



Mahidol University  
Faculty of Science

Stang Mongkolsuk Library  
and Information Division

## Stang Library Training

# EndNote 21 for Macintosh



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Stang Mongkolsuk Library & Information Division

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# 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

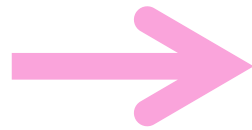
## Bibliography and manuscript maker

- Formats citations in Microsoft Word with the [Cite While You Write™](#) feature

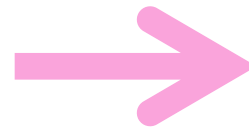
# How EndNote Works



Books, Journals, Research  
Articles, E-database, etc.



Create bibliography



Report, Manuscript,  
Thesis, etc.

# Compatibility and System Requirements

Operating System	Version	Word processor software
Windows	<ul style="list-style-type: none"><li>• Windows 10</li><li>• Windows 11</li></ul>	Microsoft Word [CWYW] : <ul style="list-style-type: none"><li>• 2010</li><li>• 2013</li><li>• 2016</li><li>• 2019</li><li>• Office 365 (locally installed desktop version only)</li></ul>
Macintosh	<ul style="list-style-type: none"><li>• macOS 10.14</li><li>• macOS 10.15</li><li>• macOS 11</li><li>• macOS 12</li><li>• macOS 13</li></ul>	Microsoft Word [CWYW] : <ul style="list-style-type: none"><li>• 2016</li><li>• 2019</li><li>• Office 365 (locally installed desktop version only)</li></ul>

# Download Endnote Software (1)

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



**Mahidol University**  
Wisdom of the Land

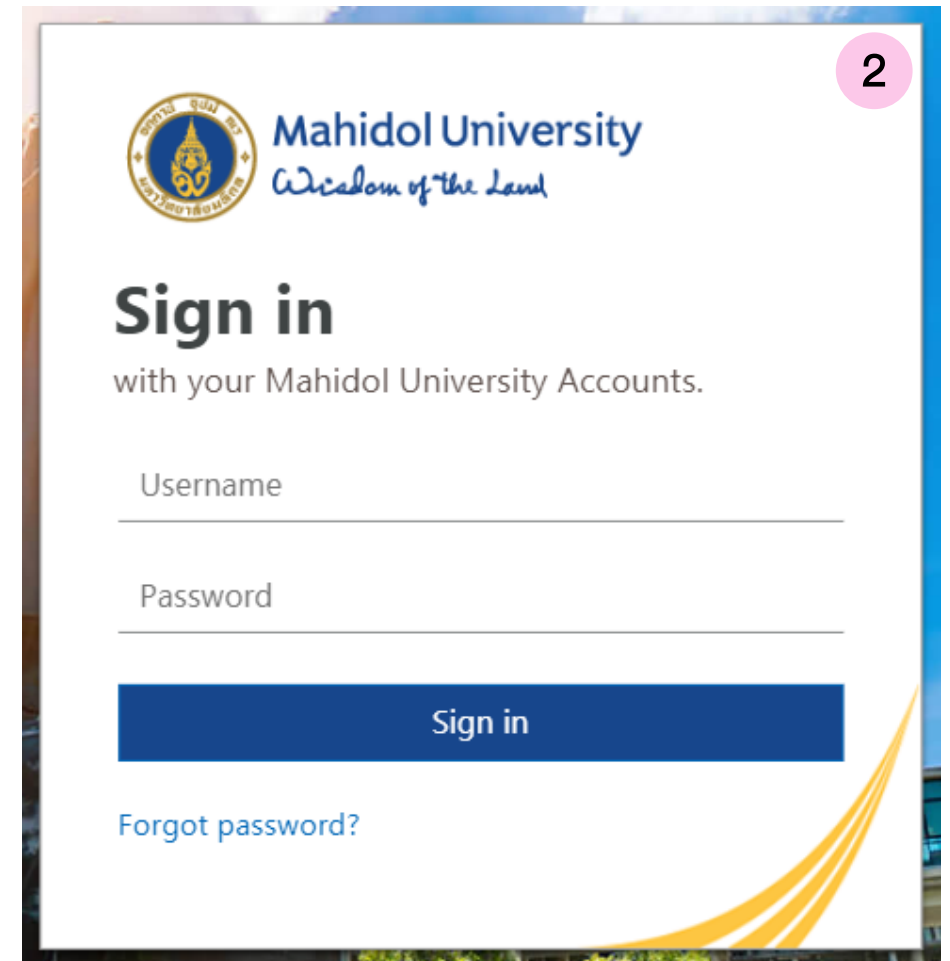
## Software Download

มีดีใหม่แห่งการใช้ IT ในมหาวิทยาลัยมหิดล

มหาวิทยาลัยมหิดล มีความมุ่งมั่นที่จะส่งเสริมระบบงานด้าน IT และสมรรถนะทาง IT ให้แก่ประชาคมชาวมหิดลได้ใช้ประโยชน์อย่างทั่วถึง และมีมาตรฐานทัดเทียมกับองค์กรชั้นนำของโลก โดยได้จัดเตรียมสิทธิสำหรับ Software มาตรฐานให้บุคลากรของมหาวิทยาลัยได้ใช้งาน

**Login**

1



**Mahidol University**  
Wisdom of the Land

## Sign in

with your Mahidol University Accounts.

Username

Password

**Sign in**

[Forgot password?](#)

2

# Download Endnote Software (2)

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

The screenshot displays the Mahidol Software License portal. At the top left is the Mahidol University logo and name in Thai and English. The main heading is "Mahidol Software License". Below this, there are four software categories: Microsoft Windows, Microsoft Office, Application, and Antivirus. The "Application" category is highlighted with a pink box and a circled number 3. Below it, the "Key License" category is highlighted with a pink box and a circled number 4. To the right of the main content, there are three download options for EndNote 21: "EndNote 21 for Windows", "EndNote 21 for Mac", and "Key License EndNote 21". Each option has a "คู่มือ" (Manual) button and a "DOWNLOAD" button. Arrows point from the "Application" and "Key License" categories to their respective download options.

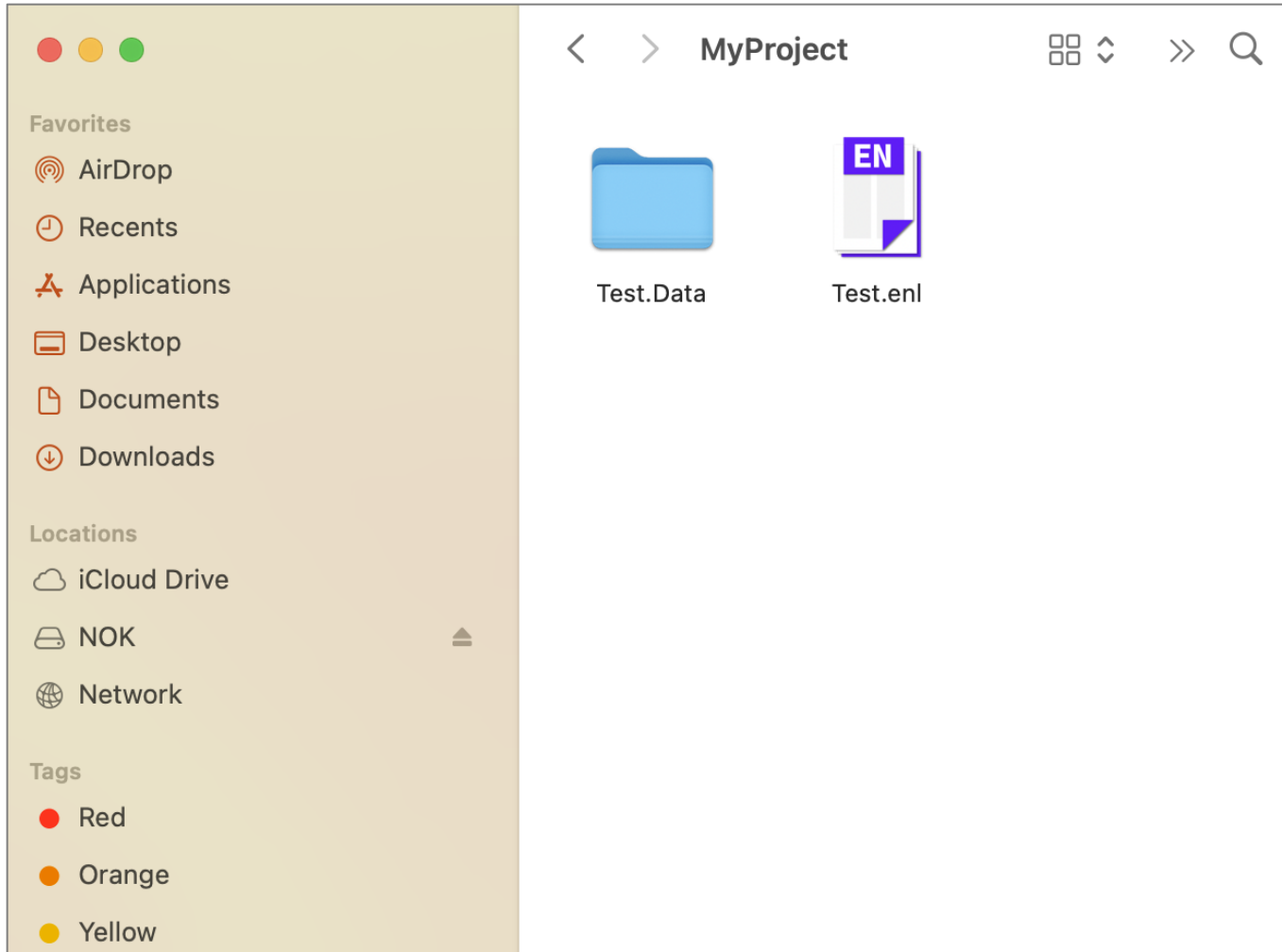
Copyright © 2023 Mahidol University. All rights reserved. E-mail: [consult@mahidol.ac.th](mailto:consult@mahidol.ac.th) Phone: 662-849-6022

# **Get Started with EndNote**

- **EndNote Library components**
- **Creating a New Library**
- **Library Overview**
- **Journal Term Lists**



# EndNote Library components

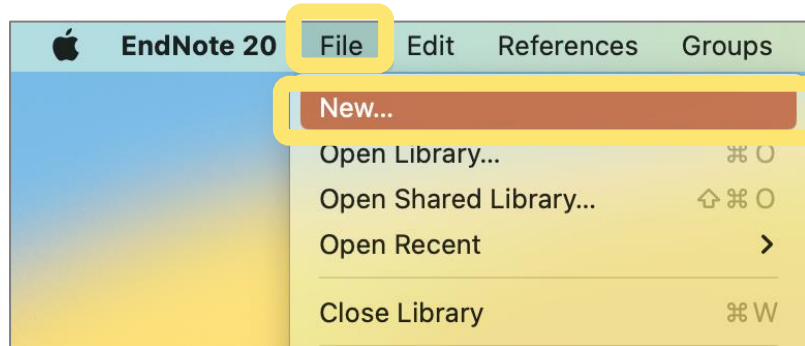


- EndNote libraries are made up of two parts:
  - EndNote Library file (\*.enl)
  - Data folder (\*.Data)These two parts must be kept together to work correctly.
- Keep EndNote libraries on your computer's local hard drive. Storing and editing libraries on a network drive can lead to corruption and performance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

1



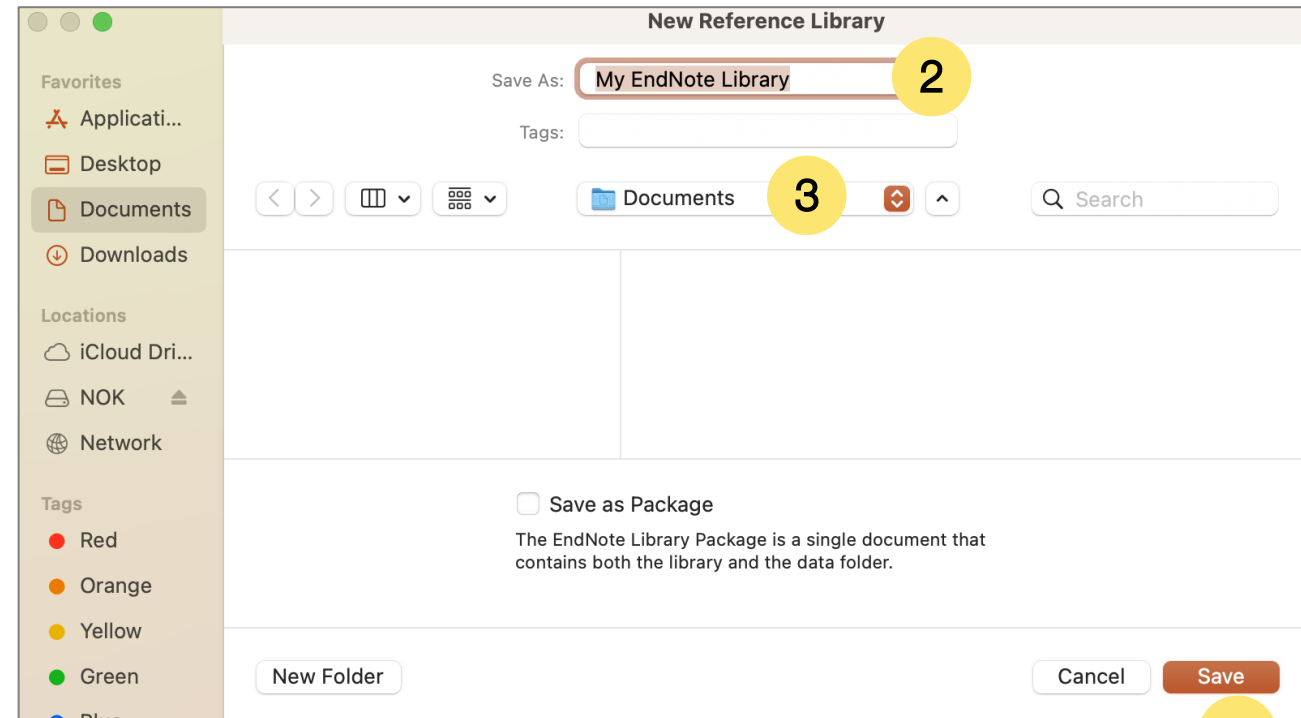
## Set up EndNote Library

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.

Create a new library



4

# Library Overview

The screenshot displays the EndNote 20 software interface. The title bar at the top reads "EndNote 20 - Test.enl". The left sidebar contains a navigation menu with the following items: "Sync Configuration", "All References" (highlighted), "Recently Added", "Unfiled", "Trash", "MY GROUPS" (with a sub-item "My Groups"), "FIND FULL TEXT", "GROUPS SHARED BY OTHERS", and "ONLINE SEARCH" (with a sub-item "+"). Under "ONLINE SEARCH", there are four search providers: "Jisc Library Hub Discover", "Library of Congress", "PubMed (NLM)", and "Web of Science Core Collectio...". At the bottom of the sidebar is a search bar labeled "Search for group".

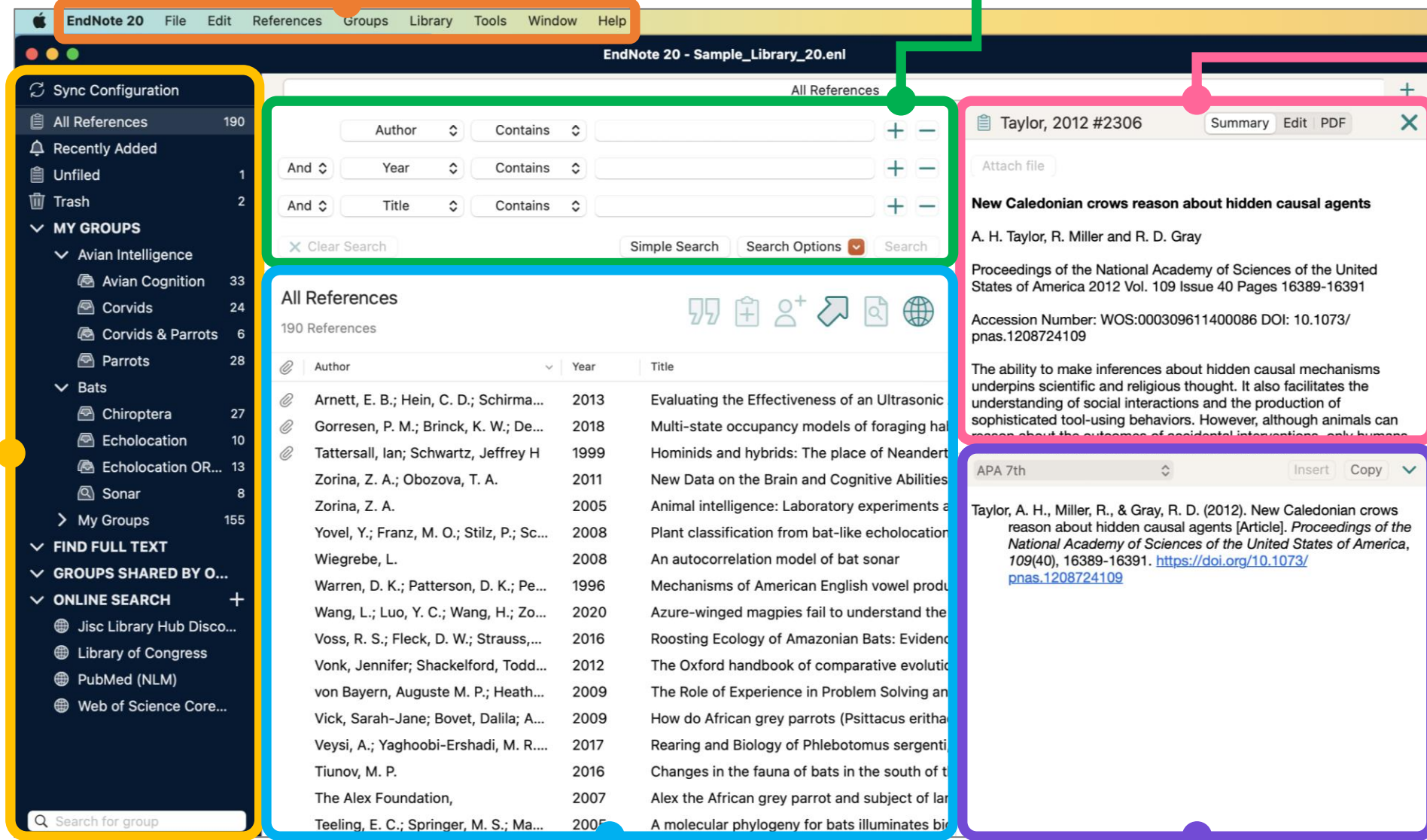
The main window is titled "All References" and features a search bar with a "Search" button and an "Advanced Search" button. Below the search bar, the text "All References" is displayed, followed by "0 References". A toolbar contains icons for quote, add, user, share, search, and globe. Below the toolbar is a table with columns for "Author", "Year", and "Title". The table is currently empty. On the right side of the window, a panel displays "No reference selected" with a close button.

# Library Overview

Menu Bar

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

Groups panel shows you both default groups and groups or group sets that you create for your research projects.



Tab panel Summary tab displays a detailed overview of a selected reference. Quickly alter reference metadata from the Edit tab.


Reference List panel shows the individual references stored in your EndNote library, also known as library records.

Preview panel shows you how a reference would appear formatted with a specific output style.

# Journal Term Lists

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

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

Recently Added				
2 References				
	Author	Year	Title	Journal
	Li, Zhuo; Hirst, Jonathan D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chemical Physics Letters
	Li, Z.; Hirst, J. D.	2020	Computed optical spectra of SARS-CoV-2 proteins	Chem Phys Lett

*ScienceDirect\**  
give full journal name

*PubMed\**  
give abbreviated journal name

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

# Before & After defining Journal Term Lists

Before

Vancouver

1. Li Z, Hirst JD. Computed optical spectra of SARS-CoV-2 proteins. **Chemical Physics Letters.** 2020;758:137935.

After

Vancouver

1. Li Z, Hirst JD. Computed optical spectra of SARS-CoV-2 proteins. **Chem Phys Lett.** 2020;758:137935.



ScienceDirect

*Give full journal name*

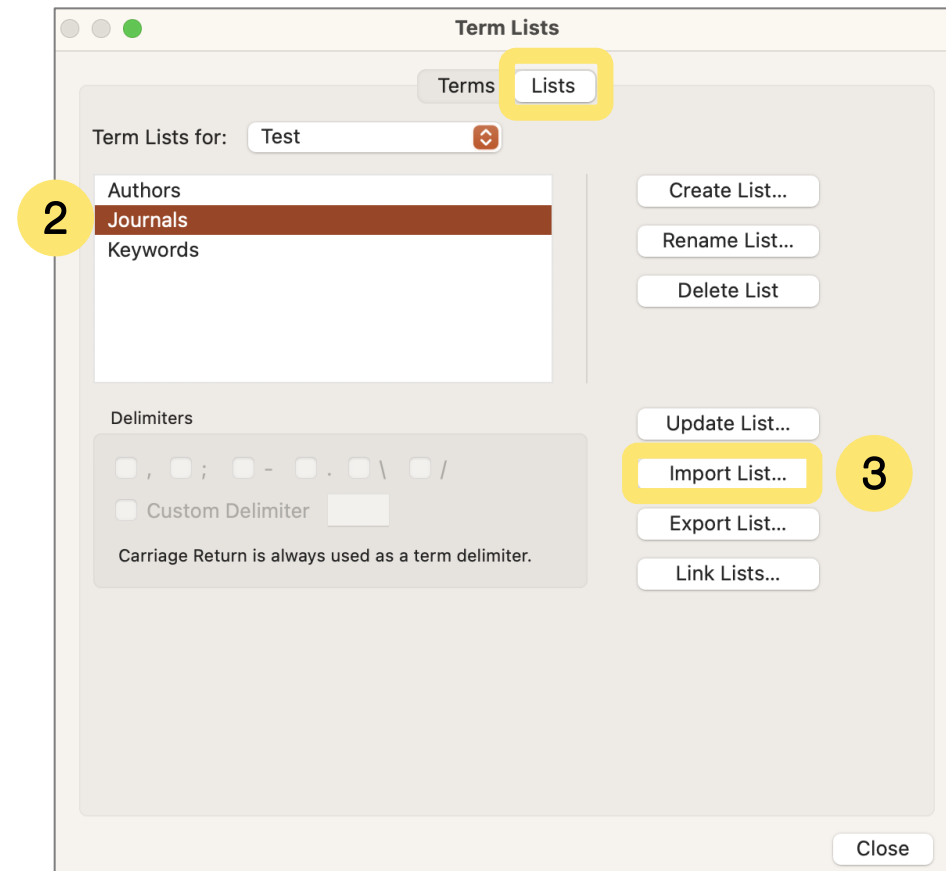
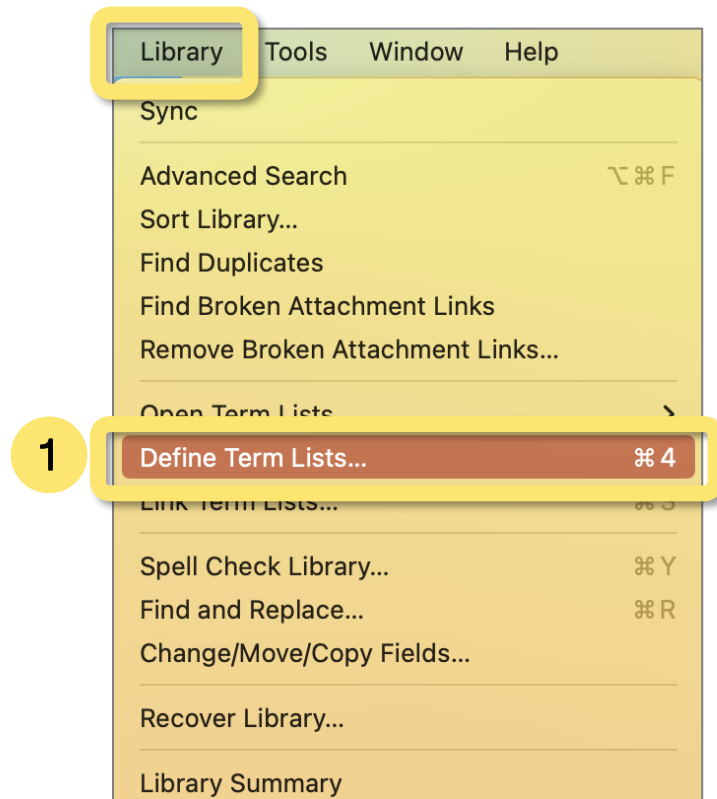
*Vancouver Style use the abbreviated journal name*

# Define Journal Term Lists (1)

1. Go to **Library > Define Term Lists...**

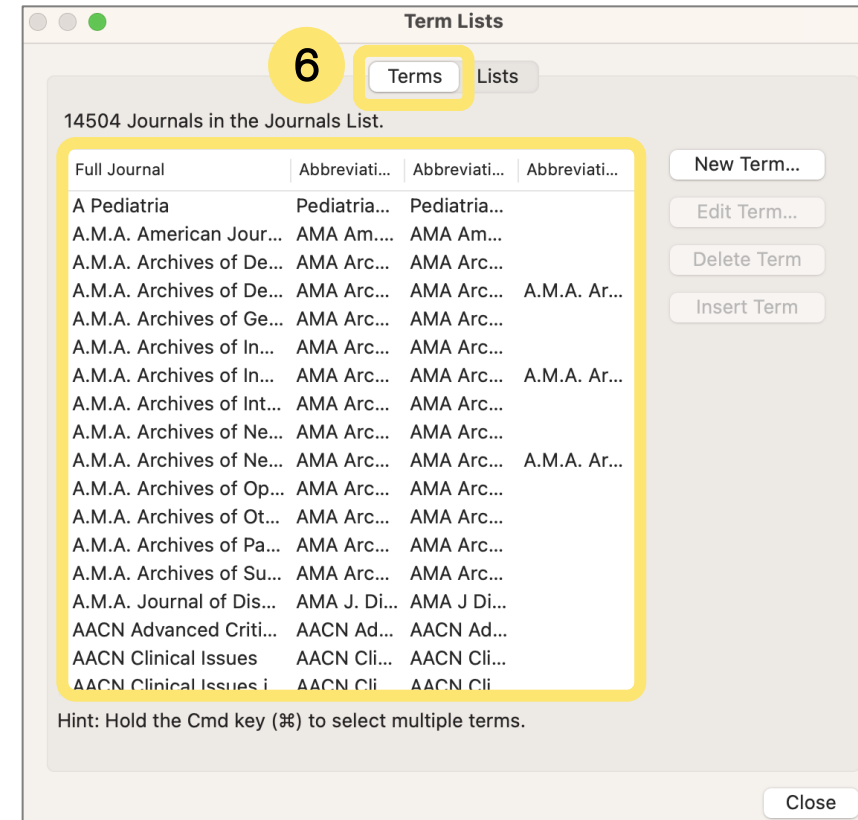
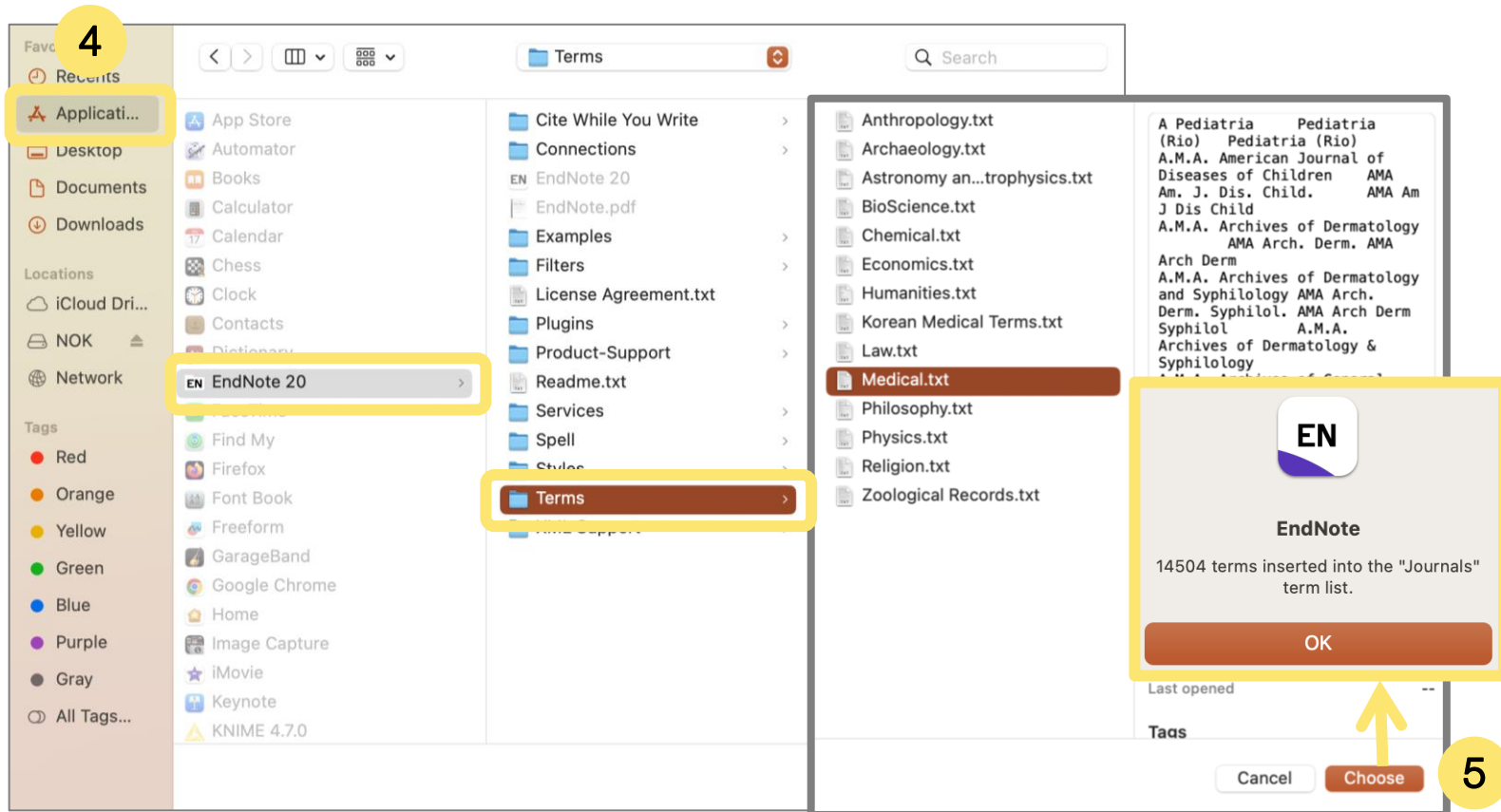
2. In Term Lists box, select tab **Lists**, then select **Journals**

3. Click at **Import List...**



# Define Journal Term Lists (2)

4. Browse to **Application > EndNote 21 > 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 Data

- **Direct Export**
- **Import PDF**
- **Manual Typing**

**Direct Export**

**Import PDF**

**Manual Typing**



ScienceDirect



Scopus®

Google Scholar



New Reference

Journal Article

Author

Year

Title

Journal

Volume

Part/Supplement

Issue

Pages

Start Page

Errata

Epub Date

Date

Type of Article


Short Title

Alternate Journal


ISSN

DOI

# Mahidol eJournal Access (EZproxy)



**Mahidol University**  
Library and Knowledge Center  
Mahidol eJournal Access

I'm not a robot   
reCAPTCHA  
Privacy - Terms

firstname.sur (for staff) or u61xxx or g61xxx

type your password

028002680-9 ext.4262,4265      [Manual](#)  
[liwww@mahidol.ac.th](mailto:liwww@mahidol.ac.th)

- URL: <https://ejournal.mahidol.ac.th>
- 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)

The screenshot shows the website <https://stang.sc.mahidol.ac.th/> with the following elements:

- 1**: The "E-Resources" menu is highlighted, and its dropdown is open, showing options like "E-DATABASES", "E-JOURNALS", and "E-BOOKS".
- 2**: The URL <https://ejournal.mahidol.ac.th> is highlighted in a red box.
- 3**: The "eJournal Access" button, represented by a key icon, is highlighted in a blue box.
- 4**: A grid of database logos is highlighted in a blue box, including Scopus, ScienceDirect, SciVal, SJR, Journal Citation Reports, EBSCO, SCIFINDER, ACS Publications, PubMed.gov, nature, WILEY, Springer Link, AMERICAN SOCIETY FOR MICROBIOLOGY, BMC, zbMATH, Ovid, DOAJ, Google Scholar, turnitin, and EndNote.

You can access by

1. Select menu E-Resources to find appropriated E-Databases, E-Journals or E-Books
2. Click URL from the top of webpage
3. Click eJournal Access button
4. Select appropriated E-databases from bottom of webpage

# Direct export: ScienceDirect



ScienceDirect

Journals & Books



Register

Sign in

Search for peer-reviewed journal articles and book chapters (including [open access content](#))

Keywords

Author name

Journal/book title

Volume

Issue

Pa



Advanced search



The most relevant research on Novel Coronavirus (SARS-CoV-2) and related viruses is [available for free on ScienceDirect](#), and can be downloaded in a machine-readable format for text mining.

Alternatively, visit the Elsevier Novel Coronavirus Information Center for general health information and advice.

[Visit the Information Center >](#)



1. Mark the records you need.
2. Click **Export** at the top of search results.
3. Select **Export citation to RIS** to input data to your library.

Find articles with these terms

Coronavirus

Advanced search

1

2

45,746 results

Set search alert

Refine by:

Subscribed journals

Years

2022 (10)

2021 (12,137)

2020 (19,913)

Show more

Download 25 articles

Export

Export

25 citations selected

- > Save to RefWorks
- Export citation to RIS
- > Export citation to BibTeX
- > Export citation to text

3

Short communication

Prior and novel coronaviruses, **Coronavirus** Disease 2019: what is known?

Fertility and Sterility, 16 April 2020, ...

James Segars, Quinton Katler, ... Jennifer F. Kawwass

Abstract Extracts Export

Research article Full text access

In-hospital cardiac arrest in patients with **coronavirus** 2019

Resuscitation, 27 January 2021, ...

Oscar J. L. Mitchell, Eugene Yuriditsky, ... Benjamin S. Abella

Download PDF Abstract Extracts Export

# Direct export: PubMed



National Library of Medicine  
*National Center for Biotechnology Information*

Log in

PubMed.gov

Search PubMed

Search

Advanced

PubMed® comprises more than 32 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full text content from PubMed Central and publisher web sites.

coronavirus

Advanced Create alert Create RSS

Save Email Send to

1. Mark the records you need.
2. Click **Send to** at the top of search results, then select **Citation manager**.
3. Select the options.
4. Click **Create file** button to input data to your library.

MY NCBI FILTERS

RESULTS BY YEAR



TEXT AVAILABILITY

- Abstract
- Free full text
- Full text

97 records

1

- Clipboard
- My Bibliography
- Collections
- Citation manager

Create a file for external citation management software

Selection: Selection (2)

3

4

Create file Cancel

Selection (2)

All results on this page

All results

Selection (2)

2

Broad-spectrum **coronavirus** antiviral drug discovery.  
Totura AL, Bavari S.  
Expert Opin Drug Discov. 2019 Apr;14(4):397-412. doi: 10.1080/17460441.2019.1608808.  
PMID: 30849247 **Free PMC article.** Review.

The highly pathogenic **coronaviruses** severe acute respiratory syndrome **coronavirus** (SARS-CoV) and



# Direct export: Scopus



Scopus

[Search](#) [Sources](#) [Lists](#) [SciVal](#) ↗



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[Sign in](#)

## Start exploring

Discover the most reliable, relevant, up-to-date research. All in one place.

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[Search tips](#) ⓘ

Search within

Article title, Abstract, Keywords



Search documents \*

[+ Add search field](#) [Add date range](#) [Advanced document search](#) >

[Search](#) 🔍

[Search History](#)

[Saved Searches](#)



Start searching and your history will appear here. If you need help to start searching check out our [search tips](#).



# 196,547 document results

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

Edit Save Set alert

Search within results...

## Refine results

Limit to Exclude

## Open Access

- All Open Access (162,607) >
- Gold (62,710) >
- Hybrid Gold (13,105) >
- Bronze (74,979) >
- Green (127,362) >

Learn more

## Year

- 2022 (17,226) >

Documents Secondary documents

Analyze search results

Export Download View citation

Document title

1 Patient-related outcomes in patients re-visited a clinic with persisting symptoms following COVID-19  
*Open Access*

View abstract View at Publisher Related documents

2 Negative pressure protective barrier device used in dental emergencies during the COVID-19 pandemic | [Dispositivo de barrera protectora con presión negativa utilizado en urgencias odontológicas durante la pandemia de COVID-19] Mendivelso, F., Guevara, C., Bernal, L., López, L., Low, E. 2022 *Iatreia* 35(1), pp. 29-39 0

1. Select the records you need.
2. Click **Export** at the top of search results, then it will present a **Export document setting** Box

Export document settings

You have chosen to export 196547 documents

Select your method of export

MENDELEY  
  ExLibris ReWorks  
  SciVal  
  RIS Format EndNote, Reference Manager  
  CSV Excel  
  BibTeX  
  Plain Text ASCII in HTML

---

What information do you want to export?

<input checked="" type="checkbox"/> Citation information	<input checked="" type="checkbox"/> Bibliographical information	<input type="checkbox"/> Abstract & keywords	<input type="checkbox"/> Funding details	<input type="checkbox"/> Other information
<input checked="" type="checkbox"/> Author(s) <input checked="" type="checkbox"/> Author(s) ID <input checked="" type="checkbox"/> Document title <input checked="" type="checkbox"/> Year <input checked="" type="checkbox"/> EID <input checked="" type="checkbox"/> Source title <input checked="" type="checkbox"/> volume, issue, pages <input checked="" type="checkbox"/> Citation count <input checked="" type="checkbox"/> Source & document type <input checked="" type="checkbox"/> Publication Stage <input checked="" type="checkbox"/> DOI <input checked="" type="checkbox"/> Open Access	<input checked="" type="checkbox"/> Affiliations <input checked="" type="checkbox"/> Serial identifiers (e.g. ISSN) <input checked="" type="checkbox"/> PubMed ID <input checked="" type="checkbox"/> Publisher <input checked="" type="checkbox"/> Editor(s) <input checked="" type="checkbox"/> Language of original document <input checked="" type="checkbox"/> Correspondence address <input checked="" type="checkbox"/> Abbreviated source title	<input type="checkbox"/> Abstract <input type="checkbox"/> Author keywords <input type="checkbox"/> Index keywords	<input type="checkbox"/> Number <input type="checkbox"/> Acronym <input type="checkbox"/> Sponsor <input type="checkbox"/> Funding text	<input type="checkbox"/> Tradenames & manufacturers <input type="checkbox"/> Accession numbers & chemicals <input type="checkbox"/> Conference information <input checked="" type="checkbox"/> <b>Include references</b>

Cancel **Export**



### Export document settings [?](#)

You have chosen to export 196547 documents

Select your method of export

- MENDELEY
- ExLibris RefWorks
- SciVal [i](#)
- RIS Format**  
*EndNote, Reference Manager*
- CSV  
*Excel*
- BibTeX
- ASCII in HTML

3

4

3. Select the record's information you need.  
(recommended at least *citation information*)
4. Select method of export as **RIS Format**
5. Click **Export** button to input data to your library.

#### What information do you want to export?


- |  |  |  |  |  |
|--|--|--|--|--|
| <input checked="" type="checkbox"/> Citation information   | <input checked="" type="checkbox"/> Bibliographical information    | <input type="checkbox"/> Abstract & keywords | <input type="checkbox"/> Funding details | <input type="checkbox"/> Other information             |
| <input checked="" type="checkbox"/> Author(s)              | <input checked="" type="checkbox"/> Affiliations                   | <input type="checkbox"/> Abstract            | <input type="checkbox"/> Number          | <input type="checkbox"/> Tradenames & manufacturers    |
| <input checked="" type="checkbox"/> Author(s) ID           | <input checked="" type="checkbox"/> Serial identifiers (e.g. ISSN) | <input type="checkbox"/> Author keywords     | <input type="checkbox"/> Acronym         | <input type="checkbox"/> Accession numbers & chemicals |
| <input checked="" type="checkbox"/> Document title         | <input checked="" type="checkbox"/> PubMed ID                      | <input type="checkbox"/> Index keywords      | <input type="checkbox"/> Sponsor         | <input type="checkbox"/> Conference information        |
| <input checked="" type="checkbox"/> Year                   | <input checked="" type="checkbox"/> Publisher                      |  | <input type="checkbox"/> Funding text    | <input type="checkbox"/> <b>Include references</b>     |
| <input checked="" type="checkbox"/> EID                    | <input checked="" type="checkbox"/> Editor(s)                      |  |  |  |
| <input checked="" type="checkbox"/> Source title           | <input checked="" type="checkbox"/> Language of original document  |  |  |  |
| <input checked="" type="checkbox"/> volume, issue, pages   | <input checked="" type="checkbox"/> Correspondence address         |  |  |  |
| <input checked="" type="checkbox"/> Citation count         | <input checked="" type="checkbox"/> Abbreviated source title       |  |  |  |
| <input checked="" type="checkbox"/> Source & document type |  |  |  |  |
| <input checked="" type="checkbox"/> Publication Stage      |  |  |  |  |
| <input checked="" type="checkbox"/> DOI                    |  |  |  |  |
| <input checked="" type="checkbox"/> Open Access            |  |  |  |  |


5

Cancel **Export**

# Direct export: Google Scholar



 My profile

 My library

SIGN IN

# Google Scholar



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**

Any time

Since 2021

Since 2020

Since 2017

Custom range...

Sort by relevance

Sort by date

include patents

include citations

Create alert

Coronavirus

World Health Organization - 2020 - pesquisa.bvsalud.org

Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). A novel coronavirus (nCoV) is

☆ Cited by 5108

[HTML] Another decade

S Perلمان - 2020 - Mass M

For the third time in as many years, a new coronavirus has emerged in human populations. This virus, which was first identified in Wuhan, China, in persons with

☆ Cited by 742

Coronavirus disease

F He, Y Deng, W Li - Journ

In late December 2019, a coronavirus was first identified in Wuhan, China. A few days later, it was identified as a novel coronavirus.

☆ Cited by 556

1. Click **Cite** sign at the bottom of a record you need.
2. Click **EndNote** button to input data to your library.

Cite

MLA	Perlman, Stanley. "Another decade, another coronavirus." (2020): 760-762.
APA	Perlman, S. (2020). Another decade, another coronavirus.
Chicago	Perlman, Stanley. "Another decade, another coronavirus." (2020): 760-762.
Harvard	Perlman, S., 2020. Another decade, another coronavirus.
Vancouver	Perlman S. Another decade, another coronavirus.

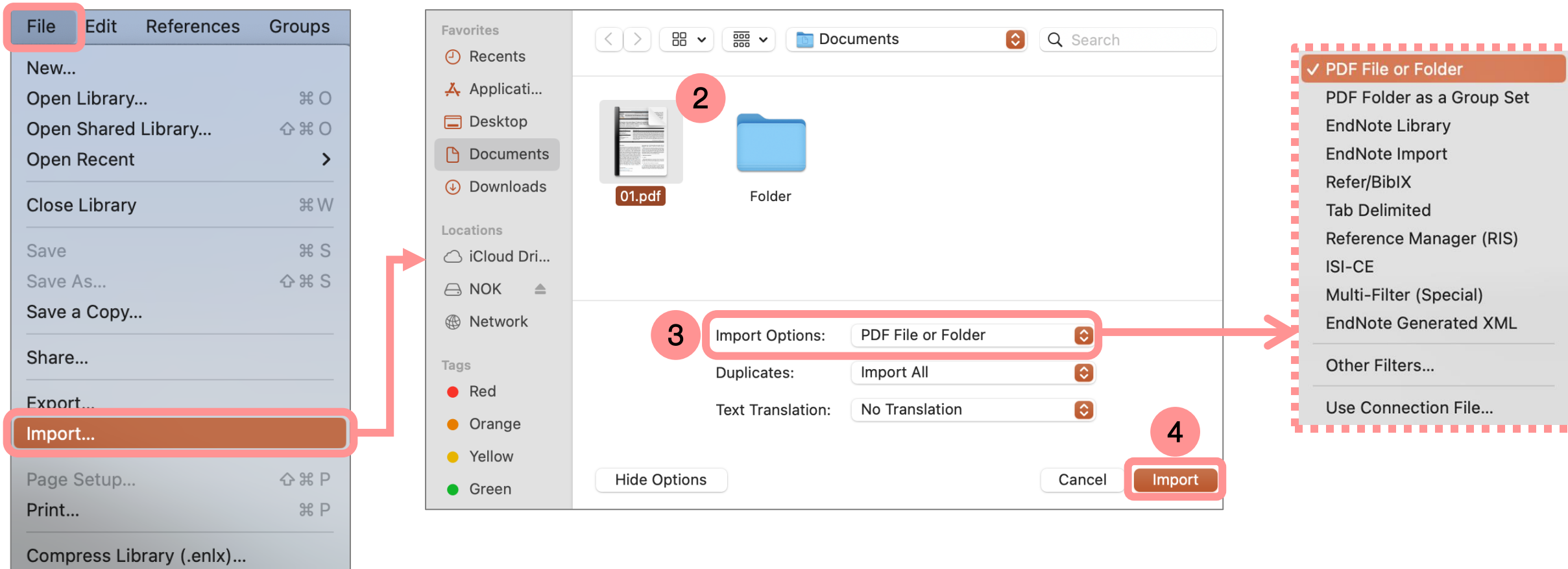
[BibTeX](#)
EndNote
RefMan
RefWorks

1

2

# 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)

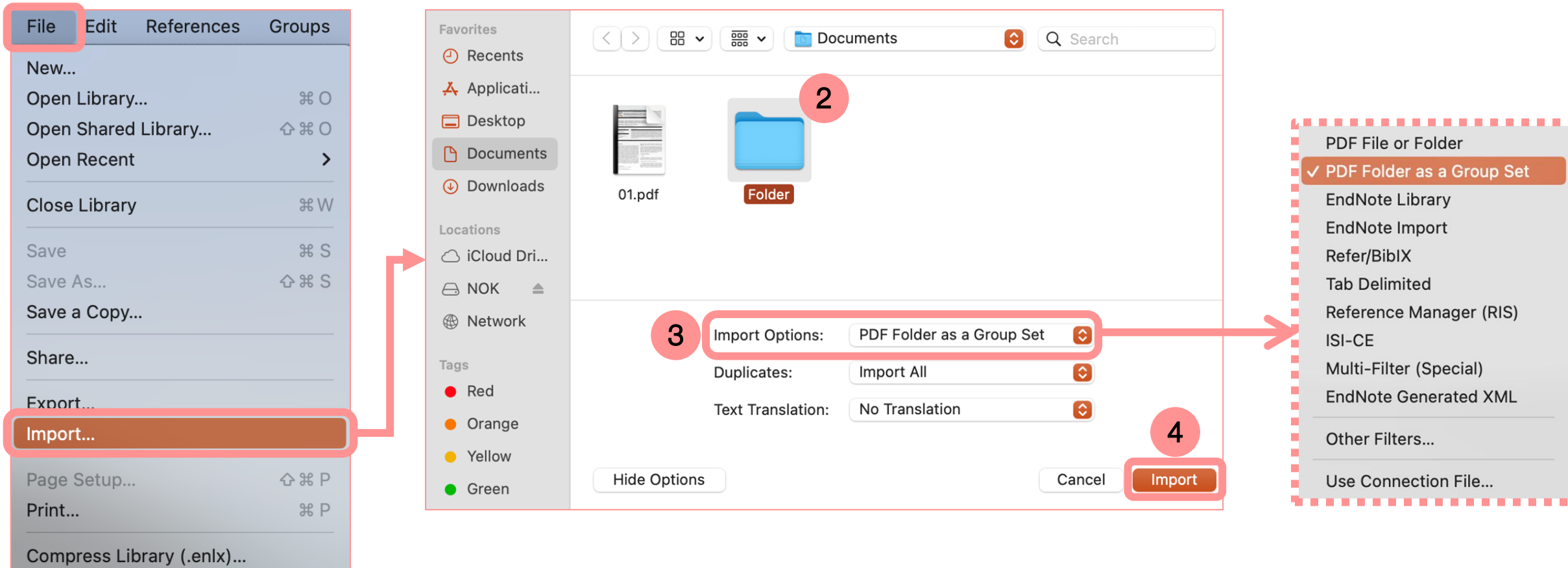
The screenshot displays the EndNote 20 interface. On the left, a sidebar contains navigation options: Sync Configuration, All References (10), Imported References (1), Recently Added (1), Unfiled (10), Trash, MY GROUPS, My Groups, FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (+). Below these are search engines: Jisc Library Hub Di..., Library of Congress, PubMed (NLM), and Web of Science Co... The main window is titled 'EndNote 20 - Library\_6500001.enl' and shows 'Imported References'. A search bar and 'Advanced Search' button are at the top. Below, a table lists 1 reference:

Author	Year	Title
Kamboj, K.; Jana, S...	2019	Mechanisms of protein kinas

Below the table, a preview of the PDF document '01.pdf' is shown. The document title is 'Mechanisms of protein kinase C-induced sustained activation of extracellular signal-regulated kinase in the hippocampus' by Kautuk Kamboj, Subhajit Jana, and Shiv K. Sharma. The abstract discusses the role of protein kinase C (PKC) and extracellular signal-regulated kinase (ERK) in synaptic plasticity and memory. The introduction states that activity-dependent protein modifications are crucial for synaptic plasticity and memory. The methods section describes the use of Sprague Dawley rats and hippocampal slices.

# 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.
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





# Import PDF Folder as a Groupset (2)

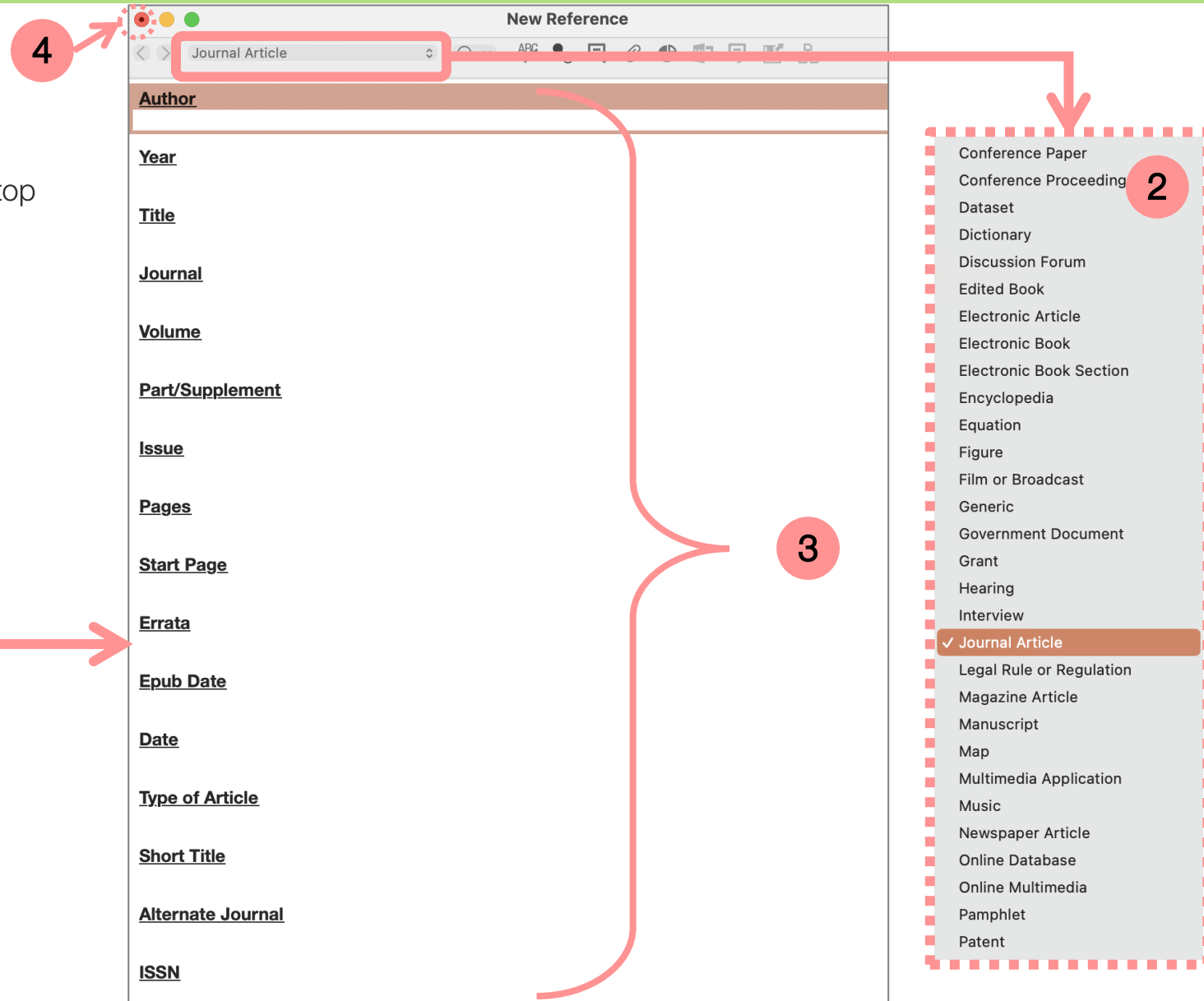
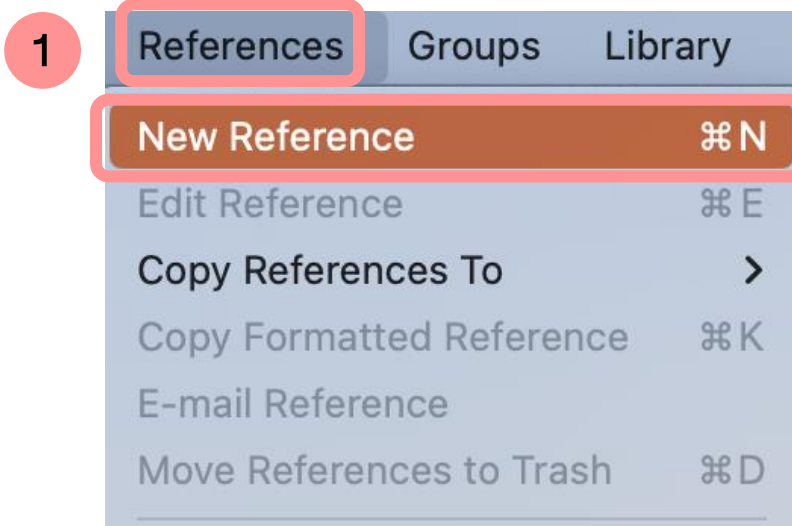
The screenshot displays the EndNote 20 interface. On the left, the navigation pane shows 'Imported References' (4) and 'Folder' (4) highlighted with red boxes. The main window shows a folder named 'Folder' containing 4 references. The first reference is highlighted in green:

Author	Year	Title
Saiyasombat, W.; K...	2021	Bis-BODIPY linked-triazole b...
Banjer, Hamsa; Sha...	2021	Biotechnology: knowledge, p...
Aiewsakun, P.; Pam...	2020	Early origin and global coloni...
		<05.pdf>

The right pane shows a preview of the selected PDF, '02.pdf', which is a paper from RSC Advances titled 'Bis-BODIPY linked-triazole based on catechol core for selective dual detection of Ag<sup>+</sup> and Hg<sup>2+</sup>†'. The preview includes the article title, authors (Worakrit Saiyasombat\* and Supavadee Klattvevi\*), abstract, introduction, and references.

# 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)

## How to enter the author's name

- Enter one name per line.
- New Terms 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,

# **Working with MS Word**

- **Inserting Citations or Selected Citations**
- **Edit & Manage Citations**
- **Configure Bibliography**
- **Convert Citations and Bibliography**

# Inserting Citations

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

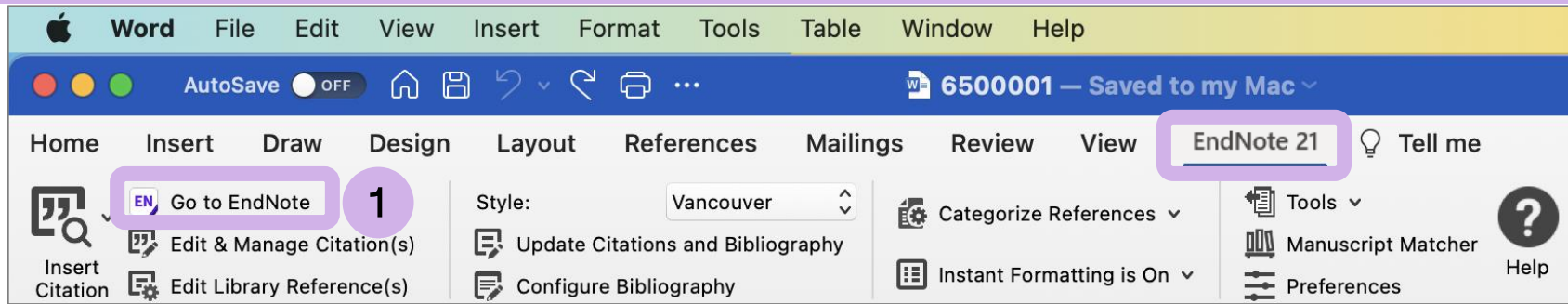
1. Go to **EndNote 21** menu, select **Insert Citation** to display the **Find & Insert My References** box.
2. In the text box at the top, enter text to find the reference you wish to cite, then press Enter.
3. Select the desired references from search result.
4. Click Insert button.

The inserted citation would appear in your manuscript.

Author	Year	Title
Corcoran	2014	Bats jamming bats: Food competition through sonar interference
de Oya	2019	Current Progress of Avian Vaccines Against West Nile Virus
Emery	2006	Cognitive ornithology: the evolution of avian intelligence
Emery	2009	Tool use and physical cognition in birds and mammals
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...
Pepperberg	1993	A REVIEW OF THE EFFECTS OF SOCIAL-INTERACTION ON VOCAL LEAR...
Pepperberg	2006	Grey parrot numerical competence: a review
Pepperberg	2006	Ordinality and inferential abilities of a grey parrot (Psittacus erithacus)
Pepperberg	2008	Difficulties with "humaniqueness"

**Reference Type** Journal Article  
**Record Number** 23  
**Author** Corcoran, A. J.  
Conner, W. E.  
**Year** 2014  
**Title** Bats jamming bats: Food competition through sonar interference  
**Journal** Science  
**Volume** 346  
**Issue** 6210  
**Pages** 745-747  
**Date** Nov

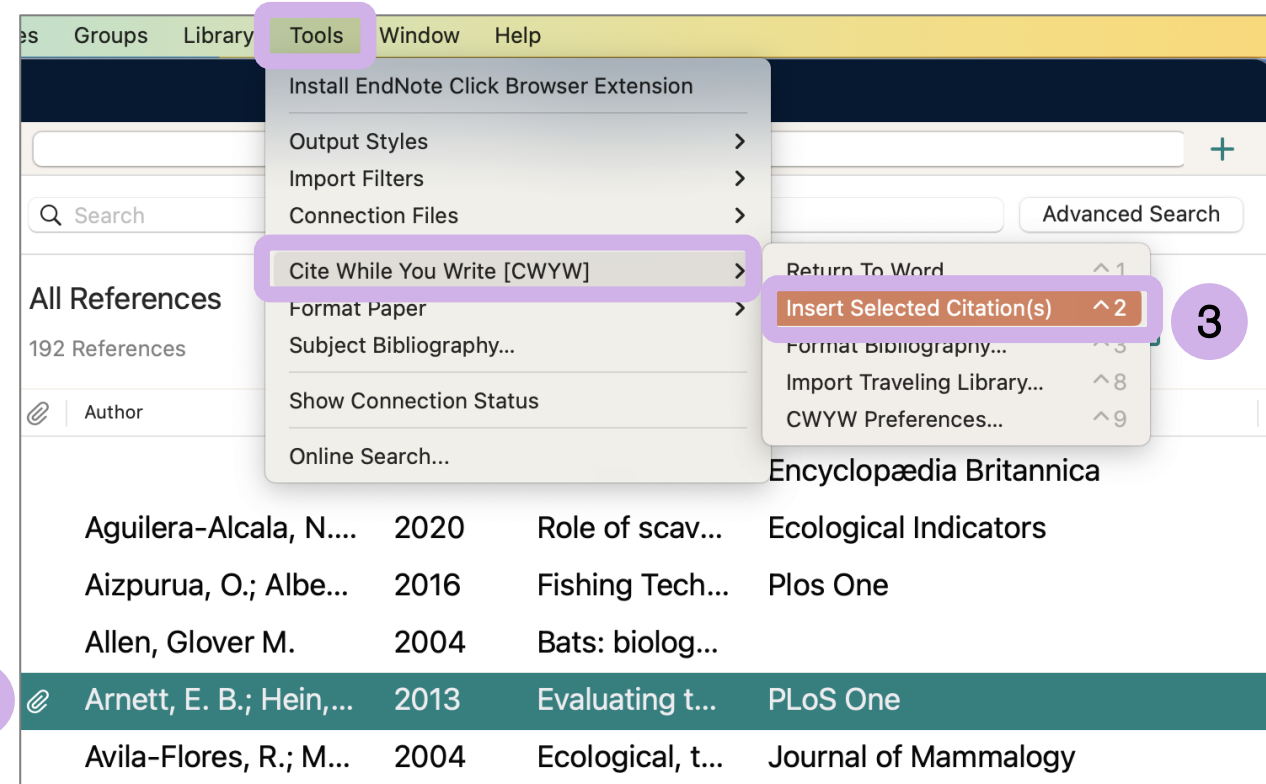
# Inserting Selected Citations (1)



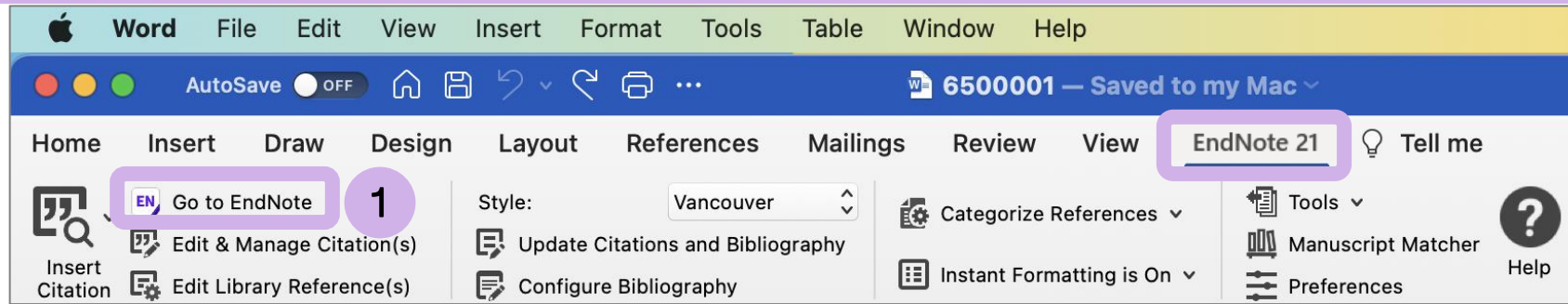
Open the Word document and position the cursor at the location where you would insert the citation.

1. Go to **EndNote 21** 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.



# Inserting Selected Citations (2)



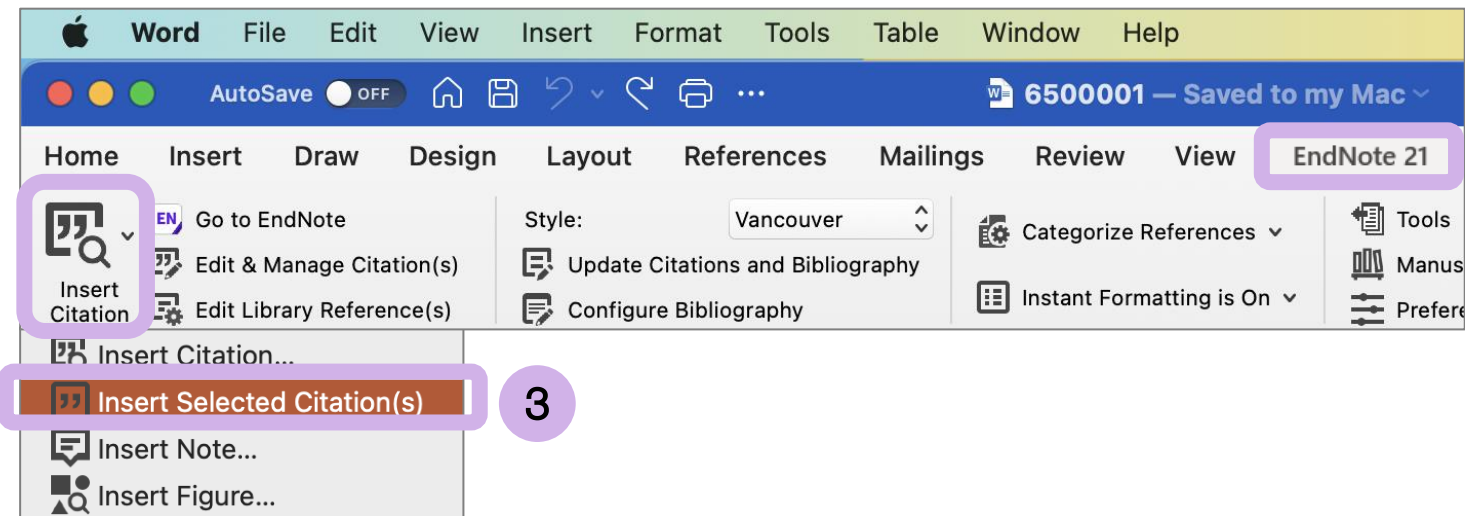
Open the Word document and position the cursor at the location where you would insert the citation.

1. Go to **EndNote 21** menu, select **Go to EndNote**.
2. At your EndNote library, select the desired references.
3. Return to Word document. Go to **EndNote 21** menu, select **Insert Selected Citation(s)**

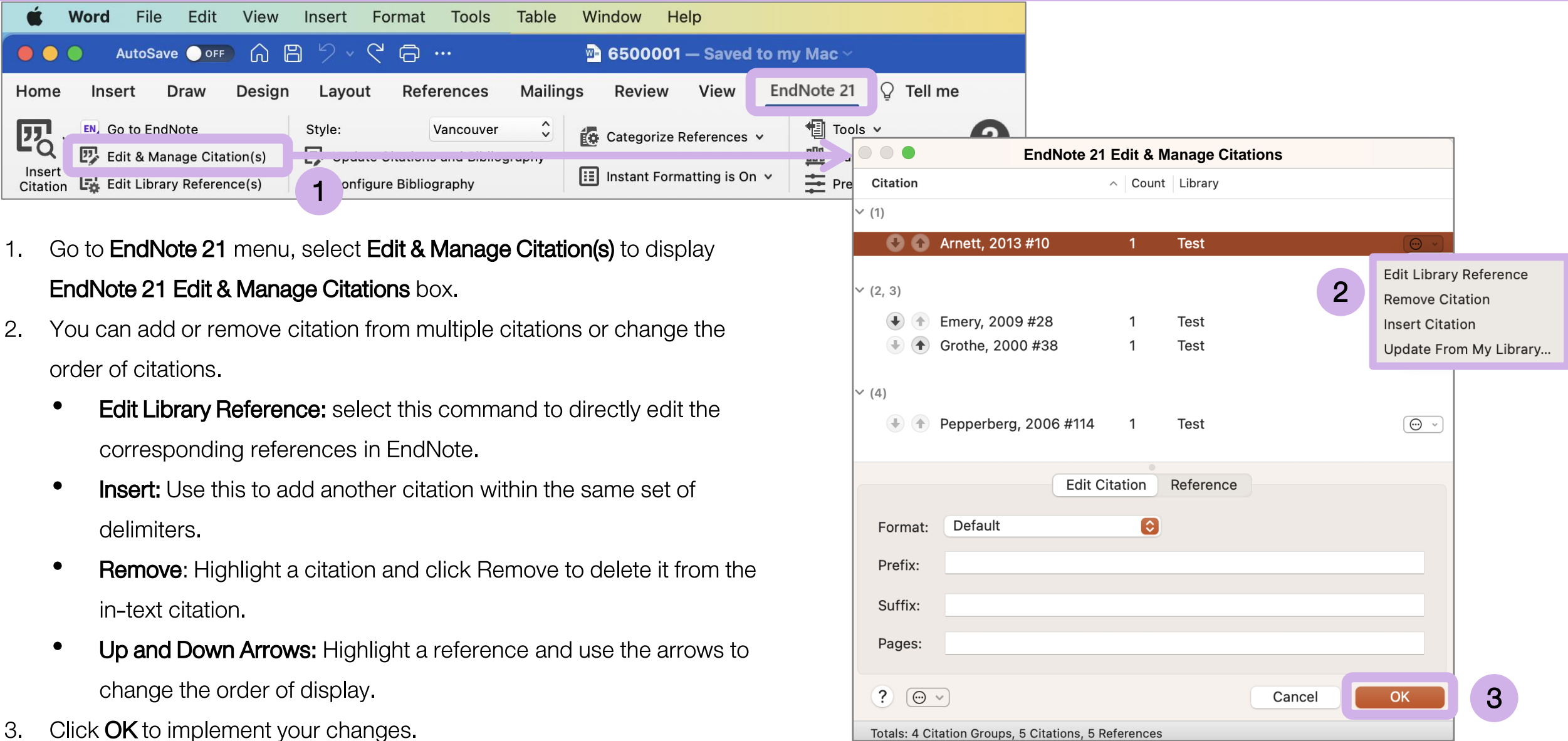
2

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

The inserted citations would appear in your manuscript.



# Edit & Manage Citation



The screenshot shows the Microsoft Word interface with the EndNote 21 menu open. The 'Edit & Manage Citation(s)' option is highlighted. A purple arrow points from this option to the 'EndNote 21 Edit & Manage Citations' dialog box. The dialog box shows a list of citations with columns for Citation, Count, and Library. A context menu is open over the first citation, showing options like 'Edit Library Reference', 'Remove Citation', 'Insert Citation', and 'Update From My Library...'. The 'OK' button is highlighted.

1. Go to **EndNote 21** menu, select **Edit & Manage Citation(s)** to display **EndNote 21 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.

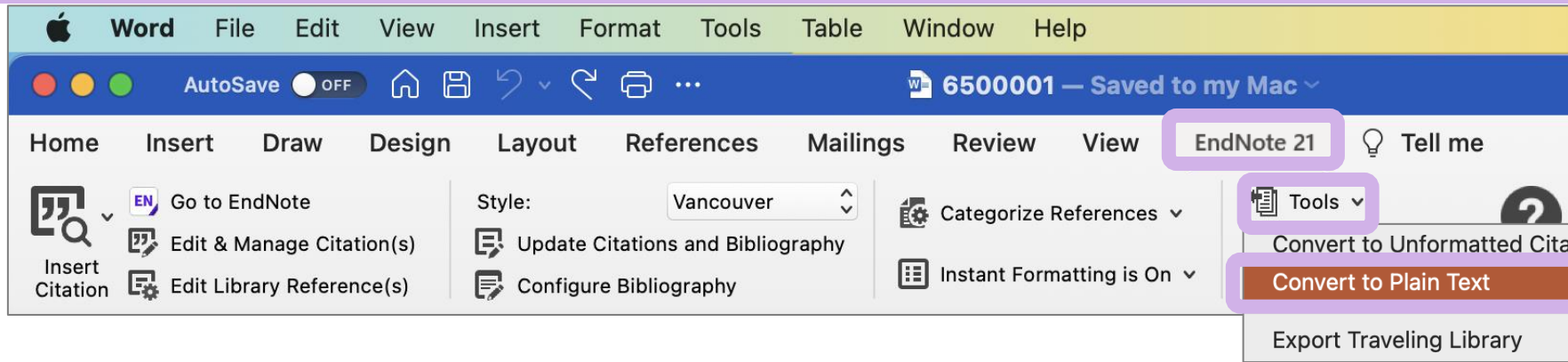


# Configure Bibliography

The image shows a Microsoft Word window with the EndNote 21 ribbon tab selected. The 'Configure Bibliography' option is highlighted in the ribbon, with a purple circle '1' and an arrow pointing to it. To the right, the 'EndNote 21 Configure Bibliography' dialog box is open, with the 'Layout' tab selected, highlighted by a purple circle '2'. The dialog box contains several settings: 'Font' is set to 'Times New Roman' and 'Size' is '12'. The 'Bibliography title' field contains the text 'REFERENCES', which is highlighted in orange, and a 'Text Format...' button is next to it. Below this, 'Start with bibliography number' is set to '1'. At the bottom, 'First line indent' is '0.000 cm', 'Line spacing' is 'Single', 'Hanging indent' is '1.270 cm', and 'Space after' is 'None'. The 'OK' button is highlighted with a purple circle '3'.

1. Go to **EndNote 21** 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.

# 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 **EndNote 21** 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 appear in a new document window. Then you can save a new name for copy of your document.

