

Referencing: EndNote

Helen Bond (Information Skills Coordinator)

helen.bond@bodleian.ox.ac.uk

Hannah Medworth (Collections and Instructional Materials Manager, Sainsbury Library)

hannah.medworth@sbs.ox.ac.uk

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Tip on importing RIS files into EndNote

Most catalogues and databases export .ris files which are compatible with EndNote. If the .ris file is not automatically opening in EndNote, you may need to tell your computer to open the file in EndNote. To do this:

Go to the folder on your computer where the file was downloaded (most likely the downloads folder).

Right mouse click the downloaded file. It will end in **.ris**.

Click **Open With** and **Choose default program**.

Choose **EndNote 20** or if there is no application defined yet, click **Choose default program** and **Browse**.

Browse to the EndNote installation folder and select your EndNote 20 executable (e.g. C:\Program Files (x86)\EndNote 20\EndNote.exe').

Click Open.

Now any file with the extension .ris will be automatically opened in EndNote and the references imported.

This method can also be used for other file types, such as .ciw, which some databases use to export references to reference managers.

Online Search

Online Search is a function that allows you to search databases from within EndNote and add references directly to your library.

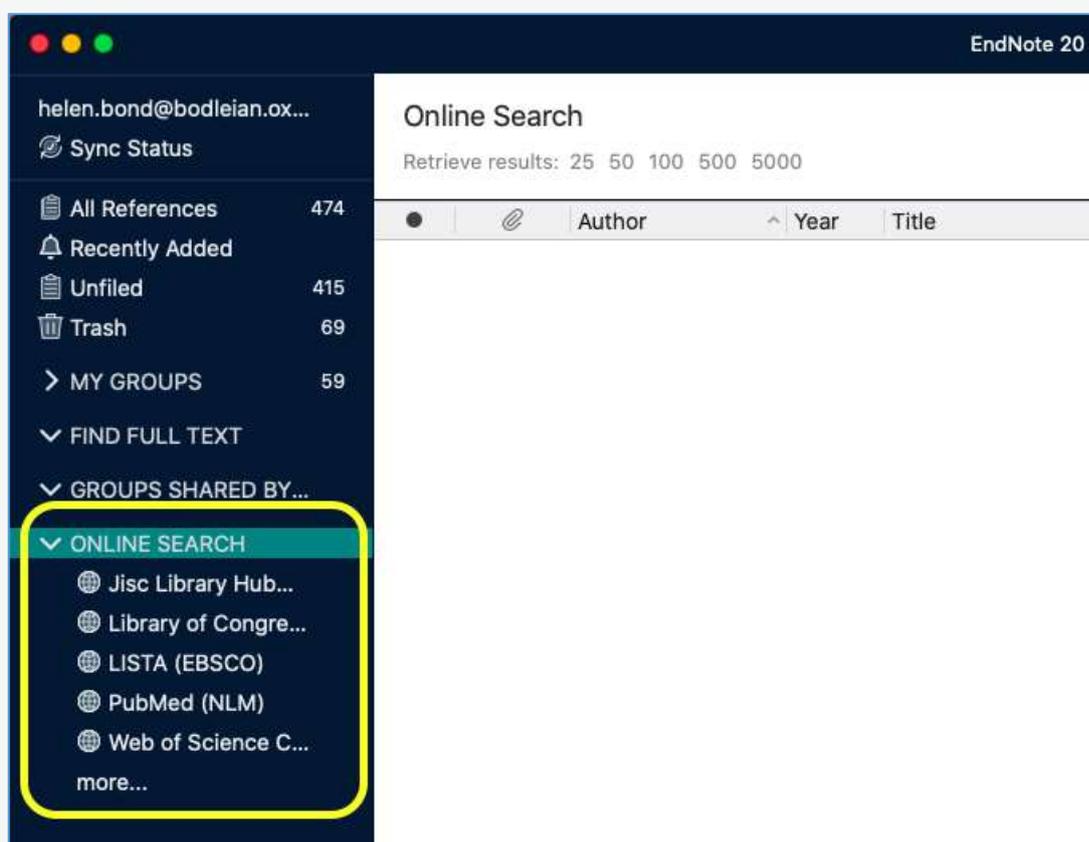
NB. Not all databases can be searched using this feature, so you may like to check whether your most frequently used databases can be searched this way. If they cannot, you should head to the database itself, submit a search and export the references to EndNote. See the sections 'Exporting references from SOLO to EndNote' and 'Exporting references from Google Scholar to EndNote' of this handout for examples of how to do this. We also have some accompanying handouts for each division (humanities, sciences, etc.) with examples of popular databases to export references from. These are available on our handouts webpage:

<https://www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts>.

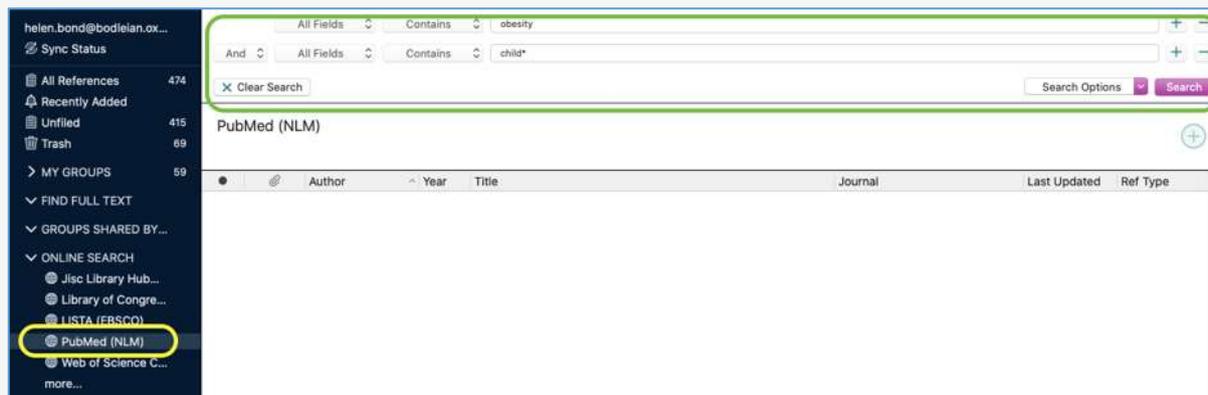
Using Online Search

Open EndNote on your computer.

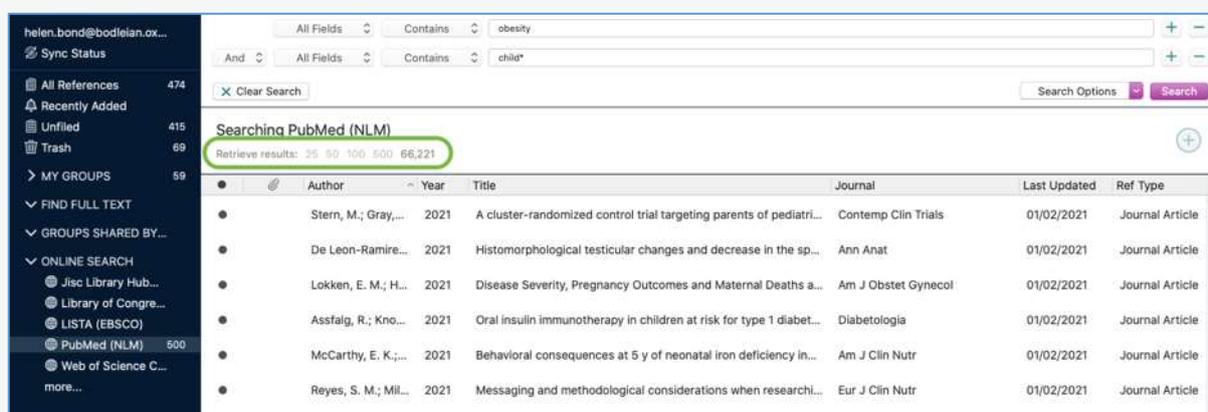
In the left-hand pane of EndNote, under 'Online Search' click the database title you would like to search or click 'more...' to select a database not listed.



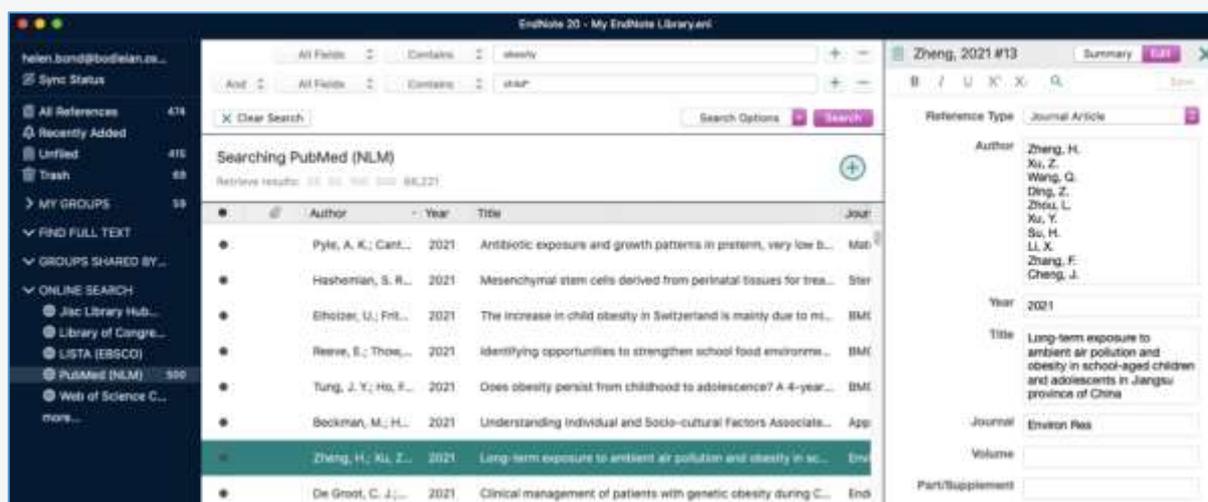
Enter your search terms in the search boxes at the top of the screen and click 'Search'.



You can increase the number of records on the page at the top of the results list.



Double clicking a reference brings up a summary of the reference in a pane on the right.



Highlight references you would like to add to your library and click the plus button. They will be added to the 'recently added' area.

EndNote 20 File Edit References Groups Library Tools Window Help

Mon 1 Feb 16:22 Helen

474 All References
 415 Recently Added
 69 Unfiled
 59 MY GROUPS

Search Options Search

Searching PubMed (NLM)
 Retrieve results: 35 50 100 500 66,221

Author	Year	Title	Journal	Last Updated	Ref Type
Pyle, A. K.; Cant...	2021	Antibiotic exposure and growth patterns in preterm, very low b...	Matern Health Neonatol Perin...	01/02/2021	Journal Article
Hashemian, S. R...	2021	Mesenchymal stem cells derived from perinatal tissues for trea...	Stem Cell Res Ther	01/02/2021	Journal Article
Eiholzer, U.; Frit...	2021	The increase in child obesity in Switzerland is mainly due to ml...	BMC Public Health	01/02/2021	Journal Article
Reeve, E.; Thow...	2021	Identifying opportunities to strengthen school food environme...	BMC Public Health	01/02/2021	Journal Article
Tung, J. Y.; Ho, F...	2021	Does obesity persist from childhood to adolescence? A 4-year...	BMC Pediatr	01/02/2021	Journal Article
Beckman, M.; H...	2021	Understanding Individual and Socio-cultural Factors Associate...	Appetite	01/02/2021	Journal Article
Zheng, H.; Xu, Z...	2021	Long-term exposure to ambient air pollution and obesity in sc...	Environ Res	01/02/2021	Journal Article
De Groot, C. J.;...	2021	Clinical management of patients with genetic obesity during C...	Endocrine	01/02/2021	Journal Article
Mohamed, R. N.;...	2021	Association Between Dental Caries and Obesity among Childre...	Oral Health Prev Dent	01/02/2021	Journal Article
Coleman, C. M.;...	2021	Influence of a One-Time Web-Based Provider Intervention on...	J Patient Cent Res Rev	01/02/2021	Journal Article
Kansra, A. R.; La...	2020	Childhood and Adolescent Obesity: A Review	Front Pediatr	01/02/2021	Journal Article

ONLINE SEARCH
 Jisc Library Hub...
 Library of Congre...
 LISTA (EBSCO)
 PubMed (NLM) 500
 Web of Science C...
 more...

Exporting references from SOLO to EndNote

SOLO

SOLO is the resource discovery tool for the major collections of the libraries of the University of Oxford. It covers physical holdings in the majority of the libraries which includes the Bodleian Libraries and most faculty/department and college libraries. It also provides access to electronic material including e-books, e-journals and databases.

Accessing SOLO

To access SOLO, go to solo.bodleian.ox.ac.uk.

To access the full range of resources, sign in using your Oxford Single Sign On (SSO). The sign in option is in the top right-hand corner.

Searching

To submit a basic search query in SOLO, type your keywords into the search bar, for example *Oxford history of Britain*, and click the search button.

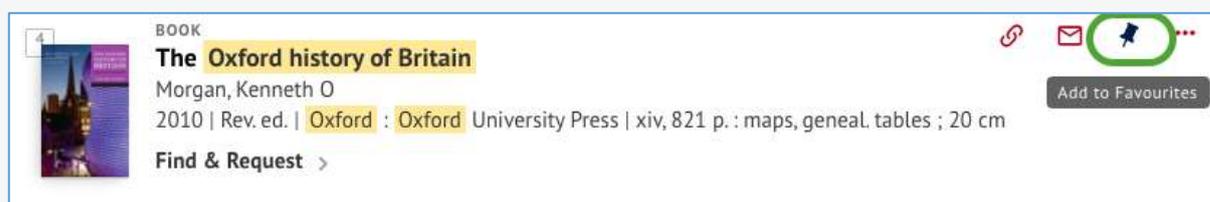
SOLO will return a list of search results matching your query including print and electronic resources. It is possible to export these records to EndNote.

Exporting from SOLO to EndNote

There are two methods for exporting references to EndNote.

Method 1 – For exporting multiple references in one go

Choose records to export by clicking the pin shaped 'Add to Favourites' button which appears on the right of each title.



Your selected records are now saved to 'Favourites'. Note, if you are signed into SOLO they will stay in your favourites for future sessions (unless you remove them). If you are not signed in, they will sit temporarily in favourites for the duration of the session.

1. Click the 'Favourites' pin in the top right corner of SOLO.

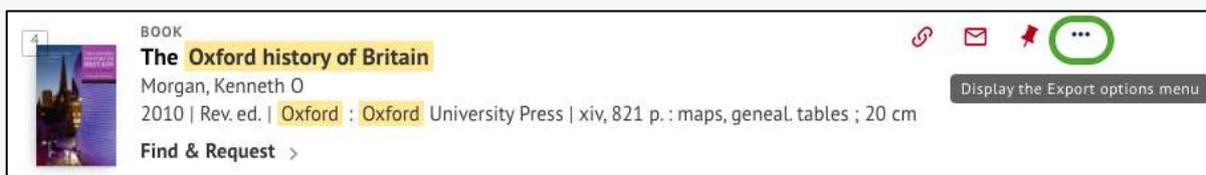


2. You will see the records that you added to Favourites. Select the references you would like to export to EndNote by ticking the boxes next to the titles. Click the three-dot "'Push to' actions' button on the top right and select either 'RIS' or 'EndNote'.

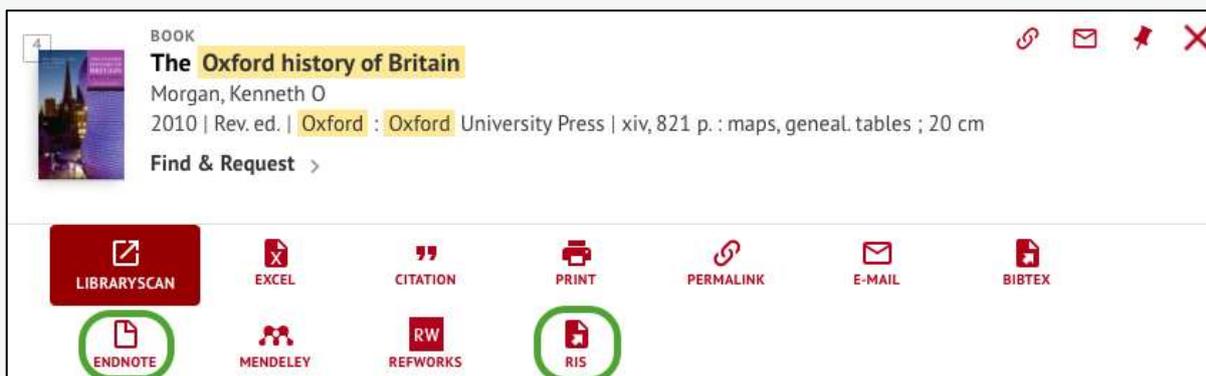
1. Choosing 'RIS' will open the reference in the desktop version of EndNote; choosing 'EndNote' will open the reference in EndNote Online.
2. EndNote will indicate that the references have been successfully imported to your EndNote Library. By default, EndNote places all new records into the 'Last Imported' folder. In the desktop version of EndNote, you can access the last imported folder by clicking on it at the left side of the EndNote screen.

Method 2 – For exporting one reference at a time

1. Once you have identified a record you would like to export, click the 'Display the Export options menu' button (the button with three horizontal dots) for that title.



2. Click 'either 'RIS' or 'EndNote'. Choosing 'RIS' will open the reference in the desktop version of EndNote; choosing 'EndNote' will open the reference in EndNote Online.



3. EndNote will indicate that the references have been successfully imported into your EndNote Library. By default, EndNote places all new records in to the 'Last Imported' folder. In the desktop version of EndNote, you can access the last imported folder by clicking on it at the left side of the EndNote screen.

Notes

Sometimes there are errors in records exported from SOLO because the fields in SOLO records do not match up very well with the fields used by EndNote. It is advisable to check the records that you have exported into EndNote and edit them if necessary.

- Authors: for works with more than one author, SOLO often only exports the first author to the author field in EndNote. Other authors are exported to the Editor field, even if they are not editors. You should correct this by adding the other authors to the Authors field.
- Authors: sometimes additional information such as birth/death dates for authors are exported from SOLO to EndNote. These are used in SOLO to differentiate between authors with the same name. However, they should not appear in your citations and bibliographies. If birth/death dates (or other

additional information) are given alongside the author name you should delete them.

- Edition: SOLO exports the word 'ed' into the EndNote Edition field, i.e. the field reads 3rd ed (rather than 3rd). When you use EndNote to make citations or bibliographies in Word, it will automatically add the abbreviation 'ed' or 'edn' where appropriate. As a result, if the abbreviation is included in EndNote, 'ed' will be repeated in your citations e.g. they will read 3rd ed ed. It's therefore best to delete 'ed' as soon as you export your records from SOLO to EndNote.
- Publisher: SOLO gives the place of publication under both publisher and place of publication. You should remove it from the Publisher field, otherwise it will appear twice in your citations e.g. Philadelphia, Philadelphia.

Exporting references from Google Scholar to EndNote

Google Scholar

Google Scholar is a search engine which allows quick and simple searching of scholarly literature, including articles, books, theses and conference abstracts. It draws material from journal publishers, professional associations, universities and open access repositories.

Google Scholar Subject Coverage

Google Scholar is an interdisciplinary resource which covers all academic disciplines.

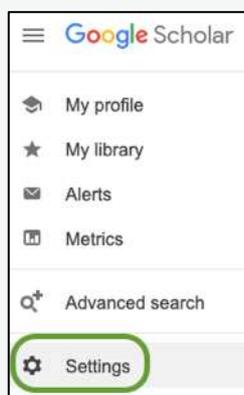
Accessing Google Scholar

Google Scholar is freely available on the Web via scholar.google.com.

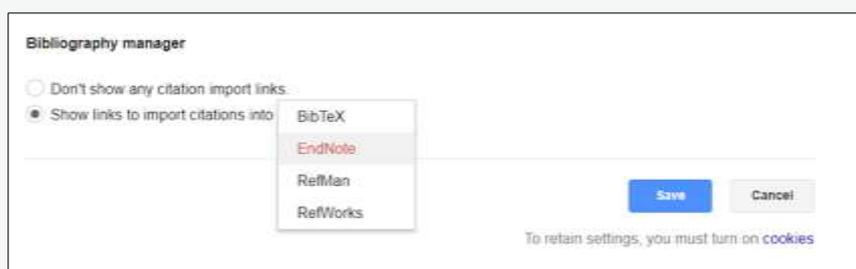
Configuring Google Scholar for EndNote

You can configure Google Scholar to link directly to EndNote.

- At the top of the Google Scholar screen, click on the three-bar menu button then click **Settings**.



- Once in the settings, scroll down to Bibliography Manager and click on the drop down menu to choose to **Show links to import citations into EndNote**.
- Click **Save**.



Running a Basic Search

- Type your keywords into the search box and click on the blue magnifying glass icon.



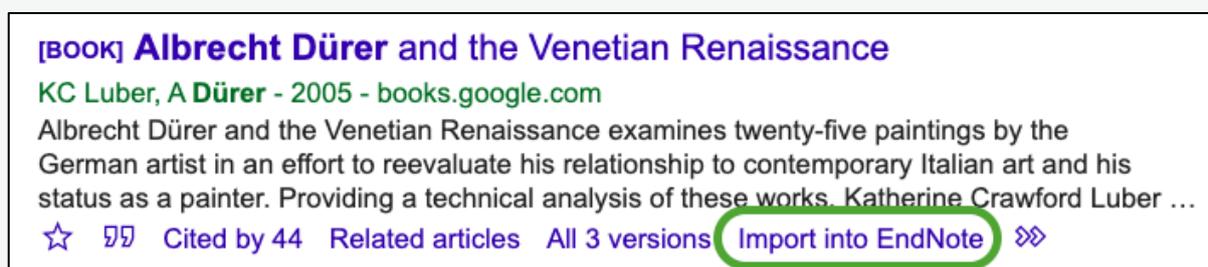
- After a few moments, a set of search results will appear below the search box.

Use Google Scholar's own export tool

Google Scholar allows you to export individual or multiple references into EndNote.

To export individual references

- You will see a link to 'Import into EndNote' beneath each reference – click on the link. In some browsers, the 'Import into EndNote' button isn't visible – click on the '>>' link to access this option.



- The file will be saved onto your computer using your browser's default method for saving files, often within Downloads. The file will be named scholar.enw. You can change this default file name from scholar to something more meaningful. Depending on your set-up, the file may open automatically and send straight to EndNote.

To export multiple references

To export multiple references, you need to have a Google account and be signed into Google, so that you can save references to your Google Scholar 'library'.

- Click the star next to the titles you wish to export.

[book] Literary Remains of Albrecht Dürer

WM Conway, A Dürer - 1889 - books.google.com

THE history of the following book is a somewhat long one. In the summer of 1881 the author, having recently finished his work on the Woodcutters of the Netherlands, proceeded to Vienna, for the purpose of there pursuing the study of the productions of the early school ...



[Cited by 69](#) [Related articles](#) [All 2 versions](#) [Import into EndNote](#)

- This will save the titles to 'My library'. Click on 'My library' in the top right of the window to open it. From here you can export articles by page or all articles in your library by clicking the download button and selecting **EndNote**.

The screenshot shows the Google Scholar interface. At the top, there is a search bar and a 'My library' button. Below the search bar, there is a navigation menu with options like 'All articles', 'Reading list', 'Trash', and 'Manage labels...'. The main content area displays a list of articles. The first article is 'Articles in your library' by 'chicken pox vaccine'. The second article is 'Compulsory vaccination: the Italian experience' by 'R. Siliquini' from 'The European Journal of ...' (2018). The third article is 'Improved temporal trends of vaccination coverage rates in childhood after the mandatory vaccination act, Italy 2014–2019' by 'M Sabbatucci, A Odone, C Signorelli, A Siddu...' from 'Journal of Clinical ...' (2021). The 'Export all' button is circled in green, and the 'EndNote' option in the dropdown menu is also circled in green.

- The file will be saved onto your computer using your browser's default method for saving files, often within Downloads. The file will be named scholar.enw. You can change this default file name from scholar to something more meaningful. Depending on your set-up, the file may open automatically and send straight to EndNote.

Importing into EndNote

If your file doesn't open automatically in EndNote, you can manually import it into EndNote:

- Open EndNote desktop.
- Click on File > Import.

- Find the saved Scholar export on your computer, usually within the Downloads section.
- Select the file and click on Import.
- The Import complete message will appear once the records have been imported.
- Click on OK to see the imported records within EndNote. You can now view each record.

Adding and using Capture EndNote Reference plug-in

You can install an EndNote plug-in within your web browser to add references and full-text from any website.

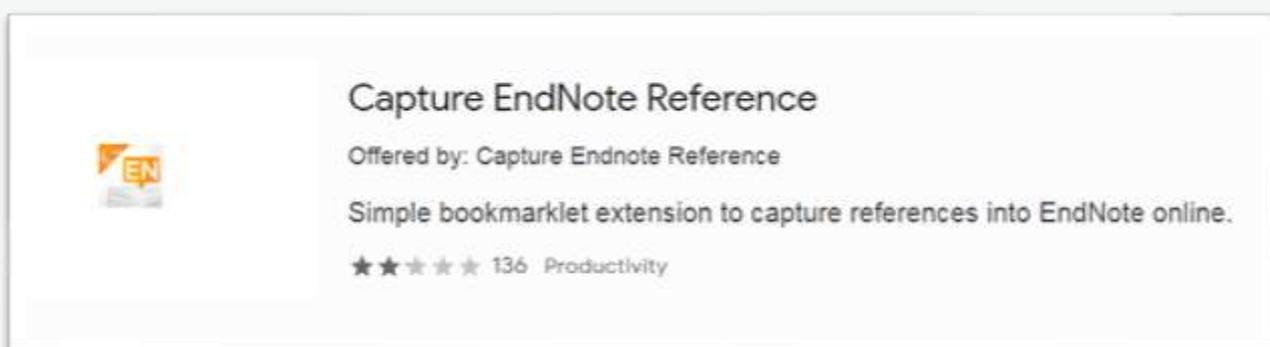
Installing the Capture Reference plugin on any browser (except Chrome)

- Login to EndNote online access.clarivate.com/login?app=endnote and go to the downloads tab.
- Drag the Capture Reference button to your Bookmarks/Favourites bar.

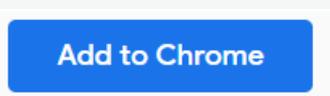


Install the Capture EndNote Reference add-in for Chrome browser

- Go to Chrome web store chrome.google.com/webstore.
- Search for Capture EndNote Reference.



- Click on **Add to Chrome**



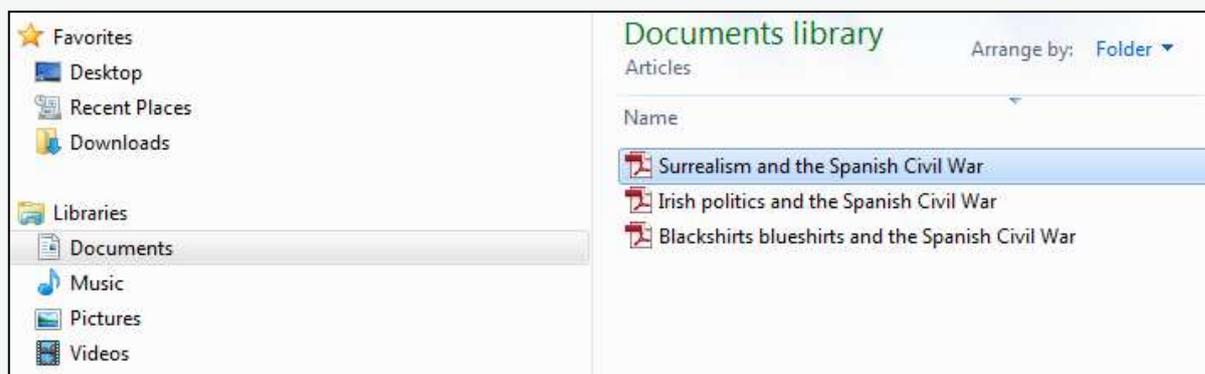
Using Capture Reference

- Open a website or search a database.
- Open the full record for the item you would like to capture.
- Click on the Capture reference bookmarklet.
- The record will be exported to EndNote.
- Go to EndNote to view it.

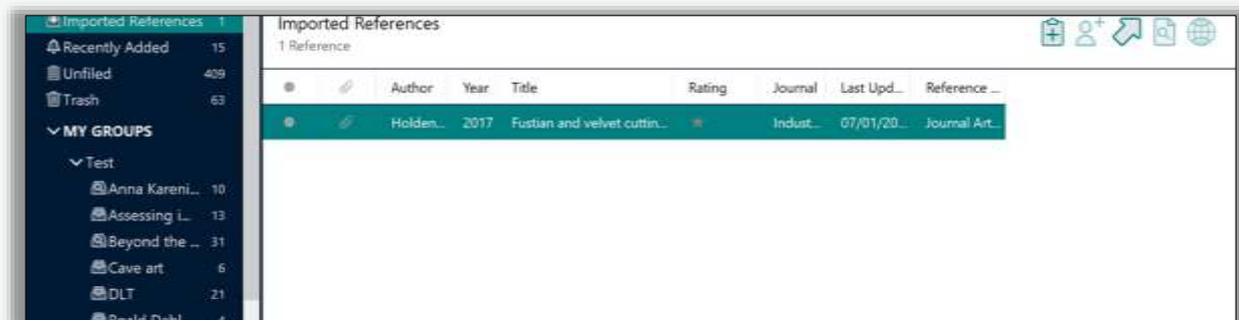
Adding PDFs (via drag & drop) and finding matching references

If you have PDFs of journal articles saved onto your computer, you can add them to your EndNote account and EndNote should automatically find matching citation data where available. EndNote uses the DOI as found on the first few pages of the PDF.

- Open your file explorer and locate the PDF you want to add to EndNote.



- Click on the relevant PDF and, for Windows computers, drag into the EndNote page on your browser and release the PDF file over the menu and header area, not the reference list. For Macs, you need to drag and drop the file over the EndNote icon in the dock at the bottom of your computer screen.



- The automatic facility within EndNote will search the internet to find matching citation data (e.g., bibliographic details such as author, title, publication details) where available.
- To verify that the citation is correct, click on the newly added reference.
- The reference details will appear in the right-hand preview pane.
- Check and amend if necessary.

Adding PDFs using EndNote Click and finding matching references

You can also add PDFs to EndNote using EndNote Click (it was previously called Kopernio). EndNote Click serves two key purposes: it speeds up the process of accessing full-text PDFs by detecting when there is a full-text PDF on a page and allowing you to click straight through to read it, as well as providing a place to store and manage the PDFs; it allows you to export those PDFs to EndNote and generates a reference in EndNote from the data attached to the PDF.

It works by adding a free plugin to your browser. You will need to create an EndNote Click account, which you are prompted to do as part of the installation process (details below).

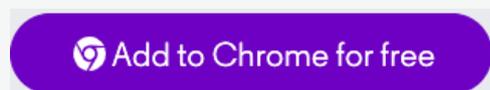
EndNote Click is not compatible with every database, so take a look at your key databases to see whether EndNote Click will be useful for you.

The EndNote Click plugin is compatible with the browsers Google Chrome, Firefox and Opera.

You have 100MB of free storage, so you may not want to rely on EndNote Click as the key place you store PDF files, but it can be useful as a way of exporting PDFs to EndNote. If you invite a friend, you can upgrade to 2GB of storage.

Installing EndNote Click

- Go to kopernio.com.
- Depending on your browser, there will be a button that says **Add to Firefox for free** or **Add to Chrome for free**, etc.



Work through your browser's installation process. Once complete, the EndNote Click button will appear at the top of your browser as 'EN' in a purple circle.

You will be prompted to create an EndNote Click account. Enter your first and last name, email address and password and click **Create my EndNote Click account**.

Using EndNote click to add PDF files to EndNote

- Navigate to your database of choice, e.g., PubMed. You can find a list of databases the Bodleian Libraries provides access to at Databases A-Z (libguides.bodleian.ox.ac.uk/az.php).
- Enter your search in the database's search bar and hit enter or the search button. In this example, we are searching the database PubMed for 'type 2 diabetes'.



- In the results page, the EndNote Click browser plugin will highlight PDFs that you can directly link to in order to read. In the screenshot below is the purple EndNote Click 'View PDF' button.

Pancreatic beta-cells in **type 1 and **type 2** diabetes mellitus: different pathways to failure.**

Eizirik DL, Pasquali L, Cnop M.
Nat Rev Endocrinol. 2020 Jul;16(7):349-362. doi: 10.1038/s41574-020-0355-7. Epub 2020 May 12.
PMID: 32398822 [Review](#).

Loss of functional beta-cell mass is the key mechanism leading to the two main forms of **diabetes mellitus - type 1 diabetes mellitus (T1DM)** and **type 2 diabetes mellitus (T2DM)**. ...Here, we review these new findings, f ...

[View PDF](#)

Sodium-glucose cotransporter **type 2 inhibitors for the treatment of **type 2** diabetes mellitus.**

Scheen AJ.
Nat Rev Endocrinol. 2020 Oct;16(10):556-577. doi: 10.1038/s41574-020-0392-2. Epub 2020 Aug 27.
PMID: 32855502 [Review](#).

The management of **type 2 diabetes mellitus (T2DM)** is becoming increasingly complex. Sodium-glucose cotransporter **type 2** inhibitors (SGLT2is) are the newest antidiabetic agents for T2DM. ...

 Search library

- Click **View PDF**. This will open the PDF in EndNote Click and automatically save it to your 'Locker'. Your 'locker' is where all PDFs you have accessed through EndNote Click are saved and can be accessed. You can access your

locker by clicking **My Locker** in the top right of the screen if you want to explore it.

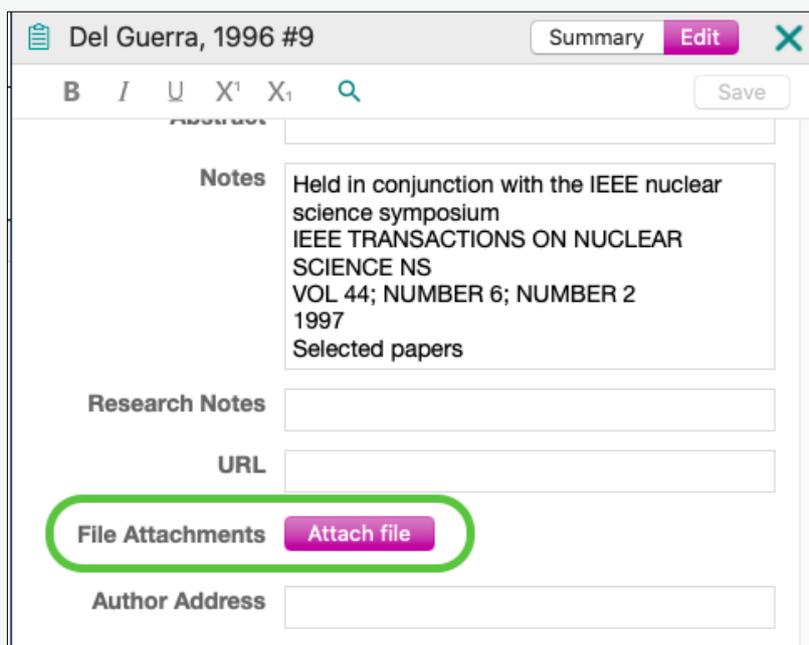


- To export the PDF to EndNote, in the left-hand column click **Export reference** to export it to EndNote desktop and **Push to EndNote Web** to export it to EndNote Online. A reference will automatically be generated in EndNote and the PDF will be attached to the reference.
- You can also share and download the PDF, plus other functions you may wish to explore.

Adding a PDF to a reference already in your EndNote library

You can retrospectively add a PDF file to a reference that already exists in your EndNote library. This is not essential, but some like to keep their PDFs and references together.

- Save the PDF in your files on your computer.
- Double click the reference in EndNote to open the preview pane on the right and click **Edit**.
- Now click **Attach file** in the edit window.



- Choose the PDF from your files and click on Open.
- You can also do the same thing by dragging and dropping the PDF onto the exact reference in the reference list.

Adding references manually

You may need to add a reference manually to your EndNote library, usually because the item you are referencing is non-standard e.g., a personal email or a non-published report. It's always easier to find the reference online so you should look hard before deciding to add manually.

- From the EndNote toolbar select **References > New Reference**.
- A new reference template will appear.

The screenshot shows the 'New Reference' dialog box in EndNote. At the top, the window title is 'New Reference (My EndNote Library)'. Below the title bar is a menu bar with 'File', 'Edit', 'References', 'Groups', 'Library', 'Tools', 'Window', and 'Help'. Underneath the menu bar is a toolbar with icons for 'Edit' and 'PDF', and a 'Save' button. The main area of the dialog box contains a 'Reference Type' dropdown menu set to 'Journal Article'. Below this are several empty text input fields for 'Author', 'Year', 'Title', 'Journal', and 'Volume'.

- Select the **Reference Type** from the drop-down menu at the top of the screen (the default is Journal Article).
- Different reference types display different fields.
- Fields such as abstract, notes, keywords, label are for your benefit and will not appear in the bibliography you generate.
- Use capitalisation as recommended by the referencing style you prefer.

Adding information to specific fields

Author Field

Choose from the following ways to populate this field.

- Enter author surname followed by a comma and their initial(s) or first name e.g. Weiner, C. OR Weiner, Carl
- For organisations place a comma at the end of the name e.g. Cleveland Clinic,
- Enter each author on a separate line within the field (use the **Enter** key on your keyboard to go to another line).

Date Field

- If the reference type, such as a newspaper article, requires the day and month in addition to the year of publication, enter the day and month in the 'date' field, e.g., 28 March.
- Enter the year in the separate 'year' field.

Pages Field

- Enter either as complete numbers e.g. 120-128 OR with the last page truncated e.g. 120-8.
- Do not enter p. or pp.

File Attachments

Allows you to attach a copy or link to a document (file).

1. Select **References > File Attachment > Attach File**. Locate the file and double click on it to attach a copy.
2. If you want to create a link to the file instead, select **References > File Attachment > Attach File**. Go to the bottom left corner of the page and untick 'Copy this file to the default file attachment folder and create a relative link', find the required file and double click on it.

Saving and Editing

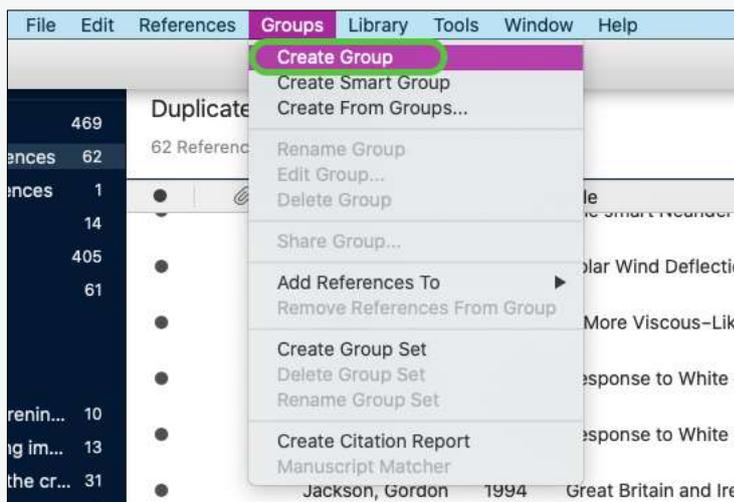
- Once you have entered all the required information in the reference template, click on the X at the top. Click **Save**.
- Your reference will now appear in the **Preview** panel on the right of the screen (as will any highlighted reference).
- To make any further edits, if the preview pane is not open on the right, double click the reference so the preview appears and click **Edit**.

Groups in EndNote

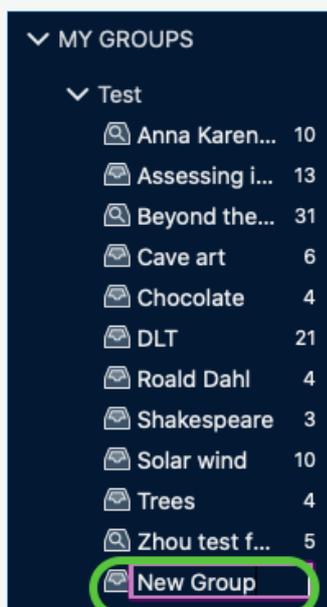
EndNote's 'groups' feature allows you to organise your references into different topics. If you have hundreds or thousands of references, this will help you keep track of your references. You can create up to 5,000 groups. You can also share your groups with your colleagues.

Creating a group

Click Groups > Create Group.



The group will appear in the left-hand column of EndNote and you will be prompted to give it a name. Type the name for the group and hit enter.



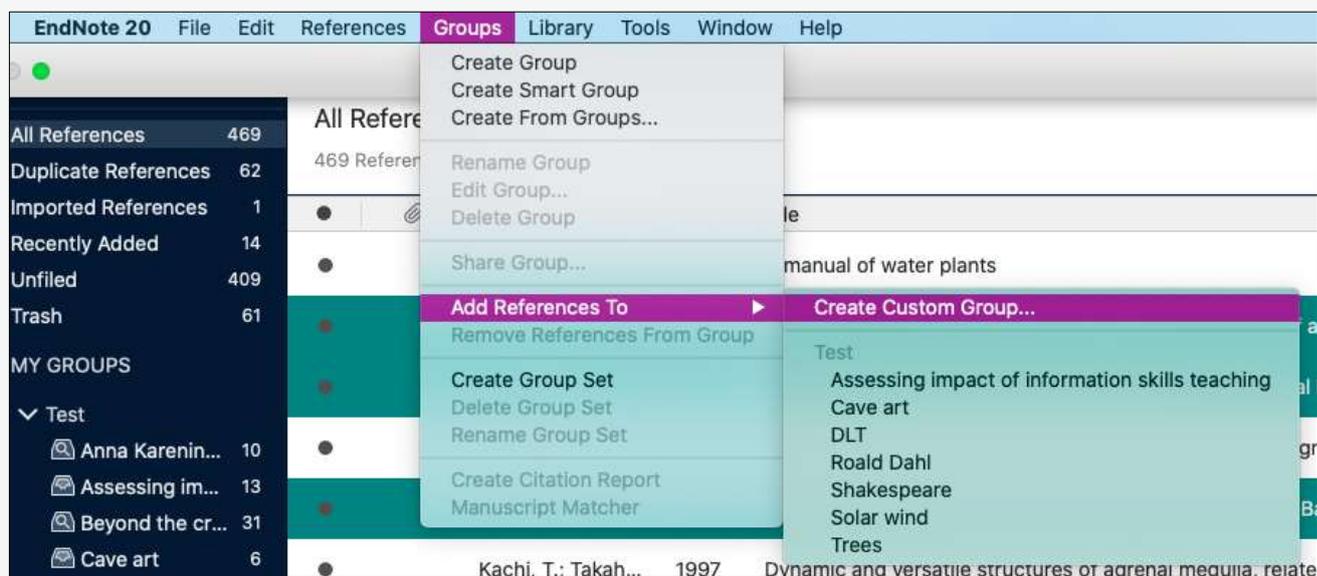
Moving references to a group

There are three ways to move references into a group:

Method 1

Select the references from your library that you want to move to your group by clicking on them so they are highlighted.

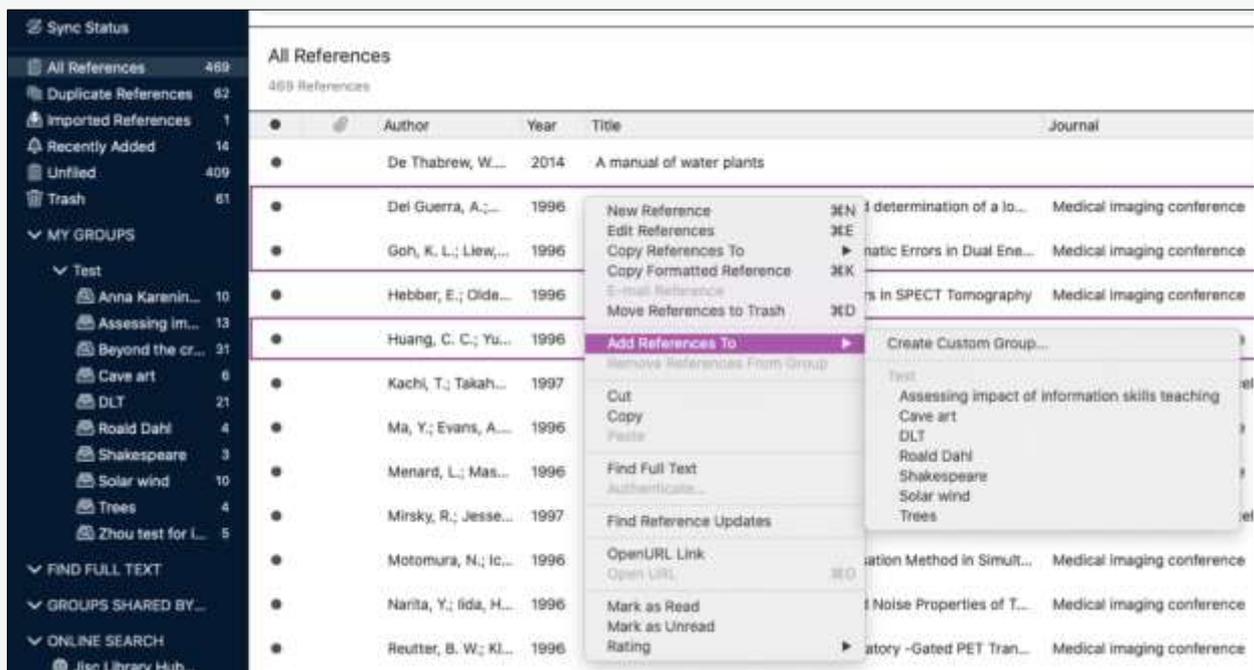
Click **Groups > Add References To** then select the group you would like to move the references to.



Method 2

Select the references from your library that you want to move to your group by clicking on them so they are highlighted.

Right click on the highlighted references, click **Add References To** then select the group you would like to move the references to.



Method 3

Alternatively, you can simply drag and drop individual or multiple references into your group. Highlight the references you would like to move and drag and drop into the relevant group.

Smart groups

Smart groups are created using search strategies (finding keywords, authors, etc.). This means that EndNote will automatically put any references from a catalogue or database into a smart group if they match the search criteria you have specified. This happens when you add a new reference or make edits.

Creating a smart group

Click **Groups > Create smart group**.

A dialogue box will appear for you to enter your search criteria. This can be very complex or very simple. In the example in the image below, the search criteria is for any reference containing 'Tolstoy' and 'Anna Karenina' to be put in the smart group 'Tolstoy Anna Karenina'. The search criteria states 'Anna Karenina' and 'Tolstoy' can be in any field in the reference, but you can specify the search criteria should be title, year, abstract, etc.

Smart Group

Smart Group Name:

Author + -

And + -

And + -

Match Case Match Words

Upon exporting references from a catalogue or database, EndNote automatically files them in the smart group created for references mentioning 'Anna Karenina' and 'Tolstoy'.

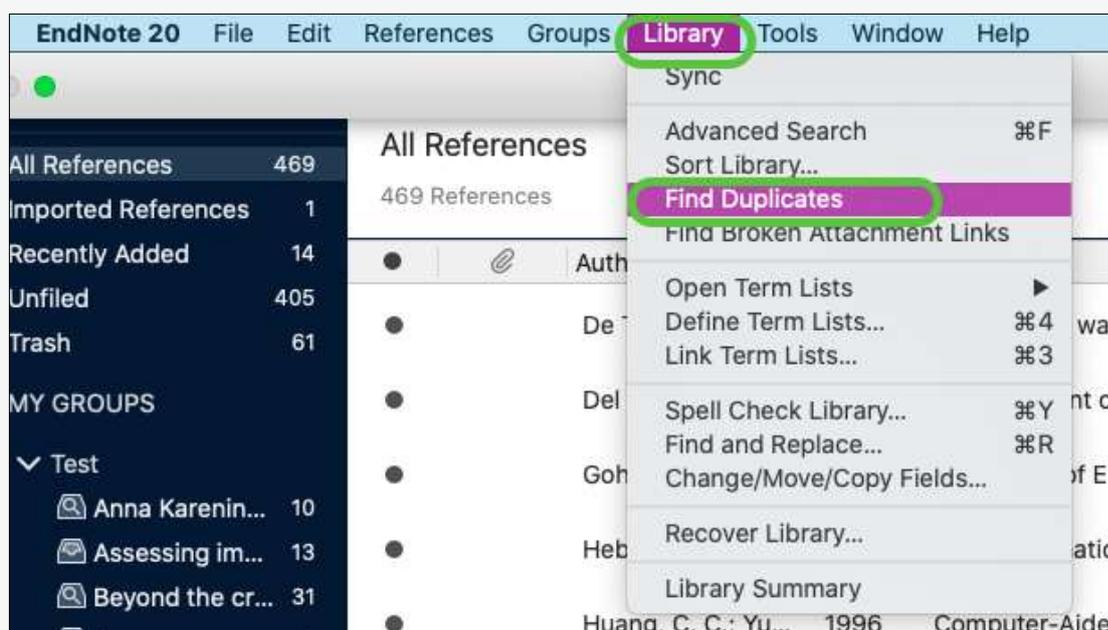
Finding duplicates

EndNote offers the functionality to search for duplicate references. You may find that you accidentally imported the same reference multiple times a few weeks or months apart and/or from different databases. When creating a bibliography for your piece of work, you risk having the reference in there twice. It is good practice to check for duplicates to avoid this.

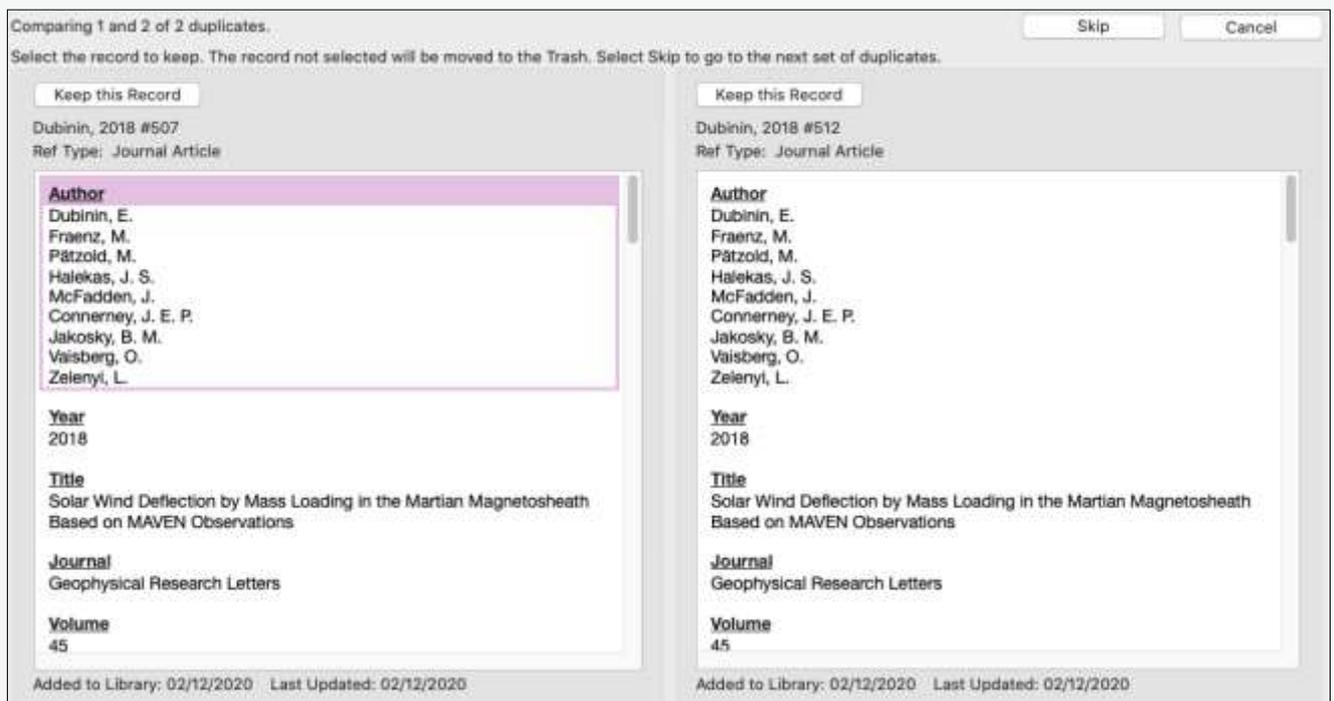
Searching for duplicates

EndNote will search for duplicates that are currently showing in the Library window on the left, not all references by default. If you would like to search for duplicates in your entire EndNote account, click **All references** at the top of the Library window on the left.

Click **Library > Find Duplicates**.



If any duplicates are found, EndNote will present them in a dialogue box where you can compare duplicates and decide which to delete. It might be that one has a more accurate or complete record which you would like to keep.



For each set of duplicates, you have the option to:

Click **Keep this Record** to save that particular reference and delete the other one.

Click **Skip** to leave both references in the library. They will appear in a temporary **Duplicate References** group, so you can review them later.

Editing a reference and adding personal notes

There are several reasons to edit your references in EndNote.

- Sometimes items exported from databases do not have the correct 'reference type'. For example, a book may appear in EndNote as a journal article. If the reference type is incorrect the item will be cited incorrectly in your bibliographies. It's therefore important to check that the reference type is correct. This is a particular problem with edited books exported from SOLO which appear in EndNote with the reference type **Book** when they should have the reference type **Edited Book**. This may seem like an inconsequential detail but if the reference type is incorrect, the item will be cited incorrectly in your bibliography.
- Some databases do not export well and basic details such as author name, title or publication details will be missing, incomplete or incorrect. It is essential that you correct these errors so that any citations and bibliographies that you create are correct.

- The exported reference may not have as much detail as you would like.
- You may wish to attach a PDF of an article to the reference, to keep your resources and references together.

Finding a reference in your EndNote library

- Find the reference that you need to edit in EndNote. If you have recently imported it from a database, it will be in **Imported References** at the top of the left-hand Library column. If it's not there, try searching for it in **All References**.
- When you have found the reference, double click on it. The details of the reference will appear on the right of your screen.
- To edit, click **Edit** at the top of the window and make the necessary amendments.

Editing basics

- First check the reference type is correct (e.g. if the item is an edited book, check that **Edited Book** is selected. If it's an article check that **Journal Article** is selected). You can change reference type by choosing from the dropdown menu.

The screenshot shows the EndNote reference editor window for a record titled "Kay, 1978 #140". The window has a title bar with "Summary", "Edit", and "X" buttons. Below the title bar is a toolbar with "B", "I", "U", "X¹", "X₁", and a search icon, along with a "Save" button. The main area contains a "Reference Type" dropdown menu, which is highlighted with a green circle and shows "Edited Book" selected. Below this are several text input fields: "Editor" (containing "Kay, Carol McGinnis" and "Jacobs, Henry E."), "Year" (containing "1978"), "Title" (containing "Shakespeare's romances reconsidered"), "Series Editor", "Series Title", "Place Published" (containing "Lincoln"), and "Publisher" (containing "University of Nebraska Press").

- Check the other fields in the record. You can edit any field by clicking in the field and typing.

Adding notes, PDFs and other files

- To add notes to your reference, scroll down and click on the **Research notes** field. You may add any notes you wish in this field.

Kamenskikh, 2000 #30 Summary Edit X

B I U X¹ X₂ 🔍 Save

Label

Keywords IEEE medical imaging NSS MIC nuclear science

Abstract

Notes Held in conjunction with the Medical imaging conference; See also same s/m vol 48 no 3 part 1 and no 4 for papers
IEEE TRANSACTIONS ON NUCLEAR NS
VOL 48
2001
Papers

Research Notes

URL

File Attachments Attach file

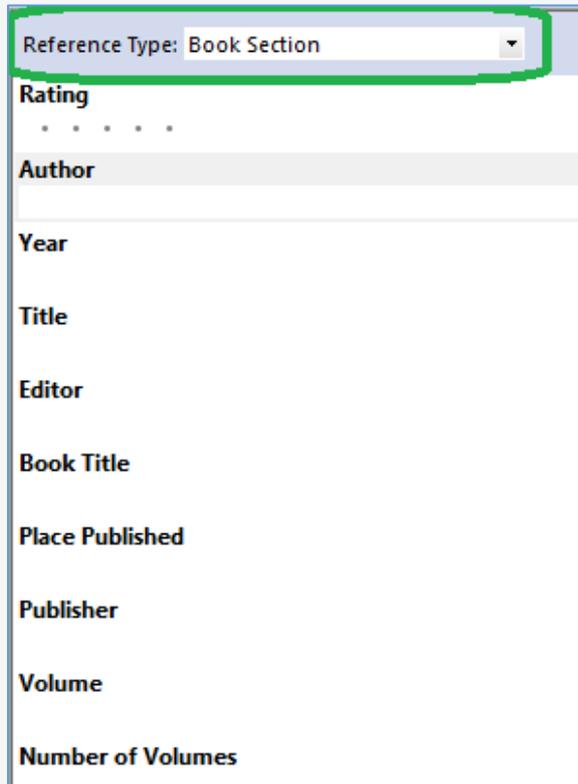
- To add files to your reference, such as full text PDF articles/chapters or notes, click the **Attach file** button in the editing window. Search through the files on your computer and select the one you want to upload.

Saving your changes

Make sure to save any edits you make to a reference by clicking 'Save' at the top of the editing pane.

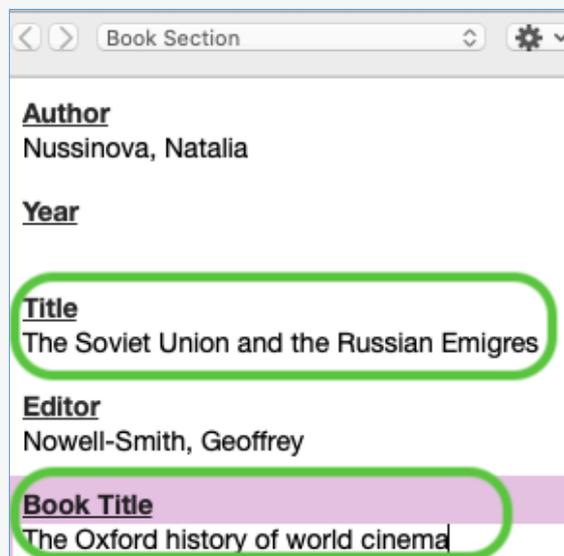
Dealing with books: adding chapters and essays from edited books

To add a reference for an essay/article/chapter in a book of collected essays, choose the reference type 'Book Section':



The image shows a screenshot of a reference form. At the top, there is a dropdown menu labeled 'Reference Type:' with 'Book Section' selected. This dropdown is highlighted with a green border. Below the dropdown are several input fields, each with a label: 'Rating' (with five dots below it), 'Author', 'Year', 'Title', 'Editor', 'Book Title', 'Place Published', 'Publisher', 'Volume', and 'Number of Volumes'.

As is normal with EndNote, this is auto populated with suggested fields which would normally be used for this reference type. To add your reference, fill in the form. The field 'Title' is where you should add the title of the chapter or essay you wish to cite. You should fill in the book title further down the form under 'Book Title'.



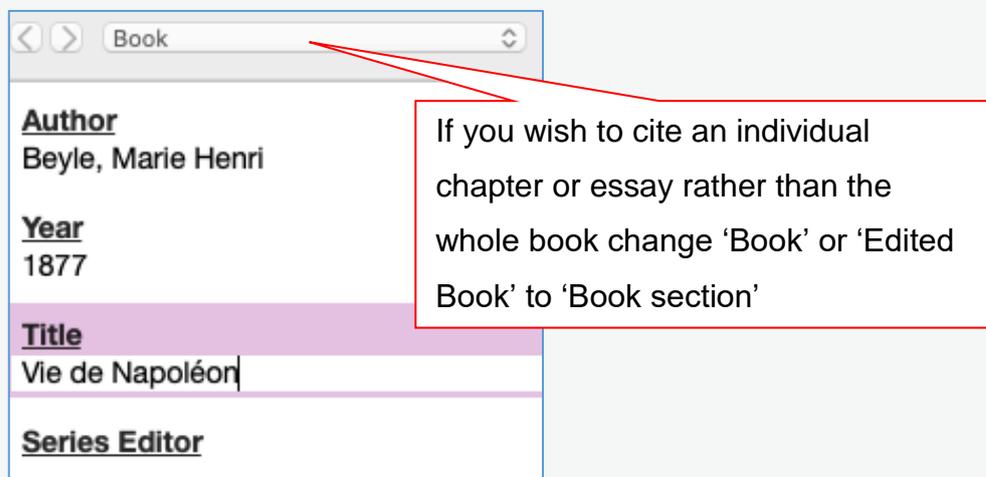
A screenshot of the EndNote 'Book Section' form. The form is titled 'Book Section' in the top left corner. It contains several fields: 'Author' with the value 'Nussinova, Natalia', 'Year' (empty), 'Title' with the value 'The Soviet Union and the Russian Emigres', 'Editor' with the value 'Nowell-Smith, Geoffrey', and 'Book Title' with the value 'The Oxford history of world cinema'. The 'Title' and 'Book Title' fields are highlighted with a green rounded rectangle.

Adding chapters and essays from edited collections when you have imported the book from SOLO or another catalogue

When you import an edited collection of essays from SOLO or another catalogue, the record will relate to the whole book (not to the individual chapters or essays in the book).

If you want to cite the individual essays or chapters, you will need to change the reference so that it refers to the chapter or essay. To do this:

1. Change the reference type from 'Book' or 'Edited Book' to 'Book Section'.



A screenshot of the EndNote 'Book' form. The form is titled 'Book' in the top left corner. It contains several fields: 'Author' with the value 'Beyle, Marie Henri', 'Year' with the value '1877', 'Title' with the value 'Vie de Napoléon', and 'Series Editor' (empty). A red callout box with a white background and a red border points to the 'Book' dropdown menu. The text inside the callout box reads: 'If you wish to cite an individual chapter or essay rather than the whole book change 'Book' or 'Edited Book' to 'Book section''.

2. The 'Title' part of the form is likely to have been populated with the book title instead of the chapter/essay title. Cut and paste the book title from 'Title' field into the 'Book Title' field. Then manually type the chapter or essay title into the 'Title' field.
3. Likewise, the 'Author' section of the form will probably include the name of the book editor. Again, cut and paste this into the 'Editor' field in the form and then manually type in the author(s) of the chapter.

The screenshot shows a web browser window with the address bar displaying 'Book Section'. The form contains the following fields:

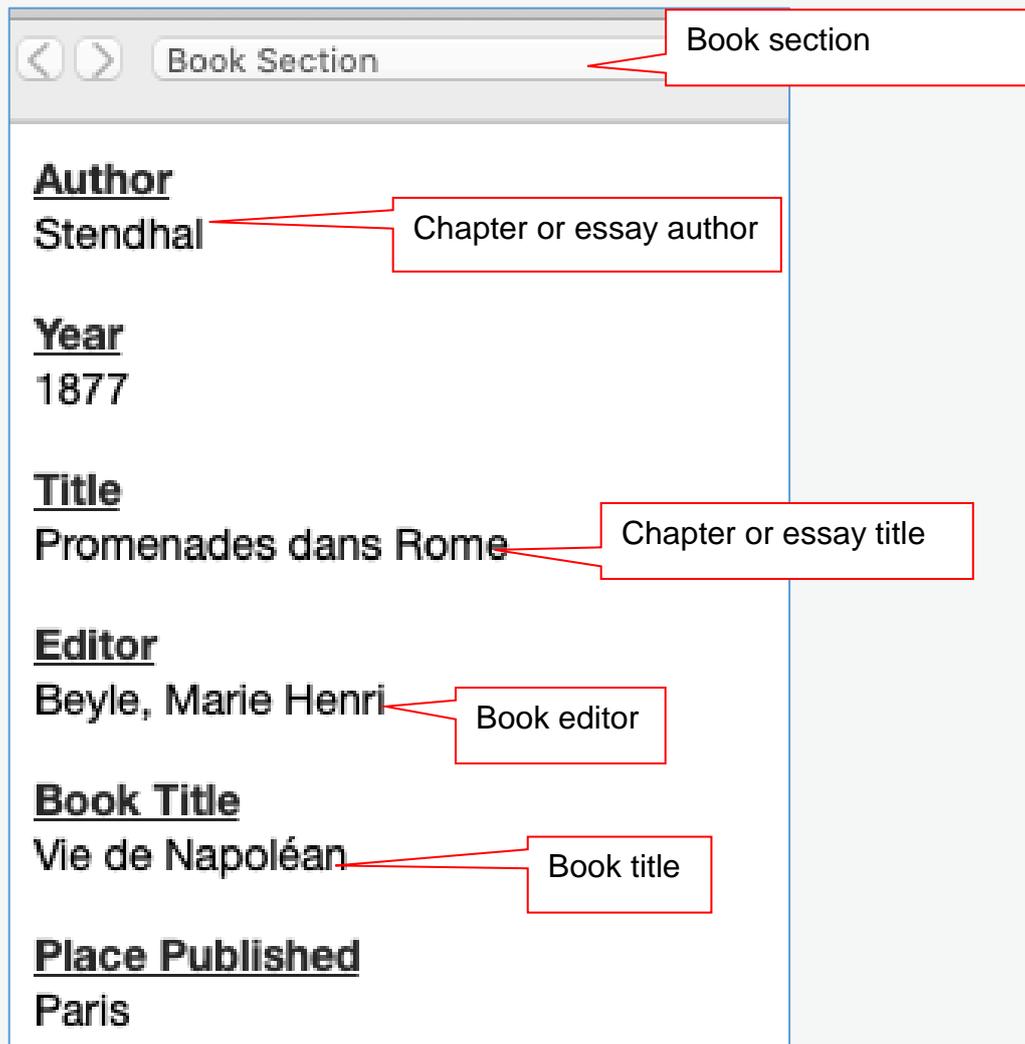
- Author**: Beyle, Marie Henri
- Year**: 1877
- Title**: Vie de Napoléon
- Editor**: (empty)
- Book Title**: (empty)

Red dashed arrows point from the 'Author' and 'Title' fields in the form to callout boxes on the right.

The Author field will probably give the editor(s) of the book. Cut and paste this to the Editor field and then manually enter the author'(s) name(s)

The title field for the section will probably have been populated with the book title. Cut and paste this to the Title field and then manually enter the chapter or essay title under Book Title.

4. The final result should like this:



You should make certain you also have an entry for the book itself, as well as any sections you cite, as both are likely to be needed for your bibliography.

Using Cite While You Write

Cite While You Write is a Microsoft Word plugin which allows you to insert citations from your EndNote library into your Word document. It is available for Windows and Mac. You can insert in-text citations and footnotes and Cite While You Write will simultaneously create a bibliography for that document.

Installing Cite While You Write

Cite While You Write is automatically added to Word upon installation of EndNote. You need to make sure you already have Word installed on your machine before installing EndNote. The Cite While You Write plugin will not appear if you install Word after EndNote.

If you need to retrospectively add Cite While You Write to Word, see [Installing Word Processor Plugins](#) in the appendix.

Inserting in-text citations

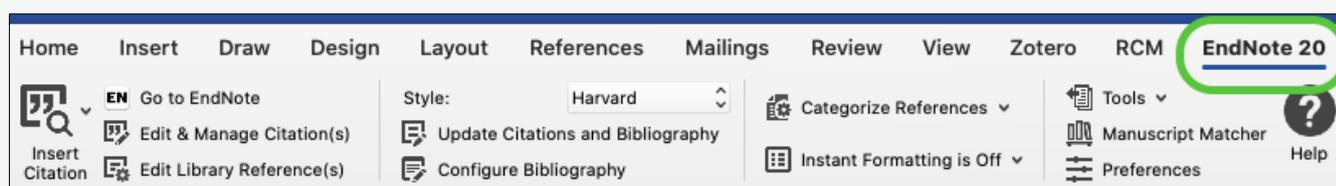
There are two methods for inserting citations:

Method 1

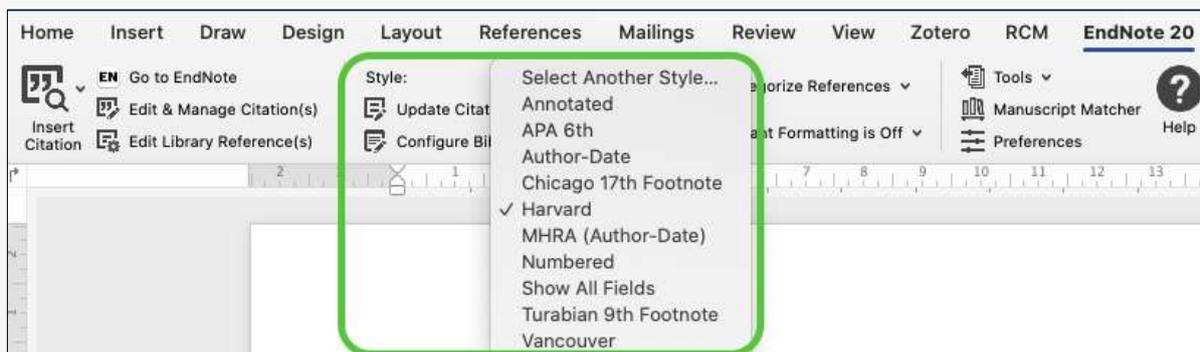
Open Word and enter some text.

Place the cursor where you would like the citation to be inserted.

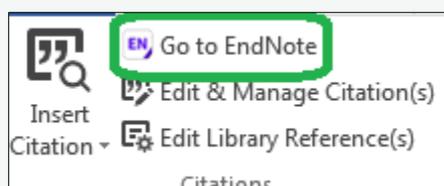
Click on the EndNote 20 tab at the top of the screen to see the EndNote options in Word.



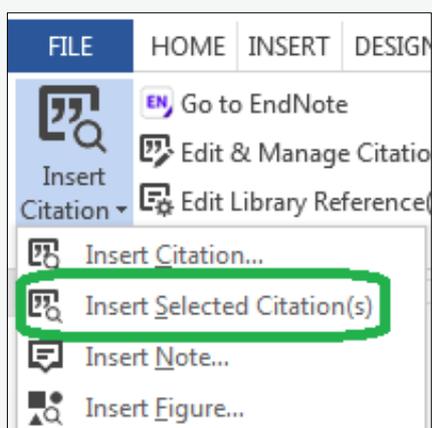
Choose your reference style from the **Style** list, e.g. Harvard. If the one you want isn't on the drop-down list, click on **Select Another Style...** and look for the style you require.



Click on **Go to EndNote** to switch to the EndNote library you have open on the desktop. Highlight the reference you would like to insert.



Return to your Word document, click on the drop-down arrow on the **Insert Citation** button. Some options will appear – click on **Insert Selected Citation(s)** to insert the reference you selected in EndNote.



The reference will be automatically formatted according to the reference style you selected, and a bibliography will automatically be created at the end of your document.

Method 2

Open Word and enter some text.

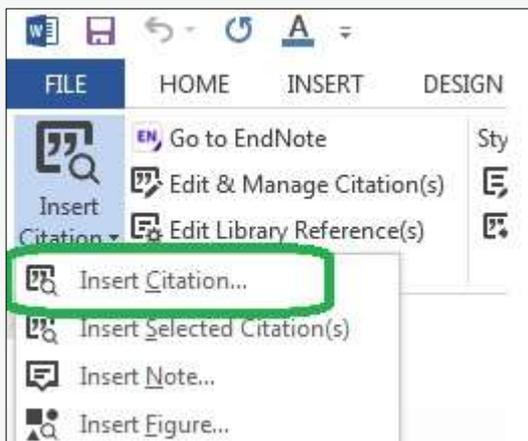
Place the cursor where you would like the citation to be inserted.

Click on the EndNote 20 tab at the top of the screen to see the EndNote options in Word.

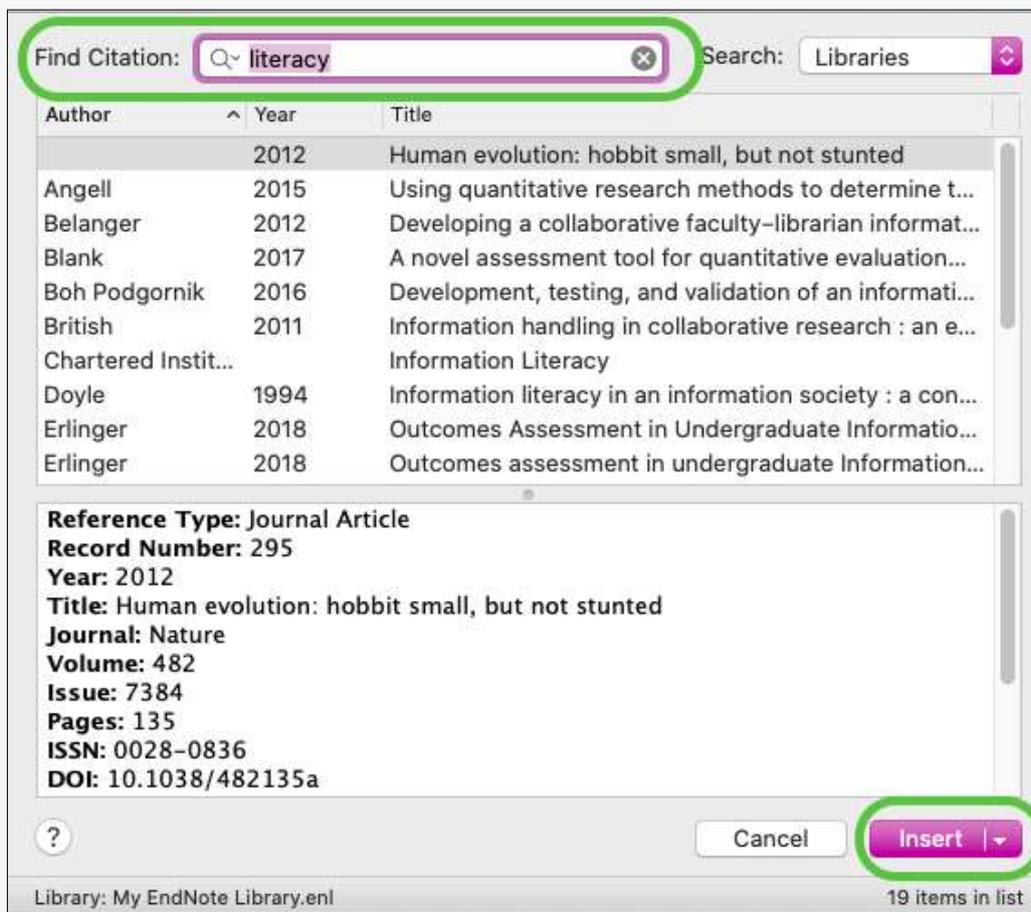
Choose your reference style from the **Style** list, e.g. Harvard. If the one you want isn't on the drop-down list, click on **Select Another Style...** and look for the style you require.



Click on the drop-down arrow on the **Insert Citation** button and click on **Insert Citation ...**



This will open a dialogue box. Find the relevant citation(s) by searching. Click the relevant citation(s) and click **Insert**.



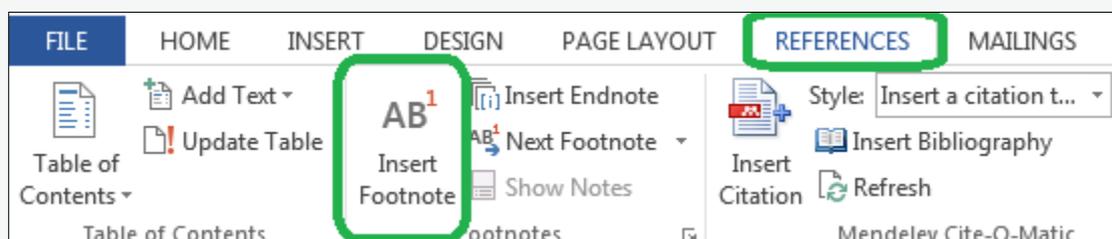
The reference will be automatically formatted according to the reference style you selected, and a bibliography will automatically be created at the end of your document.

Inserting footnotes

Open Word and enter some text.

Place the cursor where you would like the citation to be inserted.

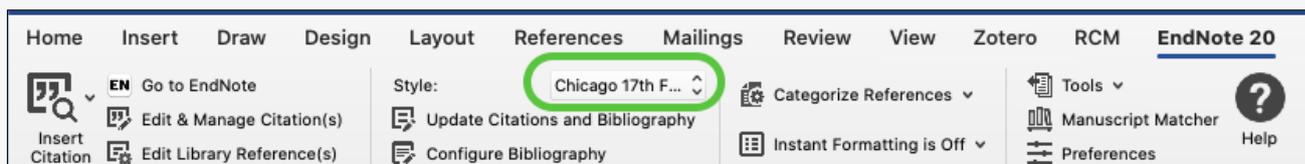
Under the **References** tab in the Word ribbon, click **Insert Footnote**.



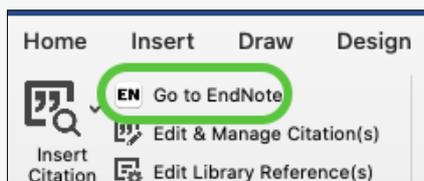
Word will insert a superscript number where your cursor is and a footnote at the bottom of the page.

Go to the EndNote 20 tab in the Word ribbon.

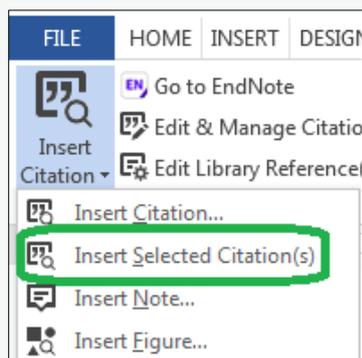
Choose your reference style from the **Style** list, e.g. Chicago 17th Footnote.



Click on **Go to EndNote** to switch to the EndNote library you have open on the desktop. Highlight the reference you would like to insert.



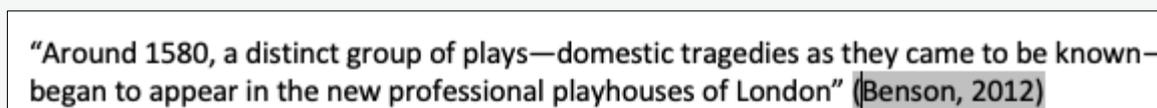
Return to your Word document click on the drop-down arrow on the **Insert Citation** button. Some options will appear – click on **Insert Selected Citation(s)** to insert the reference you selected in EndNote.



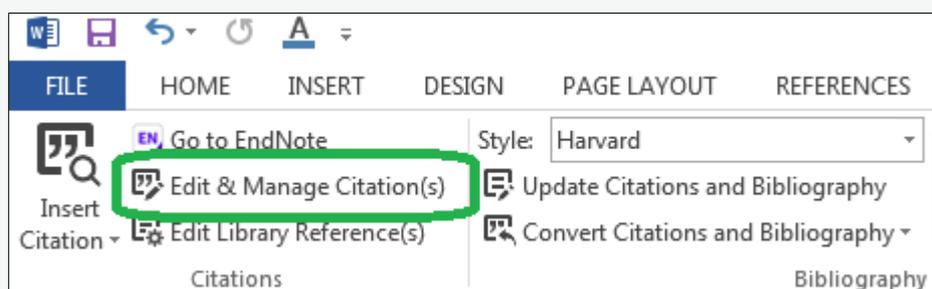
The reference will be automatically formatted according to the reference style you selected, and a bibliography will automatically be created at the end of your document.

Adding page numbers to a citation

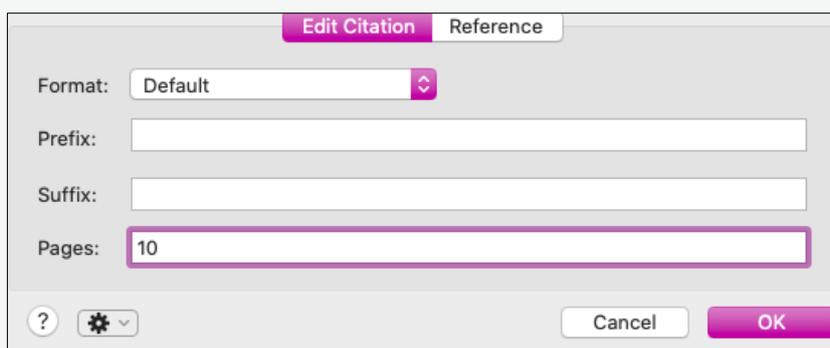
If you need to add page numbers to your citation, click the reference you would like to add page numbers to, so it is highlighted grey.



Click **Edit & manage citation(s)** in the EndNote 20 tab.



A pop-up box will appear. Add the page number(s) in the 'Pages' box and click 'OK'.



The page number(s) will appear in the citation.

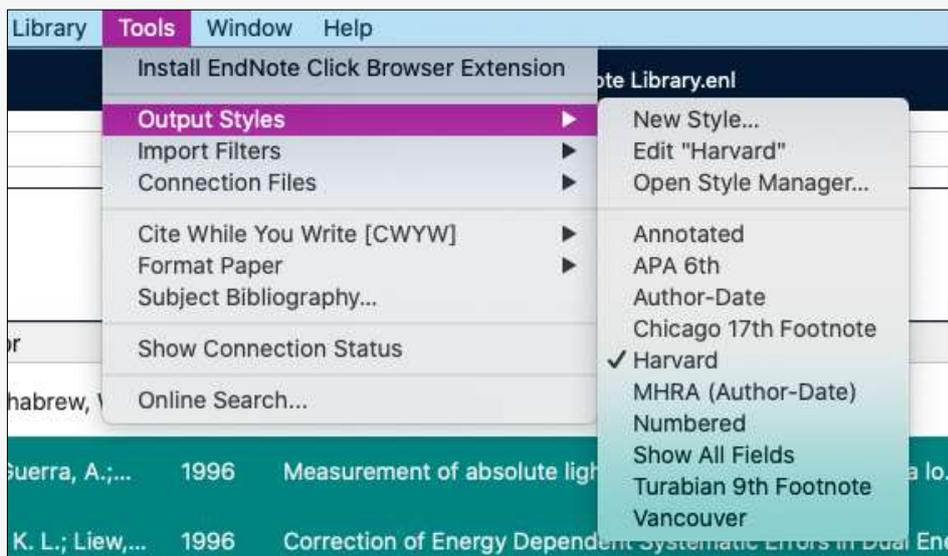
¹ Sean Benson, *Shakespeare, Othello and domestic tragedy*, Continuum Shakespeare studies, (London: Continuum, 2012), p. 1.

This process works for both footnote and in-text citation styles, provided the template for the style is configured to do so. It may sometimes be necessary to put page numbers in the 'suffix' field instead. For further information, see the [article 'Adding page numbers to citations' on EndNote's website](#).

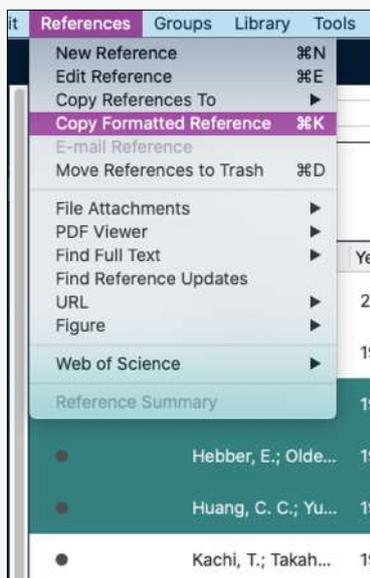
Creating a bibliography

Cite While You Write automatically creates a bibliography at the end of your Word document based on the references you cite in your document but you may need to provide a bibliography with everything you have read, not just the references you cite. To do this:

- Open EndNote.
- Highlight the citations you want to include in the bibliography.
- Click **Tools > Output Styles** and select the citation style from the drop-down list. If the style you want to use is not in the drop-down list, click **Open Style Manager** and choose the style from the list



- Go to References and click Copy Formatted Reference.

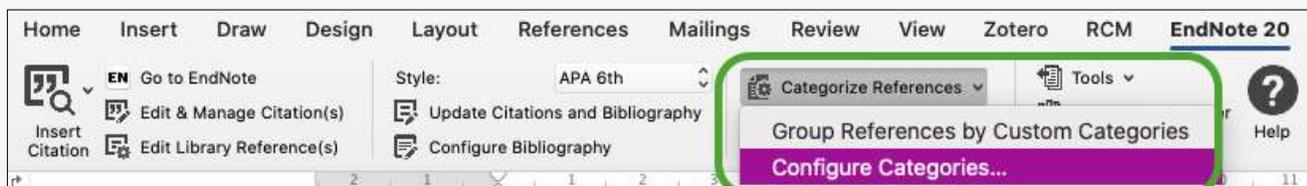


- Open Word and paste the references into your document.

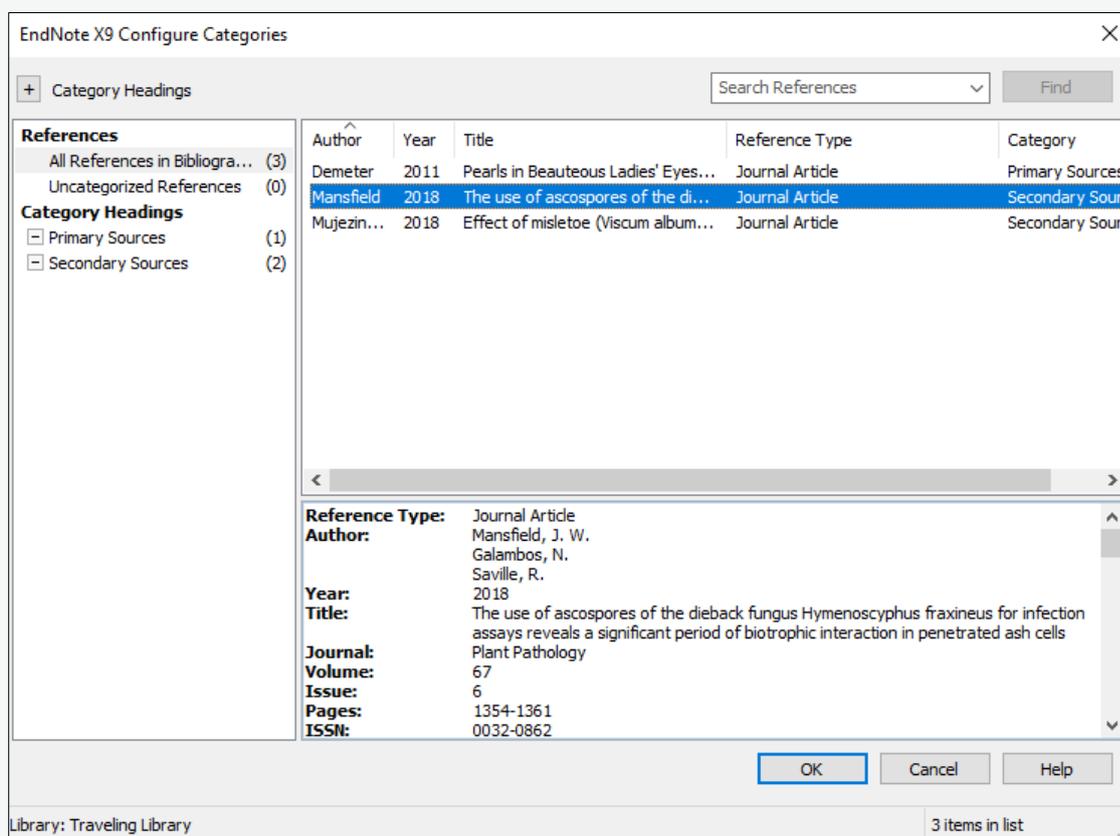
Reorganising your bibliography

You may like to organise your bibliography in a certain way, e.g. by primary and secondary sources. Note, this only works for items in the bibliography that have corresponding in-text citations or footnotes, not a bibliography you copied from EndNote.

In the EndNote 20 tab in Word, click **Categorize References > Configure Categories**.



A pop-up box will appear. Drag and drop references from the pane at the top into the 'Primary Sources' and 'Secondary Sources' headings already available in the pane on the left. You can create your own headings if you would like to organise your references differently by clicking the '+ Category Headings' button at the top of the window.



Your bibliography will now be organised by category.

The Red and the Black was a fantastic book written by Stendhal ¹

|

Primary

Agatonovic-Kustrin, S., E. Kustrin, and D. W. Morton. "Essential Oils and Functional Herbs for Healthy Aging." *Neural Regeneration Research* 14, no. 3 (Mar 2019): 441-45.
<https://doi.org/10.4103/1673-5374.245467>.

Secondary

Beyle, Marie Henri. *Vie De Napoléon, Par De Stendhal*. 2e éd. ed. Paris, 1877.

Stendhal. "Promenades Dans Rome." In *Vie De Napoléon*, edited by Marie Henri Beyle. Paris, 1877.

Appendix

Installing EndNote

EndNote is a desktop-based reference manager that can be used on Windows and Mac computers. The University has a subscription to EndNote which means you can install EndNote for free on a University-owned computer (for instance, a desktop in your department) or a personal device. EndNote is also installed on some library computers.

To install EndNote on a University-owned computer, ask your local IT help for advice. To install EndNote on a personal device, please find instructions and versions for Windows and Mac on IT Services' website:

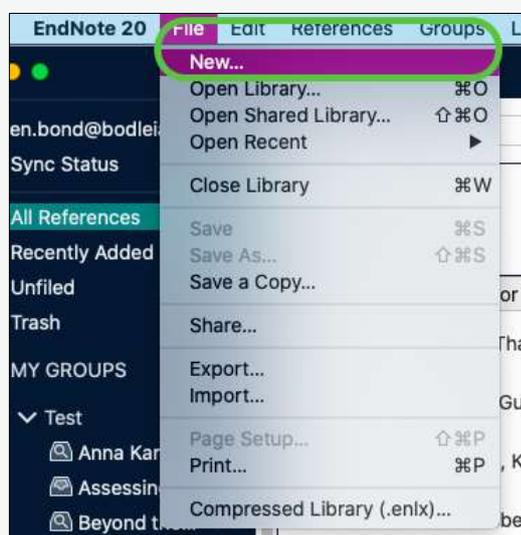
<https://register.it.ox.ac.uk/self/software?swp=endnote>.

NB. The software can be installed on up to three machines.

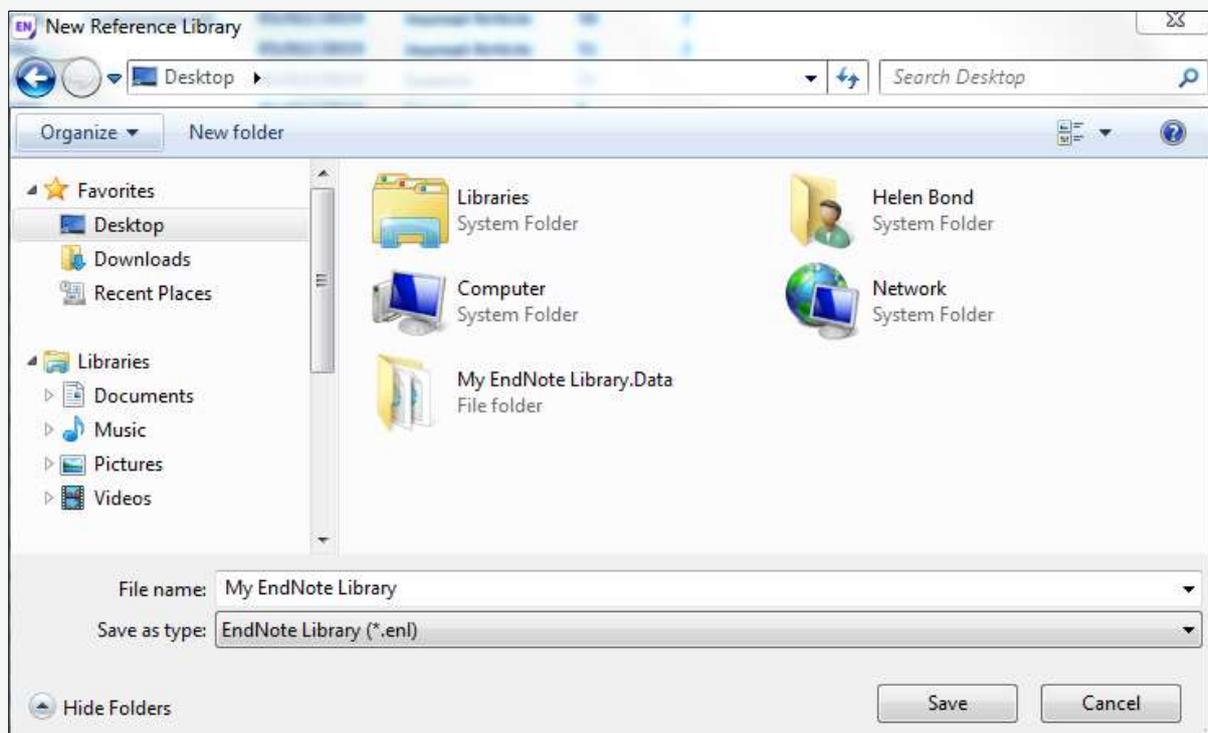
Creating an EndNote library

Once you have installed EndNote, you will need to set up an EndNote library, which is a file on your computer where all your references will be stored. To do this:

Click File > New.



A pop-up box will appear prompting you to save 'My EndNote Library' to the desktop or documents area of your computer. Click **Save**.



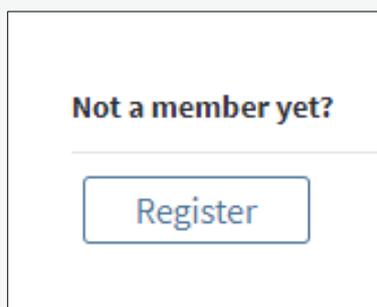
Setting up EndNote Online

There is a free browser version of EndNote called 'EndNote Online'. It has fewer features than the desktop version of EndNote so we do not recommend using EndNote Online on its own, but it can be a useful tool as it syncs with your desktop version of EndNote. EndNote Online is useful:

- If you have the desktop version of EndNote installed on multiple computers as it syncs your library across all your machines.
- When you need to access your references on a computer that is not your own. You will be able to view and add to your references in EndNote Online and it will sync these updates with the desktop version of EndNote.

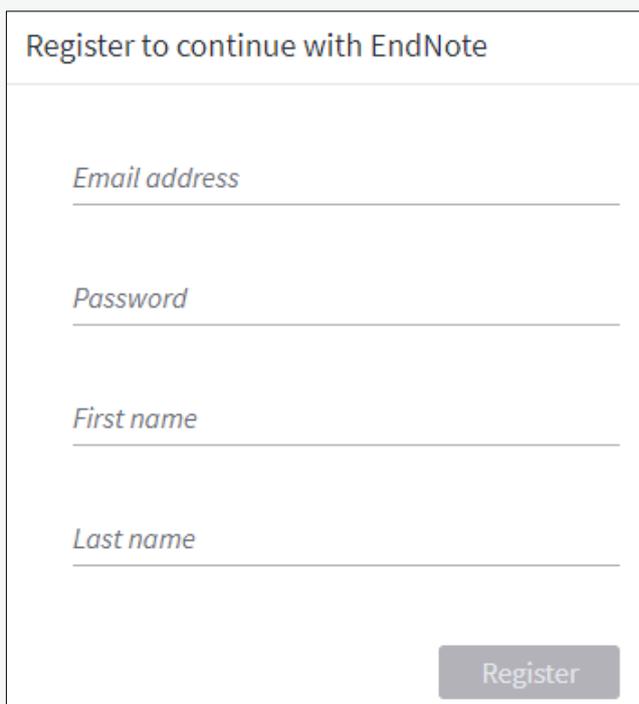
To access EndNote Online go to: <https://access.clarivate.com/login?app=endnote>.

Click on **Register** under **Not a member yet?**



A rectangular box with a thin black border. At the top, the text "Not a member yet?" is displayed in a bold, dark blue font. Below this text is a horizontal line. Underneath the line is a rounded rectangular button with a blue border and the word "Register" in a blue font.

Provide an email address, password and your name then click Register.



A registration form titled "Register to continue with EndNote" in a blue font. The form contains four input fields, each with a label in italics above it: "Email address", "Password", "First name", and "Last name". Each label is followed by a horizontal line representing the input field. At the bottom right of the form is a grey button with the word "Register" in a grey font.

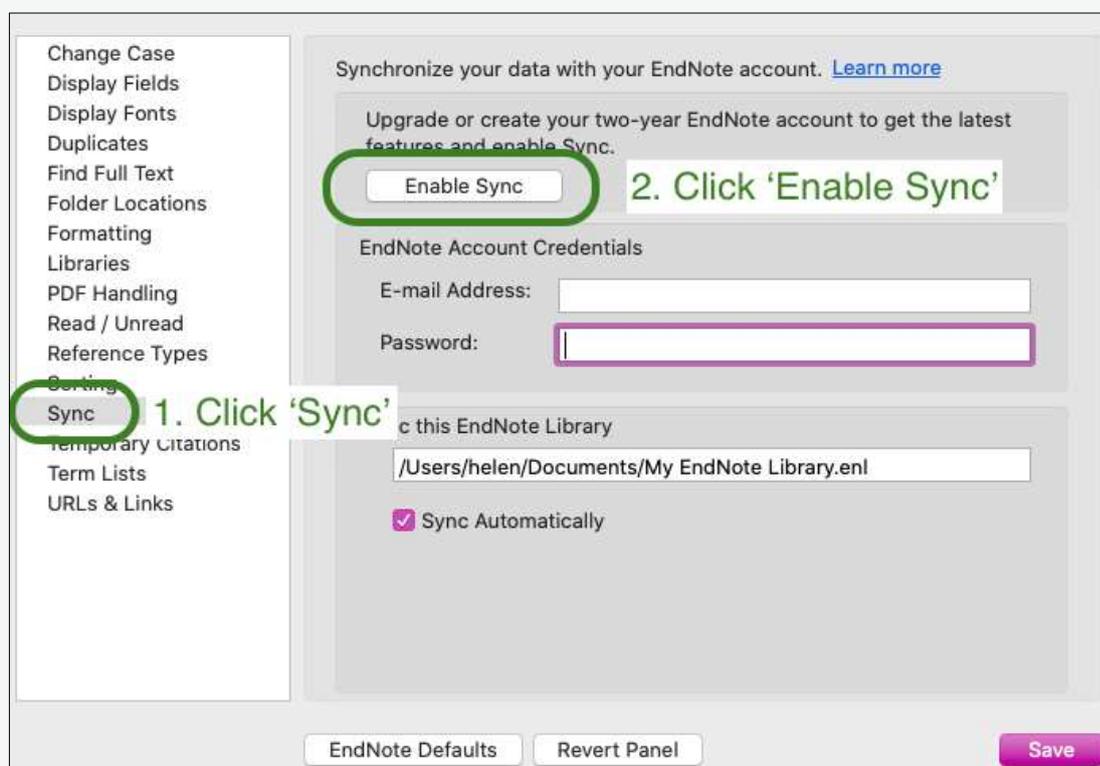
An email will be sent to the email address you entered asking you to activate your account. Follow the instructions in the email to activate your EndNote Online account.

Syncing EndNote Online with your desktop version of EndNote

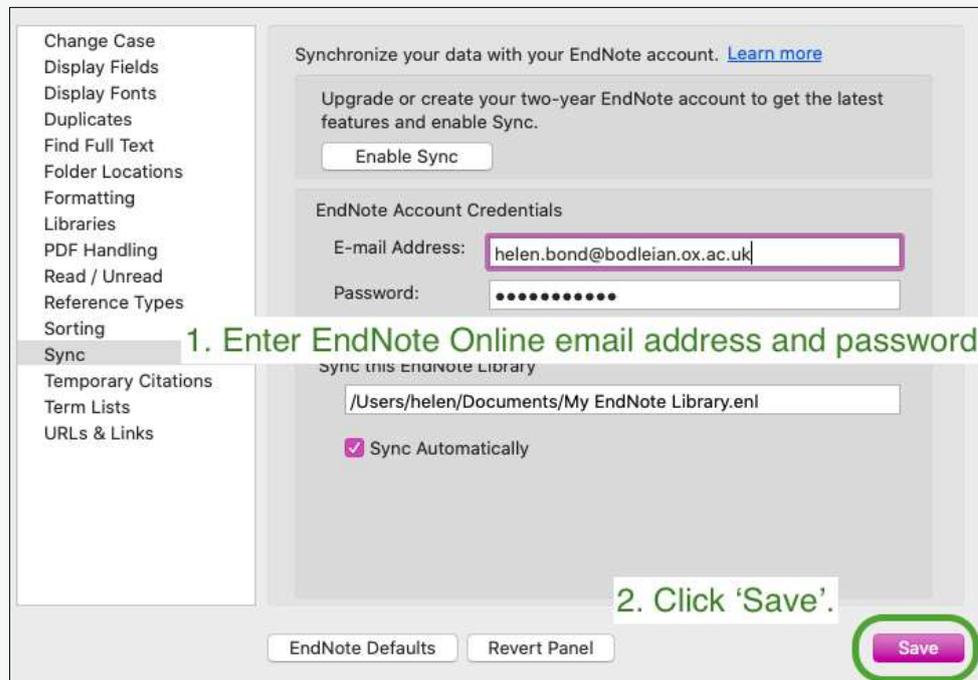
When you return to the computer on which you have the desktop version of EndNote, you can sync it with your EndNote Online account so that any new references you added while you were using a different computer are added to your desktop library on EndNote.

To sync the desktop version of EndNote to EndNote Online:

- On the desktop version of EndNote, click **Edit > Preferences** if you are using Windows, or **EndNote 20 > Preferences** if you are using a Mac.
- In the **EndNote Preferences** dialogue box that appears, click **Sync** in the left-hand column.
- Click **Enable Sync**.



- An **EndNote login** dialogue box will appear. Type in the email address and password you used to create your EndNote Online account. Then click **Save** or **OK**, depending on whether you are using a Windows or Mac machine.



Installing Word Processor Plugins

To insert citations from EndNote into word processed documents, you can usually use the plug in for your word processor.

EndNote 20 has Cite While You Write plug-ins for:

- Microsoft Word
- Apache OpenOffice
- LibreOffice
- Apple Pages
- Wolfram Mathematica 8

If you're using another word processor which can save as.rtf, you can use the Format Paper option (see below).

To install the EndNote plug-in

You should automatically have installed the Cite While You Write plug-in when installing EndNote and you do not need to do anything further.

These instructions are for when it has disappeared from Word or you did not already have Word installed on your machine before installing EndNote.

1. Click on the File ribbon and select "Options"
2. Click on "Add-ins"
3. Change the "Manage" options to "Disabled Items"
4. Click Go
5. Highlight any EndNote item(s) and click "Enable"
6. Click OK

Instructions for OpenOffice: https://support.clarivate.com/Endnote/s/article/EndNote-X3-and-later-Windows-Install-the-OpenOffice--OpenOfficeorg-Writer-3x-Tools?language=en_US

Instructions for Apple Pages:

https://support.clarivate.com/Endnote/s/article/EndNote-Getting-EndNote-tools-in-Pages-downloaded-from-the-Mac-App-Store?language=en_US

Format Paper option

You can use EndNote with a word processor which doesn't have the Cite While You Write plug in as long as you can save documents in the .rtf format.

Create the in-text citation

- In EndNote, select the reference you want by clicking on it. If you need more than one reference at a time, hold down Ctrl key as you click
- Press Ctrl+C to copy the references
- Switch to the word processor
- Place the cursor where the in-text citation is to be inserted. Press Ctrl+V to paste the reference
- These citations will be temporary citations. For Example {Hak, 2016 #1}. These will be changed to proper citations when the document is formatted in the instructions below.

Generate the paper with formatted citations and reference

- In the word processor, create a copy of the document in RTF format. Typically, this is done via File > Save As > Rich Text Format

- In EndNote, open the library if necessary, and ensure that the correct output style is selected
- Click Tools > Format Paper >Format Paper... > select the RTF file > Open button
- EndNote will check that the citations in the paper are matched in the EndNote library
- Check the correct output style is selected (bottom right of screen), and then click the Format button
- A new RTF document will be generated > Save
- In the word processor, open the newly generated RTF document

Keeping EndNote up to date

Saving a copy of your library

It is important to have a back of your EndNote library in case anything happens to your computer and the original. You can save your library to an external hard drive plugged into your computer or cloud drive, such as OneDrive. You may like to consider the free rolling backup service from IT Services (look on the [IT Services website](#) for how to join).

From the file menu choose **Save a Copy**.

You can save a compressed version (.ENLX) but this will only save a copy of your references, not any PDFs you have added. To save both your references and PDFs, make sure you save a copy of the **ENL**. file and a copy of the **DATA**. folder.

Updating EndNote software

It is important to keep EndNote updated. To make sure your copy of EndNote is up to date in case any fixes for problems are released, check for updates:

In EndNote, click **Help > Check for Updates**.

EndNote will check for updates and install them if there are any.

NB. This will make sure your *current* version of EndNote is up to date.