DESKTOP ENDNOTE GUIDE 7

Using footnotes with Endnote
For Version X9

This guide covers inserting footnote references in Word, selecting an appropriate style, and edit the style. Consult Desktop EndNote Guide 1 for an introduction to using EndNote, and for help with citations and bibliographies in Word.

Background information about EndNote is available on the Library website at: libguides.reading.ac.uk/endnote

INSERTING A REFERENCE IN A FOOTNOTE

1. Open Word and type in your text.
2. Place the cursor where you wish to insert a footnote. Select the References tab and click the Insert Footnote button.
3. The cursor will move to the footnote space at the bottom of the screen. Now select the EndNote X9 tab.
4. Select a footnote style, such as Chicago 16th Footnote or MHRA Footnote from the list of styles:

   ![EndNote X9 tab]

5. Click the Insert Citations button on the left of the EndNote tab.

6. Use the search facility search for the reference you require. Highlight it, and then click on Insert.

   The reference you have selected will be inserted into the footnote space at the bottom of the page. A copy of the reference you have inserted will also be placed at the end of your document to form the bibliography (if you want to remove the bibliography see instructions on the last page of this guide).

   Follow steps 1 & 2 and 4 & 5 for each footnote.
Tip: Check which style of numbering your School prefers. If you need to change the style – for example to letters or Roman numerals – click the arrow box at the bottom of the Footnotes box on the references tab:

When you have the settings you require, click Insert.

EDITING YOUR REFERENCES

Adding page numbers

1. To edit footnote citations, highlight the citation within the footnote that you wish to edit and select Edit & Manage Citation(s) from the EndNote ribbon:

2. In the dialogue box which appears, type the page numbers plus any preceding letters and punctuation (for example pp.) in the box labelled Pages, then click on OK.
   Tip: This option will only work if the output style is designed to cope with ‘cited pages’. If it doesn’t work you can instead type the page numbers in the suffix box. Note that the specific pages you have entered will not appear in the bibliography at the end of your document.

Italicising Ibid

If your style is set to insert Ibid, where a citation is repeated you can italicise Ibid by simply highlighting Ibid in the footnote and from the Home tab click the Italicise button.

SELECTING AND EDITING AN APPROPRIATE STYLE

If you are unsure which style to use it is possible to find out which ones are footnote styles by browsing the list in EndNote.

Selecting your output style

1. Open EndNote.
2. Select Output Styles from the Edit menu and then select Open Style Manager.
3. Use the Style Info / Preview options to choose a style which:
   - is designed for use with footnotes
   - is acceptable to your School or publisher
   Tip: Humanities output styles such as Chicago 16th Footnote and MHRA Footnote are often most suitable. Avoid numbered output styles.
4. Details of the style you are previewing will appear in the comments box at the foot of the screen.

5. Once you have selected a style tick the check box next to it.

### Editing your style

You may wish to make changes to the style to match your requirements.

1. Click on **Edit** on the right hand side of the Styles screen.

2. Use the left hand menu to check and, if necessary amend, the following options (circled in the image on the right). These are the most commonly edited sections.

   At the top of the list:
   - **Page Numbers > Page number format**

   Under **Footnotes** –
   - **Repeated Citations** to replace repeated data with Ibid
   - **Author Lists** for citing multiple authors
   - **Title Capitalization**

   Refer to your School for guidance on what style is preferred. *EndNote Guide 4* and the EndNote Help button give more information on formatting output styles.

   **Important:** If you want the format of citations in your footnotes to be the same as in the bibliography at the end of your document, you may also need to alter the same options presented in the Bibliography section.

3. Once you have made the changes, **close the window**. EndNote will save your edited style with a new name (for example, Chicago 16th copy) to a personal folder, the original style will still be in EndNote’s Styles folder. You will be prompted to save the changes you have made.
4. To apply the amended style to your document select it from the styles pick-list in the EndNote tab in Word. You will need to click ’Select Another Style’ to see the full list of styles, including your amended one.

Removing the bibliography

If you do not want a bibliography at the end of your document - if it is a short article for example or you do not need the full information which a bibliography will provide - EndNote has a way to stop it appearing.

1. In the left hand menu on the style manager, go to Footnotes and select the Templates option.
2. In the right hand window, change format citations from ’Same as citations’ to ’Same as bibliography’ and uncheck the box labelled ’Include citations in bibliography’.
3. Close down the window. You will be prompted to save your changes.
4. Switch back to Word and select your edited style on the EndNote tab to see the effect your change has made.

FURTHER INFORMATION AND HELP

• Consult the EndNote pages on the Library website at libguides.reading.ac.uk/endnote
• Contact your Liaison Librarian – find yours at www.reading.ac.uk/library/liaison
• Use the Help button within EndNote
• Visit the EndNote website at www.endnote.com/support for technical support, updates to filters and styles, FAQs and tip sheets