Hello and welcome to the Endnote tutorial series. My name is Josh. I’m a librarian and CDU’s Health Sciences Library. Today I will be demonstrating how to insert citations into Microsoft Word documents from the Endnote citations library using Cite While You Write functions in Microsoft Word.

We’ll first open a Word document. I’m going to use the document I prepared for this demonstration to illustrate how to pull citations into Word while you write. I’m going to minimize the document and I’m also going to open Endnote. As you can see here, I currently have 21 citations in the Endnote library. I am going to pull several of these citations from Endnote into the Word document.

So I’m going to assume that you’ve already written your research paper and formatted it according to the style indicated for the assignment. It is important and this point to note that Endnote does not format your paper according to any particular publication style. Endnote only properly formats the Citations within your paper according to the style you indicate. In order to properly style your paper according to the rules of the American Psychological Association or APA for instance, you will have to do it manually or rely on a template. I’m going to show you where to access an APA template via the CDU Library homepage.

Just go ahead and open a web browser and go to the library’s homepage. Here we are at the CDU Library homepage. We are going to click on “Libguides.” This will give us the list of Libguides provided by the CDU Library. We’re going to click on “Citation and Writing Guides.” On the Citation and Writing Guide page you can see that about fourth in there is a tab for APA style. Please click on that tab. Once you are in the APA Style Libguide, scroll down to the bottom of the page and in the bottom right-hand corner you will see a box entitled Microsoft Word APA Template. There is a link that you can click on to download a Word template that will assist you in properly formatting your paper. This is the APA template. You can copy and paste much of your text into the template, or simply begin writing within the template.

For the time being, however, we are going to focus on how to properly insert citations from Endnote into Word. I’ve returned to my Word document. Once in the document, I will place my cursor next to the text that I wish to cite. If you have quoted text, for instance, you will want to place the cursor to the immediate right of the quoted text with only one space separating the final quotation mark and the cursor. You insert the citation by going to the ribbon at the top of the Word application and finding the tab labeled “Endnote.” The option “Insert Citation” can be found all the way over on the upper left-hand side of the application. Click “Insert Citation.” The Endnote X7 Find and Insert My References box will appear. In the search bar, enter the last name of the author you intend to cite. I suggest toggling between this box and your Endnote Reference Library to easily find the author you intend to cite.

I will insert a citation by the author Kopp at this point. When I enter the name of the author into the searchbar, the citation appears. Once again, place your cursor at the point you wish to insert the citation, click on the “Insert Citation” button, enter the last name of the author, and click on the “Insert” button at the bottom of the Insert my References box. As you can see from the portion of text that I’ve highlighted above, the in-text citation immediately appears following the quotation mark. Also, please scroll down to the bottom of the page. You will note that a reference page citation now appears at the bottom. These citations will always appear at the very bottom of your document, no matter how many
pages your research paper. This is to easily allow you to space the references to a new page at the end of your document in order to create a “References” page. I’ll take this opportunity to insert several more references in order to demonstrate how Endnote automatically alphabetizes the references on the reference page.

05:09 Here once is our in-text citation and we’ll scroll to the bottom once again. As you can see, the author with the last name beginning with “p” is placed after the author with the last name beginning with “k.” And the author with the last name beginning with “b” is placed at the very top of the last.

05:54 So far, we have inserted citations according to the APA format. If you need to change the format, and you need to use JAMA style for instance, there is no need to make any changes to your paper. Once again, access the Endnote X7 tab on the ribbon at the top of the application. You will see a “style” drop down bar. The most common styles are accessible from this drop down bar. We will choose “Select another style.” A box will appear providing access to over 6000 styles. Type in JAMA, and that option should appear at the top of the list. Click the “OK” button. As you can see from the highlighted areas, the citations in parentheses disappear and are replaced by superscript numbers which adheres to JAMA style. Furthermore the references at the bottom of the document are numbered and ordered according to where they appear in the paper, which is also a guideline of the JAMA citation style.

07:01 Thank you for taking the time to view our video and be sure to look for other tutorials brought to you by the Health Sciences Library. Please feel free to visit our library if you have any questions or if you would like an in-person demonstration.