

A quick introduction to EndNote 9 at NTNU

—A hamster on crystal meth

(Please note that I assume that you have installed EndNote, if you haven't, see the installation instructions at <http://www.ub.ntnu.no/litteratur/sprakvit/lingnux.php>)

About EndNote

Endnote 9 offers the following:

- Storage of references
- Creation of formatted citations
- Creation of formatted bibliographies (reference lists)

A quick tour of EndNote

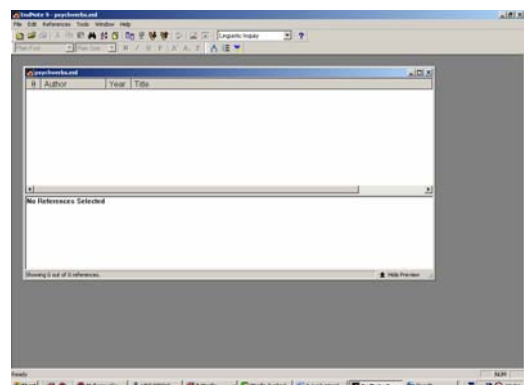
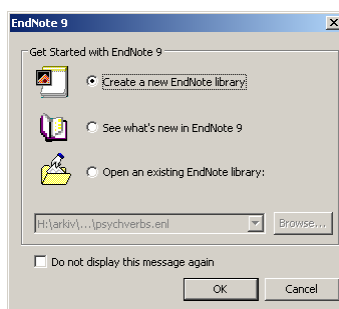
This “quick tour” introduces several core concepts of EndNote, including:

- Searching for literature using EndNote
- Creating a collection of references (known as a “library”) from different sources
- Editing references in your library
- Creating a formatted bibliography for use with any wordprocessor
- Using Cite-While-You-Write (CWYW) functionality with Microsoft Word
- Exporting your final document for use

Creating a library

Click on the EndNote icon

Choose to create a new EndNote library (where you will store your references), call it “psychverbs.enl”



Enter the following data:

New Reference

Reference Type: Book

Author
Chomsky, Noam

Year
1992

Title
The minimalist program

Series Editor

Series Title

City
Cambridge, Mass.

Publisher
MIT Press

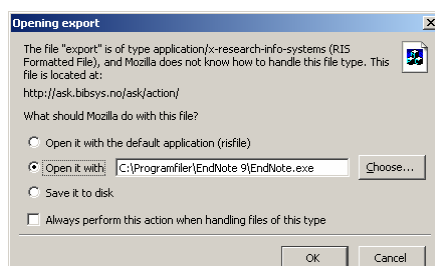
Volume

Number of Volumes

Close the window.

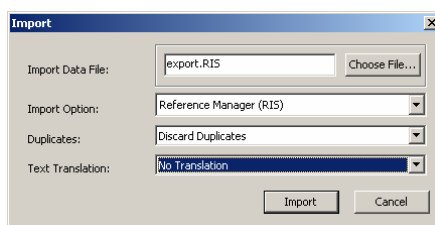
You can Edit the reference by double clicking the title in the library window (because the date should be 1995, not 1992). Or delete the reference by selecting it and choosing **References > Delete References...**

If your computer is set up to recognise RIS files as EndNote files, the following dialogue appears:



For the present experiment, we can pretend that your computer does not recognise RIS files, and click **Save it to disk** and then **OK**.

Swap to EndNote, choose **File > Import**

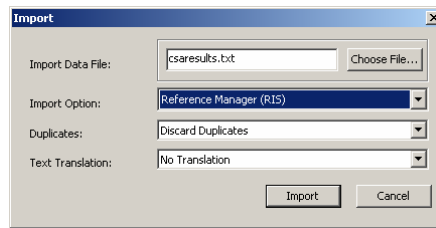


Click **Choose File...** to select the file you saved to disk. Choose **Reference Manager (RIS)** format from the **Import Options** drop-down menu. Choose **No Translation**¹ from the **Translation** drop-down menu. Now click **Import**.

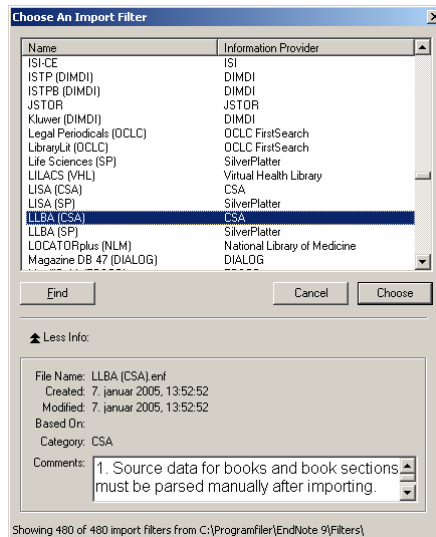
This imports the reference into your library. Choose **References > Show All References** to show all the references in your library.

Something worth remembering: RIS is the format to look out for.

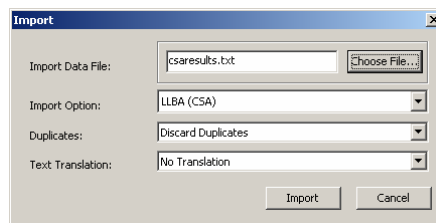
¹ It is sometimes necessary to translate from one character set if the database you are search uses a different character set than the character set you are using on your computer: typically you can try Western European (ISO-8859-1) or Unicode (UTF-8), which are the most common standards for Latin scripts.



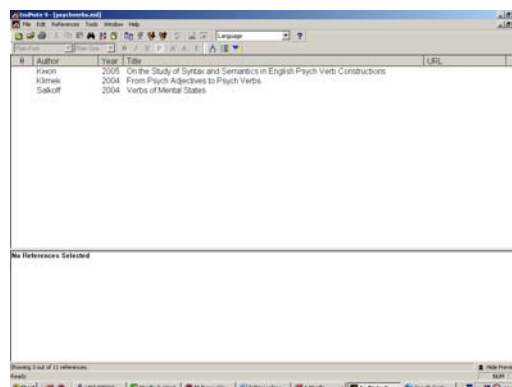
Select **Other Filters...** from the **Import Option** drop-down menu. You can choose to discard duplicates (if there were any duplicates in the list they will be discarded). Choose **No Translation** from the **Text Translation** (see ff. 1, above) drop-down menu.



Select **LLBA (CSA)** from the list. Click **Choose**.



Click **Import** in the import dialogue.

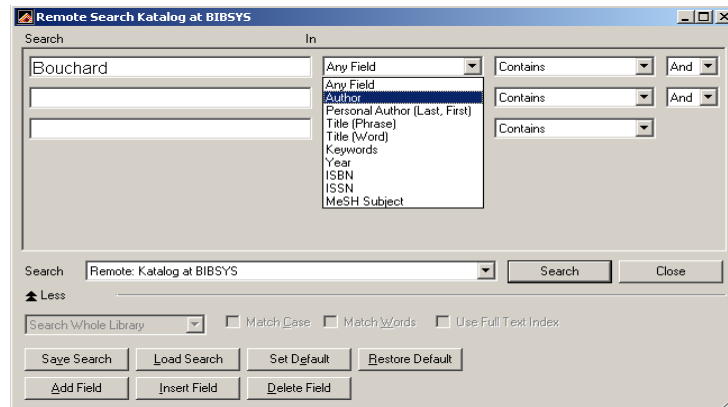


This imports the selected references into your library.

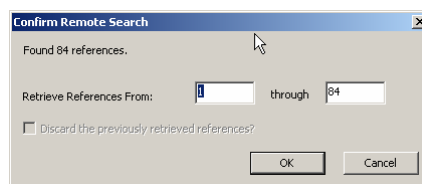
To show all references, choose **References > Show All References**.

Searching

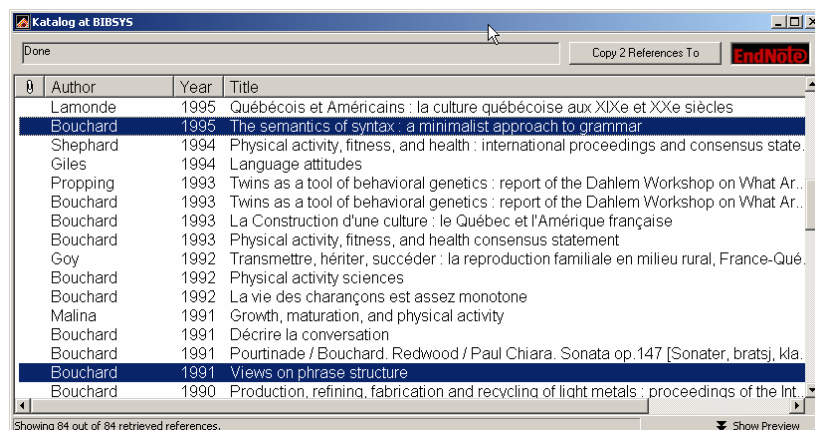
In the search window, enter a search field and write “Bouchard”, select Author from the drop-down In list, then click Search.



The next dialogue indicates how many references correspond to your search criteria, if there are a large number of results, you might consider refining your search as reference retrieval can be quite time-consuming.

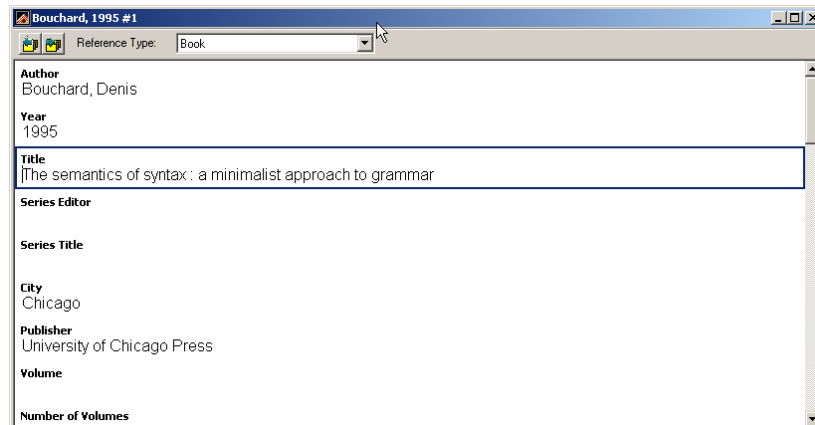


Once the references have been retrieved, they are stored in a temporary library which will disappear once you close its window. You can select the references that match your criteria, here we want books by Denis Bouchard; CTRL+clicking items allows you to select more than one item simultaneously. Note also that you can sort the list by clicking the column headings. Select “The semantics of syntax” and “Views on phrase structure”.

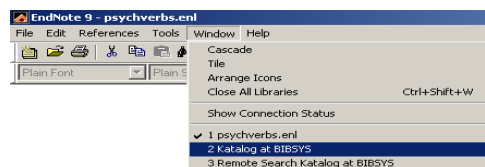


Managing references

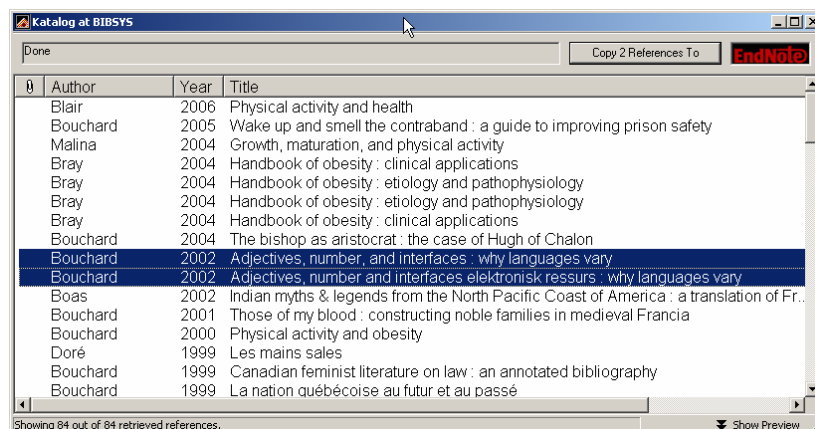
This window allows you to sort the references by clicking on the column titles in the same way as the temporary library (which contains the stored references from the search). In this window, you also get a preview of the (first) selected reference; the reference is previewed in the bibliographic style that is selected (we return to this below). Double clicking one of the references brings up the full bibliographic record for this book, and includes all of the usual data for a reference as well as keywords and other data from the database. You can add data, and delete things that you find irrelevant.



Change back to the temporary library of results from BIBSYS, to do this either choose Window > Katalog at BIBSYS, or click this window.

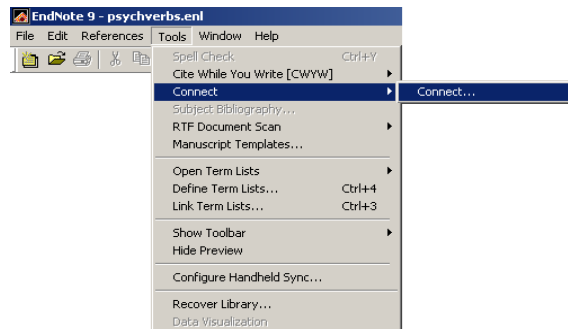


Once you have done this import two further references from BIBSYS, both of which are titled “Adjectives, number and interfaces”, one is a physical book, the other is an eBook. Note that you can select contiguously (several items that are grouped together without space) by SHIFT+clicking.

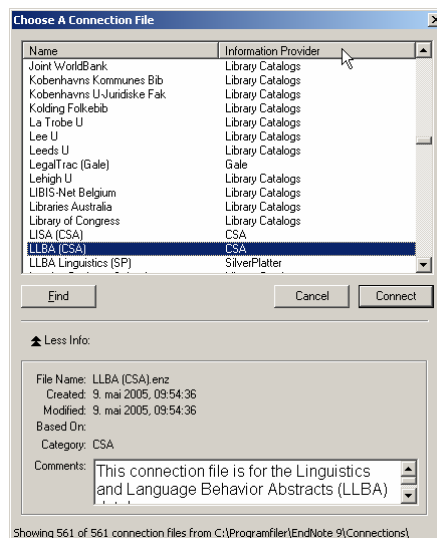


Searching other databases

Choose Tools > Connect > Connect...

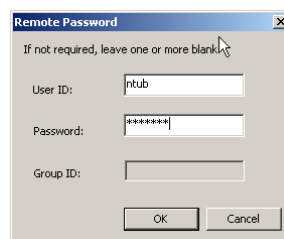


Now choose a new database: LLBA from CSA, click **Connect**. Connecting to this database allows you to search for journal articles about linguistics.



Because this is a commercial database, you require a username and password; for CSA databases, these are

- ntub
- ***** → contact the library for password information



We are currently looking for a single journal article by Adriana Belletti and Luigi Rizzi. In the search fields enter their names and select **Author** from the drop-down menus. Click **Search**.

Press “q” on the keyboard to insert a “θ”

Belletti, 1988 #5

Reference Type: Journal Article

Author
Belletti, Adriana
Rizzi, Luigi

Year
1988

Title
Psych-Verbs and θ-Theory

Journal
Natural Language & Linguistic Theory

Volume
6

Issue
3

Pages
291-352

Date
Aug

Next you need to edit the text in the journal title, here ampersand has been replaced by the html entity “&”; select this text.

Belletti, 1988 #5

Reference Type: Journal Article

Author
Belletti, Adriana
Rizzi, Luigi

Year
1988

Title
Psych-Verbs and θ-Theory

Journal
Natural Language & Linguistic Theory

Volume
6

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Pages
291-352

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Aug

Press “&” on the keyboard. When you do this, the title becomes red; this is to warn you that you have updated the “terms list”, which includes any information written in the author, title or keyword fields.

Belletti, 1988 #5

Reference Type: Journal Article

Author
Belletti, Adriana
Rizzi, Luigi

Year
1988

Title
Psych-Verbs and θ-Theory

Journal
Natural Language & Linguistic Theory

Volume
6

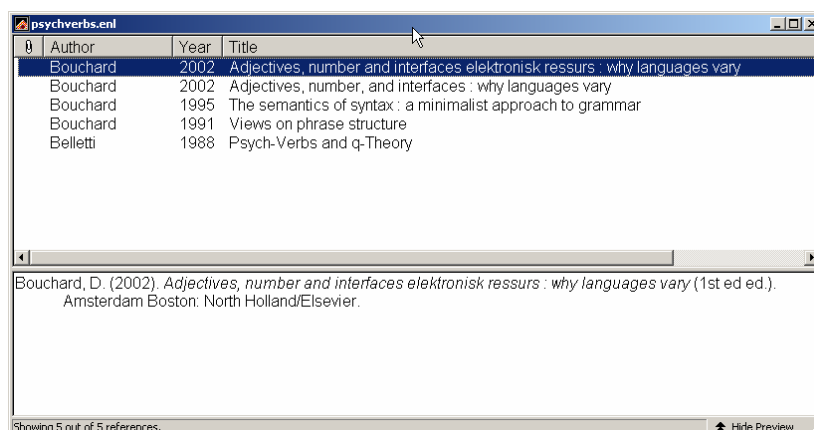
Issue
3

Pages
291-352

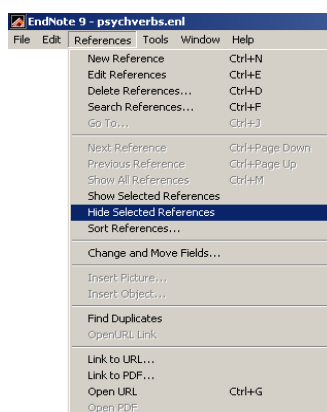
Date
Aug

Type of Article

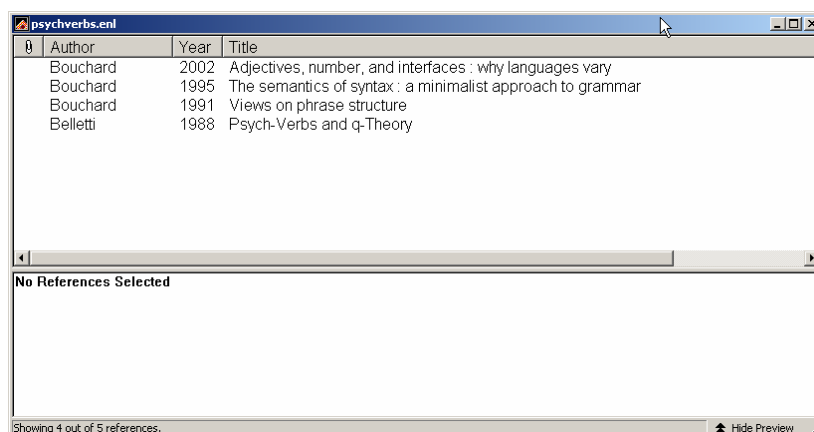
Because we are writing a paper for publication, we want to cite the printed edition of texts, so select the entry for the electronic version of “Adjectives, number and interfaces”.



Now choose References > Hide Selected References.



This hides the selected reference.

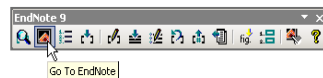


Using Cite-While-You-Write functionality

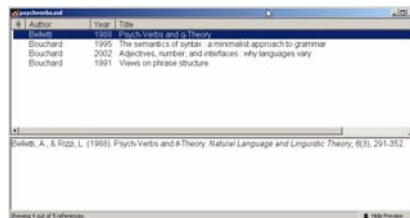
The first thing you need to do to make this test realistic is create a text, copy the following and paste it into a new Microsoft Word document

In the seminal Government and Binding approach to verbs of psychological state, (B&R) posit an analysis for psych-verbs that attempts to account for a perceived deep/surface structure mismatch. (Bouchard 1995) offers an account that amply demonstrates weaknesses in the (B&R) account.

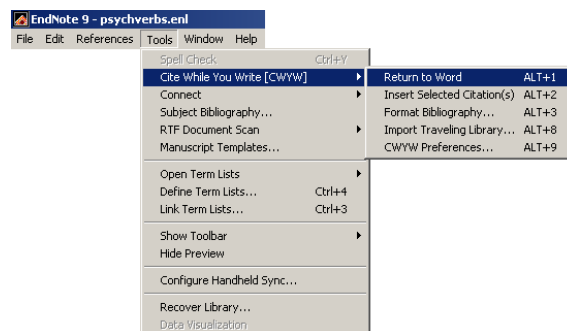
Then go to EndNote, you can do this by clicking the Go To EndNote icon in the EndNote toolbar.



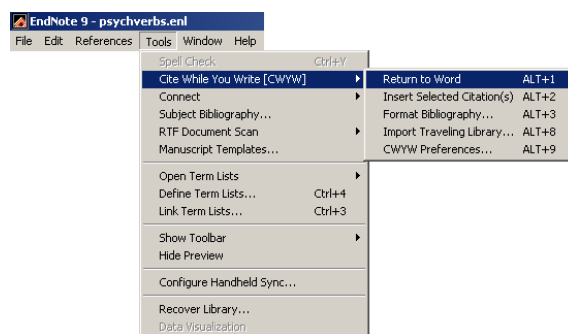
Now select the Belletti & Rizzi article in the “psychverbs.enl” library.



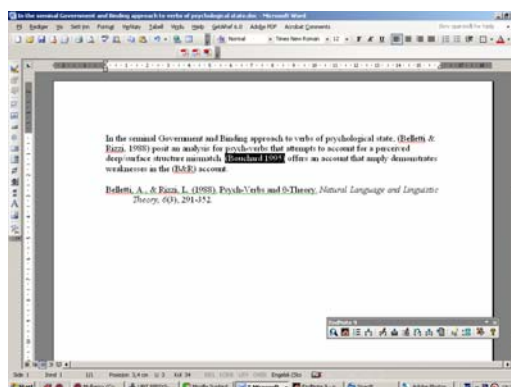
Next select Tools > Cite While You Write [CWYW] > Return to Word



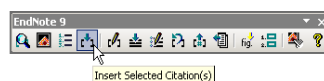
Next select Tools > Cite While You Write [CWYW] > Return to Word



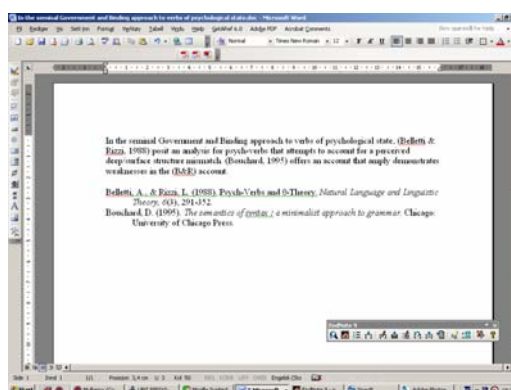
In Microsoft Word, select the text “(Bouchard 1995)”.



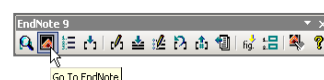
Click the Insert Selected Citation(s) icon in the EndNote toolbar.



This inserts the reference, replacing the placeholder text and updates the bibliography at the bottom of the page.

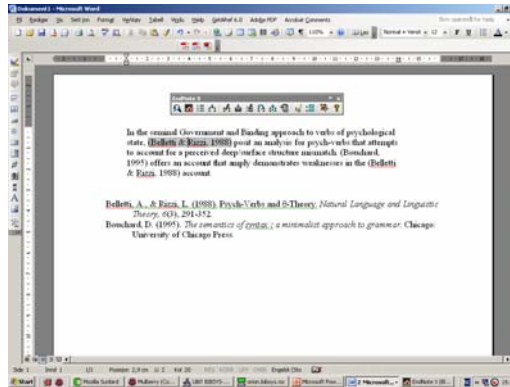


Return to EndNote by clicking the Go To EndNote icon in the EndNote toolbar.



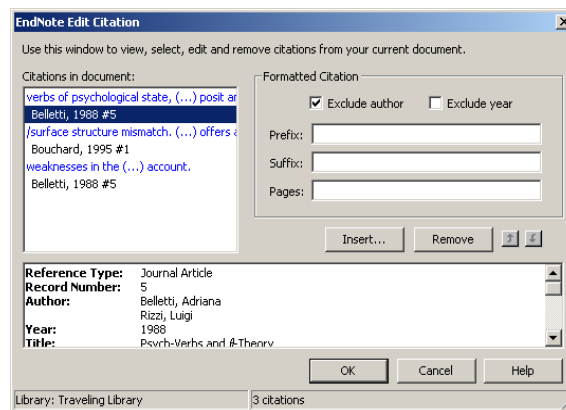
Formatting the entries

In the text, click any of the citations, thus:



Now do one of the following:

- Click the Edit Citation(s) icon in the EndNote toolbar
- Right-click the reference and select Edit Citation(s) from the list



In the resulting dialogue, select **Exclude author** to remove the author name from the citation. Click OK.

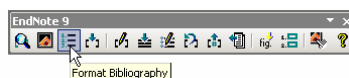
In the word document, enter the text “Belletti & Rizzi” before the citation.



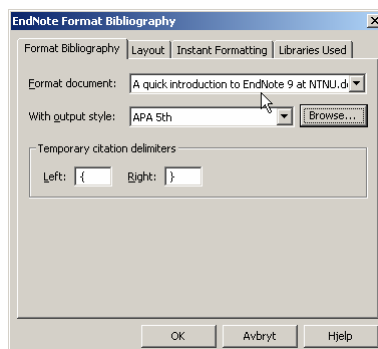
The same can be done for the remaining Belletti & Rizzi citation.

Reformatting for another publication

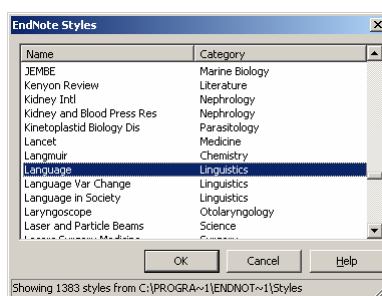
Once you have inserted all of these references, you can easily reformat them by changing the style. To do this, click the Format Bibliography icon in the EndNote toolbar.



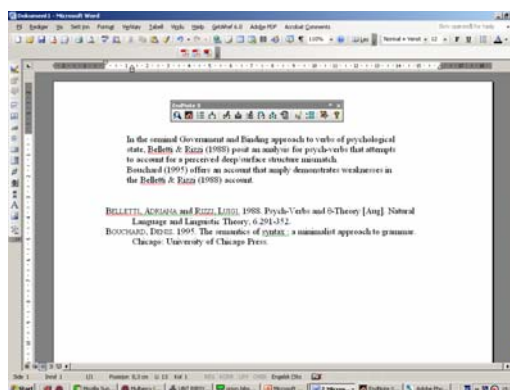
In the dialogue, click Browse...



From the list, choose “Language”. Click OK.



This automatically reformats the text for use in the journal Language.



Summing up

We have seen that EndNote provides powerful functions for citation and referencing; while EndNote takes a lot of the hassle out of this work, it can never replace good scholarship. You still need to know your literature, and keep an eye on how it is presented to readers.

All automatic systems are dependent on the information they process; garbage in, garbage out. We saw that certain symbols are represented incorrectly in the databases, and this problem can only be rectified by manually editing these symbols. If a reference is unfamiliar, it may be impossible for you to recognise that something is incorrect in a reference.

The real strength of EndNote is the re-purposing function, whereby citations and bibliographies can be re-formatted instantaneously by choosing a new style. The styles are not always 100% up-to-date, but editing this — either the stylesheet in EndNote, or manually in the finished document — presents little problem.