

FYS: The Rituals of Dinner

Assignment #1: EndNote Tips

This guide is an attempt to provide the information you need to complete Assignment #1. Let Ethel or me know if you have questions.

This week: Ethel is in Monday night, Oct. 6, 6-10pm; Tuesday 1-5pm & Thursday 9-5pm

This week: Shana is available Tuesday, 3-5pm (this may change); Wednesday 6-10pm; Thursday 9-10am, 1-2pm, 3:30-5pm; Friday 9-11am.

Basic Tips

Where to Use EndNote: Any computer in the Library's Electronic Classroom.

Important: SAVE YOUR WORK TO DISK (preferably Zip) when working in the Electronic Classroom or any other public computer at Wheaton. If you don't, you risk losing your work. In order to maintain the computers in working order, they are programmed to go back to a "pristine" state when rebooting, with no saved documents. NEVER EXPECT TO COME BACK TO A PUBLIC COMPUTER THE NEXT DAY FOR YOUR DOCUMENTS.

To create a new EndNote library: *File >> New* & name and save file to your disk. Library will end in extension .enl.

To add a reference to the library: *References >> New Reference* or *Ctrl + N*

To add information to fields in a reference: First, select reference type (book, journal article, etc.) from the pulldown menu. Fill in information in individual fields. To move to next field, use *Tab* key.

There are a lot of fields. Do I need to fill in all of them?

NO. Consult your Hacker guide to find out which pieces of information are needed for a citation—don't kill yourself by trying to provide information for every single field if you are entering information "manually"—just what's required by MLA citation style (or what seems useful to you for your record-keeping).

Saving reference when done: Simply close the reference: click the inner window's X or *Ctrl + W*. It will be automatically added to library and saved.

Editing a reference:

In summary (multiple item) view, doubleclick on the reference you want to edit. The reference opens. Edit as needed and close reference as usual.

Previewing the citation:

In summary view, click on reference you want to see. Make sure *MLA* is chosen in styles pulldown menu. Click Show Preview in lower righthand corner. Compare citation to examples in Hacker guide as needed. You can use down & up arrows to cycle through references as you preview them.

Tips for Entering Specific Reference Types

For a book chapter (to be more precise, a chapter in an anthology, with each chapters by different authors):

Choose book section reference type on pulldown menu in EndNote.

In this case the author field is used for the author of the chapter, the title is the title of the chapter. Use editor field for the editor(s) who put the book together; book title field for—yep!—the book's title.

Entering multiple chapters from a single book into your EndNote Library:

If you need to cite several chapters from a single anthology, the most efficient way is to:

- 1) Create New Reference (References >> New Reference or Ctrl + N).
- 2) Choose Book Section as reference type on the pulldown menu (if you import from ELIZA, change reference type to book section, *then* clean up/move data).
- 3) Enter the “common information:” editor(s), book title, publisher and place of publication, year, etc.
- 4) Close the reference (click inner window’s X)
- 5) Copy reference (Edit >> Copy or Ctrl + C)
- 6) Paste reference (Edit >> Paste or Ctrl + V) as many times as you need to. (If you do too many, you can always Delete the extra references: Close individual reference; with reference highlighted, References >> Delete Reference or Ctrl + D)
- 7) Go back and fill in the information that will be unique for each chapter: the author(s), the title, and the pages.

For an “authored” book (a book for which one or more authors is wholly responsible): Use Book reference type

For an edited book: Use Edited Book reference type

Caution: often what you really want to do is to cite a particular chapter of an edited volume; in this case you would need to use *book section* as the reference type. See above: “book chapter.”

Importing References into Your Library

See the EndNote guide for detailed instructions about importing references from ELIZA (for books) and Ovid databases (for articles). This may save you time, but, particularly with ELIZA, you need to vet and clean up any imported records carefully. Hints for ELIZA are below.

Importing Records from ELIZA:

Records imported from ELIZA always need a little “clean-up.” You may find that by using the Show Preview feature in EndNote and carefully comparing the formatted citation with the appropriate examples in your Hacker guide, you soon pick up the knack of clean-up. On the other hand, you may prefer to input the information by hand. It’s up to you!

A few things to watch out for:

- Records imported from ELIZA will transform Edited Books to mere “books.”—look for “ed. by” before the names as a clue. You will need to change the reference type to edited book (as well as to move the names of the editors to the correct place). See **Entering multiple chapters from a single book into your EndNote Library, #2** (above) for important note.
- Author/Editor in wrong place (usually after the title)
- Letter “c” before year (c stands for circa): eliminate this letter
- Extra punctuation

Creating Your Microsoft Word or RTF Bibliography

See the EndNote guide (what was handed out in class or at:

http://www.wheatoncollege.edu/Library/Reference/fys/f2003/fys_endnoteguide.pdf

for Detailed instructions.

>>Make sure you generate a bibliography in MLA style (*not* MLA Annotated style or any other style).

What You Need to Hand In on Blackboard:

- Your library (an .enl file)
- Your Microsoft Word (or Rich Text File) bibliography.

Good luck!

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