Endnote @ HKU
For Mac Users

Discover • Organize • Write & Cite • http://lib.hku.hk/endnote

© September 2020

I · Basic Set Up

1. Why Endnote?

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

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

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

Format the essay according to a selected **citation style**, e.g. APA style.

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

EXTRA

What if you do not acknowledge others' works?

This will constitute plagiarism.
Find out more at http://www.hku.hk/plagiarism

2. Who can download?

HKU has taken out an **Endnote site licence** which permits **current HKU staff and students** to use Endnote both on campus and on their home PC.

3. Where is the Endnote@HKU website?

URL: lib.hku.hk/endnote

Download a copy of Endnote   **Learn** how to use Endnote

HKUL / Endnote@HKUL / Endnote@HKU

Endnote@HKU

Endnote@HKU

Download Endnote

Training and Support

HKU has signed a site licence agreement with EndNote, which permits all current HKU staff and students to use the software both on campus and at home. Upon accepting the agreement in the request form, HKU staff and students must abide by the Conditions of Use of the EndNote software.

What is EndNote?

EndNote is a bibliographical management software package designed to help you to organize bibliographic references and create a bibliography. Endnote allows you to search, retrieve relevant citations, and builds your bibliography, all within one program.

4. How to download and install Endnote?

Refer to the **Downloading and Installation Guide**:
Endnote@HKU > Download Endnote > Installation Guide for Macintosh (X9)

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

5.   Create an Endnote Library

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

File	Edit	References	Groups	Tools	Window	Help
New						
Open Library...			⌘O			
Open Shared Library...			⇧⌘O			
Open Recent			▶			
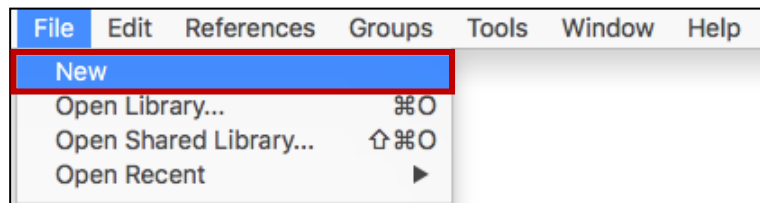
2   Enter a **filename**, e.g. animals. The default extension is **enl**.

Save As: animals

Tags:

Where: 📁 Desktop

☐ Save as Package

The EndNote Library Package is a single document that
contains both the library and the data folder.

Cancel   Save

3   Click **Save**.

EXTRA
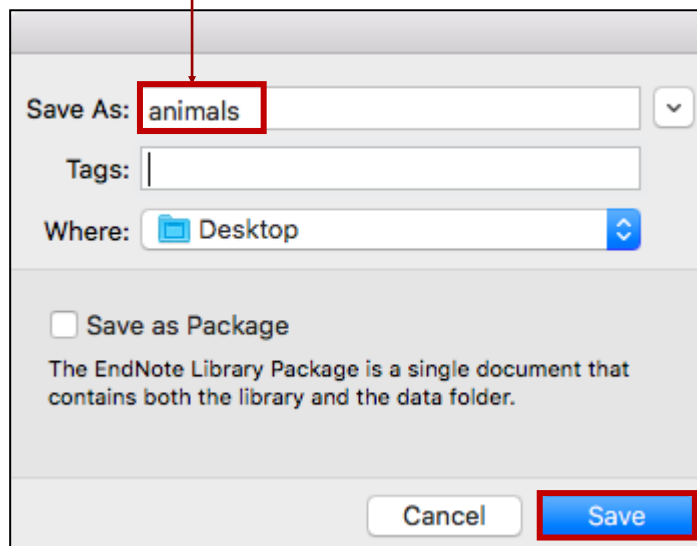
How many libraries can I create?

- 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.

II   Build Your Library

Important: Please use **Firefox** or **Google Chrome** for exporting records to Endnote.

1. Direct Export - Find@HKUL

Step 1 **Search Find@HKUL** and select records	Step 2 **Direct Export**

Step 1   Search Find@HKUL and select records

1 Enter your **search statement**

2 **Mark** the desired records

3 Go to **my favorites**

Step 2   Export records to Endnote

1 **Select** the records

2 Open " **Push to" actions**

My Favorites

SAVED RECORDS   "Push to" actions

✓ items

BOOK
Giant pandas : biology, veterinary medicine and management
edited by David E. Wildt ... [et al.].
Cambridge : Cambridge University Press 2006

Available at **Main Library** Main Library Books (599.789 G43 W) ›

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

EXPORT BIBTEX   PRINT   E-MAIL   ENDNOTE DESKTOP   ENDNOTE WEB

Encoding ▼

DOWNLOAD

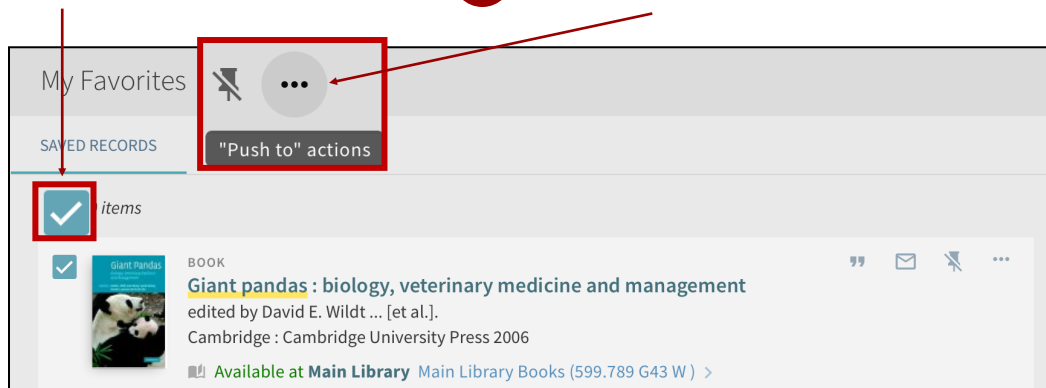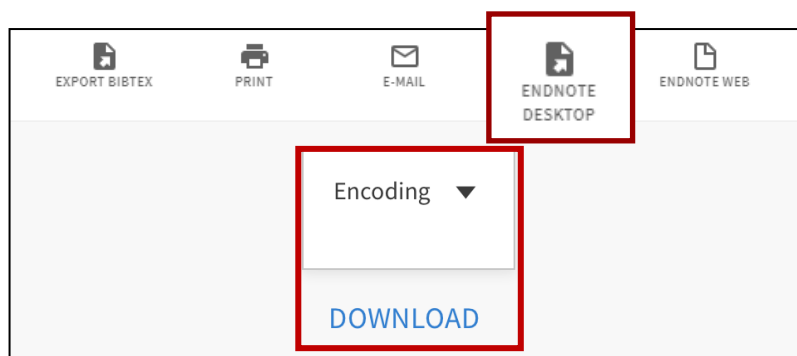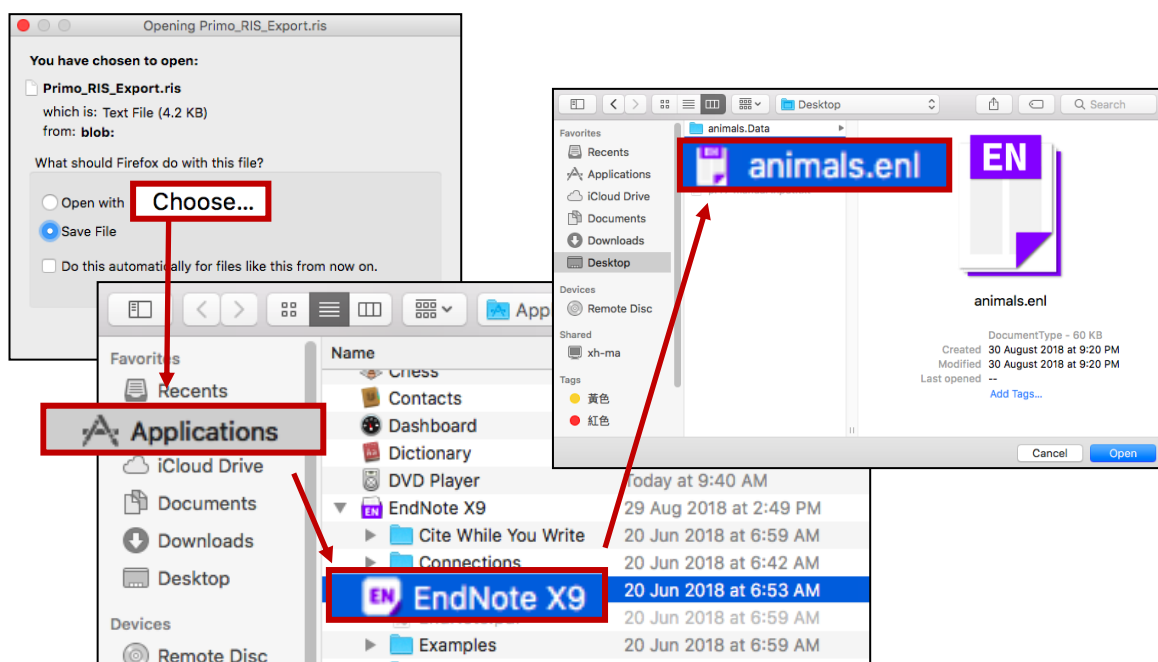**4** Click on **Choose**. Then, under Applications, select **Endnote X9**. Select your **Endnote Library** to import the file.

Opening Primo_RIS_Export.ris

You have chosen to open:
📄 Primo_RIS_Export.ris
which is: Text File (4.2 KB)
from: **blob:**

What should Firefox do with this file?

○ Open with **Choose...**
● Save File
☐ Do this automatically for files like this from now on.

Favorites
Recents
A Applications
iCloud Drive
Documents
Downloads
Desktop

Devices
Remote Disc

Name
Chess
Contacts
Dashboard
Dictionary
DVD Player
EndNote X9   29 Aug 2018 at 2:49 PM
▸ Cite While You Write   20 Jun 2018 at 6:59 AM
▸ Connections   20 Jun 2018 at 6:42 AM
EndNote X9   20 Jun 2018 at 6:53 AM
20 Jun 2018 at 6:59 AM
▸ Examples   20 Jun 2018 at 6:59 AM

Today at 9:40 AM

Desktop
Search
animals.Data
Favorites
Recents
A Applications
iCloud Drive
Documents
Downloads
Desktop

Devices
Remote Disc

Shared
xh-ma

Tags
● 黃色
● 紅色

EN **animals.enl**

EN

animals.enl

DocumentType - 60 KB
Created 30 August 2018 at 9:20 PM
Modified 30 August 2018 at 9:20 PM
Last opened --
Add Tags...

Cancel   Open

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

EXTRA

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**.

Primo_RIS_Export-1.ris	2 KB	EndNo...
scholar.enw	328 bytes	Docume
delivery.ris		
Primo_RIS_Export.ris		
▶ animals.Data		

Open
Open With ▶
Move to Trash
Get Info

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

scholar.enw Info

scholar.enw   328 bytes
Modified: Today, 9:29 AM

Add Tags...

▼ General:
   Kind: Document
   Size: 328 bytes (4 KB on disk)
   Where: Macintosh HD ▸ Users ▸
   hkulibraries ▸ Downloads
   Created: Today, 9:29 AM
   Modified: Today, 9:29 AM
   ☐ Stationery pad
   ☐ Locked

▶ More Info:
▶ Name & Extension:
▶ Comments:
▼ Open with:
   <None>
   ✓ <None>
   App Store...
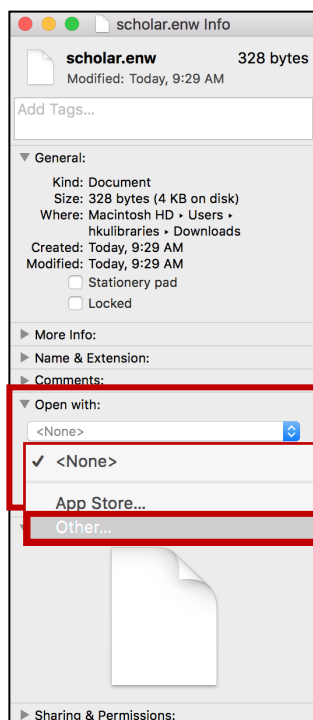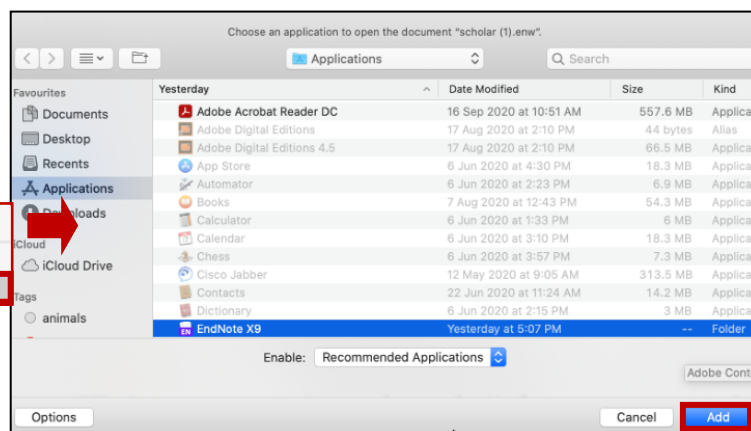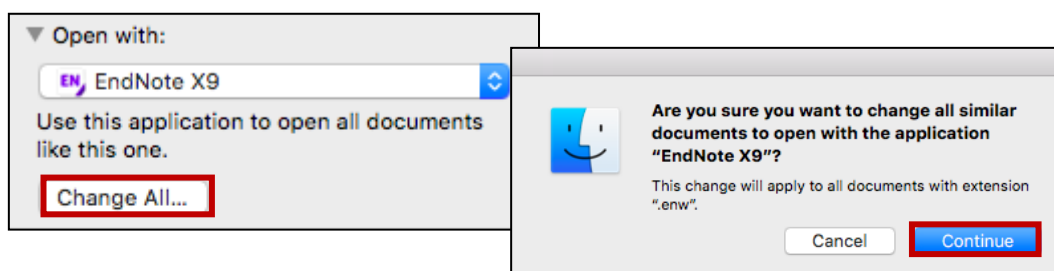   Other...

▶ Sharing & Permissions:

4 Choose **Endnote X9** from the applications and then click **Add.**

Choose an application to open the document "scholar (1).enw".

Applications   Search

Favourites	Yesterday	Date Modified	Size	Kind
Documents	Adobe Acrobat Reader DC	16 Sep 2020 at 10:51 AM	557.6 MB	Applicati
Desktop	Adobe Digital Editions	17 Aug 2020 at 2:10 PM	44 bytes	Alias
Recents	Adobe Digital Editions 4.5	17 Aug 2020 at 2:10 PM	66.5 MB	Applicati
Applications	App Store	6 Jun 2020 at 4:30 PM	18.3 MB	Applicati
Downloads	Automator	6 Jun 2020 at 2:23 PM	6.9 MB	Applicati
iCloud	Books	7 Aug 2020 at 12:43 PM	54.3 MB	Applicati
iCloud Drive	Calculator	6 Jun 2020 at 1:33 PM	6 MB	Applicati
	Calendar	6 Jun 2020 at 3:10 PM	18.3 MB	Applicati
	Chess	6 Jun 2020 at 3:57 PM	7.3 MB	Applicati
Tags	Cisco Jabber	12 May 2020 at 9:05 AM	313.5 MB	Applicati
animals	Contacts	22 Jun 2020 at 11:24 AM	14.2 MB	Applicati
	Dictionary	6 Jun 2020 at 2:15 PM	3 MB	Applicati
	EndNote X9	Yesterday at 5:07 PM	--	Folder

Enable: Recommended Applications

Options   Cancel   **Add**

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

▼ Open with:

EN EndNote X9

Use this application to open all documents
like this one.

Change All...

Are you sure you want to change all similar documents to open with the application "EndNote X9"?

This change will apply to all documents with extension ".enw".

Cancel   **Continue**

EXTRA

Change citation styles

1   Open the **pull-down menu** for Output Style. Choose **Select Another Style**.

		Select Another Style...		
		Annotated		
●	Kang, Dongwei; Li, Junqing	2016	Giant	✓ APA 6th	y and Conservation	Journal Article
●	Kelkar, Nachiket; Krishna...	2010	Coexi	Author-Date	on Biology	Journal Article
●	Kirsch, Ulrike	2007	Germ	Chicago 16th Footnote	d Journal	Journal Article
●	Li, Renqiang; Xu, Ming;...	2015	Clima	MHRA (Author-Date)	Conservation	Journal Article
●	Liu, Xuehua; Cheng, Xian...	2011	Poten	MLA (No-Caps)	Modelling	Journal Article
●	Ma, Kai; Liu, Dingzhen;...	2016	Giant	MLA 8th	y and Conservation	Journal Article
●	Mingyu, Yang; Lianming,...		Profil	Numbered		Journal Article
●	Nicholls, Henry	2010	The w	Show All Fields		Book
●	Nie, Yonggang; Speakma...	2015	ANIM	Turabian 8th Footnote	ew York, N.Y.)	Journal Article
				Vancouver		

APA 6th

Li, R., Xu, M., Wong, M. H. G., Qiu, S., Li, X., Ehrenfeld, D., & Li, D. (2015). Climate change threatens giant panda protection in the 21st century. *Biological Conservation, 182*, 93-101. doi:10.1016/j.biocon.2014.11.037

2   **Enter name** of your citation style and then press **Enter.**

3   **Highlight** the style and click on **Choose**.

Choose A Style

🔍 MLA

All Styles

Find by Category

Showing 496 of 496 styles.

Name	Category
Ann Rev Physical Chem	Chemistry
Ann Rev Phytopathology	Agriculture
Ann Rev Plant Biology	Agriculture
Ann Rev Psychology	Psychology
Annals Assn of Amer Geo	Geography
Annals Behavioral Med	Psychology
Annals Clin Micro Anti	Microbiology
Annals Internal Medicine	Internal Medicine
Annals of Oncology	Oncology
Annotated	Generic
APA 6th	Psychology
APA 6th (sections)	Psychology
APA 6th - Sentence Case	Psychology
APA 6th CV	Psychology
APA 6th-Annotated	Psychology
APA 6th-full name	Psychology
App Animal Behaviour Sc	Zoology
App Phys Letters	Physics
Applied Catalysis B	Chemistry
Archives Gen Psych	Medicine
Archives Toxicology	Pharmacology
Archives Virology	Virology

Style Info/Preview   Cancel

More Info

Choose A Style

🔍 mla

All Styles

Quick Search   Find by Category

Showing 3 of 498 styles.

Name	Category
MLA	Humanities
MLA (No-Caps)	Humanities
MLA 8th	Humanities

Style Info/Preview   Canc   **Choose**

More Info

4   In the **preview pane**, the citation will be changed to the selected style.

MLA

Li, Renqiang, et al. "Climate Change Threatens Giant Panda Protection in the 21st Century." *Biological Conservation* 182 (2015): 93-101. Print.

EXTRA

Edit references

1 Examine the book " Panda: back from the brink". In the preview pane below, **circle the problem area(s):**

●	📎 Author	⌃	Year	Rating	Title	URL
●	Guo, Wei; Mishra,...		2018		Metagenomic Study Suggests Th...	
●	Jindong, Zhang; V...		2015		Activity Patterns of the Giant Pan...	
●	Zhang, Zhi-Yi; Zha...		2018		Characterization of the β-defensin...	
●	**Zhou, Mengqi**		**2012**	· · · · ·	**Panda : back from the brink**	

APA 6th ⌄

Zhou, M. (2012). *Panda : back from the brink* (Adapted, rev. ed. ed.). Glasgow: Saraband.

2 This is an example of APA 6th Citation Style for Editions other than the First:

Harris, L. A. (2001). *Canadian copyright law* (3rd ed.). Toronto, ON: McGraw Hill Ryerson.

3 Open and amend the reference. Press **Command + S** to save the changes.

Zhou, 2012 #9

‹ ›   Book   ⌄   ⚙ ⌄   ᴬᴮᶜ✓   🔍   🗈   📎   🌑   W≣   🗏

Rating
· · · · ·

Author
Zhou, Mengqi

Year
2012

Title
Panda : back from the brink

Series Editor
Kerrigan, Michael

Place Published
Glasgow

Publisher
Glasgow : Saraband

Edition
Adapted rev. ed.

Keywords
Giant panda -- Pictorial works

Added to Library: 16/10/2017   Last Updated: 16/10/2017

2. Direct Export - Academic Search Complete (ASC)

Step 1	Step 2
Search the database and select records	**Direct Export** to Endnote
EBSCOhost	EndNote X9
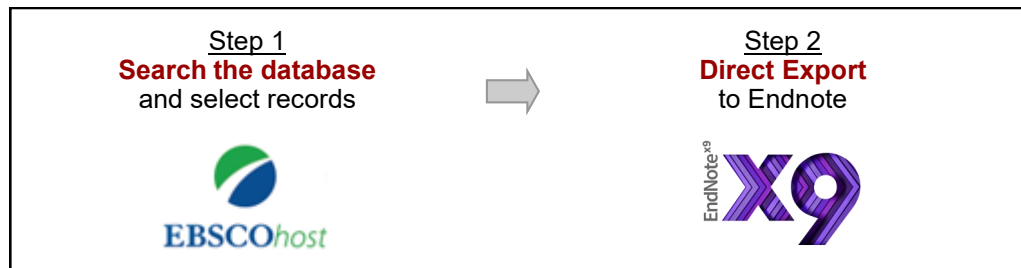
Step 1   Search ASC and select records

1 Access ASC: HKUL Homepage > Electronic Resources > Academic Search Complete

2 Enter a **search statement** in ASC
e.g. *dolphin AND conservation*

3 On the result list, click on **To Print, Email or Save Multiple Items** to select the desired records.

Note: To select all records on the page, click on Share > **Results (1-50)**.
Select another 50 results on p.2.

Step 2   **Direct Export to Endnote**

1 Once all records are marked, click on the **Folder** icon.
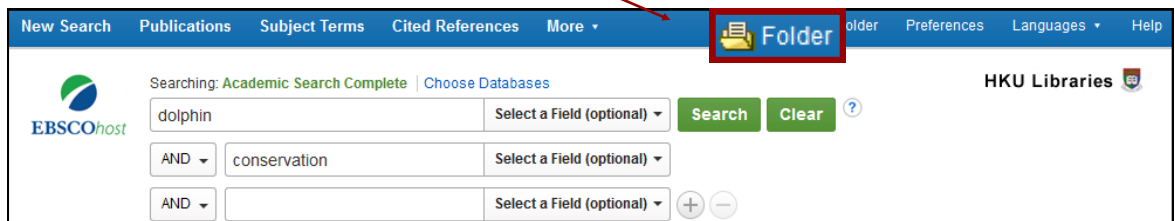
2 **Tick the checkbox** to select all records

3 Click on the **Export** icon.
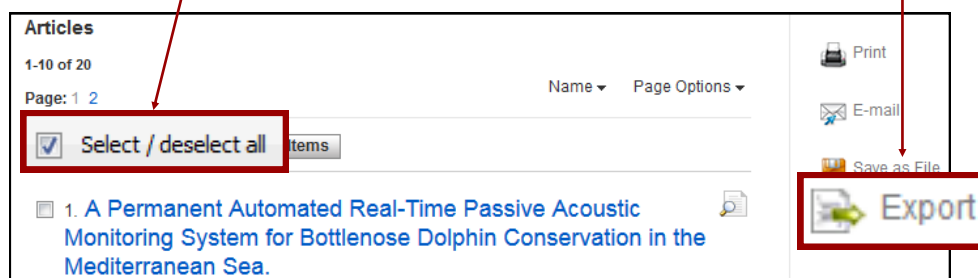
4 Select **Direct Export in RIS Format** and then click on the **Save** button.
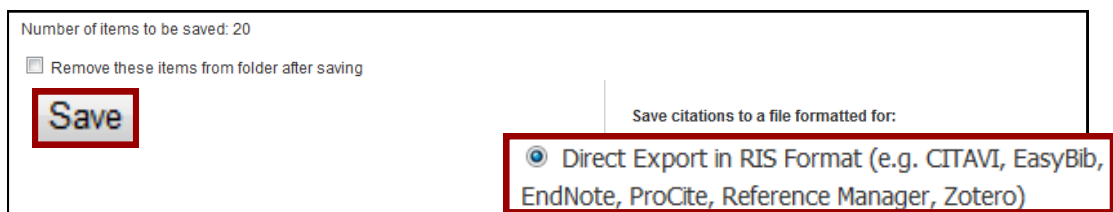
**5** Choose **Endnote X9** for opening the file. Then, click **OK**.
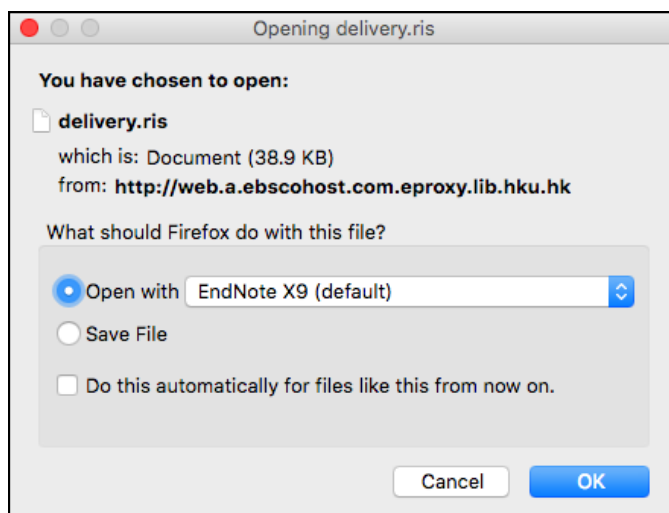
6 The records will be **imported** into your Endnote library.
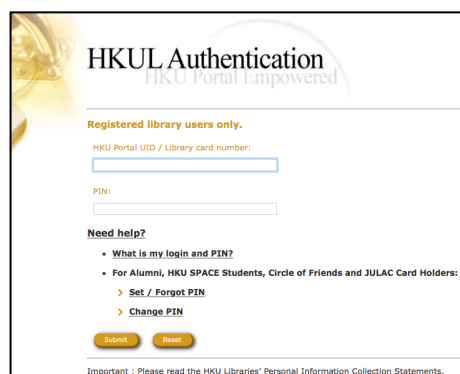
EXTRA

Open Link: Locate and attach PDF

Point directly to the article website and get full text, if available and attach PDF to your library
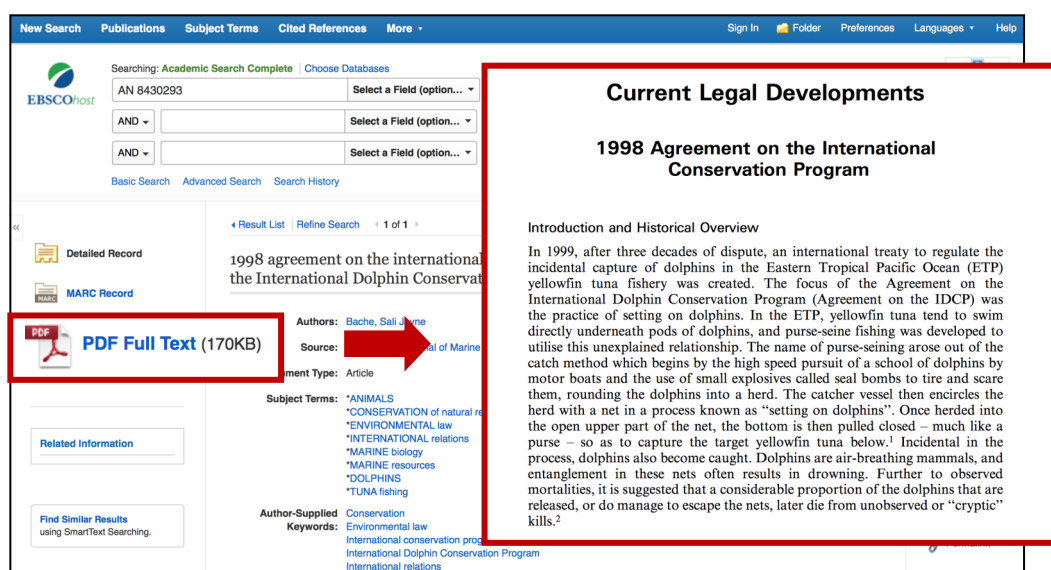
Step 1: Locate PDF full text

1 **Highlight** the reference. Then, select **References > URL > Open URL**
(Or, use the shortcut key **Command + G**)
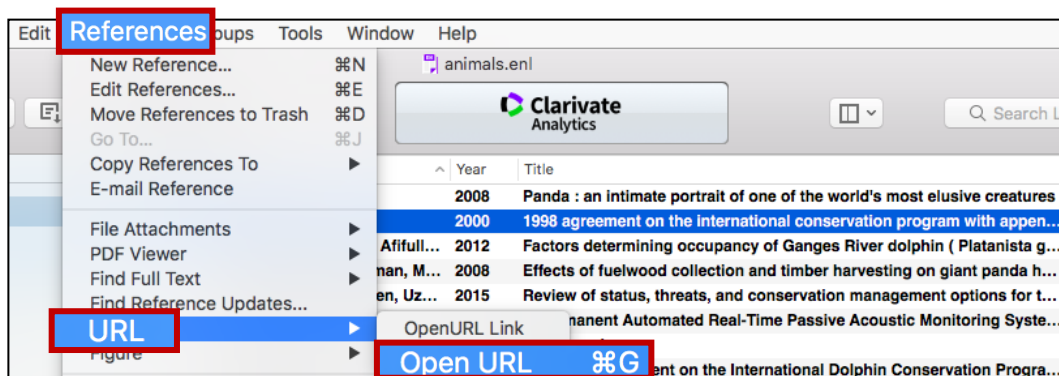
2 Publisher recognizes HKUL proxy string and prompts for HKUL Authentication


**3** Save the PDF from the database

Step 2: Link to PDF full text

1 **Highlight the reference** in your library.

●	🖉	Author	^	Year	Title	Journal
●		Angel, Heather		2008	Panda : an intimate portrait of one...	
●		Bache, Sali Jayne		2000	1998 agreement on the internation...	International Journal of Marine &
●		Bashir, Tawqir; Khan, Afif...		2012	Factors determining occupancy of...	Mammalia: International Journal
●		Bearer, Scott; Linderman...		2008	Effects of fuelwood collection and...	Biological Conservation
●		Boyce, Debra		1999	Saving freshwater dolphins means...	Christian Science Monitor
●		Braulik, Gill T.; Noureen,...		2015	Review of status, threats, and cons...	Biological Conservation

2 From top bar menu, select **References > File Attachments > Attach File.**
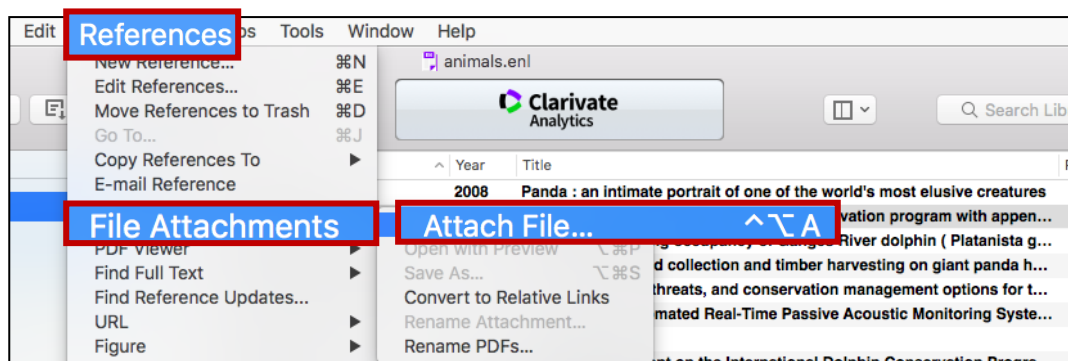
**3** **Select the PDF file** you have saved in Step 1 and click on **Open**.
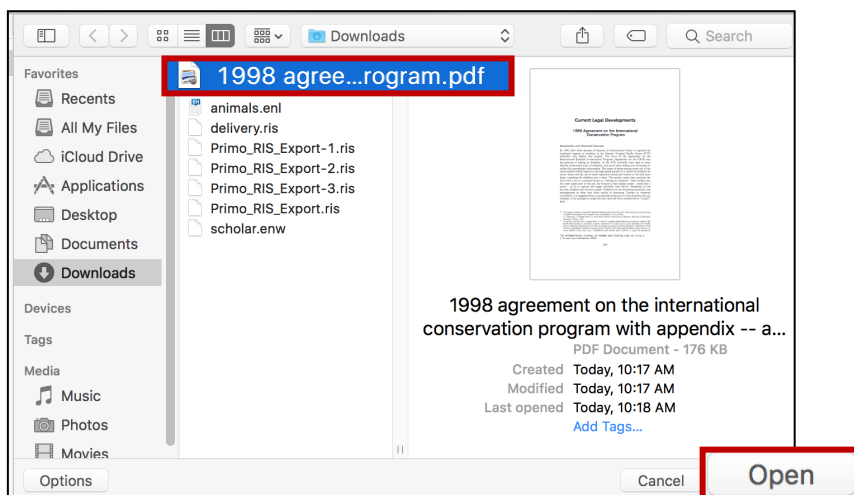
4 A **paper clip icon** will be displayed against the reference.

| ●	🖉	Author	^	Year	Title	Journal
●		Angel, Heather		2008	Panda : an intimate portrait of one...	
●	📎	Bache, Sali Jayne		2000	1998 agreement on the internation...	International Journal of Marine &
●		Bashir, Tawqir; Khan, Afif...		2012	Factors determining occupancy of...	Mammalia: International Journal
●		Bearer, Scott; Linderman...		2008	Effects of fuelwood collection and...	Biological Conservation
●		Boyce, Debra		1999	Saving freshwater dolphins means...	Christian Science Monitor
●		Braulik, Gill T.; Noureen,...		2015	Review of status, threats, and cons...	Biological Conservation

3. Direct Export - Google Scholar

Step 0   **Set up Scholar preferences**
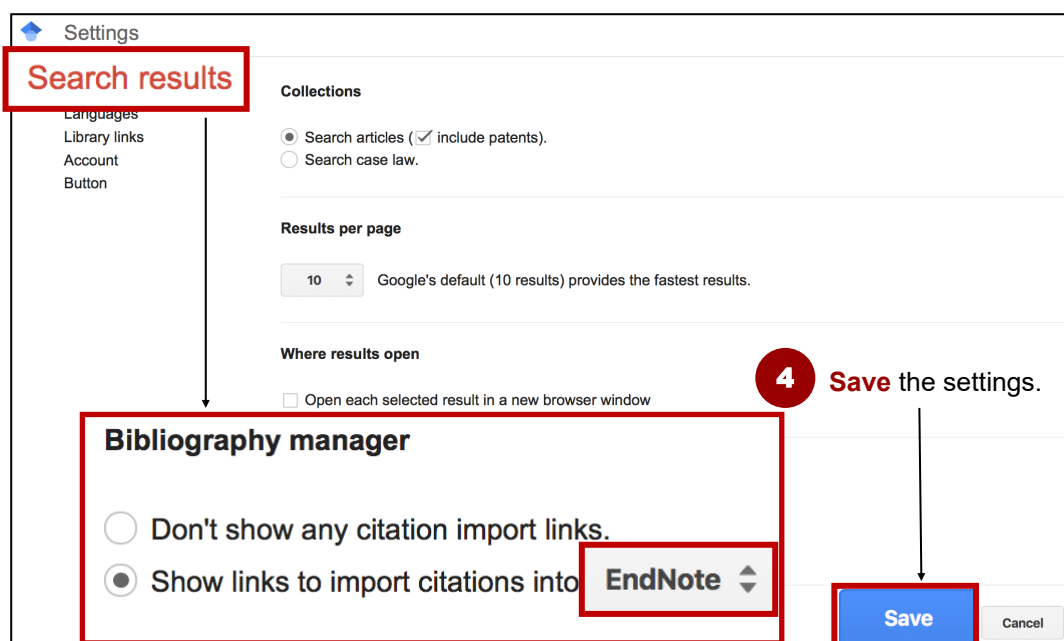
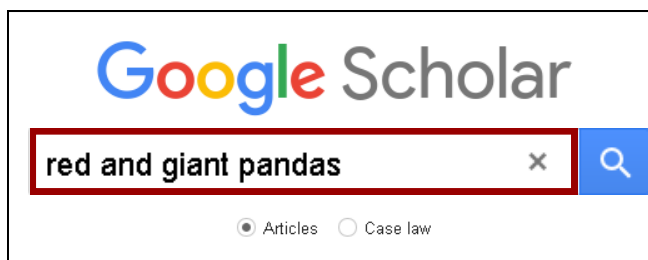**1**   Go to **http://scholar.google.com** and click on **Settings**
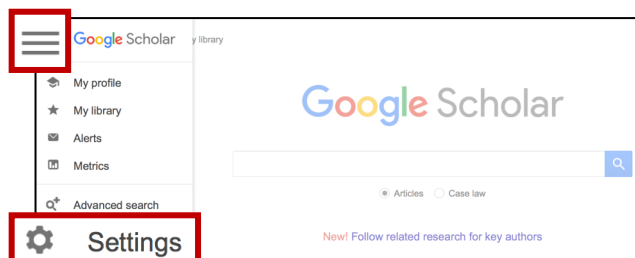
2   Under **Library links**
1.   Search for **HKU**
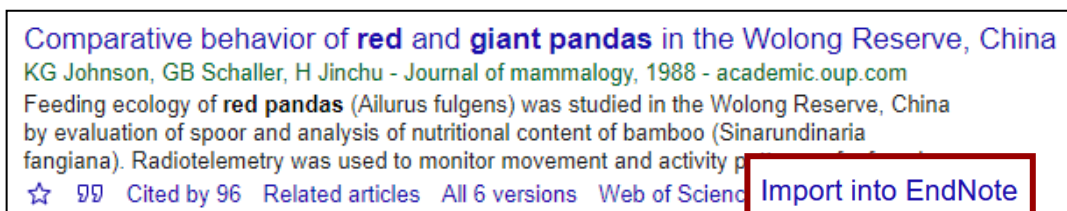2.   Select **The University of Hong Kong - View it @HKUL**
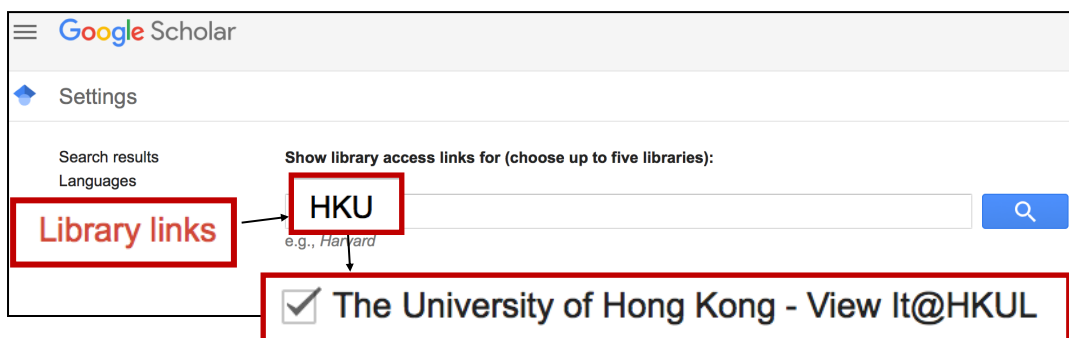
3   Under **Search results > Bibliography manager**
1.   Select **Show links to import citations into**
2.   Choose **Endnote** from the pull-down menu.

4   **Save** the settings.

Step 1   Search

Step 2   Direct Import into Endnote

Method A   Import one record at a time

1   Click on **Import into EndNote**.

2   Go to **Step 6 to 7** in Method B.

Method B   Import multiple records at a time

1   **Sign in** to your Google account.

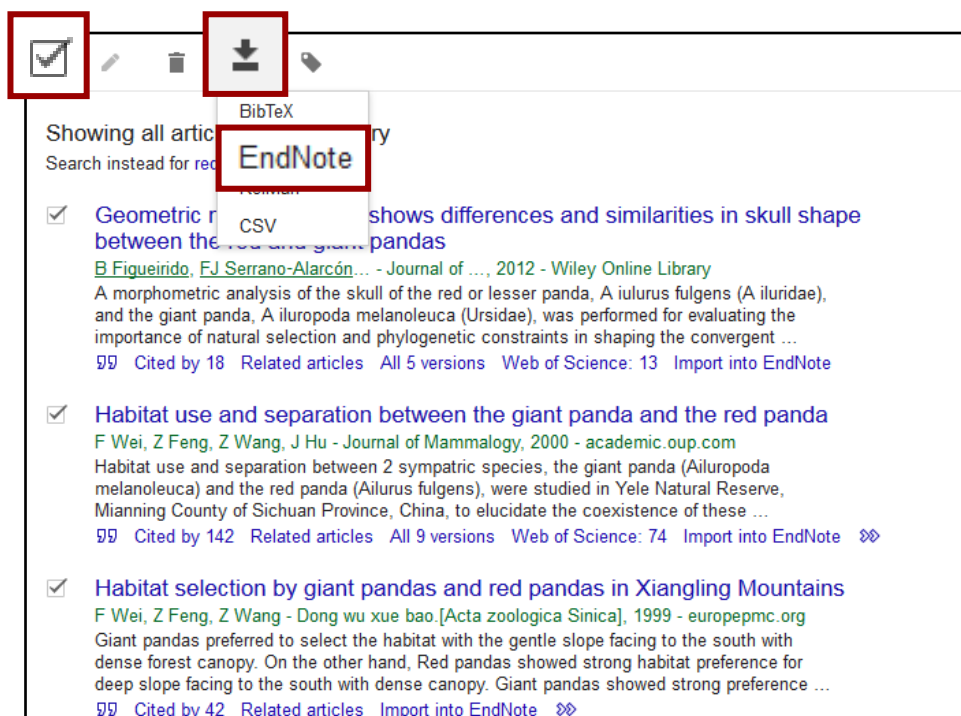**2**   Click on the **Star button** to select the desired records on the result list.

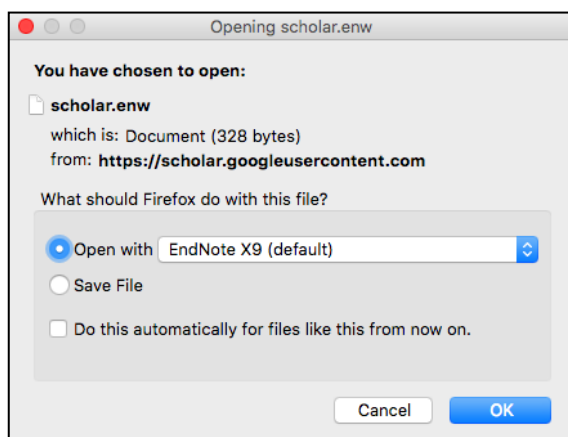**3**   Click on the **My library** icon.

4 On the My Library page, **select** the records.

5 Click on **Export** and choose **EndNote**.

> BibTeX
> **EndNote**
> Reirman
> CSV
>
> Showing all artic...
> Search instead for red...
>
> ☑ Geometric r...   shows differences and similarities in skull shape between the red and giant pandas
> B Figueirido, FJ Serrano-Alarcón... - Journal of ..., 2012 - Wiley Online Library
> A morphometric analysis of the skull of the red or lesser panda, A iulurus fulgens (A iluridae), and the giant panda, A iluropoda melanoleuca (Ursidae), was performed for evaluating the importance of natural selection and phylogenetic constraints in shaping the convergent ...
> 〝〟 Cited by 18   Related articles   All 5 versions   Web of Science: 13   Import into EndNote
>
> ☑ Habitat use and separation between the giant panda and the red panda
> F Wei, Z Feng, Z Wang, J Hu - Journal of Mammalogy, 2000 - academic.oup.com
> Habitat use and separation between 2 sympatric species, the giant panda (Ailuropoda melanoleuca) and the red panda (Ailurus fulgens), were studied in Yele Natural Reserve, Mianning County of Sichuan Province, China, to elucidate the coexistence of these ...
> 〝〟 Cited by 142   Related articles   All 9 versions   Web of Science: 74   Import into EndNote   »
>
> ☑ Habitat selection by giant pandas and red pandas in Xiangling Mountains
> F Wei, Z Feng, Z Wang - Dong wu xue bao.[Acta zoologica Sinica], 1999 - europepmc.org
> Giant pandas preferred to select the habitat with the gentle slope facing to the south with dense forest canopy. On the other hand, Red pandas showed strong habitat preference for deep slope facing to the south with dense canopy. Giant pandas showed strong preference ...
> 〝〟 Cited by 42   Related articles   Import into EndNote   »

6 **Open with** Endnote X9 (Bld 13018) (default).

> ● ● ●   Opening scholar.enw
>
> **You have chosen to open:**
>
> 📄 **scholar.enw**
>   which is: Document (328 bytes)
>   from: https://scholar.googleusercontent.com
>
> What should Firefox do with this file?
>
> ⦿ Open with   [EndNote X9 (default)   ⇕]
> ○ Save File
>
> ☐ Do this automatically for files like this from now on.
>
> [Cancel]   [**OK**]

7 The record will be **imported** into Endnote.

EXTRA

View It@HKUL

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

> Comparative behavior of **red** and **giant pandas** in the Wolong Reserve, China   View It@HKUL
> KG Johnson, GB Schaller, H Jinchu - Journal of mammalogy, 1988 - academic.oup.com
> Abstract Feeding ecology of **red pandas** (Ailurus fulgens) was studied in the Wolong   **View It@HKUL**
> Reserve, China by evaluation of spoor and analysis of nutritional content of bamboo
> (Sinarundinaria fangiana). Radiotelemetry was used to monitor movement and activity
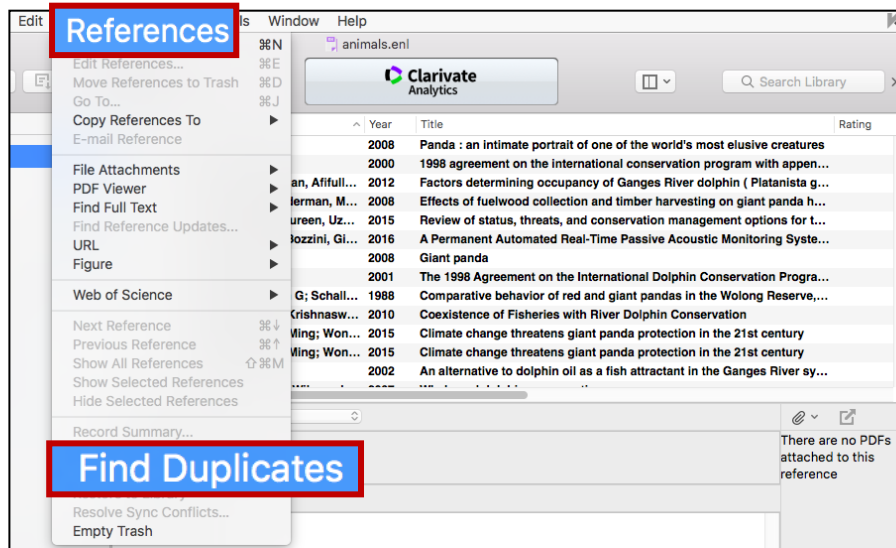> ☆ 〝〟 Cited by 75   Related articles   All 4 versions   Import into EndNote

EXTRA

Remove Duplicates

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

2 Although the two records refer to the **same reference**, Endnote assigns each with a **unique record number**.
(<u>Note</u>: 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.)
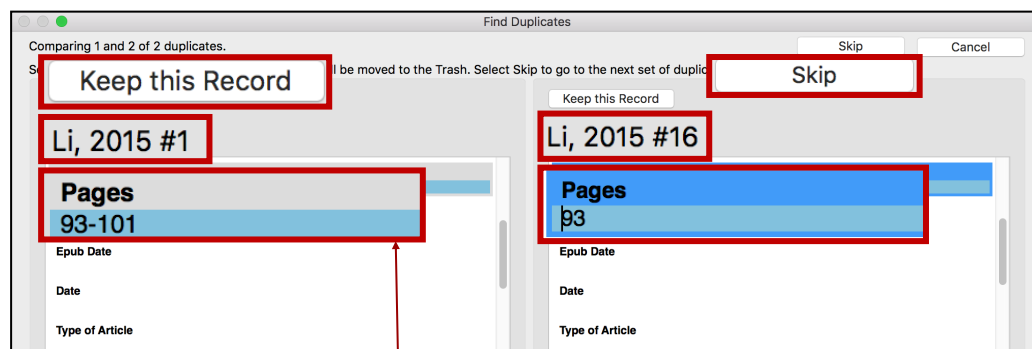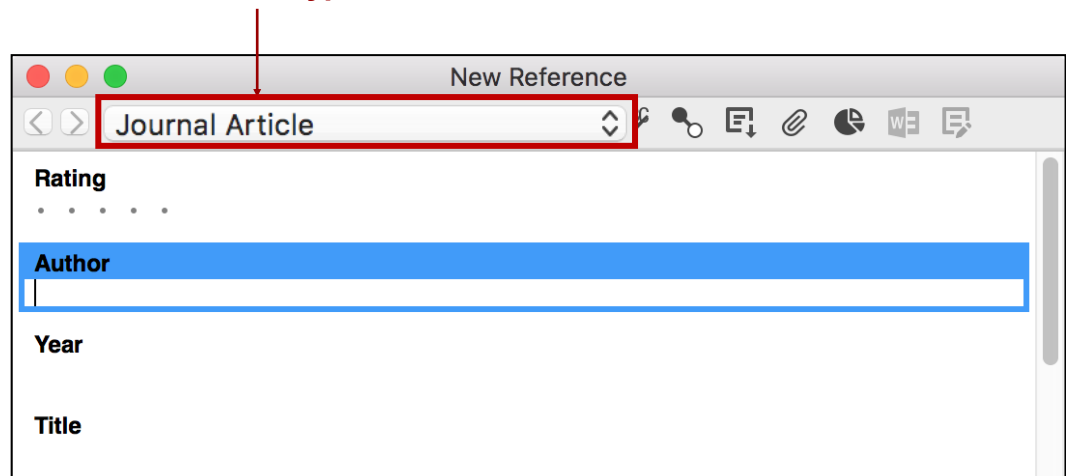

3 Different data of the records is **highlighted** for comparison.
Select the record you would like to **keep**. To keep both records, click on **Skip**.
(<u>Note</u>: Make sure the deleted record has not been cited in any of your papers.)

4. Manual Input

1 Click on the **New Reference** icon from the Endnote top icon bar.
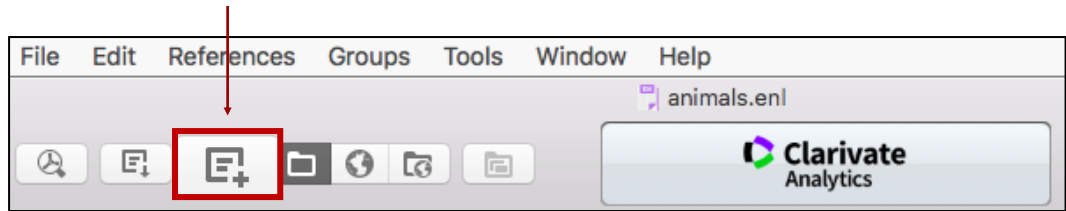
2 Select the **reference type**, e.g. book, journal article

3 Enter the **citation information**, e.g. author, title, year. Click File > Save
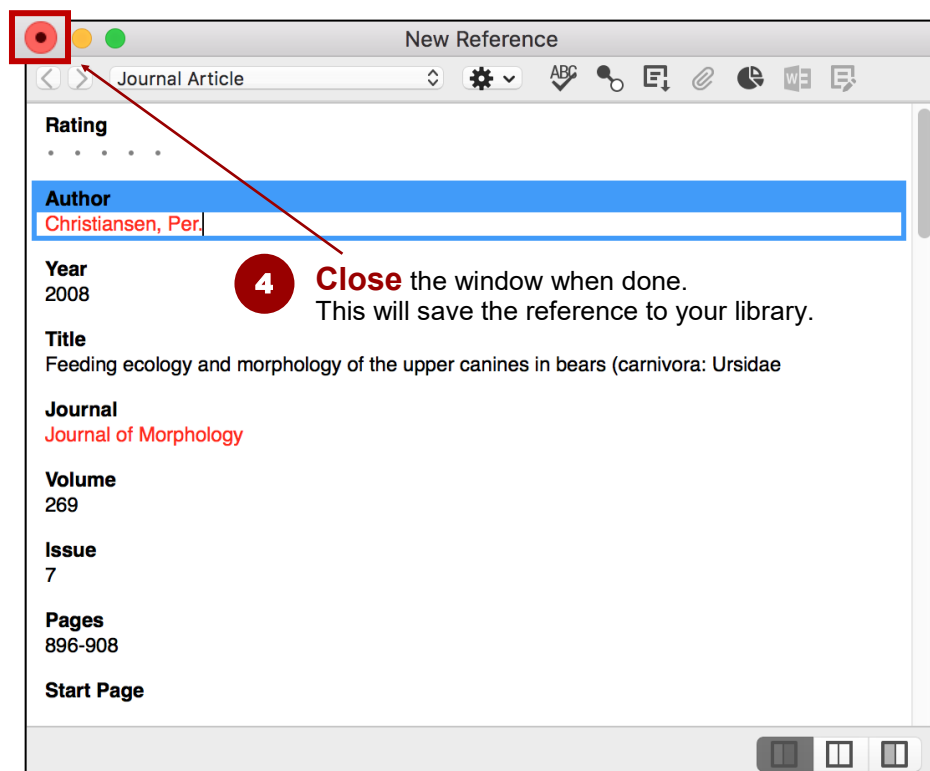
4 **Close** the window when done.
This will save the reference to your library.

EXTRA

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 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.

EXTRA

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**

  Pages
  1331   ✓

  Pages
  1, 331   ✗

Manual Input: A journal article

Ecological Modelling

Volume 222, Issue 3, 10 February 2011, Pages 645–652

ELSEVIER

Potential solar radiation pattern in relation to the monthly distribution of giant pandas in Foping Nature Reserve, China

Xuehua Liu[a], [✉], Xiangnan Cheng[a], Andrew K. Skidmore[b]

⇩

New Reference

Journal Article

Rating
· · · · ·

Author
Liu, Xuehua
Cheng, Xiangnan
Skidmore, Andrew K.

Year
2011

Title
Potential solar radiation pattern in relation to the monthly distribution of giant pandas in Foping Nature Reserve, China

Journal
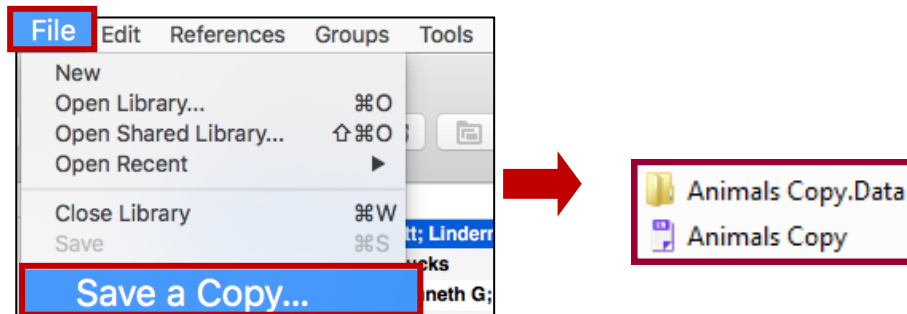Ecological Modelling

Volume
222

Issue
3

Pages
645-652

EXTRA

Back up your Endnote Library!

Method 1: **Save a Copy**
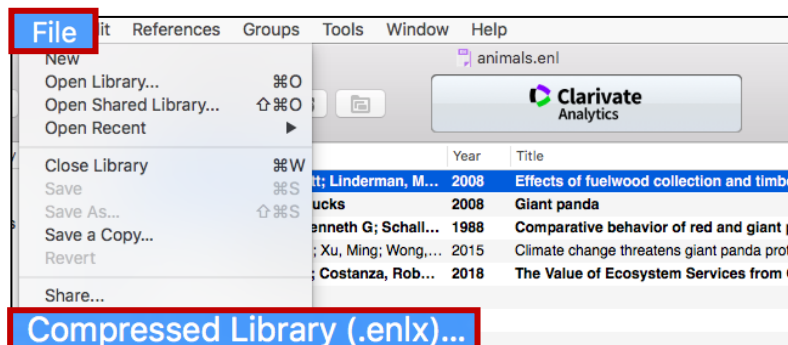Produce a copy of both the enl and the Data folder.

Select **File** > **Save a Copy**

Method 2: **Compressed Library**
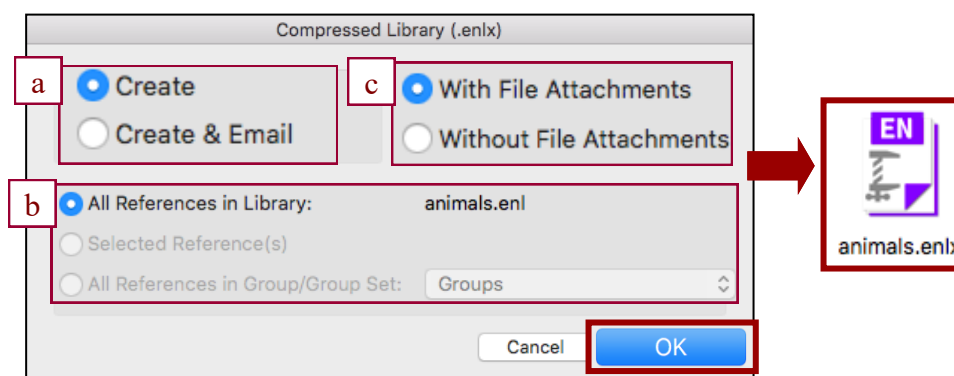Save as a single file, making it convenient to send it by email.

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?
<u>Note</u>: If recipient of the compressed library does not have access rights to the pdf full text, choose "Without file attachments".

III Cite While You Write (CWYW)

1. What is CWYW?

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

- Insert **in-text citations**

  The effects of humans on biodiversity and landscapes have been widely recognized. As the human population continues to increase, demands on natural resources grow larger; few places on Earth are unaffected by human a **(Bearer, et al., 2008).** Even many nature reserves, or "protected areas", are not well protected from human interference. Nature reserves are a traditional approach to biodiversity conservation, but their effectiveness is limited by increasing human pressures.(Figure 1)↵
  ↵
  The objective to protect wildlife and other species is often in serious conflict with the needs for socioeconomic development by local re **(Christiansen, 2008).** Although increase in human population pressure has been recognized as a major threat to environmental protection and biodiversity conservation , the mechanisms underlying complex interactions between population and environment or population and biodiversity are largely unknow **(Wildt, 2006).**

- Build the **Reference List**

  Bearer, S., Linderman, M., Huang, J. Y., An, L., He, G. M., & Liu, J. Q. (2008). Effects of fuelwood collection and timber harvesting on giant panda habitat use. *Biological Conservation, 141*(2), 385-393.↵
  Christiansen, P. (2008). Feeding ecology and morphology of the upper canines in bears (carnivora : Ursidae). *Journal of Morphology, 269*(7), 896-908.↵
  Wildt, D. E. (Ed.). (2006). *Giant pandas: Biology, veterinary medicine, and management*. Cambridge: Cambridge University Press.↵
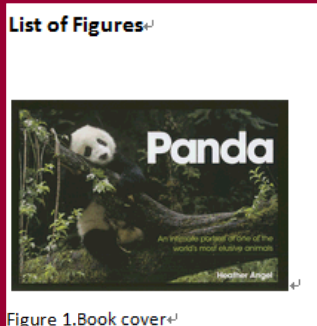
- Insert **figures and charts**
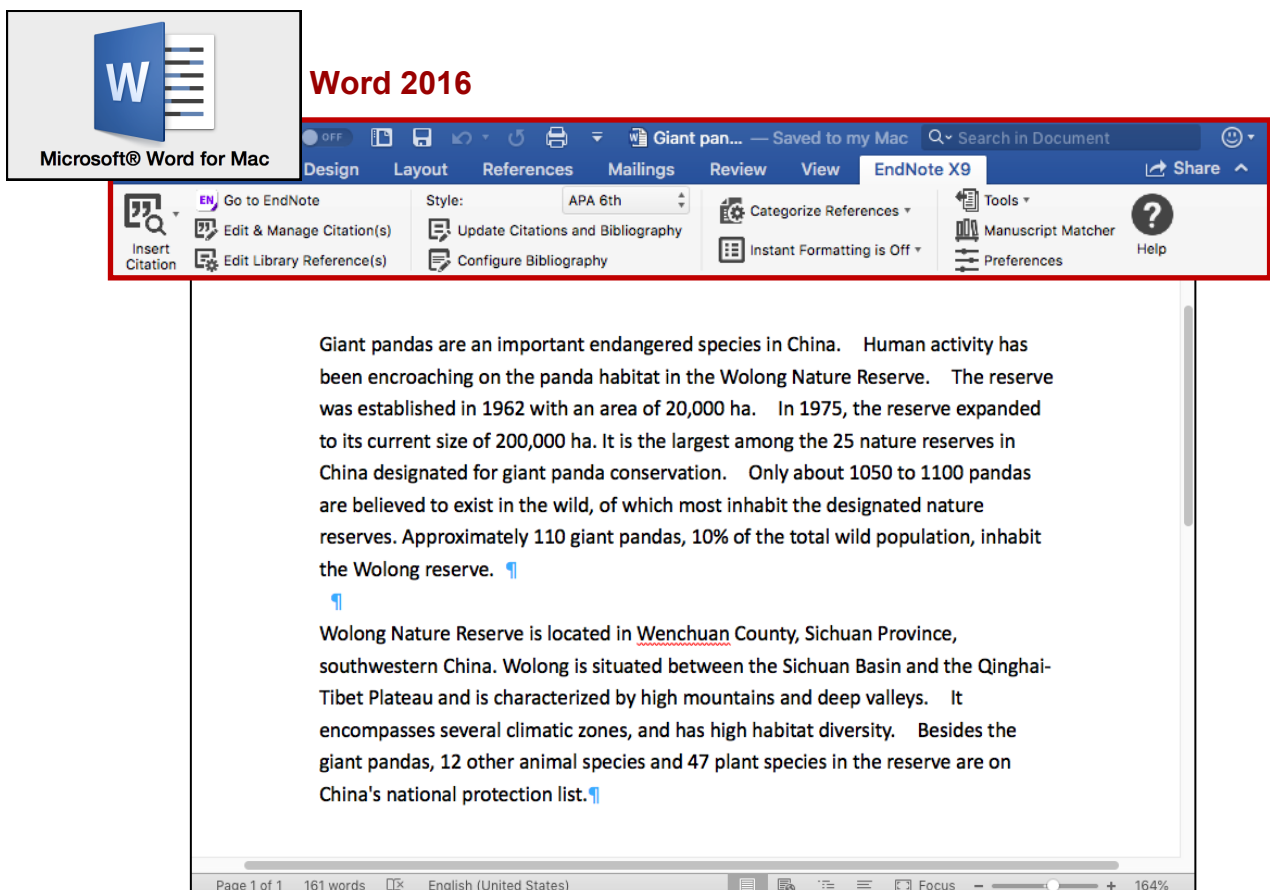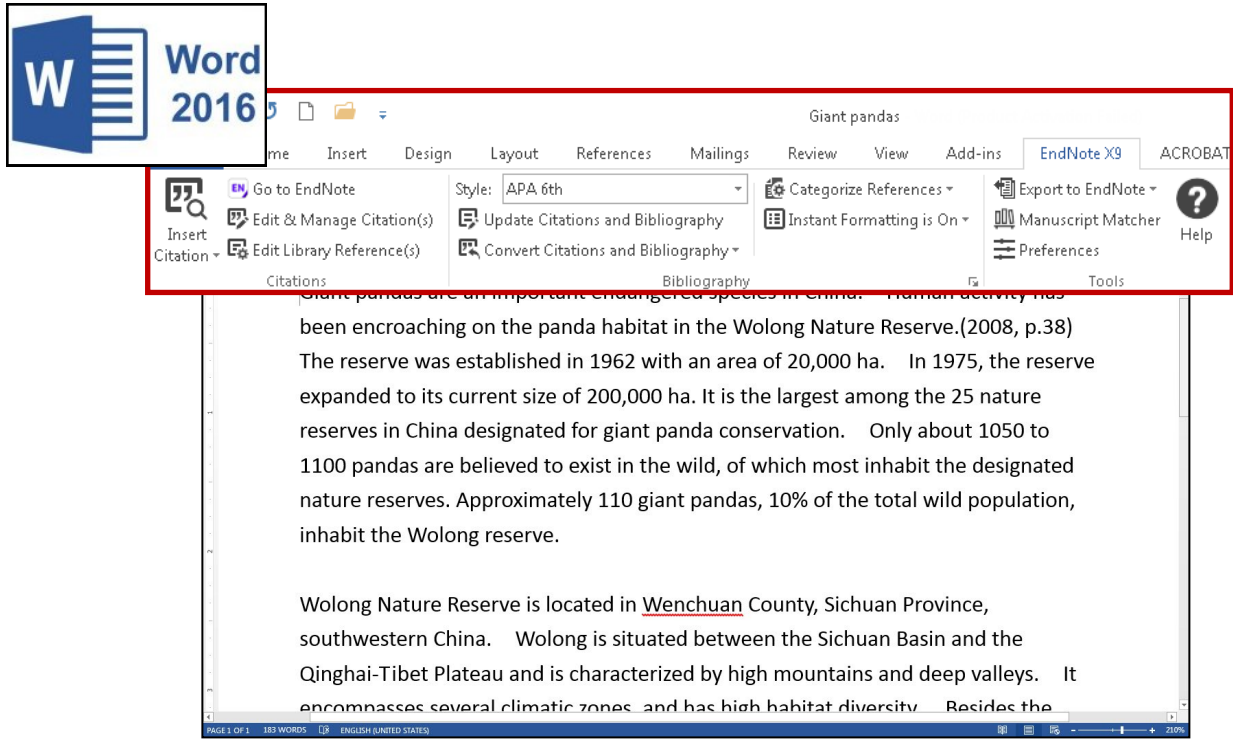
  List of Figures↵

  Figure 1.Book cover↵

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

2. The Endnote Toolbar in Microsoft Word

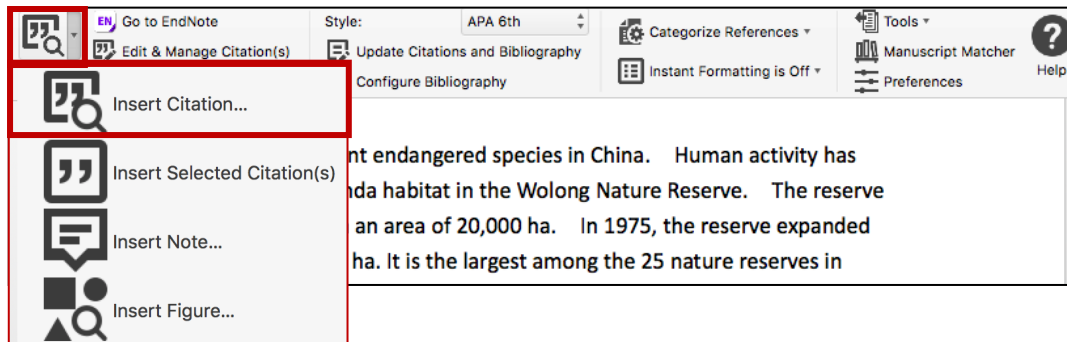An **Endnote toolbar** will appear in Word once Endnote is installed on your PC.

Word 2016
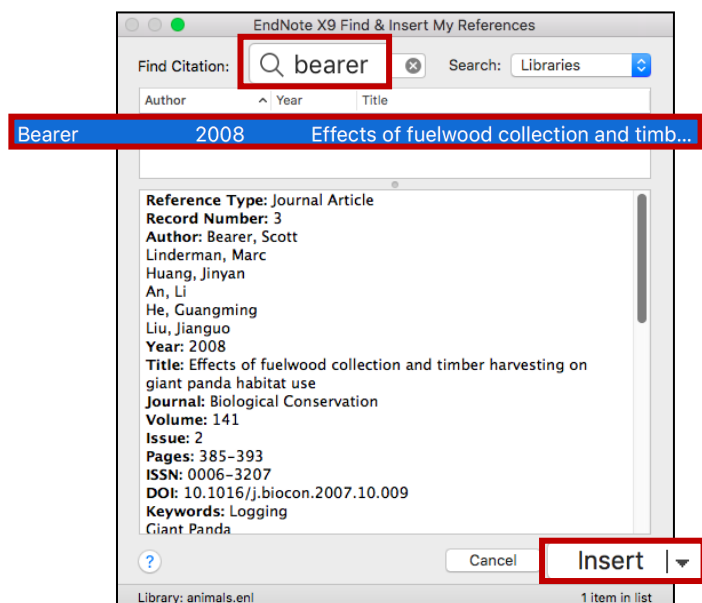
3.   How to use CWYW?

Step 1   **Insert a citation**

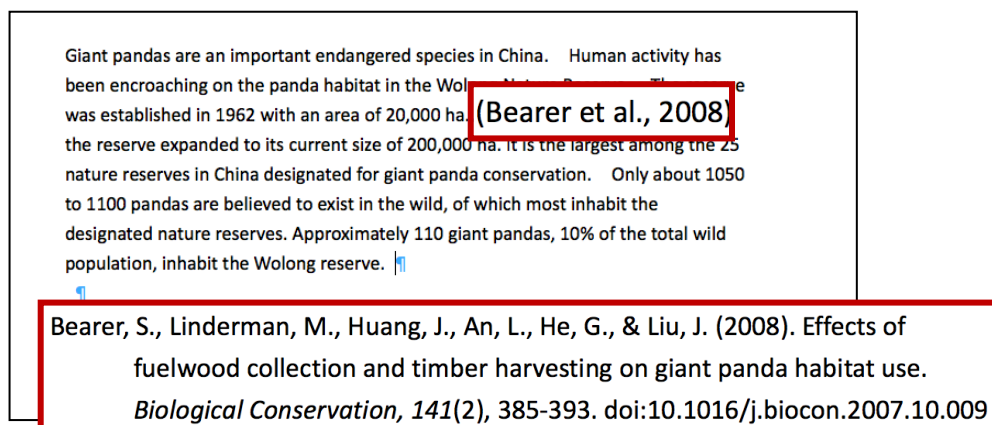Method A   Insert Citation

1   In Word, **place the cursor** where you would 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.

Giant pandas are an important endangered species in China.   Human activity has been encroaching on the panda habitat in the Wolong Nature Reserve. The reserve was established in 1962 with an area of 20,000 ha. (Bearer et al., 2008) the reserve expanded to its current size of 200,000 ha. It is the largest among the 25 nature reserves in China designated for giant panda conservation.   Only about 1050 to 1100 pandas are believed to exist in the wild, of which most inhabit the designated nature reserves. Approximately 110 giant pandas, 10% of the total wild population, inhabit the Wolong reserve.

Bearer, S., Linderman, M., Huang, J., An, L., He, G., & Liu, J. (2008). Effects of fuelwood collection and timber harvesting on giant panda habitat use. *Biological Conservation, 141*(2), 385-393. doi:10.1016/j.biocon.2007.10.009
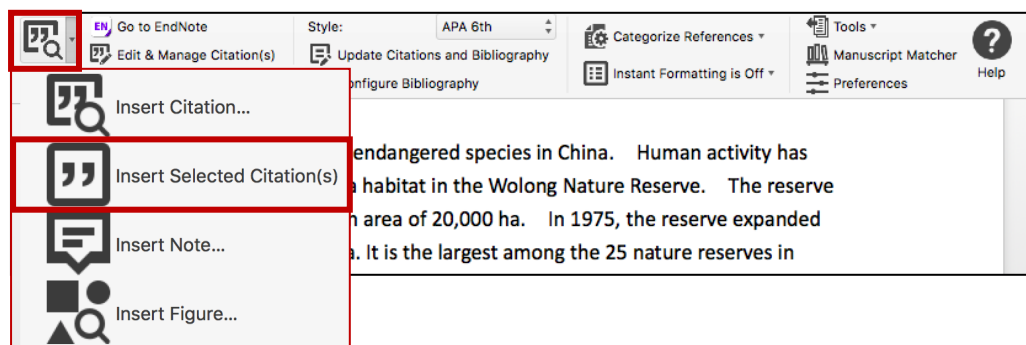
Step 1   Insert a citation

Method B   Insert Selected Citation

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

●	⬢ ∧	Author	Year	Title
●		Angel, Heather	2008	Panda : an intimate portrait of one of the world's most elusive creatures
●		Bashir, Tawqir; Khan, Afifull...	2012	Factors determining occupancy of Ganges River dolphin (Platanista g...
●		Bearer, Scott; Linderman, M...	2008	Effects of fuelwood collection and timber harvesting on giant panda h...
●		Braulik, Gill T.; Noureen, Uz...	2015	Review of status, threats, and conservation management options for t...
●		Brunoldi, Marco; Bozzini, Gi...	2016	A Permanent Automated Real-Time Passive Acoustic Monitoring Syste...
●		Colby, J. Loucks	2008	Giant panda
●		Hedley, Chris	2001	The 1998 Agreement on the International Dolphin Conservation Progra...

2 In your Word document, **place the cursor** where you would 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.

Giant pandas are an important endangered species in China.   Human activity has been encroaching on the panda habitat in the Wolong Nature Reserve.   The reserve was established in 1962 with an area of 20,000 ha. (Bearer et al., 2008) reserve expanded to its current size of 200,000 ha. It is the largest among the 25 nature reserves in China designated for giant panda conservation.   Only about 1050 to 1100 pandas are believed to exist in the wild, of which most inhabit the designated nature reserves. Approximately 110 giant pandas, 10% of the total wild population, inhabit the Wolong reserve.¶
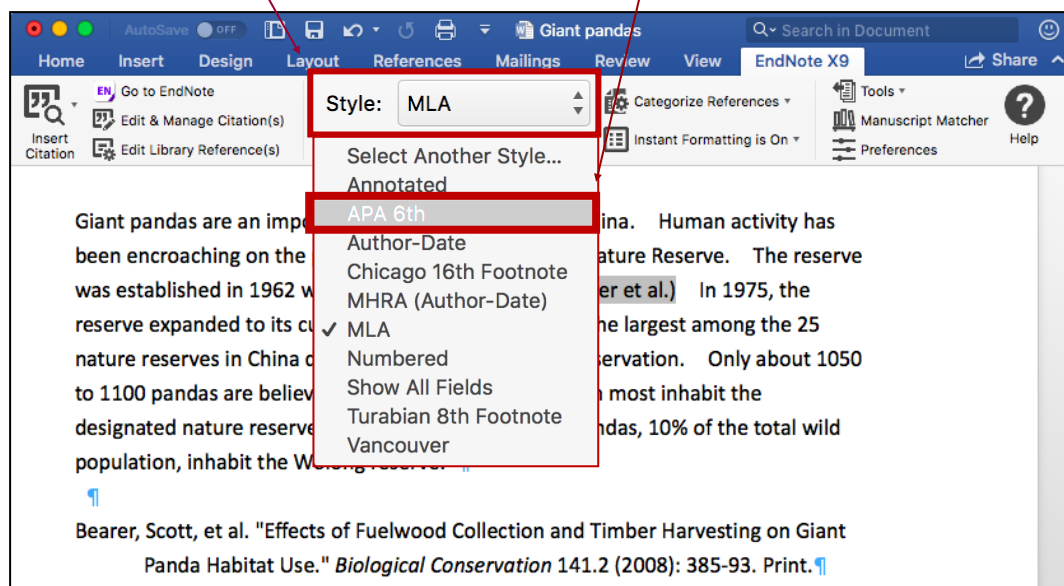
¶

Bearer, S., Linderman, M., Huang, J., An, L., He, G., & Liu, J. (2008). Effects of fuelwood collection and timber harvesting on giant panda habitat use. *Biological Conservation, 141*(2), 385-393. doi:10.1016/j.biocon.2007.10.009
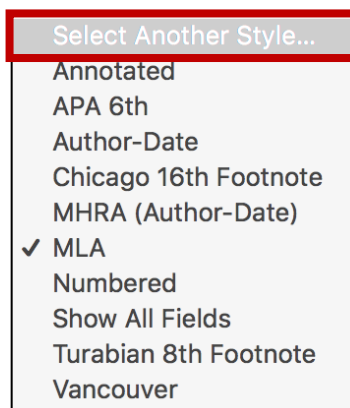
EXTRA

Change the citation style

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

2 Select your **desired citation style**, e.g. APA 6th.

Style: MLA

Select Another Style...
Annotated
APA 6th
Author-Date
Chicago 16th Footnote
MHRA (Author-Date)
✓ MLA
Numbered
Show All Fields
Turabian 8th Footnote
Vancouver

Giant pandas are an impo... ...ina. Human activity has
been encroaching on the ...ature Reserve. The reserve
was established in 1962 w... ...er et al.) In 1975, the
reserve expanded to its cu... ...e largest among the 25
nature reserves in China c... ...ervation. Only about 1050
to 1100 pandas are believ... ...n most inhabit the
designated nature reserve... ...das, 10% of the total wild
population, inhabit the W... ...

Bearer, Scott, et al. "Effects of Fuelwood Collection and Timber Harvesting on Giant
    Panda Habitat Use." *Biological Conservation* 141.2 (2008): 385-93. Print.

Can't find the Citation Style?

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

Select Another Style...
Annotated
APA 6th
Author-Date
Chicago 16th Footnote
MHRA (Author-Date)
✓ MLA
Numbered
Show All Fields
Turabian 8th Footnote
Vancouver

If the style is not on the list,
visit Endnote website
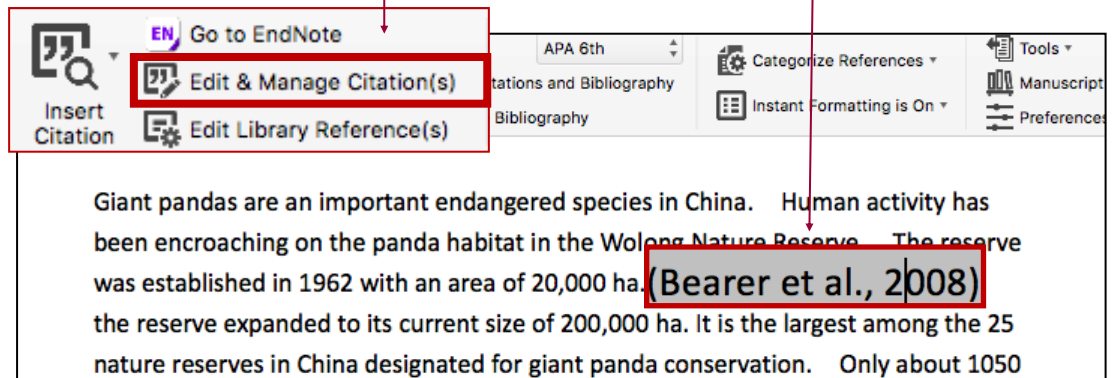**http://www.endnote.com/support/enstyles.asp**.
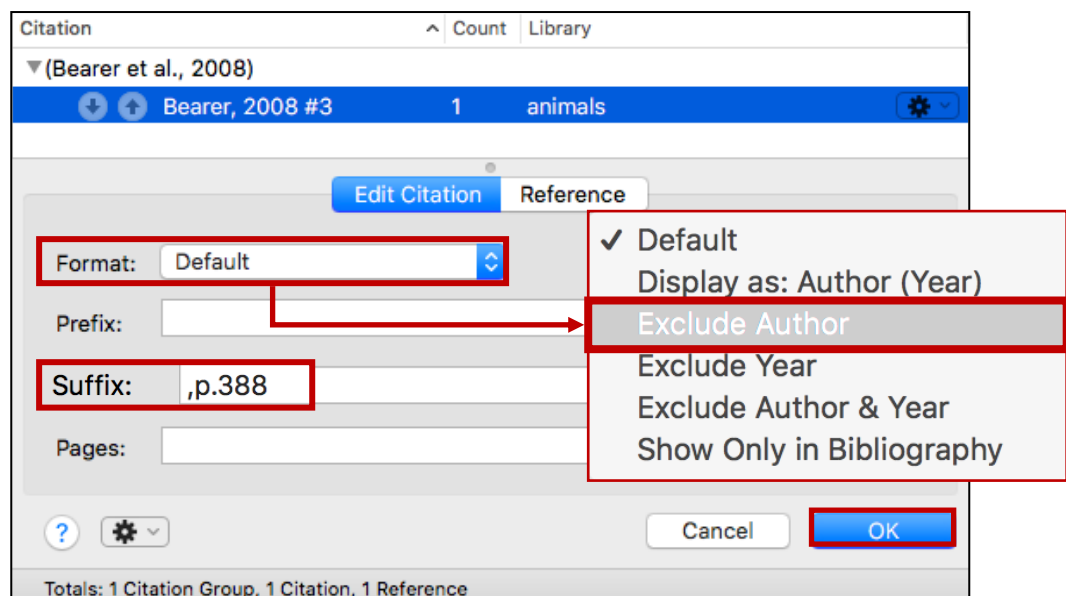There are more than 6,000 styles there!

Step 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)**.

EN Go to EndNote

Edit & Manage Citation(s)

Insert Citation   Edit Library Reference(s)

APA 6th

Categorize References ▾   Tools ▾

…tations and Bibliography   Instant Formatting is On ▾   Manuscript

Bibliography   Preferences

Giant pandas are an important endangered species in China.   Human activity has been encroaching on the panda habitat in the Wolong Nature Reserve.   The reserve was established in 1962 with an area of 20,000 ha. (Bearer et al., 2008) the reserve expanded to its current size of 200,000 ha. It is the largest among the 25 nature reserves in China designated for giant panda conservation.   Only about 1050

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

Citation   ^ Count   Library

▼ (Bearer et al., 2008)

⊕ ⊕   Bearer, 2008 #3   1   animals   ⚙ ▾

Edit Citation   Reference

Format: Default

Prefix:

Suffix: ,p.388

Pages:

✓ Default
Display as: Author (Year)
Exclude Author
Exclude Year
Exclude Author & Year
Show Only in Bibliography

? ⚙ ▾   Cancel   OK

Totals: 1 Citation Group, 1 Citation, 1 Reference

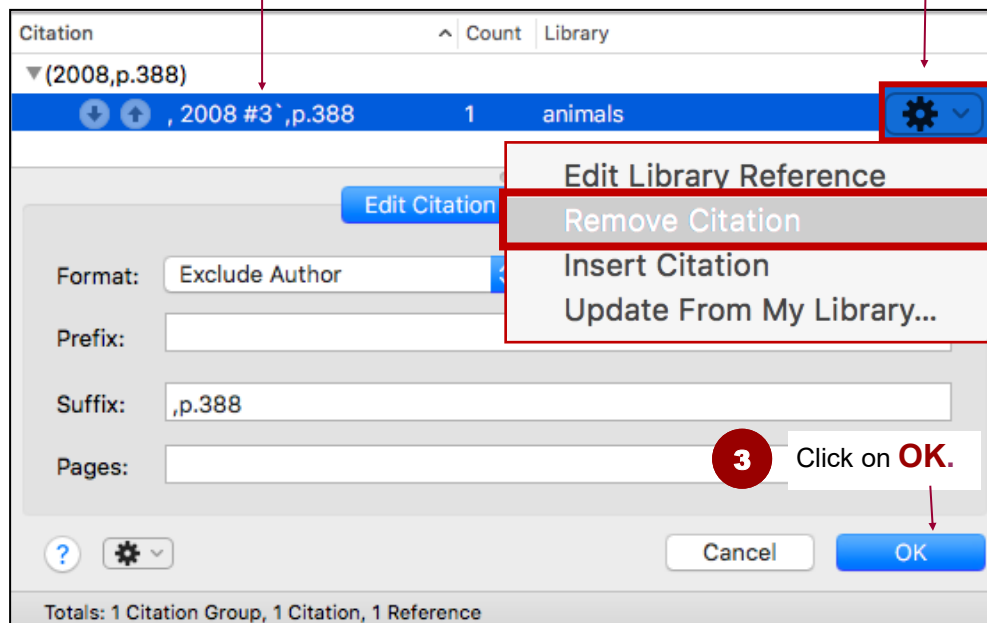**4** The in-text citation will be changed accordingly.

Giant pandas are an important endangered species in China.   Human activity has

was established in 1962 with an area of 20,000 ha.   According to Bearer, in 1975, the reserve expanded to its current size of 200,000 ha (2008, p.388). It is the largest expanded to its current size of 200,000 ha. It is the largest among the 25 nature reserves in China designated for giant panda conservation.   Only about 1050 to 1100 pandas are believed to exist in the wild, of which most inhabit the designated nature reserves. Approximately 110 giant pandas, 10% of the total wild population, inhabit the Wolong reserve.¶

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.**

Citation		^	Count	Library
▼ (2008,p.388)				
⬇ ⬆ , 2008 #3`,p.388			1	animals

Edit Citation

Edit Library Reference
Remove Citation
Insert Citation
Update From My Library...

Format: Exclude Author

Prefix:

Suffix: ,p.388

Pages:

3 Click on **OK.**

? ✱⌄   Cancel   OK

Totals: 1 Citation Group, 1 Citation, 1 Reference

Step 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**
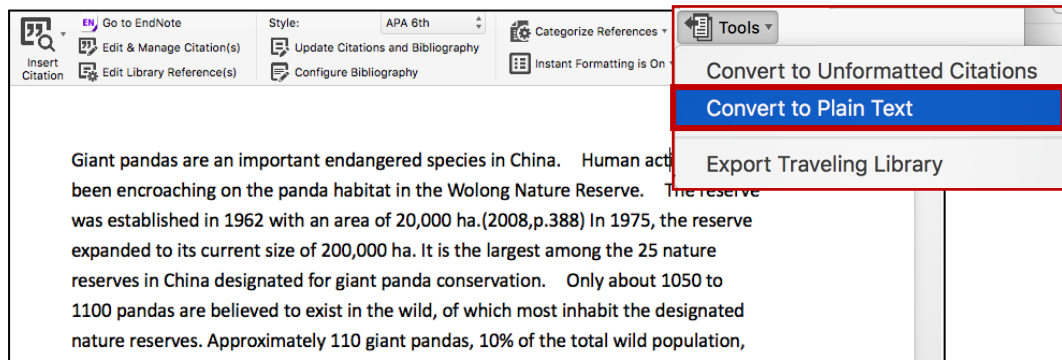
2   A new Word document will be created. Click on **OK** and save the file under a **new filename**.
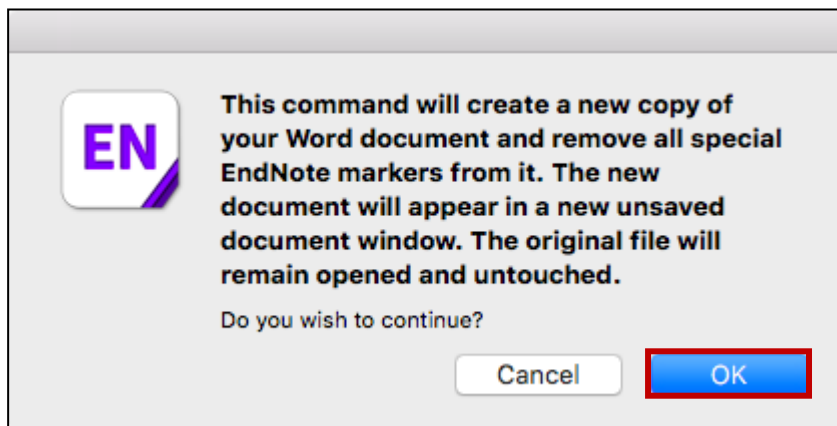
IV Manage a Large Library

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

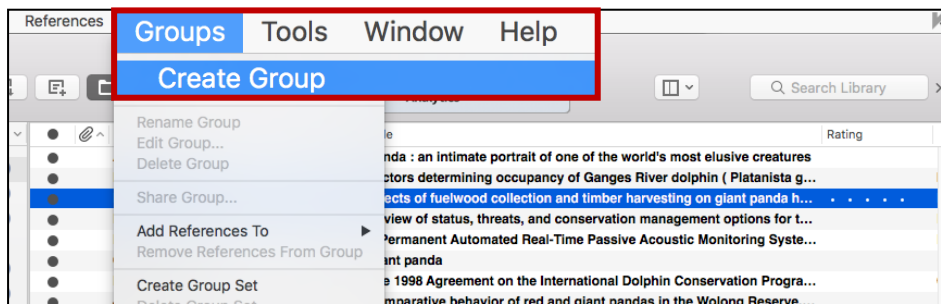|	**Custom Groups**	**Smart Groups**
Create the group	**Manually** add references to a group.	**Specify criteria** - references meeting the criteria will automatically be added to the group.
Updates	Done **manually** ● The group will not be updated unless you manually add or remove references.	Updates **automatically** ● Dynamically update the group as new references are added to the library.
Applications (Some examples)	● Keep a **list of good readings** ● Remind yourself that **this list requires special attention**.	● Group references **matching certain keywords** ● Group references by **publication period**.
Number of groups	Maximum **5,000** groups (custom and smart groups combined)	

2. Create a Custom Group

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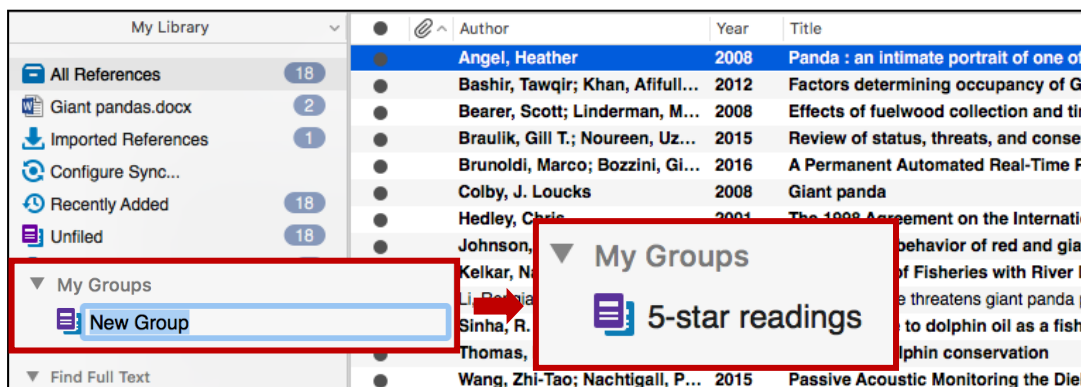(b)   **Add** 3 references to this custom group

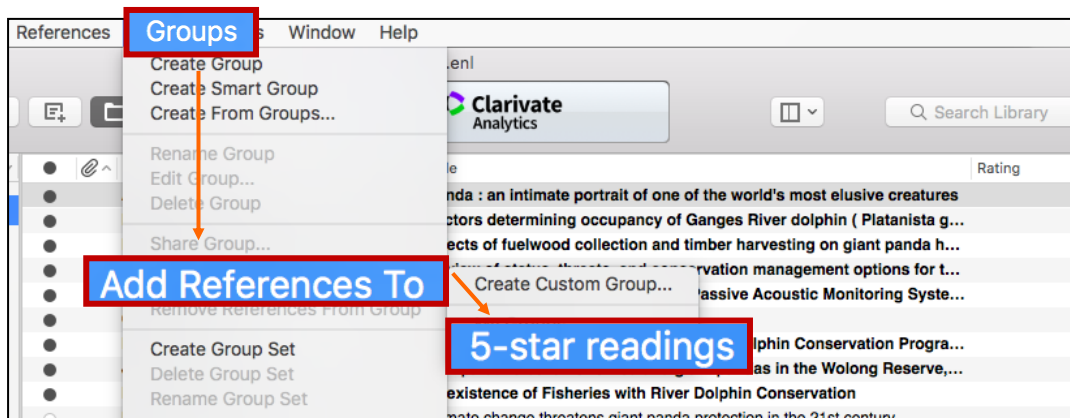**1**   From top bar menu, select **Groups** > **Create Group**

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**
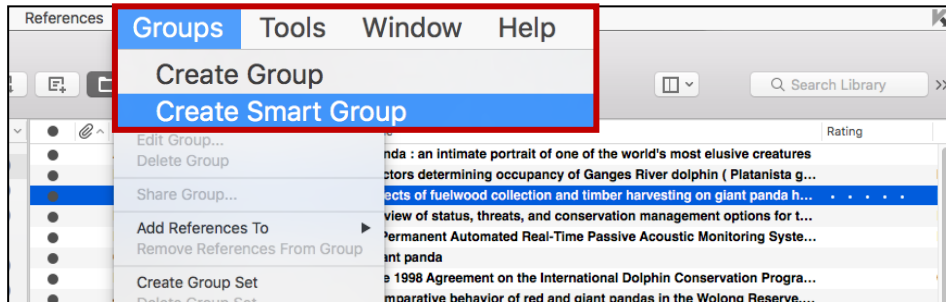(Note: Or, you can **Drag and drop** it to the group)

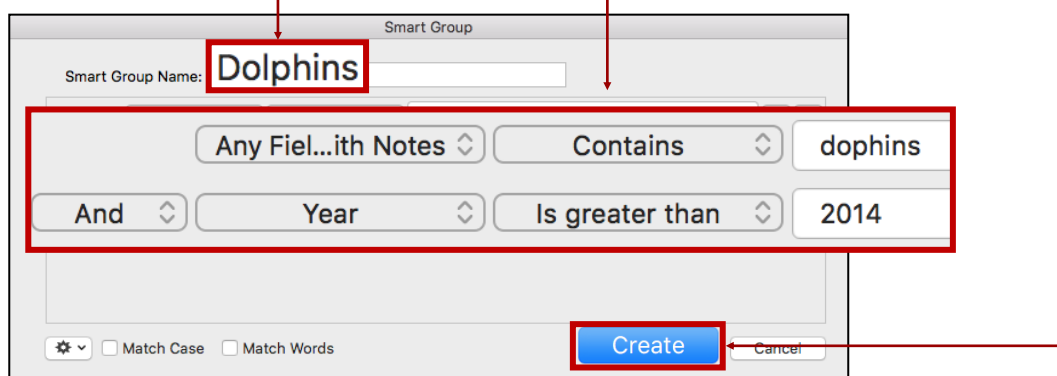## 3. Create a Smart Group

> **Create two smart groups**:
> (a)   Dolphins
> (b)   Pandas

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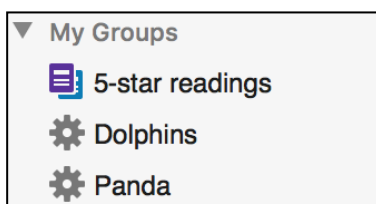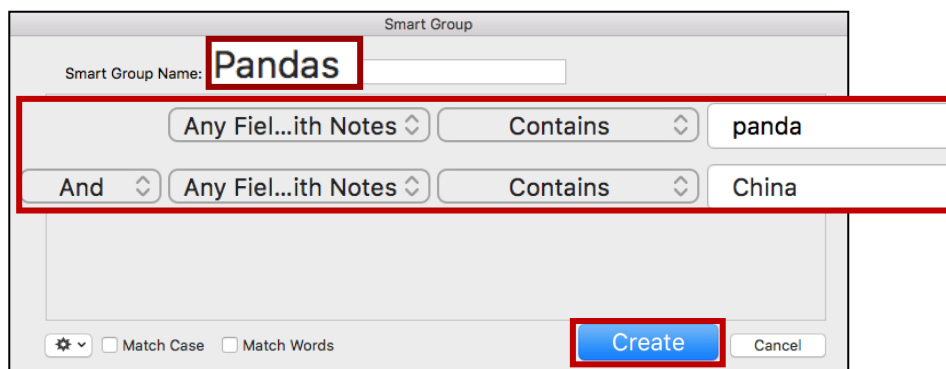

2   Create the smart group for **Dolphins**

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

3   Create the smart group for **Panda**

Number of references in the smart groups:

Dolphins =   _____

Panda   =   _____

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

EXTRA

Questions on Endnote?

ASK A LIBRARIAN

On-site: Information Counter, Level 3, Main Library
Telephone: 3917-2203
Email: libis@hku.hk

EndNote @ HKU

Training and Support: libguides.lib.hku.hk/endnote

Learn from the online tutorials, quick guides and videos!