



Avinashilingam Institute for Home Science and Higher Education for Women,
Deemed to be University, Estd. u/s 3 of UGC Act 1956, Category A by MHRD
Re-accredited with 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC,
Coimbatore – 641 043, Tamil Nadu India

SCHOOL OF COMMERCE AND MANAGEMENT

Report on Hands-on-training on EndNote

**Organised under the Auspicious of
Department of Commerce**



**Venue: Science Block, Gallery
Date: 15th November, 2022**

Hands-on-training on EndNote

Citations enhance the quality of research. Proper references allows the readers to trace the sources of information in an accurate manner. It can be ensured by recording all the sources that are referred for the conduct of research. It will be difficult for the researchers to accomplish this task without the assistance of the referencing softwares like Endnote. In this regard the hands-on training was conducted to provide an in-depth knowledge on Endnote software application for the research scholars.



The session was inaugurated by **Dr.P.Lalitha, Dean, Research & Development (i/c)**. She explained about the significance of references in the research work and greeted the participants.

The hands on training provided by **Mrs.J.Geetha, Information Scientist**, enlightened the participants with the usage of various features in Endnote

software application.

Endnote software plays a vital role in academic research. It aids to cite and create reference lists of articles, pictures, tables, etc. in various styles required for different journals. The participants gained insights on the usage of endnote library through which they can insert in text citation and create bibliography within Microsoft word document and they have also learned the process for reformatting the referencing style as per the journal requirements.

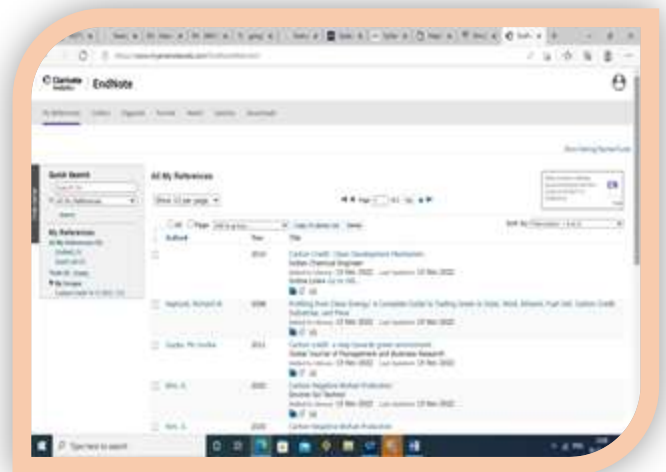




The resource person explained the steps to be followed for importing references from the online sources like Taylor and Francis, Springer, EBSCO, etc. and as well as the offline sources, organising and sharing of research articles, checking of duplicate entries, etc. Further the resource person clarified the queries raised by the participants patiently and assisted them

in the installation of Endnote software in their own laptops.

Dr.P.Santhi, Professor and Head, Deputy Dean, School of Commerce and Management, acknowledged the resource person for the enlightening session. Totally 30 research scholars and faculty members were benefited with this practical training.



Outcome of the Training

1. Create a customized library of all the references.
2. Creating citations and bibliography matching the requirements of the selected journal.
3. Collect, retrieve and share information to the research colleagues as and when required.

Participants List



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Re-accredited with 'A++' Grade by NAAC. CGPA 3.65/4, Category I by UGC,
Coimbatore - 641 045, Tamil Nadu India

SCHOOL OF COMMERCE AND MANAGEMENT

Hands-on-training on EndNote
Organised under the Auspicious of
Department of Commerce

Staff Incharge: Dr.P.Santhi, Professor and Head, Deputy Dean, School of Commerce and Management

Date:15.11.2022 Venue: Science Block, Gallery

Participants List

S.No	Roll Number	Name	Signature
1.	19PHCO03	M. Suresh Kumar	[Signature]
2.	20PHCO03	S. S. S. S. S.	[Signature]
3.	20PHCO03	Koush. R	[Signature]
4.	20PHCO02	Mageswari. S.S.	[Signature]
5.	20PHCO06	Sind. E. S.	[Signature]
6.	20PHCO09	Deslit. David	[Signature]
7.	20PHCO09	Sikitha. K.R	[Signature]
8.	19PHCO02	A. P. Jara	[Signature]
9.	20PHCO03	Roshma. K	[Signature]
10.	20PHCO03	C. Karthana	[Signature]
11.	20PHCO10	Shruti. A	[Signature]
12.	20PHCO01	Amya. K.P	[Signature]
13.	20PHCO01	Akhila. Ashokan	[Signature]
14.	20PHCO02	Pooja. R	[Signature]
15.	20PHCO03	Usha. B	[Signature]
16.	20PHCO02	Shashi. M. A.	[Signature]
17.	20PHCO03	Prasanna. P	[Signature]
18.	20PHCO03	Kavya. P. S	[Signature]
19.	20PHCO03	Ranjana. S	[Signature]
20.	19PHCO04	C. Mary. Thresa	[Signature]
21.	20PHCO02	Dhanshini. R	[Signature]
22.	20PHCO01	Abhishek. V	[Signature]
23.	20PHCO01	S. Divya	[Signature]
24.	19PHCO01	Ashwini. A	[Signature]
25.	20PHCO03	V. Varadha	[Signature]
26.	20PHCO03	Sanvathi. R. C	[Signature]
27.	20PHCO03	Malathi. P.	[Signature]
28.	Comm2266	S. Sangamitha (Assistant Professor)	[Signature]
29.	Comm2274	A. Binny. S. (Assistant)	[Signature]
30.	Comm2266	Dr. D. Arathi	[Signature]

Glimpses of Training Session



Timestamp	Email Address	Name of the participant	Designation/Class
10/26/2022 9:48:26	20phchf005@avinuty.ε	Pon Nivetha A	Research Scholar
10/26/2022 9:54:42	18phchf001@avinuty.ε	Akhila C	PhD Chemistry
10/26/2022 10:16:50	21phchf004@avinuty.ε	Sivasankari J	Ph. D Research Schola
10/26/2022 10:16:55	20phchf006@avinuty.ε	Vyshnavi.S	Research Scholar
10/26/2022 10:19:21	21phchf001@avinuty.ε	Nandini. B	Ph. D Research Schola
10/26/2022 10:31:34	20phchf003@avinuty.ε	Dhivya C	Ph.D
10/26/2022 10:40:41	19PHCHF003@avinuty.	Rajalakshmi R	Research Scholar
10/26/2022 10:46:14	21phchf003@avinuty.ε	Thrisha K	Research Scholar
10/26/2022 10:54:33	21PHBOF004@avinuty.	Haritha	Research scholar
10/26/2022 11:06:18	sudhadevi_bc@avinuty.	Dr.Sudha Devi, M.	Assistant Professor
10/26/2022 11:08:59	21phchf002@avinuty.ε	Sindhu S	Research scholar
10/26/2022 11:09:54	20phcop009@avinuty.:	Rajeela Chirackal	Research Scholar
10/26/2022 12:05:42	20phchf004@avinuty.ε	Keerthana.L	Research Scholar
10/26/2022 12:08:45	20phchf002@avinuty.ε	Dhanya Sruthi R	Research Scholar
10/26/2022 12:21:57	19phbtf001@avinuty.a	Sudha B	Research Scholar
10/26/2022 12:29:39	21phbtf002@avinuty.a	Chalos Angel Varghesε	Research Scholar
10/26/2022 12:30:21	20phbtf001@avinuty.a	K.Suganya	Research Scholar
10/26/2022 12:59:43	21phbof003@avinuty.ε	ABINAYA.H	PhD Scholar
10/26/2022 14:01:05	19hzof001@avinuty.ac	R.Nithya	PhD
10/26/2022 15:39:00	nishakutty1982@gmail	NISHA. P	RESEARCH SCHOLAI
10/26/2022 15:54:09	20phtop001@avinuty.ε	Akhila Ashokan	Research Scholar
10/26/2022 17:24:40	21phcsf009@avinuty.a	Bhuvaneshwari S	Research Scholar
10/26/2022 17:43:10	21phmap004@aviunity	Sasikala.S	Ph.D
10/26/2022 18:59:27	20phphf002@avinuty.ε	Mehana P	Ph.D.
10/26/2022 20:11:36	19phfnp002@avinuty.ε	Malarvizhi.V	PhD. Research scholar
10/26/2022 20:17:05	19phfnp008@gmail.co	Nisha Raj	Ph.D Scholar
10/26/2022 20:36:43	20phfnf007@avinuty.a	Suganya A	PhD Scholar
10/26/2022 20:39:20	18phfnf007@avinuty.a	Rachael Alphonso	PhD Scholar
10/26/2022 20:44:14	21phtof003@avinuty.a	Utthra. B	Scholar
10/26/2022 20:51:27	21phbcf006@avinuty.ε	Udayadharshini S	II Ph.D
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10/26/2022 21:09:34	22phfnf002@avinuty.a	Mangalambika B	Ph D Research Schola
10/26/2022 21:55:12	21phcop004@avinuty.:	Rangeela R	Ph.D
10/26/2022 22:27:08	22phfnf001@avinuty.a	Jolly T T	Research scholar
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10/27/2022 10:23:59	21phcof009@avinuty.ε	Sukritha K R	Research Scholar
10/27/2022 11:16:49	nimimrks9@gmail.com	Nimi Markose	PhD Research Scholar
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10/27/2022 15:18:17	21phcof004@avinuty.ε	Deslit Devid	Research scholar
10/27/2022 15:19:29	20phcof006@avinuty.ε	Ms.Sina E.S.	Research Scholar
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10/27/2022 16:07:25	20phtof001@avinuty.a	anju kp	Scholar
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10/28/2022 7:16:13	naviesnarmatha_mba@	Miss.Navies Narmatha	Assistant Professor
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10/28/2022 22:42:29	suryasuresh1797@gm	Surya S	Research Scholar
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10/29/2022 10:35:12	19phbaf003@avinuty.a	M.MUNNISH RAMYA	Research Scholar
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10/29/2022 15:55:39	21phfnf010@avinuty.a	Sonika Thoudam	Phd scholar
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10/29/2022 16:51:21	21phfnf008@avinuty.a	A.Geetarani Devi	Phd Scholar
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10/29/2022 20:23:53	areyiamanmith@gmail	AREYIA S CHYTHANM	PhD research scholar
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10/30/2022 20:12:56	18phfnf009@avinuty.a	Babina Chanu Khomdr	PhD scholar
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10/31/2022 9:19:47	20phhdf003@avinuty.a	Thongam Victory Khan	Ph. D Scholar
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10/31/2022 9:59:30	fennysohklet@gmail.cc	Fenny Leferty Kharpuri	Ph.D Scholar
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10/31/2022 10:28:18	21phfnf004@avinuty.a	Nongmaithem Babita C	Research Scholar

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10/31/2022 10:43:46	21phhdf004@avinuty.ε	Nunna Amulya	PhD scholar
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10/31/2022 14:48:15	manimozhi_edu@avini	S S.MANIMOZHI	Assistant professor
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10/31/2022 15:24:02	21phzof001@avinuty.ε	M.Sujitha	Phd Research schloar
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10/31/2022 15:52:14	19phzof006@avinuty.ε	SANTHANAMBIKA M	Ph.D. Research Schole
10/31/2022 15:52:27	21phzof003@avinuty.ε	Geethamala G V	Ph.D.,
10/31/2022 15:52:28	swathivasu22897@gm	Swathilakshmi A V	Research Scholar
10/31/2022 15:53:08	22phzof002@avinuty.ε	PAVITHRA R	PhD Zoology

10/31/2022 15:55:45	20phbcp002@avinuty.:	PREMAKUMARI K	Biochemistry
10/31/2022 15:57:20	19phbcp003@avinuty.:	Anjana M	Research Scholar
10/31/2022 15:58:54	21phbcf006@avinuty.:	Udayadharshini S	Ph.D Biochemistry
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10/31/2022 16:00:09	19phzof004@avinuty.:	Sindhu M	Ph.D
10/31/2022 16:00:34	20phbtf002@avinuty.:	Karthiga.S	PhD in Biotechnology
10/31/2022 16:07:18	20phbcf001@avinuty.:	Ramya R	Research Scholar
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10/31/2022 16:11:29	deepikakcnd@gmail.co	Deepika k	Ph. D
10/31/2022 16:17:15	18phsep005@avinuty.:	Sudha A	PhD (Research Schola
10/31/2022 16:17:17	ananthigowrimuthupilla	Ananthi G Pillai	Ph.D Research Schola
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10/31/2022 16:30:26	20phbof002@avinuty.:	M.Girija Sangari	Ph.D Botany
10/31/2022 16:51:53	cksabitha24@gmail.co	Sabitha ck	Part-time research sch
10/31/2022 16:56:27	19phbtp001@avinuty.:	Nafila PP	Part time Scholar
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10/31/2022 17:46:30	20phhdf003@avinuty.:	Thongam Victory Khan	Research Scholar
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10/31/2022 18:23:18	21phcsp008@avinuty.:	Mrs. MANASY JAYASI	Research Scholar
10/31/2022 18:39:12	21phcsp009@avinuty.:	RASMI M	Research Scholar
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10/31/2022 19:50:19	21phbcf001@avinuty.:	M. Priyadarshini	Research Scholar
10/31/2022 19:58:36	21phbcf004@avinuty.:	R.Shruthi	PhD Biochemistry
10/31/2022 20:00:24	19phedp003@avinuty.:	Mrs.Smitha Mathew	Research scholar
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10/31/2022 22:08:38	upashree405dutta@gm	Upashree dutta	Ph.D
10/31/2022 22:55:35	18phfnf011@avinuty.:	Nita Ann Johnson	PhD Scholar
11/1/2022 6:30:50	20phmaf001@avinuty.:	M.Priyadharshini	Research Scholar
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11/1/2022 7:58:12	kongkanas123@gmail.	Kongkona Sonowal	Ph.D scholar
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11/1/2022 12:29:16	21phchf001@avinuty.:	Nandini B	Ph. D Research Schole
11/1/2022 13:24:31	21phrmf001@aviuty.:	Deepikavani K	PhD Scholar
11/1/2022 16:16:38	ebenesar.j@gmail.com	Ebenesar Anna Bagyar	Assistant Professor
11/1/2022 18:43:05	21phcsf003@avinuty.:	Roshini R	Research scholar

11/1/2022 22:34:50	21phbtp001@gmail.coi	Prasanna R Kovath	Research Scholar
11/2/2022 7:13:04	21phcsp017@avinuty.:	Shilpa K	Research Scholar
11/2/2022 10:51:31	21phzof002@avinuty.:	Amrisa Pavithra	Research scholar
11/2/2022 10:54:34	karthikacnd@gmail.cor	M. Karthika	Research Scholar
11/2/2022 10:54:35	22phfdf001@avinuty.a	K.K.Shanmukapriya	Research scholar
11/2/2022 11:02:05	20PHEXF001@avinuty	Chinvarmoi	PH.D Scholar
11/2/2022 11:07:31	19PHHDF004@avinuty	Lallawmzuali	PhD Scholar
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11/2/2022 11:17:19	fennysohklet@gmail.co	Fenny Leferty Kharpuri	Ph.D scholar
11/2/2022 11:22:23	19phfdf001@avinuty.a	Vishali V	Research Scholar
11/2/2022 11:28:19	yoshialeela98@gmail.c	Yoshia Leela	Research Scholar
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11/2/2022 11:53:26	21phtcf003@avinuty.a	Nivedha K	Ph.D scholar
11/2/2022 11:58:45	thempaavaijp@gmail.c	J.P.Thempaavai	Ph.D [part time]
11/2/2022 11:58:57	19phtcf001@avinuty.a	Naveena shri C	Phd Scholar
11/2/2022 12:00:12	22phmaf003@avinuty.	S. T. Sowmya Narayan	Research scholar
11/2/2022 12:02:07	22phmaf002@avinuty.	Preena R	Scholar
11/2/2022 12:11:51	19phmaf006@avinuty.	D BHAVANI GOKILA	Research scholar
11/2/2022 12:17:43	19phmaf009@avinuty.	N.K. Narmadha	Research Scholar
11/2/2022 14:25:14	21phtcf001@avinuty.a	Nisha. R	Research Scholar
11/2/2022 14:29:11	19phtcf002@avinuty.a	Gomathi.M	Ph.D scholar
11/2/2022 14:37:07	sangamithirai_tc@avin	Sangamithirai K	Teaching Assistant anc
11/2/2022 14:58:31	19phrmf001@avinuty.:	Suhanya.S	Research Scholar

Department	Roll No	Any other queries?	Whatsapp number
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Computer science	21phcsf003	No	8144773331

Biochemistry Biotechnol	21PHBTP001		9605130199
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Resource Management	19PHRMF001		9360096370



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category 'A' by MHRD
Re-accredited with A++ Grade by NAAC. CGPA 3.65/4, Category I by UGC
Coimbatore - 641 043, Tamil Nadu, India

The Research and Development Cell

Cordially invites you for the

**Online Workshop on
“Hands-on-training on End Note”
(No fees to attend the program)
During the second week of November**

RESOURCE PERSON

Mrs.J.Geetha

Information scientist

Avinashilingam Institute for Home Science and Higher Education for Women

CHIEF PATRON

Dr. T.S.K. Meenakshisundaram

Managing Trustee

Prof. S.P. Thyagarajan,

Chancellor

PATRONS

Dr. V. Bharathi Harishankar,

Vice-Chancellor

Dr. S. Kowsalya

Registrar

CONVENOR

Dr. P. Lalitha

Director R&D (i/c)

Registration link:

https://docs.google.com/forms/d/1J_Gpbxfc0mL72lgTAlngp77mzoZkG7nzP1QuLcP6HW8/edit

PROGRAMME SCHEDULE

3.00-3.02pm	<p><i>Prayer</i></p> <p>Ms. Bindu, Assistant Professor Department of Music</p>
3.02-3.05pm	<p><i>Welcome Address</i></p> <p>Dr.P.Lalitha, Director i/c R&D</p>
3.05-3.10pm	<p><i>Presidential address</i></p> <p>Dr.V.Bharathi Harishankar, Vice Chancellor</p>
3.10-3.15pm	<p><i>Greetings</i></p> <p>Dr.S.Kowsalya, Registrar</p>
3.15-4.00pm	<p>Hands-on-training on End Note</p> <p>Mrs.J.Geetha</p> <p>Information scientist</p> <p>Avinashilingam Institute for Home Science and Higher Education for Women</p>
4.00-4.05pm	<p><i>Vote of Thanks</i></p> <p><i>Deputy Dean, Respective School</i></p>

1.Homescience	3.11.2022	3.00pm-4.30pm
2.PSCS	4.11.2022	3.00pm-4.30pm
3.Bioscience	5.11.2022	3.00pm-4.30pm
4.Arts and social Science	14.11.2022	3.00pm-4.30pm
5.Commerce and Management	15.11.2022	3.00pm-4.30pm
6.School of Engineering , School of Education	Between 14 and 18th Nov 2022	3.00pm-4.30pm

**Avinashilingam Institute for Home Science and Higher Education for Women
Coimbatore-641043.**

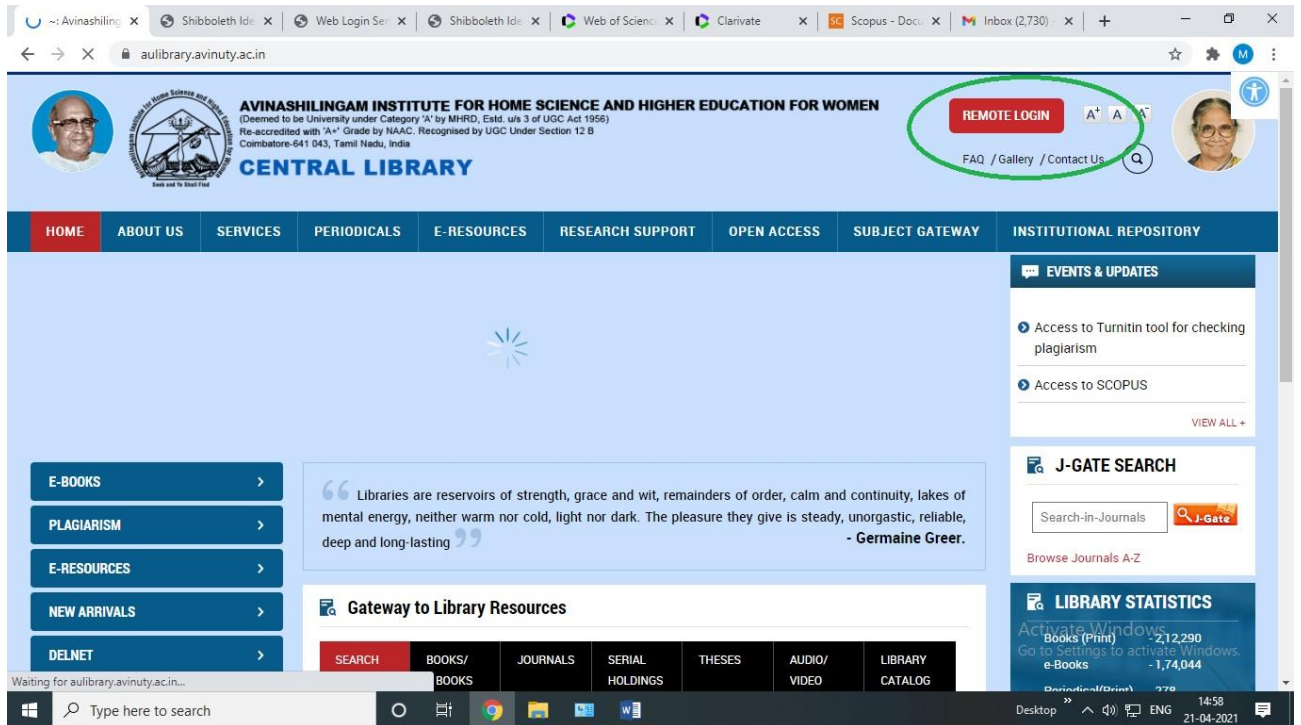
Manual on Installation of EndNote Web

Dr.K.Mahalakshmi

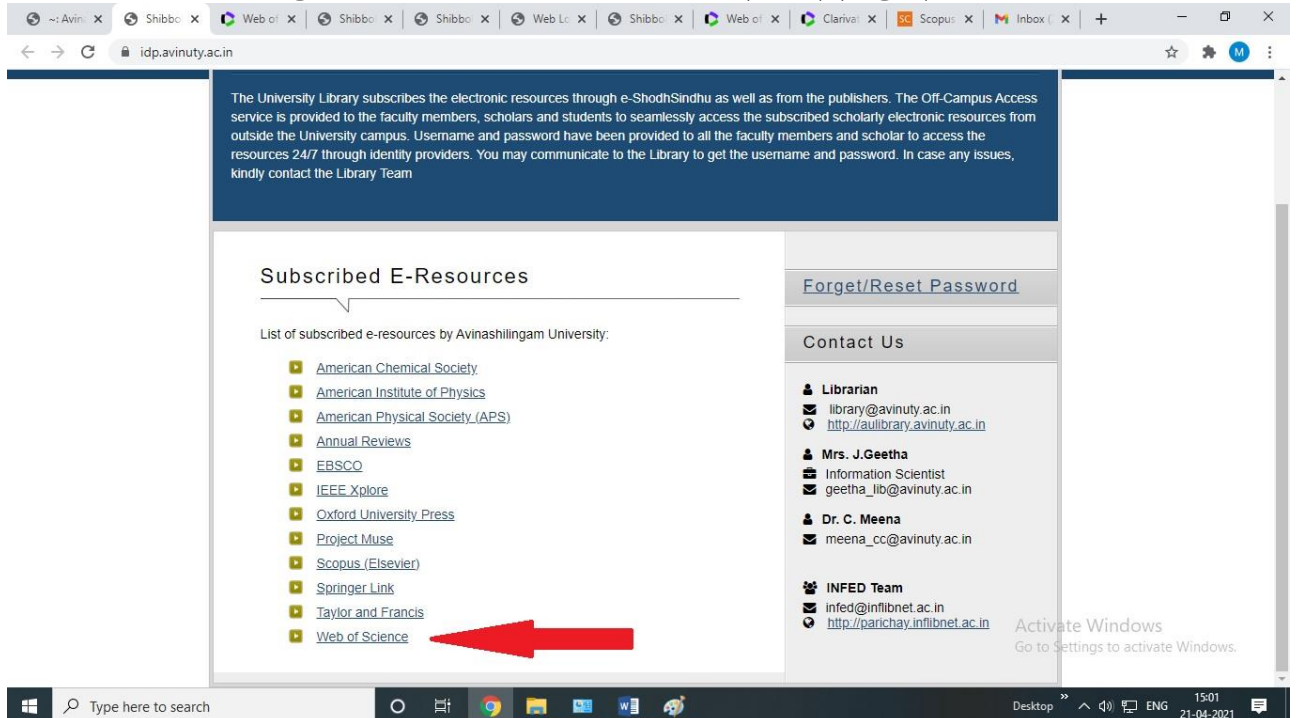
Assistant Librarian

E-mail: mahalakshmi_lib@avinuty.ac.in

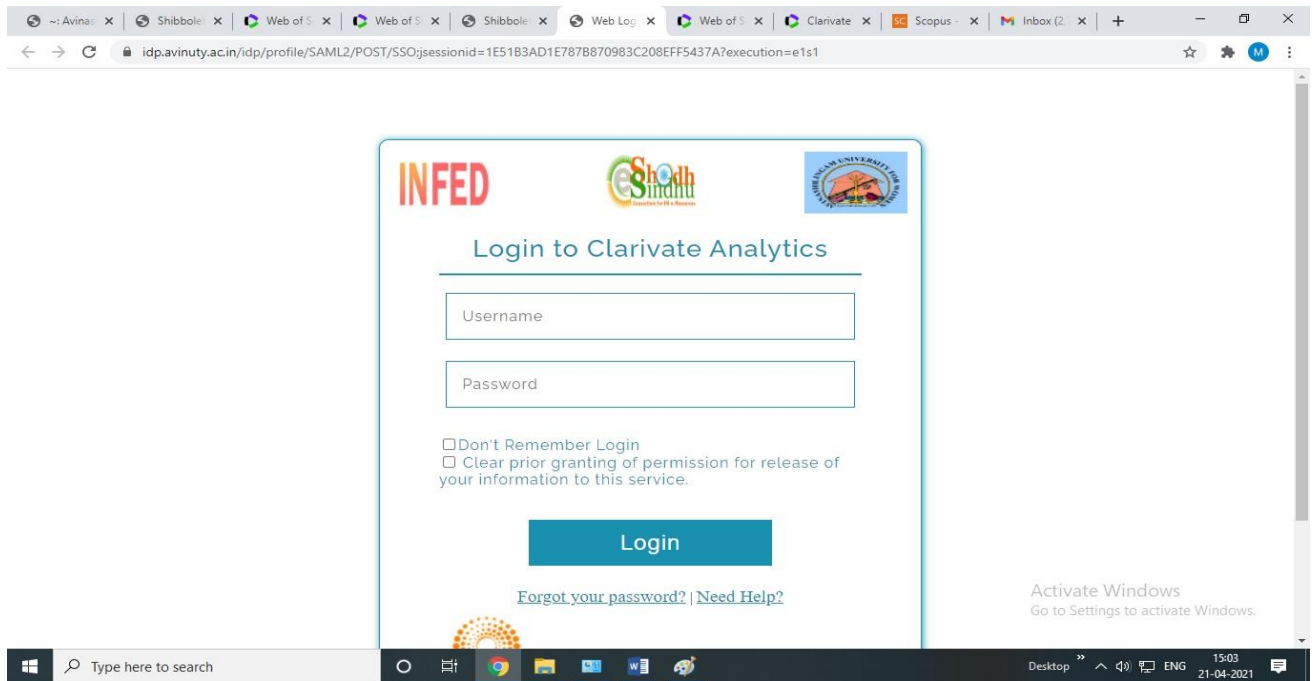
Go to <https://aulibrary.avinuty.ac.in>(Fig.1)



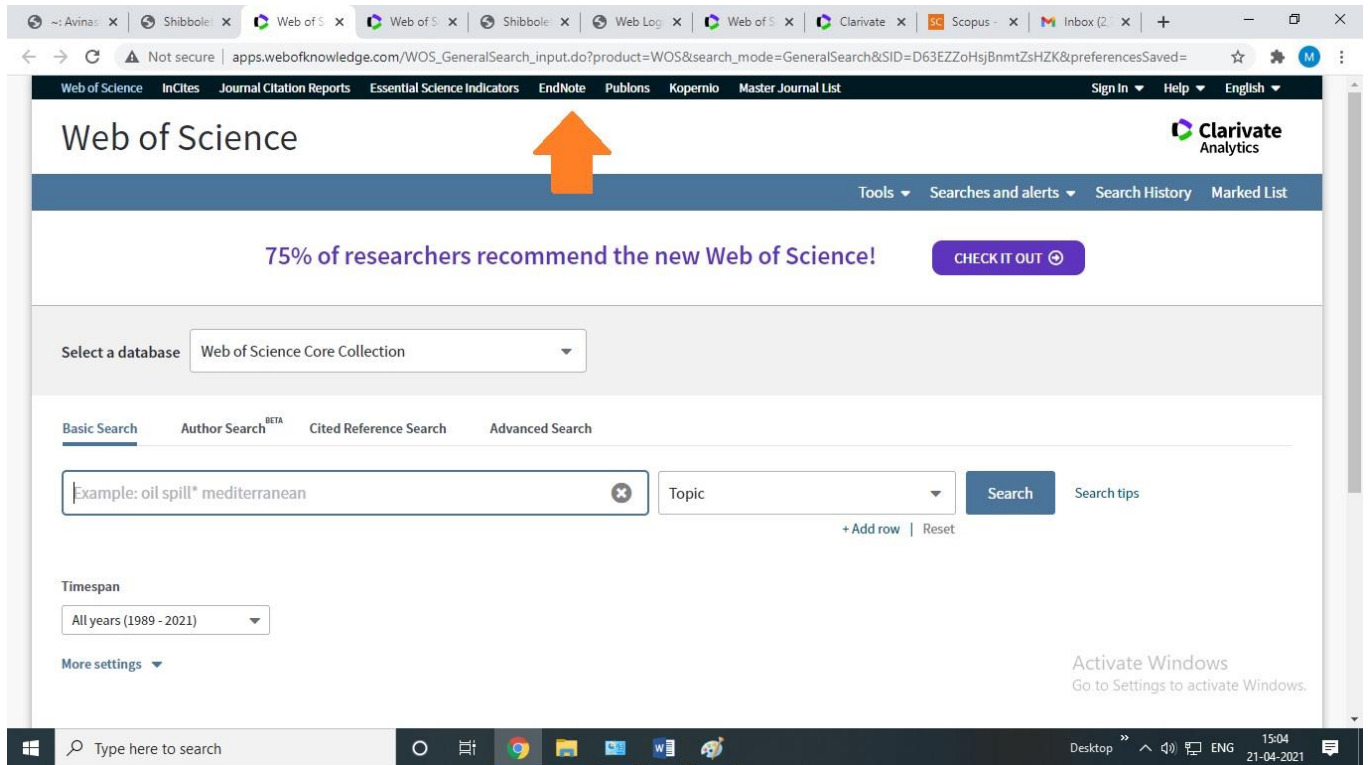
Select "Remote Login"; click on Web of science (WoS) (Fig.2)



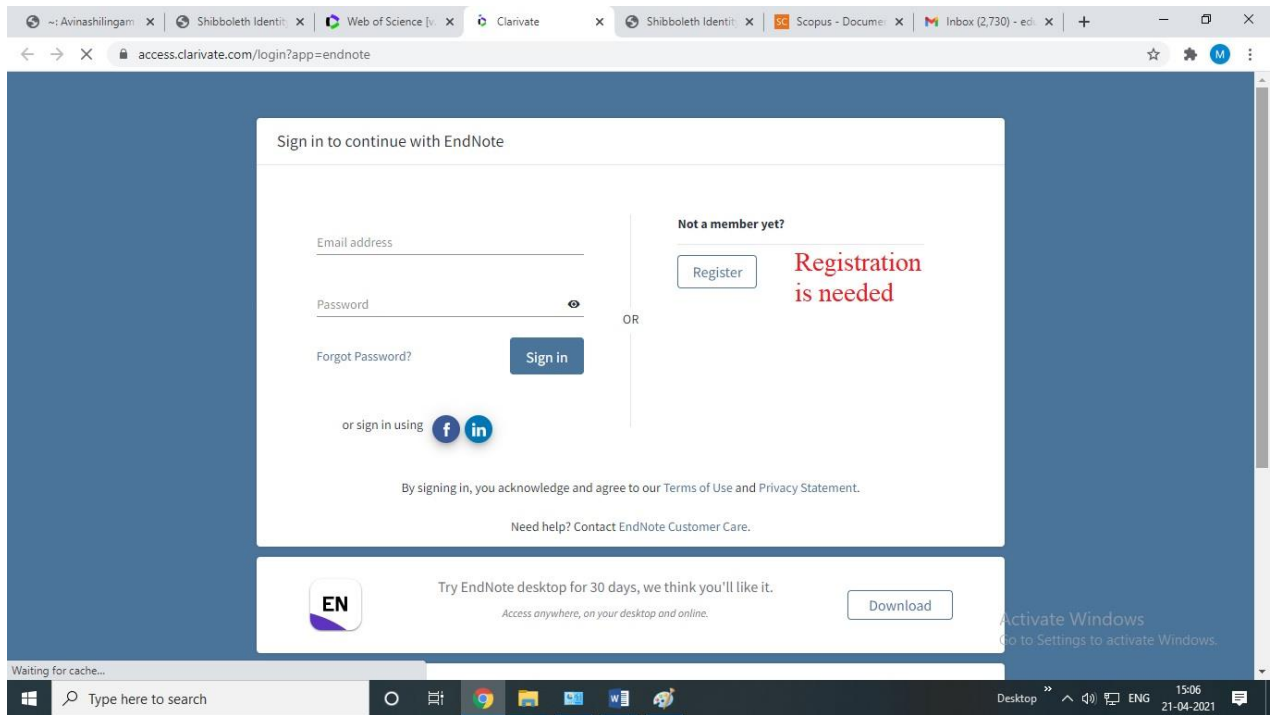
Login using one's own credentials (Fig3)



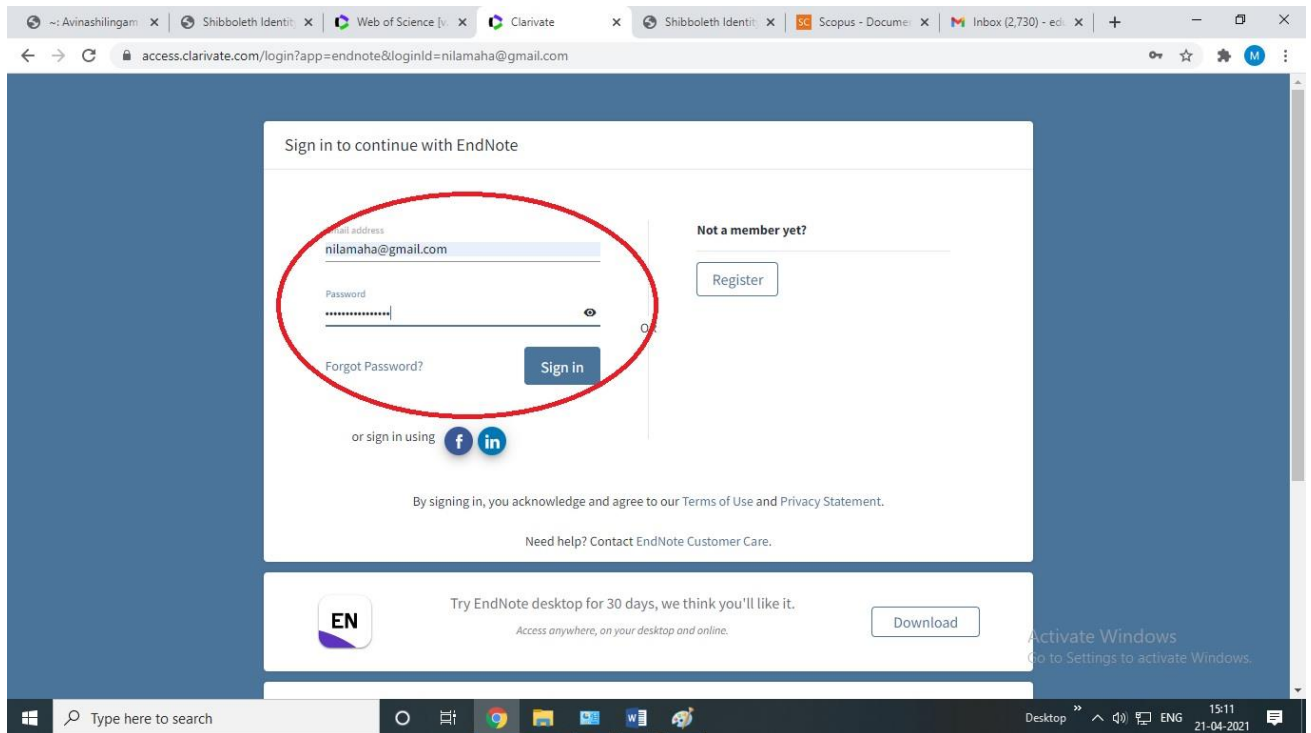
Select Endnote in Web of Science (Fig 4)



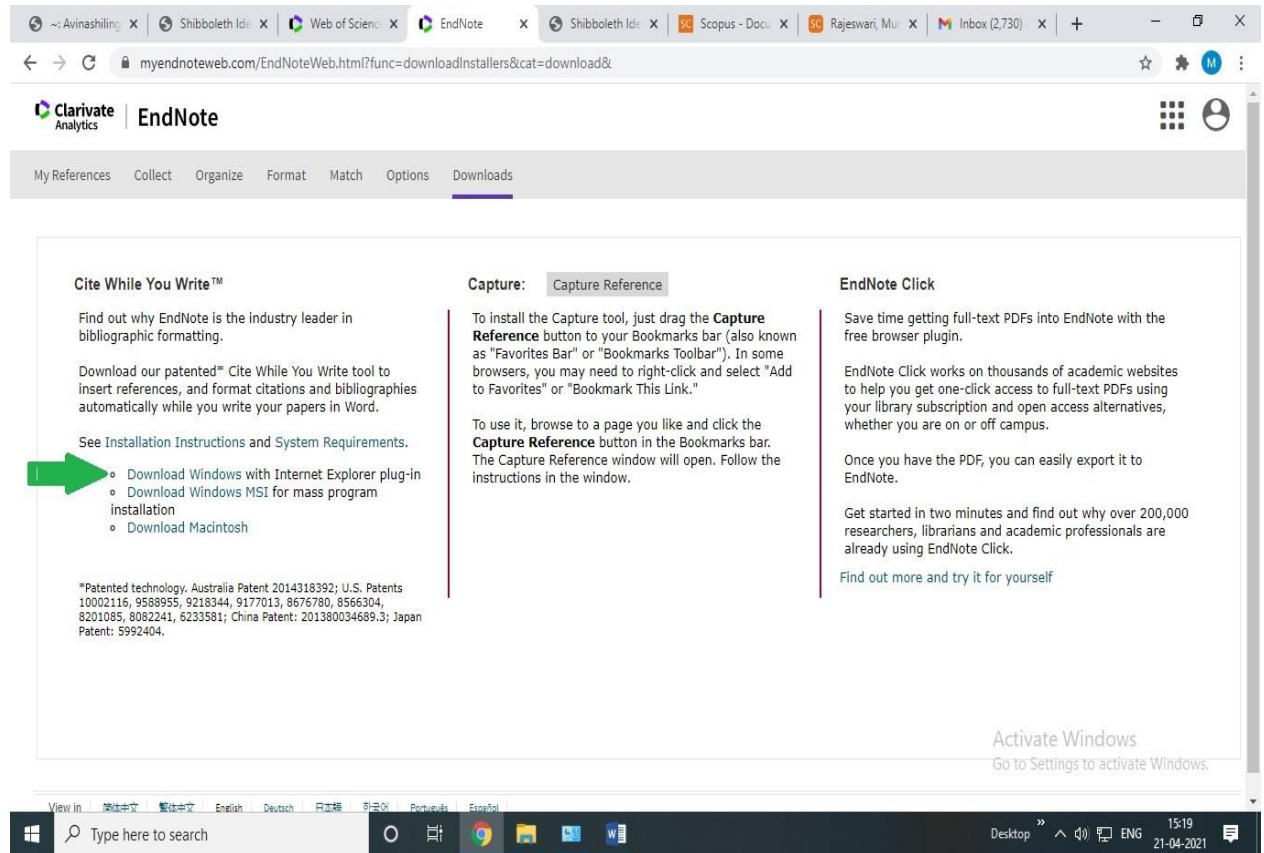
Registration is needed if you are a first-time user (Fig 5)



Once registration is completed, login using EndNote credentials (Fig 6)



Select download option & click on “Download Windows with Internet Explorer Plugin” (Fig 7)

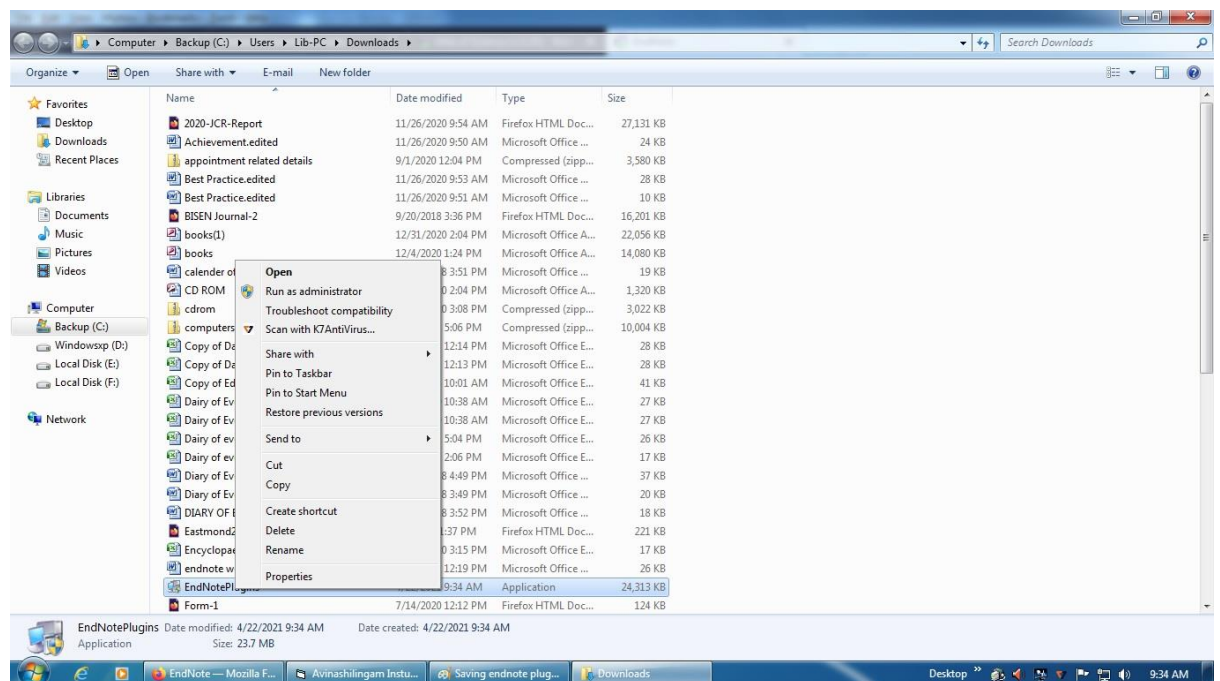


The screenshot shows the EndNote website's Downloads page. The page is titled "EndNote" and has a navigation menu with options: My References, Collect, Organize, Format, Match, Options, and Downloads. The Downloads section is active and contains three columns of information:

- Cite While You Write™**: Find out why EndNote is the industry leader in bibliographic formatting. Download our patented™ Cite While You Write tool to insert references, and format citations and bibliographies automatically while you write your papers in Word. See Installation Instructions and System Requirements.
 - Download Windows with Internet Explorer plug-in
 - Download Windows MSI for mass program installation
 - Download Macintosh
- Capture:** Capture Reference. To install the Capture tool, just drag the Capture Reference button to your Bookmarks bar (also known as "Favorites Bar" or "Bookmarks Toolbar"). In some browsers, you may need to right-click and select "Add to Favorites" or "Bookmark This Link." To use it, browse to a page you like and click the Capture Reference button in the Bookmarks bar. The Capture Reference window will open. Follow the instructions in the window.
- EndNote Click**: Save time getting full-text PDFs into EndNote with the free browser plugin. EndNote Click works on thousands of academic websites to help you get one-click access to full-text PDFs using your library subscription and open access alternatives, whether you are on or off campus. Once you have the PDF, you can easily export it to EndNote. Get started in two minutes and find out why over 200,000 researchers, librarians and academic professionals are already using EndNote Click. Find out more and try it for yourself.

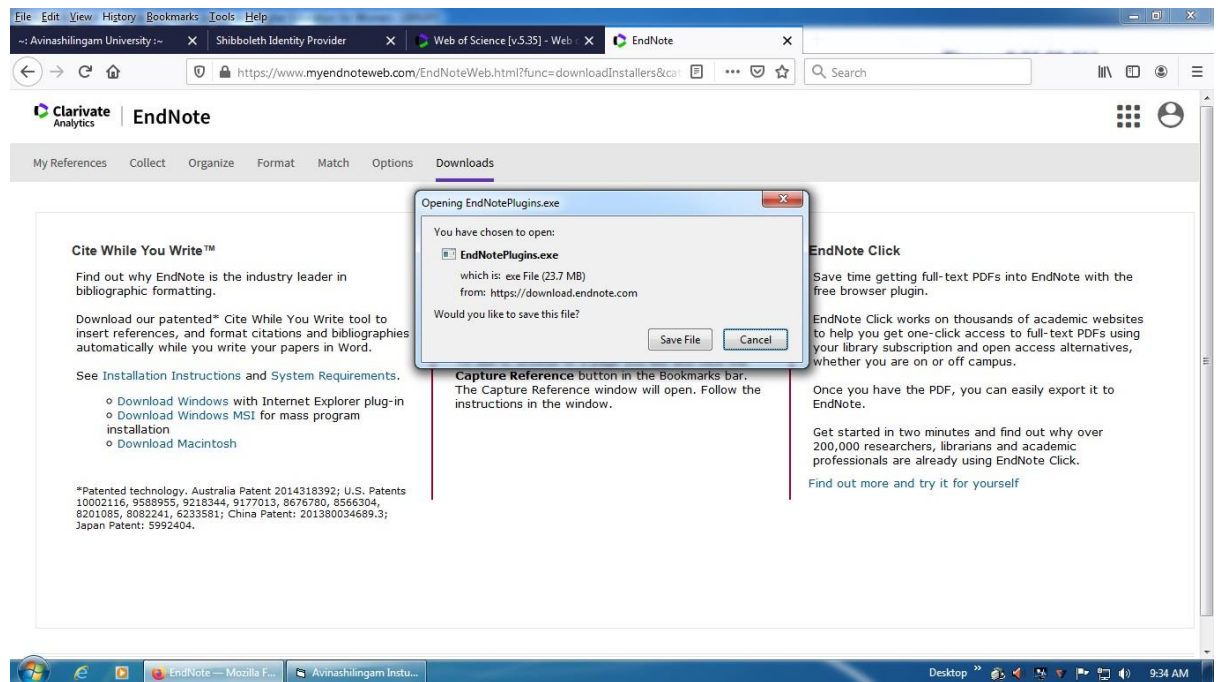
A green arrow points to the "Download Windows with Internet Explorer plug-in" option in the Cite While You Write™ section.

Once downloading is completed, right click on the downloaded file & open (Fig 8)

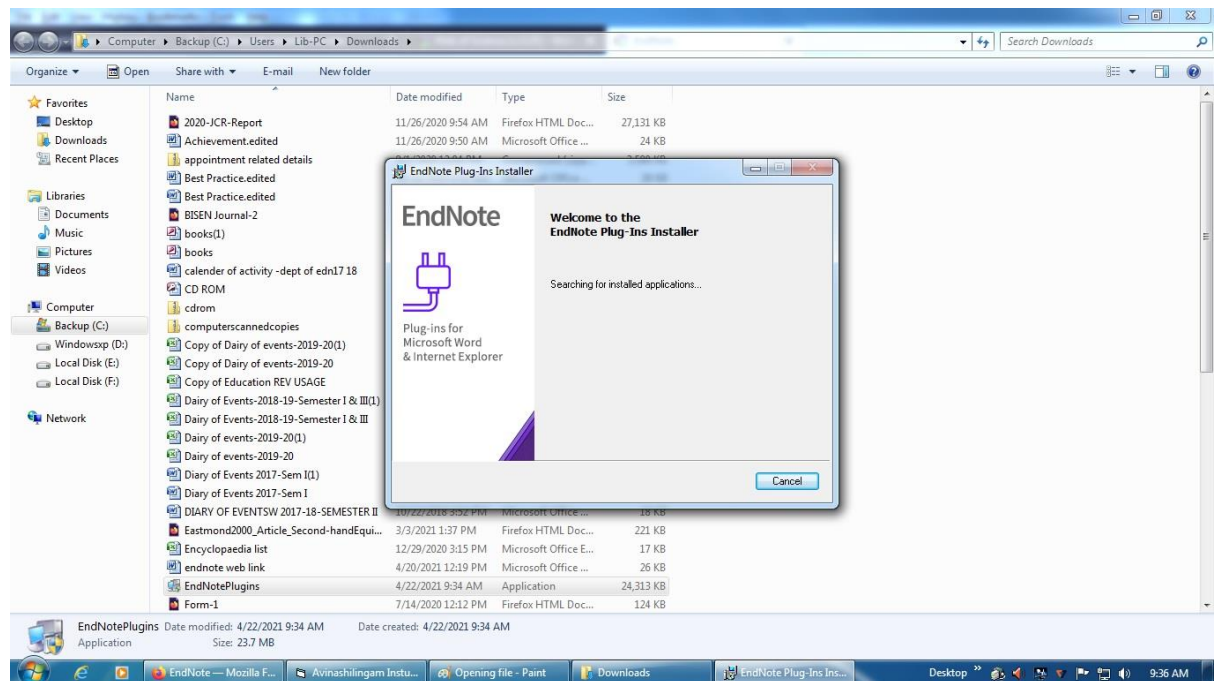


The screenshot shows a Windows File Explorer window displaying the Downloads folder. The folder contains various files, including PDFs, Word documents, and compressed files. A right-click context menu is open over the file "EndNotePlugins", and the "Open" option is selected. The taskbar at the bottom shows several open applications, including EndNote, Mozilla Firefox, and Avinashlingam Instu... The system clock shows 9:34 AM on 21-04-2021.

Saving file (Fig 9)



Installing (Fig 10 & 11)



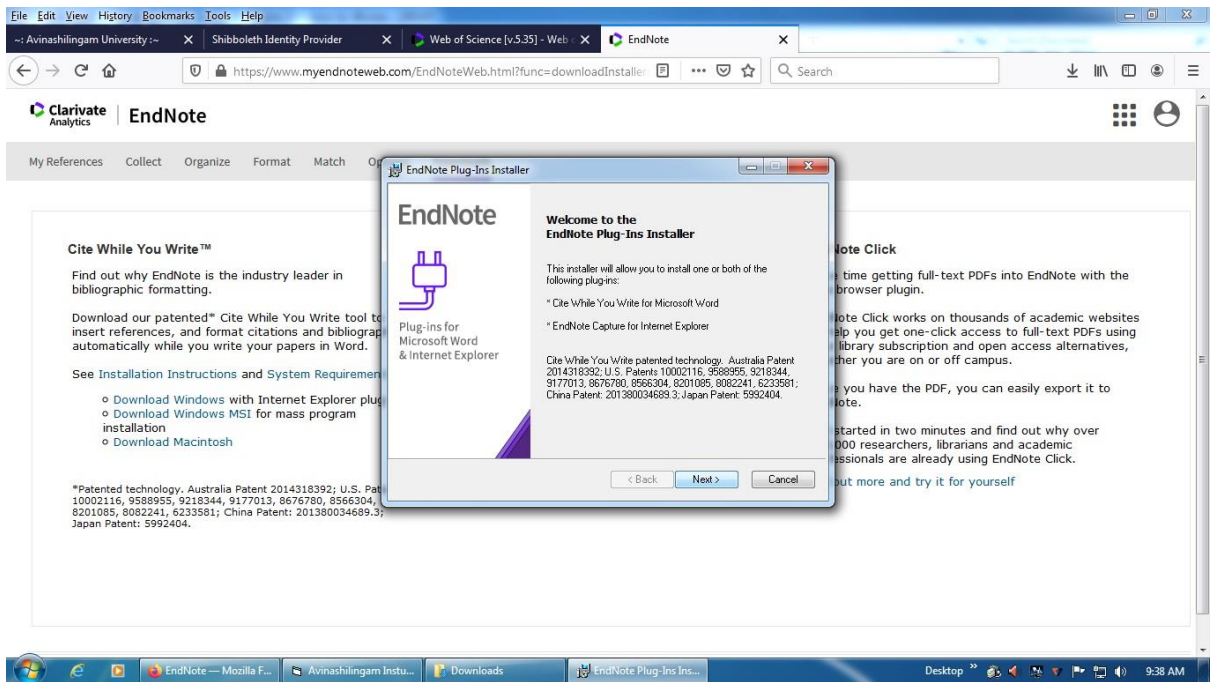
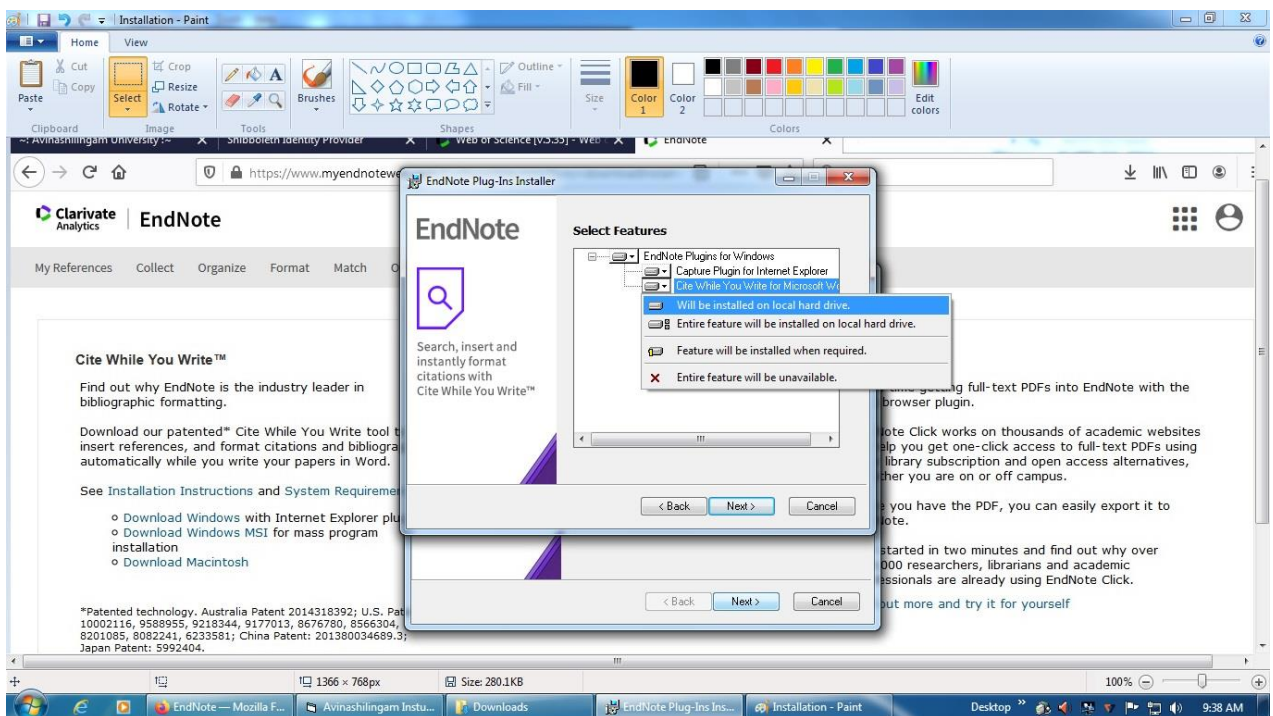
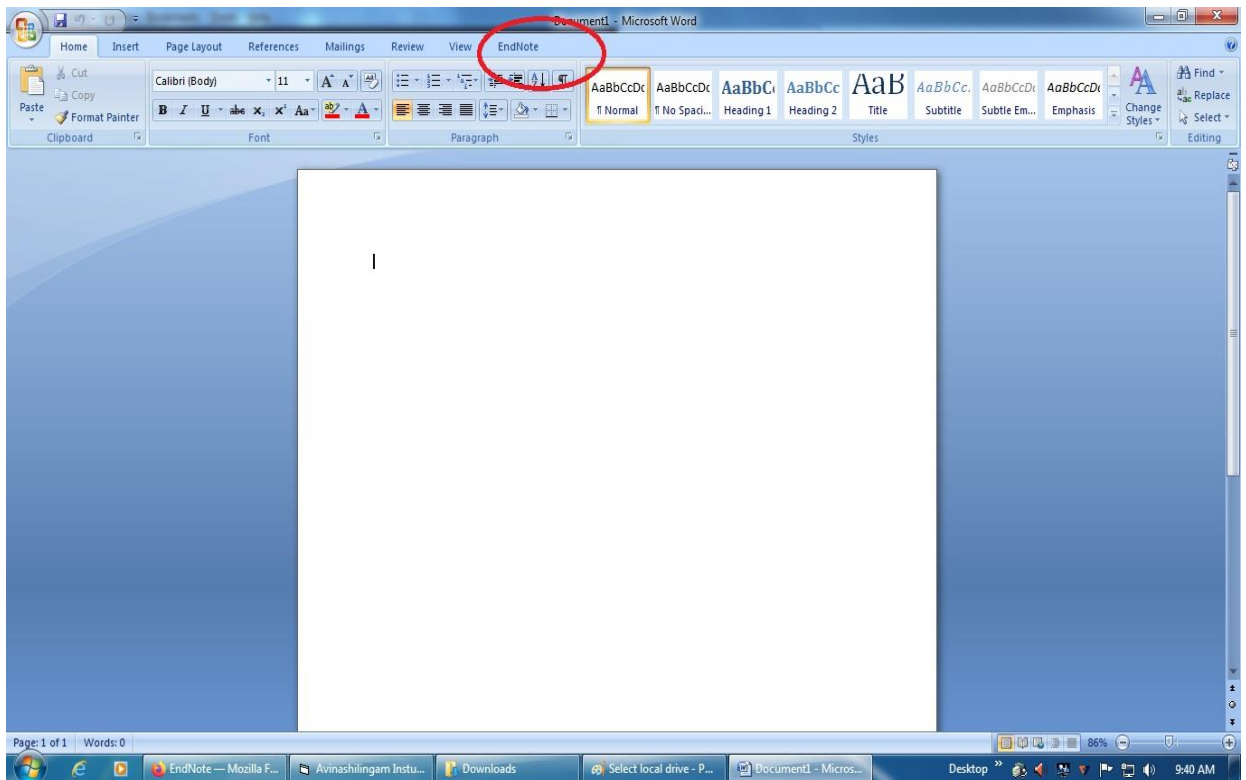


Fig.11

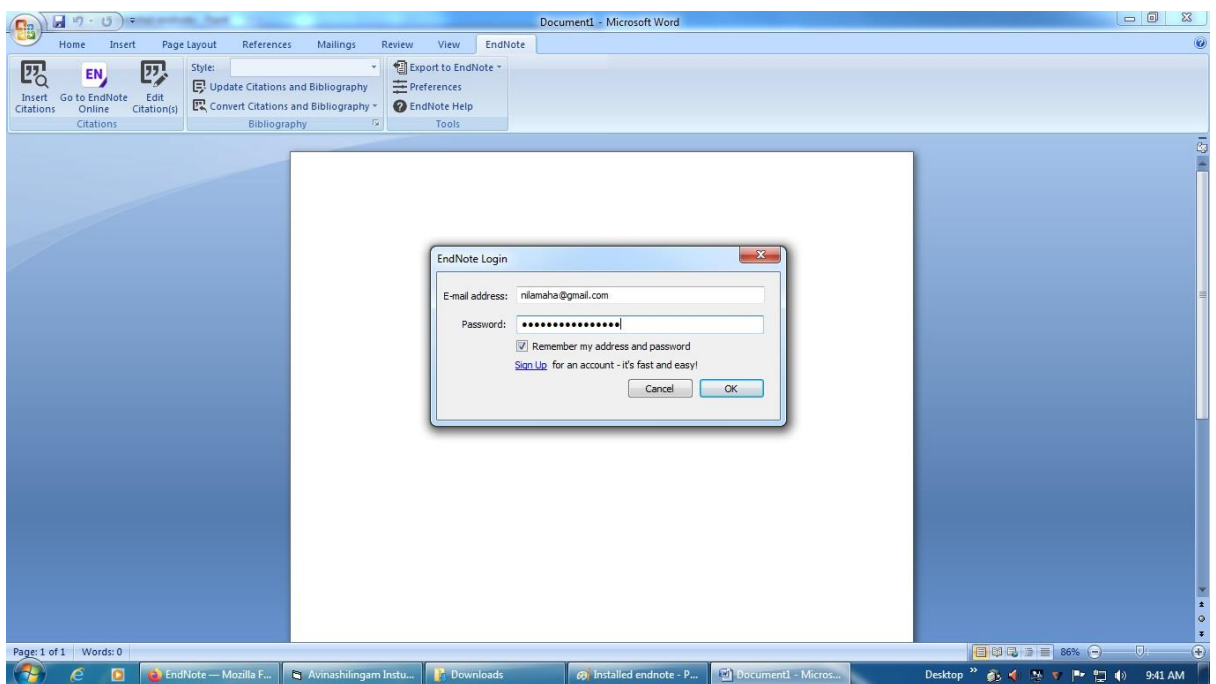
Selecting local drive (Fig.12)



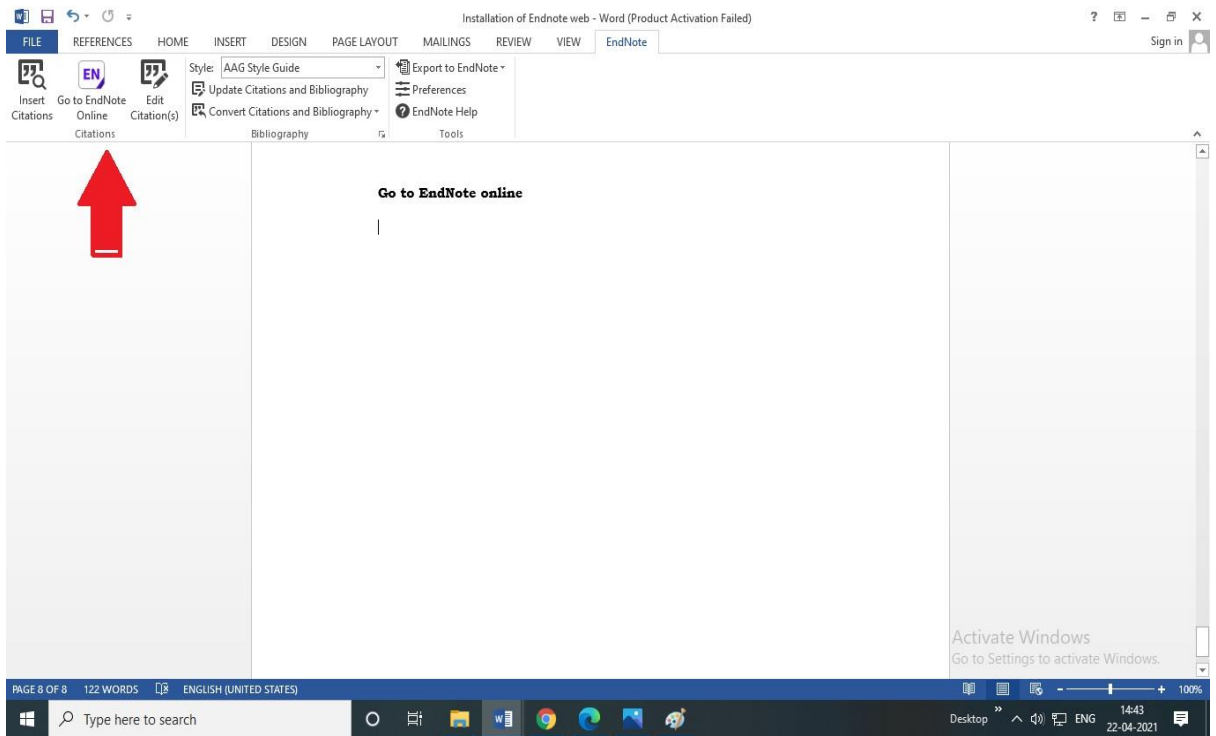
Once installation is completed, EndNote is displayed on the tool bar of Word as given below (Fig.13)



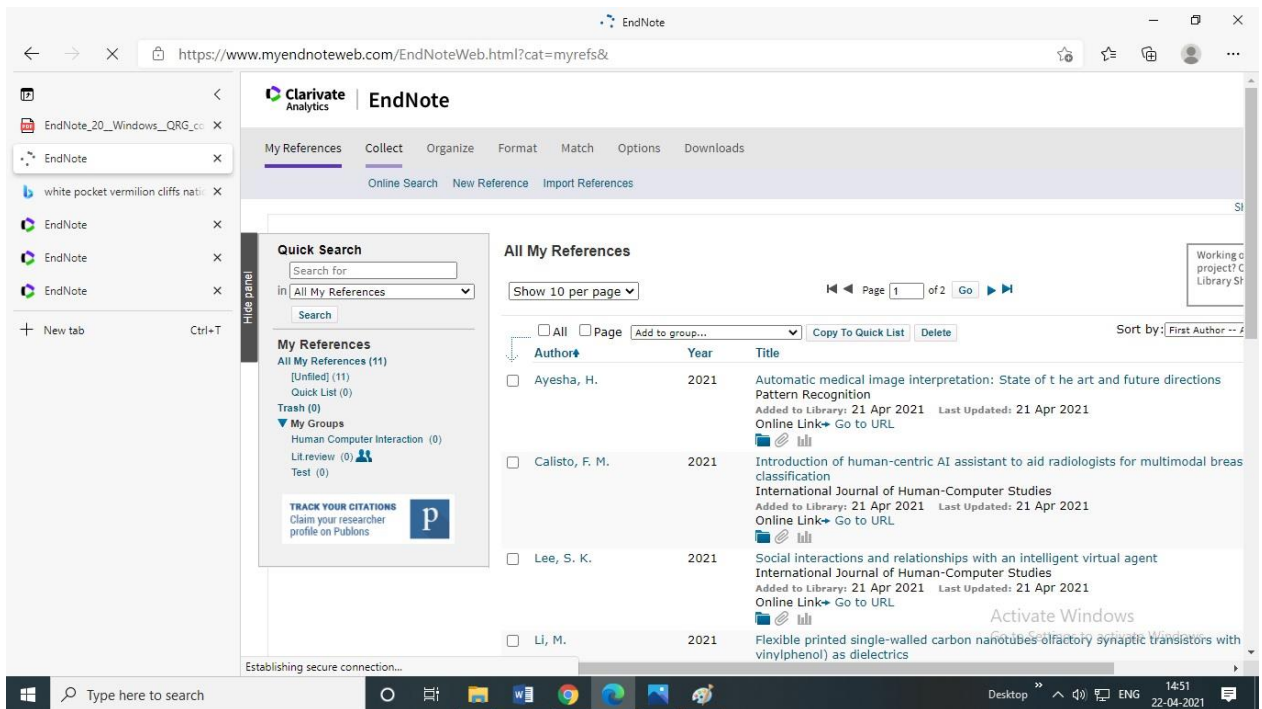
Select EndNote & log in is required; use EndNote login credentials given at the time of registration (Fig.14)



Go to EndNote online (Fig 15)



Add reference to your Library (Fig 16 & 17)



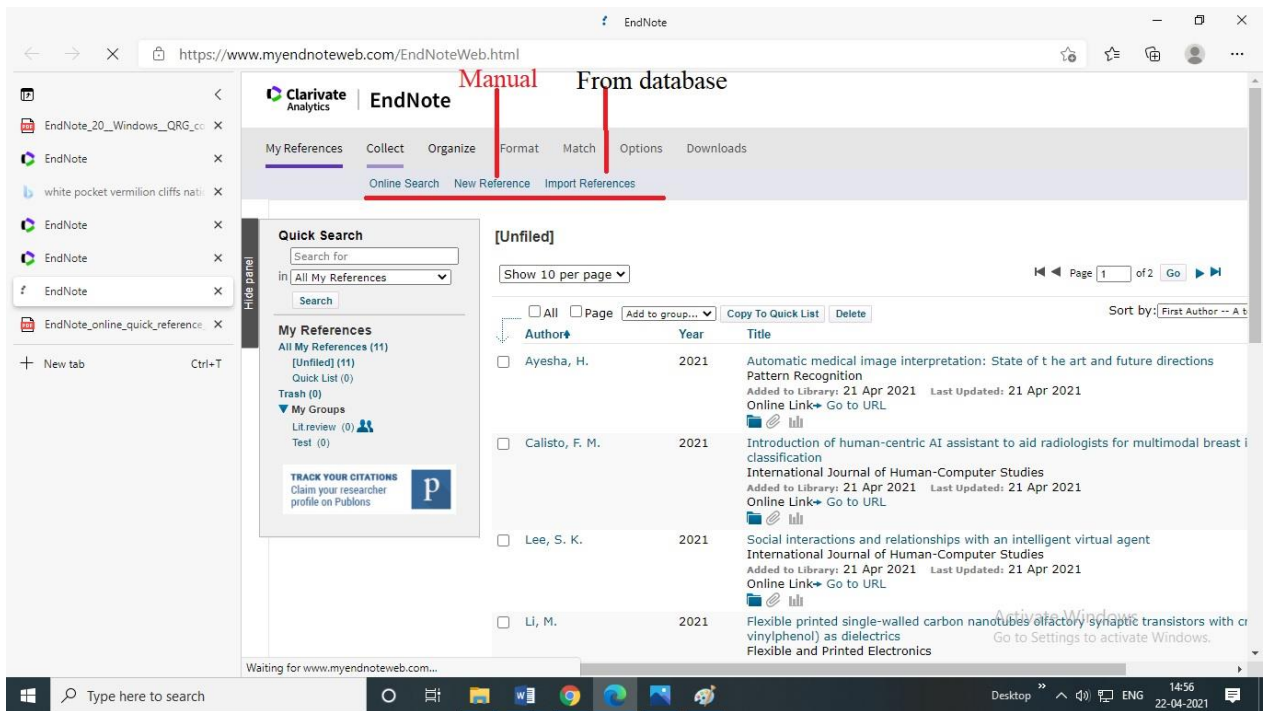
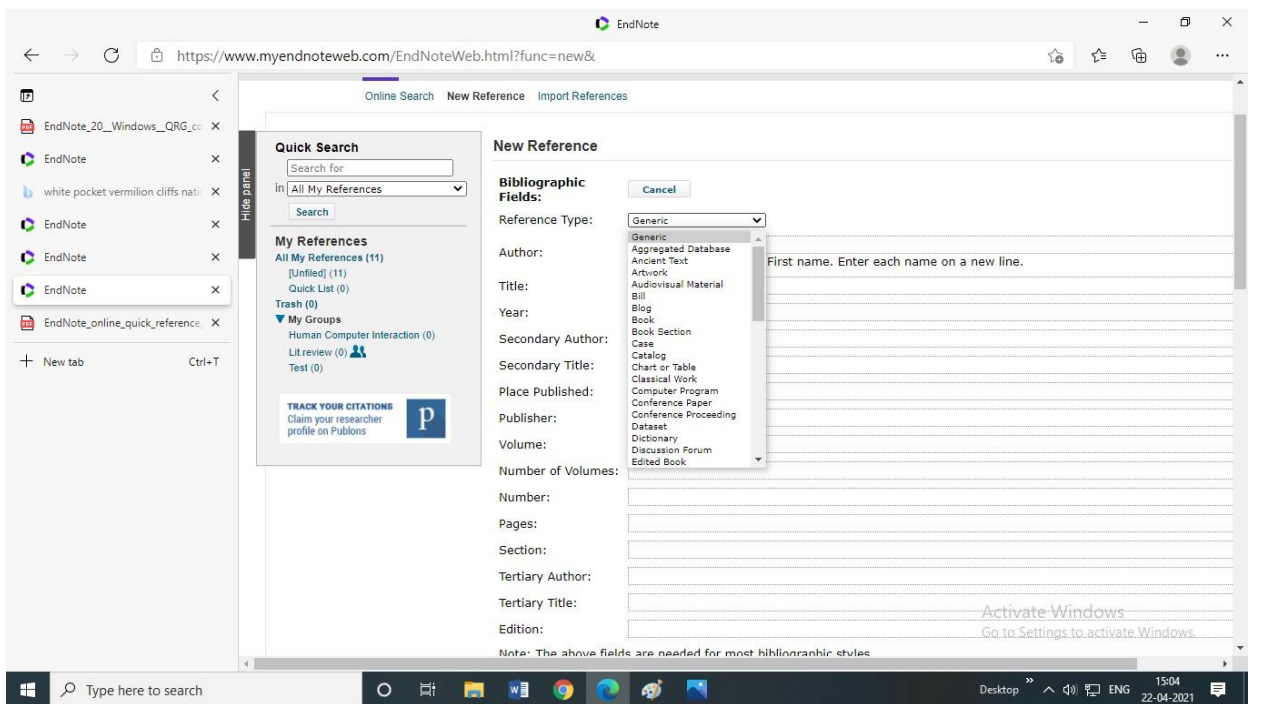
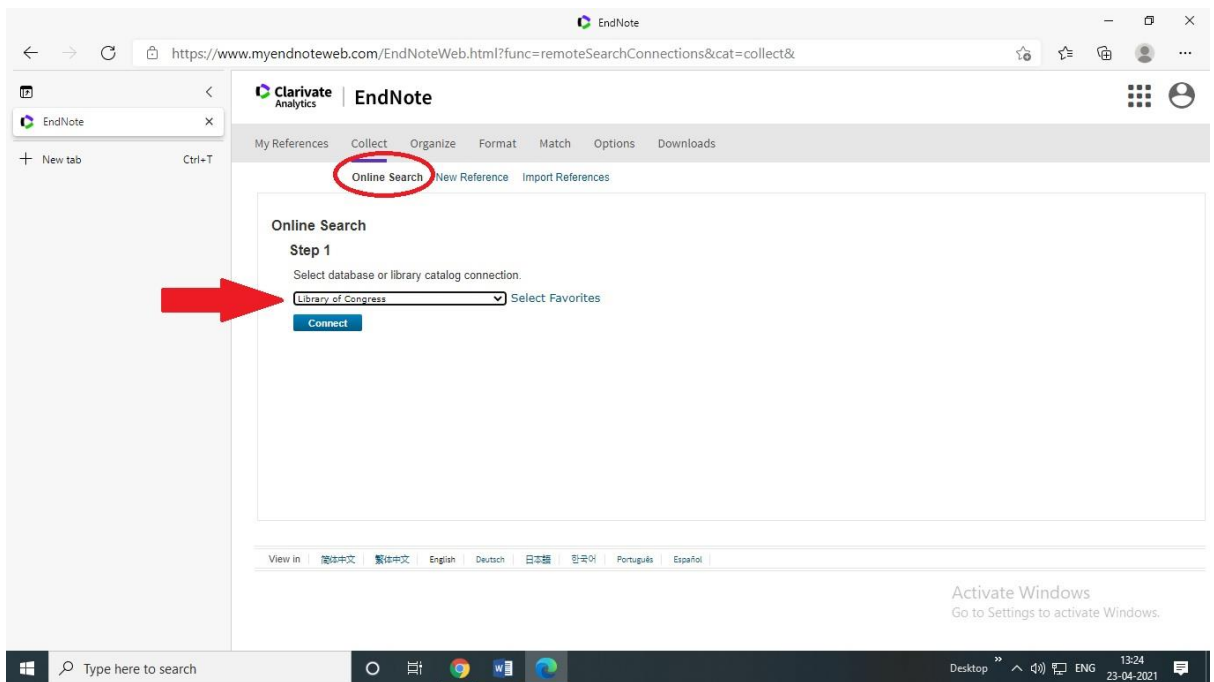


Fig. 17

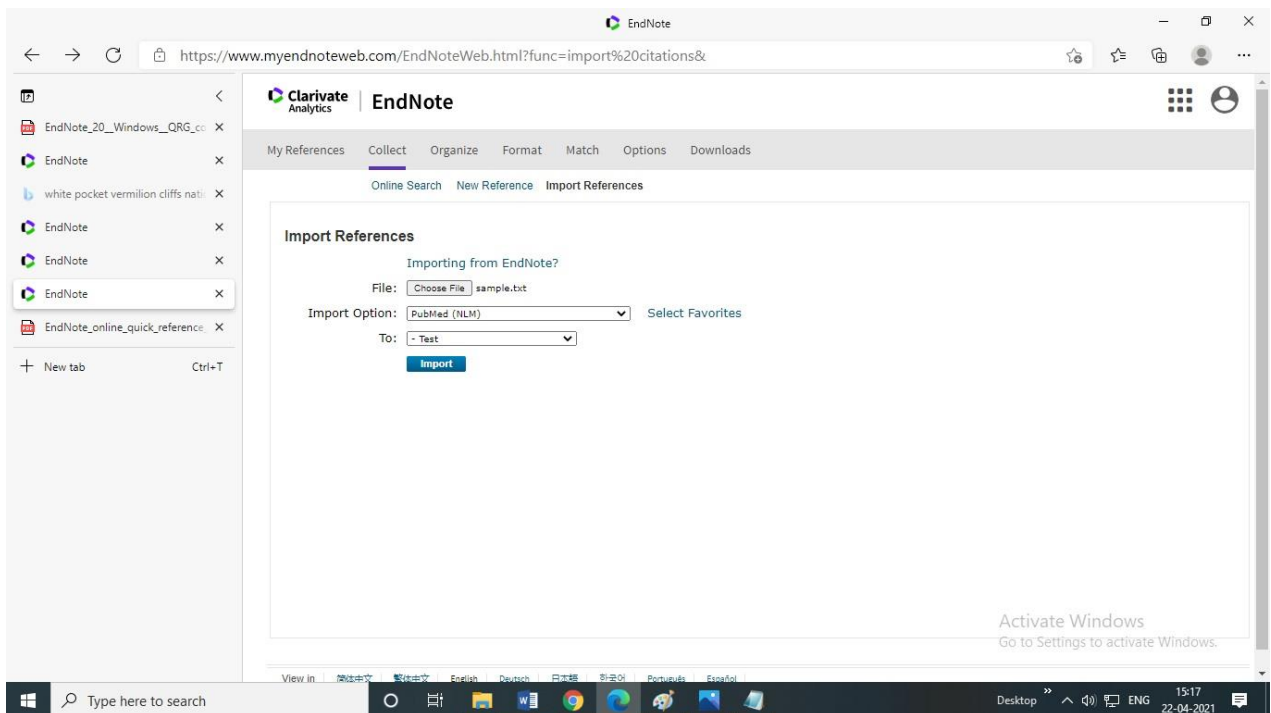
Capturing New Reference (Manually) (Fig.18)



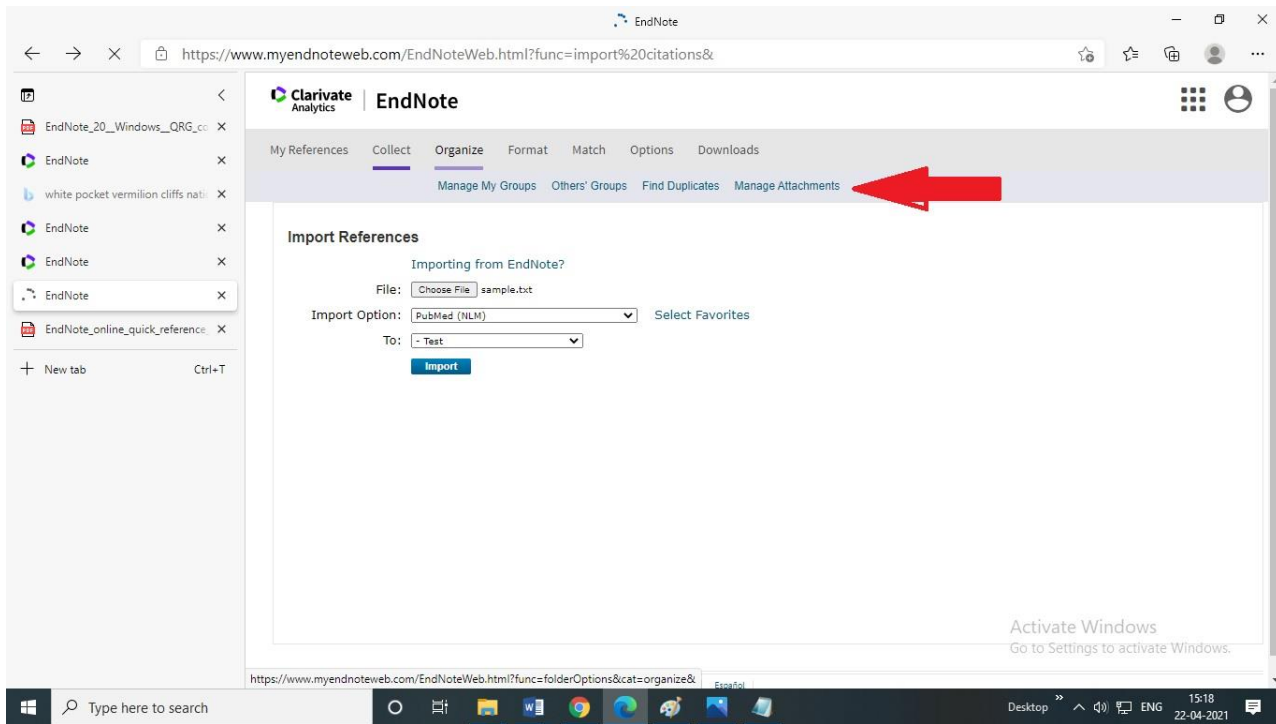
Online Search (Fig. 19)



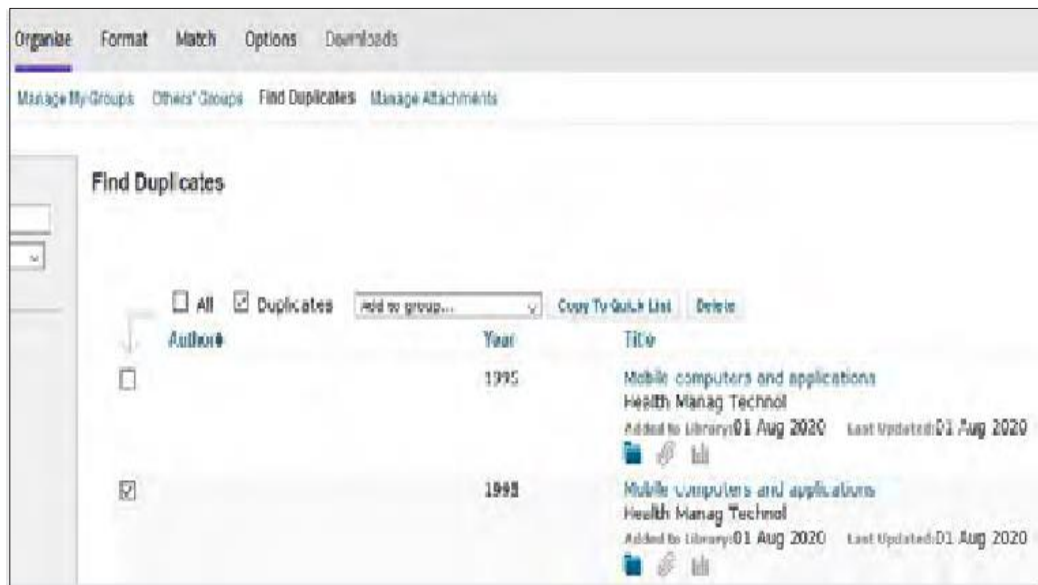
Importing references (Fig 20)



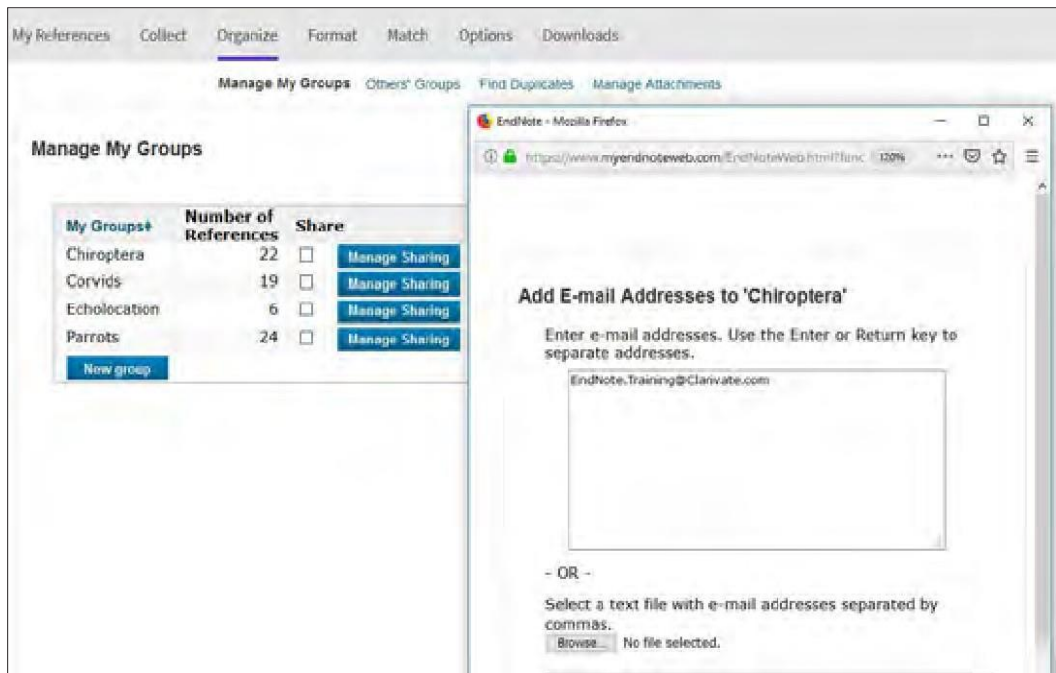
Organise (Fig 21)



Duplicate Elimination (Fig 22)



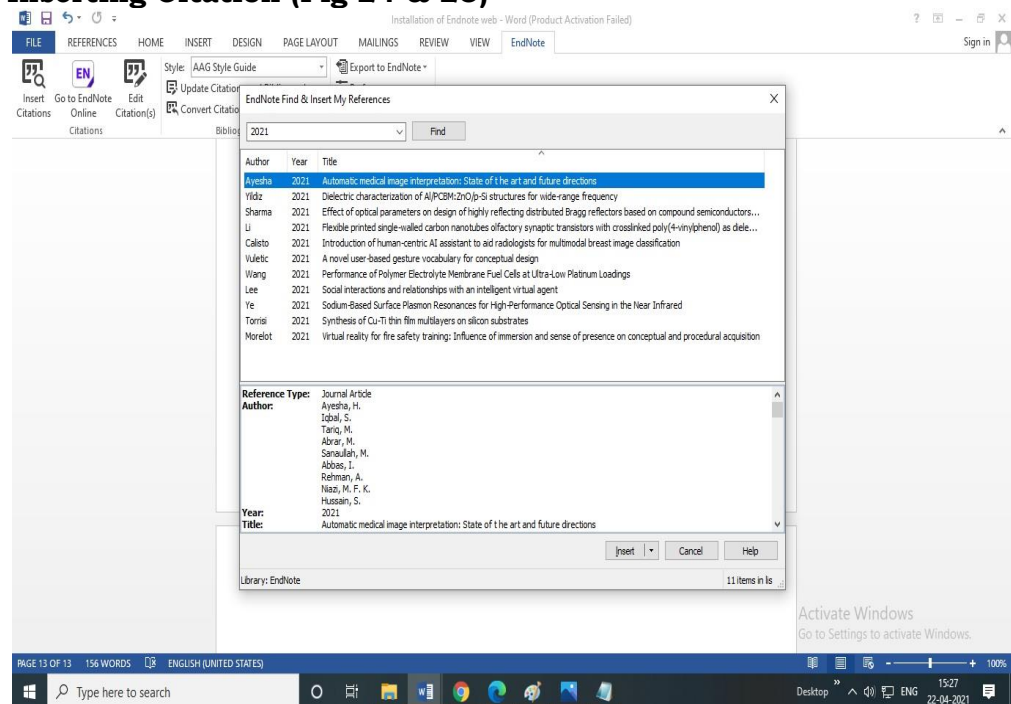
Sharing (Fig 23)



How to use “Cite while you write”

- Find & Select citation
- Formatting Bibliography
- Editing Citation

Inserting Citation (Fig 24 & 25)



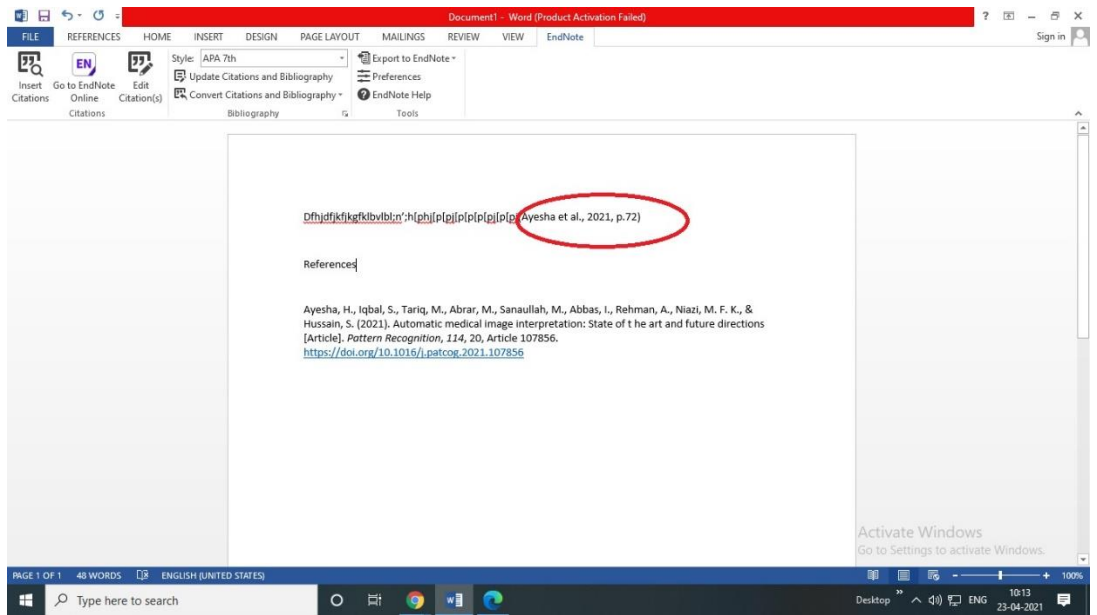
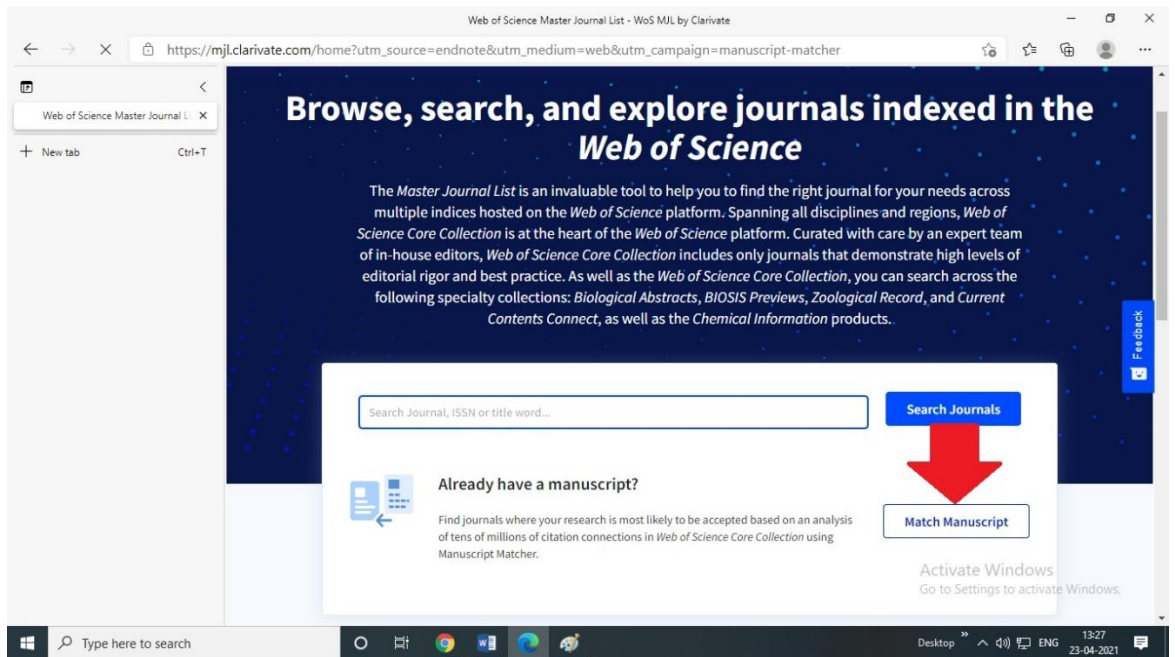


Fig.25

Match manuscript to right journal (Fig 26)



Formatting paper (Fig 27)

The screenshot displays the EndNote web interface for formatting a paper. The browser address bar shows the URL: <https://www.myendnoteweb.com/EndNoteWeb.html?func=scan%20paper&>. The page title is "EndNote" and the navigation menu includes "My References", "Collect", "Organize", "Format", "Match", "Options", and "Downloads". The "Format" menu is expanded, showing "Bibliography", "Cite While You Write™ Plug-in", "Format Paper", and "Export References".

The main content area is titled "Format Paper" and is for Rich Text Format documents (.rtf). It includes a "File:" field with a "Choose File" button and the filename "profile.docx". A red arrow points to the "Bibliographic style:" dropdown menu, which is currently set to "APA 7th". To the right of the dropdown is a "Select Favorites" link. Below the dropdown is an unchecked checkbox labeled "ignore unmatched citations". There are "Format" and "Clear" buttons. At the bottom of the main area, it says "Show for Format paper preferences".

A separate box on the right side of the page states: "For Microsoft® Word documents (.doc) use: Cite While You Write™ plug-in." with a small icon.

At the bottom right of the page, there is a watermark: "Activate Windows Go to Settings to activate Windows."

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with "Desktop", volume, network, and language (ENG) indicators, along with the time "13:32" and date "23-04-2021".

Best Wishes!!