EndNote Online/Web brief guide

Set up an account

On-Campus

1. Just search for "EndNote Web" to find: *http://www.myEndNoteWeb.com* or *https://access.clarivate.com/login?app =endnote*.
2. Select **Sign up,** and fill in the form.

Off-campus

1. Look up Web of Science in Summon.
2. Click on the Web of Science link at the top of the results page (if routed via the catalogue, use the **Click here to access** link).
3. Login using your University username and password.
4. On the Web of Science homepage, click on the **Register** button on the top-right of the page.
5. Complete the form. Note the list of symbols that appear next to the password boxes as you type: your password needs one of these.
6. Confirm your new account using the email sent by Clarivate.
7. In Web of Science, use the **Products** link on the top right, and then choose EndNote from the list.
8. Agree the terms and conditions.
9. If asked, choose the **Shibboleth** authentication option for your EndNote Online account.

Download the Plugins

1. Close all MSOffice applications (Word, Excel, etc).

2. At the top of the main EndNote online screen select **Downloads**.
3. Choose the download for Windows or Mac.
4. Once downloaded, double click the icon to install the app (Mac users open from the Applications folder).

Add references

Export references from Summon

1. Run your search.
2. Add your results to a folder.
3. From the folder, select **Export** and choose **EndNote** or **EndNote Web.**
4. You may be asked for your EndNote login and password.
5. The reference should be added to your **unfiled** group.

In **databases** you may have to tick results and then **Export** or **Save**, and look for **EndNote** or **RIS** options.

Import references

If using a Mac; from Bibcitation/MyBib; if EndNote does not import automatically:

1. **Export** with the **EndNote Online** or **RIS** option.
2. Go to EndNote Online, and choose **Collect,** and then **Import References**.
3. From **Choose File** browse to select the file you want to import (usually in your **Downloads** folder).
4. **Import option** is **RefMan RIS.**
5. Under **To:** choose a folder to add the records to – **[unfiled]** is the default.

Manually

1. Under the **Collect** tab, select **New Reference**.
2. Select your **Reference Type** from the drop-down menu. Use the University referencing guides to help you identify the boxes you must complete for that type of reference.
3. For webpages use **Webpage**; for any pdf web document (that is not a journal article, conference paper or thesis) you can use **Electronic Book**.
4. Author name format is Surname, First Names, so: **Biden, Joseph Robinette.**
5. If the author is an organisation add a comma, so: **World Bank,**

Manage references

- You can create **Groups** of references for different essays or topics. Go to **Organize>Manage My Groups**.
- Delete duplicate references using **Organize>Find Duplicates**.
- Each reference has the **Research Notes** box, where you can type in your own notes and tags. The **search box** will find these, and reference details.
- Each reference has a paperclip symbol; use this to navigate to the article pdf on your PC, and attach for easy access to the pdf via EndNote.

Create your bibliography

Cite While You Write

1. Open your Word document and position the cursor where you would like the citation. (Make sure that you are in Print Layout view).
2. Click on the **EndNote tab**.

3. Click on the **Insert citation** button and the **Find and insert my references** box will appear.
4. Enter an author surname/family name, topic word, or title or topic phrase in quotation marks (example: "domestic violence"), in the box to search your EndNote Library for references to insert.
5. Select the **Find** button.
6. Select the reference. To insert multiple references in one citation, hold down **Ctrl** and select each reference.
7. Select **Insert**.
8. To change the style, select the down arrow just next to **Style**. Choose: **Select another style** at the top of the drop-down list, and a pop-up box will appear with a long list of styles.

Edit citations (add page numbers etc.)

Works with Harvard (Brad) and APA7.

1. Click on the citation you want to edit. This will highlight it.
2. Select the **Edit Citation(s)** button in the EndNote Web toolbar.
3. Select the appropriate edit option(s):
   - **Page(s)** – for page number(s).
   - **Exclude the author**.
   - **Exclude the year**.
   - Add a **Prefix** – examples (**Darwin, 1859 cited in** Alberts 2013), or (**see for example** Smith 2015).

Further help

- Email: *library@bradford.ac.uk*
- EndNote help and FAQs: *https://www.bradford.ac.uk/library/help/endnote/*
- Referencing help: *https://www.bradford.ac.uk/library/help/referencing-and-plagiarism/*