

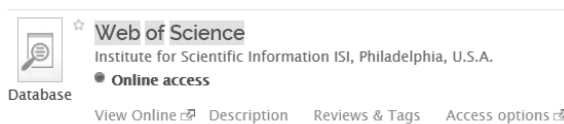
Managing References using EndNote® online- Chemical Engineering

The web version of EndNote is a very useful tool for keeping track of references in support of academic research and writing activities. Success in using EndNote relies on a sound knowledge of the principles and practice of referencing and attention to detail in creating and maintaining the quality of your data.

1. Creating an EndNote Library

Task 1: Connect to Web of Science

1. Go to the Library website
<http://www.bath.ac.uk/library>
2. In the *Catalogue Search* box, type in *Web of Science*
3. Then open the Web of Science database by clicking *View Online*



Task 2: Register with Web of Science

1. Click *Customize your Experience* and then *Register*
2. Follow the instructions and click *Continue*

► **Customize your Experience**

Task 3: To access EndNote Online you can either:

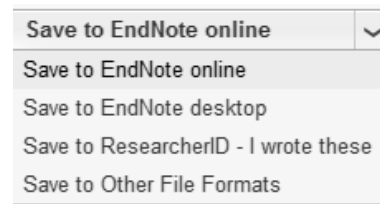
- Log in at <http://www.myendnoteweb.com>
- Sign in to Web of Science and click the *EndNote* link on the top toolbar

2. Collecting references

Your EndNote online library is made up of individual records of the papers, books and other sources that you gather in your study and that you may wish to refer in your academic or professional writing. There are three ways to add references to your EndNote online library. You can manually type in data, some databases allow you to export references in a special file format for import into EndNote and others, such as Web of Science, provide a button or link to directly transfer references into your EndNote online library.

Task 1: Try out Web of Science transfer

1. Connect to Web of Science
2. Sign in using your email & password (see Step 1)
3. Search using topic keywords e.g. "life cycle assessment"
4. Select references to transfer (tick the boxes next to chosen records)
5. Click *Save to EndNote Online*
6. Choose whether or not to include abstracts etc., and click *send*.
7. To view your references, go to EndNote Online and look in the 'My References' section



Task 2: Add references manually

1. Go to EndNote Online
2. Click the *Collect* tab
3. Click *New Reference*
4. Select *Book* from the Reference Type (drop-down list)
5. Fill the relevant fields using the details from the following box and click *Save* when finished

- Authors: Fogler, H.S.
- Year: 2006
- Title: Elements of Chemical Reaction Engineering:
- Edition: 4th
- Publisher: Pearson Education International
- Place of publication: New Jersey

Bibliographic Fields:	<input type="button" value="Revert Reference"/> <input type="button" value="Save"/> <i>Reference is saved.</i>
Reference Type:	Book
Author:	Fogler, H. S. 🔍
Title:	Elements of Chemical Reaction Engineering
Year:	2006
Series Editor:	
Series Title:	
Place Published:	New Jersey
Publisher:	Pearson Education International
Volume:	
Number of Volumes:	
Series Volume:	
Number of Pages:	
Pages:	
Editor:	
Edition:	4th

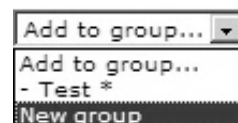
NOTE: When adding references manually it is **important** to select the correct *reference type*.

Task 3: Editing references

1. To edit the information in an EndNote record, click on the text you want to edit. To edit *Place Published*: click on "**New Jersey**" and change to "**London**," for example. Don't forget to *save* your changes.
2. You can also *Delete* references – sending them to *Trash* (left hand side of screen) which you can empty later.

Task 4: Filing references

1. Click on *[Unfiled]* records from **My References** on the left hand side of the screen
2. Select some references, using the tick boxes, from your EndNote online library
3. Click the *Add to group...* drop down list and select *New group* and give it a name e.g. *Test*
4. Click *OK*



Task 5: Export from the Library catalogue into Endnote online

1. Open the Library homepage and enter a search term into the *Catalogue Search* box
2. For the item that you want to reference, click on the (pink text) **Description** link
3. Click on the *Actions* drop-down list
4. Chose *Export RIS* from the listed options
5. If you are not already logged in to EndNote online, enter your details.
6. You will see a box called 'Import to Citation Manager' - click *OK*
7. Save the file to a location that you will remember
8. Go to your EndNote online library, click the *Collect* tab then *Import References*
9. Use *Browse* to locate the saved text file (e.g. on your desktop)
10. Select *Import Option* as *RefMan RIS* (you must choose this from the list by clicking *Select Favorites*)
11. Choose destination e.g. Your "Test" library
12. Click the *Import* button
13. View the imported records in your "Test" library

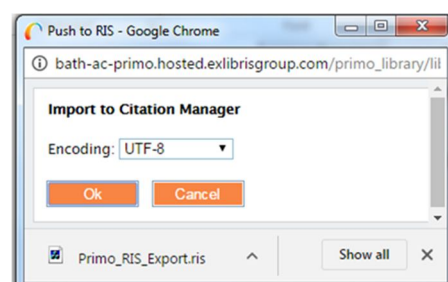
ARTICLE A novel equation of state for the prediction of thermodynamic properties of fluids
Polishuk, Ilya ; Vera, Juan H
The journal of physical chemistry. B, 31 March 2005, Vol.109(12), pp.5977-84 [Peer Reviewed Journal]
Full text available
View all versions

View Online Description Recommendations Times Cited Cite

Actions▼

- Add to My Collection ☆
- E-mail
- Print
- Permalink
- EasyBib ☆
- EndNote ☆
- Delicious
- Export RIS ☆
- BibTeX ☆

Title: A novel equation of state for the prediction of thermodynamic properties of fluids
Author: Polishuk, Ilya ; Vera, Juan H
Is Part Of: The journal of physical chemistry. B, 31 March 2005, Vol.109(12), pp.5977-84 [Peer Reviewed Journal]
Description: This work proposes a new equation of state (EoS) based on molecular theory for the



Task 6: Run a Google Scholar search

1. Open a new web browser window.
2. Go to the Google Scholar website: <http://scholar.google.co.uk/>
NB: This is different to the general Google search.
3. Click on the drop down arrow to find 'settings', in the top right hand of the screen
4. Under *Bibliography Manager*, select Endnote and save your settings
5. Run a simple search e.g for "biofuels", decide which item you want to add to your EndNote Library and look for the link 'Import into EndNote'.



Cited by 170 Related articles All 13 versions **Import into EndNote**

6. Save the file somewhere that you can find it easily, e.g. to your desktop
7. Open your EndNote online library
8. Click the Collect tab then Import References
9. Use Browse to locate the saved text file (e.g. on your desktop)
10. Select the Import Option: EndNote Import.
11. Choose the group that the reference will belong to and click the Import button
12. View the imported records in your library

NOTE: There are two versions of EndNote, online and desktop. If you *open* the file instead of *saving* it, you will open the desktop version (which is installed on University computers) rather than the online version which is covered in this guide.

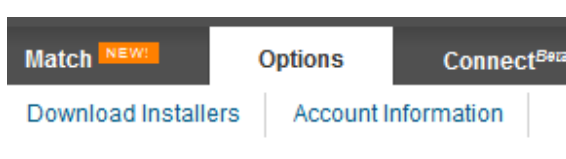
Task 7: Downloading and importing references from Compendex via Engineering Village

1. Open a new web browser window
2. On the Chemical Engineering Library webpage: <http://www.bath.ac.uk/library/subjects/chem-eng/index.html>
3. Click on the link for Compendex via Engineering Village
4. Run a search, e.g. type in hydrogen fuel cells and click Search
5. Select at least one tick box of the record you want to export
6. Click Download above the search results. The Download Settings window appears:
7. Leave My PC selected in the Location column, in the Format column select EndNote (RIS, Ref.Manager) and then click 'Save'. These options will remain selected for the duration of your Compendex session.
8. Follow the on screen instructions to save the file e.g. to your desktop
9. Open your EndNote online Library. Click the Collect tab then Import References
10. Locate the saved text file (e.g. on your desktop)
11. Select *Import Option* as RefMan RIS filter (you must choose this from the list by clicking Select Favorites)
12. Choose destination e.g. To: "Test" library
13. Click the Import button then view the imported records in your "Test" library

3. Cite While You Write (CWYW) in Microsoft Word 2013

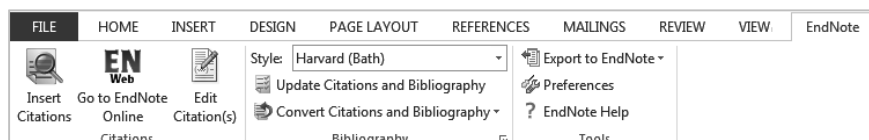
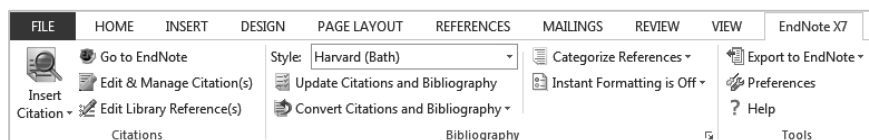
The EndNote toolbar is installed in Microsoft Word on all University public access computers.

On a personally owned computer or laptop, the plug-in can be installed by anyone with an EndNote online account. Go to the **Options** tab and then *Download Installers*.



Task 1: Display the EndNote Online toolbar in Word 2013

1. Open Word
2. Click the EndNote tab to view this toolbar
3. Click the *Preferences* button:
4. Click *Application*
5. Select 'EndNote online'
6. Enter your EndNote online/Web of Science account email and password (the one you registered and signed in with)
7. *Tick* the box to remember your preferences i.e. username and password
8. Click OK. The toolbar is now labelled 'EndNote' (NOT 'EndNote X7') as shown below:

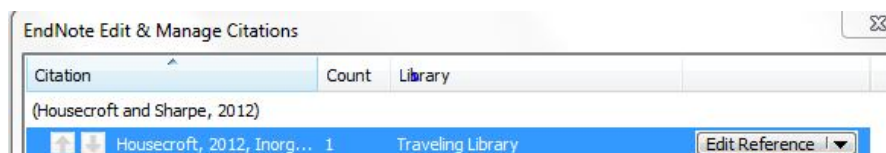
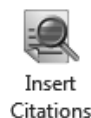


Task 2: Inserting references/citations: an example

1. Type the following paragraph (Fogler, H. S.) into a Word document:

It is rare that the reaction you want to get is the only one that occurs. In many cases there may be an additional unwanted by-product from a different reaction taking place. Often a lot of work needs to be done to reduce the amount that occurs as this will affect the financial viability of the process.

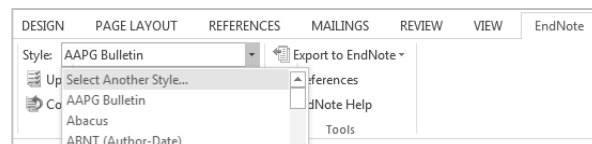
2. Position your cursor at the end of the sentence, where your citation will go
3. Click *Insert Citations* on the EndNote toolbar
4. Search for the reference: enter title keywords or author's surname and click *Find*
5. *Select* the reference you need from the search results and click *Insert*
6. *To remove a citation* you must select it, click *edit citation(s)*, click *edit reference*, then *remove citation* then *OK*.



NOTE: DO NOT remove citations by selecting them and using the delete key

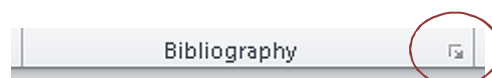
Task 3: Choosing a citation/referencing style

1. Use the Style drop-down box to select your preferred style e.g. APA or Harvard (Bath), etc.
 - You may need to use the *Select Another Style* option at the top of the list to find the style you want.
2. Select the Harvard (Bath) style and view your references
3. Try switching to a numeric style (e.g. Vancouver, Nature) and view your references again to see how they compare.



Task 4: Formatting your reference list

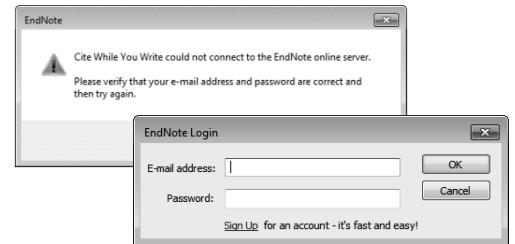
1. Click the small arrow next to 'Bibliography':
2. Click the *Layout* tab
3. You can change the title 'References' if you wish
4. You can also *set the font and style* for your reference list
5. Click OK when finished



Top tips

- **Not connected to EndNote whilst trying to Cite While You Write?**

Got this error message? Check you have entered your username and password for Endnote online correctly. Click Preferences on the CWYW EndNote toolbar in Word and check the Applications settings. If your details are missing, re-enter them and ensure you tick the box below to remember your preferences. If your details are there, try re-entering your password and check your email is correct.



- **Warning!** When importing from databases, or other electronic sources, make sure that you capture all the required information for your references and that information is located in the correct fields. This will help ensure that citations and references will be complete and correct in your written work. In particular, watch out for very recent journal articles which may not yet have page numbers. Patent records will probably also need editing in your EndNote library.
- **You must edit references in Endnote online** to ensure that changes are updated in your document. If you spot a mistake, you cannot manually edit your references in Microsoft Word, unless you have taken the step of converting your citations and references to plain text. Do not convert your references if there is a possibility that you still need to edit your work.
- Don't use the bottom status bar for word counts. This can be inaccurate. Use the *Word Count* tool under the *REVIEW* tab.