

Chemistry 400 – Senior Seminar

Tutorial #2 – Managing References with EndNote

Assignment:

- Write an introductory paragraph (at least five sentences) to your seminar topic.
- Create an EndNote library containing at least ten references by either importing from a search or typing into EndNote by hand.
- Insert at least four citations into your paragraph using Microsoft Word and EndNote.
- Format your bibliography in the JACS style using EndNote.
- Turn a copy of your paragraph with formatted bibliography into Dr. Johnston by 5:00pm, February 7, 2000 (note date change).

Note: This tutorial *requires* the EndNote Software, which has been installed on the computers in Science 117.

Do Your Search First

Perform a search on any topic (your seminar topic would be most appropriate) using either the *Applied Science and Technology* database or the *Science Citation Index* as covered in Tutorial #1 from last week.


Creating a Reference Database

Recall the instructions from the first tutorial on *exporting* references from the OhioLINK databases. For your convenience, instructions are repeated below for exporting from the *Applied Science and Technology* database below.

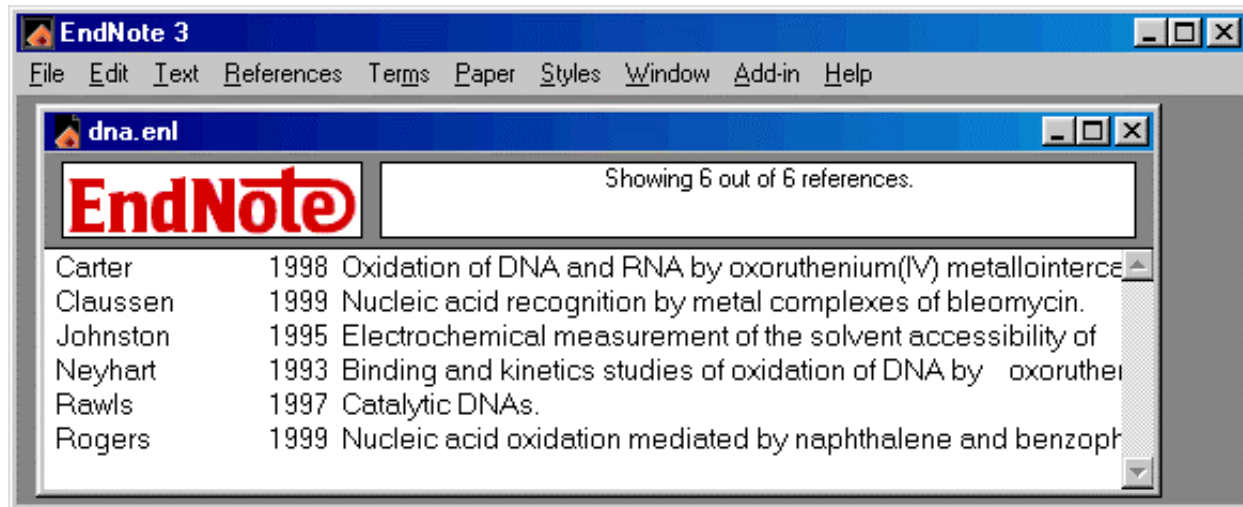
- Select the articles you wish to export by clicking the check-box to the left of each citation.
- Now click the **Store Marked Records** button. Note that you must mark and store records on a page-by-page basis. The computer does not remember the citations you have selected after you click the **Next** or **Prev** link.
- Click on the **View Stored Records** link on the right hand side of the screen. A list of options for viewing or exporting your records comes up.
- Select **File Download** for the **Send records to** option.
- Scroll down and select the **Refer Format** radio button under Export formats.
- Click the **Output Now** Button. (Click OK) A dialog box comes up asking you for a location and file name to which the data should be written. Select a name/location and click **Save**.

Importing References into EndNote

For the search I performed, I exported a total of six references into a file I called (creatively enough) “refs.txt”. Now I need to import these references into EndNote.

- Start EndNote either from the **Start** menu or by clicking the EndNote icon () on the Microsoft Office toolbar on the right hand side of the computer screen.
- Upon startup, EndNote will ask you to select a reference library. For now, just click **Cancel**.

- Select **File/New** and enter a name and location for your new EndNote library (I chose dna.enl for my library). At this point you will have an empty library file.
- Select **File/Import**, click on **Choose File...** and select the file to import.
- Set the **Import Option** to **Refer/BibIX** and click on **Import**. EndNote will import your set of references into your EndNote library. Note that the library file is continuously updated – there is no need to “save” your library periodically.
- A picture of my new library is shown below.

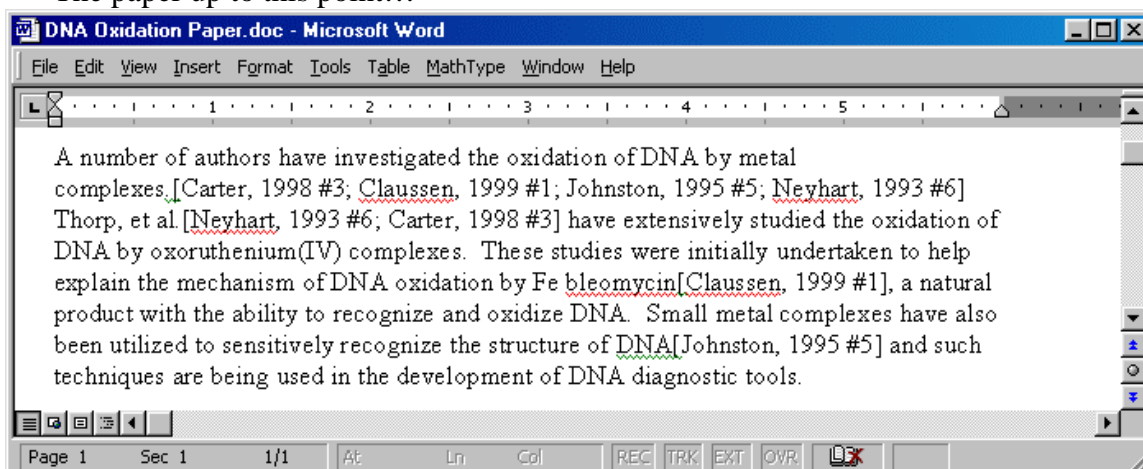


But wait! There's more! – Inserting a Citation into a Word Document

An EndNote library is great for organizing and searching your set of references, but EndNote can do much more when used along with Microsoft Word.

- Start Microsoft Word 97. Click on the **Tools** menu and notice that there are several commands having to do with EndNote.
- I will go ahead and start typing my (*example*) paper. In my first sentence I wish to provide a general introduction, so I type “A number of authors have investigated the oxidation of DNA by metal complexes.” At this point I wish to reference the four (of the six) papers having to do with oxidation of DNA by metal complexes.
- I select **Tools/Go To EndNote** and EndNote appears. I select the references I wish to insert. (Clicking selects individual references, holding down Shift while clicking selects a contiguous range of references, and holding down Control while clicking selects a non-contiguous range of references.)
- Now from the **Add-in** menu of EndNote, I select **Insert Citation(s)**. (Alternately, I could switch back to Word and select **Tools/Insert Citation(s)**).
- Some oddly-formatted text appears like the following: [Carter, 1998 #3; Claussen, 1999 #1; Johnston, 1995 #5; Neyhart, 1993 #6]. This is EndNote's way of saying – here are your references, we can format them later...
- For this example I will continue to type a few more sentences about the specific articles I wish to cite, inserting citations as needed. The results are shown on the next page.

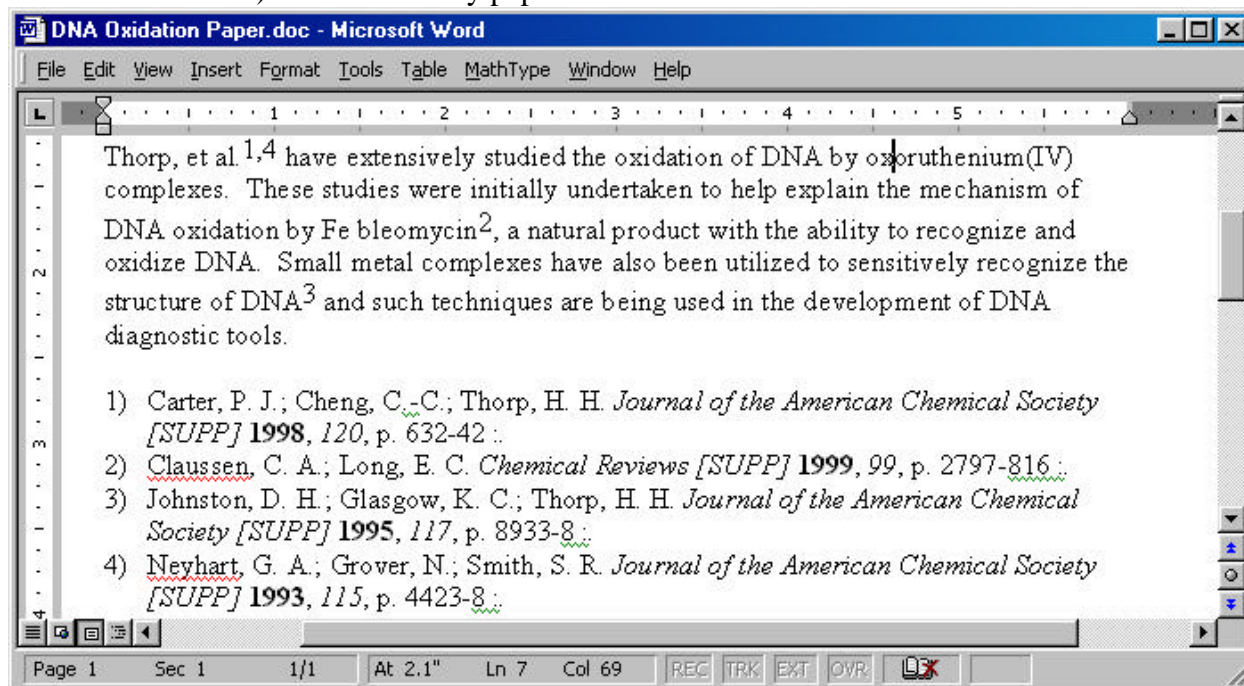
- The paper up to this point...



Formatting Your Bibliography

Now we need to tell EndNote to make a bibliography for us.

- The first thing I must do is select the citation/bibliography style I wish to use. For Chemistry Senior Seminar we will be using the so-called JACS (Journal of the American Chemical Society) style.
- I go to EndNote and select the select **Styles/More Styles...**, open the **Chemistry** folder and select **JACS.ens**.
- Now I go back to Microsoft Word, select **Edit/Select All**, and then select **Tools/Format Bibliography**, giving me the following dialog box.
- Clicking on **Format** formats all the citations in my paper and creates a bibliography (a set of *endnotes*) at the end of my paper. The results are shown below



Unformatting and Re-formatting Your Bibliography

The same techniques may be used to unformat or re-format your bibliography at any point if you change or move a citation or insert a new citation at some point. Looking at my bibliography I notice that when I imported my search results, it looks like it brought along some unwanted garbage (the [SUPP] after the journal names and “p” before the page numbers). I can go back into EndNote and edit these out. At the same time, I will change the journal name from *Journal of the American Chemical Society* to the accepted abbreviation, *J. Am. Chem. Soc.* If you are not sure of the correct abbreviation for a journal, see either the *ACS Style Guide* (available in the reference section of the Otterbein Library) or the following web site:

<http://library.caltech.edu/admin/abbreviations/default.htm>

Upon re-formatting my bibliography (from the **Tools** menu), I obtain the following.

DNA Oxidation by Metal Complexes
Dean H. Johnston
January 21, 2000

A number of authors have investigated the oxidation of DNA by metal complexes.¹⁻⁴ Thorp, et al.^{1,4} have extensively studied the oxidation of DNA by oxoruthenium(IV) complexes. These studies were initially undertaken to help explain the mechanism of DNA oxidation by Fe bleomycin², a natural product with the ability to recognize and oxidize DNA. Small metal complexes have also been utilized to sensitively recognize the structure of DNA³ and such techniques are being used in the development of DNA diagnostic tools.

- 1) Carter, P. J.; Cheng, C.-C.; Thorp, H. H. *J. Am. Chem. Soc.* **1998**, *120*, 632-42.
- 2) Claussen, C. A.; Long, E. C. *Chem. Rev.* **1999**, *99*, 2797-816.
- 3) Johnston, D. H.; Glasgow, K. C.; Thorp, H. H. *J. Am. Chem. Soc.* **1995**, *117*, 8933-8.
- 4) Neyhart, G. A.; Grover, N.; Smith, S. R. *J. Am. Chem. Soc.* **1993**, *115*, 4423-8.

Additional Information about EndNote

EndNote can obviously do more than the few items that have been covered in this tutorial. You can add references to your library by hand, you can search your own library using keywords, and you can even search databases (including MedLine) directly from EndNote. A copy of the EndNote manual will be kept in Science 117 for your reference.