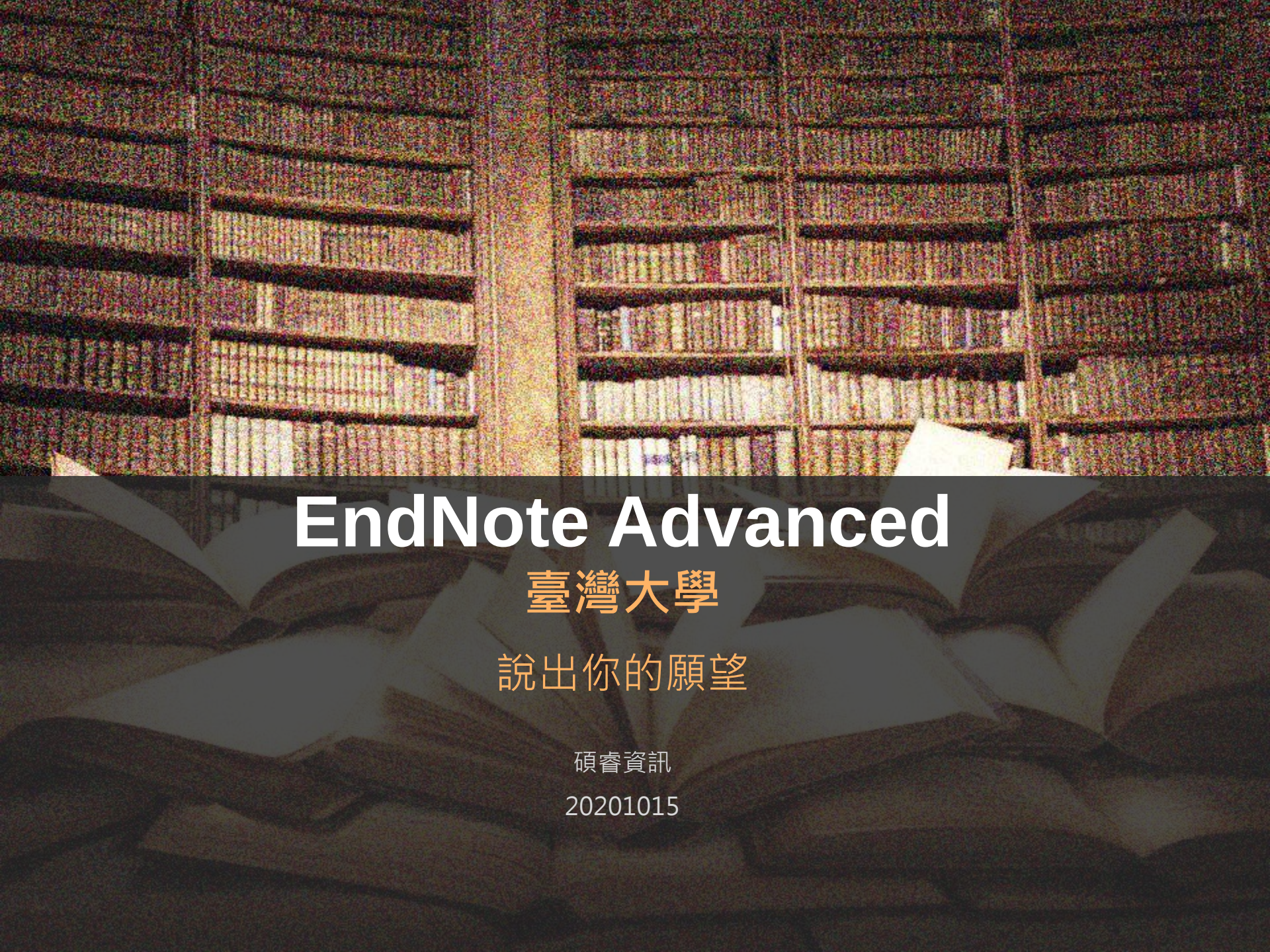




# EndNote Advanced

臺灣大學

說出你的願望

碩睿資訊

20201015



Windows &  
Mac  
共同疑難

書目格式改寫

Mac疑難

# Windows & Mac 共同許願池

願望一

希望能直接示範從搜尋文獻到  
儲存至資料庫到匯入Word的過程

碩睿線上影音教材 [Win](#) [Mac](#)

臺大數位學習網 [EndNote](#) 整體功能介紹

EndNote Training [EndNote X9 Playlist](#)

# Windows & Mac 共同許願池

願望二

## EndNote在Word裡的設定與連結

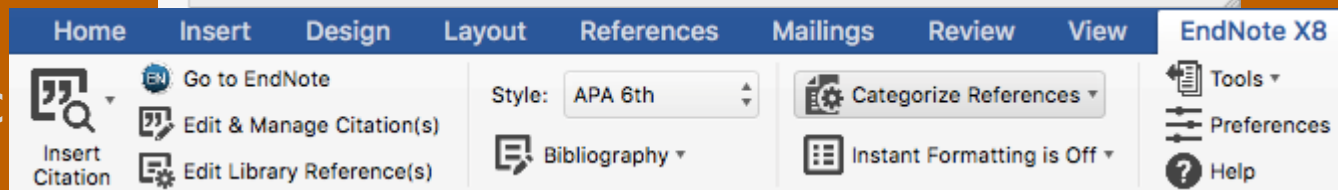
### Cite While You Write

長得不一樣  
怎麼辦？

2011Mac



2016Mac



2016  
Win



# Windows & Mac 共同許願池

願望三

## 如何引用網頁類的資料

(website, blog, 網路新聞, 論壇, 某機構網頁...)

因各格式規範有所不同，以APA 6th為例

英：Author. (Year, Last Update Date). Title. Series Title. Edition.  
Retrieved from URL

中：作者（時間）。標題。[ 資料來源名稱。資料類型。 ] 取自：來源網址

不易改變：年代  
容易改變：日期

依資料類型  
有所差異

# Windows & Mac 共同許願池

## 願望四

除了群組，還可以如何分類文獻資料？

可利用未使用到的欄位

**Call Number**

**Label**

**Keywords**

|          |                |
|----------|----------------|
| Custom 1 | Legal Note     |
| Custom 2 | PMCID          |
| Custom 3 |                |
| Custom 4 |                |
| Custom 5 |                |
| Custom 6 | NIHMSID        |
| Custom 7 | Article Number |
| Custom 8 |                |

# Windows & Mac 共同許願池

願望五

我找不到之前PDF上寫的筆記怎麼辦？

## Search Panel設定PDF Notes欄位

Win



Show Search Panel

Mac



Search Library

Show Search

Hide Groups

Bottom – PDF

✓ Bottom – Split

Bottom – Preview

Right – PDF

Right – Split

Right – Preview

References Only

# Windows & Mac 共同許願池

願望六

如何把Word檔內的參考文獻  
轉換成Endnote書目？

\* 僅限有EN語法的Word檔案 \*

路徑：Export to EndNote(Win)/Tools(Mac)

→Export Traveling Library

參見臺大參考部落格Word書目轉EN Library[文章](#)



# Windows & Mac 共同許願池

願望七

可以不透過Word插入引文，  
直接輸出文獻清單嗎？

輸出文獻清單：右鍵→Copy formatted

File → Export

參見臺大參考部落格PDF import文章 [1](#), [2](#)

# Windows & Mac 共同許願池

願望八

我想輸出以資料類型排序的參考文獻清單

路徑：Tools→ Subject Bibliography

用於著作清單→參見臺大參考部落格[文章](#)

# Windows & Mac 共同許願池

願望九

## Kopernio 要怎麼用？

### Kopernio 設定

參見臺大參考部落格  
Kopernio與EndNote連結 [文章](#)

# Windows & Mac 共同許願池

願望十

## EndNote怎麼進行資料同步?

EndNote Online / Web of Science帳號



設定同步

1st：加總桌機與雲端兩邊文獻

2nd後：「最後一次更新」位置的資料

參見臺大參考部落格EndNote Sync[文章](#)

# Windows & Mac 共同許願池

願望十一

要如何套用中文格式？

以APA 6th 中文版為例

參見臺大參考部落格呈現中文格式[文章](#)



# Windows & Mac 共同許願池

願望十二

如何在一份文件內同時呈現中英文格式？

臺大數位學習網影片-中英文格式並存 [1](#), [2](#)

參考部落格中英文格式合併系列文章 [Link](#)

WHY?

## 中英文參考書目並存

在文書處理軟體中，EndNote的語法只能以一種**Output style**呈現引文和參考書目的格式，若是以中文寫作論文，會有因中英文文獻格式規範不同，難以統一呈現的問題...

# 中英文參考書目並存

1

## 運用兩份文件

使用  
時機

非數字格式

優點

不須修改語法格式，只需要剪貼文字

缺點

數字格式較不適用，需在兩份文件與記事本中跳轉

注意  
事項

若使用數字格式，因其以引用先後順序標號，會有中英文參考文獻混雜的情況

2

## 自訂Reference Type

數字格式、  
中英文文獻量差距明顯

如一般插入文獻步驟

對Citation Template無法變更的**連接詞**、**標點符號**等，須手動修改移除參數後文檔

須將各筆書目的Reference Type變更為新定義的參考資料類型

# 1

## 運用兩份文件



### 文件A[格式A]

文章+文獻數較多的引文與  
文獻清單 Ex. 英文APA 6<sup>th</sup>



### 文件B[格式B]

文獻數較少的引文與文獻清單  
Ex. 中文APA 6<sup>th</sup>

自建  
網路資源

B格式引文的  
純文字檔貼  
回原文

2



### 記事本

去除EN語法的B格式純文字檔

邊寫作邊將B  
格式引文貼到  
記事本

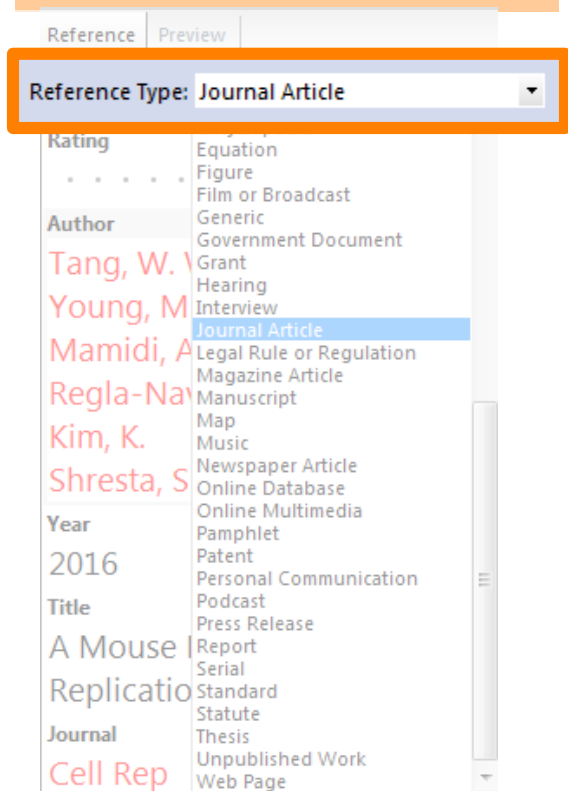
1

# 2

## 自訂Reference Type

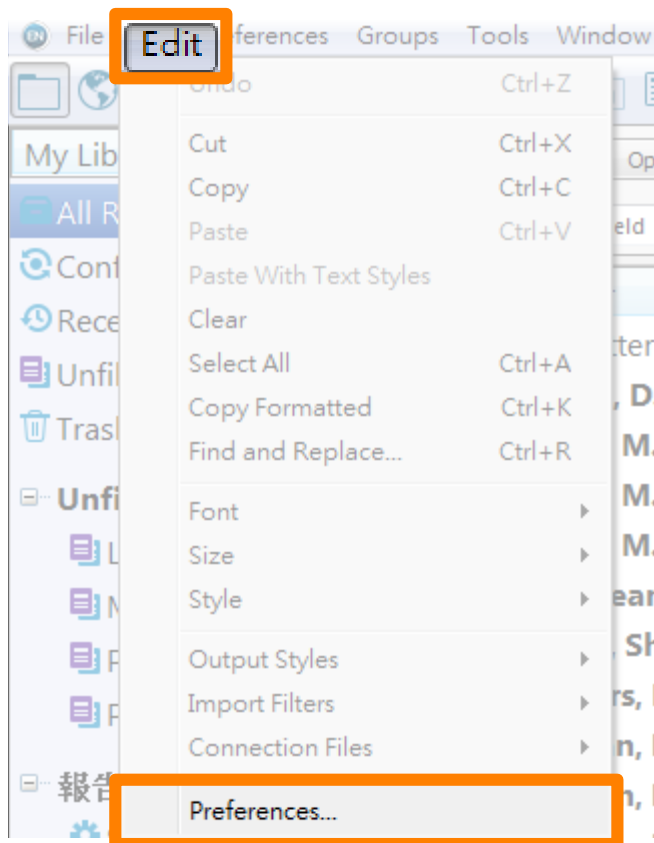
每筆文獻都有Reference Type欄位，使EndNote可根據此欄資訊插入對應欄位語法至Word中

利用Reference Types中三種空白(unused)及其他不常用的資料類型，以另一個數量較少的語言，自訂常用的資料類型，並修改其參考文獻格式(Bibliography Template)

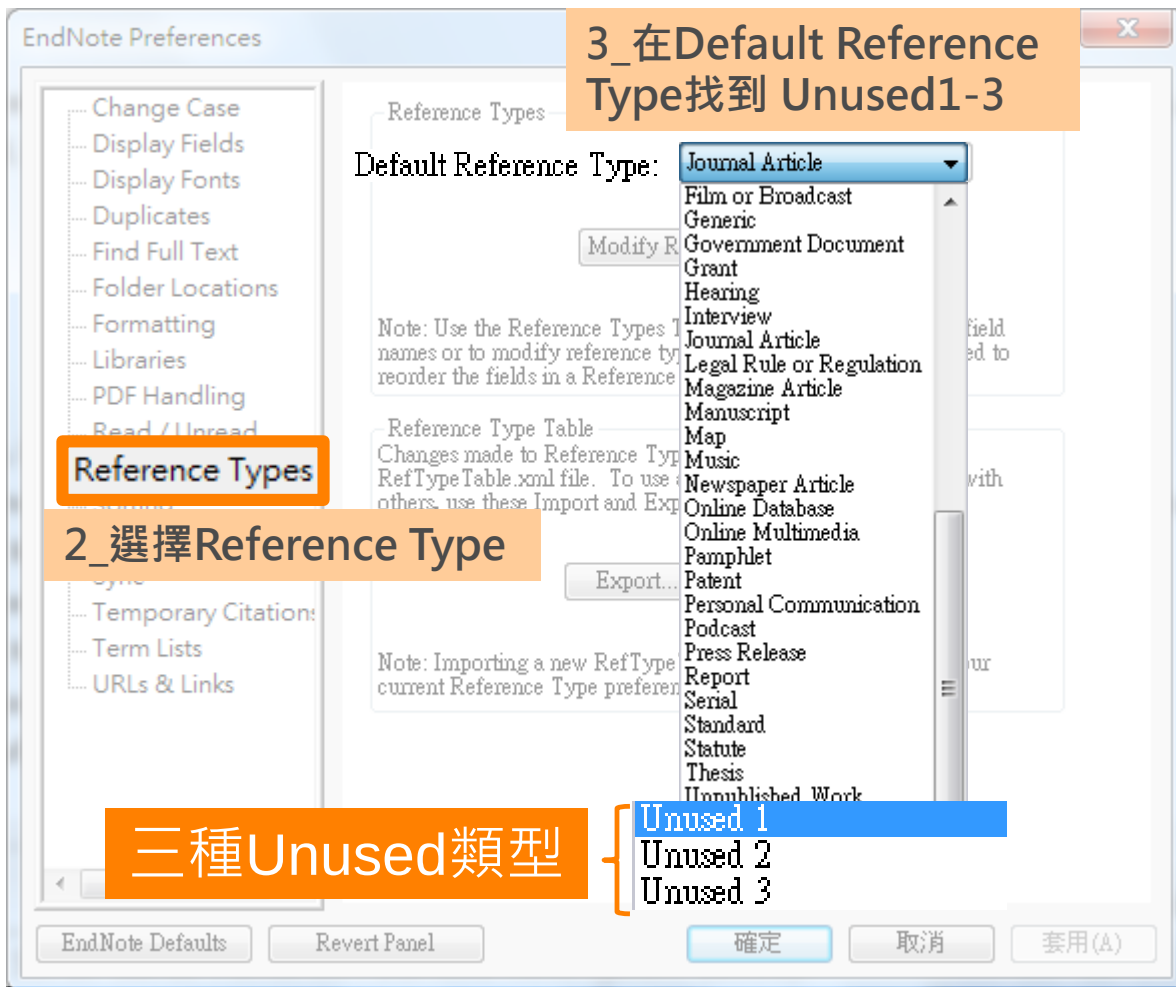


# 格式合併 Ref Type

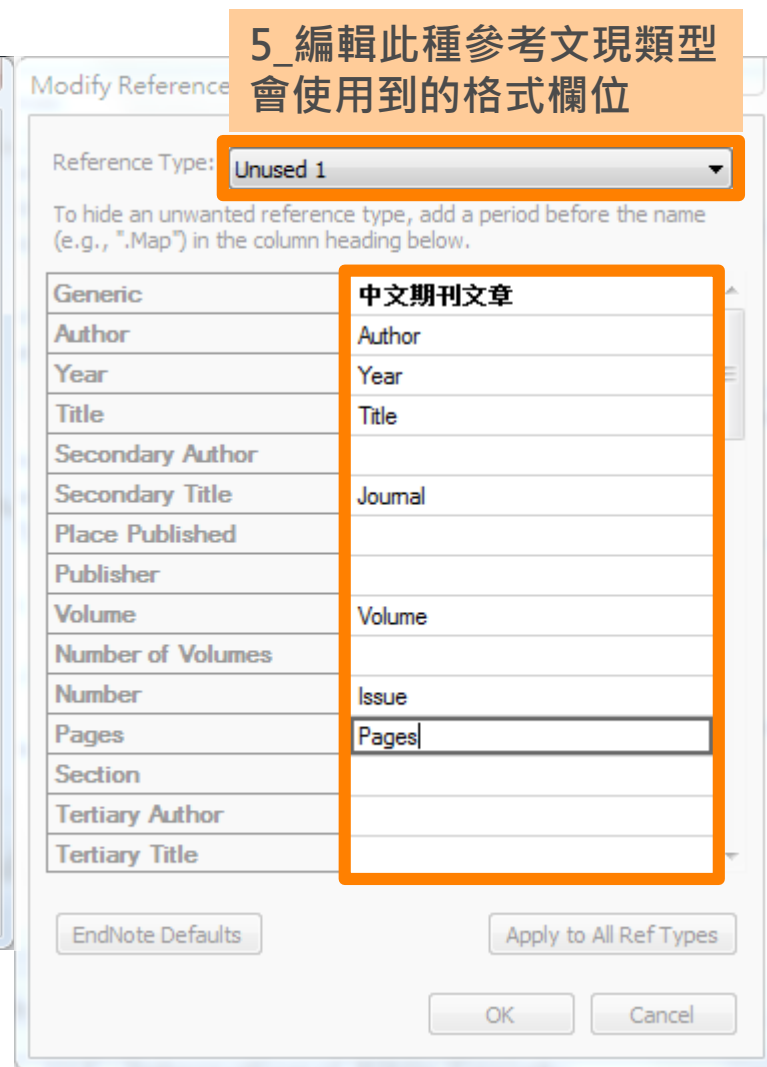
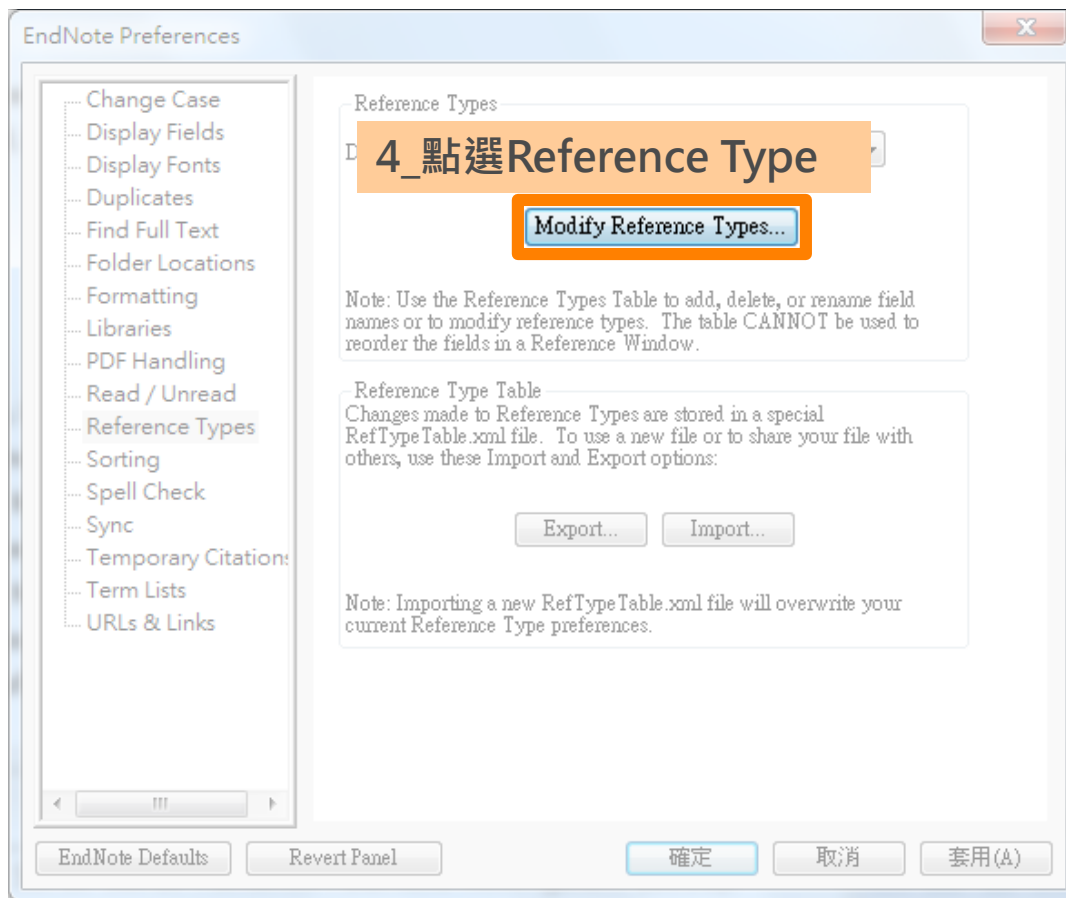
## 1\_Edit → Preferences...



## 3\_在Default Reference Type找到 Unused1-3



# 格式合併 Ref Type





# 格式合併 Ref Type

6\_進入選用的  
Output Style ,  
點選  
Bibliography

7\_在Reference  
Types勾選新增  
的文獻類型



**Statute**  
Name of Act|, <Code Number>|, <Volume>|, <Source>|, <Pub. L. No.>| <Public Law Number>| <Sections>|, <Statute Number>| <Stat. |  
Pages (<Publisher>| <Year>| <Date Enacted>|).

**Thesis**  
Author. | (<Year>|. <Title>|. <Degree>|. <Thesis Type>|), <University>|, <Place Published>|. Retrieved from <URL>|. Available  
from <Database Provider Name of Database>|. <Document Number>|

**Unpublished Work**  
Author. (<Year>|. <Title of Work>|. <Series Title>|. <Type of Work>|. <Department>|. <Institution>|. <Place Published>|. Retrieved  
from <URL>|

**Web Page**  
Author. | (<Year>|. <Last Update Date>|). <Title>|. <Series Title>|. <Edition>|. Retrieved <Access Date>|. <Access Year>|. <from> <URL>|

**中文博碩士論文**  
Author (<Year>) • Title • 未出版之| <Degree>| 論文| • University| Academic|  
Department| • Place Published| •

**中文期刊文章**  
Author (<Year>| • <Date>|) • Title • Journal| • Volume| (<Issue>|) • Pages •

**中文圖書**  
Author| (<Translated Author>|) (<Year>) • Title| (<Translated Title>|) (<Translator  
譯>|) (<Edition>|) (<Volume>| 冊|) • Place Published| : Publisher • | (<原作>| Original  
Publication 年出版)

# 批次修改文獻欄位

## 3\_Reference下選取 [Show Selected References]

1\_利用欄位排序出中文的文獻

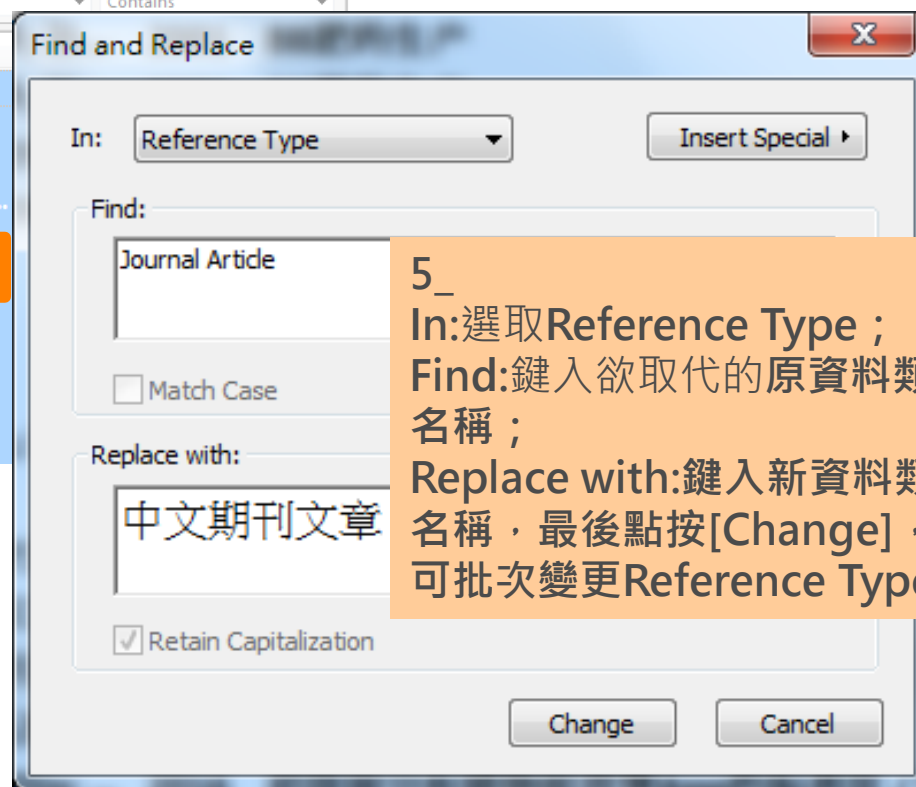
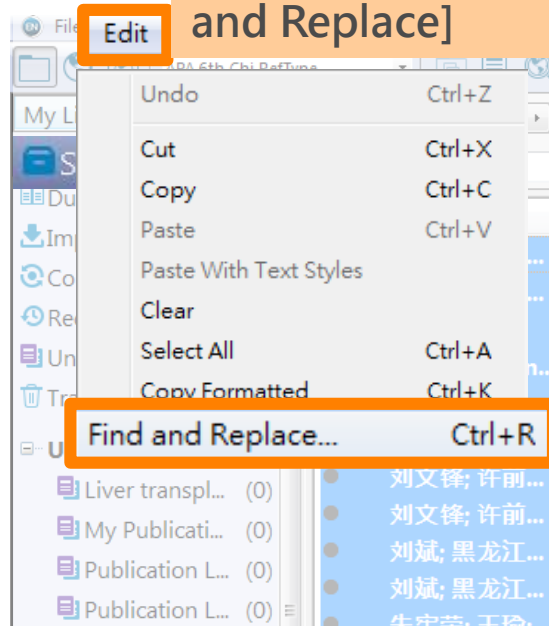
The screenshot shows the EndNote software interface. The 'References' menu is open, highlighting the 'Show Selected References' option. The main window displays a list of references sorted by language, with Chinese references at the bottom. The 'Title' and 'Reference Type' columns are highlighted in the header row.

| Year | Title                                             | Reference Type  | Journal           |
|------|---------------------------------------------------|-----------------|-------------------|
| 2007 | Ganoderma lucidum polysaccharides enhance th...   | Journal Article | Journal of Eth... |
| 2005 | Effects of Ganoderma lucidum polysaccharides o... | Journal Article | Acta Pharmaco...  |
| 2006 | Modulation of cytokines production, granzyme B... | Journal Article | Carbohydrate ...  |
| 2016 | 初探與分析博物館導覽App的黏著度 / The " Stick...                | Journal Article | 科技博物 / Tec...     |
| 2000 | 自动包装系统在复混肥生产中的应用                                  | Journal Article | 磷肥与复肥             |
| 2005 | 資訊素養教學評量之探討                                       | Journal Article | 大學圖書館             |
| 2016 | 以延伸型整合性科技接受模式探討行動醫療App協...                        | Journal Article | 福祉科技與服...         |
| 2002 | 复混肥的包膜及防结块                                        | Journal Article | 磷肥与复肥             |

## 2\_選取所有欲變更 欄位的文獻

# 批次修改文獻欄位

4\_Edit下選取[Find and Replace]



5\_  
In:選取Reference Type ;  
Find:鍵入欲取代的原資料類型名稱 ;  
Replace with:鍵入新資料類型名稱，最後點按[Change]，即可批次變更Reference Type

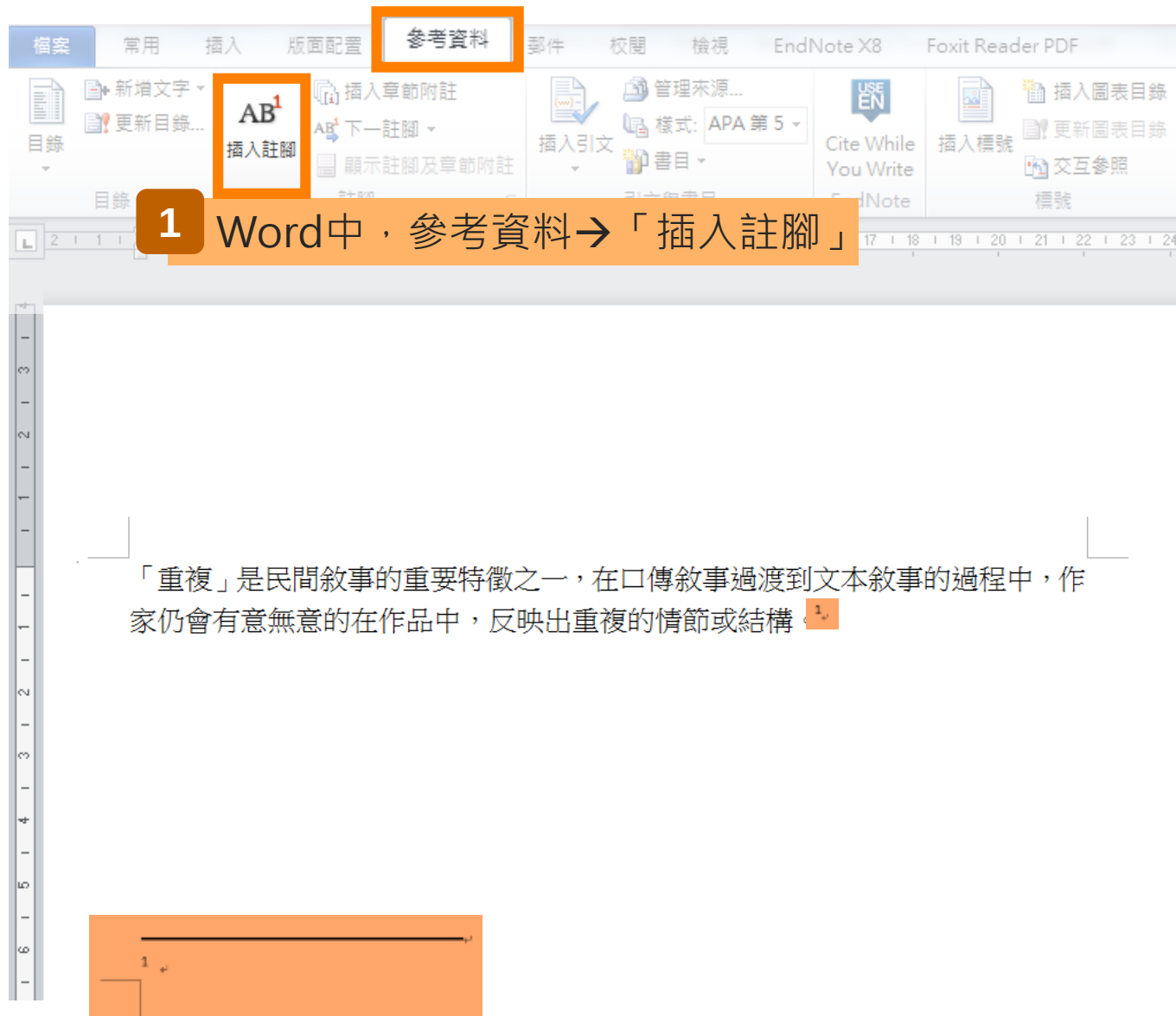
# Windows & Mac 共同許願池

願望十三

## 引用註腳格式的方法

參考臺大參考部落格文章 [插入註腳](#) [同前註](#)

## 在Word文件的註腳中插入EndNote書目



1 Word中，參考資料→「插入註腳」

「重複」是民間敘事的重要特徵之一，在口傳敘事過渡到文本敘事的過程中，作家仍會有意無意的在作品中，反映出重複的情節或結構。

1

## 在Word文件的註腳中插入EndNote書目



「重複」是民間敘事的重要特徵之一，在口傳敘事過渡到文本敘事的過程中，作家仍會有意無意的在作品中，反映出重複的情節或結構。<sup>1</sup>

### References<sup>1</sup>

廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).<sup>1</sup>

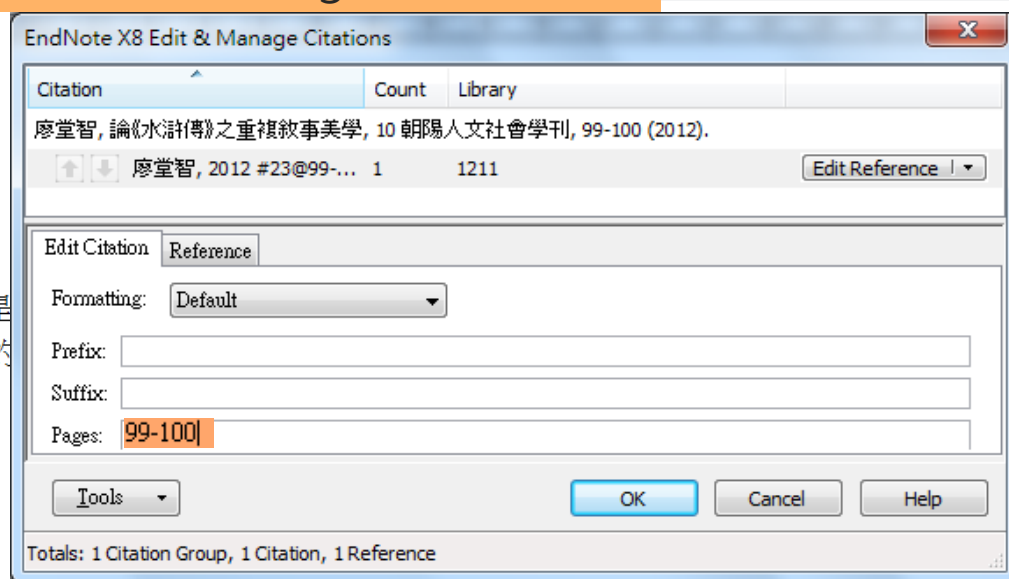
<sup>1</sup> 廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).<sup>1</sup>

## 在Word文件的註腳中插入EndNote書目



3 若要加入引用的指定頁碼，須使用Edit & Manage Citations

「重複」是  
有意無意的



廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).

<sup>1</sup> 廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊, 99-100 (2012).

## 在Word文件的註腳中插入EndNote書目

4 若不想在參考文獻中呈現註腳，至書目格式內修改Footnote的Templates，另存格式後套用新格式

Format citations in footnotes: Using footnote format ▼

☒ Include citations in bibliography

Footnotes

- Templates
- Field Substitutions
- Repeated Citations
- Author Lists
- Author Name
- Editor Lists
- Editor Name
- Title Capitalization

References

廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).

<sup>1</sup> 廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊, 99-100 (2012).

套用新格式後即消失



# 格式改寫許願池

願望十四

## 如何修改style(細部調整)

格式改換

現有套用

相近修改

自行建立

參見臺大參考部落格書目格式修改[文章](#)

# 格式改換 現有套用

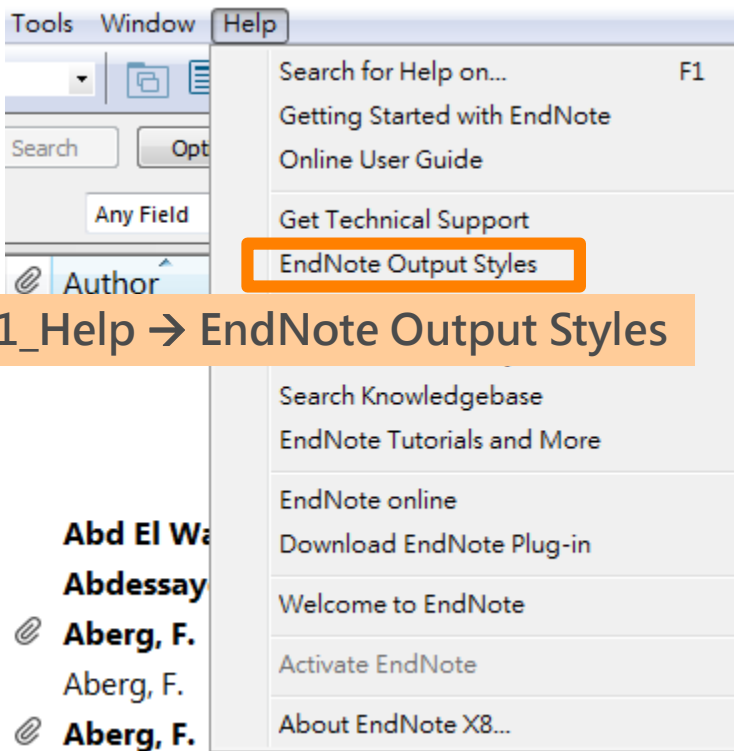
## 取得現有格式方式

官網endnote.com

→Download

→Output Styles

或 他人修改分享的格式



## 1\_Help → EndNote Output Styles

## 2.1\_鍵入關鍵字或選擇引文樣式檢索

The screenshot shows the EndNote Output Styles search interface. It includes a 'Keyword' text box, a 'Citation Style' dropdown menu set to 'Any', a 'Publisher' dropdown menu set to 'Any', and two buttons: 'Reset' and 'Search'. The entire search area is outlined in orange.

## 2.2\_下載最新發布格式

| Style or Journal Name                                   | Citation Style           | Download                                      |
|---------------------------------------------------------|--------------------------|-----------------------------------------------|
| VetRecord (Veterinary Record)                           | Superscripted Number     | Veterinary Medicine 2018-10-04 Download       |
| Radiology                                               | Non-superscripted Number | Radiology 2018-10-04 Download                 |
| Radiographics                                           | Non-superscripted Number | Radiology 2018-10-04 Download                 |
| Journal of Musculoskeletal Neuronal Interactions (JMNI) | Non-superscripted Number | Musculoskeletal Disorders 2018-10-04 Download |

| Style or Journal Name                                   | Citation Style           | Discipline                | Date       |          |
|---------------------------------------------------------|--------------------------|---------------------------|------------|----------|
| VetRecord (Veterinary Record)                           | Superscripted Number     | Veterinary Medicine       | 2018-10-04 | Download |
| Radiology                                               | Non-superscripted Number | Radiology                 | 2018-10-04 | Download |
| Radiographics                                           | Non-superscripted Number | Radiology                 | 2018-10-04 | Download |
| Journal of Musculoskeletal Neuronal Interactions (JMNI) | Non-superscripted Number | Musculoskeletal Disorders | 2018-10-04 | Download |

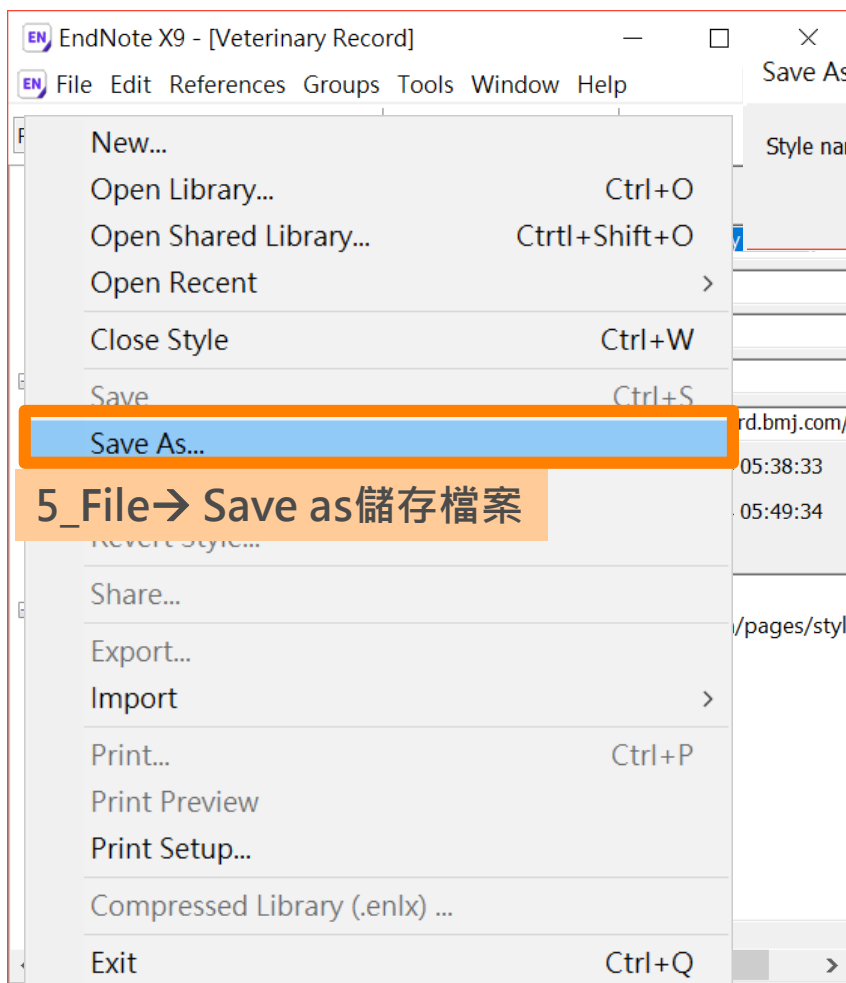
3\_點按Download鍵

4\_得到 格式名.ens 檔案，  
左鍵點按兩下打開Style



Veterinary Record.ens





5\_ File → Save as 儲存檔案

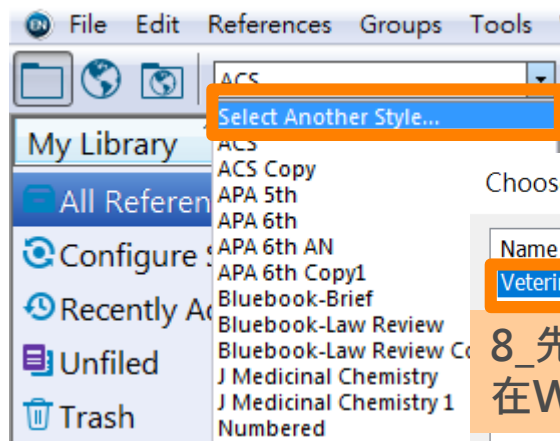
6\_ 預設會在原檔名後面加上copy，手動刪除即可

C:\Users\user\Documents\EndNote\Styles

媒體櫃 ► 文件 ► EndNote ► Styles

7\_ 預設儲存於此路徑，  
故直接將下載的檔案放置於此路徑下也可儲存Style

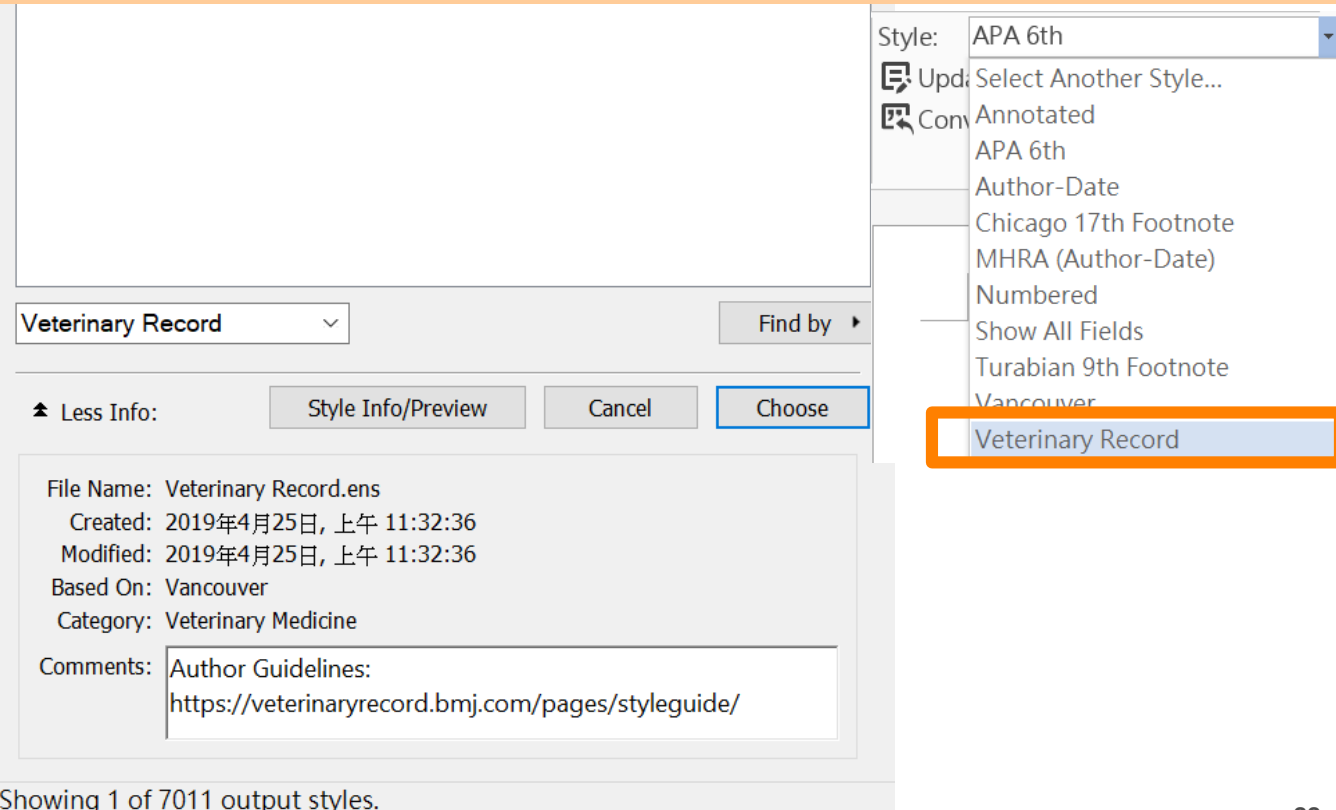
# 格式改換 現有套用



Choose A Style

| Name              | Category            |
|-------------------|---------------------|
| Veterinary Record | Veterinary Medicine |

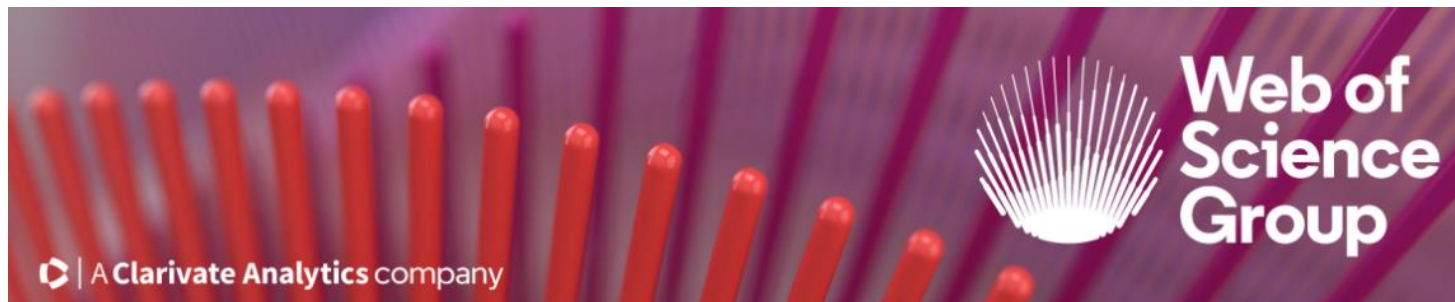
8\_先在EndNote中以Select Another Style選取[Choose]新儲存格式，在Word中可直接出現在Style預設清單當中供選取



## 請 EndNote 幫你做

想要 EndNote 增加或修改 Output Style，請到這個網站填表：

<https://clarivate.libwizard.com/f/EndNote-Output-Style-Request-Form>



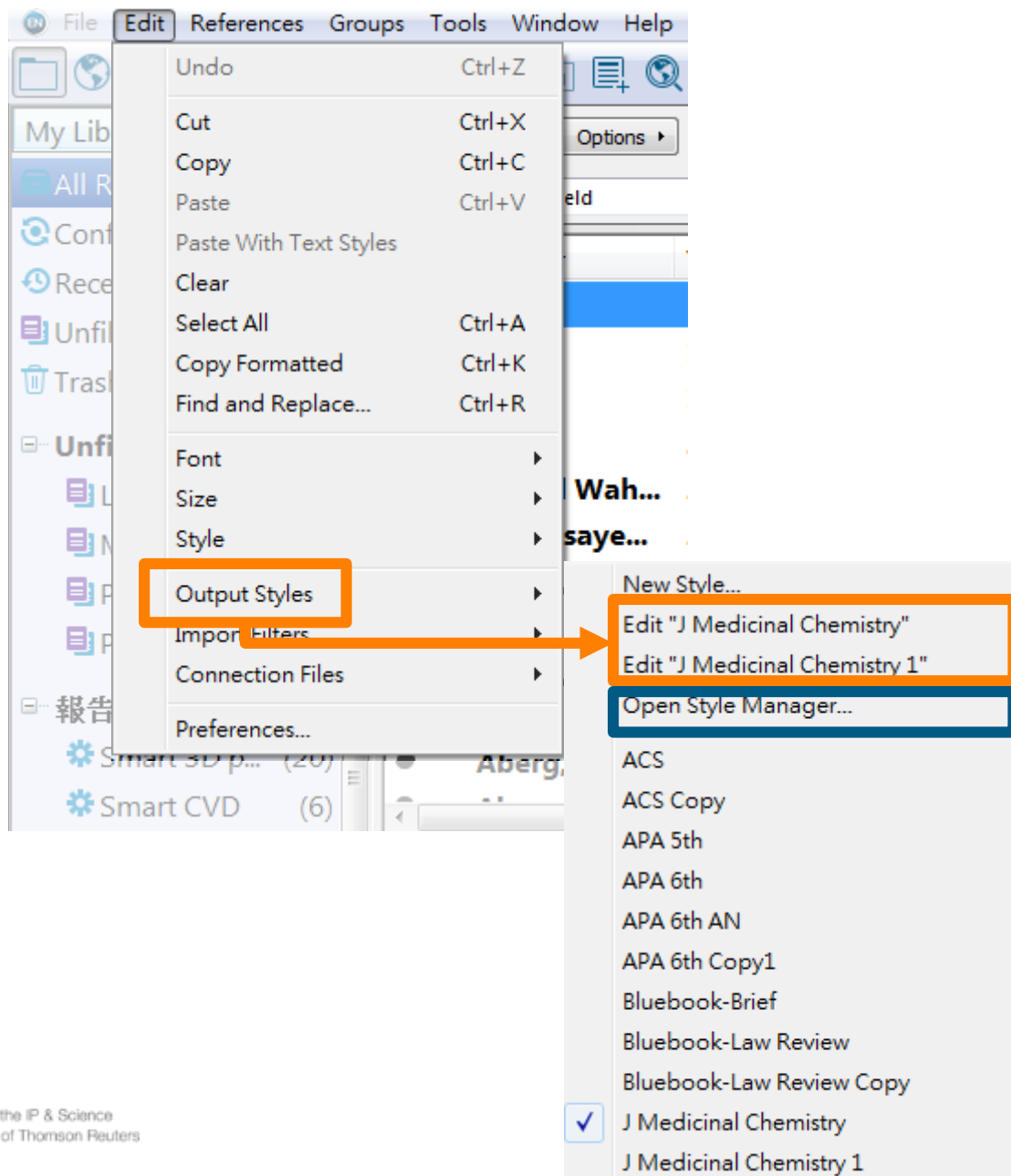
## EndNote Output Style Request Form

Ready to submit a request for a new or updated output style? Before you begin, please make sure you have the URL for the journal's author instruction page handy. We cannot process requests without this information.

Also please note the following:

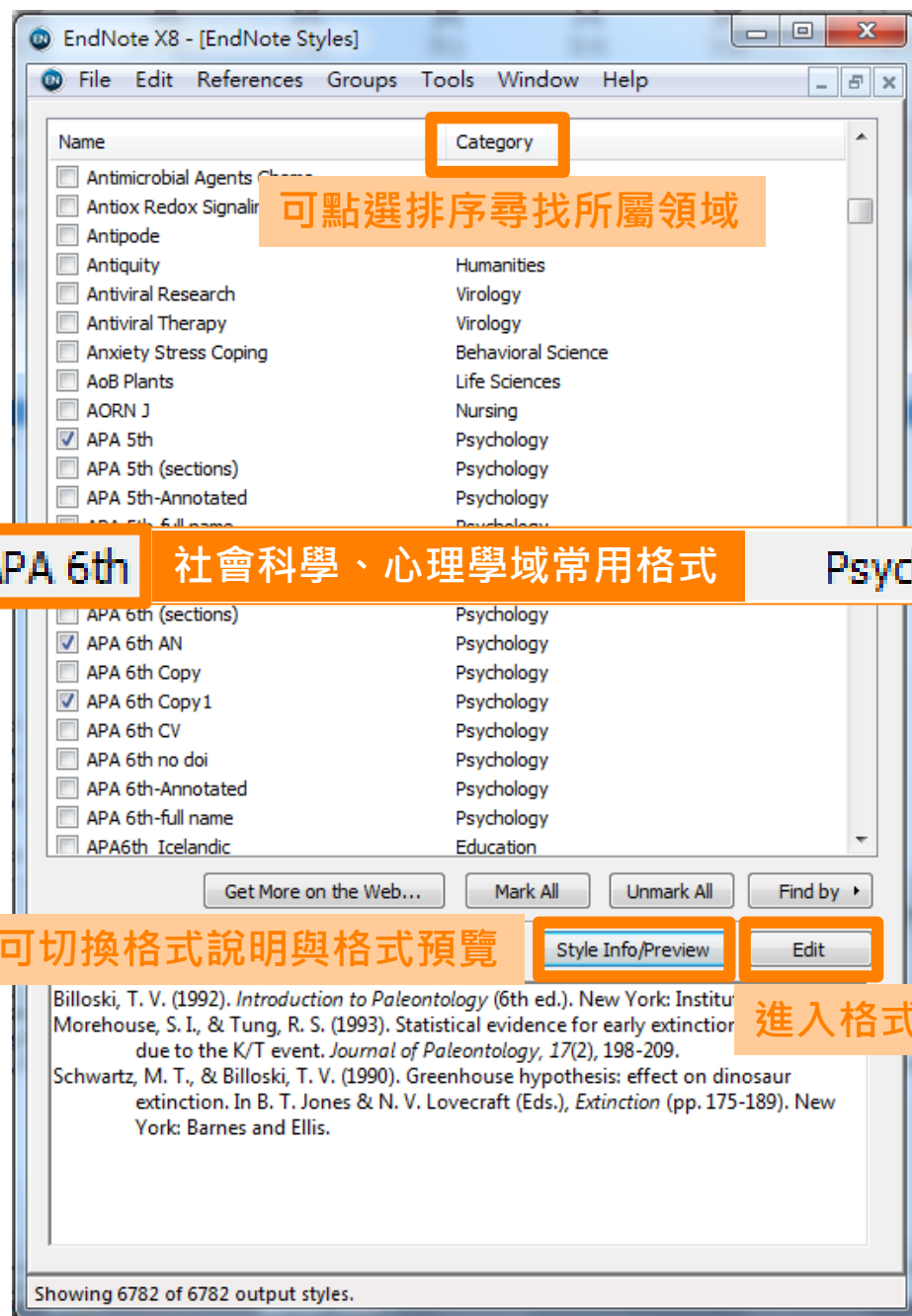
- This form is for submissions from journal editorial staff and professional staff supporting EndNote **only**.
- If a request has already been submitted, please do not submit a duplicate. Contact our [Content Team](#) and ask about the status of your previous request.
- Requests from individuals will not be processed here. Please ask your journal editor or EndNote support staff to contact us if the output style you need is missing or inaccurate.

Begin



最近選取的兩種格式

所有格式清單與預覽



可點選排序尋找所屬領域



APA 6th

社會科學、心理學域常用格式

Psychology

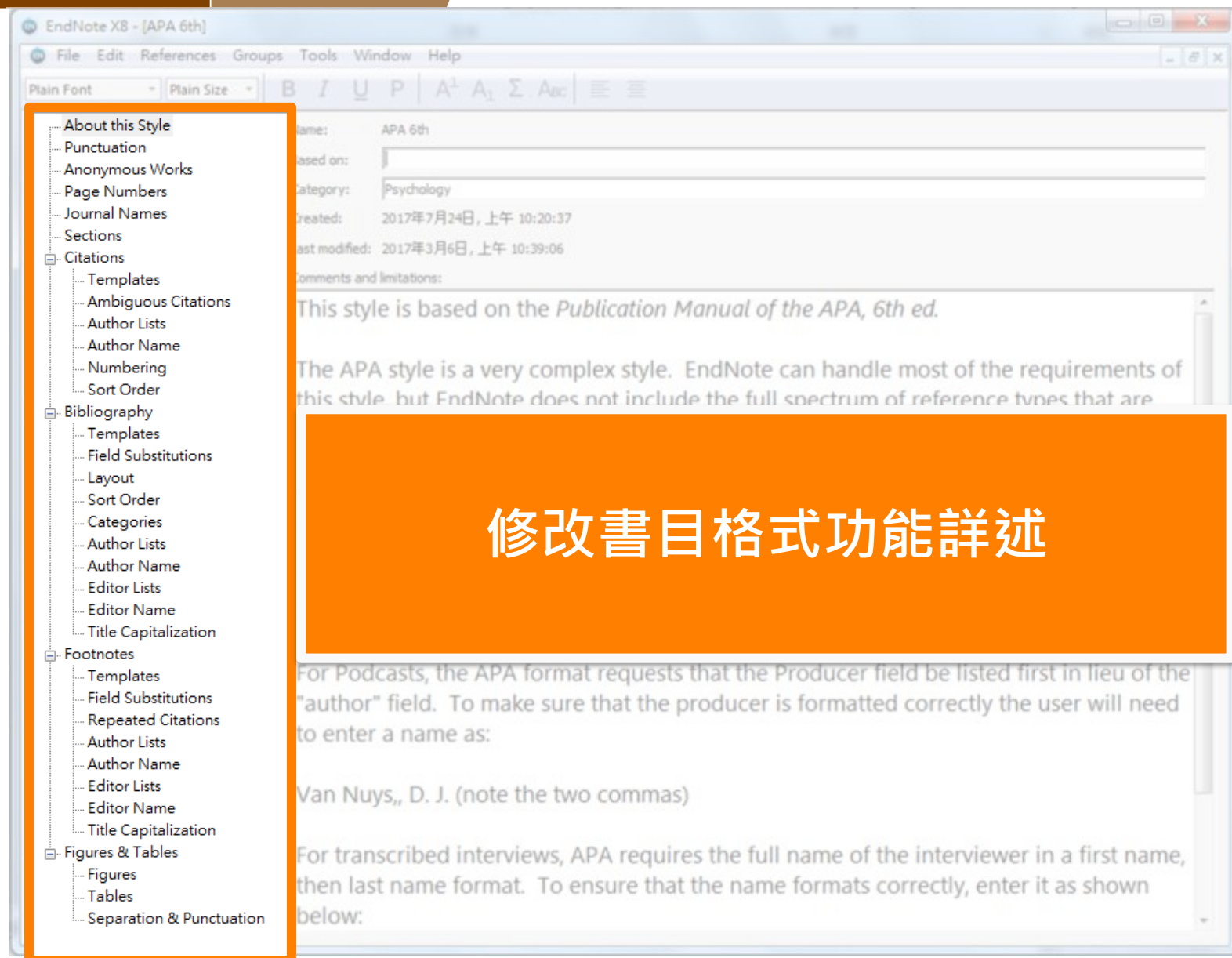
可切換格式說明與格式預覽

Style Info/Preview

Edit

進入格式編輯





## 選項設定

確認選項定義後選擇即可

### Journal Name Format

- ☒ Use full journal name
- ☐ Abbreviation 1
- ☐ Abbreviation 2
- ☐ Abbreviation 3
- ☐ Don't replace

## 語法設定

包含標點符號、欄位語法  
特殊符號及純文字

### Citation

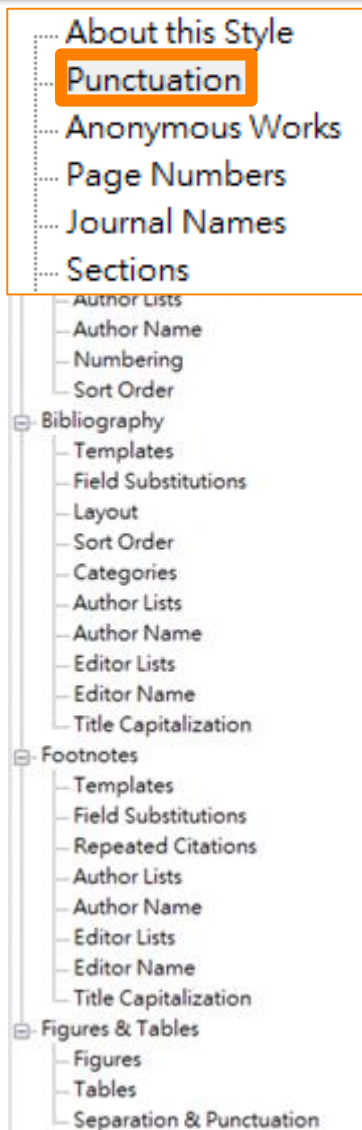
(Author, Year, p. ^ pp. Cited Pages)

標點符號 欄位語法 特殊符號 純文字

EN選項

鍵盤輸入

## A. Punctuation 標點符號空格



Language: English (Default) ▼

Spaces are removed before these multi-part punctuation marks:

: ; ! ?

Spaces before other punctuation marks and symbols are retained.

一般的英文引用格式，  
在上述的標點符號前不特別保留空格。

建議保留預設  
不須變更

## B. Anonymous Works 作者不明的文獻

About this Style

Punctuation

Anonymous Works

Page Numbers

Journal Names

Sections

Author Lists

Author Name

Numbering

Sort Order

Bibliography

Templates

Field Substitutions

Layout

Sort Order

Categories

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Footnotes

Templates

Field Substitutions

Repeated Citations

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Figures & Tables

Figures

Tables

Separation & Punctuation

### When Formatting or Sorting Anonymous Works:

- ☐ Leave author blank 將作者省略不出現
- ☐ Use full title in place of author 以文章、書名等 Full title 資料取代作者呈現
- ☐ Use short title in place of author 以 short title 欄位資料取代 (須補上該筆文獻的欄位資料)
- ☒ Use APA specifications 以 APA 規範呈現
- ☐ Insert text: Anonymous 以特定文字固定顯示

## C. Page Numbers 頁碼格式



About this Style

Punctuation

Anonymous Works

Page Numbers

Journal Names

Sections

Author Lists

Author Name

Numbering

Sort Order

Bibliography

Templates

Field Substitutions

Layout

Sort Order

Categories

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Footnotes

Templates

Field Substitutions

Repeated Citations

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Figures & Tables

Figures

Tables

Separation & Punctuation

### Page Number Format

- ☐ Don't change page numbers 不變更書目資料內的頁碼資料
- ☐ Show only the first page number (e.g. 123) 只顯示起始頁的頁碼
- ☐ Abbreviate the last page number (e.g. 123-5)
- ☐ Abbreviate the last page, keeping two digits (e.g. 123-25)
- ☒ Show the full range of pages (e.g. 123-125) 顯示完整的起訖頁
- ☐ Show only the first page for journals, full range for others  
針對期刊文章只顯示起始頁，其他文獻類型則顯示完整頁碼

張家麟, 余嘉明, & 劉丁己. (2005). 品牌資產的測量方法：從財務與顧客基礎兩個角度. *商場現代化*, x(451), 56-8.

顯示起訖頁，結束頁省略除個位數以外相同數值的頁碼。  
如上篇範例頁碼為56-58。

張家麟, 余嘉明, & 劉丁己. (2005). 品牌資產的測量方法：從財務與顧客基礎兩個角度. *商場現代化*, x(451), 156-58.

顯示起訖頁，結束頁保留後兩碼頁數，其他若與起始頁相同則省略。  
如上篇範例頁碼為156-158。

## D. Journal Names 期刊名稱



About this Style

Punctuation

Anonymous Works

Page Numbers

Journal Names

Sections

Author Lists

Author Name

Numbering

Sort Order

Bibliography

Templates

Field Substitutions

Layout

Sort Order

Categories

Author Lists

Author Name

Editor Lists

Editor Name

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Author Name

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Editor Name

Title Capitalization

Figures & Tables

Figures

Tables

Separation & Punctuation

### Journal Name Format

☒ Use full journal name 使用期刊全名

☐ Abbreviation 1 使用期刊縮寫名

☐ Abbreviation 2 有三種縮寫刊名

☐ Abbreviation 3 變化

☐ Don't replace 使用原本參考書目中的期刊名稱

須維護期刊的全稱、三種縮寫名稱的期刊名稱對應表

→ [Tools]>[Open Term Lists]>[Journals Term List]

☐ Abbreviate journal articles only 只有期刊文章使用刊名縮寫名稱

☐ Remove periods 省略期刊縮寫名稱的縮寫點

NCBI Resources How To

PubMed.gov  
US National Library of Medicine  
National Institutes of Health

PubMed

例如：PubMed資料庫匯出的期刊全名欄為縮寫名稱，引用時若需使用期刊全名，就須在此設定

[Show additional filters](#)

Display Settings: ☒ Summary, 20 per page, Sorted by Recently Added

[Send to:](#) ☐

#### Article types

Clinical Trial

Review

More ...

#### Text availability

Abstract

Free full text

Full text

#### PubMed

Commons

Reader comments

#### Publication dates

5 years

10 years

Results: 1 to 20 of 1972322 Selected: 2

<< First < Prev Page 1 of 98617 Next >> Last >>

☒ [Role of Type IV Pili in Predation by \*Bdellovibrio bacteriovorus\*.](#)

1. Chanvi RM, Koval SE

PLoS One. 2014 Nov 19;9(11):e113404. doi: 10.1371/journal.pone.0113404. eCollection 2014.

PMID: 25409535 [PubMed - as supplied by publisher]

[Related citations](#)

☒ [Specific \*\*Gene\*\* Repression by CRISPRi System Transferred through Bacterial Conjugation.](#)

2. Ji W, Lee D, Wong E, Dadlani P, Dinh D, Huang V, Kearns K, Teng S, Chen S, Haliburton J, Heimberg C, Heinicke B, Ramasubramanian A, Stevens T, Helmke KJ, Zepeda V, Qi LS, Lim WA.

ACS Synth Biol. 2014 Nov 19. [Epub ahead of print]

PMID: 25409531 [PubMed - as supplied by publisher]

[Related citations](#)

## D.1 Journals Term List 修改期刊名對照表

Tools Window Help

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...  
Find Broken Attachment Links...

Library Summary...

Subject Bibliography...  
Manuscript Templates...

Icons: Folder, Quote, Document, Word, Refresh, User, Bell, Help, Quick Search, Search icon

Author

Journal

1 [Tools]>[Open Term Lists] >[Journals Term List]

Authors Term List  
Journals Term List  
Keywords Term List

Term Lists

Terms Lists

101 Journals in the Journals List:

| Full Journal                          | Abbreviation 1                     | Abbreviation 2 | Abbreviation 3 |
|---------------------------------------|------------------------------------|----------------|----------------|
| J Agric Food Chem                     |                                    |                |                |
| J Allergy Clin Immunol                | The Journal of allergy and clin... |                |                |
| J Cancer Res Ther                     | Journal of cancer research an...   |                |                |
| J Child Orthop                        | Journal of children's orthopae...  |                |                |
| J Econ Entomol                        |                                    |                |                |
| J Food Sci                            |                                    |                |                |
| J Food Sci Technol                    |                                    |                |                |
| JACC Cardiovasc Imaging               | JACC. Cardiovascular imaging       |                |                |
| Journal of Apicultural Research       |                                    |                |                |
| Journal of Artificial Intelligence... |                                    |                |                |
| Journal of Computer Assisted ...      |                                    |                |                |

Hint: Hold the Ctrl key to select multiple terms

Buttons: New Term..., Edit Term..., Delete Term, Insert Term, Close

期刊名全稱與縮寫倒置  
或僅在全稱欄有縮寫

## D.1 Journals Term List 修改期刊名對照表

### 2 全選所有期刊名(Ctrl+A) > Delete Term

Term Lists



Terms Lists

101 Journals in the Journals List:

| Full Journal                      | Abbreviation 1                     | Abbreviation 2 | Abbreviation 3 |
|-----------------------------------|------------------------------------|----------------|----------------|
| 2013 Ieee 13th International C... |                                    |                |                |
| American Nineteenth Century ...   | Am. Ninet. Century Hist.           |                |                |
| Anal Bioanal Chem                 |                                    |                |                |
| Appl Environ Microbiol            |                                    |                |                |
| Arthritis Res Ther                | Arthritis research & therapy       |                |                |
| Artificial Intelligence           |                                    |                |                |
| Beijing Da Xue Xue Bao            | Beijing da xue xue bao. Yi xue ... |                |                |
| Biomed Res Int                    |                                    |                |                |
| BMC Genomics                      |                                    |                |                |
| Chest                             |                                    |                |                |
| Clinical Neurophysiology          |                                    |                |                |

New Term...

Edit Term...

Delete Term

Insert Term

Hint: Hold the Ctrl key to select multiple terms

Close



## D.1 Journals Term List 修改期刊名對照表

3 在Lists頁籤選擇Journals>[Import List...] 4 選擇欲匯入的領域期刊對照表

Term Lists

Terms Lists

Sample\_Library\_X8

Create List...

Rename List...

Delete List...

Update List...

Import List...

Export List...

Delimiters

☐ , ☒ ; ☐ - ☐ . ☒ \ ☐ /

☐ Custom Delimiter:

Carriage return is always used as a term delimiter.

Term Lists

14164 Journals in the Journals List:

| Full Journal                | Abbreviation 1           | Abbreviation 2          | Abbreviation 3            |
|-----------------------------|--------------------------|-------------------------|---------------------------|
| A Pediatrics                | Pediatrics (Rio)         | Pediatrics (Rio)        |                           |
| A.M.A. American Journ...    | AMA Am. J. Dis. Child.   | AMA Am J Dis Child      |                           |
| A.M.A. Archives of Der...   | AMA Arch. Derm. Syph...  | AMA Arch Derm Syph...   | A.M.A. Archives of Der... |
| A.M.A. Archives of Der...   | AMA Arch. Derm.          | AMA Arch Derm           |                           |
| A.M.A. Archives of Gen...   | AMA Arch. Gen. Psychi... | AMA Arch Gen Psychia... |                           |
| A.M.A. Archives of Indu...  | AMA Arch. Ind. Health    | AMA Arch Ind Health     |                           |
| A.M.A. Archives of Indu...  | AMA Arch. Ind. Hyg. O... | AMA Arch Ind Hyg Oc...  | A.M.A. Archives of Ind... |
| A.M.A. Archives of Inter... | AMA Arch. Intern. Med.   | AMA Arch Intern Med     |                           |
| A.M.A. Archives of Neur...  | AMA Arch. Neurol. Psy... | AMA Arch Neurol Psyc... | A.M.A. Archives of Neu... |
| A.M.A. Archives of Neur...  | AMA Arch. Neurol.        | AMA Arch Neurol         |                           |
| A.M.A. Archives of Oph...   | AMA Arch. Ophthalmol.    | AMA Arch Ophthalmol     |                           |
| A.M.A. Archives of Otol...  | AMA Arch. Otolaryngol.   | AMA Arch Otolaryngol    |                           |

Hint: Hold the Ctrl key to select multiple terms

開啟

EndNote X8 > Terms Lists

搜尋 Terms Lists

組合管理 新增資料夾

名稱 修改日期 類型

|                            |                   |      |
|----------------------------|-------------------|------|
| Anthropology               | 2012/10/17 下午 ... | 文字文件 |
| Archaeology                | 2013/2/26 上午 1... | 文字文件 |
| Astronomy and Astrophysics | 2011/9/21 上午 1... | 文字文件 |
| BioScience                 | 2012/10/17 下午 ... | 文字文件 |
| Chemical                   | 2012/10/17 下午 ... | 文字文件 |
| Economics                  | 2011/9/21 上午 1... | 文字文件 |
| Humanities                 | 2011/9/21 上午 1... | 文字文件 |
| Korean Medical Terms       | 2012/10/17 下午 ... | 文字文件 |
| Law                        | 2012/10/17 下午 ... | 文字文件 |
| Medical                    | 2014/11/10 下午 ... | 文字文件 |
| Philosophy                 | 2012/10/17 下午 ... | 文字文件 |
| Physics                    | 2012/10/17 下午 ... | 文字文件 |
| Religion                   | 2006/10/12 上午 ... | 文字文件 |
| Zoological Records         | 2012/10/17 下午 ... | 文字文件 |

Text file (\*.txt)

開啟(O)

取消

New Term...

Edit Term...

Delete Term

Insert Term

Close

未出現於此對照表的期刊  
需點按 [New Term]自行建立

5 回到Terms頁籤即可看到成功匯入的期刊對照表

## E. Section 參考文獻位置

About this Style

Punctuation

Anonymous Works

Page Numbers

Journal Names

Sections

Author Lists

Author Name

Numbering

Sort Order

Bibliography

Templates

Field Substitutions

Layout

Sort Order

Categories

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Footnotes

Templates

Field Substitutions

Repeated Citations

Author Lists

Author Name

Editor Lists

Editor Name

Title Capitalization

Figures & Tables

Figures

Tables

Separation & Punctuation

These options allow you to create multiple bibliographies in a single Microsoft Word document when using Cite While You Write (CWYW). According to the type of style you are working with, choose how citations should appear for each section and document.

### Sections

☒ Create a complete bibliography at the end of the document 在全篇文末列參考文獻

☐ Create a bibliography for each section 在各章節文末列參考文獻

☐ Continue numbering, or apply settings for disambiguation and repeated citations across sections

☐ Create a bibliography for each section and a complete bibliography at the end of the document 在全文和各章節都列參考文獻

Numbering will continue, and settings for disambiguation and repeated citations will be applied across sections.

需先於Word文件中作好分節設定，此功能才會運作。

# F.1 Citation - Templates 正文中的引文/引註



## 範例一

- About this Style
- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations
  - Templates**
  - Ambiguous Citations
  - Author Lists
  - Author Name
  - Numbering
  - Sort Order
- Field Substitutions
- Layout
- Sort Order
- Categories
- Author Lists
- Author Name
- Editor Lists
- Editor Name
- Title Capitalization
- Footnotes
  - Templates
  - Field Substitutions
  - Repeated Citations
  - Author Lists
  - Author Name
  - Editor Lists
  - Editor Name
  - Title Capitalization
- Figures & Tables
  - Figures
  - Tables
  - Separation & Punctuation

### Citation

(Author; |Year|, \*p. ^ pp. \*Cited Pages|)

### Citation - Author (Year)

Author\*(|Year|, \*p. ^ pp. \*Cited Pages|)



### Citation

(Author, |Year|: \*Cited Pages|)

### Citation - Author (Year)

Author\*(|Year|: \*Cited Pages|)



(Brugha, 2015: 734)<sup>+</sup>

<sup>+</sup>

Brugha, C. M. (2015). Foundation of Nomology. *European Journal of Operational Research*, 240(3), 734-747. doi: 10.1016/j.ejor.2014.07.042<sup>+</sup>

## 《公共行政學報》論文撰寫體例 (中文)

本學報為統一論文格式，自**2014年3月**（本學報第**46期**）起，修訂本學報之撰寫體例，敬請遵循採用。

### 四、文獻引用

#### (一) 文中引用方式

【格式】(作者, 年代: 頁數)

【範例】(蕭武桐、黃新福, 1999: 350)

(魯繼中 譯, 1997)

(Argyris & Schon, 1978: 20-26)

(Luskin, 2000; Riker, 1980)

#### (二) 文中已有作者姓名時

【格式】作者 (年代: 頁數)

【範例】蕭武桐、黃新福 (1999: 350)

Argyris與Schon認為 (1978: 20-26)

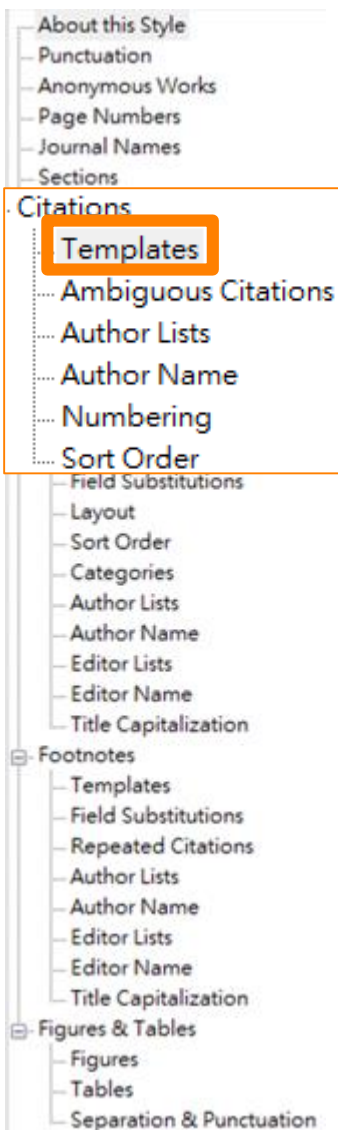
Fisher (1978, 1985, 1999)

#### (三) 作者為三至五人時，第一次所有作者均列出，第二次以後僅寫出第一位作者並加 et al. (等人)；作者為六人以上時，每次僅列第一位作者並加 et al. (等人)。

引用頁碼，不需要寫p(pp)，且標點改用冒號

# F.1 Citation - Templates 正文中的引文/引註

範例一



## 《公共行政學報》論文撰寫體例 (中文)

本學報為統一論文格式，自2014年3月(本學報第46期)起，修訂本學報之撰寫體例，敬請遵循採用。

### 四、文獻引用

#### (一) 文中引用方式

【格式】(作者，年代：頁數)

【範例】(蕭武桐、黃新福，1999：350)

(魯樂中 譯，1997)

(Argyris & Schon, 1978: 20-26)

(Luskin, 2000; Riker, 1980)

#### (二) 文中已有作者姓名時

【格式】作者(年代：頁數)

【範例】蕭武桐、黃新福(1999：350)

Argyris與Schon認為(1978：20-26)

Fisher(1978, 1985, 1999)

(三) 作者為三至五人時，第一次所有作者均列出，第二次以後僅寫出第一位作者並加 et al. (等人)；作者為六人以上時，每次僅列第一位作者並加 et al. (等人)。

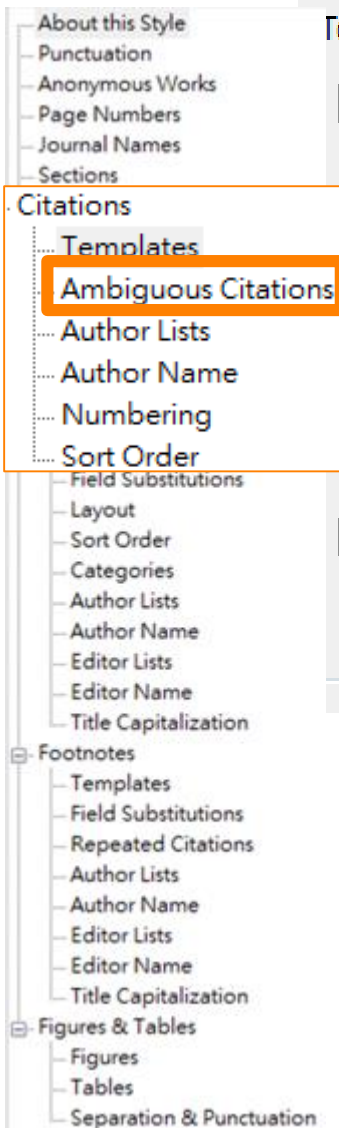
多重引文時的分隔符號

Multiple citation separator: ;

Year Format

☐ Use 2-digit years ('99)

## F.2 Ambiguous Citations 實際為不同引文的區別 - (Author, Year) ★



To Differentiate Ambiguous Citations:

☒ Include the author initials or full name in citation

Name format: A. B.

☒ Add more authors until the citation is unique

☐ Add the title for different works by the same author

Title format: Full Title

☒ Add a letter after the year

Letter format: 2000a, 2000b

兩筆引文作者的姓相同時，增加作者的名字(全名/縮寫/第一個名等)，以示區別

增加第二,第三...作者的姓，直到可以區別出不同引文

同一作者同一年代的不同文獻，以增加 title(全名/short title)，以示區別

同一作者同一年代的不同文獻，在年代後增加英文字母，以示區別

### 範例二

#### 政治大學會計學系碩士班碩士論文寫作格式說明

##### 五、文獻引用

1. 同時引用數篇文獻時，應按出版時間先後次序排列，但同一人有兩篇以上時，則列在一起，例如，Ohlson (1994, 1995)。另引用之作者名字置於括弧內或外，視情況而定，例如，可避免損益項目裁量性及非裁量性之複雜問題(Kang and Sivaramarishnan 1995)。三個以上之作者時，正文第一次引文時列出所有作者，第二次以後引用只須列出第一位作者，例如，(Jones et al. 1985)。同一作者同一年度有兩篇或兩篇以上時，以 a、b、c、...表示，例如：(Jones 1987a, 1987b)。

2. 引用文獻若同時含中英文，中文在前，英文在後，並依年度排列。

3. 引用文獻之出版年度一律以西元列示，例如：我國股市至 80 年始回歸至較為理性階段（黃敏助 1991；陳志恆 1992），……

4. 引用之文獻係來自機構之出版物時，該機構名稱可用縮寫，例如(AICPA Cohen Commission Report 1977)。



## F.3 Citations - Author Lists 多位作者的顯示與分隔



- About this Style
- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations
  - Templates
  - Ambiguous Citations
  - Author Lists**
  - Author Name
  - Numbering
  - Sort Order
- Field Substitutions
- Layout
- Sort Order
- Categories
- Author Lists
- Author Name
- Editor Lists
- Editor Name
- Title Capitalization
- Footnotes
  - Templates
  - Field Substitutions
  - Repeated Citations
  - Author Lists
  - Author Name
  - Editor Lists
  - Editor Name
  - Title Capitalization
- Figures & Tables
  - Figures
  - Tables
  - Separation & Punctuation

### Author Separators

Number of Authors

1 to 2

between

before last

與

before last in format: Author (Year)

與

3 to 5

,

與

與

### Abbreviated Author List - First Appearance

多位作者第一次出現

☐ List all author names

☒ If 6 or more authors, list the first 1 author(s)

and abbreviate with: 等人

☐ Italic

### Abbreviated Author List - Subsequent Appearances

多位作者第二次以後出現

☐ List all author names

☒ If 3 or more authors, list the first 1 author(s)

and abbreviate with: 等人

☐ Italic

範例一

### 《公共行政學報》論文撰寫體例 (中文)

本學報為統一論文格式，自2014年3月（本學報第46期）起，修訂本學報之撰寫體例，敬請遵循採用。

(二) 文中已有作者姓名時

【格式】作者 (年代: 頁數)

【範例】蕭武桐、黃新福 (1999: 350)

Argyris與Schon認為 (1978: 20-26)

Fisher (1978, 1985, 1999)

(三) 作者為三至五人時，第一次所有作者均列出，第二次以後僅寫出第一位作者並加 et al. (等人)；作者為六人以上時，每次僅列第一位作者並加 et al. (等人)。

# 以範例一呈現多人著作的引用結果

第一次引用四位作者的文獻時，呈現所有作者(翁麗雀、黃秀梨、張嘉玲與郭梅珍, 2009)，第二次引用時則僅列第一位作者後加等人(翁麗雀等人, 2009)。

## 參考文獻

翁麗雀, 黃秀梨, 張嘉玲, & 郭梅珍. (2009). 活體肝臟移植的決策經驗 護理雜誌 (Vol. 56, pp. 89-93).

## F.4 Citations - Author Name 引文中作者姓名格式



**About this Style**

- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations**
  - Templates
  - Ambiguous Citations
  - Author Lists
  - Author Name**
  - Numbering
  - Sort Order
- Field Substitutions
- Layout
- Sort Order
- Categories
- Author Lists
- Author Name
- Editor Lists
- Editor Name
- Title Capitalization

**Footnotes**

- Templates
- Field Substitutions
- Repeated Citations
- Author Lists
- Author Name
- Editor Lists
- Editor Name
- Title Capitalization

**Figures & Tables**

- Figures
- Tables
- Separation & Punctuation

**Name Format**

First author: Jane Smith

Other authors: John Doe

Capitalization: As Is

☐ Capitalize only the author's last name

Initials: Last Name Only

☒ Use initials only for primary authors with the same name

**Consecutive Citations by the Same Author**

☒ Omit repeated authors (e.g. Smith 1999, 2000)

☒ Separate these citations with: ,

☐ Don't omit authors from citations that have suffixes

**Author Name Examples:**

- Jane Smith
- Smith, Jane
- Smith Jane

**Capitalization Examples:**

- As Is** 按原Library中該筆書目的作者輸入方式呈現
- Normal 全部首字都大寫
- All Uppercase 全字母都大寫
- Small Caps 全部大寫，除首字母外都縮小字體 (常見法律學引用格式)

**Initials Examples:**

- Full Name
- Last Name Only
- A. B.
- A.B.**
- A B
- AB

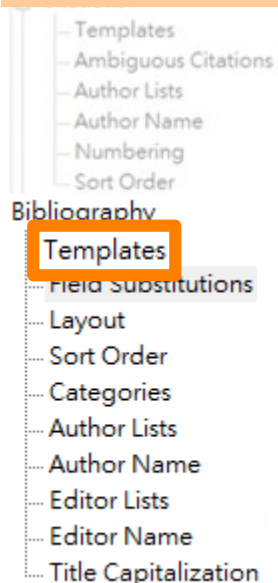
有無縮寫點、空格



# G.1 Bibliography - Templates



Reference Type 控制  
Output Style 中可顯示  
的資料類型



Bibliography 的  
Templates 是利  
用指令和語法控  
制所有資料類型  
的顯示方式

- Aggregated Database
- Ancient Text
- Artwork
- Audiovisual Material
- Bill
- Blog
- Book
- Book Section
- Case
- Catalog
- Chart or Table
- Classical Work
- Computer Program
- Conference Paper
- Conference Proceedings
- Dataset
- Dictionary
- 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
- Music
- Newspaper Article
- Online Database
- Online Multimedia
- Pamphlet
- Patent

Trans.]. In Secondary Author (Ed.), ^ (Eds. Publisher]. ('Reprinted from:' Reprint Edit  
Place Published]. Publisher].  
de Volume Cong. Rec.]. Code Pages]. \$-C  
of Entry] [Description]. Type of Medium].  
Editor Ed. ^ Eds.]. Edition ed.]. Vol. Volume]  
In Editor (Ed.) ^ (Eds.) Book Title (Editi  
Reprint  
rter Volu  
of Higher  
rsion)] [T  
at the Co  
te]. Paper presented at the Conference Na  
Dataset(s)]. Retrieved from: URL  
title] [Translated Title]] (Edition ed., | Vols.  
ion ed. | Vol. Volume)] Place Published]. P  
Periodical Title; Volume (Issue)] Pages.]. Re  
ries Ed ) ^ Eds ) | Series Title | Vol. Volume

Insert Field 控制  
Templates 中可插  
入的特殊指令 [線上]  
及欄位語法 [線下]，  
亦可手動輸入

End of Paragraph  
Tab  
Forced Separation  
Link Adjacent Text  
Singular/Plural

Insert Field

Record Number  
Reference Type  
Author  
Year  
Title  
Secondary Author  
Secondary Title  
Place Published  
Publisher  
Volume  
Number of Volumes  
Number  
Pages  
Section  
Tertiary Author  
Tertiary Title  
Edition  
Date  
Type of Work  
Subsidiary Author  
Short Title  
Alternate Title  
ISBN/ISSN  
DOI  
Original Publication  
Reprint Edition  
Reviewed Item  
Custom 1  
Custom 2  
Custom 3  
Custom 4  
Custom 5  
Custom 6  
Custom 7  
Custom 8  
Accession Number

## 換你試試看

- 在APA 6<sup>th</sup> 格式進到Bibliography的Templates內
- 將Journal Article內的Journal Name修改成正體，DOI欄位刪掉
- 另存成一格式，在WORD中套用

# 特殊指令

## 1 End of Paragraph ¶

### 強迫換行

Ex.想讓Title獨立一行，或是參考書目的編號後另起一行才列參考書目

#### Book

Author. (Year). ¶

Title | (|Translator, Trans. | Editor Ed. ^ Eds. | Edition ed. | Vol. Volume |) | Place Published | Publisher |.



---

Bridegam, M. A., & Bridegam, M. A. (2003).

*The right to privacy*. Philadelphia: Philadelphia: Chelsea House Publishers.

# 特殊指令

## 2 Tab +

當書目格式中的欄位、文字或符號之間需要tab的長度作間隔時使用。

Ex.數字格式的參考文獻編號後常有大空格

Bibliography·Number +

### Nature

- Bibliography
- Templates
- Field Substitutions
- Layout
- Sort Order

Start each reference with:

Bibliography·Number +

- 1  Aberg, F. From prolonging life to prolonging working life: Tackling unemployment among liver-transplant recipients. *World journal of gastroenterology* **22**, 3701-3711, doi:10.3748/wjg.v22.i14.3701 (2016).

# 特殊指令

## 3 Forced Separation

|

分隔符號與欄位，使其失去依附關係。可使原本依附欄位的符號或文字獨立出現

### Citation

(Author, |Year|, p.^pp. Cited Pages|)

(Abd El Wahed et al., 2017)

(Author, |Year, °p.^pp. °Cited Pages)

(Abd El Wahed et al., 2017, p.^pp.)

# 特殊指令

## 4 Link Adjacent Text

將獨立的文字與欄位連結在一起，產生依附關係

Ex. 頁Pages→當Pages有內容，例如20-30時，即會出現

頁20-30

# 特殊指令

## 5 Singular/Plural ^

依據欄位的單複數，給予不同的接敘詞

### Citation

(Author, |Year|, p.^pp. Cited Pages|)

# 特殊指令

## 6 Field Names in Bibliographies

將參考文獻中要出現的字串，剛好與欄位名稱相同時，以（`）符號將字串前後包覆。

Ex.在期刊的卷期數字前加上 “Volume:” 或 “Issue:” ，或在網址前加上 “URL:” 或在DOI前加上 “doi:” 。

### Journal Article

Author. (Year). Title. [Translated Title]. [Reviewed Item]. *Journal*, *Volume*[(Issue)], *Pages*. `doi:`DOI

Emery, N. J., & Clayton, N. S. (2009). Tool use and physical cognition in birds and mammals. *Current Opinion in Neurobiology*, 19(1), 27-33.  
doi:10.1016/j.conb.2009.02.003



## G.2 Bibliography - Field Substitutions 欄位替換

### Field Substitutions

中可控制當某些欄位沒有內容時，在參考文獻中可以替換為其他欄位的內容

- About this Style
- Bibliography
  - Templates
  - Field Substitutions**
  - Layout
  - Sort Order
  - Categories
  - Author Lists
  - Author Name
  - Editor Lists
  - Editor Name
  - Title Capitalization
- Figures & Tables
  - Figures
  - Tables
  - Separation & Punctuation

### Field Substitutions

☐ If the DOI field is empty, use:

`<Retrieved>from<URL`

Insert Field ▼

若無DOI，原DOI位置預設出現URL

☐ If the PMCID field is empty, use:

`<,>NIHMSID`

Insert Field ▼

若無PMCID，原PMCID位置預設出現NIHMSID

☐ If the Volume and Pages fields are empty, use:

`<,>DOI`

Insert Field ▼

若無Volume(卷)和Pages(頁數)，預設出現DOI

☐ If the editor and translator are the same individual, use:

`<,>edited and translated by Series Editor`

Insert Field ▼

若editor(編輯)和translator(翻譯)相同，預設出現“,>edited and translated by Editor欄位的名稱”

## G.3 Bibliography - Layout



Layout控制參考每筆文獻開頭或結尾處增加的欄位

- About this Style
- Templates
  - Ambiguous Citations
  - Author Lists
  - Author Name
  - Numbering
  - Sort Order
- Bibliography
  - Templates
  - Field Substitutions
  - Layout**
  - Sort Order
  - Categories
  - Author Lists
  - Author Name
  - Editor Lists
  - Editor Name
  - Title Capitalization
- Figures & Tables
  - Figures
  - Tables
- Separation & Punctuation

Start each reference with:

每筆參考文獻的開頭處，共同需增加的字串、符號或欄位

Insert Field ▶

- End of Paragraph
- Tab
- Forced Separation
- Link Adjacent Text
- Singular/Plural
- Reference Type
- Label
- Citation
- Bibliography Number
- Record Number

End each reference with:

每筆參考文獻的結尾處，共同需增加的字串、符號或欄位

Insert Field ▶

參考文獻第二列以後的縮排格式 Hanging Indent:

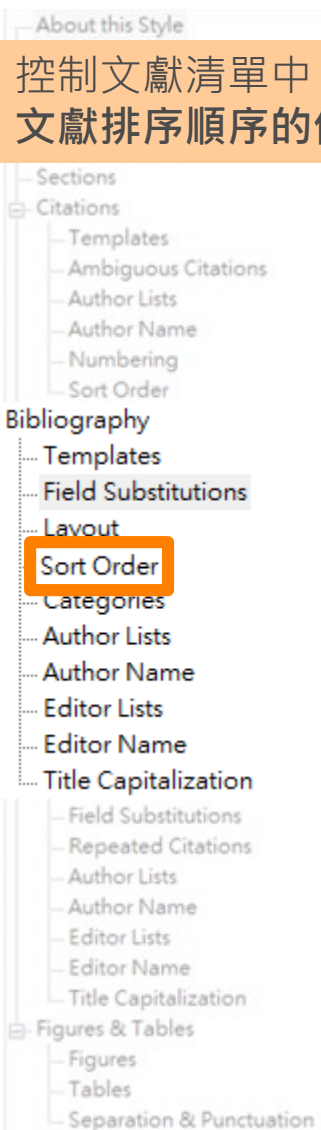
All paragraphs ▼

- None
- All paragraphs
- First Paragraph only
- Second Paragraph only
- All paragraphs but first

所有段落都不套用  
只有第一段落套用此格式  
只有第二段落套用此格式  
只有第一段落不套用，其餘均套用

## G.4 Bibliography - Sort Order ★

控制文獻清單中，  
文獻排序順序的依據



### Bibliography Sort Order

- ☐ Order of appearance
- ☐ Author + Title
- ☒ Author + Year + Title
- ☐ First Author + Year + Other Authors
- ☐ First Author + # of Authors + Year
- ☐ Other...

**Sort Options**

Use the following controls to choose up to 5 fields as criteria for custom sorting.

Sort First by this:  
Year

Then by this:  
None

Then by this:  
None

Then by this:  
None

Then by this:  
None

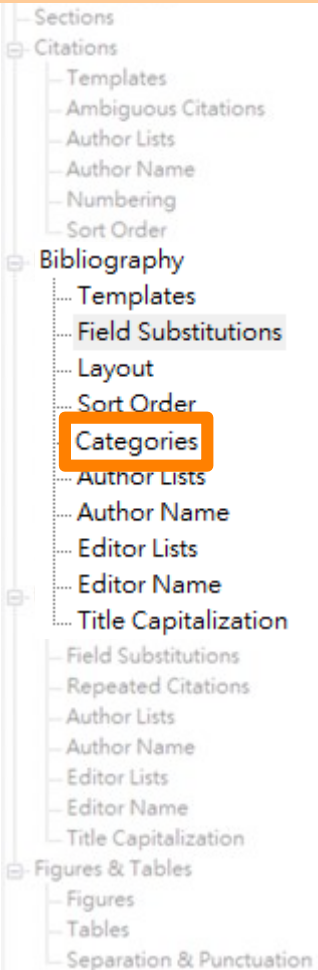
Sort Language:  
System Default

OK Cancel

☐ Sort edited works after original works by the same author

## G.5 Bibliography - Categories 文獻分類

Categories設定文獻清單中的文獻分類順序



Insert Reference Type ▾

Book<sup>¶</sup>  
Journal Article<sup>¶</sup>  
Thesis<sup>¶</sup>

「Sort Order」針對文字型的欄位會根據字順排序，請按 A → Z 的順序插入 Reference Type，例如：Book → Journal Article → Thesis

搭配CWYW的  Categorize References ▾ 功能設定，可以文獻類型分類文獻清單

Book<sup>¶</sup>

1. Kocsis, A. and H. Molnar, *Genotoxicity: evaluation, testing and prediction*. Genetics - research and issues series. 2009, New York: Nova Biomedical Books. xiv, 361 p.<sup>¶</sup>

Electronic Article<sup>¶</sup>

2. De, S.A.I., A. Saraswat, and D.M.L. van *Antihistamines for the common cold*. Cochrane Database of Systematic Reviews, 2015. DOI: 10.1002/14651858.CD009345.pub2.<sup>¶</sup>

Journal Article<sup>¶</sup>

3. Abd El Wahed, A., et al., *Rapid Molecular Detection of Zika Virus in Acute-Phase Urine Samples Using the Recombinase Polymerase Amplification Assay*. PLoS Curr, 2017. **9**.<sup>¶</sup>
4. Duffy, M.R., et al., *Zika virus outbreak on Yap Island, Federated States of Micronesia*. N Engl J Med, 2009. **360**(24): p. 2536-43.<sup>¶</sup>

## G.6 Bibliography - Author Lists 作者清單



**Author Lists**可設定當文獻有多位作者時，名稱之間的連結符號、作者列出幾位

### Author Separators

Number of Authors

1

to

2

between

,

before last

and

3

to

100

,

, and

### Abbreviated Author List

☐ List all author names

☒ If 4 or more authors, list the first 1 author(s)

and abbreviate with: , et al.

☐ Italic

☐ If eight or more authors, list the first 6 authors, insert:

, . . .

and add the last author's name

### For Subsequent Works by the Same Author

☒ Print the author list as defined above 不作特殊呈現，如同第一次引用

☐ Omit the author list 不呈現作者欄位

☐ Replace repeated authors with:

---

以其他符號或字元替代作者欄位，通常為「---」

## G.7 Bibliography - Author Name 作者姓名



Author Name設定文  
獻清單中作者姓和名的  
先後順序、大小寫  
以及名是否縮寫

About this Style

Ambiguous Citations  
Author Lists  
Author Name  
Numbering  
Sort Order

Bibliography

Templates  
Field Substitutions  
Layout  
Sort Order  
Categories  
Author Lists  
Author Name  
Editor Lists  
Editor Name  
Title Capitalization

Field Substitutions  
Repeated Citations  
Author Lists  
Author Name  
Editor Lists  
Editor Name  
Title Capitalization

Figures & Tables

Figures  
Tables  
Separation & Punctuation

Name Format  
Jane Smith  
Smith, Jane  
Smith Jane

First author: Smith, Jane

Other authors: John Doe

Capitalization: As Is

☐ Capitalize only the author's last name

Initials: A.B.

Full Name  
Last Name Only  
A. B.  
A.B.  
A B  
AB

姓和名的先後順序、標點

按原Library中該筆書目的  
作者輸入方式呈現

全部首字都大寫

全部字母都大寫

全部都大寫，除首字母外都  
縮小(常見法律學引用格式)

有無縮寫點、空格

## G.8 Bibliography-Editor Lists 編輯者清單

**Editor Lists**可設定當文獻有多位編輯時，名稱之間的連結符號、編輯列出幾位

About this Style

- Ambiguous Citations
- Author Lists
- Author Name
- Numbering
- Sort Order
- Bibliography
  - Templates
  - Field Substitutions
  - Layout
  - Sort Order
  - Categories
  - Author Lists
  - Author Name
  - Editor Lists**
  - Editor Name
  - Title Capitalization
- Figures & Tables
  - Figures
  - Tables
  - Separation & Punctuation

### Editor Separators

Number of Editors

1 to 2

between

,

before last

and

3 to 100

,

, and

### Abbreviated Editor List

☐ List all editor names

☒ If 4 or more editors, list the first 1 editor(s)

and abbreviate with: , et al. ☐ Italic

☐ If eight or more editors, list the first 6 editors, insert: , . . .

and add the last editor's name

## G.9 Bibliography-Editor Name 編輯者姓名

Editor Name設定文獻  
清單中編輯姓和名的先  
後順序、大小寫  
以及名是否縮寫

**Name Format**

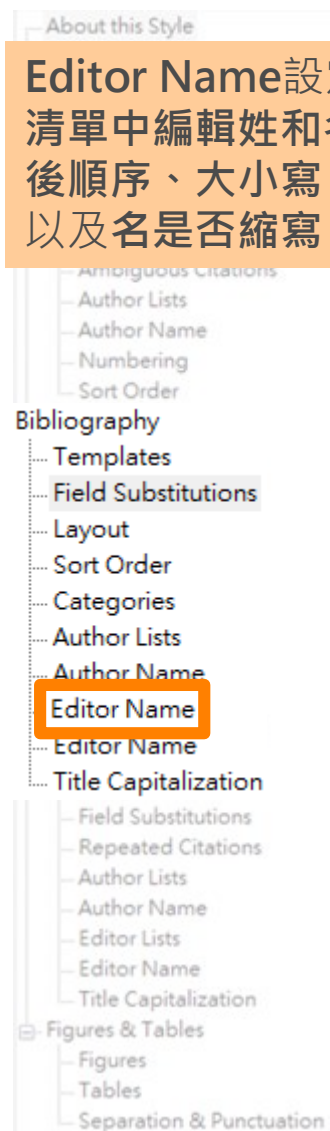
First editor: Jane Smith ▼

Other editors: John Doe ▼

Capitalization: As Is ▼

☐ Capitalize only the editor's last name

Initials: A.B. ▼





## G.10 Title Capitalization 標題大小寫



統一設定文獻  
標題的大小寫

### Title Capitalization

- ☒ Leave titles as entered
- ☐ Headline style capitalization
- ☐ Sentence style capitalization

按原資料顯示

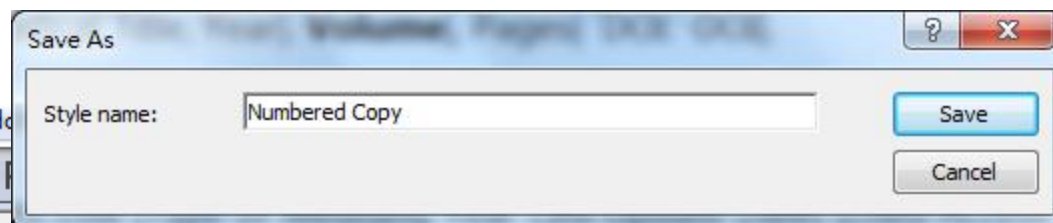
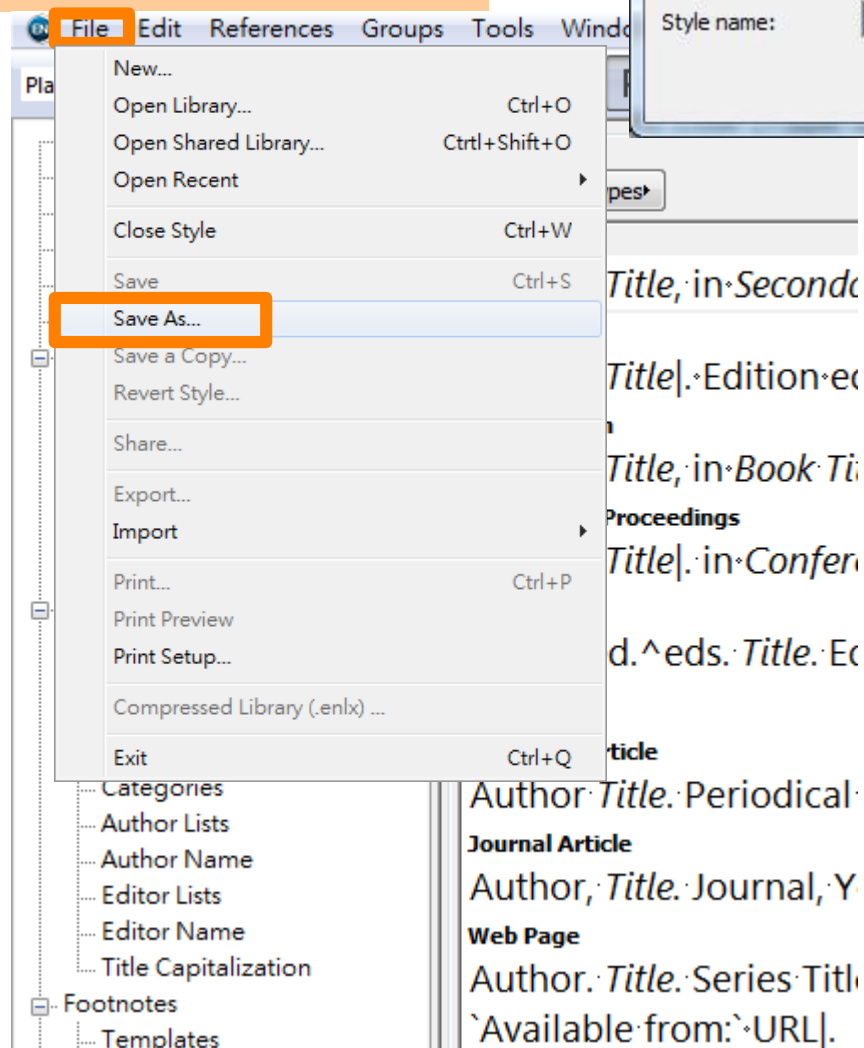
每字除介係詞外首字母大寫

如一般句子首字首字母大寫

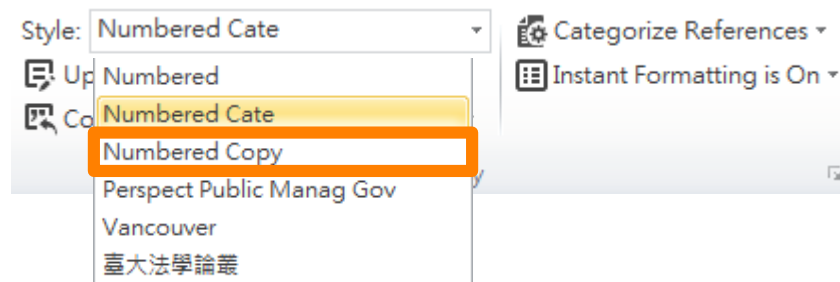


# 格式改換 相近修改

修改完畢後須另存格式  
File→Save as



修改檔名→Save  
→EndNote中選擇  
" Select Another style..." 找到新格式  
→Word中外掛預設格式清單中找到新格式



# 實際修改範例 - 中華醫誌

Journal of the Chinese Medical Association

[ *J Chin Med Assoc* ]



## Contents

- [Editorial Board](#)
- [Table of Contents](#) for the most recent issue of JCMA (July 2017) [ *Free Full Text* ]
- [Instructions to Authors](#)
- [Authorship & Conflicts of Interest Statement](#)
- [Copyright Transfer Agreement](#)

## 10.6. References

Authors are responsible for the accuracy and completeness of their references and for correct in-text citation.

### 10.6.1. In the main text, tables and figure legends

- References should be indicated by superscripted numbers according to order of appearance in the text, and placed after punctuation. [The actual authors can be referred to, but the reference number(s) must always be given.]

### 10.6.2. In the references list

- References should be compiled at the end of the manuscript according to the order of citation in the text.
- References should be limited to those cited in the text only.
- Journal references should include, in order, authors' surnames and initials, article title, abbreviated journal name, year, volume and inclusive page numbers.
- The surnames and initials of all the authors up to 6 should be included, but when authors number 7 or more, list the first 6 authors only followed by "et al".
- Abbreviations for journal names should conform to those used in MEDLINE.
- If citing a website, provide the author information, article title, website address and the date you accessed the information.
- Reference to an article that is in press must state the journal name and, if possible, the year and volume.

## 期刊格式要求

### ◆引文：

依文章中出現順序，以**標點後上標數字**呈現

### ◆文獻清單：

內文中有出現的才在文章最後列出，依**出現順序**以**數字方式**，而非按字母順序列出

### ◆作者清單：

六位以內全列出，多於六位則列出前六位，後面加上 "et al"

### ◆期刊縮寫名：

與Medline中相符

## 期刊格式要求

### ◆作者：

1. 姓完整在前，名首字母在後  
(名字的第一個字母大寫)
2. 六位作者以上，加et al

### ◆文章的標題：

**第一個字母大寫**，其餘小寫

### ◆刊名：

斜體，縮寫沒有縮寫點

### ◆頁數：

322-8 (末頁十位數以上重覆不出現)

Examples of the most common reference types are provided below.  
(Please pay particular attention to the formatting, word capitalization, spacing and style.)

#### *Standard journal articles*

Luo CB, Teng MM, Chang FC, Lin CJ, Guo WY, Chang CY. Stent-assisted coil embolization of intracranial aneurysms: a single center experience. *J Chin Med Assoc* 2012;75:322-8.

1

2

3

4

5

6

Huang HK, Chiang CC, Hung SH, Su YP, Chiu FY, Liu CL, et al.

The role of autologous bone graft in surgical treatment of hypertrophic nonunion of midshaft clavicle fractures. *J Chin Med Assoc* 2012;75:216-20.

# 中華醫誌上發表的文章範例

gle-pulse TMS in clinical research. It also indicates that the cardiac rhythm is chiefly modulated by heart itself.

The pathogenesis of ET still remains uncertain. The study of pathology has not showed any evidence of structure lesion in the brain.<sup>15</sup> TMS was able to reset the rhythm of ET but not the heart beat. Also, the pacing mechanism was different between ET and heart beat. Positron emission tomography of patients with ET reveals increased cerebellar activity at rest and during tremor, indicating that cerebellum has an important role in the generation of ET through the mechanism of oscillation within cerebello-olivary path-

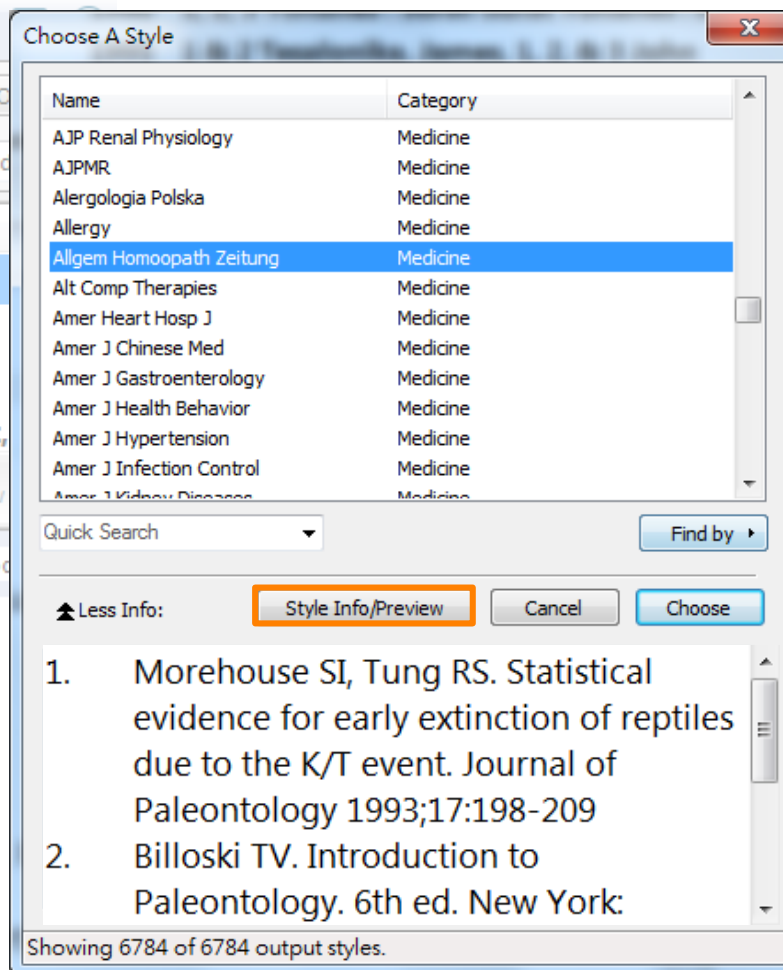
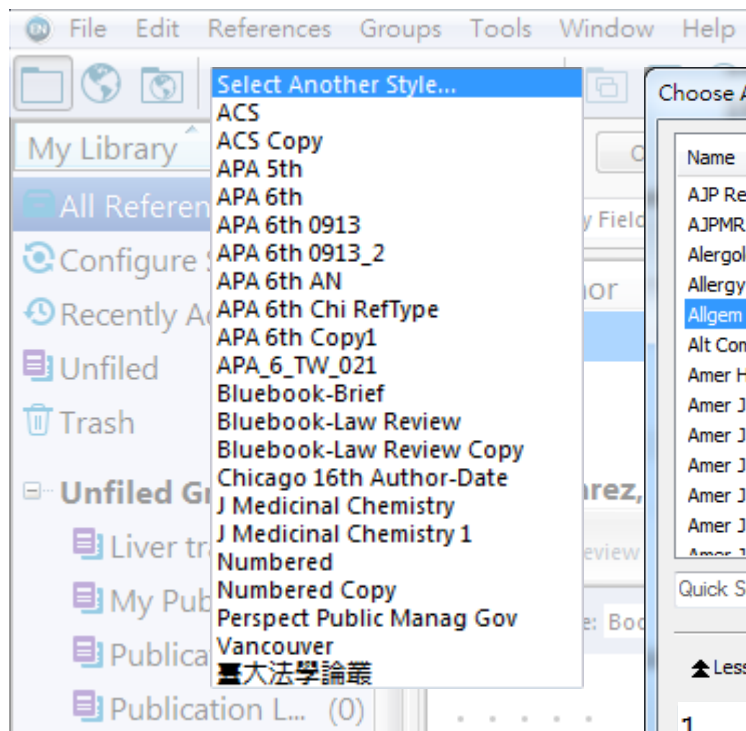
## References

1. Lown B, Verrier RL. Neural activity and ventricular fibrillation. *N Engl J Med* 1976;294:1165-70.
2. Lown B, DeSilva RA, Lenson R. Roles of psychologic stress and autonomic nervous system changes in provocation of ventricular premature complexes. *Am J Cardiol* 1978;41:979-85.
3. Lavy S, Yarr I, Melamed E, Stern S. The effect of acute stroke on cardiac functions as observed in an intensive stroke care unit. *Stroke* 1974;5:775-80.
4. Britton TC, Thompson PD, Day BL, Rothwell JC, Findley LJ, Marsden CD. Modulation of postural wrist tremor by magnetic stimulation of the motor cortex in patients with Parkinson's disease or essential tremor and in normal sub-



## 1\_選擇領域內相近的格式

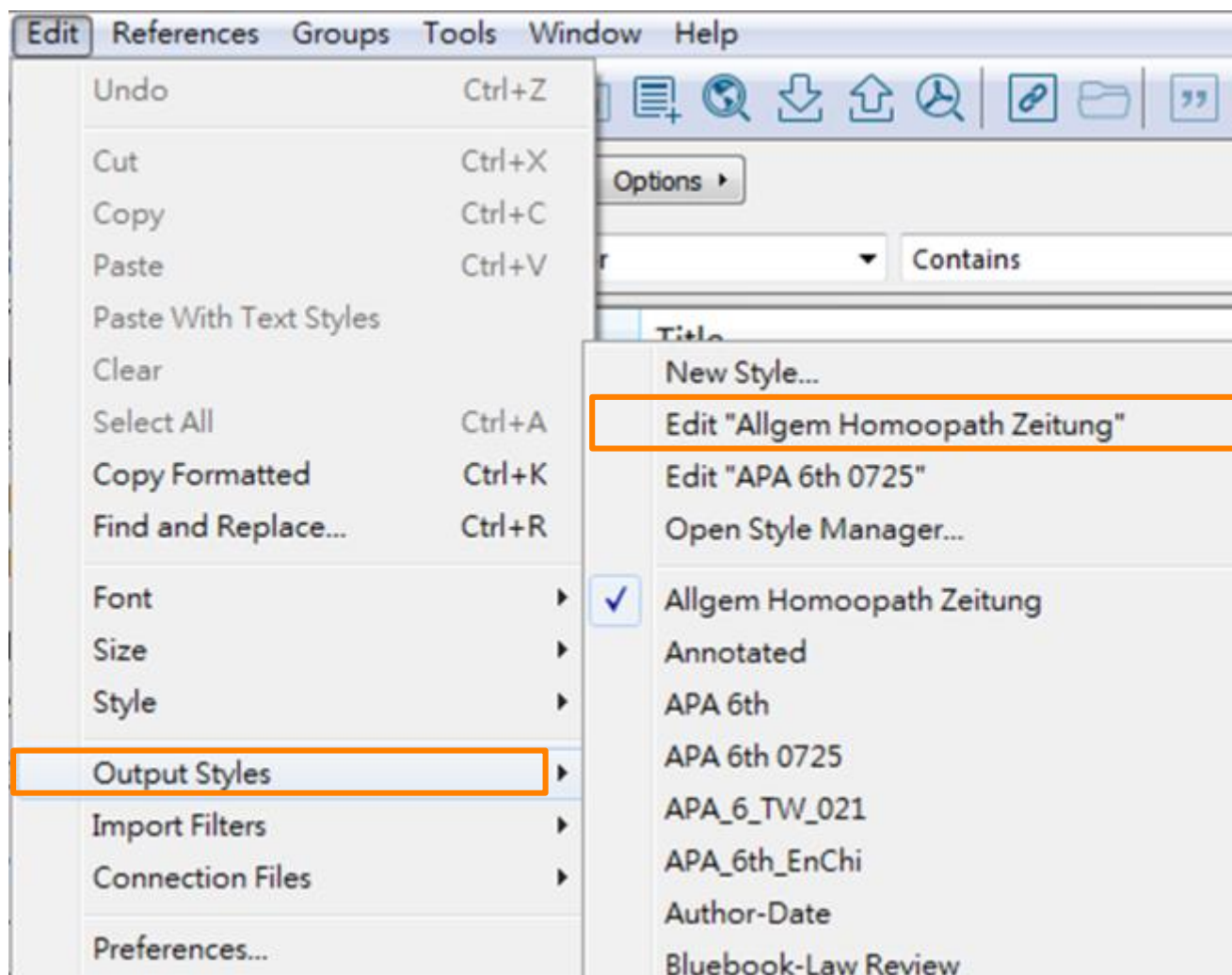
Huang HK, Chiang CC, Hung SH, Su YP, Chiu FY, Liu CL, et al. The role of autologous bone graft in surgical treatment of hypertrophic nonunion of midshaft clavicle fractures. *J Chin Med Assoc* 2012;75:216-20.



點選Category  
排序出某領域  
格式

點選Style  
Info/Preview  
切換到預覽模式

## 2\_Edit→Output Styles 選擇 Edit” 某格式 “編輯格式





## 修改頁碼格式

### *Standard journal articles*

Luo CB, Teng MM, Chang FC, Lin CJ, Guo WY, Chang CY. Stent-assisted coil embolization of intracranial aneurysms: a single center experience. *J Chin Med Assoc* 2012;75:322-8

末頁十位數以上  
重覆不出現

- About this Style
- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations
  - Templates
  - Ambiguous Citations
  - Author Lists
  - Author Name
  - Numbering
  - Sort Order

#### Page Number Format

- ☐ Don't change page numbers
- ☐ Show only the first page number (e.g. 123)
- ☐ Abbreviate the last page number (e.g. 123-5)
- ☐ Abbreviate the last page, keeping two digits (e.g. 123-25)
- ☒ Show the full range of pages (e.g. 123-125)
- ☐ Show only the first page for journals, full range for others



- ☐ Don't change page numbers
- ☐ Show only the first page number (e.g. 123)
- ☒ Abbreviate the last page number (e.g. 123-5)
- ☐ Abbreviate the last page, keeping two digits (e.g. 123-25)
- ☐ Show the full range of pages (e.g. 123-125)
- ☐ Show only the first page for journals, full range for others

## 修改期刊名稱格式

### Standard journal articles

Luo CB, Teng MM, Chang FC, Lin CJ, Guo WY, Chang CY. Stent-assisted coil embolization of intracranial aneurysms: a single center experience. *J Chin Med Assoc* 2012;75:322–8.

縮寫無縮寫點

About this Style

Punctuation

Anonymous Works

Page Numbers

Journal Names

Sections

### Tools→Open Term Lists→Journal Term List

Terms Lists

19268 Journals in the Journals List:

| Full Journal                         | Abbreviation 1                  | Abbreviation 2             |
|--------------------------------------|---------------------------------|----------------------------|
| A Pediatrics                         | Pediatrics (Rio)                | Pediatrics (Rio)           |
| A Trends Guide                       | Trends Guide                    | Trends Guide               |
| A.M.A. American Journal of Disea...  | AMA Am. J. Dis. Child.          | AMA Am J Dis Child         |
| A.M.A. Archives of Dermatology ...   | AMA Arch. Derm. Syphilol.       | AMA Arch Derm Syphilol     |
| A.M.A. Archives of Dermatology       | AMA Arch. Derm.                 | AMA Arch Derm              |
| A.M.A. Archives of General Psych...  | AMA Arch. Gen. Psychiatry       | AMA Arch Gen Psychiatry    |
| A.M.A. Archives of Industrial Health | AMA Arch. Ind. Health           | AMA Arch Ind Health        |
| A.M.A. Archives of Industrial Hyg... | AMA Arch. Ind. Hyg. Occup. Med. | AMA Arch Ind Hyg Occup Med |
| A.M.A. Archives of Internal Medic... | AMA Arch. Intern. Med.          | AMA Arch Intern Med        |
| A.M.A. Archives of Neurology an...   | AMA Arch. Neurol. Psychiatry    | AMA Arch Neurol Psychiatry |
| A.M.A. Archives of Neurology         | AMA Arch. Neurol.               | AMA Arch Neurol            |
| A.M.A. Archives of Ophthalmology     | AMA Arch. Ophthalmol.           | AMA Arch Ophthalmol        |
| A.M.A. Archives of Otolaryngology    | AMA Arch. Otolaryngol.          | AMA Arch Otolaryngol       |
| A.M.A. Archives of Pathology         | AMA Arch. Pathol.               | AMA Arch Pathol            |

Hint: Hold the Ctrl key to select multiple terms

Journal Name Format

☐ Use full journal name

☒ Abbreviation 1

☐ Abbreviation 2

☐ Abbreviation 3

☐ Don't replace

Journal Name Format

☐ Use full journal name

☐ Abbreviation 1

☒ Abbreviation 2

☐ Abbreviation 3

☐ Don't replace

Close

## 修改引文格式

The study of pathology has not showed any evidence of structure lesion in the brain.<sup>15</sup> TMS was able to re set

標點後上標數字

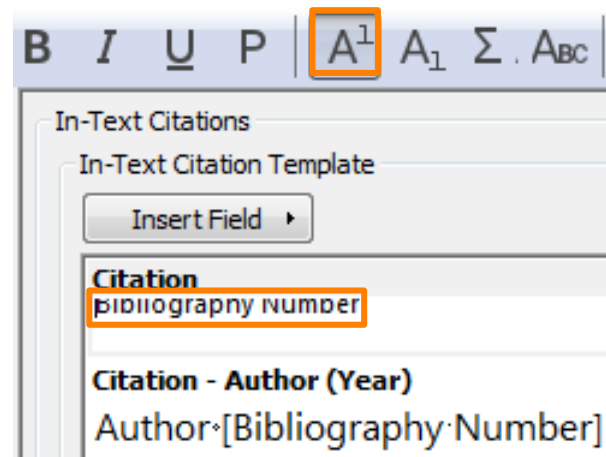
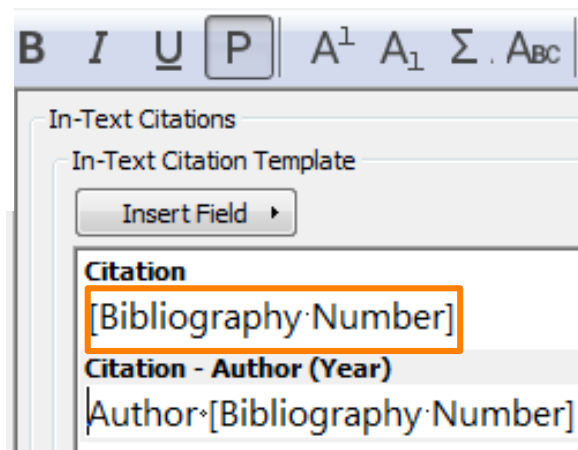
### Citations

#### Templates

Ambiguous Citations

Author Lists

Author Name



## 修改文獻清單期刊顯示字體

### *Standard journal articles*

Luo CB, Teng MM, Chang FC, Lin CJ, Guo WY, Chang CY. Stent-assisted coil embolization of intracranial aneurysms: a single center experience. *J Chin Med Assoc* 2012;75:322-8.

期刊名稱斜體

- About this Style
- Punctuation
- Anonymous Works
- Page Numbers
- Journal Names
- Sections
- Citations
  - Templates
  - Ambiguous Citations
  - Author Lists
  - Author Name
  - Numbering
  - Sort Order
- Bibliography
  - Templates**
  - Field Substitutions
  - Layout
  - Sort Order
  - Categories
  - Author Lists

Bibliography

Reference Types ▾ Insert Field ▸

**Generic**  
Author. Title. In: Secondary Author ed^eds|,  
Secondary Title. Edition ed|. Place Published|:  
Publisher|; Year|: Pages

**Book**  
Author. Title|. Edition ed|. Place Published|: Publisher|;  
Year|: Number of Pages

**Book Section**  
Author. Title. In: Editor ed^eds|, Book Title|. Edition ed|. Place Published|: Publisher|; Year|: Pages

**Edited Book**  
Editor ed^eds. Title|. Edition ed|. Place Published|:  
Publisher|; Year|: Number of Pages

**Journal Article**  
Author. Title. **Journal** Year|; Volume|: Pages

Journal Article

Author. Title. *Journal* Year|; Volume|: Pages

### References

1. Lown B, Verrier RL. Neural activity and ventricular fibrillation. *N Engl J Med* 1976;294:1165-70.
2. Lown B, DeSilva RA, Lenson R. Roles of psychologic stress and autonomic nervous system changes in provocation of ventricular premature complexes. *Am J Cardiol* 1978;41:979-85.
3. Lavy S, Yarr I, Melamed E, Stern S. The effect of acute stroke on cardiac functions as observed in an intensive stroke care unit. *Stroke* 1974;5:775-80.
4. Britton TC, Thompson PD, Day BL, Rothwell JC, Findley LJ, Marsden CD. Modulation of postural wrist tremor by magnetic stimulation of the motor cortex in patients with Parkinson's disease or essential tremor and in normal sub-

依出現順序以數字方式列出

#### Bibliography

- ... Templates
- ... Field Substitutions
- Layout
- ... Sort Order
- ... Categories
- ... Author Lists
- ... Author Name

Start each reference with:

Bibliography Number

1

2

Insert Field

End of Paragraph

Tab 2

Forced Separation

Link Adjacent Text

Singular/Plural

Reference Type

Label

Citation

Bibliography Number 1

Record Number

## 臚列作者格式

Huang HK, Chiang CC, Hung SH, Su YP, Chiu FY, Liu CL, et al.  
The role of autologous bone graft in surgical treatment of hypertrophic nonunion of midshaft clavicle fractures. *J Chin Med Assoc* 2012;75:216-20.

六位以內全列出，多於六位  
則列出前六位，後面加上  
“et al

### Bibliography

Templates

Field Substitutions

Layout

Sort Order

Categories

Author Lists

Author Name

Author Separators

|                                                                      |                                |                                |
|----------------------------------------------------------------------|--------------------------------|--------------------------------|
| Number of Authors                                                    | between                        | before last                    |
| <input type="text" value="1"/> to <input type="text" value="100"/>   | <input type="text" value=","/> | <input type="text" value=","/> |
| <input type="text" value="100"/> to <input type="text" value="100"/> | <input type="text" value=","/> | <input type="text" value=","/> |

Abbreviated Author List

☐ List all author names

☒ If  or more authors, list the first  author(s)  
and abbreviate with:  et al ☐ Italic

☐ If eight or more authors, list the first 6 authors, insert:   
and add the last author's name

For Subsequent Works by the Same Author

☒ Print the author list as defined above

☐ Omit the author list

☐ Replace repeated authors with:

Abbreviated Author List

☐ List all author names

☒ If  or more authors, list the first  author(s)  
and abbreviate with:  et al ☐ Italic

## 作者姓名格式

Huang HK, Chiang CC, Hung SH, Su YP, Chiu FY, Liu CL, et al.  
The role of autologous bone graft in surgical treatment of hypertrophic nonunion of midshaft clavicle fractures. *J Chin Med Assoc* 2012;75:216–20.

姓完整在前，名首字母在後

Bibliography

... Templates

... Field Substitutions

... Layout

... Sort Order

... Categories

... Author Lists

... Author Name

### Name Format

First author:

Smith Jane ▼

Other authors:

Doe John ▼

Capitalization:

As Is ▼

☐ Capitalize only the author's last name

Initials:

AB ▼

# 格式改換 自行建立

The screenshot displays the EndNote X8 interface. The 'Edit' menu is open, with 'New Style...' highlighted. The 'Output Styles' option is also highlighted in the left sidebar. The 'New Style...' dialog box is open, showing a list of existing styles and a new 'Untitled Style' being created. The dialog includes fields for Name, Based on, Category, Created, and Last modified, as well as a section for Comments and Imitations. The 'About this Style' section on the left lists various formatting options like Punctuation, Anonymous Works, Page Numbers, Journal Names, Sections, Citations, Bibliography, Footnotes, and Figures & Tables.

全部語法格式重頭開始



# Windows & Mac 共同許願池

願望十五

改格式改到快脫窗怎麼辦？

改內容字體就可以囉！

Edit→ Preference → Display Fonts→General

# Mac 許願池

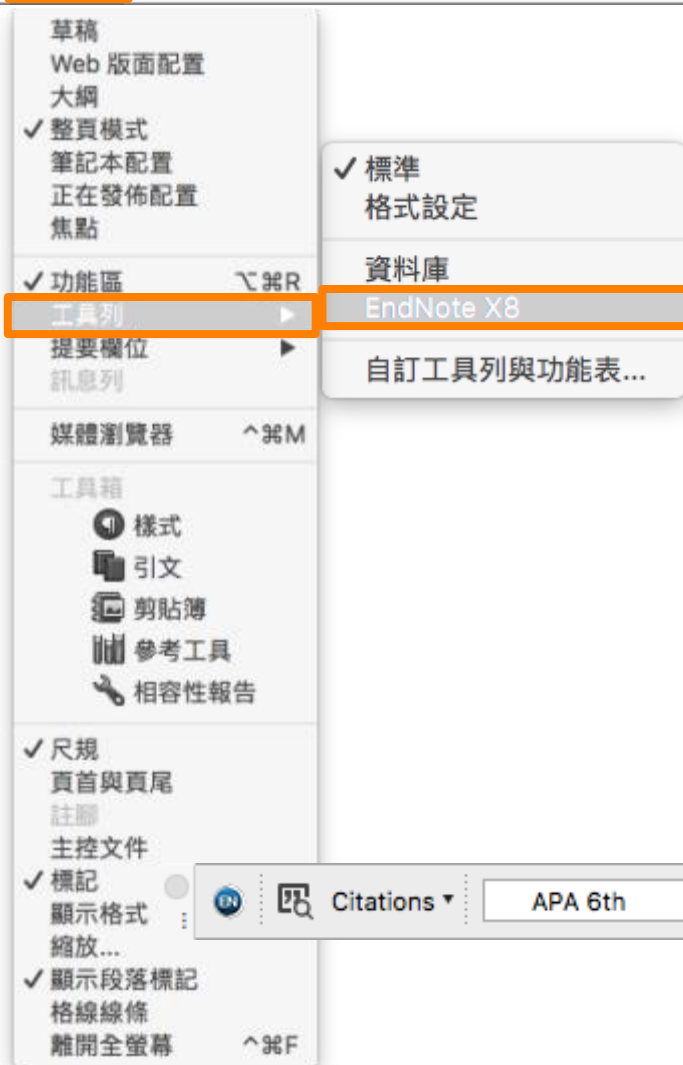
願望十六

## EndNote Mac在Word 2013/2016...沒出現工具列

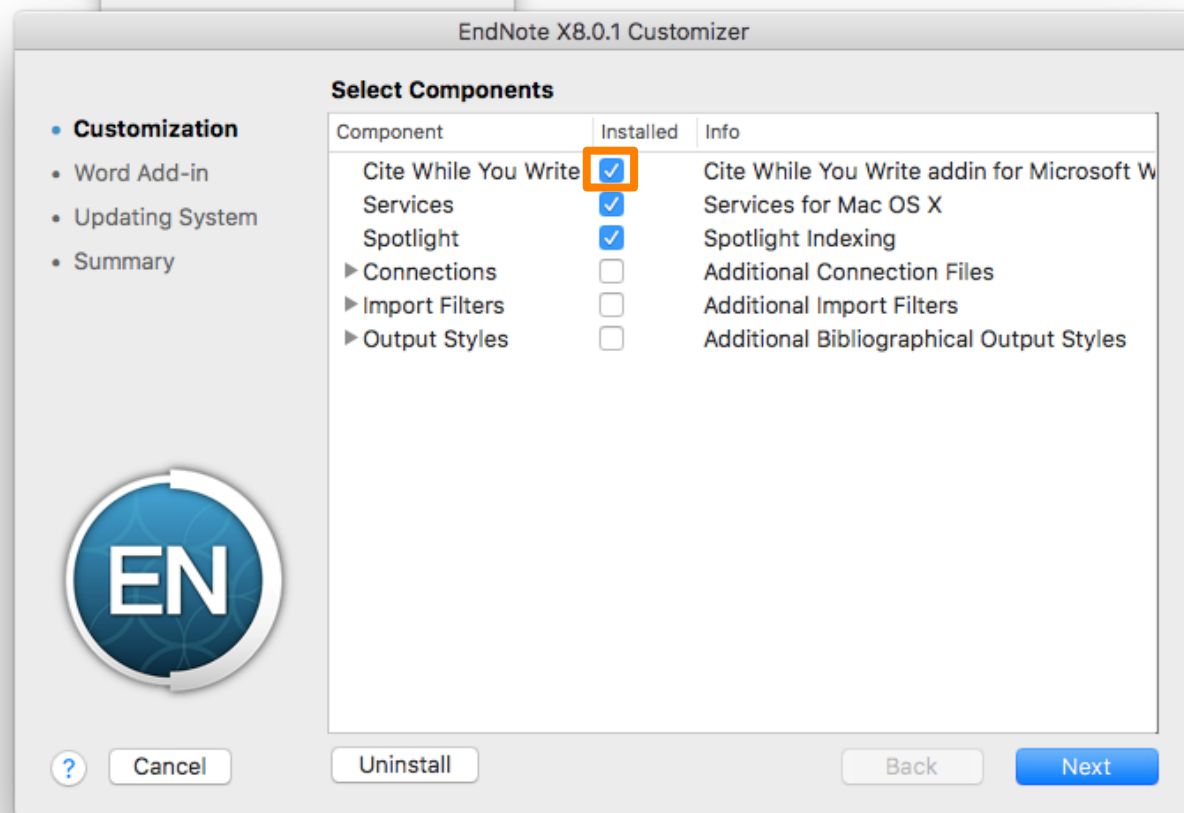
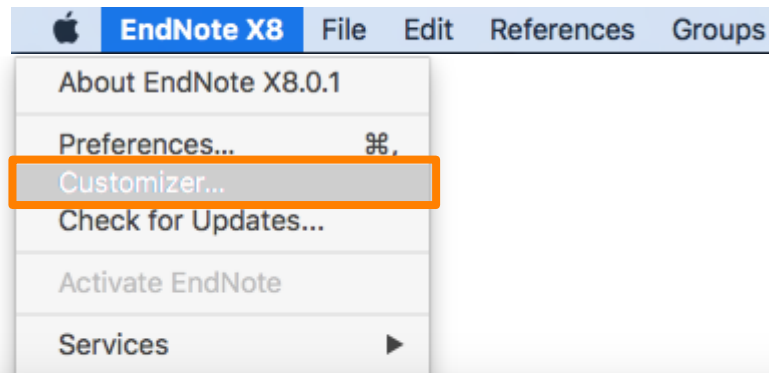
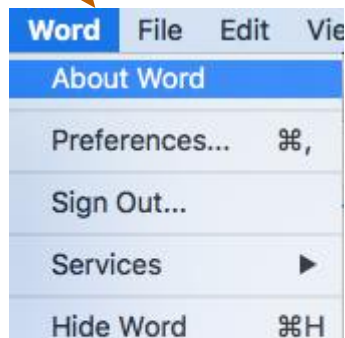
2011:檢視→工具列→EndNote X8

2016: 檢查Word更新 15.25<版本<16.XX

→EndNote X8/X9 Customizer...→CWYW



# Word 2016



# Mac 許願池

願望十七

不使用Word，改用Mac內建文書軟體Pages  
搭配EndNote的方法

使用條件：EndNote>X6 + 對應 Plugin [Mac說明](#)

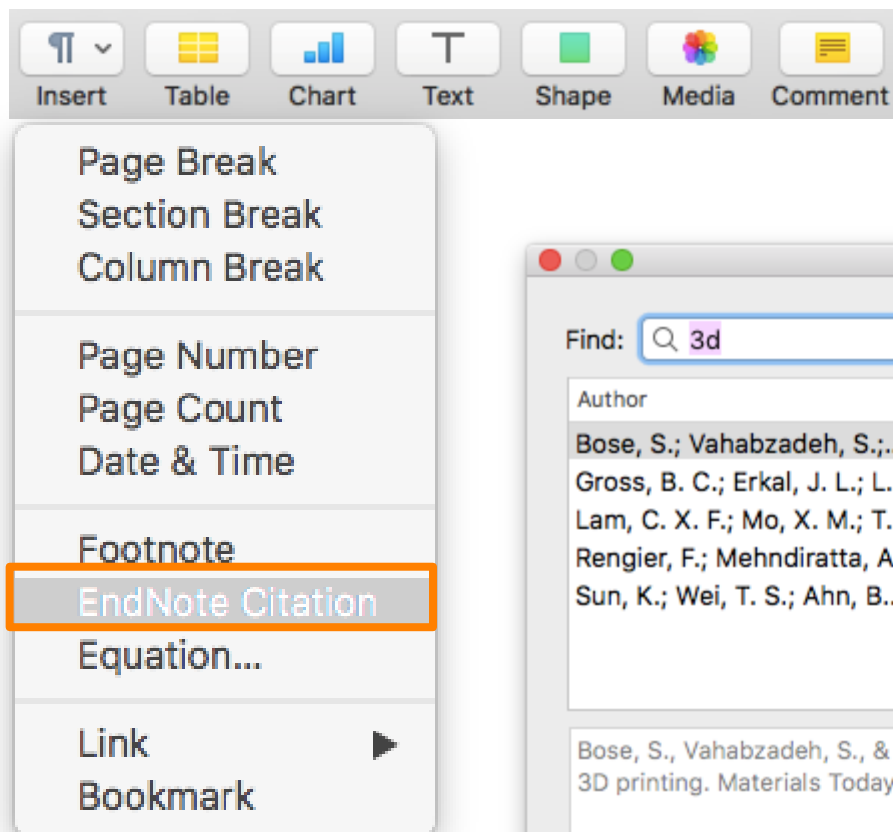
插入引文： → 「EndNote Citation」

增加：引文後無空格插入 修改：點擊引文

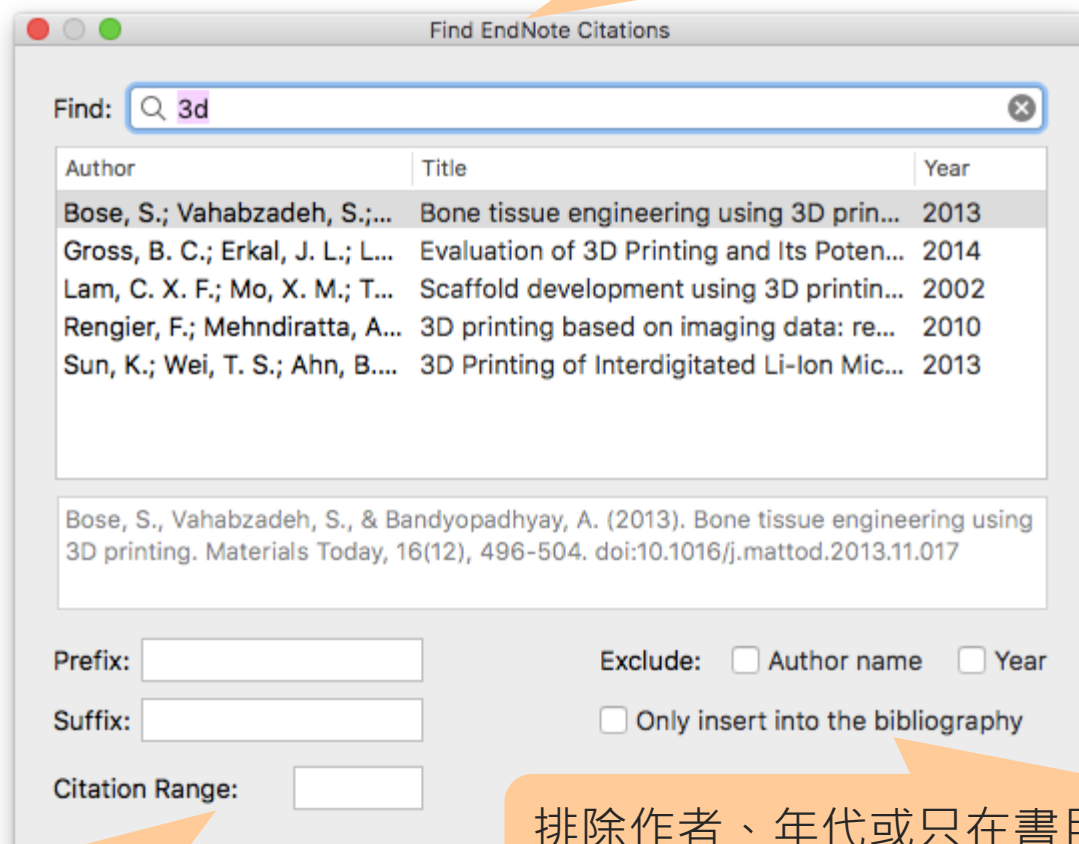
刪除：單筆&多筆→引文後按delete

多筆其中一筆→點擊後選擇delete

## 插入引文



一次僅能增加一筆引文，如希望一次引用多筆，需將游標放在第一筆引文後無空格插入第二筆



引文前、後加註文字，及頁碼區段欄位

排除作者、年代或只在書目清單出現的格式選項

## 編輯引文

1\_欲編輯刪除引文，需以游標直接點擊引文

[1, 2]

[1, 3]

3\_在橘虛線框內功能選項進行選取、編輯或Delete

Title: Liver transplantation: current statu...

Author: Jadowiec, Caroline C; Taner, Timu...

Year: 2016

Prefix:  Exclude: ☐ Author

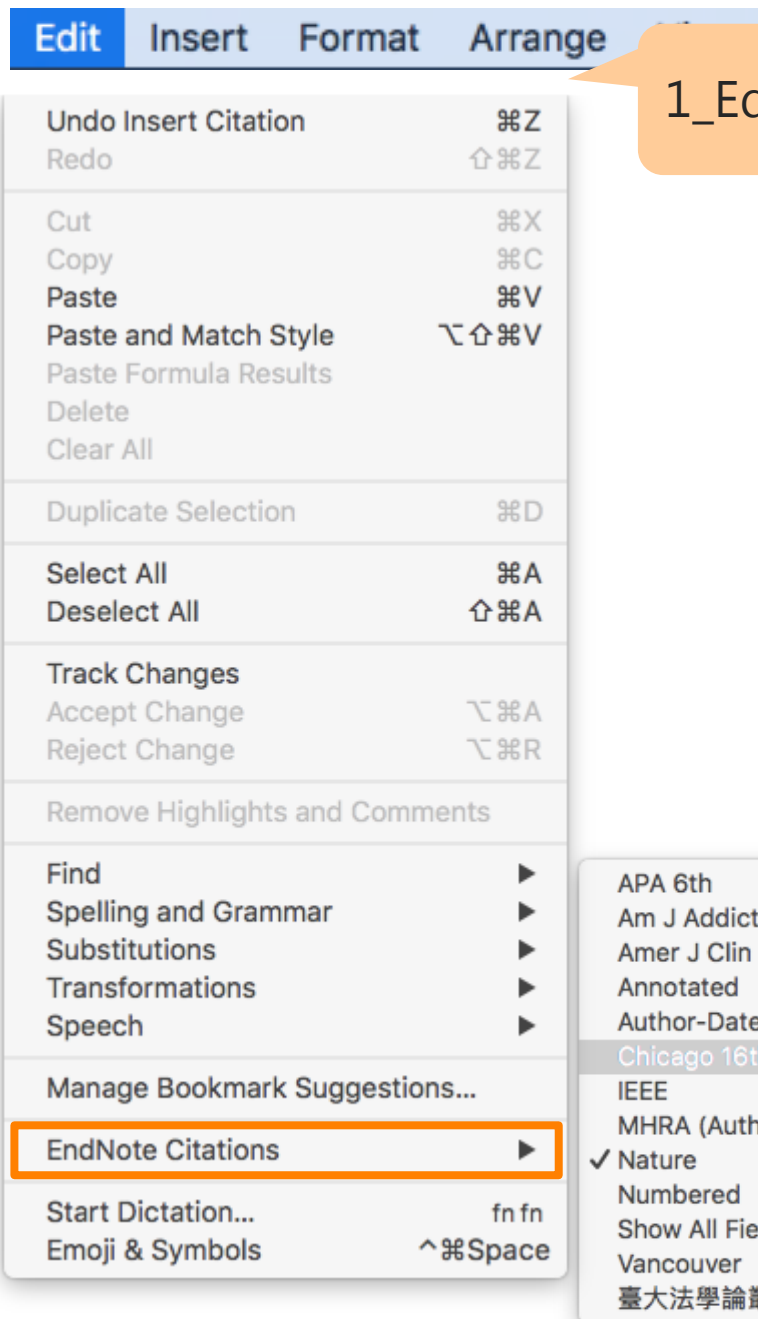
Suffix:  ☐ Year

Range:

Delete 2 / 2

2\_在編輯視窗內以橘框內箭頭在不同引文間跳轉

## 轉換格式



1\_Edit → EndNote Citations

2\_前方有✓為目前  
選取格式，點選清  
單內其他格式即可  
進行轉換



不在常用清單的格式

1\_在EndNote Library裡書目資料下方格式顯示區選擇"Select Another Style"

Nature

- APA 6th
- Am J Addict
- Amer J Clin Pathol
- Annotated
- Author-Date
- Chicago 16th Footnote
- IEEE
- MHRA (Author-Date)
- ✓ Nature
- Numbered
- Show All Fields
- Vancouver
- 臺大法學論叢

2\_在檢索列輸入欲轉換書目名稱後選取[Choose]

Choose A Style

Quick Search Find by Category

Showing 8 of 6771 styles.

| Name                | Category   |
|---------------------|------------|
| MLA (No-Caps)       | Humanities |
| MLA (No-Print)      | Humanities |
| MLA 8th             | Humanities |
| MLA-Annotated       | Humanities |
| MLA                 | Humanities |
| PMLA                | Humanities |
| TF-E MLA (no Print) | Humanities |
| TF-E MLA            | Humanities |

3\_左下 "More Info" 可點開跳轉各格式預覽書目樣貌

More Info

APA 6th

Am J Addict

Amer J Clin Pathol

Annotated

Author-Date

Chicago 16th Footnote

IEEE

MHRA (Author-Date)

MLA

✓ Nature

Numbered

Show All Fields

Vancouver

臺大法學論叢

4\_回到Word的Edit→EndNote Citations，可見新選取格式已出現於常用清單中

