

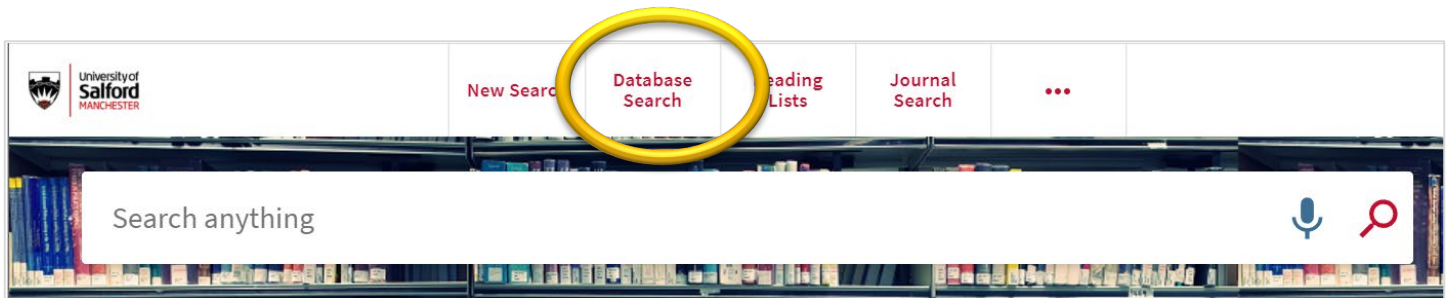
## Saving references from databases into EndNote

### Introduction

When you search databases to find journal articles and other information it is often possible to import the records you find into your EndNote Library. This guide outlines the steps necessary to import records from the databases the University of Salford subscribes to, where this is possible.

### Databases

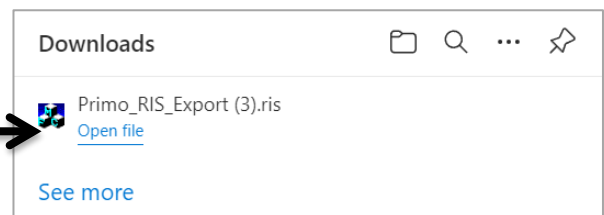
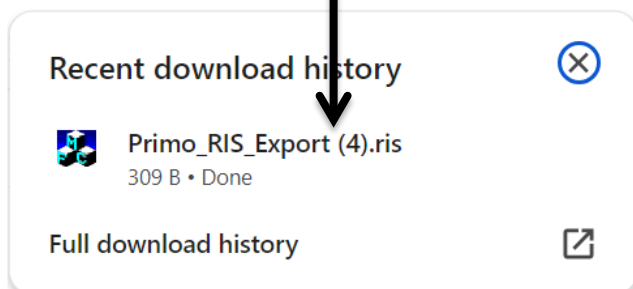
To access the databases listed in this guide go to **Library Search**, which you can find on the Library homepage at [www.salford.ac.uk/library](http://www.salford.ac.uk/library)




### Opening downloaded references

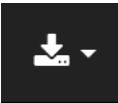
From each of the databases listed below you will download a file containing the details of each reference. You then need to open this downloaded file.

**Microsoft Edge and Google Chrome:**  
the download will be in the top right-hand corner of the screen.




If you are using a different web browser you can open your downloaded file either by looking for an "open" option, or locating the file in your **Downloads** folder and opening it from there.

| Database / Collection                         | Instructions for importing into EndNote   |
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| <b>ACM Digital Library</b>                    | <ul style="list-style-type: none"> <li>○ Click the title link to display the reference you want.</li> <li>○ Click the <b>Export Citation</b> icon (double quote marks) above the abstract.</li> <li>○ From the <b>Export Citations</b> menu choose <b>EndNote</b>.</li> <li>○ Click the Download Citations icon (arrow in bottom right corner).</li> </ul> <p>Records may need some editing: journal titles will be abbreviated so you need to change them to the full title, and you might need to add DOIs.</p>                                   |
| <b>American Chemical Society Publications</b> | <ul style="list-style-type: none"> <li>○ Click the <b>Full text</b> link for the reference you want.</li> <li>○ Click the <b>RIS</b> button.</li> <li>○ Select <b>Citation and abstract</b>.</li> </ul>   |
| <b>American Institute of Physics</b>          | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>TOOLS</b> link (above the article).</li> <li>○ Click the <b>Download Citation</b> link.</li> <li>○ Select <b>RIS (ProCite, Reference Manager)</b>.</li> <li>○ Click the <b>DOWNLOAD ARTICLE CITATION DATA</b> button.</li> </ul> <p>Records may need some editing: you may need to move article numbers from the <i>Pages</i> field to the <i>Article Number</i> field.</p>   |
| <b>ASCE Library</b>                           | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>TOOLS</b> link (above the results display).</li> <li>○ Click the <b>DOWNLOAD CITATION</b> link.</li> <li>○ Select <b>EndNote</b> from the menu, then click the <b>DOWNLOAD</b> button.</li> </ul> <p>Records may need some editing: delete the word "doi" from the <i>DOI</i> field.</p>  |
| <b>Biomed Central</b>                         | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>Cite this article</b> link (under the title).</li> <li>○ Click the <b>Download citation</b> link.</li> </ul>  |
| <b>EBSCO databases</b>                        | <ul style="list-style-type: none"> <li>○ Select the references you want by clicking the blue folder icon next to each one. </li> <li>○ Click the <b>Folder View</b> link at the top of the right-hand panel.</li> <li>○ Click the <b>Select all</b> box so each item is ticked.</li> <li>○ Click the <b>Export</b> icon, on the right-hand panel.</li> <li>○ Select <b>Direct Export in RIS Format ...</b></li> <li>○ Click the <b>Save</b> button.</li> </ul> |
| <b>Emerald Insight</b>                        | <p>Click the checkboxes to mark the records you want.<br/>Click the <b>download RIS</b> link (above the results display).</p>   |

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| <b>Gale databases</b>                                      | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>Cite</b> icon (at the top of the screen).</li> <li>○ Click the <b>Download RIS</b> icon.</li> </ul> <p>Records may need some editing. If anything appears in the <i>Type of Article</i> field, delete it. You may need to add the DOI and edit the page numbers.</p> |
| <b>Google Scholar</b>                                      | <ul style="list-style-type: none"> <li>○ Click the <b>Cite</b> link (quotation mark) under the record you want.</li> <li>○ Click the <b>RefMan</b> link.</li> </ul> <p>References retrieved from Google Scholar may be incomplete and may require editing.</p>   |
| <b>Hathi Trust Digital Library</b>                         | <ul style="list-style-type: none"> <li>○ Click the <b>Catalog Record</b> link for the title you want.</li> <li>○ Click the <b>Export citation file</b> link (top of the screen).</li> </ul> <p>URLs may need editing.</p>  |
| <b>IEEE Xplore</b>   | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Export</b> link (above the results display).</li> <li>○ Click the <b>Citations</b> tab.</li> <li>○ Select <b>RIS</b> and <b>Citation &amp; Abstract</b>.</li> <li>○ Click the <b>Export</b> button.</li> </ul>   |
| <b>Institute of Physics Journals (IOP)</b>                 | <ul style="list-style-type: none"> <li>○ Click the title link of the reference you want.</li> <li>○ Click the <b>RIS</b> button (under the abstract).</li> </ul> <p>You may need to more article numbers from the <i>Pages</i> field to the <i>Article Number</i> field.</p>   |
| <b>Institution of Civil Engineers: ICE Virtual Library</b> | <ul style="list-style-type: none"> <li>○ Click the title link of the reference you want.</li> <li>○ Click the <b>Cite this</b> link (in the panel on the righthand side of the screen).</li> <li>○ Select <b>EndNote</b>, then click the <b>Download article citation data</b> button.</li> </ul> <p>Records may need some editing: you may need to add the publisher for books.</p>   |
| <b>Intermid, Internurse and MA Healthcare</b>              | <ul style="list-style-type: none"> <li>○ Click the title link of the reference you want.</li> <li>○ Click the <b>Tools</b> button.</li> <li>○ Click the <b>Download Citations</b> link.</li> <li>○ Select <b>EndNote</b>, then click the <b>Download article citation data</b> button.</li> </ul>  |
| <b>JISC Journal Archives</b>                               | <ul style="list-style-type: none"> <li>○ Click the title link of the reference you want.</li> <li>○ Click the <b>Download</b> icon (in the black bar at the top right-hand side of the screen).</li> <li>○ Select <b>Download citation as RIS</b>.</li> </ul>                                     |

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| <b>JSTOR</b>              | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Export Select Citations</b> button (above the results display).</li> <li>○ Click the <b>Export a RIS file</b> link.</li> </ul>  |
| <b>Library Search</b>     | <ul style="list-style-type: none"> <li>○ Click the <b>Citation</b> icon (double quote marks) next to the title of the reference you want.</li> <li>○ Click the <b>Export RIS</b> icon.</li> <li>○ Click the <b>DOWNLOAD</b> link (you may need to scroll down to see it).</li> </ul> <p>The <i>Edition</i> field for books may need editing.</p>  |
| <b>OnePetro</b>           | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Add to Citation Manager</b> button (above the results display).</li> <li>○ Click the <b>CITATION MANAGER</b> link (top of the screen)</li> <li>○ Click the <b>Reference manager (RIS)</b> link.</li> <li>○ Click the <b>Select all</b> box so each item is ticked.</li> <li>○ Click the <b>DOWNLOAD SELECTED</b> button.</li> <li>○ Click the <b>ENDNOTE</b> button.</li> </ul> <p>Records may need some editing: you may need to add in details for conference papers.</p>   |
| <b>OVID databases</b>     | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Export</b> link at the top of the results display.</li> <li>○ From the <b>Format</b> menu select <b>RIS</b>.</li> <li>○ From the <b>Fields</b> menu select <b>Complete Reference</b>.</li> <li>○ Click the <b>Export</b> button.</li> </ul> <p>Records may need some editing: you may need to move article numbers from the <i>Pages</i> field to the <i>Article Number</i> field, and move hyperlinked DOIs to the <i>URL</i> field.</p>   |
| <b>ProQuest databases</b> | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Cite</b> icon (double quote marks, above the results display). Click the <b>RIS</b> icon (you may need to scroll down to see it).</li> <li>○ Click the <b>Continue</b> button.</li> </ul> <p>ProQuest records require editing: delete everything from the <i>URL</i> field, move hyperlinked DOIs (if available) to the <i>URL</i> field. Records for these will need editing to create correct references; use the examples here <a href="https://www.salford.ac.uk/skills/referencing/apa-7th-edition">https://www.salford.ac.uk/skills/referencing/apa-7th-edition</a> to see what they should look like. The <i>Date</i> field for newspaper references will need editing, and authors' names may need to be added.</p> |

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| <b>Routledge Handbooks Online</b> | <ul style="list-style-type: none"> <li>○ Click the <b>“Cite</b> button under the reference you want.</li> <li>○ Select <b>RIS (ProCite, Reference Manager)</b> and click <b>Download</b> citations.</li> </ul> <p>Records will need some editing: Editors’ names and Page numbers will be missing and need to be added to your EndNote references.</p>   |
| <b>Sage Journals Online</b>       | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Download selected citations</b> link (above the results display).</li> <li>○ Select <b>RIS (ProCite, Reference Manager)</b> from the <b>Format</b> menu.</li> <li>○ Click the <b>Download Citation</b> button.</li> </ul>  |
| <b>ScienceDirect</b>              | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Export</b> link at the top of the page</li> <li>○ Click <b>Export citation to RIS.</b></li> </ul> <p>Records will need some editing: you may need to move article numbers from the <i>Pages</i> field to the <i>Article Number</i> field, and move hyperlinked DOIs to the <i>URL</i> field.</p>   |
| <b>Scitation</b>                  | <ul style="list-style-type: none"> <li>○ Click the title link for the record you want.</li> <li>○ Click the <b>TOOLS</b> link (above the article display).</li> <li>○ Click <b>Download Citation.</b></li> <li>○ Select <b>Citation for this article</b> and <b>RIS (ProCite, Reference Manager).</b></li> <li>○ Click the <b>DOWNLOAD ARTICLE CITATION DATA</b> button.</li> </ul> <p>Records may need some editing: you may need to move article numbers from the <i>Pages</i> field to the <i>Article Number</i> field.</p> |
| <b>SCOPUS</b>                     | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ Click the <b>Export</b> link (above the results).</li> <li>○ Select <b>RIS Format.</b></li> <li>○ The <b>Citation information</b> boxes should all be marked; you can select other fields (e.g. <b>abstract</b>) if you wish.</li> <li>○ Click the <b>Export</b> button.</li> </ul> <p>Records may need some editing: if anything appears in the <i>Type of Article</i> field delete it.</p>                            |
| <b>SpringerLink</b>               | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>Cite this article</b> link.</li> <li>○ Click the <b>Download citation</b> link.</li> </ul>   |
| <b>Web of Science databases</b>   | <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ From the <b>Export</b> button (above the results display) select <b>EndNote desktop.</b></li> <li>○ From the <b>Record Content</b> menu select <b>Author, Title, Source, Abstract.</b></li> <li>○ Click the <b>Export</b> button.</li> </ul>  |

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| <p><b>Westlaw UK - Journals</b></p> | <p>Please note: this only works for journal articles on Westlaw. You will need to make manual references for other material such as statutes, SIs and cases.</p> <ul style="list-style-type: none"> <li>○ Click the checkboxes to mark the records you want.</li> <li>○ From the drop-down menu (top right-hand corner) select <b>Export to EndNote</b>.</li> </ul>  <p>Records may need some editing: references for articles with multiple authors may list the authors all on one line; you will need to put them on separate lines and ensure any commas are in the correct place.</p> |
| <p><b>Wiley Online Library</b></p>  | <ul style="list-style-type: none"> <li>○ Click the title link for the reference you want.</li> <li>○ Click the <b>TOOLS</b> link (above the abstract).</li> <li>○ Click the <b>Export citation</b> link.</li> <li>○ Select <b>RIS (ProCite, Reference Manager)</b> and <b>Direct import</b>.</li> <li>○ Click the <b>DOWNLOAD</b> button.</li> </ul> <p>Records may need some editing. If anything appears in the <i>Type of Article</i> field, delete it. You may need to edit the <i>DOI</i> field.</p>   |

If you have any problems with these instructions, or would like any help using EndNote, please contact the Academic Support Librarian for your subject area. Contact details can be found at:

**<http://bit.ly/sflsubject>**