



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](#)

[Part 2: Importing from HDAS](#)

[Part 3: Importing from PubMed](#)

[Part 4: Importing from library catalogues](#)

[Part 5: Inserting citations in your work](#)

[Part 6: Accessing your Endnote Library from your home PC or laptop.](#)



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).

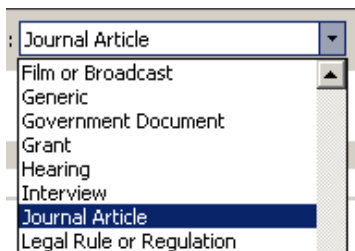
Click the “**File**” menu and then “**New**”

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.

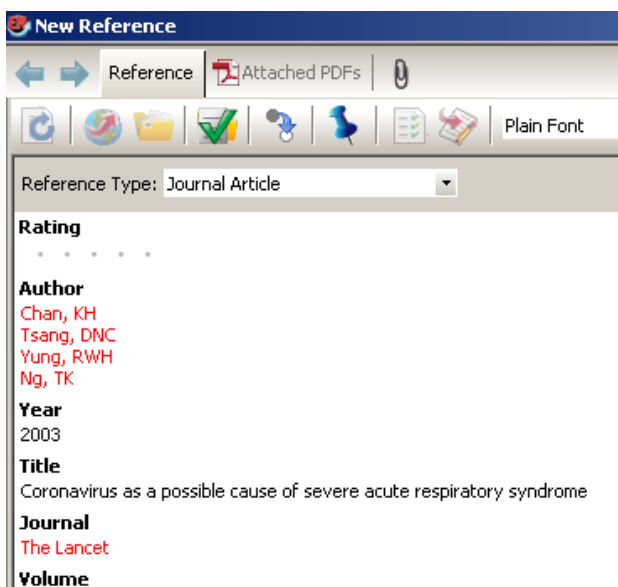
The easiest, if most time consuming, way to do this is by writing them yourself. To do this press “new reference” button on your library



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).



Part 2: Importing from HDAS

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).

The screenshot shows the HDAS search results interface. At the top, there is a 'Medline' badge indicating 10/113 results in 14.69 seconds. Below this, there are several controls: a checkbox for 'All on this page', a button 'Add 10 to Saved', a dropdown for 'Show Abstracts Titles Only', a button 'Expand Full-Text', a view selector 'View: 10 25 50 100', and a sort dropdown 'Sort: Unsorted'. A pagination bar shows '1' selected, followed by '2', '3', '4', '5', and a 'Next' button. Two search results are listed, each with a checked checkbox and an upward arrow:

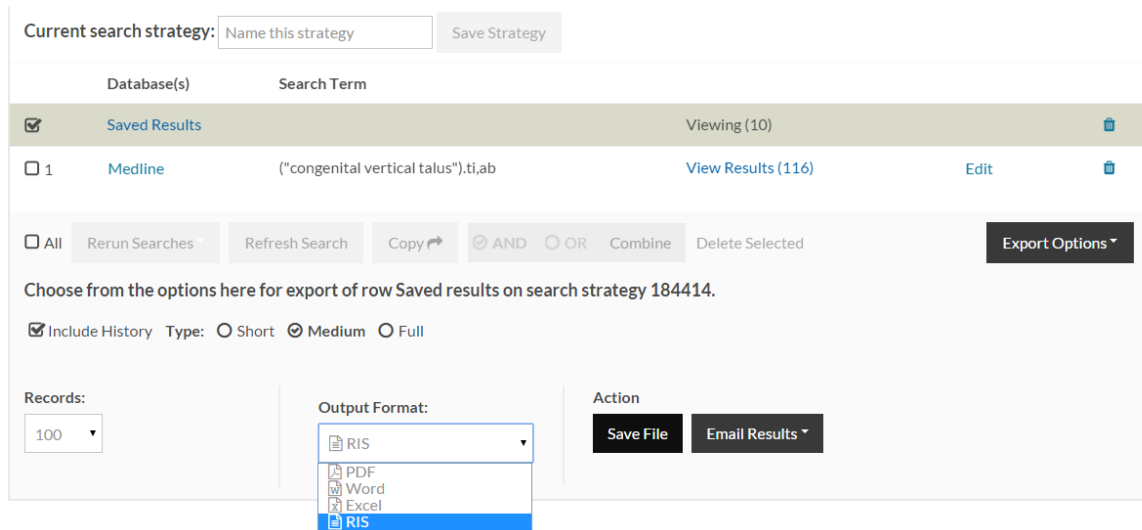
- 1. Bilateral congenital vertical talus with severe lower extremity external rotational deformity: treated by reverse Ponseti technique.**
Author(s) Aydın, Adem; Atmaca, Halil; Müezzinoğlu, Ümit Sefa
Source Foot (Edinburgh, Scotland); Sep 2012; vol. 22 (no. 3); p. 252-254
Publication Date Sep 2012
DOI 10.1016/j.foot.2012.04.004
ISSN 1532-2963
Database Medline
[Show Abstract](#)
- 2. Congenital vertical talus in arthrogyriposis and other contractural syndromes.**
Author(s) Aroojis, Alaric J; King, Marilyn M; Donohoe, Maureen; Riddle, Eric C; Kumar, S Jay
Source Clinical orthopaedics and related research; May 2005 (no. 434); p. 26-32
Publication Date May 2005
ISSN 0009-921X
Database Medline

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).

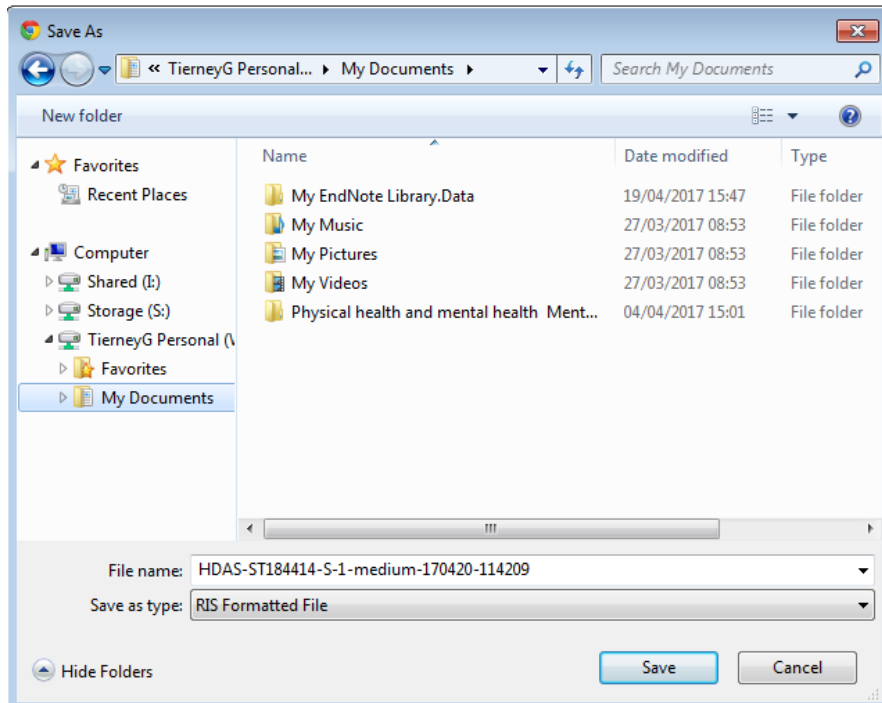
The screenshot shows the 'Saved Results' page in HDAS. At the top, there is a 'NICE Healthcare Databases Advanced Search' header with a user profile 'nhsgraemetierney'. Below the header is a navigation bar with 'New Search Strategy', 'My Search Strategies', 'Saved Results' (selected), 'Alerts', and 'Import'. There are also 'Help' and 'Cookies' links. A blue information banner reads: 'Welcome to the new HDAS. Please visit the help file for tips, guides and videos on how the new features work. We are aware of an issue affecting some longer queries on CINAHL. This has been traced back to the provider gateway. EBSCO are aware of the problem and are working to implement a solution. Further updates will be provided as they are received.' Below the banner, the 'Saved Results' section is displayed as a table:

Saved Date	Search Strategy Name	Number of Results
20 Apr 17 - 11:31	Autosaved (184414)	Results saved (10)

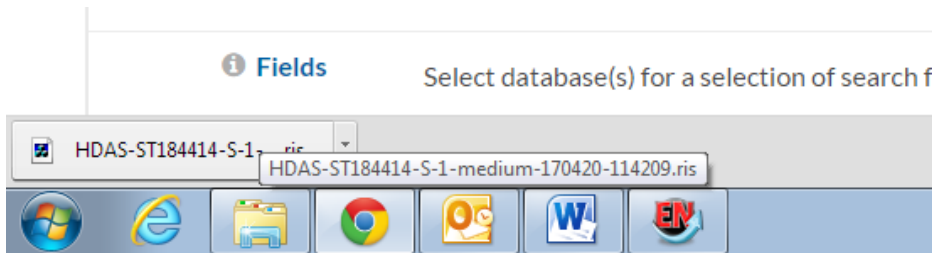
When the results saved page opens, tick the box next to Saved Results, and then click on Export Options. To export for use in Endnote, select "RIS" from the Output Format dropdown menu and click on Saved File.



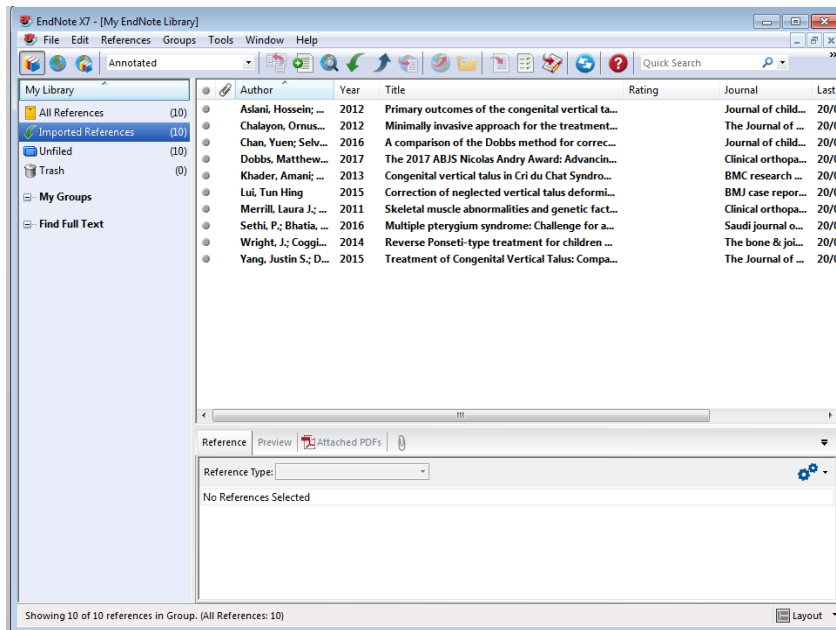
A Save As window will open. The file type should already appear as RIS Formatted File; select the location you wish to save the file to and click on save.



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



[Part 3: Importing from PubMed](#)

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.

- [A network integration approach to predict conserved regulators related to pathogenicity of influenza and SARS-CoV respiratory viruses.](#)
3. 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](#)
- [Design, synthesis and antiviral activity of 2-\(3-amino-4-piperazinylphenyl\)chromone derivatives.](#)
4. 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](#)
- [A hexapeptide of the receptor-binding domain of SARS corona virus spike protein blocks viral entry into host cells via the human receptor ACE2.](#)
5. 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

<input type="radio"/> File	<input type="radio"/> Clipboard
<input type="radio"/> Collections	<input type="radio"/> E-mail
<input type="radio"/> Order	<input type="radio"/> My Bibliography
<input checked="" type="radio"/> Citation manager	

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.

The screenshot shows a Google search for "Coming up for air". The search bar contains the text "Coming up for air" and a microphone icon. Below the search bar, there are tabs for "All", "Images", "Videos", "News", "Books", "More", "Settings", and "Tools". The "Books" tab is selected. The search results show "About 808,000 results (0.86 seconds)". Three results are listed:

- Coming Up for Air**
https://books.google.com/books?isbn=1551998750
George Orwell - 2016 - No preview - More editions
A thoughtful exploration of growing up, growing old, and of whether you can, in fact, go home again, by one of the twentieth century's greatest writers. George Bowling is forty-five year old insurance salesman with a wife and two kids.
- Coming Up for Air**
https://books.google.com/books?isbn=1429940662
Patti Callahan Henry - 2011 - Preview - More editions
On the coast of Alabama, there is a house cloaked in mystery, a place that reveals the truth and changes lives.
- Coming Up for Air**
https://books.google.com/books?isbn=149263011X
Miranda Kenneally - 2017 - No preview - More editions
Swim. Eat.

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

The screenshot shows the Google Books page for "Coming Up for Air" by George Orwell. On the left, there is a sidebar with a "VIEW EBOOK" button and a "Get this book in print" dropdown menu. Below the menu are links for "My library", "My History", and "Books on Google Play". The main content area displays a carousel of book covers for different editions of "Coming Up for Air":

- 25 Jan 2001: Limited preview (cover with a red bird)
- 25 Jan 2001: Limited preview (cover with a red bird)
- 1948: Snippet view (white cover with "COMING UP FOR AIR" and "BY GEORGE ORWELL")
- 1950: Snippet view (white cover with "COMING UP FOR AIR" and "BY GEORGE ORWELL")
- 1954: Snippet view (white cover with "COMING UP FOR AIR" and "BY GEORGE ORWELL")
- 1 Jan 2008: No preview (cover with a silhouette of a person holding an umbrella)

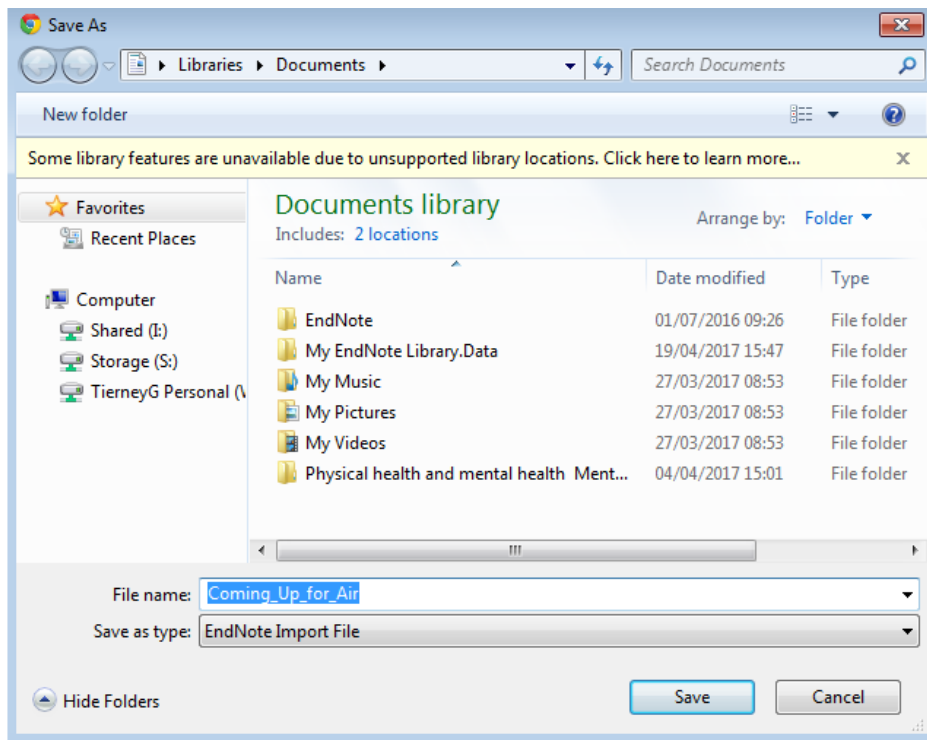
Below the carousel, there is a section titled "About the author (2016)" which states: "George Orwell is the pen name of British author Eric Arthur Blair, most known for his politically charged writing, which often focuses on criticism of totalitarianism and socio-economic inequality. His most famous novels are *Nineteen Eighty-Four* and *Animal Farm*."

Below that is a section titled "Bibliographic information" with the following details:

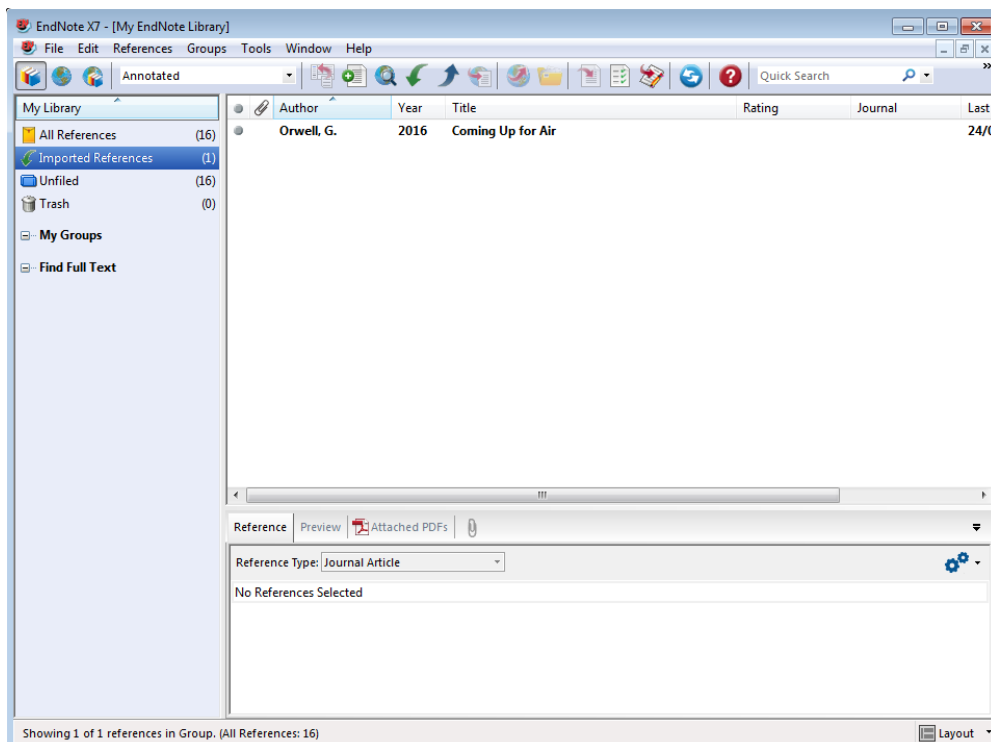
Title	Coming Up for Air
Author	George Orwell
Publisher	McClelland & Stewart, 2016
ISBN	1551998750, 9781551998756
Length	214 pages
Subjects	Fiction > Literary

Below the subjects, there is a link for "Fiction / Literary". At the bottom, there is an "Export Citation" section with buttons for "BIBTeX", "EndNote", and "RefMan". A QR code is located on the right side of the page.

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.



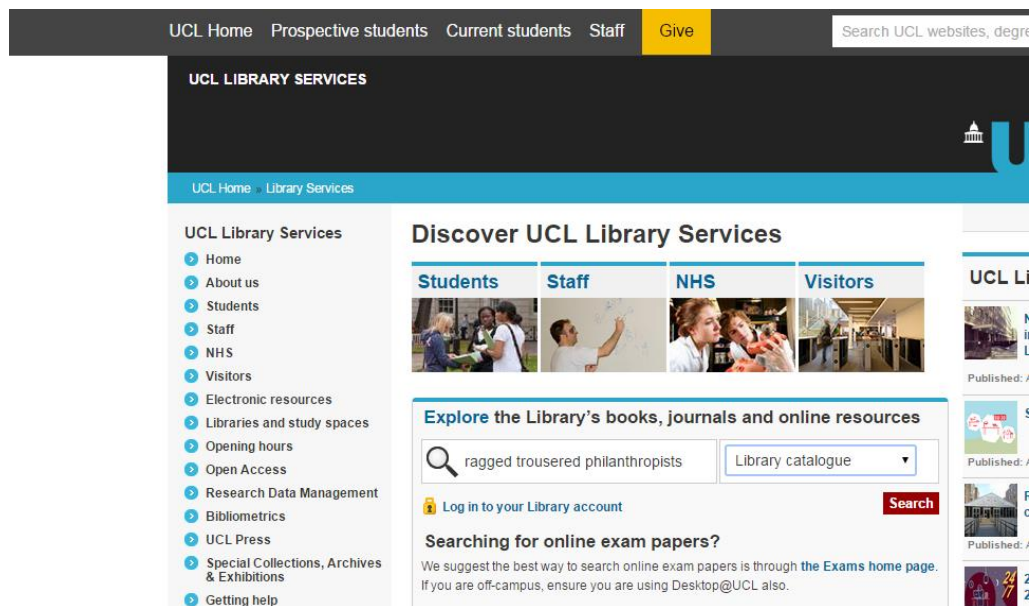
With your "My End Note Library" already open, click on the downloaded file and it will add the citation into your list of imported references.



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.

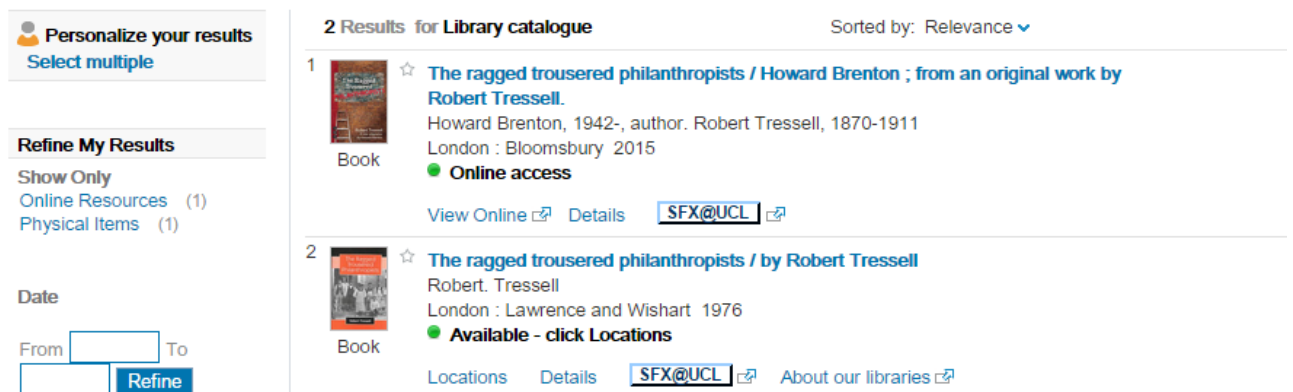
UCL catalogue

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.



The screenshot shows the UCL Library Services homepage. At the top, there is a navigation bar with links for 'UCL Home', 'Prospective students', 'Current students', 'Staff', and 'Give'. A search bar is located in the top right corner. Below the navigation bar, the main header reads 'UCL LIBRARY SERVICES'. A left-hand menu lists various services such as 'Home', 'About us', 'Students', 'Staff', 'NHS', 'Visitors', 'Electronic resources', 'Libraries and study spaces', 'Opening hours', 'Open Access', 'Research Data Management', 'Bibliometrics', 'UCL Press', 'Special Collections, Archives & Exhibitions', and 'Getting help'. The main content area is titled 'Discover UCL Library Services' and features a search bar with the text 'ragged trousered philanthropists' and a dropdown menu set to 'Library catalogue'. A 'Search' button is located to the right of the search bar. Below the search bar, there is a section for 'Log in to your Library account' and a link to 'Searching for online exam papers?'. The page also features a grid of images representing different library services.

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.



The screenshot shows the search results page for 'Library catalogue'. The page is titled '2 Results for Library catalogue' and is sorted by 'Relevance'. The first result is a book titled 'The ragged trousered philanthropists / Howard Brenton ; from an original work by Robert Tressell.' by Howard Brenton, 1942-, author. Robert Tressell, 1870-1911. London : Bloomsbury 2015. It is available online and has a green dot next to 'Online access'. The second result is a book titled 'The ragged trousered philanthropists / by Robert Tressell' by Robert. Tressell. London : Lawrence and Wishart 1976. It is available in physical form and has a green dot next to 'Available - click Locations'. Both results have a 'SFX@UCL' link. On the left side of the page, there is a 'Personalize your results' section with a 'Select multiple' button. Below that is a 'Refine My Results' section with 'Show Only' options for 'Online Resources (1)' and 'Physical Items (1)'. There is also a 'Date' section with 'From' and 'To' input fields and a 'Refine' button.

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



Source: The ragged trousered philanthropists [0-85315-152-0] Tressell

No Full Text

No Full Text available. Check Library Holdings below for printed versions

Library Holdings

Check holdings in the following Library Catalogue:

University of London Research Library Services (including Senate House) ▼



Reference

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

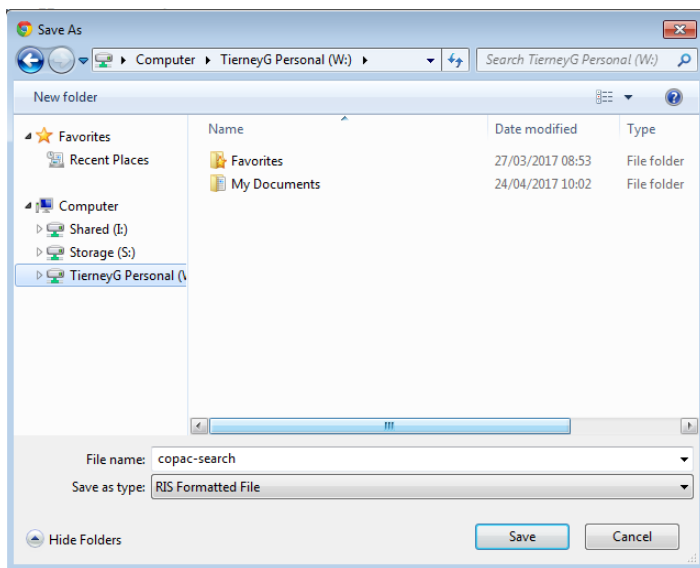
<p>4. <input checked="" type="checkbox"/> Does informed consent theory inform Nursing practice? An exploration of the application of informed consent prior to Nursing Care procedures. Aveyard, Helen. 2001 Printed</p>	<p>Held At: Senate House Libraries, University of London </p>
<p>5. <input checked="" type="checkbox"/> Doing a literature review in health and social care / Helen Aveyard. Aveyard, Helen. 2nd ed. Maidenhead : Open University Press 2010 Printed</p>	<p> Held At: Royal College of Nursing </p>
<p>6. <input checked="" type="checkbox"/> A postgraduate's guide to doing a literature review in health and social care / Helen Aveyard, Sheila Payne and Nancy Preston. Aveyard, Helen [author] Maidenhead : Open University Press 2016 Printed</p>	<p> Held At: Royal College of Nursing </p>

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

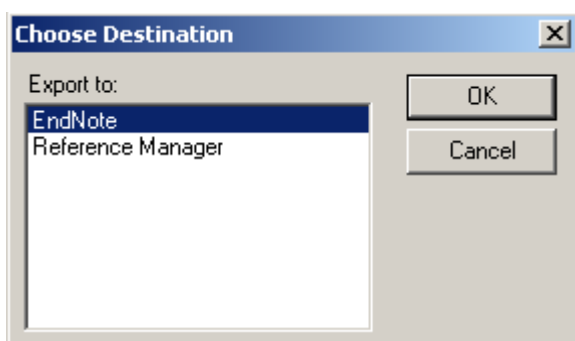
Export: Selected records All 22 records in results

Export as: Endnote, Zotero ▼ 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

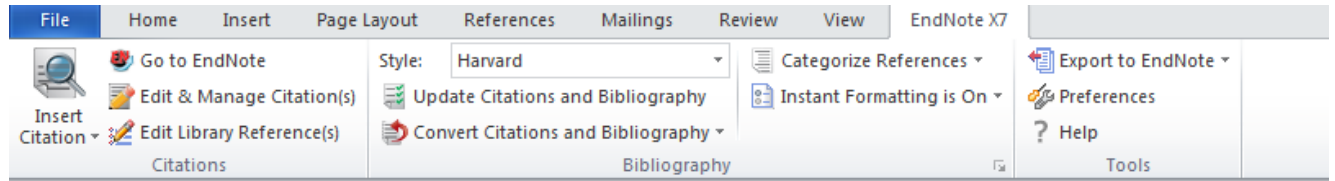
Other library catalogues will have a different layout but usually they will give you an option to “export”, “send to” or “save your results”. Look for the choice of exporting results as an RIS file or select the Endnote option if one is available.



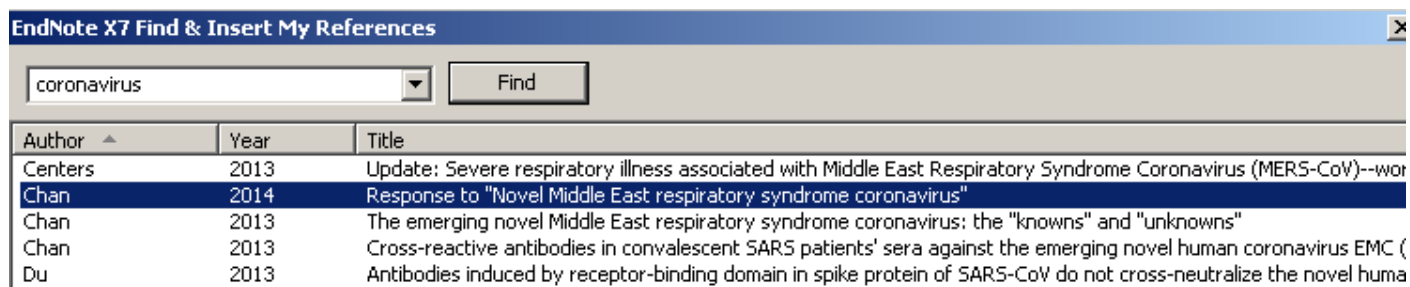
[Part 5: Inserting citations in your work](#)

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”.

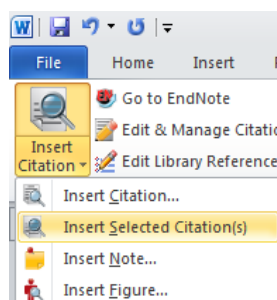
Open EndNote, and open a library you have created then open Microsoft Word and write as normal. When you want to insert a citation press the ‘Go to EndNote’ button the Endnote toolbar



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:

the recent evidence of zoonotic transfer of this family of palm civet cats and then to humans during the 2002-2003 SARS-CoV papain-like protease has deISGylating and scientific interest in the Coronaviridae (Mielech et al., 2014)

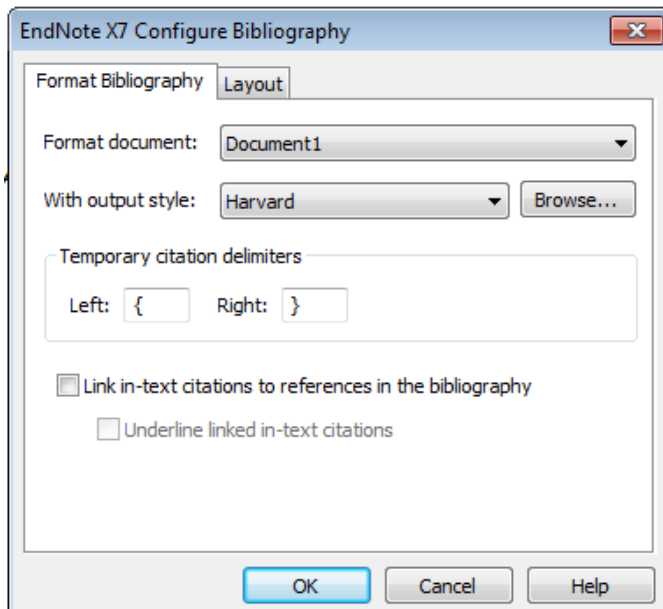
References

A., BAEZ-SANTOS, Y. M., MESECAR, A. D. & ... SARS-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.



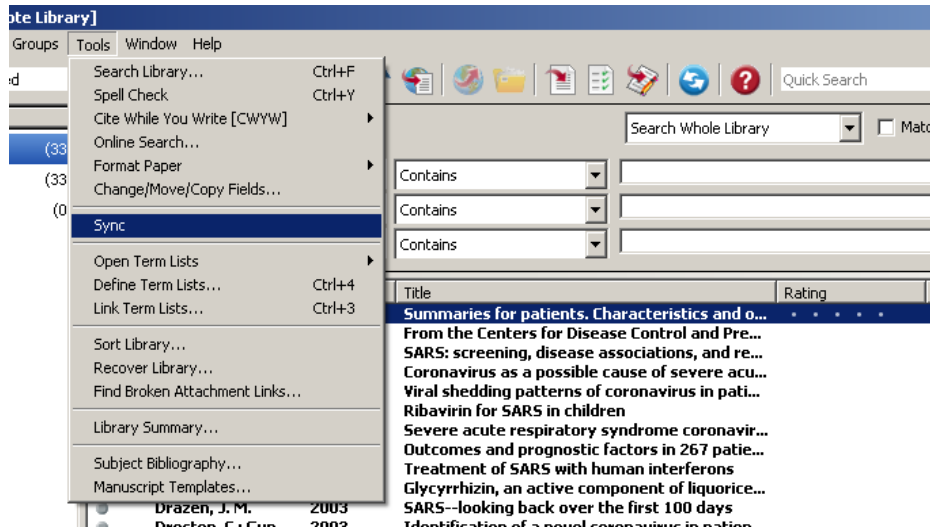
Once you have made your changes pressing “OK” will alter the inserted citations automatically throughout your text.



Part 6: Accessing your Endnote Library from your home PC or laptop.

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

Thomson Reuters

EndNote™ My References Collect Organize Format Match Options Downloads

Cite While You Write™

Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

U.S. Patent 8,082,241

See [Installation Instructions and System Requirements](#).

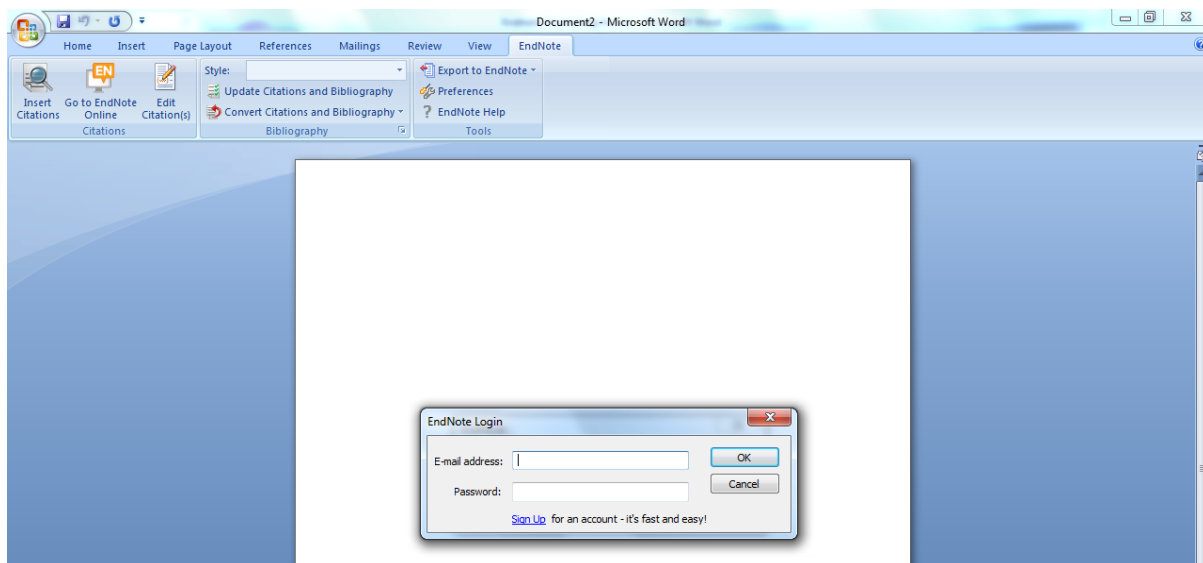
[Download Windows](#) with Internet Explorer plug-in
[Download Windows MSI](#) for mass program installation
[Download Macintosh](#)

Capture: [Capture Reference](#)

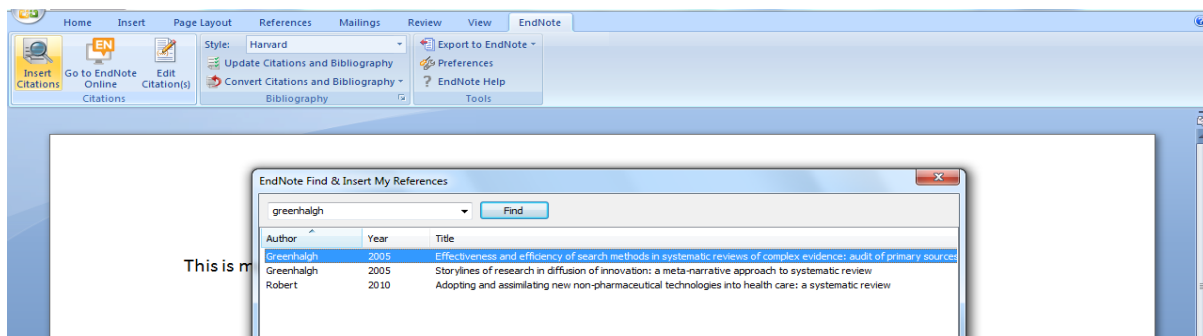
To install the Capture tool, just drag the **Capture Reference** button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link." To use it, browse to a page you like and click the **Capture Reference** button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.

Choose Download Windows or Download Macintosh as appropriate.

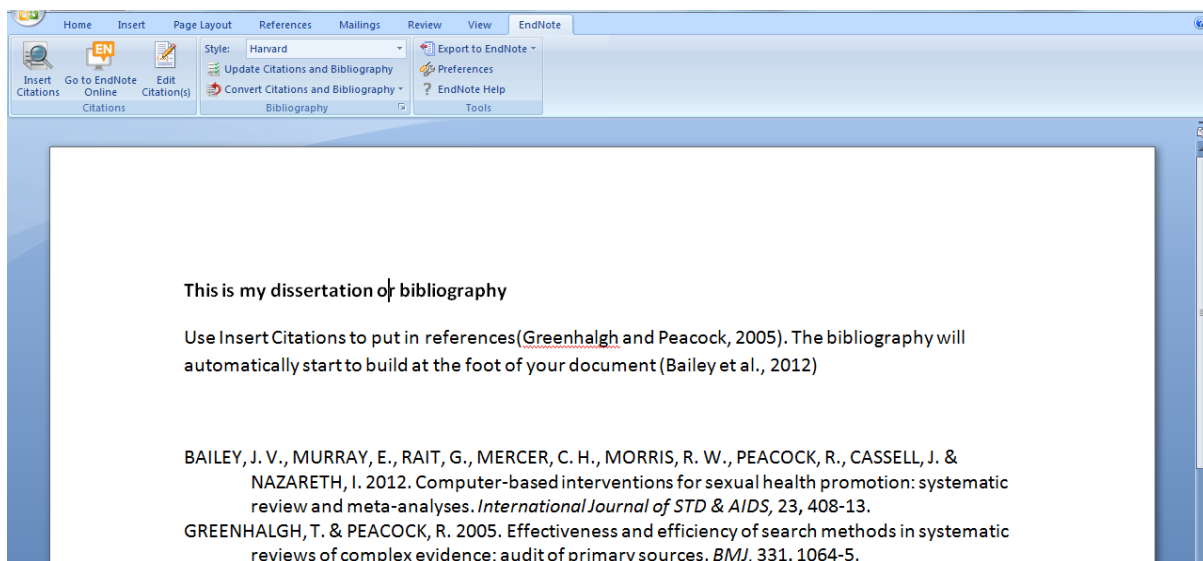
An Endnote tab should now appear in word. When you click on it you will be asked to log-in:



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.

