Managing References using EndNote® online: Computer Science

The online 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.
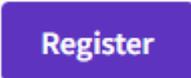
1. Creating an EndNote Library

Task 1: Connect to Web of Science

1. Go to the Library website – resources for Computer Science
    https://library.bath.ac.uk/computer-science
2. Under 'search the literature', select *Web of Science* (either 'Core Collection' or 'all databases')

Task 2: Register with Web of Science

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

Note: Your Web of Science login also 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: To access EndNote Online:

*   Sign into Web of Science and select *EndNote* from the Products list available in the top toolbar
*   You may need to sign in again with your WOS username and password

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

- most databases allow you to *export references* in a special file format for import into EndNote

- a few databases, such as Web of Science, provide a link to *directly transfer* references into your EndNote 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* 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   , above the result list, then choose 'EndNote online'

6. Choose whether or not to include abstracts, via the 'Record Content' drop down box and click export.

7. To view your references, go to EndNote Online, via the 'Product' icon, top right and look in the 'My References' section from the column on the left-hand side of the page. New references can be retrieved from the |Unfiled] category. The reference list can also be 'Sorted by', selecting 'Added to Library – newest to oldest'.

Export Records to EndNote Online

Record Options
- ● You have selected 2 results for export
- ○ All records on page
- ○ Records from: [1] to [500]

No more than 500 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)
    Goodfellow, Ian
    Bengio, Yoshua
    Courville, Aaron
- Title: Deep Learning
- Year: 2016
- Place Published: Cambridge
- Publisher: MIT Press

New Reference

Bibliographic Fields:	[Cancel] [Save] *Reference is saved.*
Reference Type:	Book ⌄
Author:	Goodfellow, Ian Bengio, Yoshua Courville, Aaron Use format Last Name, First name. Enter each name on a new line.
Title:	Deep learning
Year:	2016

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 "**Cambridge**" and change to "**London**".
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: Try out ACM Digital Library transfer

8. Open ACM Digital Library (link from the Computer Science subject page)
9. Perform a search using topic keywords of your choice e.g. "artificial intelligence"
10. Select 3 references to export by ticking the boxes next to the article title
11. Click on the 'Export Citations' button above the results list

12. Select EndNote from the dropdown menu and click on the download arrow

13. Open your EndNote online Library.

14. Click the **Collect** tab then *Import References*

15. Use *Choose file* to locate the saved .enw file – the file can be found in *Downloads*

16. Select *Import Option* as *EndNote import*

17. Choose destination e.g. Your "Test" library

18. Click the *Import* button

19. View the imported records in your "Test" group. Remember to re-order your list to few most recently added articles.

Task 6: Export from Scopus

1. Connect to Scopus (link from the Computer Science page) and search for references to articles/other documents.

2. Click on the box next to each search result that you want to export and click Export. Alternatively, select all your references by clicking the 'all' box just above your search results and then click Export.

3. A dialog box appears. Make sure that the Endnote *RIS Format* is selected and choose the required information. Click Export

4. Back in Endnote, click the Collect tab then Import References

5. Use Choose file to locate the saved file – saved in *Downloads*

6. Select Import Option as *Scopus*

7. Choose destination e.g. Your "Test" library

8. Click the *Import* button

9. View the imported records in your "Test" group

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 is installed in Microsoft Word on all 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 in Endnote. Select 'Installation Instructions' for further help

**Task 1: Display the EndNote Online toolbar in Word**

1. Open Word

2. Click the EndNote tab to view this toolbar:

3. Click the *Preferences* button:

4. Click *Application*

5. Select *'EndNote online'*
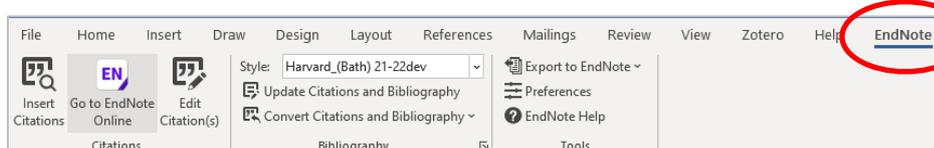
6. Enter your EndNote online/Web of Science account email and password (the one you registered and signed in with)

7. Click OK. The toolbar is now labelled *'EndNote'* as highlighted.

**Task 2: Inserting citations: an example**

1. Start typing a sentence into a Word document

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*

6. To remove a citation you must select it, click *Edit Citation(s)* from the toolbar, click *Edit Reference* drop down box, then *Remove Citation* then *OK*.
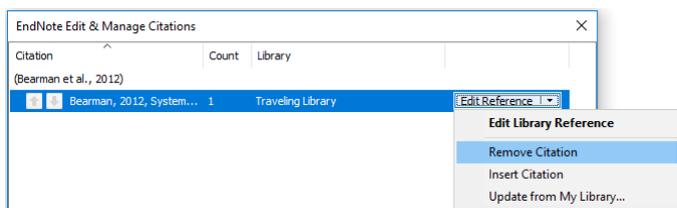
NOTE: **DO NOT** remove citations by selecting them and using the delete key.

Task 3: Choosing a citation/referencing style

1. Use the Style drop-down box to select your preferred style e.g. Harvard (Bath).

    *   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 Harvard (Bath) style and view your references
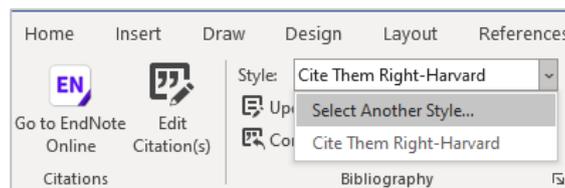
Task 4: Formatting your reference list

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. Click OK when finished
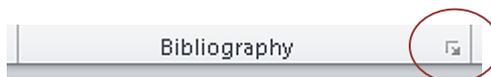
    →   If you wish to import references from **other library databases**, follow instructions from our EndNote Online guide: https://library.bath.ac.uk/endnote-online/collect-references

Top tips

*   You must **edit references in your EndNote online account** 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.

*   **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.