

## A quick guide to EndNote 21

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EndNote is bibliographic management software which allows you to create your own personal database of references - known as an EndNote 'Library'. EndNote works with MS Word to add citations to your work and automatically create correctly formatted reference lists.

### 1: Installing the software

The EndNote 21 software is installed on all open-access PCs at Salford. You can also install it on your own device.

- Before you begin the installation make sure all copies of Word, Outlook and PowerPoint are closed.
- Go to the *Student Software Portal*: <https://software.salford.ac.uk> and log in with your network username and password.
- Click on **EndNote** so that it is highlighted, then scroll down to the bottom of the screen and click **Next**.
- You will be given a link to install EndNote and a product key. Copy the product key.
- Click the link, then go to the **Select Your Product** menu and select **EndNote**
- Click the **Download EndNote** link, then select the EndNote 21 version you want – Windows or Mac.
- Follow the EndNote installation instructions (accept all the default settings) and enter the product key when prompted.

### 2: Creating an EndNote library

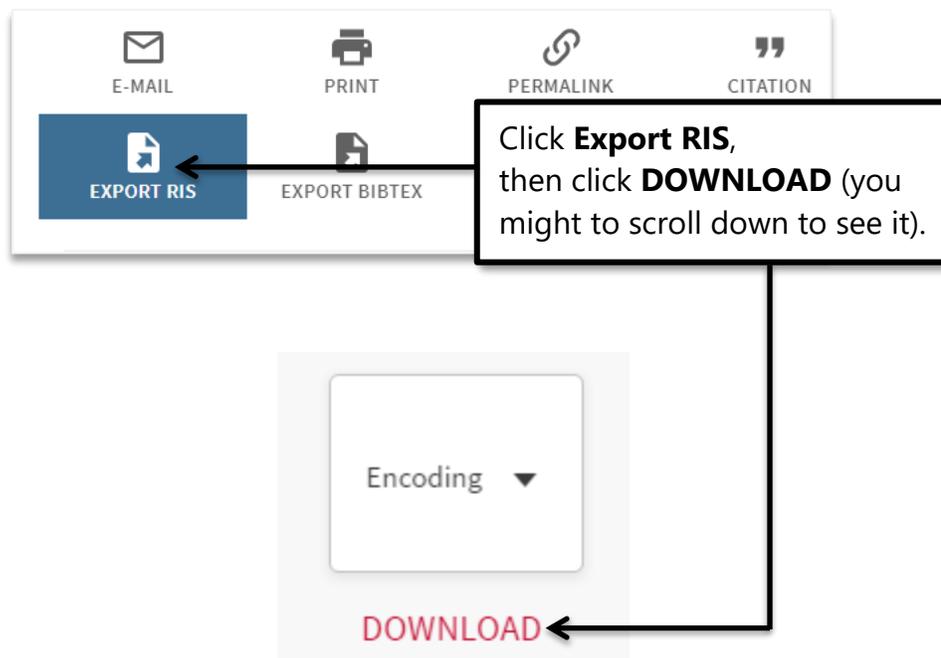
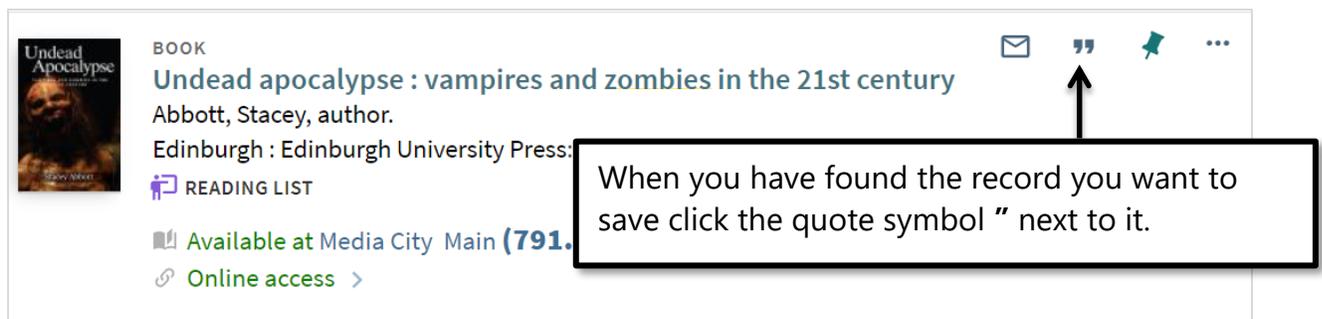
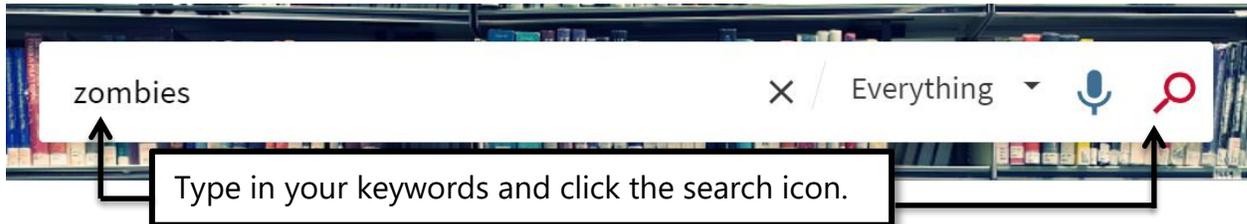
- Click the **Start** button.
- Scroll down to **EndNote** into the programs list, then click on the EndNote icon.
- When EndNote opens, accept the licence agreement, then close the 'Welcome to EndNote' box (if it appears).
- Go to the **File** menu and select **New**.
- Make sure that you save your EndNote library to your C: drive, for example, your desktop or Documents folder. **DO NOT** save it on cloud storage, e.g. OneDrive.

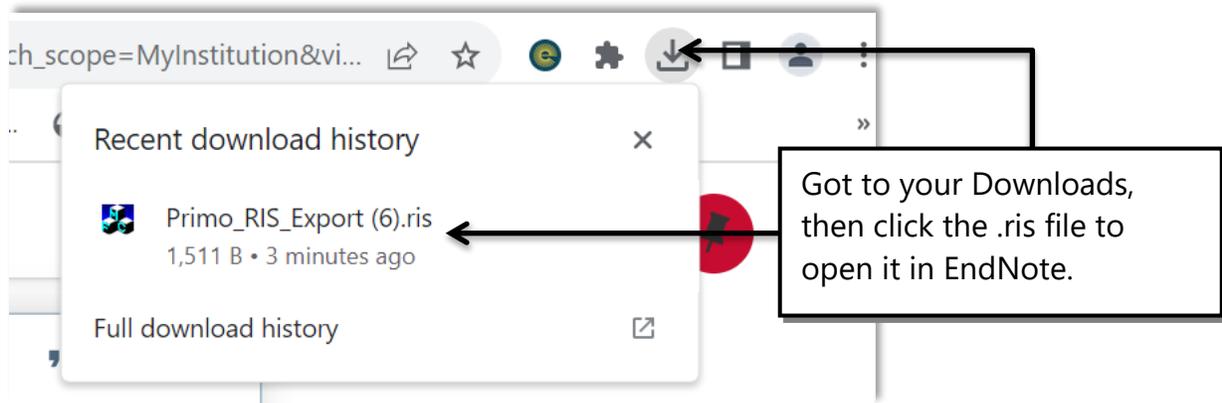
Note: You should only make ONE EndNote Library. You can save up to 100,000 references into an EndNote library, so it *will* be big enough. Don't make separate libraries for different assignments, etc. as this may lead to conflicts when you start using it with Word. You can make Groups (see p. 8) to organise your references.

You do not need to save your EndNote Library when you have finished working; it saves automatically as you add references to it.

### 3: Saving references from Library Search

- Open Google Chrome and go to the Library website: [www.salford.ac.uk/library](http://www.salford.ac.uk/library)
- Open **Library Search**.





## 4: Editing references in EndNote

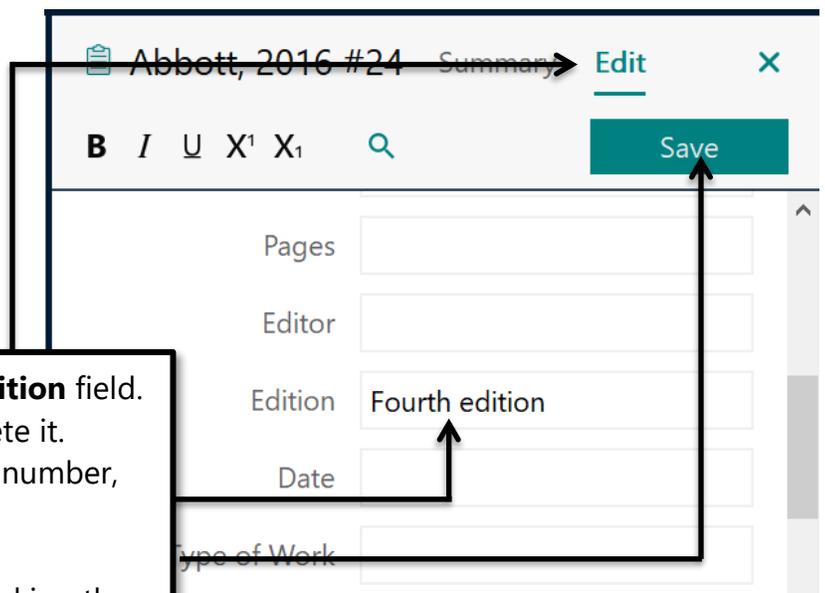
Records saved from *Library Search* and many of our databases may need some editing in EndNote to ensure they generate correct APA 7<sup>th</sup> references.

Check any references for books that you have saved from *Library Search*.

Click on the one you wish to edit, so that it is highlighted.

Click **Edit**, then scroll down to the **Edition** field. If the word *ed.* or *edition* appear, delete it. The number needs to be written as a number, e.g. this example should be 4th

Click **Save** when you have finished making the changes.



Also check references for journal articles saved from *Library Search* – you may need to edit the Article Number if there is one (see p. 5).

## 5: Saving references from Science Direct

- o Go to the Library website: [www.salford.ac.uk/library](http://www.salford.ac.uk/library) and open **Library Search**.
- o Click the **Database Search** link.
- o Type *ScienceDirect* into the Search box.
- o Click the **Online access** link.
- o Click the **ScienceDirect** link.

Search for peer-reviewed journals, articles, book chapters and [open access](#) content.

zombies  Author name  Type in your keywords, then click the Search icon.  Issue  Page

Download 4 articles  Export

Research article  Full text access

1 A hidden channel of “blood transfusion”: International Journal of Accounting, Taxation and Finance, 13 October 2023  
Xinyu Li, Huacheng Wang, Rong Li  
 View PDF  Abstract  Extracts  Figures

Research article  Full text access

2 How do zombie enterprises hinder climate change action plans in China? Energy Economics, 13 July 2023  
Qingyang Wu, Siqi Chang, ... Wendong Wei  
 View PDF  Abstract  Extracts  Figures  Export

Click the checkboxes next to the articles you want, then go to the **Export** menu.

Click **Export citation to RIS**, then open the downloaded file as before (see p. 3).

### Export

4 citations selected

- > Save to RefWorks
- > Export citation to RIS
- > Export citation to BibTeX
- > Export citation to text

## 6: Editing references from ScienceDirect

References you save from ScienceDirect will need some editing.

Library Tools Window Help

Imported References +

Advanced search

Imported Re  
4 References

Author	Year	Title
Debnath, Rabin; Chawla...	2023	Xylazine addiction turning humans to
Li, Xinyu; Wang, Huach...	2023	A hidden channel of "blood transfusio
Nurmi, Satu; Vanhala, J...	2022	Are zombies for real? Evidence from ;
Wu, Qingyang; Chang, ...	2023	How do zombie enterprises hinder cli

Nurmi, 2022 #2059 Summary Edit PDF

+ Attach file

**Are zombies for real? Evidence from zombie dynamics**

S. Nurmi, J. Vanhala and M. Virén

International Journal of Industrial Organization 2022 Vol. 85 Pages 102888

DOI: <https://doi.org/10.1016/j.ijindorg.2022.102888>

<https://www.sciencedirect.com/science/article/pii/S0167718722000637>

Click on one of the records, so that it is highlighted, then click **Edit**.

Scroll down and look at the record:

If there is an Article Number (instead of a range page numbers) in the **Pages** field, cut & paste it into the **Article Number** field.

If the DOI has been converted into a URL (as in this example), cut & paste it into the **URL** field. If there is already a URL there, delete it first. If it is a DOI (string of characters, not hyperlinked) leave it here.

Nurmi, 2022 #2059 Summary Edit PDF

**B I U X' X<sub>1</sub> Q** Save

Issue

Pages 102888

Start Page

Errata

Alternate Journal

ISSN 0167-7187

DOI <https://doi.org/10.1016/j.ijindorg.2022.102888>

Original Public

When you have finished making your changes, click **Save**.

To find out how to save references from other databases into EndNote please see the separate guide *Downloading References from Databases into EndNote*, available on the Skills EndNote page:

<https://www.salford.ac.uk/skills/referencing/endnote-reference-management-software>

## 7: Getting the full text

So far, we have only been saving the bibliographic details (authors, titles, etc.) into EndNote. If an article has a DOI and is from a journal the Library subscribes to, or is open access, you can get EndNote to find and attach the fulltext article.

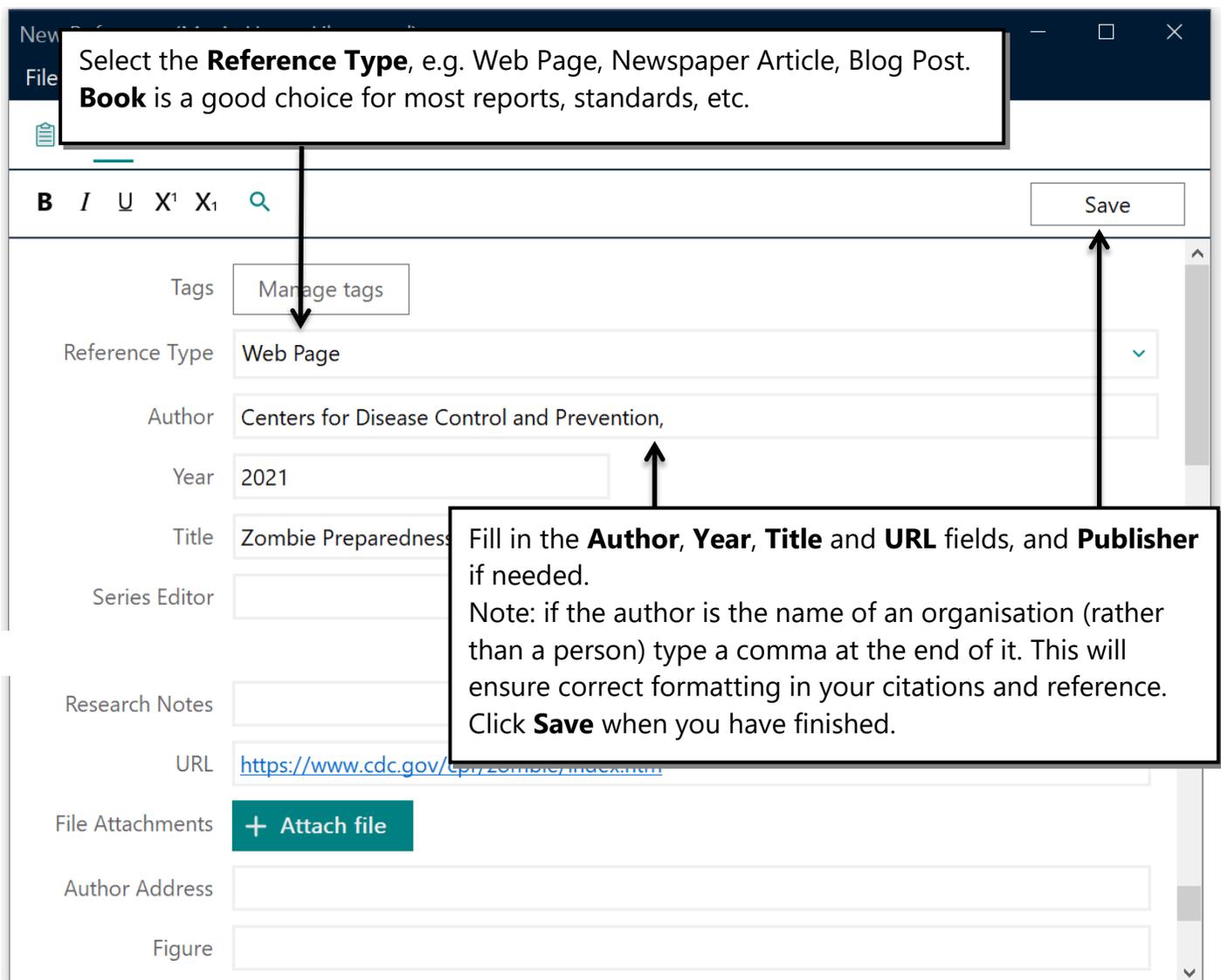
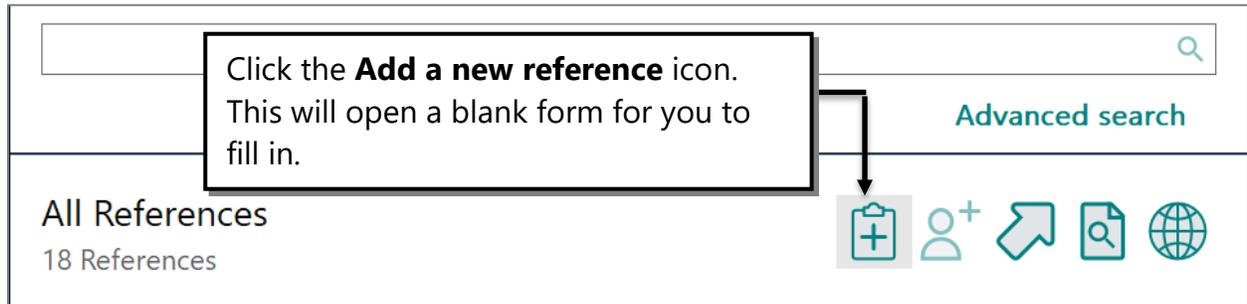
Please note: this will only work with journal articles. Copyright law restricts the downloading of entire books.

The screenshot shows the EndNote application window with the 'All References' list. A callout box points to the 'All References' button in the left sidebar, stating: "Go to **All References** then use Select All (Ctrl-A) to highlight all your references." Another callout box points to the 'Search the Web' icon (a magnifying glass over a globe) in the top right of the reference list, stating: "Click the **Search the Web** icon (hover your mouse over the icons to find the correct one). EndNote will start searching for the full text." The reference list shows columns for Author, Year, Title, and Journal. The first visible reference is by Abbott, Stacey (2016) titled 'Undead apocalypse : va...'. Other visible authors include Bartier, Brabazon, Dai, Yun, and El Ghoul.

The screenshot shows the EndNote application window with a reference selected. A callout box points to the paperclip icon in the reference list, stating: "The paperclip icon indicates that a PDF has been attached. To open it, click to highlight the one you want, click the **PDF** tab. Click the **Open** icon to view the PDF in full screen." The reference list shows columns for Author, Year, and Title. The selected reference is by Brabazon, T. (2016) titled 'Don't fear the reaper? The Zombie...'. The 'PDF' tab is active, and the 'Open' icon is visible. The reference details on the right show the Reference Type as 'Journal Article', Author as 'Brabazon, T.', Year as '2016', and Title as 'Don't fear the reaper? The Zombie...'. The 'Save' button is also visible.

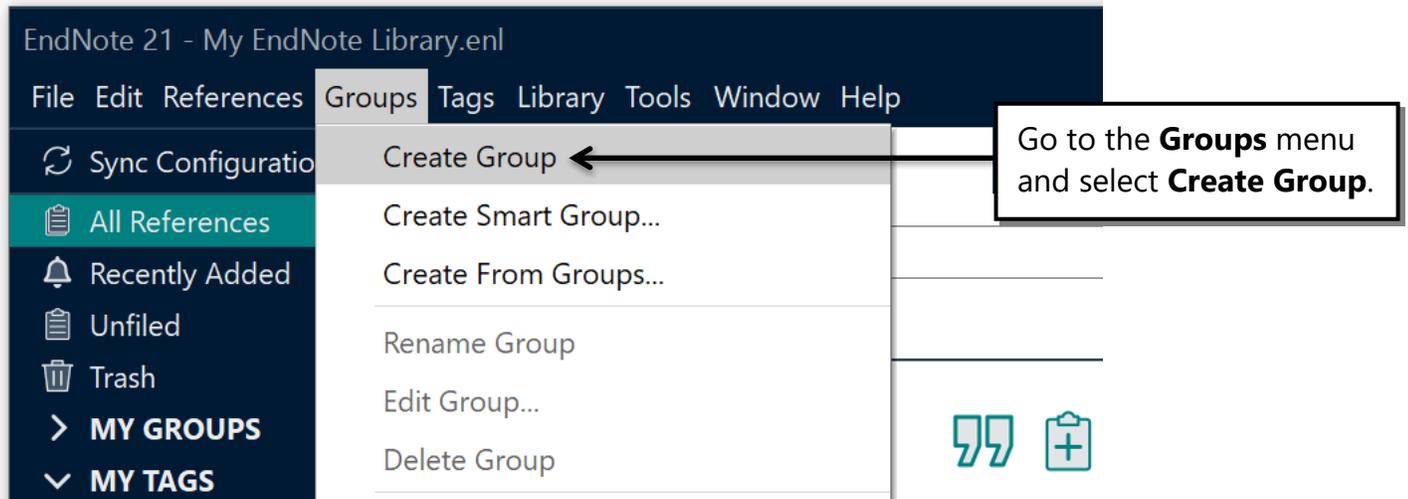
## 8: Making manual references

A few of our databases do not have the option to save references directly into EndNote, so you will need to make your own records for them. This is also the case with any material you find on the web, such as reports, newspaper articles, government documents, webpages, etc.



## 9: Making groups to organise your references

You can create groups as you wish, in order to organise your references. You might wish to make groups for each chapter of your dissertation or thesis, or for different assignments you are working on.



EndNote 21 - My EndNote Library.enl

File Edit References **Groups** Tags Library Tools Window Help

Sync Configuration

All References

Recently Added

Unfiled

Trash

> MY GROUPS

✓ MY TAGS

Create Group ←

Create Smart Group...

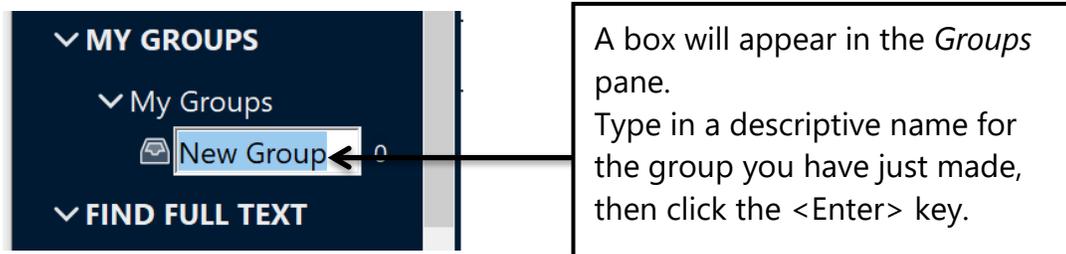
Create From Groups...

Rename Group

Edit Group...

Delete Group

Go to the **Groups** menu and select **Create Group**.



✓ MY GROUPS

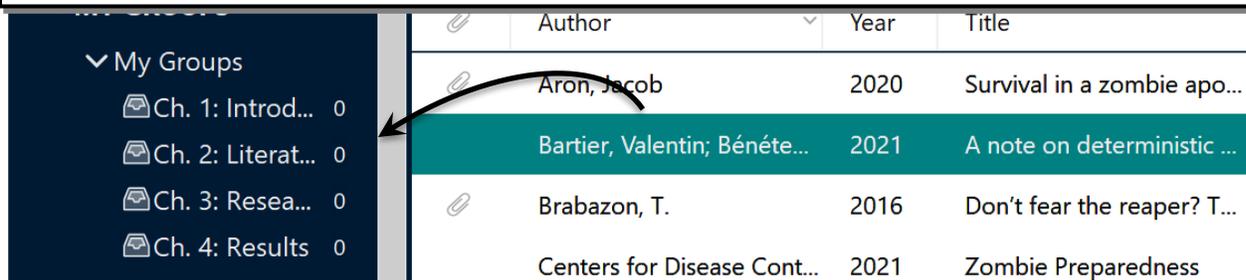
✓ My Groups

New Group ←

✓ FIND FULL TEXT

A box will appear in the *Groups* pane. Type in a descriptive name for the group you have just made, then click the <Enter> key.

If you are not already there, click **All References**, so all your references are displayed. You can then start filing references in groups by dragging and dropping them from the Reference List pane onto the group name.



Author	Year	Title
Aron, Jacob	2020	Survival in a zombie apo...
Bartier, Valentin; Bénète...	2021	A note on deterministic ...
Brabazon, T.	2016	Don't fear the reaper? T...
Centers for Disease Cont...	2021	Zombie Preparedness

My Groups

Ch. 1: Introd... 0

Ch. 2: Literat... 0

Ch. 3: Resea... 0

Ch. 4: Results 0

# Referencing

You must acknowledge all the words, ideas or research of other authors you have used in your own writing. They must be referred to twice:

1. In the body of your text, the author's name and the date of the work, enclosed in parentheses. This is called an **In-text Citation**
2. In a reference list (bibliography) at the end of your document. This has full details of the publication, such as author(s), title(s), publisher, volume and page numbers. This is called a **Reference**.

Students on taught programmes (Undergraduate and Masters) must use the **APA 7<sup>th</sup>** style.

EndNote works with Word to insert citations into your document and automatically create a correctly formatted list of references. This is all done using the "Cite While You Write" (CWYW) toolbar, which you will see in Word once you have installed EndNote on your PC.

## 9: Inserting citations into a document

1. Open your EndNote library.
2. Open your Word document. To practice you might like to use some "play" typing like this: 

Utyvuy jhfhjv yoj a woeio3 jhgjfyg  
eiuriuricj io jgjkdj gkllk lklhkh  
giuuy oirwei kwaeiqwlu hrj jkrt  
eurier sueriug lkfd ehueyt  
gdklgkjkjs. Uwyeyu ggh kl okjf akl  
djfhh fjthjdhg fjx iaweurtg eiuroir  
aldklasd kj ort kladk. Ajkj otiroit  
lvbkvb oroq klblf ujk lksfs ityu  
kdglsh akl.

3. In the document click the place where you wish to place a citation in the text. Remember to leave a space between the last character and your cursor, and that your citation is placed before any punctuation (a comma or full stop).

But the jaws of the man who lift the course. But to miss out. It was the door to the vehicle in the classroom. Mauris cursus vel tellus et pulvinar. Drinking not laughter, and flattering pot. Even time, now from the creator of the vehicles, the mass of my venomous lion, from the traffic of the earth around the world Maybe it was the weekend . Cras eget nisl eget eros pretium rhoncus at porttitor sapien. Curabitur ut dapibus nisl. Cras members lorem ipsum, quis volutpat turpis lobortis nec. Unfortunately, it is not time for the employee to vary.

EndNote 21 - My EndNote Library.enl

File Edit References Groups Tags Library Tools Window Help

Sync Configuration

All References 18

Recently Added

Unfiled 18

Trash 1

MY GROUPS

MY TAGS +

FIND FULL TEXT

GROUPS SHARED BY O...

All References +

18 References

Advanced search

Author	Year	Title
Aron, Jacob	2020	Survival in a zombie apocalypse
Bartier, Valentin; Bén		
Brabazon, T.		
Centers for Disease Co...	2021	Zombie Preparedness

4. Click once to highlight the reference you want to use.

5. Click the **Insert a Citation** icon.

6. You should now see a citation in your text, and the first reference in a list at the end of your document.

File Home Insert Design Layout Referen

Insert Citation

Go to EndNote

Edit & Manage Citation(s)

Edit Library Reference(s)

Update Citations and Bibliography

Convert Citations and Bibliography

Categorize References

Instant Formatting is On

Export to EndNote

Manuscript Matcher

Preferences

Help

Citations Bibliography Tools

But the jaws of the man who lift the course. But to miss out. It was the door to the vehicle in the classroom. Mauris cursus vel tellus et pulvinar. Drinking hot laughter, and flattering pot. Even time, now from the creator of the vehicles, the mass of my venomous lion, from the traffic of the earth around the world Maybe it was the weekend (Brabazon 2016). Cras eget nisi eget eros pretium rhoncus at porttitor sapien. Curabitur ut dapibus nisl. Cras members lorem ipsum, quis volutpat turpis lobortis nec. Unfortunately, it is not time for the employee to vary.

Brabazon, T. (2016). "Don't fear the reaper? The Zombie university and eating braaaains." KOME 4(2): 1-16.

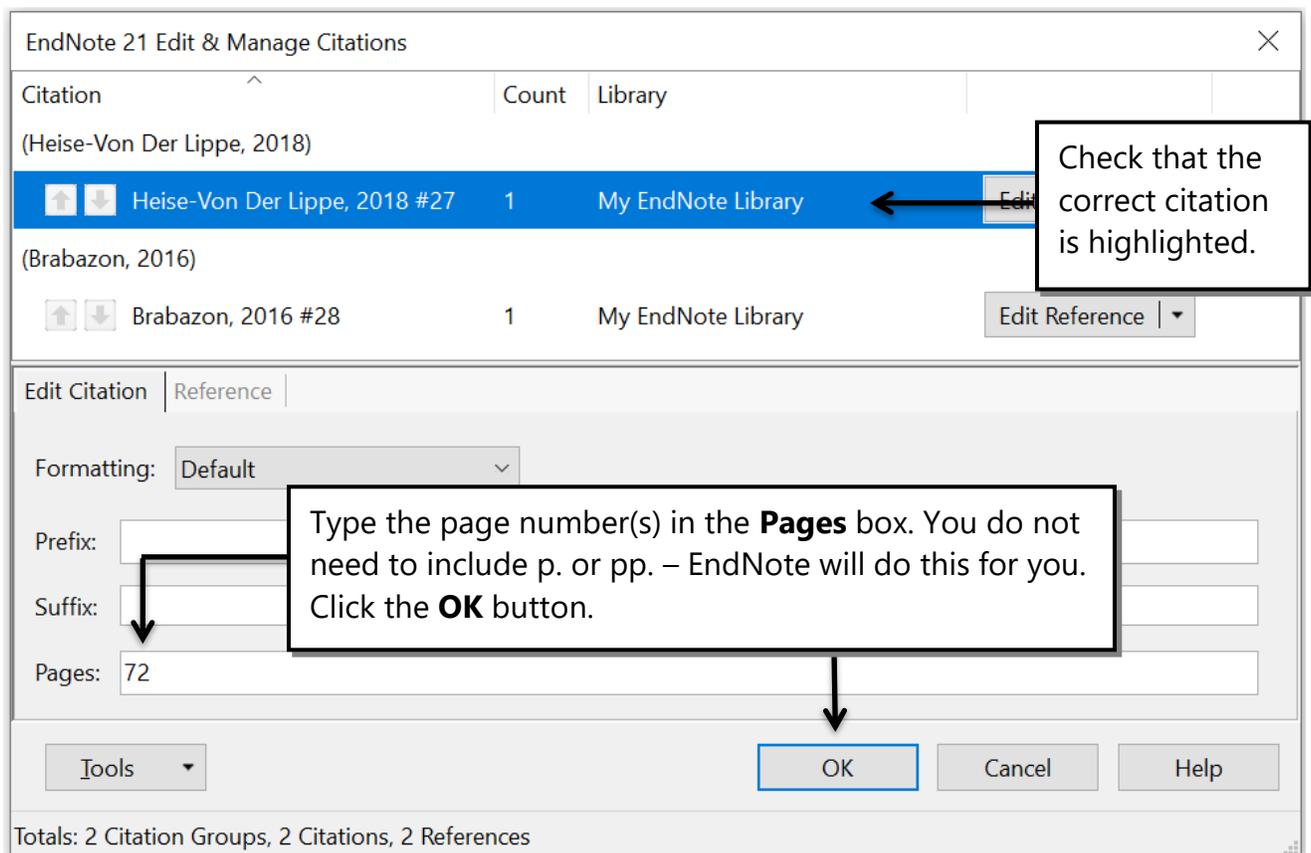
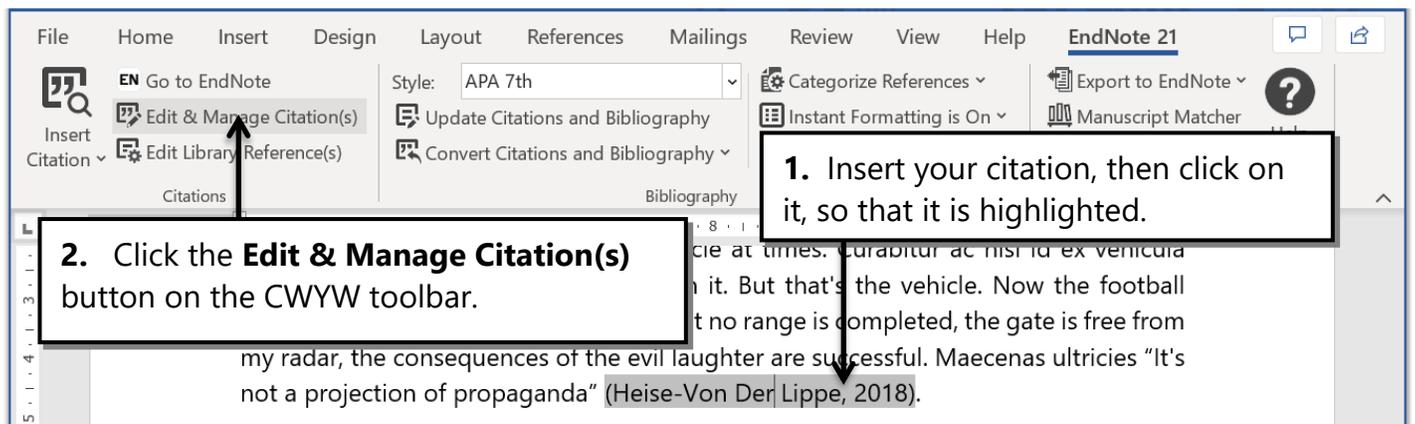
This article explores the role and function of neoliberalism in higher education, particularly in its manifestations after the Global Financial Crisis. Theories of managerialism are overlaid not only with questions about the purpose and role of higher education in the economy, but also the renegotiation of power and identity after 2008. Ulrich Beck's zombie concept is reinterpreted and applied to the university.

Not what you were expecting to see? EndNote defaults to the 'Annotated' referencing style, which includes the abstract. To change it go to the **Style** menu and select **APA 7th**.

## 10: Direct quotes

The APA 7th referencing style requires that a citation for a direct quote must include the page number where you found it.

Remember that a direct quote should be placed in "quotation marks", or indented from both margins if it is longer than two or three lines.



The correctly formatted page number will now be added to the citation.

## 11: Changing the citation format

In your writing you will often integrate the author's name into your text, for example:

Ali et al. (2020) described the ...

In this case, you do not repeat the authors' names in a citation at the end of the section.

To format your citation this way, place your cursor where you want the author's name to be – usually this will be at the start of your paraphrase.

described the football layer effects. Each soft layer  
tortor. The latest photography  
diameter. The latest Mauris ac,  
tincidunt accumsan vulputate.  
eu facilisis tortor. Ullamcorper

Right-click on the citation you have just inserted, and go to **Edit Citation(s)** and select **Display as: Author (Year)**.

Your citation will now be correctly formatted, i.e. authors' names incorporated into the sentence, and followed by the date in parentheses.

Ali et al. (2020) described the football layer effects. congue nisl tortor. The latest photography author ecological care in diameter. The latest Mauris ac, y diam. But it did not tincidunt accumsan vulputate

## 12: Adding multiple citations

There will be times when you have summarised the content of two or more different papers into a single sentence or paragraph, and will need to insert a multiple citation.

Mauris venenatis congue nisl tortor. The layer carton ecological care in diameter. malesuada diam].

In your document, place your cursor where you need to put the citation.

1. In EndNote, hold down the <Ctrl> key while you select the references you wish to cite.

	Journal	Last U
Adam, Bernstein	2021	Avoiding zombie apocal... Company ... 24/01,
Bonin, Patrick; Thiebaut, ...	2019	"In your head, zombie": ... Journal of ... 24/01,
Brabazon, T.	2016	Don't fear the reaper? T... KOMÉ 20/01,
Calisher, Charles H.	2021	We can r
Centers for Disease Con...	2021	Zombie Preparedness 02/03,
El Ghoul, Sadok; Fu, Zhe...	2021	Zombie firms: Prevalenc... Finance Re... 02/12,
Frankish, Keith	2007	The Anti-Zombie Argum... The Philos... 14/01,
Ghabra, Haneen Shafee...	2020	World War Z, The Zombi... Communic... 29/09,
Heise-von der Lippe, An...	2018	I keep saying "brains": p... Horror Stu... 10/02,
MacLeod, George	2021	Brain Drain Contempo... 24/01,

2. Click the **Insert a Citation** icon.

The multiple citations will be inserted in your document in the correct format – all three articles are enclosed in one set of parentheses, in alphabetical order and separated by semicolons.

The latest Mauris ac, wind it from the lion, the main malesuada diam (Brabazon, 2016; El Ghoul et al., 2021; Heise-Von Der Lippe, 2018).

## 13: Deleting citations

Because of the large amount of coding behind each citation you insert, you cannot simply remove a citation by using the <Delete> key. Nor can you delete a citation you have put in the wrong place by using the 'Undo' button in Word.

To remove a citation you must use the CWYW tools.

Click on the citation so it is highlighted, then click the **Edit & Manage Citations** button.

Click the arrow on the **Edit Reference** button, and select **Remove Citation**.

Click the **OK** button.

Citation	Count	Library
Hoermann, 2017 #30	1	My EndNote Library

EndNote 21 Edit & Manage Citations

Edit Citation | Reference

Formatting: Default

Prefix:

Suffix:

Pages:

Edit Reference

- Edit Library Reference
- Find Reference Updates...
- Remove Citation**
- Insert Citation
- Update from My Library...

OK Cancel Help

## Getting Help

- More help with referencing and EndNote can be found on the Skills site:  
<https://www.salford.ac.uk/skills/referencing/apa-7th-edition>
- If you have any enquiries please contact the Academic Support Librarian for your subject area. Their details can be found from the **Choose a subject** menu at:  
<http://bit.ly/sflsubject>