

Note on Referencing PDF versions of Journals:

PDF versions of print journal articles are exact copies of the print edition and can, therefore, be referenced as print journals.

In EndNote, there are reference options available for 'Journal Article' and 'Electronic Article.' When you export references into EndNote from the electronic databases, they will display as journal articles. This means that when you format them using GMIT's Harvard style they will not display a URL for the article, even though you accessed them online and there is a URL in the End-Note record. **These references are not incorrect.** Most articles available in the electronic databases are PDF versions of the printed journal and are therefore an exact copy of the print version which allows you to reference them as print articles without including the URL.

There are a small number of journals that are only made available electronically; these need to be entered into EndNote as an 'electronic article' which will display the URL and Access Date fields. These journals will typically be displayed in html format and will not have PDF versions available.

For more information or training on

EndNote Online, please contact:

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GMIT Library



Comprehensive Guide



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What Happens When I Leave GMIT?




Your references will be still available in the EndNote Online account without the enhanced benefits of being linked to GMIT's Web of Science subscription. If you wish to save your references to another resource, such as Mendeley or Zotero, you can save your references as a text file on your own computer and import them in to the resource.

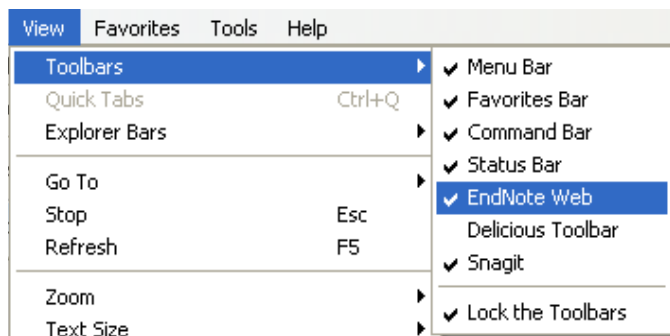
To do this:

1. Click the '**Format**' tab and then '**Export References**'
2. Under the '**References**' drop-down menu, select '**RefMan (RIS) Export**'.
3. Click '**Save**' and choose where you want to save the file. Your references are now saved as a text file.

You can now import these into a free bibliographic management tool such as Zotero (*Mozilla Firefox only*).

To import your saved references:

1. Download Zotero and create an account (www.zotero.org)
2. Click the  icon at the bottom right of your screen
3. Click the gear wheel icon  and choose '**Import**'
4. Select the file where you saved your references as a text file
5. Click '**Open**'
6. Press the sync icon  and log into the Zotero server with your Zotero account details. (*If a window pops up, click 'open sync preferences'*)
7. Click the sync icon again
8. Your references are now in Zotero



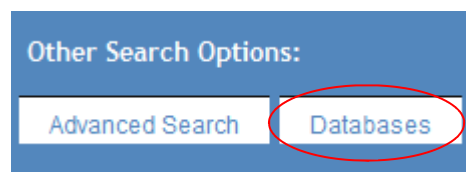
Reactivating Your EndNote Online Account

Your EndNote Online account must be reactivated every year you are a student/staff member at GMIT to continue getting enhanced benefits.

Note: You Must Reactivate Your Account on Campus.

1. Go to the 'Web of Science' database.

(Click Databases on the Library Webpage to find a the list of databases in the library, choose Web of Science)



2. Log in with your library account details (Name, ID number & PIN)
3. Click the **EndNote** tab on the top menu bar
4. Log in with your EndNote Online account details (email address & password)
5. Your account is now reactivated

Quick Guide to Collecting References

Direct Export via MultiSearch

This method may be used for **most databases** available through the GMIT Library website. With databases that do not facilitate the direct export option (listed below) you must use the Import, Capture or Search within EndNote Online option.

Import (Save as Text File)

Dictionary of Irish Biography

Capture

DOAJ

Index to Theses

Info4Education

Irish Times Online

Irish Statute Book

OCEDilibrary

Online Search (within EndNote Online)

Library Catalogues

PubMed

Click '**Help**' from www.myendnoteweb.com to access help pages and video tutorials

What is EndNote Online?

EndNote Online is a web application that allows users to store and manage all their references in the one place.

EndNote Online enables you to:

- Create, store and manage references
- Add references manually or export directly from online databases or library catalogues
- Download references onto your computer to import into EndNote
- Store files up to 2 GB
- Use the 'Cite While You Write' feature to insert references from your EndNote library into a Word document
- Automatically create and format bibliographies in Microsoft Word.

An EndNote Online account is free on the web, but additional bibliographic styles and databases will be available if you create your account in GMIT.

Once you have created your account on campus, you can access your account from any computer with Internet access.

Create an Account

1. Go to www.myendnoteweb.com
2. Click '**Sign Up**' to register

Passwords must adhere to strict guidelines

Must be 8 characters (no spaces) and contain:

- At least 1 number 0-9
- At least 1 alpha character (case sensitive)
- At least 1 symbol: ! £ ? + % & *Example: Study*10**

3. Complete all fields with an asterisk *. Click '**I Agree**'

EndNote add-in and the EndNote tools will no longer be visible on the toolbar.

To restore the EndNote tab:

1. Open Word 2007
2. Click on 'File' and 'Options'
3. When the Word Options window opens, click on '**Add-Ins**' in the left-hand column
4. In the '**Manage**' menu at the bottom of the page, select '**Disabled Items**' and click on the **Go**' button
5. The EndNote add-in will show up as **Add-in: cite while you write (endnote cwyw.dll)**
6. Highlight the EndNote add-in and select '**Enable**'
7. Close the Disabled Items window
8. Click '**OK**' at the bottom of the Word Options window
9. Close and re-open Word
10. EndNote tab should now be visible

EndNote Toolbar Not Visible in Browser

If the EndNote and Capture button do not appear after downloading the installers:

1. Click '**View**' on the main menu at the top of the screen
2. Click '**Toolbars**' to see if a tick appears beside EndNote Web.
3. If not, select '**EndNote Web**' to activate the toolbar

The EndNote Web button and the Capture button now appear on your screen under the Menu Bar.

- Select the 'Convert Citations and Bibliography' from the EndNote Online menu in Word
- Click on 'Convert to Plain Text'. This will create a copy of your thesis which is no longer linked to EndNote Online

Save this copy as *thesis-final.doc*. This is the copy which you should submit.

This is not your master copy - any changes must be made to thesis-master.doc.

Note: If you need to make changes to your thesis, make them in *thesis-master.doc* and then use the 'Remove Field Codes' command to make a new copy of *thesis-unlinked.doc*.

Create a Stand Alone Bibliography

You can create a formatted stand alone bibliography with your references in EndNote Online.

1. Select the 'Format' tab in EndNote
2. Click on 'Bibliography'
3. Choose the references, bibliographic style, and file format.

If you want to export the bibliography to Word, select the RTF file format
4. Select an option to save, email or print the bibliography

EndNote Toolbar Not Visible in Word

If Word 2007 has crashed while using EndNote, it will disable the EndNote Add-in and the EndNote tools will no longer be visible on the toolbar. Also, if Word 2007 detects an error in the add-in, the EndNote tools will not be visible. If this occurs, users will be presented with an error message. If a user selects 'Yes' after the error message, then Word 2007 will disable the

Install Toolbars (Essential)

To use EndNote Online off campus, you need to download the installers from the EndNote Online website. This is essential for EndNote Online to work on your PC or laptop.

1. Click the 'Downloads' link on the menu bar across the top of the page.
2. Click on 'Download Windows' on the left.
3. Follow the on screen instructions to complete installation (*this will take 1-2 minutes*).

Cite While You Write™

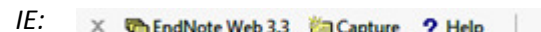
Use the EndNote plug-in to insert references, and format citations and bibliographies automatically while you write your papers in Word. This plug-in also allows you to save online references to your library in Internet Explorer for Windows.

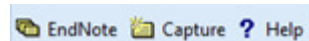
U.S. Patent 8,082,241

See [Installation Instructions](#) and [System Requirements](#).

- [Download Windows](#) with Internet Explorer plug-in
- [Download Windows MSI](#) for mass program installation
- [Download Macintosh](#)

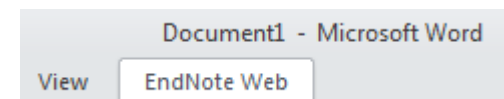
If you use Firefox as your Internet browser, you also need to install the Firefox extension on the right of the page.

After you have downloaded the installers, you will see these icons on your browser toolbar: 

Firefox: 

You will also have the 'Cite While You Write' functions in Microsoft Word (*an extra tab will be present for EndNote*)

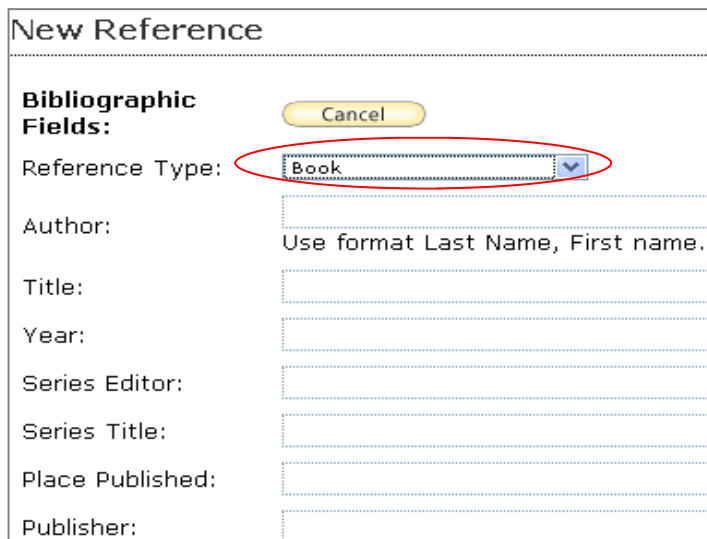
Cite While You Write (CWYW) allows you to insert citations from your End-Note Online references library directly into your assignment as you type in Word.



Collect References - 5 options

1. Manually Add References

Click 'New Reference' under the 'Collect' tab, select the reference type, enter the bibliographic information into the appropriate fields.



New Reference

Bibliographic Fields:

Reference Type: Book

Author: Use format Last Name, First name.

Title:

Year:

Series Editor:

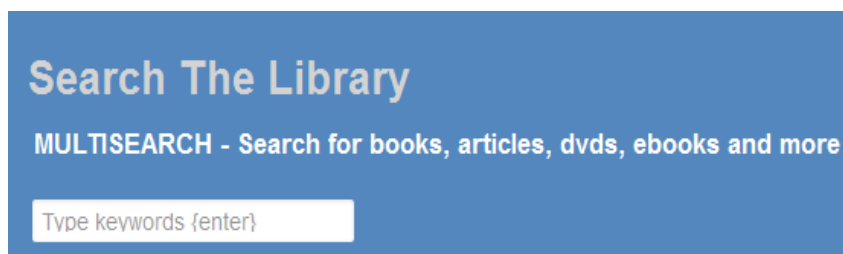
Series Title:

Place Published:

Publisher:

2. Direct Export of References via MultiSearch (GMIT Library Search Engine)

Direct export works with results found via MultiSearch on the Library homepage.



This is the fastest & easiest way to get references into your library.

- Open each document (*chapter1-copy.doc*, etc.) in Word
- From the EndNote menu in Word, select 'Convert Citations and Bibliography'
- 'Convert to Unformatted Citations'. This will remove the bibliography at the end of each chapter and change the references in the text into their unformatted form, e.g. {Bloggs 2010 #9}
- Click 'Save'

3. Combine the Chapters

- Open *chapter1-copy.doc* in Word
- Open *chapter2-copy.doc* and select the whole document, copy it and paste it at the end of *chapter1-copy.doc*
- Continue copying and pasting each chapter to the end of *chapter1-copy.doc*, until the whole thesis is in one document
- Rename *chapter1-copy.doc* to *thesis-master.doc*. This is the master copy of your thesis, and any changes should be made to this document
- Save this document

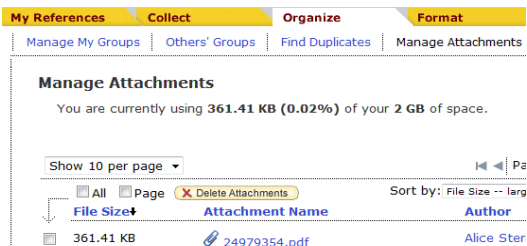
4. Format Citations in the Thesis

- Open *thesis-master.doc* in Word
- Click on 'Update Citations and Bibliography' from the EndNote menu in Word. EndNote will format all the references in your document and create a single bibliography at the end of the thesis
- Save the changes

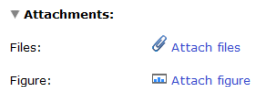
Note: Un-formatting the citations (as in Step 2 on page 24) disables the instant formatting in Word. If you prefer to work with instant formatting, go to the Bibliography Preferences by clicking on the small arrow at the right of the 'Bibliography' group on the EndNote menu in Word, and then select the 'Instant Formatting' tab and click on the 'Turn On' button

5. Remove Field Codes

Your *thesis-master.doc* contains hidden field codes which link it to EndNote Online. The final step is to create a copy which is not linked to EndNote Online.



You can view what attachments you have in your EndNote library at any time by clicking 'Organize' and 'Manage attachments'.



- Click on the reference to which you wish to add a file
- Click 'Attach files'
- Browse your computer for the file you want and click 'Upload'.
- Close. Your file is now attached.

Combining Chapters to Create a Thesis

If you have not written your thesis as a single document (*as recommended*), you will need to combine the chapters to make one document with one complete list of references. To create the final thesis, you need to unformat the references in each document and combine the documents to create a master document. Please ensure you have no duplicate references in your EndNote library before combining chapters (*see page 12*).

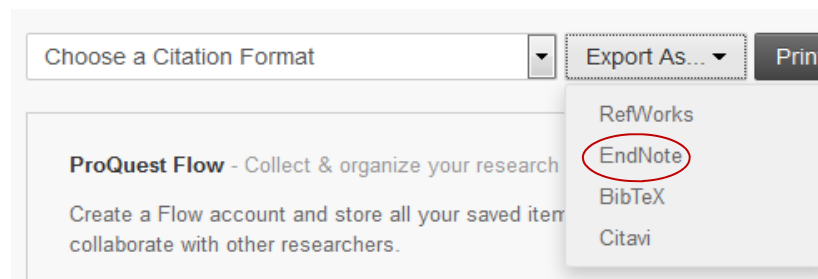
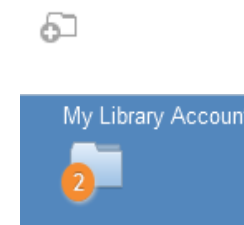
1. Copy Each Chapter

Make a copy of each chapter, e.g. *chapter1-copy.doc*; *chapter2-copy.doc*. You will work with these copies. If anything goes wrong, you can return to your original documents and start again.

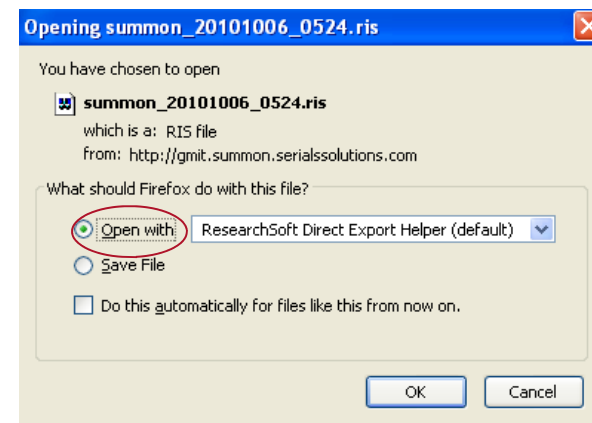
2. Unformat Citations

If you have been using EndNote instant formatting, your references will already be formatted, for example (Bloggs 2010), and you will have a bibliography at the end of each chapter.

1. Enter your search term(s) in the MultiSearch search tab (<http://library.gmit.ie>)
2. Add your search results to 'Saved items folder' (click the icon on the right of each citation required)
3. Click 'Saved items' at top of page
4. Choose "EndNote" from 'Export As' drop down menu.



5. When Dialog box appears choose 'Open' (*Internet Explorer*) or 'Open with: ResearchSoft Direct Export Helper' (*Firefox*)
6. Enter your e-mail address and password for EndNote Online (*if requested*)
7. References are exported to EndNote



3. Import (Save as a text file)

Dictionary of Irish Biography

1. Select record
2. Click 'Article Services'
3. Click 'Export RIS'
4. Select 'Save' and click 'OK'
5. Import file into EndNote (*follow the instructions below to import the text file of references into your EndNote Online Account*)

EndNote Filter: **RefmanRIS**

How to Import a Saved Text File into EndNote Online

1. In EndNote, click on 'Collect'
2. Click on 'Import References'
3. Under File: browse and select the saved file from your desktop or any other location you saved it
4. Under Filter: select the appropriate filter for the file (choose the filter that is listed under the database name in this guide).
5. Click on 'Import'
6. Click on the tab 'My References'
7. Your references will appear in the 'Unfiled' folder (unless you choose a group before importing)

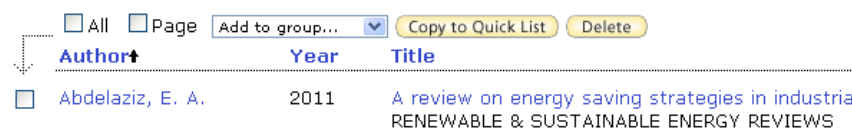
Edit a Reference

To edit a reference in EndNote, find the reference you wish to edit in 'All my references'. Click on the title and the individual fields will display. Make the changes you require and click 'Save'.

Deleting References

To Delete a Reference in Your EndNote Library

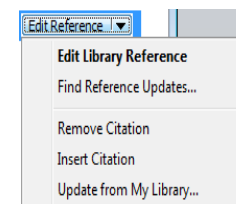
Find the reference you wish to delete. Click on the box next to the title and click 'Delete'.



To Delete a Reference from a Microsoft Word Document

You should not do this by deleting the text of the reference within Word using the keyboard. Instead:

1. Highlight the citation you wish to remove within your text
2. From the toolbar click on 'Edit Citation'
3. Click 'Remove Citation' from the dropdown menu
4. Click 'OK'



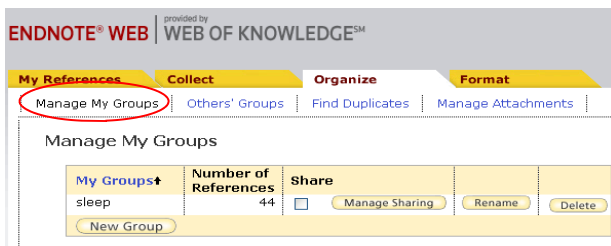
This removes the citation from your text and the reference at the end of your document.

Attaching Files to your References

EndNote Online allows you to store up to 2 GB of files to your references. For example, you may wish to store the PDF of the article with its reference.


Creating Groups

1. Click **'Organize'** then **'Manage My Groups'**
2. Click **'New Group'**
3. Name your group and click **'OK'**



Sharing a Group of References

You can share groups of references with other EndNote Online users.

1. Go to the **'Organize'** tab and choose **'Manage My Groups'**
2. Click on the **'Manage Sharing'** button
3. Select **'Start sharing this group'**
4. Enter the email address(es) of those you wish to share with
5. Click **'Apply'** and close the window
6. Check the box in the **'Share'** column to initiate sharing 
7. The sharing icon will appear beside the group

Putting References in Groups

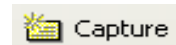
When records are imported into EndNote, they are placed in the Unfiled group by default. To move references to a group:

1. Click in the box to the left of desired records; or Click on **'All'** or **'Page'**
2. Select the desired group from the **'Add to Group'** drop-down menu
3. All selected records will be moved to the chosen group

4. Online Search [Search from within EndNote Online]

1. In EndNote Online: Click on **'Collect'** tab
2. Click on **'Online Search'**
3. Select database e.g. **'PubMed'** and click **Connect**
4. Perform your search
5. Click **Retrieve**
6. Tick the references you require
7. Click the drop down menu above results **'Add to group'** and select **'unfiled'**
8. Results are now copied to your unfiled references

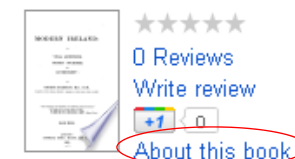
5. Capture



Use the capture button to take bibliographic information from websites and databases listed on page 3. Always check the data automatically entered and make any necessary amendments and/or additions.

Google Books

1. Click on the title to display the available chapters (*if preview only available*) or to display the whole book (*when full view available*)
2. Click **'About this book'** on the top left of the screen
3. Scroll down to the bottom of the page
4. Click the EndNote button
5. When the dialog box appears choose **'Open (Internet Explorer)'** or **'Open with: ResearchSoft Direct Export Helper' (Firefox)**
6. References exported to EndNote



Google Scholar

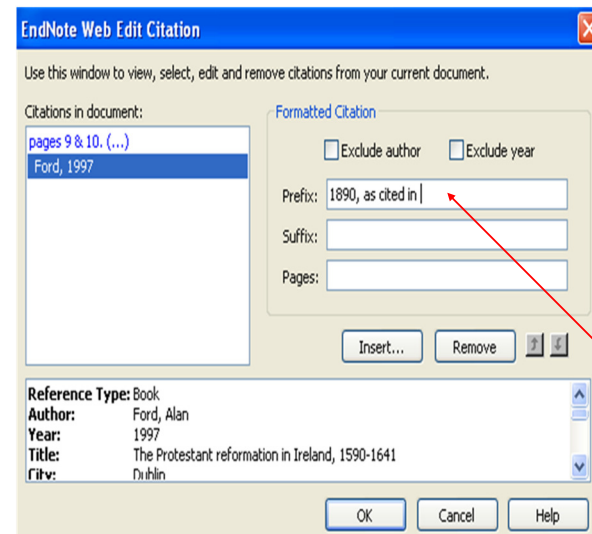
Citations have to be exported one at a time

1. Click the settings button on the top of the screen
2. Under 'Bibliography Manager' (at bottom of page), select RefMan
3. Under 'Library Links' on the left of the screen, add GMIT Library & click search
4. Save preferences and conduct your search
5. Click 'Import into RefMan' under the reference you want
6. Log into your EndNote Online account if requested
7. References exported to EndNote

Scirus (Scientific Search Engine)

1. Click the checkbox on the left of each result you want to export
2. Click 'Export checked results' at top of screen
3. Choose Export: 'Citations Only' or 'Citations, keywords & abstracts'
4. Select the file format : RIS format
5. Choose 'Save file to disk or open Reference Software' & Export
6. Click 'Export'
7. If Dialog box appears, choose 'Open' (*Internet Explorer*) or 'Open with: ResearchSoft Direct Export Helper' (*Firefox*) & 'Ok'
8. References exported to EndNote

1. Insert the citation for the item you have read yourself (e.g. Ford)
2. Click on the citation you have just inserted, so that it is highlighted, then click **Edit Citation(s)**



3. In the **Prefix** field, type the date of the original work, plus the words *as cited in*. Press the spacebar after the word *in*.

This will format the secondary citation and add the correct item to your bibliography.

Ford, A. (1997) The Protestant Reformation in Ireland, 1590-1641. Dublin: Four Courts Press.

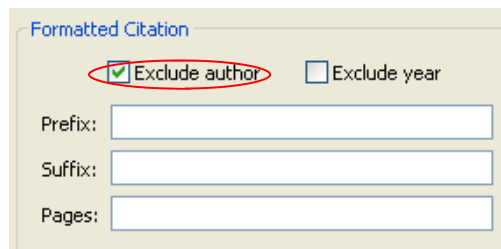
Footnotes

If you wish to use a Numbered citation style or footnotes in your document, you need to use the '**References**' tab in Microsoft Word.

1. Put the cursor where you want to reference
2. Choose '**Insert Footnote**' (*cursor moves to footnotes at the bottom of the page*)
3. Go to '**EndNote Web**' tab
4. Use the '**Find Citations**' button on the toolbar to search for the reference you want to insert
5. Highlight the reference you want and click '**Insert**'

In this case, you do not repeat the authors' names in the citation in brackets.

1. Type in whatever it is you wish to reference (i.e. Quick argues that this is the way)
2. Insert your Citation in the normal way (i.e. putting cursor after 'Quick' and then inserting citation)
3. Highlight the Citation (e.g. Quick 2007) & click '**Edit Citation**' on the EndNote Web toolbar
4. Tick '**Exclude Author**' and 'Ok'



Formatted Citation

Exclude author Exclude year

Prefix:

Suffix:

Pages:

Note: if you wish to enter a reference in your bibliography that you have not cited in your text, insert as normal and then edit the citation by excluding the author and year.

Secondary Citations

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

In this case, your in-text citation should mention both works, but your bibliography only includes a reference for the work you have actually read yourself

Morley (1890, as cited in Ford, 1997) describes that people of that area are likely to receive any faith.

Using 'Cite While You Write' in MS Word


Use the Cite While You Write (CWYW) plug-in to insert references and format citations and bibliographies instantly while you write your essays in Word.

Once the plug-in is downloaded (see page 6), a toolbar is added to Word to give easy access to the features in EndNote.

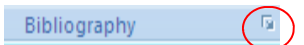
Remember you need to download the installers for each machine you use outside of the library.

Click the '**Download installers**' link at the bottom of the www.myendnoteweb.com page if you need to download the installers onto a new machine.

How to Insert Citations into Word Document

1. In your Word document, place the cursor exactly where you want to insert the citation in the body of the text
2. Use the  button on the toolbar to search for the reference you want to insert
3. Highlight the reference you want and click '**Insert**'

Change the Bibliographic Style



1. In a Word document, click '**Bibliography**' on the EndNote Web toolbar and choose '**Output style**' i.e. *GMIT Harvard* or *GMIT HARVARD*.

GMIT Harvard displays authors in lowercase i.e. Smith, J. in the reference list.

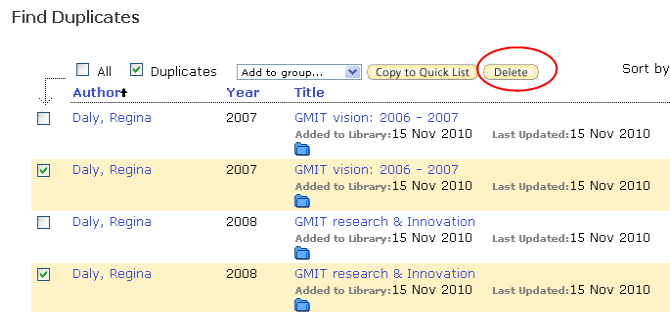
GMIT HARVARD displays authors in UPPERCASE i.e. SMITH, J. in the reference list.

2. Choose '**Layout**' tab and give your bibliography a title in the 'Bibliography title' box i.e. *References*.
3. Click '**OK**'

Removing Duplicate References

Before inserting references into your assignment using Microsoft Word, you must check that there are no duplicate references in your EndNote Library:

1. Choose **'Organize'**, then **'Find Duplicates'**
2. If duplicates are present, they are listed with the duplicate reference ticked
3. Click **'Delete'** to delete duplicates



Adding Page Numbers to a Citation

1. Highlight the reference to which you wish to add a page number
2. Click on **'Edit Citation'** from the EndNote Web toolbar
3. In the **'Suffix'** box, type in the appropriate page number (and punctuation as shown below) and click 'OK'

Formatted Citation

Exclude author Exclude year

Prefix:

Pages:

Note: Do not use
'pages' box

Corporate Authors

The normal method of entering corporate authors is to put a **comma at the end of the name** when you enter it in your EndNote library.

e.g. *Tourism Ireland,*

EndNote Online is alerted to the fact that this is the name of an organisation, and not a person, and will now be able to format the reference correctly.

However, when the corporate body contains one or more internal commas, you replace the first of those commas with **two commas**, and omit the comma at the end, e.g. Higher Education Authority,, International Assessment Committee. This should produce a properly formatted bibliography.

Note that this technique may create problems with the in-text citations. If the output style is configured to insert the last name only in the in-text citation, the corporate author in the above example would appear in the in-text citation in the form (Higher Education Authority 2010) instead of (Higher Education Authority, International Assessment Committee 2010). However, the entry in the bibliography at the end of the document should show the full name. In this case, you could **'edit the citation'** in the text to **'exclude the author'**, and then insert the correct form of the name as a 'prefix' to the citation.

Removing Author &/or Date from Citations

In your writing, you will often integrate the author's name into your sentence followed by the date and page numbers, if applicable, in brackets:

Ex: Quick (2007) described the