

The EndNote Tab

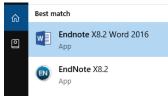
When EndNote is installed on your PC an **EndNote** tab will be added to Microsoft Word. This is used to insert and edit citations, insert figures and set the bibliography style.

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*

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Insert Citation		Manage C		🕞 Upda	BCU Harvard Styl ate Citations and B vert Citations and	Bibliography		_	-	eferences * atting is Off *	ŧ	Export to EndNote - Preferences Help
	Citations			Bibliography					5		Tools	



Inserting Citations

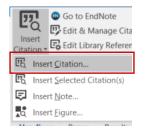
Indirect Citations

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.

	ind oc	nsert My References	2
adams		Find	
Author	Year	Title	
Adams	2013	FIT4Safety: recommendations in the diabetes care setting	
Adams	2013	Paradox and play : a study of therapeutic humour and psychosis	
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- 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**.
- The citation will be shown in brackets at the insertion point and a bibliography will be created at the end of your document.



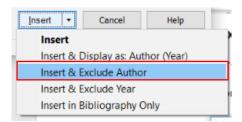
Inserting Direct Citations

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.
- 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:

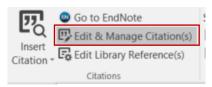
- 1. Insert the first citation.
- 2. Place your cursor inside the citation and then go to the EndNote tab.
- 3. Click Insert Citations
- 4. Search for the author and click **Find**.
- 5. The new citation will be place inside the same bracket as the first citation.



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.

Edit Citat	tion Reference
	Exclude author Exclude year
Prefix:	
Suffix:	pp. 12-15
Pages:	

- 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.

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Abbott and Ryan, 2000)	1	My EndNote Library	Edit Reference	- (5	
Ellis et al., 2018; Fugate, 2001)		Edit Library Reference			
1 Ellis, 2018 #3	1	My EndNote Library	Find Reference Updates		
👚 🛡 Fugate, 2001 #34	1	My EndNote Library	Remove Citation		
			Insert Citation		
			Update from My Library		

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