

A GUIDE TO USING ENDNOTE

Need help? Contact:

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Downloading the EndNote Software & Connecting to EndNote Web

- McGill students, faculty, and staff can visit <http://bit.ly/mcgillendnote> to download EndNote on their desktops and to access EndNote Web (the online version of this software). Both desktop and online versions of the software can communicate with each other and be used together.

Creating a New EndNote Library

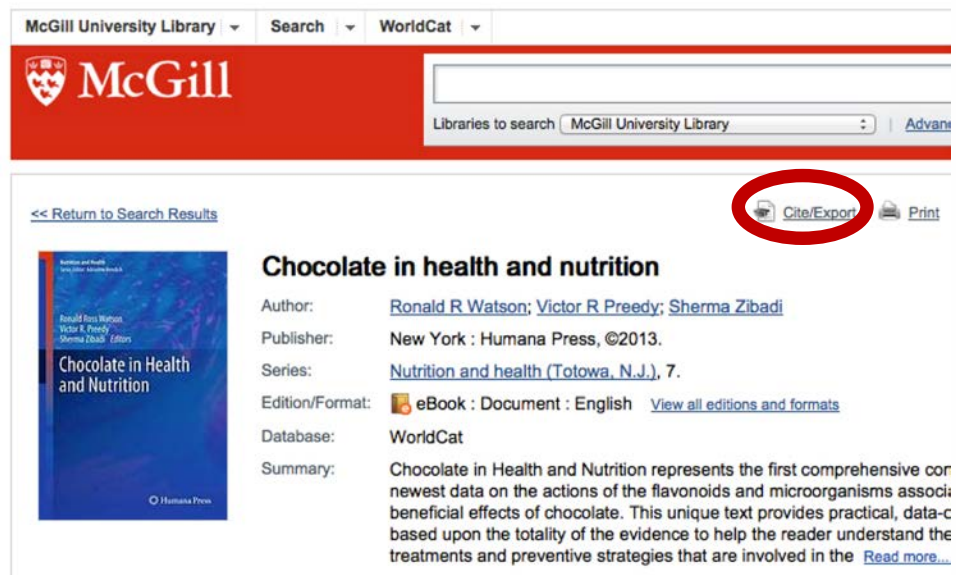
1. Open EndNote on your computer.
2. Select **File > New** from the menu.
3. Name your file and select where you wish to save it.
4. Click on **Save**.

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 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.



The screenshot shows the McGill University Library WorldCat search results page. At the top, there is a navigation bar with 'McGill University Library', 'Search', and 'WorldCat' dropdown menus. Below this is the McGill logo and a search bar. The search results for 'Chocolate in health and nutrition' are displayed. The book cover is shown on the left, and the details are on the right. The 'Cite/Export' link is circled in red. The details include the authors (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 summary is provided at the bottom right.

McGill University Library Search WorldCat

McGill

Libraries to search McGill University Library | Advan

<< Return to Search Results

Chocolate in health and nutrition

Author: [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 [View all editions and formats](#)

Database: WorldCat

Summary: Chocolate in Health and Nutrition represents the first comprehensive cor newest data on the actions of the flavonoids and microorganisms associi beneficial effects of chocolate. This unique text provides practical, data-c based upon the totality of the evidence to help the reader understand the treatments and preventive strategies that are involved in the [Read more...](#)

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 Google Scholar

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

Google Scholar (chocolate OR cocoa) mood

Articles About 82,500 results (0.03 sec)

Any time
Since 2017
Since 2016
Since 2013
Custom range...

Sort by relevance
Sort by date

include patents
 include citations

[HTML] Entangled minds
D Radin - Extrasensory Experiences in a Quantum Reality. ..., 2006 - deanrad
... Results: On the third day of eating **chocolate mood** had improved significant the intention conditions than in the control condition ($p = 0.04$). ... Conclusion: ' mood elevating properties of **chocolate** can be enhanced with intention. ...
Cited by 248 Related articles All 6 versions

Everyday mood and emotions after eating a chocolate bar
M Macht, D Dettmer - Appetite, 2006 - Elsevier
Emotional changes after eating **chocolate** were examined in everyday life. Thi healthy, normal-weight women ate a **chocolate** bar, an apple or nothing and ra subjective state 5, 30, 60 and 90min after eating. Both **chocolate** and the appl
Cited by 177 Related articles All 9 versions Web of Science: 85

Exporting Search Results from Compendex

1. Search *Compendex* and select your results.
2. Click on the **Download** icon above your list of search results.
3. Select the **EndNote (RIS, Ref. Manager)** option in the middle *Format* column.
4. Click on **Download record(s)**.
5. See *Note about browser* above.

Engineering Village™
The first choice for serious engineering research.

Search Results

61 records for 1884-2018 (((public transportation OR public transit OR bus OR sub wheelchairs OR "mobility disabled" OR "mobility impaired") WN ALL)) 2014 OR 2013) WN YR)

Create alert Save search RSS feed Display: 25 results per page

Numeric filter

Refine results
Limit to Exclude
Add a term
Author Author affiliation

1. Wheelchair securement and occupant
Frost, Karen L. (J.B. Speed School of Engineeri States); Bertocci, Gina; Salipur, Zdravko Sour Database: Compendex
Detailed Show preview Cited by in Scop

2. Effects of transit bus interior configu and disembarking

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 **Author, Title, Source, Abstract** from the drop down menu and click on **Send**.
4. See *Note about browser* on page 2.

The screenshot shows the Web of Science interface. At the top, there is a navigation bar with 'WEB OF SCIENCE™' and 'THOMSON R'. Below this, there is a 'Back to Search' button and 'My Tools' and 'Search History' links. The main content area displays 'Results: 101' and a search query: 'TOPIC: (titanium dioxide OR tio2) AND TOPI ...More'. There is a 'Sort by: Publication Date -- newest to oldest' dropdown and a 'Page 1' indicator. A list of search results is shown, with the first result selected. Above the list, there are buttons for 'Select Page', 'Save to EndNote online', and 'Add to Marked List'. A dropdown menu is open under 'Save to EndNote online', and the option 'Save to EndNote desktop' is circled in red. Other options in the menu include 'Save to Other File Formats' and 'Save to RefWorks'. The first result is 'Enhanced toxicity of 'fresh' and 'aged' nanotubes (TiO2) on Mytilus galloprovincialis' by D'Agata, Alessia; et al. in NANOTOXICOLOGY, Volume 8, Issue 5, Pages: 549-558. There is also a 'Create Citation' button and 'Times Cited: 0' information.

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. At the top, there is a navigation bar with 'secondary documents | View 12714 patent results | Analyze search results'. Below this, there is a row of buttons: 'Page', 'Export', 'Download', 'View citation overview', 'View Cited by', 'Add to List', and 'More...'. The 'Export' button is circled in red. Below the buttons, there is a list of search results. The first result is 'Emotional eating and Pavlovian learning: evidence for conditioned appetitive responding to negative emotional states' by Bongers, P., Jansen, A. in 2017 Cognition. Below the title, there is a 'Find Full Text' button. The second result is 'The sweet life: The effect of mindful chocolate consumption on mood' by Meier, B.P., Noll, S.W., Molokwu, O.J. in 2017 Appetite. Below the title, there is a 'Find Full Text' button.

3. Select the **RIS format (EndNote, Reference Manager)** option under the *Select your method of export* heading.
4. Select the options, **Citation information** and **Abstract and keywords**, under the *Customize export* heading.
5. Click on the **Export** button.
6. See *Note about browser* on page 2.

Exporting Search Results from *ProQuest* Databases (e.g., *Dissertations and Theses*, *GeoRef*, etc.)

1. Search a *ProQuest* database and select your results.
2. Select the **RIS (works with EndNote, Citavi, etc.)** option under the *Save* drop down menu, located above your list of search results.

The screenshot shows the GeoRef search interface. The search query is "(power line* OR power grid* OR electric*) AND (ice storm* OR freezing rain*)". The page displays 35 results. A dropdown menu is open under the "Save" button, with the "RIS (works with EndNote, Citavi, etc.)" option highlighted by a red circle. Other options in the menu include "Save to My Research", "Export/Save", "RefWorks", "EasyBib", "HTML", "PDF", and "Cite".

3. Scroll down and click on the **Continue** button.
4. See *Note about browser* on page 2.

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 interface. The search topic is "spectroscopy of chocolate" refined to "English" (183). The "Export" button is highlighted with a red circle. The page shows a list of references, with the first one selected: "Cocoa fermentation: Microbial identification by MALDI-TOF MS, and sensory evaluation of produced chocolate".

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 young women: a randomized clinical trial' by Dobson SR, McNeil S, Dionne M, Dawar M, Ogilvie J, Money D, Miller D, Naus M, Marra F, Young E. The citation is from JAMA, 2013 May 1;309(17):1793-802. doi: 10.1001/jama.2013.1625.

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 open, and 'Journal Article' is selected. Below the dropdown, the form fields are visible: 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, May 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, February 15)
- c. **Title** Make solar energy economical
- d. **Access Date** January 10, 2017 (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 January 10, 2017).

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

- National Academy of Engineering. (2008, Feb. 15). 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, Feb. 15). *Make solar energy economical* [Online]. Available: <http://www.engineeringchallenges.org/cms/8996/9082.aspx>

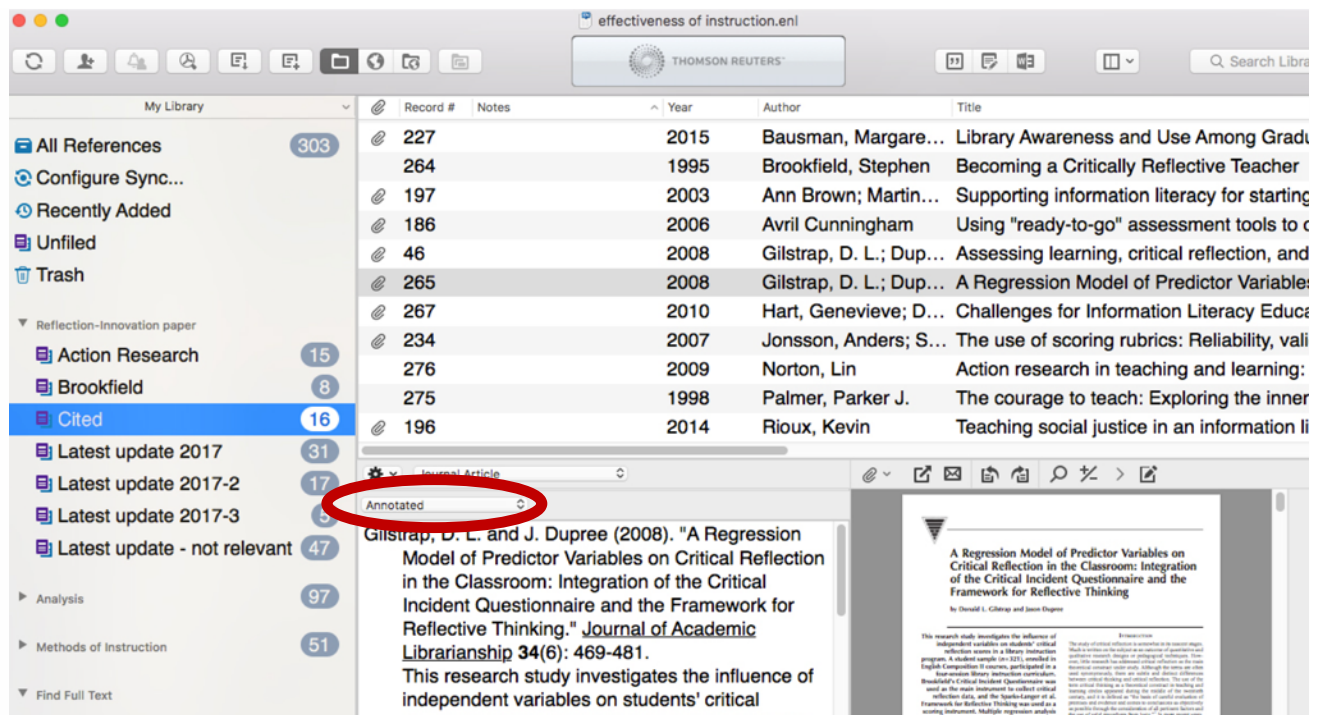
The reference should appear as follows for Vancouver style:

1. National Academy of Engineering. Make solar energy economical [Internet]. Washington, D.C.: the National Academy; 2008 Feb 15 [cited 2017 Jan 10]. 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.

Selecting a Style

1. Click on a reference in your EndNote library.
2. On a Windows computer, click on the style drop down menu on the left-hand side of the screen. On a Mac, it is located on the bottom of the screen. When you first install the EndNote program, the style displayed by default is *Annotated*.



3. Choose the **Select Another Style** option, type the name of the style you need in the search box, press the *Enter* button on your keyboard, and click on **Choose**.
4. On a Mac, the reference will be displayed below the style drop down menu. On a Windows computer, click on the **Preview** tab to see what the reference will look like in whatever style you selected.

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

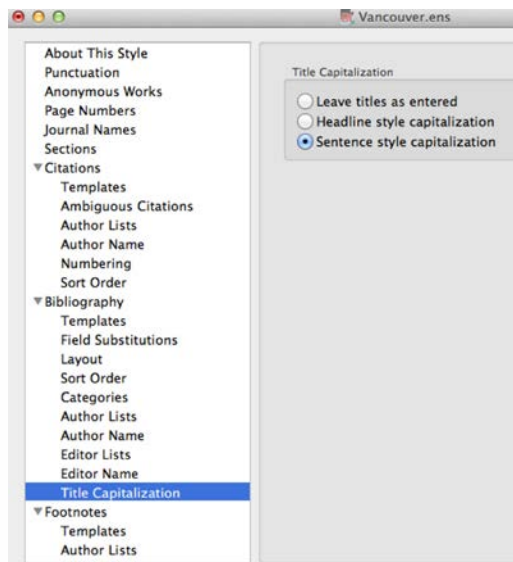
your bibliography correctly, even though the references in your EndNote library may contain something else (e.g., the full journal names).

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 you 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. Another pop-up window will appear.
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. Click on the **Options** button and select **PDF File or Folder** on a Mac.
4. Click on the **Import** button.

Searching for References

1. Select **Tools > Search Library** from the EndNote menu.
2. Select where in the reference you wish to search your terms (e.g., Title).
3. Type your terms in the search box.
4. Click on the **Search** button.



Note: Click on the **Options** button (or the button with a wheel image on a Mac) 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) by double clicking on the *New Group* label on the left of the screen.
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**.

2. →

3. Delete any existing address in the OpenURL box and type **http://mcgill.on.worldcat.org/atoztitles/link**

Web of Knowledge Full Text Links
 DOI (Digital Object Identifier)
 PubMed LinkOut (U.S. National Library of Medicine)
 OpenURL

OpenURL Path:

Authenticate with:

URL:

4. When not on the McGill network, enter the following address: **http://proxy.library.mcgill.ca/login?url=**

Automatically invoke Find Full Text on newly-imported references

5. →

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

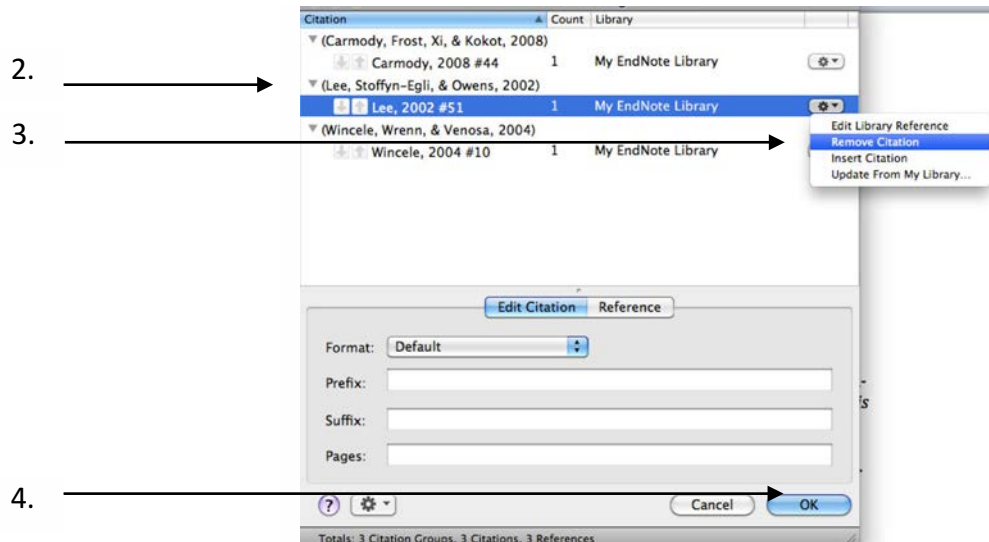
1. Open your EndNote library and your Word document.
2. Place your cursor where you wish to insert your citation(s) in your Word document.
3. Switch back to your Endnote Library and highlight the reference(s) you wish to cite.
4. Switch back to your Word document and select **Insert Citation > Insert Selected Citation(s)** from the separate EndNote tab in the menu. (*Note: Cannot find the EndNote tab in Word on a Mac? Previous versions of Word on a Mac will have the EndNote options under **Tools > Endnote**.*)

Formatting your Citations & Bibliography in Word

1. From the EndNote tab in the Word menu, click on the *Style* drop down menu.
2. Choose your style. (*Note: Previous versions of Word on a Mac will have the EndNote options under **Tools > Endnote**. Click on **Configure Bibliography** to change the style.*)

Deleting a Citation from your Word Document

1. Select **Edit & Manage Citation(s)** from the EndNote tab in the Word menu. (*Note: Previous versions of Word on a Mac will have the EndNote options under **Tools > Endnote**.*)



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

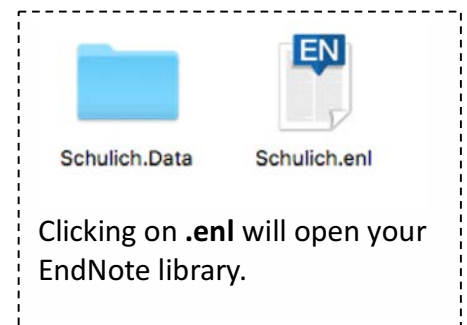
1. Select **Edit & Manage Citation(s)** from the EndNote tab in the Word menu. (*Note:* Previous versions of Word on a Mac will have the EndNote options under **Tools > Endnote.**)
2. Highlight the reference you wish to edit.
3. Enter the page number in the *Pages:* box.
4. Click on the **OK** button.

Converting Citations to Plain Text

- Select **Tools > Convert to Plain Text** from the EndNote tab in the Word menu. (*Note:* Previous versions of Word on a Mac will have the EndNote options under **Tools > Endnote.**)

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.