

## How to Insert Endnotes and Remove the Endnotes Separator Line

Endnotes are explanations, comments, or references that are used instead of footnotes when the explanations, etc. are too lengthy or numerous to be inserted as footnotes within the body of the manuscript. For FSU manuscripts, endnotes are listed in the main section ENDNOTES, which immediately proceeds the main section REFERENCES.

Word places endnotes at the “end of document” by default, and it interprets this very strictly. However, you must have a main section of ENDNOTES prior to the REFERENCES section for FSU manuscripts; therefore, you must change the settings to move the endnotes there. Also, FSU does not allow the endnote line at the top of each page that Word automatically inserts. This document shows the steps required to adhere to FSU’s formatting policies concerning endnotes.

The procedure in this document only applies to manuscripts in which 1) all endnotes occur after the abstract, and 2) there is only one section break at the start of this procedure, that section break being the one that separates the front matter from the body of the manuscript.<sup>1</sup>

For manuscripts that have more than one section break because one or more pages are oriented landscape, please see "Putting Your Index after Your Endnotes" at [http://wordribbon.tips.net/T007912\\_Putting\\_Your\\_Index\\_after\\_Your\\_Endnotes.htm](http://wordribbon.tips.net/T007912_Putting_Your_Index_after_Your_Endnotes.htm)

### Inserting Endnotes in the Main Section ENDNOTES

When adding endnotes using **Insert Endnote** under the **References** tab, endnotes will appear at the end of the manuscript by default as shown below.

**BIOGRAPHICAL SKETCH**

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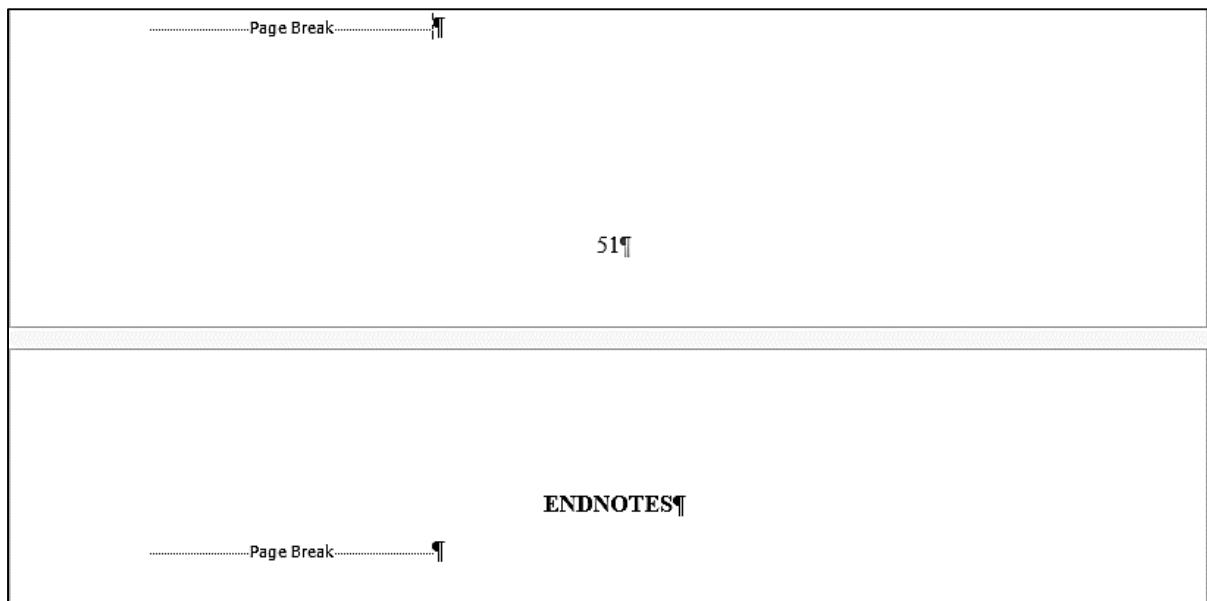
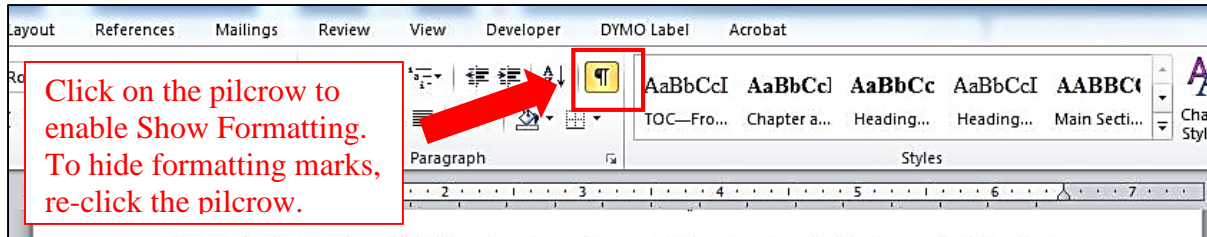
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<sup>1</sup> A section break is needed between the abstract and the remainder of the manuscript to allow page numbers in the front matter to be lower case Roman numerals, with page numbers in the remainder of the manuscript being Arabic numerals.

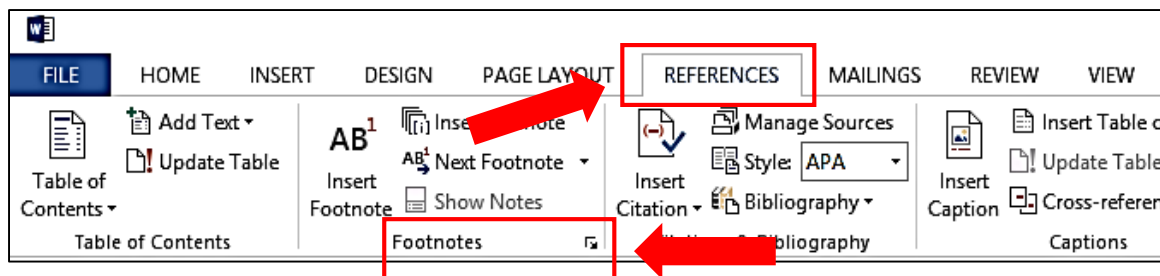
To have all endnotes appear under the main section ENDNOTES:

1. Create a main section heading ENDNOTES immediately preceding the main section REFERENCES (or whatever the main section is called where the references are listed).

Make sure the ENDNOTES heading is at the top of a new page by using the **Page Break** function. When **Show Formatting** is enabled, the pages should appear as shown below.

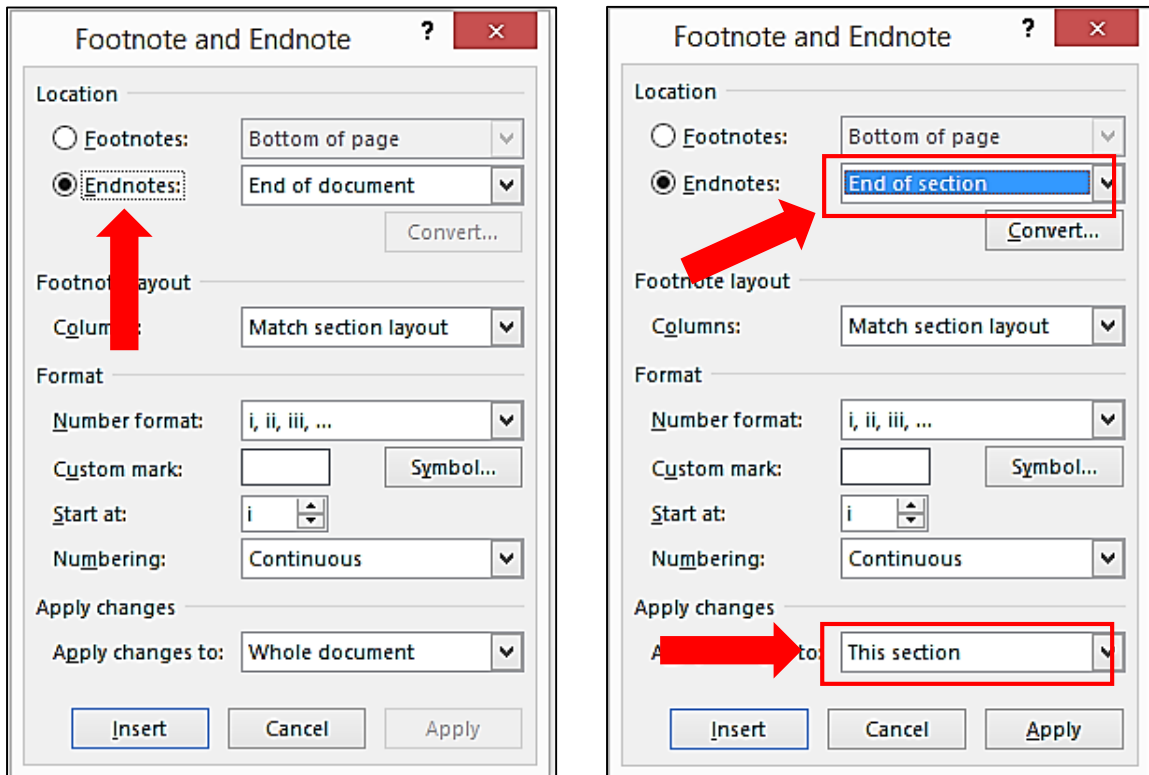


2. Change the location of endnotes from the default location of *End of document* to *End of section* as follows:
  - a. On the ribbon at the top of the page, click on the **References** tab to access the **References** options.

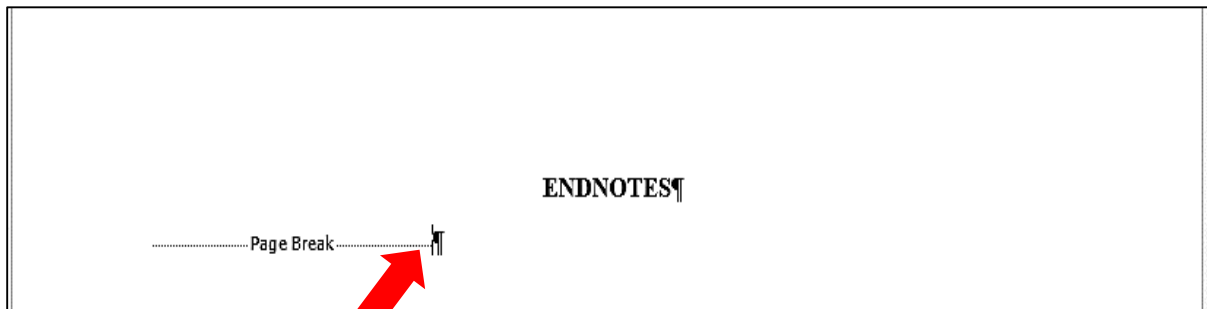


- b. Click on the arrow icon to the right of the word **Footnotes**, which accesses the **Footnote and Endnote** options (see next page).

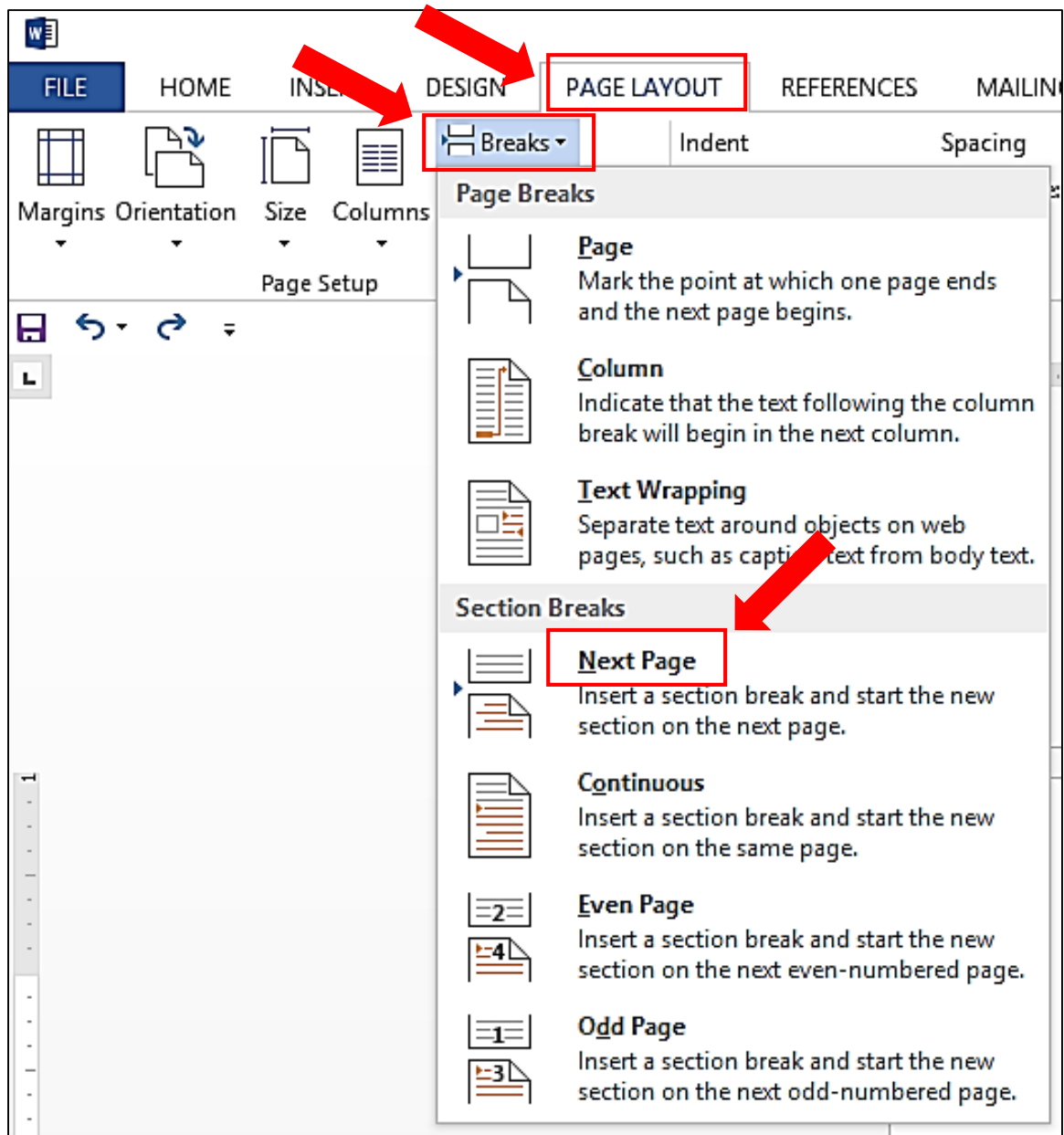
- c. Default **Endnote** options are shown in the screen shot on the left. Re-set **Endnote** options as shown on the right. Click **Apply**.



3. With **Show Formatting** enabled, place the cursor immediately before the pilcrow and insert a **Next Page** section break (see next page).



- a. To insert a **Next Page** section break, click on the **Page Layout** tab. On the **Breaks** dropdown menu, click **Next Page**. That will shift the endnotes from the end of the document to the main section ENDNOTES as shown on the next page.



ENDNOTES¶.....Section Break (Next Page).....

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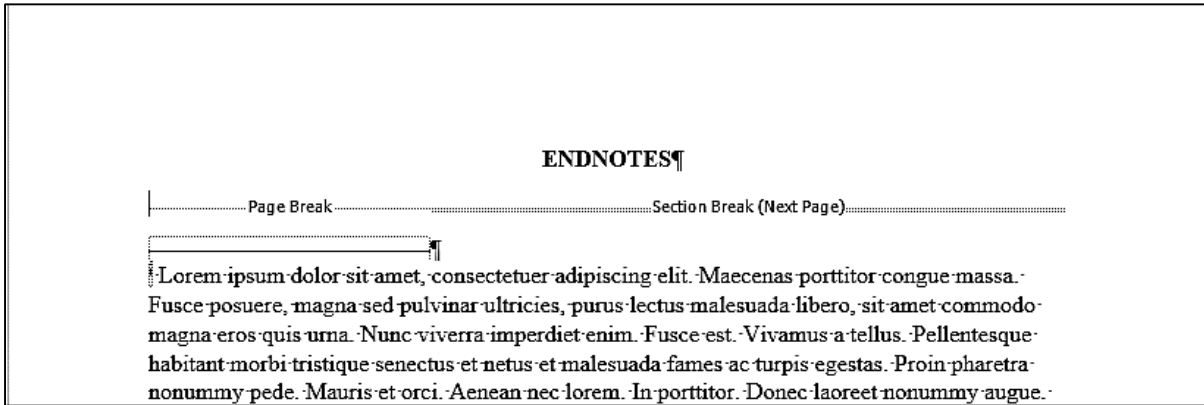
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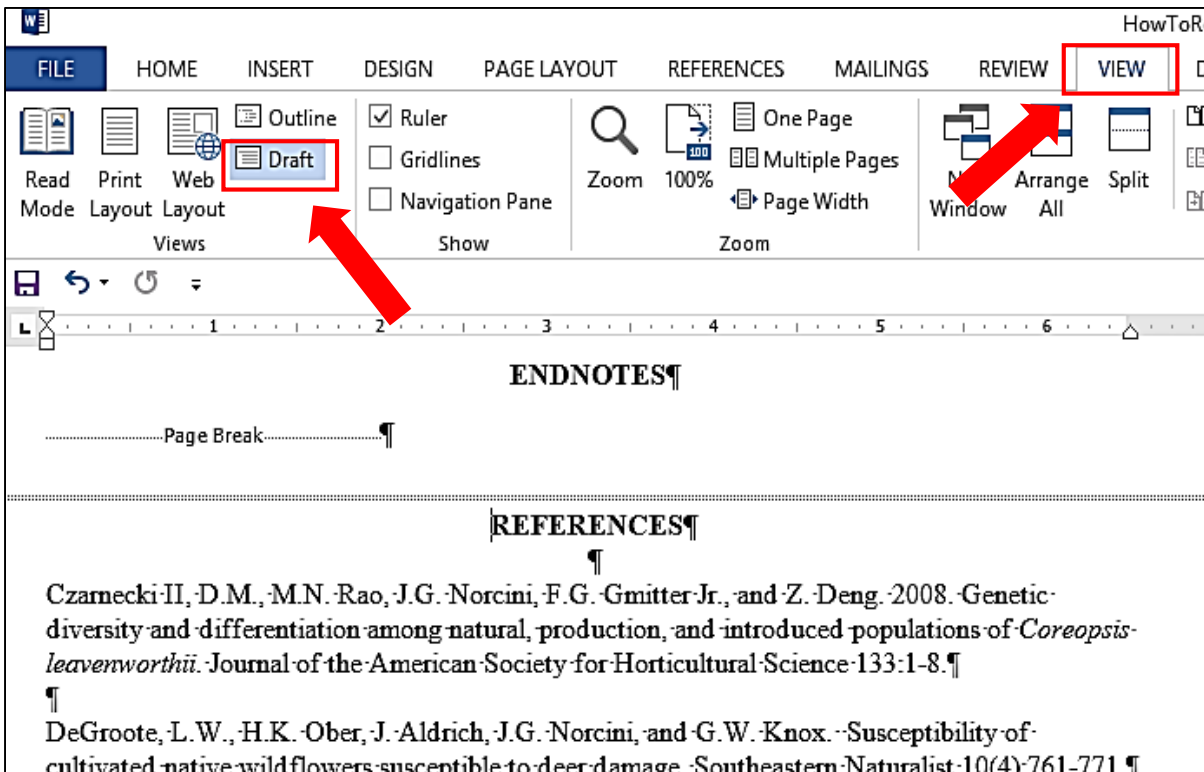
Instructions for deleting these separator lines begin on page 6.

## Removing the Endnotes Separator Lines

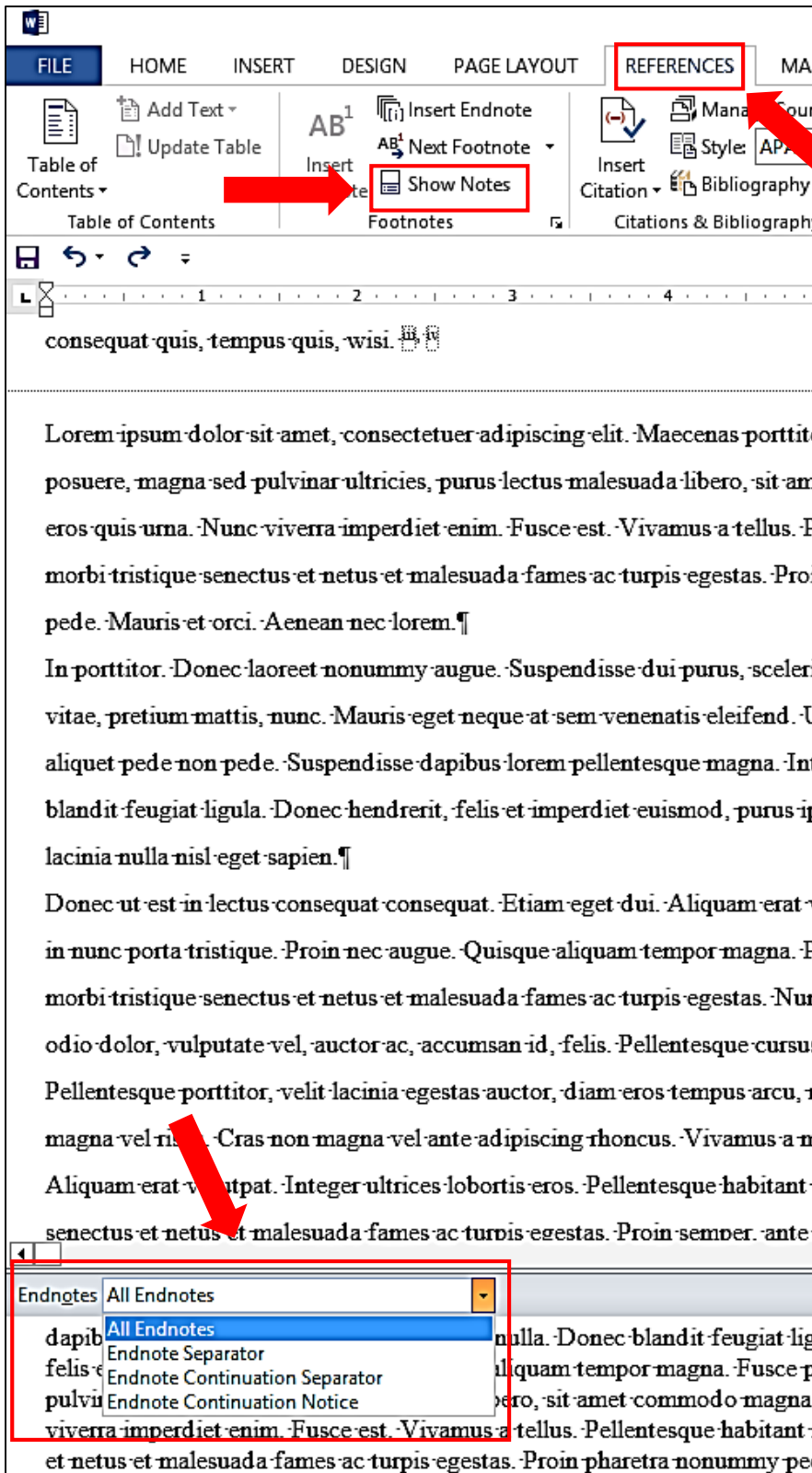
1. Place the cursor anywhere in the text on the ENDNOTES page



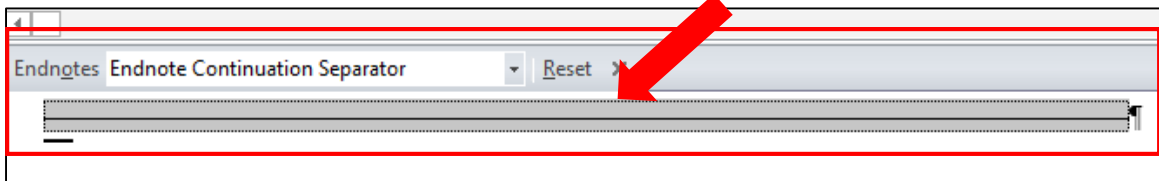
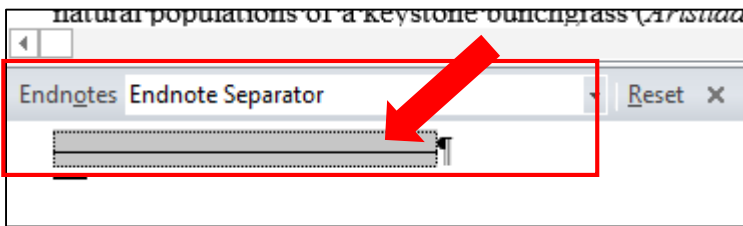
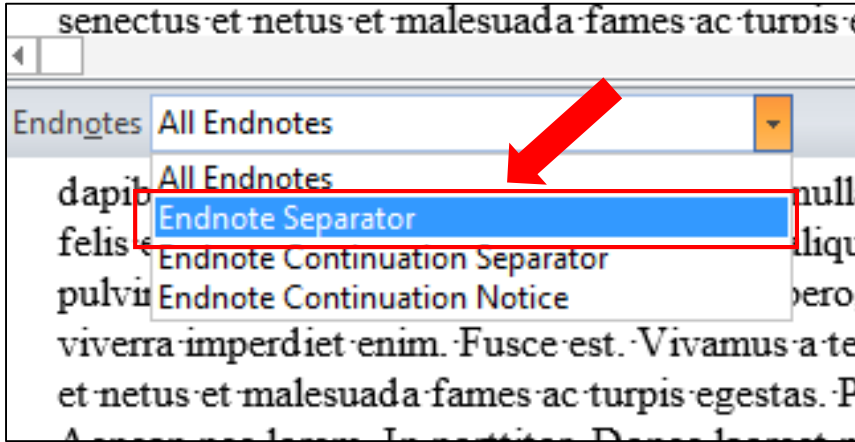
2. Select the **View** tab; then click on **Draft**.



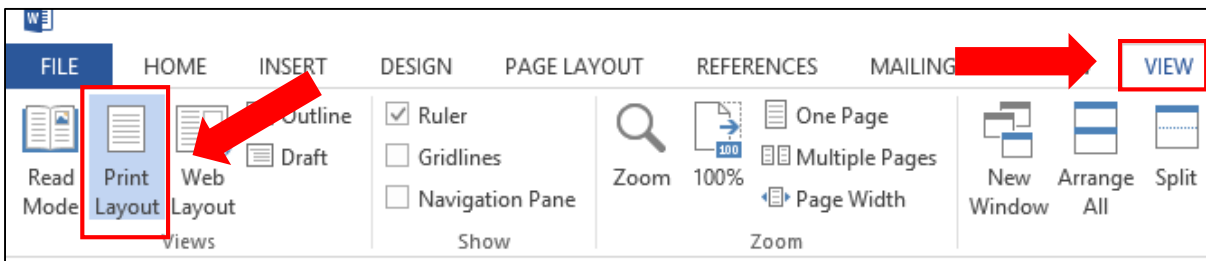
3. While in the **Draft** view, click on the **References** tab. Then click on **Show Notes** to access the **Endnotes** separator options at the bottom of the page.



4. In the **All Endnotes** dropdown menu:
  - a. Select **Endnote Separator**, highlight the line, and press Delete.
  - b. Then select **Endnote Continuation Separator**, highlight the line, and press Delete.



5. On the ribbon at the top of the page, click on the **View** tab, and then click **Print Layout**.



**Voila!! See next page.**



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