

How to Manage References with EndNote online

With EndNote online, you can:

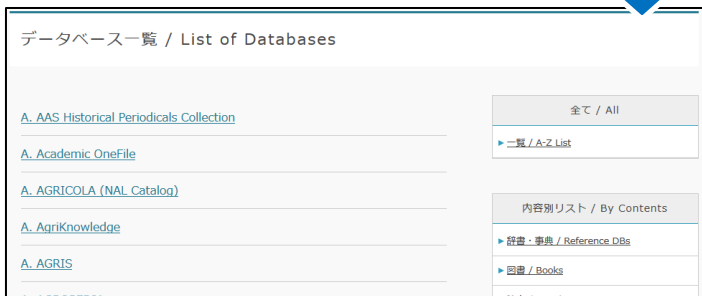
- Register a reference by searching for literature on EndNote online
- Transfer a reference from a database to EndNote online
- Make a reference list automatically
- Refer to suggestions about journals for submitting your article
- Share references with other EndNote users

1. Access

EndNote online is available via hyperlink under "Databases" on the library website.



Library website
<https://lib.kobe-u.ac.jp/en/>



If you have your EndNote online account or Web of Science account, you can access it by entering your e-mail address and password on "Sign in" section.

Information

データベース名 / Database
EndNote basic

提供機関 / Vendor
Clarivate Analytics

利用条件 / Use condition
学内の方のみ

学内環境のPCから新規登録をしてください。
その後、学内環境以外のPCから利用することができますが、有効期間は学内環境でログイン後1年間です。1年以内に学内環境のPCからログインすれば、有効期間は1年延長されます。
学内環境のPCからログインが無いまま1年が経過すると、失効します。ご注意ください。

[学認](#) によるアクセスが可能なデータベースです。

Sign in to continue with EndNote

[Forgot password?](#)

[Sign in via your Institution / Shibboleth login](#)

or sign in using

Not a member yet?

2. Sign Up

You need to register your account to use EndNote online. When you register a new account, you need to access EndNote online via the on-campus network. The account is valid for a year from the last access via on-campus network.

Sign in to continue with EndNote

Email address

Password

Forgot password? [Sign in](#)

Sign in via your Institution / Shibboleth login

or sign in using

Not a member yet?

[Register](#)

Register to continue with EndNote

Email address

Password

First name

Last name

[Register](#)

The password needs to be at least 8 characters long and contain at least 1 letter, number and symbol. The verification e-mail is sent after entering required fields and clicking the "Register" button.

Modification of your Account

You can change password and e-mail address from the "Options" tab.

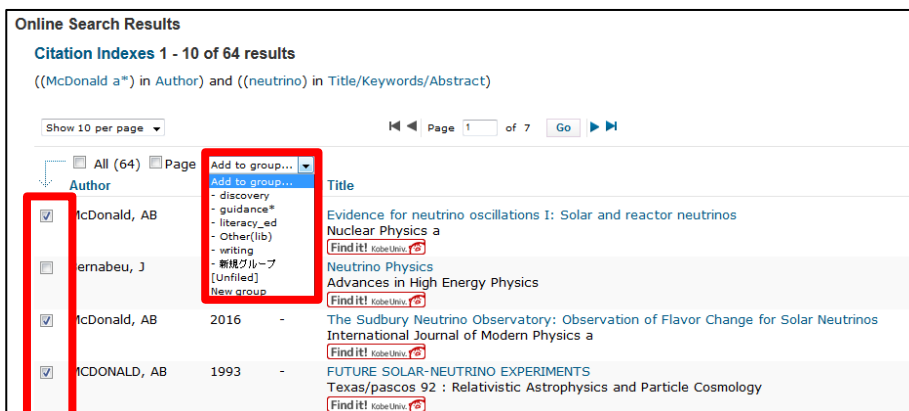
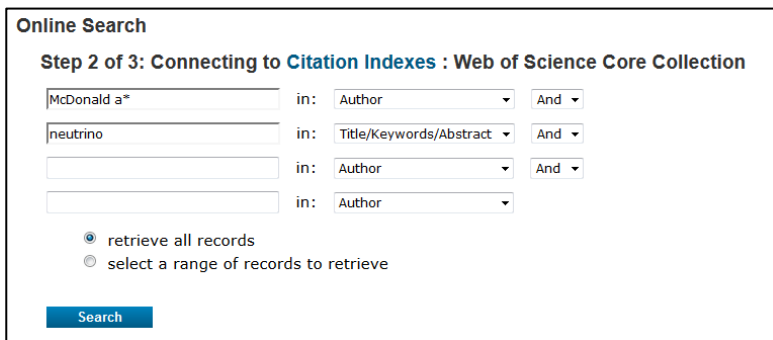
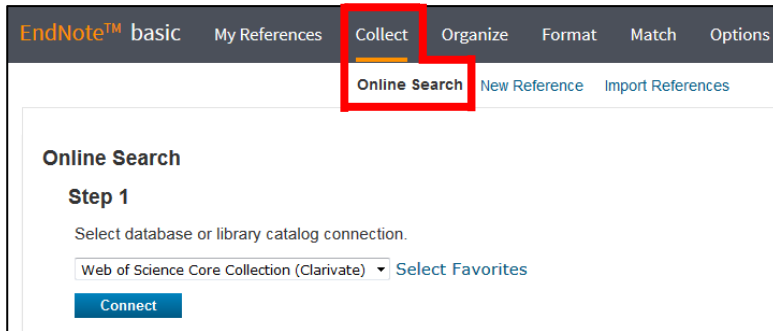
EndNote™ basic [My References](#) [Collect](#) [Organize](#) [Format](#) [Match](#) [Options](#) [Downloads](#)

[Password](#) [E-mail Address](#) [Profile Information](#) [Language](#) [Subscription](#)

3. Online Search

Some databases can be searched on "EndNote online" and references can be registered on "EndNote online" directly.

e.g. Web of Science Core Collection



- ① Select the database you want to search from the pull-down menu located under "Online Search" < "Collection".
If you have databases you often use, you should register them with my list from "Select Favorites".
- ② Search for articles in a selected database.
- ③ Transfer references you need by checking the box of each reference and selecting the group to save references from the "add to group..." pull-down menu.

By using the online search, all procedures to register references can be done smoothly.



4. Direct Export

Some databases can export references to EndNote online directly.

e.g. Web of Science Core Collection

The screenshot shows the Web of Science interface. At the top, there are buttons for "Find it! KobeUniv.", "Full text at publisher", and "Full Text Links". An "Export" button is highlighted with a red box, and a dropdown menu is open, showing "EndNote online" as the selected option. Below this, a dialog box titled "Export Records to EndNote Online" is shown. It has a "Record Content:" field with "Full Record and Cited References" selected. The "Export" button in this dialog is also highlighted with a red box. A blue arrow points from the "Export" button in the dialog to the "EndNote online" option in the dropdown menu.

① Click "EndNote online", select contents for export and click "Export" button.

EN This icon is displayed next to the "Save to EndNote online" after reference.

The screenshot shows the EndNote basic interface. The "My References" tab is selected and highlighted with a red box. In the main area, a reference is listed under the "[Unfiled]" group. The "Add to group..." button next to the reference is highlighted with a red box. A blue arrow points from this button to a dropdown menu that is open, showing options: "Add to group...", "- discovery", "- literacy_ed *", "- Other(lib)", "- writing", and "New group". The "New group" option is highlighted in blue. The reference details show: Author: Berners-Lee, T., Year: 2010, Title: World-wide web: the information universe, and Source: INTERNET RESEARCH.

② The transferred references are saved in the "[unfiled]" group in the "My References". You can change the group to save to or make a new group from the "Add to group..." pull-down menu.

5. Import References

When you want to transfer references from databases that do not correspond to the direct export function, you should output reference data on your computer and import it into EndNote online.

e.g. Google Scholar

The screenshot shows a Google Scholar search for "kinetic theory of gases". A "Cite" pop-up window is open, displaying citation information for a book by K. Cornely-Moss. The "EndNote" option is highlighted in a red box. A blue arrow points from the "EndNote" button in the pop-up to the "EndNote" button in the EndNote software interface below.

① Click (double quotation mark) and select "EndNote" from displayed pop-up window.


② "Collect" > "Import References"
Select file outputted by ①, "Import Option" and a group for saving the reference.

If there are import options you often use, you should register these to the "My Favorite" list.

When you import a reference file exported from "Google Scholar", please select "EndNote Import" as "Import Option".

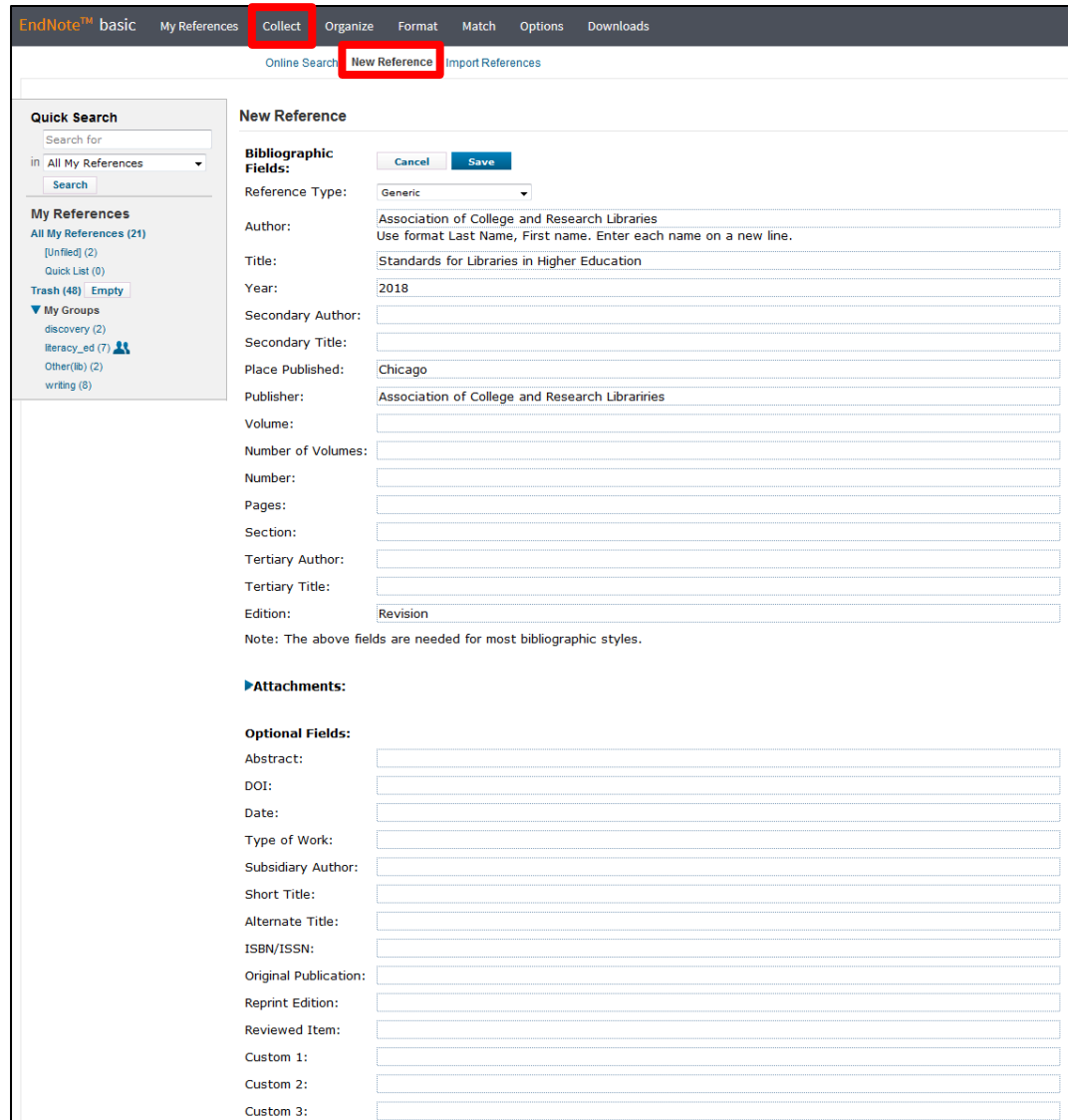
The screenshot shows the EndNote software interface. The "Collect" menu is highlighted in a red box. The "Import References" dialog box is open, showing the "Import References" section. The "File" field contains "scholar.enw". The "Import Option" dropdown menu is set to "EndNote Import" and is highlighted in a red box. The "To" dropdown menu is set to "New group". A blue arrow points from the "EndNote" button in the Google Scholar pop-up to the "EndNote Import" option in the "Import References" dialog box.

6. How to Import References from Main Databases

Database	Download Style	Import Option
Kobe University Library OPAC	Direct export (using Cite While You Write Plug-in)	
CiNii Research / Books / Dissertations	Export to EndNote	RefMan RIS
JDreamIII	Refer/BibIX	EndNote Import
PubMed	(Save > Format) PubMed	PubMed(NLM)
Ichushi-Web	Direct export (EndNote web)	
Web of Science Core Collection	Direct export (Save to EndNote online)	
Databases provided by EBSCOhost PsycINFO, PsycARTICLE, EconLit, CINAHL...	Direct export (EndNote web)	
OVID	EndNote	MEDLINE(OvidSP)
SciFinder	Tagged Format(*.txt)	SciFinder(CAS)
Google Scholar	( [Cite] > RefMan) RIS	RefMan RIS
Others	RIS	RefMan RIS

7. How to Make a New Reference

If information about literature you want cannot be transferred by direct export or "Import References", you can make a reference manually.



EndNote™ basic My References **Collect** Organize Format Match Options Downloads

Online Search **New Reference** Import References

Quick Search
Search for
in All My References
Search

My References
All My References (21)
[Unfiled] (2)
Quick List (0)
Trash (48) Empty
▼ My Groups
discovery (2)
literacy_ed (7)
Other(lib) (2)
writing (8)

New Reference

Bibliographic Fields:

Reference Type: Generic

Author: Association of College and Research Libraries
Use format Last Name, First name. Enter each name on a new line.

Title: Standards for Libraries in Higher Education

Year: 2018

Secondary Author:

Secondary Title:

Place Published: Chicago

Publisher: Association of College and Research Libraries

Volume:

Number of Volumes:

Number:

Pages:

Section:

Tertiary Author:

Tertiary Title:

Edition: Revision

Note: The above fields are needed for most bibliographic styles.

▶ **Attachments:**

Optional Fields:

Abstract:

DOI:

Date:

Type of Work:

Subsidiary Author:

Short Title:

Alternate Title:

ISBN/ISSN:

Original Publication:

Reprint Edition:

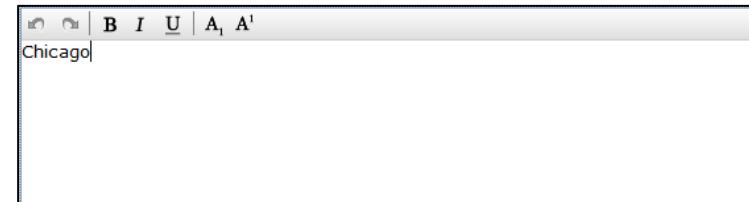
Reviewed Item:

Custom 1:

Custom 2:

Custom 3:

The input window is displayed when you click each item.



B I U A, A¹
Chicago

If you attach a full-text file (maximum 2GM) or record URL of webpage that is published in full-text, you can confirm the full-text after register of reference.



8. My References

On the "My References" screen, you can manage references such as change of group, modification of references or deleting them. You can also link to the website as a source of information and browse attached files.

EndNote™ basic **My References** Collect Organize Format Match Options Downloads

Show Getting Started Guide

Quick Search
Search for
in All My References
Search

My References
All My References (21)
[Unfiled] (2)
Quick List (0)
Trash (48) Empty
▼ My Groups
discovery (2)
literacy_ed (7)
Other(lib) (2)
writing (8)

All My References
Show 10 per page Page 1 of 3 Go
Sort by: First Author -- A to Z

Working on a group project? Check out Library Sharing on X9

Author	Title	Actions
<input checked="" type="checkbox"/> Association of C and Research Li	Standards for Libraries in Higher Education Added to Library: 09 Aug 2018 Last Updated: 09 Aug 2018 Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input checked="" type="checkbox"/> Berners-Lee, T. 2010	World-wide web: the information universe Internet Research Added to Library: 09 Aug 2018 Last Updated: 09 Aug 2018 View in Web of Science Source Record , Related Records , Times Cited: 4 Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input type="checkbox"/> da Silva, J. A. T. 2017	CiteScore: A cite for sore eyes, or a valuable, transparent metric? Scientometrics Added to Library: 27 Nov 2017 Last Updated: 25 May 2018 View in Web of Science Source Record , Related Records , Times Cited: 7 Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input type="checkbox"/> Eyre, Jodi Reeves 2017	A Splendid Torch: Learning and Teaching in Today's Academic Libraries Added to Library: 22 Nov 2017 Last Updated: 18 May 2018 Online Link Go to URL Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input type="checkbox"/> Frandsen, Tove Faber 2017	Library Training to Promote Electronic Resource Usage: A case study in information literacy assessment Information and Learning Science Added to Library: 11 Jan 2018 Last Updated: 11 Jan 2018 Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input type="checkbox"/> International Federation of Library Association and Institution 2016	Opportunities for public libraries and Wikipedia Added to Library: 22 Nov 2017 Last Updated: 22 Nov 2017 Online Link Go to URL Find it! KobeUniv.	Add to group... Copy To Quick List Delete
<input type="checkbox"/> International Federation of Library Associations and Institutions 2017	Opportunities for Academic and Research Libraries and Wikipedia Added to Library: 22 Nov 2017 Last Updated: 22 Nov 2017 Online Link Go to URL Find it! KobeUniv.	Add to group... Copy To Quick List Delete

9. How to Modify References

You can modify references by clicking each reference title.

Leader, C. 2 **Collaborative information seeking in student group projects**
ASLIB Journal of Information Management
Added to Library: 22 Nov 2017 Last Updated: 22 Nov 2017
View in Web of Science → Source Record, Related Records, Times Cited: 2
Find it! Kobe Univ.

Bibliographic Fields: Find it! Kobe Univ. [Show Empty Fields](#)

Reference Type: Journal Article

Author:

Title: Collaborative information seeking in student group projects

Year: 2016

Journal: Aslib Journal of Information Management

Volume: 68

Issue: 5

Pages: 526-544

► **Attachments:**

Optional Fields:

Abstract: Purpose - The purpose of this paper is to gain a better understanding of the collaborative information seeking (CIS) behaviors of students conducting authentic group work projects, and the features of a collaborative search system that are most useful to these students. Design/methodology/approach - An exploratory study was conducted with 41 participants in ten groups working on an in class, for-credit group project assignment utilizing a collaborative search system. Quantitative and qualitative data were gathered on the everyday search practices of students over the course of the group project, along with quality scores for the sources found. Findings - Results showed that student behavior during their CIS related to the quality of their search outcomes, as the effective and efficient searchers found better quality sources. Students' pre-task attitudes and experiences toward group work also relate to the quality of their search outcomes. Student feedback demonstrated the importance of making collaborative search tools convenient, lightweight, and easy to use. Practical implications - These findings may be useful to researchers designing and studying the effectiveness of collaborative search tools, and to instructors planning to incorporate group projects into their classes. Originality/value - In this paper, the authors document the authentic behaviors and attitudes of students conducting group projects in a classroom setting, and offer specific recommendations for developers of collaborative search systems. These findings provide greater context for CIS research into the collaborative search behaviors of students conducting group work projects.

The modification window is displayed when you click an item you want to modify. When you want to save modifications, please click a part of the screen outside the modification window.

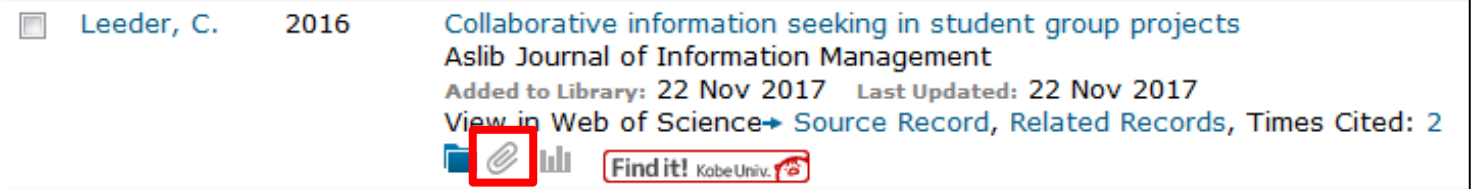
It is useful when you want to change author name from Chinese characters to alphabet.



10. How to Access Full-text

Attach a file

Full-text pdf files or pictures can be attached as references up to a ceiling of 2GB for the whole of your EndNote online account.

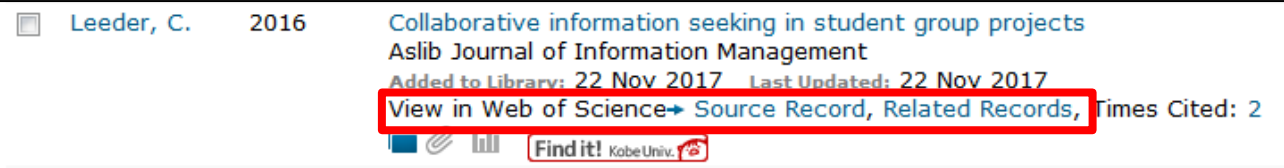


Leeder, C. 2016 Collaborative information seeking in student group projects
Aslib Journal of Information Management
Added to Library: 22 Nov 2017 Last Updated: 22 Nov 2017
View in Web of Science → Source Record, Related Records, Times Cited: 2

The screenshot shows a reference entry in EndNote. A red box highlights the 'Attach File' icon (a paperclip) located below the 'View in Web of Science' link.

Add a weblink to bibliographies etc


References transferred from databases have weblinks like "Source Record" or "Related Record". When you click these links, you can see the detailed information screen of each database. Weblinks can be added yourself.



Leeder, C. 2016 Collaborative information seeking in student group projects
Aslib Journal of Information Management
Added to Library: 22 Nov 2017 Last Updated: 22 Nov 2017
View in Web of Science → Source Record, Related Records, Times Cited: 2

The screenshot shows the same reference entry as above. A red box highlights the text "View in Web of Science → Source Record, Related Records, Times Cited: 2".

Find it! Kobe Univ.

Find it! Kobe Univ.  If you find this icon on the database screen, please click it. You can search for available e-journals, Kobe University Library holdings and other information at the same time. ILL applications can also be sent.

11. Managing Groups and Sharing References

References collected in EndNote online can be shared with other EndNote users. The information of shared references can be modified by each user but attached files cannot be shared.

EndNote™ basic My References Collect **Organize** Format Match Options Downloads

Manage My Groups Others' Groups Find Duplicates Manage

Manage My Groups

My Groups	Number of References	Share		
discovery	2	<input type="checkbox"/>	Manage Sharing	Rename Delete
literacy_ed	7	<input checked="" type="checkbox"/>	Manage Sharing	Rename Delete
Other(lib)	2	<input type="checkbox"/>	Manage Sharing	Rename Delete
writing	8	<input type="checkbox"/>	Manage Sharing	Rename Delete

New group

In this page, you can rename or delete groups in addition to sharing them.

The references collected in the deleted group are moved to "[unfiled]" group.

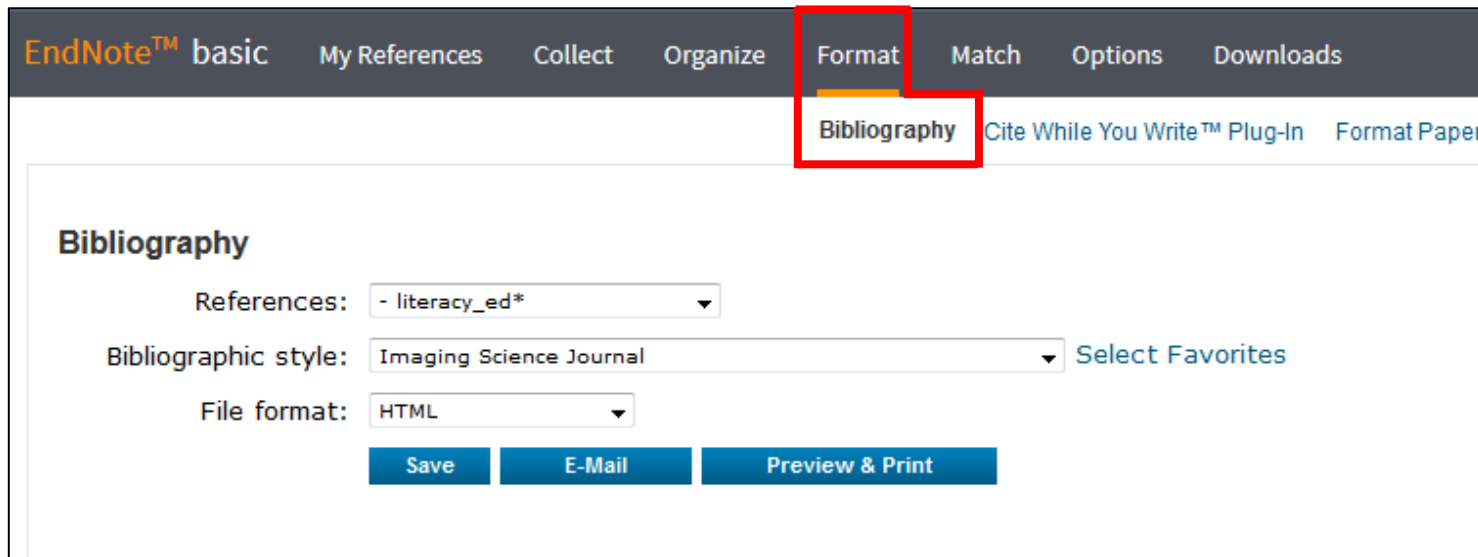


How to share references

- ① Click "Manage Sharing" and enter e-mail addresses of other users you want to share groups. Select access authority ("Read only" or "Read & Write") and click "Apply".
- ② Check the box, icon () is displayed and references are shared others.

12. How to Make a Reference List

A reference list can be made automatically by selecting “Bibliography” tab.



The screenshot shows the EndNote™ basic software interface. The top menu bar includes 'EndNote™ basic', 'My References', 'Collect', 'Organize', 'Format', 'Match', 'Options', and 'Downloads'. The 'Format' menu is open, and the 'Bibliography' option is highlighted with a red box. Below the menu, the 'Bibliography' settings panel is visible, featuring three dropdown menus: 'References' (set to '- literacy_ed*'), 'Bibliographic style' (set to 'Imaging Science Journal'), and 'File format' (set to 'HTML'). A 'Select Favorites' link is located to the right of the 'Bibliographic style' dropdown. At the bottom of the panel are three buttons: 'Save', 'E-Mail', and 'Preview & Print'.

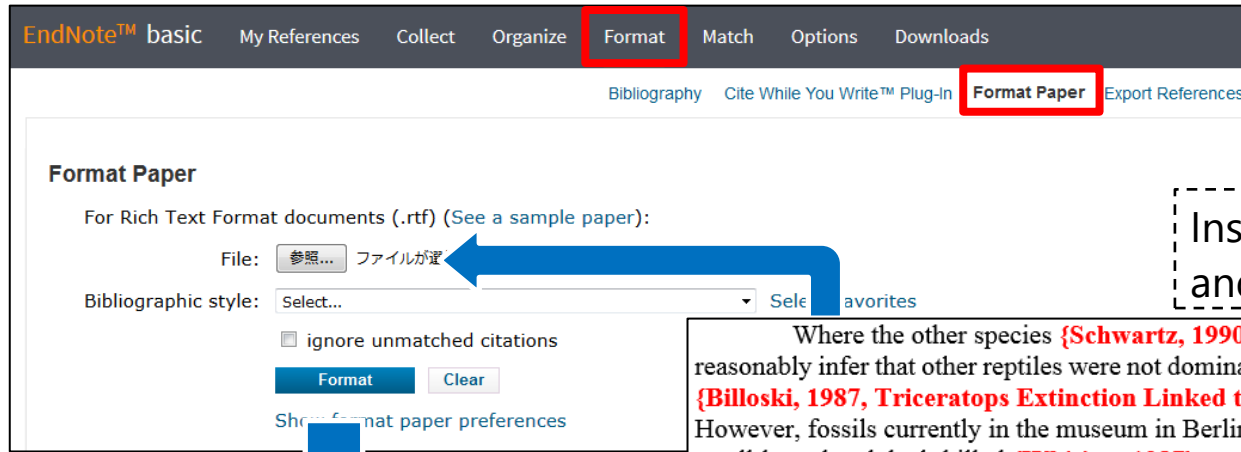
You can download a reference list by choosing the group that you want to make a list, “Bibliographic style” and “File format”.

About “File format”

- HTML: Forms such as italic and bold are distinguished.
- TXT(plain text file): This displays reference as plain text only.
- TXT(rich text file): Formats such as italic and bold are distinguished.

13. Format Paper

You can format the reference style easily if you enter parts of reference information such as author name and published year in your text in advance.



Insert {Author, Year} in your text and save by rich text format.

Where the other species {Schwartz, 1990} arose is a mystery. If it was central Asia, we could reasonably infer that other reptiles were not dominant in this ecosystem. Some think that we will never know {Billoski, 1987, Triceratops Extinction Linked to Asteroid Collision; Schwartz, 1976; Whiting, 1987}. However, fossils currently in the museum in Berlin provide strong evidence that the emerging reptile was small-boned and duck-billed {Whiting, 1987}, possibly with a larger wing-like arm.

Where the other species (M. Schwartz & Billoski, 1990) arose is a mystery. If it was central Asia, we could reasonably infer that other reptiles were not dominant in this ecosystem. Some think that we will never know (Billoski, 1987; J. H. Schwartz & Krishtalka, 1976; Whiting, Billoski, & Jones, 1987). However, fossils currently in the museum in Berlin provide strong evidence that the emerging reptile was small-boned and duck-billed (Whiting et al., 1987), possibly with a larger wing-like arm.

References

Argus, M., & Matthews, E. (1991). Stratigraphic excavation techniques for paleontologists. *Journal of Paleontology*, 17, 119-127.

Billoski, T. (1987). Triceratops extinction linked to asteroid collision. *Science*, 79(7), 75-76.

Morehouse, S., & Tung, R. (1993). Statistical evidence for early extinction of reptiles due to the K/T event. *Journal of Paleontology*, 17(2), 198-209.

Schwartz, J. H., & Krishtalka, L. (1976). *The lower antemolar teeth of Litolestes ignotus, a late Paleocene erinaceid (Mammalia, Insectivora)*: Carnegie Museum of Natural History.

Schwartz, M., & Billoski, T. (1990). Greenhouse hypothesis: effect on dinosaur extinction. *Extinction*, 175-189.

Turnhouse, M. (1987). Role of 14C dating in paleontology. *Journal of Paleontology*, 75, 11-15.

Whiting, J. R., Billoski, T. V., & Jones, V. R. (1987). Herding instincts of cretaceous duck-billed dinosaurs. *Journal of Paleontology*, 75, 112-132.

e.g.) APA 6th

Where the other species [5] arose is a mystery. If it was central Asia, we could reasonably infer that other reptiles were not dominant in this ecosystem. Some think that we will never know [2; 4; 7]. However, fossils currently in the museum in Berlin provide strong evidence that the emerging reptile was small-boned and duck-billed [7], possibly with a larger wing-like arm.

References

[1] M. ARGUS and E. MATTHEWS, 'Stratigraphic excavation techniques for paleontologists', *Journal of Paleontology* 17 (1991) 119-127.

[2] T. BILLOSKI, 'Triceratops extinction linked to asteroid collision', *Science* 79 (1987) 75-76.

[3] S. MOREHOUSE and R. TUNG, 'Statistical evidence for early extinction of reptiles due to the K/T event', *Journal of Paleontology* 17 (1993) 198-209.

[4] J. H. SCHWARTZ and L. KRISHTALKA, *The lower antemolar teeth of Litolestes ignotus, a late Paleocene erinaceid (Mammalia, Insectivora)* (Carnegie Museum of Natural History, 1976).

[5] M. SCHWARTZ and T. BILLOSKI, 'Greenhouse hypothesis: effect on dinosaur extinction', *Extinction* (1990) 175-189.

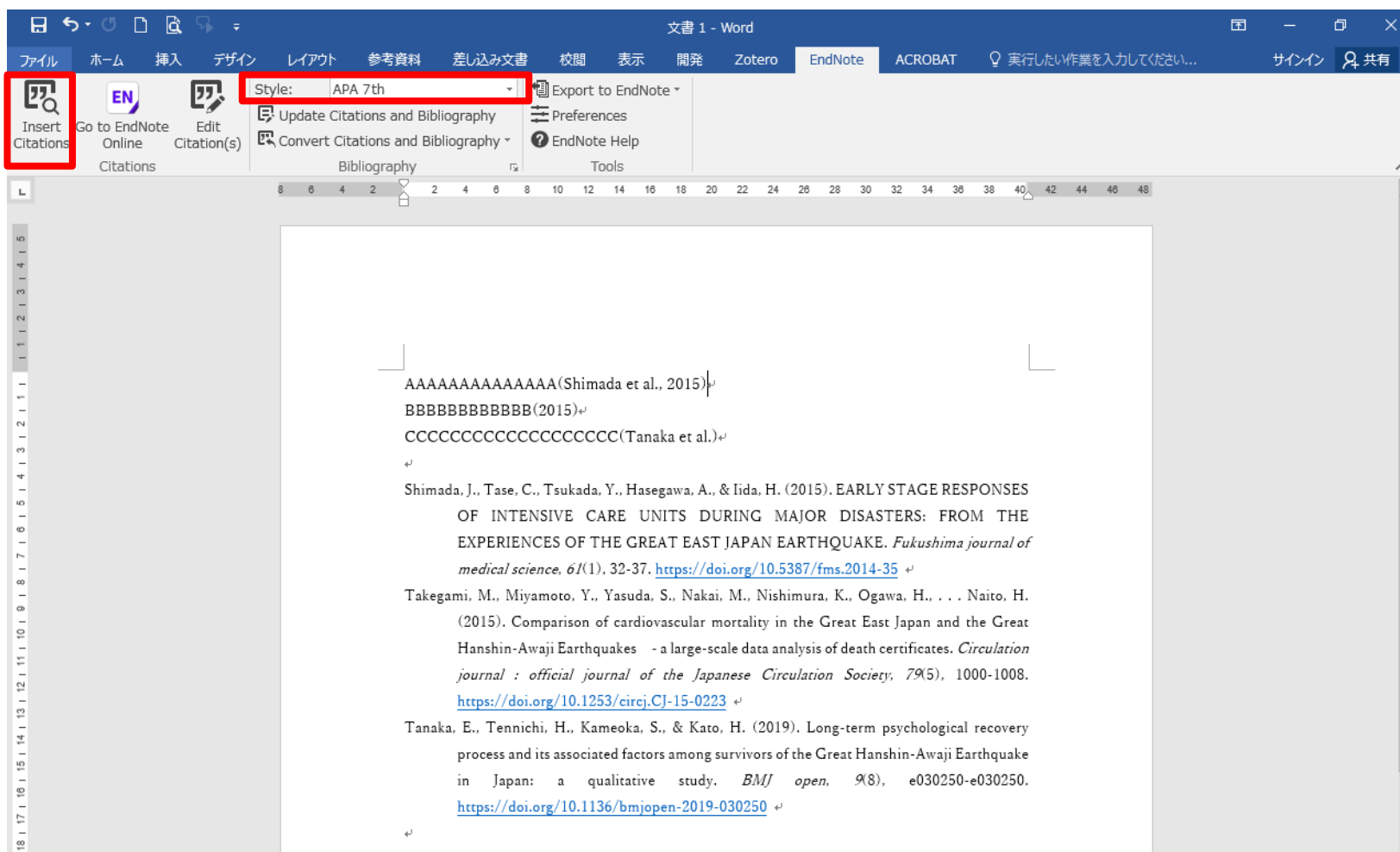
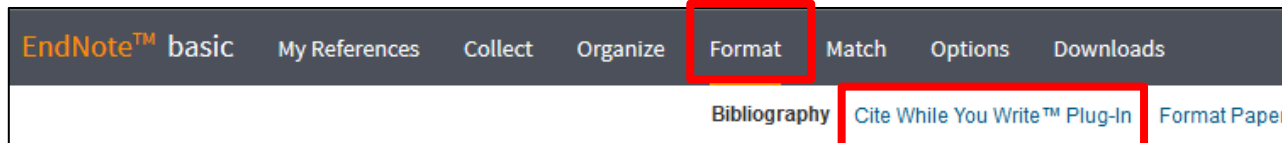
[6] M. TURNHOUSE, 'Role of 14C dating in paleontology', *Journal of Paleontology* 75 (1987) 11-15.

[7] J. R. WHITING, T. V. BILLOSKI and V. R. JONES, 'Herding instincts of cretaceous duck-billed dinosaurs', *Journal of Paleontology* 75 (1987) 112-132.

e.g.) J Petrology

14. Cite While You Write

Download Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word.



15. Find the Best Fit Journals for your Manuscript

You can receive suggestions for a list of the best fit journals for your article by entering your article title, abstract and references for your article. You can also confirm impact factor and ranking in the same field for the journals.

EndNote™ basic My References Collect Organize Format **Match** Options Downloads

Find the Best Fit Journals for your Manuscript Powered By Web of Science

Enter your Manuscript Details:

***Title:**
Information seeking behavior of undergraduate students of the Kobe University

***Abstract:**
This study investigates the information seeking behavior of undergraduates of the Kobe University. A structured questionnaire was used for data gathering in the University. The questionnaire data was analyzed using frequency, bar char, and percentage for easy interpretation. The research findings show that the respondents use goggle, print textbooks, library materials and social media as maior research resources. Lack of computer skills.
*required

References:
-literacy_ed 7 citations from **Group: literacy_ed** will be included in this search
Including references allows us to match more data points relevant to your manuscript

Find Journals >

Find the Best Fit Journals for your Manuscript Powered By Web of Science

10 Journal Matches

[< Edit Manuscript Data](#) [Expand All](#) | [Collapse All](#)

Match Score	JCR Impact Factor Current Year 5 Year	Journal	Similar Articles
	1.626 2017 1.926 5 Year	COLLEGE & RESEARCH LIBRARIES	0
Top Keyword Rankings			
information literacy skills			
alternative power supply			
print textbooks			
search skills			
irregular electricity supply			
computers skills			
JCR Category			
INFORMATION SCIENCE & LIBRARY SCIENCE		Rank in Category	Quartile in Category
		36/88	Q2
Publisher:			
50 E HURON ST, CHICAGO, USA IL 60611			
ISSN: 0010-0870			
eISSN: 2150-6701			
	1.459 2017 1.604 5 Year	JOURNAL OF ACADEMIC LIBRARIANSHIP	0
	0.905 2017 0.913 5 Year	INFORMATION DEVELOPMENT	0
	1.473 2017 1.718 5 Year	PORTAL-LIBRARIES AND THE ACADEMY	0
	0.425 2017 0.51 5 Year	MALAYSIAN JOURNAL OF LIBRARY & INFORMATION SCIENCE	0
	0.903 2016 - 5 Year	EURASIA JOURNAL OF MATHEMATICS SCIENCE AND TECHNOLOGY EDUCATION	0
	1.089 2017 1.429 5 Year	JOURNAL OF LIBRARIANSHIP AND INFORMATION SCIENCE	0
	0.286 2017 0.261 5 Year	AFRICAN JOURNAL OF LIBRARY ARCHIVES AND INFORMATION SCIENCE	0
	0.667 2017 0.933 5 Year	PSYCHOLOGICAL REPORTS	0
	0.458 2017 0.687 5 Year	SOCIAL BEHAVIOR AND PERSONALITY	0