Managing your sources
Today’s session

Introduction to reference management software

Overview of EndNote Online and hands-on practice

How to get help after the session
What is EndNote Online?
3 key uses of reference management software

Collect  Manage  Use
1. Collect your references
When you are doing your literature search, this is the ideal time to collect your references.
2. Manage the references you collect
You can create groups of references e.g. for different assignments
3. Use EndNote Online to manage your references.
My reference library

Sources
- University of York
- YorSearch
- Web of Science
- Google Scholar

Create citations and reference list in Word

3. Use

Reading lists
Annotated bibliographies
How does it work with Word?

You need to use the EndNote tab (not the References tab)

Introduction

Video provides a powerful way to help you prove your point. Paste in the embed code for the video you want to display.
You can select the UoY – Harvard (Environment) style

The bibliography is automatically created as you add in citations.

Introduction

Video provides a powerful way to help you prove your point (O’Hare, 2017). With Online Video (Vikolainen et al., 2017), you can paste in the embed code and Word will add it. You can also type a keyword to search online for the video, which will make your document look professionally produced. Word provides different text box designs that complement each other.

Bibliography

## Do I have to use EndNote Online?

<table>
<thead>
<tr>
<th>EndNote Online</th>
<th>Paperpile</th>
<th>Mendeley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophisticated search options for your reference library make this program great for high-end reference management.</td>
<td>Great for collecting citation information and associated PDFs, and for managing what you've found.</td>
<td>A good all-rounder that's especially good if you want to make notes directly onto your PDFs.</td>
</tr>
<tr>
<td>Cites with MS Word.</td>
<td>Citing works with Google Docs rather than MS Word.</td>
<td>Citing works with MS Word and Libre Office.</td>
</tr>
</tbody>
</table>
## Do I have to use EndNote Online?

<table>
<thead>
<tr>
<th><strong>EndNote Online</strong></th>
<th><strong>EndNote Online has been recommended by your department</strong></th>
<th><strong>Mendeley</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophisticated search options for your reference library make this program great for high-end reference management.</td>
<td>Great for collecting citation information and associated PDFs, and for managing what you've found.</td>
<td>A good all-rounder that's especially good if you want to make notes directly onto your PDFs.</td>
</tr>
<tr>
<td>Cites with MS Word.</td>
<td>Citing works with Google Docs rather than MS Word.</td>
<td>Citing works with MS Word and Libre Office.</td>
</tr>
</tbody>
</table>

**Don’t use EndNote Desktop**
Your turn
3 main activities

1. **Create your account**
   - You may have already done this by creating a Web of Science account.

2. **Work through the EndNote Online handbook**

3. **Make sure you can complete all of the tasks on the checklist before you leave**
   - Ensure you know how to access the **UoY (Harvard – Environment)** style.
   - Can you add in **page numbers** for direct quotations?
   - Make sure you can convert the document into **plain text** when you have finished your assignment.
1. Create your account

Use this link to visit the IT Services EndNote Online page.

Select ‘Obtaining the Software’ and follow the instructions.
2. Work through the handbook

Go through it step by step and ask if you have any questions about the content.

Watch out for the following:

- Filters
- Setting the style
- Using EndNote Online in conjunction with Microsoft Word
Preparing your document for electronic submission

When you have finished working on your document as a final step before submitting your work you will need to convert the document to plain text.

Basic instructions:

1. **Make a copy** of your final document before converting it, just in case you want to make some more changes.
2. On the EndNote Online toolbar in Word select ‘Convert Citations and Bibliography’
3. Then select ‘Convert to Plain Text’
4. This will remove all links with EndNote Online but will leave your citations and bibliography in the correct format. Once you have done that you can make any minor changes to the layout of your references to get them exactly how you want.
Need a hand?
Want to use something other than EndNote?

• Principles of reference managers are the same:
  • Collecting your references either by direct import or by using RIS files
  • Managing your reference library
  • Working with a word processor to create in-text citations and a bibliography

• University of York supports Paperpile and Mendeley – but there are other free ones available.
Our Reference Management Guide has lots more advice and support for using the software

https://subjectguides.york.ac.uk/reference-management
We also run workshops on reference management.

You can sign up via the [Skills Guide training page](#).
Email: itsupport@york.ac.uk

Phone: (01904) 32 3838
Referencing help

For help with:

• Understanding the principles on referencing
• UoY Harvard specific style

Email: integrity@york.ac.uk
Find resources for your subject
subjectguides.york.ac.uk

Pick up digital skills
subjectguides.york.ac.uk/skills

Library website
www.york.ac.uk/library

IT website
www.york.ac.uk/it-services

Follow us
Useful links

- Environment and Geography Subject Guide
- Reference Management guide
- EndNote Online webpages
- UoY Harvard webpages
- Writing Centre

The Skills Hub on the VLE has some referencing FAQs that you might find useful e.g. how many references do I need?