

Fundamentals of EndNote 20

23 FEB 2023

Speaker

Mak Jie Ying
Annelissa Chin

Facilitator

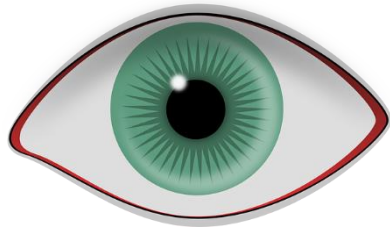
Winnifred Wong

Learning Outcomes

01. Store and organise references in EndNote

02. Insert citations into your assignments or academic papers

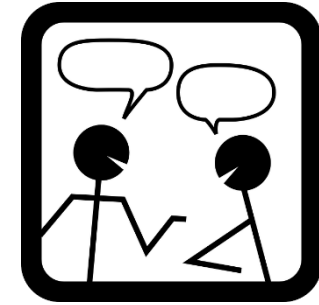
03. Automatically format references to your desired citation style



SEE



DO

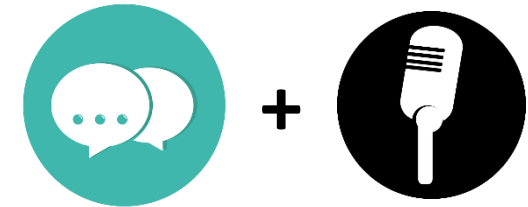


SHARE

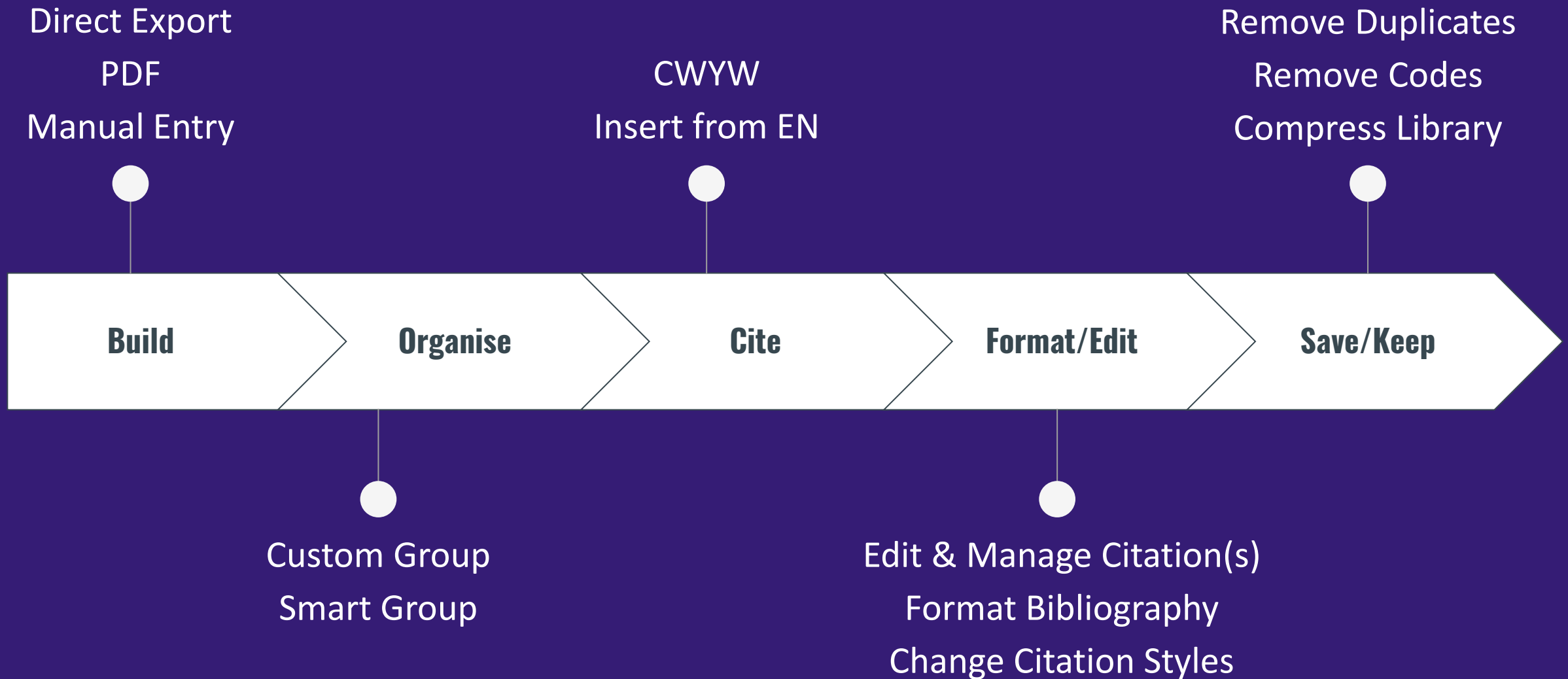
Presentation Slides Demo



zoom



How are we carrying out this session?



DOWNLOAD



TRAINING PACK @ <https://bit.ly/endnote-feb2023>

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?



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 vary depending on:

- Information sources (e.g. books, articles, conference papers, Internet resources)
- 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.

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.³
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	ITCare@nus.edu.sg
Tel	6516 2080
Walk-in	Level 6 @ Central Library Building (check opening hours)

Installation of Licensed Software (NUS Staff & Students Only)

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

The screenshot shows the nTouch library catalog interface. At the top, there's a navigation bar with 'nTouch' logo, 'Catalog', and 'My Activity'. A search bar contains the text 'endnote' (highlighted with a red box) and 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 a lightbulb icon. Below this, there's a section for 'Articles' with a 'See more >' link. The first article result is 'EndNote and Reference Manager' (highlighted with a red box). To the right of this result, there's a green callout box with the text '4 Choose Windows or Mac OS'. Below this, there's a white box containing the text 'Endnote 20' followed by two links: 'Windows OS: <https://sm05.stf.nus.edu.sg/winendnote20/>' and 'Mac OS: <https://sm05.stf.nus.edu.sg/macendnote20/>'. At the bottom of the article result, there are two buttons: 'Preview' and 'View Article'. Below the article result, there's another result for 'Software for Student Description' with 'Preview' and 'View Article' buttons.

2 Search "endnote"

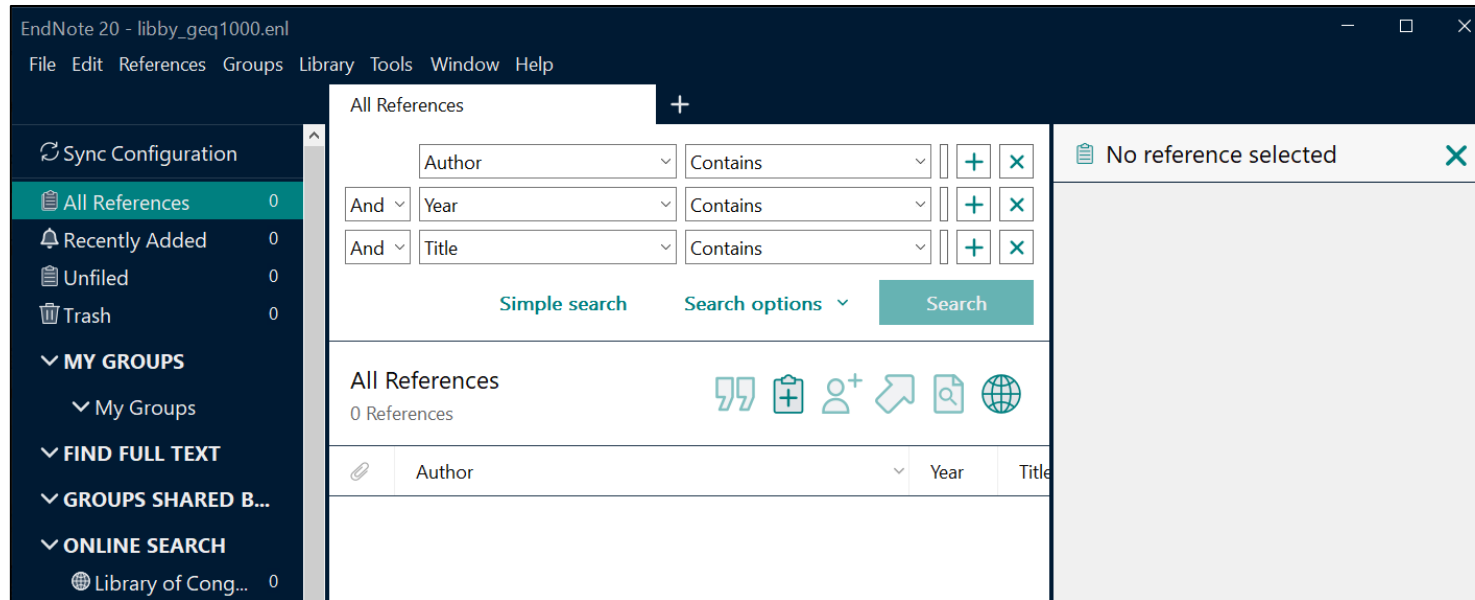
3 Download EndNote 20

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/>

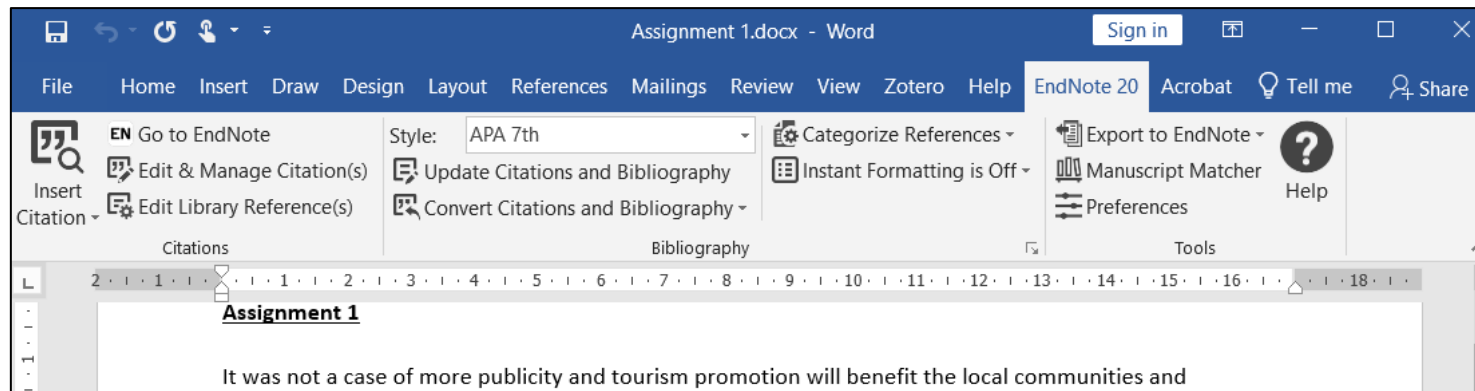
Where To Download EndNote 20?

EndNote Library



EndNote tab in Word

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

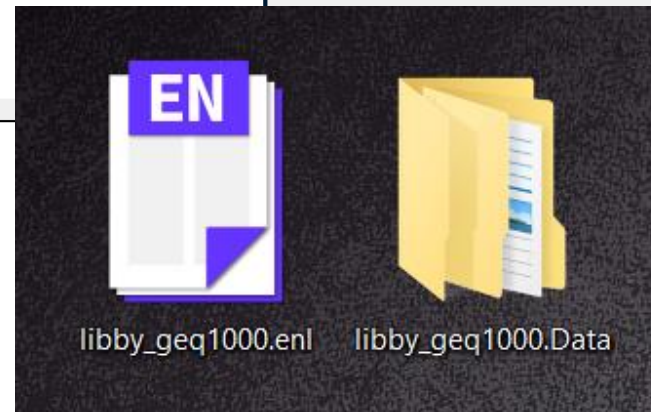
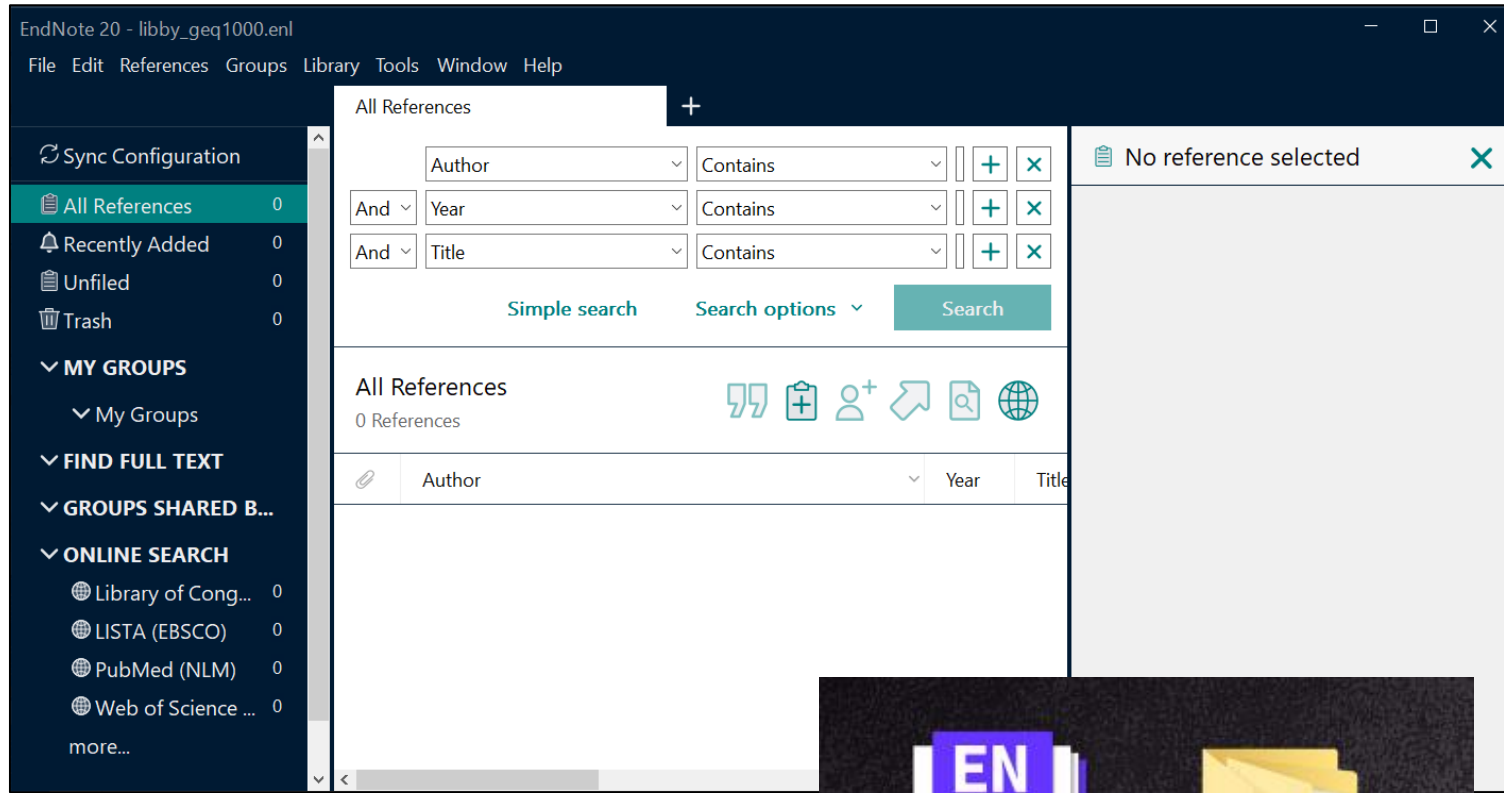


After Installation

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

General steps for many databases



Select



Export



Open

The screenshot shows the Scopus database interface. At the top, there's a search bar and navigation tabs. Below the search bar, there's a notification about a new version of the search results page. The main section displays '19,039 document results' for the search 'TITLE-ABS-KEY (sustainable AND tourism)'. On the left, there's a 'Refine results' sidebar with options like 'Open Access' and 'Year'. The main list of results shows three documents. A red box labeled '1' highlights the 'Export' button in the top navigation bar. A red box labeled '2' highlights the 'RIS Format' option in the 'Export document settings' dialog. A red box labeled '3' highlights the 'Export' button in the bottom right corner of the dialog. A red box labeled '4' highlights the 'scopus.ris' file in the download area. Arrows indicate the flow from the search results to the export settings and then to the downloaded file.

Steps

1. At the database, select the record(s) you want
2. Click **Export**
3. In the *Export document settings*, select *RIS Format* and *Citation information*, click **Export**
4. Click the downloaded .ris file to open it
5. Records are imported to your EndNote library

Direct Export :: Scopus

Steps

1. In the result page, select the record(s) you want
2. Click **Saved Items**
3. Select **Export To... > EndNote**
4. Click the **downloaded .ris** file to open it
5. Records are imported to your EndNote library

The screenshot illustrates the process of exporting search results from the NUS Libraries database to EndNote. The interface shows a search for 'sustainable tourism' with 248,224 results. A red box highlights the 'Saved Items' icon in the top right corner. A red box highlights the 'EndNote' option in the 'Export To...' dropdown menu. A red box highlights the 'export-endnote-16....ris' file in the download bar at the bottom.

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

Steps

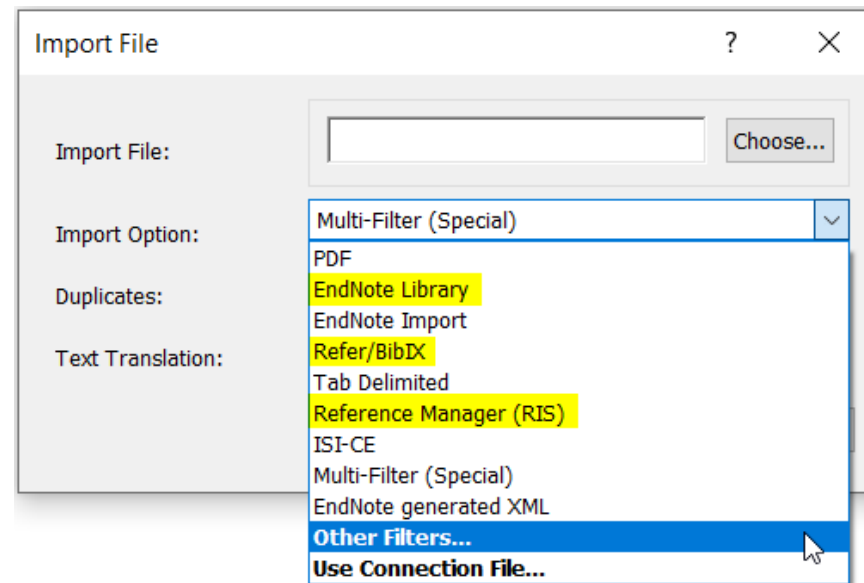
1. Login to Google Scholar
2. In the result page, select the record(s) you want
3. In *Saved to My Library*, select the folder(s) (if applicable) and click **Done**
4. Click *My library*
5. Go to the folder, select *Export all* > *EndNote*
6. Click the downloaded .enw file to open it
7. Records are imported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

The screenshots illustrate the following steps:

- Step 1:** Google Scholar search results for "sustainable tourism". The user profile icon in the top right is highlighted.
- Step 2:** The "Save" button (star icon) for a selected article is highlighted.
- Step 3:** The "Saved to My library" dialog box. The "Label as:" section shows "Sustainable tourism" selected. The "Done" button is highlighted.
- Step 4:** The "My library" page. The "My library" link in the top right is highlighted.
- Step 5:** The "My library" page. The "Export all" button is clicked, and the "EndNote" option is selected from the dropdown menu.
- Step 6:** The downloaded file "citations.enw" is shown in the file explorer.

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 (go to “References”)



Steps

1. At the database, select the record(s) you want
2. Save, output, export or send to EndNote (sometimes labelled as “RIS format”)
3. **Open** the exported file to transfer records to your EndNote library

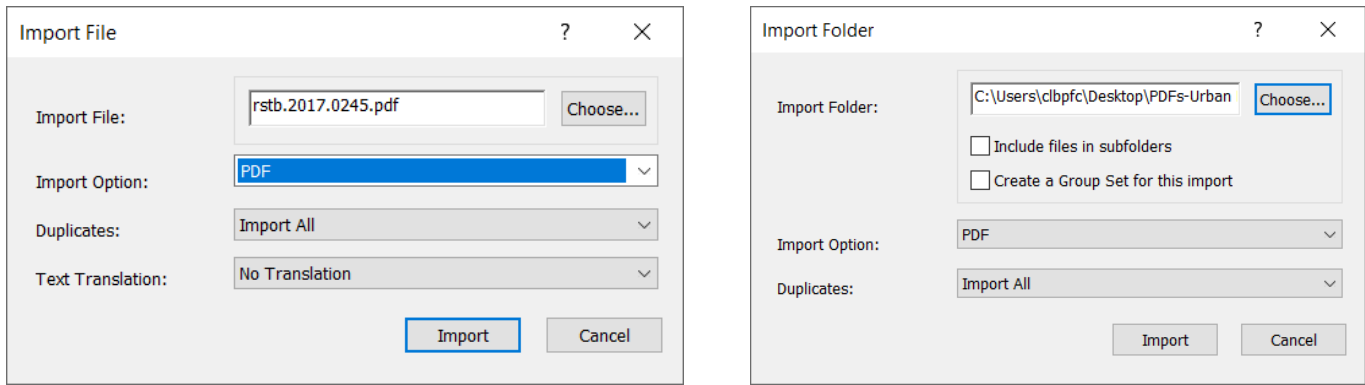
Alternatively, after exporting file from database:

1. Click *File > Import > File...*
2. Locate file in *Import File*
3. Choose correct *Import Option*
4. Click **Import**

Direct Export :: ris/enw/nbib/bibTX

EndNote can only grab the metadata of a PDF if it

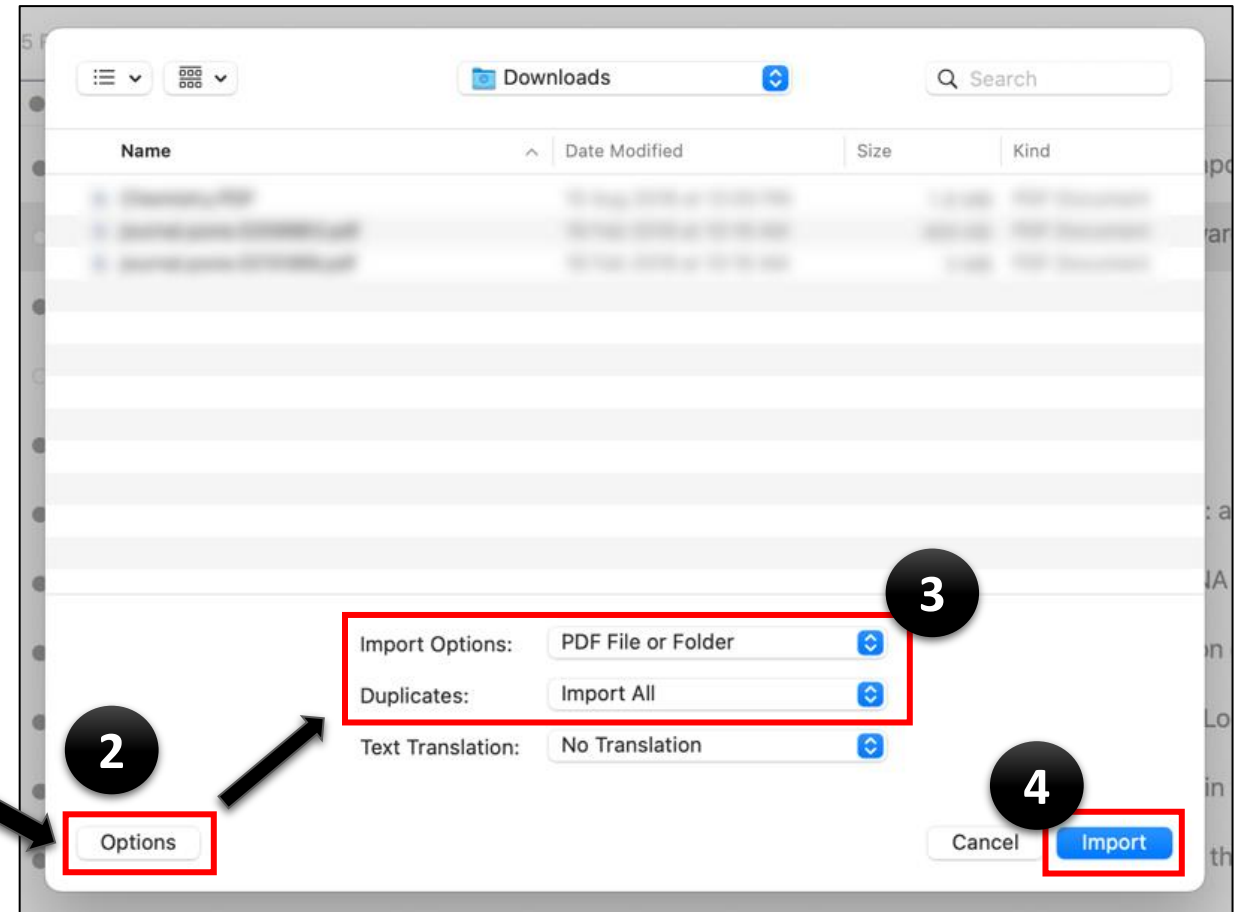
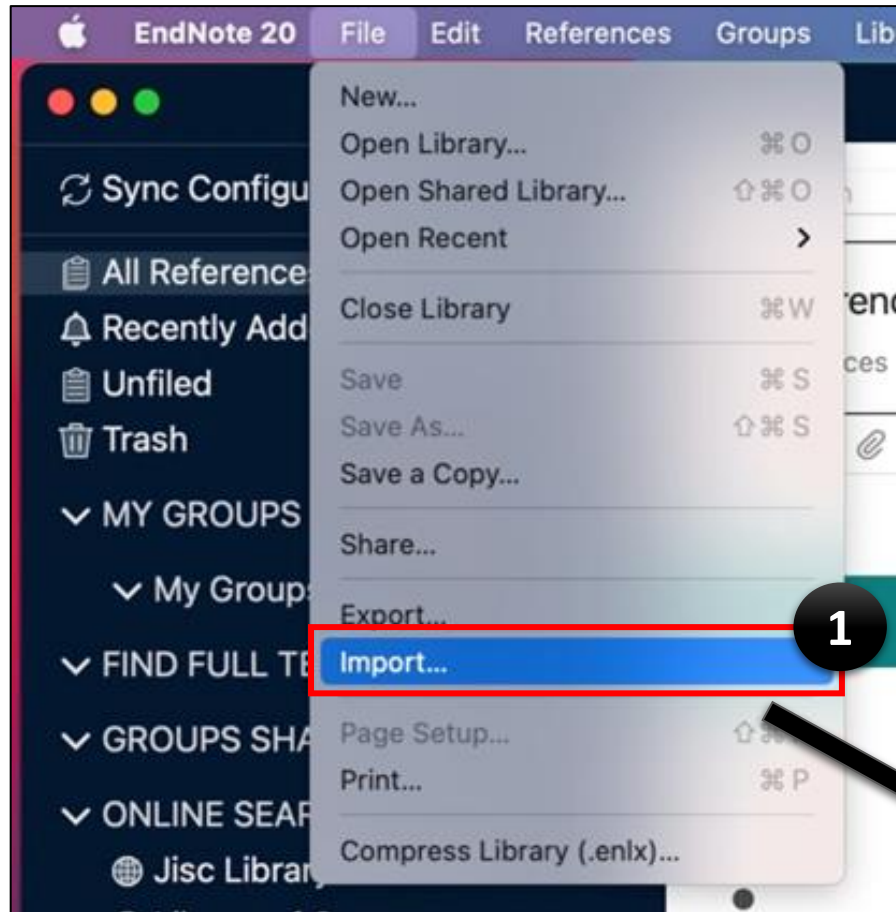
- has a DOI = Digital Object Identifier
- is NOT a scanned image



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 ...

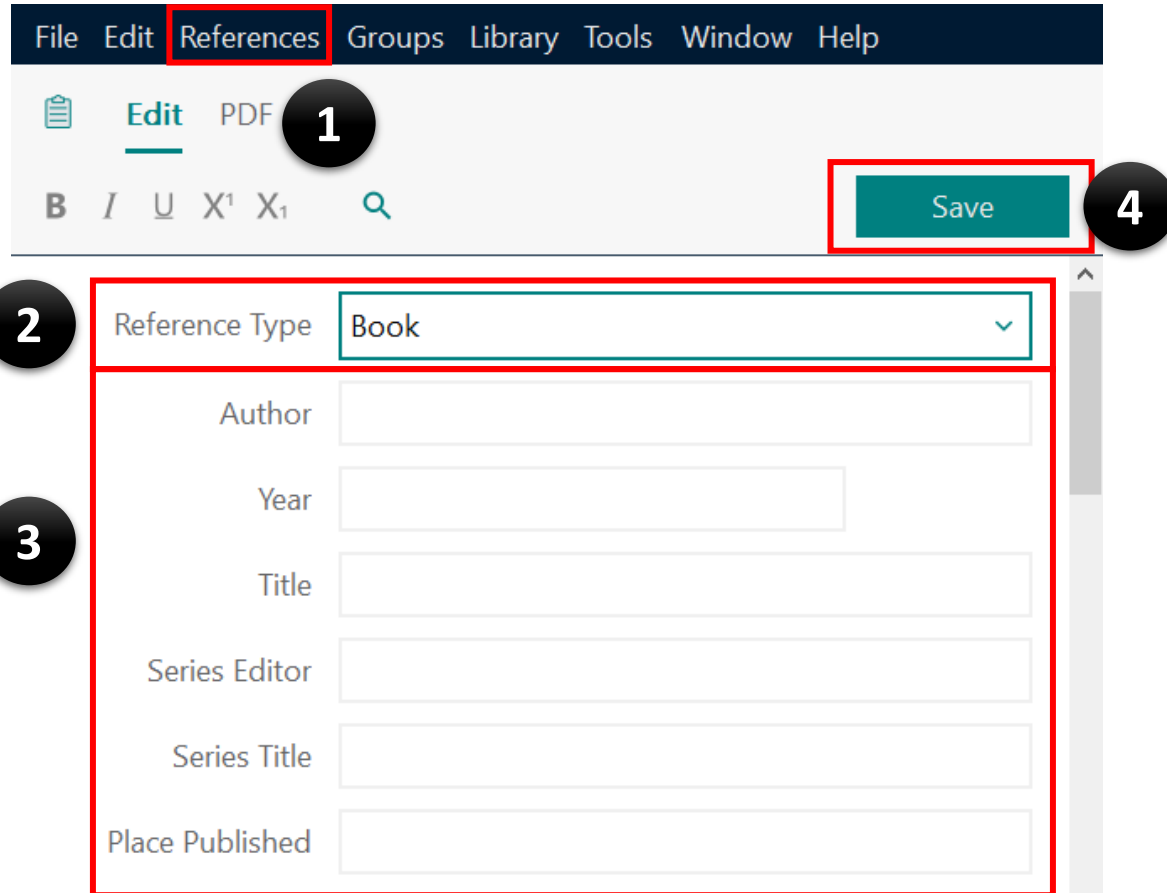
Steps

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



The screenshot shows the software interface with the 'References' menu highlighted. The 'Edit' option is selected, and the 'Save' button is visible. The 'Reference Type' dropdown is set to 'Book'. The form fields for 'Author', 'Year', 'Title', 'Series Editor', 'Series Title', and 'Place Published' are visible.

Steps

1. Click *References > New Reference*
2. Choose the *Reference Type*
3. Key in details, particularly 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. In *Summary* tab, click + **Attach file**
2. Locate the file on your computer
3. When done, the attached file will show



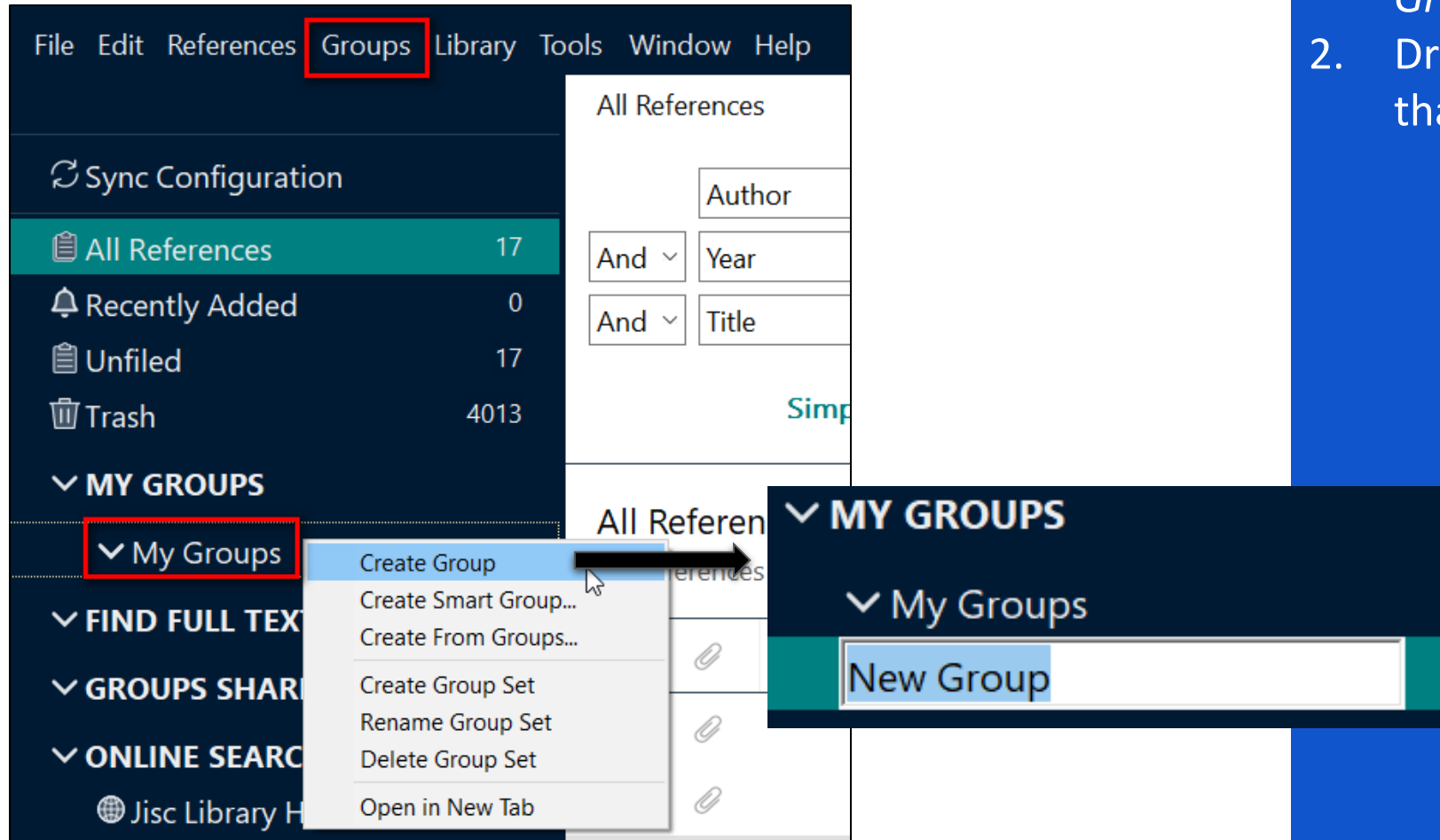
The screenshot shows a citation record interface. At the top, there is a header bar with a clipboard icon, the text 'Yim, #6', the 'Summary' tab (highlighted in blue), and buttons for 'Edit' and 'PDF'. A circular callout '1' points to the 'Summary' tab. Below the header, there is a list of attached files. The first file is 'lkyspp-case-study-a-healthcare-...' with a PDF icon. A circular callout '3' points to this file. Below the file list, there is a teal button labeled '+ 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 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

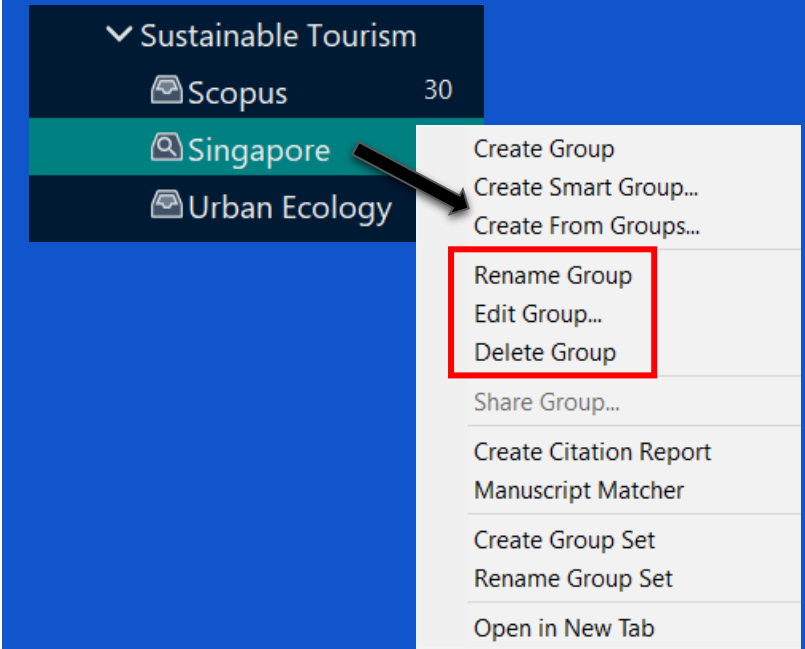
- Smart Group needs a bit of care
- Tracking by year, author, keywords that appear in title
- Caution needed when deleting items from Smart Groups → check the **Trash** if deleted accidentally

The screenshot shows the 'Create Smart Group' dialog box. Step 1 points to the 'Create Smart Group...' button in the top bar. Step 2 points to the 'Smart Group Name' text field, which contains 'Singapore 2020'. Step 3 points to the criteria table. Step 4 points to the 'Create' button at the bottom right.

And	Title	Contains	Singapore	+	×
And	Year	Contains	2020	+	×
And	Title	Contains		+	×

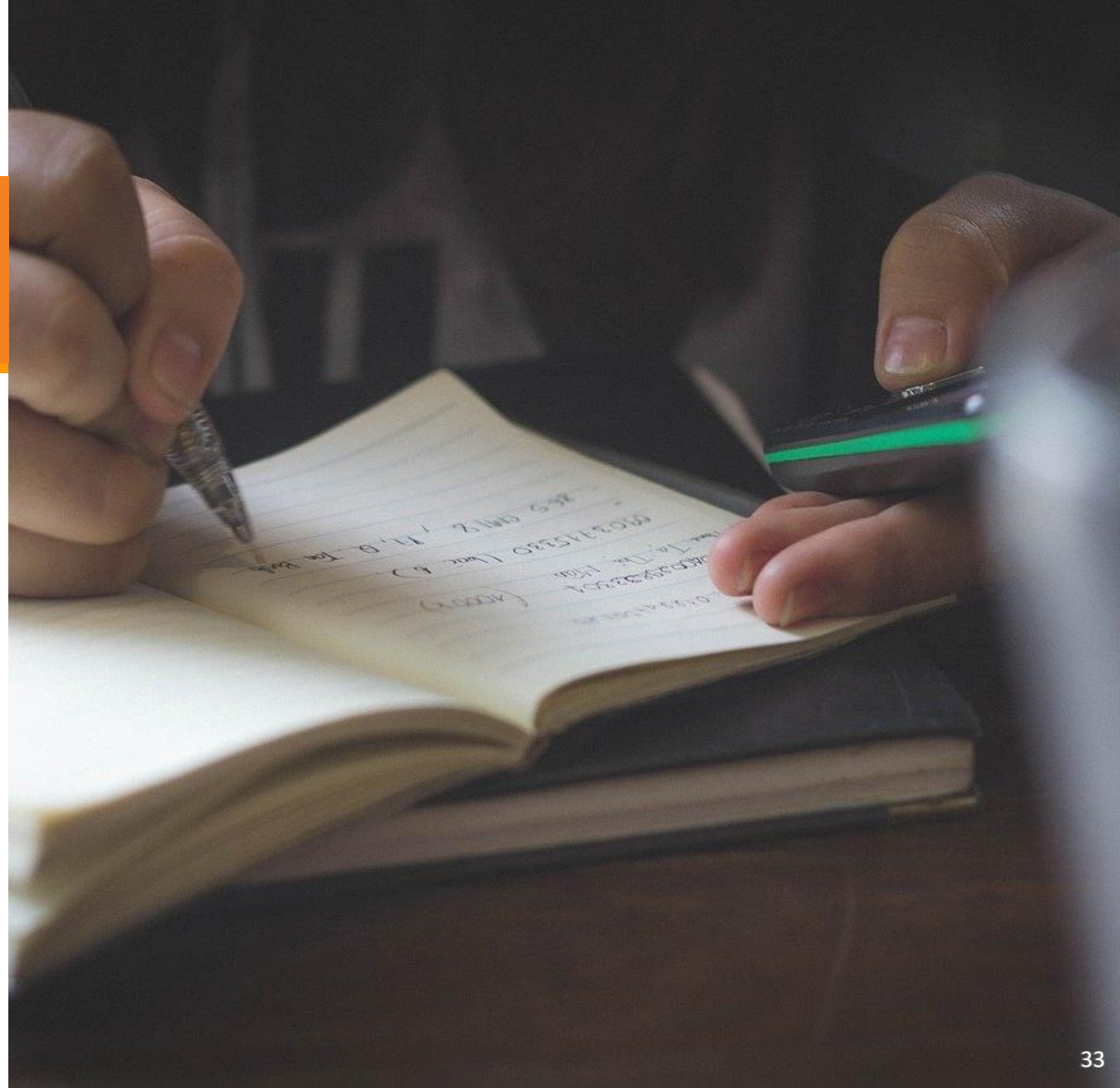
Steps

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**

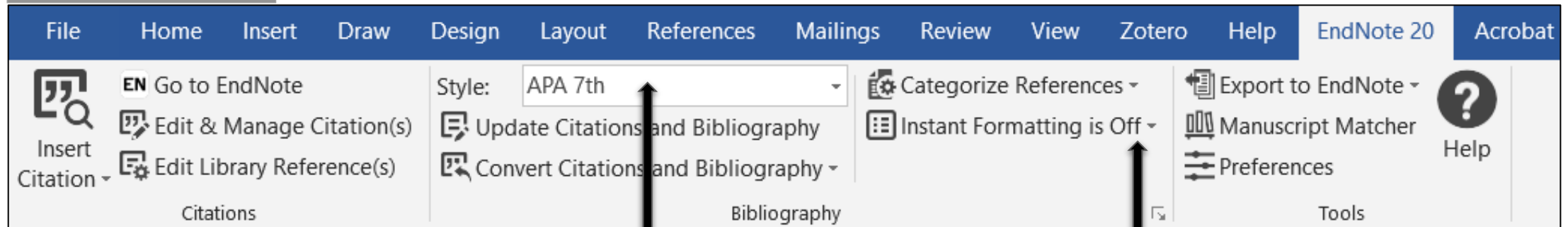


Cite

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



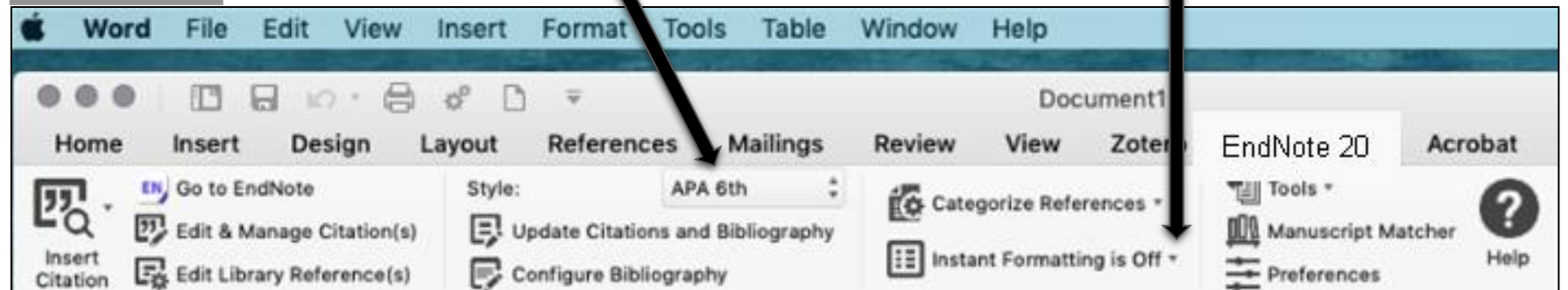
Windows OS



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

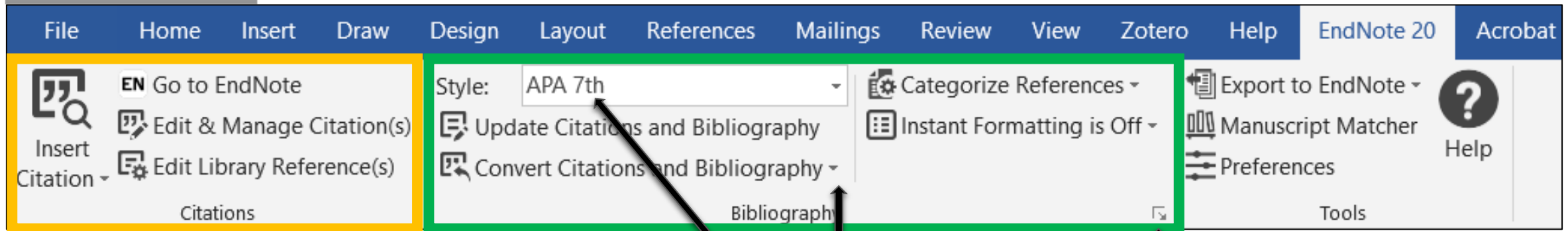
2. Turn on instant formatting

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

The screenshot shows the EndNote 20 Find & Insert My References dialog box. The steps are numbered as follows:

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*

The dialog box contains a search bar with the text "wearable", a "Find" button, and a "Search:" dropdown menu set to "Libraries". Below the search bar is a table of search results:

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

At the bottom of the dialog box, there is an "Insert" button, a "Cancel" button, and a "Help" button. The status bar at the bottom indicates "Library:" and "13 items in list".

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)*

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

Output style

In-text citation is in
(Author, Year)

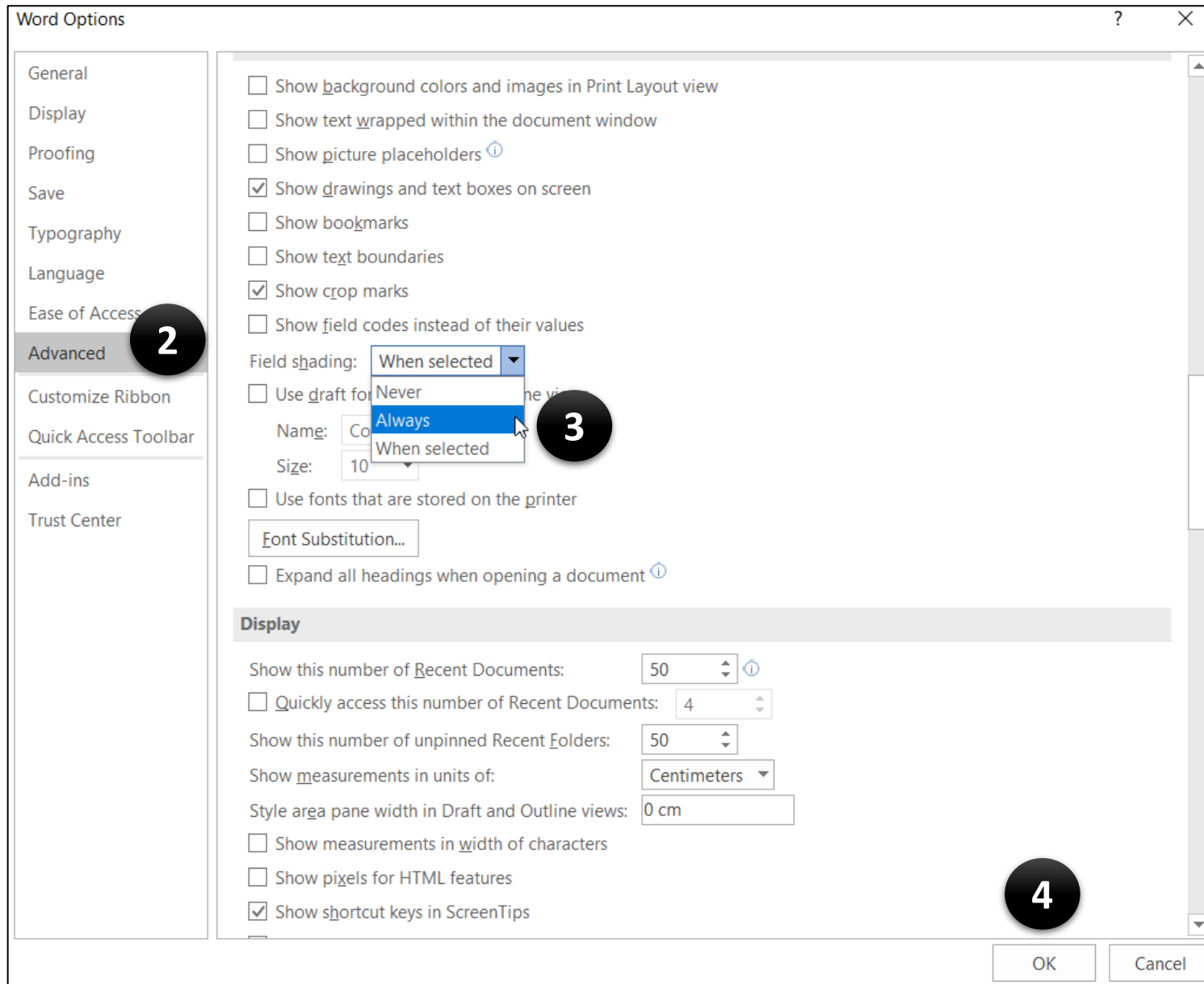
Bibliography generated
once you have inserted
citations

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 sub-tabs: Citations, Bibliography, and Tools. The Citations sub-tab contains options like 'Insert Citation', 'Edit & Manage Citation(s)', and 'Edit Library Reference(s)'. The Bibliography sub-tab includes 'Style: APA 7th', 'Update Citations and Bibliography', and 'Convert Citations and Bibliography'. The Tools sub-tab features 'Categorize References', 'Export to EndNote', 'Instant Formatting is Off', 'Manuscript Matcher', and 'Preferences'. A search bar 'Tell me what you want to do' and a 'Help' icon are also present.

The document content shows the following structure:

- A paragraph starting with *[... many paragraphs previously]*, followed by the text: "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).". An arrow points from the text "Output style" to the "Style: APA 7th" dropdown in the ribbon.
- A second paragraph starting with *[many paragraphs later...]*.
- A section header **Bibliography**.
- A list of references:
 - Lim, C. L. (1993). *The graduate women in Singapore : perceptions of career and motherhood*.
 - Shafawi, H. (1997). *Singlehood & the state : the case of single Malay graduate women* NUS.

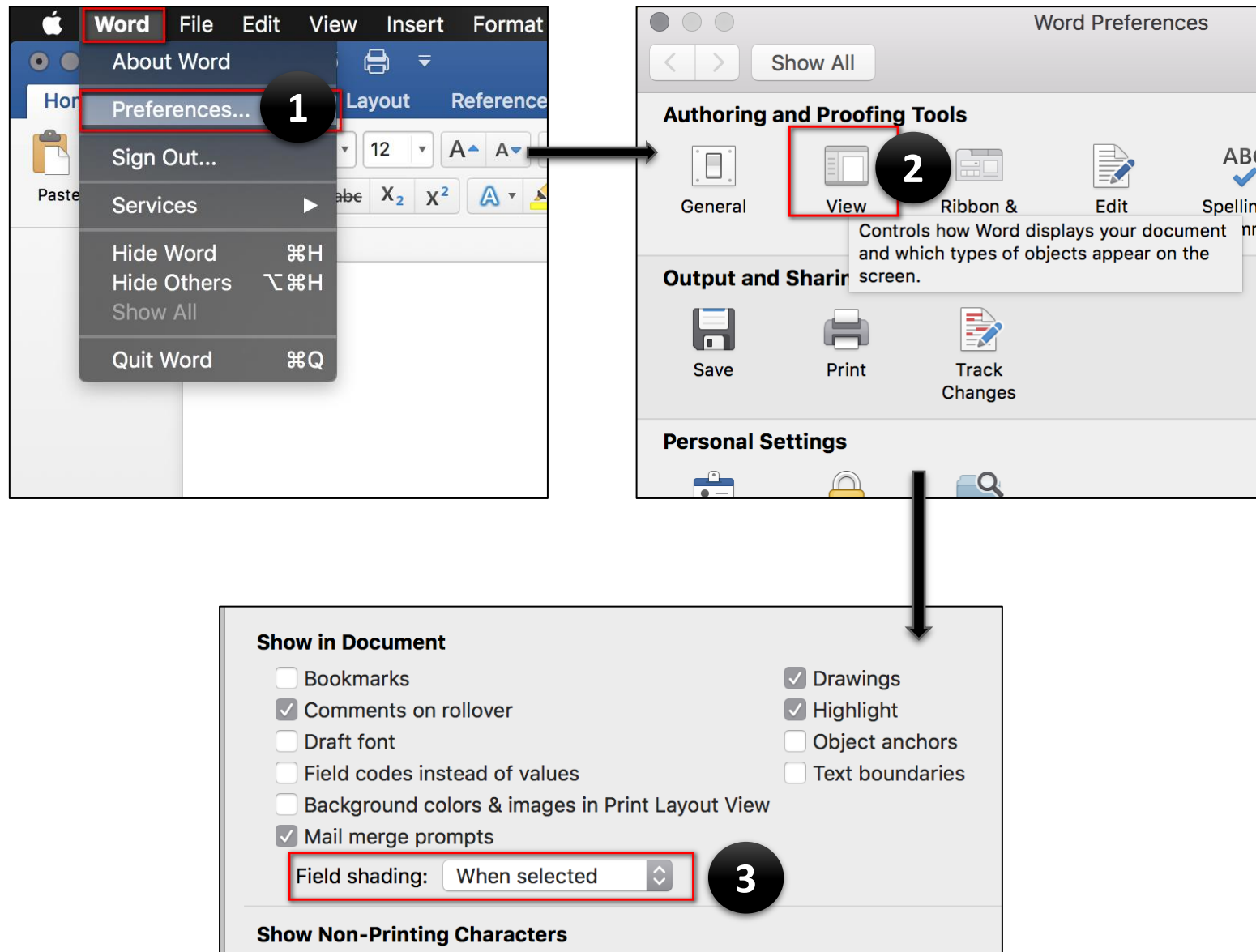
Arrows indicate the flow of information: one from the text "In-text citation is in (Author, Year)" to the in-text citation in the document, and another from "Bibliography generated once you have inserted citations" to the bibliography list.



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 two different
ve racism among themselves unprovoked hate between races like white and black. Many
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. 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**

EndNote 20 Edit & Manage Citations

Citation	Count	Library
(Maksimienik & Timakova, 2020)		
↑ ↓ Maksimienik, 2020 #12	1	libby_geq1000
(Conaghan et al., 2015; Hamid & Isa, 2016; Khan et al., 2021)		
↑ ↓ Conaghan, 2015 #8	1	libby_geq1000
↑ ↓ Hamid, 2016 #21	1	libby_geq1000
↑ ↓ Khan, 2021 #9	1	libby_geq1000
Hu (2020, pp. 20-30)		
↑ ↓ Hu, 2020 #31@20-30@...	1	libby_geq1000
(Henderson, 2010)		
↑ ↓ Henderson, 2010 #28	1	libby_geq1000

Edit Citation Reference

Formatting: Display as: Author (Year)

Prefix:

Suffix:

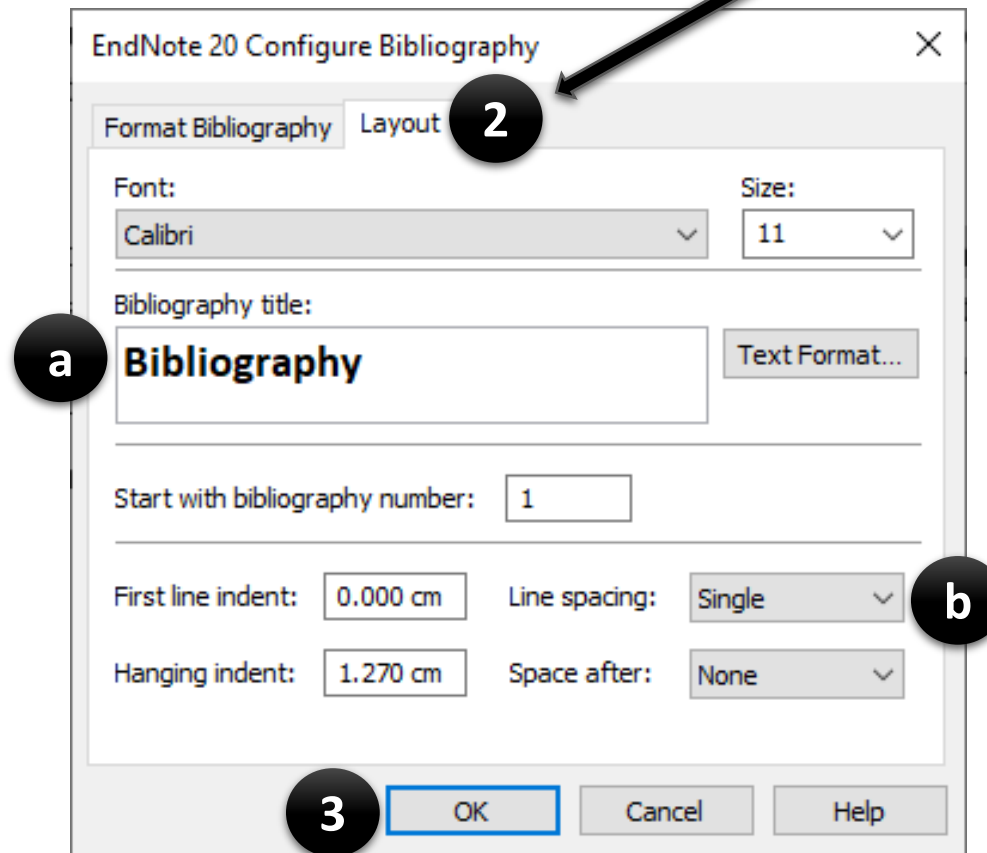
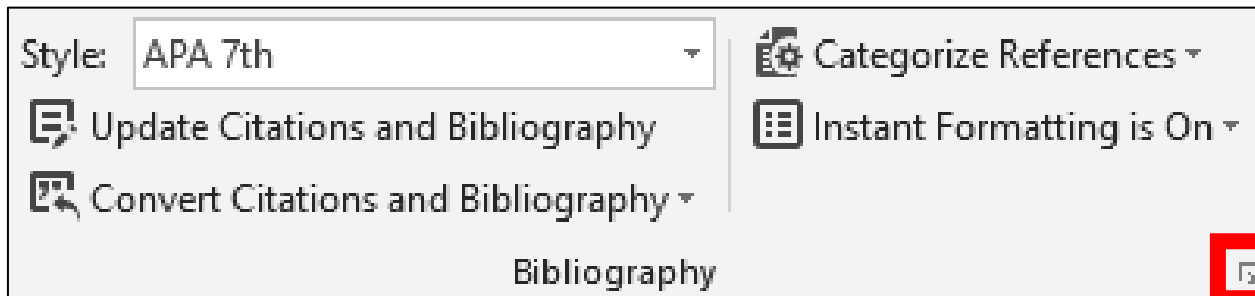
Pages: 20-30

Default
Display as: Author (Year)
Exclude Author
Exclude Year
Exclude Author & Year
Show Only in Bibliography

Tools OK Cancel Help

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
 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

Assignment 1

It was not a case of more publicity and tourism promotion will benefit the local communities and sustainability of heritage sites (Maksimienik & 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 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 ...

Format Bibliography

Edit & Manage Citation(s)

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*.

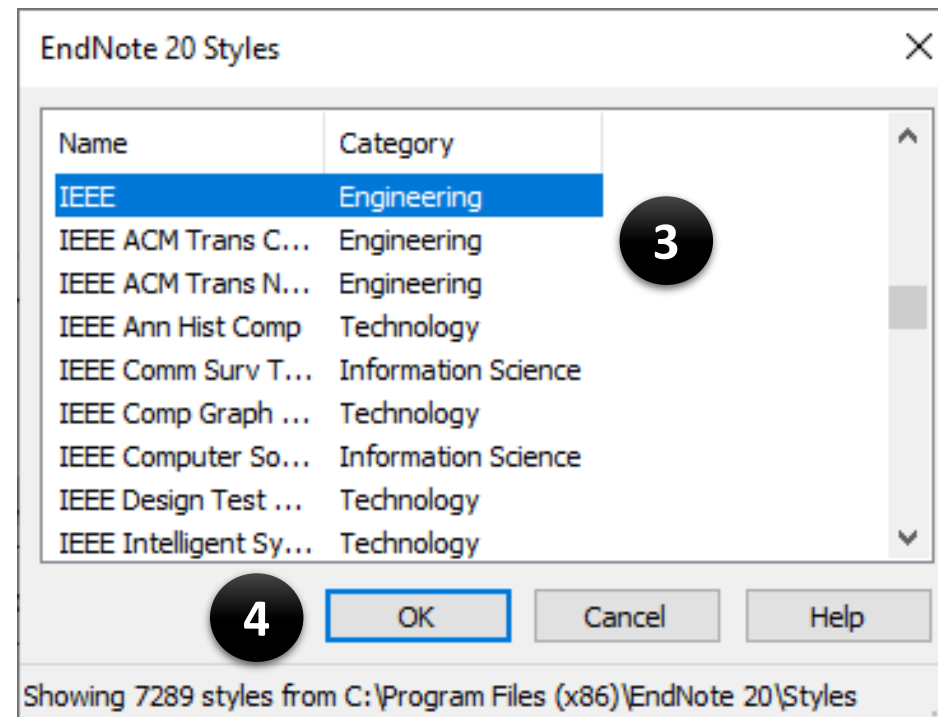
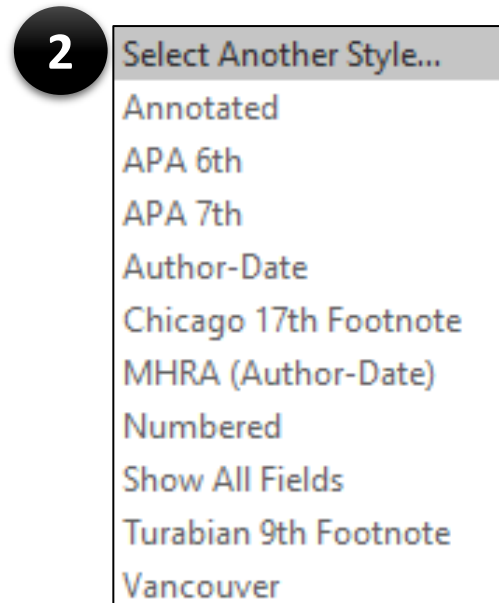
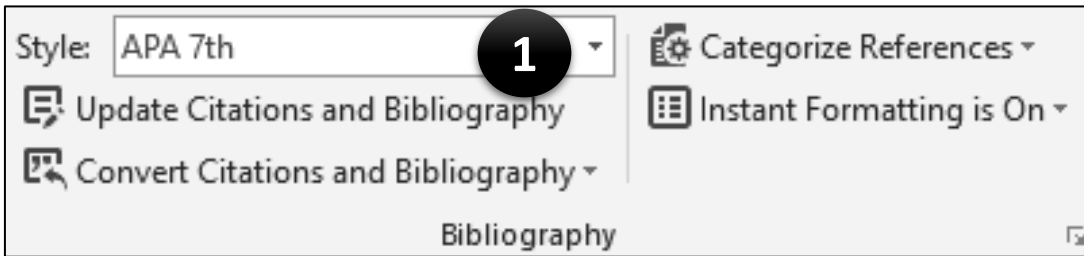
Khan, M. R., Khan, H. U. R., Lim, C. K., Tan, K. L., & Ahmed, M. F. (2021). Sustainable tourism policy, destination management and sustainable tourism development: A moderated-mediation model [Article]. *Sustainability (Switzerland)*, 13(21), Article 12156. <https://doi.org/10.3390/su132112156>

Maksimienik, 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**

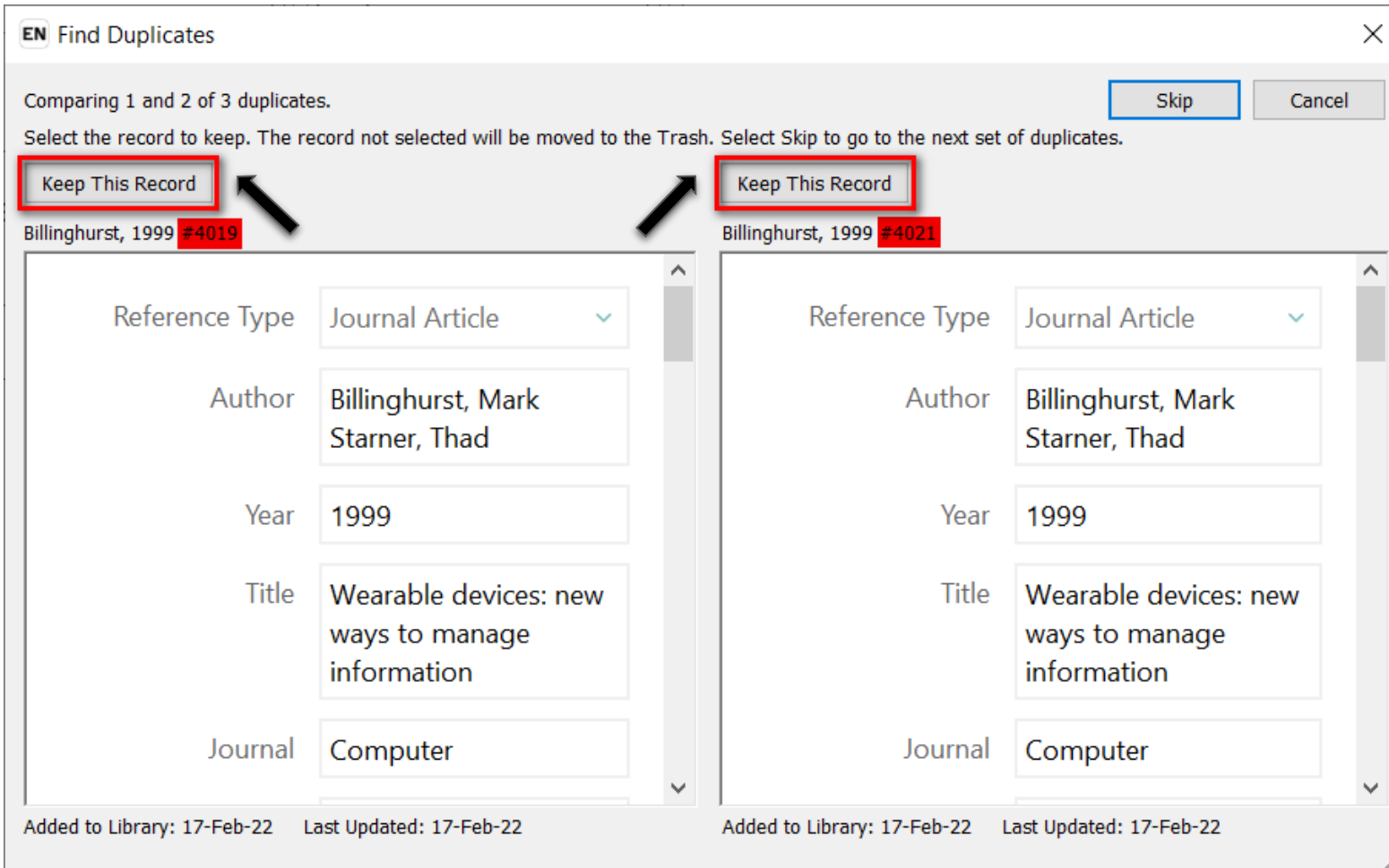


Change Citation Styles

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*

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

Step 1: In Word, click *Convert Citations and Bibliography*

Step 2: Click *Convert to Plain Text*

Step 3: Click **OK**

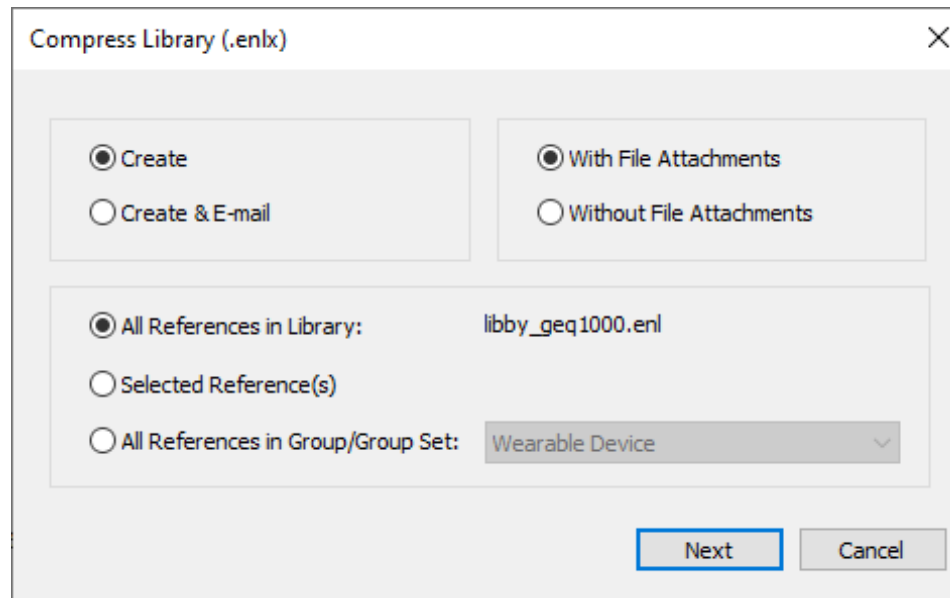
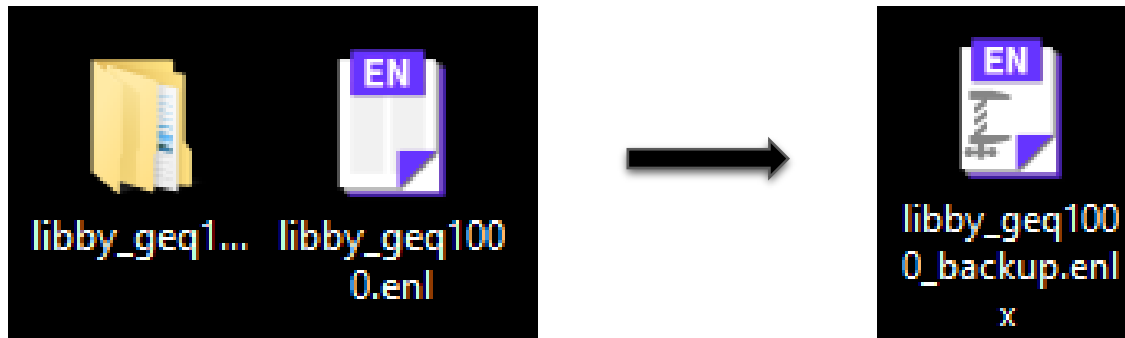
Step 4: Rename the “Plain Text” version, i.e. *Document1*

Mac OS: Tools > Convert to Unformatted Citations > Convert to Plain Text

EndNote 20 Warning: This command will create a new copy of your Word document and remove all special EndNote markers from it. The new document will appear in a new unsaved document window. The original file will remain opened and untouched. Do you wish to continue?

Word Document Renaming: Document1 - Word

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/ruendnote2023feb>



Feedback

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

<https://bit.ly/RU-2223-Sem2>

Title: Fundamentals of EndNote 20

Date: 23 FEB 2023

Time: 10am-1130am