Using *RefWorks* and *Word 2007* to Cite Materials with *Endnotes*

*Chicago Style* and *Turabian Style*, which is based on the Chicago style, use Endnotes and a Bibliography for citing references in a text and making a list of the works cited in that text. Using endnotes means that you will use superscript numbers within your text to indicate a citation, which will then lead the reader to a section at the end of the document called “Notes.” The “Notes” citations are numbered in the order in which they appear in your paper. After the “Notes” section is the “Bibliography,” which lists the cited works again, but in alphabetical order by lead author’s last name.

- First, install “Write-N-Cite” from the “Tools” menu of RefWorks. This will install “Write-N-Cite” in the “Add-Ins” tab of Microsoft Word 2007.

**Format Endnotes in Microsoft Word 2007**

1. Place the cursor at the end of the sentence where you have cited information.
2. Select the “References” tab on the menu above.
3. Select “Endnote.”
4. A superscript, lowercased Roman numeral will be inserted into your paper text AND a notes section containing a corresponding numeral will be created at the end of your text.
5. NOTE: Lowercased Roman do not follow *Chicago or Turabian Style* rules for endnotes. To change the endnotes to Arabic numerals, click on the tiny square in the lower right hand corner of the Footnotes menu. A new menu will pop open. Under the “Format” heading, change “Number Format” to from “i, ii, iii…” to “1, 2, 3…”

**Insert Citations from RefWorks**

1. Place the cursor next to the superscript numeral created in the notes section of your Word document.
2. Select the “Add-Ins” from the menu in above your text in the Word file. Click on the Write-N-Cite button (this assumes you have installed Write-N-Cite III on your computer).
3. In Write-N-Cite, click “cite” next to the citation you would like to insert.

**When you have finished inserting citations, create the bibliography:**

1. Select the “Bibliography” button in Write-N-Cite.
2. Select the Output Style.
   - Turabian 7th Edition (Notes)
   - Chicago 16th Edition (Notes & Bibliography)
A Few Last Tips…

- Label the section of endnotes you have created as “Notes,” since neither Word nor Write-N-Cite will do that for you. Start them on a new page after the text of your paper.

- You should indent the first line of each Note using <tab>.

- The “Bibliography” should start on a new page after “Notes.”

- Always proofread the citations. The citations in “Notes” should be edited to include only the specific page numbers you are citing in that particular section of your paper. The “Bibliography” section includes the page numbers of the entire piece you are citing.

- If you want to read the Chicago Manual of Style sections on Notes and Bibliographies, you will find the 16th edition in the Reference Room at the call number Ref Z253.U69 2010.

- See below for an example of Endnote usage following the Chicago style.

Sample Paper in Chicago Style 15th Edition (Notes & Bibliography)

Here is the first sentence of my paper.¹ Here is the second sentence.² The end.

Notes


Bibliography
