

All,
If you are receiving this message, you have access to use and edit the Flemings group library, Flemings_X20, on EndNote.

1. New EndNote Password policy – starting Feb 12, 2026

- If your password is over 180 days old, you will be required to change it.
- To update your password now, please visit the [Forgot Password](#)
- If you no longer have access to the email account tied to your EndNote account, you will need to update that prior to February 2026. Log in to www.myendnoteweb.com and go to Op. ons, E-mail Address, and enter an email address that you can access. While you're there, you can also change your password under Op. ons > Password. Failure to update your email address may result in being locked out of your account

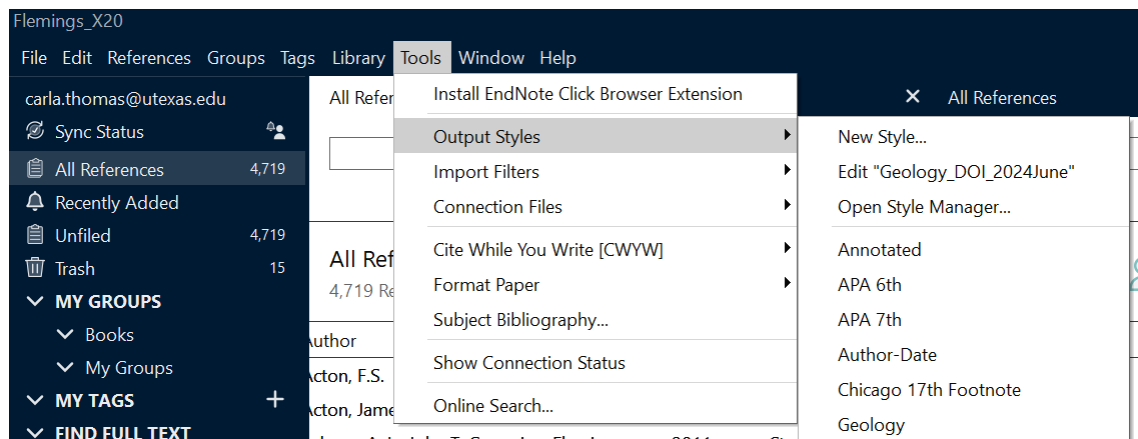
2. Only put DOI numbers in the DOI field when creating or editing a reference. Do not put prefixes in the DOI field!

DOI 10.1029/97jb00996

- Do not add any prefix, instead modify your style to add a prefix– see “Editing a style to add DOIs and DOIs prefixes” below
 - Do not add the prefix “doi:”
 - Do not add the prefix <http://doi.org> or any other web address information
- You can still search for reference updates using just the DOI number
 - Select the reference, right click, and select “Find Reference Updates”. Please use this with caution, I have found suggested updates that contain the wrong information.

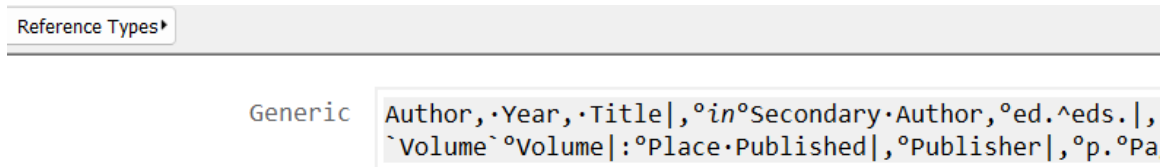
3. Editing a style to add DOIs and DOIs prefixes

- I have attached an edited style for Geology, that will change the DOIs to hyperlinks, see “Add a new style or update a style that someone else edited” below
- If there is a style you use all the time that you would like me to edit, please let me know.
- Open EndNote and select the tba “Tools” then Output Styles, then Edit “Name_of_current_selected_style”

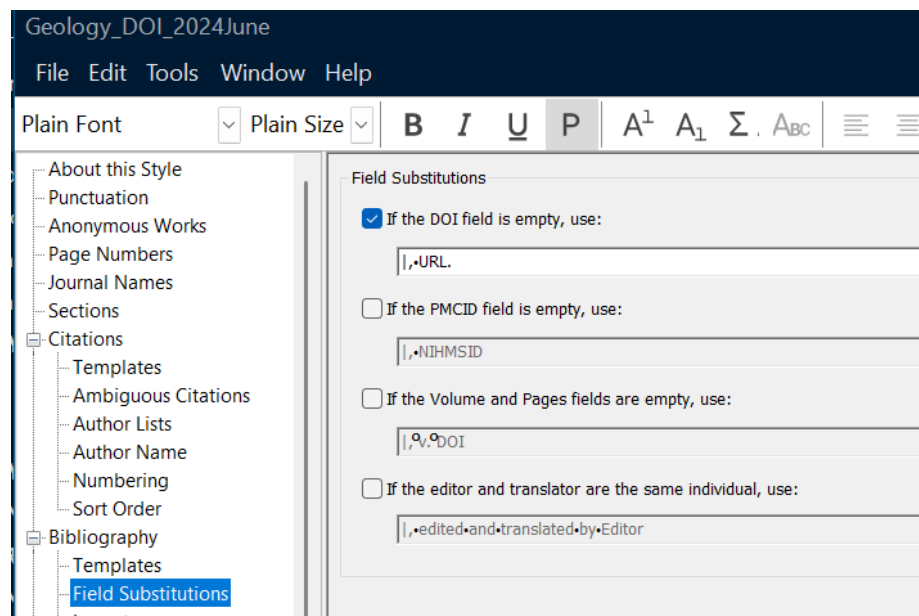


- In the new window, in the left menu, select “Templates” under “Bibliography”
- For each reference type in the panel on the right, add one of the following before the “.”
 - DOI number only, add , • DOI|
 - DOI with doi: in front, add , • doi:DOI|
 - DOI as a hyperlink, add , • [h. ps://doi.org/DOI](http://doi.org/DOI)|

- iv. Replace • with the one font in the window for other entries, here is an example:



- f. Save your edits as a new style: Select the tab “File”, then “Save As...”
- g. If you want the URL to show up if the DOI field is empty
- i. In the left menu, select “Field Substitutions” under “Bibliography”
1. Check the box “If the DOI field is empty, use:”
 2. Use the pulldown menu on the far right to select “URL” from the field list.
 3. The box should now look like this:



4. Add a new style or update a style that someone else edited

- a. On your computer find the Endnote folder that stores the style files. Likely it is C:/Users / You / EndNote / Styles
- b. Copy the style file there; my latest copy of the editing style Geology which added DOIs as a hyperlink, Geology_Doi (Geology_Doi_2024June, last edited July 14, 2025), is attached.
- c. In word with the document open, click on the EndNote tab
- d. Use the “Style” pulldown to select the style you just copied or updated then click on “Update Citations and Bibliography”. You may have to close and reopen, Word and/or EndNote before the new style will appear in the pulldown menu.

5. Entering Authors

- a. Enter one author per line
 - i. You can enter last name, first name or last name, first name initials, or first name last name:

Author	<input type="text" value="Aiello, I.W."/> <input type="text" value="Garrison, R.E."/>	or	<input type="text" value="Asmus, Jason J."/> <input type="text" value="Grammer, G. Michael"/>	or
Author	<input type="text" value="Meisam Afsari"/> <input type="text" value="Mohammadreza Ghafoori"/> <input type="text" value="Mohammad Roostanian"/>			

- b. Use a comma to force EndNote to keep multiple last names, or company names together , e.g., ASTM International instead of putting International, A. as the author.

Author	<input type="text" value="ASTM International,"/>
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6. Installing additional EndNote Styles from the web [EndNote: Install Additional Output Styles](#)

7. If you can open Endnote but it will not sync with the shared library

- a. In EndNote, click on the Edit tab and select Preferences
- b. In the Preferences window select "Sync" from the menu on the left side
- c. Make sure your most current email address and password has been entered in the section "EndNote Account Credentials"
- d. There should be nothing in the section "Sync this EndNote Library" and "Sync Automatically" should be unchecked (this section is only for the account hosting the library (my account))

8. If you get an error when you try to "Update Citations and Bibliography" in Word

- a. In word with the document open, click on the EndNote tab
- b. Note the style that has been chosen for the document in the pulldown for "Style"
- c. Use the pulldown to select a different style and then click on "Update Citations and Bibliography", if changing the style works, then the problem is likely that you do not have the original style that was use loaded into your Endnote folder. See "Add a new style or update a style that someone else edited" or "Installing additional EndNote Styles from the web", above

9. If you see multiple copies of a reference in your bibliography in Word

- a. The error is likely because some of the references were added using a traveling library (a temporary library created within the word document)
- b. In Word, select the EndNote tab and then "Edit and Manage Citation(s)"
- c. In the new window, scroll through the list of references looking in the column "Library" and look for any references that have the entry "Traveling Library"
- d. Select that reference and then try using the pulldown menu "Edit Reference" to select "Update from My Library"; then select the correct reference in the EndNote app pop up window.

