Intensive Course for MMed/Msc/PhD USM
December 2014

Referencing and Cite While You Write (CWYW)

EndNote

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What is a “reference”?

- An acknowledgement that you have referred to (cited) information from (published) sources in your own work.

- In other words, a recognition that you have borrowed other people’s work, ideas or opinions.
Reference: When to?

- when arrive at a particular theory, argument or viewpoint
- citing statistics, examples, case studies
- describing using an idea or material (methodology) which is directly based on the work of another writer
- closely summarising a passage from another writer (paraphrasing)
- “direct quotations” - quoting the exact words of another writer (use sparingly!)
Reference: How to?

Various systems but TWO generic terms:

- **Harvard system** (Author/Date)
  - a generic term for any style which contains parenthetical **author-date (year)** citations (in-text references) in the body/text of the document
  - the references are listed in alphabetical order by author surname

- **Vancouver** (numbered)
  - a generic term for a style of referencing widely used in the journal of health sciences, using **a numbered reference list**.
  - references in the text are numbered in parenthesis or superscript
  - the references are listed in numbered order
Harvard-styles of referencing

(Extracted from Anita et al, 2007)

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them (Heath et al., 1999). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections (Skov et al., 1996). Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia (Guthrie et al., 2000).

REFERENCES


Citation

(in-text reference)

“Reference list or Bibliography” at the end of the document
HIV seropositivity and a history of AIDS have been associated with being in a cluster in previous studies from the United States. The results of our univariate analysis indicated that HIV seropositivity was associated with clustering, but this association was not found after adjustment in the multivariate analysis. Injection drug use was a strong

Citation
(in-text reference)

“Reference list or Bibliography” at the end of the document

Eduardo et al. from CMAJ 2002;167(4):349-52
Harvard-referencing system

- **Author-date:**
  - primarily used in the sciences and social sciences, and recommended by the American Psychological Association (APA);
  - *recommended in thesis/dissertation write up in USM*

- **Author-title or author-page:**
  - primarily used in the arts and the humanities, and recommended by the Modern Language Association (MLA).
Format bibliography using Harvard styles in USM’s thesis/dissertation

- Candidates can refer guidelines on writing references and bibliography for thesis submission from IPS website:
  - A Guide to the preparation submission and examination of Thesis (Writing style; page 8 – 10)
- Many referencing styles are acceptable but the **Author-Date styles** is preferred, e.g APA-6th format.
- You may refer your school/program for specific styles, as long as it is **consistent** throughout the thesis.
Harvard USM-version style

- An edited and commonly used styles for referencing in thesis writing, especially in PPSP’s programs, is the “Harvard USM-versions”, based on the APA-format.

These versions (Harvard USM Ver2013 or older version 2010) are not available in the original Endnote package, thus must be installed into the “Styles” folder of Endnote X7 program in your computer (C-drive).
Harvard-USM Ver 2013 style

This reference output style is the updated version created by Assoc. Prof. Dr Wan Mohd Zahiruddin. It is primarily based on the "Harvard/Author-date" reference styles or APA- systems as to comply with the USM IPS guidelines.

This version adds few common styles for "Conference proceedings". Conference paper", "Report", "Computer Program", "Thesis" and "Unpublished work (students' dissertation/thesis)" and also modifies the style of bibliography templates for "online/website or electronic sources" and "Book, Edited Book or Book Section/Chapter" from the earlier version. A right punctuation (semicolon ;) is put in for in text citations between authors.

Any suggestions and updates are most welcomed.

Thanks.

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Reference: Where to cite?

- Acknowledge others’ work at the point it appears or is discussed in your text
  - Place your citation where you feel it should naturally occur within a sentence.
  - It may follow a phrase/idea or appear at the end of a sentence or paragraph.
  - If not in a sentence, commonly before the full stop.
  - If part of the sentence, place it appropriately as “Smith (2013) described that…..”
Citing the reference in text

For two authors:
- Cite authors’ names in the order in which they appear on the article.
  - authors' names form part of the sentence use 'and'
    - Zahiruddin and Naing (2002) described that……..
  - authors' names are NOT part of the sentence, should be contained within brackets use ‘and or &'
    - …… higher risk of infection (Zahiruddin & Naing, 2002).

More than two authors (…..the numbers of authors depend on the chosen reference styles):
- In text, shows only the name of the first listed author followed by 'et al.' in italic. E.g ……..(Wilson et al., 1997) or Wilson et al. (1997)…..
- All the authors' names must be listed in the reference as they appear on the article using '&’ for the last author
Citing a same author with two documents in the same year

- These are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the brackets:-
  - the letters after the date will determine the order in your list of references e.g. ‘Johnson (1994a)’ would be listed before ‘Johnson (1994b)’.

When more than one reference is cited

- The sequence of citations should be by chronological and separated by semi-colons (;)
- ........as reported in many other studies (Smith, 1999; Jones et al., 2001; Turner & William, 2006).
If no author is given?

- Avoid using “Anonymous”
- You can attribute authorship to an organization or corporation instead of an individual/personal author
  - WHO (2013).......

- If still no author for a journal, book, web page or other articles, the title will substitute the author’s place:
  - Cite in text the first few words of the article title and the year. Use double quotation marks around the title or abbreviated title: ("New Child Vaccine," 2001).
  - In the reference list:
Personal communications (letter, talk, emails, interviews, lectures, etc.):

- Should not be included in the reference list
- Cite personal communications in the text only
  - According to Professor Reiss, many designers do not understand the needs of disabled people (personal communication, 18 April 1997).
Referencing journal articles

1. **Author:** Anita, S., Zahiruddin, W. M., Sa'iah, A., Rahimah, M. A. and Sha'ari, B. N
2. **Year of publication:** 2007
3. **Title of article:** HIV/AIDS knowledge, attitudes and risk behaviours among Orang Asli in Peninsular Malaysia
4. **Title of journal:** Med J Malaysia
5. **Volume number:** 62
   **Issue number (if present):** 3
6. **Page number(s):** 227 - 233

Referencing books

1. Author(s): Fletcher, R., Fletcher, S. and Wagner, E.
2. Year of Publication: 1998
3. Title: Clinical epidemiology, the essentials
5. Place of publication: Baltimore, USA
6. Publisher: Williams and Wilkins

Referencing book chapter

1. Author(s):  Norsa’adah, B. & Nik Rosmawati, N. H.
2. Year of Publication : 1998
3. Title of contribution : Non-parametric tests
4. Author/editor of publication: Nik Rosmawati, N. H., Mohd Ismail, I. and Rohana, A. J.
5. Book title : Statistics Made Easy. Basic Statistical Steps in Medical & Health Research
6. Place of publication : Baltimore, USA
7. Publisher : Williams and Wilkins
8. Pages : 95-116

Referencing a webpage

1. **Author/editor/organisation**: Loney PL, Chambers LW, Bennett KJ, Roberts JG, Stratford PW
2. **Year written (or last updated)**: 2004
3. **Title**: Critical Appraisal of the Health Research Literature Prevalence or Incidence of a Health Problem
4. **URL**: http://www.phac-aspc.gc.ca/
5. **Date you accessed/retrieved it**: 17 March 2009


*For future reference, print and keep a copy of the website*
Referencing online article/materials

- Online articles follow the same guidelines for printed articles, including journal.
- In addition to the above, you should note the DOI (Digital Object Identifier) if one exists. If does not, add the web address (URL) to substitute the DOI.


*For future reference, print and keep a copy of the article*
Cite While You Write™ (CWYW) in EndNote

- Use CWYW™ to easily and quickly cite references, figures, and tables, and create a paper with properly formatted citations, a bibliography, figures, and tables.

- EndNote comes with more than 4,000 predefined bibliographic styles for the leading journals. Each style can be modified, or you can create new styles.

- Authors are encouraged to use EndNote built-in Word templates to guide them through the manuscript requirements of publishers.
Cite While You Write (CWYW)

- CWYW gives you access to Endnote references and formatting commands through a Endnote submenu on Word’s Tool menu.
  - It helps **insert (cite) references** into the word document
  - Its commands enable EndNote to do bibliographic formatting to the document that is currently open in Word.
  - It also embeds the references in the word document as “travelling library”
Checking compatibility

Accessing Endnote X7 through “menu toolbar” in MS Word

Accessing MS Word through “Tools” from CWYW menu of Endnote X7.
Inserting citations in MS Word

- From Endnote program:
  - In the Tools menu, go to “Cite While You Write”, and then click Insert Selected Citation(s).

- Word 2007, 2010 and 2013:
  - On the EndNote tab, click the Insert Citation icon
Basic instructions in CWYW

1. Open Endnote library with relevant references you wish to cite.
2. Open the Microsoft Word document of your write up.
3. When you ready to cite a reference, **position the cursor EXACTLY** to where you want to put the citation in the text. If not in the sentence, put it **before the full stop**.

```
Introduction

According to the World Health Organization (WHO), one third of the world’s population is already infected with *M. tuberculosis* which causing about three million deaths each year. The Human Immunodeficiency Virus (HIV) pandemic is also increasing rapidly in many communities worldwide; more than 40 million people are currently infected with three million reported AIDS by year 2003.
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Introduction

According to the World Health Organization (WHO), one third of the world’s population is already infected with *M. tuberculosis* which causing about three million deaths each year (1). The Human Immunodeficiency Virus (HIV) pandemic is also increasing rapidly in many communities worldwide; more than 40 million people are currently infected with three million reported AIDS by year 2003.

References

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them. Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections. Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.

Ref.1: Heath et al, 1999
Ref.2: Skov et al, 1996
Ref.3: Guthrie et al, 2000
Method 1:
Pre-locate the cursor in Word, then select the reference(s) from EndNote to be inserted by highlighting it (them), then click “Insert Citation”
Method 2: Insert pre-selected citations from Endnote library into the Word document

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them(1). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections. Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.

REFERENCES

Method 3: Find the citation using “Find citation” menu

(Extracted from Anita et al, 2007)

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them (Heath et al., 1999). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections (Skov et al., 1996). Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.

To insert (Guthrie et al, 2000)

**REFERENCES**


<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fauziah</td>
<td>2003</td>
<td>HIV-associated risk behaviour among...</td>
</tr>
<tr>
<td>Freeman</td>
<td>1994</td>
<td>Health promotion for Aboriginal comm...</td>
</tr>
<tr>
<td>Guthrie</td>
<td>2000</td>
<td>HIV and AIDS in aboriginal and Torre...</td>
</tr>
<tr>
<td>Heath</td>
<td>1999</td>
<td>HIV-associated risk factors among y...</td>
</tr>
</tbody>
</table>
Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them (1). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections(2). Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia(3).

REFERENCES

Inserting multiple references

- Just select the relevant references (may use Ctrl key to select) then insert them into the required location in the Word document.

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Majumdar, B. B.; Chambers, ...</td>
<td>2004</td>
<td>Community-based, culturally sensitive HIV/AIDS ...</td>
</tr>
<tr>
<td>Bowden, F. J.</td>
<td>2005</td>
<td>Controlling HIV in Indigenous Australians. We kn...</td>
</tr>
<tr>
<td>Maticka-Tyndale, E.; Brouiller...</td>
<td>2006</td>
<td>The effectiveness of community interventions t...</td>
</tr>
<tr>
<td>Ibrahim, N.; Rampal, L.; Jamil ...</td>
<td>2012</td>
<td>Effectiveness of peer-led education on knowled...</td>
</tr>
<tr>
<td>Thomas, J.; Bandyopadhyay, ...</td>
<td>1999</td>
<td>Ethnic minorities and their vulnerability to AIDS i...</td>
</tr>
<tr>
<td>Oyomopito, R. A.; Li, P. C.; S.; ...</td>
<td>2012</td>
<td>Evaluating immunologic response and clinical d...</td>
</tr>
<tr>
<td>Wright, M.R.; Giele, M.G.; D.; ...</td>
<td>2005</td>
<td>Fulfilling prophecy? Sexually transmitted infection...</td>
</tr>
<tr>
<td>Freeman, P.</td>
<td>1994</td>
<td>Health promotion for Aboriginal communities</td>
</tr>
<tr>
<td>Guthrie, J.A.; Dore, G. J.; Mc...</td>
<td>2000</td>
<td>HIV and AIDS in aboriginal and Torres Strait Isla...</td>
</tr>
<tr>
<td>Mahat, G.; Scoloveno, M. A.</td>
<td>2006</td>
<td>HIV/AIDS knowledge, attitudes and beliefs amo...</td>
</tr>
<tr>
<td>Hoffman-Coetz, L.; Friedman,...</td>
<td>2005</td>
<td>HIV/AIDS risk factors as portrayed in mass medi...</td>
</tr>
<tr>
<td>Fauziah, M. N.; Anita, S., Sha'...</td>
<td>2003</td>
<td>HIV-associated risk behaviour among drug user.</td>
</tr>
<tr>
<td>Heath, K.V.; Cornellisse, P.G.; ...</td>
<td>1999</td>
<td>HIV-associated risk factors among young Canada...</td>
</tr>
</tbody>
</table>

HIV/AIDS epidemic in Malaysia is currently ........... [Fauziah et al., 2003; Huang and Hussein, 2004; Anita et al., 2007]

References


Inserting reference as part of a sentence

Reference(s) that is inserted using Endnote as PART of the sentence will appear as the example below:

(Guthrie et al., 2000) showed that HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.

Must be edited using Endnote to appear as below:

Guthrie et al. (2000) showed that HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.
Use “Edit Citation” menu in Endnote

Right click your mouse over the selected Endnote reference (in grey), then click Edit Citation(S)

Click “Display as : Author (Year)” instead of Default format

“Guthrie et al. (2000) showed that HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia.”

As per Harvard system (USM version)
Formatting bibliography

- You can change or format your citations and bibliography as many times as required, based on the thesis or journal default.

Select your Endnote output style here
Select the output styles as required by your journal/thesis (e.g. APA6th)
The bibliography has been formatted automatically to APA 6th format

(Extracted from Anita et al, 2007)

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them (Heath, Cornelisse, Strathdee, Palepu, & Miller, 1999). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections (Skov, Bowden, McCaul, Thompson, & Scrimgeour, 1996). Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia (Guthrie, Dore, McDonald, & Kaldor, 2000).

REFERENCES


The bibliography is formatted Harvard USM Ver2013 style

Studies among indigenous communities in many countries have showed that STDs (including HIV/AIDS) have become public health challenges in the populations. Many evidences have shown that socio-demographic and economic factors among aborigines may have influenced sexual risk behaviours and drug abuse among them (Heath et al., 1999). Among aboriginal population in central Australia, their mobile lifestyle and also the practice of highly-risked traditional rituals may have influence the high prevalence of sexually transmitted infections (Skov et al., 1996). Furthermore, HIV prevalence among these aboriginal groups was almost similar to that of the general population of Australia (Guthrie et al., 2000).

REFERENCES


Editing citations in text documents

- It is **not** possible to edit citations or bibliography directly using Word, as direct edits are lost each time EndNote reformats the bibliography.

- **Edit Citation(s)**
  Use this command to make any changes inside an individual citation, e.g. adding page numbers or removing author names from author-date citations.

- **Edit Library Reference(s)**
  This command allows you to quickly access the specific record for any selected citation.
Removing field codes

- You may be required to remove your “Endnote’s field codes” from your Word document.

- Use “Convert to Plain Text” styles tools in Word document

This command will create a second copy of the document with all EndNote field coding removed (generally recognized field codes by their turning grey when you select them in Word).

It is used when sending documents to a publisher because the field coding used for EndNote citations can sometimes cause problems for publishers’ page layout programs.
Travelling “library”

You can use EndNote’s “Export Traveling Library’ feature to import the references from the Word document under the condition that the field codes have not been removed from that document.

**Note:** Need to be aware that the travelling library does not include Notes, Abstracts, or Figures.

1. Open the document with the embedded Endnote citations
2. then click “Export to EndNote, then Export Traveling Library.
3. save them into en existing or a new EndNote library.
Sending manuscript journal:
Using manuscript writing template

• Beside using plain Word document, you can use a manuscript template in the Endnote program to set up your paper.

• Endnote has > 200 template files for various journals.

• **Open through Endnote program:**
  Endnote → Tools menu → manuscript templates

• OR through program folders:
  → C: → Program Files → Endnote → Templates.
Opening Template for manuscript writing

Open “Tools”, then “Manuscript Templates”. If you want to use “Template Wizards”, disable the macros when prompted.

IF not, select and double click the file and start writing up.
Using manuscript template

- Enter the information requested by the template wizard.
- To complete the wizard, click Next.
- At the final template wizard window, click Finish to close the wizard and start writing.
Manuscript template in Word document
Merging multiple documents that have EndNote citations

- To merge multiple documents of thesis, each with its own EndNote reference list.
- The goal is to produce a single document with a single reference list at the end.
- All citations in all documents to be merged should be drawn from a single EndNote library.

- Recommended to use the EndNote tools to "unformat" first, then paste, then generate the entire reference list at once when everything is joined together as you'd like.
For smaller documents (e.g. manuscripts, extended abstracts etc)

- Use simple copy/paste operation, but the citations in each document should be **unformatted** before copy/paste.
  1. Open your EndNote library and leave it open.
  2. Open the first (Word) document that you wish to combine with others.
  3. On the EndNote tab, click on **Convert Citations and Bibliography** button, and see the options.
  4. Select **Convert to Unformatted Citations**. The EndNote citations in your text will appear in curly brackets. *E.g:* `{Smith, 2007 #32}`
Continue….

5. Repeat these steps with all documents that need to be combined.
6. You can now copy and paste the text from the unformatted documents into a single new Word document.
7. When all documents have been pasted in, click on the **Update Citations and Bibliography** button to reapply your citation style.
Practice makes perfect!

Thanks