



A GUIDE TO USING ENDNOTE

Need help? Email citations.library@mcgill.ca

Introducing EndNote

- EndNote is computer software that allows you to: save references from online searches; manually enter references; organize your references into different folders (groups); find the full text of your references; create bibliographies; and cite references within a text document.

Downloading the EndNote Software

- McGill students, faculty, and staff can visit <http://bit.ly/mcgillendnote> to download the EndNote software.

Creating a New EndNote Library

1. Open EndNote on your computer.
2. Select **File > New** from the menu.
3. Name your file and select where you wish to save it.
4. Click on **Save**.

Note:

On a Mac computer, **do not** select the option, "Save as Package" when you are creating a new EndNote library.

Exporting Search Results from *Compendex*

1. Search *Compendex* and select your results.
2. Click on the **Download** link above your list of search results.
3. Select the **RIS (EndNote, Ref. Manager)** option in the middle *Format* column.
4. Click on **Save**.



The screenshot shows the Engineering Village search interface. At the top, there are navigation links: Search, Selected records, Settings, and Tags & Groups. Below this is a 'Quick Search' section with a search query: '80 articles found in Compendex for 1884-2014: (((polysaccharides) WN All fields) AND ((drug* deliver*) WN All fields)) AND ('. There are icons for New Search, Edit, Save Search, Create Alert, RSS feed, and Search history. A 'Refine results' sidebar on the left shows a 'Controlled vocabulary' with options: Drug Delivery (53), Polysaccharides (52), Nanoparticles (28), Tumors (26), and Drug Products (21). The 'Polysaccharides' option is highlighted. The main results area shows a list of results with a 'Select:' dropdown set to 'Selected Records (50)'. Action buttons include Email, Print, Download (circled in red), and Save to Folder. The first result is 'Effect of different drying methods on physicochemical properties and mushroom Inonotus obliquus' by Ma, Lishuai et al., published in Compendex.

Note about browser:

Depending on your browser settings, the file with your search results will **a)** be downloaded on your computer, or **b)** open a pop-up window that will ask you to open/save the file. If **a)**, double click on the downloaded file to open it in EndNote. If **b)**, choose to open the file and select EndNote as the program with which to open the file.

If you are prompted to *Select a Reference Library*, select and open your EndNote library.

Exporting Search Results from *Web of Science*

1. Search *Web of Science* and select your results.
2. Select **Save to EndNote desktop** from the drop down menu, located above your list of search results.
3. Select **Full Record** from the drop down menu and click on **Send**.
4. See *Note about browser* above.

The screenshot shows the Web of Science interface with search results for 'titanium dioxide OR tio2'. The results are sorted by 'Publication Date -- newest to oldest'. A dropdown menu is open over the first result, 'Enhanced toxicity of 'fresh' and 'aged' nanoparticles in the rat brain', with the option 'Save to EndNote desktop' circled in red. Other options in the menu include 'Save to EndNote online', 'Save to Other File Formats', and 'Save to RefWorks'. The interface also shows 'Back to Search', 'My Tools', 'Search History', and 'Refine Results' options.

Exporting Search Results from *Scopus*

1. Search *Scopus* and select your results.
2. Click on the **Export** link above your list of search results.

The screenshot shows the Scopus interface with search results for 'Chocolate and the brain: Neurobiological impact of cocoa flavanols on cognition and behavior'. The 'Export' button is circled in red. The interface includes options for 'View 11 patent results', 'Analyze results', 'Sort on: Date Cited by Relevance', and 'Show all abs'. The search results table shows the following information:

Checkmark	Title	Author(s)	Year	Journal	Citations
<input checked="" type="checkbox"/>	Chocolate and the brain: Neurobiological impact of cocoa flavanols on cognition and behavior	Sokolov, A.N., Pavlova, M.A., Klosterhalfen, S., Enck, P.	2013	Neuroscience and Biobehavioral Reviews	0
<input checked="" type="checkbox"/>	Health benefits of methylxanthines in cacao and chocolate	Franco, R., Oñatibia-Astibia, A., Martínez-Pinilla, E.	2013	Nutrients	0

3. Select the **RIS format (EndNote, Reference Manager)** option under the *Choose your default reference manager or file type* heading.
4. Select the **All available information** option under the *Choose the information to export* heading.
5. Click on the **Export** button.
6. See *Note about browser* above.

Exporting Search Results from ProQuest Databases (e.g., Dissertations & Theses, Environmental Sciences & Pollution Management, GeoRef)

1. Search ProQuest and select your results.
2. Select the **EndNote, Citavi, or Reference Manager** option under the *Export/Save* drop down menu, located above your list of search results.

ProQuest Environmental Sciences and Pollution Management

Basic Search | Advanced ▾ | Figures & Tables | About

("titanium dioxide" OR TiO2) AND (nanoparticul* OR nanomaterial*) AND (fish OR fishes)

Peer reviewed Scholarly journals ⓘ Modify search | Tips

Did you mean: ("titanium dioxide" OR TiO2) AND (nanoparticul* OR nonmaterial*) AND (fish OR fishes)

14 Results * Search within | Find related figures & tables Create alert Create RSS feed Save search

14 Selected items [Clear] Save to My Research Email Print Cite Export/Save

Select 1-14 Brief view | Detailed view

1 Hydroxyl radicals (?OH) are associated with titanium dioxide (TiO sub(2)) nanoparticle-induced cytotoxicity and oxidative DNA damage in fish cells Preview

Reeves, J F; Davies, S J; Dodd, NJF; Jha, AN. **Mutation Research-Fundamental and Molecular Mechanisms of Mutagenesis** 640.1-2 (Apr 2, 2008): 113-122.

...ESR studies revealed that the observed toxic effects of nanoparticulate TiO

Cited by (29)

Citation/Abstract Find Full Text

Peer reviewed

3. Scroll down and click on the **Continue** button.
4. See *Note about browser* on the previous page.

Exporting Search Results from Google Scholar

1. Search Google Scholar.
2. Import a reference by clicking on the **Cite** link, which will appear beneath each Google Scholar search result.
3. Click on the **Import into EndNote** link.
4. See *Note about browser* on the previous page.

Google chocolate bar mood

Scholar About 35,700 results (0.05 sec)

Articles

Case law

My library **New!**

Any time

Since 2014

Since 2013

Since 2010

Custom range...

Everyday mood and emotions after eating a chocolate bar or an apple
M Macht, D Dettmer - *Appetite*, 2006 - Elsevier
Emotional changes after eating chocolate were examined in everyday life. Thirty-seven healthy, normal-weight women ate a chocolate bar, an apple or nothing and rated their subjective state 5, 30, 60 and 90min after eating. Both chocolate and the apple reduced ...
Cited by 87 Related articles All 8 versions Web of Science: 4 Cite Save

Mood modulation by food: An exploration of affect and cravings in 'chocolate addicts'
Jl Maadiarmid, Mm Hetherington - *British Journal of Clinical ...*, 1995 - Wiley Online Library
... Thus, intake data for these participants were recorded as zero and included in the intake data, but no information on mood ratings could ... chocolate than the control group (Table 2). Bars of chocolate were defined as the equivalent of a standard 60 g bar or block of chocolate. ...
Cited by 108 Related articles All 7 versions Web of Science: 6 Cite Save More

Exporting Search Results from the McGill WorldCat Catalogue

1. Search the *McGill WorldCat Catalogue* and click on the title of a search result.
2. Import a reference by clicking on the **Cite/Export** link, which is located above the complete record of each WorldCat search result.
3. Click on the **Export to Endnote / Reference Manager** link.
4. See *Note about browser* on page 2.

The screenshot shows the McGill University Library WorldCat search results page. The header includes the McGill logo and navigation menus. The search results for 'Chocolate in health and nutrition' are displayed, including the book cover, author information (Ronald R Watson, Victor R Preedy, Sherma Zibadi), publisher (New York: Humana Press, ©2013), series (Nutrition and health (Totowa, N.J.), 7), edition/format (eBook: Document: English), and database (WorldCat). A red circle highlights the 'Cite/Export' link in the top right corner of the record.

Exporting Search Results from SciFinder

1. Search *SciFinder* and select your results.
2. Click on the **Export** link on the top right-hand side of the page.

The screenshot shows the SciFinder search results page. The header includes the SciFinder logo and navigation menus. The search results for 'effect of antibiotic residues' are displayed, including the title 'A method of preparing fermented pressed salted duck [Machine Translation]', author information (Zhu, Jianjun), and a brief description. A red circle highlights the 'Export' button in the top right corner of the page.

3. Select the **Citation export format (*.ris)** in the middle column and click on the **Export** button.
4. See *Note about browser* on page 2.


Exporting Search Results from *PubMed*

1. Search *PubMed* and select your results.

The screenshot shows the PubMed search results page for the query 'hpv vaccine cervical cancer'. The search results are displayed in a list format. A 'Choose Destination' dialog box is open, showing options for where to save the citations: File, Clipboard, Collections, E-mail, Order, My Bibliography, and Citation manager. The 'Citation manager' option is selected. Below the dialog box, the first search result is visible: 'Immunogenicity of 2 doses of HPV vaccine in doses in young women: a randomized clinical trial' by Dobson SR, McNeil S, Dionne M, Dawar M, Ogilvie C, Scheifele DW, Kollmann TR, Halperin SA, LaRocque J, Money D, Miller D, Naus M, Marra F, Young E. JAMA. 2013 May 1;309(17):1793-802. doi: 10.1001/jama.2013.1626.

5. See *Note about browser* on page 2.

Creating a New Reference

1. Select **References > New Reference** from the EndNote menu.
2. Select the type of document from the drop down menu at the top of the form. 
3. Click on each field to enter the information.

Tips for entering author information:

You can enter an author's name as follows:

John Smith *or* Smith, John

Place a comma after the name of an organization:

McGill University,

Enter one author per line, i.e., type the first author, press enter/return on your keyboard, type the second author on the second line, and so on.

The screenshot shows the 'New Reference' form in EndNote. The document type dropdown menu is set to 'Journal Article', which is circled in red. Below the dropdown, the form fields are labeled: Author, Year, Title, and Journal.

Manually Entering a Reference to a Journal Article in EndNote (Sample)

Some common fields to enter:

- a. **Author** Stortz, Terri A.
Marangoni, Alejandro G.
- b. **Year** 2013
- c. **Title** Ethylcellulose solvent substitution method of preparing heat resistant chocolate
- d. **Journal** Food Research International
- e. **Volume** 51
- f. **Issue** 2
- g. **Pages** 797-803
- h. **DOI** 10.1016/j.foodres.2013.01.059

The reference should appear as follows for ACS style:

1. Stortz, T. A.; Marangoni, A. G. Ethylcellulose Solvent Substitution Method of Preparing Heat Resistant Chocolate. *Food Res. Int.* **2013**, *51* (2), 797-803.

The reference should appear as follows for APA 6th style:

- Stortz, T. A., & Marangoni, A. G. (2013). Ethylcellulose solvent substitution method of preparing heat resistant chocolate. *Food Research International*, *51*(2), 797-803. doi: 10.1016/j.foodres.2013.01.059

The reference should appear as follows for IEEE style:

- [1] T. A. Stortz and A. G. Marangoni, "Ethylcellulose solvent substitution method of preparing heat resistant chocolate," *Food Res. Int.*, vol. 51, no. 2, pp. 797-803, 2013.

The reference should appear as follows for Vancouver style:

1. Stortz TA, Marangoni AG. Ethylcellulose solvent substitution method of preparing heat resistant chocolate. *Food Res Int.* 2013;51(2):797-803.

Manually Entering a Reference to a Web Page in EndNote (Sample)

Some common fields to enter:

- a. **Author** National Academy of Engineering,
- b. **Year** 2008 (include month and day if available, e.g., 2008, January 20)
- c. **Title** Make solar energy economical
- d. **Access Date** February 13, 2014 (do not enter the access date for IEEE style)
- e. **Type of Medium** Online (information may differ depending on the style)
- f. **URL** <http://www.engineeringchallenges.org/cms/8996/9082.aspx>

The reference should appear as follows for ACS style:

1. National Academy of Engineering. Make Solar Energy Economical. <http://www.engineeringchallenges.org/cms/8996/9082.aspx> (accessed February 13, 2014).

*The reference should appear as follows for **APA 6th** style:*

National Academy of Engineering. (2008, January 20). Make solar energy economical. Retrieved from <http://www.engineeringchallenges.org/cms/8996/9082.aspx>

*The reference should appear as follows for **IEEE** style:*

[1] National Academy of Engineering. (2008, January 20). *Make solar energy economical* [Online]. Available: <http://www.engineeringchallenges.org/cms/8996/9082.aspx>

*The reference should appear as follows for **Vancouver** style:*

1. National Academy of Engineering. Make solar energy economical [Internet]. Washington, D.C.: the National Academy; 2008 Jan 20 [cited 2014 Feb 13]. Available from: <http://www.engineeringchallenges.org/cms/8996/9082.aspx>.

Note:

Some styles, such as Vancouver style, will require that you enter more information about the web page, such as the publisher and place published.

Importing a Journals Term List

The Journals Term List provides both the abbreviations and full names of journals. The style you choose (e.g., ACS style) will take what it needs from this list (e.g., the journal abbreviation) to format your bibliography correctly, even though the references in your EndNote library may contain something else (e.g., the full journal names).

1. Select **Tools > Open Term Lists > Journals Term List** from the menu.
2. Right click to **Select All** journals in the list (on a Mac, press and hold the command and A keys). Click on **Delete Term**.
3. Click on the **Lists** tab, select **Journals** and click on **Import List**.
4. In the *Open* window, look in the C:\Program Files\EndNote\Terms Lists (on a Mac, go to Macintosh HD > Applications > EndNote > Terms) folder to select the list appropriate to your subject area (e.g., Chemical.txt) and click **Open** (click **Choose** on a Mac) to import the full journal names and abbreviations into your library.
5. Click **OK**.
6. You can import additional lists by repeating steps 3-5 above.
7. Click on **Close**.

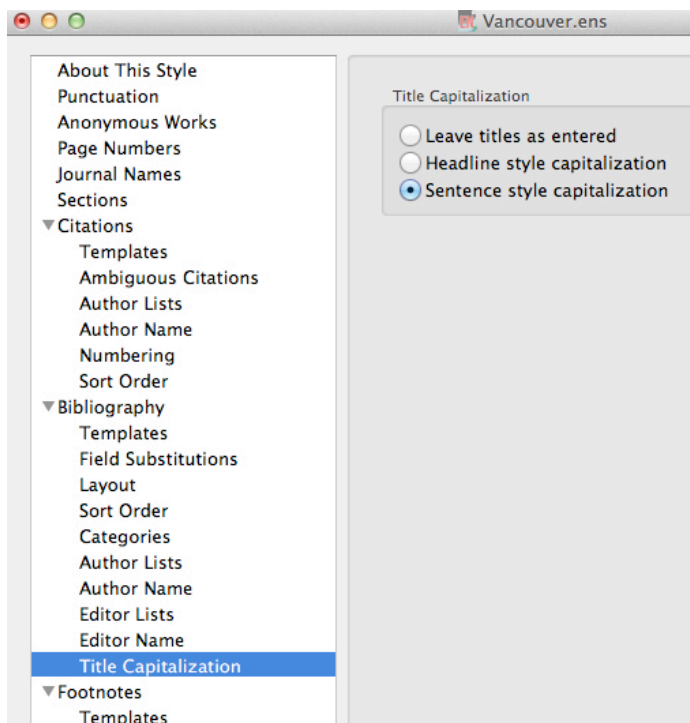
If after importing the journals term list, you see that the journal names in your bibliography are not displayed correctly according to the style your selected (e.g., abbreviated journal names for the ACS style), follow the steps below in EndNote:

1. Select **Edit > Output Styles > Open Style Manager** from the menu.
2. Type the style you wish to edit in the search box and press the enter key. Click on the box to the left of the style you wish to edit and then click on the **Edit** button.
3. Click on **Journal Names** in the left column.

4. You will probably see the “Don’t replace” option selected. Choose, instead, the option that corresponds to the rules of the style, i.e., Use full journal name or Abbreviation 1.
5. Select **File > Save as** from the menu.
6. Rename the edited style and click on **Save**.
7. Format your bibliography in Word with the edited style (see page 11 for how to format your bibliography in Word).

Changing the Capitalization of Words in the Title

Some bibliography styles require that each word in the title of the reference is capitalized (i.e., headline style), while others state that only the first word and proper nouns are capitalized (i.e., sentence style). If you see that the titles in your bibliography are not capitalized consistently, follow the steps below in EndNote:



1. Select **Edit > Output Styles > Open Style Manager** from the menu.
2. Type the style you wish to edit in the search box and press the enter key. Click on the box to the left of the style you wish to edit and then click on the **Edit** button. Another pop-up window will appear.
3. Click on **Title Capitalization**.
4. You will probably see the “Leave titles as entered” option selected. Choose, instead, the option that corresponds to the rules of the style, i.e., Headline style capitalization or Sentence style capitalization.
5. Select **File > Save as** from the menu.
6. Rename the edited style and click on **Save**.
7. Format your bibliography in Word with the edited style (see page 11 for how to format your bibliography in Word).

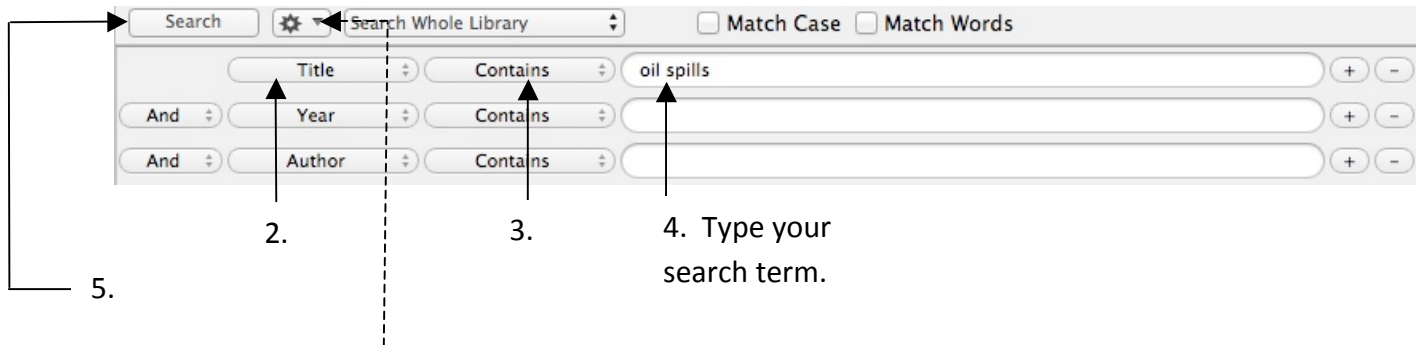
Importing PDF Articles

Some journals encode the PDFs of their articles with metadata, which allows you to import these PDF articles directly into EndNote. EndNote will then extract the author, year, title, journal, and other descriptive information from the PDF.

1. On a Windows computer, select **File > Import > File** (or select **Folder** if you have a folder of PDFs on your computer) from the EndNote menu. On a Mac, select **File > Import**.
2. Select the PDF file you wish to import.
3. Select the **PDF** option (on a Windows computer) or **PDF File or Folder** (on a Mac) under the *Import Option* drop down menu.
4. Click on the **Import** button.

Searching for References

1. Select **Tools > Search Library** from the EndNote menu.



Note: Click on the **Options** button and select **Convert to Smart Group** if you want to create a group with your search results. The smart group will be automatically updated with references that match the search strategy when you import or enter new references.

Saving References to a Folder (Group)

1. Highlight the reference(s) you wish to add to a group.
2. Select **Groups > Add References To > Create Custom Group** from the EndNote menu. Name the group (e.g., Project).
3. To add references to an existing group, highlight the reference(s), select **Groups > Add References To > the Group name** (e.g., Project) from the menu.

Editing References

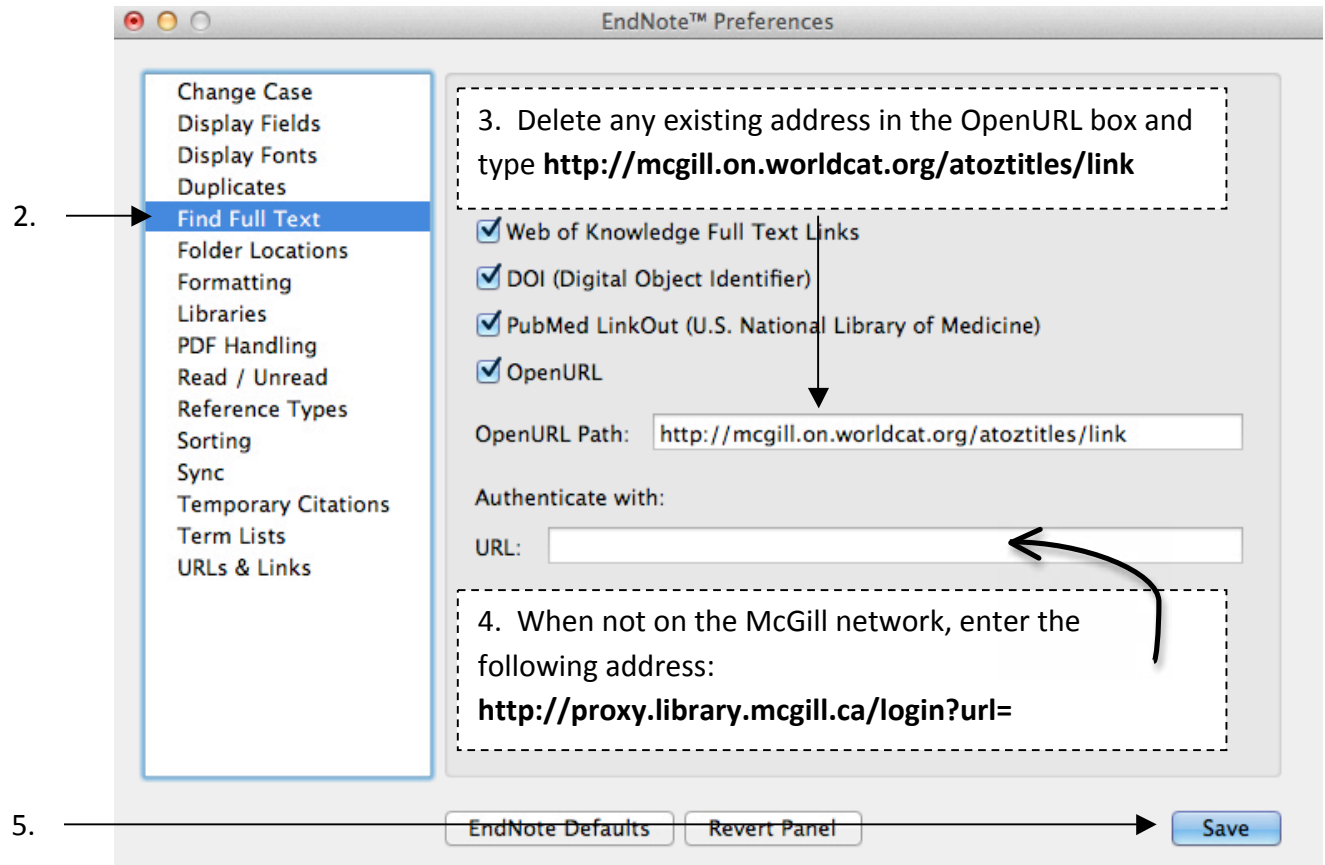
1. Highlight the reference you wish to edit in EndNote.
2. Select **References > Edit References** from the menu.
3. Click on the field to edit and make your changes.
4. Select **File > Save** from the menu.
5. Select **File > Close Reference** from the menu.

Checking for Duplicate References

1. On a Windows computer, select **Edit > Preferences** from the EndNote menu. On a Mac, select **EndNote > Preferences**.
2. Click on the **Duplicates** option in the left bar, choose the fields you want EndNote to compare, and, on a Windows computer, click on **Apply > OK**. On a Mac, click on **Save**.
3. Select **Edit > Select All** from the menu.
4. Finally, select **References > Find Duplicates** from the menu.

Locating the Complete Text of Journal Articles

1. On a Windows computer, select **Edit > Preferences** from the EndNote menu. On a Mac, select **EndNote > Preferences**.



6. Highlight the reference or references you wish to locate. Select **References > Find Full Text > Find Full Text**. Accept the copyright notice. If the full text of an article is found, the PDF will be attached to the reference.
7. For references where a PDF cannot be found in the previous step, highlight the reference (you can only choose one reference at a time), select **References > URL > OpenURL Link** from the EndNote menu. A window will open in your Internet browser with a menu that displays whether the reference is available electronically or in print via the McGill Library.

Attaching PDFs to References

1. Highlight the reference for which you would like to attach a PDF.
2. Select **References > File Attachments > Attach File** from the menu.
3. Locate your saved PDF file on your computer/storage device and click on **Open**.
4. Click outside the reference to be prompted to save your changes. You will now see a paper clip icon attached to the reference.

Creating an Independent Reference List

1. Highlight the references in your EndNote library that you wish to include in your reference list.
2. Select the style from the output style drop down.
3. Select **Edit > Copy Formatted** from the menu.
4. Open Word and paste the references.

Inserting References (Citations) in your Word Document

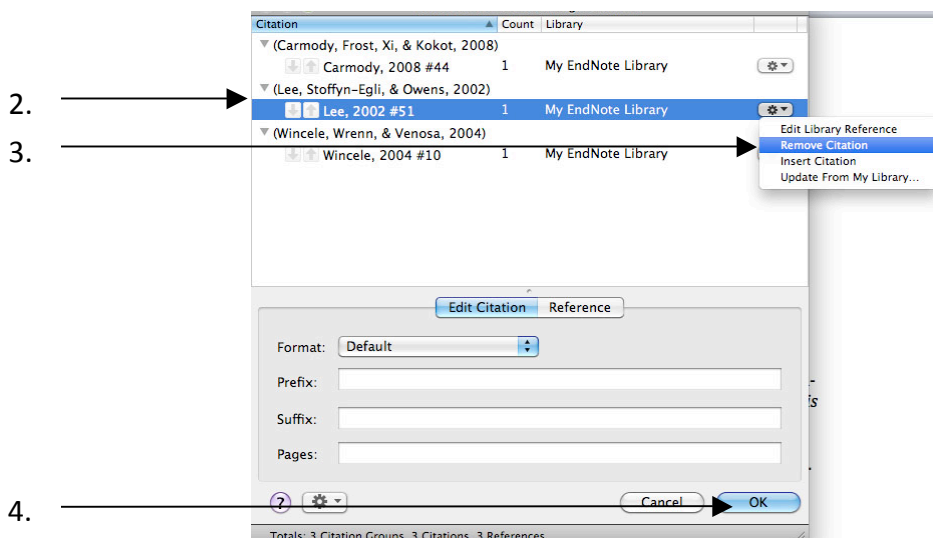
1. Open your EndNote library and your Word document.
2. Place your cursor where you wish to insert your citation(s) in your Word document.
3. Switch back to your Endnote Library and highlight the reference(s) you wish to cite.
4. Switch back to your Word document and select **Tools > Endnote > Insert Selected Citation(s)** from the menu. (Note: Word 2007-onwards for Windows has a separate EndNote tab in its menu. Select **Insert Citation > Insert Selected Citation(s)**.)

Formatting your Citations & Bibliography in Word

1. From the Word menu, select **Tools > Endnote > Configure Bibliography** from the menu.
2. Select the output style to use for formatting your references under the *With output style* drop down menu and click on **OK**. (Note: Word 2007-onwards for Windows has a separate EndNote tab in its menu. Click on the *Style* drop down menu and choose your style.)

Deleting a Citation from your Word Document

1. Select **Tools > Endnote > Edit & Manage Citation(s)...** from the Word menu. (Note: Word 2007-onwards for Windows has a separate EndNote tab in its menu.)



Adding a Page Number to an In-Text Citation in your Word document

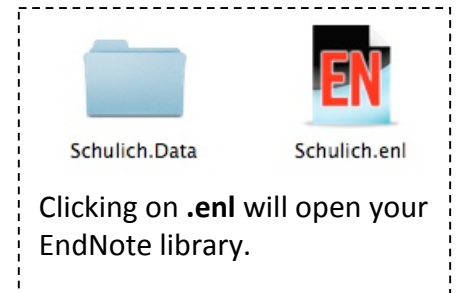
1. Select **Tools > Endnote > Edit & Manage Citation(s)...** from the Word menu. (*Note:* Word 2007-onwards for Windows has a separate EndNote tab in its menu.)
2. Highlight the reference you wish to edit.
3. Enter the page number in the *Pages:* box.
4. Click on the **OK** button.

Converting Citations to Plain Text

- Select **Tools > Endnote > Convert to Plain Text** from the Word menu. (*Note:* Word 2007-onwards for Windows has a separate EndNote tab in its menu. Select **Convert Citations and Bibliography > Convert to Plain Text.**)

Copying or Moving your EndNote Library

- EndNote creates a file (with a **.enl** extension) and a folder (with a **.Data** extension) for your EndNote Library.
- When copying or moving your EndNote Library to a different location, copy or move both the **.enl** file and the **.Data** folder.



Emailing Your EndNote Library

1. Select **File > Compressed Library** from the EndNote menu and click on **Next** (Windows)/**OK** (Mac).
2. Name your library, choose where to save it, and click on **Save**.
3. Log-in to your email, write your message, and attach the compressed library to your email message.