

ENDNOTE 2025 MANUAL

LAW AND CRIMINOLOGY PROGRAMMES

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Faculty library

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TABLE OF CONTENTS

Table of contents	2
1 What is EndNote 2025?	3
2 Installing EndNote 2025	4
3 Setting up and using your EndNote (21) library	5
3.1 Home screen	5
3.2 Creating a library	6
3.3 Using your library	13
3.4 Print	14
4 EndNote 2025 as a writing aid	16
4.1 Cite while you write	16
5 Using V&A as reference style in EndNote	20
6 Using APA (7th) as a citation style in EndNote	21
Useful links	22

1 WHAT IS ENDNOTE 2025?

EndNote is a software package that acts as a database manager for references and can produce references and a bibliography. Such programs make collecting, storing, managing and using bibliographic data much easier and clearer. They are commonly called reference managers. Zotero and Mendeley are other examples of reference managers.

The big advantage of using reference managers is saving time because have your own database (library) of consulted literature, which you can easily search. Moreover, when writing academic texts, references and bibliography are automatically displayed in the correct citation style.

With EndNote it is possible to:

- enter literature references yourself into a personal library or import them automatically from databases such as Strada lex, HeinOnline, Web of Science, Google Scholar, Lib.ugent (the university library's online catalog), Biblio, ...,
- searching databases, allowing you to directly import references into EndNote
- edit and search reference data,
- insert citations in texts and format them in the desired bibliographic style such as APA, OSCOLA, Chicago, Harvard, ... or in journal-specific bibliographic styles (European Law Journal, International Review of Law and Economics, British Journal of Criminology, etc...),
- use templates in Word for the formatting of manuscripts according to the publication styles of for example APA or specific scientific journals
- import pdf files and link these to references in Zotero,
- compose ordered bibliographies (e.g., by subject) and group references within a database using smart or custom groups,
- look up the full text of an article.

Through Ghent University you always have access to the most recent version (currently 2025).

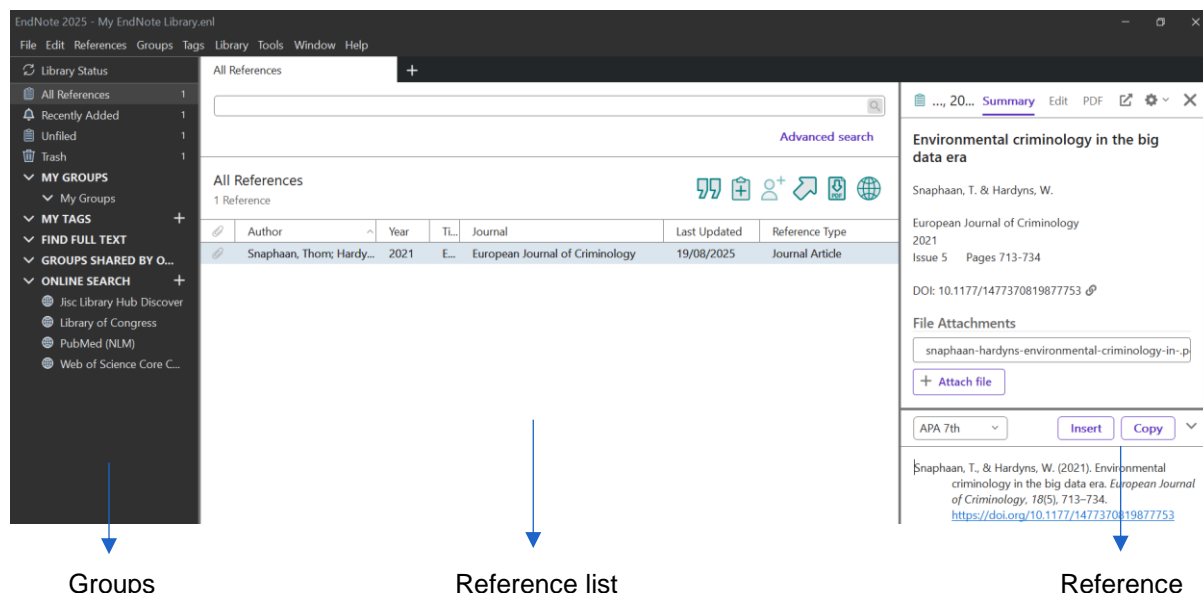
2 INSTALLING ENDNOTE 2025

Ghent University has an institutional license to EndNote. The program can be used by all students and staff of the university.

EndNote can be installed on your own device using the [Academic Software](#) portal or the [software share](#). You will find a manual for the installation on the [website of the DICT helpdesk](#). Attention: you have to be connected to eduroam (in Ghent University buildings) or use a [VPN connection](#) at home to use the software share.

3 SETTING UP AND USING YOUR ENDNOTE 2025 LIBRARY

3.1 Home screen



Groups

In this panel you can easily navigate between the full reference list, parts of that list (groups and group sets) and online searches.

Reference list

Here you see the overview of the entire database or the selected group of references. For each reference a number of fields are shown. The list is easy to sort by clicking in the header of a column.

Through 'Edit' – 'Preferences' – 'Display Fields', it is possible to show other fields and change their order.

The search bar at the top allows you to search within your own library or (a number of) external databases.

Reference

Within the 'Summary' tab you can see the currently selected reference. The 'Edit' tab allows you to quickly make changes to references. In the 'PDF' tab you can attach a pdf to the reference and view it once it has been attached.

3.2 Creating a library

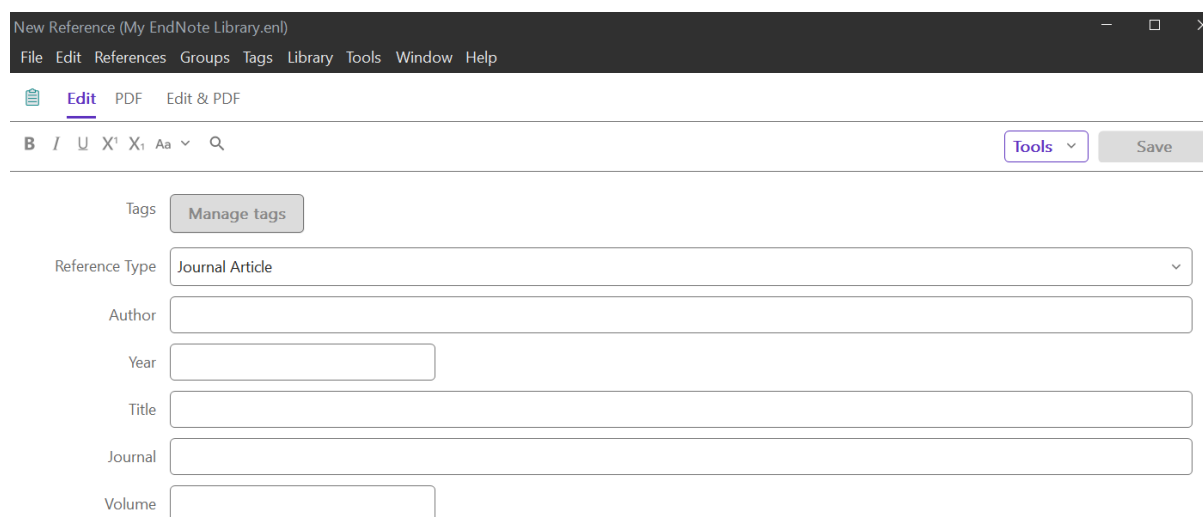
A new database or library can be created by choosing 'File' - 'New'. The 'File Name' can contain spaces and be up to 255 characters.


A library consists of two parts: a file with the .enl extension and a directory with the .data extension. Both components are necessary to ensure proper operation of the library.

Creating one large library is recommended. By efficiently using keywords and groups, data can be easily organized and retrieved.

3.2.1 Entering data

3.2.1.1 Manually



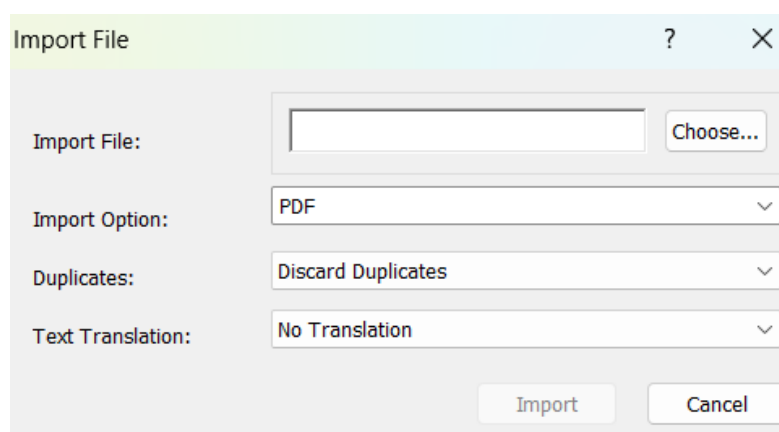
- Click 'References' > 'New Reference', the  button, or ctrl/command-N.
- First select the correct 'Reference Type' (e.g. 'Journal Article' for a contribution in a journal).
- For journal articles, the first 7 fields (author, year, title, journal title, volume, number and pages) are required to be filled in to create a complete reference. The additional fields are not mandatory, but very useful to complete the data, such as a DOI. Be sure to check which data are mandatory according to your chosen reference style.
- Author names can be entered in two ways: first name last name (without punctuation) or last name, first name (with comma). The second way is recommended so that conflicts do not arise when there are multiple first names or when the surname consists of more than one word. Thus, 'Vander Beken, Tom' or 'Bassiouni, Mahmoud Cherif'.
- Sometimes the author of a publication is not a person but an organization. For EndNote to recognize this, the name of the organization must be given and ended with a comma. Thus: 'European Council on Refugees and Exiles,'. If there is a comma in the name of the organization, you must use two commas instead of one for this (e.g., "Center for Migration,, Policy and Society"). The comma at the end is no longer needed in that case. If you are working with a reference style that quotes in the text, you will still need to manually adjust the name of the organization there.
- If there is more than one author, organization or editor, the different names should be listed underneath each other. You can separate these by pressing the 'enter' key after each name.
- When entering indexed fields (author, journal title and keywords), data are automatically populated using previously entered references; new data appear in red. Again, the field separator is 'enter'.

- Fill in the data without additional formatting (not bold, italic,...), because the final formatting will be determined by the chosen output style.
- There is an option to enter a URL that links to the article, or to attach a pdf file. A URL can be added in the corresponding field, a pdf file can be added via the 'PDF' tab (to the right of 'Edit').

3.2.1.2 Importing pdf files

EndNote provides the option to import a pdf file, immediately adding both the reference and the file itself to your library. This is only possible for pdfs with metadata (e.g. from full text academic databases). They can be imported in the following way:

- Save or download the desired article in pdf format.
- In EndNote, go to 'File' – 'Import' – 'File'.
- Select the correct file, choose 'PDF' for the import option and click on 'Import'.



This will create a new reference based on the metadata included in the pdf. To ensure that information was added correctly, you can check the reference panel and edit information if necessary. You can also import an entire folder of pdf files through 'File' – 'Import' – 'Folder'. EndNote will then create a reference for every pdf file in that folder.

3.2.1.3 Direct import from databases

For a number of databases, it is possible to import references directly into your EndNote library. Regarding the direct import of references from the Belgian legal databases (Jura, Strada lex, LexNow), this function is only available in Strada lex. After importing the references into EndNote, be sure to check that the work was done correctly and that all information was filled in correctly.

Web of Science

- Go to Web of Science (via the catalog lib.ugent.be or directly via www.webofknowledge.com)
- Perform a search
- Check the desired documents or click on the article that interests you
- Click on 'Export' – 'EndNote Desktop'
- Select 'Record Content: Full Record' in the pop-up that appears and click on 'Export'. The document will now be downloaded. By clicking on the file, you will open the reference in EndNote.

The screenshot shows the Clarivate Web of Science interface. At the top, there are navigation tabs: 'Smart Search', 'Advanced Search', and 'Research Assistant'. The main search results area displays a list of articles. The first article is 'Malevolent Monitoring: Dark Triad Traits, Cyber Dating Abuse, and the Instrumental Role of Self-Control' by Schokkenbroek, JM (Schokkenbroek, Jannet M.), Koert, H., Hardyns, W (Hardyns, Wim), Hauspie, T (Hauspie, Thijs), and Poels, K. The article is from the 'JOURNAL OF INTERPERSONAL VIOLENCE', Volume 39, Issue 15-16, Pages 3568-3590, DOI: 10.1177/08862605241233263, published in AUG 2024. The 'Export' menu is open, showing options like 'EndNote online', 'EndNote desktop' (highlighted with a red box), 'Plain text file', 'RefWorks', 'RIS (other reference software)', 'Web of Science', 'Excel', 'Tab delimited file', 'Printable HTML file', 'Email', and 'More Export Options'.

Strada lex

- Go to Strada lex (directly from stradalex.com or from lib.ugent.be)
- Perform a search and click on the title of the article you want to export to EndNote
- Click on the three dots below the button to print the article on the right
- Select 'Download RIS'
- When you open the downloaded reference, it will be added to EndNote

The screenshot shows the Strada lex interface. At the top, there is a search bar and navigation tabs: 'BROWSE', 'TOOLS', and 'EN'. The main search results area displays a list of articles. The first article is 'Back to the CJEU's Gazprom judgment: anti-suit injunctions, arbitration and Brussels I (Recast)' by the 'b-Arbitra, 2016/2 - 31 may 2017'. The article is from the 'JOURNAL OF INTERPERSONAL VIOLENCE', Volume 39, Issue 15-16, Pages 3568-3590, DOI: 10.1177/08862605241233263, published in AUG 2024. The 'Download RIS' button is highlighted with a red box.

Google Scholar

The option 'import citations into EndNote' is not automatically on. Go to settings (⚙️ in the upper left hand corner) and select 'Show links to import citations into EndNote'.

Bibliography manager

☐ Don't show any citation import links.

☒ Show links to import citations into **EndNote**.

After saving your preferences, every search result will display the option 'Cite' (🔗). Click on 'EndNote' and then on the downloaded file to import the reference into your EndNote library. You can also click directly on the "Import into EndNote" button below the search result.

×

Citeren

MLA

Pauwels, Lieven, and Nele Schils. "Differential online exposure to extremist content and political violence: Testing the relative strength of social learning and competing perspectives." *Terrorism and Political Violence* 28.1 (2016): 1-29.

APA

Pauwels, L., & Schils, N. (2016). Differential online exposure to extremist content and political violence: Testing the relative strength of social learning and competing perspectives. *Terrorism and Political Violence*, 28(1), 1-29.

ISO 690

PAUWELS, Lieven; SCHILS, Nele. Differential online exposure to extremist content and political violence: Testing the relative strength of social learning and competing perspectives. *Terrorism and Political Violence*, 2016, 28.1: 1-29.

BibTeX

EndNote

RefMan

RefWorks

HeinOnline

- Go to HeinOnline (directly from <https://heinonline.org/HOL/Welcome> or from lib.ugent.be)
- Perform a search and click on the article you want to import into EndNote
- In the text of the article, click on 'Display citation information' at the top left and at the bottom you can choose 'Export RIS file' or 'Export to EndNote'
- When you open the downloaded reference, it will be added to EndNote

Law Journal Library

MyHein Profile

HEINONLINE

Search Law Journal Library...

Advanced Search | Search Help

Provided By: Univ. of Ghent

Databases > Law Journal Library > American Journal of Criminal Law > 51 Am. J. Crim. L. (2024-2025) > LibGuides

🔖 0

👍 0

👎 0

and Sandoval by the New York Court of Appeals
[Connolly, Bruce B.](#)
[Page 1](#)

It's Payback Time: Improving Texas's Standard for
Compensating the Wrongfully Imprisoned
[Hekker, Cameron](#)
[Page 36](#)

The "Classic Penalty" Catch-22: The Current Circuit Split and
Why States Should Adopt the Federal Approach to Supervised
Release
[Smith, Janelle](#)
[Page 21](#)

Issue 2 - Spring 2025
[Page iv](#)

Table of Contents
[Page ix](#)

Asymmetric Procedural Protections and Corporate Crime
[Motoarca, Ioan-Radu](#)
[Page 1](#)

Judge v. Jury: Who Is Better at Fitting the Punishment to the
Crime?
[Jenkins, Jen](#)

Article

ASYMMETRIC PROCEDURAL PROTECTIONS
AND CORPORATE CRIME

Ioan-Radu Motoarca

Corporate crime often results in physical harm to consumers, workers, or the general population. This article addresses the ways in which changes in the criminal law can help minimize the number of future victims of corporate misconduct. I review the benefits and drawbacks of criminally punishing corporations and individual corporate executives, and I defend the view that it is morally permissible for a government to restrict the current procedural rights of individual corporate defendants. I further respond to objections that such a proposal does not adequately take defendants' rights into account, and that it violates considerations of justice. I show that, given the way corporations function in contemporary legal systems, considerations of justice and fairness actually support my proposal instead of undermining it.


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TITLE

EndNote 2025 manual (law and criminology programmes) September 2025

DATE

PAGE


9/22

Crime, 51 Am. J. Crim. L. 1 (2025).

- APA 7th ed.** Motoarca, Ioan-Radu. (2025). Asymmetric procedural protections and corporate crime. *American Journal of Criminal Law*, 51(2), 1-55.
- Chicago 17th ed.** Ioan-Radu Motoarca, "Asymmetric Procedural Protections and Corporate Crime," *American Journal of Criminal Law* 51, no. 2 (Spring 2025): 1-55
- McGill Guide 10th ed.** Ioan-Radu Motoarca, "Asymmetric Procedural Protections and Corporate Crime" (2025) 51:2 Am J Crim L 1.
- AGLC 4th ed.** Ioan-Radu Motoarca, "Asymmetric Procedural Protections and Corporate Crime" (2025) 51(2) *American Journal of Criminal Law* 1
- MLA 9th ed.** Motoarca, Ioan-Radu. "Asymmetric Procedural Protections and Corporate Crime." *American Journal of Criminal Law*, vol. 51, no. 2, Spring 2025, pp. 1-55. *HeinOnline*, <https://heinonline.org/HOL/P?h=hein.journals/ajcl51&i=99>.
- OSCOLA 4th ed.** Ioan-Radu Motoarca, "Asymmetric Procedural Protections and Corporate Crime" (2025) 51 Am J Crim L 1

[Export to RefWorks](#) [Export RIS file](#) [Export Text File](#) [Export to NoodleTools](#) [Export to Endnote](#)

ProQuest

- Go to ProQuest (directly from <http://search.proquest.com> or from lib.ugent.be)
- Perform a search
- Check the articles you want to export to EndNote and click . Select 'RIS' or 'EndNote' in the pop-up that appears.
- Click 'Continue' in the next pop-up window.
- When you open the downloaded reference, it will be added to EndNote.

Cite



Copy citations directly into your paper

APA 7th - American Psychological Association, 7th Edition

Uttley, J., Canwell, R., Smith, J., Falconer, S., Mao, Y., & Fotios, S. (2025). Does darkness increase the risk of certain types of crime? A registered report article. *PLoS One*, 20(6), 27. <https://doi.org/10.1371/journal.pone.0324134>

RefWorks

Copy

Consult RefWorks [style guidelines](#) to check the accuracy and completeness of your citations.

Export to a citation manager or file



RefWorks



EndNote



Zotero, Citavi
etc.



NoodleTools



EasyBib



Microsoft
Excel Format

Ghent University catalog

- Go to <https://lib.ugent.be> and perform your search
- Click on the title you want to import, click on the 'Export' button on the right and select 'Export RIS'. The 'EndNote' option currently does not work.
- In the pop-up that appears, select UTF-8 (the standard option) and click 'Download'.
- When you open the downloaded reference, it will be added to Zotero.

ARTICLE | PEER REVIEWED

Empathy and theft by finding: The intermediary role of moral emotions and norms

By De Buck, Ann | Pauwels, Lieven J. R.
Publication English
Part of Journal of community psychology, 2021-08, Vol.49 (6), p.1648-1676

This study explores the intermediary role of anticipated shame, guilt, and norms in the association between empathy and the likelihood of a specific uncooperative act: theft by finding. Empirical evidence supports a negative association between empathy and a broad range of...

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- Mendeley
- EndNote
- Export RIS**
- Export BibTeX
- Export to Excel
- Print

Export RIS

UTF-8

Download

Biblio (Ghent University Academic Bibliography)

- Go to biblio.ugent.be and perform your search
- Add the references you want to export to your personal list via 'add to list'.
- Navigate to your personal list, click on 'actions' and select 'Export list'.
- Select 'RIS (Reference Software)

Export "My list"

BibTeX

BibTeX

RIS (reference software)

CSV

Excel

Excel (XLSX)

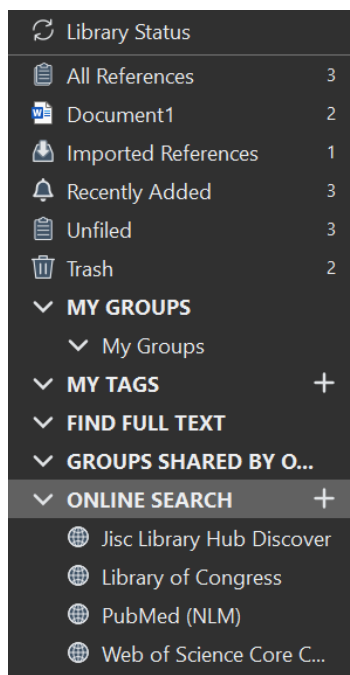
Text

Word

FWO

3.2.1.4 Searching through EndNote

It is possible to search various external databases directly through EndNote. However, keep in mind that searching from EndNote does not offer the same capabilities as the search functions in the databases themselves.



In the 'groups' tab on the left you will find some direct links to frequently used databases, such as Web of Science. Clicking on the plus sign will show you other options.

When you select a database, EndNote connects to this database and a search screen appears at the top of the reference list panel. Here you can formulate your search query.

Click 'Search': all sources that match your search will now appear in the list below the search bar. The references found are not immediately added to your library.

A screenshot of the EndNote search interface. On the left is a sidebar with the same menu as in the previous image. The main area shows a search bar for 'Web of Science Core Collection (Clarivate)'. Below the search bar are three search criteria: 'Author (Smith, A. B.)' with a dropdown menu, 'Contains' with a dropdown menu, and 'hardyns, wim' in a text box. There are also buttons for 'And', 'Year (limiter only)', and 'Title'. Below the search bar is a 'Clear search' button and a 'Search options' dropdown. A 'Search' button is on the right. Below the search bar, it says 'Searching Web of Science Core Collection (Clarivate)' and 'Retrieve results: 25 50 72'. A table of results is shown below, with columns for 'Author', 'Year', 'Ti...', 'Journal', 'Last Updated', and 'Reference Type'. The table contains six rows of results, each with a checkbox in the first column. The first row is: [checkbox] Khalfa, R.; Hardyns, W. 2025 C... Applied Spatial Analysis and Policy 20/08/2025 Journal Article. The second row is: [checkbox] Khalfa, R.; Snaphaan, T.; ... 2025 D... Time & Society 20/08/2025 Journal Article. The third row is: [checkbox] Vanwersch, L.; Struyve, ... 2025 D... European Journal on Criminal Policy ... 20/08/2025 Journal Article. The fourth row is: [checkbox] Khalfa, R.; Theinert, N.; ... 2025 C... Computational Urban Science 20/08/2025 Journal Article. The fifth row is: [checkbox] Souvenir, G.; de Clerck, ... 2025 F... Deviant Behavior 20/08/2025 Journal Article. The sixth row is: [checkbox] Vanwersch, L.; Hardyns, ... 2024 '... Sport in Society 20/08/2025 Journal Article.

To add references, select the sources you want to add in EndNote and click on the plus sign at the top right of the search results

Searching Web of Science Core Collection (Clarivate)

Retrieve results: 25 50 72



<input type="checkbox"/>	Author	Year	Ti...	Journal	Last Updated	Reference Type
<input checked="" type="checkbox"/>	Khalifa, R.; Hardyns, W.	2025	C...	Applied Spatial Analysis and Policy	20/08/2025	Journal Article
<input type="checkbox"/>	Khalifa, R.; Snaphaan, T.; ...	2025	D...	Time & Society	20/08/2025	Journal Article
<input checked="" type="checkbox"/>	Vanwersch, L.; Struyve, ...	2025	D...	European Journal on Criminal Policy ...	20/08/2025	Journal Article
<input type="checkbox"/>	Khalifa, R.; Theinert, N.; ...	2025	C...	Computational Urban Science	20/08/2025	Journal Article
<input checked="" type="checkbox"/>	Souvenir, G.; de Clerck, ...	2025	F...	Deviant Behavior	20/08/2025	Journal Article
<input type="checkbox"/>	Vanwersch, L.; Hardyns, ...	2024	'...	Sport in Society	20/08/2025	Journal Article
<input type="checkbox"/>	Shadmanfaat, S. M.; Ka...	2024	C...	International Criminal Justice Review	20/08/2025	Journal Article
<input type="checkbox"/>	Khalifa, R.; Snaphaan, T.; ...	2024	A...	Crime Science	20/08/2025	Journal Article

Your selected references are then added to your library in EndNote. You can find them in the 'Recently Added' tab.

3.3 Using your library

3.3.1 Groups

Working with groups makes it easy to classify and find your references according to your own criteria. There are two possibilities: smart groups and custom groups. You can always place a reference in different groups. If you want to return to all references, select the field 'All references'.

Smart Group

A smart group allows you to find certain references via a search query and add them to the group. You can create a smart group via the 'Groups' - 'Create Smart Group' menu.

Custom Group

A custom group is a custom selection of references. You create this group by selecting a number of references and choosing 'Add References To' - 'Create Custom Group' from the 'Groups' menu. Later you can add new references to your custom group by dragging them from the reference list to the appropriate group. References removed from a group are not removed from your library.

It is also possible to create a **group set**, a separate collection of groups.

Library Status

All References 3
 Imported References 1
 Recently Added 3
 Unfiled
 Trash 2
 MY GROUPS

Paper 2
 Thesis 1
 > My Groups

GROUPS SHARED BY O...
ONLINE SEARCH +
 PubMed (NLM)

Paper

+

Paper

2 References

	Author	Year	Title
	Pauwels, Lieven; Hardyn...	2009	Measuring Community (Dis...
	Snaphaan, Thom; Hardy...	2021	Environmental criminology ...

3.3.2 Searching within your library

The search bar allows you to search your library in full (entire library) or in part (groups). To do this, select the part of the database you wish to search in the Group panel and use the search bar in the reference list panel. Then build the search queries by linking the different search terms together using Boolean operators (and, or, not, ...) and click on 'Search'.

All References

Any Field

Searching All References 🔍 📁 👤 ➔ 📄 🌐

7 References

	Author	Year	Title	Journal
	Khalfa, R.; Hardyns, W.	2025	Comparing Machine Learning-Based Crime Pred...	Applied Spatial Analysis and Policy
	Khalfa, R.; Snapphaan, T.; ...	2024	An algorithmic strategy for measuring police pr...	Crime Science
	Khalfa, R.; Snapphaan, T.; ...	2025	Does crime (n)ever skip a beat? Analyzing crime...	Time & Society
	Khalfa, R.; Theinert, N.; ...	2025	Comparing XAI techniques for interpreting shor...	Computational Urban Science
	Snapphaan, T.; Hardyns, ...	2024	Rating places and crime prevention: Exploring u...	Computers Environment and Urban
	Struyve, R.; Vanwersch, ...	2025	Unravelling the Zheyun Ye football scandal: A cri...	Trends in Organized Crime
	Vanwersch, L.; Willem, A...	2024	Beyond the risk factors of sports-related match...	European Journal of Criminology

3.3.3 Searching for full text

By right-clicking on a reference in your library and selecting 'Find full text', it is possible to have EndNote search for full text versions of works whose reference you have entered in your EndNote library. The results are displayed under 'Find full text' in the Group tab. Of the articles found, a link or the pdf file will be added to the record in EndNote. It is recommended to check added links and if possible still save the pdf file, as links are not always stable.

Library Status

Any Field

Found PDF 🔍 📁 👤 ➔ 📄 🌐

1 Reference

	Author	Year	Title	Journal
	Khalfa, R.; Theinert, N.; ...	2025	Comparing XAI techniques for interpreting shor...	Computational Urban Science

While previous research predominantly relies on SHAP to interpret spatiotemporal crime predictions, this is the fir...

[Read more](#)

File Attachments

Khalfa-2025-Comparing XAI techniques for inter.pdf

APA 7th

Khalfa, R., Theinert, N., & Hardyns, W. (2025). Comparing XAI techniques for interpreting short-term burglary predictions at micro-places. *Computational Urban Science*, 5(1). <https://doi.org/ARTN 27>
10.1007/s43762-025-00185-x

3.4 Print

It is possible to print all or part of a library in the desired style. It is also possible to create Word or pdf files of your library.

Create print/pdf file

- Determine the appropriate output style via 'Tools' – 'Output Styles'

- Select the references to be printed
- Select 'File' – 'Print'
- To create a pdf file select print to pdf

Create a file that is editable with **Word**

- Determine the appropriate output style
- Select the references
- Select 'File' – 'Export'
- Select 'Rich Text Format' as the file type (extension .rtf)

4 ENDNOTE 2025 AS A WRITING AID

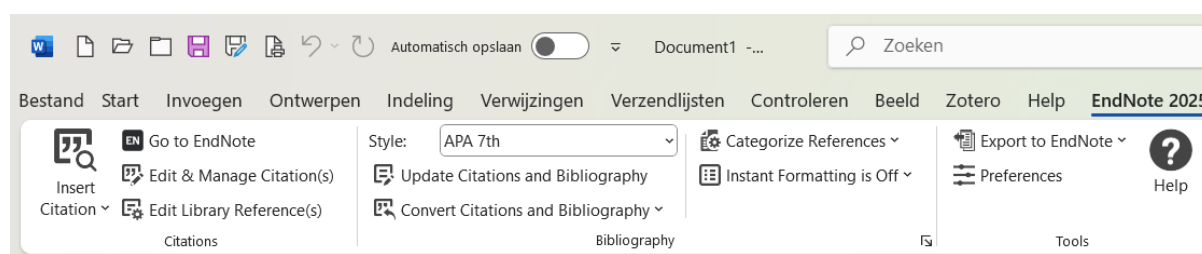
Be sure to open both Word and EndNote.

4.1 Cite while you write

4.1.1 Introduction

The dynamic link between EndNote and Word allows you to invoke EndNote's references and (formatting) capabilities while writing, the 'Cite While You Write' principle. Moreover, if both EndNote and Word are open, you can easily switch between the two programs. After installing EndNote you will see a tab 'EndNote 2025' in the toolbar in Word.

When you insert references in Word, a bibliography is automatically created at the end of the text. This bibliography is formatted based on the selected Output Style (see 4.1.3).



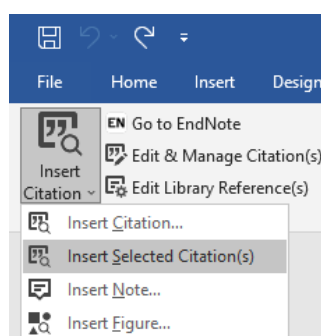
4.1.2 Adding a reference

Before you add a reference, make sure the **cursor is in the right place** in the text. A reference always appears in the same place where it applies. It is important to know in advance whether a reference style works with footnotes (references at the bottom of the page, e.g. OSCOLA), or with references within a text, e.g. APA. If the reference style uses footnotes, you must first click on 'References' – 'Insert Footnote' in Word and only then use EndNote to insert a reference. The bibliography is automatically added at the end of the document.

There are **2 ways** to insert a reference.

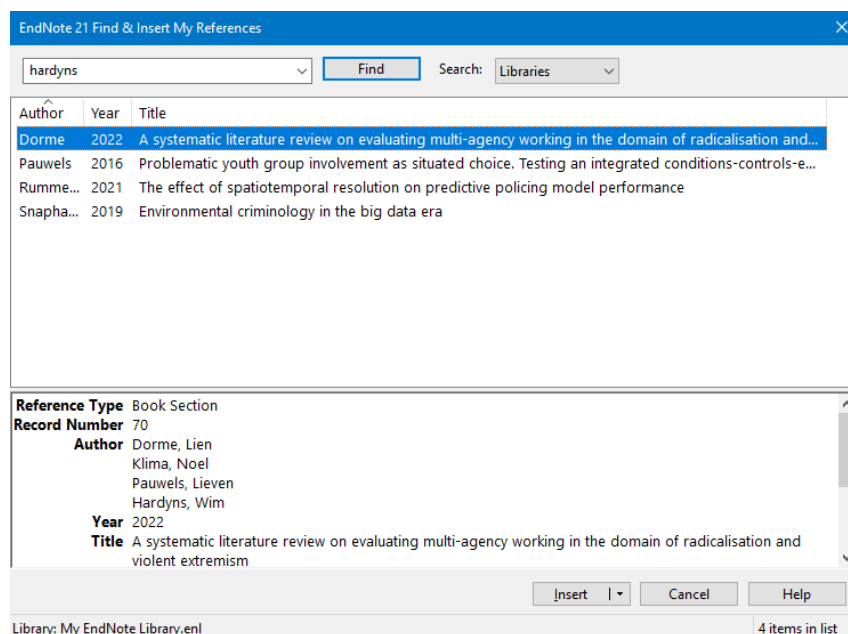
1. Via 'Insert Citation' – 'Insert Selected Citations'

- Select the 'EndNote 2025' tab in the toolbar at the top
- In EndNote, select the desired reference
- Put the cursor in the right place in Word
- Click on 'Insert Selected Citation(s)'



2. Via 'Insert Citation' – 'Find and Insert Citation'

- Select the 'EndNote 2025' tab in the toolbar at the top
- Put the cursor in the right place in Word
- Click on 'Insert Citation'
- All references matching the search term will be displayed. Select the desired reference and click 'Insert'.



In either case, you can insert multiple references in a footnote or in the text itself. To do this, simply select the second reference and click 'Insert Selected Citation', or find the second reference using the second method. The different references are then separated by a semicolon and comma - depending on the output style.

4.1.3 Output Style

The references and bibliography are displayed in your chosen reference style. You can adjust this output style via the 'EndNote 2025' – 'Style' tab. This way you don't have to spend hours manually entering and editing the footnotes and bibliography.

If you want to publish in a journal, a specific output style is often required. This can usually be found under 'author instructions' on the journal's website. It may be a generic or journal-specific referencing style. For many of these journals a specific EndNote output style is available. You can select these reference styles when clicking on 'Style' > 'Select Another Style'. Note that journal names are often abbreviated, so you cannot search by full terms. For example, European Review of Private Law becomes Euro Rev Private Law.

4.1.4 Editing and deleting references

The bibliography is a field, linked to your database/library. It is best not to make changes in the Word document itself, since they are normally overwritten again the next time EndNote modifies the references. It is better to make corrections directly in EndNote. The adjustments will be implemented immediately.

Edit reference

Select the reference, and click on 'Edit Library Reference(s)'. This will lead you to the reference in EndNote where you can make the necessary adjustments. Remember to click 'Save' to save the adjustments. This changes will not immediately be reflected in Word. To do that, click 'Update Citations and Bibliography', which will apply the changes to citations and the bibliography.

Delete reference

Select the reference, click on 'Edit and Manage Citation(s)', and then select 'Remove Citation' under 'Edit Reference' to the right of the appropriate reference.

Adding specific pages, additional information, ... to a footnote or in-text citation

Some reference styles support references to specific pages in a book/article/... Since entering a reference in Word with EndNote sometimes involves an entire publication, the specific pages must be entered later. This can be done by selecting the reference, selecting 'Edit and Manage Citation(s)' and entering the specific pages under 'Pages'. If you wish to reference more specifically than the page (e.g. marginals), this can also be entered in the 'Pages' box after the pages.

(Snaphaan & Hardyns, 2021)

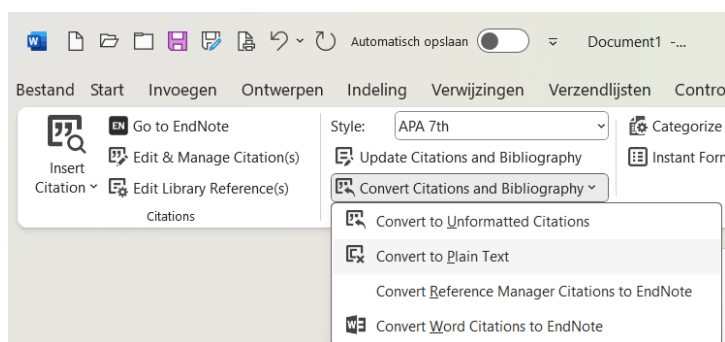
then becomes:

(Snaphaan & Hardyns, 2021, p. 716)

It is also possible to add other things before or after the reference such as pages (in case the 'pages' field is not supported) or additional information such as '(unpublished)'. This can be entered in the 'prefix' or 'suffix' field, respectively. The prefixes and suffixes are displayed in exactly the same way as entered, including spaces.

Editing footnotes in a Word document

Sometimes a reference style will contain errors or the result is not fully satisfactory. These adjustments only happen at the very end, once the document is completely finished. At that point a copy(!) of your document should be saved, then in this copy go to the 'EndNote 2025' tab. Click on 'Convert Citations and bibliography' – 'Convert to Plain Text'. The references are then no longer linked to the EndNote library and can be edited freely.



Editing in-text citations

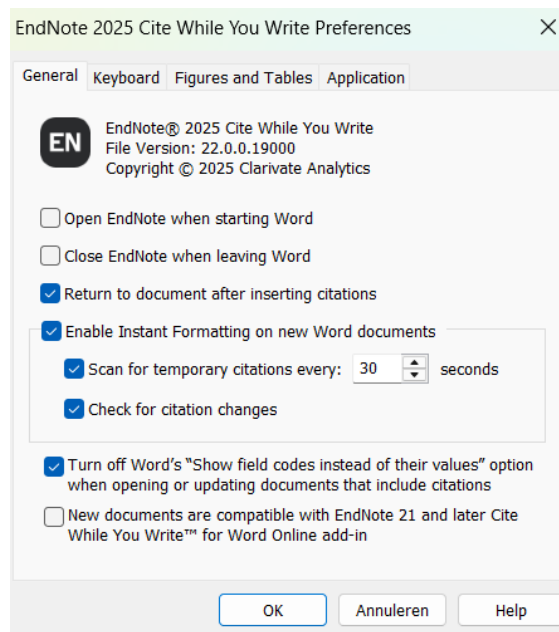
Some reference styles, such as APA (see below), do not use footnotes, but put a summary description of the work in the text. The full reference can be found in the bibliography. EndNote can easily switch between different views, e.g. from '(Vermeulen, 2020)' to 'Vermeulen (2020)', according to your preferences. This is done by right-clicking on reference, going to 'Edit Citation(s)' and changing the style to e.g. 'Author (Year)' or 'Exclude Author'.

4.1.5 Preferences

Via the 'Preferences' button you can set your preferences for working with EndNote.

EndNote and Word are in constant communication with each other (=instant formatting). In some situations, such as large libraries, many references in a text or a slow computer, this can cause Word to work very slowly. In that case, it is wiser to turn off the instant formatting option.

In Word, go to 'EndNote 2025' – 'Preferences' and disable 'Enable Instant Formatting on new Word documents'. It is now possible to edit your text or add new references, but they will not be put in the correct style until you issue the 'Update Citations and Bibliography' command yourself.



5 USING V&A AS REFERENCE STYLE IN ENDNOTE

Within the legal field in Flanders, the rules established by the Committee Juridische Verwijzingen en Afkortingen (V&A for short) are ubiquitous.

Unfortunately, there is no specific V&A output style for EndNote. If you want to use V&A in a reference manager, you should use Zotero, a different reference manager. A complete V&A reference style was developed for Zotero, and it is updated yearly. All information can be found on <https://vena.be/zotero>.

6 USING APA (7TH) AS A CITATION STYLE IN ENDNOTE

Within the criminology programme, APA is usually preferred as a citation style. This citation style, established by the American Psychological Association, is currently in its 7th version.

Some general characteristics of the APA referencing style :

- references to the text itself with the name of the first author(s) (name–date system)
- book title or journal name in italics
- bibliography alphabetical by author
- edited volumes use the name of the editor, unless referring to a specific contribution

The specific rules related to this reference style are well documented and further explained in the Encyclopedia of Criminological Sciences course.

In the criminology programme at UGent, the guidelines regarding the use of the APA reference style, possibly in combination with the V&A reference style, are very clear:

Students should use one – or if required, a combination – of the two following reference styles: (1) the American Psychological Association (APA) style or (2) the V&A style.

For a paper with only social science sources, the APA style will be used. A paper with primarily legal sources will use the V&A style.

If a paper contains both social science and legal sources, a combined system is adopted, using V&A style (with footnotes) for legal sources and APA style (in–text references and bibliography) for social science sources.

Automatically combining both styles in one document via EndNote is not possible. In this case, for the sources referenced via the APA style, it is recommended to use the EndNote plugin in Word. For the sources referenced using the V&A style, you can use the footnote function ('References' – 'Insert Footnote') in Word. You then add those sources manually.

USEFUL LINKS

Helpdesk DICT: <https://helpdesk.ugent.be/software/en/endnote.php>

Here you will find more information about the programs, sample databases and instructions for installing the programs.

Website EndNote: <http://www.EndNote.com>

In case of questions or problems, please contact: libservice@ugent.be or rbib@ugent.be

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Faculty library Law and Criminology

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