

**ENDNOTE**  
**PART I: MANUAL**  
**INPUT**

Information Skill Division, University of Malaya Library

# Content

- 1. Installation and Setting up your Library**
- 2. Selecting Citation Styles**
  - **Installing Citation Styles**
- 3. Input rules**
- 4. Hands-on Examples**

# What is ENDNOTE?

- **Bibliographical management software**
- **To organize bibliographic references**
- **To create a bibliography / reference list**
- **Version – EndNote 20**

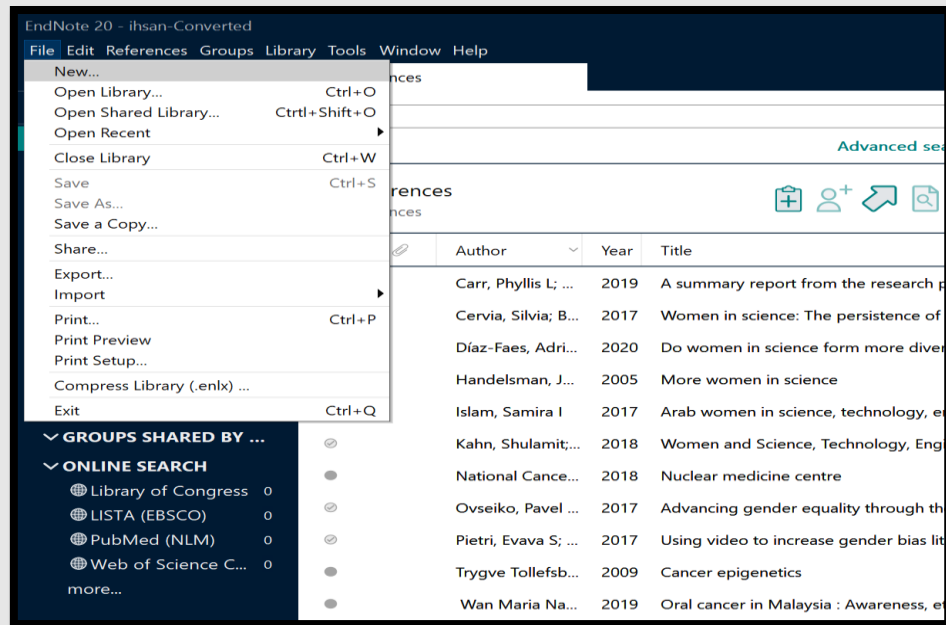
# Where to start?

- **For student : download Endnote software at <https://myum.um.edu.my/>**
- **For staff: download Endnote software at <https://portal.um.edu.my/>**  
**(refer to endnote download manual)**

# Create a new EndNote library

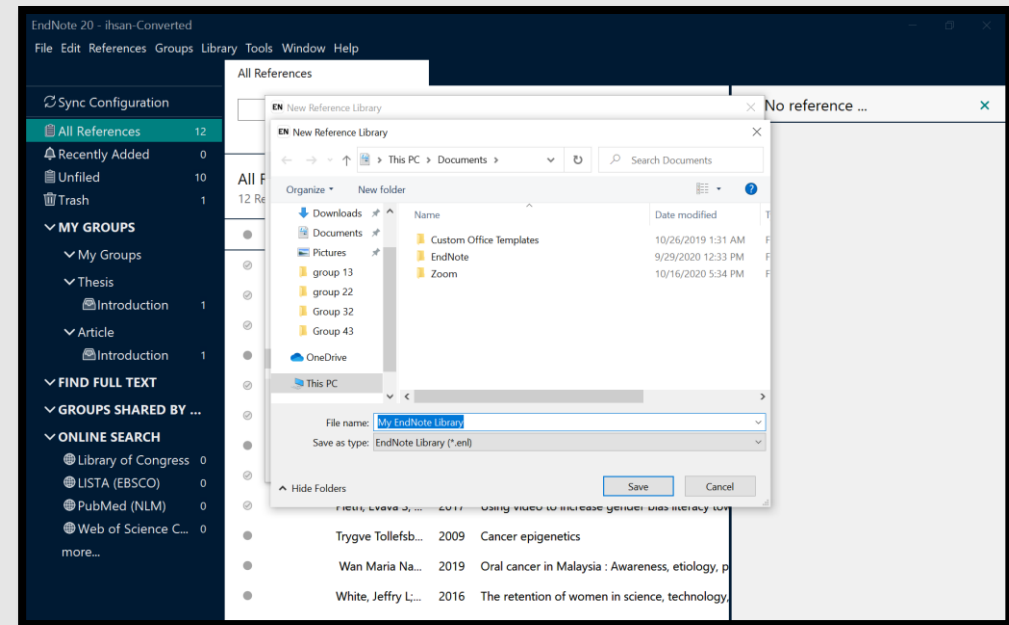
1

Click File and New



2

Name your library

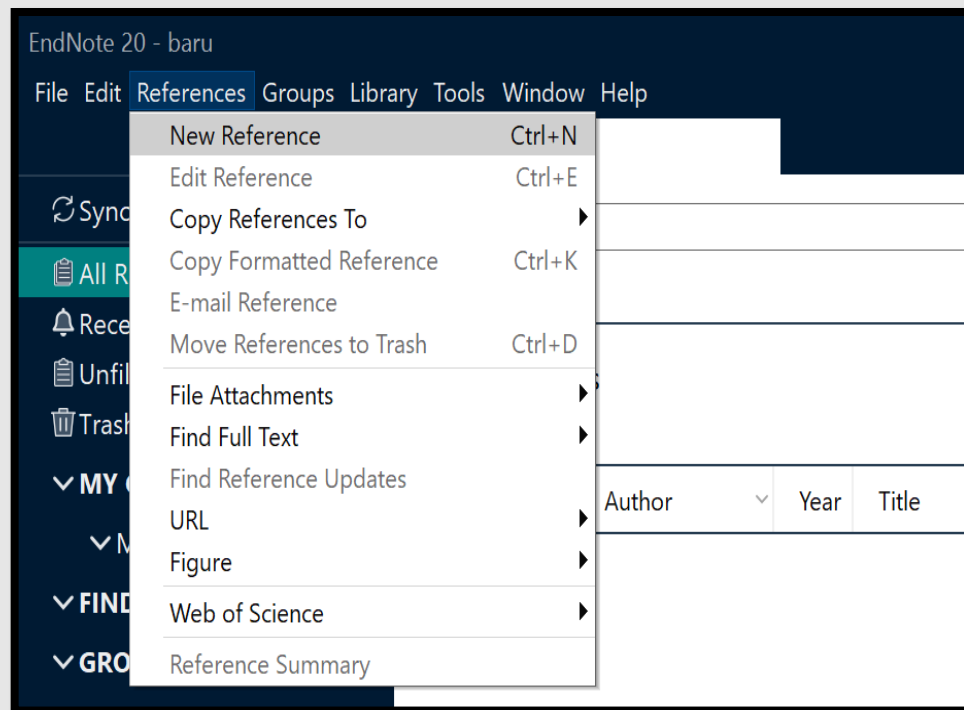


# **Input Rules**

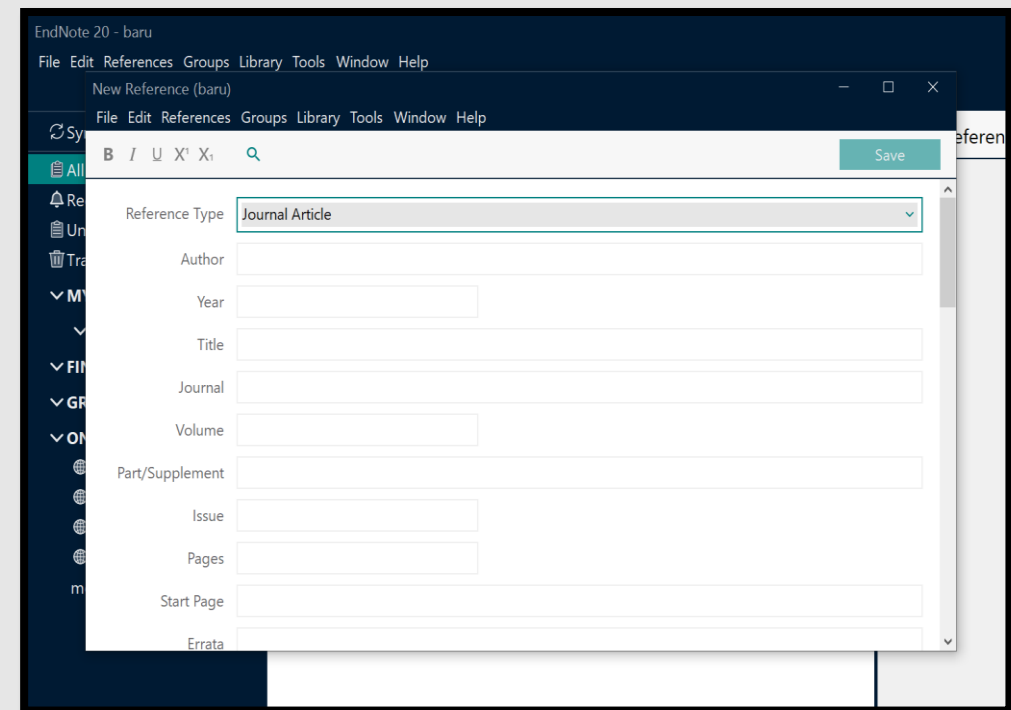
- **Authorship**
  - **Full names**
  - **English Names**
  - **Asian Names**
  - **Asian Names with English Names**
  - **Organizations/Institutions**
- **Title – Based on Citation Style**

# 1) EndNote –Input Data Manually

## 1. Click Reference and New Reference



## 2. Choose reference type





# **REFERENCES FROM PRINTED SOURCES**

# Reference Example –Journal Article

New Reference (baru)

File Edit References Groups Library Tools Window Help

**B** *I* U X<sup>1</sup> X<sub>1</sub> 🔍

Save

Reference Type

Author

Year

Title

Journal

Volume

Part/Supplement

Issue

Pages

Start Page

## Important Information:

1. Article Author
2. Publication Year
3. Article Title
4. Journal Title
5. Volume
6. Issue
7. Pagination

1

2

Click  
Save

# Choose Output style

EndNote 20 - baru  
File Edit References Groups Library Tools Window Help

Sync Configuration  
All References 1  
Recently Added 0  
Unfiled 1  
Trash 0

MY GROUPS  
My Groups

FIND FULL TEXT  
GROUPS SHARED BY ...  
ONLINE SEARCH  
Library of Congress 0  
LISTA (EBSCO) 0  
PubMed (NLM) 0  
Web of Science C... 0  
more...

All References  
Advanced search

All References  
1 Reference

	Author	Year	Title
	Micah J. Waltz; ...	2020	Identifying information literacy skills and behav

Waltz, 2020 #1 Summary Edit X

+ Attach file

Identifying information literacy skills and behaviors in the curriculum of health professions

M. J. Waltz, H. K. Mober...

Journal of the Medical L...  
Vol. ...  
Pages 4...

3

Choose output style

4

APA 7th

Copy citation

Click the arrow to see the preview output style

# Record preview – Journal Article

The screenshot displays the EndNote 20 interface. On the left is a dark sidebar with navigation options like 'All References', 'Recently Added', and 'MY GROUPS'. The main window shows a list of references with columns for Author, Year, and Title. A single reference is highlighted: 'Micah J. Waltz; ... 2020 Identifying information lit... iors in the cu...'. To the right of the list is a 'Preview APA 7th ed' button, which is highlighted with a yellow box containing the number '5' and a yellow arrow pointing to the right. Further right is a detailed preview pane for the selected record, titled 'Waltz, 2020 #1 Summary'. This pane includes an 'Attach file' button, the article title 'Identifying information literacy skills and behaviors in the curricular competencies of health professions', a citation dropdown set to 'APA 7th', and a 'Copy citation' button. Below these elements is the full citation text: 'Waltz, M. J., Moberly, H. K., & Carrigan, E. E. (2020). Identifying information literacy skills and behaviors in the curricular competencies of health professions. *Journal of the Medical Library Association*, 108(3), 463-479.'

# Reference Example - Book

References

Alberts, 2016 #2 Summary [Edit](#)

Save

Reference Type	Book
Author	David Alberts Maria Lluria-Prevatt Stephanie Kha
Year	2016
Title	Supportive cancer care
Series Editor	
Series Title	
Place Published	
Publisher	Springer

2

Click  
Save

1

Important  
Information:

1. Book Author
2. Publication Year
3. Book Title
4. Publisher

# Choose Output style

EndNote 20 - baru  
File Edit References Groups Library Tools Window Help

All References

Advanced search

All References  
2 References

	Author	Year	Title
	David Alberts; ...	2016	Supportive cancer care
	Micah J. Waltz; ...	2020	Identifying information literacy skills

Alberts, 2016 #2

+ Attach file

**Supportive cancer care**

D. Alberts, M. Lloria-Prevatt and S. ...

Publisher: Springer 2016

APA 7th

Copy citation

3

Choose output style

4

Click the arrow to see the preview output style

# Record preview – Book

The screenshot shows the EndNote 20 interface. On the left is a dark sidebar with navigation options like 'All References', 'Recently Added', and 'MY GROUPS'. The main window is titled 'All References' and contains a search bar and a table of references. A yellow callout box with the text 'Preview APA 7th ed' and a yellow arrow points to a button in the interface. A red rounded rectangle highlights the citation preview area, which includes the author 'D. Alberts, M. Lluria-Prevatt and S. Kha', the citation style 'APA 7th', and the full citation text: 'Alberts, D., Lluria-Prevatt, M., & Kha, S. (2016). *Supportive cancer care*. Springer.'

EndNote 20 - baru  
File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 2
- Recently Added 1
- Unfiled 2
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0

All References  
Advanced search

All References  
2 References

Year	Title
2016	Supp...

Preview  
APA 7<sup>th</sup> ed

5

Alberts, 2016 #2 Summary Edit

+ Attach file

Supportive cancer care

D. Alberts, M. Lluria-Prevatt and S. Kha

APA 7th Copy citation

Alberts, D., Lluria-Prevatt, M., & Kha, S. (2016). *Supportive cancer care*. Springer.

# Reference Example –Book Chapter

**2** Click Save

**1**

Important Information:

- 1.Chapter Author
2. Publication Year
3. Chapter title
4. Book editor
5. Book title
6. Publisher
7. Pages

Author	Year	Title
Allen, I Elaine; ...	2007	On...
Anderson, Terry	2008	TH...
Dass, Sarat C.; ...	2021	A...
Dhawan, Shiva...	2020	On...
Elengoe, Asita	2020	CC...
Elengoe, Asita	2020	CC...
Elengoe, Asita	2020	CC...
Elengoe, Asita ;...	2020	CC...
Foo, Lee-Peng;...	2020	TH...
Nurdin Laugu ; ...	2019	In...
Lee,Hung Liew;...	2017	In...
Malaysia,, Kem...	2016	St...

Nurul Ismawi, 2016 #3 Summary Edit PDF

Advanced search

Reference Type: Book Section

Author: Nurul Ismawi,

Year: 2016

Title: I'd love to get to know you better: Wanna go out and have a chat?

Editor: Ooi, Kok Hin  
Aish Kumar,  
Nik Mohamed Rashid Nik Zurin,

Book Title: Malaysia halal: All that you need to know

Place Published:

Publisher: Matahari Books

Volume:

Number of Volumes:

Series Volume:

Pages: 70-78

Chapter:

Save

# Choose Output style

EndNote 20 - baru  
File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 3
- Recently Added 2
- Unfiled 3
- Trash 0
- MY GROUPS
  - My Groups
- FIND FULL TEXT
- GROUPS SHARED BY ...
- ONLINE SEARCH
  - Library of Congress 0
  - LISTA (EBSCO) 0
  - PubMed (NLM) 0
  - Web of Science C... 0
  - more...

All References  
Advanced search

All References  
3 References

	Author	Year	Title
	David Alberts; ...	2016	Supportive cancer care
	Nurul Ismawi,	2016	I'd love to get to know you better : w
	Micah J. Waltz; ...	2020	Identifying information literacy skills e

Nurul Isma..., 2016 #3 Summary Edit X

+ Attach file

I'd love to get to know you better : wanna go out and have a chat?

Nurul Ismawi

In: Malaysia halal : All that you need to know  
K. H. Ooi, Aish Kumar and Nik Mohd Zuriin

Matahari Books 2016

3

Choose output style

APA 7th

Copy citation

4

Click the arrow to see the preview output style

# Record preview – Book Chapter

Advanced search

Nurul Ismawi, 2016 #3 Summary Edit PDF

+ Attach file

**I'd love to get to know you better: Wanna go out and have a chat?**

Nurul Ismawi

In: Malaysia halal: All that you need to know, edited by K. H. Ooi, Aish Kumar and Nik Mohamed Rashid Nik Zurin

Matahari Books 2016

APA 7th Insert Copy

Nurul Ismawi. (2016). I'd love to get to know you better: Wanna go out and have a chat? . In K. H. Ooi, Aish Kumar, & Nik Mohamed Rashid Nik Zurin (Eds.), *Malaysia halal: All that you need to know* (pp. 70-78). Matahari Books.

5

Preview APA 7<sup>th</sup> ed

# Reference Example –Thesis from institutional database

Reference Type	Thesis
Author	Maznida Mahadi,
Year	2019
Title	Kecerdasan emosi lelaki dalam novel-novel terpilih Anwar Ridhwan dan Haruki Murakami: Kajian perbandingan
Academic Department	
Place Published	
University	Universiti Malaya
Degree	
Document Number	
Number of Pages	
Advisor	
Date	
Thesis Type	Master's thesis

URL	<a href="http://studentsrepo.um.edu.my/11050/">http://studentsrepo.um.edu.my/11050/</a>
File Attachments	<a href="#">+ Attach file</a>
Author Address	
Figure	
Caption	
Access Date	
Translated Author	
Translated Title	
Name of Database	University of Malaya Student Repository

2

Click  
Save

1

Important Information:  
1. Thesis Author  
2. Publication Year  
3. Thesis title  
4. Name of University  
5. Thesis type  
6. URL

# Choose Output style

Click the arrow to see the preview output style

The screenshot shows a reference management interface. On the left, a list of references is displayed with columns for Author, Year, and Title. The reference by Maznida Mahadi (2019) is highlighted. A yellow callout box with the number '3' and the text 'Choose output style' points to the 'APA 7th' dropdown menu in the citation preview pane. On the right, the citation preview pane shows the citation in APA 7th style. A yellow callout box with the number '4' and the text 'Click the arrow to see the preview output style' points to a small downward arrow icon in the citation preview pane. The citation text is: Maznida Mahadi. (2019). *Kecerdasan emosi lelaki dalam novel-novel terpilih Anwar Ridhwan dan Haruki Murakami: Kajian perbandingan* [Master's thesis, Universiti Malaysia]. University of Malaya Student Repository. <http://studentsrepo.um.edu.my/11050/>

Author	Year	Title
Lee, Hung Liew; ...	2017	Intra-class variation re...
Malaysia,, Kem...	2016	Supportive cancer ca...
Maznida Maha...	2019	Kecerdasan emosi le...
Norhayati Moh...	2020	The perceptions on th...
Nurul Ismawi,	2016	I'd love to get to kno...
John D. Potter; ...	2009	Genetics of colorectal cancer
Savickas, Mark L.	1999	The transition from so...
Carsten Stahn; ...	2017	Environmental protec...
Andrei Thomas...	2010	Cancer genome and tumor microenvirom
Velavan, Thiru...	2020	The COVID-19 epidemic
Velavan, Thiru...	2020	The COVID-19 epidemic
Micah J. Waltz; ...	2020	Identifying information literacy skills and l

Choose output style

3

4

# Record preview – Thesis

Maznida Mahadi, 2019 #4 Summary Edit PDF

+ Attach file

**Kecerdasan emosi lelaki dalam novel-novel terpilih Anwar Ridhwan dan Haruki Murakami: Kajian perbandingan**

Maznida Mahadi

Universiti Malaya Master's thesis 2019

APA 7th

Insert

Copy

Maznida Mahadi. (2019). *Kecerdasan emosi lelaki dalam novel-novel terpilih Anwar Ridhwan dan Haruki Murakami: Kajian perbandingan* [Master's thesis, Universiti Malaya]. University of Malaya Student Repository. <http://studentsrepo.um.edu.my/11050/>

5

Preview  
APA 7<sup>th</sup> ed

# Reference Example – Unpublished conference paper

Lee, 2017 #5 Summary Edit PDF

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

Reference Type	Conference Paper
Author	Lee,Hung Liew Beng,Yong Lee Yin,Chai Wang
Year	2017
Title	Intra-class variation representation for on-line signature verification using wavelet and fractal analysis
Editor	
Conference Name	International Conference on Computer and Drone Applications
Conference Location	Sarawak, Malaysia
Publisher	
Volume	
Session	
Issue	
Pages	
Paper No.	
Date	
Type	Paper presentation
DOI	

2

Click  
Save

Important Information:  
1. Author of conference paper  
2. Conference Year  
3. Title of conference paper  
4. Conference Name  
5. Conference Location  
6. Ty

1

# Choose Output style

The screenshot displays a reference management application. On the left is a dark sidebar with a navigation menu. The main area is divided into two panes. The left pane, titled 'All References', shows a list of 21 references with columns for selection, attachment, and author. The right pane shows a preview of a selected reference: 'Lee, 2017 #5 Summary'. The preview includes the title 'Intra-class variation representation for on-line signature verification using wavelet analysis', authors 'H. L. Lee, Y. L. Beng and C. W. Yin', and the type 'Paper presentation International Conference on Computer and Drone Applications Malaysia 2017'. At the bottom of the preview pane, there is a dropdown menu set to 'APA 7th', an 'Insert' button, and a 'Copy' button. A small upward-pointing arrow icon is located in the bottom right corner of the preview pane.

Configuration

- References 21
- Recently Added 0
- Used 12
- Deleted 7

GROUPS

- Article journal
- Introduction 4
- Literature re... 4
- Methodology 0
- esis
- Introduction 2
- Literature R... 0
- Research M... 0

FULL TEXT

IPS SHARED B...

NE SEARCH

- Humanities Abs... 0
- Library of Cong... 0
- TA (EBSCO) 0
- bMed (NLM) 0
- ab of Science... 0

All References

Advanced search

All References  
21 References

		Author
<input checked="" type="radio"/>		Lee, Hung Liew; ...
<input type="radio"/>		Malaysia,, Kem...
<input type="radio"/>		Maznida Maha...
<input type="radio"/>	<input type="checkbox"/>	Norhayati Moh...
<input type="radio"/>		Nurul Ismawi,
<input type="radio"/>		John D. Potter; ...
<input type="radio"/>		Mark L
<input type="radio"/>		hn; ...
<input type="radio"/>		Andrei Thomas...
<input type="radio"/>		tu...
<input type="radio"/>		tu...

Lee, 2017 #5 Summary Edit PDF

+ Attach file

**Intra-class variation representation for on-line signature verification using wavelet analysis**

H. L. Lee, Y. L. Beng and C. W. Yin

Type: Paper presentation International Conference on Computer and Drone Applications Malaysia 2017

APA 7th ▼ Insert Copy

4

3

Choose output style

Click the arrow to see the preview output style

# Record preview – Unpublished Conference Paper

g Liew;...

Type: Paper presentation International Conference on Computer and Drone Applications Sarawak, Malaysia 2017

5

APA 7th

Insert

Copy

Lee, H. L., Beng, Y. L., & Yin, C. W. (2017). *Intra-class variation representation for on-line signature verification using wavelet and fractal analysis* [Paper presentation]. International Conference on Computer and Drone Applications, Sarawak, Malaysia.

Potter; ...

Mark L

Preview  
APA 7<sup>th</sup> ed

# Reference Example – Published conference paper

Author	Nurdin Laugu Djazim Rohmadi Anis Masruri Arina Faila Saufa
Year	2019
Title	Information literacy competence in connection with religiosity to maintain social cohesion among santri of Ali Maksum Islamic Boarding School, Krapyak Yogyakarta - Indonesia
Editor	Noorhidawati Abdullah,
Book Title	Revitalizing the library for the nation: Proceedings of the International Co Libraries, Information and Society
Place Published	
Publisher	Department of Library and Information Science, Faculty of Computer Science a Information Technology, University of Malaya and University of Malaya Library
Volume	
Number of Volumes	
Series Volume	
Pages	1-5

Save

Click Save

2

1

Important Information:

1. Paper Author
2. Publication Year
3. Paper title
4. Conference editor
5. Conference title
6. Publisher
7. Pages

# Choose Output style

EndNote 20 - baru  
File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 6
- Recently Added 1
- Unfiled 6
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0
- more...

All References

Advanced search

All References  
6 References

	Author	Year	Title
	David Alberts; ...	2016	Supportive cancer care
	Lee,Hung Liew;...	2017	Intra-class variation representation
	Maznida Maha...	2019	Kecerdasan emosi lelaki dalam nov...
	Nurdin Laugu, ;...	2019	Information literacy competence in
	Nurul Ismawi,	2016	I'd love to get to know you better :
	Micah J. Waltz; ...	2020	Identifying information literacy skills

Nurdin Laugu, 2019 #6 Summary Edit X

+ Attach file

**Information literacy competence in connection with religiosity to maintain social cohesion among santri Ali Maksum Islamic Boarding School, Krapyak Yogyakarta - Indonesia**

Nurdin Laugu, Djazim Rohmadi, Anis Faila Saufa

In: Revitalizing the library for the nation: the International Conference on Library and Information Society edited by N. Abdullah

Department of Library and Information Science, Faculty of Computer Science and Information Systems, University of Malaya and University of Malaya

APA 7th Copy citation

3 Choose output style

4 Click the arrow to see the preview output style

# Record preview – Published Conference Paper

+ Attach file

**Information literacy competence in connection with religiosity to maintain social cohesion among santri of Ali Maksum Islamic Boarding School, Krapyak Yogyakarta - Indonesia**

N. Laugu, D. Rohmadi, A. Masruri and A. F. Saufa

In: Revitalizing the library for the nation: Proceedings of the International Conference on Libraries, Information and Society edited by Noorhidawati Abdullah

APA 7th

Insert

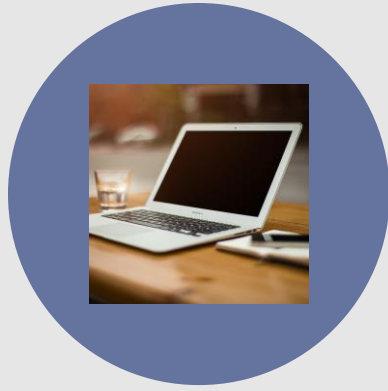
Copy

Laugu, N., Rohmadi, D., Masruri, A., & Saufa, A. F. (2019). Information literacy competence in connection with religiosity to maintain social cohesion among santri of Ali Maksum Islamic Boarding School, Krapyak Yogyakarta - Indonesia. In Noorhidawati Abdullah (Ed.), *Revitalizing the library for the nation: Proceedings of the International Conference on Libraries, Information and Society* (pp. 1-5). Department of Library and Information Science, Faculty of Computer Science and Information Technology, University of Malaya and University of Malaya Library.

5

Preview  
APA 7<sup>th</sup> ed

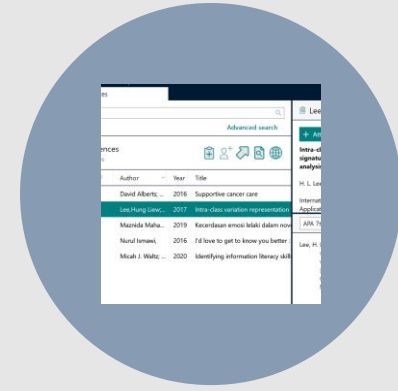
# HANDS-ON....



INSTALL ENDNOTE



FIND RESOURCES



INPUT IN  
ENDNOTE