

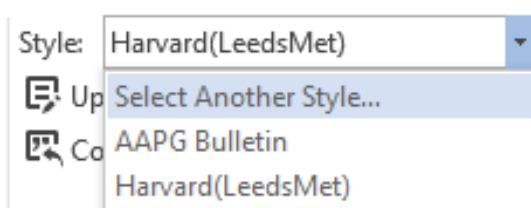
Output Styles for Bibliography

The Library Referencing Guide outlines the BCU Harvard Referencing style, which is used by most faculties at Birmingham City University. **Please note:** Some schools (e.g. Law School) may use other referencing styles.

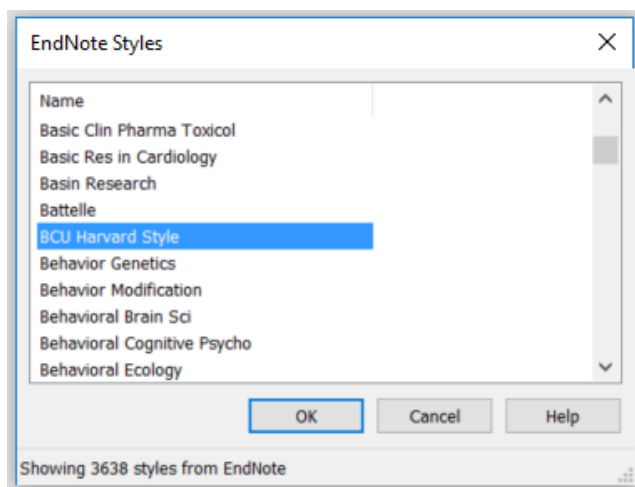
Applying a Style

The output style will influence how your citations and bibliography are formatted. To select an output style:

1. Go to the **Bibliography** section on the **EndNote** tab.
2. To choose a style, click the drop down **Style:** option.



3. If the style you need is not listed click **Select Another Style...** to choose from the full list.

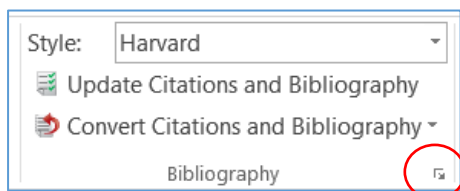


4. The **EndNote Styles** dialog box will appear. Choose your desired style (e.g. **BCU Harvard Style**).
5. CLICK on **OK**, it may take a few seconds while the document is updated.

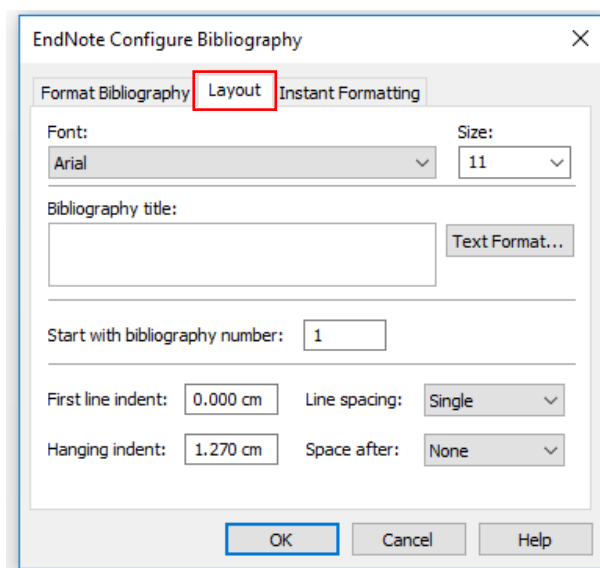
Modifying Bibliography

As you insert citations into your document, the bibliography is automatically added at the end of the document. This cannot be amended using the common functions on the Ribbon. In order to make any changes to your Bibliography such as line spacing, font size, indentation, etc. you will have to use the Bibliography preference dialog box.

1. Go to the **Bibliography** section on the **EndNote** tab.
2. Click the **Configure Bibliography** icon.



3. This will open the **EndNote Configure Bibliography** dialog box:



6. Select the **Layout** tab. Here you will see the options you can amend. For example:
 - a. Change the **Hanging Indent** to 0cm.
 - b. Add a single line **Space after** each reference.
7. Once you have made your changes, click **OK**

Example of a Reference List

Broadhurst, K., Wastell, D., White, S., Hall, C., Peckover, S., Thompson, K., Pithouse, A. and Davey, D. (2010) Performing "initial assessment": identifying the latent conditions for error at the front-door of local authority children's services. *British Journal of Social Work*, 40, pp. 352-370.

Creswell, J.W. (2007) *Qualitative inquiry and research design: choosing among five traditions*. 2nd edn. Thousand Oaks, CA: Sage.