EndNote Exercises

www.docs.is.ed.ac.uk/docs/Libraries/PDF/Endnoteforchemists.pdf

Opening EndNote

EndNote desktop is on the open access computers. In the Start menu.

EndNote desktop is freely available to download for your own devices.
www.ed.ac.uk/information-services/computing/desktop-personal/software/main-software-deals/endnote
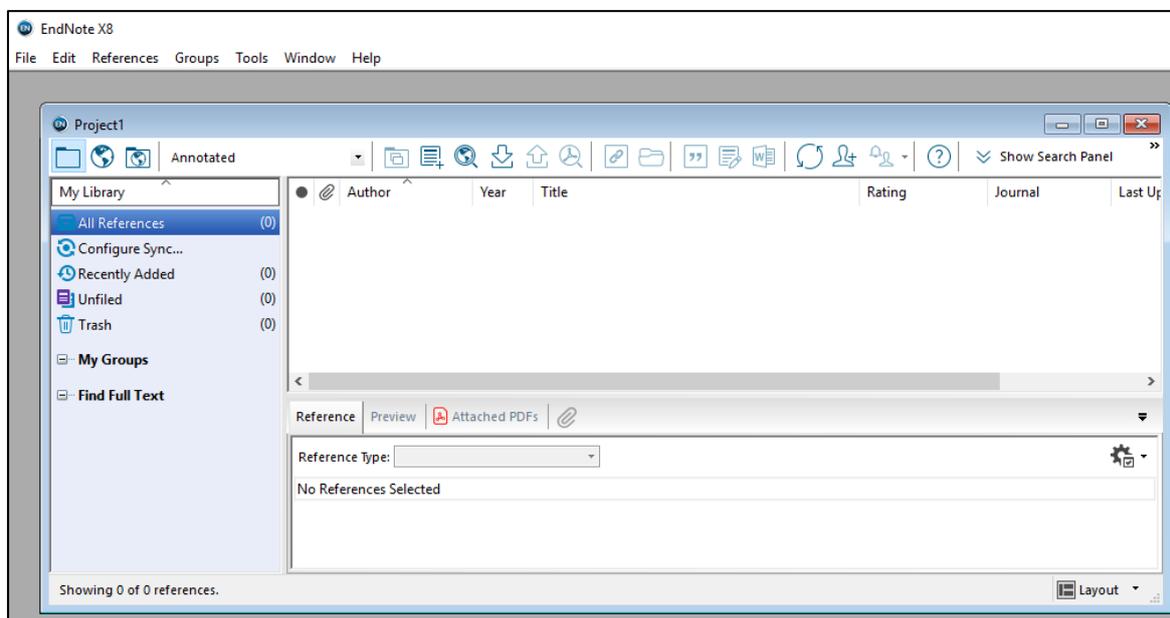
Open EndNote.

Go to *File > New* to create a "library". You can have more than one library for different projects or collections.
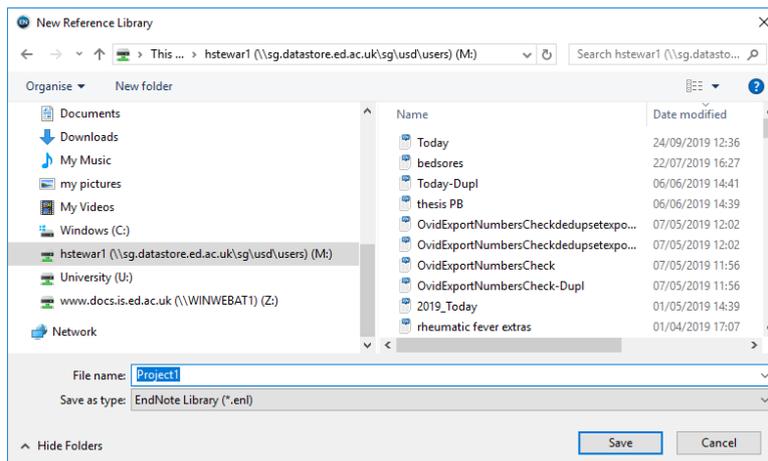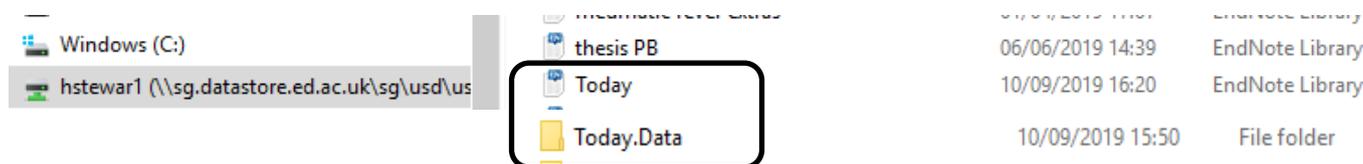

If you're on a University computer, *Save* your EndNote libraries to your University drive/personal space.

You should have an empty library ready for references.

EndNote libraries consist of multiple parts. There is the "Endnote library" file which is the one you look for to open. For it to work it needs the corresponding name.Data folder.

Save both if you are backing up or using more than one machine and reading from a USB etc.

Go to library resources via MyEd's Studies > Library > "Search and access library resources"

MyEd Student and Staff Portal

THE UNIVERSITY of EDINBURGH

Home | Studies ⌃ | Accounts ⌄ | Student Life ⌄ | Careers ⌄

My Courses	Learning Resources	Library	Study Spaces
> My courses	> Learn	> Library	> Book rooms and study space
> Timetables	> Moodle	> Search and access library resources	> Find a computer
> Personal tutor	> Resource lists	> Library homepage	
> Course options	> Study resources		

Get to DiscoverEd by doing a search from the box there, *eg*:

"carbon capture"

"double quotes" mean the search is for the words together in the order you have entered them.

Get to the abstracting and indexing databases mentioned below, from *Databases by subject*, then *Chemistry*

Search and access library resources ★

Find ejournals, databases, ebooks, exam papers, theses and subject specific resources for your study and research.

Search DiscoverEd

Use DiscoverEd to find books, ebooks, ejournal articles and more

Search for books, journals, articles and more...	🔍 Search

Library databases

The Library subscribes to a large number of online databases and resources. Browse them via the A-Z list, or organised by subject area.

- Databases A-Z
- Databases by subject
- Help using Library databases

Subject guides

Subject guides provide information on using the library resources, services and facilities for a particular subject.

An Academic Support Librarian is assigned to each subject, and can help with literature searching, getting hold of reading material you know you want, library-related aspects of systematic reviews or on referencing.

- Subject guides

C

Canadian Studies

Celtic & Scottish Studies

Chemical properties data

Chemistry

- Chinese Studies: see East Asian Studies

Classics

Clinical decision tools

Clinical Psychology

Clinical trials

- Cognitive Science: see Informatics
- Computer Science: see Informatics

Counselling

D

" SciFinder is a key resource "

SciFinder (personal registration and University IP address required)

How to register for SciFinder

VPN service

Access information:	Requires personal registration. Off-campus, you must be accessing the University network via the VPN service.
	After 20 minutes of inactivity sessions will be closed automatically.
Description:	Bibliographic information and abstracts of articles published from more than 10,000 journals. Covers chemistry (all aspects), chemical structures and patents, chemical engineering, biochemistry, biotechnology, genetics. Information on more than 50 million chemical substances.

Exporting records from DiscoverEd into EndNote

Do a search in DiscoverEd. Try the ADVANCED SEARCH to be more specific about what you want to read,

Eg Review article with the phrase carbon capture in its title:

For one of your results, bring up the *Actions menu* by selecting the ellipsis, "…", and use:


EXPORT RIS   to add the record to your open EndNote library.
             Also for any other reference management software tools as well, *eg* Mendeley or Zotero.
ENDNOTE WEB to add the details directly into to your online EndNote account.

Choose DOWNLOAD.

To have the record go directly into an EndNote library you have open, select *Open with* from the first dialogue box and from the menu, *Other* lets you choose EndNote from the next dialogue box.
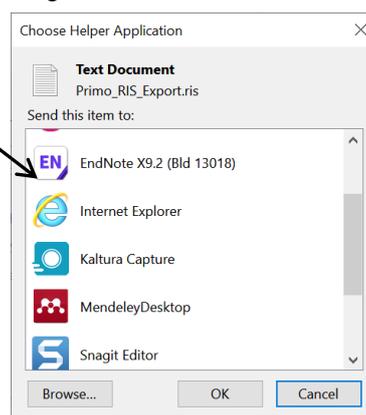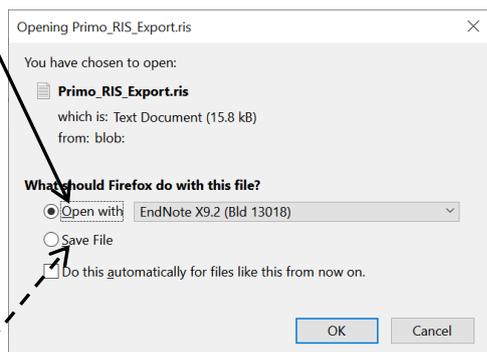
Save File to put the record(s) in to a different library or do it later.

Select records to export more than one record at once. A top ellipsis becomes available when you do this.
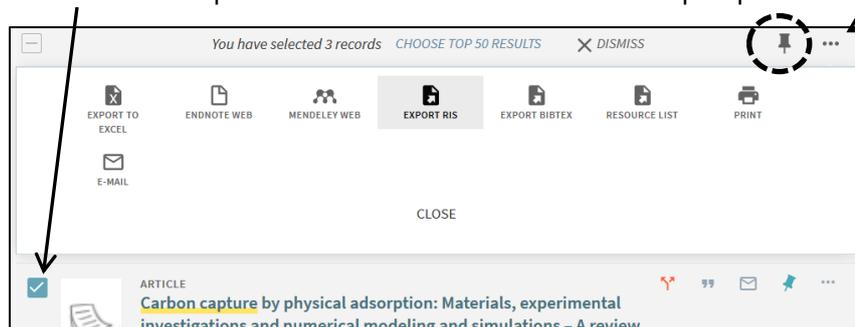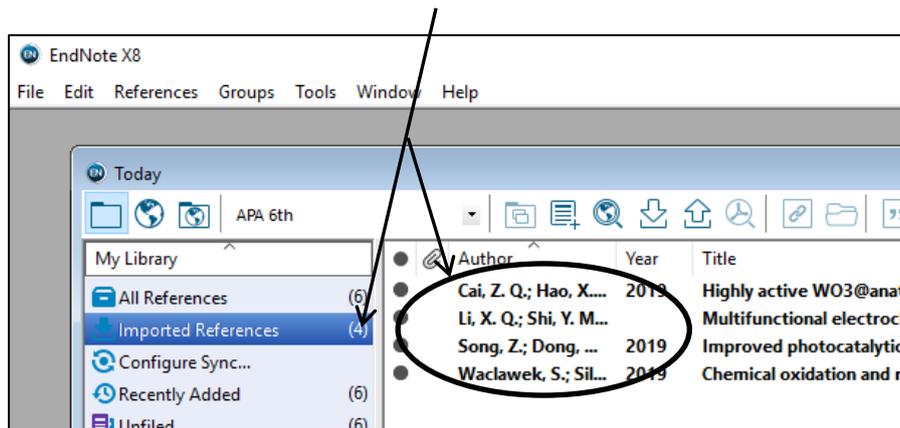

Use the pushpin icon (dashed circle in the screenshot) to add selected results to your Favourites folder where they will remain for future visits.
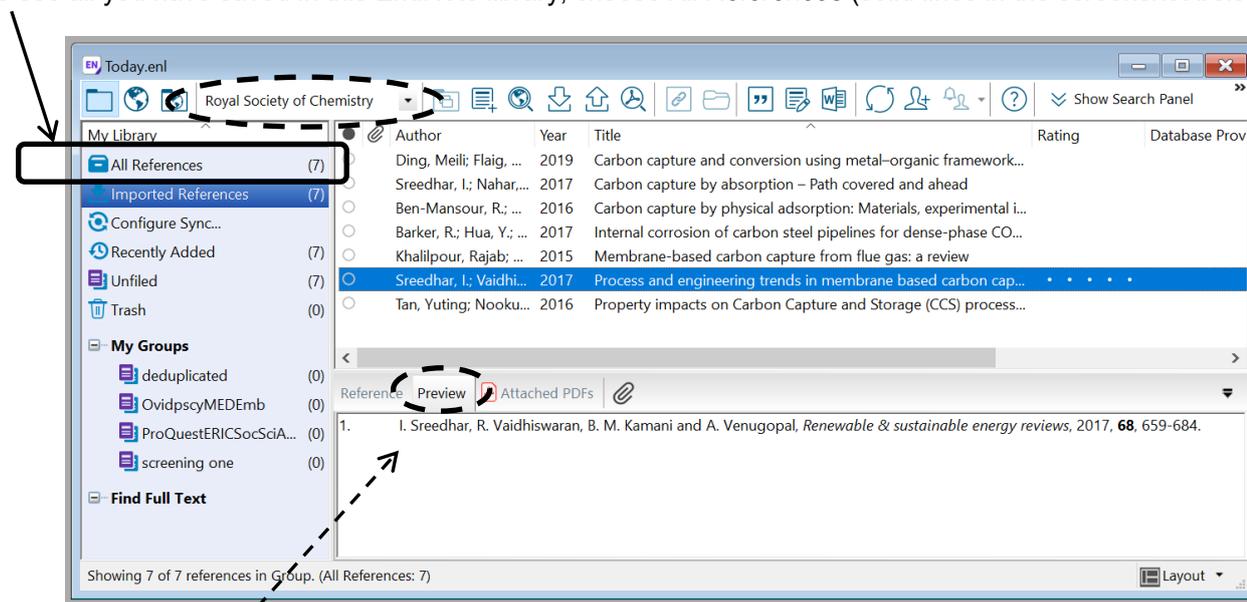
Records in your Favourites folder (pushpin in DiscoverEd's top menu) are also available for export via an ellipsis options.

In EndNote – Imported records and editing (any) existing record

When records are added you get shown them, in *Imported References,* separated from any already in the library

Change the *Preview* style from the drop down options (dashed lines in the screenshot above).

Click on a column heading to sort the records by a category which is helpful, eg *Rating* or *Year*

To see all you have saved in this EndNote library, choose *All References* (solid lines in the screenshot below)

Right click on the column heading space to see other fields you can add to the menu. For more options, go to *Edit > Preferences > Display Fields*

Open a record by double clicking on it in the list

Edit fields by clicking in the space and typing.

> Note the *Reference Type* matches the sort of material recorded.
>
> > Reference type determines how a citation appears, if using the *Cite While You Write* function in Word.
>
> Select a number of stars to rate a record.
>
> > Ratings can be used to sort records (see above) and searched.

Add your own (searchable) information about why an article is useful to you, *etc* in the field, *Research Notes* (a field not used to generate citations in Word, for which see below).
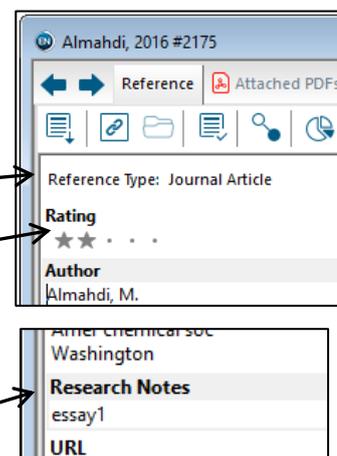
Adding references from SciFinder and Reaxys to EndNote

Find the SciFinder entry in the *Chemistry databases* webpage at: www.ed.ac.uk/is/databases-subjects > Chemistry.

You can search by sentences in Explore > REFERENCES and by chemical structure in SUBSTANCES and REACTIONS.

> If you have not registered for SciFinder, you will need to use the link
> "*How to register for SciFinder*"
> You may need to use email format @sms.ed.ac.uk

Find relevant papers using a sentence in which your concepts are separated, eg degumming of flax fibres, rather than degumming flax fibres. This splits concepts which SciFinder then combines for better result relevancy.

> Advice on searching SciFinder: www.cas.org/support/training/scifinder

Select some records and then Export from the main top menu.

In the *For* column, under *Citation Manager*, keep the default option ie *Citation export format (*.ris).* RIS files are generic reference management software files and should be recognised by any reference management tool.

If you think it will be helpful, in the *Details* column, you can change the resulting file's name. **Export** and **Open with** to have selected records go straight into EndNote whichever Library is open. (Save File to save the .ris file for import into a different library for example - see *Importing RIS files into EndNote* below).

> **Export** is also the command to use in the Reaxys database. Choose *Literature Management Systems* as the file type to export.

Exporting records from Web of Science Core Collection into EndNote

Go to *Web of Science Core Collection* from the *Databases by subject* webpage for *Chemistry* as above and search on a topic which interests you.

First!... ….Search functions it may be useful to know about, include:

Truncation, *eg* pharma*kinetic* for word variants.
The asterisk (*) is common and at the end of a word usually stands for no or any number of characters and means you don't have to worry about different

Phrase marks, *eg* "persistent organic pollutant*"
"double quotes" mean the search is for the words together in the order you have entered them.

Refining to eg, review articles in your results list by selecting REVIEW from the *Document Types* filter in the *Refine Results* menu.

Sort by: *Times Cited*, to have at the top of your results list, the most cited articles you've found.

In this screenshot, the Lee et al paper has been used and referenced in 548 other pieces of work. Find those 548 by clicking on the number.

If lots of other researchers have read and used an article, it may be a good one for you to read.

Search History to add concepts to combine different concepts or to add to a search as you go along.

Click on the number of results a particular search has found to see that set of results.

Exporting records from Web of Science Core Collection into EndNote

Go to *Web of Science Core Collection* from the *Databases by subject* webpage for *Chemistry* as above and search on a topic which interests you.

**For tips on streamlining your search process, see above.**

Have open the EndNote library in which you want records to be saved.

Select some results and choose *Export…* from the results menu.
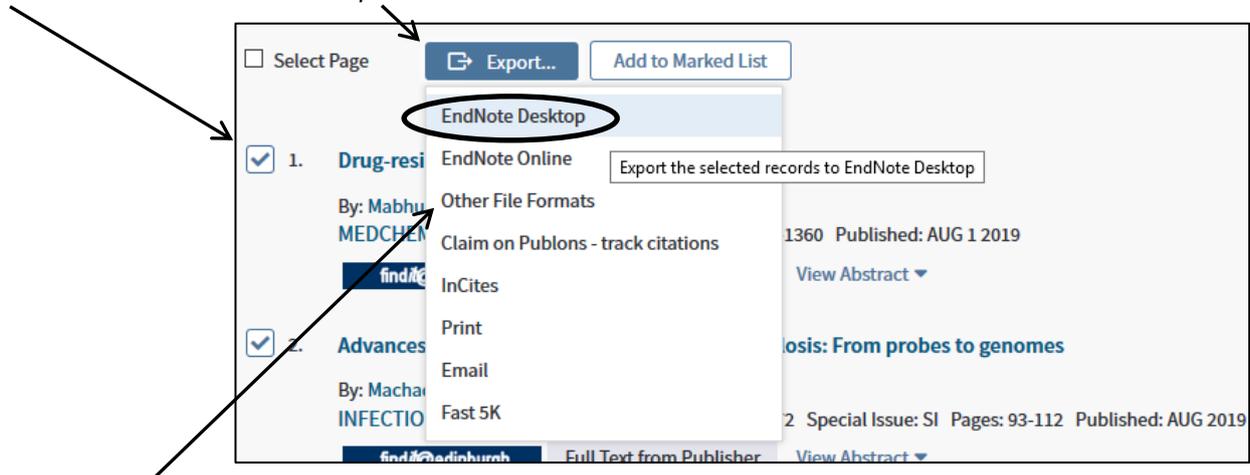
Other File Formats to gets you a RIS file which all reference management software programmes, Mendeley, Zotero (and EndNote) etc, can use.

Choose how much of the Web of Science record you want to send to EndNote, eg an abstract is probably sensible addition if not included in the default option. Then *Export*.
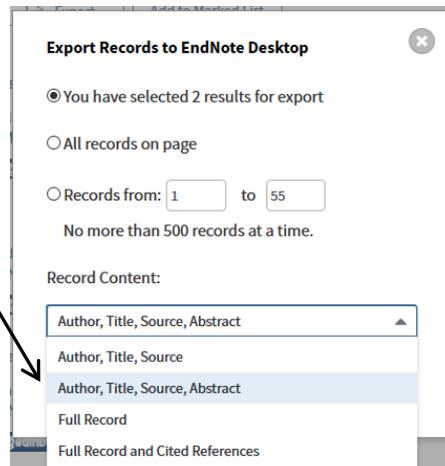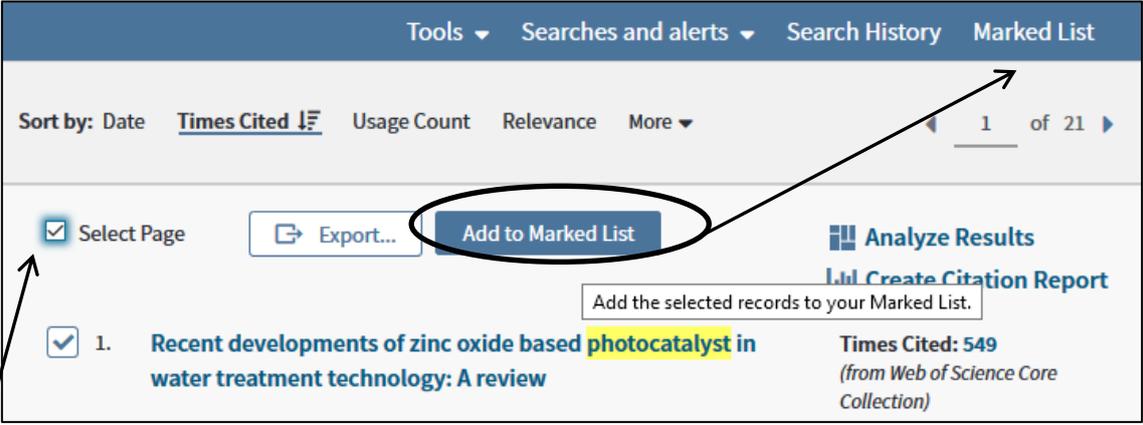

To have the record go directly into an EndNote library you have open, select *Open with* from the first dialogue box and from the menu, *Other* lets you choose EndNote from the next dialogue box.
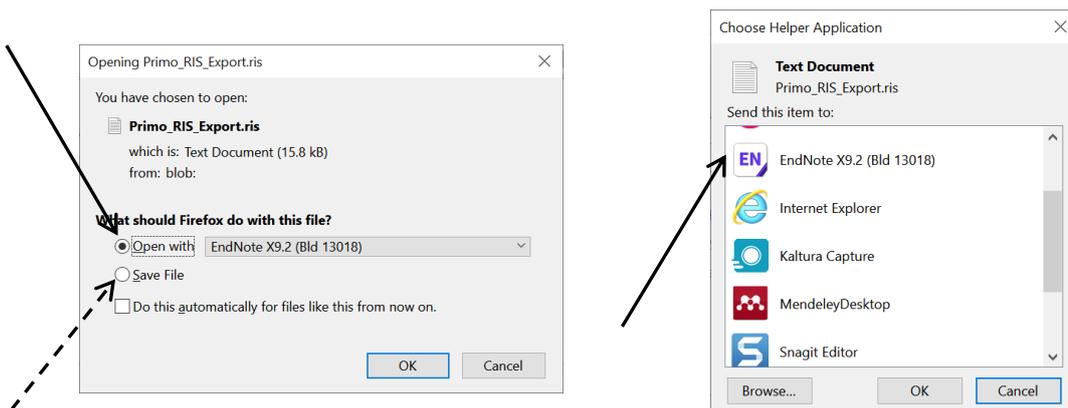
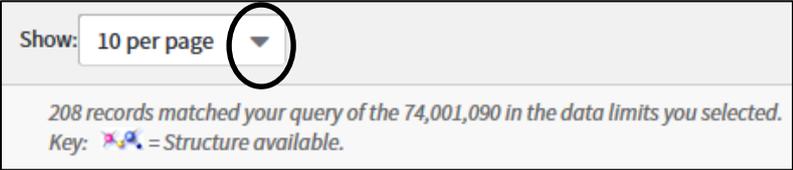*Save File* to put the record(s) in to a different library or do it later.

Add to Marked List in Web of Science, lets you collect records from different searches and send them all at once, rather than one at a time. When you want to send what you've collected, go to *Marked List*

Use *Select Page* to select a whole page of records at one time.

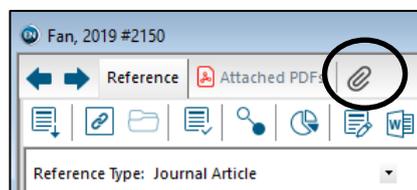Change the number of records on a page from the options at the bottom of the page.

In EndNote – Adding full-text

Attach files to an individual record by using any of:

- the *paper clip* icon.
- *right click* in an opened record or selected in a list, then > *File Attachments* > *Attach File*
- *References* in the top menu, then > *File Attachments* > *Attach File*

Have EndNote find the full-text for you.

Off-campus, this works better if you are using the Virtual Private Network www.ed.ac.uk/is/vpn

Select one or multiple records from a list and use the *Find Full Text…icon*.
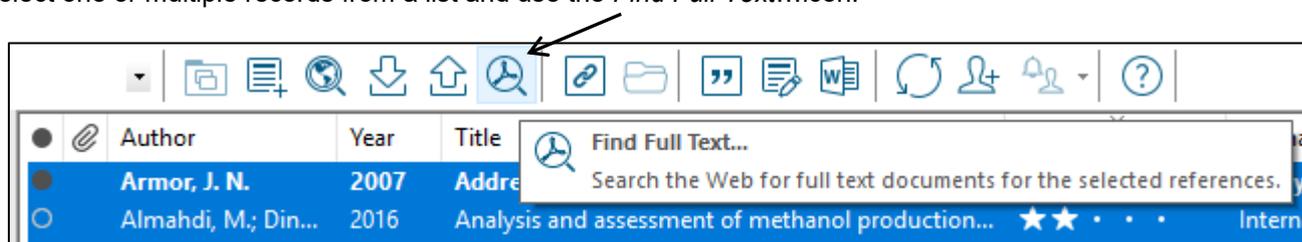
- Or, *References* in the top menu, then > *Find Full Text*.

In the left panel of your EndNote Library, the ⋯**Find Full Text** section indicates how well things are going.
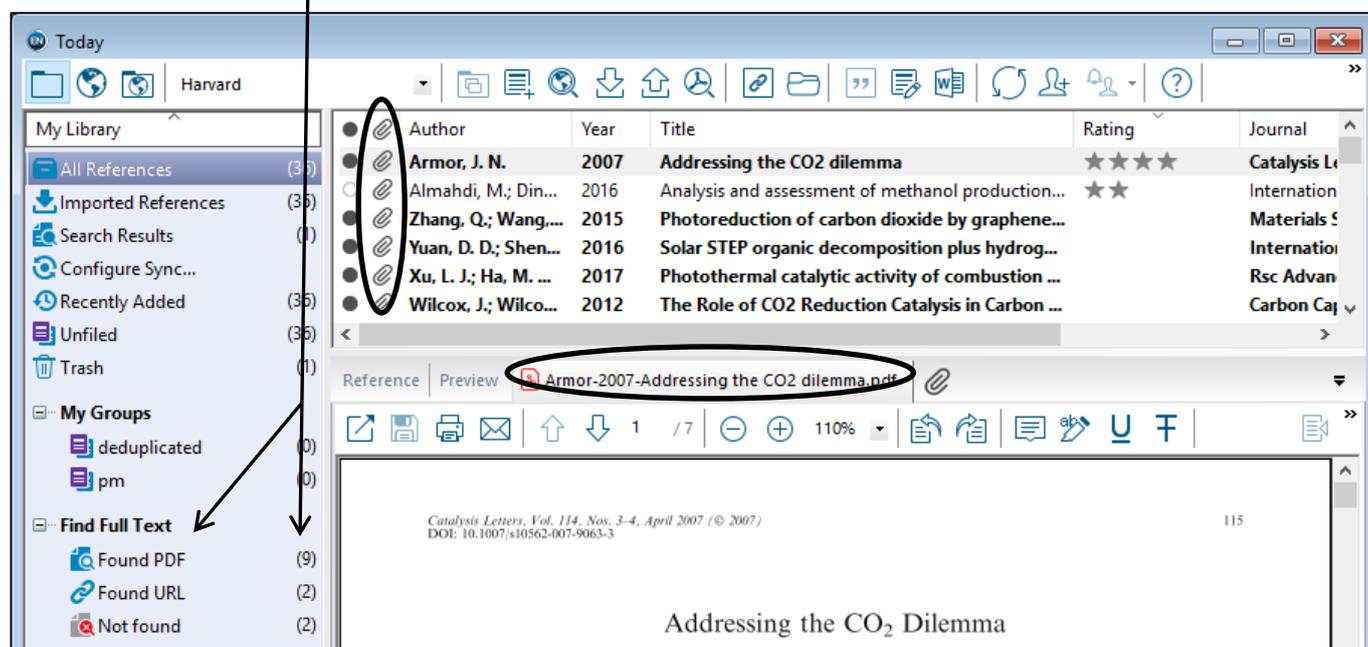
Records for which full-text is found have files attached which you can see as *paper clip* icons, from changes in the preview pane's *Attached PDF* tab and from entries in the *File Attachments* field (open a record to see this).

In EndNote – Searching and *sticky notes*

Your EndNote libraries (collections of records) are searchable.

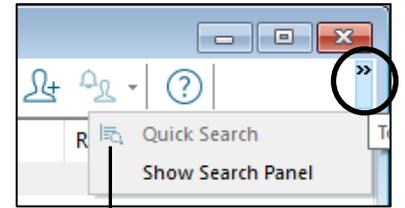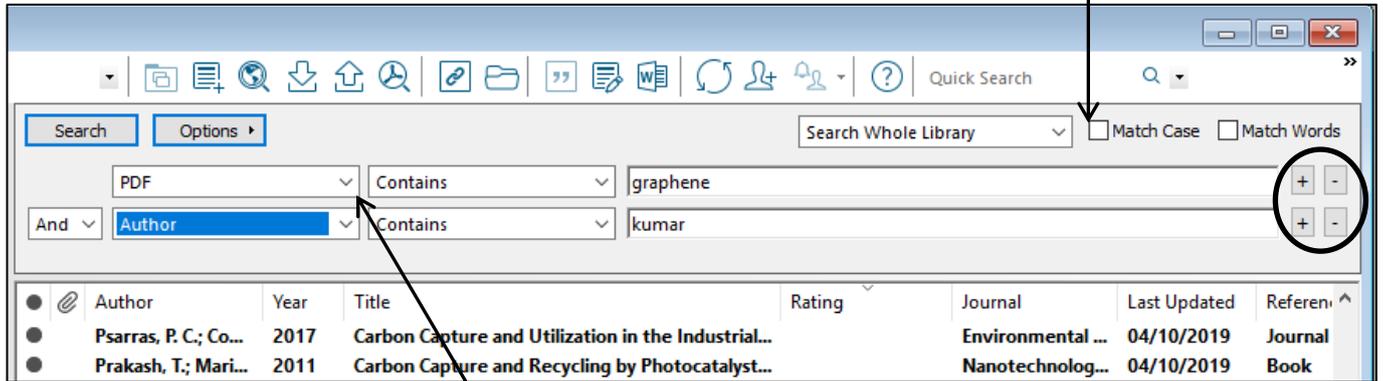If search boxes are not visible in the library you have open, go to *Tools, >Search Library..* or look for the option on the icons menu which opens *Show Search Panel*

Add more rows if your search needs to be specific (circled in the screenshot below)

You can search attached pdfs. Choose PDF from the "field" drop down menu options.

You can add "sticky notes" to your pdfs which are also searchable.

Get to a pdf document attached to one of your records. Highlight some text and choose the *Sticky Note* function, circled in the screenshot below.

Click on the sticky notes icon which now appears near the text to open a dialogue box into which you can type.
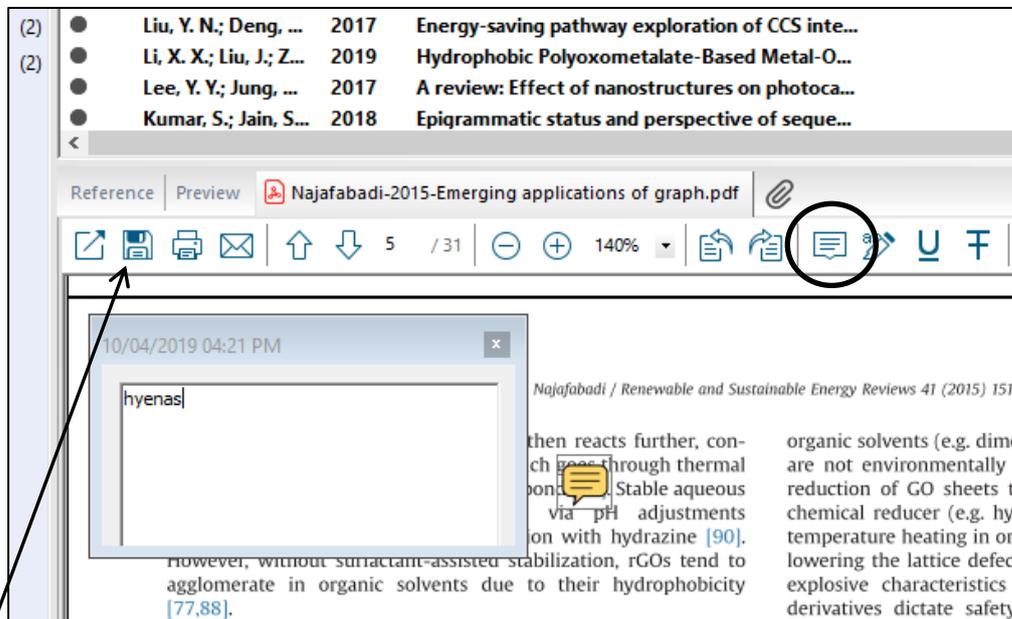
Choose *Save*, the floppy disc icon.

Choose PDF Notes (or an option which includes it) from the "field" drop down menu options.

Manually adding references to EndNote

Go to *References* and choose *New Reference* from the menu.

Check the *Reference Type:* because this dictates a reference's format when using EndNote's *Cite While you Write* function in Word [see Automatically format in-text citations and reference lists in Word below].
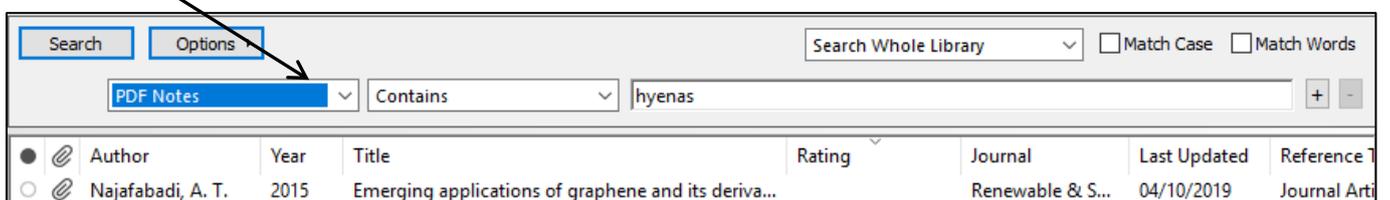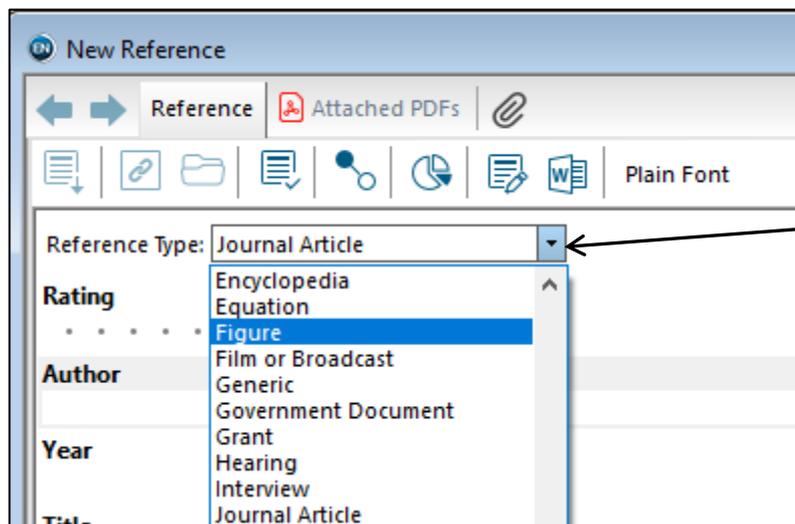

Add author details, one per line and with the punctuation:

> Last name, First names
> Last name, Initial.
> Enter corporate authors in full with a comma at the end, eg University of Edinburgh,

You are unlikely to be able to enter information against each bibliographic field so enter what you can but do include an *Access Date* for online sources such as websites.

Close the record to get the option to Save.

Adding reference management software export links to Google Scholar

In Google Scholar (www.scholar.google.com) *Settings,* under *Bibliography manager* (in *Search Results*), choose, unintuitively, *RefMan* (rather than EndNote) from the *Show links to import citations into* options.
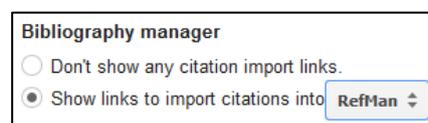
Do a search and look beneath a result to see the link and use it.

Add findit@edinburgh against Google Scholar results you can read because the library subscribes to the journal etc, by going to *Settings > Library Links* and search for, then choose, University of Edinburgh.
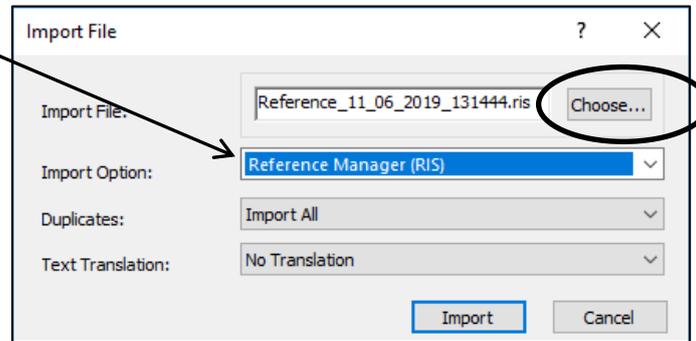
Importing RIS files into EndNote

From some reference sources/databases, you may have to save references as a file which you then import. Open the Library you want to put the references in. Choose RIS which is a generic reference management software file type and should be recognised by any reference management tool.

To get these references into EndNote, go to *File, >Import, >File…*

Use *Choose*… to browse for the saved file.

From *Import Option:* select the file type *Reference Manager (RIS)*.

Importing PDF articles into EndNote

Do as you would to import a .ris file, but choose PDF from the Import Option: menu in the screenshot above.

An EndNote record is created and the whole file attached to it.

To import multiple articles, put them in a folder and then to *File, >Import, >Folder…* Still choose PDF from the Import Option, as above.

Create a Group Set for this import puts the records and attached files together in a Group in the Library into which they have been imported. Use with *Include files in subfolders* to recreate a file folder arrangement as groups in the EndNote library.
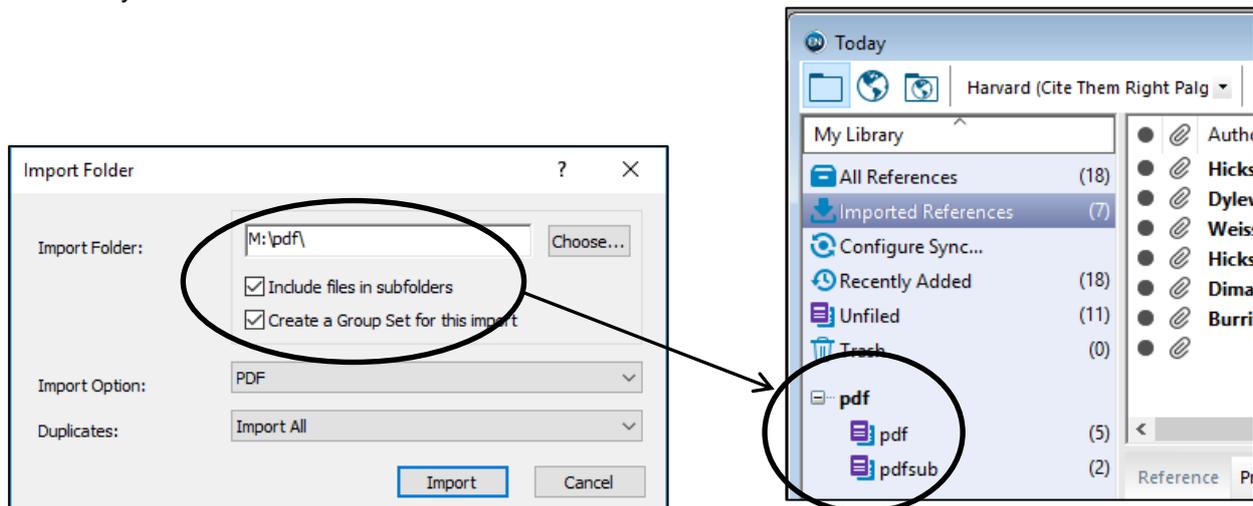
Grouping records in an EndNote Library

Select records, perhaps by searching to get a list of ones with something in common and select all or relevant ones. Right click and *Add References To* and *Create Custom Group* or go to *Groups* and *Create Groups*.

Smart Groups get added to automatically after you define what a record must have to be included in it. New records added, will be included in there without you having to do anything to make them so.

Automatically format in-text citations and reference lists in Word

Open Word and type in some text.

If the *EndNote* tab does not have *EndNote X* go to *Preferences > Application* tab. Select *EndNote* from the menu and then *OK*.
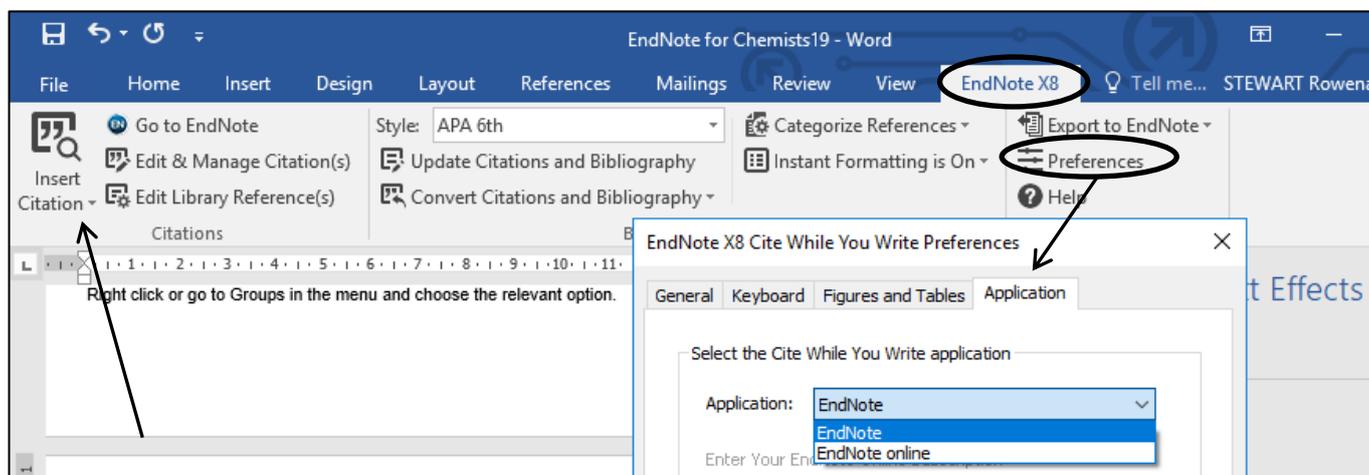

Go to *Insert Citations* and search for a reference you know you have saved in your open EndNote Library.

Choose a reference and then *Insert*. The citation appears in the text and a reference list starts below any text.

Drop down the *Style:* menu (in the *Bibliography* section) to choose a different citation style for your document (eg Vancouver or Royal Society of Chemistry). Edit your text and choose *Update Citations and Bibliography*, to have the reference list (at the bottom of your document) match what you've cited in your text.

You may need to download the Cite While you Write (CWYW) plug-in from EndNote Online's *Format* or *Downloads* sections where you will see the option to install the Cite While You Write Plug-in.
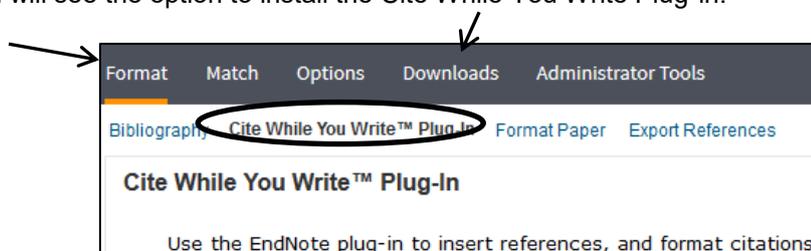
To create an EndNote Online account:

www.docs.is.ed.ac.uk/docs/Libraries/PDF/guideEndNoteWebregistering.pdf

Back in EndNote, go to *File, Export…* to get records out of EndNote to then copy and paste as a bibliography for example.

For those using LaTeX, BibTeX is available from the *Output style*: Choose *Select Another Style…* if BibTex is not listed in what you see.

More Styles (eg lots of different Harvards)

https://endnote.com/downloads/styles/

Download individual styles from the big list on the website, or bulk download with instructions at the bottom of the page.

Help

The Digital Skills and Training programme makes available the documentation used during classroom sessions. See: www.ed.ac.uk/is/skills

Cite Them Right online gives context and explanation for how to cite different types of media. It is especially strong on Harvard/Author-Date style. See: www.citethemrightonline.com.ezproxy.is.ed.ac.uk/Basics

Or contact your Academic Support Librarian www.ed.ac.uk/is/ASL

Academic Support Librarian for Chemistry is Rowena Stewart (rowena.stewart@ed.ac.uk, Tel: +44 (0)131 650 5207, rm3.21 Murchison House)

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