

Introduction to EndNote X9



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Part 1: Introduction

What is EndNote?

EndNote is a reference management software package which is used to manage bibliographies and references when writing assignments, dissertations, theses and articles.

EndNote allows you to:

- Store all the references that you find during your research. They can be exported automatically from most databases, or entered manually.
- Store PDF files, pictures, graphs, tables, etc.
- Add citations to your work and create bibliographies in any output style (e.g. APA, Chicago, IEEE, MLA and Vancouver). There are over 6,000 styles to choose from.

How to obtain EndNote

EndNote X9 is available on all the PCs in the University's open access PC suites.

If you wish to obtain EndNote X9 for a 'personal' University-networked PC in an office or postgraduate room:

- Go to the Salford Service Portal: <https://salfordprod.service-now.com/sp>
- Click the **Request Something** link.
- Click **EndNote**, and fill in your details on the form.

EndNote for home use

Our licence allows you to install EndNote on your own device.

- Go to the Student Software Portal: <https://lsoftware.salford.ac.uk> and log in with your network username and password.
- Click on **EndNote** so that it is highlighted, then scroll down to the bottom of the screen and click **Next**.
- You will be given a link to install EndNote and a product key. Copy the product key.
- Click the link, then click the link for the version you want – Windows or Mac.
- Follow the EndNote installation instructions and enter the product key when prompted.

Staff can request the software by contacting the Digital IT Service Desk by phone: 0161 295 2444 or email: Digital-ITServiceDesk@salford.ac.uk

Please note that you will only have access to EndNote while you are a registered student at Salford, so it is recommended that you make a back-up of your library with EndNote Online. This is free and is yours for life. Please see Part 6, pp. 48-49, for more information about EndNote Online.

Part 2: The EndNote Library

An introduction to EndNote libraries

- Your EndNote references are stored in a database called a *Library*. EndNote libraries have the file extension **.enl**.

This is the file you open. →



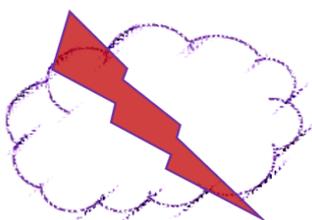
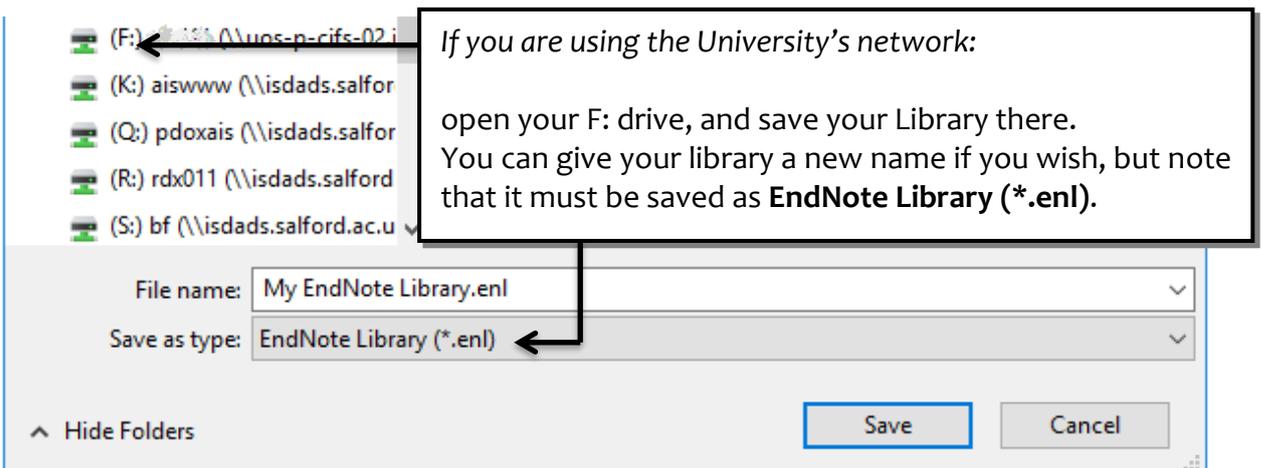
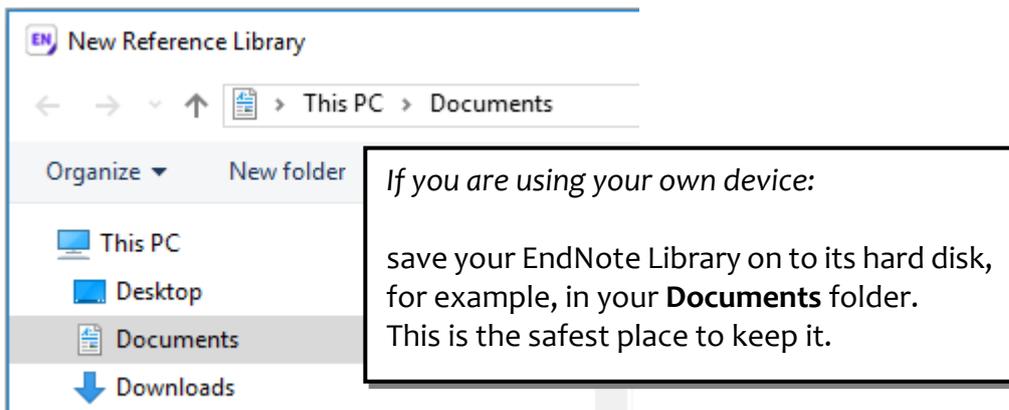
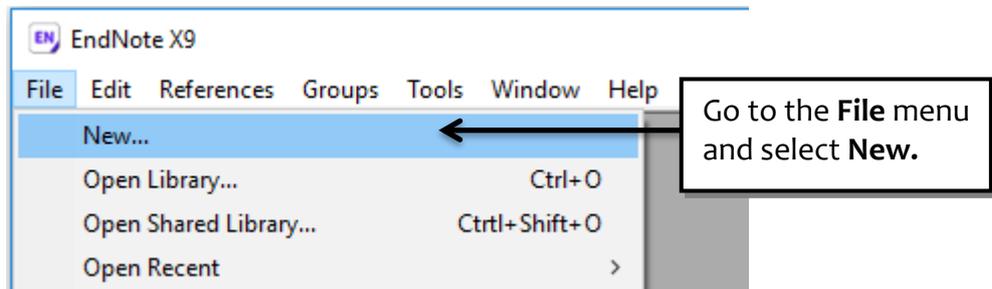
- Each Library has a corresponding folder with the extension **.Data**. This folder will have the same name as the Library, and it is where images, PDF files, etc. are stored. If you move, copy, rename or delete a Library remember to do the same with its corresponding **.Data** folder.
- There is no limit to the number of references you can store in a Library, although it is recommended that you do not exceed 100,000 to maintain efficient performance of the database.
- Although the software allows you to create as many Libraries as you wish, it is strongly recommended that you keep all your references in just one Library. This way you will know where to find them, and will not create duplicate records in other Libraries.
- Within your Library you can create *Groups* (or subsets) to help you organise your references. See Part 4, pp. 24-27, for information about creating and using Groups.
- References can be transferred easily between EndNote X9 and EndNote Online, so you may choose to use the full software when you are University and the Web version when you are at home. It is highly recommended that you use EndNote Online to back up your EndNote references. You can also use EndNote Online to share references and work collaboratively with others. Please see p. 48 for information about EndNote Sync.
- Each EndNote record stores the information required to reference it in a bibliography. Other information, to help you with your research, such as keywords, notes, abstracts and URLs can be stored in a record as well. You can also attach PDF files and images to EndNote records, and you can annotate PDFs with highlights and your own comments.
- EndNote X9 allows you to share your entire EndNote library with up to one hundred people (who are using EndNote X7.2 or later), no matter where they are located or what organisation they are affiliated with, and everyone can add to, annotate and use the library at the same time. If you are working as part of a research team and wish to use this service, look for the 'Library Sharing' video on the EndNote YouTube channel:

<https://www.youtube.com/user/EndNoteTraining>

Creating an EndNote library



- Open EndNote from the Windows Start button (or search for it).
- Close any “welcome” screens and accept the Licence Agreement.

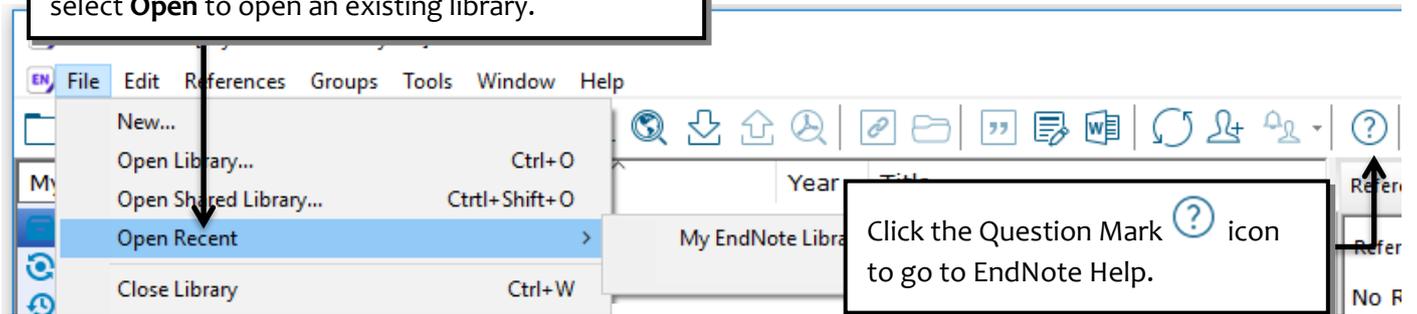


DO NOT SAVE YOUR ENDNOTE LIBRARY TO A CLOUD
(e.g. OneDrive, Google Drive)

- IT WILL **BREAK!**

Library overview

To get back to your library go to the **File** menu and select **Open** to open an existing library.

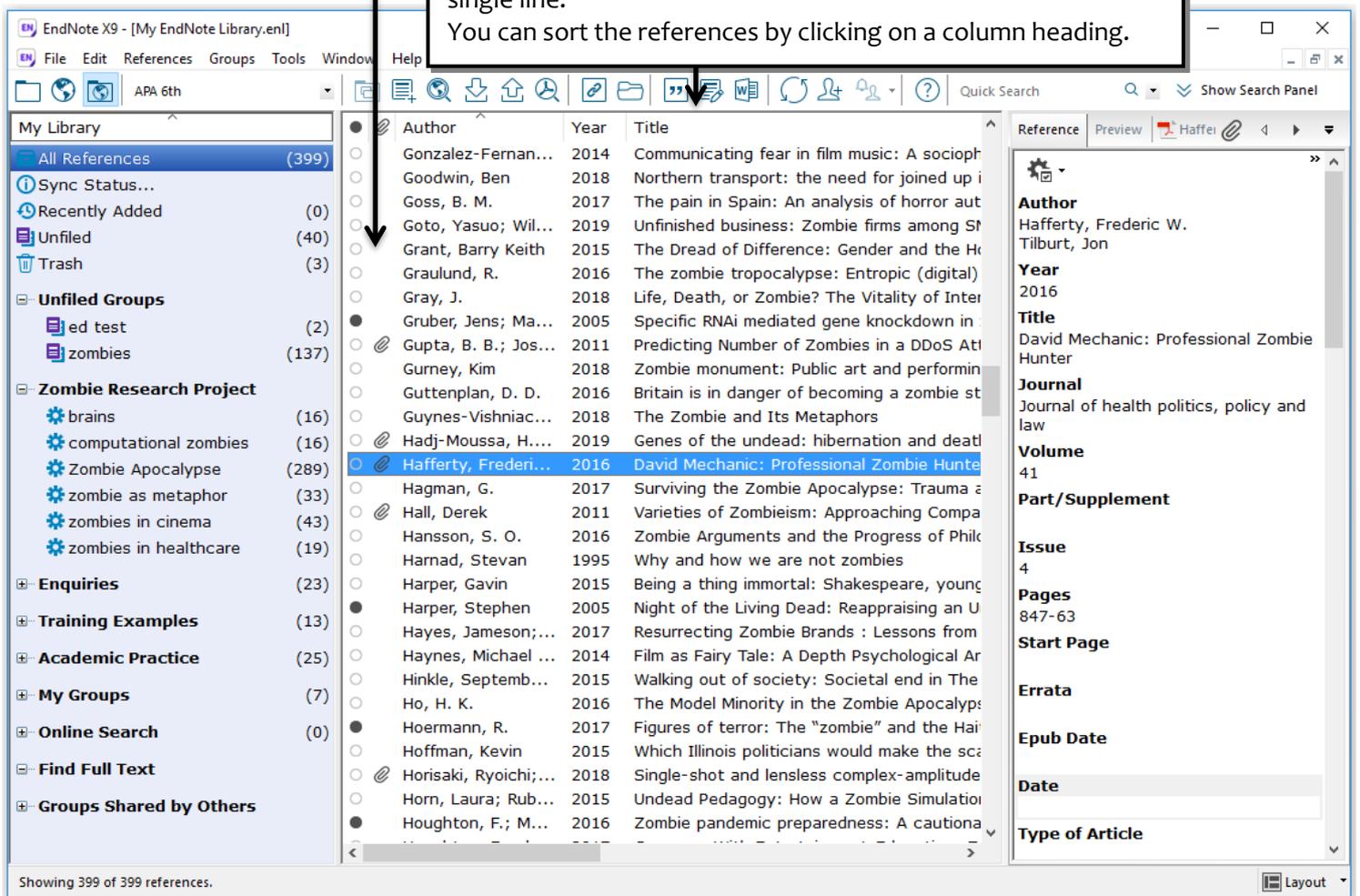


The EndNote Library screen is split into three panes: a **Reference List** pane, a **Groups** pane, and a **Tab** pane.

The Reference List Pane.

This shows a list of all your references, each displayed as a single line.

You can sort the references by clicking on a column heading.



Reference overview

To see all the details for a reference you can either use the Reference tab, or double-click on it in the Reference List pane.

- Fraser
- Monk, M. S. 2002 Problem-solving skills in young yellow ... Animal Cognition
- Goto, K.; Watana... 2012 Large-billed crows (*Corvus macrorhyn...* Animal Cognition
- Greenhall, Arthur M. 1982 House bat management
- Grothe, B.; Park, ... 2000 Structure and function of the bat sup... Microscopy Research and T...

Each reference has its own unique number. EndNote uses these numbers for formatting, and they cannot be changed.

The screenshot shows the EndNote X8 interface with a reference record selected. The reference is: Goto, K.; Watana... 2012 Large-billed crows (*Corvus macrorhyn...* Animal Cognition. The interface includes a menu bar (File, Edit, References, Groups, Tools), a toolbar with icons for font and style, and a main editing area. The reference fields are: Reference Type: Journal Article; Author: Goto, K.; Watana...; Year: 2012; Title: Large-billed crows (*Corvus macrorhynchos*) have retrospective but not prospective meta...; Journal: Animal Cognition; Volume: 15; Issue: 1; Pages: 27-35; Start Page: 27-35. The text of the reference is visible at the bottom of the window.

The font and size should both be set as **Plain**, unless you need a special style for a character. You do NOT need to set italics or bold; EndNote will do this for you.

Use the **Aa** button if you need to change case – for example, for titles imported all in capitals.

Use the **Options** button to hide or display empty fields in the record, and display the Ratings tool.

When you are typing in numbers, for example, for pages or volumes, you do not need to type v. or pp. before them – just the numbers.

When you have finished editing a record, click the small **[X]** close button. This will save any changes you have made to it.

As well as the fields that are required to format your bibliography, EndNote provides a number of fields for your own use, for example, to write your own research notes, and attach files and images. How you use these fields is your own choice.

regarding the manuscript. We also wish to thank Ei-Ichi Izawa for his support in the care and maintenance of the laboratory. This research was supported in part by a Grant-in-Aid for Scientific Research (#185950 and #22700271) from the Japan's Ministry of Education, Culture, Sports, Science and Technology (MEXT), given to the first author and the Global COE Program (D029) of Keio University.
Springer heidelberg
Heidelberg

Research Notes

URL
<https://link.springer.com/content/pdf/10.1007/s10071-012-0488-1>

File Attachments

Goto-2012-...
crows (Cor...

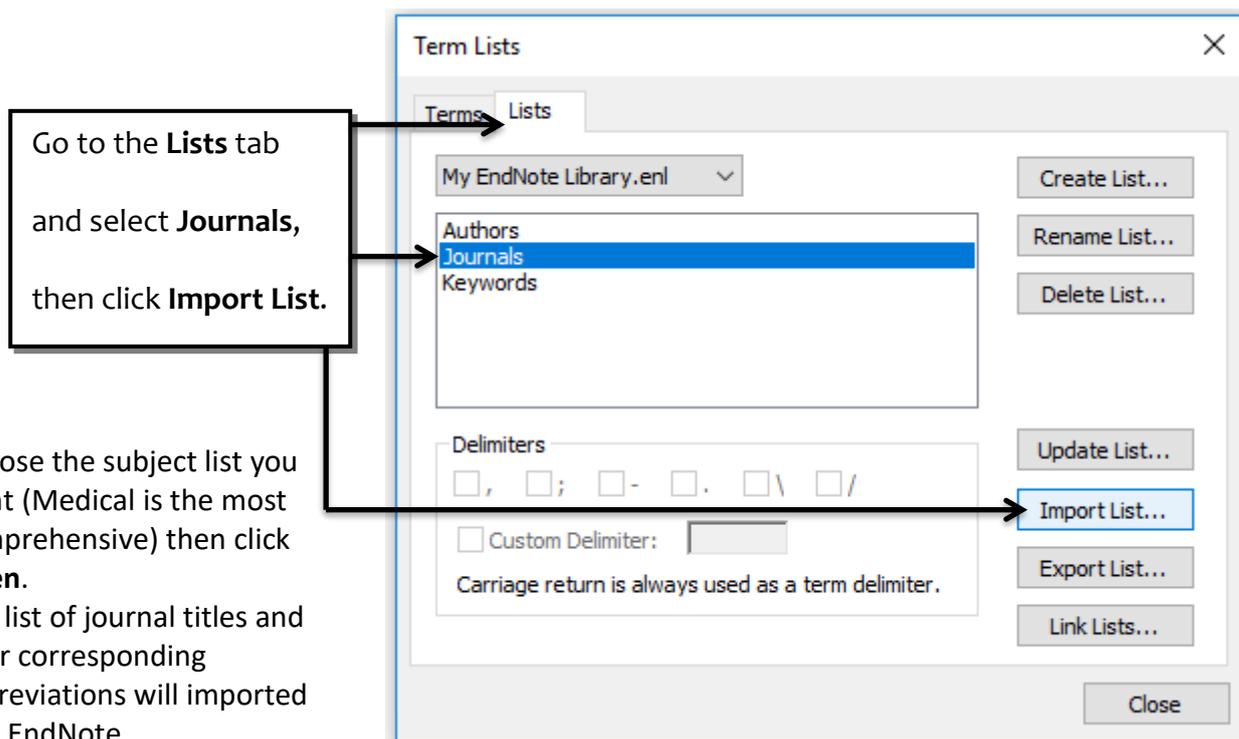
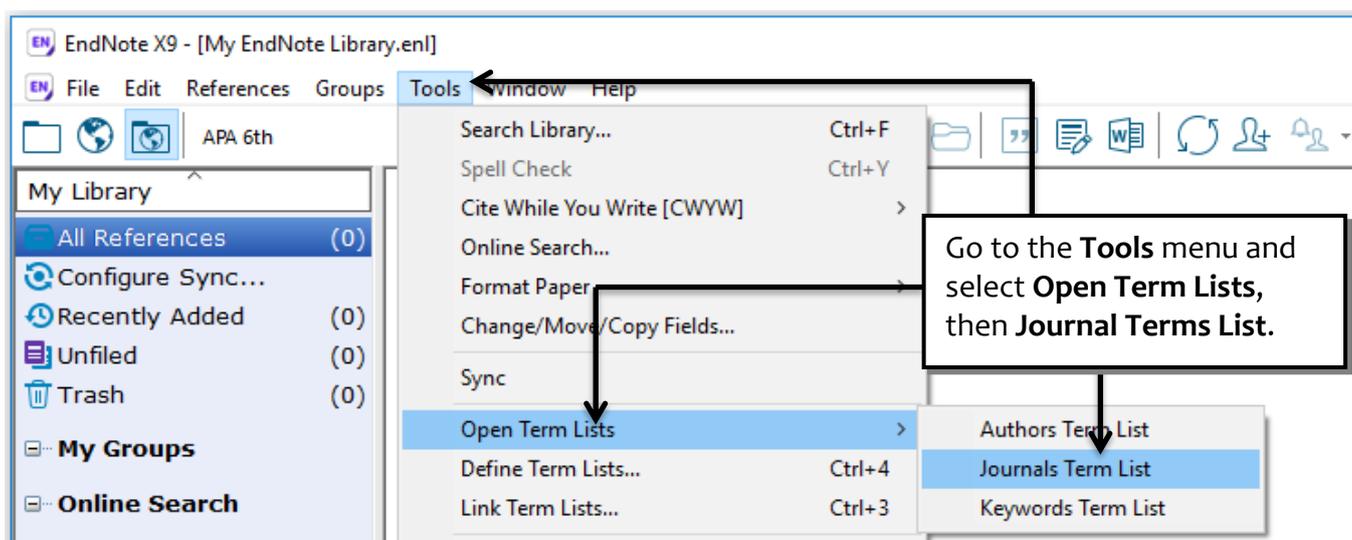
Author Address
[Goto, Kazuhiro; Watanabe, Shigeru] Keio Univ, Dept Psychol, Minato Ku, Tokyo 1088345, Japan. [Goto, Kazuhiro] Kyoto

Added to Library: 15/03/2013 Last Updated: 11/07/2017

Importing a Term List for journal titles

Depending on the subject area you are working in you may wish to import a Journal Term List into your EndNote Library before you start saving any references.

If you are working in fields such as Medicine and Biosciences, some referencing styles require you to use officially recognised abbreviations for journal titles and other styles want full journal titles – and the databases you are retrieving records from may use full titles or abbreviated titles. A Journal Term List will give you the flexibility to use either form of title.



Part 3: Adding References to Your Library

When you search databases to find journal articles, books and other information it is usually possible to import the records you find directly into EndNote. This has the advantage of allowing you to import references accurately without having to re-type all the information yourself.

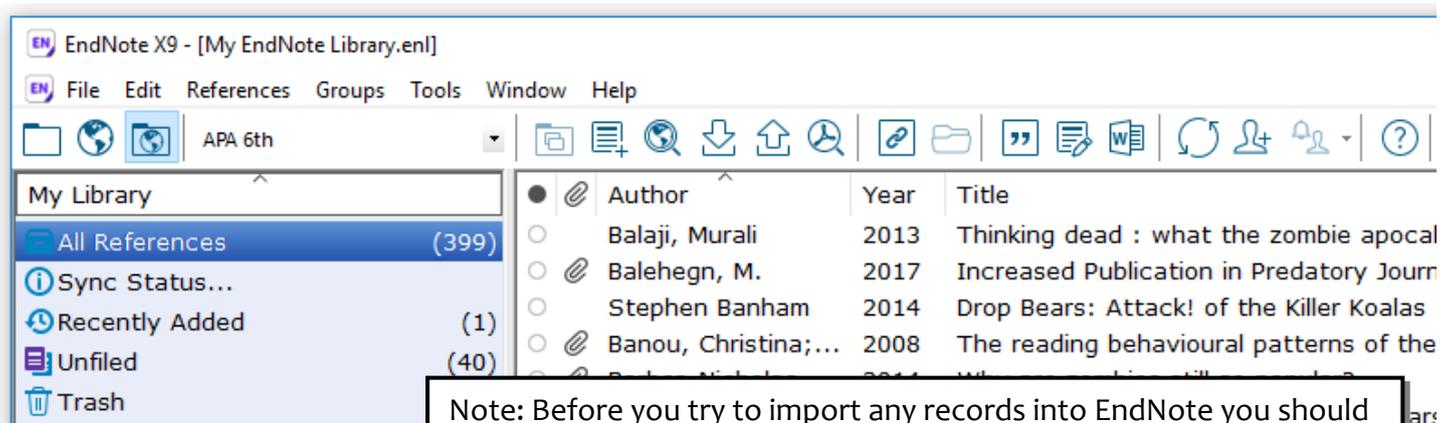
Most databases contain a *download* or *export* button that will send your search results directly to EndNote, pick the correct import option to start the import process. If you have your EndNote Library open before you start your records will be imported automatically. If your Library is not open EndNote will prompt you to open it.

In a few databases importing records is a two-step process where you save the results of your search into a file, then import that file into your EndNote library using an *Import Filter*.

For instructions about how to import records into EndNote from the databases provided by the Library, please see the separate guide: “*Downloading References from Databases into EndNote*”, available at:

<https://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/manage-references>

Please note that with some databases it is not possible to import references automatically into EndNote. In these cases you will need to either type the information in manually or copy and paste it into the appropriate reference form, following the instructions on pp. 21-22 of this guide.

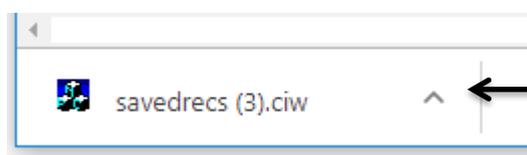
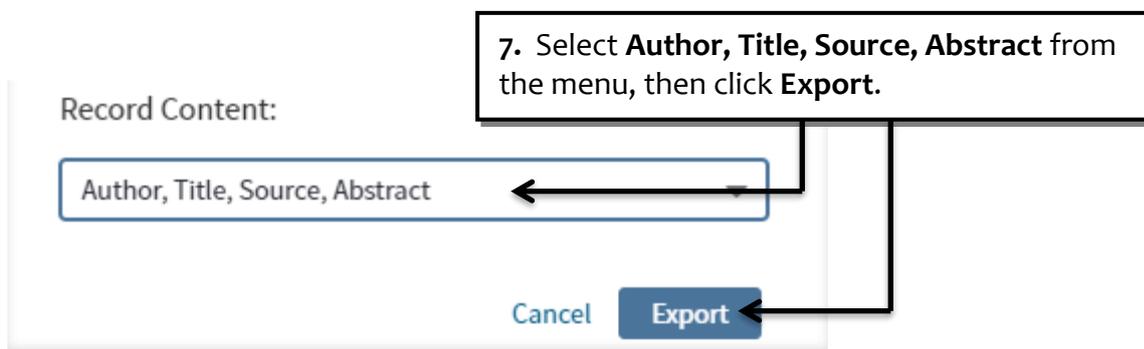
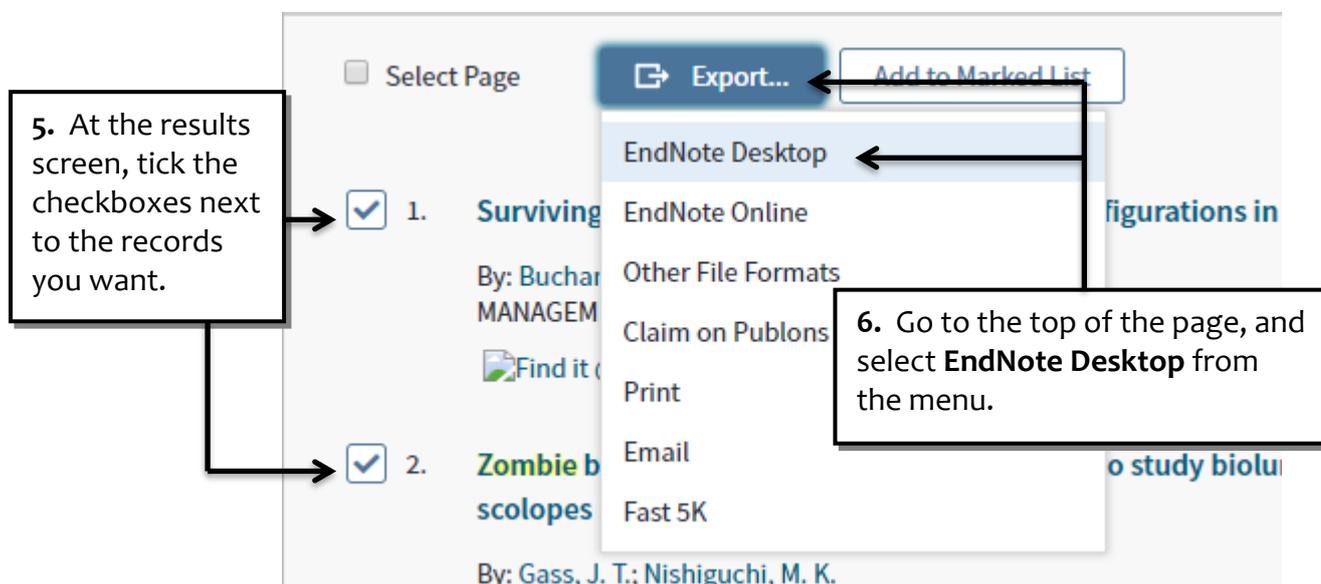
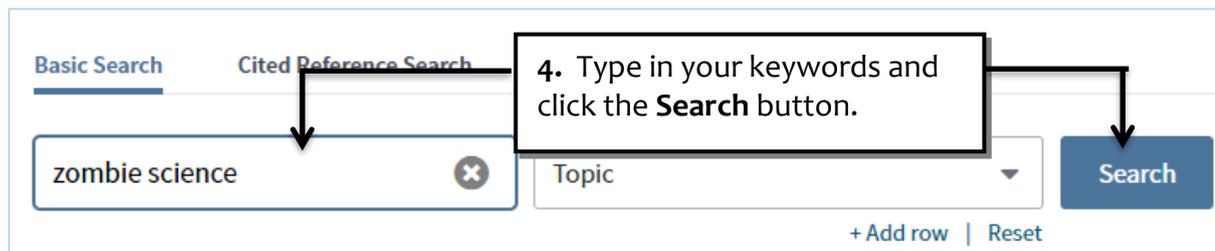


Note: Before you try to import any records into EndNote you should make sure you have your reference list displayed – like this.

Close any references you have open.

Importing references from Web of Science

1. Open a web browser and go to <http://www.salford.ac.uk/library/access-to-e-resources>
2. Click the letter **W**, then the **Web of Science** link.
3. Click the red **Link to database** button.



If you are using *Google Chrome* click the download in the bottom left-hand corner so that it opens.

8. Return to your EndNote library. Note that the references you have just downloaded are in a Group called **Imported References**.

To open a reference double-click on it in the list.

Author	Year	Title
Bakker, Arthur	2018	Discovery learning: zombie, phoenix, or elephant?
Buchanan, David...	2019	Surviving a zombie apocalypse: Leadership configuratio...
Gass, J. T.; Nishi...	2019	Zombie bacteria: using natural transformation to study...
Hunt, Kate	2019	Zombies, Gender, and Student Active Learning
Li, Jiang-shan	2019	Leaching Behavior and Mechanism of S/S-Treated Pb-C...
Macal, Charles M...	2018	TUTORIAL ON AGENT-BASED MODELING AND SIMULATI...

Editing records

Sometimes the records you import will have titles all in capital letters. This will create incorrectly formatted references in your bibliography, so you will need to edit these records.

Macal, C. M. (2018). TUTORIAL ON AGENT-BASED MODELING AND SIMULATION: ABM DESIGN FOR THE ZOMBIE APOCALYPSE. In IEEE (Ed.), *Winter Simulation Conference Proceedings* (pp. 207-221). New York: IEEE.

Open the record and highlight the text you wish to correct.

Click the **Change Case [Aa]** button and make your selection, then click the **Close [X]** button to save your changes.

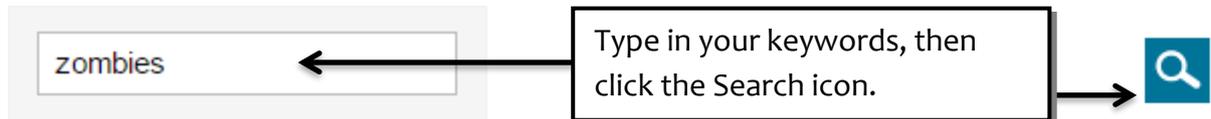
*As a general rule, article and chapter titles are in sentence case, i.e. capital letter for the first word and proper nouns only.
Book and journal titles usually have a capital letter for all the main words.*

Remember to replace capital letters for any proper nouns. The above reference will now be correctly formatted, as such:

Macal, C. M. (2018). Tutorial on agent-based modeling and simulation: ABM design for the zombie apocalypse. In IEEE (Ed.), *Winter Simulation Conference Proceedings* (pp. 207-221). New York: IEEE.

Importing references from Science Direct

- Go to the Resources page at:
<http://www.salford.ac.uk/library/access-to-e-resources>
- Click the letter **S**, then the **ScienceDirect** link.
- Click **Link to database**.



Download 5 articles Export

The mystery of zombie enterprises – “stiff but deathless”
Open access, Research article
China Journal of Accounting Research, Volume 10, Issue 4, December 2017, Pages 341-357
Xinfeng Jiang, Sihai Li, Xianzhong Song
Download PDF (453 KB) Abstract Export

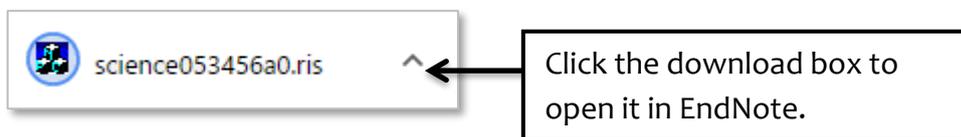
Zombie firms and over-capacity in Chinese manufacturing
Research article
China Economic Review, Volume 44, July 2017, Pages 327-342
Guangjun Shen, Binkai Chen



Export

5 citations selected

- > Save to RefWorks
- > Export citation to RIS
- > Export citation to BibTeX
- > Export citation to text



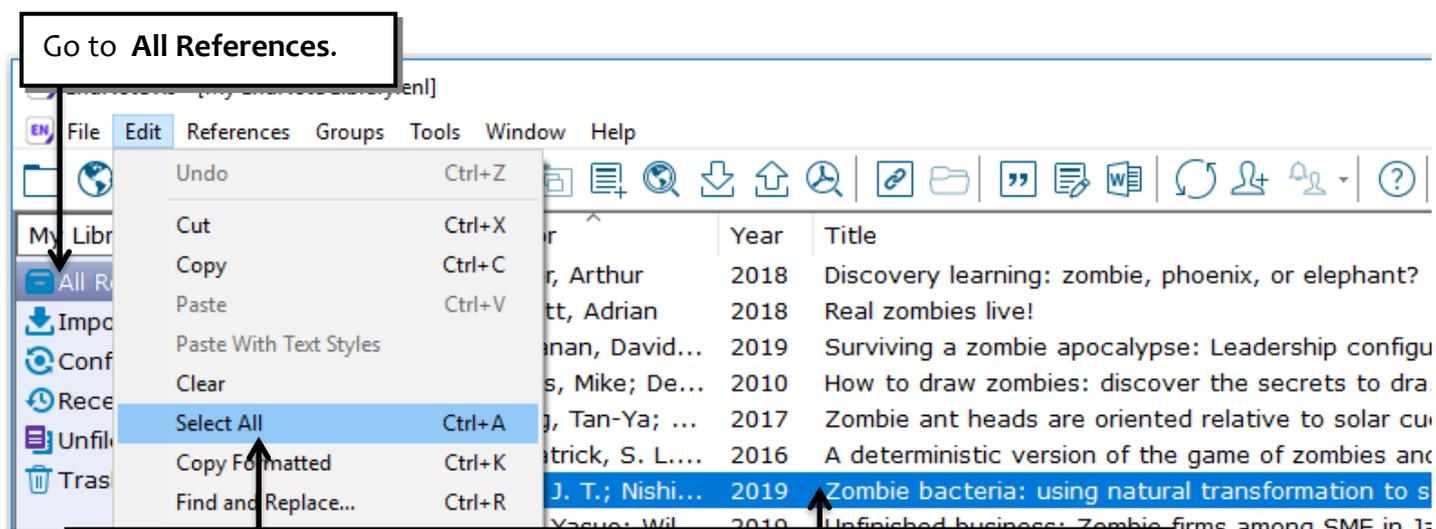
science053456a0.ris

Importing the fulltext PDFs

EndNote can locate and import fulltext PDF articles. Select one or more references, a group, or your entire library and have EndNote scan for fulltext available to you. When the fulltext is found, EndNote downloads it and links it to the appropriate reference automatically.

Please note that the success of this facility will depend on which database you got the references from, and whether we have access to the fulltext articles. It will also be more successful when you are using a University-network PC, as the system will recognise that you are entitled to fulltext access.

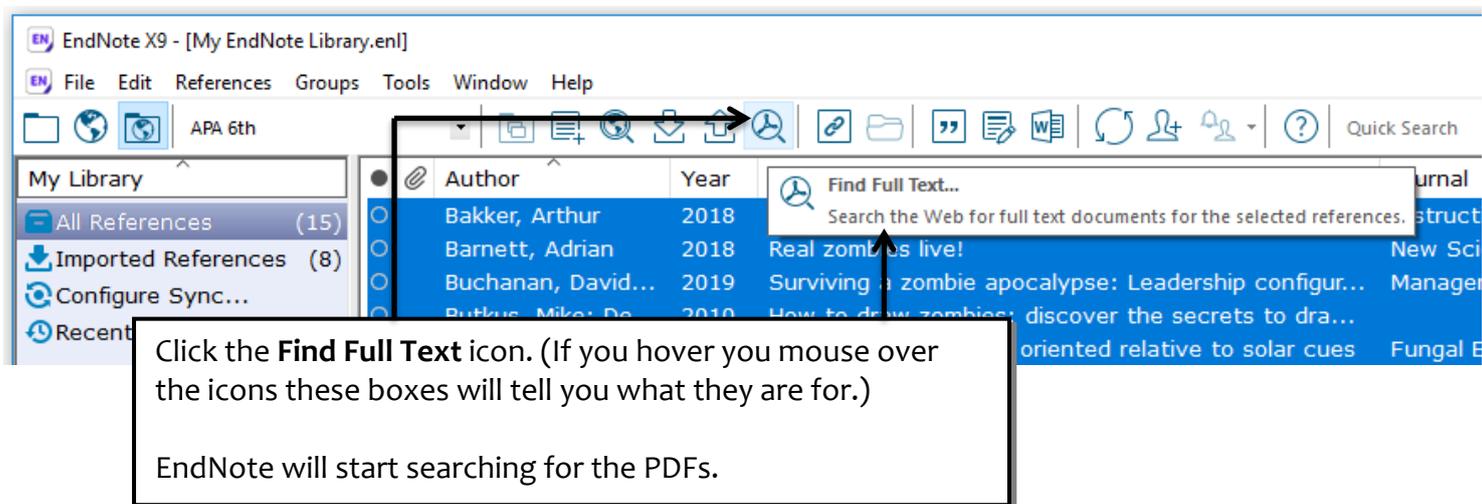
Go to **All References**.



The screenshot shows the EndNote X9 application window. The 'Edit' menu is open, and 'Select All' is highlighted. A callout box points to the 'All References' option in the left-hand pane. The reference list is visible in the background, with one row highlighted in blue.

Author	Year	Title
Bakker, Arthur	2018	Discovery learning: zombie, phoenix, or elephant?
Barnett, Adrian	2018	Real zombies live!
Buchanan, David...	2019	Surviving a zombie apocalypse: Leadership configu...
Butkus, Mike; De...	2010	How to draw zombies: discover the secrets to dra...
..., Tan-Ya; ...	2017	Zombie ant heads are oriented relative to solar cues
..., S. L...	2016	A deterministic version of the game of zombies and
J. T.; Nishi...	2019	Zombie bacteria: using natural transformation to s
Yaguez, Wil...	2019	Unfinished business: Zombie firms among SME in 1:

Click on one of the items in the Reference List area, so that it is highlighted, then go to the **Edit** menu and choose **Select All** (or use the <Ctrl> + A keys). This will highlight all the references in the list.



The screenshot shows the EndNote X9 application window with the 'Find Full Text' icon highlighted in the toolbar. A callout box explains the icon's function. The reference list is visible in the background, with several rows highlighted in blue.

Click the **Find Full Text** icon. (If you hover your mouse over the icons these boxes will tell you what they are for.)

EndNote will start searching for the PDFs.

If the download has been successful you will see a paperclip icon in the Reference pane, which indicates there is a file attached.

Attaching PDFs manually

If EndNote cannot find and attach the PDF for you automatically (see pp. 12-13) you can try to find the file yourself, save it, and then attach it to the reference manually.

Click to highlight the item you want, then click the **Open Link** icon. This will return you to the database it came from.

If the PDF is available, save it somewhere you will be able to find it again – for example, your F: drive or Desktop.

Please note that you won't always be able to access fulltext articles – the Library does not subscribe to everything! For things we do not have, use our Document Delivery Service:

<http://www.salford.ac.uk/library/use/document-delivery>

Make sure you have the correct reference highlighted.

Reference Type: Journal Article

Rating

Author
Cady, Oates,

Attach File...

Once you have saved the PDF click the **Attach File** (paperclip) icon in the Preview Pane.

ContentServer.pdf
Adobe Acrobat Document
435 KB

File name: ContentServer.pdf

Files of type: All Files (*.*)

Open

Cancel

Copy this file to the default file attachment folder and create a relative link.

Browse to where you have the file saved, then click the **Open** button.

The file will now be attached to the EndNote record, and will display in the Preview Pane. Click on the **Open PDF** icon to open it full size.

Year Title Rating Journal

2017 "Zombie" Outbreak Caused by the Syn...

2016 Zombie tapeworms in late capitalism: ...

2007 World War Z and the end of religion a...

2016 Family Splatters: Rescuing Heteronor... Women's S

2017 Social death, melancholia, and zombie...

2017 Social death, melancholia, and zombie...

2017 Zombie ant heads are oriented relativ...

2016 A deterministic version of the game of...

2016 Of clouds and zombies: How and whe...

Cady-Family Splatters_ Rescuing Heteronormativ.pdf

1 / 19 65%

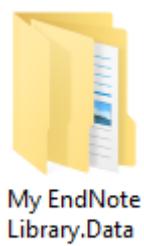
Family Splatters: Rescuing Heteronormativity from the Zombie Apocalypse

Kathryn A. Cady and Thomas Oates

ABSTRACT KEYWORDS

To save your changes, click somewhere else in your Reference Pane, then click **Yes** when prompted.

When you insert a PDF file or an image, EndNote copies the file and places the copy in a .DATA folder, which is found in the same folder as the main library file. If you move your library to a different computer remember to always copy the .DATA folder along with the library.



Annotating PDFs

EndNote allows you to easily view and annotate the PDFs you have attached to your references. Open the PDF you want to read, using the **Open PDF** icon (see p. 12).

Use these icons to Save, Print or Email the PDF and your annotations.

Use the **Highlight** icon if you wish to highlight any text.

07/14/2017 03:27 PM

Use this as a direct quote?

If you would like to write any comments on the PDF click the **Sticky** icon, then click where you would like to write your comment. A balloon will appear. Double-click on it. This will open a box where you can type your comments. When you have finished click the cross in the corner to close the comment box.

To find your notes later use the EndNote Search Panel. You may need to click on the arrows to see it.

Quick Search

Hide Search Panel

Search

Options

Search Whole Library

Match Case

Match Words

PDF Notes

Contains

quote

And

Any Field

Any Field + PDF with Note:

PDF

PDF Notes

Author

First Author

Select **PDF Notes** from the menu, then type in words you used in your sticky note.

Click the Search button, and any references with matching PDF notes will be displayed.

Importing PDFs to create new records

EndNote allows you to convert existing collections of PDF files into EndNote records, by extracting DOI information from the PDF files, matching it with data from CrossRef (www.crossref.org) and capturing bibliographic content.

Therefore, to work, the article will need to have the DOI number printed on it somewhere.

Collection Building
32/2 (2013) 46–50
© Emerald Group Publishing Limited
[DOI 10.1108/01604951311322011]

What is a DOI?

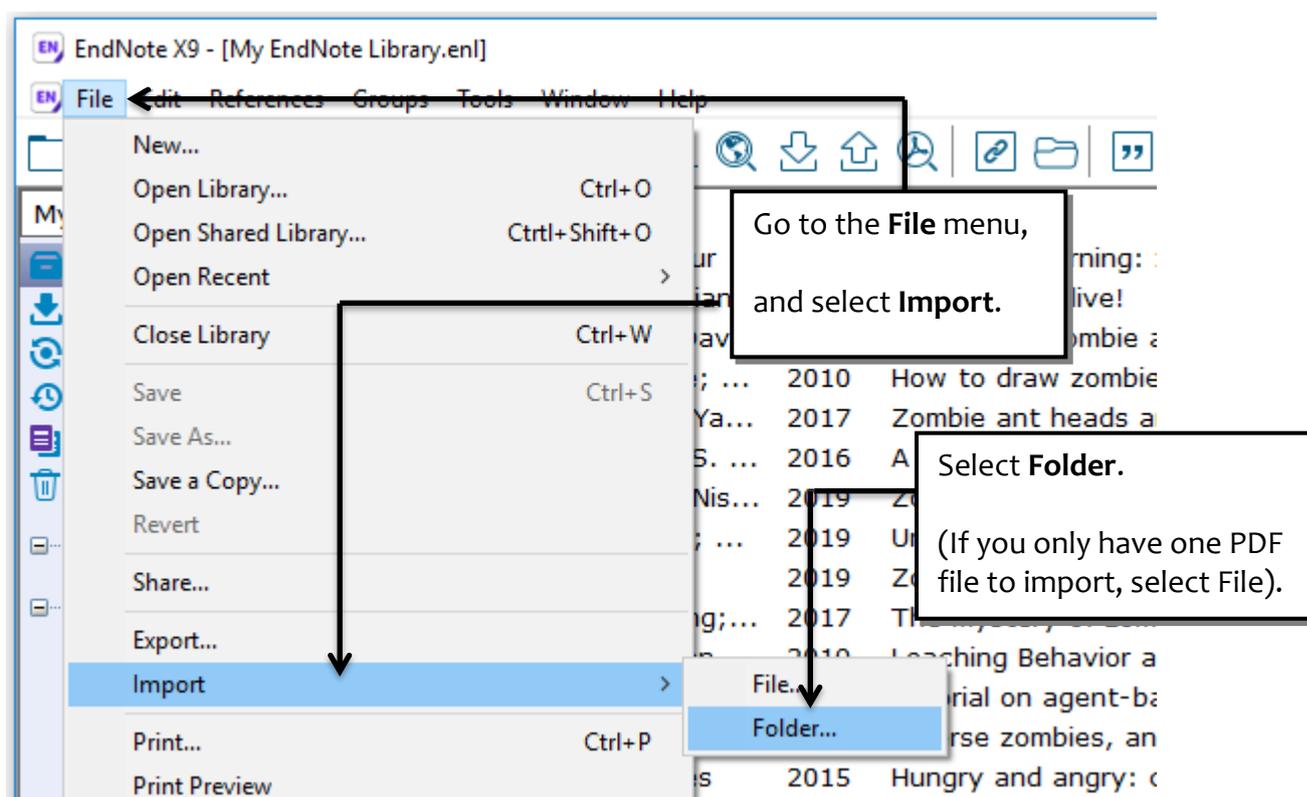
A DOI (Digital Object Identifier) is a unique string of characters used to identify an electronic journal article or (less frequently) an electronic book. Unlike a URL, a DOI is permanent – therefore using a DOI in a bibliographic reference provides a persistent link to the article.

To retrieve an article where you have the DOI, turn it into a URL by preceding the DOI with the following:

<http://dx.doi.org/>

e.g. [http://dx.doi.org/10.1016/S1474-4422\(14\)70320-5](http://dx.doi.org/10.1016/S1474-4422(14)70320-5)

Before you start you should save your PDF files into a single folder – this will make the importing quicker.



Import Folder

Import Folder: F:\PDF docs\ **Choose...**

Include files in subfolders
 Create a Group Set for this import

Import Option: PDF

Duplicates: Import All

Import **Cancel**

Click the **Choose** button and browse to the folder where you've got your PDF files saved.

Select **PDF** from the **Import Option** menu (if it is not already selected).

Click the **Import** button.

The PDF files will be imported (you can see this from the paperclip icon) and the records will be created from the information in each file.

	Author	Year	Title	Rating	Journal	Last Updated
●			<ContentServer (1).pdf>			17/07/2017
○	Fitzpatrick, ...	2016	A deterministic version of the game of...		Discrete Ap...	17/07/2017
○	Morgan, Jules	2015	Hungry and angry: could we survive a...		The Lancet...	17/07/2017
●	Sarah Juliet, ...	2017	Asking Zombies about Zombies		Journal of ...	17/07/2017

If you import a PDF that doesn't have a DOI, or the DOI is incorrect, it will create an EndNote reference that looks like this. The file will be attached to the record, but the only information that has been captured will be the filename, which is used as the title.

Reference Preview **ContentServer (1).pdf**

Author

Year

Title
<ContentServer (1).pdf>

Journal

Volume

If you want to edit the record, alternate between the **PDF** tab and the **Reference** tab to copy and paste the information into the appropriate fields – see p. 4 for more information.

Or you might prefer to search for the record again, and import the reference from a database or Google Scholar.

Importing references from Google Scholar

- Open a web browser and go to <http://scholar.google.co.uk/>
- Enter your search.

Slaves, cannibals, and infected hyper-whites: The race and religion of zombies

E McAlister - *Anthropological Quarterly*, 2012 - JSTOR

The first decade of the new millennium saw renewed interest in popular culture featuring **zombies**. This essay shows that a comparative analysis of nightmares can be a productive method for analyzing salient themes in the imaginative products and practices of cultures in ...

☆  Cited by 78 Related articles All 8 versions Web of Science: 19

Cite

Click the double quote (Cite) " " icon under the reference you want.

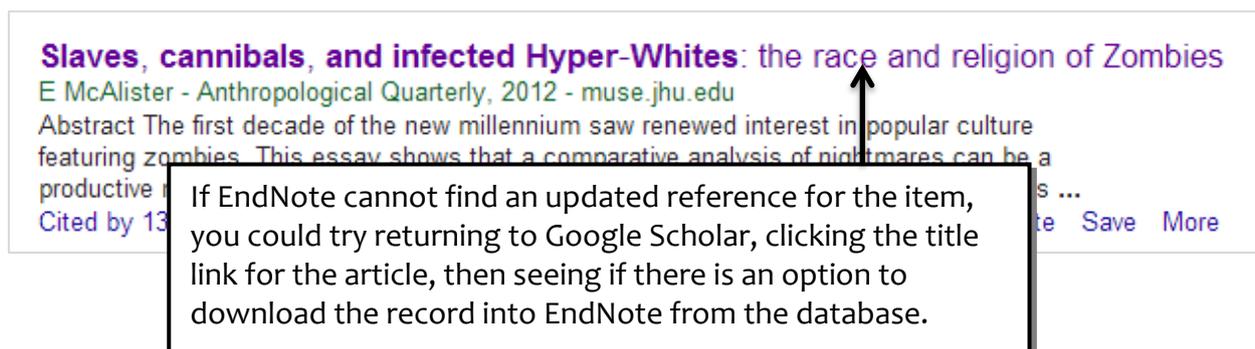
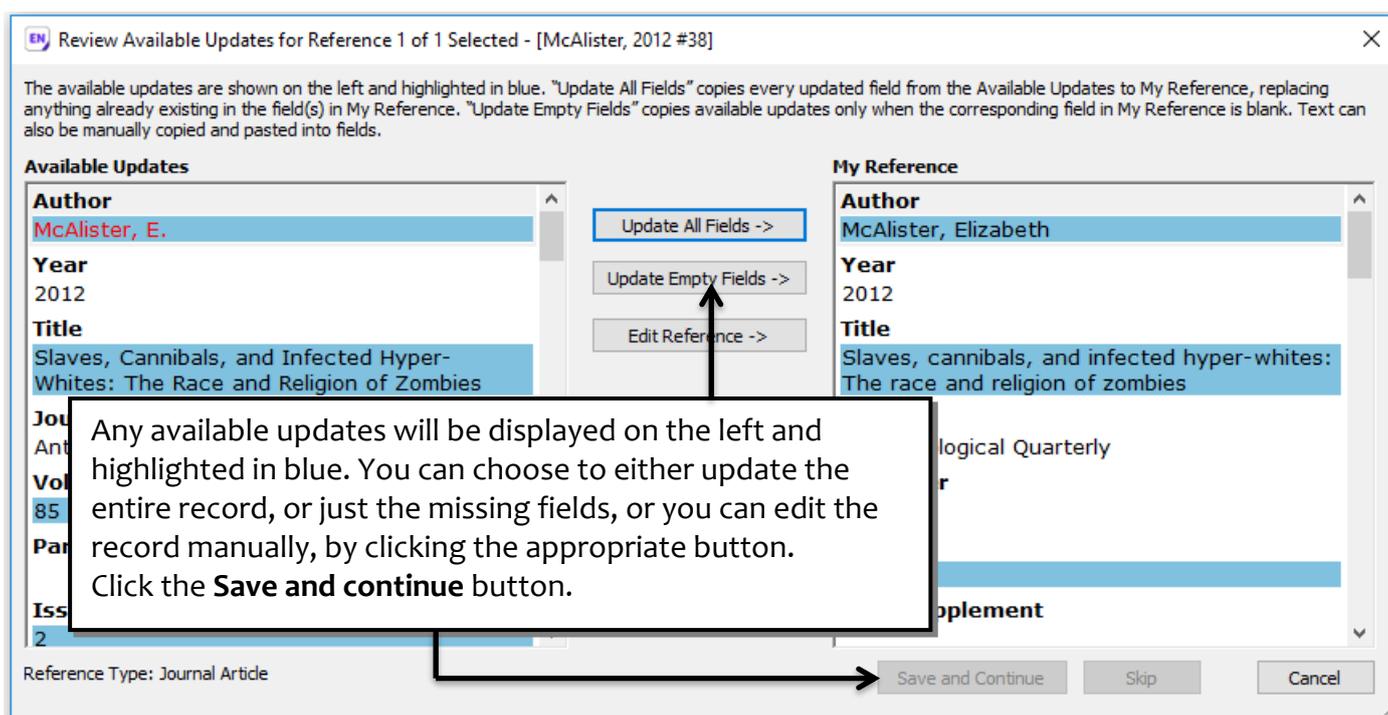
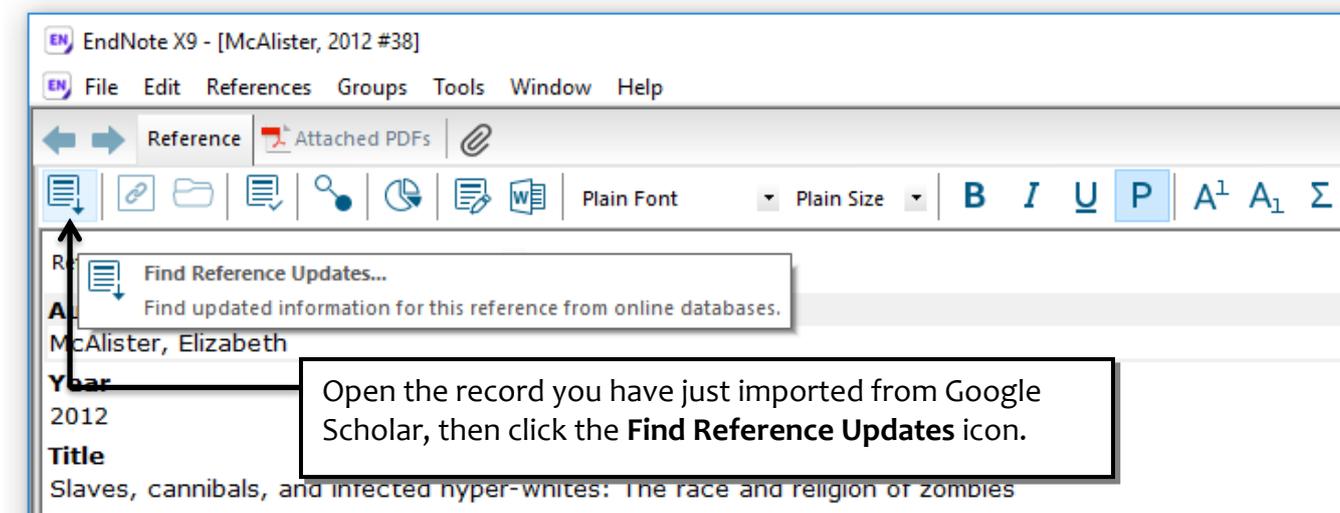
× Cite

MLA	McAlister, Elizabeth. "Slaves, cannibals, and infected hyper-whites: The race and religion of zombies." <i>Anthropological Quarterly</i> (2012): 457-486.
APA	McAlister, E. (2012). Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> , 457-486.
Chicago	McAlister, Elizabeth. "Slaves, cannibals, and infected hyper-whites: The race and religion of zombies." <i>Anthropological Quarterly</i> (2012): 457-486.
Harvard	McAlister, E., 2012. Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> , pp.457-486.
Vancouver	McAlister E. Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> . 2012 Apr 1:457-86.

[BibTeX](#) [EndNote](#) [RefMan](#) [RefWorks](#)

Click the **RefMan** link, then open the downloaded file.

Because Google Scholar is a free resource you will not get the same amount of information that you would from a subscribed database. However, once you have imported a record from Google Scholar you can ask EndNote to look for updates to improve the record.



Using Library Search for book records

You will probably need to use books in your research as well as journal articles. You can save records for books from Library Search, but they may need some editing before they will create correct references.

Please note, this works best on Google Chrome.

To access Library Search:

- Go to the Student Channel: <http://www.salford.ac.uk/students>
- Click the **Library & Learning Support** link.
- Click the **Library Search** link.
- Search for a book, using the **Books & more** option.



EBOOK
The living and the undead : slaying vampires, exterminating zombies
Gregory A Waller (Gregory Albert), 1950-
Urbana, Ill. : University of Illinois Press [New ed.]. 2010
[Online access](#) >

Click the quotation mark " next to the book you want.



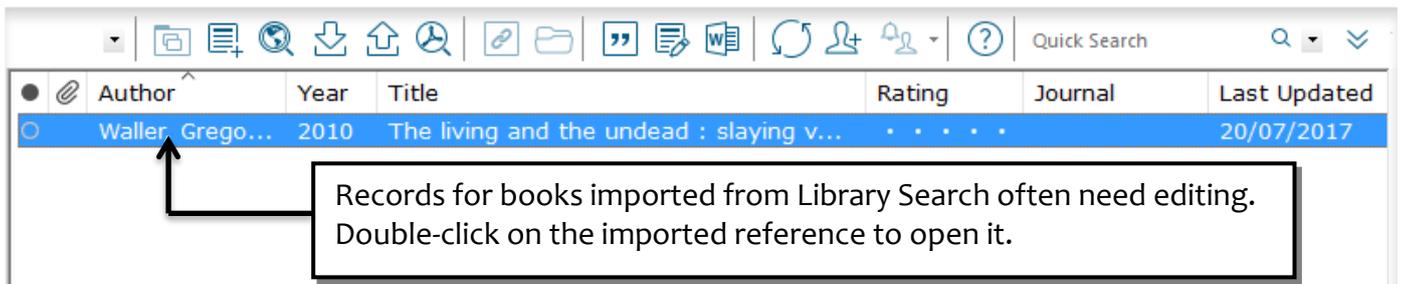
EBOOK
The living and the undead : slaying vampires, exterminating zombies
Gregory A Waller (Gregory Albert), 1950-
Urbana, Ill. : University of Illinois Press [New ed.]. 2010
[Online access](#) >

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE WEB EASYBIB CITATION PERMALINK PRINT E-MAIL

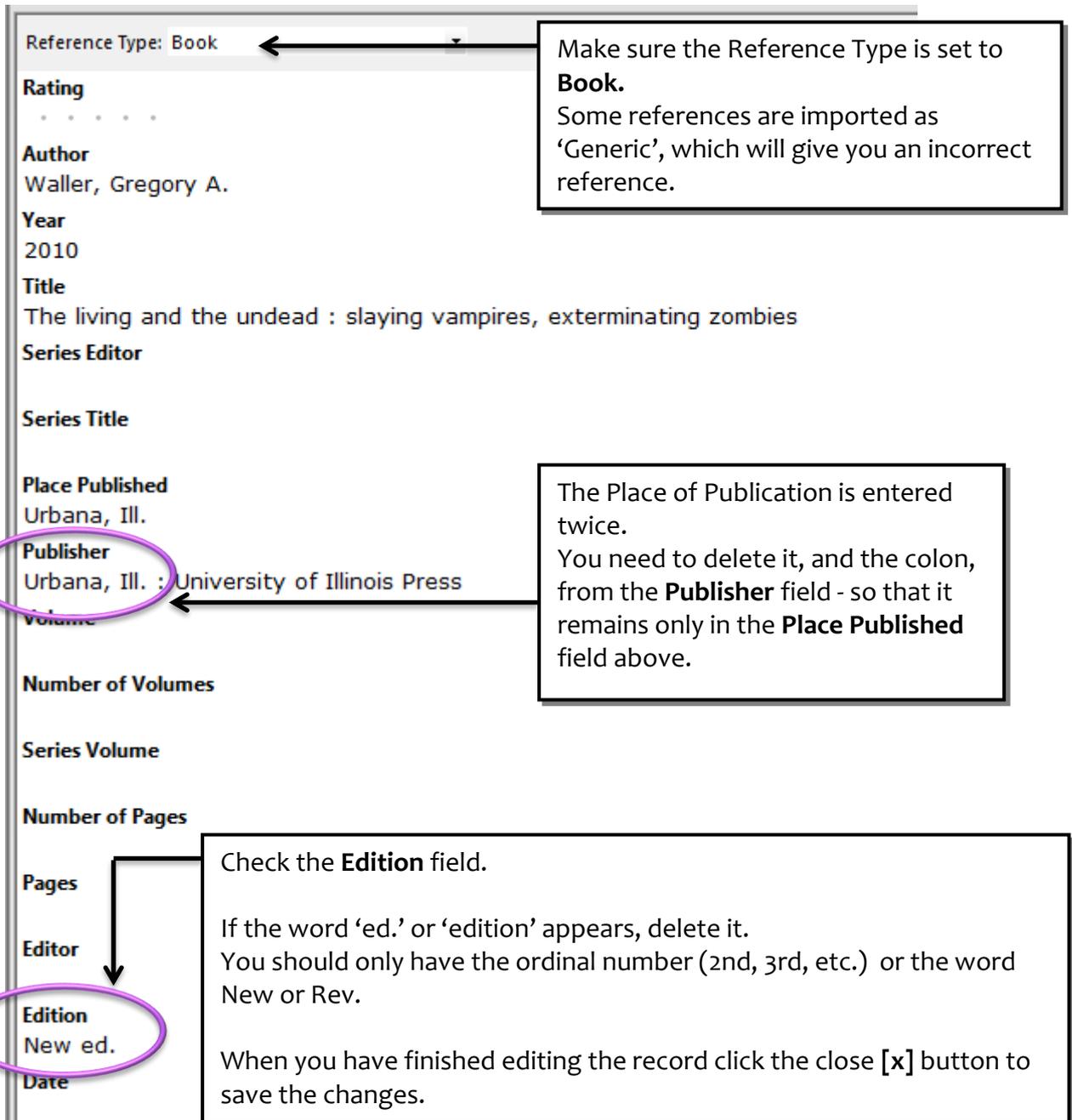
Encoding ▾

DOWNLOAD

Click EXPORT RIS, then click DOWNLOAD.



Records for books imported from Library Search often need editing. Double-click on the imported reference to open it.



Reference Type: Book

Rating

Author
 Waller, Gregory A.

Year
 2010

Title
 The living and the undead : slaying vampires, exterminating zombies

Series Editor

Series Title

Place Published
 Urbana, Ill.

Publisher
 Urbana, Ill. : University of Illinois Press

Volume

Number of Volumes

Series Volume

Number of Pages

Pages

Editor

Edition
 New ed.

Date

Make sure the Reference Type is set to **Book**.
 Some references are imported as 'Generic', which will give you an incorrect reference.

The Place of Publication is entered twice.
 You need to delete it, and the colon, from the **Publisher** field - so that it remains only in the **Place Published** field above.

Check the **Edition** field.
 If the word 'ed.' or 'edition' appears, delete it.
 You should only have the ordinal number (2nd, 3rd, etc.) or the word New or Rev.
 When you have finished editing the record click the close [x] button to save the changes.

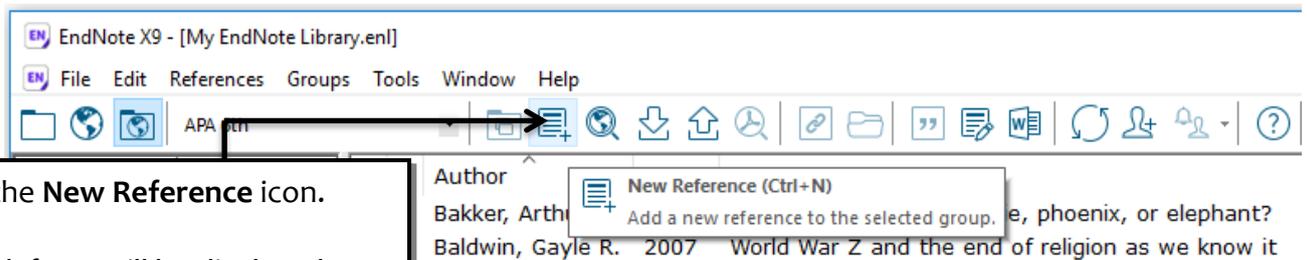
You will now have a correctly formatted reference, for example:

Waller, G. A. (2010). *The living and the undead : slaying vampires, exterminating zombies* (New ed.). Urbana, Ill.: University of Illinois Press.

Adding references manually

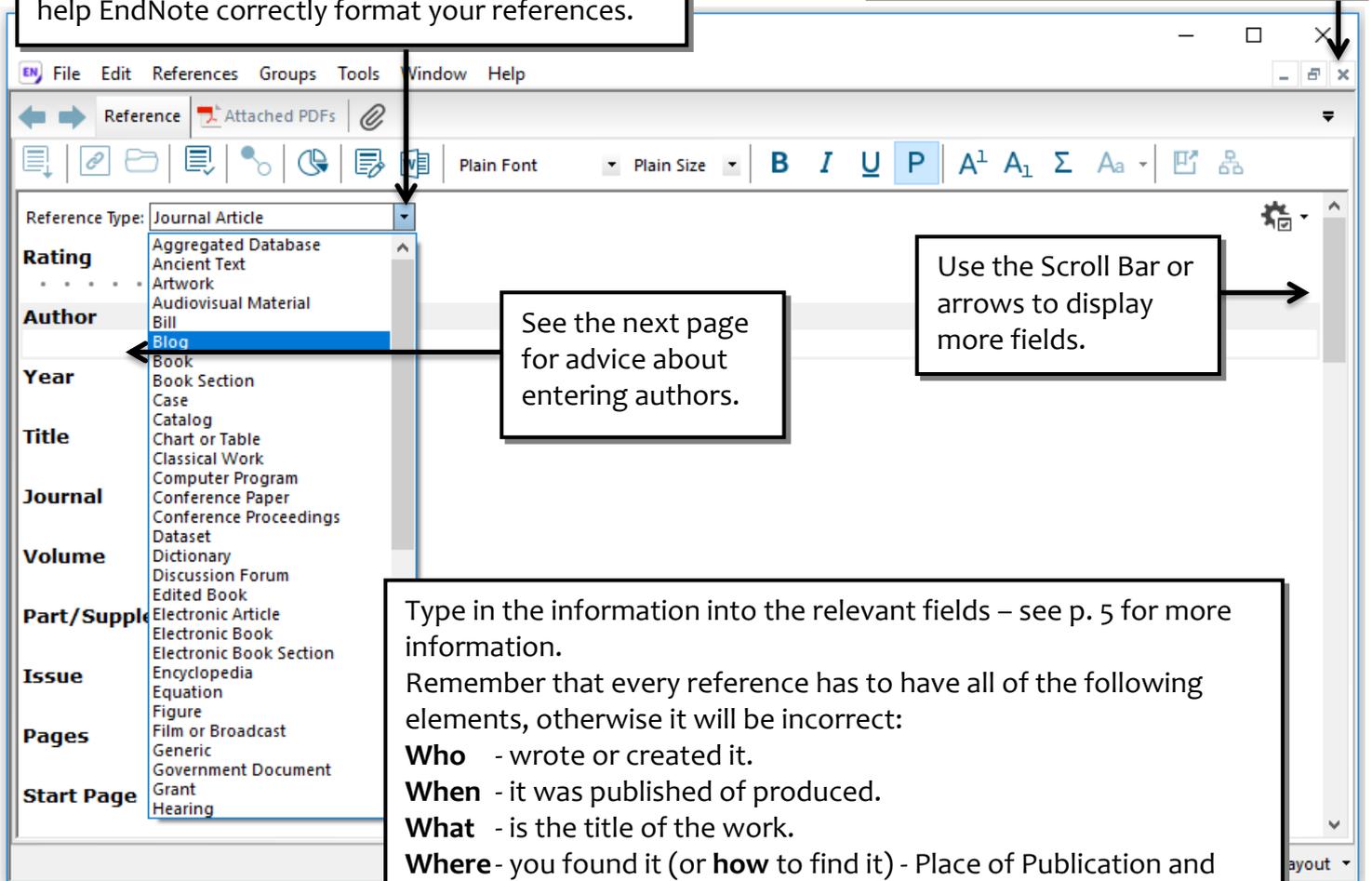
Usually, references will be added to your Library by importing them directly from online databases, but occasionally you will need to make a manual record – for example, for a webpage, blog or unpublished report which doesn't have an electronic record for it.

Sometimes, you will also need to edit records that you have imported from databases.



Select the correct **Reference Type** for the publication you wish to cite. This is important to help EndNote correctly format your references.

When you have finished entering all the information, click on the close button [X] to save the reference.



Type in the information into the relevant fields – see p. 5 for more information.

Remember that every reference has to have all of the following elements, otherwise it will be incorrect:

Who - wrote or created it.

When - it was published or produced.

What - is the title of the work.

Where - you found it (or **how** to find it) - Place of Publication and Publisher; Volume, Issue and Page Numbers; DOI; or URL.

Author & editor names

When you have more than one author or editor, each of their names should be typed on a separate line, i.e. press the <Enter> key after each name.

Author

Hubner, Laura
Leaning, Marcus
Manning, Paul

Personal authors & editors

- Author names should be entered with the last name followed by a comma and the first name (or initials), e.g. *Smith, John* or *de Gaulle, Charles*
- You must type capital letters where required, e.g. *Smith, John* (not *smith, john*) or *van der Voordt, Theo*
EndNote cannot guess where capital letters are or are not used in names.
- If you are entering initials instead of full names, be sure to type a full stop or a space between initials, (for example "Fisher, J.O." or "J O Fisher"), otherwise EndNote interprets the initials as a single name: "Jo."
- Wherever possible, use full names.

Corporate authors

- When entering corporate authors (companies, institutions, organisations, etc.), put a comma after the name, for example:
University of Salford,
This ensures it will be correctly formatted by EndNote.
- If your corporate author name includes a comma in the name itself, use two commas in place of the first comma, for example:
Institute for Social Research,, University of Salford

Anonymous works

- If a reference has no author, you should leave the Author field blank. Do not enter "Anonymous." The style that you use to format the bibliography determines how anonymous references are treated.
- Note that if a work is published with "Anonymous" printed on the title page, most style guides request that "Anonymous" be entered as though it were the author name – in which case you should type *Anonymous* into the author field.

Using *et al.*, etc.

- Enter all author names for a particular reference. EndNote will truncate the list of authors with "et al." or "and others" as required by the citation style you have chosen.

New entries for Authors, Editors, Journal Titles and Keywords will appear in red. EndNote has an auto-complete function which will complete the typing the next time you use that author, etc.

Attaching images

EndNote allows you to embed images, figures, tables, charts, etc. into your references. This is a useful way to store any graphic material you find in the course of your research.

You can insert a graphic file into the Figure field of any EndNote reference. So, while a reference to a journal may contain primarily bibliographic information, you can also include an illustration that appeared with the journal article.

The *Figure*, *Chart or Table*, and *Equation* reference types can be used specifically to catalogue images and files, and may contain minimal reference information. EndNote can then be used to insert figures and format a list of figures (if appropriate) in your paper.

Open the record you wish to use, then click the **Attach Figure** icon.

Reference Type: Journal Article

Attach Figure...
Attach a figure to this reference.

Rating
.....

Author
Drezner, Daniel W.

Year
2014

Title
Meta...

Journ
Social

Attach Figure

File name:

Choose File...

Note:

The 'Attach Figure' feature enables the attachment of images, charts, and tables into the 'Figure' field for later citing using EndNote CWYW.

OK Cancel

Click the **Choose File** button and browse to where you have the image saved.

Click the **OK** button.

Figure

Caption
Google Trends analysis of paranormal actors (Source: Drezner, 2014)

Scroll down the reference screen to see your image.
Double-click on it if you wish to see it full-sized.
Type a caption to describe the image.

You can find out more about working with images in the guide “Referencing Images and Tables” available at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing

Part 4 : Organising Your References

Using groups

Groups make it easy for you to organise your references without having to make multiple EndNote libraries.

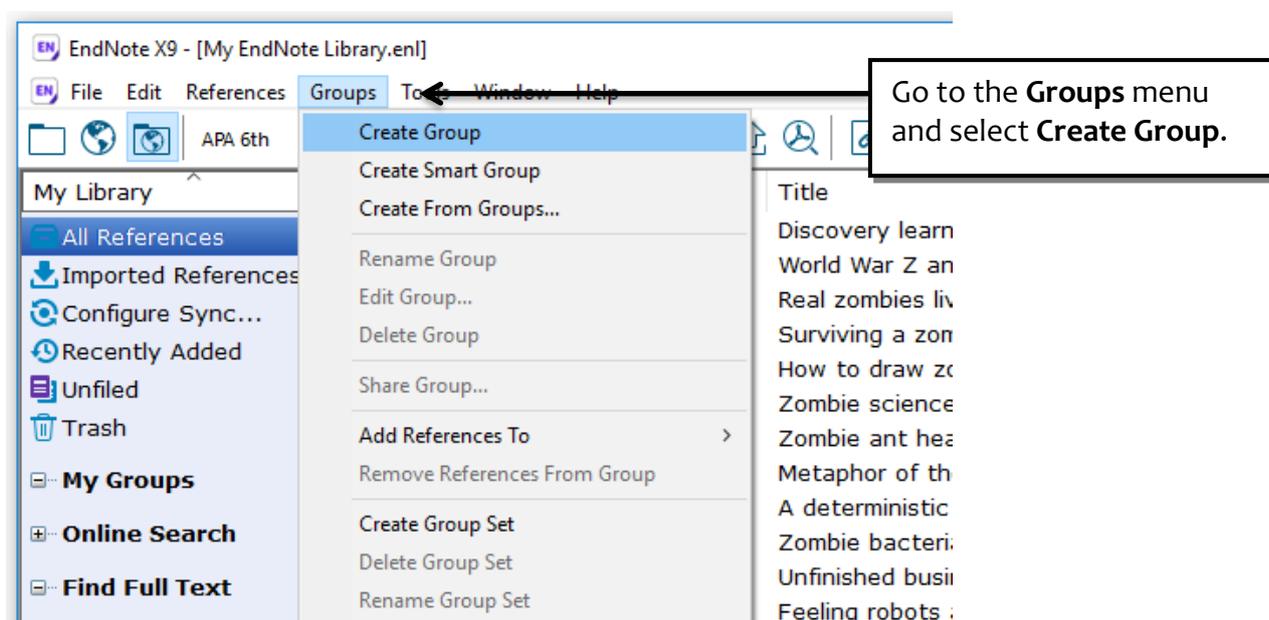
There are several types of groups to help you organise your references in EndNote. Some of these groups are automatically generated and some are ones that you can create yourself. You can further organise your references by storing multiple groups in custom Group Sets.

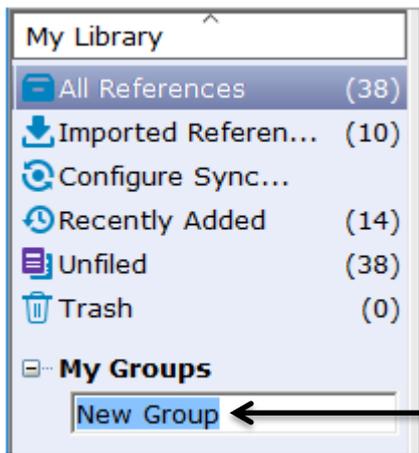
Some things to note about using groups:

- You can create a maximum of 500 Custom Groups and Smart Groups (combined) in a single library.
- A single reference will never appear more than once in a particular group. However, you can add that reference to any number of groups.
- Removing a reference from a *Custom Group* does not delete it from the *library*. It removes the reference from the group subset, but the reference still exists in the library.
- Deleting a reference from the *All References group* also deletes it from all *groups* in that library. The deleted reference will be moved to the Trash group.
- If you delete a reference from Trash it no longer exists.

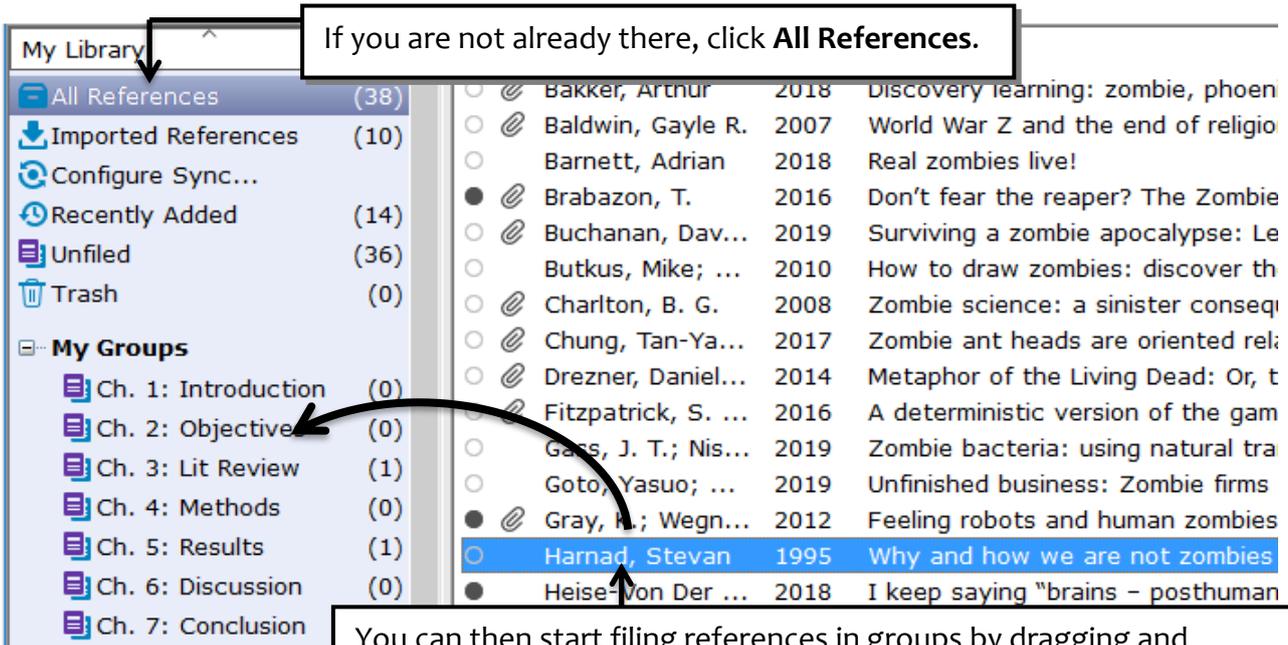
Creating a custom group

You can create custom groups as you wish, in order to organise your references. You might wish to make groups for each chapter of your thesis, or for different papers you are working on.

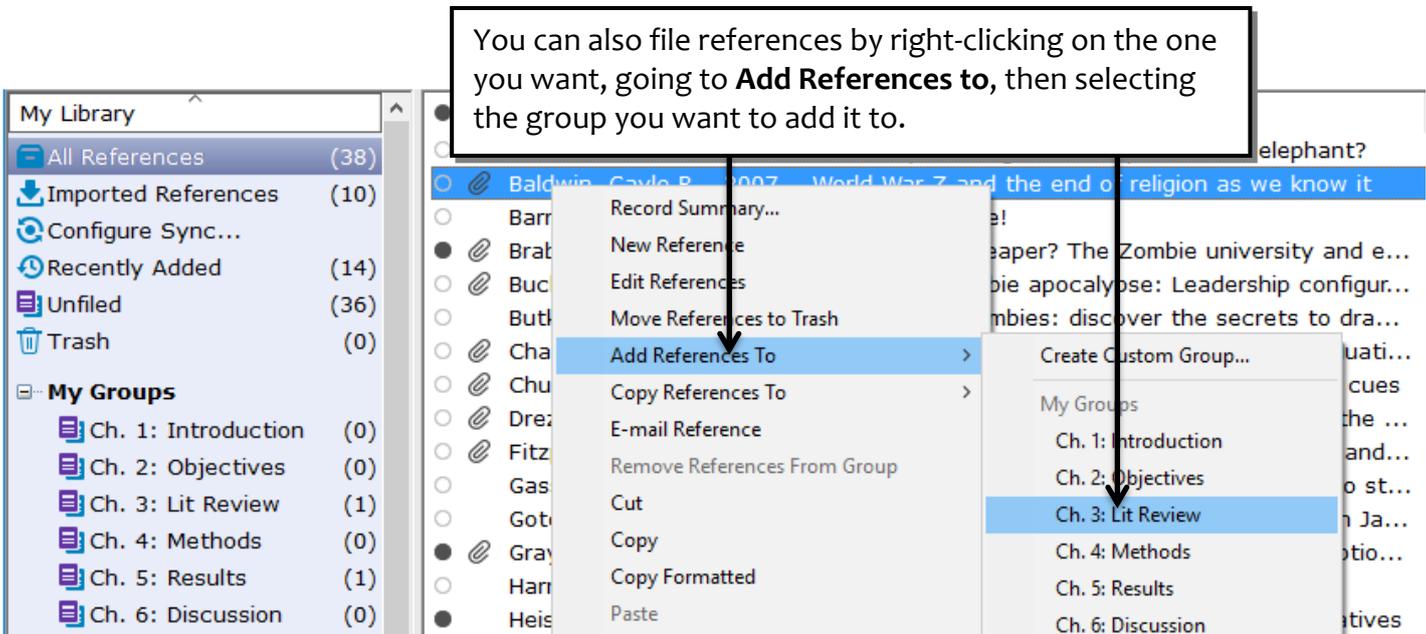




A box will appear in the *Groups* pane.
Type in a descriptive name for the group you have just made, then click the <Enter> key.



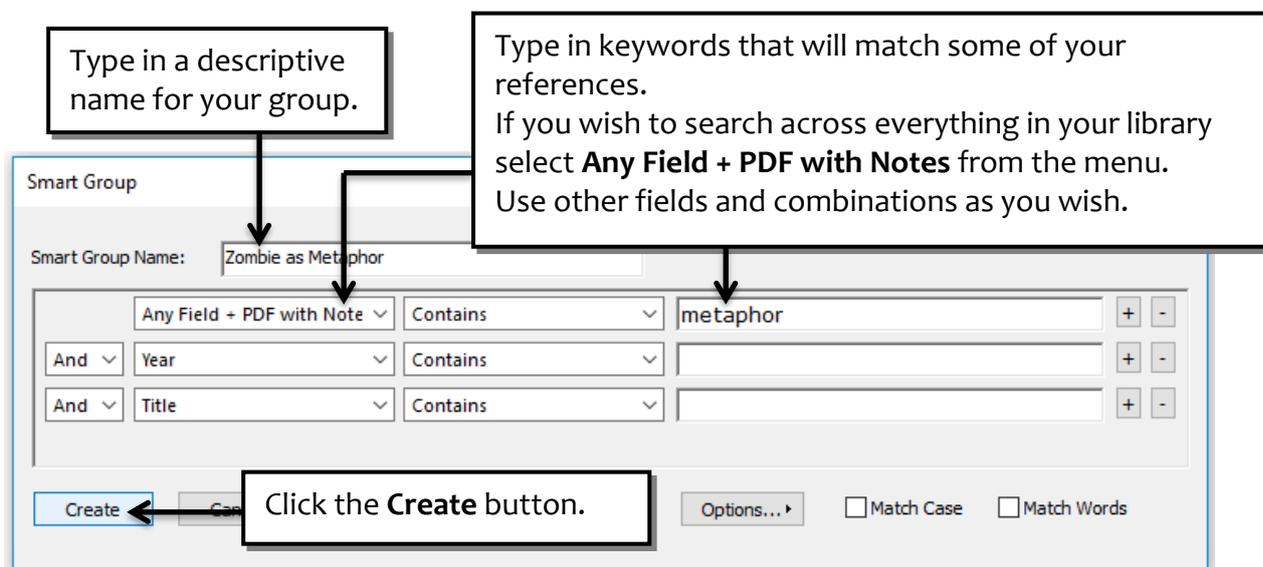
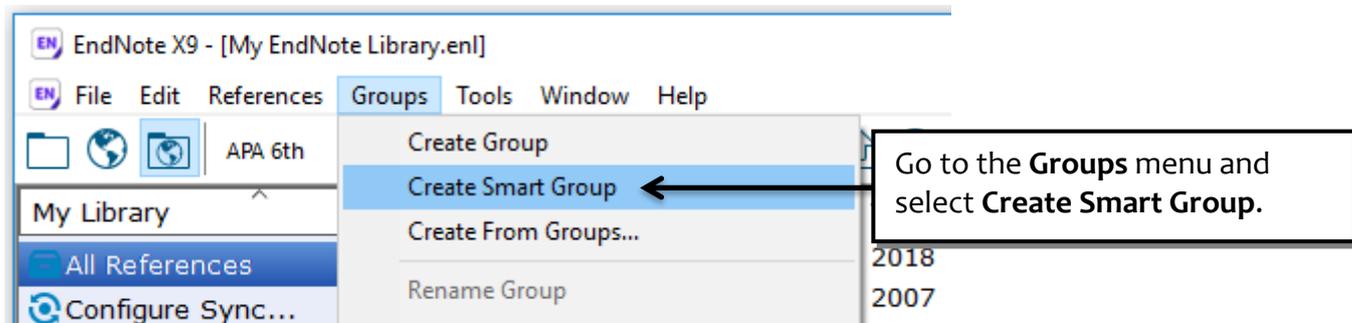
You can then start filing references in groups by dragging and dropping them from the Reference List pane onto the group name.



You can also file references by right-clicking on the one you want, going to **Add References to**, then selecting the group you want to add it to.

Creating a smart group

Smart groups are built with search strategies, for example, works by a particular author or matching some subject keywords. Smart groups are dynamically updated as you add references to and edit references in the library.

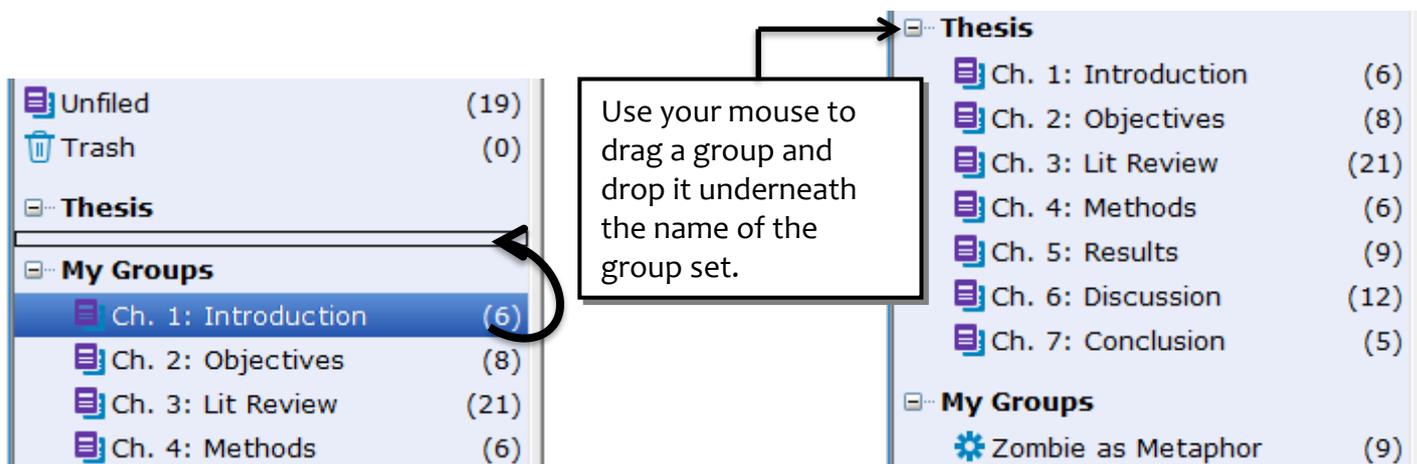
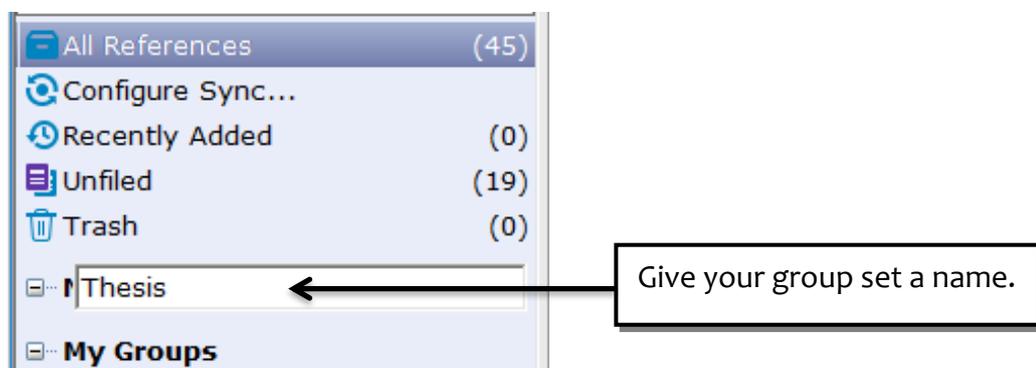
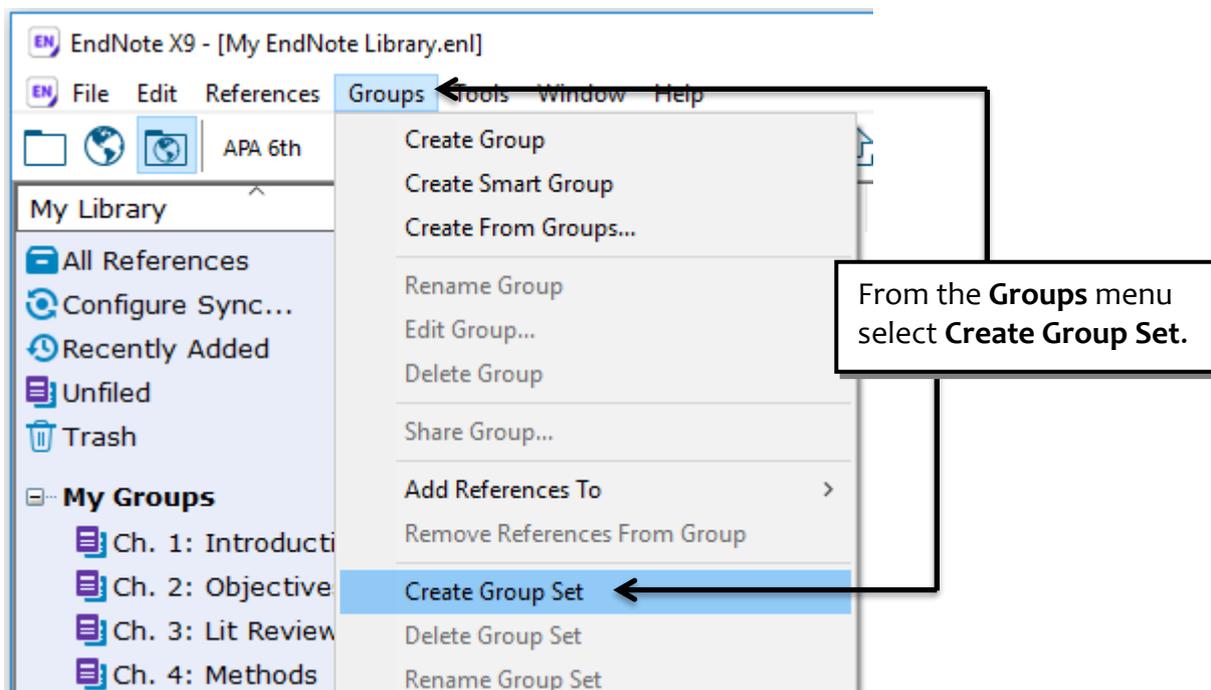


My Groups	
Ch. 1: Introduction	(6)
Ch. 2: Objectives	(8)
Ch. 3: Lit Review	(21)
Ch. 4: Methods	(6)
Ch. 5: Results	(9)
Ch. 6: Discussion	(12)
Ch. 7: Conclusion	(5)
Zombie as Metaphor	(9)

Any references you have in your EndNote library which match the search criteria for your Smart Group will automatically be filed in the Group, as will any future references you add.

Creating a group set

If you make custom groups and/or smart groups to help you organise your references, before long you might end up with a large number of groups. To help you organise your groups you can create group sets.



Duplicate records

As you add more and more references to your EndNote Library, from a variety of databases, it is likely that you will get duplicate records for the same item.

To avoid anomalies in your citations and references once you start adding them to your Word document, you need to ensure that you only have one record for each item. (This is another reason to only use one EndNote Library).

- Go to the **References** menu and click **Find Duplicates**.
- Any duplicate records will be displayed, with the areas of differing text highlighted. This will help you decide which record you wish to keep.
- Generally, you should keep the older record, as this is likely to be the one you have edited, added attachments to, and most importantly, already used for citations in your document.

You can tell which is the older record by looking at its record number (preceded by #).

When you have finished any editing, click the **Keep This Record** button for the one you want to keep. The other record(s) will be sent to Trash.

If necessary, you can copy & paste information from your 'reject' record into the one you want to keep - for example, the more recent record may have a DOI.

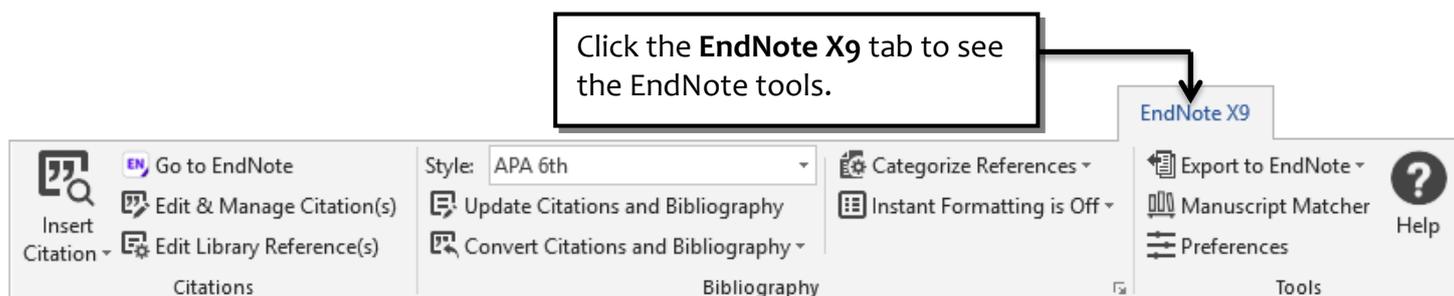
Note that the criteria used by EndNote to identify duplicate records won't always catch all of them. You will still need to look through your Library and delete any records you don't want. It is probably easiest to do this if you sort your Library by 'Author' or 'Title'. Click on the column header to do this.

Part 5 : Cite While You Write

EndNote works with Word to easily and quickly cite references, and create a paper with properly formatted citations, a bibliography, figures, and tables.

This is all done using the “Cite While You Write” (CWYW) toolbar, which you will see in Word once you have installed EndNote on your computer.

Click the **EndNote X9** tab to see the EndNote tools.



If you cannot find the CWYW toolbar please contact the Digital IT Service Desk, at:
Digital-ITServiceDesk@salford.ac.uk
- it is possible the EndNote program has not installed correctly on your PC.

Inserting citations & bibliographies into a document

1. Open your EndNote library.
2. Open your Word document. To practice you might like to use some “play” typing like this: →

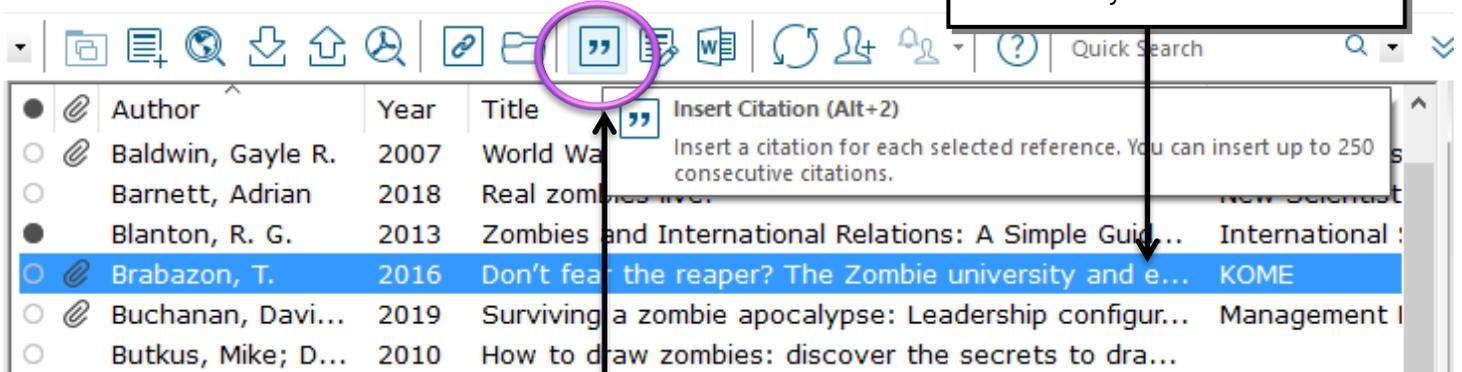
Utyvuy jhfhjv yoj a woeio3 jhgjfyg
eiuriuricj io jgjkdj gkllk lklhkh
giuuy oirwei kwaeiqwlu hrj jkrt
eurier suerug lkfd ehueyt
gdklgjkjs. Uwyeyu ggh kl okjf akl
djfhh fjthjdhg fjx iaweurtg eiuroir
aldklasd kj ort kladk. Ajkj otiroit
lvbkvb oroq klblf ujk lksfs ityu
kdglsh akl.

3. In the document click the place where you wish to place a citation in the text. Remember to leave a space between the last character and your cursor, and that your citation is placed before any punctuation (a comma or full stop).

Lore ipsummod tempor incididunt
ut labore et dolore magna aliqua. Sed felis eget velit aliquet sagittis id consectetur.
Pellentesque massa placerat dui ultricies lacus sed turpis tincidunt id. Mauris ultrices eros
in cursus turpis massa. Sagittis orci a scelerisque purus semper eget dui at tellus. Mauris
commodo quis imperdiet massa tincidunt nunc pulvinar sapien et. Quis enim lobortis
scelerisque fermentum dui faucibus in ornare quam.

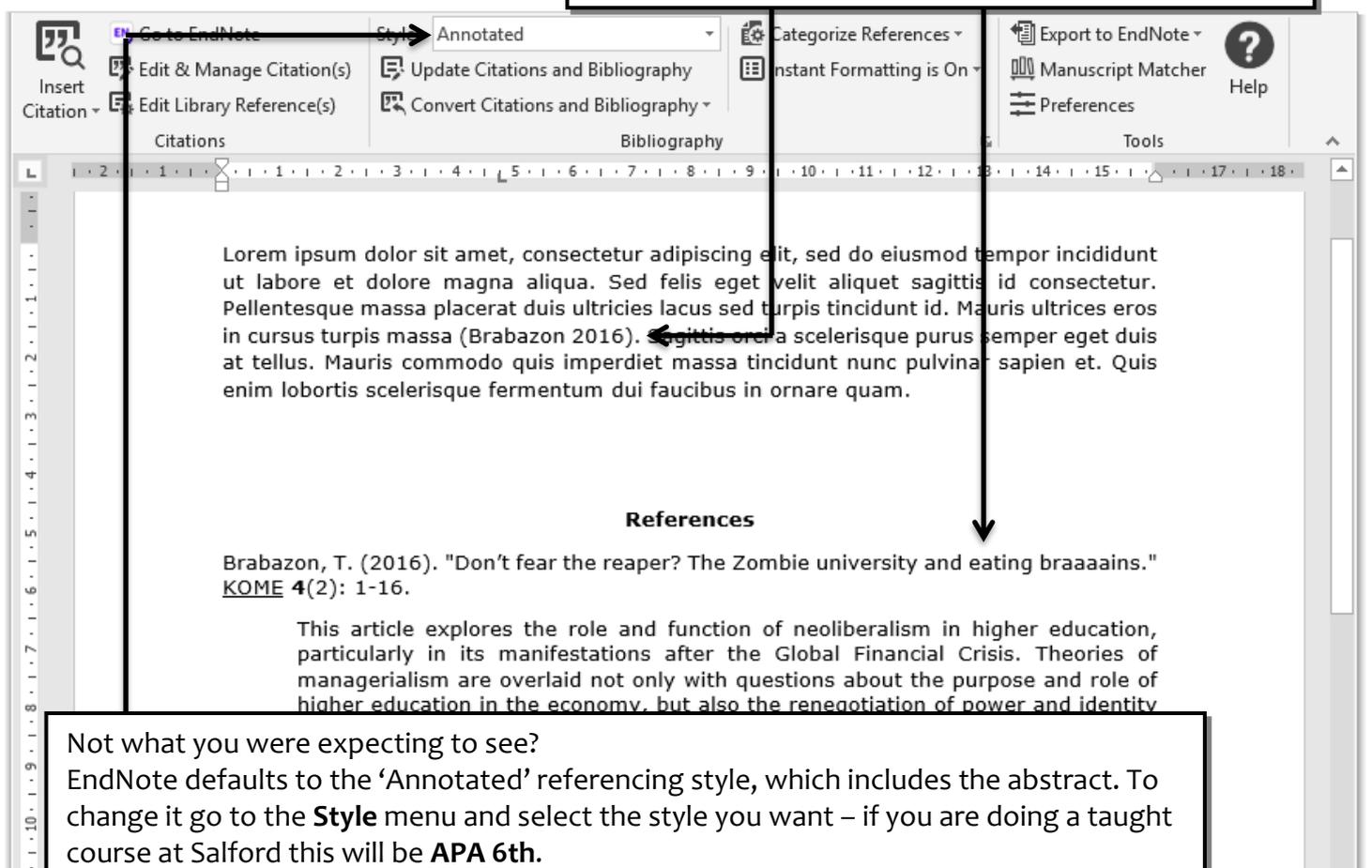
In EndNote:

4. Click once to highlight the reference you want to use.



5. Click the **Insert Citation** button.

6. You should now see a citation in your text, and the first reference in a list at the end of your document.



Not what you were expecting to see?

EndNote defaults to the 'Annotated' referencing style, which includes the abstract. To change it go to the **Style** menu and select the style you want – if you are doing a taught course at Salford this will be **APA 6th**.

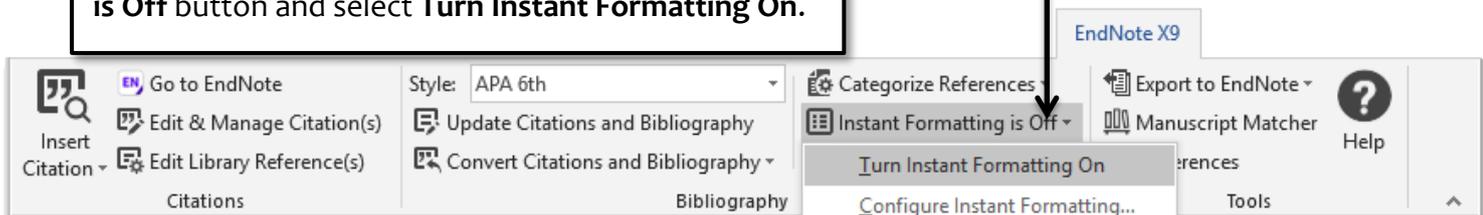
If the style you want is not listed, go to **Select Another Style...** to see the full list.

Temporary citations

amet, consectetur adipiscing elit,
magna aliqua. Sed felis eget ve
lacerat dui ultricies lacus sed turp
a {Brabazon, 2016 #48}←Sagitt
auris commodo quis imperdiet ma
scelerisque fermentum dui faucit

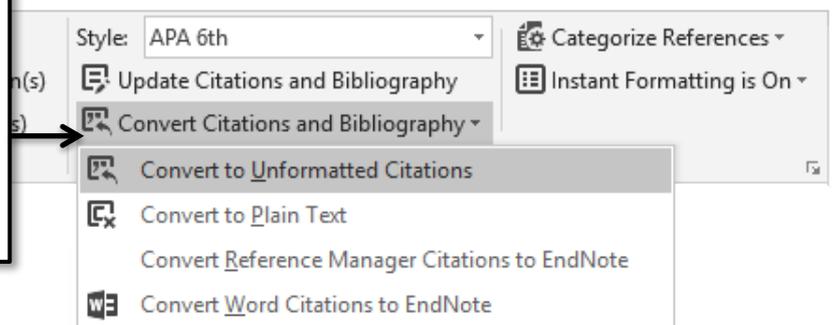
When you insert your first citation it may look like this. The brackets {} and # number indicate this is a temporary citation.

To format your citations, click the **Instant Formatting is Off** button and select **Turn Instant Formatting On**.



When you are working on very large document (like a thesis) adding more citations will get slower.

To make it faster go to **Convert Citations and Bibliography** and select **Convert to Unformatted Citations**. When you have finished adding your citations click the **Update Citations and Bibliography** button to format them.



Writing at home?

If you want to continue writing at home but you don't have EndNote on your device you can type in your own temporary citations. You must use curly brackets; type the author's name and year, for example: {johnson, 2010}.

When you open your Word document on a PC which does have EndNote installed (i.e. when you get back to university) the temporary citations you have typed will automatically format themselves and the references will be added to your bibliography.

Direct quotations and page numbers

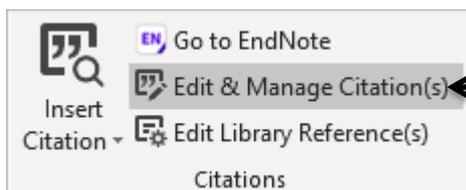
Many referencing styles require that a citation for a direct quote (or one where you have only changed the words slightly, for example, to ensure correct grammar) must include the page number where you found it.

Page numbers are not required if you have paraphrased a source, however may still wish to include them – they will help your reader pinpoint where you found an idea, especially in a long work, such as a book or thesis.

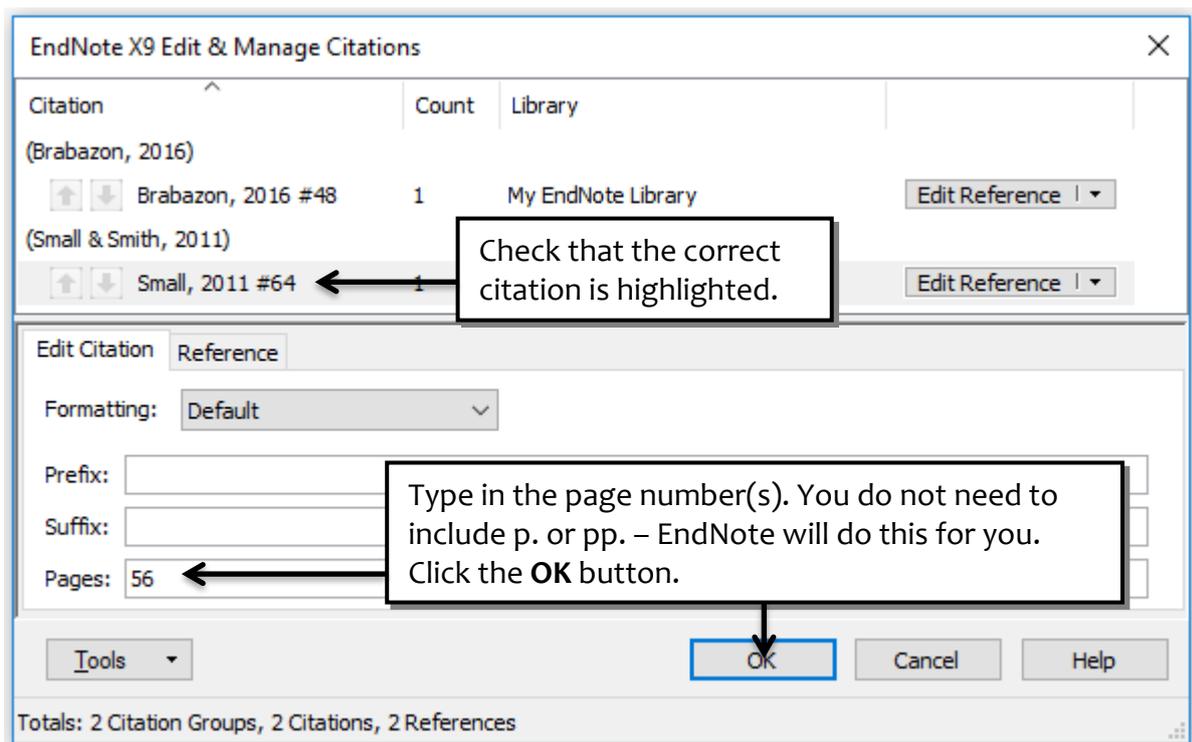
Remember that a direct quote should be placed in quotation marks, or indented from both margins if it is longer than two or three lines.

Arcu dictum varius duis at. Elit scelerisque mauris pelleresque pulvinar pellentesque habitant morbi. Ultrices sagittis orci a scelerisque purus semper eget duis. Viverra aliquet eget sit amet tellus cras. Eumod lacinia vulputate odio ut. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011). In fermentum posuere urna nec tincidunt praesent semper feugiat.

Click on the citation you wish to edit, so that it is highlighted.



Click the **Edit & Manage Citation(s)** button on the CWYW toolbar.



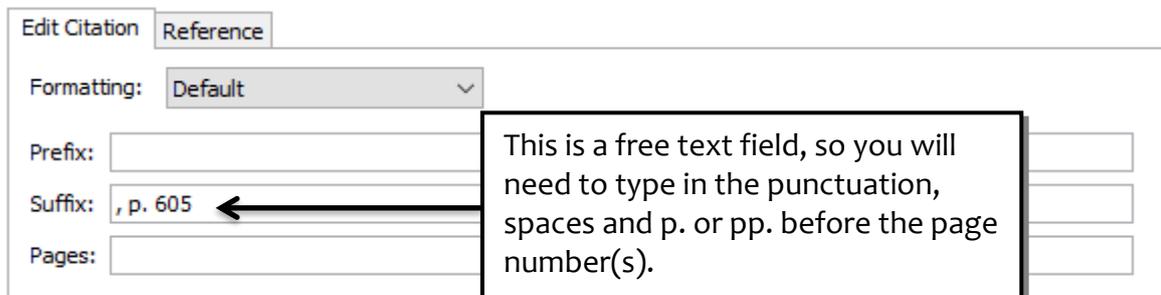
Check that the correct citation is highlighted.

Type in the page number(s). You do not need to include p. or pp. – EndNote will do this for you. Click the **OK** button.

Arcu dictum varius duis at. Elit scelerisque mauris pellentesque pulvinar pellentesque habitant morbi. Ultrices sagittis orci a scelerisque purus semper eget duis. Viverra aliquet eget sit amet tellus cras. Eismod lacinia vulputate odio ut. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011, p. 56). In fermentum posuere urna nec tincidunt praesent semper feugiat.

The correctly formatted page number will now be added to the citation.

Note: the EndNote templates for many styles are not set to accept page numbers as described above. If this is the case with style you have chosen you can still use the **Edit & Manage Citations** button to add a page number, but you will need to type it into the **Suffix** field.



Edit Citation Reference

Formatting: Default

Prefix:

Suffix: , p. 605

Pages:

This is a free text field, so you will need to type in the punctuation, spaces and p. or pp. before the page number(s).

Changing the citation format

In your writing you will often integrate the author's name into your text, for example:

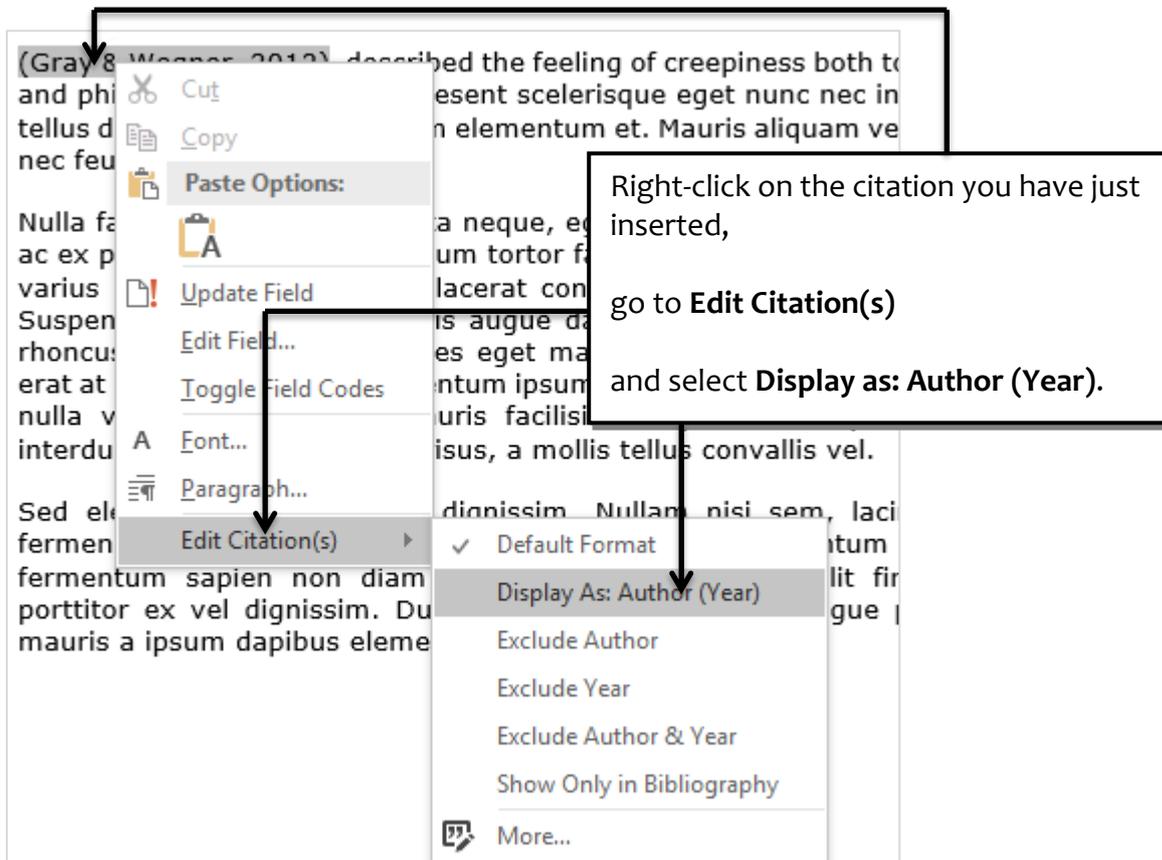
Gray and Wegner (2012) described the ...

In this case, you do not repeat the authors' names in a citation at the end of the section.

To format your citation this way, place your cursor where you want the author's name to be – usually this will be at the start of your paraphrase.

| described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

Insert the citation in the usual way (see pp. 29-30.)



Your citation will now be correctly formatted, i.e. authors' names incorporated into the sentence, separated with the word 'and', and followed by the date in parentheses.

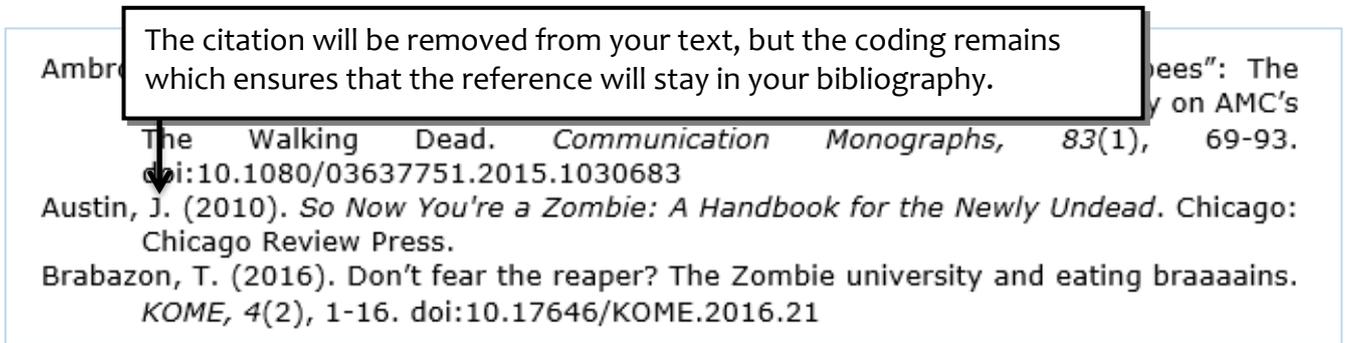
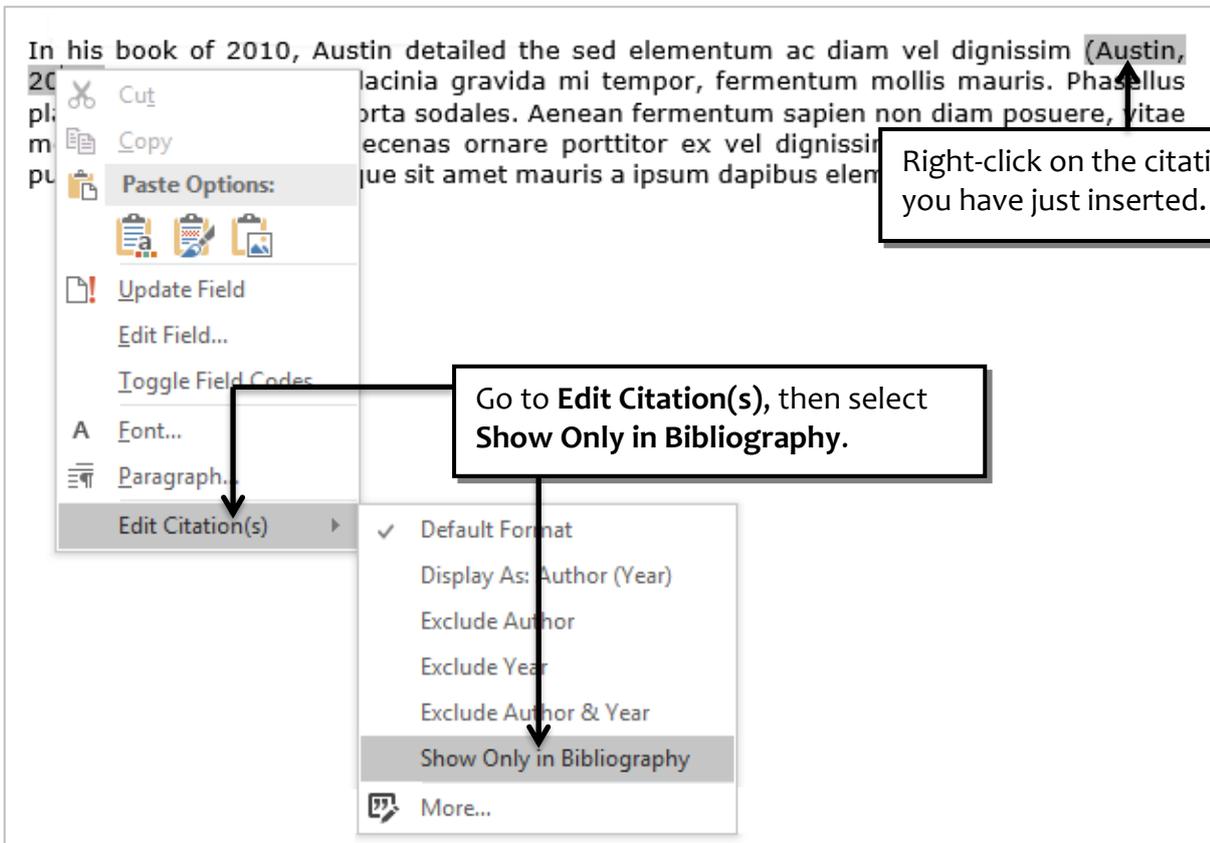
Gray and Wegner (2012) described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

There may also be times where you have mentioned both the **authors** and the **date** of an article in your text, (for example, *In his book of 2010, Austin detailed the ...*) and therefore do not need either in your citation. You do still need the reference in your bibliography, and you should use EndNote to insert this.

Type the year and author into your text.

In his book of 2010, Austin detailed the sed elementum ac diam vel dignissim. Nullam nisi sem, lacinia gravida mi tempor, fermentum mollis mauris. Phasellus placerat elit fermentum porta sodales.

Place your cursor where you would normally add the citation, i.e. at the end of the sentence.
Go to EndNote and add the citation in the usual way (see pp. 29-30).

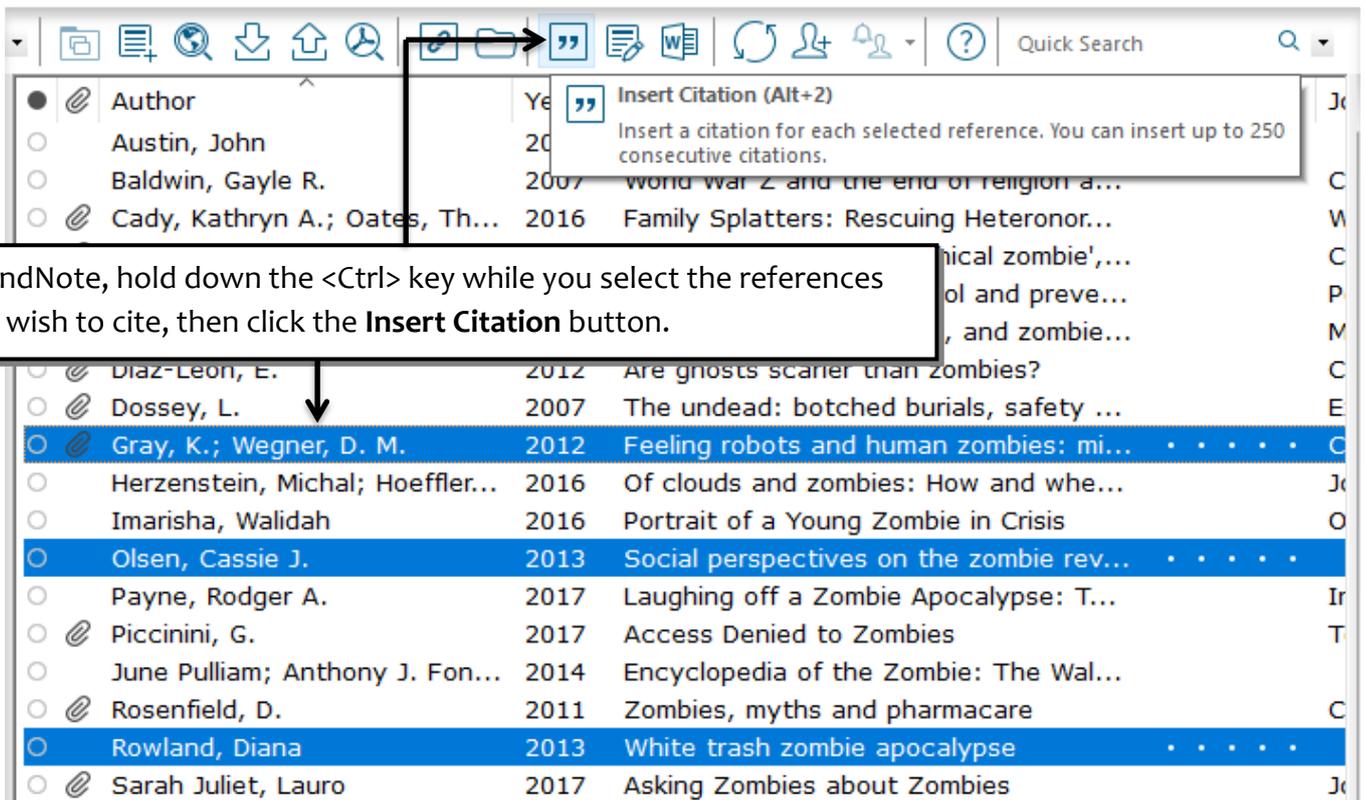


Adding multiple citations

There will be times when you have summarised the content of two or more different papers into a single sentence or paragraph, and will need to insert a multiple citation.

ut risus. Sed arcu purus, porttitor dictum nisl a, faucibus, bibendum orci ut, dictum eros. Quisque pies both dangerous and interesting. It is generally insequat vestibulum mauris, vitae euismod mauris u in finibus egestas, magna tellus egestas risus,

In your document, place your cursor where you need to put the citation.



In EndNote, hold down the <Ctrl> key while you select the references you wish to cite, then click the **Insert Citation** button.

The multiple citations will be inserted in your document in the correct format – in this case, all three articles are enclosed in one set of parentheses, in alphabetical order and separated by semicolons. This will vary according to the reference style you have chosen.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

You may wish to add more works to the multiple citation, for example, you have read another work that supports your statement. To do this, click anywhere on the citation so that it is highlighted, then return to EndNote and use the **Insert Citation** icon to insert the new citation.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Otto, 2017; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

EndNote will automatically re-sort your citations into the correct order – in this case alphabetically.

Creating secondary citations

There are times that you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own writing. This might be a citation for another article, or an illustration, graph or table take from another work.

Generally, you should try to find and read the original work and use that as the source of your citation and reference. However, there are times when this isn't possible, for example, you may not be able to get hold of the original work, it is in a language you can't read, or the citing author has summed up the ideas in the original more succinctly or elegantly than you could ever manage.

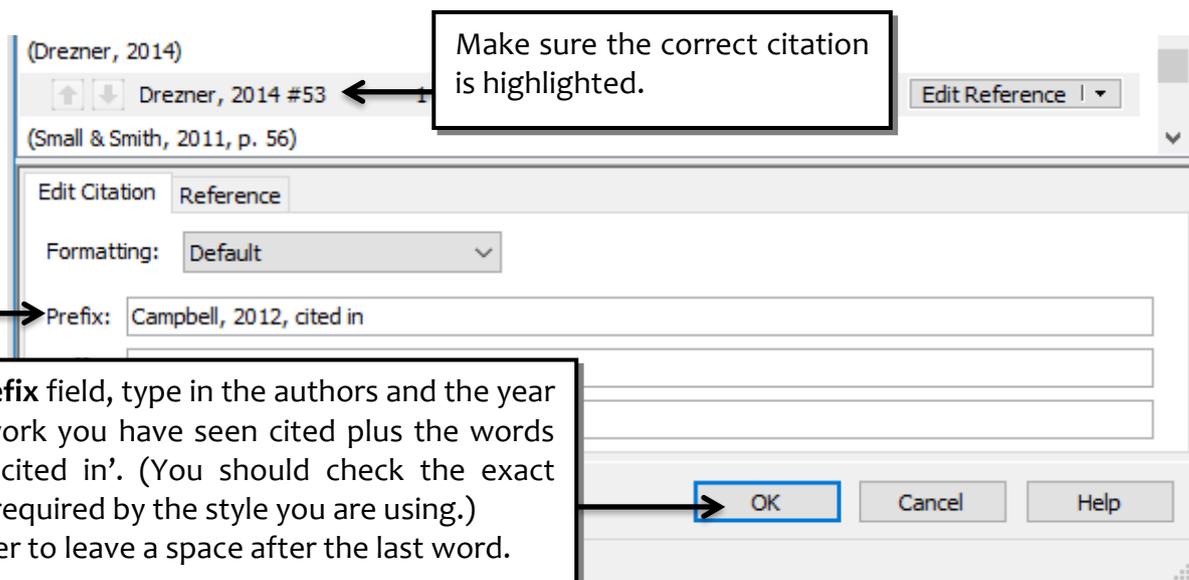
When you use a secondary citation like this, your in-text citation should mention both works but your bibliography only includes a reference for the work you have actually read yourself. You can use the CWYW tools to format a citation in this way.

"zombie apocalypse." After the attack, the CDC was forced to publicly deny the existence of a zombie virus (Campbell 2012). Subsequent television documentaries about the undead suggested that the Miami attack

For example, you may wish to use this idea, attributed to Campbell, in an article you have read by Drezner.

Following an attack in 2012 "the CDC was forced to publicly deny the existence of a zombie virus" (Drezner, 2014).

Insert the citation for the article you have read, then click on the citation so that it is highlighted then click the **Edit & Manage Citation(s)** button on the toolbar.



(Drezner, 2014)

↑ ↓ Drezner, 2014 #53 ←

(Small & Smith, 2011, p. 56)

Edit Citation Reference

Formatting: Default

Prefix: Campbell, 2012, cited in

OK Cancel Help

Make sure the correct citation is highlighted.

In the **Prefix** field, type in the authors and the year for the work you have seen cited plus the words such as 'cited in'. (You should check the exact wording required by the style you are using.) Remember to leave a space after the last word. Click **OK**.

Following an attack in Miami in 2012 “the CDC was forced to publicly deny the existence of a zombie virus” (Campbell, 2012, cited in Drezner, 2014).

This will format the secondary citation and add the correct item to your bibliography.

Drezner, D. W. (2014). Metaphor of the Living Dead: Or, the Effect of the Zombie Apocalypse on Public Policy Discourse. *Social Research*, 81(4), 825-849. doi: 10.1353/sor.2014.0058

Deleting citations

Because of the large amount of coding behind each citation you insert, you cannot simply remove a citation by using the <Delete> key. If you try to do this, you run the risk of leaving a bit of coding behind – which will break it.

```
<EndNote><Cite><Author>
</RecNum><DisplayText>(1
number>104</rec-number>
id="ppee0p09cwrddqeftel5x:
timestamp="1439809258">
Article">17</ref-type><con
G.</author></authors></c
Economics, University of
```

Nor can you delete a citation you have put in the wrong place by using the ‘Undo’ button in Word.

To remove a citation you must use the CWYW tools.

Click on the citation so it is highlighted, then click the **Edit & Manage Citations** button.

Citation	Count	Library
(Brabazon, 2016)	1	My EndNote Library
(Jiang, Li, & Song, 2017)	1	My EndNote Library
Jiang, 2017 #20	1	My EndNote Library

Click the arrow on the **Edit Reference** button, and select **Remove Citation**.

Click the **OK** button.

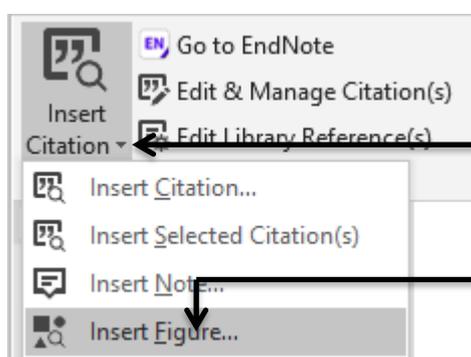
Your citation and all its coding will now be removed cleanly from your document.

Inserting images into your document

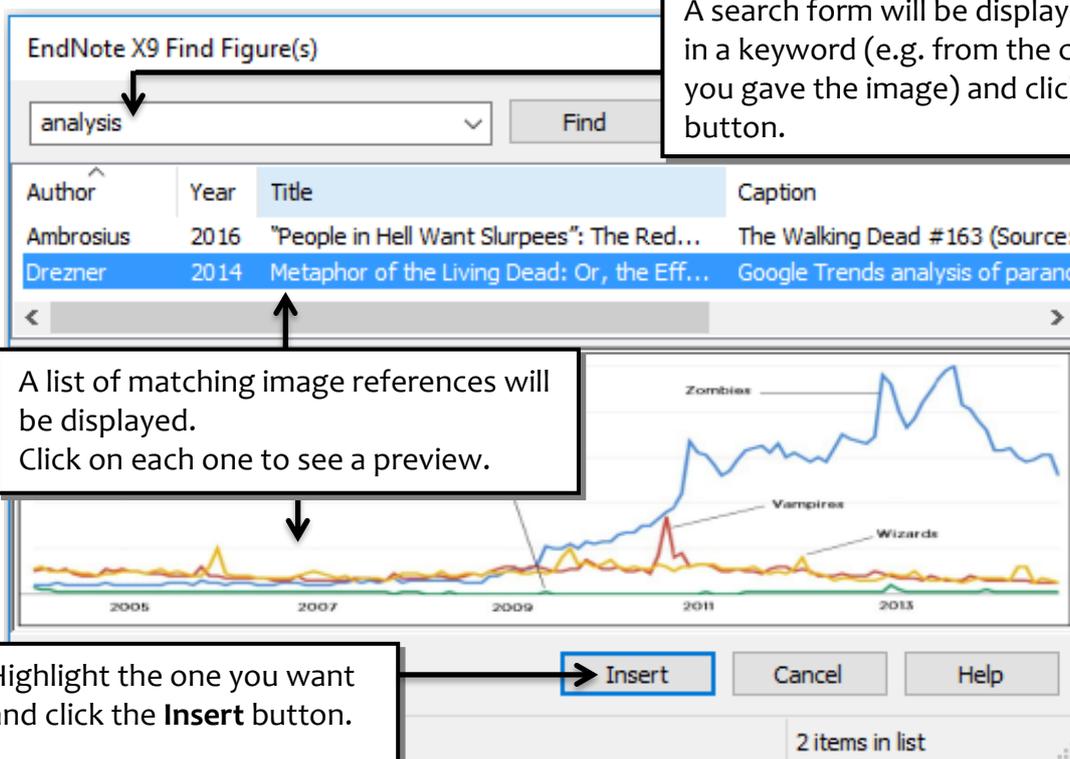
If you have attached images to your EndNote records (see p. 23) you can use EndNote to insert images and captions into your document.

Note: for a large document with several chapters (for example, your thesis) you may prefer to insert your images manually and use the Word Caption Tools. There is a great video to show you how this is done here: <http://media.salford.ac.uk/Play/10355> - and lots more useful information about formatting your thesis or dissertation at *Skills for Learning*: www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills#tab_dissertation

To insert an image into your document first press the <Enter> key once or twice to make a space where you want the image to go.



On the CWY toolbar, click the small arrow in the bottom right-hand corner of the **Insert Citation** icon on the EndNote ribbon, then select **Insert Figure** from the menu.

A screenshot of the 'EndNote X9 Find Figure(s)' dialog box. The search term 'analysis' is entered in the search field, and the 'Find' button is visible. Below the search field is a table of matching image references. The table has columns for Author, Year, Title, and Caption. The first row is highlighted in blue.

Author	Year	Title	Caption
Ambrosius	2016	"People in Hell Want Slurpees": The Red...	The Walking Dead #163 (Source:...
Drezner	2014	Metaphor of the Living Dead: Or, the Eff...	Google Trends analysis of parand...

Below the table is a line graph showing trends for 'Zombies', 'Vampires', and 'Wizards' from 2005 to 2013. The 'Zombies' line shows a significant peak around 2011. At the bottom of the dialog box, there are 'Insert', 'Cancel', and 'Help' buttons. The 'Insert' button is highlighted. A status bar at the bottom right indicates '2 items in list'.

A search form will be displayed. Type in a keyword (e.g. from the caption you gave the image) and click the **Find** button.

A list of matching image references will be displayed. Click on each one to see a preview.

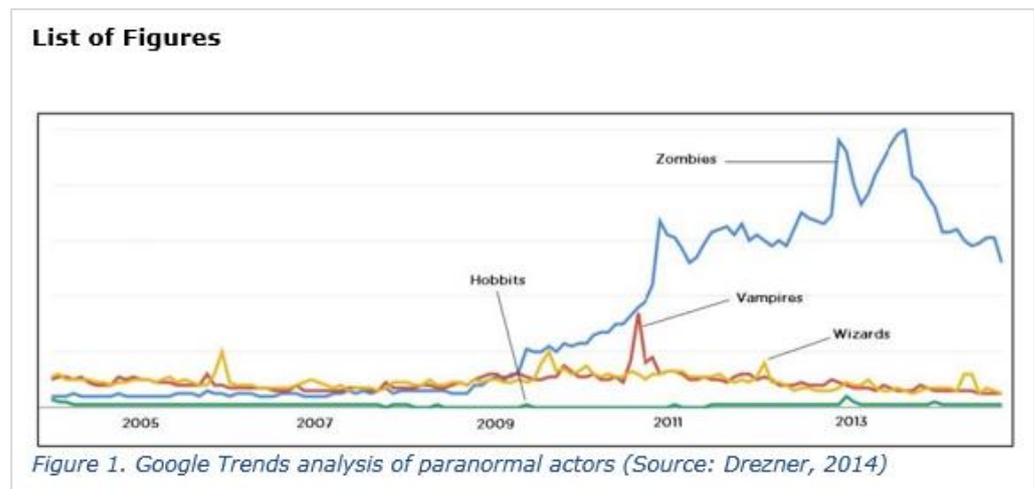
Highlight the one you want and click the **Insert** button.

robots and philosoc
mattis tellus dui, r
Donec nec feugiat

(Figure 1)

Nunc laoreet por
pellentesque, nec

Depending on the bibliographic style you have chosen, the image you have just inserted may be displayed in “List of Figures” at the end of your document, with a Figure reference in your text – as in these examples.



In other bibliographic styles, the image will be displayed in the body of your text. If you wish, you can edit your Output Style in EndNote to determine how images are displayed.

Whenever you use illustrations, graphs, tables, etc. in your writing you should explain the purpose of them, and cite them as you would for any other literature you have used. For more information see the “Referencing Images and Tables” guide, available at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing

You should have separate bibliographies for ‘Lists of Figures’ and ‘Lists of Tables’. EndNote doesn’t generate these automatically, so to create them follow the instructions on the next page, *Exporting a Bibliography*.

Before you export your List of Figures it is a good idea to put them all into a group. You can make a Smart Group (see p. 26) as follows:

Give your group a title.

Smart Group Name: Figures

Criteria:

- Caption Is greater than []
- And Year Contains []
- And Title Contains []

Options... Match Case Match Words

Type a blank space (i.e. press your space bar) here, then click the **Create** button.

This will file every record with anything in the Caption field in the Smart Group.

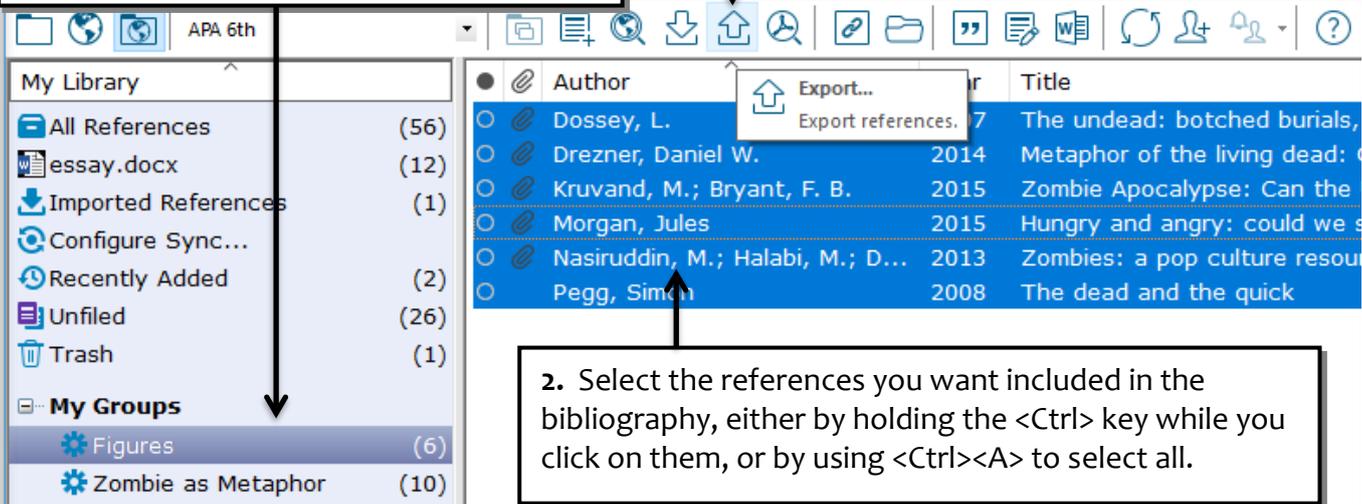
Exporting a bibliography

Sometimes you may wish to use EndNote just to produce a bibliography for you – for example, you may prefer to type your in-text citations yourself, or you may wish to create a separate list of illustrative material (see above).

This can be done within your EndNote library; the exported bibliography may then be copied and pasted into your document.

1. Click on **All References** or the **Group** you want to create your bibliography from (e.g. this Group could be for a chapter of your thesis or for your images).

3. Click the **Export** button.



Author	Year	Title
Dossey, L.	2014	The undead: botched burials,
Drezner, Daniel W.	2014	Metaphor of the living dead: c
Kruvand, M.; Bryant, F. B.	2015	Zombie Apocalypse: Can the
Morgan, Jules	2015	Hungry and angry: could we s
Nasiruddin, M.; Halabi, M.; D...	2013	Zombies: a pop culture resour
Pegg, Simon	2008	The dead and the quick

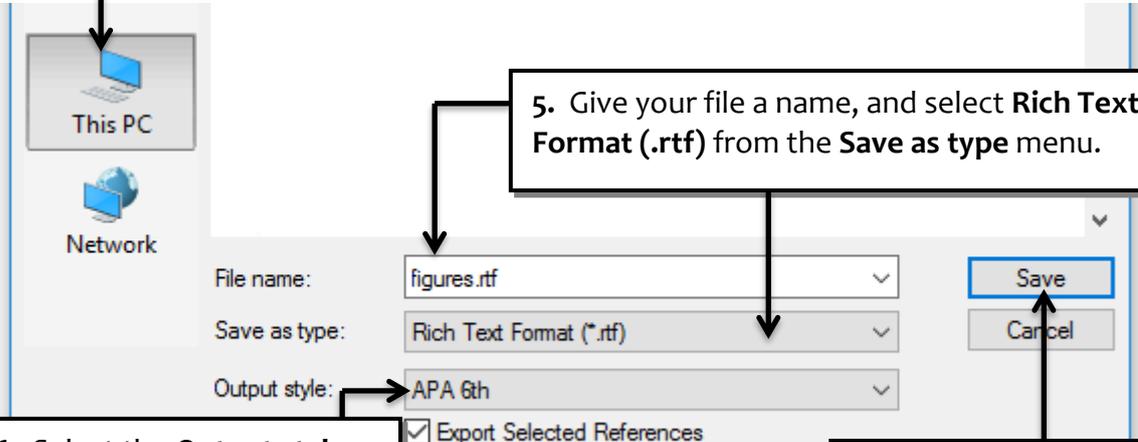
2. Select the references you want included in the bibliography, either by holding the <Ctrl> key while you click on them, or by using <Ctrl><A> to select all.

4. Click the **This PC** icon and choose where to save your file (e.g. F: drive).

5. Give your file a name, and select **Rich Text Format (.rtf)** from the **Save as type** menu.

6. Select the **Output style** you want from the menu.

7. Click the **Save** button.



File name: figures.rtf

Save as type: Rich Text Format (*.rtf)

Output style: APA 6th

Export Selected References

Save Cancel

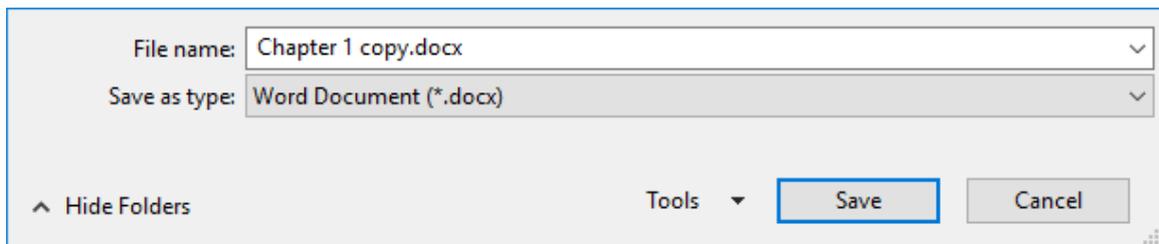
Putting it all together – merging chapters

When writing a big document such as a dissertation or thesis many people choose to write each chapter as a separate document. If you have been using EndNote for your referencing this will mean that each chapter has its own set of in-text citations and its own reference list at the end.

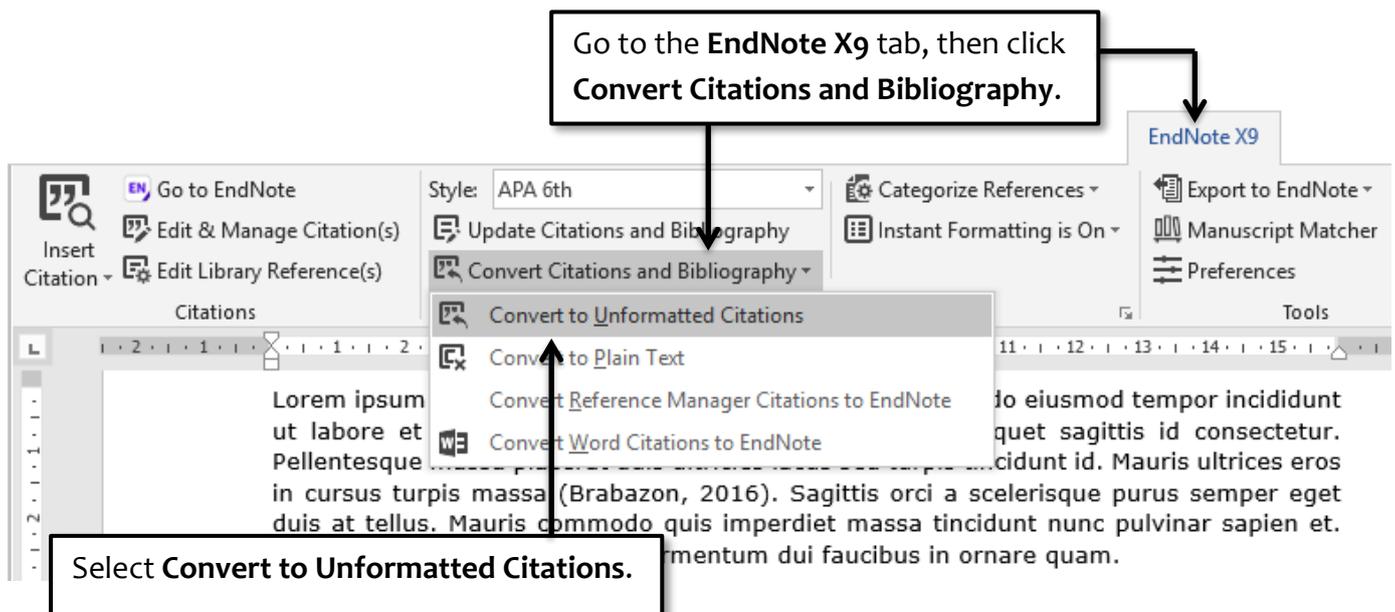
This guide explains how to merge your chapters so you have one complete list of references at the end of your dissertation or thesis.

1. Make copies of your chapters

- Save each chapter with a new name, for example, *Chapter 1 copy*, *Chapter 2 copy*, and so on. This way, you will have your originals to return to if anything goes wrong.
- Save all these copies in same place so you can find them easily.

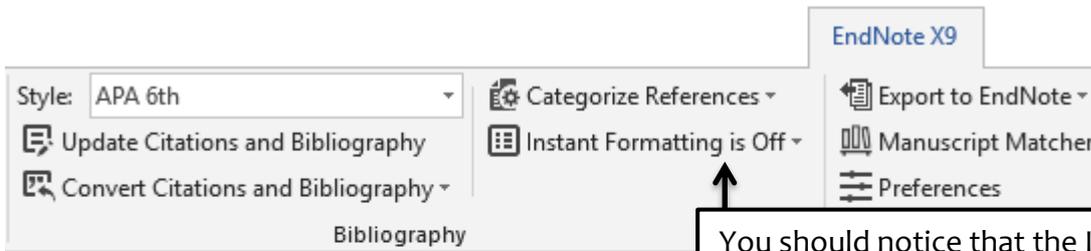


2. Unformat your citations



Go to the **EndNote X9** tab, then click **Convert Citations and Bibliography**.

Select **Convert to Unformatted Citations**.



You should notice that the Instant Formatting has turned off, your citations now look like this, and your reference list has disappeared. This is all good.

dolor sit amet, consectetur adipiscing elit. sed do
 : dolore magna aliqua. Sed felis eget velit aliqu
 : massa placerat dui ultricies luctus sed turpis tincid
 rpis massa {Brabazon, 2016 #48}. Sagittis orci a scelerisque purus semper
 tellus. Mauris commodo quis imperdiet massa tincidunt nunc pulvinar sapien
 n lobortis scelerisque fermentum dui faucibus in ornare quam.

3. Repeat for all your chapters

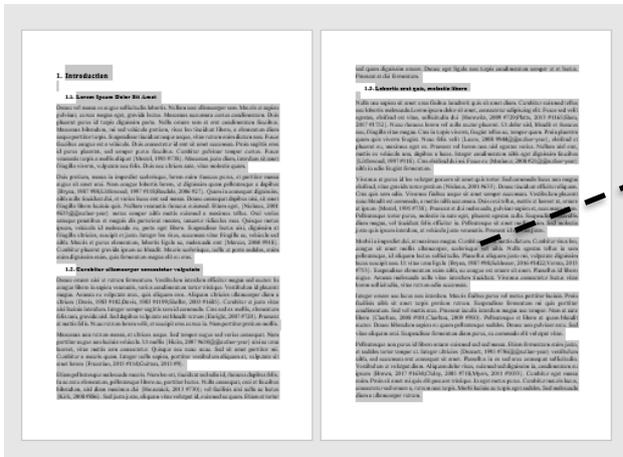
Follow the above instructions to unformat the citations in all your chapters.

4. Merge the chapters into a new document



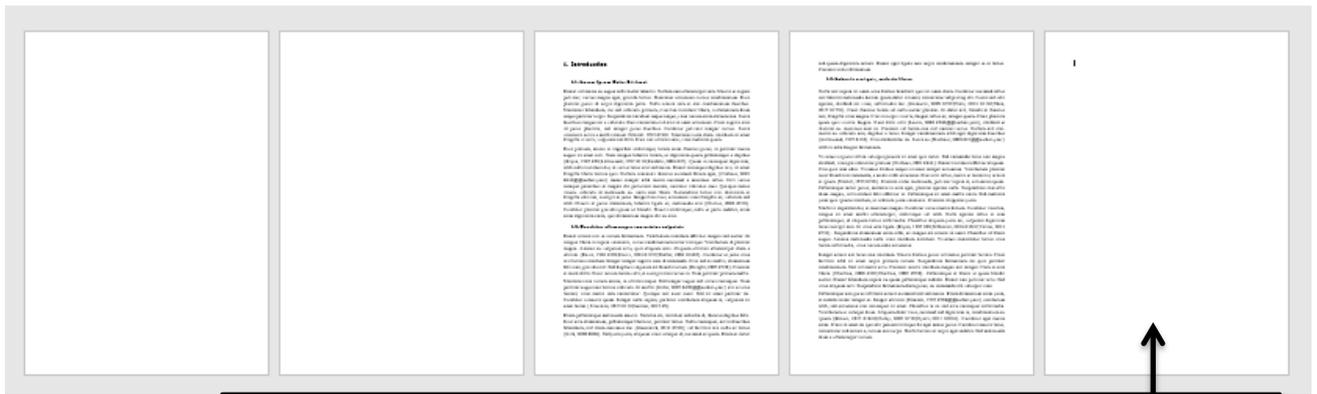
Open a new Word document and make a couple of blank pages (CTRL+Enter) so you have somewhere for your title page, table of contents etc.

Note: You might find it easier if you use the Zoom tool to make your pages small, like these examples.



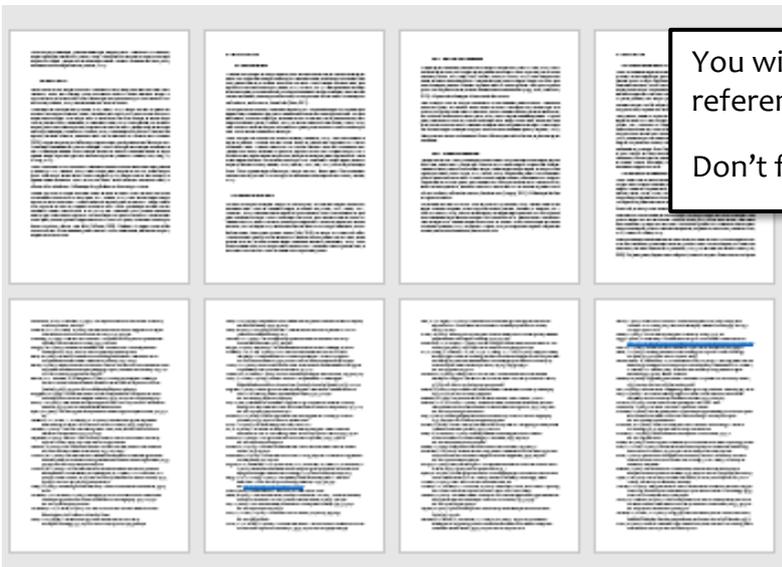
Open your *Chapter 1* copy document (with the unformatted citations) and use CTRL+A to highlight all the text.

Use CTRL+C to copy the text, and then use CTRL+V to paste the chapter into your blank document.



Now repeat these steps to paste *Chapter 2 copy* here – remember to use the version with unformatted citations.
Repeat, until all your chapters have been copied into the new document.

Once all your chapters are merged, click the **Update Citations and Bibliography** button.
You will see a status bar showing its progress. Depending on how many citations you have, this could be quite slow.



You will now have a single list of all your references at the end of your document.
Don't forget to **SAVE** it!

To continue to add citations, turn your Instant Formatting back on. However, if you find the updates are now very slow, you may wish to leave it turned off.

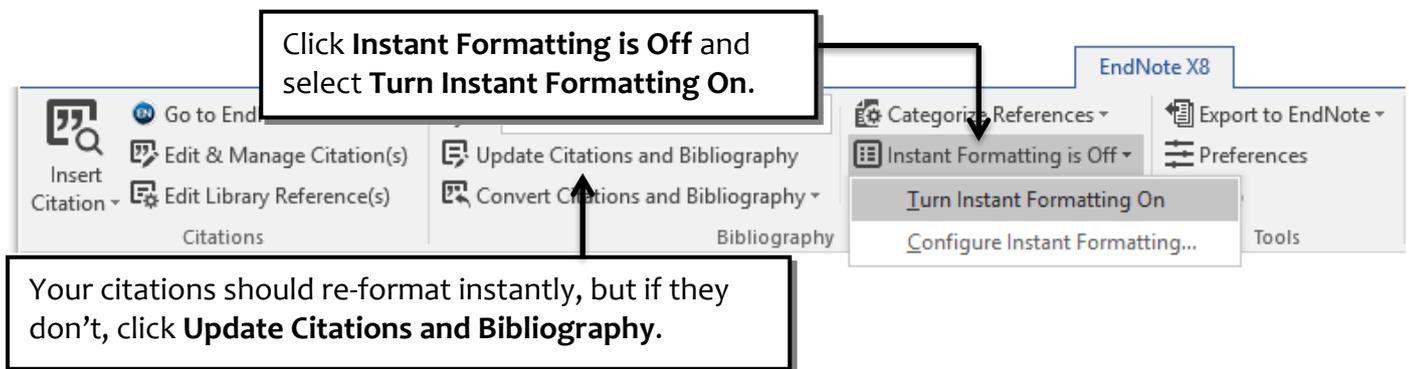
Some things that might go wrong

Has your Reference List disappeared?

And are your citations are now in curly brackets with a # number?

ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas {Cady, 2016 #12}. Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat.

Don't be alarmed. Your 'Instant Formatting' has turned itself off. These are called Temporary Citations, and there is more information about them on p. 31.

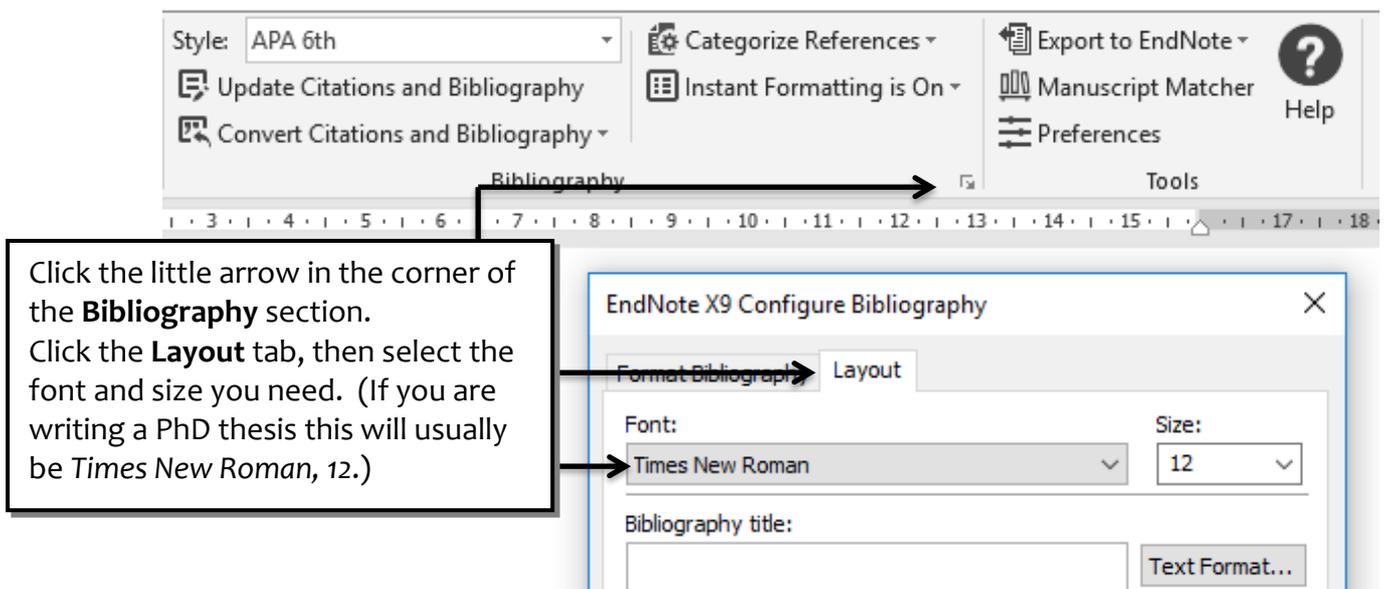


Click **Instant Formatting is Off** and select **Turn Instant Formatting On**.

Your citations should re-format instantly, but if they don't, click **Update Citations and Bibliography**.

Is your Reference List in a different font?

You can change the font to match the rest of your document.



Click the little arrow in the corner of the **Bibliography** section. Click the **Layout** tab, then select the font and size you need. (If you are writing a PhD thesis this will usually be *Times New Roman*, 12.)

Are there initials in your citations?

zombie gains a new identity with its o
 Nulla ac eleifend quam. Integer tincidur
 retra (D. W. Drezner, 2014). Cras e
 is tortor. Integer mattis erat at ex
 ec vitae lectus elementum, porta nulla v

You may notice that initials, or even given names, are appearing in some of your citations.

This is not actually a fault; it is EndNote differentiating between ambiguous citations.

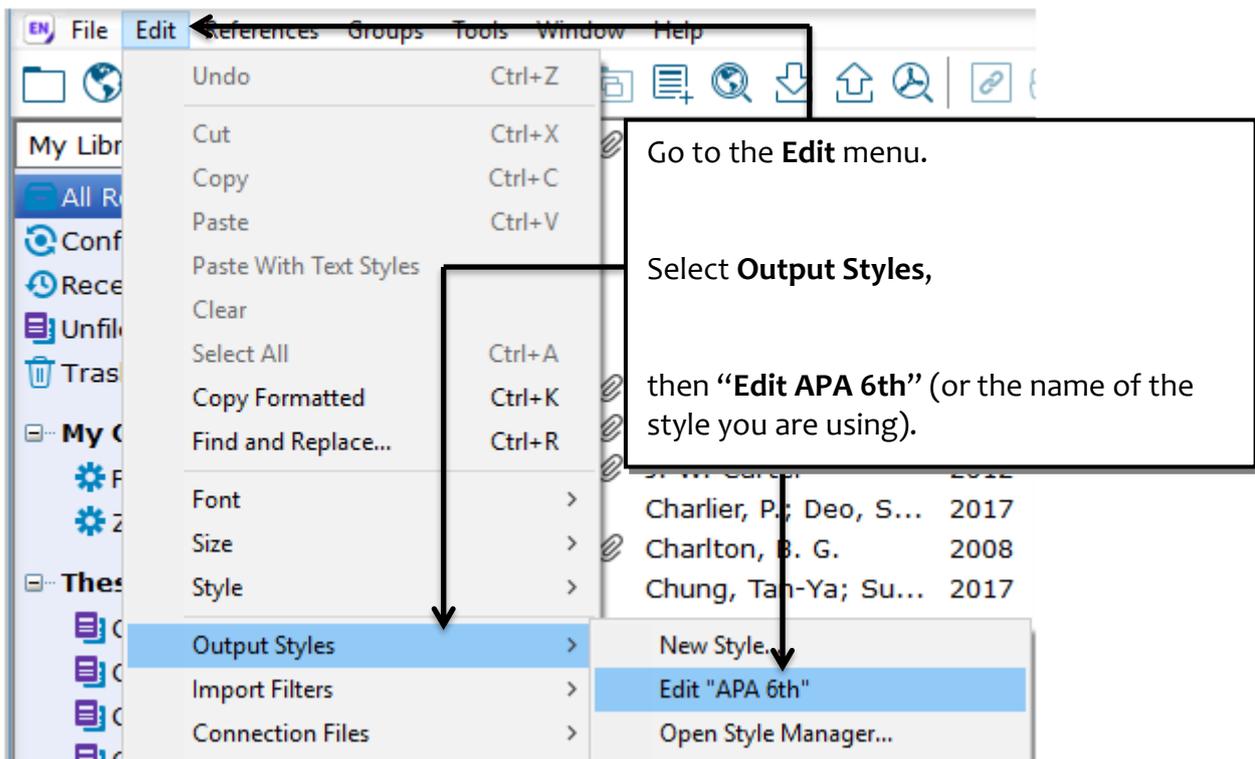
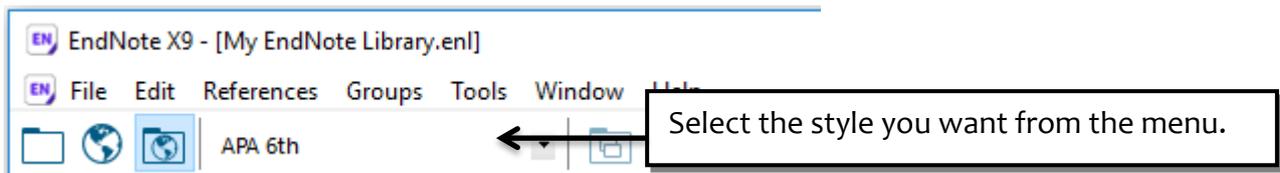
You need to be able to tell which citation matches which reference – this is the whole point of referencing.

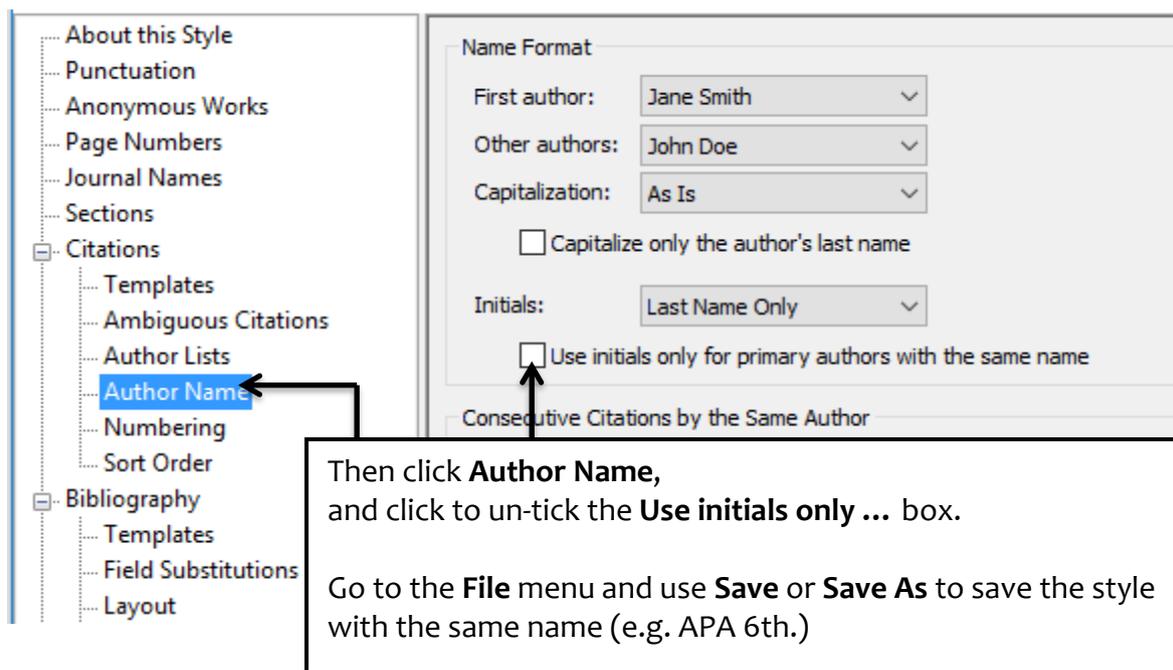
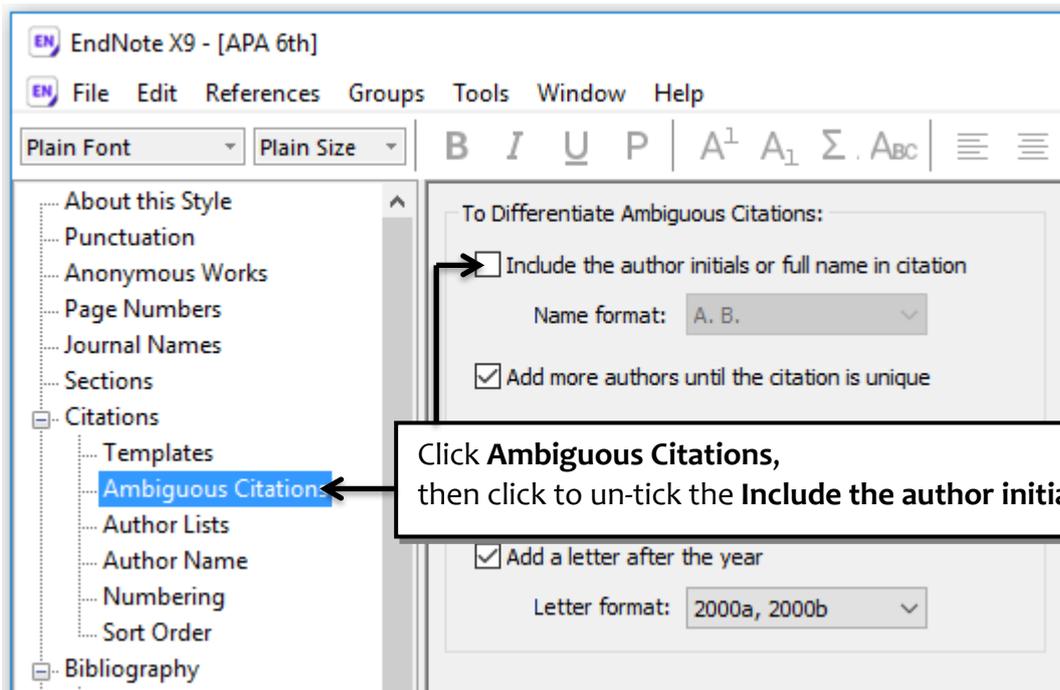
○	🔗	Doolittle, Benjamin...	2016
○	🔗	Dossey, J.	2007
○	🔗	Drezner, Daniel W.	2014
○	🔗	Drezner, D. W.	2014
○	🔗	Esteban, D. J.; Hol...	2015
○	🔗	Evans, Rebecca S...	2016

The appearance of initials happens when you have works by the same author but with their name entered differently, or you have different authors with the same family name.

○	🔗	Charlier, P.; Deo, S...	2017
○	🔗	Charlton, B. G.	2008
○	🔗	Chung, Tan-Ya; Su...	2017
○	🔗	Davis, E. Wade	1983
○	🔗	Davis, Ronni M.	2011
○	🔗	Diaz-Leon, E.	2012

If you don't need initials to differentiate citations (for example, the works are from different years) you can ask EndNote to stop including them.





Click the **Update Citations and Bibliography** button in Word document and the initials will be removed.

Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium et eros vitae pharetra (Drezner, 2014b). Cras eros nisi, ultricies eget mauris et, dignissim mollis tortor. Integer mattis erat at ex fringilla, sed condimentum ipsum tincidunt. Donec vitae lectus elementum, (Drezner, 2014a) porta nulla vitae, lobortis nibh.

Note: in this case, the letters a and b have been added to the citation to distinguish between works written by the same person in the same year. EndNote does this for you automatically.

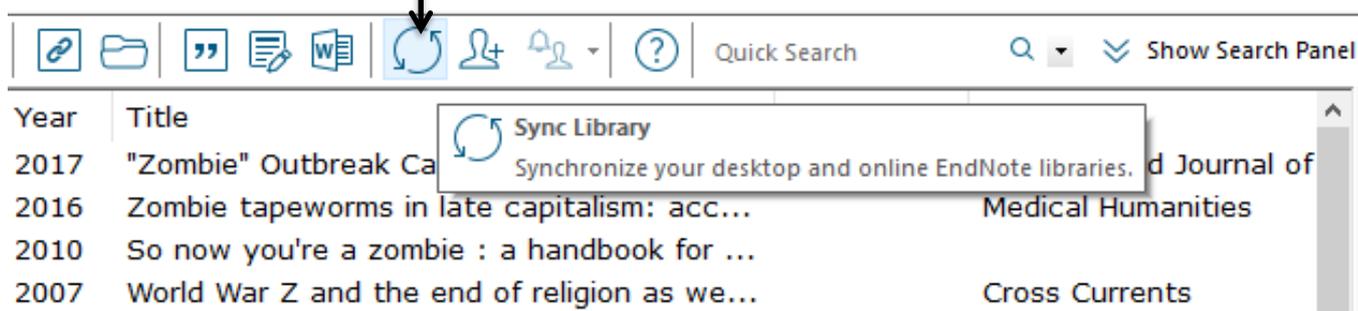
Part 6: EndNote Online

It is highly recommended that you use EndNote Online to make a back-up of your EndNote library. By synchronising your EndNote X9 library with your Online account your references will be backed up every time you open or close your library, and you will be able to access them anywhere you have internet access. You can also install the EndNote Online CWYW tools in Word on your home computer.

Your EndNote Online account is yours for life, which means you will still have access to your references after you have left Salford – remember that your access to EndNote X9 will expire after you have left the University.

EndNote Sync

Click the **Sync Library** button.



The screenshot shows the 'EndNote Login' dialog box. It has a title bar with 'EndNote Login' and a close button. The main text says: 'Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)'. Below this is a section titled 'Create a new EndNote Account' with the text: 'If you don't have an EndNote account or aren't sure, then click Sign Up.' and a 'Sign Up' button. Below that is a section titled 'EndNote Account Credentials' with two input fields: 'E-mail Address:' and 'Password:'. There is a 'Forgot Password' link below the password field. At the bottom are 'OK' and 'Cancel' buttons. A callout box with an arrow points to the 'Sign Up' button, containing the text 'Click the Sign Up button.' Another callout box with an arrow points to the 'Forgot Password' link, containing the text 'Note: If you already have an EndNote Online account you can sign in here.'

Note: If you already have an EndNote Online account you can sign in here.

Sign up

Email address
a.n.student@salford.ac.uk

Password
●●

First name

Last name

Sign up

OR

- ✗ Passwords should be at least 8 characters
- ✓ Must contain at least 1 letter
- ✗ Must contain at least 1 number
- ✓ Should not have leading and trailing spaces
- ✗ Should have at least one special character(!@#\$%^*()~`|'&_)
- ✓ Password is too long

Enter your email address, first and last names in the boxes provided, and make yourself a password following the guidelines provided. When you have completed this, click the **Sign up** button.

When you have completed the registration process click the **Sync** button.

This will send your references from EndNote X9 to EndNote Online.



Using EndNote Online

Although the principles of using EndNote Online are the same as using the software version, it looks quite different and the processes for saving references into it and using the CWYW tools are also different.

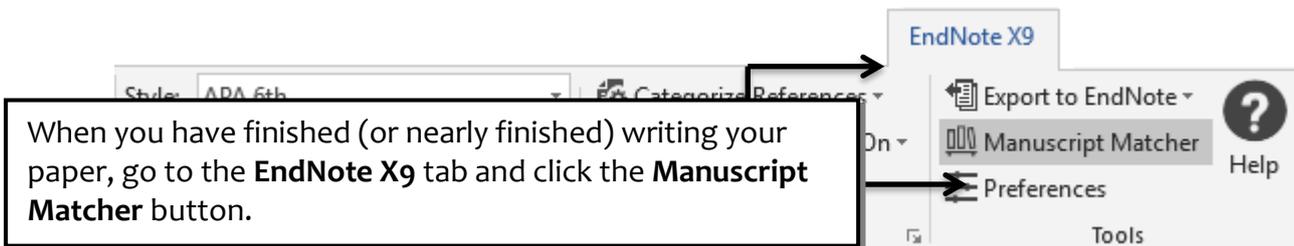
There are a series of videos and a PDF guide to using EndNote Online on the *Skills for Learning* website at:

www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/manage-references#tab_endnote-online

- For help saving references see Section 2: *Adding references to EndNote*
- For help creating citations and references see Section 4: *Cite While You Write*

Part 7 : Where to Publish?

Have you written a paper for publication and are now wondering which journals to submit it to? The Manuscript Matcher tool in EndNote X9 works with *Web of Science* and *Journal Citation Reports* to find the best most credible, high-quality journals that match your topic and references.



Find the Best Fit Journals for your Manuscript Powered By Web of Science

Enter your Manuscript Details:

***Title:**

***Abstract:**

*required

References:
 24 citations from **The rise of the zombie in academia.docx** will be included

Including references allows us to match more data points relevant to your manuscript

[Find Journals >](#)

A form will open.

Copy the Title and Abstract for your paper into the relevant boxes.

Note: Your references will have already uploaded from your Word document.

Click the **Find Journals** button.

Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles	Was this helpful? YES NO
▼ <input type="text" value=""/>	3.12 2018 3,405 5 Year	JOURNAL OF THE ELECTROCHEMICAL SOCIETY	0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Top Keyword Rankings		JCR Category	Rank in Category	Quartile in Category
<ul style="list-style-type: none"> zombie modelling tool rapid growth zombie condition 		ELECTROCHEMISTRY	11/26	Q2

[Submit >>](#)
[Journal Information >>](#)

A report will be produced, showing the top ten matches for your paper and what those matches are based on, bibliometric data for each journal, and a link to take you to each journal's submission page.

Good Luck!

Part 8 : Getting Help

- If you need advice about obtaining or installing EndNote please contact the Digital IT Service Desk:
 - email : Digital-ITServiceDesk@salford.ac.uk
 - phone: 0161 295 2444
- For any help using EndNote please contact the Academic Support Librarian for your subject area. Their details can be from the **Choose a subject** menu at:
<http://bit.ly/sflsubject>
- The EndNote website provides a huge amount of help, including online tutorial guides and videos, FAQs and a Knowledge Base, a user forum and Customer Support:
<http://endnote.com/>

Skills for Learning



Available at <http://www.salford.ac.uk/skills-for-learning> or access through the logo on the Student Channel.

A wealth of advice, tutorials and guides to finding and using information, academic writing and referencing, and much more, plus information about classes you can book on to and where you can get one-to-one help.

- For more tips and advice, see our Blog: blogs.salford.ac.uk/digital-literacy-skills