

## Submission Instructions for Unit EndNote Administrators:

### Copying EndNote Citations from Faculty Groups to the 2017 Unit Group

Faculty in each unit are provided instructions for collecting refereed journal publications from Web of Science (preferred) for the reporting year into EndNote Web (see EndNote Web Frequently Asked Questions and Tutorials for IFAS Faculty for these instructions).

Below are detailed steps for you to follow to get all of your faculty's publications into your 2017 unit group (aka folder) in EndNote.

1. Login to EndNote at [www.myendnoteweb.com](http://www.myendnoteweb.com) with the email address assigned for your department or unit, as shown below in Table 1. Please email [endnoteweb@uflib.ufl.edu](mailto:endnoteweb@uflib.ufl.edu) if you do not recall your password.

Unit	Unit EndNote Email
Agricultural and Biological Engineering	unitAdmin_agBio@ufl.edu
Agricultural Education and Communication	unitAdmin_agEd@ufl.edu
Agronomy	unitAdmin_ag@ufl.edu
Animal Sciences	unitAdmin_animalSci@ufl.edu
Entomology and Nematology	unitAdmin_entNem@ufl.edu
Environmental Horticulture	unitAdmin_envHort@ufl.edu
Family, Youth, and Community Sciences	unitAdmin_fycs@ufl.edu
Food and Resource Economics	unitAdmin_fre@ufl.edu
Food Science and Human Nutrition	unitAdmin_foodSci@ufl.edu
Horticultural Sciences	unitAdmin_hortSci@ufl.edu
Microbiology and Cell Science	unitAdmin_micro@ufl.edu
Plant Pathology	unitAdmin_plantPath@ufl.edu
Sch. of Forest Resources and Conservation	unitAdmin_sfrc@ufl.edu
Soil and Water Science	unitAdmin_soil@ufl.edu
Wildlife Ecology and Conservation	unitAdmin_wildEco@ufl.edu
Citrus REC	unitAdmin_citrus@ufl.edu
Everglades REC	unitAdmin_everglades@ufl.edu
Florida Medical Entomology Lab	unitAdmin_fmel@ufl.edu
Fort Lauderdale REC	unitAdmin_ftLauderdale@ufl.edu
Gulf Coast REC	unitAdmin_gulfCoast@ufl.edu

Indian River REC	unitAdmin_indRiver@ufl.edu
Mid-Florida REC	unitAdmin_midFlorida@ufl.edu
North Florida REC	unitAdmin_northFlorida@ufl.edu
Range Cattle REC	unitAdmin_rangeCattle@ufl.edu
Southwest Florida REC	unitAdmin_swFlorida@ufl.edu
Tropical REC	unitAdmin_tropical@ufl.edu
West Florida REC	unitAdmin_westFlorida@ufl.edu

Table 1

- Each faculty member in your unit will create a personal Group in EndNote and share this with your assigned unit administrator email (Table 1). The faculty groups should be named with the current reporting year and their last name (ex: 2017 Smith).\*\*

\*Please remember that EDIS or extension documents, book chapters or abstracts should not be included. Full guidelines for appropriate content are provided in 2017 Reporting Guidelines.

You can see the groups your faculty created in your EndNote account under “Groups Shared by Others” (Figure 1).

\*\*Note: Some of you will see one group for all publication years from each of your faculty. For example, you may just see a group named Smith. Your process in step 4a and 4b will be slightly different than what’s written. Instead, you’ll need to sort the publications by “year--newest to oldest” to identify the ones from 2017 and check them off individually instead of selecting the “All” box.



Figure 1

- The 2017 unit Group have been created for you within your EndNote account. This group is shared with the libraries EndNote Coordinator. You can see it under “My Groups”. If you were the Animal Sciences department, this group would be named 2016 Animal Sciences (Figure 2).



Figure 2

4. Publications added by your faculty added to their personal groups need to be copied into the unit groups, e.g. “2017 Animal Sciences” group. Faculty will notify you when they are finished adding all of their 2017 publications to their personal group. Follow Steps 4a-d to copy each faculty’s citations into one unit group in EndNote:
  - a. Click on one of their 2017 groups under “Groups Shared by Others.” In this example we’ll click on the “2017 St-Germain” group.
  - b. Check the box next to “All.”
  - c. Click on the dropdown next to “Add to group...”
  - d. Select the 2017 unit Group list. In the example below, we’re in the Animal Sciences department, so we’re selecting “2016 Animal Sciences.”



Figure 3

- e. Now you should see the 23 publications for “2016 St-germain” in both the 2016 St-germain group and the 2016 Animal Sciences group. You’ll also see that you now have 23 additional references in “All My References.”
5. Repeat step 4 for each of your faculty once they’ve finished adding their 2017 publications to EndNote.
    - a. If one of your faculty has to add a publication(s) after they told you they were finished and after you moved their publications to the 2017 unit group (e.g. 2017 Animal Sciences), they will have to email you the citation in addition to adding it to their own group. That way you will know about it and be able to find it. Once they tell you they

added it to EndNote, go to their group, sort the list by “added to library—newest to oldest,” check the box next to the publication, and move it to the 2017 department master group.

6. Please notify me at [endnoteweb@uflib.ufl.edu](mailto:endnoteweb@uflib.ufl.edu) when you are finished copying all of your faculty groups to your 2017 unit group. Please do not add more publications to this unit group after you notify me that your department is finished without first emailing me the citation for the additional publication. Otherwise, it will could get missed. Please do not add anything after the final deadline for the year.

**The deadline for unit administrators to send their final department lists to me is  
January 18<sup>th</sup> at 5pm.**

**Please set your own internal department deadline for faculty  
to complete their lists by Jan. 15<sup>th</sup>.**