

CAMBRIDGE UNIVERSITY LIBRARY

MEDICAL LIBRARY

Supporting Literature Searching

**Managing
references &
bibliographies
using
EndnoteWeb**

EndNote™

Supporting Literature Searching

Managing references & bibliographies using EndnoteWeb

Why is Endnote useful?	2
Getting started.....	2
First find some articles.....	3
a) Online search	3
b) Creating new references manually	4
c) importing sets of references	5
Organising your references	5
a) My References	5
b) Organize.....	6
Formatting you bibliography	6
“Cite While you Write”	7
Customise EndnoteWeb	11
Appendix:	12
Importing from the major health and medical databases	12
a) Cochrane Library.....	12
b) Pubmed (tinyurl.com/campubmed.....	12
c) Web of Science (http://wok.mimas.ac.uk)	12
d) Scopus (http://www.scopus.com)	13
e) NHS databases	13
f) Embase (via OVID)	13
g) PsycINFO (via Ebsco).....	14
h) Google Scholar	14
Further Help	14

To help you use this guide...



indicates a step in the process



indicates a tip, or an extra piece of information.

Why is Endnote useful?

Plagiarism is a serious issue in academic work, which is why referencing your work properly is vital. But organising the references can feel like the most time consuming part—it's certainly often considered the most frustrating!

By using software which helps manage you references and present them in the style required, you can save a lot of time.

EndnoteWeb is just one of several programmes which let you gather together your references, format them in a bibliography, and create footnotes easily.



Find

Find the best potential journal to publish your research.



Store

Organize and group references in any way that works for you.



Create

Use Cite While You Write to create and format your CVs and bibliographies.



Share

Share your research and references with colleagues.

Getting started



First you must register with EndnoteWeb.

Since this is software which is supported by the University of Cambridge, registering using a University computer is the fastest way to ensure easy registration.

Go to <http://www.myendnoteweb.com>



“Sign up” or “sign in”. It is now possible to link your Facebook or LinkedIn account with your EndnoteWeb account.

Thomson Reuters

EndNote™ My References Collect Organize Format Match Options Downloads

Getting Started

Find

Collect references by searching online databases or importing your existing collection.

- Search an online database
- Create a reference manually
- Import references
- NEW!** Find your best potential journal

Store & Share

Organize and group references in any way that works for you. Then share your groups with colleagues.

- Create a new group
- Share a group
- Find duplicate references

Create

Use our plugin to format bibliographies and cite references while you write.

- Cite While You Write™ Plug-in
- Create a formatted bibliography
- Format a paper

Build a profile to showcase your own work.
ResearcherID

First find some articles

You can bring references into EndnoteWeb in three different ways

- a) an online search
- b) creating new references manually
- c) importing sets of references

a) Online search



It's possible to search a number of databases from inside EndnoteWeb.

However, be aware that it is not possible to search e.g. Pubmed as thoroughly via this route compared with a search of Pubmed itself. Click the "collect" tab and stay in "online search".



Select "Pubmed NLM" from the list of options, and "connect".



You can be reasonably complex about how you're searching—it's always worth trying to combine a few key words in order to keep the results manageable.



Click Search.

Thomson Reuters

EndNote™ My References **Collect** Organize Format Match Options Downloads

Online Search [New Reference](#) [Import References](#)

Online Search

Step 2 of 3: Connecting to PubMed MEDLINE : PubMed (NLM)

otitis media	in:	Abstract	And
antibiotics	in:	Abstract	And
english	in:	Language	And
review	in:	Publication Type	

retrieve all records
 select a range of records to retrieve

Search



You can retrieve the whole set, or a limited amount (eg 1 through 100 articles). Click retrieve.



You now make your selection of the articles you want to keep.



DO NOT USE THE "BACK" BUTTON: you could lose work, and crash your session in EndnoteWeb. **ALWAYS** use the navigation buttons within the page.

Thomson Reuters
EndNote™ My References Collect Organize Format Match Options Downloads

Online Search New Reference Import References

Quick Search
Search for: _____
in: All My References
Search

My References
All My References (211)
[inFile] (280)
Quick List (0)
Trash (158) Empty
▼ My Groups
Cognitive impairment (3)
Information skills teaching (3)
teacher (3)
Library (5)
Seminar (5)
Social media (1)
Test (1)
training (7)
web search (1)

Build a profile to showcase your own work
ResearcherID

Online Search Results
PubMed MEDLINE 1 - 10 of 313 results
((otitis media) in Abstract) and ((antibiotics) in Abstract) and ((english) in Language) and ((review) in Publication Type)

Show 10 per page Page Add to group... Retrieved 313 out of 313

Author	Year	Copied Title
Granath, A.	2017	Recurrent Acute Otitis Media: What Are the Options for Treatment and Prevention? Curr Otolaryngol Rep Online Link- Go to URL [acem- find full text]
Schilder, A. G.	2017	Panel 7: Otitis Media: Treatment and Complications Otolaryngol Head Neck Surg Online Link- Go to URL [acem- find full text] Full Text
Spoukes, A.	2016	Paracetamol (acetaminophen) or non-steroidal anti-inflammatory drugs, alone or combined, for pain relief in acute otitis media in children Cochrane Database Syst Rev Online Link- Go to URL [acem- find full text]
Venekamp, R. P.	2016	Interventions for children with ear discharge occurring at least two weeks following grommet (ventilation tube) insertion Cochrane Database Syst Rev Online Link- Go to URL [acem- find full text]
Vaile, L.	2016	WITHDRAWN: Interventions for ear discharge associated with grommets (ventilation tubes) Cochrane Database Syst Rev Online Link- Go to URL [acem- find full text]
Schilder, A. G.	2016	Otitis media Nat Rev Dis Primers Online Link- Go to URL [acem- find full text]
Azarpazhooh, A.	2016	Xylitol for preventing acute otitis media in children up to 12 years of age Cochrane Database Syst Rev Online Link- Go to URL [acem- find full text]
Tikka, T.	2016	Spontaneous bilateral and concurrent cerebrospinal fluid otorrhea: case presentation and literature review J Laryngol Otol Online Link- Go to URL

b) Creating new references manually

Often you'll find useful references without doing a specific search—perhaps from a reading list, or a recommendation, or from reading the references of a useful article.

You'll still need to add this item into your EndnoteWeb list.



Click the “collect” tab, and select “new reference”

Thomson Reuters
EndNote™ My References Collect Organize Format Match Options Downloads

Online Search New Reference Import References

Quick Search
Search for: _____
in: All My References
Search

My References
All My References (211)
[inFile] (280)
Quick List (0)
Trash (158) Empty
▼ My Groups
Cognitive impairment (3)
Information skills teaching (3)
teacher (3)
Library (5)
Seminar (5)
Social media (1)
Test (1)
training (7)
web search (1)

Build a profile to showcase your own work
ResearcherID

New Reference

Bibliographic Fields:

Reference Type: Generic

Author: _____
Use format Last Name, First name. Enter each name on a new line.

Title: _____

Year: _____

Secondary Author: _____

Secondary Title: _____

Place Published: _____

Publisher: _____

Volume: _____

Number of Volumes: _____

Number: _____

Pages: _____

Section: _____

Tertiary Author: _____

Tertiary Title: _____

Edition: _____

Note: The above fields are needed for most bibliographic styles.

Make sure you fill in as much detail as possible about the article, and identify what “reference type” it is. This will make a significant difference to how the reference appears in your bibliography at the end of your piece of work.

c) importing sets of references

To do the best quality searches it will be necessary to go into the individual databases (e.g. Pubmed/Medline, Web of Science, Scopus, Embase etc) and search them directly.

Since the process of how to “export” the results from the database vary, full details are available in the **Appendix**.

Once you’ve got your set of references saved from the database search:



Click the “collect” tab, and select “import references”.
Browse to find the file of references you’ve created.
Filter to find the database you were using (EndnoteWeb must know where the references came from).



Chose where you want to send the references to (i.e. to Unfiled, or to a specific group you’ve set up).
Import.

Organising your references

You can create groups into which to organise your references in 2 ways:

a) My References



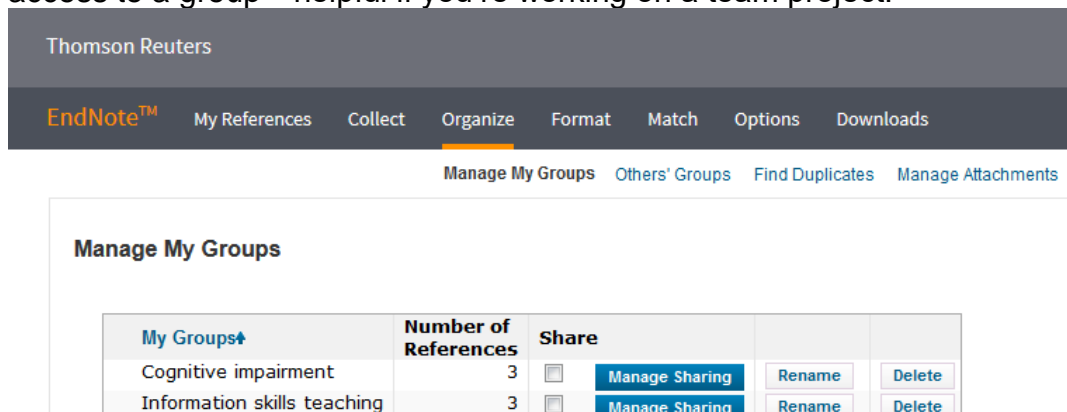
From the Unfiled list of references you can mark specific articles and then “Add to Group” either into an existing group, or into a newly created group.



The front page of My References will show All My References, but you can see on the left-hand menu how the items have been spread across the various groups which have been created.

b) Organize

Under the Organize tab, there is the option to create groups, and also to share access to a group—helpful if you’re working on a team project.



The screenshot shows the Thomson Reuters EndNote™ interface. The 'Organize' tab is selected, and the 'Manage My Groups' section is visible. It contains a table with two groups: 'Cognitive impairment' and 'Information skills teaching', each with 3 references. Each group has a 'Share' checkbox, a 'Manage Sharing' button, a 'Rename' button, and a 'Delete' button.

My Groups	Number of References	Share		
Cognitive impairment	3	<input type="checkbox"/>	Manage Sharing	Rename Delete
Information skills teaching	3	<input type="checkbox"/>	Manage Sharing	Rename Delete

There is also the option to **Find Duplicates**. This is a helpful feature if you’re importing references from multiple databases which overlap in their journal coverage. Although it’s not infallible, it can help spot duplicate records, and so tidy up your list of references.

Formatting you bibliography

Any piece of work will require that you references are submitted in a particular format. Common referencing styles include

Harvard:

WILSON, N. & HOGAN, M. (2008) Otitis media as a presenting complaint in childhood immunodeficiency diseases. *Curr Allergy Asthma Rep*, 8, 519-24.

and Vancouver:

1. Wilson N, Hogan M. Otitis media as a presenting complaint in childhood immunodeficiency diseases. *Curr Allergy Asthma Rep*. 2008 Nov;8(6):519-24.



To create a complete bibliography that you can incorporate into your work, go to Format and stay in *bibliography*. Select the set of references you want to work with.



Select the bibliographic style you want to use and chose the file format you want to produce, and then “save” in that format.

Thomson Reuters

EndNote™ My References Collect Organize **Format** Match Options Downloads

Bibliography Cite While You Write™ Plug-In Format Paper Export References

Bibliography

References: Select...

Bibliographic style: Select... [Select Favorites](#)

File format: Select...

Save E-Mail Preview & Print

“Cite While You Write”

It's not just complete bibliographies which are necessary for a piece of work. Often you'll be quoting or referring to specific authors, and will need to create a set of footnotes.

There is a “cite while you write” option available, but it requires that you download a plugin to your laptop or desktop computer.



Within the format section, go to Cite While You Write plug-in and follow the instructions.

Thomson Reuters

EndNote™ My References Collect Organize **Format** Match Options Downloads

Bibliography **Cite While You Write™ Plug-In** Format Paper Export References

Cite While You Write™ Plug-In

Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

U.S. Patent 8,082,241

See [Installation Instructions](#) and [System Requirements](#).

[Download Windows with Internet Explorer plug-in](#)
[Download Macintosh](#)

In Office 2013 the ribbon looks like:

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ZOTERO ADD-INS EndNote X7

Insert Citation

Go to EndNote

Edit & Manage Citation(s)

Edit Library Reference(s)

Citations

Style: Nature

Update Citations and Bibliography

Convert Citations and Bibliography

Bibliography

Categorize References

Instant Formatting is Off

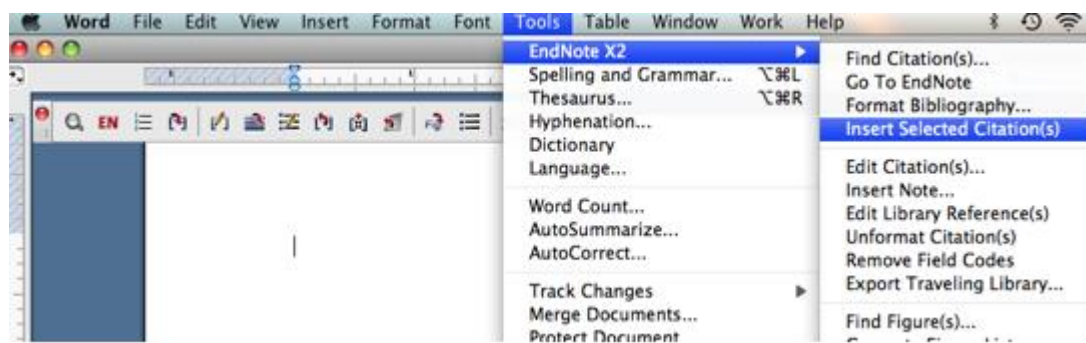
Export to EndNote

Preferences

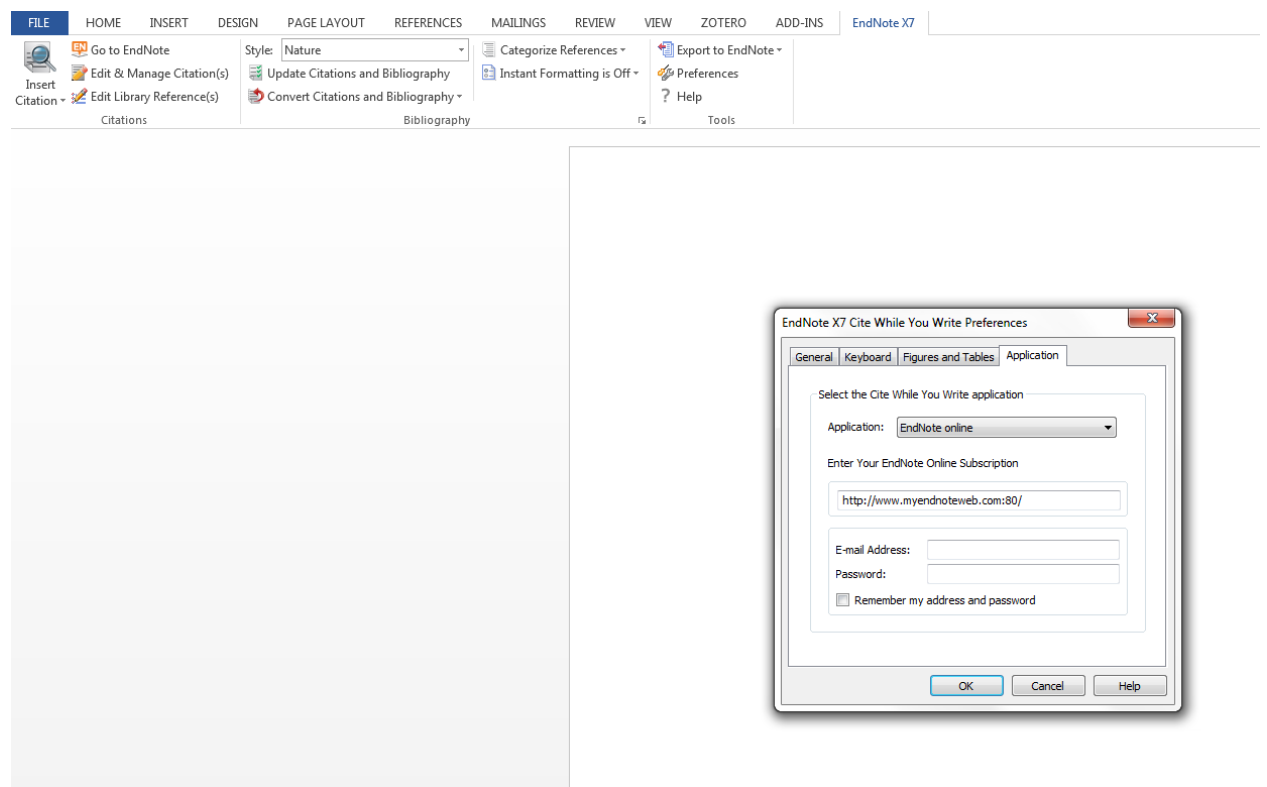
Help

Tools

In Office for Mac, the options are in the Tools tab of the menu bar:

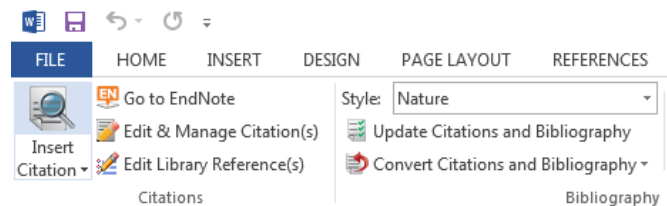


Whichever you use you should ensure that the plugin is expecting you to use EndnoteWeb /Endnote online: click 'preferences', and 'application' and pick Endnote Online. You will need to log in, and you may want the plugin to remember your email address and password.

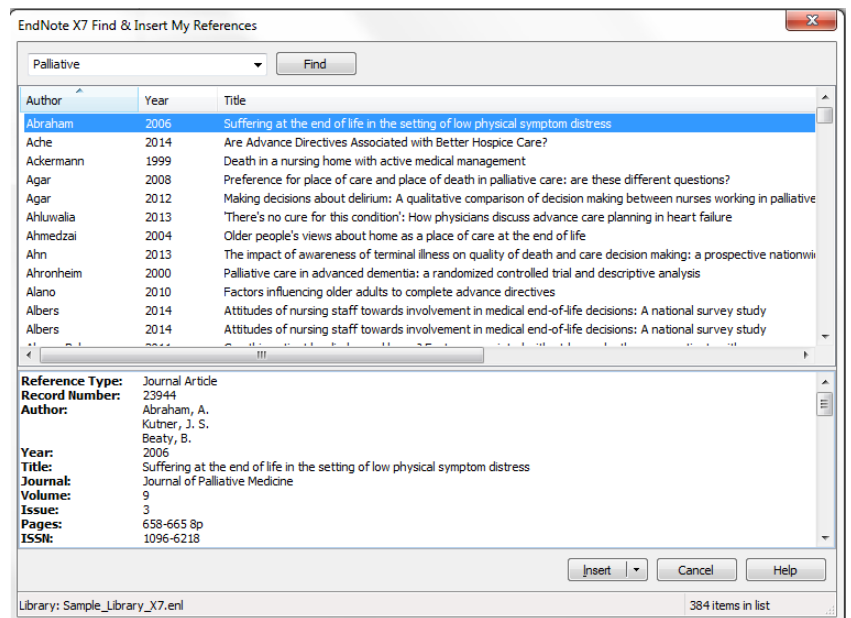


Once this is complete, when you open up Word, a new toolbar will appear:

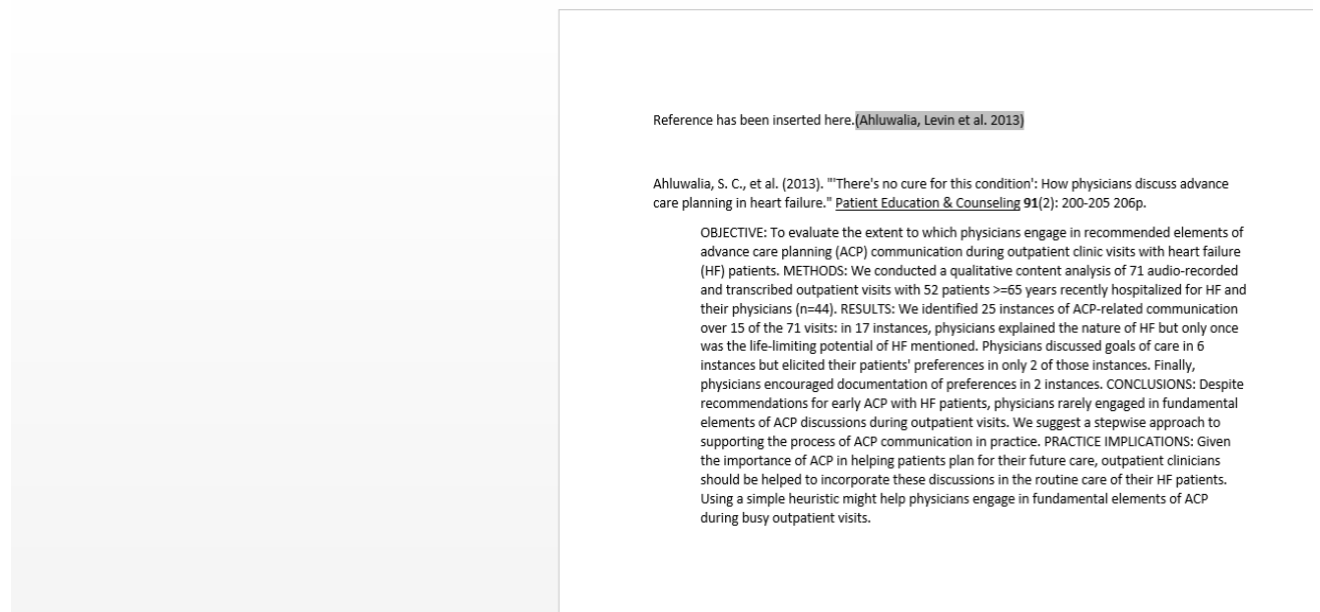
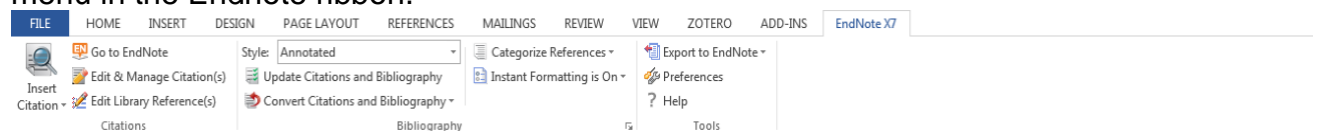
As you type your document, if you have a need to insert a reference as a footnote, click on the magnifying glass option to "insert citation".



You'll have the option to enter the name of the author you're quoting or search for a keyword of the appropriate paper and insert it.



The reference will be inserted according the last referencing style you used, but you can change the style of referencing very easily using the 'Style' dropdown menu in the Endnote ribbon.



There are many other options within the Cite While You Write toolbar, but this basic function could save you a lot of time—experiment with the extra functionality, and click for help.

Customise EndnoteWeb

Chances are you'll only use one or two different formatting styles from the many possible styles, and that you'll only be importing from a handful of databases, so it's good to be able to customise EndnoteWeb to reflect these "favourites".

It's possible to customise in the Collect tab, to identify most likely online databases to be used:



Click on "select favourites" if you wish to add and/or remove items from your preferred list.

Thomson Reuters

EndNote™ My References **Collect** Organize Format Match Options Downloads

Online Search New Reference Import References

Online Search

Step 1

Select database or library catalog connection.

Select...

Connect

Member of: JISC - all sites

All:

- Wayne County RESA
- Wayne State U
- Web of Science AHCI (TR)
- Web of Science Core Collection (C)
- Web of Science SCI (TR)
- Web of Science SSCI (TR)
- Wegner HSIC
- Weill Cornell Med Coll
- Wellcome Trust
- Wellesley College

Copy to Favorites

Add to my list (25 limit):

1. Select one or more.
2. Click the "Copy to Favorites" button.

My Favorites: Hide

Remove from Favorites

Remove from my list:

1. Select one or more.
2. Click the "Remove from Favorites" button.

Customisation is also possible, in much the same way if you want to import references, and if you move to the Format section and want to choose a set of preferred bibliographic styles.

Appendix:

Importing from the major health and medical databases

a) Cochrane Library (www.thecochranelibrary.com)



You must export the selected items in each section of the Cochrane Library separately. Carry out your search and make your selection of relevant items in the first set of results. Click “export all results” or “export selected citations” as appropriate. Change the “export type” to “Abstract and citation”, and save as a text file (default file name: citation-export.txt).



Open EndnoteWeb, and under the “collect” tab chose “import references”.



Find your text file, and chose “Cochrane Wiley” as the filter, and allocated to a group, or “unfiled” as appropriate.

b) Pubmed (tinyurl.com/campubmed)



Complete your search within Pubmed, ensure the articles you want are all listed under your “clipboard”.



Open “clipboard” and “send to” ***citation manager***.



Save the file (the default filename will be citation.nbib).



Open EndnoteWeb, and under the “collect” tab chose “import references”.



Browse to find the citations.nbib file, and chose “Pubmed NLM” as the import filter.



Chose where you’re importing the references to (i.e. which group) and import.

c) Web of Science (<http://wok.mimas.ac.uk>)

Web of Science has a direct link with EndnoteWeb since they’re both owned by Clarivate Analytics. This means that you can send articles directly to EndnoteWeb as a direct export.



Send all your preferred articles to the Marked List and when you’re ready to export open the Marked List, and click “export to EndnoteWeb”.



Make sure you’re logged in to EndnoteWeb, and the export of the articles into the unfiled set will be seamless.

d) Scopus (<http://www.scopus.com>)



You can gather the articles you find in Scopus in MyList. Having finished searching, go to MyList and select all the articles, and click on “export”.



Chose format “RIS (Reference Manager, Procite, Endnote)” and change the Output to “complete format”.



Click export, and save the file (default filename: scopus.ris)



Open EndnoteWeb, and under the “collect” tab chose “import references”.



Find your text file, and chose any of the import options that have RIS in their name, such as Procite RIS or Refman RIS as the filter. Chose where you’re importing the references to (i.e. which group) and import.

e) NHS databases (<http://www.evidence.nhs.uk>), then pick ‘Journals and Databases’



You can gather the articles you find in the Clipboard. Having finished searching, go to view Clipboard and select all the articles.



Chose RIS as the output format and save the .ris file.



Open endnote web, and under the “collect” tab chose “import references”.



Find your text file, and chose “Refman RIS” as the filter.

Chose where you’re importing the references to (i.e. which group) and import.

f) Embase (via OVID)

(<http://gateway.ovid.com> or browse from <http://library.medschl.cam.ac.uk> – research support – databases for literature searching – Embase using RAVEN)



Embase via OVID allows for direct export straight into EndnoteWeb. Search and find the articles you want. In the Results Manager box in Ovid, select “complete reference”, and “export citations”.



Save the file (default filename: ovidweb.cgi)



Find your text file, and select the import option “Embase (OvidSP)” as the filter.



Chose where you’re importing the references to (i.e. which group) and import.

g) PsycINFO (via Ebsco)

(<http://search.ebscohost.com> or browse from <http://library.medschl.cam.ac.uk> – research support – databases for literature searching – PsycINFO using RAVEN)



Add your selected items to “folder” as you search, and when you’re finished, open the folder.

Select all the articles, and click the “export” option.

PsycINFO has a **direct export to EndnoteWeb** option.



Make sure this option is selected, and that you’re logged into EndnoteWeb. Click Save.



A new window will open up. The items will go straight into the Unfiled set of references, and you must allocate them to a group as appropriate afterwards.

h) Google Scholar (<http://scholar.google.co.uk/>)



Before you search, click on the ‘setting’ icon.



In the bibliography manager, select “show links to import citations into” and chose Endnote, and save.



Run your search, and notice the ‘Import to Endnote’ option beneath each entry. Click on this, and save the file (it will probably be called scholar.enw).



Open EndnoteWeb, and click “collect”, and “import”.



Browse to find the file, then select “Endnote Import” as the import option.



Allocate the file to a group or “unfiled” as appropriate.



Further Help

Free help and support in searching databases is available from any NHS Library in the East of England.

At Addenbrooke’s and University of Cambridge contact:

Isla Kuhn, Eleanor Barker, or Veronica Phillips
Cambridge University Medical Library

Email: librarytraining@medschl.cam.ac.uk

Phone: (01223) 336750

Web: <http://library.medschl.cam.ac.uk>