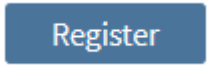
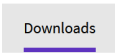
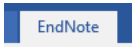
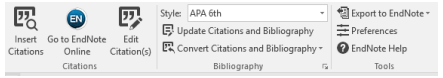
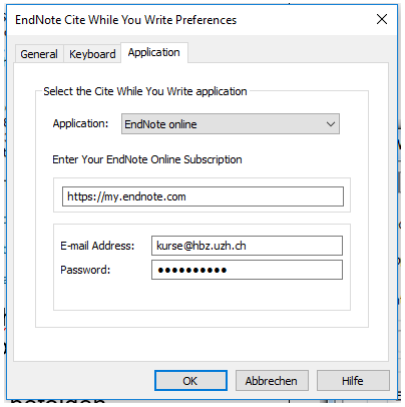
Library
University of Zurich

University of Zurich[UZH]

I. Getting started

Create EndNote Basic Account	Install Cite While you Write® Add-In	EndNote Tab in Word
Endnote Basic is free for use If you already have a Web of Science account, log in to Web of Science and select "EndNote" from the "Products" menu. **Access:** https://access.clarivate.com/register?app=endnote  1) Fill in form Once you have registered, you can access your EndNote Basic account from anywhere: https://access.clarivate.com/login?app=endnote The free version contains 8 bibliographic styles. **More than 4000 styles can be used via the UZH licence of Web of Science.** Work 1x per year out of UZH-IP Range (VPN-connection), so that the licence is renewed!	**Install CWYW-toolbar** 1) Select tab  **Cite While You Write™** Find out why EndNote is the industry leader in bibliographic formatting. Download our patented* Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word. See Installation Instructions and System Requirements. ◦ Download Windows ◦ Download Windows MSI for mass program installation ◦ Download Macintosh 2) Download the appropriate Cite While You Write version and open it with a double-click 3) Follow installation instructions	 **in Word toolbar**  1) Open Word 2) Click on Tab EndNote/ EndNote 21 > Preferences < Application  3) Enter email address and password and activate ***Application*** EndNote Basic.

II. Import references

Import from swisscovery

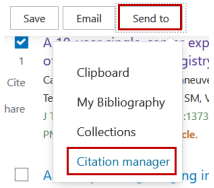
1) When a reference is desired in swisscovery
2) Click on dots on the right

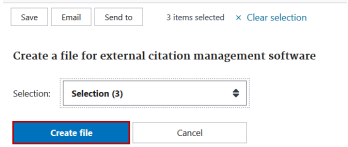
3) A toolbar will open under the corresponding reference.
4) Click on the EndNote icon

5) Attention: check and correct the fields ***publisher/place of publication*** in EndNote Basic!

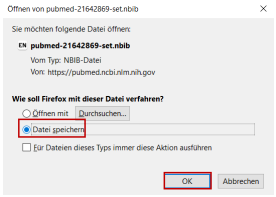
Export from PubMed

1) Select references to export in PubMed
2) Create an exportfile via ***Send to*** > ***Citation manager:***





3) Save ***pubmed-xxxx-set.nbib*** file and import into EndNote Basic according to the instructions in the 3rd column.



References from other Databases

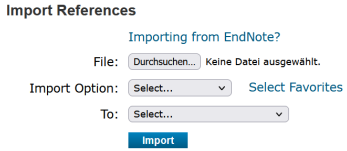
In several databases references have to be imported indirectly into EndNote Basic:

1) Save references in the database as name.txt file or name.ris file on desktop (Exportfile)
2) Import into EndNote Basic according to the instructions in the 3rd column.

A summary of the file formats and import filters for various medical databases can be found in the appendix on page 4 of this manual.

Import Exportfiles

1) Tab ***Collect > Import References***



2) ***File:*** Specify the path where the export file is located
3) Select ***import option*** accordingly (see list in the appendix)
4) ***To***: define target group
5) **Import**

It is recommended to save the most frequently used import options as favorites:

III. WORD: Inserting and editing references and creating bibliographies

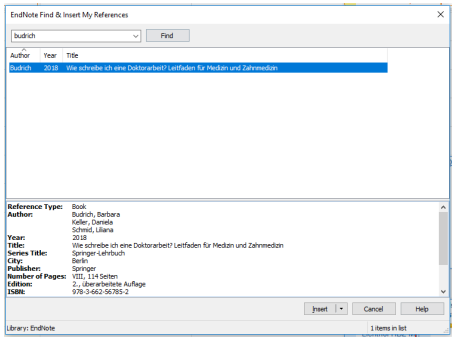
Inserting References

In WORD

1) Open Word document > position cursor at desired insertion point

2) Click on the Insert Citation(s) magnifying glass in the EndNote CWYW toolbar.

3) Enter the author or title of the cited reference in the search box.



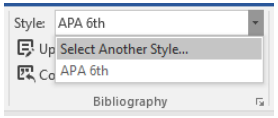
4) Choose the appropriate reference from the selection

5) Confirm with ***Insert***

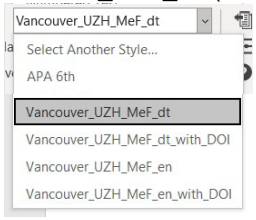
6) A bibliography is automatically created at the end of the document.

Select Bibliographic Styles

1) Choose appropriate style through ***Select Another Style...***



For the Master's thesis in Medicine, these citation styles are recommended
Vancouver_MeF_dt (for German text)
Vancouver_MeF_en (for English text)



with DOI: DOI will be listed in the reference list

2) The complete text document is reformatted according to the new style.

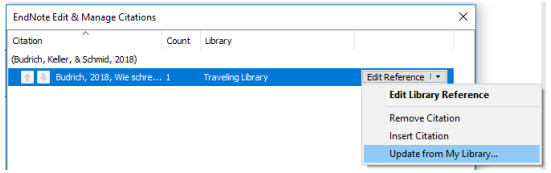
3) Attention:
The selection of bibliographic output styles refers to the selection My Favorites, which can be compiled to create an independent bibliography in EndNote Basic. If you want to have the selection of all > 3200 styles in Word, you have to delete the favorites in EndNote Basic:

Format > Bibliography > Customize this list

Edit Citations: Correct a Reference

Do not correct reference in Word!

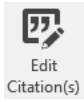
1) Correct reference in *EndNote Basic*
2) Click on the reference/citation in Word
3) Select reference(s) via Edit Citation and update via Update from My Library.



Edit Citations: Delete Reference properly

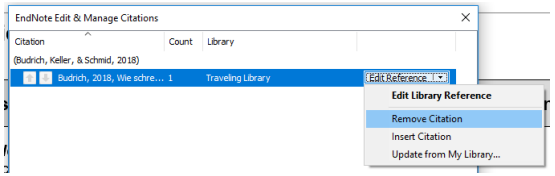
Never delete a reference directly in the text with the cursor marker and Delete!

Delete correctly:

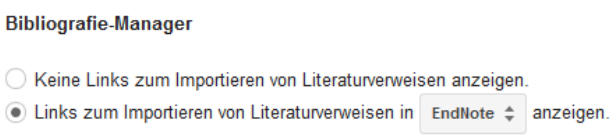


1) Click on reference / citation in Word

2) Select reference via ***Edit Citation(s)*** and delete via ***Remove Citation***



IV. Appendix: Saving formats and filters for indirect import

Database/Interface	File Format	Import-Filter
PubMed (directly)	Reference is imported directly via the Capture tool	-
PubMed (indirectly)	Send to Citation manager, a file ***pubmed-xy-set.nbib*** will be created	PubMed (NLM)
Embase	Export, Export-Format: RIS format	RefMan RIS
Web of Science	Export to EndNote online	
Scopus	Export, Export-Format: RIS format	RefMan RIS
Cochrane Library	Export Type: RIS (EndNote)	RefMan RIS
Medline/OvidSP	Reprint/Medlars	Medline (Ovid)
CINAHL	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	-
AgeLine	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	-
PsychINFO	Suchoberfläche EBSCOhost ermöglicht direkten Export nach EndNote Basic	
Google Scholar	Select the following setting in Scholar settings  Choose link ***Save to EndNote,*** save file ***scholar.enw***	EndNote Import