Library

Knowledge Base

EndNote on Web of Science

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 top toolbar.
* Sign up for an account using your University of Glasgow email account.

## Export references from Library Search to Endnote

* Choose any subject and do a search on Library Search (from the library home page)
* Save some items by clicking on the folder icon shown on the right of all the search results. The icon turns red when you add the item to the saved items folder.
* On the top tool bar on the right, click on the saved folder icon showing the number of items you have saved.
* In the Export to… box, choose EndNote from the drop down menu options.
* This will create an RIS file with your references. Save the file to a location.
* In Endnote, click Collect and Import References.
* Find/Browse to your file, choose Citation from the Import Option, choose a group or ‘unfiled’, and click the blue Import button.
* Your references will now be saved to your Endnote account.

## Import references from a Proquest database

* Access ASSIA from the library Databases by name A-Z <http://www.gla.ac.uk/services/library/searchfor/databasesbyname/> , and login with your GUID and password.
* The database is on the Proquest platform. You use the same process as for Library Search to export your references from this database to EndNote.
* 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 Selected Items link at the top of the results list.
* An Export/Save box will appear in a new window. Choose Continue. Save the RIS file to a location.
* In EndNote, choose Collect then Import References and Browse to your file.
* Remember to choose Citation at Import Option and save to a group, new group or unfiled to save your references to EndNote.

## Import references directly from a database – Social Sciences Citation Index in WoS

* Access Web of Science – core collection from the Databases by name A-Z <http://www.gla.ac.uk/services/library/searchfor/databasesbyname/> and log in with your GUID and password.
* Run a search and mark items of interest by ticking the check box to the left of each result.
* Click the option Save to EndNote online from the top of the results list.
* If you are not already logged in to your EndNote account a Sign In box will appear in a new window. Sign in using your EndNote credentials.
* A Send to my.endnote.com box will appear in a new window with a default send option. Choose Send.
* The records will now be added to the Unfiled area of your EndNote account.

## 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. In this example, we will use a blog.
* Choose Blog and enter the details for Jonathan Pinckney, Why do peaceful protests ‘turn violent’? 25 October 2016 Political Violence @ a Glance: expert analysis on Violence and its alternatives. <http://politicalviolenceataglance.org/2016/10/25/why-do-peaceful-protests-turn-violent/>
* Press Save.

## Edit references

You can edit your references when they are 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 will be automatically saved.
* To undo the changes you can use the Revert Reference button.

## Create a reference list/bibliography

You can create a reference list from any of the references in your EndNote online account, choosing from any of the available output styles e.g. Harvard, APA, Chicago, Vancouver etc. To do this, use the Format tab.

Reference lists/bibliographies are created from a group, a Quick List or All References. Let us 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 Harvard 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] Downloads - Cite While You Write plug-in for Word and Capture Reference

Cite While you Write (CWYW) is a plug-in which you can download to your computer to use with Word. It does not word with Word Online. You need to use a desktop version.

* In EndNote, in the Downloads tab follow the instructions to download the plug-in. Once installed this will make your EndNote references available to you within the Word programme to use while you are creating documents.
* In the Downloads, tab follow the instructions to install the Capture Reference bookmarklet.

## Help for EndNote

There is extensive help on the database provider pages. See <http://www.myendnoteweb.com/help/ENW/h_index.htm> as well as a YouTube channel <https://www.youtube.com/user/EndNoteTraining> . Please note that the University is currently using EndNote x7 (not X8).

Please contact the College Librarians if you want some further help <http://www.gla.ac.uk/services/library/subjectssupport/collegelibrarians/>