

Stang Mongkolsuk Library and Information Division

Stang Library Training

EndNote 20 for Mac

Kanokporn Ngamsawangrungrot, Librarian

Stang Mongkolsuk Library & Information Division

31 May 2023

Introduction

• What is EndNote?

How EndNote works

Compatibility and System Requirements

• Download Endnote Software

What is EndNote?

Reference management software

• Developed by Clarivate Analytics

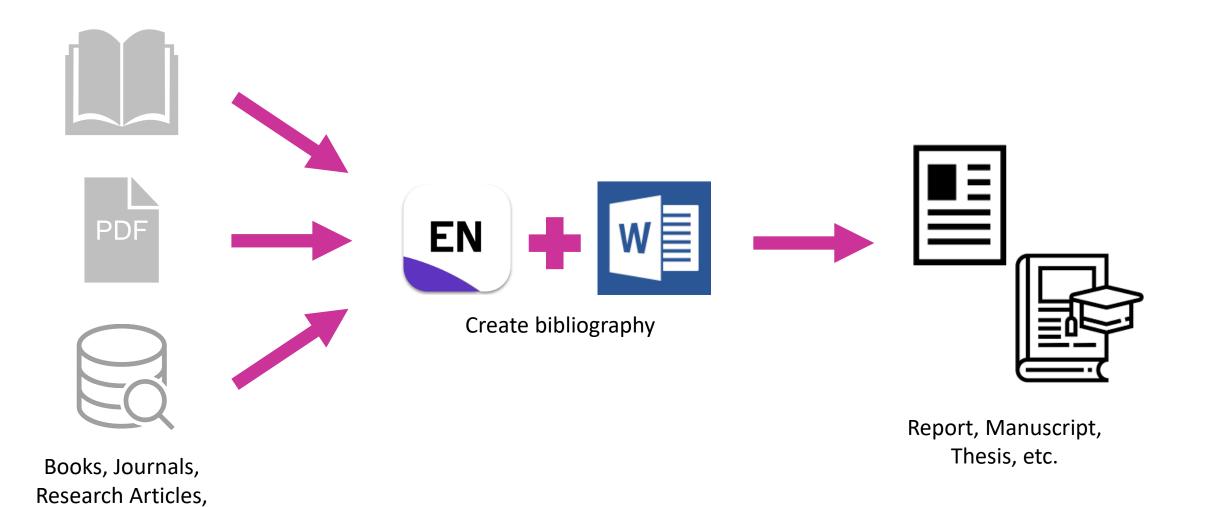
Personal Reference database

• Storing, managing, and searching for bibliographic references in your private reference library.

Bibliography and manuscript maker

• Formats citations in Microsoft Word with the Cite While You Write[™] feature.

How EndNote Works



E-database, etc.

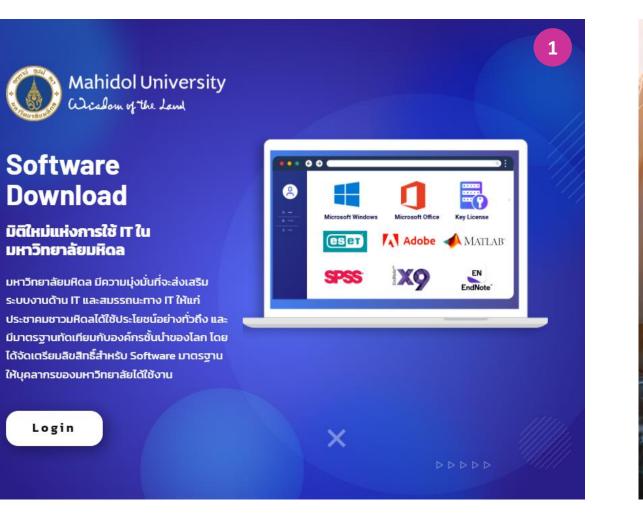
Compatibility and System Requirements

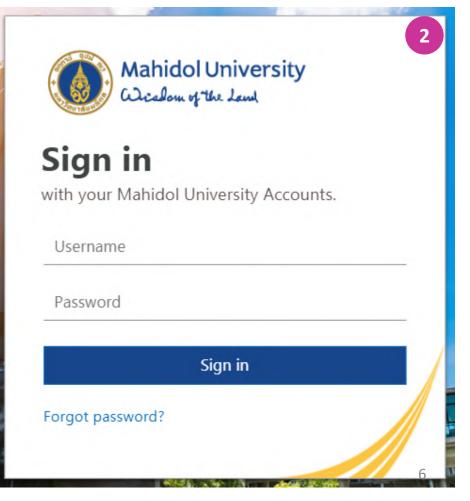
Operating System Version		Word processor software				
Windows	Windows 10, 11	Microsoft Word [CWYW] : 2010, 2013, 2016, 2019, Office 365 (locally installed desktop version only)				
Macintosh	macOS 10.14, 10.15, 11, 12	Microsoft Word [CWYW] : 2016, 2019, Office 365 (locally installed desktop version only)				

https://endnote.com/product-details/compatibility

Download Endnote Software (1)

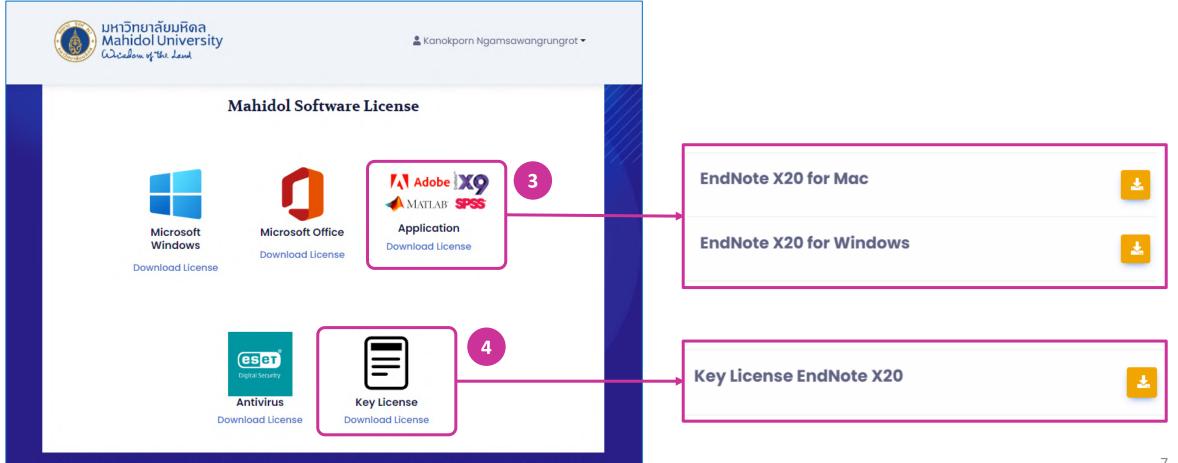
- 1. Go to https://softwaredownload.mahidol.ac.th/ (Access through MU-WiFi or VPN)
- 2. Login with MU Internet account





Download Endnote Software (2)

- Download an installer compatible with your operating system. (Windows or Mac) 3.
- Download EndNote key licensing 4.



Get Started with EndNote

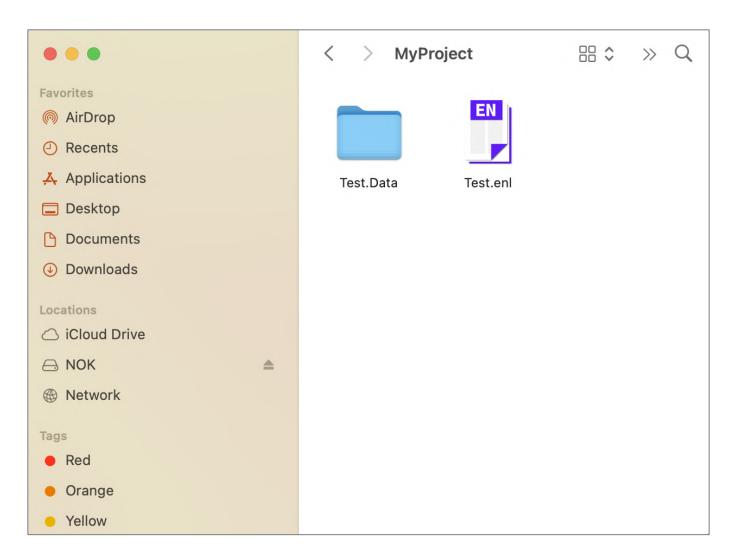
EndNote Library components

Creating a New Library

• Library Overview

• Journal Term Lists

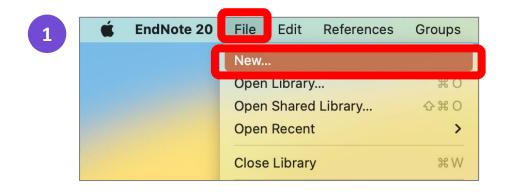
EndNote Library components



- EndNote libraries are made up of two parts: the EndNote Library file (*.enl) and the Data folder (*.Data). These two parts must be kept together to work correctly.
- Keep EndNote libraries on your computer's local hard drive. Storing and editing libraries on a network drive can lead to corruption and performance issues.
- EndNote libraries should never be stored in cloud-syncing folders such as Dropbox, OneDrive, etc. Syncing folders corrupt EndNote libraries over time

Creating a New Library

- 1. Go to File > New... or select Creating a New Library from Set up Endnote Library box
- 2. EndNote presents a dialog prompting you to enter a name for your new library.
- 3. Select the location where you will save the library.
- 4. Click Save, then the new Endnote library appears as an empty library.



Set up EndNote Library

If you already have an EndNote library, please locate it and we'll get it set up.

Open an existing library

Alternatively, you can start from scratch with a new library.



	New Reference Library
Favorites Å Applicati Desktop Documents O Downloads Locations Cicloud Dri NOK ▲ NOK ▲	Save As: My EndNote Library 2 Tags: C > O > O Search
Tags Red Orange Yellow Green	Save as Package The EndNote Library Package is a single document that contains both the library and the data folder. New Folder Cancel Save 4

Library Overview

• • •		EndNote 20 - Test.enl		
${\cal G}$ Sync Configuration		All References		+
All References	Q Search	Advanced Search	No reference selected	×
A Recently Added				
📋 Unfiled	All References			
🔟 Trash	0 References	99 É 2º 🖓 🗟 🌐		
V MY GROUPS				
✓ My Groups	Author	Year ^ Title		
✓ FIND FULL TEXT				
✓ GROUPS SHARED BY OTHERS				
✓ ONLINE SEARCH +				
Jisc Library Hub Discover				
Library of Congress				
PubMed (NLM)				
Web of Science Core Collectio				
				11
Q Search for group				

Library Overview



Search panel to find an item in your library or to query a remote database for new references to capture.

		EndNote 20 - Sample_Library_20.enl	
	C Sync Configuration	All References	+
<u>ups panel</u>	All References 190		X Tab papel
rs you both	A Recently Added	Author Contains Contains Author Contains Author Contains	Tab panel
ilt groups	🗎 Unfiled 1	And \diamond Year \diamond Contains \diamond $+$ $-$ Attach file	Summary tak
	🖞 Trash 2	And 🗘 Title 🗘 Contains 🗘 + - New Caledonian crows reason about hidden causal agents	displays a
roups or	V MY GROUPS	X Clear Search Simple Search Search Options Search A. H. Taylor, R. Miller and R. D. Gray	
sets that	V Avian Intelligence	X Clear Search Simple Search Search Options Search From targets in the search Proceedings of the National Academy of Sciences of the United	detailed ove
reate for	Avian Cognition 33	States of America 2012 Vol. 109 Issue 40 Pages 16389-16391	of a selected
esearch	P Corvids 24	All References $99 \oplus 2^+ \swarrow \odot \oplus $ Accession Number: WOS:000309611400086 DOI: 10.1073/ pnas.1208724109	reference. Q
	Parrots 28		alter referen
cts.	✓ Bats	underpins scientific and religious thought. It also facilitates the	
	🖻 Chiroptera 27	 Arnett, E. B.; Hein, C. D.; Schirma 2013 Evaluating the Effectiveness of an Ultrasonic understanding of social interactions and the production of Gorresen, P. M.; Brinck, K. W.; De 2018 Multi-state occupancy models of foraging hal 	metadata fro
	Echolocation 10	Corresen, P. M.; Brinck, K. W.; De 2018 Multi-state occupancy models of foraging half research but the subsemption of assidental interventions only human Cattersall, Ian; Schwartz, Jeffrey H 1999 Hominids and hybrids: The place of Neandert	
	Echolocation OR 13	Zorina, Z. A.; Obozova, T. A. 2011 New Data on the Brain and Cognitive Abilities APA 7th Copy	~
	🔍 Sonar 8	Zorina, Z. A. 2005 Animal intelligence: Laboratory experiments a Taylor, A. H., Miller, R., & Gray, R. D. (2012). New Caledonian crows	3
	> My Groups 155	Yovel, Y.; Franz, M. O.; Stilz, P.; Sc 2008 Plant classification from bat-like echolocation reason about hidden causal agents [Article]. Proceedings of the United States of America	the
	✓ FIND FULL TEXT ✓ GROUPS SHARED BY O	Wiegrebe, L. 2008 An autocorrelation model of bat sonar 109(40), 16389-16391. https://doi.org/10.1073/	a,
	 ✓ SKOUPS SHARED BT 0 ✓ ONLINE SEARCH 	Warren, D. K.; Patterson, D. K.; Pe 1996 Mechanisms of American English vowel produ	
	Jisc Library Hub Disco	Wang, L.; Luo, Y. C.; Wang, H.; Zo 2020 Azure-winged magpies fail to understand the	<u>Preview pa</u>
	Library of Congress	Voss, R. S.; Fleck, D. W.; Strauss, 2016 Roosting Ecology of Amazonian Bats: Evidence	shows you h
PubMed (N	PubMed (NLM)	Vonk, Jennifer; Shackelford, Todd 2012 The Oxford handbook of comparative evolution von Bayern, Auguste M. P.; Heath 2009 The Role of Experience in Problem Solving and	
	Web of Science Core	von Bayern, Auguste M. P.; Heath 2009 The Role of Experience in Problem Solving an Vick, Sarah-Jane; Bovet, Dalila; A 2009 How do African grey parrots (Psittacus eritha	reference wo
		Veysi, A.; Yaghoobi-Ershadi, M. R 2017 Rearing and Biology of Phlebotomus sergenti	appear forma
		Tiunov, M. P. 2016 Changes in the fauna of bats in the south of t	with a specif
		The Alex Foundation, 2007 Alex the African grey parrot and subject of lar	
	Q Search for group	Teeling, E. C.; Springer, M. S.; Ma 2005 A molecular phylogeny for bats illuminates bi	output style.

Reference List panel shows the individual references

stored in your EndNote library, also known as library records.

Journal Term Lists

Journal Term Lists are lists of journal name in full and abbreviated form.

- These lists are used for making correct journal name in reference.
- Help EndNote works correctly find out the duplicate references.

Recer 2 Refere	ntly Added					
Ø	Author	Year	Title	Journal		ScienceDirect*
	Li, Zhuo; Hirst, Jonathan D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chemical Physics Letters	-	give full journal name
	Li, Z.; Hirst, J. D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chem Phys Lett ┥	gi	<i>PubMed*</i> ve abbreviated journal name

* Retrieving reference from various sources may give the journal name in different form.

Before & After defining Journal Term Lists (1)

Before



Give full journal name

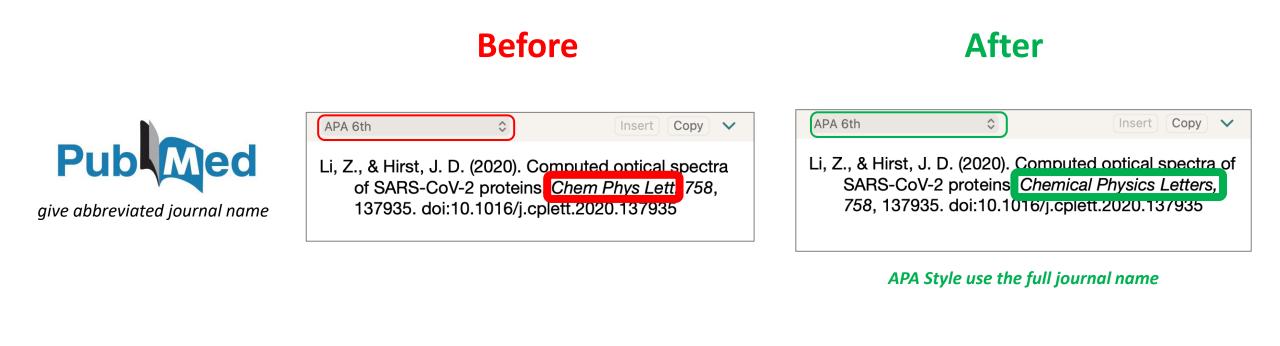
Vancouver	\$	Insert Copy V
	ID. Computed of Chemical Phys	ntical spectra of SARS
2020;758:1379		ies Letters.

After

Vancouver	≎ Ir	nsert Copy 🗸
1. Li Z, Hirst JD. Cor		
SARS-CoV-2 proteins. 2020;758:137935.	Chem Phys Lett.	J
2020,700.107000.		

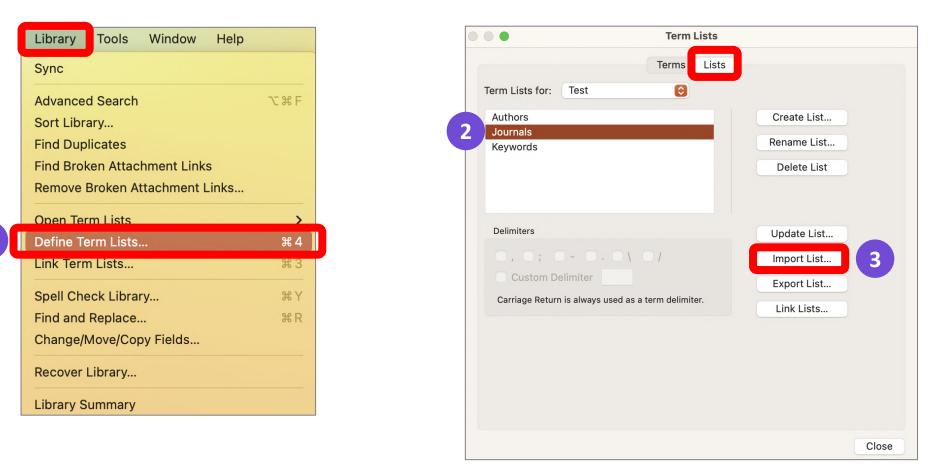
Vancouver Style use the abbreviated journal name

Before & After defining Journal Term Lists (2)



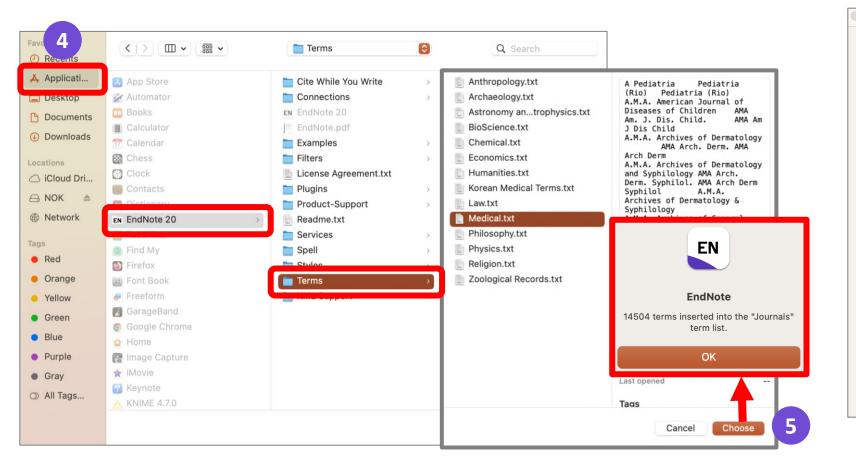
Define Journal Term Lists (1)

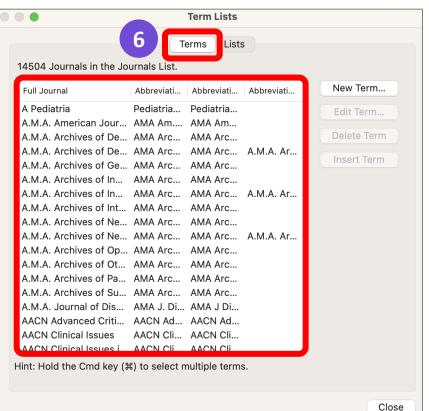
- 1. Go to Library > Define Term Lists...
- 2. In Term Lists box, select tab **Lists**, then select **Journals**
- 3. Click at Import List...



Define Journal Term Lists (2)

- 4. Browse to Application > EndNote 20 > Terms
- 5. Choose the appropriated term lists files (e.g. Medical.txt), then click Choose to completed.
- 6. Select tab Terms to view the imported journal lists, then close.





Input Reference Data

Direct Export

• Import PDF

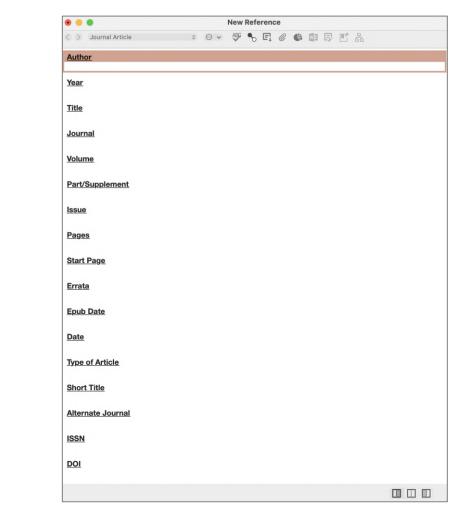
Manual Typing

Direct Export

Import PDF

PDF

Manual Typing



ScienceDirect

Pub

Scopus®

Google Scholar

Mahidol eJournal Access (EZproxy)

Mahidol eJournal Acc	ess
ZmJb7N	
OK! You are not a robo	t
MU Internet Account	
Password	
Log in	
028002680-9 ext.4262,4265 liwww@mahidol.ac.th	Manual

URL: <u>https://ejournal.mahidol.ac.th</u>

- Login with MU Internet account to access subscribed e-resource
- Support all devices all operating systems (Windows, MacIntosh and Linux), smart phone and tablet with iOS (iPhone / iPad) and Android
- Limitation: must follow the links given in library's website

Mahidol eJournal Access (EZproxy)



Direct export: ScienceDirect



Visit the Information Center >

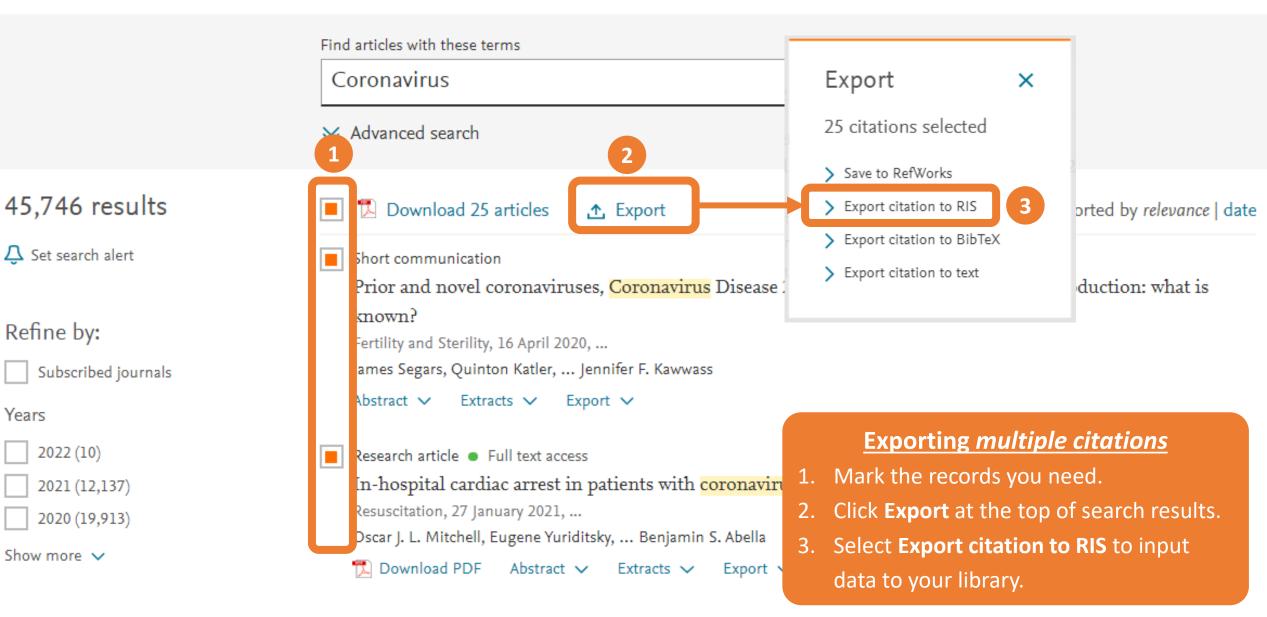




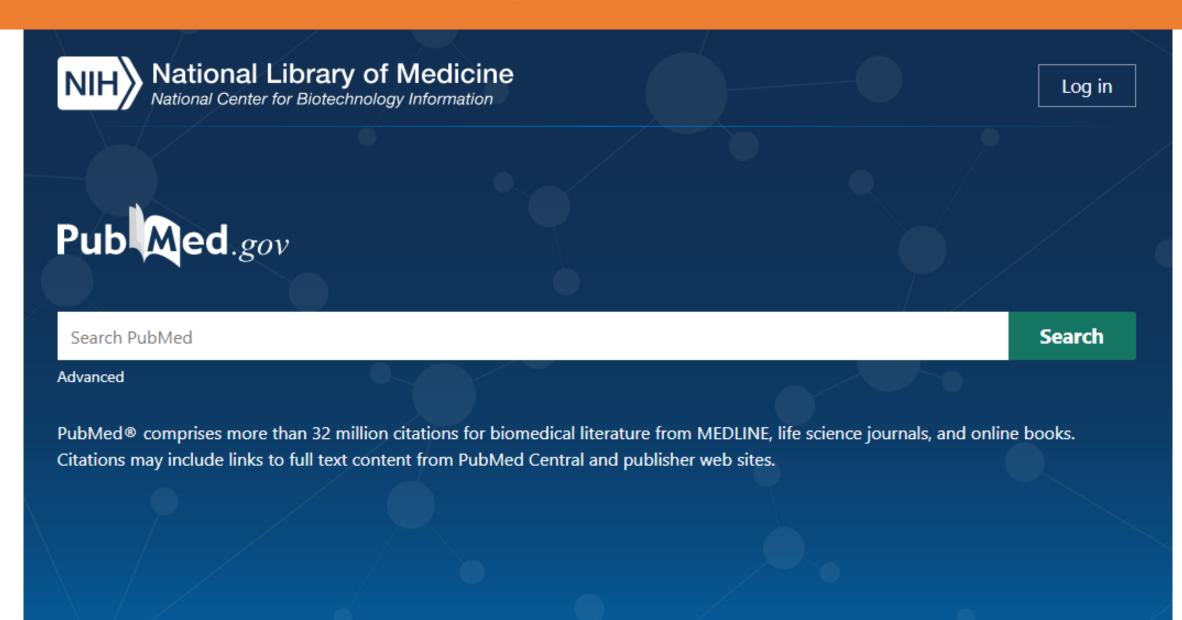
	Find articles with these terms	
	Coronavirus	Q
	➢ Advanced search	
45,746 results	📃 尨 Download selected articles 🛛 🛧 Export	sorted by relevance date
🗘 Set search alert	Short communication Prior and novel coronaviruses, <mark>Coronavirus</mark> D	isease 2019 (COVID-19), and human reproduction: what is
Refine by: Subscribed journals Years	known? Fertility and Sterility, 16 April 2020, James Segars, Quinton Katler, Jennifer F. Kawwass Abstract V Extracts V Export ^ 1	
 2022 (10) 2021 (12,137) 2020 (19,913) Show more Article type (?) 	 Export Save to RefWorks Export citation to RIS Export citation to BibTeX Export citation to text 	 Exporting single citation 1. Click Export at the bottom of a record you need. 2. Select Export citation to RIS to input data to your library.
Review articles (5,264)		





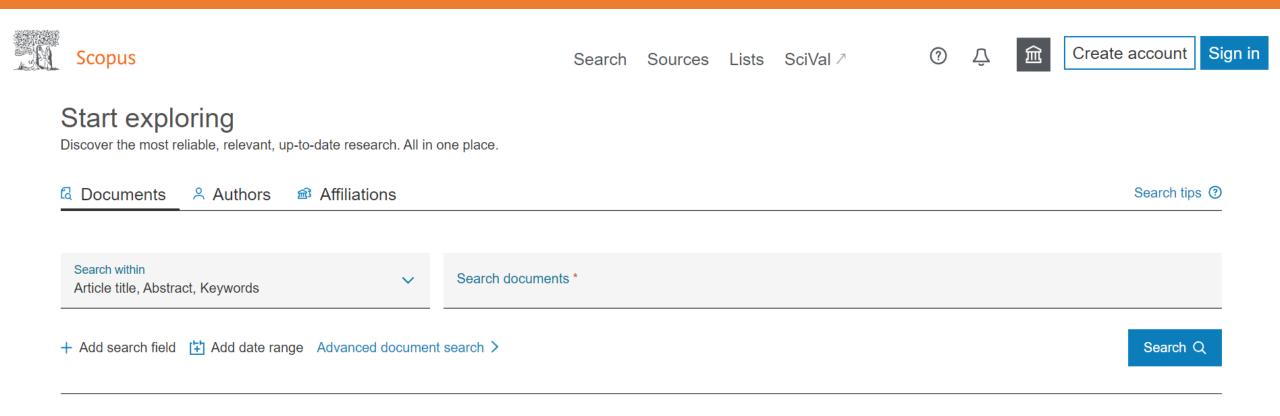


Direct export: PubMed





Direct export: Scopus



Search History Saved Searches



Start searching and your history will appear here. If you need help to start searching check out our <u>search tips</u>.



196,547 document results

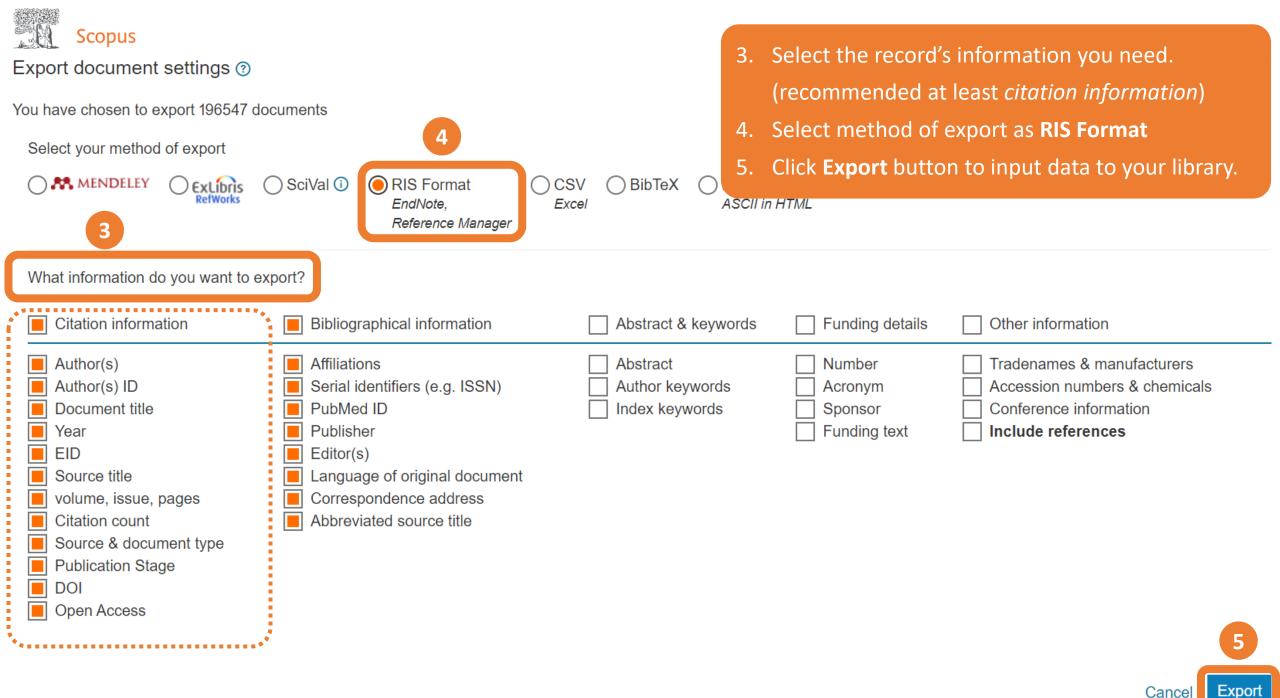
Search Sources 1

^{es} 1. Select the records you need.

 Click Export at the top of search results, then it will present a Export document setting Box

TITLE-ABS-KEY (coronavirus) AND (LIMIT-TO (PUBYEAR, 2022) OR LIMIT-TO (PUBYEAR, 2021) OR LIMIT-TO (PUBYEAR, 2020))

🖉 Edit 🖾 Save 🚇 Set alert Export document settings (?) You have chosen to export 196547 documents Select your method of export Documents Secondary documents Search within results... ← MENDELEY ← ExLibris ← SciVal ① ● RIS Format OCSV OBibTeX OPlain Text ASCII in HTML EndNote Excel Reference Manager In alyze se results What information do you want to export? Refine results Citation information Bibliographical information Abstract & keywords Funding details Other information Author(s) Affiliations Abstract Number Tradenames & manufacturers Limit to A Export Author keywords Author(s) ID Serial identifiers (e.g. ISSN) Acronym Accession numbers & chemicals Document title PubMed ID Index keywords Sponsor Conference information Publisher Funding text Include references Year EID Editor(s) Source title Language of original document **Open Access** \sim Document title volume, issue, pages Correspondence address Citation count Abbreviated source title Source & document type Publication Stage All Open Access (162.607) > Patient-related outcomes in patients re DOI 1 Open Access clinic with persisting symptoms followir Gold (62,710) > COVID-19 Cancel Export Hybrid Gold **Open Access** (13.105) > Bronze (74.979) > View abstract View at Publisher Related documents (127,362) > Green Learn more Negative pressure protective barrier device used in dental Mendivelso, F., Guevara, 2 2022 latreia 0 emergencies during the COVID-19 pandemic | [Dispositivo C., Bernal, L., López, L., 35(1), pp. 29-39 de barrera protectora con presión negativa utilizado en Low, E. Year \sim urgencias odontológicas durante la pandemia de COVID-19] 2022 (17,226)



Direct export: Google Scholar

📃 h My profile 🔺 My library

SIGN IN



			٩
--	--	--	---

Articles Case law

New! Track and manage your public access mandates

 Articles about COVID-19

 CDC
 NEJM
 JAMA
 Lancet
 Cell
 BMJ

 Nature
 Science
 Elsevier
 Oxford
 Wiley
 medRxiv

Stand on the shoulders of giants

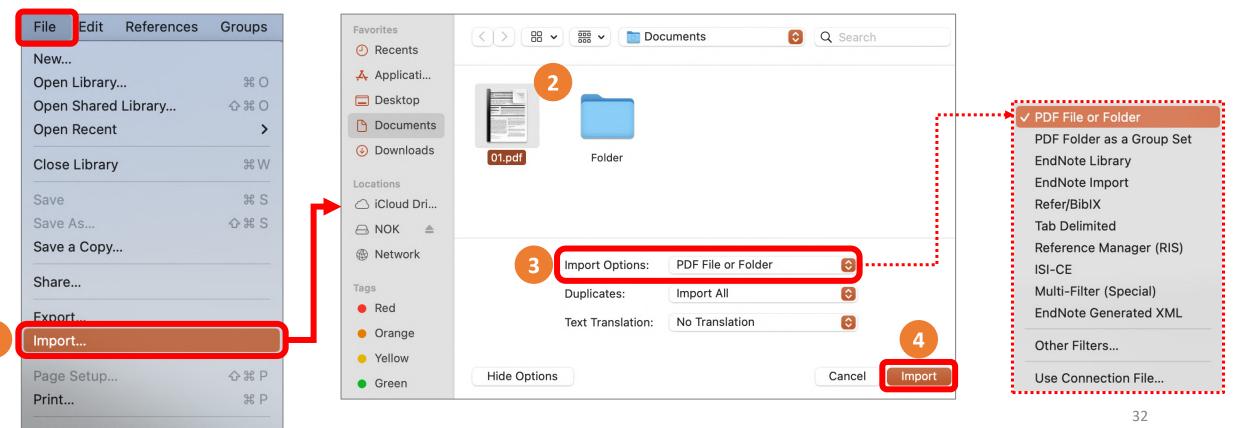
\equiv Google	Scholar	coronaviru	us		1.	Click Cite sig	n at the bottom of a record
Articles	About 1,450,00	00 results (0.0)3 sec)		2.	you need. Click EndNo	te button to input data to
Any time Since 2021	Coronavir World Health (2020 - pesquisa.b	vsalud.org		your library.	
Since 2020 Since 2017	common cold f	to more sever	e diseases such as	ses that cause illness ranging from the Middle East Respiratory Syndrome (MERS)			
Custom range	🕁 😡 Cite	d by 5108 F	\times	Cite			
Sort by relevance Sort by date)20 - Mass <mark>M</mark> me in as mar	MLA	Perlman, Stanley. "Another decade, another (2020): 760-762.	corona	avirus."	₁™L] nejm.org
 ☐ include patents ✓ include citations 	Wuhan, Shina	tions. This vil , in persons e d by 742 Re	APA	Perlman, S. (2020). Another decade, anothe			
Create alert	Coror Cite F He, Y Deng,		Chicago	Perlman, Stanley. "Another decade, another (2020): 760-762.	corona	avirus."	סי DF] wiley.com
	In late Decemb Wuhan, China	oer 2019, a c	Harvard	Perlman, S., 2020. Another decade, another	corona	avirus.	
	identified as a		Vancouver	Perlman S. Another decade, another corona BibTeX EndNote RefMan RefWor			
		L		2			

Ν

ry

Import PDF File or Folder (1)

- 1. Go to File > Import... EndNote presents a dialog to find the location where you keep a PDF file.
- 2. Select a PDF file or folder from your hard drive.
- 3. Set Import Option as PDF File or Folder
- 4. Click **Import** to import a PDF file or folder into your library.



Import PDF File or Folder (2)

• • •	EndNote 20 - Library_6500001.enl
${\cal C}$ Sync Configuration	Imported References +
All References 10Imported References 1	Q Search Advanced Search
↓Recently Added1 <a>Image: Image: Image:	Imported References 1 References 1 Referenc
 MY GROUPS My Groups FIND FULL TEXT 	Image: Author Year Title Image: Author Year Title Image: Author Kamboj, K.; Jana, S 2019 Mechanisms of protein kinas Image: Author Image: Author Image: Au
 ✓ GROUPS SHARED BY ✓ ONLINE SEARCH + ⊕ Jisc Library Hub Di 	Number Kattak Kamboj, Sobbajtij Lana, Shir K. Sharma' Autor Kamboj, Sobbajti Lana, Shir K. Sharma' Autor Kamboj, So
 Uibrary of Congress PubMed (NLM) 	456 Latroduction Later particular index of matched EXX activity in a matched fix activity in the target of the matched EXX activity in the mat
Web of Science Co	 If is a probability of the structure of t
Q Search for group	<page-header> juick <td< td=""></td<></page-header>

Import PDF Folder as a Group Set (1)

- 1. Go to File > Import... EndNote presents a dialog to find the location where you keep a PDF file.
- 2. Select a PDF folder from your hard drive.

Compress Library (.enlx)...

- 3. Set Import Option as PDF Folder as a Group Set.
- 4. Click Import to import PDFs into your library. It will automatically created a group set from selected folder

File Edit References Groups	Favorites	< > 田 • • Documents ③ Q Search	
New	A Recents		
Open Library XO	🐥 Applicati	2	
Open Shared Library 쇼 ¥ O	Desktop		
Open Recent >	Documents		PDF File or Folder ✓ PDF Folder as a Group Set
Close Library XW	Ownloads	01.pdf Folder	EndNote Library
	Locations		EndNote Import
Save # S	iCloud Dri		Refer/BibIX
Save As 쇼울 S	🖂 NOK 🔺		Tab Delimited
Save a Copy	Network		Reference Manager (RIS)
	G	3 Import Options: PDF Folder as a Group Set	ISI-CE
Share	Tags	Duplicates: Import All	Multi-Filter (Special)
Export	Red	Text Translation: No Translation	EndNote Generated XML
Import	OrangeYellow	4	Other Filters
Page Setup 쇼 X P	Green	Hide Options Cancel Import	Use Connection File
Print % P			34

Import PDF Folder as a Group Set (2)

•••	EndNote 20 - Library_6500001.enl		
	Folder +		
📋 All References 14	Q Search Advanced Search		
🛓 Imported References 4			
♀ Recently Added 5 ⓐ Unfiled 10 ⑩ Trash	Folder Image: Provide source of the source		
✓ MY GROUPS	Author Year Title RSC Advances OF CHEMISING PAPER Version of the first of the firs		
✓ Folder	C Saiyasombat, W.; K 2021 Bis-BODIPY linked-triazole b 2		
 Folder 4 My Groups FIND FULL TEXT GROUPS SHARED BY ONLINE SEARCH + Jisc Library Hub Di Library of Congress PubMed (NLM) Web of Science Co 			
Q Search for group	The region of		

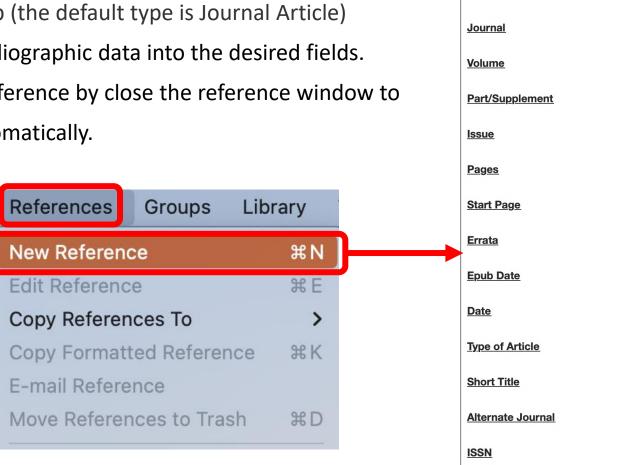
35

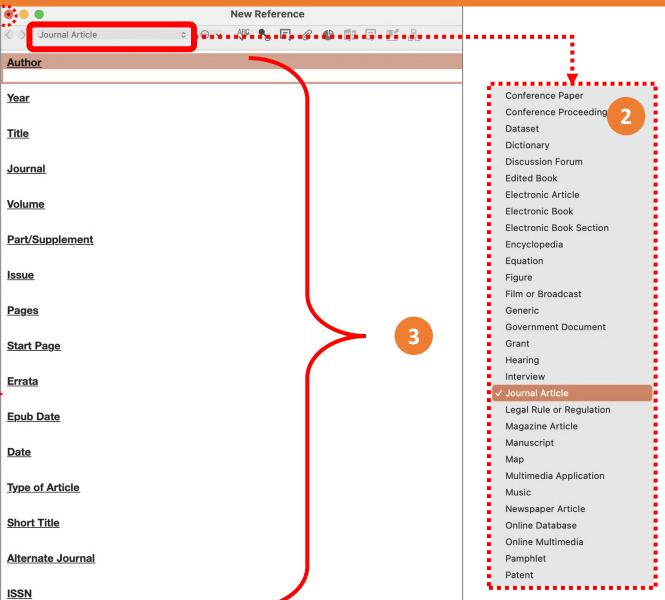
Manual Typing (1)

1. Go to **Reference > New Reference**.

A blank reference window appears.

- 2. Select a Reference Type from the drop-down menu at the top (the default type is Journal Article)
- 3. Enter bibliographic data into the desired fields.
- 4. Saving reference by close the reference window to save automatically.





Manual Typing (2)

Author Names

- Enter one name per line.
- Terms that are new appear in red text.

Author names formats

 First_name Middle_name Last_name

Albert Einstein Albert Lester Lehninger

- Last_name, First_name Middle_name
 Einstein, Albert
 - Lehninger, Albert Lester

Institute/Corporate name formats

• add a comma after the name.

World Health Organization, Mahidol University,

คณะวิทยาศาสตร์ มหาวิทยาลัยมหิดล,

Thai author name formats

• add a comma after the name.

กนกพร งามสว่างรุ่งโรจน์,



Group Sets

Custom Groups

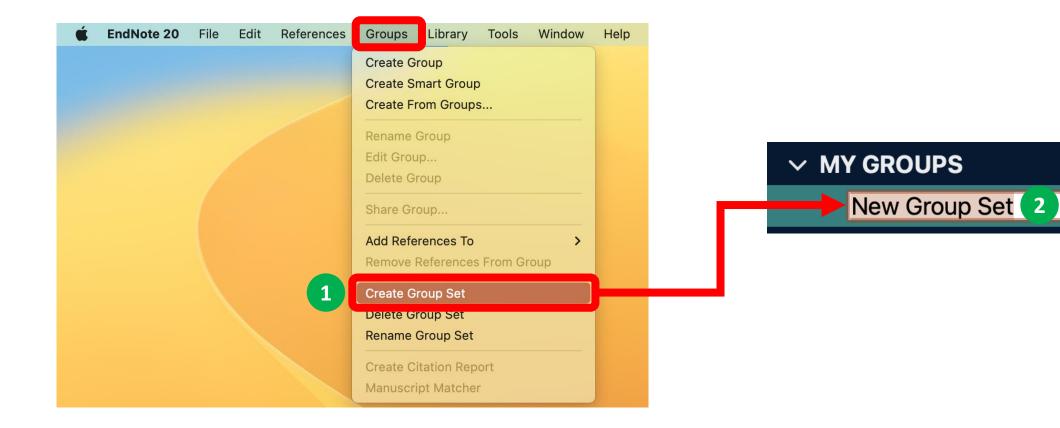
• Smart Groups

Combination Groups

Group Sets

Creating a Group Set

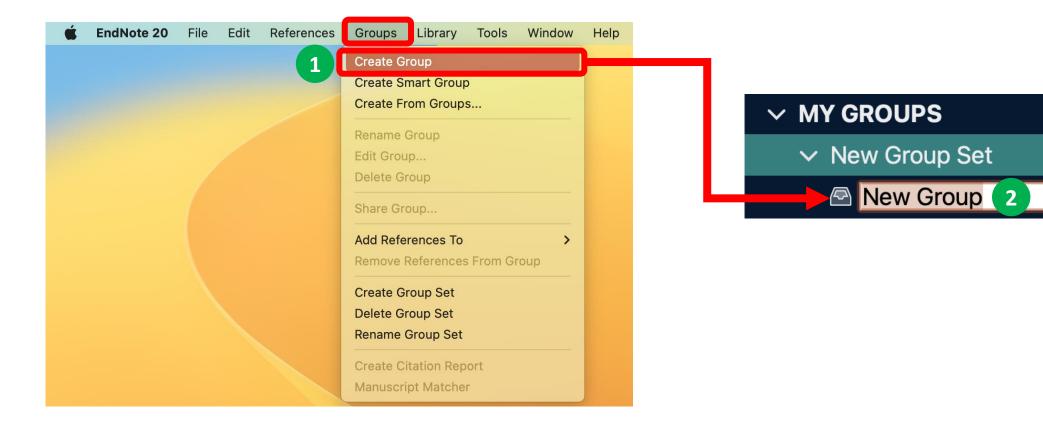
- 1. Go to Groups menu, select Create Group Set.
- 2. Enter a name for new group set.



Custom Groups

Creating a Custom Group

- 1. Go to Groups menu, select Create Group.
- 2. Enter a name for new group.
- 3. Add References to a Custom Group



Adding References to a Custom Group (1)

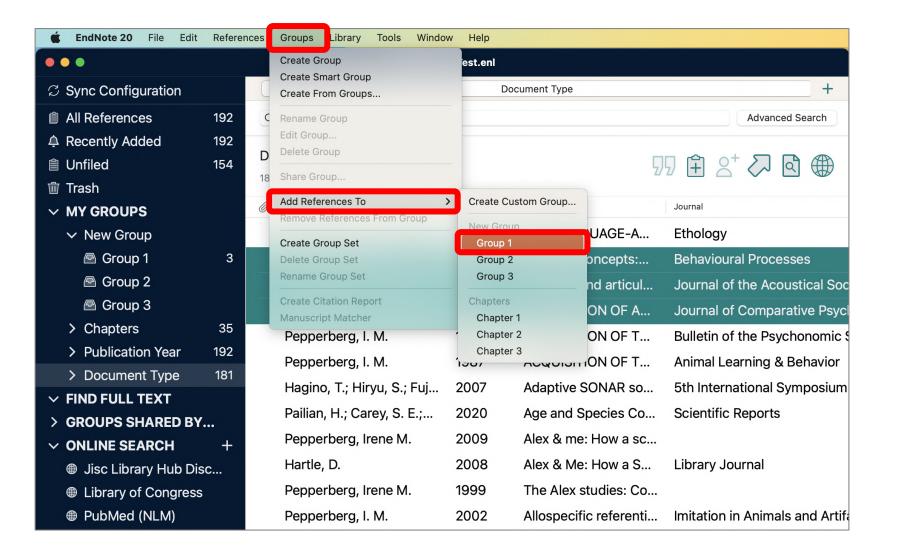
Drag and drop the selected references onto an existing custom group name in the left panel of the Library window.

É EndNote 20 File Edit	Referen	nces Groups Library Tools Windo	w Help		
•••		EndNote 20	- Test.enl		
${\cal C}$ Sync Configuration			[Document Type	+
📋 All References	192	Q Search			Advanced Search
A Recently Added	192	Desument			
🖹 Unfiled	154	Document Type		5	7 🖻 2+ 📿 🗟 🌐
🔟 Trash					
✓ MY GROUPS		Author	Year	Title	Journal
✓ New Group		Pepperberg, I. M.; Neap	1988	2ND LANGUAGE-A	Ethology
🖻 Group 1	3	Pepperberg, I. M.	2013	Abstract concepts:	Behavioural Processes
🖻 Group 2		Patterson, D. K.; Pepper	1998	Acoustic and articul	Journal of the Acoustical Soc
🖻 Group 3		Pepperberg, I. M.; Brezi	1991	ACQUISITION OF A	Journal of Comparative Psyc
> Chapters	35	Pepperberg, I. M.	1988	ACQUISITION OF T	Bulletin of the Psychonomic :
> Publication Year	192	Pepperberg, I. M.	1987	ACQUISITION OF T	Animal Learning & Behavior
> Document Type	181	Hagino, T.; Hiryu, S.; Fuj	2007	Adaptive SONAR so	5th International Symposium
		Pailian, H.; Carey, S. E.;	2020	Age and Species Co	Scientific Reports
> GROUPS SHARED BY ~ ONLINE SEARCH	 +	Pepperberg, Irene M.	2009	Alex & me: How a sc	
 Jisc Library Hub Dis 		Hartle, D.	2008	Alex & Me: How a S	Library Journal
Library of Congress		Pepperberg, Irene M.	1999	The Alex studies: Co	
PubMed (NLM)		Pepperberg, I. M.	2002	Allospecific referenti	Imitation in Animals and Artif
Web of Science Cor	e	Pepperberg, I. M.; Naug	1998	Allospecific vocal le	Behavioural Processes

Adding References to a Custom Group (2)

Go to Groups menu, select Add References To and then select either the name of an existing custom group or

Create Group.

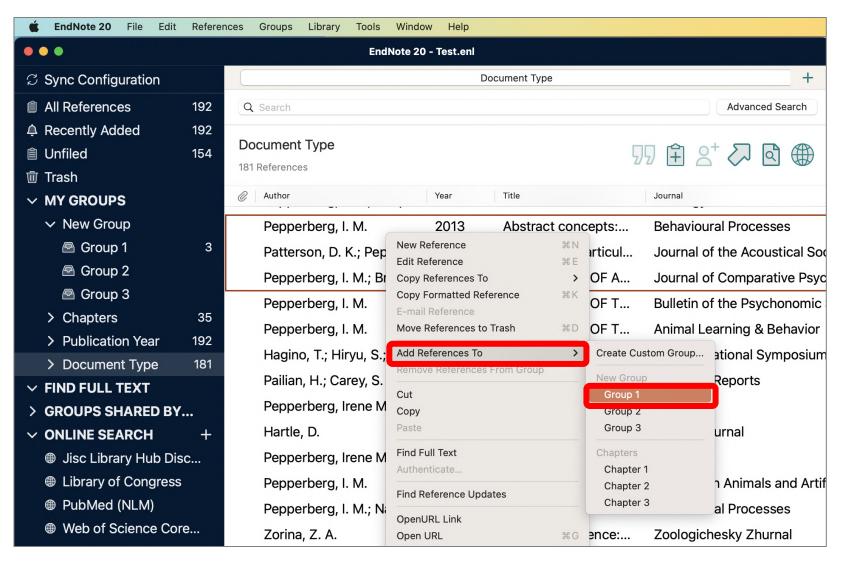


42

Adding References to a Custom Group (3)

Right-click on the selected reference to display a menu, select Add References To, and then select either the name

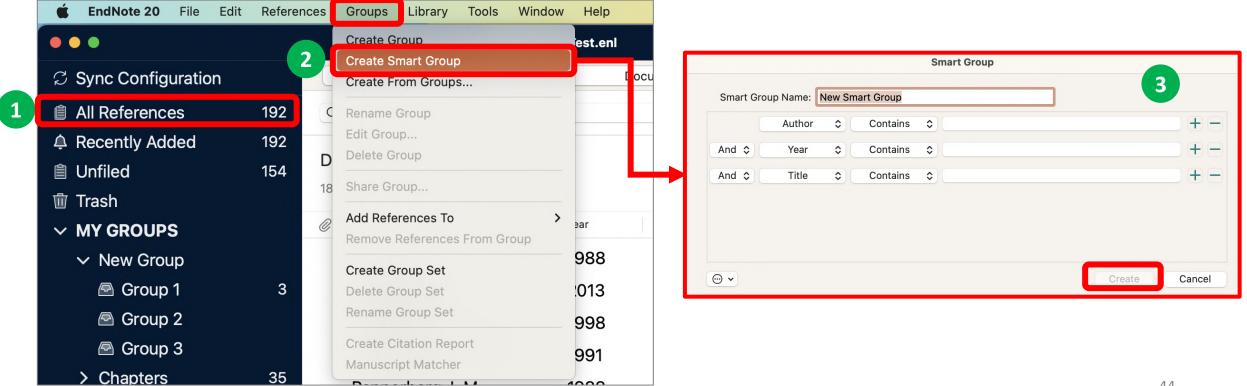
of an existing custom group or Create Group



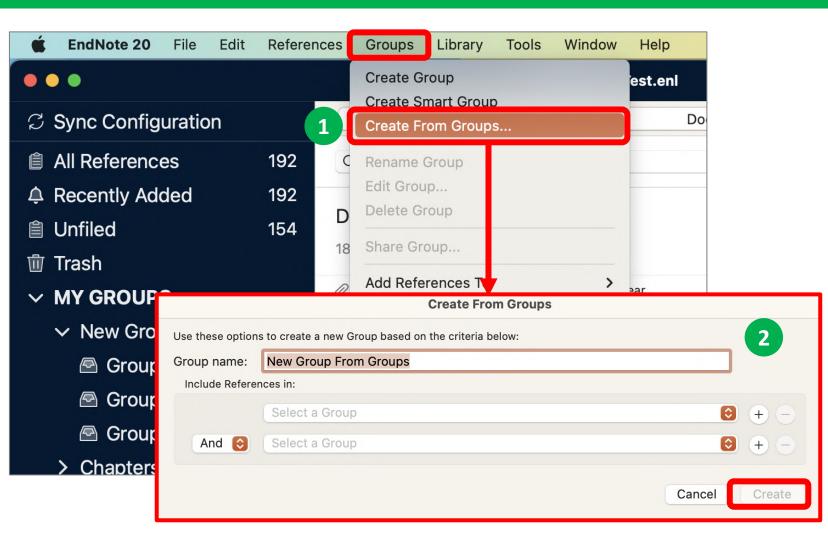
Smart Groups

Creating a Smart Group

- 1. Display the set of references that you would like to search. This would typically be **All References**.
- Go to **Groups** menu, select **Create Smart Group**. A search dialog appears. 2.
- 3. Enter a name for new smart group, set your criteria, then click **Create**.



Combination Groups



Creating a Combination Group

- Go to Groups menu, select Create from Groups. A search dialog appears.
- 2. Enter a name for new combination group, set your criteria, then click **Create**.
 - In the fields under the Include References heading, select up to 10 custom and/or smart groups to use as your search criteria.
 - Use AND, OR, NOT to include or exclude custom and/or smart groups in your combined group set.
 - You can also use the Add (+) and Remove (-) buttons to manage which groups you want to include in and/or remove from your combined group set.

Working with MS Word

Independent Bibliographies

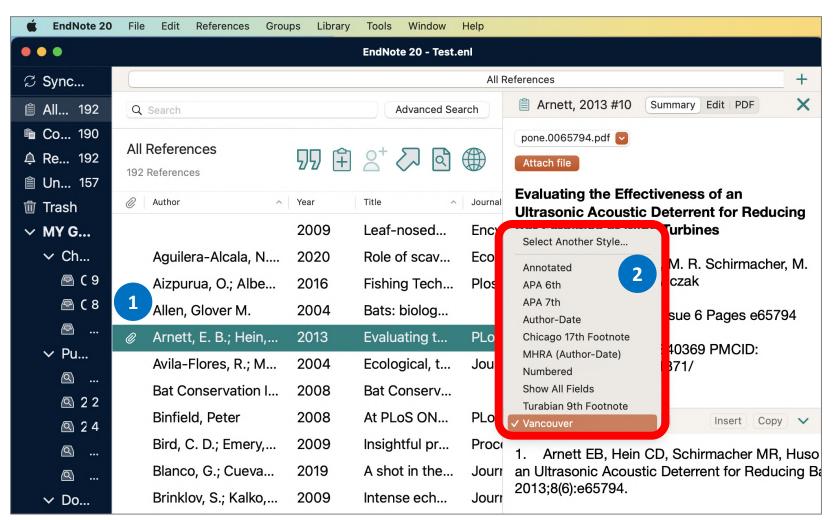
Inserting Citations or Selected Citations

• Edit & Manage Citations

Install More Output Style

Independent Bibliographies (1)

- 1. Highlight the desired references from your EndNote Library.
- 2. Select the Output Style from Preview panel.



Independent Bibliographies (2)

- 3. Copy references to the clipboard by
 - 3.1. Select Copy button from Preview panel, or
 - 3.2. Go to References menu, select Copy Formatted Reference, or
 - 3.3. Right-click on the selected references, select Copy Formatted Reference
- 4. Go to Word document, then Paste (Command+V) at the location where you would insert the bibliographies.

	3.1			
Vancouver	\$	Insert	Сору	~
1. Arnett EB, H an Ultrasonic Ac				

2013;8(6):e65794.

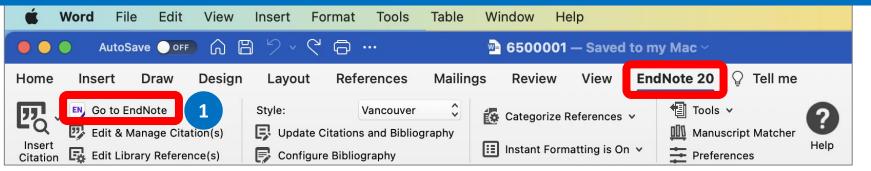
References Groups	Library
New Reference	ЖN
Edit Reference	жE
Copy References To	>
Copy Formatted Refer	ence ೫K
E-mail Reference	
Move References to Tr	rash %D
File Attachments	>
PDF Viewer	>
Find Full Text	>
Find Reference Update	es
URL	>
Figure	>
Web of Science	>

3.3			
2013	Eva	New Reference	₩N
2004	Eco	Edit Reference	жE
2008	Ba	Copy Formatted Reference	жκ
2008	At F		
2009	Insi		жD
2019	A sl	Add References To Remove References From Group	>
2009	Inte	Cut	
2020	Par	Сору	
2020	The		
2007	The	Authenticate	
2008	Flyi	Find Reference Updates	
2009	Wh	OpenURL Link	
2018	Initi	Open URL	ЖG
2014	Bat	Mark as Unread	
2020	Piaç	Rating Open In New Tab	>
	2013 2004 2008 2009 2019 2020 2020 2020 2020 2007 2008 2009 2018 2014	2013 Eva 2004 Eco 2008 Ba 2009 Insi 2019 A sl 2009 Inte 2020 Pari 2020 The 2008 Flyi 2009 Whi 2011 Lniti 2020 Bati	2013Eva New Reference2004EcoEdit Reference2008BaCopy Formatted Reference2008At FEndertee References to Trash2009InsiAdd References to Trash2009InsiAdd References To2019A slRemove References From Group2009InteCut2020ParCopy Paste2020The Find Full TextFind Full Text2008FlyiFind Reference Updates2009WhOpenURL Link2018InitiMark as Unread Rating2020PiarDiar

Inserting Citations

🗯 Word File Edit View	Insert Format Tools Table Window Help			
🛑 🔵 🔵 🛛 AutoSave 🔵 OFF 🎧 🗄	🖹 🏷 🗸 🖨 … 🔤 6500001 — Saved to my Mac ~			
Home Insert Draw Design	Layout References Mailings Review View EndNote 20) Tell me		
Go to EndNote	Style: Vancouver 🗘 🏟 Categorize References 🗸 📲 Tools 🗸			EndNote 20 Find & Insert My References
Citation Reference(s)	Update Citations and Bibliography Configure Bibliography Configure Bibliography Configure Bibliography	Find Citation: C	l≺ review	2 Search: Libraries 📀
		Author	^ Year	Title
26 Insert Citation		Corcoran	2014	Bats jamming bats: Food competition through sonar interference 3
Insert Selected Citation(s)		de Oya	2019	Current Progress of Avian Vaccines Against West Nile Virus
Insert Note	1	Emery	2006	Cognitive ornithology: the evolution of avian intelligence
		Emery	2009	Tool use and physical cognition in birds and mammals
Insert Figure		Grothe	2000	Structure and function of the bat superior olivary complex
		Hartle	2008	Alex & Me: How a Scientist and a Parrot Discovered a Hidden World of A
Open the Word docum	ent and position the cursor at the location where	Pepperberg	1993 2006	A REVIEW OF THE EFFECTS OF SOCIAL-INTERACTION ON VOCAL LEAR Grey parrot numerical competence: a review
you would insert the cit	tation	Pepperberg Pepperberg	2006	Ordinality and inferential abilities of a grey parrot (Psittacus erithacus)
you would insert the ch		Pepperberg	2008	Difficulties with "humaniqueness"
		Reference T		
1 Go to EndNote20 m	enu, select Insert Citation to display the Find &	Record Num		
			thor Corcor	an A. J.
Insert My Reference	es box.		Conner	
2 In the text hoy at the	e top, enter text to find the reference you wish to	•	Year 2014	
		-	Fitle Bats jai	mming bats: Food competition through sonar interference
cite, then press Ente	؛ ۲.		rnal Science	e
3 Select the desired re	eferences from search result.		ume 346	
	incremees from search result.		sue 6210	
4. Click Insert button.			i ges 745-74 Date Nov	4
			Jale NOV	
The inserted citation w	ould appear in your manuscript.	?		Cancel Insert
		Library: Test.enl		24 items in list

Inserting Selected Citations (1)



Open the Word document and position the cursor at the location where you would insert the citation.

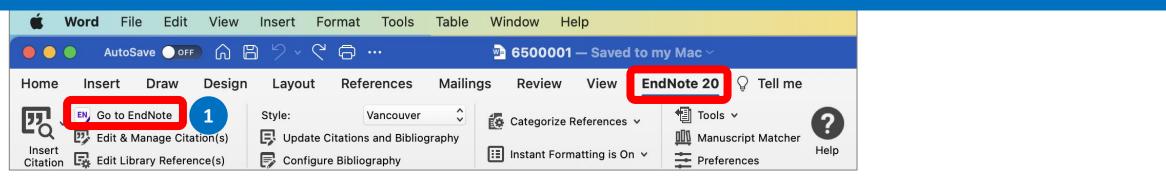
- 1. Go to EndNote20 menu, select Go to EndNote.
- 2. At your EndNote library, select the desired references.
- 3. Go to Endnote's **Tools** menu, select

Cite While You Write [CWYW] > Insert Selected Citation(s)

The inserted citation would appear in your manuscript.

es Groups Library	Tools	Window I	Help		
	Install E	ndNote Click	Browser Extension		
	Output	Styles	>		-
	Import F	ilters	>		
Q Search	Connec	tion Files	>		Advanced Search
	Cite Wh	ile You Write	[CWYW]	Return To Word	~1
All References	Format	Paper	>	Insert Selected Citation	(s) ^2 3
192 References	Subject	Bibliography		Format Bibliography	
0.1.4.4	Show Co	onnection Sta	atus	Import Traveling Library	/ ^8
Author				CWYW Preferences	^9
	Online S	Search		Encyclopædia Brita	nnica
Aguilera-Alca	la, N	2020	Role of scav	Ecological Indicator	rs
Aizpurua, O.;	Albe	2016	Fishing Tech	Plos One	
Allen, Glover	M.	2004	Bats: biolog		
🧷 Arnett, E. B.; I	Hein,	2013	Evaluating t	PLoS One	
Avila-Flores, F	R.: M	2004	Ecological, t	Journal of Mammal	oav

Inserting Selected Citations (2)

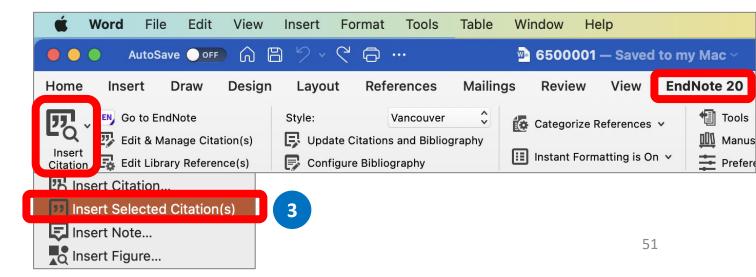


Open the Word document and position the cursor at the location where you would insert the citation.

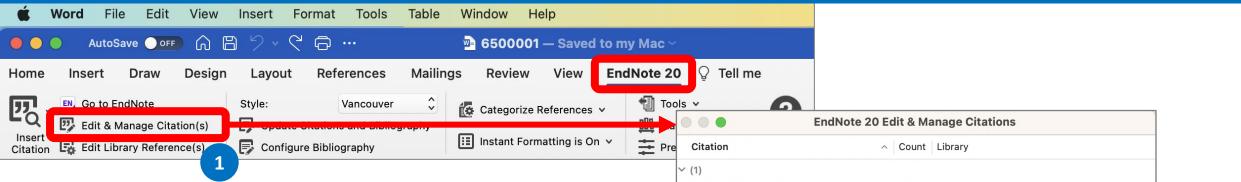
- 1. Go to EndNote20 menu, select Go to EndNote.
- At your EndNote library, select the desired references.
- Return to Word document. Go to EndNote20 menu, select Insert Selected Citation(s)

The inserted citations would appear in your manuscript.

		Aguilera-Alcala, N	2020	Role of scav	Ecological Indicators
		Aizpurua, O.; Albe	2016	Fishing Tech	Plos One
		Allen, Glover M.	2004	Bats: biolog	
2	Ø	Arnett, E. B.; Hein,	2013	Evaluating t	PLoS One
		Avila-Flores, R.; M	2004	Ecological, t	Journal of Mammalogy



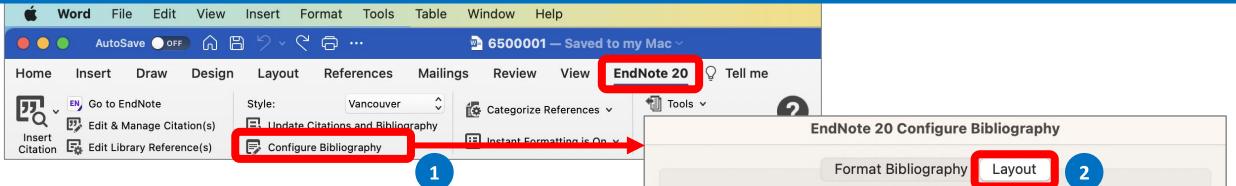
Edit & Manage Citation



- Go to EndNote20 menu, select Edit & Manage Citation(s) to display EndNote 20 Edit & Manage Citations box.
- 2. You can add or remove citation from multiple citations or change the order of citations.
 - Edit Library Reference: select this command to directly edit the corresponding references in EndNote.
 - **Insert:** Use this to add another citation within the same set of delimiters.
 - **Remove**: Highlight a citation and click Remove to delete it from the in-text citation.
 - **Up and Down Arrows:** Highlight a reference and use the arrows to change the order of display.
- 3. Click **OK** to implement your changes.

	EndNote 20	Edit & M	anage Cita	tions		
Citation		∧ Count	Library			
(1)						
• •	Arnett, 2013 #10	1	Test		• •	
/ (2, 3)				2	Edit Library Remove Cit	Reference
	Emery, 2009 #28	1	Test		Insert Citat	ion
•	Grothe, 2000 #38	1	Test		Update Fro	m My Library
✓ (4)						
•	Pepperberg, 2006 #114	1	Test		· · ·	
	Edit Ci	itation	Reference			
Format:	Default	٢				
Prefix:						
Suffix:						
Pages:						
?	\sim			Cancel	ок	3
Totals: 4 Cit	tation Groups, 5 Citations, 5 Re	eferences				

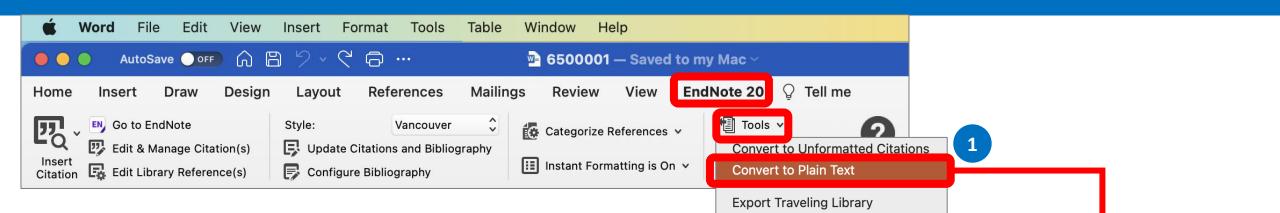
Configure Bibliography



- 1. Go to EndNote20 menu, select Configure Bibliography
- 2. On the Layout tab, you can change or verify these settings:
 - Font and Size: these are the text font and size used for the bibliography.
 - **Bibliography Title:** to print a title at the top of your bibliography, type the title in this text box.
 - **Text Format:** highlight the bibliography title text and then use the Text Format button to display a dialog where you can change the format of the highlighted text.
- 3. Click **OK** to implement your changes.

	EndNote 20 C	onfigure Bibliogra	phy	
	Format Bib	liography Layou	t 2	
Font: Times N	ew Roman	0	Size: 12	2 🔽
Bibliography title:				
REFERENCES			Text Fo	ormat
Start with bibliog	raphy number:	1		
First line indent:	0.000 cm	Line spacing:	Single	O
Hanging indent:	1.270 cm	Space after:	None	٢
			Cancel	OK

Convert Citations and Bibliography



You may need to remove 'Cite While You Write' field codes in order to share your document with a publisher or colleague. Convert to Plain Text will save a copy of your document without formatted 'Cite While You Write' field codes. The formatted citations and the bibliography are saved as text. By following the steps;

- 1. Go to EndNote20 menu, select Tools > Convert to Plain Text.
- 2. Word presents the notification box, read and click **OK** to continue.
- 3. A copy of the document, without field codes will appears in a new document window.

Then you can save a new name for copy of your document.

This command will create a new copy of your Word document and remove all special EndNote markers from it. The new document will appear in a new unsaved document window. The original file will remain opened and untouched.

Cancel

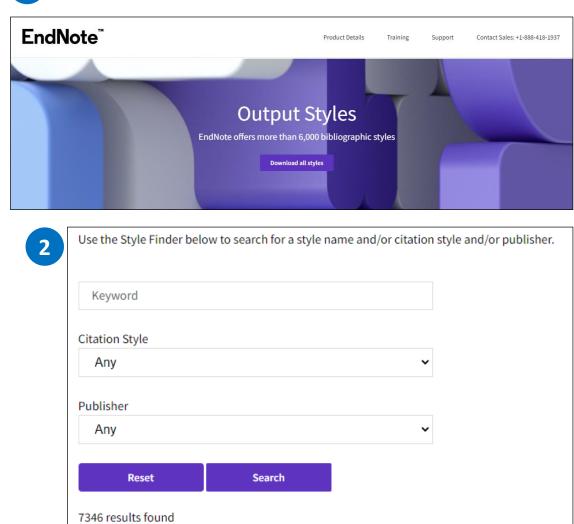
EN

OK

2

Install More Output Style (1)

https://endnote.com/downloads/styles/



- 1. Go to url: <u>https://endnote.com/downloads/styles/</u>
- 2. Search or browse for output styles.
- 3. Download the output style you want to install. Then

double-click the file. It should open in EndNote.

Style or Journal Name	Citation Style	Discipline	Date	
LGBT Health		Medicine	2022-03-15	Download
MIS Quarterly	Author-Year-Cited Pages	Library Science	2022-03-04	Download
Digestive Endoscopy	Superscripted Number	Gastroenterology	2022-03-03	Download
Acta Pharmaceutica Sinica B	Superscripted Number	Science	2022-02-17	Download
Textproduktion und Medium		Linguistik	2022-02-15	Download
Journal of Cultivated Plants (Journal für Kulturpflanzen) – English	Author-Year	Agriculture	2022-02-11	Download
Journal für Kulturpflanzen (Journal of Cultivated Plants)	Author-Year	Agriculture	2022-02-11	Download
Advanced Materials	Non-superscripted Number	Engineering	2022-02-04	Download
EndNote Export	None	Export	2022-01-27	Download
European Management Review	Author-Year	Management	2022-01-21	Download
1	2 3 7	35 next >		3

Install More Output Style (2)

- 4. Review the output style details in EndNote Style window.
- 5. Go to **File > Save As**. It will present output style name setting box.
- 6. Enter a style name and click **Save**. Then close EndNote Style window.

•	Advanced Materials.ens
About This Style Punctuation Anonymous Works Page Numbers Journal Names Sections Citations Templates Ambiguous Citations Author Lists Author Name Numbering Sort Order Bibliography Templates Field Substitutions Layout Sort Order Categories Author Lists Author Lists Author Name Editor Lists Editor Name	File Name: Advanced Materials.ens Full Name: Advanced Materials Based On:

L	File	Edit	References	Groups	
	New.				
	Open	Library	·	жo	
			I Library	公業O	
		Recent		>	
	Close	Style		жW	
	Covo			99.0	
	Save	٨c		 ት ж S	
	Curc	A3			5
		а Сору.			5
		а Сору.	••		3
	Save	а Сору. Э			
	Save	а Сору. Э rt	···		3
	Save Share Expor	а Сору. Э rt		0 ж 0	
	Save Share Expor	a Copy. e rt rt Setup			

