

EndNote Web (EndNote Online)

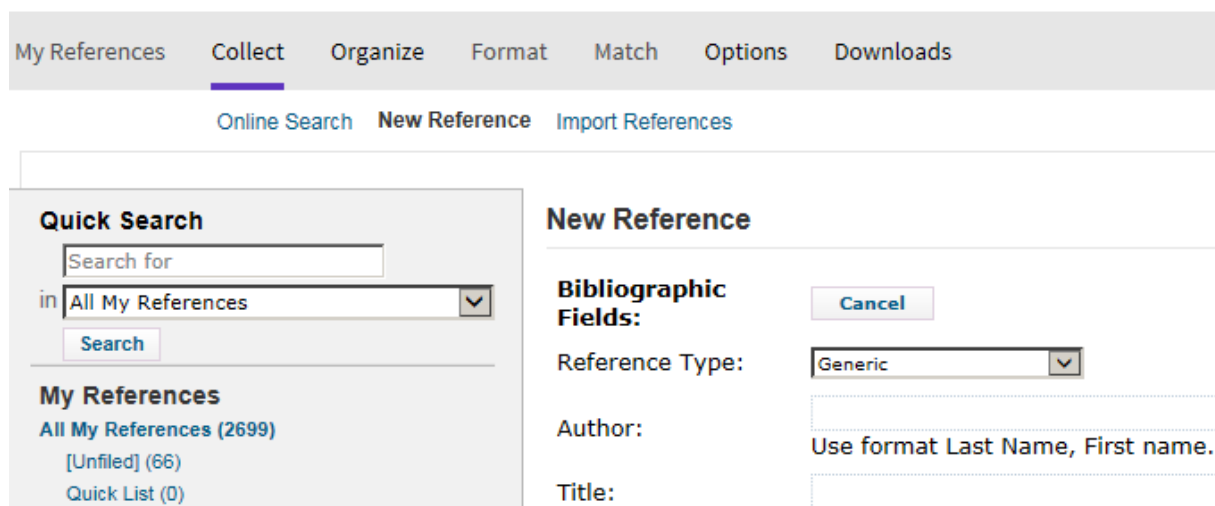
Registration and login

If you have an account in Web of Science you can also use it in EndNote Web. If you do not have an account, you can access Web of Science from the library's database list and create an account for the services in Web of Science under Sign In. After that, you can login directly to EndNote at:

<https://www.myendnoteweb.com>

Create a personal database of references (EndNote library)

Under the tab Collect, the option New Reference gives you the opportunity to enter references manually. In the dropdown menu next to Reference Type, there are several different publication types to select from, e.g. Book, Book Section (book chapter/anthology) and Journal Article.



The screenshot displays the EndNote Web interface. At the top, there is a navigation bar with tabs: My References, Collect (highlighted), Organize, Format, Match, Options, and Downloads. Below this, there are sub-tabs: Online Search, New Reference (highlighted), and Import References. The main content area is divided into two sections. On the left, the 'Quick Search' section includes a search input field, a dropdown menu set to 'All My References', and a 'Search' button. Below this is a 'My References' section showing 'All My References (2699)', '[Unfiled] (66)', and 'Quick List (0)'. On the right, the 'New Reference' section is active. It features a 'Bibliographic Fields:' section with a 'Cancel' button. Below this, there is a 'Reference Type:' dropdown menu set to 'Generic'. The 'Author:' field is empty, with a note below it: 'Use format Last Name, First name.'. The 'Title:' field is also empty.

Authors are entered according to the format “last name, first name” with line breaks between authors. The position of the comma in the author field determines how the author is represented (this is good to keep in mind if an institution is the author). For example, “United Nations,” will be formatted as entered (but without the comma), while “United Nations” will be formatted as “Nations, U.”.

It is also possible to conduct some searches for references online directly under Collect. Many databases also offer the possibility to download references to EndNote Web. The references can be saved in formats suitable for EndNote,

where they can be imported under Import References. Web of Science and Scopus are two databases with export options for EndNote (the RIS format). Here is an example of how references can be imported from Scopus:

Search references in Scopus and select the reference/s/ you want to export.

Select Export>RIS Format and save the file where you can find it:

Select your method of export

MENDELEY ExLibris RefWorks RIS Format EndNote, Reference Manager CSV Excel BibTeX Plain Text ASCII in HTML

What information do you want to export?

Citation information Bibliographical information Abstract & keywords

Import the file with the references in EndNote Web under Collect>Import References with Import Option RefMan RIS:

My References **Collect** Organize Format Match Options

Online Search New Reference **Import References**

Import References

Importing from EndNote?

File: scopus.ris

Import Option: [Select Favorites](#)

To:

Create a backup copy of your references

Under Format>Export References, it is possible to save a copy of the EndNote library where your references are stored. It is useful to have a copy in e.g. RIS format and/or XML to ensure that other reference management software can handle it:

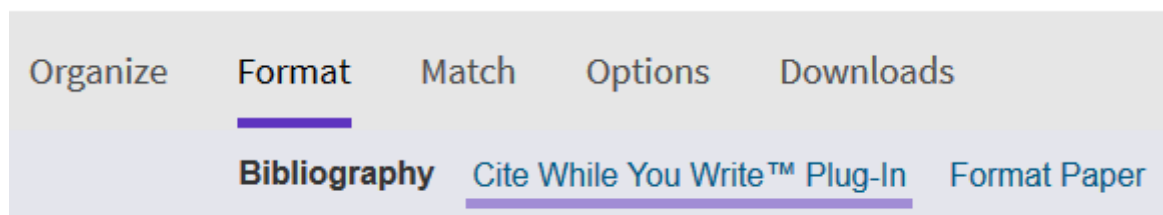
Export References

References:

Export style:

Insert and edit citations alternative 1: Cite While You Write for Word

Cite While You Write for Microsoft Word can be downloaded under Format in EndNote Web:



When Cite While You Write has been installed, there will be an extra tab for managing references from EndNote:



Bibliographic style can be selected from the dropdown menu next to Style on the EndNote tab in Word. You can add styles to that dropdown menu in EndNote Online under Format>Bibliography>Select Favorites.

Position the cursor in Word where you want to cite a source. Select the corresponding reference/s/ under Insert Citations.

If you want to change the display of the citation or add e.g. page number, you can right click within the citation and select Edit Citation(s).

When you have completed your document and want to send it to someone who cannot access EndNote and/or your EndNote library, you must create a copy of your document without connections to EndNote. You can do this from

the EndNote Tab in Word by clicking Convert Citations and Bibliography and then Convert to Plain Text. You can save a pure Word document under a new name, so you can keep on working with the original document with connections to EndNote. In the copy not connected to EndNote, you can edit the entire text, including details in citations and references in the reference list. This is useful if you e.g. want to make minor adjustments in the reference list.

Insert and edit citations – alternative 2: manually

Format citations in a document by entering the character { and the first author of the cited source followed by year or other reference data (enter e.g. author, title instead of author, year if there are several records in your EndNote library with the same author and the same year).

If, for example, there are several references for the author Larsson from the same year, you can specify which one you want to cite by using e.g. the title:

{Larsson, Didaktik för vuxna}

You can merge different citations by using the ; character:

{Larsson, Didaktik för vuxna; Wu, 2007}

The \ character can be used to add a prefix to a citation:

{see e.g. \Krueger, 2009}

Suffix and page number can be entered after the character # in this way:

{Krueger, 2009 #, p. 135}

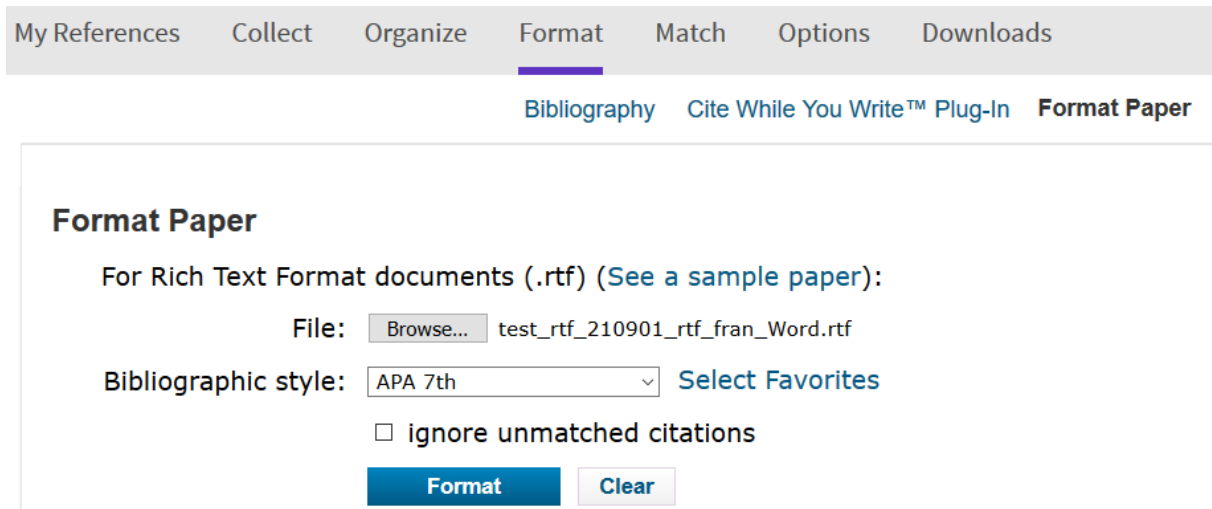
Here is a citation with prefix as well as suffix/page number:

{see e.g. \Krueger, 2009 #, p. 135}

To exclude authors, add so much of a title that it is unique, keep any years, according to the following example - then only the year of the source is displayed, and authors can be entered manually before parentheses according to the selected reference management style:

{, 2019, The Canvas-Oriented Formalization of the Game Design Processes}

To complete your document, you must format your references according to the bibliographic style (e.g. APA or Harvard) you want to use. Save your document in RTF and match it to your references in EndNote Web (*Format>Format Paper*) after you have selected a bibliographic style:



Format Paper

For Rich Text Format documents (.rtf) ([See a sample paper](#)):

File: test_rtf_210901_rtf_fran_Word.rtf

Bibliographic style: [Select Favorites](#)

ignore unmatched citations

You will be able to make further adjustments to your citations and references in the new document. Readers who cannot access EndNote and/or your EndNote library can read your document as you intend it to be, if you share the new formatted document with them.

Further help

http://www.myendnoteweb.com/help/ENW/h_toc.htm

You can also try Google and YouTube to find more guides to EndNote Web/EndNote Online.

Appendix: Troubleshooting

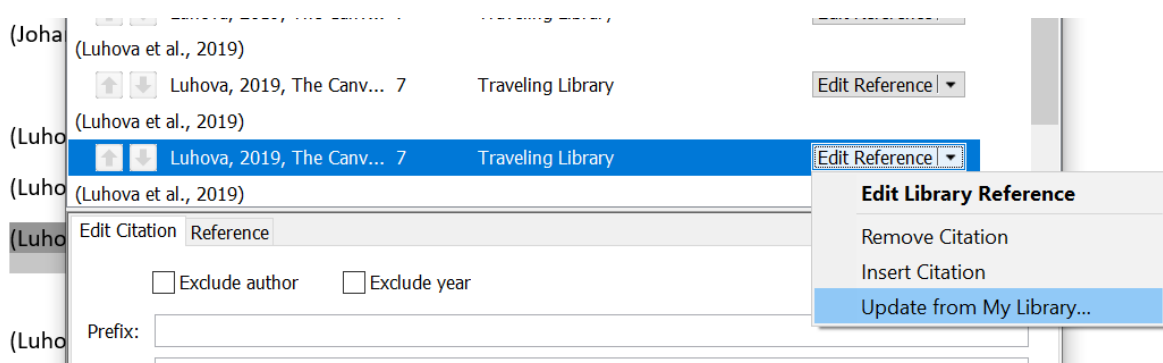
EndNote's plugin Cite While You Write (CWYW) in Word:

If the EndNote plugin tab is not visible in Word, see:

Word>File (Arkiv)>Options>Add-ins>Manage COM Add-ins>Go

Traveling library (as a copy of an EndNote library in a Word-dokument):

If a reference in an EndNote library is changed after citations have been added to it in a Word document, and then the reference receives new citations in the text, there may be duplicate references in the reference list and separate citations in the text. This is because **copies of the different versions of the reference are stored separately in a "traveling library"** adjacent to the Word document itself. One way to handle this is to select Convert to Unformatted Citations in Word (under Convert Citations and Bibliography), so that the references are written within {}, and then search for all citations to the reference and check that they are identical. If they are not identical, they may need to be edited manually so that they become identical and point to the same reference in the online library. The references and reference list in the document can then be restored through Update Citations and Bibliography (then the unique, updated reference is retrieved). Another solution is to do this by right-clicking on one of the citations and replacing those pointing to the document's traveling library with references connected directly to the EndNote Online library. Here is the option Update from My Library a smooth option:



Here is a description of the problems and some of the solutions:

<https://community.endnote.com/t5/EndNote-How-To/Removing-a-traveling-library-reference/td-p/35305>