

MEDIATHEEK

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Library manual EndNote X9 or higher

Introduction

EndNote is software that enables you to build, maintain and use bibliographies. The integration of EndNote with Word enables you to add references in your text during your writing process and simultaneously build a bibliography. You can select from over 500 reference styles, amongst which is APA.

To start working with EndNote follow the steps below.

EndNote versions

- **EndNote X9 or higher:** Installation files for both Mac and Windows pc are available. Installation is free for HR students and personnel. For use on your own device you can download the software via:
<https://www.rotterdamuas.com/endnote/>
 - Compatible with Word, OpenOffice and PowerPoint. Importing references from databases made easier with X9. Add-ons are installed automatically (just make sure Word is closed during the Endnote installation!).
- **EndNote Web:** free online. Compatible with Word and OpenOffice on Windows pc's, compatible with Word on Mac. Add-ons must be installed manually. Importing references from databases is more complex compared to X9.
- **EndNote app:** for Ipad, approx. €4

EndNote and EndNote Web can be used together. In that case data will be synchronised via your web account.

This manual describes the installation, set-up and use of EndNote X9.

EndNote X9 or higher

Step 1: Installation and set-up [Make sure the Word application is closed]

➤ **Install EndNote on your own device.**

Go to the website below and download the preferred installation file (login required):

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

Note: The Windows version requires you to unpack all installation files and then start "ENX9Inst.msi". If you don't, EndNote will ask for a product key and installation will fail.

➤ **Install EndNote on a HR desktop.**

Via Startmenu, Liquit, EndNote X...

Follow the instructions on the screen and execute a standard installation.

For optimal use, we recommend the following settings (at Edit  Preferences...):

At **Find Full Text:** For "OpenURL Path" input:

<https://hogeschoolrotterdam.on.worldcat.org/atoztitles/link>

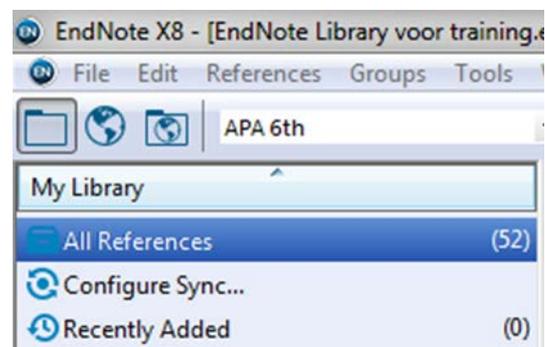
For "URL" input: <https://ezproxy.hro.nl/login?url=>

At **Sync:** Click on the "Enable Sync" button and enter your [EndNote Web](#) login, or create a new account. In this way you can synchronise your EndNote library between various installations.

Step 2: Create your personal library

Start EndNote and create a personal library via File-menu, New. It is not necessary to create a separate library for every theme or research project. It is possible to create groups per subject or research project within your personal library (max. 100.000 records).

Next, select a citation style (f.e. APA 6th).



Step 3: Adding references

There are multiple ways to enter references in EndNote:

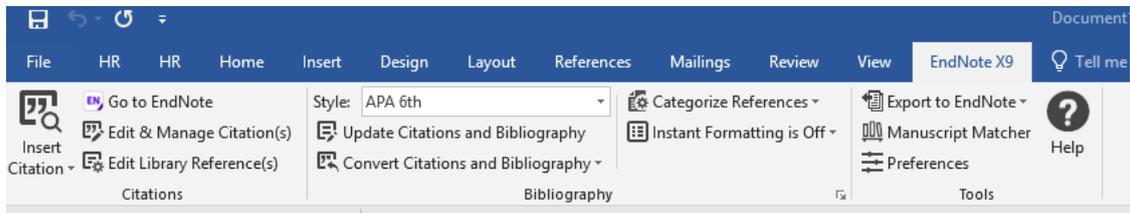
- Manually via  button
- Searching via the Online Search button 
- During a database search, use the export/import functionality (choose EndNote or RIS format). Some databases offer the possibility to (semi-) automatically transfer references to EndNote. In the appendices you will find more information on how this works in some of the databases.

Please note: It is possible that mistakes occur in the exported/imported references. Always check whether your references are correct, complete and in the correct bibliographic fields.

Add-ons

Citing in Word

Using references from EndNote in your Word text with the Plugin.



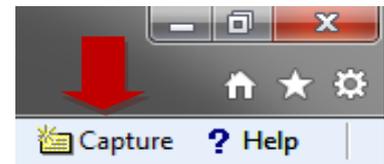
In Word, click on the EndNote tab.

1. Select your reference style under 'Style'. For example: APA 6th or MLA.
2. Click on "Insert Citation".
3. Search for the reference you need and select it.
4. EndNote will make the reference in the text and automatically updates the bibliography at the end of your document.

NOTE: If you are working with Mac, an EndNote toolbar occurs after installation of Cite While You Write, thus enabling you to import references. Cite while you write only works after selecting the correct EndNote version: Go to Extra> EndNote> Cite While you write preferences> application> select the correct EndNote version.

Capture Reference tool

The Capture tool is a button in your browser that enables you to create a web page description for EndNote. Make sure that all the required information has been entered and add details where necessary. Also check whether the correct material has been selected under "Reference Type" (f.e. *Web Page*).



This add-on is installed automatically during installation of EndNote on your device.

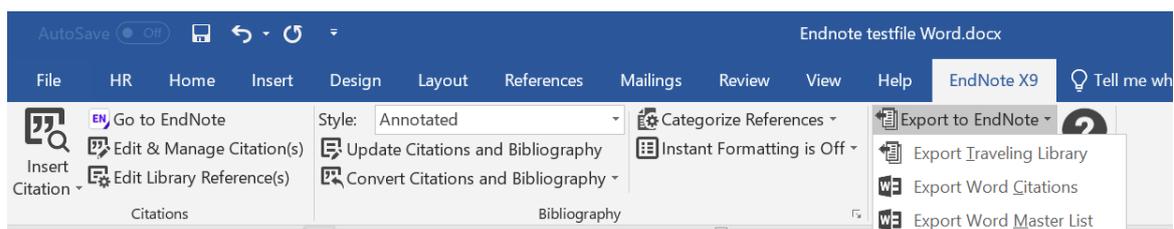
Switching to EndNote

Exporting Word references to EndNote

If you already have entered references in Word via the tab References but want to switch to EndNote, you can export the references from Word to EndNote.

Make sure the EndNote plugin is installed in Word.

Click on the EndNote Tab and subsequently on Export to EndNote. You can now choose between exporting a complete 'master list' of references or just the references you have used in your text.



Appendix 1: Importing in EndNote from different sources / databases

Google Scholar & EndNote

- Step 1: Go to scholar.google.com
- Step 2: Select option "Settings"
- Step 3: Set Bibliography manager to:
- Step 4: Save your changes
- Step 5: At the bottom of a reference click "Import in EndNote" en save the file.



Digital Plagiarism: An experimental study of the effect of instructional goals and copy-and-paste affordance

[Y Kauffman, MF Young - Computers & Education, 2015 - Elsevier](#)

... rate of conventional approaches to plagiarize. According to Alzahrani, Salim, and Abraham (2012), acts of **plagiarism** can range from copying texts to adopting ideas without **citing** sources. In addition, they provided a taxonomy ...

[Importeren in EndNote](#) [Opslaan](#) [Meer](#)

- Step 6: Look for the file and double click on the saved file to open and save the reference in EndNote. Importing references can also be done within EndNote via menu File > Import.

NOTE: Mistakes can occur in the exported information, so we advise you to check whether the reference is correct, complete and in the correct bibliographic fields.

JSTOR & EndNote

To import references from JSTOR in EndNote use the Citation Tools button. Next select "Export Selected Citations". Under "Select a format" select RIS file (EndNote, ProCite, Reference Manager) and save the file.

Sort by: Relevance ▾ | Show snippets

Export Selected Citations ▾

JOURNAL ARTICLE

[Cultural Constructions of Plagiarism in Student Writing: Teachers' Perceptions and Responses](#)

[Shih-Chieh Chien](#)

Research in the Teaching of English, Vol. 49, No. 2 (November 2014), pp. 120-140

Topics: [Plagiarism](#), [English teachers](#), [Writing teachers](#), [Basic writing](#), [Chinese culture](#), [Universities](#), [Computer software](#), [British culture](#)

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Cite this Item

Double clicking the saved file will open EndNote and automatically save the file in EndNote. You can also import references via the EndNote menu File > Import.

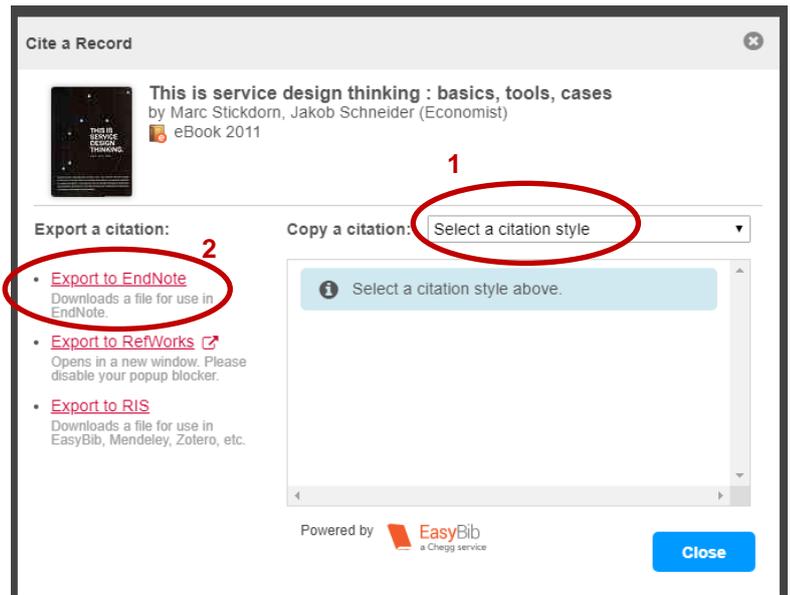
START & EndNote

To import references from START into EndNote use the Cite button.

First select the preferred citation style. Next you select "Export to EndNote" and save the file.

Double clicking the saved file will open and save the reference in EndNote.

Importing references can also be done within EndNote via menu File > Import.



More information on EndNote can be found on the library website under: [Tools and Documentation](#)

Business Premium Collection and EndNote

To import references from Business Premium Collection in EndNote use the **Save** optie. Next you select "**RIS (works with EndNote, Citavi, etc.)**". Open the .RIS-file and it will automatically be imported in your EndNote library.

