



EndNote: Creating Bibliographies

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Creating Independent Bibliographies

Creating a simple independent bibliography (that is, a bibliography that is not associated with references in a paper) requires only a few simple steps:

- In EndNote, display the references you want to include in your bibliography. Do this either:
 - with a search, or
 - by selecting the references and choosing **Show Selected References** from the References menu, or
 - by choosing **Show All References** from the References menu if you want to use the entire library.
- Sort the references in the desired order and choose the output style you want.
- Choose “Export” from the File menu.
- Select a file type (usually Rich Text Format) and save.

Creating a Subject Bibliography

To create a bibliography grouped by subject headings (or other headings such as authors):

- Click **Tools > Subject Bibliography**.
- Click **Keywords** (or **Author**, or any other field), then click **OK**.
- Select each keyword or name you wish to include as a heading in your bibliography, or **Select All** to use all keywords in the list. Click **OK**.
- Click **Save**, choose a file type (usually Rich Text Format) and **Save** again.

Using EndNote with Microsoft Word

While writing, you will probably make frequent use of the EndNote toolbar that appears in Word. These commands are also available by clicking Word’s **Tools menu > EndNote 9**.



Inserting Citations

To insert a citation into the text of your paper, click the **Find Citation** button, the first button on the EndNote toolbar in Word. Type in a keyword such as the author’s name to find the desired reference from your library. Choose the reference you want and click **Insert** to place it in your paper as a temporary citation marker that looks like this: {Smith, 2003 #55}.



Formatting Your Paper

When you’re done inserting citations, use the third button on the toolbar, **Format Bibliography**, to format your paper. Choose the desired output style (if the style you want doesn’t appear, click Browse for the full list) and click **OK**. This will format your citations and automatically create a bibliography at the end of the paper.



Troubleshooting and Frequently Asked Questions

- *How do I add page numbers or other information to my in-text citation?*
Format your paper, then right-click the citation. Choose **Edit Citation** from the pop-up menu. You can add page numbers or additional text at the beginning or end of the citation. Reformat the paper when done.
- *How do I put a citation in a footnote?*
Create the footnote the same way you always do in Word: click **Insert > Reference > Footnote**. Then insert your EndNote citation while your cursor is in the footnote area. When you format your paper, the citation will appear in the footnote instead of in the body of the text.
- *The EndNote toolbar doesn't appear in my word processor.*

In Microsoft Word, first right-click a blank area of your toolbar to display a list of your available toolbars. "EndNote 9" should appear in the list. Click it to make the toolbar appear.

If this doesn't solve the problem, reinstalling EndNote will often fix the toolbar. Otherwise, see page 549 of the EndNote 9 manual, or the EndNote support web site, for detailed instructions: <http://www.endnote.com/support/faqs/CWYW/faq1.asp>.

Useful Resources

- Download new and updated output styles at the EndNote support site: <http://www.endnote.com/support/enstyles.asp>
- EndNote at Emory site: <http://www.library.emory.edu/Endnote/>
- EndNote Introduction and Reference guide: <http://web.library.emory.edu/services/ressvcs/howguides/endnote.html>
- EndNote-L listserv: endnote-l@listserv.cc.emory.edu