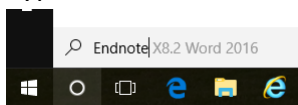


The EndNote Tab

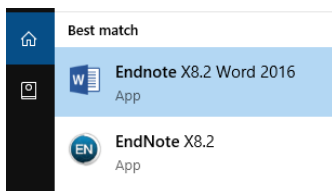
When EndNote is installed on your PC an **EndNote** tab will be added to Microsoft Word. This is used to insert and edit citations, insert figures and set the bibliography style.

EndNote is installed on the majority of PCs in the University. To view this tab in Microsoft Word, using University PCs:

1. Type **Endnote** in the **Search** field.



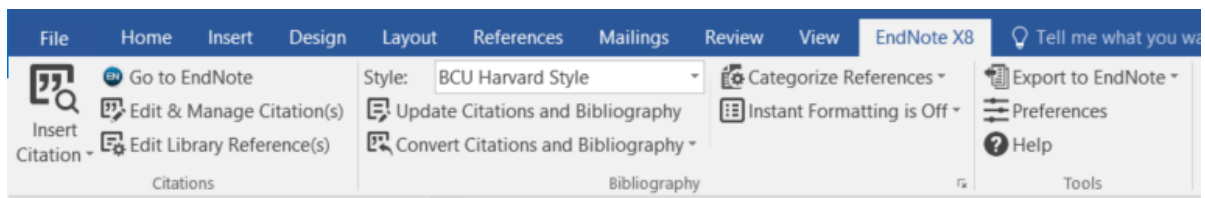
2. Select **Endnote X8.2 Word 2016** from the options available.



To view this tab in Microsoft Word, using your personal device, you will need to download the **Cite While You Write Plugin**.

EndNote Tab Options

The **EndNote X8** tab is divided into 3 sections: *Citations, Bibliography, Tools*



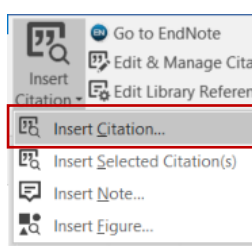
Inserting Citations

Indirect Citations

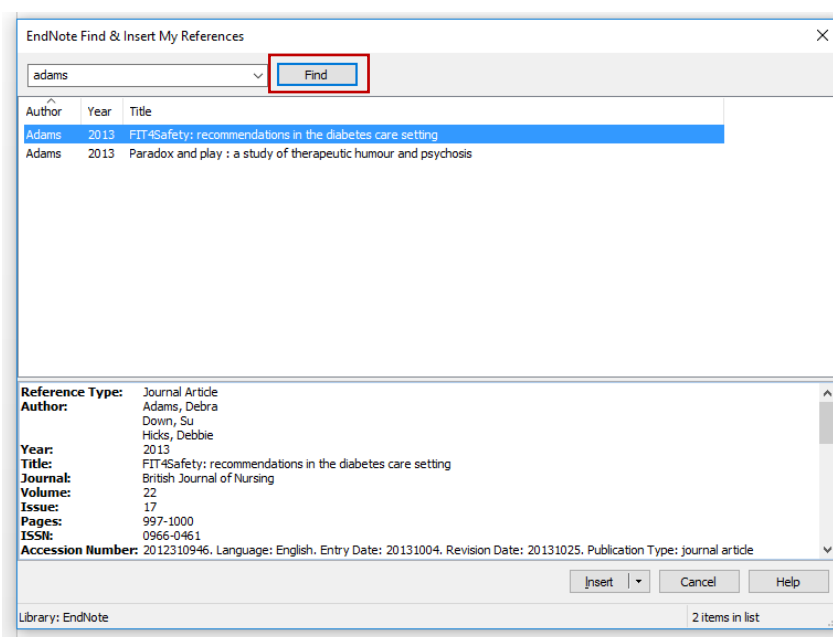
When inserting citations into your document using Endnote the default layout will be in the form of an indirect citation.

Example of an indirect citation: (Creswell, 2007).

1. Position the cursor in your document where you want the citation to appear.
2. Go to the **EndNote** tab, CLICK on **Insert Citations**.



3. From the options, select **Insert Citation**
4. The **EndNote X8 Find & Insert My References** dialog box will appear.



5. Type in one or more words relating to the reference in the **search** field and CLICK on **Find**.
6. Select the appropriate citation and CLICK on **Insert**.
7. The citation will be shown in brackets at the insertion point and a bibliography will be created at the end of your document.

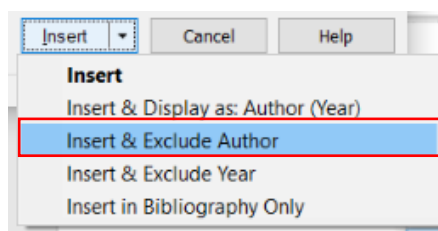
Inserting Direct Citations

Example of a direct citation

Extending the work of **Patton (1990)** identified 24 sampling schemes that are available to researchers including qualitative, quantitative, and mixed methods researchers.

To insert direct citations into your document you will need to edit indirect citations that have been added.

1. Go to the **EndNote** tab, CLICK on **Insert Citations**.
2. The **EndNote X8 Find & Insert My References** dialog box will appear.
3. Type in one or more words relating to the reference in the **search** field and CLICK on **Find**.
4. Select the appropriate citation and CLICK the drop down menu next to **Insert**.
5. Select **Insert & Exclude Author**.



6. Now manually write the name of the Author before the citation.
7. Your citation will be updated and should look like the example below:

Citing Multiple References in the same parentheses

Example of citing multiple references

Several studies (**Miller, 1999; Shafranske & Mahoney, 1998**)

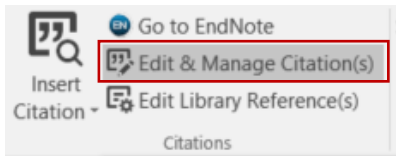
To cite multiple references:

1. Insert the first citation.
2. Place your cursor inside the citation and then go to the EndNote tab.
3. Click **Insert Citations**
4. Search for the author and click **Find**.
5. The new citation will be place inside the same bracket as the first citation.

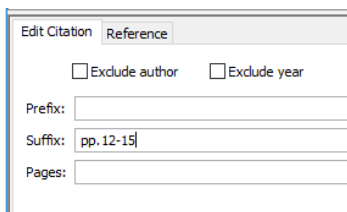
Editing Citations

Note, if you manually type in changes to your citation these will be lost when you use the **Update Citations and Bibliography** command.

1. CLICK on **Edit & Manage Citation(s)**.



2. The **EndNote X8 Edit & Manage Citations** dialog box will appear.
3. If you wish to add any information at the start of the citation, (e.g. See also) use the **Prefix** field.
4. If you wish to add any information at the end of the citation, (e.g. p.13) use the **Suffix** field.

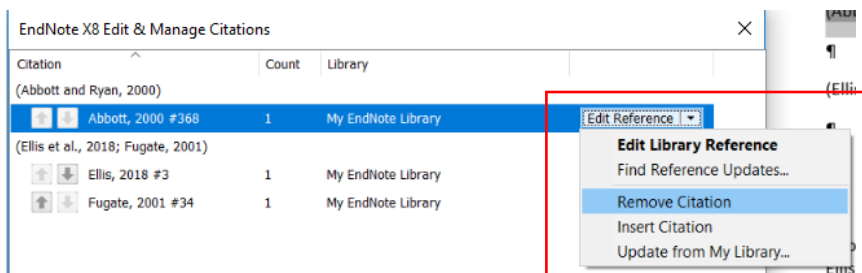


5. Make sure you include punctuations and spaces.
6. CLICK on **OK**. Your citation will be updated.

Deleting Citations

To delete a citation you will need to do so using the Edit Citation option.

1. Click **Edit Citation(s)**
2. The **EndNote X8 Edit & Manage Citations** dialog box will appear.



3. Select the citation that you wish to delete.
4. Click **Edit Reference**. Select **Remove Citation**
5. Click **OK**