

# Citations with EndNote

Use reference management software to assemble a library of references (to papers, books, maps and so on). Then you cite those references in your own documents. *EndNote* takes care of the appearance of the citations and instantly builds a bibliography.

In this task, you will insert a citation in a paper and change the appearance of the citations and bibliography.

This task uses *EndNote*, to show the value of using reference management software. *RefWorks* and *EndNote* are both popular in Oxford departments; other similar tools are available.

Save time & frustration by learning to use *EndNote* or *RefWorks* efficiently, on IT Learning Centre courses:

[skills.it.ox.ac.uk/whats-on](http://skills.it.ox.ac.uk/whats-on)

- ✎ Use the icon **PaperForCiting** on the Desktop to open *Word* with a sample document
- ✎ Use the icon **EndNote Library.enl** on the Desktop to open *EndNote* with a sample library file

- ✎ Cite a paper, in the Introduction, thus:

In *Word*, click at any point in the Introduction text

Switch to *EndNote*

Click once on a chosen reference (a row), such as the one which has “Angell” in the Author column

Still in *EndNote*, click 

The citation appears in the text

- ✎ Cite another paper, in a later paragraph:

In the *Word* document, click somewhere in the text, such as after “Beckmann et al”

In the *EndNote* library, click once on the reference for Beckmann’s paper

Click 

Do a few more for practice

Some citations have already been added to pages 1, 3 and 4

- ✎ Look at the final page of the document – the Bibliography has been created automatically, as you were adding citations

- ✎ Change the output style to **Vancouver** or **Annotated**, and look at the effect on in-text citations as well as on the bibliography:

In *Word*, on the **EndNote** Ribbon tab, use the **Style** box 

Choose another style, such as **Vancouver** or **Annotated** or **Author-Date**

Notice that the punctuation and format of the citations in the main text have changed

Notice that the bibliography has also been rearranged and re-formatted

Now use the **Style** box again and try another output style

Many more output styles are available, if you choose **Select Another Style** in the **Style** box

