



## East West University Center for Research and Training (EWUCRT)

### Training on ‘Endnote Software’

#### Program Details:

**Date & Time:** 13 May 2023 from 11.00 am to 1.00 pm

**Venue:** EWUCRT Research Hub (Room No. 615), 5<sup>th</sup> floor, East West University

**Resource Person:** **Mr. Gorkey Gourab**, MSS, MPH, NIH/Fogarty Fellow, Australia Awards Fellow  
Adjunct Assistant Professor & Public Health Expert  
Ministry of Health and Family Welfare  
Government of the People's Republic of Bangladesh

#### Course Outline:

##### EndNoteX7: Basic and Advanced Uses

EndNote is the industry standard software tool for publishing and managing bibliographies, citations, and references on Windows<sup>1</sup>. It is produced by Thomson Reuters. EndNote is Magic! It is more than just a reference manager. EndNote moves you through the research process as you search, organize, write, publish, and share<sup>2</sup>.

Information	Course description
<b>Course Overview</b>	This training provides a practical introduction to the basic and advanced uses of EndNoteX7 for publishing and managing bibliographies, citations, and references.
<b>Course outline</b>	You can expect to work through practical examples: <ol style="list-style-type: none"><li>1. An outline of Plagiarism and Scientific Referencing</li><li>2. What is EndNoteX7</li><li>3. Why do we use EndNote</li><li>4. Important terms</li><li>5. EndNoteX7 Installation</li><li>6. Run the EndNote X7 from the shortcut, start the menu, and create a new library</li><li>7. The Endnote Library<ol style="list-style-type: none"><li>a. Creating a New Library</li><li>b. The Library Window</li><li>c. The Groups Panel</li></ol></li></ol>

<sup>1</sup> Source: <http://endnote.com/>

<sup>2</sup> Source: <http://endnote.com/product-details>

Information	Course description
	<ul style="list-style-type: none"> <li>d. Opening, Closing, and Deleting Libraries</li> <li>8. Online Database and Catalogue search               <ul style="list-style-type: none"> <li>a. Online Database search through EndNoteX7</li> <li>b. Online catalog search through EndNoteX7</li> </ul> </li> <li>9. Entering and Editing References               <ul style="list-style-type: none"> <li>a. Style of References</li> <li>b. Choosing a Reference Type</li> <li>c. Entering and Editing References</li> <li>d. Linking References to Websites and Files</li> <li>e. The Preview Pane</li> <li>f. Choosing the Current Style—with a special discussion on APA and Vancouver styles</li> <li>g. Searching an EndNote Library</li> </ul> </li> <li>10. Importing Reference Data into EndnoteX7               <ul style="list-style-type: none"> <li>a. Import references from online sources</li> <li>b. Manual entry of references</li> </ul> </li> <li>11. Using EndNote with Microsoft Word               <ul style="list-style-type: none"> <li>a. Cite While You Write (CWYW)</li> <li>b. Finding and Inserting Citations</li> <li>c. Edit a Citation</li> <li>d. Deleting Citations</li> </ul> </li> <li>12. Citing References in Footnotes and EndNoteX7</li> <li>13. Changing referencing style in scientific manuscripts</li> </ul>
<b>What will I get out of this training?</b>	You will understand the basics and details about EndNoteX7 for publishing and managing bibliographies, citations, and references.
<b>Who is it for?</b>	<p>Those who need help in the research process as they search, organize, write, publish, and share. For example:</p> <ul style="list-style-type: none"> <li>1. Educators/teachers</li> <li>2. Junior Scientists</li> <li>3. Students, who regularly write reports/assignments; and those writing research proposals (Bachelors and Masters students)</li> <li>4. Researchers who are preparing manuscripts</li> </ul>
<b>Preparation needed?</b>	No.
<b>Additional Information</b>	The practical sessions will be organized to make participants familiar with the use of EndNote X7.
<b>Is prior experience needed?</b>	No.
<b>Key readings/resources</b>	Soft copies of guidelines will be provided. Link: <a href="http://endnote.com/">http://endnote.com/</a>

**\* Refreshment will be provided after the training session.**