Part 3: Utilizing Endnote to Manage Your Citations

Creating a Bibliography

When it comes to creating a bibliography, which all of your papers and thesis projects require, you have two options:

1) You can write down all of the elements of your citation (e.g. author, article, title) and then use a style guide (e.g. APA, MLS, etc.) to format your bibliography.

2) You can use a citation management tool, like Endnote, to do all of this for you.

Accessing Endnote

Endnote is available to all currently registered IIT students. However, before you access Endnote you must first establish an Endnote Account from an IIT Workstation (e.g. Moffett Campus or Main Campus). Once you create your account, you may access Endnote from anywhere including your home.
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Establishing an Endnote Account

1. Go to the library’s homepage at http://library.iit.edu/ifsh/ and under Research Help click “more.”
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Establishing an Endnote Account

2. Next click on “Research Tools.”

Click on “Research Tools”
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Establishing an Endnote Account

3. Click on “EndNote Web” to log onto the Endnote Webpage and establish your account.
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Establishing an Endnote Account

4. Once you access the Endnote website, you must click on “create an account” to establish your account.  Remember, you must be at an IIT workstation.

![Create an account](Image)
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Establishing Import Folders

Before configuring Endnote, it is a good idea to establish a series of important folders on your desktop for the following Food Science Databases.

1. Science Direct
2. Medline
3. PubMed
4. Wiley
5. Springer
6. Proquest
7. Articles First
8. Eco
9. Papers First

Since you can export directly from Web of Science and Academic Search Complete, you don’t need folders for those databases.
Configuring Endnote – Establishing a New Group

The first step of the configuration process is to establish a new group or file location where you can store your citations for a specific paper or thesis project. To do this, click the organize tab, and then click on “New Group.”

First click the organize tab and “My Groups” will appear below.

Next, click on New Group
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Configuring Endnote – Establishing a New Group

After you click on “New Group” a dialog box appears at the top of the Screen. You must name your new group. We will call this group “Browning Paper.”

Type in the name of the group and click “OK”
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Configuring Endnote – Establishing a New Group

You have now created a new group called “Browning Paper.” Click on my references to see all of your groups.

Click the “My Reference” Tab
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**Configuring Endnote – Establishing a New Group**

The New Group that you created appears under “My Groups” and has “0” references (citations).

![Diagram of Endnote interface showing a new group named Browning Paper Group]

- The Browning Paper Group appears under “New Groups”
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Configuring Endnote – Selecting a Citation Style

You must now select a citation style so you can format your citations. To select a citation style click on “Format.”
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Configuring Endnote – Selecting a Citation Style

To select a citation style click on “Select Favorites”. The most common citation styles are APA (used for science), MLA, and Chicago Manual of Style.
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Configuring Endnote – Selecting a Citation Style

Scroll down to APA 6th and click on “Copy to Favorites.” APA then appears under “My Favorites.” Repeat this process for “MLS” and the “Chicago Manual of Style.”

Click on “APA 6th” then click “Copy to Favorites” APA 6th then appears under “My Favorites”
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Configuring Endnote – Selecting a Citation Style

After you have selected all of your citations styles click “Hide,” and then click on the “My References” tab to return Endnote’s homepage.
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Configuring Endnote – Article and Book Citations

To configure Endnote so you can create an article or book citation, click on the “Collect” tab.

Click on “Collect”
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Configuring Endnote – Article Citations

Click on “Import References” to choose your import file formats
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Configuring Endnote – Article Citations

Click on “Select Favorites.”

Click on “Select Favorites”
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Configuring Endnote – Article Citations

Highlight “Articles First (OCLC)” and then click Copy to Favorites.

Select “ArticlesFirst (OCLC),” and then click “Copy to Favorites.” “ArticlesFirst (OCLC)” then appears under “My Favorites.”
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Configuring Endnote – Article Citations

Repeat this process for 1) MEDLINE (OCLC), 2) ProCite RIS, 4) ProQuest, 5) PubMed (NLM), 6) ScienceDirect, 7) Springer Link.

All of these file formats should be selected.
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Configuring Endnote – Book Citations

To configure Endnote for Book citations click on “Online Search” and then click on “Select Favorites.”

Click on “Online Search”

Click on “Select Favorites”
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Configuring Endnote – Book Citations

For Moffett Campus Graduate Students who will be citing books related to the food sciences you must select the following library catalogs: 1) Illinois Institute of Technology, 2) University of Illinois at Urbana, and 3) Library of Congress.

Highlight “Illinois IT” for Illinois Institute of Technology and then click “Copy to Favorites.” Repeat this process for “Library of Congress” and “U Illinois–Urbana.”

You are now ready to start using Endnote to format your citations!
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Creating Book Citations

Let’s assume that you were going to cite a chapter from the book, *Modern Food Microbiology 7th Ed.* by James Jay (2005) for your paper or thesis project.

To create a citation for this book, the first step would be to click the collect tab.

Click on the “Collect” tab to format book citations.
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Creating Book Citations

Before you can create a citation you must locate this book in one of the three library catalogs that you selected earlier. Since Endnote often has trouble connecting to the “Illinois IT” library catalog, and also has trouble connecting to the “U Illinois-Urbana” library catalog, it is best to start out with the “Library of Congress” catalog which always connects, and will usually have a record for the book that you want to use in your paper or thesis project.

Select on “Library of Congress” and then click “collect”
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Creating Book Citations

Once you have successfully connected to the Library of Congress catalog type the title of the book, and select the title field. Next click “Search.”

Enter the book’s title

Select the “Title” field

Click Search
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Creating Book Citations

Once the Library of Congress catalog generates the results be sure to select the correct edition of the book that you want to cite which is the 2005 edition.

Click on the 2005 Edition of Modern Food Microbiology which is the 7th Edition.
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Creating Book Citations

To add this book to your list of references click on “Add to group” and then choose “Browning Paper.” This reference is then added to “Browning Paper.”

Click on “Add to Group” and then click on “Browning Paper” to add this reference to that group. A new reference appears under “Browning Paper.”
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Formatting Your Citations

To format this citation click on the “Format” tab.

[Image of Endnote interface with highlighted “Format” tab and sample citation]
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Formatting Your Citations

Once the Format Menu appears click on the drop down menus next to References, Bibliographic Style and File format and select “Browning Paper,” “APA 6th,” and “RFT (rich text file)” and then click “Save”
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Formatting Your Citations

The reference for “Modern Food Microbiology” has been formatted according to APA Format, and then saved as a Rich Text File which is a Microsoft Word File that is compatible with all previous versions of Microsoft Word (e.g. Word 2003, Word 2007, and Word 2010).

The citation has been formatted according to APA Format

Creating Article Citations - Web of Science

The easiest way to get journal articles into Endnote is to use Web of Science to identify the article that you want to format, and then export that article from Web of Science directly into Endnote. To do this you must have already be logged into Endnote, and then leave Endnote running in the background.
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Creating Article Citations - Web of Science

Conduct a search of Web of Science for “browning and fruit”

Enter your search terms and initiate the search

Keep Web of Science running in the background
Part 3: Utilizing Endnote to Manage Your Citations

Creating Article Citations - Web of Science

To select an article to be sent to Endnote Web, click on the title of the article.

Click on the title of an article that you are interested in using in your paper or thesis.