How to manually add references to EndNote

If your reference is not available in any database, you must enter it manually in EndNote.

To add references manually, click the **New Reference** icon in EndNote's toolbar.



This brings up a box of with fields to fill in. Under **Reference Type**, choose which type of reference you want to create, for example Web Page or Book Section. Then you fill in the relevant information in the relevant fields.

To save the reference, click Save. Then you can close the window. The reference is now in your library.

What fields do I need to fill in?

When you enter a reference manually in EndNote, there are a few things to keep in mind in order for the reference to be correct.

1. Which fields that need to be filled in depends om the reference type.

For books, the fields **Author, Year, Title, Place Published, Publisher** and **Edition** should be filled in. (If the book has an editor, choose the reference type **Edited Book** instead.)

For book sections, the fields **Author, Year, Title, Editor, Book Title, Place Published, Publisher, Pages,** and **Edition** should be filled in.

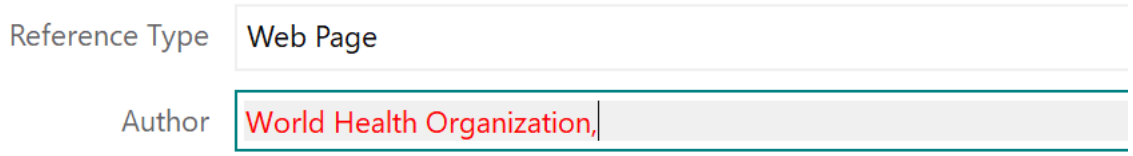
For electronic sources (web page), the fields **Author, Year, Title, Place Published, Publisher, Access Year, Year Cited, Access Date, Date Cited,** and **URL** should ideally be filled in.

Which fields that need to be filled in may also depend on the citation style you use (for example, Vancouver or APA 7th etc.). Some styles use the Year Cited and Date Cited fields for web pages while others use Access Year and Access Date.

2. When you type a name in the Author field, it might look like this: Willie, Tiara C. The last name is entered first, followed by a comma. After that, the first name is entered. First names can be either spelled out or entered as initials. Don't forget the period after each initial and new line for each author.



3. If the author is an organization, you must add a comma after the organization name, otherwise EndNote will treat it as a first and last name.



4. Some output styles in EndNote are note configured to work with the less common publication types, such as report. Therefore, it is usually easiest to enter reports from the web as a Web pages.