
ACADEMIC ENDNOTE
Skills

Day 1

Session 1: Referencing

- Key referencing terminology
- Why you need to cite and reference
- What elements you need to include in a citation
- Different ways to present citations in your work
- Where to get additional help
- Referencing formats and academic journals

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Session 2: EndNote Desktop

1.Downloading EndNote Desktop
2.Creating a Library
3.The Reference Library
4.Manually adding references
5.Preview your references
6.Editing references
7.Adding attachments to references
8.Deleting references
9.Removing duplicate references
10.Reordering the library
11.Grouping your references
12.Searching your EndNote Library
13.Getting references from databases

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Session 3: Using EndNote and Word

1.Inserting a citation
2.Setting the referencing style
3.Deleting citations
4.Excluding parts of citation
5.Including page numbers in a reference
6.Editing citation/bibliography
7.Submitting documents electronically

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RESEARCH EXCELLENCE TRAINING ACADEMY

Day 2

Session 4: EndNote Online

1.Setting up an EndNote Online Account
2.The Reference Library
3.Organising your library

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Session 5: EndNote Online

1.Getting References from Databases
2.Capturing information from a website

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Session 6: Harvard style with EndNote

1.Harvard style with EndNote Desktop
2.Harvard style with EndNote Online

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