

# EndNote Workshop @Dental Library



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1. To begin with



EndNote is **citation management software** that helps you **organize** your readings and **cite** the sources while writing a paper.

Keep a record of your reading materials in an **Endnote library**

The image shows two overlapping screenshots of the EndNote 20 software interface. The top screenshot displays the 'All References' list for a library named 'dental caries.enl', showing 3,708 references. Two references are visible: one by Tóth, K.; Mari, A.; Molnár, E.;... (1987) and another by Tóth, K.; Prágai, G.; Magyar, I.;... (1972). The bottom screenshot shows a document titled 'dental caries and sugar' with a reference list at the bottom. In-text citations are present in the text, such as '(Touger-Decker & van Loveren, 2003)' and '(Jordan & Keyes, 1966, p.795)'. A blue box highlights the citation '(Jordan & Keyes, 1966, p.795)' in the text, and another blue box highlights the corresponding entry in the reference list.

Insert **in-text citations** to acknowledge the work of another person.

Automatically create the **reference list** in your essay.

**Format** the essay according to a selected **citation style**, e.g. Clin Oral Implants Res.



**What if you do not acknowledge others' works?**

This will constitute plagiarism. Find out more at <https://tl.hku.hk/plagiarism>



## 1. To begin with

# 1.1 Download EndNote



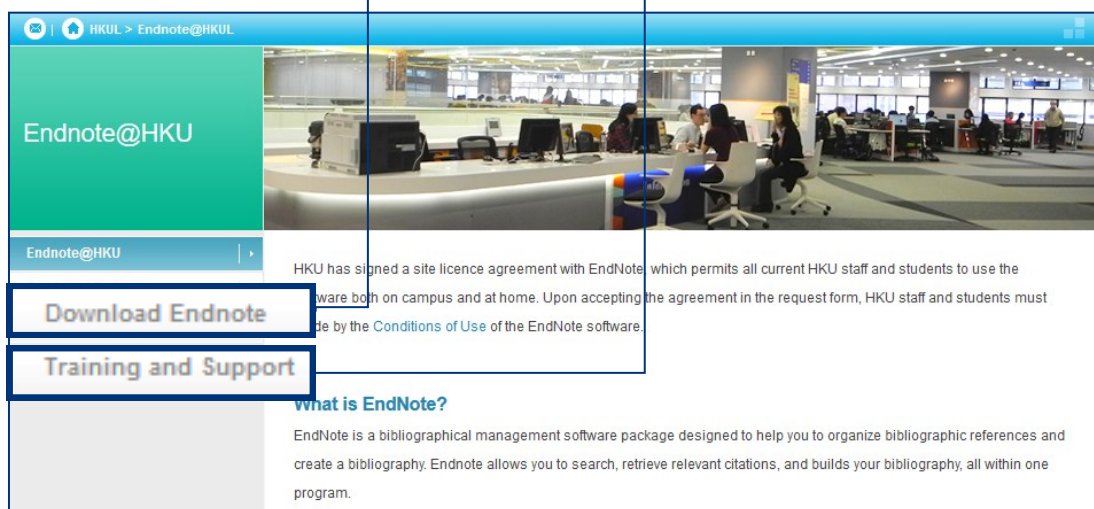
As our **current HKU staff and students**, you may download and install Endnote:

**1** Go to Endnote@HKU website  
<https://lib.hku.hk/endnote>

**2** Select the Download Endnote Page

**Download** a copy  
of Endnote

**Learn** how to  
use Endnote



**3** Read the Installation Guide

**Important:** Please read the **Conditions of Use!**

**4** Click on the relevant download link and follow the installation steps

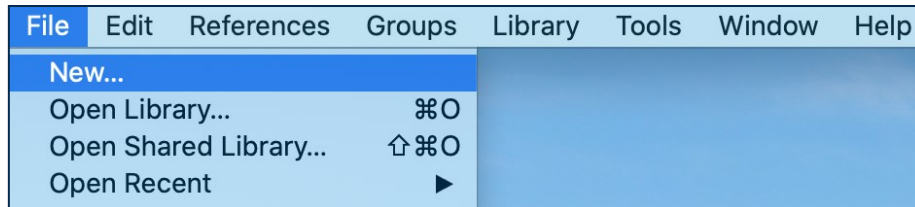


## 1. To begin with

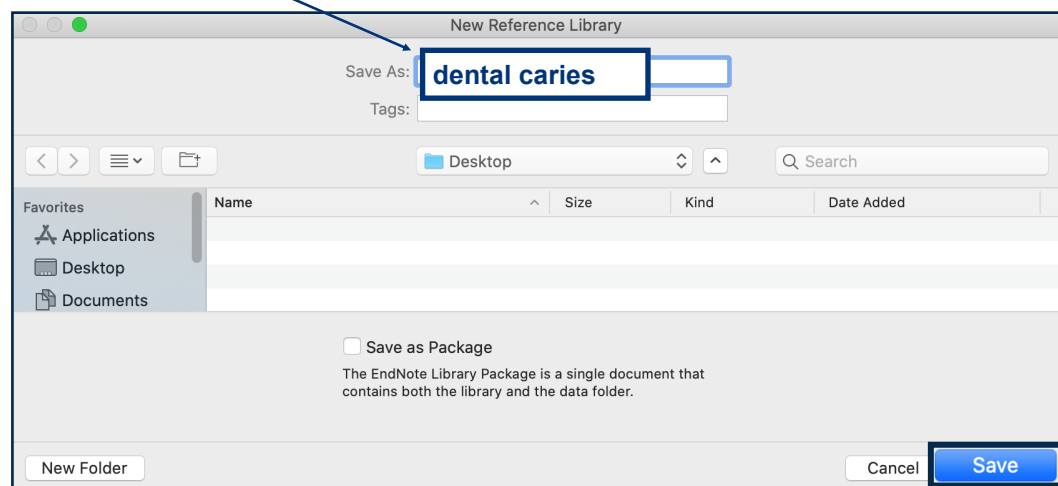
## ▶ 1.2 Create an EndNote Library



- 1 Select from the top bar menu: **File > New...**



- 2 Enter a **filename**, e.g. dental caries. The default extension is **enl**.



- 3 Click **Save**.

### How many libraries can I create?

#### EXTRA

- You can create as many libraries you like.
- Normally we create one library for each distinct research topic. Then, use the Groups feature to manage the references.

## 1. To begin with

## ▶ 1.3 Import Journals Term List

### Why



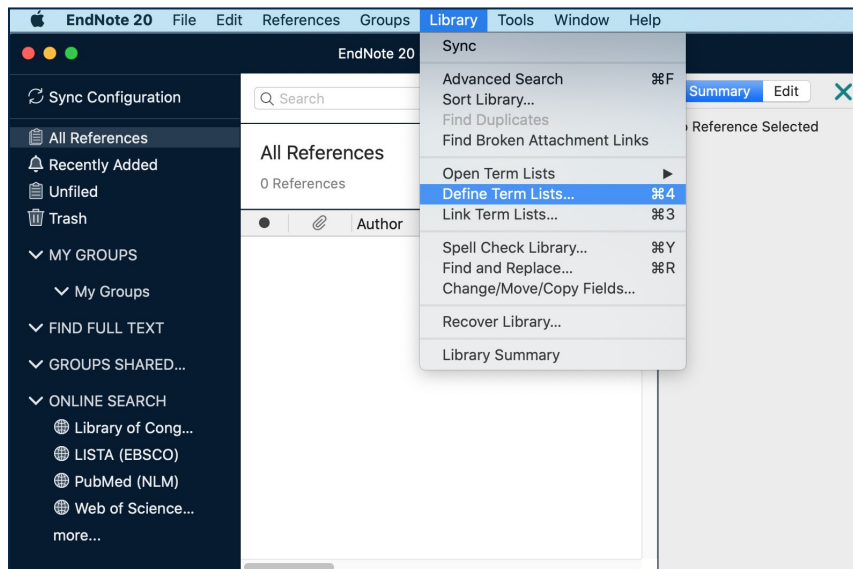
Necessary before adding any citations



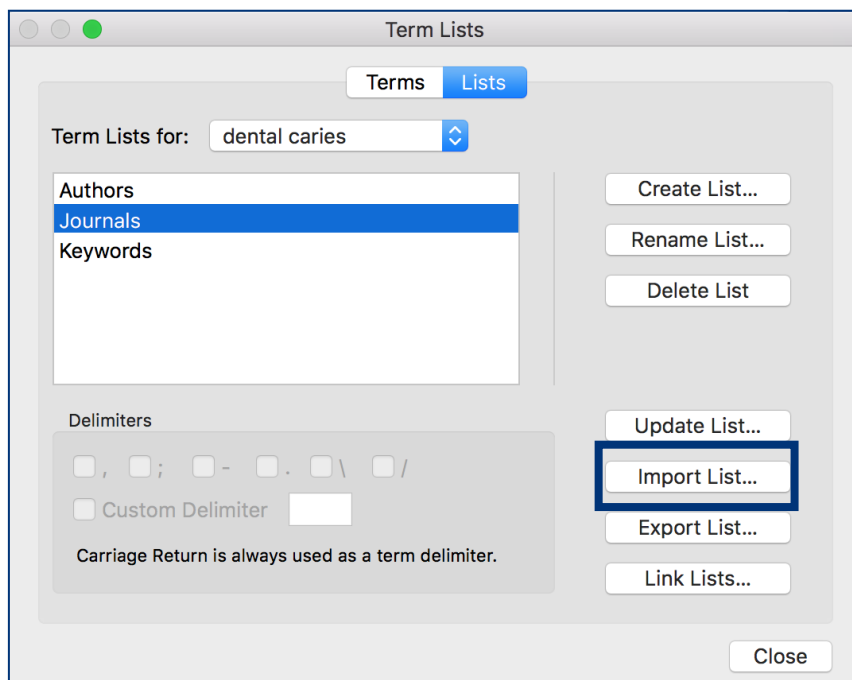
When importing citations from different databases into Endnote, the journal titles may be either in their full names or abbreviations. The imported Journals Term List may maintain the consistency.

You may change your journal title from full to abbreviated or vice versa in the citations according to your selected style.

- 1 From the **Library** menu, select **Define Term Lists**

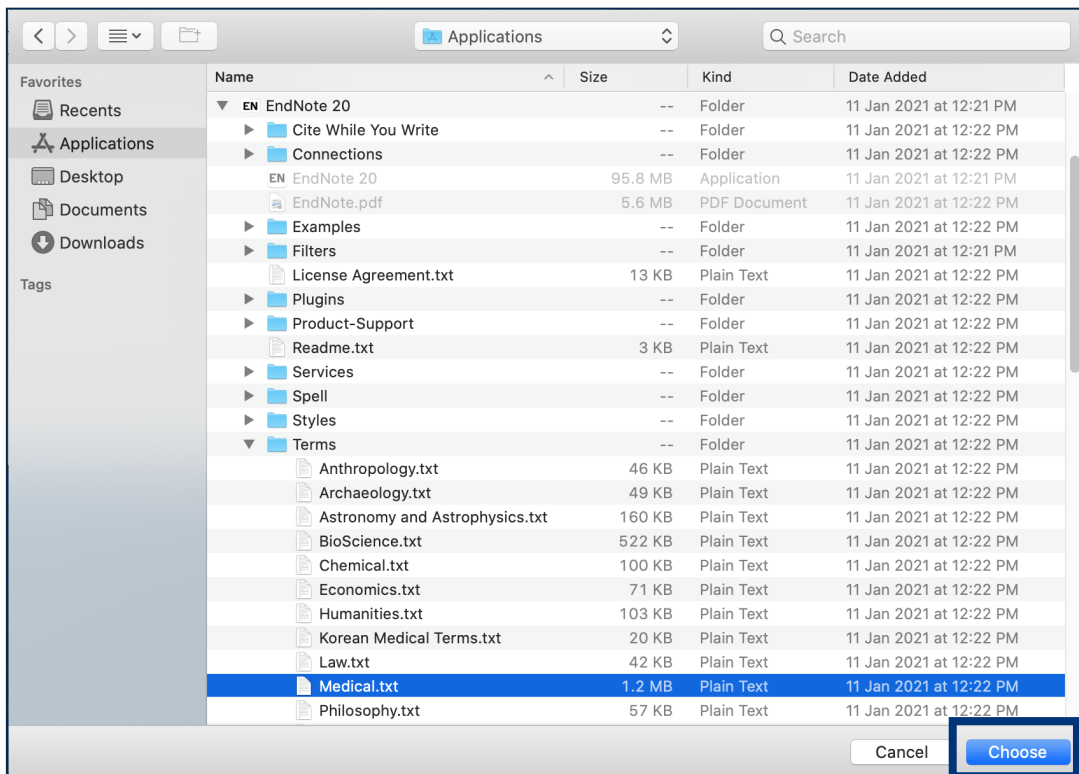


- 2 Click on the **Lists** tab, highlight "**Journals**", then click "**Import List...**"

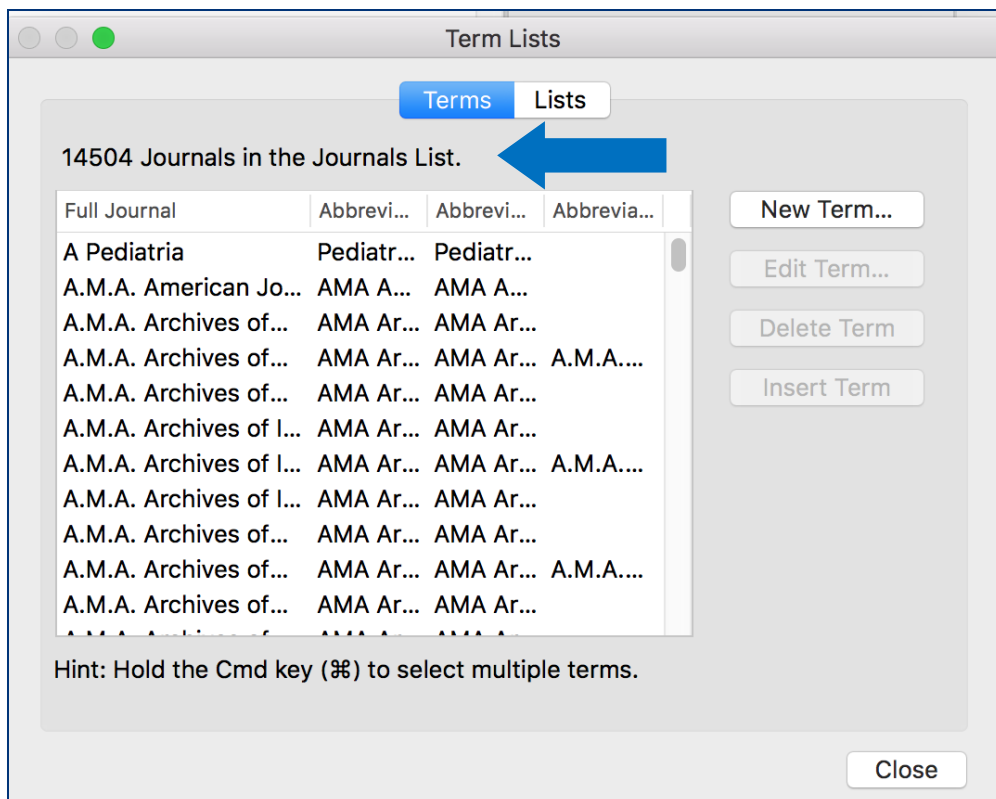


1. To begin with

- 3 Go to Applications > EndNote 20 Folder > Terms Folder > Select your desired discipline, e.g. "Medical" and click Choose



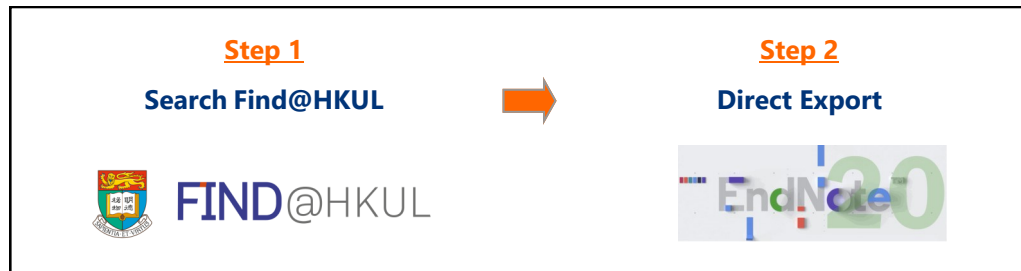
- 4 Click on the Terms tab, with Full Journal Title, Abbreviation 1, Abbreviation 2 and Abbreviation 3 successfully inserted



2. Build up your EndNote Library

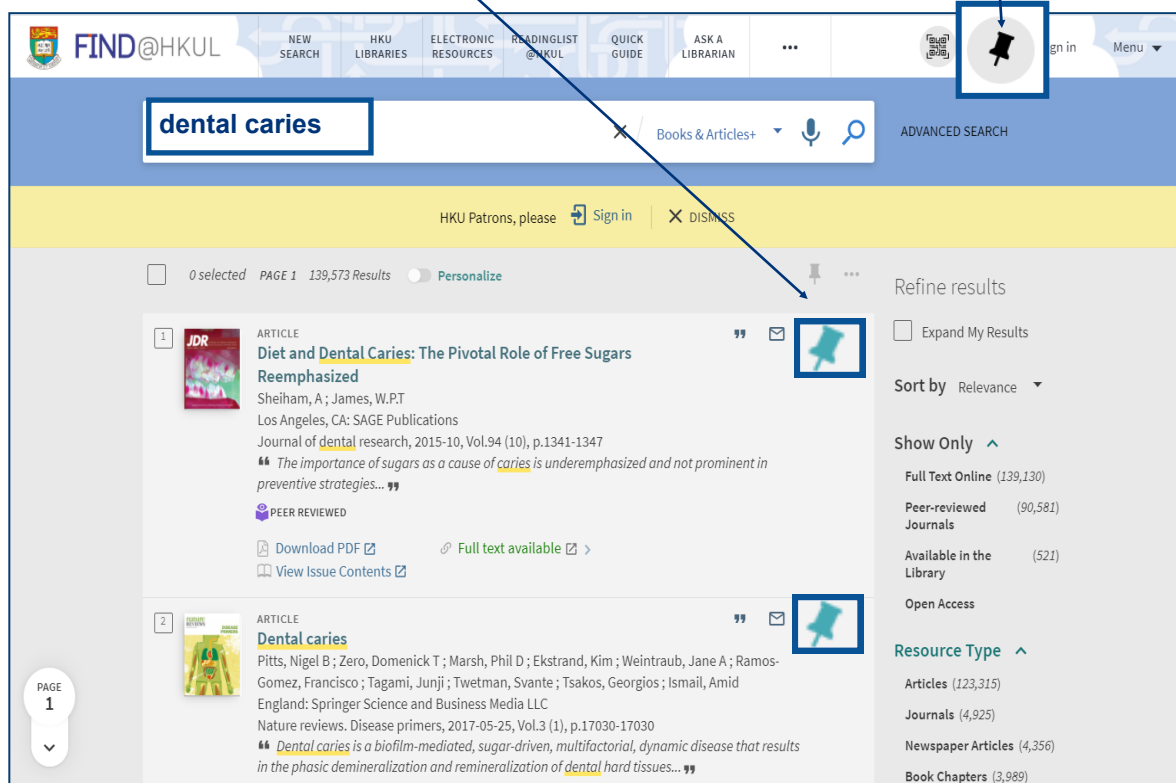


2.1 Find Books + Articles from FIND@HKUL



Step 1 Search Find@HKUL and select records

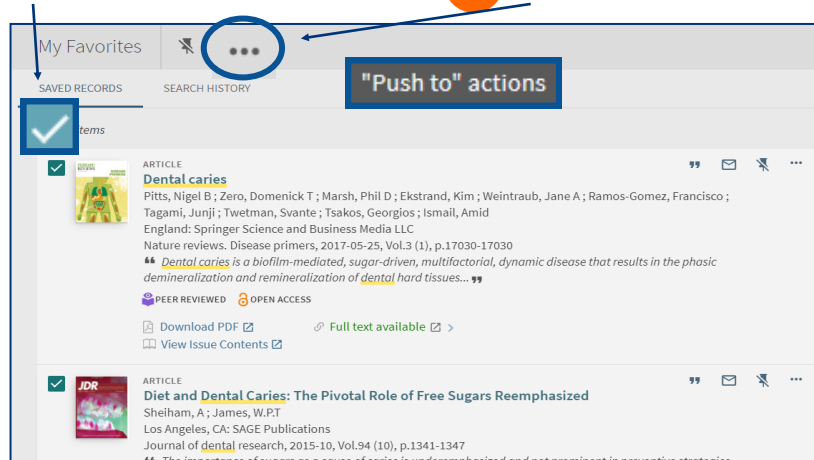
- 1 Access Find@HKUL: HKUL Homepage > Find@HKUL
- 2 Enter your search statement e.g. dental caries
- 3 Mark the desired records
- 4 Go to my favorites



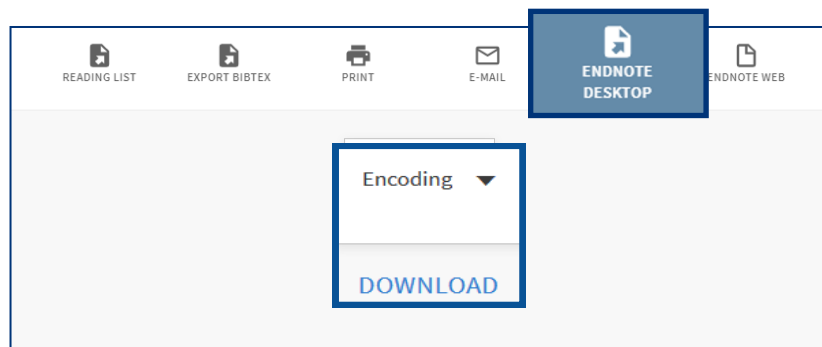
2. Build up your EndNote Library

Step 2 Export records to Endnote

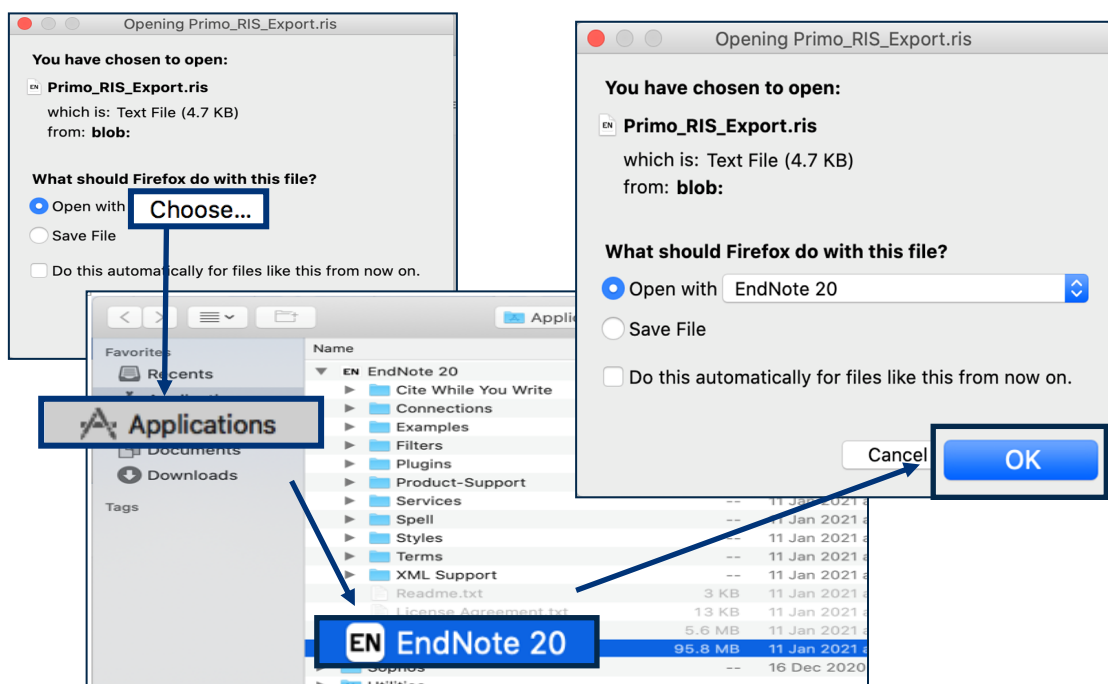
- 1 Select the records
- 2 Open "Push to" actions



- 3 Select **ENDNOTE DESKTOP** and click on **DOWNLOAD**



- 4 For Firefox browser, click on **Choose**. Then, under Applications, select **EndNote 20**. Click **OK**.



- 5 The results will be **imported** into your Endnote library

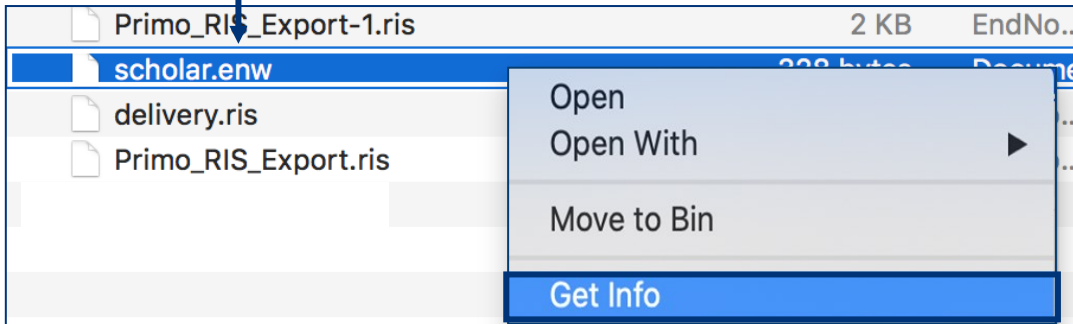


2. Build up your EndNote Library

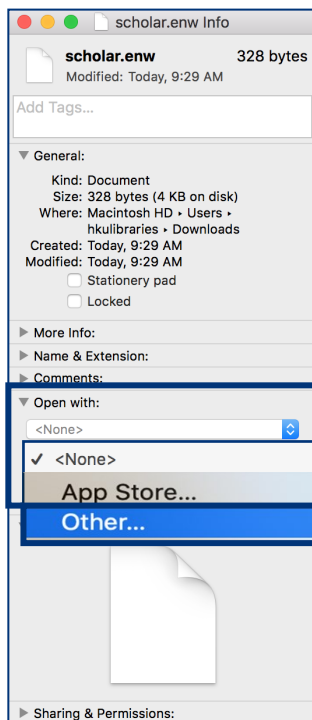
Open RIS and ENW EndNote files on a Mac



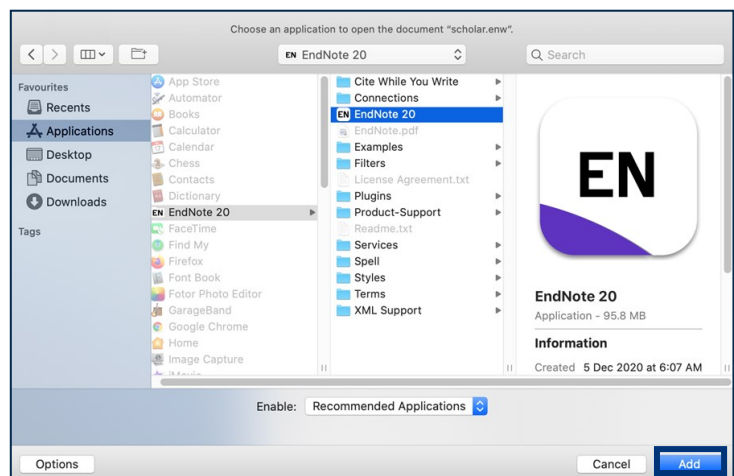
- 1 Go to **Finder** to locate downloaded RIS or ENW file.
- 2 **Right click** RIS or ENW file. Then, select **Get Info**.



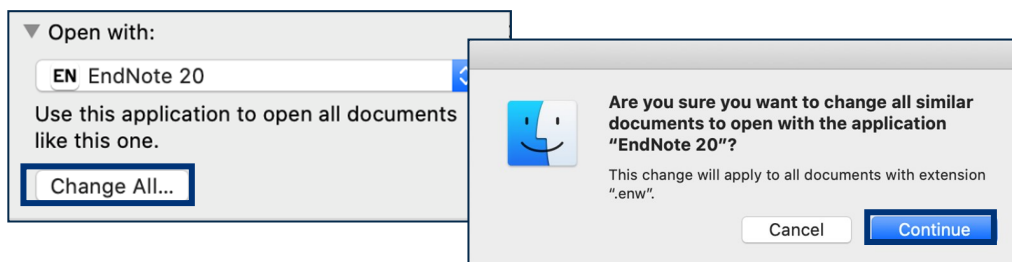
- 3 A pop-up panel will open. Under open with, choose **Other** from the pull-down menu.



- 4 Choose **Endnote 20** from the applications and then click **Add**.



- 5 Click on **Change All** and then press **continue** on the pop up window.



## 2. Build up your EndNote Library

## 2.2 Find Articles from PubMed

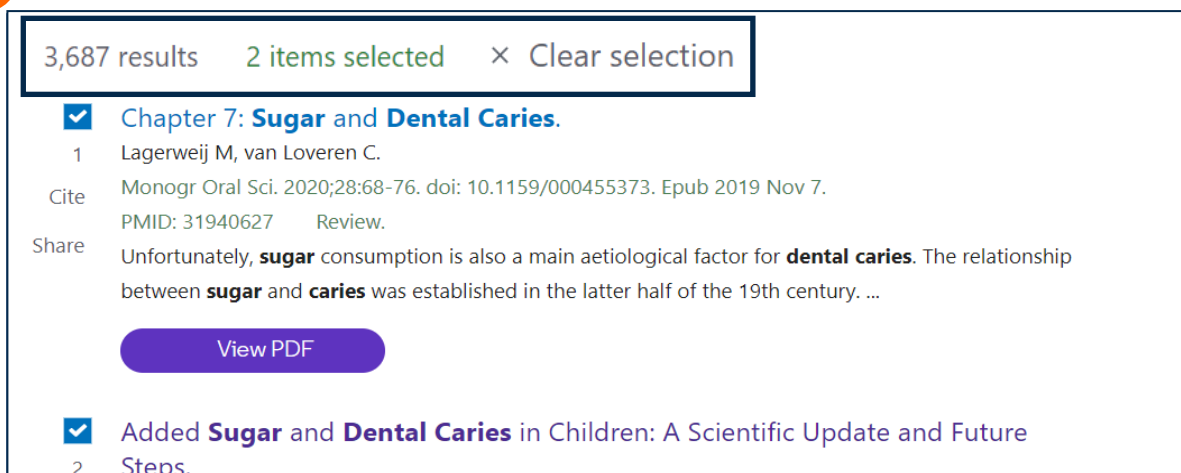


### Step 1 Search PubMed and select records

- 1 **Access PubMed:** HKUL > Dental Library > Quick Links > PubMed
- 2 Use simple search box for search statement e.g. dental caries **AND** sugar  
OR click **Advanced** to enter keywords in **PubMed Advanced Search Builder**  
**Note:** **AND** is the Boolean operator to connect both keywords



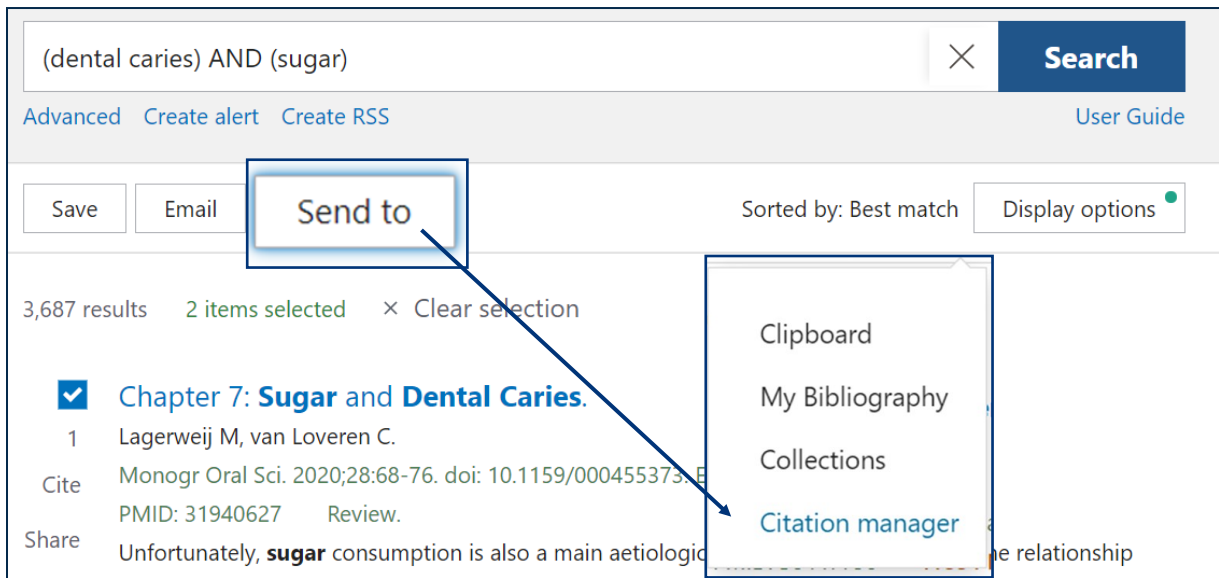
- 3 On the result list, tick the checkbox to select your desired records to export



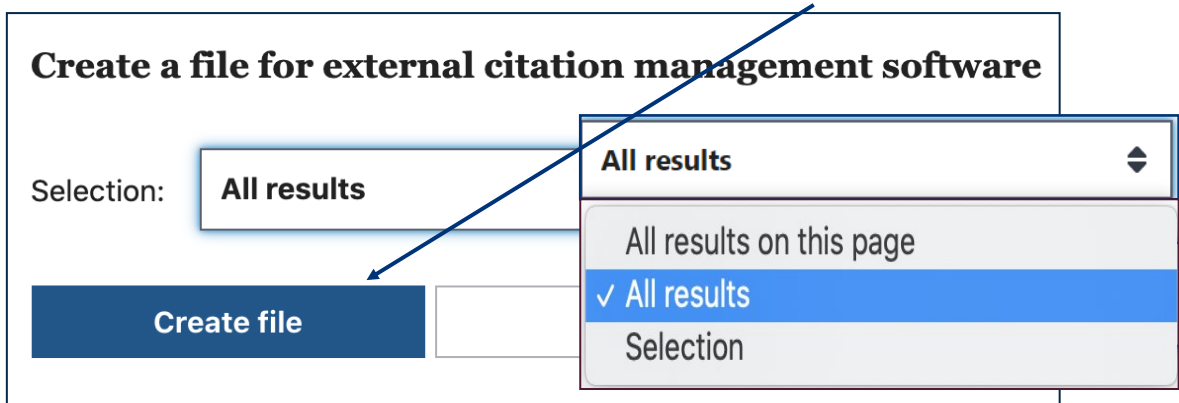
2. Build up your EndNote Library

Step 2 Direct Export to Endnote

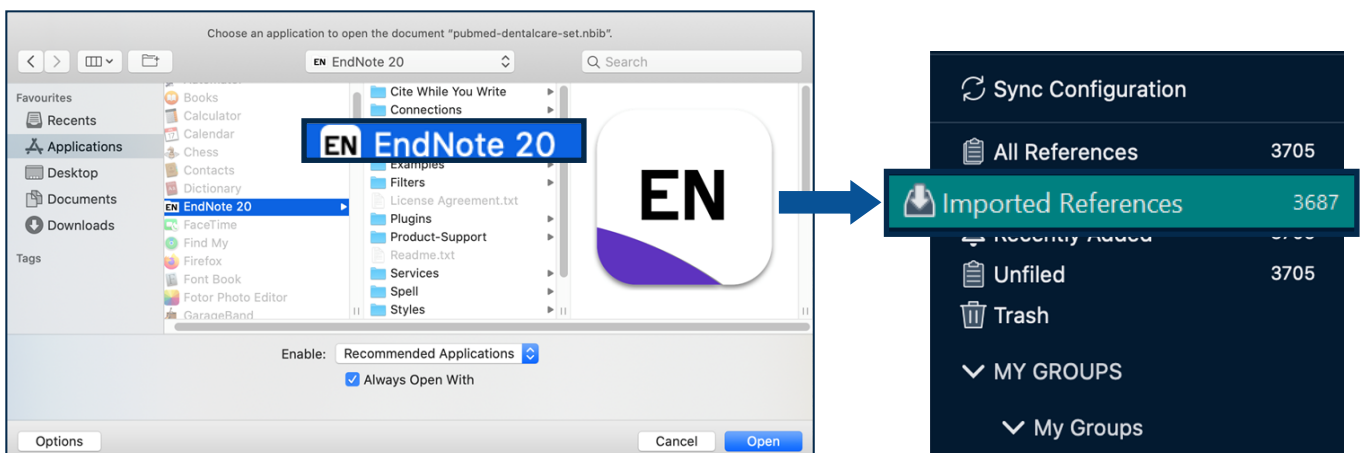
1 Click on **Send to**, then choose **Citation manager**



2 Export all search results or the selected records, then click on **Create file** button



3 The file (with the default **nbib** extension) is saved in the download folder. Open this **.nbib** file with **Endnote 20** to **import** the records into your Endnote library



## 2. Build up your EndNote Library



## Get Article Full Text from PubMed

There are **Abstract** and **Full-Text Links** in each PubMed record.

Possible to download the PDF Full Text if available in HKUL.

> J Dent Res. 2016 Apr;95(4):388-94. doi: 10.1177/0022034515625907. Epub 2016 Jan 12.

### Sugar Consumption and Changes in Dental Caries from Childhood to Adolescence

M A Peres<sup>1</sup>, A Sheiham<sup>2</sup>, P Liu<sup>3</sup>, F F Demarco<sup>4</sup>, A E R Silva<sup>5</sup>, M C Assunção<sup>6</sup>, A M Menezes<sup>6</sup>, F C Barros<sup>6</sup>, K G Peres<sup>3</sup>

Affiliations + expand

PMID: 26758380 DOI: 10.1177/0022034515625907

#### Abstract

There are no prospective studies investigating the effects of sugar-related feeding practices on changes in dental caries from early childhood to young adulthood. The aim of this study was to assess

#### FULL-TEXT LINKS

SAGE journals

FIND@HKUL

“ Cite

☆ Favorites

SHARE



## PubMed and more Databases in HKUL

- PubMed contains more than 30 million citations and abstracts of biomedical and life sciences literature, including dentistry.
- More databases are available at:

Electronic Resources > Dentistry <https://libguides.lib.hku.hk/az.php?s=141707>

**OR** Dentistry Subject Guide <https://libguides.lib.hku.hk/c.php?g=766126&p=6556927>

Examples that support direct export to EndNote:



Embase\*



Scopus

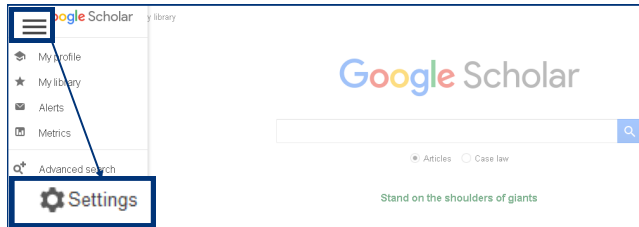
Clarivate  
Web of Science™

2. Build up your EndNote Library

# 2.3 Find Articles from Google Scholar

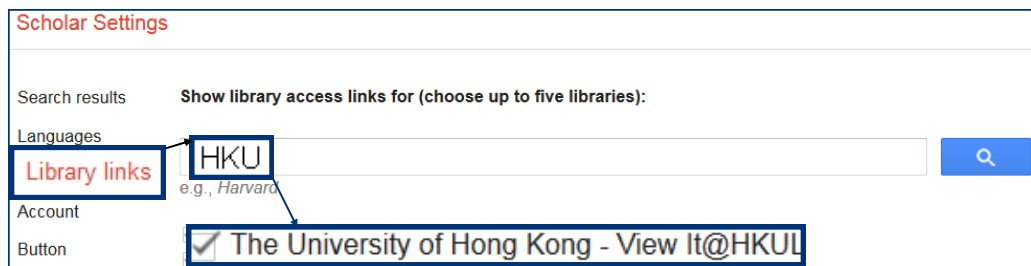
## Step 0 Configure Google Scholar to HKUL settings

1 Go to <https://scholar.google.com> and click on **Settings**



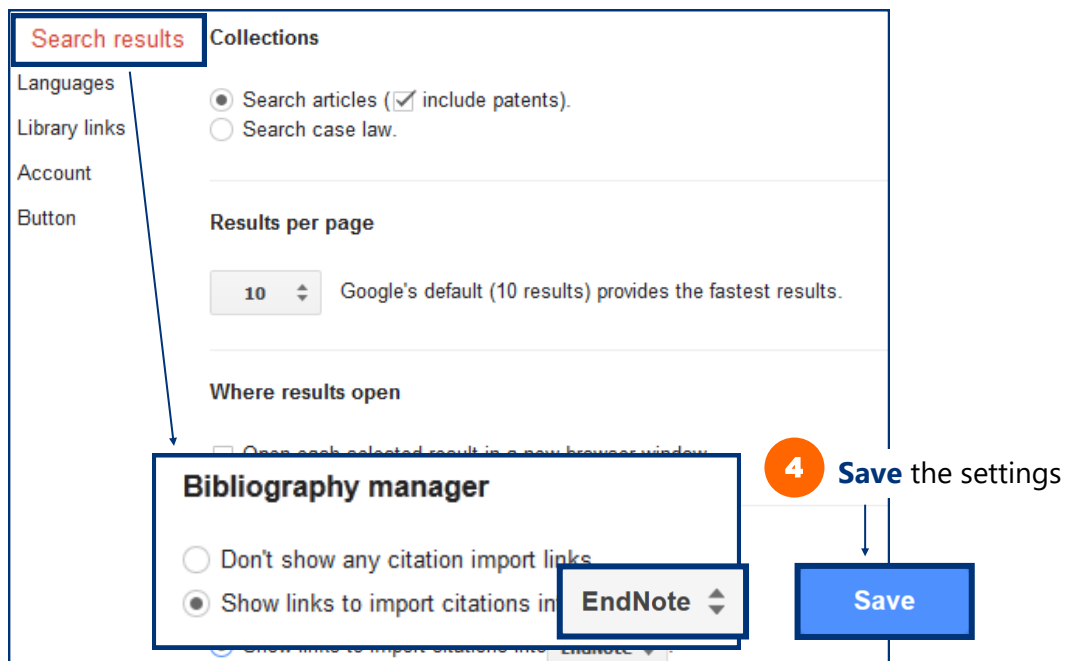
2 Under **Library links**

1. Search for **HKU**



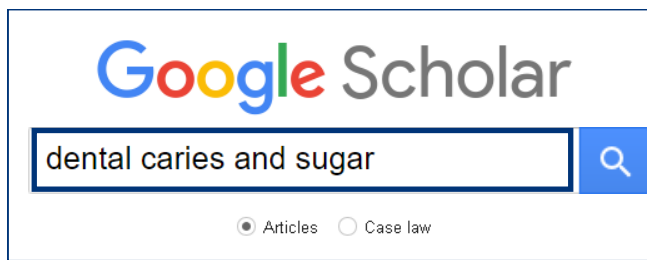
3 Under **Search results > Bibliography manager**

1. Select **Show links to import citations into**



## 2. Build up your EndNote Library

### Step 1 Search

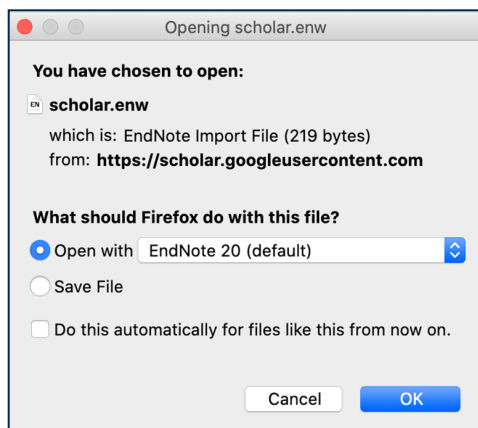


### Step 2 Direct Import into Endnote


- 1 Click on **Import into Endnote**

**Sugars and dental caries**  
[R Touger-Decker, C Van Loveren - The American journal of ...](#), 2003 - academic.oup.com  
 ABSTRACT A dynamic relation exists between **sugars** and oral health. Diet affects the integrity of the teeth; quantity, pH, and composition of the saliva; and plaque pH. **Sugars** and other fermentable carbohydrates, after being hydrolyzed by salivary amylase, provide ...  
 ☆ [Cited by 683](#) [Related articles](#) [All 17 versions](#) [Web of Science: 221](#) **Import into EndNote**

- 2 For Firefox browser, **Open with** EndNote 20



- 3 The record will be **imported** into Endnote



### View It@HKUL

Click on "**View It@HKUL**" to find full text  
 (**Note:** Do not click on the title)

**Sugars and dental caries**  
[R Touger-Decker, C Van Loveren - The American journal of ...](#), 2003 - academic.oup.com  
 ABSTRACT A dynamic relation exists between **sugars** and oral health. Diet affects the integrity of the teeth; quantity, pH, and composition of the saliva; and plaque pH. **Sugars** and other fermentable carbohydrates, after being hydrolyzed by salivary amylase, provide ...  
 ☆ [Cited by 683](#) [Related articles](#) [All 17 versions](#) [View It@HKUL](#)

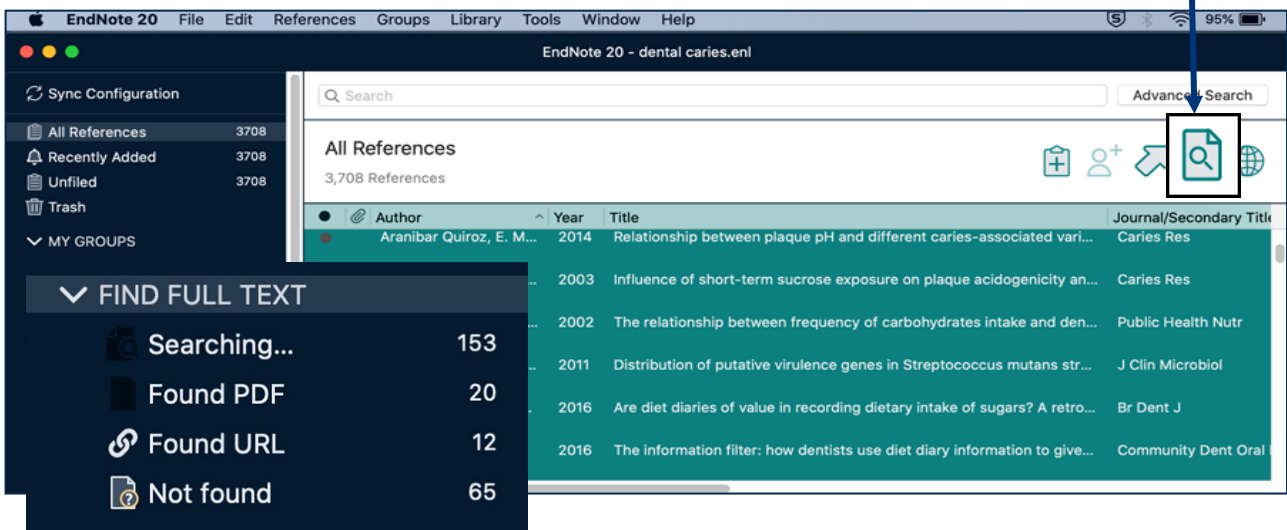
[\[HTML\] oup.com](#)  
**View It@HKUL**

2. Build up your EndNote Library



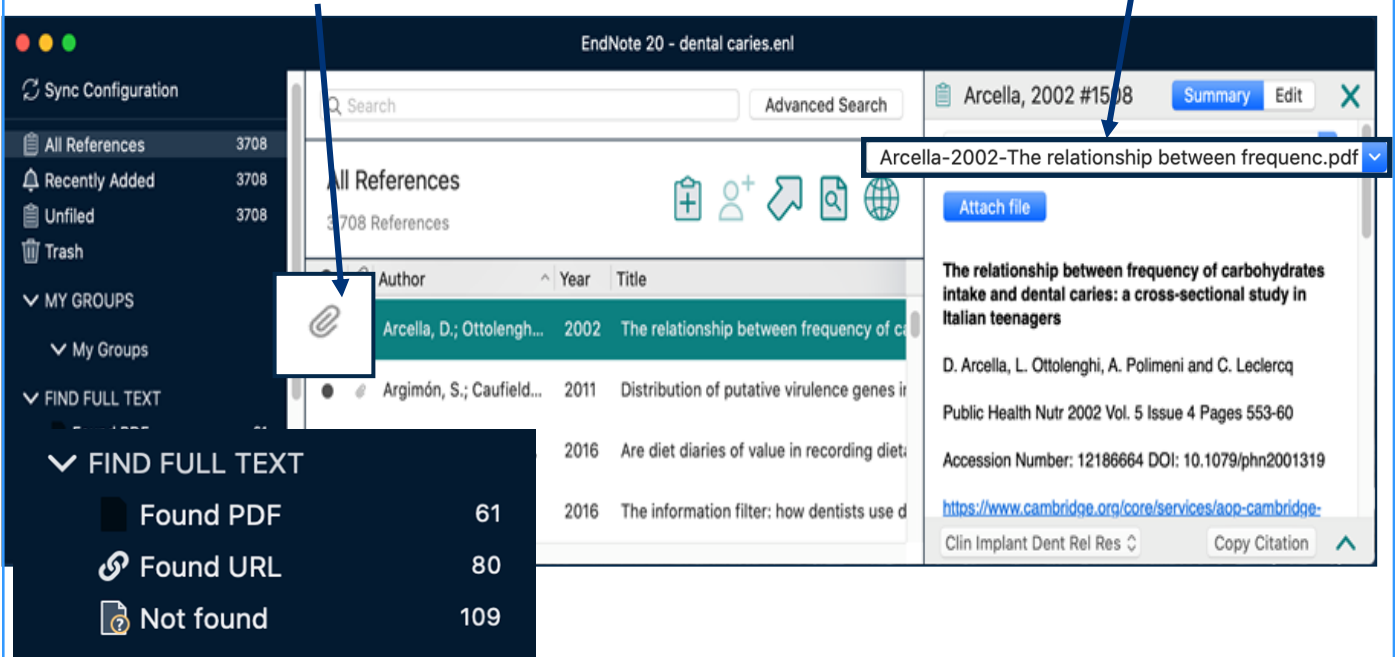
## Find full text in EndNote

- 1 **Highlight** the reference(s) in the EndNote Library and press on the **Find Full Text icon** for searching the full text PDFs  
Wait while **searching** is in progress



**Note:** The EndNote Find Full Text feature is limited to **250** records at a time. EndNote will attempt to find full text files for the first 250 records you have selected.

- 2 After searching is completed, EndNote will display how many full texts found. And, a **paper clip icon** will be displayed against the reference with the **PDF attached**



2. Build up your EndNote Library

## Attach PDF file manually

- 1 EndNote may not locate all the full texts. You can search the Not Found records with HKU Library catalogue **FIND@HKUL** or Google. Download that PDF file you found

The screenshot shows the EndNote 20 interface with a search for 'The Effectiveness of Educational Mobile Messages for Assisting in the Prevention of Early Childhood Caries: Protocol for a Randomized Controlled Trial'. The search results show the article details, including the authors (Aguirre, Patricia Estefania Ayala; Lotto, Matheus; Strieder, Anna Paola; Cruvinel, Agnes Fátima Pereira; Cruvinel, Thiago) and the journal (JMIR research protocols, 2019-09-03, Vol.8 (9), p.e13656-e13656). A blue arrow points to the 'Full text available' link.

- 2 Switch to EndNote, highlight the appropriate reference. Click on **Attach File icon** on the right panel and select the PDF file you have saved. Now, the PDF file is attached to your EndNote Library  
(Alternatively, from top bar menu, select **References > File Attachments > Attach File**)

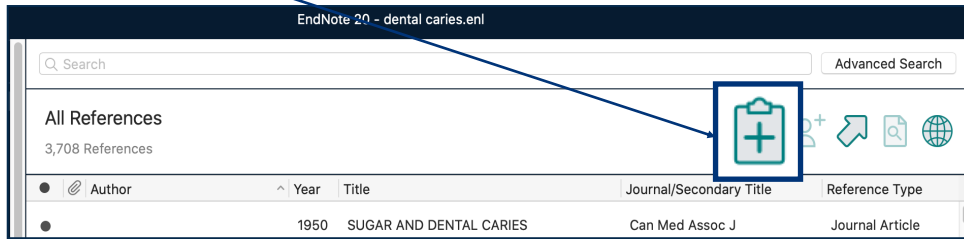
The screenshot shows the EndNote 20 interface with a reference selected. The 'Attach file' button is highlighted in the top right corner. A blue arrow points from the 'Attach file' button to the 'Attach file' dialog box. The dialog box shows the file 'The Effectiveness of Educational Mobile Messag.pdf' selected.



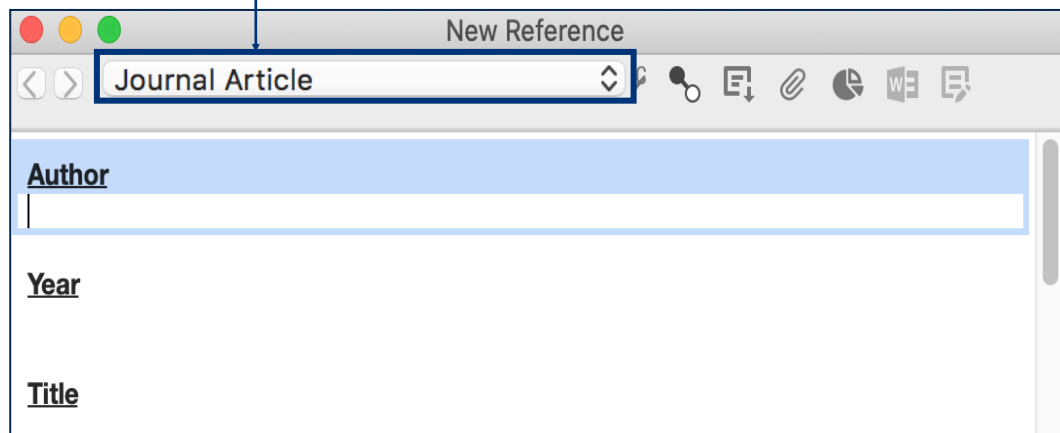
2. Build up your EndNote Library

# 2.4 Manual Input

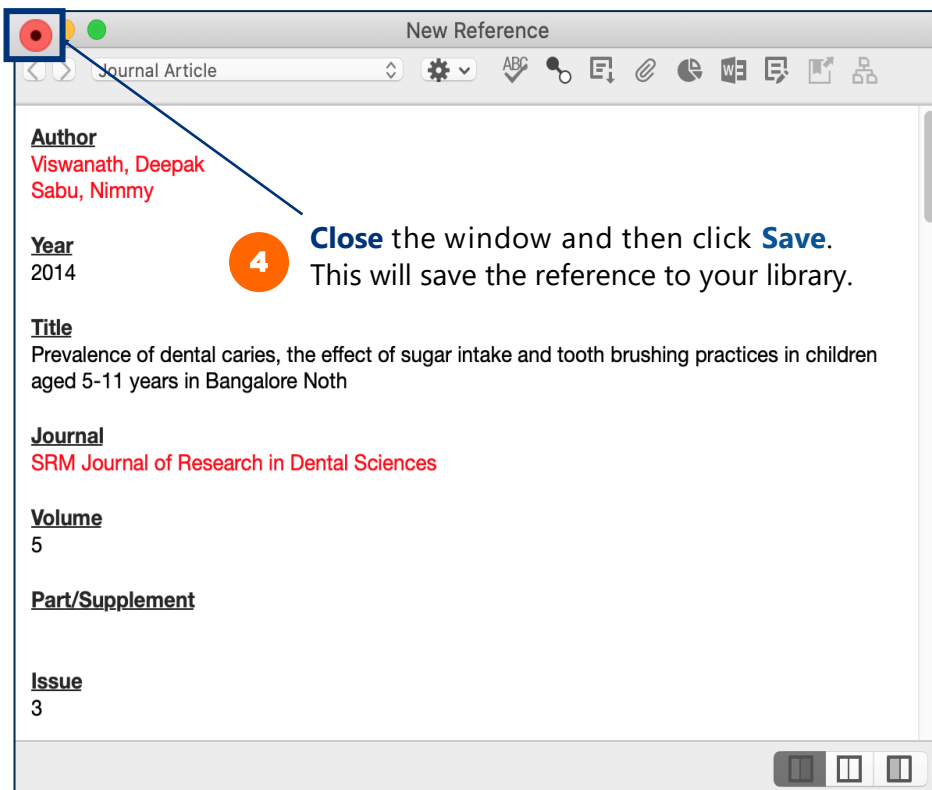
1 Click on the **New Reference** icon from the Endnote top icon bar.



2 Select the **reference type**, e.g. book, journal article



3 Enter the **citation information**, e.g. author, title, year



4 **Close** the window and then click **Save**. This will save the reference to your library.

## 2. Build up your EndNote Library

## Special Note

### Author Names

#### Personal names

- **First Middle Last (no comma)**

Author  
Nelson W.S. Chow

- **Last, First Middle (comma after the last name)**

Author  
Chow, Nelson W.S.

#### Corporate author

- **Organization, (1 comma after the organization name)**

Author  
The University of Hong Kong,

- **Department,, Organization (2 commas after the department name)**

Author  
Centre of Asian Studies,, The University of Hong Kong

#### More than one author

- Enter **one author per line**.

Author  
Bearer, Scott  
Linderman, Marc

#### Auto-complete

- For author names that are **already in the EndNote library**, Endnote will **auto-complete** the name after you have typed in the first few letters.
- If the **author is a new name**, it will appear in **red**, but will change to **black** when the reference is saved.

## 2. Build up your EndNote Library

## Special Note

### Dates and Page Numbers

#### Dates

- Enter dates **as you would like them to appear** in your formatted list or bibliography. EndNote does not reformat dates.

**Issue Date**  
Aug 10

Austin, C. (2009, Aug 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

**Issue Date**  
August 10

Austin, C. (2009, August 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

**Issue Date**  
10 August

Austin, C. (2009, 10 August). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

#### Page Numbers

- Format** for page ranges:

- complete

**Pages**  
1331-1336

- abbreviated

**Pages**  
1331-6

- Do not use commas in page number in the thousands**

**Pages**  
1331 ✓

**Pages**  
1,331 ✗

## 2. Build up your EndNote Library

## Manual Input: A journal article

SRM Journal of  
Research in Dental Sciences

Year : 2014 | Volume : 5 | Issue : 3 | Page : 155-162

**Prevalence of dental caries, the effect of sugar intake and tooth brushing practices in children aged 5-11 years in Bangalore North**

Deepak Viswanath, Nimmy Sabu

Department of Pedodontics and Preventive Dentistry, Krishnadevaraya College of Dental Sciences and Hospital, International Airport Road, Hunasamaranahalli, SMVIT Post, Bangalore, Karnataka, India



New Reference

Journal Article

**Author**  
Viswanath, Deepak  
Sabu, Nimmy

**Year**  
2014

**Title**  
Prevalence of dental caries, the effect of sugar intake and tooth brushing practices in children aged 5-11 years in Bangalore Noth

**Journal**  
SRM Journal of Research in Dental Sciences

**Volume**  
5

**Part/Supplement**

**Issue**  
3

**Pages**  
155-162

3. Manage your EndNote Library



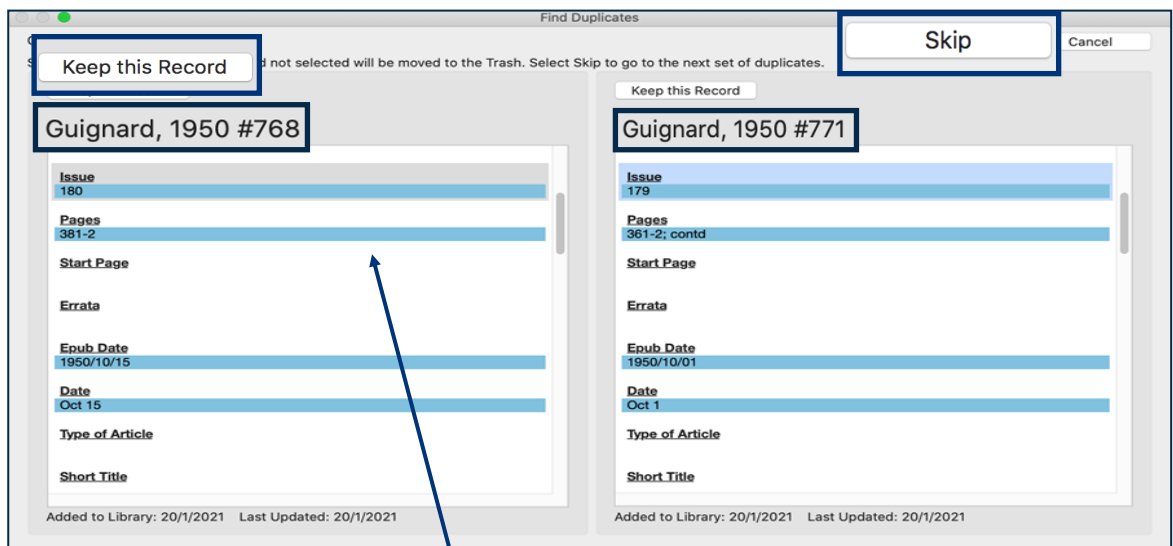
## 3.1 Remove Duplicates

- 1 From the top bar menu, choose **Library > Find Duplicates**



- 2 Although the two records refer to the **same reference**, Endnote assigns each with a **unique record number**.

(**Note:** If you are citing the same reference multiple times, select the reference under a unique record number. Otherwise, the cited reference may be treated as two different citations.)



- 3 Different data of the records is **highlighted** for comparison.

Select the record you would like to **keep**. To keep both records, click on **Skip**.

(**Note:** Make sure the deleted record has not been cited in any of your papers.)



## 3.2 Create Groups



**Scenario:** Your Endnote library contains references on different topics or purposes. To get more organized, you would like to create subsets and group the references.

**Solution:** **Groups** feature is a great way to organize your references, especially for huge Endnote libraries. There are two types of groups: Custom and Smart Groups.

### 1. Difference between Custom and Smart Groups

	Custom Groups	Smart Groups
<b>Create the group</b>	<b>Manually</b> add references to a group.	<b>Specify criteria</b> - references meeting the criteria will automatically be added to the group.
<b>Updates</b>	Done <b>manually</b> <ul style="list-style-type: none"> <li>The group will not be updated unless you manually add or remove references.</li> </ul>	Updates <b>automatically</b> <ul style="list-style-type: none"> <li>Dynamically update the group as new references are added to the library.</li> </ul>
<b>Applications (Some examples)</b>	<ul style="list-style-type: none"> <li>Keep a <b>list of good readings</b></li> <li>Remind yourself that <b>this list requires special attention.</b></li> </ul>	<ul style="list-style-type: none"> <li>Group references <b>matching certain keywords</b></li> <li>Group references by <b>publication period.</b></li> </ul>
<b>Number of groups</b>	Maximum <b>5,000</b> groups (custom and smart groups combined)	

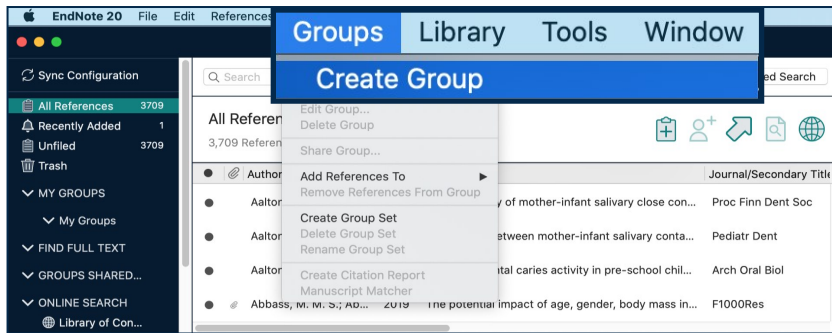
3. Manage your EndNote Library

2. Create a Custom Group

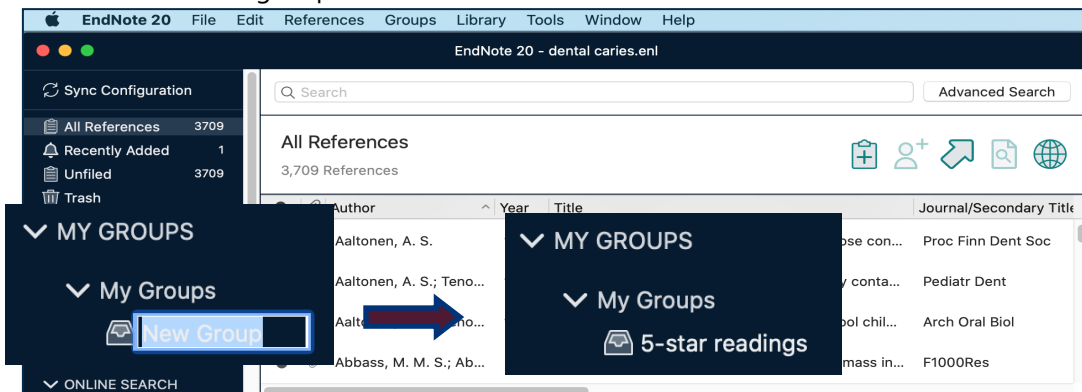


- (a) **Create a custom group** by the name "5-star readings"
- (b) **Add 3 references** to this custom group

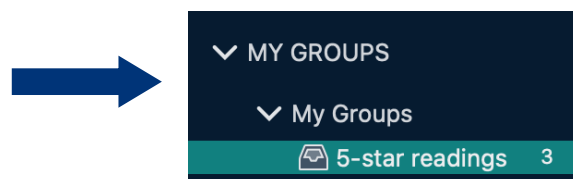
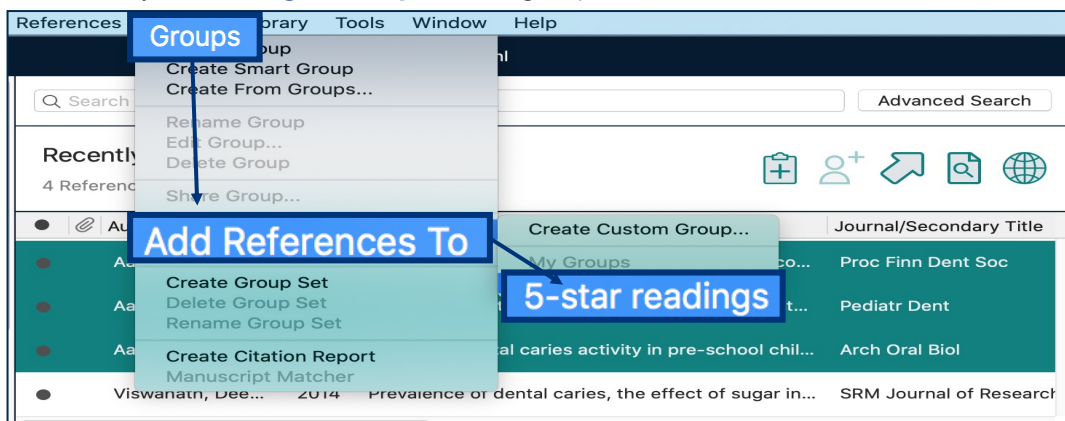
1 From top bar menu, select **Groups > Create Group**



2 Enter name of the group



3 Find the references and then add them to this group by selecting **Groups > Add References To > A custom group** (Note: Or, you can **Drag and drop** it to the group)



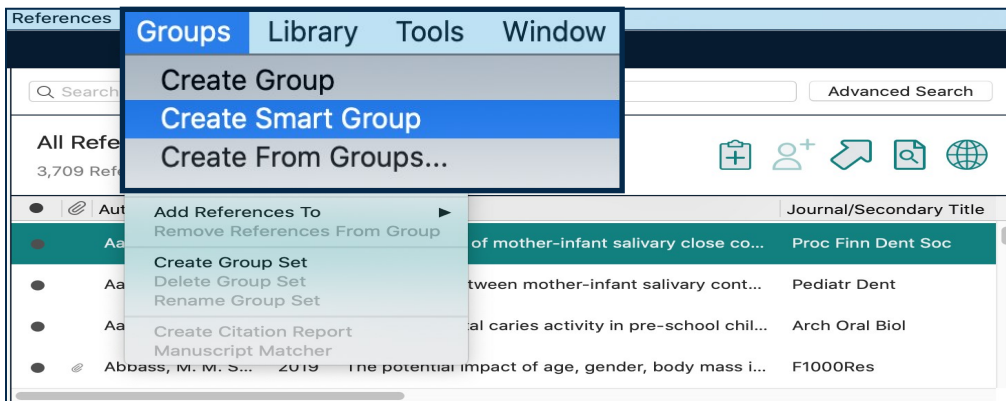
3. Manage your EndNote Library

### 3. Create a Smart Group



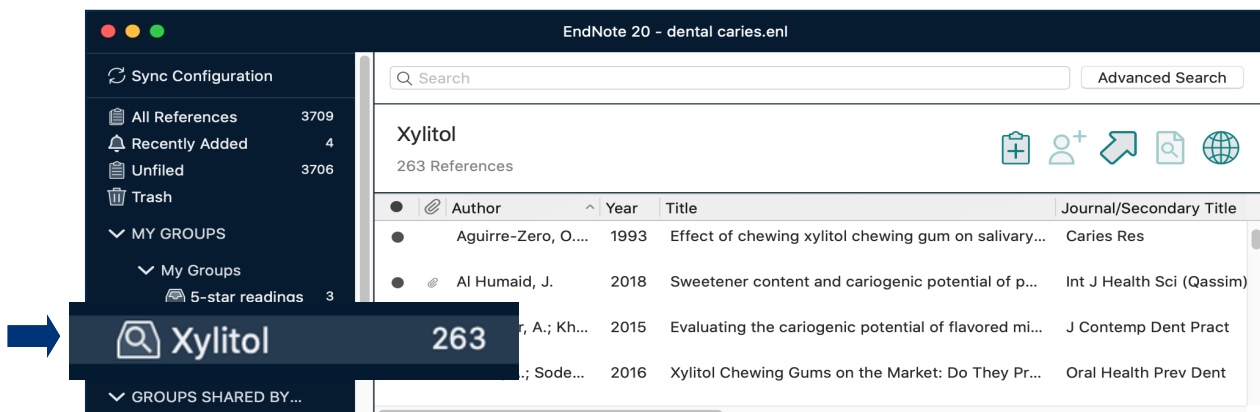
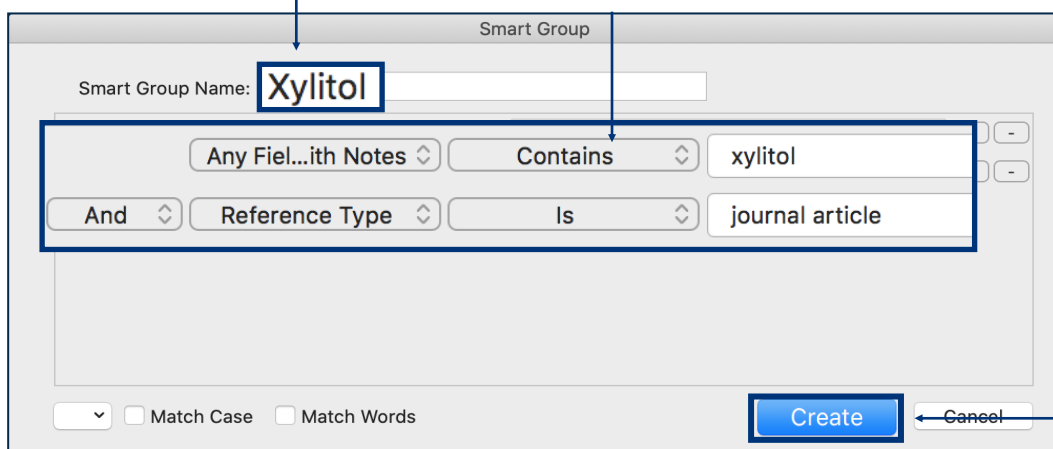
- (a) **Create a smart group** by the name "Xylitol"
- (b) **Meet** the following:
  - 1. contains the keyword "xylitol"
  - 2. A journal article

**1** From top bar menu, select **Groups > Create Smart Group**



**2** Create the smart group for **Xylitol**

- (a) Change **group name**
- (b) Enter **search criteria**
- (c) Click on **Create**



**Note:** Removing a reference from a smart group will move it to the trash.



3. Manage your EndNote Library



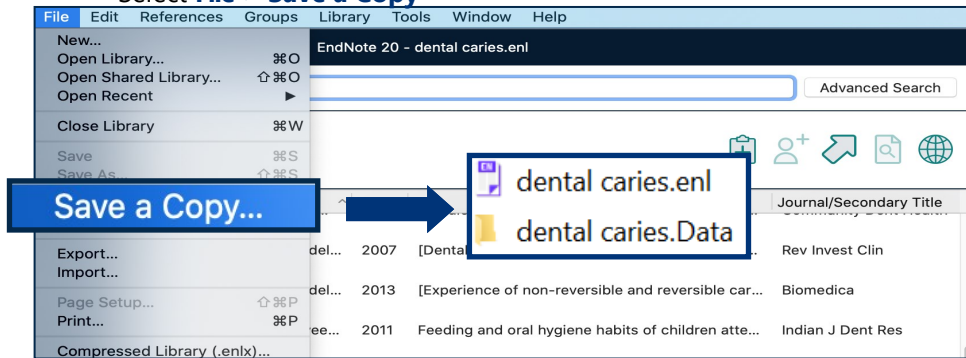
# 3.3 Back up your EndNote Library



**Method 1: Save a Copy**

Produce a copy of both the enl and the Data folder

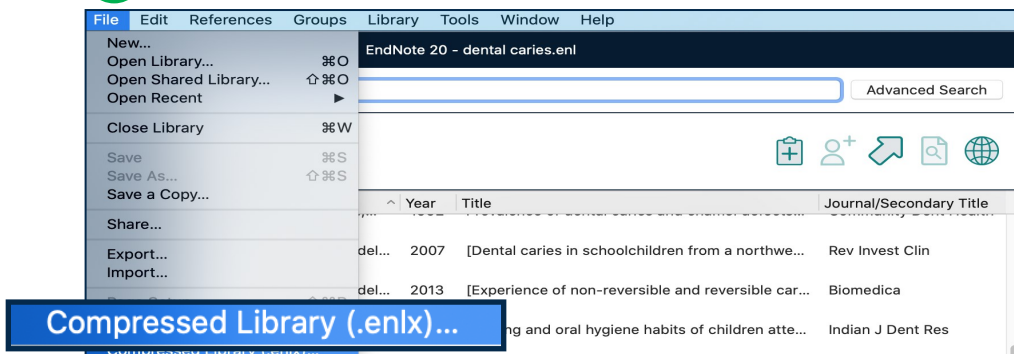
Select **File > Save a Copy**



**Method 2: Compressed Library**

Save as a single file, making it convenient to send it by email

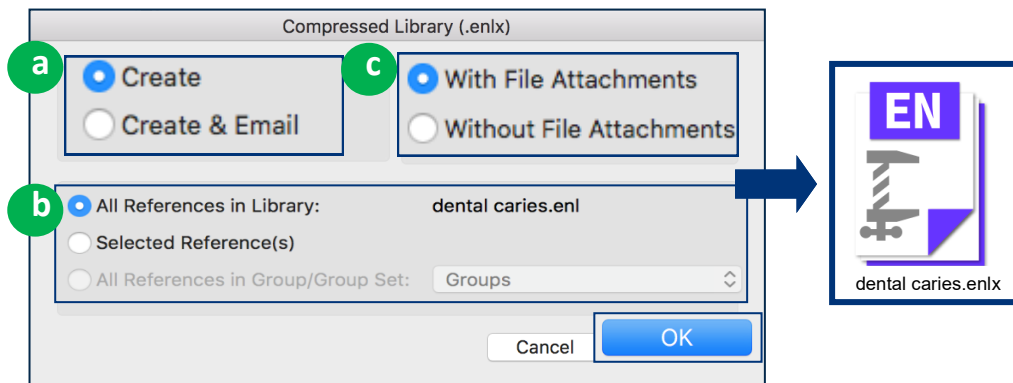
**1** Select **File > Compressed Library**



**2** Select your **options**

- (a) Create/ Create and Email?
- (b) All references or selected references from a group?
- (c) With or without the file attachments?

Note: If recipient of the compressed library does not have access rights to the pdf full text, choose "Without file attachments"



4. Cite While You Write



Endnote's **CWYW** (Cite While You Write) helps you:



- Insert **in-text citations**

Dental caries was first described in Miller's chemoparasitic theory in 1890. Caries is caused by the dissolution of the teeth by acid produced by the metabolism of dietary carbohydrates by oral bacteria **(Touger-Decker & van Loveren, 2003)** involved in caries formation are mutans streptococci and lactobacilli. In the 1960s the caries theory was depicted as 3 circles representing the 3 prerequisites for dental caries: the tooth, the diet, and dental plaque **(Figure 1)**

Diet and nutrition may interfere with the balance of tooth demineralization and remineralization in several ways. The diet provides sugars and other fermentable carbohydrates, which are metabolized to acids by plaque bacteria. **(Jordan & Keyes, 1966)**

Sugars are a form of fermentable carbohydrate. Fermentable carbohydrates are carbohydrates (sugars and starch) that begin digestion in the oral cavity via salivary amylase. Sugars enter the diet in 2 forms: those found naturally in foods (eg, fruit, honey, and dairy products) and those that are added to foods during processing to alter the flavor, taste, or texture of the food **(Johnson & Frary, 2001).**

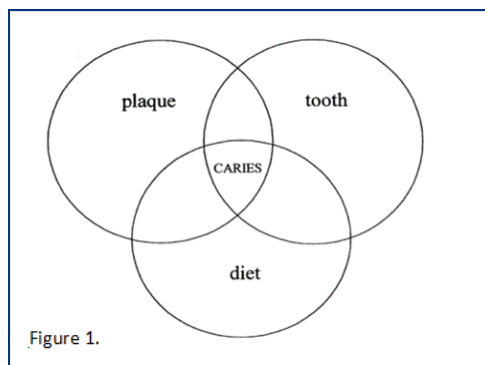
- Build the **Reference List**

Johnson, R. K., & Frary, C. (2001). Choose beverages and foods to moderate your intake of sugars: the 2000 dietary guidelines for Americans--what's all the fuss about? *J Nutr*, 131(10), 2766s-2771s. doi:10.1093/jn/131.10.2766S

Jordan, H. V., & Keyes, P. H. (1966). In vitro methods for the study of plaque formation and carious lesions. *Arch Oral Biol*, 11(8), 793-802. doi:10.1016/0003-9969(66)90005-7

Touger-Decker, R., & van Loveren, C. (2003). Sugars and dental caries. *Am J Clin Nutr*, 78(4), 881s-892s. doi:10.1093/ajcn/78.4.881S

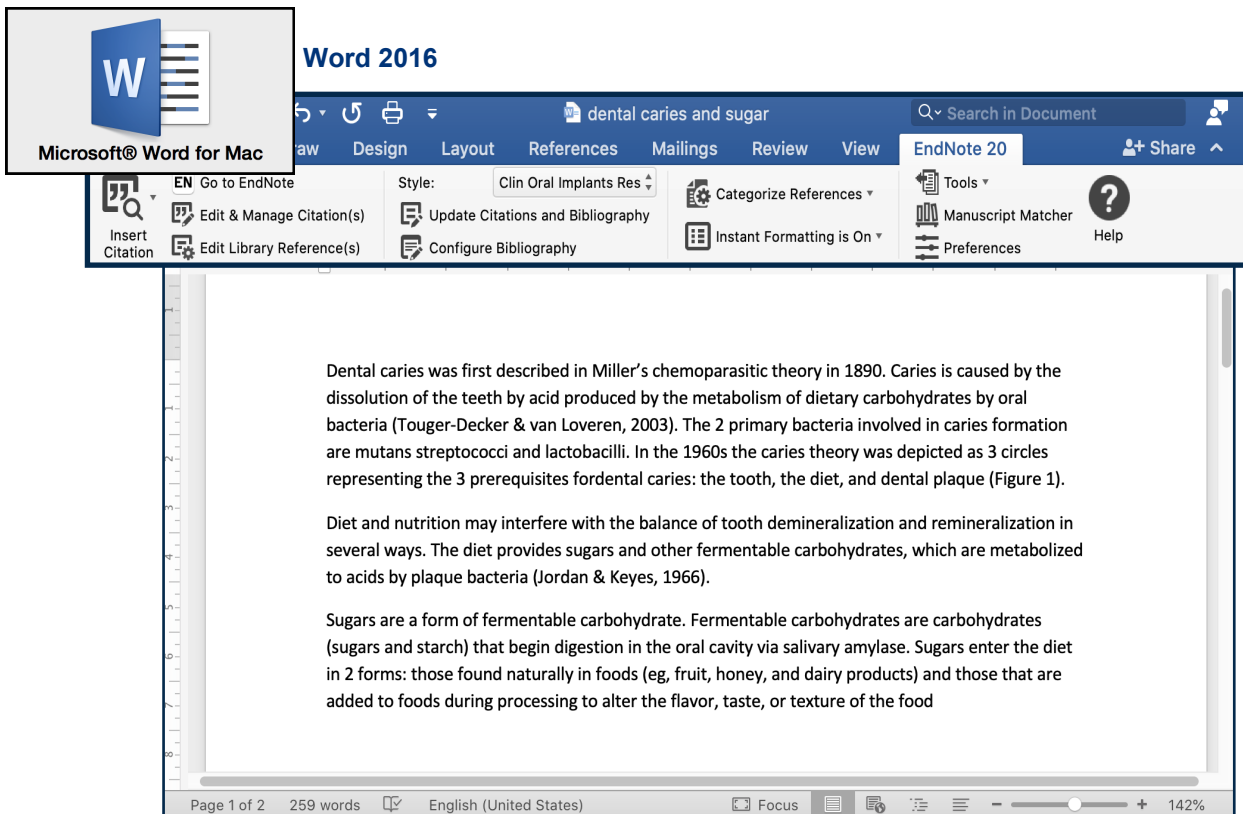
- Insert **figures and charts**



- Format the **citation style** of the entire essay

4. Cite While You Write

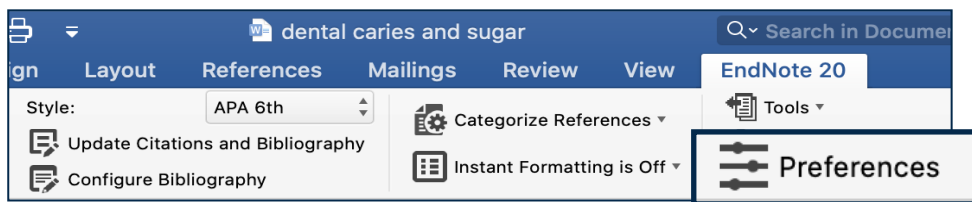
An **Endnote toolbar** will appear in Word once Endnote is installed on your PC



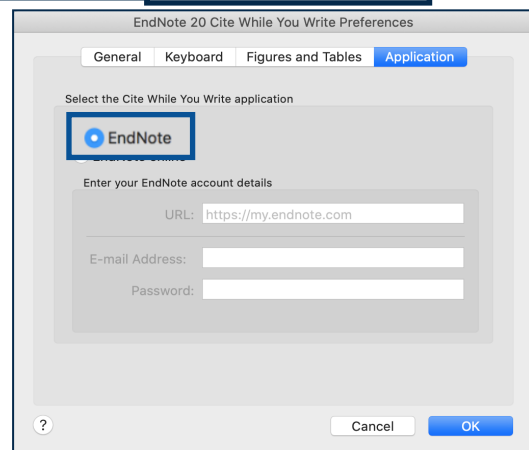
The EndNote online account login dialog keeps popping up whenever I click the EndNote tab in MS Word. What should I do?

**Solution:**

- 1 In Word, select the EndNote tab and click **Preferences**



- 2 The box EndNote X9 Cite While You Write Preferences is shown. Click **Application** > Select **EndNote**



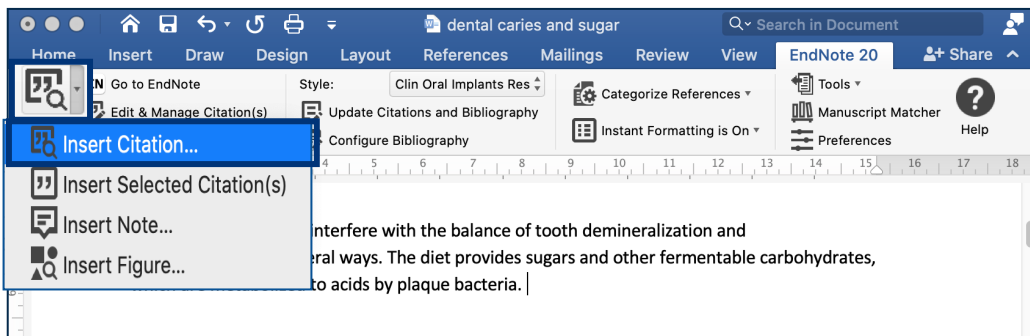
4. Cite While You Write

# 4.1 Insert a Citation

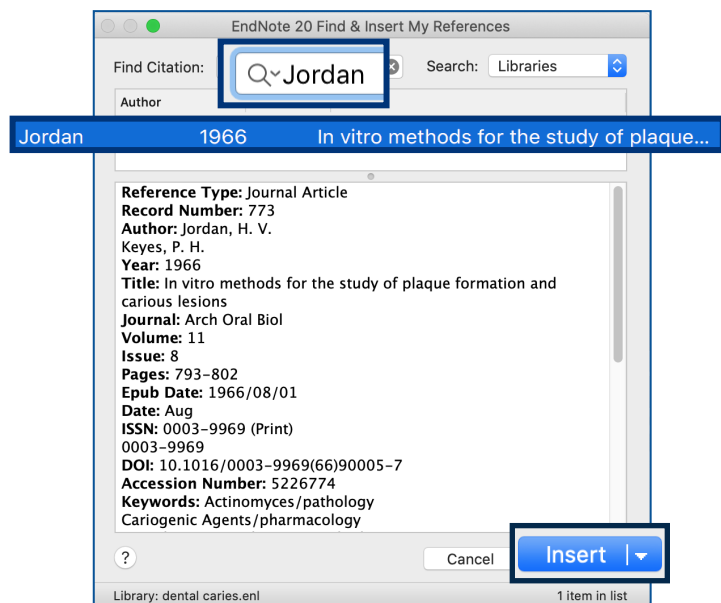


## Method A Insert Citation

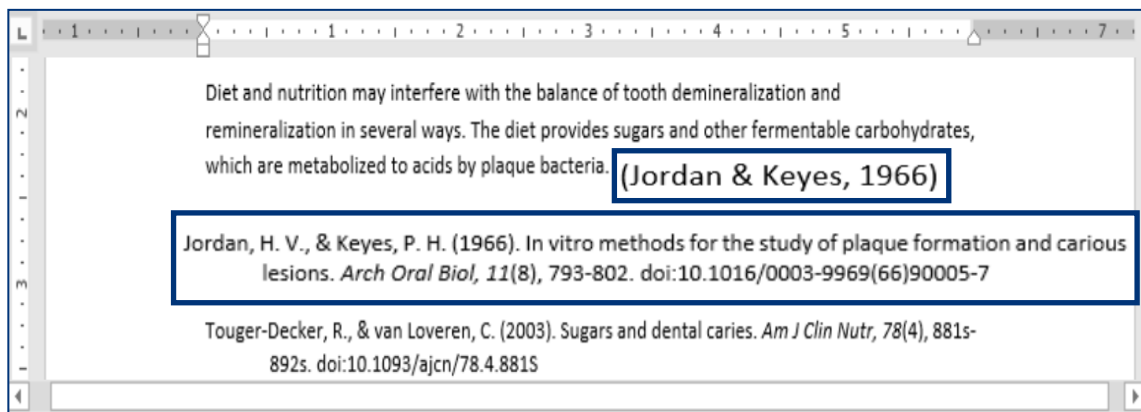
- 1 In Word, **place the cursor** where you like to insert your in-text citation. Select **Insert Citation > Insert Citation**



- 2 Find your citation. Then, highlight the **desired citation**, and click on **Insert**.



- 3 The **in-text citation** and the **reference** will be inserted into your document.

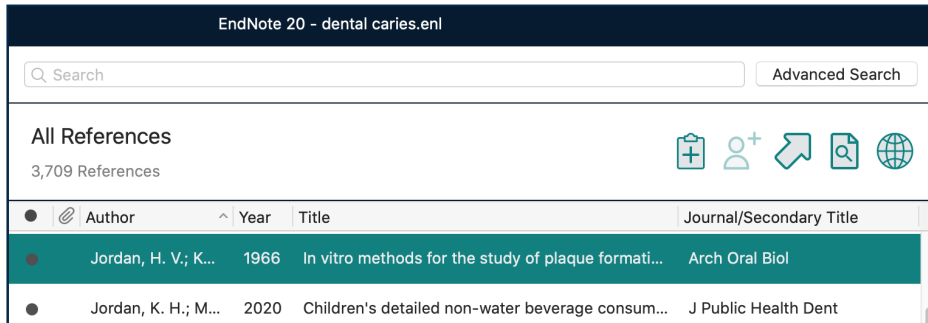


4. Cite While You Write

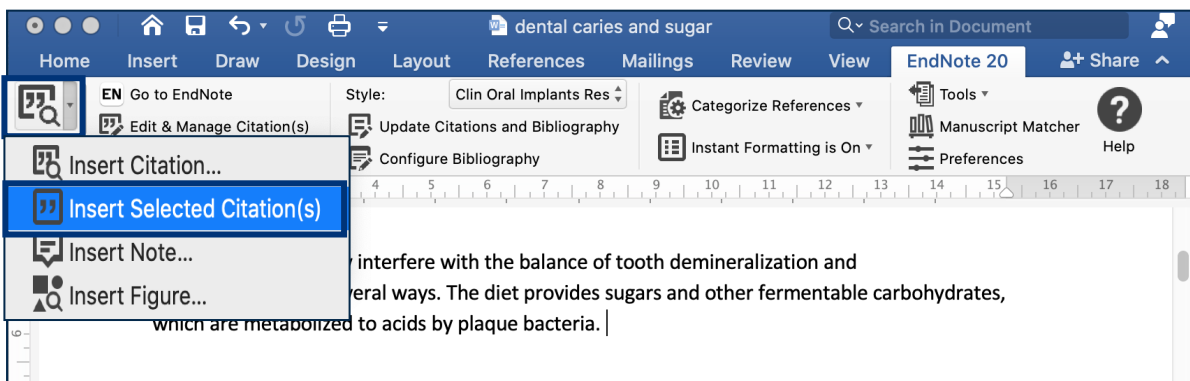
**Method B** Insert Selected Citation



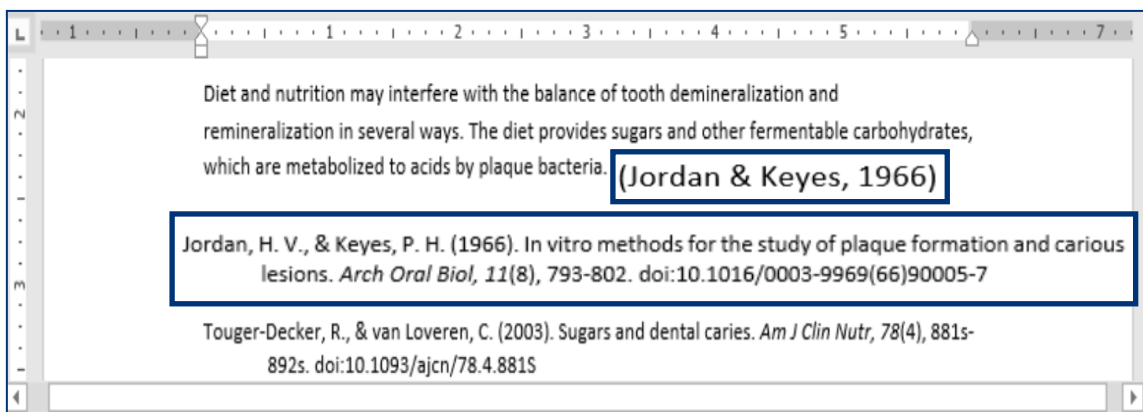
**1** In **Endnote**, highlight the **desired citation**



**2** In your Word document, **place the cursor** where you like to insert your in-text citation. Select **Insert Citation > Insert Selected Citation(s)**



**3** The **in-text citation** and the **reference** will be inserted into your document.



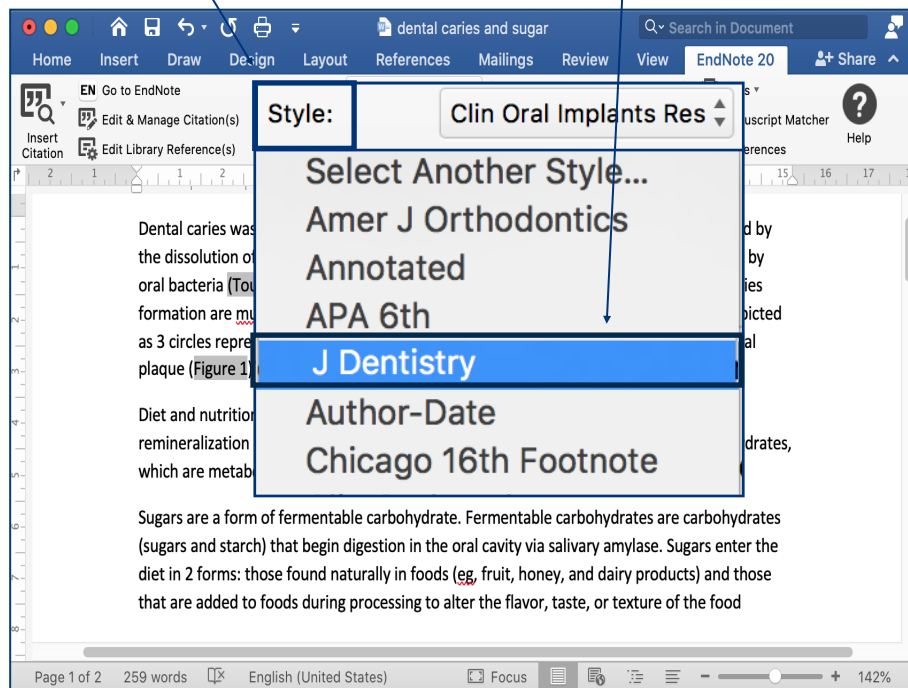
## 4. Cite While You Write



## Change the citation style

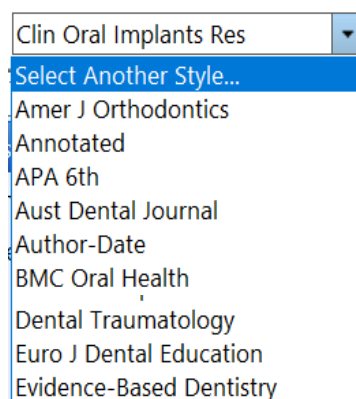
**1** In the **Bibliography** tab section, open the **Style** pull-down menu.

**2** Select your **desired citation style**, e.g. J Dentistry.



## Can't find the Citation Style?

From the **Style** pull-down menu, choose **Select Another Style**.



If the style is not on the list,  
visit Endnote website

<https://www.endnote.com/downloads/styles>

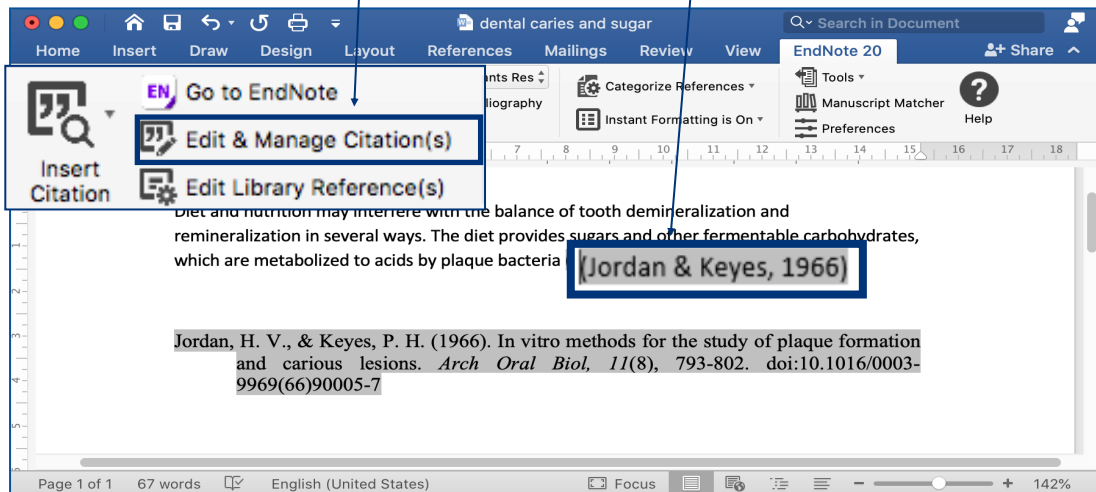
There are more than 6,000 bibliographic styles there!

4. Cite While You Write

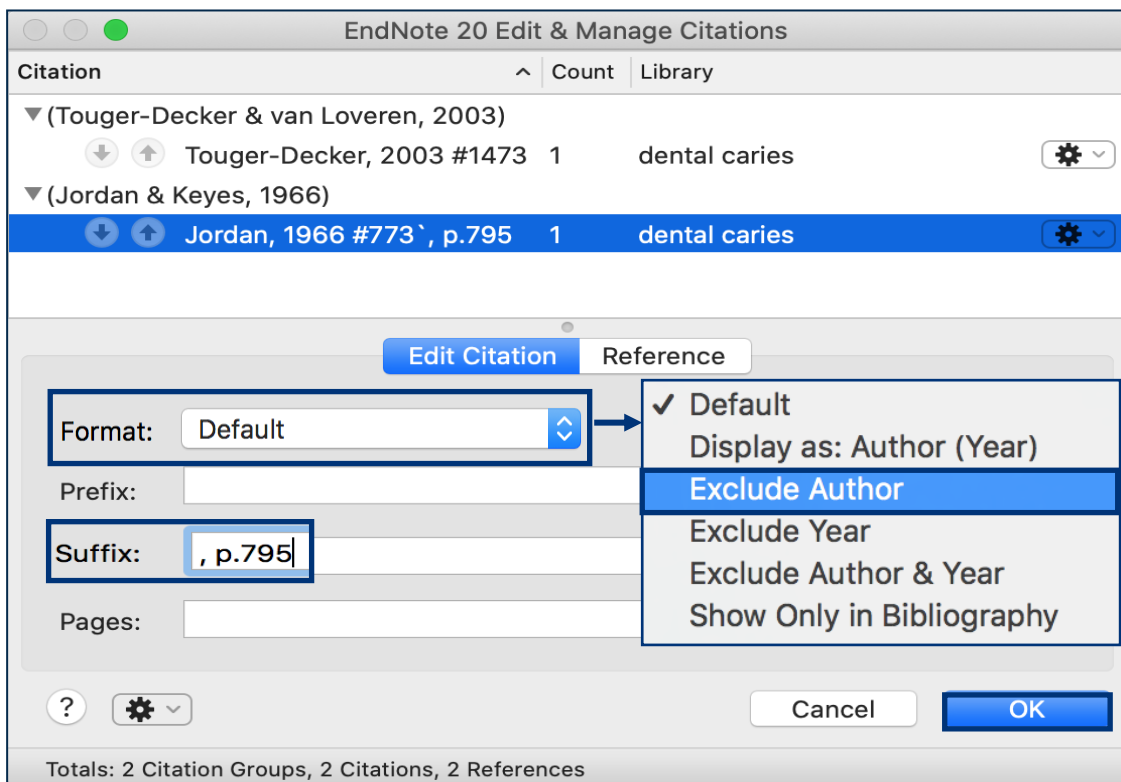
# 4.2 Edit & Manage Citation(s)

**1** Place your cursor on the in-text citation you would like to edit. The citation will turn grey.

**2** From the Citations tab section, click on **Edit & Manage Citation(s)**.

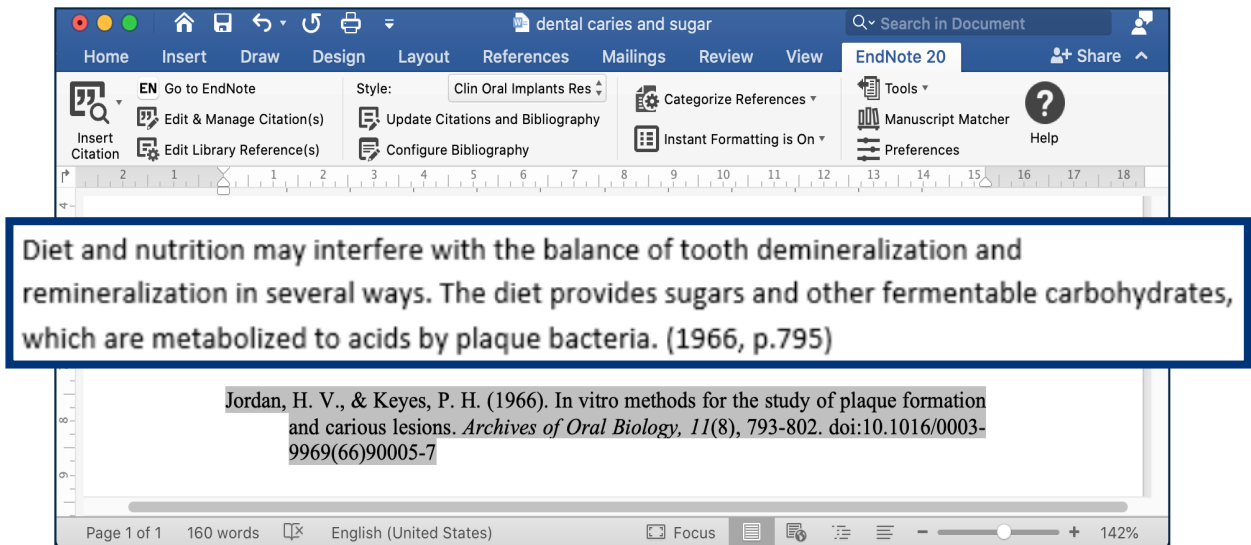


**3** Specify your options, e.g. Exclude Author, add page numbers  
 (Note: Use **Suffix** to add page numbers if **Pages** does not work.)



4. Cite While You Write

4 The in-text citation will be changed accordingly.

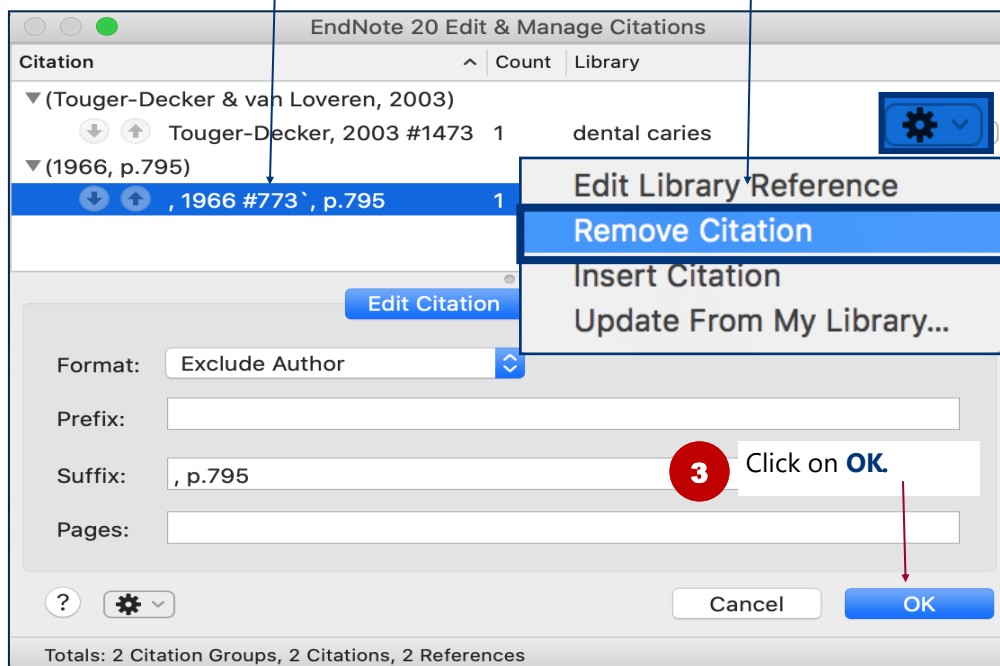


**EXTRA** Removing a Citation

**Important:** **DO NOT** remove citations using the delete function in Word. To remove citation:

1 From the **Edit & Manage Citation(s)** menu, highlight the **desired citation**

2 Open the pull down menu for **Edit Reference**, and then select **Remove Citation**.



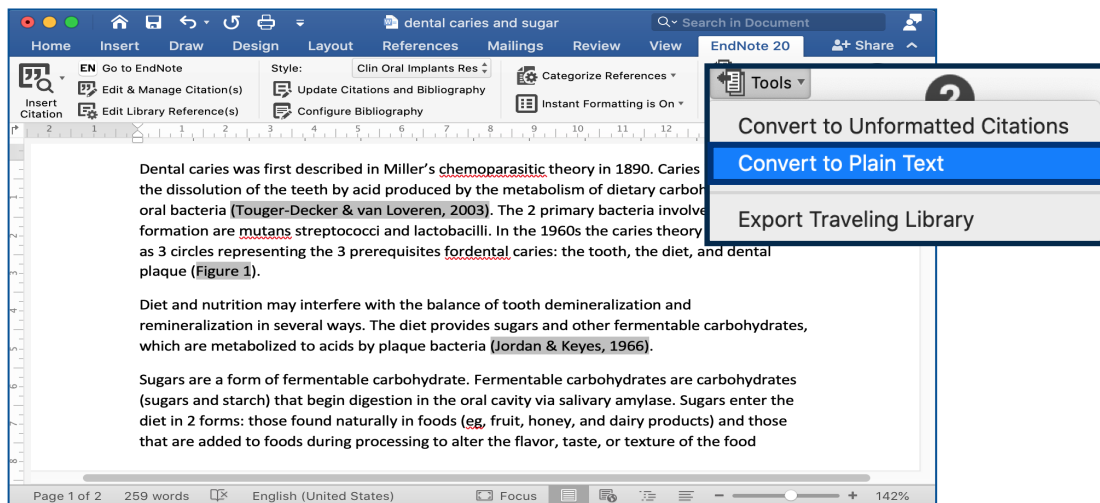


## 4.3 Remove Field Codes

Before submitting your paper, you may wish to remove the Endnote field codes. The recipient can then view the document properly without using Endnote

- 1 To remove field codes, select:

**Tools > Convert to Plain Text**



- 2 A new Word document will be created. Click on **OK** and save the file under a **new filename**

