

Introduction to EndNoteWeb & CiteULike

January 2008

EndNoteWeb and CiteULike are reference management tools that allow users to save, organize, store article PDFs, and format references in Word for research projects. Both EndNoteWeb and CiteULike export to EndNote desktop or Reference Manager for formatting references in papers, dissertations, or manuscripts and bibliographies. Store article PDFs in CiteULike to read or print later.

Class Objectives:

1. Register for or download necessary components to get started.
2. Execute basic functions:
 - a. Create a new library;
 - b. Create a new reference;
 - c. View, edit, or delete a reference;
 - d. Sort or organize references;
 - e. Save a document with a reference;
 - f. Search for a set of references,
 - g. Create a bibliographic citation for a reference.
3. Search for references in PubMed or other recognized sites and save a reference to your library.
4. Export references for use with EndNote desktop and Cite While You Write in MS Word
5. Collaboration Features
6. CiteULike – share references and store PDFs for later use


Overview:

EndNoteWeb is a web-based reference management tool. You can save references from websites such as PubMed, tag the references with keywords, create bibliographies, or Cite While You Write in MS Word. You can access your library from any computer with an internet connection. It is available because the university leases access to Web of Science, which is owned by the same company as EndNoteWeb. You cannot store a PDF or other document in EndNoteWeb.

CiteULike allows users to save references from websites such as PubMed, tag the references with keywords, save a copy of a pdf, and share your library with other CiteULike users or copy references from their libraries to your library. You can access your library from any computer with an internet connection. CiteULike has limited output options. Your CiteULike library can be exported in RIS format, then imported into EndNoteWeb or EndNote desktop or Reference Manager to format a paper in a specific bibliographic style, such as AMA style.

A Note about Connotea: Connotea helps track references for websites or other sources, but does not allow PDF storage. Due to time limits, Connotea will not be discussed.

A Note about Zotero: Zotero is an add-on to Mozilla Firefox browser that must be installed on your computer. Using Zotero, you can save references from websites such as PubMed, store PDFs or other files with references, tag the references with keywords, and create bibliographic citations in AMA, APA, Nature, or NLM style to copy and paste into papers, or use a toolbar in Word to insert citations. You can export your library in RIS format for importing into EndNoteWeb or EndNote desktop or Reference Manager. Due to time limits, Zotero will not be discussed.

	EndNoteWeb http://endnoteweb.com/ Save References, Write Papers in a Preferred Style	CiteULike http://www.citeulike.org/ Save & Share References, Store PDFs
Where to register	Go to http://hsclibrary.uchsc.edu/databases/by-title/W and click on Web of Science, then click on Register under Customize Your Experience on the right hand side of the screen. This will ensure access to the Health Science Library's full version of EndNote Web	http://www.citeulike.org/register
Software Notes	Works with IE or Firefox	Works with IE or Firefox
Help & Support	Tour http://www.myendnoteweb.com/EndNoteWeb/1.1/release/help/ENW/ht_tourintro.htm Help http://www.myendnoteweb.com/EndNoteWeb/1.1/release/help/ENW/h_toc.htm Customer Support http://www.endnoteweb.com/support/enwebsupport.asp	FAQ http://www.citeulike.org/faq/all.adp Discussion List http://www.citeulike.org/pipermail/citeulike-discuss/
Installation	Go to http://www.myendnoteweb.com/EndNoteWeb/1.3/release/EndNoteWeb.html?func=downloadInstallers& Downloads are available for IE, MS Word, and Firefox users.	Install a bookmarklet to save references to your library http://www.citeulike.org/post
Compatible Databases	Click on <i>Collect</i> and <i>Customize this list</i> to select preferred resources to search. We recommend: Library of Congress, Natl Lib of Med, and PubMed Use the  button in Web of Science for direct export to your EndNoteWeb library	See list of sites at http://www.citeulike.org/post
Using Online Search	After selecting preferred resources to search (instructions above), click on <i>Collect</i> and select a resource to search, such as PubMed	Not applicable.
Import References from PubMed	Yes, see instructions on page 5 below	Yes, see instructions on page 5 below
Searching your library	Most fields in all references are searchable.	Locating a citation is dependent upon author names and keyword tags
Attachments or document storage	No document storage is available at this time. You can put a link to a file on your computer in the reference's Notes field, to remind yourself where you keep a copy of the article.	Store a pdf document with your reference, eliminating the need to maintain files on your computer.

Collaboration	Export citations as an RIS file for use in EndNote desktop or Reference Manager or CiteULike users to import into their libraries.	Use the tag clouds, filter, and subject browsing on the home page to find references from other users libraries. Copy references from other libraries into your library.
Keyword tagging	Keywords are added with references if indexed in the resource from which they are being saved. Keywords can also be added manually by clicking on the title of a reference, then on <i>Edit</i> .	Thorough tags are key to sharing and finding resources in your library.
Create a Bibliography	Click on <i>Format</i> , then <i>Customize this list</i> to select favorite styles. Then <i>Export</i> a bibliography in the desired style. APA 5 th and J Amer Medical Association are the two styles required at UCHSC, but hundreds of others are also available.	No bibliography creation is available. Export in RIS and import into EndNoteWeb, or EndNote desktop (available in the Health Sciences Library 3 rd Floor Computer Lab) and use MS Word to generate a bibliography.
Export formats	Many export formats are available. Click on <i>Format</i> , then <i>Export References</i>	Export to EndNote in RIS format or in BibTeX format.
Import formats	Import RIS, delimited text, and many other formats by clicking on <i>Collect</i> , then <i>Import References</i>	Import from BibTeX
Importing Citations from EndNote	<ul style="list-style-type: none"> • In EndNote, go to the drop-down output style list on the toolbar, and choose <i>Select Another Style</i>. Highlight and choose the appropriate output style: <i>RefMan (RIS)</i>. • Go to the <i>File</i> menu and use <i>Export</i> to export your library to a plain text file. • Click on <i>Collect</i>, then <i>Import References</i> in EndNoteWeb, then browse and select your text file, then select <i>RefMan (RIS)</i> from the menu. 	CiteULike cannot import from EndNote.
Exporting Citations into EndNote	<ul style="list-style-type: none"> • Follow the instructions on page 4 below “Backing Up Your Library”, to export your EndNoteWeb Library • In EndNote, click on FILE / IMPORT • Locate the <i>Exportlist</i> text file on your computer • Select <i>Reference Manager RIS</i> as the <i>Import Option</i> • Select <i>Discard Duplicates</i>, then click on IMPORT 	<ul style="list-style-type: none"> • While viewing an individual citation or your entire library, click on the EndNote button • In EndNote, click on FILE / IMPORT • Locate the <i>Exportlist</i> text file on your computer • Select <i>Reference Manager RIS</i> as the <i>Import Option</i> • Select <i>Discard Duplicates</i>, then click on IMPORT
Updates	New features will be announced at the EndNoteWeb homepage. You may need to download updates to the browser toolbar for capturing references.	New features or technical updates are discussed at the user discussion list and distributed by email to subscribers.
Writing Papers	Use the EndNoteWeb toolbar in MS Word to insert and format citations in your paper	N/A – Export references as an RIS document and import into EndNoteWeb or EndNote desktop to use MS Word.

INSTRUCTIONS:

Backing Up Your Library

EndNoteWeb	CiteULike
<p>On a regular schedule, export a copy of your library to a file that can be used to restore your library, should it ever be lost or damaged.</p> <ul style="list-style-type: none"> To export your library, click on <i>Format</i>, then <i>Export References</i>, and select <i>Ref Man (RIS)</i> Click on <i>Export</i> and select <i>All References in My Library</i> Select Export Style <i>Ref Man (RIS)</i> and click on <i>Save To</i> and save your Library to a flash drive, compact disk or network drive Import a saved EndNote or EndNote Web Library at <i>Collect / Import References</i>, using the <i>Ref Man (RIS)</i> filter 	<ul style="list-style-type: none"> http://www.citeulike.org/export.adp Export to EndNote in RIS format or save in BibTeX format

Create a new library or folder:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> You are assigned one library when you register, create groups to organize your references Click on <i>Organize</i>, then on the <i>New Group</i> button Type the new group name in the box and click “ok” Click <i>Delete</i> to remove a group from your EndNoteWeb 	<ul style="list-style-type: none"> You are assigned one library when you register Group your citations by using the same tag for all articles on the same subject Click <i>View Recent</i> on the left or on <i>yourlibraryname</i> at the top of the browser screen when you want to return to your library

Create a new reference:

EndNoteWeb	CiteULike
Click <i>Collect</i> , then <i>New Reference</i> , and type in the reference	Click on <i>Manually Post Article</i> and complete the form

View, edit, or delete a reference:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> Click on <i>My References</i> Click the title for a reference, then on the <i>Edit</i> button, edit the reference, click on the <i>Save</i> button Click on the checkbox next to a reference, then on the <i>Delete</i> button to delete the reference and click “ok” in the dialog box 	<ul style="list-style-type: none"> Click on the hyperlinked title of a reference Click on <i>Edit Details</i>, edit the reference, click on <i>Update Details</i> Click on <i>Delete this Post</i>, then click on “ok” in the dialog box

Sort or organize references:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> Sort by author, year, folder, or title by clicking on the column heading in the folder view Click on <i>My References</i>, then click the checkbox next to references, then in the <i>Add to Group</i> menu, select <i>New Group</i> 	<ul style="list-style-type: none"> Click on a tag or an author name to view other references with the same tag or author. Use the <i>see everyone’s ___</i> link to see references from other users’ libraries on the same topic. Browse all libraries at CiteULike by subject

Search for a set of references:

EndNoteWeb	CiteULike
Click on <i>My References</i> and use the <i>Quick Search</i>	Search all libraries at CiteULike for author, title, abstract, journal and tag

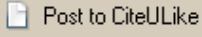
Save a document with a reference:

EndNoteWeb	CiteULike
Not available, but you can save a document to your computer and note where it’s saved in the EndNoteWeb reference.	<ul style="list-style-type: none"> Save a pdf to your desktop, then open the matching reference Click on <i>Browse</i>, find the matching pdf, then click on <i>Upload</i> Delete the pdf from your desktop

Search Online:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> Click on <i>Collect</i> and <i>Customize this list</i> to select preferred resources to search. We recommend: Library of Congress, Natl Lib of Med, and PubMed. Click on <i>Collect</i>, select PubMed (NLM), click on <i>Connect</i> Type in concepts and select the appropriate PubMed fields (or use the default "Any Field") Click on <i>Retrieve</i>, and review the results. Checkmark results and copy to an existing or new group. 	<ul style="list-style-type: none"> Not available in CiteULike

Save references from PubMed to your library:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> In PubMed, click to checkmark any reference you want to save to your library, then <i>Send to Clipboard</i> Click on the <i>Clipboard</i> tab, change <i>Display</i> to <i>MEDLINE</i>, then click on <i>Send to File</i> and save your file as .txt to the computer desktop. In EndNote Web, click on <i>Collect</i>, then <i>Import References</i> <i>Browse</i> and find the saved file from PubMed, Select PubMed (NLM) from the type of file menu, then click on the <i>Import</i> button. 	<ul style="list-style-type: none"> Click on the author name to view a single PubMed citation in the Abstract display, then click on <i>Post to CiteULike</i> on the browser toolbar (see Installation above for instructions)  The reference will appear in your CiteULike library, edit, the <i>Post Article</i> Use the browser <i>Back</i> button to return to your PubMed results list Trouble? Try this: Click Related Articles". Your article will be at the top of the list. Click the author link. Then use the Post to CiteULike bookmarklet.

Save a reference from Ovid to your library:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> In Ovid, click to checkmark any reference you want to save to your library In the Results Manager at the bottom of the screen, click on Selected Results, Complete Reference, Reprint/MEDLARS, then click on SAVE In EndNote Web, click on <i>Collect</i>, then <i>Import References</i> <i>Browse</i> and find the saved file from Ovid, Select MEDLINE (Ovid) from the type of file menu, then click on the <i>Import</i> button. 	<p>This feature is not available in CiteULike</p>

Set up Output Style favorites for creating a bibliography:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> Click on <i>Format</i>, then <i>Customize this list</i> to select favorite styles. APA 5th and J Amer Medical Association are the two styles required at UCHSC. 	<ul style="list-style-type: none"> This feature is not available in CiteULike

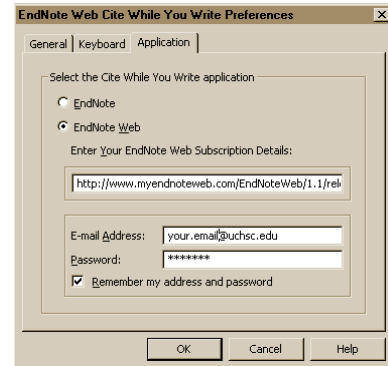
Create a bibliography:

EndNoteWeb	CiteULike
<ul style="list-style-type: none"> Set up your <i>Output Styles</i> favorites (see above) Check mark reference(s) and click the <i>Copy to Quick List</i> button Click on <i>Format</i>, select <i>Quick List</i>, then select a <i>Bibliographic Style</i>; Select a <i>File Format</i>, use RTF – Rich Text Format Click on <i>Save</i> - open in Word, or save to your computer 	<ul style="list-style-type: none"> This feature is not available in CiteULike, export in RIS format to EndNote to create a bibliography

Cite While You Write in EndNoteWeb

A. To view EndNoteWeb and EndNote desktop toolbars in MS Word

1. While in Word, click on *Tools/EndNoteWeb/Cite While You Write Preferences*
2. Click on the *Application* tab, click on *EndNoteWeb*
3. Type your email address and password into the boxes provided.
4. Check mark *Remember my address and password*.



B. Insert a citation into a Word document (Have your EndNote Library open)

1. Start Word. From the *File* menu, choose *New*.
2. Select *Blank Document* and click on *OK*.
3. Type in a sentence and position the cursor at the end before the period, with a space before and after the cursor.
4. From Word's *Tools* menu, choose *EndNoteWeb*.
5. Open *Find Citation* and search for a keyword or author in the *Find* box. You may select more than one citation by holding the CTRL key and clicking on each citation.
6. Click on the *Insert* button.

C. Moving or Deleting a citation from a Word document

Citations can only be deleted at the point of insertion. This will prompt a re-ordering of your bibliography.

1. Find the reference where it occurs in the text of your paper, i.e. the superscript number or parenthetical reference.
2. Right click on the reference and click on *Edit Citations(s)*.
3. Select the citation from the list in the left-hand column.
4. Click on the *Remove* and *OK* buttons to delete the citation.

D. Change the bibliography format

1. Click on Word's *Tools* menu, then *EndNoteWeb*, then choose *Format Bibliography*.
2. Select the style required.
3. Click *OK* to begin formatting the paper.

E. Sharing Word documents with other EndNote or EndnoteWeb users

1. When sending a manuscript to an editor or publisher, use the *Tools* menu, then click on *EndnoteWeb*, then choose *Remove Field Codes* – this removes the underlying codes, but preserves the layout, allowing the publisher or editor to make copy changes
2. If you are co-authoring a paper with someone who also is maintaining an EndNote Library you can send references to be added to the co-authors EndNote Library. Select *Tools*, then *EndNoteWeb*, then *Export Travelling Library*. Then you can both maintain an EndNote Library that is up-to-date with all the citations in your shared paper.

How to get help

- Use the help files from EndNoteWeb & CiteULike (see Help & Support on page 2 of this handout.)
- Send an instant message - <http://hsclibrary.uchsc.edu/aal/> Available 9:00 a.m.- 5:00 p.m. Monday through Friday.
- E-mail your question using the web form at <http://hsclibrary.uchsc.edu/aal/> or directly to reference.library@uchsc.edu and get a response within 24 hours, usually sooner.
- Come ask us in person. Talk to a reference librarian at the Service Desk during these hours: 8:00 am - 6:00 pm Weekdays.
- Consultations - <http://hsclibrary.uchsc.edu/research-support/consult.php> Schedule a free research consultation in your office or in the library to learn more about our resources of for help with your database searching. Request a mediated literature search for a fee.
- Search questions? Connection problems? Wireless connections? Library hours? Overdue fines? Card expired? Learning software? Call the Service Desk at 303-724-2152
- Tutorials - <http://hsclibrary.uchsc.edu/online-tutorials>
- Take a library class. Request a special class for yourself or a group. All classes are free to campus faculty, staff and students. Classes - <http://hsclibrary.uchsc.edu/classes/>