Using and Changing Citation Styles in EndNote Basic

Publishers of academic content, such as journal articles, specify what format authors are to use for citations and references, in order to provide a consistent look for their publications. Guidelines typically can be found in instructions for authors. There are thousands of different citation styles, and many of them are available within EndNote Basic to aid the process of inserting and properly formatting references in manuscripts. Make sure you are logged into your EndNote Basic account while writing and editing your document.

**Change Styles in Word:** A citation style can be selected in Word by using the dropdown menu on the EndNote menu tab. The dropdown menu will display a limited number of possible styles. To locate a different style and add it to the dropdown menu, click on “Select Another Style…” to open a dialog box listing available citation styles. Scroll down the list to locate the desired style, click on the name to select it, then click the “OK” button. **Note:** Many styles are specific to particular journal titles.

**Select the desired style** (that was added) by clicking on it in the dropdown menu for Style. When a new style is selected in the EndNote menu, the citations and references are automatically reformatted accordingly in the document.

Notice how switching from the APA 6th edition style, which uses an author-date citation format, changes to a numbered style when ASME is selected, and the references change from being listed alphabetically to being ordered chronologically.
Change Styles List from EndNote Basic: The dropdown list of EndNote styles that appears in the Word menu can also be set from EndNote Basic. In EndNote Basic, go to the “Format” tab, and then the “Bibliography” page. Click on the “Select Favorites” link.

A window opens with choices of available styles listed in the left-hand box. **Click on a style name** to select it. Hold the Control (CTRL) key down to select more than one style at a time to add to your dropdown list (maximum of 25 favorites). Click the **Copy to Favorites** button to display your choices in the right-hand box.

Click on “Hide” to close the window when finished.

The selected styles in the favorites list now appear in the dropdown choices for Bibliographic Style in the Bibliography page in EndNote Basic (from which a Bibliography, i.e., a formatted list of references, can be created).

The list of favorites also becomes available in the Style dropdown menu in Word.

**Note:** If there was a document open when editing the style favorites, it may need to be closed and reopened for the menu to reset.