

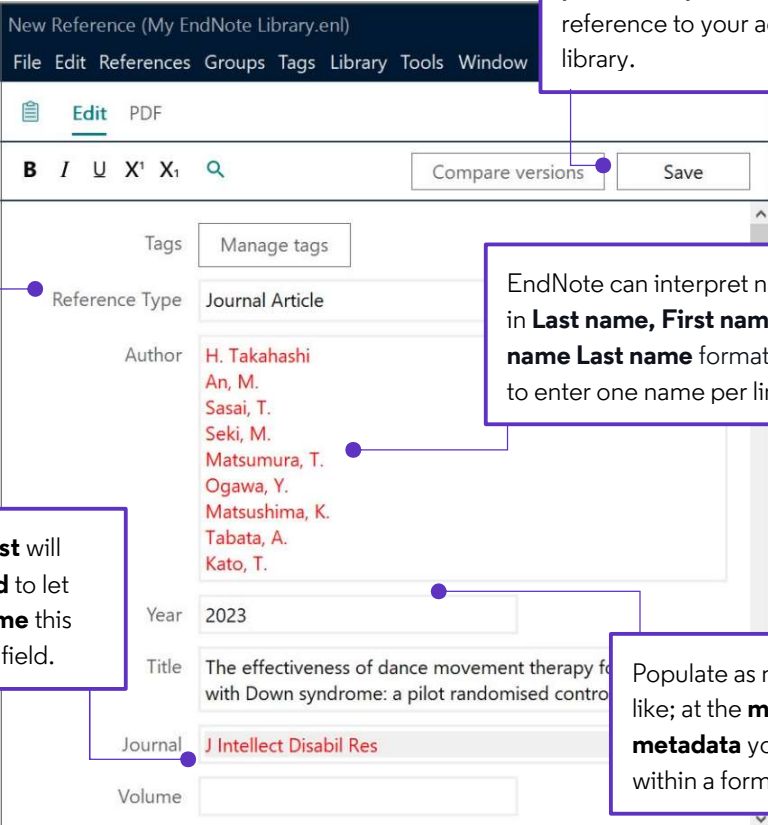
# Adding a new reference

## EndNote 21

You can automatically capture new references in your EndNote library without manually populating the information. You also have the option to manually create an entry in your library for any reference materials you can't capture.

1. Create a **new** entry manually by clicking **References > New Reference** with your EndNote library open.

### New Reference window



Select the appropriate **reference type** to display **field labels** corresponding to the details required for this material.

Press the **Save** button once you're ready to **add** this new reference to your active EndNote library.

EndNote can interpret names in **Last name, First name** or **First name Last name** format. Be sure to enter one name per line.

Fields linked to a **term list** will display **new terms** in **red** to let you know it's the **first time** this term appears within this field.

Populate as many fields as you'd like; at the **minimum**, add the **metadata** you'd like to include within a formatted reference list.

The screenshot shows the 'New Reference' window with the following fields and values:

- Reference Type: Journal Article
- Author: H. Takahashi, An, M., Sasai, T., Seki, M., Matsumura, T., Ogawa, Y., Matsushima, K., Tabata, A., Kato, T.
- Year: 2023
- Title: The effectiveness of dance movement therapy for children with Down syndrome: a pilot randomised controlled trial
- Journal: J Intellect Disabil Res
- Volume: (empty)

# Cite While You Write: Configure Bibliography

## EndNote 21

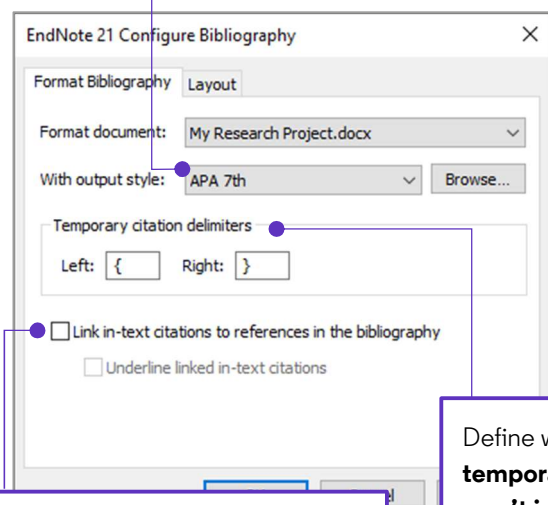
Your designated EndNote output style dictates most in-text citations and bibliography formatting. However, you can customize document-specific settings with the **Configure Bibliography** feature.

1. Open a Microsoft Word document you'd like to customize. Press the diagonal arrow shortcut in the bottom right corner of the Bibliography section on the EndNote 21 tab to access **Configure Bibliography**.

### Configure Bibliography window

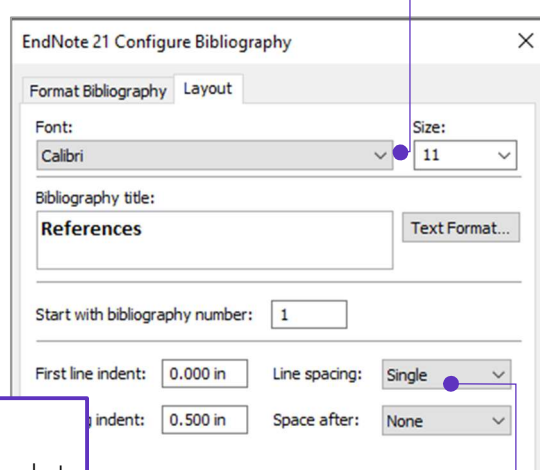
Select the **output style** you'd like to apply to your EndNote-inserted **footnotes/endnotes, citations** and **reference list**.

Designate your preferred **font** and **font size** for the **bibliography** generated by EndNote 21 in this document.



Turn your **formatted citations** into **hyperlinks**, which take your reader to that reference in your **bibliography**.

Define what **surrounds** your **temporary citations**. This bracket **won't impact** your formatted in-text citations.



Apply **single, 1.5, or double** spacing to your bibliography. **Space after** will add blank lines between references.

# Cite While You Write: Edit & Manage Citation(s)

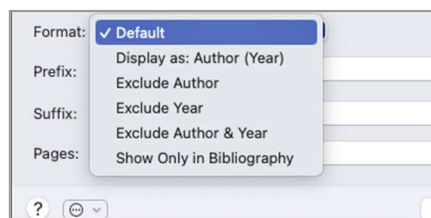
## EndNote 21

Formatting guidelines sometimes require the customization of in-text citations so that specific citations are formatted differently. The Edit & Manage Citation(s) feature of Cite While You Write allows you to make changes on a citation-by-citation basis.

1. Start the citation customization process by **highlighting** the formatted in-text citation that you'd like to modify and then press the **Edit & Manage Citation(s)** shortcut found on the **EndNote 21** tab in Word.

### Edit & Manage Citation(s) settings

2. Use the **Format** menu to customize the appearance of an **individual** in-text citation. You can present author information **outside** the parenthetical citation, **leave out** author details, the **year**, or **both**. You can also instruct EndNote to display this reference in your **bibliography only**.
3. Include a preceding word or phrase to your in-text citation by adding custom text to the **Prefix** field. The **Suffix** field functions similarly, but the Suffix field text appears at the end of your parenthetical citation. EndNote output styles set up to include **Cited Pages** will display a page number or range of pages entered in the **Pages** field within an in-text citation. This information helps your reader know where they can find a concept or other data you include within the source work you're referencing.
4. Press **OK**, and your citation customizations appear in real-time with **Instant Formatting** enabled.



avian intelligence have found that  
and sometimes have surprising sir  
ange from the cockatoo who was t  
's in-depth studies done with the  
(see also: Laudato, 2010, p. 25)  
ssfully use, and even modify or bu  
athcote, Rutz, & Kacelnik, 2009)

Find these features and more on the EndNote 21  
Edit and Manage Citation(s) window.

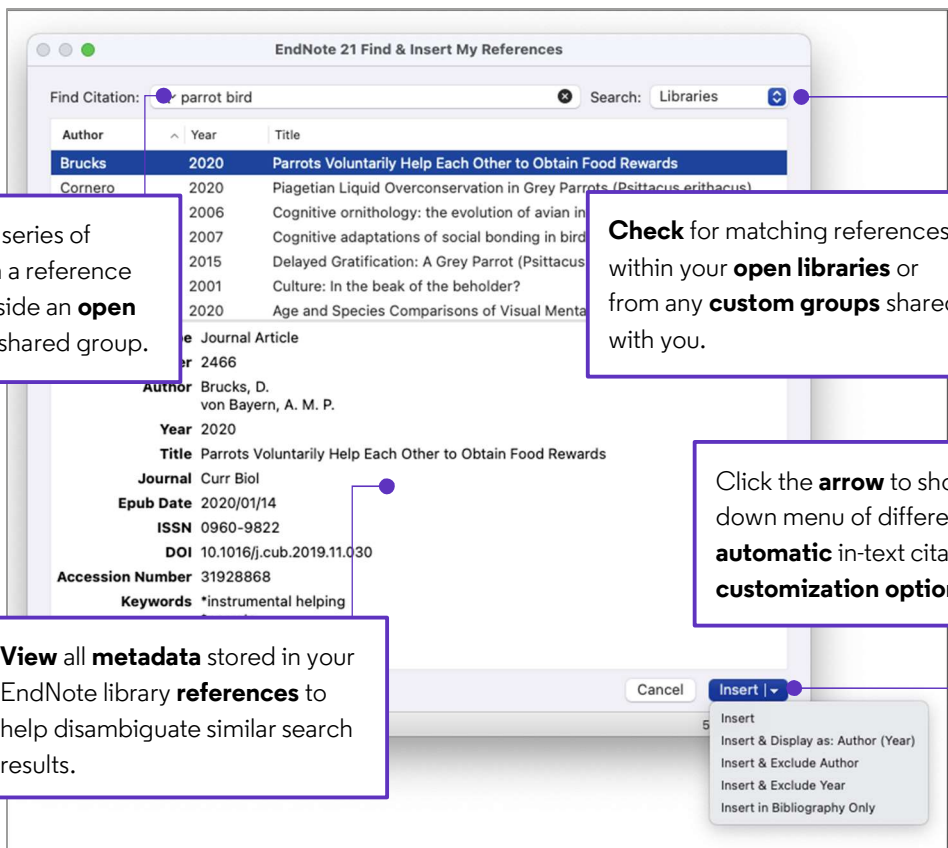
# Cite While You Write: Insert Citation

## EndNote 21

Stay in Microsoft Word while citing references from your EndNote library with Insert Citation.

1. **Position your cursor** within the body of text where you'd like to add a citation and then press the **Insert Citation** shortcut found on the **EndNote 21** tab in Microsoft Word.

### Insert Citation window



The screenshot shows the 'EndNote 21 Find & Insert My References' window. The search bar contains 'parrot bird'. A table of search results is displayed, with the first row highlighted. A callout box points to the search bar, another to the table, a third to the metadata view of the selected entry, and a fourth to the 'Insert' dropdown menu.

Author	Year	Title
Brucks	2020	Parrots Voluntarily Help Each Other to Obtain Food Rewards
Cornero	2020	Plagietan Liquid Overconservation in Grey Parrots ( <i>Psittacus erithacus</i> )
	2006	Cognitive ornithology: the evolution of avian in
	2007	Cognitive adaptations of social bonding in bird
	2015	Delayed Gratification: A Grey Parrot ( <i>Psittacus</i>
	2001	Culture: In the beak of the beholder?
	2020	Age and Species Comparisons of Visual Mental

**Search** for a **word**, series of **terms**, or **phrase** in a reference you'd like to cite inside an **open** EndNote library or shared group.

**Check** for matching references within your **open libraries** or from any **custom groups** shared with you.

Click the **arrow** to show a drop-down menu of different **automatic** in-text citation **customization options** to apply.

**View** all **metadata** stored in your EndNote library **references** to help disambiguate similar search results.

Cancel Insert

- Insert
- Insert & Display as: Author (Year)
- Insert & Exclude Author
- Insert & Exclude Year
- Insert in Bibliography Only

Want to insert references by choosing them in your library? Try out Insert Selected Citation(s).

# Cite While You Write: Insert Selected Citation(s)


## EndNote 21

Would you prefer to switch back to your EndNote library to highlight the references you want to insert within your Microsoft Word writing project? The Insert Selected Citations(s) command makes this possible.

1. **Position your cursor** within the body of text where you'd like to add a citation and then press the **Go to EndNote** shortcut found on the **EndNote 21** tab in Microsoft Word.

### Insert Selected Citation(s) steps

2. In your EndNote library, **highlight** the reference you'd like to cite. If you want to create a **grouped citation**, hold down the **command** key as you click subsequent references.



Author	Year	Title	Journal
Clair, A. A.; Mathews, R...	2005	Assessment of active music participation as an indication of...	Am J Alzheimers Dis O...
Clair, A. A.; O'Konski, M.	2006	The effect of rhythmic auditory stimulation (RAS) on gait cha...	J Music Ther
Clare, A.; Camic, P. M.; C...	2020	Using Music to Develop a Multisensory Communicative Env...	Gerontologist
Clark, I. N.; Baker, F. A.; T...	2021	"Doing Things Together is What It's About": An Interpretati...	Front Psychol
Clark, I. N.; Stretton-Smi...	2020	"It's Feasible to Write a Song": A Feasibility Study Examini...	Front Psychol
Clark, M. E.; Lipe, A. W...	1998	Use of music to decrease aggressive behaviors in people w...	J Gerontol Nurs
Clark, S. D.; Smidt, J. M...	2020	Therapy Dogs' and Handlers' Behavior and Salivary Cortiso...	Frontiers in Veterinary S...
Clayton, J.	1991	Let there be life: an approach to worship with Alzheimer's pat...	J Pastoral Care
Clemen, C. S.; Winter, L...	2018	The heterozygous R155C VCP mutation: Toxic in humansL...	Biochemical and Biophys...
Clements, J. E.; Mankow...	2008	The accelerated simian immunodeficiency virus macaque mo...	Journal of Neurovirolog...
Clements-Cortes, A.; Ah...	2016	Short-Term Effects of Rhythmic Sensory Stimulation in Alz...	J Alzheimers Dis
Clements-Cortes, A.; Ba...	2018	Are We Doing More Than We Know? Possible Mechanisms of...	Front Med (Lausanne)
Cocchiara, R. A.; De Luci...	2020	Management of the early stage of Alzheimer's disease: a sys...	Clin Ter
Cohen, D.; Post, S. G.; L...	2020	"Music & Memory" and improved swallowing in advanced de...	Dementia (London)
Cohen-Mansfield, J.	2016	Non-pharmacological interventions for agitation in dementia...	Evid Based Nurs
Cohen-Mansfield, J.; Ma...	2015	The use and utility of specific nonpharmacological interv...	Am J Geriatr Psychiatry

3. Press the **Insert Selected Citation(s)** library shortcut. Alternately, press **control + 2** while in EndNote 21 to activate the Insert Selected Citation(s) command.



Author	Year	Title	Journal
Clair, A. A.; Mathews, R...	2005	Assessment of active music participation as an indication of...	Am J Alzheimers Dis Other Disor
Clair, A. A.; O'Konski, M.	2006	The effect of rhythmic auditory stimulation (RAS) on gait cha...	J Music Ther
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Clark, S. D.; Smidt, J. M...	2020	Therapy Dogs' and Handlers' Behavior and Salivary Cortiso...	Frontiers in Veterinary Science
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Clements, J. E.; Mankow...	2008	The accelerated simian immunodeficiency virus macaque mo...	Journal of Neurovirology
Clements-Cortes, A.; Ah...	2016	Short-Term Effects of Rhythmic Sensory Stimulation in Alz...	J Alzheimers Dis
Clements-Cortes, A.; Ba...	2018	Are We Doing More Than We Know? Possible Mechanisms of...	Front Med (Lausanne)
Cocchiara, R. A.; De Luci...	2020	Management of the early stage of Alzheimer's disease: a sys...	Clin Ter
Cohen, D.; Post, S. G.; L...	2020	"Music & Memory" and improved swallowing in advanced de...	Dementia (London)
Cohen-Mansfield, J.	2016	Non-pharmacological interventions for agitation in dementia...	Evid Based Nurs

4. You'll **return** to your Microsoft Word document, and EndNote 21 will **create** an in-text citation containing your desired references. Your formatted bibliography will also update automatically with **Instant Formatting** enabled.

of cognitive symptoms. Non-psychiatric interventions emphasize pers promoting individual strengths, maintaining independence, and fost -being. This paper explores a range of non-pharmacological approac that have shown promise in enhancing the overall quality of life for ng with Alzheimer's disease. (Clayton 1991, Cohen-Mansfield 2016)

Modifications:  
portive and dementia-friendly environment is essential for individuals  
environmental modifications, such as reducing noise levels, improving

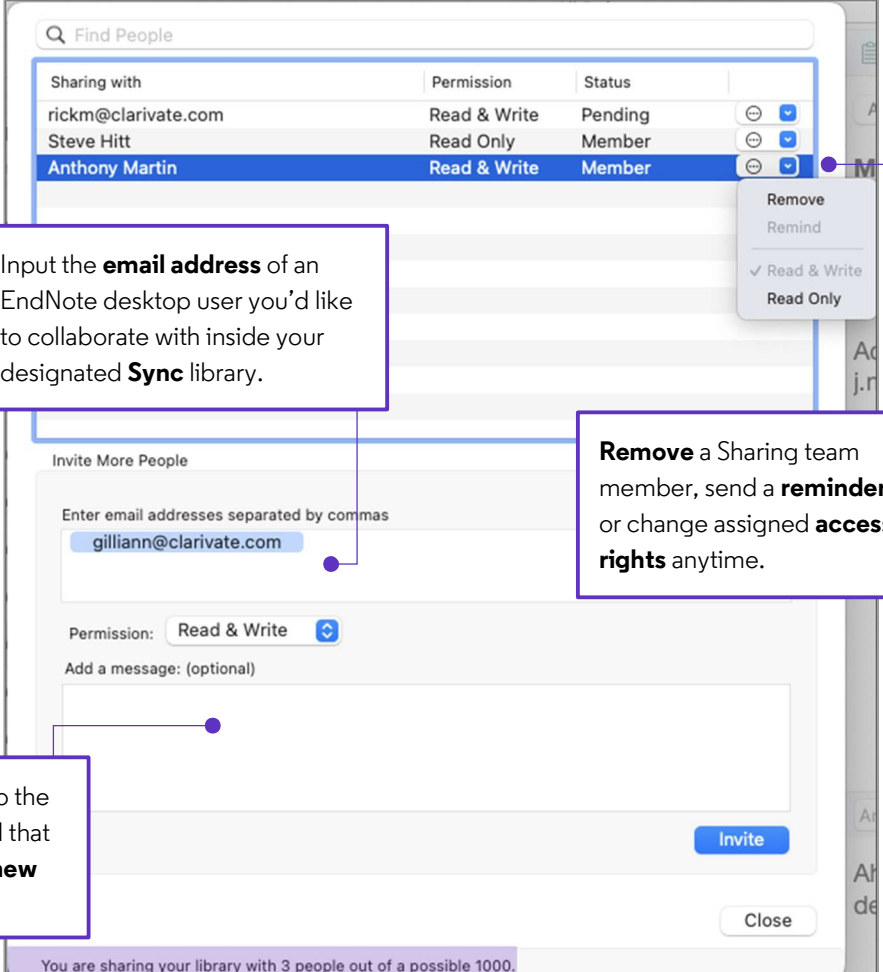
# Sharing in EndNote 21

## EndNote™

Collaboration is essential to your research. The Library Sharing feature in EndNote 21 supercharges teamwork by empowering Sharing teams with up to 1,000 collaborators using EndNote desktop.

1. After configuring **Sync**, open your designated Sync library and click **File > Share** to set up your Library Sharing team.

## Sharing window



The screenshot shows the 'Sharing with' window in EndNote 21. It features a table with columns for 'Sharing with', 'Permission', and 'Status'. Below the table is an 'Invite More People' section with a text input field for email addresses, a 'Permission' dropdown menu, and an 'Add a message' text area. A status bar at the bottom indicates 'You are sharing your library with 3 people out of a possible 1000.' Three callout boxes provide instructions: one points to the 'Find People' search bar, another to the 'Remove' button in the context menu, and a third to the 'Add a message' text area.

Sharing with	Permission	Status
rickm@clarivate.com	Read & Write	Pending
Steve Hitt	Read Only	Member
Anthony Martin	Read & Write	Member

Input the **email address** of an EndNote desktop user you'd like to collaborate with inside your designated **Sync** library.

**Remove** a Sharing team member, send a **reminder email**, or change assigned **access rights** anytime.

Add an **optional** message to the automated **invitation email** that EndNote 21 will send your **new** team member.

You are sharing your library with 3 people out of a possible 1000.

# Syncing in EndNote 21

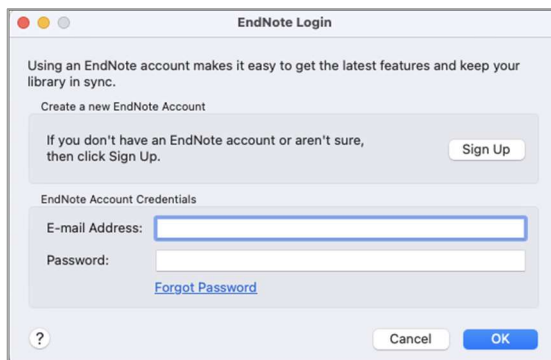
## EndNote™

You work in multiple locations, and you might prefer having access to the contents of your EndNote library available on all your devices. The Sync feature in EndNote 21 facilitates this goal and increases your productivity.

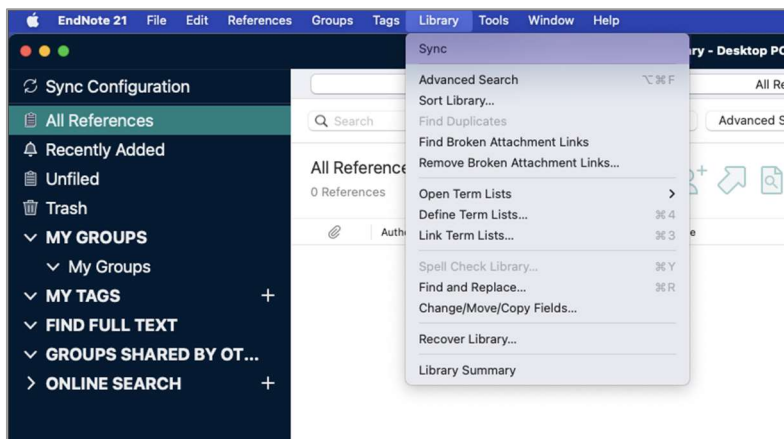
1. Start configuring library syncing by opening the EndNote library you'd like to **designate** as your EndNote **Sync** library and then click **Library > Sync**.

### Sync steps

2. Press **Sign Up** to create a new EndNote Web account or sync with an **existing EndNote online account** by inputting your login credentials.
3. By default, **every 15 minutes**, EndNote 21 will check your library for changes to **send** or **receive**. Click **Sync Status** to confirm that all reference details synchronize **between** your desktop library and EndNote Web account.



4. To sync on a **secondary computer**, create a blank EndNote library by choosing **File > New**. Click **Library > Sync** to input your EndNote Web account credentials and perform your initial sync to copy down all existing library information.



# EndNote 21 library window

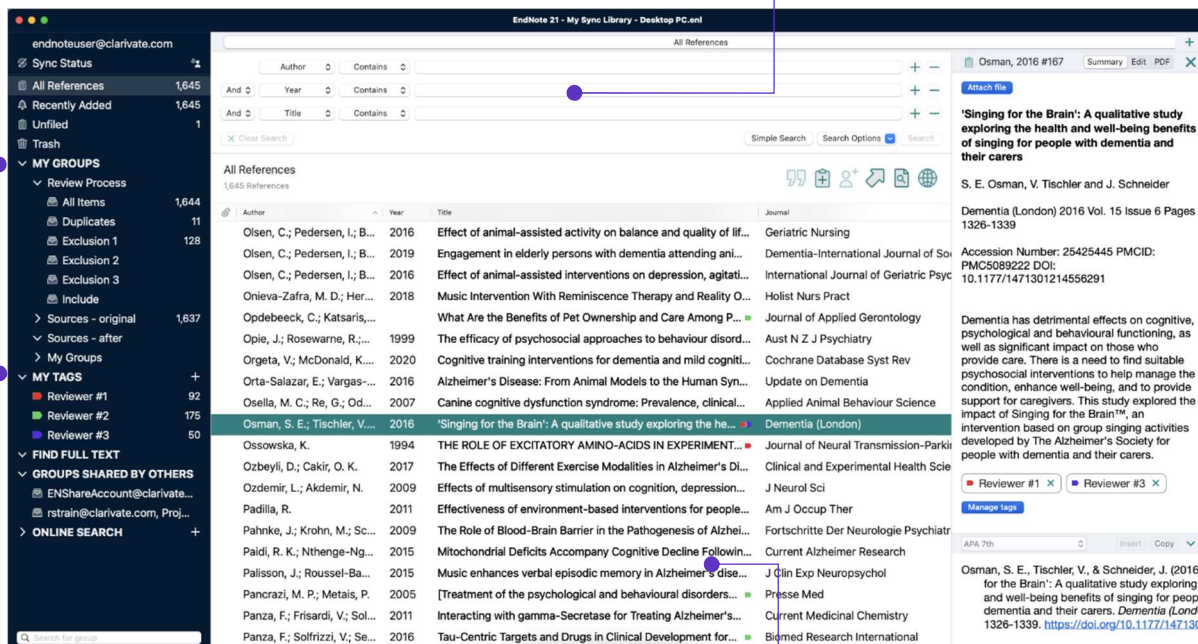
## EndNote™

EndNote 21 takes the smart redesign introduced in EndNote 20 and adds a deeper level of library organization. This guide should help you quickly become familiar with the EndNote 21 library window components.

The **Groups** panel shows **default** library **groups** and **groups/group sets** you created for your research projects.

Use **Advanced Search** to query a **specific** field or craft a **multi-parameter** search. Switch to **Simple Search** to search all fields.

The **Summary** screen displays **vital** reference details. **Alter** data from the **Edit** screen or **read** an article from the **PDF** screen.



The screenshot displays the EndNote 21 library window. On the left, the 'MY GROUPS' panel shows a tree view of library groups, including 'Review Process', 'All Items', 'Duplicates', and 'Exclusion 1'. Below it, the 'MY TAGS' panel shows a list of tags like 'Reviewer #1', 'Reviewer #2', and 'Reviewer #3'. The central 'All References' panel shows a list of references with columns for Author, Year, Title, and Journal. The right 'Summary' panel shows details for a selected reference, including the title, authors, journal information, and a snippet of the abstract.

The **tags** system provides a new ability to **visualize** sub-topics in your library groups or provides an **alternate** organization system.

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

The **Preview** screen shows you how a reference would appear **formatted** with the selected EndNote **output style**.