ENDNOTE X7

THOMSON REUTERS

Introduction

Endnote is bibliographic management software designed to simplify the process of citing references. Your Endnote library is designed to contain all the details of the books, articles, WebPages or any other sources used in your research and to make it easy to use in your bibliography.

You can use it to

- Store and organise your references
- Download references from databases like PubMed and HDAS
- Automatically manage and insert references in Microsoft Word
- Sync references with Endnote Web the online version of Endnote

Endnote is available for staff working for Whittington Health Trust. Contact richardpeacock@nhs.net to request installation. You will need to provide the asset number of the laptop or PC where you want the programme installed.

Part 1: Getting Started

On the desktop of your PC look for the Endnote icon and start the program. To begin you will need to start your own library (the file that will contain all your references).

Click the "**File**" menu and then "**New**"

By default the file will be called 'My EndNote Library' but you can change its name. Press "**save**" and the file will be created. You can now add references to your library.
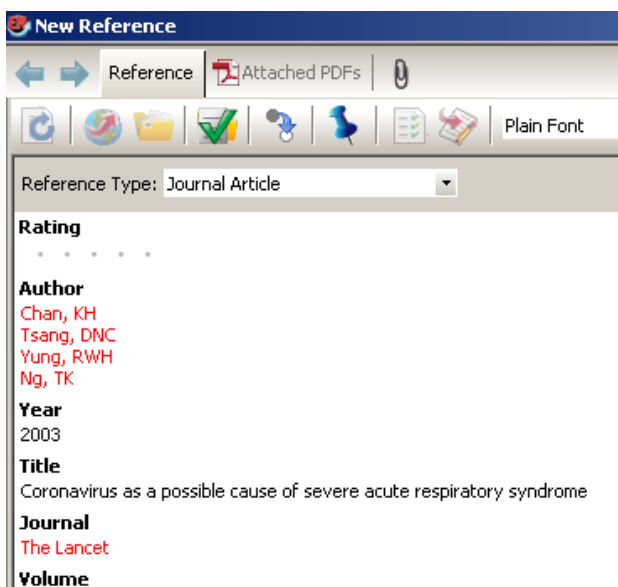
The easiest, if most time consuming, way to do this is by writing them yourself. To do this press "new reference" button on your library

From the drop down menu you can select what type of item you are referencing, such as book, journal article or Web Page.
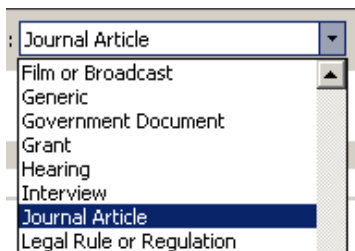
You can then fill in the rest of the fields below.

To add more than one author press enter to write the new name on a new line.

Names in red mean that this author or journal have not been entered by you before. Over time as you build up a library Endnote will auto-suggest names that you have previously entered

Adding a corporate author

When entering corporate authors, put a comma after the name:

Whittington Health NHS Trust,
Camden and Islington NHS Foundation Trust,

This ensures that the entire name is treated as a first name, so no name manipulation will be applied.

If your corporate author name includes a comma in the name itself, use two commas in place of the first comma:

St George's,, University of London

EndNote treats this as a last name followed by a blank first name. Then, everything after the (blank) first name is appended, including a second comma in the name. The formatted result is the corporate name with the commas in place.

Once you have entered your reference press save and it will be added to your library

Another way to add references to Endnote is to import them from a database (see Part 2).

To import search results from HDAS you will need to first run your search and find relevant results (if you need help doing this there is a guide to searching [here](#)).

Once you have found your results tick the box next to the articles you wish to import. When you have selected all the results you wish to export, click on *"Add *x* to saved"* (*x* equals the number of results you have selected).

At the top of the page, select "Saved Results. When the new page opens, underneath the heading Number of Results, click on *"Results saved (*x*)"* (*x* equals the number of results added to the saved list).

When the results saved page opens, tick the box next to Saved Results, and then click on Export Options. To export for use in Endnote, select *"RIS"* from the Output Format dropdown menu and click on Saved File.

	Database(s)	Search Term			
☑	Saved Results		Viewing (10)		🗑
☐ 1	Medline	("congenital vertical talus").ti,ab	View Results (116)	Edit	🗑

☐ All Rerun Searches Refresh Search Copy ↗ ⊘ AND ○ OR Combine Delete Selected   **Export Options ▾**

Choose from the options here for export of row Saved results on search strategy 184414.

☑ Include History Type: ○ Short ☑ Medium ○ Full

Records:
100 ▼

Output Format:
📄 RIS ▼
   📄 PDF
   📄 Word
   📄 Excel
   📄 RIS

Action
Save File **Email Results ▾**

A Save As window will open. The file type should already appear as RIS Formatted File; select the location you wish to save the file to and click on save.
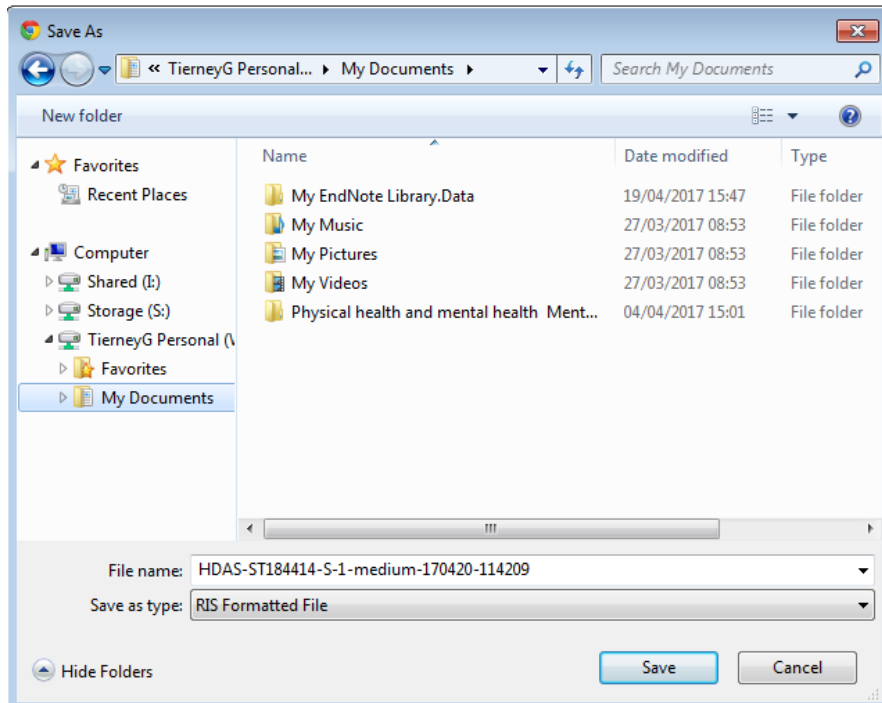
This will download an .ris file. After the file is downloaded open it using the browser or directly by opening the downloaded file. You may be asked to "choose a destination" if you are select "Endnote"
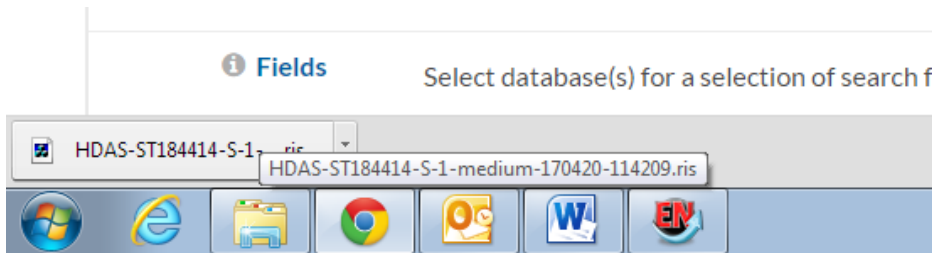
This will add your references to the library
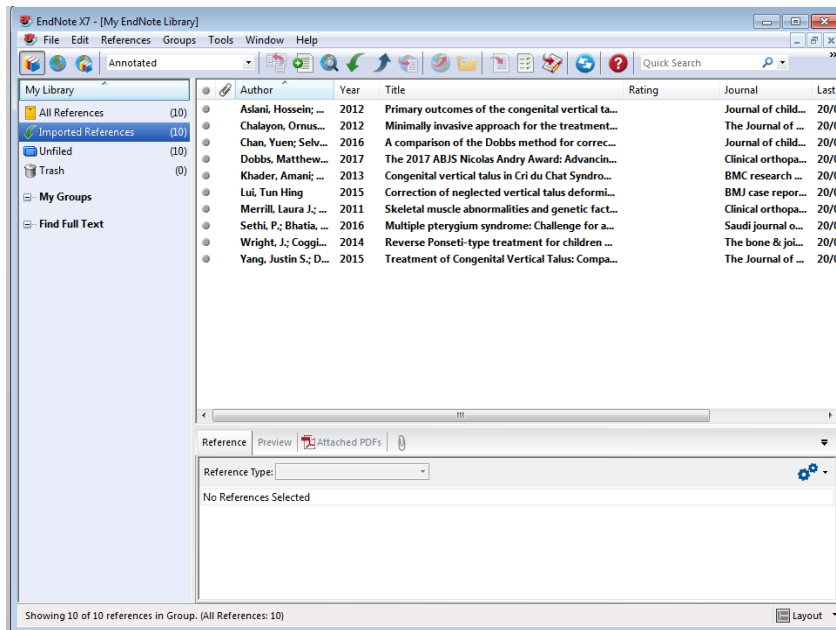
To import search results from PubMed you will need to first run your search and find relevant results (if you need help doing this guidance can be found here).

Once you have found your results tick the box next to the articles you wish to import.

3. ☑ A network integration approach to predict conserved regulators related to pathogenicity of influenza and **SARS**-CoV respiratory **viruses**.
Mitchell HD, Eisfeld AJ, Sims AC, McDermott JE, Matzke MM, Webb-Robertson BJ, Tilton SC, Tchitchek N, Josset L, Li C, Ellis AL, Chang JH, Heegel RA, Luna ML, Schepmoes AA, Shukla AK, Metz TO, Neumann G, Benecke AG, Smith RD, Baric RS, Kawaoka Y, Katze MG, Waters KM.
PLoS One. 2013 Jul 25;8(7):e69374. doi: 10.1371/journal.pone.0069374. Print 2013.
PMID: 23935999 [PubMed - indexed for MEDLINE]   Free PMC Article
Related citations

4. ☐ Design, synthesis and antiviral activity of 2-(3-amino-4-piperazinylphenyl)chromone derivatives.
Kim MK, Yoon H, Barnard DL, Chong Y.
Chem Pharm Bull (Tokyo). 2013;61(4):486-8.
PMID: 23546009 [PubMed - indexed for MEDLINE]   Free Article
Related citations

5. ☑ A hexapeptide of the receptor-binding domain of **SARS corona virus** spike protein blocks viral entry into host cells via the human receptor ACE2.
Struck AW, Axmann M, Pfefferle S, Drosten C, Meyer B.
Antiviral Res. 2012 Jun;94(3):288-96. doi: 10.1016/j.antiviral.2011.12.012. Epub 2012 Jan 17.
PMID: 22265858 [PubMed - indexed for MEDLINE]
Related citations

At the top of the page click "send to" then select "Citation manager".

Choose Destination

- ○ File
- ○ Collections
- ○ Order
- ● Citation manager
- ○ Clipboard
- ○ E-mail
- ○ My Bibliography

Press "Create file". This will create a .nbib file, open it to automatically import the citations into Endnote

Part 4: Importing records of books

Google books

Go to Google Books and enter the title of the book in the search box. From the list of possible titles, select the correct book by clicking on the title.

This will take you to a page of information about the book, including the bibliographic information.

At the very bottom of the page, you can export the information. Click the EndNote button next to 'Export Citation' and save it to a suitable location.
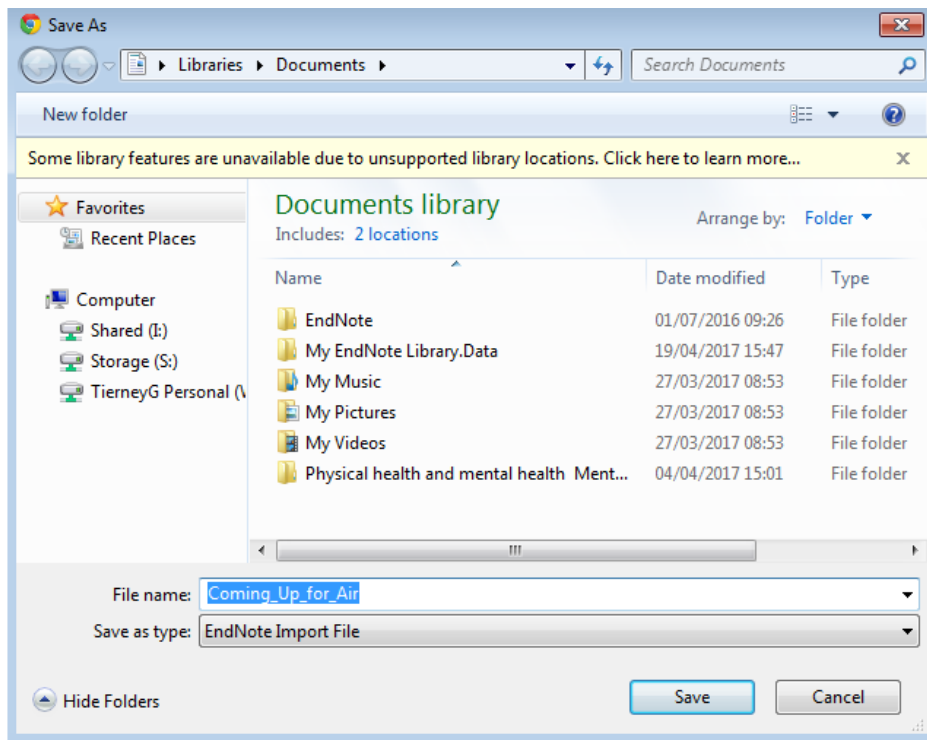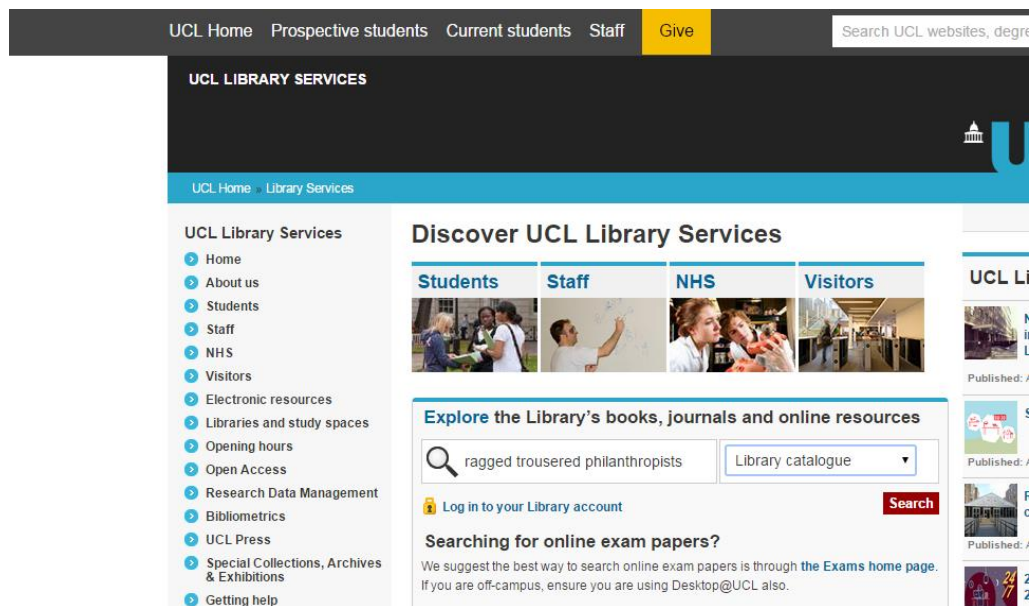

With your "My End Note Library" already open, click on the downloaded file and it will add the citation into your list of imported references.
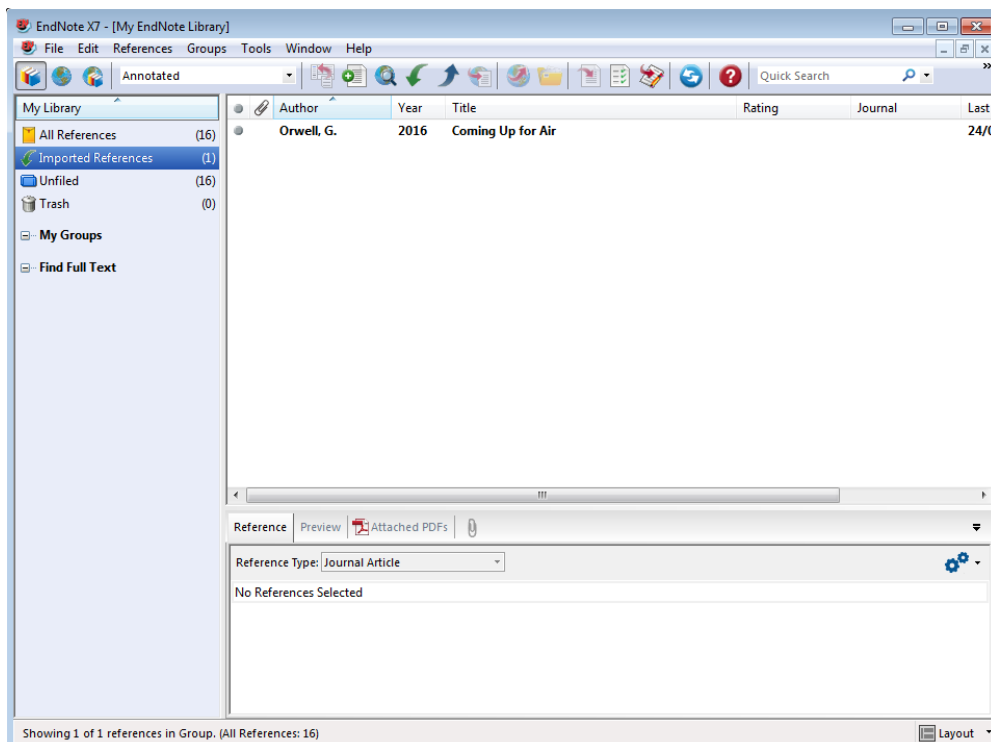
You can also import citations from other resources such as library catalogues. As with PubMed and HDAS this usually involves finding the record, selecting it, exporting it in a format Endnote can recognise and importing it into your library.
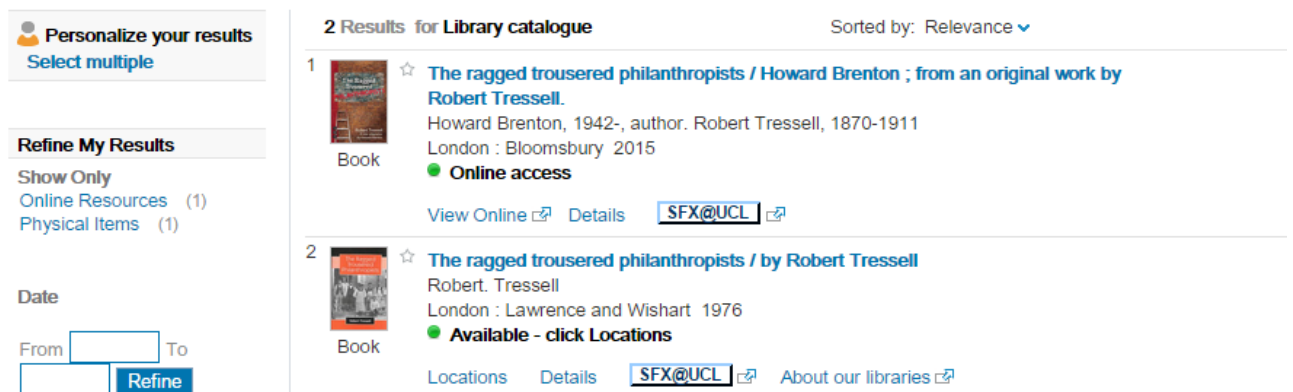
UCL catalogue

Go to the UCL Library home page. Enter the title of the book you wish to cite into the library search box, select 'Library catalogue' from the dropdown menu next to it, and then click Search.

This will take you to a list of books which match the search terms. If the correct item is listed, click on 'SFX@UCL' appearing under the matching listing.

At the bottom of the SFX window, click on 'Go' next to 'Download Citation to Reference Manager/EndNote.'

Save the file to a suitable location and then with your EndNote Library open click to open the file to add the citation to your references.

COPAC catalogue

For the Copac catalogue, which provides unified access to the catalogues of some of the largest university research libraries in the UK and Ireland, this works as follows:

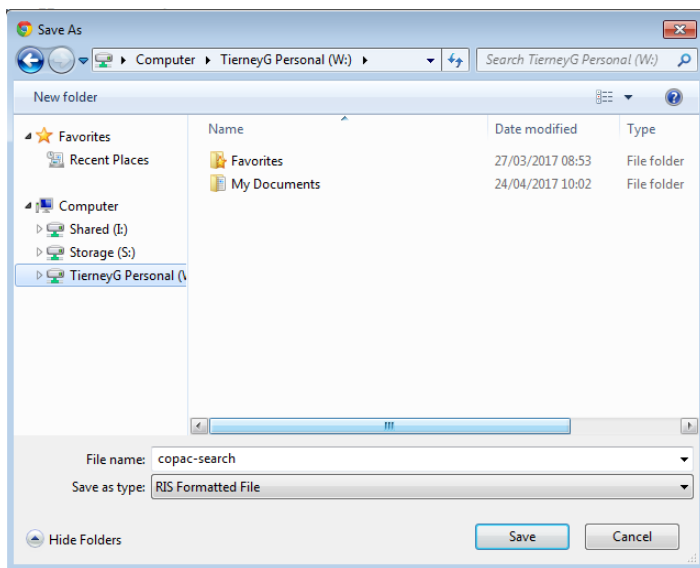Search for your items and select the ones you wish to import

At the bottom of the page the export function by default shows the right format for endnote so just press "Export"

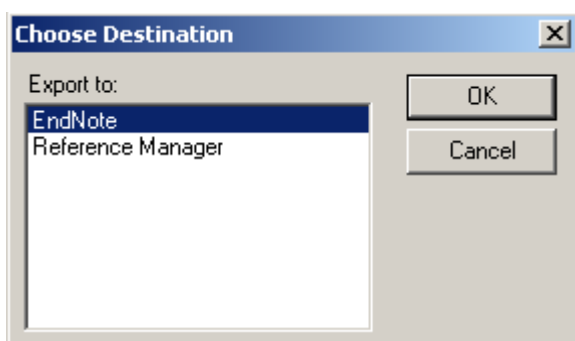This will download an .ris file. After the file is downloaded open it using the browser or directly by opening the downloaded file.

You may be asked to "choose a destination", if you are select "Endnote"

This will add your references to your library

Other library catalogues will have a different layout but usually they will give you an option to "export", "send to" or "save your results". Look for the choice of exporting results as an RIS file or select the Endnote option if one is available.

Endnote makes inserting citations into your work far quicker and easier than doing it manually. If you have Microsoft Word, installing Endnote will also install the Cite While You Write (CWYW) toolbar though you may have to make it visible by selecting "view", "toolbars" and then "Endnote x7".

Open EndNote, and open a library you have created then open Microsoft Word and write as normal. When you want to insert a citation press the 'Go to EndNote' button the Endnote toolbar
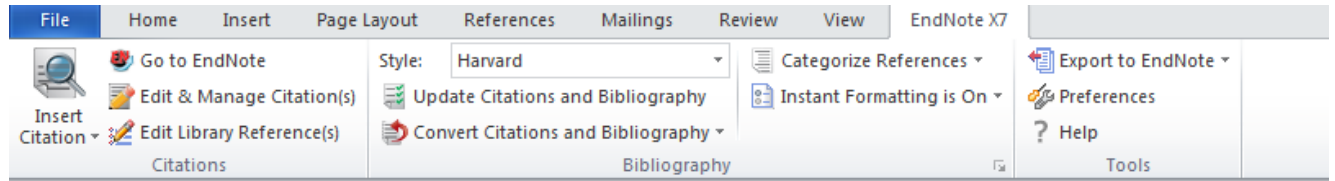
This will bring up a search box. Search for the reference you wish to insert. You can search by the authors name or a keyword to find the right citation.
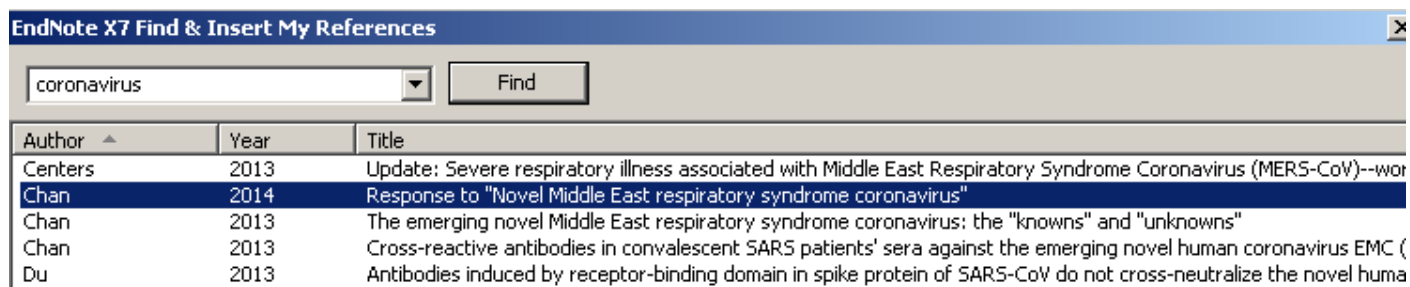
Then on the EndNote toolbar in Word, click on the Insert Citation dropdown, and select 'Insert Selected Citation(s)'
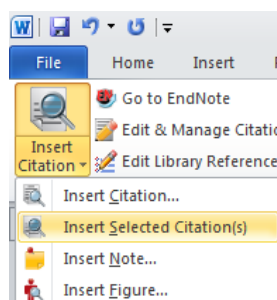
The citation is inserted in the text and the full reference appears at the bottom of your text. For example:

ne recent evidence of zoonotic transfer of this family of
palm civet cats and then to humans during the 2002-
ntific interest in the Coronaviridae (Mielech et al., 2014)

References

A., BAEZ-SANTOS, Y. M., MESECAR, A. D. &
:S-CoV papain-like protease has deISGylating and
    Virology, 450-451, 64-70.

Endnote also allows you to quickly and easily change the style of your references. To do so select the "Format Bibliography" icon on your toolbar.

This will bring options for altering the way your bibliography is formatted. For example you can change from Harvard Reference style to Vancouver or using the layout tab change the font and size of your bibliography.
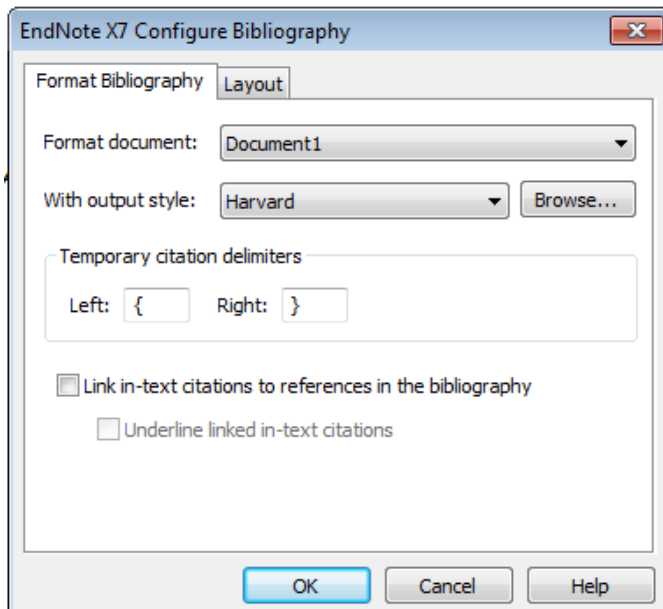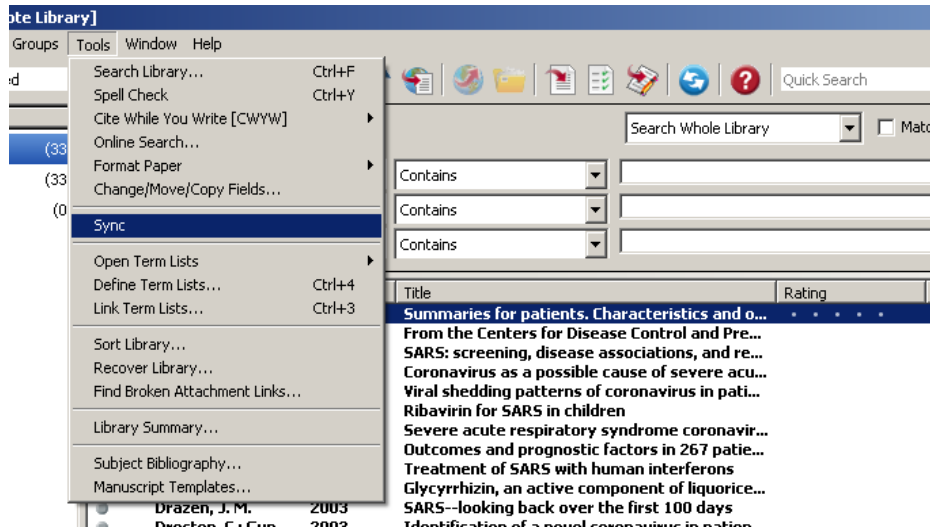
Once you have made your changes pressing "OK" will alter the inserted citations automatically throughout your text.

1. at work

From your existing (work) Endnote installation, open the Library you want to share, then go to Tools and Sync.

On the next screen choose Sign Up, then complete the form and agree to the terms and conditions that follow. You are creating a username (your e-mail address) and a password.

2. From your home PC or your laptop:

From home log-in from: https://www.myendnoteweb.com/

You should now be able to view your references!

3. Installing CWYW in word

To be able to cite your references in a word document, you will need to install Cite While You Write (CWYW).
Click on Downloads

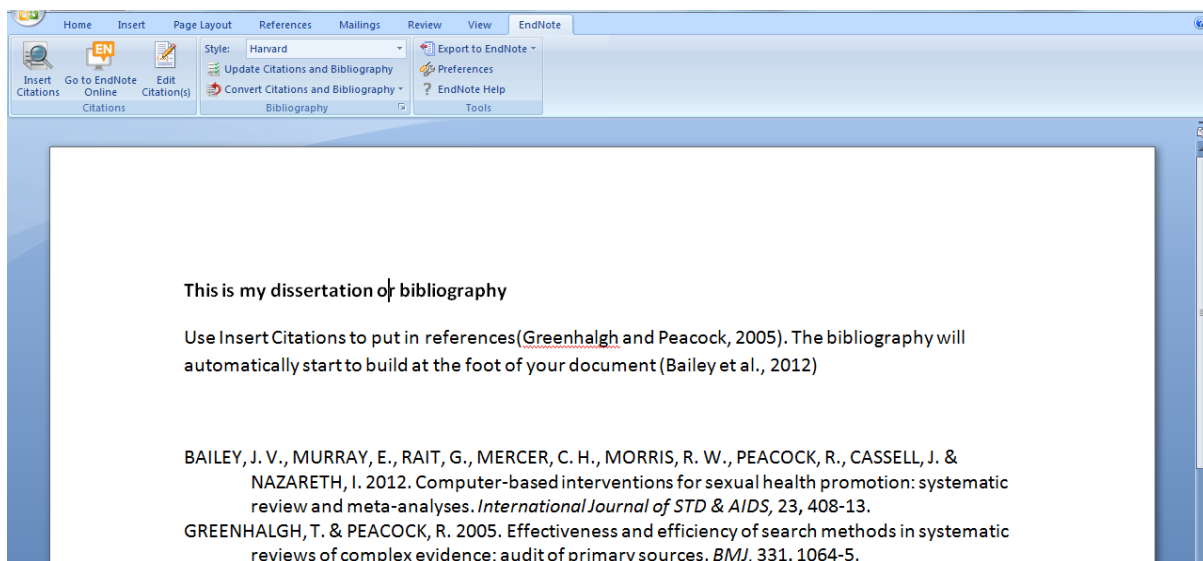Choose Download Windows or Download Macintosh as appropriate.
An Endnote tab should now appear in word. When you click on it you will be asked to log-in:
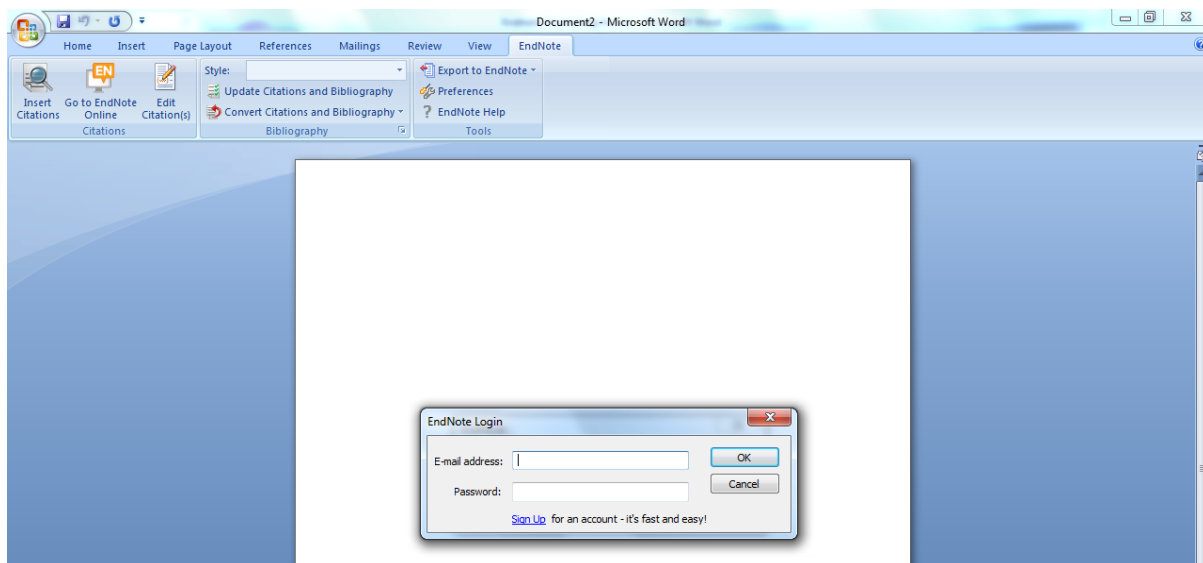
Once you have logged in, use Insert Citation to search for the reference you want
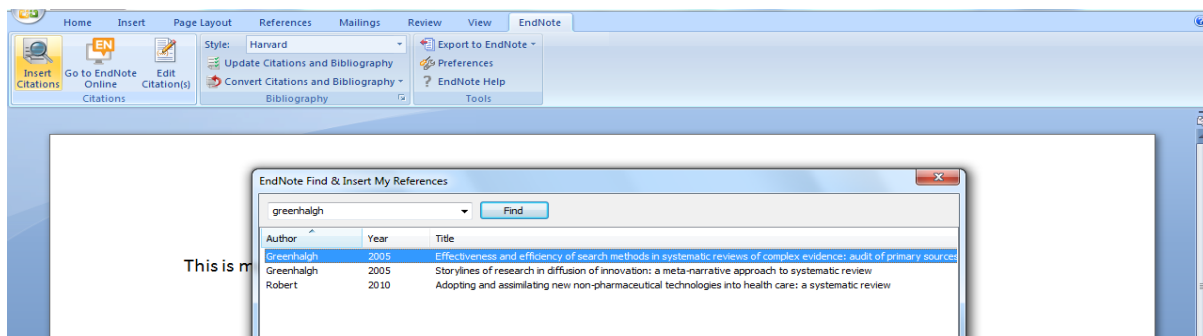
Highlight the reference you want to use, then click on insert
This shows references in Harvard style.

But you can choose another style and reformat if you wish – for example to Vancouver.