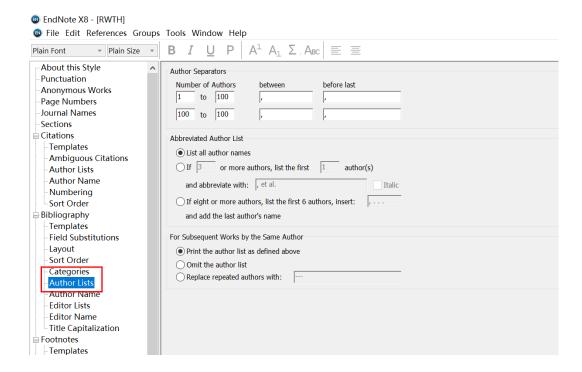
Edit reference (bibliography) templates



Edit layout and hanging indent.

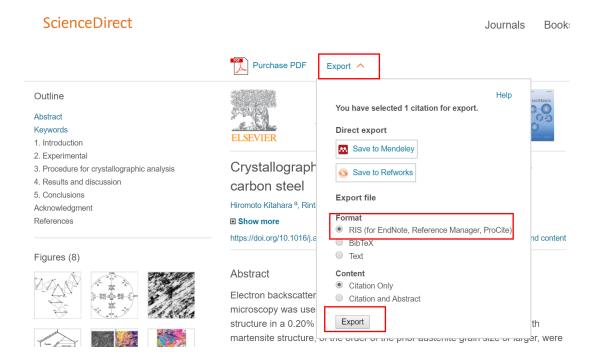


Edit author list arrangement.



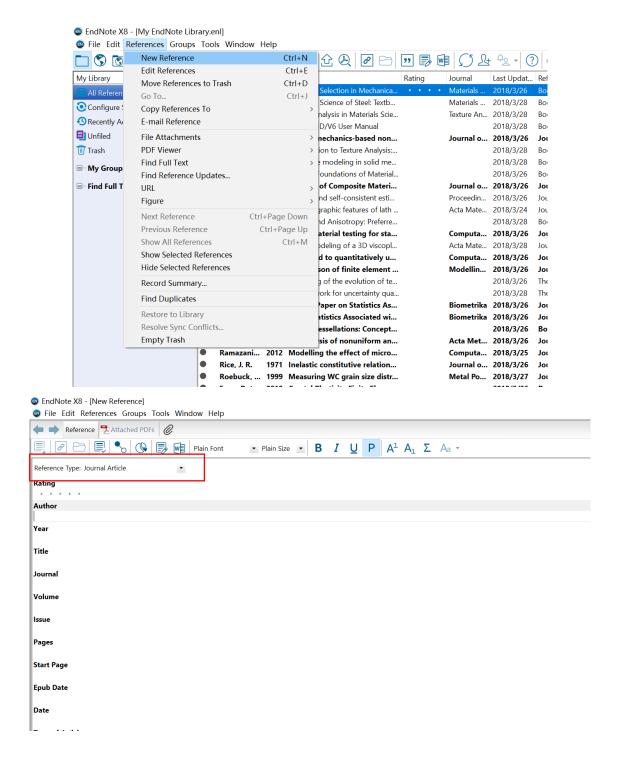
4 Add reference into the library

a) Search the reference in Internet (google). Find the link for downloading the citation. (Search key word 'Cite' or 'Citation' or 'Export' in webpage)



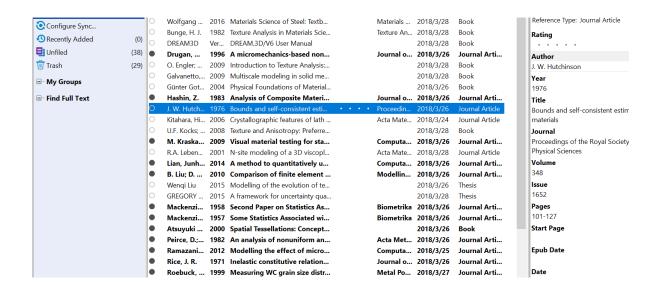
For most of the journal articles, you can find the citations at https://www.sciencedirect.com Open the downloaded RIS file, the reference can be automatically imported into EndNote.

b) For those whose citations cannot be found in the internet, you need to type the citation information into Endnote. Click 'References' – 'New Reference' and type the necessary information.

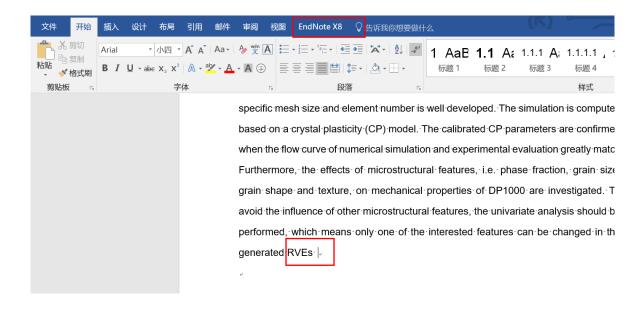


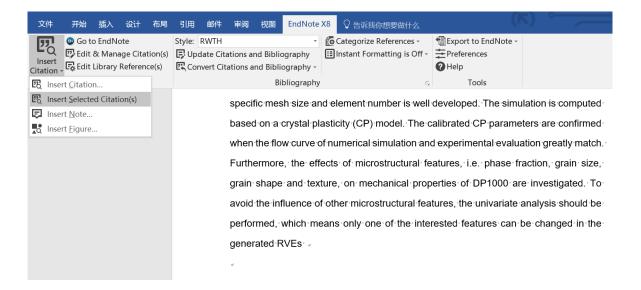
5 Add reference into the Word

a) Click the reference that you want to add in EndNote



b) Put the cursor at the place where you want to insert the reference in the Word. Click 'EndNote X8', then click 'insert citation' – 'Insert Selected', the selected reference can be added.





6 Edit layout format of bibliography

Click 'Edit & Manage Citation' – 'Tools' – 'Configure Bibliography' – 'Layout' to edit layout format of bibliography (including Line spacing, hanging indent).

