

EndNote[®] Tips — Creating Bibliographies

The EndNote Add-in allows users of Microsoft Word (Macintosh or Windows) or WordPerfect (Windows) to format papers in one step from within the word processor. If you use another word processor, EndNote can still create bibliographies, but additional steps are necessary. Please consult the EndNote manual or contact ISI ResearchSoft for details.

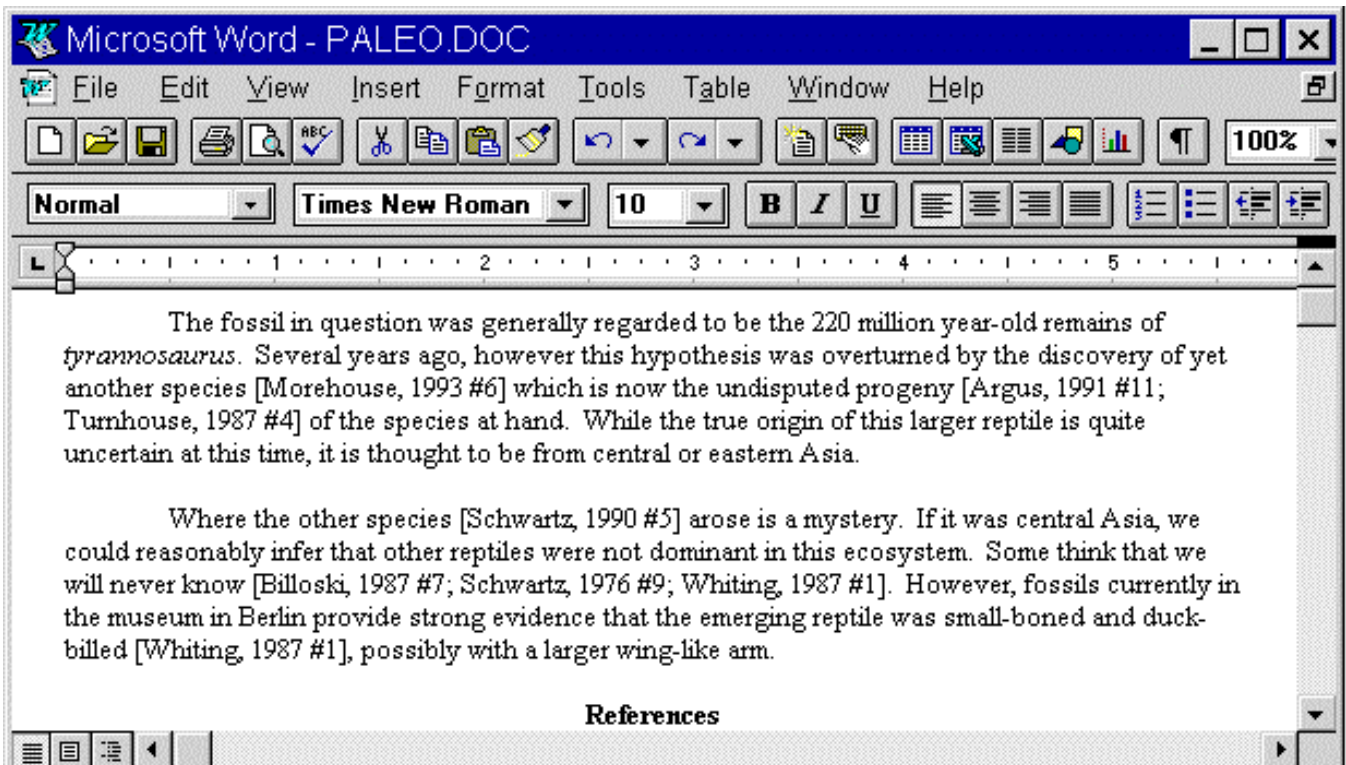
The Add-in inserts EndNote commands to Word's and WordPerfect's Tools menu to give you direct access to your references while writing in your word processor. The Add-in enables EndNote to do all of the bibliographic formatting work to the document that is currently open.

In this section, you will learn how to do the following :

- Switch between your EndNote library and a word processor.
- Insert an EndNote citation into your paper.
- "Format" your paper by having the EndNote Add-in create a bibliography and update the in-text citations.

Open the Paleo Paper

For this example, pretend you are writing a paleontology paper about dinosaurs. Sample documents called PALEO.DOC and PALEO.WPD (or "Paleo" for Macintosh users) are stored in your Examples directory.



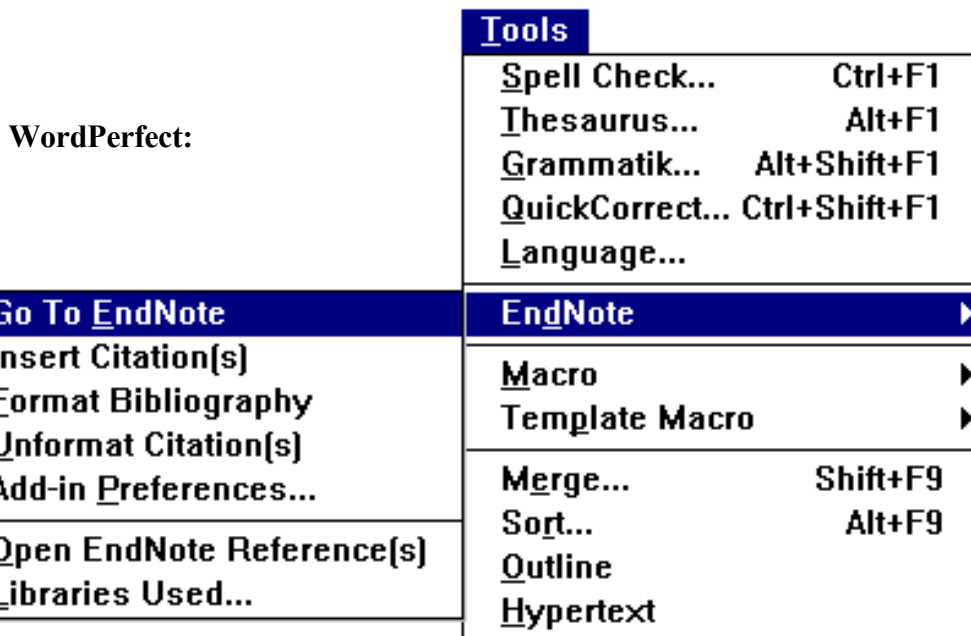
Notice that throughout the document there are sections of bracketed text, such as "[Schwartz, 1990 #5]." These are EndNote's temporary citations which list the first author's last name, the year of publication, and the unique EndNote record number for each reference cited. These bracketed citations are not intended to appear in the final copy of your paper. Rather, they serve as temporary citations until EndNote formats the paper and replaces them with citations in the style that you choose.

Pretend you have just typed in the last sentence of the paper and now you want to cite the source of this idea. Position your cursor at the end of this sentence just before the period and type a single space which will separate the citation from the text:

...larger wing-like arm |.

You are ready to insert a citation at this location in the paper.

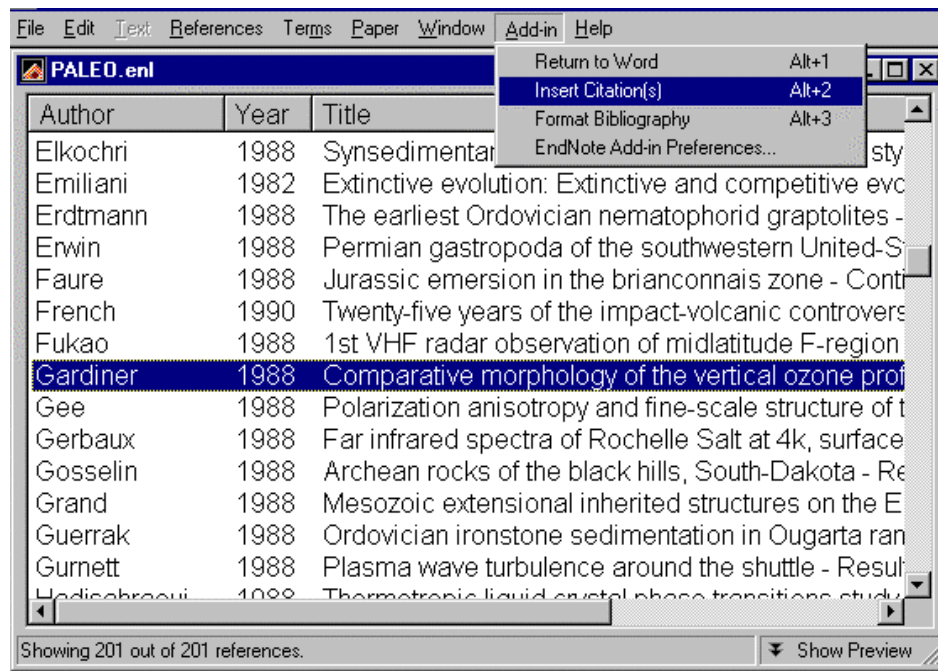
Choose **Go To EndNote** from Word's or WordPerfect's **Tools** menu.



In the dialog which follows, open the "Paleo" library from within EndNote's Examples folder.

Insert an EndNote Citation into the Paper

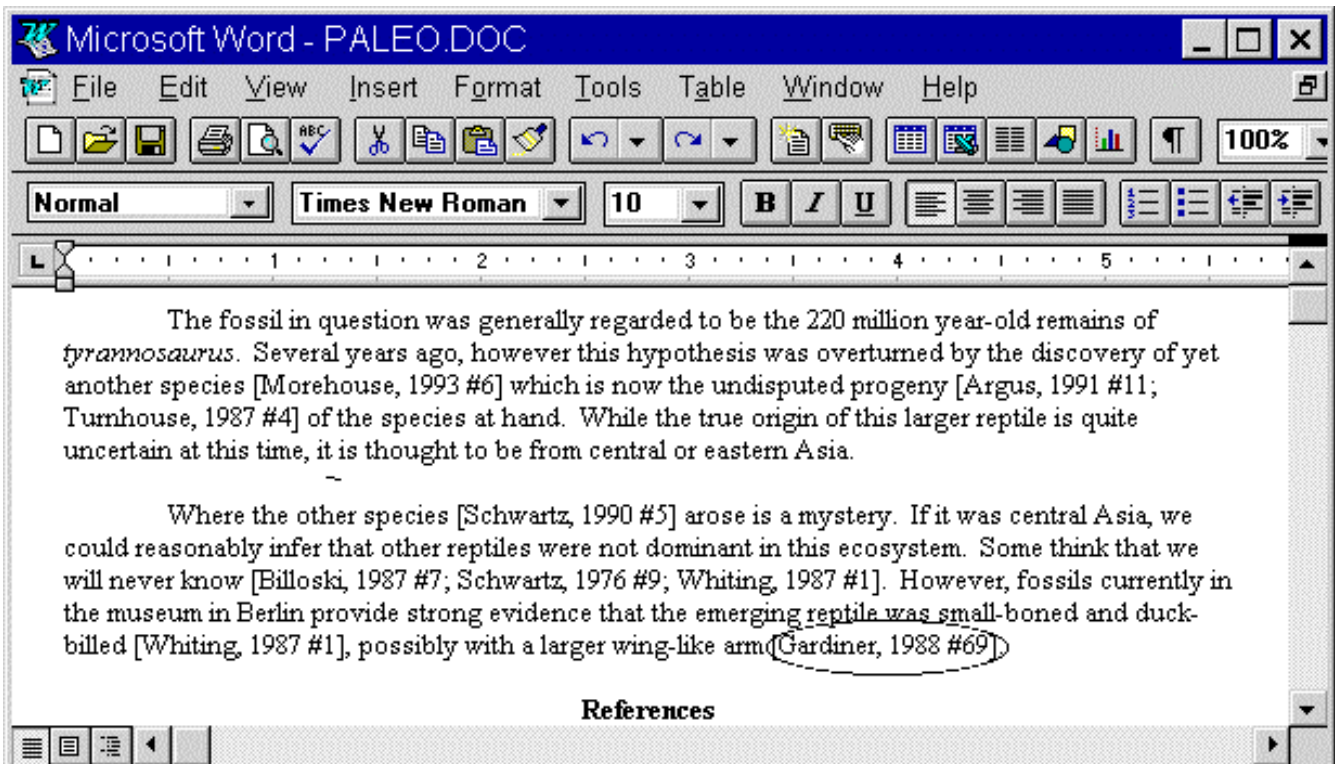
To cite a reference in your paper, simply select the citation in the Library window and insert it into the paper. For this example, the reference that you want to cite is by Gardiner.



To quickly locate and select the Gardiner reference, sort the Library by Author, then type "ga" without pausing.

*With the Gardiner reference selected choose **Insert Citation(s)** from the **Add-in** menu (or press **Alt+2**).*

The reference should now be inserted where you last positioned the cursor, and you should be returned to your document. The Paleo document should now look like what follows, with the new Gardiner citation added to it.



Now assume that you have finished writing your paper and all of the temporary citations have been inserted. You are ready for EndNote to generate the bibliography.

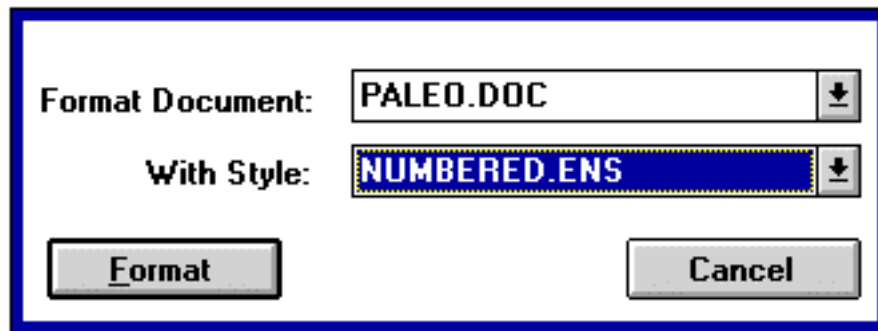
Create the Bibliography

You are now ready to have EndNote format the in-text citations and generate a bibliography for the paper from those citations.

*Choose **Format Bibliography** from your word processor's **Tools** menu.*

A style confirmation dialog appears, prompting you to choose a bibliographic style for the paper. The styles contain instructions for how EndNote should format the citations and bibliography. For this example, use the Numbered style, which tells EndNote to replace the in-text citations with numbers and create a numbered bibliography at the end of the paper. Some styles require the author and year in the citation. EndNote can do that too--just select the style you want and EndNote does the rest!

Change the style to NUMBERED.ENS.



The Numbered style has EndNote replace the in-text citations with numbers and append a numbered bibliography to the end of the paper. EndNote can format your documents in more than 500 different styles - check the Style Manager or see the ISI ResearchSoft website for details!

*Click **Format** to begin formatting the paper.*

EndNote automatically replaces the temporary citations with numbered citations and inserts a bibliography. The paper is now ready to be printed and submitted!

If in the future you need to make changes to the paper (such as adding or deleting citations or text, or changing the bibliographic style), simply make the necessary edits and choose the **Format Bibliography** command again. EndNote will reformat the paper, generating a new bibliography based on your changes. You do not need to save multiple versions of the same paper — EndNote can reformat your master document as many times as needed.

For more information, see the EndNote manual chapter entitled, “Citing References & Generating Bibliographies Using Word or WordPerfect”.