

Formatted EndNote citations contain hidden code. Moving / copying text containing formatted citations can lead to issues with your document.

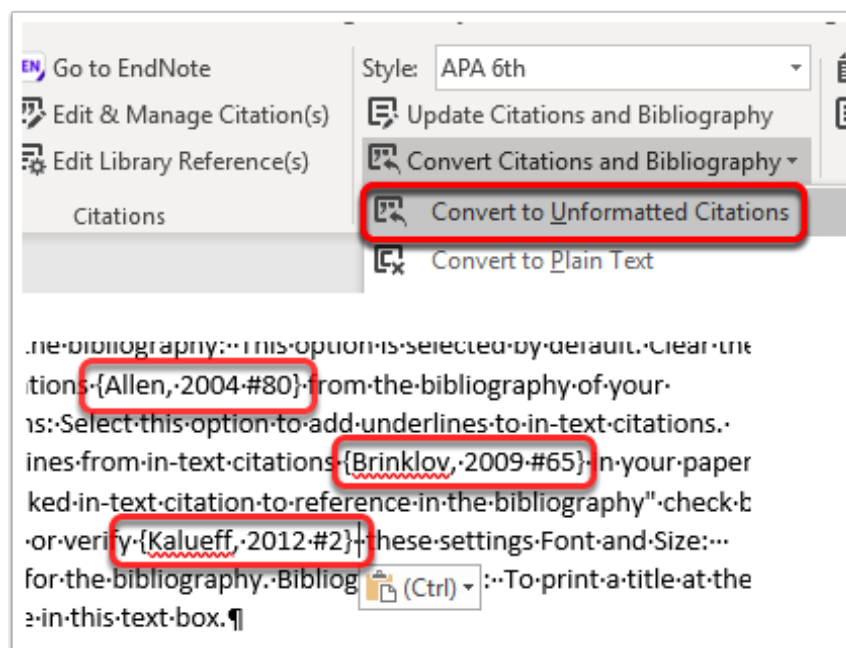
If you have a large Word document, consider breaking it up into smaller sections or chapters.

The sections can be easily combined into a single merged document when required.

Unformat Citations

First, in Word, convert the document to unformatted citations

This will change the citations to **{Author, Year #number}** and the bibliography will disappear



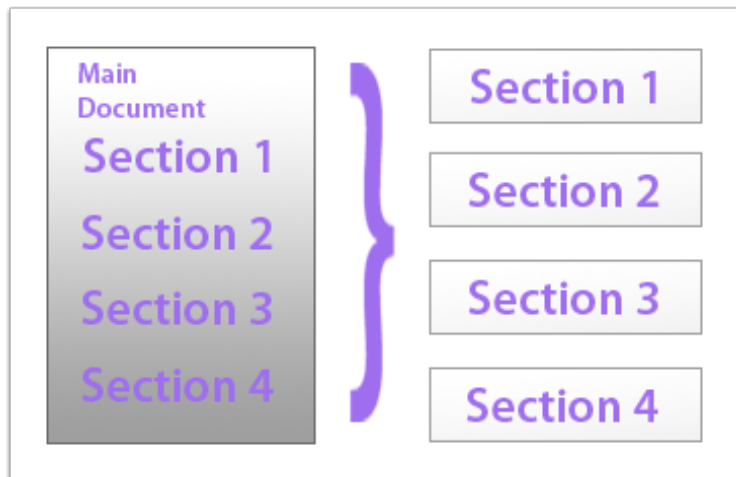
Copy / paste.

Select the text to use in Section 1.

Open a new blank document and save with a meaningful name, for example: Section 1. Suggest you use a new folder called chapters or similar.

Paste the text with unformatted citations into the new Section 1. Save.

Repeat for all the other sections / chapters.



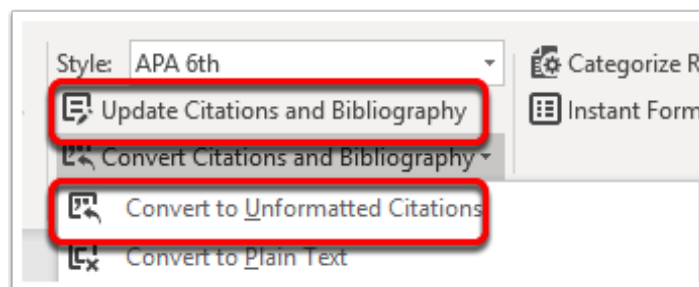
Check each section

After making the sections, check each for any errors by formatting the citations.

Fix any miss-matched citations and then unformat once again and save. See mismatched citations FAQ: <http://www.crandon.com.au/EndNote/faq/mismatch.html>

When ever we copy and paste sections of the document that includes formatted citations, we should unformat first. This helps to reduce any possible formatting errors.

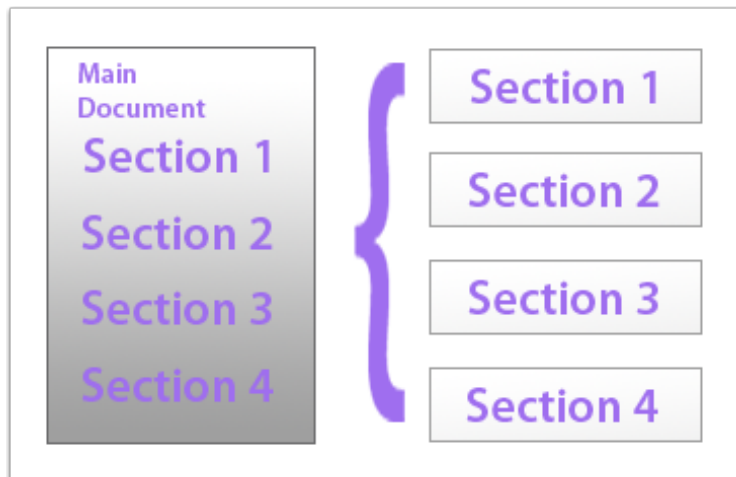
Checking each section now will save time checking when combining each section into a single document. Normally near to the publishing date where time is short!



Merge

Create a **NEW** blank document. Give it a meaningful name, such as Main Document.

To combine, select all (Ctrl+A), the text from each section and paste into a new single document.



Format

Once all the sections are added to the master document, update citations and bibliography to format with your chosen style and create a bibliography.

Remember to save and back-up.

