

## **New-users guide to EndNote at RHRC**

### **What is EndNote?**

EndNote is a program used to store references and sort references by creating a formatted bibliography, the 'EndNote Library.' This library can be sorted into groups of references, and searched through for single entries. EndNote is also used to create in-text citations in Word documents

**The RHRC EndNote Library:** The RHRC maintains a growing bibliography of key references relating to the Centre's research priority areas. The bibliography is maintained in EndNote and is constantly being updated. The bibliography, or list of references, is available in PDF format and in EndNote. It is a good starting point for those carrying out research into refugee and asylum seeker health and wellbeing.

### **How do I access the RHRC EndNote library online?**

The RHRC's EndNote library is located on the RHRC website at <http://www.latrobe.edu.au/rhrc/bibliography.html>

The RHRC's main EndNote library is called the *Refugee Health Bibliography*.

The bibliography can be opened in either PDF format or Endnote. It is recommended that the user save the EndNote library before opening.

### **How do I search the library for a reference?**

There are two main ways to search the EndNote library for a reference.

1. If you know the title / author / journal / book etc that you are searching for, click on *References > Search References* (Shortcut: Ctrl F). In this page you can type in the appropriate search term (eg *2005 Global Refugee Trends*) and in the box that says 'Any field' scroll down to the appropriate field (eg *Title*) and hit Search. The library will sort the references accordingly and display those with the title of *2005 Global Refugee Trends*.
2. For a more general search for a key issue or area of research, again click on *References > Search References* (Shortcut: Ctrl F). Type in key word/s in search spaces provided, and if you are searching for the word/s in a particular field (eg abstract, title) scroll down to the box that says 'Any field' and hit search. A short-list of references with the key word/s will appear.

(To restore all references to view, choose *References > Show All* (Shortcut: ctrl M).

### **Where do I find hard copies of these references?**

All references in the RHRC endnote bibliography have hard copies located either at the RHRC office at the Bundoora campus of La Trobe University or at the RHRC office at Foundation House in Brunswick. These references are

stored in numerical order in the filing cabinets located at Bundoora and Brunswick.

References held at Latrobe University (Bundoora) are in numerical order and are preceded by the letters **ENLT** (eg ENLT854).

References held at Foundation House (Brunswick) are in numerical order and are preceded by the letters **ENV** (eg ENV273).

Some references have copies held at both Bundoora and Brunswick, and therefore have both an ENV reference number and an ENLT reference number (eg 'Mental health status of Iranian migrants in Sydney' is held in both locations and has a different reference number for each: ENLT209 and ENV128).

Most references are stored in filing cabinets, but several are also displayed on the RHRC bookshelf. This is indicated in the reference number, eg. ENLT968 – Bookshelf.

### **Can I borrow these references?**

Staff can use the references by signing them out. "Borrowing record sheets" are located in the front of each file in the filing cabinet where hard copies of the references are stored. The user puts their initials on this sheet under the reference they are borrowing, and then crosses out their initials when the reference is returned.

Students may use the references by either reading them while in the RHRC office or by borrowing the reference to photocopy. To borrow a reference, you must leave a form of identification with the RHRC administrator or another RHRC staff member. References must be returned the same day they are borrowed.

### **Getting more information about EndNote:**

More general information about using EndNote is located in the EndNote tray above the filing cabinet at Latrobe. Copies of the "Endnote 9 user's guide" and "Endnote 9 for the Health Sciences" are stored here. These and other sources are also available on the RHRC Healthserver under Endnote > Style Guides.