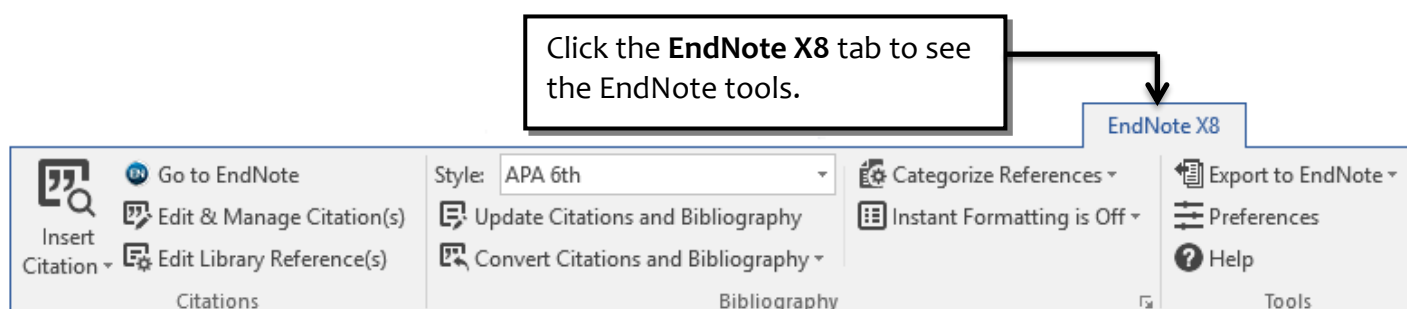# Part 5 : Cite While You Write

EndNote works with Word to easily and quickly cite references, and create a paper with properly formatted citations, a bibliography, figures, and tables.

This is all done using the "Cite While You Write" (CWYW) toolbar, which you will see in Word once you have installed EndNote on your PC.

Click the **EndNote X8** tab to see the EndNote tools.

EndNote X8

Insert Citation ▾	● Go to EndNote	Style:	APA 6th	▾	▣ Categorize References ▾	◤ Export to EndNote ▾
	⿻ Edit & Manage Citation(s)	▣ Update Citations and Bibliography			▦ Instant Formatting is Off ▾	⯐ Preferences
	▣ Edit Library Reference(s)	▣ Convert Citations and Bibliography ▾				❓ Help
	Citations		Bibliography		⤢	Tools

If you cannot find the CWYW toolbar please contact the ITS Service Desk, at:
its-servicedesk@salford.ac.uk
- it is possible the EndNote program has not installed correctly on your PC.

Inserting citations & bibliographies into a document

1. Open your EndNote library.
2. Open your Word document. To practice you might like to use some "play" typing like this: ➡
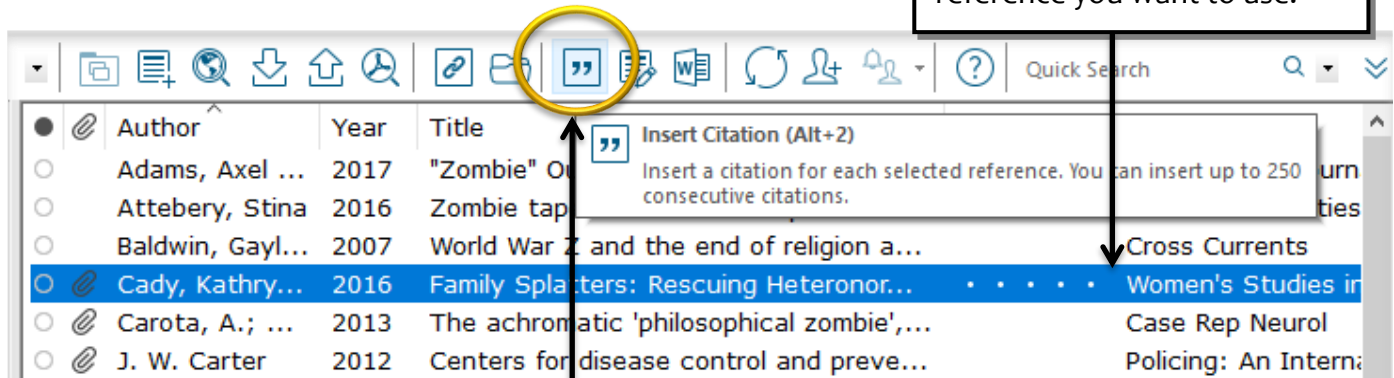
Utyvuy jhfhjv yoj a woeio3 jhgjfyg eiuriuricj io jgjkdj gkllk lklhkhl giuuy oirwei kwaeiqwlu hrj jkrt eurier sueriug lkfd ehueyt gdklgkjkjs. Uwyeuy ggh kl okjf akl djfhh fjthjdhg fjx iaweurtg eiuroir aldklasd kj ort kladk. Ajkj otiroit lvbkvb oroq klblf ujk lksfs ityu kdglsh akl.

3. In the document click the place where you wish to place a citation in the text. Remember to leave a space between the last character and your cursor, and that your citation is placed before any punctuation (a comma or full stop).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras semper justo eget tellus ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas . Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat. Etiam sit amet quam ut nunc vestibulum pretium. Sed dictum est nisl, quis tincidunt turpis convallis eu. Proin quis elit quis neque rhoncus finibus.
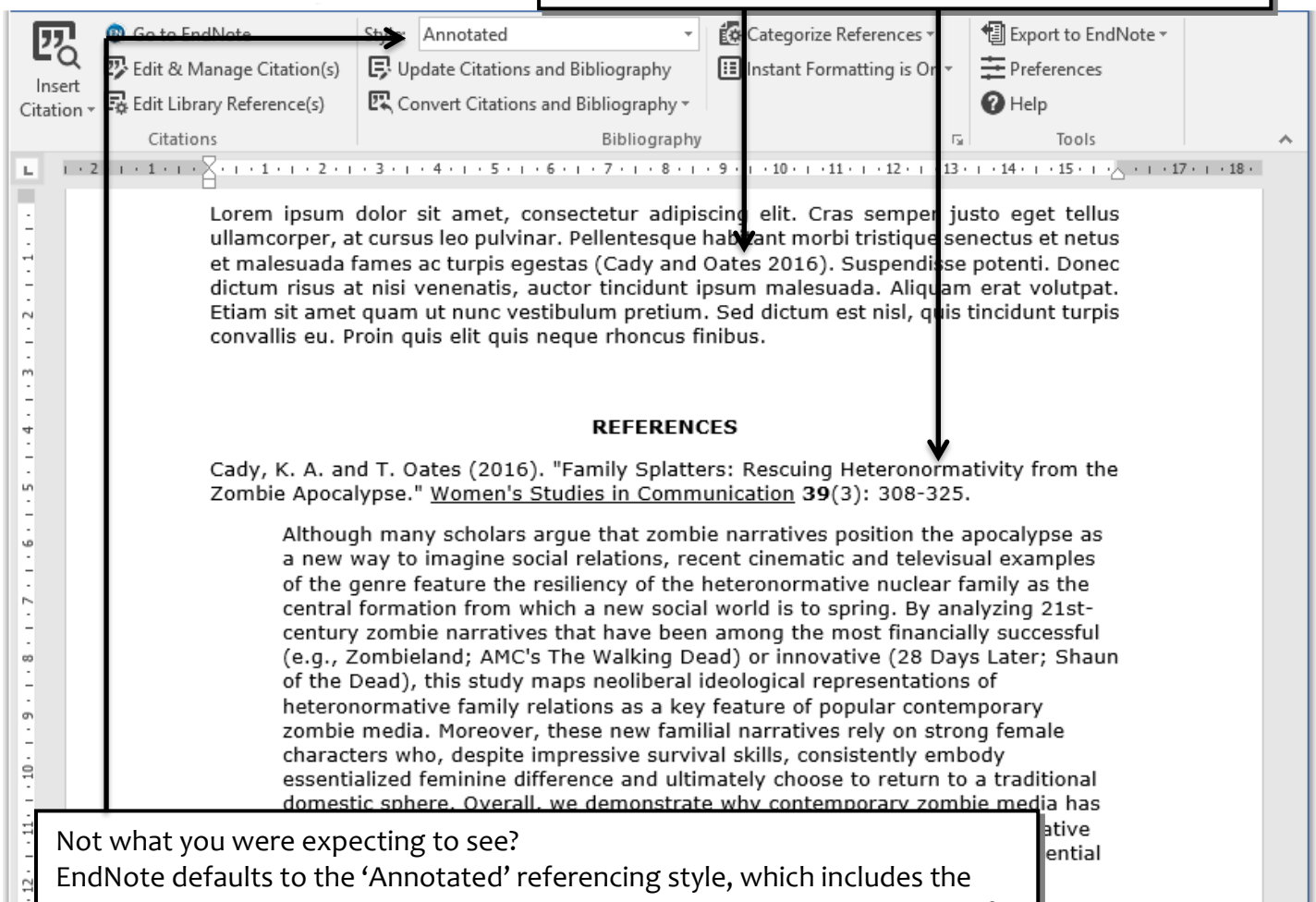
In EndNote:

4. Click once to highlight the reference you want to use.

Insert Citation (Alt+2)
Insert a citation for each selected reference. You can insert up to 250 consecutive citations.

		Author	Year	Title		
●	📎	Adams, Axel ...	2017	"Zombie" O...		urn
○		Attebery, Stina	2016	Zombie tap...		ties
○		Baldwin, Gayl...	2007	World War Z and the end of religion a...		Cross Currents
○	📎	Cady, Kathry...	2016	Family Splatters: Rescuing Heteronor...	• • • • •	Women's Studies in
○	📎	Carota, A.; ...	2013	The achromatic 'philosophical zombie',...		Case Rep Neurol
○	📎	J. W. Carter	2012	Centers for disease control and preve...		Policing: An Interna

5. Click the **Insert Citation** button.

6. You should now see a citation in your text, and the first reference in a list at the end of your document.

Insert Citation ▾ | Go to EndNote | Style: Annotated ▾ | Categorize References ▾ | Export to EndNote ▾
Edit & Manage Citation(s) | Update Citations and Bibliography | Instant Formatting is On ▾ | Preferences
Edit Library Reference(s) | Convert Citations and Bibliography ▾ | | Help
Citations | Bibliography | Tools

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras semper justo eget tellus ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas (Cady and Oates 2016). Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat. Etiam sit amet quam ut nunc vestibulum pretium. Sed dictum est nisl, quis tincidunt turpis convallis eu. Proin quis elit quis neque rhoncus finibus.

REFERENCES

Cady, K. A. and T. Oates (2016). "Family Splatters: Rescuing Heteronormativity from the Zombie Apocalypse." Women's Studies in Communication 39(3): 308-325.

Although many scholars argue that zombie narratives position the apocalypse as a new way to imagine social relations, recent cinematic and televisual examples of the genre feature the resiliency of the heteronormative nuclear family as the central formation from which a new social world is to spring. By analyzing 21st-century zombie narratives that have been among the most financially successful (e.g., Zombieland; AMC's The Walking Dead) or innovative (28 Days Later; Shaun of the Dead), this study maps neoliberal ideological representations of heteronormative family relations as a key feature of popular contemporary zombie media. Moreover, these new familial narratives rely on strong female characters who, despite impressive survival skills, consistently embody essentialized feminine difference and ultimately choose to return to a traditional domestic sphere. Overall, we demonstrate why contemporary zombie media has [...] ative [...] ential
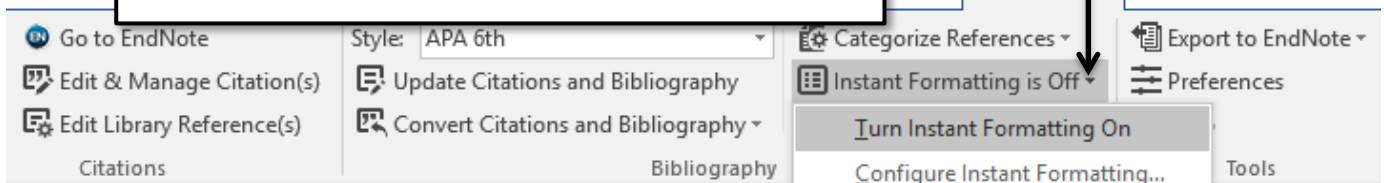
Not what you were expecting to see?
EndNote defaults to the 'Annotated' referencing style, which includes the abstract. To change it go to the **Style** menu and select the style you want. If it is not listed, go to **Select Another Style…** to see the full list.

Temporary citations

ectetur adipiscing elit. Cras
Pellentesque habitant morbi t
stas {Cady, 2016 #12} Su
tor tincidunt ipsum malesuad
ulum pretium. Sed dictum es
que rhoncus finibus.

When you insert your first citation it may look like this. The brackets { } and # number indicate this is a temporary citation.

To format your citations, click the **Instant Formatting is Off** button and select **Turn Instant Formatting On**.

EndNote X8

Go to EndNote
Edit & Manage Citation(s)
Edit Library Reference(s)
Citations

Style: APA 6th
Update Citations and Bibliography
Convert Citations and Bibliography
Bibliography

Categorize References
Instant Formatting is Off
   Turn Instant Formatting On
   Configure Instant Formatting...

Export to EndNote
Preferences
Tools

When you are working on very large document (like a thesis) adding more citations will get slower.

Go to EndNote

Style: APA 6th
Update Citations and Bibliography
Convert Citations and Bibliography
   Convert to Unformatted Citations
   Convert to Plain Text
   Convert Reference Manager Citations to EndNote
   Convert Word Citations to EndNote

Categorize References
Instant Formatting is On

To make it faster go to **Convert Citations and Bibliography** and select **Convert to Unformatted Citations**. When you have finished adding your citations click the **Update Citations and Bibliography** button to format them.
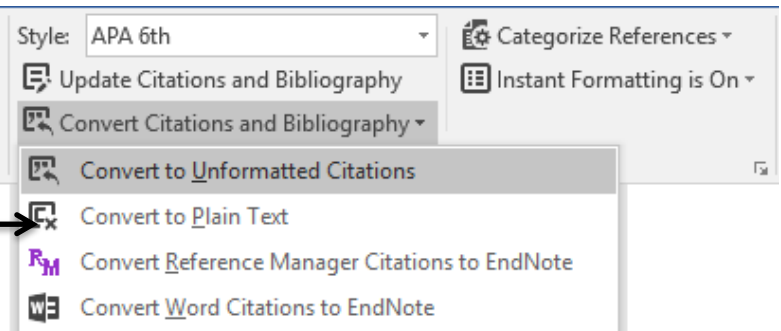
Writing at home?

If you want to continue writing at home but you don't have EndNote on your PC you can type in your own temporary citations. You must use curly brackets; type the author's name and year, for example: {johnson, 2010}.

When you open your Word document on a PC which does have EndNote installed (i.e. when you get back to university) the temporary citations you have typed will automatically format themselves and the references will be added to your bibliography.

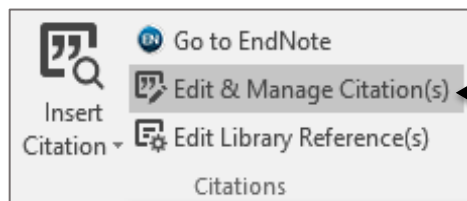## Direct quotations and page numbers

Many referencing styles require that a citation for a direct quote (or one where you have only changed the words slightly, for example, to ensure correct grammar) must include the page number where you found it.

Page numbers are not required if you have paraphrased a source, however may still wish to include them – they will help your reader pinpoint where you found an idea, especially in a long work, such as a book or thesis.
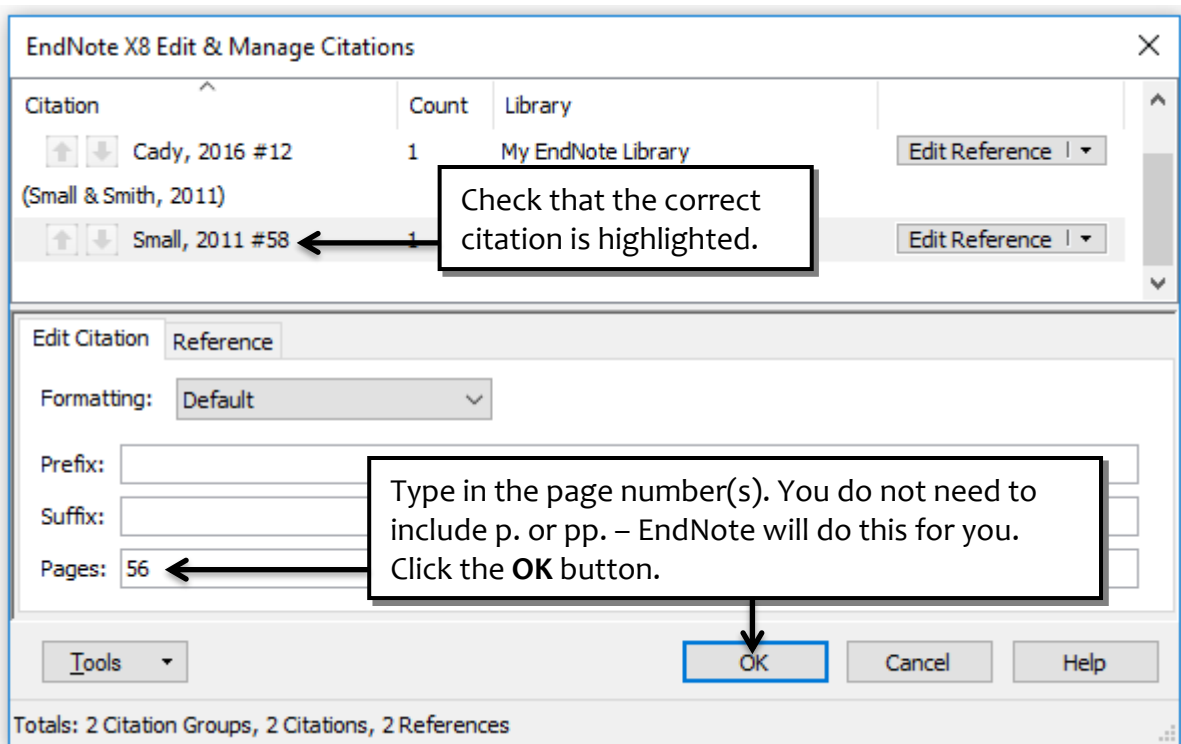
Remember that a direct quote should be placed in quotation marks, or indented from both margins if it is longer than two or three lines.

Aliquam justo ipsum, suscipit sed euismod ut, tristique laoreet lorem. Fusce gravida arcu pharetra, dictum diam at, ornare massa. Cras porta velit lacus, at condimentum urna consequat ut. Curabitur eget porta diam. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011). Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium a eros vitae ph

Click on the citation you wish to edit, so that it is highlighted.

Go to EndNote
Edit & Manage Citation(s)
Insert Citation
Edit Library Reference(s)
Citations

Click the **Edit & Manage Citation(s)** button on the CWYW toolbar.

EndNote X8 Edit & Manage Citations ✕

Citation	Count	Library	
↑ ↓ Cady, 2016 #12	1	My EndNote Library	Edit Reference ▾
(Small & Smith, 2011)			
↑ ↓ Small, 2011 #58	1		Edit Reference ▾

Check that the correct citation is highlighted.

Edit Citation | Reference

Formatting: Default

Prefix:

Suffix:

Pages: 56

Type in the page number(s). You do not need to include p. or pp. – EndNote will do this for you. Click the **OK** button.

Tools ▾   OK   Cancel   Help

Totals: 2 Citation Groups, 2 Citations, 2 References

Aliquam justo ipsum, suscipit sed euismod ut, tristique laoreet lorem. Fusce gravida arcu pharetra, dictum diam at, ornare massa. Cras porta velit lacus, at condimentum urna consequat ut. Curabitur eget porta diam. "A zombie gains a new identity with its own code of rights" (Small & Smith, 2011, p. 56). Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium et eros vitae pharetra.

> The correctly formatted page number will now be added to the citation.

Note: the EndNote templates for many styles are not set to accept page numbers as described above. If this is the case with style you have chosen you can still use the **Edit & Manage Citations** button to add a page number, but you will need to type it into the **Suffix** field.

Edit Citation | Reference

Formatting: Default

Prefix:

Suffix: , p. 605

Pages:

> This is a free text field, so you will need to type in the punctuation, spaces and p. or pp. before the page number(s).

Changing the citation format

In your writing you will often integrate the author's name into your text, for example:

Gray and Wegner (2012) described the …

In this case, you do <u>not</u> repeat the authors' names in a citation at the end of the section.

> To format your citation this way, place your cursor where you want the author's name to be – usually this will be at the start of your paraphrase.

described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

> Insert the citation in the usual way (see pp. 30-31.)

(Gray & Wegner, 2012) described the feeling of creepiness both to
and phi [Cut] esent scelerisque eget nunc nec in
tellus d [Copy] n elementum et. Mauris aliquam ve
nec feu

Nulla fa [Paste Options:] a neque, e
ac ex p [A] um tortor f
varius [Update Field] lacerat con
Suspen is augue d
rhoncu [Edit Field...] es eget ma
erat at [Toggle Field Codes] ntum ipsum
nulla v uris facilisi
interdu [A Font...] isus, a mollis tellus convallis vel.

[Paragraph...]

Sed ele dignissim. Nullam nisi sem, laci
fermen [Edit Citation(s)] ▸ ✓ Default Format tum
fermentum sapien non diam lit fir
porttitor ex vel dignissim. Du Display As: Author (Year) gue
mauris a ipsum dapibus eleme

Exclude Author

Exclude Year

Exclude Author & Year

Show Only in Bibliography

[More...]

Right-click on the citation you have just inserted,

go to **Edit Citation(s)**

and select **Display as: Author (Year)**.

Your citation will now be correctly formatted, i.e. authors' names incorporated into the sentence, separated with the word 'and', and followed by the date in parentheses.

Gray and Wegner (2012) described the feeling of creepiness both towards humanlike robots and philosophical zombies. Praesent scelerisque eget nunc nec interdum. Praesent mattis tellus dui, non scelerisque lorem elementum et. Mauris aliquam vestibulum dapibus. Donec nec feugiat tortor.

There may also be times where you have mentioned both the **authors** and the **date** of an article in your text, (for example, *In his book of 2010, Austin detailed the ….*) and therefore do not need either in your citation. You do still need the reference in your bibliography, and you should use EndNote to insert this.

Type the year and author into your text.

In his book of 2010, Austin detailed the sed elementum ac diam vel dignissim. Nullam nisi sem, lacinia gravida mi tempor, fermentum mollis mauris. Phasellus placerat elit fermentum porta sodales.

Place your cursor where you would normally add the citation, i.e. at the end of the sentence.
Go to EndNote and add the citation in the usual way (see pp. 30-31).

In his book of 2010, Austin detailed the sed elementum ac diam vel dignissim (Austin, 20... lacinia gravida mi tempor, fermentum mollis mauris. Phasellus pl... orta sodales. Aenean fermentum sapien non diam posuere, vitae m... ecenas ornare porttitor ex vel dignissi... pu... que sit amet mauris a ipsum dapibus elem...

	Cut
	Copy
	Paste Options:

Update Field

Edit Field...

Toggle Field Codes

A Font...

Paragraph.

Edit Citation(s)   ▶

✓ Default Format

Display As: Author (Year)

Exclude Author

Exclude Year

Exclude Author & Year

Show Only in Bibliography

More...

Right-click on the citation you have just inserted.

Go to Edit Citation(s), then select Show Only in Bibliography.

The citation will be removed from your text, but the coding remains which ensures that the reference will stay in your bibliography.

Ad... (2017). ... A in New York. *New England Journal of Medicine, 376*(3), 234-241. doi:10.1056/NEJMoa1610300

Austin, J. (2010). *So now you're a zombie : a handbook for the newly undead*. Chicago: Chicago Review Press.

Cady, K. A., & Oates, T. (2016). Family Splatters: Rescuing Heteronormativity from the Zombie Apocalypse. *Women's Studies in Communication, 39*(3), 308-325. doi:10.1080/07491409.2016.1194935

Adding multiple citations

There will be times when you have summarised the content of two or more different papers into a single sentence or paragraph, and will need to insert a multiple citation.

ut risus. Sed arcu purus, porttitor dictum nisl a, faucibus, bibendum orci ut, dictum eros. Quisque bies both dangerous and interesting |It is generally nsequat vestibulum mauris, vitae euismod mauris u in finibus egestas, magna tellus egestas risus,

In your document, place your cursor where you need to put the citation.

In EndNote, hold down the <Ctrl> key while you select the references you wish to cite, then click the **Insert Citation** button.

Insert Citation (Alt+2)
Insert a citation for each selected reference. You can insert up to 250 consecutive citations.

	Author	Year		
●	Author	Ye		J
○	Austin, John	20		
○	Baldwin, Gayle R.	2007	World War Z and the end of religion a...	C
○	Cady, Kathryn A.; Oates, Th...	2016	Family Splatters: Rescuing Heteronor...	W
			...ical zombie',...	C
			...ol and preve...	P
			..., and zombie...	M
○	Diaz-Leon, E.	2012	Are ghosts scarier than zombies?	C
○	Dossey, L.	2007	The undead: botched burials, safety ...	E
○	Gray, K.; Wegner, D. M.	2012	Feeling robots and human zombies: mi...	C
○	Herzenstein, Michal; Hoeffler...	2016	Of clouds and zombies: How and whe...	J
○	Imarisha, Walidah	2016	Portrait of a Young Zombie in Crisis	O
○	Olsen, Cassie J.	2013	Social perspectives on the zombie rev...	
○	Payne, Rodger A.	2017	Laughing off a Zombie Apocalypse: T...	Ir
○	Piccinini, G.	2017	Access Denied to Zombies	T
○	June Pulliam; Anthony J. Fon...	2014	Encyclopedia of the Zombie: The Wal...	
○	Rosenfield, D.	2011	Zombies, myths and pharmacare	C
○	Rowland, Diana	2013	White trash zombie apocalypse	
○	Sarah Juliet, Lauro	2017	Asking Zombies about Zombies	J

The multiple citations will be inserted in your document in the correct format – in this case, all three articles are enclosed in one set of parentheses, in alphabetical order and separated by semicolons. This will vary according to the reference style you have chosen.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

You may wish to add more works to the multiple citation, for example, you have read another work that supports your statement. To do this, click anywhere on the citation so that it is highlighted, then return to EndNote and use the **Insert Citation** icon to insert the new citation.

Elementum dictum est. Integer vitae erat faucibus, bibendum orci ut, dictum eros eu massa orci, id tincidunt metus mollis congue. While this makes zombies both dangerous and interesting (Gray & Wegner, 2012; Olsen, 2013; Otto, 2017; Rowland, 2013) it is generally understood that they are not real. Sed consequat vestibulum mauris, vitae euismod mauris rutrum congue. Pellentesque cursus, arcu in finibus egestas, magna tellus egestas risus.

EndNote will automatically re-sort your citations into the correct order – in this case alphabetically.

Creating secondary citations

There are times that you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own writing. This might be a citation for another article, or an illustration, graph or table take from another work.

Generally, you should try to find and read the original work and use that as the source of your citation and reference. However, there are times when this isn't possible, for example, you may not be able to get hold of the original work, it is in a language you can't read, or the citing author has summed up the ideas in the original more succinctly or elegantly than you could ever manage.

When you use a secondary citation like this, your in-text citation should mention both works but your bibliography only includes a reference for the work you have actually read yourself. You can use the CWYW tools to format a citation in this way.

"zombie apocalypse." After the attack, the CDC was forced to publicly deny the existence of a zombie virus (Campbell 2012). Subsequent television documentaries about the undead suggested that the Miami attack

For example, you may wish to use this idea, attributed to Campbell, in an article you have read by Drezner.

Following an attack in 2012 "the CDC was forced to publicly deny the existence of a zombie virus" (Drezner, 2014).

Insert the citation for the article you have read, then click on the citation so that is highlighted then click the **Edit & Manage Citation(s)** button on the toolbar.

(Drezner, 2014)

Drezner, 2014 #53   Edit Reference

(Small & Smith, 2011, p. 56)

Make sure the correct citation is highlighted.

Edit Citation | Reference

Formatting: Default

Prefix: Campbell, 2012, cited in

In the **Prefix** field, type in the authors and the year for the work you have seen cited plus the words such as 'cited in'. (You should check the exact wording required by the style you are using.) Remember to leave a space after the last word. Click **OK**.

OK   Cancel   Help

Following an attack in Miami in 2012 "the CDC was forced to publicly deny the existence of a zombie virus" (Campbell, 2012, cited in Drezner, 2014).

> This will format the secondary citation and add the correct item to your bibliography.

Drezner, D. W. (2014). Metaphor of the Living Dead: Or, the Effect of the Zombie Apocalypse on Public Policy Discourse. *Social Research, 81*(4), 825-849. doi: 10.1353/sor.2014.0058

Deleting citations

Because of the large amount of coding behind each citation you insert, you cannot simply remove a citation by using the <Delete> key. If you try to do this, you run the risk of leaving a bit of coding behind – which will break it.

Nor can you delete a citation you have put in the wrong place by using the 'Undo' button in Word.

```
<EndNote><Cite><Author>
</RecNum><DisplayText>(|
number>104</rec-number>
id="ppee0p09cwrddqeftel5x
timestamp="1439809258">
Article">17</ref-type><con
G.</author></authors></c
Economics, University of
```

To remove a citation you must use the CWYW tools.

> Click on the citation so it is highlighted, then click the **Edit & Manage Citations** button.

> Click the arrow on the **Edit Reference** button, and select **Remove Citation**.

> Click the **OK** button.

Your citation and all its coding will now be removed cleanly from your document.

Inserting images into your document

If you have attached images to your EndNote records (see p. 24) you can use EndNote to insert images and captions into your document.

> **Note**: for a large document with several chapters (for example, your thesis) you may prefer to insert your images manually and use the Word Caption Tools. There is a great video to show you how this is done here: **http://media.salford.ac.uk/Play/10355** - and lots more useful information about formatting your thesis or dissertation at *Skills for Learning*:
> **http://www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills/dissertations**

To insert an image into your document first press the <Enter> key once or twice to make a space where you want the image to go.
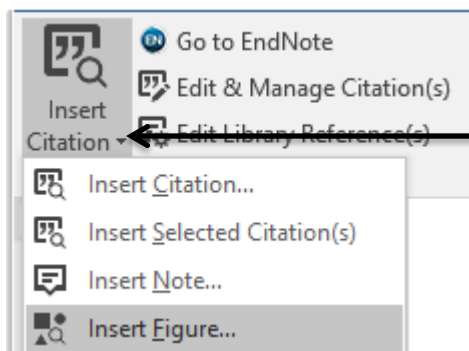
Click the small arrow in the bottom right-hand corner of the **Insert Citation** icon on the EndNote ribbon,
then select **Insert Figure** from the menu.
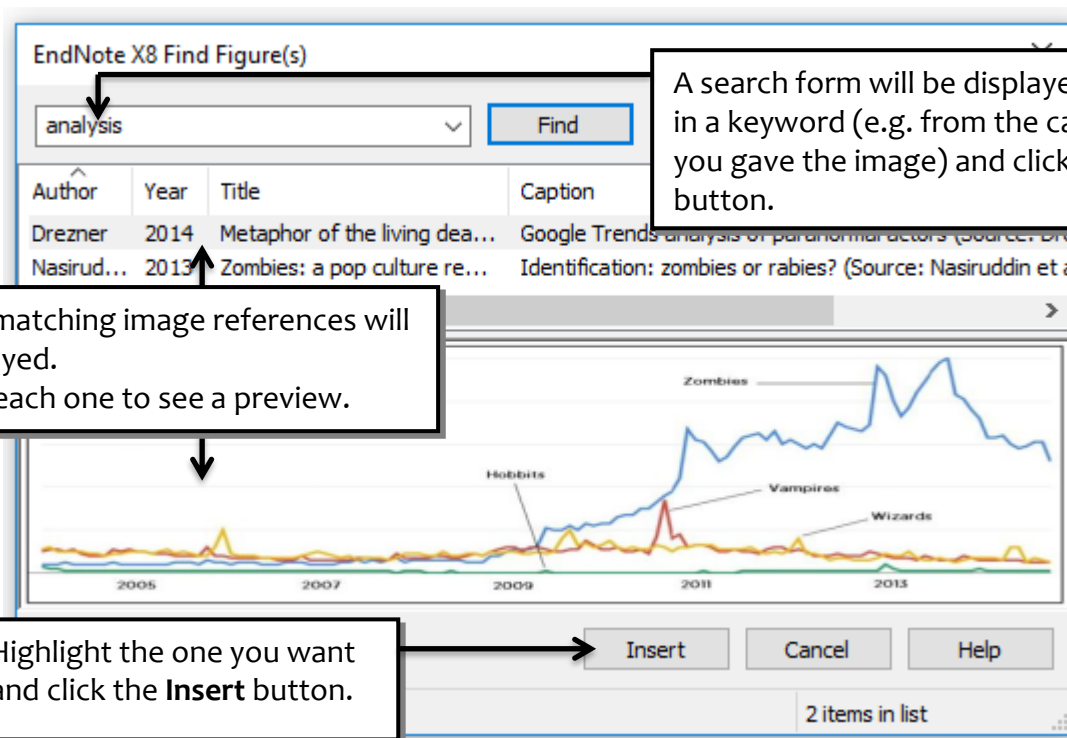
A search form will be displayed. Type in a keyword (e.g. from the caption you gave the image) and click the **Find** button.

A list of matching image references will be displayed.
Click on each one to see a preview.

Highlight the one you want and click the **Insert** button.

robots and philoso
mattis tellus dui, r
Donec nec feugiat

(Figure 1)

Nunc laoreet por
pellentesque, nec

Depending on the bibliographic style you have chosen, the image you have just inserted may be displayed in "List of Figures" at the end of your document, with a Figure reference in your text – as in these examples.

List of Figures

Figure 1. Google Trends analysis of paranormal actors (Source: Drezner, 2014)
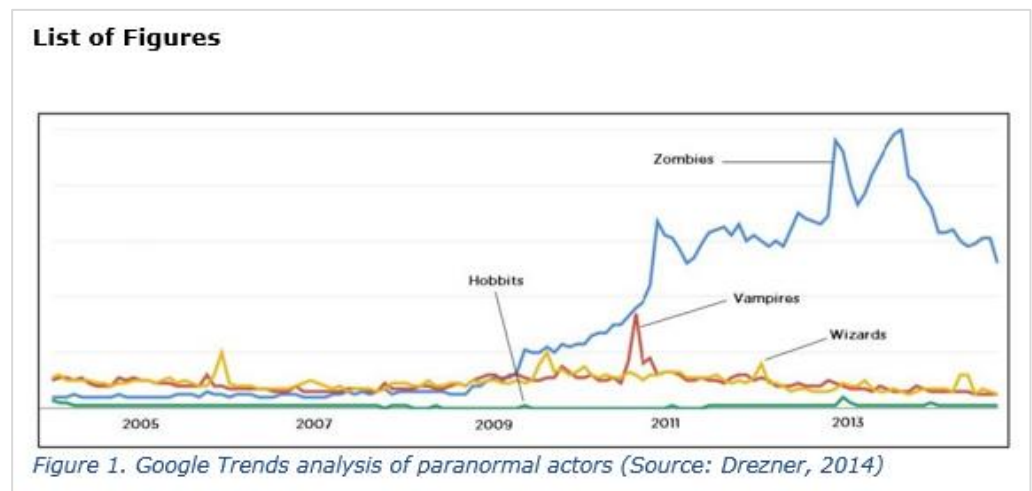
In other bibliographic styles, the image will be displayed in the body of your text. If you wish, you can edit your Output Style in EndNote to determine how images are displayed.

Whenever you use illustrations, graphs, tables, etc. in your writing you should explain the purpose of them, and cite them as you would for any other literature you have used. For more information see the "*Referencing Images and Tables*" guide, available at:
www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing

You should have separate bibliographies for 'Lists of Figures' and 'Lists of Tables'. EndNote doesn't generate these automatically, so to create them follow the instructions on the next page*, Exporting a Bibliography.*

Before you export your List of Figures it is a good idea to put them all into a group. You can make a Smart Group (see p. 27) as follows:

Give your group a title.

Select **Caption** from the first menu, and **is greater than** from the second menu.

Smart Group

Smart Group Name: Figures

Caption	Is greater than		+	-
And	Year	Contains		+	-
And	Title	Contains		+	-

Options...   ☐ Match Case   ☐ Match Words

Type a blank space (i.e. press your space bar) here, then click the **Create** button.

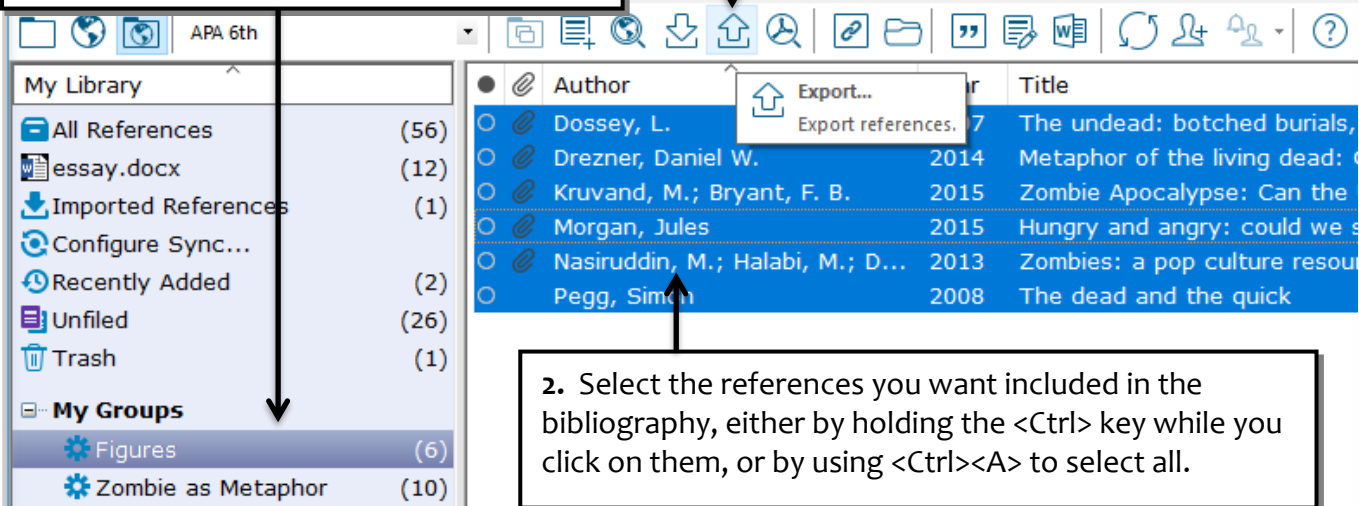This will file every record with anything in the Caption field in the Smart Group.

Exporting a bibliography

Sometimes you may wish to use EndNote just to produce a bibliography for you – for example, you may prefer to type your in-text citations yourself, or you may wish to create a separate list of illustrative material (see above).

This can be done within your EndNote library; the exported bibliography may then be copied and pasted into your document.

1. Click on **All References** or the **Group** you want to create your bibliography from (e.g. this Group could be for a chapter of your thesis or for your images).

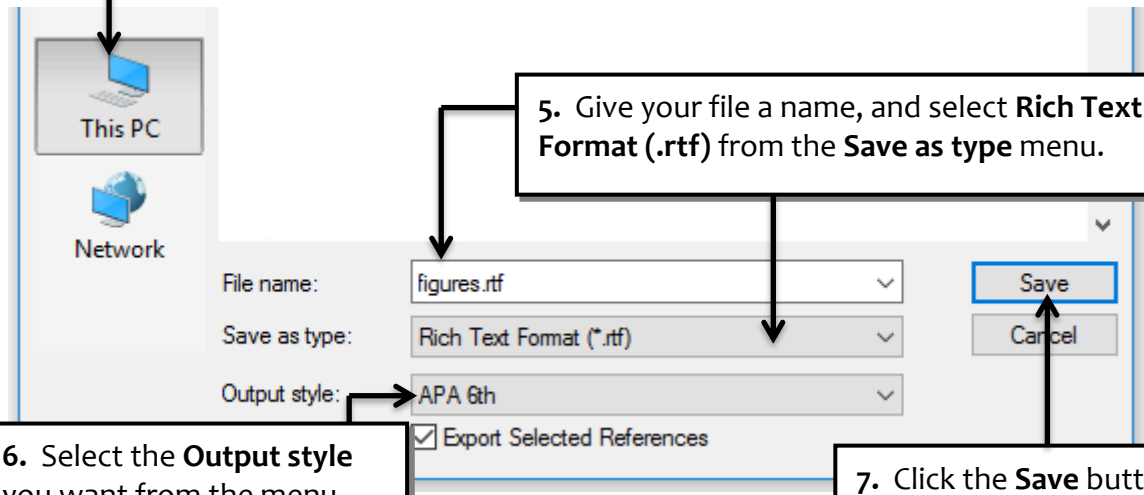**3.** Click the **Export** button.

2. Select the references you want included in the bibliography, either by holding the <Ctrl> key while you click on them, or by using <Ctrl><A> to select all.

4. Click the **This PC** icon and choose where to save your file (e.g. F: drive).

5. Give your file a name, and select **Rich Text Format (.rtf)** from the **Save as type** menu.

6. Select the **Output style** you want from the menu.
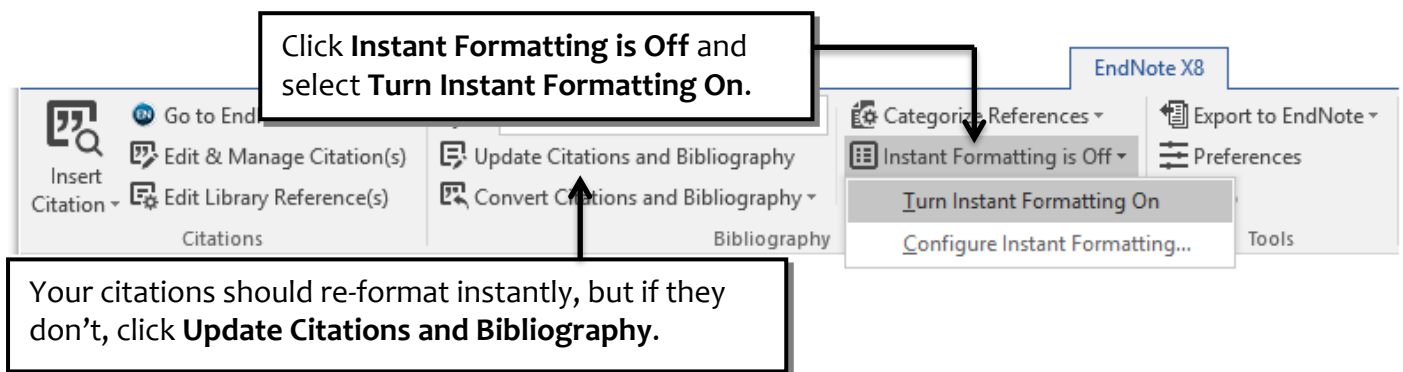
7. Click the **Save** button.

Some things that might go wrong

Has your Reference List disappeared?

And are your citations are now in curly brackets with a # number?

ullamcorper, at cursus leo pulvinar. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas {Cady, 2016 #12}. Suspendisse potenti. Donec dictum risus at nisi venenatis, auctor tincidunt ipsum malesuada. Aliquam erat volutpat.

Don't be alarmed. Your 'Instant Formatting' has turned itself off. These are called Temporary Citations, and there is more information about them on p. 32.
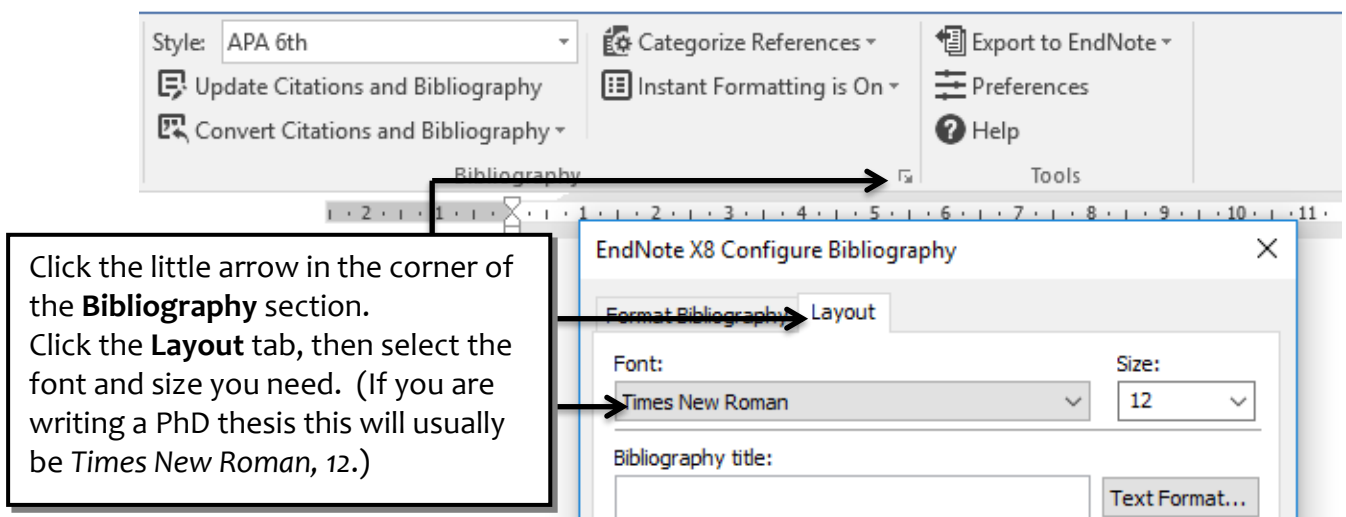
Click **Instant Formatting is Off** and select **Turn Instant Formatting On**.

EndNote X8

Go to End...
Edit & Manage Citation(s)
Edit Library Reference(s)
Insert Citation

Update Citations and Bibliography
Convert Citations and Bibliography

Citations

Categorize References
Instant Formatting is Off
    Turn Instant Formatting On
    Configure Instant Formatting...

Bibliography

Export to EndNote
Preferences

Tools

Your citations should re-format instantly, but if they don't, click **Update Citations and Bibliography**.

Is your Reference List in a different font?

You can change the font to match the rest of your document.

Style: APA 6th
Update Citations and Bibliography
Convert Citations and Bibliography

Bibliography

Categorize References
Instant Formatting is On

Export to EndNote
Preferences
Help

Tools

Click the little arrow in the corner of the **Bibliography** section.
Click the **Layout** tab, then select the font and size you need. (If you are writing a PhD thesis this will usually be *Times New Roman, 12*.)

EndNote X8 Configure Bibliography

Format Bibliography | Layout

Font:
Times New Roman

Size:
12

Bibliography title:

Text Format...

Are there initials in your citations?

zombie gains a new identity with its o
Nulla ac eleifend quam. Integer tincidur
iretra (D. W. Drezner, 2014). Cras e
is tortor. Integer mattis erat at ex
:c vitae lectus elementum, porta nulla v

You may notice that initials, or even given names, are appearing in some of your citations.

This is not actually a fault; it is EndNote differentiating between ambiguous citations.
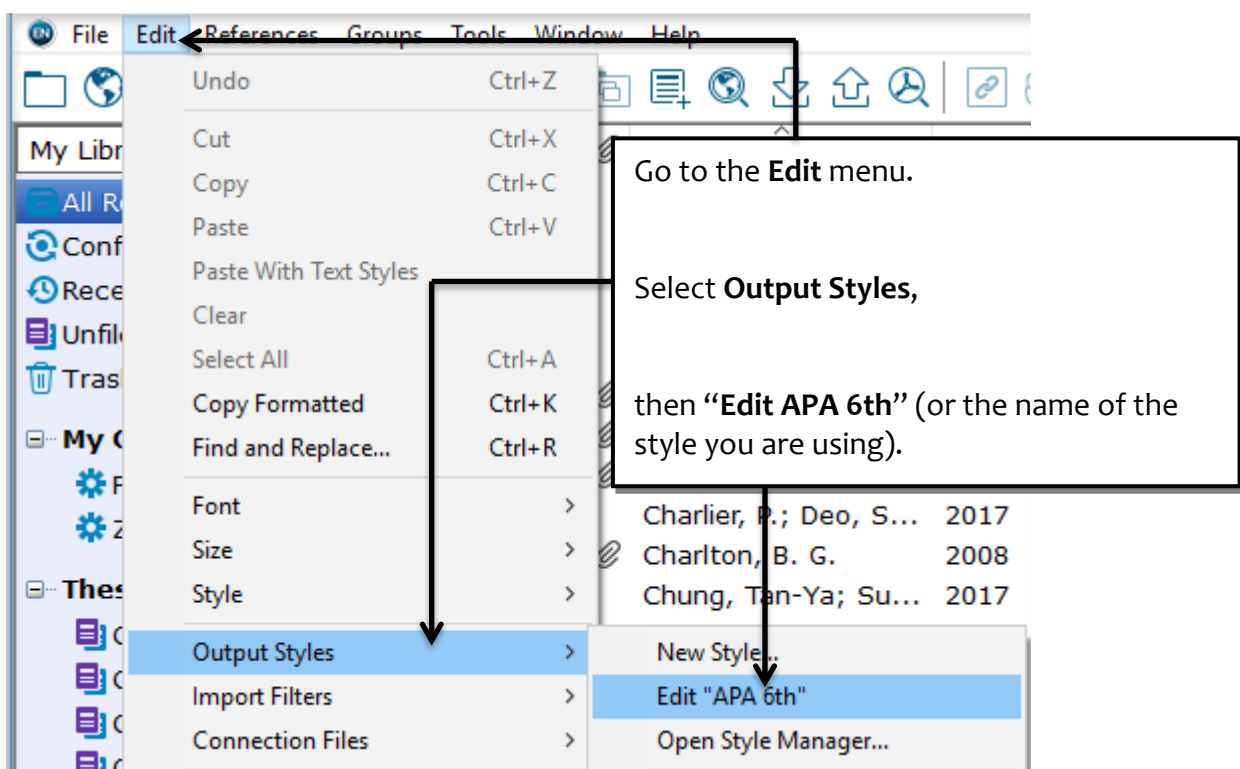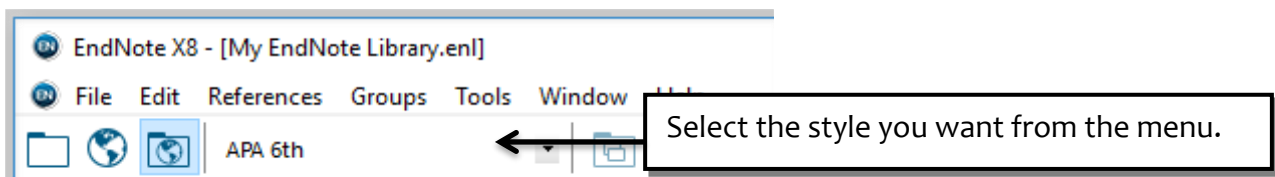
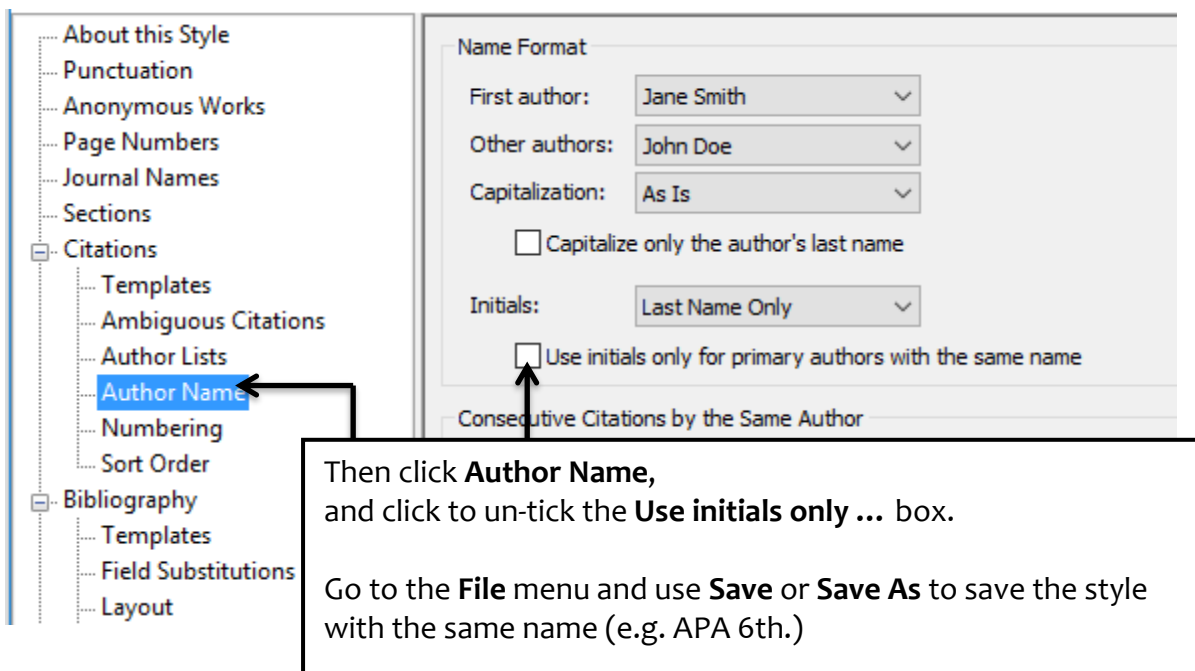You need to be able to tell which citation matches which reference – this is the whole point of referencing.

○ @ Doolittle, Benjamin...	2016
○ @ Dossey, J.	2007
○ Drezner, Daniel W.	2014
○ Drezner, D. W.	2014
○ @ Esteban, D. J.; Hoi...	2015
○ Evans, Rebecca S...	2016

The appearance of initials happens when you have works by the same author but with their name entered differently, or you have different authors with the same family name.

○ Charlier, P.; Deo, S...	2017
○ @ Charlton, B. G.	2008
○ Chung, Tan-Ya; Su	2017
○ Davis, E. Wade	1983
○ Davis, Ronni M.	2011
○ @ Diaz-Leon, E.	2012

If you don't need initials to differentiate citations (for example, the works are from different years) you can ask EndNote to stop including them.

EndNote X8 - [My EndNote Library.enl]

File   Edit   References   Groups   Tools   Window

APA 6th

Select the style you want from the menu.

File   Edit   References   Groups   Tools   Window   Help

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Paste With Text Styles	
Clear	
Select All	Ctrl+A
Copy Formatted	Ctrl+K
Find and Replace...	Ctrl+R
Font	>
Size	>
Style	>
Output Styles	>
Import Filters	>
Connection Files	>

New Style...
Edit "APA 6th"
Open Style Manager...

Go to the **Edit** menu.

Select **Output Styles**,

then "**Edit APA 6th**" (or the name of the style you are using).

Charlier, P.; Deo, S... 2017
Charlton, B. G. 2008
Chung, Tan-Ya; Su... 2017

EndNote X8 - [APA 6th]

File   Edit   References   Groups   Tools   Window   Help

Plain Font ▾   Plain Size ▾   **B** *I* U P │ A¹ A₁ Σ . ABC │ ≡ ≡

```
---- About this Style
---- Punctuation
---- Anonymous Works
---- Page Numbers
---- Journal Names
---- Sections
⊟- Citations
    ---- Templates
    ---- Ambiguous Citations
    ---- Author Lists
    ---- Author Name
    ---- Numbering
    ---- Sort Order
⊟- Bibliography
```

To Differentiate Ambiguous Citations:

☐ Include the author initials or full name in citation

   Name format: A. B. ▾

☑ Add more authors until the citation is unique

Click **Ambiguous Citations,**
then click to un-tick the **Include the author initials …** box.

☑ Add a letter after the year

   Letter format: 2000a, 2000b ▾

```
---- About this Style
---- Punctuation
---- Anonymous Works
---- Page Numbers
---- Journal Names
---- Sections
⊟- Citations
    ---- Templates
    ---- Ambiguous Citations
    ---- Author Lists
    ---- Author Name
    ---- Numbering
    ---- Sort Order
⊟- Bibliography
    ---- Templates
    ---- Field Substitutions
    ---- Layout
```

Name Format

First author: Jane Smith ▾
Other authors: John Doe ▾
Capitalization: As Is ▾

   ☐ Capitalize only the author's last name

Initials: Last Name Only ▾

   ☐ Use initials only for primary authors with the same name

Consecutive Citations by the Same Author

Then click **Author Name,**
and click to un-tick the **Use initials only …** box.

Go to the **File** menu and use **Save** or **Save As** to save the style
with the same name (e.g. APA 6th.)

Click the **Update Citations and Bibliography** button in Word document and the initials will
be removed.

Nulla ac eleifend quam. Integer tincidunt tempor porttitor. Duis pretium et eros vitae
pharetra (Drezner, 2014b). Cras eros nisi, ultricies eget mauris et, dignissim mollis tortor.
Integer mattis erat at ex fringilla, sed condimentum ipsum tincidunt. Donec vitae lectus
elementum, (Drezner, 2014a) porta nulla vitae, lobortis nibh.

Note: in this case, the letters a and b have been added to the citation to distinguish between
works written by the same person in the same year. EndNote does this for you automatically.