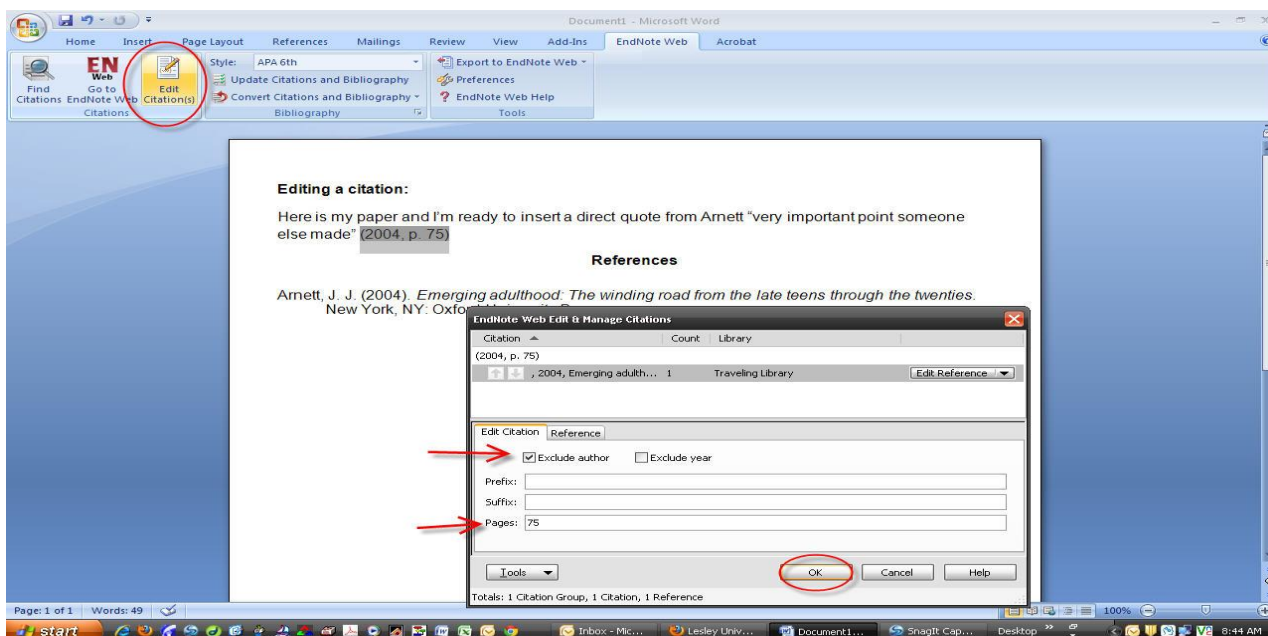# *Endnote Online Tips & Tricks*
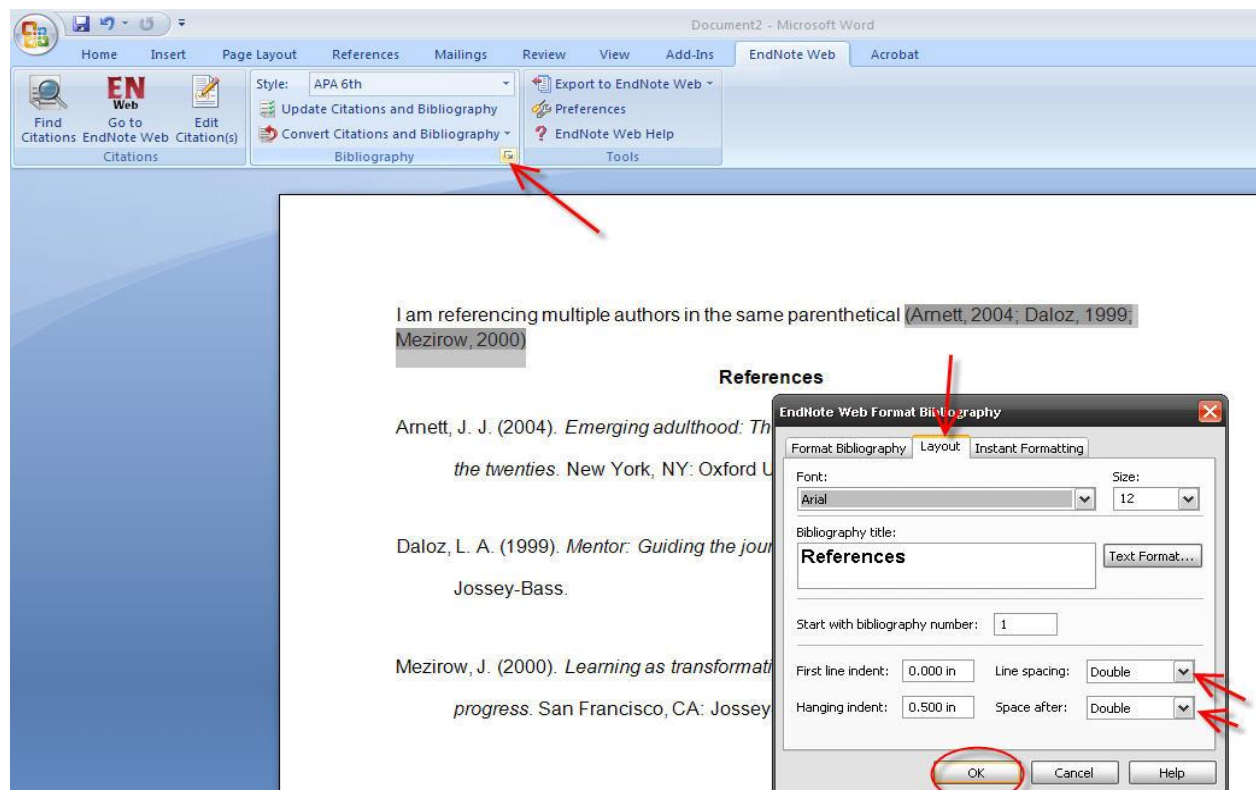
1. Adding a Page Number to a Parenthetical & Removing the Author and/or Year

   Mac Toolbar: Click "Edit & Manage Citation(s)"

2. Choose the Line Spacing for your Reference List
   Note: Endnote defaults to single spacing; you must set the line spacing once per paper.

   Mac Toolbar: Click "Configure Bibliography"

3. Entering Books from an online catalog (ex: FLO Catalog, Library of Congress, etc.)

Choose the Online Search option under the Collect tab

Fill out the Search Form

Choose the item from the result list.

Note:

As with journal entries, remember to check over the reference and clean up any capitalization, spacing issues, etc.

Does the book have an author or an editor? If editor, make certain the Reference Type says "Edited Book".

4. If something doesn't look the way you want it to, just play around with the Reference Type and fields until it looks correct!   (Example 34 from the APA manual)

This Electronic Book wasn't displaying quite the way APA format requires. My solution was to choose Generic as the Reference Type. I put most of the information into the Title & URL fields and did the italicizing myself. In the Text and Reference list, this displays properly as:

(McDaniel & Miskel, 2002)

References

McDaniel, J. E., & Miskel, C. G. (2002). *The effect of groups and individuals on national decisionmaking: Influence and domination in the reading policymaking environment* (CIERA Report 3-025). Retrieved from University of Michigan, Center for Improvement of Early Reading Achievement website: http://www.ciera.org/library/reports/inquiry-3/3-025/3-025.pdf