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 ...

For further assistance contact the Library:

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