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Introduction

This guide covers the basics of the EndNote X7 program. It assumes the reader has an understanding of referencing and the referencing style used at the Eastern Institute of Technology (EIT), namely the American Institution of Psychology (APA) Style (sixth edition).

Opening the EndNote Program and Saving a Library

To download EndNote X7 on a personal computer, please go to http://www2.eit.ac.nz/library/myeit_download_endnote.html and follow the instructions.

To open EndNote X7 from an EIT computer, click on the Start button located at the bottom left corner of the monitor and begin to write EndNote into the Search programs and files field.

Click on EndNote under Programs and the program will open. The following will display on the monitor:
The next step is to name and save an EndNote library to the H drive or an external drive. Click on the File tab and then click on Save a Copy.

![Figure 4. Saving an EndNote Library](image)

The library by default is named My EndNote Library.enl but this can be changed to a name that is preferred. The library can also be maximised to full screen. The library used for this guide is named EIT EndNote Guide Library.enl

![Figure 5. Screenshot of EIT EndNote Guide Library.enl](image)
Creating a New Reference

The default style under Bibliographic Output Style is APA 6th EITX7. “This is a version of the APA 6th edition that has been modified to work better with EndNote at EIT” (EIT, n.d., p. 2).

To create a new reference, either click on the New Reference button or enter Ctrl+N.

The default Reference Type is Journal Article. To change this, use the drop down arrow and scroll to the type of the source to be referenced.

Book Examples

To input the referencing details for a book, click on the drop down arrow and locate Book. Click on a field on the left side pane straight away, for example Author, otherwise the mouse will scroll through the Reference Type list and not the New Reference window.

*Figure 6. Selecting the Book reference type*

The main information to enter for a book include: Author; Year; Title; Place Published; Publisher; and Edition.
Books: One author.

The following reference for a book with one author can be entered:
Helen May; 2009; Politics in the playground: The world of early childhood in New Zealand; Dunedin, New Zealand; Otago University Press; and Revised edition.

Write the author’s surname first, followed by a comma and the author’s first name/s. The name appears in red as it is new in the library and EndNote saves names to the Author term list (Thomson Reuters, 2013).

The title of a book is in sentence case (i.e., the first word of the title and subtitle/s, along with proper nouns, begin with a capital letter). EndNote italicises the title automatically.

EndNote places in “ed.” so do not write this under Edition.

Figure 7. Book reference with one author

To save the reference, go to the top-right corner and close the New Reference window by clicking on the lower “Close” button as highlighted in Figure 8.
A message will then appear asking if the reference is to be saved. There is also an option of not having the message display again. Click “Yes” and the reference will be saved.

The reference created is under All References in My Library on the left side pane. The right side pane has a Preview tab which shows how the reference appears. Check to see if the reference has been correctly entered.
Books: Two or more authors.

To place the authors on a separate line, press enter after each name. List the authors in the order stated on the book.

Figure 11. Book reference with three authors

Figure 12. Preview of a book reference with two or more authors
Books: Corporate author.

Figure 13. Book with a corporate author

<table>
<thead>
<tr>
<th>Rating</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>American Psychological Association,</td>
</tr>
<tr>
<td>Year</td>
<td>2009</td>
</tr>
<tr>
<td>Title</td>
<td>Publication manual of the American Psychological Association</td>
</tr>
<tr>
<td>Series Editor</td>
<td></td>
</tr>
<tr>
<td>Place Published</td>
<td>Washington, DC</td>
</tr>
<tr>
<td>Publisher</td>
<td>Author</td>
</tr>
<tr>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>Number of Volumes</td>
<td></td>
</tr>
<tr>
<td>Series Volume</td>
<td></td>
</tr>
<tr>
<td>Number of Pages</td>
<td></td>
</tr>
<tr>
<td>Pages</td>
<td></td>
</tr>
<tr>
<td>Editor</td>
<td></td>
</tr>
<tr>
<td>Edition</td>
<td>6th</td>
</tr>
</tbody>
</table>

Figure 14. Preview of a book reference with a corporate author

![Image of EndNote X7 reference entry for a chapter in an edited book]

**Reference Type:** Book Section

**Author:** Ugliano, Maurizio

**Year:** 2009

**Title:** Enzymes in winemaking

**Editor:** Moreno-Aribas, M. Victoria

**Book Title:** Wine chemistry and biochemistry

**Place Published:** New York, NY

**Publisher:** Springer

**Volume:**

**Number of Volumes:**

**Series Volume:**

**Pages:** 81-101

The Reference Type for a chapter in an edited book is Book Section.

Author of chapter.

Title of chapter.

Editors of the book.

Title of book.

Enter in the page numbers of the chapter.

**Figure 16.** Preview of a chapter in an edited book

---

**Figure 15.** Chapter in an edited book

The Reference Type for an e-book is Electronic Book.

URL is near the end of the New Reference window. EndNote writes the words “Retrieved from” automatically.

**Figure 17.** e-book accessed from Ebook Central database

**Figure 18.** Preview of an e-book accessed from Ebook Central database
Reference Works

Dictionary with editors.

<table>
<thead>
<tr>
<th>Reference Type: Edited Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
</tr>
<tr>
<td>Editor</td>
</tr>
<tr>
<td>Hawker, Sara</td>
</tr>
<tr>
<td>Year</td>
</tr>
<tr>
<td>2008</td>
</tr>
<tr>
<td>Title</td>
</tr>
<tr>
<td>Pocket Oxford dictionary and thesaurus</td>
</tr>
<tr>
<td>Series Editor</td>
</tr>
<tr>
<td>Place Published</td>
</tr>
<tr>
<td>New York, NY</td>
</tr>
<tr>
<td>Publisher</td>
</tr>
<tr>
<td>Oxford University Press.</td>
</tr>
<tr>
<td>Volume</td>
</tr>
<tr>
<td>Number of Volumes</td>
</tr>
<tr>
<td>Series Volume</td>
</tr>
<tr>
<td>Number of Pages</td>
</tr>
<tr>
<td>Edition</td>
</tr>
<tr>
<td>2nd</td>
</tr>
</tbody>
</table>

Use Edited Book when referencing an entire edited book.

Figure 19. Dictionary with an editor

Figure 20. Preview of a dictionary with an editor
Dictionary with no editor.

Figure 21. Dictionary with no editor

Figure 22. Preview of a dictionary with no editor
MIMS medicine information.

<table>
<thead>
<tr>
<th>Reference Type:</th>
<th>Book Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating</td>
<td>. . . . .</td>
</tr>
<tr>
<td>Author</td>
<td></td>
</tr>
<tr>
<td>Year</td>
<td>2017</td>
</tr>
<tr>
<td>Title</td>
<td>Clarithromycin</td>
</tr>
<tr>
<td>Editor</td>
<td></td>
</tr>
<tr>
<td>Book Title</td>
<td>MIMS new ethicals (Issue 26, pp. 308-309)</td>
</tr>
<tr>
<td>Place Published</td>
<td>Auckland, New Zealand</td>
</tr>
<tr>
<td>Publisher</td>
<td>MIMS New Zealand</td>
</tr>
<tr>
<td><strong>Short Title</strong></td>
<td>Clarithromycin</td>
</tr>
<tr>
<td><strong>Abbreviation</strong></td>
<td></td>
</tr>
</tbody>
</table>

Figure 23. MIMS medicine information

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space between In and MIMS and take *(Issue 26, pp. 308-309)* off italics.

Figure 24. Preview of MIMS medicine information

Place how the title should appear in-text (title case and not in italics) under Short Title. EndNote will automatically include quotation marks in-text.
Periodicals—Print Examples

Periodicals: Printed journal article.

Reference Type is Journal Article.

Title of the journal article is in sentence case.

The title of a journal is in title case (i.e., all the main words begin with a capital letter) and is red as EndNote saves the title to the Journal term list.

Figure 25. Printed journal article

Figure 26. Preview of a printed journal article
Periodicals: Printed magazine article.

Reference Type is Magazine Article.

The title of the magazine article is in sentence case.

The title of the magazine is in title case.

Place the month and day under Date.

Figure 27. Printed magazine article

Figure 28. Preview of a printed magazine article
Periodicals: Printed newspaper article.

<table>
<thead>
<tr>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reporter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laing, Doug</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kapa haka groups play waiting game</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newspaper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawke’s Bay Today</td>
</tr>
</tbody>
</table>

**Place Published**

<table>
<thead>
<tr>
<th>Publisher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Page</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27</td>
</tr>
</tbody>
</table>

*Figure 29. Printed newspaper article*

*Figure 30. Preview of a printed newspaper article*
Periodicals—Electronic Examples.

Periodicals: Electronic journal article with a DOI.

The following electronic journal article can be entered:

Use Journal Article for the Reference Type as the article has a DOI (digital object identifier).

Enter in the DOI here.

Please see page 61 to convert the Word document to plain text once completed. Remove doi: before the DOI address if it begins with http:

Figure 31. Electronic journal article with a DOI

Figure 32. Preview of an electronic journal article with a DOI
Periodicals: Electronic journal article from a database with no DOI.

Use Electronic Article for the Reference Type as the article has no DOI.

Under URL type in the name of the database, followed by a full stop.

Figure 33. Electronic journal article from a database with no DOI

Figure 34. Preview of an electronic journal article from a database with no DOI
Periodicals: Electronic journal article from a website.

Use Electronic Article for the Reference Type as the article has no DOI.

Place the URL address under URL with no full stop at the end.

Figure 35. Electronic journal article from a website

Figure 36. Preview of an electronic journal article from a website
Web Pages and Social Media

Web pages with same author and same year.

Figure 37. First entry of a web page with same author and same year

Figure 38. Preview of the first entry of a web page with same author and same year

- Title: Drinking-water
- Author: Ministry of Health,
- Year: 2016

Figure 39. Second entry of a web page with same author and same year

- Title: Measles
- Author: Ministry of Health,
- Year: 2016

NB: Ministry of Health is not red as it was used in the previous entry.

Titles of web pages are in sentence case.
Web pages with same author and no date.

Figure 41. First entry of a web page with same author and no date

Figure 42. Preview of the first entry of a web page with same author and no date

Figure 43. Second entry of a web page with same author and no date

Figure 44. Preview of the second entry of a web page with same author and no date

The Community Investment Strategy is a proper noun, so therefore is in title case.
Stand-alone document downloaded from a website.

As the title of a stand-alone document is in italics, use Electronic Book as the Reference Type.

Figure 45. Stand-alone document

Figure 46. Preview of a stand-alone document
A blog post requires identification, therefore write Blog post in the Description field.

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space before Retrieved.

Figure 48. Preview of a blog post
Facebook.

Figure 49. Facebook timeline

URL
https://www.facebook.com/WetaWorkshop/

Figure 50. Preview of a Facebook timeline
A Tweet requires identification, therefore write Tweet in the Description field.

Please see page 61 to convert the Word document to plain text once completed. Remove the comma after D. J. and delete the extra space before Retrieved.

Figure 51. Tweet

Figure 52. Preview of a tweet

https://twitter.com/realDonaldTrump/status/824083821889015805
Use Blog as the Reference Type as this works best for a YouTube reference.

Italicise the title of the YouTube entry by pressing the italics button in the toolbar of the New Reference window.

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space before Retrieved.

A YouTube video requires identification, therefore write Video file in the Description field.

Figure 54. Preview of a YouTube video
Other Sources

Brochure: Print.

Audiovisual Material works best for a printed brochure

Reference Type: Audiovisual Material

Author
Work and Income New Zealand,

Year
2000

Title

Series Editor

Series Title
Guidelines for interview preparation

Place Published
Wellington, New Zealand

Publisher

Author

Volume

Extent of Work

Number

Edition

Date

Type
Brochure

A printed brochure requires identification, therefore write Brochure in the Type field.

Figure 56. Preview of a printed brochure

Figure 55. Printed brochure
Brochure: Electronic.

Figure 57. Electronic brochure

Figure 58. Preview of an electronic brochure

An electronic brochure requires identification, therefore write Brochure in the Description field.

Use Blog for referencing an electronic brochure

Italicise the title of the electronic brochure entry.

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space before Retrieved.


Figure 57. Electronic brochure
Course website/EIT online.

Figure 59. EIT Online

Italicise the title of the course website/EIT online entry.

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space before Retrieved.

PowerPoint slides require identification, therefore write PowerPoint slides in the Description field.

Figure 60. Preview of EIT Online

Doctoral dissertation.

Please see page 61 to convert the Word document to plain text once completed. Remove the extra space before (UMI No. NR35503)

Figure 62. Preview of a doctoral dissertation

Doctoral dissertations require identification, therefore write Doctoral dissertation in the Thesis Type
Importing References from a Database and PDF

ProQuest Database

To open up ProQuest, go to http://www2.eit.ac.nz/library/library_subject_databases.html. Click on ProQuest under Quick Links. From there, enter a subject in the search field and select the Full text and Peer reviewed boxes.

![ProQuest search interface](image)

**Figure 63. Screenshot of ProQuest search**

A list of results will then show:

![List of search results](image)

**Figure 64. Screenshot of the results from the ProQuest search**
Article from ProQuest database with a DOI.

The third article on the list of results has a DOI.

Figure 65. Article that has a DOI

There are a few steps to import the reference into EndNote:

1. Right click on the article and open this up in a new tab.

2. On the right hand menu, under Download PDF, there is a Save option. Click on Save.

Figure 66. Screenshot of Save

3. Click on RIS (works with EndNote, Citavi, etc.).

Figure 67. Screenshot of RIS
4. An Export/Save dialogue box appears. Click on Continue.

![Figure 68. Screenshot of Continue](image)

Click on Continue

5. A new window opens and this should then say “Request complete.” Click Open.

![Figure 69. Screenshot of Open](image)

Click Open

6. In the EndNote library, the details are filed under “My Library” in “All References” and “Imported References”.

![Figure 70. Screenshot of Imported References](image)
7. Select the reference and look at the Preview. On this occasion, the preview shows the authors’ credentials after their initials and these need deleting. In addition, the title of the article needs changing to sentence case.

![Figure 71. Original preview of an article from ProQuest database with a DOI](image)

8. Double-click on the reference and delete the qualifications after the authors’ first names. Notice that the Reference Type is a Journal Article; this is correct, as it is an article with a DOI.

![Figure 72. The authors’ names without their qualifications](image)

9. To change the article title to sentence case, highlight the article title, click on the drop-down arrow to the right of the Aa command button on the ribbon above, and select Sentence case.

![Figure 73. Changing the case to Sentence case for the article title](image)
10. Close the reference and save the changes. Look at the preview to see if it appears correct. The reference appears accurate.

![Figure 74. Corrected preview of an article from ProQuest without a DOI](image)

**Article from ProQuest database without a DOI.**

The first article in the “communication and nursing” search does not have a DOI. Follow the steps from above:

1. Open the article in a new tab.
2. Click Save.
3. Click RIS.
4. Click Continue.
5. Click Open.
6. Look at the reference’s preview and check.

![Figure 75. Original preview of an article from ProQuest without a DOI](image)

The preview of this reference is not quite right. There are too many initials (the authors’ qualifications are included), the article title is in title case and not sentence case, the journal title needs investigating (is the acronym HERD needed?), and Retrieved from ProQuest database should be at the end.

Steps to correct errors:

1. Double click on the reference.

---

Please see page 61 to convert the Word document to plain text once completed. Remove doi: before the DOI address if it begins with http:
2. Change the Reference Type from Journal Article to Electronic Article as there is no DOI.

**Figure 76.** Electronic Article Reference Type

3. Delete the qualifications after the authors’ names. (PhD MArch Edac Leed Gree after Sara, and PhD after Mariam F.)

**Figure 77.** The authors’ names without their qualifications

4. Highlight the article title by clicking and dragging or double-clicking on the field.

**Figure 78.** Article title highlighted

5. Click on the Aa command button on the ribbon above and select Sentence case.

**Figure 79.** Changing the case to Sentence case for articles

6. Change decentralized to a small d.

**Figure 80.** Decentralized changed to a small d

7. See if HERD is needed in the journal title. Taking a look at different websites, HERD does appear to be necessary. However, the space before the colon can be removed.

**Figure 79.** Periodical Title

HERD: Health Environments Research & Design Journal
Figure 81. Removed the space before the colon

8. Scroll down to URL and change this to ProQuest database with a full stop at the end.

URL
ProQuest database.

Figure 82. “ProQuest database.” under URL

9. Close the reference window and save it.

10. Look at the preview to see if it appears correct. The reference looks accurate.

Figure 83. Corrected preview of an article from ProQuest without a DOI
ScienceDirect

Article from ScienceDirect.

To open up ScienceDirect, go to http://www2.eit.ac.nz/library/library_subject_databases.html
Click on S under Databases—Alphabetical. Click on either one of the ScienceDirect journal collections
(Health and Life Sciences, or Social Sciences and Humanities).

For this example, Wine New Zealand will be entered into the Keywords search field.

Figure 84. Screenshot of ScienceDirect search
Click on the green Submit Quick Search button.

Figure 85. Screenshot of ScienceDirect search results
Follow these steps:

1. Open the first article found by right clicking it and opening it in a new tab.

2. Click on the drop down arrow next to Export.

3. Click on the bottom Export button and leave the selected radio buttons as is (i.e., RIS, and Citation and Abstract.

Figure 86. Screenshot of Export drop down arrow

Figure 87. Screenshot of Export button
4. Click on Open.

5. Look at the reference’s preview and check.

![Figure 88. Preview of an article from ScienceDirect](image)

**CINAHL**

**Article from CINAHL.**

To open up CINAHL, go to http://www2.eit.ac.nz/library/library_subject_databases.html

Click on C under Databases—Alphabetical. Click on CINAHL. From there, enter a subject in the search field, click the Full Text box and then click Search.

![Figure 89. Snapshot of CINAHL search](image)

Please see page 61 to convert the Word document to plain text once completed. Remove doi: before the DOI address if it begins with http:
Open the 10th article by Smith. Under the menu on the right, click on Export. Keep the “Direct Export in RIS Format” radio button selected and press Save. Finally, select Open. The reference details are then transported to the EndNote library.

![Figure 90. Preview of an article from CINAHL](image1)

Taking a look at the Preview, there are a view changes needed to be made. The first word of the subtitle (going) needs to start with a capital G, the Reference Type needs to be modified to Electronic Article, and the URL is CINAHL database.

![Figure 91. Corrected preview of an article from CINAHL](image2)

Other Databases and the Primo Discovery Tool

Other databases have an export function, including Cochrane Library (click on View/save citation, select EndNote, and then click Citation), Scopus (click on RIS export), and SPORTDiscus (click on Export, select Direct Export in RIS format, and click Save). The Primo discovery tool also has an export function (click on ENDNOTE/RIS, select DOWNLOAD, and press Save).

Importing References from a PDF with a DOI

A PDF version of an article with a DOI can be imported to EndNote and the referencing details are automatically transferred.

The following steps can be used to do so:

1. Go to a database and search for an article that is downloadable as a PDF and has a DOI. For example, search “veterinary and medicine” in ScienceDirect.
2. The fourth article has a DOI and is downloadable as a PDF full-text article.

The connection between animal abuse and interpersonal violence: A review from the veterinary perspective
Research in Veterinary Science, Volume 114, October 2017, Pages 18-26
Stefany Monsalve, Fernando Ferreira, Rita Garcia
Abstract  Research highlights  PDF (542 K)

3. Click on the article and then click on Download PDF

4. Save the PDF on a hard or external drive. Give the File name an appropriate title, for example Veterinary Science, because the default name is 1-s2.0-S0034528816305653-main.pdf
5. Go to the EndNote library. Click on the File tab, hover over Import and select File.

![Figure 96. Snapshot of importing a file into EndNote](image)

6. Select PDF under Import Options and click Choose.

![Figure 97. Snapshot of Choose](image)

7. Locate the saved PDF article and double-click on it.

![Figure 98. Snapshot of file name to be imported](image)
8. Click on Import and the reference will appear in the temporary Imported References folder. The PDF of the article and the reference details have been imported into EndNote. Click on the article’s details and check the preview.

![Initial preview of reference](image)

*Figure 99. Initial preview of reference*

9. There are two corrections to be made. The journal title has been abbreviated, therefore, the full title will be written. Also, the DOI needs to be consistent with the other DOI entries in the EndNote library, and so needs to have the prefix `http://dx.doi.org/`

![Corrected preview of the reference](image)

*Figure 100. Corrected preview of the reference*

Please see page 61 to convert the Word document to plain text once completed. Remove doi: before the DOI address.
Creating a Word Document and Importing References from EndNote

Opening, Inserting Sample Text Into, and Saving a Word Document

There are currently 32 references in the EIT EndNote Guide Library. Open a new Word document and where the insertion point (the blinking vertical line) is, type in the following: =rand(15,5) and press enter, ensuring the insertion point is to the right of the closed bracket. This inserts 15 paragraphs of five sentences long (Microsoft, 2011).

Figure 101. Snapshot of inserting text in a Word document

The document should produce about two pages of words.

Save the document on the H drive or an external drive. For example, the document used here is named WordEndNoteGuide. (See Appendix for final sample Word document.)
Importing Reference Details from EndNote into the Word Document

**Books: One author.**

At the end of the first paragraph of the Word document, click in-between the last letter of the last word (sidebar) and the full stop and press the space bar.

![Figure 103. Snapshot of the where the first book citation is to be inserted](image)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and **sidebar**.

**Figure 103.** Snapshot of the where the first book citation is to be inserted

Go to the EndNote library, click on the All References folder, and select a reference to import. Select **May** for the one author book example. Click on the Insert Citation button.

![Figure 104. Snapshot of the first book reference to be inserted](image)
After clicking on the Insert Citation button, the reference is inserted in-text and at the end of the Word document. Please note that all of the examples are for illustrative purposes only and the references being used did not actually write these words (Microsoft did).

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (May, 2009).

Figure 105. Snapshot of the in-text citation


Figure 106. Snapshot of the book reference

Click on the Word document just above the May reference.


Figure 107. Snapshot of insertion point above the first reference

Click on the INSERT tab, and then click on the Page Break command under the Pages group to the left of the ribbon.

Figure 108. Snapshot of Page Break
Type in the word References and centre this heading.

References

Figure 109. Snapshot of the first entry in the reference list on a new page

Books: Two or more authors.

Go to the end of the first sentence of the second paragraph in the Word document.
Click between the last word (galleries) and the full stop. Press the space bar once. Go to the EndNote library and select the Papalia, Olds, and Feldman reference. Click on the Insert Citation button.

produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (May, 2009).

Click Insert and then choose the elements you want from the different galleries (Papalia, Olds, & Feldman, 2009). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Figure 110. Snapshot of the first in-text citation for a book reference with three authors

References

Figure 111. Snapshot of a book reference with three authors

Now go to the end of the second paragraph and click between the last word (them) and the full stop, and press the space bar. Select the Papalia et al. reference in EndNote again and click Insert Citation.
Notice that, as there are three authors, the second time the reference is imported in-text, only the first author’s surname is used and then et al. follows.

Click Insert and then choose the elements you want from the different galleries (Papalia, Olds, & Feldman, 2009). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Papalia et al., 2009).

Figure 112. Snapshot of the in-text citation for a book with three authors used a second time

Books: Corporate author.

In the Word document, go to the third paragraph, click in-between the last word of the first sentence (it) and the full stop, and press the space bar. Go to the EndNote library and select the reference for American Psychological Association. Click on Insert Citation. Notice how the reference is placed at the top of the reference list as the list is automatically placed in alphabetical order.

To change the way a picture fits in your document, click it and a button for layout options appears next to it (American Psychological Association, 2009). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

Figure 113. Snapshot of an in-text citation for a corporate author

References


Figure 114. Snapshot of the reference list in alphabetical order

Acronyms for corporate authors and excluding author for in-text citations.

To use an acronym for a corporate author, hover over the in-text reference in the Word document. Right-click, hover over Edit Citation(s), and then click on More...
To change the way a picture fits in your document, click the References box next to it. When you work on a table, click where you want to add a row or a column. Reading view. You can collapse stop reading before you reach device.

Video provides a powerful way to paste the embed code for the video online for the video that best produced. Word provides shortcuts to other. For example, you can a a point. When you click Online Video in the Quick Tools menu, Word provides features that make your document look professionally finished and text box designs that complement each other. Also, your headings change to match the new theme. Save the changes that show up wherever needed.

To change the way a picture fits in your document, click where you want to add a row or a column and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse stop reading before you reach the bottom

Figure 115. Snapshot of More...

Change the Formatting box from Default to Exclude Author by using the dropdown arrow. In the Prefix field, type in “American Psychological Association [APA], .” Notice how the comma and a space following the comma are included in the prefix and the acronym is in square brackets.

Figure 116. Snapshot of the Prefix field to edit a citation

Challenge: To have an in-text reference look like “American Psychological Association (APA, 2009)”, in the Prefix field write “APA,” and in the Formatting box select Exclude Author. Then in the Word document itself write “American Psychological Association” before the citation.

At the end of the third paragraph, click in-between the last word (device) and the full stop, and press the space bar. Go to the EndNote library, select the Ugliano reference and click on Insert Citation.

To change the way a picture fits in your document, click it and a button for layout options appears next to it (American Psychological Association [APA], 2009). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Ugliano, 2009).

Figure 117. Snapshot of Ugliano in-text citation


In the Word document, go to the fourth paragraph, click in-between the last word of the first sentence (point) and the full stop, and press the space bar. Go to the EndNote library and select the reference for Campbell. Click on Insert Citation.

Video provides a powerful way to help you prove your point (Campbell, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a

Figure 118. Snapshot of Campbell in-text citation

Reference works.

Dictionary with editors.

In the fourth paragraph of the Word document, click in-between the last word of the third sentence (document) and the full stop, and press the space bar. Go to the EndNote library and select the reference for Hawker. Click on Insert Citation.

Video provides a powerful way to help you prove your point (Campbell, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a

Figure 119. Snapshot of Hawker reference

Dictionary with no editor.

At the end of the fourth paragraph, click in-between the last word (sidebar) and the full stop, and press the space bar. Go to the EndNote library, select the Merriam-Webster’s collegiate dictionary reference and click on Insert Citation.
Video provides a powerful way to help you prove your point (Campbell, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Hawker, 2008). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Merriam-Webster’s Collegiate Dictionary, 2005).

Figure 120. Snapshot of dictionary with no editor

**MIMS medicine information.**

In the Word document, go to the fifth paragraph, click in-between the last word of the first sentence (galleries) and the full stop, and press the space bar. Go to the EndNote library and select the Clarithromycin reference. Click on Insert Citation. **Notice** the quotation marks around the title.

Click Insert and then choose the elements you want from the different galleries ("Clarithromycin," 2017). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

Figure 121. Snapshot of in-text citation for MIMS medicine information

**Periodicals—Print examples.**

**Periodicals: Printed journal article.**

In the fifth paragraph of the Word document, click in-between the last word of the third sentence (theme) and the full stop, and press the space bar. Go to the EndNote library and select the reference for Clendon and Walker. Click on Insert Citation.

**Periodicals: Printed magazine article.**

At the end of the fifth paragraph, click in-between the last word (them) and the full stop, and press the space bar. Go to the EndNote library, select the Woulfe reference and click on Insert Citation.
**Periodicals: Printed newspaper article.**

In the Word document, go to the sixth paragraph, click in-between the last word of the first sentence (it) and the full stop, and press the space bar. Go to the EndNote library and select the Laing reference. Click on Insert Citation.

**Periodicals—Electronic examples.**

**Periodicals: Electronic article with a DOI.**

In the sixth paragraph of the Word document, click in-between the last word of the third sentence (view) and the full stop, and press the space bar. Go to the EndNote library and select the reference for Dana, Granata, Lasch, and Carnaby. Click on Insert Citation.

**Periodicals: Electronic article from a database with no DOI.**

At the end of the sixth paragraph, click in-between the last word (device) and the full stop, and press the space bar. Go to the EndNote library, select the Brickell reference and click on Insert Citation.

Click Insert and then choose the elements you want from the different galleries ("Clarithromycin," 2017). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Clendon & Walker, 2016). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Woulfe, 2014).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (Laing, 2016). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view (Dana, Granata, Lasch, & Carnaby, 2013). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off—even on another device (Brickell, 2013).\]

Figure 122. Snapshot of the fifth and sixth paragraphs’ in-text citations

**Periodicals: Electronic article from a website.**

In the Word document, go to the seventh paragraph, click in-between the last word of the first sentence (point) and the full stop, and press the space bar. Go to the EndNote library and select the Digby, Purdt, Kelly, Welch, and Thorne reference. Click on Insert Citation.
Web pages and social media.

Web pages with the same author and same year.

In the seventh paragraph of the Word document, click in-between the last word of the third sentence (document) and the full stop, and press the space bar. Go to the EndNote library and select the “Drinking-Water” reference from the Ministry of Health. Click on Insert Citation.

Edit this citation by making the Ministry of Health an acronym. In the Word document, hover over the in-text citation for Ministry of Health, right-click, hover over Edit Citation(s), and click More... . Choose Exclude Author in the Formatting box and in the Prefix field write “Ministry of Health [MOH], “ without the quotation marks but with the space after the comma.

Video provides a powerful way to help you prove your point (Digby, Purdt, Kelly, Welch, & Thorne, 2014). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Ministry of Health, 2016). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

Figure 123. Snapshot of first MOH reference

At the end of the seventh paragraph, click in-between the last word (sidebar) and the full stop, and press the space bar. Go to the EndNote library, select the second MOH reference on “Measles” and click on Insert Citation.

Edit this citation by having “MOH, “ as the Prefix and choose Exclude Author. Notice how the citations now include a and b after the year.

Video provides a powerful way to help you prove your point (Digby, Purdt, Kelly, Welch, & Thorne, 2014). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Ministry of Health [MOH], 2016). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (MOH, 2016).

Figure 124. Snapshot of both MOH references with a and b after the years
**Webpages with same author and no date.**

In the Word document, go to the eighth paragraph, click in-between the last word of the first sentence (galleries) and the full stop, and press the space bar. Go to the EndNote library and select the “Housing Initiatives” article from the Ministry of Social Development. Click on Insert Citation.

Edit this citation by making the Ministry of Social Development an acronym. In the Word document, hover over the in-text citation for Ministry of Social Development, right-click, hover over Edit Citation(s), and click More... Choose Exclude Author in the Formatting box and in the Prefix field write “Ministry of Social Development [MSD], “ with the comma and the space but without the quotation marks.

![Figure 125. Snapshot of first MSD in-text citation](image)

In the eighth paragraph of the Word document, click in-between the last word of the third sentence (theme) and the full stop, and press the space bar. Go to the EndNote library and select the “About the Community Investment Strategy” reference from the Ministry of Social Development. Click on Insert Citation.

Edit this citation by having “MSD, ” as the Prefix and choose Exclude Author. Notice how the citations now include hyphens and a and b after no date and that a represents “About the Community Investment Strategy” and b represents “Housing Initiatives” as references are in alphabetical order in the reference list.

![Figure 126. Snapshot of both MSD in-text citations with -a and -b after n.d.](image)
Stand-alone document downloaded from a website.

At the end of the eighth paragraph, click in-between the last word (them) and the full stop, and press the space bar. Go to the EndNote library, select the Social Workers Registration Board reference on and click on Insert Citation.

Blog post.

In the Word document, go to the ninth paragraph, click in-between the last word of the first sentence (it) and the full stop, and press the space bar. Go to the EndNote library and select the blog post from Merenda. Click on Insert Citation.

Facebook.

In the ninth paragraph of the Word document, click in-between the last word of the third sentence (view) and the full stop, and press the space bar. Go to the EndNote library and select the Weta Workshop reference. Click on Insert Citation.

Tweet.

At the end of the ninth paragraph, click in-between the last word (device) and the full stop, and press the space bar. Go to the EndNote library, select the Tweet from Trump and click on Insert Citation.

Workers:Registration:Board,:2016).¶

To change the way a picture fits in your document, click it and a button for layout options appears:
next:to:it(Merenda,:2016). When you work on a:table, click where you want to add: a:row: or: a:
column, and then click the plus:sign.: Reading is easier, too, in the new: Reading: view: (Weta:
Workshop,:n.d.). You can collapse parts of the document and focus on the text you want. If you need:
to stop reading before you reach the end,: Word remembers where you left off— even on another:
device (Trump,:2017).¶

Figure 127. Snapshot of in-text citations
**YouTube.**

In the Word document, go to the 10th paragraph, click in-between the last word of the first sentence (point) and the full stop, and press the space bar. Go to the EndNote library and select the EndNote Training reference. Click on Insert Citation.

**Other sources.**

**Brochure: Print.**

In the 10th paragraph of the Word document, click in-between the last word of the third sentence (document) and the full stop, and press the space bar. Go to the EndNote library and select the Work and Income New Zealand reference. Click on Insert Citation.

**Brochure: Electronic.**

At the end of the 10th paragraph, click in-between the last word (sidebar) and the full stop, and press the space bar. Go to the EndNote library, select the Diabetes New Zealand reference and click on Insert Citation.

**Course website/EIT online.**

Go to the beginning of the 11th paragraph and click in-between the last word of the first sentence (galleries) and the full stop, and press the space bar. Go to the EndNote library and select the Smith, G. reference. Click on Insert Citation.

**Doctoral dissertation.**

In the 11th paragraph, click in-between the last word of the third sentence (theme) and the full stop, and press the space bar. Go to the EndNote library and select the dissertation from Pigeau. Click on Insert Citation.
Article from ProQuest database with a DOI.

At the end of the 11th paragraph, click in-between the last word (them) and the full stop, and press the space bar. Go to the EndNote library, select the Yoo and Chae reference and click on Insert Citation.

Video provides a powerful way to help you prove your point (EndNote Training, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Work and Income New Zealand, 2000). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Diabetes New Zealand, 2015).

Click Insert and then choose the elements you want from the different galleries (Smith, 2007). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Pigeau, 2007). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Yoo & Chae, 2011).

Figure 128. Snapshot of in-text citations for paragraphs 10 and 11

Article from ProQuest database with no DOI.

Go to the beginning of the 12th paragraph and click in-between the last word of the first sentence (it) and the full stop, and press the space bar. Go to the EndNote library and select the Bayramzadeh and Alkazemi reference. Click on Insert Citation.

Article from ScienceDirect.

In the 12th paragraph, click in-between the last word of the third sentence (view) and the full stop, and press the space bar. Go to the EndNote library and select the Woodfield and Husted reference. Click on Insert Citation.

Article from CINAHL.

At the end of the 12th paragraph, click in-between the last word (device) and the full stop, and press the space bar. Go to the EndNote library, select the Smith, A. reference and click on Insert Citation.

As there are now two authors with the surname Smith in the EndNote library, notice how their initials are included in the citations.
Click insert and then choose the elements you want from the different galleries (G. Smith, 2007). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Pigeau, 2007). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Yoo & Chae, 2011).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (Bayramzadeh & Alkazemi, 2014). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view (Woodfield & Husted, 2017). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off—even on another device (A. Smith, 2008).

**Figure 129.** Snapshot of in-text citations for paragraphs 11 and 12

**Imported PDF reference with a DOI.**

Go to the beginning of the 13th paragraph and click in-between the last word of the first sentence (point) and the full stop, and press the space bar. Go to the EndNote library, select the Monslave, Ferreira, and Garcia reference, and click on Insert Citation.

**Two or more sources in the same citation.**

**Two sources with different authors.**

In the 13th paragraph, click in-between the last word of the third sentence (document) and the full stop, and press the space bar. Go to the EndNote library and select the Monslave, Ferreira, and Garcia reference. Click on Insert Citation.

Click anywhere within this citation to make it highlight.

Video provides a powerful way to help you prove your point (Monsalve, Ferreira, & Garcia, 2017). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Monsalve et al., 2017). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar.

**Figure 130.** Snapshot of highlighted Monslave et al. citation

Select the Campbell reference from the EndNote library as this article is also in regards to a veterinary subject. Click on Insert Citation. Notice how the Campbell citation appears first, as when two or more sources with different authors are within the same citation they are in alphabetical order. (This can also be achieved by selecting the two references in the EndNote library. Click on one reference, select the other by holding the Ctrl button down, and click on it. Then insert both citations.)
Video provides a powerful way to help you prove your point (Monsalve, Ferreira, & Garcia, 2017). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Campbell, 2015; Monsalve et al., 2017). To make your document look professionally produced, Word provides

*Figure 131. Snapshot of two source within the same citation*

**Two sources with the same author.**

At the end of the 13th paragraph, click in-between the last word (sidebar) and the full stop, and press the space bar. Go to the EndNote library, select both the Ministry of Social Development references, and insert them. Exclude the author and insert “MSD,” into the Prefix field. **Notice** how MSD only appears once.

header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (MSD, n.d.-a, n.d.-b).

*Figure 132. Snapshot of two sources from the same author in the same citation*

**Direct quotation from a paginated source.**

Go to the beginning of the 14th paragraph and click to the left of the very first word (Click). Place an opening quotation mark there and then in-between the last word of the first sentence (galleries) and the full stop, place a closing quotation mark and press the space bar. Go to the EndNote library and select the American Psychological Association reference. Click on Insert Citation. Exclude the author and type in “APA,” in the Prefix field. Also, because the APA citation is a direct quote (please **note** again that Microsoft wrote these words and the examples are for illustrative purposes only), a page number is needed. Therefore, in the Pages field, type in the number 90.

“Click insert and then choose the elements you want from the different galleries” (APA, 2009, p. 90). Themes and styles also help keep your document coordinated. When you click Design and choose a

*Figure 133. Snapshot of a direct quote from a paginated source*

**Direct quotation from a source with no pages.**

Go to the beginning of the 15th paragraph and click to the left of the very first word (To). Place an opening quotation mark there and then in-between the last word of the first sentence (it) and the full stop, place a closing quotation mark and press the space bar. Go to the EndNote library and select the Merenda reference. Click on Insert Citation.
Because this quotation is from a blog post, there are no page numbers and so a paragraph number is needed. Hover over the Merenda citation, right-click, hover over Edit Citation(s), select More, and type in “, para. 3” in the Suffix field without the quotation marks and with the comma at the beginning.

“To change the way a picture fits in your document, click it and a button for layout options appears next to it” (Merenda, 2016, para. 3). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device.

*Figure 134. Snapshot of a direct quote from a source with no pages*

**Secondary source.**

At the end of the 15th paragraph, click in-between the last word (device) and the full stop, and press the space bar. Go to the EndNote library, select the Brickell reference and click on Insert Citation. Hover over the citation, right-click, hover over Edit Citation(s), select More, and type “Wood, 2010, as cited in “ into the Prefix field without the quotation marks but with the space at the end. Wood does not appear in the reference list, but Brickell does.

you reach the end. Word remembers where you left off - even on another device (Wood, 2010, as cited in Brickell, 2013)]

*Figure 135. Snapshot of a secondary source*
Converting the Word Document to Plain Text and Modifying References and Citations

Converting to Plain Text

In the Word document, click on the EndNote X7 tab. In the Bibliography group, click on the Convert Citations and Bibliography dropdown arrow and select Convert to Plain Text. A dialogue box will appear informing the user that a new copy of the Word document will be created and EndNote markers will be removed. Press OK and save it as FinalWordEndNoteGuide. (See Appendix for sample Word document.)

![Figure 136. Snapshot of converting a Word document to plain text](image)

Modifying the Reference List

Start from the top of the reference list and see if any edits are needed. There are 12 references that need minor adjustments.

Remove hyperlinks.

There appear to be no hyperlinks (this is where URL addresses are underlined and are highlighted blue) and so these do not need to be removed. If there are any hyperlinks, hover over the URL address, right-click, and select Remove Hyperlink.
Remove “doi:” before any DOI URL addresses that begin with http:.

Currently there are four references with DOIs. Delete doi: before the URL addresses.


Figure 138. Snapshot of corrected Dana et al. reference

Repeat this to the other three references, namely the Monslave et al.; the Woodfield and Husted; and the Yoo and Chae references.

*Unitalicise text, remove spaces, and manoeuvre text around.*

The Clarithromycin reference needs to have the extra space removed after In and the Issue and page information needs to be unitalicised.


Figure 139. Snapshot of corrected Clarithromycin reference

The Diabetes New Zealand reference needs to have the extra space before Retrieved deleted.

*Figure 140. Snapshot of corrected Diabetes New Zealand reference

The EndNote Training reference needs to have the extra space before Retrieved deleted.

*Figure 141. Snapshot of corrected EndNote reference*
The Merenda reference needs the extra space before Retrieved removed.


Figure 142. Snapshot of corrected Merenda reference

The reference for Merriam-Webster's Collegiate Dictionary needs to have the edition moved to after its title.


Figure 143. Snapshot of corrected reference for Merriam-Webster's Collegiate Dictionary

Pigeau’s doctoral dissertation needs to have the extra space before (UMI NO. NR35503) removed.


Figure 144. Snapshot of corrected Pigeau reference

The G. Smith reference needs the extra space before Retrieved removed


Figure 145. Snapshot of corrected G. Smith reference

Trump’s Tweet needs to have the comma removed after D. J. and the extra space before Retrieved deleted.

Trump, D. J. [realDonaldTrump]. (2017, January 25). Big day planned on NATIONAL SECURITY tomorrow. Among many other things, we will build the wall! [Tweet]. Retrieved from https://twitter.com/realDonaldTrump/status/824083821889015809

Figure 146. Snapshot of corrected Trump reference
Other EndNote Features

Attaching Files to a Reference in the EndNote Library

Files can be attached to the references in the EndNote library. For example, the PDF of the Brickell reference can be saved to the H drive or an external drive and then attached to the reference. Select the Brickell reference and click on the paperclip (Attach File…) button. Then locate the article from where it has been saved and then click Open. Click on another reference and the user is asked if they want to save the changes to the reference. Select Yes. The PDF file is then saved and attached, and a paperclip is shown to the left of the Brickell reference.

Finding Full Text

Go to the Edit tab of the EndNote library and select Preferences. Click on Find Full Text and type http://sfxeu05.hosted.exlibrisgroup.com/EIT/ in the OpenURL Path field and http://ezproxy.eit.ac.nz/login?url= in the URL field. Click on Apply and then OK.

Figure 147. Find Full Text preferences
Select the references from the EndNote library, click on the References tab, hover over Find Full Text, and then click on Find Full Text. Type in your EIT username and password and a subdirectory window is opened. Click Continue. In the panel on the left side, there is the Find Full Text group. If there are any PDFs or URLs found, they will show under the Find Full Text group. The references that have had their PDF found will have a paper clip icon beside them (Thomson Reuters, 2013). Out of the 32 references in the EIT EndNote Guide Library, two PDFs were found and one URL.

Creating Groups

Groups can be created to separate references into different fields for different courses. Hover over My Groups on the left pane in the EndNote library, right-click, and select Create Group. New Group shows by default and is highlighted blue. Delete the name and call the group EIT EndNote Guide. Go to All References at the top of the left pane and select the references to go into the group. Here, all the references will be selected. Click and drag the references over to the EIT EndNote Guide group and the references will then be contained in this group.

Displaying Citations as Author (Year)

Instead of having a citation at the end of a sentence, authors’ names can be cited as part of the text. To do so, click at the beginning of a sentence and insert a reference from the EndNote library. Right click the reference, hover over Edit Citation(s) and select Display as: Author (Year).

Common Problem

There may be a situation where a reference is inserted into the Word document, but the author, year and EndNote record number are enclosed in curly braces. This is a temporary citation. To correct this problem, go to the EndNote X7 tab of the Word document. In the Bibliography group it might show that Instant Formatting is Off. Click the dropdown arrow and select Turn Instant Formatting On.
References


Appendix

Sample Final Word EndNote Guide

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (May, 2009).

Click Insert and then choose the elements you want from the different galleries (Papalia, Olds, & Feldman, 2009). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Papalia et al., 2009).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (American Psychological Association [APA], 2009). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Ugliano, 2009).

Video provides a powerful way to help you prove your point (Campbell, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Hawker, 2008). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Merriam-Webster’s Collegiate Dictionary, 2005).

Click Insert and then choose the elements you want from the different galleries ("Clarithromycin," 2017). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Clendon & Walker, 2016). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Woulfe, 2014).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (Laing, 2016). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view (Dana, Granata, Lasch, & Carnaby, 2013). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Brickell, 2013).

Video provides a powerful way to help you prove your point (Digby, Purdt, Kelly, Welch, & Thorne, 2014). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Ministry of Health [MOH], 2016a). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (MOH, 2016b).

Click Insert and then choose the elements you want from the different galleries (Ministry of Social Development [MSD], n.d.-b). Themes and styles also help keep your document coordinated. When
When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (MSD, n.d.-a). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Social Workers Registration Board, 2016).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (Merenda, 2016). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view (Weta Workshop, n.d.). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Trump, 2017).

Video provides a powerful way to help you prove your point (EndNote Training, 2015). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Work and Income New Zealand, 2000). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Diabetes New Zealand, 2015).

Click Insert and then choose the elements you want from the different galleries (G. Smith, 2007). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme (Pigeau, 2007). When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them (Yoo & Chae, 2011).

To change the way a picture fits in your document, click it and a button for layout options appears next to it (Bayramzadeh & Alkazemi, 2014). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view (Woodfield & Husted, 2017). You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (A. Smith, 2008).

Video provides a powerful way to help you prove your point (Monsalve, Ferreira, & Garcia, 2017). When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Campbell, 2015; Monsalve et al., 2017). To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (MSD, n.d.-a, n.d.-b).

“Click Insert and then choose the elements you want from the different galleries” (APA, 2009, p. 90). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them.

“To change the way a picture fits in your document, click it and a button for layout options appears next to it” (Merenda, 2016, para. 3). When you work on a table, click where you want to add a row or a column, and then click the plus sign. Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Wood, 2010, as cited in Brickell, 2013).
References


Trump, D. J. [realDonaldTrump]. (2017, January 25). Big day planned on NATIONAL SECURITY tomorrow. Among many other things, we will build the wall! [Tweet]. Retrieved from https://twitter.com/realDonaldTrump/status/824083821889015809


