EndNote Online/Web brief guide

Set up an account

On-Campus

1. *https://www.myEndNoteWeb.com* or just search for "EndNote Web".
2. Select **Sign up,** and fill in the web form.

Off-campus

1. Go to Web of Science (*https://wok.mimas.ac.uk*) Login.
2. Click the purple "**click here to access Web of Science**" button.
3. Choose **Institutional Login (Shibboleth)** and from the dropdown list select **UK Federation**. Search for **Bradford** and select **University of Bradford.**
4. From the login screen, log in with your UoB username and password.
5. On the right hand side of the screen, click **Register**. Register using your Bradford email. Choose a password.
6. Click the **Submit Registration** button and then Continue.
7. Choose the link to EndNote near the top of the screen. Agree to the terms and conditions.

Download the Plugins

1. Close all MSOffice programs.
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 program (Mac users open from the Applications folder).

Add references

Import references from Summon and direct export databases

1. Run your search.
2. Add your results to a folder.
3. From the folder, select **Export** and select **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.

Export references from other databases

If there is no direct export from the database (or you are using a Mac), in the database use the **EndNote Online** or **RIS export**, and save the file. Go to EndNote Online and choose **Collect** and then **Import References**:

- From **Choose File** browse to select the file you want to import.
- From **Import option** select **RefMan RIS.**
- Under **To:** choose a folder to add the records to – if not using folders select **[unfiled].**

Manually

1. Under the **Collect** tab, select **New Reference**.
2. Select your **Reference Type** from the drop-down menu. Complete all the boxes for that type of reference.
3. Author name format is Surname, First Names, so: **Trump, Donald John**.

4. If the author is an organisation add a comma, so: **World Bank,**

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 a search term in the **Find** field to find the reference or references to insert.

   - The search will search your entire EndNote Web, including all fields of all references and all groups.
   - To search for a specific phrase, such as a title, enclose the phrase in double quotes.
   - Using a space between terms acts as an OR operator and returns references containing any of the words.

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 dialog will appear containing details of all styles.
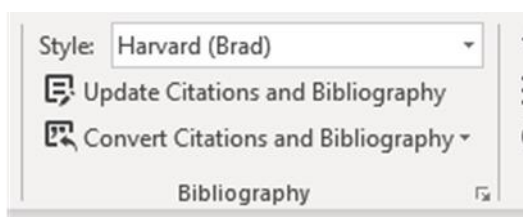
Edit citations (add page numbers etc.)

Note: only works for Author/Date styles

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).

   - **Exclude the author** – Removes the author's name in the citation.
   - **Exclude the year** - Removes the Year.
   - **Prefix** – Use to add additional information at the start of the citation ie: (**Darwin, 1859 cited in** Alberts 2013), or (**see for example** Smith 2015). The text in bold is what you add.
   - **Page(s)** – Adds the page numbers in the citation for quotations.

Convert to plain text

Before you submit your assignment or email a document **Convert Citations and Bibliography** and **Convert to Plain text** to remove field codes.

Manage references

You can create **Groups** for different assignments and share with others. Delete duplicate references using **Find Duplicates**.

Further help

Email *library@bradford.ac.uk*

More information about **Referencing** *https://www.bradford.ac.uk/library/find-out-about/referencing/*