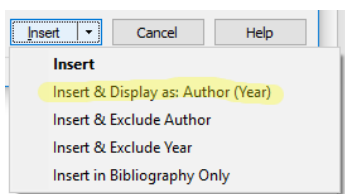


Using Endnote in Microsoft Word

You need to have Endnote open at the same time as Word to use this feature. Once Endnote is installed, you should have a new item on your ribbon (the bit at the top with File, Home, Insert etc...) called **EndNote X8**.

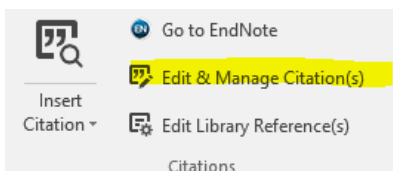
To insert an in-text citation:

- click **EndNote X8** in your top ribbon.
- Check the "Style"- it should default to **APA 6th**.
- Ensure that your cursor is where you want the in-text citation to go, and click the **Insert Citation** button. Find your citation and highlight it.
- Click **Insert / Insert & display as: author (Year)**
- Once you've inserted the reference, you get an in-text citation and an entry in your reference list.



Edit your Endnote Citation

You can only edit citations using **Edit & Manage Citation(s)** in the Endnote ribbon of Word.



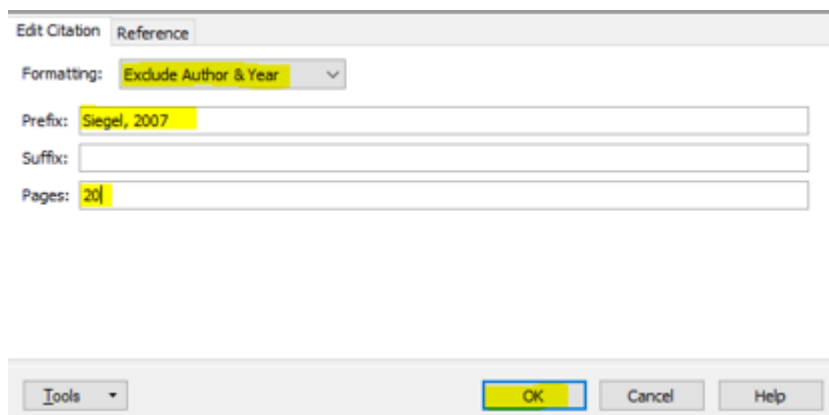
If you chose at the previous step to **Insert & Display as: Author (Year)** your in-text citation might look like:

The idea was first suggested in 1993 Siegel (2007)

To correct this to APA style used at Ara :

1. Highlight the in-text citation to edit
2. Click on **Edit & Manage Citation(s)** in the Endnote ribbon of Word.
3. Then change **Formatting** to **Exclude Author & Year**
4. In **Prefix** add the Author and year how you want them to display e.g. Siegel, 2007
5. Add page number (s) next to **Pages** e.g. 20
6. Click **OK**.

e.g.



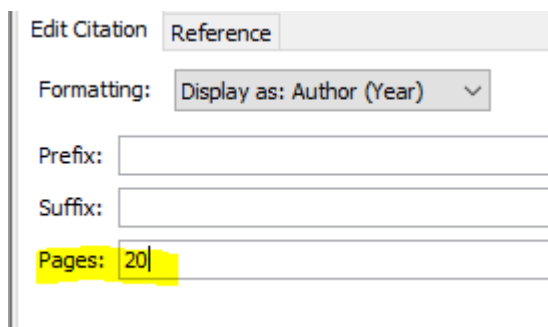
Now the corrected citation for our example would look like the following:

The idea was first suggested in 1993 (Siegel, 2007, p. 20).

Note: You need to add the full stop at the end.

To insert at the beginning of the sentence

- Add the page number using **Edit & Manage Citation(s)**.
e.g.



In our example this would change

Siegel (2007) states that ...

To

Siegel (2007, p. 20) states that ...

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz