Part 9 – Formatting References

1.) Go to http://endnoteweb.com

2.) Click on the upper-right hand corner where it says “Login to EndNote Web”.

3.) Enter your SUA email address and password. If you do not have an EndNote Web account yet, please refer to the “Register for EndNote Web Tutorial”.

4.) In EndNote Web, you can format a list of your saved references into the bibliographic style of your choice, whether that style is APA, MLA, or Chicago style etc. To do this, first locate and select the “All My References” tab on the main page of your EndNote Web account. ***Note: You can also follow these formatting directions by selecting to open one of your “My Groups” and formatting the references listed there instead of formatting references from “All My References”:
5.) Once you have opened up “All My References”, select the references you would like to format into the bibliographic style of your choice. Once you have selected these references by adding a check-mark in the box that correlates to the reference, locate the “Copy to Quick List” button and select it to copy all of your selected references to your “Quick List”:

<table>
<thead>
<tr>
<th>Author</th>
<th>Year</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2004</td>
<td>INTERNAL MEDICINE, PSYCHIATRY</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>Current awareness in geriatric psychiatry</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>INTERNAL MEDICINE, PSYCHIATRY</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Oral Presentations</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Oral Presentations</td>
</tr>
</tbody>
</table>
Now that you have copied your selected references to your “Quick List”, open up your “Quick List” by clicking on the “Quick List” hyperlink on the left hand side of your screen:
7.) Once your “Quick List” page is opened, locate the yellow “Format” tab located above your “Quick List” of references. Select the “Format” tab:
8.) With the "Format" tab open, you will be prompted to select the "References" you wish to format, the "Bibliographic style" you wish to format them in, and the "File format" you want to view your formatted references in. We will go over these one by one. Please note the "Examples of Commonly Used Styles" guide on this page. You can use this guideline to help you determine which bibliographic style you should choose for your particular references:

![Image of EndNote Web interface]

9.) First up is the "References" option. In the pull down menu, locate the "Quick List" you just copied your references to. Select "Quick List". ***Note: if you decided to format your references from one of your "My Groups", your group will be listed here and you can select your group instead of "Quick List":

![Image of EndNote Web interface with highlighted "Quick List" option]
10.) Now select the “Bibliographic style” pull down menu and choose the bibliographic style you want to use for formatting purposes. For the purpose of this tutorial, I selected the APA 6th as my “Bibliographic Style”:
11.) Now it is time to select the “File format” you wish to view your formatted references in. For the purposes of this tutorial, we are going to select to view our formatted references in “HTML” format:

![Image of EndNote Web interface with File format set to HTML]

12.) Once you select “HTML” as your “File format” select the “Preview & Print” button to review your references that have been formatted in APA 6th style:

![Image of EndNote Web interface with Preview & Print button highlighted]
13.) It is possible that your browser will block your “Preview & Print” as a pop-up:

![Image showing a pop-up notification]

14.) With your mouse, right click the notification bar that says “Pop-up blocked. To see this pop-up or additional options click here…” and select “Always Allow Pop-ups from This Site” in order to see your “Preview & Print” of your formatted references.

![Image showing the pop-up notification with a right-click context menu]
15.) Once you have allowed for the pop-up from EndNote Web, select “Preview & Print” again. The following window will appear on your screen and will list the references from your quick list in the bibliographic style you have chosen. From here you can “Print This Page” or copy and paste your formatted references into the Word Document of your paper or references list:

![Image of EndNote Web window]

16.) In addition to the “Preview & Print” option, you can also “E-Mail” and “Save” your formatted list of references. To e-mail this list to yourself, select the “E-Mail” button:

![Image of EndNote Web with E-Mail button highlighted]
17.) Once you select the “E-Mail” button, the following “E-mail References” window will appear on your screen. Enter the email address you wish to e-mail your references too and include any message you wish to pass along:

18.) To “Save” your formatted reference list, select the “Save” button that is located on the “Format” tab page:
19.) You will be prompted with the following “File Download” notification. Select “Save”:

![File Download dialog box]

20.) Once you select “Save”, the following “Save As” notification will appear. Save your formatted reference list under the name and location of your choice. Select “Save”:

![Save As dialog box]
21.) Once the download of the file is complete, the following notification will appear. Select “Open” to view your saved formatted reference list:

![Download complete dialog box](image)

22.) A similar saved window will appear once you select “Open”. This is your saved list of formatted references that you have now saved to the location of your choice on your computer:

![Saved reference list](image)