

Cite While You Write: Edit & Manage Citation(s)

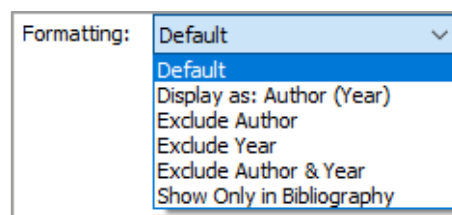
EndNote 20

Formatting guidelines sometimes require the customization of in-text citations so that specific citations are formatted differently. The Edit & Manage Citation(s) feature of Cite While You Write allows you to make changes on a citation-by-citation basis.

1. Start the citation customization process by highlighting the formatted in-text citation that you'd like to modify and then press the **Edit & Manage Citation(s)** shortcut found on the EndNote 20 tab in Word.

Edit & Manage Citation(s) settings

2. Use the **Formatting** menu to customize the appearance of an individual in-text citation. You can present author information outside of the parenthetical citation, exclude the author, the year, or both. You can also instruct EndNote to display this reference in your bibliography only.



3. Include a preceding word or phrase to your in-text citation by adding custom text to the **Prefix** field. The **Suffix** field functions in the same manner, but the Suffix field text appears at the end of your parenthetical citation. EndNote output styles set up to include **Cited Pages** will display a page number or range of pages entered in the **Pages** field within an in-text citation. This information helps your reader know where they can find a concept or other data you're including within the source work you're referencing.

Prefix:	see also:
Suffix:	
Pages:	25

4. Press **OK**, and you'll see your citation customizations appear in real-time with Instant Formatting enabled.

avian intelligence have found that
and sometimes have surprising sir
ange from the cockatoo who was t
's in-depth studies done with the
(see also: Laudato, 2010, p. 25)
ssfully use, and even modify or bu
athcote, Rutz, & Kacelnik, 2009)

Find these features and more on the EndNote 20
Edit and Manage Citation(s) window.