EndNote Preferences: Change Case

- From the 'Edit' menu ('EndNote X2' menu on Mac) choose 'Preferences'
- Choose 'Change Case'
- Type 'UCLA' in the 'Do not change the case of the following terms' box
- Click 'Add'
- Click 'OK'
Edit Individual Citations

From Word
- Start typing
- From the 'Tools' menu choose 'EndNote X2'
- From the 'EndNote X2' menu choose 'Go To EndNote'

From EndNote
- Select citation(s)
- From the 'Tools' - 'Cite Why You Write [CWYW]' menu select 'Insert Selected Citation(s)'

From Word
- From the 'Tools' menu choose 'EndNote X2'
- From the 'EndNote' menu choose 'Edit Citation(s)'
- Add page number(s) to the 'Pages' field
- Click 'OK'
- 'Right Click' (Control key + click on Mac) on the in-text citation and choose 'Edit Citation(s)'
- 'Check' the 'Exclude author' box
- Click 'OK'

Note: To cite a reference in a footnote or endnote create the footnote or endnote from within Word. Position the cursor in the footnote or endnote and insert the citation(s).
Edit Output Styles

Author Lists

- From the 'Edit' menu choose 'Output Styles'
- From the 'Output Styles' menu choose 'Edit MLA'
- In the 'Bibliography' section choose 'Author Lists'
- In the 'Abbreviated Author List' section enter if '4' or more authors, list the first '1' author(s) and abbreviate with ',', et al.'
- In the 'Subsequent Works by the Same Author' section select the 'Replace repeated authors with' option and enter '---'
Title Capitalization

- From the 'Edit' menu choose 'Output Styles'
- From the 'Output Styles' menu choose 'Edit MLA'
- In the 'Bibliography' section choose 'Title Capitalization'
- Select 'Leave titles as entered'
Templates

Add Access Date and URL to a Journal Article Template

- From the 'Edit' menu choose 'Output Styles'
- From the 'Output Styles' menu choose 'Edit MLA'
- In the 'Bibliography' section choose 'Templates'
- Place your cursor at the end of the 'Journal Article' template
- Type a space
- Click on the 'Insert Field' button and choose 'Access Date'
- Type a space
- Type <
- Click on the 'Insert Field' button and choose 'URL'
- Type >
- Type a period
Create a new Online Encyclopedia Reference Type


- From the 'Edit' menu ('EndNote X2' menu on Mac) choose 'Preferences'
- Choose 'Reference Types'
- Select 'Unused' from the 'Default Reference Type' menu
- Click 'Modify Reference Types'

### Add the following fields to the new Reference Type:
- **Generic** = Online Encyclopedia
- **Author** = Author
- **Year** = Year
- **Title** = Title
- **Secondary Author** = Editor
- **Secondary Title** = Encyclopedia Title
- **URL** = URL
- **Access Date** = Access Date
Add a Reference Type to an Output Style

- From the 'Edit' menu choose 'Output Styles'
- From the 'Output Styles' menu choose 'Edit MLA'
- In the 'Bibliography' section choose 'Templates'
- Click on the 'Reference Types' button and choose 'Online Encyclopedia'
Customize an Output Style

Use the 'Insert Field' button to add:

- Author
- Year
- Title
- Editor
- Encyclopedia Title
- Access Date
- URL

Apply Styles and Formatting to the Reference Type


- Insert punctuation, spaces, prescribed text
- Highlight 'Encyclopedia Title'
- From the 'Edit' menu choose 'Style' ('Font' on Mac)
- From the 'Style' menu ('Font' on Mac) choose 'Italic'
Rules of Dependence

Rule 1: Basic dependence
Any text or punctuation that is not separated from a field name by an ordinary space is dependent on the adjacent field.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Rule 2: The preceding field takes precedence over the following field.
When punctuation appears between two fields with no intervening spaces, it is dependent on the preceding field.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Rule 3: The first space after a field is dependent on that field. Additional spaces are independent.
The first ordinary space following a field is always dependent on that field. Any consecutive spaces after that are independent and will always appear in the formatted references.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Rule 4: Independent text always appears in the bibliography.
Any text or punctuation that is not dependent on a field name always appears in the formatted references.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Special Formatting Characters

Link Adjacent Text (Using the Non-breaking Space)
A non-breaking space joins two or more items together so they act as a single unit. Any text or punctuation “glued” to a field will drop out of the bibliography if that field is empty. It appears on the screen as a small diamond.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Forced Separation—Using the Vertical Bar
Use the vertical bar character (|), to force a separation "unglue" the text from a field: Volume.Issue vs. Volume|Issue

Field Names in Bibliographies
To force EndNote to interpret a word as just text and not as a field name in a template, put an accent grave character before and after the word: `Editor`\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}

Singular/Plural Term Separator (Caret ^)
You can specify both singular and plural forms of labels for editors or pages in a formatted reference by using a caret (^) to separate the terms: ed.^eds.\footnote{Endnote X3: Bibliographies Made Easy: Search Online Bibliographic Databases, Organize References and Find Full Text, Cite While You Write in 3,700+ Styles! Collaborate with Others Using Endnote Web: User’s Guide; Thomson Reuters: [U.S.], 2009; pp 487-493.}