

Research Capacity Building Workshop

6. EndNote Part 1



Programme



Programme:

- Introductions
- Recap
- Practical work: Learn to find, open and save an EndNote library, and enter reference details of books and journal articles.

Online Forum



An online forum has been set up at the following web address: <http://dutmoodle.dut.ac.za/moodle/>

Click on category *RPS Research Capacity Building*, and click on course *Research Matters*.

Materials are posted there online after workshops, including useful articles and books.

To log in:

User ID: staff or student number

Password: research

Once on *Research Matters*, go to the “Social forum”.

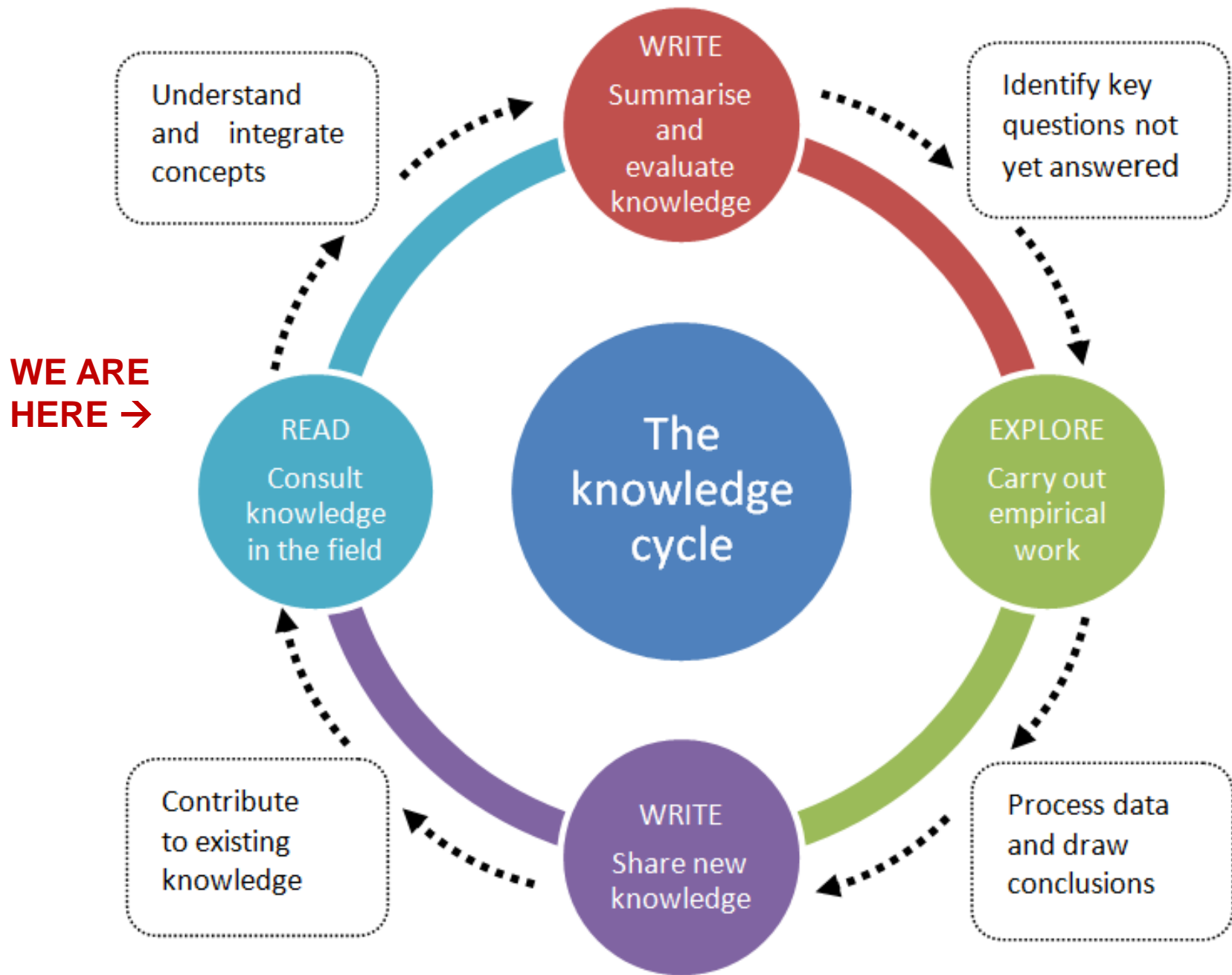
Workshops listed on *Research Matters*



After each workshop, materials and resources are posted on the Moodle course *Research Matters*, which provides a recap of what has been covered so far.

Guests can browse through *Research Matters*, see what has been done, and download resources and materials without having to log in.

The annual weekly workshop programme and booking sheet can also be found there.



Practical work Part 1



The library to be used is “Thesis biblio” in the directory: 01 ENDNOTE WORKSHOPS 2012



Thesis Biblio

Type: EndNote Library

- Open,
- Sort,
- Browse,
- Identify different reference types,
- Save with a different name.

Practical work Part 2


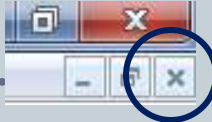


2. Using your saved EndNote library, learn entry format for:

- Book
 - ✦ single author
 - ✦ more than one author
- Book chapter (i.e. book section)
 - ✦ single author
 - ✦ more than one author
- Journal
 - ✦ single author
 - ✦ more than one author

Practical work Part 3



3. Using the saved EndNote library, enter your own book/journal details (type in or paste):
- Check library name.
 - Click on  .
 - Select reference type (default is “Journal article”).
 - Enter details, paying scrupulous attention to:
 - ✦ spacing
 - ✦ punctuation
 - Save entry (exit, say “yes” to save).  “Exit” is black on white cross, *not white on red cross*.
 - Check that the entry presents correctly in review pane.
 - Enter 5 books and 5 journal articles, and then close library.

How did EndNote work for you?



Share any problems, solutions, short cuts or other comments on the Social forum posting:

How did EndNote work for you?

Can you find your saved library again?

N.B. When saving your library on a flash drive or emailing it to yourself, don't forget to copy the .data file as well! (You will have to zip the .data file.)

Homework



Create a new EndNote library with 50 entries relevant to your area of research. Your entries should include the following:

- Single and multiple authors
- As many different types of publication as possible (including web pages)
- Corporate or institutional authors, e.g. Republic of South Africa

Bring the saved library to session 8, EndNote Part 2.