

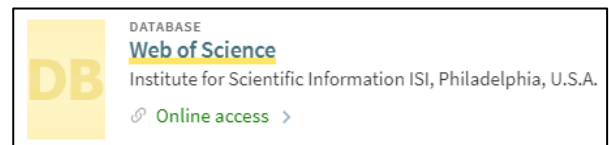
Managing References using EndNote® online

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 Library

Task 1: Connect to Web of Science

1. Go to the Library website
<https://library.bath.ac.uk/home>
2. In the *catalogue* search box, type in *Web of Science*
3. Then open the Web of Science database by clicking *online access*



Task 2: Register with Web of Science

1. Click on *Register* (top toolbar)
2. Follow the instructions to register

Task 3: To access EndNote Online you can either:

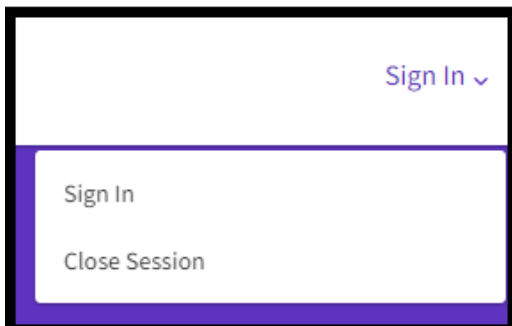
- Log in at <https://www.myendnoteweb.com/> (use your Web of Science login details)
- Sign in to Web of Science and click the *EndNote* link on the top toolbar

2. Collecting references

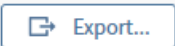
Your EndNote online library is made up of individual records of the papers, books and other sources that you gather in your study and that you may wish to refer in your academic or professional writing. There are three ways to add references to your EndNote online library. You can manually type in data, some databases allow you to export references in a special file format for import into EndNote and others, such as Web of Science, provide a button or link to directly transfer references into your EndNote online library.

Task 1: Try out 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*)



3. Search using topic keywords of your choice

4. Select references to transfer
(tick the boxes next to chosen records)
5. Click , then choose 'EndNote Online'
6. Choose whether or not to include abstracts, and click export.
7. To view your references, go to EndNote Online and look in the 'My References' section

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)

Strachan, Tom
Read, Andrew

- Title: Human molecular genetics
- Year: 2011
- Place Published: London
- Publisher: Garland Science
- Edition: 4th

Bibliographic Fields:	
Reference Type:	Book
Author:	Strachan, Tom Read, Andrew <small>Use format Last Name, First name. Enter each name on a new line.</small>
Title:	Human molecular genetics
Year:	2011

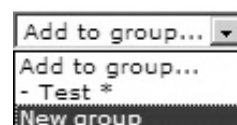
NOTE: When adding references manually it is **important** to select the correct reference type.

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 "Abingdon". To add *Number of Pages*: click in the empty pages box (*field*) and type 1-10. 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

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




Task 5: Export from the library catalogue into Endnote online

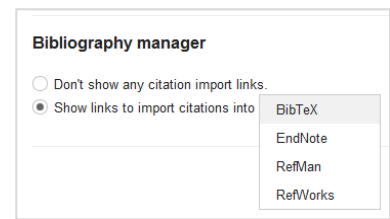
1. Open the library homepage and enter a search term into the Catalogue search box
2. For the item that you want to reference, click on the 'EndNote basic' button 
(next to the email and pin options)
3. If you are not already logged into EndNote, you will be prompted for your login details.
4. You will see a message that says 'Primo Import Results'. This means that your reference has been successfully added to your EndNote online library

Task 6: Run a Google Scholar search

1. Open a new web browser window.
2. Go to the website <https://scholar.google.co.uk/>
NB: This is different to the general Google search.

3. Click on the three vertical lines  to find 'settings', in the top left hand of the screen
4. Under *Bibliography Manager*, select Endnote and save your settings
5. Run a simple search, decide which item you want to add to your EndNote Library and look for the link 'Import into EndNote'.

Cited by 170 Related articles All 13 versions **Import into EndNote**



6. Save the file somewhere that you can find it easily, e.g. to your desktop
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 the Import Option: EndNote Import.
11. Choose the group that the reference will belong to and click the Import button
12. View the imported records in your Library

NOTE: There are two versions of EndNote, online and desktop. If you *open* the file instead of *saving* it, you will open the desktop version (which is installed on BUCS computers) rather than the online version which is covered in this guide.

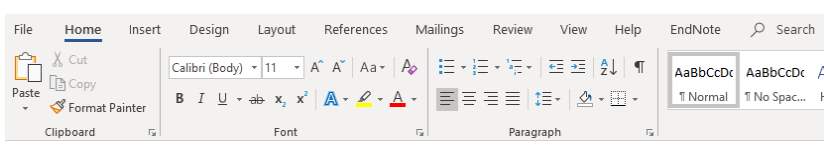
DUPLICATES: EndNote allows you to check for duplicate records in your library. To do this, use the *Find Duplicates* link under the *Organize* tab. EndNote compares the Author, Year, Title, and Reference Type fields to identify duplicates.

3. Cite While You Write (CWYW) in Microsoft Word for Office 365

The EndNote toolbar is installed in Microsoft Word on all BUCS 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 download link for your operating system. Select [Installation Instructions](#) for further help.

Task 1: Display the EndNote Online toolbar in Word for Office 365

1. Open Word
2. Click the EndNote tab to view this toolbar
3. Click the *Preferences* button:
4. Click *Application*
5. Select 'EndNote online'
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 X9')



Task 2: Inserting references/citations: an example

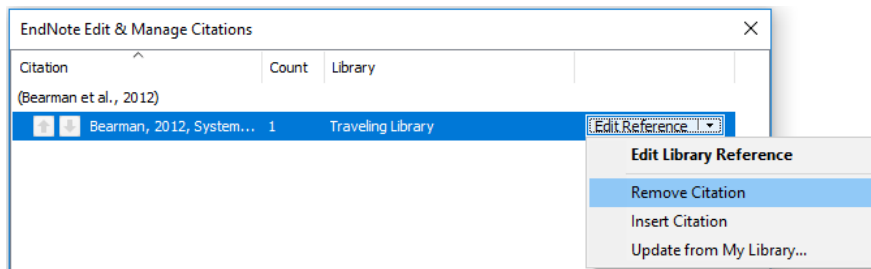
1. Type the following paragraph (from Strachan & Read, Human molecular genetics) into a Word document:

There are many types of mutation and other changes that have an impact on human DNA and therefore make the genome dynamic. This changeability accounts for evolution but also can lead to abnormalities, some of which can be life-threatening.

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 the reference: enter title keywords or author's surname and click *Find*
5. *Select* the reference you need from the search results and click *Insert*



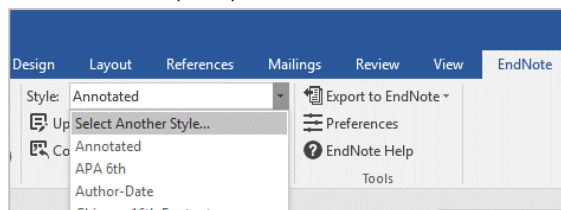
- To remove a citation you must select it, click *Edit Citation(s)*, click *Edit Reference*, then *Remove citation* then *OK*.



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

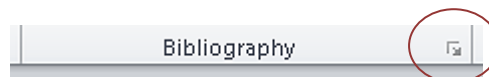
Task 3: Choosing a citation/referencing style

- Use the Style drop-down box to select your preferred style e.g. APA or Harvard (Bath), etc.
 - You may need to use the *Select Another Style* option at the top of the list to find the style you want.
- Select the Harvard (Bath) style and view your references
- Try switching to a numeric style (e.g. Vancouver, Nature) and view your references again to see how they compare.



Task 4: Formatting your reference list

- Click the small arrow next to 'Bibliography'
- Click the *Layout* tab
- You can change the title to 'References' if you wish
- You can also *set the font and style* for your reference list
- Click OK when finished



Top tips

- Not connected to EndNote whilst trying to Cite While You Write?**
Got this error message? Check you have entered your username and password for Endnote online correctly. Click Preferences on the CWYW EndNote toolbar in Word and check the Applications settings. If your details are missing, re-enter. If your details are there, try re-entering your password and check your email is correct.
- Warning!** When importing from databases, or other electronic sources, make sure that you capture all the required information for your references and that information is located in the correct fields. This will help ensure that citations and references will be 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.
- You must edit references in Endnote online** to ensure that changes are updated in your document. If you spot a mistake, 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.
- Don't use the bottom status bar for word counts. This can be inaccurate. Use the *Word Count* tool under the *REVIEW* tab.

