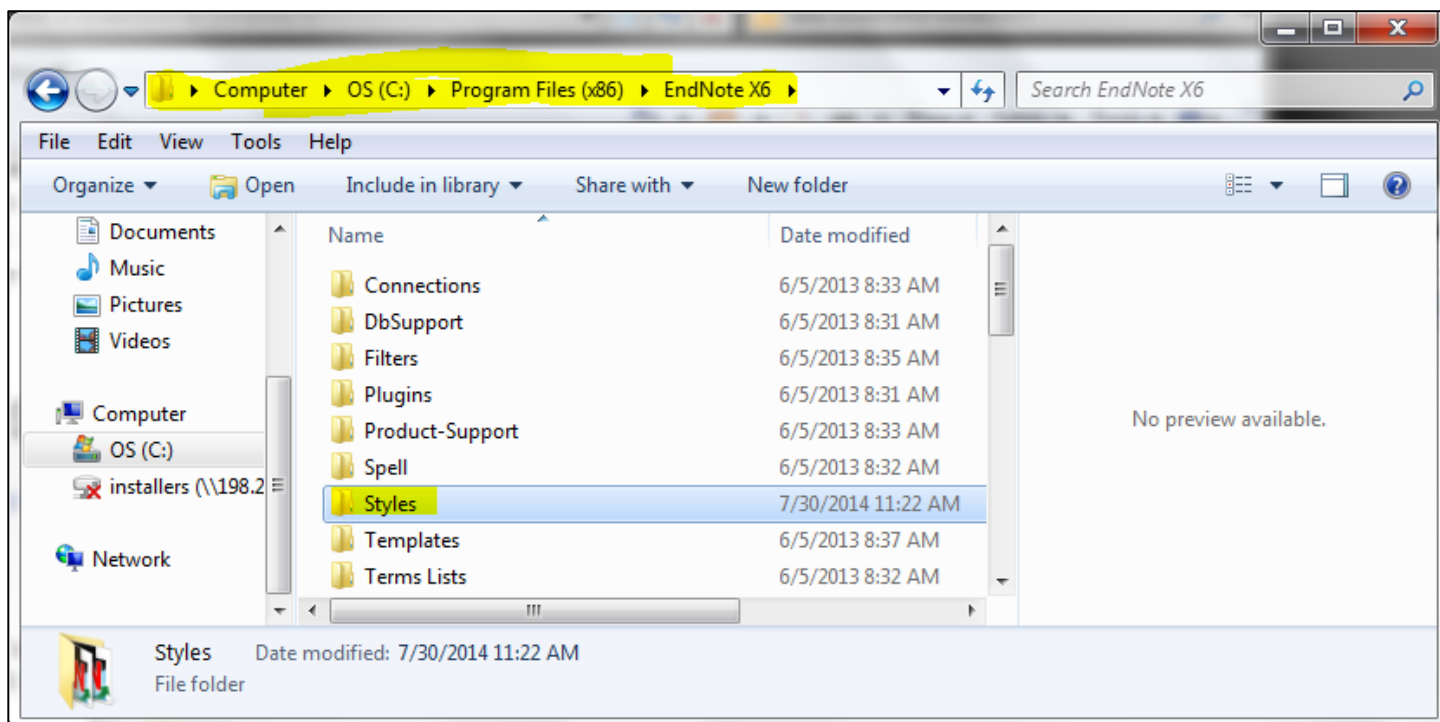
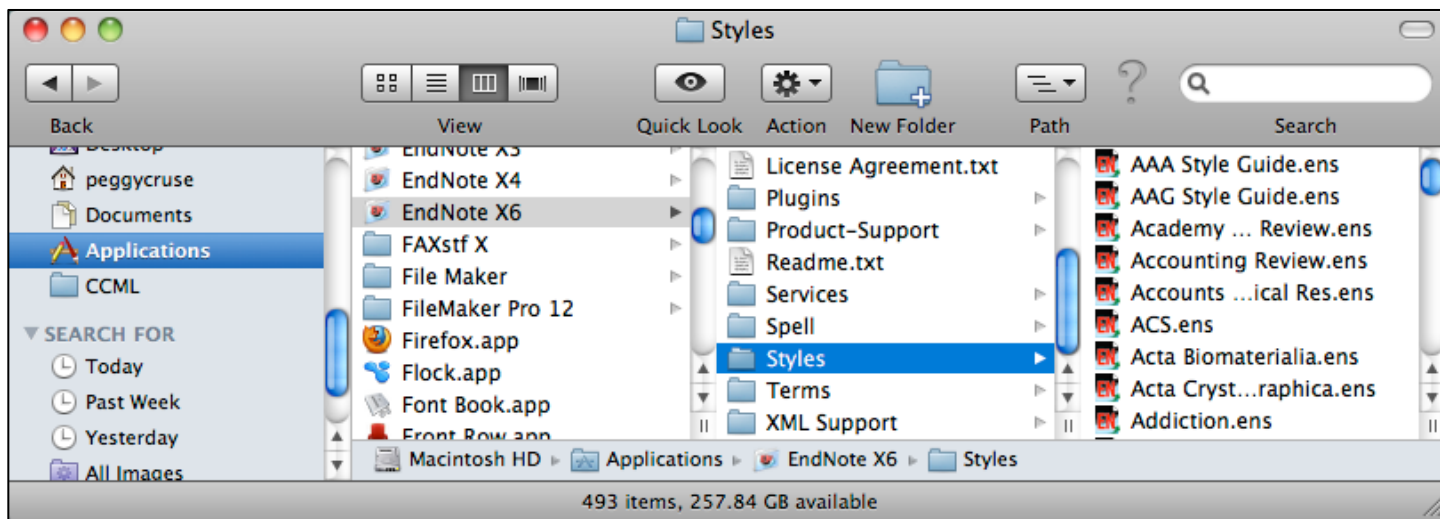


1. You are submitting a manuscript to the journal, *Leukemia*. The output style isn't in EndNote. How do you add it?

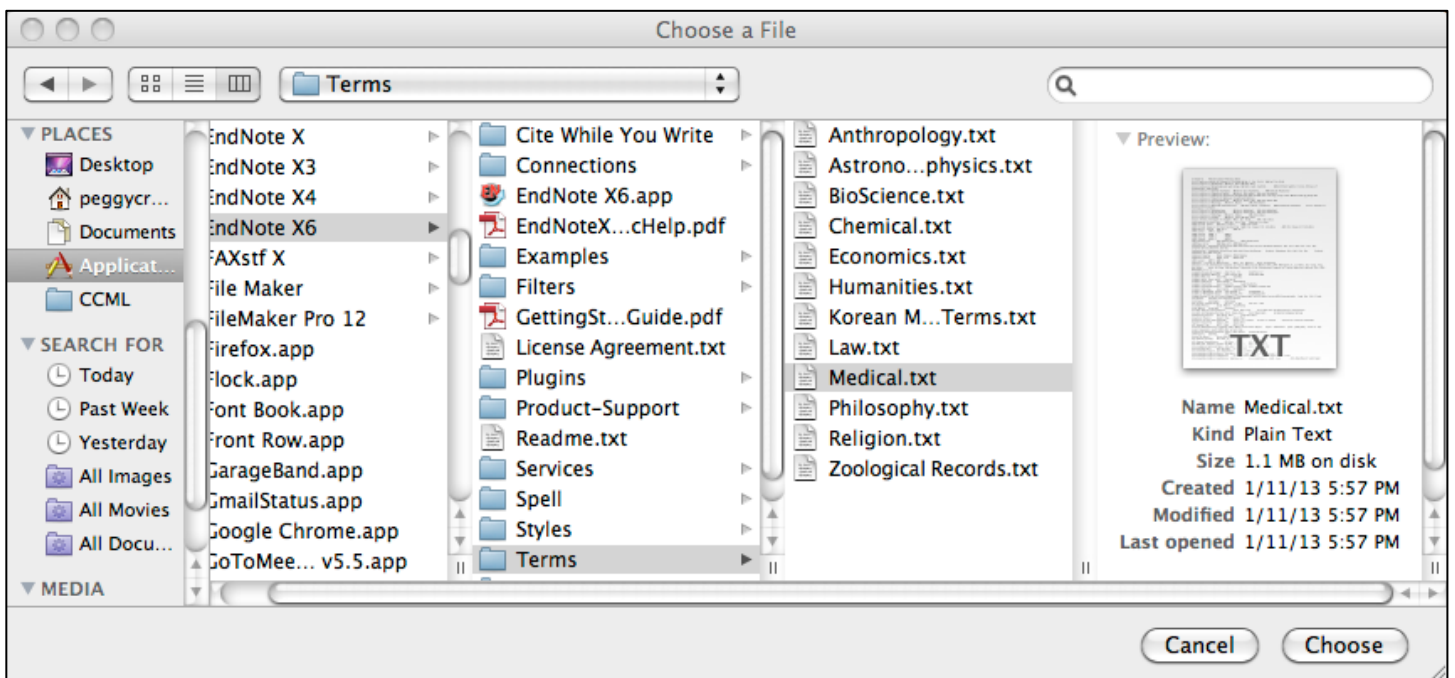
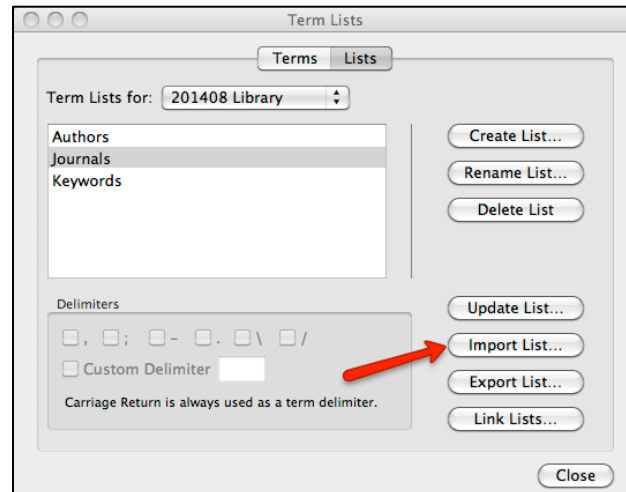
- Go online to <http://endnote.com/downloads/styles>
- Search for *Leukemia*
- Click **Download** (this will save a .ens file)
- Move the .ens file to your EN styles folder (usually in Applications or Program Files)



✓ TIP: If a style isn't available on EN's website, look at the journal's "instructions to authors" webpage. They will often address bibliography specifics and tell you what style to use.

2. Some journal names aren't abbreviating correctly in the bibliography.

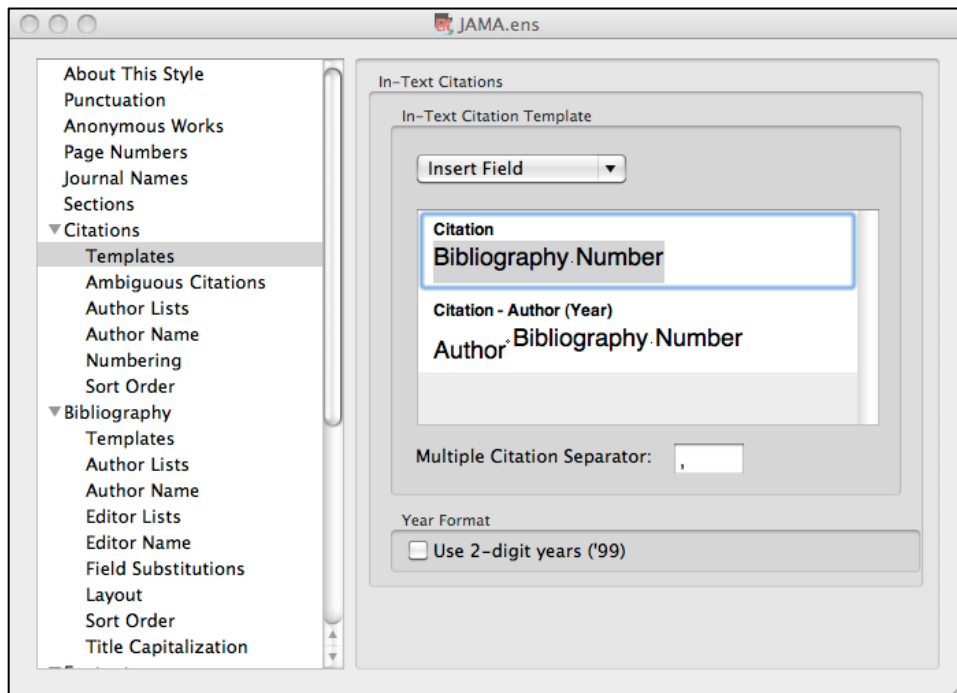
- Make journal terms lists are updated, especially after upgrades or installations.
 - In EN, go to Tools >> Open Term List >> Journal Term List
 - Do abbreviations display in the “Abbreviation 1/2/3” columns?
 - If abbreviations are missing, import term list.
 - Select the **Lists** tab >> Select Import List...
 - Go to Program Files/Applications >> EN >> Terms folder >> Select a subject area (medical or bioscience) >> Choose.



- ✓ TIP: Delete duplicate journal entries, if present.
- ✓ TIP: Change from Abbreviation 1 to 2 in Edit >> Output Styles >> Journal Names

3. An acronym is converted to “Sentence case” formatting when you need it to remain in ALL CAPS (DNA is converted to Dna).
 - Edit/EndNote >> Preferences >> Change case

4. Change in-text citation from regular numbers to superscript numbers.
 - Edit >> Output Styles >> Edit “JAMA” (or the style you need to edit)
 - In the style window, under **Citations**, select **Template**
 - Highlight Bibliography Number
 - Go to Edit >> Font >> Superscript.

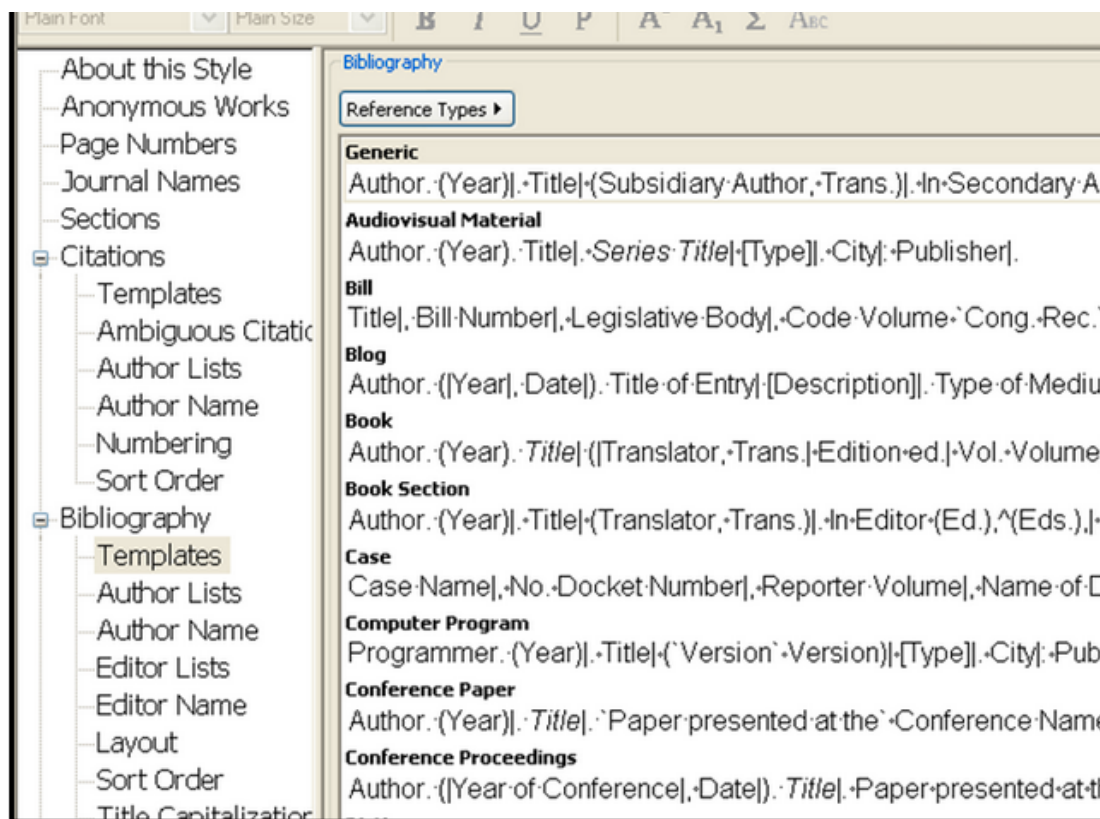


5. Change the display of author names or page numbers for an output style.
 - Edit >> Output Styles >> Edit “JAMA” (or the style you need to edit)
 - Select **Author Name** under Citations or Bibliography.
 - Select **Page Numbers**

6. You want to see if PMCID's are available for any of your references. (PMCID's are required for federally funded research papers but authors get one year to request them. Sometimes, a record won't have a PMCID when you originally download it but one will be added later.)
 - Highlight reference(s)
 - References >> Find Reference Updates...

7. Working with Output Style Templates: Tips from the University of Toledo Library's EN Guide:

<http://libguides.utoledo.edu/content.php?pid=221467&sid=1877669>



Some rules for working with templates:

Basic dependence: any text or punctuation not separated by an ordinary space is dependent on the adjacent field. This means that the text/punctuation will only display when there is data in the field. In the example above, the parentheses around the issue number will only be displayed when there is an issue number to display. If two fields are adjacent to text or punctuation, the preceding field takes precedence.

Spaces: The first space following a field is dependent on that field. Additional spaces are independent.

Independent text: Independent text (text not from a field) always appears in the bibliography.

Font formatting: To format a field, such as journal or book titles, simply highlight the field and select **Style** from the **Text** menu. Options are **underline**, **italics**, **boldface**.

Special characters: All of these special characters can be added by using the **Insert Field** button.

Non-breaking space (gray diamond) – The EndNote manual refers to the non-breaking space as “bibliographic formatting glue,” meaning that it joins two or more items together so they act as a single unit. Any text or punctuation “glued” to a field will not be displayed if the field is empty. In a formatted bibliography, it will display as an ordinary space.

Forced separation (vertical bar, pipe, |) – This is used to break dependence. In the example above, the forced separation after **Pages** will cause the period to be displayed whether or not there are pages in the reference.

Field names as independent text (accent grave, `) – This is used around independent text that could be misinterpreted as a field label, such as `Editor`.

Singular/plural separator (caret, ^) – This can be used to specify singular and plural forms of independent text, such as Ed.^Eds.