APA 6th and EndNote

Short Guide for students
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About APA 6th

APA 6th is a reference or bibliographic style used mainly in the social sciences. It is based on the Harvard style which uses the author/year format. Other styles may be numbered or use footnotes.

The latest version of the American Psychological Association (APA) is the sixth edition and copies of the print manual are located at shelfmark 150 L492*4. in the Berkeley library, second floor. Additional support and information about the style include the APA blog site as well as various library guides. This is all described under Referencing and Endnote on my subject page for Education https://www.tcd.ie/library/support/subjects/education/

Deciding to reference manually or using software

Referencing manually: If you decide against using reference manager software such as Endnote, you can consult the APA manual (mentioned above) to format your references. In addition, some online resources provide a cite feature which will format the reference in a given style. Simply copy and paste into the bibliography or reference list of your Word document. However, the actual citation within your document must be done manually.

Referencing using software: These softwares automatically format references. There are many versions available e.g. Zotero, Mendeley, Refworks or Endnote. Trinity College Library supports Endnote. All information as well as instructions on how to register (Endnote Online) or download (Endnote desktop) are available from the ENDNOTE section of the Library website https://www.tcd.ie/library/support/endnote/. A Library Endnote team provides training. Contact is via Subject Librarians.

APA Endnote online guide 2017 Geraldine Fitzgerald (fitzguy@tcd.ie/geraldine.fitzgerald@tcd.ie)
Endnote or Endnote Online?
When you decide to use Endnote to manage your references, you need to commit time to learning how to use the program. A basic IT competency is required.

Endnote Online: This version (formerly known as Endnote Basic or Endnote Web) is aimed mainly at undergraduate and postgraduate diploma students but can be used by all students.

Endnote (desktop) is recommended for postgraduates, researchers and staff. It is an enhanced version of Endnote allowing fuller functionality e.g. easier transfer of pdfs with records as well as more styles. This can be freely installed on a Mac or Windows pc in College via the Library website but off-campus use on a non-College owned machine requires a personal licence.
It is possible to “sync” desktop with the online version if you do not wish to purchase a copy. Details are available under Support on our Endnote pages.

Registering for EndNote Online
Anyone can register for an Endnote online account. A customised version of Endnote online for Trinity College Dublin is available to TCD students and staff.

To register for a Trinity Endnote Online account you must do this on campus to be recognised as a Trinity user. Go to the Library website, www.tcd.ie/Library. Select Endnote on the homepage and then Endnote Online. Click on the registration option and sign up.
Once you have signed up you access this program via the Library’s Endnote pages, Web of Science database or directly via [www.myendnoteweb.com](http://www.myendnoteweb.com)

You need to get MS Word working with Endnote software. Within Endnote Online select **Download the installer**. A short video for TCD students can be viewed at: [https://www.tcd.ie/library/support/tutorials/tcd-endnote/story.html](https://www.tcd.ie/library/support/tutorials/tcd-endnote/story.html)

If **EndNote is correctly installed in your Word Program, it will appear in the tabs section.**

![EndNote](image)

You can toggle between the online and desktop versions of Endnote from within Word by clicking on Endnote> Preferences>Application.
Finally, if APA 6th is not listed as a style within the program, go to FORMAT>BIBLIOGRAPHY>Bibliographic Style>Show Favorites>Copy to Favorites

You are now Ready to Go!
Using EndNote Online

The Basics

In many cases when you find references online whether through specific e-journals, library-subscribed databases, Library catalogues, Google Scholar etc., a download option is offered. Typical terminology include Save File, Download citation, Export. Always select the EndNote Online (also known as Endnote Web/Basic) option when available. Otherwise, select the generic option REFMAN RIS to bring your reference(s) in correctly.

With Endnote Online, these references are generally saved in the Downloads section of your computer.

When you find the reference you want to use, open Endnote Online, and using the Collect>Import reference feature, you can import it into your library of references. You need to use appropriate “filters” to do this correctly. Otherwise use the generic REFMAN RIS format.

However, for items that you cannot export easily or items which do not import correctly, you need to either edit an existing imported record or manually create a reference from scratch.

Different types of references

Importing book/report references

For books, reports, govt. publications, conference proceedings series, use a Library Catalogue to find the reference. The British Library is recommended. Within Endnote Online, go to COLLECT> ONLINE SEARCH>British Library (If not listed initially, Copy to Favorites) >CONNECT. Search for title ensuring you have the correct field type listed beside your query. With results, select Retrieve.

Select item(s) by ticking box adjacent to record. Add to Group UNFILED. Locate within this group of references. Tick box beside record and Copy to Quick List. Then check FORMAT>BIBLIOGRAPHY (see above) to see that it displays correctly.
Importing Journal articles

For Journal articles you are advised to use databases or the E-journal itself. Go to the record level within the hosting resource to export the reference correctly. Options include EXPORT (EBSCO databases), Save FILE and Download citation. These go to your Downloads section of your computer. Then within Endnote Online select COLLECT>Import References>. From Browse, find the relevant reference in the Download folder, Select appropriate filter (usually REFMAN RIS) to bring in the record in the correct way, to UNFILED or other group. Click IMPORT.

Online References without Download citation options

For online references with no obvious download option, you can try the CAPTURE REFERENCES feature in ENDNOTE Online. This is available under Downloads>Capture References. Paste this into your browser’s Favorites or Bookmarks folders. This is mainly used for capturing multiple references from a web page, e.g. Google Scholar pages of references. Often these require further editing.

Common reported problems relating to APA and Endnote Online

Below are typical examples of problems which students encounter with APA 6th in Endnote Online.

A more comprehensive overview on using Endnote Online and formatting solutions for a range of reference types including blogs, podcasts, electronic articles etc.. is available at AUT Library website: http://aut.ac.nz.libguides.com/endnote/use_apa6th

Bills/Acts

A common problematic reference type is STATUTE in Endnote Online. This has been developed for US legislation and does not format Irish Acts or Bills correctly.

Workaround: To get around this, in Endnote Online, use the Book reference type and input the data manually (COLLECT>NEW REFERENCE) as very often it is hard to download this format successfully from online sites. Enter the author as Government of Ireland followed by a comma to denote a corporate author and follow this with a space. Fill in the fields as outlined below i.e., leave YEAR field blank, include year of Act or Bill in TITLE field.
Double-checking in REFERENCES/REFERENCE LIST

To see how this might look in your Reference list, save this reference to the Quick List. Then select FORMAT>BIBLIOGRAPHY. Select the following options: Quick List, APA 6th and file format RTF. Preview to check it will display correctly in your References.


In-text or In-line citation

The *(in-text/in-line)* citation, in your Word document will still be incorrect as it is following the formatting rules for a book. Therefore, it will display author, year within brackets. To change this to display (Act, year) as per APA rules for legislative documents, do the following. In the Endnote Online toolbar in your Word document, find the citation you wish to change by clicking on Edit Citation, highlight the citation, and exclude author (tick box) and in the Prefix box, type required text e.g. *Education Act*, (always follow with a comma and space). Click Ok. This should display correctly now.
If you have a lot of this reference type, you can opt to save a Plain text version of the document when you are finished and then alter the in-text citations one by one. To do this, go to Convert Citations and Bibliography>Convert to Plain Text. This newly saved document is no longer attached to Endnote. You can then send this corrected document to your supervisor/publisher.

Citing secondary citations
If the work you are consulting cites previous studies, you should include the reference to the work you consulted in your list of references but not the work cited within it (secondary citation). However, in the in-text citation, you should mention it. This is described at http://aut.ac.nz.libguides.com/APA6th/intextcitation

Editing citations to match APA 6th rules
Et al. rule
If the et al. rule does not work correctly (see Table below for APA rules), use the EDIT CITATION technique (above) and use the Suffix box to add et al., (space before phrase and after comma). You can amend authors by excluding author and then type in authors you wish to include in the Prefix box.
Citing multiple authors
Within Word, place cursor at the correct position for the citation, click Insert Citation, typing in author of interest, highlight and Insert. Keep the cursor at this position and repeat the process finding different author groups each time. Endnote online video explains this: (at 15:45 timing on timeline)

http://www.adeptscience.co.uk/endnote-video/UsingEndNoteOnline.html

Subsequent citing of corporate author
Following APA 6th conventions, a corporate author, such as the Department of Education should be abbreviated to it’s shorter form after the first mention. This requires manual tweaking of the reference when you are citing more than once. Use EDIT CITATION to do this. Use Exclude Author and in the Prefix box type abbreviation, e.g. DoE followed by a comma and space.
Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want (Adcock, Duggan, Watson, & Belfore, 2010; Government of Ireland; Meek & Buckley, 2011). If you need to stop reading before you reach the end, Word remembers where you left off - even on another device (Ireland. Department of Education., 1983).

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document (Whelan, 2015a).

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar (Gleeson, 2012). Click Insert and then choose the elements (DoE, 1983) you want from the different galleries.

References section - layout

If you need to make changes to your References list use the Bibliography section of the Endnote Online toolbar in Word. Select Configure Bibliography and edit accordingly. For example, under Layout, you can edit line spacing, font size and type, and rename Bibliography to References.