Library

Guide to using EndNote Basic

for Law students

Level: Beginner

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# Register for an EndNote basic account

* From the Library home page <http://www.gla.ac.uk/services/library/> choose Databases by name and log in to Web of Science – All Databases using your GUID and password.
* Choose EndNoteTM from the products menu on the top toolbar.
* Sign up for an account using your University of Glasgow email account, following the instructions.

## Export references from Library Search to EndNote

When you run a search on Library Search you can save items by clicking on the bookmark icon shown on the right of all the search results.

When you are ready to export your results, click on the saved items folder on the toolbar.

In the Export to… box,choose EndNote from the drop-down menu options.

1. This will create an RIS file with your references. Save the file to a location.
2. In Endnote, click ‘Collect and Import References.’
3. Find/Browse to your file, choose ‘Citation’ from the ‘Import Option.’ You can then choose to add your references to a group (a folder in EndNote) or ‘unfiled.’ Click the blue Import button to complete the import.
4. Your references will now be saved to your Endnote account.

## Import references from Westlaw UK Journals Index

On Westlaw UK, you can only save journal references into Endnote. All other types of information (cases, legislation etc) must be added manually (see section 4 of this guide).

* Run a search and save some results by ticking the check boxes to the left of each result.
* When you have made your selections, click the Envelope icon on the right of the screen select **Export to Endnote**.
* This will create an RIS file. Save the file to a location.
* In EndNote, follow steps 2-4 above.

## Manually add a reference

You can add references manually if you want to refer to things you have found on the web or elsewhere rather than from a database or search engine e.g., a blog post, personal correspondence, radio broadcast, web report or other born digital item.

* In EndNote**,** choose ‘Collect’ and ‘New Reference.’ A reference template will open.
* From the drop-down list at ‘Reference Type,’ choose the type that matches (or most closely matches) the information you want to reference. An appropriate template with the relevant fields for that type of reference will appear. A number of legal information types are available – Bill, Case, Government Document, Legal Rule or Regulation. Enter the information manually and press ‘Save’ to complete.

## Edit references

You can edit your references in EndNote. When you import references to EndNote from a database or search engine, they are imported as they appear in the original source including any errors. You should always quality check citations and reference lists even when you are using Reference Management software.

* In EndNote, choose the reference you want to edit by clicking on the title.
* Click on the field you want to edit.
* Make your changes and simply click anywhere outside of the field. Your changes are saved automatically.
* To undo the changes, you can use the ‘Revert Reference’ button.

## Create a reference list/bibliography

From the **Format tab**, you can create a reference list from any of the references in your EndNote online account. There are lots output styles to choose from including OSCOLA, Chicago & Vancouver all of which are footnoting styles.

Reference lists/bibliographies are created from a group, a Quick List or All References. To create a Quick List (e.g., References you select)

* In EndNote, in the My References tab tick the check boxes to the left of the references you want to use in your bibliography. Click ‘Copy to Quick List.’ The Quick List now appears in the references menu (on the left).
* Click ‘Format’ and ‘Bibliography.’
* Choose Quick List from the References drop down options.
* Choose Reference Style from the Bibliographic Style drop down menu.
* Choose RTF as the File format.
* Press Save.

You can now use this for your essay or assignment.

## [Optional] Download - Cite While You Write plug-in for Word

Cite While you Write (CWYW) is a plug-in which you can download to your computer to use with Word. Please note that CWYW does not work with Word Online, you need to use a desktop version.

* In EndNote, click on the Downloads tab follow the instructions to download the CWYW plug-in. Once installed this will make your EndNote references available to you within Word to use while you are creating documents.

## Help for EndNote

There is extensive help on the database provider pages. See the links from the library page <https://www.gla.ac.uk/myglasgow/library/endnote/>