

Introductory guide to setting up and using an EndNote Web Basic account

As you carry out your research you will find many useful sources of information and it is helpful to think about how you wish to organise these. One option is to use a reference management tool such as EndNote Web, which will allow you to store information about the sources you find and create references for those that you have used in your work.

This is an introductory guide to using the online version of EndNote Basic, to get started you will first need to register for an account.

Step 1 – registering

Registering for an EndNote Web account

Go to: [MyEndNoteWeb](#) and register online. You will need to click on **Register** to get started where you will have the opportunity to set up an account with an email and password of your choice. A confirmation will be sent to the email address that you have registered with, but you may need to check the spam box as this is sometimes where it ends up. If you already have an account just sign in using your account details from this page. If you have an account but have forgotten your password it is easily retrieved.

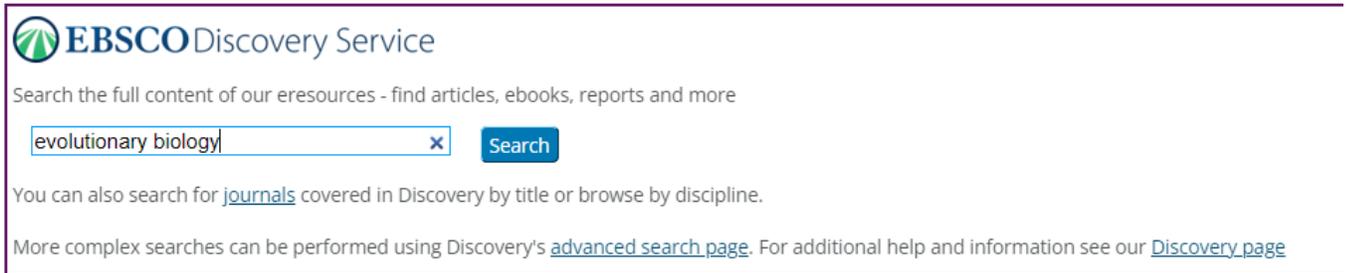
EndNote Web Basic users can create an online library with a maximum of 50,000 references and up to 2G of attachments.

How you get your records/references into EndNote will depend upon where you currently search for literature. Some databases/search tools allow a direct export whereas others require you to save RIS files and import the files in. It is also possible to add records manually.

Step 2 – exporting references from Ebsco databases

Searching for information in Discovery or EBSCO databases

Go to the [Library Website](#) where you can carry out a Discovery search. This will allow you to send anything useful that you find directly to your EndNote account. Carry out a search on a topic of interest in either basic or advanced search, or within an Ebsco database.



EBSCO Discovery Service

Search the full content of our eresources - find articles, ebooks, reports and more

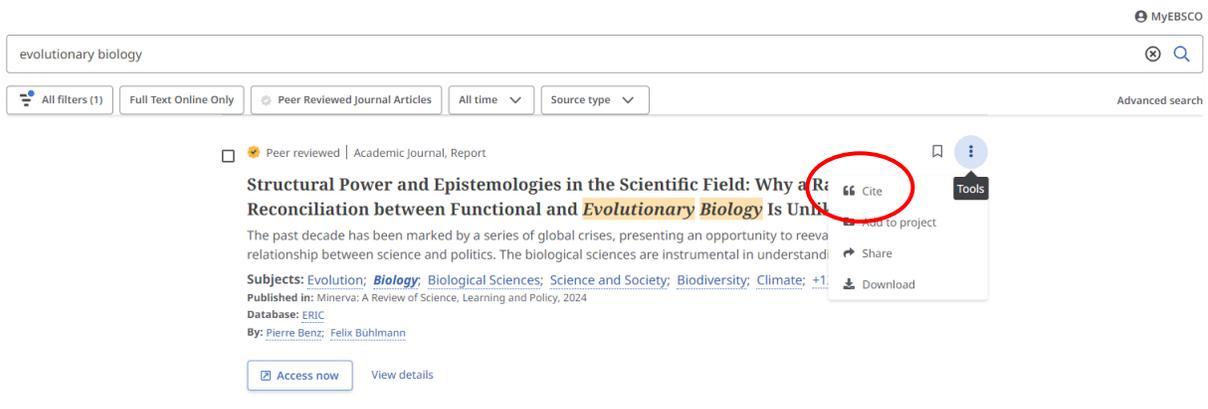
evolutionary biology

You can also search for [journals](#) covered in Discovery by title or browse by discipline.

More complex searches can be performed using Discovery's [advanced search page](#). For additional help and information see our [Discovery page](#)

Selecting your records in Discovery

On your list of results select a record and click on the three dots on the right. This will bring up a short options menu, from here click **Cite**:



MyEBSCO

evolutionary biology

All filters (1) Full Text Online Only Peer Reviewed Journal Articles All time Source type Advanced search

Peer reviewed | Academic Journal, Report

Structural Power and Epistemologies in the Scientific Field: Why a Reconciliation between Functional and Evolutionary Biology Is Unlikely

The past decade has been marked by a series of global crises, presenting an opportunity to reevaluate the relationship between science and politics. The biological sciences are instrumental in understanding these crises and their impact on society.

Subjects: Evolution; **Biology**; Biological Sciences; Science and Society; Biodiversity; Climate; +1

Published in: Minerva: A Review of Science, Learning and Policy, 2024

Database: ERIC

By: Pierre Benz; Felix Bühlmann

Access now View details

Cite

Share

Download

Sending records to EndNote Web

After clicking Cite a pop up box will appear. On the first tab select the referencing style you wish to use.

Then click on **export citation** and then **Export to EndNote Web**

The image displays two screenshots of a 'Cite' pop-up window. The left screenshot shows the 'Export citation' button circled in red. The right screenshot shows the 'Export to EndNote Web' link circled in red.

Cite (Left Screenshot):

- Journal Articles, Reports - Research
- Structural Power and Epistemologies in the Scientific Field: Why a Rapid Reconciliation between Functional and Evolutionary Biology Is Unlikely**
- Pierre Benz; Felix Bühlmann
2024
- Buttons: Copy citation, **Export citation** (circled in red)
- Text: Consult your library for more information on citing resources and follow specific requirements from your instructor.
- Select style:
- References: Pierre Benz, & Felix Bühlmann. (2024). Structural Power and Epistemologies in the Scientific Field: Why a Rapid Reconciliation between Functional and Evolutionary Biology Is Unlikely. *Minerva: A Review of Science, Learning and Policy*, 62(2), 229-251.
- Copy to clipboard
- Close

Cite (Right Screenshot):

- Journal Articles, Reports - Research
- Structural Power and Epistemologies in the Scientific Field: Why a Rapid Reconciliation between Functional and Evolutionary Biology Is Unlikely**
- Pierre Benz; Felix Bühlmann
2024
- Buttons: Copy citation, **Export citation** (selected)
- Text: Export to your citation tool of choice.
- Links: [Export in RIS format](#) (e.g. CITAVI, EasyBib, EndNote, Mendeley, NoodleTools, ProCite, RefWorks, Zotero, etc.), [Export to EasyBib](#), [Export to RefWorks](#), **[Export to EndNote Web](#)** (circled in red), [Export to NoodleTools](#)
- Close

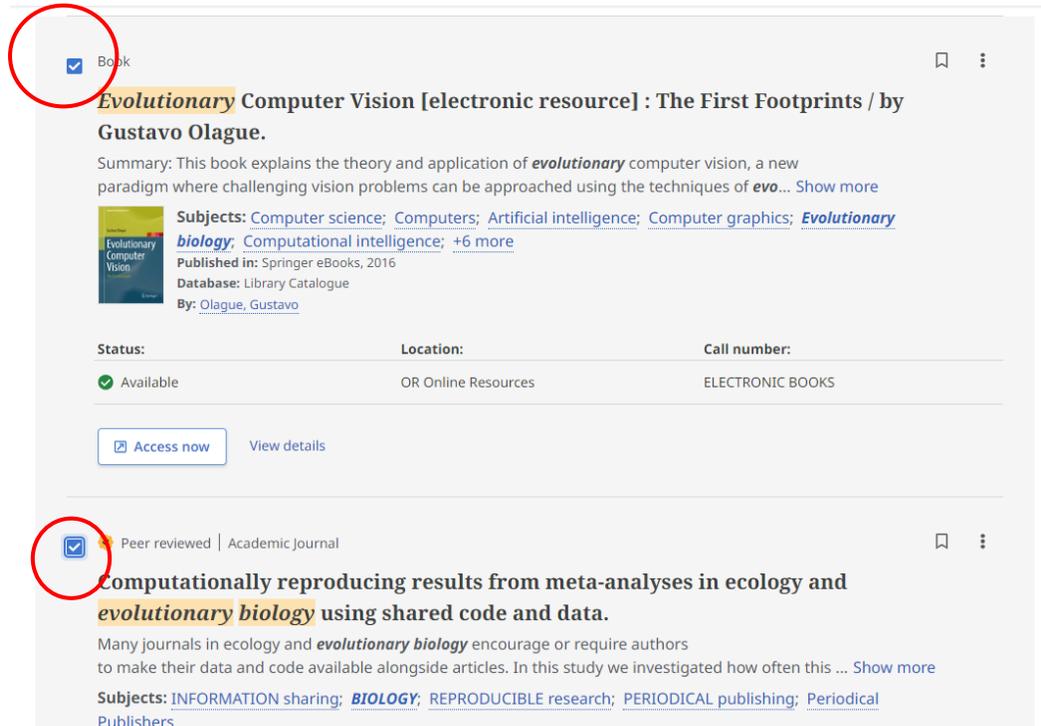
Viewing your references in EndNote Web

At this stage you may be asked to enter your email address and password for EndNote if not already logged in. Any references that have been exported to EndNote in this way will be stored in the **Unfiled** section. You can organise these into groups if you wish at a later stage (**see Step 4**)

It is important to look at your references carefully once they are in EndNote as you cannot assume that once they are imported that they will produce an exact correctly formatted reference. Check to make sure you have all the details needed for your reference including author, title, date etc. (**See Step 4 for more information about editing**)

Exporting multiple references from Ebsco Discovery

It is possible to export up to 50 references at once from an Ebsco database. To do so first click the check box against all the search results you wish to export the reference for:



The screenshot shows two search results from Ebsco Discovery. The first result is a book titled "Evolutionary Computer Vision [electronic resource] : The First Footprints / by Gustavo Olague." It has a checked checkbox in the top left corner. The second result is a peer-reviewed academic journal article titled "Computationally reproducing results from meta-analyses in ecology and evolutionary biology using shared code and data." It also has a checked checkbox in the top left corner. Both checkboxes are circled in red.

Book

Evolutionary Computer Vision [electronic resource] : The First Footprints / by Gustavo Olague.

Summary: This book explains the theory and application of *evolutionary* computer vision, a new paradigm where challenging vision problems can be approached using the techniques of *evo...* [Show more](#)

Subjects: Computer science; Computers; Artificial intelligence; Computer graphics; *Evolutionary biology*; Computational intelligence; +6 more

Published in: Springer eBooks, 2016

Database: Library Catalogue

By: Olague, Gustavo

Status:	Location:	Call number:
✓ Available	OR Online Resources	ELECTRONIC BOOKS

[Access now](#) [View details](#)

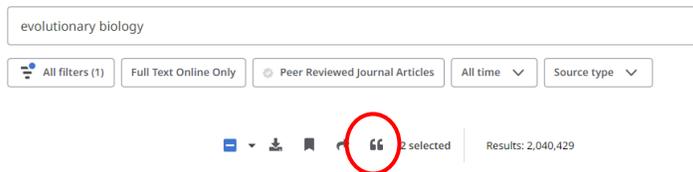
Peer reviewed | Academic Journal

Computationally reproducing results from meta-analyses in ecology and evolutionary biology using shared code and data.

Many journals in ecology and *evolutionary biology* encourage or require authors to make their data and code available alongside articles. In this study we investigated how often this ... [Show more](#)

Subjects: INFORMATION sharing; *BIOLOGY*; REPRODUCIBLE research; PERIODICAL publishing; Periodical Publishers

Then go to the top of the search results list and click the cite icon:



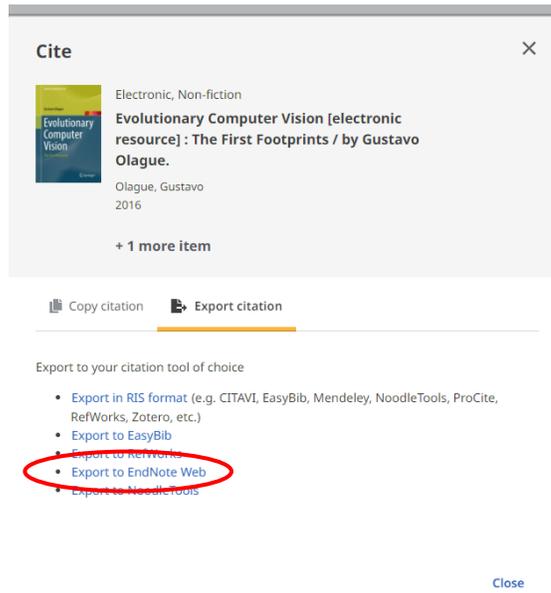
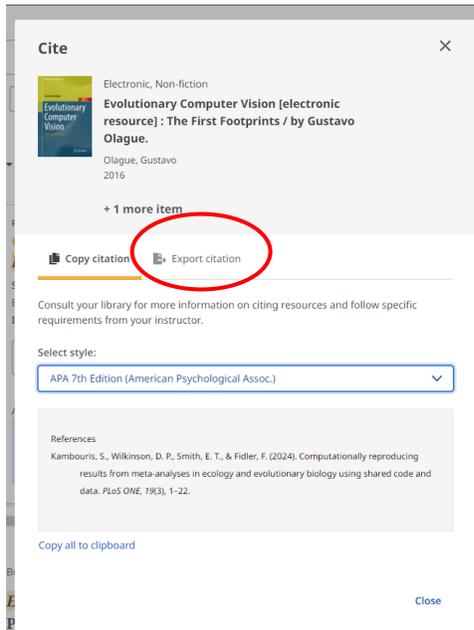
The screenshot shows the top of the search results list for "evolutionary biology". It includes a search bar, filter buttons for "All filters (1)", "Full Text Online Only", and "Peer Reviewed Journal Articles", and a "Results: 2,040,429" indicator. The "Cite" icon (two quotation marks) is circled in red.

evolutionary biology

All filters (1) Full Text Online Only Peer Reviewed Journal Articles All time Source type

2 selected Results: 2,040,429

Now you will see the reference details for your first item, then underneath it will show that you have more than one result selected. Choose the relevant referencing style, click Export citation and the Export to EndNote Web. All your selected references will go over to EndNote in one go.

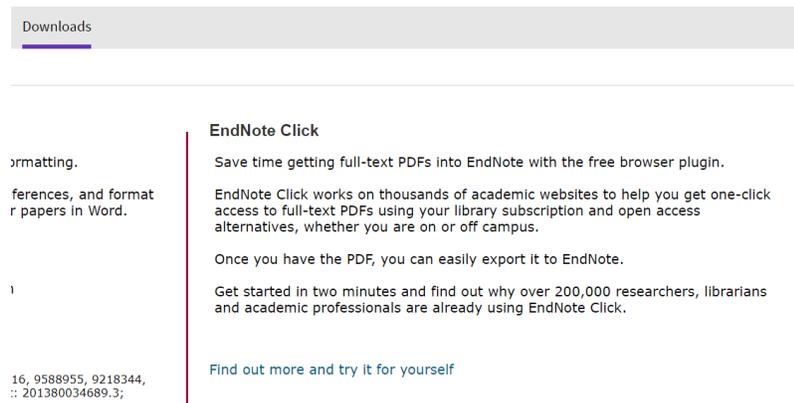


Step 3 - Adding to EndNote in other ways

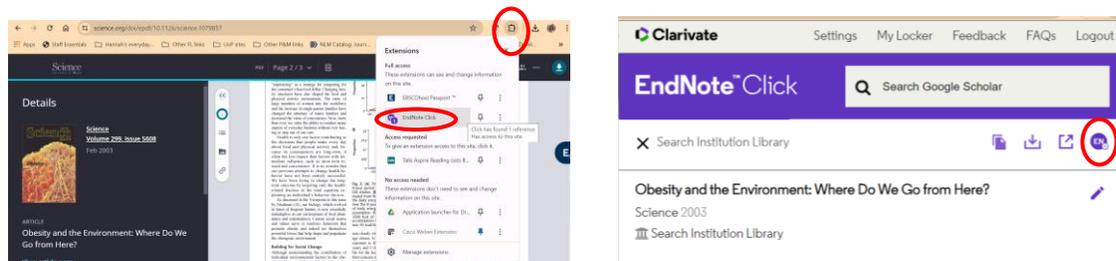
Importing citations from other databases

EndNote has an optional browser plugin tool called EndNote Click which you can install on your device. This allows you to go to any PDF which you may have found on a database or via Google Scholar and import the citation details into EndNote.

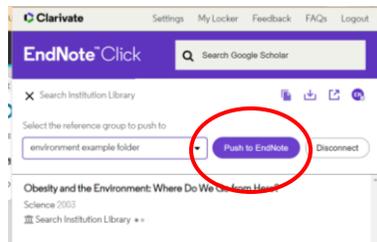
On EndNote go to Downloads and install EndNote Click. Follow the instructions to set this up.



After setting up EndNote Click when you have found a PDF online which you wish to save the citation for click on the browser extension in your toolbar to open the EndNote Click box. Click the **Push reference to endnote account** button



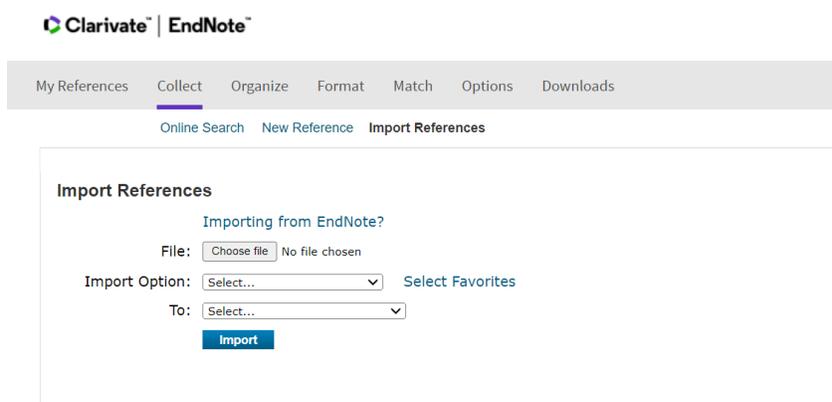
You will be prompted to login then asked which group to put the citation in, then click **Push to EndNote**:



Remember to check that the information which pulls into EndNote is correct.

Importing records using RIS files

Some databases such as Scopus allow you to select your search records and export them as a RIS file. You will need to save the RIS file to a suitable location on your computer for later retrieval. Within EndNote go to the **Collect** tab to open up the Import References window. Find the location of your chosen RIS file and select an appropriate Import Option where the records originated from (eg in this case Scopus) and which group you wish the records to go to within EndNote. Click Import.



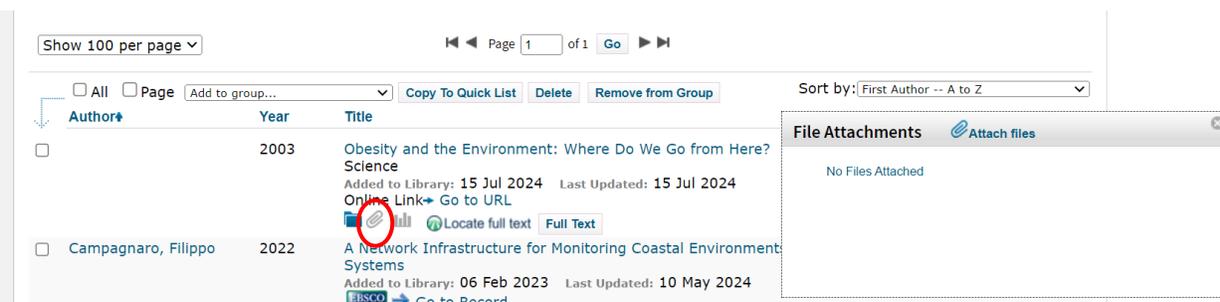
Manual entry

You might decide at some point to add a manual record to EndNote.

From the **Collect** tab in EndNote select **New reference**. Choose your resource type and then add information to the relevant fields that you need to create your reference.

Adding PDF documents

You may wish to add PDFs to EndNote rather than storing them on your computer. You can do this by first inputting the reference then clicking the paperclip under the record. Click Attach file and chose the PDF you wish to attach.



Step 4

Editing references in Endnote Web

If any of your references look incorrect you will need to edit them yourself. To do this you will need to click on the blue title of the record in your EndNote Web account.

Choose the reference that you wish to edit and then correct or add information to the relevant fields. You will not need to add information to all of the fields listed, just the ones that are required for a reference in the desired style.

Organising your references in Endnote Web

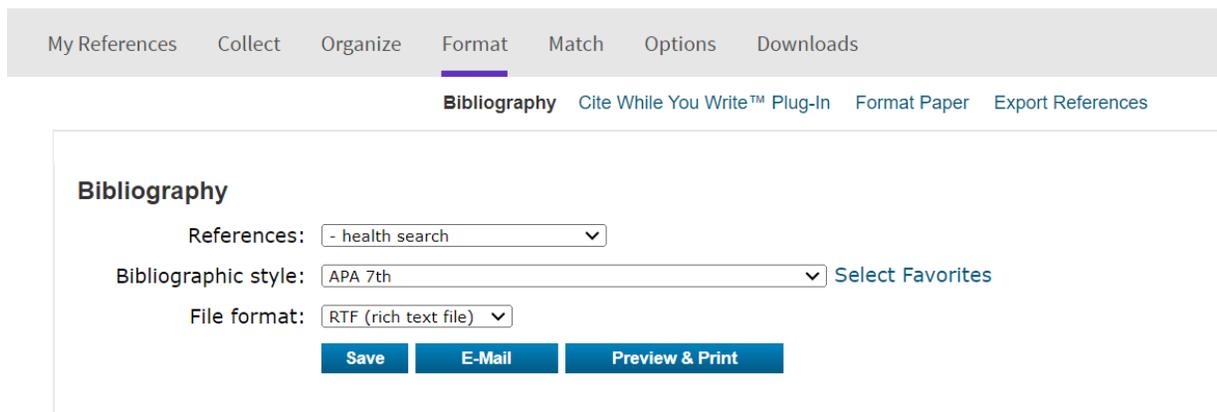
You can organise your references into groups by subjects of your choice. To do this select the **Organize** tab and create a new group with a name of your choice. To put records into your groups select your **Unfiled** references and then choose the references that you wish to move by clicking each record on the left. From here, choose the appropriate group from the **Add to group** drop down list.

It is also possible to share folders with people that you are working with.

Step 5

Creating a reference list or bibliography

To create a stand alone reference list or bibliography in EndNote Web go to **Format, Bibliography** and select where your references are coming from (you can select from groups that you have created - see step 4 for more information) and choose the **bibliographic style you wish to use** along with **RTF file format**. Next select **Preview & Print** to download your list. It is important to check the items contained in this list against the APA 7th guide and edit accordingly (step 4).

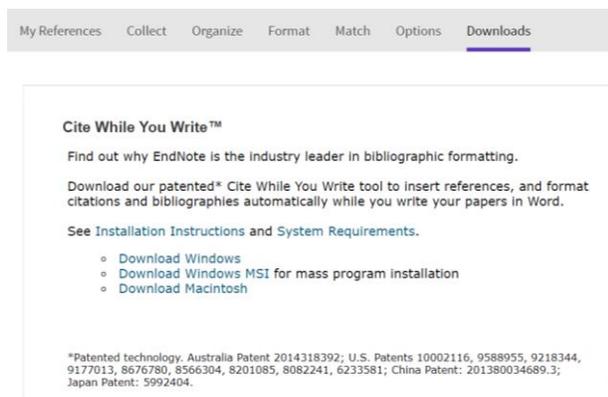


The screenshot shows the 'Bibliography' section of the EndNote Web interface. At the top, there is a navigation bar with tabs: 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. Below this, there are links for 'Bibliography', 'Cite While You Write™ Plug-In', 'Format Paper', and 'Export References'. The 'Bibliography' section contains three dropdown menus: 'References:' with the value '- health search', 'Bibliographic style:' with the value 'APA 7th', and 'File format:' with the value 'RTF (rich text file)'. To the right of the 'Bibliographic style' dropdown is a link 'Select Favorites'. Below the dropdowns are three buttons: 'Save', 'E-Mail', and 'Preview & Print'.

Adding citations as you write

You can also use the **Cite While You Write** functionality by linking your Word documents using a plug in. This will allow you to cite sources in your work and create a bibliography at the same time as you write.

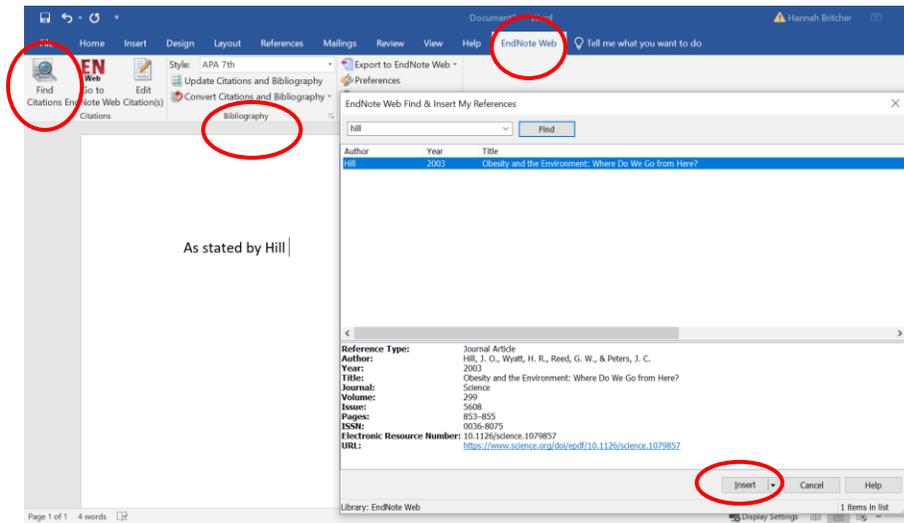
Go to Downloads to install Cite Wile You Write:



The screenshot shows the 'Downloads' page for Cite While You Write. At the top, there is a navigation bar with tabs: 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. Below this, there is a section titled 'Cite While You Write™' with the following text: 'Find out why EndNote is the industry leader in bibliographic formatting.', 'Download our patented* Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word.', and 'See [Installation Instructions and System Requirements](#).' Below this text are three bullet points: 'Download Windows', 'Download Windows MSI for mass program installation', and 'Download Macintosh'. At the bottom of the page, there is a small text block: '*Patented technology. Australia Patent: 2014318392; U.S. Patents: 10002116, 9588955, 9218344, 9177013, 8676780, 8566304, 8201085, 8082241, 6233581; China Patent: 201380034689.3; Japan Patent: 5992404.'

Downloading

After installing the plugin the EndNote tab will appear in the Word ribbon when you open a Word document, allowing you to insert citations and a bibliography.



In your document click **Find citation** and search for the citation that you wish to insert. This will bring up a list of possible options and details of the article underneath. Click “Insert” to add the citation and the entry to your bibliography. The citation style is the default style you have chosen on first use of the plug-in and can be changed in the “Style:” drop down. It is also possible to produce a standalone Bibliography using the Format tab in EndNote.

Further help and support

Additional support is available from the EndNote site:

[Clarivate Libguides/Endnote](https://www.clarivate.com/libguides/endnote)

Alternatively, you can contact the University Library: <https://library.port.ac.uk/w978>