

# EndNote® 9 Tips

## Entering References

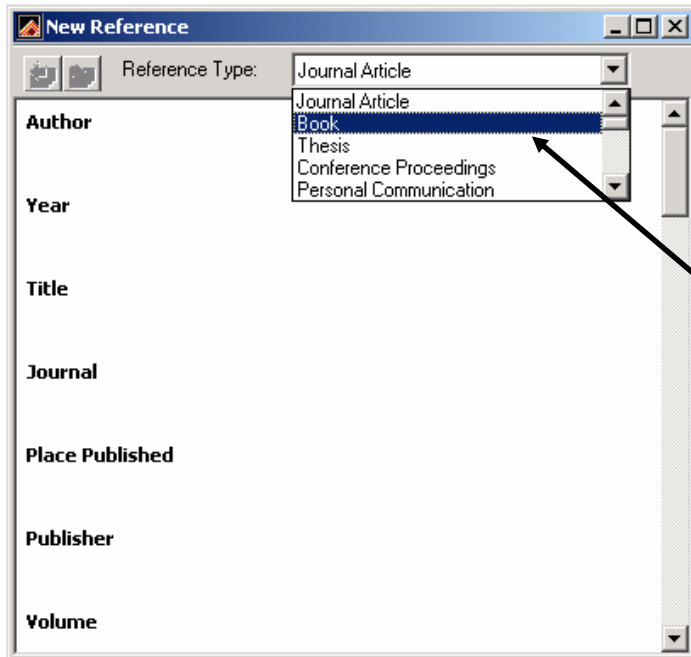
---

This tip sheet will help you learn how to enter a reference into an EndNote library.

If EndNote is not already running, start it and open your library or the sample Paleo library (PALEO.ENL).

### Create a New Reference

There are various ways to add references to an EndNote library. Connecting to an online bibliographic database and retrieving the references directly into EndNote is one option; importing text files of references that have been downloaded from online or CD-ROM bibliographic databases is another. Both are discussed in other tip sheets. This example demonstrates how to manually enter references into an EndNote library.



Select *New Reference* from the References menu. An empty window opens with the words "New Reference" displayed at the top, similar to the example at the left.

Click the *Reference Type* pull-down menu to select the appropriate reference type. For this example, select *Book* from the list.

You are now ready to enter the reference information, beginning with the author names. Author names can be entered two ways: either "First Middle Last" such as "Carol Margaret Jacobson" or "Last, First Middle" such as "Jacobson, Carol Margaret." Individual author names must be entered one per line. Corporate or institutional author names must be entered with a comma at the end of the name so that EndNote does not confuse them with a name entered in the "First Middle Last" manner. Anything before the first comma will be treated as a single "Last" name. To enter titles or other suffix information, such as "Ph.D." or "Jr.," enter the name "Last, First Middle, Suffix." The suffix information will then follow the end of the person's last name in a formatted bibliography.

With the cursor in the Author field, type in the following information (note that these are examples; feel free to enter your own relevant reference data):

Jacobson, Carol, Ph.D. (then press the *Enter* key)  
Roe, Jennifer  
Thomson ResearchSoft,

As you type, you will see EndNote suggest names similar to the one you are entering. This is EndNote's way of using term lists to facilitate the process of entering new references. The name of the first author appears in red text to indicate that it is a new name, not yet saved in the Author term list for this library. When you close or save the reference, it will be added to the Author term list and the red text will change to black. The second author is already in the Paleo Library, so as you start typing the last name, you will see EndNote complete the name for you. Press *Tab* or *Enter* to accept EndNote's suggested term, or keep typing to overwrite it.

Continue entering the reference as shown below, using the Tab key to move to the next field, and Shift+Tab to move to the previous field, if necessary. You can also use the mouse to click in the desired field.

**New Reference**

Reference Type: Book

**Author**  
Jacobson, Carol  
Roe, Jennifer

**Year**  
1994

**Title**  
Impacts of Meteorites on Earth

**Series Editor**

**Series Title**

**City**  
New York

**Publisher**  
Roe, Inc.

**Year:** 1994

**Title:** Impacts of Meteorites on Earth

**City:** New York

**Publisher:** Roe, Inc.

**Number of Pages:** 100

**Abstract:** The impact of a meteorite hitting the earth millions of years ago may have led to the destruction or extinction of some marine life.

Enter all information without any extra punctuation (such as parentheses around the year or a period at the end of the title) or text styles (such as bold, italics, etc.).

Close the reference window by selecting *Close Reference* (Ctrl+W or Cmd+W) from the File menu or by clicking in the "X" in the upper right corner of the window. All information is automatically saved when you close a window. Your new reference should now appear in the library window.

### Spell Checking a Reference

In EndNote, open the reference *Allen, 1988* by double clicking on it. Select *Spell Check* from the *Tools* menu or select the Spell Check (abc) tool button. (To activate the main toolbar in EndNote, select *Show Toolbar* then *Main* from the *Tools* menu.)

**Check Spelling**

Capitalization:  
severn

Suggestions:  
Severn

Add words to:  
userdic.tlx

Ignore  
Ignore All  
Add  
Change  
Change All  
Suggest  
Options...  
Dictionaries...  
Help...  
Cancel

EndNote stops at the word "severn" and suggests "Severn" to replace it. Click on *Change* to make this adjustment. EndNote notifies you that spell checking is complete, click on *OK*.

**For more information see the EndNote manual chapter *Entering and Editing References*.  
(Note that the manual is available in your EndNote folder as a PDF file.)**