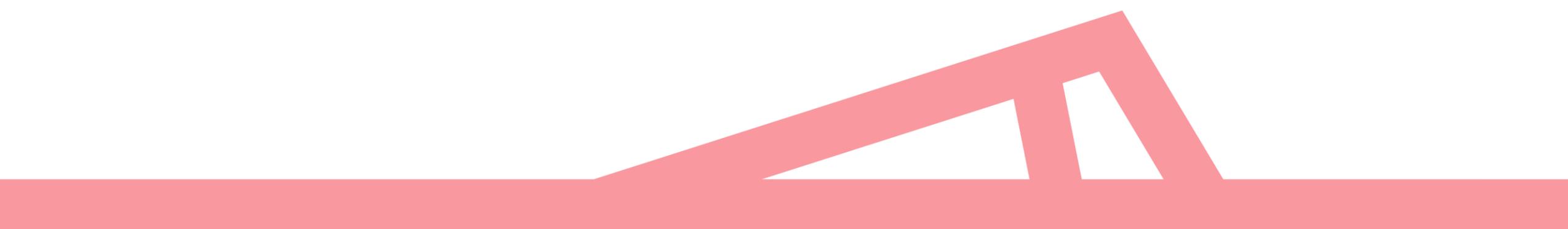




SCHOOL OF
ECONOMICS
AND MANAGEMENT
UNIVERSITY OF PORTO

ENDNOTE 20 : BIBLIOGRAPHIC REFERENCE MANAGER

09.2022 | DOCUMENTATION AND INFORMATION SERVICE | LIBRARY



TOPICS

What is EndNote?

EndNote desktop features.

How to install the EndNote desktop.

Creating a new library.

Enter records into EndNote.

Export records from bibliographic databases.

Import records.

Importing references from U.Porto catalogues.

Finding duplicate records.

Create groups and Smart Groups.

Inserting objects in EndNote.

Word - Inserting and formatting citations.

Changing a style.

Insert a reference only with the DOI.

Important notes.

Tutorials | Support requests.

WHAT IS ENDNOTE?

EndNote is software that allows you to save, organise and use bibliographic references when creating documents (word/powerpoint). It is also a reference and full-text manager.

EndNote is available in both desktop and online versions that can be used together or independently.

The desktop version has no limit on the number of references or storage capacity and EndNote online is free with no subscription required, but with a limit of 50,000 references and only 2 GB of memory.

ENDNOTE DESKTOP FEATURES

- It allows the creation of multiple libraries with no limit on the number of references;
- Export bibliographic references from DBs;
- Import references from library portals and DBs;
- Organise and gather references according to preferred theme(s) and/or subject(s), through "groups" or "intelligent groups";
- Find pdf files. - *Find full*;
- Attach documents (pdf) , images, tables, videos, etc;
- Share references or libraries up to 100 users;
- Automatic quoting and referencing in *word/ppt* document in several styles;
- Create formatted bibliographic lists (*List Formated*).

HOW TO INSTALL THE ENDNOTE DESKTOP

Access <https://atlas.up.pt/> with federated authentication -» Software -» Uporto -» EndNote -» X20;

Choose the version that suits your operating system - *Windows* or *MacOS*, download the ZIP file and follow the instructions;

Two folders will be created (fig.1) - open only the purple folder;

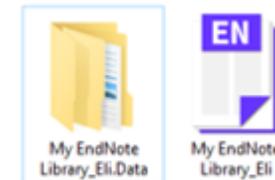


Fig. 1

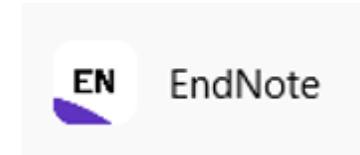
It is mandatory to have VPN installed/connected outside FEP premises;

Word must be closed for the EndNote *plugin* to be installed;

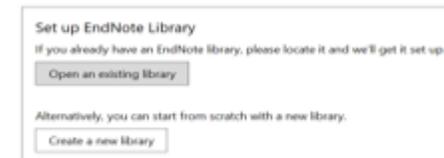
If you have any doubts with the installation, please contact the FEP IT Service (sifep@fep.up.pt)

CREATE A NEW LIBRARY

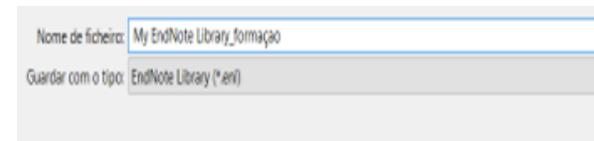
Once the installation is complete you should open the folder.



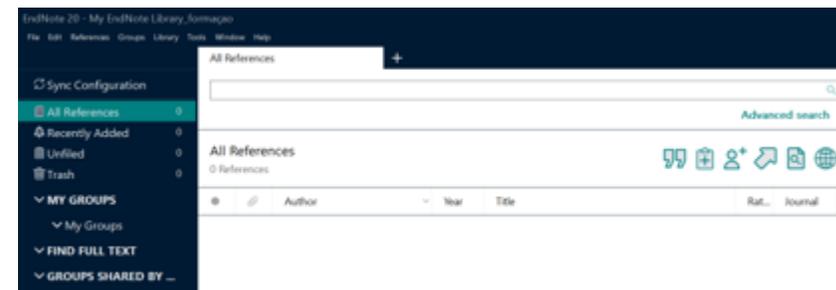
Select *“Create a new library”*.



Assign a name to the library.



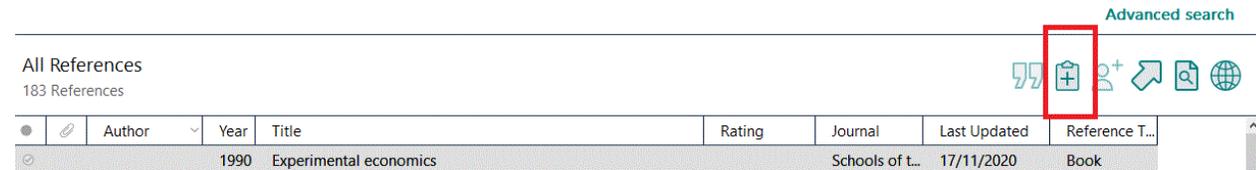
We have our library created.



INSERT RECORDS INTO ENDNOTE DESKTOP

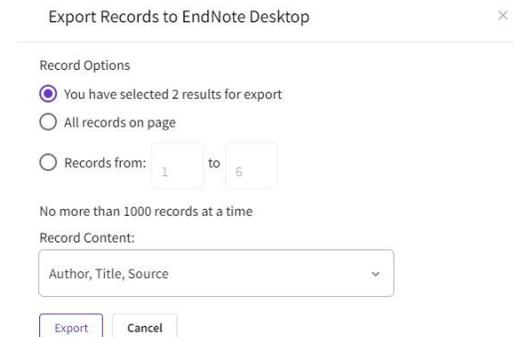
There are three ways to enter records into EndNote desktop:

1. Manually (+ sign)

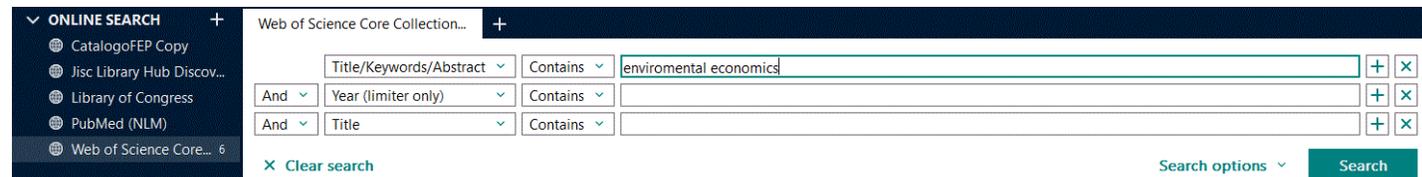


2. Direct export of bibliographical databases

When exporting for the first time you should choose the EndNote program to open the records - "open with" and choose the option "other" and search for the EndNote program

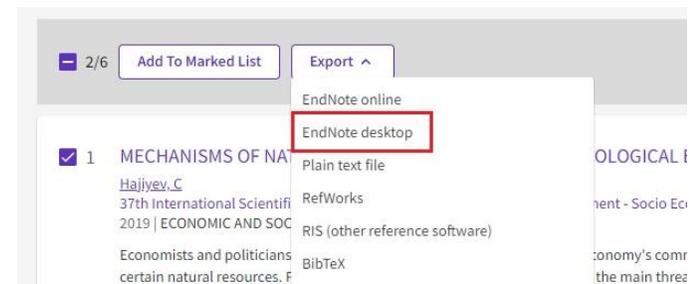


3. Direct import of DBs/catalogs into EndNote (online Search)

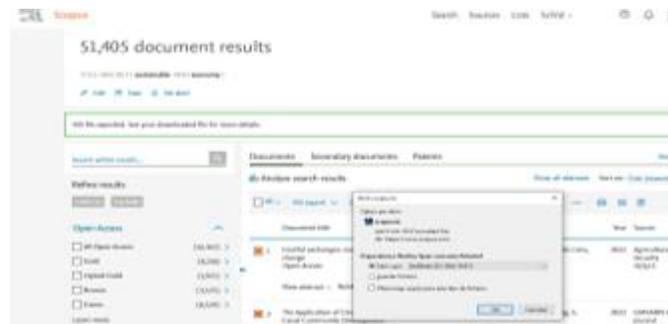


EXPORT RECORDS FROM BIBLIOGRAPHIC DATABASES

- **Web of Science (WOS):** search -> select -> export -> “EndNote desktop”



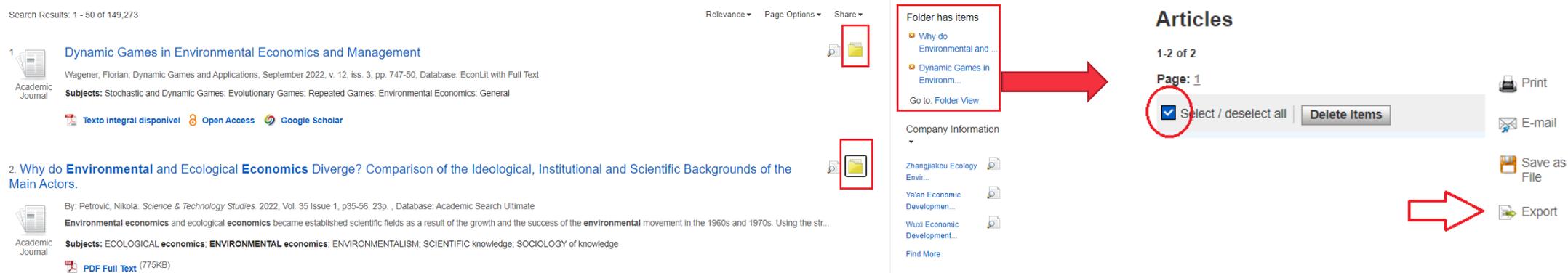
- **SCOPUS:** search -> select -> RIS export -> RIS format -> EndNote



 **RIS Format**
EndNote,
Reference Manager

EXPORT RECORDS FROM BIBLIOGRAPHIC DATABASES

- **EBSCO and B-On (multiple records):** search -> select -> add to folder -> jump to folder -> export (export of multiple records simultaneously)



Search Results: 1 - 50 of 149,273

1. **Dynamic Games in Environmental Economics and Management**
Wagener, Florian; Dynamic Games and Applications, September 2022, v. 12, iss. 3, pp. 747-50, Database: EconLit with Full Text
Subjects: Stochastic and Dynamic Games; Evolutionary Games; Repeated Games; Environmental Economics: General
[Texto integral disponível](#) [Open Access](#) [Google Scholar](#)

2. **Why do Environmental and Ecological Economics Diverge? Comparison of the Ideological, Institutional and Scientific Backgrounds of the Main Actors.**
By: Petrović, Nikola. *Science & Technology Studies*. 2022, Vol. 35 Issue 1, p35-56. 23p. , Database: Academic Search Ultimate
Environmental economics and **ecological economics** became established scientific fields as a result of the growth and the success of the **environmental** movement in the 1960s and 1970s. Using the str...
Subjects: ECOLOGICAL economics; ENVIRONMENTAL economics; ENVIRONMENTALISM; SCIENTIFIC knowledge; SOCIOLOGY of knowledge
[PDF Full Text \(775KB\)](#)

Articles
1-2 of 2
Page: 1
 Select / deselect all [Delete Items](#)
[Print](#)
[E-mail](#)
[Save as File](#)
[Export](#)

- **EBSCO and B-On (only one record)**



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[Texto integral disponível](#)

Informações Relacionadas
Localizar Resultados Similares utilizando a Pesquisa SmartText.

Lista de Resultados Restringir Pesquisa 5 de 148,265

A Machine Learning Analysis of the Recent Environmental and Resource Economics Literature

Autor: [Kvamsdal, Sturla F.](#); [Belik, Ivan](#); [Hopland, Arnt Ove](#); [Li, Yuanhao](#)

Filiação do Autor: SNF-Centre for Applied Research, NHH-Norwegian School of Economics; NHH-Norwegian School of Economics; NHH-Norwegian School of Economics; NHH-Norwegian School of Economics

Fonte: [Environmental and Resource Economics](#), May 2021, v. 79, iss. 1, pp. 93-115

Data de Publicação: May 2021

Resumo: We use topic modeling to study research articles in **environmental** and resource **economics** journals in the period 2000-2019. Topic modeling based on machine learning allows us to identify and track latent topics in the literature over time and across journals, and further to study the role of different journals in different topics and the changing emphasis on topics in different journals. The most prevalent topics in **environmental** and resource **economics** research in this period are growth and sustainable development and theory and methodology. Topics on climate change and energy **economics** have emerged with the strongest upward trends. When we look at our results across journals, we see that journals have different topical profiles and that many topics mainly appear in one or a few selected journals. Further investigation reveal latent semantic structures across research themes that only the insider would be aware.

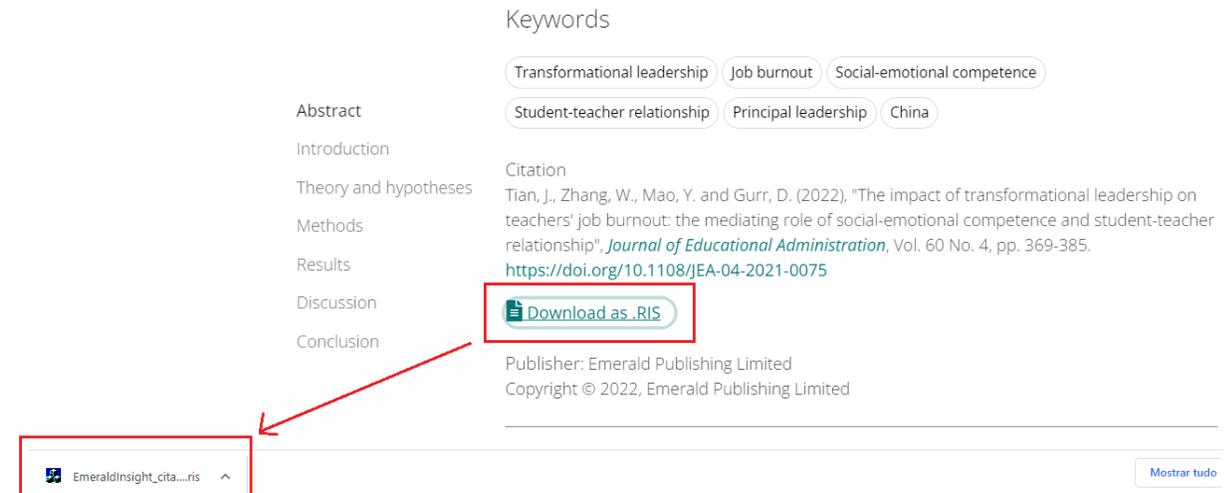
Descritores: [Neural Networks and Related Topics \(C45\)](#)
[Renewable Resources and Conservation: General \(Q20\)](#)
[Nonrenewable Resources and Conservation: General \(Q30\)](#)
[Environmental Economics: General \(Q50\)](#)

Ferramentas
[Google Drive](#)
[OneDrive](#)
[Adicionar à pasta](#)
[Imprimir](#)
[E-mail](#)
[Guardar](#)
[Citar](#)
[Exportar](#)
[Criar Nota](#)

EXPORT RECORDS FROM BIBLIOGRAPHIC DATABASES

- **Emerald:** search -» select -» download RIS

① Please note that, depending on your browser, the file may not always open directly in Endnote, it may be saved in the downloads.



Keywords
 Transformational leadership Job burnout Social-emotional competence
 Student-teacher relationship Principal leadership China

Abstract
 Introduction
 Theory and hypotheses
 Methods
 Results
 Discussion
 Conclusion

Citation
 Tian, J., Zhang, W., Mao, Y. and Gurr, D. (2022), "The impact of transformational leadership on teachers' job burnout: the mediating role of social-emotional competence and student-teacher relationship", *Journal of Educational Administration*, Vol. 60 No. 4, pp. 369-385.
<https://doi.org/10.1108/JEA-04-2021-0075>

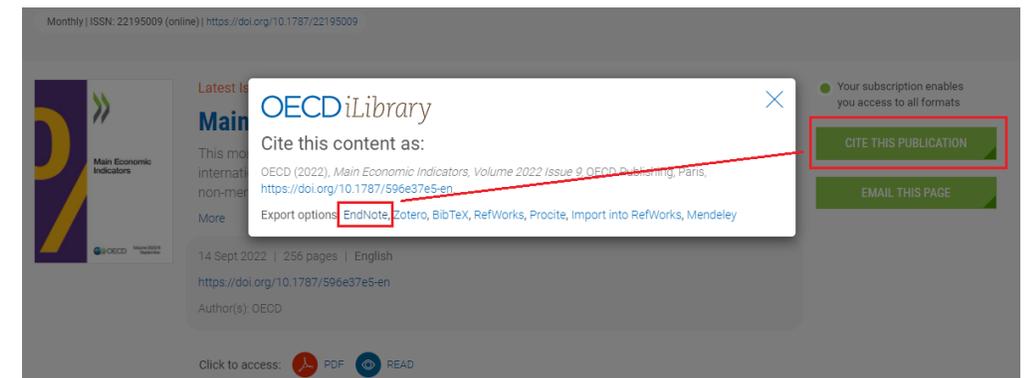
[Download as .RIS](#)

Publisher: Emerald Publishing Limited
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EmeraldInsight_cita...ris

Mostrar tudo

- **OCDE:** search -» select -» export citation -» EndNote



Monthly | ISSN: 22195009 (online) | <https://doi.org/10.1787/22195009>

OECD iLibrary

Cite this content as:
 OECD (2022), *Main Economic Indicators, Volume 2022 Issue 9*, OECD Publishing, Paris,
<https://doi.org/10.1787/596e37e5-en>

Export options: [EndNote](#), [Zotero](#), [BibTeX](#), [RefWorks](#), [Procite](#), [Import into RefWorks](#), [Mendeley](#)

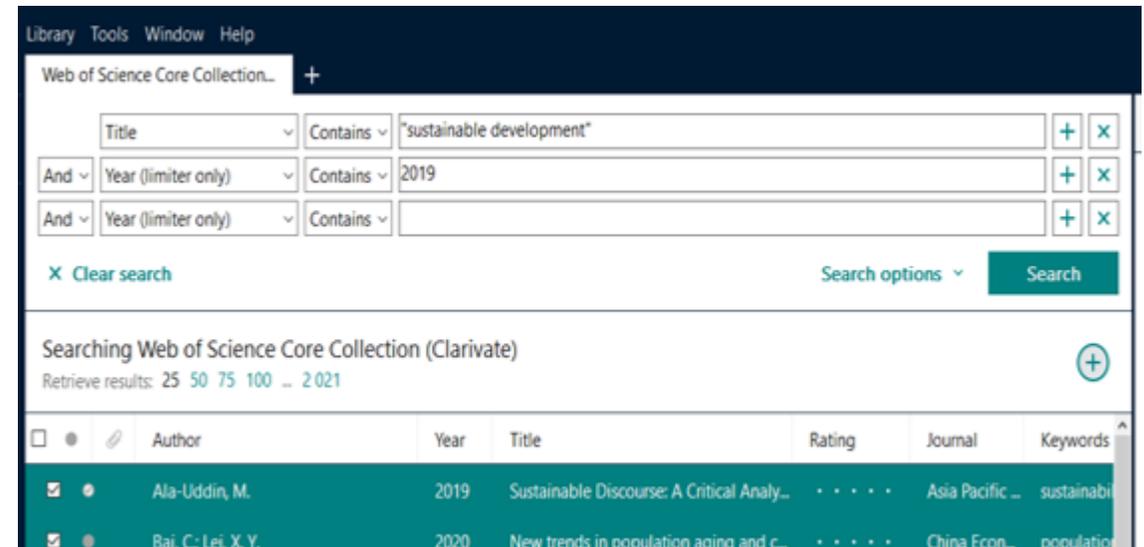
CITE THIS PUBLICATION
 EMAIL THIS PAGE

14 Sept 2022 | 256 pages | English
<https://doi.org/10.1787/596e37e5-en>
 Author(s): OECD

Click to access: [PDF](#) [READ](#)

IMPORT RECORDS

- It is possible to import records from bibliographic databases and U. Porto catalogues into EndNote through the "**Online Search**"; (e.g.: "sustainable economy from 2019" - "sustainable development" AND "2019" in WOS).
- Choose the database -» select the field(s) you wish to search -» Search;
- Select records -» copy to library or group
(with the direct button of the mouse or by dragging).

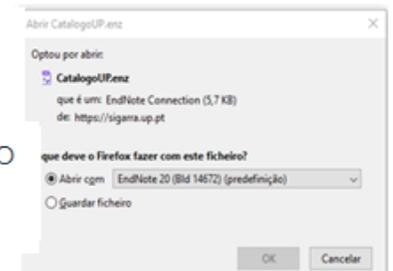


IMPORT REFERENCES FROM UP CATALOGUES

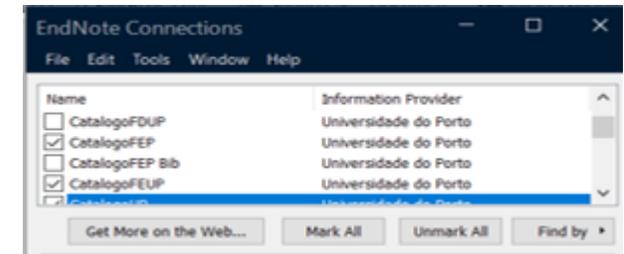
- To import references directly from U.Porto catalogues it is first necessary to link the library catalogue(s) to EndNote.
- Access Serviços e Recursos de Documentação e Informação da U. Porto
 - » Software -» EndNote -» U.Porto Catalogue;
- Choose the catalogue of your interest -» Open EndNote.

CATALOGUES OF THE UNIVERSITY OF PORTO

- [U.Porto Catalogue](#)

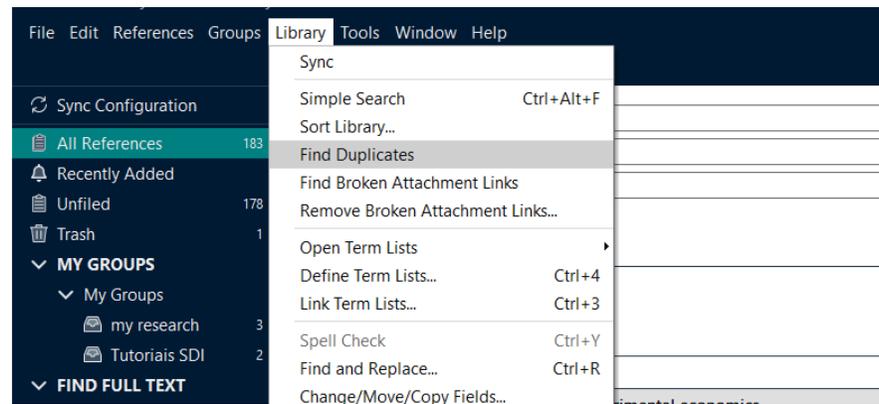


Tools -» Connections files -» Open connections management -» select the catalogue.

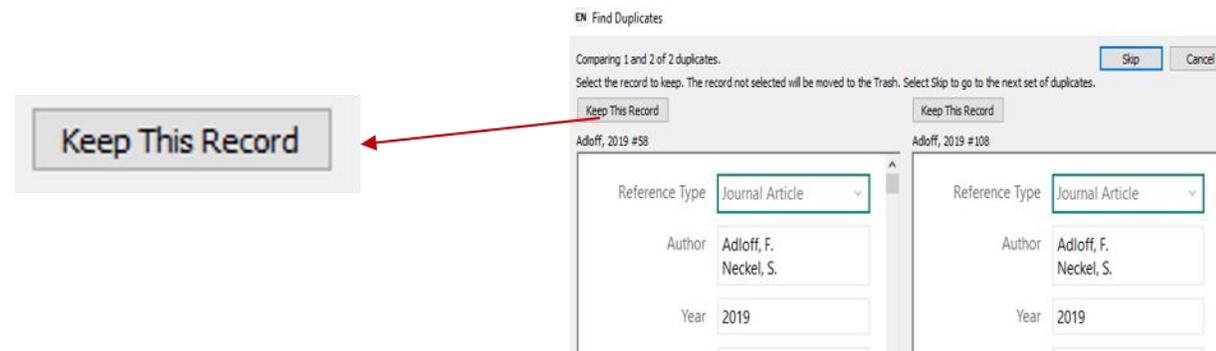


FIND DUPLICATE RECORDS

- Select all records in the library -» Library -» Find duplicates;



- Compare duplicates and keep what matters “Keep this Record”;



CREATE GROUPS AND SMART GROUPS

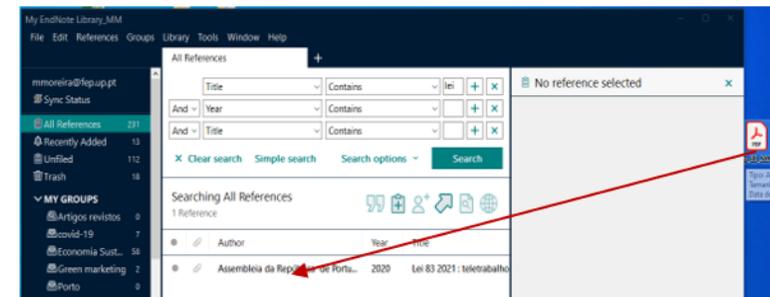
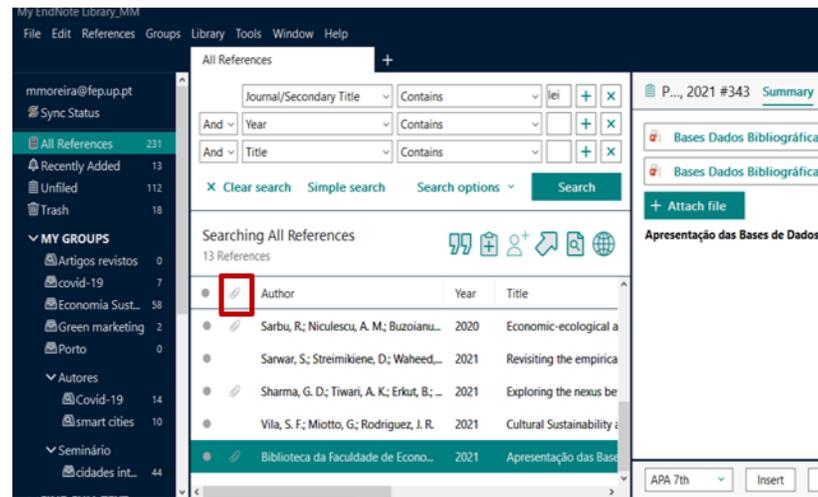
- The main purpose of organising references into groups is to help keep references organised;
- They can be created manually -» *Group* -» *Create Group*;
- Records can be dragged into the groups or via the mouse button;
- In *Smart Groups* - intelligent groups - it is possible to do it automatically based on a certain rule. [For example, records only with the subject "sustainability" from "2019" - "*sustainable*" And "2019";
- Select the library -» *Groups* (with the right mouse button) -» *Create smart groups* -» fill in the fields -» *Create*;
- Whenever new records with the predefined theme appear they are automatically transferred to the created groups.

INSERT OBJECTS TO THE REFERENCES

Objects (pdf, images, tables, etc.) can be added to bibliographic references and can be consulted and annotated at any time.

There are three ways to add pdf's to records:

- Through the Find full text button on EndNote -> references or with the right mouse button;
- Attach through the clip;
- Drag the PDF.

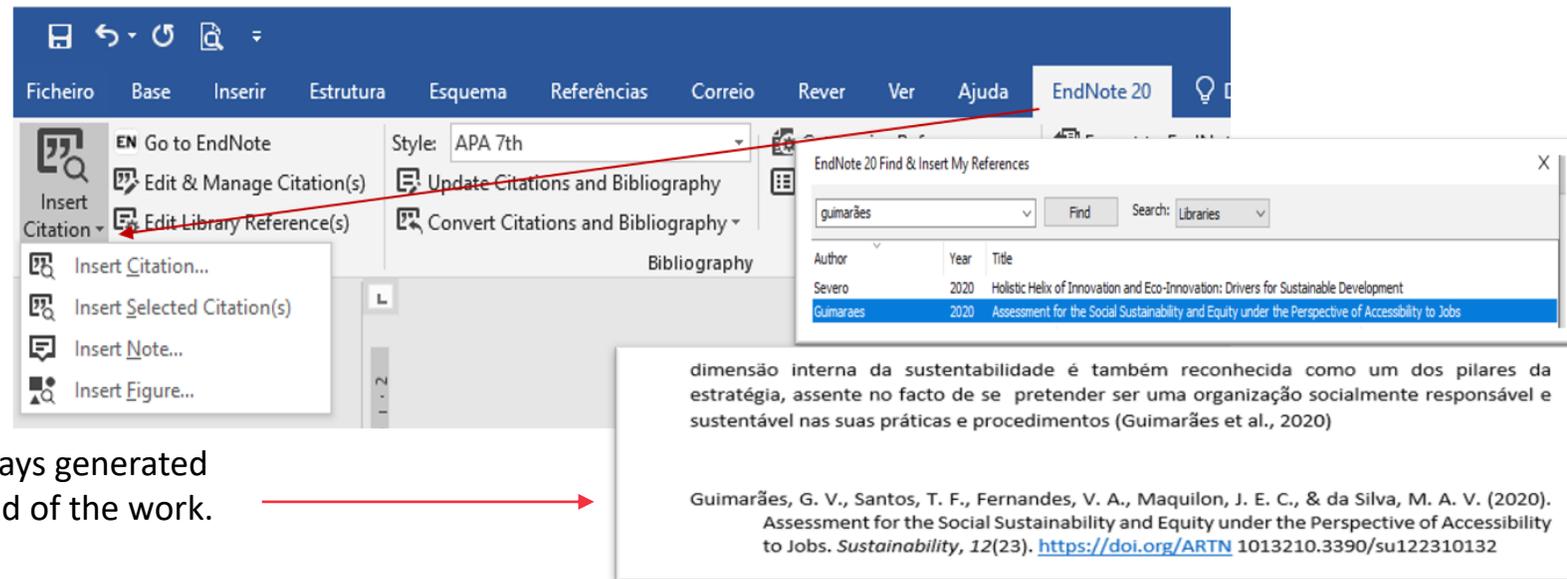


WORD - INSERT AND FORMAT CITATIONS

To insert citations into a Word document you need to place the cursor at the exact place in the text where you want to add the citation.

EndNote 20 -> **Insert citation** -> search for the reference and insert;

Or **Insert select citations** -> select the reference(s) on EndNote, skip to Word and place the cursor where you want to insert the citation(s);



dimensão interna da sustentabilidade é também reconhecida como um dos pilares da estratégia, assente no facto de se pretender ser uma organização socialmente responsável e sustentável nas suas práticas e procedimentos (Guimarães et al., 2020)

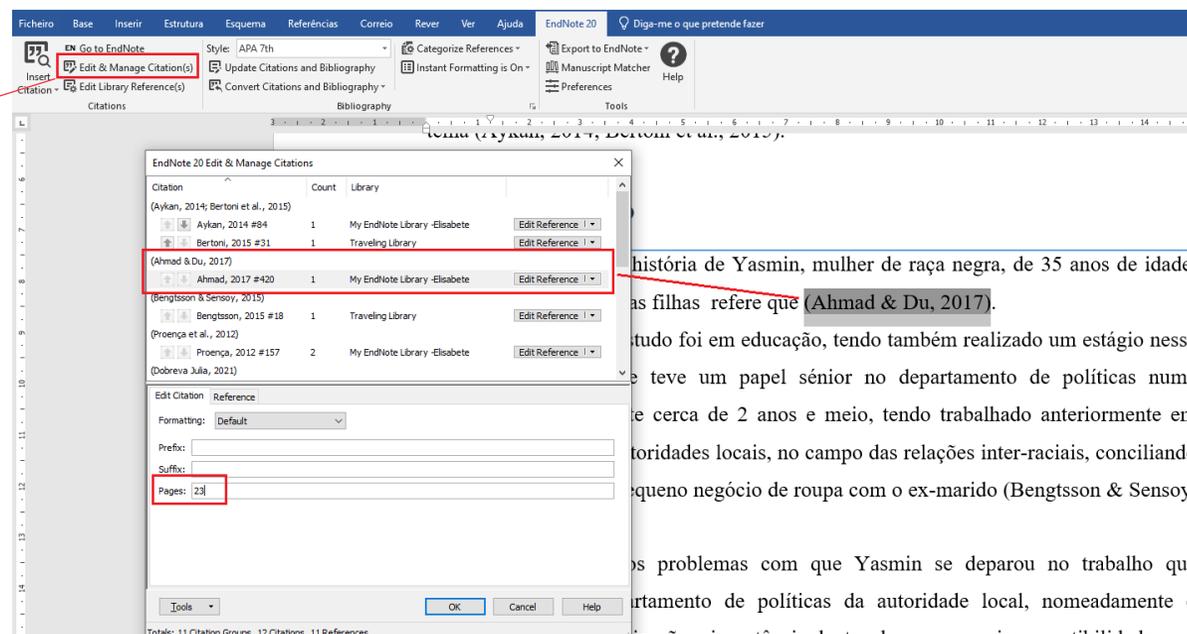
Guimarães, G. V., Santos, T. F., Fernandes, V. A., Maquilon, J. E. C., & da Silva, M. A. V. (2020). Assessment for the Social Sustainability and Equity under the Perspective of Accessibility to Jobs. *Sustainability*, 12(23). <https://doi.org/ARTN 1013210.3390/su122310132>

- The bibliography is always generated automatically at the end of the work.

WORD - INSERT AND FORMAT CITATIONS

Direct citations must be in quotation marks and insert the number of the page from which it was taken. To do so, click with right mouse button -> **Edit citation** -> **More** and fill in the **Pages** field or select Edit & Manage citation(s) in the upper menu.

 Edit & Manage Citation(s)

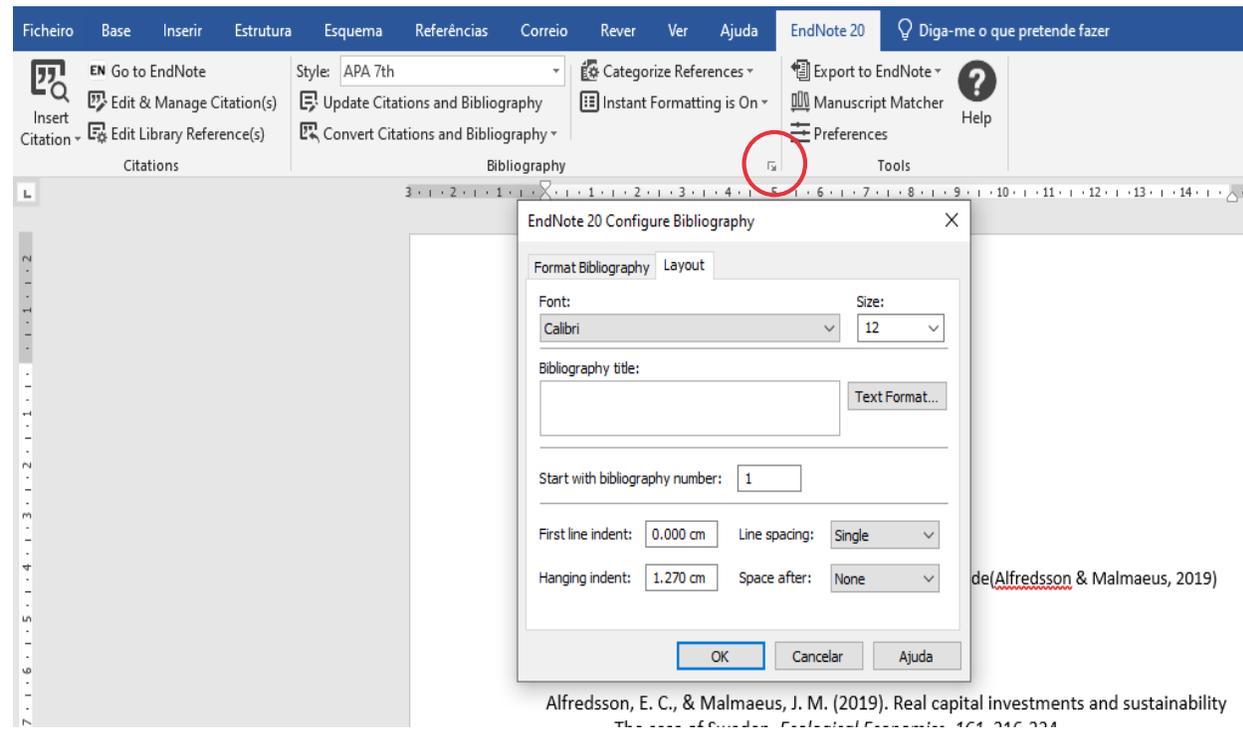


This is also where you should delete a reference or replace it with another.

história de Yasmin, mulher de raça negra, de 35 anos de idade, as filhas refere que (Ahmad & Du, 2017). tudo foi em educação, tendo também realizado um estágio nessa teve um papel sênior no departamento de políticas numa e cerca de 2 anos e meio, tendo trabalhado anteriormente em toridades locais, no campo das relações inter-raciais, conciliando equeno negócio de roupa com o ex-marido (Bengtsson & Sensoy, os problemas com que Yasmin se deparou no trabalho que artamento de políticas da autoridade local, nomeadamente o ização e incompatibilidade dentro da empresa e incompatibilidade com

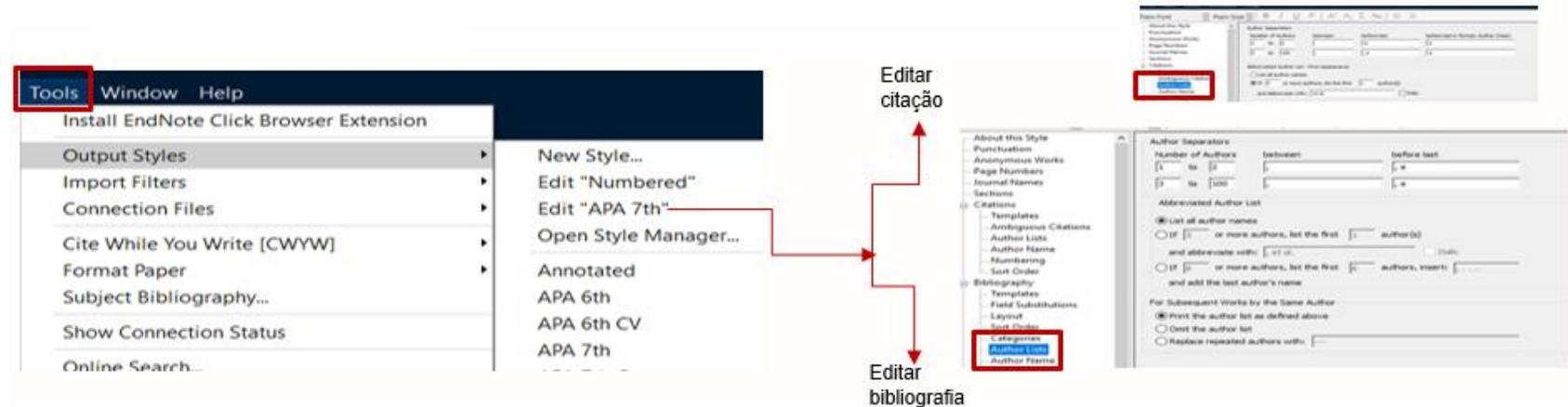
WORD - INSERT AND FORMAT CITATIONS

If you need to format the bibliography to match the rest of the text - font, size and line spacing - go to the EndNote tab on Word under **Bibliography** -» **Layout**



CHANGE A STYLE

The citations with more than one author, APA 7th Ed. style, appear as follows: (Silva & Faculdade de Economia da Universidade Porto, 2019). To adapt to Portuguese the terms used in text citations and bibliographical references, such as replacing the **&/and** by "e", go to EndNote and make the change in: **Tools -> Output styles -> Edit "APA 7th" -> Author lists**



Original citation: (Silva & Faculdade de Economia da Universidade Porto, 2019)

Edited Citation: (Silva e Faculdade de Economia da Universidade Porto, 2019)

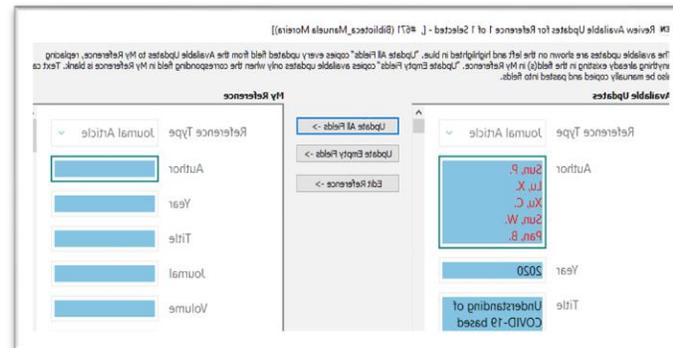
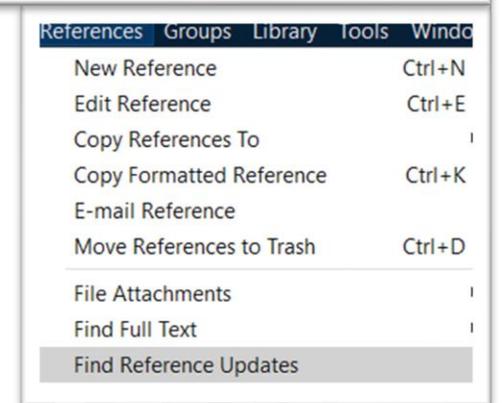
INSERT A REFERENCE THROUGH THE DOI

- Open a new reference under **References** -» **New References** or the + (plus) sign;
- Fill in the DOI in the respective field, save and close;
- Select the new reference in the library (which will appear as empty)
Go to **References** -» **Find references updates**;
- Select **Update all fields**
and the fields are all filled in automatically



DOI

• Acosta, C. R. ... 2020	Sense of Belonging, Intra-Organizational Relations and Active Participation in Communit...	ISSN	
• Aboelmagd, ... 2022	Waste nanomaterial-modified asphalt for economic and sustainable pavement constructi...	DOI	10.1002/jmv.25722



IMPORTANT NOTES

- In the author field (person author) - we must always insert the last name, first name (ex. Melo, António);
- For collective authorship the name must be followed by a comma to appear directly (Assembleia da República Portuguesa);
- For multiple authors the authors' names must be separated by a semicolon (Melo, António; Silva, Maria da Graça);
- Up to 1000 records can be exported at once from the WOS;
- It is possible to save and annotate pdf's, images, tables, etc;
- Endnote offers more than 3500 styles;

TUTORIALS | SUPPORT REQUESTS

- The Library provides on its page in "Training and Tutorials" a set of Tutorials organised by theme, which includes the Bibliographical References.

- If you have any **questions** regarding the use of EndNote the Library provides personalized support. To do so you only have to submit a **request for technical support** through Trouble tickets;

Tutorials





RUA DR. ROBERTO FRIAS • 4200-464 PORTO • PORTUGAL | T. +351 225 571 100 | GERAL@FEP.UP.PT | WWW.FEP.UP.PT