Creating references

Word's referencing tools include footnotes, endnotes and cross-references. You can also insert bookmarks that can be used for navigating around your document.

Using footnotes

Footnotes are used to provide explanatory information you do not want to include in the main body of the text. They consist of a reference mark in the body of the document, and the corresponding text, usually at the bottom of the page.

University regulations recommend that footnotes are typed in single spacing at the bottom of the page. Word's *Footnote Text* style, used automatically when you create a footnote, is already defined in this way.

Using endnotes

Endnotes are used to cite sources, and appear at the end of the document. Although Word includes a function to insert endnotes, the University recommends that you use the bibliographic application, *EndNote*.

Why use EndNote?

EndNote is a database application that allows you to create your own library of references, and format citations with the *Cite While You Write* tool.

EndNote can import bibliographic records and other data from a variety of online services and library databases. It can also act as an online search tool, directly searching online bibliographic databases and retrieving the references into EndNote.

> **Note:** EndNote is not covered on this course. The University runs a regular *Managing Bibliographies with EndNote* session. Check the MyEd Event Booking channel for dates, or see the IS skills website at **www.ed.ac.uk/is/skills**.

Creating cross-references

A cross-reference allows you to refer to related information elsewhere in the same document. You can include elements such as a paragraph number, heading text or page number, which Word's cross-reference function will insert and update automatically.

Word inserts a cross-reference as a *hyperlink*, so that, if you are reading the document on-screen, you can jump directly to the location.

Using bookmarks

You can mark specific locations in a document with bookmarks, and then use them to navigate quickly. You can also use bookmarks to create cross-references to items that have not been formatted as styles or numbered items, or are not captions or footnotes.

There are two types of bookmark: single or double (also known as 'wrapped'). A single bookmark marks a specific location and is indicated by I. A double bookmark includes the text between the marks [ ].