To comply with Duquesne University ETD Guidelines, bibliographies must follow this format:

- Text should be 12-point serif font, such as Times New Roman or Times.
- Bibliographies can be single-spaced or double-spaced, depending on the style guide used.
  - Consult your style guide for more information (ex. APA 6 requires double-spacing).
- Bibliographies may require a specific section heading (i.e. “References”, “Work Cited”, “Bibliography”, etc.).
  - Consult your style guide for more information.
  - The section heading may need to be bold to comply with chosen style guide.
- Some citation styles allow for a numbered bibliography, while others call for an alphabetized list. Choose the correct layout based on your citation style.
- Some citation styles allow for hanging indentations in citations, while others do not. Choose the correct layout based on your citation style.

**Formatting Your Bibliography in Microsoft Word with EndNote**

1. Start either with a brand new document, or wait to format with a completely finished document.

Bibliography


2. Click the small arrow in the bottom left of the Bibliography box in the EndNote X7 menu.

3. Click on “Layout”.


4. Input the formatting standards to comply with your chosen style guide.

![EndNote X7 Configure Bibliography]

5. If the section heading needs to be **bold**, click on “Text Format”, and make sure “Bold” is checked.

![EndNote X7 Text Format]
6. Once you are all done, click “OK”. This example uses APA 6. Yours may look slightly different (see bullet points on pg. 1).

7. Your Bibliography is now formatted.

References
Need Help?

Digital Scholarship Librarian (ETD formatting questions)
Gumberg Library
Duquesne University
412.396.1086

Gumberg Library Ask-A-Librarian (training and using new software)
Duquesne University
412.396.6133

CTS Help Desk (EndNote download/installation questions)
Duquesne University
412.396.HELP

EndNote Customer Technical Support (technical issues regarding software)
Thomson Reuters
1.800.336.4474, press 4