

How to use EndNote?

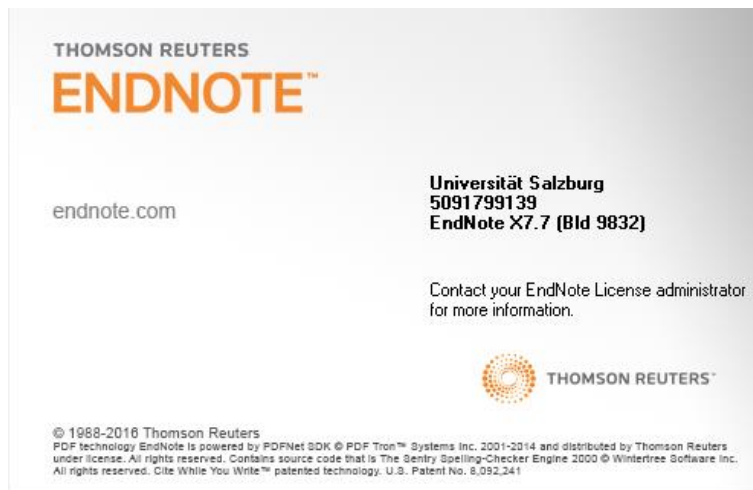


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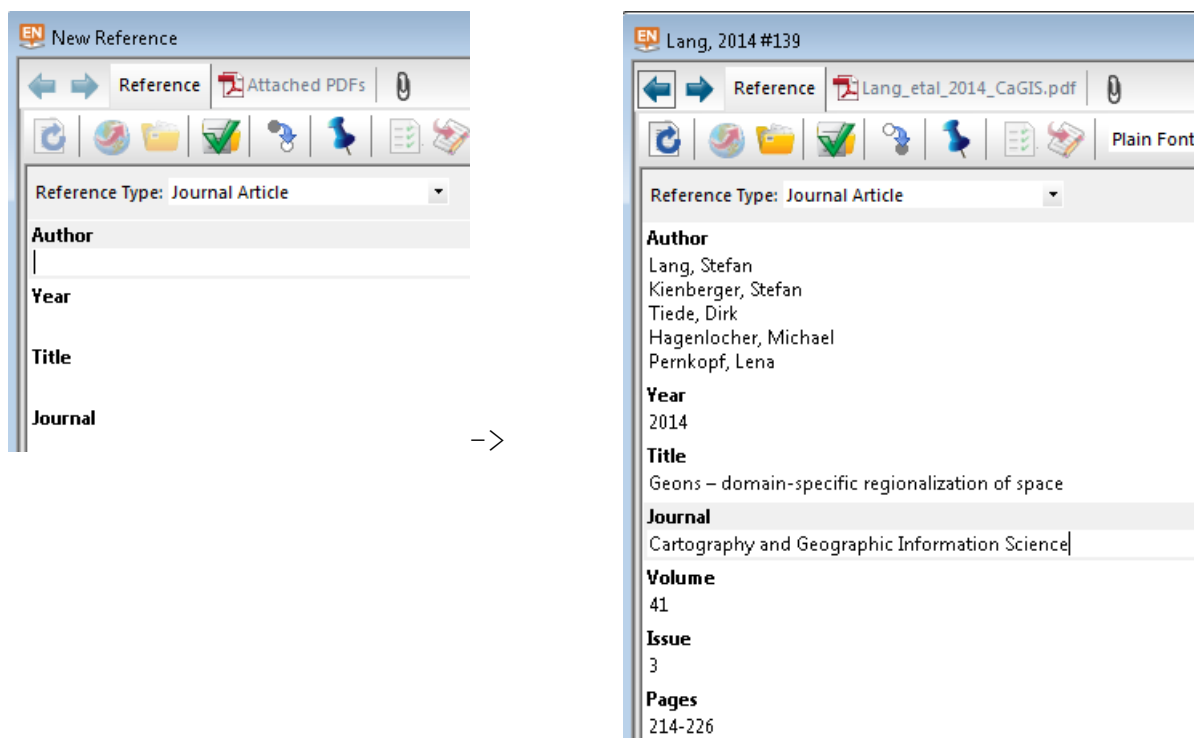
Preamble

EndNote is a commercial product by Thompson Reuters. The University of Salzburg has licensed EndNote for the use by staff and students in the context of their academic and research work. The general functions are shared with alternative products, e.g. Mendeley from Elsevier. You could also use in-built referencing functions at Microsoft Word. Still, EndNote is a powerful tool and one of the leading packages in this domain, and you should use the opportunity to get acquainted with this software to decide later on which one to use.



Collecting new references

New references are entered specific the key fields, starting from Author and Year, over Title, Page Number etc. Depending on the type of literature, you may encounter different fields.



The default type is ‘Journal’ as most of the literature nowadays appears in Journal articles. Journal articles, i.e. periodicals, require the least number of fields. Basically only Title, Author, Year, Journal name, (Volume / Issue), and Page numbers. The Journal name you do not have to type in, but you can choose from a list that you can edit (TOOLS / Open Term List), or you choose the suggestion by AutoComplete while you type. Choosing from a list and not retyping journal articles will also help avoid misspellings. The same applies e.g. to Author names. Many journal names are pre-listed, some more specific to your subject you may edit. You can also specify the Abbreviation, something you’d need later when you write professional scientific articles. Some publishers would insist on short versions of the journal names in the reference list to save space.

Most of the other literature types are more complex to reference, e.g. book chapters in an edited book that appears in a series edition. It may require an Editor (accessing Author’s list), a Volume or Series title, and – as with books – the Publisher and the Place published.

The screenshot shows a reference management software interface. The main window displays a reference entry for a book section. The reference type is set to 'Book Section'. The entry details are as follows:

- Author:** Lang, Stefan; Füreder, Petra; Kranz, Olaf; Card, Brittany; Roberts, Shadroc; Papp, Andreas
- Year:** 2015
- Title:** Humanitarian emergencies: causes, traits and impacts as observed by remote sensing
- Editor:** Thenkabail, Prasad
- Book Title:** Remote Sensing Handbook
- Place Published:** New York
- Publisher:** Taylor and Francis
- Volume:** Vol III - Water Resources, Disasters, and Urban
- Number of Volumes:** 3
- Series Volume:** 3
- Pages:** 483-512

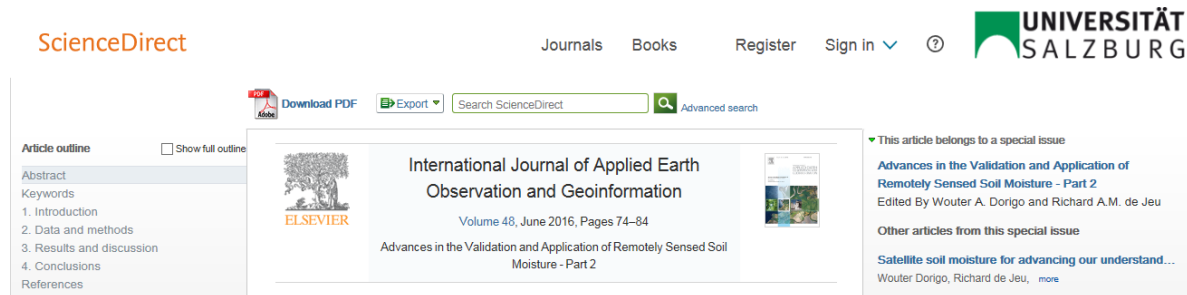
On the right side, there is a 'Term Lists' panel. It shows a list of 175 journals in the 'Journals List'. The list is organized into two columns: 'Full Journal' and 'Abbreviation 1'. The first few entries are:

Full Journal	Abbreviation 1
Current Zoology	
Die Erde	
Earthquake Spectra	
Ecohydrological Processes in North America	
Ecological Applications	
Ecological Indicators	
Ecological Informatics	Ecol. Inform.
Ecological Modelling	
Ecological Monographs	Ecol. Monogr.
Ecology and Society	
Econometric Reviews	
Economic Geography	

Access to online media (journal articles, etc.)

You can access journal articles to which the University of Salzburg has subscribed, when you use a PC within the University’s network (or a VPN secured connection).

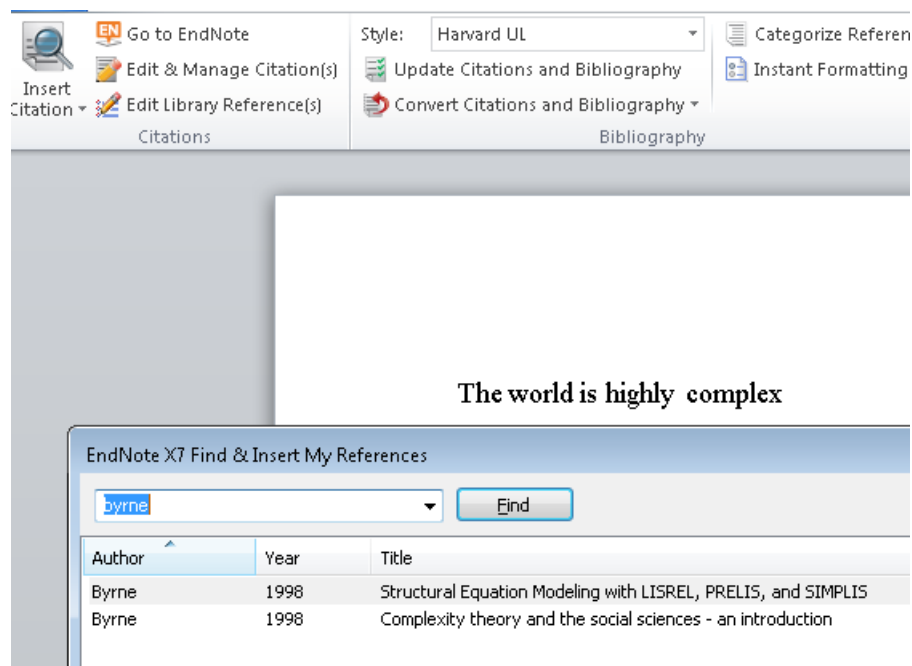
from outside – currently not available for students). The Univ Salzburg logo appears on the website of the journal to indicate that your host organisation, which has access rights to the specific journal, is recognized.



Please note that access to online media other than journals works in a different way → see separate document (*Access to Online Media*, available in BB).

How to use citations in MS Word and generate a Reference List

When working with MS word you can directly access EndNote and insert citations automatically. When you start writing, just chose Insert Citation when you are at the point of inserting a reference. Chose the option Standard (in brackets) or Author (Year) depending on whether you would use the author's name explicitly in the text or you would like to support a statement or paragraph. See examples below.



Simultaneously a list entry for your reference list is generated. You can choose among different styles. Generally the 'Harvard' style is the most generic and applicable to many publishing media. You may use a different style that is explicitly prescribed by the target medium (Journal, etc.). At the example below, Harvard style is applied, with highlighting book titles in italics. Note that for Journals, not the title of the article is highlighted, but the Journal's name. The apostrophes ('..') are optional. If you cite a co-author publication the conventional citation is as follows:

- 2-authors: Use both names in the citation, connected with 'and' or '&', e.g. (Adam, A. & Eve, E. 2000). Note that the first author always should appear with last name first, followed by the abbreviated first name(s), while secondary authors may be listed with surname first or the other way round (… & E. Eve 2000).
- 3 or more authors: After the first author use 'et al.' (Latin: *et aliena* = and others) to indicate that there are three authors or more. In the reference list, all names should be listed. Note that some publishers would not allow to list more than e.g. seven names due to space limits, so you would list the first seven names, and then put *et al.*

The world is highly complex (Byrne 1998). Complexity has been discussed in GIScience by Manson (2001), who argues that complexity can be simplified. This view was opposed by Reitsma (2003), who herself came up with a framework on how to deal with geographic complexity a few years later (Reitsma *et al.* 2009).

References [Harvard style]

Byrne, D. (1998) *Complexity theory and the social sciences - an introduction*, London: Routledge.

Manson, S. M. (2001) 'Simplifying complexity - a review of complexity theory', *Geoforum*, 32, 405-414.

Reitsma, F. (2003) 'A response to simplifying complexity', *Geoforum*, 34, 13-16.

Reitsma, F., J., L., Ballard, S., Kuhn, W. and Abdelmoty, A. (2009) 'Semantics, ontologies and eScience for the geosciences', *Computers and Geosciences*, 35, 706-709.