

INSTALL ENDNOTE 21

- Please download the installation file from [Software Library](https://software.nottingham.edu.cn) (software.nottingham.edu.cn) > Categories: Academic > [EndNote](#)
- Please find more information on the Library Website: Library > Teaching > [EndNote](#).

Tip: **Uninstall** the old version of EndNote before you install EndNote 21.

Please contact IT Services (itservicedesk@nottingham.edu.cn) if you have any difficulties in installation.

ENDNOTE

◆ ORGANIZE ◆ CITE ◆ FORMAT



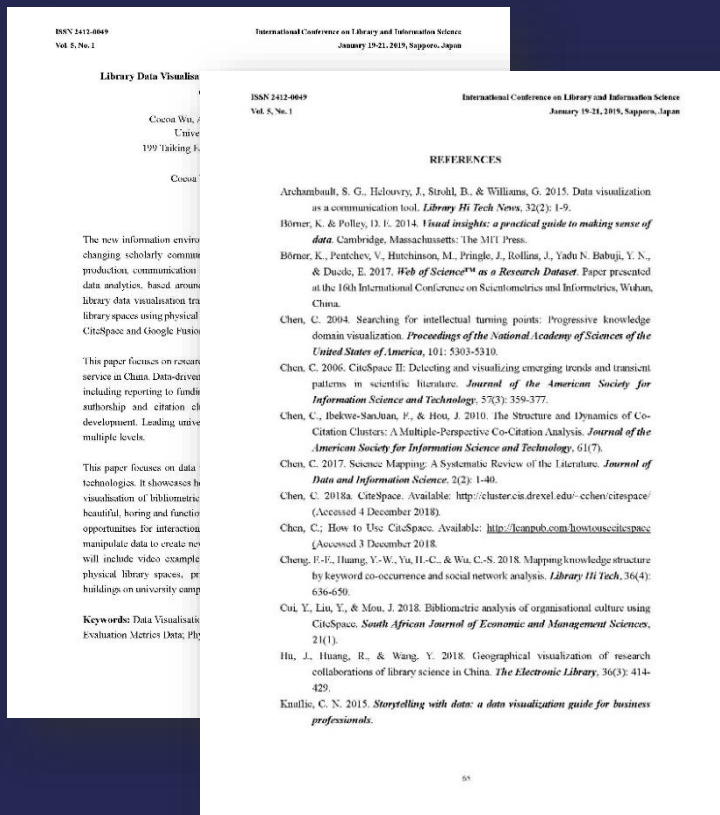
Research and Learning Services

The Library

MAKE YOUR RESEARCH LIFE EASIER

Before:
write the references by yourself?

After:
automatically generate the
references by using EndNote!



WHAT ENDNOTE CAN DO FOR YOU?

- Store and manage references from various sources.
- Easily insert in-text citations into your written work.
- Automatically create and format bibliographies in your chosen style.

Resources



EndNote
Library



Your Paper

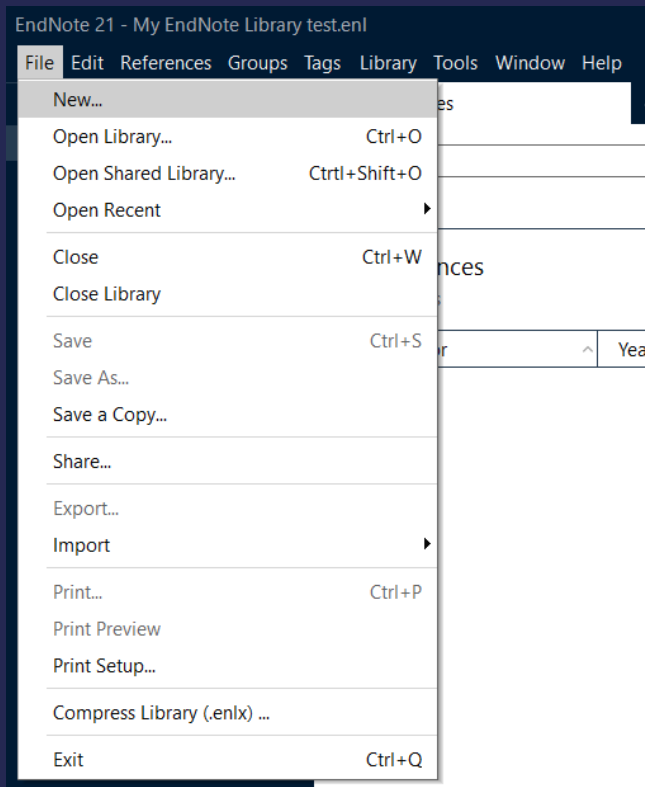


WORKSHOP CONTENT

1. Creating an EndNote library
2. Adding references
3. Using *Cite While You Write* (CWYW) in Word
4. EndNote Online

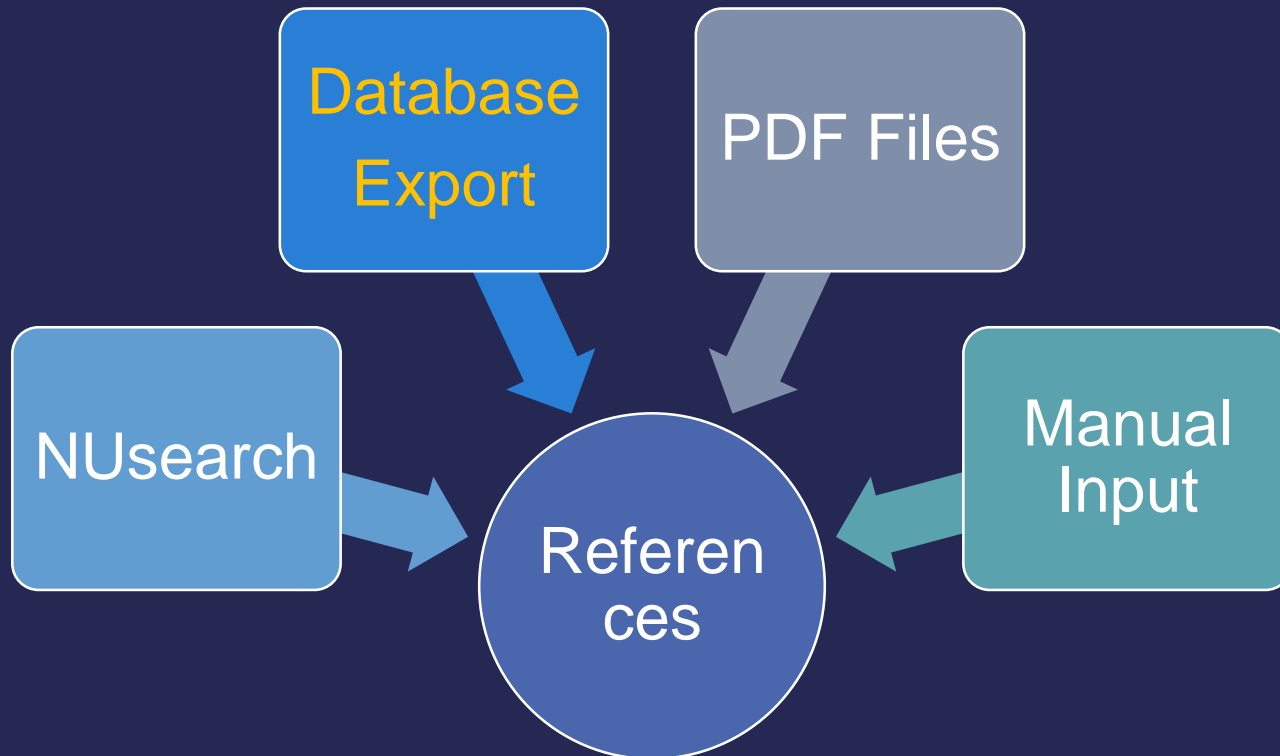
1. STARTING ENDNOTE PROGRAM

After you installed EndNote 21, go to **Start > All Programs > EndNote** to access EndNote 21.



- **Create a new library**
- Click **File > New...** and save the library to local location.
- **Open an existing library**
- Click **File > Open Library...**

2. ADDING REFERENCES



ADDING REFERENCES

Importing from **NUsearch** - UNNC

The screenshot shows the NUsearch website interface. At the top, the search bar contains the text 'financial management'. Below the search bar, there are filters for 'Articles', 'with the words', and 'anywhere in the record'. The search results show a list of articles. The first article is titled 'Financial management, division of financial management power and financial literacy in the family context – evidence from relationship partner dyads'. The article is by Bialowski, Piotr; Cwynar, Andrzej; Weziak-Bialowska, Dorota. It is published in the International journal of bank marketing, 2020-07-26, Vol.38 (6), p.1373-1398. The article is marked as 'PEER REVIEWED' and 'Available online'. A red box highlights the quotation mark icon in the article's action menu.



The screenshot shows the export options menu. The options are: E-mail, Print, Permalink, Citation, QR, EndNote Online, Export to Excel, RefWorks, RIS, Mendeley, Export BibTeX, and EasyBib. The RIS option is highlighted with a red box.

Encoding ▼

Download

Open your EndNote library first, then visit [NUsearch](#). Find the resource you want.

Click the ” quotation mark.

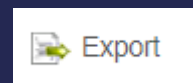
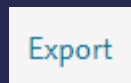
Download the RIS file and open it with EndNote.

RIS is for EndNote desktop version.

ADDING REFERENCES

Importing from **online databases**

- Most online databases support **direct export** to EndNote (the icon and position may vary), like [Web of Science](#), [Scopus](#), [ProQuest](#)...



- After each export, double check every field to make sure the information is correct.

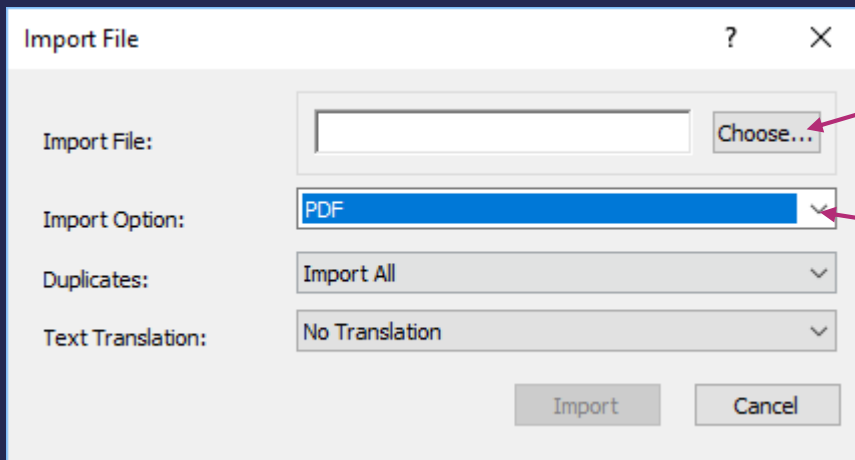
Tip: please find databases through [NUsearch](#) > Databases.



ADDING REFERENCES

Importing from PDF files

- Choose *Edit > Preferences > PDF Handling > PDF Renaming Options* to standardize the file names.
- Choose *File > Import > File/Folder* to Import PDF files or folders.



Locate the PDF file

Set the *Import Option* to *PDF*

NOTE:
PDF files will not 100% work.

ADDING REFERENCES

Last choice - **Manual input**



- Click the **New Reference** icon in the icon bar.
- Choose **References > New Reference** in the menu bar.

New Reference (My EndNote Library.enl)

File Edit References Groups Library Tools Window Help

B I U X¹ X₁ 🔍 Save

Reference Type: Journal Article

Author: Tang, Ke
Wang, Changyun
Wang, Shiyi

Year: 2014

Title: China's Imported Inflation and Global Commodity Prices

Journal: Emerging Markets Finance and Trade

Volume: 50

Part/Supplement:

Issue: 3

Pages: 162-177

It's important to select the correct **Reference Type** first.

Author can be entered in the format of:

Last, First Middle (**comma** after the last name).

If more than one author, enter one author **per line**.

PRACTICE I

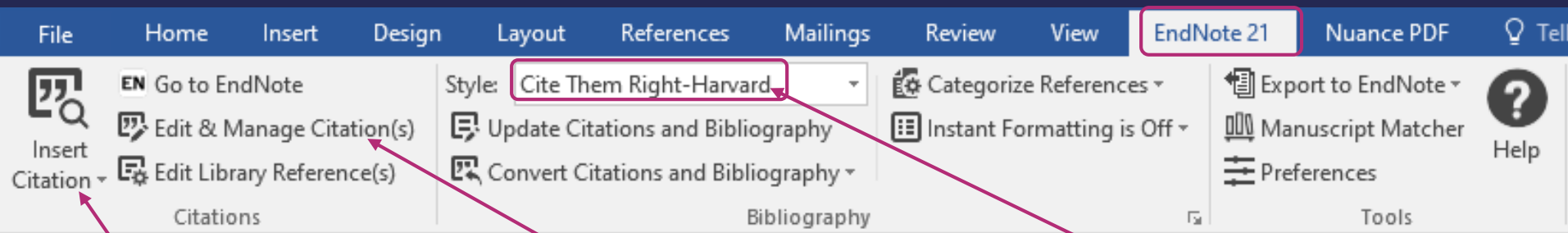
SEARCH and ADD

Please **SEARCH** the publications below, and **ADD** them into your EndNote library.

Methods	Publications	Notes
NUsearch	① Harry Potter and the Order of the Phoenix	Double check the information after you import it.
Databases: Web of Science	② Estimating standard errors in finance panel data sets: Comparing approaches	Export it directly from Web of Science.
PDF Files	③ The economic impact of on-screen tourism: The case of The Lord of the Rings and the Hobbit	Download the PDF first in NUsearch, and then import the PDF.
Manual Input	④ Create a new reference	E.g. make up your own book

3. CITE WHILE YOU WRITE (CWYW) IN WORD

CWYW - insert citations and format bibliography in your paper



Click ***Insert Citation***, or ***Insert Selected Citation (s)***.

If you wish to modify a citation, e.g. exclude authors, add page numbers, or remove a citation, please do **NOT** edit directly in the text, instead, use ***Edit & Manage Citation(s)***.

Apply an output style. Use ***Select Another Style*** to open the style list.

EDIT CITATIONS

Edit & Manage Citations

EndNote 21 Edit & Manage Citations

Citation	Count	Library
(Universität Kiel. Institut für, 2007)		

↑ ↓ Universität Kiel. Institut... 1 My EndNote Library test Edit Reference | ▾

Edit Citation | Reference |

Formatting: Default ▾

Prefix:

Suffix:

Pages: 12-13

Tools ▾ OK Cancel Help

Totals: 1 Citation Group, 1 Citation, 1 Reference

Highlight the citation that you would like to edit.

Choose **Formatting** to exclude author, year or show only in bibliography.

Please use **Pages** or **Suffix** to add page numbers.

PRACTICE II

INSERT CITATION

Please **INSERT** citations (from your EndNote library) to your Word document.

Practice II

Sample Texts:

Harry has a vision through the eyes of Voldemort's snake Nagini, possessed by Voldemort, attacking Ron's father Arthur Weasley (**insert citation**①). One study evaluates both overall and industry-level economic impacts of The Lord of the Rings and the Hobbit (**insert citation**②).

Petersen examines the different methods used in the literature and explains when the different methods yield the same standard errors and when they diverge (**insert citation**③). And I (**insert citation**④) also agree with that theory.

PRACTICE ANSWER

INSERT CITATION (APA 6th)

Practice II

Harry has a vision through the eyes of Voldemort's snake Nagini, possessed by Voldemort, attacking Ron's father Arthur Weasley (Rowling, 2004). One study evaluates both overall and industry-level economic impacts of The Lord of the Rings and the Hobbit (Li, Li, Song, Lundberg, & Shen, 2017).

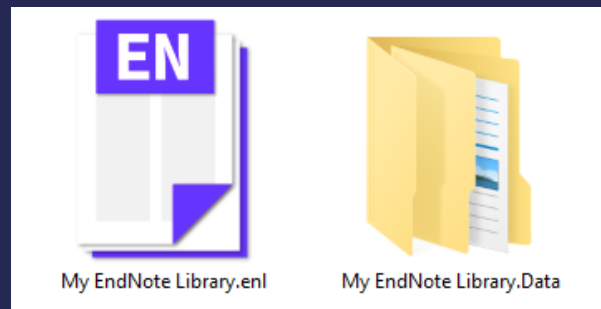
Petersen examines the different methods used in the literature and explains when the different methods yield the same standard errors and when they diverge (Petersen, 2009). And I (2021) also agree with that theory.

References

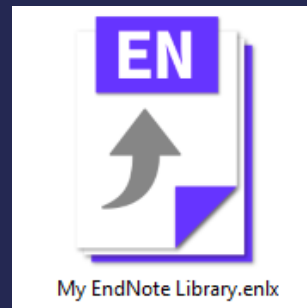
- Li, S., Li, H., Song, H., Lundberg, C., & Shen, S. (2017). The economic impact of on-screen tourism: The case of The Lord of the Rings and the Hobbit. *Tourism Management*, 60, 177-187. doi:10.1016/j.tourman.2016.11.023
- Petersen, M. A. (2009). Estimating Standard Errors in Finance Panel Data Sets: Comparing Approaches. *Review of Financial Studies*, 22(1), 435-480. doi:10.1093/rfs/hhn053
- Rowling, J. K. (2004). *Harry Potter and the Order of the Phoenix*. New York: Scholastic, Inc.
- Wu, C., & Zhang, S. (2021). *The history of UNNC*. Ningbo: Springer.

SAVE YOUR ENDNOTE

Method 1: Copy both the **.enl file** and the **.data folder** together.



Method 2: Choose **File > Compressed Library**, and copy the **.enlx file**.



Method 3: Sync with an **EndNote Online** account for safer storage.

4. ENDNOTE ONLINE

www.myendnoteweb.com

- **EndNote Online** serves as the **web and mobile** version.
- It is free and can be used anywhere with Internet connection.
- Register an Endnote Online account

<https://www.myendnoteweb.com>



SYNCING ENDNOTE AND ENDNOTE ONLINE

If you have any references already in EndNote online or desktop:

- ✓ Remove duplicates
- ✓ Place all in groups
- ✓ Empty the trash

Choose **Library > Sync**, or click  Sync Configuration >  Sync now

Enter your EndNote Online account.

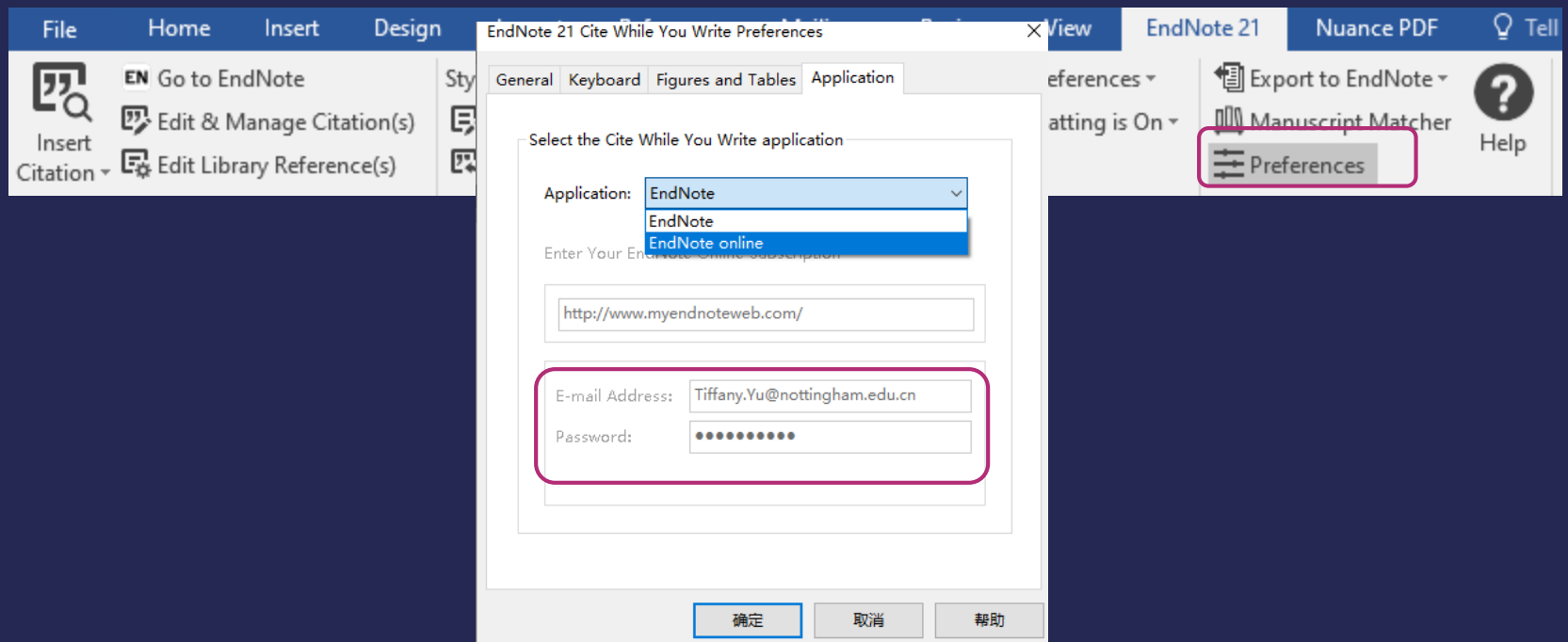
NOTE:

Sync works with only one library and only one EndNote online account.

SWITCH MODE IN WORD

If you want to switch to EndNote Online mode in Word:

EndNote 21 > Preferences > Application > EndNote Online



MORE INFORMATION

EndNote (UNNC Library):

<https://www.nottingham.edu.cn/en/library/teaching/endnote.aspx>

EndNote Training & Support (Clarivate):

<https://www.endnote.com/training>

CONTACT US



Library@nottingham.edu.cn



WeChat: UNNC_Library
Call us on +86 574 88180000 (ext. 8152)