

# ENDNOTE WIZARDRY: BUILDING AND USING A LIBRARY

“There are still people who consider a bookshelf as a mere storage place for already-read books who do not think of the library as a working tool.”

– Umberto Eco (1990: p. 117)

## Building Library

### I. Grabbing articles, quickly

- A. Search online database
- B. Save relevant files to folder
- C. Download RIS file
- D. Email document citation with attached PDF (when available)
- E. Save to folder

### II. Saving articles to computer

- A. Use OneDrive
- B. Save in folders labeled Research, Research2, etc.
- C. Save file w/ first author last name and start of title (or combination)
  1. EngstromC-PerformativePedagogy.pdf
  2. GoodwinJetal-Rhetorical-resources-for-teaching-COS.pdf
  3. [HorsthemkeK-On-bullshit-and-mindfucking.pdf](#)
  4. HarteliusEJ-2012-Revisiting-Vicos-Pedagogy-of-Invention.pdf
- D. Don't use spaces and write partial title

## Using Library

### III. Preparing for citation

- A. Basics
  1. Import files
  2. Create/edit citation, attach PDF
- B. Remember GIGO: Garbage In, Garbage Out
  1. Lastname, First name format:  
Mumby, Dennis K.
  2. Use APA style when writing/editing title:  
Modernism, postmodernism, and communication studies: A rereading of an ongoing debate
- C. Use relevant keywords:
  1. BA545; SPCM535; organizational communication and gender
- D. Build groups for specific projects

### IV. Plopping in citations, fast

- A. Don't use cite while you write
- B. Use “copy formatted” feature
- C. Don't forget, you can now easily share your articles! Sharing is caring

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#### Reference

Eco, Umberto. 1990. *How to travel with a salmon & other essays*. New York: Mariner Books.