

EndNote 21/20 Output Styles DIY 參考文獻格式樣板動手改

成功大學醫學圖書分館 <https://medlib.lib.ncku.edu.tw/>
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- 線上錄影 <https://ge.ncku.edu.tw/mod/hvp/view.php?id=16889>
- 線上更新、支援與討論 <https://support.clarivate.com/Endnote>
- 醫圖教材：[基本使用手冊\(含客製 Filters & Styles\)](#)、[StylesDIY](#)、[EN for Systematic Review](#)

What 什麼是 Output Styles

■ 簡介

透過 EndNote (簡稱 EN) 建立的 EndNote Library 的每筆紀錄稱作 Reference，記錄重要書目資訊，包括作者、篇名、書刊名、卷、期、頁數、年代等欄位；因以欄位方式存在，當您在 Word 引用時，套用每一個定義好的 Output Styles (輸出格式)，即可快速依需求排列組合成各種參考書目格式，以適當呈現「文內引用 (Citations)」與「文末參考書目 (Bibliography)」的樣子，包含欄位資料、標點符號、粗斜體字、排序方式等。如果特定 Output Style 不符合所需或缺乏，也可以加以修改或自製。

■ 應用

1. 期刊論文投稿：如 New England Journal of Medicine、Nursing Research、臺灣醫誌、護理雜誌等。
2. 博碩士論文撰寫：每個學校/系所/指導教師有不同的參考書目格式要求。
3. 書目清單：您可能為了各種目的 (如自我閱讀、指定學生閱讀、與同儕分享) 而需輸出特定格式的書目清單，除了輸出基本書目資訊，也可以加上摘要、個人註記等任何欄位。
4. 投影片引用。
5. Excel 清單：您可指定欄位匯出為文字檔 (Tab 分隔)，再匯入至 Excel，作為其他軟體使用或各種用途。

The screenshot displays the EndNote interface. On the left, a table lists 24 references with columns for Author, Year, Title, and Journal. The reference by Liu (2020) is highlighted. On the right, a detailed view of the selected reference is shown, including fields for Reference Type (Journal Article), Author (Liu, Y C; Liao, C H; Chang, C F; Chou, C C; Lin, Y R), Year (2020), Title (A locally transmitted case of SARS-CoV-2 infection in Taiwan), Journal (N Engl J Med), Volume (382), Issue (11), and Pages (1070-1072).

| Author | Year | Title | Journal |
|--------------|------|--|---------------------|
| 國民健康署 | 2017 | 104年健康促進統計年報 | |
| 張聿仁 | 2011 | 耳穴按壓改善護理人員睡眠品質之效益... | 第二十七次護理 |
| 張蓓貞 | 2014 | 職業衛生護理 | |
| 陳孟勤 | 2012 | 淋巴癌治療病人之中醫護理經驗 | 中西醫結合護理 |
| 陳美燕 | 2011 | 公共衛生護理學 | |
| American ... | 2020 | The American Psychiatric Association pra... | |
| American ... | 2020 | The American Psychiatric Association pra... | |
| American ... | 2011 | 美國心理學會出版手冊：論文寫作格式... | |
| Fanta | 2011 | Diagnosis of asthma in adolescents and a... | |
| Guyatt | 2014 | EBM is personalized medicine | 3rd Internation... |
| Liu | 2020 | A locally transmitted case of SARS-CoV-... | N Engl J Med |
| Malinowski | 2000 | Rosiglitazone in the treatment of type 2 ... | Clin Ther |
| Morin | 2012 | Cancer genetics | Harrison's Princ... |
| Randall | 2009 | End of Life Choices: Consensus and Contr... | |
| Su | 2015 | Patient-specific blood flows and vortex f... | 2014 IEEE Conf... |
| Wikipedia | 2017 | Horticultural therapy | |
| Wikipedia | 2017 | Horticultural therapy | |

■ 撰寫論文用途的 Styles 基本上可歸為兩大呈現型式，分別說明與舉例如下：

1. Numbered 編號 (例 New England J Medicine)

文內引用 (Citations) 以「數字編號」出現 (通常依引用順序) ；
文後參考書目 (Bibliography) 依數字編號來列出詳細書目。

EN 對特定輸出格式
所做的細節定義 ↓

The screenshot shows the 'New England J Medicine' citation style configuration. The 'Name' is 'New England J Medicine', 'Based on' is 'Vancouver', and 'Category' is 'Medicine'. A green arrow points from the 'Citations' option in the left sidebar to the 'Citations' section of the configuration. Another green arrow points from the 'Bibliography' option in the sidebar to the 'Bibliography' section. The 'Citations' section shows an example text: '.....emerged after non-avian dinosaur extinction at the Cretaceous/Tertiary (K/T) boundary¹ or whether these lineages coexisted with other dinosaurs and passed through this mass extinction event²⁻³.....'. The 'Bibliography' section shows a list of three references: 1. Morehouse SI, Tung RS. Statistical evidence for early extinction of reptiles due to the K/T event. *Journal of Paleontology* 1993;17:198-209. 2. Billoski TV. *Introduction to Paleontology*. 6th ed. New York: Institutional Press; 1992. 3. Schwartz MT, Billoski TV. Greenhouse hypothesis: effect on dinosaur extinction. In: Jones BT, Lovecraft NV, eds. *Extinction*. New York: Barnes and Ellis; 1990:175-89.

2. Author-Date 作者-日期 (例 APA 6th)

文內引用 (Citations) 以「作者-日期」方式出現 ；
文後參考書目 (Bibliography) 依作者姓名排序並列出詳細書目。

The screenshot shows the 'APA 6th' citation style configuration. The 'Name' is 'APA 6th', 'Based on' is blank, and 'Category' is 'Psychology'. A green arrow points from the 'Citations' option in the left sidebar to the 'Citations' section of the configuration. Another green arrow points from the 'Bibliography' option in the sidebar to the 'Bibliography' section. The 'Citations' section shows an example text: '.....emerged after non-avian dinosaur extinction at the Cretaceous/Tertiary (K/T) boundary (Morehouse & Tung, 1992) or whether these lineages coexisted with other dinosaurs and passed through this mass extinction event (Billoski, 1992; Schwartz & Billoski, 1990).....'. The 'Bibliography' section shows a list of three references: Billoski, T. V. (1992). *Introduction to Paleontology* (6th ed.). New York: Institutional Press. Morehouse, S. I., & Tung, R. S. (1993). Statistical evidence for early extinction of reptiles due to the K/T event. *Journal of Paleontology*, 17(2), 198-209. Schwartz, M. T., & Billoski, T. V. (1990). Greenhouse hypothesis: effect on dinosaur extinction. In B. T. Jones & N. V. Lovecraft (Eds.), *Extinction* (pp. 175-189). New York: Barnes and Ellis.

Where 哪裡找到現成

■ Styles 來源

1. **EndNote 內建**：安裝 EN 時，若選擇 Custom 自訂安裝，並指定安裝 Additional Styles，即可有現成的 7,000+個格式；若您的電腦內安裝格式僅約 500 種，可以選擇修正安裝，詳見[基本操作手冊](#)的 p.2 安裝。

for Windows

- (1) 至控制台 > 程式和功能 (或稱程式集) > EndNote > 變更 > Modify，即可選擇補安裝。
- (2) 或重新執行 EN 安裝程式 > 出現並選取 Modify，即可選擇補安裝。

for Mac 打開 EN，並點選功能表 EndNote > Customizer > 勾選 Output Stypes，即可完整安裝。

2. **EndNote 官網**：提供更新或新增的 Output Styles，請點選 Help > [EndNote Output Styles](#)，可用搜尋或瀏覽方式找到。例最新版 APA 7th、AMA 11th。
3. **期刊出版社網站**：若有提供，通常在 for Authors 或投稿規範中可見，例 Dermatologica Sinica <https://www.dermisnica.org/contributors.asp>
4. **醫圖自製格式**：[下載](#) > 解壓 > 儲存於下列路徑

■ Styles 儲存路徑：無論自哪裡獲得的，都應儲存 EN 指定兩個路徑之一。

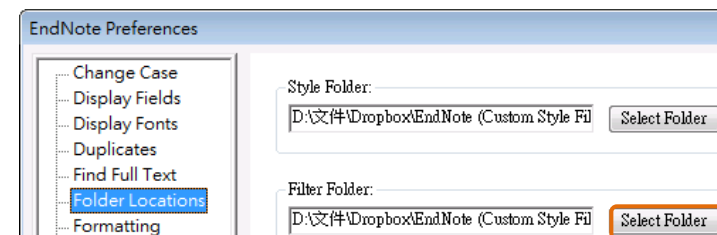
for Windows

- (1) C:\Users(電腦使用者名稱)\Documents(文件)\Endnote\Styles\ (建議自訂格式存放於此，EN 更新仍可保留)
- (2) C:\Program Files(x86)\EndNote #\Styles\ (系統內建格式路徑)

for Mac

- (1) Mac OS: 文件 Documents: EndNote: Styles (建議自訂格式存放於此，EN 更新仍可保留)
- (2) Mac OS: 應用程式 Applications: EndNote #: Styles (系統內建格式路徑)

- * 若欲在多台電腦可以同步取用 Styles，您也可變更路徑(1)為其他電腦中的位置，例如雲端空間 (Dropbox 等) 同步資料夾下。變更方式為：Edit > Preferences > Folder Locations > Select Folder (選擇欲指定的雲端空間之同步資料夾)。請在需要使用到的私人電腦皆進行項設定。



When 何時自己動手做

- EN 所提供的特定 Output Styles，與投稿期刊格式有出入 ⇨ 修改
- EN 未提供所需的 Output Styles 時 ⇨ 新增

How 如何修改或新增

1. **準備格式規範**：如為期刊投稿，請到期刊官方網站，通常在「for Authors」或「投稿規範」中，及 1-2 篇近期出版文章；如為博碩士論文套用，請參考學校/系所/指導教授之規範。

2. 瀏覽與開啟 Output Styles

① 執行 EN 程式

② Tools > Output Styles > Open Style Manager

③ 即開啟 Style Manager

④ 點選任一筆可以看到下方有 Style Info

⑤ 點選 Style Info/Preview 按鈕，可切換到預覽參考書目格式

⑥ 在任一筆 Style Name 連點兩下滑鼠，可開啟編輯畫面

開啟與存檔注意

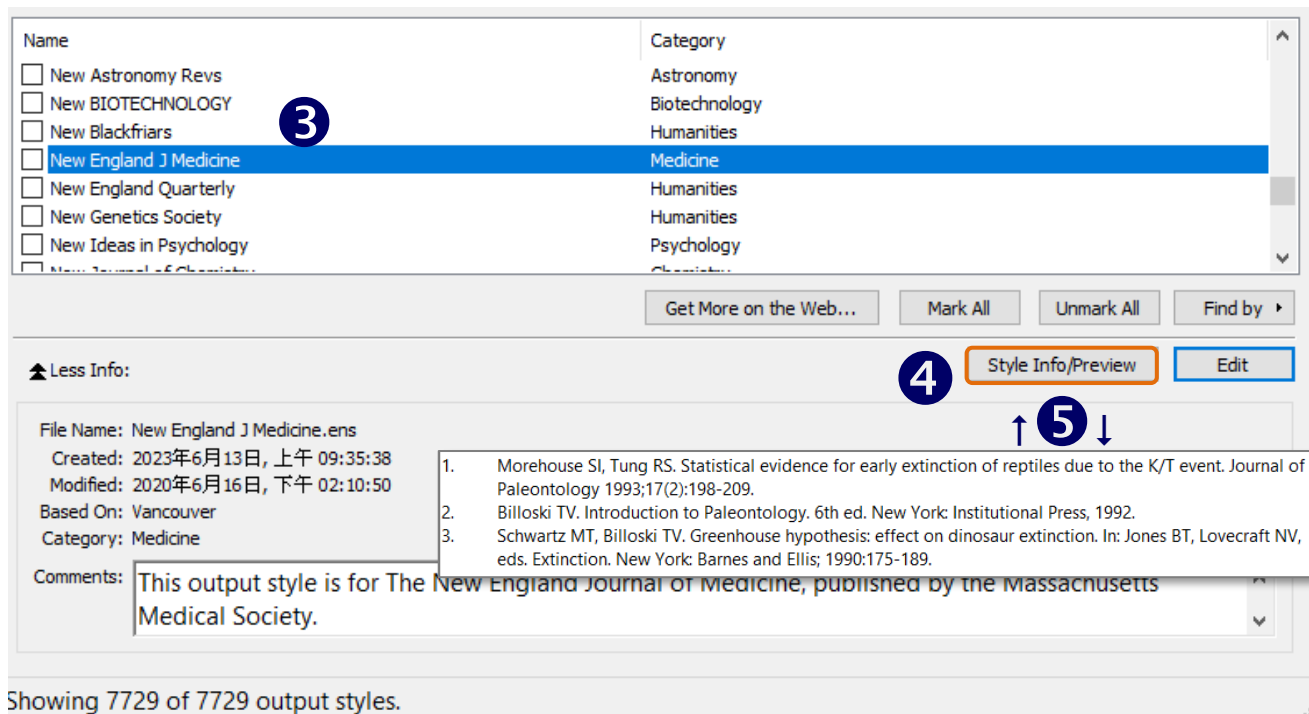
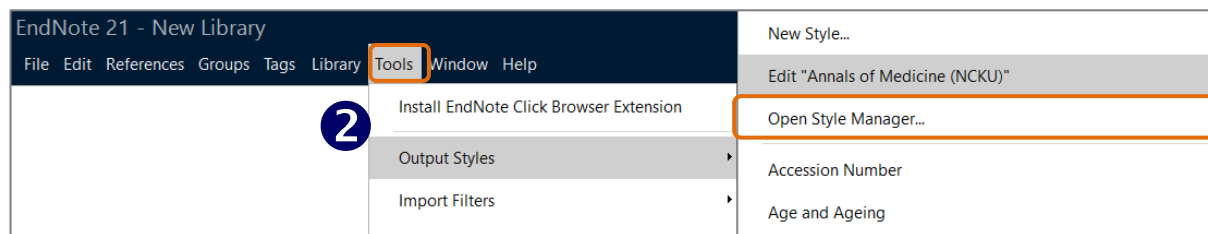
* **修改內建 Styles**：找到欲修改的 Style 並開啟；存檔時無法直接 Save 覆蓋路徑(2)中的內建 Styles，只能 Save As，並建議重新命名，以茲與原格式區別。例 New England J Medicine，改名 New England J Medicine (Revised)。

* **新增 Styles**：3 種方式開始

a. 找一個相似的書目格式來修改為新的，並 Save As 與重新命名。

b. 依需要選擇「Numbered」或「Author-Date」來修改為新的，並 Save As 與重新命名。

c. 開啟完全空白的 New Style：Edit > Output Styles > New Style...，編輯並 Save 與命名。



建議

3. Output Style 的設定項目大綱 (優先設定★)

| | |
|--------------------------|-----------------------------------|
| ... About this Style | 4. 關於此格式的基本資訊 |
| ... Punctuation | |
| ... Anonymous Works | 5. 無名氏作品 |
| ... Page Numbers | 6. 頁碼格式★ |
| ... Journal Names | 7. 期刊名稱★ (全名或縮寫) |
| ... Sections | |
| ☐ Citations | 8. 文內引用 |
| ... Templates | 8.1 基本長相★ |
| ... Ambiguous Citatio | 8.2 區別易混淆的引用 (例：同作者且同年代的文章有兩篇) |
| ... Author Lists | 8.3 作者清單 |
| ... Author Name | 8.4 作者姓名 |
| ... Numbering | 8.5 數字編號★ |
| ... Sort Order | 8.6 排序 (例:照引用順序或作者姓名)★ |
| ☐ Bibliography | 9 文後參考書目 |
| ... Templates | 9.1 基本長相★ |
| ... Field Substitutions | 9.2 欄位空值時的取代 (例：無卷期頁碼，以 DOI 取代) |
| ... Layout | 9.3 排版★ (例：縮排、加編號或其他等) |
| ... Sort Order | 9.4 排序★ (例：照引用順序或作者姓名) |
| ... Categories | 9.5 分類 |
| ... Author Lists | 9.6 作者清單★ |
| ... Author Name | 9.7 作者姓名★ |
| ... Editor Lists | 9.8 編者清單 |
| ... Editor Name | 9.9 編者姓名 |
| ... Title Capitalization | 9.10 題名大小寫 |

| | |
|-------------------------------|--------------------|
| ☐ Footnotes 每頁下註腳設定 (略。較少用) | |
| ... Templates | |
| ... Field Substitutions | |
| ... Repeated Citations | |
| ... Author Lists | |
| ... Author Name | |
| ... Editor Lists | |
| ... Editor Name | |
| ... Title Capitalization | |
| ☐ Figures & Tables 圖表設定 (略) | |
| ... Figures | 若有需要使用 EN 插入圖表方須設定 |
| ... Tables | |
| ... Separation & Punctuation | |

4. About this Style 關於此格式的基本資訊

Name: JAMA 格式名稱

Based on: AMA Manual of Style 10th Edition 源於特定格式或規範所編製

Category: Medicine 所屬類別或學科

Created: 2016年11月2日, 下午 04:07:09 建立日期

Last modified: 2016年4月11日, 下午 07:14:40 最近修改日期

Comments and limitations: 附註與使用限制

This style is for JAMA: The Journal of the American Medical Association, published in print and online.

For journal supplements where the supplement is to the volume, put the supplement in the issue number field.

Do not include the issue number or month except in the case of a special issue or when pagination is not consecutive throughout the volume (i.e., when each issue begins with page 1). In the latter case, the month or the date of the issue is preferable to the issue number.

For unpublished conference papers, use the "Conference Proceedings" reference type. For published conference papers, use the "Book Section" reference type and include the conference title, dates.

常見的使用限制說明：此格式允許當所引用的期刊整卷(Volume)之頁碼為連續編號時，可不必填寫期號(Issue)。但 EN 無法判斷此狀況，故預設為一律顯示期號(Issue)。有兩種方式處理：

- (1) 修改預設為不顯示期號：需要時才手動在特定書目的 Volume 欄位補上 Issue 值；或在 Word 端 Convert to Plain Text 後，再手動補上 Issue 值者。
- (2) 維持預設顯示期號：在 Word 端 Convert to Plain Text 後，再逐筆手動移除不需要期號者。

期刊整卷連續頁碼，例:12(1):1-98, 12(2):99-199, 12(3): 200-287...[大部分醫學期刊屬此]

期刊整卷非連續頁碼，例:12(1):1-105, 12(2):1-101, 12(3): 1-88...

5. Anonymous 無名氏作品

When Formatting or Sorting Anonymous Works:

- Leave author blank → 保留空白
- Use full title in place of author → 使用完整篇名替代作者
- Use short title in place of author → 使用簡短篇名替代作者
- Use APA specifications → 依 APA 的規範
- Insert text: Anonymous → 以其他字替代，例: Anonymous

6. Page Numbers 頁碼格式

Page Number Format

- Don't change page numbers → 採用原始 Page 欄位值
- Show only the first page number (e.g. 123) → 顯示起頁碼 (例 123)
- Abbreviate the last page number (e.g. 123-5) → 縮寫訖頁碼 (例 123-5)
- Abbreviate the last page, keeping two digits (e.g. 123-25) → 縮寫訖頁碼，但維持兩碼 (例 123-25)
- Show the full range of pages (e.g. 123-125) → 顯示完整起訖頁碼 (例 123-125)
- Show only the first page for journals, full range for others → 期刊只顯示起頁碼 (例 123)，其餘資料類型顯示完整頁碼 (例 123-125)

7. Journal Names 期刊名稱

Journal Name Format

Use full journal name → 使用全名 (例 New England Journal of Medicine)

Abbreviation 1 → 縮寫 1 (例 N. Engl. J. Med.)

Abbreviation 2 → 縮寫 2 (例: N Engl J Med)

Abbreviation 3 → 縮寫 3, 自訂縮寫 (例 NEJM)

Don't replace → 採用原始 Journal 欄位值

Abbreviate journal articles only

Remove periods → 移除小數點符號

看過來! 在 EN Library 要另做「期刊全名縮寫對照表」

(1) 每台電腦做一次即可, 到 Edit > Preference > Term Lists > 取消勾選第 2、3 項 Updates list...

(2) 每建立一個 EN Library 後, 需先匯入期刊全名縮寫對照表, 方能供後續引用時 EN 能輕易轉換全名為縮寫或縮寫為全名; 若事後補做, 須先跳到步驟⑤處, 選取所有項目並執行 Delete Term, 再開始步驟③~④。詳見[基本操作手冊](#)之「5. 建立期刊全名縮寫」

① Tools > Define Term Lists

② 點選 Journals

③ 點選 Import List...

④ 依下列預設路徑, 擇檔案 Medical.txt:

Win C:\Program Files\EndNote #\Terms Lists\Medical.txt

Mac 應用程式 Applications: EndNote #: Terms

⑤ 切換到 Terms 標籤頁, 可見匯入對照表成功, 即可 Close

8. Citations 文內引用

8.1 Templates 基本長相

- 按 Inset Field 跳出插入欄位選擇
- 選擇欲插入欄位 (亦可用輸入), 例如 Bibliography Number(引用編號)、Author、Year 等
- 輔以鍵盤打入標點符號或空格等, 例如 [Bibliography Number] 或 (Author, Year)
- 以文字格式工具來設定粗體、斜體、底線、Plain 無格式、上標、下標、希臘字元(如 β)

Plain Font Plain Size **4** B I U P A¹ A₁ Σ A_{BC} → 文字格式工具列

① Inset Field

② Cited Pages

③ [Bibliography Number]

↑ 當設定 Author 於本文陳述時 (括弧外) 之呈現形式

Multiple citation separator: , → 多筆引用間的區隔符號 (如包含空格也要輸入喔)

Year Format Use 2-digit years ('99)

e.g. ...mass extinction event [2,5] ...

e.g. ...mass extinction event (Billoski, 1992; Schwartz & Billoski, 1990)...

8.2 Ambiguous Citations 區別易混淆的引用

[Numbered 免設定]

應該如何標示以茲區別易混淆的引用，例如同作者且同年代的文章作品有兩篇

To Differentiate Ambiguous Citations:

- Include the author initials or full name in citation → 納入作者名字縮寫或全名
Name format: A. B.
- Add more authors until the citation is unique → 增加更多作者，直到不會與其他引用重複
- Add the title for different works by the same author → 增加題名
Title format: Full Title
- Add a letter after the year → 在年代後加入字母(a,b...)
Letter format: 2000a, 2000b

8.3 Author Lists 作者清單 [Numbered 免設定]

若一筆引用的作者有一人以上，如何呈現作者群

Author Separators

| Number of Authors | between | before last | before last in format: Author (Year) |
|-------------------|---------|-------------|--------------------------------------|
| 1 to 2 | , | , | , |
| 2 to 100 | | | |

↑ 作者人數在__人到__時，中間以__區隔，但最後兩個作者間以__區隔

Abbreviated Author List - First Appearance → 首次引用時

- List all author names → 列出所有作者
- If 6 or more authors, list the first 6 author(s) → 假如超過__(含)以上作者，僅列出前__個作者
and abbreviate with: , et al. Italic → 且其餘作者以__表示(例: , et al.)。若需斜體字請同時打勾

Abbreviated Author List - Subsequent Appearances → 第二次以上引用

- List all author names
- If 6 or more authors, list the first 6 author(s)
and abbreviate with: , et al. Italic

8.4 Author Name 作者姓名 [Numbered 免設定]

名的縮寫方式
顯示姓名全名
只顯示姓(全名)

Name Format

First author: Jane Smith → 第一作者的姓名順序

Other authors: John Doe → 其他作者的姓名順序

Capitalization: As Is → 姓名大小寫

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) → 若同處引用同一作者兩篇文章以上時，只列作者名一次即可

Separate these citations with: ,

Don't omit authors from citations that have suffixes

Jane Smith 名 姓
Smith, Jane 姓, 名
Smith Jane 姓 名

As Is 如同建檔 (通常)
Normal 正規格式
All Uppercase 一律大寫
Small Caps 一律小寫

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

8.5 Numbering 數字編號

All References

Use ranges for consecutive citations (e.g. 1-3 or 1a-f)

Grouped References

Use one number for references cited together [較罕用]: 把同處引用的數筆書目都併入單一筆引用編號內

Separate in bibliography with: ;

Composite Citations

Use letters to separate grouped references

Present letters in: Lowercase

In-text

Letter format: (1a, 1b), (1a, 1b, 2a-c)

Bibliography

Precede by:

Follow by:

☑同處引用兩筆以上，且編號為連續時，則編號以-連結起訖(e.g.1-3)

☑所有數字編碼都列出(e.g.1,2,3)

8.6 Sort Order 排序

Citation Sort Order

- Same as bibliography → 比照文後參考書目的順序 (即如果 Bibliography 照 Author 順序排 · Citation 也照此排)
- Author + Title → 依作者 + 篇名
- Author + Year + Title → 依作者 + 年代 + 篇名
- Year + Author → 依年代 + 作者
- Don't sort → 不排序
- Other... → 其他

9. Bibliography 文後參考書目

9.1 Templates 基本長相

為需要或常用的引用資料類型 (Reference Type) · 例如 Journal Article 期刊文章、Book 圖書、Book Section 圖書章節 (各章節有標示個別作者群)、Web Page 網頁等 · 個別設定樣板 · 如果未設定的資料類型 · 即會被依循 Generic 通用類型。

- ① 按 Reference Type 可新增資料類型
- ② 按 Inset Field 跳出插入欄位選擇
- ③ 選擇欲插入特殊字元或欄位名稱
- ④ 輔以鍵盤輸入標點符號、文字或空格等
例 Author. Title. In: Editor, eds.
- ⑤ 以文字格式工具來設定粗體、斜體、底線、Plain 無格式、上標、下標、希臘字元(如 β)

The screenshot displays the Bibliography software interface. At the top, a toolbar contains various text formatting options: Plain Font, Plain Size, Bold (B), Italic (I), Underline (U), Paragraph (P), Superscript (A¹), Subscript (A₁), Sum (Σ), and Greek Letters (A_{BC}). A red arrow points to this toolbar with the text "→文字格式工具列".

The main window is titled "Bibliography" and features a "Reference Types" list on the left, which is circled with a blue "1". The list includes categories such as Generic, Book, Book Section, Conference Paper, Conference Proceedings, Edited Book, Electronic Article, Electronic Book, Journal Article, Online Database, Report, Thesis, and Web Page. The "Book Section" entry is highlighted with an orange box and circled with a blue "4".

On the right side, there is an "Insert Field" button circled with a blue "2". A dropdown menu is open, showing a list of field names. A blue bracket on the right side of the menu is labeled "欄位名稱" (Field Name). The menu items include: End of Paragraph, Tab, Forced Separation, Link Adjacent Text, Singular/Plural, Record Number, Reference Type, Author, Year, Title, Journal, Volume, Issue, Pages, Start Page, Epub Date, Date, Type of Article, Short Title, Alternate Journal, ISSN, DOI, Original Publication, Reprint Edition, Reviewed Item, Legal Note, PMCID, NIHMSID, Article Number, Accession Number, Call Number, Label, Keywords, and Abstract. A red vertical label "特殊作用" (Special Function) is positioned next to the first few items. A blue "3" is placed next to the "Link Adjacent Text" item.

At the bottom of the "Insert Field" menu, there is a secondary list of options: Notes, Research Notes, URL, File Attachments, Author Address, Figure, Caption, Access Date, Translated Author, Translated Title, Name of Database, Database Provider, and Language.

✧ Template 細節設定

一般而言，若設定呈現在 Template 中的欄位，例 Journal Article 的「Author、Title、Journal、Volume、Page、Year」，在您的 EN Library 的每一筆 Reference 都有值存在「Smith AB、Cancer pain、JAMA、123-131、2016」，則不運用右列『特殊作用字元』，如「強制分隔|」與「連結符號。」來破壞下述『基本規則』也沒有影響。

但 Book 等其他資料類型，在 Template 中已設定的欄位，不見得實際引用的每一筆參考書目都具有所有欄位值，例如圖書「有」或「無」版本別，無版本別之參考書目，就會受影響，導致不需呈現的文字(ed)或標點(.)卻顯示了。

✧ Template 基本規則 - 依附 dependence vs. 獨立 independence

1. 無論文字或標點，只要和欄位名稱緊鄰時，當欄位有值(資料)時，文字或標點才會依附顯示。

例 **Volume (Issue)** : (Issue)相依為一組，當 Issue 有值時，緊鄰的兩側()才會顯示

2. 若文字或標點的前後都緊鄰著欄位名稱，則文字和標點會相依著前面的欄位。

例 **Volume:Issue** : Volume:相依為一組，當 Volume 有值時，冒號才會顯示

3. 第 1 個空白格是相依於前面的欄位名稱的;第二個空白格起才是可以獨立存在的。

例 **Author. Title** : 中間的一個空白格相依於 Author.，當 Author 有值時，空白格才顯示

4. 獨立的文字或標點會直接顯示在書目。

例 **Edition ed.** : ed.為獨立個體，即使 Edition 無值，ed.也會顯示

✧ Template 特殊作用字元 - 第 3、4 項是破壞基本規則的方法

1. End of Paragraph 換行
2. Tab 後退一格
3. Forced Separation | : 強制分隔符號。可破壞基本規則。
例: **City|: Publisher|.** (City、:Publisher、. 共三組獨立個體，不影響彼此的出現)
4. Link Adjacent Text ° : 連結符號且表空一格。連結兩側。可破壞基本規則
例: **Vol ° Volume** (當 Volume 有值時，Vol 才會跟著出現)
5. 插字符號 ^ : 單數/複數選擇。例: **ed.^eds.**，當編輯人數為一人時，顯示 ed. ; 兩人以上時，顯示 eds.
6. 單引號 ' ' : 如果文字與欄位名稱相同時，將文字以單引號標示。例: **Editor 'Editor'** (前者是欄位名稱，後者表示文字)

咖啡色是欄位名稱、藍色是特殊作用字元、黑色字是文字與標點

Author. Title. In: Editor, `editor`^`editors`. *Book Title*. Edition ed. Place
Published:Publisher; Year:Pages. 【A 編輯模式】未使用特殊作用字元



Fang CJ. EndNote Styles DIY. In: Lin MM & Wang BB, editors. *Textbook of
Library.*(ed).Tainan: NCKU; 2017:185-9. 【A 實際長相】未使用特殊作用字元

Author. Title|. In:°Editor,`editor`^`editors`|.°*Book Title*|.°Edition°ed|.°Place
Published|:Publisher|; Year|:Pages|. 【B 編輯模式】有使用特殊作用字元



Fang CJ. EndNote Styles DIY. In: Lin MM & Wang BB, editors. *Textbook of
Library*. Tainan: NCKU; 2017:185-9. 【B 實際長相】套用特殊作用字元

9.2 Field Substitutions 欄位空值時的取代

(例：無卷號與頁碼時，指定以 DOI 取代)

Field Substitutions

- If the DOI field is empty, use: 若 DOI 欄位無值，使用 ___ 取代
- If the PMCID field is empty, use: 若 PMCID 欄位無值，使用 ___ 取代
- If the Volume and Pages fields are empty, use: 若卷號與頁碼欄位無值，使用 ___ 取代
- If the editor and translator are the same individual, use: 若編者和翻譯者是同一位，使用 ___ 取代

9.3 Layout 排版

每筆參考書目的頭尾設定 (例加編號或其他)，以及縮格排版。

若要控制縮排的格數等，請至 Word 的 EndNote 工具列，點選 Bibliography 右下角「Bibliography Preferences」選項，並切換到 Layout

Start with bibliography number: 1

First line indent: 0.000 cm Line spacing: Single

Hanging indent: 0.998 cm Space after: None

Start each reference with: 每一筆參考書目的起頭設定

End each reference with: 每一筆參考書目的結尾設定

Hanging Indent: None

- None → 都不縮排
- All paragraphs → 所有段落皆縮排
- First Paragraph only → 只有第 2 段落縮排
- Second Paragraph only → 所有段落皆縮排，除了第 1 段不縮
- All paragraphs but first → 所有段落皆縮排，除了第 1 段不縮

(大多期刊格式可於此三個任擇一)

9.4 Sort Order 排序

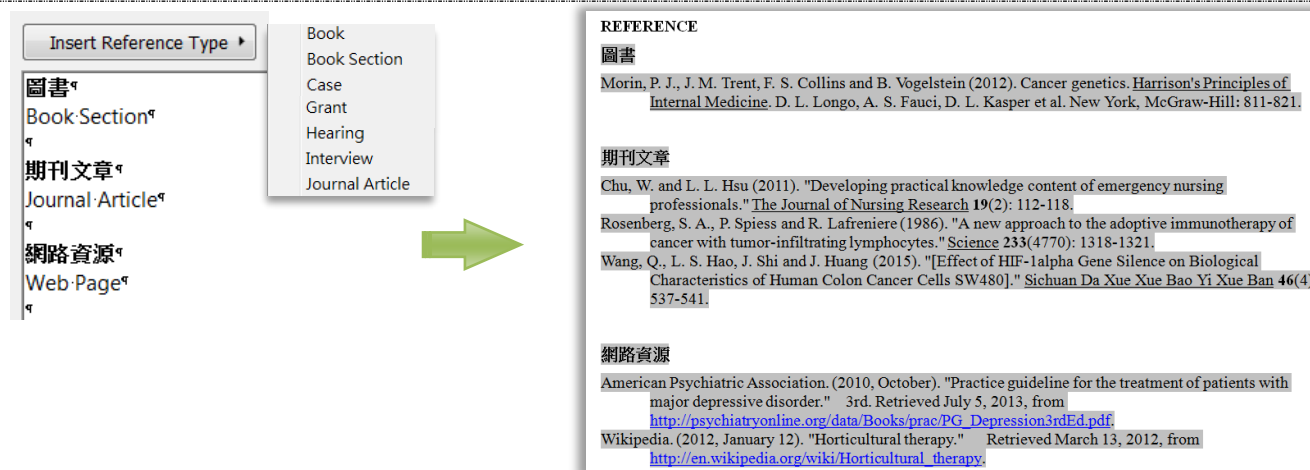
(例：照引用順序或作者姓名)

Bibliography Sort Order

- Order of appearance → 依文內的引用出現順序
- Author + Title → 依作者 + 篇名
- Author + Year + Title → 依作者 + 年代 + 篇名
- First Author + Year + Other Authors → 依第一作者 + 作者 + 其他作者
- First Author + # of Authors + Year → 依第一頁作者 + 作者數 + 年代
- Other... → 其他

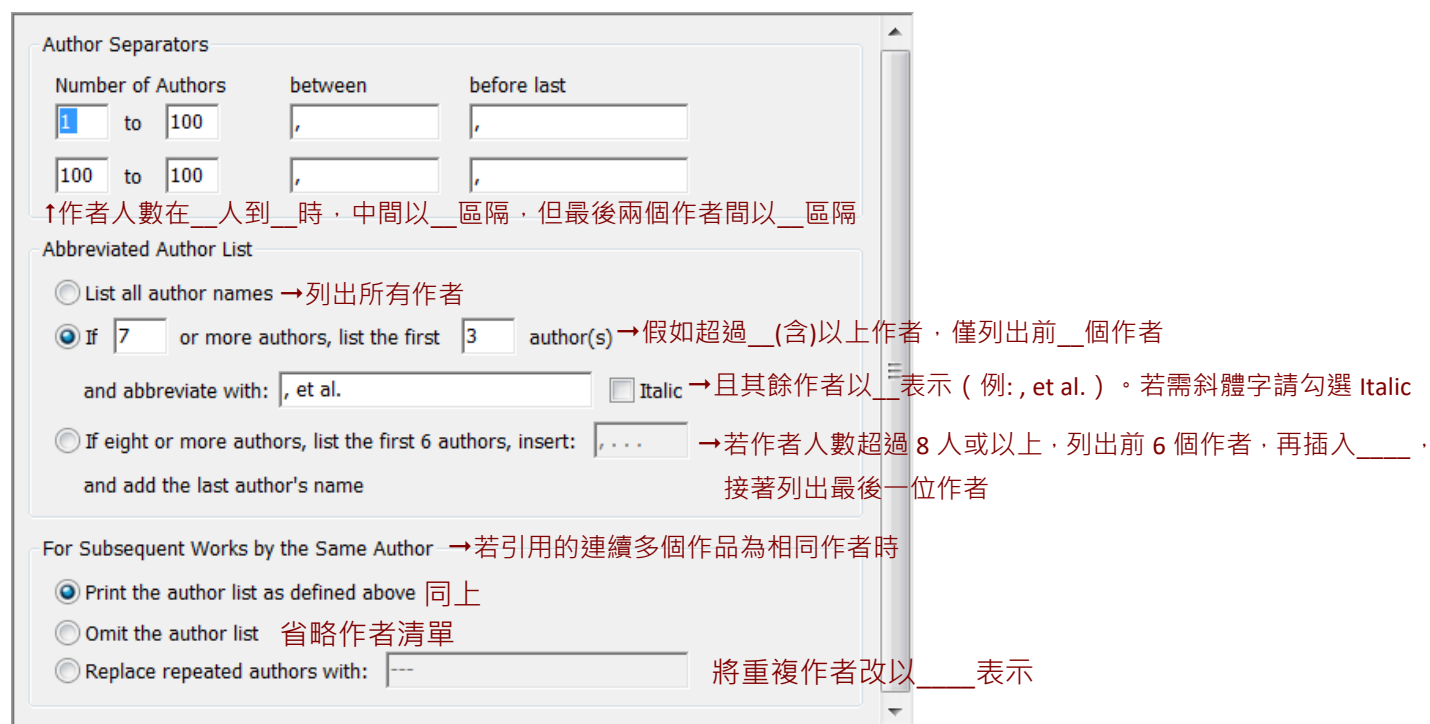
9.5 Categories 分類

將參考書目清單依資料類型做分類呈現。按 Insert Reference Type 可指定要個別呈現哪些資料類型。



The image shows a software interface for inserting reference types. On the left, a dropdown menu labeled 'Insert Reference Type' is open, showing a list of categories: 圖書 (Books), Book Section, 期刊文章 (Journal Article), and 網路資源 (Web Page). A green arrow points from this menu to a preview window on the right. The preview window, titled 'REFERENCE', shows a list of references categorized by type: 圖書 (Morin, P. J., et al. (2012). Cancer genetics. *Harrison's Principles of Internal Medicine*. D. L. Longo, A. S. Fauci, D. L. Kasper et al. New York, McGraw-Hill: 811-821.), 期刊文章 (Chu, W. and L. L. Hsu (2011). "Developing practical knowledge content of emergency nursing professionals." *The Journal of Nursing Research* 19(2): 112-118.; Rosenberg, S. A., P. Spiess and R. Lafreniere (1986). "A new approach to the adoptive immunotherapy of cancer with tumor-infiltrating lymphocytes." *Science* 233(4770): 1318-1321.; Wang, Q., L. S. Hao, J. Shi and J. Huang (2015). "[Effect of HIF-1alpha Gene Silence on Biological Characteristics of Human Colon Cancer Cells SW480]." *Sichuan Da Xue Xue Bao Yi Xue Ban* 46(4): 537-541.), and 網路資源 (American Psychiatric Association. (2010, October). "Practice guideline for the treatment of patients with major depressive disorder." 3rd. Retrieved July 5, 2013, from http://psychiatryonline.org/data/Books/prac/PG_Depression3rdEd.pdf.; Wikipedia. (2012, January 12). "Horticultural therapy." Retrieved March 13, 2012, from http://en.wikipedia.org/wiki/Horticultural_therapy.)

9.6 Author Lists 作者清單



The image shows the 'Author Lists' settings dialog box. It is divided into three sections: 'Author Separators', 'Abbreviated Author List', and 'For Subsequent Works by the Same Author'.
1. **Author Separators**: Contains two rows of settings. The first row has 'Number of Authors' set to '1 to 100', 'between' set to a comma, and 'before last' set to a comma. The second row has 'Number of Authors' set to '100 to 100', 'between' set to a comma, and 'before last' set to a comma.
2. **Abbreviated Author List**: Contains three radio button options. The first is 'List all author names → 列出所有作者'. The second is selected: 'If 7 or more authors, list the first 3 author(s) → 假如超過 (含) 以上作者，僅列出前 3 個作者'. Below this is a text field 'and abbreviate with: , et al.' and an 'Italic' checkbox. The third option is 'If eight or more authors, list the first 6 authors, insert: , ... → 若作者人數超過 8 人或以上，列出前 6 個作者，再插入 , ... 接著列出最後一位作者'.
3. **For Subsequent Works by the Same Author**: Contains three radio button options. The first is selected: 'Print the author list as defined above 同上'. The second is 'Omit the author list 省略作者清單'. The third is 'Replace repeated authors with: --- 將重複作者改以 --- 表示'.

9.7 Author Name 作者姓名

顯示姓名全名
只顯示姓(全名)

名的縮寫方式

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

Name Format

First author: → 第一作者的姓名順序 →

Other authors: → 其他作者的姓名順序

Capitalization: → 姓名大小寫

Capitalize only the author's last name

Initials:

- Jane Smith
- Smith, Jane
- Smith Jane

- As Is
- Normal
- All Uppercase
- Small Caps

如同建檔 (通常)
正規格式
一律大寫
一律小寫

9.8 Editor List 編者清單

(同 9.6 作者清單)

Editor Separators

Number of Editors between before last

to , ,

to , ,

Abbreviated Editor List

List all editor names

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

and abbreviate with: Italic

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

and add the last editor's name

9.9 Edit Name 編者姓名

(同 9.7 作者姓名)

Name Format

First editor:

Other editors:

Capitalization:

Capitalize only the editor's last name

Initials:

9.10 Title Capitalization 題名大小寫

期刊文章篇名、圖書章節名、書名等的大小寫設定。

Title Capitalization

Leave titles as entered

Headline style capitalization

Sentence style capitalization

→ 保留原始建檔寫法 (eg, Current practices in cancer pain management in Asia)

→ 每個單字頭都大寫 (eg, Current Practices in Cancer Pain Management in Asia)

→ 句首字母大寫 (eg, Current practices in cancer pain management in asia) °

注意：此功能無法識別專有名詞(例如 Asia)應為單字頭大寫。

FAQ 常見問題

1. 期刊「投稿規範」和「已出版文章」不一致時，應遵循何者？

答：多參考幾篇最新期已出版文章，

若格式穩定一致，則建議「已出版文章」為主要設定方式；

若格式不一致，則建議已投稿規範為主要設定方式。需要時亦可徵詢期刊出版社。

2. 期刊投稿規範未提供特定資料類型（例 Web Page 網頁或 Online Database 線上資料庫）的引用範例，該如何遵循？

答：多參考幾篇近期已出版文章（尤其是 Review Article，其引用的參考書目較豐富），通常可找到一些現成引用範例，並記得引用的原則就是要讓編者與讀者，可以按照參考書目找到原文來參考，必要的基本欄位應該要呈現。

3. 參考書目包含中英文書目，且其標點符號（英文採半型與中文採全型）與用語（例 eds.或編）等有別時，如何處理？

答：(1) 若中英文參考書目其中一種語言引用偏少（例如中文），可只製作符合英文參考書目的格式，在 Convert to Plain Text（移除參數）後，再手動修改中文。
(2) 若中英文參考書目筆數皆有一定的量，可為中英文各製作兩個 Styles，原文稿先套用中文格式，Convert to Plain Text（移除參數）產生複本 A；原文稿再套用英文格式，Convert to Plain Text（移除參數）產生複本 B，將 AB 兩份中英文各自符合正確中英文格式的，再合併為一份完稿遞出。請注意出版社要求改稿時，請使用原文稿進行修改，再重複以上動作。

4. 原投稿 A 期刊要求的內文引用的前置需有空格，但改投 B 期刊為不需空格，如何處理？

答：透過 EndNote Style 編輯處理空格有無，會導致其他 Word 排版問題，因此並不建議。建議在 Word 依以下步驟處理如下：

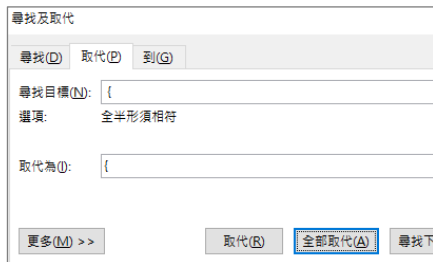
(1) 在 Word 的 EN 工具列，點選暫時移除套用 EN 格式

[Win] Convert Citations and Bibliography > Convert to Unformatted Citations

[Mac] Tools > Convert to Unformatted Citations

Obstacles to answering clinical questions can be grouped into physician-related obstacles and resource-related obstacles. {Ely, 2005 #5}

(2) Ctrl+H 執行尋找取代功能，使「有空格 {」被取代為「無空格{」；反之亦然



尋找及取代

尋找(F) 取代(R) 到(G)

尋找目標(T): {

選項: 全半形須相符

取代為(I): {

更多(M) >> 取代(R) 全部取代(A) 尋找下

(3) 再點選 Word 的 EN 工具列

Update Citations and Bibliography 恢復套用之 B 刊格式，即完成。

Obstacles to answering clinical questions can be grouped into physician-related obstacles and resource-related obstacles.{Ely, 2005 #5}

注意：如果還有「引用」要置放在標點符號「前」或「後」的差異，請調整尋找取代的內容，並搭配人工微調。

A 刊格式 (有空格)

Obstacles to answering clinical questions can be grouped into physician-related obstacles and resource-related obstacles. (2)

B 刊格式 (無空格)

Obstacles to answering clinical questions can be grouped into physician-related obstacles and resource-related obstacles.²

實戰演練

Journal of the Formosan Medical Association (臺灣醫誌)

■ 投稿規範 <https://www.elsevier.com/journals/journal-of-the-formosan-medical-association/0929-6646/guide-for-authors>

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

In the main text, tables, 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.]
- References cited in tables or figure legends should be included in sequence at the point where the table or figure is first mentioned in the main text.
- Do not cite abstracts unless they are the only available reference to an important concept.
- Do not cite uncompleted work or work that has not yet been accepted for publication (i.e., “unpublished observation”, “personal communication”)

In the references list

- References should be limited to those cited in the **text and listed in numerical order**, NOT alphabetical order.
- 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.
- Authors are responsible for the accuracy and completeness of their references and for correct text citation.

Examples are given below. (優先練習標示 ★ 者)

Standard journal articles ★ ⇒ **Journal Article (EndNote: Reference Type)**

Wu UI, Wang JT, Ho YC, Pan SC, Chen YC, Chang SC. Factors associated with development of complications among adults with influenza: a 3-year prospective analysis. *J Formos Med Assoc* 2012;**111**:364-9.

Chen JC, Huang AJ, Chen SC, Wu JL, Wu WM, Chiang HS, et al. Interleukin-27 and interleukin-12 augment activation of distinct cord blood natural killer cells responses via STAT3 pathways. *J Formos Med Assoc* 2012;**111**:275-83.

Journal supplement ⇒ **Journal Article**

Kaplan NM. The endothelium as prognostic factor and therapeutic target: what criteria should we apply? *J Cardiovasc Pharmacol* 1998;**32**(Suppl 3):S78-80. *Journal article not in English but with English abstract*

Hofele C, Schwager-Schmitt M, Volkmann M. Prognostic value of antibodies against p53 in patients with oral squamous cell carcinoma-five years survival rate. *Laryngorhinootologie* 2002;**81**:342-5. [In German, English abstract]

Book with edition ⇒ **Book**

Bradley EL. *Medical and surgical management*. 2nd ed. Philadelphia: Saunders; 1982, p. 72-95.

Book with editors ★ ⇒ **Edited Book**

Letheridge S, Cannon CR, editors. *Bilingual education: Teaching English as a second language*. New York: Praeger; 1980.

Book chapter in book with editor and edition ★ ⇒ **Book Section**

Greaves M, Culligan DJ. Blood and bone marrow. In: Underwood JCE, editor. *General and systematic pathology*. 4th ed. London: Churchill Livingstone; 2004, p. 615-72.

Book series with editors ⇒ **Edited Book**

Wilson JG, Fraser FC, editors. *Handbook of teratology, vols. 1-4*. New York: Plenum Press; 1977-1978.

Bulletin ⇒ **Report**

World Health Organization. *World health report 2002: reducing risk, promoting healthy life*. Geneva, Switzerland: World Health Organization; 2002.

Electronic publications ⇒ **Electronic Article**

Duchin JS. Can preparedness for biological terrorism save us from pertussis? *Arch Pediatr Adolesc Med* 2004;**158**(2). Available from: <http://archpedi.amaassn.org/cgi/content/full/158/2/106>. Accessed June 12, 2004.

Smeeth L, Iliffe S. Community screening for visual impairment in the elderly. *Cochrane Database Syst Rev* 2002(2):CD001054. doi:10.1002/14651858. CD1001054.

Items presented at a meeting but not yet published ⇒ **Conference Proceedings**

Khuri FR, Lee JJ, Lippman SM. Isotretinoin effects on head and neck cancer recurrence and second primary tumors. In: Proceedings from the American Society of Clinical Oncology; May 31 –June 3, 2003; Chicago, IL. Abstract 359.

Electronic Book Section ⇒ **Electronic Book Section**

Raviglione MC. Tuberculosis. In: Kasper D, Fauci A, Hauser S, Longo D, Jameson J, Loscalzo J, editors. *Harrison's principles of internal medicine*. 19th ed. New York, NY: McGraw-Hill; 2015. <http://accessmedicine.mhmedical.com/content.aspx?bookidZ1130&SectionidZ79737003> [Accessed May 1, 2018].

Web Page ★ ⇒ **Web Page**

World Health Organization. High-priority target product profiles for new tuberculosis diagnostic. Report of a consensus meeting. Available from: http://apps.who.int/iris/bitstream/10665/135617/1/WHO_HTM_TB_2014.18_eng.pdf?uaZ1&uaZ1. [Accessed May 1, 2018].

Butler DF. *Pruritus and Systemic Disease*. 2014 [cited May1, 2018]; Available from: <http://emedicine.medscape.com/article/1098029-overview#showall>.

■ 已出版文章範本

<https://www.sciencedirect.com/journal/journal-of-the-formosan-medical-association/issues>

部分引用格式在投稿規範中，並未提供說明或範例，請自行參考近期已出版文章全文中的參考書目，建議下載2-3篇近期全文PDF，尤其Review Article的參考書目較多。若不同篇文章的引用格式有所出入，可以自行斟酌決定要採用哪種版本。

Introduction

Habitual opioid use has been studied in many countries,^{1–3} and the findings indicate that dependent opioid users, including heroin users, continue to use opioids despite their substantially impaired health. Moreover, many researchers^{4,5} report that even dependent heroin users who have sought treatment may continuously use heroin for decades. Degenhardt et al⁴ performed a meta-analysis of

References

1. Chang KC, Lin CY. Effects of publicly-funded and quality of life on attendance rate among methadone maintenance treatment patients in Taiwan: an 18-month follow-up study. *Harm Reduct J* 2015. Accepted.
2. Hser YI. Predicting long-term stable recovery from heroin addiction: findings from a 33-year follow-up study. *J Addict Dis* 2007;**26**:51–60.
3. Degenhardt L, Charlson F, Mathers B, Hall WD, Flaxman AD, Johns N, et al. The global epidemiology and burden of opioid dependence: results from the global burden of disease 2010 study. *Addiction* 2014;**109**:1320–33.
4. Degenhardt L, Bucello C, Mathers B, Briegleb C, Ali H, Hickman M, et al. Mortality among regular or dependent users of heroin and other opioids: a systematic review and meta-analysis of cohort studies. *Addiction* 2010;**106**:32–51.