



**LMS 300 :
Reference Management
Software (EndNote)**

MODULE OVERVIEW / INTRO

1

What is LMS 300 Module?

EndNote is a search tool that provides a simple way to search online bibliographic databases and retrieve the references directly into EndNote.

EndNote is a reference and image databases which specializes in storing, managing and searching for bibliographic references in your private reference library (called EndNote Library)

3

Teaching Medium

1. Online via Webex, Google Meet, Google Classroom
2. Face to Face : IT Centre

2

Module highlight :

Access and searching technique to:

1. Introduction to Reference Management Software
2. Introduction to Endnote
3. Installation Guide
4. Adding Reference
5. Adding References by importing
6. Inserting Citation from Online Databases
7. Inserting References into Word Documents

4

Duration

1 to 2 Hour(s)

INTRODUCTION TO REFERENCE MANAGEMENT SOFTWARE

WHAT IS REFERENCING

- Referencing means acknowledging someone else's work or ideas.
- It is sometimes called 'citing' or 'documenting' another person's work.
- Referencing is a basic university requirement.
- Without appropriate referencing students are in effect "stealing" the work of others - this is lead to academic fraud @ Plagiarism

WHAT IS REFERENCING

- References are those that are directly included in your actual text. References contain source of material like **quotes** or **texts**, which has been cited or when writing an essay or book.
- Works Cited is sometimes referred to as References. In Works Cited you only list items you have referred & those that have been referenced in your article or book.
- Each is an alphabetical list of works cited or works to which you have referred. The title References is used when citing sources using APA (American Psychological Association) style.
- All references are placed in **ONE ALPHABETICAL LIST** by first words of citations, regardless of where citations come from.

When citing, you need:

- ✓ **WHO** created the work
- ✓ **WHEN** it was published, created, or performed
- ✓ **WHERE** it was published, created, or performed
- ✓ **WHAT** is the format (Book, Report, play, study, proceeding)
- ✓ When using online resources, you need: The **URL (Website)** or **Database Name**, **WHEN** the URL (Website) or database was visited

WHEN DO I DO REFERENCE/ CITATION

You reference whenever you have used a piece of information that comes from :

- Textbooks
- Journals
- Published papers, (conference or working paper)
- Newspapers
- Reports
- Websites
- TV/Radio interviews/Film
- Others, etc

BIBLIOGRAPHY

A bibliography is a list contain of all the sources you have used, whether they are directly cited or not. In a Bibliography you list all the material you have consulted in preparing your essay whether you have cited the work.

A bibliography will contain all research materials, including books, magazines, periodicals, websites and scientific papers, which you have used to generate ideas or 'read around' a topic, but have not referred to directly in the body of the document.

This means, in addition to listing the sources you cited in-text, you also list resources that you read or referred to generate your ideas about the topic.

WRITING STYLE

- ✓ **APA reference list**
- ✓ **MLA list of works cited**
- ✓ **Oxford bibliographies**
- ✓ **Harvard reference lists**
- ✓ **Chicago bibliographies**
- ✓ **.... Many more**

WRITING STYLE

APA (American Psychological Association) style is most frequently used within the social sciences, to cite various sources.

This style offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page.

APA REFERENCING

There are 2 parts:-

i. In-Text Citations (within the body of your paper).

Each in-text citation gives just enough information on a particular source to “point” the reader to the corresponding, more detailed entry on the reference list. Example: Numerous studies in the field of total quality management (TQM) practices have indicated a positive effect of these practices on the performance of companies (Ahire et al., 1996; Adebajo and Kehoe, 1999; Kaynak, 2003; Hanson and Eriksson, 2002; Sadikoglu and Zehir, 2010; Al-Dujaili, 2013).

ii. Reference List (on the separate page at the end of your paper)

This is the list of sources you used and cited in your paper. Example:-

Lepist, K., Saunila, M., & Ukko, J. (2020). The impact of certification on the elements of TQM exploring the influence of company size and industry. <https://doi.org/10.1108/IJQRM-11-2020-0362>

Zhu, M., Bonk, C. J., & Doo, M. Y. (2020). Self-directed learning in MOOCs: exploring the relationships among motivation, self-monitoring, and self-management. Educational Technology Research and Development, 0123456789. <https://doi.org/10.1007/s11423-020-09747-8>

APA STYLE COMMON “RULES”

It is important to remember that:-

- i. APA follows the Author, Year format either Adam (2012) or (Adam, 2012)
- ii. Only “ Author’s last name or surname is used. For malay name, full name/ first name can be used
- iii. In the reference list, the cited sources are listed in alphabetical order (From A to Z)

APA STYLE COMMON “RULES”

APA Citations – Choosing the name (Always use the surname/lastname)

- David J. Beckham (2010) = **Beckham (2010)**
- Chuah Kee-Man (2009) = **Chuah (2009)**
- Jimmy Choo Kim Yong (2012) = **Choo (2012)**
- Nigel de Jong (2009) = **de Jong (2009)**
- Asmah bt. Omar (2012)
= **Omar (2012)** OR **Asmah Omar (2012)**
- Nesamalar a/p Chitavelu (1995)
= **Nesamalar (1995)** OR **Chitavelu (1995)**

REFERENCE LIST APA STYLE

- **Book**

Author	Date	Title	(SOURCE) Publisher Name	(SOURCE) URL
Author, A. A.	(2020).	<i>Title of book.</i>	Publisher name.	https://doi.org/xxx
		<i>Title of book (3rd ed).</i>		https://xxx.xxxx
		<i>Title of book [Audiobook].</i>		

Examples:

References:

Stegenga, J. (2018). *Care & cure: An introduction to philosophy of medicine*. The University of Chicago Press. <https://doi.org/10.7208/chicago/9780226595177.001.0001>

In-text Citation (Paraphrase):

(Stegenga, 2018)

In-text Citation (Direct Quote):

(Stegenga, 2018, p. 52)

REFERENCE LIST APA STYLE

- Journal Article-One Author & DOI (Electronic or Print)

Author	Date	Title	(SOURCE) Periodical Information	(SOURCE) URL
Author, A. A.	(2020). (2020, August). (2020, September 28).	Title of article.	<i>Title of Periodical</i> , 23(5), 35-39. <i>Title of Periodical</i> , 44(3), e34876.	https://doi.org/xxxx

Examples:

References:

Milligan, C. K. (2006). Yoga for stress management program as a complementary alternative counseling resource in a university counseling center. *Journal of College Counseling*, 9(2), 181-187. <https://doi.org/10.1002/j.2161-1882.2006.tb00105.x>

In-text Citation (Paraphrase):

(Milligan, 2006)

In-text Citation (Direct Quote):

(Milligan, 2006, p. 185)

REFERENCE LIST APA STYLE

- Citing Webpages**

Author	Date	Title	(SOURCE) Website Name	(SOURCE) URL
Author, A. A.	(2020).	<i>Title of</i>	Site Name.	https://xxx.xxxx
& Author, B.	(2020, August).	<i>work.</i>		Retrieved December 22,
B.	(2020, September 28).			2020 from https://xxx.xxxx
	(n.d.).			

Examples:

Reference

Tucker, M. E. (2018, May). *An occupational therapist may benefit your care*. Diabetes Forecast. Retrieved on 13th July 2024. <http://www.diabetesforecast.org/2018/03-may-jun/an-occupational-therapist-may.html>

In-text Citation (Paraphrase):

(Tucker, 2018)

In-text Citation (Direct Quote):

(Tucker, 2018, para. 1)

<https://libguides.ecu.edu/c.php?g=982594&p=7105378>

ETHICS & PLAGIARISM

Plagiarism :

- The copying of words, sentences and paragraphs directly from the work of another without paraphrase
- The copying of illustrations, figures, photographs, drawings, models, or other visual and nonverbal materials, including recordings, of another without proper credit
- The presentation of work prepared by another in final or draft form as one's own without citing the source

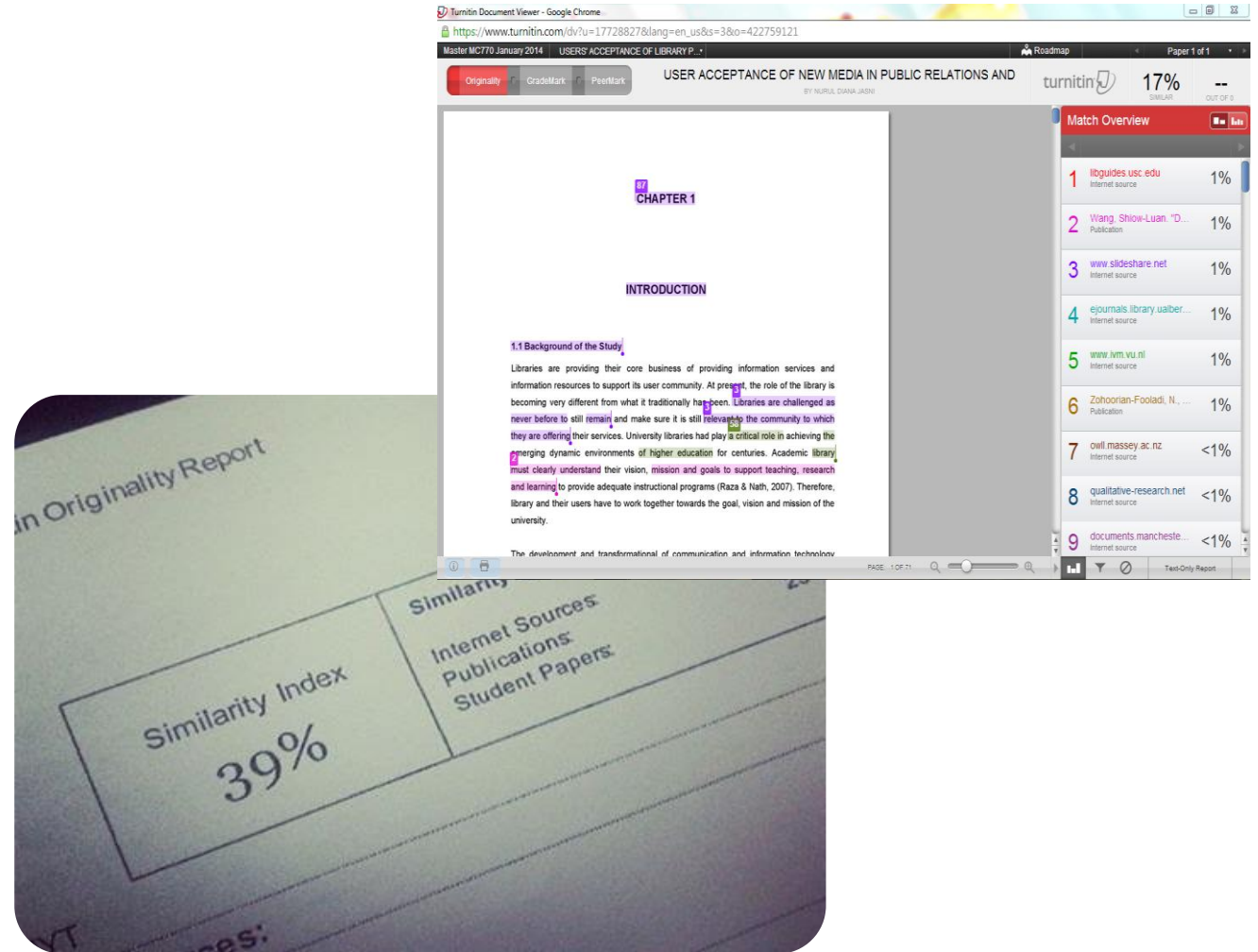
Sources: Brian James Baer, Kent State University
29 August 2014

ETHICS & PLAGIARISM

❑ Turnitin is a leading academic plagiarism checker technology for teachers and students. Online plagiarism detection, grammar check, grading tools.

❑ **UiTM: (30%) ONLY**

Sumber: Maklumat terperinci, sila rujuk dokumen *Understanding, Plagiarism a Guide for Lecturers and Avoiding Pagiarism a Guide for student* yang diperolehi dari laman web <https://hea.uitm.edu.my>



MENDELEY VS ENDNOTE

Feature	Benefits	Mendeley	EndNote
Secure, sync across multiple platforms	Anytime, anywhere access	<ul style="list-style-type: none"> • Desktop • Web • Mobile (iOS and soon Android) 	Desktop Web Mobile (iOS) Does not sync
Full text search	Be able to find the right information quickly	Yes	Yes
Annotations, highlights	Share comments with others	Yes	No – free version Yes – paid version
Group, follow capability	Ability to share information/ full text as well as ‘follow’ group trends	Yes	Only private groups
Personalized recommendation	Proactive recommendation	Related papers – free Mendeley suggest – paid	No
oCitation style	More styles = flexibility	7000 styles	6500 styles
Auto-extract of metadata from PDF	Saves time and accuracy to create citation	Extracts full citation metadata, DOI, PubMed, and Arxiv ID	Only DOI and embeded PDFs
Library system integration	Enable one-click download	No (TBC in 2015)	Yes
Support non-English documents and UI	More user adoption	No	Yes
Freemium version	Low-cost to entry	Yes – 2 GB of storage	Yes – 2 GB of storage
Alumni policy	Benefits for alumni	Yes – 12 months grace period then free account	None

REFERENCE MANAGEMENT SOFTWARE: ENDNOTE 20

EndNote

EndNote is a reference management software used to manage bibliographies and reference when writing essays and articles.

You can organize images including charts, table, figures, PDFs and other files.

Downloading references from other databases such as Science Direct, PubMed, Ovid etc.

Using the database to link to references in word-processed documents.

Generating a bibliography in the correct style for publications.

ENDNOTE DOWNLOAD AND INSTALLATION

Go to the Library Portal URL and click Download



Title	Hits
UiTM Digital Library	Hits: 129249
Software	Hits: 84076
UiTM Library Mobile App	Hits: 44310
Forms	Hits: 16188
Dasar Dan Pekeliling	Hits: 6866
UiTM Digital Library Video	Hits: 6554
Image & Corporate Logo	Hits: 6254
I-Library Handbook	Hits: 4990
Disability	Hits: 1616

PTAR, Shah Alam Download 18 January 2024 Hits: 84077

Software

#	Title	Format	Download
1	EndNote Training	page	Link
2	EndNote How To Download	page	Link
3	EndNote (Windows)	Zip	Download
4	EndNote (Mac)	Zip	Download



Click Download to install Endnote Software to your PC (Windows/Mac)

Download instruction

Download For **WINDOWS**

1. [Download](#) zip file above.
2. Extract zip file > Enter Password
3. Double click the installer inside.

Windows compatibility and system requirements

What you need:

- Windows 10
- 1 gigahertz (GHz) or faster x86-bit or x64-bit processor
- 600 MB hard disk space available
- Minimum 2 GB of available RAM

Download For **MAC**

[Download](#) zip file above.

Macintosh compatibility and system requirements

- What you need:
- macOS 10.14 or 10.15
- Intel-based Macintosh
- Hard disk with 700 MB available
- Minimum 2GB of available RAM

****This software requires a password.
Please contact your respective librarian.**

Insert keyword here...

USER MENU

LOGIN

HOME

ABOUT

BROWSE

HELP

POLICIES

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Theme by [Agung Prasetyo Wibowo](#).

PTAR INTERNAL KNOWLEDGE

EndNote Software for Windows

PTAR, Unit Sokongan Penyelidikan (2021) *EndNote Software for Windows*. UNSPECIFIED. (Unpublished)

- Archive (Version x9)
endnote-x9-for-windows.zip - Other
[Download \(103MB\)](#)
- Archive (Version 20)**
EndNote20 for Win.zip - Other
[Download \(96MB\)](#)

Official URL: <https://library.uitm.edu.my/research/endnote/158-e...>

Abstract

EndNote 20, the world's essential reference management tool, helps you save time, stay organized, collaborate with colleagues, and ultimately, get published. So, you can focus on what matters most: your ideas.

ITEM TYPE: Other

CREATORS	EMAIL
PTAR, Unit Sokongan Penyelidikan	nikzatihulwani@uitm.edu.my

DIVISIONS: [Jabatan Perkhidmatan Perpustakaan](#) > [Bahagian Penyelidikan, Pembelajaran & Rujukan](#) > [Unit Sokongan Penyelidikan](#)

UNCONTROLLED KEYWORDS: endnote

Download Statistics

Downloads

Downloads per month over past year

Loading...

Click this folder to download Endnote 20

EndNote20 for Win.zip

Show all X

Insert keyword here...

USER MENU

LOGIN

HOME

ABOUT

BROWSE

HELP

POLICIES

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Theme by [Agung Prasetyo Wibowo](#)

EndNote Software for Mac

PTAR, Unit Sokongan Penyelidikan *EndNote Software for Mac*. UNSPECIFIED. (Unpublished)

Archive (Version x9)
endnote-x9-for-mac.zip - Other
[Download \(92MB\)](#)

Archive (Version 20)
EndNote20 for Mac.zip - Other
[Download \(92MB\)](#)

Official URL: <https://library.uitm.edu.my/research/endnote20>

Abstract

EndNote 20, the world's essential reference management tool, helps you save time, stay organized, collaborate with colleagues, and ultimately, get published. So, you can focus on what matters most: your ideas.

ITEM TYPE: Other

CREATORS	EMAIL
PTAR, Unit Sokongan Penyelidikan	nikzatihulwani@uitm.edu.my

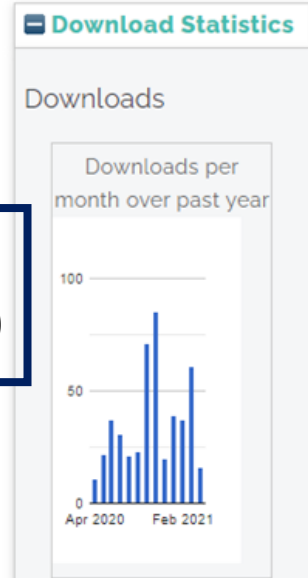
DIVISIONS: [Jabatan Perkhidmatan Perpustakaan](#) > [Bahagian Penyelidikan, Pembelajaran & Rujukan](#) > [Unit Sokongan Penyelidikan](#)

UNCONTROLLED KEYWORDS: endnote

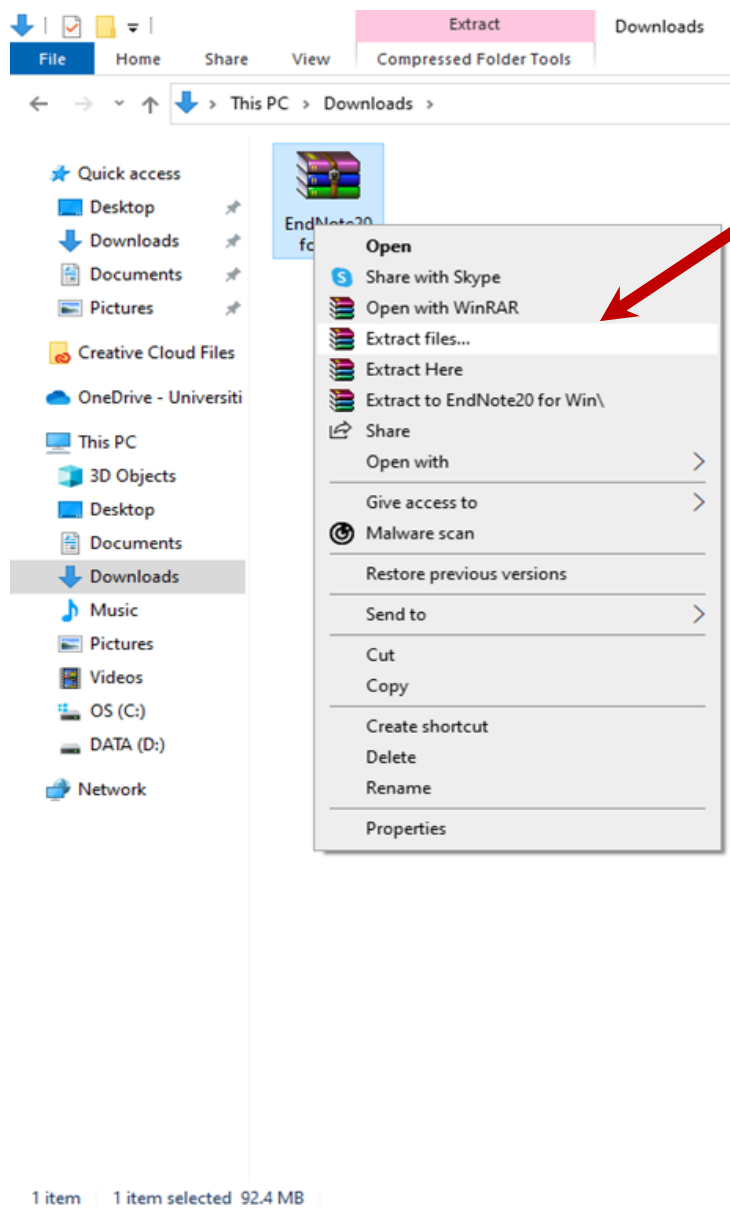
ADDITIONAL INFORMATION: **This software requires a password. Please contact your respective librarian.

URI: <http://iknow.library.uitm.edu.my/id/eprint/10>

Actions (login required)



Click this folder to download Endnote 20

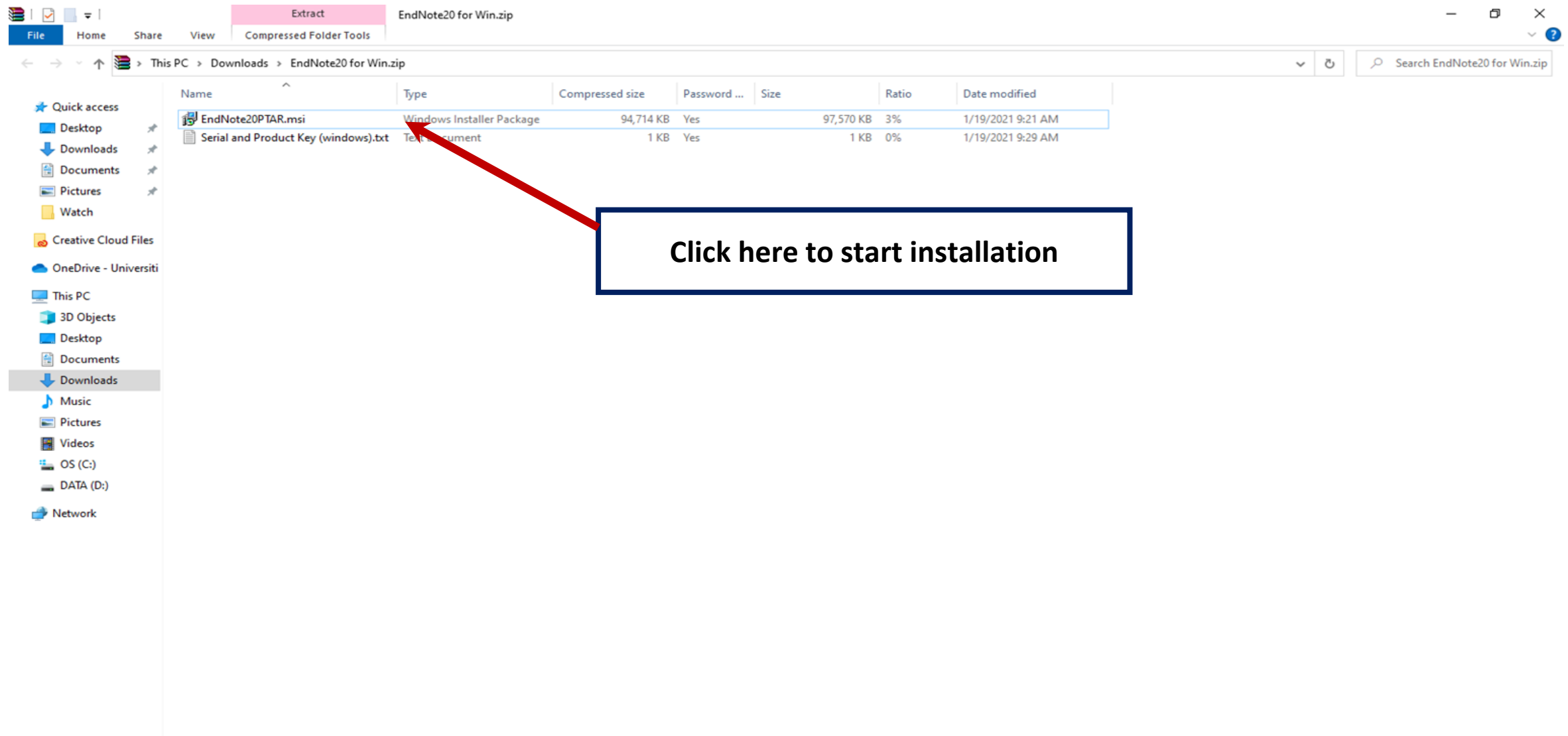


**Right click the zip folder
to extract the installation
files**



**Insert the password
(please refer to your
reference librarian)**

EndNote installation



File Home Share View Compressed Folder Tools EndNote20 for Win.zip


This PC > Downloads > EndNote20 for Win.zip

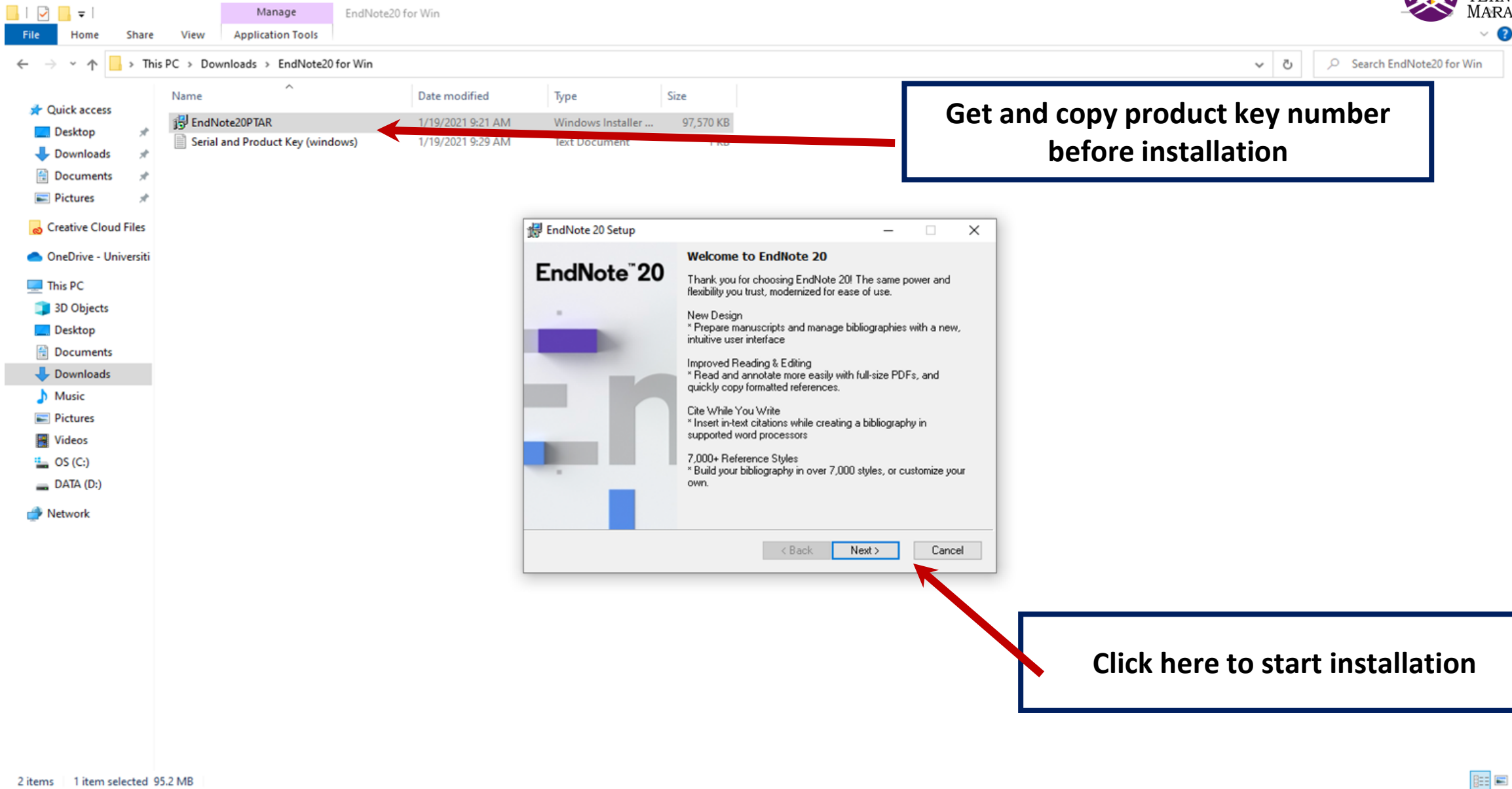
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
EndNote20PTAR.msi	Windows Installer Package	94,714 KB	Yes	97,570 KB	3%	1/19/2021 9:21 AM
Serial and Product Key (windows).txt	Text document	1 KB	Yes	1 KB	0%	1/19/2021 9:29 AM

Click here to start installation

2 items 1 item selected 95.2 MB

How to install the software

- Click on  to proceed for installation.
- Follow the instruction on the installation
- Click finish when the installation complete.
- To check the installation complete, open your Microsoft Word processor and check the “EndNote 20” tab at the top of the menu.



The image shows a Windows File Explorer window with the address bar set to 'This PC > Downloads > EndNote20 for Win'. The file list contains two items:

Name	Date modified	Type	Size
EndNote20PTAR	1/19/2021 9:21 AM	Windows Installer ...	97,570 KB
Serial and Product Key (windows)	1/19/2021 9:29 AM	Text Document	1 KB

A red arrow points from the 'EndNote20PTAR' file to a callout box. The callout box contains the text: **Get and copy product key number before installation**.

Below the file explorer, the 'EndNote 20 Setup' dialog box is open. It displays the 'Welcome to EndNote 20' screen with the following text:

EndNote™ 20

Welcome to EndNote 20

Thank you for choosing EndNote 20! The same power and flexibility you trust, modernized for ease of use.

New Design
* Prepare manuscripts and manage bibliographies with a new, intuitive user interface

Improved Reading & Editing
* Read and annotate more easily with full-size PDFs, and quickly copy formatted references.

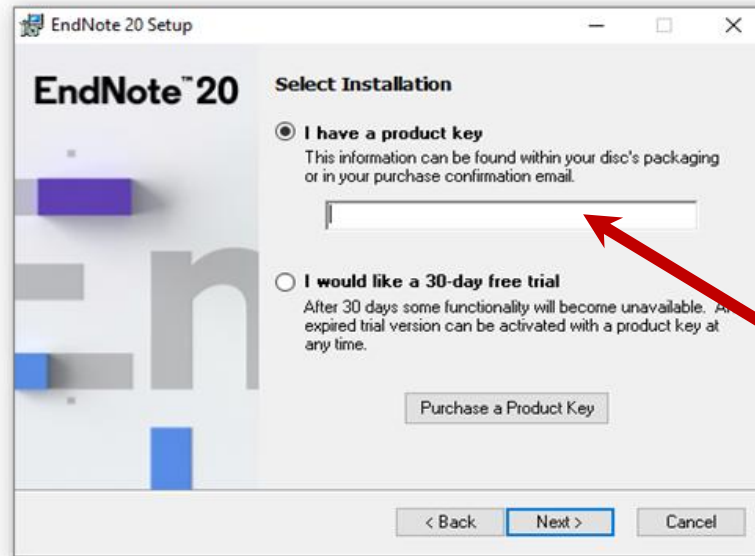
Cite While You Write
* Insert in-text citations while creating a bibliography in supported word processors

7,000+ Reference Styles
* Build your bibliography in over 7,000 styles, or customize your own.

At the bottom of the dialog box, there are three buttons: '< Back', 'Next >', and 'Cancel'. A red arrow points from the 'Next >' button to another callout box. The callout box contains the text: **Click here to start installation**.



Name	Date modified	Type	Size
EndNote20PTAR	1/19/2021 9:21 AM	Windows Installer ...	97,570 KB
Serial and Product Key (windows)	1/19/2021 9:29 AM	Text Document	1 KB

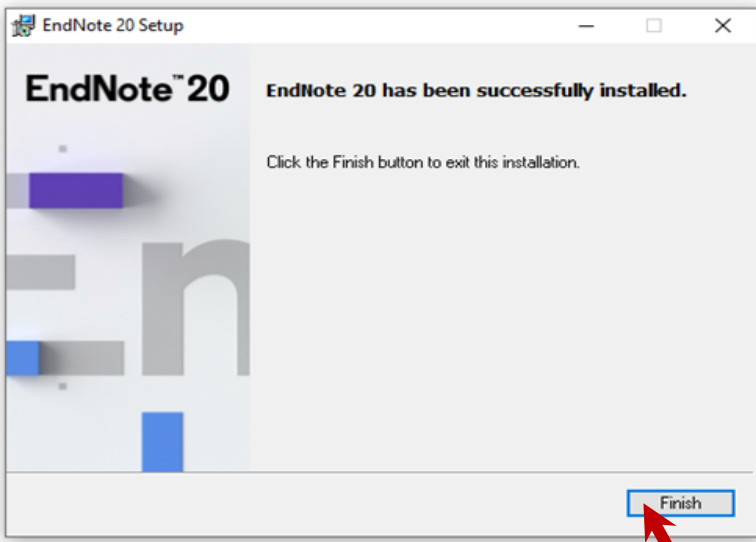


Key in / paste the product key number

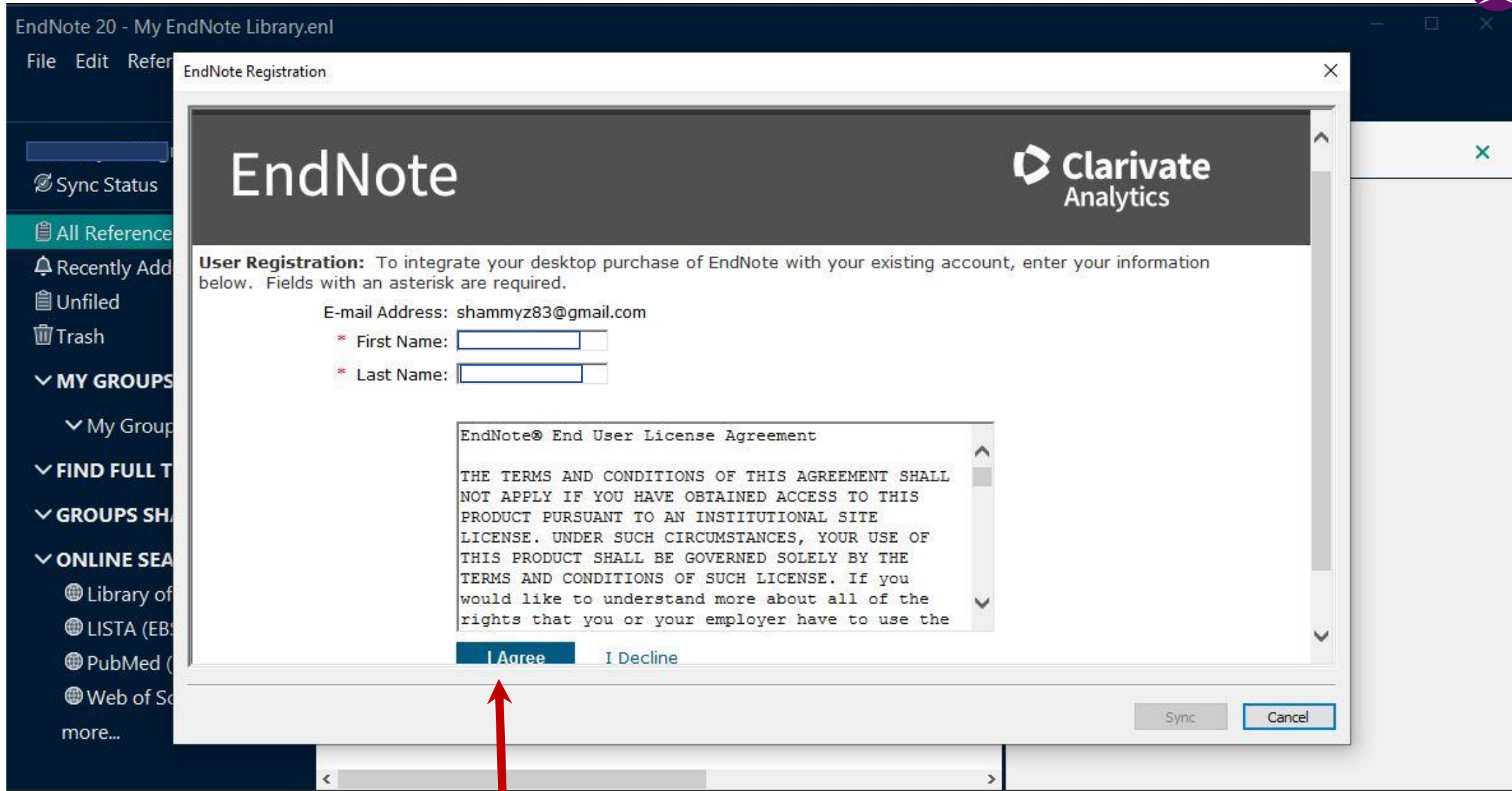


- Quick access
- Desktop
- Downloads
- Documents
- Pictures
- Creative Cloud Files
- OneDrive - Universiti
- This PC
 - 3D Objects
 - Desktop
 - Documents
 - Downloads
 - Music
 - Pictures
 - Videos
 - OS (C:)
 - DATA (D:)
- Network

Name	Date modified	Type	Size
EndNote20PTAR	1/19/2021 9:21 AM	Windows Installer ...	97,570 KB
Serial and Product Key (windows)	1/19/2021 9:29 AM	Text Document	1 KB

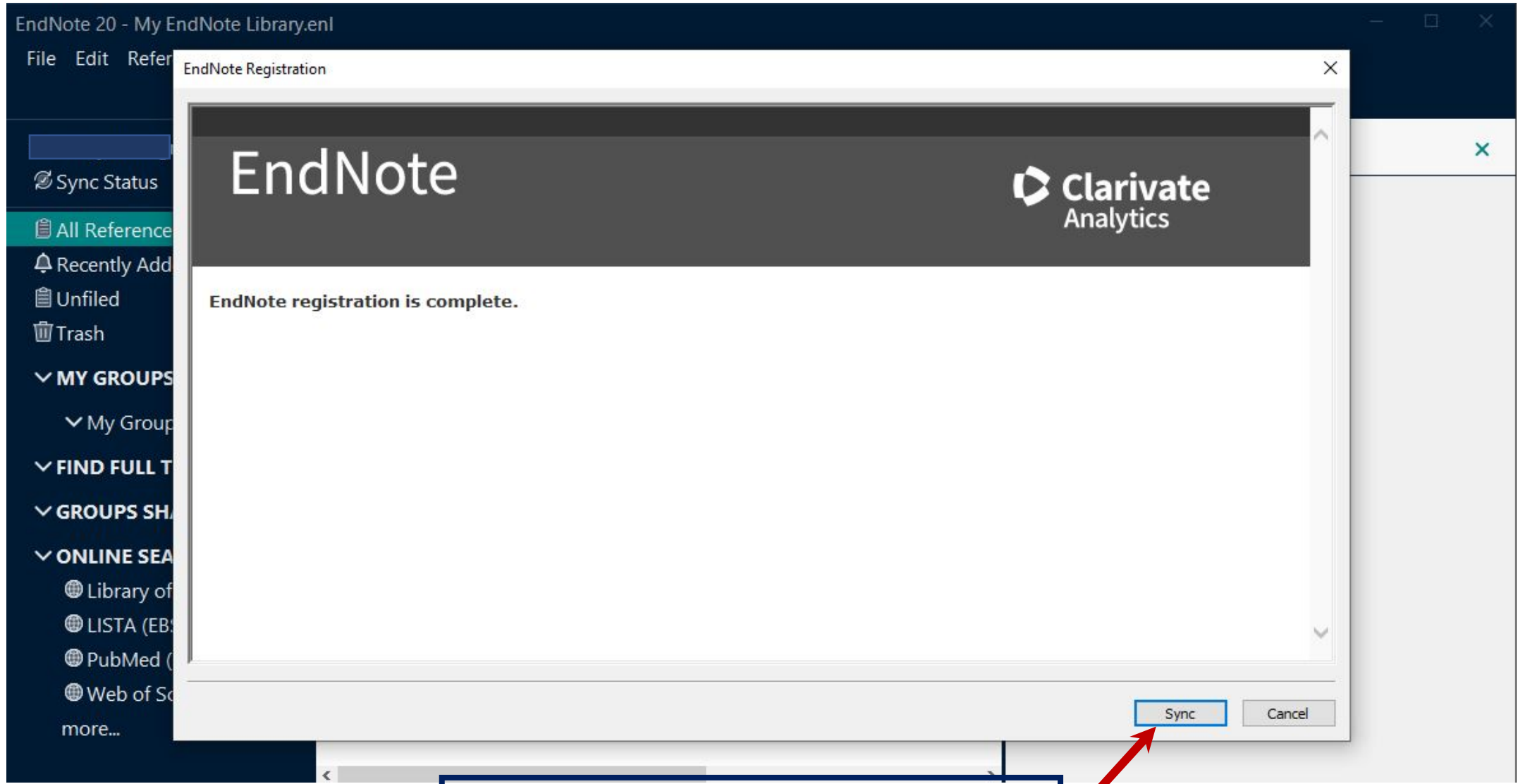


Click here to complete the installation



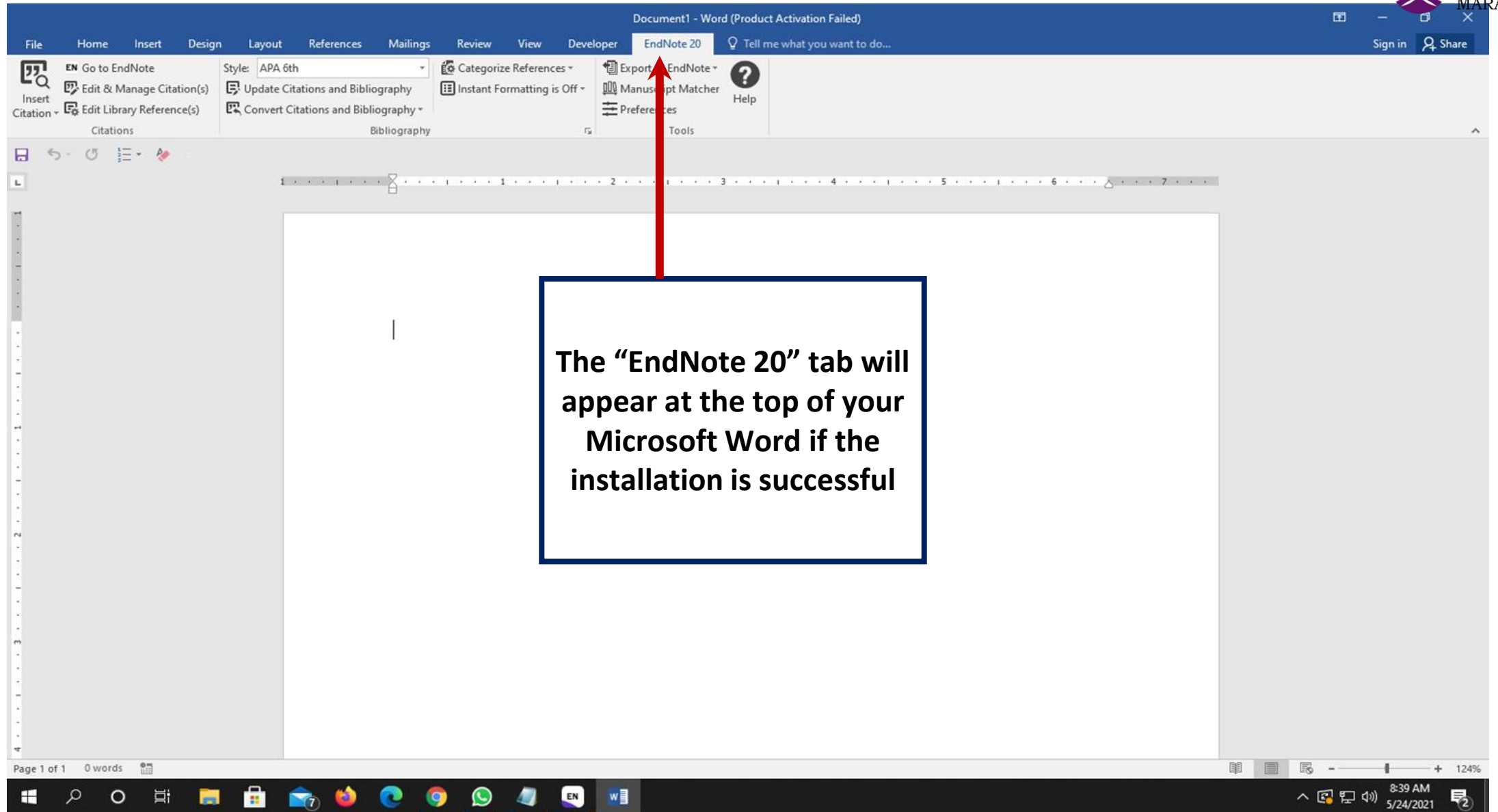
The image shows a screenshot of the EndNote 20 software interface. A registration dialog box is open, titled "EndNote Registration". The dialog box has a dark header with the "EndNote" logo on the left and the "Clarivate Analytics" logo on the right. Below the header, there is a section titled "User Registration" with the following text: "To integrate your desktop purchase of EndNote with your existing account, enter your information below. Fields with an asterisk are required." Below this text, there is a field for "E-mail Address" containing "shammyz83@gmail.com". There are two required fields: "First Name" and "Last Name", both with asterisks and empty input boxes. Below these fields is a scrollable text area containing the "EndNote® End User License Agreement" text. At the bottom of the dialog box, there are two buttons: "I Agree" (highlighted in blue) and "I Decline". To the right of these buttons are "Sync" and "Cancel" buttons. A red arrow points from a text box at the bottom of the image to the "I Agree" button.

Click here to start registration



The image shows a screenshot of the EndNote 20 software interface. The main window is titled "EndNote 20 - My EndNote Library.enl". A "EndNote Registration" dialog box is open in the foreground, displaying the EndNote logo and the Clarivate Analytics logo. The text in the dialog box reads "EndNote registration is complete." At the bottom of the dialog box, there are two buttons: "Sync" and "Cancel". A red arrow points from a text box below to the "Sync" button.

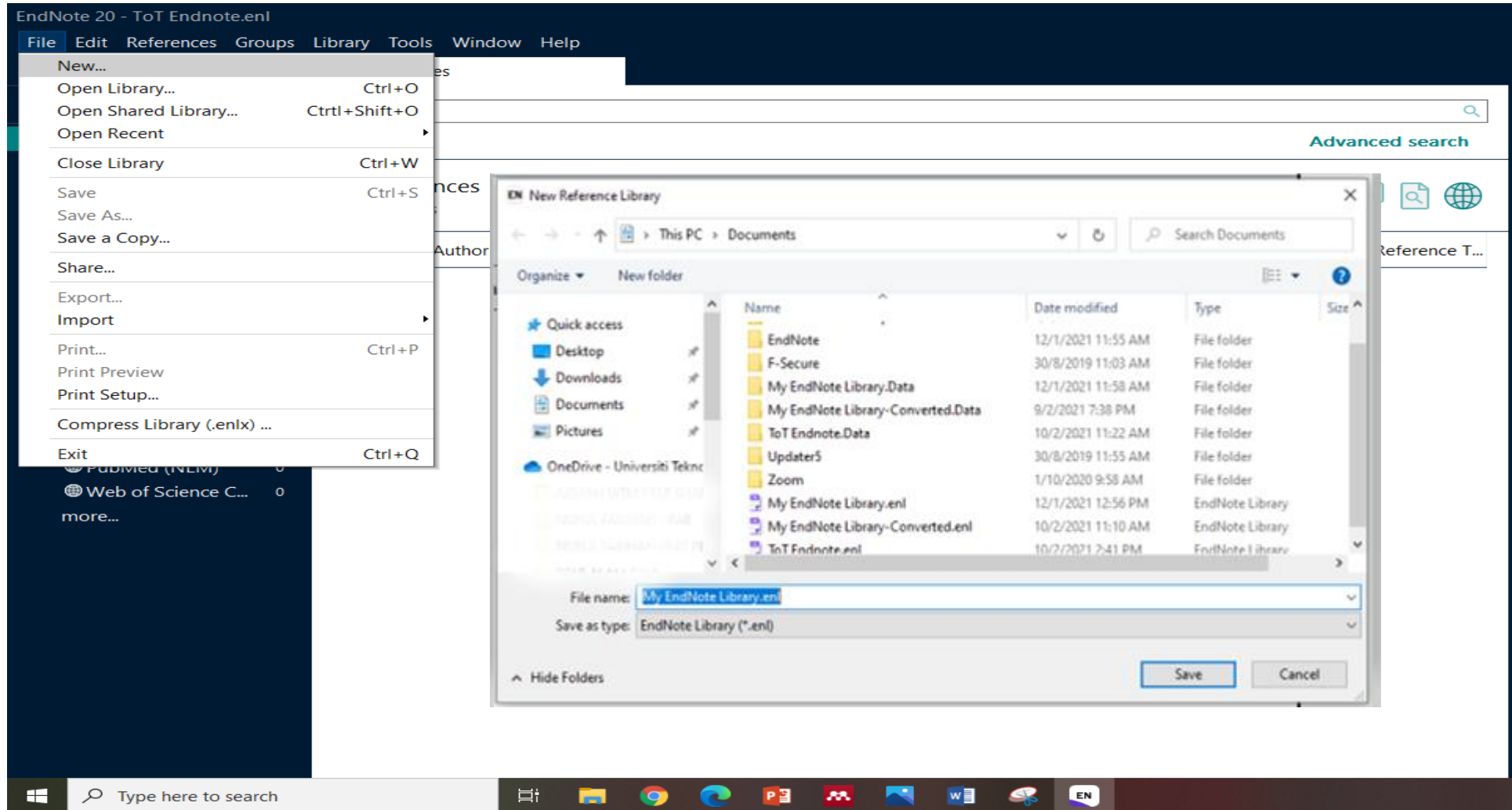
Click here to complete registration



The "EndNote 20" tab will appear at the top of your Microsoft Word if the installation is successful

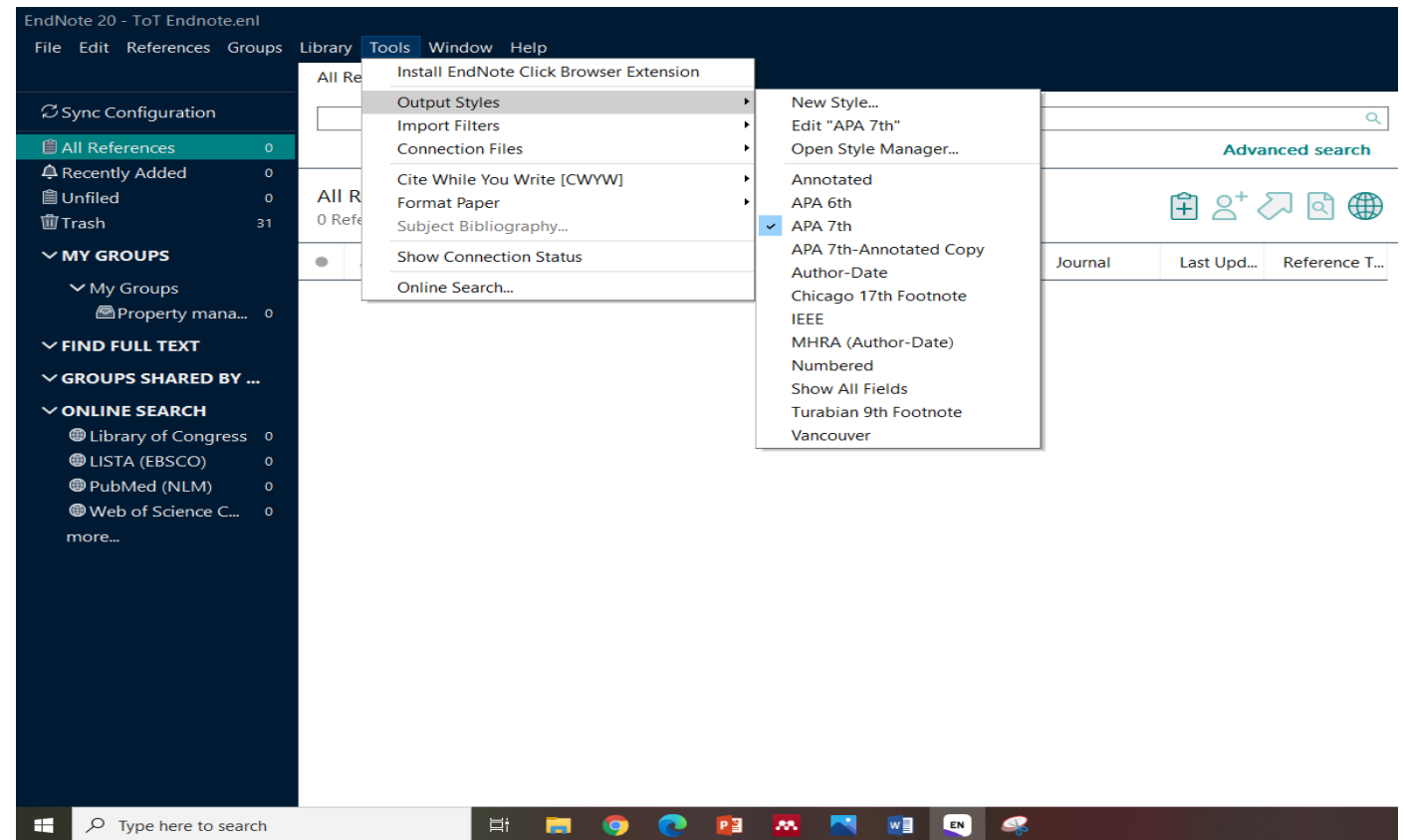
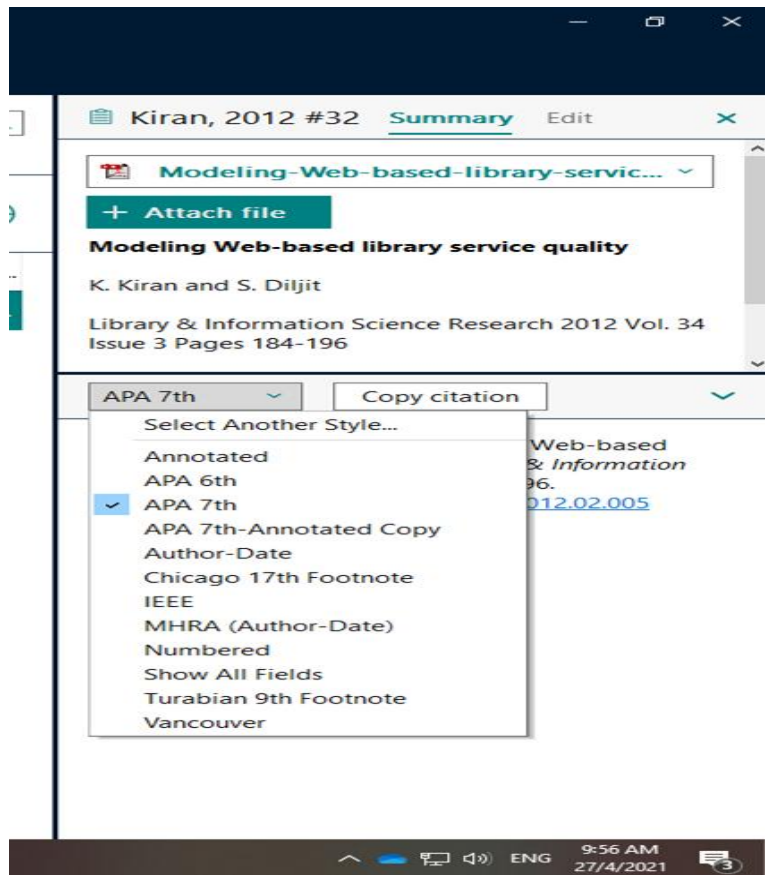
Create an Endnote library

- Open *EndNote* – Click *File* – Choose *New*
- Choose a name and save your library in a folder on your computer.



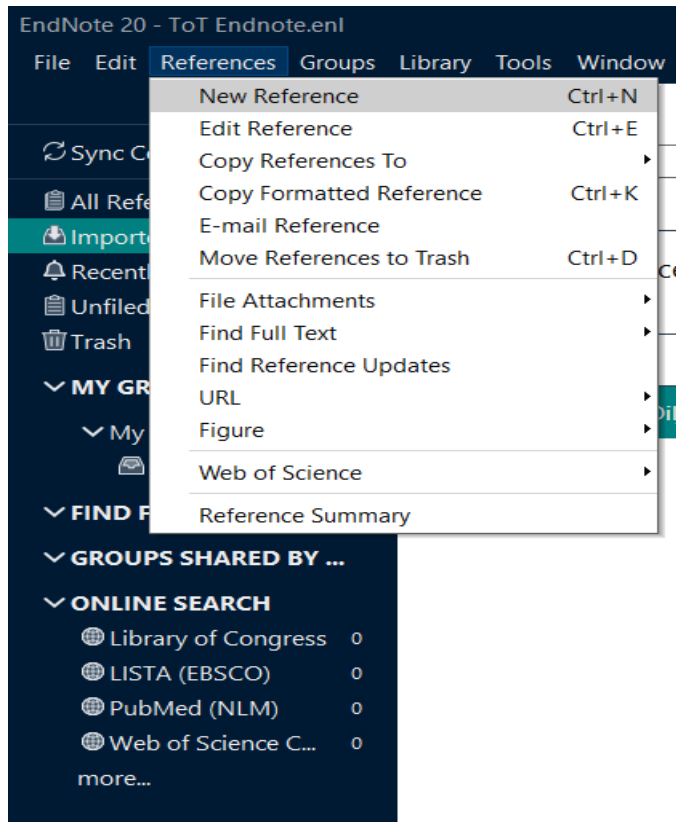
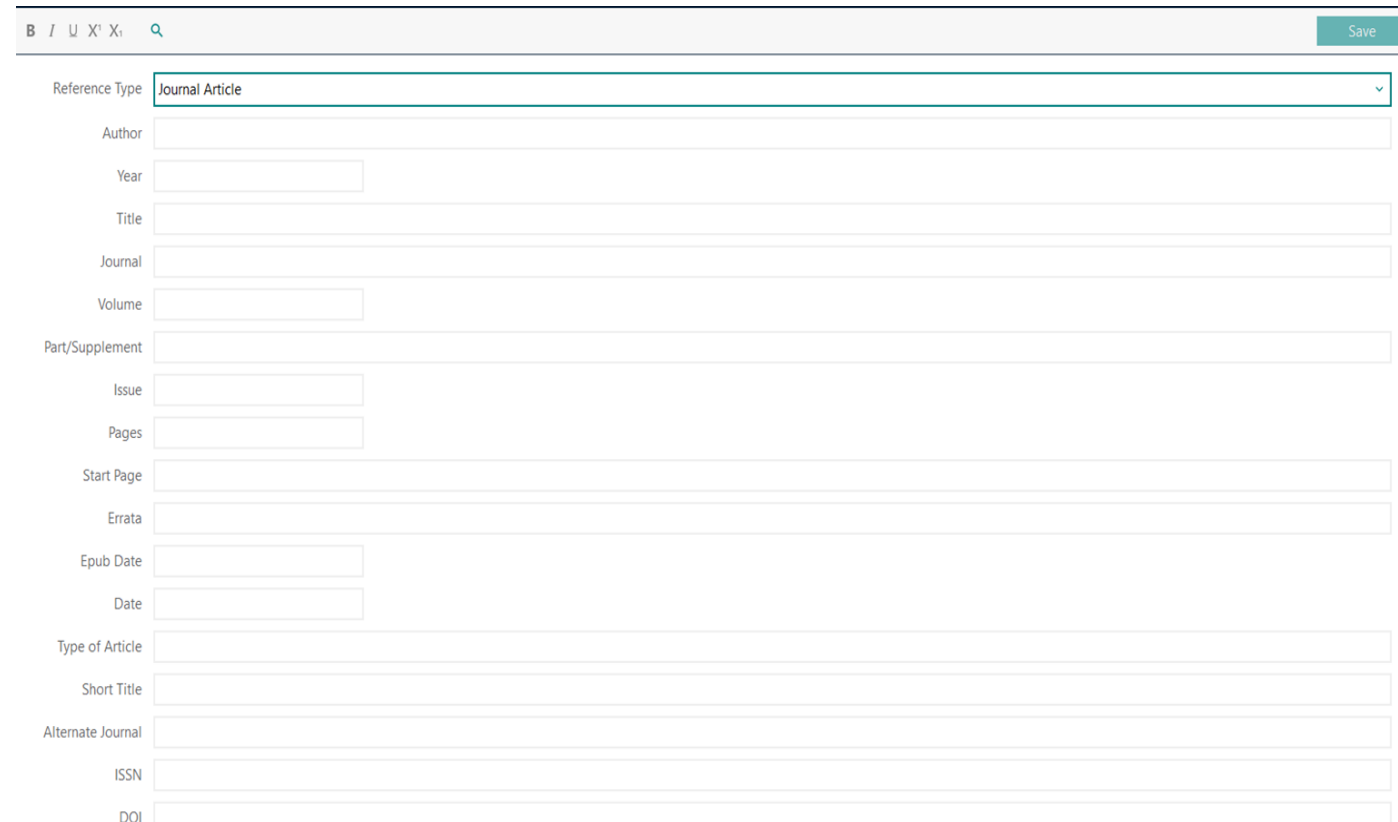
Choose/change Output style

- In EndNote Desktop, choose your output style in the menu in the lower right-hand corner when viewing a reference.
- If your preferred style is not on the list, there are more styles available through Select Another Style. Or through the main menu; *Tools - Output styles - Open style manager*.
- Choose the new style for it to be added to both your EndNote Desktop and the EndNote plug-in in Word.



Adding references - Adding references manually

- Choose References – New reference.
- Choose the Reference Type you want to add from the drop-down list.
- Fill in information about the source in the corresponding fields.
- The author's name should be written: Last name, First name (i.e. Smith, James).
- If there are more than one author, separate the authors pressing enter and enter each author on a new line.
- If the author is an organization, company or government agency, a comma should be written at the end; Universiti Teknologi MARA,
- Save by closing the current window.
- Depending on your chosen output style different information may be required.

B / U X' X: Q Save

Reference Type: Journal Article

Author:

Year:

Title:

Journal:

Volume:

Part/Supplement:

Issue:

Pages:

Start Page:

Errata:

Epub Date:

Date:

Type of Article:

Short Title:

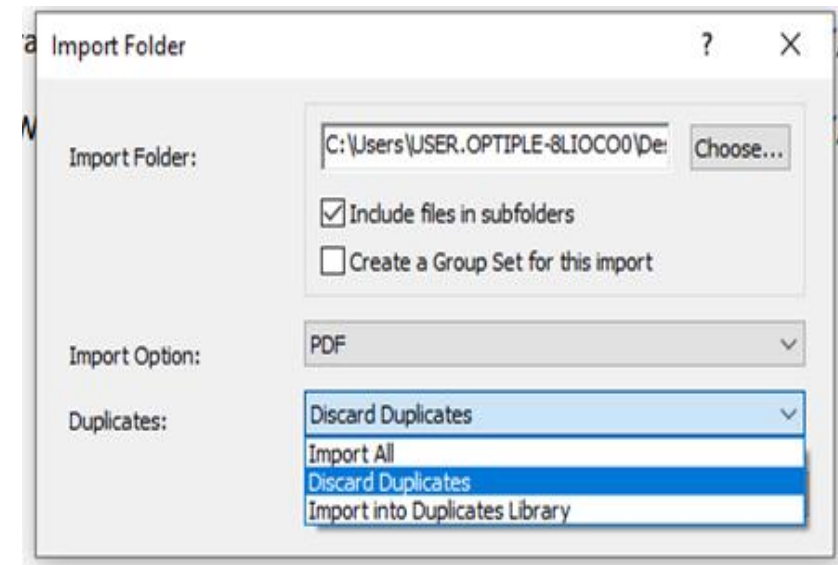
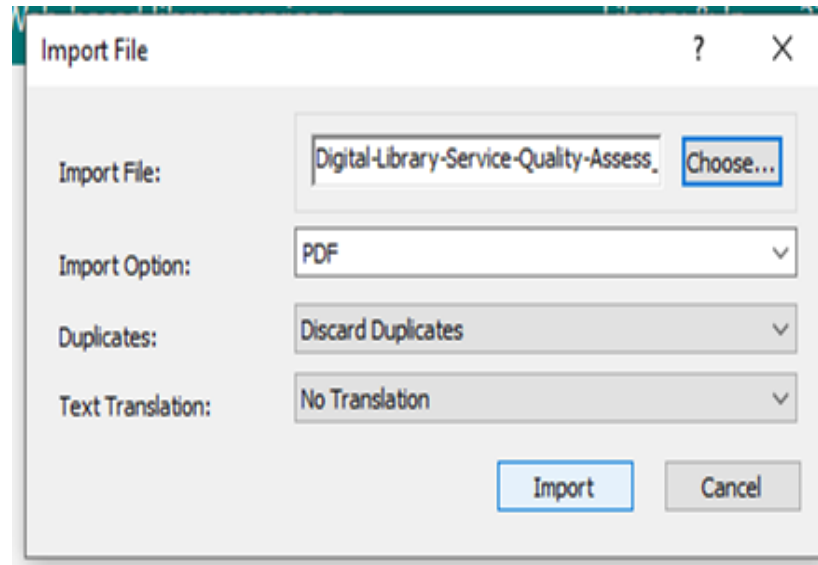
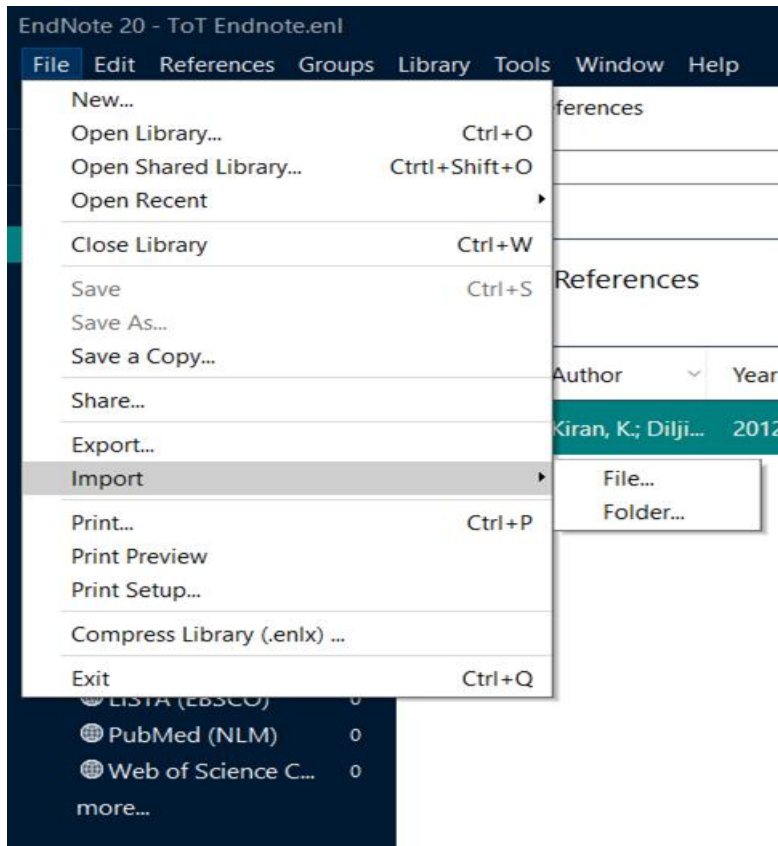
Alternate Journal:

ISSN:

DOI:

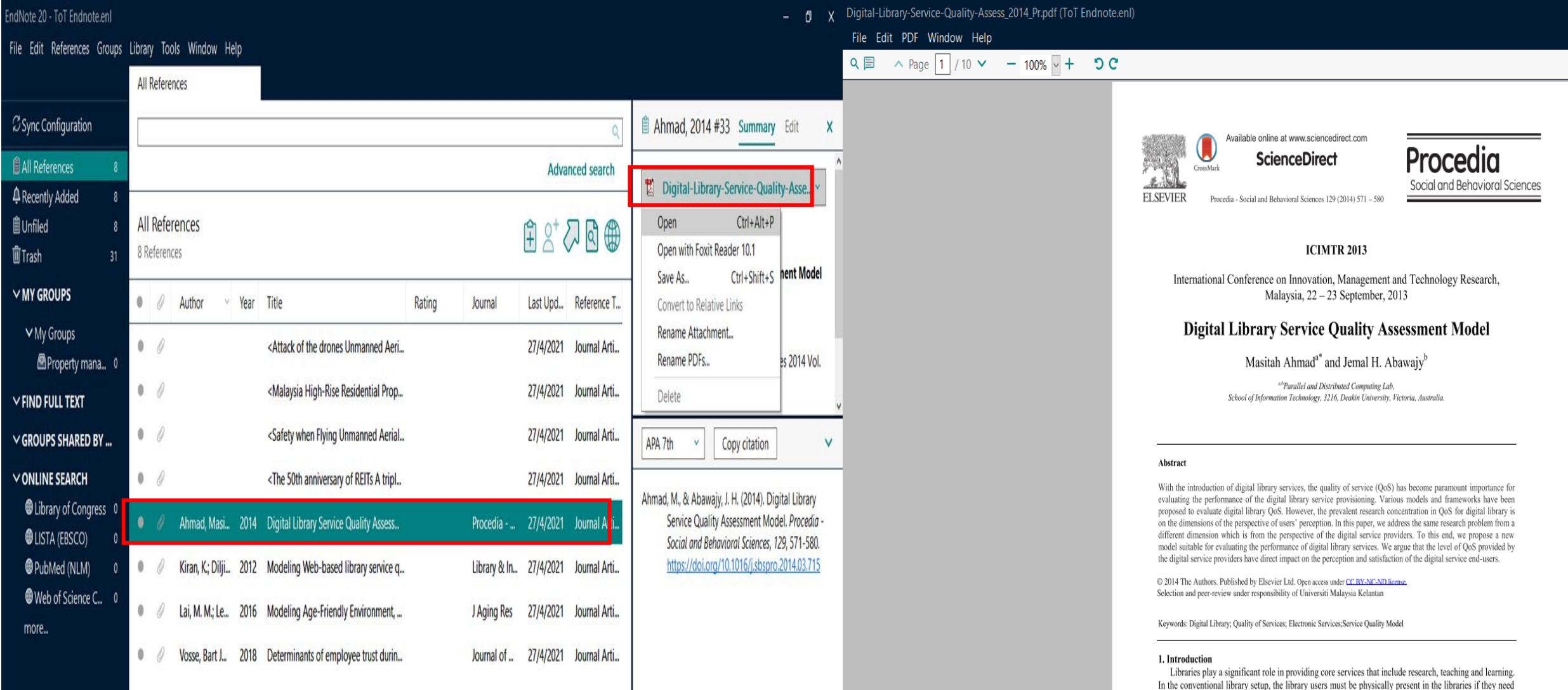
Import File / Folder

- Choose File – Import – Choose File or Folder.
- Choose File Location – Import Option : PDF – Duplicates: Discard Duplicates – Text translation : No translation - Import
- If you choose Import Folder – Choose Folder Location - Import Option : PDF – Duplicates: Discard Duplicates – Import



View PDF attachment

- Choose article in library – Click PDF icon - Open



The screenshot shows the EndNote 20 interface. On the left, there is a sidebar with navigation options like 'All References', 'Recently Added', and 'MY GROUPS'. The main area displays a list of references. One reference is highlighted with a red box:

Author	Year	Title	Rating	Journal	Last Upd...	Reference T...
Ahmad, Masi...	2014	Digital Library Service Quality Assess...		Procedia - ...	27/4/2021	Journal A...

A context menu is open over the highlighted reference, with the option 'Digital-Library-Service-Quality-Asse...' selected and highlighted in red. The menu includes options like 'Open', 'Open with Foxit Reader 10.1', 'Save As...', 'Convert to Relative Links', 'Rename Attachment...', 'Rename PDFs...', and 'Delete'. Below the menu, there are buttons for 'APA 7th' and 'Copy citation'.

On the right, a PDF viewer window is open, displaying the article 'Digital Library Service Quality Assessment Model' by Masitah Ahmad^a and Jemal H. Abawajy^b. The article is from the journal 'Procedia - Social and Behavioral Sciences' (Volume 129, pages 571-580, 2014). The viewer shows the title page with logos for Elsevier, ScienceDirect, and Procedia. The abstract is visible at the bottom of the page.

Mark up / annotation

Digital-Library-Service-Quality-Assess_2014_Pr.pdf (ToT Endnote.enl)

File Edit PDF Window Help

Page 1 / 10 100%



Mark up/ annotation

Strikeout the selected text

Underline the selected text

Highlight the selected text

Add a sticky note

International Conference on Innovation, Management and Technology Research,
Malaysia, 22 – 23 September, 2013

Digital Library Service Quality Assessment Model

Masitah Ahmad^{a*} and Jemal H. Abawajy^b

^{a,b}Parallel and Distributed Computing Lab,
School of Information Technology, 3216, Deakin University, Victoria, Australia.

Abstract

With the introduction of digital library services, the quality of service (QoS) has become paramount importance for evaluating the performance of the digital library service provisioning. Various models and frameworks have been proposed to evaluate digital library QoS. However, the prevalent research concentration in QoS for digital library is on the dimensions of the perspective of users' perception. In this paper, we address the same research problem from a different dimension which is from the perspective of the digital service providers. To this end, we propose a new model suitable for evaluating the performance of digital library services. We argue that the level of QoS provided by the digital service providers have direct impact on the perception and satisfaction of the digital service end-users.

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Selection and peer-review under responsibility of Universiti Malaysia Kelantan

Keywords: Digital Library; Quality of Services; Electronic Services; Service Quality Model

1. Introduction

Libraries play a significant role in providing core services that include research, teaching and learning. In the conventional library setup, the library users must be physically present in the libraries if they need to make use of the library services such as reference services, interlibrary loan and bibliographic search services. However, advances in information and communication technologies have led to changes in the way libraries provide and manage (e.g., gathering, organizing, storing, retrieving and disseminating) activities into digital format. Also, various new services such as access to electronic or digital collections

* Corresponding author. Tel.: +61043098244; fax: +613 5227 1722.
E-mail address: mahma@deakin.edu.au.

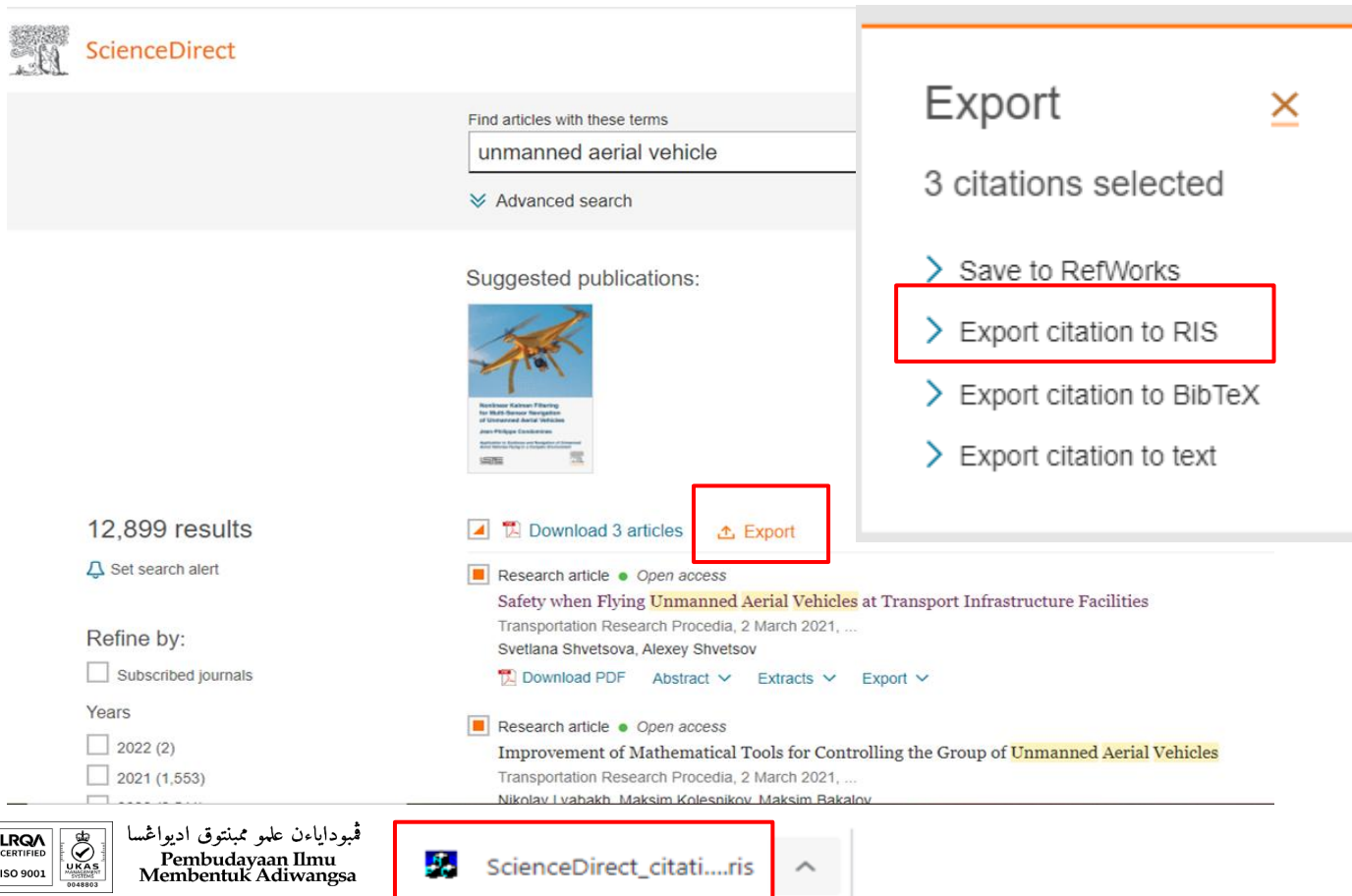
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Note 1]

Inserting Citation From Online Databases

Eg: Science Direct

- Search Articles (Example :“unmanned automated vehicle”)
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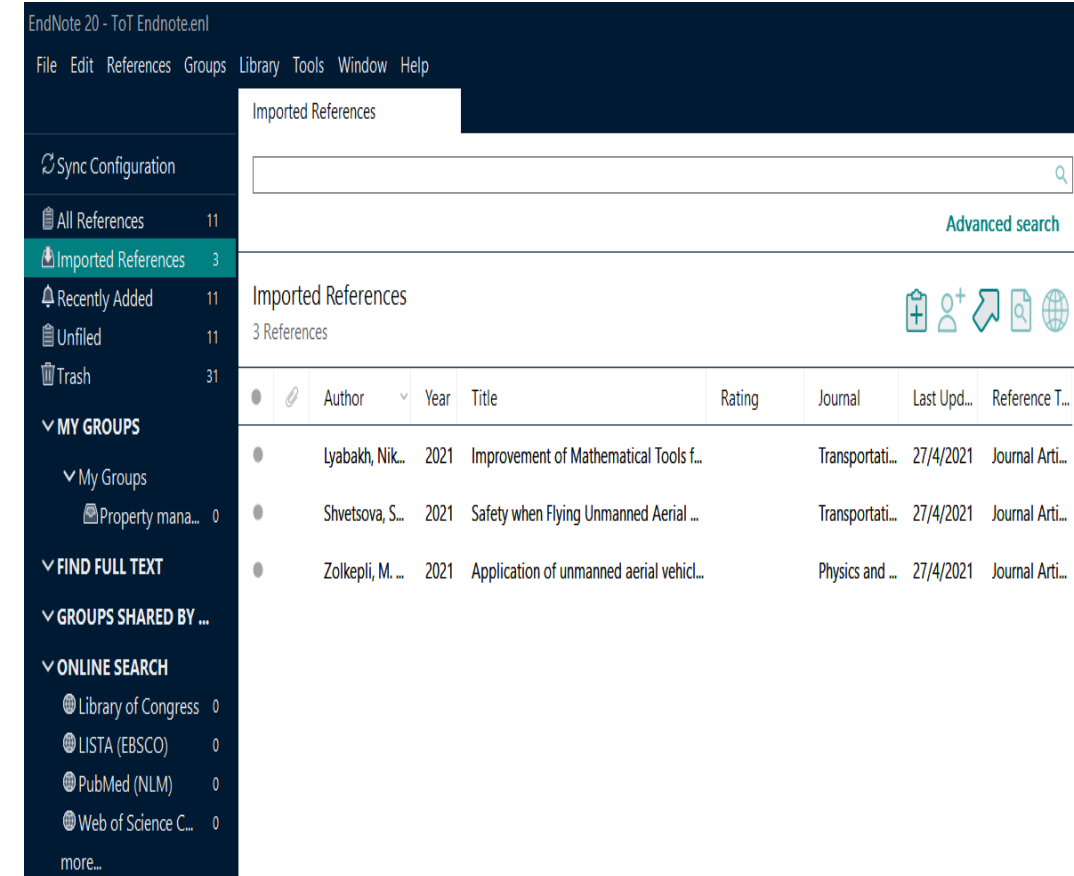
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Author	Year	Title	Rating	Journal	Last Upd...	Reference T...
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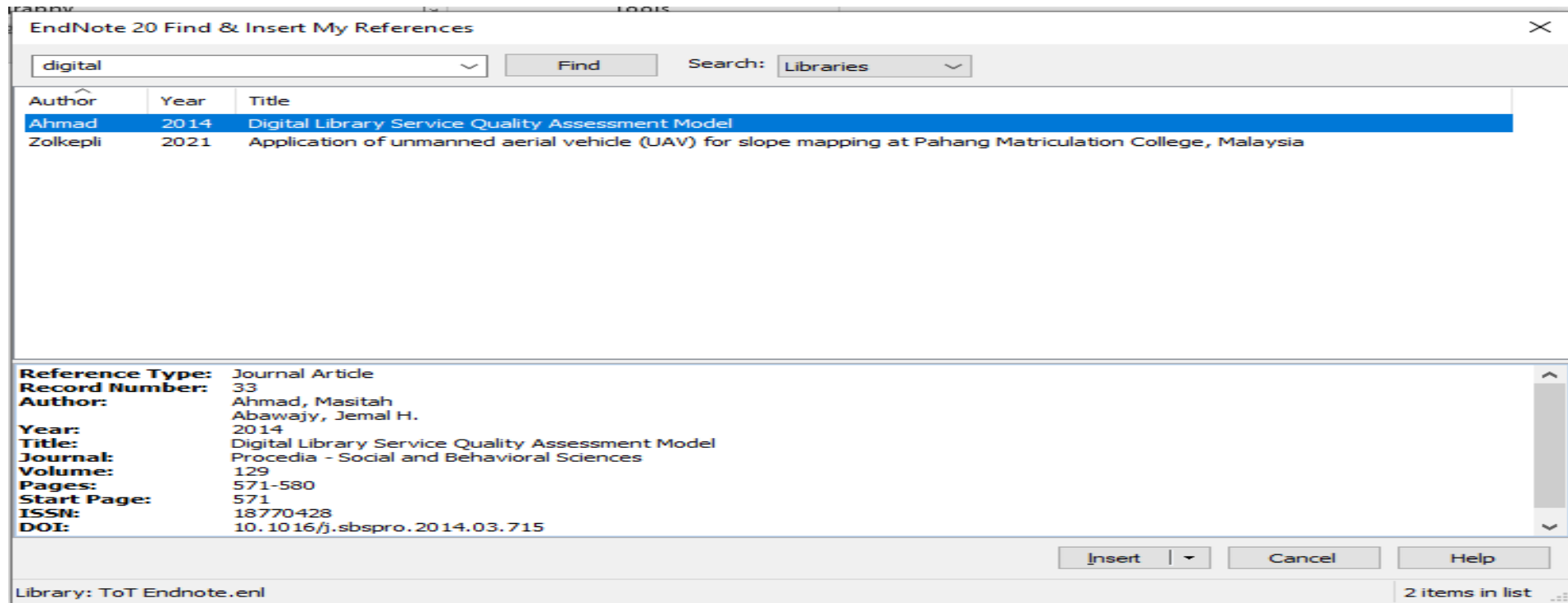
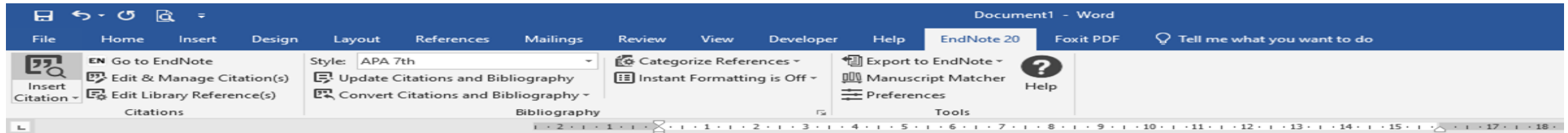
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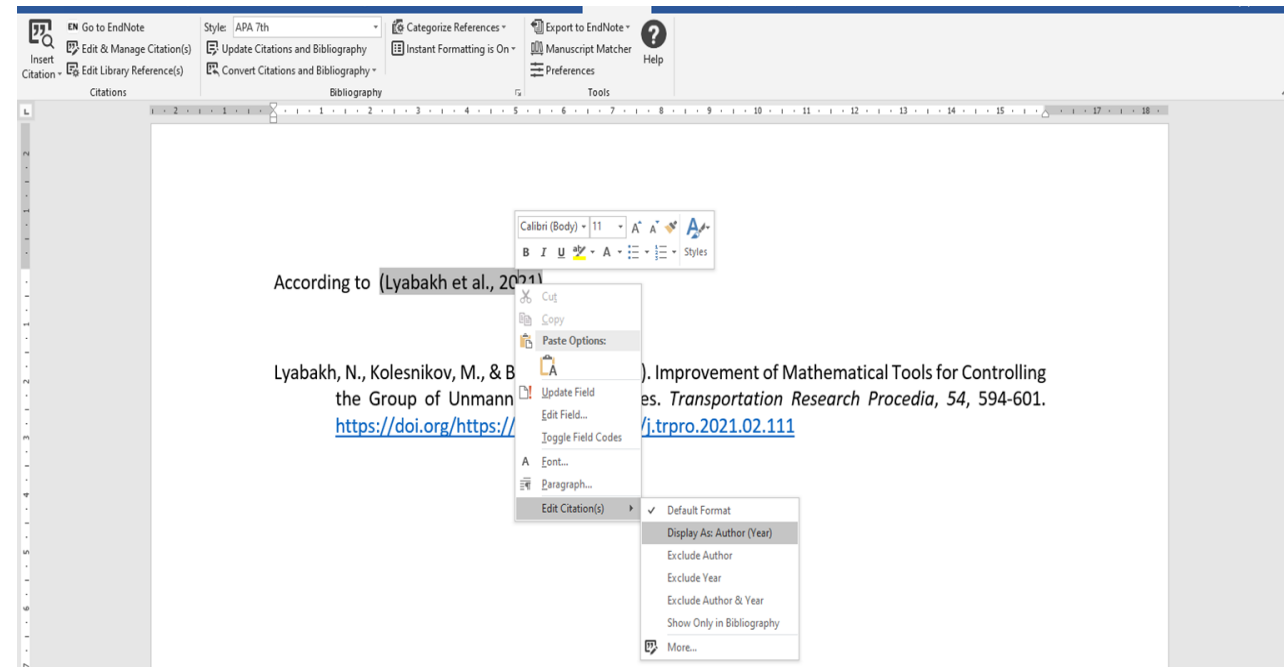
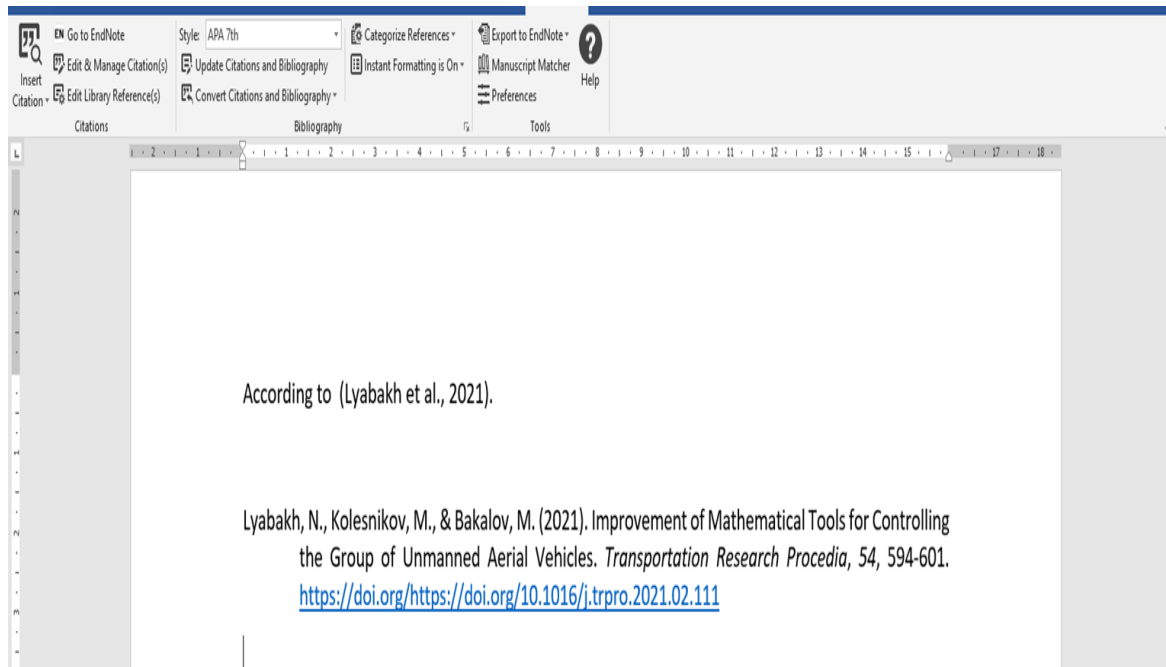


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According to Lyabakh et al. (2021).

Lyabakh, N., Kolesnikov, M., & Bakalov, M. (2021). Improvement of Mathematical Tools for Controlling the Group of Unmanned Aerial Vehicles. *Transportation Research Procedia*, 54, 594-601. <https://doi.org/https://doi.org/10.1016/j.trpro.2021.02.111>

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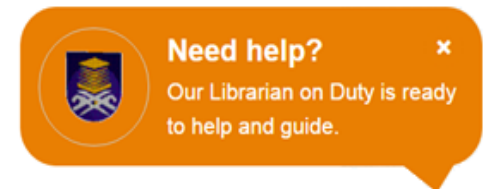
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