

Quick guide 10

What is EndNote?

EndNote is a type of reference management service (also known as personal bibliographic software). There are many types of this service available, however EndNote is currently being supported by Oxford Brookes University through a CHEST negotiated agreement.

This type of software is an invaluable aid for researchers and teachers and is recommended for anyone, including those working at undergraduate level, to improve efficiency when studying, doing research and creating bibliographies.

How does it work?

EndNote allows you to create your own database of references which you can then search, edit and format automatically in different output styles for bibliographies.

EndNote allows you to import references saved from database searches, and in some cases to import references directly into your EndNote library (e.g. from Web of Science).

EndNote can also be used to connect directly to remote databases such as Zetoc and many Library catalogues including the University of Oxford Libraries' catalogue (OLIS).

A feature known as "Cite while you write" allows you to insert references into a Word document without having to use copy and paste commands. It can be used to insert references into word processed documents and to scan the documents for in-text citations to compile a bibliography in a wide range of styles.

The Library's EndNote webpages at <http://www.brookes.ac.uk/library/endnote.html> provide a range of information and support documentation.

There are two versions of EndNote available to Brookes students and staff: EndNote Desktop and EndNote Web

EndNote Desktop – a software version installed on all university networked PCs and also available to buy for home use. EndNote X3 is the version currently available at Oxford Brookes University.

The Library's EndNote licence allows for the installation of the software on University owned equipment. If you want EndNote installed on your office computer, please contact OBIS.

Brookes staff and students can also buy the software (either Windows or Mac) to install at home, at a discounted rate. Information about all versions of EndNote is available from the EndNote Support web site at <http://www.endnote.com/support/ensupport.asp> EndNote can be ordered directly from the Adept Scientific Web site at www.edustore.adeptsience.co.uk You need to log in with your Brookes Athens account.

EndNote Web - allows you to create a web-based Library of references which you can access from wherever you are. It is available to all Oxford Brookes staff, researchers and students free of charge, but you must register first.

EndNote versions - how do I decide which version to use?

The key features of the desktop and web versions are the same however there are differences in the more advanced functionality. The Thomson Reuters web site at http://thomsonreuters.com/products_services/science/science_products/a-z/endnote_web/#tab4 gives an in-depth comparison of the versions (select the 'compare products' tab).

References can be transferred from your EndNote desktop library to EndNote Web and vice versa, so you can use both products if you wish.

Help with EndNote

- Visit our web pages at www.brookes.ac.uk/library/endnote.html There is plenty of information on these web pages about importing references from databases, searching library catalogues plus links to files for you to download, such as the Brookes EndNote output styles.
- The Library offers EndNote training: see www.brookes.ac.uk/library/training.html for details.
- Ask your Subject Librarian (www.brookes.ac.uk/library/substaff.html) for further help and advice.