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About APA

The American Psychological Association style, or APA for short, is a reference or bibliographic style used mainly in the social sciences and is the style requirement for School of Education students and staff. It is based on the Harvard style which uses the author/year format. Other styles may be numbered or use footnotes. These are described under Referencing on the Library website.

In late 2019, the 7th edition was released. **Currently, until the transition from the previous edition is complete during 2020, both print volumes will be available in the library on the second floor of the Berkeley library at shelfmark 150 L492.** See main differences between the 6th and 7th editions. Additional support and information about the style include the APA blog site as well as many university library guides. Theses are all described under Referencing on the Education Libguide 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 publication manual of the APA manual (mentioned above) to format your references. You can also take a look at other guides such as more concise guide (courtesy of librarians at the National College of Ireland). Even though it focuses on APA 6th, much of the formatting is correct.

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.**

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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/](https://www.tcd.ie/library/support/endnote/). A Library Endnote team provides training. You may find tutorials on the **Endnote Youtube** channel useful.

Contact is via Subject Librarians.

**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. You may find tutorials on the **Endnote Youtube** channel useful.

**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 any library user.

**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.
It is possible to “sync” desktop with the online version. 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. This contains common styles used in TCD.

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 select Endnote Online. Click on the registration option and sign up.

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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

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.**

You can toggle between the online and desktop versions of Endnote from within Word by clicking on **Endnote> Preferences>Application.**
Finally, if APA 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 includes 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” (e.g. name of database) 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 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.

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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 (or 7th) 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.

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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 (Habino, 1996).

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other (Walsh, 1980). For example, you can add a (W:en) matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries (European Commission, 2005). Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match (European Commission, 2005) the new theme (Aiken, 1970).

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

Subsequent citing of corporate author

Following APA 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, & Belfiore, 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.

Troubleshooting reported limitations in Endnote for APA 7th

EndNote does not currently support: If 20 or more authors, list the first 19, followed by , ... <last author>

Little distinction is made in APA 7th between electronic and non-electronic sources. For existing libraries using the electronic source reference types, you may need to add the type of source. For example, ensure a Kindle book source is identified as Kindle in the Type of Medium field.

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Web Page reference type:

For references requiring a Year and Date, enter the corresponding date for the Year field in the Last Update Date field using the format Month, Year. Enter the full Retrieval date into the Access Date field using the format Month Day, Year.

Retrieval dates:

The retrieval date is now only needed for sources that are designed to change or reflect information that changes over time (i.e., social media sites), or for sources that are not archived. (Please see section 9.16 of the manual for specific information.) The retrieval date will print if it is present in the library reference. You may need to manually edit your final manuscript to add or remove the retrieval date information.

Contributor Roles:

Some reference types require the role of the contributor to appear in the reference list. For example, the writer B. Oakley must appear as "Oakley, B. (Writer)" (minus the quotes). For proper formatting of the bibliography, the name must be entered as a corporate author in the library (i.e., "Oakley, B. (Writer)", minus the quotes). The in-text citation will need to be adjusted with Edit and Manage citations to remove the Author, replacing it with custom prefix author text.

Records from Web of Science:

References imported from Web of Science include a <Go to WOS>:// link in the URL field. If the record does not have DOI field data as well, this <Go to WOS>:// value will be included in the bibliography as the URL. Removing this value will affect the "Web of Science" submenu functions from the References menu. As such, it is best to correct this after finalizing the document with "Convert to Plain Text" in the EndNote Cite While You Write tools, within Word.

Section 10.10 Computer software, Mobile apps, Apparatuses and Equipment:

Use the Computer Program reference type for these. For an entry in a Mobile App reference work, enter the title of the app in the Series Title field. Both the title of the entry and the mobile app title will appear in italics.

Section 10.13 Audio Works

Examples 91 and 92 (Music album and Single song or track): EndNote has only one Music reference type. While it does contain fields for both Album and Song/Track, the formatting for these are different. We cannot exactly match the examples in the manual. For a Song/Track to achieve formatting closest to the examples in the manual, enter the description at the end of the Title field instead of in the Form of Item field (i.e., "Formation [Song]", minus the quotes).

Examples 93 and 94 (Podcast and Podcast episode): EndNote has only one Podcast reference type. While it does contain fields for podcast and podcast episode, different formatting is required for each type. We cannot exactly match the formatting of the examples in the manual. To achieve formatting closest to the examples in the manual, enter the description "[Audio podcast]" at the end of the Title of Podcast field instead of using the Type field (i.e., "Hidden Brain [Audio podcast]", minus the quotes.)