

EndNote Exercise 1: Getting Started—References for Engineering

In this exercise, you'll learn how to do the following tasks:

- Create a new library and add references manually
- Set the Preview to display references in the citation style of your choice.

Create a Library

The “library” is the basic framework for EndNote. The library contains information about the sources you use in your research, such as author(s), article title, journal title, page numbers, etc. Although it is possible to create multiple libraries within EndNote, it's best to create and maintain only one library for a major research project such as your dissertation. To create a new library, follow these steps:

1. To open EndNote, click on *Start* then select *Programs/EndNote/EndNote Program*.
2. Select *Create a new EndNote Library* and click *OK*.
3. The New Reference Library dialog box opens. In the *File Name:* box, enter *mylibrary*. Make sure the *Save as Type:* box displays *EndNote Library (*.enl)*. Make note of the folder where you are saving the file. Click *Save*.
4. The *mylibrary.enl* window is now open and you're ready to start entering references.

Enter References

One way to enter references into your library is to type them manually, one reference at a time. This is a common method for sources that you discover from a list of references at the end of an article.

To save time in completing these exercises, lists of keywords and abstracts are available at <http://www.gwu.edu/gelman/guides/endnote/engineering/samplesengin.html> . Open Internet Explorer and keep it open in a separate window. You can then copy a list of keywords or an abstract from the web page paste it into the appropriate field of your EndNote library. If you prefer, you can manually type keywords and abstracts rather than copying and pasting.

Follow these steps to enter a reference:

1. From the menu bar at the top of the page, select *References/New Reference*.

2. At the very top of the page in the pull down menu for Reference Type, select *Journal Article*.
3. Click in the *Author* field so you see the cursor, then enter this name: Aslaksen , Eric W. You could also enter this name in the form Eric W. Aslaksen. The period after initials is optional, but always leave a space or type a period between initials. After you type this author's name, press *Enter*.
4. Now enter the second author's name: Knight , Sinclair. Press *Tab* to move to the next field.
5. In the *Year* field, enter 2003. Always enter 4 digits for the publication year. Press *Tab* to move to the Title field.
6. In the *Title* field, enter the title of the article: A model of system coherence. Do not include a period after the last word in the title.
7. In the *Journal* field, enter Systems Engineering. Always enter the full title of the journal, not an abbreviation. Again, do not enter a period at the end of the title.

Notice that words in the Author and Journal fields appear in red. This indicates that as you begin to enter a name or journal title you have used before, EndNote will automatically complete the term for you. The same is true for the Keywords field, which we'll use in Step 13. Later in this exercise we'll explore Term Lists, which is the basis for EndNote's "auto complete" feature.

8. In the *Volume* field, enter 6.
9. In the *Issue* field, enter 1.
10. In the *Pages* field, enter 19-27 .
11. In the *Date* field, enter January .
12. Press *Tab* until you reach the *Keywords* field. Keywords are terms or phrases that represent major topics covered in the article. Keywords are sometimes given as part of the abstract or you can enter your own keywords to help remind you of the focus of the article.
13. Enter these terms in the Keywords field. Press *Enter* after each term. Remember, you can copy this list of keywords from <http://www.gwu.edu/gelman/guides/endnote/engineering/samplesengin.html> and paste it into the Keywords field.

Systems engineering
Computer simulation
Systems analysis
Large scale systems

14. In the *Abstracts* field, enter (or copy/paste) the following text:

Modeling of system behavior is an important part of the systems engineering methodology. One characteristic of system behavior that is common to a large class of systems is coherence, and we propose a simple model of coherent behavior, which at the same time gives an operational definition of system coherence. Results of simulation of system behavior obtained using this model are presented, and they display all the features normally associated with cooperative behavior.

15. When you enter a reference, it is automatically saved to your library. It is not necessary to “save” it.

16. Close the New Reference Window by selecting *File/Close Reference*, or click on the X at the top right of the Reference window.

You should now see the reference in the mylibrary.enl window. If *Show Preview* is visible in the lower right of the mylibrary window, click on it. This will display the reference in the selected output style.

To Change Output Styles

EndNote uses the term output style to define various citation styles. To change the output style, follow these steps:

1. From the EndNote menu bar, select *Edit/Output Styles/Open Style Manager*.
2. Scroll through the list of styles until you see the citation style you need. Click in the checkbox next to it so that you see a checkmark. If there is already a checkmark next to it, just leave it as is. Close the EndNote Styles window.
3. This will bring you back to your mylibrary window. On the EndNote menu bar, select *Edit/Output Styles*. You should now see your style in the list. If you select it here, and your reference preview will be reformatted in that style.

Enter Additional References

For practice, create a new reference for the following journal article. Refer to steps 1-16 in the “Enter References” section of this handout (pp. 1-3). Remember that you can cut/paste keywords and the abstract from the <http://www.gwu.edu/gelman/guides/endnote/engineering/samplesengin.html> to save time.

Calvano, Charles N. & Philip John. Systems engineering in an age of complexity. *Systems Engineering*, v7 n1 p25-34 December 2004.

Keywords: Systems engineering
 Large scale systems
 Systems analysis
 Complexity theory

Abstract: This paper considers the creation of Complex Engineered Systems (CESs) and the Systems Engineering approach by which they are designed. The changing nature of the challenges facing Systems Engineering is discussed, with particular focus on the increasing complexity of modern systems. It is argued that modern complexity poses a major challenge to our ability to achieve successful systems and that this complexity must be understood, predicted and measured if we are to engineer systems confidently.

After you entered all the information for this reference, select *File/Close Reference*.

Adding Additional Information for Certain Citation Styles

Some citation styles (e.g., APA) require that you indicate where and when you accessed sources that are available online. Here are two examples of citations in the APA 5th style:

Fredrickson, B. L. (2005, March 7). Systems engineering in the Internet age. *Information Age*, 3, Article 0001a. Retrieved November 20, 2005, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Borman, W. C., Hanson, M. A., Oppler, S. H., Pulakos, E. D., & White, L. A. (2005). Optimizing your office. *Journal of Systems Engineering*, 78, 443-449. Retrieved October 23, 2005, from ABI/Inform database.

If your citation style requires this information, it's a good idea to add it your EndNote references as you go. EndNote includes the necessary fields.

Follow these steps to add data to the fields related to online citations:

1. Open mylibrary.

2. Double click on the *Aslaksen 2003* reference. Alternately, you can select the reference, then select *References/Edit References*.
3. Scroll to the *Access Date* field and enter today's day, in the following form:
January 7, 2006.
4. Scroll to the *Name of Database* field. Enter `EbscoHost Academic Search Premier`.
5. Close the reference.

Term Lists

As your library expands, it's helpful to see a list of keywords, authors, or journal titles already entered. Go to *Tools/Open Term Lists* and select the desired list. Reviewing the keywords in particular is useful in selecting appropriate terms for an article and in keeping your keyword vocabulary under control. Words or phrases listed in the Term Lists are those terms that EndNote will auto-complete as you enter them in the Author, Journal, or Keywords fields.

Click the *Close* button to close the Term List.

Congratulations! You've finished Exercise 1. Keep mylibrary open and move on to Exercise 2.