

EndNote

進階功能

格式修改與疑難雜解

Nicole Ke

碩睿資訊

202204



資料整理與
Library管理

格式套用與
客制化修改

其他常見疑難

資料整理與 Library 管理

20版內建 PDF reader 畫面可以自動符合大小嗎？

可以用自己習慣的閱讀器嗎？

Summary → Open with

資料整理與 Library 管理

可以用習慣的PDF閱讀器作筆記，然後用EndNote找到嗎？

利用 Advanced Search 的不同欄位
加上特別的筆記內容

資料整理與 Library 管理

如何利用EndNote功能掌握文獻閱讀進度?

利用Read/Unread Status 或 Rating 加上 Group 功能

資料整理與 Library 管理

如何簡化 Output Style 清單?

利用 Style Manager 留下常用 Style

Tools → Output Styles → Open Style Manager

資料整理與 Library 管理

EndNote怎麼進行資料同步?

EndNote Online / Web of Science帳號

 Sync Configuration 設定同步

一個Library只與
一個帳號同步

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](#)

資料整理與 Library 管理

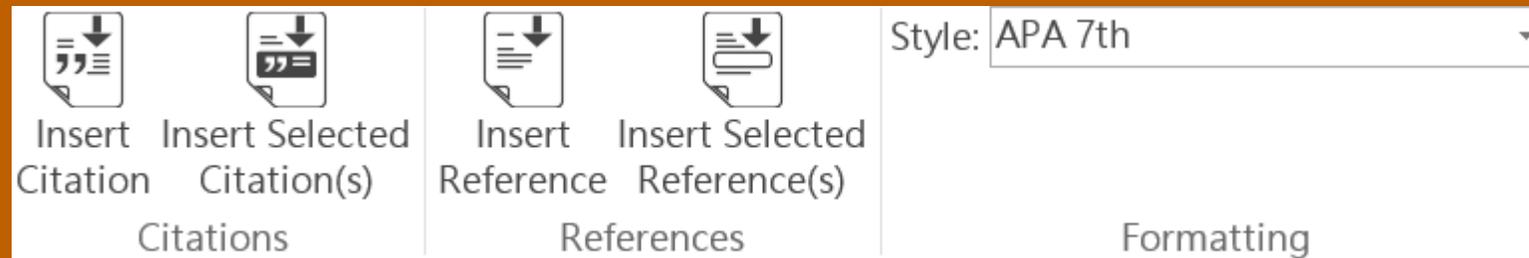
可以在不同電腦上
同步同一個EndNote Library嗎？



欲取消登入狀態，可到 **Edit>Preferences(Win)**
EndNote 20>Preferences (Mac)
點選 **EndNote Defaults** 即可恢復空白設定

資料整理與 Library 管理

PPT 中的 Reference 如何匯入正確格式？



插入格式為純文字非 EndNote 參數，

插入前先選擇 **Style**，再選擇插入引文或參考文獻

資料整理與 Library 管理

如何引用各種不同狀況的文獻資料建議

確認引用需求
及合理性



確認資料來源
輸出選項



確認欲套用格式
是否有此種
文獻類型



依此種或適當
文獻類型欄位
設定輸入資料

資料整理與 Library 管理

引用專利或政府公報資料，需要哪些欄位資訊？

各種文獻類型通用

確認欲套用格式是否有此文獻類型

○ 新增或套用此文獻類型

× 選擇相近或通用(Generic)文獻類型

查看格式內文獻類型欄位設定

APA 7th

Patent Inventor·(Year)·Title·(Country°`Patent·No`·°Patent·Number)|·Issuing·Organization|·URL

IEEE

Patent Inventor,·"Title,"·(in°Language),·Country·`Patent`°Patent·Number|°`Patent·Appl.`°Application·Number|,·Issue·Date,·Year··`[Online]··Available:°URL

資料整理與 Library 管理

願望

如何引用網頁類的資料

(website, blog, 網路新聞, 論壇, 某機構網頁...)?

以 APA 7th 為例

整個網站：無須建立參考文獻及插入文內引用，只須於文中提及網站名稱時後方圓括號內放網址即可。

特定網頁：須按適當文獻類型格式引用。

Whole Website References
(American Psychological Association, 2020)

Webpage on a Website References
(American Psychological Association, 2020)

資料整理與 Library 管理

願望

如何引用找不到作者的電子報導？

以 APA 7th 為例

當您無法確定來源的作者時，請使用
標題或標題的前幾個字，
以及文本引用的年份。

Missing Reference Information
(American Psychological Association, 2019)

格式套用與客制化修改

引用註腳格式的方法

※請先確認欲套用的格式有設定註腳※

Word插入註腳編號+EndNote插入註腳內容

如何在Word文件的註腳中插入Endnote書目
(NTU Library, 2011)

如何用 EndNote 呈現出註腳引用格式中的 “同前註” 或 “同前揭註” ？ (NTU Library, 2014)

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。



在Word文件的註腳中插入EndNote書目

The screenshot shows the Microsoft Word interface with the EndNote 20 ribbon active. The ribbon includes options like 'Insert Citation', 'Style: Bluebook-Law Review', 'Categorize References', and 'Export to EndNote'. A red box highlights the 'Insert Citation' button, and another red box highlights the 'EndNote 20' title. A red box with the number '2' is placed over the text '游標放在註腳，切換CWYW外掛插入Citation'. The document content shows a paragraph: 「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 Below this is a red box labeled 'References' containing the citation: 廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).¹ At the bottom, a red box contains the footnote: ¹ 廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).

2 游標放在註腳，切換CWYW外掛插入Citation

「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

References¹

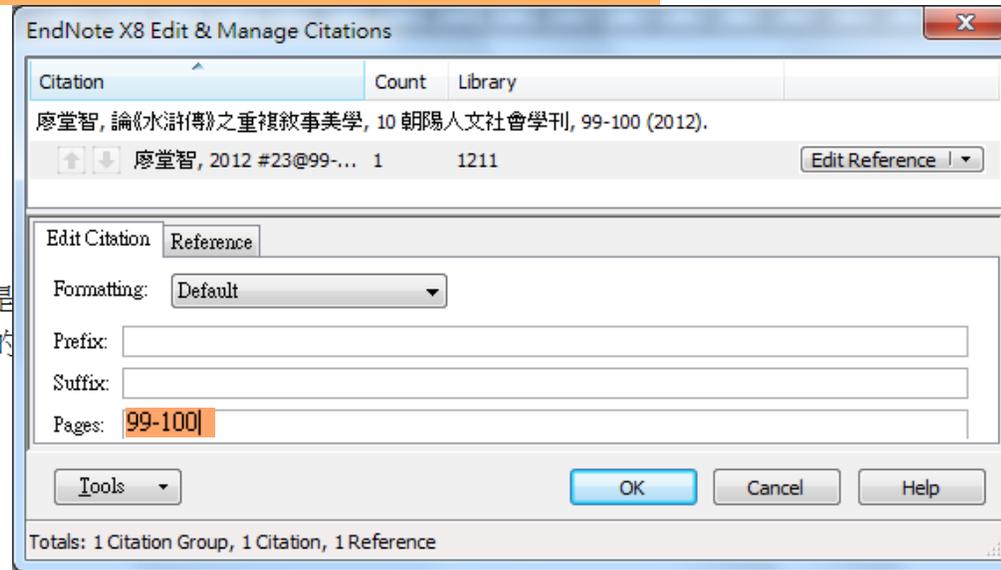
廖堂智, 論《水滸傳》之重複敘事美學, 10 朝陽人文社會學刊 (2012).¹

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

在Word文件的註腳中插入EndNote書目



「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).

¹ 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



The screenshot shows the EndNote 20 interface. On the left, the 'Footnotes' section is expanded, with 'Templates' selected. The main window displays a document with a paragraph: 「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

Below the paragraph, the 'References' section is visible, containing the following entry:

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

A footnote at the bottom of the page reads: ¹ 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).

An orange callout box on the right side of the screenshot contains the text: 套用新格式後即消失

格式套用與客制化修改

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

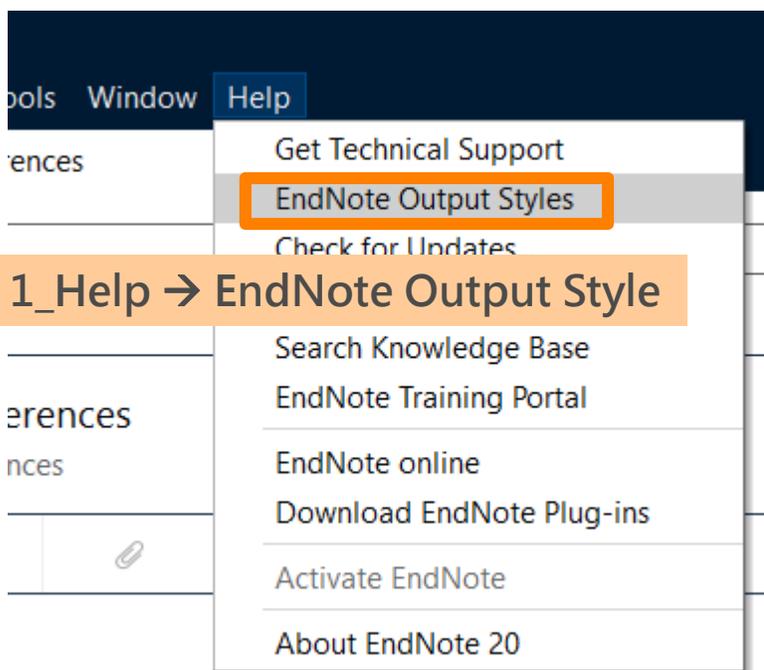
取得現有格式方式

官網endnote.com

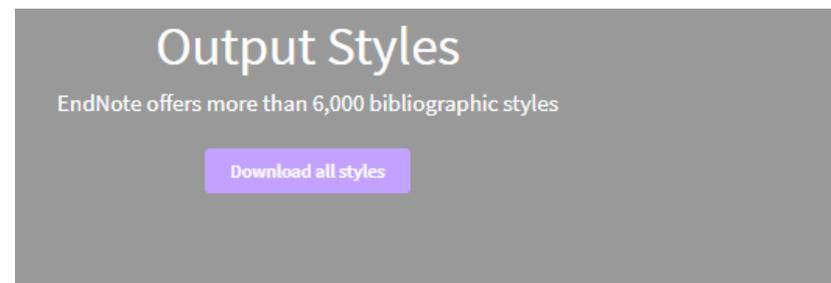
→Download

→Output Styles

或 他人修改分享的格式



1_Help → EndNote Output Style



2.1_鍵入關鍵字或選擇引文樣式檢索

Keyword

Citation Style
Any ▼

Publisher
Any ▼

[Reset](#) [Search](#)

1 2 3 ... 691 next >

2.2_下載最新發布格式

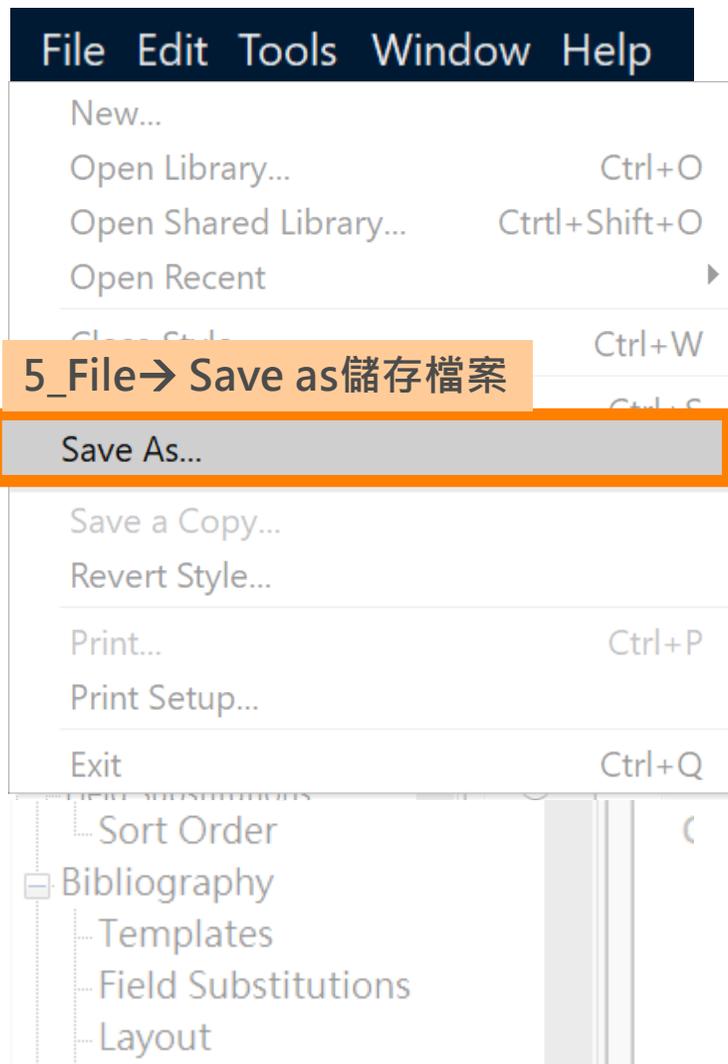
Style or Journal Name	Citation Style	Journal Name	Date	Action
VetRecord (Veterinary Record)	Superscripted Number	Veterinary Medicine	2018-10-04	Download
Radiology	Non-superscripted Number	Radiology	2018-10-04	Download
Radiographics	Non-superscripted Number	Radiology	2018-10-04	Download
Journal of Musculoskeletal 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

Save As...



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

8_先在 Library 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

Choose A Style

Name	Category
Veterinary Record	Veterinary Medicine

Veterinary Record

Find by

Choose

File Name: Veterinary Record.ens
Created: 2019年4月25日, 上午 11:32:36
Modified: 2019年4月25日, 上午 11:32:36
Based On: Vancouver
Category: Veterinary Medicine

Comments: Author Guidelines:
<https://veterinaryrecord.bmj.com/pages/styleguide/>

Showing 1 of 7011 output styles.

Library

Select Another Style...

Veterinary Record

Insert

Copy

Word

Style: APA 6th

Select Another Style...

Annotated

APA 6th

Author-Date

Chicago 17th Footnote

MHRA (Author-Date)

Numbered

Show All Fields

Turabian 9th Footnote

Vancouver

Veterinary Record

| (2020) COMBATING COVID-19 President Xi vows to win
people's war against novel coronavirus. China Report
ASEAN

套用改寫書目格式

要如何套用中文格式？

以APA 7th 中文版為例

如何在EndNote安裝APA第7版Output Style ?
(NTU Library, 2021)

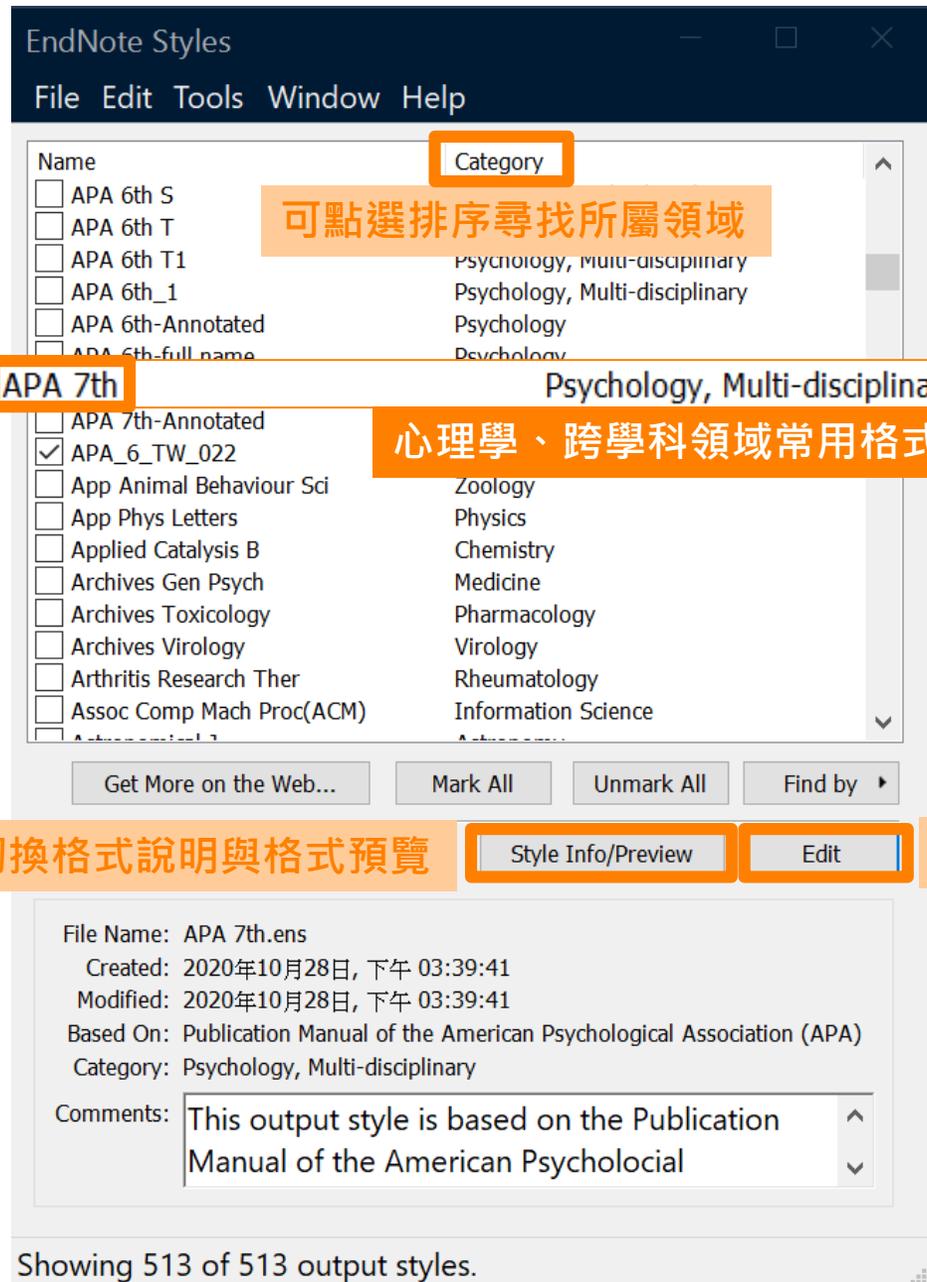
APA第7版與第6版的差異
(NTU Library, 2021)

File Edit References Groups Library **Tools** Window Help

- Install EndNote Click Browser Extension
- Output Styles**
 - New Style...
 - Edit "APA 7th"**
 - Edit "Annotated"**
 - Open Style Manager...
 - Annotated
 - APA 6th
 - ✓ APA 7th
 - Chicago 17th Footnote
 - IEEE
 - Numbered
 - Show All Fields
 - Vancouver
- Import Filters
- Connection Files
- Cite While You Write [CWYW]
- Format Paper
- Subject Bibliography...
- Show Connection Status
- Online Search...

最近選取的兩種格式

所有格式清單與預覽



The screenshot displays the EndNote 'APA 7th' style configuration window. The left sidebar, highlighted with an orange border, lists various style categories such as Citations, Bibliography, Footnotes, and Figures & Tables. The main area shows fields for File Name, Full Name, Based on, Category, Publisher, URL, and Created date. A large orange box in the center contains the text '修改書目格式功能詳述'. At the bottom, two orange callout boxes provide additional information: 'Output Style 介紹 (NTU Library, 2010)' and 'EndNote Output Style修改教學 (NTU Library, 2010)'.

選項設定

確認選項定義後選擇即可

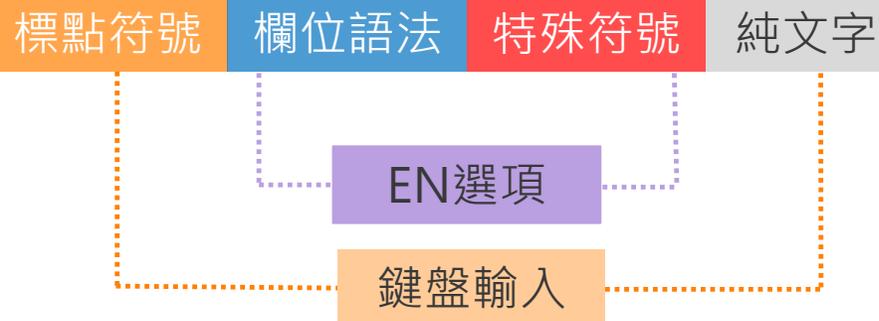
Journal Name Format

- 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 |)





- 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
 - Title Capitalization
- Footnotes
 - Templates
 - Field Substitutions
 - Repeated Citations
 - Author Lists
 - Author Name
 - Editor Lists
 - 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 有三種縮寫刊名變化
- Abbreviation 3
- 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
→ [Library]>[Open Term Lists]>[Journals Term List]

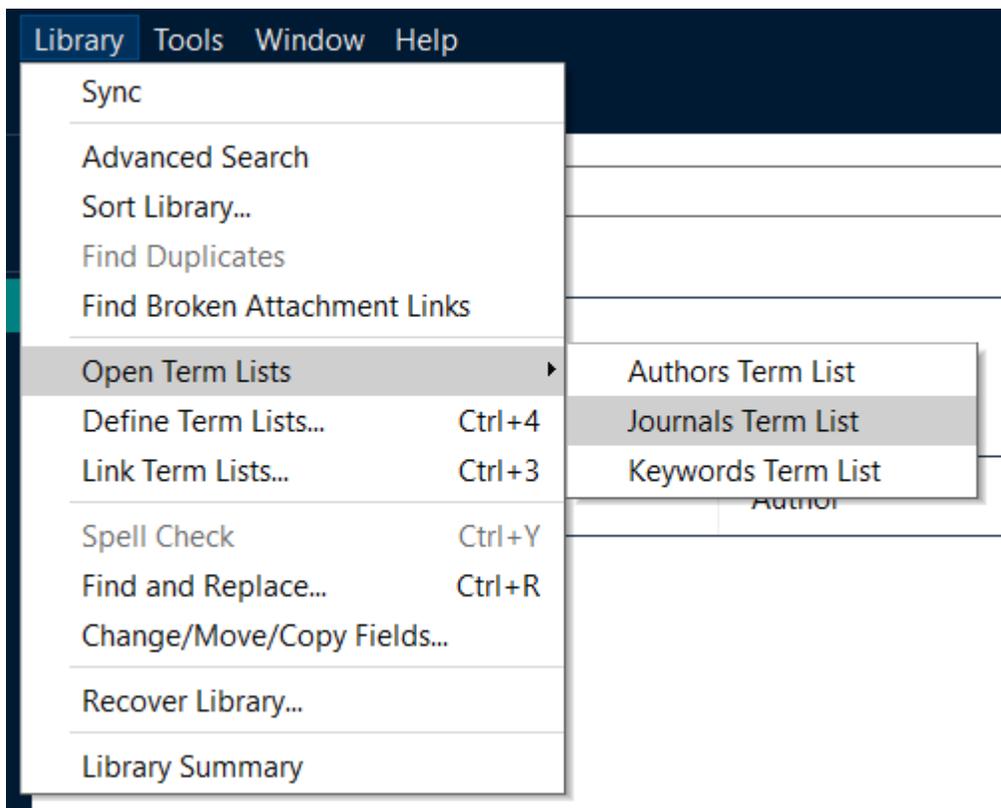
Abbreviate journal articles only 只有期刊文章使用刊名縮寫名稱

Remove periods 省略期刊縮寫名稱的縮寫點

例如：PubMed、IEEE等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

D.1 Journals Term List 修改期刊名對照表

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



適用個別EndNote Library，如有多個EndNote Library須分別執行匯入，並非一部電腦匯入一次。

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 ...			

期刊名全稱與縮寫倒置
或僅在全稱欄有縮寫

Hint: Hold the Ctrl key to select multiple terms

Close

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			

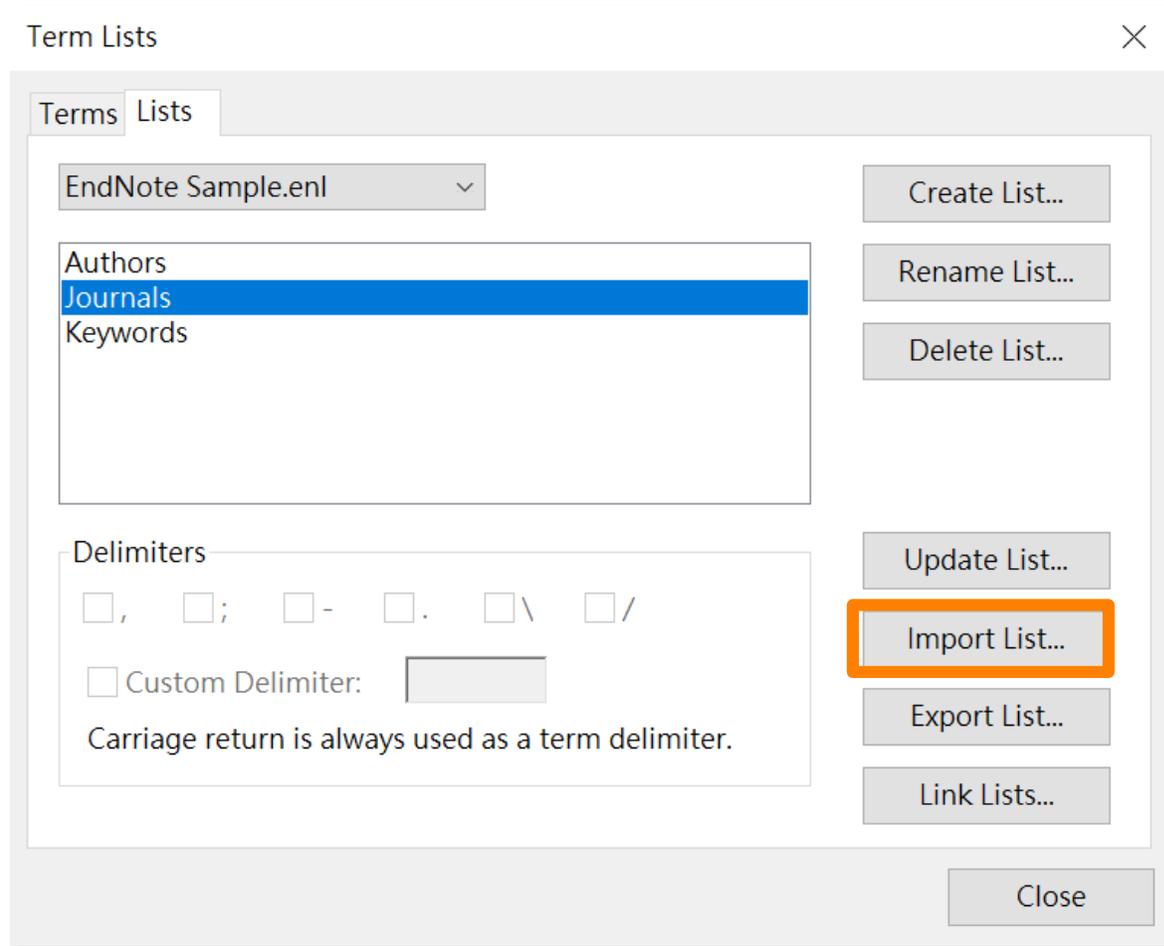
Hint: Hold the Ctrl key to select multiple terms

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

Close

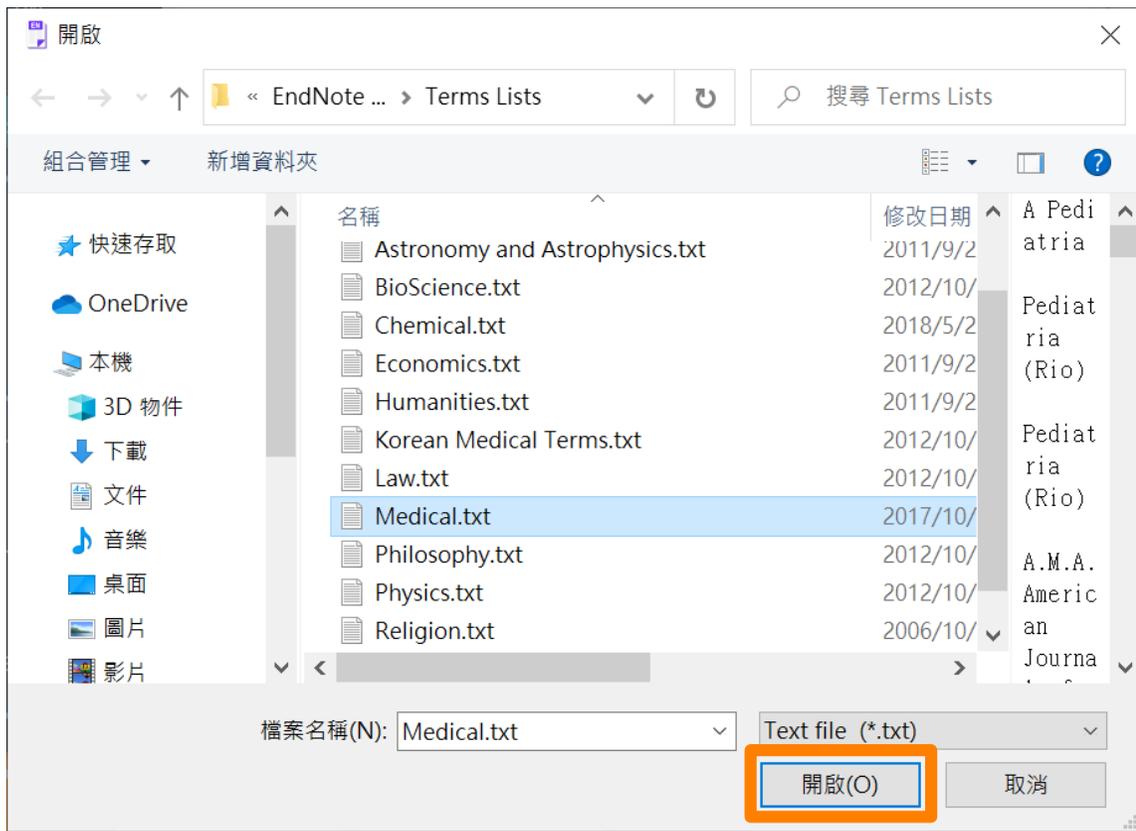
D.1 Journals Term List 修改期刊名對照表

3 在Lists頁籤選擇Journals> [Import List...]



D.1 Journals Term List 修改期刊名對照表

4 選擇欲匯入的領域期刊對照表



Mac 電腦在 Lists 頁籤選擇 Journals > [Import List...]



如何將商業管理領域期刊名稱縮寫的清單匯入EndNote Journal Term List?
(NTU Library, 2021)

D.1 Journals Term List 修改期刊名對照表

5 回到Terms頁籤即可看到成功匯入的期刊對照表

Term Lists ×

Terms Lists

14164 Journals in the Journals List:

Full Journal	Abbreviation 1	Abbreviation 2	Abbreviation 3
A Pediatría	Pediatría (Rio)	Pediatría (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 Syphi...	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 Psyc...	
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 Opht...	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

Close

New Term...

Edit Term...

Delete Term

Insert Term

**2019 JCR
Term list**

未出現於此對照表的期刊
需點按 [New Term] 自行建立



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)

《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)

(魯維中 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)

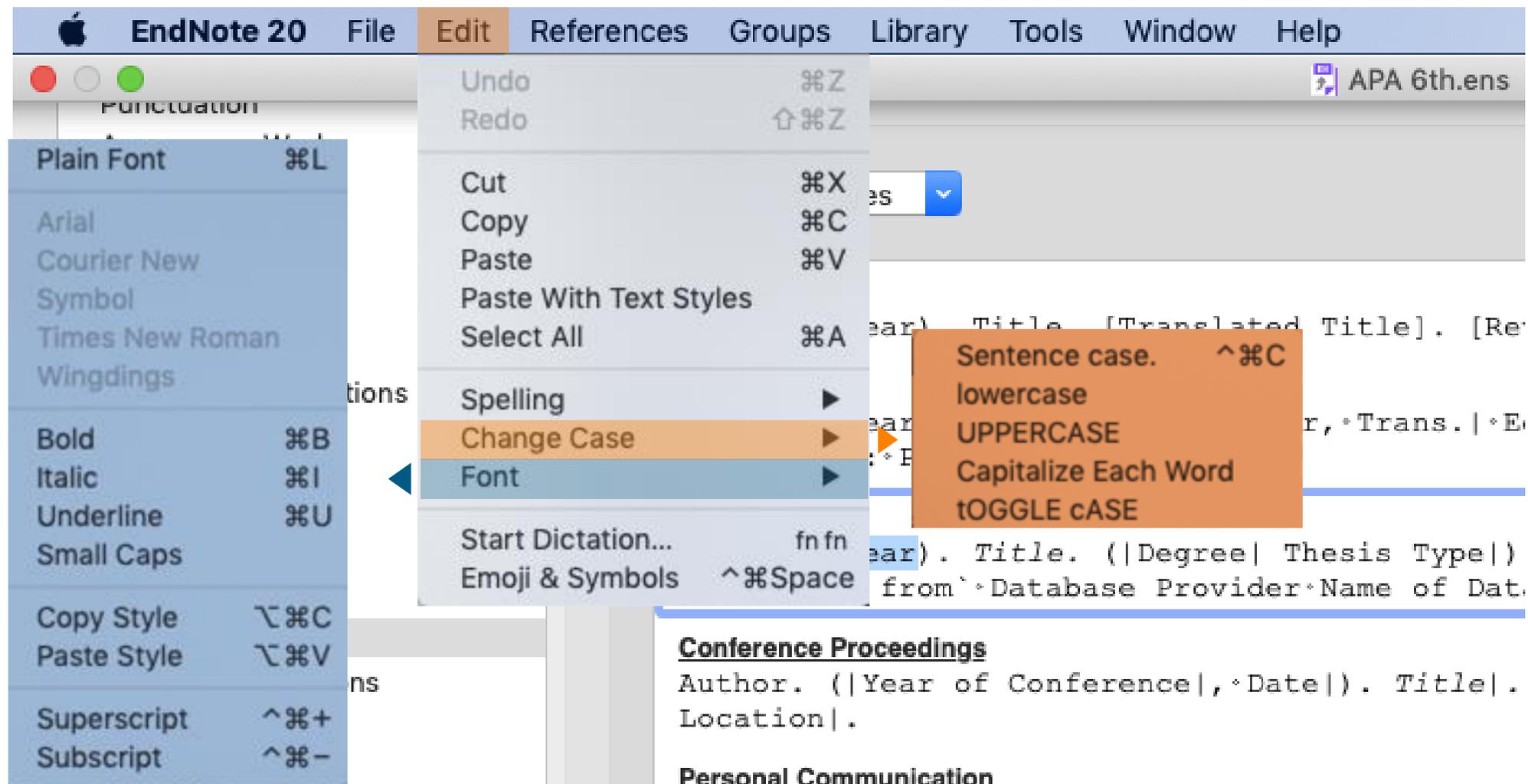
Argyris與Schon認為 (1978: 20-26)

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

Mac 版文字格式功能位置



- 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

《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) ★

- 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

To Differentiate Ambiguous Citations:

Include the author initials or full name in citation

Name format: A. B.

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

Add more authors until the citation is unique

增加第二,第三...作者的姓，直到可以區別出不同引文

Add the title for different works by the same author

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

Title format: Full Title

Add a letter after the year

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

Letter format: 2000a, 2000b

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，可避免損益項目截量性及非截量性之複雜問題(Kang and Sivaramarishnan 1995)。三個以上之作者時，正文第一次引文時需列出所有作者，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；陳志愷 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)。

關鍵

不起

小



- 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	between	before last	before last in format: Author (Year)
1 to 2		與	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) 多位作者第二次以後出現

and abbreviate with: 等人 Italic

Abbreviated Author List - Subsequent Appearances

List all author names

If 3 or more authors, list the first 1

and abbreviate with: 等人

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

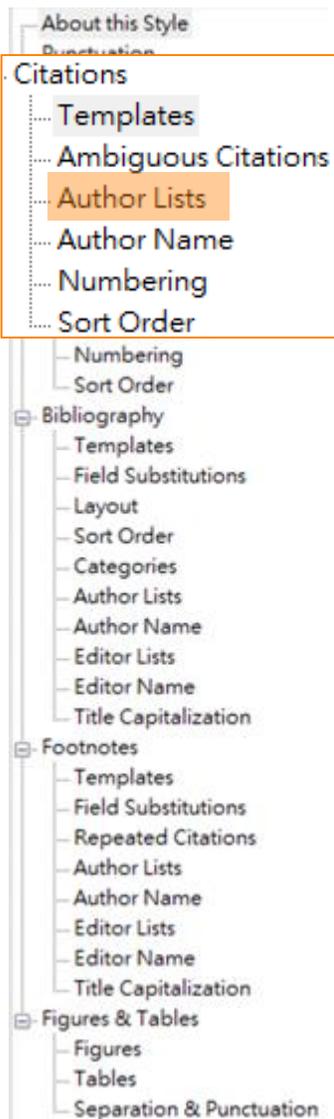
【格式】作者(年代:頁數)

【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)。



Author Separators 多位作者第一次出現

Number of Authors	between	before last	before last in format: Author (Year)
1 to 2		&	and
3 to 100	,	, &	and

Abbreviated Author List - First Appearance 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: Italic

Abbreviated Author List - Subsequent Appearances

List all author names

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

and abbreviate with: Italic

EndNote APA第七版Output Style不同作者數的呈現設定
(NTU Library, 2021)

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 Dropdowns:

- Jane Smith
- Smith, Jane
- Smith Jane

Capitalization Dropdowns:

- 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 Dropdowns:

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

有無縮寫點、空格

G.1 Bibliography - Templates



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

- Citations
 - 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
 - Field Substitutions
 - Repeated Citations
 - Author Lists
 - Author Name
 - Editor Lists
 - Editor Name
 - Title Capitalization
- Figures & Tables
 - Figures
 - Tables
 - Separation & Punctuation

Bibliography

Reference Types

- Generic
 - Author: (Year) Volume, pp.
 - Audiovisual Material
 - Author: (Year)
 - Bill
 - Title, Bill Number
 - Blog
 - Author: (Year)
 - Book
 - Book Section
 - Title, Bill Number
 - Case
 - Catalog
 - Chart or Table
 - Classical Work
 - Computer Program
 - Author: (Year)
 - Conference Paper
 - Author: (Year)
 - Conference Proceedings
 - Author: (Year)
 - Dataset
 - Published: (Year)
 - Dictionary
 - Case
 - Case Name, Citation
 - Electronic Article
 - Computer Program
 - Programmer
 - Electronic Book
 - Conference Paper
 - Author: (Year)
 - Conference Proceedings
 - Author: (Year)
 - Equation
 - Figure
 - at the Conference Name, Conference Location
 - Government Document
 - Dataset
 - Investigators
 - Hearing
 - Dictionary
 - Author: (Ed.)
 - Interview
 - Edited Book
 - Editor: (Ed.)
 - Legal Rule or Regulation
 - Magazine Article
 - Manuscript
 - Author: (Year)
 - Map
 - Music
 - Electronic Article
 - Author: (Year)
 - Electronic Book
 - Author: (Year)
 - Online Database
 - Online Multimedia
 - Pamphlet
 - Patent

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



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

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

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

運作規則

1 鄰近依附

與欄位間沒有空格的符號，將依附該欄位。

Volume·(Issue)

括弧會跟著**Issue**欄位，**Issue**有內容時，括弧才會隨之出現。

2 前欄位優先權

兩個欄位間的符號，若中間沒有空格，則符號依附前方欄位。

Author.Title

句點會跟著**Author**欄位，**Author**為空值時，句點也不會出現。

運作規則

3 欄位後第一個空格依附於該欄位，第二個以上的空格則否。

Author.-Title.

中間的空格會依附於**Author**欄位，若**Author**為空值，**Title**前方不會有空格。

Author..Title.

中間第一個空格會依附於**Author**欄位，第二個空格則獨立。若**Author**為空值，**Title**前方會有空格。

4 獨立文字必出現

與前後欄位間有空格的文字，不依附任何欄位。

Edition.ed.，**ed.**不依附於**Edition**，無論**Edition**內容，**ed.**都會出現

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

(Abd El Wahed et al., 2017)

(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:”

在網址前加上 URL:

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.3 Bibliography - Layout



Layout 控制參考每筆文獻
開頭或結尾處增加的欄位

- 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
 - 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

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

- Journal Names
- Sections
- Citations
 - 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
 - Field Substitutions
 - Repeated Citations
 - Author Lists
 - Author Name
 - Editor Lists
 - Editor Name
 - Title Capitalization
- Figures & Tables
 - Figures
 - Tables
 - Separation & Punctuation

Bibliography Sort Order

Order of appearance

Author + Title

Author + Year + Title

First Author + Year + Other Authors

First Author + # of Authors + Year

Other...

Sort edited works after original works by the same author

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

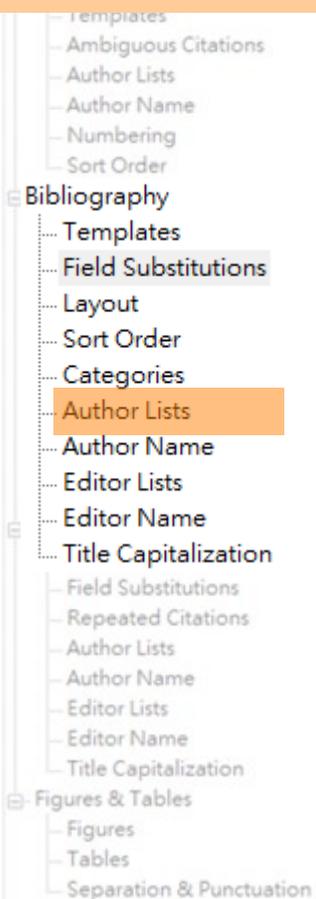
Then by this:
None

Sort Language:
System Default

OK Cancel



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.6 Bibliography - Author Lists 作者清單 APA 7th

- 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
 - 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	between	before last
1 to 2	, &	, &
3 to 100	, &	, &

Abbreviated Author List

List all author names

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

and abbreviate with: , et al. Italic

If 21 or more authors, list the first 19 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: ---

自行修改



Author Separators

Number of Authors	between	before last
1 to 2	, &	, &
3 to 20	, &	, &

Abbreviated Author List

List all author names

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

and abbreviate with: , et al. Italic

If 21 or more authors, list the first 19 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: ---

EndNote APA第七版Output Style不同作者數的呈現設定
(NTU Library, 2021)

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

姓和名的先後順序、標點

Name Format

First author: **Smith, Jane**

Other authors: **John Doe**

Capitalization: **As Is**

Capitalize only the author's last name

Initials: **A.B.**

姓和名的先後順序、標點

Jane Smith
Smith, Jane
Smith Jane

有無縮寫點、空格

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

- As Is**
- Normal
- All Uppercase
- Small Caps

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)

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

G.10 Title Capitalization 標題大小寫 ★ ★

統一設定文獻標題的大小寫

- 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
 - 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

Title Capitalization

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

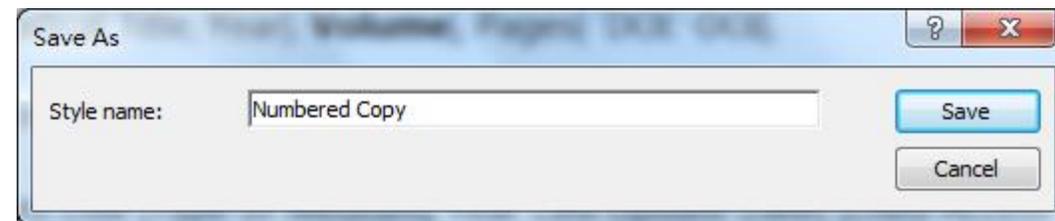
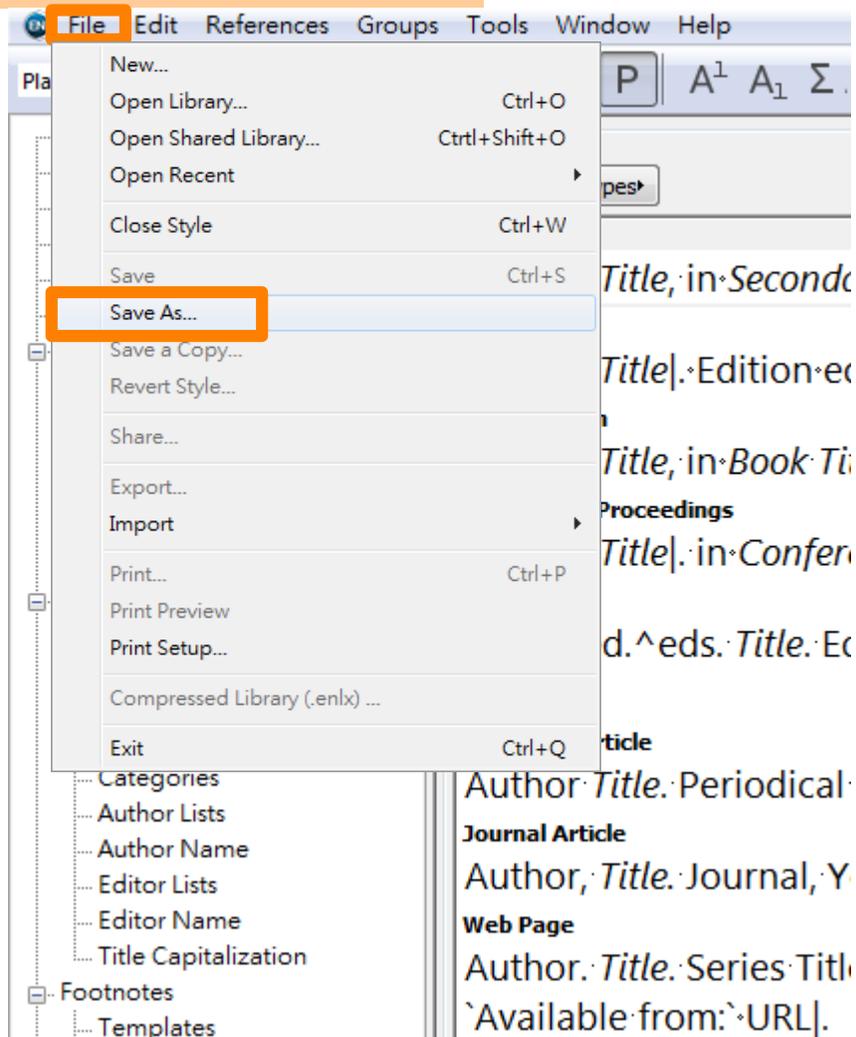
按原資料顯示

每字除介係詞外首字母大寫

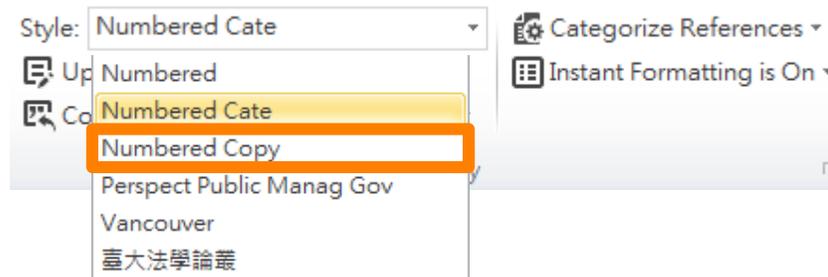
如一般句子首字首字母大寫

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



套用改寫書目格式

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-中英文引用格式並存 [1](#), [2](#)

臺大參考部落格中英文合併系列文章

WHY?

中英文參考書目並存

在同一份文件中，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 以主要呈現格式直接插入

使用
時機

所有格式

優點

不用想太多

缺點

不太符合寫作流程，需轉存純文字檔後再以另一格式重新插入

注意
事項

另一格式插入前，先保留原始格式插入的文字

2 運用兩份文件

非數字格式

不須修改語法格式，只需要剪貼文字

數字格式較不適用，需在兩份文件與記事本中跳轉

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

3 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

2

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 7th



文件B[格式B]

文獻數較少的引文與文獻清單
Ex. 中文APA 7th

自建
網路資源

B格式引文的
純文字檔貼
回原文

2



記事本

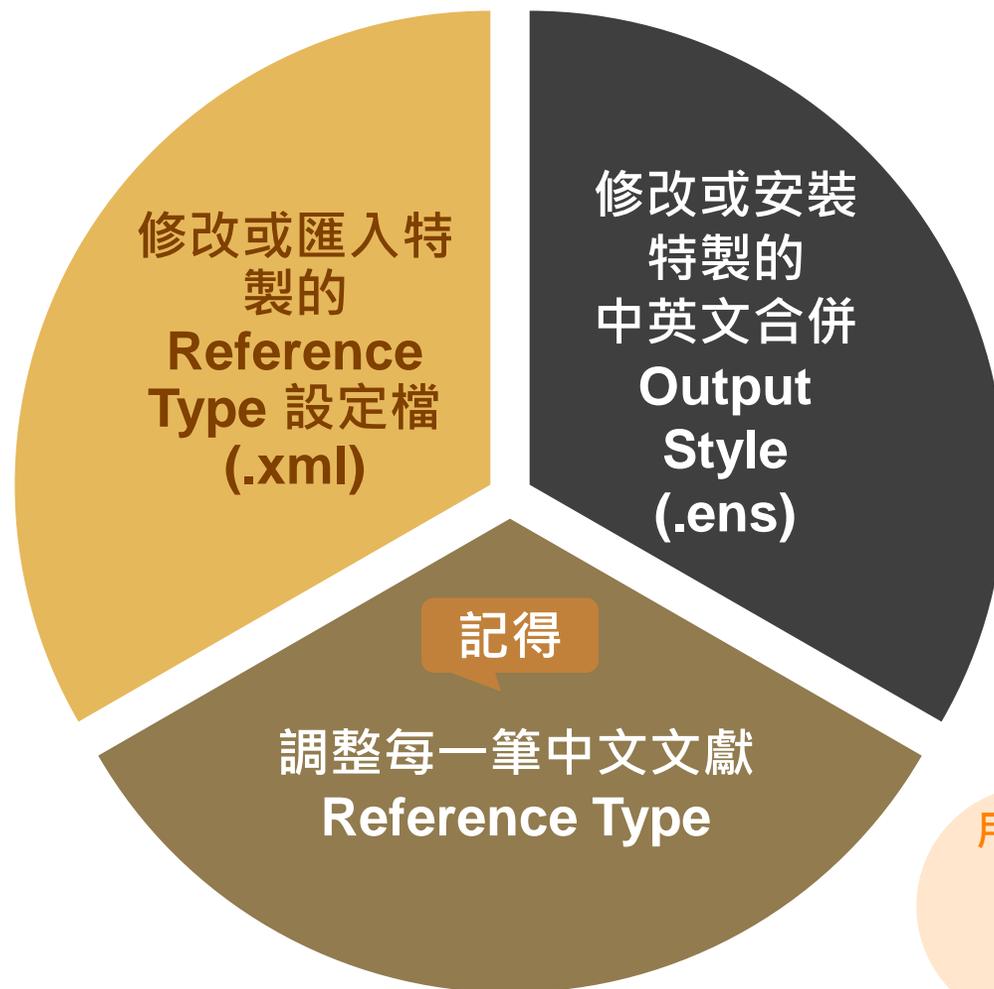
去除EN語法的B格式純文字檔
或使用Word內右鍵選單
[只保留文字]

邊寫作邊將B
格式引文貼到
記事本

1

3

自訂Reference Type



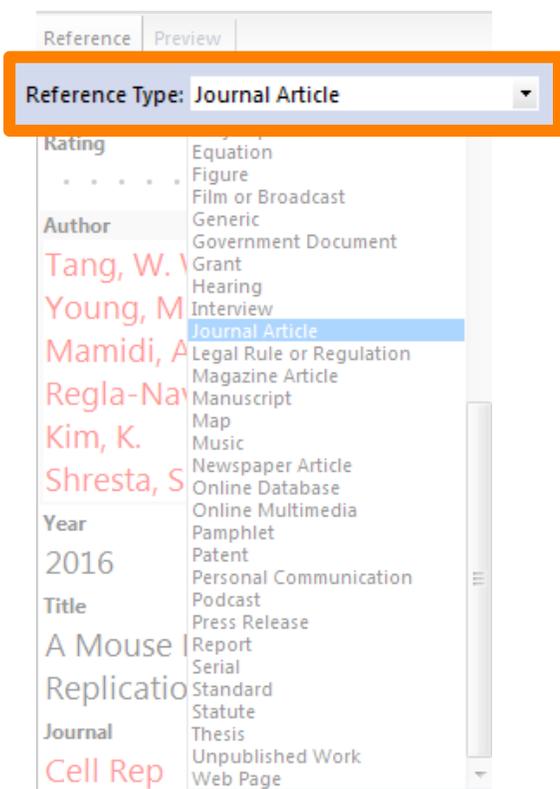
用EndNote寫論文時如何讓中英文參考文獻格式並存(1)—運用Unused的Reference Types (NTU Library, 2012)

3

自訂Reference Type

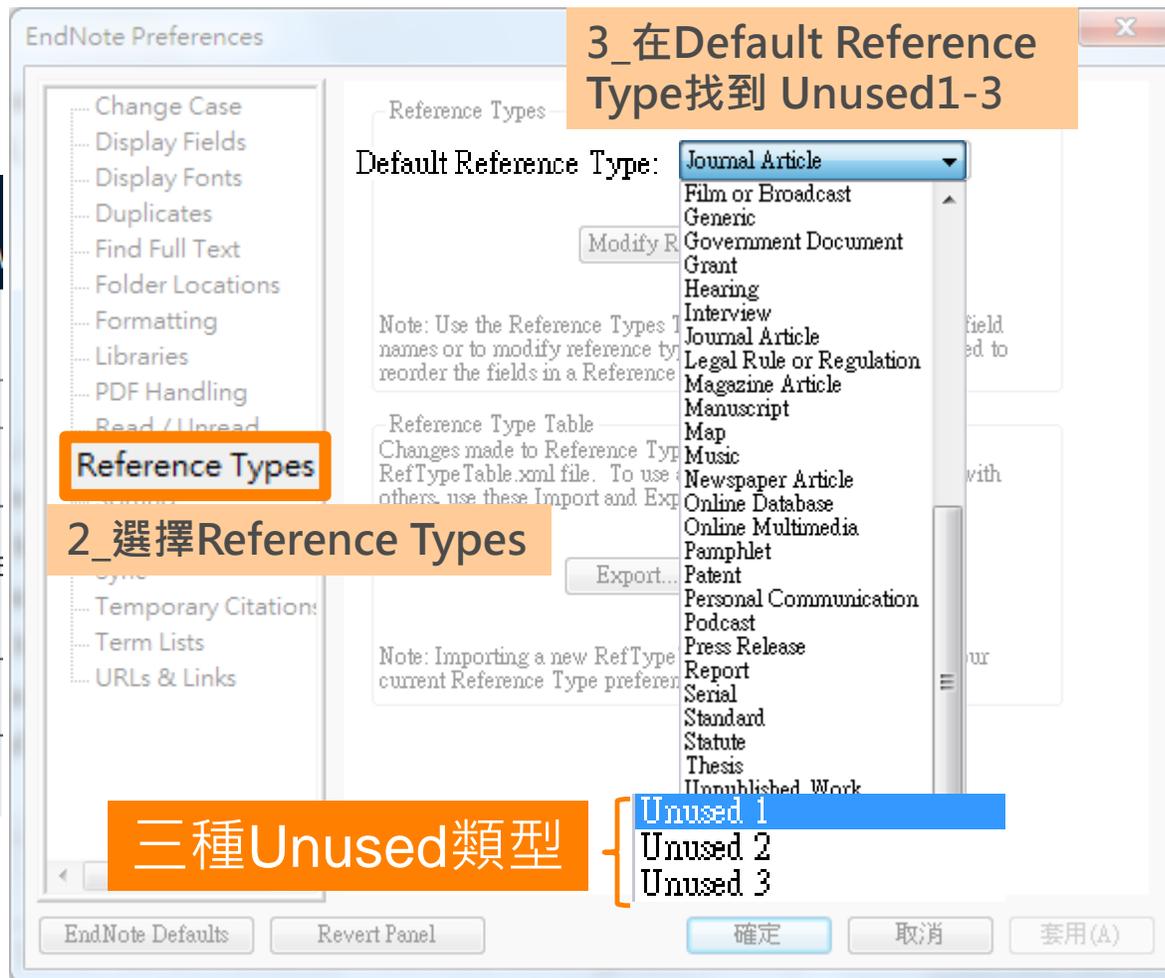
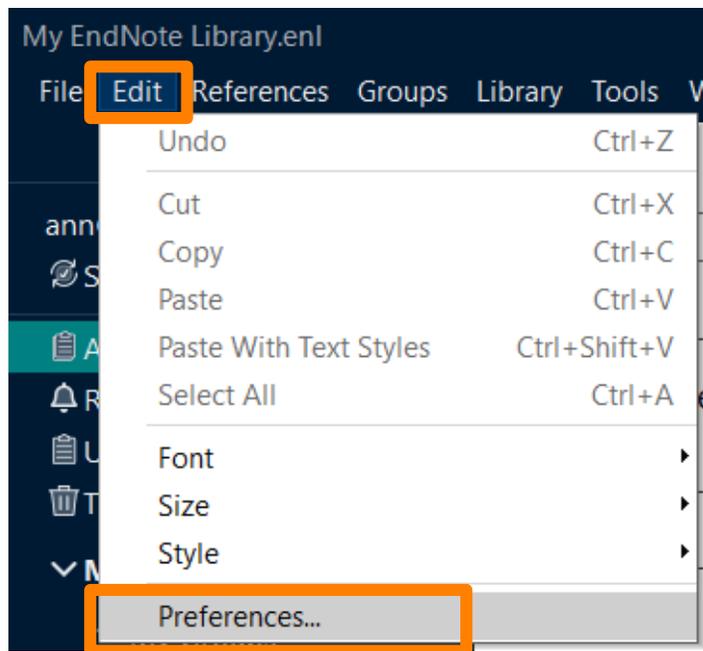
每筆文獻都有對應的Reference Type欄位，使EndNote可根據此欄資訊插入對應欄位語法至Word中

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)

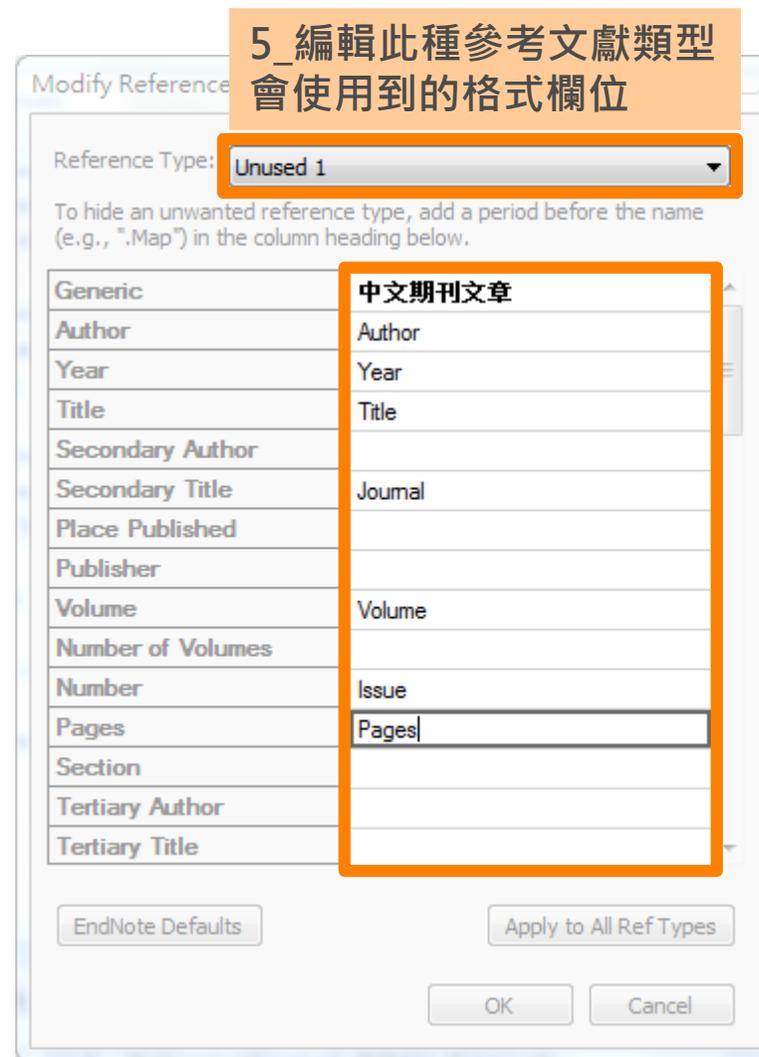
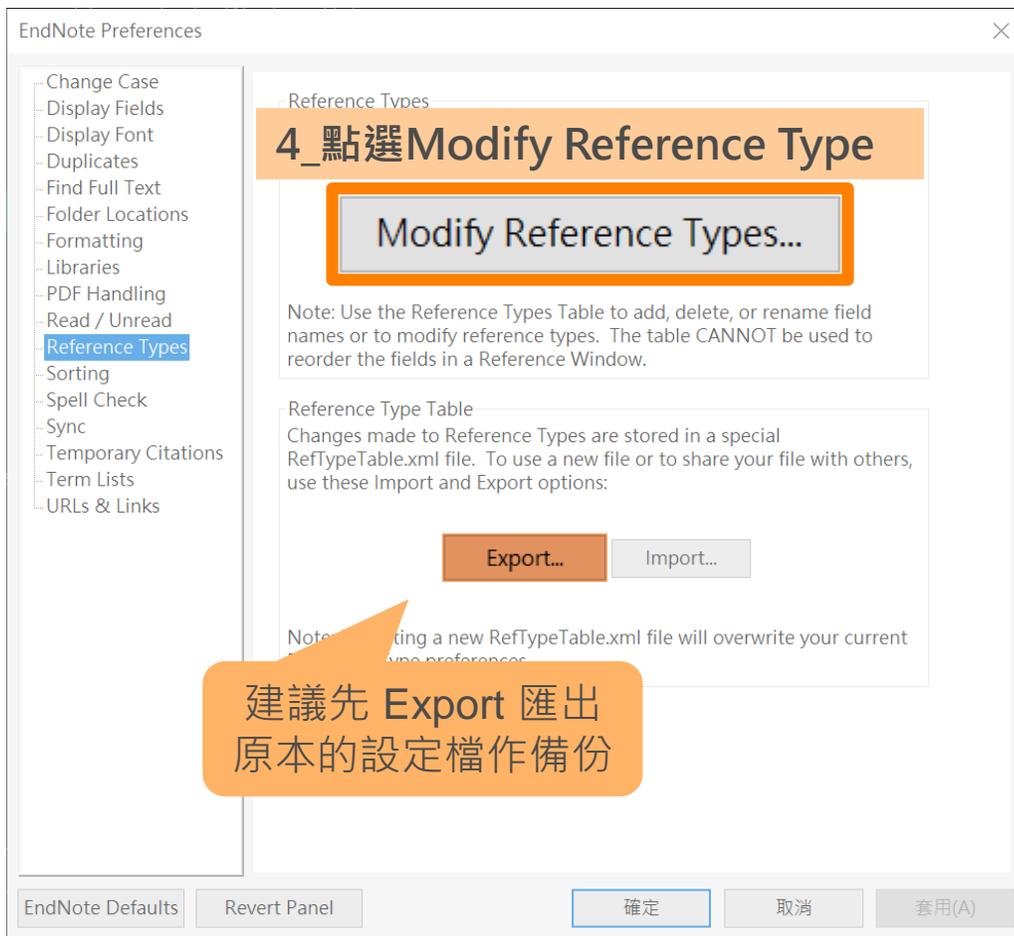


格式合併 Ref Type

1_Edit → Preferences...



三種Unused類型



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-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

File Edit References Groups Library Tools Window Help

nicole@sris.com.tw
Sync Status

All References 100

Recently Added 2

Unfiled 80

Trash 488

MY GROUPS

- Coronavirus 3
- My Publications 7
- New Smart DE 6
- Covid-19
- pm2.5
 - Smart Grou... 0
- Forest Science
 - Biodiversity 3

All References
100 References

Advanced search

1_ 利用欄位排序出中文的文獻

Author	Year	Title	Reference ...	Journal
Harriso...	2021	A call to action: Online learning and distance e...	Journal Art...	J Marital Fa...
B...	2013	...tissue engineering using 3D printing	Journal Art...	Materials T...
eneca		eneca joins Russia to boost coronavirus ...	Journal Art...	Nat Biotech...
郭俊呈;...	2017	翻轉教室觀點融入偏鄉教育之省思	Journal Art...	師資培育...
張子貴	2018	翻轉教室應用在數學系的微積分課程之研究	Journal Art...	臺灣數學...
江惜美	2015	翻轉教室應用在國語文教學的模式	Journal Art...	臺北教育...
黃政傑	2014	翻轉教室的理念、問題與展望	Journal Art...	臺灣教育...

2_ 選取所有欲變更欄位的文獻

批次修改文獻欄位

The image shows a screenshot of the EndNote software interface. On the left, the 'Tools' menu is open, and the 'Find and Replace...' option is highlighted with an orange box. An annotation '3_Library下選取 [Find and Replace]' points to this menu item. On the right, the 'Find and Replace' dialog box is open. It has several fields and options: 'In:' is set to 'Reference Type' (annotated as '4_1 In:選取Reference Type'); 'Find:' contains 'Journal Article' (annotated as '4_2 Find:鍵入欲取代的原資料類型名稱'); 'Replace with:' contains '中文期刊文章' (annotated as '4_3 Replace with:鍵入新資料類型名稱'); 'Match Case' is unchecked, 'Match Words' is checked; 'Retain Capitalization' is checked. At the bottom, there are 'Change' and 'Cancel' buttons. An annotation '4_4 最後點按[Change]，即可批次變更 Reference Type' points to the 'Change' button.

3_Library下選取 [Find and Replace]

4_1 In:選取Reference Type

4_2 Find:鍵入欲取代的原資料類型名稱

4_3 Replace with:鍵入新資料類型名稱

4_4 最後點按[Change]，即可批次變更 Reference Type

如何將 EndNote 文獻批次變更資料類型 (Reference Types) ?
(NTU Library , 2015)

The screenshot displays the EndNote application interface. The 'Tools' menu is open, with 'Output Styles' highlighted. The 'New Style...' option is selected, opening a dialog box titled 'Untitled Style'. The dialog box contains a menu on the left with categories like 'Citations' and 'Bibliography'. The right side of the dialog has fields for 'File Name', 'Full Name', 'Based on', 'Category', 'Publisher', 'URL', 'Created', and 'Last modified', along with a 'Comments and limitations' text area. The 'vancouver' style is visible at the bottom of the dialog.

全部語法格式從零開始

其他常見疑難

我想將參考文獻依資料類型排序輸出

排序參考文獻：Word CWYW→ Categorize References

產生著作清單：Library Tools→ Subject Bibliography

用於著作清單→參見臺大參考部落格[文章](#)

