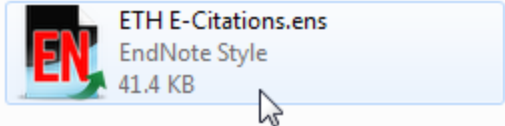
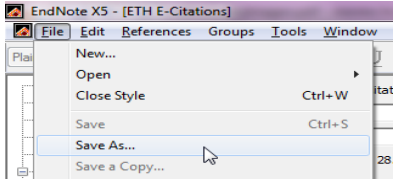

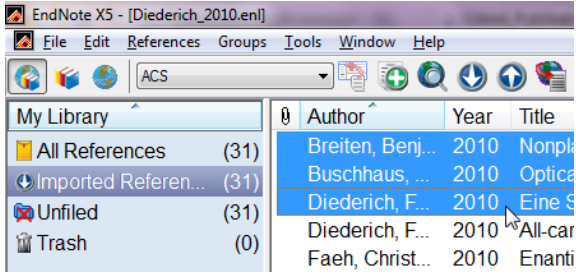


ETH E-Citations: Import references from EndNote into ETH E-Citations

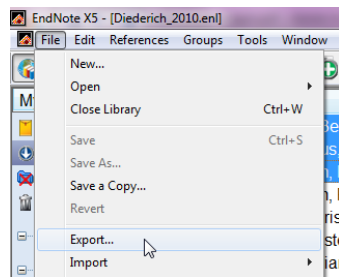
Publications can be entered in *ETH E-Citations* via the online form or by importing a text file. Importing *EndNote* references list is currently not supported. However, with a workaround an EndNote export file can be converted into a suitable format for ETH E-Citations import.

This manual will show you how to export publications from EndNote and import them into ETH E-Citations.

Installing output style	
<ul style="list-style-type: none"> In order to be able to export the publications from your EndNote library in the required format, you need to install an output style for ETH E-Citations on your computer. 	
<ul style="list-style-type: none"> Download the output style <i>ETH E-Citations</i> under ETH E-Citations EndNote Style.ens. Depending on the browser settings, the ENS file is automatically saved in the designated folder (e.g. Downloads) or a pop-up window asks whether the ENS file should be saved. 	
<ul style="list-style-type: none"> Double-click to open the <i>ETH E-Citations.ens</i> file you have saved on your computer. 	

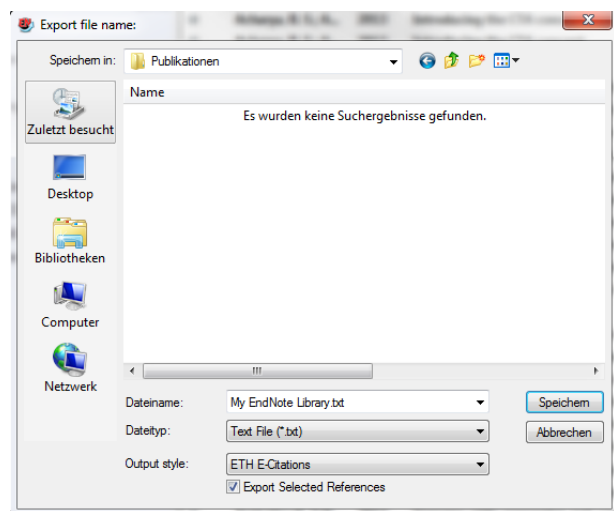
<ul style="list-style-type: none"> ■ Select <i>Save as...</i> in the <i>File</i> menu. 	
<ul style="list-style-type: none"> ■ Delete the addition <i>Copy</i> in the text box <i>Style name</i> and confirm with OK. The output style <i>ETH E-Citations</i> has now been saved in your user profile. 	
<p>Exporting publications from EndNote</p>	
<ul style="list-style-type: none"> ■ Open your library in <i>EndNote</i>. 	
<ul style="list-style-type: none"> ■ Highlight the publications that you would like to export from <i>EndNote</i> and import into <i>ETH E-Citations</i>. 	

- Select the command *Export...* in the *File* menu.



- Select the file location in the pop-up window *Export File Name* and enter a file name. Select *Text File (*.txt)* in the drop-down menu. Select *ETH E-Citations* in the *Output style* drop-down menu then click on *Save*.

Tip: if the output style *ETH E-Citations* is not listed in the drop-down menu, click on *Select Another Style* to view all available citation formats.

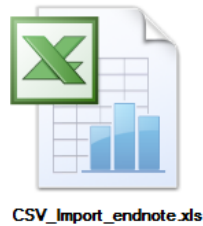


Processing publications in Excel

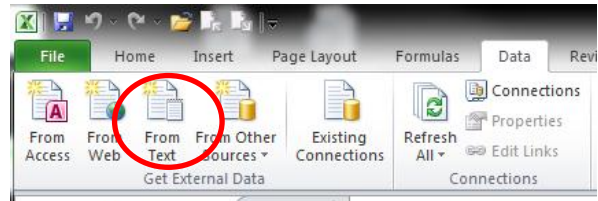
- Download the template [CSV Import EndNote.xls](#). Depending on the browser settings, the XLS file is automatically saved in the designated folder (e.g. downloads) or a pop-up window asks whether the XLS file should be saved.

- Double-click to open the file [CSV_Import_EndNote.xls](#) in *Excel*.

Tip: if you have saved the template with the reference line, delete the second line in the template.

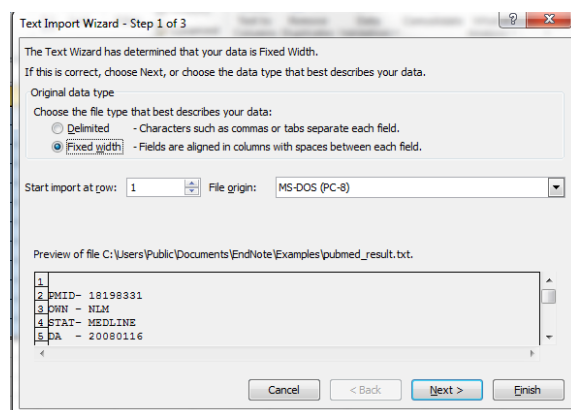


- Select the command *From Text* in the *Data* ribbon.

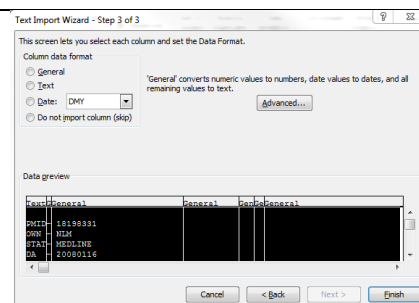


- Select the file you produced in *EndNote* in the *Import Text File* pop-up window and confirm it with *Import*.

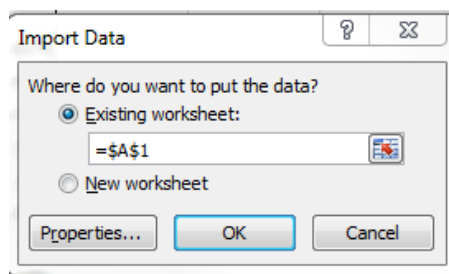
- Skip steps 1 and 2 in the pop-up window *Text Import Wizard* by clicking on *Next*.



- In Step 3, highlight all the columns in the *Data Preview* by holding down the shift key and select the *Text* option under *Column data format*. Finally, click on *Finish*.



- In the pop-up menu *Import Data*, check whether the publications in the existing worksheet have been added in the cell $=\$A\2 and confirm with *OK*.



- Replace the text *[Leitzahl]* in the column *ORGCODE* with the *organisation code* of your organisational unit.

Tip: make sure that a publication type (e.g. journal items) is entered on every line. If not, check whether there is an inadmissible line break in the title of a publication.

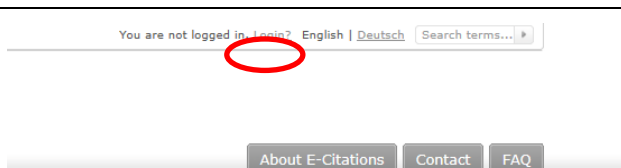
AA	AB	AC	AD	AE
PUBLICATIO NTYPE	PUBLICA TIONSTA	REVIEWSTATUS	LANGUAGE	ORGCODE
journal items	Published			00060
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
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journal items	Published			[Leitzahl]
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journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]
journal items	Published			[Leitzahl]

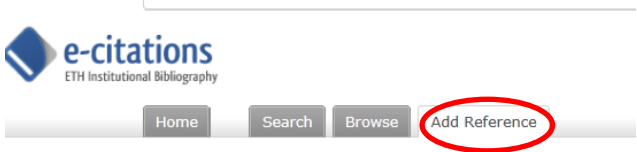
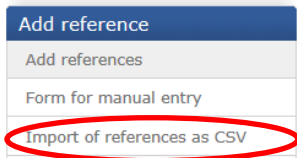
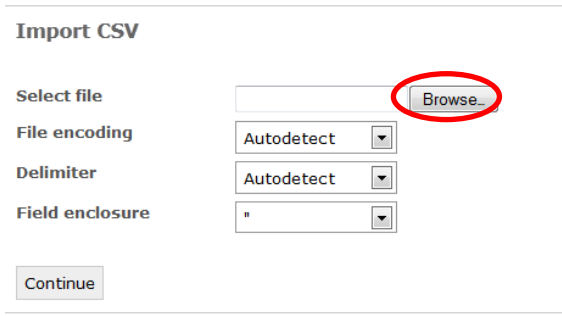
- Select the command *Save as*.

- Select a file location in the pop-up window *Save as* and enter a file name. Select *Unicode Text (*.txt)* in the *File type* pop-up menu then click on *Save*.

Importing publications into ETH E-Citations

- Log into *ETH E-Citations* with your *nethz* username and password.



<p>■ Click on the register <i>Add Reference</i>.</p>	 <p>The screenshot shows the 'e-citations' logo (ETH Institutional Bibliography) and a navigation bar with buttons for 'Home', 'Search', 'Browse', and 'Add Reference'. The 'Add Reference' button is circled in red.</p>
<p>■ Click on <i>Import references as CSV</i> in the right-hand navigation bar.</p>	 <p>The screenshot shows a dropdown menu titled 'Add reference' with options: 'Add references', 'Form for manual entry', and 'Import of references as CSV'. The 'Import of references as CSV' option is circled in red.</p>
<p>■ Click on <i>Browse</i>.</p>	 <p>The screenshot shows the 'Import CSV' form with fields for 'Select file', 'File encoding', 'Delimiter', and 'Field enclosure'. The 'Browse...' button next to the 'Select file' field is circled in red. There is also a 'Continue' button at the bottom.</p>
<p>■ Select the file you produced as a Unicode file in <i>Excel</i> in the <i>File upload</i> pop-up window and confirm with <i>Open</i>.</p>	

<ul style="list-style-type: none"> Click on Continue. <p>Tip: the standard setting of <i>File encoding</i>, <i>Delimiter</i> and <i>Field enclosure</i> does not need to be changed.</p>							
<ul style="list-style-type: none"> In the step <i>Check Mapping of CSV-Fieldnames</i>, check the mapping of the data fields and confirm with <i>Continue to import</i>. 	<p>Check Mapping of CSV-Fieldnames</p> <ul style="list-style-type: none"> Number of references in file: 5 <p><input type="button" value="Continue to import »"/></p> <p>Identified field names</p> <table border="1"> <thead> <tr> <th>Field name in file</th> <th>Field name in eth e-Citations</th> <th>Sample (first reference)</th> </tr> </thead> <tbody> <tr> <td>TITLE</td> <td>TITLE</td> <td>Nonplanar Push-Pull Chromop</td> </tr> </tbody> </table>	Field name in file	Field name in eth e-Citations	Sample (first reference)	TITLE	TITLE	Nonplanar Push-Pull Chromop
Field name in file	Field name in eth e-Citations	Sample (first reference)					
TITLE	TITLE	Nonplanar Push-Pull Chromop					
<ul style="list-style-type: none"> In the <i>Duplicate Check</i> step, check whether the publications are already shown in <i>ETH E-Citations</i>. If so, select <i>Don't import</i> in the drop-down menu for the corresponding publication. 	<table border="1"> <thead> <tr> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Valid</td> <td><input type="button" value="Don't import"/> <input type="button" value="Edit"/></td> </tr> </tbody> </table>	Status	Action	Valid	<input type="button" value="Don't import"/> <input type="button" value="Edit"/>		
Status	Action						
Valid	<input type="button" value="Don't import"/> <input type="button" value="Edit"/>						
<ul style="list-style-type: none"> Click on <i>Import selected references</i> to complete the import. 							

Contact:

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 Tel.: +41 44 632 21 35

ETH/S Portal
<http://ethis.ethz.ch>

ETHIS Support
<https://www.zo-support.id.ethz.ch/ccsap>

Further information on **Annual Academic Achievements**
<http://www.sap.ethz.ch/applications/aaa>