Endnote Online Tips

Logon to your Endnote Online account

1. Logon to your myLesley account and click the **myLibrary** tab
2. Find the Endnote Online link in the *Citing Sources* box
3. Create an account using your full Lesley email address, remember to use the @lesley.edu
4. Create your password. Password must be a minimum of 8 characters and include letters, symbols, and numbers

Importing records from a library database (turn off your pop-up blocker)

EBSCO Databases

- Perform a search in the database. Add the item(s) you want to a folder.
- Go to the *Folder has items* icon and click the check box(es) to select the items for export.
- Click *Export*, and choose *Direct Export to Endnote Web*. Click the **Save button.**
  (If you're not already logged into your Endnote Online account, you will be prompted to do so.)
- Choose the *My References* tab in Endnote Online. Your references will automatically be saved to your *unfiled group*.
- Check the references for accuracy. Clean up any reference type, date or capitalization mistakes, stray characters, etc.
- *Choose a new or existing group from the dropdown menu to store the reference(s)*

ProQuest databases

- Perform a search in the database. Click the checkboxes of the items you want.
- Choose *Export/Save Items* from right hand menu.
- Select *Output to Endnote* as the Output Style.
- Click *Continue*
- *Save* the file to your desktop.
- Go to your Endnote Online account.
- Choose *Import References* from the *Collect* tab.
  - Step 1: Browse to find your file and open the file
  - Step 2: Select the *Proquest* import filter.
  - Step 3: Select *Unfiled* in the TO: dropdown list.
  - Step 4: Click *Import*.
  - Step 5: Check the references for accuracy. Clean up any reference type, date or capitalization mistakes, stray characters, etc.
  - *Step 6: Choose a new or existing group from the dropdown menu to store the reference(s)*

Typing information directly into a blank new reference form

- Choose **New Reference** from the *Collect* tab

- Choose the **Reference Type** from the drop down menu to match the citation you wish to add. For example, choose "Journal Article" or "Book" or "Edited Book".

- Enter the information about your reference into each field. Fill in as much detail as you know. (It is all right to leave some fields blank if you don't have the information.)

    - **Author names**

        i. Enter Lastname, Firstname Middlename (if known)

        ii. If multiple authors, enter each author name on its own line.

        iii. If you have only initials for the first name, put a period and space between the initials.
            e.g. Smith, J. S.

        iv. For corporate authors, put a comma after the entity
            e.g. U.S. Department of Education,

        v. For authors with titles, enter Last, First, Title
            e.g. Smith, John, Jr.

    - **Titles** -- enter titles as you would for APA format. (Endnote will correctly capitalize major words for MLA format, but cannot remove capital letters for APA format.)

        - **Journal Titles** -- Capitalize major words in the title
            e.g. Journal of Education

        - **Article Titles** – Capitalize first word, proper names, word following a colon
            e.g. History of supermarkets: Paper or plastic

        - **Book Titles** – Capitalize first word, proper names, word following a colon
            e.g. Defining student success: The role of school and culture

    - **Years** -- always enter 4 digits. Or use **in press**, etc. when appropriate.

    - **Page** -- ranges may be entered 1112-1119 *or* 1112-9.

    - **Date** -- enter as you wish them to appear in your references. Ex: Spring or May 10

    - **Labels** -- a great field for entering your own keywords about an item.

    - **Research Notes** -- This text box is for your notes and comments about the item. If you choose the "Annotated" format, the annotation is pulled from this field.

- *Save* your reference in the **unfiled** group, or move it to a group of your own creation.

Generate a Reference List to copy to your paper in APA/MLA style
  (turn off your pop-up blocker!)

- Enter the reference(s) into Endnote Online.
- Save the references to a **group**, or to your **Quicklist**
- Choose the **Format** tab
- Under **References** select the **group** or **Quicklist** to format
- Under **Bibliographic Style**, choose the citation style, APA 6th or MLA 7th, etc.
- Under File Format choose **RTF rich text file**
- Click **Preview & Print**
- Highlight the bibliography and **copy & paste** to your paper

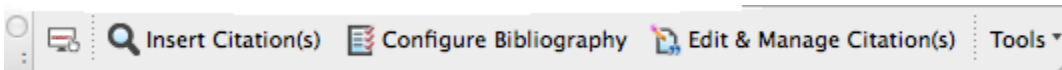## Using "Cite While You Write" feature in your Microsoft Word document

- Quit out of MS Word. Word must be totally closed before you begin the toolbar installation!
- **One time only** – install the MS Word Endnote Plug-in (under Format / Cite While You Write Plug-In)
- Open your Microsoft Word document. If the Endnote toolbar is not displayed, turn it on under **View / Toolbars / Endnote**

Open a new document in Word and type a few sample lines of text. Then add a citation to your text. Position the cursor at the end of the text where you want to insert the citation and choose **Find/Insert Citation** from the Endnote toolbar. Search for an author or word that you remember from the item(s) you added to your Endnote account and select the entry from the list. Click insert and Endnote will automatically create both the in-text citation and the reference list entry. For example…here is my reference (Zimpher & Howey, 2005).

Zimpher, N. L., & Howey, K. R. (2005). The politics of partnerships for teacher education redesign and school renewal. *Journal of Teacher Education, 56*(3), 266-271.

If the entry doesn't properly format for APA (or MLA), update the **Style** from the dropdown list (Windows) or **"Configure Bibliography"** (mac) from the Endnote Toolbar.

Mac Toolbar

Windows Toolbar