

How to use EndNote (For Windows)



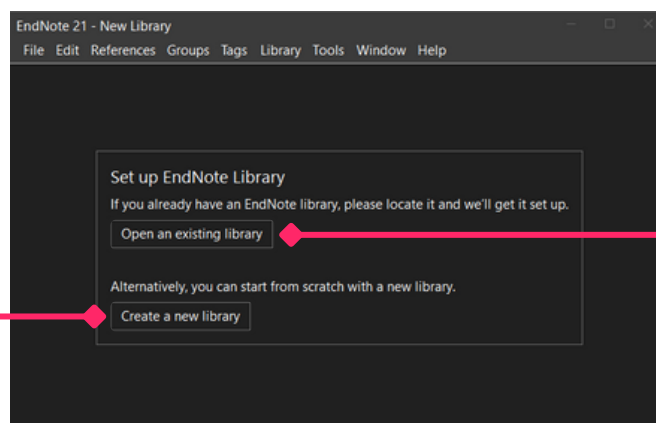
1 Download program & Product key

- Go to > <https://www.car.chula.ac.th/endnote.php>
- Log in with your CUNET account to download the program and obtain the product key
- The download link and password will be sent to your CU email account upon completion

NOTE: Please connect to a VPN network while downloading

2 EndNote library creation

You can start from
> Create a new library



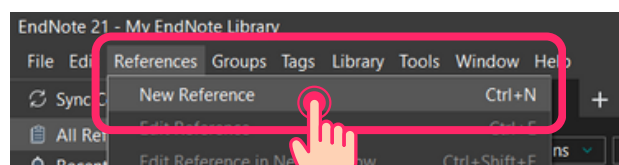
> Open an existing library,
if you already have an
EndNote library



3 Adding a new reference

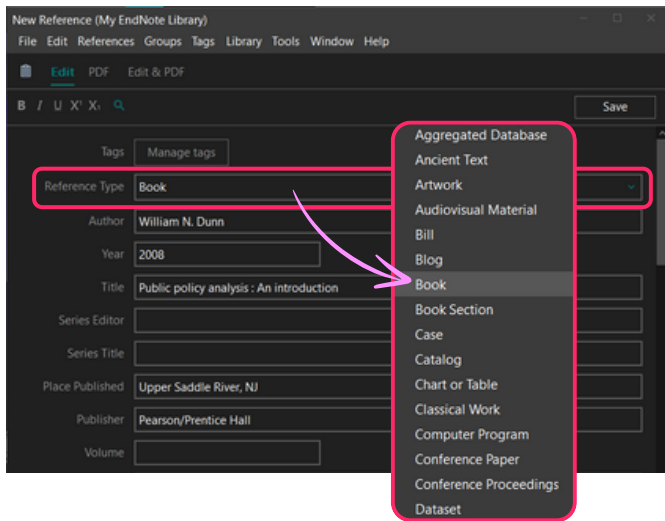
3.1 Add entry manually

- From the > References menu, select > New Reference



- Or click an icon 





- Select an appropriate > Reference Type
- Entering a necessary bibliographic data

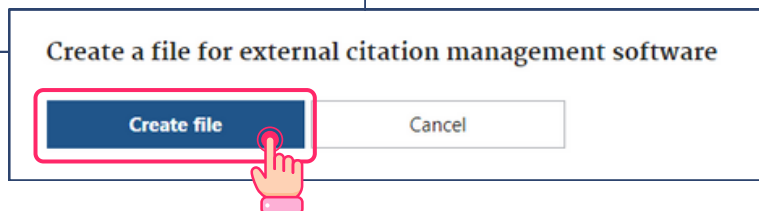


3.2 Direct export from online databases example



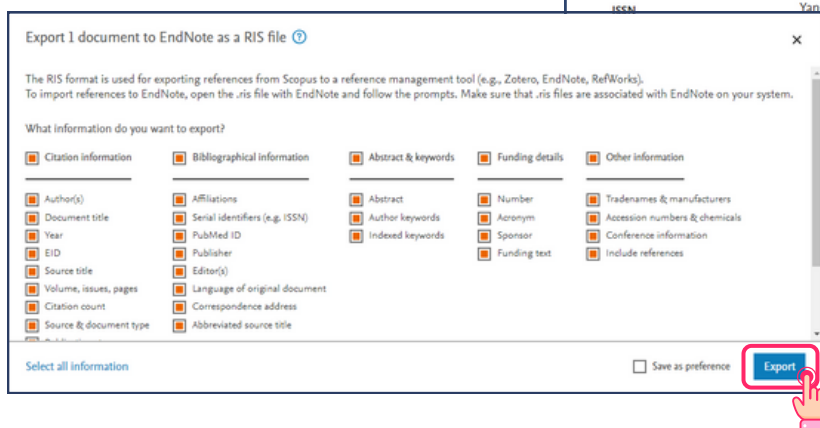
PubMed

- Click > Send to button, choose > Citation manager
- Then click > Create file button



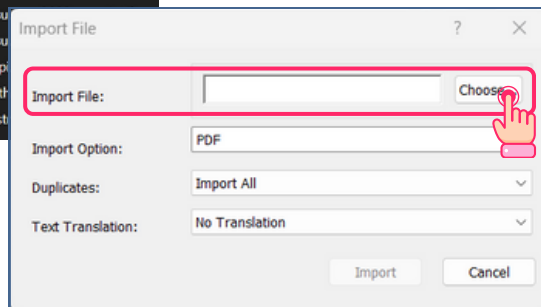
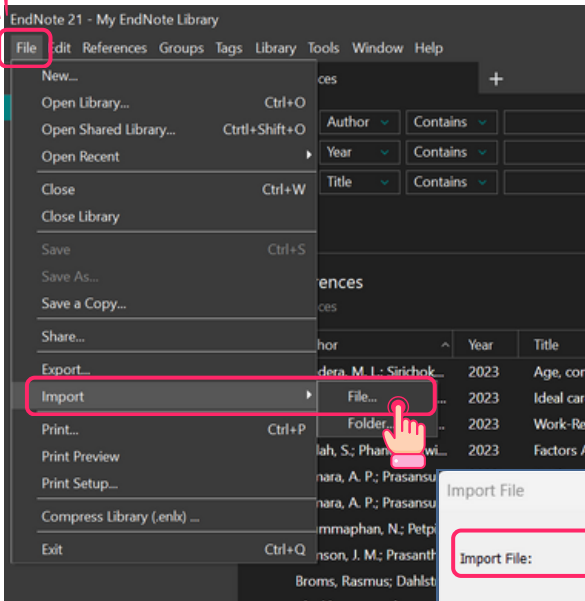
Scopus

- Click > Export, then select > RIS or > EndNote (RIS)
- Select the information that you want to export, the click > Export button



3.3 Import a PDF file to create a new reference

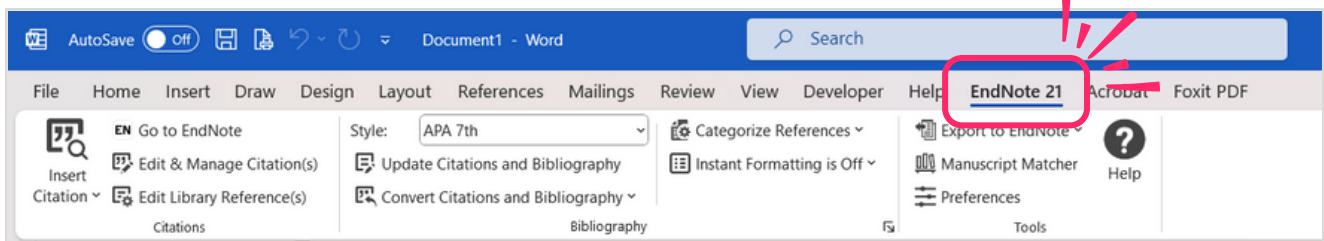
- From the > **File** menu, select > **Import > File** to open the Import File dialog
- Click > **Choose** button to locate and open the PDF file that you want to import from your drive
- Click > **Choose** button and open the PDF file you want to import to your EndNote library
- If the import file is complete, the new reference will include bibliographic data given for the




Digital Object Identifier (DOI) mined from the PDF file such as title, author, volume, issue, page, year, and DOI

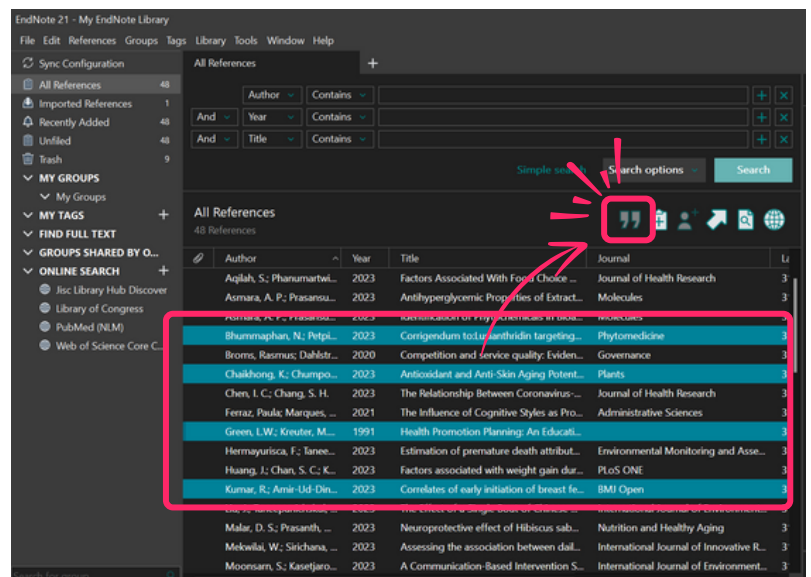
4 Cite While You Write (CWYW)

From MS Word, EndNote add-in tab should be displayed

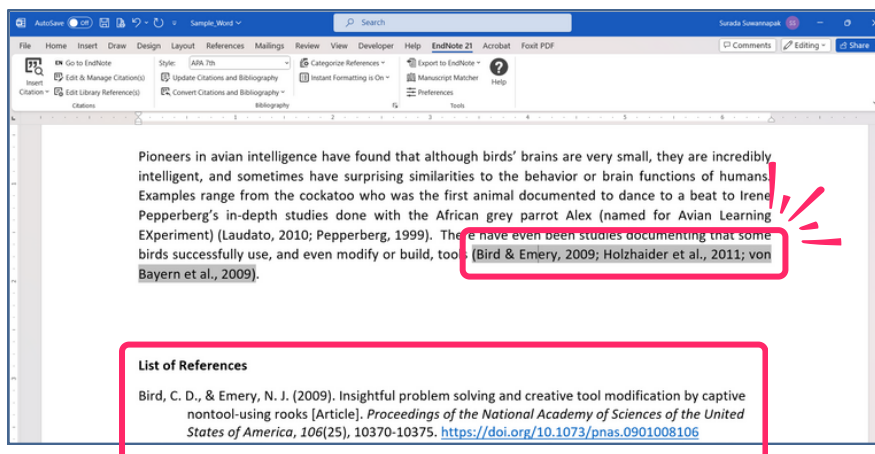


4.1 Insert Selected Citation(s)

- Go to your EndNote library
- Highlight the reference(s) that you would like to cite
- Click an icon  to insert the reference(s) to your MS Word document



- Return to your MS Word document, EndNote will create an in-text citation including the list of references at the end of your document



Tips for EndNote



Author Name

- Enter one author name per line
- Enter the author's name with the first name, the last name > e.g. Barbara S. McCrady or enter the last name, first name > e.g. McCrady, Barbara S.
- For the corporate author's name, it must be entered with comma (,), e.g. World Health Organization, or College of Public Health Sciences,, Chulalongkorn University

If there is no publication year, use > n.d.

If there is no place of publication, use > n.p

For the required fields of the most commonly used reference types below :

- Book**
 - Author , Year , Title , Edition (if any), Place Published , and Publisher
- Book Section / Book Chapter**
 - Author (who wrote the chapter/section) , Year , Chapter/section title , Editor , Book title , Edition (if any), Place Published , Publisher, and Pages
- Journal Article**
 - Author , Year , Article title , Journal name , Volume , Issue / No. , Pages , and Digital Object Identifier: DOI (if any)
- Conference Paper / Conference Proceeding**
 - Author , Year / Date of conference , Title , Conference name , Conference location , Publisher, and Pages
- Website**
 - Author , Updated date , Title , Access/cited year , Access/cited date , and URL