

## Changing an edited Book into a Book Section (Chapter) In Endnote

Most scholarly databases don't cover the contents of books well, so usually the chapters you want to cite will arise from a book you have in hand (checked out from the UGA library or via interlibrary loan, or borrowed from a colleague). The following process can provide chapter data while minimizing manual typing.

1. Bring in the complete Book record from University of Georgia library catalog or Library of Congress or WorldCat
2. If you think you may want to cite more than one chapter, copy the book record (in list view, highlight/copy/paste book record) Keep the original book record in your library so if need another chapter record, you can copy and use it for another chapter record.
3. Open the duplicate Book record.
4. Change Reference Type from Book to Book Section.
5. Cut/paste title into Book Title and Authors into Editors.
6. Type name of chapter in Title field and type chapter author in Author field.
7. Type chapter pages in Pages (this works fine for APA5 style; but in some styles, you will need to type pp. xx-xxx after the Title to make it style correctly)

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