

20 SEP 2022

**Speaker**

Patrick Pu  
Wong Sui Nee

# Fundamentals of EndNote 20

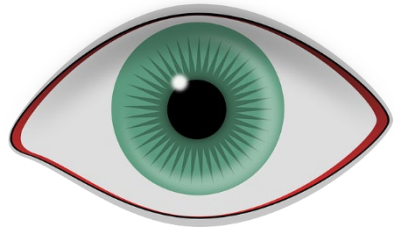
Microsoft Windows 10 and Word 2019

# Learning Outcomes

**01.** Use, store and organise references in EndNote

**02.** Insert citations into your assignments or academic papers

**03.** Automatically format references to your desired citation style



SEE

Presentation Slides

Demo

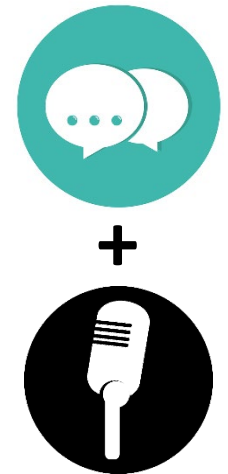


DO

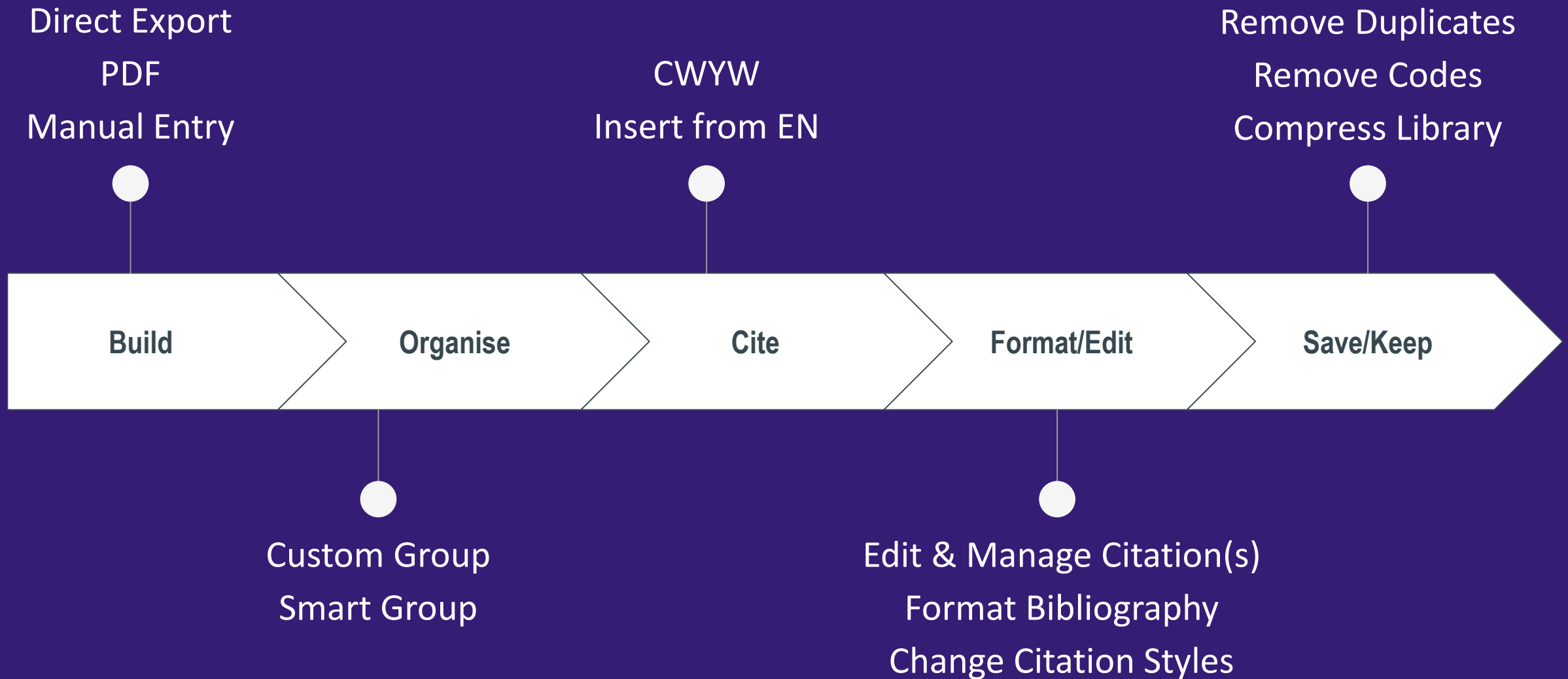


SHARE

zoom



How are we carrying out this session?



**DOWNLOAD**



**TRAINING PACK** @ <https://nus.edu/3q6Eoog>



# Overview

- Basics of Citing & Referencing
- Introduction to EndNote
- Software Installation





Acknowledge the ideas of  
other authors



Help your readers easily locate &  
explore the sources you consulted  
*(helpful for literature reviews!)*



Prove robustness in  
your research



Avoid plagiarism

Source: SE1000 Student Essentials > Fundamentals of Academic Life

# Why is Citing/Referencing Important?



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## CODE OF STUDENT CONDUCT

### (A) Academic, Professional, and Personal Integrity

3. The University is committed to nurturing an environment conducive for the exchange of ideas, advancement of knowledge and intellectual development. Academic honesty and integrity are essential conditions for the pursuit and acquisition of knowledge, and the University expects each student to maintain and uphold the highest standards of integrity and academic honesty at all times.
4. The University takes a strict view of cheating in any form, deceptive fabrication, plagiarism and violation of intellectual property and copyright laws. Any student who is found to have engaged in such misconduct will be subject to disciplinary action by the University.

Source: <https://studentconduct.nus.edu.sg/wp-content/uploads/2022/01/NUS-Code-of-Student-Conduct.pdf>

*the act of quoting from or referring to the works and ideas of other authors' in our work [1]*

# Citing & Referencing

*listing full publication details of an information source used in our work [1]*

## In-text Citations

Appears within a sentence

- Author-Date system  
e.g. APA, ASA, Harvard
- Numbered system  
e.g. IEEE, ACS, NLM, Vancouver
- Footnoting system  
e.g. Chicago

## Bibliography/ Reference List

Appears at the end of a document

[1] Dipankar, D., Rajeeb, D. & Valentina, E.B. (2019). *Engineering research methodology: A practical insight for researchers* (Vol. 153). Springer Singapore. doi.org/10.1007/978-981-13-2947-0



## In-text citations\*

### I. INTRODUCTION

Expert engineers make informed design decisions, with information gathering increasing with the experience of the engineer and quality of the engineering design [1]. Engineers often struggle with maintaining a ‘problem-focus’ and often fixate on a solution early on in the design process [2]. Fosmire and Radcliffe [3] suggest a model to facilitate the integration of information into the design process as a way to explore more ideas for addressing stakeholder needs and make better decisions about which solutions to develop.

However, relatively little research attempts to identify the role of information in the design process. Verbal protocol analysis of ‘toy’ design problems [1,4] can provide insight into the cognitive processes of individuals engaged in the design process, albeit in a typically artificial environment. Video or audio recordings of students engaged in authentic design tasks

## Reference List\*

### REFERENCES

- [1] C. J. Atman, R. S. Adams, M. E. Cardella, J. Turns, S. Mosborg, and J. Saleem, “Engineering Design Processes: A Comparison of Students and Expert Practitioners,” *J. Eng. Educ.*, vol. 96, no. 4, pp. 359–379, 2007.
- [2] Ball L.J., Evans B.T., and I. Dennis, “Cognitive processes in engineering design: a longitudinal study,” *Ergonomics*, vol. 37, no. 11, 1753-1786, 1994; D.G. Jansson and S.M. Smith, “Design Fixation.” *Design Studies*, vol. 12, no. 1, pp. 3-11, 1991.
- [3] M. Fosmire and D. Radcliffe, *Integrating Information into the Engineering Design Process*, West Lafayette, IN: Purdue, 2013.
- [4] N. Mentzer and M. Fosmire, "Quantifying the Information Habits of High School Students Engaged in Engineering Design," *Journal of Pre-College Engineering Education Research (J-PEER)*. 5(2) Article 3, 2015. <http://dx.doi.org/10.7771/2157-9288.11108>

Note: IEEE Citation Style is shown here

The format and elements of the in-text citation and reference list would vary, depending on:

- information sources (e.g. books, articles, conference papers, Internet resources etc.) and
- citation style used

Some **main elements** of a citation are:

- Author(s)
- Book Chapter Title or Journal Article Title
- Book Title or Journal Title
- Year of Publication
- Volume or Issue Numbering
- Page Numbering
- DOI/URL

#### REMINDER

Citing or acknowledging information sources applies to outputs in most formats, e.g. text, presentations, posters, video clips etc.

Different academic disciplines have different way of citing references, depending on what information is important to them

NUS Libraries / LibGuides / Citation Styles / ACS

## Citation Styles: ACS

Automatically generate citations from databases and catalogues. Use citation builders to create citations. Check authoritative guidelines for citation cycles.

Search this Guide Search

ACS AMA APA ASA Chicago/Turabian Harvard IEEE Legal style MLA Reference Management Software

### ACS style guides

The ACS (American Chemistry Society) style guides/manuals below provide instructions and examples on how to create footnotes and bibliographies in research papers. Some include advice on grammar and punctuation, research methods, and guidelines on formatting the final paper.

- [ACS guide to scholarly communication \[electronic resource\] ©2020](#)

Refer to "PART 4: Scientific Style Conventions" to learn how to cite Graphics, Multimedia, Data, References and Chemical Structures.

### Citing references in text

In ACS publications, you may cite references in text in three ways:

1. By **superscript** numbers, which appear outside the punctuation if the citation applies to a whole sentence or clause.
 

Oscillation in the reaction of benzaldehyde with oxygen was reported previously.<sup>3</sup>
2. By **italic** numbers in parentheses on the line of text and inside the punctuation.
 

The mineralization of TCE by a pure culture of a methane-oxidizing organism has been reported (6).
3. By **author name and year of publication** in parentheses inside the punctuation (known as author-date).
 

The primary structure of this enzyme has also been determined (Finnegan et al., 2004).

### Acknowledgements

This referencing guide follows the principles and examples given in the **ACS Style Guide: Effective Communication of Scientific Information** published by the American Chemical Society (ACS)

### Reference software

**EndNote** is a software that:

- stores and organizes citations found from many sources
- inserts these citations into a Word document

*What citation style should I use?*

*Check with your professor/department/faculty OR Read authors notes*

Source: <https://libguides.nus.edu.sg/citation>



## A Reference Management Software

(*aka Bibliographic Management Tools*) that:

- stores & organises references
- inserts references into a document
- formats references

It works in Windows 10 & Mac OS, and integrates well with Microsoft Word 2019/Office 365 ProPlus\*.

It is part of your writing workflow.

Note: Office 365 ProPlus is available to NUS students & staff from NUS IT website

# What Is EndNote? Why Use It?

NUS Information Technology (IT) deals with:

- technical aspects of software installation
- license key
- limited no. of downloads allowed per person

Contact IT Care for software installation and troubleshooting

Email	<a href="mailto:ITCare@nus.edu.sg">ITCare@nus.edu.sg</a>
Tel	6516 2080
Walk-in	Level 6 @ Central Library Building (check <a href="#">opening hours</a> )

1 Go to NUS IT's [nTouch](#)

The screenshot shows the nTouch library catalog interface. At the top, there's a navigation bar with 'Catalog' and 'My Activity' links. A search bar contains the text 'endnote', which is highlighted with a red box. To the right of the search bar, there's a 'Clear' button. Below the search bar, there are tabs for 'Top Hits', 'Catalog items', 'Articles', 'Requests', and 'Approvals'. The 'Top Hits' tab is selected. The first result is 'EndNote and Reference Manager Description' with ID KBA00015226. Below this, there's a section for 'Articles' with a 'See more >' link. The first article is 'EndNote and Reference Manager Download/Installation', which is highlighted with a red box. To the right of this article, there's a green box with the text '3 Download EndNote 20'. To the right of the 'EndNote and Reference Manager Download/Installation' article, there's a green box with the text '4 Choose Windows or Mac OS'. Below this, there's a white box with the text 'Endnote 20' and two links: 'Windows OS: <https://sm05.stf.nus.edu.sg/winendnote20/>' and 'Mac OS: <https://sm05.stf.nus.edu.sg/macendnote20/>'.

endnote

2 Search "endnote"

Top Hits Catalog items Articles Requests Approvals

EndNote and Reference Manager Description KBA00015226

Articles See more >

3 Download EndNote 20

4 Choose Windows or Mac OS

Endnote 20

Windows OS: <https://sm05.stf.nus.edu.sg/winendnote20/>

Mac OS: <https://sm05.stf.nus.edu.sg/macendnote20/>

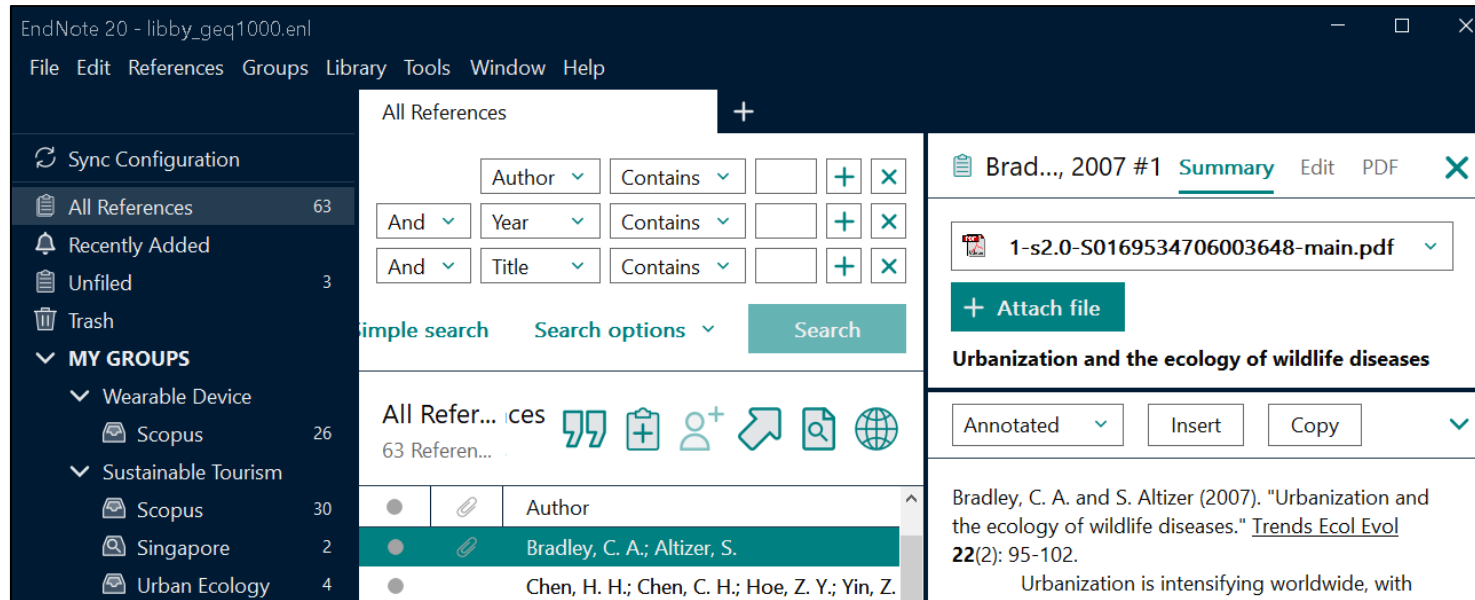
EndNote and Reference Manager Download/Installation Endnote, Download, Software Preview View Article

Software for Student Description computer. Software available: Microsoft 365 Apps EndNote Reference Manager Mathematica Matlab Preview View Article

# Where To Download EndNote 20?

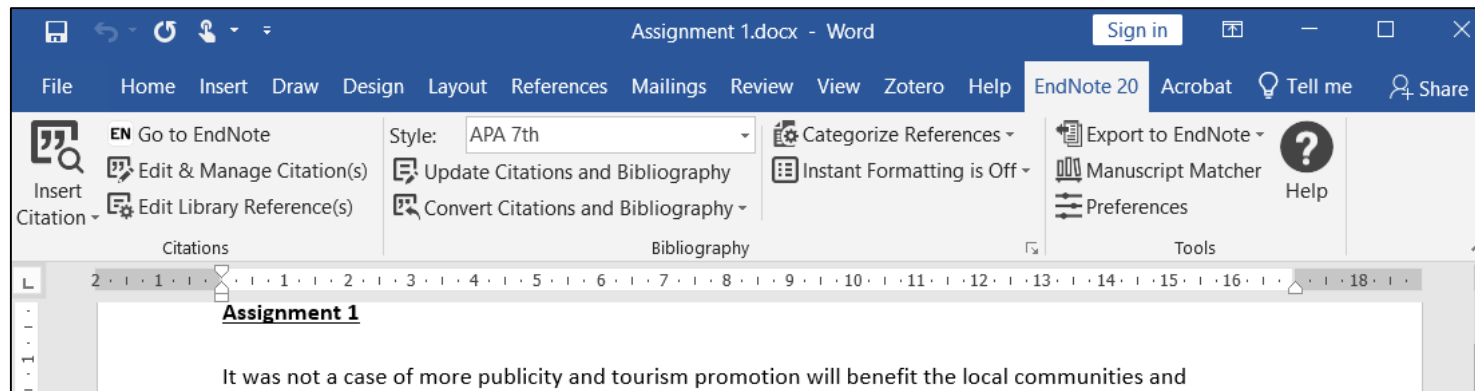


# EndNote Library



# EndNote tab in Word

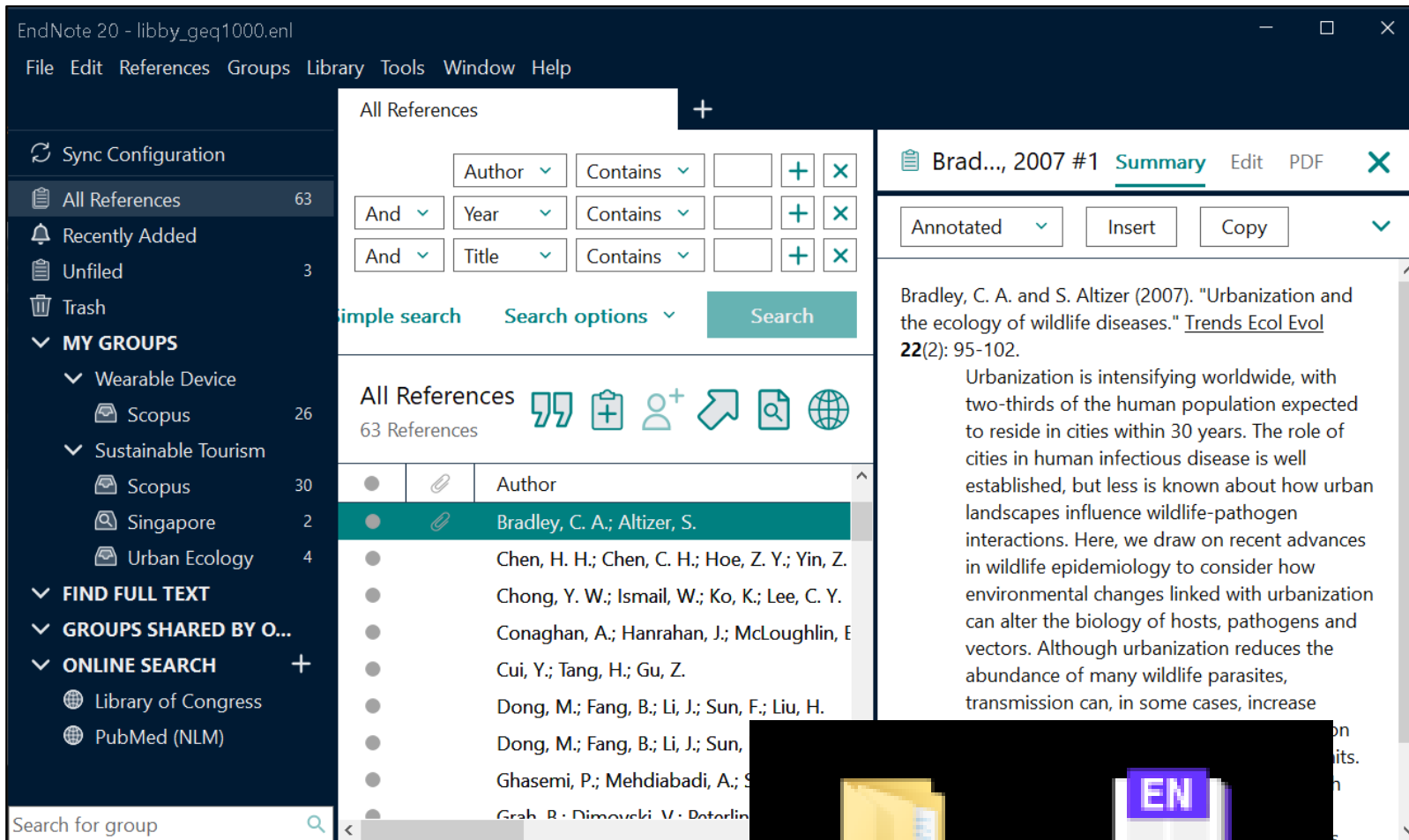
(if missing, "Repair" first, else see troubleshooting in [Windows](#) or [Mac](#))



# Build

- Create A New Library
- Direct Export from Databases
- PDF
- Manual Entry





## Steps

1. Locate *Windows* > *EndNote*
2. Click *File* > *New*
3. Key-in filename, e.g. *yourname\_projectname.enl*
4. Select location to save the library, e.g. Desktop
5. Click ***Save***

## Notes

- .Data folder → store file attachments
- .enl file → keep bibliography details

If you need to backup or transferring to another computer, **MUST** copy both items above

# Create A New Library

The screenshot illustrates the steps for exporting data from Scopus. It shows the search results page with 44,989 document results. The 'Export' button is highlighted in the top navigation bar. The 'Export document settings' modal is open, showing the 'RIS Format' selected for export. The 'Citation information' section is checked under 'What information do you want to export?'. The 'Export' button in the modal is highlighted. The download bar at the bottom shows the file 'scopus.ris' being downloaded.

## Steps

1. At the database, select the records you want
2. Click **Export**
3. In the *Export document settings*, select **RIS Format** and **Citation information**, click **Export**
4. Click **scopus.ris** to open the file
5. Records imported to your EndNote library

Direct Export :: Scopus

The screenshot shows the NUS Libraries search interface. The search bar contains 'wearable devices'. The results list shows 239,549 results. A specific record is highlighted: 'Stretchable Ionics – A Promising Candidate for Upcoming Wearable...' by Lee, Hae-Ryung; Kim, Chong-Chan; Sun, Jeong-Yun. The record is from 'Advanced materials (Weinheim)', 10/2018, Volume 30, Issue 42. The record is selected, and the 'Export To...' button is clicked. The 'Export To...' dropdown menu is open, showing options: RefWorks, EasyBib, EndNote, Zotero, BibTeX, and Citavi. The 'EndNote' option is selected. The 'Export To...' button is clicked again, and the 'Download' icon is clicked. The download bar shows the file 'export-endnote-1662019717.ris' with a download icon.

## Steps

1. In the result page, select the record you want
2. Click ***Saved Items***
3. Select ***Export To... > EndNote***
4. Click ***export-endnote-1662019717.ris*** to open the file
5. Records imported to your EndNote library

Direct Export :: FindMore's Books and E-Resources



**Google Scholar** wearable devices

Articles About 738,000 results (0.05 sec)

My profile My library

**2** ★ Save

**3** Saved to My library

Label as:

☐ Reading list [Learn more](#)

☒ EndNote

+ Create new

Done Remove article

**5** My library

Export all

All articles

Reading list

EndNote

Trash

Manage labels...

BibTeX

EndNote

RefMan

CSV

**6** citations.enw

Open File

Show all downloads

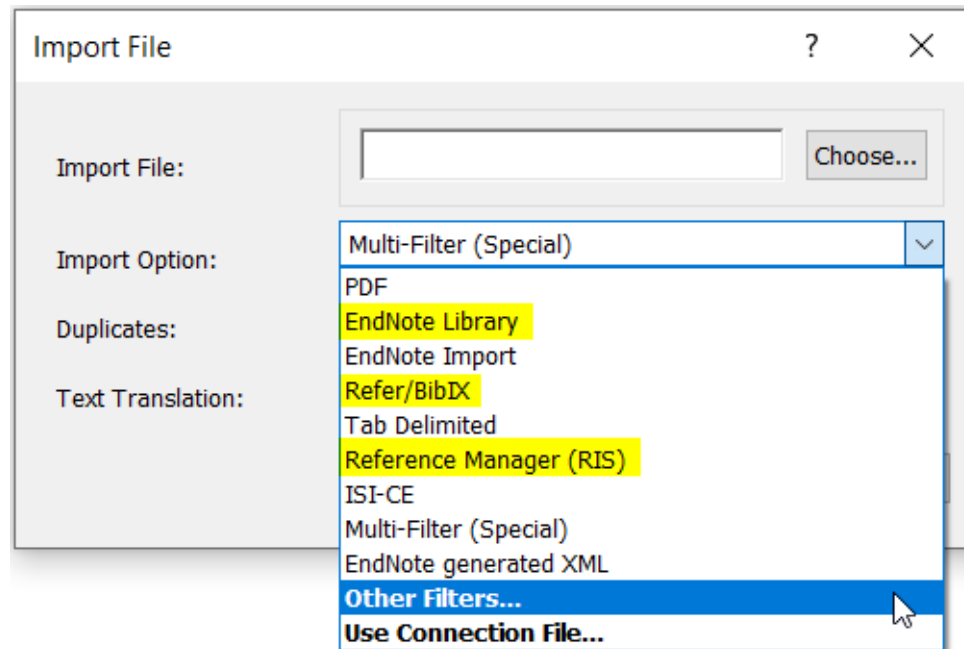
## Steps

1. Login to Google Scholar
2. In the result page, select the record you want
3. In the *Saved to My Library*, select the folder and click **Done**
4. Click *My library*
5. Go to the folder, select *Export all > EndNote*
6. Click **citations.enw** to open the file
7. Records imported to your EndNote library



# Databases allow you to shortlist items of interest and export/email

- Exported files are in various formats which are coded differently
- Import Options = instruct EN how to read the incoming file
- Only metadata is brought into your EN Library
- Full-text (pdf, word) needs to be attached later (menu: References)



## Steps

1. At the database, select the records you want
2. Save, output, export or send to EndNote (sometimes labelled as "RIS format")
3. Click **Open** to transfer records to your EndNote library

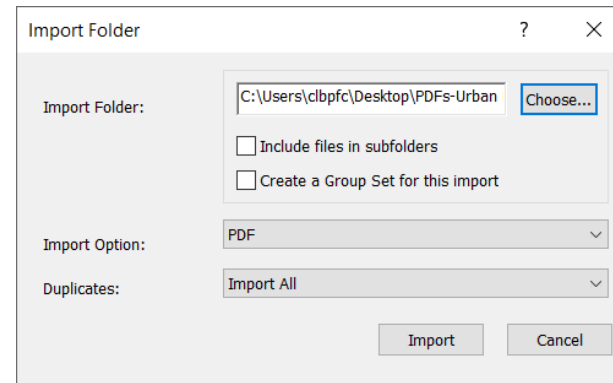
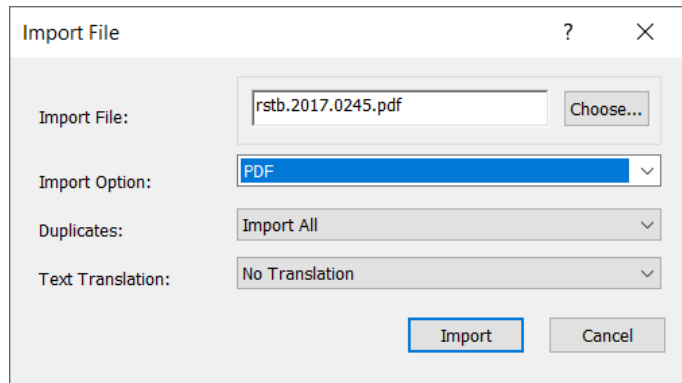
Alternatively,

1. After exported file from database
2. Click *File > Import > File...*
3. Locate file in *Import File*
4. Choose correct *Import Option*
5. Click **Import**

Direct Export :: ris/enw/nbib/bibTX

# EndNote can only grab the metadata of a PDF if it

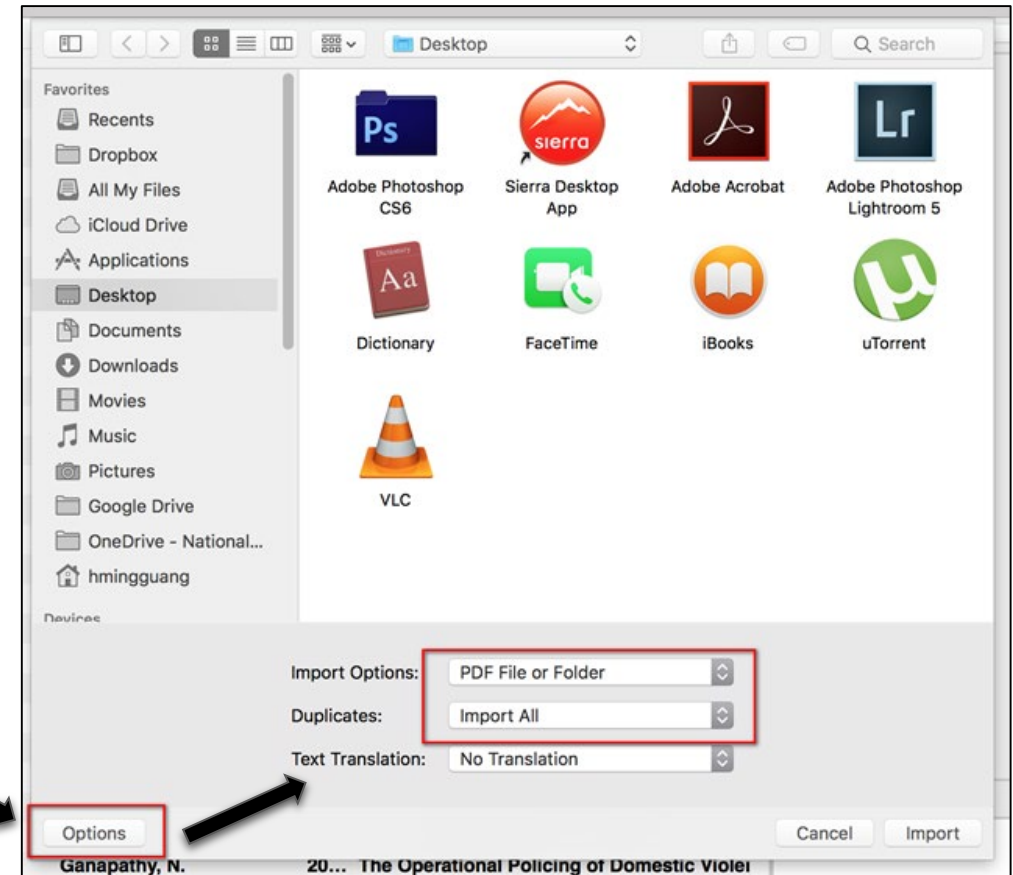
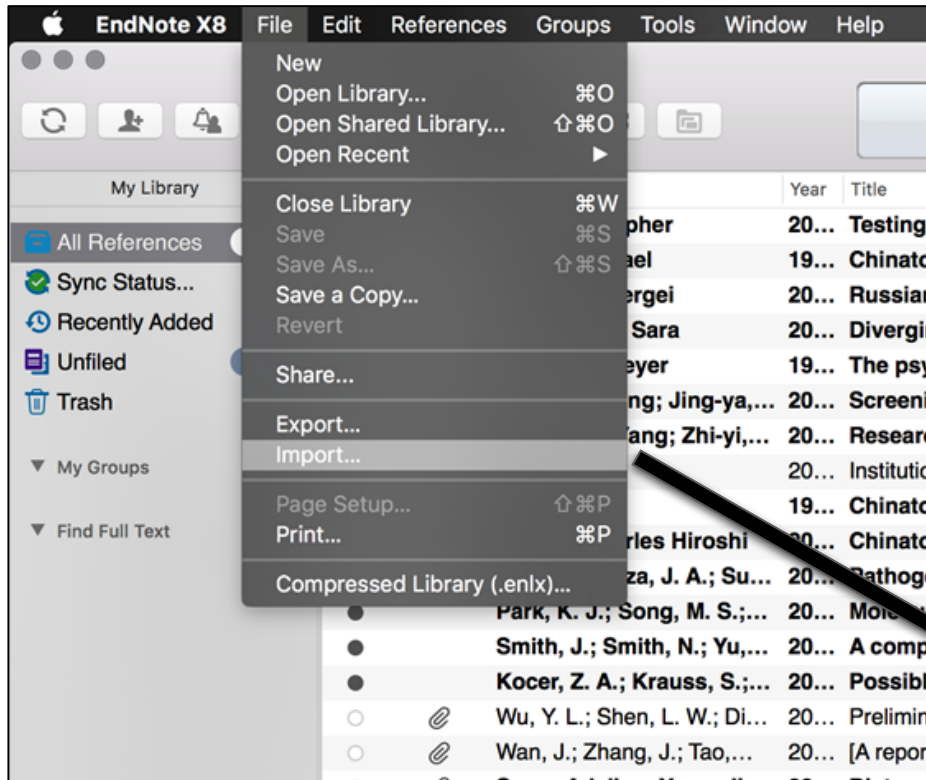
- has a DOI = Digital Object Identifier
- is NOT a scanned image



Imported References								
4 References								
		Author	Year	Title	Rating	Journal	Last U...	Referenc...
●	🔗			<10.4324_9781315558684-5.p...	failed		17-Fe...	Journal ...
●	🔗			<1989-RafflesBulletin.pdf>			17-Fe...	Journal ...
●	🔗	Bradley, C...	2007	Urbanization and the ecology ...	successful	Trends E...	17-Fe...	Journal ...
●	🔗	Pinter-Wo...	2018	The impact of the built environ...		Philos Tr...	17-Fe...	Journal ...

## Steps

1. Click *File > Import > File...* or *Folder...*
2. Locate file/folder in *Import File/Folder*
3. Choose PDF in the *Import Option*
4. Click **Import**
5. Records imported to your EndNote library, either successful or failed



## Used for:

- Archival sources, e.g. manuscripts
- Newspapers

New Reference (patrickpu\_eg5911r.enl)

File Edit **References** Groups Library Tools Window Help

Edit PDF **1**

B I U X<sup>1</sup> X<sub>1</sub> **4** Save

**2** Reference Type Book

**3**

Author

Year

Title

Series Editor

Series Title

Place Published

## Steps

1. Click *References > New Reference*
2. Choose the *Reference Type*
3. Key-in details, particular major elements of a citation (see slide “Varying Citation Formats & Elements”)
4. Click **Save**

## Manual Entry

Each author on a new line

- ✓ Family name, followed by “,”
- ✓ Western convention names, enter as it is
- ✓ Rectify Asian name convention
- ✓ Names without surnames, add “,” at the end
- ✓ Institutional names in full, then add “,”

Author

Tan, Khee Giap  
Tan, Isaac Yang En  
Zhang, Yanjiang  
Chua, Sky Jun Jie

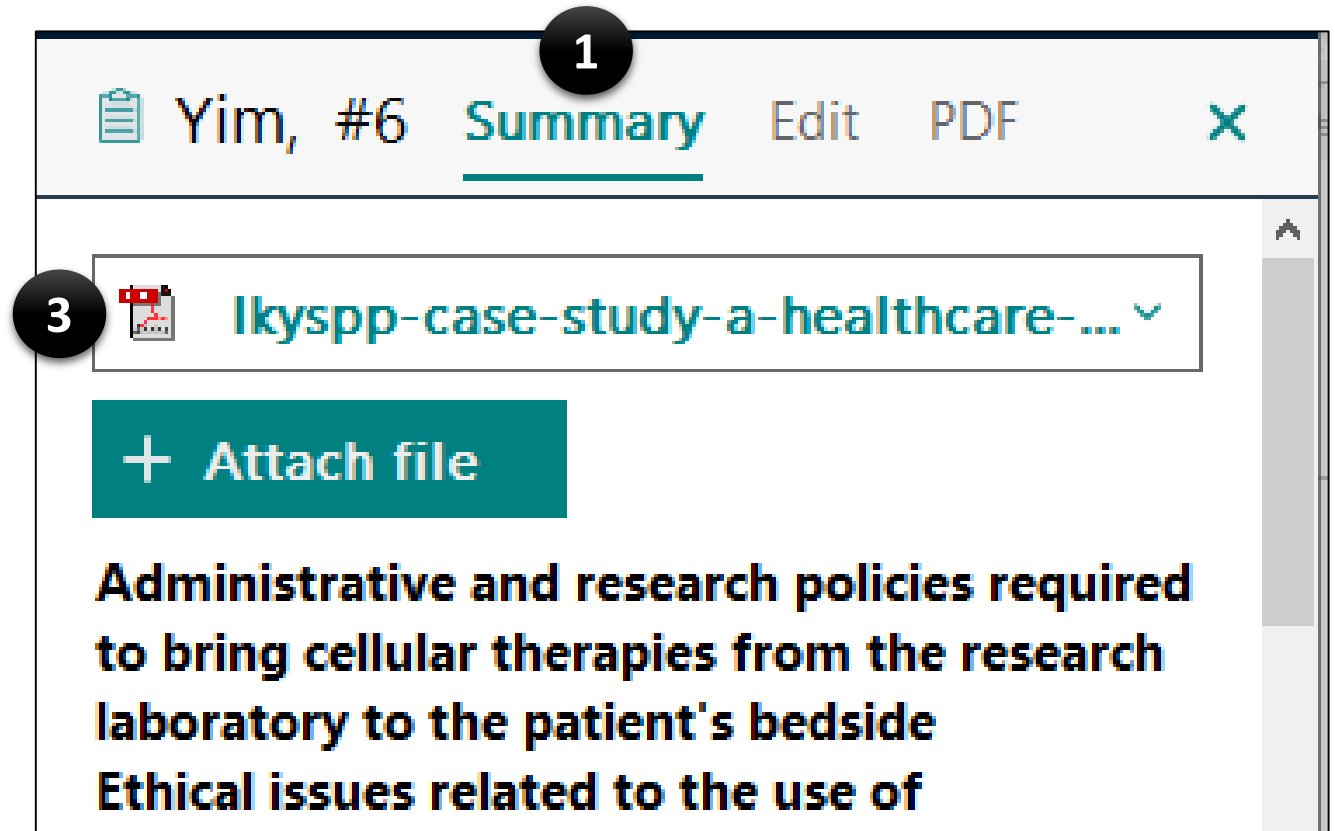
Reference Type Report

Author Hai, Do Thanh  
David Jones  
Raja s/o Murthsamy,  
Ministry of Health (Vietnam),

Year 2009

Select the citation record to view the right-hand pane

1. Summary tab, click + **Attach file**
2. Locate the file on your computer
3. When done, the attached file will show



The screenshot shows a citation record interface. At the top, there is a header bar with a document icon, the text 'Yim, #6', and a 'Summary' tab that is underlined. To the right of the tab are 'Edit' and 'PDF' buttons, and a close button (X). A circular callout '1' points to the 'Summary' tab. Below the header, there is a list of attached files. The first file is named 'lkyspp-case-study-a-healthcare-...' and is preceded by a file icon. A circular callout '3' points to this file entry. Below the file list, there is a teal button with a plus sign and the text '+ Attach file'. Below the button, the text of the attached file is displayed: 'Administrative and research policies required to bring cellular therapies from the research laboratory to the patient's bedside' and 'Ethical issues related to the use of'.

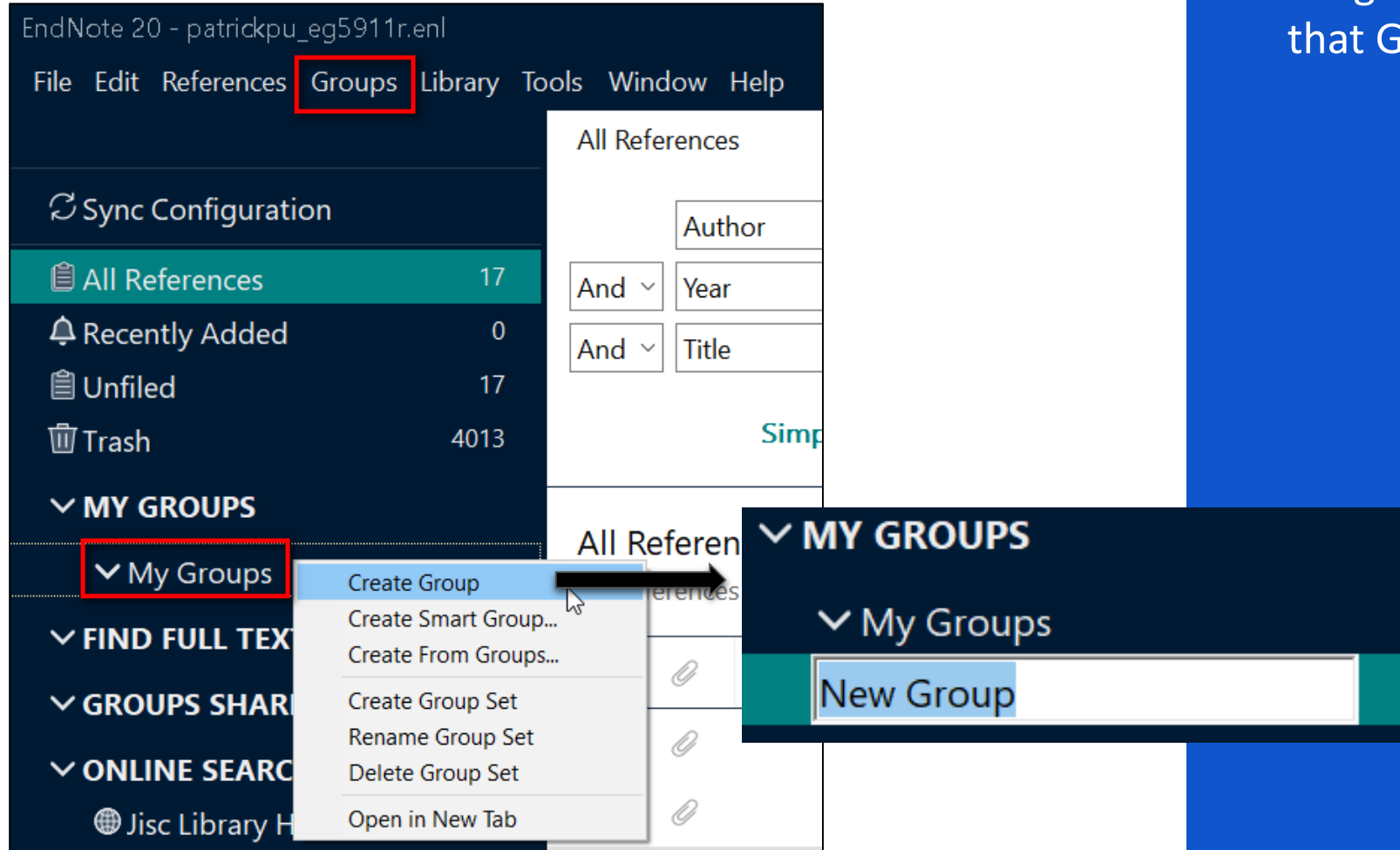


# Organize

- Custom Group
- Smart Group



# Custom Group are like folders



## Steps

1. Click *Groups* or right-click *My Groups* > *Create Group*
2. Drag and drop references into that Group



- Smart Group needs a bit of care
- Tracking by year, author, keywords that appear in title
- Caution needed when deleting items from Smart Groups → check the **Trash** if deleted accidentally

Smart Group

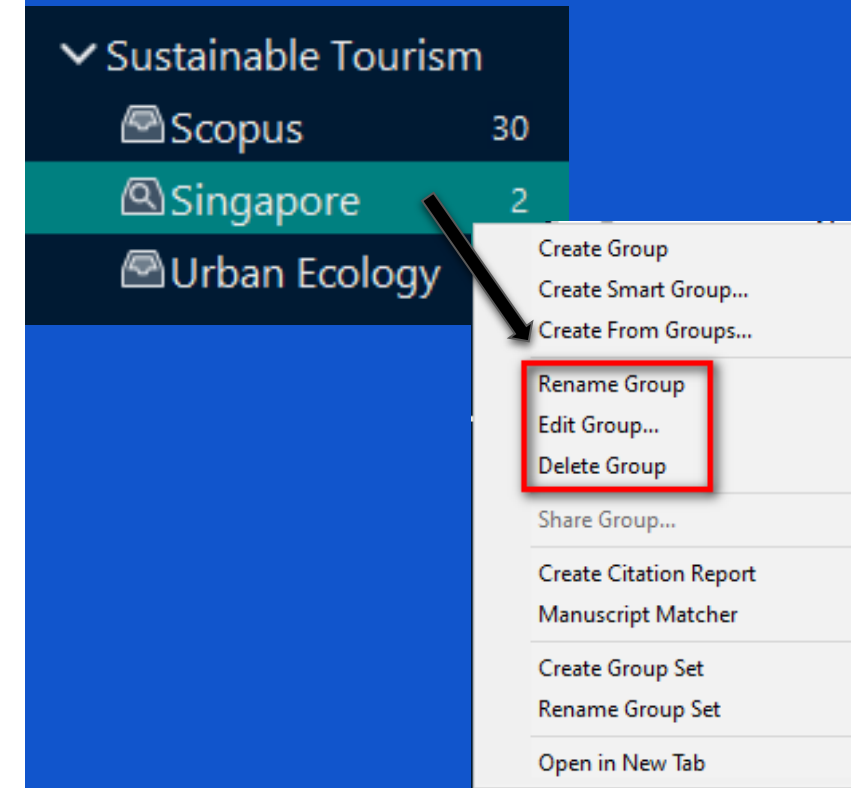
Smart Group Name: Singapore

	Title	Contains	singapore	+	-
And	Year	Contains	2020	+	-
And	Author	Contains		+	-

Op Create Cancel

## Steps

1. Click *Groups* or right-click *My Groups* > *Create Smart Group...*
2. Key-in a name for the group
3. Set the criteria for EndNote to use
4. Click **Create**

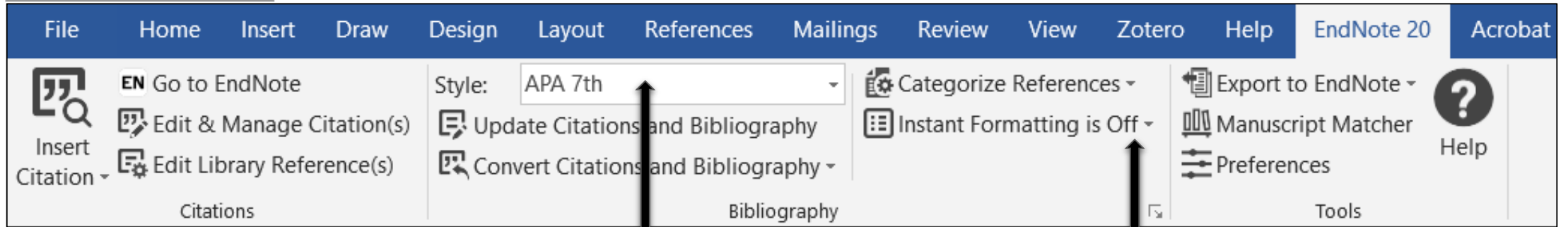


# Cite

- Cite While You Write [CWYW]
- Insert from EN



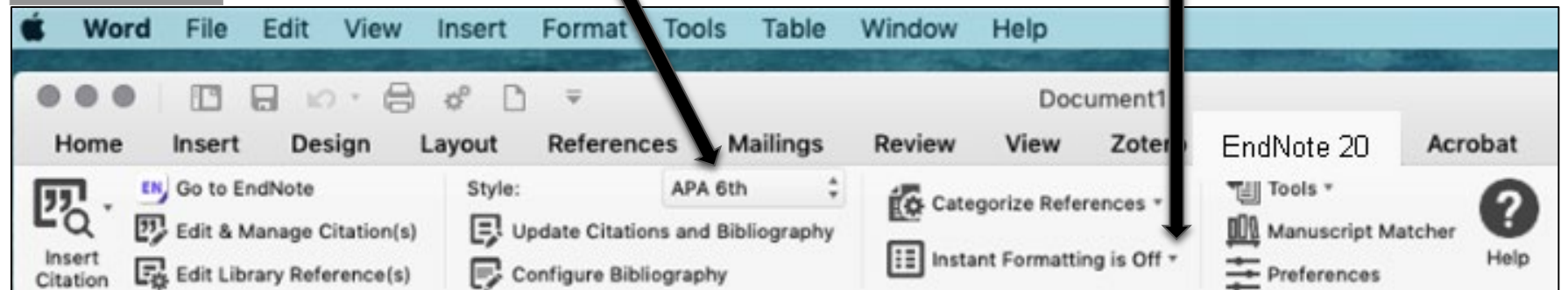
## Windows OS



1. If you know which style to use, change to appropriate style

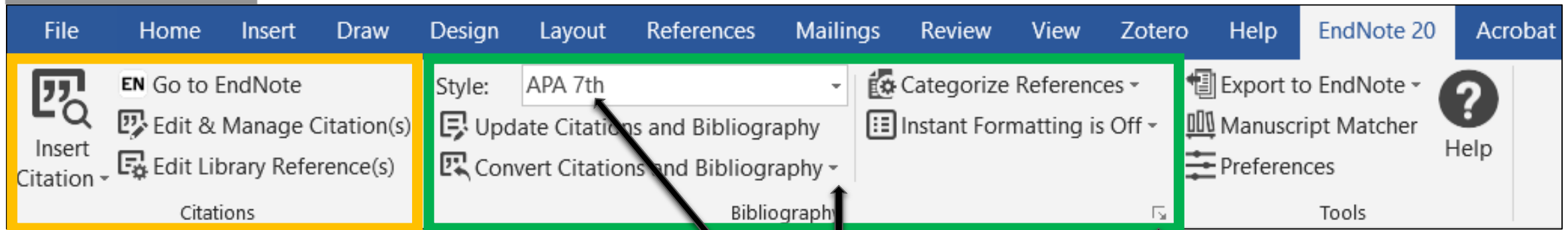
2. Turn on instant formatting

## Mac OS



Cite While You Write [CWYW]

## Windows OS



Where you will mostly use to  
add, edit & manage  
the citations

To edit and update  
bibliographic elements



## Steps

1. In Word, click *Insert Citation*
2. Select *Insert Citation...*
3. Key-in keywords to look for the citation
4. Select single or multiple citations (Ctrl+Click)
5. Click ***Insert***

If you have selected citation(s) in EndNote, then select *Insert Selected Citation(s)*

The screenshot shows the EndNote 20 Find & Insert My References dialog box. The 'Find' tab is active, and the search term 'wearable' is entered in the search field. The search results are displayed in a table with columns for Author, Year, and Title. Several citations are listed, and the first three are highlighted in blue. The 'Insert' button is visible at the bottom right of the dialog box.

Author	Year	Title
Billinghurst	1999	Wearable devices: new ways to manage information
Billinghurst	1999	Wearable devices: new ways to manage information
Billinghurst	1999	Wearable devices: new ways to manage information
Choi	2017	What drives construction workers' acceptance of wearable technologies in the workplace?: Indoor localization and wear...
Haghi	2017	Wearable devices in medical internet of things: scientific research and commercially available devices
Haghi	2017	Wearable devices in medical internet of things: scientific research and commercially available devices
Hong	2018	Biomimetic Chitin-Silk Hybrids: An Optically Transparent Structural Platform for Wearable Devices and Advanced Electr...
Lee	2018	Stretchable Ionics – A Promising Candidate for Upcoming Wearable Devices
Rettberg	2014	Seeing ourselves through technology: how we use selfies, blogs and wearable devices to see and shape ourselves
Senevira...	2017	A survey of wearable devices and challenges
Senevira...	2017	A survey of wearable devices and challenges
Son	2014	Multifunctional wearable devices for diagnosis and therapy of movement disorders
Tang	2021	Data privacy protection technology of wearable-devices

EndNote 20 - patrickpu\_eg5911r.enl

File Edit References Groups Library Tools Window Help

Tools

- Install EndNote Click Browser Extension
- Output Styles
- Import Filters
- Connection Files
- Cite While You Write [CWYW]
- Format Paper
- Subject Bibliography...
- Show Connection Status
- Online Search...

17 References

	Author	Year	Title	Rating	Journal
●			<10.4324_9781315558684-5.p...		
●			<1989-RafflesBulletin.pdf>		
●	Billinghur...	1999	Wearable devices: new ways to...	• • • • •	Computer
1	Billinghur...	1999	Wearable devices: new ways to...		Computer
	Billinghur...	1999	Wearable devices: new ways to...		Computer
●	Bradley, C...	2007	Urbanization and the ecology ...	• • • • •	Trends E...
●	Choi, Byu...	2017	What drives construction work...		Automat...

2

- Go to Word Processor
- Insert Selected Citation(s)
- Format Bibliography...
- Import Traveling Library...
- CWYW Preferences

## Steps

1. In EndNote, select single or multiple citations (Ctrl+Click)
2. Click Tools > *Cite While You Write [CWYW]* > *Insert Selected Citation(s)*
3. The citation(s) is/are inserted into Word

# Insert from EN

Output style

In-text citation is in (Author, Year)

Bibliography generated once you have inserted citations

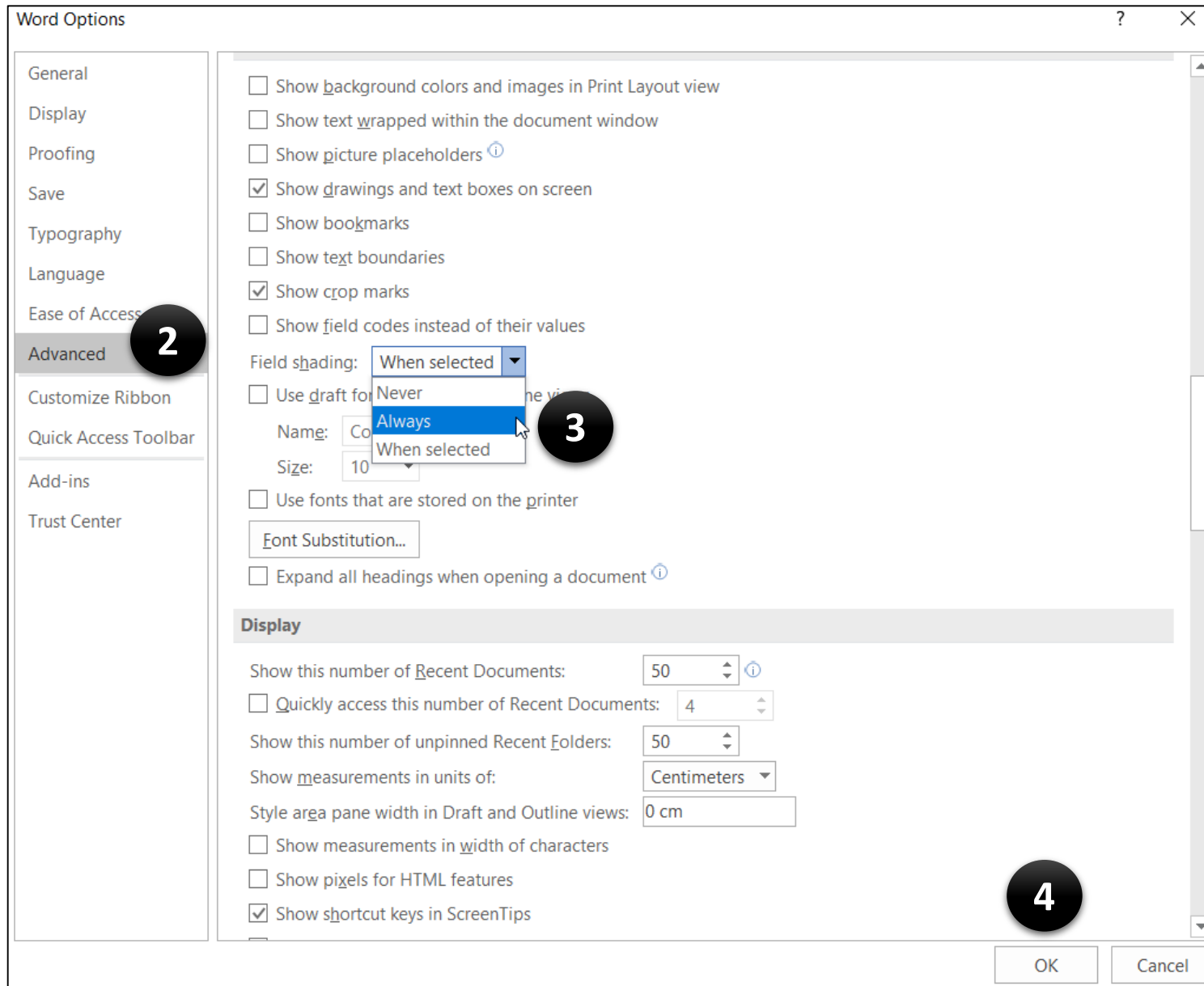
The screenshot displays the Microsoft Word interface with the EndNote 20 ribbon active. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Review, View, and EndNote 20. The EndNote 20 tab is further divided into sections: Citations (with options like Insert Citation, Edit & Manage Citation(s), and Edit Library Reference(s)), Bibliography (with options like Update Citations and Bibliography and Convert Citations and Bibliography), and Tools (with options like Categorize References, Export to EndNote, Manuscript Matcher, and Preferences). A search bar and a 'Tell me what you want to do' button are also present.

The document content shows two paragraphs. The first paragraph, preceded by '[... many paragraphs previously]', contains an in-text citation: 'The debate around graduate mothers was far and wide, vigorous and unsurprisingly among many women in Singapore, filled with indignation and outrage (Lim, 1993; Shafawi, 1997)'. The second paragraph, preceded by '[many paragraphs later...]', is followed by a section titled 'Bibliography'. The bibliography lists two references: 'Lim, C. L. (1993). *The graduate women in Singapore : perceptions of career and motherhood*.' and 'Shafawi, H. (1997). *Singlehood & the state : the case of single Malay graduate women* NUS'.

Arrows from the text on the left point to specific elements in the screenshot: one points to the 'Style: APA 7th' dropdown in the References tab, another points to the in-text citation '(Lim, 1993; Shafawi, 1997)', and a third points to the bibliography list.

## Steps

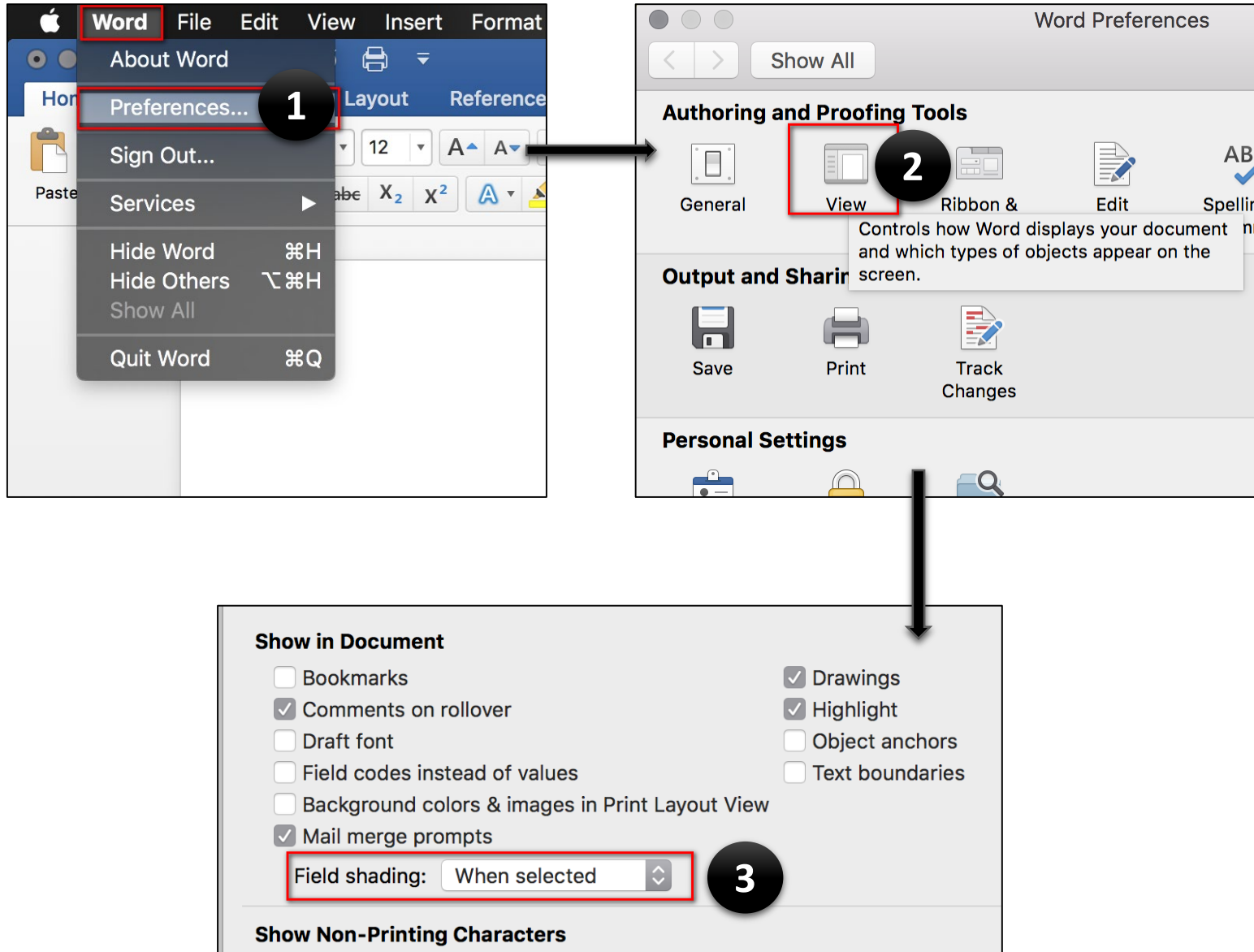
1. In Word, click *File > Options*
2. Click *Advanced*
3. Change *Field shading* to “Always” from “When selected”
4. Click **OK**



# Field Shading in Word (Windows OS)

## Steps

1. In Word, click *Preferences...*
2. Click *View*
3. Change *Field shading* to “Always” from “When selected”
4. Click **OK**



# Field Shading in Word (Mac OS)



# Format/Edit

- Edit & Manage Citation(s)
- Change Citation Styles
- Format Bibliography

en back to brown  
working hard against Mexicans in  
at all. Because of these views points Mexicans are sec  
status even if entered through the proper channels with Yes!

to be "the belief that a particular race is superior or inferior to  
and moral traits are predetermined by his or her inborn biological  
not just defined as one hate between races like white and black. Many  
ve racism among themselves within itself. Racism can also be just unprovoked  
also be due to skin color, background, sex, language, birth places, or even  
can influence many things like slavery or the formation of countries and  
inferiority was not this automatic creation. Not all skin types or colorings  
dered inferior. Many years ago the Portuguese discovered how much mo  
s than themselves. An important feature of race is that how on Source?  
Specifics?

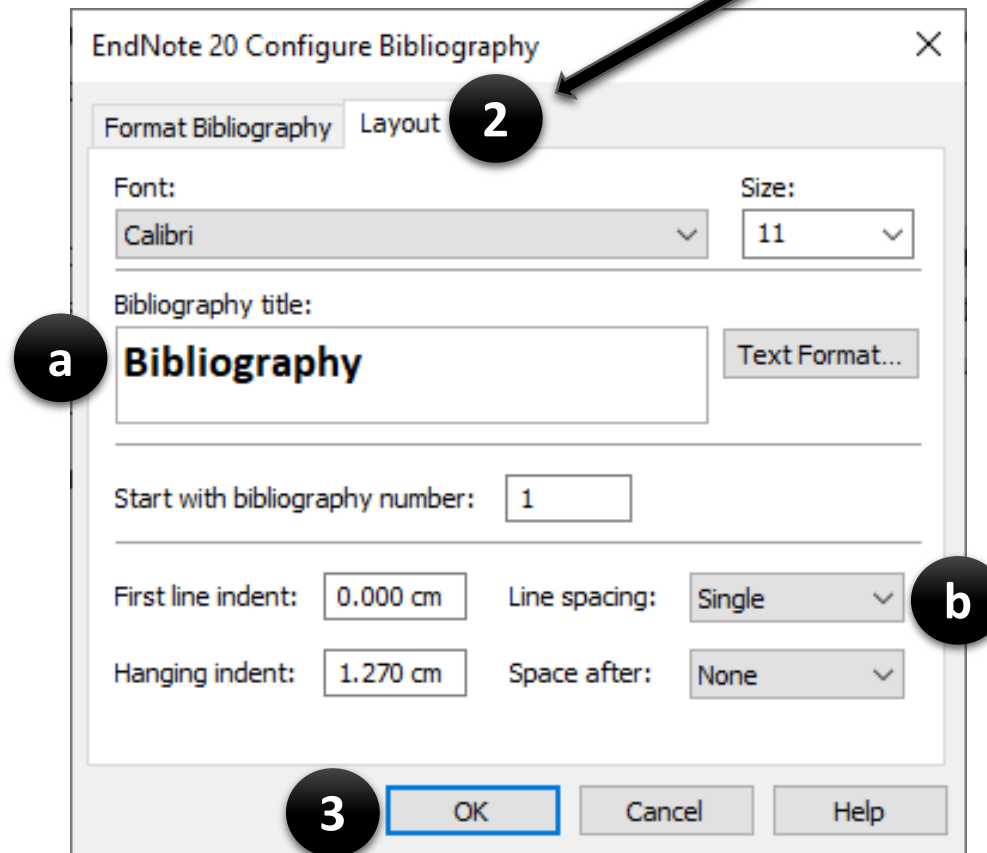
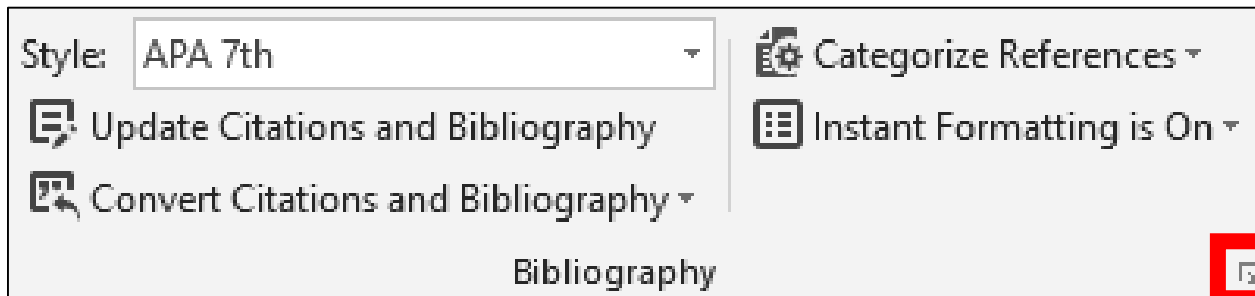


## Steps

1. In Word, click *Edit & Manage Citation(s)*
2. Select the citation
3. Change the necessary formatting:
  - a. Display as Author (Year)  
→ *use when writing in active voice*
  - b. Exclude Author or Year
  - c. Insert page numbers
  - d. Remove citation
4. Click **OK**

The screenshot shows the EndNote 20 'Edit & Manage Citations' dialog box. The 'Citation' list contains several entries, with 'Hu (2020, pp. 20-30)' selected. A red box highlights the 'Edit & Manage Citation(s)' button in the top-left corner. A black circle with the number '1' is next to it. A black circle with the number '2' is next to the selected citation. A black circle with the letter 'd' is next to the 'Remove Citation' button in the 'Edit Library Reference' dropdown menu. A black circle with the letter 'a' is next to the 'Display as: Author (Year)' option in the 'Formatting' dropdown menu. A black circle with the letter 'b' is next to the 'Exclude Author' option. A black circle with the letter 'c' is next to the 'Pages' field, which contains '20-30'. A black circle with the number '4' is next to the 'OK' button at the bottom. The status bar at the bottom indicates 'Totals: 4 Citation Groups, 6 Citations, 6 References'.

# Edit & Manage Citation(s)



## Steps

1. In Word, click *Configure Bibliography*
2. In Layout tab, change the necessary:
  - a. Bibliography title
  - b. Line spacing
3. Click **OK**

## Mac OS

Click *Bibliography*  
 > *Configure Bibliography*  
 > *Layout*  
 > *Bibliography title*

File Home Insert Design Layout References Mailings Review View Zotero Help EndNote 20 Acrobat Tell me Share

EN Go to EndNote  
 Insert Citation Edit & Manage Citation(s) Edit Library Reference(s)  
 Style: APA 7th  
 Update Citations and Bibliography  
 Convert Citations and Bibliography  
 Categorize References  
 Instant Formatting is On  
 Export to EndNote  
 Manuscript Matcher  
 Preferences  
 Help

Citations Bibliography Tools

# Format Bibliography

## Edit & Manage Citation(s)

**Assignment 1**

It was not a case of more publicity and tourism promotion will benefit the local communities and sustainability of heritage sites (Maksimeniuk & Timakova, 2020), but the quality of the decision on what to emphasise in the campaigns over an extended period that may range from 3 to 10 years.

A never-ending flux of visitors throughout the year is not sustainable (Conaghan et al., 2015; Hamid & Isa, 2016; Khan et al., 2021). Instead, Hu (2020, pp. 20-30) argues for a quota of visitors for spring and autumn spread over a handful of selected sites that are carefully managed vulnerable sites but open more family-friendly facilities. Osaka (2010), so as to protect the rich heritage in the city.

In summary ...

**Bibliography**

Conaghan, A., Hanrahan, J., & McLoughlin, E. (2015). The attitudes of the key stakeholders on sustainable tourism in Ireland: The holidaymaker and tourism enterprise perspective [Article]. *Tourism*, 63(3), 275-293. <https://www.scopus.com/inward/record.uri?eid=2-s2.0-84945433299&partnerID=40&md5=d1d4d47cddd80d854c1260082076fdb7>

Hamid, M. A., & Isa, S. M. (2016). Measuring sustainability levels of tour operator businesses using sustainable tourism indicators: A conceptual perspective. *Heritage, Culture and Society: Research agenda and best practices in the hospitality and tourism industry - Proceedings of the 3rd International Hospitality and Tourism Conference, IHTC 2016 and 2nd International Seminar on Tourism, ISOT 2016*,

Henderson, J. C. (2010). New visitor attractions in Singapore and sustainable destination development [Article]. *Worldwide Hospitality and Tourism Themes*, 2(3), 251-261. <https://doi.org/10.1108/17554211011052195>

Hu, X. (2020). Sustainable Water Demand Management: A Case Study of Singapore's Accommodation Sector. *IOP Conference Series: Earth and Environmental Science*,

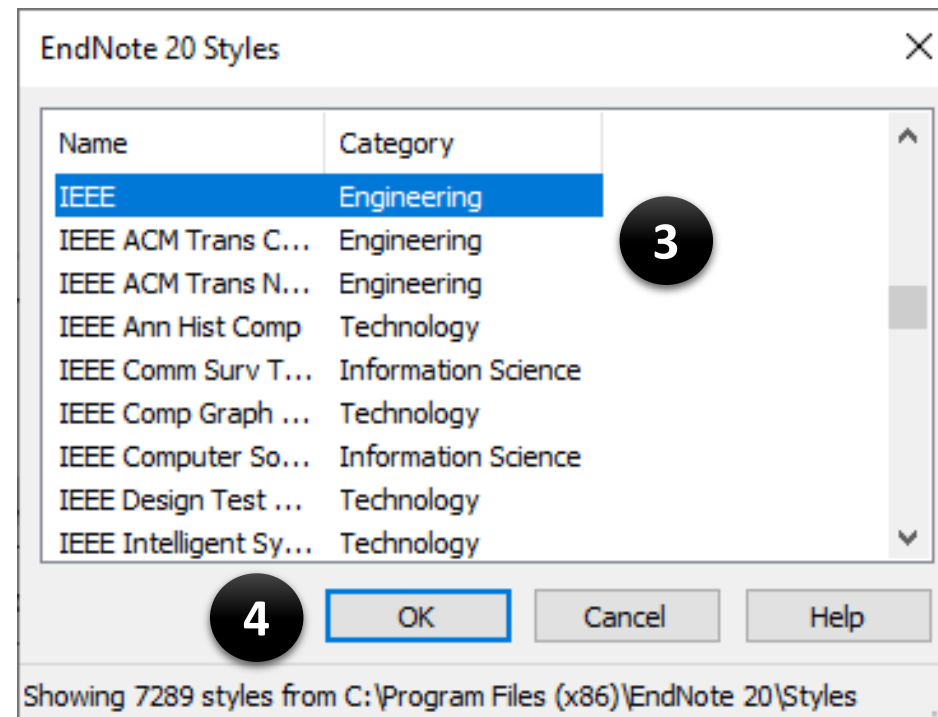
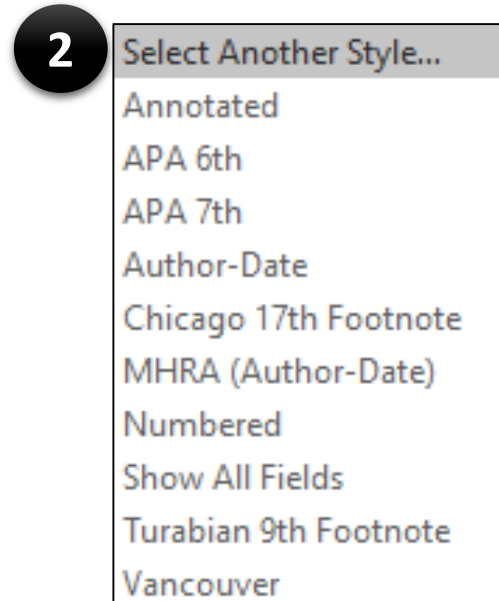
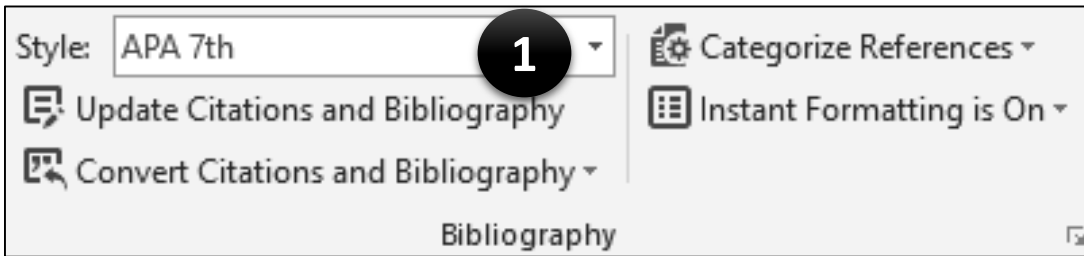
Khan, M. R., Khan, H. U. R., Lim, C. K., Tan, K. L., & Ahmed, M. F. (2021). Sustainable tourism policy, destination management and sustainable tourism development: A moderated-mediation model [Article]. *Sustainability (Switzerland)*, 13(21), Article 12156. <https://doi.org/10.3390/su132112156>

Maksimeniuk, V., & Timakova, R. (2020). Revisiting the notion of sustainable tourism for legal regulation purposes in Russian Federation and Republic of Belarus. *E3S Web of Conferences*,

Page 1 of 1 332 words English (United States) 100%

## Steps

1. In Word, click *Style* drop-down list
2. *Select Another Style...*
3. Choose the style
4. Click **OK**



# Change Citation Styles



# Save/Keep

- Remove Duplicates
- Remove Codes
- Compress Library



## Steps

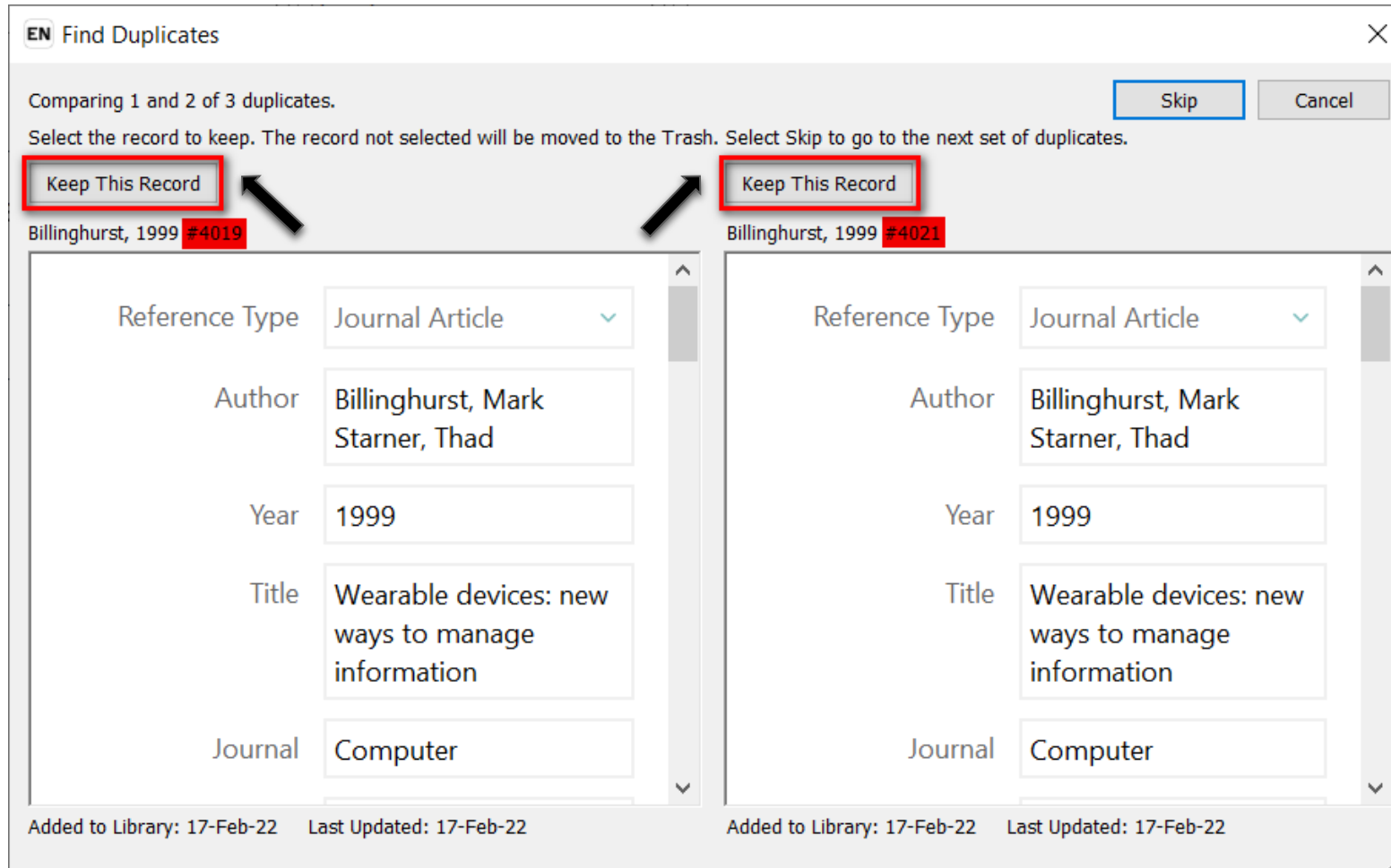
1. Click *All References* in the left pane
2. Click *Library > Find Duplicates*
3. Choose which records to keep

Alternatively, click Cancel, select duplicated references, and drag them to Trash

## Note

To delete references permanently

1. Right-click *Trash > Empty Trash*
2. Click **Yes**



# Remove Duplicates

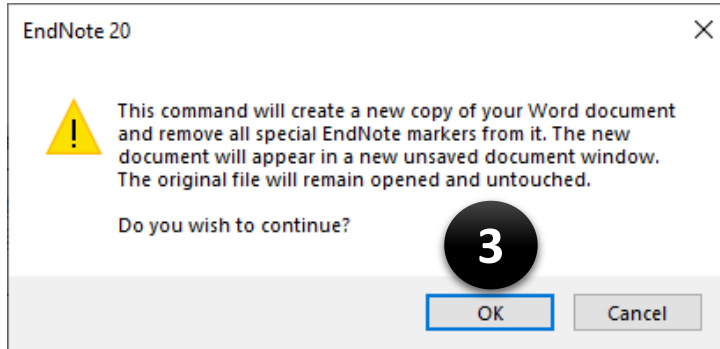
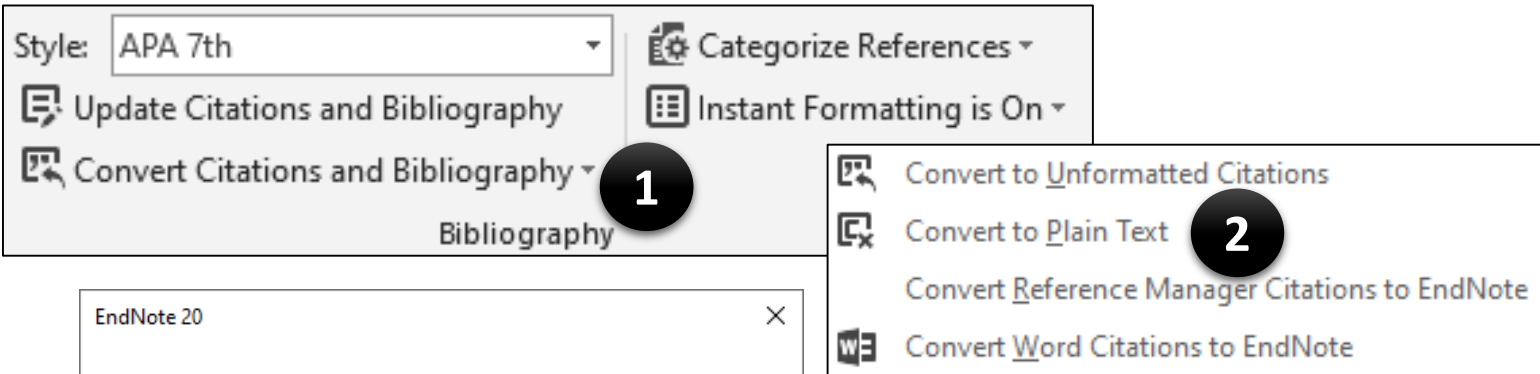


## Steps

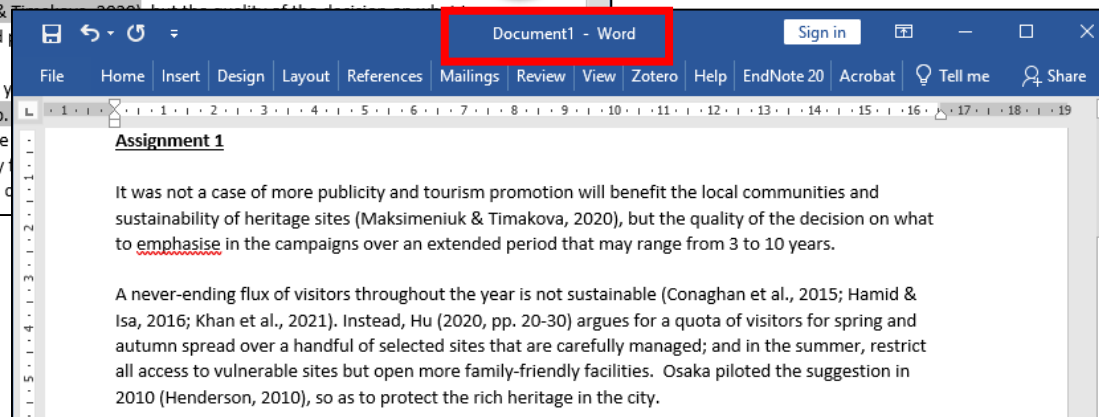
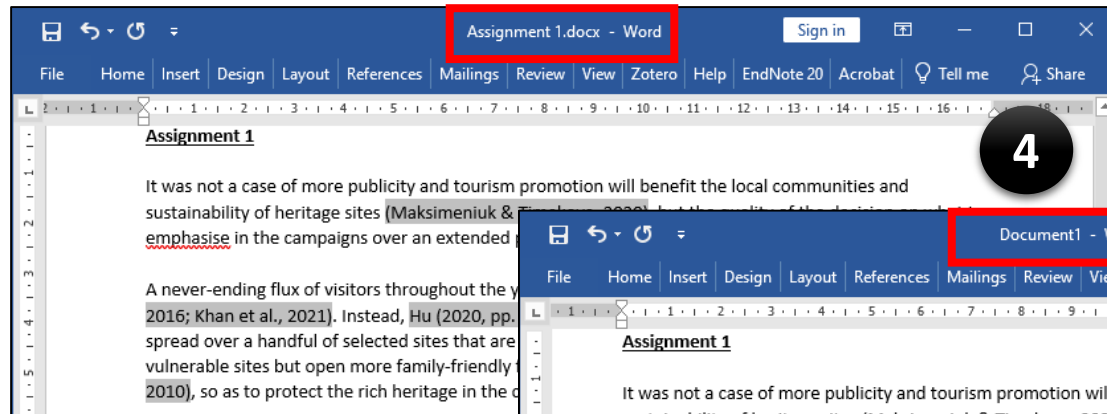
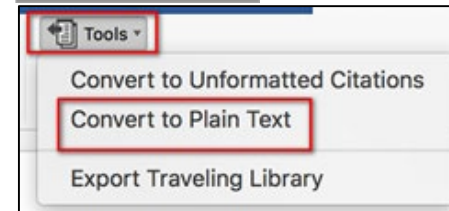
1. In Word, click *Convert Citations and Bibliography*
2. Click *Convert to Plain Text*
3. Click **OK**
4. Rename the “Plain Text” version, i.e. *Document1*
5. Save and keep “Coded” version, i.e. *Assignment1.docx*

**This is VERY IMPORTANT !**

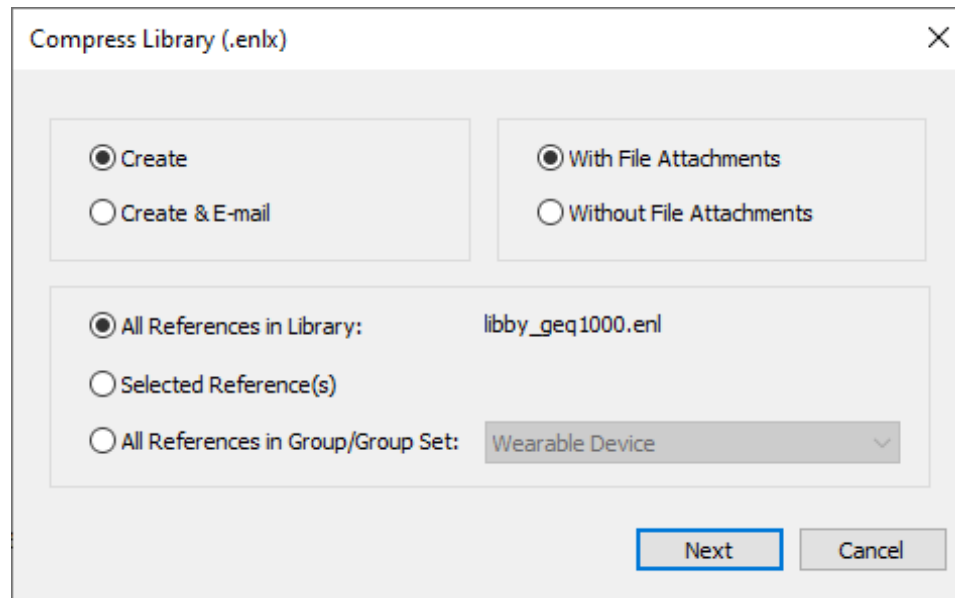
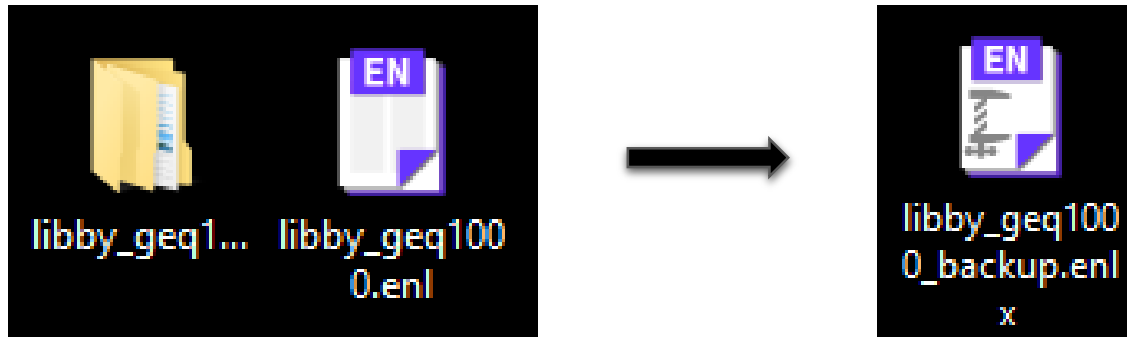
- BEFORE you submit or share your Word document
- Convert the document to plain text
- Submit the “Plain Text” version



## Mac OS



# Remove Codes



## Steps

1. In EndNote, click *File > Compress Library (.enlx) ...*
2. Keep the default, or make the necessary changes
3. Click **Next**
4. Key-in filename, e.g. *yourname\_projectname\_backup.enlx*
5. Select location to save the library, e.g. Desktop
6. Click **Save**

## Note

- Extension becomes *.enlx*
- Double-click *.enlx* to open

## Tips

- ✓ EndNote libraries should never be opened in cloud-syncing folders such as Dropbox, OneDrive, Box, SugarSync, etc.
- ✓ Syncing folders corrupt EndNote libraries over time, see [EndNote Technical Help](#)

# Compress Library

## NUS Libraries

- [Guide](#)
- [YouTube](#) (ENX9)

## Clarivate Analytics

- [Guide](#)
- [YouTube](#)
- [Support](#)

## Help on

- [Software Installation](#)
- [Application Usage](#)

NUS Libraries / LibGuides / EndNote / Main

### EndNote: Main

Search this Guide Search

EndNote (EN) is a software for managing references. It can automate the many tedious steps involved in organizing and formatting the references and bibliographies in your academic writing. EndNote Web (ENW) is the web version of EN, with fewer features.

**Main** Installation Creating an EndNote Library Adding References Organizing References

Inserting Citations and Bibliography Sharing Backing Up Moving from Mendeley/Zotero to EndNote

Customised Output Styles Getting Help

**Latest issues (usually technical)**

**Users on Windows 10**

- Endnote 20 is available for download on Software Center utility from 28 July 2021
- Missing Import filters or getting error messages when importing a .RIS file into Endnote? See the note below on Repairing the installation
- Although EN 20 is optimised for 64-bit machines, it works on 32-bit machines too. A conversion of existing EN libraries required once you install EN 20 may be needed

**EN**



# Researcher Unbound Digital Badges

Showcase the knowledge and skills you have acquired in your emails, online CVs, LinkedIn and other social media platforms. Earn Researcher Unbound Badges by attending workshops and answering a quiz for each workshop attended.

Each domain in the [Research Skills Framework](#) (RSF) has its own unique set of Basic, Intermediate and Advanced badges, depending on the number of workshops in that domain attended.

# How to earn badges?



## Basic Badge

Attend at least 2 workshops within the same domain and answer quiz questions correctly



## Intermediate Badge

Attend at least 5 workshops within the same domain and answer quiz questions correctly



## Advanced Badge

Attend at least 7 workshops within the same domain and answer quiz questions correctly



## Meta-Badges

Coming Soon! Meta-Badges will be available for super-achievers who get at least a Basic badge in all 7 RSF domains!



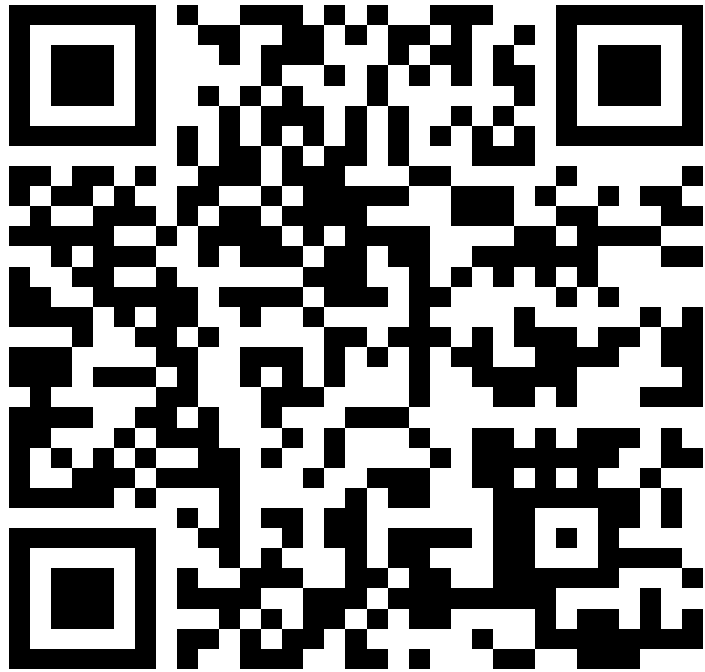
# Take the quiz and earn a digital badge

Use the link below or scan the QR code to access the quiz:



<https://bit.ly/ruendnote2022sep>





## Feedback

Your feedback matters. Please take a few minutes to tell us what you think

<https://bit.ly/RU-2223-Sem1>

Title: Fundamentals of EndNote 20

Date: 20 SEP 2022

Time: 10am-1130am