Information Literacy Program

PSYC1003
Referencing and EndNote

2017
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Learning Outcomes

Learning Objectives
This handbook will enable students to:

- Understand Academic Integrity and copyright issues.
- Unpacking citations.
- Understand and use the APA referencing style.
- Become familiar with EndNote for managing your references.

Academic Integrity and Copyright issues

Part of your Research-based learning skillset is knowing how to use information in a socially responsible and ethical manner.

**ANU Academic honesty and plagiarism** information indicates that a student’s work is original and authentic and completed only with the assistance allowed according to ANU rules, policies and guidelines.

In particular, the words, ideas, scholarship and intellectual property of others used in the work must be appropriately acknowledged.

This includes:

- correctly citing the sources used in your essay, report or assignment
- reusing, attributing and sharing images, text, presentations and audio-visual materials in accordance with Australia’s copyright legislation

Library staff can help you with information about copyright including:

- the limits on photocopying or scanning of material according to the fair dealing provisions of Australia’s Copyright Act
- interpreting which material on the Internet can be copied or reproduced with or without permission.
- how to correctly obtain permission to use other researchers’ materials or a "substantial" part of another persons’ work in your publications or thesis

Unpacking citations

Understanding how to “unpack” (identify and interpret) the parts of a citation will help you to:

- correctly cite items in your reports, essays and assignment and meet the ANU Academic Integrity requirements.
- create a bibliography with a complete list of all sources in alphabetical order (by author) at the end of an assessment item.
- find the items on a reading list.
Have look at this example journal article citation in the Harvard style and take a
minute to think about all the different elements:

- Author/s
- Year
- Article title
- Journal title
- Volume
- Issue
- Page numbers

Citations provide clues to help find the items in your reading list

Questions to ask:

- Is the item is a journal article, a book chapter or a webpage?
- Should I search by author, article title, journal title or another element of the
citation?
- Should I use the Library catalogue, a database, web search engines or other
tools to find the item?

Referencing

You are required to use the American Psychological Association (APA) style. The APA
referencing style uses author date parenthetical, in text citations based on the
Harvard style.

Refer to the Publication Manual of the American Psychological Association, 6th Edition
(2010) [Call Number: Reference BF76.7 .P83 2010] for more detailed information on
the APA writing style.

Key points of APA are:

- All references are cited in the body of your text.
- The references are brief (surname, year of publication, page number)
- Full citations are listed in alphabetical order at the end of the paper.

The Academic Skills Centre explains how referencing works and provides examples of
author-date referencing styles including APA.
Managing your bibliography and research using EndNote

EndNote is installed on all Info Commons computers at the ANU. If you’d like a copy for your own PC or laptop, head to the EndNote guide for information on downloading the latest version of EndNote.

What is it?
EndNote is a reference management website and software package available to ANU staff and students. It is able to assist you throughout the various phases of your research. EndNote can:

- Assist you with compiling a list of sources you find useful to your research.
- Keep track of your notes and annotations for each source you read.
- Insert properly formatted in text references into your writing, as well as keep track of those references for automatic inclusion in your bibliography.

Creating an EndNote Library

- With the EndNote program active, go to the File menu
- Choose New
- Type in an appropriate file name e.g. BIO
- Locate the directory where you wish to store the library file
- Click on the Save button

Importing References from Databases

Most databases allow you to create a list of references for export. Here is an example using Scopus.

Perform your search. Check the boxes of the citations you want to export. Click Export
Under Export choose EndNote.

Select all options under **customize export** to ensure completeness of information about the article is exported.

If you are prompted to select a program to open the scopus.ris file, choose **EndNote** and click OK.

Your references will now be shown in **EndNote**.
PDF import

EndNote can extract reference information from a publisher-created PDF document (where this information has been added to the metadata using its Digital Object Identifier, or DOI) and use this information to create a reference in your EndNote library.

To do this:
- Open the EndNote library that you wish to use.
- From the File menu, select Import and then File (alternatively select the Import button on the EndNote Library Window toolbar).
- Select Choose and locate the PDF file you have saved.
- From the Import Option drop-down of the Import File dialog box, select PDF.

The record associated with the imported PDF file should now be displayed in EndNote and the imported PDF file will be attached to it.

To display all references go to the References menu and select Show All References or select All References on the My Library panel.

ENDNOTE TIP: It is not recommended to select Discard Duplicates from the Duplicates drop-down list.
- Text Translation > No Translation
- Select Import
PDF Management

You can set your preferences to enable automatic importing of PDF’s from a designated folder on your computer. Anytime you add new PDF’s to this folder EndNote will automatically import and rename them using the naming convention of your choosing.

- Go to Edit choose Preferences choose PDF Handling.
- Choose auto renaming option eg Author + Year (NB This does not affect the file name in the original folder).

Select Enable automatic importing and select the folder you wish to use.
If the reference is already in your library it will attach the PDF to it. If not, then it will create a new reference and attach the file.
EndNote Find Full Text and Open URL Link

EndNote now provides two ways to find full text from your EndNote references.

Find Full Text searches ANU Library holdings for full text articles from inside your library, and automatically imports articles. In addition, EndNote can provide an OpenURL search to find full text or other options for the references in your library.

OpenURL Link connects you to Find it at ANU (the ANU’s link resolver) and shows the various options available for finding full text.

Find Full Text
To find full text:
- Select the relevant reference(s)
- Under the References menu, select Find Full Text > Find Full Text… or click on the Find Full Text icon

- As full text articles are located, they will be automatically added to your EndNote library, indicated by the paperclip symbol. Search progress can be viewed in the My Library pane under Find Full Text.
Note: the full-text PDF files are stored in your EndNote Library’s .DATA folder (e.g., libraryname.DATA). If you download a number of full-text articles, this folder will get quite large.

- To view the full text article, open the reference and click on the PDF icon.

Results can be mixed. Sometimes EndNote is unable to find articles even if the ANU has a subscription. In this case, try **OpenURL Link**.

**OpenURL Link**

Rather than automatically downloading and saving full text, using OpenURL Link will provide you with several options for finding the article, including links to available full text, library catalogue searches, and document delivery options.

To use OpenURL Link:

- Select the relevant reference
- Under the **References** menu, select **URL > OpenURL Link** or right-click on the reference and select **URL > OpenURL Link**. Alternatively use the **OpenURL Link icon**
A web browser window will open to show the full text or options for finding the complete article.

Inserting References into Your Essay

- Go to EndNote and click on the required reference. If multiple references are to be inserted, hold down the CTRL key while clicking on the required references.
- Go to Word and place the cursor in the desired position.
- Select the EndNote tab.
- Click Insert Citation and choose Insert Selected Citation(s)
Formatting the Bibliography in Word

Your bibliography will be formatted using the style that is currently selected in EndNote. You can change the style both from within EndNote and Word. In Word under the EndNote tab, click on the pop-out arrow under the Bibliography section.

You will now have the Format Bibliography pop-up window.
Select your output style from the quick list, or select Browse... to see all styles installed with EndNote.

The resulting output for an in-text citation will appear with in Microsoft Word as;

... there are many easy to learn techniques which can assist students in their learning (Dunlosky, Rawson, Marsh, Nathan, & Willingham, 2013, pg.16).

The bibliography will be automatically populated and appears as;

Bibliography


Please refer to the EndNote Guide (http://clarivate.libguides.com/EndNote_training) for further instructions on using EndNote.
Off-campus access

Databases and electronic journals and books can be accessed from off-campus via Virtual. Go to http://virtual.anu.edu.au and log in using your student ID and password.

For Further Assistance

If you need additional help with any of the material covered in the Library lectures or tutorial sessions on Internet resources or finding key journal resources for your essay, please feel free to contact:

ANU Hancock Library Information Desk science.library@anu.edu.au (ph: 612 53517)

Other resources

Training notes

- To access the Information Literacy Program’s training notes, visit the Research & learn webpage (anulib.anu.edu.au/research-learn) and select the skill area followed by the relevant course. You can register for a workshop and find other information.

Research & learn how-to guides

- Explore and learn with the ANU Library’s how to guides (ql.anu.edu.au/howto). Topics covered are:

  - Citations & abstracts
  - Data Management
  - EndNote
  - Finding books and more
  - Finding journal articles and more
  - Finding theses
  - Increasing your research impact
  - NVivo
  - Topic analysis
  - Using Google scholar

Online learning

- Online learning is available through ANU Pulse (ql.anu.edu.au/pulse), which can be accessed from both on and off campus by all ANU staff and students.

Training calendar

- Select Events » near the bottom of the Library homepage to access our events calendar with upcoming training opportunities displayed day by day (ql.anu.edu.au/cal).