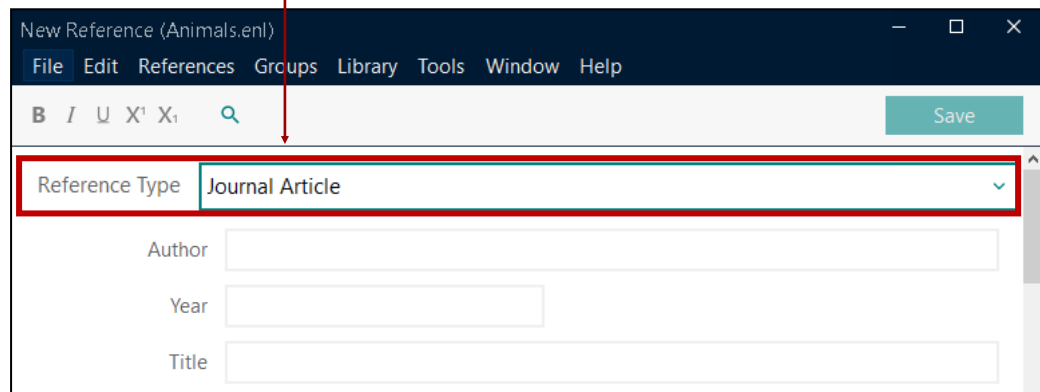


## 4. Manual Input

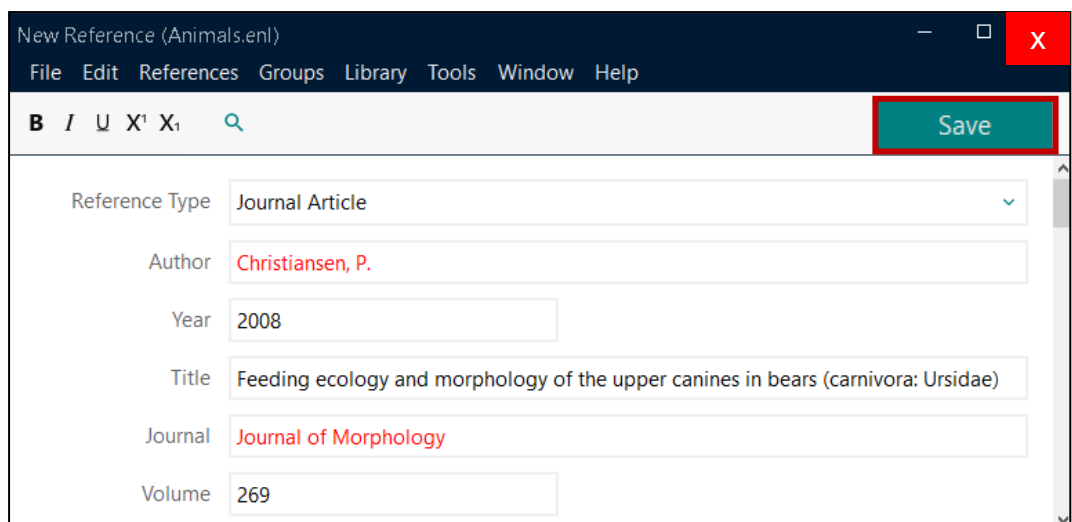
- 1 Click on the **New Reference** icon from the Endnote top icon bar.



- 2 Select the **reference type**, e.g. book, journal article



- 3 Enter the **citation information**, e.g. author, title, year. Click **Save** to save the changes. Close the box.





## Special Note Author Names

### Personal names

- **First** Middle Last (**no comma**)

Author Nelson W. S. Chow

- **Last**, First Middle (**comma** after the last name)

Author Chow, Nelson W. S.

### Corporate author

- **Organization**, (1 comma after the organization name)

Author The University of Hong Kong,

- **Department,, Organization** (2 commas after the department name)

Author Center of Asian Studies,, The University of Hong Kong

### More than one author

- Enter **one author per line**.

Author Bearer, Scott  
Linderman, Marc

### Auto-complete

- For author names that are **already in the library**, Endnote will **auto-complete** the name after you have typed in the first few letters.
- If the **author is a new name**, it will appear in **red**, but will change to **black** when the reference is saved.



## Special Note Dates and Page Numbers

### Dates

- Enter dates **as you would like them to appear** in your formatted list or bibliography. EndNote does not reformat dates.

Year Aug 10 → Austin, C. (2009, Aug 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Year August 10 → Austin, C. (2009, August 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Year 10 August → Austin, C. (2009, 10 August). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

### Page Numbers

- Format** for page ranges:

- complete

Pages 1331-1336

- abbreviated


Pages 1331-6

- Do not use commas in page number in the thousands**


Pages 1331 ✓

Pages 1,331 ✗

## Manual Input: A journal article



**Ecological Modelling**  
Volume 222, Issue 3, 10 February 2011, Pages 645–652



**Potential solar radiation pattern in relation to the monthly distribution of giant pandas in Foping Nature Reserve, China**  
Xuehua Liu<sup>a</sup>, Xiangnan Cheng<sup>a</sup>, Andrew K. Skidmore<sup>b</sup>



New Reference (Animals.enl)

File Edit References Groups Library Tools Window Help

**B** *I* U X<sup>1</sup> X<sub>1</sub> 🔍 Save

Reference Type **Journal Article**

Author **Liu, Xuehua**  
**Cheng, Xiangnan**  
**Skidmore, Andrew K.**

Year 2011

Title Potential solar radiation pattern in relation to the monthly distribution of giant pandas in Foping Nature Reserve, CHINA

Journal **Ecological Modelling**

Volume 222

Part/Supplement

Issue 3

Pages 645-652

Start Page