Welcome! Nau mai haere mai!

EndNote for postgraduates
March 2019

Before the webinar begins, please:

- Make sure your microphone is muted:

- Introduce yourself using the Chat feature in the right hand panel:

- If you don’t see the right hand panel, click this button:

During the webinar, please use the Raise hand button if you wish to talk with your microphone, or use Chat to ask questions.

Thank you!
Elwyn & Emma
EndNote for Postgraduates - webinar

Thursday March 28th 2019 5.30pm
Elwyn Sheehan & Emma Chapman
Workshop outline

• Introductions

• Presentation and follow along
  • Creating an Endnote Library: adding and managing references
    • Manual adding of references
    • Importing from databases
    • Importing pdfs
    • Using groups
  • Using EndNote with Word
    • Adding and editing citations and bibliography
    • Formatting
    • Backing up and EndNote Online

• Questions and summing up
## Tips for manually entering references into EndNote

<table>
<thead>
<tr>
<th>Reference type:</th>
<th>Always check you are using the correct reference type.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple authors:</td>
<td>Enter each author on a new line in the <strong>Author</strong> field.</td>
</tr>
<tr>
<td>Corporate authors (organisations):</td>
<td>When entering a corporate author name, you must add a comma directly after it, so that EndNote does not treat it as a personal name.</td>
</tr>
<tr>
<td>Spelling and capitalisation:</td>
<td>Try to enter these accurately for the referencing style, as EndNote will not always correct your data. Check the style guides on the Library website if you are not sure of the rules.</td>
</tr>
<tr>
<td>Other reference fields:</td>
<td>EndNote allows you to add data to other fields, such as <strong>Abstract</strong>, <strong>Keywords</strong>, <strong>Notes</strong> or <strong>Research Notes</strong>. Use these to help organise your references.</td>
</tr>
<tr>
<td>Preview pane:</td>
<td>This will show you how a reference will look in your bibliography or reference list.</td>
</tr>
</tbody>
</table>
More workshops

Browse and register at: https://library.aut.ac.nz/i-need/library-workshops-libcal

• Referencing, EndNote and reference management
• Library search skills
• Academic writing
• Research support
Further help

Liaison Librarians:
https://library.aut.ac.nz/for-lecturers/liaison-librarian-services
All the best with your studies!