Working with EndNote X7 – CWYW™ : Clinic 3

Step-by-step instructions
Library home page: http://library.midwestern.edu

Before you start inserting citations, make sure that MS Word is set to the version of EndNote (Desktop or Online) that you want to use while you are inserting your references. Also, view to screen or print out your references for previewing to make sure the data is correct. Do this before you insert because you cannot type over any of the references listed at the end of your paper if they are inserted by EndNote. They are field coded and the changes will not stay.

1. Open MS Word and go to the EndNote X7 toolbar

2. Select Preferences>Click Application tab

   ![Preferences Application screenshot]

   **Select the Cite While You Write application**

   Application: EndNote

   Enter Your EndNote Online Subscription

   http://www.myendnoteweb.com:80/
3. Use drop down box to select EndNote or EndNote Online (Web)

Now you are ready to insert a citation!

1. Open the Word document you are working on

2. Select a style from the drop down box in the bibliography panel

3. Put the cursor at the end of the sentence/paragraph that needs the citation.

4. Go to tool bar>Insert citation
5. Window pops up > Enter a search term for the appropriate reference>author name is used in this example

6. Click on Insert
7. EndNote adds the number 1 in the text of your paper, and then inserts the full reference, in the correct style, at the end of your paper. It will look like this:

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It’s easy to Cite While You Write!

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8. Continue writing and inserting citations until you are finished. EndNote will number your in-text citations in the order they are inserted.

Example is for a numbered style. If using APA, the authors name and year will be in the text and your bibliography will be ordered alphabetically by author.
**PowerPoint**

Inserting citations and references into PowerPoint

1. Open the PowerPoint presentation you are working on <Select EndNote X7 toolbar>
2. Select the style, JAMA from the drop down box in the bibliography panel
3. Put cursor where the *in-text citation* should be
4. Go to tool bar > **Insert citation**

5. Window pops up > **Enter a search term** for the appropriate reference > author is used in this example
6. Click on **Insert**

![Insert EndNote X7](image1.png)

7. This is what it looks like in PowerPoint. The **in-text citation** is inserted, but not the reference. You will have to **insert the reference separately**

![How to insert citations and references](image2.png)

1. Insert a **reference** > Go to tool bar > **Insert reference**

![Insert reference in PowerPoint](image3.png)

2. **Same window pops up** > this is what it looks like

![Add a reference to the bottom of this page](image4.png)
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Editing—Naming your bibliography
Changing line spacing in MS Word

1. To rename your bibliography or change line spacing go to Bibliography Panel>Click pop out arrow/Layout tab

2. Type in References [or other name] in Bibliography title: box

3. Change Line spacing to Double and Space after None

4. Click OK

This is way to make layout changes once you have already created your bibliography. If you try to make the changes using the MS Word page layout option, you will mess up the bibliography.
Converting citations to plain text

If you are working with someone who is not using EndNote and CWYW™ or you have to send an unformatted manuscript to the journal editor, you can remove the field codes and still keep the EndNote formatted document.

If you use convert to plain text, a new document will open automatically and you will still have the EndNote formatted document.

1. **Open** the EndNote formatted document

2. **Select Convert Citations and Bibliography > Convert to Plain Text**

3. A **copy** of the document, **without field codes**, appears in a new document window. **Click Yes**

4. **Word** retains the EndNote coded document and opens a new window with the unformatted references. Save the unformatted document and you can submit the unformatted document to the publisher.
Extra Exercises for you to do on your own desktop. Please call with any questions.

How do you get your journal titles to be consistent within all the references you imported?

Answer: Create a Journal Terms List, which is a look-up list of the different versions of a journals names, both full title and titles with abbreviations.

**EndNote Extra:**

Every time you import a reference, EndNote creates a behind-the-scenes list of the data being imported. The program imports the data, as is. Sometimes the journal title is imported as an abbreviation and sometimes it is written out. The Journal of the American Medical Association requires journal titles be abbreviated. APA requires that the journal title be written out. You do not want to have to go into each reference and change it to fit the style for one article and then have to go back in and change it to another. The way to solve this problem is to make a new style. But before you do this, you have to import the Journal Terms List. This is how you do that.

1. Go to **Tools>Open Terms List > Journals Term List**
2. From the **Terms tab** > **Select All then delete** (No references will be affected by this) Now you have a clean slate.

3. **Go to Lists tab** > **Select Journals** > Click on **Import List** button
4. Go to the C: drive, Program Files>EndNote X7>Term Lists folder>Select Medical.txt

5. Over **13,000 journal titles will import** into your terms list.

Now you can create a style that has consistent information for the journal title. Follow instructions for creating a new style.
What if the journal style that you need does is not available when you search EndNote for that style?

Answer: Go to the EndNote web site, search for the style and download it!

Download Additional Journal Styles

EndNote downloads over 6,000 bibliographic styles when it is installed. If the journal style you need is not listed in the default style list, you can search for and download the style from the EndNote webpage.

Use this link: http://endnote.com/downloads/styles

OR

1. Go to EndNote home page>Downloads tab>Styles
2. Enter name of journal or name of the style in search box>Apply
3. Find your journal in the list of results > Click on Download button > Do a Save as > Save to the C: drive
   The style will save with the .ens extension.

Add the Style to Favorite Journal list

Now you have to select the style so it will show in your drop down journal list

1. Go to EndNote < Edit < Output Styles < Open Style Manager
2. Find Journal title you just saved < Check box < Close window
3. Search for your journal or style. Check box next to style. Click to close box.

4. Go to the Journal drop-down box. Now you can select the journal you just added.

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