AGLC referencing

EndNote and Word

AGLC referencing uses a footnoting style. In Word, first insert the footnote then select the citation from Endnote.

Creating a footnote in Word:
Tip: Have EndNote library open in same screen as Word document
- At a point in your document where you need to insert a reference
- Go to the References tab on the Word toolbar
- Place the cursor in the document at the point where the footnote is to be inserted
- Select Insert Footnote icon. A footnote number\(^1\) will also appear at the bottom of the page
- Highlight footnote you wish to insert
- Go to the Endnote tab in Word, then select Insert Citation > Insert Selected Citation - select citation from within Endnote
- As you insert citations into Word, a bibliography (references list) also starts to appear at the very end of the document.

Changing a footnote
If a citation needs to be corrected or changed, do not use the Word editor commands. The change must be made in the Endnote Library, NOT in your Word document.
- Select Edit Library References on the Endnote Tab in Word
- Make your corrections in the Endnote record
- Toggle back to Word in the Endnote Tab
- Select the Update Citations and Bibliography icon

Removing a footnote
If you wish to delete a footnote you must also first remove the citation attached to the footnote. Do not just use the Word editor commands
- Highlight the citation that you wish to remove from your footnotes
- Select Edit and Manage Citations in your Endnote Tab in Word. The citation you have highlighted will appear in the edit citation menu.
- Select the Remove citation option under the Edit Reference dropdown menu.
- In your Word document main text delete the footnote number. The footnote entry at the bottom of the page will also go.
- Word automatically renumbers the remaining footnotes

Bibliography
AGLC guidelines state that your bibliography must be organised by material type: cases, legislation, etc: AGLC (3rd ed) 1.16

As citations are inserted into a Word document from Endnote a bibliography automatically begins to form at the end of the document. This bibliography will be organised in alphabetical order rather than by material type. To organise your bibliography by material type use the Label field on the Endnote records and classify your material according to the following labels:

Article/Book/Report
Case
Legislation
Treaty
Various

\(^1\) In a footnote style, the citations you insert appear here, at the foot of each page