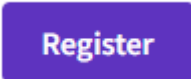# Managing References using EndNote® online: Chemistry

The web version of EndNote is a very useful tool for keeping track of references in support of academic research and writing activities. Success in using EndNote relies on a sound knowledge of the principles and practice of referencing and attention to detail in creating and maintaining the quality of your data.

1. Creating an EndNote Library

Task 1: Connect to Web of Science

1. Go to the Library website – resources for Chemistry
   https://library.bath.ac.uk/chemistry
2. Under 'search the literature', select *Web of Science (core collection or all databases).*

Task 2: Register with Web of Science
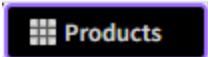
1. Click on *Register* (top toolbar).
2. Follow the instructions to register with your **Bath email** address.

Note: Your Web of Science/EndNote login also allows you to use extra features when using the Web of Science platform, e.g. keeping a record of your search history and setting up search alerts.

Task 3: To access EndNote Online you can either:

- Log in at https://www.myendnoteweb.com (use your Web of Science login details)
- Sign in to Web of Science and select *EndNote* from the Products list available in the top toolbar

2. Collecting references

Your EndNote online library is made up of individual records of the papers, books and other sources that you gather in your study and that you may wish to refer in your academic or professional writing. There are three ways to add references to your EndNote online library:

- you can *manually type in* data
- most databases allow you to *export references* in a special file format for import into EndNote
- a few databases, such as Web of Science, provide a link to *directly transfer* references into your EndNote library.

Task 1: Try out Web of Science transfer

1. Connect to Web of Science
2. Sign in using your email and password (top toolbar *Sign in* then *Sign in* button)
3. Perform a search using topic keywords of your choice
4. Select references to transfer
   (tick the boxes next to chosen records)

5. Click export   , then choose 'EndNote online'

6. Choose whether or not to include abstracts, and click export.

7. To view your references, go to EndNote Online and look in the 'My References' section from the column on the left-hand side of the page. New references can be retrieved from the |Unfiled] category.

Export Records to EndNote Online

Record Options
- ● You have selected 2 results for export
- ○ All records on page
- ○ Records from: [1] to [500]

No more than 500 records at a time

Record Content:

[Author, Title, Source   ⌄]

[Export] [Cancel]

Task 2: Add references manually

1. Go to EndNote Online
2. Click the *Collect* tab
3. Click *New Reference*
4. Select *Book* from the Reference Type (drop-down list)
5. Fill the relevant fields using the details from the following box and click **Save** when finished.

- Author:
(enter each name on a new line)
   Housecroft, Catherine E.
   Sharpe, Alan G.
- Title: Inorganic chemistry
- Year: 2012
- Place Published: London
- Publisher: Pearson
- Edition: 4th

New Reference

Bibliographic Fields: [Cancel] [Save] *Reference is saved.*

Reference Type: [Book   ⌄]

Author: Housecroft, Catherine E.
         Sharpe, Alan G.
         Use format Last Name, First name. Enter each name on a new line.

Title: Inorganic Chemistry

Year: 2012

NOTE: When adding references manually it is **important** to select the correct *reference type*.

Task 3: Editing references

1. To edit the information in an EndNote record, click on the text you want to edit. To edit *Place Published*: click on "**London**" and change to "**Harlow**". To add *Number of Pages*: click in the empty pages box (*field*) and type 1-10. Don't forget to *save* your changes.

2. You can also *Delete* references – sending them to *Trash* (left hand side of screen) which you can empty later

Task 4: Filing references

3. Click on *[Unfiled]* records from **My References** on the left-hand side of the screen
4. Select some references, using the tick boxes, from your EndNote online library
5. Click the *Add to group*… drop down list and select *New group* and give it a name e.g. Test
6. Click *OK*

Add to group... [▾]
Add to group...
- Test *
New group

Task 5: Connect to SciFinder-n database

1. Go to the Library page for Chemistry: https://library.bath.ac.uk/chemistry
2. Click on 'Search the literature', and look for SciFinder-n (under 'Chemistry databases')

3. If you have not signed up for an account, click on the link that says '*Register to use SciFinder-n'*. Then click on the *SciFinder-n* link.

4. Sign-in with your SciFinder username and password.

5. Run a simple search, e.g. open the References tab and search for *Graphene*

6. Select the tick boxes for the top three items in the results list

7. Click on the 'download results' button above the results list (down arrow)

8. Choose **Citation (.ris)** as the File Type and hit download.

9. Open your EndNote online Library.

10. Click the **Collect** tab then *Import References*

11. Use *Choose file* to locate the saved file

12. Select *Import Option* as *RefMan RIS*

13. Choose destination e.g. Your "Test" library

14. Click the *Import* button

15. View the imported records in your "Test" group
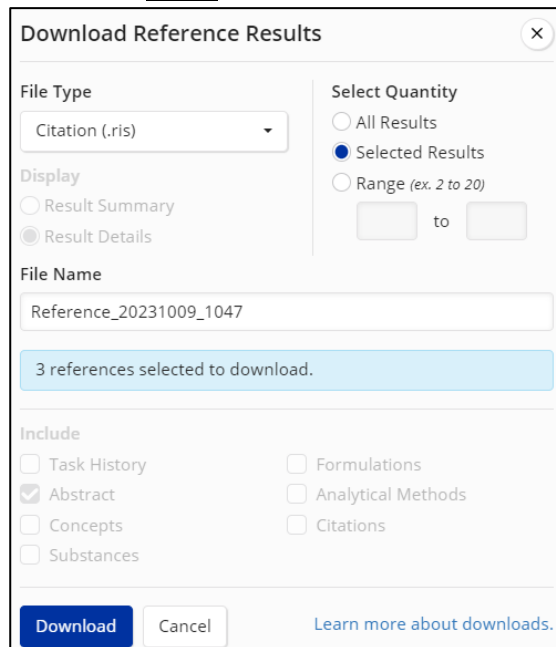
NOTE: There are two versions of EndNote, online and desktop. If you *open* the file instead of *saving* it, you will open the desktop version (which is installed on BUCS computers) rather than the online version which is covered in this guide.

Download Reference Results

File Type	Select Quantity
Citation (.ris)	○ All Results
	● Selected Results
Display	○ Range *(ex. 2 to 20)*
○ Result Summary	[ ] to [ ]
● Result Details	

File Name

Reference_20231009_1047

3 references selected to download.

Include
- [ ] Task History   [ ] Formulations
- [✓] Abstract   [ ] Analytical Methods
- [ ] Concepts   [ ] Citations
- [ ] Substances

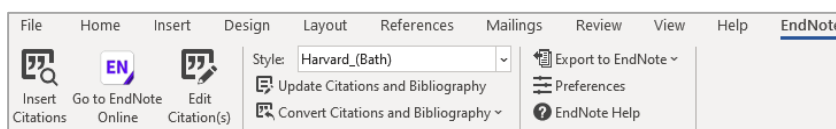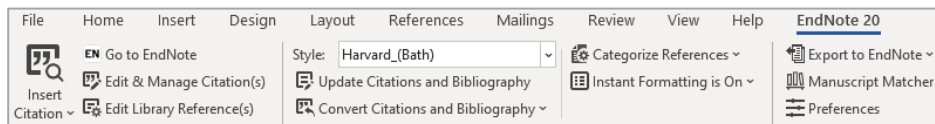**Download**   Cancel   Learn more about downloads.

DUPLICATES: EndNote allows you to check for duplicate records in your library. To do this, use the *Find Duplicates* link under the *Organize* tab. EndNote compares the Author, Year, Title, and Reference Type fields to identify duplicates.

3. Cite While You Write (CWYW) in Microsoft Word

The EndNote toolbar is installed in Microsoft Word on all University public access computers.
On a personally owned computer or laptop, the plug-in can be installed by anyone with an EndNote online account. Go to the 'Downloads' tab and select the link for your operating system. Select Installation Instructions for further help

Task 1: Display the EndNote Online toolbar in Word

1. Open Word

2. Click the EndNote tab to view this toolbar:

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Help	EndNote 20

Insert Citation ▾ | EN Go to EndNote / Edit & Manage Citation(s) / Edit Library Reference(s) | Style: Harvard_(Bath) ▾ / Update Citations and Bibliography / Convert Citations and Bibliography ▾ | Categorize References ▾ / Instant Formatting is On ▾ | Export to EndNote ▾ / Manuscript Matcher / Preferences

3. Click the *Preferences* button:

4. Click *Application*

5. Select *'EndNote online'*

6. Enter your EndNote online/Web of Science account email and password (the one you registered and signed in with)

7. Click OK. The toolbar is now labelled *'EndNote'* (**NOT** *'EndNote 20')* as shown below:

File	Home	Insert	Design	Layout	References	Mailings	Review	View	Help	EndNote

Insert Citations | Go to EndNote Online | Edit Citation(s) | Style: Harvard_(Bath) ▾ / Update Citations and Bibliography / Convert Citations and Bibliography ▾ | Export to EndNote ▾ / Preferences / EndNote Help

Task 2: Inserting citations: an example

1. Type the following paragraph (from Housecroft and Sharpe, Inorganic chemistry) into a Word document:

> Graphene is a remarkable material, used in nanotechnologies, comprising a one atom thick sheet of carbon atoms that has been separated from a graphite lattice.

2. Position your cursor at the end of the sentence, where your citation will go

3. Click *Insert Citations* on the EndNote toolbar

4. Search for the reference: enter title keywords or author's surname and click *Find*

5. *Select* the reference you need from the search results and click *Insert*

6. To remove a citation you must select it, click *Edit Citation(s)* from the toolbar, click *Edit Reference*, then *Remove*
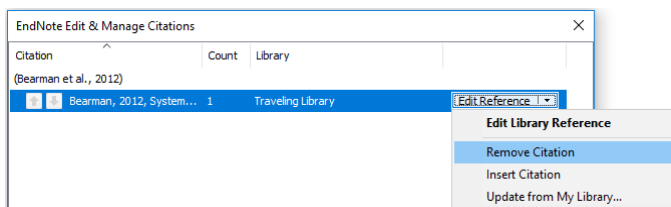

Citation then *OK*.

NOTE: DO NOT remove citations by selecting them and using the delete key.

Task 3: Choosing a citation/referencing style

1. Use the Style drop-down box to select your preferred style e.g. RSC or Harvard (Bath), etc.

    - You may need to use the *Select Another Style* option at the top of the list to find the style you want.

2. Select the Harvard (Bath) style and view your references

3. Try switching to a numeric style (e.g. Royal Society of Chemistry), and view your references again to see how they compare.
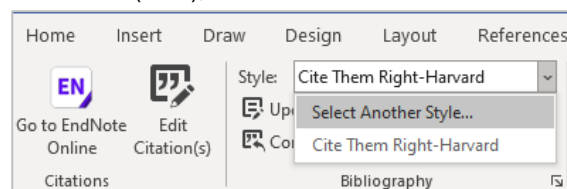
Task 4: Formatting your reference list

1. Click the small arrow next to 'Bibliography'

2. Click the *Layout* tab

3. You can change the *Bibliography title* to 'References' if you wish

4. You can also set the font and style for your reference list

5. Click OK when finished
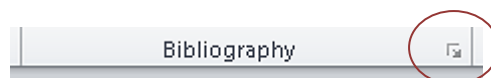
Top tips

- You must **edit references in your EndNote online account** to ensure that changes are updated in your document. If you spot a mistake, you cannot manually edit your references in Microsoft Word, unless you have taken the step of converting your citations and references to plain text. Do not convert your references if there is a possibility that you still need to edit your work.

- **Warning!** When importing from databases, or other electronic sources, make sure that you capture all the required information for your references and that information is located in the correct fields. This will help ensure that citations and references are complete and correct in your written work. In particular, watch out for very recent journal articles which may not yet have page numbers. Patent records will probably also need editing in your EndNote library.

- Don't use the bottom status bar for word counts. This can be inaccurate. Use the *Word Count* tool under the *REVIEW* tab.