Managing References using EndNote® online: Chemistry

The web version of EndNote is a very useful tool for keeping track of references in support of academic research and writing activities. Success in using EndNote relies on a sound knowledge of the principles and practice of referencing and attention to detail in creating and maintaining the quality of your data.

1. Creating an EndNote account

Task 1: Connect to Web of Science

1. Go to the Library website – resources for Chemistry – Search the literature
    https://library.bath.ac.uk/chemistry/literature-search
2. Under 'Other databases', select *Web of Science (core collection or all databases).*

Task 2: Register with Web of Science

1. Click on *Register* (top toolbar).
2. Follow the instructions to register with your **Bath email** address.

Note: Your Web of Science **is also** your EndNote login. In addition, it allows you to use extra features when using the Web of Science platform, e.g. keeping a record of your search history and setting up search alerts.

Task 3: A<u>cce</u>ss EndNote Online:

Select *EndNote* from the **Products** list available in the top toolbar.

2. Collecting references

Your EndNote online library is made up of individual records of the papers, books and other sources that you gather in your study and that you may wish to refer in your academic or professional writing. You can either create references manually or export them from Library databases.

Task 1: Web of Science transfer

1. Connect to Web of Science
2. Sign in using your email and password (top toolbar *Sign in* then *Sign in* button)
3. Perform a search using topic keywords of your choice
4. Select references to transfer
    (tick the boxes next to chosen records)

5. Click export _____, then choose 'EndNote desktop' (NOT online).

6. Choose whether or not to include abstracts, and click export. This will download a .ciw file.
7. Open your [EndNote online](#) Library.
8. Click the **Collect** tab then *Import References.*
9. Use *Choose file* to locate the saved file.
10. Select *Import Option* as *Web of Science (Clarivate).*
11. Choose destination e.g. Your "Test" library.
12. Click the *Import* button.
13. **View the imported records in your "Test" group.**

Export Records to EndNote Desktop

Record Options

⦿ You have selected 1 results for export

◯ All records on page

◯ Records from: [1] to [1000]

No more than 1000 records at a time

Record Content:

[Author, Title, Source ⌄]

[Export] [Cancel]

Task 2: Add references manually

1. Go to EndNote Online.
2. Click the *Collect* tab.
3. Click *New Reference.*
4. Select *Book* from the Reference Type (drop-down list).
5. Fill the relevant fields using the details from the following box and click **Save** when finished.

- Author:

(enter each name on a new line)
Housecroft, Catherine E.
Sharpe, Alan G.
- Title: Inorganic chemistry
- Year: 2012
- Place Published: London
- Publisher: Pearson
- Edition: 4th

New Reference

Bibliographic Fields: [Cancel] [Save] *Reference is saved.*

Reference Type:	Book ⌄
Author:	Housecroft, Catherine E. Sharpe, Alan G. Use format Last Name, First name. Enter each name on a new line.
Title:	Inorganic Chemistry
Year:	2012

NOTE: When adding references manually it is **important** to select the correct *reference type*.

Task 3: Editing references

1. To edit the information in an EndNote record, click on the text you want to edit. To edit *Place Published*: click on "**London**" and change to "**Harlow**". Don't forget to *save* your changes.
2. You can also *Delete* references – sending them to *Trash* (left hand side of screen) which you can empty later.

Task 4: Filing references

3. Click on *[Unfiled]* records from **My References** on the left-hand side of the screen.
4. Select some references, using the tick boxes, from your EndNote online library.
5. Click the *Add to group…* drop down list and select *New group* and give it a name e.g. Test.
6. Click *OK.*

[Add to group... ⌄]
Add to group...
- Test *
New group
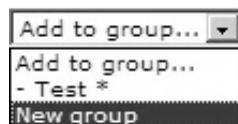
Task 5: Connect to SciFinder database

1. Go to the Library page for Chemistry: https://library.bath.ac.uk/chemistry/literature-search
2. Look for SciFinder (under 'Chemistry databases').
3. If you have not signed up for an account, click on the link that says '*Register to use SciFinder'*. Then click on the SciFinder link.
4. Sign-in with your SciFinder username and password.

5. Run a simple search, e.g. search for *Carbon capture* and navigate to the References tab.
6. Select the tick boxes for the top three items in the results list.
7. Click on the 'download results' button above the results list (down arrow)
8. Choose **Citation (.ris)** as the File Type and hit download.
9. Open your [EndNote online](#) Library.
10. Click the **Collect** tab then *Import References.*
11. Use *Choose file* to locate the saved file.
12. Select *Import Option* as *RefMan RIS*.
13. Choose destination e.g. Your "Test" library.
14. Click the *Import* button.
15. View the imported records in your "Test" group.

Download Reference Results ✕

File Name
Reference_20251017_1314

File Type   Select Quantity
Citation (.ris)   ▼   ○ All Results   ● Selected Results   ○ Range *(ex. 2 to 20)* [   ] to [   ]

ⓘ 3 references selected to download.

Learn more about downloads.   Cancel   **Download**
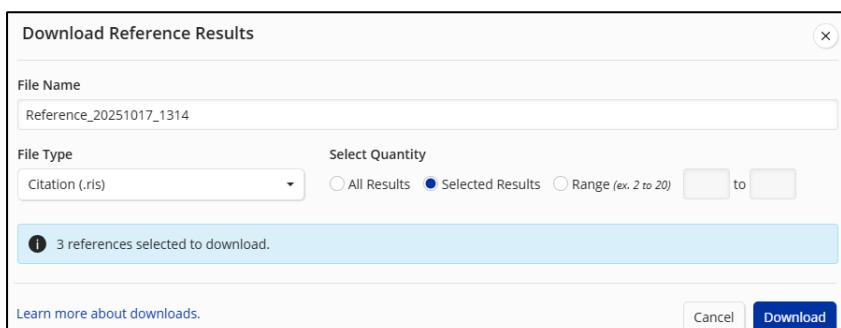
NOTE: There are two versions of EndNote, online and desktop. If you *open* the file instead of *saving* it on a University computer, you will open the desktop version, rather than the online version covered in this guide.

DUPLICATES: EndNote allows you to check for duplicate records in your library. To do this, use the *Find Duplicates* link under the *Organize* tab. EndNote compares the Author, Year, Title, and Reference Type fields to identify duplicates.

3. Cite While You Write (CWYW) in Microsoft Word

The EndNote toolbar should be installed in Microsoft Word on all University public access computers.
On a personally owned computer or laptop, the plug-in can be installed by anyone with an EndNote online account. Go to the 'Downloads' tab and select the link for your operating system. Select Installation Instructions for further help.

Task 1: Display the EndNote Online toolbar in Word
1. Open Word.
2. Click the EndNote or EndNote 21 tab.
3. Click the *Preferences* button.
4. Click *Application.*
5. Select *'*EndNote online' from the drop-down menu.
6. Enter your EndNote online/Web of Science account email and password (the one you registered and signed in with).
7. Click OK. The toolbar is now labelled *'EndNote'* (**NOT** *'EndNote 21')* as shown below:

| File | Home | Insert | Design | Layout | References | Mailings | Review | View | Help | EndNote |

Insert Citations | Go to EndNote Online | Edit Citation(s) | Style: Harvard_(Bath) | Update Citations and Bibliography | Convert Citations and Bibliography | Export to EndNote | Preferences | EndNote Help
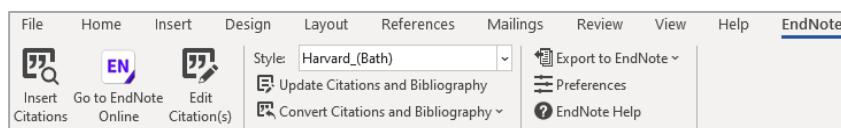
Task 2: Inserting citations: an example
1. Type the following paragraph (from Housecroft and Sharpe, Inorganic chemistry) into a Word document:

Graphene is a remarkable material, used in nanotechnologies, comprising a one atom thick sheet of carbon atoms that has been separated from a graphite lattice.

2. Position your cursor at the end of the sentence, where your citation will go.
3. Click *Insert Citations* on the EndNote toolbar.
4. Search for a reference from your EndNote library: enter title keywords or author's surname and click *Find.*
5. *Select* the reference you need from the search results and click *Insert.*

6. To **remove** a citation, click *Edit Citation(s)* from the toolbar, select the reference to delete, click *Edit Reference*, then
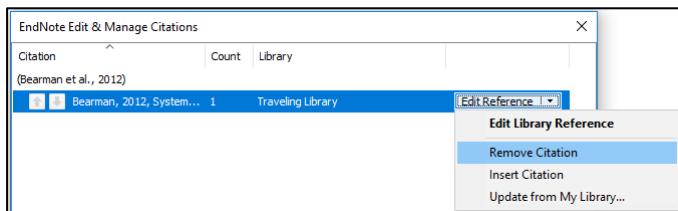
Remove Citation then *OK*.

**NOTE:** DO NOT remove citations by selecting them and using the delete key.

Task 3: Modify references

1. To **edit** a reference that needs correcting, you need to click *Edit Citation(s)* from the toolbar, select the reference, click the Edit Reference button.
2. This should open up the reference in your EndNote online library. Alternatively, navigate to the reference directly from your EndNote online library.
3. Make the required edits and click save.
4. Go back to your Word document, click *Edit Citation(s)* from the toolbar, select the reference again, this time click on the **drop-down menu and select Update from My Library…**
5. Select the updated reference to reinsert to you document, click Insert and OK.
6. Your reference has now been updated in your reference list.

Note: you cannot manually edit your references in Microsoft Word, unless you have taken the step of converting your citations and references to plain text. Do not convert your references if there is a possibility that you still need to edit your work.

Task 4: Choosing a citation/referencing style

1. Use the Style drop-down box to select your preferred style e.g. Royal Society of Chemistry.
   - You may need to use the *Select Another Style* option at the top of the list to find the style you want.
2. Select the Royal Society of Chemistry style and view your references.
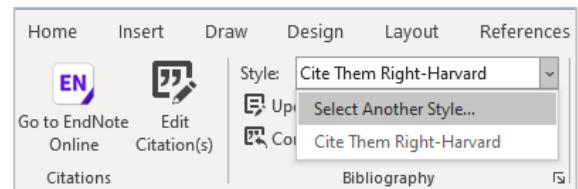
Task 4: Formatting your reference list

1. Click the small arrow next to 'Bibliography'
2. Click the *Layout* tab
3. You can change the *Bibliography title* to 'References' if you wish
4. You can also set the font and style for your reference list
5. Click OK when finished
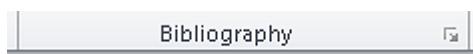
- **Warning!** When importing from databases, or other electronic sources, make sure that you capture all the required information for your references and that the information is located in the correct fields. This will help ensure that citations and references are complete and correct in your written work. In particular, watch out for very recent journal articles which may not yet have page numbers. Patent records will probably also need editing in your EndNote library. Finally, if a reference formatting looks odd, check what it's registered as in EndNote, e.g. a journal article instead of a book. You can fix this by changing the **Reference Type** field.