# **How to add citations and references to a Word Document (Windows)**

You can insert citations into a word document using the references in your EndNote Library.

At the top of the Word document, there will be an EndNote tab.

Click on the tab. Then place the cursor in the document at the place that you wish to insert a citation.

To search your EndNote library directly from the Word document, click on the **Insert Citation** icon in the top left corner. To find a reference that is stored in your EndNote Library you can enter any text that appears in the record. For example: an author’s name, a word from the title or a year.

Click on **Find** to retrieve any matching references from your EndNote library. Make sure the reference or references that you want are selected and then click on **Insert**. The citation appears in your Word document.

Another way of achieving exactly the same result is to click where you want the citation to go, then go back to your EndNote library and select the reference or references that you want to cite there. You can hold down the control key on your keyboard to select more than one reference. Then click on the button on the toolbar with double quotes (called Insert citation) to insert the citations into your Word document.

At the bottom of the document, EndNote automatically starts to build up a list of the references that you have cited. The citations in this document are in numbered format and the reference list is in numerical order.

The way that the citations and references display is determined by the EndNote style that is selected in the document. To change the style, click on the **Style** drop-down menu and click **Select another style**. The list includes general styles such as Harvard, Vancouver or APA. It also includes styles that are required for submission of articles to specific journals such as The Lancet and BMJ.

If you click in the box and type ‘h’ to jump to ‘h’ in the alphabet, you can select Harvard and click OK. The citations and references in your document will change to Harvard style, which uses author and year citations and an alphabetical reference list.

If you wish to edit or remove citations or references, it’s very important that you use the EndNote toolbar rather than placing the cursor within the text and deleting the citations and references directly.

To remove a citation, click once on the citation so that it is greyed out, then click on **Edit & Manage Citation(s)**. Click on the drop-down menu to the right of the citation that you want to remove; click on **Remove Citation** and then click on OK.

The citation will be removed, and the reference will also be removed from the reference list.

To edit a reference, return to the EndNote library and find the reference there. Double click on it to make any amendments (I’m amending the year to 2000). When you close the reference, you’ll be prompted to save it.

Return to the Word document and then click on **Update Citations and Bibliography** to display the changes in your Word document.

If you need any further assistance in using **cite while you write** in EndNote, please contact the Great Ormond Street Institute of Child Health Library.