

Instructions for Collaborative Writing with EndNote*

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<http://chemistry.library.wisc.edu/writing/endnote.html#collaborative-writing>

We provide procedures for two scenarios: instances when some, but not all, collaborators have EndNote; and instances when all collaborators have EndNote.

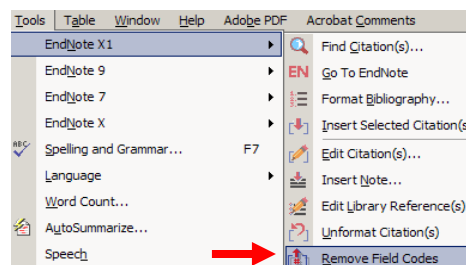
I. Some, but not all, collaborators have EndNote

In EndNote

1. Create an EndNote library for the manuscript.
2. Add references cited by collaborators to the EndNote library by entering citation information manually or by searching an online database such as Web of Science from within EndNote. To search Web of Knowledge from within EndNote, your campus must have a subscription to Web of Science AND you must search from a campus IP address.
 - a. Click on **Tools**, then **Connect**, then **Web of Science (ISI)**.
 - b. Search for keywords in the title.
 - c. Select correct citation from the results window and transfer to your EndNote library.

In Word

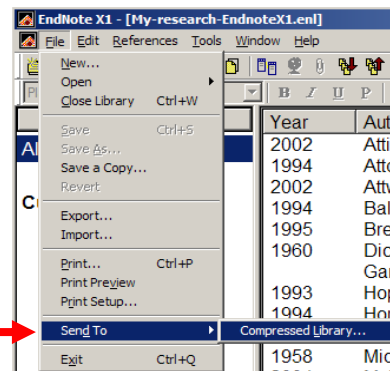
1. Insert contributed sections into the manuscript.
2. Insert in-text citations into the manuscript using EndNote.
3. Format the document and bibliography:
 - a. Click on **Tools**, then **EndNote**, then **Format Bibliography**.
 - b. Select desired output style.
 - c. **Save** the manuscript. **Save** a back-up copy of the manuscript.
4. Remove the EndNote field codes in one copy of the manuscript:
 - a. Click on **Tools**, then **EndNote**, then **Remove Field Codes**.
 - b. **Save** file.
5. Send the version of the manuscript with EndNote field codes removed to collaborators to review.
Note: The EndNote library does not travel with this version of the manuscript.
6. Receive revisions from contributors.
7. Edit the version of the manuscript that contains EndNote field codes.
8. Repeat steps 3-7 until manuscript is finalized.

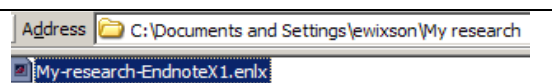
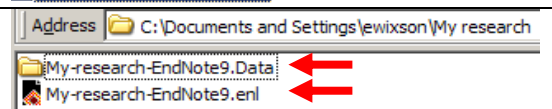


II. All collaborators have EndNote

Option 1: Multiple EndNote libraries shared among collaborators

1. Locate the EndNote library file. NOTE: the file format will vary among EndNote editions.
For EndNote X and later, save the library as a compressed library.
 - a. In EndNote, click on **File**, then **Send To**, then **Compressed Library...**
 - b. **Save** the file as *libraryname.enlx*
2. Transfer the appropriate file or files to the primary author using email, flash drive, or any other means of data storage. Note: A paper can be sent either formatted or unformatted.



EndNote X and later	compressed file (libraryname.enlx)	
EndNote 7, 8, 9	file (libraryname.enl) and associated data folder (libraryname.data)	

In EndNote

1. Open all EndNote libraries associated with the manuscript.

In Word

1. Edit the compiled manuscript using multiple EndNote libraries.

* Note: "EndNote" refers to the desktop version of EndNote. Instructions are written for EndNote X and later.

Option 2: EndNote Traveling Library

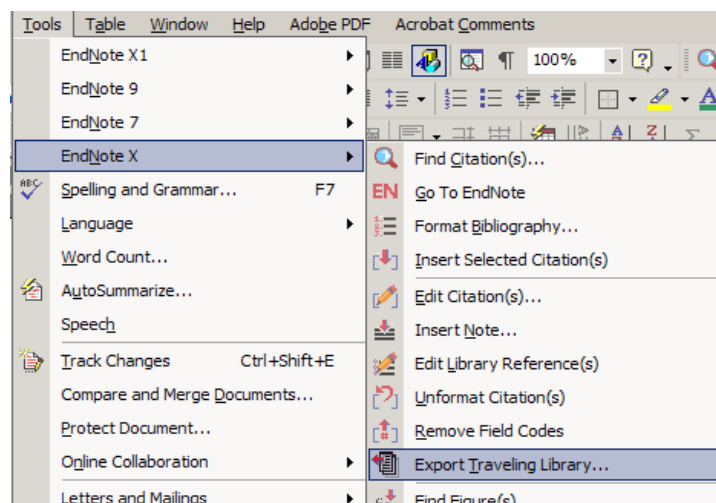
Each formatted citation in a Word document is saved with EndNote field codes that embed reference data in the document. The document contains a "Traveling Library" of references cited. To preserve access to the reference data, collaborators must share **formatted** versions of their manuscripts. Manuscript sections can be combined and reformatted in different output styles, but the combined document **cannot** be **unformatted**. Once a manuscript is unformatted, you must have the corresponding EndNote libraries open in order to reformat references.

The Traveling Library can be used to share references. References can be exported from a document into an existing or new EndNote Library.

1. Send formatted manuscript to collaborator.

In Word

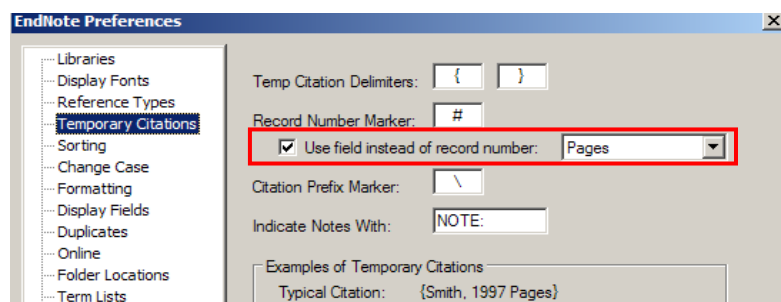
1. Open the manuscript in Word and run the 'Export Traveling Library' command.
 - a. Click on **Tools**, then **EndNote**, then **Export Traveling Library**.
 - b. Choose to add citations to an existing EndNote library or to create a new EndNote library.



Exported references are renumbered and do not retain their original reference numbers. These numbers **will not** match the temporary citation numbers in the manuscript.

The default temporary citation format is:
{Author, Year #Record Number}.

Beginning with EndNote X1, **#Record Number** can be replaced with **Pages**. If all collaborators have EndNote X1 and they agree to use {Author, Year Pages}, the Traveling Library feature can be used to create a project library whose references will match the temporary citation numbers in the manuscript.



Option 3: EndNote Web (<https://www.myendnoteweb.com>)

For scholarly research and writing, EndNote Web is intended to complement desktop EndNote. It is useful for storing references for eventual download to desktop EndNote as well as storing references from *ISI Web of Knowledge* searches. EndNote Web folders can be shared with collaborators, but collaborators cannot edit records in a shared folder. All collaborators must have login information to be able to fully edit references. Given limitations of the current version, we do not recommend EndNote Web for professional collaborative writing.