



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Managing Your References: EndNote 2025

library@tcd.ie | www.tcd.ie/library | [@tcdlibrary](https://twitter.com/tcdlibrary)





You will learn how to:

- **Access EndNote Desktop**
- **Create an EndNote Library**
- **Collect References**
- **Create/manage Groups**
- **Use EndNote with Microsoft Word**
- **Apply Referencing Styles**



1. Install EndNote

2. Create a Library

3. Collect References

- Import from our Library Catalogue
- “Direct export” from databases
- Import PDFs
- Find full text

4. Create/Manage Groups

5. MS Word & EndNote

- Insert a reference into Word
- Referencing styles
- Edit or delete a citation



- Use **bibliographic reference management software** to bring together your references from all sources
- **Import records** from multiple databases and library catalogues
- **Manually enter citations** and save them
- Free software includes Zotero, EndNote Online and Mendeley
- ...but we have a paid subscription to **EndNote 2025**



- **Bibliographic reference software**
- **Automates** the creation of bibliographies
- **Formats references** for you according to required **referencing style**
- Allows you bring in references to your own EndNote **Library** as you search online databases and other resources
- Inserts correctly cited references into your document (including MS Word and Google Docs): **Cite While You Write**

Free for registered students and staff to install on personal computers.

EndNote Desktop is installed on PCs in Trinity computer rooms.



www.tcd.ie/library/support/endnote

You will find this link on the homepage of the Library website under “Managing References”.



Support & Training

Academic Integrity

Copyright

Finding Theses

Generative AI - Acknowledging
& Referencing

Guides & Tutorials

Library Training Sessions

Managing References

Download EndNote

EndNote Online

Support

EndNote FAQs

SUPPORT & TRAINING / MANAGING REFERENCES

Managing References

The Library provides training and support for **EndNote**, a widely-used bibliographic reference software tool for publishing and managing bibliographies.

Bibliographic or reference management software automates the creation of bibliographies for many scholarly publications (for example, essays, theses, research papers, grant proposals, curricula vitae, book manuscripts...) a tedious and error-prone activity when performed manually. Researchers and students can save countless hours of typing and interpreting style requirements of scholarly publications by simply selecting the publication by name and generating a perfectly formatted document.

There are several different brands of reference management software, most with a free version and a more complete paid version with extra features or storage. For a comprehensive list see Wikipedia's [comparison of reference management software](#) - other notable examples include [Zotero](#) and [Mendeley](#). Note Mendeley will not work with Word if you are using the Trinity-supplied version of Office, but will work fine with a personal subscription.

The latest version we have access to is now **EndNote 2025**.





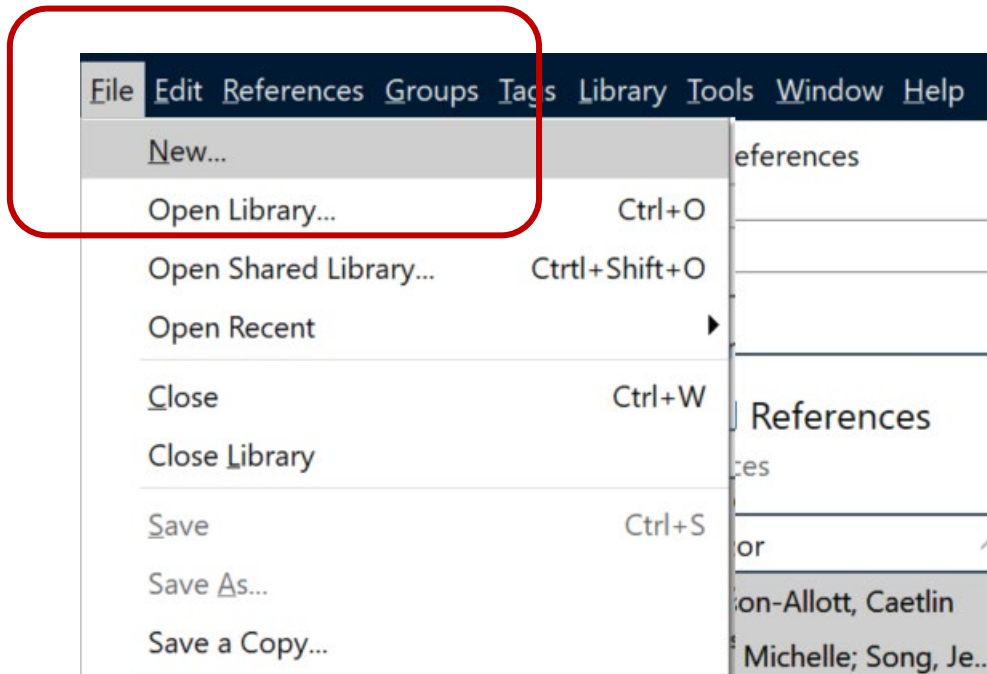
- The Library recommends you primarily use **EndNote Desktop**
- This comes with an online variant that looks much the same called **EndNote Web**. You set up an account within EndNote Desktop then sync the two
- You can also use **EndNote Online** which is a simpler version
- Do **not** rely solely on the online sync to back up your Library

CREATE ENDNOTE LIBRARY



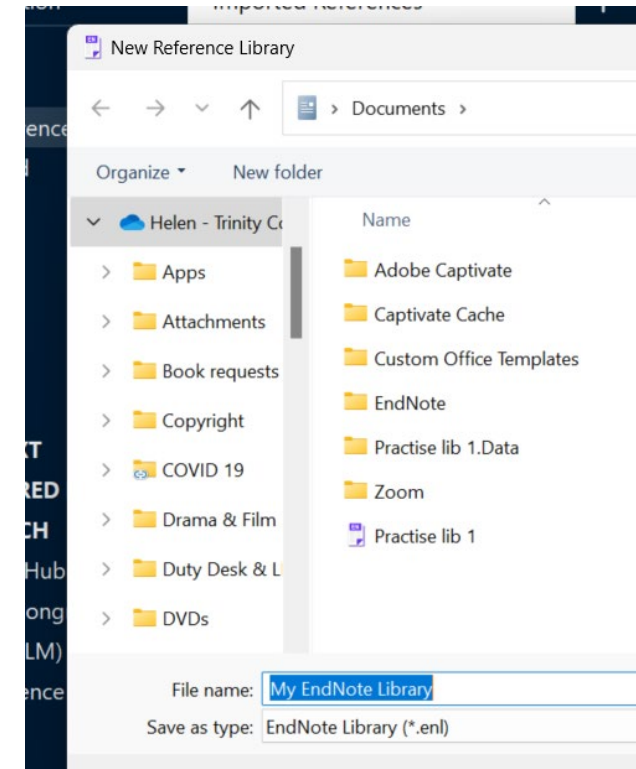
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1



2

Give new Library a name and choose where to save it



ENDNOTE INTERFACE: 3 PANES



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Groups

Main

Preview

The screenshot displays the EndNote software interface, which is divided into three main panes: Groups, Main, and Preview.

Groups Pane (Left): This pane contains a sidebar with a menu for organizing references. It includes options like 'Sync Configuration', 'All References', 'Imported References', 'Recently Added', 'Unfiled', 'Trash', 'MY GROUPS', 'MY TAGS', 'FIND FULL TEXT', 'GROUPS SHARED BY O...', and 'ONLINE SEARCH'. A search bar at the bottom is labeled 'Search for group'.

Main Pane (Center): This pane displays a table of imported references. The table has columns for Author, Year, T... (likely Title), Journal, Last Updated, and Reference Type. The data is as follows:

Author	Year	T...	Journal	Last Updated	Reference Type
Benson-Allott, Caetlin	2020	H...	Film Quarterly	16/10/2024	Journal Article
Cho, Michelle; Song, Je...	2024	A...	Mediating Gender in Post-Authorita...	16/10/2024	Book Section
Clark, Jennifer S.	2024	F...	Producing Feminism	16/10/2024	Book Section
Coppa, Francesca		V...		16/10/2024	Book
de Lima e Silva, Jason	2022	A...	Estudos Feministas	16/10/2024	Journal Article
Filaj, Anxhela	2023	*...	Hungarian Journal of English and A...	16/10/2024	Journal Article
Gallagher, Kay; Kim, Isa...	2007	C...	Caribbean Quarterly	16/10/2024	Journal Article
Havas, Júlia; Horeck, Ta...	2021	N...	Binge-Watching and Contemporary...	16/10/2024	Book Section
Hermes, Joke	2002	T...	Etnofoor	16/10/2024	Journal Article
Joyrich, Lynne	1996	F...	Cinema Journal	16/10/2024	Journal Article
Kelly, Katherine E.	2010	M...	Theatre Journal	16/10/2024	Journal Article
Kim, Janna L.; Sorsoli, C...	2007	F...	The Journal of Sex Research	16/10/2024	Journal Article
Leonard, Candyce	1998	<...	Anales de la literatura española cont...	16/10/2024	Journal Article
Mayer, So	2020	P...	Film Quarterly	16/10/2024	Journal Article
Stein-Hinrichsen, Kristina	2022	D...	Tanzen als Widerstand	16/10/2024	Book Section

Preview Pane (Right): This pane shows the details of a selected reference. It includes a 'Summary' tab (highlighted with a red box), an 'Edit' tab, and a 'PDF' tab. The 'Summary' tab displays the following information:

- Tags: Manage tags
- Reference Type: Journal Article
- Author: Filaj, Anxhela
- Year: 2023
- Title: "Nobody Can Be Vulgar All Alone"
The Power of Shame in Broadchurch
- Journal: Hungarian Journal of English and American Studies (HJEAS)
- Publisher: Centre for Arts, Humanities and Sciences (CAHS), acting on behalf of the University of Debrecen CAHS
- Volume: 29
- Part/Supplement:
- Issue: 1
- Pages: 207-224
- Start Page:

Preview

- **Summary:** Check your reference
- **Edit:** correct any errors or add info
- **PDF:** view full text, if attached



Support & Training

- Academic Integrity
- Copyright
- Finding Theses
- Generative AI - Acknowledging & Referencing
- Guides & Tutorials
- Library Training Sessions
- Managing References**
 - Download EndNote
 - EndNote Online
 - Support
 - EndNote FAQs

SUPPORT & TRAINING / MANAGING REFERENCES / SUPPORT

Support

Note: from EN20 the interface of the program has changed from prior versions, so it looks different, but with the same features. The vast majority of current EndNote features are available in EndNote X7 onwards. Older training videos or guides is normally fine as a starting point.

Videos and Tutorials

Other Documentation

Additional Resources (including Trinity reference styles)

Search the Library Catalogue from within EndNote.

If you install this add-on, you will then be able to select "Trinity College Dublin" from the Online Search section in our catalogue. Double-clicking the file will open EndNote Desktop and you can then save it from within EndNote, so it is copied to the right place on your computer.

[Trinity College Dublin Connection File](#)

Install this file so you can import records directly from the Trinity Library Catalogue to your EndNote Library.

Trinity College Dublin.enz
[Open file](#)

Double-click to open it in EndNote ... then File – Save As (If it inserts 'copy' in name, delete 'copy').

TRINITY LIBRARY CATALOGUE SETUP (CONT.)



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You only need to do
this installation once!

Click on + to right of
Online Search and
select **Trinity College
Dublin** from *Choose A
Connection* box.

The screenshot displays the Trinity Library Catalogue Setup interface. The sidebar on the left contains the following sections:

- File Edit References Groups Tags Library Tools Window Help
- Sync Configuration
- All References 38
- Recently Added 2
- Unfiled 32
- Trash 44
- MY GROUPS
 - Must read 6
 - New Group
 - My Groups
- MY TAGS +
- FIND FULL TEXT
- GROUPS SHARED BY O...
- ONLINE SEARCH +
 - Jisc Library Hub Discov...
 - Library of Congress
 - PubMed (NLM)
 - Trinity College Dublin 6
 - Web of Science Core C...

The main area shows a list of references with columns: Author, Year, Title. The list includes entries such as:

Author	Year	Title
Castrillo, Pablo; García,...	2024	E pluribus
Cho, Michelle; Song, Je...	2024	A Spunky G
Clark, Jennifer S.	2024	From "Jock
Coppa, Francesca		Vidding: A
de Lima e Silva, Jason	2022	Autonomy
Filaj, Anxhela	2023	"Nobody
Filaj, Anxhela	2023	"Nobody C
Filaj, Anxhela	2023	"Nobody C
Gallagher, Kay; Kim, Isa...	2007	Contesting
Havas, Júlia; Horeck, Ta...	2021	Netflix Fer
Havas, Júlia	2022	Televisi...

The 'Choose A Connection' dialog box is open, showing a list of connections. The 'Trinity College Dublin' connection is highlighted. The dialog box also includes a 'Quick Search' field and 'Find by' options.

COLLECT REFERENCES: IMPORT FROM TCD LIBRARY CATALOGUE



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File Edit References Groups Tags Library Tools Window Help

Sync Configuration

Trinity College Dublin +

Title Contains Film: A critical introduction + x

And Title Contains + x

And Title Contains + x

Clear search Search options Search

Searching Trinity College Dublin
Retrieve results: 6

☐		Author	Year	Title	Journal	Last Updated	Reference Type
☐		Pramaggiore, Maria; W...	2005	Film : a critical intro...		05/11/2025	Book
☐		Pramaggiore, Maria; W...	2008	Film : a critical intro...		05/11/2025	Book
☐		Pramaggiore, Maria; W...	2011	Film : a critical intro...		05/11/2025	Book
☐		Pramaggiore, Maria; W...	2011	Film : a critical intro...		05/11/2025	Book
☐		Pramaggiore, Maria; W...	2020	Film : a critical intro...		05/11/2025	Book
☒		Pramaggiore, Maria; W...	2020	Film : a critical intro...		05/11/2025	Electronic Book

Reference Type: Electronic Book

Author: Pramaggiore, Maria Wallis, Tom

Year: 2020

Title: Film : a critical introduction

Editor:

Secondary Title:

Place Published: London, England

Publisher: Laurence King Publishing,

Volume:

Version:

Number of Pages: 1 online resource (472 pages).

- Tick boxes on left to choose item(s) you want to import
- Then click on +



[← Results](#)

Peer reviewed | Academic Journal

Stakeholders' Experiences and Perspectives of Patient and Public Involvement (PPI) in Maternal and Neonatal Clinical Trials: A Qualitative Evidence Synthesis.

WILEY Blackwell

Published in: Health Expectations, Dec2025

Database: Academic Search Complete

By: [Hannon, Kathleen](#); [Eustace-Cook, Jessica](#); [Daly, Déirdre](#); [+1 more](#)

Access options

Download

COLLECT REFERENCES: DIRECT EXPORT FROM DATABASE 1 CONT.



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Export to your citation tool of choice.

[Export to EasyBib](#)

[Export to RefWorks](#)

[Export to EndNote Web](#)

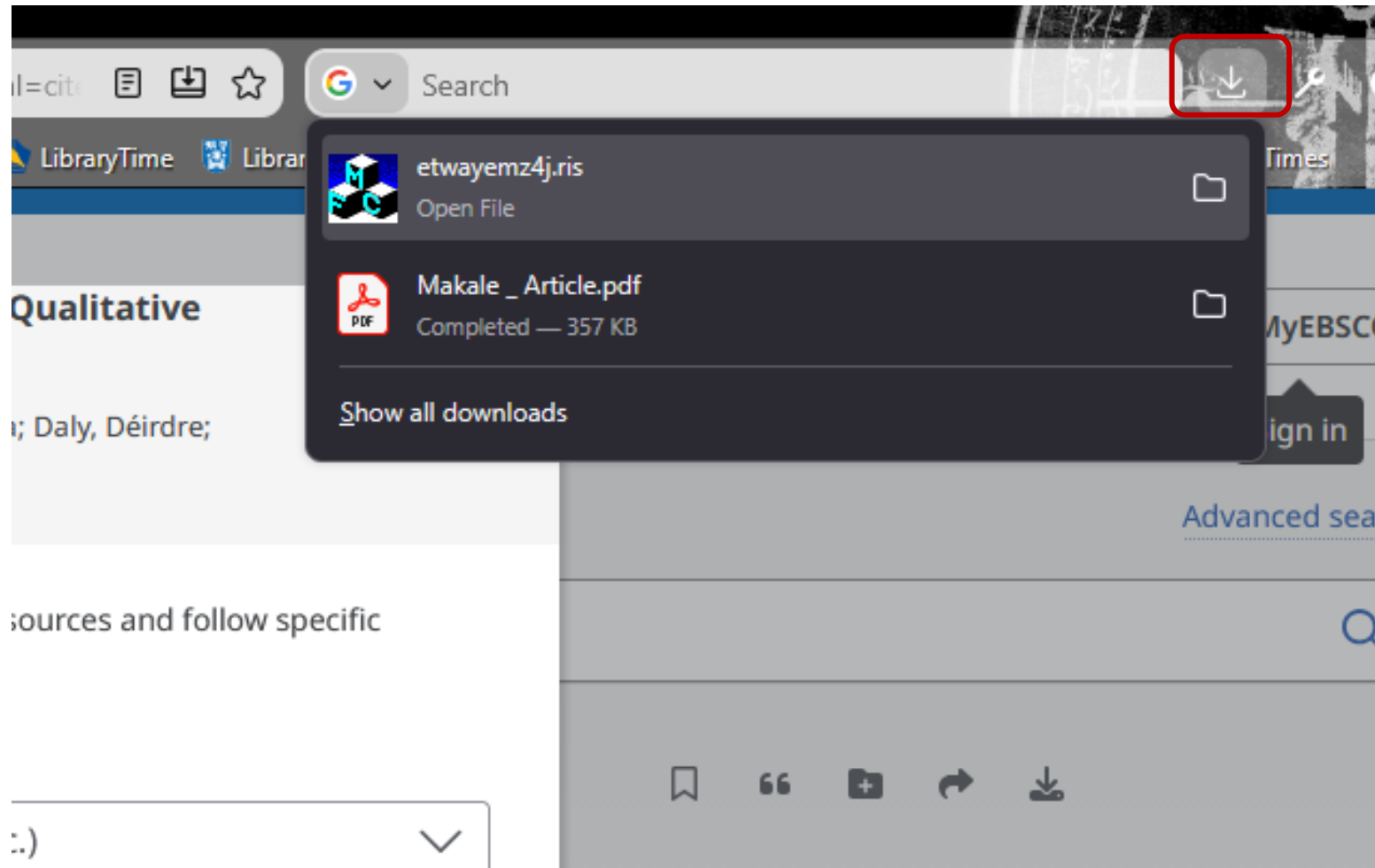
[Export to NoodleTools](#)

[Export in RIS format](#) (e.g. CITAVI, EasyBib, EndNote, Mendeley, NoodleTools, ProCite, RefWorks, Zotero, etc.)

COLLECT REFERENCES: DIRECT EXPORT FROM DATABASE 1 CONT.



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COLLECT REFERENCES: EXPORT FROM DATABASE 2



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JSTOR

(((ab:"feminis*") AND (television OR tv)) AND (drama))

4 selected

[Cite](#) [Save](#) [Clear selections](#)

Export to EasyBib

Export to NoodleTools

Export to RefWorks

Export a RIS file
(For EndNote, Zotero, Mendeley)

Export a Text file
(For BibTex)

Refine Results

SEARCH WITHIN RESULTS

CONTENT TYPE

Academic content:

☐ Journals (340)

☐ Book Chapters (41)

Primary source content:

☐ Books (3)

DATE

SUBJECT

Find a subject

...Though **feminists** have long used the term and concept "rape culture" ... it began to circulate with frequency in the popular media in the first decade of the twenty-first century' (2018, 54-5). As Katherine Bryne and Julie Anne Taddeo discuss in a recent essay on rape in period TV drama...

☒ JOURNAL ARTICLE

Date Rape After the Afterschool Special: Narrative Trends in the Televised Depiction of Social Problems

Francesca Polletta, Christine Tomlinson

2

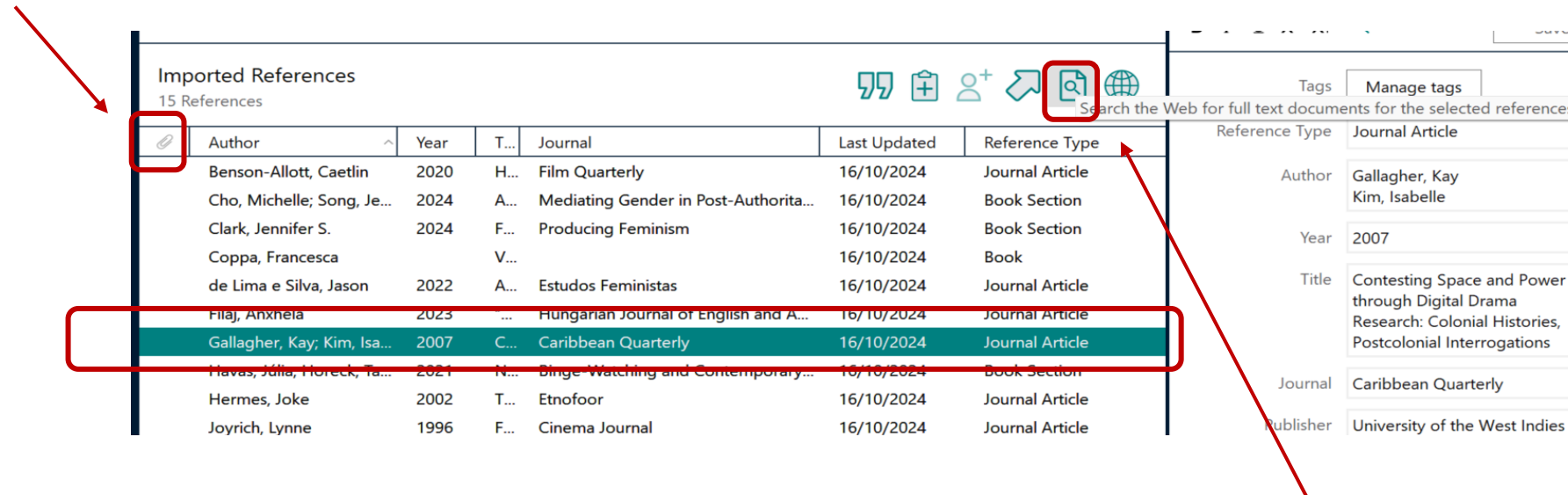
Downloads

citations (2).ris

[Open file](#)

See more

Paperclip icon to left of reference indicates full text is already attached.



Imported References
15 References

	Author	Year	T...	Journal	Last Updated	Reference Type
	Benson-Allott, Caetlin	2020	H...	Film Quarterly	16/10/2024	Journal Article
	Cho, Michelle; Song, Je...	2024	A...	Mediating Gender in Post-Authorita...	16/10/2024	Book Section
	Clark, Jennifer S.	2024	F...	Producing Feminism	16/10/2024	Book Section
	Coppa, Francesca		V...		16/10/2024	Book
	de Lima e Silva, Jason	2022	A...	Estudos Feministas	16/10/2024	Journal Article
	Filaj, Anxheila	2023	...	Hungarian Journal of English and A...	16/10/2024	Journal Article
	Gallagher, Kay; Kim, Isa...	2007	C...	Caribbean Quarterly	16/10/2024	Journal Article
	Havas, Júlia, Horeck, Ta...	2021	N...	Singe-Watching and Contemporary...	16/10/2024	Book Section
	Hermes, Joke	2002	T...	Etnofoor	16/10/2024	Journal Article
	Joyrich, Lynne	1996	F...	Cinema Journal	16/10/2024	Journal Article

Search the Web for full text documents for the selected references

Tags Manage tags

Reference Type Journal Article

Author Gallagher, Kay
Kim, Isabelle

Year 2007

Title Contesting Space and Power through Digital Drama Research: Colonial Histories, Postcolonial Interrogations

Journal Caribbean Quarterly

Publisher University of the West Indies

If there is no paperclip icon and you want to include full text in your Library, first select relevant reference(s) and click on **magnifying glass symbol** on top right. You can search for up to 200 in one go!

FIND FULL TEXT CONT.



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Number of references for which full text was automatically found/not found.

File Edit References Groups Tags Library Tools Window Help

Sync Configuration

All References 40

Imported References 3

Recently Added 5

Unfiled 35

Trash 48

MY GROUPS

Must read 5

New Group

My Groups

MY TAGS

FIND FULL TEXT

Found PDF 3

Not found 37

GROUPS SHARED BY O...

ONLINE SEARCH

All References

Advanced search

All References

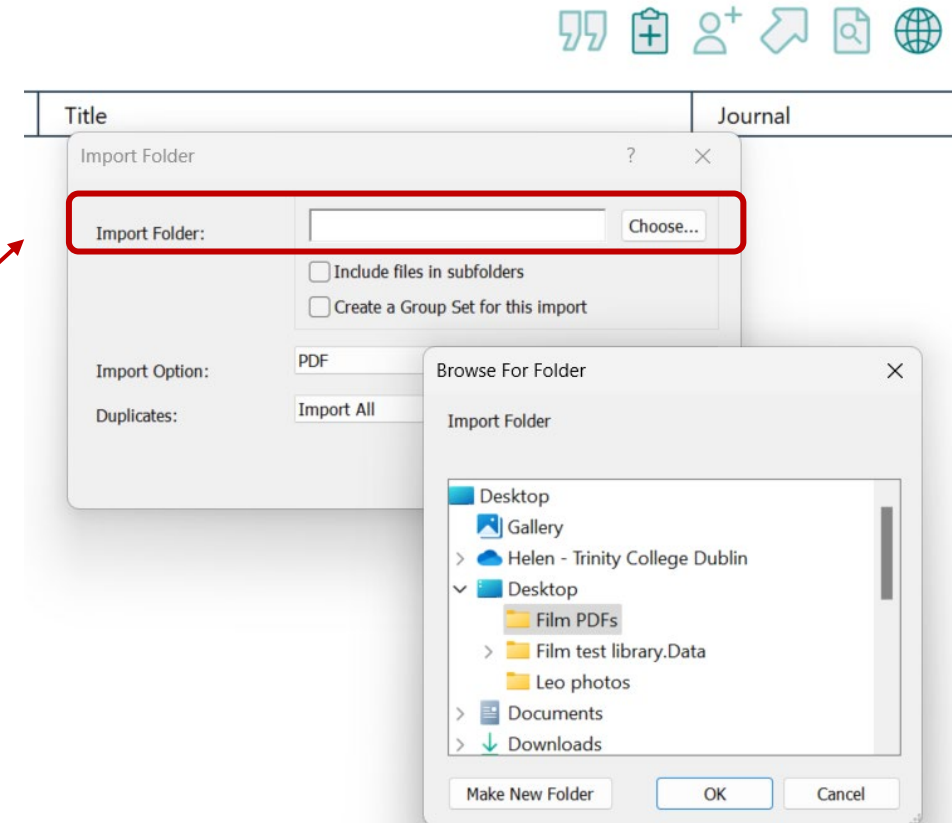
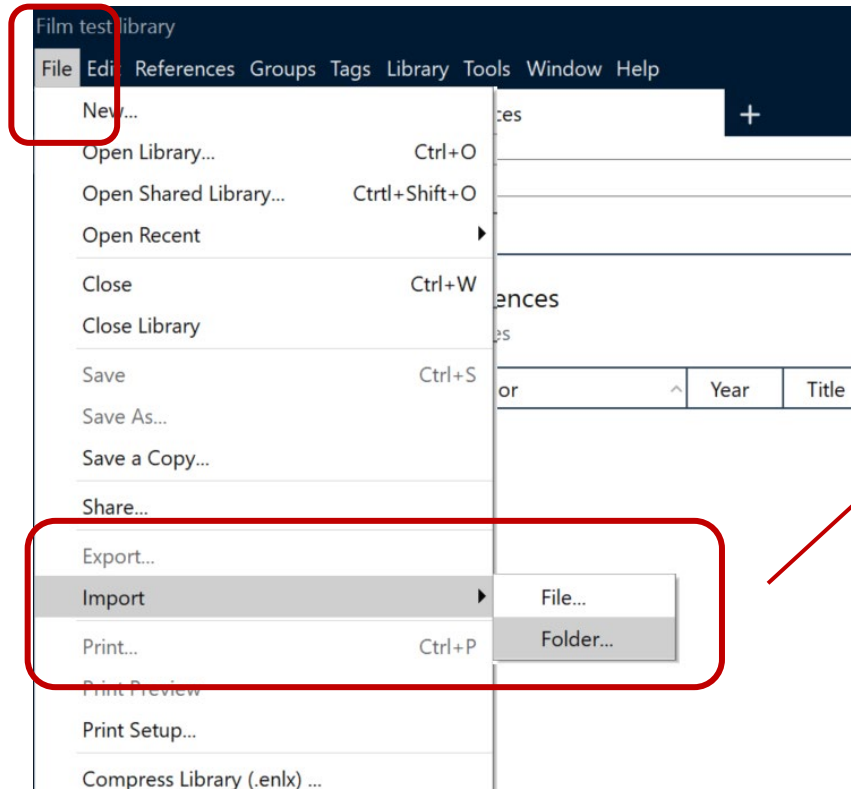
40 References

Author	Year	Title	Journal
Benson-Allott, Caetlin	2020	HOW I MAY DESTROY YOU REINVENTS RAPE TELEVISION	Film Quarterly
Bigelow, Benjamin	2023	Abject Ecologies: Patriarchal Containment and Feminist Embodiment in Thelma	Menacing Environment
Cake, Susan; Leder, Ma...	2025	Poking the beaver: feminist approaches to television comedy as creative resistan...	Studies in Australasian
Carrington, André	2025	Hard vacuum: Black women space workers femme the future	Science Fiction Film and
Castrillo, Pablo; García,...	2024	E pluribus Unum	New Review of Film and
Cho, Michelle; Song, Je...	2024	A Spunky Girl Meets a Queer Boy: Neoliberal Remediation of the Post-Authorita...	Mediating Gender in Po
Clark, Jennifer S.	2024	From "Jockocratic Endeavors" to Feminist Expression: Billie Jean King, Eleanor S...	Producing Feminism

IMPORT PDFs TO ENDNOTE



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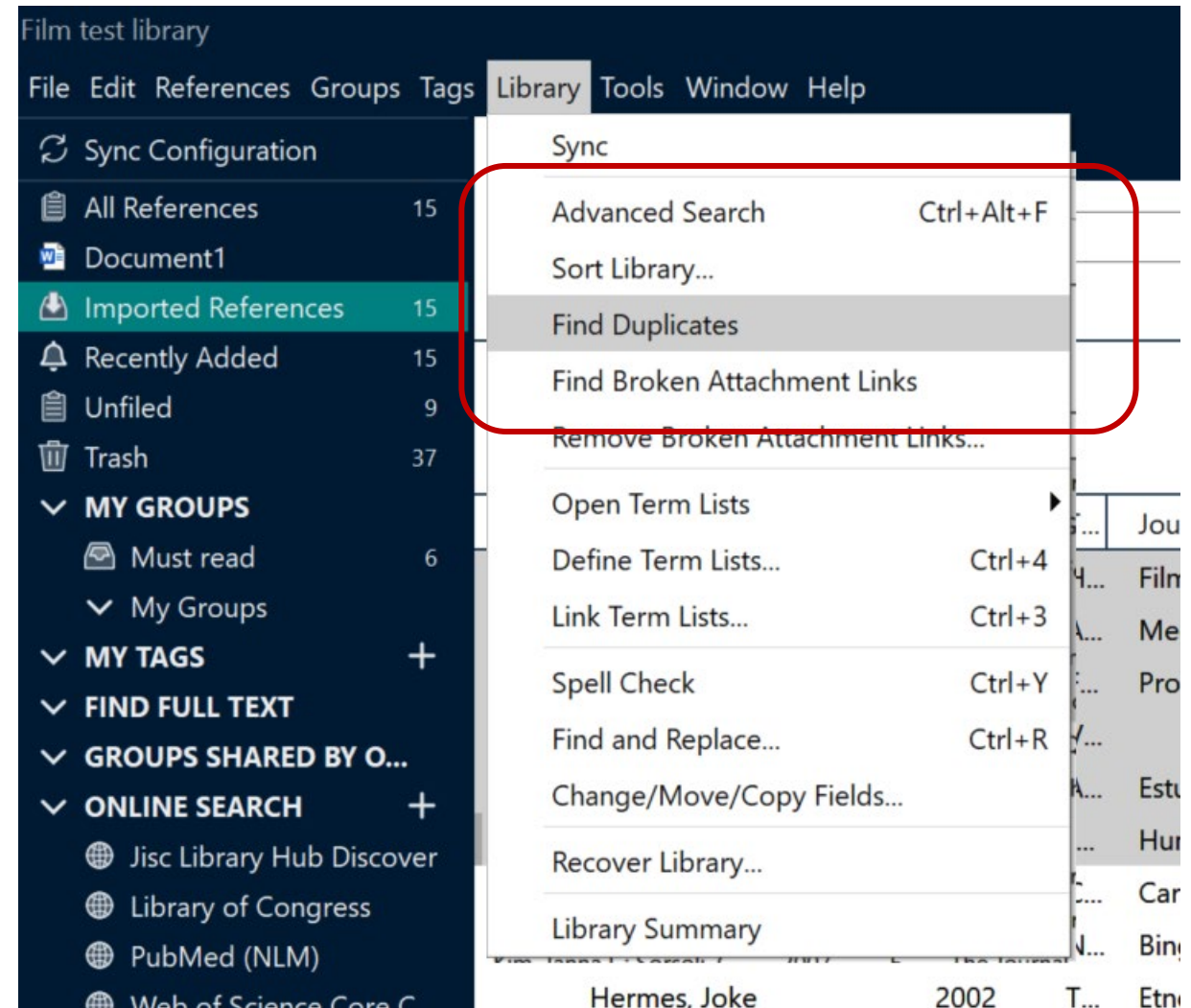
Metadata is automatically read from the PDF and added to your Library as a reference, along with the PDF itself.

FIND DUPLICATE REFERENCES

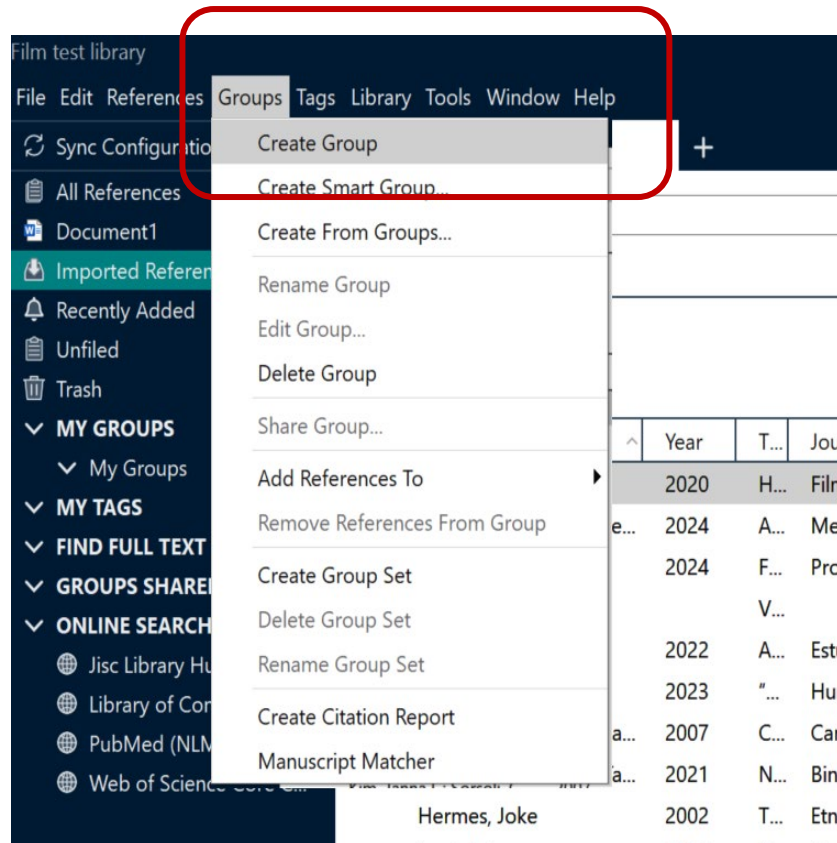


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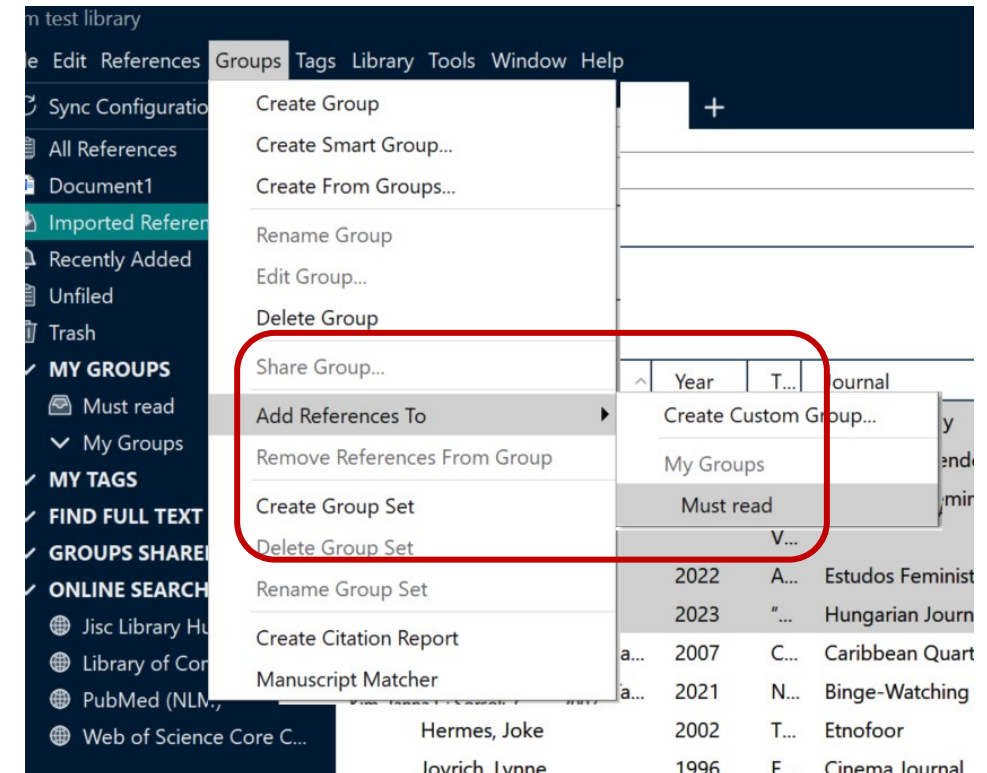
This is a useful tool, as you may import the same reference from different databases.



Creating Groups



Adding References to Groups



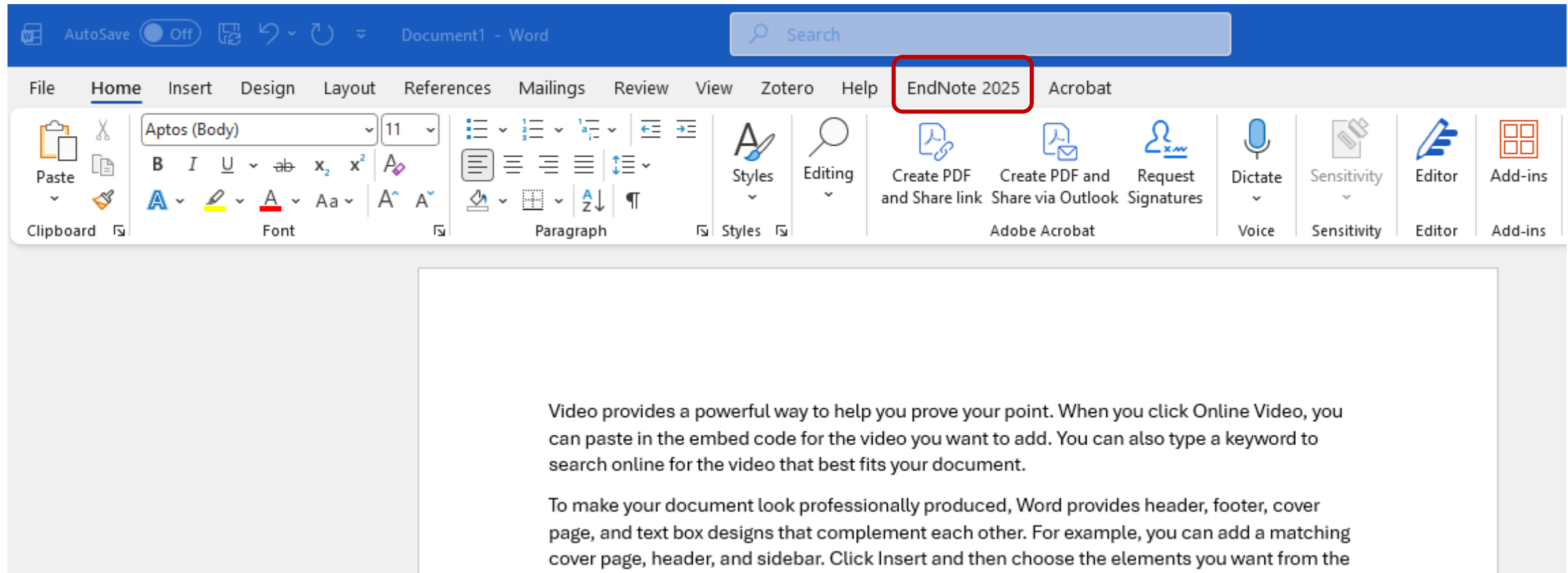
First select references you want to add to group, using Control and click to select multiple items.

INSERT REFERENCE INTO WORD DOC: CITE WHILE YOU WRITE



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Within MS Word, select the **EndNote 2025** tab to view the **EndNote toolbar** within Word.

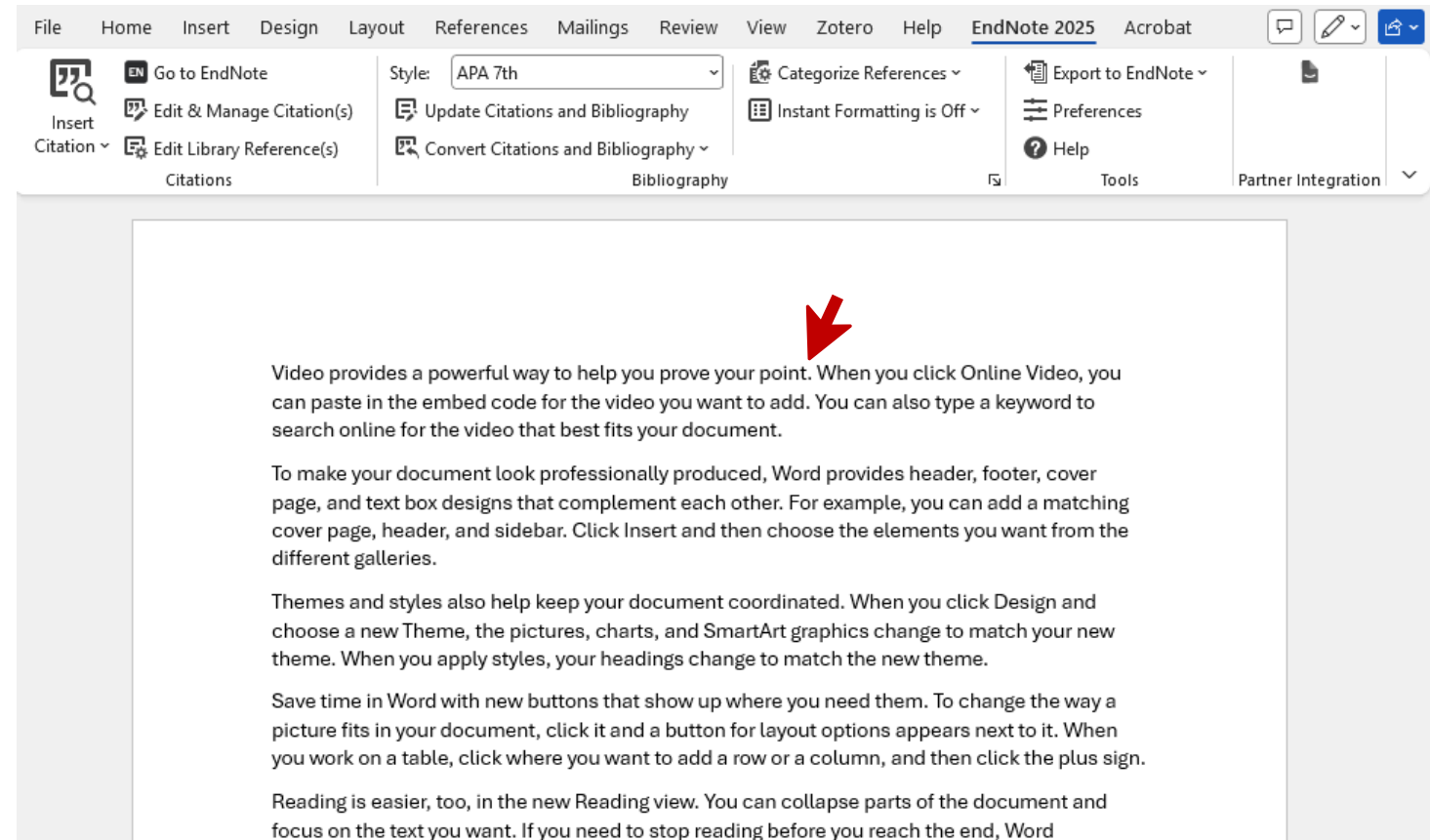


INSERT REFERENCE INTO WORD DOC: CITE WHILE YOU WRITE CONT.



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1. Place your cursor where you want to include a reference
2. Whether before or after the full stop depends on the style
3. Whether you insert a space or not depends on the style
4. If you are using Chicago or the Irish Historical Studies styles it's a bit more complicated as these use footnotes, that need to be inserted using Word first

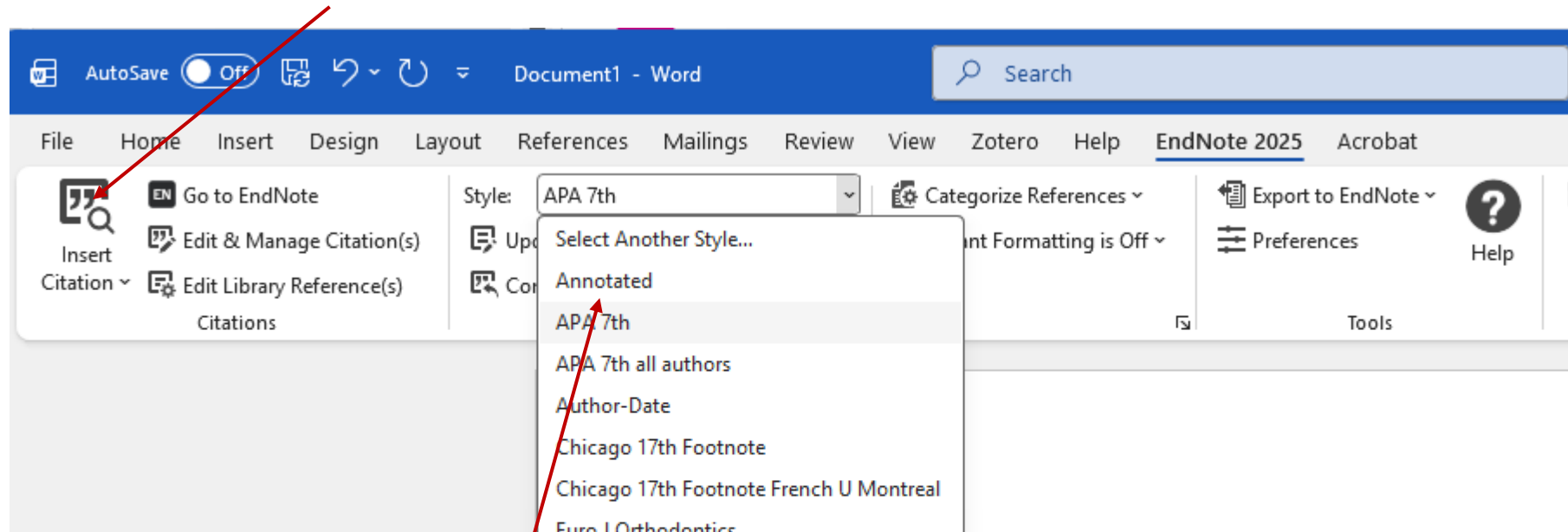


INSERT REFERENCE INTO WORD DOC: CITE WHILE YOU WRITE CONT.



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With your cursor at the right place, **Insert Citation**.



You can select a **different referencing style** using the dropdown menu of styles. Use the style prescribed by your department. Extra styles can be found under **Select Another Style**; others are online (with some TCD-specific ones on our website)

p you prove your point. When you click Online video you want to add. You can also type a k fits your document.

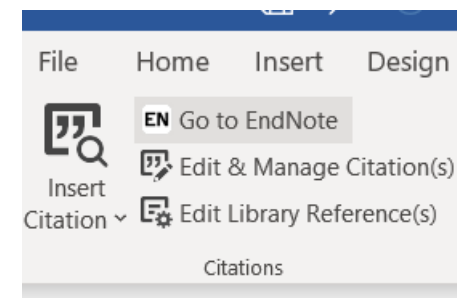
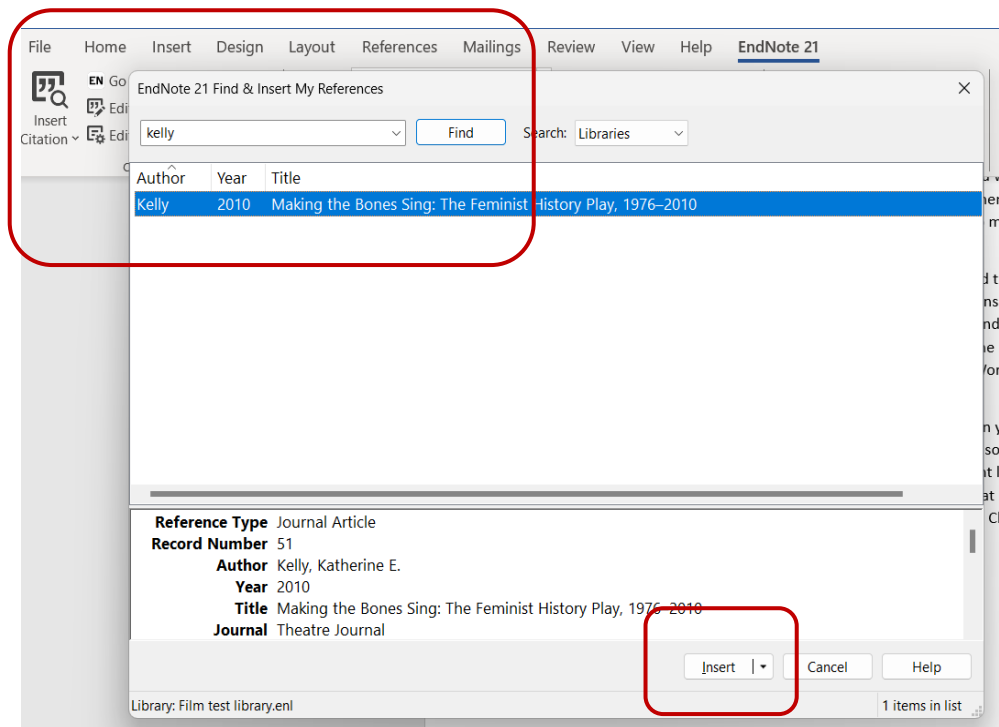
ionally produced, Word provides header, foc element each other. For example, you can ad k Insert and then choose the elements you v

INSERT REFERENCE INTO WORD DOC: CITE WHILE YOU WRITE CONT.



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Insert **Citation** to find your reference from **within the Word** interface.

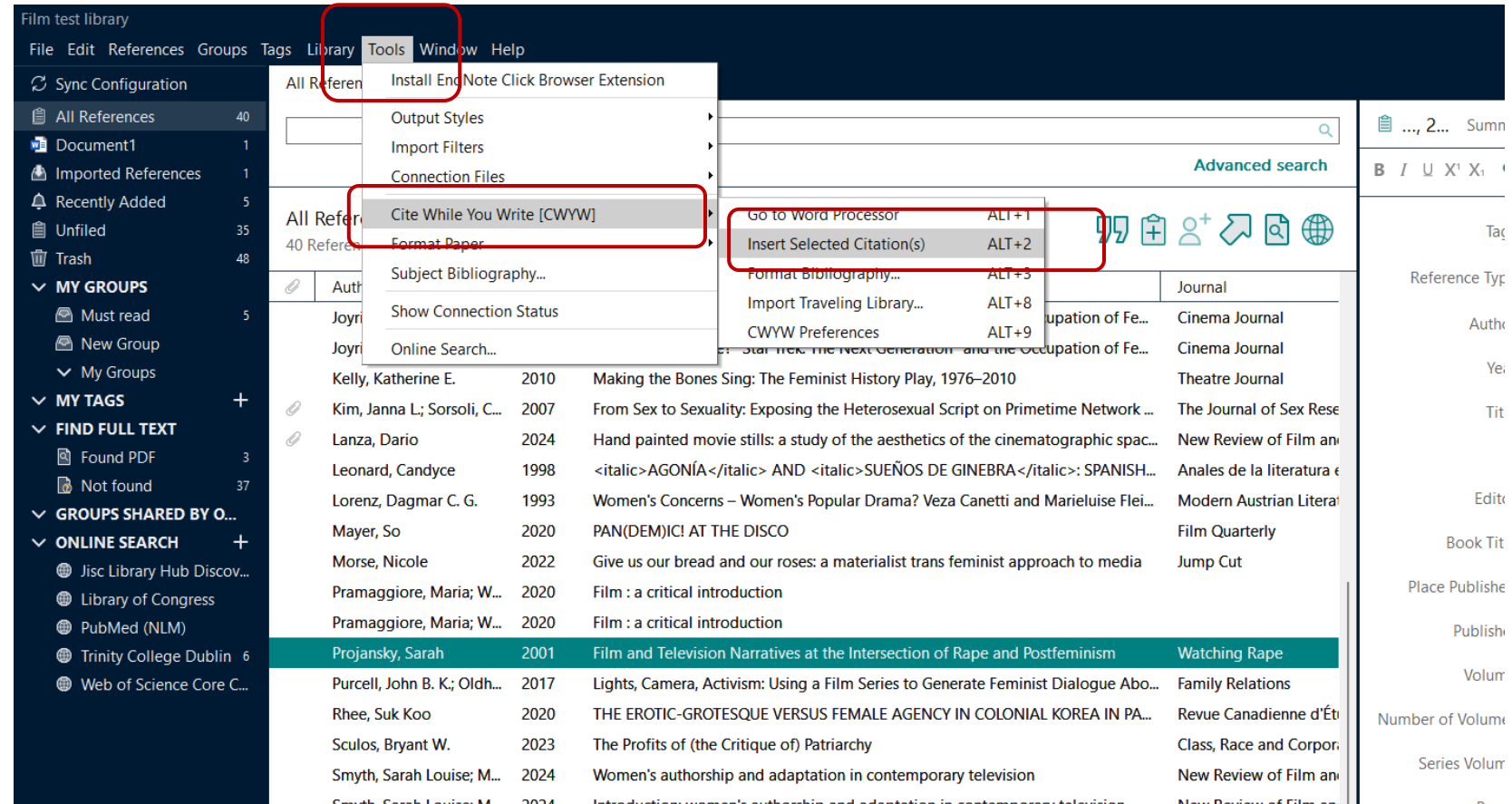
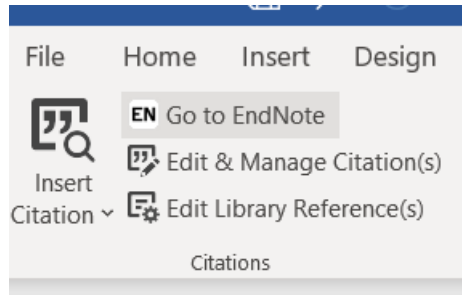


Or, **Go to EndNote** to select from **within the EndNote** interface.

INSERT REFERENCE INTO WORD DOC: CITE WHILE YOU WRITE CONT.



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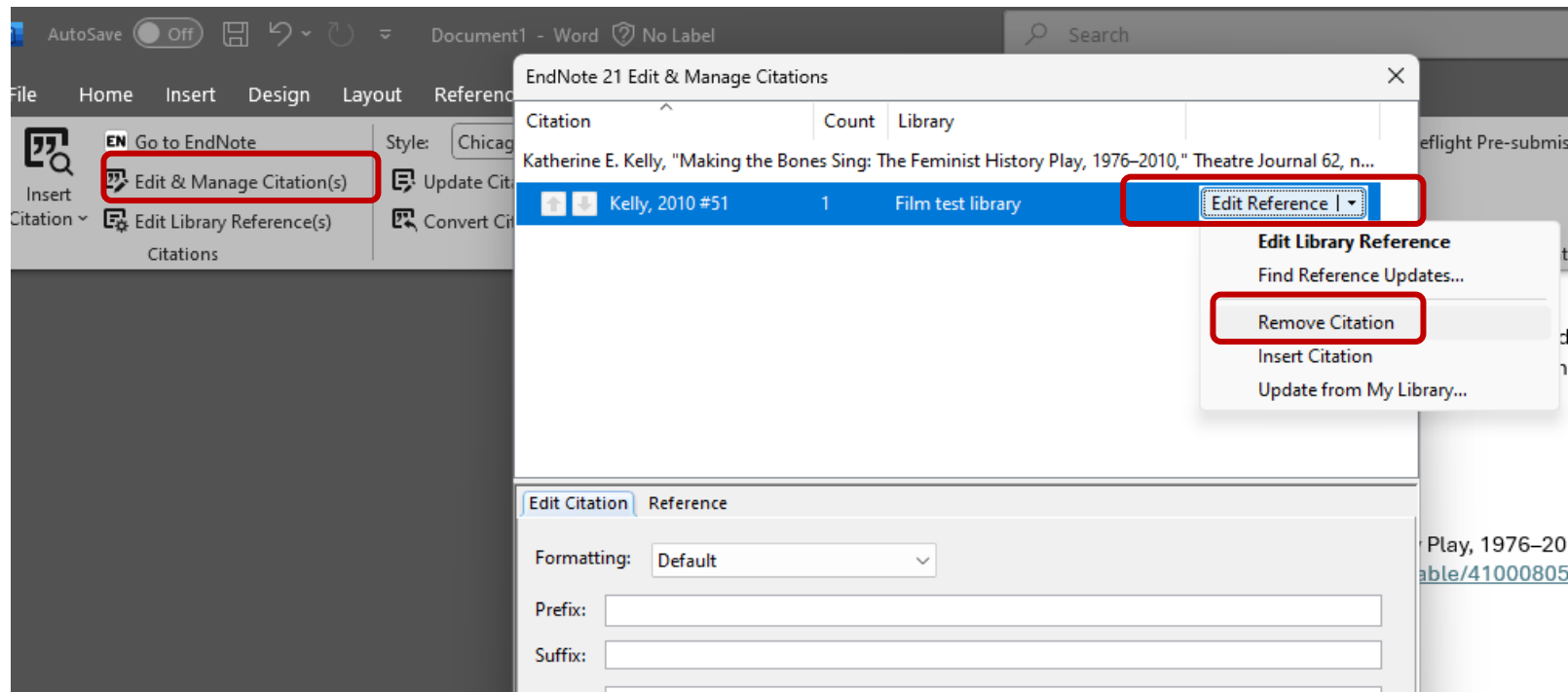


EDIT OR REMOVE A CITATION



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To edit or remove a citation, use **Edit & Manage Citation(s)** - top left of EndNote toolbar within Word.



WHERE TO FIND HELP



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- Library Website: **EndNote support**
- Watch the **training video** by the Library
- Contact your **Subject Librarian**
- Drop in to the **Duty Desk** in Iveagh Hall, Boland Library

Support & Training

- Academic Integrity
- Copyright
- EndNote
 - Download
 - EndNote Online
 - Support
 - EndNote FAQs
- Finding Books in the Library
- Finding Theses
- Guides & Tutorials
- Library Training Sessions
- MyReadingList@TCD
- Open Scholarship
- Academic Integrity
- Copyright
- EndNote
 - Download
 - EndNote Online
 - Support
 - EndNote FAQs
- Finding Books in the Library
- Finding Theses

Recording - Introduction to EndNote 20 Desktop 2022

Most people then continue with EndNote's own instructional videos - there are pages and pages of very short videos that tell you how to do very specific things with it, plus longer overview ones. There is also a text-based guide for Windows and guide for Mac.

If you are using X9 or lower, take a look at the [LinkedIn Learning course](#) (free to Trinity members).

Other Documentation

- [How to combine chapters in Word](#)
- [TCD Beginner's Guide to EndNote Online](#)
- [How to Add Multiple Bibliographies](#)
- [Using Footnotes with EndNote \(video\)](#)
- [Using EndNote for Systematic Reviews](#)

Additional Resources (including Trinity connection files, search filters and reference styles)

Finding Full Text

There are a number of techniques to find PDFs of articles within an EndNote Library.

Find Full Text option

You should definitely try this first!

EndNote can attempt to locate full text files on the Web by using data stored in your references. Once found, EndNote downloads and attaches the files to the references.

Select up to 250 references - you can select more, but it will only operate on the first 250. Click on the *Find Full Text* icon (or right-click and choose *Find Full Text*).

PLEASE GIVE FEEDBACK



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**Your comments and ideas
help us to focus on more
things you would like to
learn about.**

**Please take our two-
minute survey.**

Thank you so much!