



NIEDERSÄCHSISCHE STAATS- UND  
UNIVERSITÄTSBIBLIOTHEK GÖTTINGEN

# EndNote 21 – Self-Study Material for Medical Students

Managing references in the process of academic work  
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GEORG-AUGUST-UNIVERSITÄT  
GÖTTINGEN

# What? Why? What for?

- EndNote is a fee-based reference management programme, which you can purchase [here](#)
- It allows you to collect, organise, and cite documents of any kind
- The programme generates a list of references in accordance with the citation style you set
- It is compatible with the following operating systems: Windows, MacOS
- Synchronisation of documents and data enables collective work and storage of data on the server
- Group function facilitates teamwork
- Are you a doctoral student at the University Medical Center Göttingen? Then you are required to use the [UMG citation style](#) for EndNote

# Support

## Online:

- [YouTube channel](#) with EndNote tutorials

## In the EndNote library:

- Menu option *Help* -> EndNote training portal

## More:

- [Technical support](#) via Alfasoft



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# EndNote library window

Left pane: "My Library" displays subgroups of references, helps to sort and organise the sources

Central pane: displays the list of references

Right pane: displays metadata; allows you to select between a detailed view of a reference or a preview, or to edit one of the PDF-files attached

The screenshot shows the EndNote library window with three panes. The left pane shows a sidebar with 'MY GROUPS' and 'FIND FULL TEXT' options. The central pane displays a table of 45 references. The right pane shows the metadata for the selected reference: 'Bauer, 2016 #2134'.

Author	Year	Title	Rating	Journal	Reference Type
Wernicke, Hans-Joachim	2015	Wenn die alte Welt verlernt wird. Umgang mit D...		EKD-Texte ; 120	Book
Aller, Eva	2016	Nano-Screen. Überprüfung der Validität eines ne...			Thesis
Andrlinger, Volker P.; Hansch, Till	2015	Internet der Dinge. Technik, Trends und Geschäfts...			Electronic Book
Apweiler, Rolf; Beissbartl, Tim; Berthold, ...	2016	Whittier systems medicine?		Experimental & mol...	Journal Article
Bauer, Christian R.; Knecht, Carolin; Frettl...	2017	Interdisciplinary approach towards a systems m...		Briefings in bioinfor...	Journal Article
Bauer, Christian R.; Umbach, Nadine; Ba...	2016	Architecture of a Biomedical Informatics Resear...		Studies in health tec...	Journal Article
Besougrand, Andreas	2015	Bildung anführen. Über Hochschulmanagement ...		Science Studies	Electronic Book
Bäker, Christa; Lademann, Julia; Müller, K...	2018	Moderne Pflege heute. Beruf und Profession zeit...		Bachelor Pflegestudi...	Edited Book
Bäcker, Andreas; Blumenberg, Petra; K...	2018	Expertenstandard Beziehungsgestaltung in der P...		Schriftenreihe des D...	Book
Geriatric Medicine Research Collaborative	2019	Innovations in geriatric medicine: inception and ...		Future Healthc J	Journal Article
Fley, Gabriele; Schneider, Florian; Bosana...	2019	Pflegeheute - pädiatrische Pflege		Pflege heute	Book
Frise, K. V.; Wlenke, A.	2019	Legal questions in geriatric medicine-an overvie...		HNO	Journal Article
Groed, Erich	2014	Pflege Demenzerkrankter. Impulse für eine wertich...			Book
Haarstrand, Birger; Schreiwies, Björn; Re...	2018	HIGHMed - An Open Platform Approach to Eriha...		Methods of informat...	Journal Article
Hoo, Wenming; Shen, Yawing; Feng, Ming...	2016	Aspirin acts in esophageal cancer: a brief review		Journal of thoracic d...	Journal Article
Heuß, Gereon; Fooker, Insa	2014	Das späte Echo von Kriegskindheiten. Die Folgen...			Electronic Book
Hu, Hui; Zhong, Hongyong; Kong, Qingb...	2018	Complex roles of the old drug aspirin in cancer c...		Medicinal research r...	Journal Article
Innes, Anthea; Bartholomeyczik, Sabine	2014	Demenzforschung. Das Erleben und die Versorg...		Pflegeforschung ; De...	Book
Jens, Inge	2016	Langsames Entschwinden. Vom Leben mit einem ...			Book
Ji, Peter; Niyert, Manuel; Guskis, Linda K...	2016	Neoadjuvant Therapy in Rectal Cancer - Biobank...		Scientific reports	Journal Article
Kamdje-Wibo, Gaetsox; Gindinger, Tobias...	2019	Towards Structured Data Quality Assessment in t...		Studies in health tec...	Journal Article

Reference type: Journal Article

Author: Bauer, Christian R., Umbach, Nadine, Baum, Benjamin, Buckow, Karoline, Franke, Thomas, Grütz, Romanus, Guskis, Linda, Nuerbeck, Sara, Vasomin, Quade, Matthias, Rey, Sabine, Rothmann, Thorsten, Riemoff, Otto, Sax, Ulrich

Year: 2016

Title: Architecture of a Biomedical Informatics Research Data Management Pipeline

Journal: Studies in health technology and informatics

Place Published: Netherlands

Volume: 228

Part/Supplement:

Issue:

Pages: 262-266

Start Page:

End Page:

Epub Date:

Date:

Type of Article:

Short Title:

Before you start, go to the menu option *Edit* -> *Preferences* -> *Find Full Text* and enter the GBV-link at *open url path*:

[https://sfx-49gbv.hosted.exlibrisgroup.com/sfx\\_sub](https://sfx-49gbv.hosted.exlibrisgroup.com/sfx_sub)

## Get started:



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### Exercise 1:

- Search for terms *Dementia* and *Age* in the Göttingen University Catalogue (GUK) and add the results (11-20) to your EndNote library
- Create a *Custom Group* for these references and organise them
- Assign a new keyword of your choice to one of the references
- Create a *Smart Group* based on the search query "Works of Gerald Hüther from the year 2015"
- Search for *Hüther, Gerald* in the Göttingen University Catalogue (GUK), add the first thirty results to your EndNote library, and see what happens

# Answers to exercise 1:

- Open the Göttingen University Catalogue (GUK), type in *Dementia* and *Age* and go to the page 2 of the search results. (Tip: Use Firefox as your Browser!) Click *Save* on the left side of the page and choose the format: *Bibliographic management software: Endnote -> Save*
- Select the menu option *Groups* in the EndNote library -> *Create Group* and assign it a name, e.g. “Age-related diseases”
- Select all imported references in the centre window. (To do this, click on a reference, select the menu item *edit* and click on *select all*). The references can be moved to the new custom group using drag and drop (alternatively: select references, right mouse button -> *Add References To* -> newly created group).
- Klick with a left-mouse click any book from the list. In the right field under the tab *Edit* you will see the database fields that connect EndNote with entries describing the documents (metadata). Scroll to the field *Keywords*, click right below the last keyword and press the return key. Enter a keyword of your choice (e.g. *treatment of dementia*) and save it (Strg + S)
- User-provided keywords, comments etc. can also be searched through the search bar in EndNote!
- Menu *Groups* -> *Create Smart Group* -> Name *Hüther 2015*  
**First search field** Author *Hüther, Gerald*, **Second search field** Year -> Text field *2015* -> *Create*
- Search for *Hüther, Gerald* in the Göttingen University Catalogue (GUK) and add the results (1-30) to EndNote

## Next:



[U.S. National Library of Medicine](https://pubmed.ncbi.nlm.nih.gov/)

### Exercise 2:

- Search for all articles by *Ulrich Sax* in the PubMed database and add them to your EndNote library
- Start a full-text search with EndNote
- View one PDF and add a comment
- Go to the PubMed database directly from EndNote and search for the following keywords: *Turner Syndrome Children*
- Add the first 10 references to your EndNote library
  
- Annette Mende published an article on gout and fructose as its possible cause in the *Pharmazeutischen Zeitung Online*. Add this webpage/this article to your project

# Answers to exercise 2

- **First:** enable the Import filter! Menu option *Tools -> Import Filters -> Open Filter Manager*  
Tick the box to enable the filter *PubMed NLM*
- Go to the PubMed database via the DBIS information system (SUB homepage -> search bar -> DBIS) and enter *Sax, Ulrich*. Click on *send to*, select *Citation Manager* and the option *all results*. Then click on -> *Create File*
- Select the imported references, right-click and select *find full text*
- Open one of the PDF files (in the right-hand bar under the tab *Summary*) and click *markup/annotation*. This will open the PDF settings. Now you can add a comment: click on the *sticky note* icon and double-click where you want the comment to appear in the text -> type a comment in the entry box and save it
- **First:** enable the Connection File! Menu option *Tools -> Connection File -> Open Connection Manager ->* tick the box to enable *PubMed NLM*
- Go to the *Online Search Mode* in EndNote and select *PubMed*. Make a search query with *any fields* and the search words *Turner Syndrome Children*. Mark the first 5 results and click on the “+” icon in the top right corner. This way, the results will be imported to EndNote. You will find them among *recently added*



## Answers to exercise 2 - continued

- Search in Google for *Mende Gicht Fructose* and select suitable results
- Click on *New Reference* in the toolbar in EndNote and provide all the details about the website (Especially the URLs! It is also recommended to set *Journal Article* as your document type and fill out all the fields accordingly)

# Almost done!

## Exercise 3:

- Write a couple of sentences in a Word document
- Add citations in different places in the text passage (book, journal article)
- Change the citation style and note the differences
- Create a bibliography with EndNote



[3dman.eu](http://3dman.eu) - CC0

# Answers to exercise 3



[mcmurryjulie - CC0](#)

- Write a couple of sentences in a Word document
- Place the cursor in the text passage where you intend to add a citation and click *Insert Citation*
- Select the reference that is being cited from the search mask and add it to your Word document
- Add another citation to your text. Use *Go to EndNote* to open the full view of your EndNote library and select a reference. Then, click *Insert citations* and select the option *Insert selected citations* in the Word document.

## **The bibliography will be created and updated automatically!**

- Change the citation style by selecting a different style from the style search bar
- Select random references in your EndNote library and right-click on them
- Select *Copy Formatted* and paste it in an empty Word-document -> this way you can compile a bibliography with EndNote from references of your choice

# Journal Term Lists



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- „Journal Term Lists“ help to save entries such as keywords, author names, and journal titles
  - With the journal term list – depending on the citation style – EndNote will automatically convert a full journal title into an abbreviated version
  - Term lists are filled in automatically as soon as a new author name, a keyword, or a journal article is provided
  - Term lists contain all author names, keywords, and journal titles that can be found in the EndNote library
- Completing term lists:
  - Menu *Library* -> *Define Term Lists* -> select *Term List Journals* -> click *Import List* -> select *Medical* -> Open -> in the tab *Terms* refresh the view of the term list (two columns with titles and abbreviations)
  - Depending on which Output Style is selected later, EndNote will provide either a full journal title or its abbreviation in the bibliography

## The online version: [EndNote Web](#)



[3dman\\_eu-CC0](#)

- **Important:** first, create a backup copy of your EndNote library. Menu option *File -> Compressed Library*, then select options *With file attachments* and *All references in library -> Next ->* select the location
- Register with your email address and create an account
- You have access to comprehensive online guidelines
- With EndNote Web you can import references to any computer and subsequently add them to the desktop version
- EndNote Web enables working in a team
- With the button *Sync* in the EndNote library, you can synchronise references between the online and the desktop versions
- Check out this webinar on [synchronising and library sharing](#) (in German)
- PDFs and Custom Groups are synchronised in EndNote Web, too



## Further questions?

- You will find helpful tools and techniques for academic work on the [website of the Göttingen State and University Library](#)
- [International Writing Centre](#) of the University offers academic writing support
- [This set of video-tutorials](#) on YouTube covers the topics of research strategies and literature search (in German, subtitles can be translated into English automatically)
- Information on good scientific practice can be found on the website of the [University of Göttingen](#)
- The University of Göttingen has compiled information on the subject of [plagiarism](#)
- The University Medical Centre Göttingen has also drawn up the [Formal guidelines on writing a dissertation](#) (in German)

## You can always reach us online:

### Medical Library (BBM)

- Overview of [the services](#) offered for medical students (in German)
- On [the library website](#), you will find a more comprehensive list of services offered digitally by the University Library (English and German)



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- For *individual appointments*, please contact us via email [dhaerter@sub.uni-goettingen.de](mailto:dhaerter@sub.uni-goettingen.de)

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Best of luck with your projects!



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