

Creating an annotated bibliography in APA style with EndNote

Quick
guide

Library Services

Academic Division

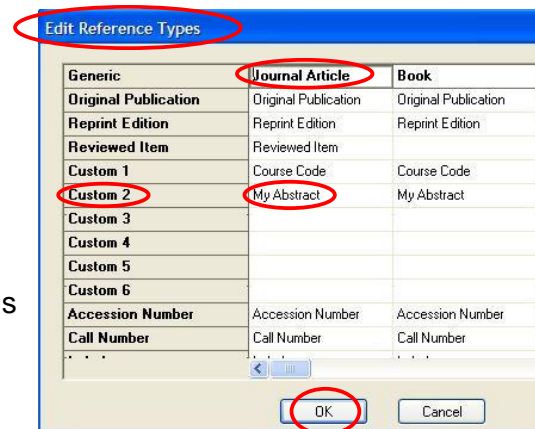
To create an annotated bibliography in the APA style, it is suggested you do two things:

1. Customize an EndNote field, which you can use to store your own abstract of an item; and
2. Modify EndNote's APA style, to include this field in your bibliography

Step 1. Customizing a field for your abstract

Open your EndNote library, select **Edit | Preferences | Reference Types** and click on **Modify Reference Types**. This will open the *Edit Reference Types* window:

- Under the column headed *Journal Article*, scroll down to the blank field which corresponds to the *Custom 2* field (or any unused Custom field) in the generic reference type.
- Type *My Abstract* into this field.
- Repeat this for each of the columns.
(Short-cut: select the text you typed into the first *Custom 2* field and press **Ctrl-C** on your keyboard, then click into each of the remaining *Custom 2* fields and press **Ctrl-V** to paste it into each field.)
- Click **OK** on the *Edit Reference Types* window
- Click **OK** on the *EndNote Preferences* window

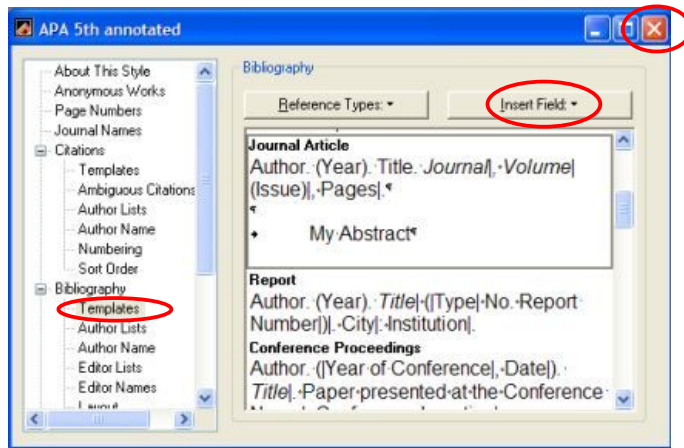


You will now have a field in your references, called *My Abstract*, in which to record your own abstract, to be used in your annotated bibliography.

Step 2. Modifying the APA style, to include your abstract in your bibliography

- Select **Edit | Output styles | Open Style Manager**
- Find and highlight the *APA 5th* style, from the list of styles in the *Style Manager*, and click **Edit**.
- Select **File | Save As...** and name the style *APA 5th annotated*. Click on **Save**.
- In the panel on the left of the screen, under *Bibliography*, click on *Templates*. On the right, you will see templates for each of the different reference types.
- Place your cursor at the end of the *Journal Article* template.
- Click on **Insert Field**, and select **End of Paragraph**
- Click on **Insert Field**, and select **End of Paragraph** again
- Click on **Insert Field**, and select **Tab**
- Click on **Insert Field**, and select **My Abstract**
- Click on **Insert Field**, and select **End of Paragraph**

The template should end up looking like this



- Repeat this process for each of the relevant *Reference Type* templates.
- When you are done, close the style by clicking on the **X** and click **Yes** to save the changes.

To create your annotated bibliography in APA style, type your abstracts into the *My Abstract* field (created in Step 1) of your EndNote references, and use the *APA5th annotated* output style (created in Step 2) to format your bibliography.