About EndNote Cite While You Write (CWYW)

CWYW is a tool within Word which allows you to cite references from your EndNote Library and automatically create and update your bibliography as you work.

EndNote automatically appears as a tab in the Word ribbon on PCs and as a toolbar on a Mac when EndNote Desktop is installed on your computer.

Select Your EndNote Library

If you have multiple Libraries, make sure the correct one is selected within EndNote.

Inserting Citations

1. In your Word document click the EndNote tab to display the CWYW options.
2. Select your referencing Style.
3. Position the cursor where you wish your citation to appear in the text, click Insert Citation and select Insert Citation from the drop-down menu.
4. The Find and Insert My References box will appear and you can search for a citation. (Note: references do not appear until you search for an author, keyword etc.)
5. Select a reference then check the details displayed below the search results to ensure it is correct. Click Insert.

Optionally – there is a drop down menu with choices on how to display your citation e.g. only the year in brackets.

Inserting Multiple Citations

To cite more than one reference either repeat the above process for as many references as required or select multiple references from EndNote as follows:

1. Place your cursor where you want the citation to appear in your text.
2. Go to EndNote and select the Group containing the relevant references.
3. Select the references required (Ctrl+click) and either:
   a. Click the Insert Citation button, or
   b. Return to your Word document, click Insert Citation and select Insert Selected Citation(s).
Deleting Citations

Do not simply press the delete key if you no longer need a citation. Computer code linking the citation to EndNote may be left behind and could corrupt your document.

1. Select the unwanted citation and click "Edit & Manage Citation(s)."
2. The Edit & Manage Citations box highlights the citation or group of citations you have selected. Check this carefully and choose the reference to be removed.
3. Click the drop-down Edit Reference menu and select Remove Citation.

Adding Page Numbers

1. To add page numbers, select the citation and click "Edit & Manage Citation(s)."
2. In the lower pane of the Edit & Manage Citations box select Edit Citation.
3. If your referencing style supports page numbers (e.g. APA 6th) enter the number in the Pages field and click OK.
   
   If the page numbers do not appear in your citation it is likely that your referencing style does not support page numbers so follow step 4.

4. If your referencing style does not support page numbers e.g. Harvard, enter the page number into the Suffix field and include the abbreviation p. or pp.

Editing Citations

You may wish to change the format of your citation e.g. to include the author name in your text and only have the date in brackets e.g. Smith (2010) argued that …. EndNote provides a number of options e.g. see Inserting Citations above. You can also edit your citation to change the format:

1. Select the citation to be changed.
2. Click "Edit & Manage Citation(s)."
3. In the lower pane of the edit and manage citations box select Edit Reference.
4. Click the Formatting drop-down menu and choose the relevant option.
Citing Secondary Sources
You may wish to cite secondary sources e.g. (Jones 2011 cited in Davidson 2014 p.14) or (Davidson 2014 p.16 quoting Jones 2011).

1. Click Edit & Manage Citation(s)
2. In the lower pane of the edit and manage citations box select Edit Reference.
3. Enter the appropriate text in the prefix or suffix boxes. Don’t forget the page number if appropriate.

Editing References
Formatting and other errors in references imported from databases become very obvious when cited in your document e.g. titles and authors often appear in upper case when that is not required for the referencing style e.g.:


Do not edit references and citations within Word as they will revert to the original state when the document is refreshed. Edit in EndNote for a permanent fix..

1. In the text of your document, select the citation to be corrected.
2. Click Edit Library Reference(s) which will take you to the correct reference to be edited in EndNote.
3. Make the relevant changes and save the reference (from the File menu select Save or press Ctrl+S)
4. Return to your Word document and click Update Citations and Bibliography for your bibliography to be updated.

Configuring the Bibliography
You may wish to make changes to the appearance of your bibliography e.g. you may wish to remove the indents or increase the line spacing between references.

1. Click Edit & Manage Citation(s)
2. Click Tools from the bottom left of the Edit & Manage Citations window.
3. Select Configure Bibliography
4. Change criteria in the Configure Bibliography window as required and click OK.

References in Footnotes

1. Position your cursor in your Word Document where you wish the footnote number to appear.
2. Go to the References tab and click Insert Footnote. Word will insert a footnote number in the text and move your cursor to the footnote pane.

3. Click the EndNote tab.
4. Select an appropriate footnote style e.g. Chicago 16th or OSCOLA.
5. Click Insert Citation and select Insert Citation from the drop-down menu.
6. The Find and Insert My References box will appear and you can search for a citation.
7. Select a reference and click Insert. Alternatively, instead of steps 3-7, go to your EndNote Library, select the reference to be cited and click Insert Citation.

For tips on using footnote styles see http://libguides.stir.ac.uk/endnote/footnotes.

Getting Help
Further guides and help are available at http://libguides.stir.ac.uk/endnote or contact library@stir.ac.uk