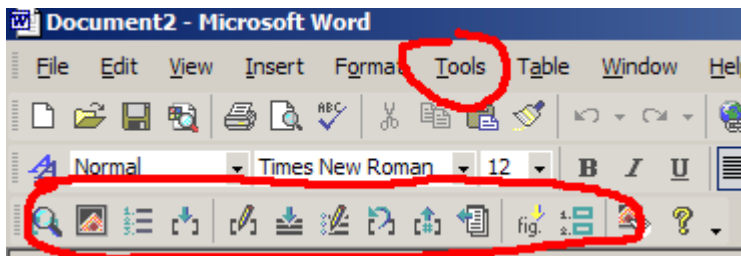


Cite While You Write with EndNote 6

Jeff Muday, Department of Biology

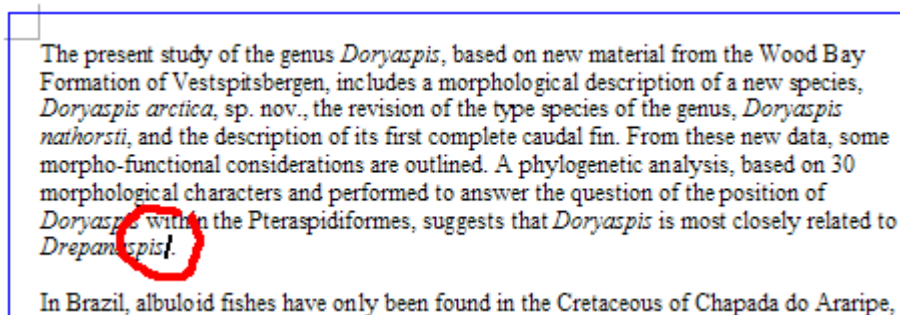
On the WFU Standard Load, we have Microsoft Word 2002 installed as well as a keyserved version of EndNote 6 (this version will also work with earlier versions of Word such as Word 2000 and Word 97). EndNote allows us to automatically create citations and bibliographies. If the program is properly installed on your computer, it integrates its bibliographic formatting commands into Microsoft Word's Tools drop-down menu. Alternatively, you may use the EndNote tool-bar icons to perform these tasks. (If this menu option is not present in Word, please see your local computer support person for assistance.)

The figure below illustrates the location of the Tools drop down menu as well as the EndNote tool-bar icons.

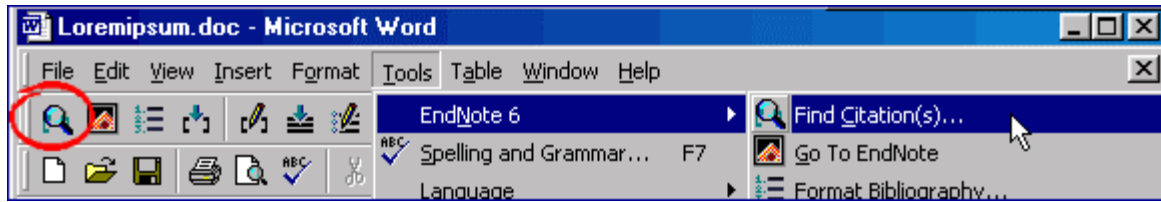


Basic Insertion of a Citation

It is helpful to start EndNote in advance and select the library you wish to use. For this tutorial, we will use the example library "paleo.enl". To insert citations within your work, place your cursor at the point where you want the citation to appear.

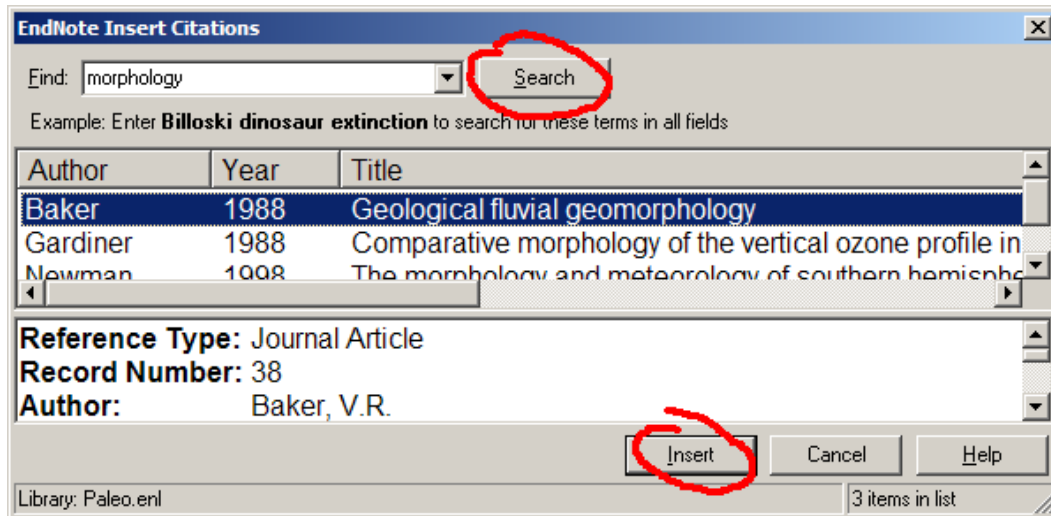


In Word, select the drop down menu *Tools*→*EndNote 6*→*Find Citation(s)*... or click the corresponding icon on the toolbar.



Once search has been selected, you will be transferred into the EndNote program search dialog.

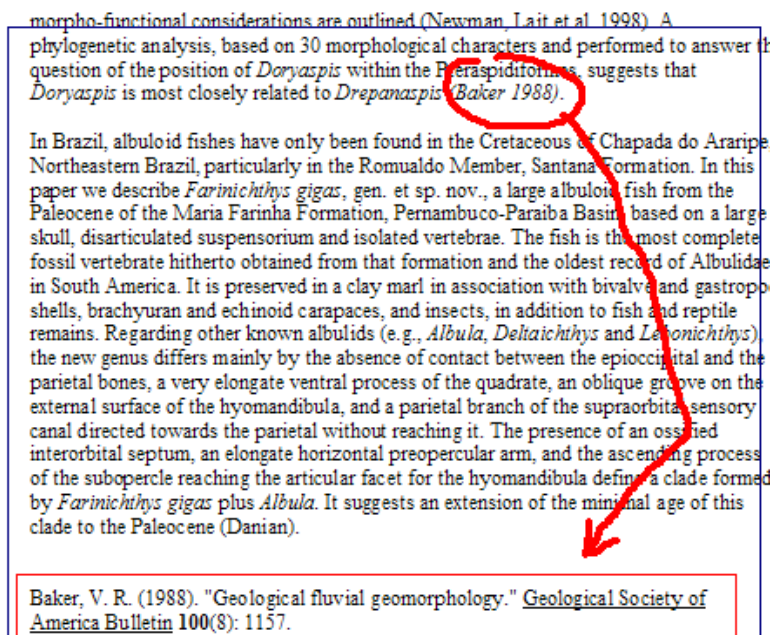
Within the EndNote citation search box, you can locate the required reference. Highlight a reference from the example "paleo.enl" library to be inserted into your document. Now, select "Insert".



After the insertion you will be returned to Word's normal editing mode.

If you completed the insertion, you will find a citation has been placed in the location you specified. The **complete reference** is placed at the end of the document. EndNote's producers have named this process "**Cite While You Write**", or, CWYW. Don't worry about the format just yet - you can change that later.

Now, you may choose to insert some more citations into your document.



Use MS Word's drop down menu *Tools*→*EndNote 6*→*Edit Citation(s)* to insert the page numbers of your citations if necessary.

nathorstii, and the description of its first complete caudal fin. From these new data, some morpho-functional considerations are outlined (Newman, Lait et al. 1998). A phylogenetic analysis, based on 30 morphological characters and performed to answer the question of the position of *Doryaspis* with the Pteraspidoformes, suggests that *Doryaspis* is most closely related to *Drepanaspis* (Baker 1988).

In Brazil, albuloid fishes have only been found in the Cretaceous of Chapada do Araripe, Northeastern Brazil, particularly in the Romualdo Member, Santana Formation (Morehouse and Tung 1993). In this paper we describe *Farinichthys gigas*, gen. et sp. nov., a large albuloid fish from the Paleocene of the Maria Farinha Formation, Pernambuco-Paraíba Basin, based on a large skull, disarticulated suspensorium and isolated vertebrae. The fish is the most complete fossil vertebrate hitherto obtained from that formation and the oldest record of Albulidae in South America. It is preserved in a clay marl in association with bivalve and gastropod shells, brachiuran and echinoid carapaces, and insects, in addition to fish and reptile remains. Regarding other known albulids (e.g., *Albula*, *Deltaichthys* and *Lebonichthys*), the new genus differs mainly by the absence of contact between the epioccipital and the parietal bones, a very elongate ventral process of the quadrate, an oblique groove on the external surface of the hyomandibula, and a parietal branch of the supraorbital sensory canal directed towards the parietal without reaching it (McIntosh 2000). The presence of an ossified interorbital septum, an elongate horizontal preopercular arm, and the ascending process of the subopercle reaching the articular facet for the hyomandibula define a clade formed by *Farinichthys gigas* plus *Albula*. It suggests an extension of the minimal age of this clade to the Paleocene (Danian).

2 Baker, V. R. (1988). "Geological fluvial geomorphology." *Geological Society of America Bulletin* 100(8): 1157.

4 McIntosh, G. C. (2000). "Boliviacrinus-Isaacsoni, a new genus and species of middle Devonian Camerate Crinoid from Bolivia." *Journal of Paleontology* 62(4): 622.

3 Morehouse, S. I. and R. S. Tung (1993). "Statistical evidence for early extinction of reptiles due to the K/T event." *Journal of Paleontology* 17(2): 198-209.

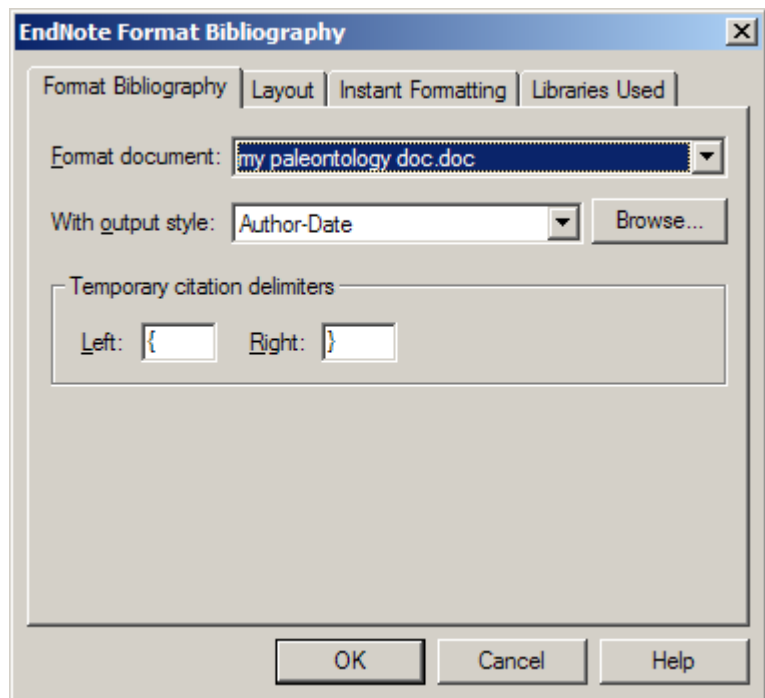
1 Newman, P. A., L. R. Lait, et al. (1998). "The morphology and meteorology of southern hemisphere spring total ozone mini-holes." *Geophysical Research Letters* 15(8): 923.

Creating Your Bibliography

Once you have completed the process of inserting all your citations, EndNote can generate a bibliography based on all the works cited within your paper.

Procedure:

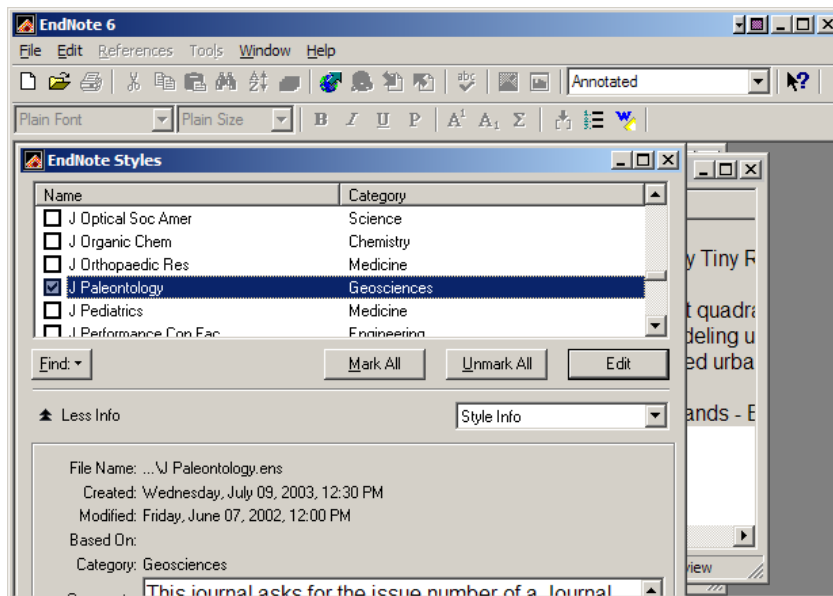
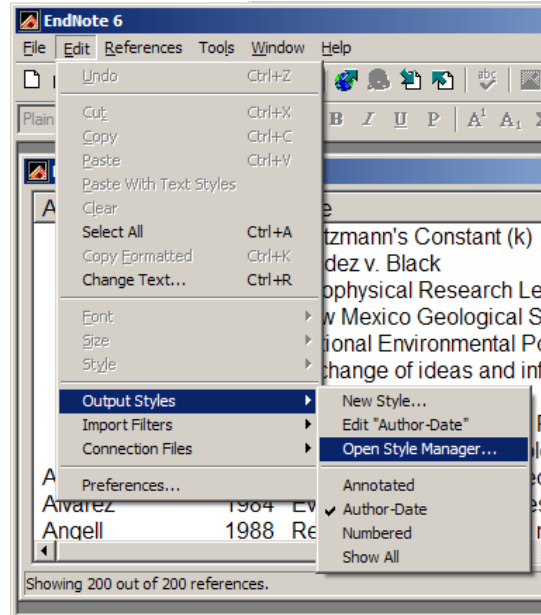
1. From Word drop-down menu, Select
Tools→*EndNote6*→*Format Bibliography*
2. Now, select your bibliographic format from the drop-down list.
3. Click OK to activate your choice.



Making More Styles Available

EndNote is able to generate a wide variety of different citation styles. You can change the styles available either from within Word or from within EndNote.

1. Return to EndNote
2. Select Edit→Output Styles→Open Style Manager...
3. In the EndNote Styles dialog box, select another style by placing a check mark in the box beside your choice. In this example “J Paleontology” was selected.
4. Return to Edit→Output Styles and select your choice from the menu, a check mark appears against it.
5. Click the X on the corner of the dialog window once you have made ALL your selections.
6. Finally, return to MS Word

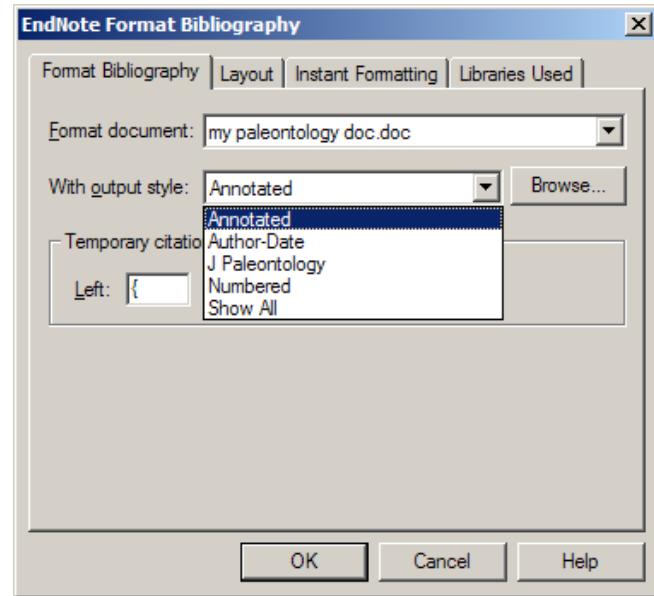


Changing the Citation Style

You should now have different styles available to you from within Word.

1. Select *Tools*→*EndNote6*→*Format Bibliography*.
2. From the "With output style:" dropdown list, select "J Paleontology" and click "OK"

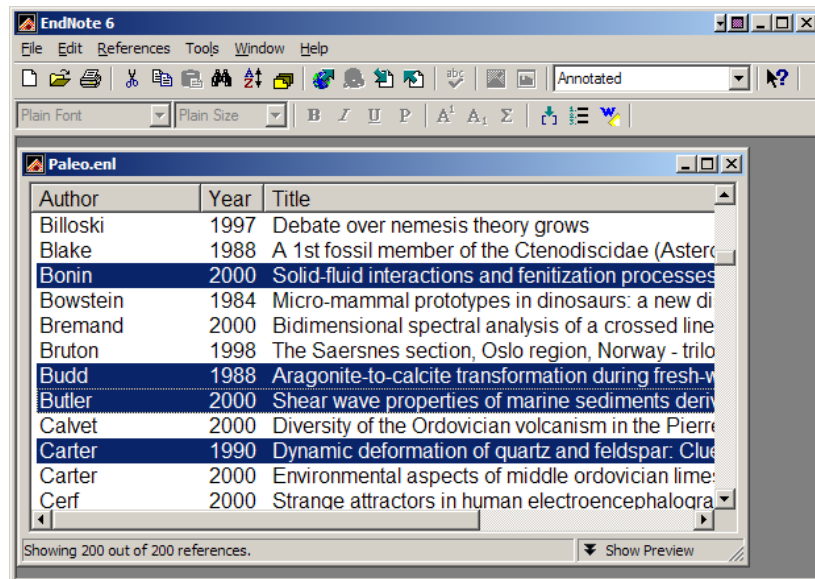
Your bibliography and citations will be converted to the Journal of Paleontology style.



If Your Chosen Word Processor Doesn't support EndNote

If your chosen word processor does not support Endnote, or you want to print or save a bibliography on its own:

1. Highlight the references in "paleo.enl" to be downloaded.
2. From the Edit-Output Styles menu, select the style you want.
3. From the File menu, select Export. In the Export dialog box, select where you want to save the file. Note: saving the document as an .rtf document will produce a document that preserves most common formatting and be readable by many different word processors and platforms
4. Printing a quick bibliography: select the style, open the library, highlight the references and select File-Print.
5. From the References menu, select Show Selected References. A library screen will appear with only your selected references.



Creating a Traveling EndNote Library

In the wonderful world of academic collaboration, we find ourselves sharing our documents and need to share our EndNote libraries as well. But with some of EndNote 6's advanced features allow us to create libraries which include figures, illustrations, etc. these library files become too unweildy to send via email. We can, however, export only those references that are used in our bibliography. The "Traveling Library" which represents a subset of our original library can be sent to our collaborators along with the original document. Likewise, if we are sent one of these mini EndNote Libraries, we only have to work with this small subset library.

To Create a "Traveling" EndNote Library

1. **Make sure EndNote is started** and the original library is active.
2. **Start Word** and load the document that we have already created.
3. In Word, click the drop-down menu:
Tools→*EndNote6*→*Export Travelling Library...*
4. Select "A new EndNote Library", then Click OK
5. Save the new library with a different name. We suggest naming it similar to the document with which it is associated. In this example, we call it "paleo-traveler.enl"
6. The new library can be opened and manipulated like any other EndNote Library, but it will **only** include those references used in the document from which it was created.

