

Research Capacity Building Workshop

8. EndNote Part 2



Online Forum



Go to the address: <http://dutmoodle.dut.ac.za/moodle/>

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

Materials are posted there online after workshops.

To log in:

User ID: staff or student number

Password: research

Once on *Research Matters*, go to the “Social forum”, click on the message **ENDNOTE PART 2: Mar 16 2012**, and respond.

More advanced EndNote use



This workshop will deal with more advanced EndNote use in the following areas :

1. Managing text with EndNote

- Inserting references (one file recommended)
- Printing/formatting bibliographies
- Removing fields - changing fields to text

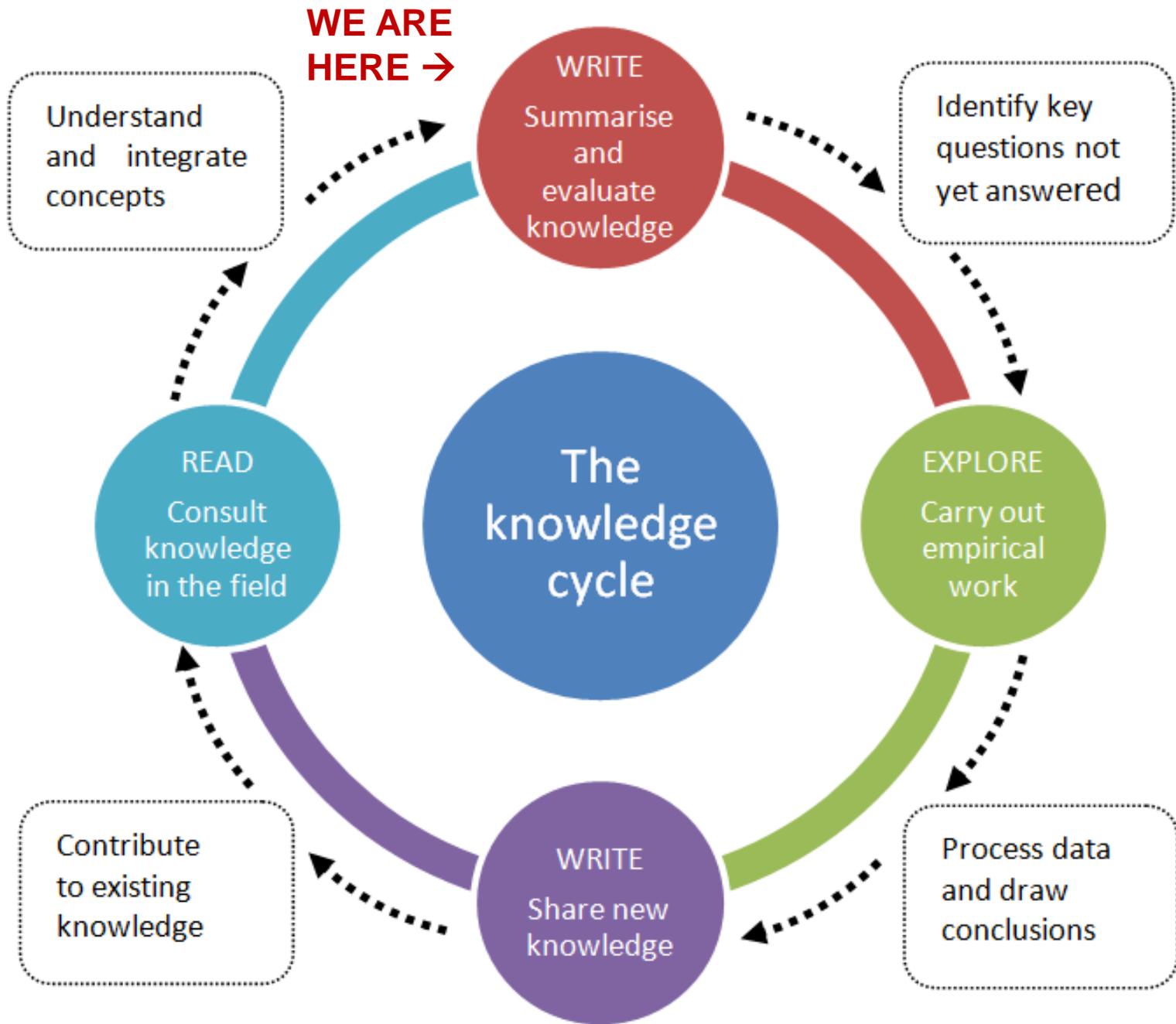
2. Managing an EndNote library

- Entry formats
- Inputting entries
- Editing reference styles

Today's Programme



- Introductions
- Recap of workshops so far
- Recap of EndNote processes covered in Part 1
- More advanced EndNote use on:
 1. Managing text with EndNote
 2. Managing an EndNote library



Recap of workshops so far



1. Introductory workshop (27 Jan)

This session looked at “The knowledge cycle”, showing the interweaving of the reading, writing and investigation skills involved in the research process.

2. The research process (3 Feb)

An overview was given of the research process, as well as support materials and resources.

3. The supervision process (10 Feb)

An overview was given of the supervision process, as well as support materials and resources.

4. Mobilising reading resources (17 Feb)

This session gave hands-on advice on using mobile and other electronic devices to tackle research reading.

Recap of workshops contd.



5. Research reading skills Part 1: Finding and organising sources (24 Feb)

This workshop focused on how to find and organise literature and other sources.

6. EndNote Part 1 (2 Mar)

This was a hands-on introductory workshop on using EndNote, and saving and sharing EndNote libraries.

7. Research reading skills Part 2: Understanding scholarly texts (9 Mar)

This workshop offered practical advice on selecting suitable sources, contextualising them in terms of their - and your own - orientation, and understanding their meaning.

Recap of EndNote Part 1



Workshop delegates:

1. opened, sorted and browsed an EndNote library, identified different reference types, and saved the library with a different name;
2. learned entry format for books and journals; and
3. entered their own book/journal details (typed in or pasted).

Practical work for Part 2



1. Managing text with EndNote

- Inserting references (one file recommended)

Using “Thesis Biblio”, enter references in the given sample text. (“Thesis Biblio” is in the directory: 01 ENDNOTE WORKSHOPS 2012.)

- Printing/formatting bibliographies

Print references from an EndNote library.

- Removing fields - changing fields to text

Change EndNote entries (i.e. fields) in a document into plain text.

Practical work for Part 2



2. Managing an EndNote library

- Entry formats

1. Organisations as author
2. Problem author names (e.g. du Preez)

- Inputting entries

1. Copy and paste an entry from another source (e.g. MSWord document)
2. Import references from an online source (e.g. EBSCO)
3. Export from a database (e.g. Google scholar)

Practical work for Part 2



3. Editing reference styles

First save the style with a different name.

- Changing templates – how to edit templates to suit departmental or personal preferences.
- Changing other elements of reference style
 1. setting out of author lists
 2. including use of et al.
 3. title capitalization

Further work on EndNote



Open “Chapter 4 Methodology” in the directory: 01
ENDNOTE WORKSHOPS 2012.

Save with a different name.

Experiment with changing the referencing style.
Choose the EndNote option “Update Citations and
Bibliographies”, and see how the references and
bibliography display in the text.