

Personalize Your EndNote Library Using Keywords

Good databases have authority control. One way to achieve this in your EndNote library is to use the keyword field. **A Keyword is a word or short phrase entered in the Keyword field to help you organize and search your library.** There are two ways to add keywords: (1) as part of a reference imported from a database usually in the form of a subject heading and/or (2) creating your own. This handout emphasizes creating your own.

Two important considerations for creating your keywords are **description** and **identification**. Descriptors describe the content of each source; identifiers help identify the source by its contextual features. To maximize the effectiveness of keywords in your EndNote library, avoid assigning more than six keywords per source.

Hints on Creating Descriptors

Descriptive keywords help you to keep track of the content of each source and are often derived from the source itself. Say you add a journal article on India's independence from Great Britain which addresses the 1947 partition of India into India and Pakistan after Britain granted the colony its independence.

The most obvious descriptors are **India** and **Pakistan** as they are the main topic of the article.

The wider theme of the article is the splitting of the two countries when Britain left, a process historians call **Partition**. Another keyword could be **Decolonization**, the process whereby the European powers surrendered their colonial empires.

Hints on Creating Identifiers

Identifiers help you further organize your EndNote library. For example, if you read a source in a particular course, you might want to list the **course name** and **instructor** as possible identifiers. You could also identify the source in ways to help you remember it. Here are some examples:

Identify a source as either **read** or **unread**.

Possible use of the source: **paper, presentation, dissertation, article**

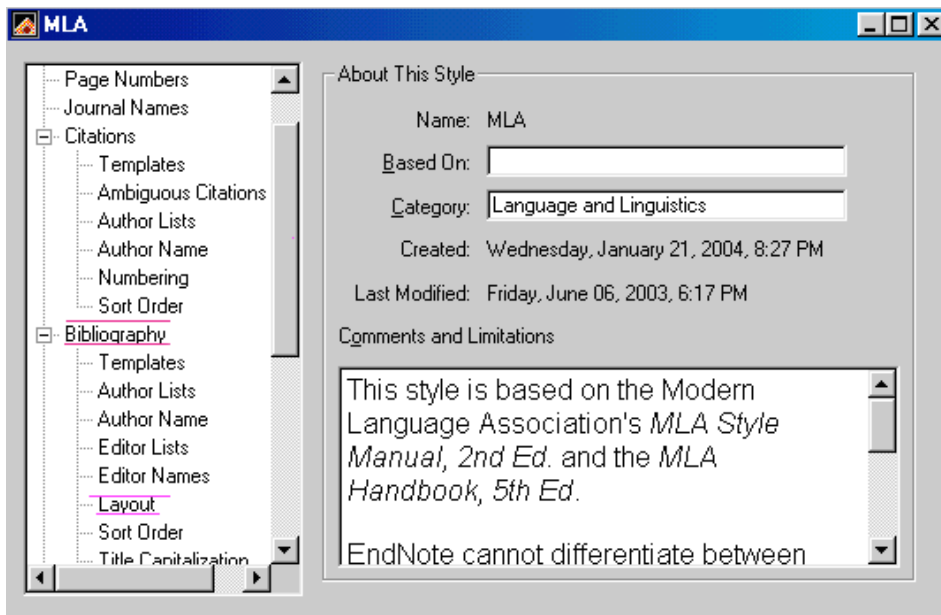
Evaluate the source: **strong methodology, weak methodology, balanced argument, biased argument**

Modifying EndNote Output Styles and Creating Customized Bibliographies

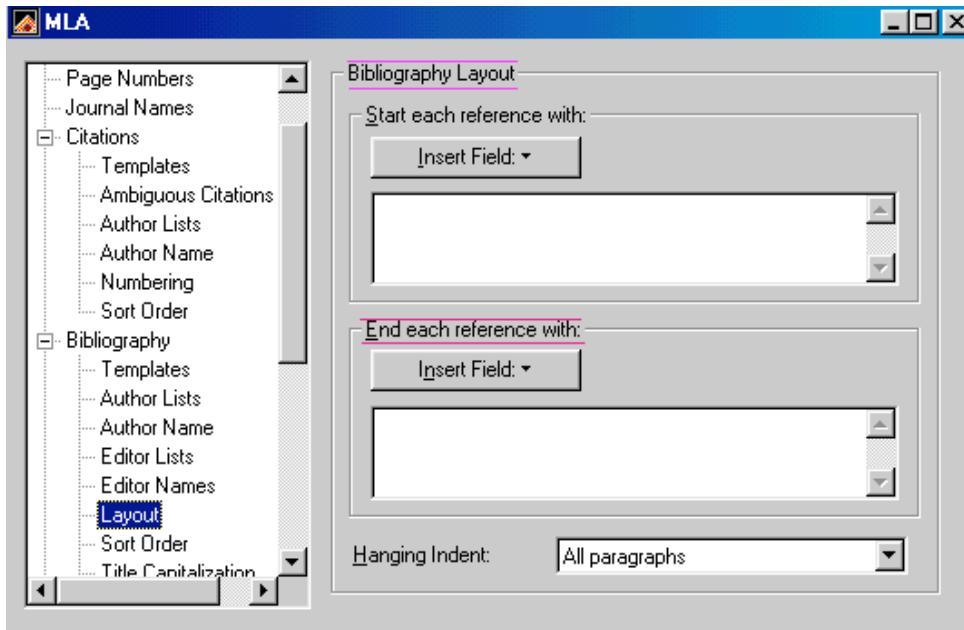
An output style is used to describe a particular method of documenting your work. You can think of output styles as “templates” that show EndNote how to arrange the information in each of your EndNote references for citations and bibliographies. Two popular examples are MLA and APA. This handout will demonstrate how to adapt an EndNote output style template so you can customize the format of your bibliography.

Modifying an Output Style to Include Annotations

1. From the **Edit** menu, choose **Output Styles** and select **Open Style Manager**
2. Select the citation style you will be using.
3. Double-click on your chosen citation style. You will see a window like this, titled with the name of your chosen citation style on the top left-hand corner. In this case, the style chosen is MLA. You can now edit the output style so it will include annotations.

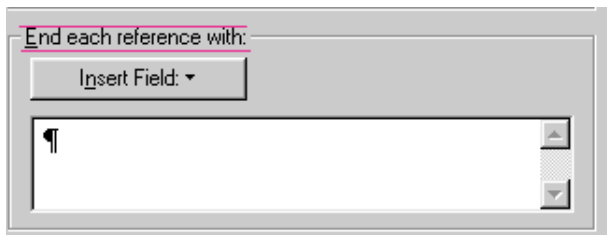


4. Click on **Layout** in the list of options under the **Bibliography** heading. You should see this window, which allows you to set the style of your bibliography:

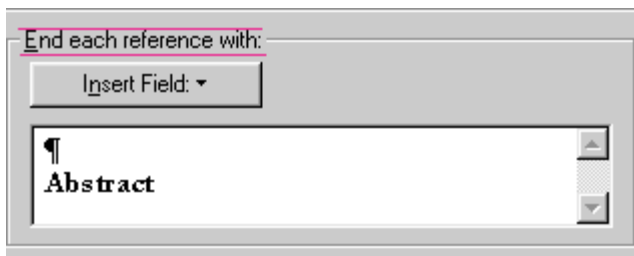


5. Click on the **Insert Field** drop-down menu below the **End Each Reference with:** heading.

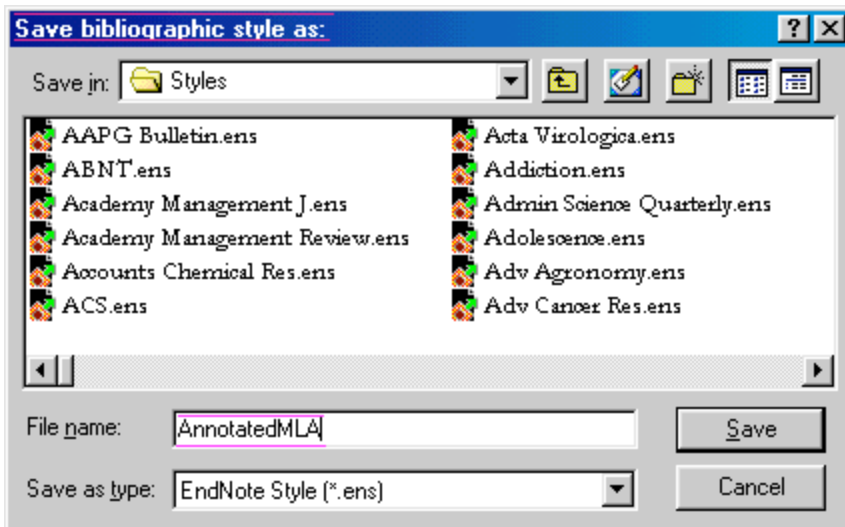
a) First choose **End of Paragraph** from the **Insert Field List**. The ¶ sign should appear:



b) Then choose **Abstract**. When we choose **Abstract**, it appears below the paragraph sign:



6. Open the **File** menu and click on **Save As**. You should see the **Save Bibliographic Style as** window below:

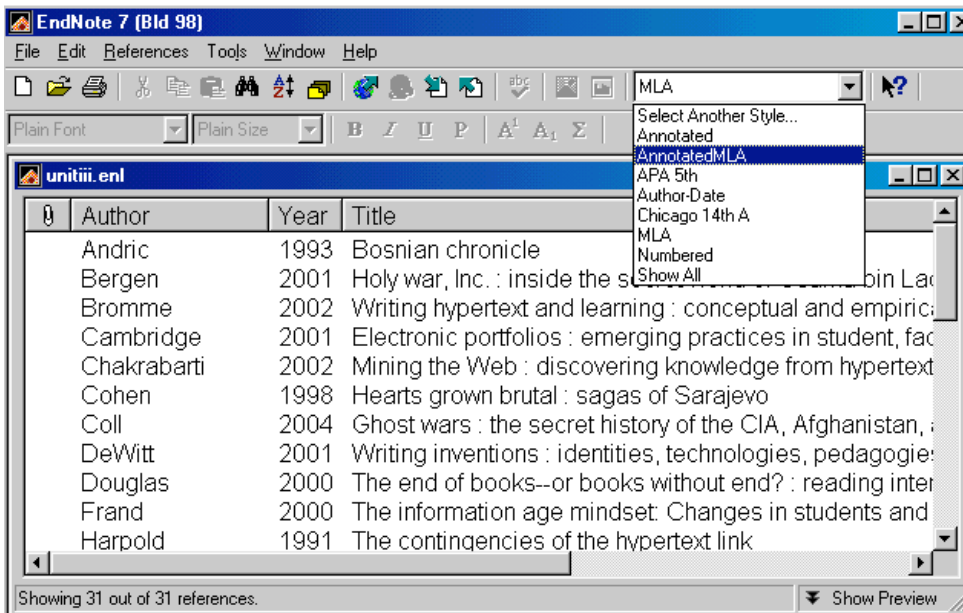


Choose a name which will help you to remember that this is your output style for Annotated Bibliographies. As we are working with the MLA style of citation, we called our new style **AnnotatedMLA.ens**.

7. Now you are ready to create your Annotated Bibliography

Create Your Annotated Bibliography

1. Open Word. Keep it open in the background as you create your annotated bibliography.
2. Return to your EndNote Library window:



3. In the drop-down **Output Styles** menu (open in the picture above) choose the Bibliographical style you have just created. We've chosen **AnnotatedMLA**, the style we created.
4. Use the **Control** key to select the references from your library to be included in your annotated bibliography
5. Still holding down the **Control** key, drag your references onto your word-processing document
6. Your annotated bibliography will appear in your Word document. Check the bibliography for any formatting and layout errors.