1. Adding a Page Number to a Parenthetical & Removing the Author and/or Year

- Click on the parenthetical
- Choose Edit Citation from your Endnote toolbar
- Use the Pages box to put the page number for a direct quote
- Click Exclude Author and/or Exclude Year to remove either element from your parenthetical
2. Set the Line Spacing for your Reference List

Note: Endnote Online defaults to single-spacing. If you want your reference list to be double-spaced, you must edit the line spacing (once per paper).

From your MS Word Endnote toolbar:

- Windows – Click on the Bibliography Submenu
- Mac OS – Click on Configure Bibliography
- Choose the Layout Tab
- Customize the Layout Tab
  - Choose your **Font** and **Size** to match your paper.
  - Change ‘**Space after**’ to Double, this will add a double space between your references.
  - Optional: Change ‘**Line spacing**’ to Double if your professor also prefers that the actual reference also be double-spaced.