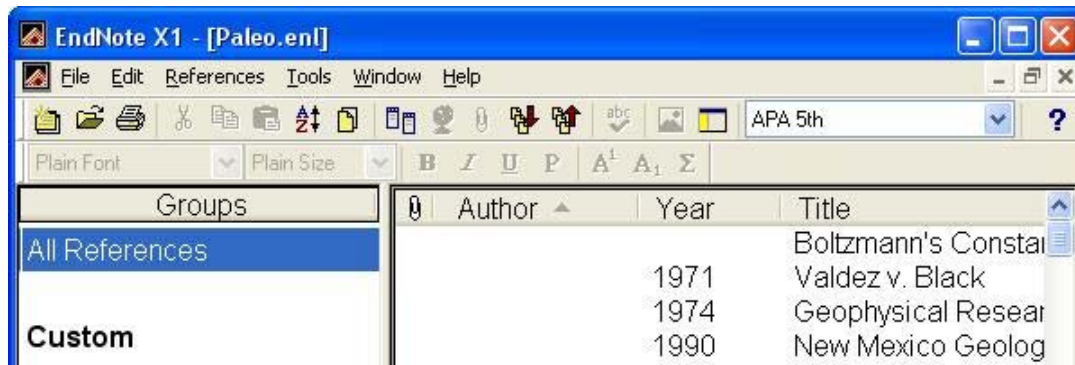


Printer-Friendly View | Normal View

## Creating subject bibliographies

To make a bibliography of particular references:

- Run EndNote and load your library.

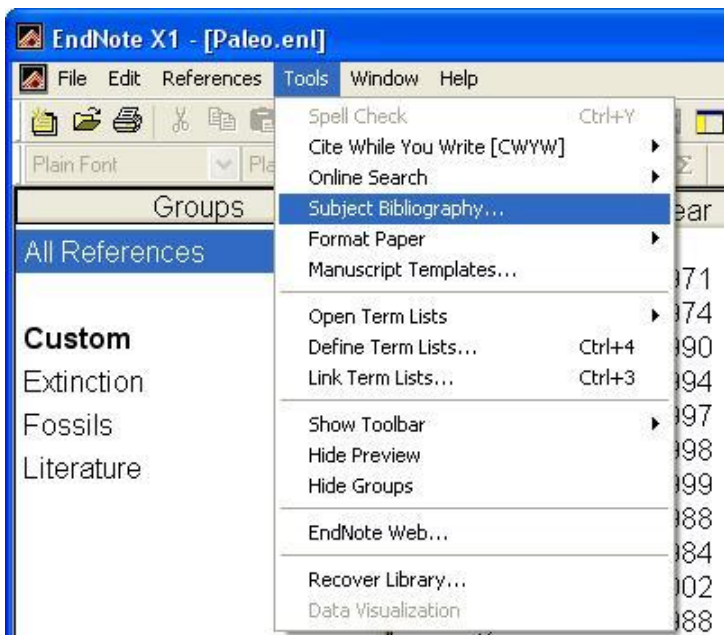


- Select the references for the bibliography by clicking on the first, then holding down the **CTRL** key and click on the rest in turn.
- Either drag the references into a Word document, or click on **File | Export...** and choose where to save the bibliography and in what format (Text, RTF, HTML or XML) and style.
- Look through the document to make sure the **formatting** is correct. For example, producing a bibliography for APA 5th using this method will not give you a hanging indent, which all APA 5th bibliographies should have.

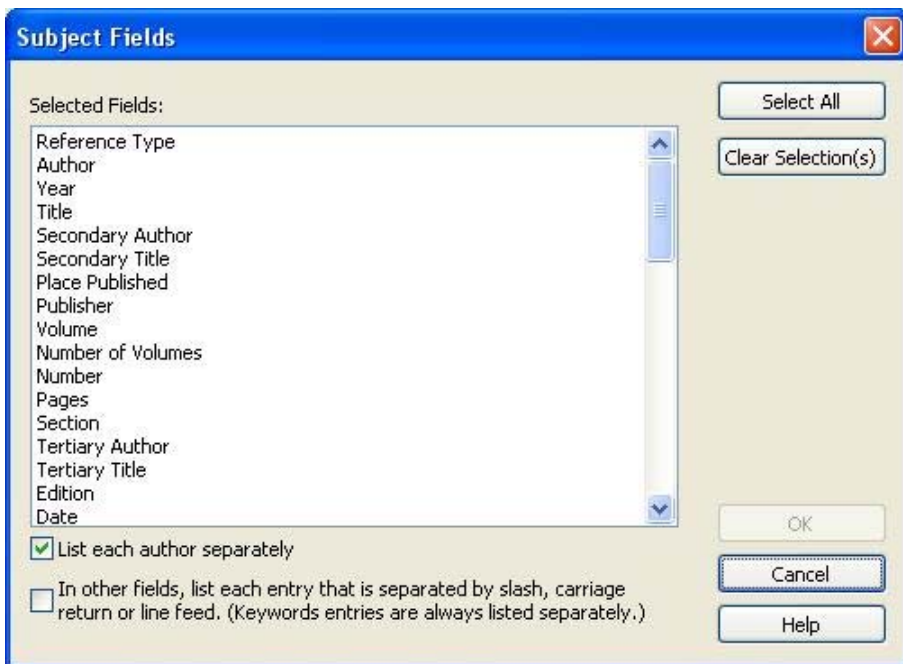
You will often need to **edit these documents manually** to get them exactly as you want them.

EndNote also allows you to quickly, and easily, create a subject bibliography or reading list using references and subject terms from your EndNote library. To do this:

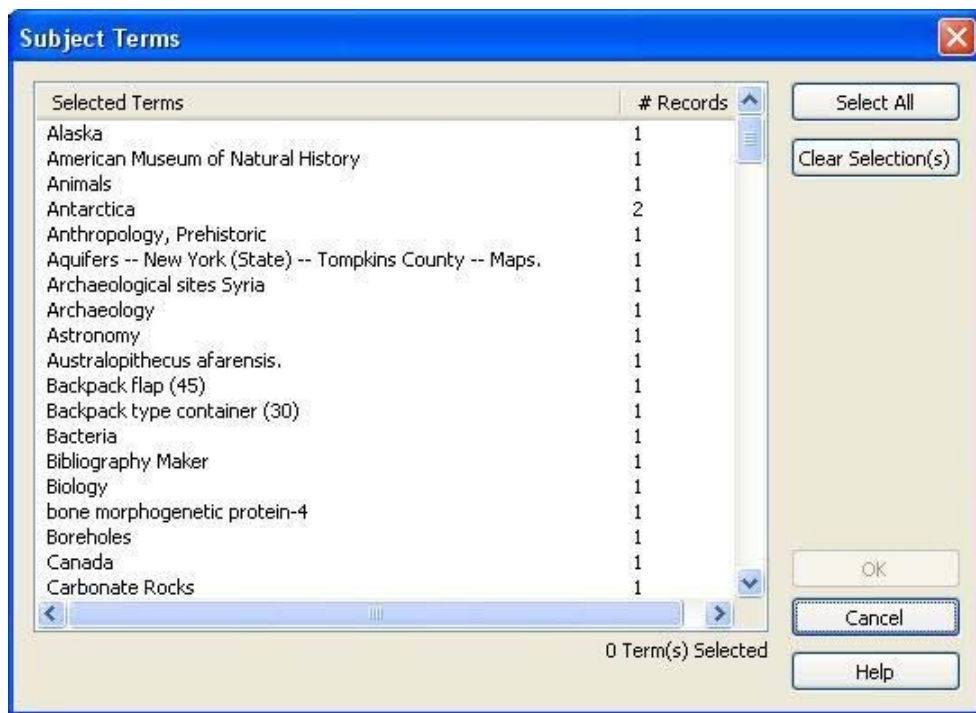
- Run EndNote.
- Open the **EndNote library** you want to make a subject bibliography from.
- Select the references to be included in your subject bibliography. (If you are unsure which ones to include, start by select them all with **Edit | Select All**.)
- Go to **Tools | Subject Bibliography**.



A list of EndNote field names is displayed:



- Click on the **field** you want to arrange your bibliography by, e.g. **Keywords**. (You may highlight more than one field if you wish).
- Click on **OK**.



- Select the subject terms to be included in your bibliography. (If you are unsure which ones to include, try **Select All**.)
- Click on **OK** to format your bibliography.



- Use the **Output Style** menu to choose the bibliographic style (e.g. **APA 5th**) for your bibliography.
- Use the **Layout...** button to change the headers, order of references and fonts in the bibliography.
- Use the **Terms...** button to change the subject terms included in the bibliography.
- When you are happy with the bibliography, you can **print** or **save** it.

For more information on creating subject bibliographies using EndNote, see Chapter 13 of the EndNote manual or contact Peter Blake via [libraryadmin@mcauley.acu.edu.au](mailto:libraryadmin@mcauley.acu.edu.au) .

Last updated: October 6, 2008