



# Cite While You Write (CWYW)

## 1. What is CWYW?

Endnote's **CWYW** (Cite While You Write) helps you:

- Insert **in-text citations**

The effects of humans on biodiversity and landscapes have been widely recognized. As the human population continues to increase, demands on natural resources grow larger; few places on Earth are unaffected by human a (Bearer, et al., 2008). Even many nature reserves, or "protected areas", are not well protected from human interference. Nature reserves are a traditional approach to biodiversity conservation, but their effectiveness is limited by increasing human pressures.(Figure 1)<sup>43</sup>

The objective to protect wildlife and other species is often in serious conflict with the needs for socioeconomic development by local re (Christiansen, 2008). Although increase in human population pressure has been recognized as a major threat to environmental protection and biodiversity conservation , the mechanisms underlying complex interactions between population and environment or population and biodiversity are largely unknown (Wildt, 2006).

- Build the **Reference List**

Bearer, S., Linderman, M., Huang, J. Y., An, L., He, G. M., & Liu, J. Q. (2008). Effects of fuelwood collection and timber harvesting on giant panda habitat use. *Biological Conservation*, 141(2), 385-393.<sup>44</sup>

Christiansen, P. (2008). Feeding ecology and morphology of the upper canines in bears (carnivora : Ursidae). *Journal of Morphology*, 269(7), 896-908.<sup>45</sup>

Wildt, D. E. (Ed.). (2006). *Giant pandas: Biology, veterinary medicine, and management*. Cambridge: Cambridge University Press.<sup>46</sup>

- Insert **figures and charts**

### List of Figures<sup>47</sup>

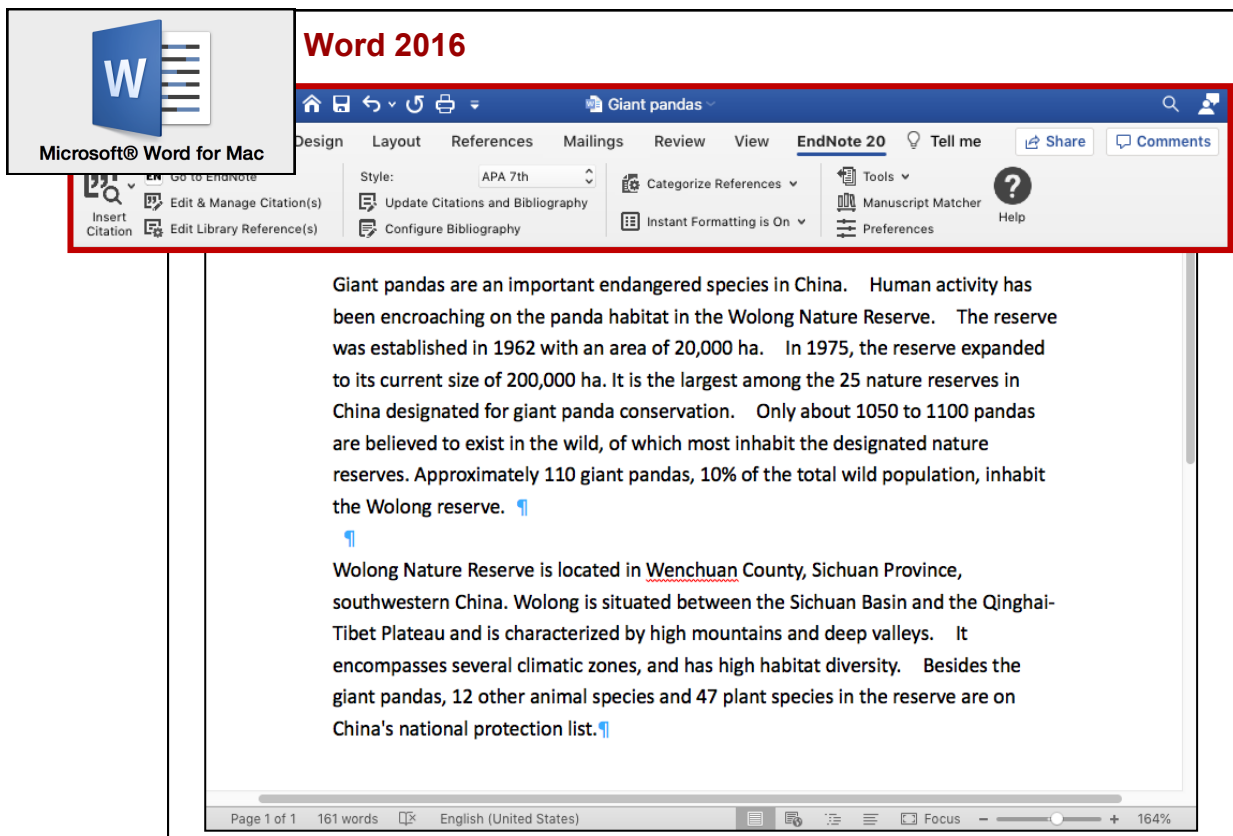
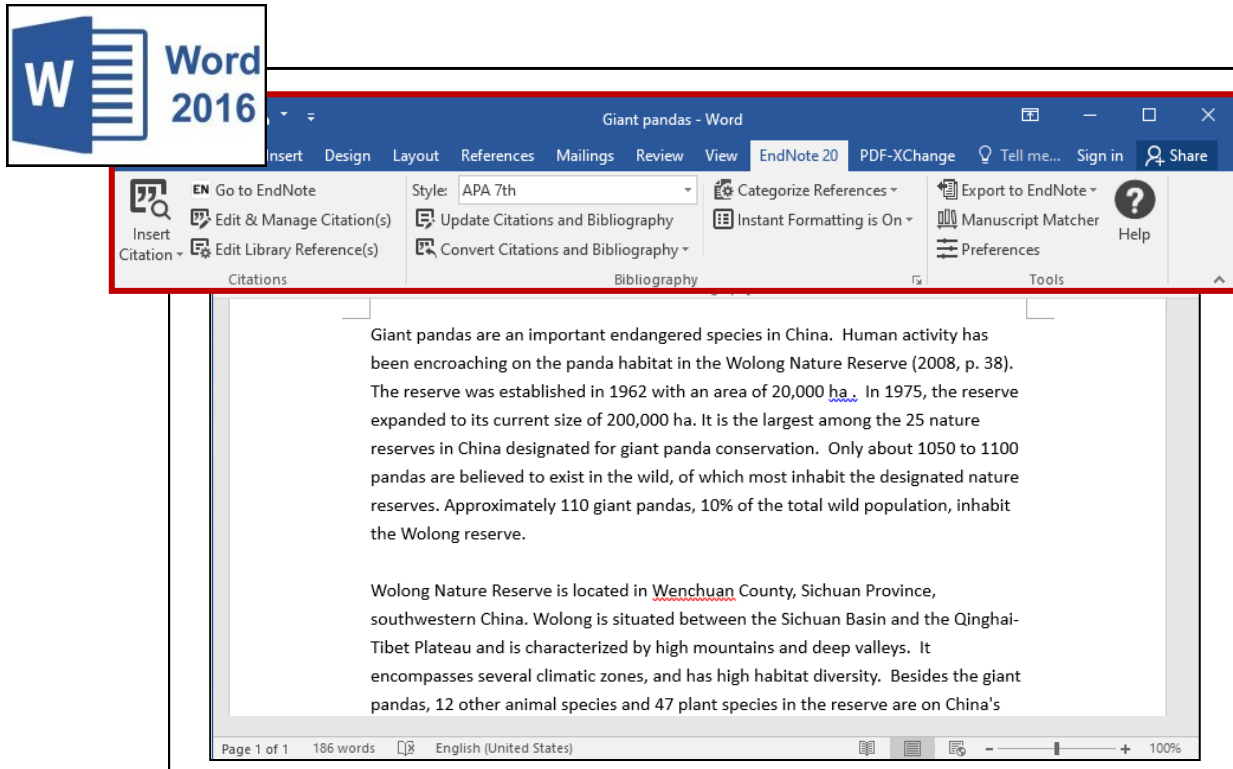


Figure 1. Book cover<sup>48</sup>

- Format the **citation style** of the entire essay

## 2. The Endnote Toolbar in Microsoft Word

An **Endnote toolbar** will appear in Word once Endnote is installed on your PC.



### 3. How to use CWYW?

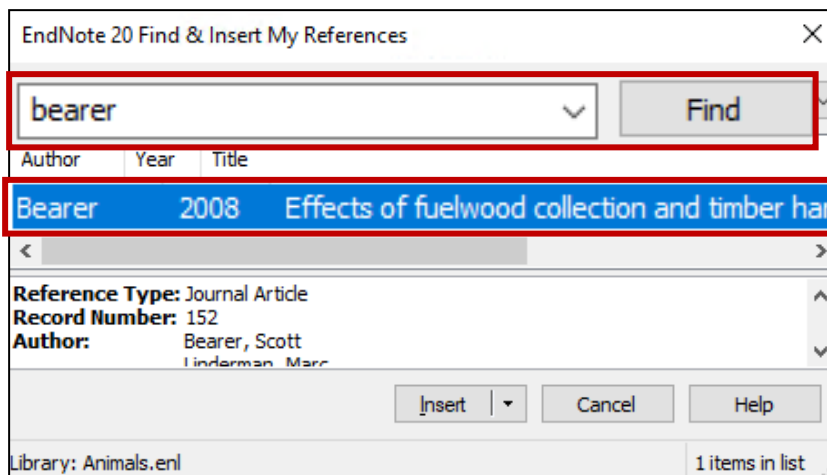
#### Step 1 Insert a citation

Method A Insert Citation

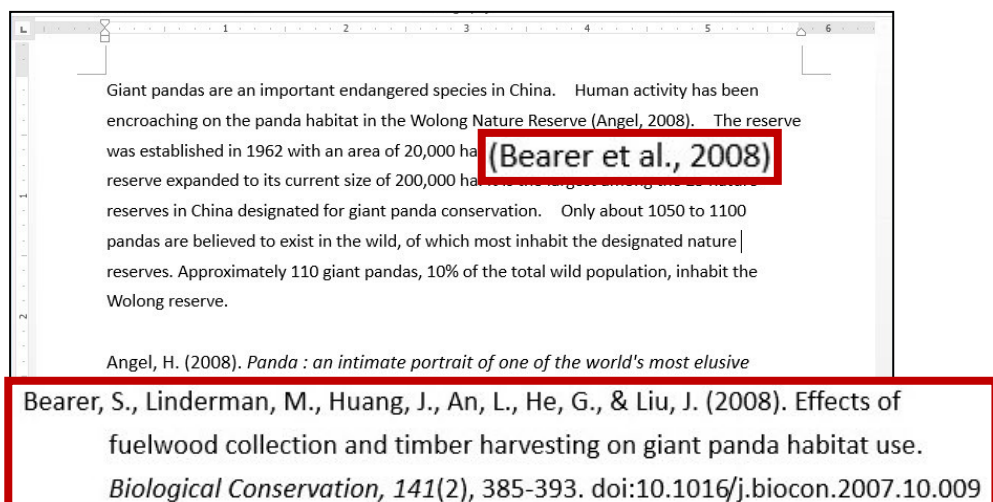
- 1 In Word, **place the cursor** where you would like to insert your in-text citation. Select **Insert Citation > Insert Citation**

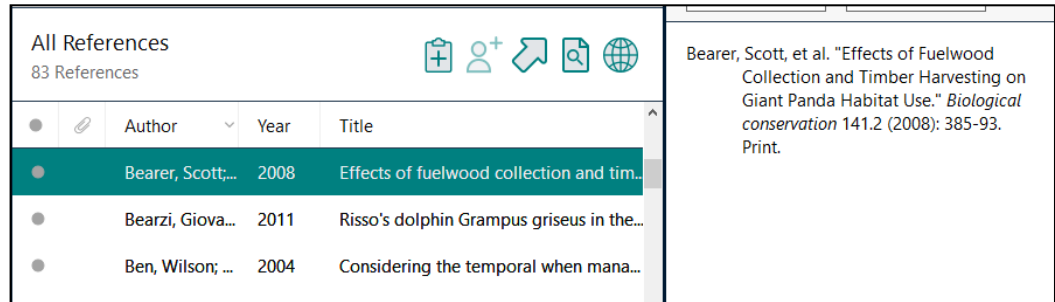
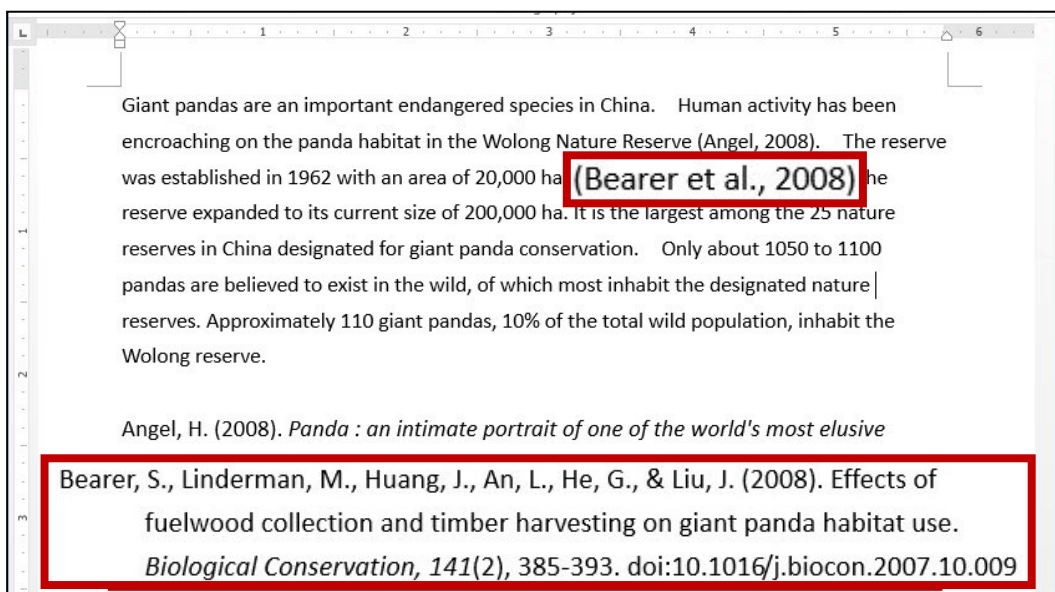


- 2 Find your citation. Then, highlight the **desired citation**, and click on **Insert**.



- 3 The **in-text citation** and the **reference** will be inserted into your document.



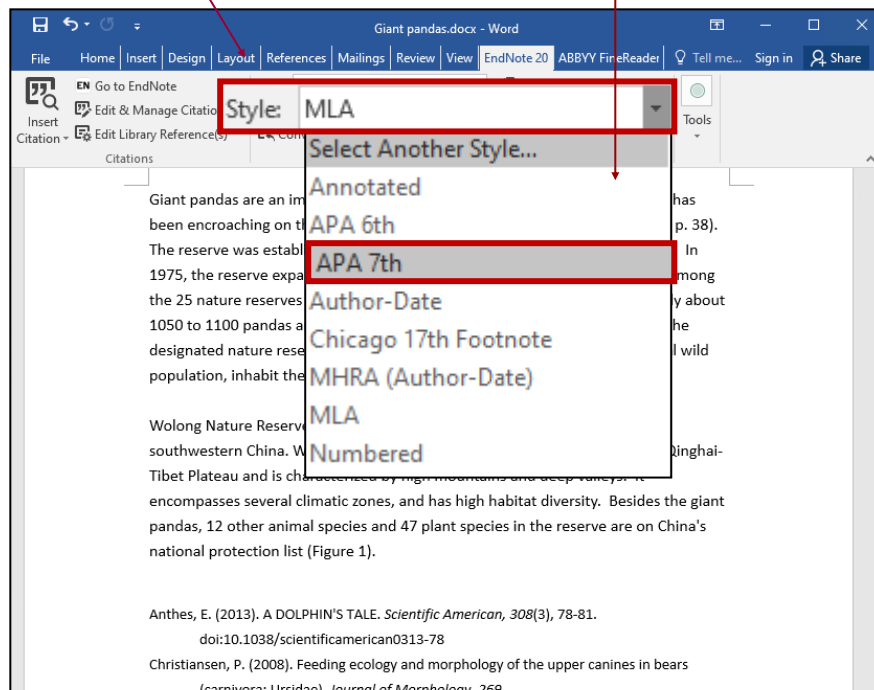
**Step 1 Insert a citation****Method B** Insert Selected Citation**1** In **Endnote**, highlight the **desired citation**.**2** In your Word document, **place the cursor** where you would like to insert your in-text citation. Select **Insert Citation > Insert Selected Citation(s)****3** The **in-text citation** and the **reference** will be inserted into your document.



## Change the citation style

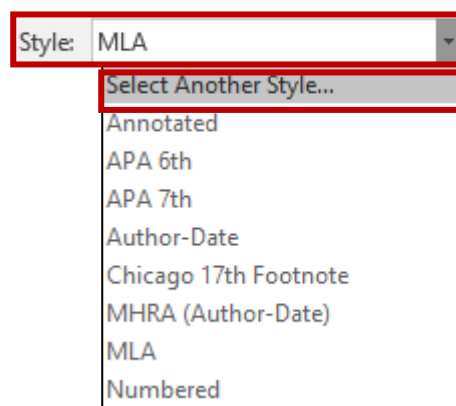
**1** In the **Bibliography** tab section, open the **Style** pull-down menu.

**2** Select your **desired citation style**, e.g. APA 7th.



## Can't find the Citation Style?

From the **Style** pull-down menu, choose **Select Another Style**.



If the style is not on the list,  
visit Endnote website

<http://www.endnote.com/support/enstyles.asp>.

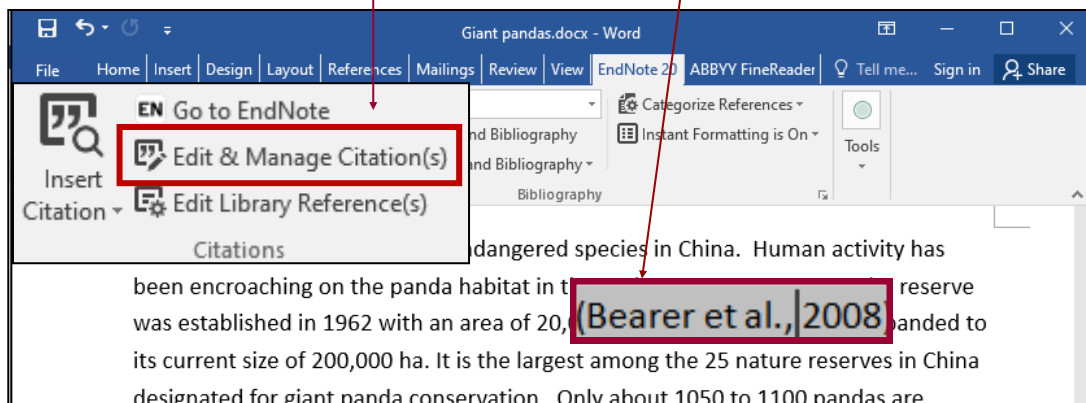
There are more than 6,000 styles there!

**Step 2 Edit & Manage Citation(s)****1**

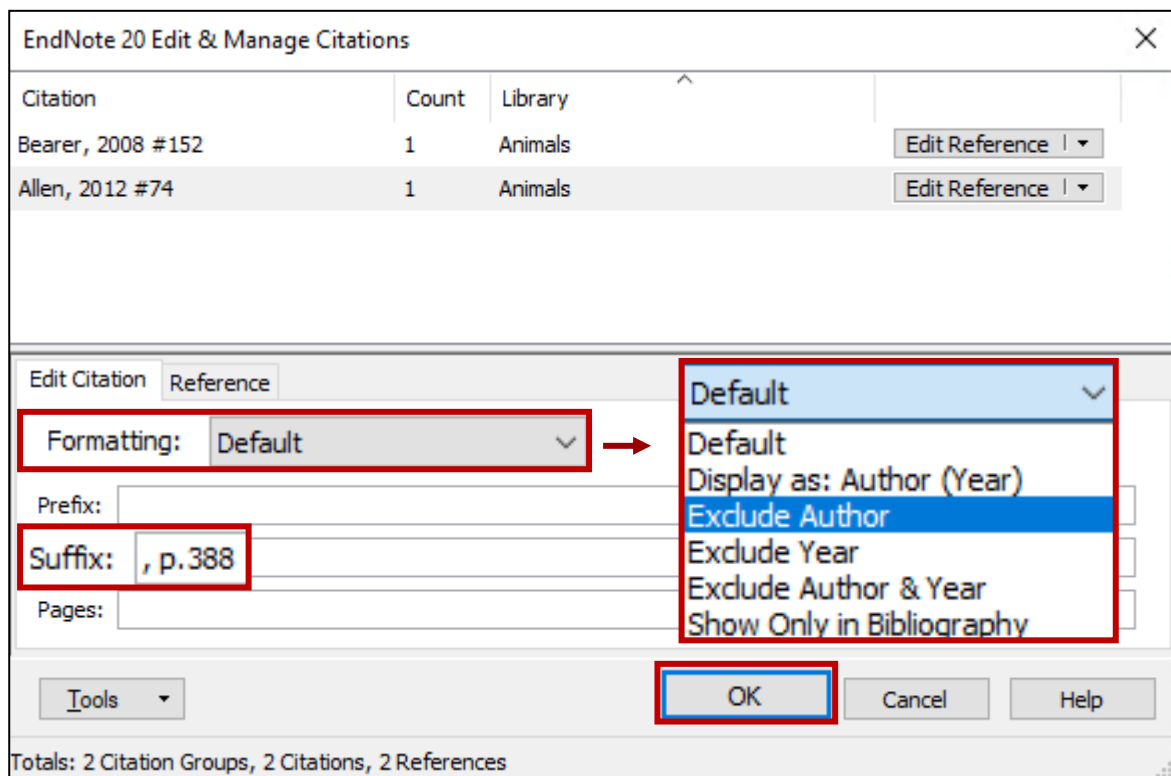
**Place your cursor** on the in-text citation you would like to edit. The citation will turn grey.

**2**

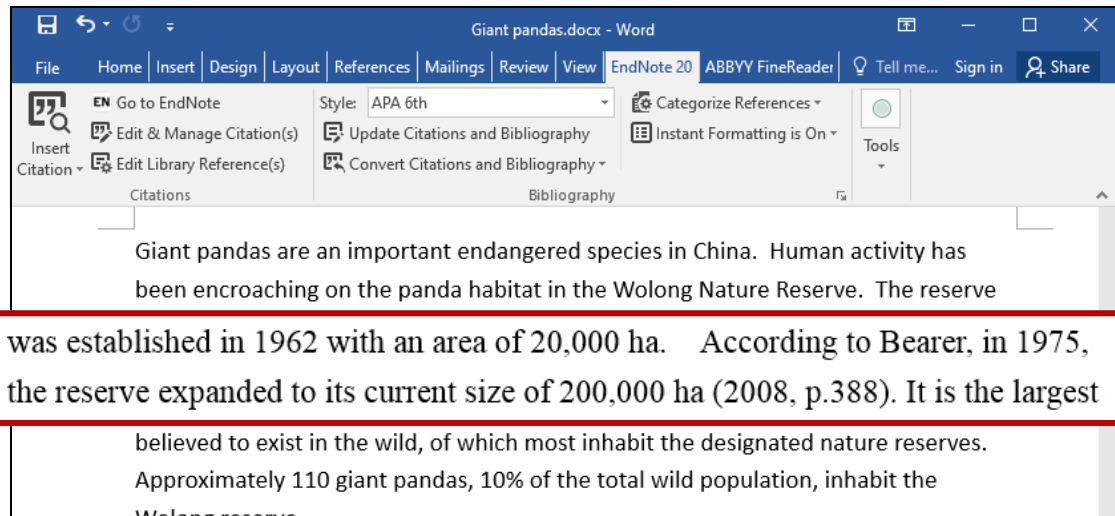
From the Citations tab section, click on **Edit & Manage Citation(s)**.

**3**

Specify your options, e.g. Exclude Author, add page numbers  
(Note: Use **Suffix** to add page numbers if **Pages** does not work.)



- 4 The in-text citation will be changed accordingly.

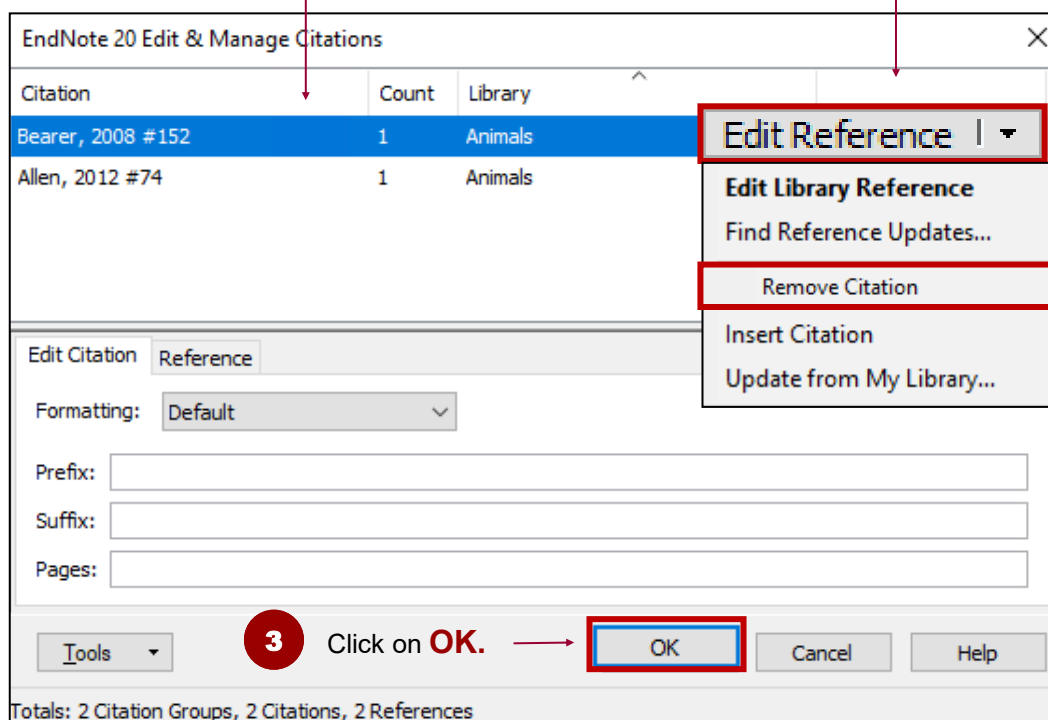


### Removing a Citation

Important: **DO NOT** remove citations using the delete function in Word. To remove citation:

- 1 From the **Edit & Manage Citation(s)** menu, highlight the **desired citation**.

- 2 Open the pull down menu for **Edit Reference**, and then select **Remove Citation**.

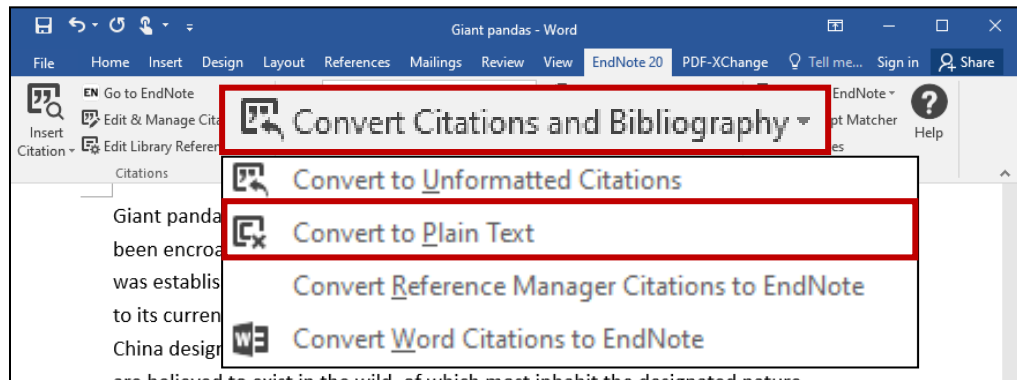




### Step 3 Remove Field Codes

Before submitting your paper, you may wish to remove the Endnote field codes. The recipient can then view the document properly without using Endnote.

- 1 To remove field codes, select:  
**Convert Citations and Bibliography > Convert to Plain Text**



- 2 A new Word document will be created. Click on **OK** and save the file under a **new filename**.

