



Mahidol University
Faculty of Science

Stang Mongkolsuk Library
and Information Division

Stang Library Training

EndNote 21 for Windows



Kanokporn Ngamsawangrungrot

Stang Mongkolsuk Library & Information Division

9 October 2024

Introduction

- **What is EndNote?**
- **How EndNote works**
- **Compatibility and System Requirements**
- **Download Endnote Software**

What is EndNote?

Reference management software

- Developed by [Clarivate Analytics](#)

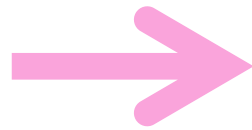
Personal Reference database

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

Download Endnote Software (1)

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



Mahidol University
Wisdom of the Land

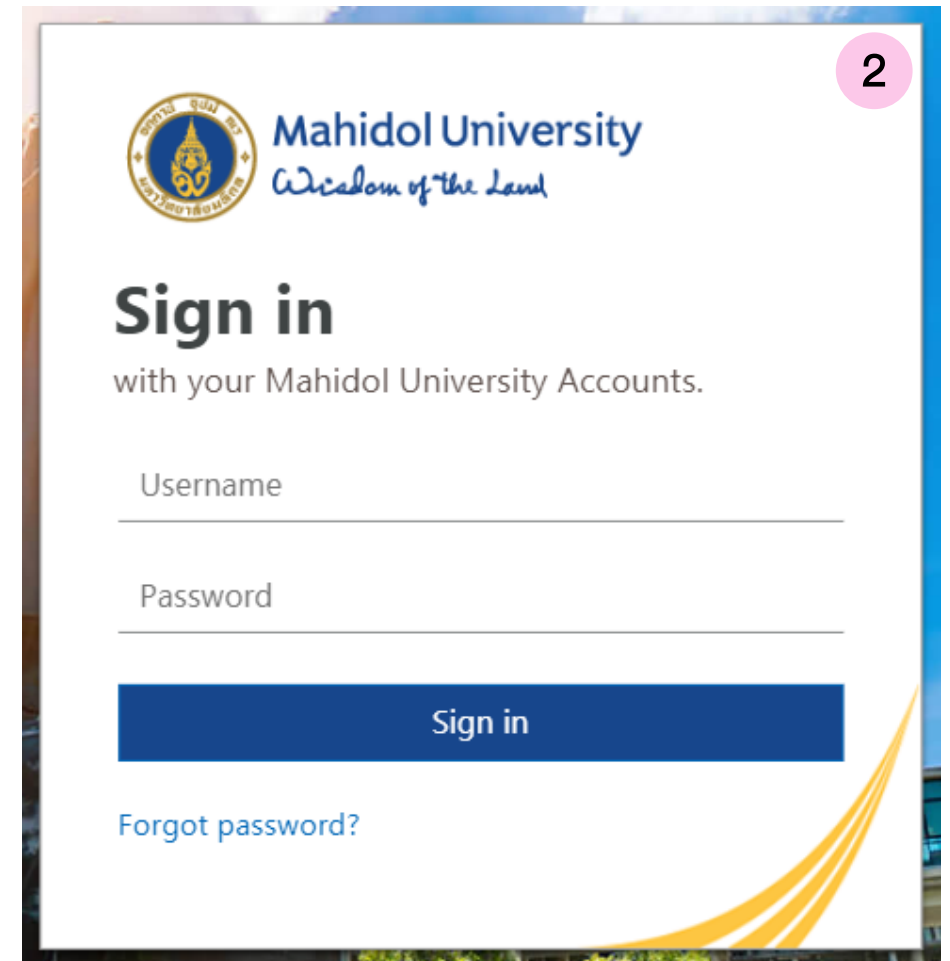
Software Download

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 the EndNote key license.

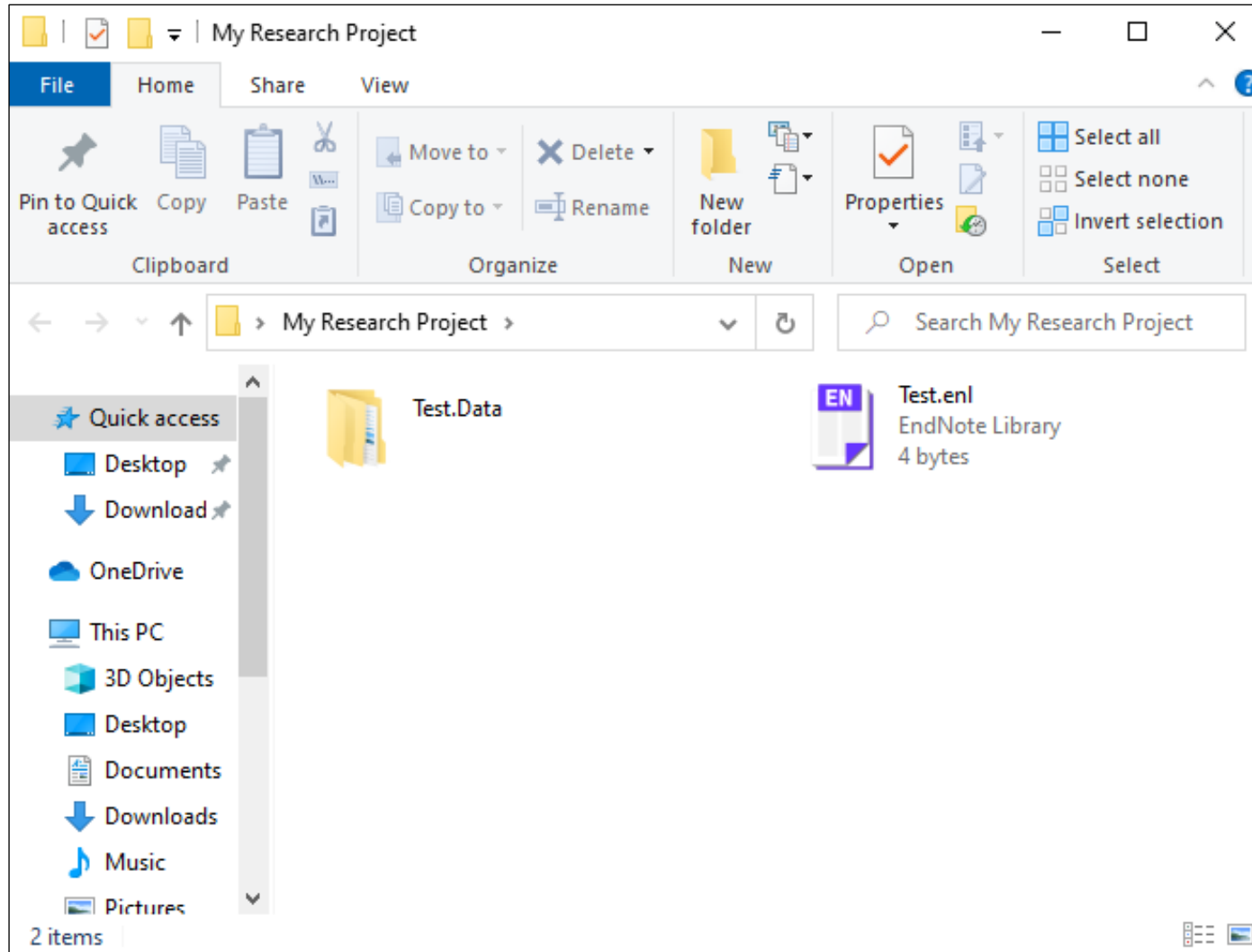
The screenshot shows the Mahidol Software License portal. The page title is "Mahidol Software License". On the left, there are icons for "Microsoft Windows", "Microsoft Office", "VPN", and "Antivirus". In the center, there are two highlighted boxes: one labeled "3" containing "Adobe X9", "MATLAB", and "SPSS" under the heading "Application", and another labeled "4" containing a document icon under the heading "Key License". On the right, there are three download options: "EndNote 21 for Windows" (with a "คู่มือ" button and a "DOWNLOAD" button), "EndNote 21 for Mac" (with a "คู่มือ" button and a "DOWNLOAD" button), and "Key License EndNote 21" (with a "DOWNLOAD" button). Arrows point from the "Application" box to the "EndNote 21 for Windows" and "EndNote 21 for Mac" options, and from the "Key License" box to the "Key License EndNote 21" option.

Copyright © 2023 Mahidol University. All rights reserved. E-mail: 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

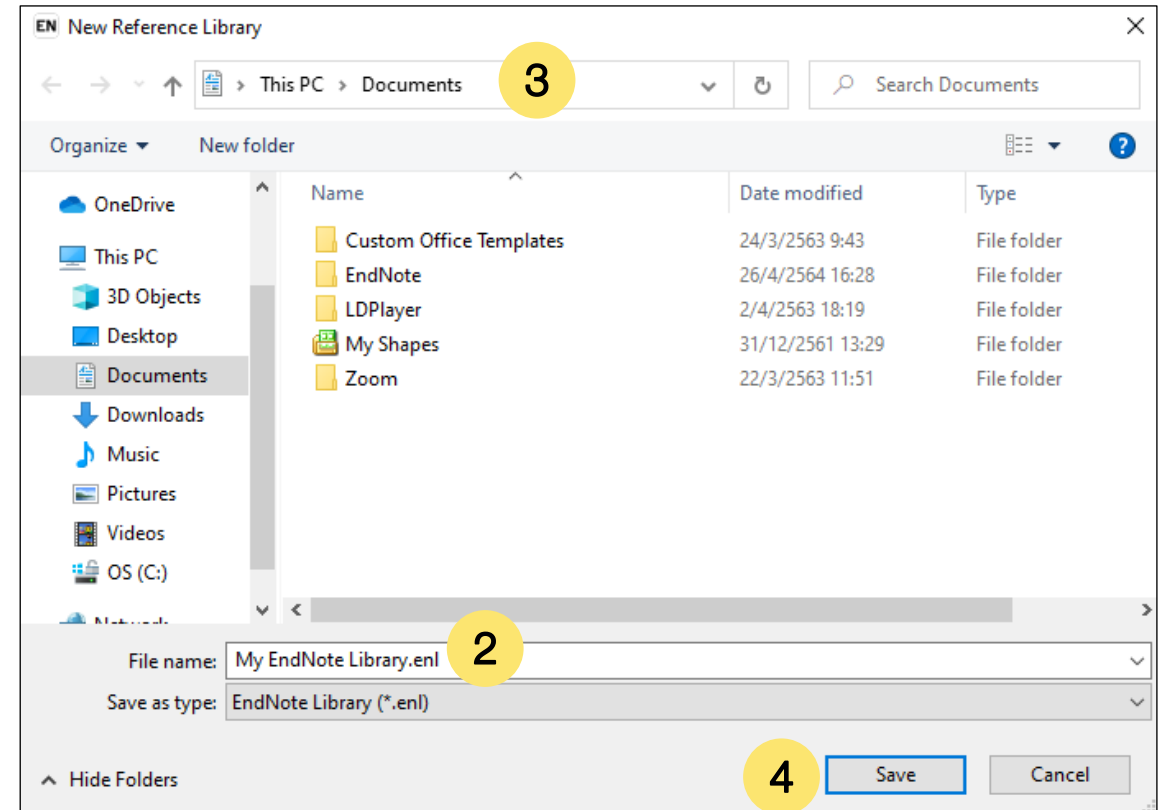
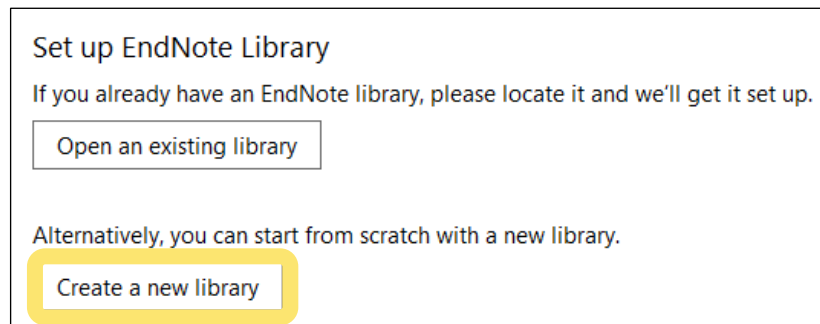
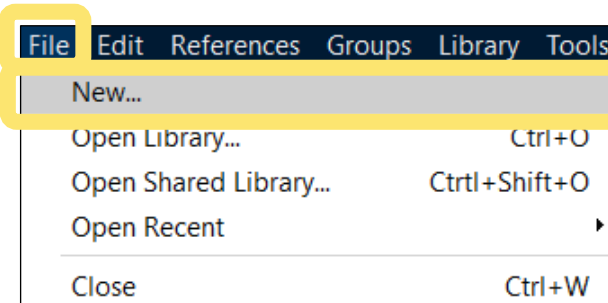


- EndNote libraries are made up of two parts:
 - EndNote Library file (*.enl)
 - Data folder (*.Data)
- These two parts must be kept together to work correctly.
- Keep EndNote libraries on your computer's local hard drive. Storing and editing libraries on a network drive can lead to corruption and performance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

Creating a New Library

1. Go to **File > New...** or select **Creating a New Library** from the Setup 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



Library Overview

EndNote 20 - Test.enl

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 0
- Recently Added 0
- Unfiled 0
- Trash 0

MY GROUPS

- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...


ONLINE SEARCH

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0
- more...

All References

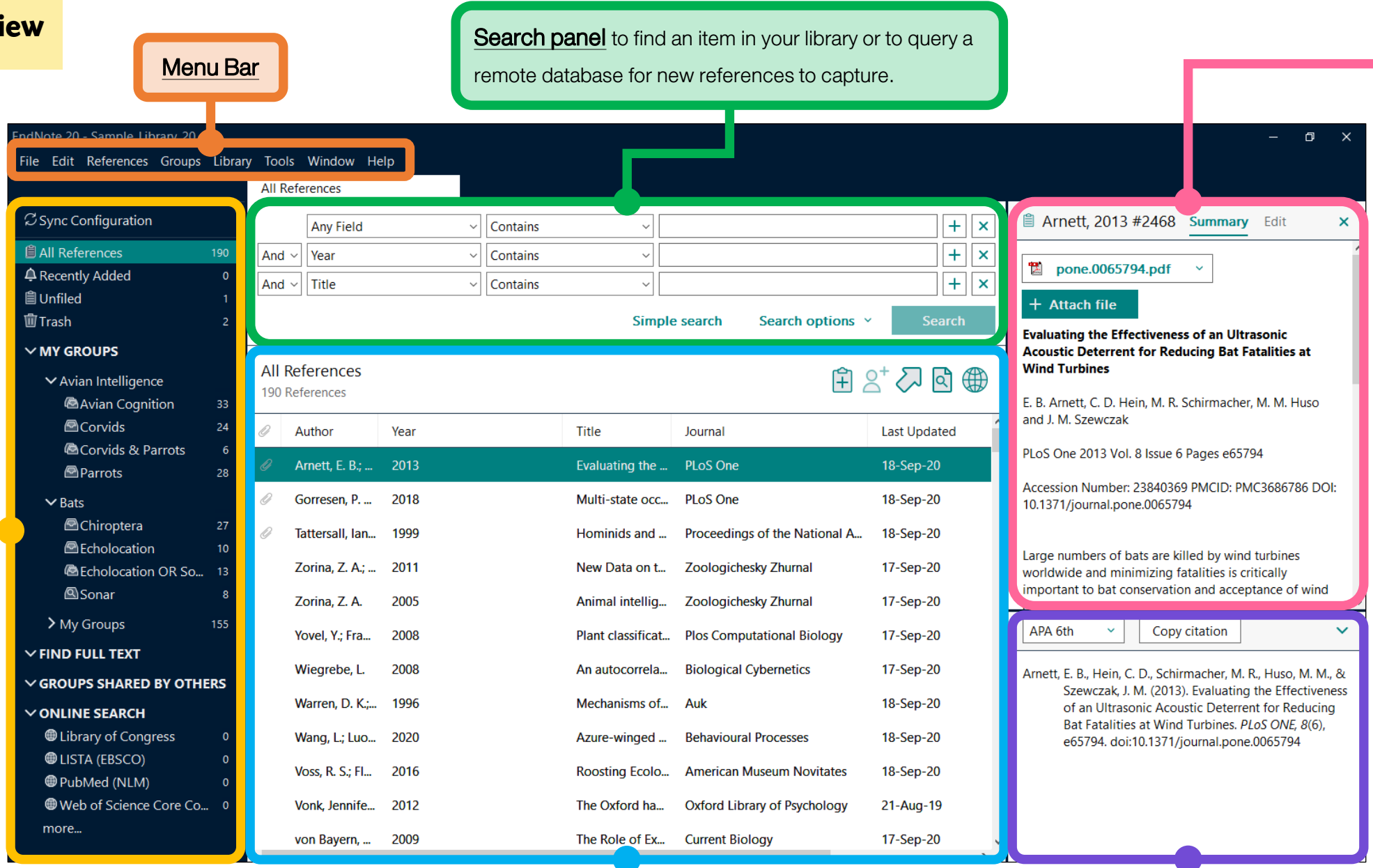
Advanced search

All References
0 References

	Author	Year	Title	Journal	Last Updated
---	--------	------	-------	---------	--------------

No reference selected

Library Overview



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

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

Menu Bar

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

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

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

Journal Term Lists

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

- These lists are used for making correct journal names in reference format.
- Help EndNote work correctly to 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 references from various sources may give the journal names in a different form.*

Before & After defining Journal Term Lists



ScienceDirect

Give full journal name

Before

Vancouver ▾ Insert Copy ▾

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

After

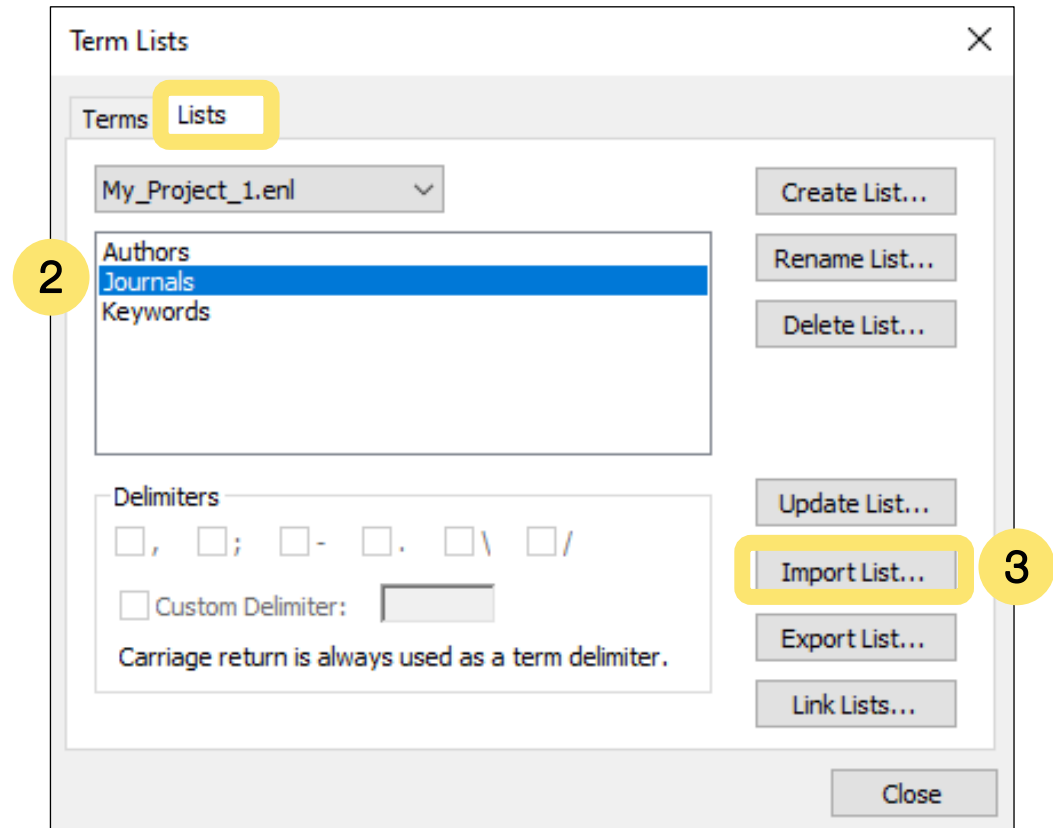
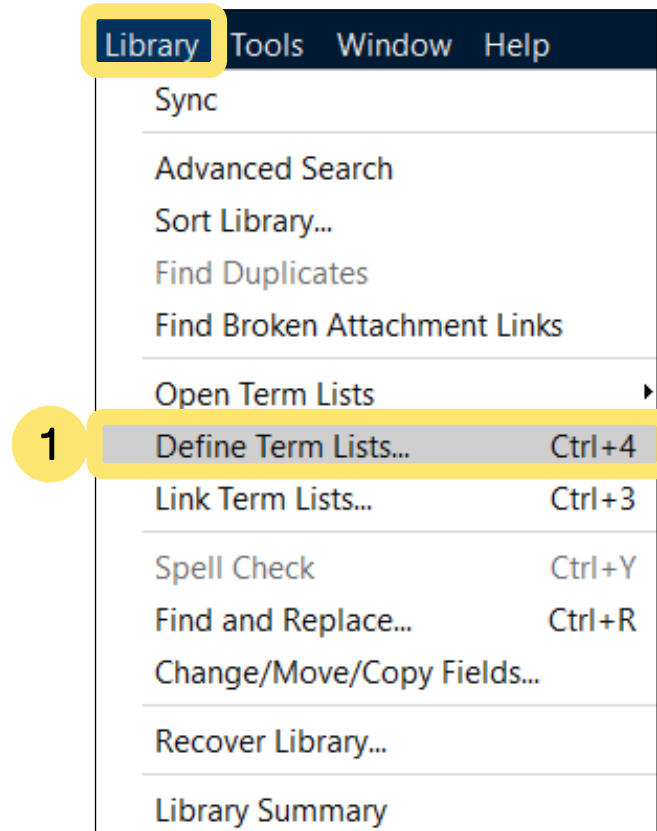
Vancouver ▾ Insert Copy ▾

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

Vancouver Style uses the abbreviated journal names

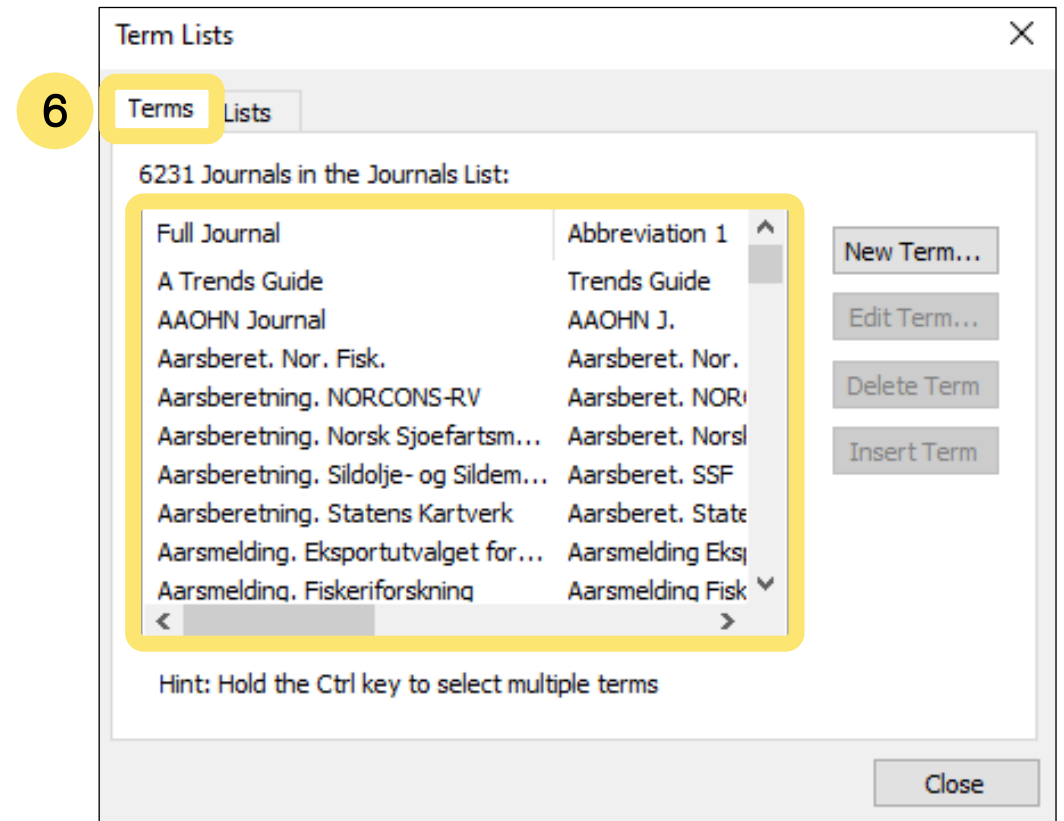
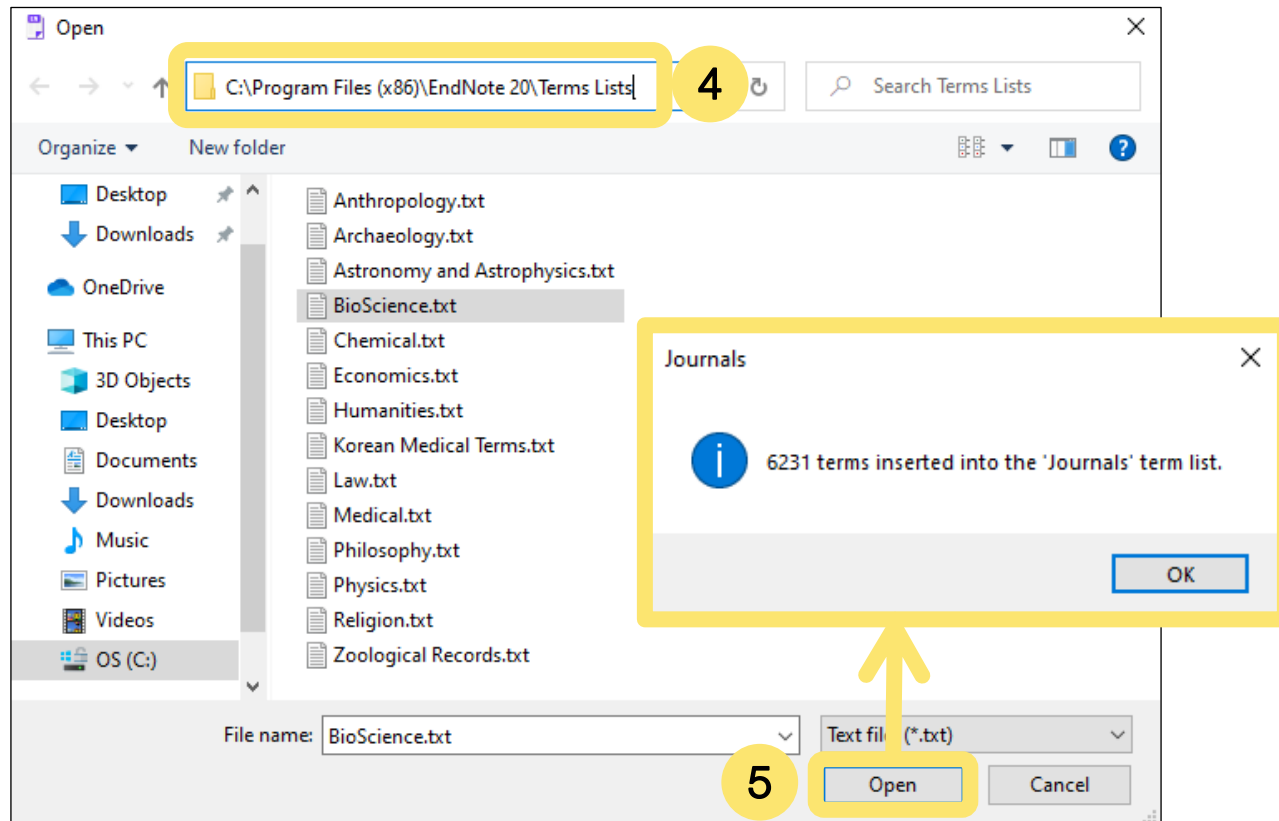
Define Journal Term Lists (1)

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



Define Journal Term Lists (2)

4. Browse to **C:\Program Files (x86)\EndNote 21\Terms Lists**
5. Choose the appropriate term list files (e.g. BioScience.txt), then click **Open** to complete.
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

PubMed

Scopus®

Google Scholar



New Reference (Manuscript.enl)

File Edit References Groups Library Tools Window Help

B I U X' X: 🔍 Save

Reference Type

Author

Year

Title

Journal

Volume

Part/Supplement

Issue

Pages

Start Page


Errata

Epub Date


Date

Type of Article

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

- URL: <https://ejournal.mahidol.ac.th>
- Login with MU Internet account to access subscribed e-resources
- Support all devices with all operating systems (Windows, MacIntosh, and Linux), smartphones and tablets with iOS (iPhone / iPad) and Android

***** Limitation *****

Must follow the links given on the 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**: A red banner contains the URL <https://ejournal.mahidol.ac.th>.
- 3**: The "eJournal Access" button, represented by a key icon, is highlighted in the footer.
- 4**: A grid of database logos is shown, 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 it by

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

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

Find articles with these terms

Coronavirus



Advanced search

1



Download 25 articles

2



Export

Export ×

25 citations selected

- > Save to RefWorks
- > Export citation to RIS **3**
- > Export citation to BibTeX
- > Export citation to text

45,746 results

Set search alert

Refine by:

Subscribed journals

Years

2022 (10)

2021 (12,137)

2020 (19,913)

Show more



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

2

Save Email Send to

Sorted by: Best match Display options

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

MY NCBI FILTERS

RESULTS BY YEAR



TEXT AVAILABILITY

- Abstract
- Free full text
- Full text

1

- Clipboard
- My Bibliography
- Collections
- Citation manager

Create a file for external citation management software

Selection: Selection (2)

3

Create file 4 Cancel

Selection (2)

All results on this page

All results

Selection (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](#) ↗



[Create account](#)

[Sign in](#)

Start exploring

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

[Documents](#) [Authors](#) [Affiliations](#)

[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 in a primary care 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 *latreia* 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 an **Export document setting** Box

Export document settings

You have chosen to export 196547 documents

Select your method of export

MENDELEY
 ExLibris RelWorks
 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"/> Include references

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

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"/> Include references |
| <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 | | | | |

3. Select the record's information you need.
(recommended at least *citation information*)


4. Select the method of export as **RIS Format**


5. Click the **Export** to download data to your library.

5

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

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

Articles

About 1,450,000 results (0.03 sec)

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. Perlman - 2020 - Mass M

For the third time in as many years, a novel coronavirus has emerged in human populations. This virus 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

Cite

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

[BibTeX](#)
EndNote
[RefMan](#)
[RefWorks](#)

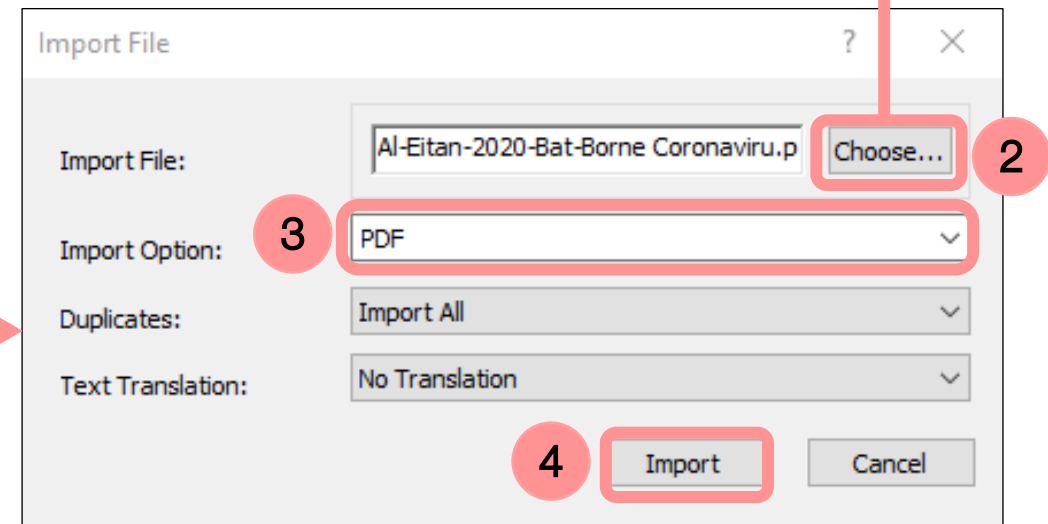
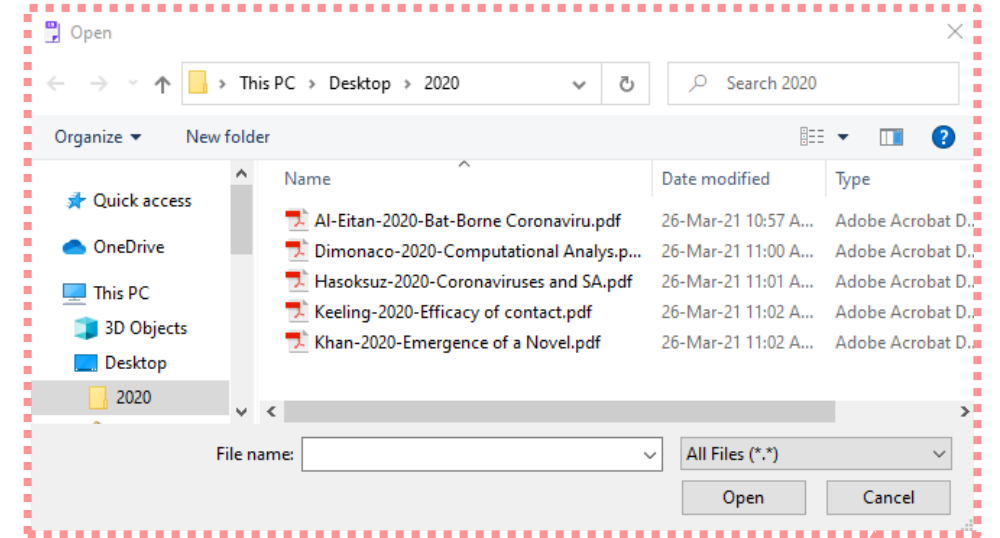
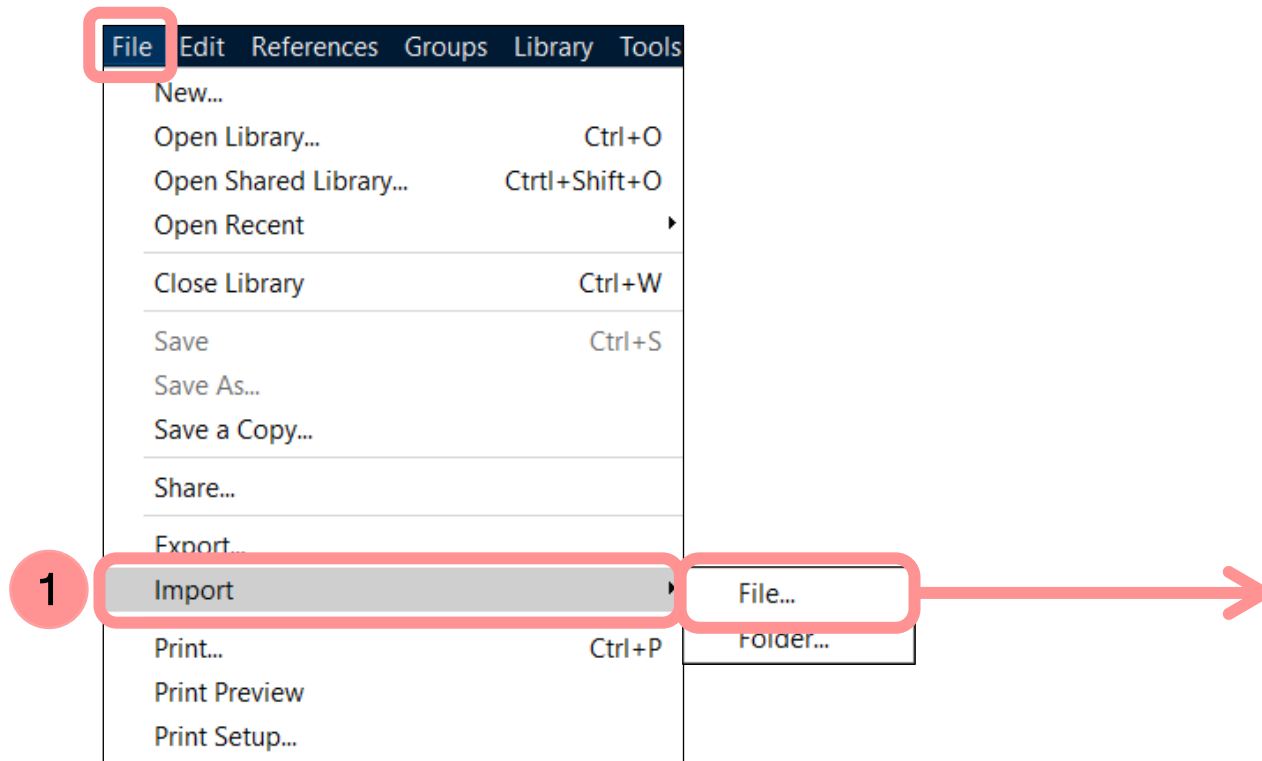
1

Cite

2

Import PDF File (1)

1. Go to **File > Import > File...** to open the Import File dialog.
2. Click **Choose** to select a PDF file from your hard drive.
3. Select Import Option as **PDF**
4. Click **Import** to import a PDF file into your library.



Import PDF File (2)

EndNote 20 - SCBM496_1111111.enl

File Edit References Groups Library Tools Window Help

Imported References +

Sync Configuration

All References 11

Imported Referen... 1

Recently Added 1

Unfiled 11

Trash

MY GROUPS

My Groups

FIND FULL TEXT

GROUPS SHARE...

ONLINE SEARCH +

Jisc Library Hub ...

Library of Congr...

PubMed (NLM)

Web of Science ...

Search for group

Imported References

Advanced search

1 Reference

Author	Year	Title
Harshani Nadeeshani; Jinyao Li; T...	2022	Nicotinamide mononucleotide (NMN)...

Nadeeshani, 2022 #67 Summary Edit PDF

1 / 12 67%

1-s2.0-S2090123221001491-main.pdf

Journal of Advanced Research 37 (2022) 267–278

Contents lists available at ScienceDirect

Journal of Advanced Research

journal homepage: www.elsevier.com/locate/jare

Nicotinamide mononucleotide (NMN) as an anti-aging health product – Promises and safety concerns

Harshani Nadeeshani^a, Jinyao Li^b, Tianlei Ying^c, Baohong Zhang^d, Jun Lu^{a,*,f,g,h,i,j,k,*}

^aSchool of Science, Faculty of Health and Environmental Sciences, Auckland University of Technology, Auckland 1020, New Zealand
^bKey Laboratory of Biological Resources and Genetic Engineering, College of Life Science and Technology, Xiangtan University, Xiangxi 411104, Xinying, China
^cKey Laboratory of Medical Molecular Virology of MRC/MNH, Shanghai Medical College, Fudan University, 130 Dong An Road, Shanghai 200032, China
^dSchool of Pharmacy, Shanghai Jiao Tong University, Shanghai, China
^eSchool of Public Health and Interdisciplinary Studies, Faculty of Health and Environmental Sciences, Auckland University of Technology, Auckland 1020, New Zealand
^fInstitute of Biomedical Technology, Auckland University of Technology, Auckland 1020, New Zealand
^gMarion White Centre for Molecular Discovery, Auckland 1010, New Zealand
^hCollege of Life Sciences and Oceanography, Shenzhen University, Shenzhen 518057, Guangdong Province, China
ⁱCollege of Food Engineering and Nutrition Sciences, Shaanxi Normal University, Xi'an 710119, Shaanxi Province, China
^jCollege of Food Science and Technology, Nanjing University, Nanjing 210023, Jiangsu Province, China

HIGHLIGHTS

- Provides an overview of promises and safety concerns of NMN as an anti-aging product.
- Shows that NMN's beneficial effects supported by *in vivo* studies.
- Reveals that there is a lack of NMN's clinical safety and efficacy studies
- Suggests that proper clinical investigations are urgently needed on the effectiveness and safety of NMN supplementation.

GRAPHICAL ABSTRACT

ARTICLE INFO

Article history:
Received 26 June 2021
Revised 2 August 2021
Accepted 4 August 2021
Available online 11 August 2021

Keywords:
Age-induced diseases
Anti-aging
Nicotinamide adenine dinucleotide
Nicotinamide mononucleotide
Supplement

ABSTRACT

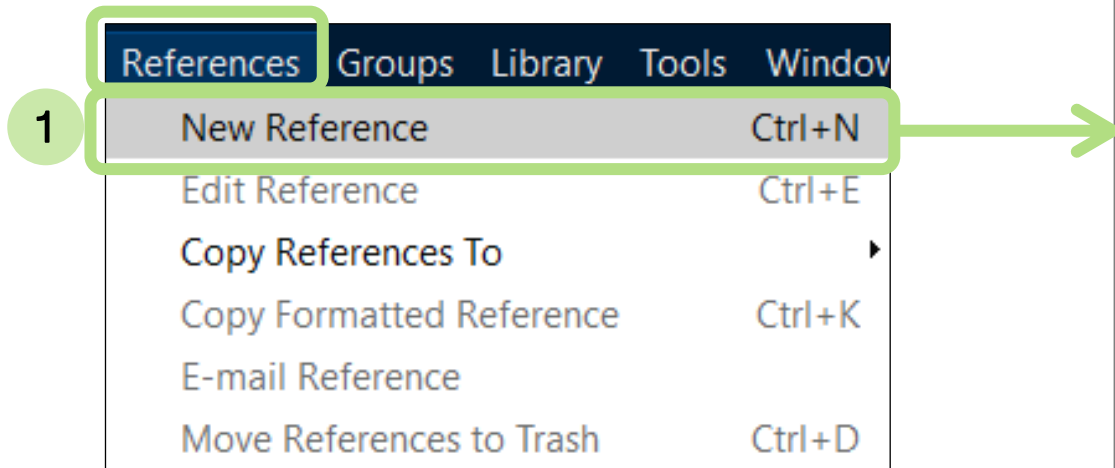
Background: Elderly population has been progressively rising in the world, thus the demand for anti-aging health products to assure longevity as well as to ameliorate age-related complications is also on the rise. Among various anti-aging health products, nicotinamide mononucleotide (NMN) has been gaining attentions of the consumers and the scientific community.
Aim of review: This article intends to provide an overview on the current knowledge on promises and safety concerns of NMN as an anti-aging health product.
Key scientific concepts of review: Nicotinamide adenine dinucleotide (NAD⁺) levels in the body deplete with aging and it is associated with downregulation of energy production in mitochondria, oxidative stress, DNA damage, cognitive impairment and inflammatory conditions. However, NMN, as the precursor of NAD⁺, can slow down this process by elevating NAD⁺ levels in the body. A number of *in vivo* studies have indicated affirmative results of therapeutic effects for various age-induced complications with NMN supplementation. One preclinical and one clinical study have been conducted to investigate the safety concerns of NMN administration while a few more human clinical trials are being conducted. As there is a

Peer review under responsibility of Cairo University.
* Corresponding author at: Faculty of Health and Environmental Sciences, Auckland University of Technology, Auckland 1027, New Zealand.
E-mail address: jun.lu@aut.ac.nz (J. Lu).

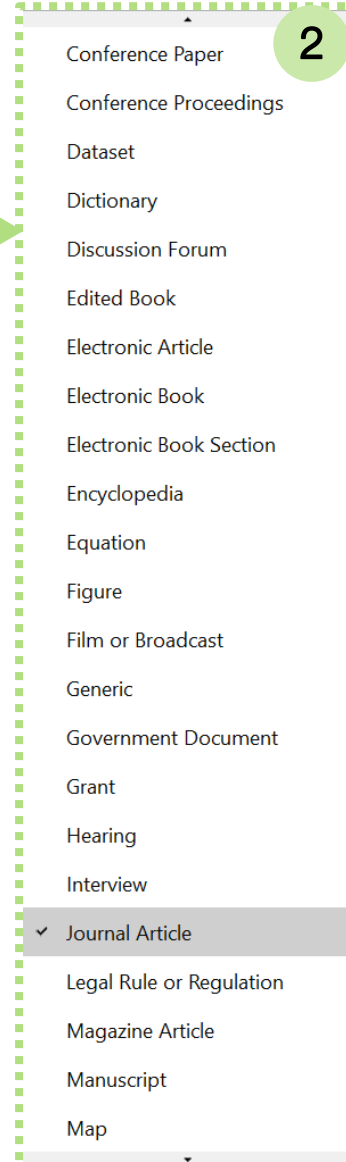
<https://doi.org/10.1016/j.jare.2021.08.003>
2090-1232/© 2022 The Authors. Published by Elsevier B.V. on behalf of Cairo University.
This is an open access article under the CC BY-NC-ND license (<http://creativecommons.org/licenses/by-nc-nd/4.0/>).

Manual Typing (1)

1. Go to **References > New Reference**.
A blank reference window appears.
2. Select a Reference Type from the drop-down menu. (the default type is Journal Article)
3. Enter bibliographic data into the fields.
4. Saving reference by clicking the **Save**.



A screenshot of the 'New Reference (KN Library.enl)' window. The window title is 'New Reference (KN Library.enl)'. The menu bar includes 'File', 'Edit', 'References', 'Groups', 'Library', 'Tools', 'Window', and 'Help'. The toolbar contains 'B', 'I', 'U', 'X', 'X1', and a search icon. The 'Reference Type' dropdown menu is set to 'Journal Article' and is highlighted with a green box and a circled '4'. Below the dropdown are several input fields: Author, Year, Title, Journal, Volume, Part/Supplement, Issue, Pages, Start Page, Errata, Epub Date, Date, and Type of Article. A green bracket on the right side of these fields is labeled with a circled '3'. A 'Save' button is located in the top right corner of the window.



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 (Find & Insert)

EndNote 21 Find & Insert My References

Journal Article Find Libraries

Author	Year	Title
Aizpurua	2016	Fishing Technique of Long-Fingered Bats Was Developed from a Primary Reaction to Disappearing Target Stimuli
Arnett	2013	Evaluating the Effectiveness of an Ultrasonic Acoustic Deterrent for Reducing Bat Fatalities at Wind Turbines
Blanco	2019	A shot in the dark: Sport hunting of declining corvids promotes the inadvertent shooting of threatened red-billed c
Brucks	2020	Parrots Voluntarily Help Each Other to Obtain Food Rewards
Clements	2018	Initial Evidence for Probabilistic Reasoning in a Grey Parrot (<i>Psittacus erithacus</i>)
Cornero	2020	Piagetian Liquid Overconservation in Grey Parrots (<i>Psittacus erithacus</i>)
Fraser	2011	Ravens Reconcile after Aggressive Conflicts with Valuable Partners
Fujioka	2014	Rapid shifts of sonar attention by <i>Pipistrellus abramus</i> during natural hunting for multiple prey
Gorresen	2018	Multi-state occupancy models of foraging habitat use by the Hawaiian hoary bat (<i>Lasiurus cinereus semotus</i>)
Holland	2008	Bats use magnetite to detect the earth's magnetic field
Koepke	2015	Delayed Gratification: A Grey Parrot (<i>Psittacus erithacus</i>) Will Wait for a Better Reward
Patterson	1994	A COMPARATIVE-STUDY OF HUMAN AND PARROT PHONATION - ACOUSTIC AND ARTICULATORY CORRELAT
Patterson	1998	Acoustic and articulatory correlates of stop consonants in a parrot and a human subject
Pepperberg	1981	FUNCTIONAL VOCALIZATIONS BY AN AFRICAN GREY PARROT (<i>PSITTACUS-ERITHACUS</i>)
Pepperberg	1988	COMPREHENSION OF ABSENCE BY AN AFRICAN GREY PARROT: LEARNING WITH RESPECT TO QUESTIONS C

Reference Type: Journal Article
Record Number: 17
Author: Aizpurua, O., Alberdi, A., Aihartza, J., Garin, I.
Year: 2016
Title: Fishing Technique of Long-Fingered Bats Was Developed from a Primary Reaction to Disappearing Target Stimuli
Journal: Plos One
Volume: 11
Issue: 12
Pages: 12
Date: Dec

Insert Cancel Help

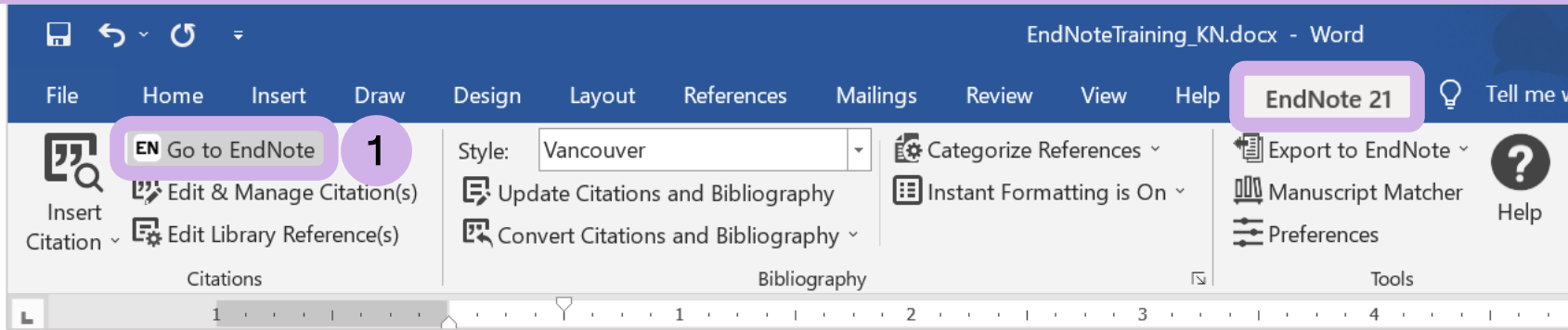
Library: My EndNote Library.enl 43 items in list

Open the Word document and place the cursor on the position where you would insert the citation.

1. Go to the **EndNote 21** menu, and 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 click **Find**.
3. Select the desired references from the search result.
4. Click **Insert**.

The inserted citation will appear in your manuscript.

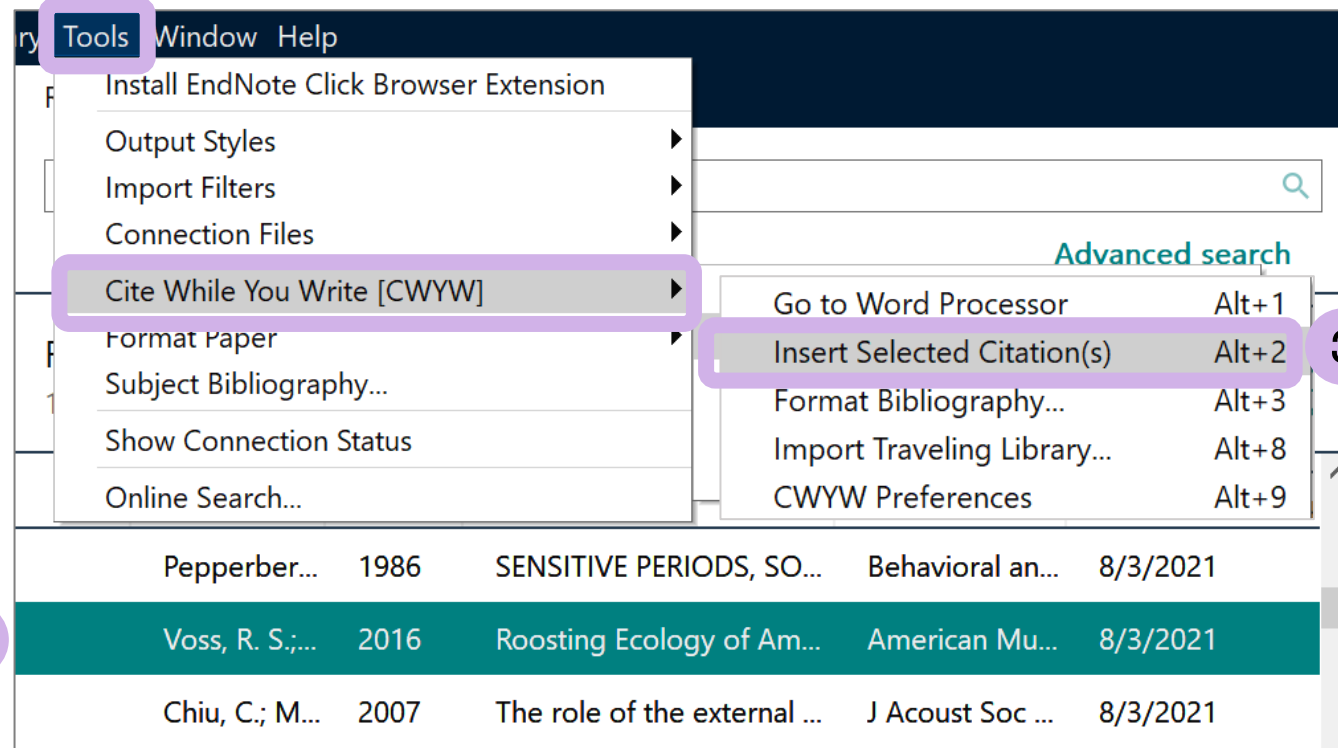
Inserting Selected Citations (from EndNote)



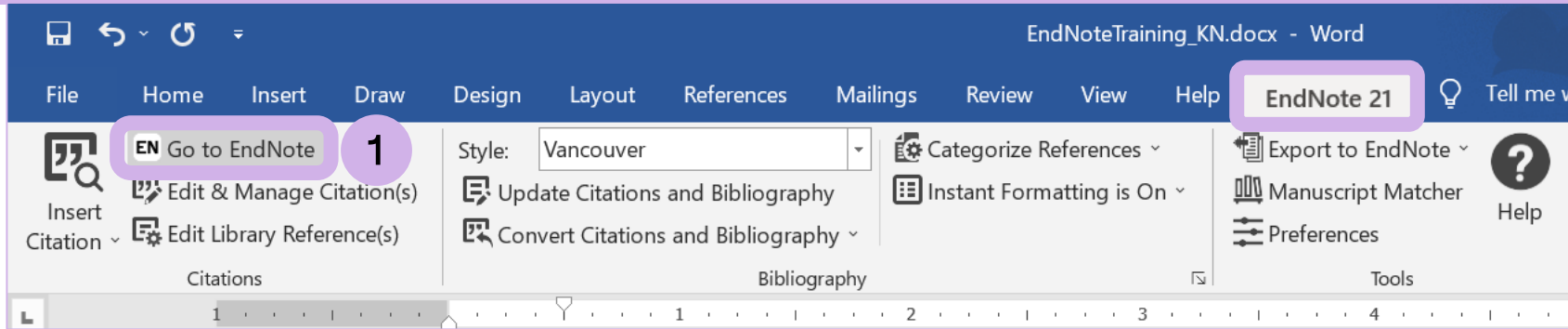
Open the Word document and place the cursor on the position where you would insert the citation.

1. Go to the **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 will appear in your manuscript.



Inserting Selected Citations (from Word)



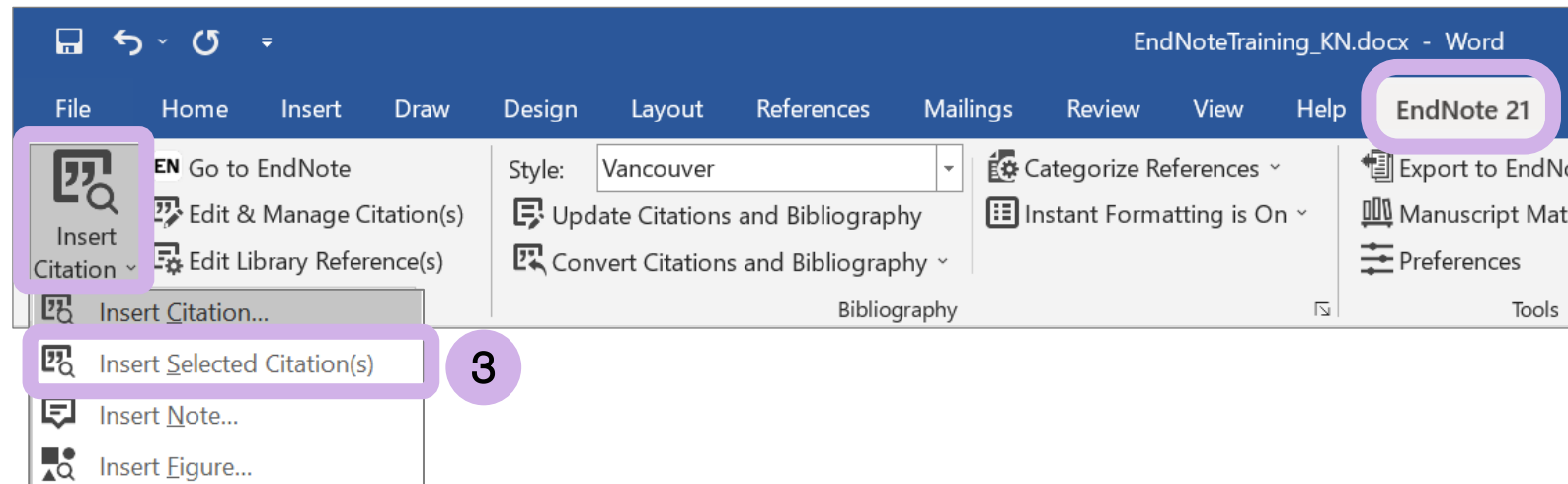
Open the Word document and position the cursor at the location where you would insert the citation.

1. Go to the **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

Pepperber...	1986	SENSITIVE PERIODS, SO...	Behavioral an...	8/3/2021
Voss, R. S.;...	2016	Roosting Ecology of Am...	American Mu...	8/3/2021
Chiu, C.; M...	2007	The role of the external ...	J Acoust Soc ...	8/3/2021

The inserted citations will appear in your manuscript.



Edit & Manage Citation

EndNoteTraining_KN.docx - Word

File Home Insert Draw Design Layout References Mailings Review View Zotero Help **EndNote 21**

EN Go to EndNote
Insert Citation
Edit & Manage Citation(s)
Edit Library Reference(s)

Style: Vancouver
Update Citations and Bibliography
Convert Citations and Bibliography

Categorize References
Instant Formatting

Export to EndNote

EndNote 21 Edit & Manage Citations

Citation	Count	Library
(1)		
Alzpurua, 2016 #17	1	My EndNote Library
(2, 3)		
Pepperberg, 2013 #137	1	My EndNote Library
Patterson, 1998 #66	1	My EndNote Library
(4)		
Voss, 2016 #198	1	My EndNote Library

Edit Citation Reference

Formatting: Default

Prefix:

Suffix:

Pages:

Tools **3** OK Cancel Help

Totals: 3 Citation Groups, 4 Citations, 4 References

1 Edit & Manage Citation(s)

2 Edit Library Reference
Find Reference Updates...
Remove Citation
Insert Citation
Update from My Library...

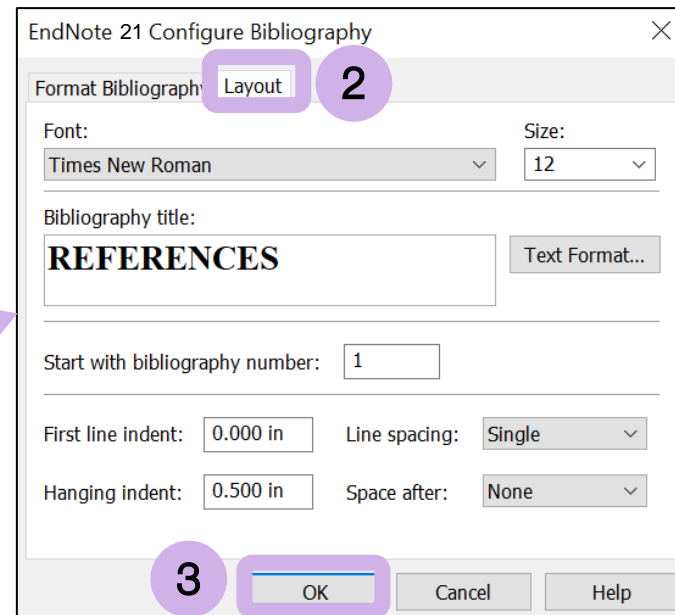
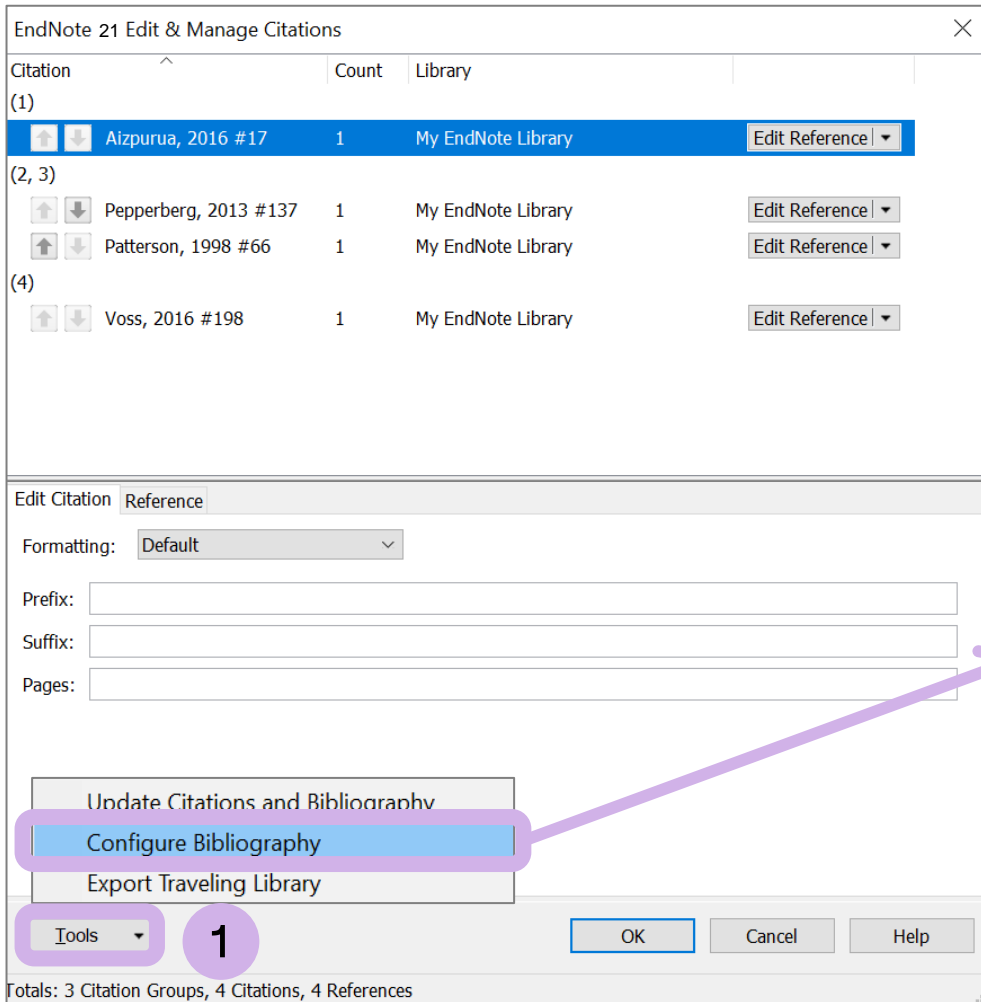
1. Go to **EndNote 21** menu, select **Edit & Manage Citation(s)** to display **EndNote 21 Edit & Manage Citations** box.
2. You can add or remove citations from multiple citations or change the order of citations.
 - **Edit Library Reference:** select this command to edit the corresponding references in EndNote directly.
 - **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 the display.
3. Click **OK** to implement your changes.

Configure Bibliography

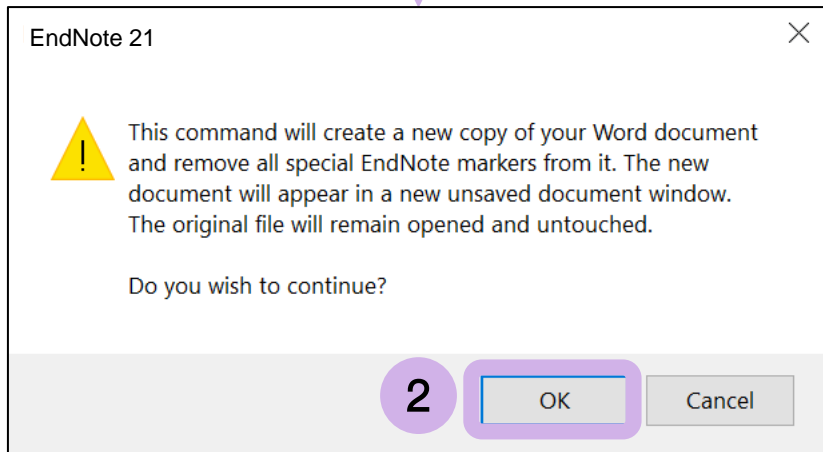
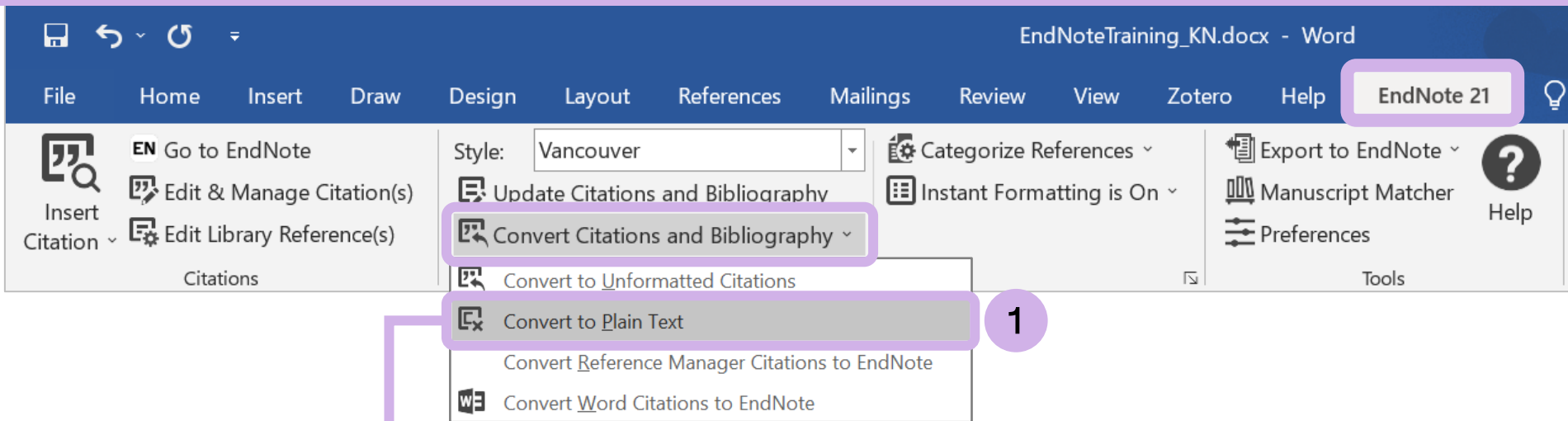
1. From **EndNote 21 Edit & Manage Citations** box, click on the **Tools** menu at the lower left corner, select **Configure Bibliography**
2. On the **Layout** tab, you can change or verify these settings:

- **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 the 'Cite While You Write' field codes 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 the **EndNote 21** menu, select **Convert Citations and Bibliography > 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 a copy of your document.