



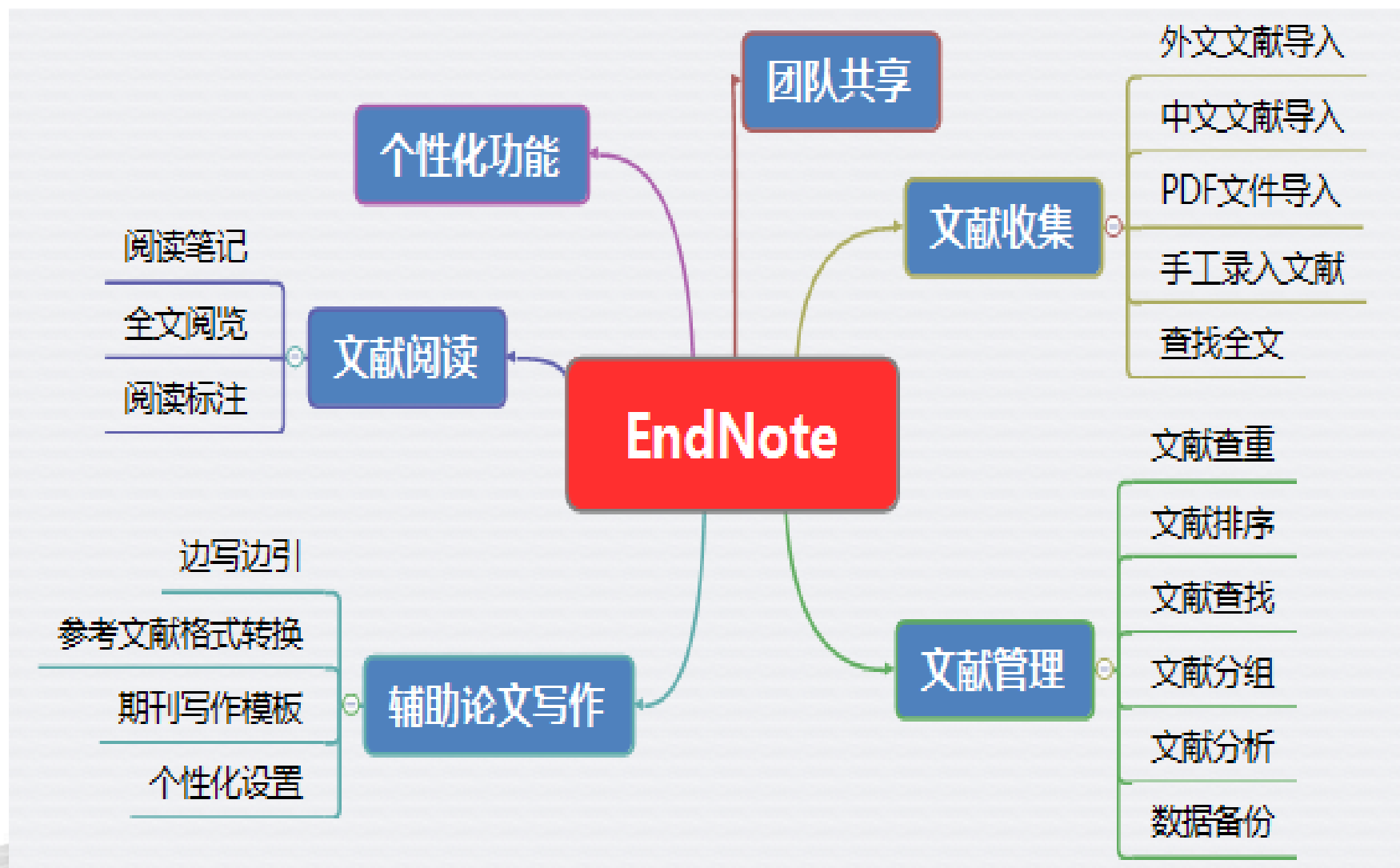
EndNote高级功能

李玲

中国科学院文献情报中心

2017-5

Endnote基本功能



本讲内容提纲

- 一．中英文论文参考文献撰写的要求？
- 二．如何找到您投稿期刊的参考文献格式？
- 三．如何编辑您需要的参考文献格式？
 - 如何编辑中文期刊和学位论文投稿格式？
 - 如何分章节插入参考文献？
 - 如何在参考文献中插入期刊缩写名称？
- 四．如何实现团队共享（X8新功能）？
- 五．如何对Endnote进行个性化设置？



一、参考文献的撰写要求

A P A 6 t h

Modern Language Association为美国现代语言协会制定的论文指导格式

Xiao, S., Cao, X. Y., & Zhong, S. (2014). Comparative epigenomics: defining and utilizing epigenomic variations across species, time-course, and individuals. *Wiley Interdisciplinary Reviews-Systems Biology and Medicine*, 6(5), 345-352. doi:10.1002/wsbm.1274

M L A 8 t h

APA (the American Psychological Association)

Xiao, S. et al. "Comparative Epigenomics: Defining and Utilizing Epigenomic Variations across Species, Time-Course, and Individuals." *Wiley Interdisciplinary Reviews-Systems Biology and Medicine*, vol. 6, no. 5, 2014, pp. 345-352, doi:10.1002/wsbm.1274.

请
比
较

一、参考文献的撰写要求

Science

1. S. Xiao, X. Y. Cao, S. Zhong, Comparative epigenomics: defining and utilizing epigenomic variations across species, time-course, and individuals. *Wiley Interdisciplinary Reviews-Systems Biology and Medicine* **6**, 345-352 (2014).

Nature

- 1 Xiao, S., Cao, X. Y. & Zhong, S. Comparative epigenomics: defining and utilizing epigenomic variations across species, time-course, and individuals. *Wiley Interdisciplinary Reviews-Systems Biology and Medicine* **6**, 345-352, doi:10.1002/wsbm.1274 (2014).

请
比
较



一、参考文献的撰写要求

GB / T 7714 (n u m e r i c a)

[1] XIAO S, CAO X Y, ZHONG S. Comparative epigenomics: defining and utilizing epigenomic variations across species, time-course, and individuals [J]. Wiley Interdisciplinary Reviews-Systems Biology and Medicine, 2014, 6(5): 345-52.

GB / T 7714 (A u t h o r — Y e a r)

XIAO S, CAO X Y, ZHONG S 2014. Comparative epigenomics: defining and utilizing epigenomic variations across species, time-course, and individuals. Wiley Interdisciplinary Reviews-Systems Biology and Medicine [J], 6: 345-352.

请比较



中文参考文献的撰写要求

GB/T 7714-2005文后参考文献著录规则

1. 著作: 作者. 题名 [M]. 版本项. 出版地: 出版者, 出版年: 起-止页码.
2. 期刊: 作者. 题名 [J]. 来源, 出版年, 卷(期): 起-止页码.
3. 会议录: 作者. 题名 [C]. 会议名, 会议地, 出版年: 起-止页码.
4. 学位论文: 作者. 论文名 [D]: [博士/硕士]. 授予单位所在地: 授予单位, 授予年: 起-止页码.
5. 报告: 发布者. 报告名 [R]. 出版地: 出版者, 出版年: 起-止页码.
6. 标准: 发布单位. 标准代号 标准名称 [S]. 出版地: 出版者, 出版年: 起-止页码.
7. 专利: 发明人或专利权人. 专利名: 专利号 [P]. 公告或公开日.

国家标准最新版是 GB/T 7714-2015

内容提纲

- 一．参考文献的撰写要求？
- 二．如何找到您投稿期刊的参考文献格式？
- 三．如何编辑您需要的参考文献格式？
实例：编辑中文期刊和学位论文投稿格式
- 四．如何分章节插入参考文献？
- 五．如何在参考文献中插入期刊缩写名称？
- 六．如何实现团队共享（X8新功能）？
- 七．如何对Endnote进行个性化设置？



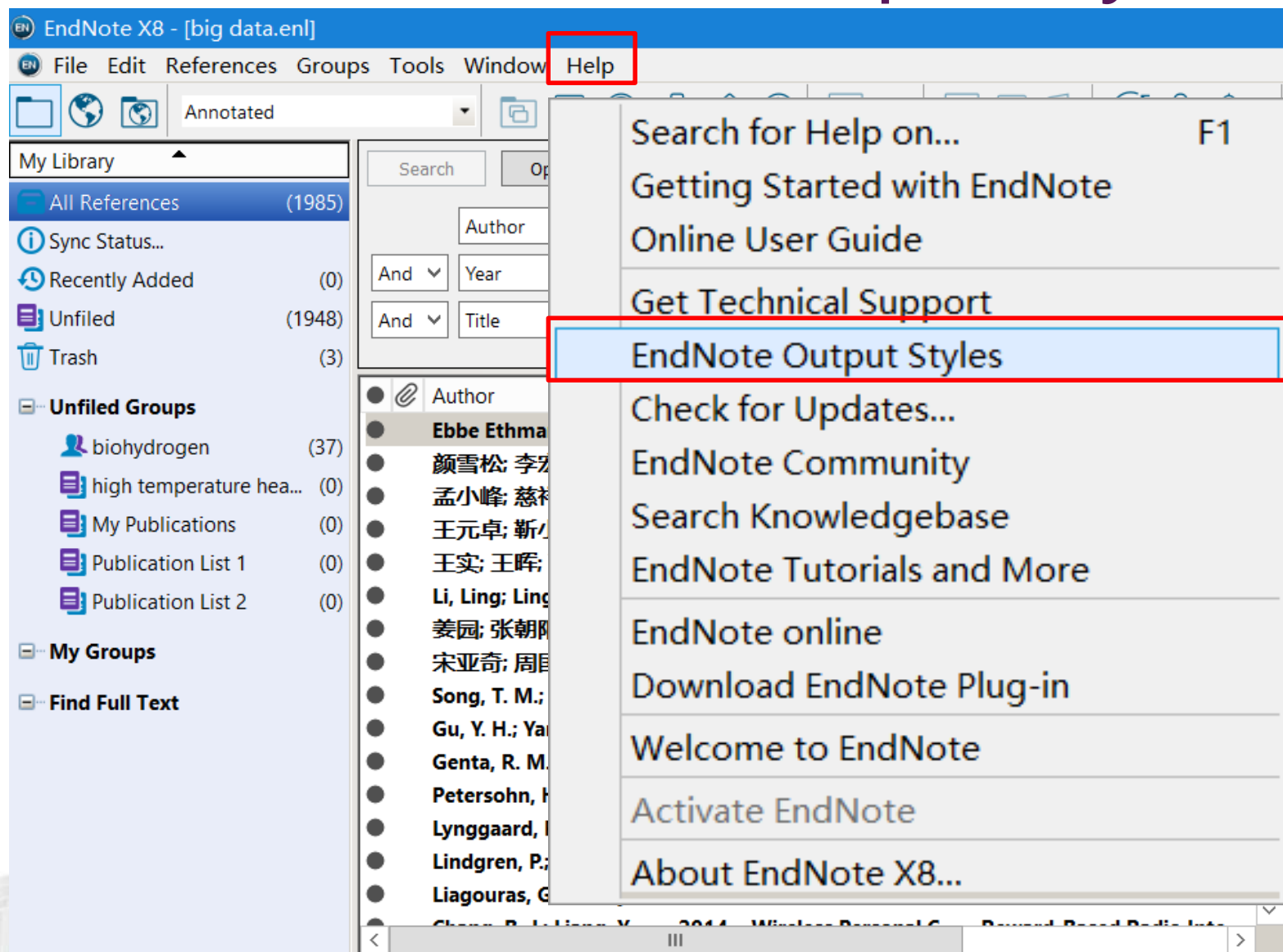
Word中查找期刊的Output Style

The screenshot shows the Microsoft Word interface with the EndNote X8 ribbon active. The 'Style' dropdown menu is open, showing a list of styles. The 'Select Another Style...' option is highlighted. The 'EndNote X8 Styles' dialog box is open, displaying a list of styles. The 'Science' style is selected. The 'OK' button is highlighted.

Name	Category
Science	Science
Science Copy1	Science
Science of Synthesis	Chemistry
Show All Fields	Generic

Showing 506 styles from C:\Program Files (x86)\EndNote X8\Styles

官网下载更多Output Style





官网下载更多Output Style

EndNote Output Styles

EndNote offers more than 6,000 bibliographic styles

Download all styles

下载到Endnote安装路径的
“Styles”目录中

Submit a request for the creation of a new output style >

Use the Style Finder below to search for a style
name
and/or citation style and/or publisher.

Style or Journal Name

Contains ▼

Citation Style

Is one of ▼

Publisher

Contains ▼

- Any - ▼

Reset

Apply

内容提纲

- 一．参考文献的撰写要求？
- 二．如何找到您投稿期刊的参考文献格式？
- 三．如何编辑您需要的参考文献格式？
实例：编辑中文期刊和学位论文投稿格式
- 四．如何分章节插入参考文献？
- 五．如何在参考文献中插入期刊缩写名称？
- 六．如何实现团队共享（X8新功能）？
- 七．如何对Endnote进行个性化设置？



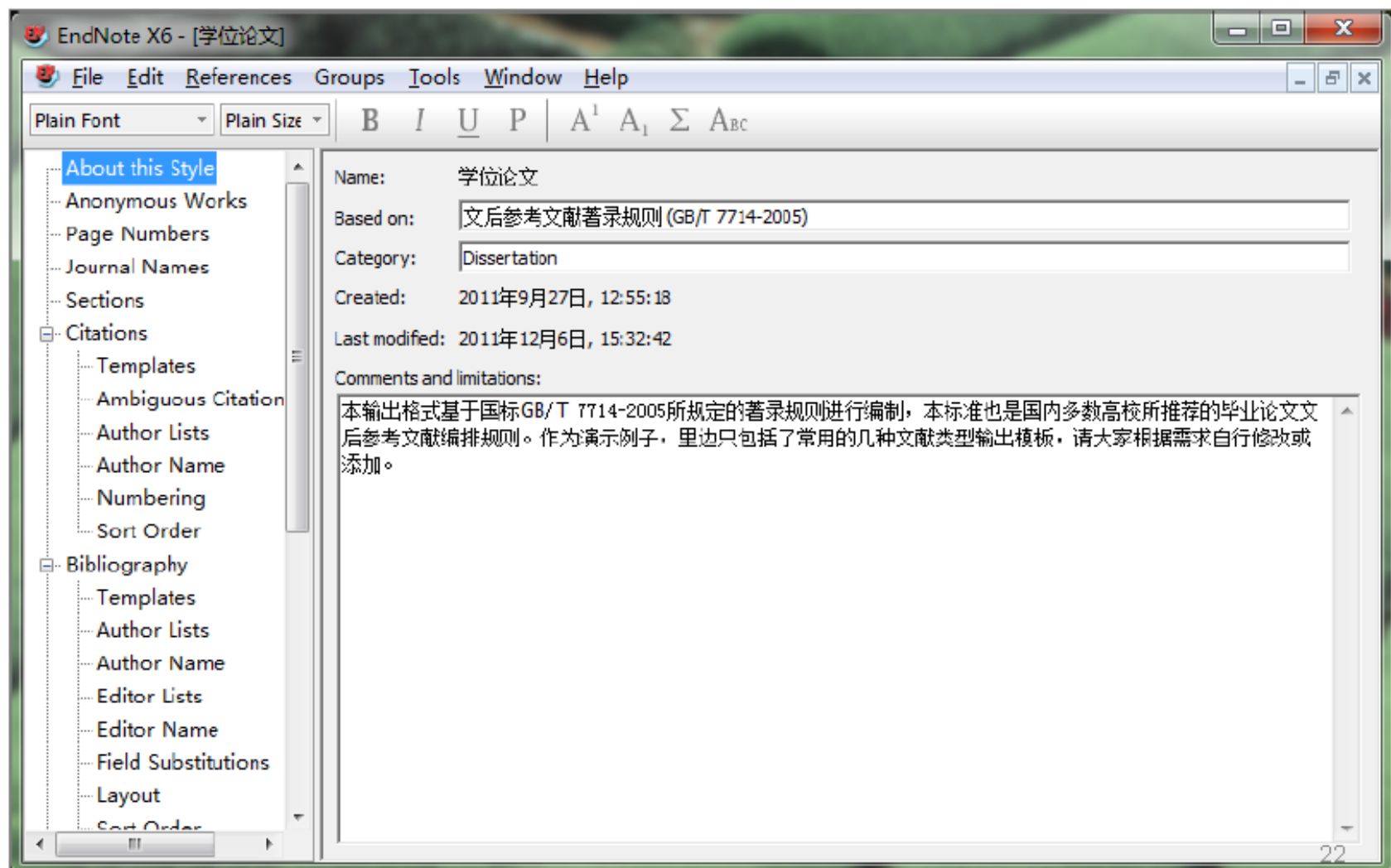
根据GB/T 7714-2005建立Output Style

The screenshot shows the EndNote X6 interface. The 'File' menu is open, and the 'Output Styles' option is selected. A sub-menu is displayed, with 'New Style...' highlighted. In the background, a list of references is visible, with the following entries highlighted by a red box:

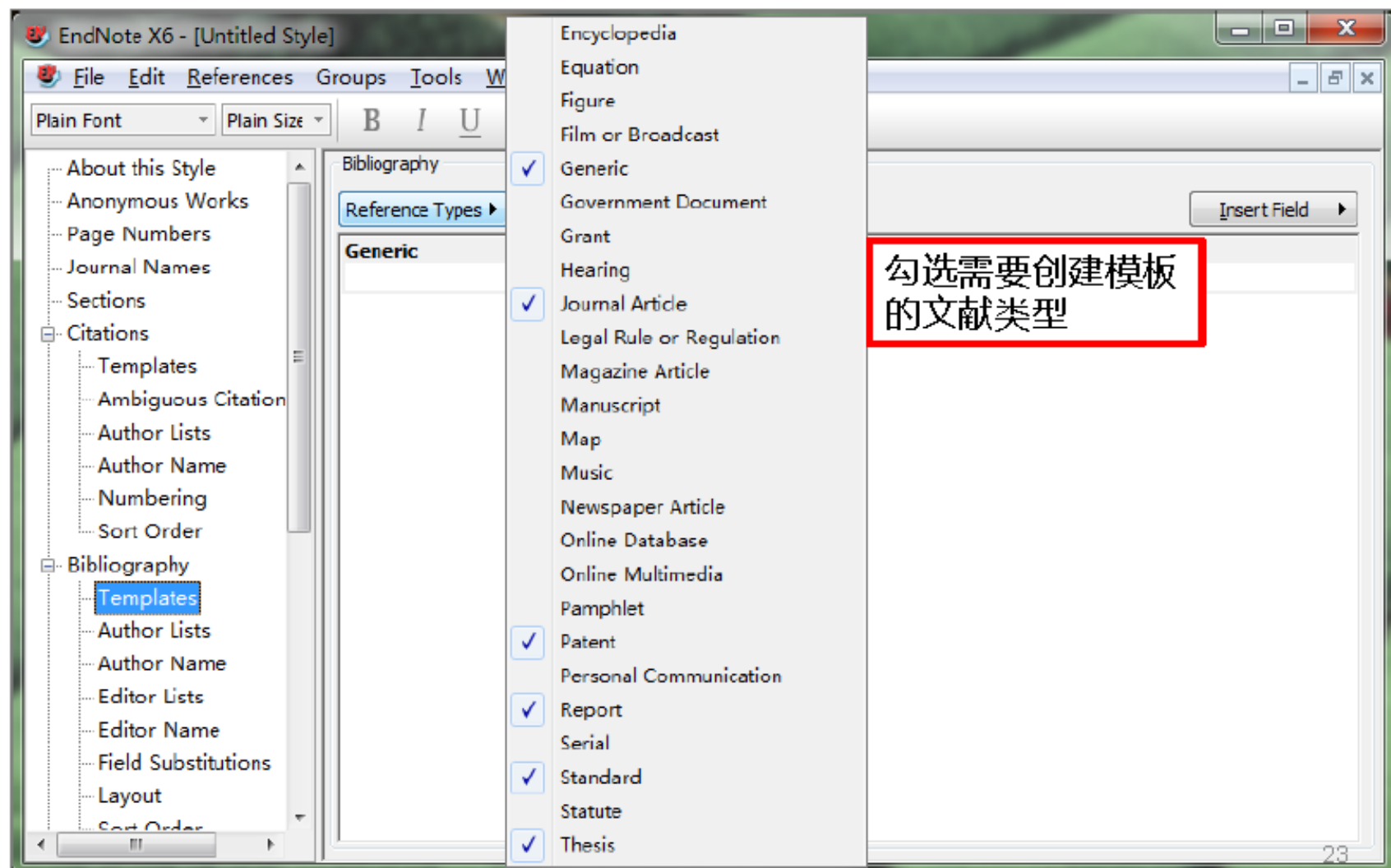
Year	Title	Rating
2010	石墨烯负载Pt催化剂的...	...
2010	石墨烯负载Pt催化剂的...	...

The status bar at the bottom indicates 'Showing 2 of 2 references.'

新建Output Style的说明页



新建O.S.的关键: 1.创建参考文献模板



按照要求排列字段并添加标点及分隔符

The screenshot shows the EndNote X6 interface with the 'Bibliography' field list open. The 'Author' field is selected. A red box highlights the following text:

著作格式: 作者. 题名 [M]. 版本项.
出版地: 出版者, 出版年: 起-止页码.

The field list on the right includes: Forced Separation, Link Adjacent Text, Singular/Plural, Record Number, Reference Type, Author, Year, Title, Series Editor, Series Title, Place Published, Publisher, Volume, Number of Volumes, Series Volume, Number of Pages, Pages, Editor, Edition, Date, Type of Work, Translator, Short Title, and Abbreviation.

著作类模板编排成功

EndNote X6 - [Untitled Style]

File Edit References Groups Tools Window Help

Plain Font Plain Size B I U

Bibliography

Reference Types

Generic

Book

Author, Title, [M], Edition, City, Publisher, Year, Pages

Journal Article

Thesis

Report

Standard

Patent

Field Substitutions

Layout

Sort Order

End of Paragraph

Tab

Forced Separation

Link Adjacent Text

Singular/Plural

Insert Field

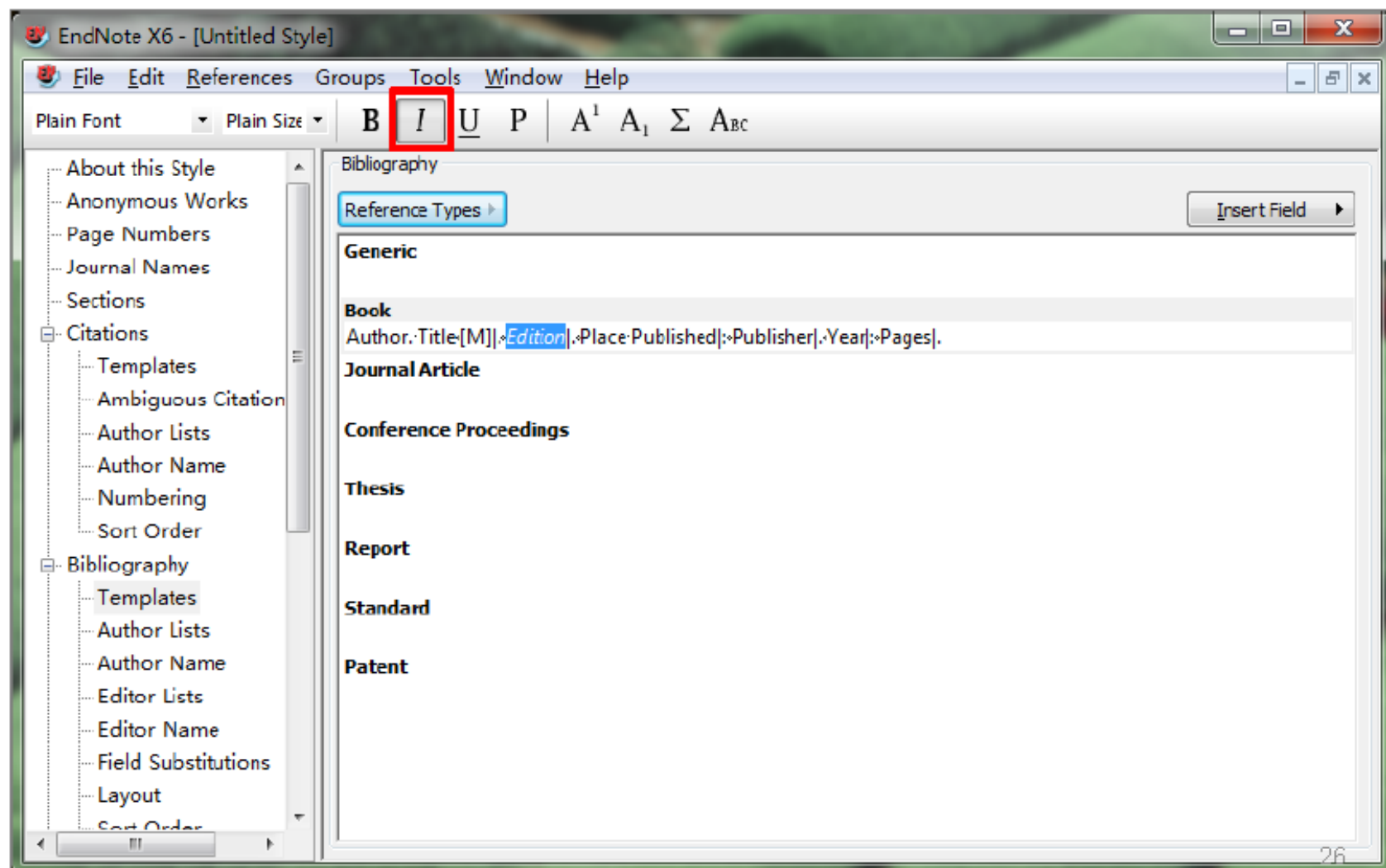
著作要求: 作者. 题名 [M]. 版本项. 出版地: 出版者, 出版年: 起-止页码.

特殊格式符号的用法详见help文件:

1. Volume: Issue
2. Volume|Issue

使用强制分隔符和相邻文本连接符之后将解决上述问题

更改字体: 将Edition设为斜体



更改字体:将Year设为粗体

EndNote X6 - [Untitled Style]

File Edit References Groups Tools Window Help

Plain Font Plain Size **B** I U P A¹ A₁ Σ A_{BC}

Bibliography

Reference Types ▾ Insert Field ▸

Generic

Book
Author. Title[M]. Edition. Place Published. Publisher. Year. Pages.

Journal Article

Conference Proceedings

Thesis

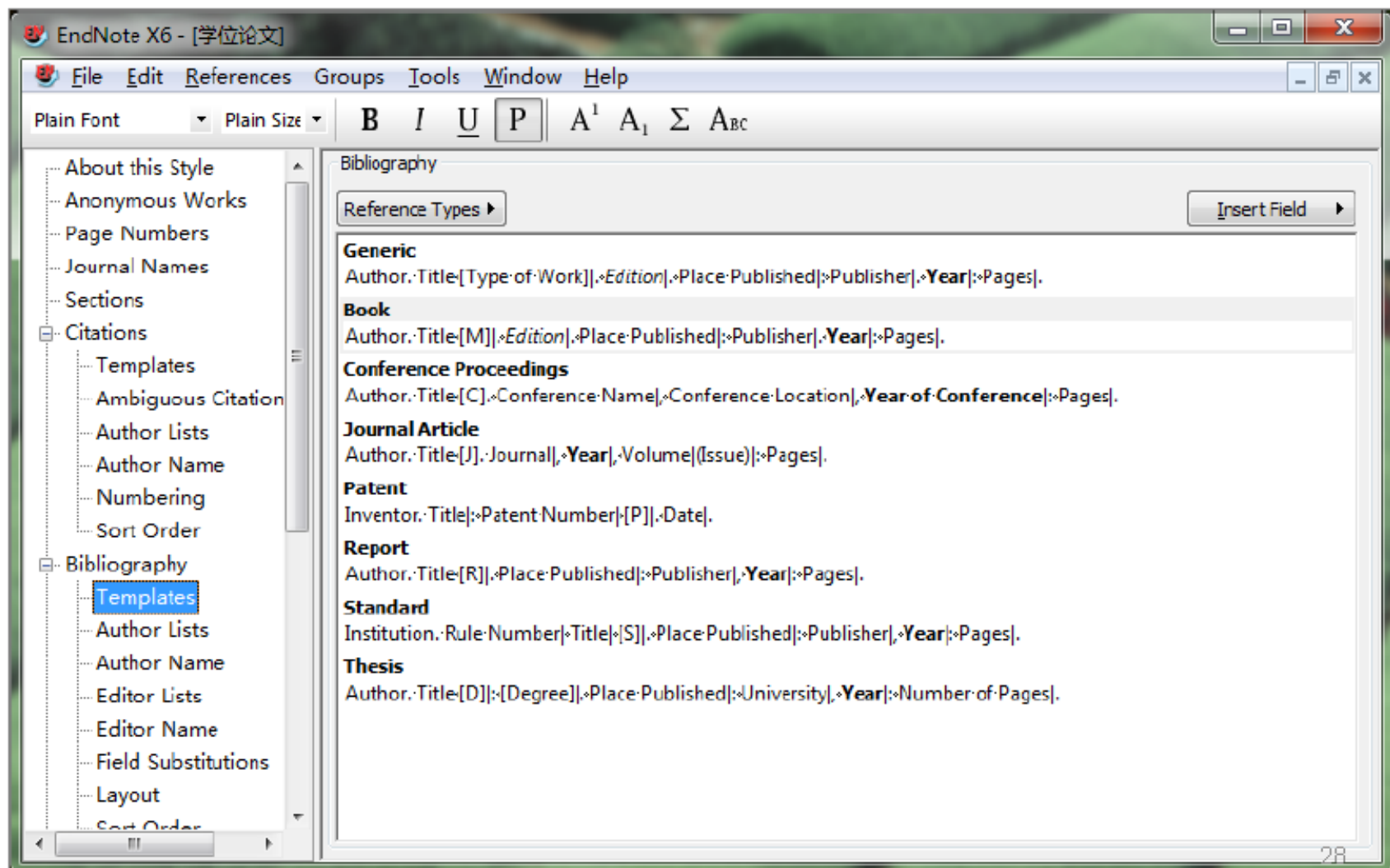
Report

Standard

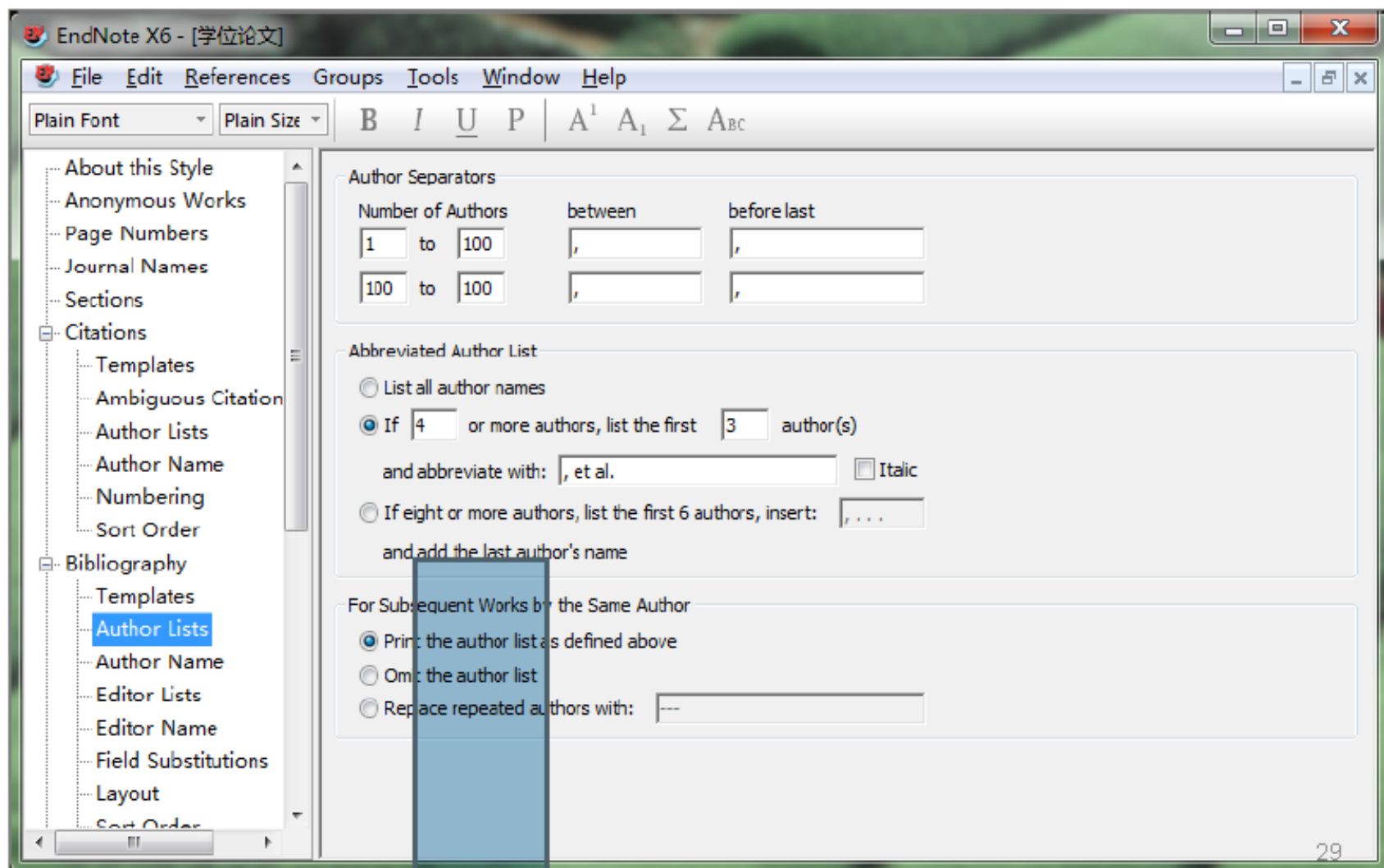
Patent

27

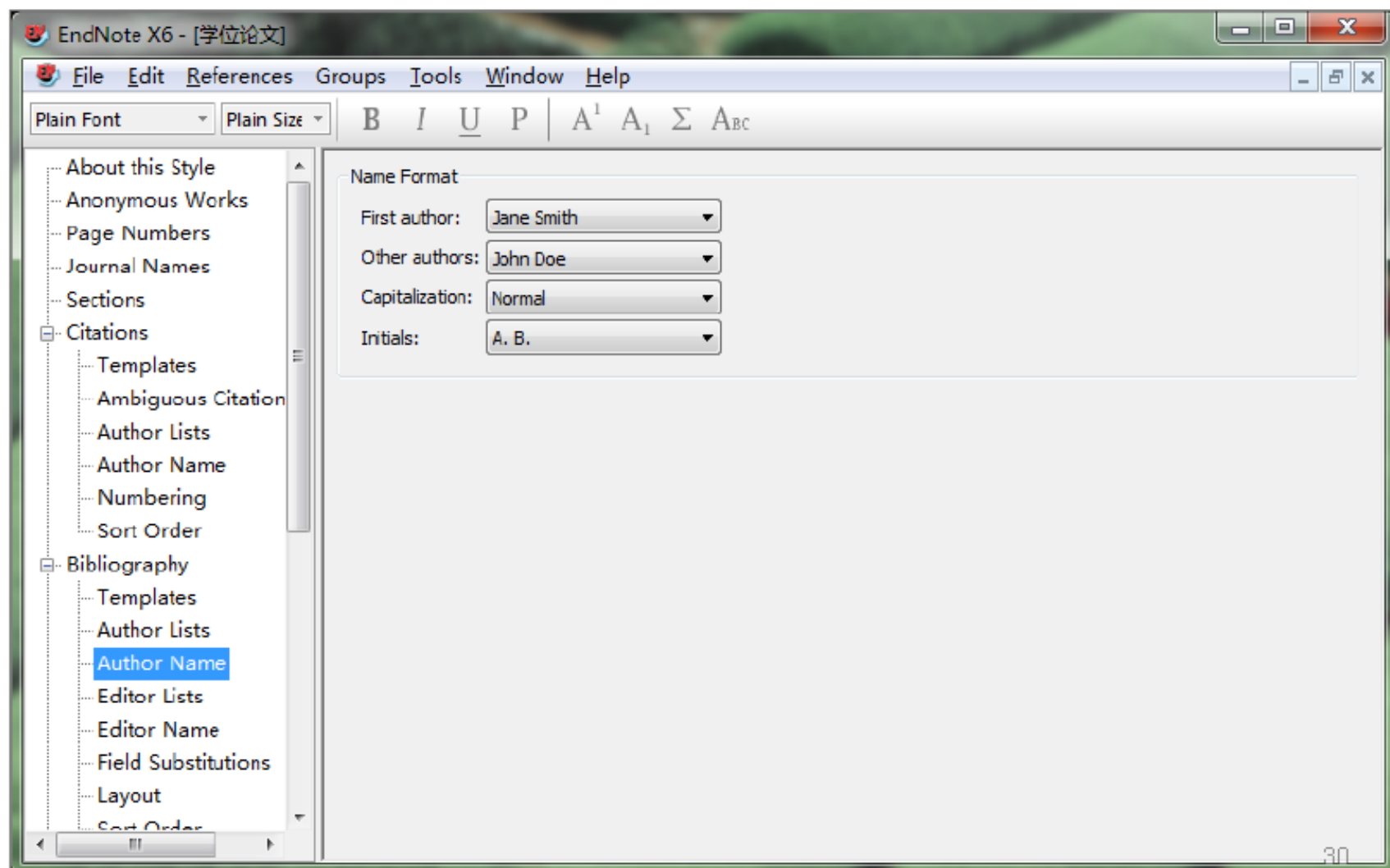
7种类型参考文献输出模板编排完成



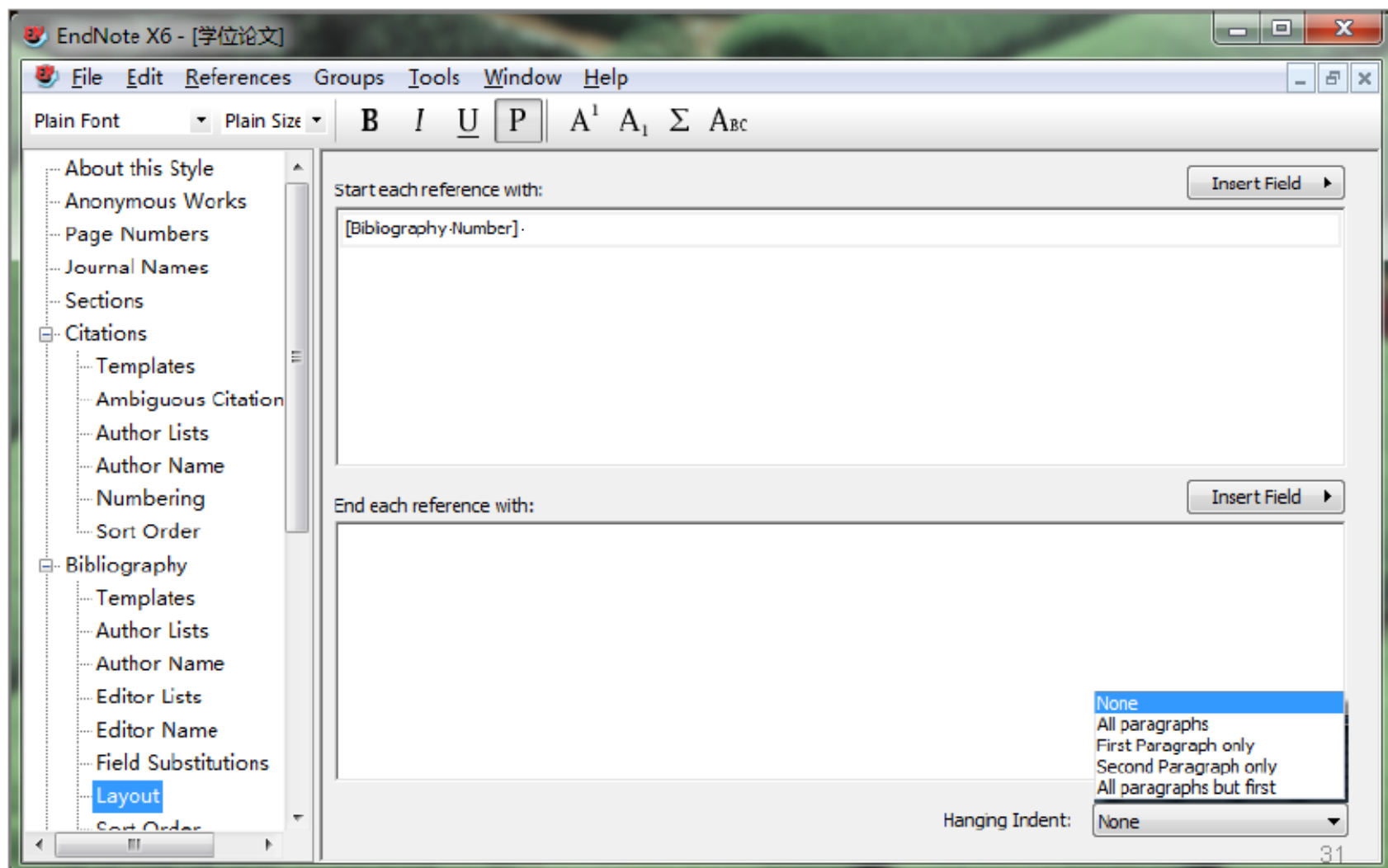
设置作者列表的格式



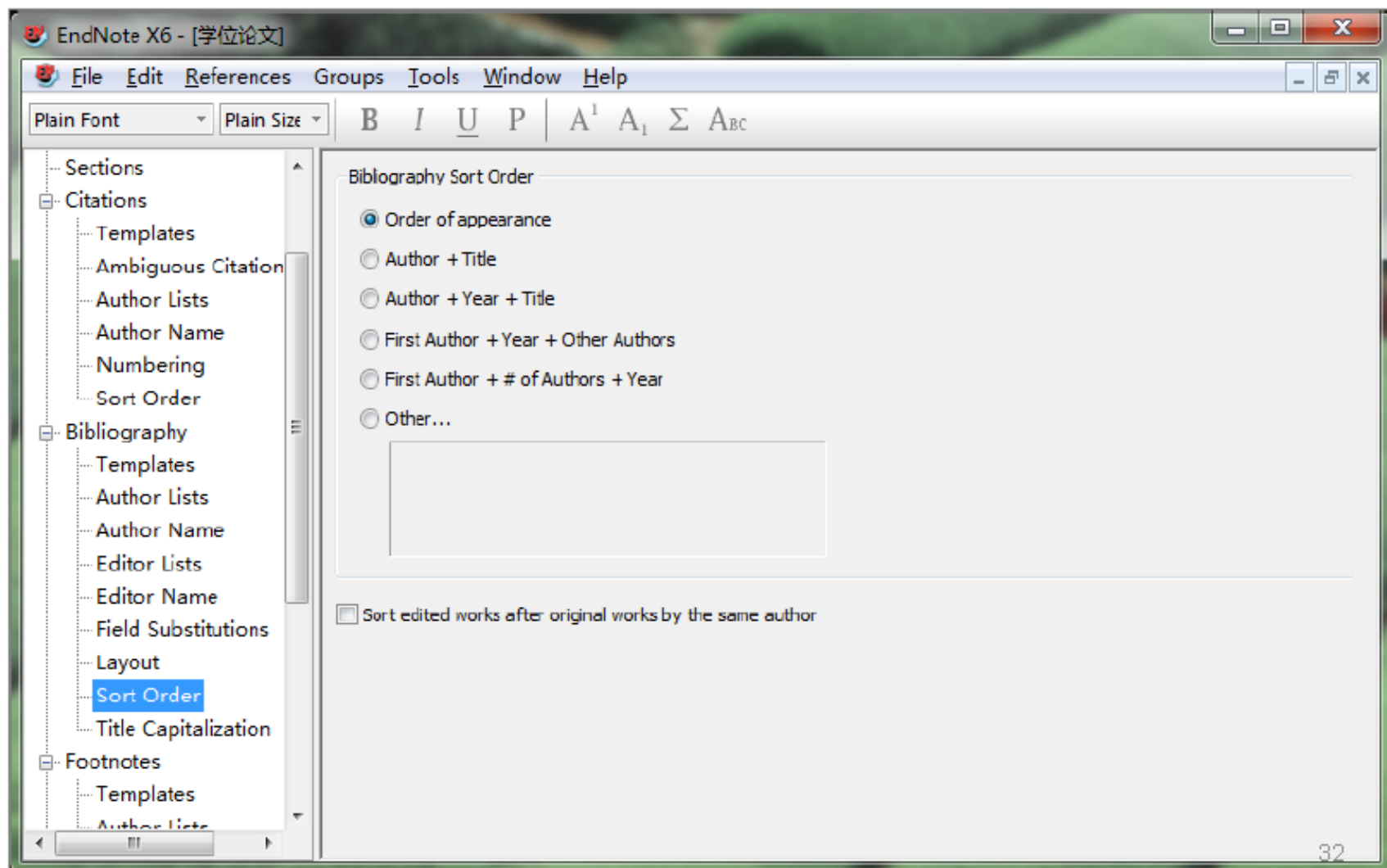
设置作者名的格式



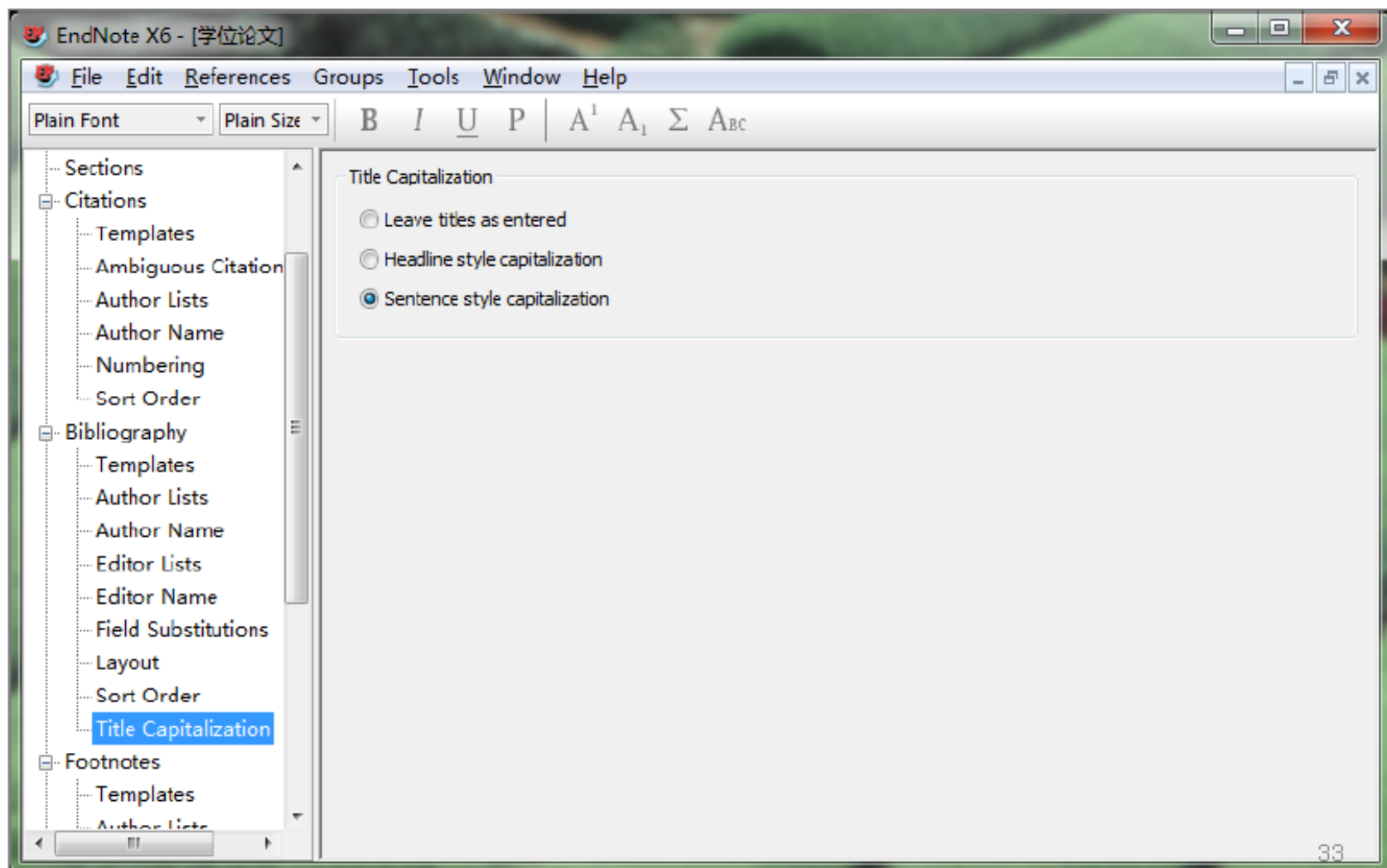
设置参考文献前、后及缩进的格式



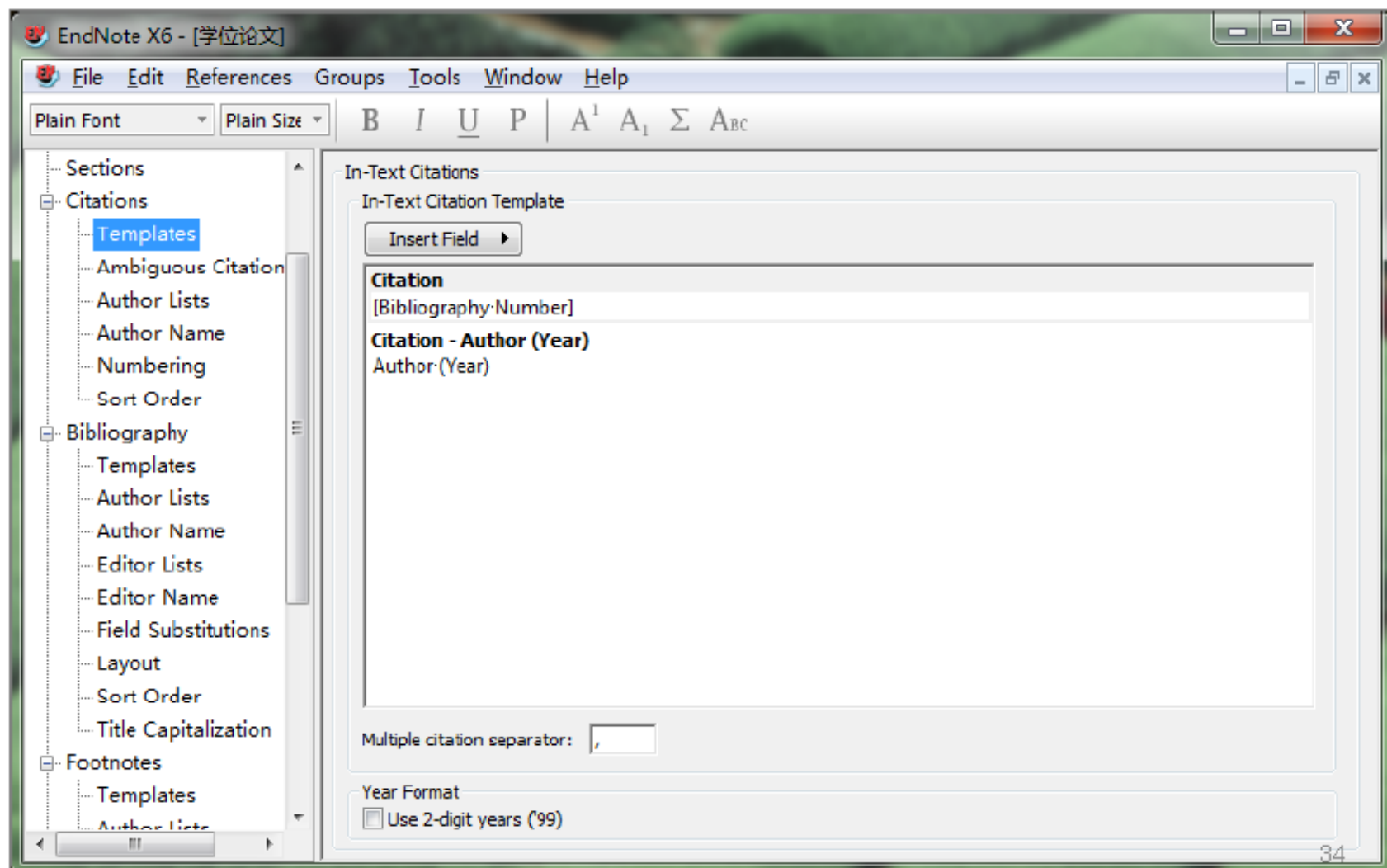
设置参考文献排序依据



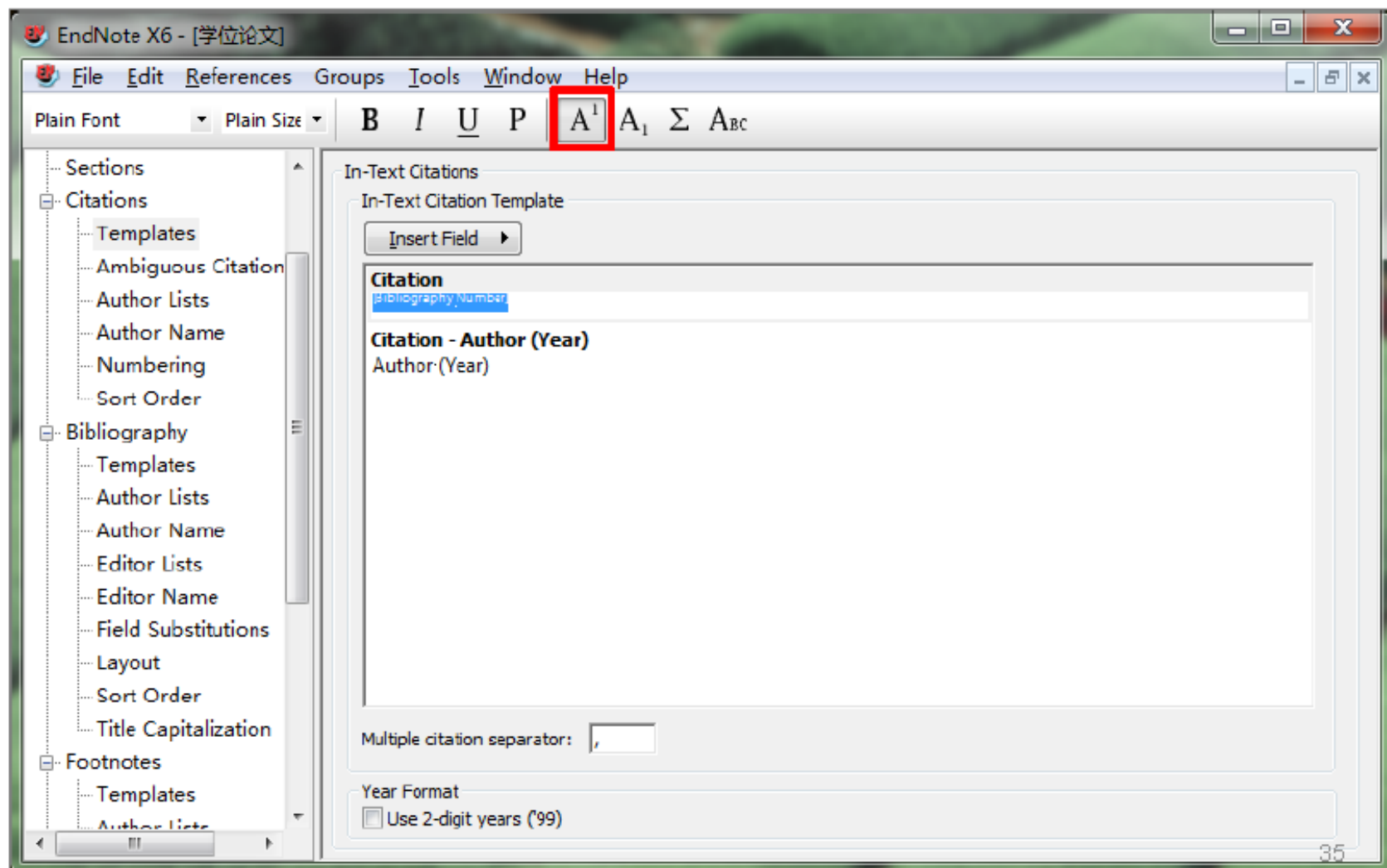
设置参考文献标题的格式



新建O.S.的关键: 2.创建引用模板



将引用标记字体设为上标



设置引文编号的格式

EndNote X6 - [学位论文]

File Edit References Groups Tools Window Help

Plain Font Plain Size B I U P A^1 A_1 Σ A_{BC}

Sections

- Citations
 - Templates
 - Ambiguous Citation
 - Author Lists
 - Author Name
 - Numbering**
 - Sort Order
- Bibliography
 - Templates
 - Author Lists
 - Author Name
 - Editor Lists
 - Editor Name
 - Field Substitutions
 - Layout
 - Sort Order
 - Title Capitalization
- Footnotes
 - Templates
 - Author Lists

All References

☒ Use ranges for consecutive citations (e.g. 1-3 or 1a-f)

Grouped References

☐ Use one number for references cited together

Separate in bibliography with: ;

Composite Citations

☐ Use letters to separate grouped references

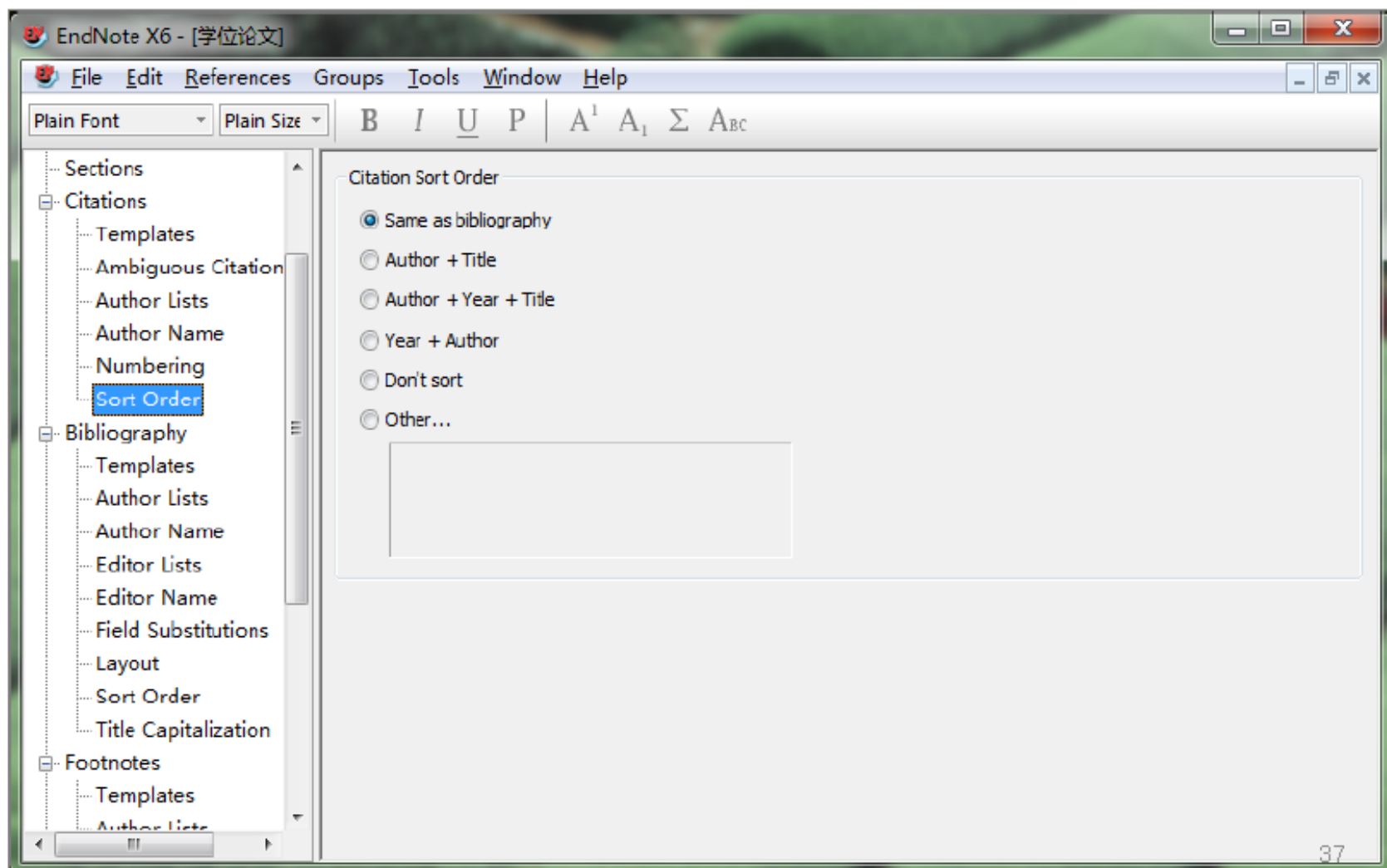
Present letters in: Lowercase

In-text

(18) (a) Campeau, L.-C.; Parisien, M.; Fagnou, K. *J. Am. Chem. Soc.* 2004, 126, 9186. (b) Leblanc, M.; Fagnou, K. *Org. Lett.* 2005, 7, 2849. (c) Huang, C.; Gevorgyan, V. *Org. Lett.* 2010, 12, 2442. (d) Hughes, C. C.; Trauner, D. *Angew. Chem., Int. Ed.* 2002, 41, 1569.

dx.doi.org/10.1021/ja2007438 | *J. Am. Chem. Soc.* 2011, 133, 6868–6870

设置引文标记排序依据



利用Footnotes在脚注生成参考文献

The screenshot shows the EndNote X6 interface. On the left, the 'Footnotes' menu is expanded, and 'Templates' is selected. The main window displays a text snippet with a red box highlighting a paragraph and its corresponding footnotes. The text reads: 'not to be cytotoxic even if they are effectively internalized by human fibroblast cells.⁴⁶ We speculate that the low cytotoxicity of such particles could be attributed to the free radical'. Below the text, the footnotes are listed: (53) Lotti, L. V.; Hand, A. R. *Cell Tissue Res.* **1989**, 255 (2), 333–342. (54) Gire, V.; Kostrouch, Z.; Bernier-Valentin, F.; Rabilloud, R.; Munari-Silem, Y.; Rousset, B. *Endocrinology* **1996**, 137, 522–532. (55) Garduño, R. A.; Garduño, E.; Hoffman, P. S. *Infect. Immun.* **1998**, 66 (10), 4602–4610. (56) Goluszko, P.; Selvarangan, R.; Popov, V.; Pham, T.; Wen, J. W.; Singhal, J. *Infect. Immun.* **1999**, 67 (8), 3989–3997. At the bottom, a page number '40' and journal information 'J. AM. CHEM. SOC. ■ VOL. 133, NO. 1, 2011' are visible.

EndNote X6 - [学位论文]

File Edit References Groups Tools Window Help

Plain Font Plain Size B I U P A¹ A₁ Σ A_{BC}

Templates
Author Lists
Author Name
Editor Lists
Editor Name
Field Substitutions
Layout
Sort Order
Title Capitalization
Footnotes
Templates
Author Lists
Author Name
Editor Lists
Editor Name
Field Substitutions
Repeated Citations
Title Capitalization
Figures & Tables
Figures
Tables

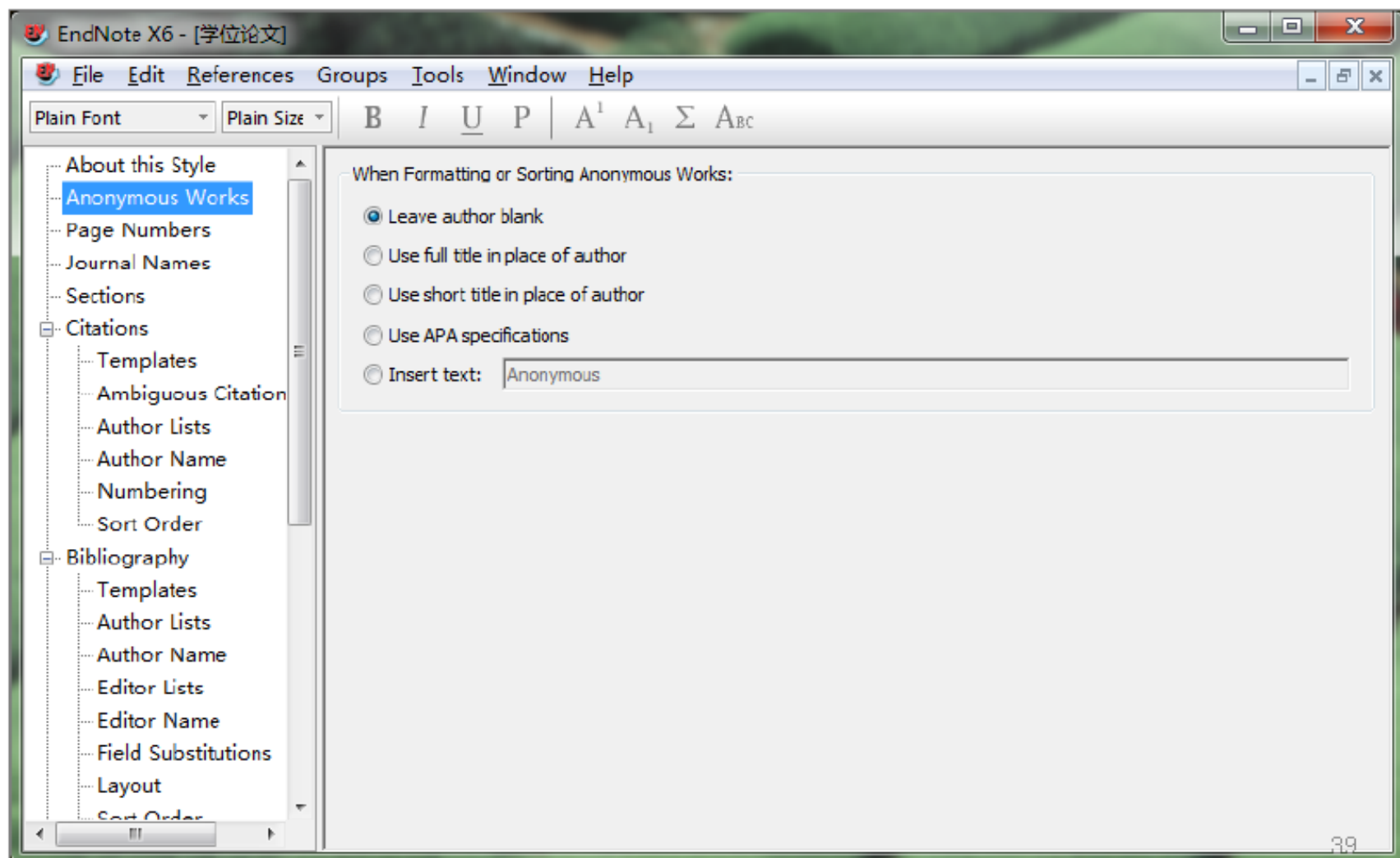
Format citations in footnotes: Same as bibliography
Include citations in bibliography: Same as bibliography
Multiple Citation separator: ,
When using the short form, include the title field only when needed to disambiguate a citation

not to be cytotoxic even if they are effectively internalized by human fibroblast cells.⁴⁶ We speculate that the low cytotoxicity of such particles could be attributed to the free radical

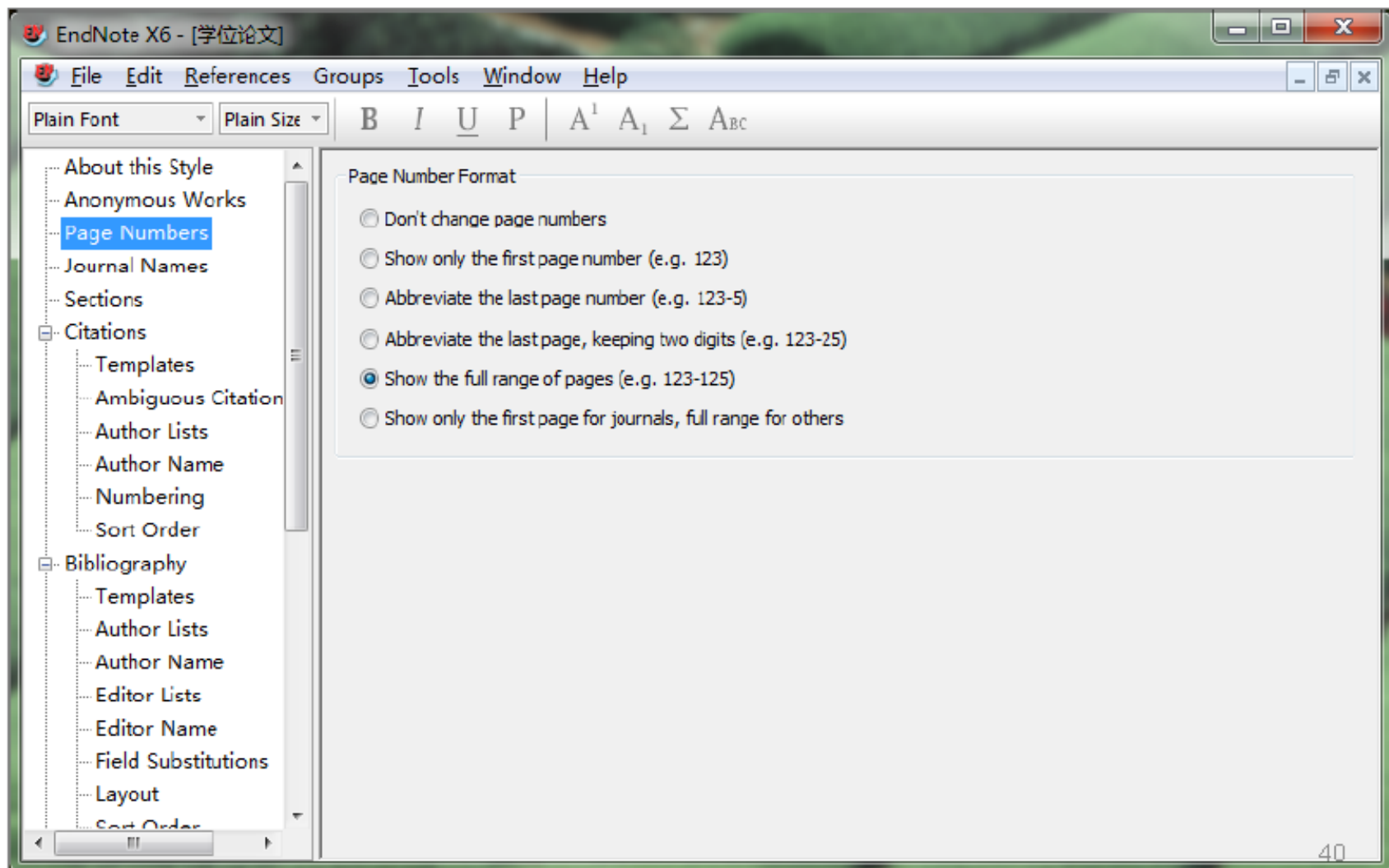
(53) Lotti, L. V.; Hand, A. R. *Cell Tissue Res.* **1989**, 255 (2), 333–342.
(54) Gire, V.; Kostrouch, Z.; Bernier-Valentin, F.; Rabilloud, R.; Munari-Silem, Y.; Rousset, B. *Endocrinology* **1996**, 137, 522–532.
(55) Garduño, R. A.; Garduño, E.; Hoffman, P. S. *Infect. Immun.* **1998**, 66 (10), 4602–4610.
(56) Goluszko, P.; Selvarangan, R.; Popov, V.; Pham, T.; Wen, J. W.; Singhal, J. *Infect. Immun.* **1999**, 67 (8), 3989–3997.

40 J. AM. CHEM. SOC. ■ VOL. 133, NO. 1, 2011

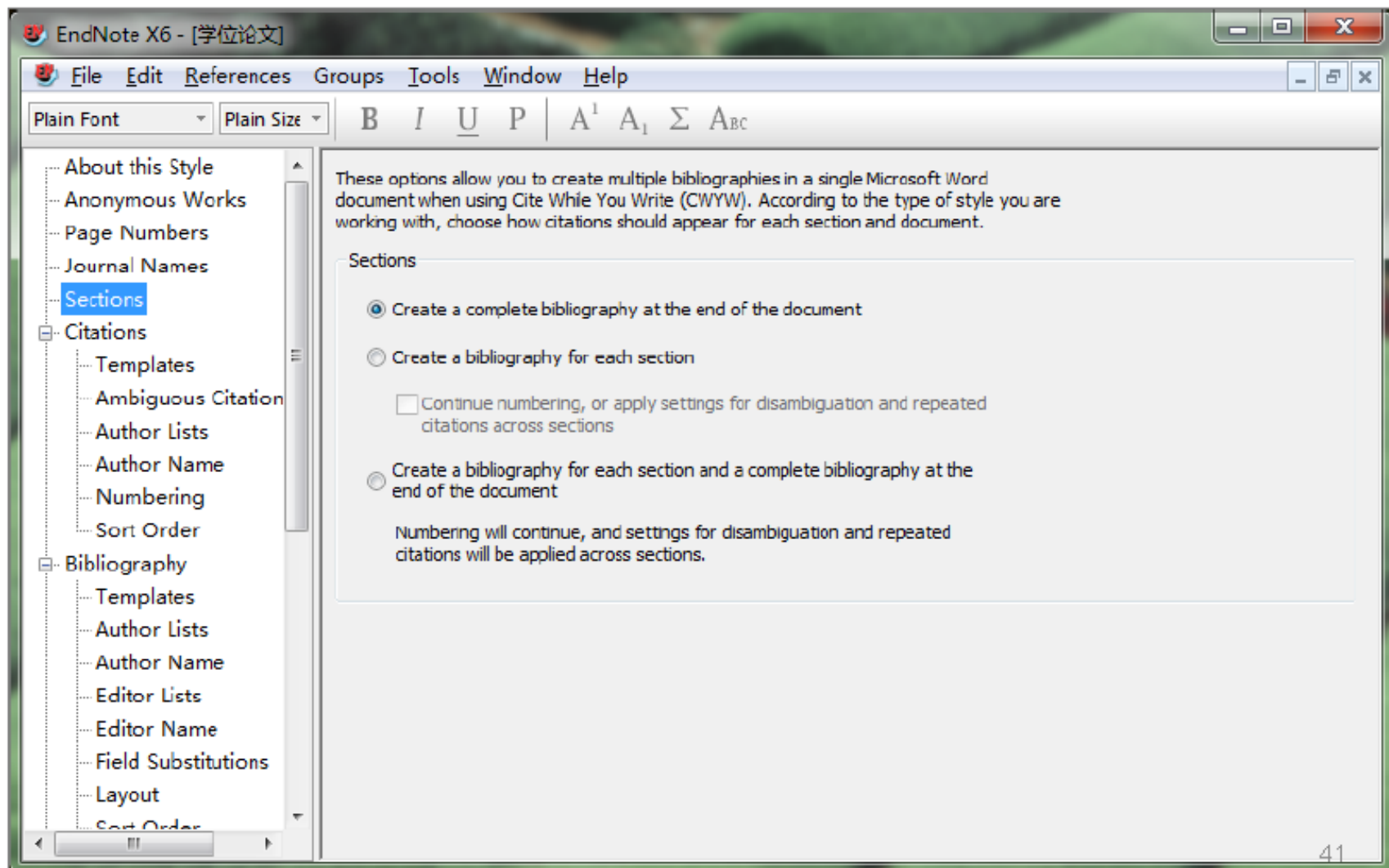
设置匿名作品的作者格式



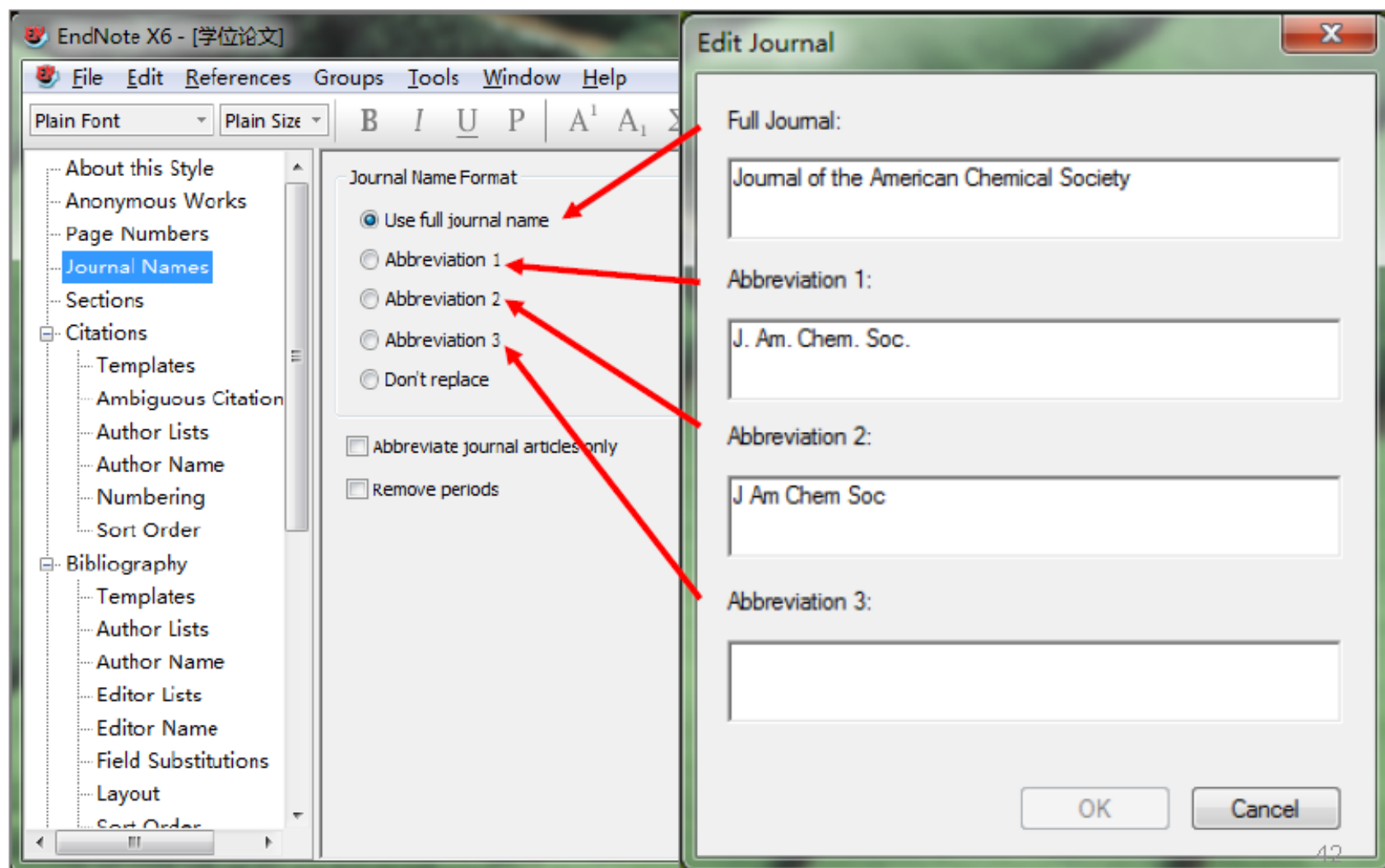
设置参考文献中页码的格式



选择生成参考文献列表的位置



设置期刊名称的格式



调用Term Lists完成期刊的全/简称转换

The screenshot displays the EndNote X6 application window. The 'Tools' menu is open, and the 'Define Term Lists...' option is highlighted with a red rectangle. The interface includes a left sidebar with 'My Library' and 'Online Search' sections, a central menu bar, and a right pane showing a list of references. The status bar at the bottom indicates 'Showing 2 of 2 references.'

EndNote X6 - [My EndNote Library]

Tools Menu:

- Search Library... (Ctrl+F)
- Spell Check (Ctrl+Y)
- Cite While You Write [CWYW]
- Online Search...
- Format Paper
- Change/Move/Copy Fields...
- Sync
- Open Term Lists
- Define Term Lists... (Ctrl+4)**
- Link Term Lists... (Ctrl+3)
- Sort Library...
- Recover Library...
- Library Summary...
- Subject Bibliography...
- Manuscript Templates...

Left Sidebar:

- My Library
 - All References (2)
 - Unfiled (2)
 - Trash (0)
- My Groups
- Online Search
 - Library of Con... (0)
 - LISTA (EBSCO) (0)
 - PubMed (NLM) (0)
 - U Manchester (0)
 - Web of Scien... (0)
 - more...
- Find Full Text

Right Pane (References):

Title	Rating
石墨烯负载Pt催化剂的...	...
石墨烯负载Pt催化剂的...	...

Bottom Pane (Reference Details):

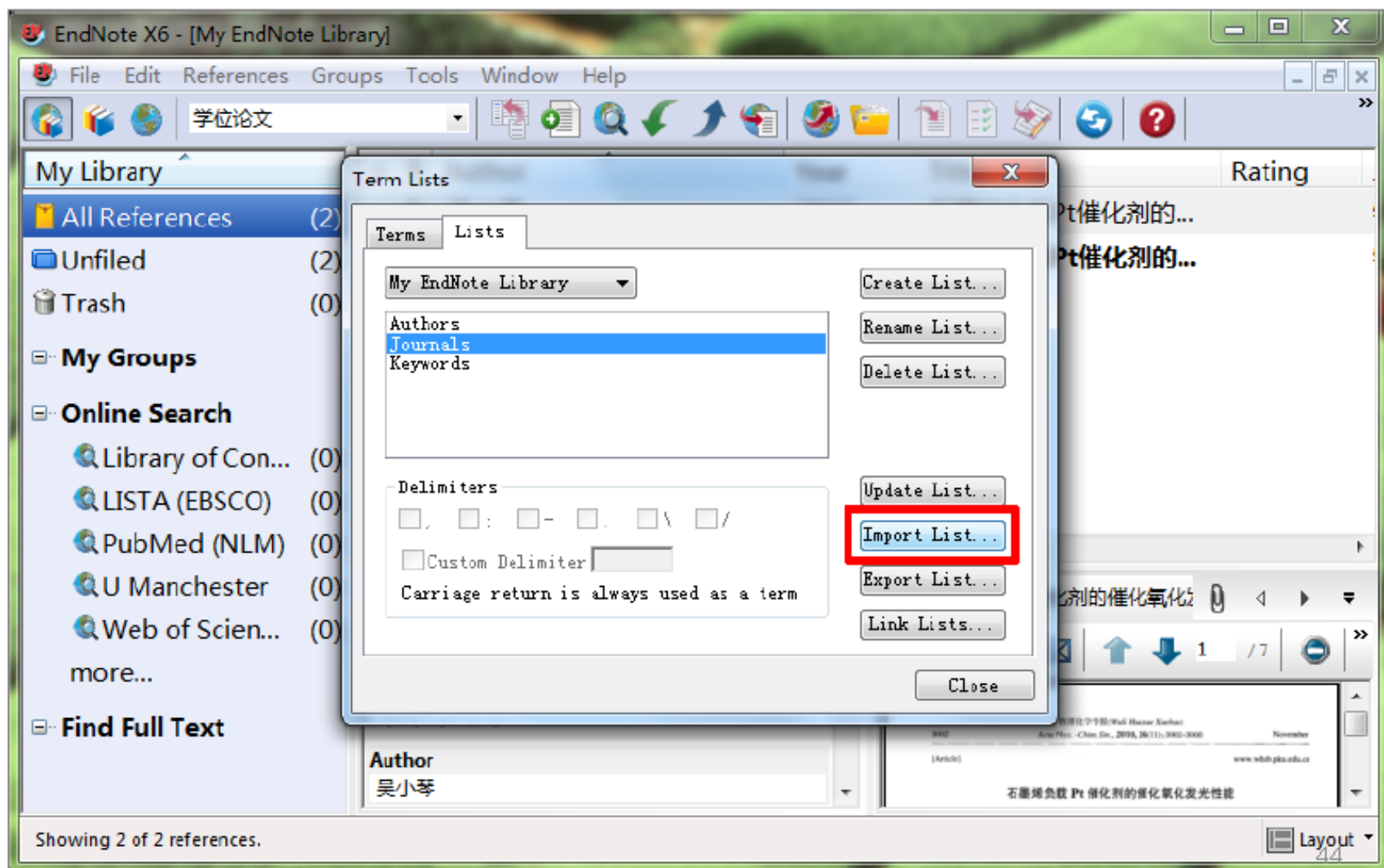
Author: 吴小琴

Article: 石墨烯负载 Pt 催化剂的催化氧化发光性能

Showing 2 of 2 references.



导入EndNote自带的Journal Lists



可对期刊列表进行新增、修改和删除

EndNote X6 - [My EndNote Library]

File Edit References Groups Tools Window Help

学位论文

My Library

- All References (2)
- Unfiled (2)
- Trash (0)
- My Groups
- Online Search
 - Library of Con... (0)
 - LISTA (EBSCO) (0)
 - PubMed (NLM) (0)
 - U Manchester (0)
 - Web of Scien... (0)
 - more...
- Find Full Text

Term Lists

Terms Lists

1356 Journals in the Journals List:

Full Journal	Abbreviation
Accounts of Chemical Rese...	Acc. Chem. Re
ACH - Models in Chemistry	ACH - Models
ACI Materials Journal	ACI Mater. J.
ACS Symposium Series	ACS Symp. Ser
Acta Biochimica Polonica	Acta Biochin.
Acta Biotechnologica	Acta Biotechn
Acta Chemica Scandinavica	Acta Chem. Sc
Acta Chemica Scandinavica...	Acta Chem. Sc

Hint: Hold the Ctrl key to select

New Term...
Edit Term...
Delete Term
Insert Term

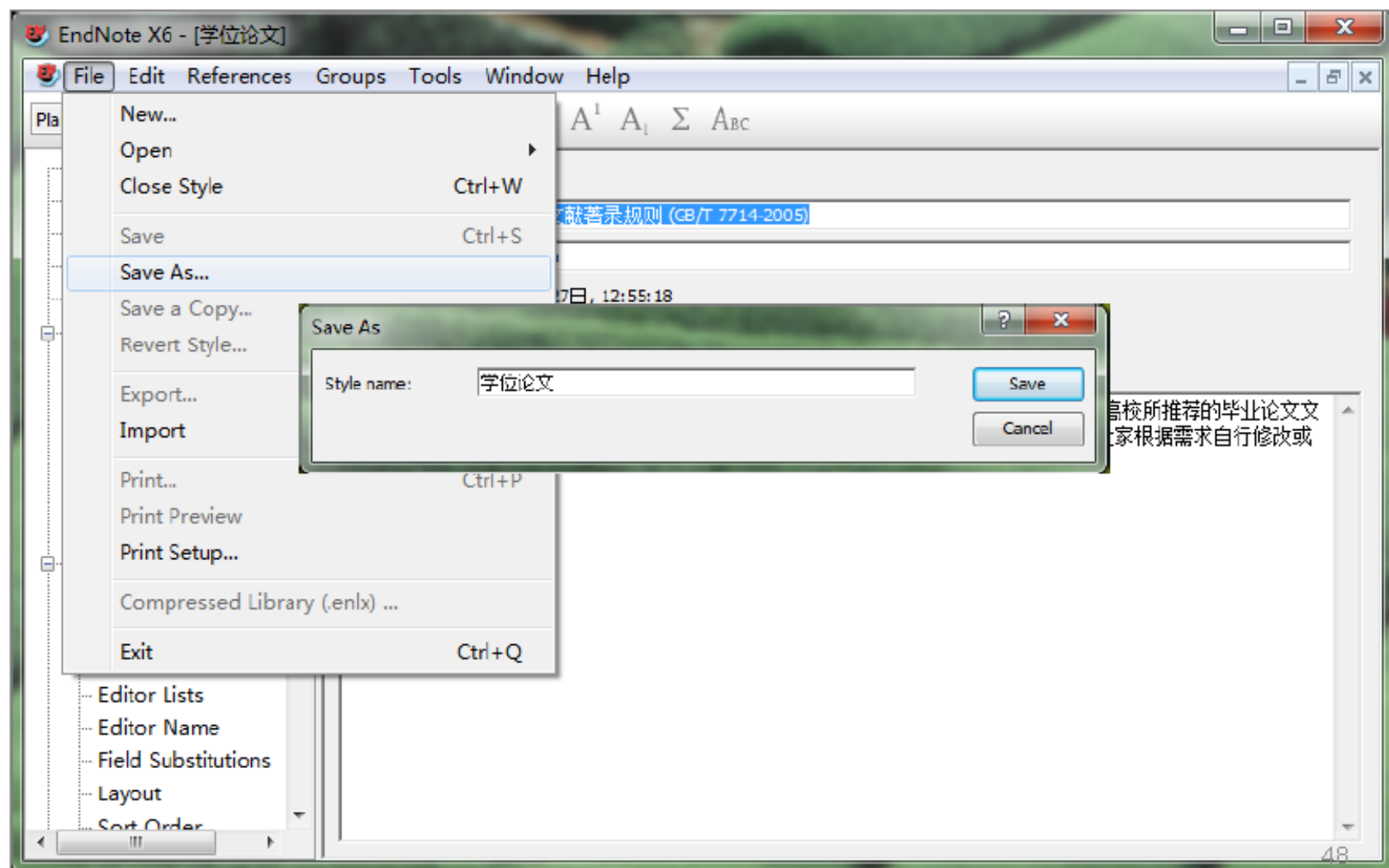
Close

Author
吴小琴

Showing 2 of 2 references.

Layout

保存并命名新建立的Output Style



Output Style建立小结

- ◆ 按照参考文献的要求排列字段，添加标点及分隔符并设定各字段样式，创建Bibliography Templates
- ◆ 按照参考文献的要求设定引用标记格式，创建Citations Templates
- ◆ 调整Output Style中的其他设置
- ◆ 利用新建Output Style生成参考文献列表，检查格式是否与要求相符
- ◆ 针对出现的问题修改Output Style
- ◆ 建议选择类似的Output Style进行修改

内容提纲

- 一．参考文献的撰写要求？
- 二．如何找到您投稿期刊的参考文献格式？
- 三．如何编辑您需要的参考文献格式？
 - 如何编辑中文期刊和学位论文投稿格式？
 - 如何分章节插入参考文献？
 - 如何在参考文献中插入期刊缩写名称？
- 四．如何实现团队共享（X8新功能）？
- 五．如何对Endnote进行个性化设置？



实现团队共享 (X8新功能)

EndNote X8 - [big d]

File Edit Referen

My Library

All References

Sync Status...

Recently Added

Unfiled

Trash

Unfiled Groups

biohydrogen

high temperature

My Publications

Publication List 1

Publication List 2

My Groups

Find Full Text

Sharing

Find People

Share with	Status
Chao Zhang	Member
liz@mail.las.ac.cn	Pending
pengh@mail.las.ac.cn	Pending
wanyu zhao	Member
weir@mail.las.ac.cn	Pending

Invite More People

Enter email addresses separated by commas

Add a message: (optional)

Invite

Match Case Match Words

Title

基于SQL Server 2000的...

用SQL Server2000构建数...

大数据管理:概念、技术...

网络大数据:现状与展望

各子机数据挖掘方法

数据挖掘集成技术研究...

用于数据挖掘的聚类算法

智能电网大数据处理技...

Psychological and Social F...

Exploration on efficient si...

Big Data as the Universal ...

Data-mining application a...

Deploying 5G-Technologi...

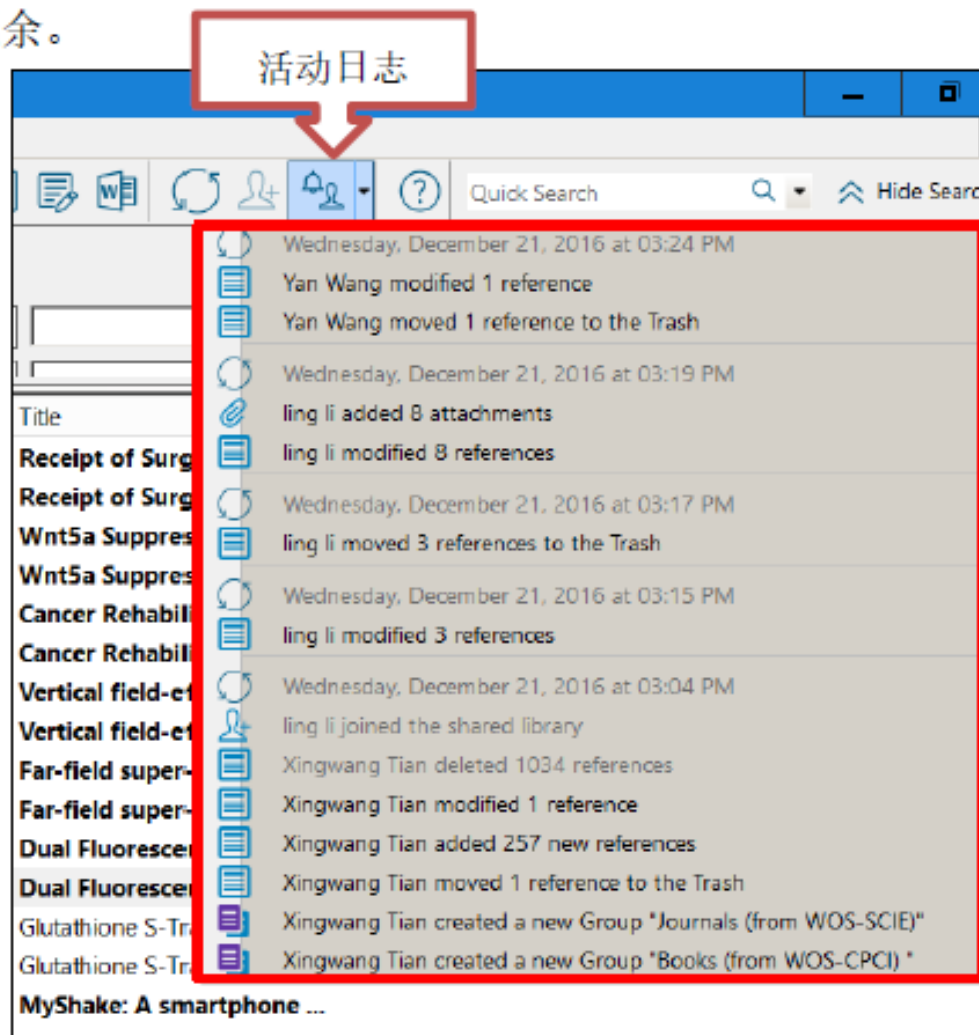
The Sensing Business Mo...

A New Location-Aware C...

合作研究的趋势锐不可当，
EndNote X8顺应潮流，支持与多达100人共享文献库。团队成员都可向共享文献库即时添加文献、注释、引用文献，并可享受无限制的云端存储空间。

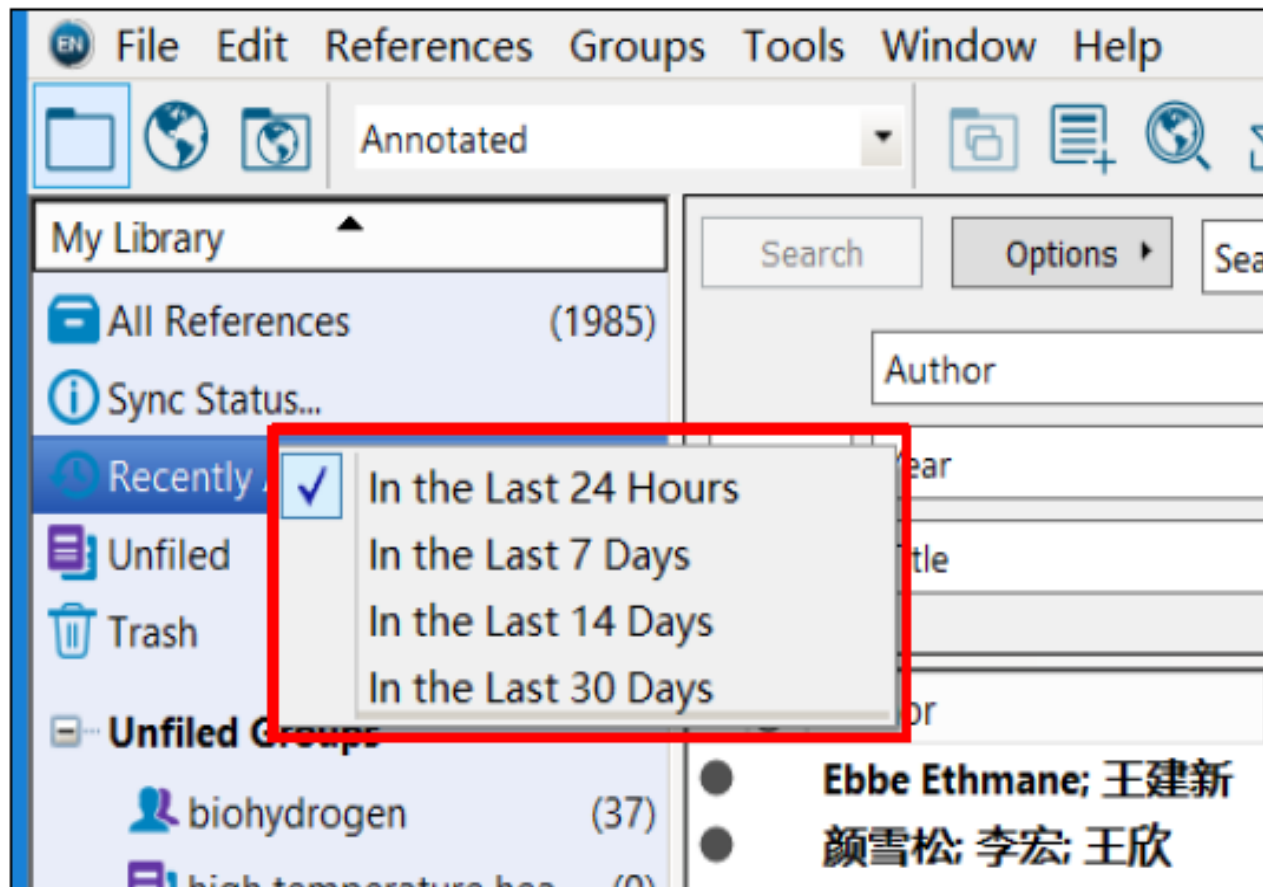
实现团队共享（X8新功能）

通过活动日志（activity feed），随时知晓谁加入了共享、谁更改了数据，更改内容和时间，团队动态一览无余。



实现团队共享（X8新功能）

在左侧面板中右击“Recently Added”，可快速查找到最近某段时间添加的文献。



内容提纲

- 一．参考文献的撰写要求？
- 二．如何找到您投稿期刊的参考文献格式？
- 三．如何编辑您需要的参考文献格式？
 - 如何编辑中文期刊和学位论文投稿格式？
 - 如何分章节插入参考文献？
 - 如何在参考文献中插入期刊缩写名称？
- 四．如何实现团队共享（X8新功能）？
- 五．如何对Endnote进行个性化设置？





对EndNote进行个性化设置

EndNote X8 - [big data.enl] EndNote Preferences

File Edit References Groups Tools

My Libraries

All References

Sync

Recent

Unfiled

Trash

Unfiled

Font

Size

Style

Output Styles

Import Filters

Connection Files

Preferences...

My Groups

Find Full Text

Change Case

Display Fields

Display Fonts

Duplicates

Find Full Text

Folder Locations

Formatting

Libraries

PDF Handling

Read / Unread

Reference Types

Sorting

Spell Check

Sync

Temporary Citations

Term Lists

URLs & Links

Fields to display in the library window

Position	Field	Heading
Column	Read/Unread Status	
Column	File Attachments	
Column	Author	Author
Column	Year	Year
Column	Journal/Secondary Title	Journal
Column	Title	Title
Column	Rating	Rating
Column	Research Notes	Research Notes
Column	Label	Label
Column 10:	[Do not display]	

Note: Selecting the 'Figure' and 'File Attachment' fields will display an icon in the library window.

☒ Display all authors in the Author field.

Showing 1985 of 1985 references.

个性化设置项目



院内咨询与培训联系方式

下载网址：<http://www.las.ac.cn/endnote/endnote.jsp>（中科院用户）

视频课件：<http://il.las.ac.cn/>（中科院用户使用单位邮箱注册和登录）

问题咨询：<http://dref.csdli.ac.cn>

预约培训：010-82626379/82629002





参考：文献管理软件Endnote高级功能介绍. 樊建芳.

