# EndNote Cheat Sheet

## To Add Prefix (e.g. as review by; see Jones et al, 1998) or Suffix to Citation

**Prefix Text:** To add text to print before the formatted citation, type the text immediately after the opening brace and then a backslash "\" to separate prefix text from the search text:
{see \Jones, 1987 #84}
**Suffix Text:** To add text to print after a formatted citation, type it after the record number. If you used text in lieu of the record number, enter a third comma and then type the suffix text:
{Smith, 1995, #33 p.293}
{Smith, 1995, dinosaur, p.293}

## To Omit Authors or Date

While your style may normally include the author's name and date in each in-text citation, you may want to omit the author and/or year from a particular citation. This is useful if you have mentioned the author or year in the context of the sentence and do not want to repeat the information in the citation.
To remove the author's name or date from a citation, simply leave that information out of the unformatted citation.
**To omit the author's name, enter:**
...Wyatt's recent discovery. {, 1993 #38}
which will format as:
...Wyatt's recent discovery. (1993)
**To omit the date, enter:**
...about his 1993 discovery. {Wyatt, #38}
which will format as:
...about his 1993 discovery. (Wyatt)

## Change Citations using Menu Commands

There may be cases where you want individual citations to differ from the standard format. You may want to remove the year or author from a citation if either was mentioned in the context of the sentence. Or, you might want to add a page reference or comment before or after the citation.
For example, assume a formatted citation looks like this:  Hall's discovery (Hall, 1988)
• 	You can omit the author's name from the citation:  ...Hall's discovery (1988)
• 	You can omit the date from the citation:  ...the 1988 discovery (Hall)
• 	You can add a suffix and page number to the citation:  ...the discovery (Hall, 1988 p.4)

• You can add a prefix to the citation:  ...the discovery (see Hall, 1988)

**To customize a formatted citation:**

1. Insert and format the citation.

2. Click on the citation.

3. From Word's *Tools* menu, go to the *EndNote 6* submenu and select *Edit Citation(s)* to display the EndNote Edit Citation dialog.

4. If the citation is part of a multiple citation, several references will be listed in the left column of the dialog. Make sure the citation you want to customize is highlighted.

5. Customize as needed:

**Exclude Author:**  Select this to omit the author name from the formatted citation.

**Exclude Year:**  Select this to omit the date from the formatted citation.

**Prefix:**  Enter text here to print immediately before the citation text (spaces are significant).

**Suffix:**  Enter text here to print immediately after the citation text (spaces are significant).

**Pages:**  Enter page numbers here to print as directed by the current output style. The Cited Pages field must be included for printing in the In-Text Citation Template of the output style.

**Up and Down Arrows:**  In a multiple citation, highlight a reference and use the arrows to change the order of display.

6. Click *OK* to implement the change(s) to the citation.