EndNote X7
For Windows

WICHITA STATE UNIVERSITY — UNIVERSITY LIBRARIES

What is EndNote?

EndNote is a software program that helps you store and manage bibliographic references for your research projects and papers. It can format references and automatically create bibliographies in your research papers using a variety of styles, such as APA, MLA, Chicago, Turabian, IEEE, and many more.

How can I download the EndNote software?

All WSU students, faculty, and staff can download the *EndNote* software for free. *EndNote* is available for both Windows PC and Mac platforms. To download:

- Login to your ***myWSU*** account -- https://mywsu.wichita.edu
- Click on ***myTools*** under **Student Tools** on the left-hand side of the screen
- Click on ***Download EndNote*** under **General** on the left-hand side of the screen, and follow the instructions

> **CAUTION!** During the download process, you will need to choose between two installation types – *Typical* or *Custom*. If you choose **Typical**, you will download the most popular styles, output filters, etc. You may need to go to the web occasionally to download styles or filters that were not included. If you choose the **Custom** installation, you can select as many of the available styles and filters as you wish.

If you have trouble downloading *EndNote*, contact the ***UCATS HELP Desk*** at ***978-4357*** for assistance.

How do I use EndNote?

Screenshots in this guide are taken from *EndNote* as it appears on a ***Windows PC***. *EndNote* looks somewhat different on a Mac, but the techniques described in this guide are similar.

This guide will show you the following basic steps for using *EndNote*:
- Opening or creating an *EndNote* Library
- Adding bibliographic references or citations to your library
- Using *EndNote* with Microsoft *Word* to organize research papers, insert references using *Cite While You Write*, and create independent bibliographies

More Information

For additional information about using specific features of *EndNote*, the following may be useful:

EndNote Support & Services
 **Tech Support (1-800-336-4474)**
  M-F   8 am–7 pm Central Time
http://www.endnote.com/support/ensupport.asp

Online tutorials-Thomson Reuters
http://www.endnote.com/if/endnote-video-training

EndNote X7 Online User Guide-Thomson Reuters
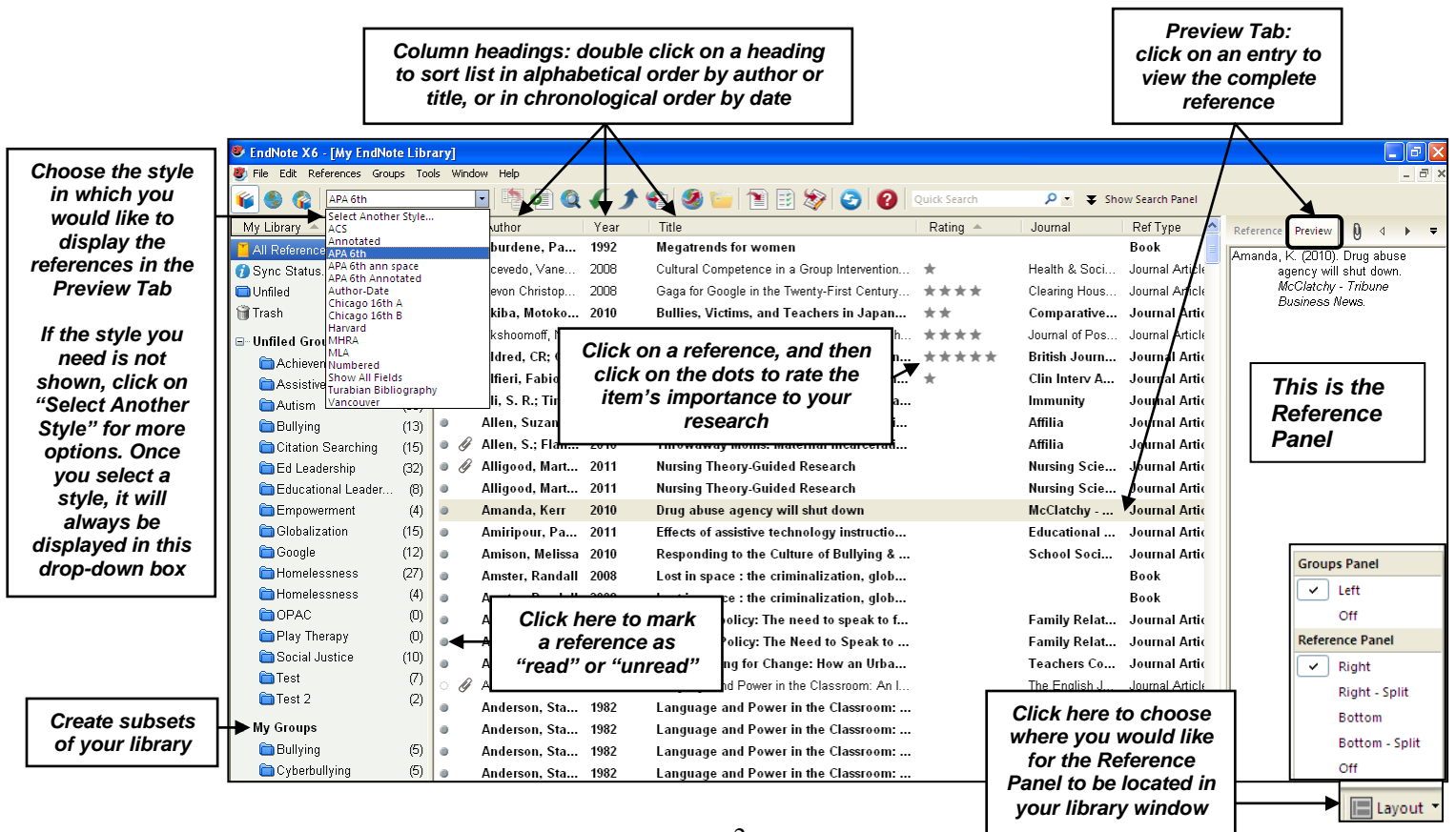http://endnote.com/if/online-user-manual/x7

Opening or Creating an EndNote Library

The file in which you store your bibliographic references is called a *library*. You may place all of your references in one library, or you may create multiple libraries. The first time you open *EndNote*, a dialog box will appear that allows you to *Create a new EndNote library* or to *Open an existing EndNote library*. On subsequent occasions, if this dialog box doesn't appear, click on *File/New* to create a *new* library, or *File/Open* to open an *existing* library.

Click File/New to create a new library

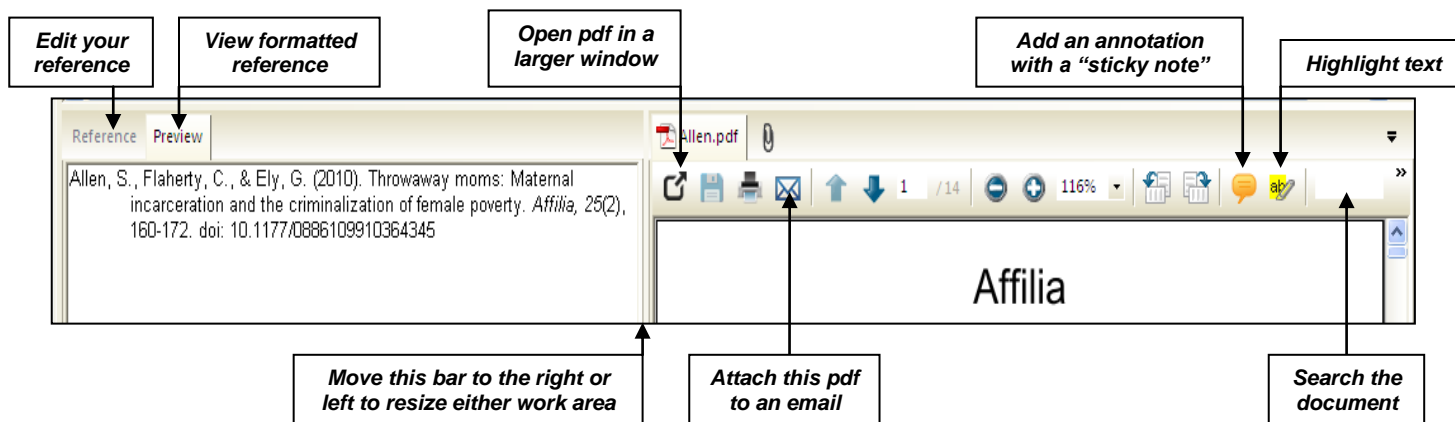**Click File/Open to select a previously created library**
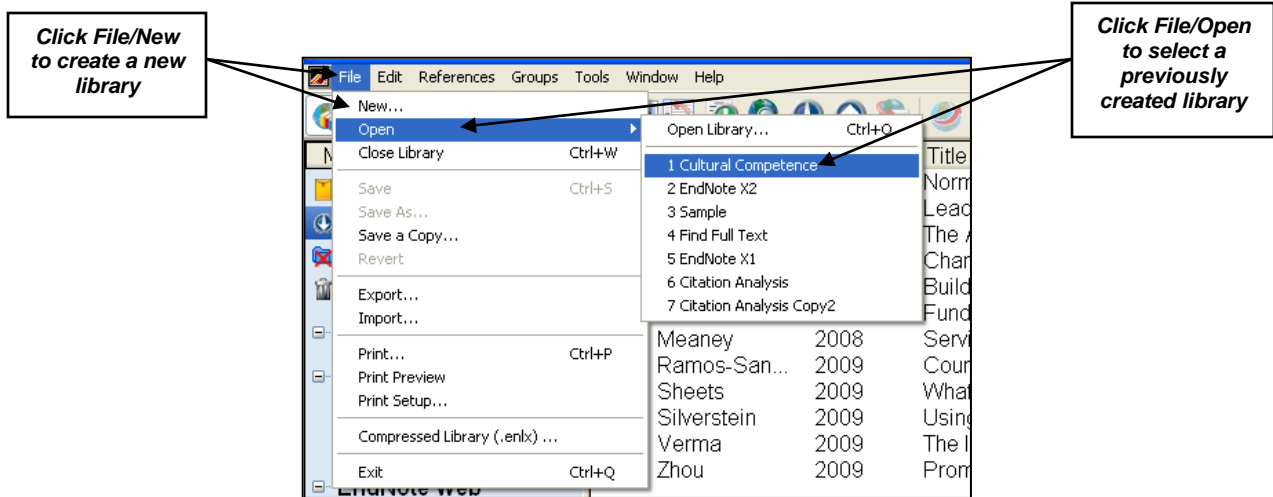
At the prompt, give your library a name, choose where you want to save the file, and then your new, blank, library will appear. Now you are ready to add references to your library. The graphic below shows an example of a library that already has references in it.

Column headings: double click on a heading to sort list in alphabetical order by author or title, or in chronological order by date

Preview Tab: click on an entry to view the complete reference

Choose the style in which you would like to display the references in the Preview Tab

If the style you need is not shown, click on "Select Another Style" for more options. Once you select a style, it will always be displayed in this drop-down box

Click on a reference, and then click on the dots to rate the item's importance to your research

This is the Reference Panel

Create subsets of your library

Click here to mark a reference as "read" or "unread"

Click here to choose where you would like for the Reference Panel to be located in your library window

Using the Reference Panel

Click on a reference in your main library window. Click on the **Reference** tab to make changes to a reference (then, click anywhere in the main library window to access a box that lets you save the changes). Click on the **Preview** tab to see how the reference will be formatted in the style you have selected. Go to the **PDF's** tab to view the attached pdf of the article, if there is one. Use the toolbar in the PDF's tab to highlight and make notes on the text of the attached pdf (see details below).

Edit your reference

View formatted reference

Open pdf in a larger window

Add an annotation with a "sticky note"

Highlight text

Reference   Preview

Allen, S., Flaherty, C., & Ely, G. (2010). Throwaway moms: Maternal incarceration and the criminalization of female poverty. *Affilia, 25*(2), 160-172. doi: 10.1177/0886109910364345

Allen.pdf

1   /14   116%

Affilia

Move this bar to the right or left to resize either work area

Attach this pdf to an email

Search the document

Adding a Sticky Note:

- Click on the **Sticky Note** icon in the toolbar
- Move to the section of the pdf where you want to insert a note, and click the left mouse button. A *Sticky Note* will appear on the document
- Double-click the *Sticky Note*, and a box will appear for your annotation
- When finished, click on the red X in the sticky note to close it
- When you move on to another reference, a pop-up box will ask you if you want to save the changes you just made

Highlighting Text:

- Select the text within the document that you want to highlight
- Click on the **Highlighting** icon on the toolbar
- The highlighted text will turn yellow after you click off of it
- When you move on to another reference, a pop-up box will ask you if you want to save the changes you just made

Searching the document:

- Type a word or phrase into the box to search for its appearance within this pdf

# *Adding references to your library*

There are three methods for adding references to your library: *manual*; *import*; or *online search*

Adding references manually *– use this technique when you have an article in hand, or want to add references found in lists of references at the ends of journal articles or book chapters*

- Open your *EndNote* Library

- Click on this icon on the toolbar
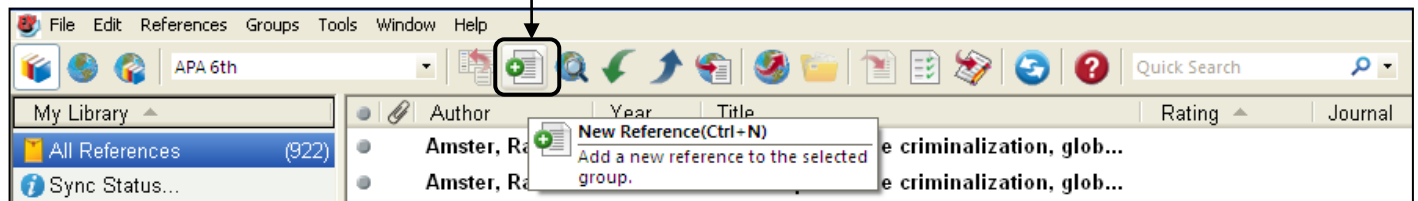
- You will see a template for typing in all of the elements of your reference

- Click on the drop-down arrow in the **Reference Type:** box, and select the publication type for which you are creating a reference (book, journal article, etc.). The template will reset to accommodate the publication type you choose. The default is *Journal Article*.
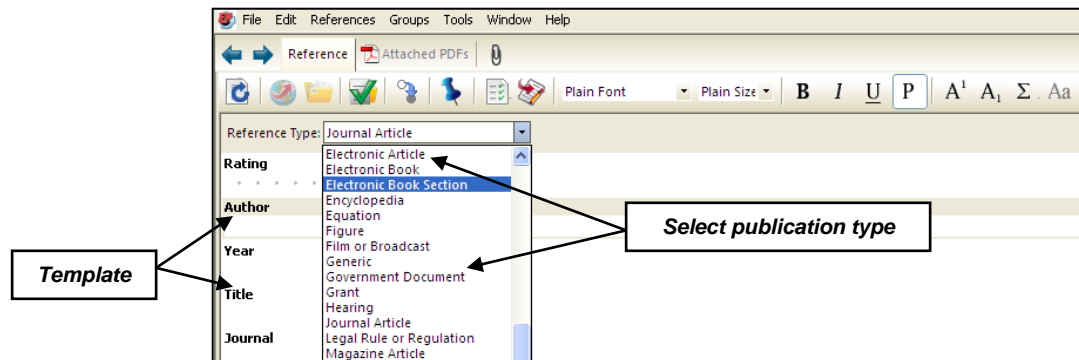
- Click on a field (author, title, etc.) into which you want to enter information. Type in the information. Press **[Tab]** to move from one field to the next.

- ***Close and save*** the new reference by clicking on the ***X in the gray toolbar*** (not the red X) in the upper right of the screen.

Click on the gray X to save and close
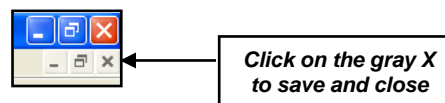
- If you do not see the gray X, you can click on the maximize button in the lower blue toolbar of your library to enlarge the library window and make it appear:

Click here to enlarge screen
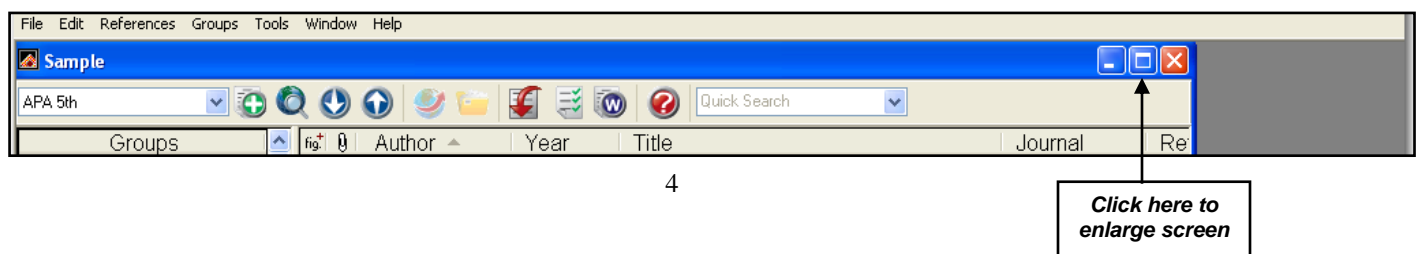
Tips for entering citation information

Authors

- While you may enter an author's name in a variety of ways, it seems to work best if you enter them as either:

    last name, first name and middle initial – Johnson, Jason A.

    last name, first and middle initials -- Johnson, J. A.

- *EndNote* can abbreviate first and middle names, so for maximum flexibility, enter whole names when possible
- If you use initials, include either a period or a space after each one
- If a publication has more than one author, *type each author's name on a separate line*
- If the author is an organization or association, place a comma at the end of the name:

    American Medical Association,

Journal Article Titles

- Capitalize only the first word of an article title (as well as the first word after a colon)
- *EndNote* can place capitalization *on* words, but it cannot take capitalization *off*
- Entering titles this way enables you to change references from one style to another

Journal Names

- Enter full journal titles—do not abbreviate
    EndNote may not able to supply the full title if you abbreviate

Attaching a PDF to a reference (See also "Importing pdf's and folders of pdf's" on pages 12-13)

You can attach the PDF version of a journal article or other document to a reference so that you can access it directly from *EndNote*.

- Save the document to your computer
- Reduce the size of your *EndNote* library window
- Click and drag the pdf to the matching reference in *EndNote*
- It is now attached to the reference for you to view at any time
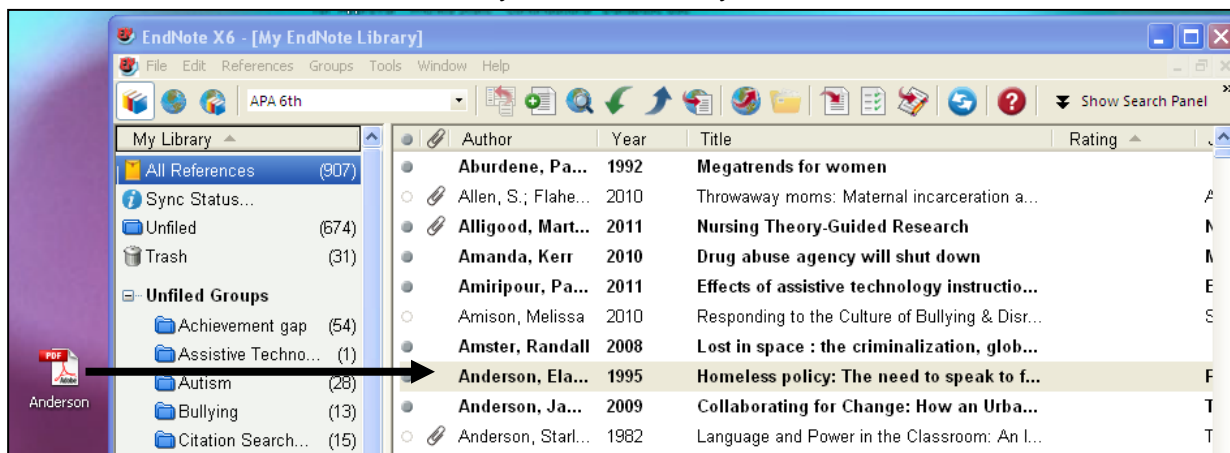
Importing references – *use this technique when you want to add references you have selected from searches done in databases like ERIC, PsycINFO, ABI/INFORM, RILM Abstracts of Music Literature, etc.*

The steps for importing references vary from database to database. To see instructions for importing from a specific database, click on ***Edit/Import Filters/Open Filter Manager. Then, double click on the name of the database you want to use, and instructions for how to save records for importing will display.*** Below are instructions for importing references from some of the most commonly used databases at Wichita State University.

EBSCO Databases

Examples: *America: History & Life, CINAHL, Education Full Text, Music Index, PsycINFO, RILM Abstracts of Music Literature, Social Sciences Full Text,* and *SPORTDiscus with Full Text*.

- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library by clicking on the folder icon to the right of each reference
- Click on the folder link at the top of the screen
- Mark the references you want to send to your library again by clicking in the boxes to their left or selecting "all"
- Click on the ***Export*** button to the right of your list of references:
- Under ***Save citations to a file formatted for:*** on the right-hand side of the screen, click on ***Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)***
- Click on the ***Save*** button

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

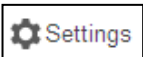## Ei Engineering Village Databases

Examples: *Compendex*

- Open the database, and run your search
- Mark the references you want to export into *EndNote*
- Click on the ***Download*** link just above your search results
- Select ***RIS, EndNote, ProCite, Reference Manager***
- Click on ***Download***
- At the *File Download* screen, click on ***Open***

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library
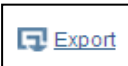
Gale Cengage Databases

Examples: *Academic OneFile, Expanded Academic ASAP,* and *LegalTrac.*

- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* library
- Click on the ***View All*** button next to the phrase ***Saved Documents*** on the upper right-hand side of the screen (the number of items you marked will be displayed)
- At the next screen, click on the ***Citation Tools*** link on the far right-hand side of the screen under the ***Tools*** heading
- Under ***Export to third party software***, choose ***EndNote***, and click on the ***Export*** button
- At the ***File Download*** screen, click on ***Open***

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

Google Scholar

- Go to *Google Scholar* (**NOTE**: Access *Google Scholar* through the Library's list of ***Electronic Databases*** to take advantage of the full text of online journal articles to which the Library subscribes)
- Click on the ***Settings*** link near the top of the page
- Scroll down to ***Bibliography Manager*** at the bottom of the page
- Select the option to ***Show links to import citations into***, and choose ***EndNote***
- Click on the ***Save*** button
- Run your search
- When you see a reference you want to save into *EndNote*, click on the ***Import into EndNote*** link that now appears beneath each citation (you will have to import references one at a time)
- At the *File Download* screen, click on ***Open***

- *EndNote* will come to the front of the screen. Watch the reference appear!
- The reference you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

JSTOR

- Open the database, and run your search
- **Mark** the references you want to import
- Click on the **Export** link at the top of your list results list:
- Click on the **RIS file (EndNote, ProCite, Reference Manager)** link
- At the *File Download* screen, click on **Open**

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library
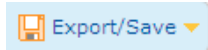
OCLC FirstSearch Databases

Examples: *ECO (Electronic Collections Online),* and *WorldCat.*

- Open the database, and run your search
- Mark the references that you want to export into your *EndNote* Library
- Click on the ***Export*** button
- Next to ***Export:*** choose "Marked records from this search"
- Next to ***Export to:*** choose ***EndNote***
- Click on the ***Export*** button
- At the *File Download* screen, click on ***Open***

- *EndNote* will open with the ***Choose An Import Filter*** box displayed
- Double-click on the name of the database you used for your search—***ECO (OCLC)***, for example
- Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

ProQuest Databases

Examples: *ABI/INFORM, ERIC, ProQuest Nursing & Allied Health Source, Research Library, Social Services Abstracts,* and *Sociological Abstracts.*

- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Click on ***Export/Save*** in the upper right-hand corner of the screen
- In the drop-down box next to ***Output to***, click on ***EndNote, Citavi, or Reference Manager***
- Click on the ***Continue*** button
- At the *File Download* screen, click on ***Open***

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

PubMed NLM (MEDLINE)

- Run your search
- Mark the references that you want to import into your *EndNote* library
- Click on the **Send to** link on the upper right of the screen, and, in the resulting ***Choose Destination*** box, click on the ***Citation manager*** radio button
- A ***new box*** will drop down below the *Choose Destination* box; click on the ***Create File*** button

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on ***All References*** under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use ***Save*** or ***Save As*** when you are finished working with your library

Sage Journals Online

- Open the database, and run your search
- Mark the references that you want to import by clicking in the *Check Item* box
- Under *My Marked Citations* on the right-hand side of the screen, click on *ADD citations* (it will take a few moments for your citations to be added); then, click the link to *Save/Print/Email/Download*
- At the next screen, choose to export *Citation Only* or *Citation + Abstract*; click on the *Download to Citation Manager* button
- At next screen, in the right-hand column labeled *Citation Manager Formats*, click on *EndNote*
- At *File Download* screen, click on *Open*

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on *All References* under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use *Save* or *Save As* when you are finished working with your library

Thomson Reuters Web of Knowledge Databases
Examples: *BIOSIS Previews, MEDLINE, Web of Science*

- Open the database, and run your search
- Mark the references that you want to import into your *EndNote* library
- Scroll to the top or bottom of the screen, find the *Save to EndNote online:* drop-down box; select *Save to EndNote desktop* from the list of options

- Select the elements of the reference you want to send to *EndNote*, and click on the *Send* button

- *EndNote* will come to the front of the screen. Watch the references appear!
- The references you have just added will be displayed in a temporary *Imported References* window
- To return to the list of all of the references in your library, including the ones you just added, click on *All References* under the **My Library** heading on the left hand side of the screen
- *EndNote* automatically saves changes to your library as you add references, so there is no need to use *Save* or *Save As* when you are finished working with your library

Change Capitalization
When an article title imports with capitalization that does not fit the style you are using, you can easily change it. Double-click on the reference in your main library window. Highlight the title of the article, and then click on the *Aa* button in the toolbar. Click on the type of capitalization that you want, and it will be changed for you.
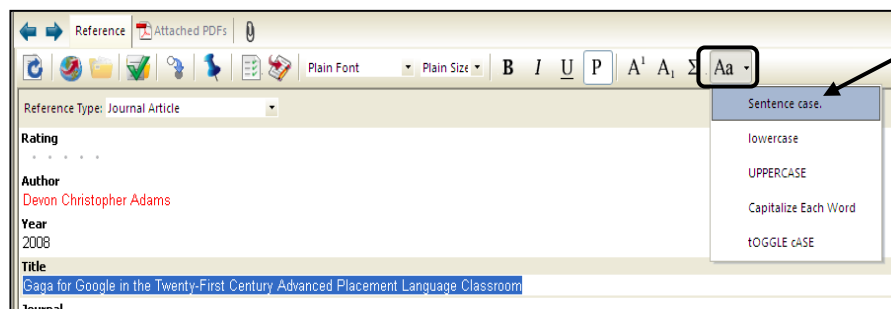
Using Online Search – *use this technique to search a remote database without leaving EndNote, and then add references directly to your library.*

You can connect to and search a very limited number of remote databases from within *EndNote*. This feature works **only with databases that do not require you to login with your myWSU ID and password**, such as the free *PubMed* database and the *WSU Library Online Catalog.*

NOTE: It is usually a good idea to search the database itself first to get an idea of the search terms that will be successful. Many of the advanced search features of the database are not available when you connect through *EndNote*. Once you have determined your search terms, then connect to the database through *EndNote* for easy importing of your references.

To search a database from within EndNote:
- Open the *EndNote* library into which you want to place references
- Click on the **Online Search** option on the toolbar:

- Click on the name of the database to which you wish to connect -- *PubMed (NLM)*, for example
- Click on **Choose**
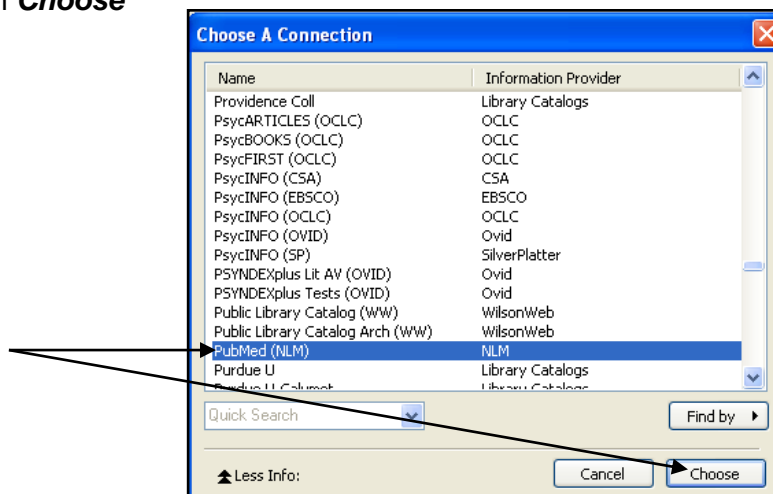
- A search panel will appear at the top of your screen. Type your search words into the boxes provided, and click on **Search**

Once you have selected a database from the "Connection" box above, it will be listed here for quick access in the future

Choose which field(s) – author, title, any -- you want to search
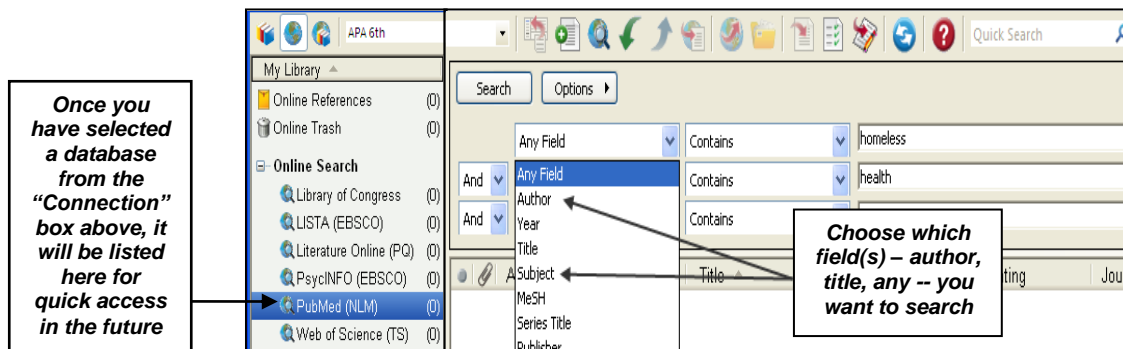
- The number of items in your search results will be displayed. Note that you cannot actually view the references at this point. If you do not want to import all of them, you can change the second number to 10, for example, to import only the first 10 references in the results list. Click on **OK**.
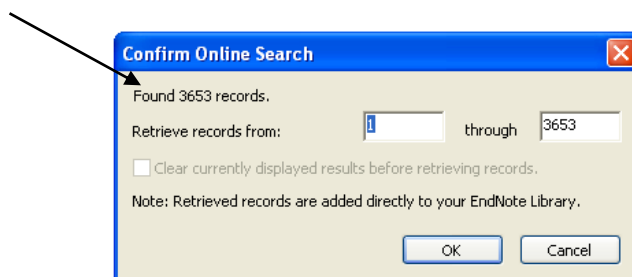
- The references will appear first in a temporary window. Click on the references you want to copy into your permanent library. To select multiple references, press the **Ctrl** button as you click on them. Click on **References/Copy References To**, and then select the library into which you want to copy the references.
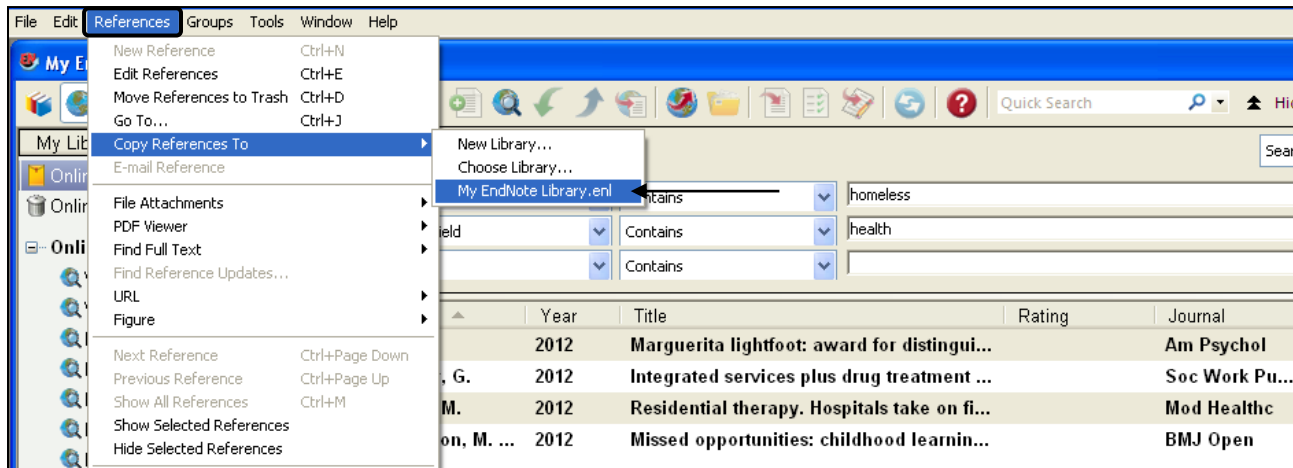
- To leave the Online Search mode and return to your main library window, click on the **Integrated Library & Online Search Mode** button:
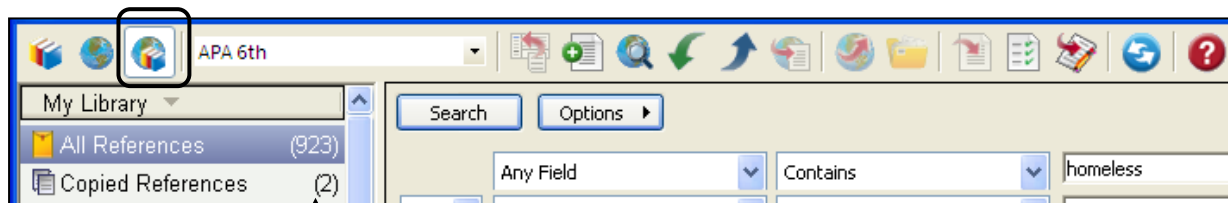
This number shows how many references you copied from your online search

Importing pdf's and folders of pdf's

You can convert single or multiple pdf's of journal articles into *EndNote* references, **if the documents contain doi** (digital object identifier) numbers. A **doi** is a unique string of numbers and letters that *EndNote* can use to locate the bibliographic (reference) information. A **doi** number typically looks something like this: **10.1080/01926180390223987**
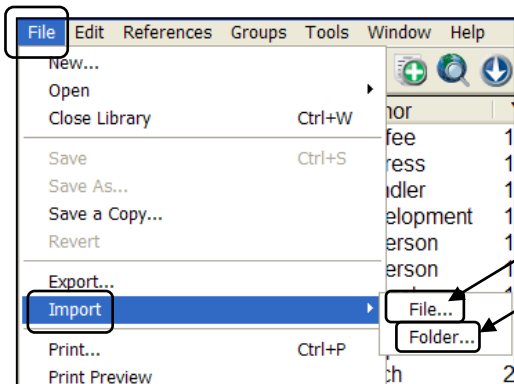
- Open the *EndNote* library into which you want to import your pdf's

- Click on *File*, and then *Import*

- If you are importing a **single** pdf, click on *File*

- If you are importing a **folder** that contains **multiple** pdf's, click on *Folder*

To import a single pdf:
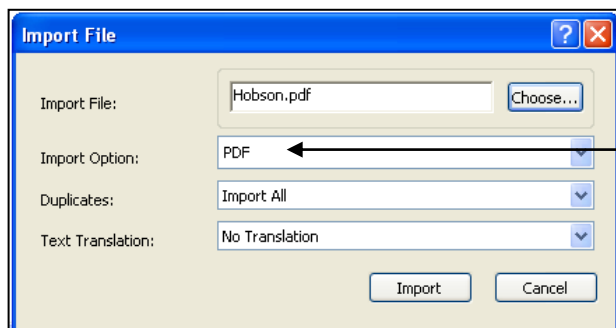
- In the *Import File* box, click on the *Choose* button, and locate the pdf you want to import. Double click on it

- In the *Import Option* box, select *PDF*

- Click on the *Import* button

- You will see that the reference information for this article has been added to your library and the pdf has been attached

The reference has been placed in a temporary group called *Imported References*. When the next new item is added to your library, this one will automatically be saved into your *All References* group. Notice the *paper clip* in front of the author's name—the *pdf* of the article has been attached to this reference!

To import a folder with multiple pdf's:
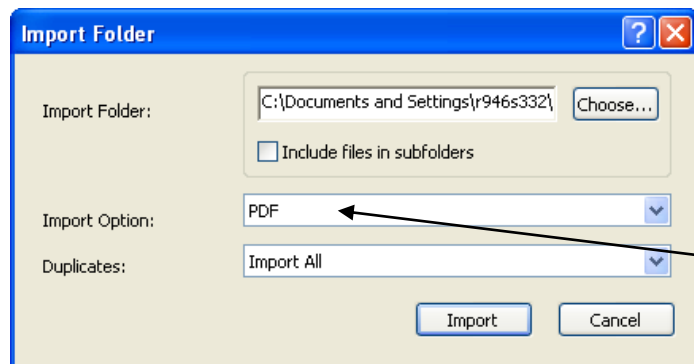
- In the *Import Folder* box, click on the *Choose* button, and locate the folder of articles that you want to import

- Click on the folder name, and then click on *OK*. If the folder has subfolders, you may choose to import those as well

- In the *Import Option* box, select *PDF*

- Click on the *Import* button

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- You will see that the references, and the pdf's, for these articles have been added to your library

NOTE: If you see your *file name* followed by *pdf* -- **<Homeless.pdf>** -- in your library window, it means that the article did not have a doi number, and/or that *EndNote* could not locate the reference information. The pdf will still be attached, however, so you can copy and paste the reference information from the pdf into the reference template. Access the template by clicking on the *Reference* tab in the *Reference Panel*:

Select a folder of pdf's for automatic import:

You can set *EndNote* to check your folder of pdf's every time you open your *EndNote* Library, and then automatically import those pdf's along with the reference information. Any new articles you have added to the folder since the last time you opened *EndNote* will be imported.

- Click on *Edit/Preferences*
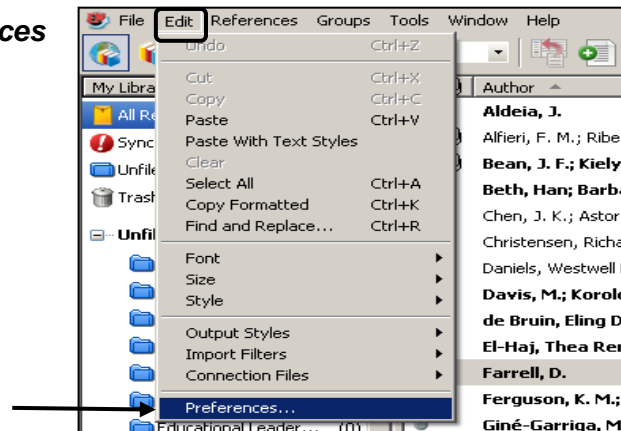
- Click on *PDF Handling*, and then check *Enable automatic importing*. Click on the *Select Folder* button, and choose the folder of pdf's that you want to import. Click on *OK*.
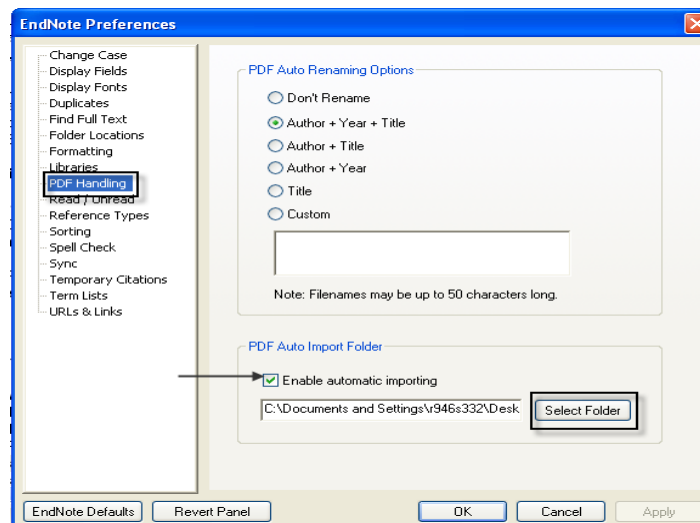
Syncing your EndNote and EndNote Web Libraries

You can set your *EndNote* and *EndNote Web* libraries to sync (merge) automatically in the background while you work. Setting your preferences to enable syncing will cause your libraries to sync about every 15 minutes.

- Click on *Edit/Preferences*
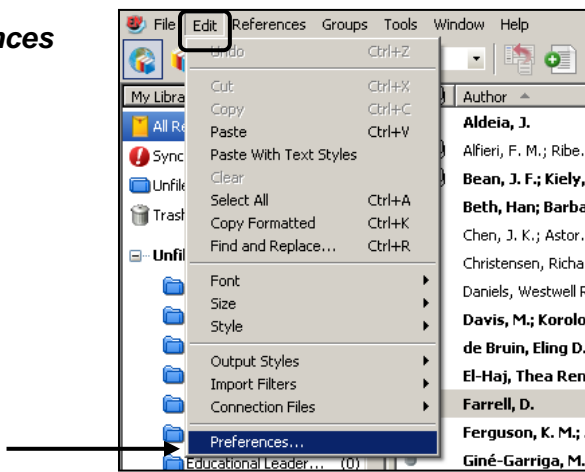
- 1) Click on *Sync*, and then 2) on the *Enable Sync* button
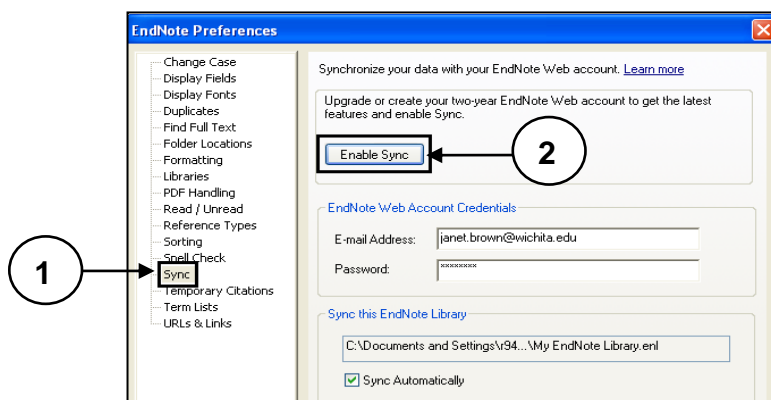
- To create an *EndNote Web* account, click on *Sign Up.* If you already have an account, fill in the e-mail address and password for your account, and click on *OK*.

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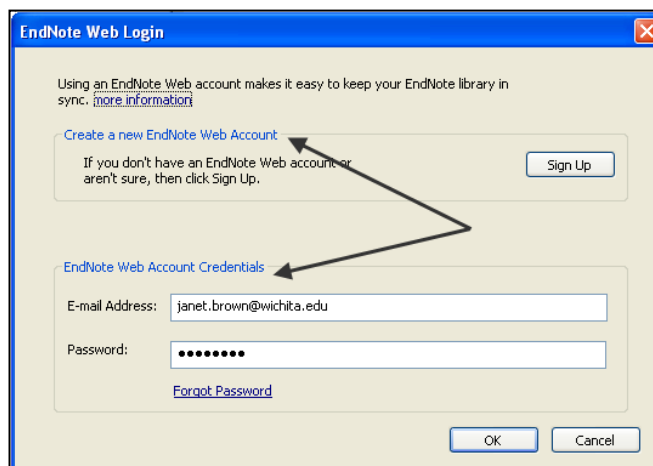
- This will return you to the original form. Your e-mail address and passwords will be filled in automatically. The path to your open library should be displayed in the *Sync this EndNote Library* box. Check *Sync Automatically*, and then click on *OK*:
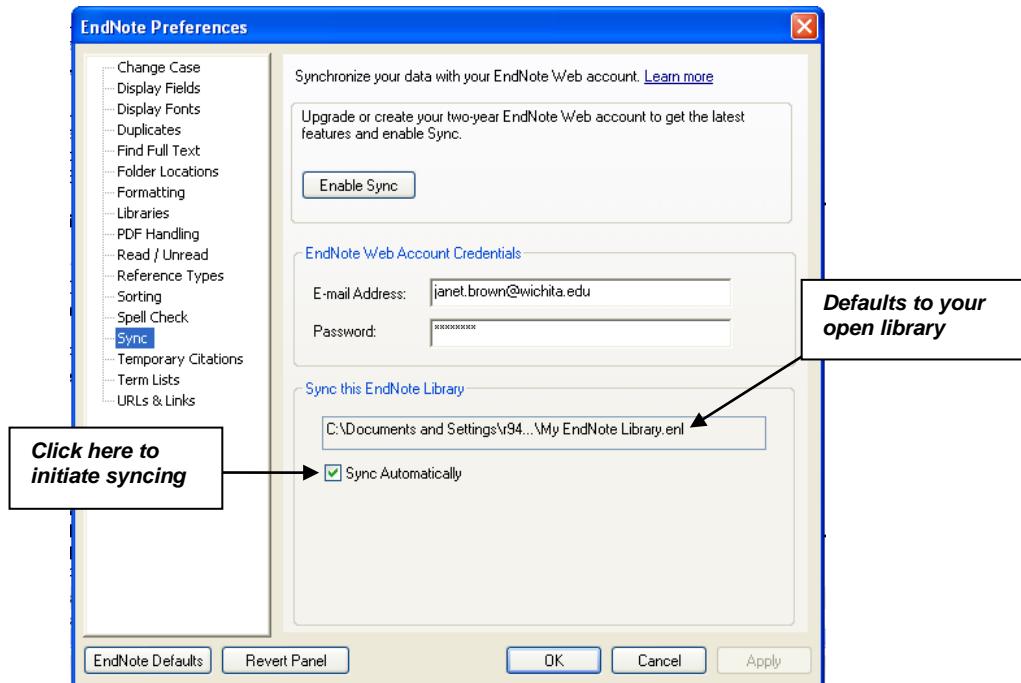
Working with Groups

EndNote allows you to create "groups," or subsets, of references from your library. This means that you can create a group of the relevant citations for each of your research projects, or for sections of your research project. Here's how:

- From the *Groups* menu, click on *Create Group*
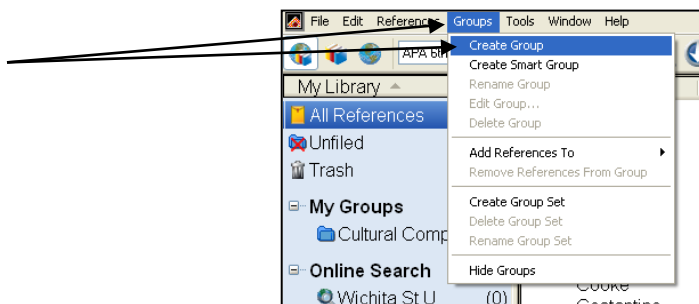
- A box will appear in the *My Library* pane with the words *New Group* highlighted in blue; *type in the name* you would like to give this group of citations
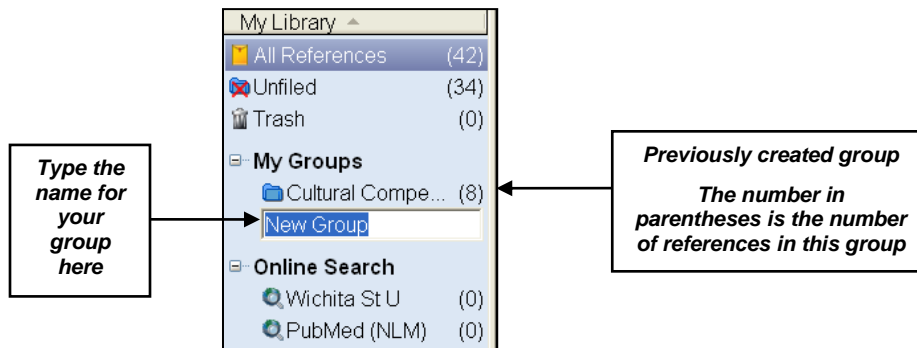
- That group name will now appear as one of your custom groups
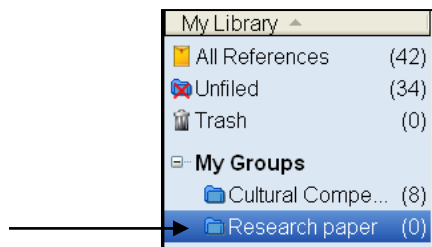
- To place a reference into a group, first click on the reference in your main library window. Then click and drag it over to the group name. This will place *a copy of the reference* into the group. The original reference will still be retained in your main library

Using Find Full Text – works only from on campus!

EndNote can try to locate and attach the full text of articles to your references. It will not be able to locate all of them, but it will typically find at least a few. It's worth a try!

The setup

- Click on **Edit/Preferences**
- Click on **Find Full Text** in the left-hand panel of the preferences box
- Select all of the options listed
- Type this URL into the **OpenURL Path** box:
  http://dn3kg6nn2s.search.serialssolutions.com
- Leave the lower **URL** box empty
- Click on **Apply**, and then **OK**
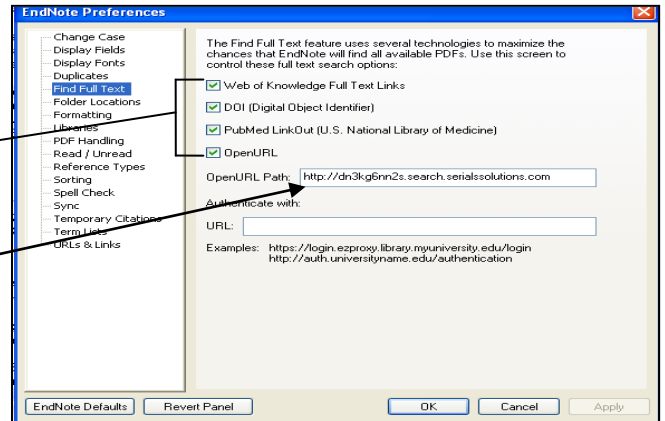
To find and download full text

1. **Select the references** for which you want to find full text
   a. for full text for a **single** reference, highlight just that reference
   b. for **several** references, hold down the **Ctrl** key, and click on the references
   c. for **all** the references in your library (up to 1,000 at a time), click on the first reference in your library, and then hold down the **Shift** key and click on the last reference in your library
2. Click on the **Find Full Text** icon
3. Click on **OK** on the "copyright and usage notice" box
4. *EndNote* will begin to search for the full text in the background
5. You will begin to get some feedback under the **Find Full Text** heading in the left-hand **My Library** pane so that you can see what progress is being made
6. If the full text of an article is located and downloaded, you will now see a **paper clip** to the left of the author's name in your main library window
7. Click on a reference that has a paper clip, and then view the pdf in the **Reference Panel**

Using EndNote with Microsoft Word

EndNote has several handy features that will help you compose your research papers using **Microsoft Word**. If you are a **Windows** user, you can use these features with **Word 2007, Word 2010**, **Word 2013** and **Apache OpenOffice 3.X**. If you are a **Mac** user, you can use these features with **Word 2008**, **Word 2011** and **Apple Pages '09.**

Using Cite While You Write (CWYW)

The *Cite While You Write (CWYW)* feature in *EndNote* allows you to insert references from your *EndNote* library directly into a Microsoft *Word* document. Your bibliography will be automatically composed at the end of your paper as you insert references.

When you downloaded the *EndNote* software, an *EndNote* toolbar should have been automatically added to your Microsoft *Word* program. This toolbar will assist with easy insertion of your references.
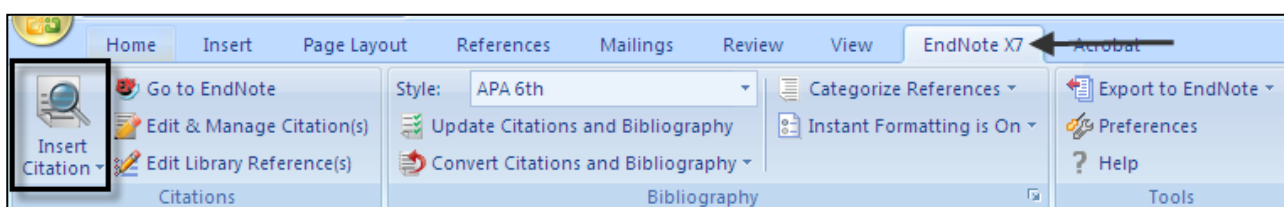
To insert references and create your bibliography:

- Open the paper you are writing in **Microsoft Word**

- **Select the style** that you want to use in your paper by clicking on the drop-down arrow in the box in the tool bar. If the style you want to use is not displayed, click on **Select Another Style** at the top of the list of options, and click on the style you want. It will now always be displayed as an option on your drop-down list.
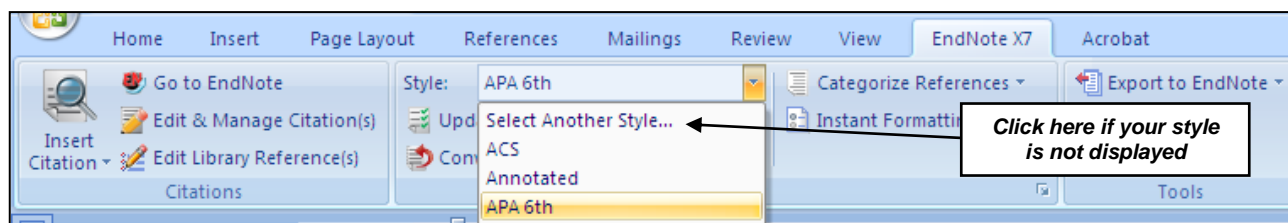
- When you come to a place in your paper where you want to insert a reference, place the cursor exactly where you want the reference to go

- Click on the **Insert Citation** icon (magnifying glass) in the *EndNote* toolbar

- This will open up a surrogate of your *EndNote* library. Enter a term or an author's name in the **Find** box to search for the reference in your *EndNote* library

- Click on the reference you want to insert, and then click on the *Insert* button

Type term or author's name here

Click on the reference you want to insert

Then click here

Notice the options for changing the way the in-text citation is displayed

EndNote X6 Find & Insert My References

adams   Find

Author	Year	Title
Adams	2008	Gaga for Google in the Twenty-First Century Advanced Placement Language Classroom
Rogers	2009	Parental Involvement and Children's School Achievement: Evidence for Mediating Processes
Vescio	2008	A Review of Research on the Impact of Professional Learning Communities on Teaching Practice and Student Learnin

Reference Type:	Journal Article
Record Number:	575
Author:	Devon Christopher Adams
Year:	2008
Title:	Gaga for Google in the Twenty-First Century Advanced Placement Language Classroom
Journal:	Clearing House: A Journal of Educational Strategies, Issues and Ideas
Volume:	82
Issue:	2
Pages:	96-100
Date:	Nov-Dec
ISSN:	0009-8655
Accession Number:	EJ816791

Insert   ▼   Cancel   Help

Insert
Insert & Display as: Author (Year)
Insert & Exclude Author
Insert & Exclude Year
Insert in Bibliography Only

Library: My EndNote Library.enl

- The reference notation will be added to your paper

Dreams

Dreams play an interesting part in our everyday lives. Human beings have long been intrigued by their dreams, and have put great effort into recording and trying to understand them. This paper takes a look at some of the early efforts to interpret dreams.

There is evidence from papyri dating back to 2000 B.C. that the ancient Egyptians were actively engaged in dream interpretation (Webb, 1993). The ancient Greeks held the belief that dreams could be a source of healing, and followed a practice called *dream incubation*, where they traveled to special temples called asclepieions to "sleep with the intention of receiving a healing dream from Aesculapius," (Lewis, 1995) the doctor god.

- The complete reference will automatically be added to the bibliography being created at the end of your document

Lewis, J. R. (1995). *The dream encyclopedia*. Detroit, MI: Gale Research Inc.

Webb, W. B. (1993). Dream theories of the ancient world. In M. A. Carskadon (Ed.), *Encyclopedia of sleep and dreaming* (pp. 192-194). New York: Macmillan Publishing Company.

- Continue to add references in this manner
- References listed in your bibliography will automatically be updated and displayed in proper order for the style you have chosen, not in the order in which you added them to your document

Using Manuscript Templates

EndNote can help you format your entire paper according to hundreds of different styles, including APA, MLA, Chicago, and IEEE. It can also help you set up papers according to the styles required by many journals to which you might wish to submit papers for publication consideration.

- Open your *EndNote library*

- Click on *Tools/Manuscript Templates*
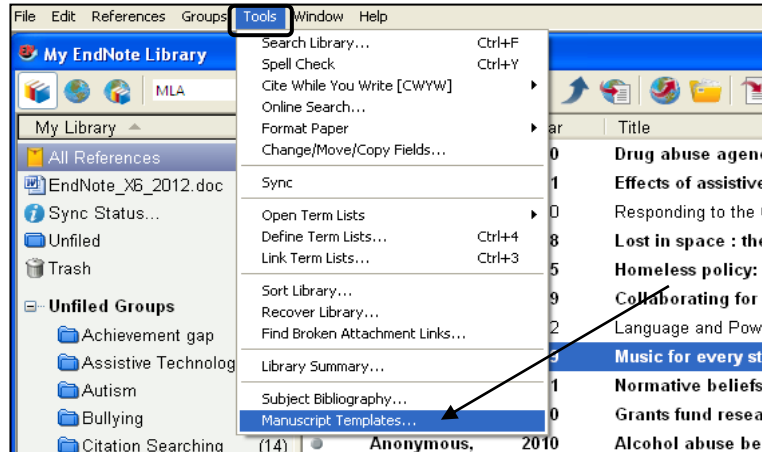
- Click on the style you want to use (APA 6th, for example), and then click on *Open* (or double-click on the name of the style)
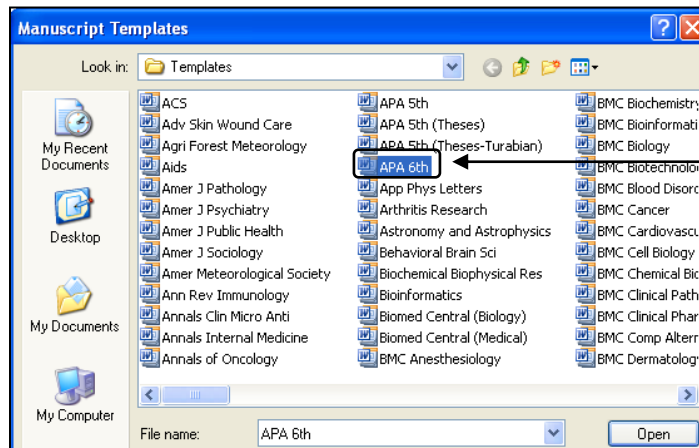

- *Word* will automatically open with the *EndNote Manuscript Wizard* setup box displayed. Click on the *Next* button to continue

    NOTE: If a *Security Warning* box appears, check the box in front of *Enable this content*, and then click on the *OK* button to continue

- **Title:** Type in the required information about the title of your paper; then click on *Next*

- **Author:** Click on the *Add Author* button once for each author, and then click on *New*. Type in the required information. Then, to have the authors added to the title page of your paper, highlight them one at a time and click on *OK*. Click on *Next* to continue

- **Sections:** Now, decide which sections you want to include in your paper. Uncheck any that you do not want, and click on *Next*

- **Keywords:** List keywords that describe your paper topic

- Click on *Finish*, and you will see that your paper has been set up for you with the title page completed, and the rest of the sections ready for the insertion of your text

Creating Independent Bibliographies

You can easily to create a separate or independent bibliography of references in your *EndNote* library.

- Open your *EndNote* library and **choose the style** that you want to use
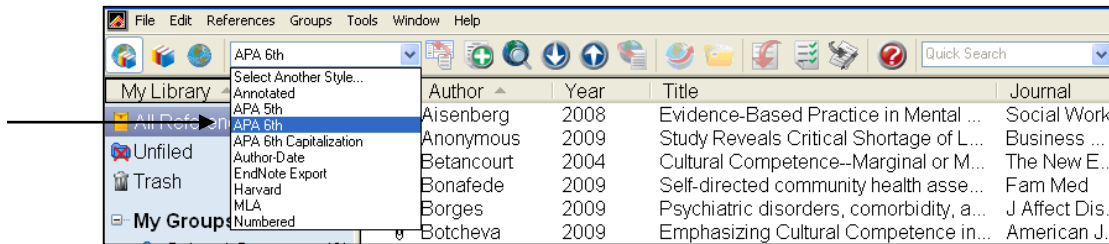
- Highlight the references you want to include in your bibliography. You can highlight the entire library, or you can hold down the **Ctrl** button and click on individual references to include
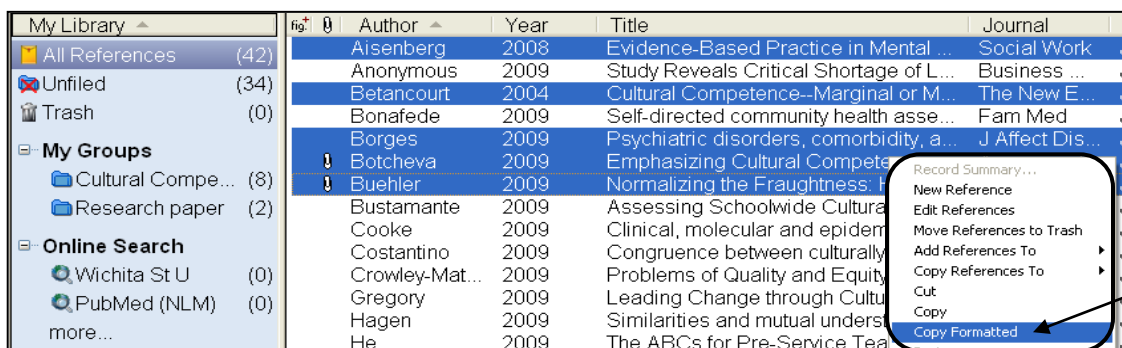
- After highlighting the references you need, right click in the highlighted area, and then click on **Copy Formatted**, as shown above

- Open up a new blank *Word* document. Right click on the page, and click on **Paste**. Your bibliography will appear! It may be necessary to do some additional formatting, such as adding a heading, or creating additional spacing between references, to get it just the way you want it.

Creating Annotated Bibliographies

You can make an annotated bibliography of selected references from your *EndNote* library by first creating a revised (edited) version of the style you plan to use.

- In *EndNote*, make sure that the style you want to revise (***APA 6***[th] for example) is selected in the style selection box at the top of the *EndNote* library window

- Click on ***Edit/Output Styles***, and then click on ***Edit "APA 6***[th]***"***
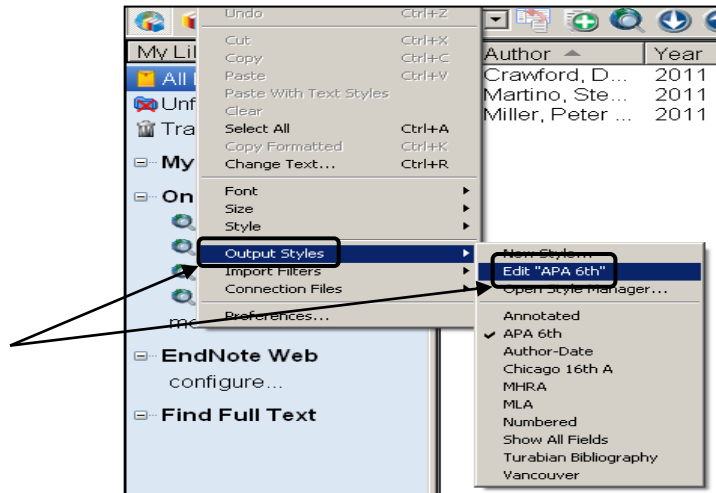
- In the editing window, under the ***Bibliography*** heading, click on ***Layout***. On the lower half of the screen, under ***End each reference with:*** click on the ***Insert field*** button on the right for options. If you would like to leave a blank line between the reference and the annotation, click on ***End of Paragraph***. Next, decide which field in the reference template you want to use to compose your annotations, and click on that (***Notes***, for example). Then, be sure that you use that field when you write your annotation. Finally, click on ***End of Paragraph*** again to insert an extra line between the end of your annotation and the next reference, if desired.

Choose this to add an extra line between the reference and the annotation

Choose in which field of the reference template you want to place your annotations
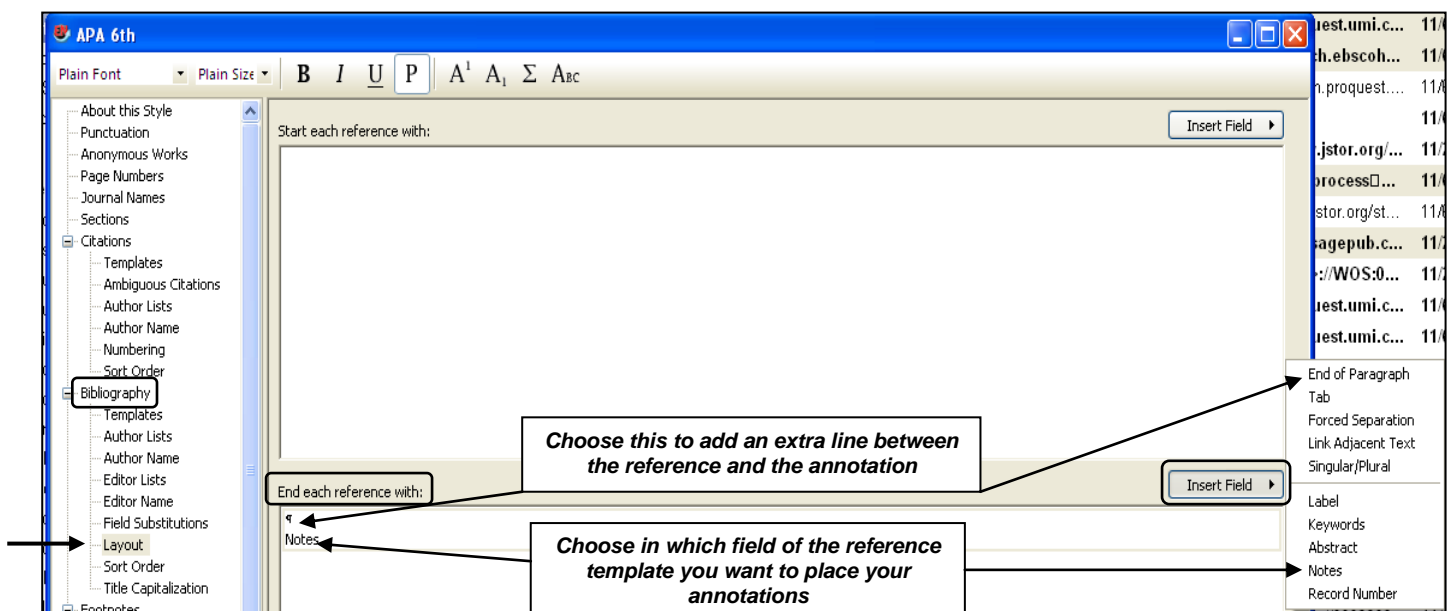
- Click on *File/Save As*, and be sure to save this file with a slightly different name (such as *APA 6th Copy* or *APA 6th Annotated*) so that you won't override the original style. Then click on *Save*

- Now, return to the style selection box, click on *Select Another Style*, and choose your edited style from the list. From now on, it will be displayed in your drop-down style box
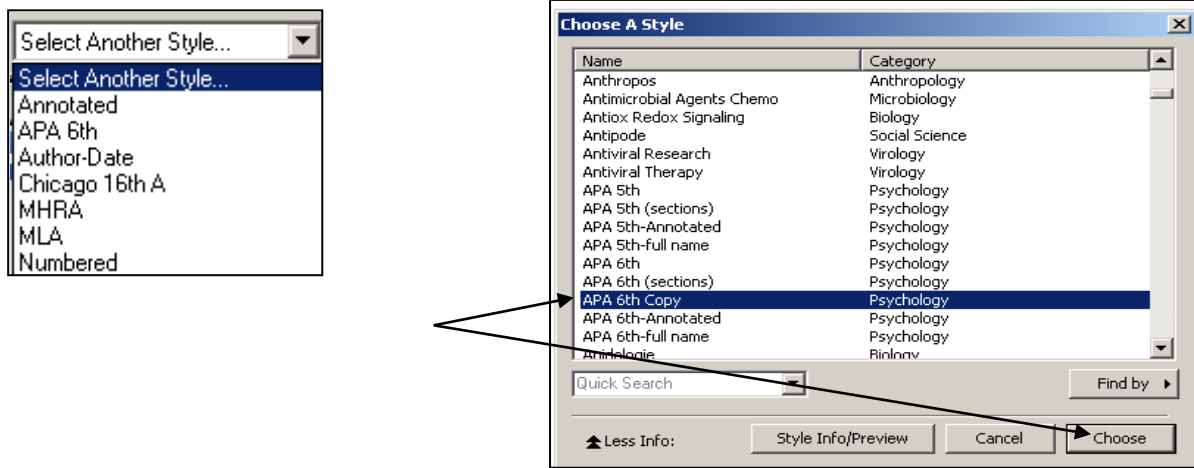
- Proceed as in the instructions above for creating independent bibliographies:1) highlight the references you want to include in your annotated bibliography; 2) right click on the highlighted area and click on *Copy Formatted*; and 3) paste the information into a blank *Word* document.

- You should now have a bibliography with annotations!

Janet Dagenais Brown, Assoc. Prof.   Revised 2/17/14
Wichita State University Libraries

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