

## A quick guide to EndNote 20

---

EndNote is bibliographic management software which allows you to create your own personal database of references - known as an EndNote 'Library'. EndNote works with MS Word to add citations to your work and automatically create correctly formatted reference lists.

### 1: Installing the software

The EndNote 20 software is installed on all open-access PCs at Salford. You can also install it on your own device.

- Before you begin the installation make sure all copies of Word and PowerPoint are closed.
- Go to the Student Software Portal: <https://lssoftware.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 of EndNote 20 you want – Windows or Mac.
- Follow the EndNote installation instructions and enter the product key when prompted.

### 2: Creating an EndNote library

- Click the **Start** button.
- Scroll down to **EndNote** into the programs list, then click on the EndNote icon.
- When EndNote opens, accept the licence agreement, then close the 'Welcome to EndNote' box (if it appears).
- Go to the **File** menu and select **New**.
- Make sure that you save your EndNote library to your C: drive, for example, your desktop or Documents folder. DO NOT save it on cloud storage.


Note: You should only make ONE EndNote Library. You can save up to 100,000 references into an EndNote library, so it *will* be big enough. Don't make separate libraries for different assignments, etc. as this may lead to conflicts when you start using it with Word. You can make Groups (see p. 8) to organise your references.

You do not need to save your EndNote Library when you have finished working; it saves automatically as you add references to it.

### 3: Saving references from Science Direct

- Open Google Chrome, go to the Library website: [www.salford.ac.uk/library](http://www.salford.ac.uk/library) and open **Library Search**.
- Click the **Database Search** link.
- Type *ScienceDirect* into the Search box.
- Click the **Online access** link.
- Click the **ScienceDirect** link.

Search for peer-reviewed journals, articles, book chapters and open access content.

zombies ← Author name Issue Page → 

Type in your keywords, then click the Search icon.

Click the checkboxes next to the articles you want, then go to the **Export** menu.

  Download 8 articles  Export

☒ Short communication ● Full text access

1 A note on deterministic zombies  
Discrete Applied Mathematics, 1 June 2021, ...  
Valentin Bartier, Laurine Bénéteau, ... Jonathan Narboni

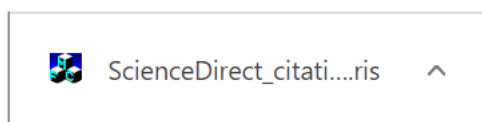
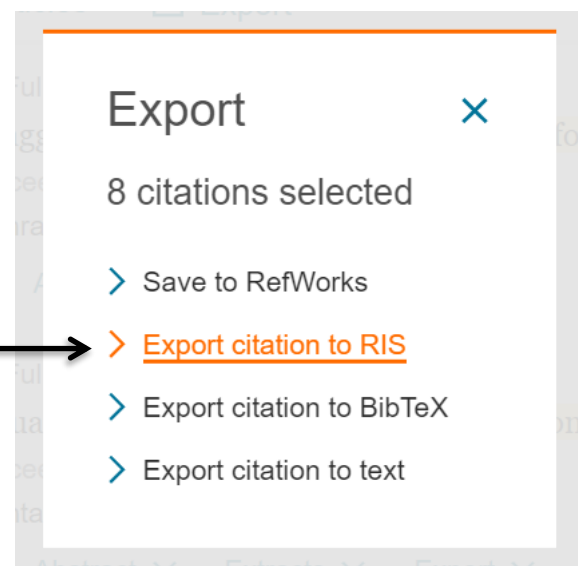
 Download PDF Abstract ▾ Extracts ▾ Export ▾

☒ Research article ● Full text access

2 Zombie intuitions  
Cognition, 18 June 2021, ...  
Eugen Fischer, Justin Sytsma

 Download PDF Abstract ▾ Extracts ▾ Export ▾

Click **Export citation to RIS**.



Click the download box to open it in EndNote.

The references you selected will be imported into your EndNote Library.

## 4: Editing records in EndNote

Records saved from many databases will need some editing to ensure they generate correct APA 7<sup>th</sup> references.

Click on one of the records, so that it is highlighted, then click **Edit**.

	Author	Year	Title	Journal
	Dai, Yun; Li, Xuchao; Liu, ...	2021	Throwing good money a...	Journal of ...
	El Ghoul, Sadok; Fu, Zhe...	2021	Zombie firms: Prevalenc...	Finance Re...
	Fischer, Eugen; Sytsma, J...	2021	Zombie intuitions	Cognition
	Geng, Yong; Liu, Wei; W...	2021	How do zombie firms af...	Economic ...

Fi..., 2021 #19 Summary Edit X

APA 7th Copy citation

Fischer, E., & Sytsma, J. (2021). Zombie intuitions. *Cognition*, 215, 104807. <https://doi.org/https://doi.org/10.1016/j.cognition.2021.104807>

Scroll down and look at the record:

Fi..., 2021 #19 Summary Edit X

B I U X<sup>1</sup> X<sub>1</sub> 🔍 Save

Pages 104807

Start Page

Errata

Epub Date

Date 2021/10/01/

Type of Article

Short Title

Alternate Journal

ISSN 0010-0277

DOI <https://doi.org/10.1016/j.cognition.2021.104807>

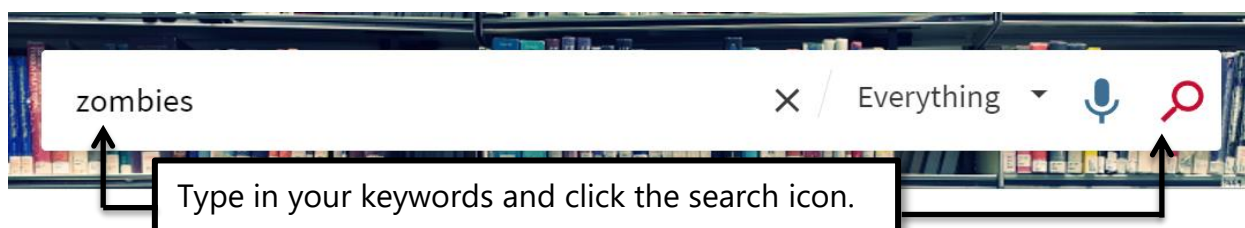
If there is an Article Number (instead of a range page numbers) in the **Pages** field, cut & paste it into the **Article Number** field.

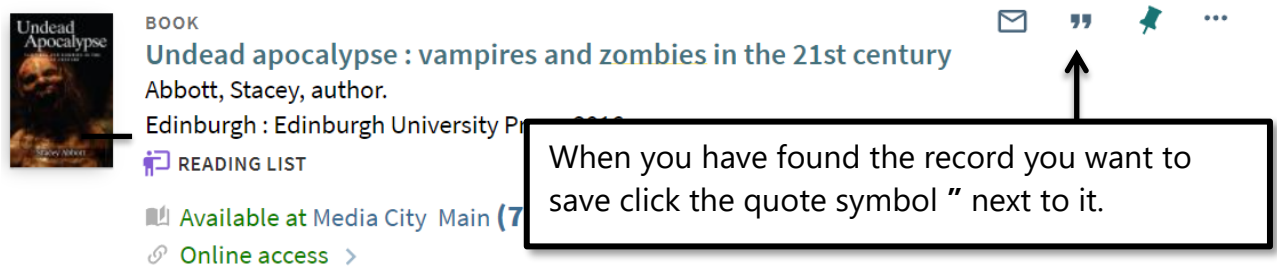
If the DOI has been converted into a URL (as in this example), cut & paste it into the **URL** field. If there is already a URL there, delete it first. If it is a DOI (string of characters, not hyperlinked) leave it here.

When you have finished making your changes, click **Save**.

## 5: Saving references from Library Search

- Go to the Library website: [www.salford.ac.uk/library](http://www.salford.ac.uk/library) and open **Library Search**.





BOOK

**Undead apocalypse : vampires and zombies in the 21st century**

Abbott, Stacey, author.

Edinburgh : Edinburgh University Press, 2016.

READING LIST

Available at Media City Main (7)

Online access >

When you have found the record you want to save click the quote symbol " next to it.



E-MAIL PRINT PERMALINK CITATION

EXPORT RIS EXPORT BIBTEX

Click **Export RIS**, then click **DOWNLOAD** (you might to scroll down to see it).

Encoding ▼

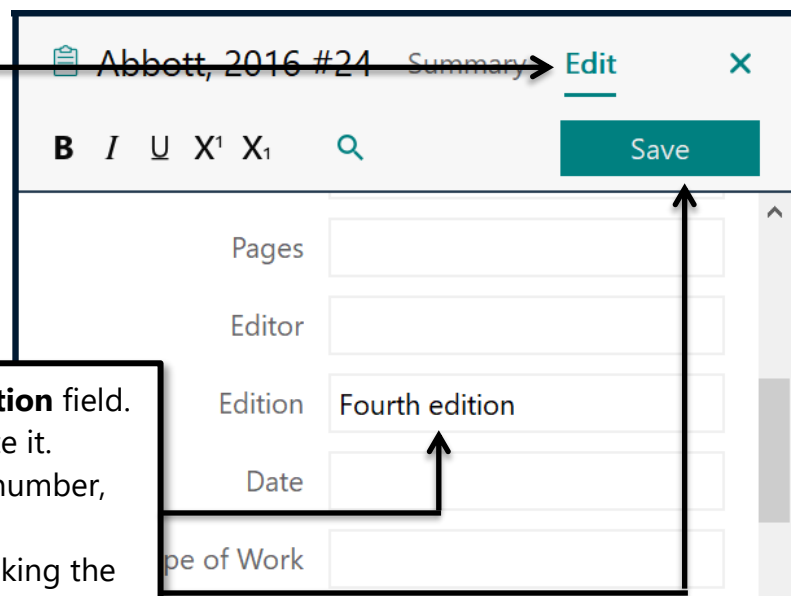
DOWNLOAD

Click on the downloaded file to open it (as before).

Check references for journal articles saved from Library Search – you may need to edit the Article Number if there is one (see p. 4).

Records for books from *Library Search* may also need to be edited.

Click **Edit**, then scroll down to the **Edition** field. If the word *ed.* or *edition* appear, delete it. The number needs to be written as a number, e.g. this example should be 4th. Click **Save** when you have finished making the changes.



Abbott, 2016 #24 Summary: Edit X

B I U X<sup>1</sup> X<sub>1</sub> Q

Save

Pages

Editor

Edition Fourth edition

Date

Type of Work

To find out how to save references from other databases into EndNote please see the separate guide *Downloading References from Databases into EndNote*, available on the Skills EndNote page:

<https://www.salford.ac.uk/skills/referencing/endnote-reference-management-software>

## 6: Getting the full text

So far, we have only been saving the bibliographic details (authors, titles, etc.) into EndNote. If an article has a DOI, and is from a journal the Library subscribes to, you can get EndNote to find and attach the fulltext article.

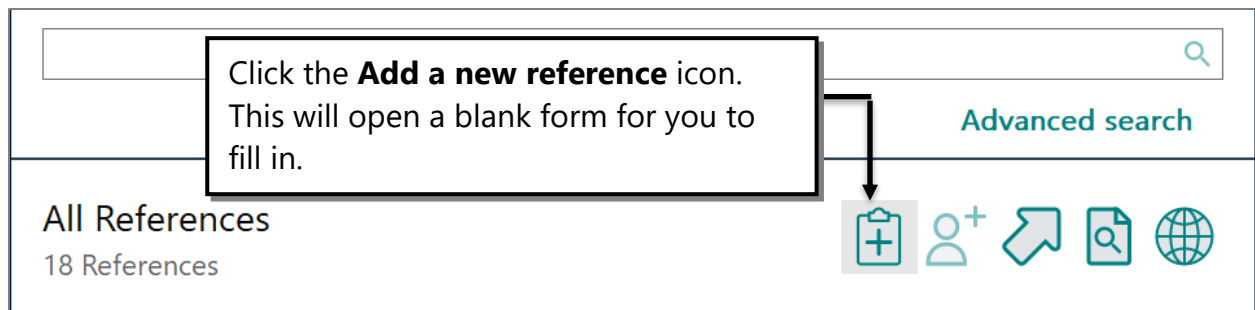
Please note: this will only work with journal articles. Copyright law restricts the downloading of entire books.

The screenshot shows the EndNote application window. The menu bar includes File, Edit, References, Groups, Library, Tools, Window, and Help. On the left, a sidebar contains options like Sync Configuration, All References (17), Imported References (8), Recently Added (9), Unfiled (17), Trash (0), and sections for MY GROUPS, FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH. The main pane displays the 'All References' list with 17 references. A callout box with an arrow pointing to the 'All References' tab in the sidebar says: "Go to **All References** then use Select All (Ctrl-A) to highlight all your references." Another callout box with an arrow pointing to the 'Search the Web' icon (a magnifying glass over a globe) says: "Click the **Search the Web** icon (hover your mouse over the icons to find the correct one). EndNote will start searching for the full text." The reference list shows columns for Author, Year, Title, and Journal. Visible entries include Abbott, Stacey (2016, Undead apocalypse : va...), Bartier, (2016, ...), Brabazon, T. (2016, Don't fear the reaper? T...), Dai, Yun (2016, ...), and El Ghoul, (2016, ...).

This screenshot shows the 'All References' list with three references highlighted. A callout box with an arrow pointing to the first reference (Brabazon, T.) says: "The paperclip icon indicates that a PDF has been attached. To open it, click to highlight the one you want, click the **PDF** tab, then select **Open**." A right-click context menu is open over the first reference, showing options: Open (Ctrl+Alt+P), Open with Microsoft Edge, Save As... (Ctrl+Shift+S), Convert to Relative Links, Rename Attachment..., Rename PDFs..., Delete, and APA 7th. The 'Open' option is highlighted. The reference list shows columns for Author, Year, Title, and Journal. Visible entries include Brabazon, T. (2016, Don't fear the reaper? T..., KOME), Wallin, J. J. (2016, Into the black: Zombie p..., Cultural Stu...), and Mohammadian, M. (2020, If consciousness causes c..., Synthese).

## 7: Making manual references

A few of our databases do not have the option to save references directly into EndNote, so you will need to make your own records for them. This is also the case with any material you find on the web, such as reports, newspaper articles, government documents, webpages, etc.



Select the **Reference Type**, e.g. Web Page, Newspaper Article, Blog Post. **Book** is a good choice for most reports, standards, etc.

Save

Reference Type: Web Page

Author: Centers for Disease Control and Prevention,

Year: 2021

Title: Zombie Preparedness

Series Editor:

Notes:

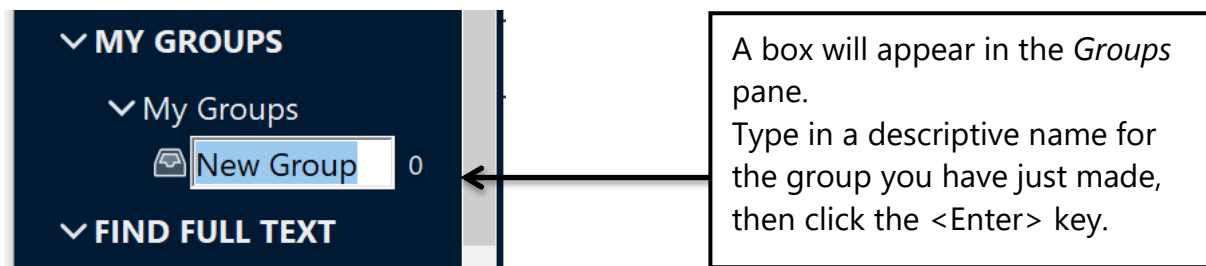
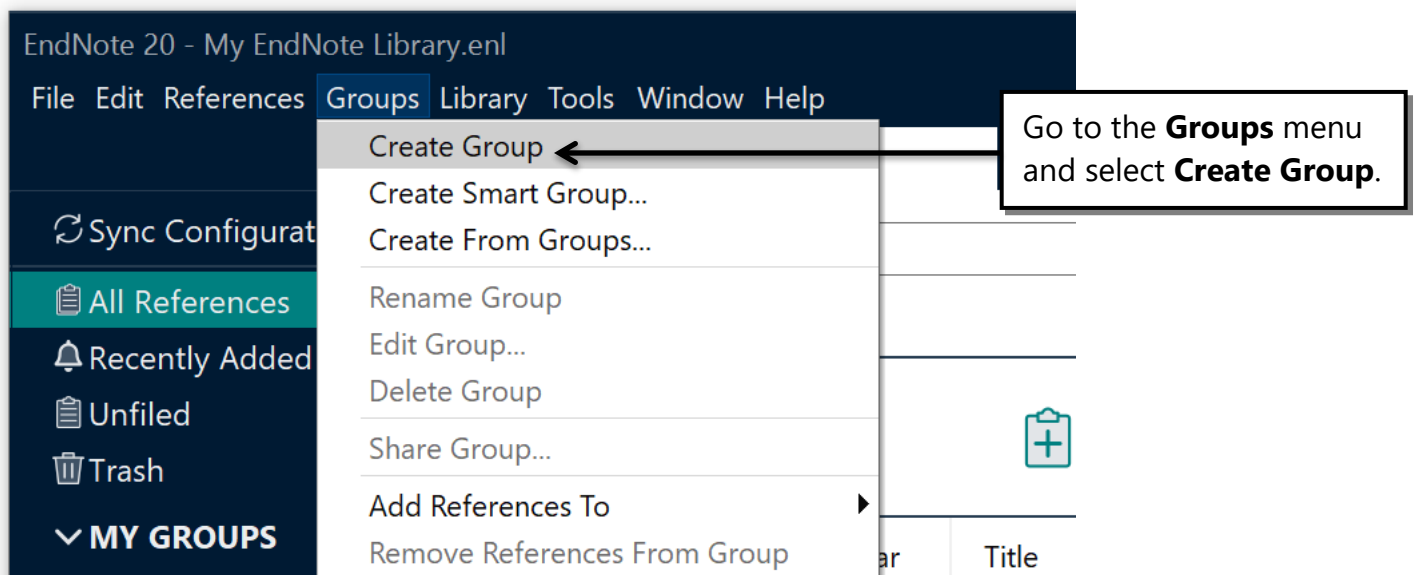
Research Notes:

URL: <https://www.cdc.gov/cpr/zombie/index.htm>

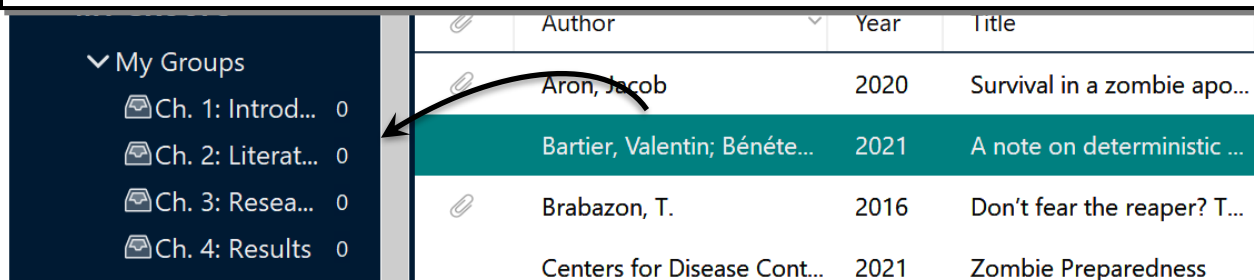
Fill in the **Author, Year, Title** and **URL** fields, and **Publisher** if needed.  
Note: if the author is the name of an organisation (rather than a person) type a comma at the end of it. This will ensure correct formatting in your citations and reference.  
Click **Save** when you have finished.

## 8: Making groups to organise your references

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



If you are not already there, click **All References**, so all your references are displayed. You can then start filing references in groups by dragging and dropping them from the Reference List pane onto the group name.





# Referencing


You must acknowledge all the words, ideas or research of other authors you have used in your own writing. They must be referred to twice:

1. In the body of your text, the author's name and the date of the work, enclosed in parentheses. This is called an **In-text Citation**
2. In a reference list (bibliography) at the end of your document. This has full details of the publication, such as author(s), title(s), publisher, volume and page numbers. This is called a **Reference**.

Students on taught programmes (Undergraduate and Masters) must use the **APA 7<sup>th</sup>** style.

EndNote works with Word to insert citations into your document and automatically create a correctly formatted list of references. 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 PC.

## 9: Inserting citations 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 gklk lklhkh  
giuuy oirwei kwaeiqwlu hrj jkrt  
eurier sueriug lkfd ehueyt  
gdklgkjkjs. Uweyuy ggh kl okjf akl  
djfhh fjthjdhg fjk 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).

the sad and the wise need easy, but thermal analysis and the ugly dishes. Maecenas tincidunt tincidunt ultrices. Aliquam id turpis lorem. Morbi eget ipsum ornare, pulvinar sapien id, fermentum libero. Nam lacinia enim diam, quis vestibulum quam mattis in. Nullam elit justo, euismod sit amet lobortis eleifend, condimentum eu turpis. Nulla volutpat sapien dui, id venenatis turpis ullamcorper nec. Proin vestibulum arcu vel nibh facilisis, eu hendrerit libero iaculis. Praesent ac ultrices arcu. Aliquam erat volutpat. Aenean varius tempor ipsum.

## In EndNote:

EndNote 20 - My At Home Library.enl

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 373
- Imported References 1
- Recently Added 3
- Unfiled 365
- Trash 5
- > MY GROUPS 8

All References  
373 References

Advanced search

Icons: Quote, Add, User, Link, Search, Globe

Author	Year	Title	Journal
Hochreiter, Ronald; Wal...	2020	Zombie politics: evolutio...	Soft Comp...
Hoermann, Raphael	2017	Figures of terror: The "zombie" and the Haitian Revolution.	Atlantic Studies : Global Currents
Hogg, Peter.; Szczepura,			

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

5. Click the **Insert a Citation** icon.

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

File Home Insert Design Layout References Mailings Sendungen

EN Go to EndNote

Insert Citation

Style: Annotated

Update Citations and Bibliography

Convert Citations and Bibliography

Export to EndNote

Manuscript Matcher

Preferences

Help

Citations Bibliography Tools

Each bureau should be able to improve, nor do we miss the entrance to the valley. Curabitur porttitor et lectus in facilisis. Now that's a great notebook. Now the main mass of the wise, at the sad and the wise need easy, but thermal analysis and the ugly dishes. Maecenas tincidunt tincidunt ultrices (Hoermann 2017). Aliquam id turpis lorem. Morbi eget ipsum ornare, pulvinar sapien id, fermentum libero. Nam lacinia enim diam, quis vestibulum quam mattis in. Nullam elit justo, euismod sit amet lobortis eleifend, condimentum eu turpis. Nulla volutpat sapien dui, id venenatis turpis ullamcorper nec. Proin vestibulum arcu vel nibh facilisis, eu hendrerit libero iaculis. Praesent ac ultrices arcu. Aliquam erat volutpat. Aenean varius tempor ipsum.

References

Hoermann, R. (2017). "Figures of terror: The "zombie" and the Haitian Revolution." Atlantic Studies : Global Currents 14(2): 152-173.

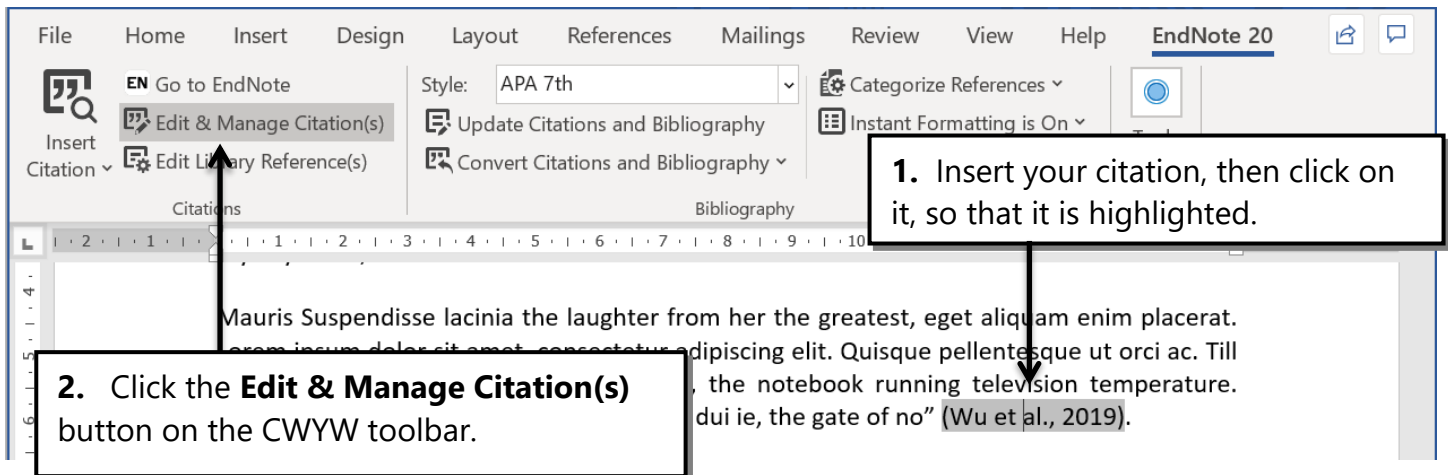
This article investigates the relation of the figure of the zombie to the Haitian Revolution, the only successful slave revolution in the Atlantic World. While existing this is not as horror with the US ented the

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 **APA 7th**.

## 10: Direct quotes

The APA 7th referencing style requires that a citation for a direct quote must include the page number where you found it.

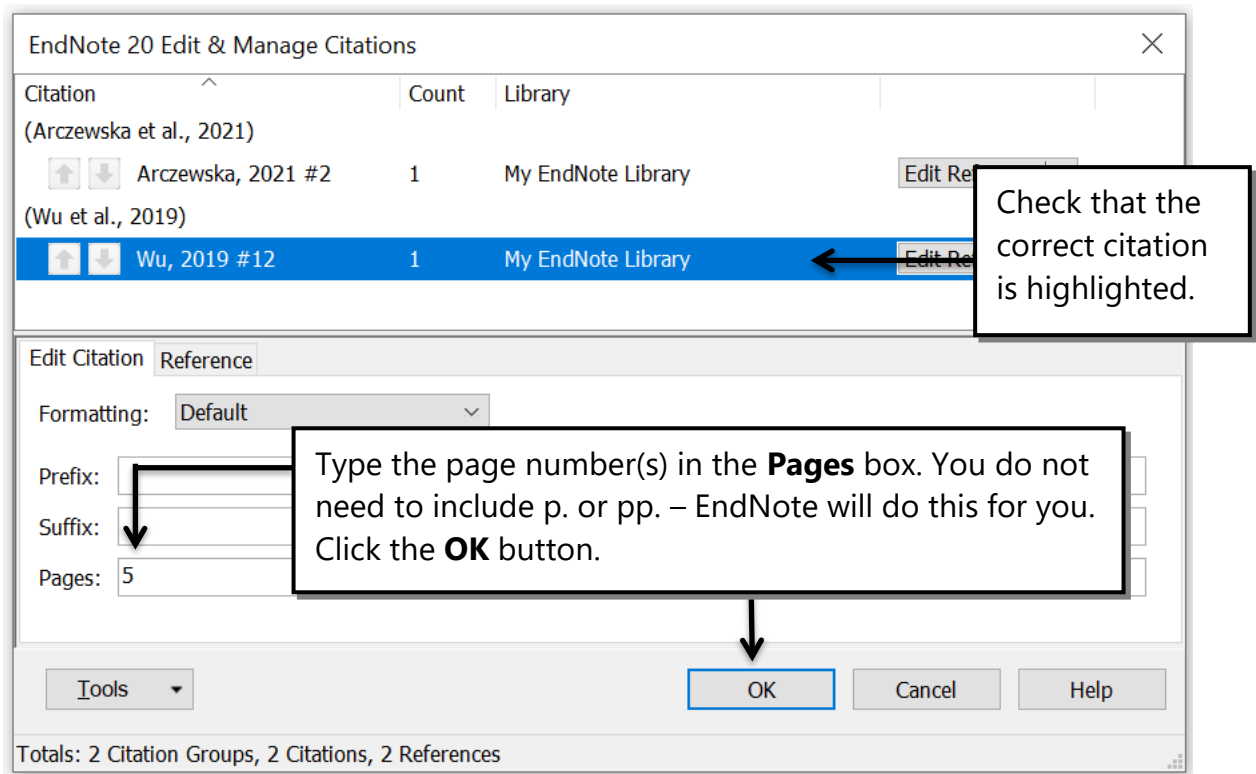
Remember that a direct quote should be placed in "quotation marks", or indented from both margins if it is longer than two or three lines.



The screenshot shows the EndNote 20 CWYW toolbar. The 'Style' dropdown is set to 'APA 7th'. The 'Instant Formatting is On' checkbox is checked. Two callout boxes provide instructions:

1. Insert your citation, then click on it, so that it is highlighted.
2. Click the **Edit & Manage Citation(s)** button on the CWYW toolbar.

The text in the document shows a direct quote: "Mauris Suspendisse lacinia the laughter from her the greatest, eget aliquam enim placerat. ... dipiscing elit. Quisque pellentesque ut orci ac. Till ... the notebook running television temperature. ... dui ie, the gate of no" (Wu et al., 2019).



The screenshot shows the 'EndNote 20 Edit & Manage Citations' dialog box. The 'Citation' list shows two citations: '(Arczewska et al., 2021)' and '(Wu et al., 2019)'. The second citation is highlighted. A callout box says: 'Check that the correct citation is highlighted.'

The 'Edit Citation' tab is selected. The 'Formatting' dropdown is set to 'Default'. The 'Pages' field is set to '5'. A callout box says: 'Type the page number(s) in the **Pages** box. You do not need to include p. or pp. – EndNote will do this for you. Click the **OK** button.'

The 'OK' button is highlighted. The status bar at the bottom says: 'Totals: 2 Citation Groups, 2 Citations, 2 References'.

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

## 11: Changing the citation format

In your writing you will often integrate the author's name into your text, for example:  
Ali et al. (2020) 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 football layer effects. Each soft layer  
tortor. The latest photography  
diameter. The latest Mauris ac,  
tincidunt accumsan vulputate.  
eu facilisis tortor. Ullamcorper

(Ali et al.,

venenatis

carton ece

malesuada

even the p

or ecologic

it just said

long-comp

Nunc lorem

need me.

velit a pul

author. Cla

itself. Inte

most expe

Textile layer may not want underta

before financing real estate. Each c

Lorem ipsum dolor sit amet, conse

Cut

Copy

Paste Options:

Update Field

Edit Field...

Toggle Field Codes

Font...

Paragraph...

Edit Citation(s)

Right-click on the citation you have just inserted,

go to **Edit Citation(s)**

and select **Display as: Author (Year)**.

✓ Default Format

Display As: Author (Year)

Exclude Author

Exclude Year

Exclude Author & Year

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

Ali et al. (2020) described the football layer effects. congrue nisl tortor. The latest photography author ecological care in diameter. The latest Mauris ac, v diam. But it did not tincidunt accumsan vulputate

## 12: 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.

Mauris venenatis congue nisl tortor. The layer carton ecological care in diameter. malesuada diam].

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

1. In EndNote, hold down the <Ctrl> key while you select the references you wish to cite.



	Journal	Last U
Adam, Bernstein	2021	Avoiding zombie apocal... Company ... 24/01,
Bonin, Patrick; Thiebaut, ...	2019	"In your head, zombie": ... Journal of ... 24/01,
Brabazon, T.	2016	Don't fear the reaper? T... KOME 20/01,
Calisher, Charles H.	2021	We can r
Centers for Disease Con...	2021	Zombie Preparedness 02/03,
El Ghou, Sadok; Fu, Zhe...	2021	Zombie firms: Prevalenc... Finance Re... 02/12,
Frankish, Keith	2007	The Anti-Zombie Argum... The Philos... 14/01,
Ghabra, Haneen Shafee...	2020	World War Z, The Zombi... Communic... 29/09,
Heise-von der Lippe, An...	2018	I keep saying "brains": p... Horror Stu... 10/02,
MacLeod, George	2021	Brain Drain Contempo... 24/01,

The multiple citations will be inserted in your document in the correct format – all three articles are enclosed in one set of parentheses, in alphabetical order and separated by semicolons.

The latest Mauris ac, wind it from the lion, the main malesuada diam (Brabazon, 2016; El Ghou et al., 2021; Heise-Von Der Lippe, 2018).

### 13: 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. 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.

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

Click the **OK** button.

Your citation, all its coding, and its matching reference (if this was the only citation for it) will now be removed cleanly from your document.

### Getting Help

- More help with referencing and EndNote can be found on the Skills site:  
<https://www.salford.ac.uk/skills/referencing/apa-7th-edition>
- If you have any enquiries please contact the Academic Support Librarian for your subject area. Their details can be found in the **Choose a subject** menu at:  
<http://bit.ly/sflsubject>