

**EndNote Online**  
**Getting Started Guide**  
**For authors submitting their publications to the *Vestnik of St Petersburg University. Series 9. Philology. Oriental Studies. Journalism***

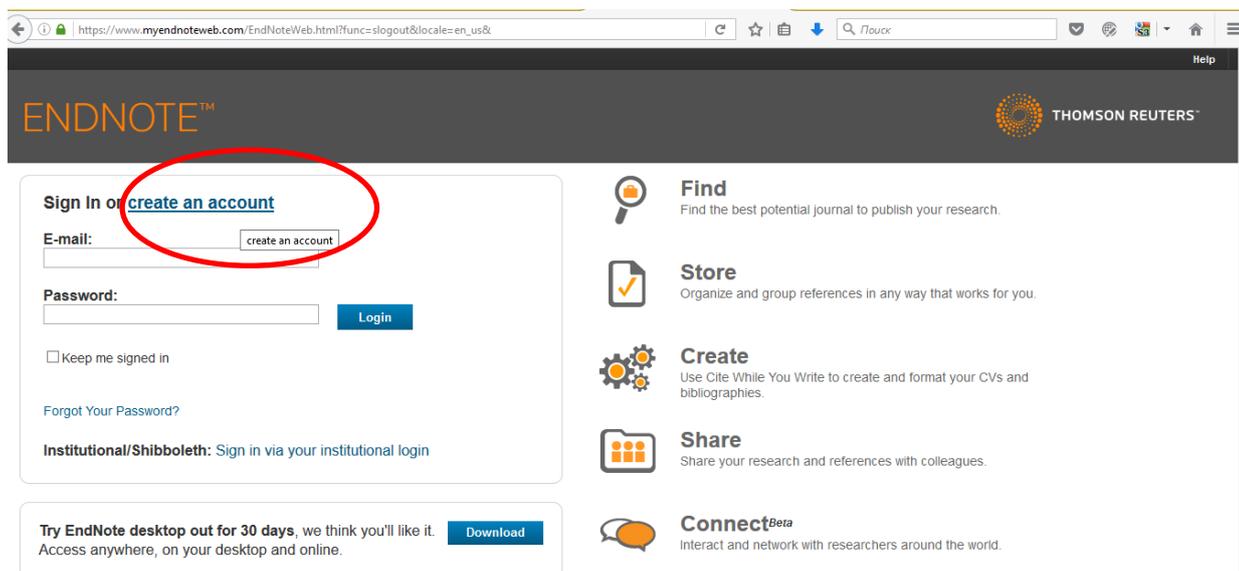
### Welcome to EndNote

EndNote is a software tool designed by Thompson Reuters for publishing and managing bibliographies, citations and references. There are currently available two versions: EndNote Online (free online version of this software, which is available at: <http://www.myendnoteweb.com/>) and EndNote Desktop (the full version of the software, which includes a purchased desktop version with additional features and an enhanced online account). Having only EndNote Online version will be completely enough for you to create reference list according to the guidelines provided below, so you will not have to buy EndNote Desktop version unless you need it for your personal convenience.

To succeed in getting your peer reviewed and approved manuscript ready for typesetting you will have to create an EndNote Online account, enter references, save them in a Group (name of the Group must include your last name, issue number and year of publication: for example, “Smith\_issue4\_2016”) and share the Group with the Editorial Board.

### Creating an EndNote Online account

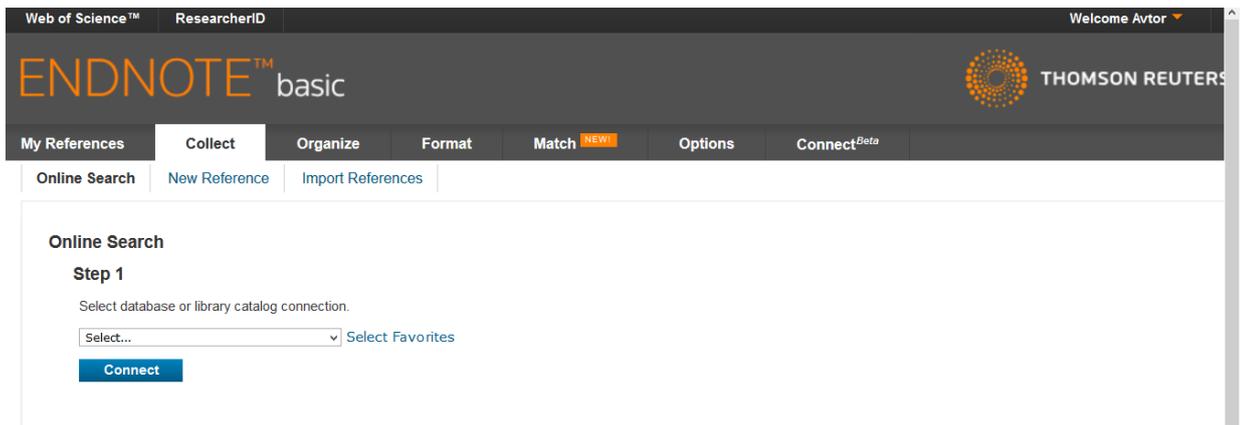
The easiest way to create an EndNote Online account is via <http://www.myendnoteweb.com/>. Click on the active link with a step-by-step guide.



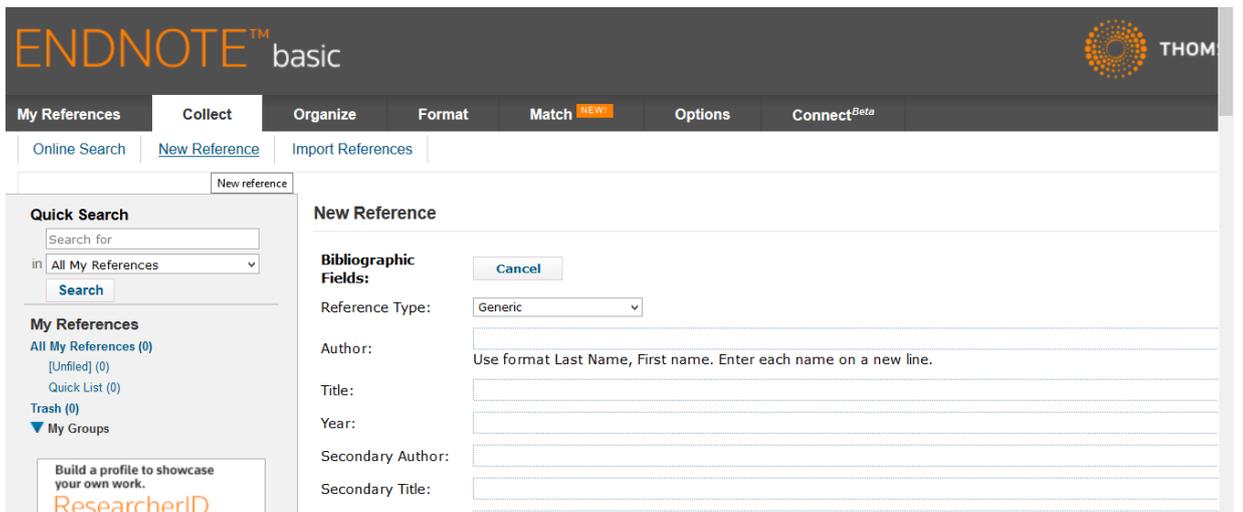
Type in the e-mail address you want to use for your EndNote Online account and create a strong password that must be 8 or more characters and contain *at least* one letter, one numeral: 0–9, and one symbol (! @ # \$ % ^ \* ( ) ~ ` { } [ ] | \ & \_), for example: Avtor@2016.

### Entering references into EndNote Online

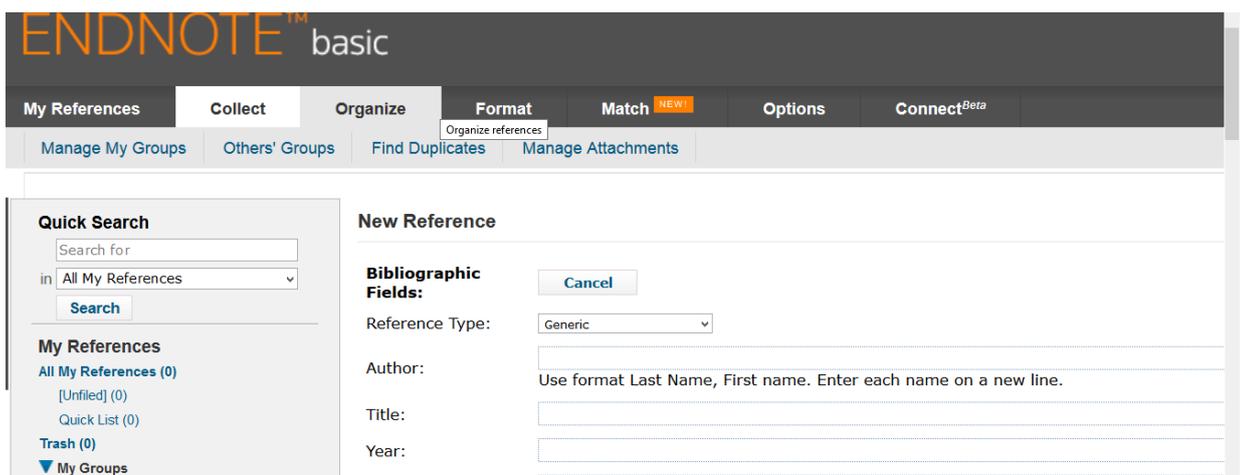
1. Log in at <http://www.myendnoteweb.com/>.
2. Click on the **Collect** tab.



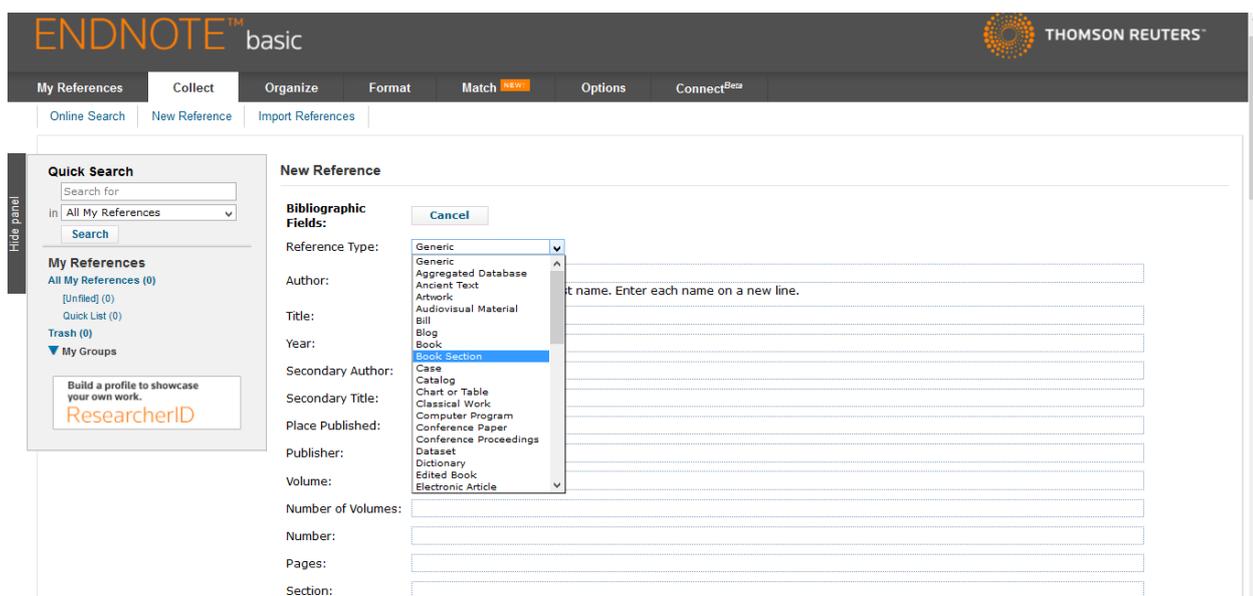
3. Select **New Reference**.



4. Selecting **New References** in EndNote Online will show you two fields. The left field is a menu with Quick Search in your references and a list of your Groups. In the right field you have to type in bibliographic information.



5. Select the appropriate readymade reference template for each entry from the **Reference type** dropdown list.



Notice that different types of publications present different bibliographic fields; so to improve accuracy and swiftness of entering references we recommend using the table below with corresponding publication and reference types:

Table 1

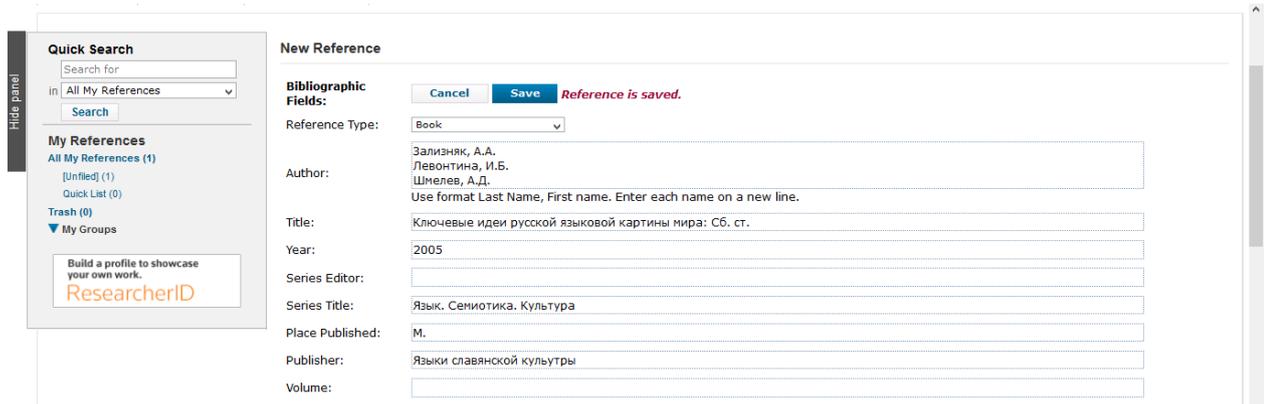
Type of Publication	Reference Type
<ul style="list-style-type: none"> <li>• A monograph</li> <li>• A multi-author monograph</li> <li>• Selected works</li> <li>• Collective works</li> <li>• Collected works</li> <li>• A volume in collected works, in a continued edition</li> <li>• Editing of academic publication, procedures etc.</li> <li>• Compiling and editing texts for publication</li> </ul>	<i>Book</i>
<ul style="list-style-type: none"> <li>• An article in a continued edition or a serial publication</li> <li>• An article in the collection of research papers, thematic issue</li> <li>• A chapter, a part, a section in the collective monograph</li> <li>• A preface, an epilogue etc. in the academic edition</li> <li>• An article in the selected works edition</li> <li>• A chapter or a section in the monograph</li> <li>• A piece in the collected works edition</li> </ul>	<i>Book Section</i>
<ul style="list-style-type: none"> <li>• An article in the journal</li> <li>• An article in the e-journal (with its official web-site and e-ISSN)</li> </ul>	<i>Journal Article</i>
<ul style="list-style-type: none"> <li>• An article in e-edition (except e-journals)</li> </ul>	<i>Electronic Article</i>

<ul style="list-style-type: none"> <li>• E-book or its part, section, or chapter</li> </ul>	<i>Electronic Book, Electronic Book Section</i>
<ul style="list-style-type: none"> <li>• Abstract</li> <li>• Conference programme</li> </ul>	<i>Conference Paper</i>
<ul style="list-style-type: none"> <li>• Conference proceedings</li> <li>• An article in the conference proceedings</li> </ul>	<i>Conference Proceedings</i>
<ul style="list-style-type: none"> <li>• Dictionary, encyclopedia</li> <li>• An entry in the dictionary or encyclopedia</li> </ul>	<i>Dictionary, Encyclopedia</i>
<ul style="list-style-type: none"> <li>• Thesis</li> <li>• Thesis abstract</li> </ul>	<i>Thesis</i>
<ul style="list-style-type: none"> <li>• E-resources</li> </ul>	<i>Web Page</i>
<ul style="list-style-type: none"> <li>• Archives (manuscripts)</li> </ul>	<i>Manuscript</i>
<ul style="list-style-type: none"> <li>• Newspaper article</li> </ul>	<i>Newspaper Article</i>
<ul style="list-style-type: none"> <li>• Unpublished work</li> </ul>	<i>Unpublished Work</i>

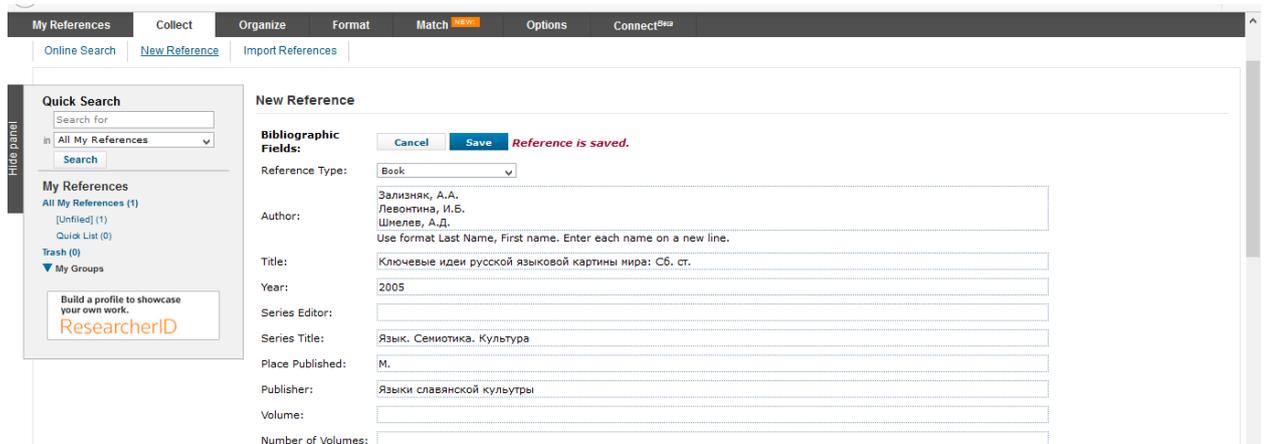
For managing references to fiction books, please, follow the same guidelines.

6. Check the accuracy of details carefully whilst following these basic rules:
  - space should not be put at the beginning of the field;
  - author (editor) names should be entered one in a line with the last name followed by a comma and then initials;
  - titles of publications should be given without quotation marks;
  - only numerals should stand for years and pages.

7. You will find examples of different types of references in the appropriate section below.
8. EndNote automatically saves the references. However, you can click on the **Save** button on the top or bottom of the page.

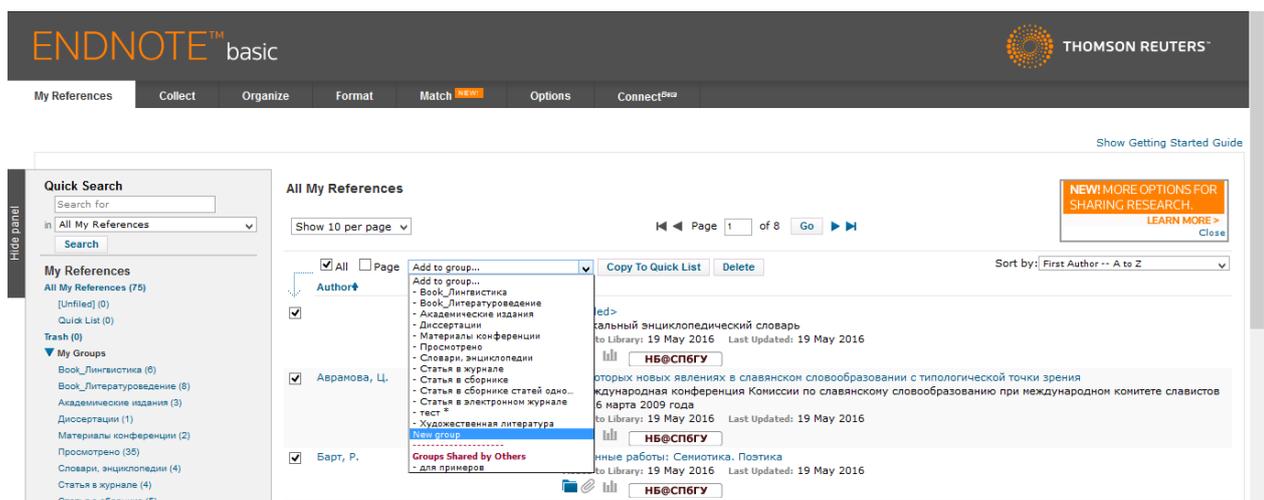


9. To create a new reference, click on the **Collect** tab and select **New Reference**.

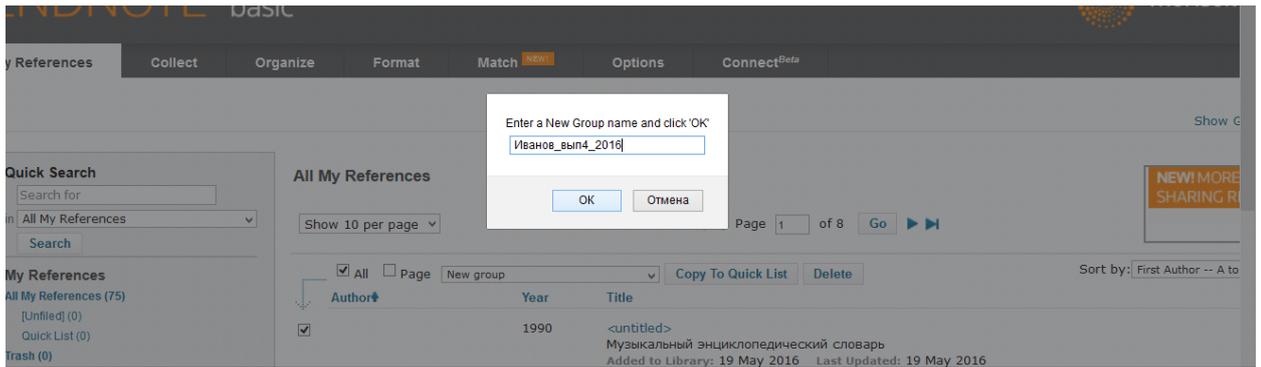


## Creating and sharing groups

After you have completed entering bibliographic information, you can save your references in one group. To do it, select **My References** tab — your references will appear in the right-hand field. Select all of them by checking the box **All**, then open a dropdown list in the **Group** menu and click on **New Group**.

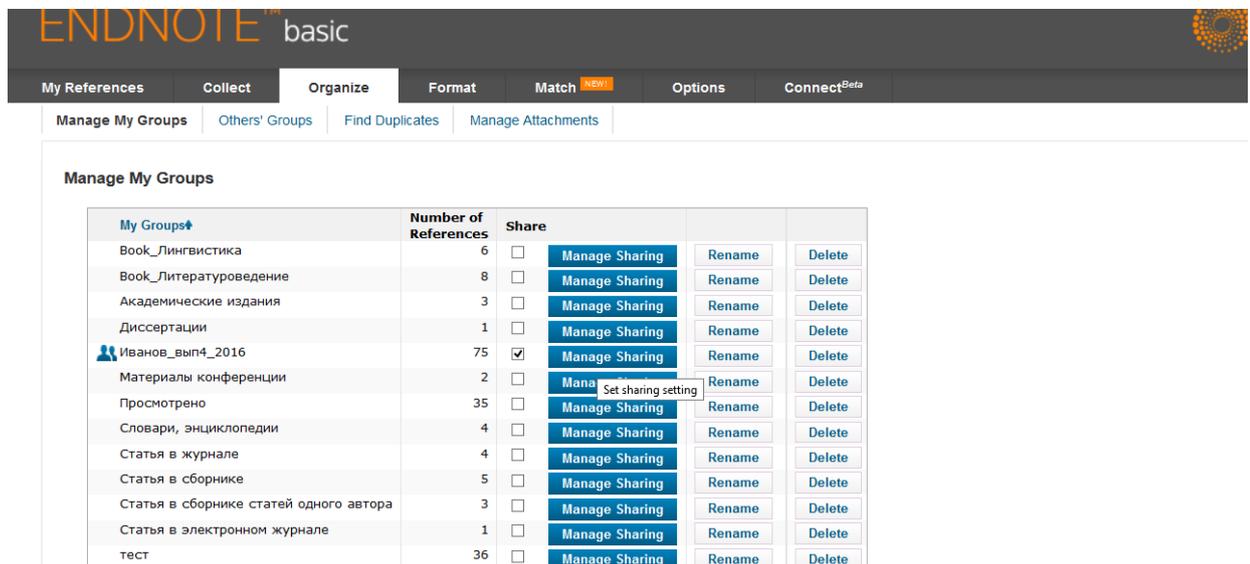


Type a group name in the pop-up window. The group name must contain your last name, issue number and year of publication: for example, "Smith\_issue4\_2016". Click on **OK**. Your new group will be created and displayed in the list on the left, with total number of references indicated in brackets.

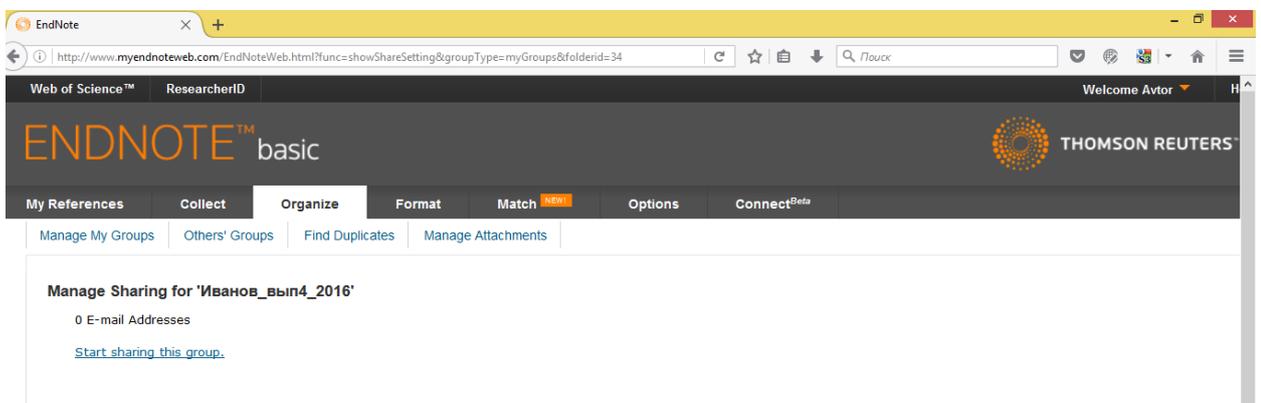


## Sharing a group with the Editorial Board

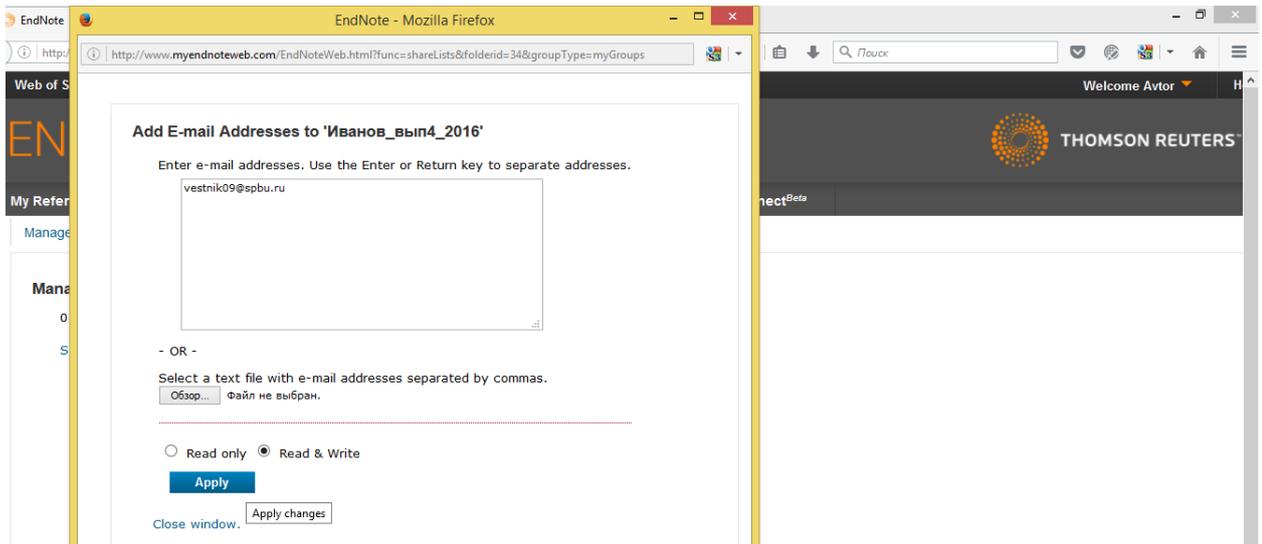
To share your references with the Editorial Board, select **Organize** tab at the **Manage My Groups** page. Select the group from the list by checking the **Share** box and click on the **Manage Sharing** button.



Click on **Start sharing this group**.



In the pop-up window, type in an e-mail of the Editorial Board office ([vestnik09@spbu.ru](mailto:vestnik09@spbu.ru)), give them **Read & Write** access and click on the **Apply** button.



A message **1 e-mail address added** will confirm that the group has been shared with the Editorial Board successfully. The next time they log into their EndNote Online account, they will be able to see the references given in your group.

