Archiving records in EndNote Web: Building a personal reference collection.

Let's see now how you can use EndNote to archive the selected records in ISI Web of Science results page.

- Do a search and select the records (articles) you want to archive.
- Click "Save to Endnote Web" button.

The computer will process the selected records and add to the EndNote. Click "Back to Results" to continue your search.
Every record added to the EndNote is called a reference. A reference is something like a photocopied and filed article.

Note that the presence of a sign adjacent to a record is an indication of a record saved to EndNote.

Opening EndNote Web.
To open and work on your saved records in EndNote Web:

- Click the My "EndNote Web" menu item

- A separate window, apart from your ISI Search window will be opened. Thus you will be able to work with both windows independently.
Reviewing the source records.

You can open any record listed in any group in EndNote Web.

- Click the name of a group or "All My References" in My References.
- Click the "Source Record" link which is below the record title of the record you want to open.

EndNote will transfer you to ISI Web of Science and help to display the related record. You can go ahead and open the Full Text of the record from this link.

Note that you can also click the title of a record to edit that record. You can do this to edit especially nonstandard records like references to web pages or standards etc.

Grouping the archived references.

You can group your references as you like. For example you can use names like "My own publications", "References for my thesis", "References about grafting" etc.

The records added from ISI Web of Science are listed as "Unfiled" references as long as you don't group them. You can group the already grouped references as well as the unfiled ones. A reference may be found in more than one group.

Creating a new group.

Now let's see how to create a group called "Grafting" and add two unfiled references to this group:

- Click "Unfiled" group below "My References"
- Select the references that you want to add to the new group.
- Click "Add to group..." dialog box and select "New group" from the listed options.
• Enter a name for the group you want to create and click OK.

Note that the group "Unfiled" has 0 and the new group "Grafting" has 2 references in the new window:

Adding a reference to an existing group.
Now let's add the same two references (now in "Grafting" group) to the "Zulal's Collection" group.

• Click the group in which you have references for further grouping ("Grafting" in our example)
• Select the references you want to group
• Click "Add to group" drop-down-list and select the group you want to add ("Zulal's Collection" in our example)

Note that the number of references in "Zulal's Collection" increased from 3 to 5.

Sharing your references in groups with your colleagues.
You can share some, or all of your references with any other EndNote user.

Now let's see how to share a group ("References for Terins Paper" in our example) with another EndNote user ("Elvan Yılmaz" in our example)

• click "Organize" tab item
• Click "Share Group" button corresponding to the group you want to share.

Note that you can rename or delete the groups or modify sharing of already shared groups on the same window ("Manage my groups" window)

• Enter the e-mail address of the person you want to share and click "Apply".

Make sure that the e-mail address is the address used as the ISI Web of Science account name by the user you want to share.

You can share the group with as many persons as you like. You can add the names either one by one on the list box, or import them from a previously saved text box containing the list of e-mails separated by commas.

Note that there is now a sign next to "References for Terins Paper" as an indication of a shared group.

The person you shared the group with will notice your shared group under the "Groups Shared by Others" title when he/she opens his/her EndNote.

Following is an example to such shared groups by Bossaina Nazal with the author of this tutorial:
Formatting the references according to the writing style guides.

You can format your collection of references according to the formatting requirements of a given journal or other Writing Style Guides like "Turabian", "MLA", "APA", ASA etc.

- Click the "Format" tab item.

- Select the group you want to format ("References for Terins Paper" in our example):

- Select the bibliographic style from the drop-down-list (It is "Carbohydrate Polymers" in this example since the results will be the "References" section of a journal article manuscript which will be sent to the journal Carbohydrate Polymers for publication.

- Select the type of the export file. HTML file is recommended.

- Now you can save, or e-mail or preview and print the formatted output:
Now the references are ready in a format required by the journal "Carbohydrate Polymers" as shown in the following "Preview & Print" page:

Now you can print or copy and paste the text to your manuscript.

**Adding nonstandard references to EndNote.**

You can add nonstandard references like conference proceedings, standards, thesis dissertation etc to EndNote. Practically, nonstandard references are the references that are unavailable in ISI Web of Science databases like thesis or dissertations, conference proceedings, books, unpublished work etc.

To add a nonstandard reference:

- Click "Collect"
- Click "New Reference"
- Select the type of the reference from the "Reference Type" drop-down list. It will automatically refresh the page and display the fields you must fill in.

- Fill in the fields (you must definitely fill in the ones denoted with red asterisk (*), e.g., year of the conference.
- Select the group you want to add the new reference
Click "Save" to save the reference.

Correcting/editing nonstandard references

Once created, you can turn back and edit the nonstandard references any time. You can also edit the standard references (references imported from ISI Web of Science) but this must be strictly avoided if there is no absolute need (like a very obvious spelling error)

- Open the group of the reference you want to edit,
- Click the link "Edit" adjacent to the reference you want to edit.

- Edit the reference in the opened page and click "Save". You can always "Undo" your editing by clicking to the "Undo" button.
Incorporating EndNote to MS Word: CiteWhileYouWrite plug-in.

Reference organization and formatting is a serious part of a manuscript preparation for thesis or publication. Once you have your references archived in your EndNote account and signed in, you can do it very easily through MS Word while you are preparing your manuscript.

**Downloading and installing CiteWhileYouWrite plug in.**

In order to organize your references within MS Word as if you can do it within EndNote, you must download the EndNote plug-in CiteWhileYouWrite, install it and restart your MS Word.

To download and install CiteWhileYouWrite plug-in:

- Click the "Format" tab item
- Click the "Cite While You Write Plug-In" menu item
- Click the "Download Windows" option link
- And click "Save" in the opened dialog box and save the plug-in to your hard drive.

- Then open the folder containing the downloaded plug-in and install it.

Restarting your computer is recommended before running the plug-in in MS Word.

**Accessing the CiteWhileYouWrite plug-in in MS Word.**

- Run MS Word and open the document (manuscript) you are working on
- Click View menu item
- Select "Toolbars"
• Click "Endnote Web". EndNote Web toolbar is ready

Note that you must sign-in to your ISI Web of Science personal account before using the plug-in.

*Inserting a reference to MS Word from your EndNote Web.*

Now assume that we want to insert a reference (a publication of Bhatacharia et al published in 2004) to the shown place in the manuscript:

• Insert the cursor to the point you want to insert the reference and click the "magnifying glass sign" on the EndNote toolbar to specify the reference you want to insert.

• Type a keyword in the opened dialog box to select the reference you want to insert and click search. The computer contacts your EndNote and finds the related record already present in your references.

• Double click the reference you want to insert to the manuscript

Notice that the reference has been inserted into the body of the manuscript in desired format (first author name and year in our example) and it has been added to the "References" section in the style depicted by the journal.
You can add as many references as possible. EndNote will help to organize your references section within seconds.

Note that Your MS Word will automatically delete, or change order if you delete a reference, or change the order of appearance in the body of manuscript.

Formatting / changing the style of references according to a journal name or common writing style like Turabian in MS Word.

You can select or change the writing style before or after inserting your references.

Choosing the reference style before inserting the first reference is strongly advised.

Note that you follow the same procedure to change the already selected writing style to another one.

Now we will exemplify this by changing the reference writing style of an example MS Word manuscript already set to the reference writing style of “Carbohydrate polymers”'s to the style of “Journal of polymer Science”.

- Click sign on the EndNote Web toolbar on MS Word
- Then Click ”With output style” drop-down-list to see the available styles
- Scroll down the list until you find the name of the style (or name of the journal) you want to apply
Then click OK. See what happened to your references in the body and in the references section. It is exactly the style your journal is asking for.

Note that the citing style has changed from the "author name and publication year" to a superscripted reference number as required by the Journal of Polymer Science.

Also note that there is, e.g., no longer the title of the article in the "References" section, which is not required by the Journal of Polymer Science.