



# EndNote

Q & A





# How can I get the EndNote program?

(Only CU Member)



Go to [https://  
www.car.chula.ac.th/endnote.php](https://www.car.chula.ac.th/endnote.php)



## NOTE

Log in with your CUNET account  
to download the program and  
obtain the product key

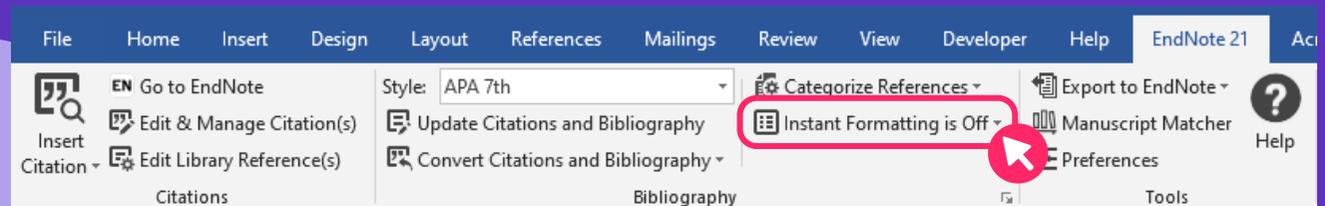


# Why in-text citation is appearing as {Laudado, 2010 #2334} and missing in list of references?

in-depth studies done with the African grey parrot Alex (named for Avian Learning EXperiment).{Laudato, 2010 #2334;Pepperberg, 1999 #2298} There have even been studies documenting that some birds successfully use, and even modify or build, tools.{Bird, 2009 #2318;Holzhaider, 2011 #2314;von Bayern, 2009 #2316}



**At MS Word.** Select the EndNote tab, then “Turn Instant Formatting On”.



# My EndNote toolbar is missing from MS Word!!!



- Click on **File** menu at MS Word >> select **"Options"** >> select **"Add-ins"**
- Change **Manage** option to **"Disabled Items"**, then click **"Go"**
- Highlight **EndNote** item (s) >> click **"Enable"**, then click **"OK"**

Or

- At **Manage: COM Add-ins**, click **"Go"**
- Select **"EndNote Cite While You Write"**, if it's unchecked, then click **"OK"**

If that doesn't work, you can also try the following:



Close the MS Word, then browse to **EndNote** folder at Program Files / Program Files (x86) >> Run the **"Configure EndNote"**



# How to entering the Author(s) field in EndNote



In the "Author" field, **enter each author on a new line** e.g.

Laudato, Anthony (Last Name, First Name)

Louis Lefebvre (First Name Last Name)

Hartle, D. (Last Name, Initials first name)

**Note:** Choose only one style for consistency



For **corporate author**, enter the name followed by a comma e.g. World Health Organization,

If there is **the name of subordinate corporate author**, enter **double commas** e.g. Chulalongkorn University,, College of Public Health Sciences



# How to fix the name of subordinate corporate author in in-text citation

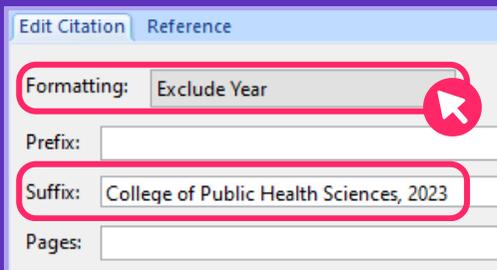
## For example:

Entering the author field as **Chulalongkorn University,, College of Public Health Sciences** in EndNote. When insert the citation in MS Word, it display incomplete like this:

passionate about making the world a better place by improving health and health care (Chulalongkorn University, 2023). We work on compelling and important problems, from making the delivery of care safer and more efficient,



- Highlight the **chosen citation** > click **“Edit & Management Citation(s)”** on EndNote tab menu
- In the Formatting option, choose **“Exclude Year”** and the **Suffix** field, enter **“College of Public Health Sciences, 2023”**, then click **“OK”**



The screenshot shows the 'Edit Citation' dialog box in EndNote. The 'Formatting' dropdown is set to 'Exclude Year'. The 'Suffix' field contains the text 'College of Public Health Sciences, 2023'. A red box highlights the 'Suffix' field, and a red arrow points to the 'Exclude Year' option in the 'Formatting' dropdown.

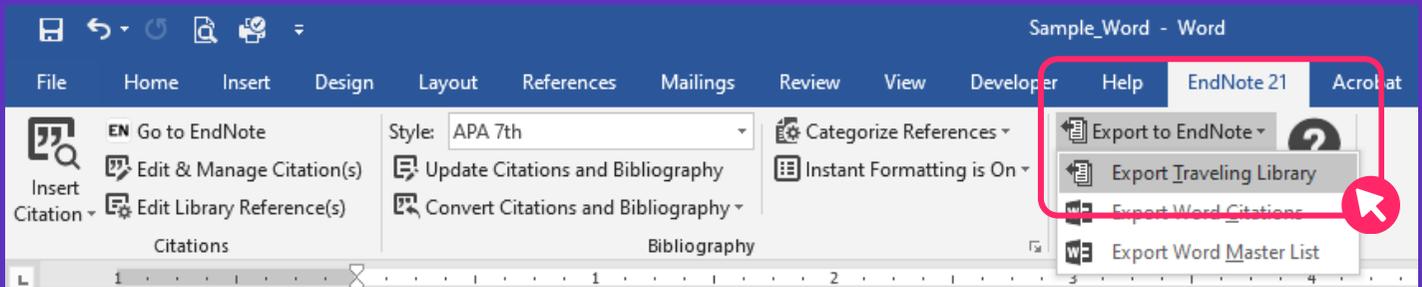
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# I accidentally deleted my EndNote library, can I export my citation to a new EndNote library?

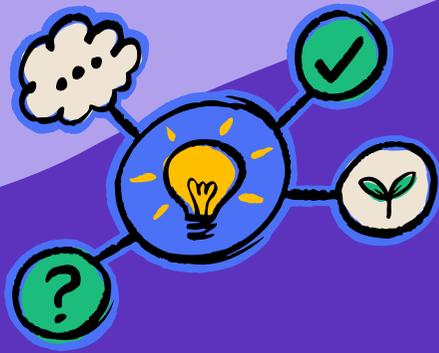


- Open both of your MS Word and EndNote library
- From the EndNote tab, select **“Export to EndNote”** > then choose **“Export Traveling Library”**



- On the Export Traveling Library dialog, select either: **An existing EndNote library** (select a library or Browse to a library) OR **A new EndNote library** (to create a new reference library)





# REMARKS

- If you use **Endnote free trail version**, provides full functionality for 30 days. After that, it switches to a feature-restricted EndNote Viewer
- To ensure all features work properly & full functionality, please **check for updates to the EndNote program**.

