

Use EndNote to cite and refer to images and figures

This guide explains how to insert a figure in your Word document and how to create an entry in your reference list for your image.

A figure can be any type of visual document (picture, photograph, chart, graphs, etc.)

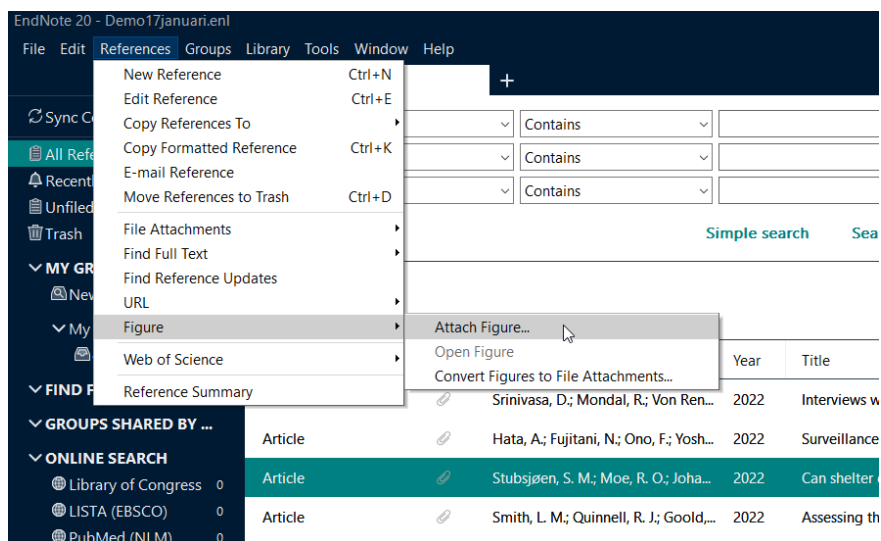
Step 1 – add a figure to a reference in EndNote

1. Save the figure on your computer.
2. Open your EndNote library.
3. If you have not yet done so, add the reference to which you want to add a figure. It can be any type of reference (journal article, news article, website, etc.).

Tip: You can add only one figure per reference. Depending on your need, you can add a figure to an existing reference, for example, a book or a scientific article, or you can create a reference only for this figure.

Tip: If you need to add an entry to your reference list for this figure, we recommend that you create a new reference for this figure. Select 'Artwork', 'Audiovisual material', 'Chart or table', 'Figure', or 'Map', as a reference type, depending on the type of figure you want to add.

4. Select the reference to which you want to add a figure.
5. In the menu, go to Reference > Figure > Attach Figure...



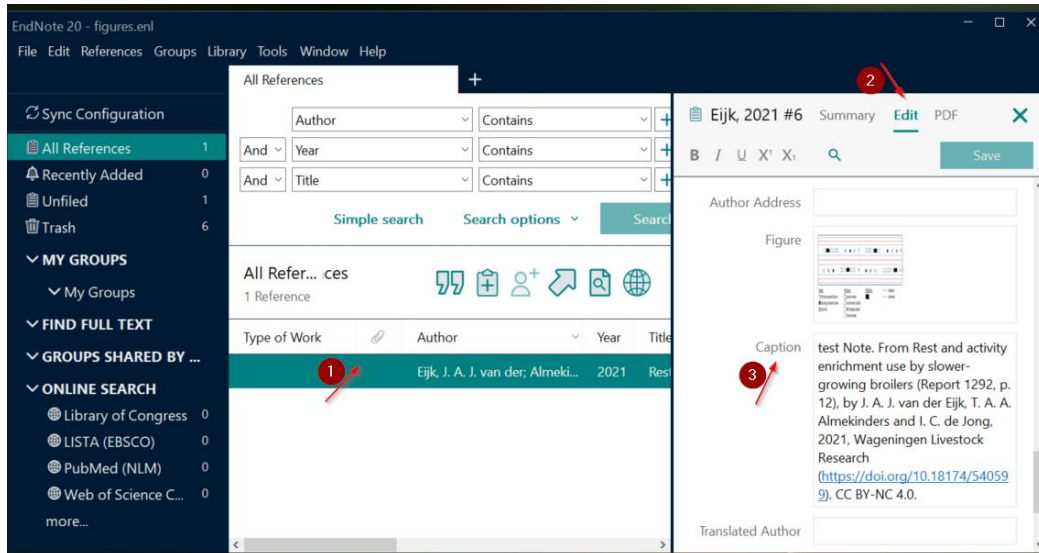
6. Select the figure you want to add from your computer and click OK.
7. The figure is now added to your reference. Click on any other reference to prompt EndNote to ask you to save your reference. Click Yes.

Step 2 – insert a figure in your Word document

You can directly insert your figure through EndNote (option 1) or through Word (option 2).

Option 1: insert your figure through EndNote

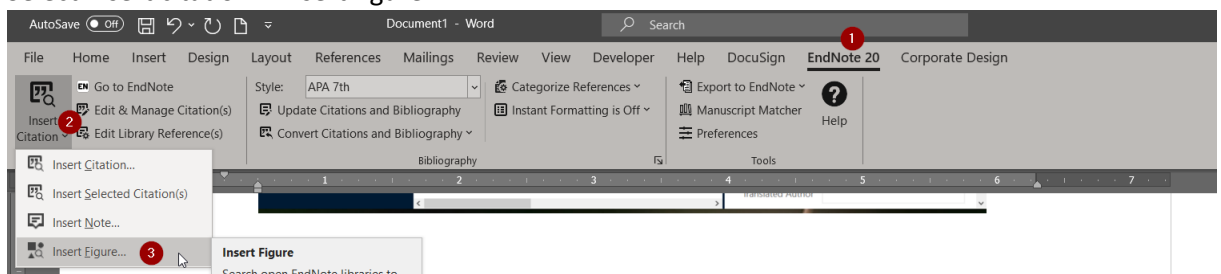
1. Update your figure's caption in EndNote.



Tip: EndNote will not automatically create a caption in the style you need. You must check the style guideline and manually type it in the caption field in EndNote. If you decide to use another style, you must first update the caption field in EndNote.

Tip: The function “update Citations and Bibliography” does not work with figures. Make sure your caption is correct before inserting your figure.

2. In Word, go to EndNote 20 tab in the top ribbon.
3. Select insert citation > Insert figure...

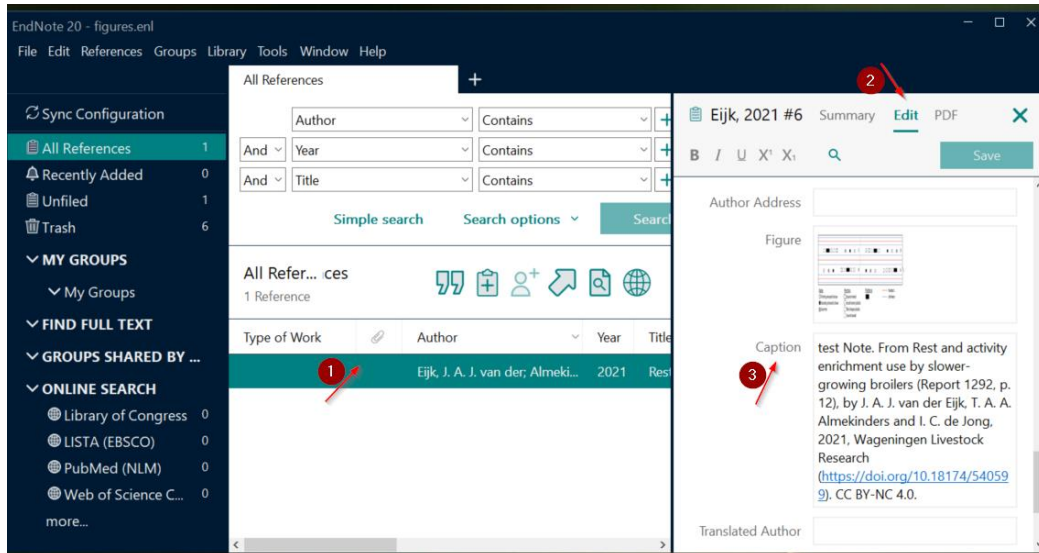


4. Select the reference you want to add the figure to and click insert.

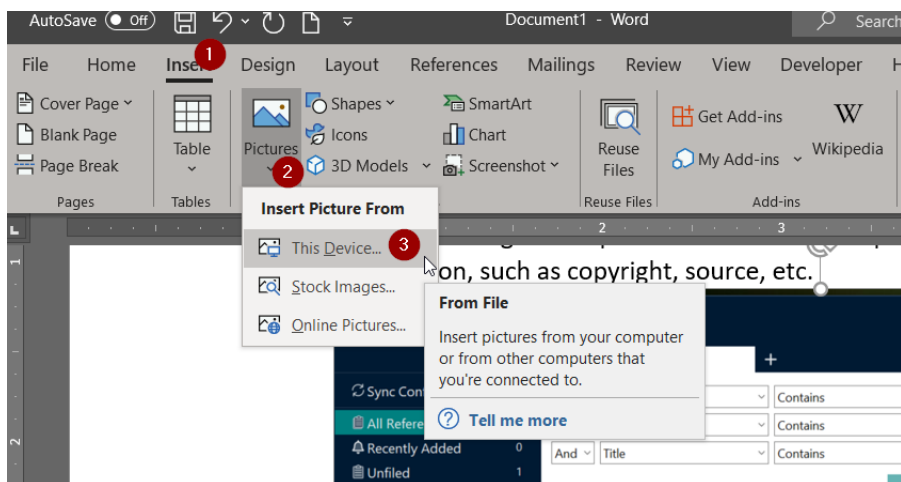
Troubleshooting: if your figure appears in a list at the end of your document and not in the document itself, you must edit the style you're using. Choose 'insert figures in-text near the reference to the figure'.

Option 2: insert your figure through MS Word.

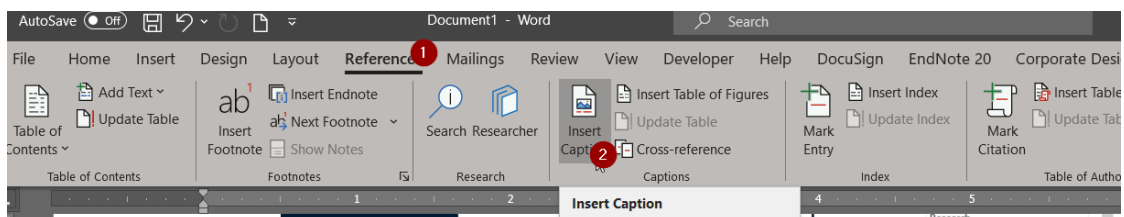
1. Update your figure's caption in EndNote. The caption field is a place you can use to store information, such as copyright, source, etc.



2. Insert your figure through MS Word (Insert > Picture)



3. Insert a caption to your image through MS Word (References > Insert Caption). Use the information you stored in EndNote to create a caption in the style you want.



Step 3 – add an entry to your reference list

You do not always need to create an entry in your reference list. You can read more about this in our [e-learning module Citing and referencing to your information sources](#).

By default, EndNote will not create an entry in your reference list for your figures, even if you included them choosing option 1 or option 2.

If you need an entry in your reference list, you can do the following:

- You need to refer to the figure's source and not to the figure itself:
 - o Create a fake in-text citation at the end of your document.
 - o Generate your reference list. The reference will be added to your reference list.
 - o Once you're finished with your document, convert it to plain text.
 - o Don't forget to delete your fake in-text citation at the end of the document.

- You need to refer to the figure itself. The reference entry is almost the same as the one for the source of the figure.
 - o Create a fake in-text citation at the end of your document.
 - o Generate your reference list. The reference will be added to your reference list.
 - o Once you're finished with your document, convert it to plain text.
 - o Adjust the entry in your reference list so that it matches the style guideline you're using.
 - o Do not forget to delete your fake in-text citation at the end of the document.

- You need to refer to the figure itself. The reference entry is really different from the entry for the source of the figure.
 - o Once you're finished with your document, convert it to plain text.
 - o Add the reference entry manually.