RS1
Referencing &
using EndNote
By the end of the session...

- You will understand what referencing is and why you need to use references in your RS1 project.
- You will know what EndNote Desktop is and will have created an EndNote Desktop Library on your M: Drive in which to store references.
- You will have exported references from a database into your EndNote Desktop Library.
- You will have added in-text citations and created a reference list in a Word document using ‘Cite While You Write’.
What is referencing?

• Referencing, also called citing, means that whenever you use another author’s work/thoughts/ideas in your own work, you should acknowledge that you have done so.

• Referencing is a key element of academic writing:
  • Recognising the work of others
  • Building on the work of others

• It demonstrates a good level of scholarship, showing the extent of your research and how you have incorporated and synthesized this in your work.
When should you reference?

- References must be provided whenever you use someone else's opinions, theories or data to avoid committing plagiarism. A reference is required if you:
  - **paraphrase** (use someone else's ideas in your own words)
  - **summarise** (use a brief account of someone else's ideas)
  - **quote** (use someone else's exact words)
  - **copy** (use someone else's figures, tables or structure)
Citations and References

• **Citations** are placed in the text wherever you have used someone else’s information.

• **References** are added at the end of your text in a reference list.

• **References** contain enough details of the work you have consulted to enable the reader to find it quickly and easily.
Benefits of citing/referencing

- Adds weight to your discussions and arguments.
- References show you have taken the time to research a topic thoroughly.
- References show you have evaluated and incorporated the work of experts in the field.
- Protect yourself from plagiarism.
- It allows the reader to identify your sources and verify your data.
What is plagiarism? (what happens if you don’t reference?)

- The act of presenting someone else’s work or ideas as your own:
  - using words more or less as they have been originally.
  - using people’s ideas/theories without saying whose ideas they were.
  - paraphrasing without stating where it has come from.

- It is **theft** of intellectual property.

- It is taken very seriously - plagiarised work is usually disqualified.
Referencing styles

- These include ‘general’ styles such as Vancouver and Harvard.
- And journal-specific styles – there are 1,000s of these.
- So when you are researching a topic you will see some variation in how sources are referenced.
The Library supports the use of Vancouver-NIH

https://libguides.liverpool.ac.uk/referencing/vancouver
What information is included in a reference?

- The reference must include enough information to identify it.
- The important question to ask yourself: could somebody else find this source from the information I have given?
- The Vancouver-NIH referencing guide details what is required, with many examples. Available through the Referencing Library Guide https://libguides.liverpool.ac.uk/referencing/vancouver.
Access referencing support through the Referencing Library Guide

Introduction to Referencing

Why?
- To show where your information came from
- To allow your reader to identify your sources and verify your data
- To show the extent of your research
- To strengthen your academic argument
- To avoid plagiarism

When?
- Quote using someone else's exact words
- Paraphrase or summarise what they said
- Use their idea
- Use an image or diagram

What?
- Books
- Journal articles
- Web sites
- Reports
- Anything you have referred to in your academic work
Using EndNote to manage your references

• With EndNote you can:

  • Collect, organise and manage references to articles, books and other literature; it allows you to keep track of everything you’ve consulted.

  • Create in-text citations and a reference list in your Word document
Adding citations and references to a Word document

• If you are using Word to write up your work, EndNote Desktop enables you to insert citations in the text and create a reference list at the end of your text.

• You can format your bibliography to the style that you need e.g. Vancouver-NIH.

• EndNote Desktop uses ‘Cite while you write’ and the EndNote tab in Word.

• See the EndNote Desktop Guide for step-by-step instructions: https://libguides.liverpool.ac.uk/referencing/endnote
Off-campus access

• It is possible to download EndNote Desktop onto your own PC or laptop. Download available from the CSD software downloads service: https://ulp.onthehub.com
Don’t worry if it doesn’t click straight away!

- Refer to the Vancouver-NIH Referencing Guide
- Refer to the EndNote support documents on the Referencing Library Guide
- Attend one of the drop-ins at the Library
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