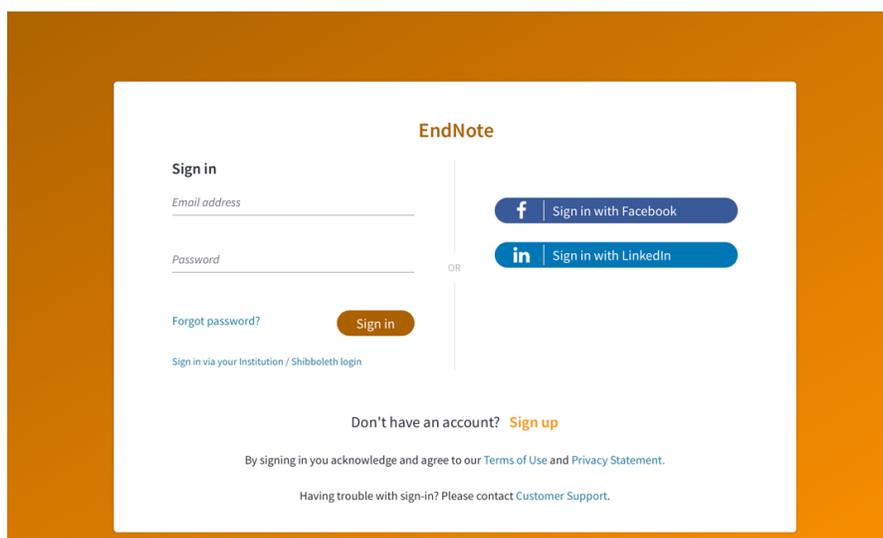


# EndNote Web Citation Formatting Guide

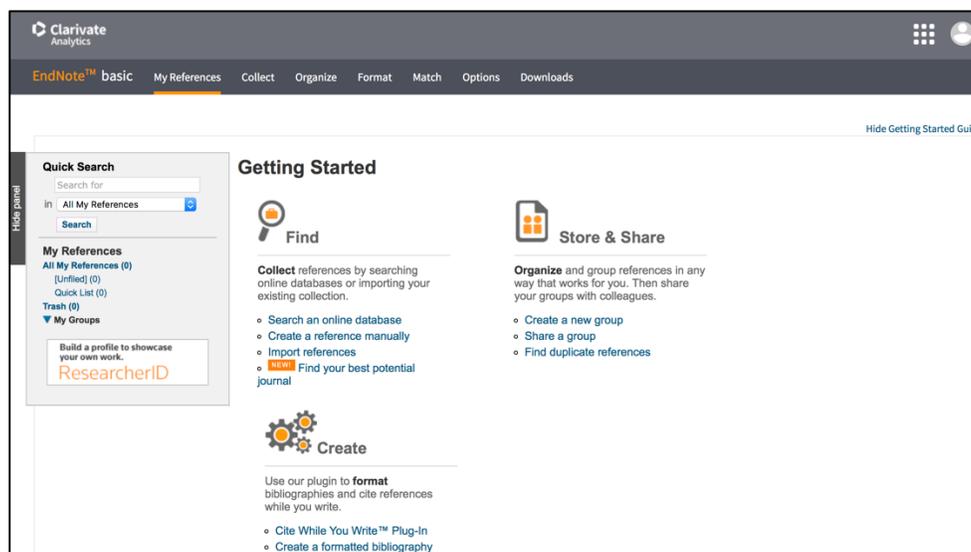
Thank you for your interest in submitting an article. Please read this guide carefully and follow all instructions to ensure compliance with our citation formatting requirements.

## Getting started

- Go to [myendnoteweb.com](http://myendnoteweb.com)



- Log in or sign up for an account. Once you log in, you should see this page.



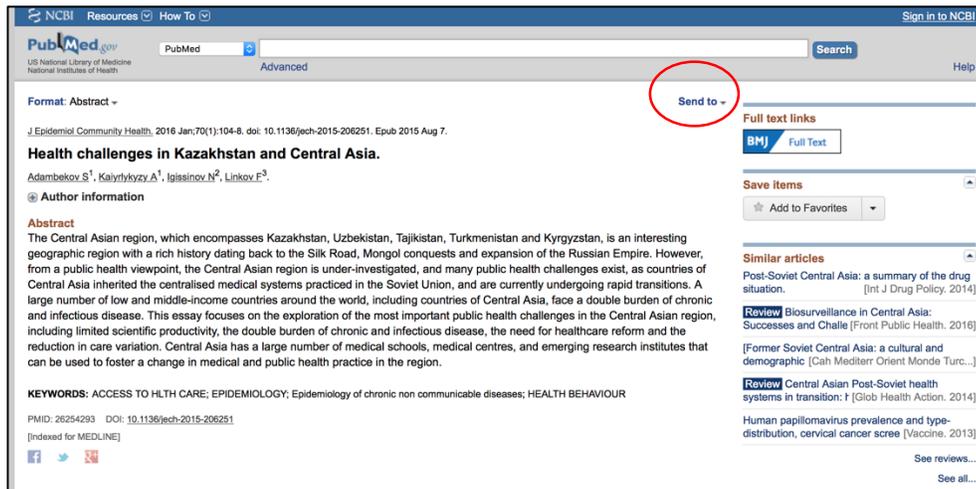
## Creating new references

There are two ways to create new references.

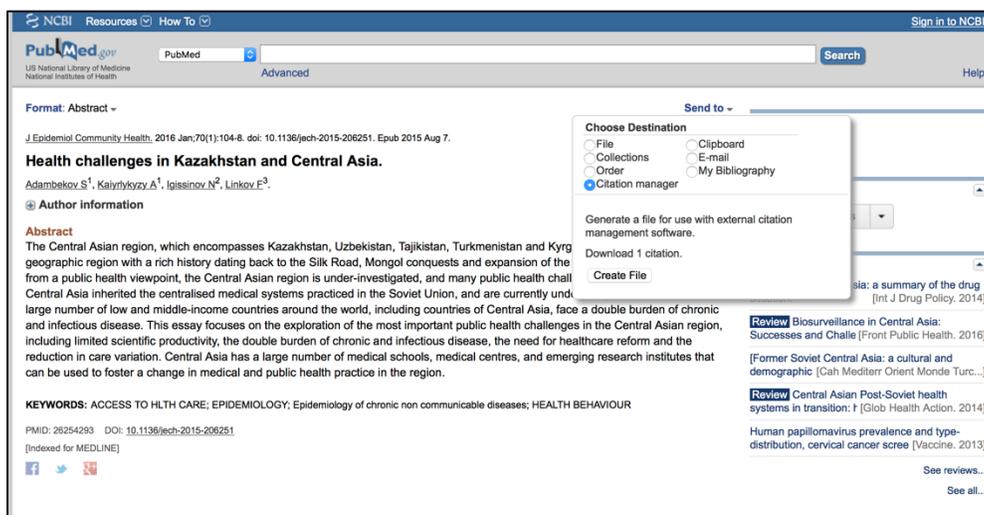
- i) **An automatic reference is available for your citation from a source like PubMed.**

Example:

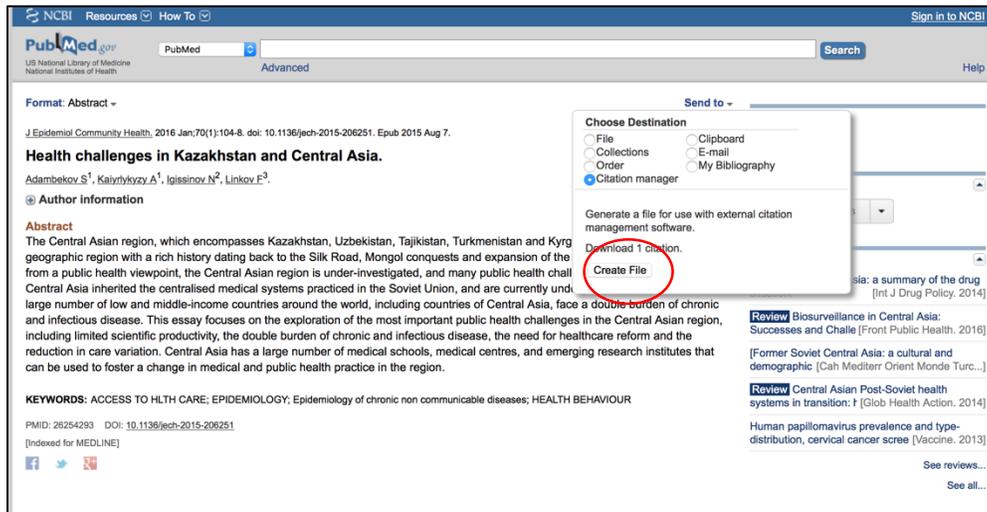
1. Go to <https://www.ncbi.nlm.nih.gov/pubmed/>
2. Search any term (e.g. “cancer” or “diabetes”) and select an article
3. Click on “Send to”



4. Select “Citation manager”



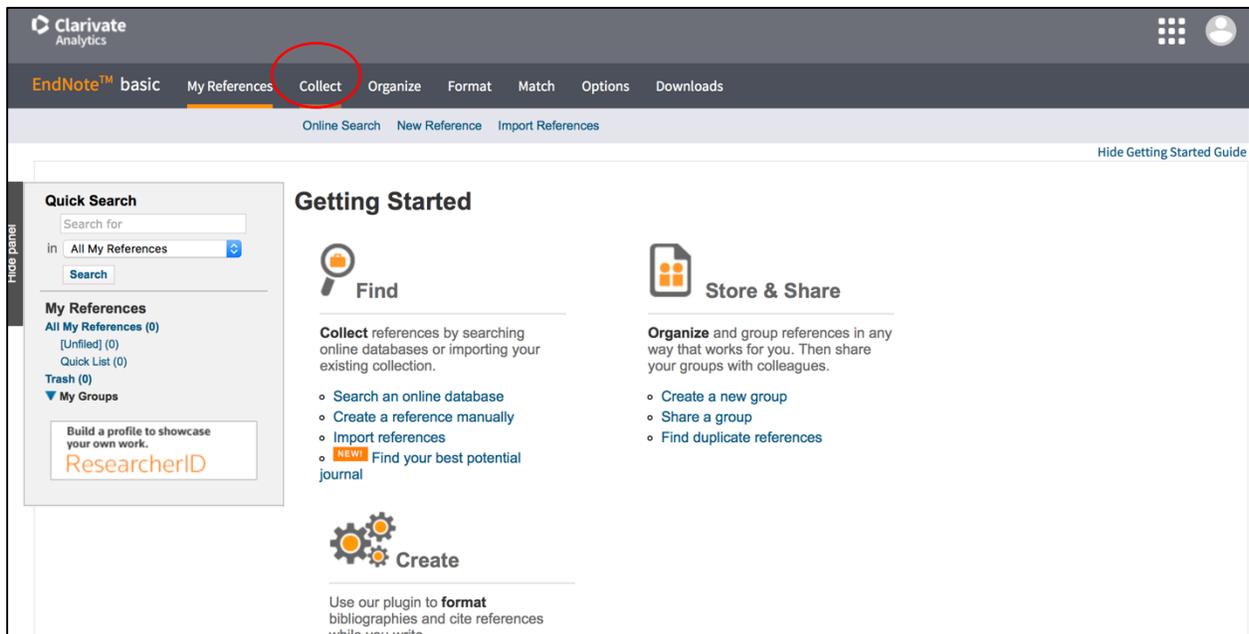
## 5. Click on “Create File”



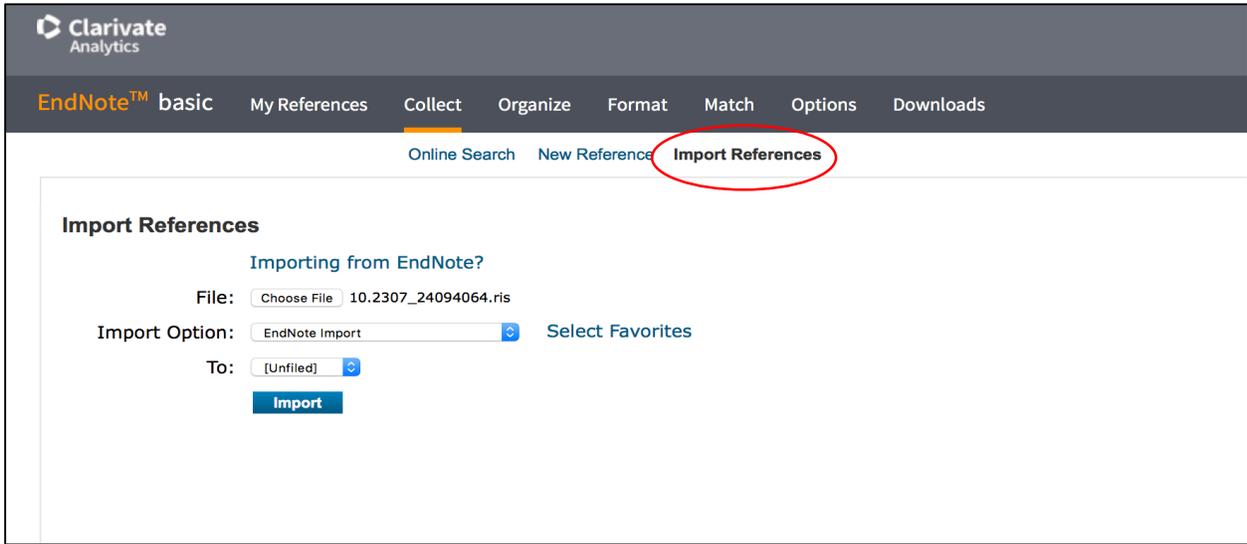
A citation file will be downloaded onto your computer.

Now you must import this file into your EndNote library:

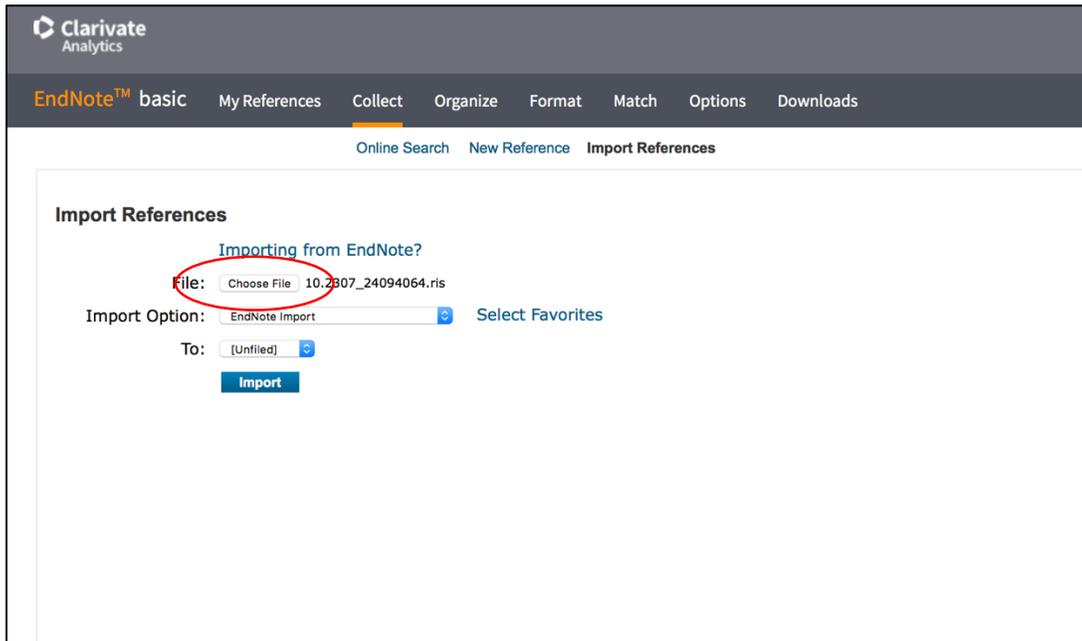
1. Log in to EndNote web
2. Put your mouse over the “Collect” tab



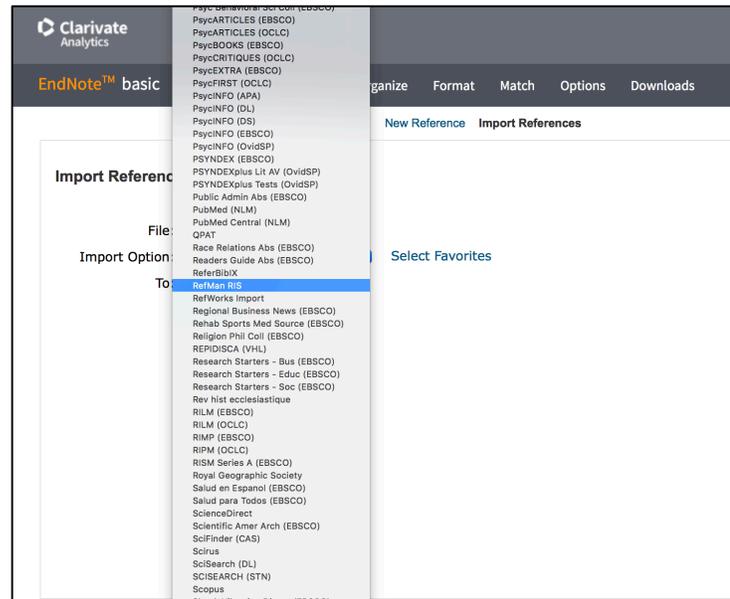
3. Select “Import References”



4. Choose the citation file you downloaded onto your computer



5. For “Import Option,” choose RefMan RIS



6. For “To” select “Unfiled” or select “New Group” to create a new group of citations.

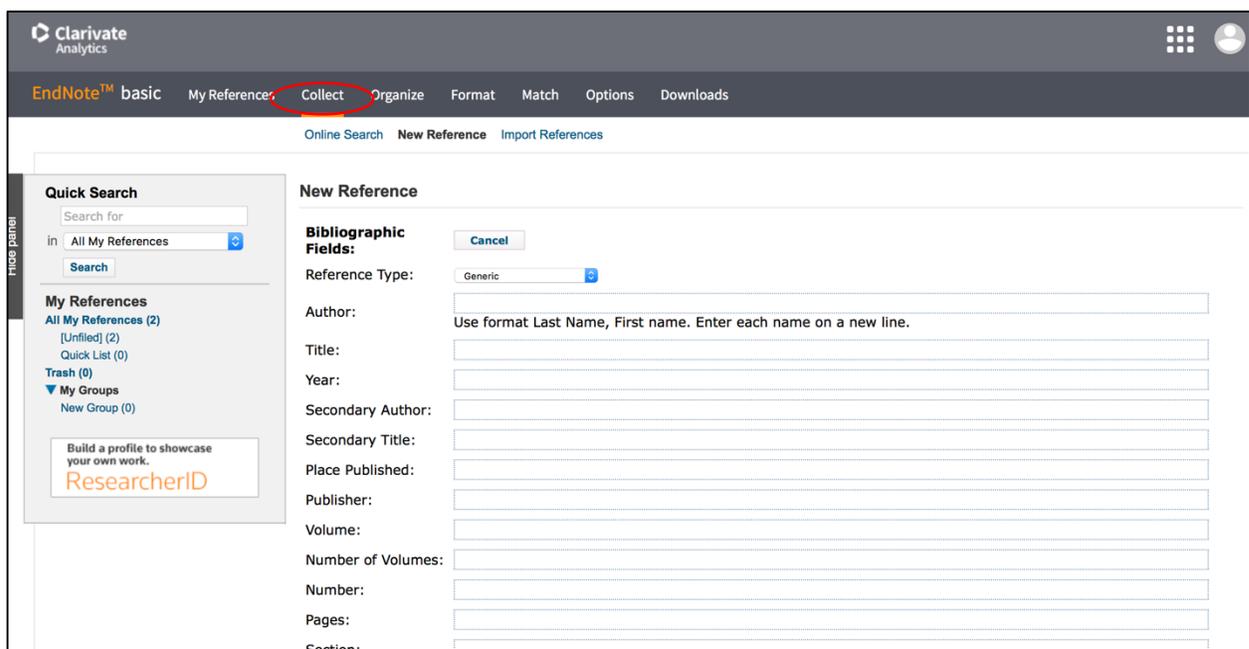
7. Click “Import”

Your citation will then be added to your library.

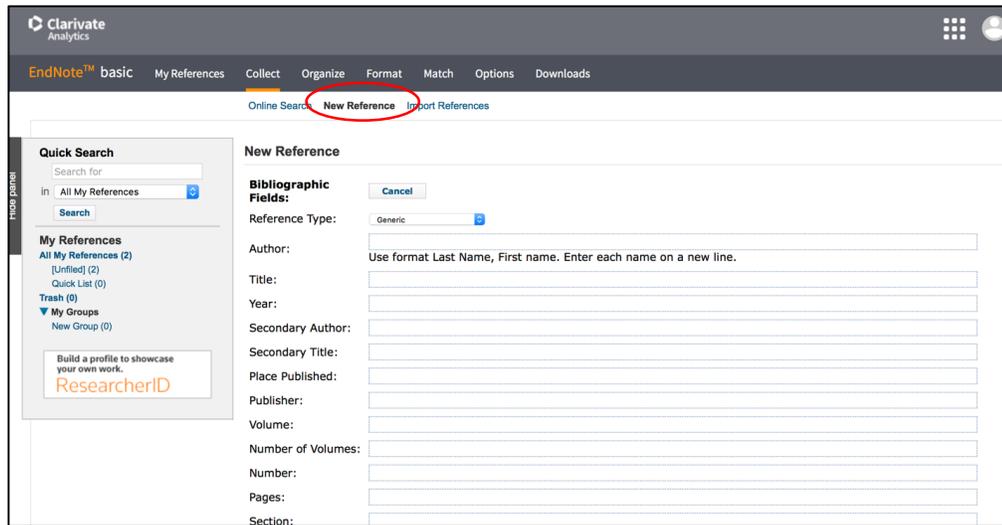
ii) **An automatic reference is not available for your citation. You must enter the citation information manually.**

1. Log in to EndNote Web

2. Put your mouse on the “Collect” tab



3. Select “New Reference”



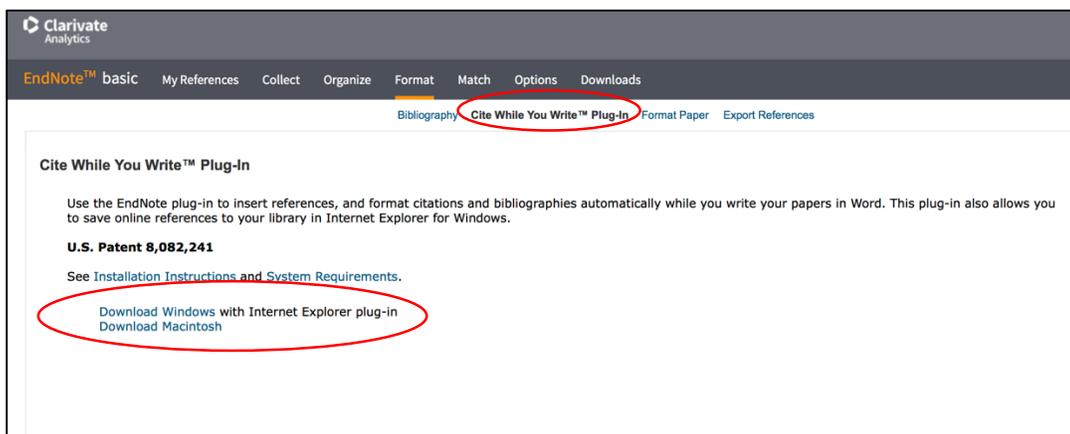
4. Choose your reference type. This will usually be a journal article, web page, report, book, or generic.
5. Fill in as much information as possible. For a text resource, you must provide author, editor, or publisher; title; and year. Web pages must have a title, URL, and access date.
6. When you are finished entering information, click “Save” at the bottom of the page.

Your citation will then be added to your library.

### Inserting your references into documents

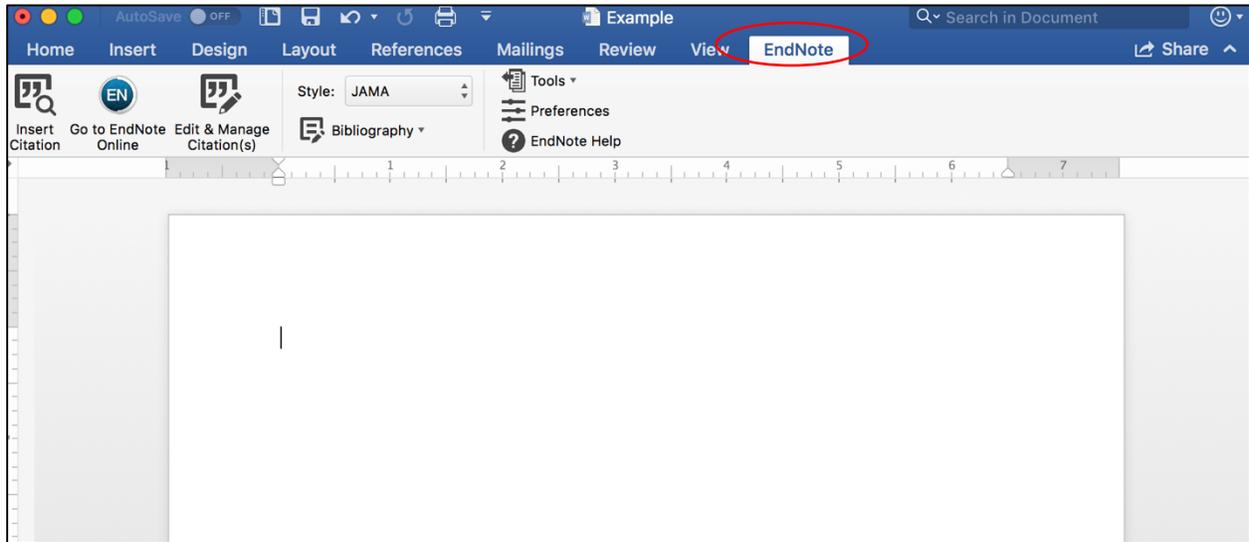
i) **Download the EndNote “Cite While You Write” Plug-In**

1. Log in to EndNote Web
2. Put your mouse over the “Format” tab
3. Select “Cite While You Write Plug-In”
4. Download and install the program for Mac or Windows

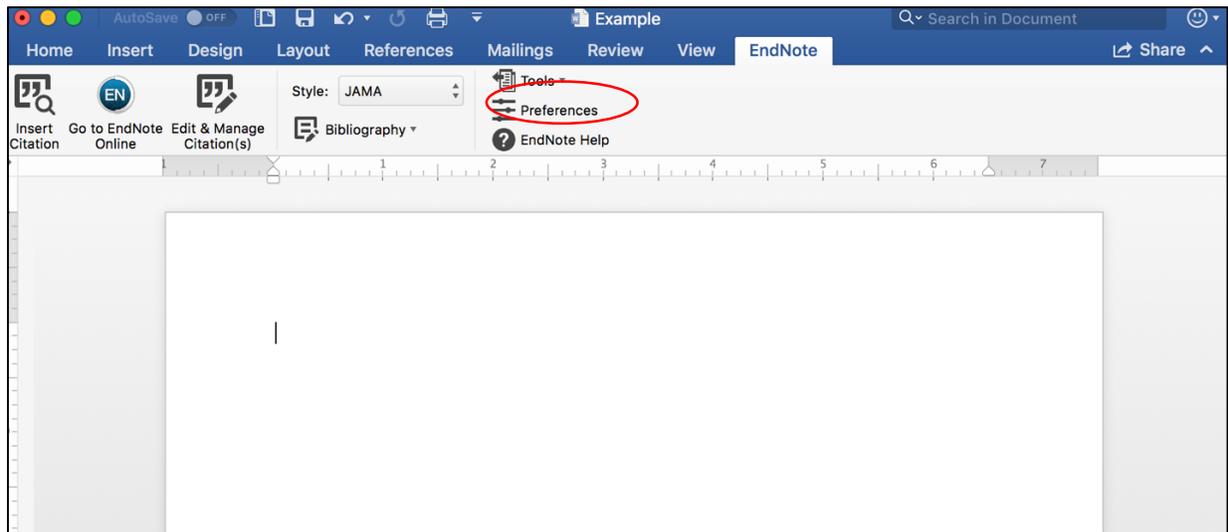


## ii) Setting up the program

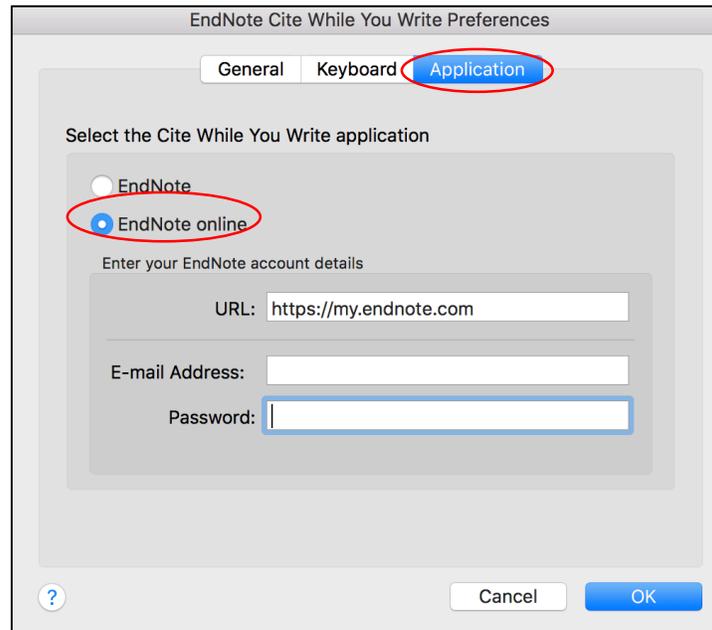
1. Open Microsoft Word
2. Select the “EndNote” Tab



3. Select “Preferences”



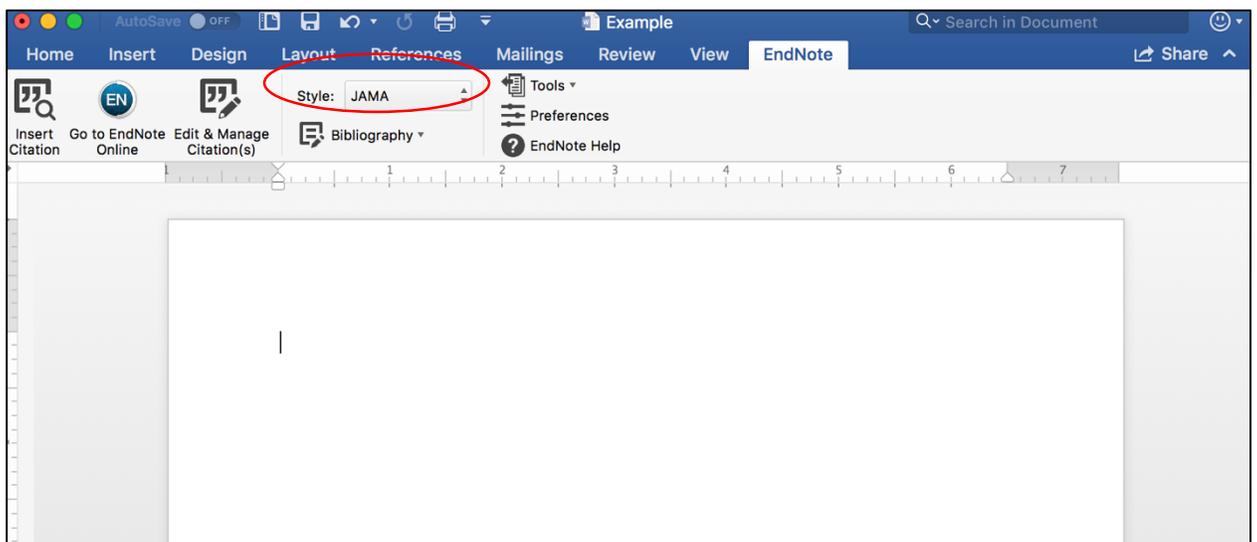
4. A new window will open. Select “Application”



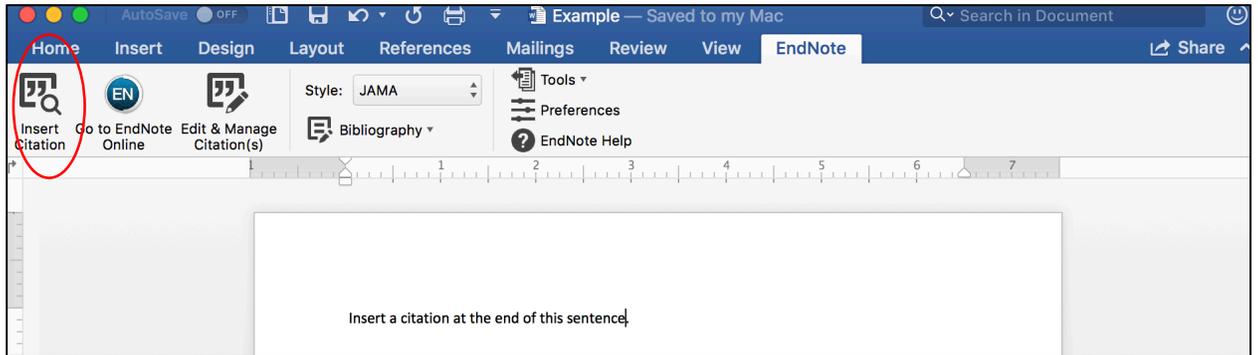
5. Select EndNote Online
6. Enter the email address and username you used to make your EndNote account
7. Select “OK”

### iii) Inserting citations

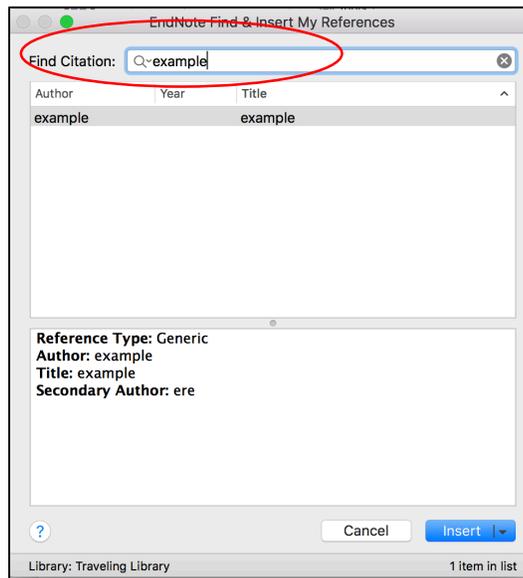
1. Open your document in Microsoft Word
2. Select the EndNote Tab
3. For “Style,” select JAMA



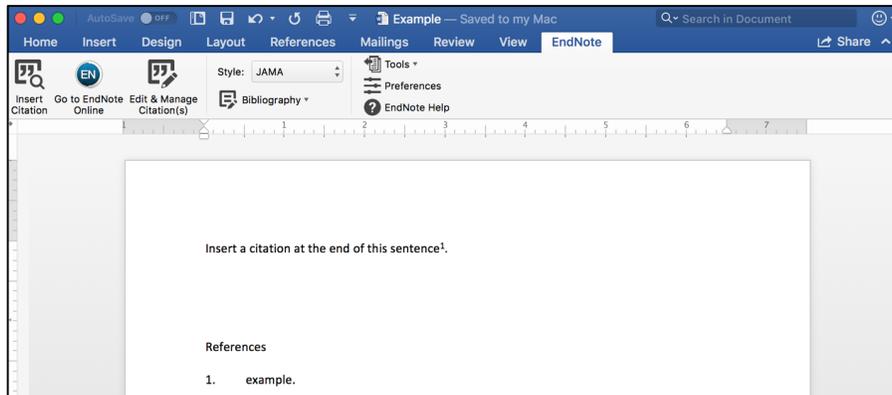
- Place your cursor where a citation is needed
- Select “Insert Citation”



- A new window will open. Search a keyword for your citation



- Select your citation from the list
- Click “insert”



Your citation will be inserted, and a reference list will be placed at the end of your document.