Skills for Learning

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EndNote Online for Chromebook

If you are a Chromebook user you will not be able to install the full software (desktop) version of EndNote. However, EndNote Online is a web-based version of the EndNote software, which you can use on Chromebook and will still allow you to do much of your reference management work.

EndNote Online allows you to save references for books, journal articles, webpages and other sources into a personal account as you carry out your research. You can then use this information to help you write your citations, and it will format your reference list for you automatically and correctly.

Contents

1. Registering for EndNote Online

To use EndNote Online you will need to make yourself an account.

- ○ Go to: http://endnote.com

- ○ Click the **EndNote online login** link in the top right-hand corner of the screen.

- ○ Click the **Register** button on the right-hand side of the screen.

- ○ Enter your email address, first and last names in the boxes provided.

- ○ Make yourself a password following these guidelines:

    - Passwords should be at least 8 characters.
    - Must contain at least 1 letter.
    - Must contain at least 1 number.
    - Should not have any leading or trailing spaces.
    - Should have at least 1 special character: ! @ # $ % ^ ( ) ~ * { } [ ] | \ & _

- ○ When you have completed this, click the **Sign up** button.

A confirmation email will be sent to you. Follow the instructions in this to complete your registration. You can now start saving references into your EndNote Library.

When you first log into EndNote you will see the **Getting Started** guide.

To see your library click the **Hide Getting Started Guide** link.

You can return to the guide at any time by clicking the link again.

Hide Getting Started Guide

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

Please note: The *Cite While You Write Plug-In* will not work on Chromebook, so ignore this link.

2. Adding references to EndNote

When you search databases to find journal articles, books and other information it is usually possible to import the records you find into your EndNote Library. This has the advantage of allowing you to import references accurately without having to re-type all the information yourself.

Saving references from Library Search

As you use Library Search to find books, journal articles and other information you can save the records you find directly into EndNote Online.

- o Go to the Library homepage at https://www.salford.ac.uk/library
- o Click the red **Library Search** link (near the top of the page).
- o Type in your keywords and click the search button.

> Click the quotation marks **"** next to the item you want to save,
> then click **ENDNOTE WEB**.

EBOOK
So now you're a zombi
John Austin 1978-
Chicago : Chicago Review Press c2010

🔗 Online access↗ ＞

EXPORT RIS | REFWORKS | ENDNOTE WEB | EASYBIB | CITATION | PERMALINK | PRINT | E-MAIL

My References   Collect   Organize   Format   Match   Options   Downloads

View your references

> An Import Results screen will be displayed.
>
> Click the **My References** tab to see the reference you have just imported.

Primo Import Results
Number of records imported: 1

☐ All ☐ Page | Add to group... ▾ | Copy To Quick List | Delete   Sort by: Last Updated -- newest to oldest ▾

Author   **Year**   **Title**

☐ Austin, John   2010   So now you're a zombie : a handbook for the newly undead
Added to Library: 16 Jun 2017   Last Updated: 16 Jun 2017
📁 📎 📊 Find it @ Salford

> Records, especially for books, that you import from Library Search may need some editing.
>
> Click on the title link to open the record.

Bibliographic Fields: [Save]

Reference Type: Book

Author: Austin, John 🔍

> The author's name may have the word 'author' after it. If this is the case, delete it, so only the name remains.

Title: So now you're a zombie : a handbook for the newly undead

Year: 2010

> Sometimes punctuation is incorrectly imported.
>
> Click in the field to edit it.

Series Editor:

Series Title:

Place Published: Chicago

Publisher:

↶ ↷ | **B** *I* <u>U</u> | A₁ A¹

Chicago : Chicago Review Press

> The place of publication (e.g. Chicago) has been entered twice, so you will need to delete it and the colon from the **Publisher** field.

Bibliographic Fields: [Save]

Reference Type: Book

Author: Austin, John 🔍

Title: So now you're a zombie : a handbook for the newly undead

Year: 2010

Seri

> When you have finished editing the record click the **Save** button.

Series Title:

Place Published: Chicago

Publisher: Chicago Review Press

Edition:

↶ ↷ | **B** *I* U

Seventh edition

> Also check the **Edition** field for any book references you get from Library Search.
> Delete the word 'edition' or 'ed.'.
>
> If the number is spelled out in letters change it to a number – for example, this should read **7th**.

Austin, J. (2010). *So now you're a zombie : a handbook for the newly undead* (7th ed.). Chicago: Chicago Review Press.

> This will ensure a correctly formatted reference.

Collecting references from other databases

Web of Science and EBSCO

A few databases, such as Web of Science and the EBSCO databases, allow you to save records directly into EndNote Online.

Once you have selected the references you want look for a link called Export, Download or Citation, then look for an export option called EndNote Online or Endnote Web.
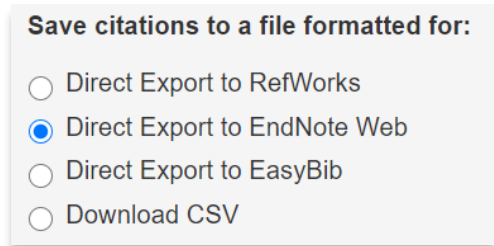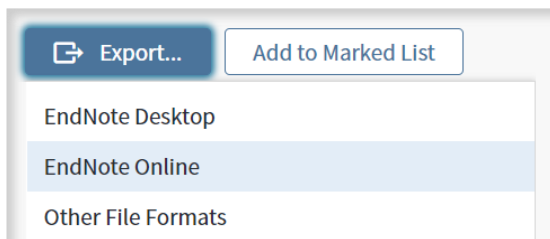
Using filters - Science Direct

For most databases, saving records into EndNote Online is a two-step process: you save a temporary file from the database, then import that file into your EndNote Online library. The instructions below for Science Direct outline the steps needed for this type of database. Note: these instructions are for Google Chrome.

Once you have your search results:

Click the checkboxes next to the articles you want,

then go to the **Export** menu.

Click **Export citation to RIS**.

Note: when using other databases, always look for an export option that is called **EndNote** or **RIS**.

Open
Always open files of this type
Show in folder
Cancel

ScienceDirect_citati....ris ∨

Click the little arrow next to the download (bottom left-had corner of the screen), then click **Show in folder**. This is so you can see what the file is called.
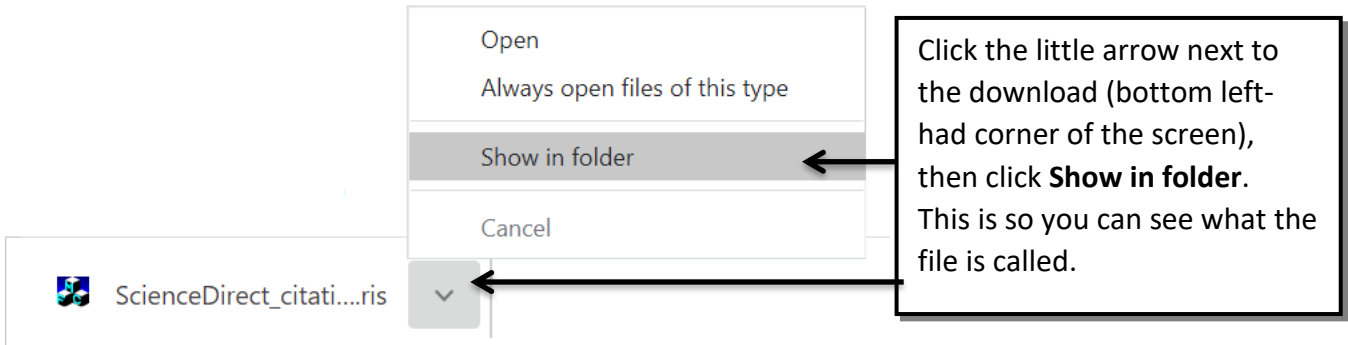
Return to EndNote Online:

Click the **Collect** tab,

then click **Import References**.

My References   Collect   Organize   ...wnloads

Online Search   New Reference   **Import References**

Import References

Importing from EndNote?

File: [Choose File]   ScienceDirec...86937125.ris

Import Option: RefMan RIS

To: [Unfiled] ∨

[Import]

Click the **Choose File** button and browse to your **Downloads** folder, then select the file you have just saved.

Select **RefMan RIS** from the **Import Option** menu, and from the **To** menu choose the Group (see p. 9) you want to save the references into – or select [Unfiled].

Click the **Import** button.

My References   Collect   Organize   Format   Match   Options   Downloads

Online Search   New Reference   Import References

Import References

4 references were imported into "[Unfiled]".

Importing from EndNote?

File: [Choose File]   No file chosen

Import Option: Select...   ∨   Select Favorites

To: Select...   ∨

The reference will be imported into your EndNote Library.

Click the link or the **My References** tab to see them.
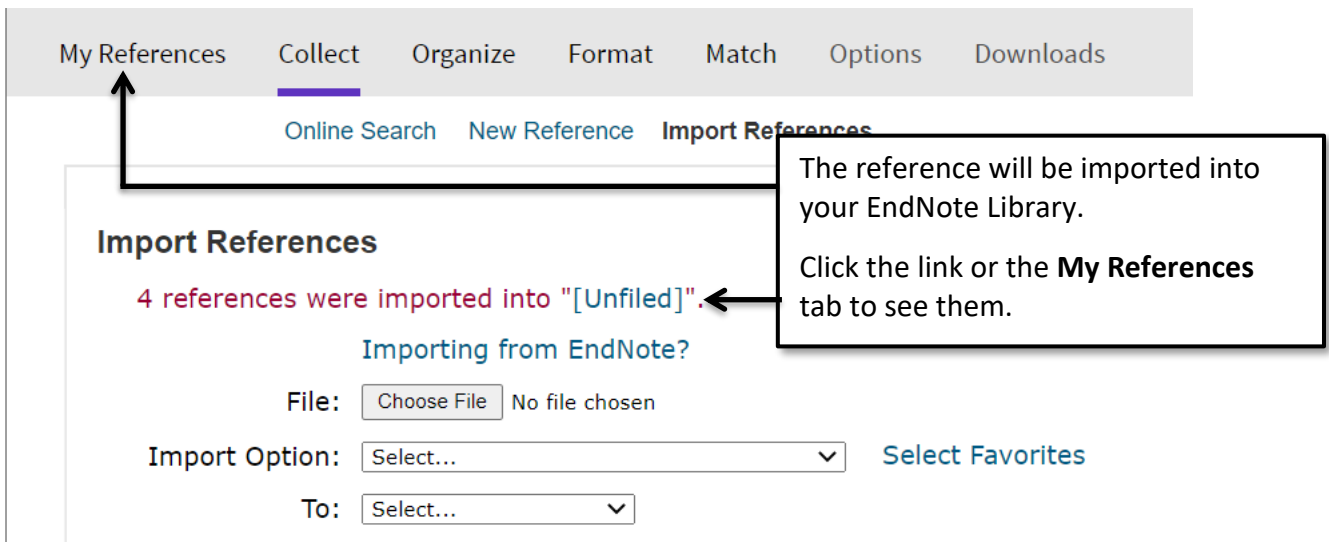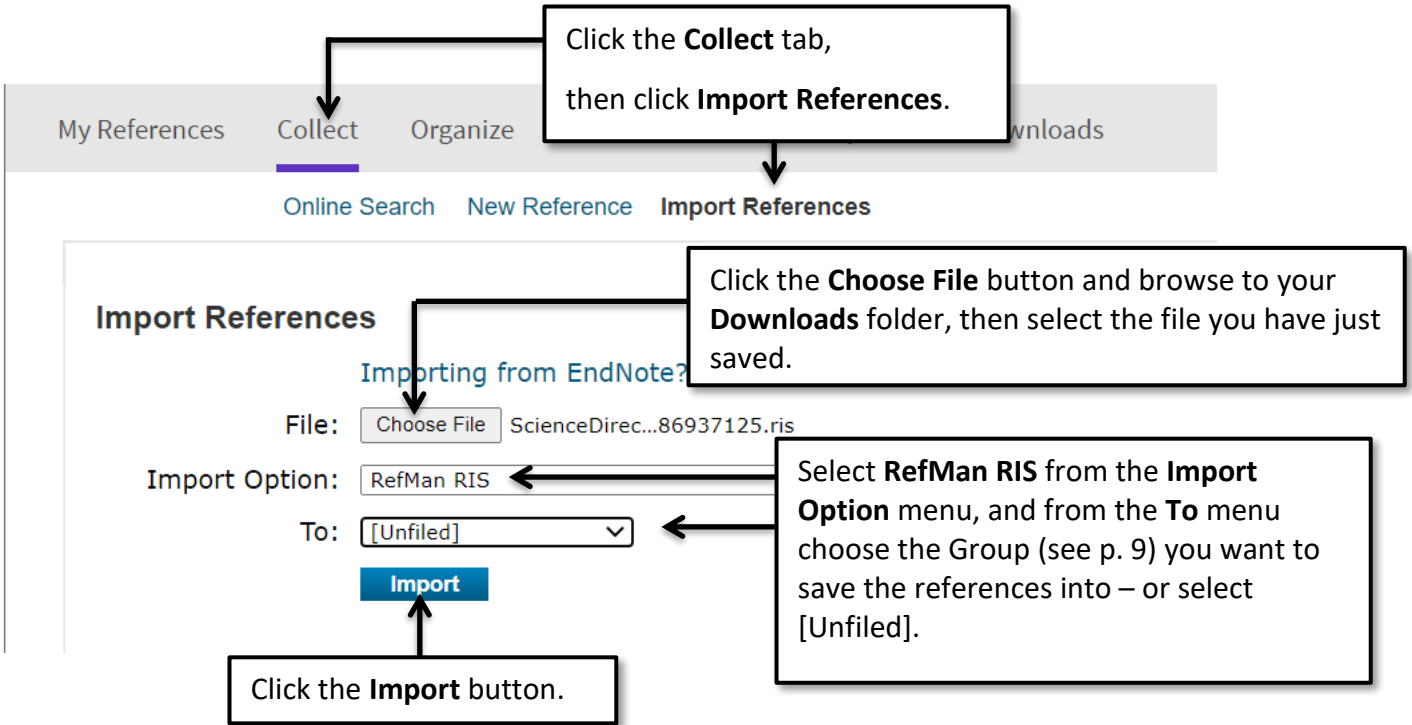
Attaching PDFs

Once you have saved a reference into EndNote Online you might find it useful to attach the full-text PDF. This is good information management, as it means that you will have the article and the details you need to reference it all in the same place.

Aizenberg, Edna   1999   I walked with a zombie: The pleasures and perils of postcolonial hybridity
World Literature Today
Added to Library: 17 Nov 2015   Last Updated: 22 Jun 2017
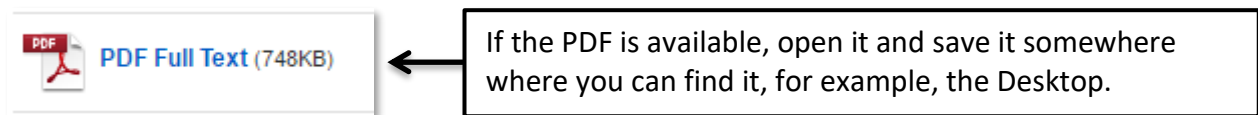Online Link→ Go to URL

Find it @ Salford

> Click **Go to URL** or **Find it @ Salford** to see if the PDF is available.

PDF Full Text (748KB)

> If the PDF is available, open it and save it somewhere where you can find it, for example, the Desktop.

> Click the paperclip icon on the reference for the PDF you have just saved.

I walked with a zombie: The pleasures and perils of postcolonial hybridity
World Literature Today
Added to Library: 17 Nov 2015   Last Updated: 22 Jun 2017
Online Link→ Go to URL

Find it @ Salford

File Attachments   Attach files
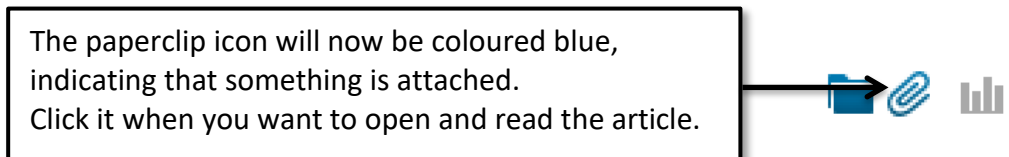
No Files Attached

> When this box opens click the **Attach files** link.

File: Choose File   ...ut.pdf

> Click the **Choose File** button and find the PDF you have just saved. Open it.

Upload

> Click the **Upload** button when it appears.

> The paperclip icon will now be coloured blue, indicating that something is attached.
> Click it when you want to open and read the article.

Creating references manually

You will probably use information sources where electronic records are not available for saving into EndNote, for example, webpages, blog entries, online newspaper articles and reports you have found online. In these cases you will need to create manual references.

Click the **Collect** tab,

then click **New Reference**.

Select the type of information source you have from the **Reference Type** menu.

Type the information into the fields – you need to click into the field before you can type into it.

Follow the advice about typing authors' names.

If the work is written by an organisation rather than a person you need to type a comma at the end of it, e.g. National Health Service,

Click **Save** when you have finished.

Important!

Remember that every reference must have all of the following elements, otherwise it will be incorrect.

Element		Field in EndNote
Who	- wrote or created it.	*Author*
When	- it was published of produced.	*Year*
What	- is the title of the work.	*Title*
Where	- you found it (or **how** to find it):	
	use one of these combinations:	*Place of Publication* and *Publisher*
		Volume, *Issue* and *Page Numbers*
		DOI
		URL

When making manual references in EndNote you may need to experiment with the different Reference Types and with the information you enter, to make sure they are correct. To see how your completed references should look see the examples on the **Skills for Learning** site at:

https://www.salford.ac.uk/library/skills-for-learning/referencing

3. Organising your references

You should make a Group for each assignment you are working on. This will make it much easier for you when you start writing your citations and to create your reference list.

Click the **Organize** tab, then click the **New group** button.

Type in a name for your Group (for example, the name of the subject or assignment) then click **OK**.

To file your references click the **My References** tab, tick the boxes for the ones you wish to file, then select the Group you wish to use from the **Add to group** menu.

Your Groups are listed here. Click on the title link to see which references are listed within it.
Note: you can add the same reference to more than one Group.

4. Writing in-text citations

When using EndNote Online and EndNote Desktop you would normally install a toolbar into Word (called Cite While You Write – CWYW) to insert in-text citations into your documents. However, you won't be able to install this on a Chromebook so you will need to type your citations manually.

My References
All My References (441)
[Unfiled] (411)
Quick List (0)
Trash (0)
▼ My Groups
Cell Biology 2 (11)
Infectious Diseases 1 (19)
Physiology 1 (4)

	Author▲	Year	Title
☐	Adekola, Hafeez Aderinsayo	2020	Mathematical modeling for infectious viral disease: The CO Journal of Public Affairs Added to Library: 20 Nov 2020 Last Updated: 20 Nov 2020
☐	Araújo, João P. M.	2019	Zombie-Ant Fungi Emerged from Non-manipulating, Beetle Current Biology Added to Library: 11 Nov 2019 Last Updated: 20 Nov 2020
☐	Aron, Jacob	2020	Survival in a zombie apocalypse

> When you start writing your assignment, click the link to open the Group you made for it.
> Then click the title link for the work you wish to cite.
> This is so you can check how many authors each reference has, so you can create your citations correctly following the guidelines below.

1. When your citation is at the end of a section, follow this format:

One author:	(Parviz, 2020)
Two authors:	(Comentale & Jaffe, 2014)
Three, four or five authors:	(Mecham, Thomas, Pirgousis, & Janus, 2020) For subsequent citations for works of three or more authors you should abbreviate the citation to (Mecham et al., 2020)
Six or more authors:	(Houghton et al., 2016)

2. When the citation is incorporated into your own writing:
   - follow the above guidelines for the number of authors to list,
   - only the year should be in brackets,
   - if you have more than one author replace the ampersand (&) with the word and,
      for example: Comentale and Jaffe (2014).

3. If you have used a direct quotation (copied word for word from the original), you should include the page number you copied those words from in your citation, e.g.
   (Parviz, 2020, p. 43)   or   Parviz (2020, p. 43)

For more advice about writing in-text citations, please see the **APA 6th Style Guides** available on the **Skills for Learning** site at:
    https://www.salford.ac.uk/library/skills-for-learning/referencing

4. Exporting a reference list from EndNote

Once you have finished writing your assignment you can use EndNote Online to create a reference list for you automatically, which you can then copy and paste into the end of your work.

My Re... | Click the **Format** tab. ...anize → Format   Match   Options   Downloads

Bibliography

Bibliography

References: - Infectious Diseases 1

Select the Group you made for your assignment from the **References** menu.

Bibliographic style: APA 6th   Select...

Select **APA 6th** from the **Bibliographic style** menu. This is the style you <u>must</u> use at Salford.

File format: RTF (rich text file)

Save   **E-Mail**   **Preview & Print**

Select **RTF (rich text file)** from the **File format** menu, then click **Save**.

exportlist (2).rtf

Your reference list will be saved to your Documents folder. You can open it by clicking on the downloaded file in the bottom left-hand corner of Google Chrome.

Adekola, H. A., Adekunle, I. A., Egberongbe, H. O., Onitilo, S. A., & Abdullahi, I. N. (2020). Mathematical modeling for infectious viral disease: The COVID-19 perspective. *Journal of Public Affairs*, e2306-e2306. doi:10.1002/pa.2306

Araújo, J. P. M., & Hughes, D. P. (2019). Zombie-Ant Fungi Emerged from Non-manipulating, Beetle-Infecting Ancestors. *Current Biology, 29*(21), 3735-3738.e3732.

Aron, J. (2020). Survival in a zombie apocalypse. *New Scientist, 246*(3279), 30. doi:https://doi.org/10.1016/S0262-4079(20)30816-2

Comentale, E. P., & Jaffe, A. (2014). *The year's work at the Zombie Research Center*. Bloomington: Indiana University Press.

Daniel, L. (2010). Improved Zombie dynamics | Models Of Reality.   Retrieved from http://models.street-artists.org/2010/03/01/improved-zombie-dynamics/

Houghton, F., Monte, K. D., Glessner, D., Goff, J., Hopkins, E., Loney, K., . . . Toms, J. (2016). Zombie pandemic preparedness: A cautionary observation. *New Zealand Medical Journal, 129*(1432), 97-99.

Mecham, J. C., Thomas, O. J., Pirgousis, P., & Janus, J. R. (2020). Utility of Tracheostomy in Patients With COVID-19 and Other Special Considerations. *Laryngoscope, 130*(11), 2546-2549. doi:10.1002/lary.28734

Murali, B. (2013). *Thinking dead : what the zombie apocalypse means*. Lanham: Lexington Books.

Ovejero, S., Baca-García, E., & Barrigón, M. L. (2020). Coronavirus infection as a novel delusional topic. *Schizophrenia Research, 222*, 541-542. doi:https://doi.org/10.1016/j.schres.2020.05.009

Parviz, E. (2020). How to survive a zombie apocalypse: Using Monroe's Motivated Sequence to persuade in a public-speaking classroom. *Communication Teacher, 34*(1), 40-46. doi:10.1080/17404622.2019.1608370

Petersen, E., Chen, L. H., & Schlagenhauf-Lawlor, P. (2017). *Infectious Diseases: A Geographic Guide* (2nd ed.). New York: John Wiley.

Schneider, D. S. (2016). What Can Vampires Teach Us about Immunology? *Trends in Immunology, 37*(4), 253-256. doi:10.1016/j.it.2016.02.001

Scrivner, C., Johnson, J. A., Kjeldgaard-Christiansen, J., & Clasen, M. (2021). Pandemic practice: Horror fans and morbidly curious individuals are more psychologically resilient during the COVID-19 pandemic. *Personality and Individual Differences, 168*, 110397. doi:https://doi.org/10.1016/j.paid.2020.110397

Smith, T. C. (2015). Zombie infections: epidemiology, treatment, and prevention. *BMJ, 351*. doi:10.1136/bmj.h6423

Spear, R. A., Schmuecker, A. L., & DeGutes, S. M. (2020). Nurse Practitioner COVID-19 Experience in Skilled Nursing Facilities. *The Journal for Nurse Practitioners*. doi:https://doi.org/10.1016/j.nurpra.2020.10.034

Stanley, D. (2012). The nurses' role in the prevention of Solanum infection: dealing with a zombie epidemic. *Journal of Clinical Nursing, 21*(11-12), 1606-1613. doi:10.1111/j.1365-2702.2011.03920.x

Urch, C. E., & George, A. J. T. (2020). Let's stop talking about covid-safe and covid-secure—it's covid-mitigated. *BMJ, 370*, m3616-m3616. doi:10.1136/bmj.m3616

Verran, J., & Reyes, X. A. (2018). Emerging Infectious Literatures and the Zombie Condition. *Emerging Infectious Diseases, 24*(9), 1774-1778. doi:10.3201/eid2409.170658

Wald, P. (2008). *Contagious: Cultures, Carriers, and the Outbreak Narrative*. Durham, NC: Duke University Press.

Do not forget to proof-read your reference list before copy and pasting it into your assignment. There may be errors that need correcting, especially in any references you have made manually (see p. 8) or references for books that you have saved from Library Search (see pp. 3-4).

You can check the format for different types of references by going to the **Reference Examples** on the **Skills for Learning** site at:

https://www.salford.ac.uk/library/ skills-for-learning/referencing