

Importing References into EndNote

There are several methods of importing references into EndNote. This handout includes examples of importing references directly from a bibliographic database into EndNote, importing references saved from a bibliographic database in an EndNote-compatible format, importing references from a text file, and manually entering references. The examples here use EndNote 9.

Example #1: Importing references directly from a database into EndNote

To import references directly from a database, follow instructions in the database you are using. (This option is not available in all databases.)

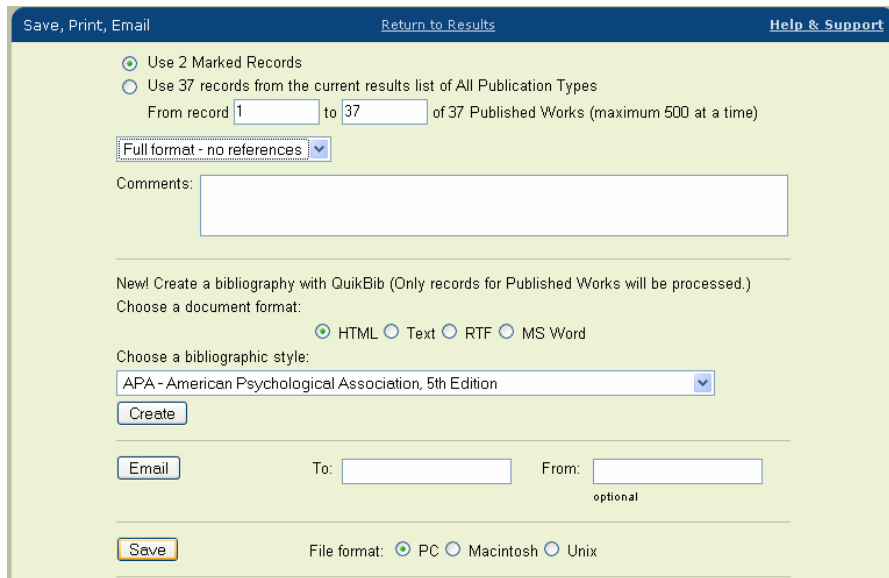
For example, in ISI Web of Science/Social Sciences Citation Index, mark the references you wish to export, then view your marked list, select any additional fields (e.g., abstract) you wish to export, and click **Export to Reference Software**. You will then be prompted to select the library you want to save the references to.

Note that when you use this option, EndNote will not automatically remove duplicate references.

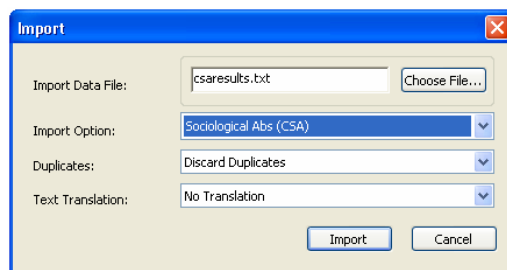
Example #2: Importing references from saved database search results

In many databases, you have the option of saving selected references in an EndNote-compatible format. This example uses Sociological Abstracts (from CSA). The method of saving your records and the import filters used will vary from database to database, but the basic steps are the same.

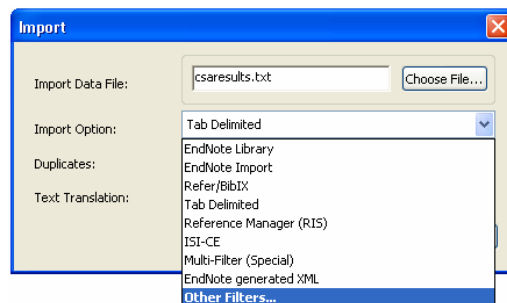
1. Mark the records you wish to save.
2. Click **Save, Print, Email**.
3. Select **Full format – no references** under format, then click **Save**.



4. Open the EndNote library you wish to import the records into.
5. Select **File → Import**.
6. Click the **Choose File** button in the Import dialog box and use the explorer to find the text file you saved from Sociological Abstracts, then click **Open**.
7. Select Sociological Abstracts (CSA) as the **Import Filter**.



If Sociological Abstracts does not appear under **Import Option**, select **Other Filters...** and then choose Sociological Abstracts (CSA).



Often you will find several filters for one database—be sure to choose the appropriate one for the version of the database you are using (in this case, CSA).

Sociological Abs [CSA]	CSA
Sociological Abs [OCLC]	OCLC FirstSearch
Sociological Abs [OVID]	Ovid
Sociological Abstracts [SP]	SilverPlatter

In many databases, specific instructions for importing references into EndNote are available in the help or support documentation.

Example #3: Importing references from a text file

In order for EndNote to be able to read the references in your text file, you first need to create a tab-delimited file.

1. Create separate text files for each type of reference you wish to import (e.g., journal articles, edited books, authored books, book chapters, etc.).
2. At the top of each file, enter the following information:

```
*{reference type}
{fieldname1}{tab}{fieldname2}{tab}{fieldname3}...etc.
```

To see available field names for each reference type, open a new or existing record of that type in an EndNote library. Enter the fields in the order they appear in your references (not in the order they appear in the EndNote record).

```
*Journal·Article¶
Author → Year → Title ← Journal → Volume → Issue → Pages¶
¶ ↑
Helleringer, Stephane, & Kohler, Hans-Peter. (2005). Social Networks, Perceptions of Risk, and
Changing Attitudes towards HIV/AIDS: New Evidence from a Longitudinal Study Using Fixed-
Effects Analysis. Population Studies, 59(3), 265.¶
```

3. Insert a tab between each field in each of your references. Separate multiple entries in one field (e.g., authors, editors) with a double forward slash (/). Eliminate any extraneous characters (“, () , ., etc.). Enter the same number of tabs in each reference as in the statement at the top of your document, even if an individual reference lacks that field (e.g., no issue number).

```
*Journal·Article¶
Author → Year → Title → Journal → Volume → Issue → Pages¶
¶
Helleringer, Stephane//Kohler, Hans-Peter → 2005 → Social Networks, Perceptions of Risk, and
Changing Attitudes towards HIV/AIDS: New Evidence from a Longitudinal Study Using Fixed-
Effects Analysis → Population Studies → 59 → 3 → 265¶¶
```

4. Save each file as a text (.txt) file.
5. Open your EndNote library and select **File → Import**.
6. Choose your text file, and select **Tab Delimited** as the **Import Option**.

Example #4: Entering references manually

You can also enter references manually, either by typing or copying and pasting.

1. From your EndNote library, select **References → New Reference**.
2. Enter author and editor names last name first:

Smith, John D.

Martin, Kevin, Jr.

St. Vincent, Margaret

3. Enter a comma following corporate (organizational) names:
Population Research Institute,
4. Enter complete names rather than initials (EndNote can shorten names to initials if your style requires).
5. Do not enter “et al.” Enter all authors and EndNote will abbreviate author lists if your style requires.
6. Do not enter “anonymous”. Leave the author field blank for anonymous works and EndNote will use “Anonymous” if your style requires.