

To use the Endnote function of Word for references (specifically in journal template):

****Note I only know Windows shortcuts, so Mac people need to figure out how that translates to the apple keyboard****

Why do we want to do this?

Reference management software doesn't always work well if you want to put multiple references under one number (1a, b, c, etc) or if you want to add text footnotes within your reference list. And it's easier to format the numbers. This function will still automatically update the numbers so if you have to add a reference at the last minute, you don't have to manually adjust all of the numbers after that.

1. As you type, when you want to insert a reference go to the References Tab → "Insert Endnote" Will add a superscript number and corresponding number at the end of the document. If you want to change the style of number, click on the icon at the bottom right of the Footnotes section to bring up footnotes and endnotes options. Click on Endnotes and change location from "End of Document" to "End of Section" (will come in handy later) and change the number format to 1, 2, 3 etc if need be.
2. Continue to add references as you type. If you need to reference something that already has a number, use the Cross-reference feature under either the References Tab, Captions section or Insert tab. Select endnotes from the dropdown menu and click the endnote you would like to cross reference. You may have to manually superscript the cross referenced numbers (highlight number, then ctrl + shift + =).
3. If you add a reference such that the numbers change, but it doesn't look like the endnotes and cross references updated throughout the document, highlight all (ctrl + a) then right click → "update field". Give it a minute to think as it updates all of the numbers. I have found that any cross references in tables have to be updated manually by right clicking on the number, then selecting "update field" for each one individually.
4. To get the references into the reference section instead of at the end of the document: Right after the References heading in the template, click to put your cursor there. Go to the Page Layout tab → Breaks dropdown menu under Page setup → Select Section Breaks "Continuous". If you have already changed endnotes to go at the "End of Section" instead of "End of Document" then the references should move. If not, follow directions in step 1 to change this.
5. To get rid of the line and extra spaces before the endnotes:
 - a. Go to View tab → Draft. Everything will look very different now.
 - b. Go to References → "Show Notes" under Footnotes section.
 - c. In the pull down menu that just appeared click "Endnote Separator".
 - d. Delete the line and space.
 - e. Right click → "Paragraph" settings. Change spacing before and after to 0 pt.
 - f. Pull down menu change to Endnote Continuation Separator
 - g. Delete line, space, and change paragraph spacing to 0 pt.
 - h. View tab → Print Layout to bring back the normal view.