

Adding Web Pages to EndNote

1. Check on the web page or the PDF to see if there is a suggested way to cite the item (look for a section or link entitled “How to cite this”, or something to that effect). For a web page, this could be at the top, bottom, or the sidebar of the page. For a PDF, it might be at the beginning, end, or footnote of the document. Sometimes it appears on the page right before the table of contents. If you find such a suggested citation, follow it carefully.

If you do not find a suggested citation, then you'll need to find the following information on the web page or PDF.

Author: This could be an actual person or a corporate author, such as “American Heart Association”, or “Centers for Disease Control”. For corporate authors, follow these rules:

- Do not abbreviate. Spell everything out.
- Put a comma after the corporate name, such as:
American Heart Association,

Title: Use the title from the top of the web page or the beginning of the PDF.

Year: Use the year when web page was last updated or the year of publication for the PDF, if available.

Place of Publication: Try your best to locate. You may have to do a Google search for the city, state, and country, where the publishing organization is located.

Publisher: This is most probably the same as the corporate author or the publishing organization. Spell it out but do NOT put a comma at the end.

Access Year: This is the year (and only the year) that you accessed the page, so in most cases it is the current year.

Access Date: This is the month and day that you accessed the page, so it should look like this:

July 29

URL: This is the URL for the web page or the PDF.

2. Go to EndNote. From the “References” drop-down menu, choose “New Reference”.
3. In the new reference window, from the reference type drop-down (typically the default is “Journal Article”), choose “Web Page”.
4. Use the information you find in step 1 to fill in the appropriate fields.