

A Sample Document Using EndNote (unformatted)

This is a sample in the use of EndNote. You will note that in the “unformatted” document the references are {author’s name, #no. in your database}. This applies whether I want to refer to a journal article¹, book (monograph)², book section (such as an article in an edited work)³, an electronic source⁴, a book in a series⁵, or a dictionary article.⁶

If you want to refer to a specific page number, say p. 100, then in the unformatted document, immediately after the reference no. type “@100” before “}” (no spaces).⁷

In cases where the reference is to be preceded by some comment the approach is straightforward as in this footnote.⁸ Note what happens when there are two works by the same person, separated by some text.⁹ If you do not want the long dash repeated, then you need to edit after formatting (see below).

Observe what happens when two consecutive footnotes refer to the same work, but you are referring to different page numbers.^{10 11} You will also see that as the reference has been cited earlier in the essay the new reference is shorter.

To use Greek or Hebrew letters in your EndNote database, and hence in your Word document, see the notes under “Some additional pointers” on the “Installing and Using EndNote” page. Here is a sample output.¹²

NOTE: After you have formatted your document, proof read the whole document as it may be necessary to fine tune (EndNote is powerful, but automatic processes do not always lead to the desired result). E.g. for the Turabian style EndNote puts a full stop in automatically (see especially notes 9 and 12), and puts “Reprint” before details you have included in this box, which is you need to change manually to “reissued”, “updated”, etc. as appropriate.¹³

¹ {Alexander, 1974 #471}

² {Archer, 1983 #585}

³ {Lust, 2006 #817}

⁴ {Anderson, 1995 #832}

⁵ {Block, 1997 #135}

⁶ {Sorg, 1976 #736}

⁷ {Simonetti, 2001 #355@100}

⁸ This is discussed at length by {Jobs, 2000 #562@100-120}

⁹ For more details see {Lee, 1969 #629} and {Lee, 1983 #730}

¹⁰ {Block, 1997 #135@150}

¹¹ {Block, 1997 #135@151}

¹² E.g., {Polak, 1994 #503; Lust, 1996 #485; Muraoka, 1964 #751}

¹³ {Hawthorne, 1993 #828}