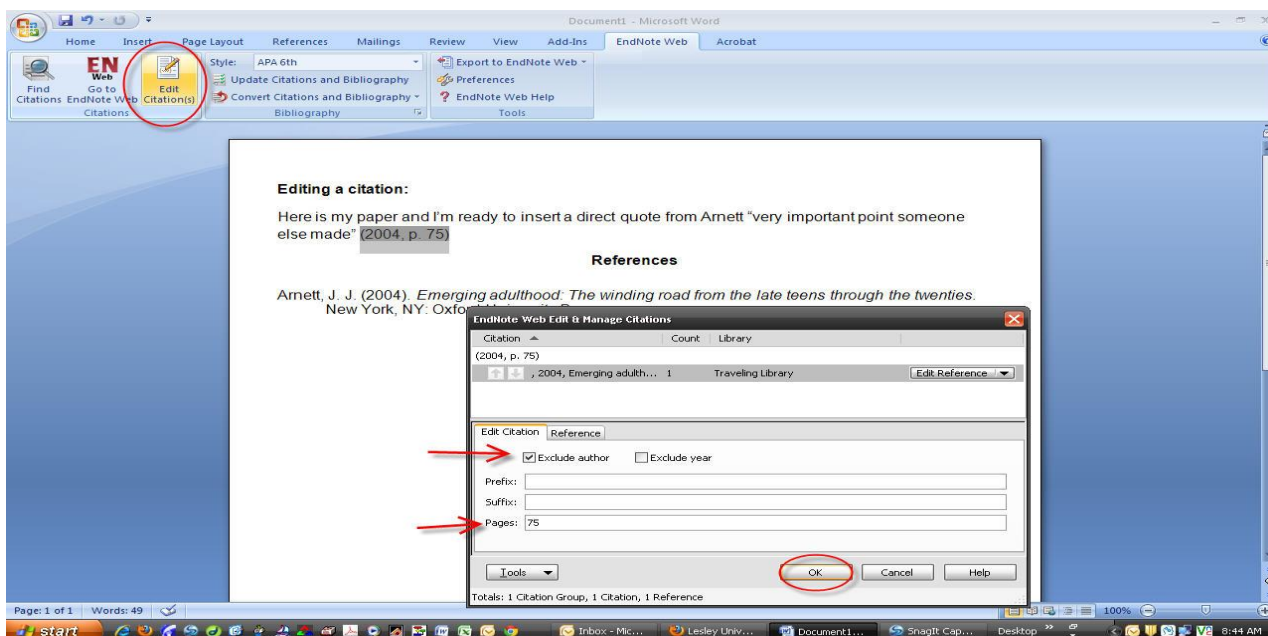


## Endnote Online Tips & Tricks

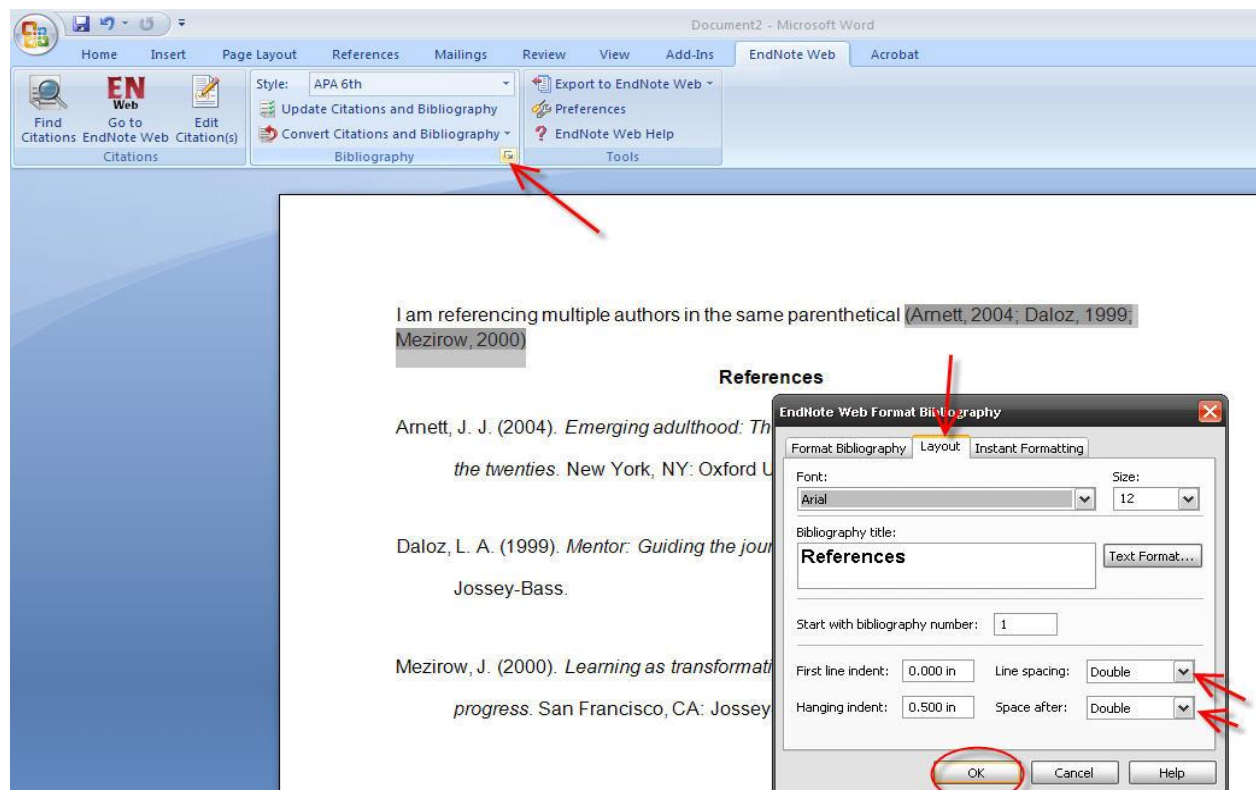
### 1. Adding a Page Number to a Parenthetical & Removing the Author and/or Year



**Mac Toolbar:** Click “Edit & Manage Citation(s)”

### 2. Choose the Line Spacing for your Reference List

Note: Endnote defaults to single spacing; you must set the line spacing once per paper.



**Mac Toolbar:** Click “Configure Bibliography”

3. Entering Books from an online catalog (ex: FLO Catalog, Library of Congress, etc.)

## Choose the Online Search option under the Collect tab

The screenshot shows the ENDNOTE software interface. The 'Collect' tab is selected in the top navigation bar. Below it, the 'Online Search' option is highlighted in the sub-navigation bar. A green arrow points to the 'Collect' tab. A red callout box contains the following instructions:

1. Choose the Collect tab
2. Choose Online Search
3. Select Lesley U from the dropdown list

The 'Online Search' section is titled 'Step 1' and includes the instruction 'Select database or library catalog connection.' A dropdown menu is open, showing a list of library catalogs: Fenway Libs Online, Lesley U, Library of Congress, Natl Lib of Medicine, and New York PL. A red arrow points from the callout box to the 'Lesley U' option in the dropdown menu.

## Fill out the Search Form

The screenshot shows the ENDNOTE software interface with the 'Online Search' form. The 'Collect' tab is selected. The 'Online Search' section is titled 'Step 2 of 3: Connecting to Lesley University : Library Catalog'. The form contains the following search criteria:

Search Term	Field	Operator
brookfield	Author	And
critical thinking	Title	And
	Any Field	And
	Any Field	

Below the search criteria, there are two radio buttons: 'retrieve all records' (selected) and 'select a range of records to retrieve'. A yellow 'Search' button is at the bottom left. A blue arrow points to the 'Search' button with the instruction '2. Click search'. A red callout box contains the following instructions:

1. Fill out the search box with the book information.

In this example I used the author's last name and a couple of words from the title.

Choose the item from the result list.

### Note:

As with journal entries, remember to check over the reference and clean up any capitalization, spacing issues, etc.

Does the book have an author or an editor? If editor, make certain the Reference Type says "Edited Book".

4. If something doesn't look the way you want it to, just play around with the Reference Type and fields until it looks correct! (Example 34 from the APA manual)

This Electronic Book wasn't displaying quite the way APA format requires. My solution was to choose Generic as the Reference Type. I put most of the information into the Title & URL fields and did the italicizing myself. In the Text and Reference list, this displays properly as:

(McDaniel & Miskel, 2002)

## References

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf>

**My References** | Collect | Organize | Format | Options | Connect<sup>Beta</sup> | Administrator Tools

**Quick Search**  
Search for \_\_\_\_\_  
in All My References  
Search

**My References**  
All My References (234)  
[Unfiled] (2)  
Quick List (0)  
Trash (0)  
▼ My Groups  
AL Semester 1 Readings (45)  
AL Semester 2 Readings (23)  
AL Semester 3 Readings (10)  
AL Semester 4 Readings (13)  
Annotated Bib (3)  
Audrey Dentith (8)  
Dance and Trauma (2)  
Dissertation example (1)  
Dramatherapy (14)  
Ebrary Book (1)  
EL EAGSR 8102 (Ciesluk) (16)  
EL EAGSR 8108 (Naso) (18)  
EL EAGSR 8109 (Naso) (23)  
ERIC document (1)  
Film (2)  
Julia additional readings (11)  
Kellogg (1)  
MLA Test (5)  
Radwa (4)  
Report (2)  
Sal's Sem 3 Qualitative Readings (24)

**View Reference**  
1. I chose **Generic** for the Reference Type.  
Go to URL  
Record 1 of 1  
Return to List  
Copy to Quick List  
Delete  
Add to group shared by others...

**Bibliographic Fields:**  
Reference Type: Generic  
Author: McDaniel, Julie E.; Miskel, Cecil G.  
Title: *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025).  
Year: 2002  
2. I put the (Report Number) into the title field. I added *italics* only on the report title, left the Report Number plain/unitalicized and put a period at the end.  
Check for Full-Text  
Show Empty Fields

**Optional Fields:**  
URL: University of Michigan, Center for Improvement of Early Reading Achievement website: <http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf>  
3. I filled in the Author & Year fields as usual.  
4. I added the rest of the retrieval/publishing information into the URL field.  
Added to Library: 24 Feb 2015  
Last Updated: 27 Feb 2015  
Groups: Sample