

TAKEAWAY TEACHING

TEACHING PLAN: CITATION MANAGEMENT IN ENDNOTE

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ELEMENT 1

- **HOW DO I MANAGE MY CITATIONS?**
  - 1 activity
  - 1 handout

INTRODUCTION

The purpose of **citation management** is to teach the students how to set up EndNote and start using the program, which will help them manage their assignment citations correctly.

A citation management program can do two things for the students:

1) It can serve as their own library of the literature they have read (including notes); and which they can refer to in a reference list in their assignment.

2) It can also be a tool embedded in their word processing program which automatically creates references and the final bibliography in accordance with the rules of their discipline.

In both cases, the use of such a program will save students much time and much annoyance during their studies.

ELEMENT 1: HOW DO I MANAGE MY CITATIONS?		
Learning objectives	The objectives of this element are that: • the students learn what a citation management program can be used for; • the students acquire skills and confidence in downloading, managing and using citations correctly; • the students test EndNote as a concrete citation management program.	
Duration	This element contains **1 activity**. Set aside approx. 90 minutes.	
Handouts	This element contains **1 handout**. ▪ **Handout 1:** EndNote – Download, installation and useful advice	
ACTIVITIES	**DESCRIPTION OF ACTIVITIES**	**IMPORTANT POINTS FOR THE TEACHER**
Activity 1 **Approx. 90 minutes**	**Individual work** 1. Download the most recent version of EndNote from the library's website. Unpack and install the program by following the guide in handout 1 "EndNote – Download, installation and useful advice". 2. Find a couple of citations in the Royal Danish Library's catalogue; bibliotek.dk and a bibliographical database of your own choice (you may browse the library's Subject Guides to find one). Choose citations related to your own field of study. 3. Check the posts found in EndNote and correct any spelling mistakes etc. 4. Create a folder (Group) and save the citations in this.	AU has taken out a license for the citation management program EndNote. At least two other fine free programs are also available: Zotero and Mendeley. All three programs are fully usable for staff and students at AU. However, the library has decided to teach and provide guidance for the program for which AU has taken out a license: EndNote Several different programs are available, including free programs such as Zotero and Mendeley. However, the library recommends that staff and students use a program AU subscribes to: EndNote.

	5. Open Word and open the “EndNote X9” tab. Choose “Insert citation” and select one of your imported posts. You may repeat this a couple of times; then note how the final bibliography is being automatically updated. 6. Click “Style” in the drop-down menu and change the output style of the citation. 7. Mark the reference and click “Edit & Manage Citations”. Add a precise page number under “Pages”.	The program must be downloaded when on campus. After it has been installed, staff and students are free to use the program, even outside of the university premises. Take a closer look at this page, where you will also find the link **Download EndNote** in the right margin: http://library.au.dk/en/manage-your-sources/