Mahidol University | Stang Mongkolsuk Library
Faculty of Science | and Information Division

Stang Library Training

EndNote 21 for Macintosh

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Stang Mongkolsuk Library & Information Division

8 January 2025

Introduction

- **What is EndNote?**

- **How EndNote works**

- **Compatibility and System Requirements**

- **Download Endnote Software**

What is EndNote?

Reference management software
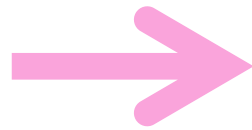
- Developed by Clarivate Analytics

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	• Windows 10 • Windows 11	Microsoft Word [CWYW] : • 2010 • 2013 • 2016 • 2019 • Office 365 (locally installed desktop version only)
Macintosh	• macOS 10.14 • macOS 10.15 • macOS 11 • macOS 12 • macOS 13	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 the MU Internet account.
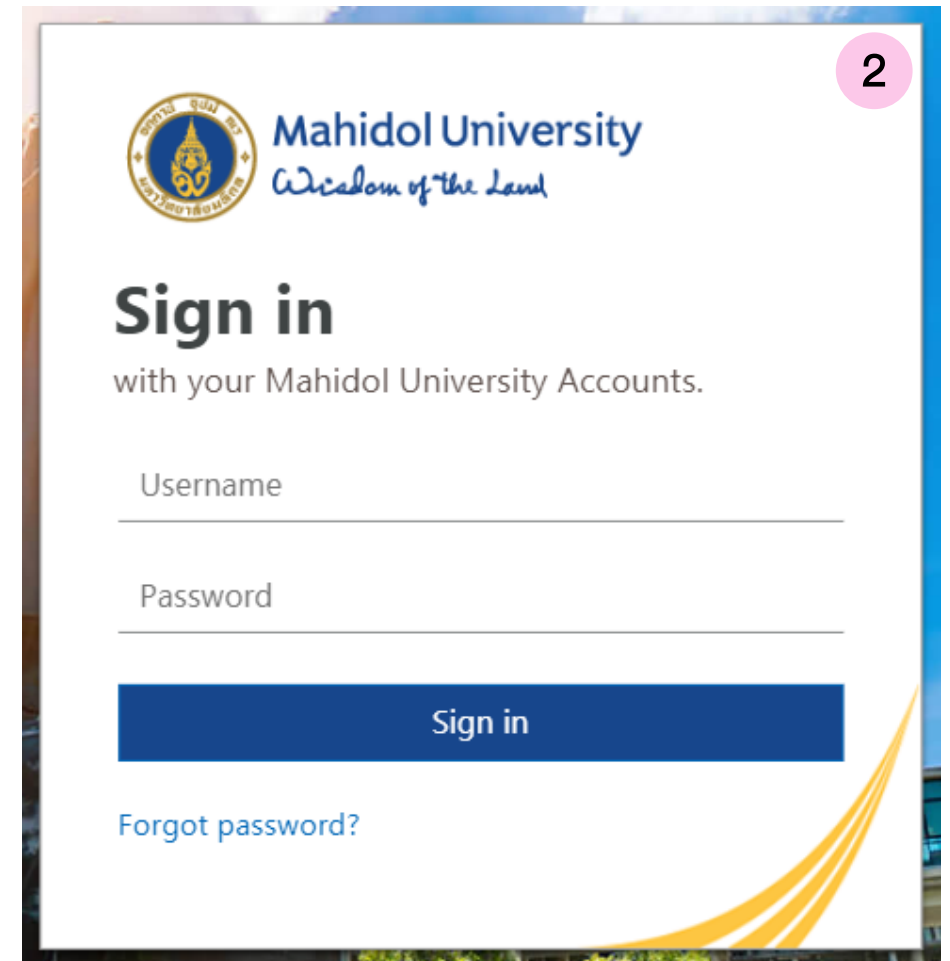
Download Endnote Software (2)

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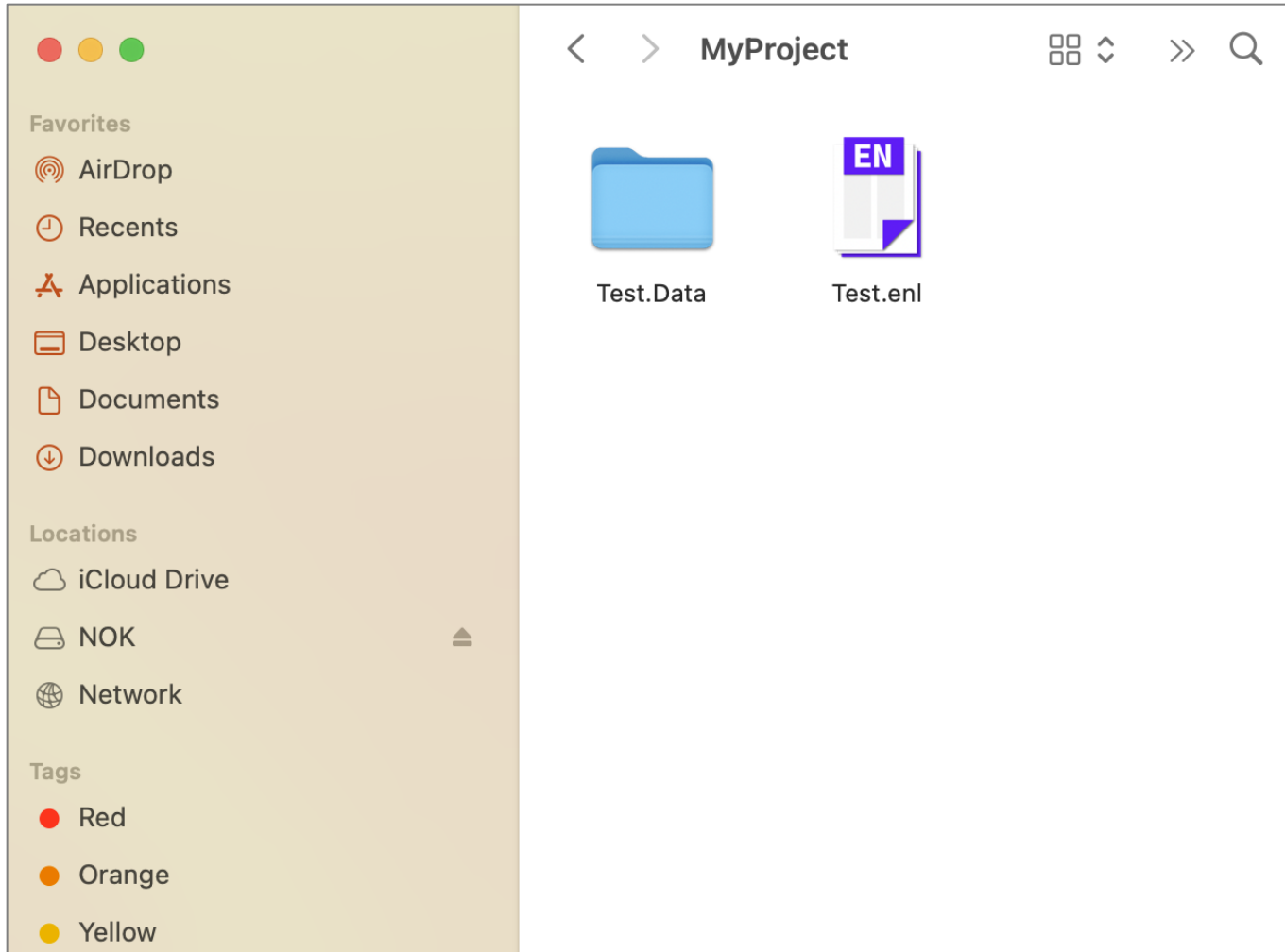
4. Download the EndNote key license.

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 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.

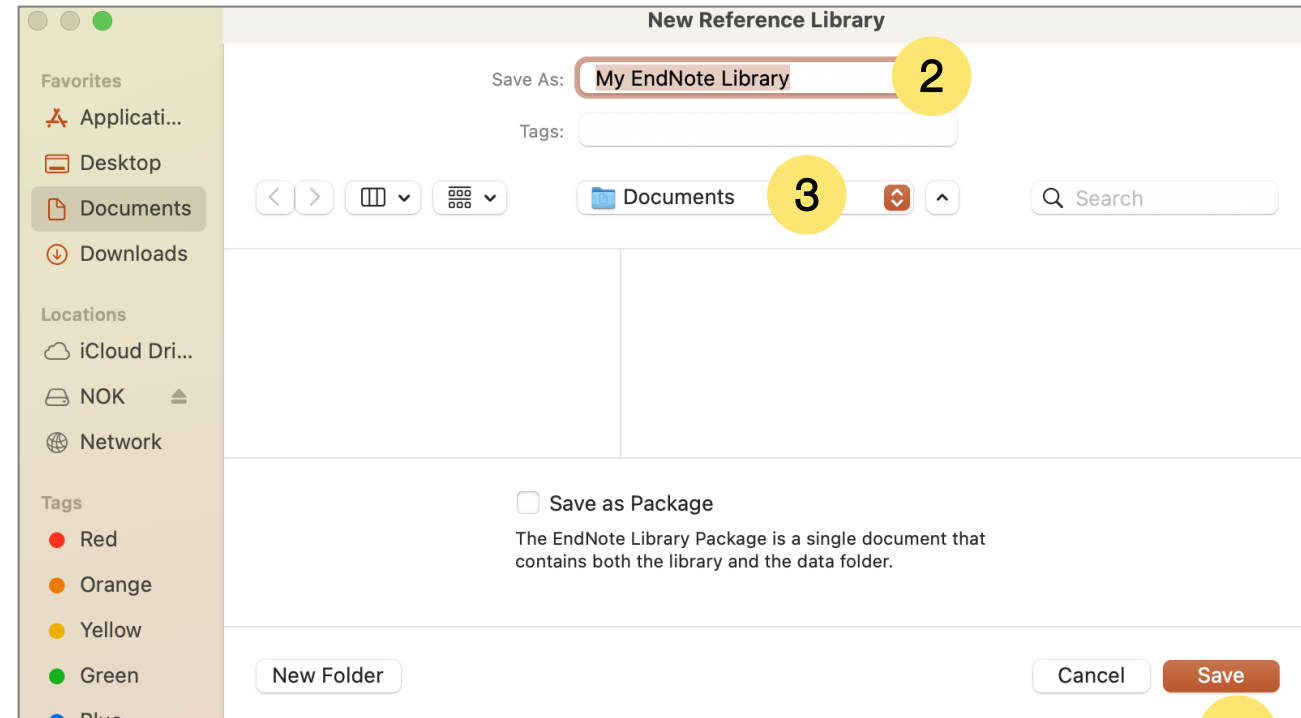4. Click **Save**, then the new Endnote library appears as an empty library.

Library Overview

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 you create for your research projects.

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.

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

EndNote 21   File   Edit   References   Groups   Tags   Library   Tools   Window   Help

EndNote 21 - Sample_Library_21.enl

Sync Configuration

All References

All References	190		
Recently Added			
Unfiled	1		
Trash	2		

MY GROUPS

Avian Intelligence
- Avian Cognition   33
- Corvids   24
- Corvids & Parrots   6
- Parrots   28

Bats
- Chiroptera   27
- Echolocation   10
- Echolocation OR...   13
- Sonar   8

> My Groups   155

MY TAGS
- Bats   27
- Corvids   21
- Parrots   63

FIND FULL TEXT

GROUPS SHARED BY O...

ONLINE SEARCH
- Jisc Library Hub Disco...
- Library of Congress
- PubMed (NLM)
- Web of Science Core C...

Search for group

Author   ○   Contains   ○
And ○   Year   ○   Contains   ○
And ○   Title   ○   Contains   ○

Clear Search   Simple Search   Search Options   Search

All References

	Year	Title	Journal	Last Updated	Author
	2011	New Data on the Brain and Cog...	Zoologi...	17/9/2563 BE	Zorina, Z. A.; Ob
	2012	New Caledonian crows reason a...	Procee...	17/9/2563 BE	Taylor, A. H.; Mil
	2003	Neurobiology of echolocation in...	Current...	17/9/2563 BE	Moss, C. F.; Sinh
	1988	NATURE NURTURE REFLUX	Behavio...	18/9/2563 BE	Pepperberg, I. M
	2018	Multi-state occupancy models o...	PLoS O...	18/9/2563 BE	Gorresen, P. M.;
	1976	MOLECULAR-ORBITAL STUDY O...	Journal...	18/9/2563 BE	Pepperberg, I. M
	2005	A molecular phylogeny for bats i...	Science	17/9/2563 BE	Teeling, E. C.; Sp
	1995	MIRROR USE BY AFRICAN GRE...	Journal...	18/9/2563 BE	Pepperberg, I. M
	1996	Mechanisms of American Englis...	Auk	18/9/2563 BE	Warren, D. K.; P
	1998	Measurement of Grey parrot (Ps...	Journal...	18/9/2563 BE	Pepperberg, I. M
	2019	Logical reasoning by a Grey parr...	Behavio...	18/9/2563 BE	Pepperberg, I. M
	1999	Limited contextual vocal learnin...	Journal...	18/9/2563 BE	Pepperberg, I. M
	2009	Leaf-nosed bat	Encyclo...	21/8/2562 BE	
	2011	Large-billed crows (Corvus mac...	Animal...	17/9/2563 BE	Goto, Kazuhiro;
	1991	LANGUAGE-ACQUISITION AND F...	Ethology	18/9/2563 BE	Pepperberg, I. M
	1994	LANGUAGE AND COGNITION - T...	Behavio...	18/9/2563 BE	Pepperberg, I. M
	1983	INTERSPECIES COMMUNICATION...	Bulletin...	18/9/2563 BE	Pepperberg, I. M
	1988	AN INTERACTIVE MODELING TEC...	Applied...	18/9/2563 BE	Pepperberg, I. M

📄 Taylor, 2012 #2306   Summary Edit PDF

Attach file

New Caledonian crows reason about hidden causal agents

A. H. Taylor, R. Miller and R. D. Gray

Proceedings of the National Academy of Sciences of the United States of America 2012 Vol. 109 Issue 40 Pages 16389-16391

Accession Number: WOS:000309611400086 DOI: 10.1073/pnas.1208724109

The ability to make inferences about hidden causal mechanisms

APA 7th   Insert Copy

Taylor, A. H., Miller, R., & Gray, R. D. (2012). New Caledonian crows reason about hidden causal agents [Article]. *Proceedings of the National Academy of Sciences of the United States of America*, *109*(40), 16389-16391. https://doi.org/10.1073/pnas.1208724109

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

Before

After

ScienceDirect

Give full journal name

Vancouver	Insert	Copy

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

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 Term Lists box, select tab **Lists**, then select **Journals**

3. Click at **Import List…**
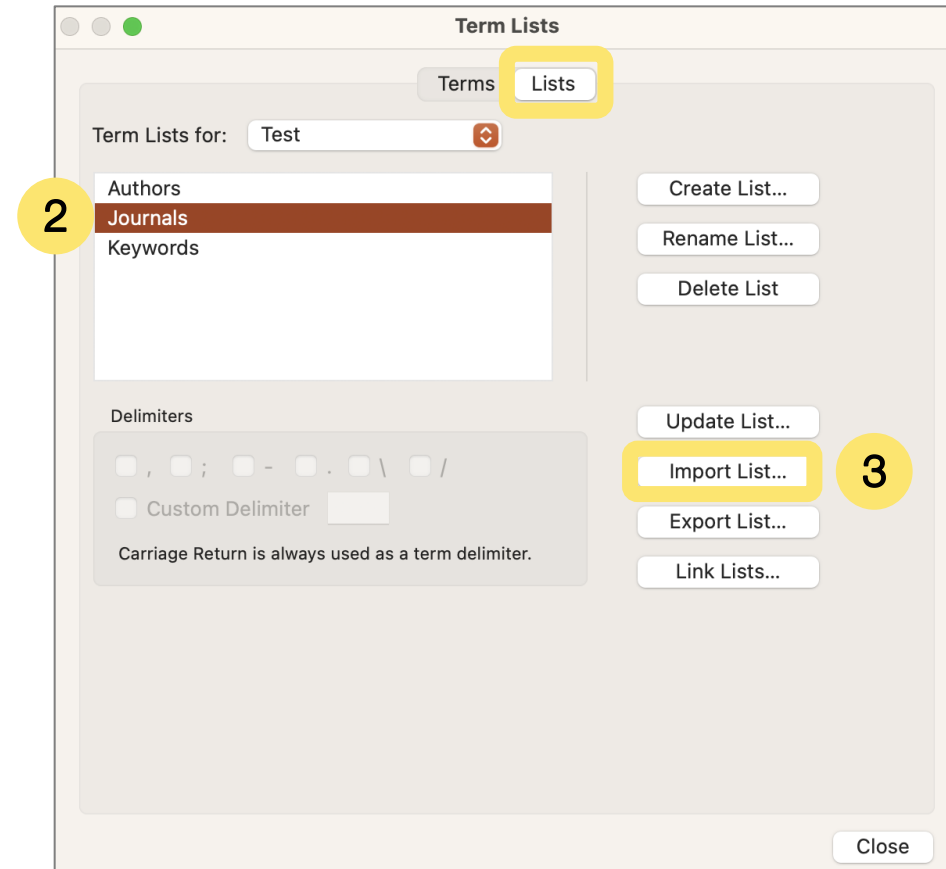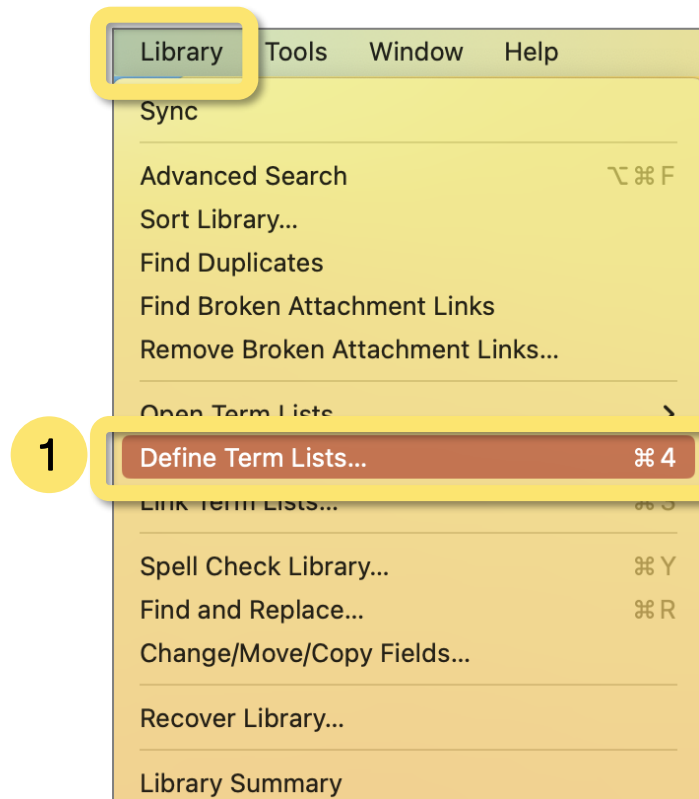
Define Journal Term Lists (2)

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.
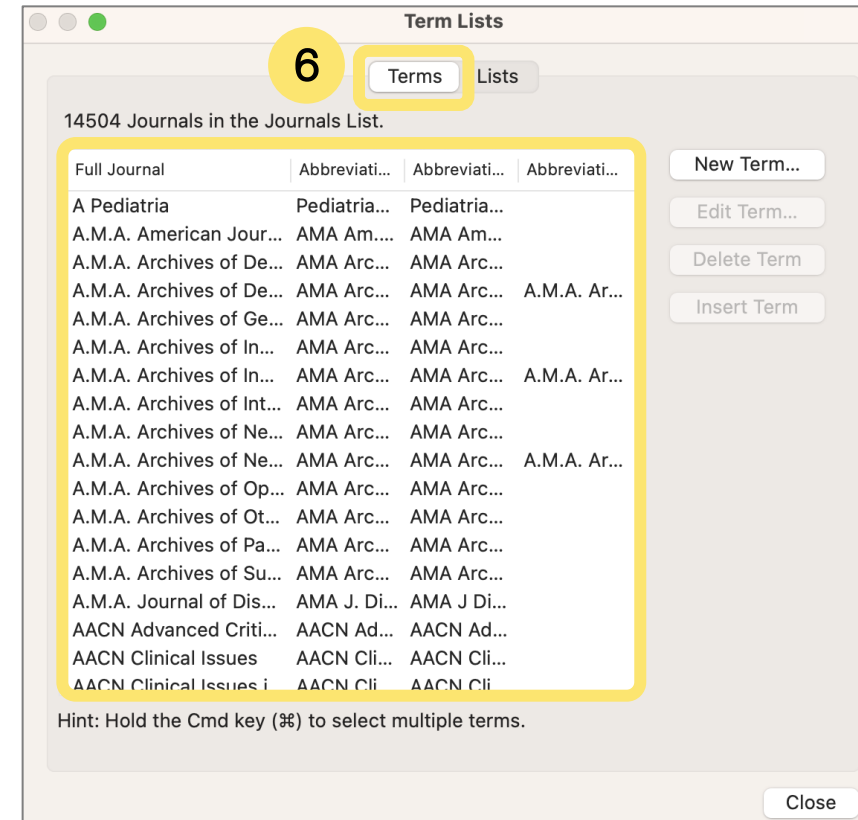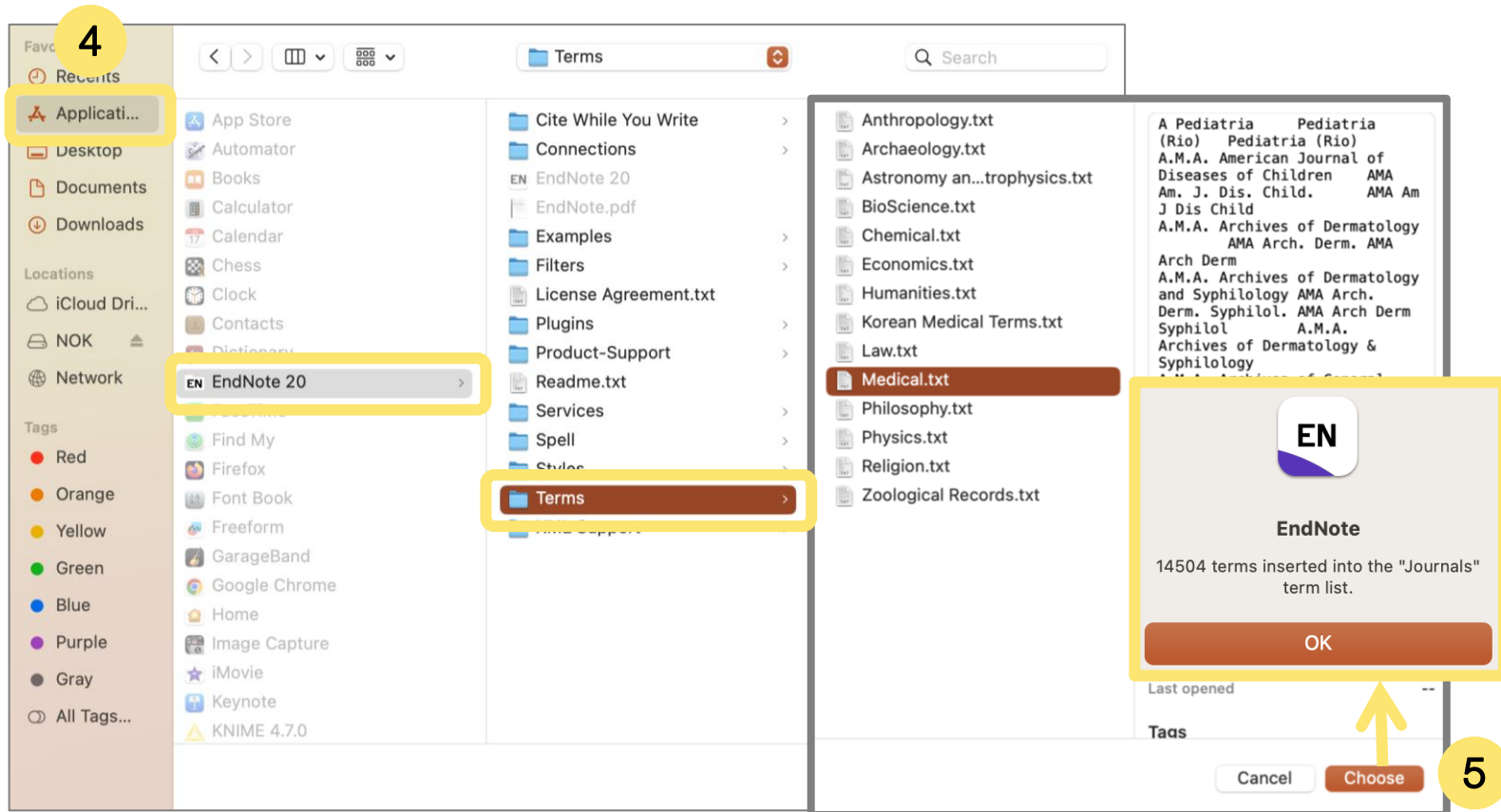
Input Data

- **Direct Export**

- **Import PDF**

- **Manual Typing**

Direct Export

ScienceDirect

PubMed

Scopus

Google Scholar

Import PDF

PDF

Manual Typing

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)

➤ 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)

https://stang.sc.mahidol.ac.th/

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

Find articles with these terms

Coronavirus

⌄ Advanced search

(1)

(2)

45,746 results

🔔 Set search alert

☑ 📄 Download 25 articles ⬆ Export → ed by *relevance* | date

Export ✕

25 citations selected

☑ Short communication

Prior and novel coronaviruses, Coronavirus Disease 20... iction: what is known?

Fertility and Sterility, 16 April 2020, ...

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

Abstract ⌄ Extracts ⌄ Export ⌄

> Save to RefWorks

> Export citation to RIS **(3)**

> Export citation to BibTeX

> Export citation to text

Refine by:

☐ Subscribed journals

Years

☐ 2022 (10)

☐ 2021 (12,137)

☐ 2020 (19,913)

Show more ⌄

☑ 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**

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.

Direct export: **Scopus**

Scopus

Search Sources

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

1. Select the records you need.

2. Click **Export** at the top of search results, then it will present an **Export document setting** Box

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

1

Analyze se... results

2

■ All ∨   Export   Download   View citat...

Document title

■ 1 Patient-related outcomes in patients re...
clinic with persisting symptoms followi...
COVID-19
Open Access

View abstract ∨   View at Publisher   Related documents

■ 2 Negative pressure protective barrier device used in dental   Mendivelso, F., Guevara,   2022 Iatreia   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.
urgencias odontológicas durante la pandemia de COVID-19]

Export document settings ⓘ   ✕

You have chosen to export 196547 documents

Select your method of export

○ 🅜 MENDELEY   ○ ExLibris RefWorks   ○ SciVal ⓘ   ● RIS Format
EndNote,
Reference Manager
○ CSV Excel   ○ BibTeX   ○ Plain Text ASCII in HTML

What information do you want to export?

■ Citation information   ■ Bibliographical information   ☐ Abstract & keywords   ☐ Funding details   ☐ Other information

■ Author(s)   ■ Affiliations   ☐ Abstract   ☐ Number   ☐ Tradenames & manufacturers
■ Author(s) ID   ■ Serial identifiers (e.g. ISSN)   ☐ Author keywords   ☐ Acronym   ☐ Accession numbers & chemicals
■ Document title   ■ PubMed ID   ☐ Index keywords   ☐ Sponsor   ☐ Conference information
■ Year   ■ Publisher   ☐ Funding text   ☐ **Include references**
■ EID   ■ Editor(s)
■ Source title   ■ Language of original document
■ volume, issue, pages   ■ Correspondence address
■ Citation count   ■ Abbreviated source title
■ Source & document type
■ Publication Stage
■ DOI
■ Open Access

Cancel   **Export**

Scopus

Export document settings ⑦

You have chosen to export 196547 documents

Select your method of export

○ 🅜 **MENDELEY**   ○ ExLibris RefWorks   ○ SciVal ⓘ   **④** ● RIS Format *EndNote, Reference Manager*   ○ CSV *Excel*   ○ BibTeX   ○ F... *ASCII in HTML*

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.

③

What information do you want to export?

■ **Citation information**   ■ **Bibliographical information**   □ **Abstract & keywords**   □ **Funding details**   □ **Other information**

■ Author(s)   ■ Affiliations   □ Abstract   □ Number   □ Tradenames & manufacturers
■ Author(s) ID   ■ Serial identifiers (e.g. ISSN)   □ Author keywords   □ Acronym   □ Accession numbers & chemicals
■ Document title   ■ PubMed ID   □ Index keywords   □ Sponsor   □ Conference information
■ Year   ■ Publisher   □ Funding text   □ **Include references**
■ EID   ■ Editor(s)
■ Source title   ■ Language of original document
■ volume, issue, pages   ■ Correspondence address
■ Citation count   ■ Abbreviated source title
■ Source & document type
■ Publication Stage
■ DOI
■ Open Access

⑤

Cancel   **Export**

Direct export: Google Scholar

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

Google Scholar | coronavirus

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   HTML] nejm.org
S Perlman - 2020 - Mass M
For the third time in as man
human populations. This vir
Wuhan, China, in persons
☆ 🗩 Cited by 742 Re

Coronavirus disease   PDF] wiley.com
F He, Y Deng, W Li - Journ
In late December 2019, a c
Wuhan, China. A few days
identified as a novel **coron**
☆ 🗩 Cited by 556 Re

1

Cite ✕

	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

2
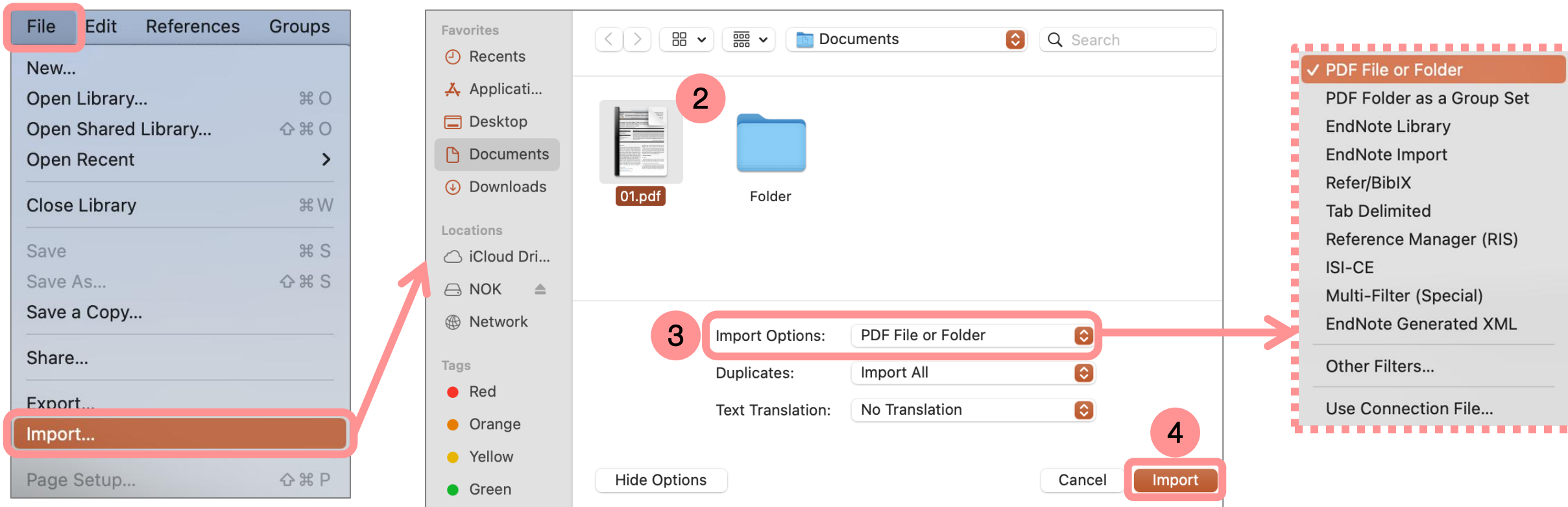
Import PDF File (1)

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 (2)

EndNote 20 - Library_6500001.enl

Sync Configuration

All References — 10
Imported References — 1
Recently Added — 1
Unfiled — 10
Trash

MY GROUPS
My Groups
FIND FULL TEXT
GROUPS SHARED BY...
ONLINE SEARCH
Jisc Library Hub Di...
Library of Congress
PubMed (NLM)
Web of Science Co...

Search for group

Imported References

Search   Advanced Search

Imported References
1 References

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

Kamboj, 2019 #10   Summary | Edit | PDF

50%

01.pdf

453
454
455
456
457
458

Biochemical and Biophysical Research Communications 520 (2019) 453–458

Contents lists available at ScienceDirect

Biochemical and Biophysical Research Communications

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

Mechanisms of protein kinase C-induced sustained activation of extracellular signal-regulated kinase in the hippocampus

Kautuk Kamboj, Subhajit Jana, Shiv K. Sharma

National Brain Research Centre, Manesar, 122052, Haryana, India

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. Close the reference window to save automatically.

(1) References | Groups | Library

New Reference ⌘N

Edit Reference ⌘E

Copy References To ❯

Copy Formatted Reference ⌘K

E-mail Reference

Move References to Trash ⌘D

---

(4) ● ● ●   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

---

(2)

Conference Paper
Conference Proceeding
Dataset
Dictionary
Discussion Forum
Edited Book
Electronic Article
Electronic Book
Electronic Book Section
Encyclopedia
Equation
Figure
Film or Broadcast
Generic
Government Document
Grant
Hearing
Interview
✓ Journal Article
Legal Rule or Regulation
Magazine Article
Manuscript
Map
Multimedia Application
Music
Newspaper Article
Online Database
Online Multimedia
Pamphlet
Patent

(3)

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
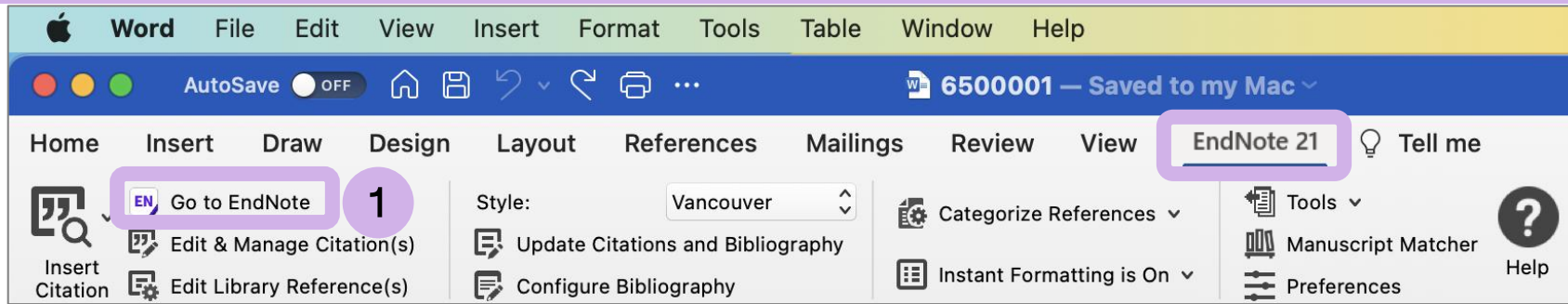
Inserting Citations (Find & Insert)

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 press Enter.

3. Select the desired references from the search result.

4. Click **Insert**.

The inserted citation will appear in your manuscript.
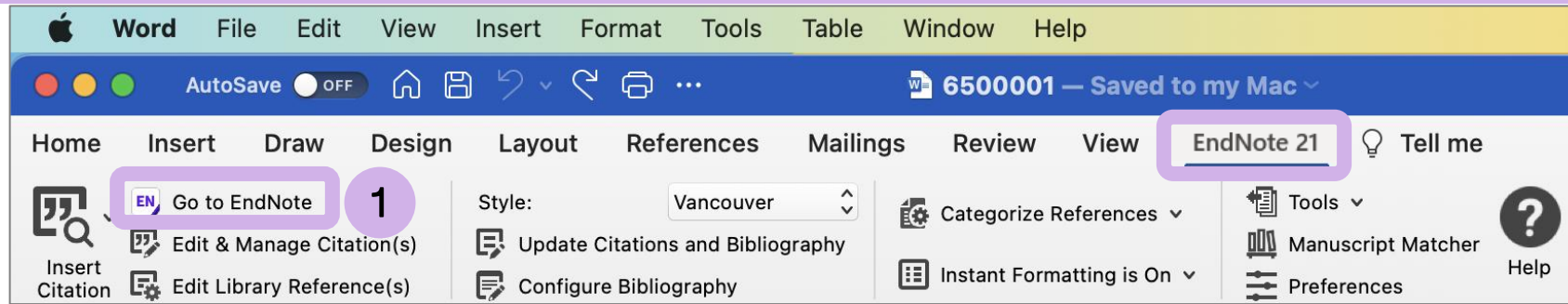
Inserting Selected Citations (from EndNote)

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.
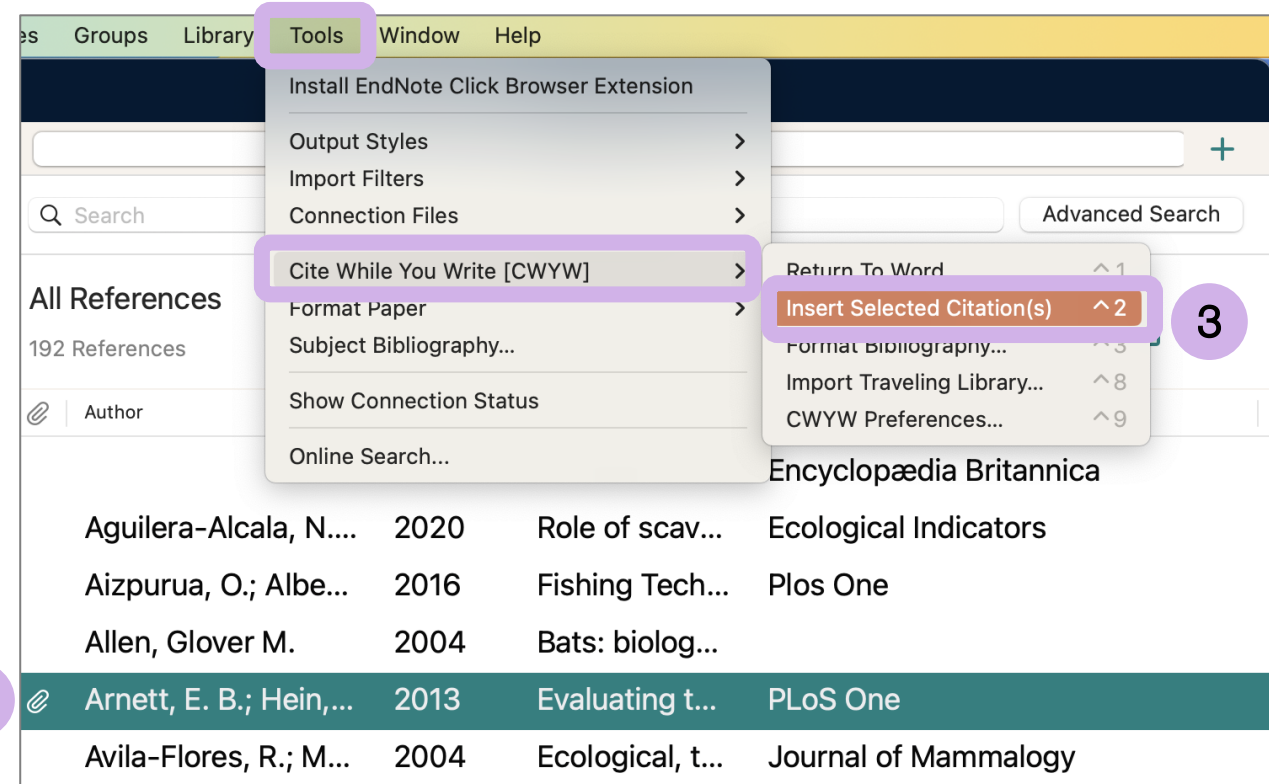
Inserting Selected Citations (from Word)

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)**
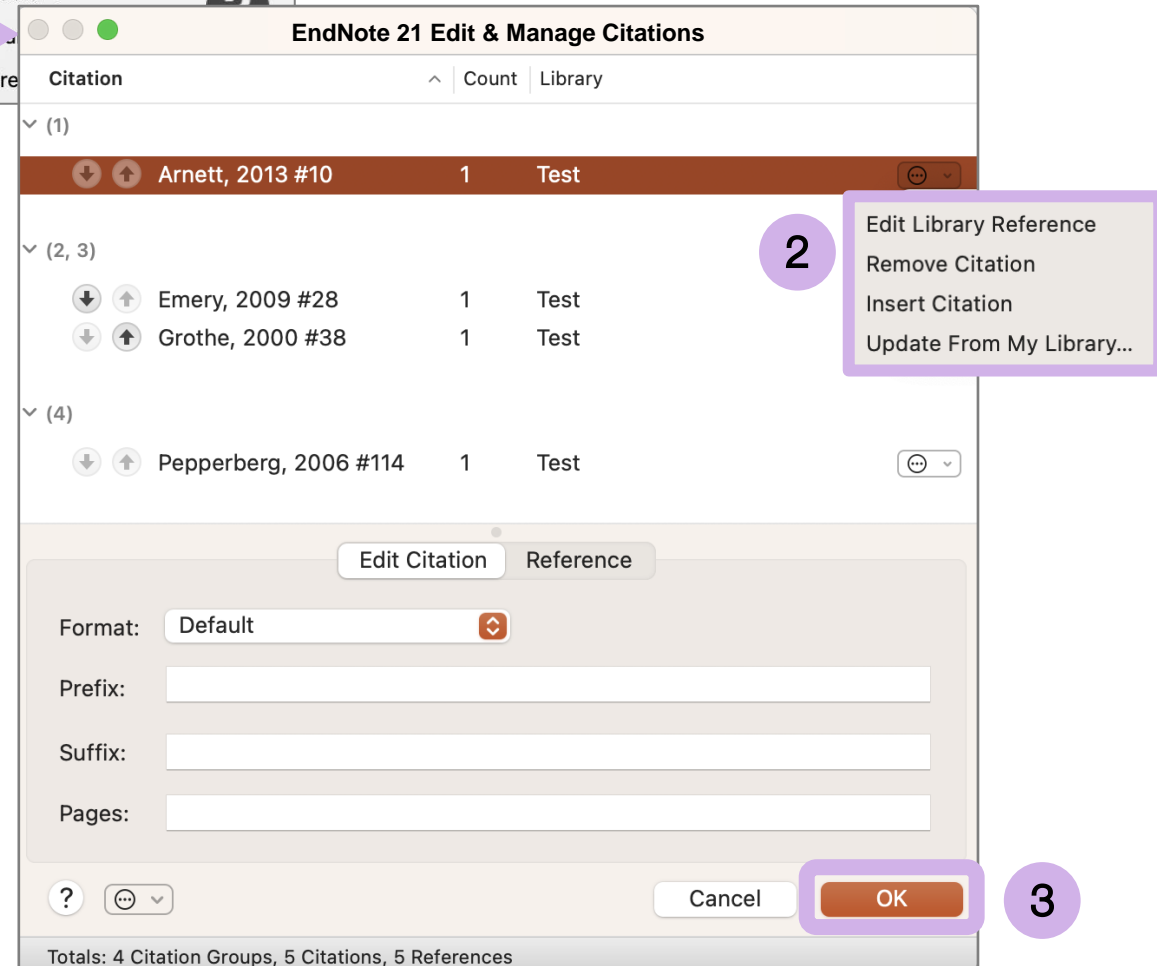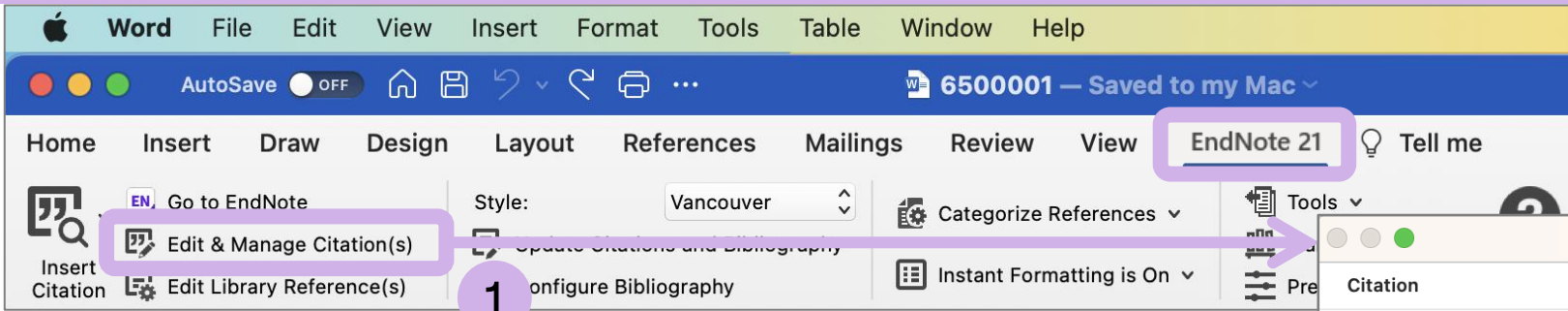
The inserted citations will appear in your manuscript.
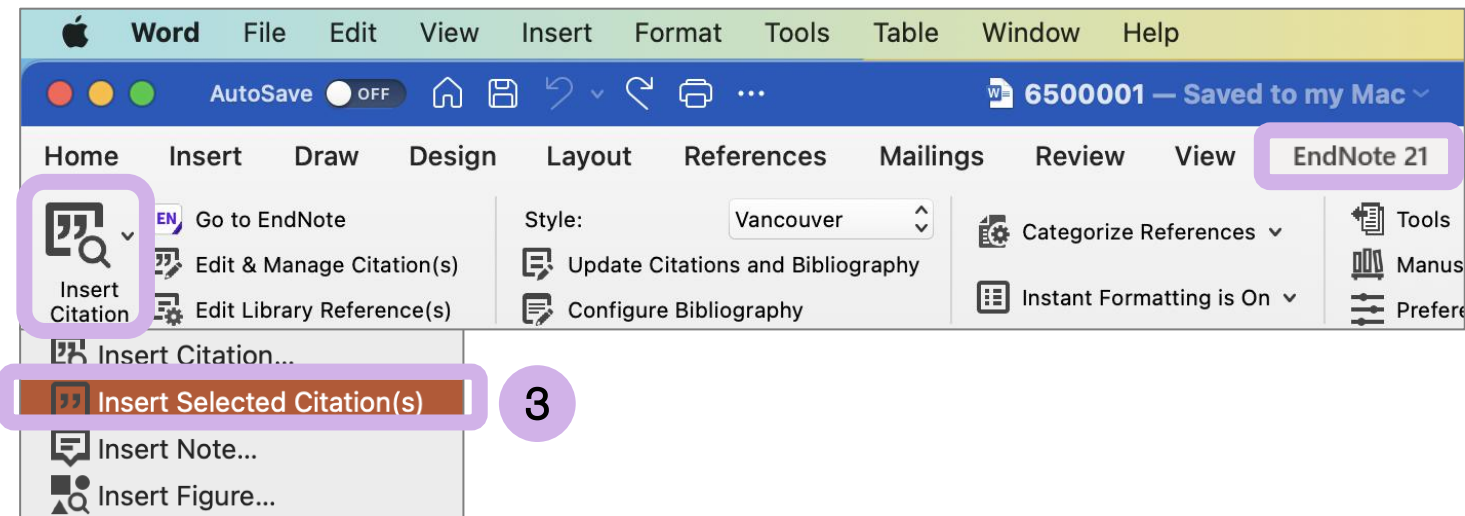
Edit & Manage Citation

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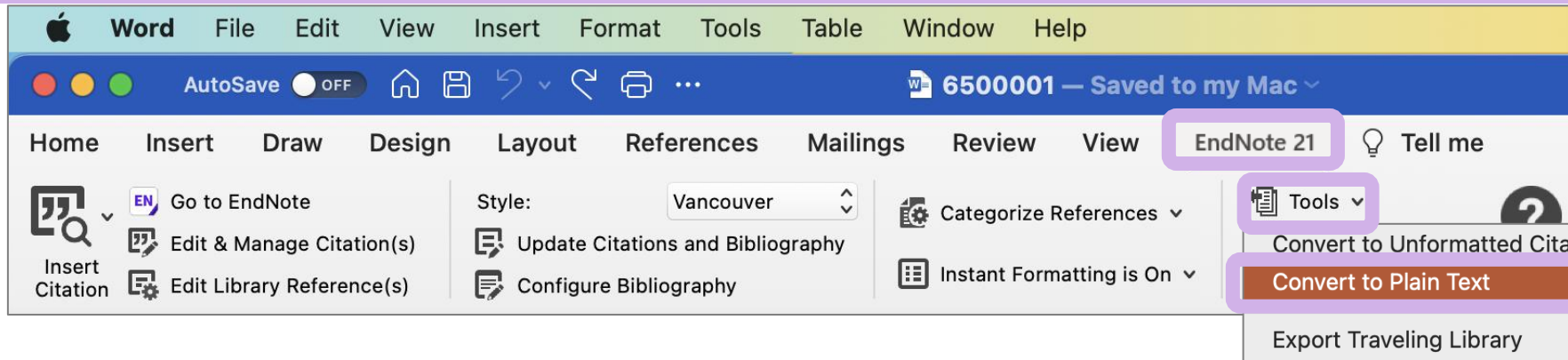
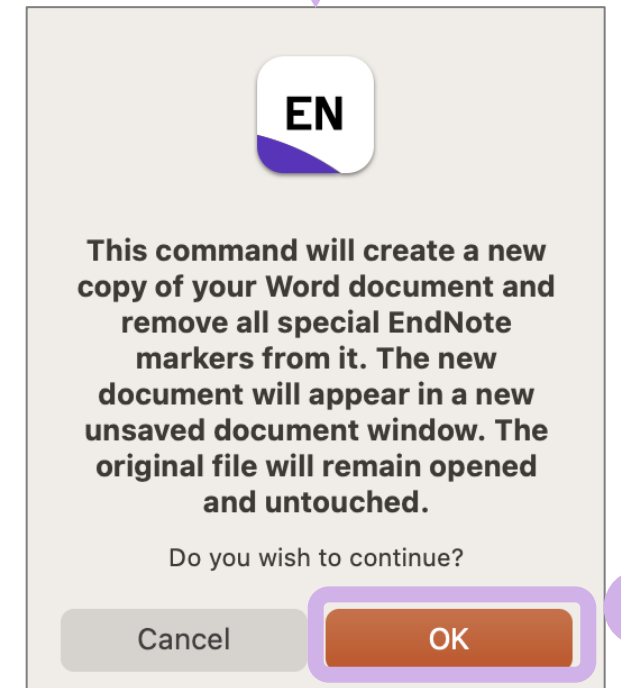You may need to remove the 'Cite While You Write' field codes to share your document with a publisher or colleague. Convert to Plain Text will save a copy of your document without formatted 'Cite While You Write' field codes. The formatted citations and the bibliography are saved as text. By following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

1. Go to the EndNote 21 menu, select 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.

1

2

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.

Do you wish to continue?

Cancel   OK

Contact Library

For more information or online service, please contact

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