

Introduction to EndNote

Ollie Bridle and Hannah Medworth

Aims



COLLECTING
REFERENCES



MANAGING
REFERENCES



INSERT CITATIONS
INTO DOCUMENTS

EndNote Desktop

EndNote application that is installed on to your computer.

Works on Mac and Windows.

You can install on up to three different machines.

Ensure that you download the software from IT Services - <https://help.it.ox.ac.uk/how-to-get-software>

Setting up EndNote Web

EndNote Web gives free access to references when away from personal computer.

Syncs with your desktop version of EndNote.

You need to be using EndNote 2025 to use EndNote Web.

Register at: <https://web.endnote.com/login>

Do not recommend using EndNote Web on its own.

Adding references

Options for adding references

1. Online search within EndNote
2. Export references from databases
3. Drag and Drop PDFs into EndNote
4. EndNote Click
5. Enter references manually

Online Search (1)

helen.bond@bodleian.ox...
Sync Status

All References 474
Recently Added
Unfiled 415
Trash 69
MY GROUPS 59
FIND FULL TEXT
GROUPS SHARED BY...
ONLINE SEARCH
Jisc Library Hub...
Library of Congre...
LISTA (EBSCO)
PubMed (NLM)
Web of Science C...
more...

EndNote 20 -

Online Search

Retrieve results: 25 50 100 500 5000

	Author	Year	Title
--	--------	------	-------

Click the database title you would like to search or click 'more...' to select a database not listed.

Online Search (2)

helen.bond@bodleian.ox...

Sync Status

- All References 474
- Recently Added
- Unfiled 415
- Trash 69
- MY GROUPS 59
- FIND FULL TEXT
- GROUPS SHARED BY...
- ONLINE SEARCH
 - Jisc Library Hub...
 - Library of Congre...
 - LISTA (FBSCO)
 - PubMed (NLM)**
 - Web of Science C...
 - more...

All Fields ▾ Contains ▾ obesity + -

And ▾ All Fields ▾ Contains ▾ child* + -

Clear Search Search Options Search

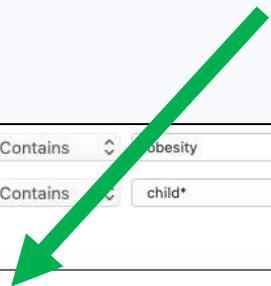
PubMed (NLM) +

Author	Year	Title	Journal	Last Updated	Ref Type
--------	------	-------	---------	--------------	----------

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

Online Search (3)

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



helen.bond@bodleian.ox...
Sync Status

All References 474
Recently Added
Unfiled 415
Trash 69
MY GROUPS 59
FIND FULL TEXT
GROUPS SHARED BY...
ONLINE SEARCH
Jisc Library Hub...
Library of Congre...
LISTA (EBSCO)
PubMed (NLM) 500
Web of Science C...
more...

All Fields Contains obesity
And All Fields Contains child*
Clear Search
Search Options Search

Searching PubMed (NLM)
Retrieve results: 25 50 100 500 66,221

●	📎	Author	Year	Title	Journal	Last Updated	Ref Type
●		Stern, M.; Gray,...	2021	A cluster-randomized control trial targeting parents of pediatri...	Contemp Clin Trials	01/02/2021	Journal Article
●		De Leon-Ramire...	2021	Histomorphological testicular changes and decrease in the sp...	Ann Anat	01/02/2021	Journal Article
●		Lokken, E. M.; H...	2021	Disease Severity, Pregnancy Outcomes and Maternal Deaths a...	Am J Obstet Gynecol	01/02/2021	Journal Article
●		Assfalg, R.; Kno...	2021	Oral insulin immunotherapy in children at risk for type 1 diabet...	Diabetologia	01/02/2021	Journal Article
●		McCarthy, E. K.;...	2021	Behavioral consequences at 5 y of neonatal iron deficiency in...	Am J Clin Nutr	01/02/2021	Journal Article
●		Reyes, S. M.; Mil...	2021	Messaging and methodological considerations when researchi...	Eur J Clin Nutr	01/02/2021	Journal Article

Online Search (4)

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

The screenshot displays the EndNote 20 interface. The top search bar shows a search for 'obesity' AND 'child*'. The search results table is titled 'Searching PubMed (NLM)' and shows 66,221 results. The table has columns for Author, Year, Title, and Journal. The reference by Zheng, H.; Xu, Z. et al. (2021) is highlighted in green. On the right, a summary pane for this reference is open, showing the authors, year (2021), title, journal (Environ Res), and volume.

Author	Year	Title	Journal
Pyle, A. K.; Cant...	2021	Antibiotic exposure and growth patterns in preterm, very low b...	Mat
Hashemian, S. R...	2021	Mesenchymal stem cells derived from perinatal tissues for trea...	Ster
Eiholzer, U.; Frit...	2021	The increase in child obesity in Switzerland is mainly due to mi...	BMC
Reeve, E.; Thow,...	2021	Identifying opportunities to strengthen school food environme...	BMC
Tung, J. Y.; Ho, F...	2021	Does obesity persist from childhood to adolescence? A 4-year...	BMC
Beckman, M.; H...	2021	Understanding Individual and Socio-cultural Factors Associate...	App
Zheng, H.; Xu, Z...	2021	Long-term exposure to ambient air pollution and obesity in sc...	Envi
De Groot, C. J.;...	2021	Clinical management of patients with genetic obesity during C...	End

Reference Summary:
Reference Type: Journal Article
Author: Zheng, H., Xu, Z., Wang, Q., Ding, Z., Zhou, L., Xu, Y., Su, H., Li, X., Zhang, F., Cheng, J.
Year: 2021
Title: Long-term exposure to ambient air pollution and obesity in school-aged children and adolescents in Jiangsu province of China
Journal: Environ Res
Volume: [Empty]
Part/Supplement: [Empty]

Online Search (5)

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

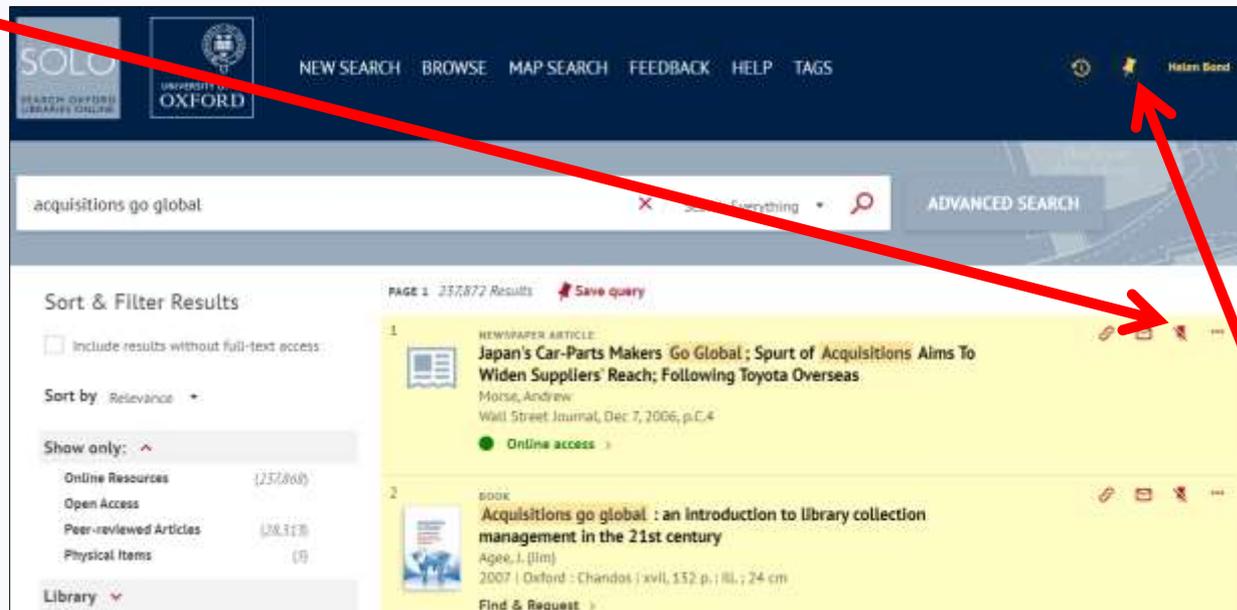
The screenshot shows the EndNote 20 interface. On the left is a sidebar with navigation options like 'All References', 'Recently Added', and 'ONLINE SEARCH'. The main area displays search results from PubMed (NLM). A table lists various research articles with columns for Author, Year, Title, Journal, Last Updated, and Ref Type. A green circle highlights a plus sign icon in the top right corner of the results area, indicating how to add references to the library.

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 mi...	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

Exporting records from SOLO

Exporting items from SOLO

1. Login to **SOLO** using your **Single Sign On**
2. Search **SOLO** and mark some results by clicking the  **pin** next to the item. They will save to 'Favourites'



3. Access your **Favourites** for a list all of the records you have marked

Exporting items from SOLO (1)

4. Select the items you want to export.

The screenshot displays the SOLO interface with a 'Favourites' menu open. A red arrow labeled '1' points to the 'Favourites' menu. A red circle labeled '3' highlights the 'RIS' export option. A red arrow labeled '2' points to the three-dot menu icon in the top right corner of the item card. The item card shows details for an article: 'Acquisitions Go Global: An Introduction to Library Collection Management in the 21st Century' by Jim Agee. Below the article title, there are buttons for 'Download PDF', 'Read Article', and 'View Issue Contents'. A 'LIVE CHAT' button is visible on the right side of the interface.

5. Click the “Push to’ actions” three-dot icon and you can either select RIS or EndNote.

Exporting items from SOLO (2)

RIS

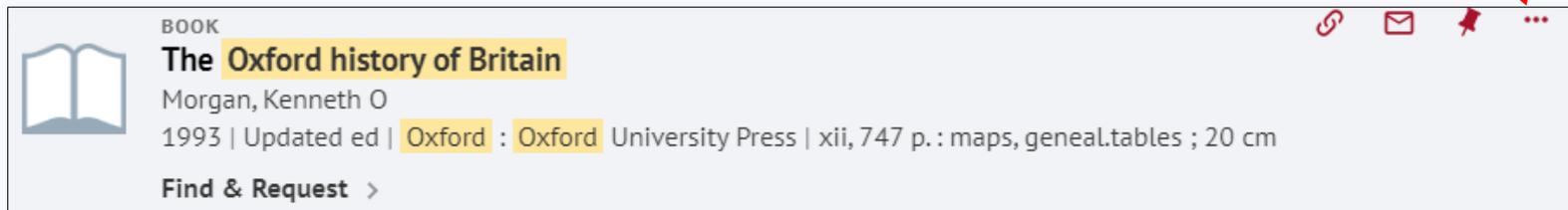
Choosing 'RIS' exports the record to the desktop version of EndNote so is good to use when on your machine which has EndNote installed.

EndNote

Choosing 'EndNote' exports the record to EndNote Online, which is a good option when you are away from your computer.

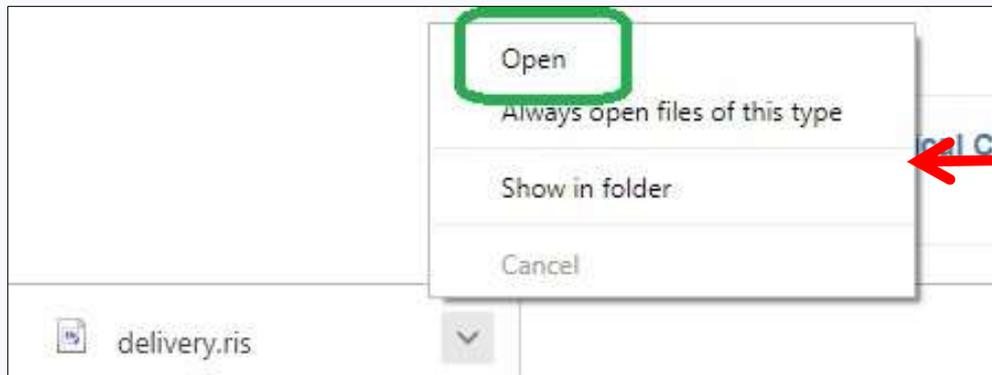
Exporting items from SOLO (3)

6. Alternatively, to export a single record, click the three-dot export button.



7. Choose **EndNote** or **RIS**.

Exporting items from SOLO (4)



8. If you opt for the RIS option, your browser will download the RIS file. Click on the file to open it.

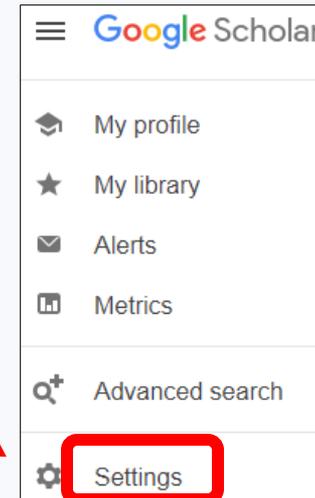
9. The RIS file will automatically be imported into your EndNote library under 'Imported References'.



Adding references from Google scholar

Exporting items from Google Scholar (1)

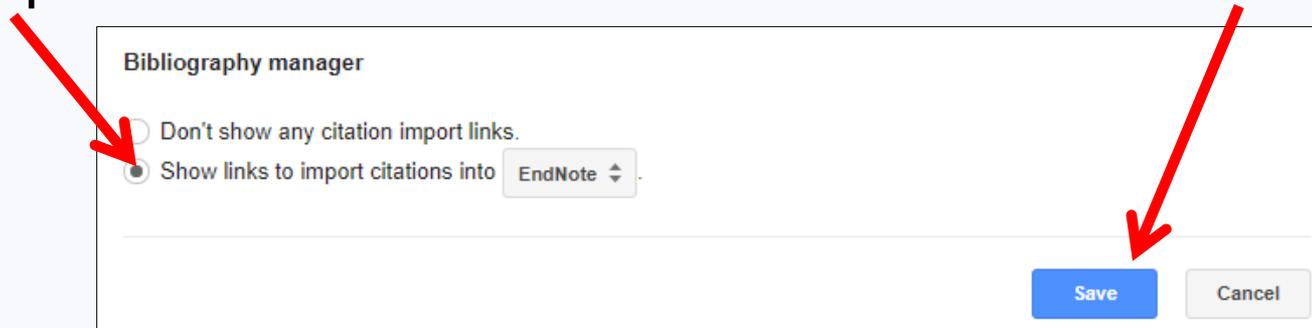
1. From the Google Scholar search page, click the menu button then **Settings**



2. Scroll down to **Bibliography manager** settings

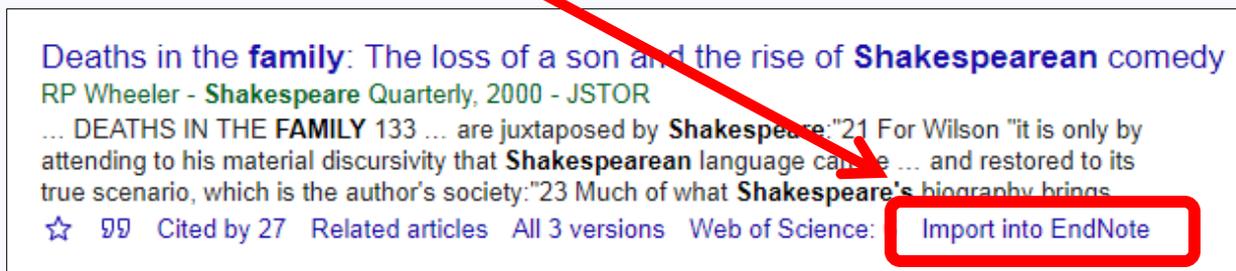
3. Select to “**Show links to import citations into**” – choose EndNote from the dropdown menu

4. **Save** preferences



Exporting items from Google Scholar (2)

4. Search results should now offer the option to **Import to EndNote**.



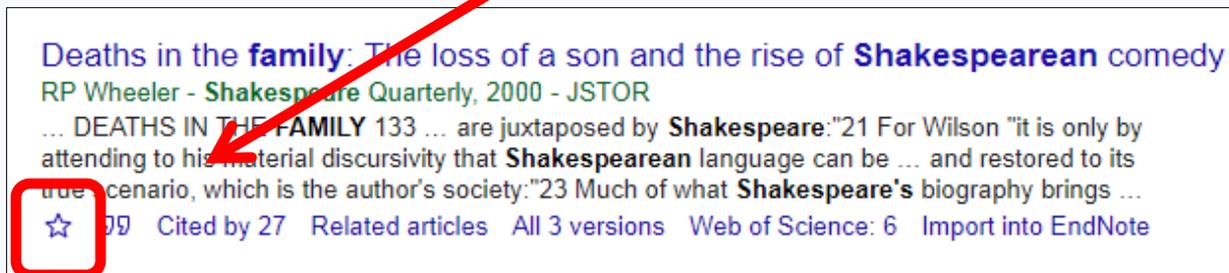
Deaths in the **family**: The loss of a son and the rise of **Shakespearean** comedy
RP Wheeler - **Shakespeare Quarterly**, 2000 - JSTOR
... DEATHS IN THE FAMILY 133 ... are juxtaposed by **Shakespeare**: "21 For Wilson "it is only by attending to his material discursivity that **Shakespearean** language can be ... and restored to its true scenario, which is the author's society:"23 Much of what **Shakespeare's** biography brings

☆ 99 Cited by 27 Related articles All 3 versions Web of Science: **Import into EndNote**

5. An ENW file is created. It may open automatically otherwise open the file manually from your browser or files. The references will be imported into your desktop EndNote library under 'Imported References'.

Exporting items from Google Scholar (3)

6. Alternatively you can select multiple records by clicking the star.



Deaths in the **family**: The loss of a son and the rise of **Shakespearean** comedy
RP Wheeler - **Shakespeare Quarterly**, 2000 - JSTOR
... DEATHS IN THE FAMILY 133 ... are juxtaposed by **Shakespeare**:"21 For Wilson "it is only by attending to his material discursivity that **Shakespearean** language can be ... and restored to its true scenario, which is the author's society:"23 Much of what **Shakespeare's** biography brings ...
☆ 99 Cited by 27 Related articles All 3 versions Web of Science: 6 Import into EndNote

This saves the titles to 'My library', where you can export multiple references at once to EndNote.

Exporting items from Google Scholar (4)

7. This saves the titles to 'My library', where you can export multiple references at once to EndNote.



The screenshot shows the Google Scholar interface. At the top, there is a search bar with the text "Search my library" and a magnifying glass icon. Below the search bar, the "My library" section is visible. On the right side of this section, there are two icons: "My profile" and "My library", both of which are circled in green. In the "My library" section, there is a dropdown menu with the following options: "BibTeX", "EndNote", "RefMan", and "CSV". The "EndNote" option is circled in green. Below the dropdown menu, there are two article entries. The first entry is titled "Articles in your library" and includes the text "chicken pox vaccine". The second entry is titled "Articles compulsory vaccination: the Italian experience" and includes the text "scia, R Siliquini - The European Journal of ..., 2018 - academic.oup.com". Both entries have a "[HTML] oup.com" link and a "Find it @ Oxford" link. The first entry also has a "Cite" icon and a "Label" icon. The second entry has a "Cite" icon, a "Label" icon, and a "Delete" icon. The "EndNote" option is also circled in green.

Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

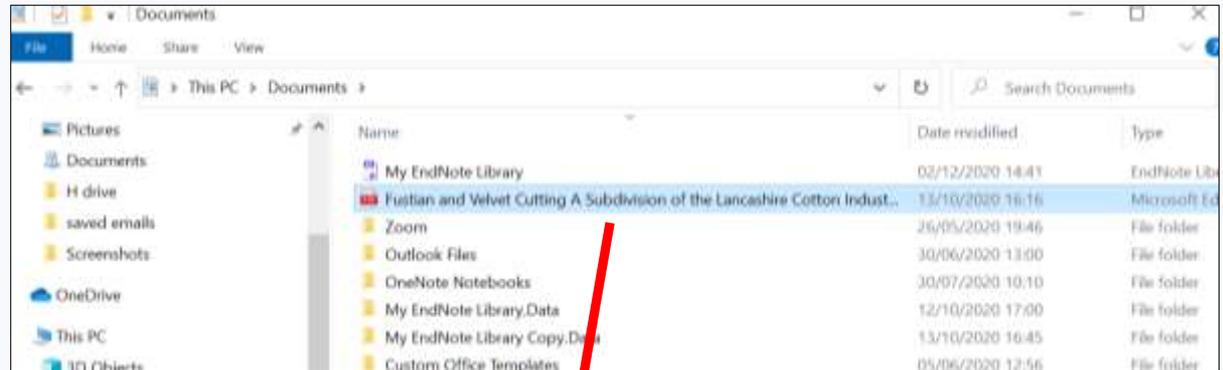
- Online search
- SOLO
- Google Scholar
- Databases:
 - Humanities
 - Medical Sciences and MPLS (Mathematical, Physical and Life Sciences)
 - Social Sciences
 - English literature, modern languages and literature, linguistics

Importing records when there is no direct export option

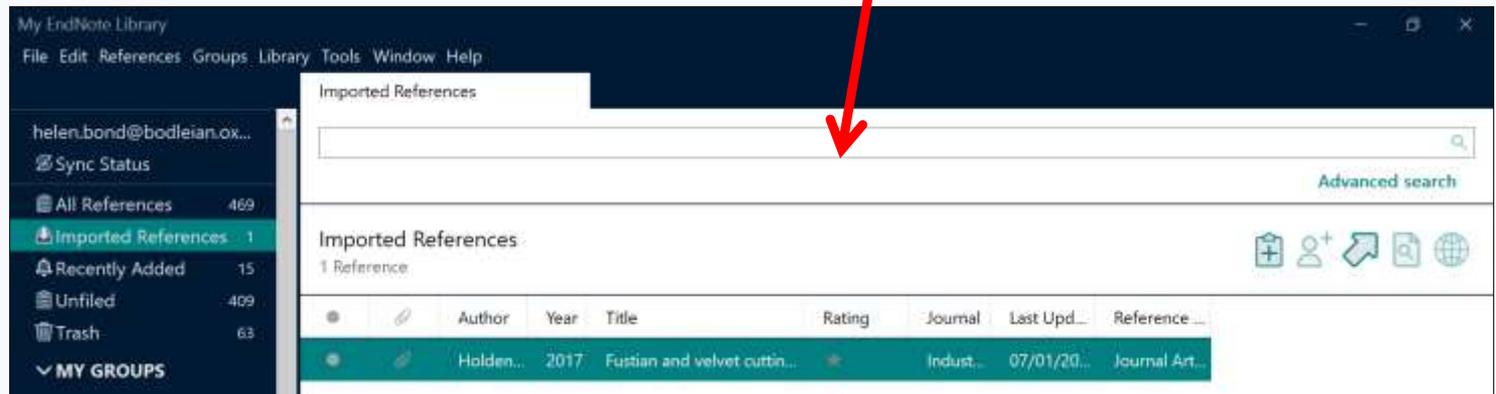
Adding references by drag & drop PDF

Adding references by drag & drop (1)

You can drag and drop full text articles and other documents that you have saved to your computer into EndNote



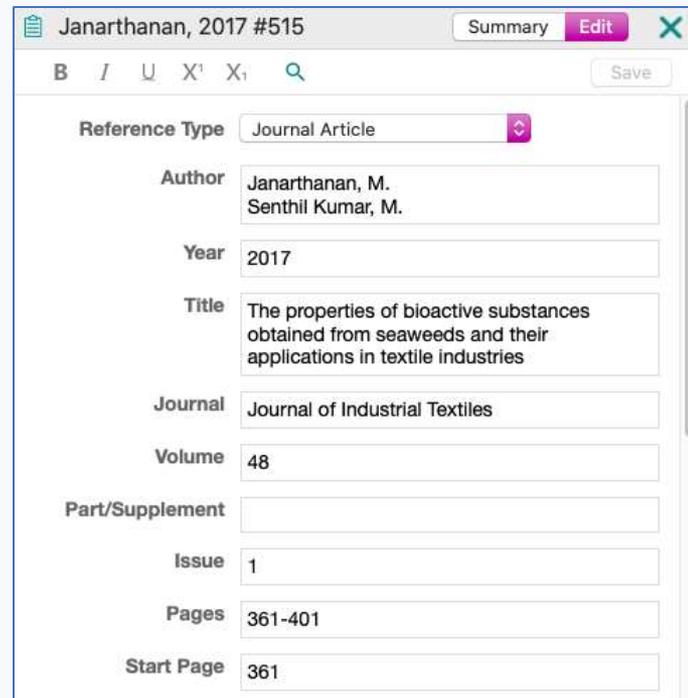
Drag & drop



Adding references by drag & drop (2)

When you drag and drop a document, EndNote will try to find matching bibliographic information and add it to your EndNote Library. Note:

- Does not work for all documents (most likely to work for PDFs of articles)
- Bibliographic data may include errors. Check your data and make changes as necessary.



The screenshot shows the EndNote interface for adding a reference. The window title is "Janarthanan, 2017 #515". The reference type is set to "Journal Article". The form fields are as follows:

Field	Value
Reference Type	Journal Article
Author	Janarthanan, M. Senthil Kumar, M.
Year	2017
Title	The properties of bioactive substances obtained from seaweeds and their applications in textile industries
Journal	Journal of Industrial Textiles
Volume	48
Part/Supplement	
Issue	1
Pages	361-401
Start Page	361

EndNote Click

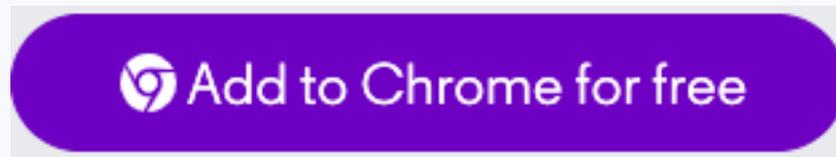
EndNote Click (1)

- Free browser plugin, which:
 - speeds up the process of accessing full-text PDFs
 - allows you to export those PDFs to EndNote and generates a reference in EndNote.
- Not compatible with every database/platform.
- Requires account with EndNote Click.
- Google Chrome, Edge and Opera.
- 100MB of free storage.

EndNote Click (2)

Adding plugin to your browser:

- Go to <https://click.endnote.com/>
- Depending on your browser, there will be a button that says **Add to Edge for free** or **Add to Chrome for free**, etc.



EndNote Click (3)

Navigate to a database and enter your search.



EndNote Click (4)

In the results page, the EndNote Click browser plugin will highlight PDFs that you can directly link to in order to read. Click **View PDF**.

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

EndNote Click (5)

The PDF will open in EndNote Click and automatically save it to your 'Locker'.

The screenshot displays the MyLocker interface. On the left, a sidebar lists actions: 'Download PDF', 'Share PDF', 'Export reference', 'Push to EndNote Web', and 'Visit journal page'. A purple button indicates 'Saved in Locker'. The main area shows a PDF viewer for a document titled 'Paternal mind-mindedness and child executive functioning in the kindergarten classroom' from 'Early Childhood Research Quarterly 58 (2022) 27-34'. The article title is 'Paternal mind-mindedness and child executive functioning in the kindergarten classroom' by Sophie Regueiro^a, Célia Matte-Gagné^b, and Annie Bernier^{a,*}. The journal homepage is www.elsevier.com/locate/ecresq. The interface also shows a table of contents for the document, including sections like 'Introduction', 'Method', and 'Measures'.

To export the PDF to EndNote, click Export to EndNote.

EndNote Click (6)

The PDF file will display in the 'Imported References' area of your EndNote Library.

The screenshot displays the EndNote 20 interface. The title bar reads "EndNote 20 - My EndNote Library.enl". The left sidebar shows the user "helen.bond@bodleian.ox..." and a navigation menu with items like "All References" (481), "Imported References" (1), "Recently Added" (7), "Unfiled" (422), "Trash" (81), "MY GROUPS" (60), "FIND FULL TEXT", "GROUPS SHARED BY...", and "ONLINE SEARCH". The main window is titled "Imported References" and contains a table with one reference:

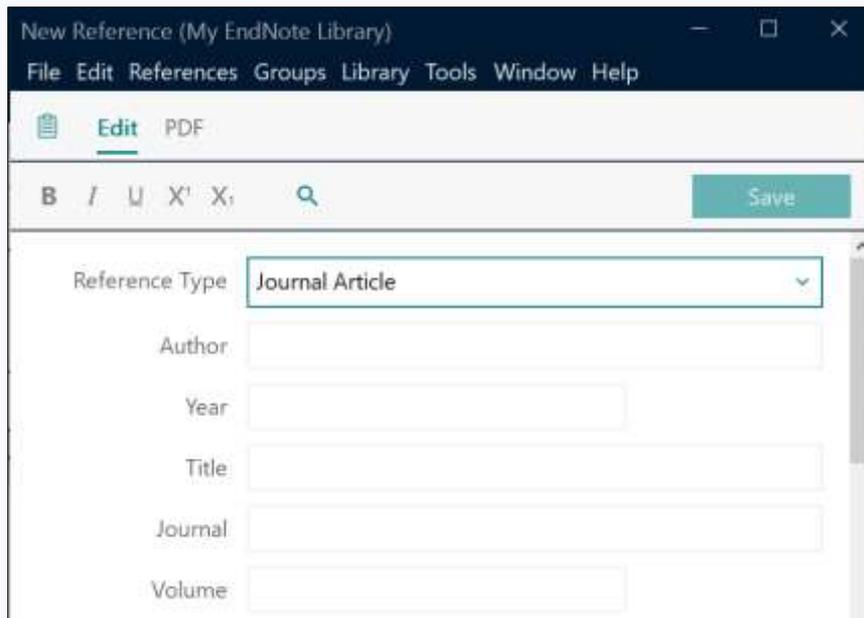
	Author	Year	Title	Journal
	Eizirik, Décio L.;...	2020	Pancreatic β -cells in type 1 and type 2 diabetes mellitus: differ...	Natu

The right-hand pane shows the details for the selected reference "Eizirik, 2020 #562". It includes a "Summary" button, an "Edit" button, and a "Save" button. The reference type is "Journal Article". The author is "Eizirik, Décio L. Pasquali, Lorenzo Cnop, Miriam". The year is "2020". The title is "Pancreatic β -cells in type 1 and type 2 diabetes mellitus: different pathways to failure". The journal is "Nature Reviews Endocrinology".

Adding reference manually

Adding reference manually (1)

1. Click on the plus button in the toolbar:



New Reference (My EndNote Library)

File Edit References Groups Library Tools Window Help

Edit PDF

B I U X' X, Q Save

Reference Type: Journal Article

Author:

Year:

Title:

Journal:

Volume:

2. Choose a material type from the drop down menu

Adding reference manually (2)

3. Choose a material type from the drop down menu (e.g. journal article, book, thesis, web page etc.)

Note - There are several different types of 'Book'

- "Book" = standard book by one or more authors
- "Book, Section" = Chapter
- "Edited Book" = edited collection of chapters/essays by multiple authors



Aggregated Database
Ancient Text
Artwork
Audiovisual Material
Bill
Blog
Book
Book Section
Case
Catalog
Chart or Table
Classical Work
Computer Program
Conference Paper
Conference Proceedings
Dataset
Dictionary
Discussion Forum
Edited Book
Electronic Article
Electronic Book
Electronic Book Section

Adding reference manually (3)

5. Fill in the form. Try to fill in as many fields as you can!

6. Use the keyboard shortcut to save the reference, or close the window, which will prompt you to save.

New Reference (My EndNote Library)

File Edit References Groups Library Tools Window Help

Edit PDF

B I U X X₁ Q Save

Reference Type: Newspaper Article

Reporter

Year

Title

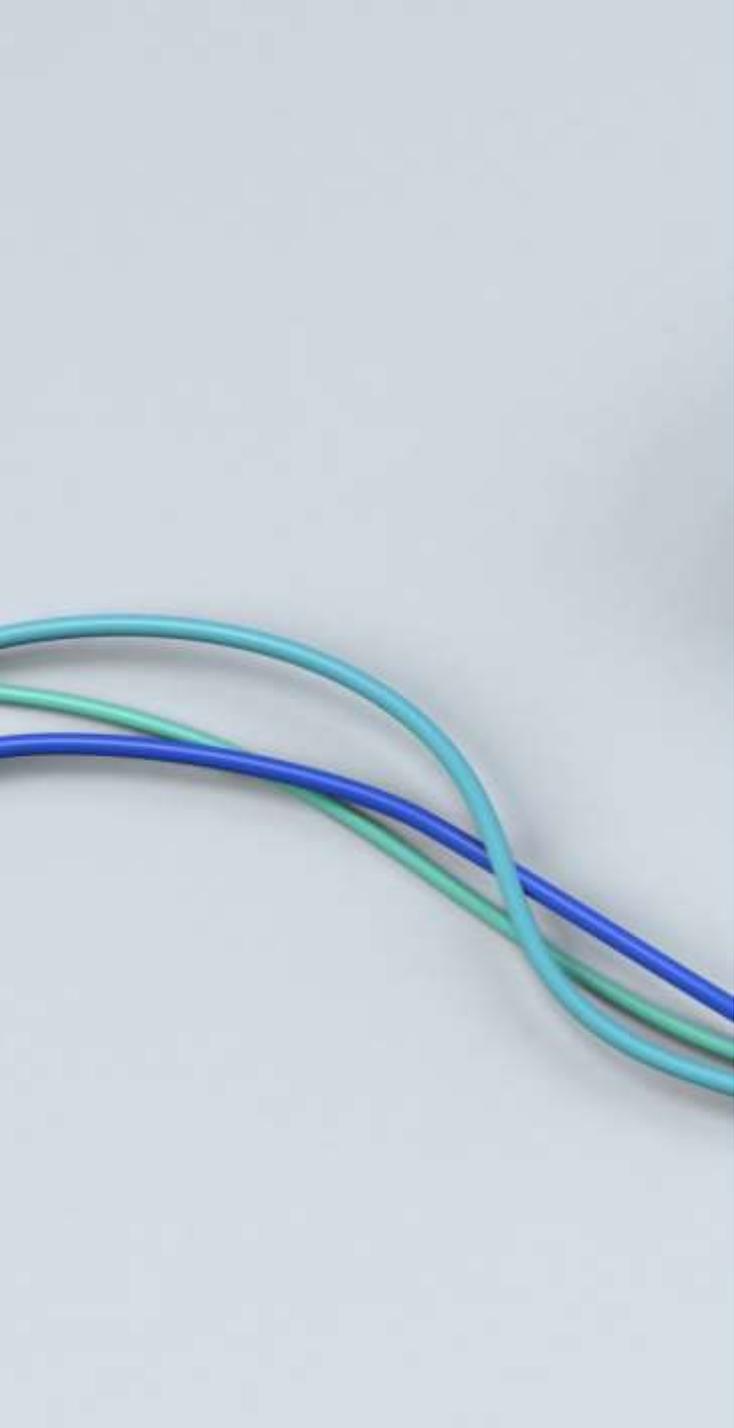
Newspaper

Place Published

Publisher

Volume

Frequency



Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- Drag and drop PDFs
- Manually adding a reference
- EndNote Click

Looking after your references

Adding notes and documents, editing, de-duplicating references, groups

Attaching documents and adding notes

To add personal notes click in the **Research Notes** field.

To attach a document, click on **attach file** in the editing pane and navigate to your saved document or drag and drop the file.

The screenshot shows a document editing interface for a document titled "Mirsky, 1997 #3". At the top right, there are buttons for "Summary", "Edit", and a close icon. Below the title, there is a toolbar with icons for Bold (B), Italic (I), Underline (U), Text Color (X), and Background Color (X), along with a search icon and a "Save" button. The main content area is divided into several sections:

- Notes:** A text area containing the following text:
International forum; 1st
INTERNATIONAL CONGRESS SERIES
-AMSTERDAM- EXCERPTA MEDICA THEN
ELSEVIER SCIENCE-
VOL 1166
New York; Elsevier, 1998
1998
Papers
- Research Notes:** A text input field, highlighted with a green rounded rectangle.
- URL:** A text input field.
- File Attachments:** A section containing an "Attach file" button, highlighted with a green rounded rectangle.
- Author Address:** A text input field.

Editing references



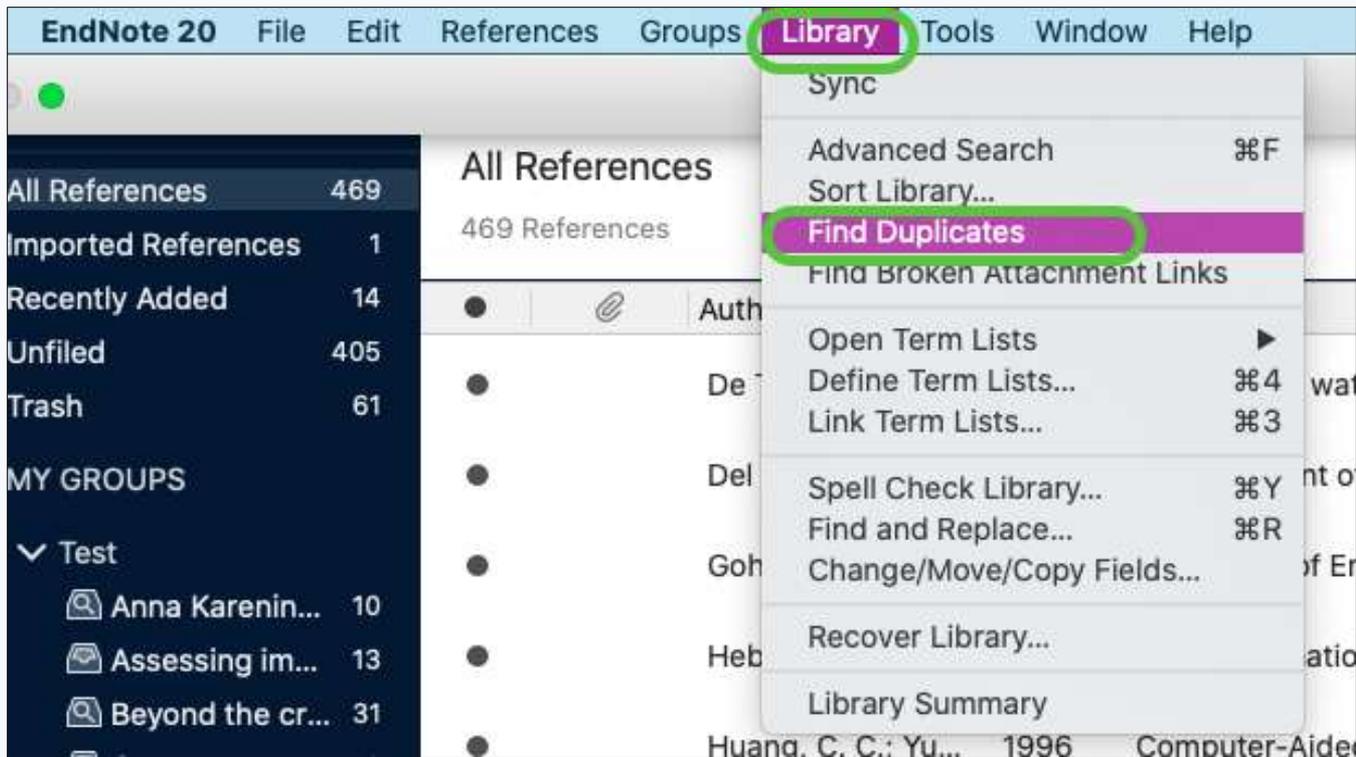
Some records will need editing, especially from SOLO



If you do not edit your records this may lead to errors in your bibliographies and citations

Finding duplicate references (1)

Click **Library > Find Duplicates**



Finding duplicate references (2)

Decide which record to keep and click **Keep This Record**

Comparing 1 and 2 of 2 duplicates. Skip Cancel

Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Dubin, 2018 #507
Ref Type: Journal Article

Author
Dubin, E.
Fraenz, M.
Pätzold, M.
Halekas, J. S.
McFadden, J.
Connerney, J. E. P.
Jakosky, B. M.
Vaisberg, O.
Zelenyi, L.

Year
2018

Title
Solar Wind Deflection by Mass Loading in the Martian Magnetosheath Based on MAVEN Observations

Journal
Geophysical Research Letters

Volume
45

Added to Library: 02/12/2020 Last Updated: 02/12/2020

Dubin, 2018 #512
Ref Type: Journal Article

Author
Dubin, E.
Fraenz, M.
Pätzold, M.
Halekas, J. S.
McFadden, J.
Connerney, J. E. P.
Jakosky, B. M.
Vaisberg, O.
Zelenyi, L.

Year
2018

Title
Solar Wind Deflection by Mass Loading in the Martian Magnetosheath Based on MAVEN Observations

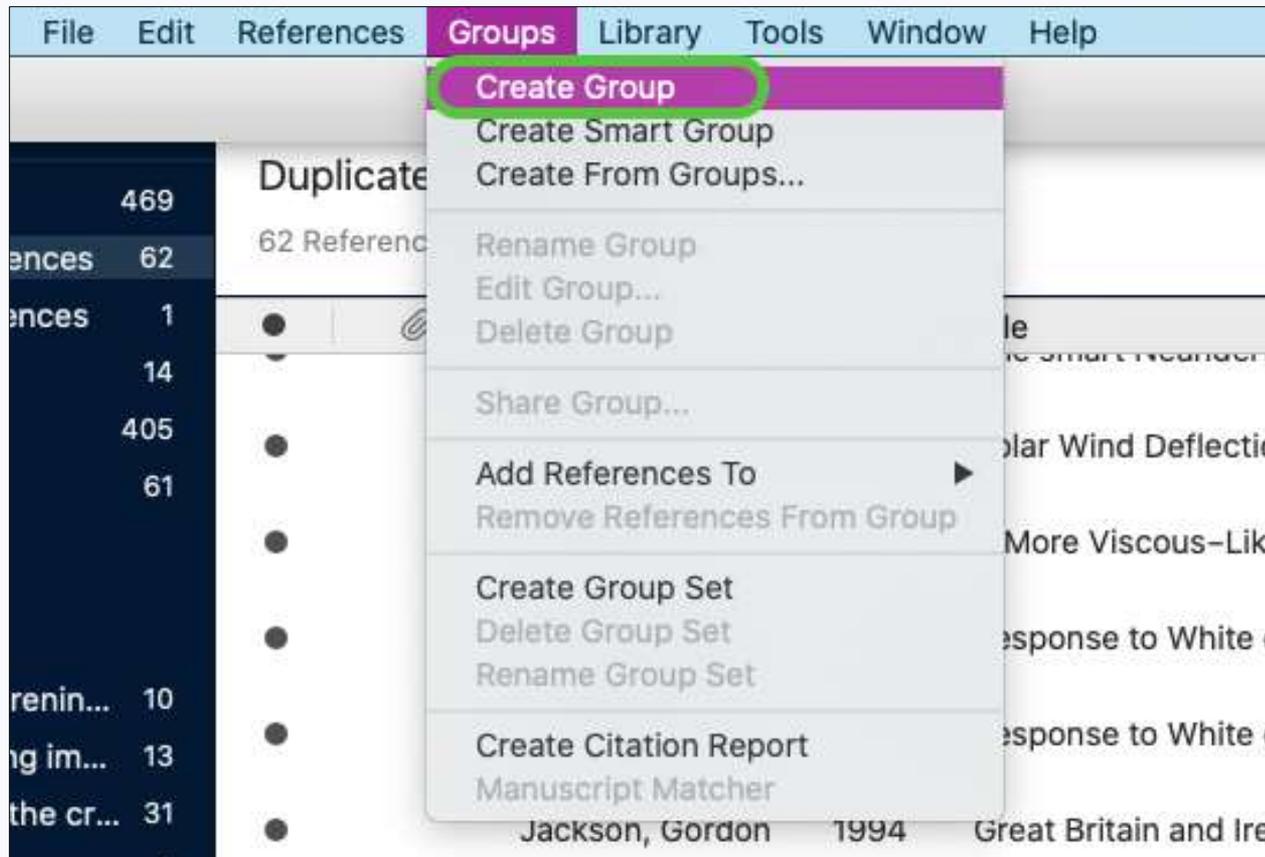
Journal
Geophysical Research Letters

Volume
45

Added to Library: 02/12/2020 Last Updated: 02/12/2020

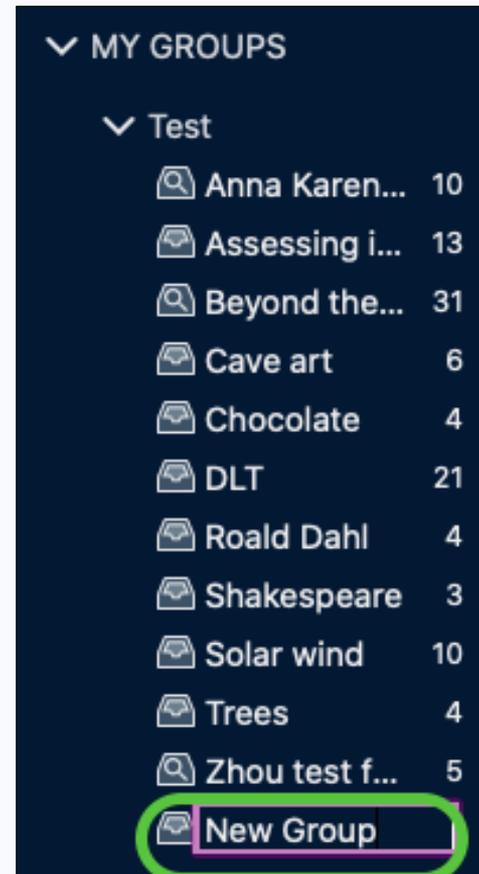
Creating groups (1)

1. Click **Groups > Create Group**



Creating Groups (2)

2. Type the name for your group

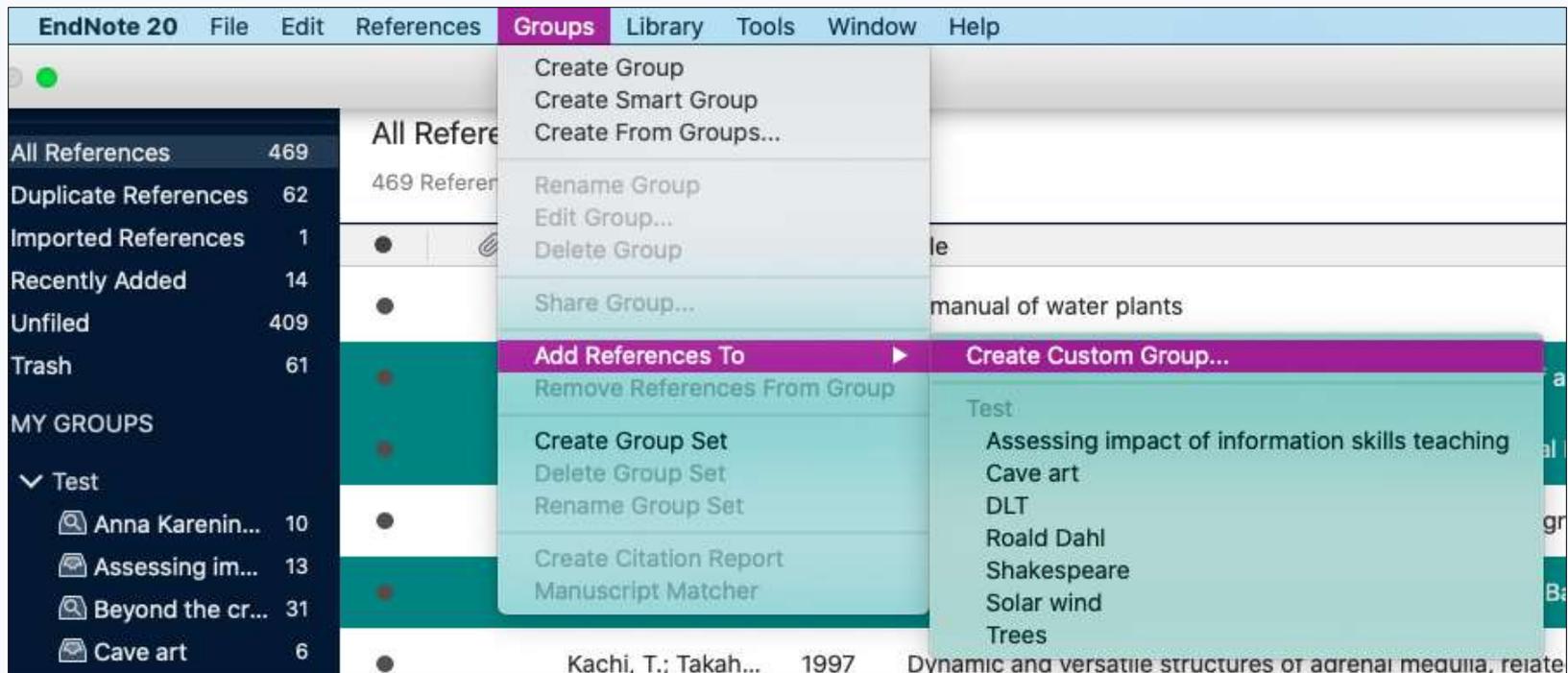


Moving references into groups (1)

Method 1:

Click **Groups > Add References To**.

Select the group you would like to move the references to.



Moving references into groups (2)

Method 2:

Select references from your library, right click and select **Add References To**.

The screenshot displays a reference management application interface. On the left is a dark sidebar with navigation options: Sync Status, All References (469), Duplicate References (62), Imported References (1), Recently Added (14), Unfiled (409), Trash (61), MY GROUPS (Test, Anna Karenin..., Assessing im..., Beyond the cr..., Cave art, DLT, Roald Dahl, Shakespeare, Solar wind, Trees, Zhou test for i...), FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (Jisc Library Hub...). The main area shows a table of references with columns for Author, Year, Title, and Journal. A context menu is open over the reference by Huang, C. C.; Yu... (1996), with 'Add References To' highlighted. A sub-menu is also open, listing the 'Test' group and its members: Assessing impact of information skills teaching, Cave art, DLT, Roald Dahl, Shakespeare, Solar wind, and Trees.

Author	Year	Title	Journal
De Thabrew, W...	2014	A manual of water plants	
Del Guerra, A.;...	1996	determination of a lo...	Medical imaging conference
Goh, K. L.; Liew,...	1996	natic Errors in Dual Ene...	Medical imaging conference
Hebber, E.; Olde...	1996	s in SPECT Tomography	Medical imaging conference
Huang, C. C.; Yu...	1996		
Kachi, T.; Takah...	1997		
Ma, Y.; Evans, A...	1996		
Menard, L.; Mas...	1996		
Mirsky, R.; Jesse...	1997		
Motomura, N.; Ic...	1996	ation Method in Simult...	Medical imaging conference
Narita, Y.; Iida, H...	1996	l Noise Properties of T...	Medical imaging conference
Reutter, B. W.; Kl...	1996	atory -Gated PET Tran...	Medical imaging conference



Moving references into groups (3)

Method 3:

Simply drag and drop!

Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- Groups
- Adding documents and notes
- Editing references
- Duplicates

Inserting references into Word

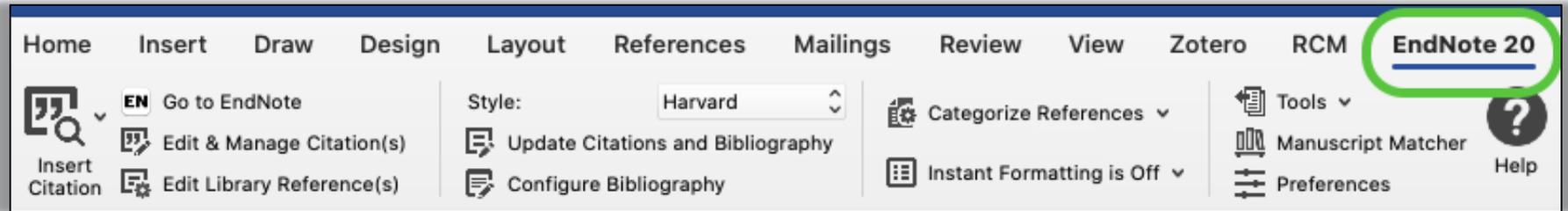
Cite While You Write (CWYW)

- Plug-in: **Cite While You Write**.
- Available for **Word (Windows and Mac)**.
- **Automatically added** to Word upon installation of EndNote.
- Appears in **ribbon** across top of Word.
- A different version of the Cite While You Write plugin is available for Word 365.

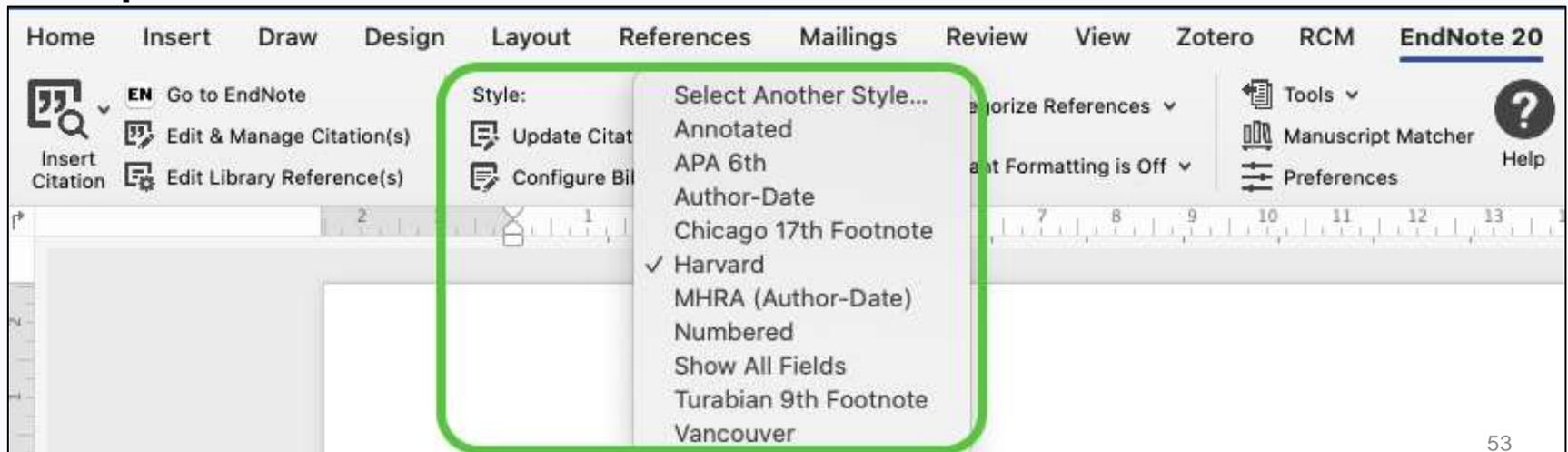


Adding a citation in Word (1)

- Choose EndNote 2025 from the ribbon.

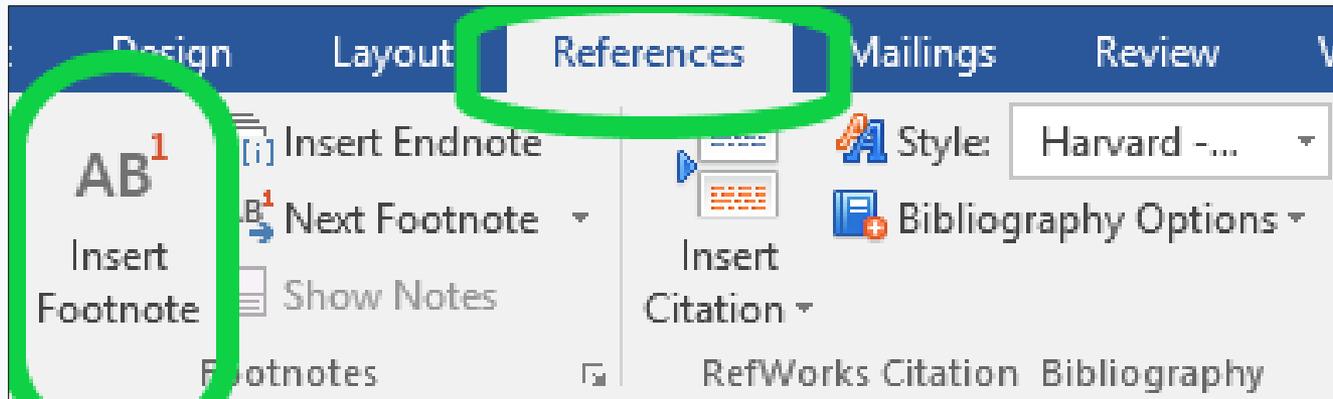


- Choose a citation style from the drop-down menu. Click **Select Another Style** to see more options.



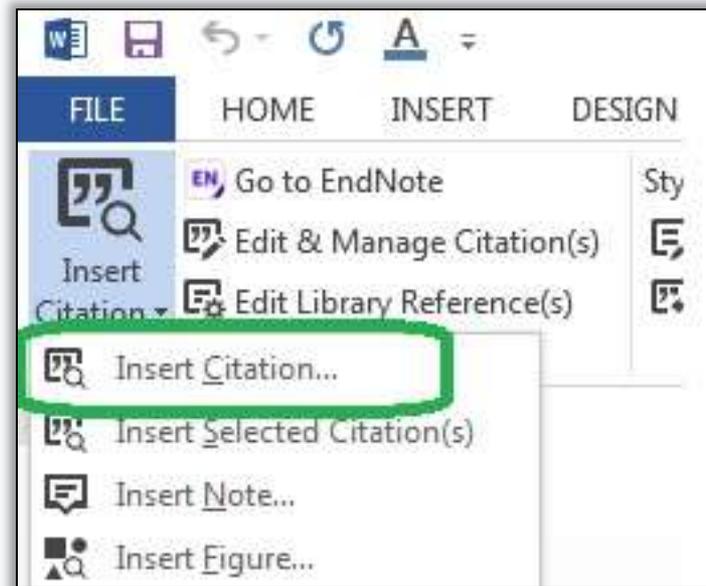
Adding a citation in Word (2)

- NB. If using a footnote style, you first need to click **References > Insert footnote**, then move over to the EndNote tab in the ribbon to insert the reference.



Adding a citation in Word (3)

- Place your cursor where the citation is to be inserted and click **Insert citation > Insert citation**



Adding a citation in Word (4)

This will open a dialogue box. Find the relevant citation(s) by submitting a search, clicking the relevant citation(s) and clicking **Insert**.

Find Citation: Search: Libraries

Author	Year	Title
	2012	Human evolution: hobbit small, but not stunted
Angell	2015	Using quantitative research methods to determine t...
Belanger	2012	Developing a collaborative faculty-librarian informat...
Blank	2017	A novel assessment tool for quantitative evaluation...
Boh Podgornik	2016	Development, testing, and validation of an informati...
British	2011	Information handling in collaborative research : an e...
Chartered Instit...		Information Literacy
Doyle	1994	Information literacy in an information society : a con...
Erlinger	2018	Outcomes Assessment in Undergraduate Informatio...
Erlinger	2018	Outcomes assessment in undergraduate Information...

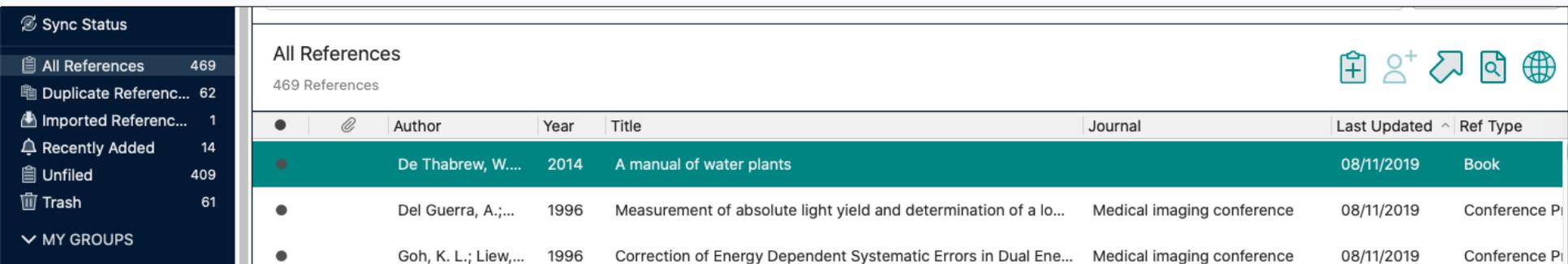
Reference Type: Journal Article
Record Number: 295
Year: 2012
Title: Human evolution: hobbit small, but not stunted
Journal: Nature
Volume: 482
Issue: 7384
Pages: 135
ISSN: 0028-0836
DOI: 10.1038/482135a

? Cancel **Insert**

Library: My EndNote Library.enl 19 items in list

Adding a citation in Word (5)

- Alternatively, you can browse your references in EndNote, return to Word and click **Insert selected citation(s)**.



The screenshot shows the EndNote interface. On the left is a dark sidebar with navigation options: Sync Status, All References (469), Duplicate Referenc... (62), Imported Referenc... (1), Recently Added (14), Unfiled (409), Trash (61), and MY GROUPS. The main area is titled 'All References' and shows '469 References'. A table of references is displayed with columns: Author, Year, Title, Journal, Last Updated, and Ref Type. The first row is highlighted in green.

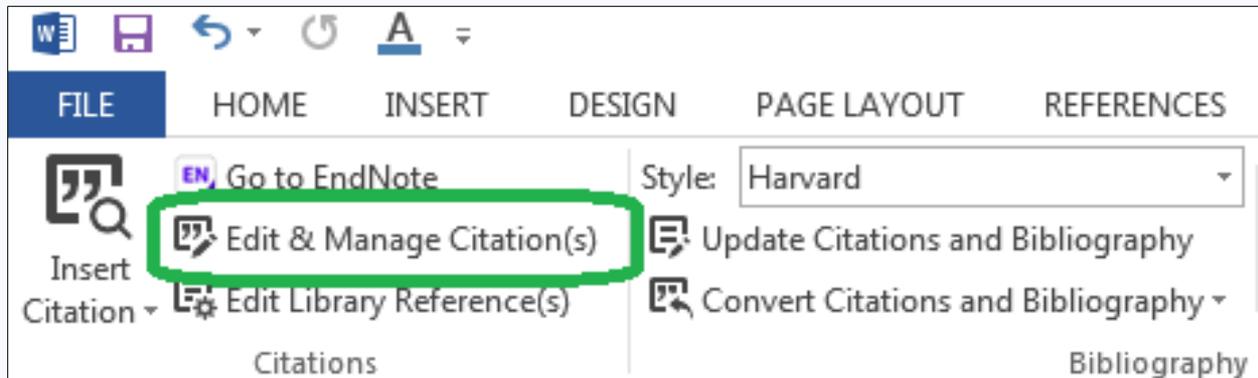
●	🔗	Author	Year	Title	Journal	Last Updated ^	Ref Type
●		De Thabrew, W...	2014	A manual of water plants		08/11/2019	Book
●		Del Guerra, A.;...	1996	Measurement of absolute light yield and determination of a lo...	Medical imaging conference	08/11/2019	Conference P
●		Goh, K. L.; Liew,...	1996	Correction of Energy Dependent Systematic Errors in Dual Ene...	Medical imaging conference	08/11/2019	Conference P

Adding page numbers to a citation (1)

- Click the reference you would like to add page numbers to, so it is highlighted grey.

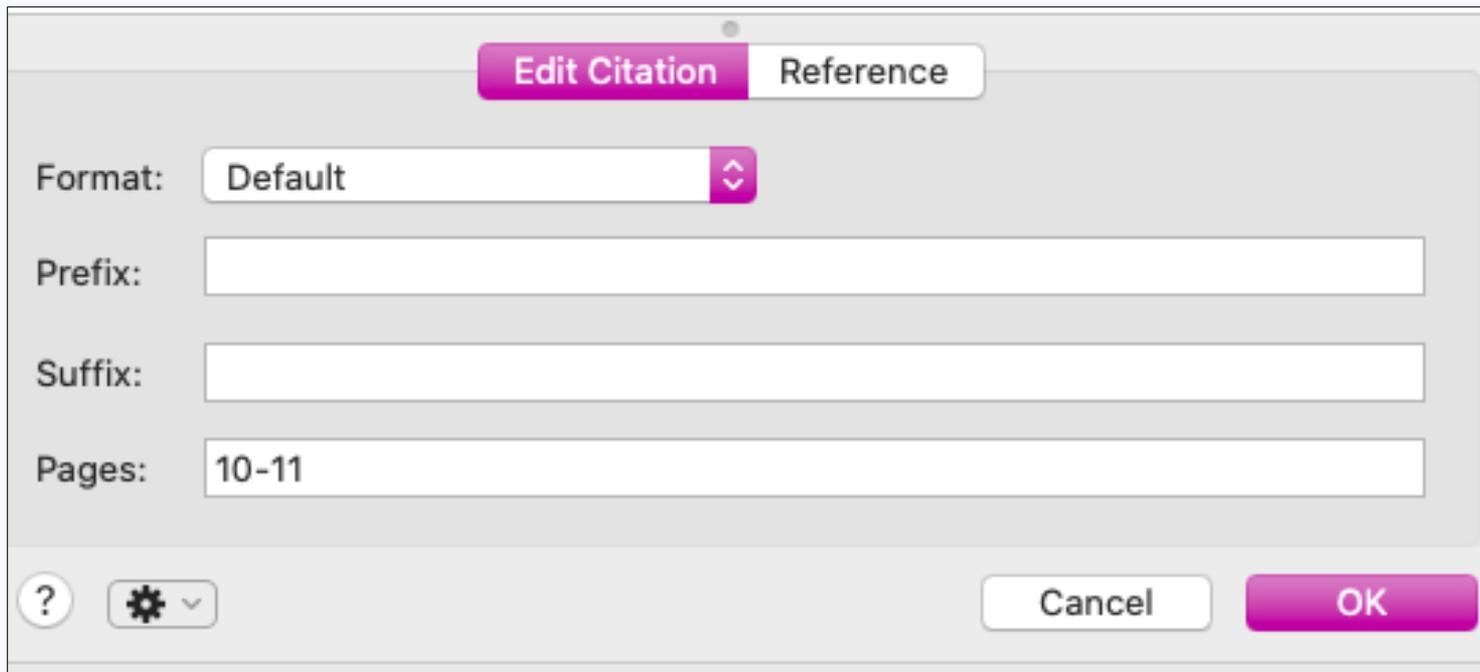
“Around 1580, a distinct group of plays—domestic tragedies as they came to be known—began to appear in the new professional playhouses of London” (Benson, 2012)

- Click **Edit & manage citations**.



Adding page numbers to a citation (2)

- Add the page number(s) in the **Pages** box.



The image shows a software dialog box titled "Edit Citation" with a "Reference" tab. The dialog contains several input fields: "Format" is set to "Default"; "Prefix" and "Suffix" are empty; and "Pages" is set to "10-11". At the bottom, there are buttons for "?", a settings gear, "Cancel", and "OK".

Format: Default

Prefix:

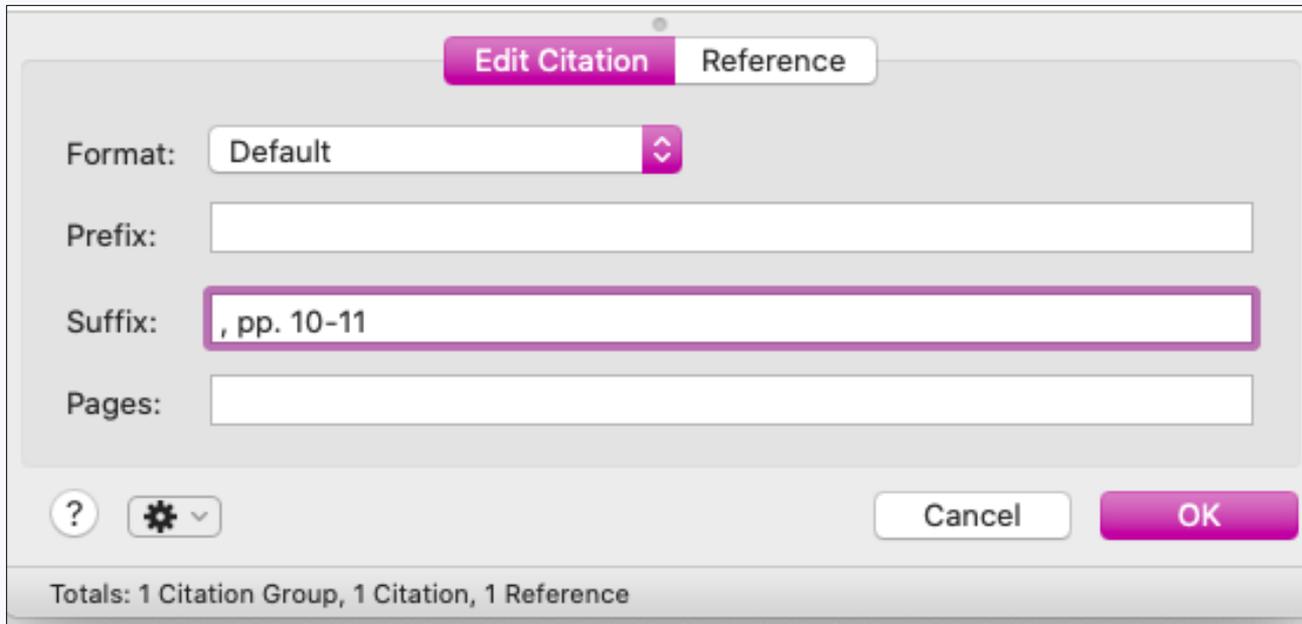
Suffix:

Pages: 10-11

? [Settings] Cancel OK

Adding page numbers to a citation (3)

- For some citation styles, you may need to add the page numbers to the suffix field.



The image shows a dialog box titled "Edit Citation" with a "Reference" tab. The dialog contains the following fields:

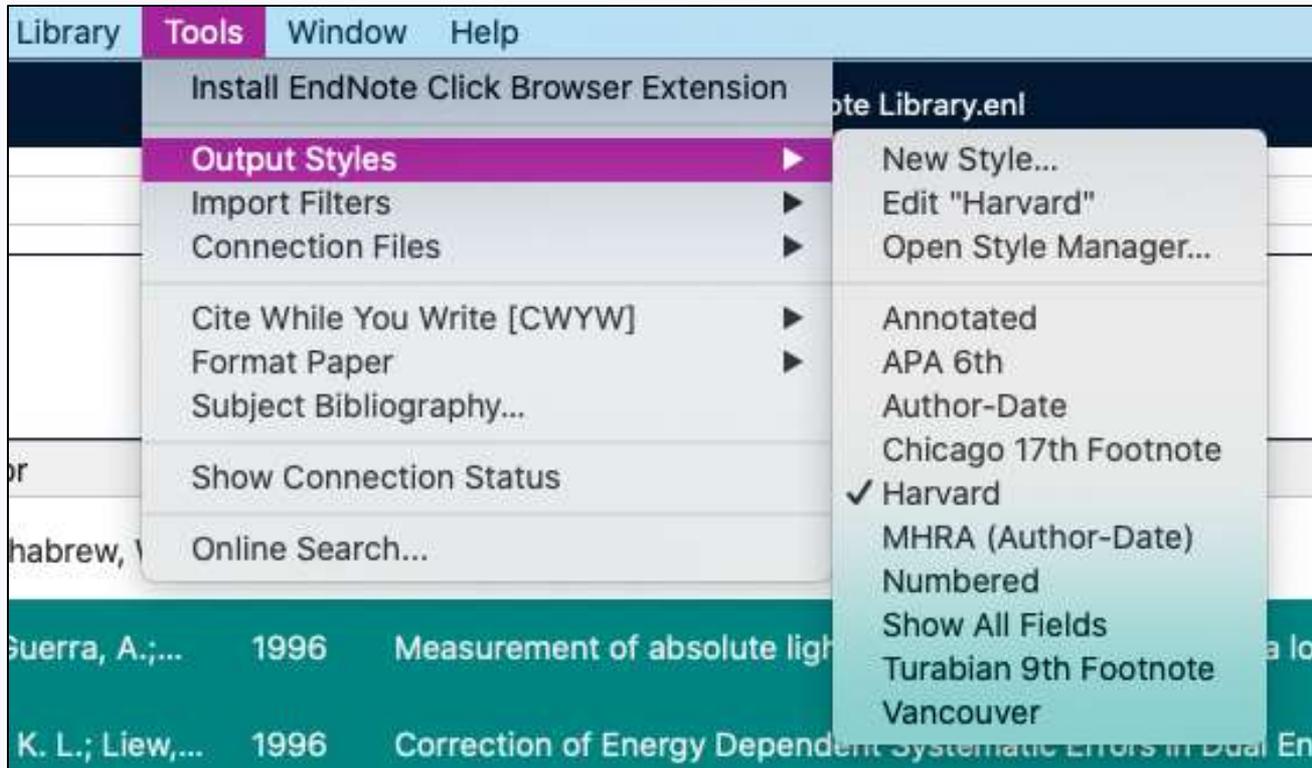
- Format: Default
- Prefix: (empty)
- Suffix: , pp. 10-11
- Pages: (empty)

At the bottom of the dialog, there are buttons for "?", a gear icon with a dropdown arrow, "Cancel", and "OK". A status bar at the bottom indicates "Totals: 1 Citation Group, 1 Citation, 1 Reference".

Creating bibliographies in EndNote

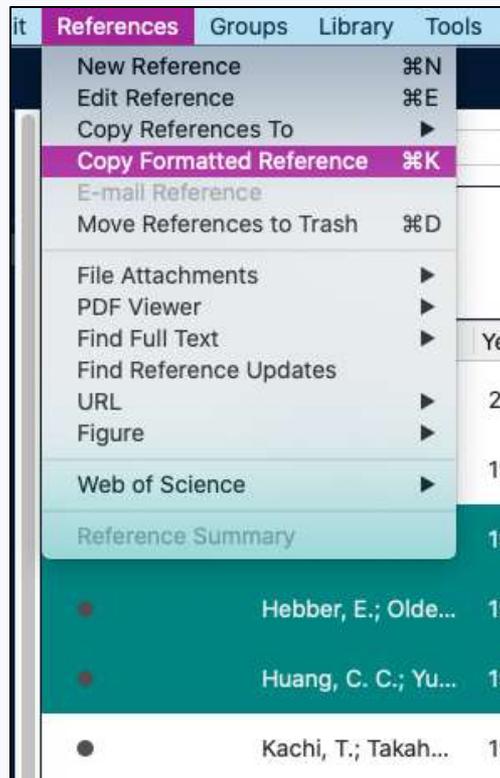
Bibliography (1)

- You may also like to create a reference list of everything you read in addition to a bibliography of cited items.
- In EndNote, select your citation style under **Tools > Output Styles**.



Bibliography (2)

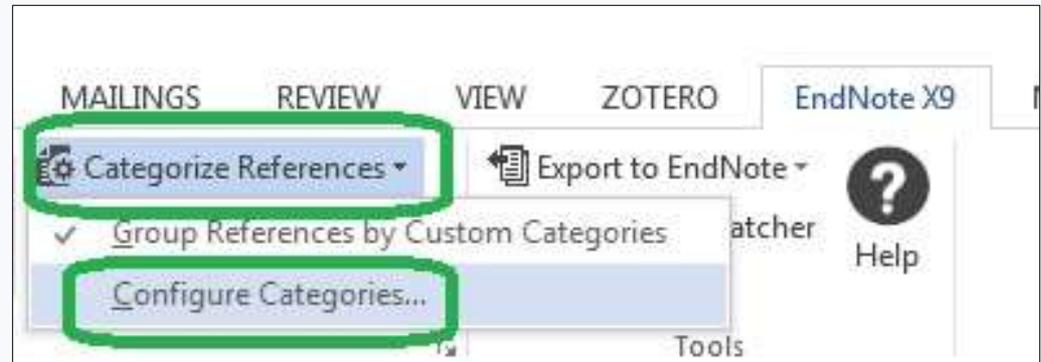
- Select the references you would like to copy in EndNote. Click **References > Copy Formatted Reference**. Open Word and paste the references into your document.



Organising your bibliography (1)

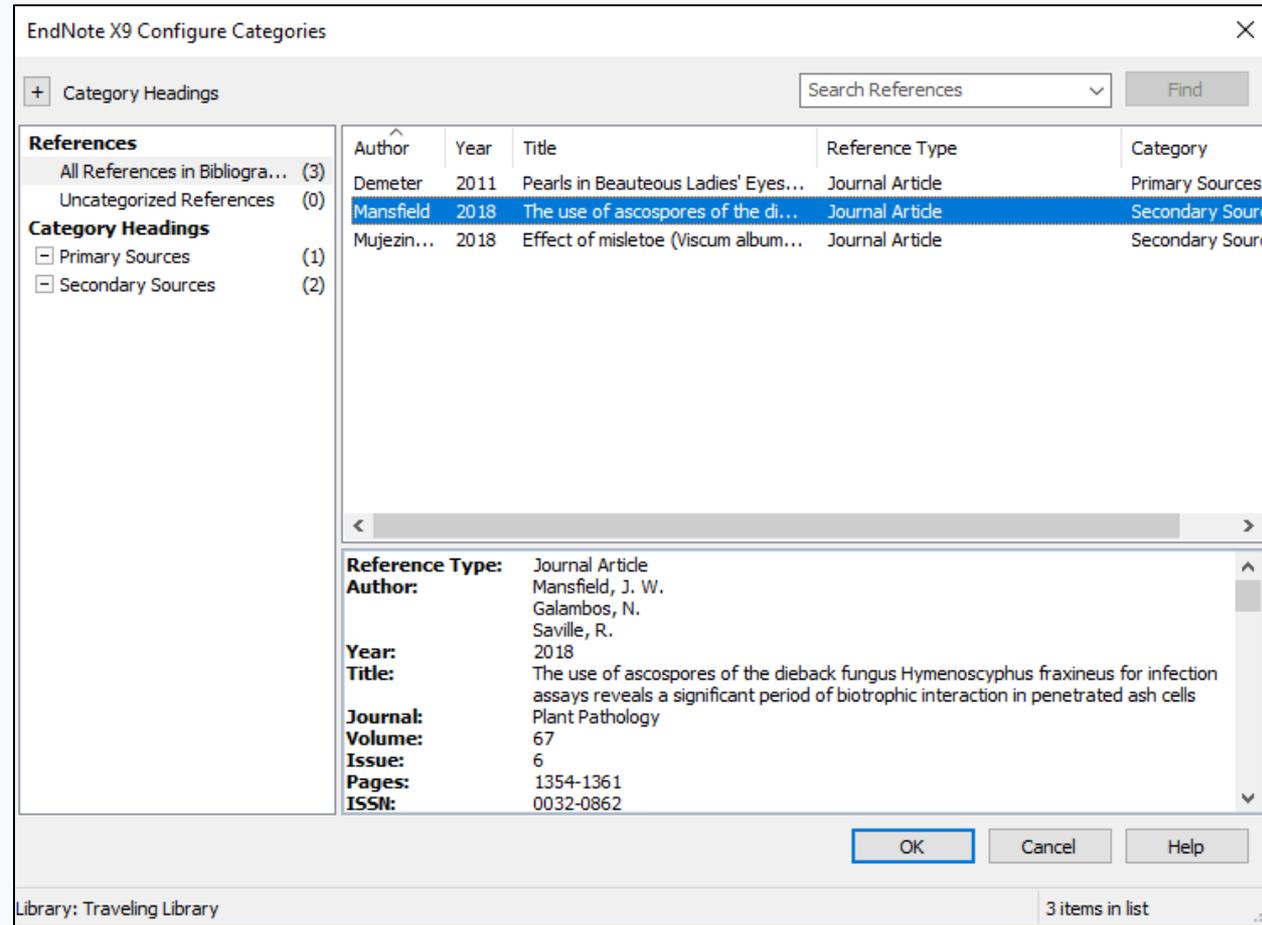
- You may like to organise the bibliography differently, e.g., primary and secondary resources.

In Word, click
**Categorize
References >
Configure
Categories**



Organising your bibliography (2)

A pop up box will appear. Drag and drop references into the 'Primary' and 'Secondary' headings already available.



Organising your bibliography (3)

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>.

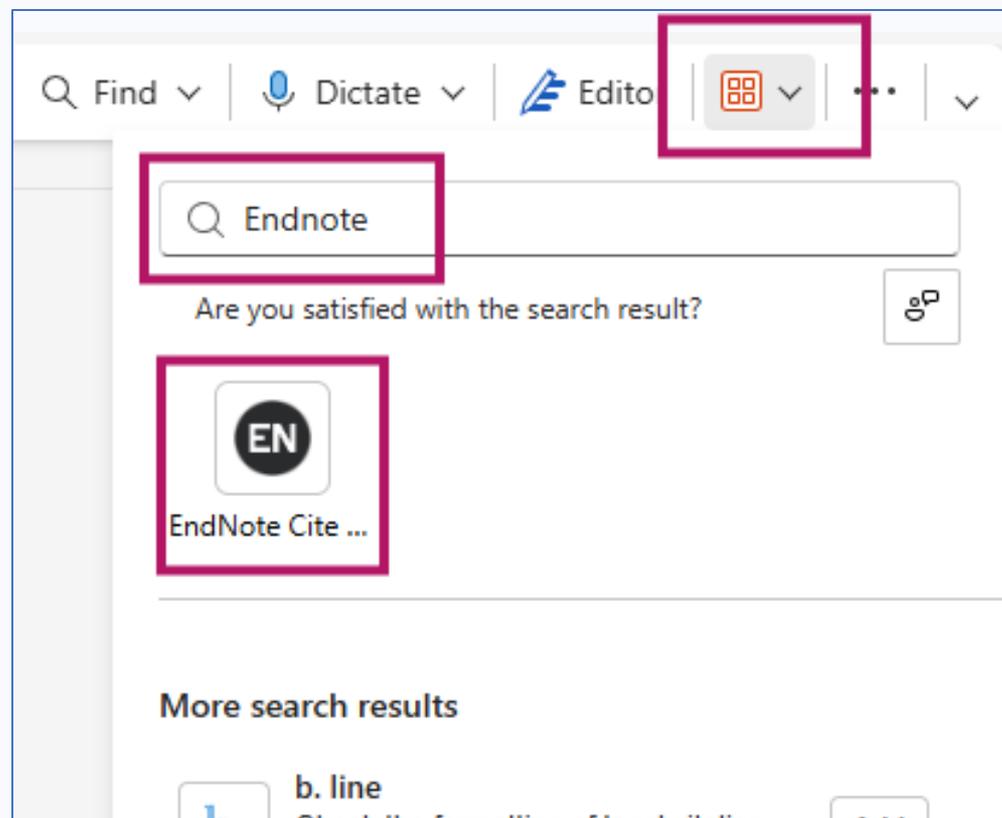
Secondary

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.

Word 365 and CWYW

- There is a different version of CWYW for Word 365.

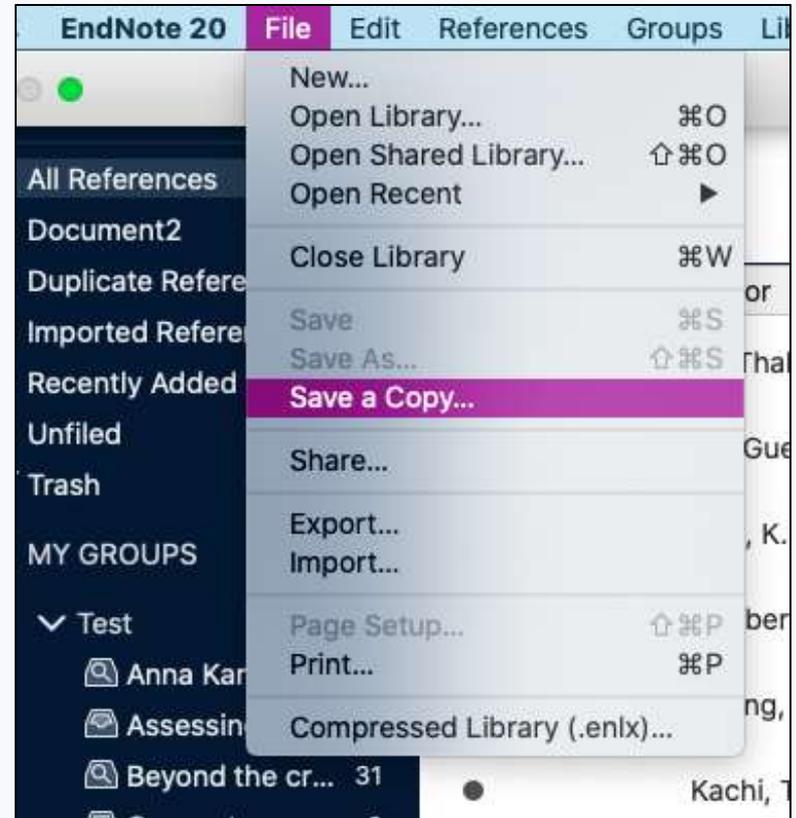
1. Open Word 365.
 2. From the 'Home' tab find the add-ins icon and click this.
 3. Search for 'EndNote'
 4. Click the EndNote CWYW add-in and follow the onscreen instructions to install.
 5. You must have an EndNote web account set up.
- Further info: [EndNote: Word Online CWYW](#)



Saving a copy of your library

It is a good idea to save a copy of your library in case anything happens to your computer.

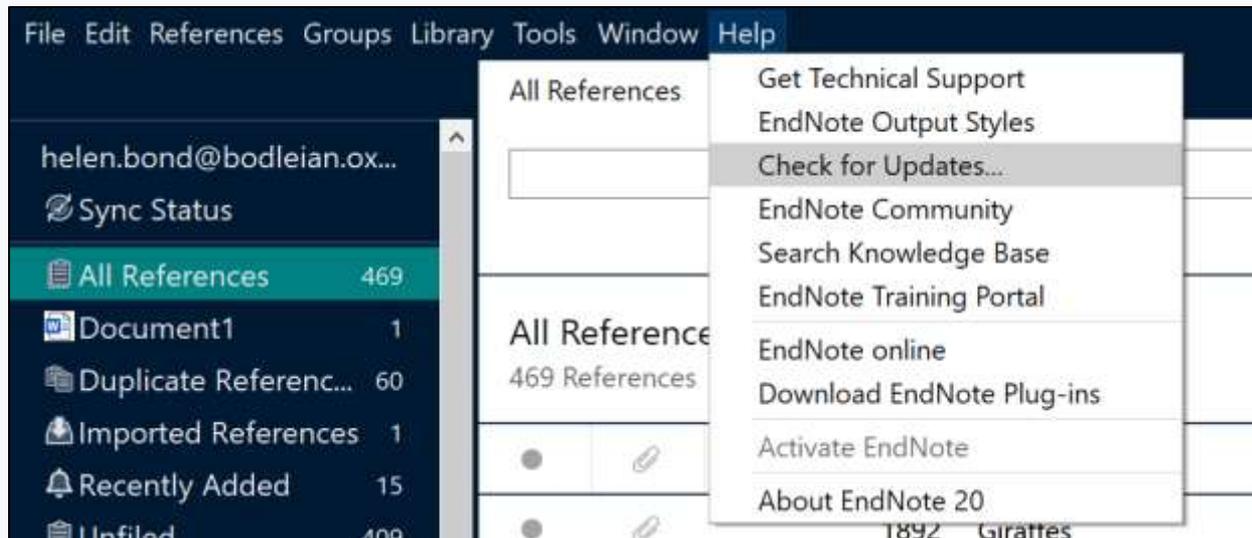
Click **File > Save a Copy...**



Keeping EndNote up to date

It is important to keep EndNote up to date. Fixes for problems are released.

Click **Help > Check for Updates**



What is AI (Artificial Intelligence)?



AI tools can generate text, images, sounds etc. based on prompts provided by users.



Can also help with other aspects of academic work such as summarising texts, paraphrasing and locating published research.



Be critical – AI tools can be inaccurate and biased.



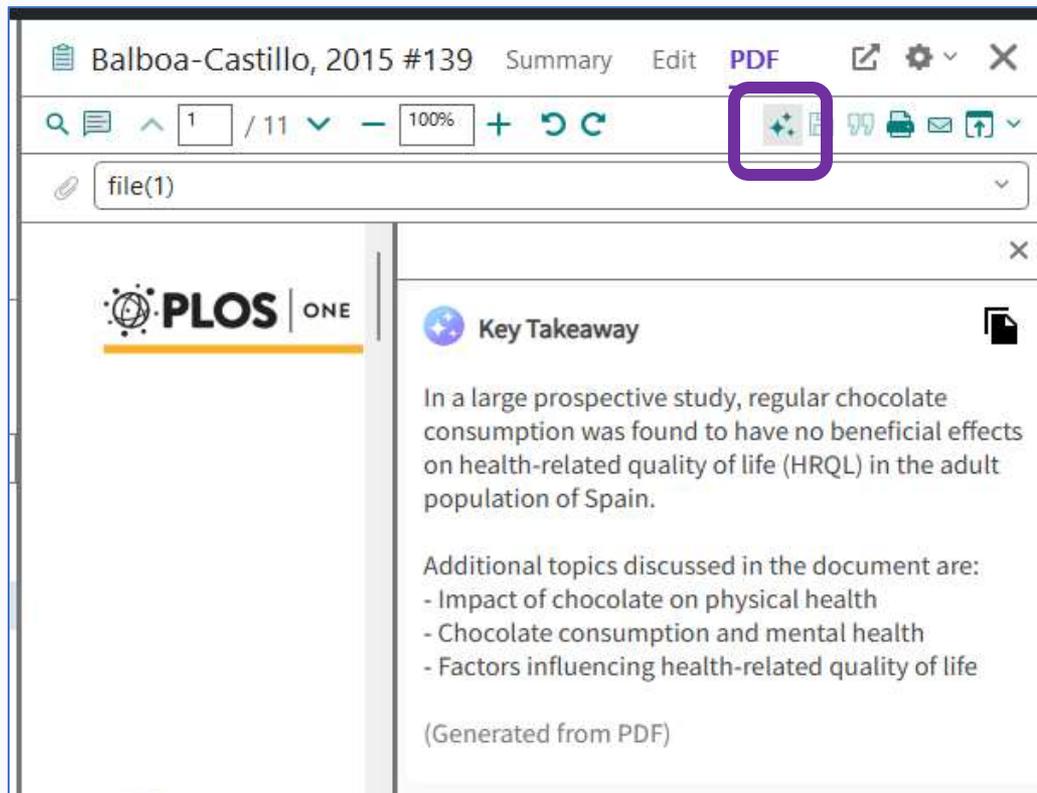
It is important to acknowledge the use of AI tools by referencing them.



Guidance on using AI at Oxford is here - [Generative AI at Oxford | University of Oxford](#)

EndNote and AI

- AI functions in EndNote 2025.
- There is an AI summary tool for PDF files.
- You can turn on and off the 'Research Assistant'
- Be cautious – AI can hallucinate and generate inaccurate information.



Referencing AI tools or AI generated content

- Many referencing styles still to offer guidance!
- No specific 'AI' source type in EndNote.
- More guidance here - <https://libguides.bodleian.ox.ac.uk/using-ai-to-support-academic-work/referencing>

Template or Resource type for referencing AI tools	Template or Resource type for referencing AI generated content
Computer Program	<ul style="list-style-type: none">• Use closest matching content type.• Use 'Generic'

In-text citation

The AI-generated flower (Shutterstock AI, 2023) ...

Reference list

Shutterstock AI (2023) *Photo of pond with lotus flower* [Digital art]. Available at:

<https://www.shutterstock.com/image-generated/photo-pond-lotus-flower-2252080005>

(Accessed: 31 March 2023).

Help

- Use **Help** from the EndNote menu or F1
- Official EndNote tutorials
http://clarivate.libguides.com/endnote_training/home
- Local help is available by emailing
reference-management@bodleian.ox.ac.uk

Questions



Have a go!

www.bodleian.ox.ac.uk/ask/workshops/reference-management-workshop-handouts

- 'Cite While You Write' Word plugin
 - In-text citations
 - Footnotes
- Page numbers
- Creating a bibliography