

EndNote®
...Bibliographies Made Easy™

Bibliographies Made Easy



THOMSON REUTERS

EndNote: The Top 10 Things to Remember

1. EndNote does not replace the style manual. It will make it easier to follow the manual, but you will still need the manual.
2. Garbage in, garbage out. So check your import results, especially when working with sources such as Google Scholar that may have inconsistent data.
3. Use one EndNote library for all of your writing. It will make your life easier in the long run.
4. Use the Edit Citation command to make changes to citations in documents. Trying to make changes on the screen risks corrupting the EndNote citations.

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5. If you are using footnote styles, your word processor controls the numbering and placement of the footnote and EndNote controls the formatting. So you will first need to insert the footnote using your word processor, then insert the EndNote citation into that footnote.
6. EndNote provides three ways of importing references: online search, direct export, and importing text files. The method you use will depend on which databases you need to work with. Talk to your librarian about searching online databases. They can tell you which databases you have available to you and the best way of searching them.

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7. Online search uses the z39.50 Internet protocol, a standard protocol that was developed just for searching and retrieving bibliographic data. It has limitations.
 - It does not work through proxy servers.
 - It does not use the same port your browser uses.
 - It is not the same protocol your browser uses.
8. EndNote can be customized.
9. For collaboration, use the EndNote Web feature set in EndNote to store references online where your entire project team can access them.
10. Back up your EndNote Libraries.