EndNote guide 6
Creating a list of references in Word

For EndNote version X7
This guide will take you through how to create a numbered list of references in Word, without it being linked to any text (e.g. an article or chapter), and without using the Cite While You Write feature. It can be used to create a reading list, a list of publications to accompany a CV, or a revision list, for example.

Background information about EndNote is available on the Library website at:

www.reading.ac.uk/library/endnote

Selecting a style
The first step is to find a suitable style for your list - the Numbered style is usually the best for this purpose.

You can then edit that style so that the bibliography is set out as you wish.

1. Open your EndNote Library.
2. Select the Numbered style from the Style pick list on the toolbar.

Editing the style to put a space between each record in a list
Your list will look better if it has some spacing in between each entry in the list. You can edit the style so that this happens automatically.

Skip this section if you don’t want a space between your entries.

1. From the Menu bar select Edit.
2. Select Output Styles.
3. Select “Edit Numbered”.
4. Look for the **Bibliography** section in the list on the left when you are in the editing screen and select **Layout**.

5. Click in the **End each reference with** box and press `<enter>` or `<return>`. This will insert a paragraph symbol in the box.

You can achieve the same thing by selecting **End Of Paragraph** from the **Insert Field** pick list on the right of this box.

6. Close the **Style Manager** window and save your changes. You will be prompted to save your amended style as ‘Numbered copy’.
Applying your style and selecting records for your list

1. Firstly you need to select your edited style ‘Numbered copy’ in the style list at the top left of the screen in EndNote.

   Click on ‘Select Another Style’ and browse through the list to find your amended style.

2. Select the records you want in your list.
   Use Ctrl-A to select all references.
   To select multiple, individual records hold down the Ctrl button on your keyboard as you click on the records.

3. From the Edit menu select Copy formatted.

4. Open Word and paste your records into a document.

   If there are other changes you want in the style of all the references, edit your ‘Numbered copy’ style and then copy all the records again. See EndNote guide 4 for further guidance on editing output styles.

   Alternatively, you can edit the references directly in Word.

Further information and help

- Consult the EndNote information on the Library website at: www.reading.ac.uk/library/endnote
- Use the Help button within EndNote
- Visit the EndNote website - provides technical support; updates to filter, connection and output style files; FAQs and tip sheets. www.endnote.com/support

Guide written by:

Jackie Skinner
The Library
University of Reading
Whiteknights
PO Box 223
Reading, RG6 6AE
Jackie.skinner@reading.ac.uk
Tel (0118) 378 8778
www.reading.ac.uk/library