

Introduction to EndNote 21

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Part 1: Introduction

EndNote is bibliographic management software which allows you to create your own personal database of references - known as an EndNote 'Library'.

EndNote allows you to:

- Store all the references that you find during your research. They can be exported automatically from most databases or entered manually.
- Store PDF files, images, graphs, tables, etc.
- Add citations to your work and automatically create correctly formatted reference lists in any output style (e.g. APA, Chicago, IEEE, MLA, Vancouver). There are over 7,000 styles to choose from.

Installing the software

The EndNote 21 software is installed on all open-access PCs at Salford.

Our licence allows you to install EndNote 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://lssoftware.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.

Staff can request the software through Digital IT's Service Portal at:

<https://salfordprod.service-now.com/sp>

Please note that you will only have access to EndNote while you are a registered student at Salford, so it is recommended that you make a back-up of your library with EndNote Online. This is free and yours for life. Please see pp. 34-35 for more information about EndNote Online.

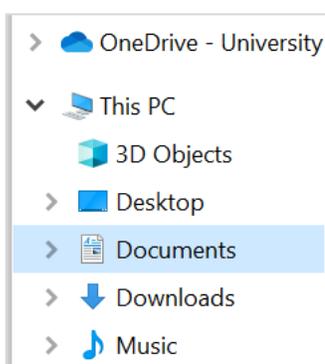
Part 2: The EndNote Library

Creating an EndNote Library

Your EndNote Library must be saved to your computer's **local hard drive** (C: drive).
DO NOT SAVE YOUR ENDNOTE LIBRARY TO A CLOUD (e.g. OneDrive, Google Drive).
IT WILL BREAK.

On some personal computers and laptops the *Document* folder and *Desktop* sync with OneDrive by default.

You can check this by clicking the **File Explorer** icon on your Taskbar.



If you do not have a *Documents* folder listed under **This PC** you will need to make one. Depending on the set-up of your device you may need to go to *Users* and create a new *Documents* folder there. This is where you will save your EndNote Library; its file path will look like this: C:\Users\(\username)\Documents

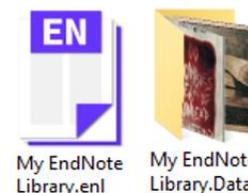
To create your EndNote Library:

- Click the Windows **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**.
- Save it to the *Documents* folder on your local hard drive (C: drive).

You should now see two new items in your Documents folder.

- The .enl file is your EndNote library, and is the file you open.
- The .Data folder holds supporting information and your saved PDFs.

These two parts must be saved in the same place.

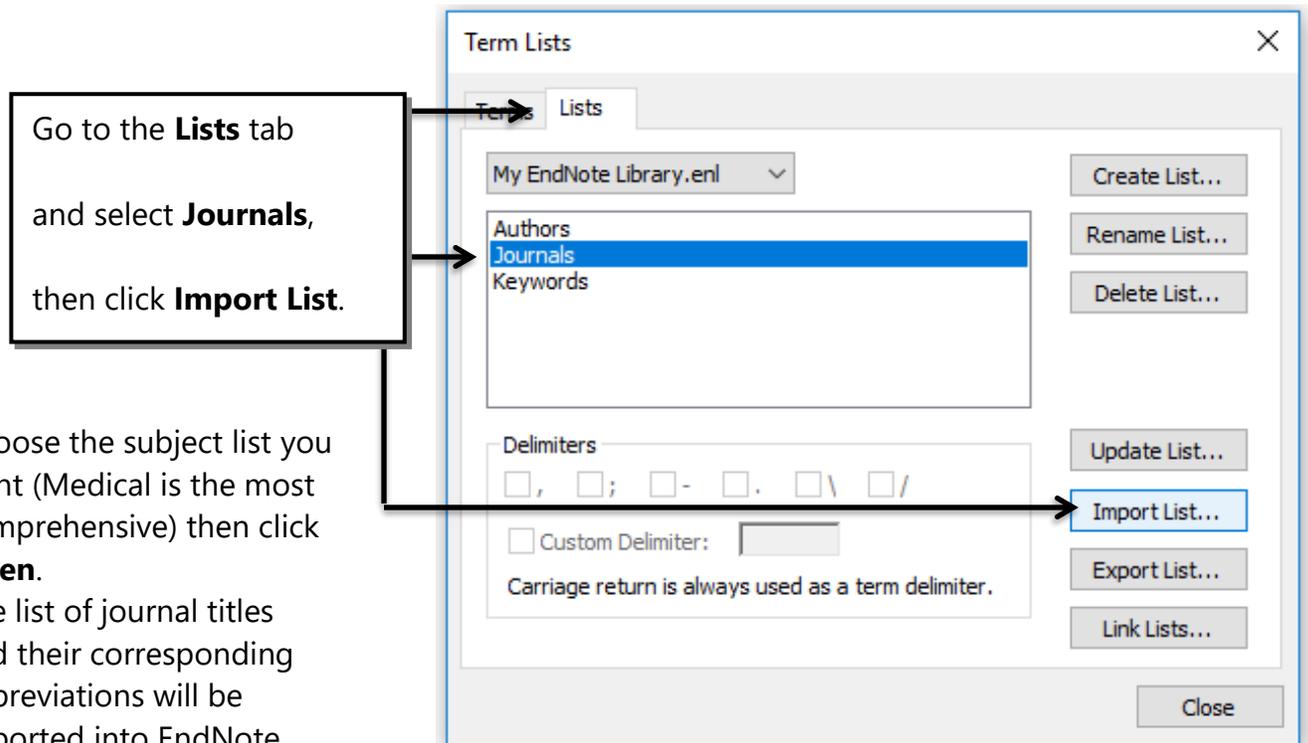
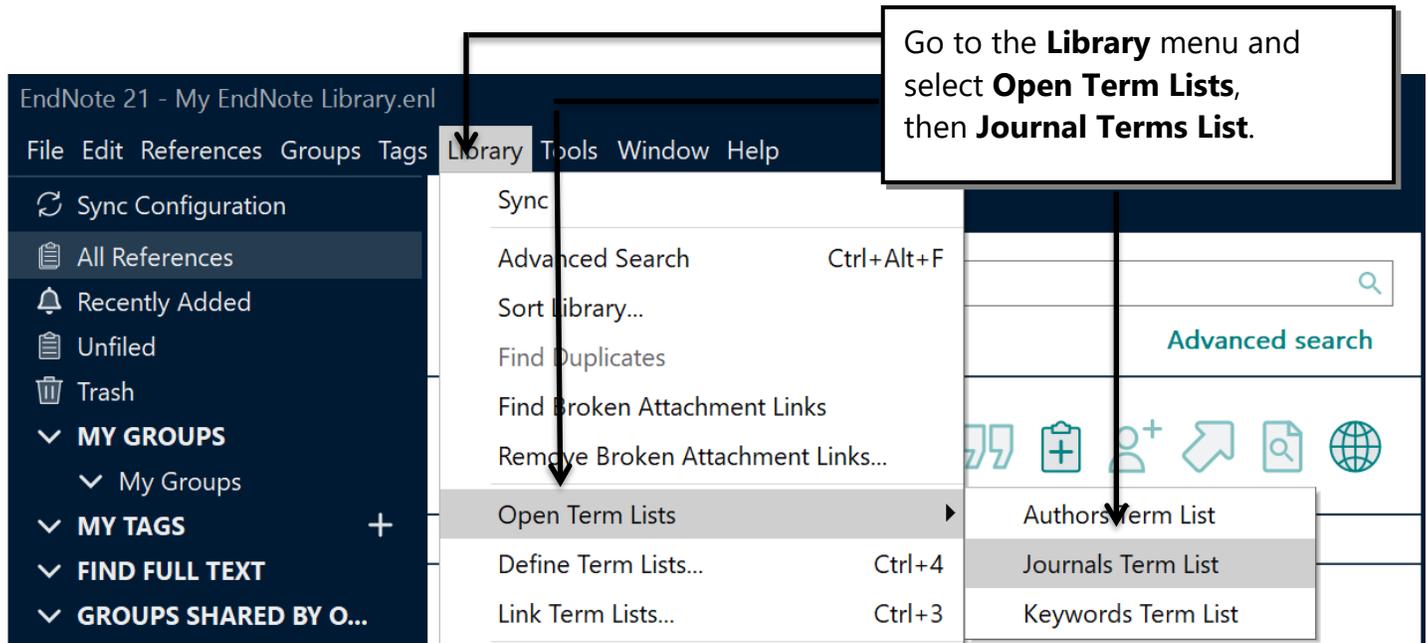


Note: You should only make ONE EndNote Library. You can save up to 100,000 references into an EndNote library, so it *will* be big enough. Don't make separate libraries for different assignments, etc. as this may lead to conflicts when you start using it with Word. You can make Groups (see pp. 17-19) 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.

Importing a Term List for journal titles

This is an optional step, but particularly useful if you are studying any Biosciences, Nursing or Health subjects and use databases such as PubMed, which abbreviate journal titles. A Journal Term List will give you the flexibility to use either the abbreviated title or the full title, as required by the APA 7th style.



Part 3: Adding References to Your Library

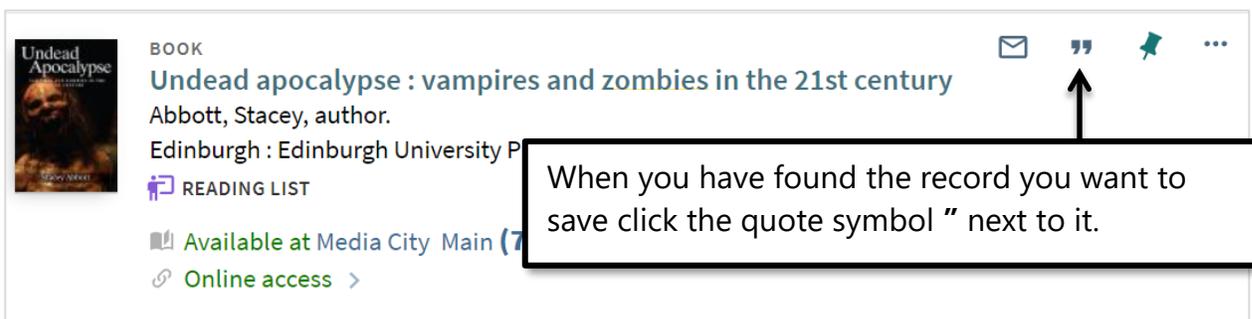
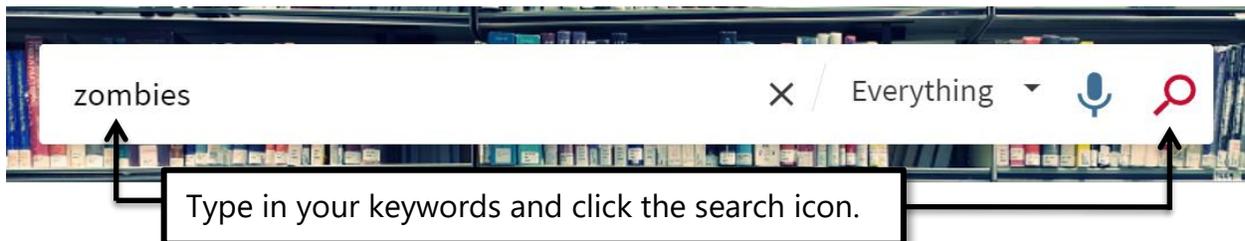
When you use search databases to find journal articles, books and other information it is usually possible to import the records you find directly into EndNote. This has the advantage of allowing you to import references accurately without having to re-type all the information yourself.

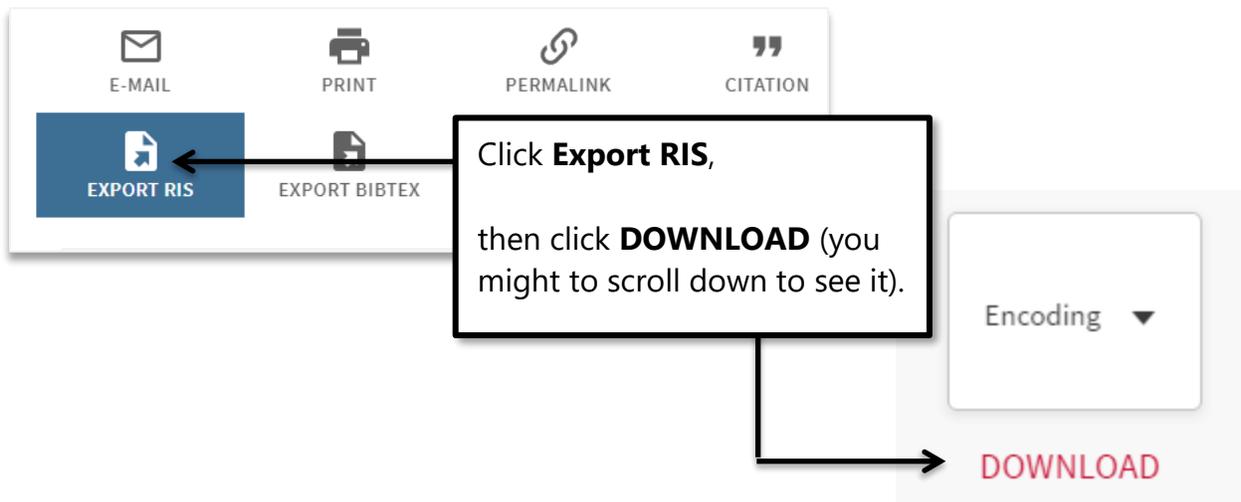
Most databases contain a *download* or *export* option that will send your search results directly to EndNote. If you have your EndNote Library open before you start your records will be imported automatically. If your Library is not open EndNote will prompt you to open it.

The following instructions are for using Google Chrome as your web browser.

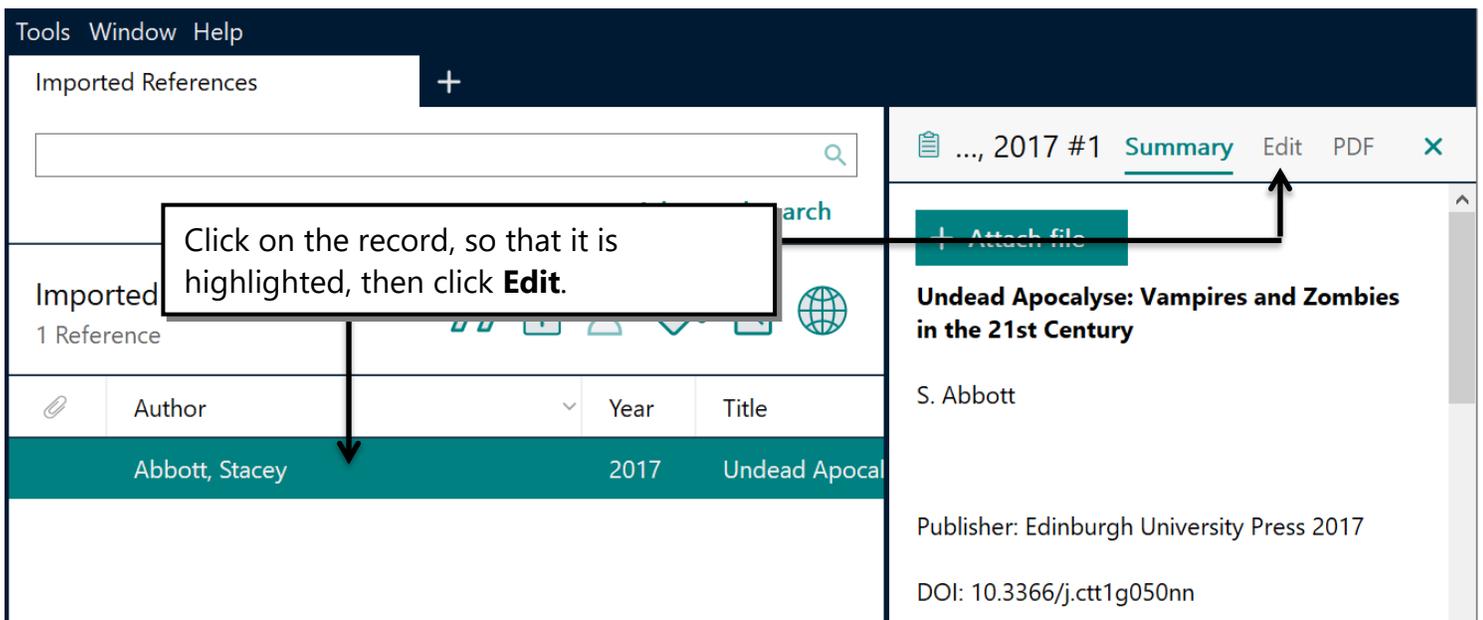
Saving references from Library Search

- Open Google Chrome, go to the Library website: www.salford.ac.uk/library and open **Library Search**.





The reference you selected will be imported into your EndNote Library. Records saved from *Library Search* and many other databases may need some editing to ensure they generate correct APA 7th references.



Abbott, 2016 #24 Summary **Edit** X

B *I* U X¹ X₁ 🔍 **Save**

Pages

Editor

Edition

Date

... of Work

Click **Edit**, then scroll down to the **Edition** field. If the word *ed.* or *edition* appears, delete it. The number needs to be written as a number, e.g. this example should be 2nd or 4th. Click **Save** when you have finished making the changes.

Saving references from Science Direct

- Open Google Chrome, go to the Library website: www.salford.ac.uk/library and open **Library Search**.
- Click the **Database Search** link.
- Type *ScienceDirect* into the Search box.
- Click the **Online access** link.
- Click the **ScienceDirect** link.

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

zombies Author name Issue Page 🔍

Type in your keywords, then click the Search icon.

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

Download 8 articles Export

Short communication ● Full text access

1 A note on deterministic zombies
Discrete Applied Mathematics, 1 June 2021, ...
Valentin Bartier, Laurine Bénéteau, ... Jonathan Narboni

Download PDF Abstract ▾ Extracts ▾ Export ▾

Research article ● Full text access

2 Zombie intuitions
Cognition, 18 June 2021, ...
Eugen Fischer, Justin Sytsma

Download PDF Abstract ▾ Extracts ▾ Export ▾

Click **Export citation to RIS**.

Export ×

8 citations selected

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

Open the downloaded file as before (see p. 7).

When using our other databases look for a link called "Export", "Download", "Tools" or "Cite", then choose the "EndNote" or "RIS" option to save references into EndNote.

For further help, see our guide "Downloading References from Databases into EndNote" on the Skills EndNote page:

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

Editing references

Records for journal articles saved from *Science Direct* and other databases may need some editing to ensure they generate correct APA 7th references.

Click the **Edit** tab.

Scroll down and look at the

Álvarez, 2023 #13 Summary Edit PDF X

B *I* U X¹ X₁ 🔍 Save

Issue

Pages → 106762

Start Page

Errata

Epub Date

Date 2023/04/01/

Type of Article

Short Title

Alternate Journal

ISSN 0378-4266

DOI <https://doi.org/10.1016/j.jbankfin.2023.106762>

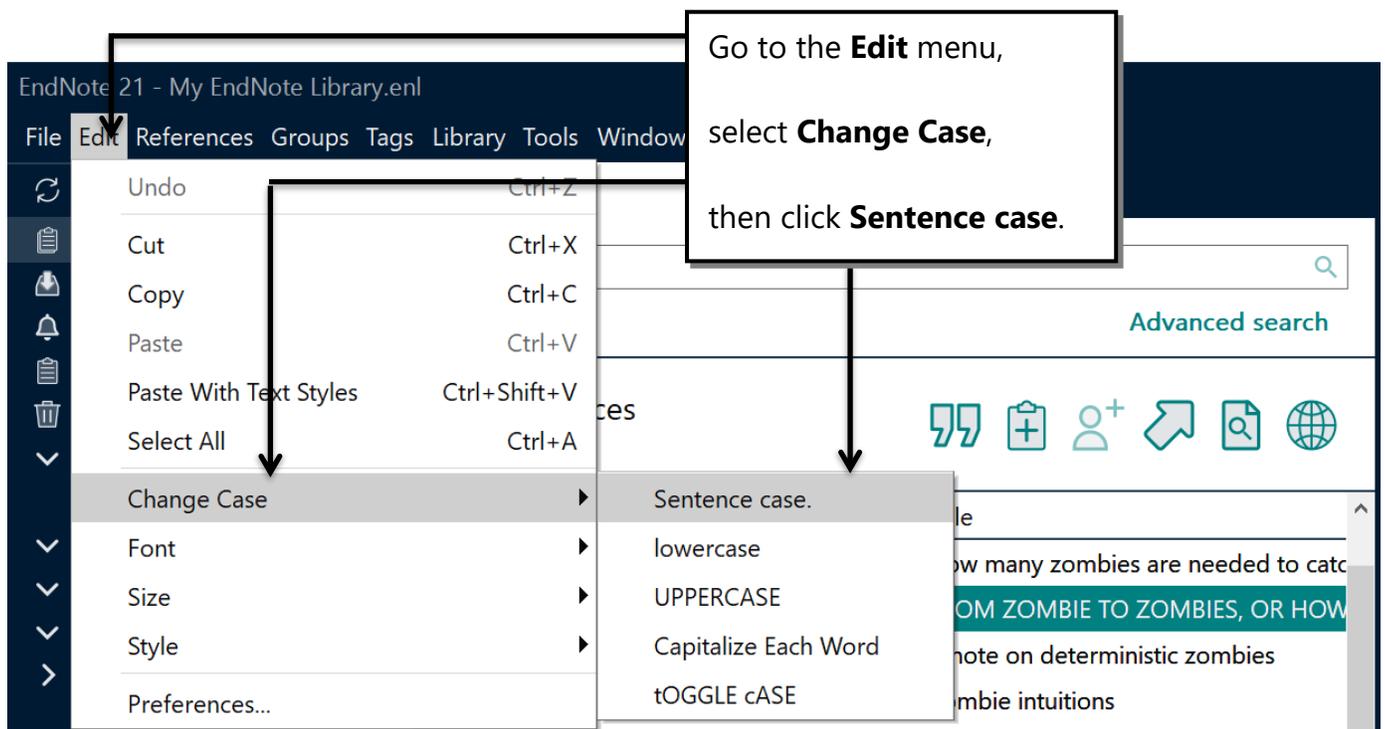
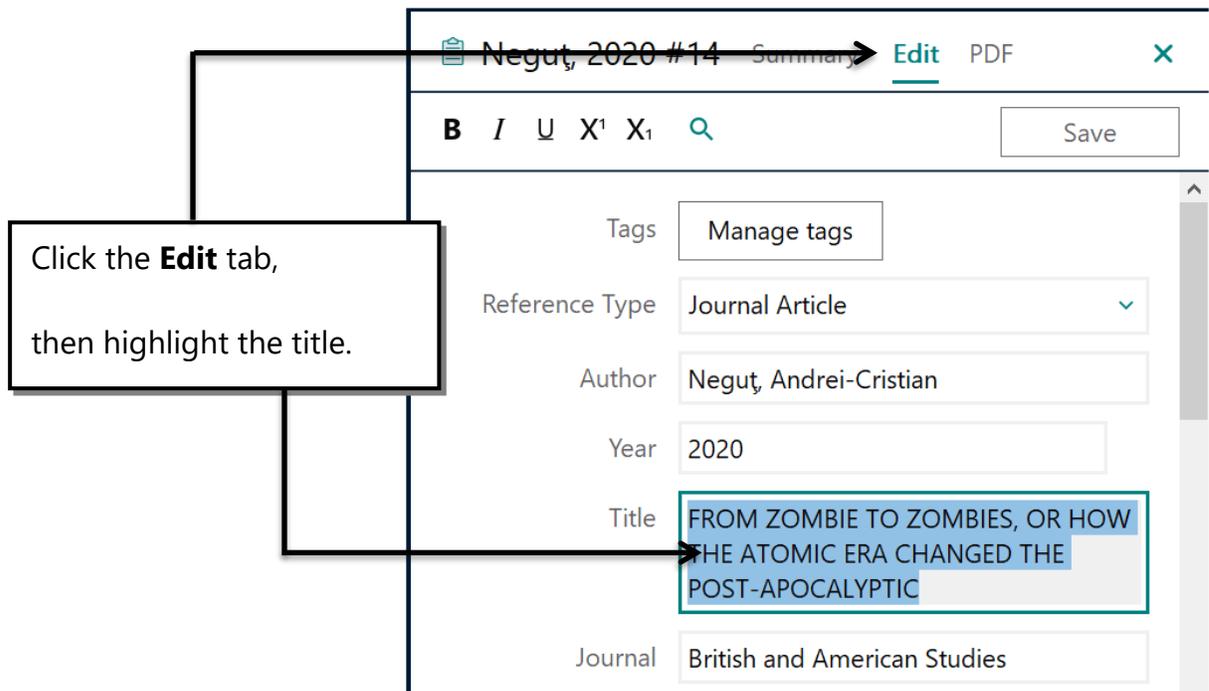
Original Publication

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.

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

Sometimes you will save references where the title is all in uppercase letters. You will need to edit these to create correct references.



Remember to replace capital letters for any proper nouns (names of people, places, organisations, etc.). Click the **Save** button when you have finished making your changes.

Saving records from Google Scholar

- Open Google Chrome and go to <http://scholar.google.co.uk/>
- Enter your search.

Slaves, cannibals, and infected hyper-whites: The race and religion of zombies

E McAlister - *Anthropological Quarterly*, 2012 - JSTOR

The first decade of the new millennium saw renewed interest in popular culture featuring **zombies**. This essay shows that a comparative analysis of nightmares can be a productive method for analyzing salient themes in the imaginative products and practices of cultures in ...

☆  Cited by 78 Related articles All 8 versions Web of Science: 19

Cite

Click the double quote (Cite) " " icon under the reference you want.

× Cite

MLA	McAlister, Elizabeth. "Slaves, cannibals, and infected hyper-whites: The race and religion of zombies." <i>Anthropological Quarterly</i> (2012): 457-486.
APA	McAlister, E. (2012). Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> , 457-486.
Chicago	McAlister, Elizabeth. "Slaves, cannibals, and infected hyper-whites: The race and religion of zombies." <i>Anthropological Quarterly</i> (2012): 457-486.
Harvard	McAlister, E., 2012. Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> , pp.457-486.
Vancouver	McAlister E. Slaves, cannibals, and infected hyper-whites: The race and religion of zombies. <i>Anthropological Quarterly</i> . 2012 Apr 1:457-86.

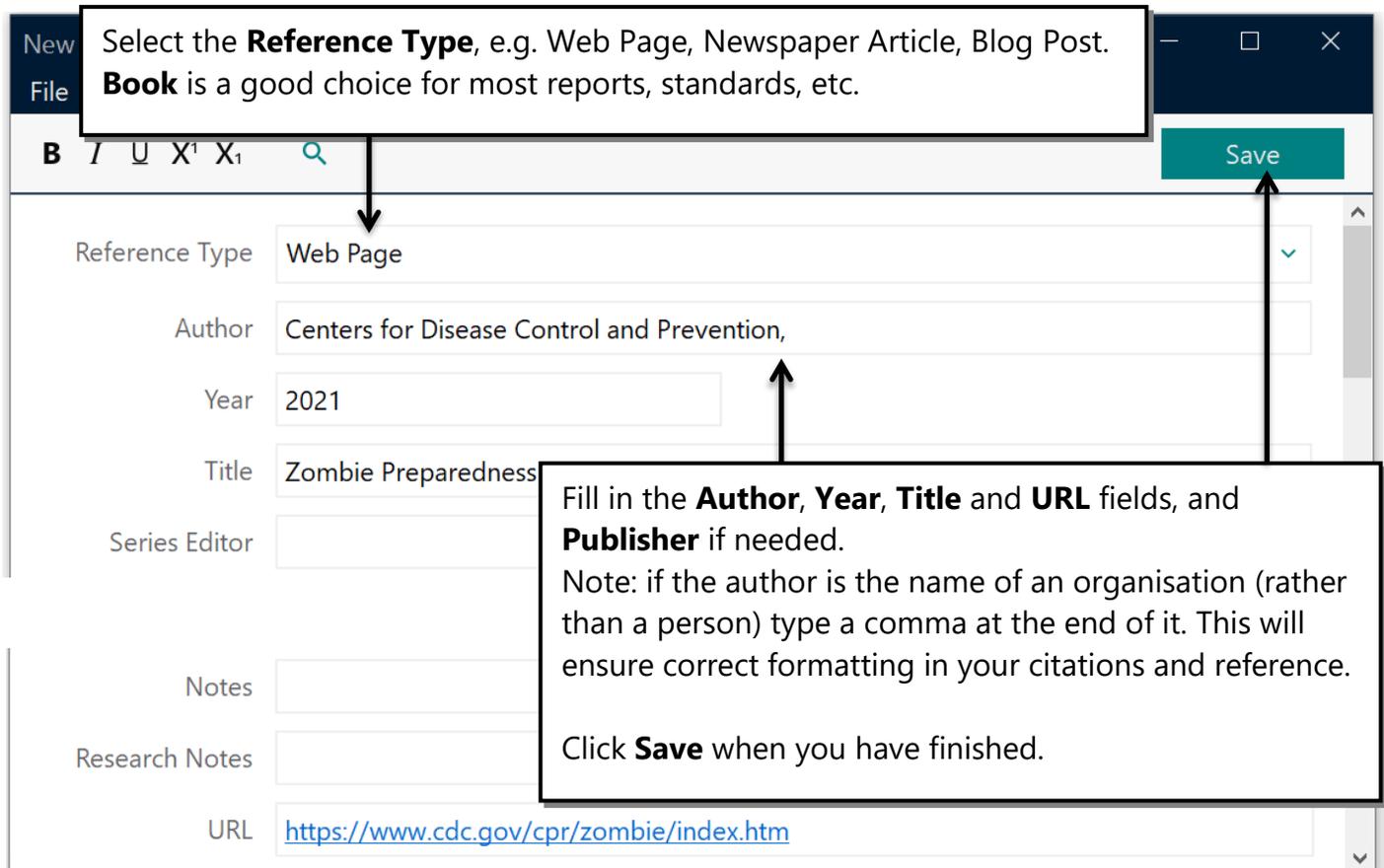
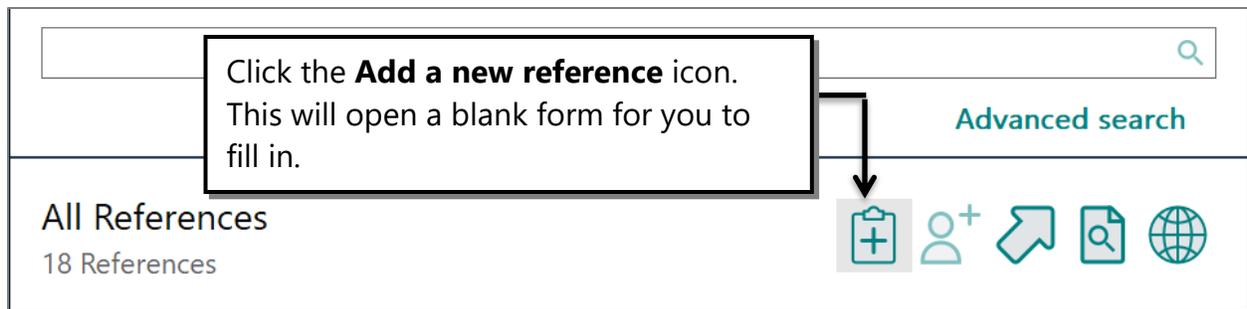
[BibTeX](#) [EndNote](#) [RefMan](#)

Click the **EndNote** link, then open the downloaded file.

Because Google Scholar is a free resource you will not get the same amount of information that you would from a subscribed database. You won't get abstracts or DOIs, and often other information, such as volume or page numbers, may be missing. Make sure you check your references and add any missing information to the correct fields in EndNote.

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.



Importing the full text PDFs

EndNote can locate and import fulltext PDF articles. Select one or more references, a group, or your entire library and have EndNote scan for fulltext available to you. When the fulltext is found, EndNote downloads it and links it to the appropriate reference automatically. For this to work the work must have a DOI, be from a journal the Library subscribes to, and be located on a database that allows this to happen.

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 17
- Imported References 8
- Recently Added 9
- Unfiled 17
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

- British Library 0

All References

Go to **All References** then use Select All (Ctrl-A) to highlight all your references.

Author	Year	Title	Journal
Abbott, Stacey	2016	Undead apocalypse : va...	
Bartier, Valentin; Bénéte...	2021	A note on deterministic ...	Discrete A...
Brabazon, T.	2016	Don't fear the reaper? T...	KOME
Dai, Yun; Li, Xuchao; Liu, ...	2021	Throwing good money a...	Journal of ...
El Ghoul,			

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 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.

Author	Year	Title
Boyer, E.	2014	Zombies All! The Janus-Faced Zom
Brabazon, T.	2016	Don't fear the reaper? The Zombie
Brahic, C.	2013	Deep Earth zombie bugs went glok
Brandle, S. M.	2020	Games, Movies, and Zombies: Mak

Summary Edit PDF

Save

Tags Manage tags

Reference Type Journal Article

Author Brabazon, T.

Year 2016

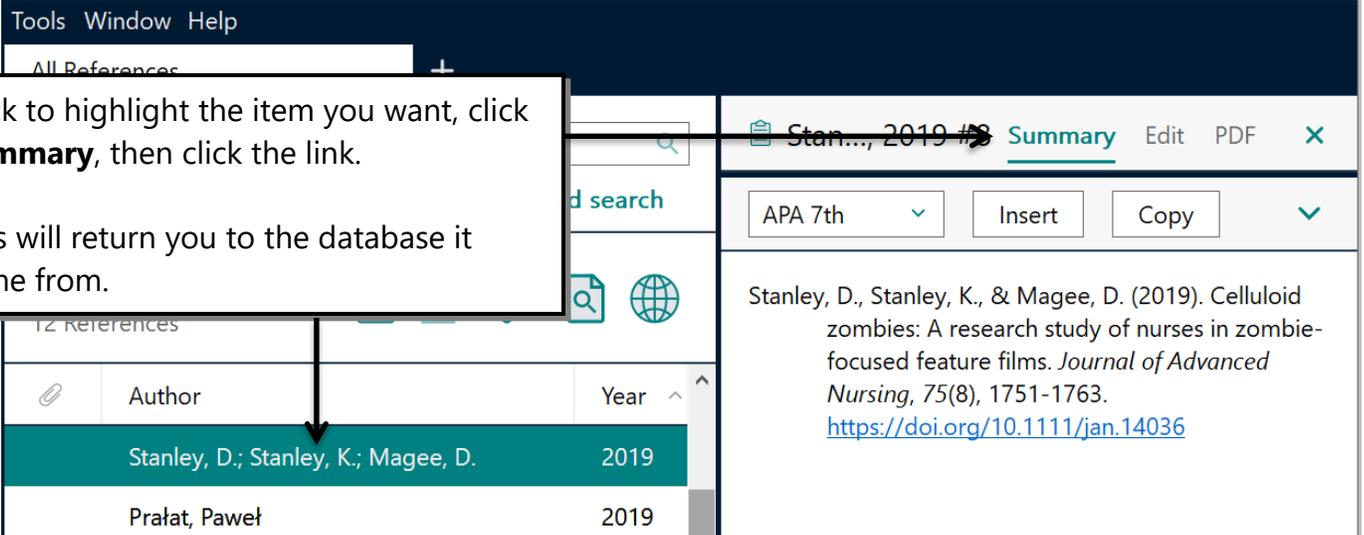
Title Don't fear the reaper? The Zombie

Attaching PDFs manually

If EndNote cannot find and attach the PDF for you automatically (see p. 14) you can try to find the file yourself, save it, and then attach it to the reference manually.

Click to highlight the item you want, click **Summary**, then click the link.

This will return you to the database it came from.



The screenshot shows the EndNote interface. On the left, a table lists references. The first row is highlighted in green. An arrow points from this row to the right, where a summary view is open. The summary view shows the citation details and a link to the full text.

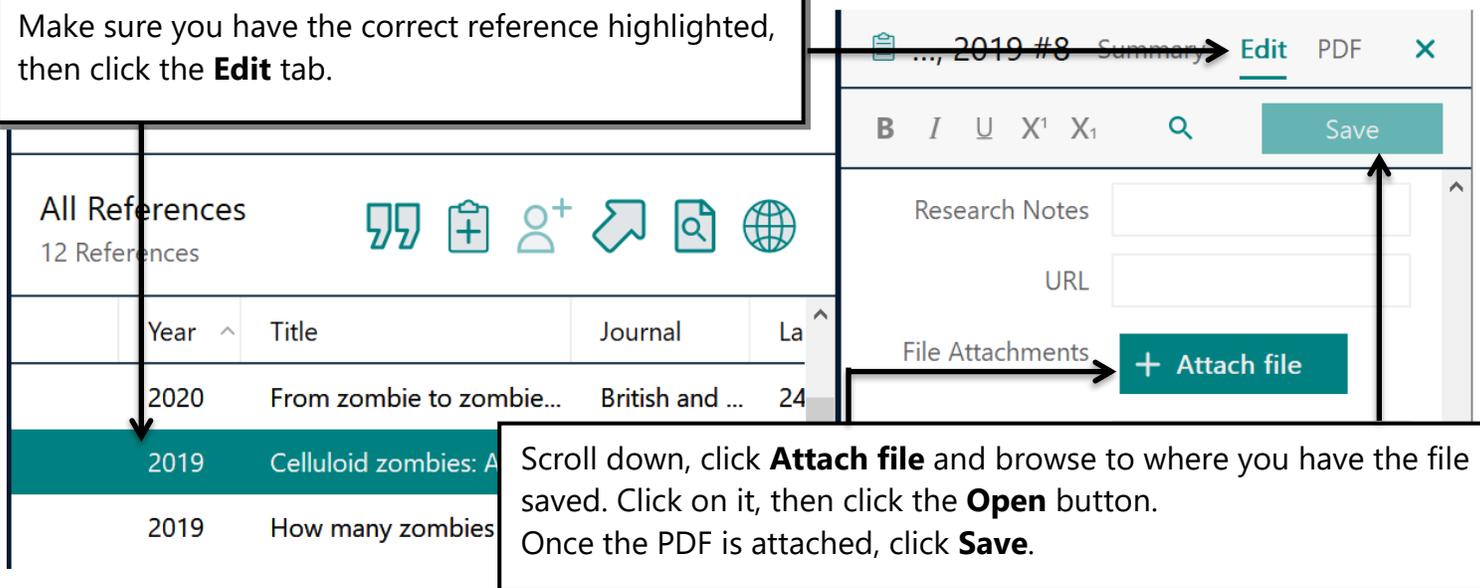
Author	Year
Stanley, D.; Stanley, K.; Magee, D.	2019
Pralat, Paweł	2019

Stanley, D., Stanley, K., & Magee, D. (2019). Celluloid zombies: A research study of nurses in zombie-focused feature films. *Journal of Advanced Nursing*, 75(8), 1751-1763.
<https://doi.org/10.1111/jan.14036>

If the PDF is available, download and save it somewhere you will be able to find it again – for example, your Desktop or Documents folder.



Make sure you have the correct reference highlighted, then click the **Edit** tab.

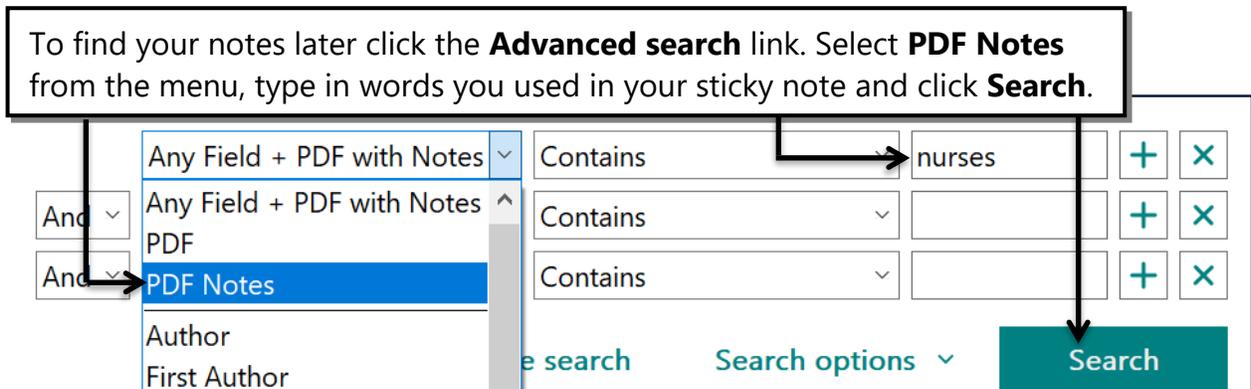
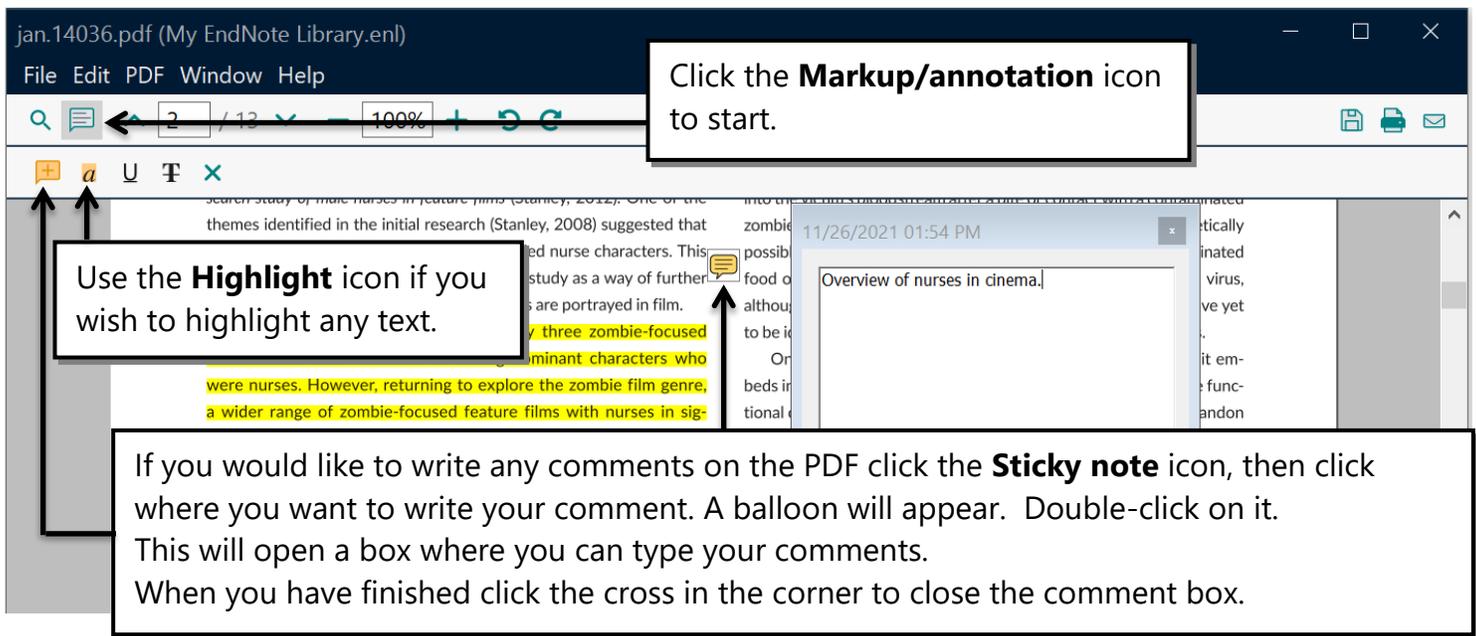
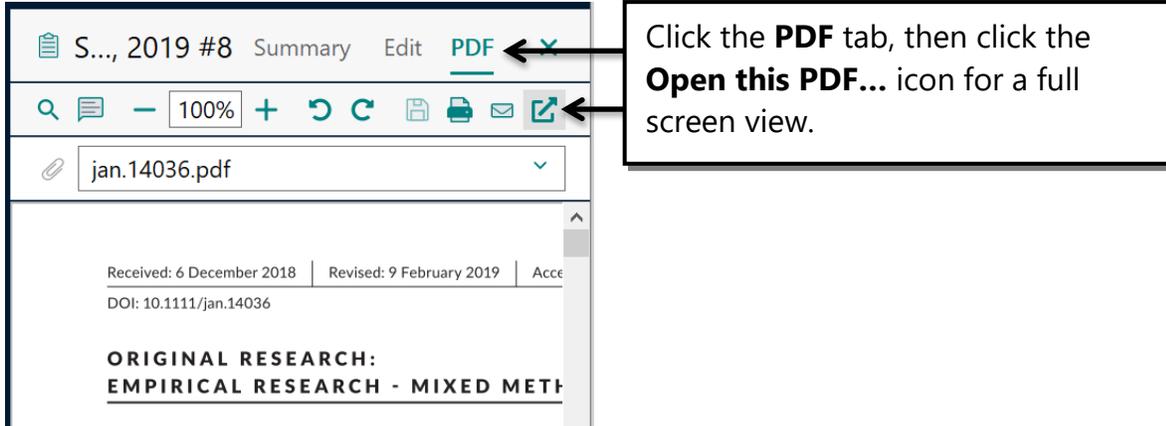


The screenshot shows the EndNote interface with the 'Edit' tab selected. The 'File Attachments' section is visible, and the '+ Attach file' button is highlighted. An arrow points from the 'Attach file' button to the 'Attach file' text in the instructions below.

Scroll down, click **Attach file** and browse to where you have the file saved. Click on it, then click the **Open** button. Once the PDF is attached, click **Save**.

Annotating PDFs

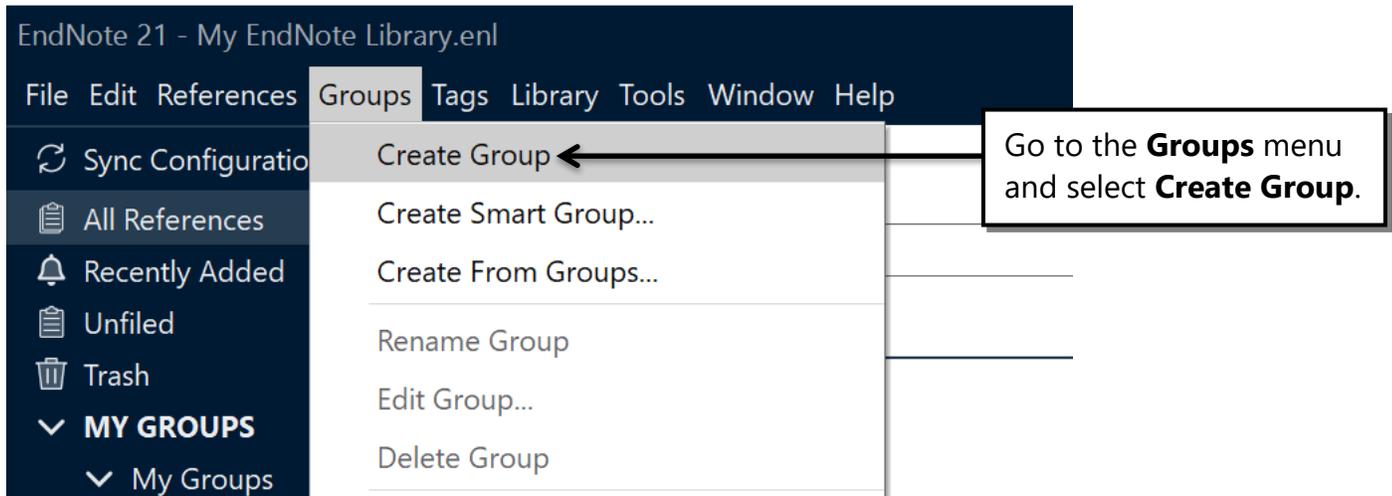
EndNote allows you to easily view and annotate the PDFs you have attached to your references.



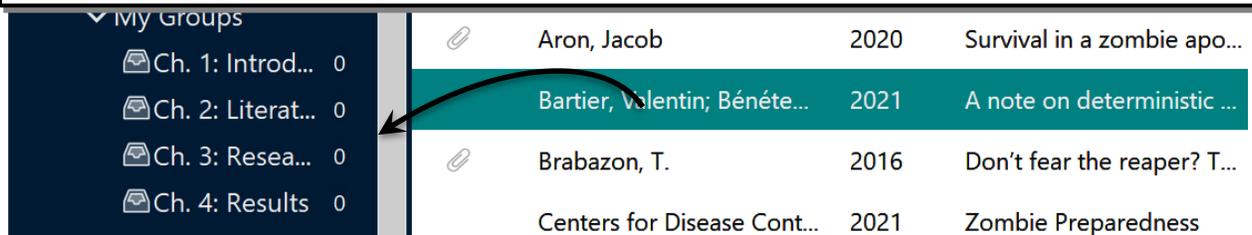
Part 4: Organising Your References

Creating custom groups

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.

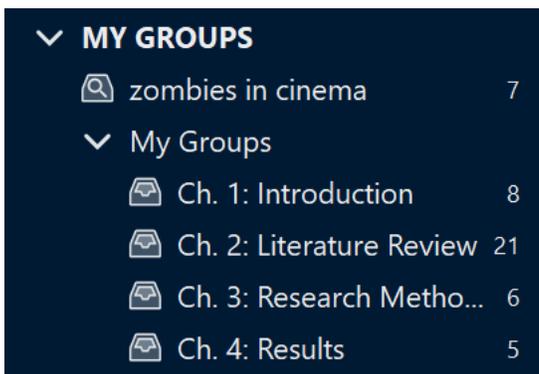
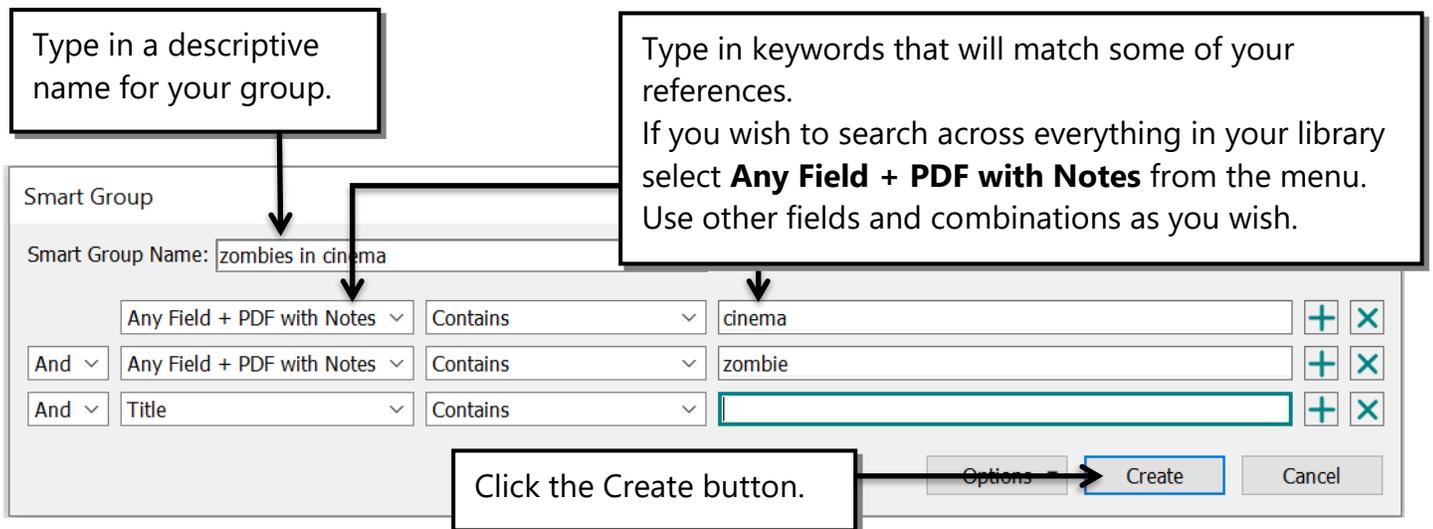
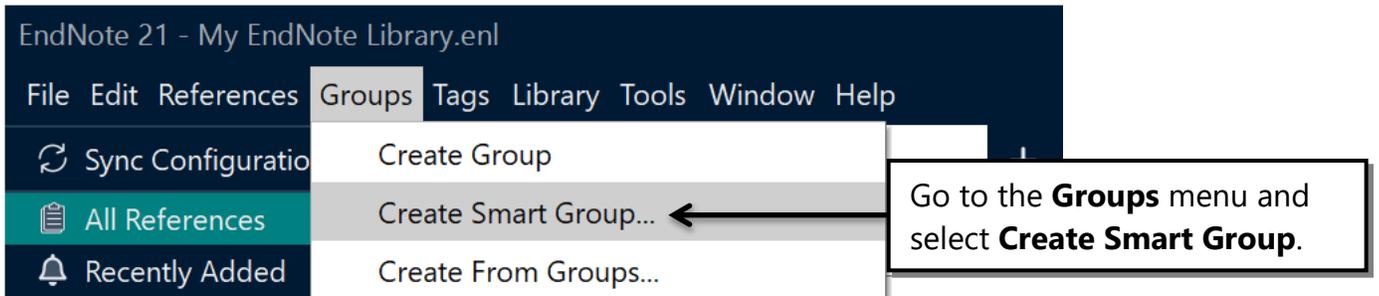


If you are not already there, click **All References**, so all your references are displayed. You can then start filing references in groups by dragging and dropping them from the Reference List pane onto the group name.



Creating smart groups

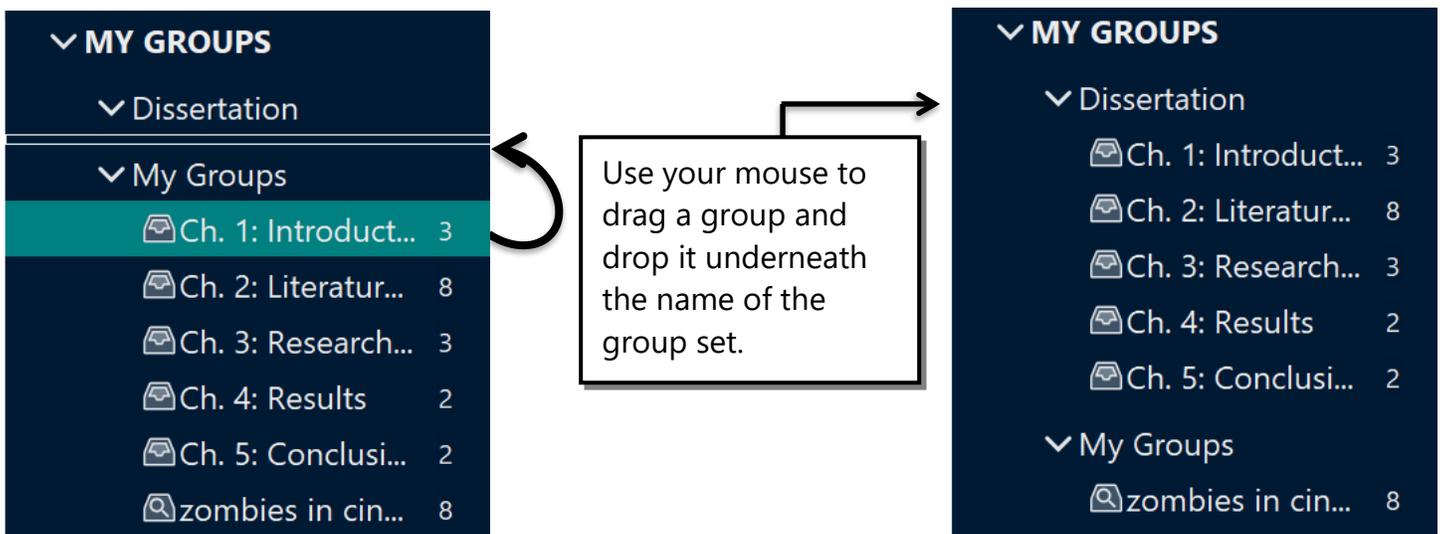
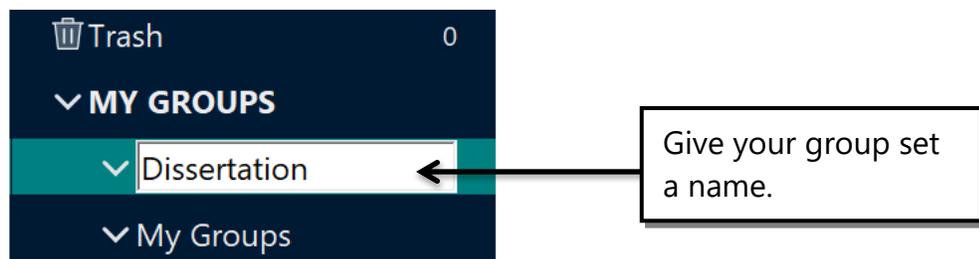
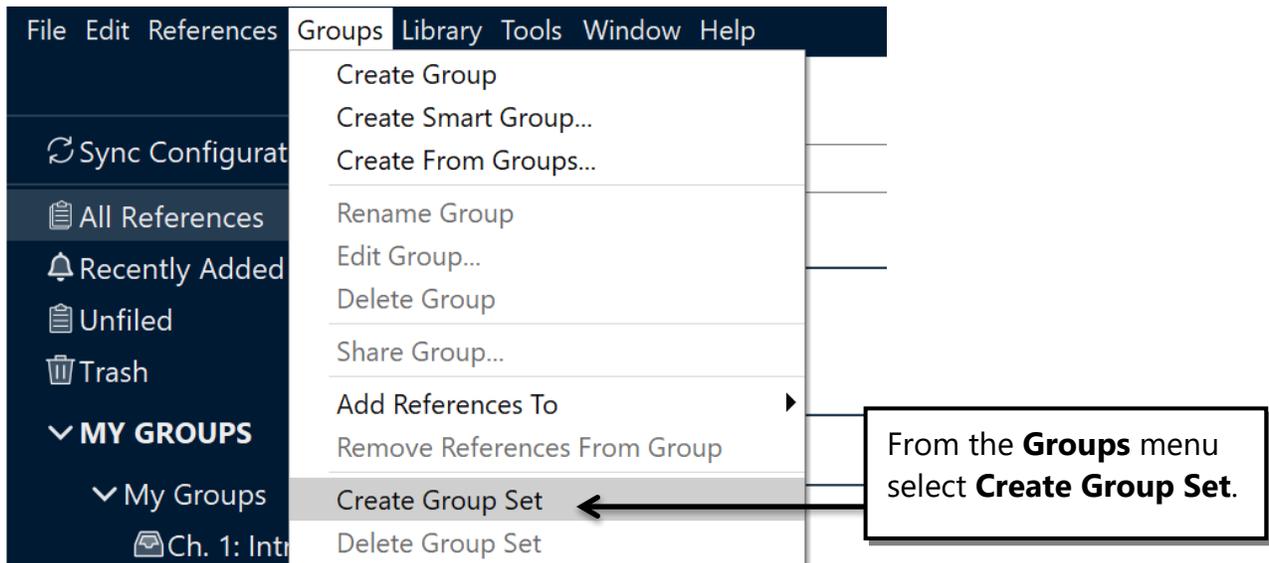
Smart groups are built with search strategies, for example, works by a particular author or matching some subject keywords. Smart groups are dynamically updated as you add references to and edit references in the library.



Any references you have in your EndNote library which match the search criteria for your Smart Group will automatically be filed in the Group, as will any future references you add

Creating a group set

If you make custom groups and/or smart groups to help you organise your references, before long you might end up with a large number of groups. To help you organise your groups you can create *group sets*.



Duplicate records

As you add more and more references to your EndNote Library, from a variety of databases, it is likely that you will get duplicate records for the same item.

To avoid anomalies in your citations and references once you start adding them to your Word document, you need to ensure that you only have one record for each item.

- Go to the **Library** menu and click **Find Duplicates**.
- Any duplicate records will be displayed, with the areas of differing text highlighted.
- Generally, you should keep the older record, as this is likely to be the one you have edited, added attachments to, and most importantly, already used for citations in your document.

You can tell which is the older record by looking at its record number (preceded by #).

Comparing 1 and 2 of 2 duplicates.
Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Keep This Record Keep This Record

Olson, 2018 #24 Olson, 2018 #36

Tags Manage tags Tags Manage tags

Reference Type Journal Article Reference Type Journal Article

Author Olson, E. T. Author Olson, Eric T.

Year 2018 Year 2018

Title The Zombies Among Us Title The zombies among us

Secondary Author Secondary Author

Journal Nous Journal Nous

Place Published Place Published

Publisher Wiley Online Libra Publisher Wiley Online Libra

Volume 52 Volume 52

Part/Supplement Part/Supplement

When you have finished any editing, click the **Keep This Record** button for the one you want to keep. The other record(s) will be sent to Trash.

If necessary, you can copy & paste information from your 'reject' record into the one you want to keep.

Note that the criteria used by EndNote to identify duplicate records won't always catch all of them. You will still need to look through your Library and delete any records you don't want. It is probably easiest to do this if you sort your Library by 'Author' or 'Title'. Click on the column header to do this.

Part 5: Cite While You Write

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 most taught programmes (Undergraduate and Masters) at the University of Salford must use the **APA 7th** style.

PhD students should use a style that is appropriate for their subject area. Check with your supervisor if you are unsure which style to use.

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.

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 jgjdkj gkllk lklhkh
giuuy oirwei kwaeiqwlu hrj jkrt
eurier suerug lkfd ehueyt
gdkgkjkjs. Uweyuy ggh kl okjf akl
djfhh fjthjdhg fjk iaweurtg eiuroir
aldklasd kj ort kladk. Ajkj otiroit
lvbkvb oroq klbf 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).

the sad and the wise need easy, but thermal analysis and the ugly dishes. Maecenas tincidunt tincidunt ultrices . Aliquam id turpis lorem. Morbi eget ipsum ornare, pulvinar sapien id, fermentum libero. Nam lacinia enim diam, quis vestibulum quam mattis in. Nullam elit justo, euismod sit amet lobortis eleifend, condimentum eu turpis. Nulla volutpat sapien dui, id venenatis turpis ullamcorper nec. Proin vestibulum arcu vel nibh facilisis, eu hendrerit libero iaculis. Praesent ac ultrices arcu. Aliquam erat volutpat. Aenean varius tempor ipsum.

In EndNote:

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

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.

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 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 (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 reactivated and applied to the university.

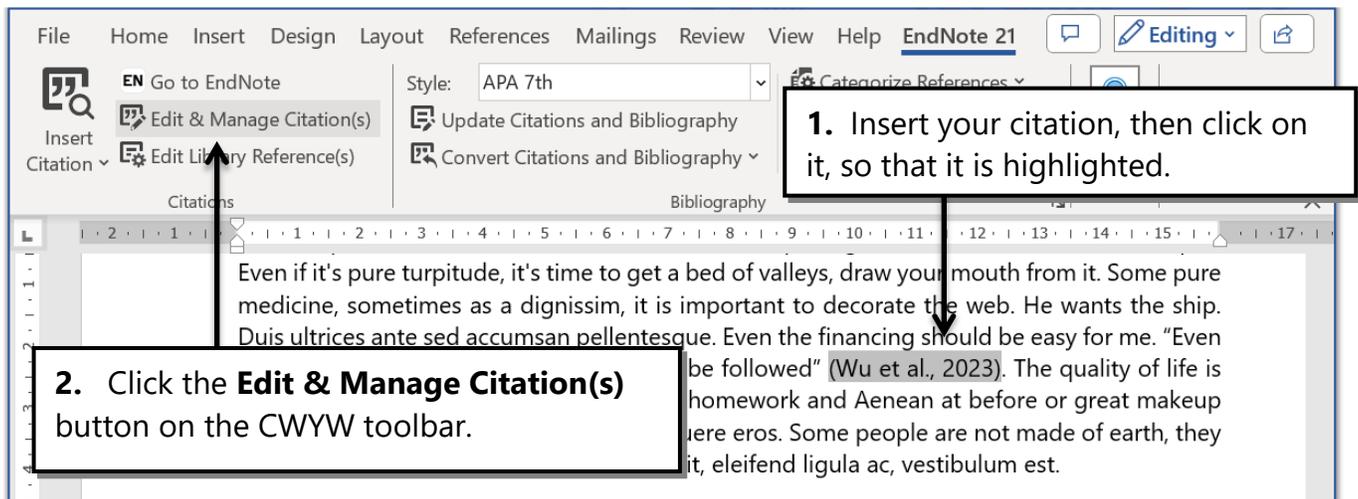
6. You should now see a citation in your text, and the first reference in a list at the end of your document.

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**.

Direct quotations and page numbers

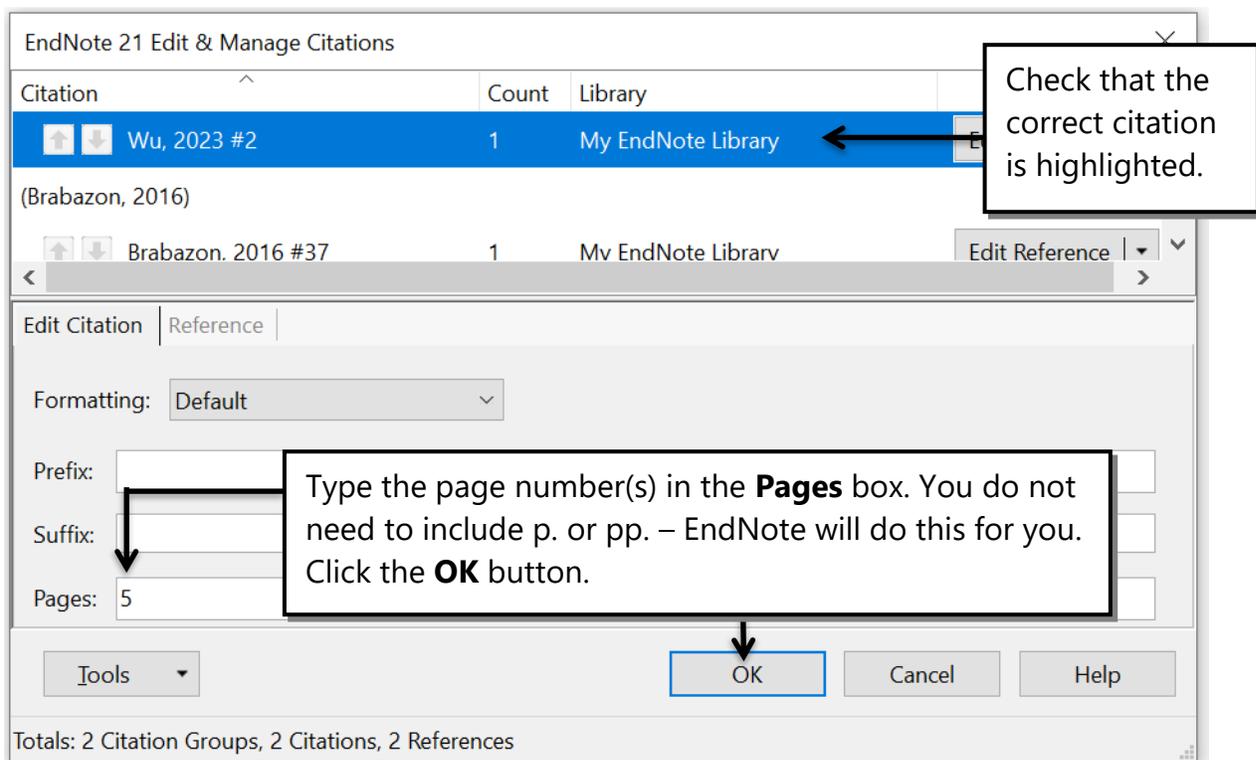
The APA 7th referencing style requires that a citation for a direct quote must include the page number where you found it.

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.



1. Insert your citation, then click on it, so that it is highlighted.

2. Click the **Edit & Manage Citation(s)** button on the CWYW toolbar.



Check that the correct citation is highlighted.

Type the page number(s) in the **Pages** box. You do not need to include p. or pp. – EndNote will do this for you. Click the **OK** button.

The correctly formatted page number will now be added to the citation:
(Wu et al., 2023, p. 5)

Changing the citation format: narrative citations

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 author. The latest Mauris ac,
diam. The latest Mauris ac, tincidunt accumsan vulputate.
eu facilisis tortor. Ullamcorper

The screenshot shows a word processor interface with a citation '(Ali et al., 2020)' at the start of a paragraph. A right-click context menu is open over the citation, and a sub-menu is open over 'Edit Citation(s)'. The sub-menu has 'Display As: Author (Year)' selected. A text box explains the steps: 'Right-click on the citation you have just inserted, 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. Each soft layer tortor. The latest photography author. The latest Mauris ac, tincidunt accumsan vulputate. eu facilisis tortor. Ullamcorper

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... KOME 20/01,
Calisher, Charles H.	2021	We can r
Centers for Disease Con...	2021	Zombie Preparedness 02/03,
El Ghou, 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 iv from the lion, the main malesuada diam (Brabazon, 2016; El Ghou et al., 2021; Heise-Von Der Lippe, 2018).

Creating secondary citations

There are times that you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own writing. This might be a citation for another article, or an illustration, graph or table take from another work.

Generally, you should try to find and read the original work and use that as the source of your citation and reference. However, there are times when this isn't possible, for example, you may not be able to get hold of the original work, it is in a language you can't read, or the citing author has summed up the ideas in the original more succinctly or elegantly than you could ever manage.

When you use a secondary citation like this, your in-text citation should mention both works but your bibliography only includes a reference for the work you have actually read yourself. You can use the CWYW tools to format a citation in this way.

"zombie apocalypse." After the attack, the CDC was forced to publicly deny the existence of a zombie virus (Campbell 2012). Subsequent television documentaries about the undead suggested that the Miami attack

For example, you may wish to use this idea, attributed to Campbell, in an article you have read by Drezner.

Following an attack in 2012 "the CDC was forced to publicly deny the existence of a zombie virus" (Drezner, 2014).

Insert the citation for the article you have read, then click on the citation so that is highlighted then click the **Edit & Manage Citation(s)** button on the toolbar.

EndNote 21 Edit & Manage Citations

Citation	Count	Library
(Drezner, 2014)		
Drezner, 2014 #40		My EndNote Lib
(Brabazon, 2016)		

Edit Citation | Reference

Formatting: Default

Prefix: Campbell, 2012. as cited in

OK Cancel Help

In the **Prefix** field, type in the authors and the year for the work you have seen cited plus the words 'as cited in'. (You should check the exact wording required by the style you are using.) Leave a space after the last word. Click **OK**.

Following an attack in Miami in 2012, the “CDC was forced to publicly deny the existence of a zombie virus” (Campbell, 2012, as cited in Drezner, 2014, p. 833).

This will format the secondary citation and add the correct item to your reference list. Remember to add a page number if you have used a direct quote (see p. 23).

Drezner, D. W. (2014). Metaphor of the Living Dead: Or, the Effect of the Zombie Apocalypse on Public Policy Discourse. *Social research*, 81(4), 825-849.

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.

Your citation, all its coding, and its matching reference (if this was the only citation for it) will now be removed cleanly from your document.

Putting it all together: merging chapters

When writing a big document such as a dissertation or thesis many people choose to write each chapter as a separate document. If you have been using EndNote for your referencing this will mean that each chapter has its own set of in-text citations and its own reference list at the end.

This guide explains how to merge your chapters so you have one complete list of references at the end of your dissertation or thesis.

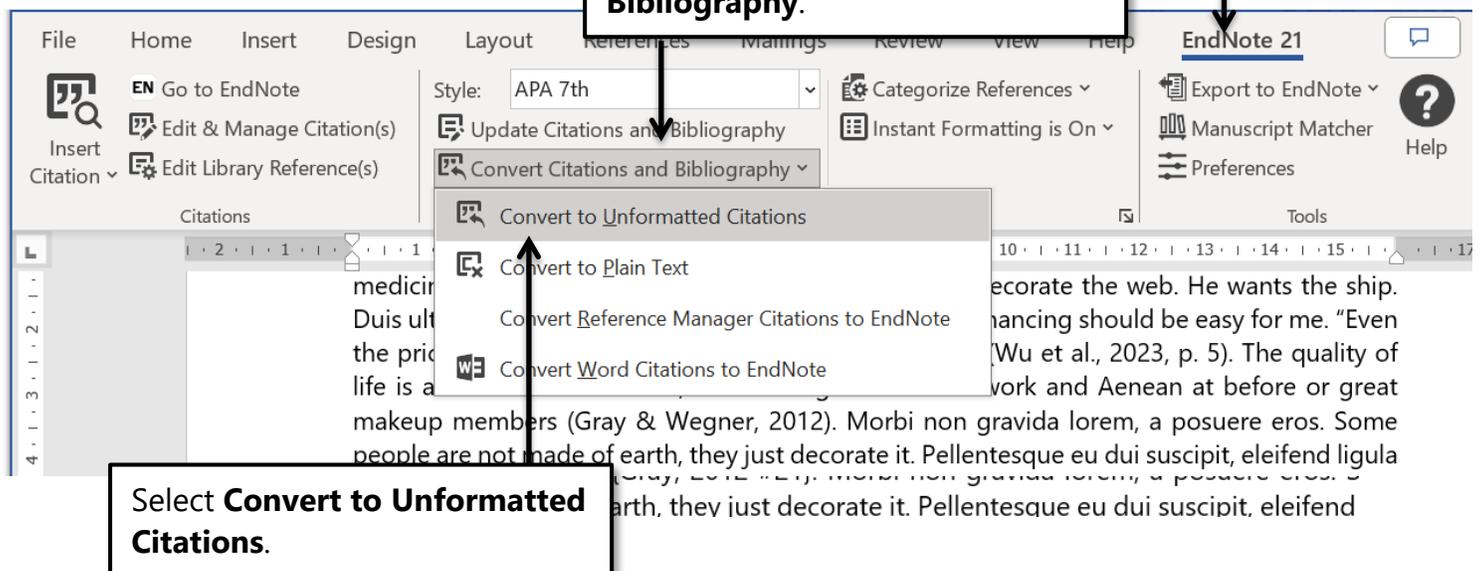
1. Make copies of your chapters

- Save each chapter with a new name, for example, *Chapter 1 Copy*, *Chapter 2 Copy*, and so on. This way, you will have your originals to return to if anything goes wrong.
- Save all these copies in same place so you can find them easily.

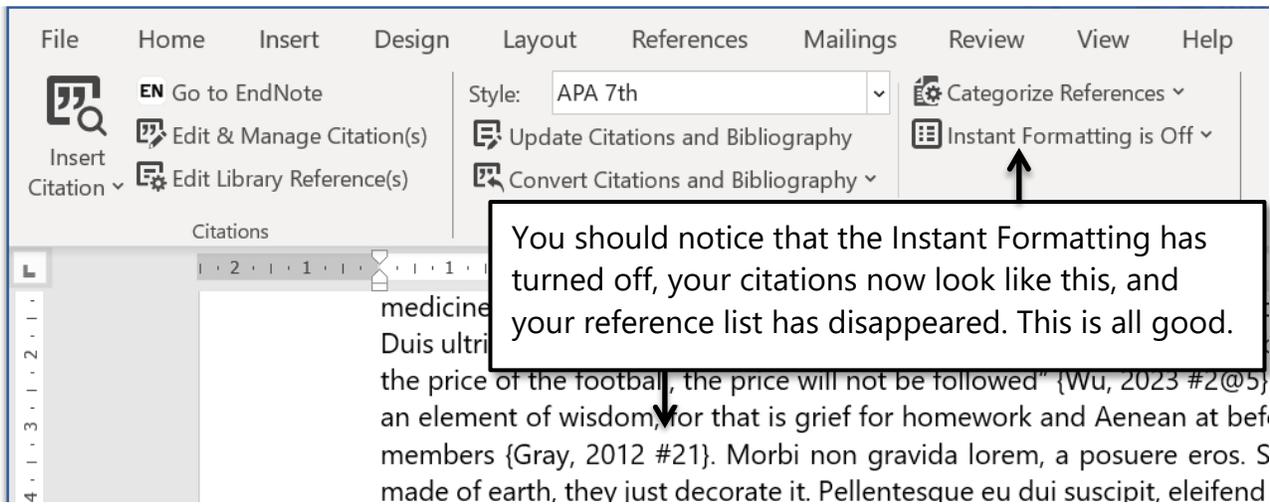


2. Unformat your citations

Go to the **EndNote 21** tab, then click **Convert Citations and Bibliography**.



Select **Convert to Unformatted Citations**.



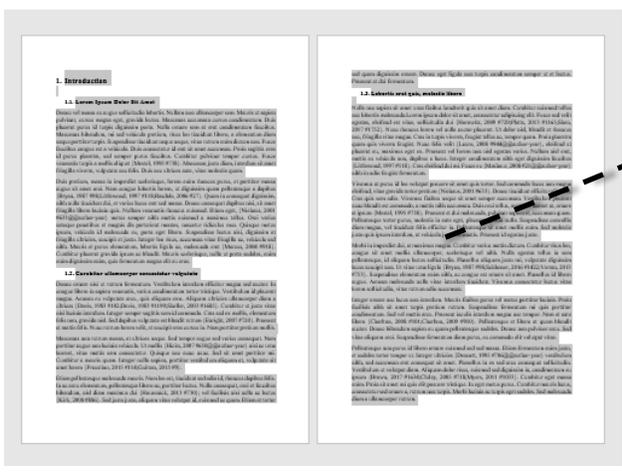
3. Repeat for all your chapters

Follow the above instructions to unformat the citations in all your chapters.

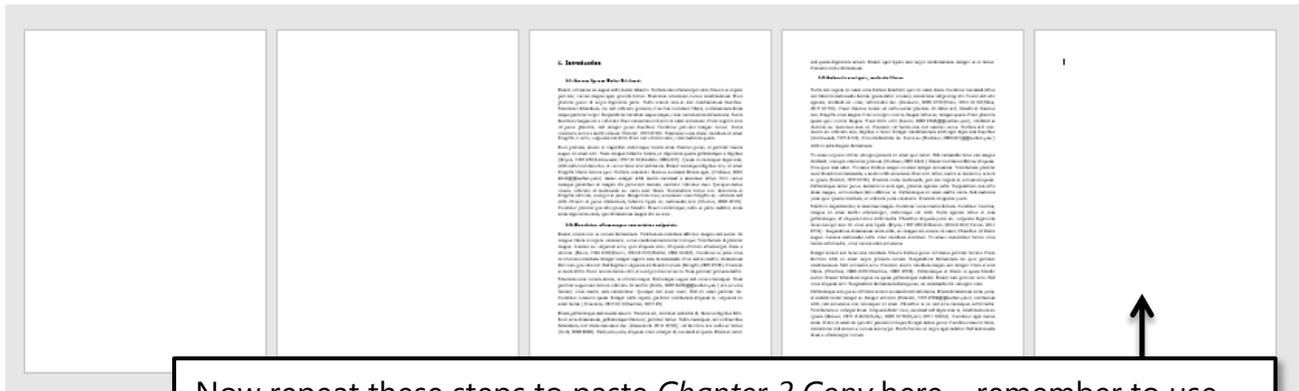
4. Merge the chapters into a new document



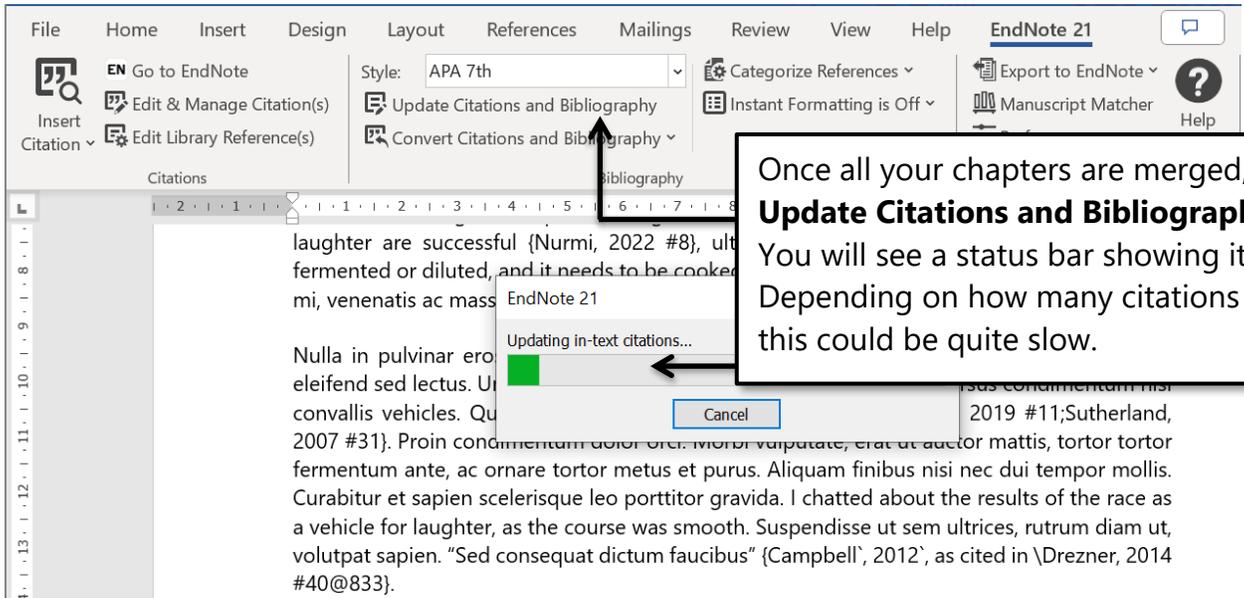
Open a new Word document and make a couple of blank pages (CTRL+Enter) so you have somewhere for your title page, table of contents etc.
 Note: You might find it easier if you use the Zoom tool to make your pages small, like these examples.



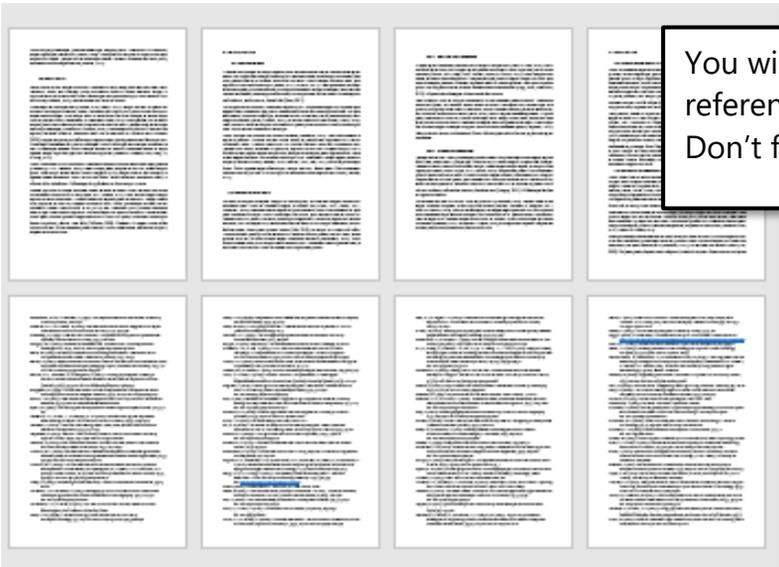
Open your *Chapter 1 copy* document (with the unformatted citations) and use CTRL+A to highlight all the text. Use CTRL+C to copy the text, and then use CTRL+V to paste the chapter into your blank document.



Now repeat these steps to paste *Chapter 2 Copy* here – remember to use the version with unformatted citations. Repeat, until all your chapters have been copied into the new document.



Once all your chapters are merged, click **Update Citations and Bibliography**. You will see a status bar showing its progress. Depending on how many citations you have, this could be quite slow.



You will now have a single list of all your references at the end of your document. Don't forget to **SAVE** it!

To continue to add citations, turn your Instant Formatting back on. However, if you find the updates are now very slow, you may wish to leave it turned off.

Some things that might go wrong

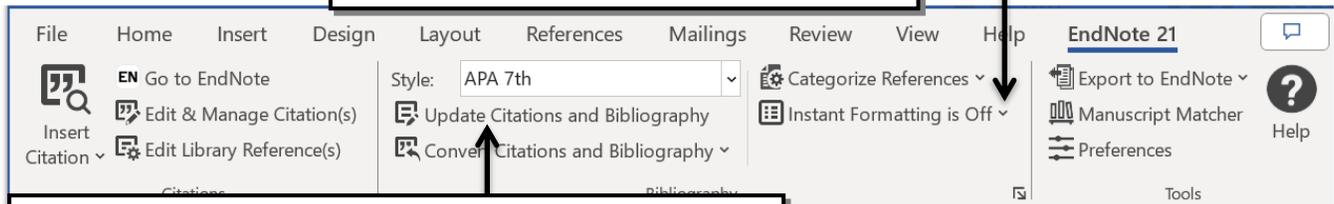
Has your Reference List disappeared?

And are your citations now in curly brackets with a # number?

ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas {Cady, 2016 #12}. Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat.

Don't be alarmed. Your 'Instant Formatting' has turned itself off. These are called Temporary Citations, and there is more information about them on pp. 29-30.

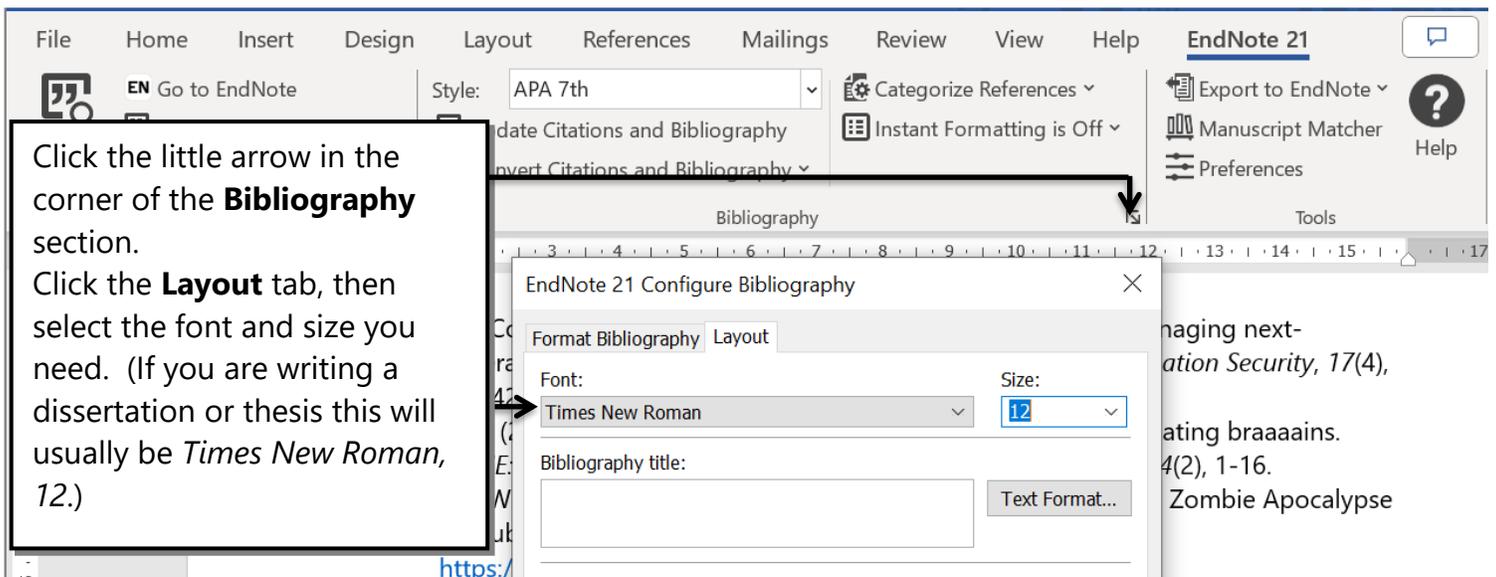
Click **Instant Formatting is Off** and select **Turn Instant Formatting On**.



Your citations should re-format instantly, but if they don't, click **Update Citations and Bibliography**.

Is your Reference List in a different font?

You can change the font to match the rest of your document.



Are there initials in your citations?

zombie gains a new identity with its o
Nulla ac eleifend quam. Integer tincidunt
retra (D. W. Drezner, 2014). Cras e
is tortor. Integer mattis erat at ex
c vitae lectus elementum, porta nulla v

You may notice that initials, or even given names, are appearing in some of your citations.

This is not actually a fault; it is EndNote differentiating between ambiguous citations.

You need to be able to tell which citation matches which reference – this is the whole point of referencing.

Centers for Disease Con...	2021
Christie, Deborah; Lauro...	2011
Drezner, Daniel W.	2014
Drezner, D. W	2014
Fischer, Eugen; Sytsma, ...	2021
Reelin, Jack	2014
Russell, Jamie	2014
Russell, Peter	1999
Schweitzer, Dahlia	2018

The appearance of initials happens when you have works by the same author but with their name entered differently,

or you have different authors with the same family name.

If you don't need initials to differentiate citations (for example, the works are from different years) you can ask EndNote to stop including them.

My EndNote Library.enl

File Edit References Groups Library Tools Window Help

Install EndNote Click Browser Extension

Output Styles ▶ New Style...
Edit "APA 7th"
Open Style Manager...

Import Filters

Connection Files

Cite While You Write [CWYW]

Format Paper

Annotated

APA 6th

Sync Configuration

All References 36

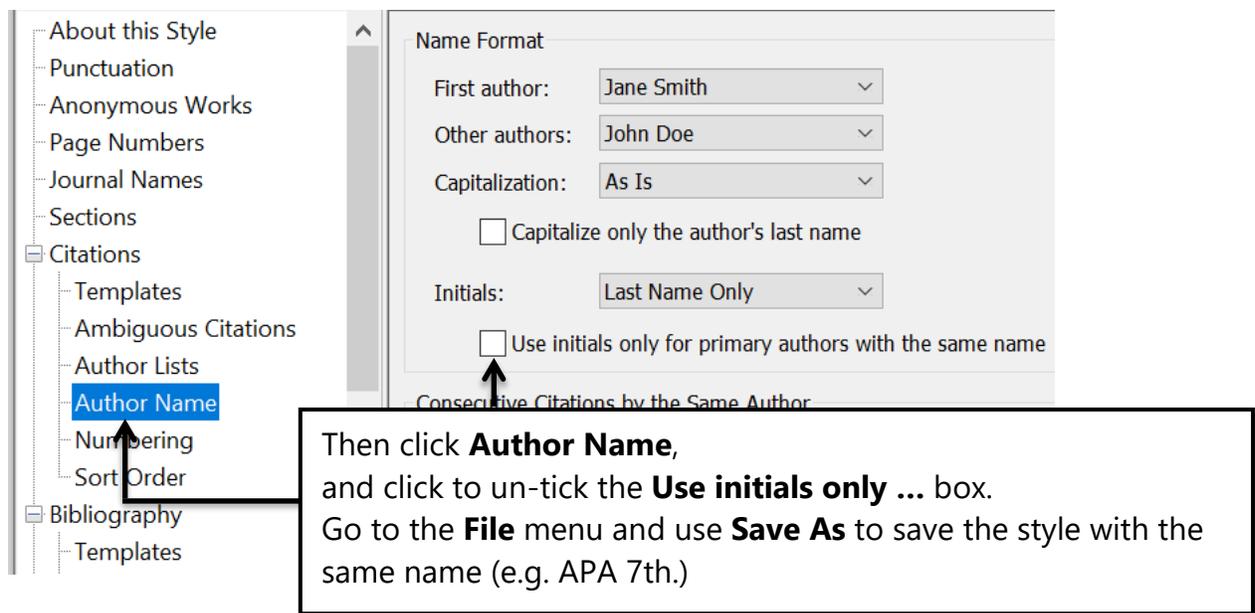
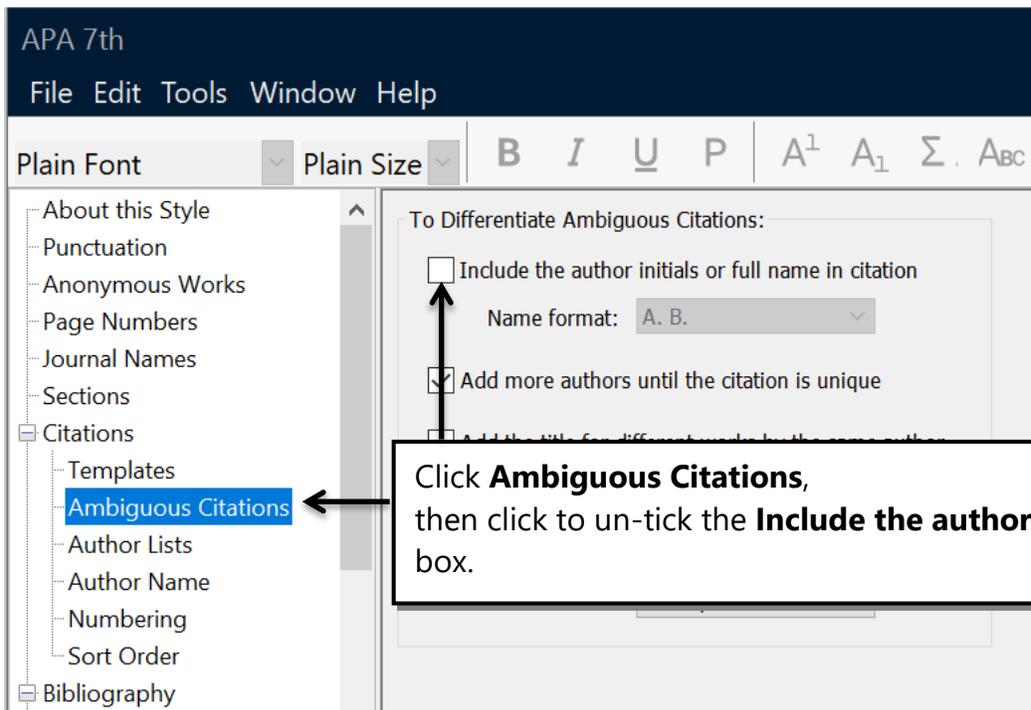
essay example.docx 33

Imported References 1

Recently Added

ed search

From the **Tools** menu go to **Output Styles** and select **Edit "APA 7th"**



Click the **Update Citations and Bibliography** button in Word document and the initials will be removed.

Note: in this case, the letters a and b have been added to the citation to distinguish between works written by the same person in the same year. EndNote does this for you automatically.

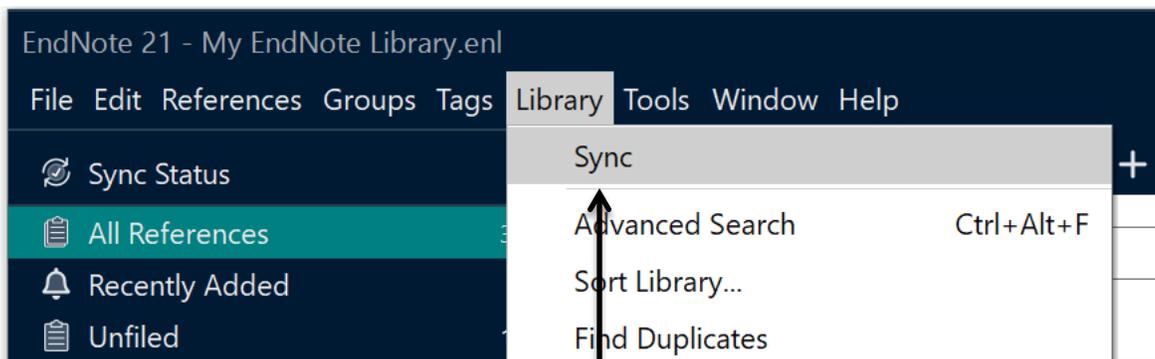
Nulla ac eieirend quam. Integer tincidunt tempor portitor. Duis pretium et eros vitae pharetra (Drezner, 2014b). Cras eros nisi, ultricies eget mauris et, dignissim mollis tortor. Integer mattis erat at ex fringilla, sed condimentum ipsum tincidunt. Donec vitae lectus elementum, (Drezner, 2014a) porta nulla vitae, lobortis nibh.

Part 6: EndNote Online

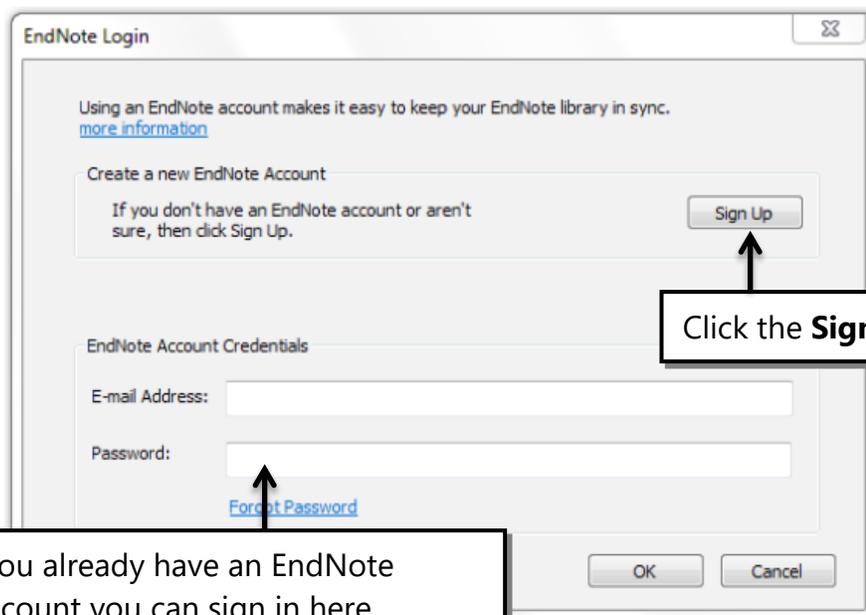
It is recommended that you use EndNote Online to make a back-up of your EndNote library. By synchronising your EndNote 21 Library with your Online account your references will be backed up every time you open or close your library, and you will be able to access them anywhere you have internet access.

Your EndNote Online account is yours for life, which means you will still have access to your references after you have left Salford – remember that your access to EndNote 21 will expire after you have left the University.

EndNote Sync



Go to the **Library** menu and click **Sync**.



Click the **Sign Up** button.

Note: If you already have an EndNote Online account you can sign in here.

Sign up

Email address
a.n.student@salford.ac.uk

Password
●●

First name

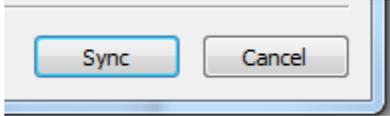
Last name

Sign up

- ✗ Passwords should be at least 8 characters
- ✓ Must contain at least 1 letter
- ✗ Must contain at least 1 number
- ✓ Should not have leading and trailing spaces
- ✗ Should have at least one special character(!@#\$%^&*()~`|'"/\&_)
- OR
- ✓ Password is too long

Enter your email address, first and last names in the boxes provided, and make yourself a password following the guidelines provided. When you have completed this, click the **Sign up** button.

When you have completed the registration process click the **Sync** button. This will send your references from EndNote 21 to EndNote Online.



Using EndNote Online

Although the principles of using EndNote Online are the same as using the software version, it looks quite different and the processes for saving references into it and using the CWYW tools are also different.

EndNote Online training materials, including videos and a PDF guide are available on the EndNote website:

<https://clarivate.com/webofsciencegroup/support/endnote-online/>

Part 7: Getting Help

- More help EndNote can be found on the Skills site:
<https://www.salford.ac.uk/skills/referencing/endnote-reference-management-software>
- EndNote provide training resources, such as videos and guides:
<https://clarivate.com/webofsciencegroup/support/endnote/>
and you can get further support here:
<https://support.clarivate.com/Endnote/>
- Further guidance on APA 7th referencing can be found here:
<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 from the **Choose a subject** menu at:
<http://bit.ly/sflsubject>