

Using Endnote with Department of Classics and Ancient History Style

Endnote is a useful bibliographic tool. Not only does it store references and citations in a personal online database, but it also allows you to cite as you write which automatically creates a bibliography according to specific formats and styles. This guide outlines how to use the Department of Classics and Ancient History Output Style so that your citations and bibliography automatically adhere to the format set out in the Style Guide.

To download Endnote and for basic training in how to use it, please refer to the Library website: <https://warwick.ac.uk/services/library/students/endnote/>.

Some caveats: Endnote is only as good as the data that you insert into it. As useful as it is, unless you specify the data that you want to include such as page ranges or series titles, they are not going to magically appear.

Capitalisation of titles: the downloadable Endnote style will not automatically change the capitalisation of titles, but will leave them how you inserted them into your Endnote database. It is important to note that capitalisation standards differ according to language (e.g. English *Book Titles Like This*, French normally lower case for most things, German is different again, English article and chapter titles are normally "Titles like this"). It is worth looking up and considering these differences when inputting your references into your database to avoid later issues.

Downloading the output style: download the file on the Department Website at https://warwick.ac.uk/fac/arts/classics/intranets/postgrads/training/warwick_classics_and_ancient_history_endnote.ens. You need to have already downloaded and installed Endnote on your PC or Mac. Save or move the file to the folder "Applications\EndNote X#\Styles" (MacOS) or "C Drive\Program Files\EndNote\Styles" (Windows). The output style will now be available to use in Endnote.

Selecting the output style in word: in order to use the output style in Word, go to the Endnote tab and then to "Style". Click on the drop-down menu, and if "Warwick Classics and Ancient History" does not automatically show in this list, you can click on "Select Another Style". Once, selected it should show as the label for the drop-down menu. You are ready to use the output style.

Using Endnote to work with the output style: below is a step-by-step outline on how to input data into Endnote and how to use the Cite-as-you-Write function in MS Word.

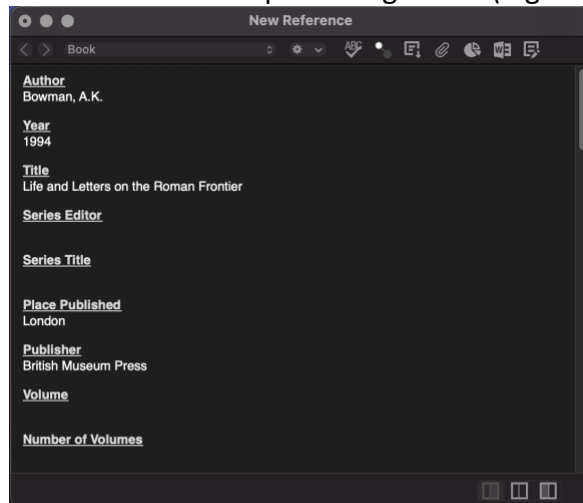
Ancient texts

- Please do not use Endnote for ancient sources as there are issues with citing specific books within wider works. Please cite them in footnotes using plain text and create a sub-section in the bibliography for "Primary Sources", inputting citations manually as per the Style Guide.

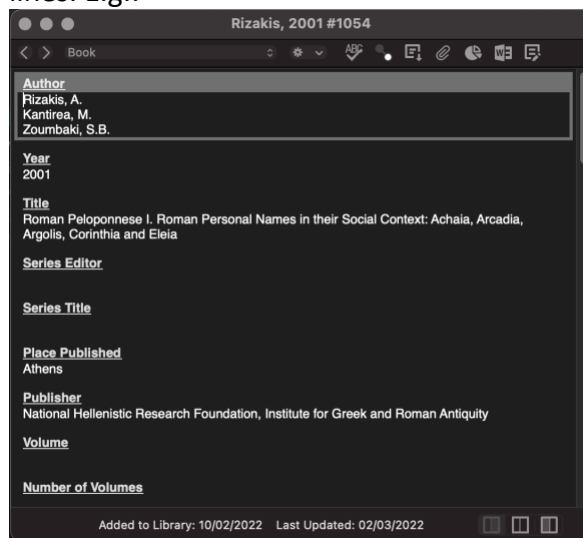
Books

Inserting into Endnote Database (using "Book" as the reference type)

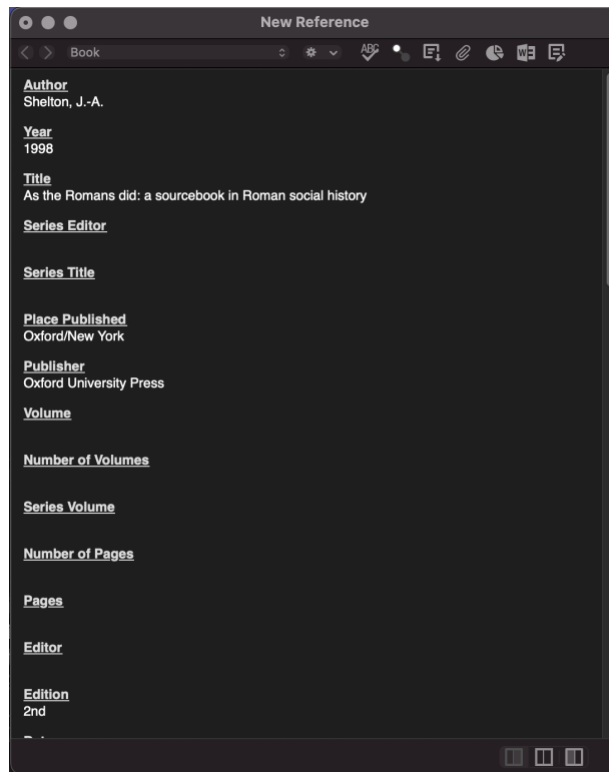
- Single authored books:
 - **Author:** name of author (e.g. Bowman, A.K.)
 - **Year:** year of publication (e.g. 1994)
 - **Title:** title of book/monograph (e.g. *Life and Letters on the Roman Frontier*)
 - **Place Published:** the city of publication (e.g. London)
 - **Publisher:** name of publishing house (e.g. British Museum Press)



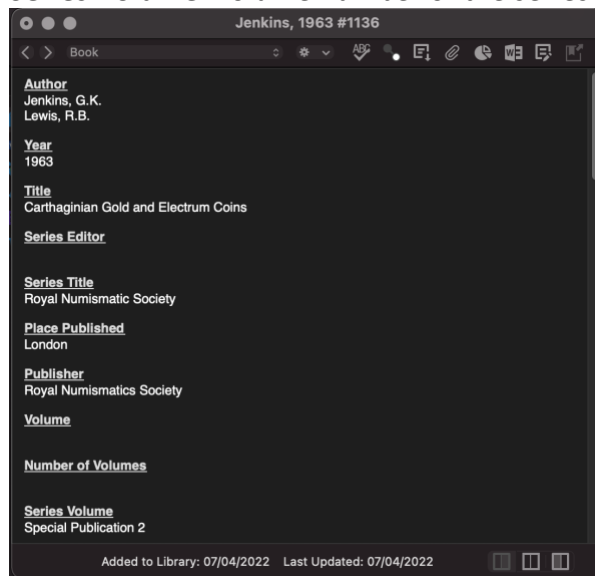
-
- Multiple authored book
 - Follow the same as for single authored books, but immediately after the first author, hit ENTER on the keyboard and add the other authors on separate lines. E.g.:



-
- Books with multiple editions
 - Follow the same as for single/multiple authored books, adding:
 - **Edition:** number of edition (e.g. 2nd)



-
- Monographs belonging to a series:
 - Follow the same as for single/multiple authored books, adding:
 - **Series Editor:** name of the series editor (e.g. Jones, B.H.)
 - **Series Title:** title of the series (e.g. Royal Numismatic Society)
 - **Series Volume:** volume number of the series (e.g. Special Publication 2)



Citing any type of book in footnotes

- Use the “Insert Citation”, search for your reference then click “Insert”. This will automatically cite your reference and create a bibliography at the end of the document. See here for an example.¹

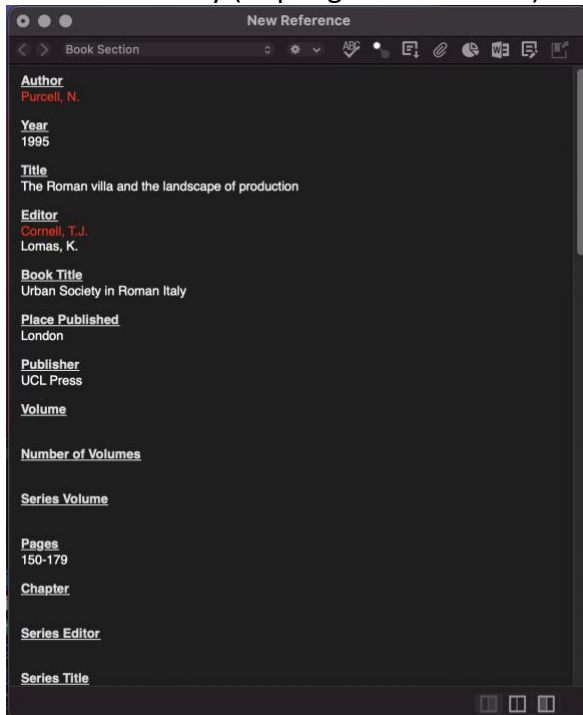
¹ Jenkins and Lewis (1963); Bowman (1994); Shelton (1998); Rizakis, Lepenioti, and Zoumbaki (2004).

- To add page ranges, go to “Edit & Manage Citation(s) / Pages” and specify the pages you wish to cite, then hit “OK”.

Chapters in edited volumes

Inserting into Endnote Database using “Book Section” as reference type:

- **Author:** name of author (e.g. Purcell, N.)
- **Year:** year of publication (e.g. 1995)
- **Title:** title of chapter (e.g. The Roman villa and the landscape of production)
- **Editor:** names of the volume’s/book’s editors (separated by using ENTER similar to multiple authored books above) (e.g. Cornell, T.J.[ENTER] Lomas, K.)
- **Place Published:** the city of publication (e.g. London)
- **Publisher:** name of publishing house (e.g. UCL Press)
- **Pages:** page range for chapter within the volume/book (e.g. 150-179)
- Other aspects such as series title, series editor, series volume, edition can be added where necessary (as per guidance above).



Citing book chapters in footnotes

- Follow the same protocol as with book citations (above). Example.²

Web pages

Inserting into Endnote Database using “Web Page” as reference type:

- **Author:** name of author (e.g. Bakker, J.T.)
- **Title:** title of web page (e.g. Porta Romana necropolis)
- **Access Year:** the year that you accessed the web page (e.g. 2011)
- **Access Date:** date you accessed the web page (e.g. 30th November)
- **Last Update Date:** date that the web page was last updated (e.g. 3 Nov 2007)

² Purcell (1995).

- **URL:** URL of the web page (e.g. <http://www.ostia-antica.org/dict/prnec/prnec.htm>)

New Reference

Web Page

Author
Bakker, J.T.

Year

Title
Porta Romana necropolis

Series Editor

Series Title

Place Published

Publisher

Access Year
2011

Access Date
30th November

Description

New Reference

Web Page

Access Date
30th November

Description

Edition

Last Update Date
3 Nov 2007

Type of Medium

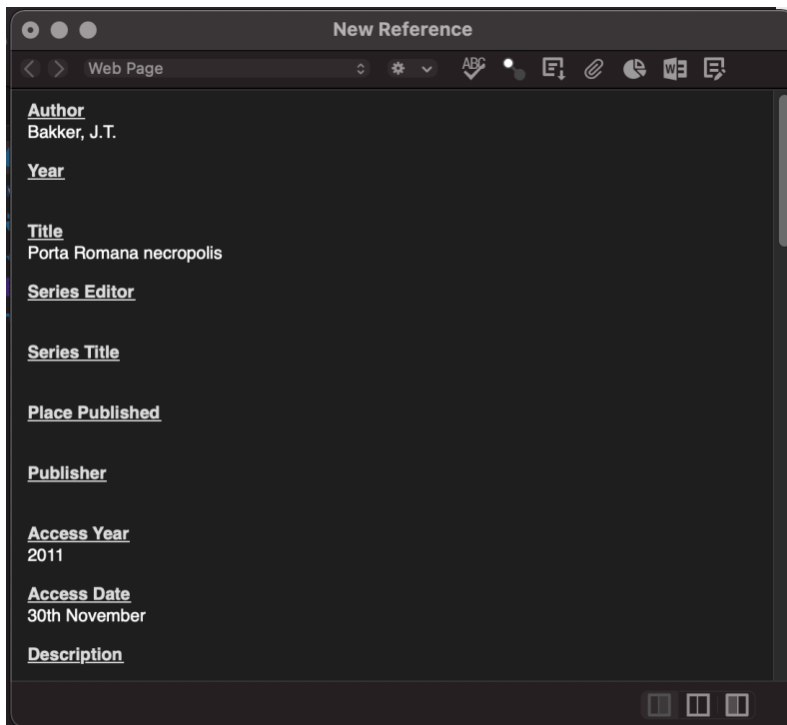
Short Title

Alternate Title

ISBN

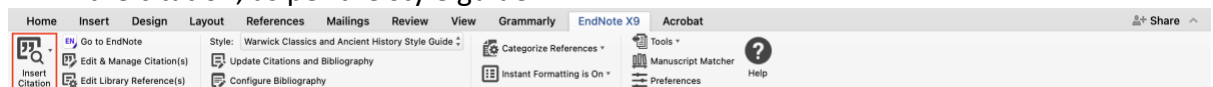
DOI

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Citing web pages in footnotes

- Use the “Insert Citation”, search for your reference then click “Insert and Display as: Author (Year)” from the drop-down menu. This will ensure that the title is included in the citation, as per the style guide.



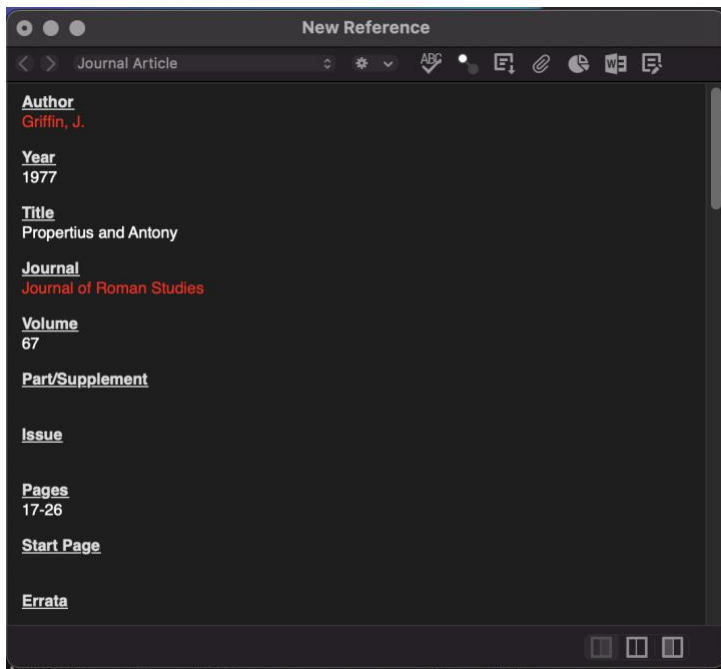
- Default references can be changed by going to “Edit and Manage Citation(s) / Format / Display as: Author (Year)”
- Example.³

Articles

Inserting into Endnote Database using “Journal Article” as reference type:

- **Author:** name of author (e.g. Griffin, J.)
- **Year:** year of publication (e.g. 1977)
- **Title:** title of article (e.g. Propertius and Antony)
- **Journal:** names of journal (e.g. Journal of Roman Studies)
- **Volume:** number of journal volume (e.g. 67)
- **Issue:** issue number (e.g. 2)
- **Pages:** page range for the article within the journal (e.g. 17-26)

³ Bakker, *Porta Romana Necropolis*.



Citing articles in footnotes

- Follow the same protocol as with book citations (above). Example.⁴

⁴ Griffin (1977).

Example bibliography (automatically created by Endnote based on citations in footnotes; a section for ancient texts can be added manually):

Secondary Scholarship

- Bowman, A.K. (1994) *Life and Letters on the Roman Frontier* (London: British Museum Press)
- Griffin, J. (1977) 'Propertius and Antony', *Journal of Roman Studies* 67: 17-26
- Jenkins, G.K., and Lewis, R.B. (1963) *Carthaginian Gold and Electrum Coins* (Royal Numismatic Society, Special Publication 2) (London: Royal Numismatics Society)
- Purcell, N. (1995) 'The Roman villa and the landscape of production', in *Urban Society in Roman Italy*, eds T. J. Cornell & K. Lomas (London: UCL Press) 150-179
- Rizakis, A., Lepenioti, C., and Zoumbaki, S.B. (2004) *Roman Peloponnese II. Roman Personal Names in their Social Context: Laconia and Messenia* (Athens: National Hellenistic Research Foundation, Institute for Greek and Roman Antiquity)
- Shelton, J.-A. (1998) *As the Romans did: a sourcebook in Roman social history* 2nd ed.) (Oxford/New York: Oxford University Press)

Internet Resources

- Bakker, J.T., *Porta Romana Necropolis* – <http://www.ostia-antica.org/dict/prnec/prnec.htm> (3 Nov 2007). Accessed 30th November 2011