

## Where do I start? – Managing my references in Science

### How do I manage my references?

#### Reference management software

The easiest way to manage your references is to use a reference management package such as EndNote or EndNote online (Web). You can:

- Create a reference library
- Import references directly from online databases
- Enter citations into your word processed documents
- Have automatically generated bibliographies. These can be formatted in the appropriate style for a range of journals and professional bodies.

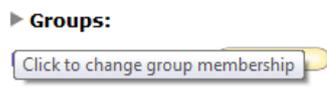
The University has a site licence for EndNote. EndNote X8 is available on PCs in all of the centrally managed labs and EndNote online (Web) is freely available via Web of Science and can be used anywhere. More information is in the Library guides for EndNote desktop <http://guides.lib.strath.ac.uk/endnotedesktop> and EndNote online: <http://guides.lib.strath.ac.uk/endnoteonline>

### Using EndNote online (Web)

- Search for Web of Science in SUPrimo. Choose the title or Electronic Resource link and login using your DS account. Choose the EndNote link from the top menu. Note that you won't be able to use your DS username and password (Institutional Login),
- Choose Sign Up and enter your name, email address and create a password.

#### Create an EndNote library and manually add references

- Choose **Collect** from the tabs along the top.
- Choose **New Reference** and enter the reference details. Choose to add a group and give it a name from the link at the top or the checkbox at the foot of the reference. Choose the Save button.



#### Exporting references from databases

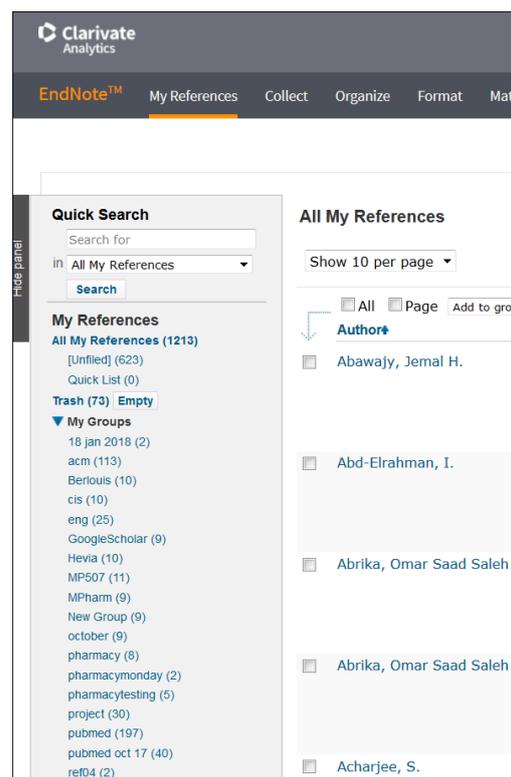
- The EndNote online plug-in for Internet Explorer, Chrome (use IE option) or Firefox allows you to directly export references from many databases such as and PubMed. You can download for your own PC from the **Downloads** tab.
- Find ScienceDirect from SUPrimo or the list of databases and carry out a search in the Advances search screen.
- From your list of results, mark some records by checking the boxes next to your

the place of useful learning results.

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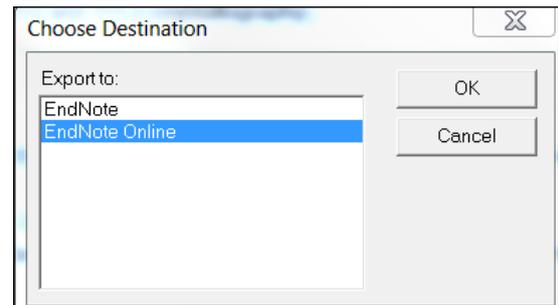
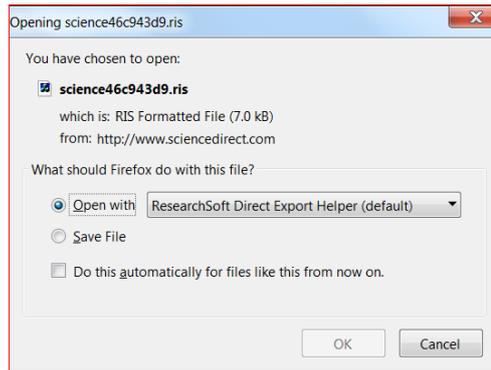
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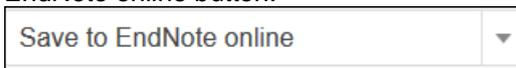


YOUR  
LIBRARY  
YOUR  
LEARNING...

- Select the **Export** link and leave the file format set at **RIS (for EndNote, Reference Manager, ProCite)**. Open the file and choose the destination EndNote Online.
- Your references will appear in the [Unfiled] folder. Open the [Unfiled] folder and use the Add to group pull-down menu to move the records to another folder.
- If you are unable to directly export references, you can save them as a RefMan RIS or text file and then import the file in EndNote online. In EndNote online choose **Collect** and then **Import References**. Browse for the name of the file then choose the database filter and the group to which you want to import the references.



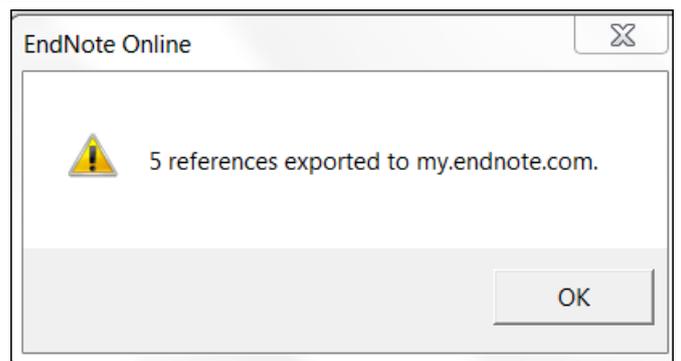
- Some databases have an EndNote online (Web) export option. For example in Web of Science, choose the Save to EndNote online button:



from

your results list.

- You can use the **Capture** button to gather bibliographic information from a webpage or an institutional repository such as Strathprints, the University of Strathclyde repository. You can install the Capture button from **Downloads**. Right Click and select Add to Favourites



### Creating your bibliography and in-text citations in Word

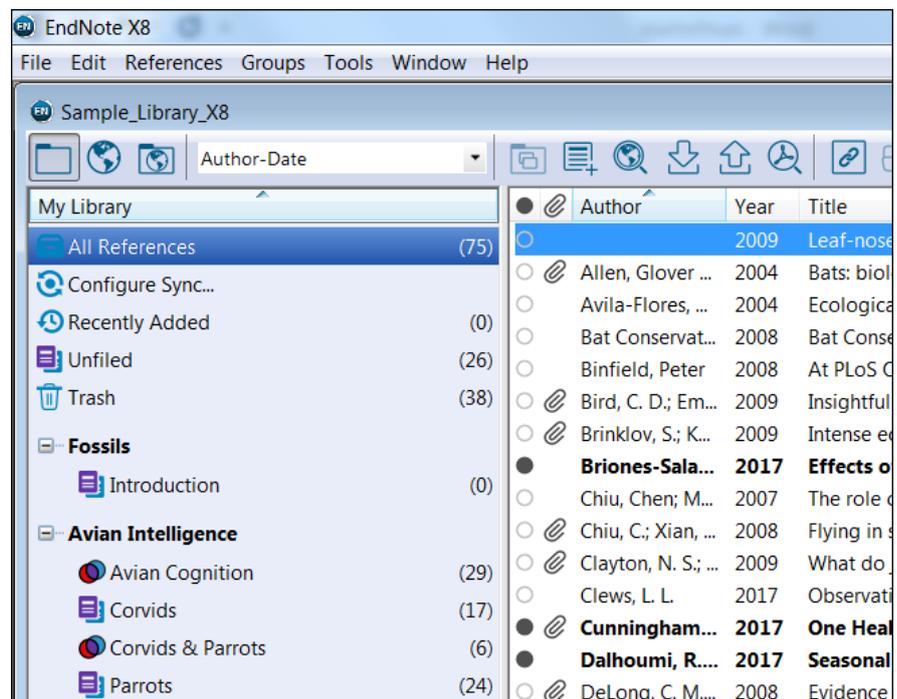
- On your own PC download the Cite While You Write plug-in – see **Downloads**. Lab PCs have Cite While You Write for EndNote and EndNote online (Web). You can switch between them by choosing **Preferences** and then **Application**.
- Open up a Word document or create a new document.
- Choose the EndNote tab.
- Choose the referencing style (e.g. Harvard Strathclyde) you want to use from the Style: menu. If the style you need isn't listed in the drop-down menu, choose Select another style.
- Place your cursor where you would like to insert your citation and choose **Insert Citations**. Enter information about the citation, e.g. author's surname, in the Find Citation box.
- Select the Find button. Select the reference you need from the list and choose Insert. The reference will be inserted where your cursor is and the bibliography will be generated automatically.
- Use the **Edit Citation(s)** option to delete citations.

## Using EndNote

Open up EndNote: Start -> All Programs -> EndNote ->EndNote.

### Create an EndNote library and manually add references

- Select **File** then **New** to create a new EndNote library. Give the library a name (e.g. test.enl) or use the default name (My EndNote Library.enl) and save it to your own file space. You now have an empty EndNote library.
- Add references by clicking on **References** and then **New Reference** or on the Document with+ sign icon on the menu bar in your library.
- Choose the correct reference type (default is Journal Article) and enter the details. Separate authors should be on separate lines. Use the tab key or mouse to move between fields.
- Save the reference by choosing File then Save or just select the x in the top right hand corner of the window to close the window and you will be prompted to save the reference.
- A summary of the reference (Author, Year, Title) is shown on screen.
- Double click on the reference to view all of the details you added earlier.



### Exporting references from databases

Some databases, such as Web of Science, let you directly export your references to your reference management software.

- Find Web of Science from SUPrimo or the list of databases and carry out a search.
  - From your list of results, mark some records that you want to keep by checking the boxes next to your results.
  - Use the down arrow to select the Save to EndNote desktop button.
- Save to EndNote desktop
- The references will go into your EndNote library, if you have it open, or you will be prompted to open a library. If you have the plug-in for EndNote online installed, you see the Choose Destination box and you can choose EndNote.
  - You will then see these latest references in your EndNote library.
  - To view all of your references in this library, click on References and then Show All References.

**Note:** The EndNote online plugin will also allow you to directly export references from many databases to EndNote desktop.

### Importing references from a saved file

Some databases do not have an export feature, so you will need to save your references as a text or RIS file and then import into EndNote using the **File -> Import** option. You need to choose the appropriate filter for the database. Note that ProQuest databases have a Cite feature and Scopus has a Bibliography: QuikBib feature that lets you create a bibliography of selected records in different styles.

### Creating your bibliography in Word

EndNote has a feature called Cite While you Write that starts creating your bibliography as soon as you insert a reference.

- Open Word and click on the EndNote X8 tab. Use the **Preferences** menu and choose **Application** to switch between EndNote and EndNote online.
- Type some text document and place the cursor where you wish to insert a reference. Click on the **Insert Citation** icon from the menu bar and choose either **Insert Citation** to search for the citation or **Insert Selected Citation(s)** to insert the last reference(s) you had highlighted in your EndNote library into your Word document. A bibliography will be created at the end of your document.
- You can reformat your bibliography by clicking on the **Style:** drop-down menu and choosing the style you require.

### Further help

The Library run courses on [EndNote desktop](#) and [EndNote online](#) (Web): <http://bookings.strath.ac.uk/>

Support from Clarivate Analytics, provider of EndNote:

- EndNote online [http://www.myendnoteweb.com/help/en\\_us/ENW/help.htm](http://www.myendnoteweb.com/help/en_us/ENW/help.htm)
- EndNote website <http://endnote.com/>
- EndNote training LibGuide [http://clarivate.libguides.com/endnote\\_training/home](http://clarivate.libguides.com/endnote_training/home)