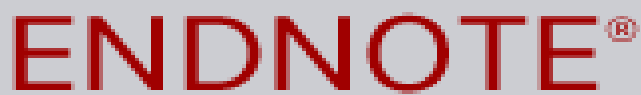




EndNote (online)



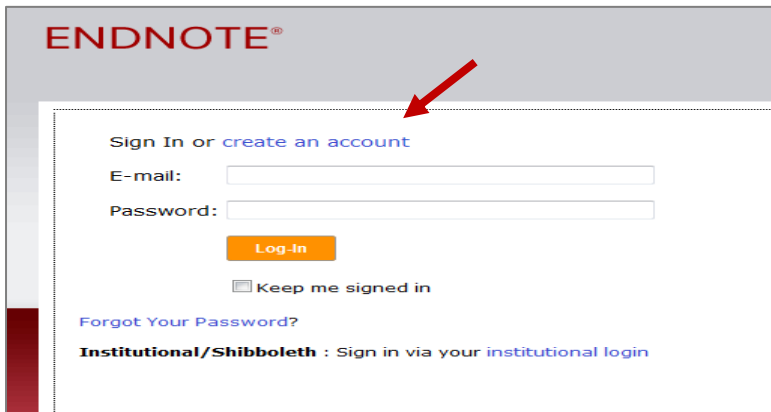
ENDNOTE®

Capture bibliographic references from online databases
Build your personal library of references
Share your library of references with colleagues
Generate bibliographies in any style of your choice
Manage in-text citations as you write your paper

GETTING STARTED WITH ENDNOTE

REGISTERING FOR AN ENDNOTE ONLINE ACCOUNT

If you have not used EndNote before go to my.endnote.com and click on the **Create an account** link. If you are not on campus sign up via **institutional login** to set up an account.

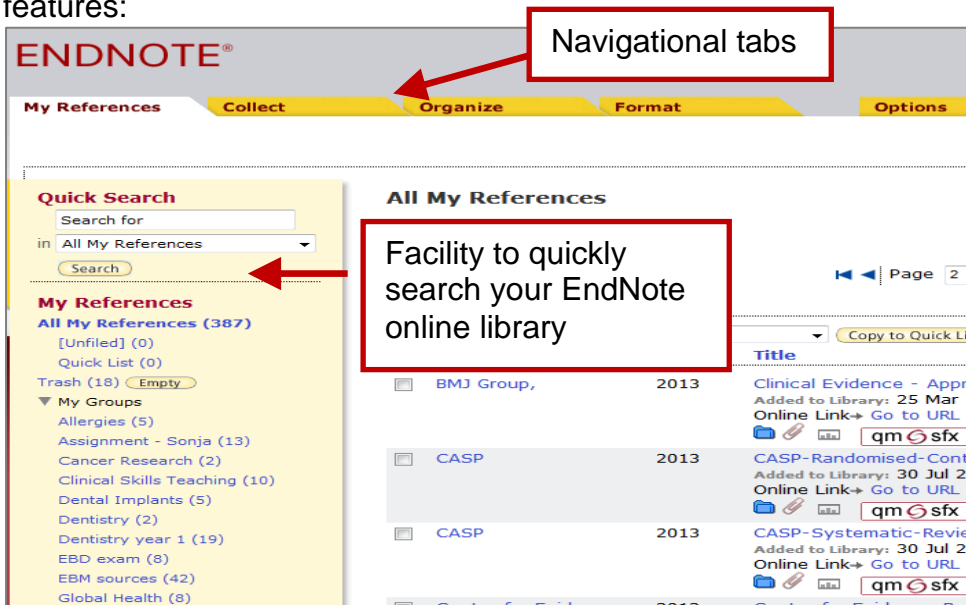


The sign up process is simple but be aware that your password must be at least 8 characters long and must contain at least one letter, one number and one special character (e.g. !)

If you are already registered with the Web of Knowledge you can use the same password to access EndNote online.

YOUR ENDNOTE ONLINE

Once you sign in you will be taken to the main EndNote interface which has the following features:



CAPTURING REFERENCES

DIRECT CAPTURE FROM WITHIN ENDNOTE

You can add references from within EndNote using the **Online Search** feature within the **Collect** tab.



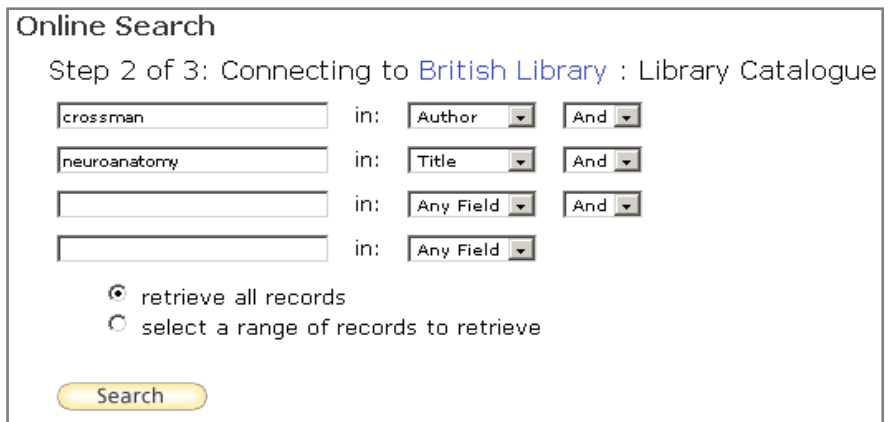
If you are looking for an article reference select an appropriate database from the drop down box and click **Select**.

If you are looking for a book reference it would normally be advisable to select the British Library catalogue and then click **Select**.

In the search screen which opens you should enter brief keywords to identify the item that you are looking for.

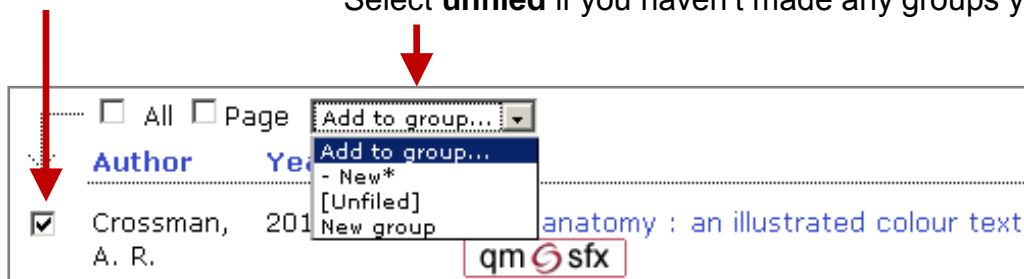
You can use the drop down boxes to search different fields, e.g. author or title.

Click on **Search**.



When the results are displayed select the one(s) you wish to add to your library

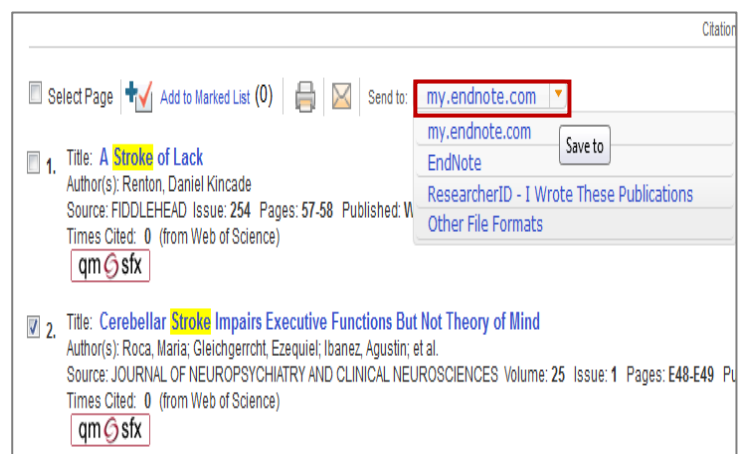
Then use the **Add to group** drop down box to add them. Select **unfiled** if you haven't made any groups yet.



DIRECT EXPORT FROM THE WEB OF KNOWLEDGE

The Web of Knowledge has a special export tool to send references to EndNote.

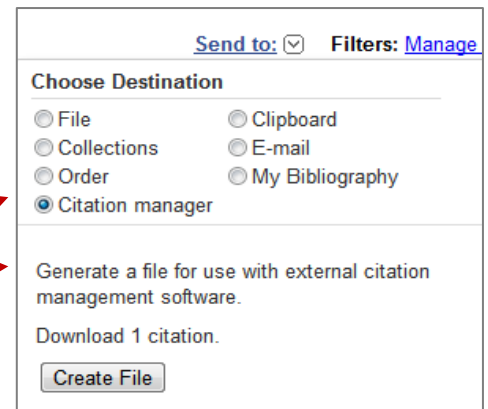
1. Perform a search and tick the references you'd like to add to EndNote.
2. Select **Send to my.endnote.com** from the drop down menu.
3. If you are not signed in to EndNote you will be asked to do so. The references will be transferred directly to your EndNote online library.



IMPORTING REFERENCES FROM A SAVED FILE

Some databases require you to save your results as a text file and then import this text file to EndNote. For example using PubMed:

1. Perform a search in the usual way and select the results you wish to save in EndNote.
2. Then use the **Send to** drop down box. Choose **Citation manager**.
3. Click on **Create File** and save the results.



Send to: Filters: [Manage](#)

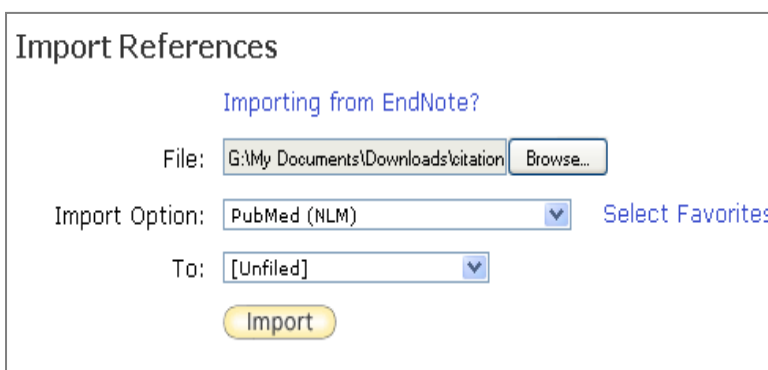
Choose Destination

File Clipboard
 Collections E-mail
 Order My Bibliography
 Citation manager

Generate a file for use with external citation management software.

Download 1 citation.

These results then need to be imported to EndNote. Do this by clicking on the **Collect** tab, then on **Import References**.



Import References

Importing from EndNote?

File:

Import Option: [Select Favorites](#)

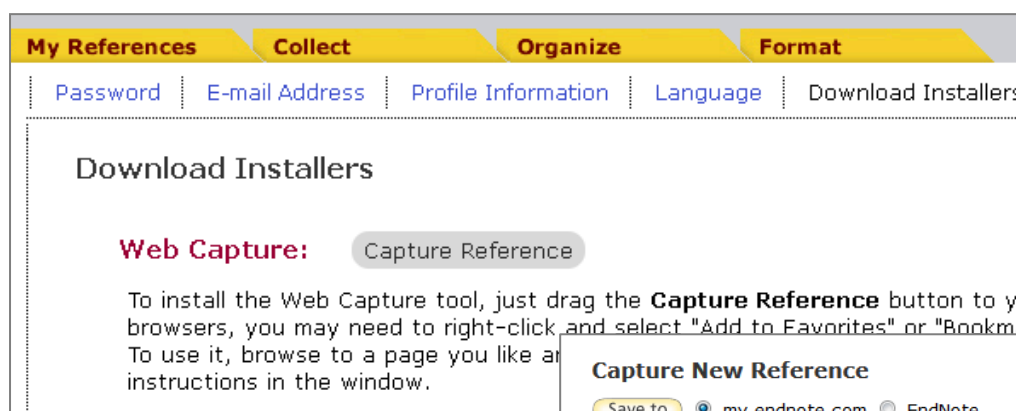
To:

1. **Browse** for the file you have just saved
2. Choose the **Import Option** corresponding to the source of the references
3. Select where you wish the references to be saved then click on **Import**

The references will then appear in your EndNote online library.

CAPTURING WEB PAGE REFERENCES

In order to capture references straight from the web you can drag the **Capture Reference** button to the bookmarks bar in your browser. Get this from the **Download Installers** page under the **Options** tab.



My References **Collect** **Organize** **Format**

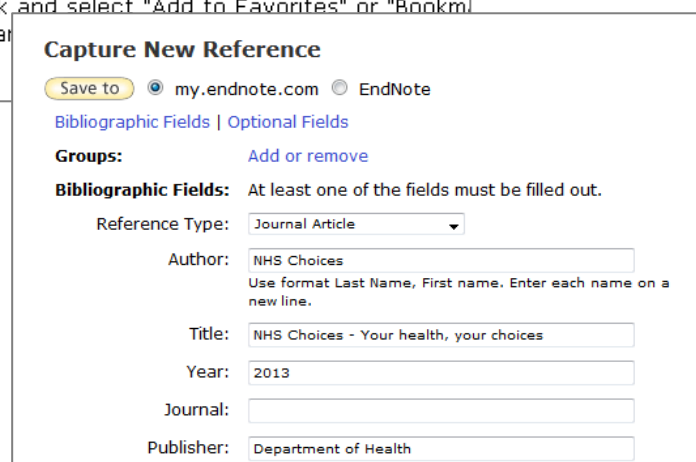
[Password](#) [E-mail Address](#) [Profile Information](#) [Language](#) [Download Installers](#)

Download Installers

Web Capture:

To install the Web Capture tool, just drag the **Capture Reference** button to your browsers, you may need to right-click and select "Add to Favorites" or "Bookmarks". To use it, browse to a page you like and click the button. See the instructions in the window.

Please note that it is sometimes necessary to manually modify some of the reference details in the **Capture New Reference** window before saving to EndNote.



Capture New Reference

my.endnote.com EndNote

[Bibliographic Fields](#) | [Optional Fields](#)

Groups: [Add or remove](#)

Bibliographic Fields: At least one of the fields must be filled out.

Reference Type:

Author:
Use format Last Name, First name. Enter each name on a new line.

Title:

Year:

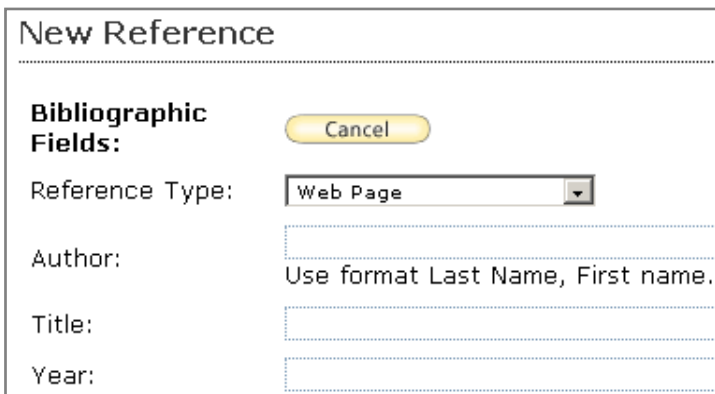
Journal:

Publisher:

ENTERING REFERENCES MANUALLY

A very last resort, when you cannot find a reference in an electronic format, is to enter it manually.

Firstly click on **Collect** then select **New Reference**. A blank form will open where you can fill in as many fields as you wish.



New Reference

Bibliographic Fields: Cancel

Reference Type: Web Page

Author: Use format Last Name, First name.

Title:

Year:

Remember to select the reference type from the drop down box before you begin.

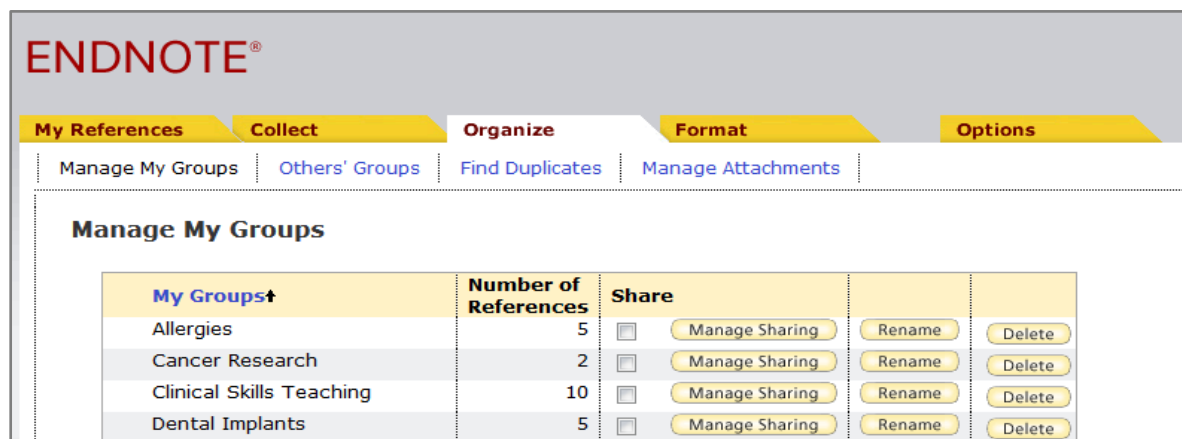
Be careful to follow the instructions about entering authors' names.

Institutional authors should be followed by a comma, for example: Department of Health,

Ensure your reference is saved before navigating away from this page.

MANAGING YOUR REFERENCES IN ENDNOTE

Within EndNote it is very easy to organise your references into groups rather like with any webmail application. Click on the **Organize** tab and select **Manage My Groups**.



ENDNOTE®

My References **Collect** **Organize** **Format** **Options**

Manage My Groups | Others' Groups | Find Duplicates | Manage Attachments

Manage My Groups

My Groups↑	Number of References	Share		
Allergies	5	<input type="checkbox"/> Manage Sharing	Rename	Delete
Cancer Research	2	<input type="checkbox"/> Manage Sharing	Rename	Delete
Clinical Skills Teaching	10	<input type="checkbox"/> Manage Sharing	Rename	Delete
Dental Implants	5	<input type="checkbox"/> Manage Sharing	Rename	Delete

From this screen you can create new groups or delete existing groups.

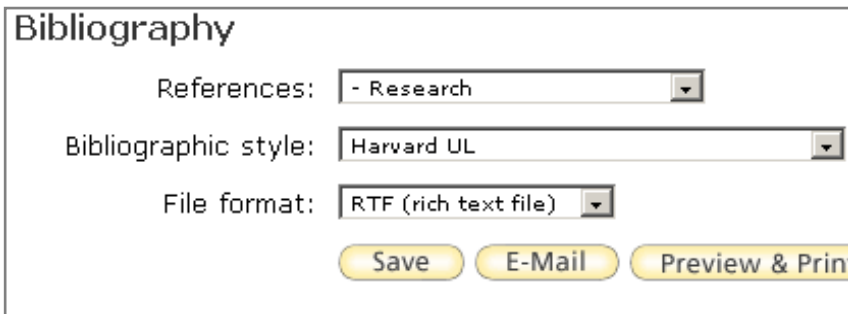
If you wish to share a group of references with a colleague who has an EndNote account you can select the group and click on **Manage Sharing**. You will be asked to enter your colleague's email address and then they will also be able to access this group.

When you wish to add references to groups you use the **Add to group** drop-down box in the same way as described under **DIRECT CAPTURE FROM WITHIN ENDNOTE**. Select the references you wish to add, then from the drop-down box select the group you wish them to be added to.

USING YOUR ENDNOTE REFERENCES

CREATING INDEPENDENT BIBLIOGRAPHIES

You may wish to create a standalone list of the references you are using, for example to share with a colleague. This can be done by clicking on the **Format** tab and selecting **Bibliography**.



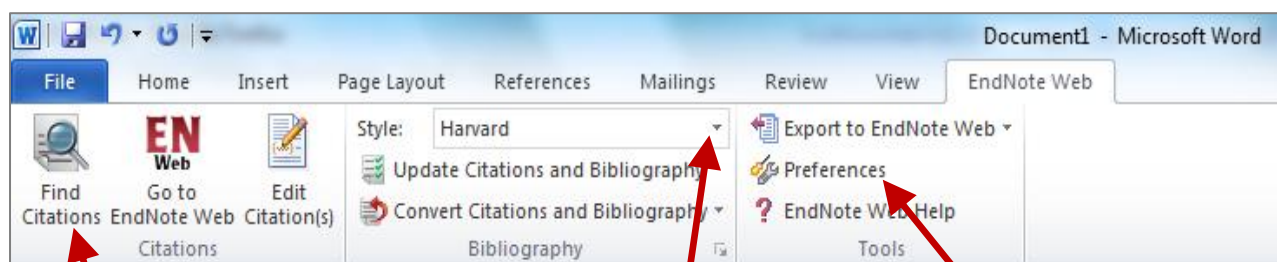
1. Select the group of references to be included in the bibliography
2. Choose the bibliographic style you would like to use
3. Save the document in the RTF format

This new document will be compatible with Microsoft Word.

CITE-WHILE-YOU-WRITE

EndNote can revolutionise the way you write a paper. The Cite While You Write toolbar for Microsoft Word makes inserting citations into your text and building a bibliography simple.

You have to download a plug-in for Microsoft Word which will add a new toolbar to this application. Do this by selecting the **Format** tab and clicking on **Cite-While-You-Write**.



Find and insert citation(s)

Format Bibliography

Cite While You Write preferences

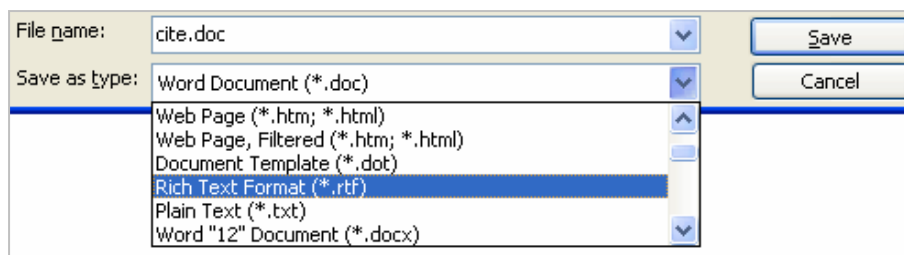
Once downloaded, the toolbar will automatically be integrated into Word for you. If this toolbar is not available to you there is an alternative.

When writing your document in Microsoft Word, insert your citations in braces as shown in the example and follow the instructions.

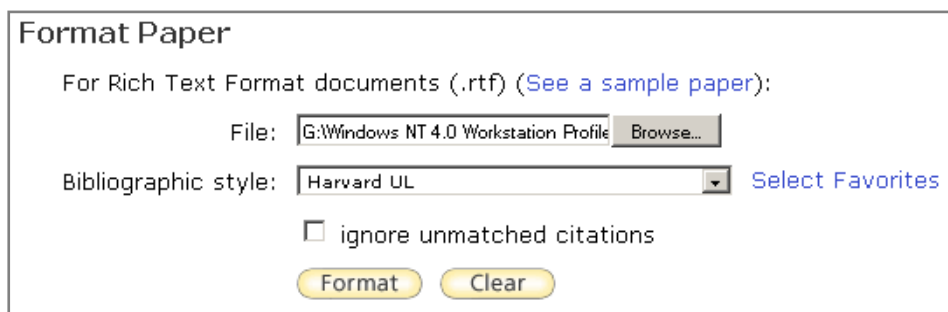
1. Give the author's last name and year, separated by a comma
2. Add a comma and part of the title when your EndNote library contains more than one reference from the same author with the same year
3. Use a semi-colon to separate multiple references within the same citation

Chocolate contains a natural 'love drug' [Ross, 2007]. Tryptophan is a chemical that the brain uses to make a neurotransmitter called serotonin. High levels of serotonin can produce feelings of elation, even ecstasy - hence the name of the designer drug that also works by increasing serotonin levels. While tryptophan could be considered 'chocolate's ecstasy', another chemical called phenylethylamine has earned the nickname 'chocolate amphetamine.' [Parker, 2002, Mood state effects of chocolate] High levels of this neurotransmitter help promote feelings of attraction, excitement, giddiness and apprehension. Phenylethylamine works by stimulating the brain's pleasure centres and reaches peak levels during orgasm. [Macht, 2006; Lee, 2001]

You should then save your document as a Rich Text Format (RTF) file.



To format this document, as well as change the bibliographic style of any standalone bibliography you have created, click on the **Format** tab and select **Format Paper**.



1. Browse for your RTF file

2. Choose the bibliographic style you'd like to use and click on **Format**

Your document will now have formatted in-text citations as well as a bibliography of references at the end.

FURTHER HELP

If you have any problems or need more help using EndNote online go to the library's EndNote page at www.library.qmul.ac.uk/endnote/web where you'll be able to find FAQs as well as our own bite-size EndNote online demos.

Revised: 05.08.2013