

EndNote Class Outline

Using EndNote's Cite While You Write in Microsoft Word for Windows

1 Journal Names

Some journals require the journal's name be spelled out in full while others require a standardized abbreviation, or vice versa. Some disciplines may even have multiple versions of the standardized abbreviation, such as one with periods after abbreviated words and one without periods. EndNote can substitute one version of a journal's name for another in the formatted bibliography without having to edit each record.

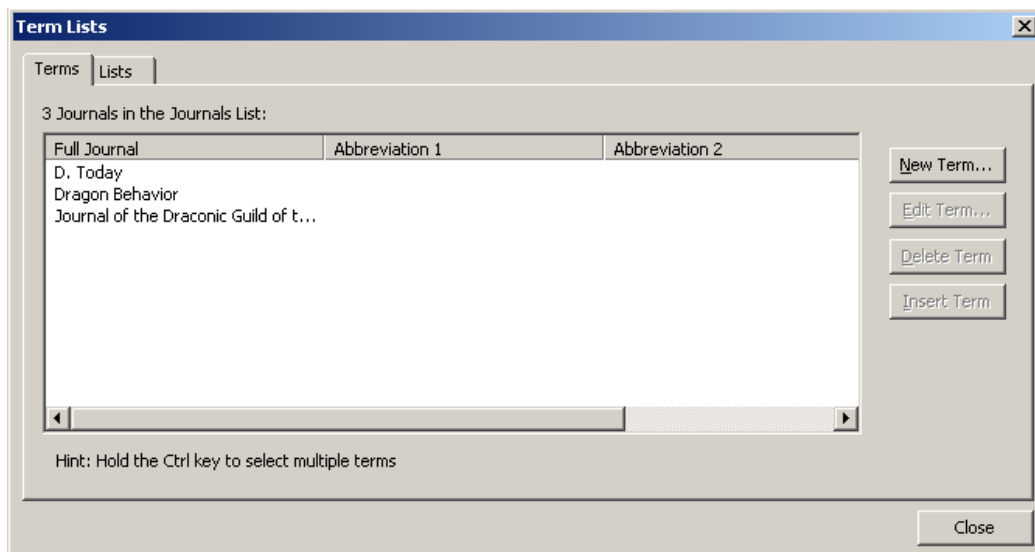
There are two steps to make this work, and they only have to be done once per library.

The first step is to set up a journals term list for your EndNote library.

Related Video: [Journal Names](#)

1.1 The Journals Term List

In EndNote, select *Open Term Lists > Journals Term List* from the *Tools* menu. Resize the window so that you can see all the abbreviation columns as in the example below.



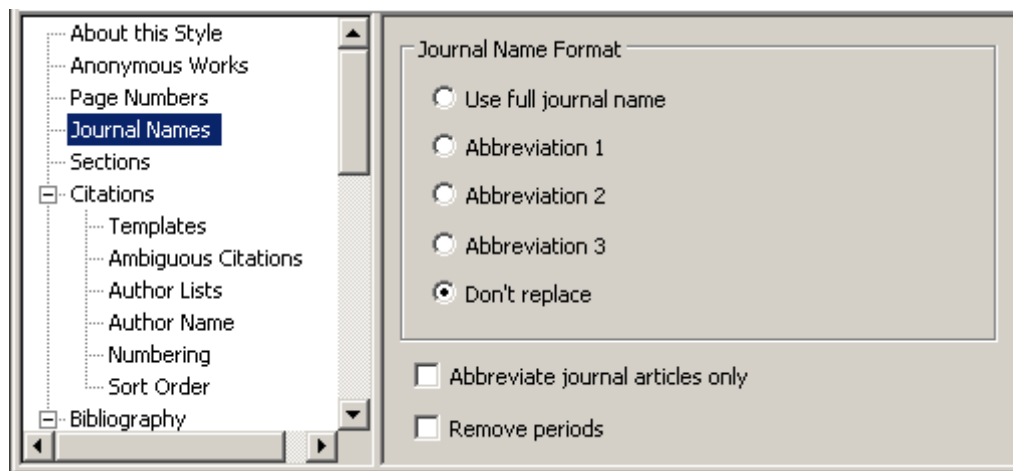
As references are entered into EndNote the contents of the Journal field are added to the Full Journal column in the term list while the contents of the Alternate Journal field are added to the Abbreviation 1 column. If there is only one version of the standardized abbreviation and the full journal, everything you need in this table will be filled in so long as each record entered in the EndNote library contains the full journal name in the Journal field and the standardized abbreviation in the Alternate Journal field. In reality, this is seldom the case. However, it is possible to manually enter the information in the term list, or better yet to import a list of the full names and abbreviation(s) from a tab-delimited file if you have one.

EndNote ships with several predefined tab-delimited files containing full names and standardized abbreviations, including those for the humanities, chemistry, law, the biosciences, and medicine. These lists can be imported into EndNote to create a comprehensive list of journals. To do this—

- Open the Journals term list.
- If there are journals already present, delete them by selecting all the journals present, then selecting the **Delete Term** button. This will ensure that you have no “orphan” journals without complete information or with abbreviations in the Full Journal column.
- Select the **Lists** tab.
- Select **Import List**.
- Locate and double-click on the tab-delimited file you wish to import. The predefined lists that ship with EndNote will be found in the Terms Lists folder within the EndNote folder. The complete list will be imported.
- Make note of the column for the abbreviation or full name that your new style requires.

Close the Term Lists dialog. You can now set the style to use the correct version of the journal name from the journals term list you created.

1.2 Journal Names in the Style



In the default journal name settings the style will usually be set to *Don't replace*. Change that to the option needed for your style. (Some styles may already be set up to use the list, so just setting up the terms list may be all you need to do.)

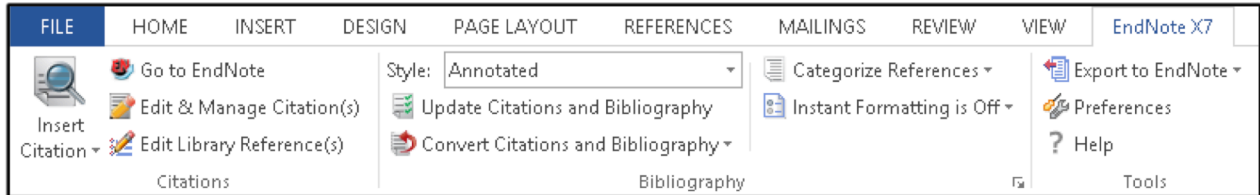
Save the style with a new name by selecting **Save as** from the **File** menu. Your new style will be saved in your *My Documents\EndNote\Styles* folder.

2 Cite While You Write in Microsoft Word

2.1 Installing the Cite While You Write Tools for Word

When you install EndNote it will automatically install files into a common program folder, allowing EndNote and Word to communicate and enabling Cite While You Write (CWYW) in EndNote.

In Word 2007, 2010, or 2013 you will see a tab on the ribbon, similar to that shown here.



2.2 Using the Cite While You Write Tools in Word

2.2.1 **Go to EndNote**

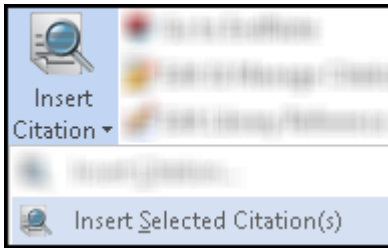
This command will take you to the EndNote program, where you can select (highlight) references for insertion into your Word document.

Related Video: [CWYW: Adding Citations to a Word Document](#)

2.2.2 **Insert Citation**

This command will provide a search window where you can enter text that is in any field of the EndNote record you want to find. You can then select references from a list of those that contain your search terms and insert them into your paper. (Note: Click on the magnifying glass icon in the top part of the button to activate it.)

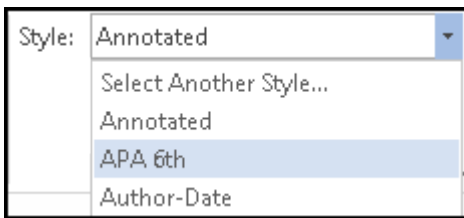
Related Video: [CWYW: Adding Citations to a Word Document](#)



2.2.3 *Insert Selected Citation(s)*

This command will insert the references that are selected (highlighted) in EndNote into your document at the location of the Word cursor. (Note: Click on the bottom part of the Insert Citation button to activate the list of commands available.)

Related Video: [CWYW: Adding Citations to a Word Document](#)



2.2.4 *Style*

If you simply want to change the style, without changing any of the other options available in the Format Bibliography command, the Style drop-down list will allow you to do so. _____

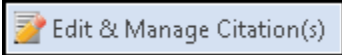


2.2.5 *Format Bibliography*

This command will allow you to change the EndNote style used for your document. It will also let you make other changes to the layout of your bibliography, such as adding titles and changing the line spacing.

Related Video: [CWYW: Formatting the Bibliography](#)

2.2.6

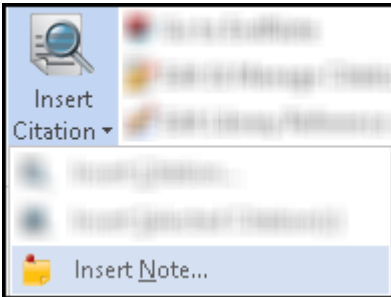


Edit & Manage Citation(s)

Use this command to make any changes inside a citation, such as adding page numbers or removing author names from author-date citations.

Related Video: [CWYW: Edit & Manage Citations](#)

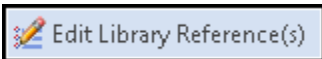
2.2.7



Insert Note

Use this command to insert explanatory notes to be numbered as though they were bibliography entries, and then placed in the bibliography. This command is most commonly used when writing for the journal *Science*. (Note: Click on the bottom part of the Insert Citation button to activate the list of commands available.)

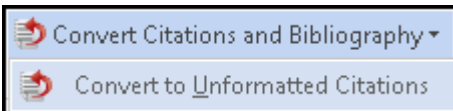
2.2.8



Edit Library Reference(s)

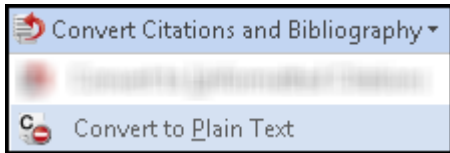
This command allows you to quickly move between a selected citation and the EndNote record for that citation.

2.2.9



Convert to Unformatted Citations

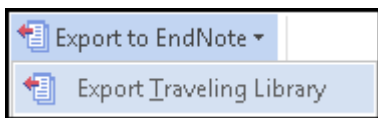
This command will remove the formatted bibliography and citations and replace all citations with plain-text placeholders that EndNote can match to library records to create formatted citations. This command is commonly used when moving documents between word-processing programs to protect the Word field codes used by EndNote from corruption.



2.2.10

Convert to Plain Text

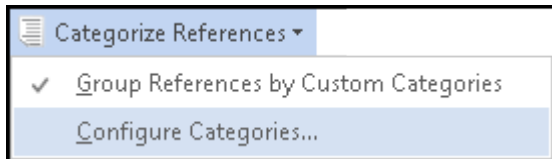
This command will create a second copy of the document with all EndNote field coding removed. It is used when sending documents to a publisher because the field coding used for EndNote citations can sometimes cause problems for publishers' page layout programs. _____



2.2.11

Export Traveling Library

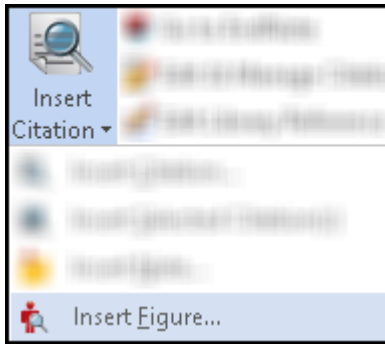
EndNote creates a hidden “traveling” library containing only the references used in each paper. This traveling library is part of the coded information contained in each citation. Use this command to export the references in this traveling library to a regular EndNote library.



2.2.12

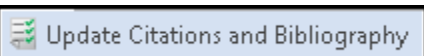
Categorize References

This command allows you to create subheadings in your bibliography and arrange bibliography references under those subheadings.



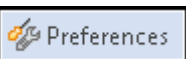
2.2.13 **Insert Figure**

This command will provide a search window much like the Insert Citation window where you can enter text that is in any field in the record you want to find. You can then select references from a list of those records with figures attached that contain your search terms. A reference to the figure will be inserted at the location of your cursor. The image will be inserted either below the cursor location or in a list at the end of the document, depending on the selected EndNote style. (Note: Click on the bottom part of the Insert Citation button to activate the list of commands available.)



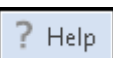
2.2.14 **Update Citations and Bibliography**

If you insert a new figure reference, all of the figures in the document will automatically be updated, but if you delete or move a figure reference you will need to force an update of the figure numbering and placement. Use the Update Citations and Bibliography command to do this.



2.2.15 **Cite While You Write Preferences**

Use this command to switch between using EndNote or EndNote online libraries in your document, or to change EndNote's Cite While You Write settings for future documents.



2.2.16 **Help**

This command will let you access contextual help for EndNote. _____

3 Where to Buy EndNote

- Your university bookstore or computer store.
- Through our web site at endnote.com.
- Many national and international resellers.