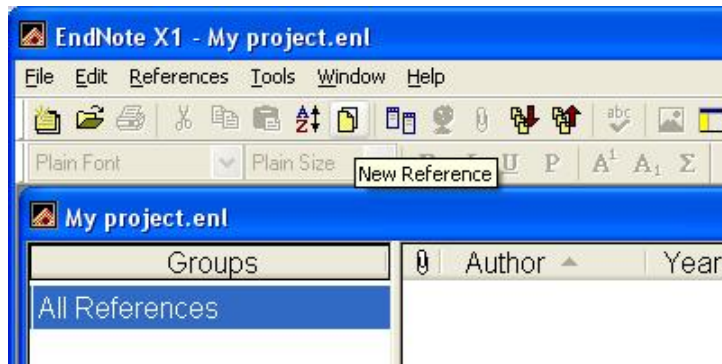


Printer-Friendly View | Normal View

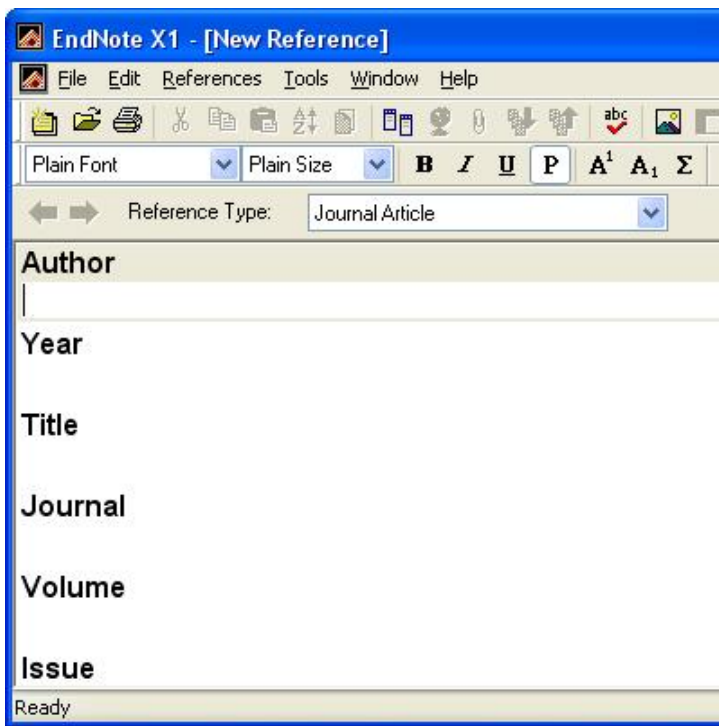
Adding, editing and deleting references

- Adding a reference
- Tips for entering references
- Editing a reference
- Deleting a reference

Adding a reference



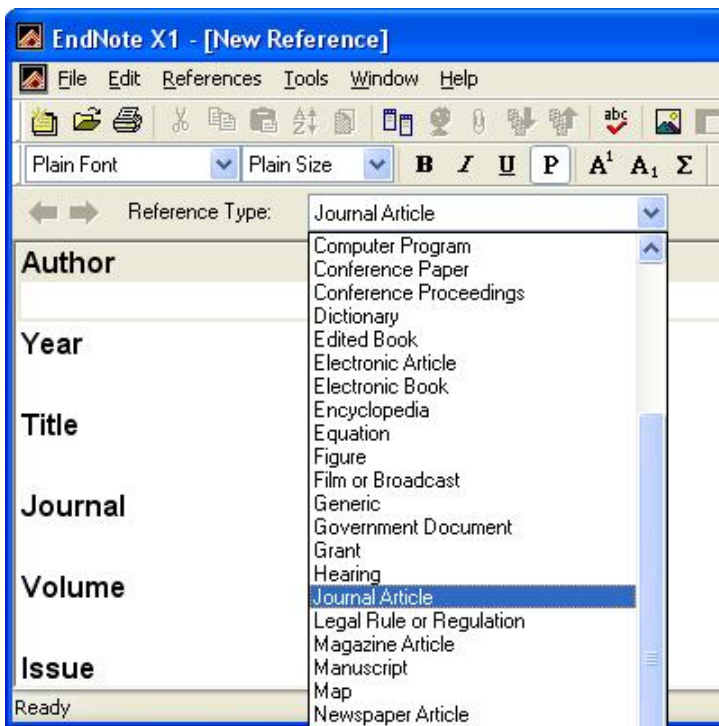
- To add a new reference to your library, click on the  New Reference icon, or click on **References | New Reference**.



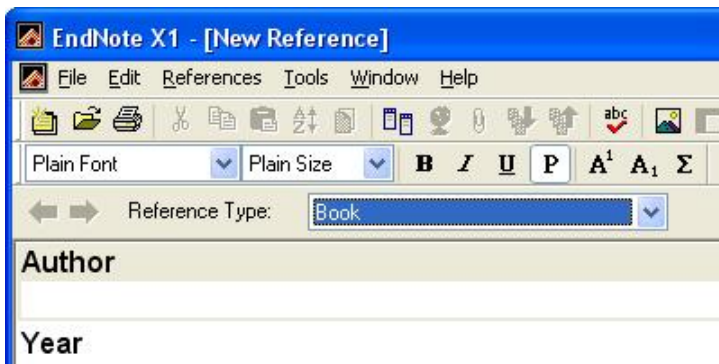
- A **New Reference template** appears.

Before you begin entering reference details, ensure that you have chosen the correct **Reference Type**.

- The **Reference Type** determines the **fields** included in the reference template.
- The **default** Reference Type is **Journal Article**.



- Click on the down arrow to display the **Reference Types** available, then click on the type you want.



- Click your mouse in the first field of the reference template to begin entering data.
- Use the **Tab** key to move to the next field, and **Shift-Tab** to return to the previous field.
- Alternatively, click your mouse on the field you wish to go to.

Closing a reference (by clicking onto the lower X in the top-right hand corner) automatically **saves** it.

Tips for entering references

Author details

- When entering author details, use one of the following formats:

Hamilton, Peter William
Hamilton, P. W.

- **Multiple authors** should be entered on **different lines**. Press **Enter** to add an extra line in a field.
- Authors with **surnames of more than one word** should be entered as (e.g.) **de Gaulle, Charles**.

Corporate authors

- When entering **corporations** as authors, put a **comma** after the name so that EndNote doesn't interpret it as first and last names, e.g. **Australian Catholic University,**
- If a corporate name includes **internal commas**, (eg. Waterford Industries, Publications Department) replace the first comma with two commas and do not put a comma at the end, e.g. **Waterford Industries,,Publications Department**

Titles

- It is best to **capitalise titles** as you want them to appear in your bibliography.
- Enter titles **without a full-stop**, or any other **punctuation**, at the end.

Page numbers

- Enter **page numbers** in either of the following formats:

547-592
547-92

Dates

- EndNote does **not** re-format dates, so enter **dates** as you want them to appear.
- Do not enter the **year** again in this field, e.g. **September 5** not September 5, 2002 or 05/09/02.

Edition statements

- When entering book or book section references, you must enter the full **edition statement**, not just the number, e.g. **2nd, rev. and upd.**

Entering non-English and other unusual characters

Special characters and diacritical marks not available on your keyboard can be entered into an EndNote reference using the **Character Map** application supplied with Windows.

- Click on **Start | Programs | Accessories | System Tools | Character Map** to run Character Map.
- Find the character you want and **double-click** on it.
- Click the **Copy** button.
- Return to EndNote, place your cursor where you want the character to go, then click on **Edit | Paste**.

Editing a reference

- **Double-click** on a reference to view or edit it.
- Make any changes to the reference's details.
- Closing the reference's window will **save** the changes you have made.


To open more than one reference for editing, click on the first one, then hold down the **CTRL** key and click on the others in turn.



- **Double-click** anywhere on the **highlighted references** to **open** them.

The references open, one behind the other, on your screen.

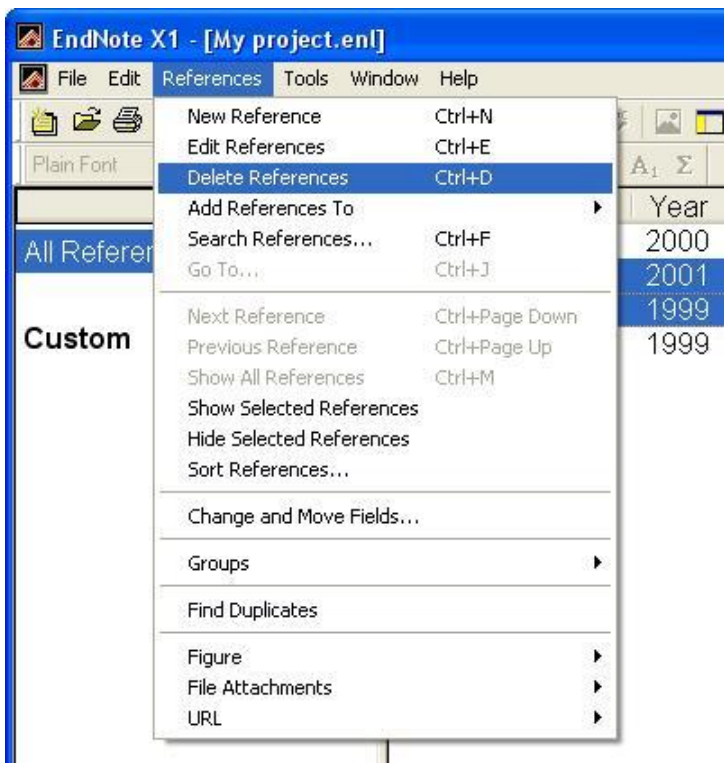
- Make any changes required.
- Closing each reference's window will **save** the changes you have made to that reference.

You can also spell-check an open reference by clicking on the  icon.

Deleting a reference



- **Highlight** the reference(s) you wish to delete. To highlight more than one reference, hold down the **CTRL** key whilst clicking on the references you wish to delete.



- Click on **References | Delete References**
- You will be asked to confirm that you wish to delete the references. Click on **OK**.