How do I add a Web page to my EndNote Library?

You will need to manually create a reference by typing information about the web page into a template.

1. References -> New Reference
2. At the Reference Type pull-down menu scroll down and select Web Page to change this from the default “Journal Article”
3. Populate the following essential fields by typing or copying and pasting information from the web site.

   **Author** - If there are one or more personal names associated with the specific page or article you are citing, enter them using the format "Smith, Sandra B." Use a return between each person’s name. If there is no individual named, you can use the organization as the author, such as "American Cancer Society" followed by a comma. This is to prevent EndNote from interpreting this as first/last names, which would result in an author named Society A.C.

   **Title** - If you are referring to a section of the web page and it has its own title, use that. If not, use the name of the overall Web page. If there is not an obvious name, look at the URL for a clue. You may need to use the organization’s name if no title is apparent.

   **Year** - If the article is dated, use that year. If it is not, look for a copyright year at the bottom of the Web page. If none is given, enter "n.d." (a standard abbreviation for "no date").

   **Place Published** - If the organization has an address listed at the bottom of the page or under an "About Us" or "Contact Us" link, use that city and state. For major cities (New York, Chicago, London, etc.), including the state is not necessary. If you cannot locate this information, leave it blank.

   **Publisher** - Enter the name of the organization that owns/controls the website. Note: it is not uncommon for the author, title, and the publisher in a Web site citation to be the same.

   **Access Date** - Enter the month, day and year that you looked at the Web page, e.g. April 5, 2014 or April 5 2014 – be sure to spell the month to avoid confusion with differing dating conventions.

   **URL** - Copy and paste from your browser address bar.