

EndNote Workshop @Dental Library



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1. To begin with



EndNote is **citation management software** that helps you **organize** your readings and **cite** the sources while writing a paper.

Keep a record of your reading materials in an **Endnote library**

The screenshot shows the EndNote 20 interface on the left with a list of references. On the right, a Microsoft Word document is open, showing an in-text citation: **(Jordan & Keyes, 1966, p.795)**. The document text discusses dental caries and mentions several authors and their works, including Touger-Decker & van Loveren (2003), Jordan & Keyes (1966), and Johnson & Frary (2001).

Insert **in-text citations** to acknowledge the work of another person.

Automatically create the **reference list** in your essay.

Format the essay according to a selected **citation style**, e.g. Clin Oral Implants Res.



What if you do not acknowledge others' works?

This will constitute plagiarism. Find out more at <https://tl.hku.hk/plagiarism>



1. To begin with

▶ 1.1 Download EndNote



As our **current HKU staff and students**, you may download and install Endnote:

1 Go to Endnote@HKU website
<https://lib.hku.hk/endnote>

2 Select the Download Endnote Page

Download a copy of Endnote

Learn how to use Endnote

HKU has signed a site licence agreement with EndNote which permits all current HKU staff and students to use the software both on campus and at home. Upon accepting the agreement in the request form, HKU staff and students must agree to the Conditions of Use of the EndNote software.

Download Endnote

Training and Support

What is EndNote?

EndNote is a bibliographical management software package designed to help you to organize bibliographic references and create a bibliography. Endnote allows you to search, retrieve relevant citations, and builds your bibliography, all within one program.

3 Read the Installation Guide
Important: Please read the **Conditions of Use!**

4 Click on the relevant Download link and follow the installation steps

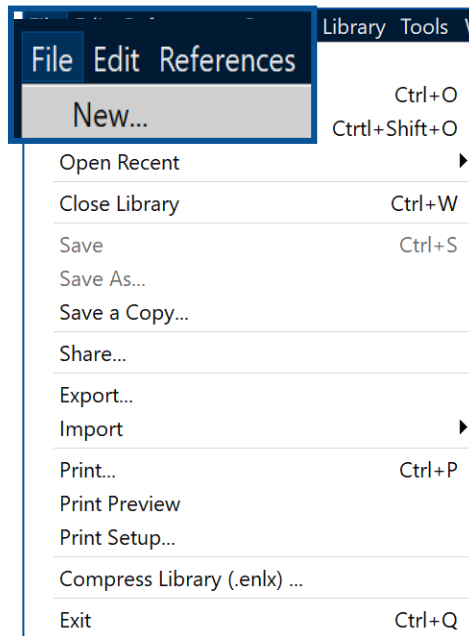


1. To begin with

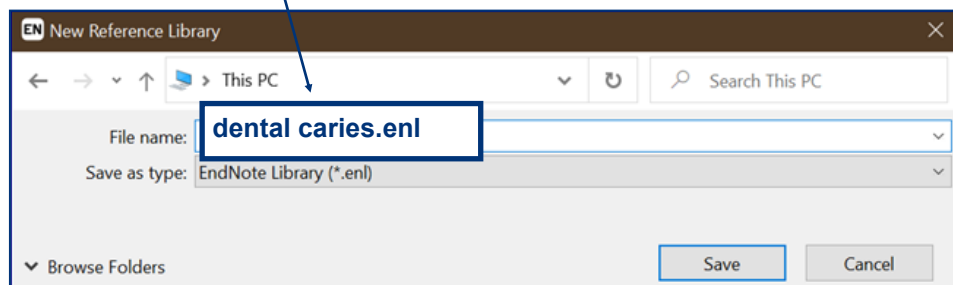
▶ 1.2 Create an EndNote Library



- 1 Select from the top bar menu: **File > New...**



- 2 Enter a **filename**, e.g. dental caries. The default extension is **.enl**.



Note: For HKUL PCs, save all your files to the **S:drive**.

How many libraries can I create?

EXTRA

- You can create as many libraries you like.
- Normally we create one library for each distinct research topic. Then, use the Groups feature to manage the references.

1. To begin with

▶ 1.3 Import Journals Term List

Why



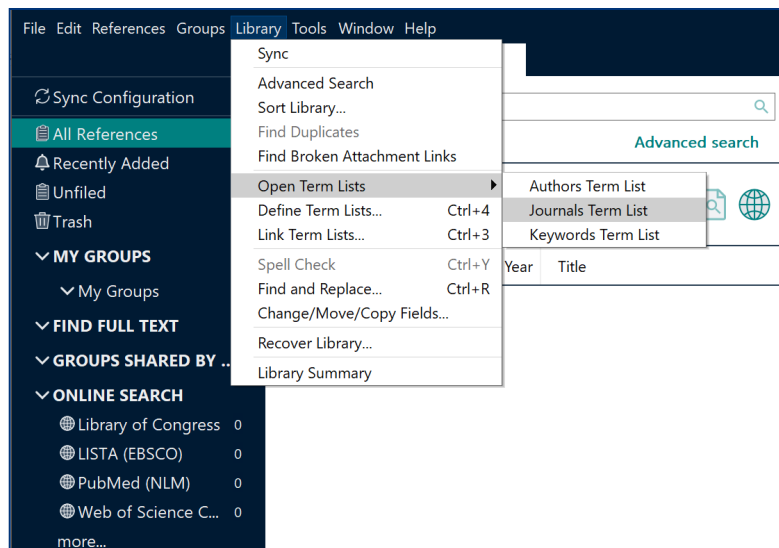
Necessary before adding any citations



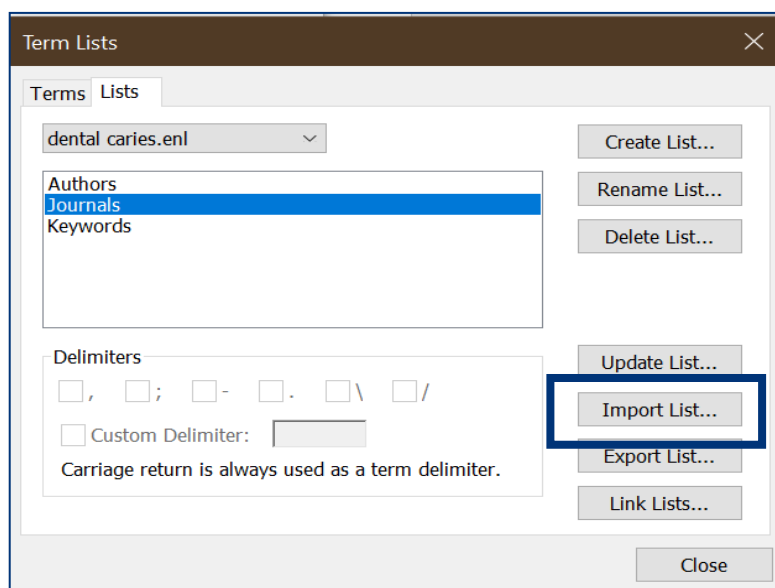
When importing citations from different databases into Endnote, the journal titles may be either in their full names or abbreviations. The imported Journals Term List may maintain the consistency.

You may change your journal title from full to abbreviated or vice versa in the citations according to your selected style.

- 1 From the **Library** menu, select **Open Term Lists > Journals Term List**

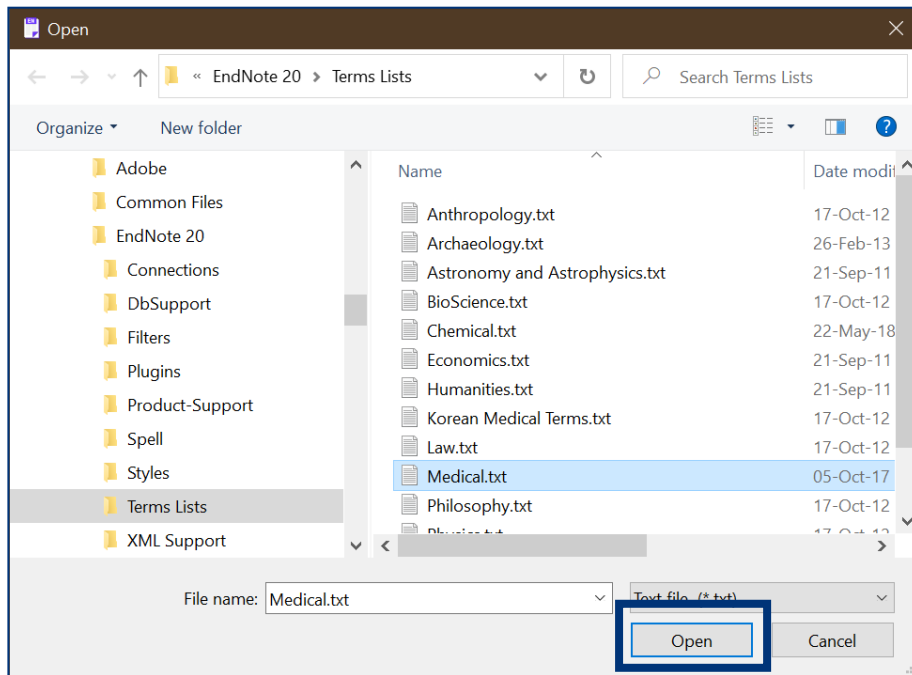


- 2 Click on the **Lists** tab, highlight "**Journals**", then click "**Import List...**"

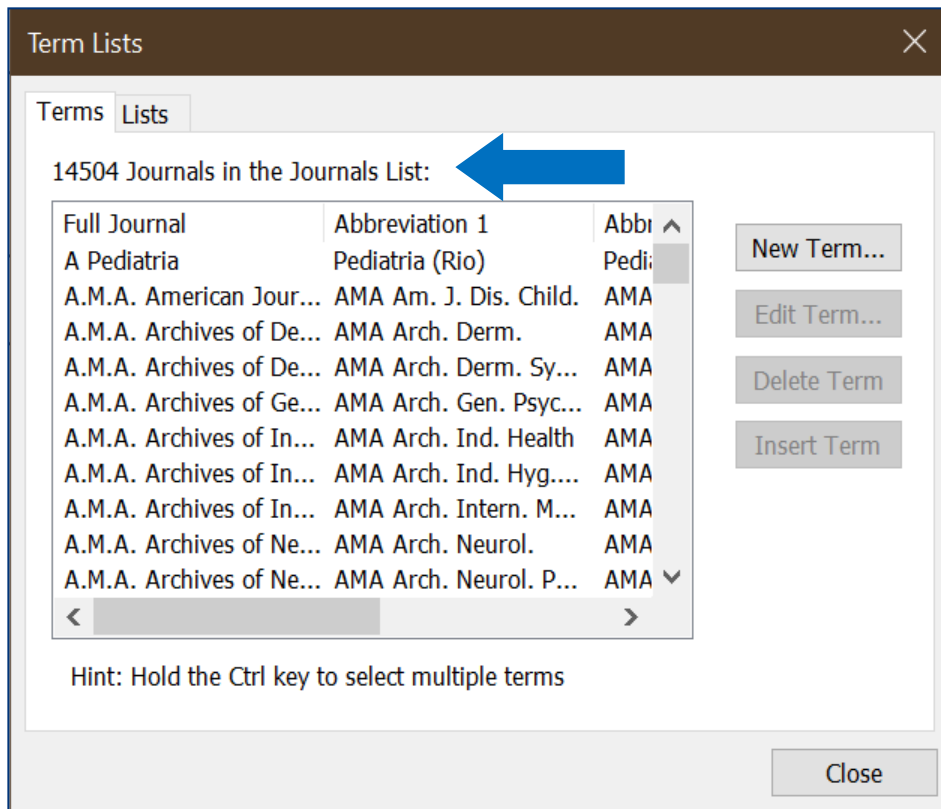


1. To begin with

- 3 Select your desired discipline, e.g. **“Medical”** and click **Open**, then **OK**



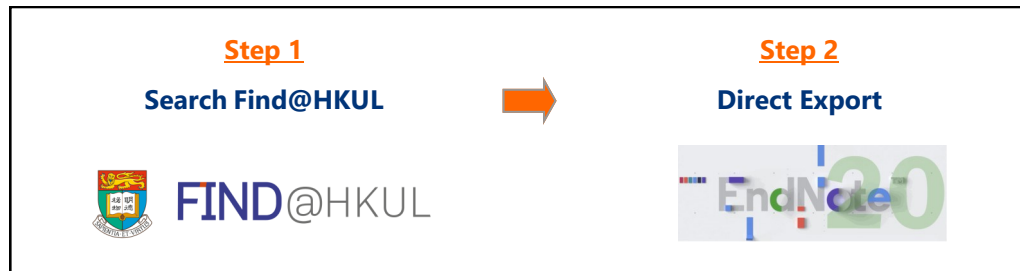
- 4 Click on the **Terms** tab, with Full Journal Title, Abbreviation 1, Abbreviation 2 and Abbreviation 3 successfully inserted.



2. Build up your EndNote Library

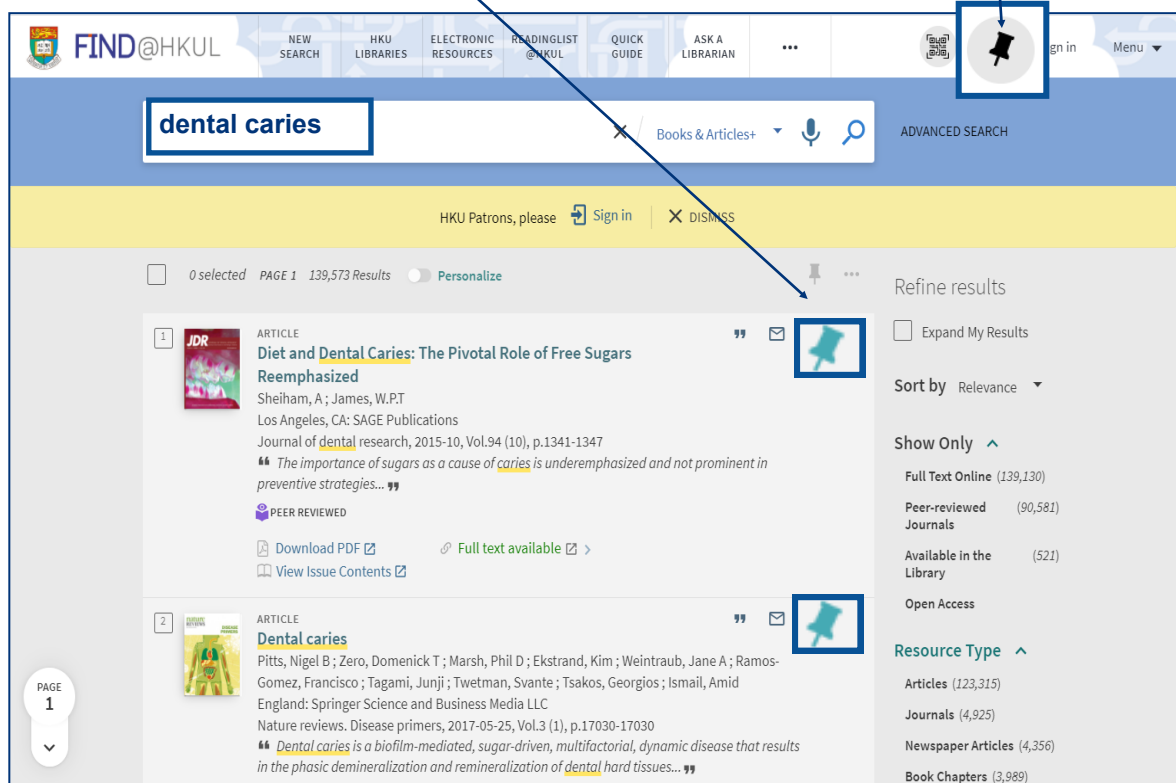


2.1 Find Books + Articles from FIND@HKUL



Step 1 Search Find@HKUL and select records

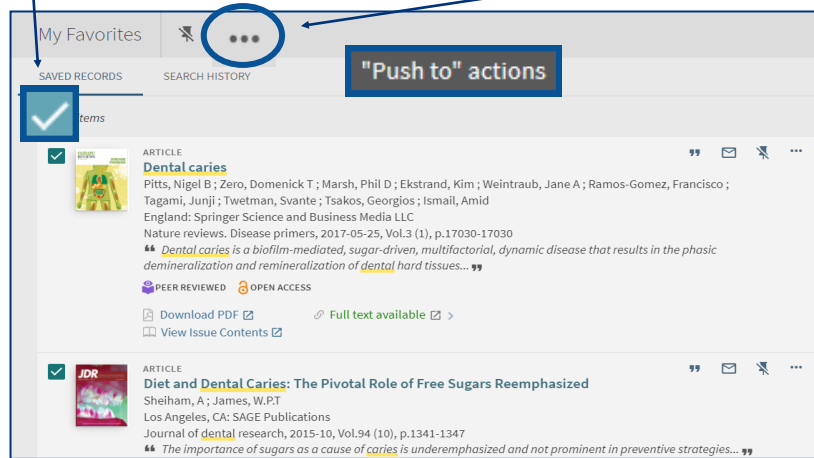
- 1 Access Find@HKUL: HKUL Homepage > Find@HKUL
- 2 Enter your search statement e.g. dental caries
- 3 Mark the desired records
- 4 Go to my favorites



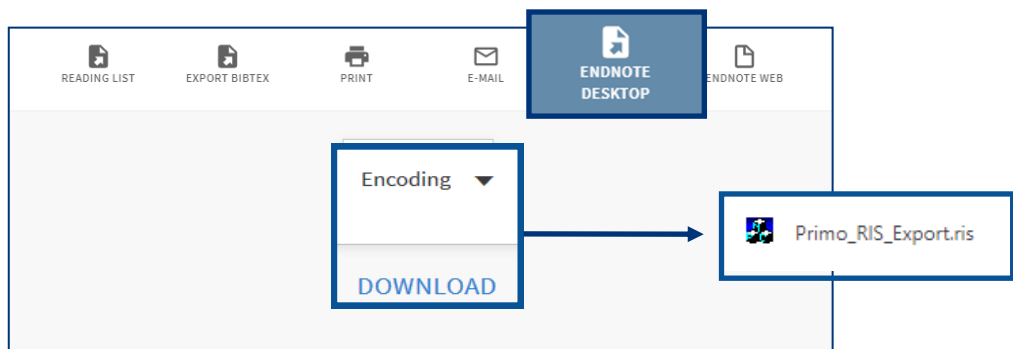
2. Build up your EndNote Library

Step 2 Export records to Endnote

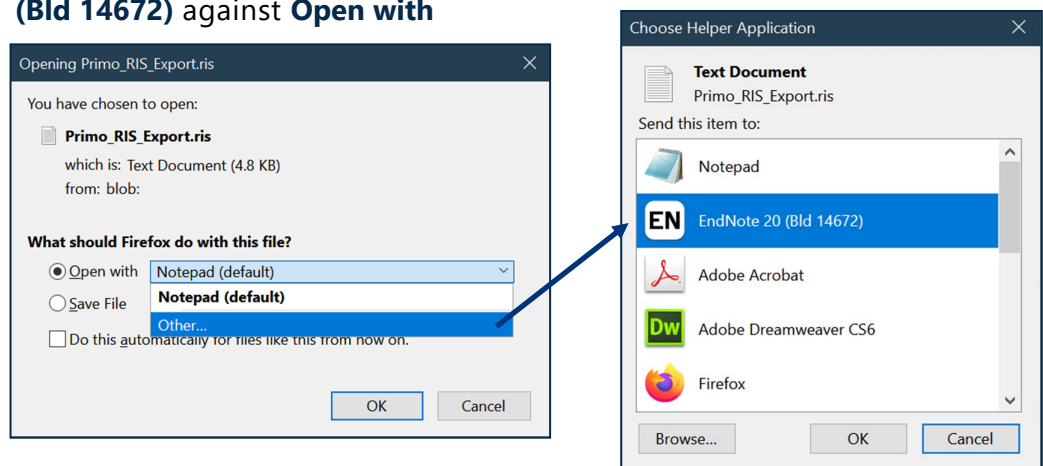
- 1 Select the records
- 2 Open "Push to" actions



- 3 Select **ENDNOTE DESKTOP** and click on **DOWNLOAD**



- 4 For Firefox browser, first time user should select **Other ... > EndNote 20 (Bld 14672)** against **Open with**



- 5 The results will be **imported** into your Endnote library



2. Build up your EndNote Library

2.2 Find Articles from PubMed

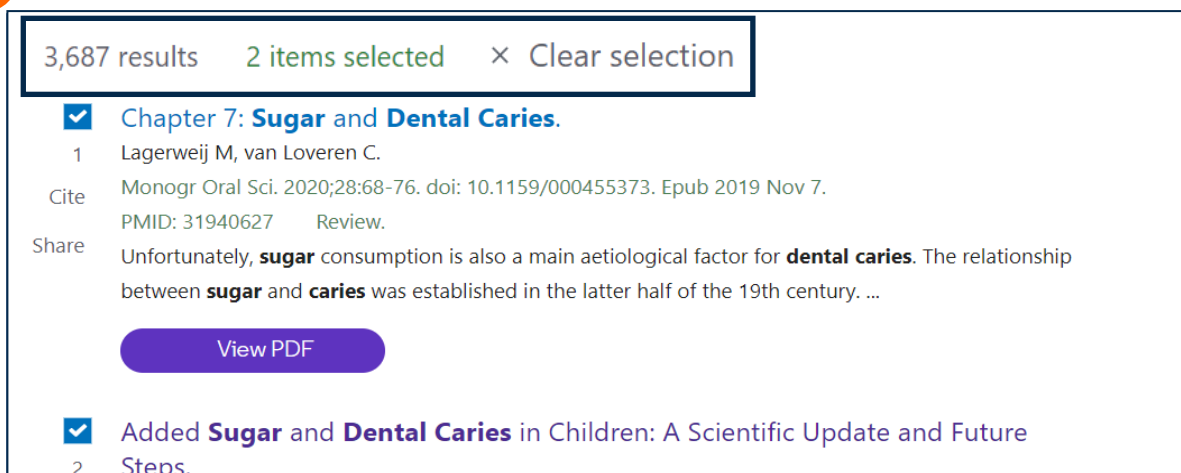


Step 1 Search PubMed and select records

- 1 **Access PubMed:** HKUL > Dental Library > Quick Links > PubMed
- 2 Use simple search box for search statement e.g. dental caries **AND** sugar
OR click **Advanced** to enter keywords in **PubMed Advanced Search Builder**
Note: **AND** is the Boolean operator to connect both keywords



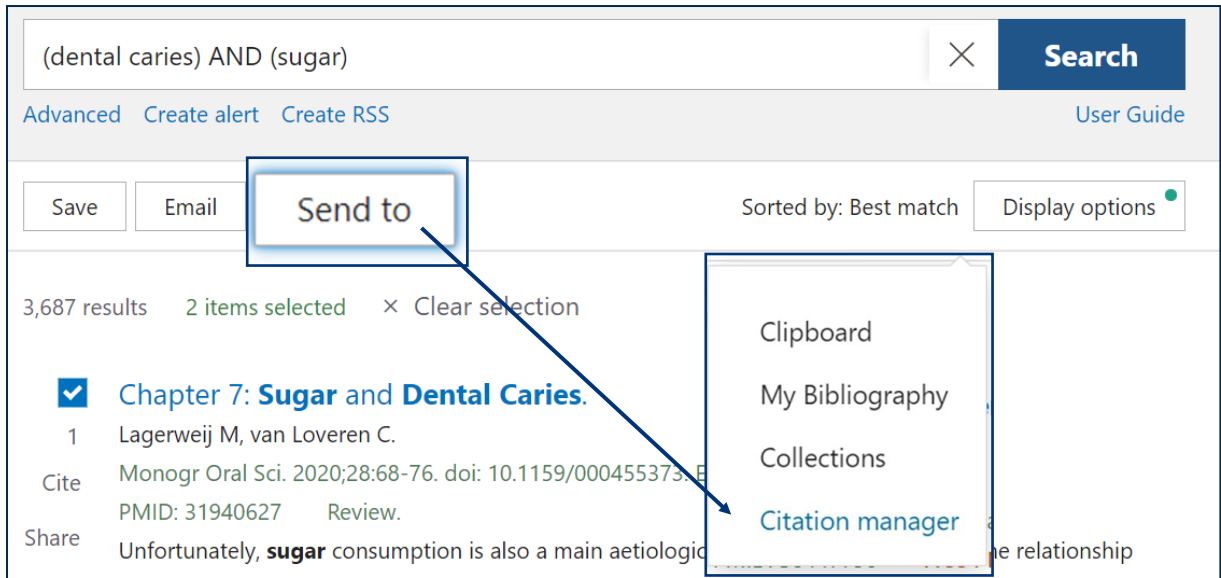
- 3 On the result list, tick the checkbox to select your desired records to export



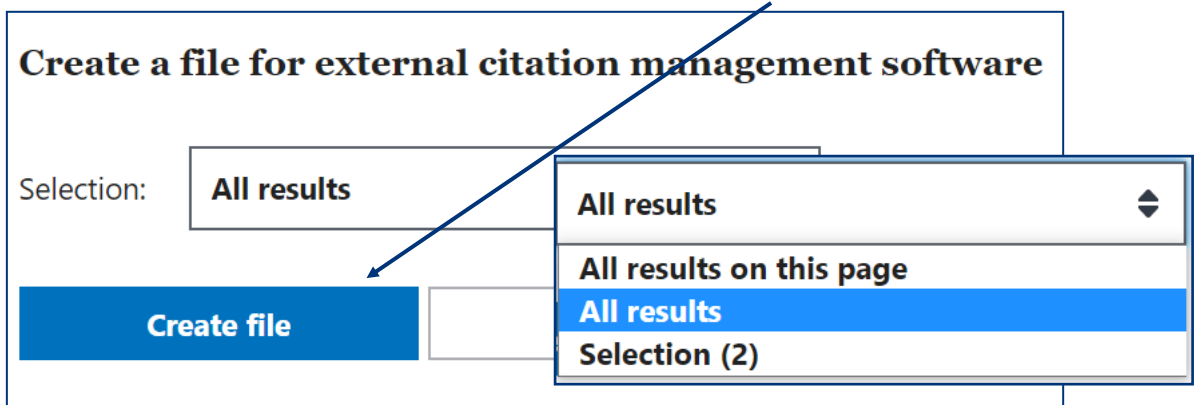
2. Build up your EndNote Library

Step 2 Direct Export to Endnote

1 Click on **Send to**, then choose **Citation manager**

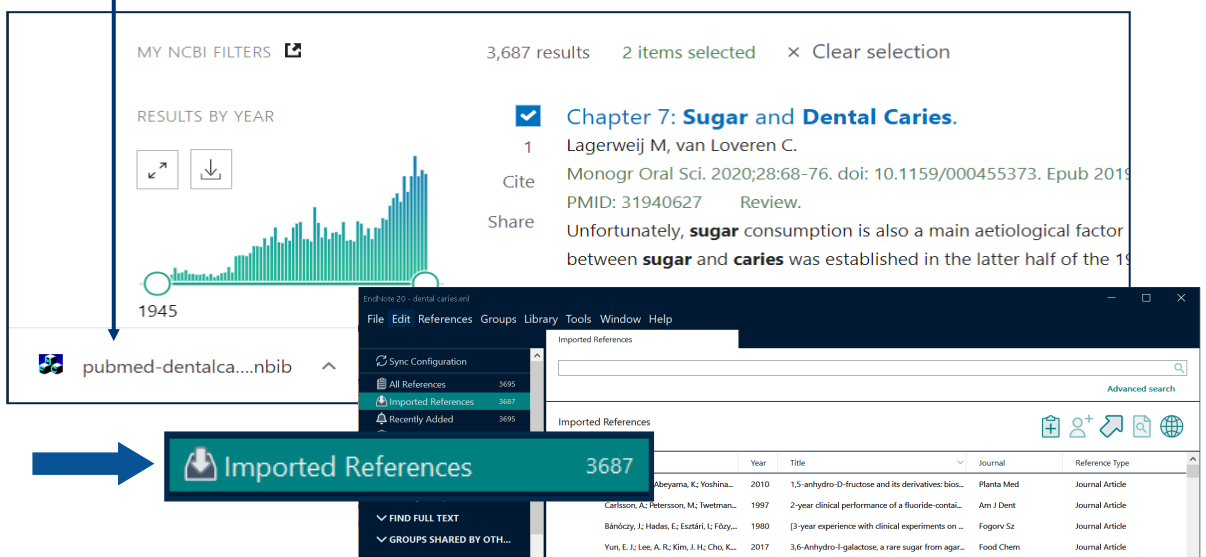


2 Export all search results or the selected records, then click on **Create file** button



3 The file (with the default **.nbib** extension) is saved in the download folder .

Double click on this **.nbib** file to **import** the records into your Endnote library



2. Build up your EndNote Library



Get Article Full Text from PubMed

There are **Abstract** and **Full-Text Links** in each PubMed record.

Possible to download the PDF Full Text if available in HKUL.

> J Dent Res. 2016 Apr;95(4):388-94. doi: 10.1177/0022034515625907. Epub 2016 Jan 12.

Sugar Consumption and Changes in Dental Caries from Childhood to Adolescence

M A Peres¹, A Sheiham², P Liu³, F F Demarco⁴, A E R Silva⁵, M C Assunção⁶, A M Menezes⁶, F C Barros⁶, K G Peres³

Affiliations + expand

PMID: 26758380 DOI: 10.1177/0022034515625907

Abstract

There are no prospective studies investigating the effects of sugar-related feeding practices on changes in dental caries from early childhood to young adulthood. The aim of this study was to assess

FULL-TEXT LINKS

SAGE journals

FIND@HKUL

“ Cite

☆ Favorites

SHARE



PubMed and more Databases in HKUL

- PubMed contains more than 30 million citations and abstracts of biomedical and life sciences literature, including dentistry.
- More databases are available at:

Electronic Resources > Dentistry <https://libguides.lib.hku.hk/az.php?s=141707>

OR Dentistry Subject Guide <https://libguides.lib.hku.hk/c.php?g=766126&p=6556927>

Examples that support direct export to EndNote:



Embase*



Scopus

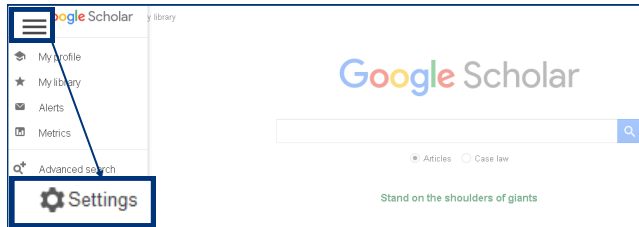
Clarivate
Web of Science™

2. Build up your EndNote Library

2.3 Find Articles from Google Scholar

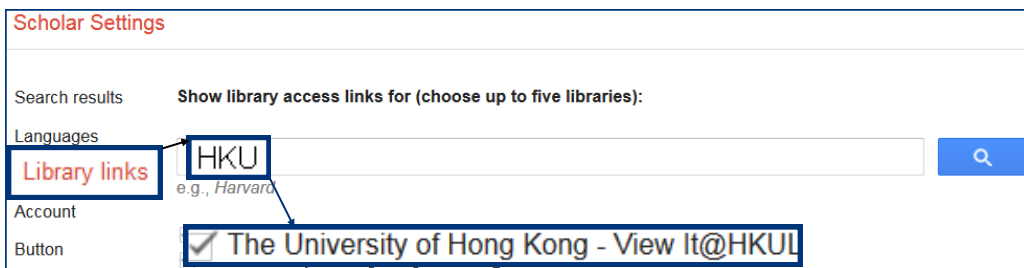
Step 0 Configure Google Scholar to HKUL settings

1 Go to <https://scholar.google.com> and click on **Settings**



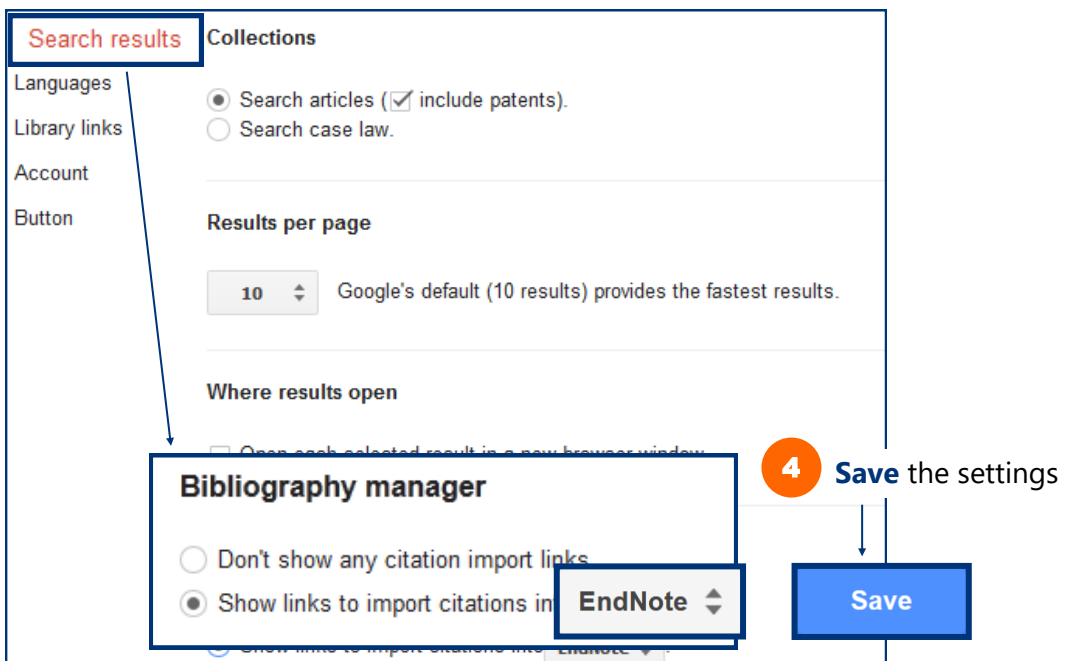
2 Under **Library links**

1. Search for **HKU**
2. Select **The University of Hong Kong - View It@HKUL**



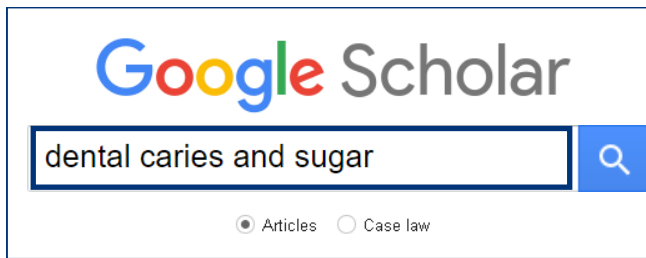
3 Under **Search results > Bibliography manager**

1. Select **Show links to import citations into**
2. Choose **EndNote** from the pull-down menu



2. Build up your EndNote Library

Step 1 Search

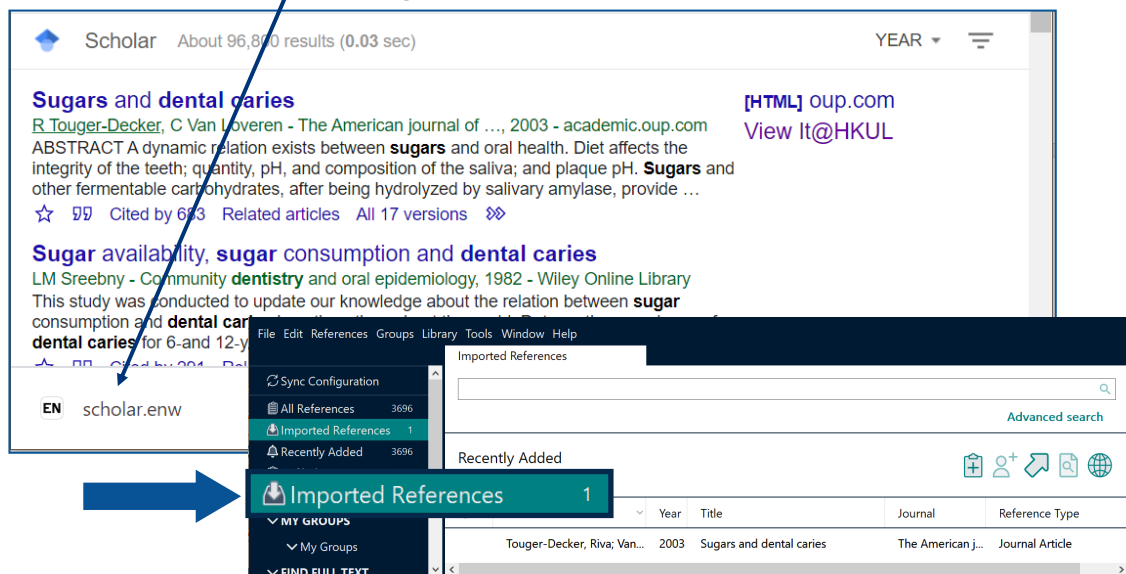


Step 2 Direct Import into Endnote

1 Click on **Import into Endnote**

Sugars and dental caries
[R Touger-Decker, C Van Loveren - The American journal of ...](#), 2003 - academic.oup.com
 ABSTRACT A dynamic relation exists between **sugars** and oral health. Diet affects the integrity of the teeth; quantity, pH, and composition of the saliva; and plaque pH. **Sugars** and other fermentable carbohydrates, after being hydrolyzed by salivary amylase, provide ...
 ☆ 🔖 Cited by 683 Related articles All 17 versions Web of Science: 221 **Import into EndNote**

2 The file is saved in download folder, the default extension is **.enw**
Double click the .enw file, The record will be **imported** into your Endnote library
Note: For Firefox browser, **Open with** EndNote 20 (Bld 14672)



View It@HKUL

Click on **"View It@HKUL"** to find full text
Note: Do not click on the title

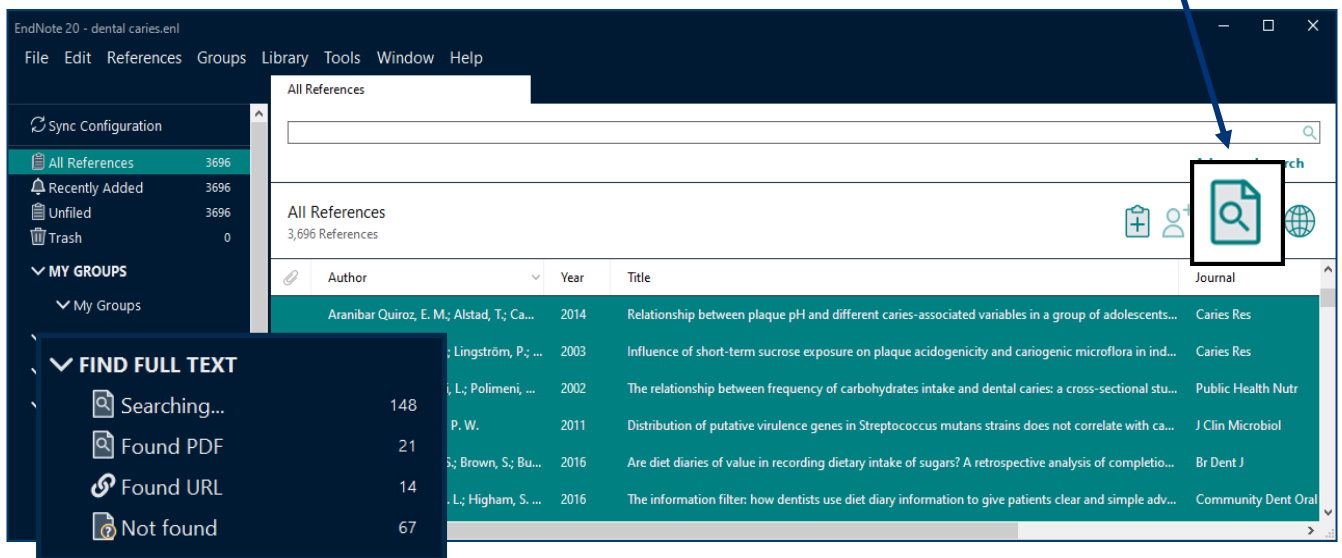
Sugars and dental caries
[R Touger-Decker, C Van Loveren - The American journal of ...](#), 2003 - academic.oup.com
 ABSTRACT A dynamic relation exists between **sugars** and oral health. Diet affects the integrity of the teeth; quantity, pH, and composition of the saliva; and plaque pH. **Sugars** and other fermentable carbohydrates, after being hydrolyzed by salivary amylase, provide ...
 ☆ 🔖 Cited by 683 Related articles All 17 versions 🔗 **View It@HKUL**

2. Build up your EndNote Library



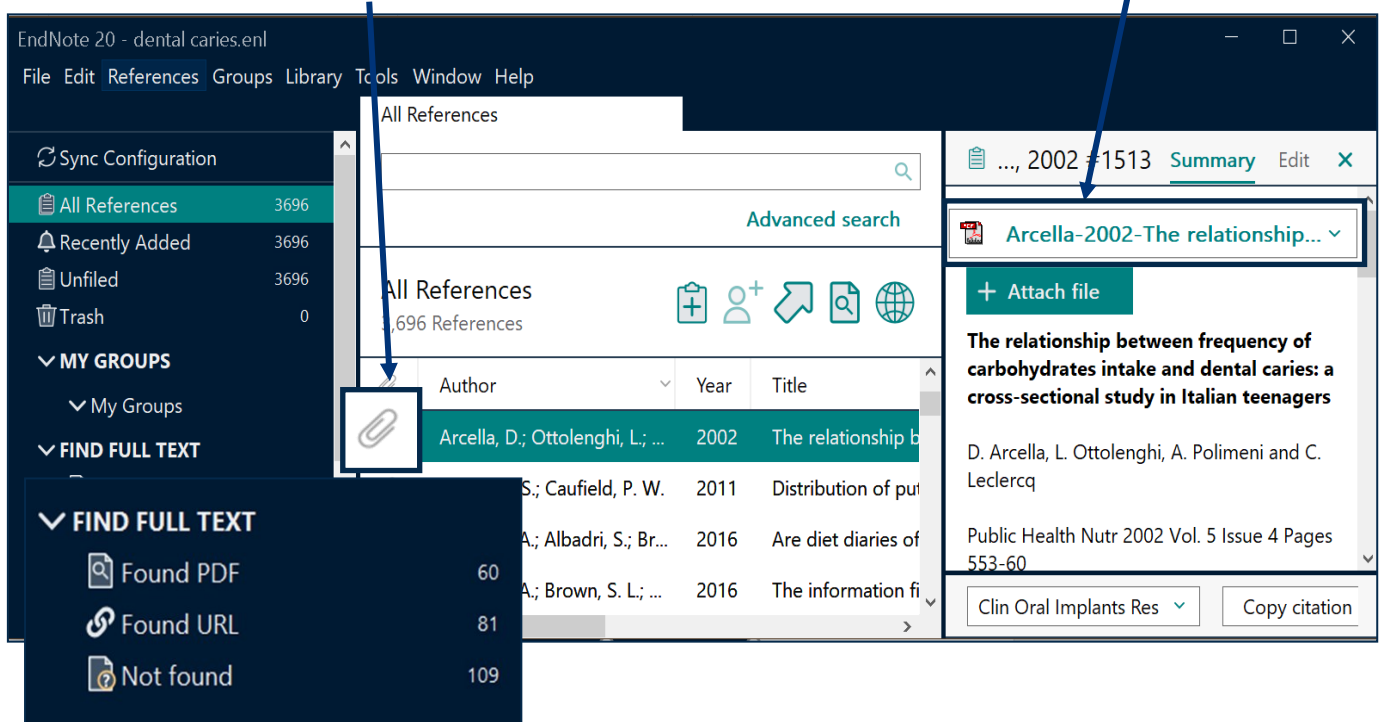
Find full text in EndNote

- 1 **Highlight** the reference(s) in the EndNote Library and press on the **Find Full Text icon** for searching the full text PDFs
Wait while **searching** is in progress



Note: The EndNote Find Full Text feature is limited to **250** records at a time. EndNote will attempt to find full text files for the first 250 records you have selected.

- 2 After searching is completed, EndNote will display how many full texts found. And, a **paper clip icon** will be displayed against the reference with the **PDF attached**



2. Build up your EndNote Library

Attach PDF file manually

- 1 EndNote may not locate all the full texts. You can search the Not Found records with HKU Library catalogue **FIND@HKUL** or Google. Download that PDF file you found

The screenshot shows the FIND@HKUL search interface. The search bar contains the text "The Effectiveness of Educational Mobile Messages for Assisting in the Preventio". Below the search bar, a list of search results is displayed. The first result is highlighted in green and matches the article title. A blue arrow points from the search bar to this result. Another blue arrow points from the "Full text available" link in the article details to the article title.

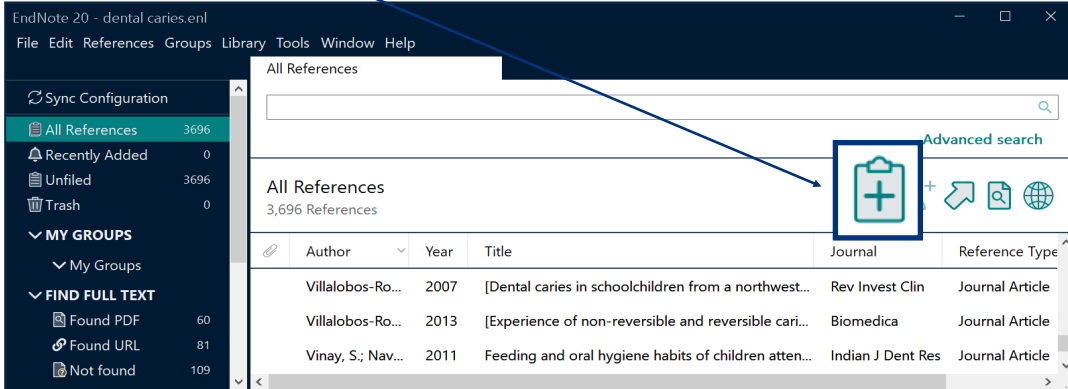
- 2 Switch to EndNote, double click the appropriate reference. Click **+Attach file icon** and select the PDF file you have saved. Now, the PDF file is attached to your EndNote Library
(Alternatively, from top bar menu, select **References > File Attachments > Attach File**)

The screenshot shows the EndNote 20 software interface. The main window displays a list of references. The first reference is highlighted in green and matches the article title. A blue arrow points from the "Attach file" button in the article details to the "Attach file" button in the EndNote interface. Another blue arrow points from the "Attach file" button in the article details to the "Attach file" button in the EndNote interface.

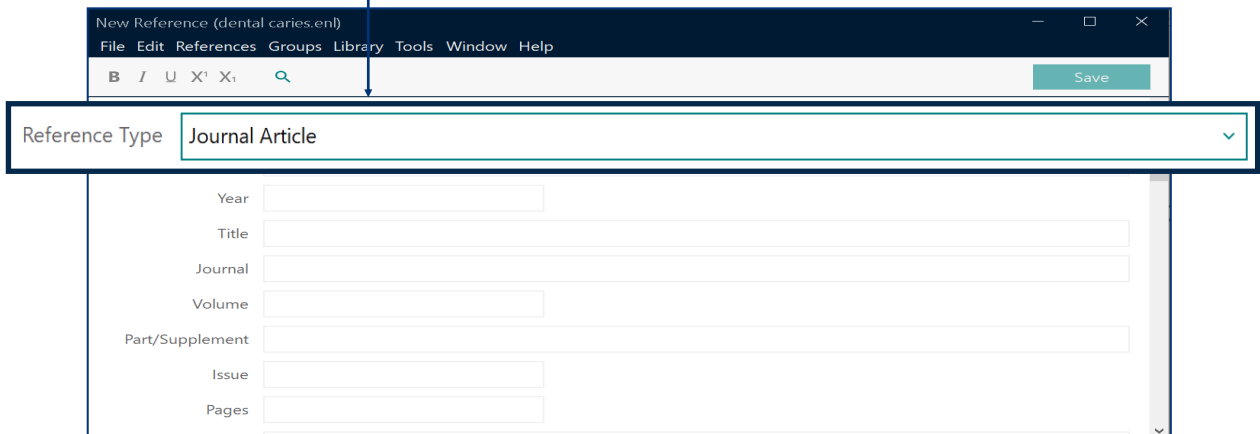
2. Build up your EndNote Library

2.4 Manual Input

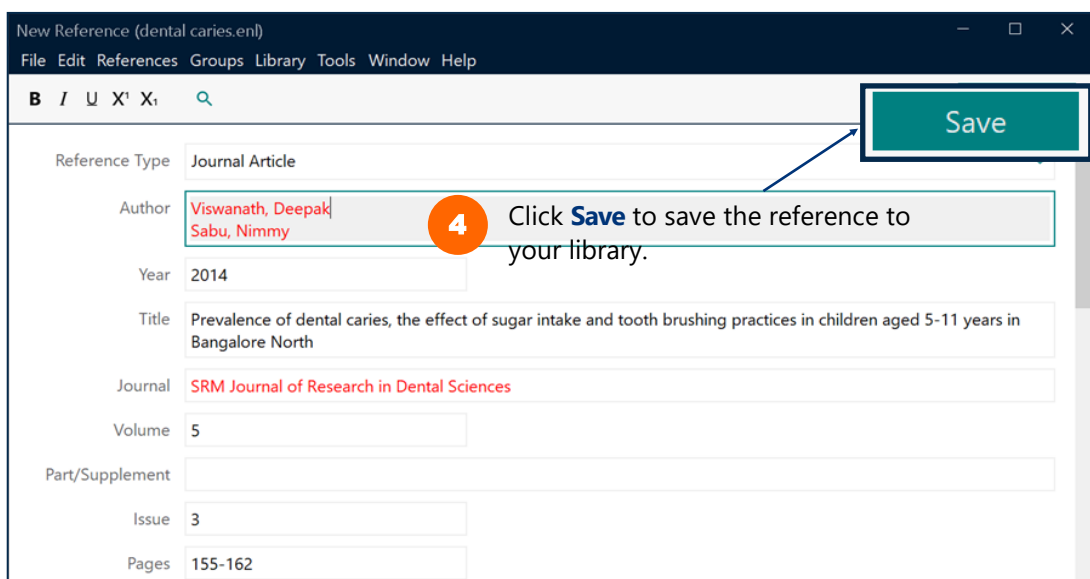
- 1 Click on the **New Reference** icon from the Endnote top icon bar.



- 2 Select the **reference type**, e.g. book, journal article, web



- 3 Enter the **citation information**, e.g. author, title, year



- 4 Click **Save** to save the reference to your library.

2. Build up your EndNote Library

Special Note

Author Names

Personal names

- **First Middle Last (no comma)**

Author
Nelson W.S. Chow

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

Author
Chow, Nelson W.S.

Corporate author

- **Organization, (1 comma after the organization name)**

Author
The University of Hong Kong,

- **Department,, Organization (2 commas after the department name)**

Author
Centre of Asian Studies,, The University of Hong Kong

More than one author

- Enter **one author per line**.

Author
Bearer, Scott
Linderman, Marc

Auto-complete

- For author names that are **already in the EndNote library**, Endnote will **auto-complete** the name after you have typed in the first few letters.
- If the **author is a new name**, it will appear in **red**, but will change to **black** when the reference is saved.

2. Build up your EndNote Library

Special Note

Dates and Page Numbers

Dates

- Enter dates **as you would like them to appear** in your formatted list or bibliography. EndNote does not reformat dates.

Issue Date
Aug 10

Austin, C. (2009, Aug 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Issue Date
August 10

Austin, C. (2009, August 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Issue Date
10 August

Austin, C. (2009, 10 August). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Page Numbers

- Format** for page ranges:

- complete

Pages
1331-1336

- abbreviated

Pages
1331-6

- Do not use commas in page number in the thousands**

Pages
1331 ✓

Pages
1,331 ✗

2. Build up your EndNote Library

Manual Input: A journal article

SRM Journal of
Research in Dental Sciences

Year : 2014 | Volume : 5 | Issue : 3 | Page : 155-162

Prevalence of dental caries, the effect of sugar intake and tooth brushing practices in children aged 5-11 years in Bangalore North

Deepak Viswanath, Nimmy Sabu

Department of Pedodontics and Preventive Dentistry, Krishnadevaraya College of Dental Sciences and Hospital, International Airport Road, Hunasamaranahalli, SMVIT Post, Bangalore, Karnataka, India



New Reference (dental caries.en) — □ ×

File Edit References Groups Library Tools Window Help

B I U X¹ X₁ 🔍 Save

Reference Type: Journal Article

Author: Viswanath, Deepak
Sabu, Nimmy

Year: 2014

Title: Prevalence of dental caries, the effect of sugar intake and tooth brushing practices in children aged 5-11 years in Bangalore North

Journal: SRM Journal of Research in Dental Sciences

Volume: 5

Part/Supplement:

Issue: 3

Pages: 155-162

Start Page:

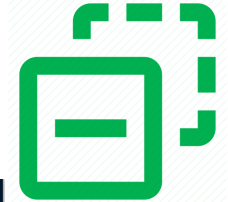
Errata:

Epub Date:

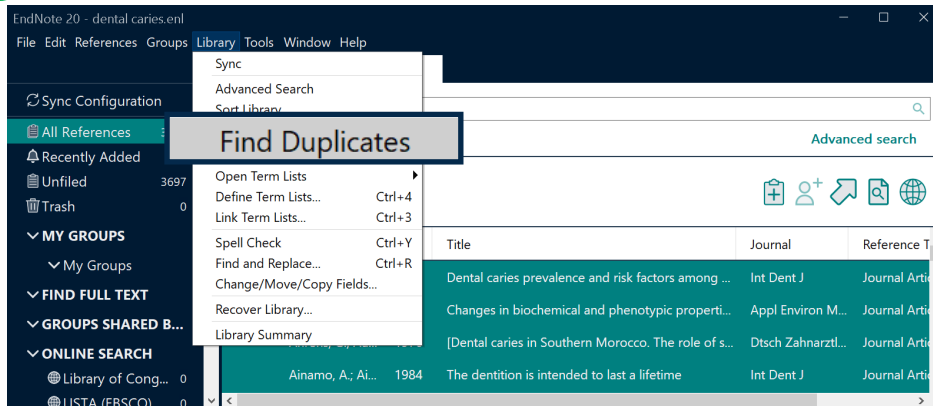
3. Manage your EndNote Library



3.1 Remove Duplicates

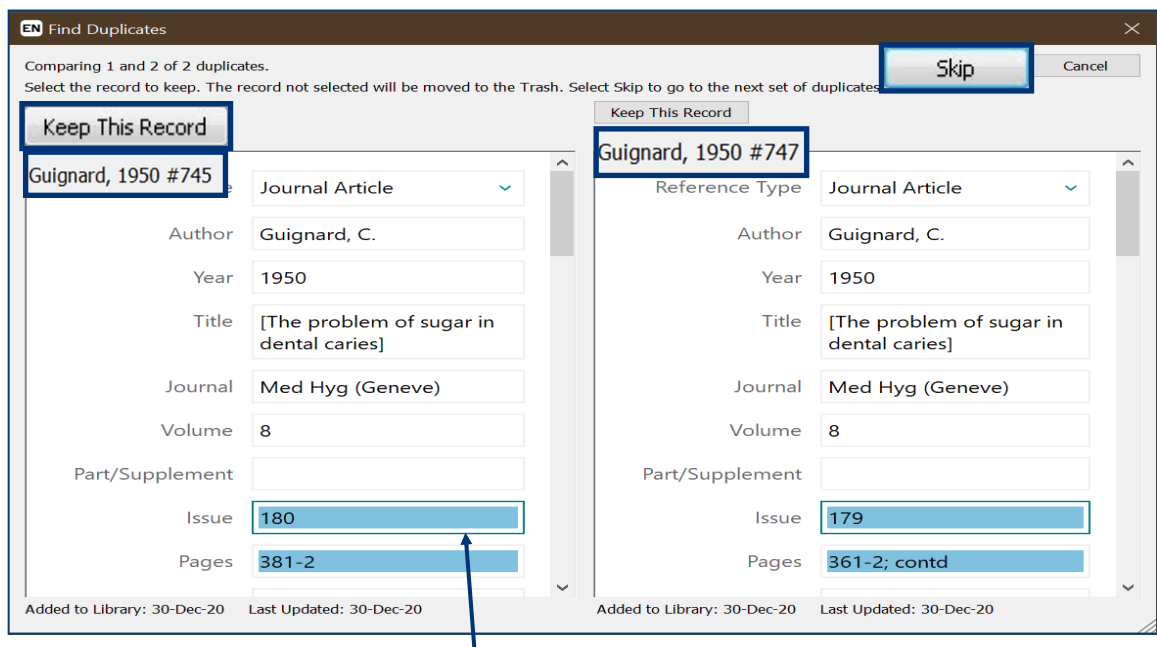


- 1 From the top bar menu, choose **Library > Find Duplicates**



- 2 Although the two records refer to the **same reference**, Endnote assigns each with a **unique record number**.

(Note: If you are citing the same reference multiple times, select the reference under a unique record number. Otherwise, the cited reference may be treated as two different citations.)



- 3 Different data of the records is **highlighted** for comparison. Select the record you would like to **keep**. To keep both records, click on **Skip**.

(Note: Make sure the deleted record has not been cited in any of your papers.)



3.2 Create Groups



Scenario: Your Endnote library contains references on different topics or purposes. To get more organized, you would like to create subsets and group the references.

Solution: **Groups** feature is a great way to organize your references, especially for huge Endnote libraries. There are two types of groups: Custom and Smart Groups.

1. Difference between Custom and Smart Groups

	Custom Groups	Smart Groups
Create the group	Manually add references to a group.	Specify criteria - references meeting the criteria will automatically be added to the group.
Updates	Done manually <ul style="list-style-type: none"> The group will not be updated unless you manually add or remove references. 	Updates automatically <ul style="list-style-type: none"> Dynamically update the group as new references are added to the library.
Applications (Some examples)	<ul style="list-style-type: none"> Keep a list of good readings Remind yourself that this list requires special attention. 	<ul style="list-style-type: none"> Group references matching certain keywords Group references by publication period.
Number of groups	Maximum 5,000 groups (custom and smart groups combined)	

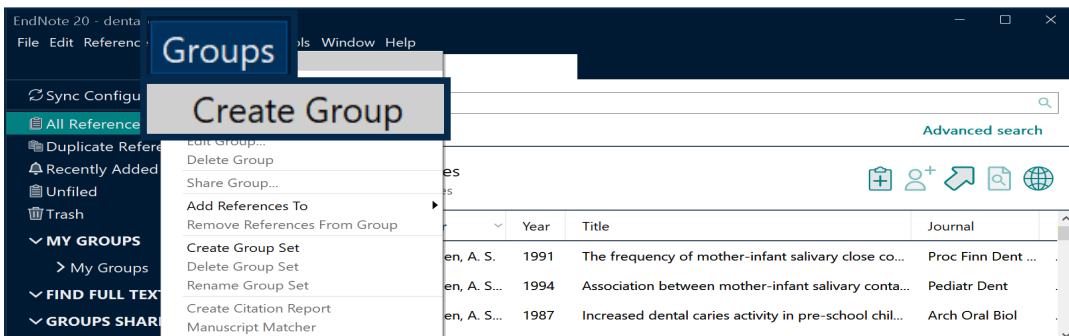
3. Manage your EndNote Library

2. Create a Custom Group

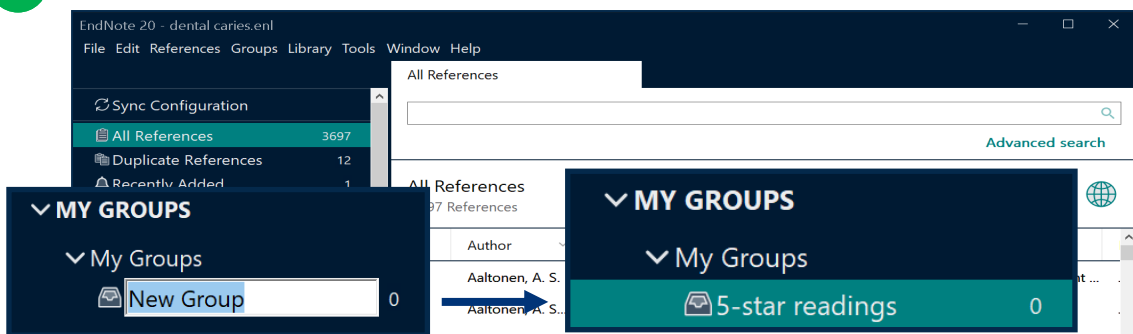


- (a) **Create a custom group** by the name "5-star readings"
- (b) **Add 3 references** to this custom group

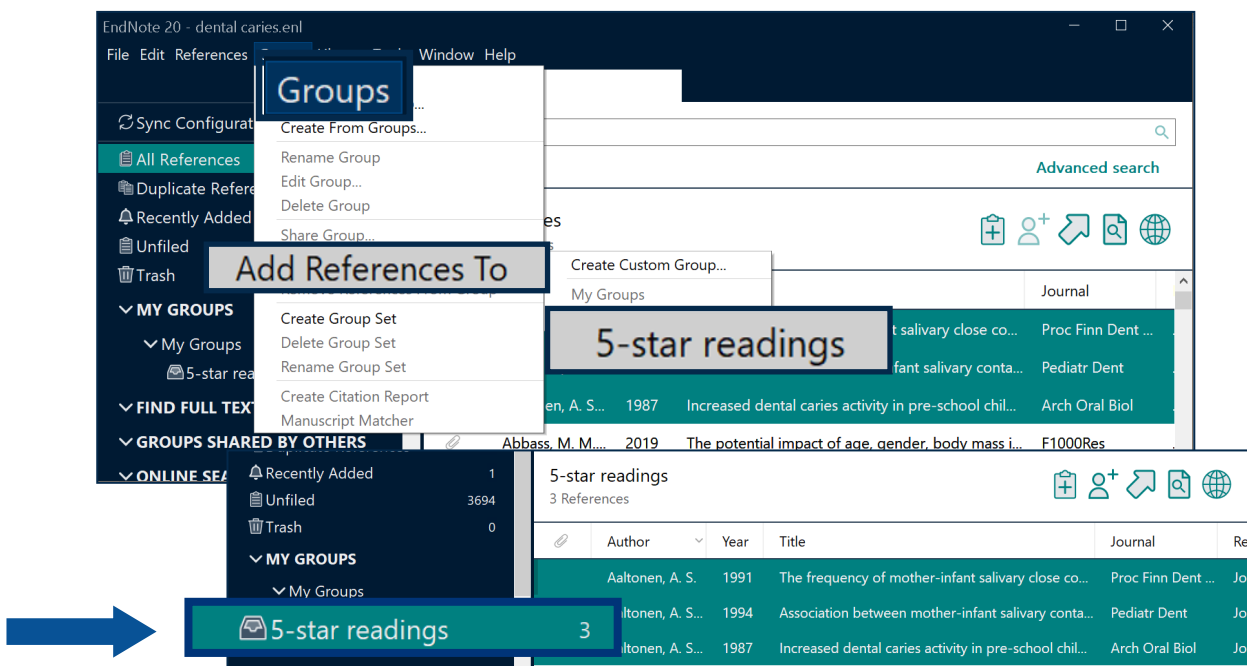
1 From top bar menu, select **Groups > Create Group**



2 Enter name of the group



3 Highlight 3 references and then add them to this group by selecting **Groups > Add References To > A custom group** (Note: Or, you can **Drag and drop** it to the group)



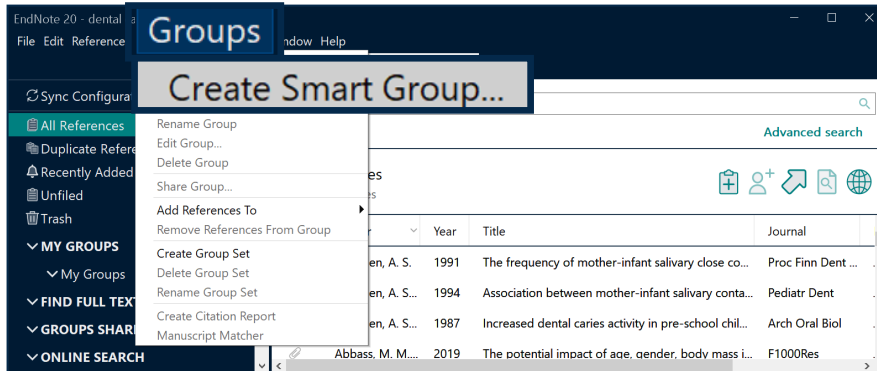
3. Manage your EndNote Library

3. Create a Smart Group



- (a) **Create a smart group** by the name "Xylitol"
- (b) **Meet** the following:
 1. contains the keyword "xylitol"
 2. A journal article

1 From top bar menu, select **Groups > Create Smart Group**

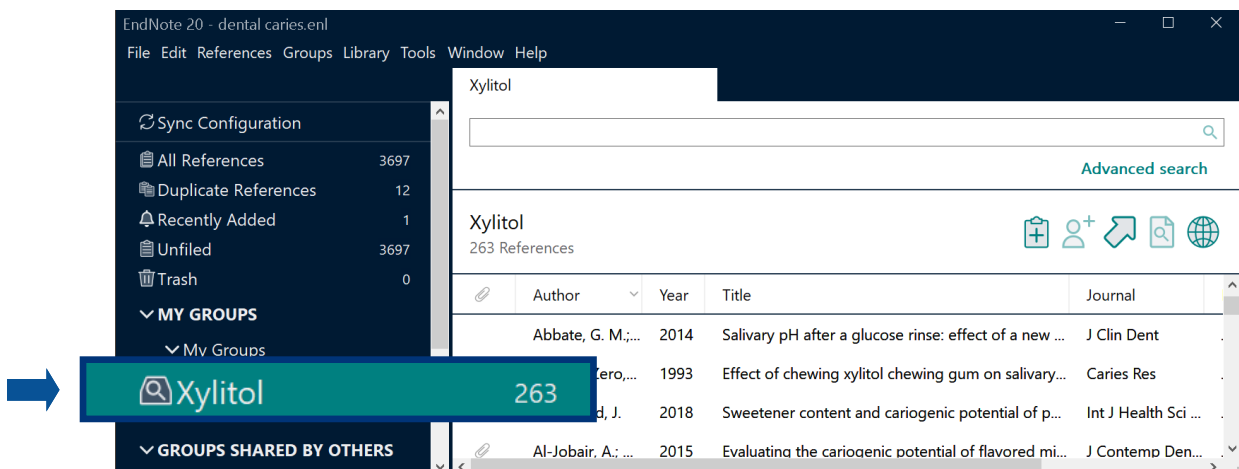
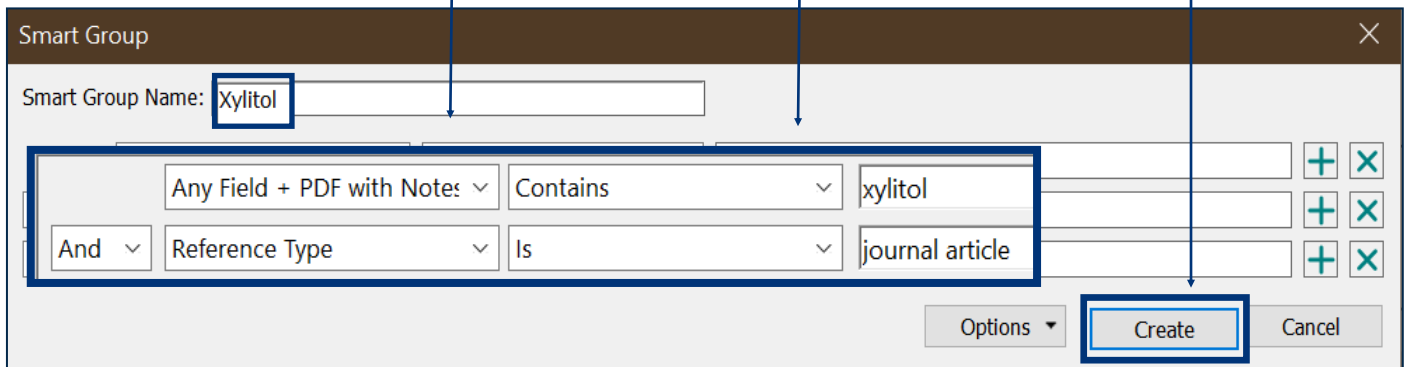


2 Create the smart group for **Xylitol**

(a) Change **group name**

(b) Enter **search criteria**

(c) Click on **Create**



Note: Removing a reference from a smart group will move it to the trash.

3. Manage your EndNote Library



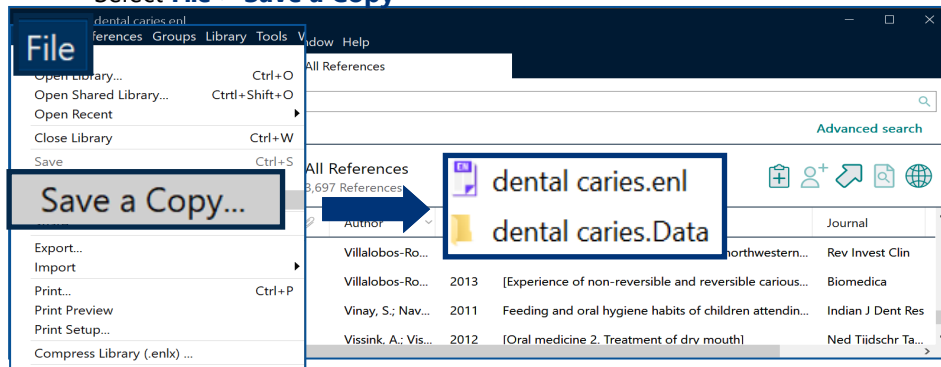
3.3 Back up your EndNote Library



Method 1: Save a Copy

Produce a copy of both the enl and the Data folder

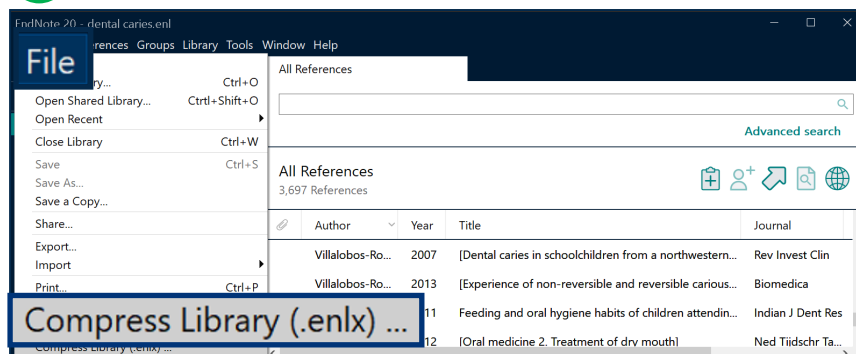
Select **File > Save a Copy**



Method 2: Compressed Library

Save as a single file, making it convenient to send it by email

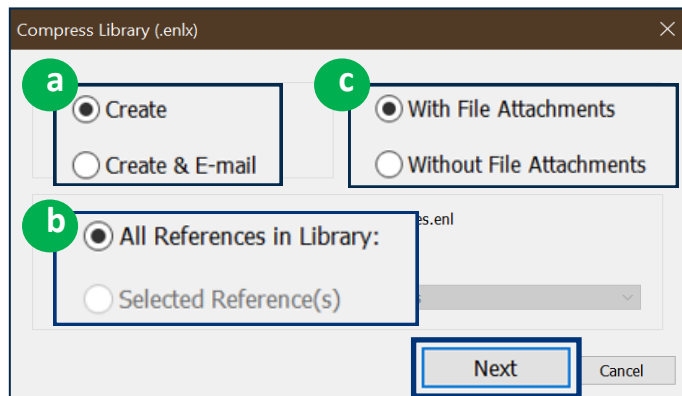
1 Select File > Compressed Library



2 Select your options

- (a) Create/ Create and Email?
- (b) All references or selected references from a group?
- (c) With or without the file attachments?

Note: If recipient of the compressed library does not have access rights to the pdf full text, choose "Without file attachments"



4. Cite While You Write



Endnote's **CWYW** (Cite While You Write) helps you:



- Insert **in-text citations**

Dental caries was first described in Miller's chemoparasitic theory in 1890. Caries is caused by the dissolution of the teeth by acid produced by the metabolism of dietary carbohydrates by oral bacteria **(Touger-Decker & van Loveren, 2003)** involved in caries formation are mutans streptococci and lactobacilli. In the 1960s the caries theory was depicted as 3 circles representing the 3 prerequisites for dental caries: the tooth, the diet, and dental plaque **(Figure 1)**

Diet and nutrition may interfere with the balance of tooth demineralization and remineralization in several ways. The diet provides sugars and other fermentable carbohydrates, which are metabolized to acids by plaque bacteria. **(Jordan & Keyes, 1966)**

Sugars are a form of fermentable carbohydrate. Fermentable carbohydrates are carbohydrates (sugars and starch) that begin digestion in the oral cavity via salivary amylase. Sugars enter the diet in 2 forms: those found naturally in foods (eg, fruit, honey, and dairy products) and those that are added to foods during processing to alter the flavor, taste, or texture of the food **(Johnson & Frary, 2001).**

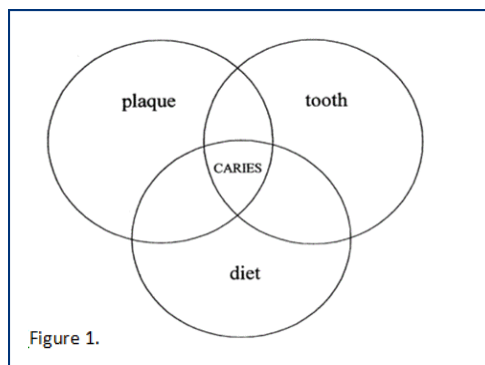
- Build the **Reference List**

Johnson, R. K., & Frary, C. (2001). Choose beverages and foods to moderate your intake of sugars: the 2000 dietary guidelines for Americans--what's all the fuss about? *J Nutr*, 131(10), 2766s-2771s. doi:10.1093/jn/131.10.2766S

Jordan, H. V., & Keyes, P. H. (1966). In vitro methods for the study of plaque formation and carious lesions. *Arch Oral Biol*, 11(8), 793-802. doi:10.1016/0003-9969(66)90005-7

Touger-Decker, R., & van Loveren, C. (2003). Sugars and dental caries. *Am J Clin Nutr*, 78(4), 881s-892s. doi:10.1093/ajcn/78.4.881S

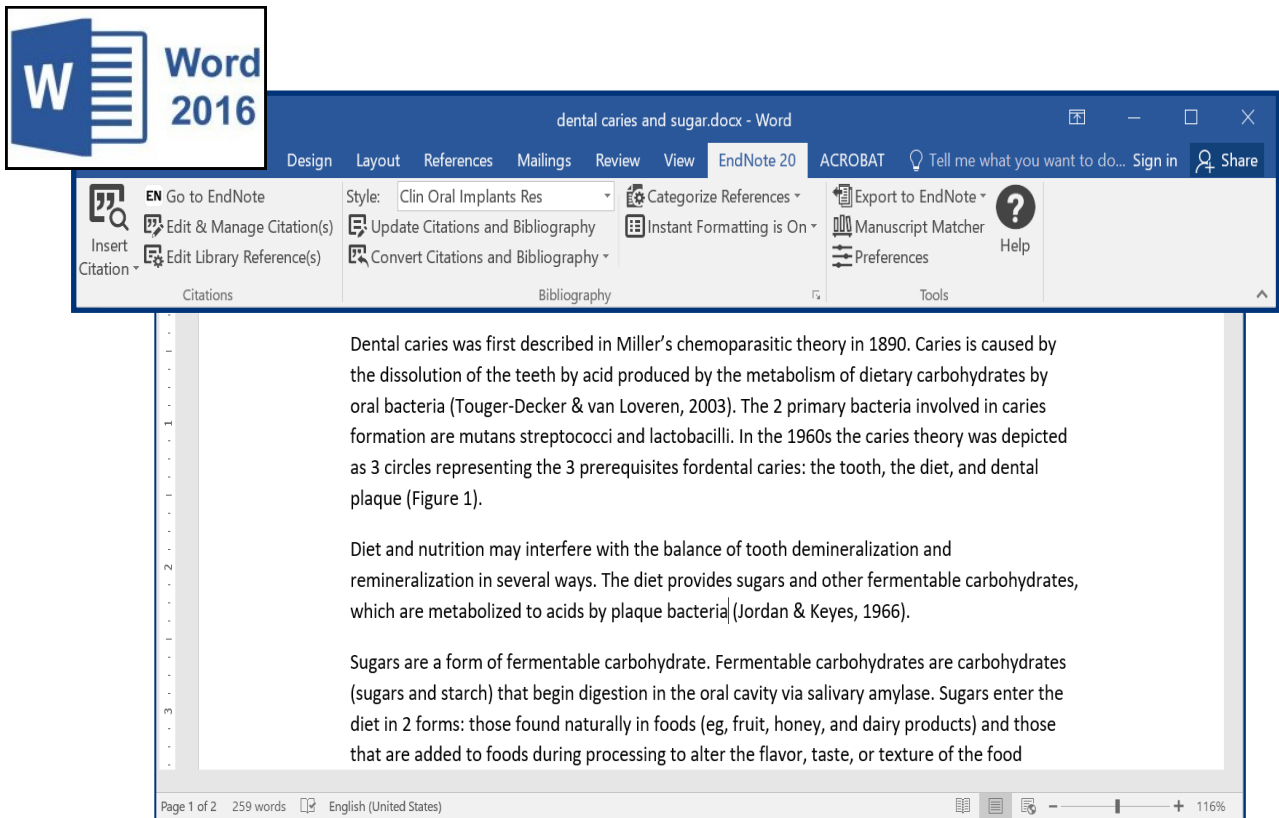
- Insert **figures and charts**



- Format the **citation style** of the entire essay

4. Cite While You Write

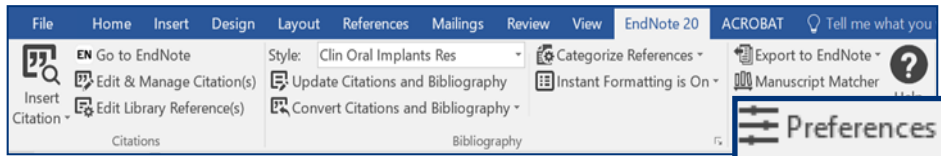
An **Endnote toolbar** will appear in Word once Endnote is installed on your PC



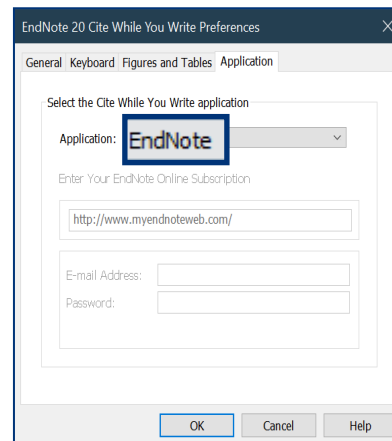
The EndNote online account login dialog keeps popping up whenever I click the EndNote tab in MS Word. What should I do?

Solution:

- 1 In Word, select the EndNote tab and click **Preferences**



- 2 The box EndNote X9 Cite While You Write Preferences is shown. Click **Application** > Select **EndNote**



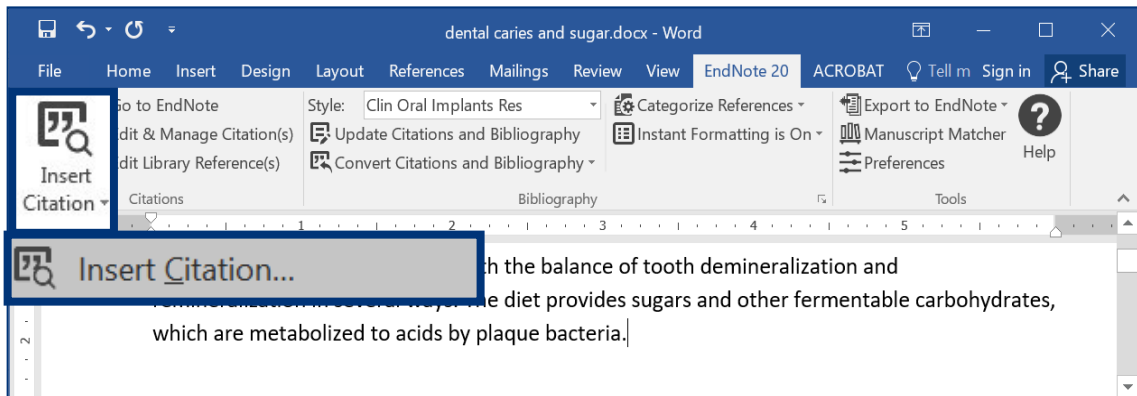
4. Cite While You Write

4.1 Insert a Citation

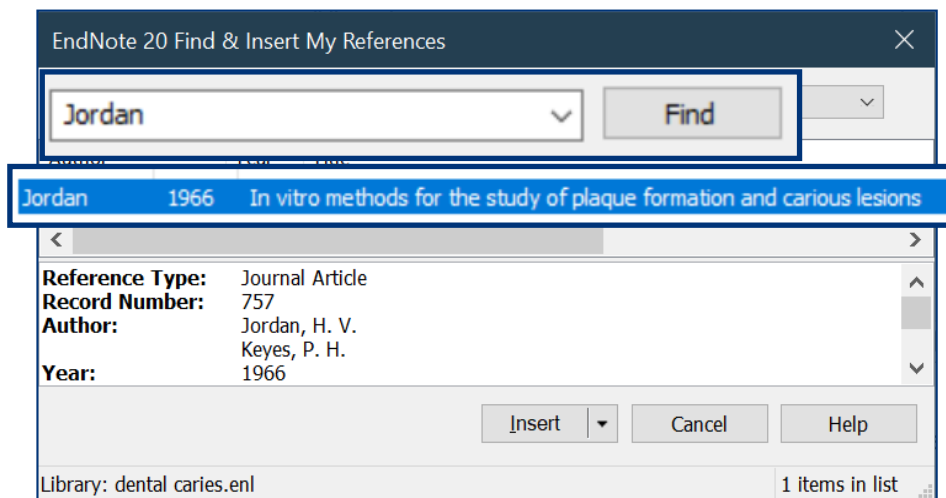


Method A Insert Citation

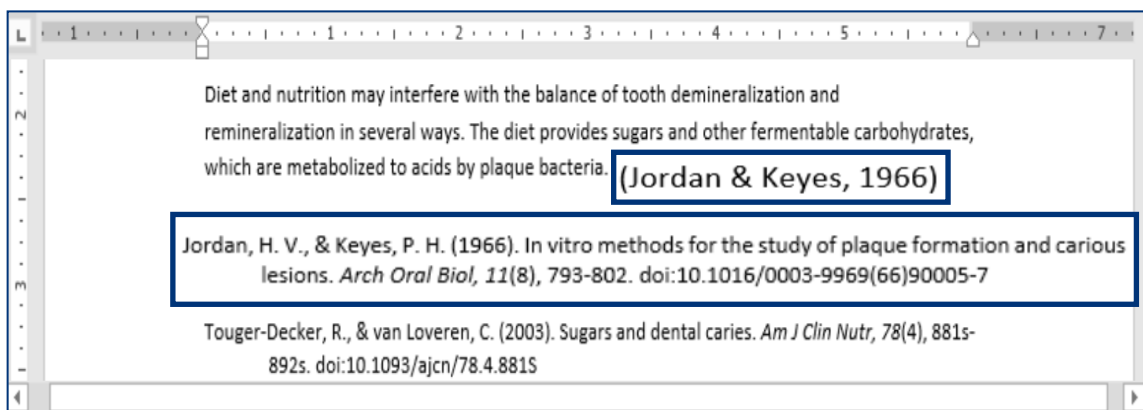
- 1 In Word, **place the cursor** where you like to insert your in-text citation. Select **Insert Citation > Insert Citation**



- 2 Find your citation. Then, highlight the **desired citation**, and click on **Insert**.



- 3 The **in-text citation** and the **reference** will be inserted into your document.

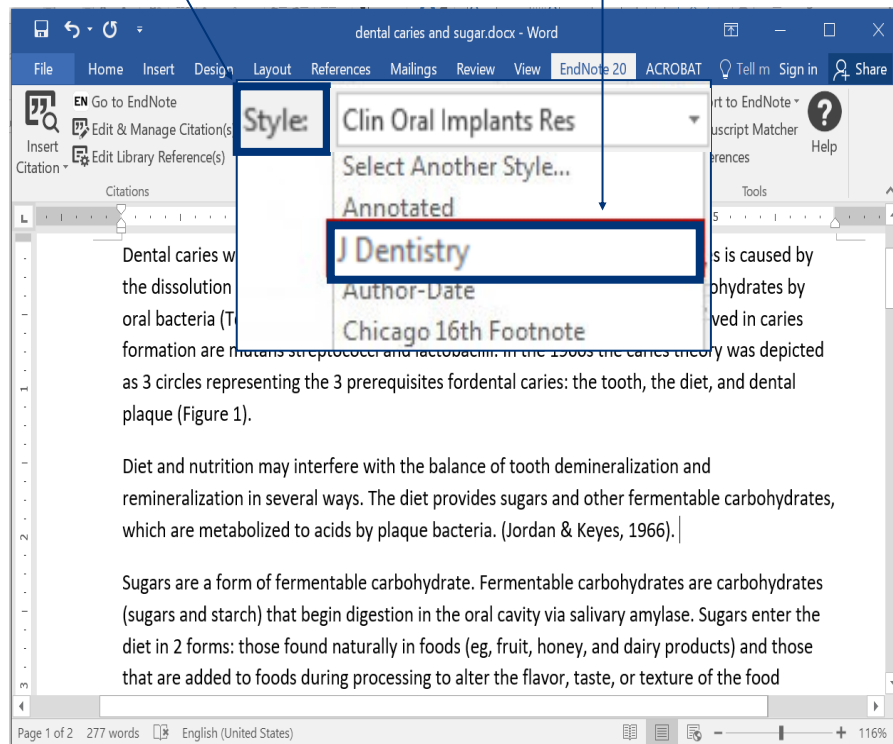


4. Cite While You Write



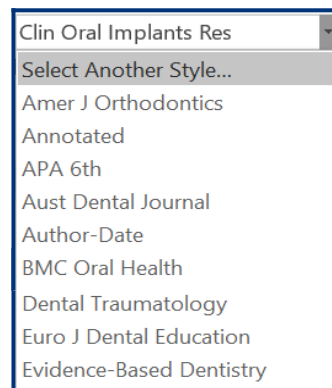
Change the citation style

- 1 In the **Bibliography** tab section, open the **Style** pull-down menu.
- 2 Select your **desired citation style**, e.g. J Dentistry.



Can't find the Citation Style?

From the **Style** pull-down menu, choose **Select Another Style**.



If the style is not on the list,
visit Endnote website

<https://www.endnote.com/downloads/styles>

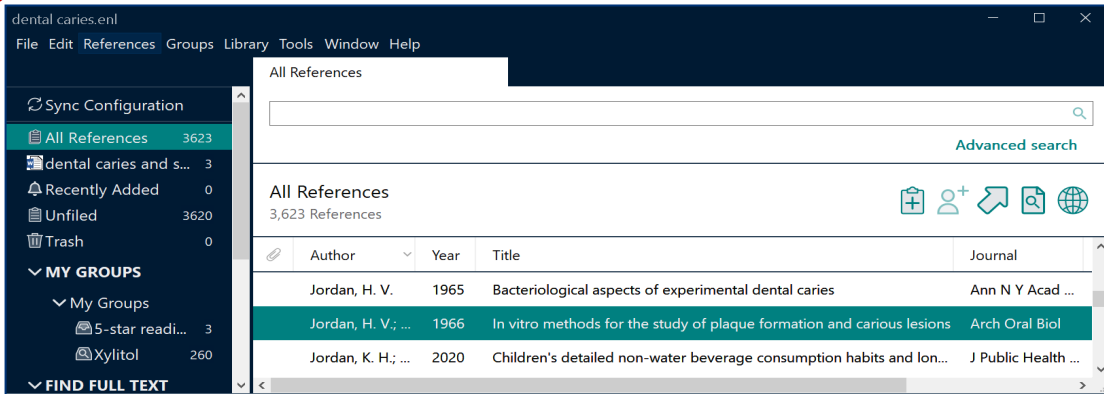
There are more than 6,000 bibliographic styles there!

4. Cite While You Write

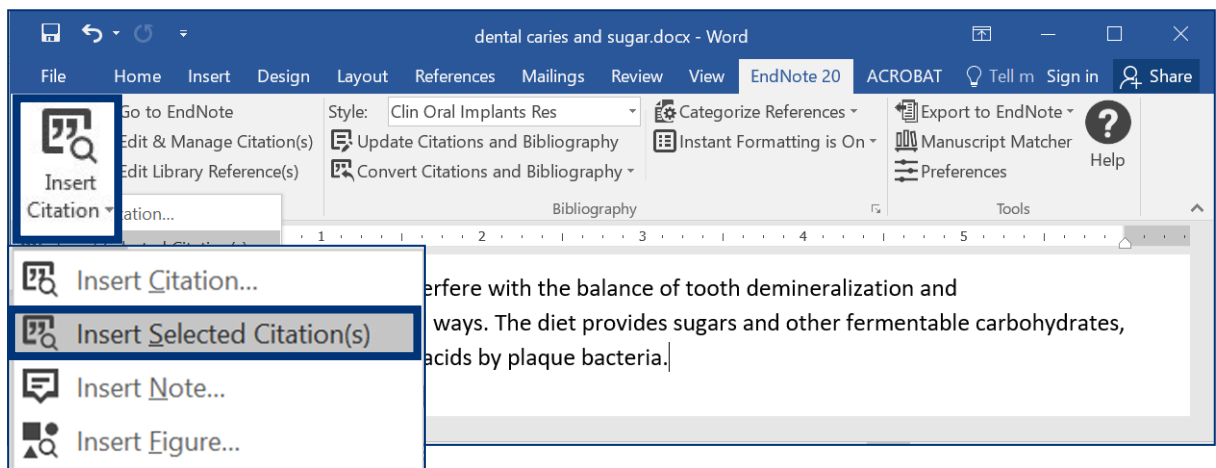
Method B **Insert Selected Citation**



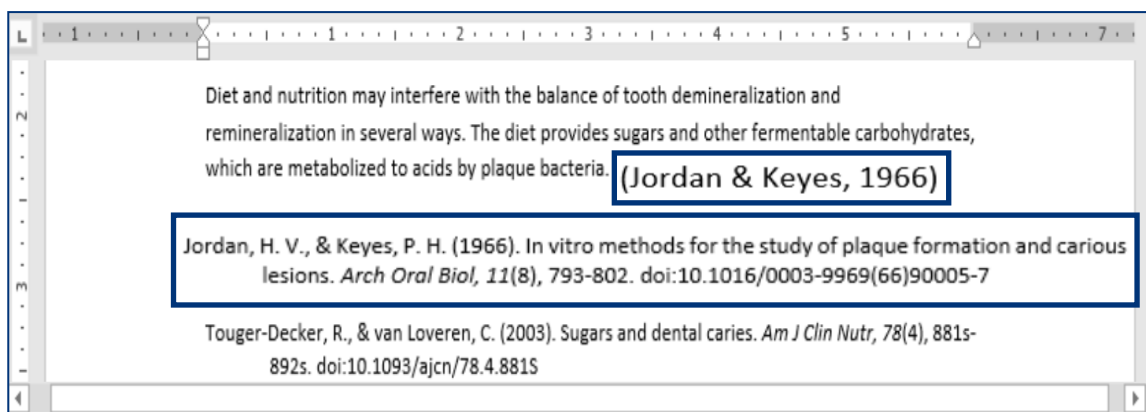
1 In **Endnote**, highlight the **desired citation**



2 In your Word document, **place the cursor** where you like to insert your in-text citation. Select **Insert Citation > Insert Selected Citation(s)**



3 The **in-text citation** and the **reference** will be inserted into your document.

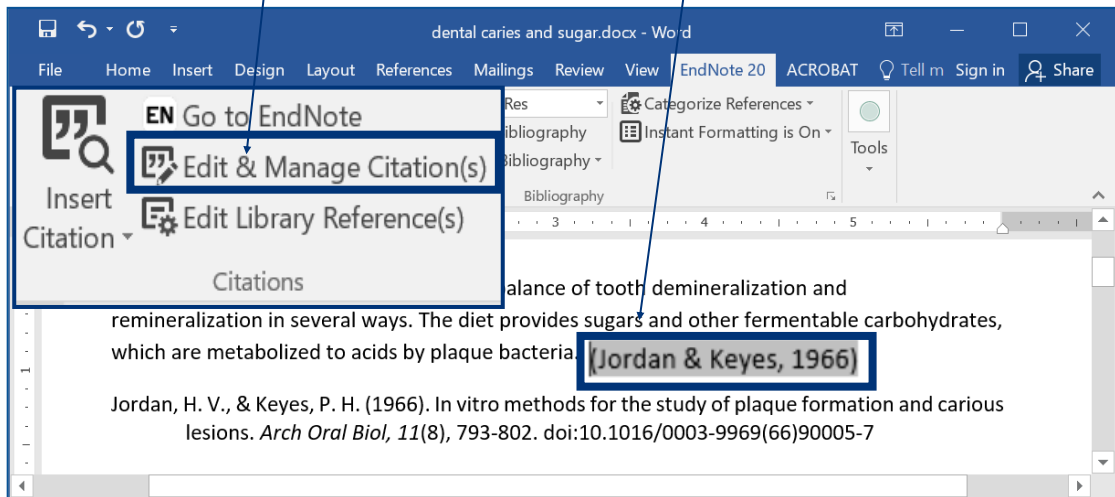


4. Cite While You Write

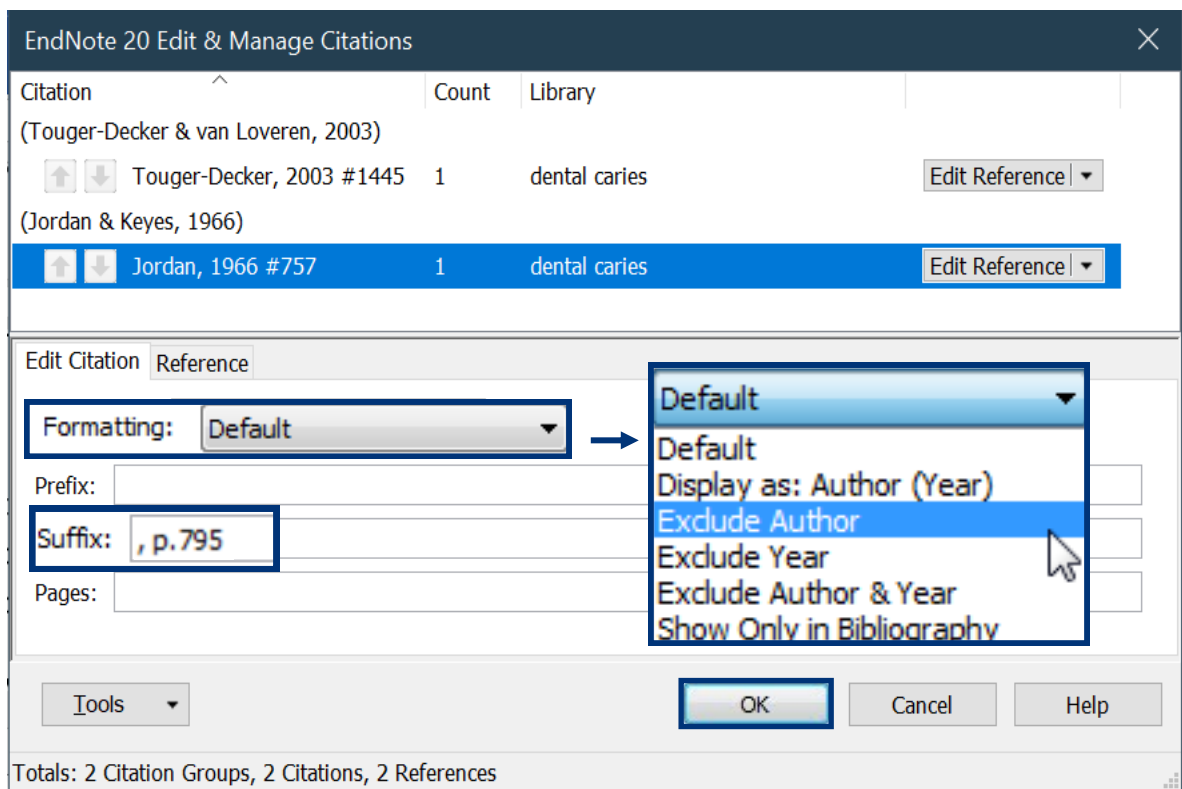
4.2 Edit & Manage Citation(s)

1 Place your cursor on the in-text citation you would like to edit. The citation will turn grey.

2 From the Citations tab section, click on **Edit & Manage Citation(s)**.

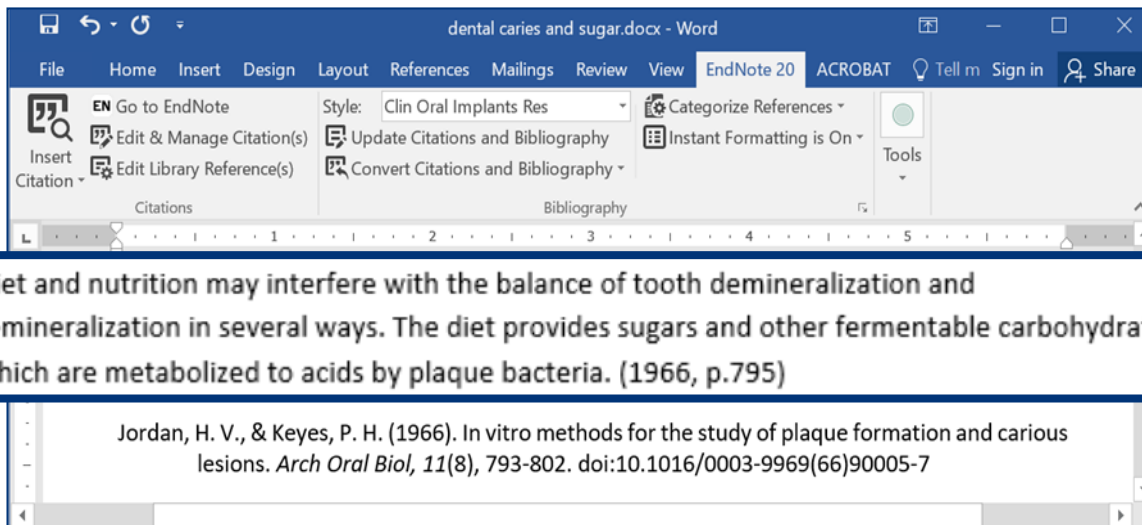


3 Specify your options, e.g. Exclude Author, add page numbers
 (**Note:** Use **Suffix** to add page numbers if **Pages** does not work.)



4. Cite While You Write

4 The in-text citation will be changed accordingly.

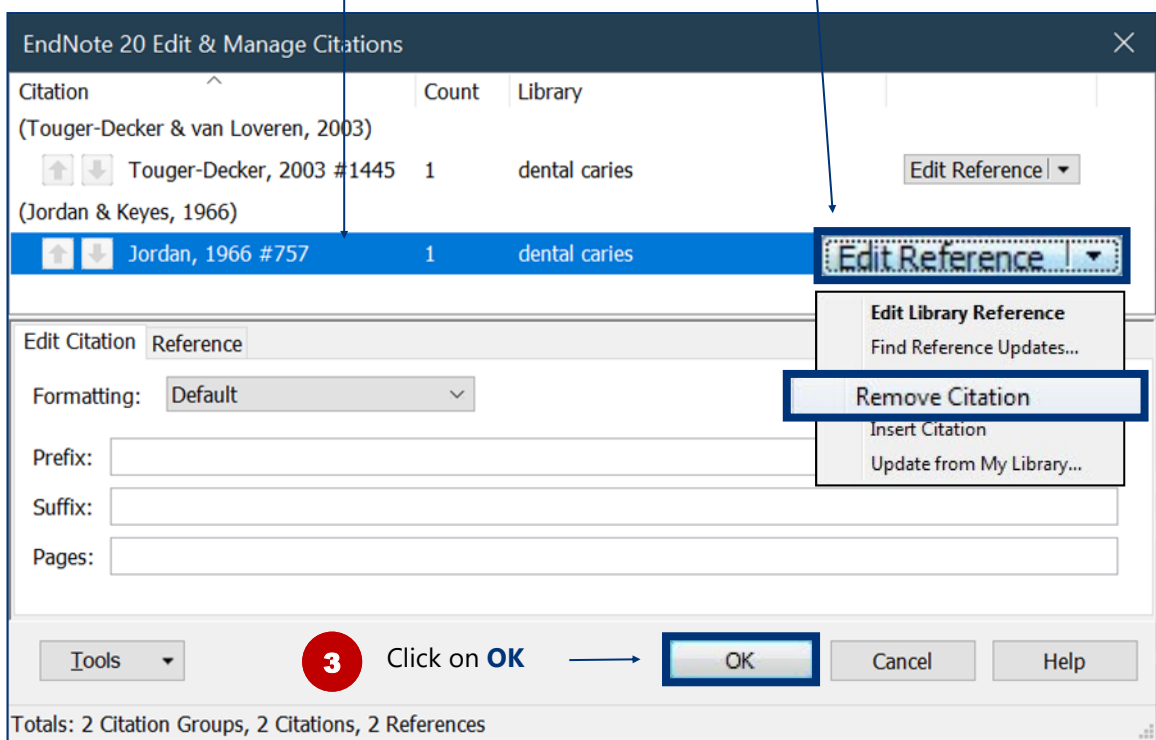


EXTRA Removing a Citation

Important: **DO NOT** remove citations using the delete function in Word. To remove citation:

1 From the **Edit & Manage Citation(s)** menu, highlight the **desired citation**

2 Open the pull down menu for **Edit Reference**, and then select **Remove Citation**.

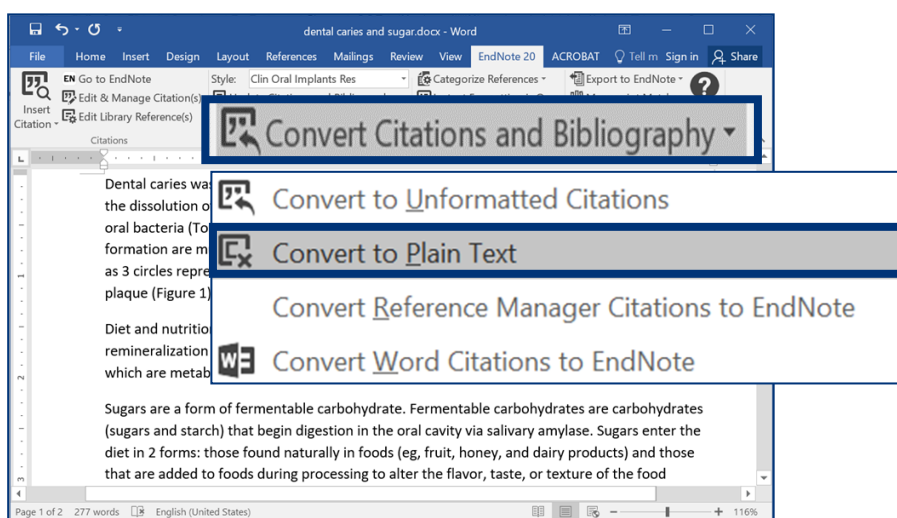


4.3 Remove Field Codes

Before submitting your paper, you may wish to remove the Endnote field codes. The recipient can then view the document properly without using Endnote

- 1 To remove field codes, select:

Convert Citations and Bibliography > Convert to Plain Text



- 2 A new Word document will be created. Click on **OK** and save the file under a **new filename**

