

## EndNote Online.

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For further information, including more detailed handouts and workbooks, go to: <u>http://libguides.ncl.ac.uk/endnote</u>.

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# Section 1: Getting started with EndNote Online.

### 1.1 Overview.

EndNote online is a web-based reference management tool which allows you to collect, organise and format references and in-text citations using several different styles.

It can work in conjunction with EndNote desktop software or independent of the desktop version. The URL for EndNote online is: <u>www.myendnoteweb.com/</u>.

You can access it anywhere - on your desktop, online, or on your iPad. Benefits include:

- Reference storage.
- 5,000+ bibliographic styles.
- File storage.
- Online search.
- Automatic generation of in-text citations and reference list.

### **1.2 Creating an EndNote account online.**

If you have access to the University desktop version of EndNote, we recommend using this to create your account as doing so will provide you with unlimited records, unlimited file storage and 2 years roaming access.

Press the windows key on your keypad to summon the start menu or alternatively point your mouse in the screen's bottom-left corner and then click on the windows symbol. EndNote should be listed under E. If you can't see the EndNote program press the **Windows Key + X and select Search**.



The first time you use EndNote you may see a screen inviting you to sign up to EndNote online or synchronise your library:



Skip this step - close this box using the cross in the top right corner.

There may also be other 'pop up' boxes. Close these boxes using the cross in the top right corner of the pop up or by selecting 'ignore this'.

Select **Edit**. Select **Preferences from the drop-down list**. Select **Sync**. Select **Enable Sync**. Select **Sign Up** 

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Using an EndNote account makes it easy to get the late	est features and keep you	
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If you don't have an EndNote account or aren't su	re, then dick Sign Up. Sign Up	
EndNote Account Credentials E-mail Address:		
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Forgot Password		
	OK Cancel	

Follow the on-screen prompts to set up your EndNote online account (make a note of your username and password. If you have used your NCL email address make sure you make a note of whether you have put <u>your.name@ncl.ac.uk</u> or <u>your.name@newcastle.ac.uk</u> as they do not work interchangeably).

You now have an EndNote online account that is synchronised with your EndNote desktop account.

#### 1.3 Opening up an existing EndNote Online account

Go to EndNote Online (<u>https://access.clarivate.com/login?app=endnote</u>) and log in with your new username and password.

# Section 2: Adding manual references to your EndNote Library.

To add a manual reference into your online library: -

Select **'Collect'**. Select **'New Reference'**.

Web of Science IV III IIII ENDN IIII My References Collect C	Irganize Format	Match ====	Options	Connect <sup>tions</sup>
Cuick Search Search for In All My References	New References Bibliographic Fields:	Contraction in the second second	Reference i	s saved.
Search  My References  All My References  (278) (Juffield (133)  Guick List (0)  Trash (83) Empty  ▼ My Groups  ARRO (0)  APRO (0)  Aphasia (4) Biology (2) Biology Misic (2)  Biology Misic (2)  Chapter 1 (2)  Chapte	Reference Type: Author: Title: Year: Series Editor: Series Title: Plablished: Publisher: Volume: Number of Volumes: Series Volume: Number of Pages:	Book Geomric Aggregated Database Ancient Text Autorvisual Material Billog Book Book Section Book Section Catalog Catalog Catalog Catalog Catalog Catalog Conter on Table Classical Work Conference Paper Conference Paper Conference Paper Dataset Edited Book Electronic Article	• First nam Online	e. Enter each name on a new line.
Group assignment seminars (8) Group project (16) IEEE (1) IL (4) Joint honours (1) Learning Analytics (3)	Pages: Editor: Edition: Note: The above field	Is are needed for mos	t bibliograph	ic styles.

At the **'Reference Type'** drop down section, scan the list of possible formats. It's important to choose the correct reference type as this will determine what details can be input and how they are formatted in the reference list.

As an example, **select 'Book'** 

Fill in some book details and save to your newly created group or experiment with creating a new group.

You can use the following as an example - Pears, R. (2015) Cite them right. Pear Tree Books: Oxford.

**Please note:** If your source has a corporate author, in the author field type a comma after the corporation/organization name e.g. (**National Institutes of Health,**). Otherwise EndNote will format the author's name into last name/ initials format e.g. Author: Health, N.I.o.

If your source already includes a comma, type a second comma after the first one e.g. **Royal Holloway, University of London** 

## Section 3: Exporting references from Library Search

We recommend you export from Library Search when you are looking for books, eBooks and titles found in 'everything except articles' search option.

Log into EndNote web on your Internet browser.

In another tab in the same browser **go to Library Search** (<u>libsearch.ncl.ac.uk</u>) and into the search box, **type in the keywords** you wish to search for e.g. "essay writing".



Click on search. You should see a list of results.

Click on the title of the book that you wish to export to EndNote. Scroll to the bottom of the item record, where you will see some **Send To** options. Click on **EndNote Web**.

	Kathy Bell. De M	BOOK Essay writing Kathy Bell. De Montfort University. Library. Student Learning Development Centre. 1995 III Available at Philip Robinson Skills Level 3 (WRITING (Bel) ) >									
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LOCATIONS / RE	EXPORT BIBTEX	ENDNOTE RIS	REFWORKS	ENDNOTE WEB	EASYBIB	CITATION	PERMALINK	PRINT	E-MAIL		
DETAILS											

You should then see the following message in your EndNote web browser:



The reference will be shown in the 'unfiled' folder under My References in EndNote online. You can add the reference to a group if you wish (see <u>Section 6</u> for creating and managing groups).

**Please note:** When exporting from Library Search please check in your EndNote online library that the 'author' and 'reference type' fields are correct. Sometimes the information is brought over incorrectly.

## Section 4: Exporting references from Online Databases

You can use this option to export journal articles, conference papers, eBooks and many other references that are found in academic databases. Each database will have a slightly different way to export references into EndNote. Use the help section within each subject database you are using to find guidance on exporting to EndNote Online.

Make sure you open your EndNote Online library in the same browser as the database you want to export from before you begin.

### 4.1 Exporting references from Web of Science

Open EndNote web in your internet browser.

**Open a new window** in the same browser and go to the **Library Search** homepage <u>ncl.ac.uk/library/</u>. In the Library Search box, type **Web of Science** and click on the search icon. Locate the database in your results list and **click on the database title** and then the **blue 'Web of Science button'** under '**View online'**. This will open Web of Science in a new tab.

In the Web of Science search box type **"essay writing"** and click on search. Mark some of the records by ticking the checkboxes.



At the top of the list select 'Export' and then click on 'EndNote Online'.

A box will appear. Check that the correct records are selected and use the **record content drop-down box** to select the information you wanted brought into your EndNote library.



Click on Export.

The reference(s) will be sent to your EndNote online library. In Web of Science you will then see the EndNote indicator next to the references you have exported.



## 4.2 Exporting references from Scopus.

Open EndNote web in your internet browser.

**Open up a new window** in the same browser and go to the **Library Search** homepage <u>ncl.ac.uk/library/</u>. In the Library Search box, type **Scopus** and click on the search icon. Locate the database in your results list and **click on the database title** and then the blue **Scopus** button under '**View online'.** This will open Scopus. in a new tab.

In the database search box type **"essay writing"** and click on search. Mark some of the records by ticking the checkboxes. From the menu at the top select the export link (RIS export). A window will pop up providing export settings, ensure RIS format is selected then choose the information you wish to export (our advice would be to export all the information) and click **Export**.

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The download will start and in Google chrome a file will appear to say your references have been downloaded. You do not need to click on the file.



Go to EndNote Online and click on 'Collect', then 'Import References'.

Click on **'Choose File'** or **'Browse'** and go to your **'Downloads'** folder on your PC. You should see the file you have just downloaded from Scopus.

In EndNote online under 'Import option' select 'RefMan RIS'.

In EndNote online under 'To' select one of your groups to import your reference(s) to.

In EndNote online click on 'Import'. Your reference(s) should now be in your EndNote online library.

Clarivate Analytics	EndNote
My References	Collect Organize Format Match Options Downloads Administrator Tools
	Online Search New Reference Import References
Import Refe	Importing from EndNote?         File:       Choose File       scopus (20).ris
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# Section 5: Exporting references from Google Scholar.

Go to Google Scholar https://scholar.google.com/.

Perform a search in Google scholar for **"essay writing"** and click on the menu button, (three vertical lines).



Click on '**settings'** and under Bibliography manager click on **'show links to import citations into'**. Next select **'RefMan'** (not EndNote) from the drop-down menu and then click on save.

<ul> <li>Settings</li> <li>Search results         Languages         Lbrary links         Account         Button         Collections             • Search articles ( include patents).             • Search case law.             • Search case law.             • Google's default (10 results) provides the fastest results.         </li> <li>Where results open             • Open each selected result in a new browser window             • Bibliography manager             • Show links to import citations into             • Bibliography manager             • Show links to import citations into             • Bibliography manager             • Show links to import citations into             • Bibliography manager             • Show links to import citations into             • Bibliography manager             • Show links to import citations into             • Bibliography manager             • Show links to import citations into             • Bibliography             • Cancel         </li> </ul>	Search results   Languages   Library links   Account   Button              • Search articles (	■ Google Schol	ar			
Languages Library links Account Button       Search articles (♥ include patents). Search case law.         Results per page       10 € Google's default (10 results) provides the fastest results.         Where results open       Open each selected result in a new browser window         Bibliography manager       Don't show any citation import links.         Show links to import citations into       Bibliox EndNote RefMan	Languages       Library links         Account       Button         Button       Search articles ( ✓ include patents): Search case law:         Image: Search articles ( ✓ include patents): Search case law:       Results per page         Image:	Settings				
Library links Account Button	Library links         Account         Button         Results per page         10       © Google's default (10 results) provides the fastest results.         Where results open         Open each selected result in a new browser window         Bibliography manager         On't show any citation import links.         © Show links to import citations into         Bibliography manager         On't show any citation import links.         © Show links to import citations into         Bibliography manager         RefMan		Collections			
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Premyonas	To retain settings, you must turn on cookies			RefWorks	Cancer	

You will then see that 'Import to EndNote' option is available under your search results. Click this link to import the required reference.

=	Google Scholar	"essay writing"
+	Articles	About 60,600 results (0.03 sec)
	Any time Since 2019 Since 2018 Since 2015 Custom range Sort by relevance Sort by date	Image: Citation Time: an essay         N Elias. E Jephcott - 1992 - Blackwell Oxford         ☆ 99 Cited by 2366 Related articles All 3 versions         Import into RefMan         Approaches to learning and to essay writing         J Biggs - Learning strategies and learning styles, 1988 - Springer         The terms learning styles and learning strategies would seem to refer to two different aspects of student learning. Styles are stable ways of paproaching tasks that are characteristic of individuals, while strategies are ways of pandling particular tasks: styles are         ☆ 99 Cited by 371 Related articles All 3 versions
	<ul> <li>✓ include patents</li> <li>✓ include citations</li> <li>✓ Create alert</li> </ul>	(PDF) Contrasting conceptions of essay-writing         D Hounsell - The experience of learning, 1997 - docs.hss.ed.ac.uk         In the arts and social sciences, essay-writing is the undergraduate's Amazon. Throughout a degree course, the processes of studying often proceed along a river of coursework essays-the equivalent of one essay every ten days in some universities (Nimmo, 1977). Fseay         ☆ 99 Cited by 212 Related articles All 2 versions

A file will download in the bottom left corner of your browser (Scholar RIS). Don't open it yet.

#### Go to EndNote online and select 'Collect' then 'Import references'

Click on **'Choose file'** or **'Browse'** and look for the Scholar file in the downloads folder on your PC.

For Import Option choose **RefMan RIS** and then select the group in which you wish to save the reference from the drop-down menu. Then click on **'Import'.** 

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EndNote™	My References	Collect	Organize	Format	Match	Op
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# Section 6: Creating and managing groups.

We recommend using groups to manage your references within EndNote. If you also use EndNote desktop any groups you have created in the desktop version will be transferred to EndNote online when you sync your library.

To create and manage your groups in EndNote online, select **'Organize'** then **'Manage My Groups'** from the menu bar.

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			_			
				Match		
My References	Collect Org	panize Fo	rmat	Match and	Option	s Connect <sup>ive</sup>
Manage My Group	<ul> <li>Others' Groups</li> </ul>	Find Duplicates	Ma	nage Attachments		
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From here you can create new groups, share, rename or delete them.

My Groups+	Number of References	Shi	ire		
AABW	6	10	Manage Sharing	Rename	Delete
AFRD	0	10	Manage Sharing	Rename	Defete
Aphasia	4	10	Manage Sharing	Rename	Delete
Biology	2	-63	Manage Sharing	Rename	Detete
Biology MSc	2	8	Manage Sharing	Rename	Delete
BOE Case study	2	10	Manage Sharing	Rename	Delete
Chapter 1	2	- 65	Manage Sharing	Rename	Delete
Curriculum Design	25	- 63	Manage Sharing	Rename	Delete
Discussion assignment	8	62	Manage Sharing	Rename	Delete
EndNote testing	3	-	Manage Sharing	Rename	Delete
Group assignment seminars	8		Manage Sharing	Rename	Delete
Group project	16	-03	Manage Sharing	Rename	Detete
IEEE	1	0	Manage Sharing	Rename	Defete
11.	4	10	Manage Sharing	Rename	Delete
Joint honours	1	123	Manage Sharing	Rename	Delete
Learning Analytics	3	10	Manage Sharing	Rename	Delete
Libguides project	20	-00	Manage Sharing	Renance	Delete
Library webinars	10	-10	Manage Sharing	Rename	Delete
MODCs	1	60	Manage Sharing	Rename	Defete
M5T8011	0	8	Manage Sharing	Rename	Delete
OIP 2015	0	-65	Manage Sharing	Rename	Detete
Social Media	6	10	Manage Sharing	Rename	Delete
Stuff	0	-52	Manage Sharing	Rename	Delete
Stuff	1	-01	Manage Sharing	Rename	Delete
Supporting online learning	11	63	Manage Sharing	Rename	Delete
Technologies	8	-63	Manage Sharing	Rename	Delete
Theories	11	-52	Manage Sharing	Rename	Delete
New group					

## Section 7: Attaching PDFs in EndNote Online.

You can also attach PDF files to references that you have saved in EndNote online. This involves the following:

• Once you have saved the PDF go to EndNote online.

- **Find the record** to attach the PDF to e.g. you can search on the author surname or browse in the 'Unfiled' folder (if you have not moved your records from here to another group).
- Click on the paper clip icon then 'Attach files'.
- From the 'Upload File Attachment' box, click on **choose file** and browse for the saved PDF.
- [Unfiled] I I Page 1 of 11 Go ► M Show 10 per page 🔻 All Page Add to group... 

  Copy To Quick List Delete Author+ Year 2014 nge responses change responses to Library: 06 Jul 2017 Last Updated: 06 Jul 2017 🖿 🧭 🖽 🛛 Find @ 🐯 Criminal law Allen, Michael J 2017 Added to Library: 15 Jan 2019 Last Updated: 15 Jan 2019 🖿 🧷 III 🛛 Find @ 💝 🕬 🖬 Upload File Attachments Used Space: 15.57 MB Available Space: Unlimited Select the files you would like to upload by clicking browse. A maximum of 5 files can be uploaded at a time. File: Choose file No file chosen 0 Attachment(s) Selected Cancel
- Click Open and Upload.

## Section 8: Creating a bibliography.

Once you have some references in at least one group: -

- In EndNote online, click on the 'Format' tab.
- Click on 'Bibliography'.
- Use the dropdown lists to select:

- o a group of references.
- o a bibliographic style e.g. Cite Them Right Harvard.
- o a file format e.g. HTML to view easily on screen.
- Select 'Preview & Print'.

A formatted bibliography / reference list appears in your chosen style. You could copy and paste in this into your document. However, you need to always make sure that you double check it for referencing accuracy. EndNote is only as good as the information that is put into it.

🗘 EndNote - Google Chrome	-		×
myendnoteweb.com/EndNoteWeb.html?func=preview+Print&BibFormat=Cite%20Them%20Right-Harvard.ens&RefSource=10&File	Format	=HTMI	
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Anderson, B. J., Rubin, R. R. and American Diabetes, A. (2002) <i>Practical psychology for diabetes clinicia.</i> Alexandria, Va: American Diabetes Association.	ns. 2r	nd ed	n.
Carlo Erba, L. (1975) Glipizide : evaluation of a new hypoglycaemic agent : proceedings of a symposium Royal Society of Medicine London, 5 November 1974. Current medical research and opinion vol. 3, supp London: M.D. Promotions.			e
Chromatin Immunoprecipitation Using Isolated Islets of Langerhans. Methods in Molecular Biology 83.			
International Diabetes Federation, C. and Krall, L. P. (1986) <i>World book of diabetes in practice.</i> Amsterd Elsevier.	am ;	Oxfor	d:
Introduction of DNA into 3T3-L1 Adipocytes by Electroporation. Methods in Molecular Biology 83.			
Isolation of Islets of Langerhans from Rodent Pancreas. Methods in Molecular Biology 83.			
Pavey, T. G. and University of, E. (2009) The relationship between children's psychological well-being, ha activity, and sedentary behaviours. University of Exeter.	abitua	al phy	sical
Quantification of the Level of Insulin Gene Expression. Methods in Molecular Biology 83.			
Schur, H. 1996. The meaning of living and coping with diabetes for older adolescents and young adults v dependent diabetes mellitus.	vith ir	nsulin	-
Telemed News Material, 27 April 1998 (1998). HTV Wales. Available: Library Hub Discover.			

## Section 9: Cite While You Write.

Like the desktop version, EndNote online integrates with Microsoft Word so that you can insert citations and create a bibliography when you are writing up your paper.

#### 9.1 Cite While You Write (CWYW) off campus

You can use Cite While You Write with EndNote online by installing a plug-in from your EndNote online account (see below).

**Please note**: you **do not install the plug-in when you are working on campus** as the online option already exists within Word (see instructions below for using EndNote online on campus).

			h Options Dow	vnloads Administr	rator Tools
		Bibliography Cit	e While You Write™ Pl	ug-In Format Paper	Export Refere
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	ndNote plug-in he references t technology. Au 01380034689. Illation Instruct	e references to your library in technology. Australia Patent 20 01380034689.3; Japan Patent: llation Instructions and System	ndNote plug-in to insert references, and format citatio e references to your library in Internet Explorer for Wi	ndNote plug-in to insert references, and format citations and bibliographie ne references to your library in Internet Explorer for Windows. technology. Australia Patent 2014318392; U.S. Patents 10002116, 95889 01380034689.3; Japan Patent: 5992404. Ilation Instructions and System Requirements.	ndNote plug-in to insert references, and format citations and bibliographies automatically wh he references to your library in Internet Explorer for Windows. technology. Australia Patent 2014318392; U.S. Patents 10002116, 9588955, 9218344, 9177 01380034689.3; Japan Patent: 5992404. Ilation Instructions and System Requirements.

### 9.2 Using CWYW on campus

When EndNote is installed on the campus network it includes an option in Word to use EndNote online as well as the desktop version.

To use EndNote online and Word on campus:

- In Word select the EndNote 20 tab (You may be asked to login again).
- Click on **'Preferences'** in the toolbar.
- Click on 'Application' and in the drop-down menu select 'EndNote online'.
- Click on **'OK'**.

EndNote Cite While You Write Preferences
General Keyboard Application
Select the Cite While You Write application
Application: EndNote online
EndNote Enter Your EndNote online
http://www.myendnoteweb.com:80/
E-mail Address: lorna.smith@ncl.ac.uk
Password:
OK Cancel Help

Your Word document is now linked to your EndNote online account and you will now see the EndNote online icon on your toolbar.



### 9.3 Inserting citations with CWYW and EndNote Online

It is recommended that you log into EndNote online before you start using Cite While You Write with Word, however you can open your online library by selecting 'Go to EndNote Online' in the Word toolbar (see image above in 9.2).

To insert citations:

- Click on 'Insert Citations' on the toolbar.
- A pop-up box will appear, type in a keyword from the author, title, year of the reference you wish to cite and click on **'Find'**.
- Select the reference you wish to cite and click on 'insert'.



The citation should now appear in your Word document and the reference will be added to a bibliography in the same document.

Within Word you can also edit or remove citations by clicking on **'Edit Citations'** on the toolbar. Here you can add page numbers and exclude the author or year. See our EndNote Guide (below) for further instructions.

# Section 10: EndNote help.

There are lots of different ways you can get further help with EndNote, but we suggest you do the following in this order:

- Go to Newcastle University EndNote Library Guide: <u>https://libguides.ncl.ac.uk/endnote</u>.
- See if there is **an FAQ which answers your question** (simply type in the search box or click on 'Endnote' in the word cloud and browse through the FAQs): <u>https://libhelp.ncl.ac.uk/</u>.
- If you are still struggling please **contact us through Library help** by summiting a question, taking part in a live chat or emailing us at <u>libraryhelp@ncl.ac.uk</u>. All the details can be found on the Library Help page: <u>https://libhelp.ncl.ac.uk/</u>.