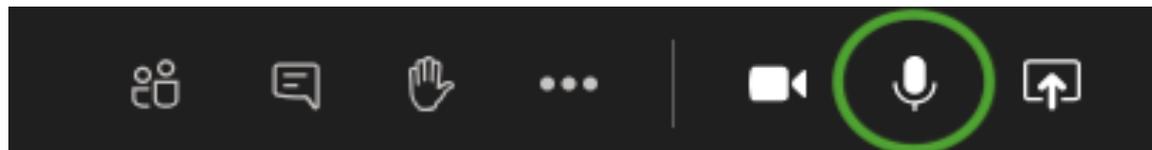


# Introduction to EndNote

Ollie Bridle and Hannah Medworth

The webinar will be starting soon. While you wait, please mute your microphone.



# 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 window title is "EndNote 20 - My EndNote Library.enl". The left sidebar shows the user "helen.bond@bodleian.ox..." and various library categories: "All References" (474), "Recently Added", "Unfiled" (415), "Trash" (69), "MY GROUPS" (59), "FIND FULL TEXT", "GROUPS SHARED BY...", and "ONLINE SEARCH" (500). Under "ONLINE SEARCH", "PubMed (NLM)" is selected. The main search area shows a search for "obesity" AND "child\*" using "All Fields" and "Contains" operators. 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 selected reference is by Zheng, H.; Xu, Z. et al. (2021) titled "Long-term exposure to ambient air pollution and obesity in school-aged children and adolescents in Jiangsu province of China", published in "Environ Res". The right pane shows the "Summary" for this reference, including the author list, year (2021), title, journal name (Environ Res), and volume information.

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

# 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: All References (474), Recently Added, Unfiled (415), Trash (69), MY GROUPS (59), FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH. Under ONLINE SEARCH, PubMed (NLM) is selected with 500 results. The main window displays a search for PubMed (NLM) with 66,221 results. A table of search results is shown with columns for Author, Year, Title, Journal, Last Updated, and Ref Type. A green circle highlights a plus sign (+) button in the top right corner of the results area.

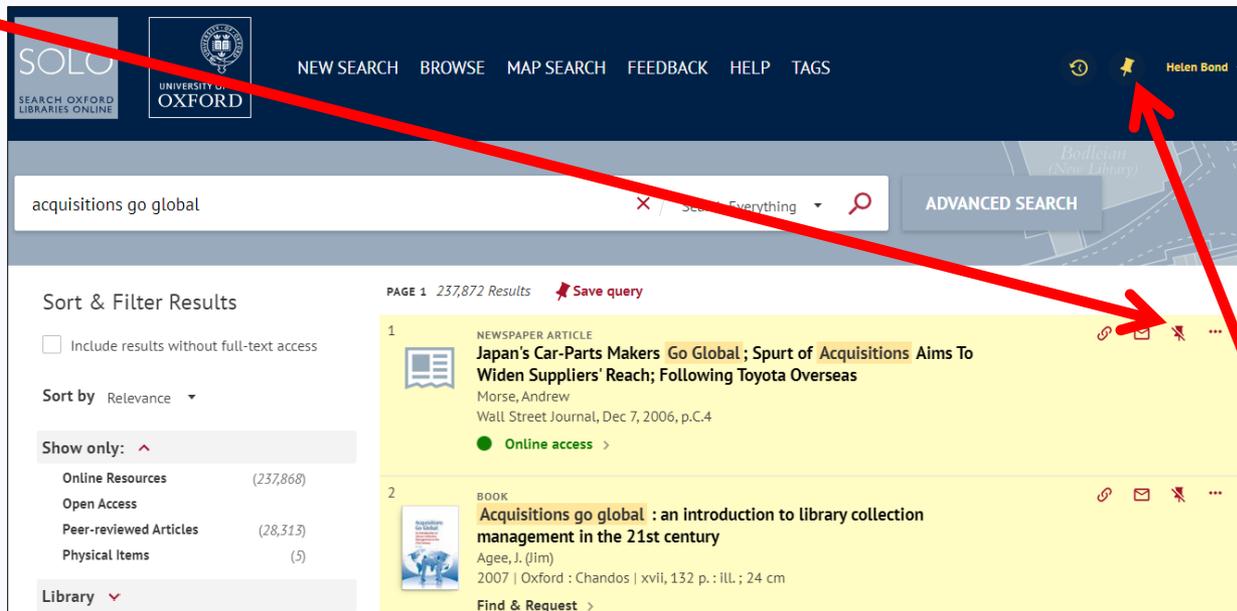
Author	Year	Title	Journal	Last Updated	Ref Type
Pyle, A. K.; Cant...	2021	Antibiotic exposure and growth patterns in preterm, very low b...	Matern Health Neonatol Perin...	01/02/2021	Journal Article
Hashemian, S. R...	2021	Mesenchymal stem cells derived from perinatal tissues for trea...	Stem Cell Res 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 shows the SOLO interface with a list of items. The first item is an article titled "Acquisitions Go Global: An Introduction to Library Collection Management in the 21st Century" by Jim Agee. The interface includes a "Favourites" toolbar with options for EXCEL, PRINT, E-MAIL, BIBTEX, ENDNOTE, MENDELEY, REFWORKS, and RIS. The RIS option is circled in red and labeled with a red '3'. A red arrow labeled '1' points to the article title, and another red arrow labeled '2' points to the three-dot menu icon in the top right corner of the toolbar. Below the article, there are buttons for "Download PDF", "Read Article", and "View Issue Contents".

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

# Exporting items from SOLO (2)

## RIS

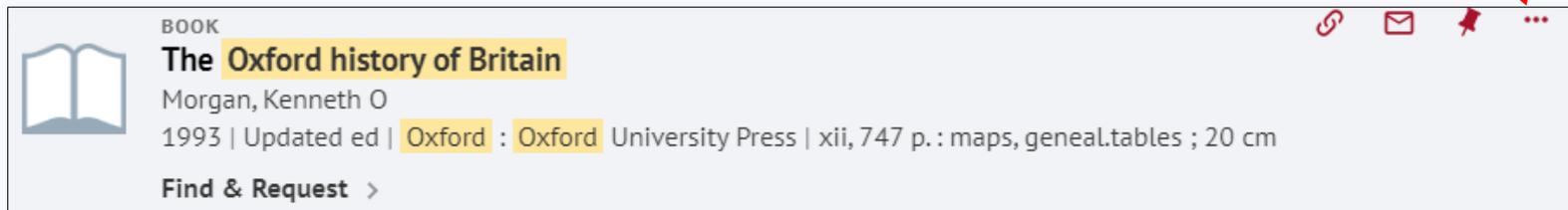
Choosing 'RIS' exports the record to the desktop version of EndNote so is good to use when on your machine which has EndNote installed.

## EndNote

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

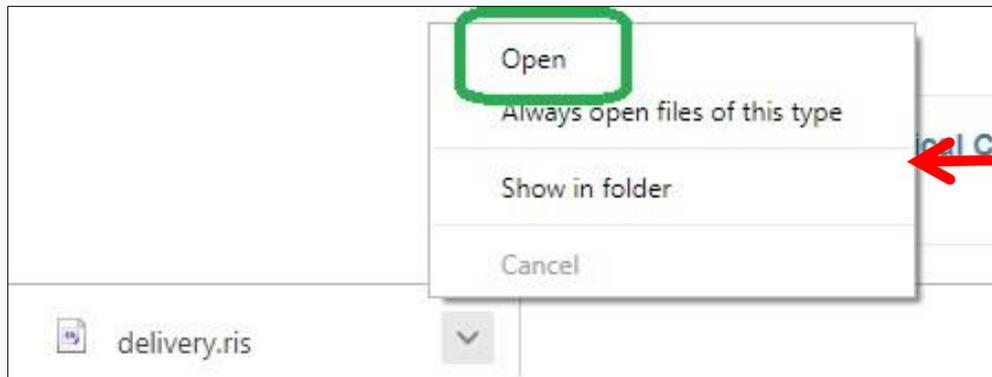
# Exporting items from SOLO (3)

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'.

File Edit References Groups Library Tools Window Help

Sync Configuration

All References 1

**Imported References 1**

Recently Added 1

Unfiled 1

Trash 0

MY GROUPS

My Groups

Imported References

1 Reference

	Author	Year	Title	Rating	Journal	Last ...	Refere...
	Morga...	1993	The Oxford history of Britain			09/0...	Book

# Adding references from Google scholar

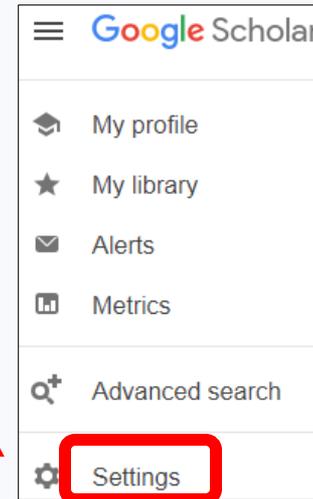
---

# Exporting items from Google Scholar (1)

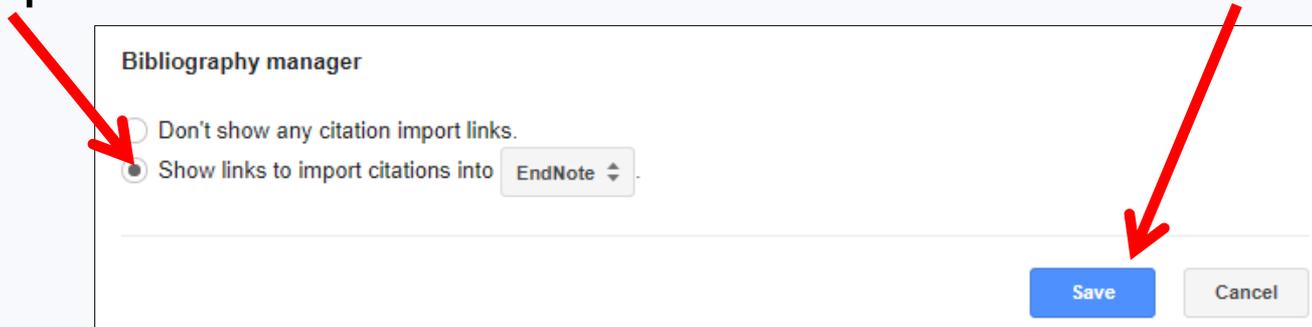
1. From the Google Scholar search page, click the menu button then **Settings**

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

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

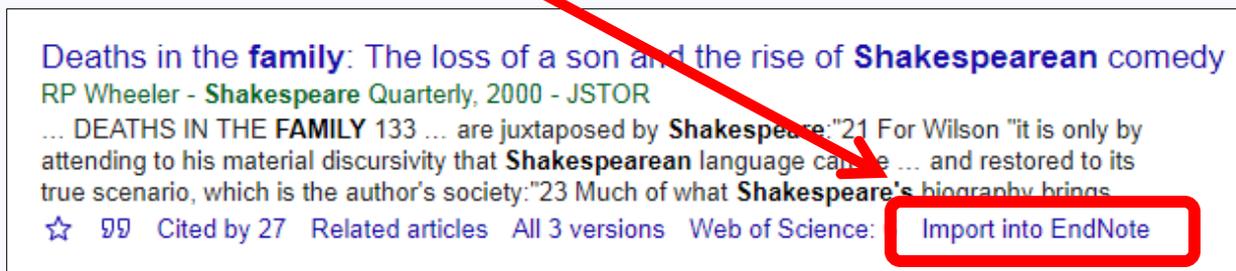


4. **Save** preferences



# Exporting items from Google Scholar (2)

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



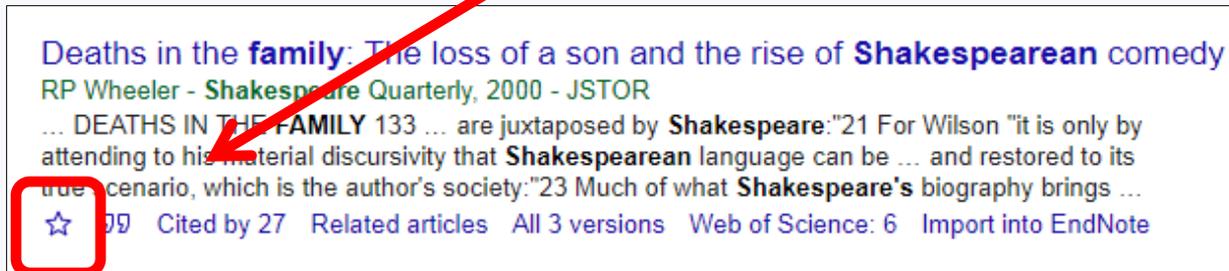
Deaths in the **family**: The loss of a son and the rise of **Shakespearean** comedy  
RP Wheeler - **Shakespeare Quarterly**, 2000 - JSTOR  
... DEATHS IN THE FAMILY 133 ... are juxtaposed by **Shakespeare**: "21 For Wilson "it is only by attending to his material discursivity that **Shakespearean** 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 displays 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, featuring a green-bordered button labeled "Export all". A dropdown menu is open from this button, listing export options: BibTeX, EndNote (highlighted with a green border), RefMan, and CSV. To the right of the "Export all" button, there are links for "My profile" and "My library" (the latter is also highlighted with a green border). The main content area shows a list of search results. The first result is titled "Articles in your library" with a sub-entry "chicken pox vaccine". The second result is "Childhood compulsory vaccination: the Italian experience" by R. Siliquini, published in 2018 in The European Journal of Public Health. The third result is "Vaccine hesitancy is a phenomenon that has increased widely in the last few years, in the Europe and in the USA, giving its consequences on vaccine coverage rates. The decrease ...". The fourth result is "Improved temporal trends of vaccination coverage rates in childhood after the mandatory vaccination act, Italy 2014–2019" by M. Sabbatucci et al., published in 2021 in the Journal of Clinical Pharmacy and Therapeutics. Each result includes a "Cite" button, a "Label" button, a "Delete" button, and a "Web of Science" link.

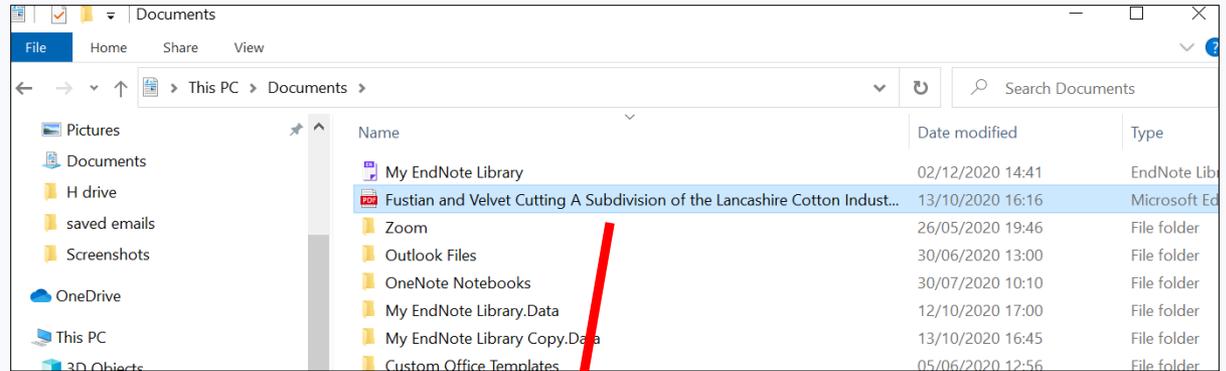
# Importing records when there is no direct export option

---

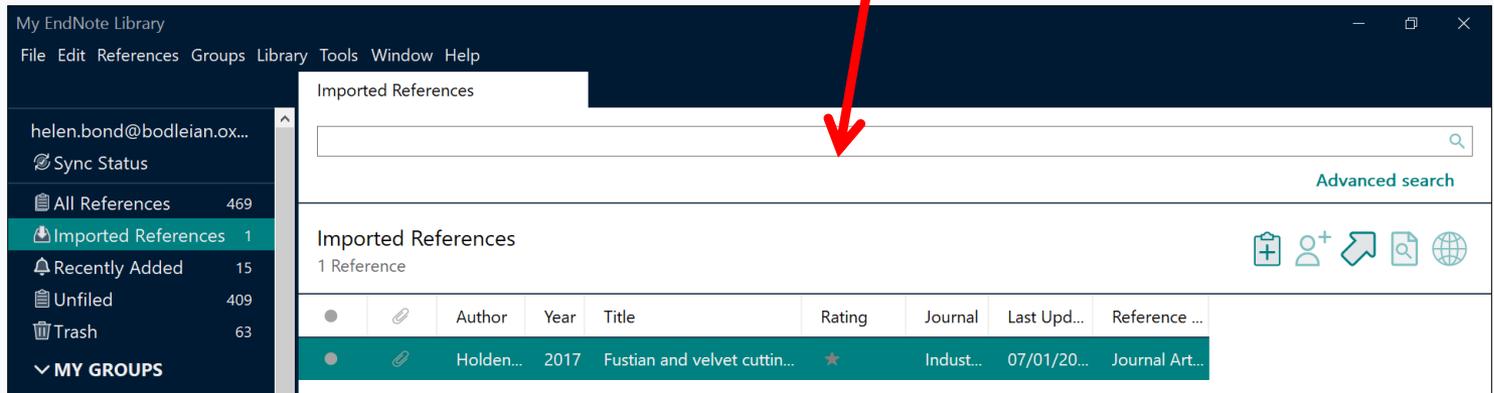
# Adding references by drag & drop PDF

# 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



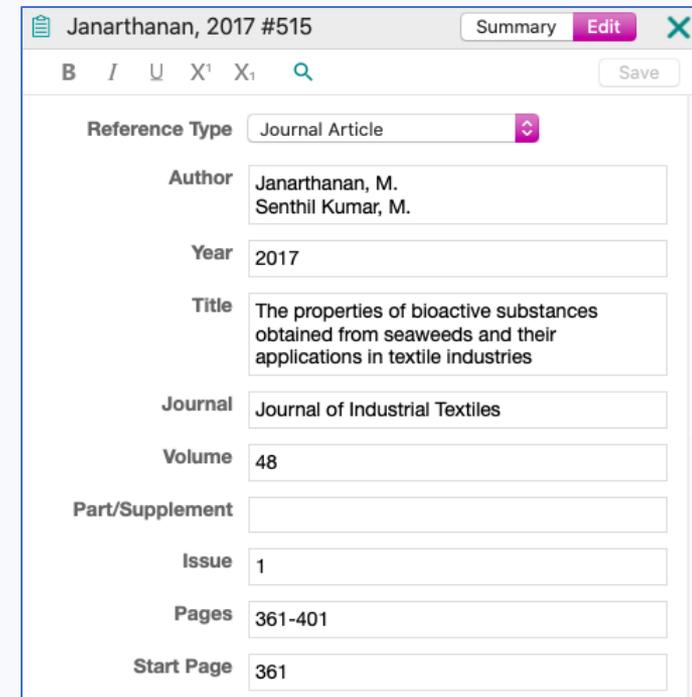
Drag & drop



# 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 software interface with a reference entry form. The window title is "Janarthanan, 2017 #515". The form includes the following fields:

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

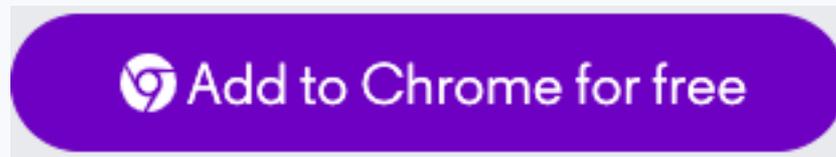
# EndNote Click (1)

- 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, Firefox 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 Firefox 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 EndNote Click interface. On the left, the 'My Locker' sidebar shows a list of saved items, including 'S. Regueiro, C. Matte-Gagné, A. B... Early Childhood Research ... (2022)'. A purple button indicates 'Saved in Locker'. Below this are options for 'Download PDF', 'Share PDF', 'Export reference', 'Push to EndNote Web', and 'Visit journal page'. The central pane shows a table of contents for the article, with sections for 'Introduction', 'Method', and 'Measures'. The main viewing area displays the article title, journal information, and the Elsevier logo. The article title is 'Paternal mind-mindedness and child executive functioning in the kindergarten classroom' from 'Early Childhood Research Quarterly 58 (2022) 27-34'. The authors listed are Sophie Regueiro<sup>a</sup>, Célia Matte-Gagné<sup>b</sup>, and Annie Bernier<sup>a,\*</sup>. The journal homepage is [www.elsevier.com/locate/ecresq](http://www.elsevier.com/locate/ecresq). The interface also shows a search bar, a page number '27 (1 of 8)', and an 'Automatic Zoom' dropdown menu.

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 user's email address "helen.bond@bodleian.ox..." is visible in the top left. The left sidebar contains navigation options: "Sync Status", "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 shows a search bar and an "Advanced Search" button. Below this is the "Imported References" section, which contains a table with one reference:

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

Icons for adding, sharing, and linking are visible above the table. 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  $\beta$ -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<sup>1</sup> X<sub>1</sub> 🔍 Save

Reference Type: Journal Article

Author:

Year:

Title:

Journal:

Volume:

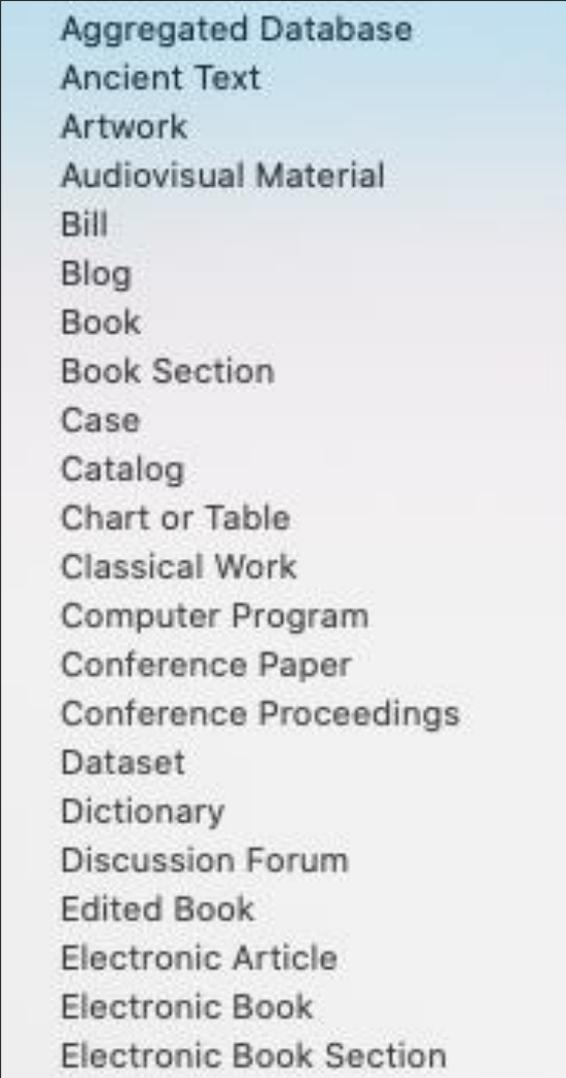
2. Choose a material type from the drop down menu

# 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

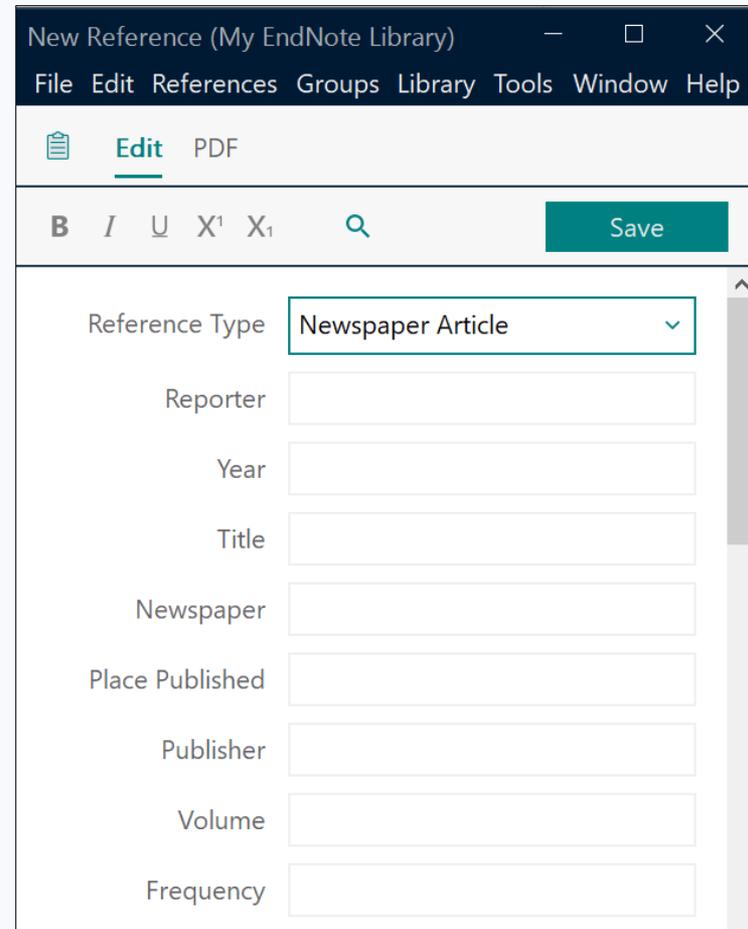


Aggregated Database  
Ancient Text  
Artwork  
Audiovisual Material  
Bill  
Blog  
Book  
Book Section  
Case  
Catalog  
Chart or Table  
Classical Work  
Computer Program  
Conference Paper  
Conference Proceedings  
Dataset  
Dictionary  
Discussion Forum  
Edited Book  
Electronic Article  
Electronic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



The screenshot shows the 'New Reference' window in EndNote. The title bar reads 'New Reference (My EndNote Library)'. The menu bar includes 'File', 'Edit', 'References', 'Groups', 'Library', 'Tools', 'Window', and 'Help'. Below the menu bar, there are icons for 'Edit' and 'PDF'. The main area contains a toolbar with 'B', 'I', 'U', 'X<sup>1</sup>', 'X<sub>1</sub>', a search icon, and a 'Save' button. The form below has the following fields:

Reference Type	Newspaper Article
Reporter	<input type="text"/>
Year	<input type="text"/>
Title	<input type="text"/>
Newspaper	<input type="text"/>
Place Published	<input type="text"/>
Publisher	<input type="text"/>
Volume	<input type="text"/>
Frequency	<input type="text"/>

# Looking after your references

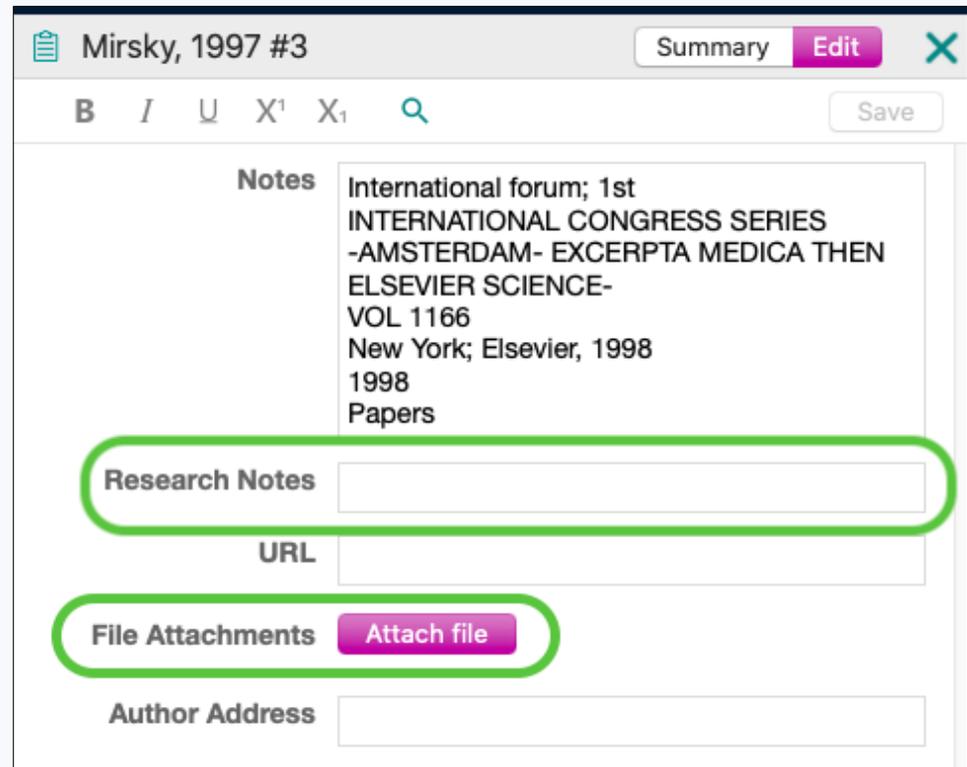
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Adding notes and documents, editing, de-duplicating references, groups

# 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". The interface includes a header with a clipboard icon, the title, and buttons for "Summary", "Edit", and a close icon. Below the header is a toolbar with formatting options: Bold (B), Italic (I), Underline (U), Text color (X), Background color (X), and a search icon. A "Save" button is also present. The main content area contains a "Notes" field with the following text: "International forum; 1st INTERNATIONAL CONGRESS SERIES -AMSTERDAM- EXCERPTA MEDICA THEN ELSEVIER SCIENCE- VOL 1166 New York; Elsevier, 1998 1998 Papers". Below the notes field are several input fields: "Research Notes" (highlighted with a green rounded rectangle), "URL", "File Attachments" (with an "Attach file" button highlighted by a green rounded rectangle), and "Author Address".

# Editing references



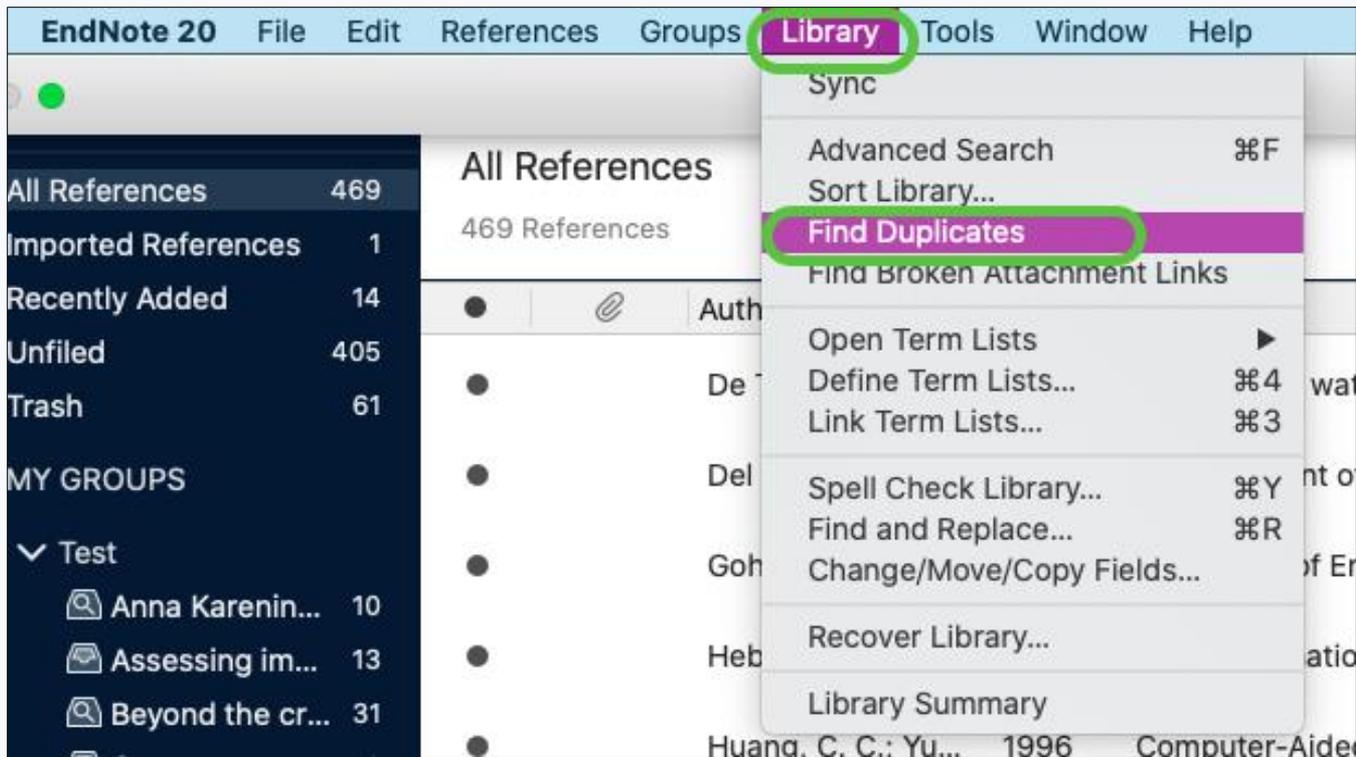
Some records will need editing, especially from SOLO



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

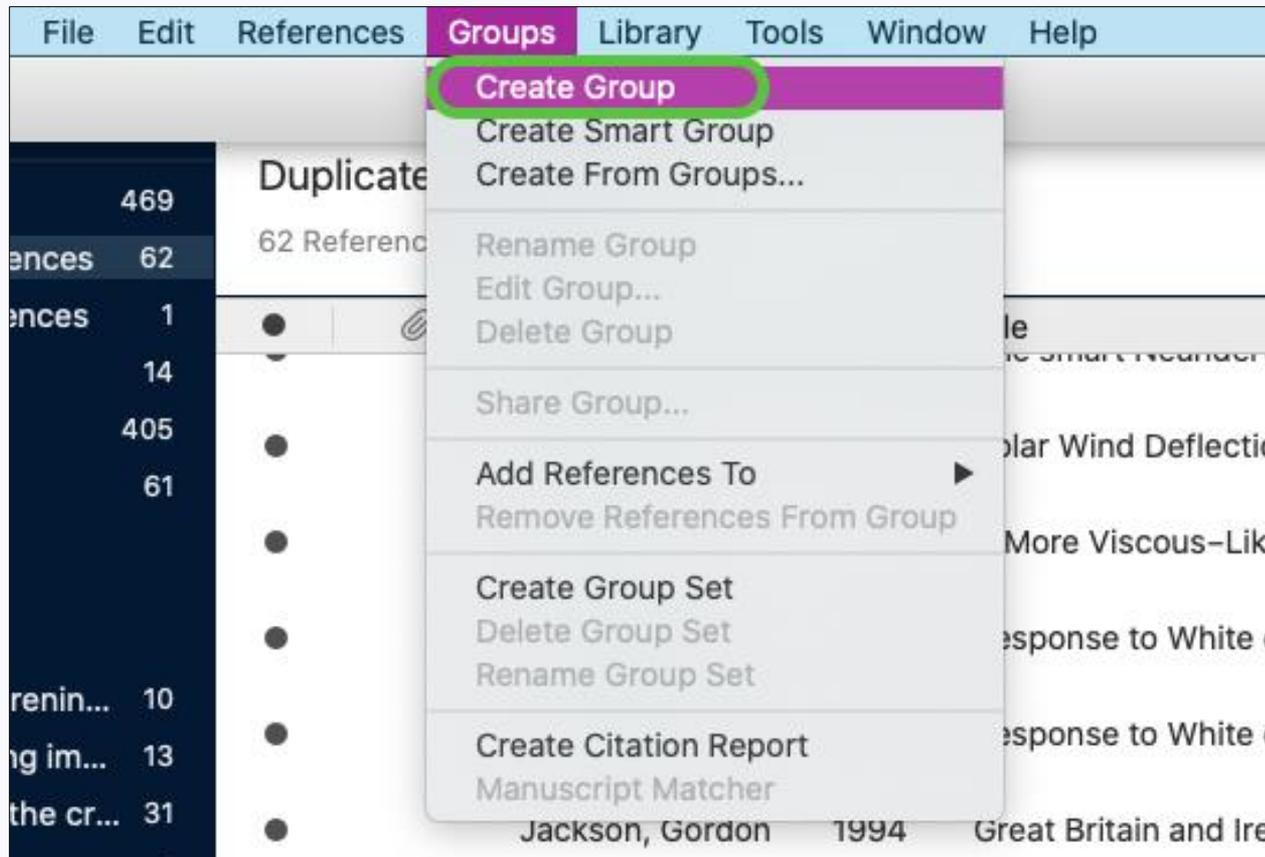
**Journal**  
Geophysical Research Letters

**Volume**  
45

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

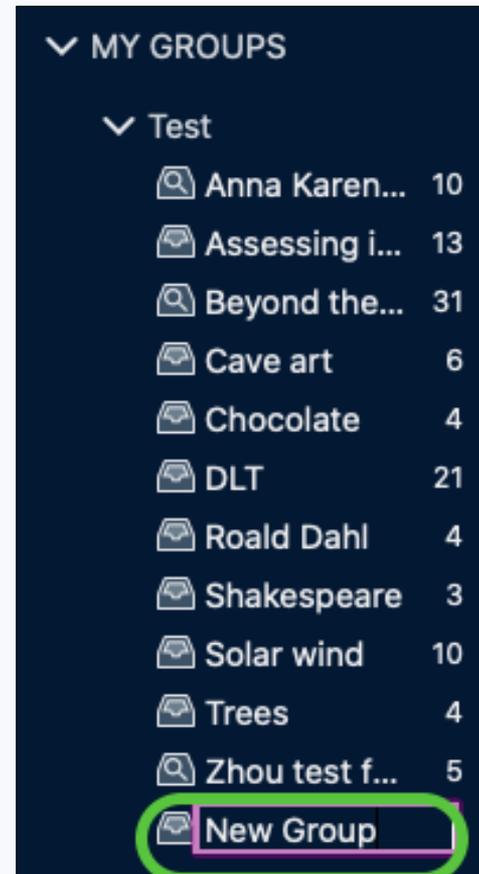
# Creating groups (1)

## 1. Click **Groups > Create Group**



# Creating Groups (2)

2. Type the name for your group

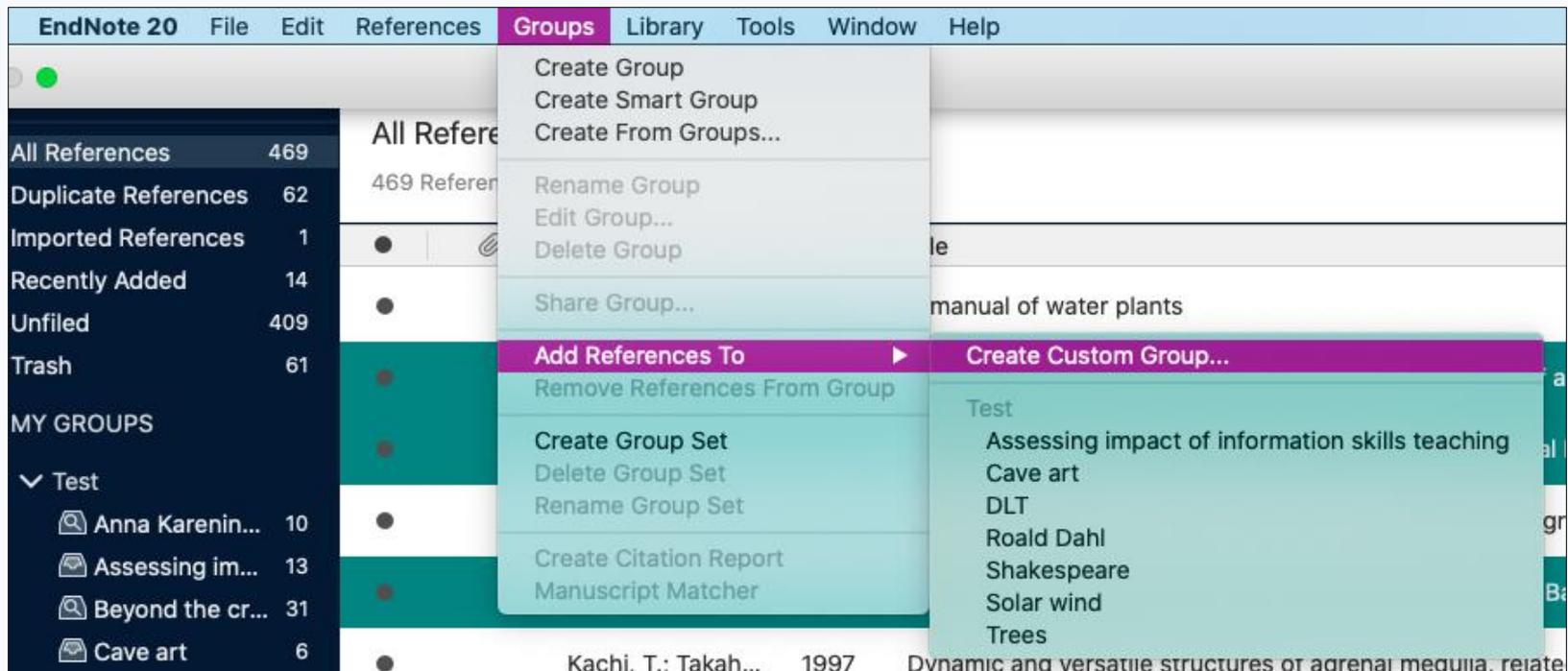


# Moving references into groups (1)

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 under the heading 'All References' (469 References). The table has 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' selected. A sub-menu is visible, listing the groups: Test, 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!

# Inserting references into Word

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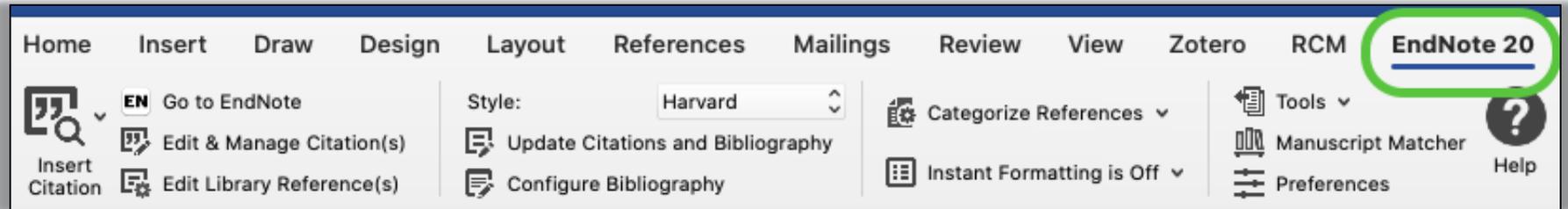
# Cite While You Write (CWYW)

- 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.

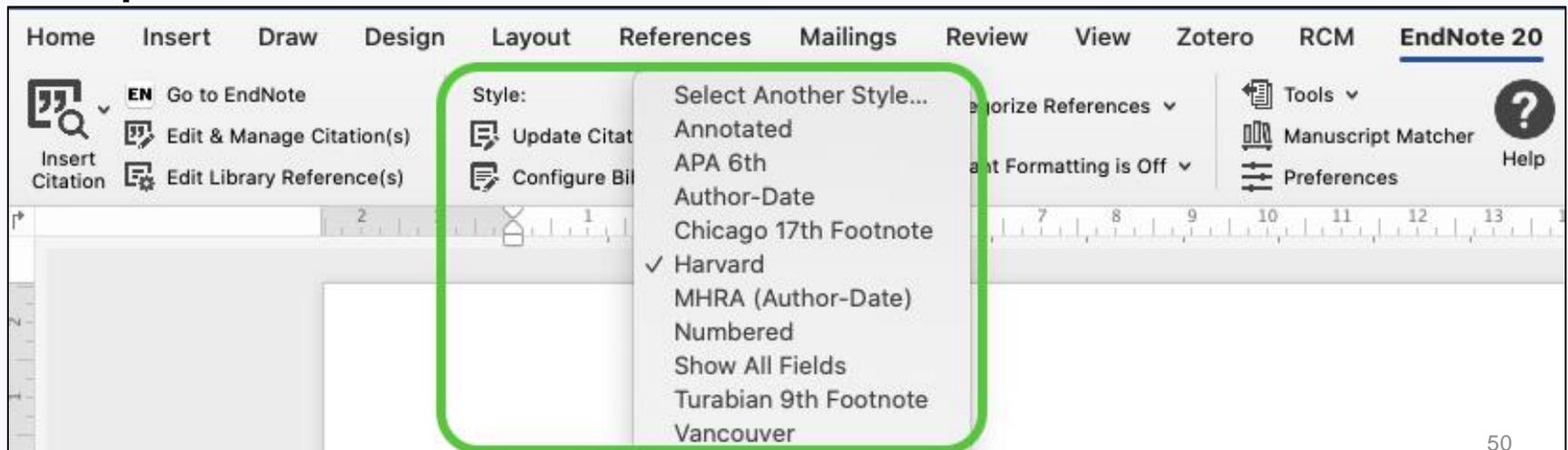


# Adding a citation in Word (1)

- Choose EndNote 2025 from the ribbon.

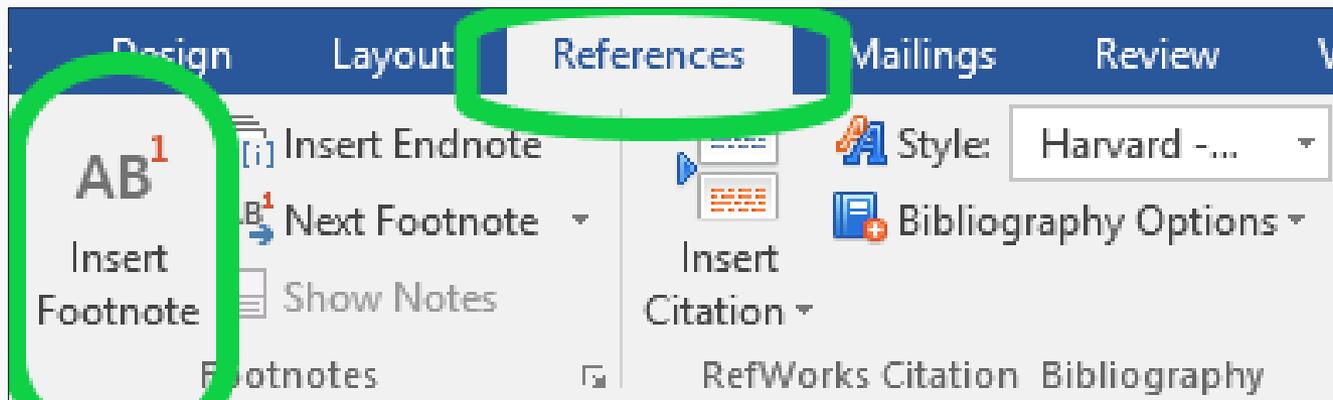


- Choose a citation style from the drop-down menu. Click **Select Another Style** to see more options.



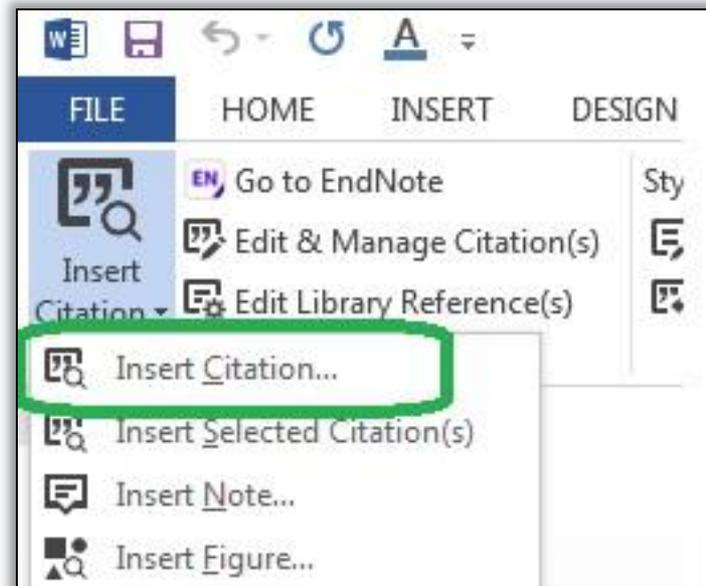
# Adding a citation in Word (2)

- 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...

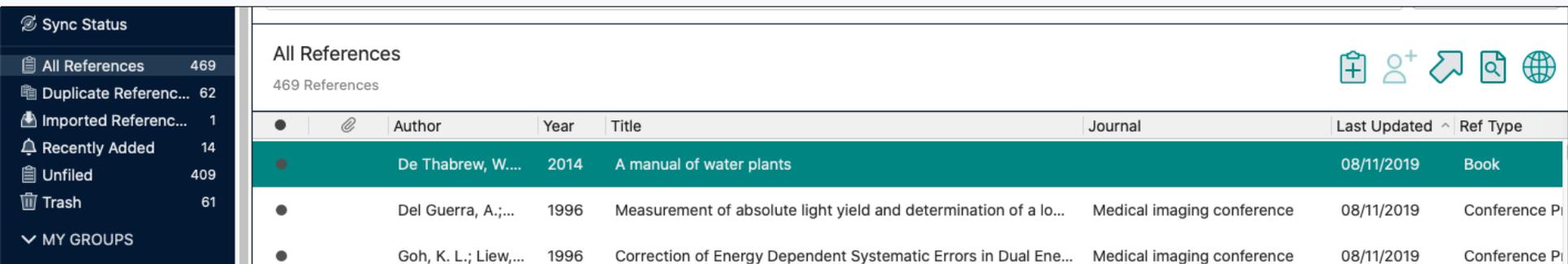
**Reference Type:** Journal Article  
**Record Number:** 295  
**Year:** 2012  
**Title:** Human evolution: hobbit small, but not stunted  
**Journal:** Nature  
**Volume:** 482  
**Issue:** 7384  
**Pages:** 135  
**ISSN:** 0028-0836  
**DOI:** 10.1038/482135a

? 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.

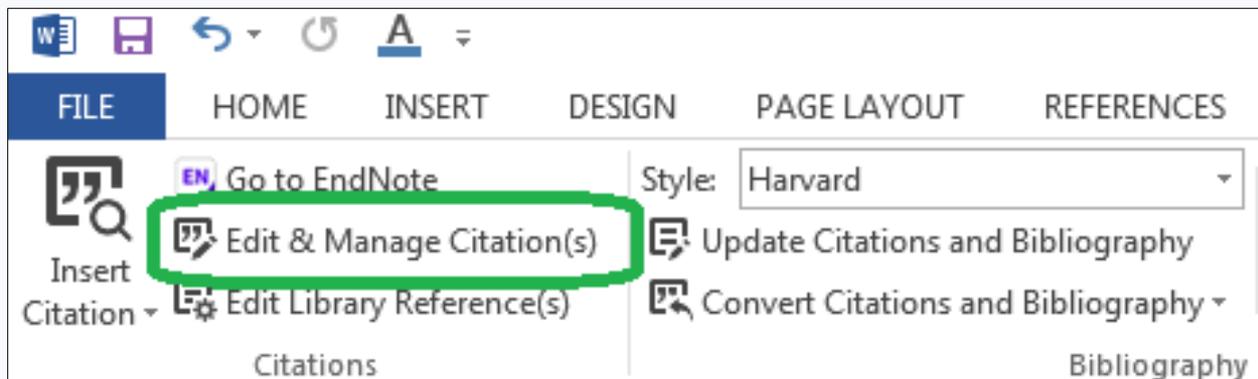
●	🔗	Author	Year	Title	Journal	Last Updated ^	Ref Type
●		De Thabrew, W...	2014	A manual of water plants		08/11/2019	Book
●		Del Guerra, A.;...	1996	Measurement of absolute light yield and determination of a lo...	Medical imaging conference	08/11/2019	Conference P
●		Goh, K. L.; Liew,...	1996	Correction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

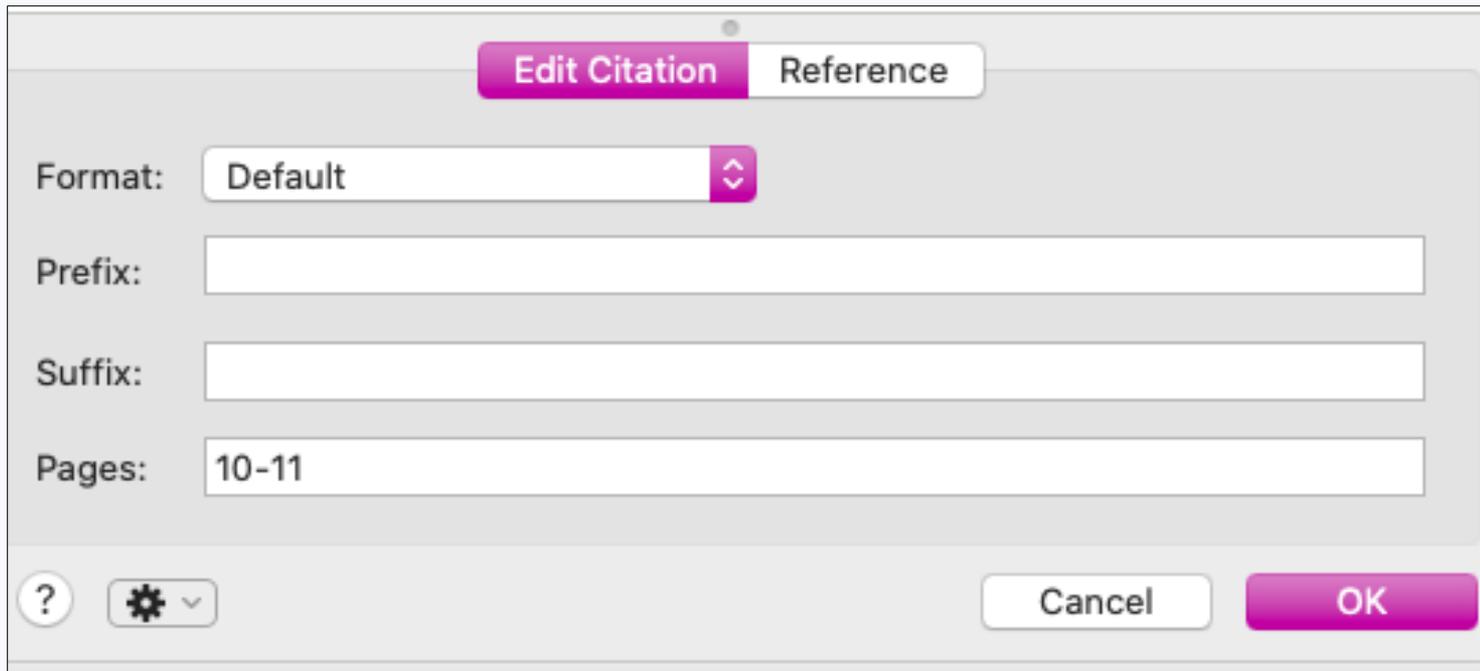
“Around 1580, a distinct group of plays—domestic tragedies as they came to be known—began to appear in the new professional playhouses of London” (Benson, 2012)

- 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" (set to "Default"), "Prefix" (empty), "Suffix" (empty), and "Pages" (set to "10-11"). At the bottom, there are buttons for "?", a settings gear, "Cancel", and "OK".

Format: Default

Prefix:

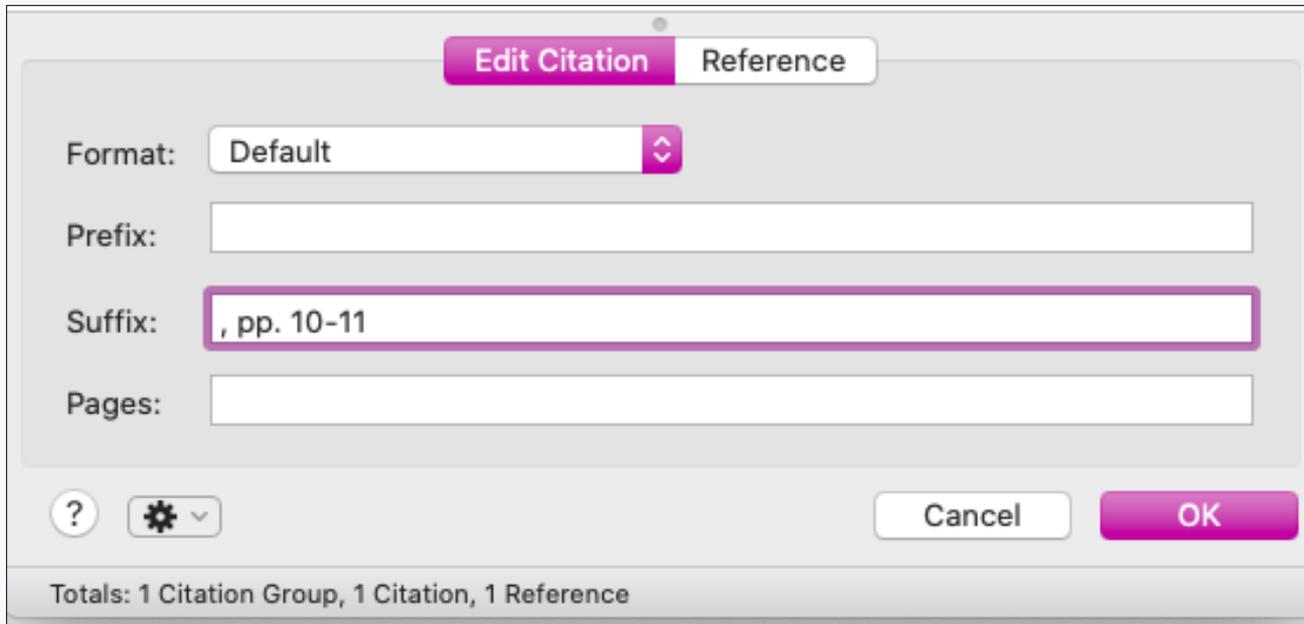
Suffix:

Pages: 10-11

Buttons: ? [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.



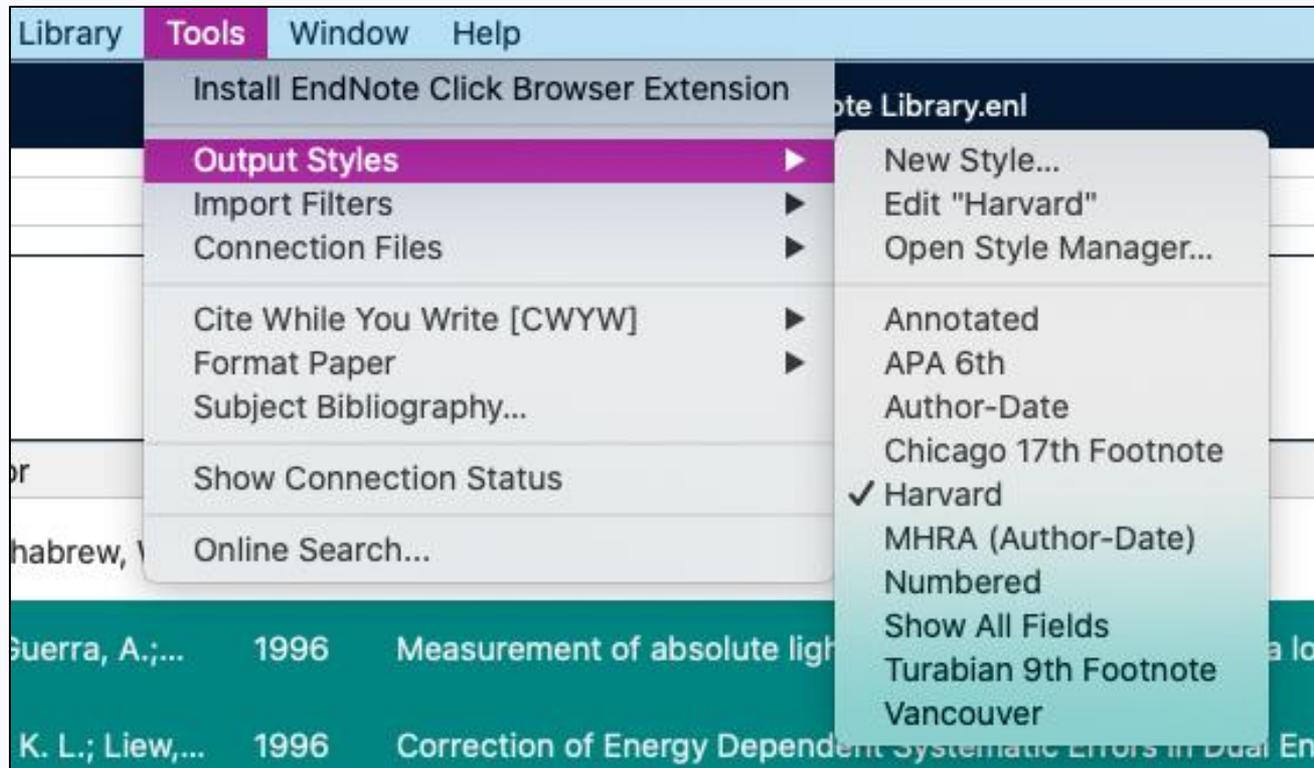
The image shows a software dialog box titled "Edit Citation" with a "Reference" tab. The dialog contains four input fields: "Format" (set to "Default"), "Prefix" (empty), "Suffix" (containing ", pp. 10-11" and highlighted with a purple border), and "Pages" (empty). At the bottom, there are "Cancel" and "OK" buttons, along with a help icon and a settings icon. A status bar at the very bottom reads "Totals: 1 Citation Group, 1 Citation, 1 Reference".

# Creating bibliographies in EndNote

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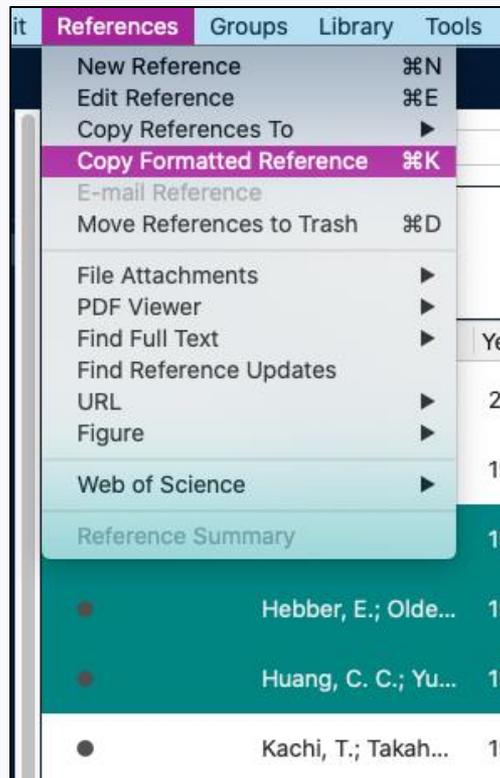
# Bibliography (1)

- 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)

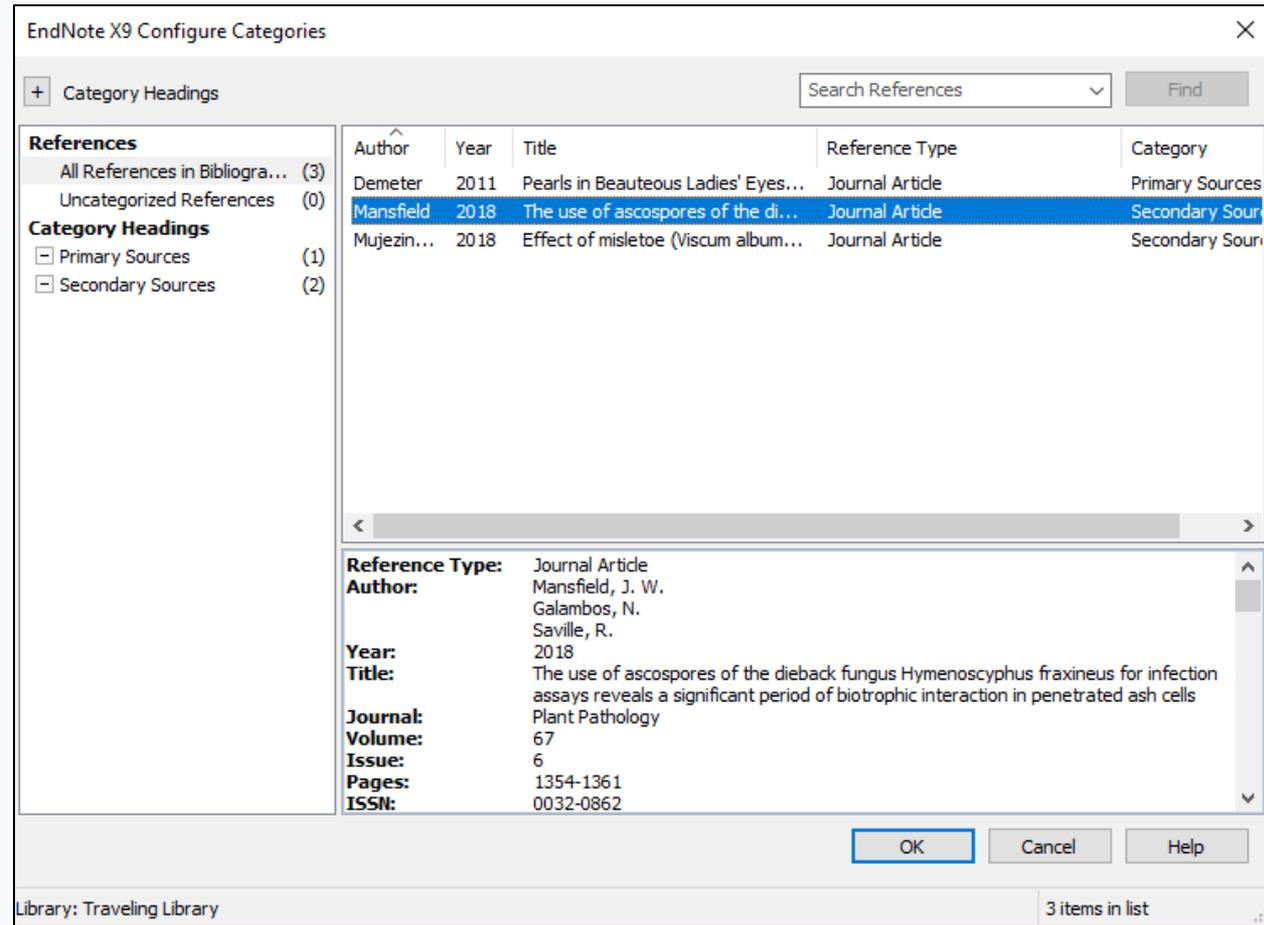
- You may like to organise the bibliography differently, e.g., primary and secondary resources.

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 <sup>1</sup>

|

## 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>.

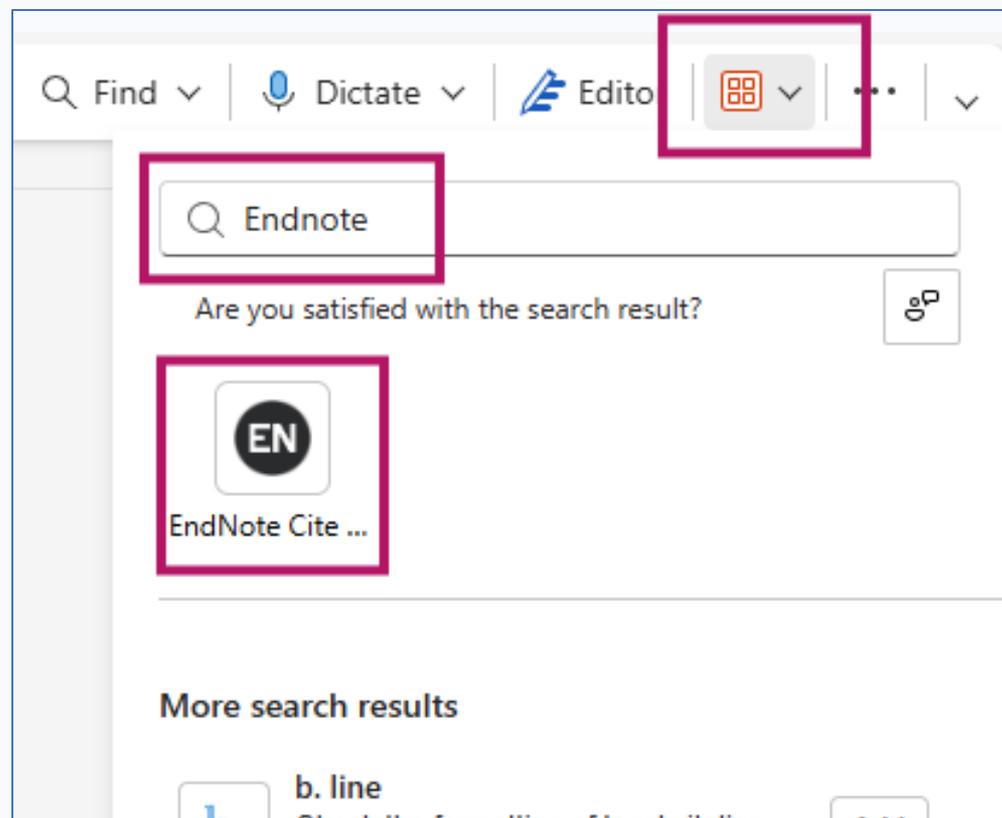
## Secondary

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.

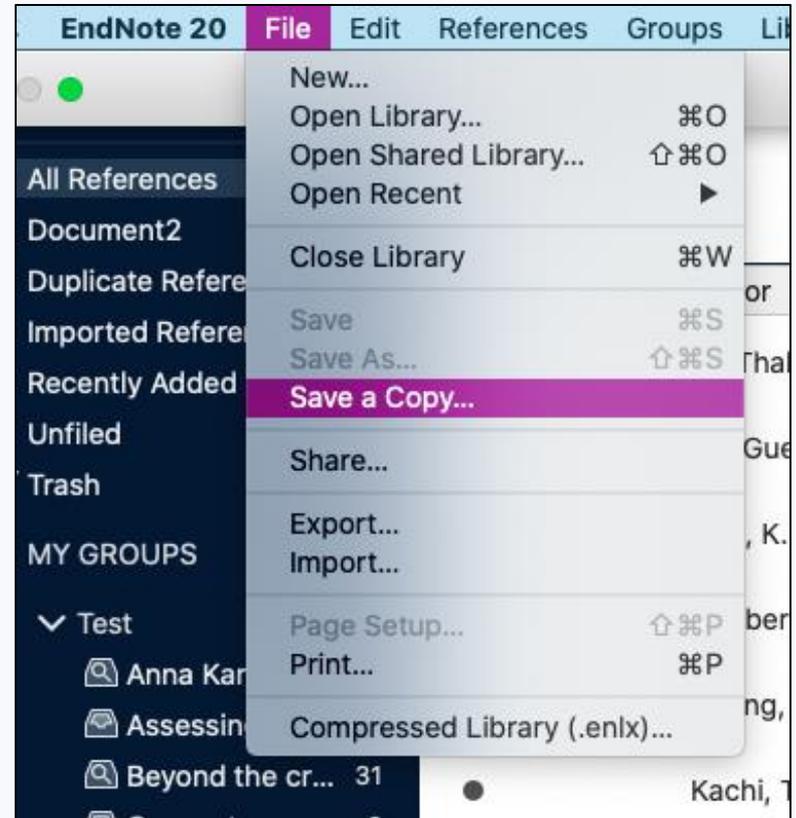
1. Open Word 365.
  2. From the 'Home' tab find the add-ins icon and click this.
  3. Search for 'EndNote'
  4. Click the EndNote CWYW add-in and follow the onscreen instructions to install.
  5. You must have an EndNote web account set up.
- Further info: [EndNote: Word Online CWYW](#)



# 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.

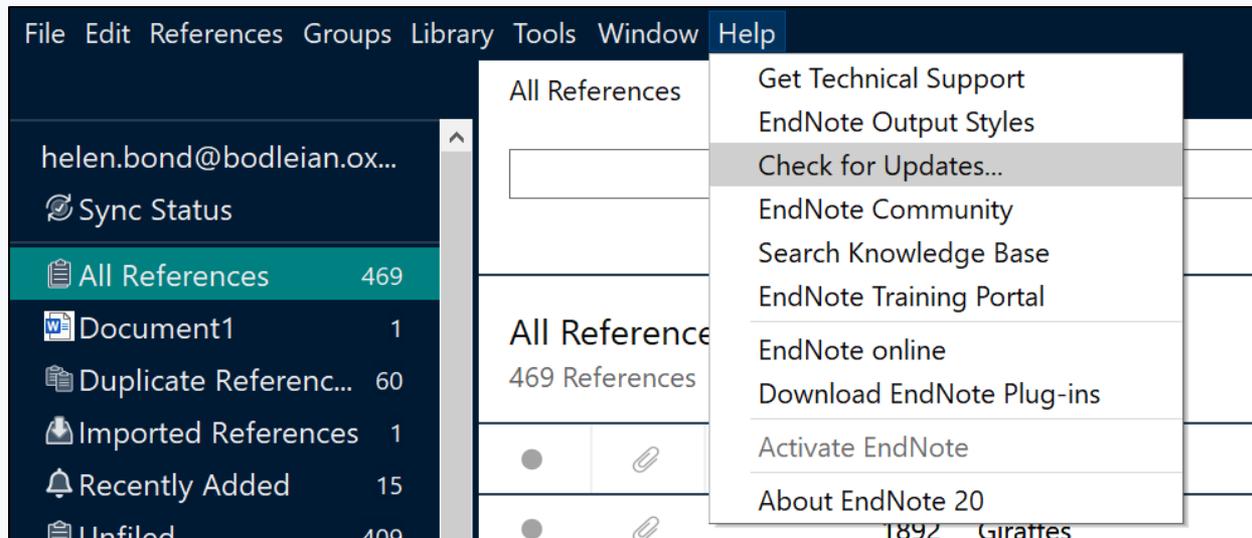
Click **File > Save a Copy...**



# 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.



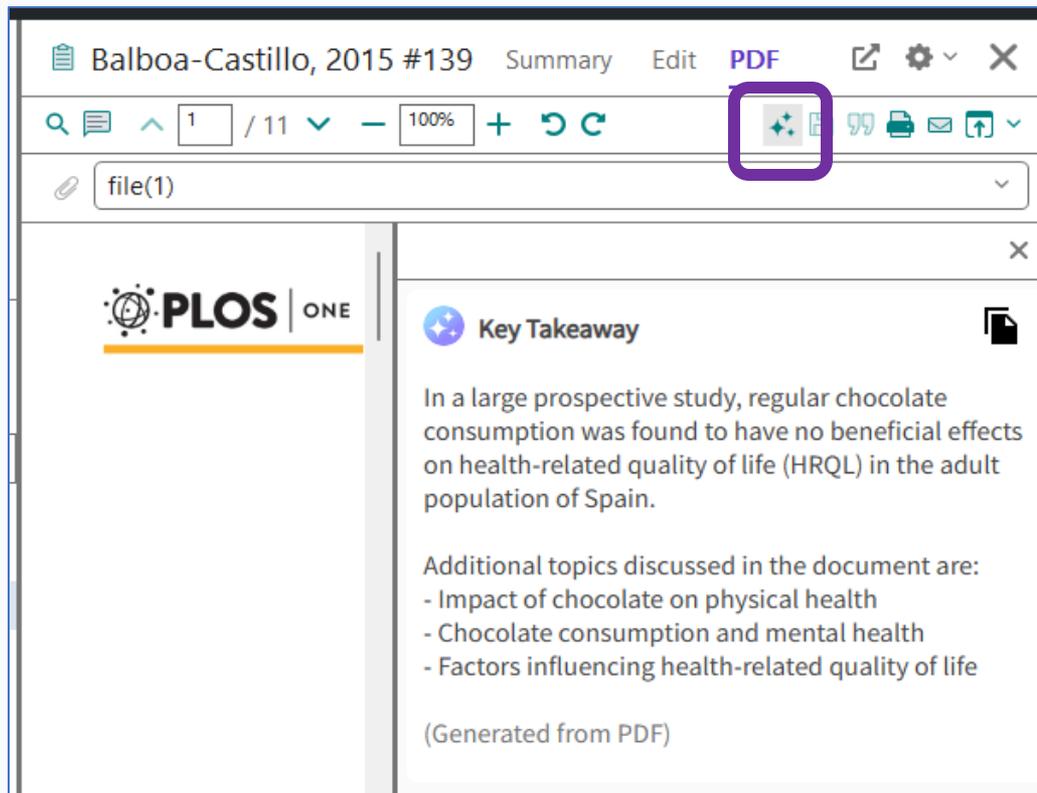
It is important to acknowledge the use of AI tools by referencing them.



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"><li>• Use closest matching content type.</li><li>• Use 'Generic'</li></ul>

## 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](http://clarivate.libguides.com/endnote_training/home)
- Local help is available by emailing [reference-management@bodleian.ox.ac.uk](mailto:reference-management@bodleian.ox.ac.uk)

# Questions

