Using footnotes

We recommend that you create footnotes using your word processor, and then insert the citations into the footnotes using special styles for footnotes: either Chicago 16th A or MLA (MLA-italics). For law referencing, see the page specifically on the NZLSG style.

Inserting References in Footnotes in a Microsoft Word Document

Method 1

- Open the EndNote library
- Select the reference you wish to cite in a footnote
- Open Word, position the cursor where you wish to insert the footnote indicator
- Select the **Reference** menu, then insert **Footnote** (shortcut **Ctrl+Alt+f**)
  Important: Make sure you are in Print Layout view in Word
- Go down to the new footnote, click where you want the citation to be inserted, and select the **Tools** menu, **EndNote**, and **Insert Selected Citation**.
  (If you prefer, you can use the icon on the EndNote toolbar instead)

Method 2

Click **Insert** > **Reference** > **Footnote** (shortcut **Ctrl+Alt+f**)

- Position the cursor in the footnote or endnote where you would like the citation to appear
- Go to EndNote and copy the citation
- Paste the citation into the footnote or endnote
- Position the cursor before the final curly bracket and type @ followed by the page number eg @24. Your unformatted citation will then look like something like this: {Koehl, 1986 #21@24}
- Repeat this procedure for each footnote
- Format the bibliography

Inserting a page break before bibliography

You must insert a Page Break before the bibliography at the end of the document. This will ensure your bibliography is printed on a separate page at the end of your document, while the footnotes will appear at the bottom of each page correctly formatted.

To do this:

- Position the cursor just before the heading for the bibliography (e.g. References, Bibliography)
- Click **Insert** from the menu bar
- Click **Break** and choose the default **Page break**