



Tasks for reference management software, eg EndNote desktop

EndNote is a reference management tool. In it, you can save information, called “records”, about useful reading material, articles etc and, where you have it, include full text files. Microsoft Word (not the online version) can use the information you store in EndNote to automatically create in text citations and accompanying reference lists in a variety of citation styles.

There are many reference management software products around. A comparison of some is at:

www.docs.is.ed.ac.uk/mvm/BiblioManagersTable.pdf

If you are already using a different reference management software tool (Mendeley, Zotero, etc), check you know how to do with it, the tasks listed below.

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

Close all Microsoft Office applications before installing.

Compatibilities - <https://endnote.com/product-details/compatibility>

EndNote online is freely available and may be useful for backing up and/or sharing a desktop library.

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

Register for a SciFinder account if you haven't already

SciFinder is a useful source of chemistry related literature and data. Searchable by text and structure.

[URL for SciFinder Scholar registration](#) (login with the username & password you use for the University's open access computers)

www.docs.is.ed.ac.uk/docs/UoE-Only/SciFinder/SciFinder_registration.pdf

You will need to be using a University computer or the VPN from your own device to register.

When you've got your SciFinder username and password go to:

<https://scifinder.cas.org/>

As well as your SciFinder username/password, you need to be using a University computer or the VPN from your own device.

Tasks

Page numbers below refer to the step by step guide at:

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

1. Open EndNote [page 1]. Decide a topic of interest and find something relevant in DiscoverEd [page 3] and SciFinder [page 5] and put the records into EndNote. Review articles are useful as they are overviews of the literature on a topic.

Use Reaxys [page 5] or Web of Science [page 6] if your SciFinder login details are taking too long to set up.

2. Edit your records as necessary [bottom of page 4].

3. Try having EndNote find the full-text of one of one of your references [page 9 *Have EndNote find the full-text for you*].

4. Find a journal article and download the article as a pdf file and import the pdf file into EndNote [page 12 *Importing PDF articles into EndNote*].

5. In Word, write a few lines about your topic and add in text citations and references using the EndNote tab/menu [page 13]. This function is available for Word loaded on the desktop only (not cloud based Word).

6. Look at the RSC website for jobs www.rsc.org/learn-chemistry/collections/faces-of-chemistry/careers-with-chemistry [or in Google, search: rsc "careers with chemistry" & select "Find out about careers in chemistry – Faces of Chemistry"]

7. Type details of the webpage, *Faces of chemistry: careers with chemistry*, into a blank New Reference [page 11]. Include its URL. In Research Notes, include words or phrases which would help you find this record when you Search your EndNote Library [bottom page 4]. Put this record in a new group [very bottom of page 12].

8. Add a "sticky note" to one of the pdf articles [page 10]

8. Make up an EndNote online record for the piece of writing you did for task 5. [page 11]. Attach the Word document to the record [top of page 9].

9. In SciFinder, choose a journal article record and use the Get Related Citations options to either:
> Get Cited – for records of works referred to in the article, of which SciFinder has records.
> Get Citing – for records in SciFinder of work, done later, which have referred to the article.

10. Export the records but save the .ris file [page 3 – dashed arrow] and import it into a New EndNote Library [top of page 12].
11. In Reaxys, look for a record for which there is a link “Cited X times”. The link takes you to Scopus database where work which has referred to the paper is listed. Web of Science offers this too, as do some publisher sites. Often you can order your results to have the most cited article at the top.
12. Find an article online and look to see if the hosting website offers the option to Export/Save/Download citation and abstract information into reference management software tools.
13. Make Export to EndNote visible on Google Scholar results [bottom of page 11].
14. Remind yourself of where to save your EndNote Libraries and what you need to save to back them up. [bottom of page 1].

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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,