Formatting your bibliography in Word

Have Word and EndNote open with the library you wish to use

There are many ways to add the references in EndNote to Word. These are two simple methods

Method 1

- Select the reference in EndNote that you wish to insert into Word
    - You can insert **multiple citations** by using the **Ctrl key** to select and copy a number of references at the same time.You can also use the **Shift key** to select a block of references or **Ctrl-a** to select all references
- **Alt+1** to switch to Word and place your cursor where the in-text citation is to go
- **Alt+2** to insert the in-text citation

Note: with Alt, use the 1 and 2 keys in the main keyboard, not the number pad. You can use Alt+1 to switch back to EndNote to select further references

Method 2

- Select the reference in EndNote that you wish to insert into Word, and copy it (**Ctrl-c**)
    - You can insert **multiple citations** by using the **Ctrl key** to select and copy a number of references at the same time.You can also use the **Shift key** to select a block of references or **Ctrl-a** to select all references
- Switch to Word and paste (**Ctrl-v**)

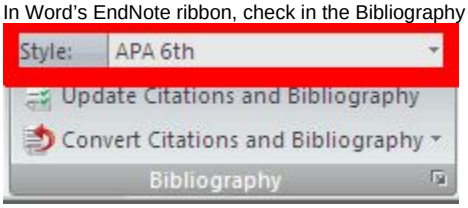
You have now inserted a temporary placeholder for the citation in Word that looks like this {Smith, 1987 #28}

- If “Cite While You Write” (CWYW) is turned on (default setting), the temporary placeholder will be rapidly converted to an in-text citation, and the bibliography entry generated after your text
- If CWYW is turned off, the temporary placeholder will remain until the bibliography is formatted (see below)

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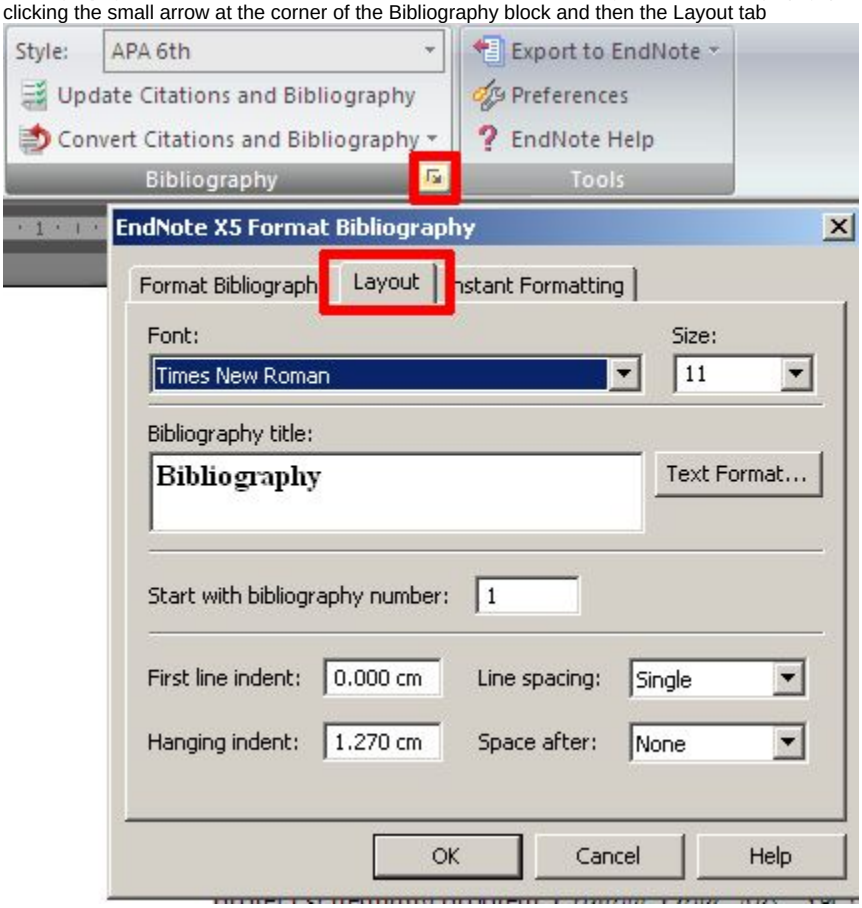
Even if CWYW is turned on, you may need to change settings for your own requirements

- In Word’s EndNote ribbon, check in the Bibliography block that the correct style is selected



  If you need a different style, click the drop-down to see a short list of other styles; click **Select Another Style...** to see all styles currently available to you
- If you are working with CWYW turned off, click **Update Citations and Bibliography** to generate the citations and bibliography

- **Bibliography Preferences**: You can control some elements of the layout of the bibliography (font, heading, indenting and line spacing) by clicking the small arrow at the corner of the Bibliography block and then the Layout tab



There may be a slight delay, but the bibliography will soon appear at the very end of your document.

More Specific Formatting of the Bibliography

For EndNote version X7 later, you can also edit the Word style for the EndNote Bibliography

- Move your cursor into one of the bibliography entries
- Format the paragraph settings as you would like them to appear — for example, alter the indenting of the paragraph
- Right-click and choose *Styles* > *Update EndNote Bibliography to Match Selection*

Creating chapter bibliographies

See this article for details http://endnote.com/kb/82598