

Hello, this brief tutorial will demonstrate how to use EndNote Basic to automatically generate a bibliography. This tutorial will focus on generating an APA formatted bibliography of references, although you can use it to format references using different styles as well. In this example, you'll see that I have one book chapter and three journal articles exploring the role of fire in longleaf pine ecosystems and I want to format them into a bibliography. Let's begin. First note the location of the references within your Endnote Basic account. The references in this example are located in the [Unfiled] folder. Next, place your cursor over the "Format" option located in the main navigation within your EndNote Basic account. Doing so will display a sub menu of several options. Click the "Bibliography" option. This will bring you to a screen displaying 3 drop-down menus for formatting your bibliography. First, select [Unfiled] in the "References" drop-down menu because the references are located within that folder. Next, select APA 6 from the "Bibliography Style" drop-down menu. You can choose another citation style here if you want to format your references differently. Lastly, choose (RTF rich text file) from the "File Format" drop-down menu. Click the "Save" button. This will format and download your references to your computer. The file will be labeled "exportlist.rtf." An RTF (or Rich Text File) is compatible with Microsoft Word and many word-processing programs. Open the file you just downloaded. Voila and presto! You just automatically formatted the references into an APA formatted bibliography. As a matter of best practice, be sure to review the references to ensure that they are indeed formatted correctly. This completes the tutorial on using EndNote Basic to format references into a bibliography following APA rules for citation. Please feel free to contact me if you have any questions. Thanks.