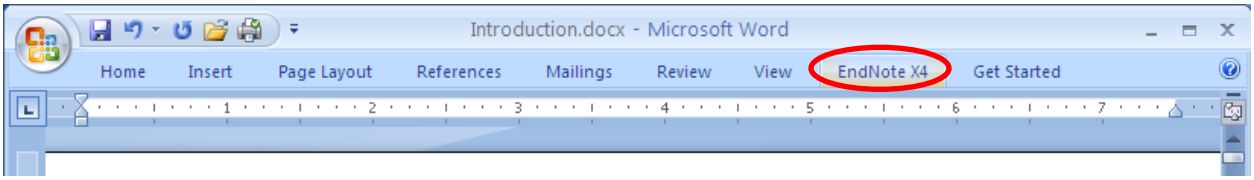
FORMATTING REFERENCES IN WORD USING ENDNOTE

UT SOUTHWESTERN MEDICAL CENTER
LIBRARY

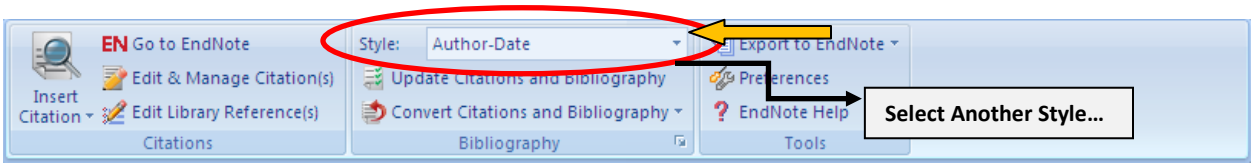
Formatting references in Word is done by choosing from the EndNote output styles developed for the specific format requirements of journals, publishers, and professional organizations. The complete collection contains over 4,500 bibliographic styles. The samples below are from Word 2007 screens.

1. To activate this function, open an EndNote Library.
2. Open a Word document and click on the EndNote tab.



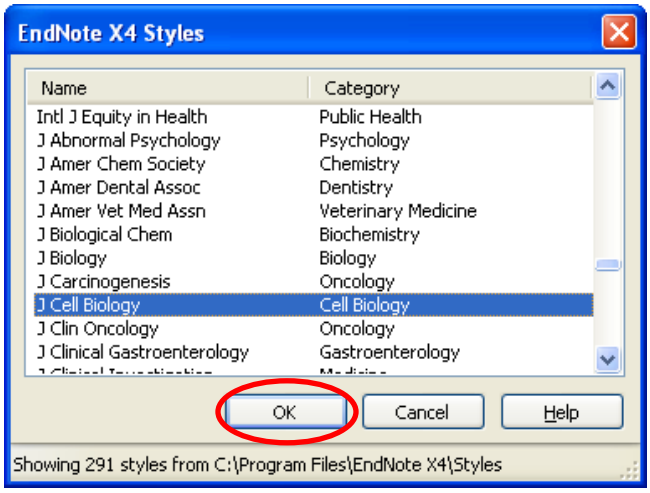
3. From the Style box, choose the style you want to use to format the citations in the document by clicking on the pull-down arrow on the right.

4. Click on ***Select Another Style*** …

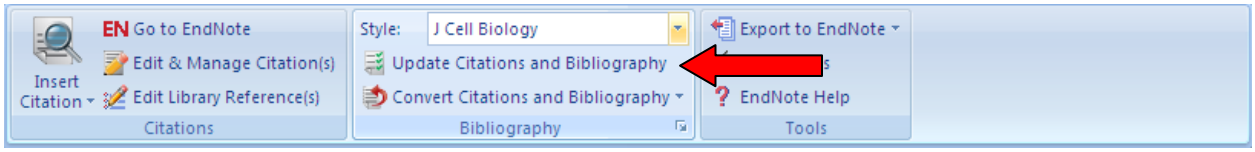


5. Scroll down to the desired style, then click on **OK.**

Style Manager >>



6. Click on *Update Citations and Bibliography* to format the citations within the document's text and reference list.

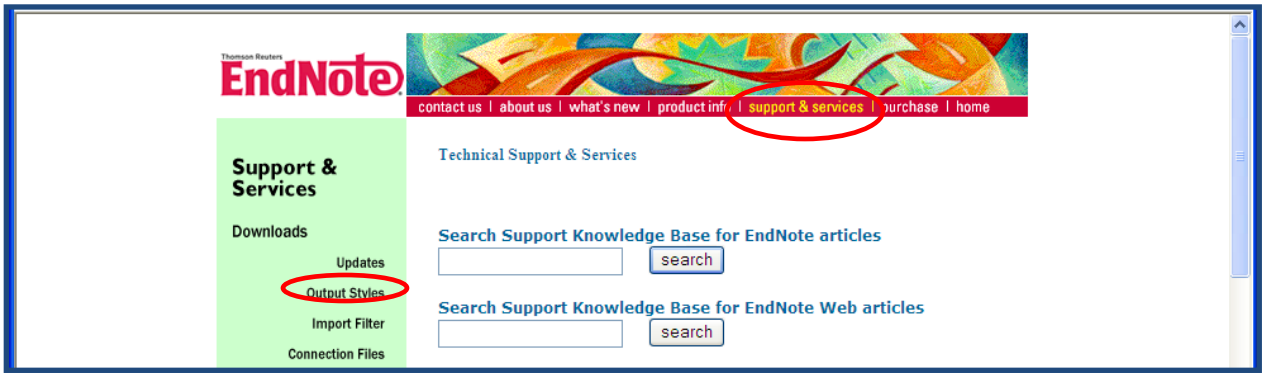


Accessing other EndNote output styles

For faster processing, EndNote X4 includes about 200 styles with the UT Southwestern site licensed program.

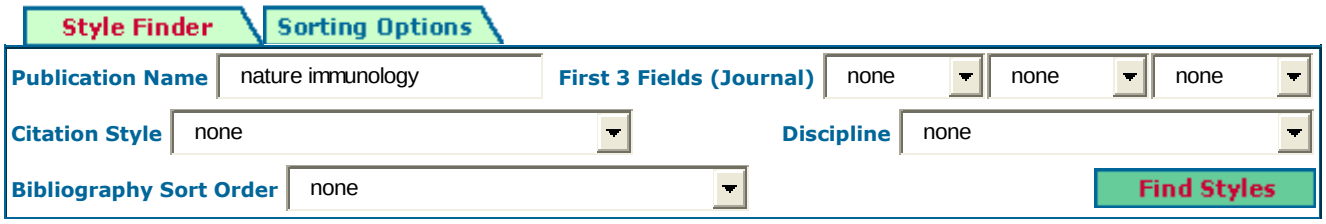
If the style you want is not listed in the Style Manager, you can download additional styles from www.EndNote.com.

1. Click on the **Support and Services** tab.
2. Click on the **Output Styles** link.



3. In the **Style Finder** Publication Name box, do one of the following:

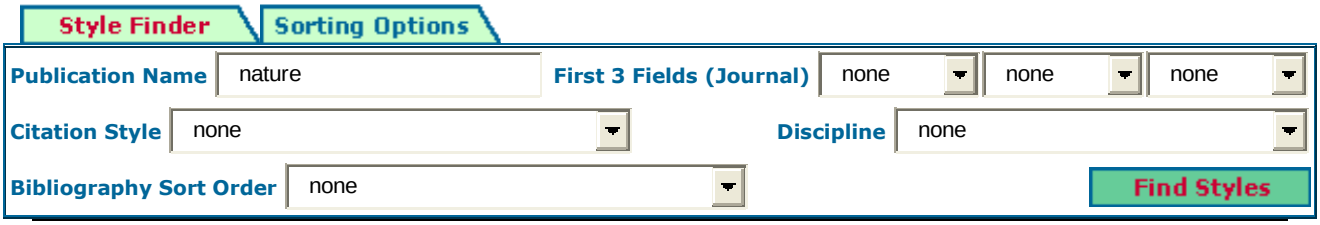
   Single Journal Title: Type the *specific* journal name [full spelling]. Click on **Find Styles**.



Results

Style or Journal Name	Discipline	Date	Link
Nature Immunology	Immunology	3/8/2011	Download

List of multiple journal titles with common keyword: Type a *major keyword* in the journal titles. Click on **Find Styles**.



Results

Style or Journal Name	Discipline	Date	Link
Nature Immunology	Immunology	3/8/2011	Download
Nature Biotechnology	Biotechnology	2/28/2011	Download
Nature Structural & Molecular Biology	Molecular Biology	10/25/2010	Download
Nature Genetics	Genetics	5/25/2010	Download
Nature	Science	4/20/2010	Download
.....			
Nature Medicine	Medicine	7/15/2005	Download

4. Click on the **Download** link for the style you want to use in your EndNote Library and Word documents.

5. Save file(s) to
   PC -- C:\Program Files\EndNote #\Styles folder
   Mac -- Applications\EndNote #\Styles folder

6. The downloaded styles display alphabetically for selection in the Styles Manager window, either in Word or in the EndNote Library.