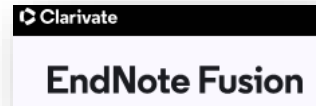


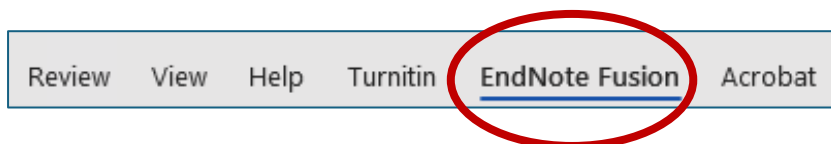
Endnote Fusion for Word



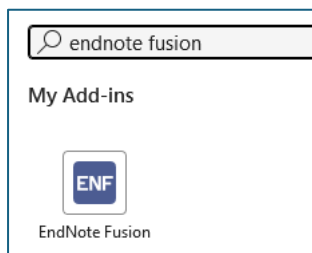
Endnote Fusion for Word is an App that sits within your Word document giving you quick access to the references stored in your Endnote Fusion account. Use it to insert your citations in the text and it will then create your Reference list (Bibliography) at the end.

1. Accessing Endnote Fusion for Word

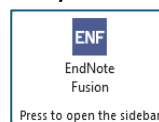
- Open up a Word document. If you are on a University PC or using the university Microsoft 365 version of Word, the Endnote Fusion option will automatically appear on your tool bar.
- N.B This is a new addition so if you previously downloaded Microsoft 365 you may need to Sign out of Word, sign back in and Restart to pick it up.



- If you are using your own version of Word you will need to add the Endnote Fusion for Word App. Click on **Home** > **Add-ins** > search for Endnote Fusion and **Add**



- You will now have the Endnote Fusion tab on your toolbar.

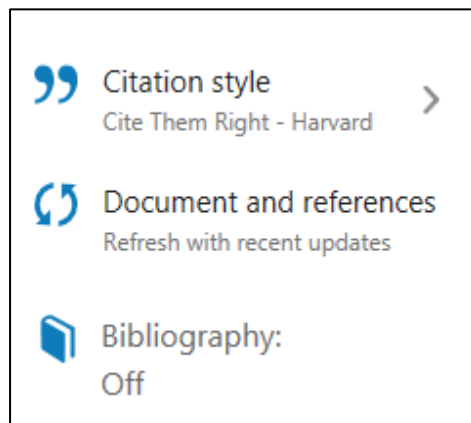
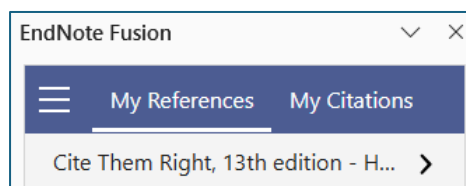


- Click on this tab which opens up an ICON. Click on that to open the sidebar.

You may need to log in. Use the option 'Use login from my institution' and search for Cumbria.

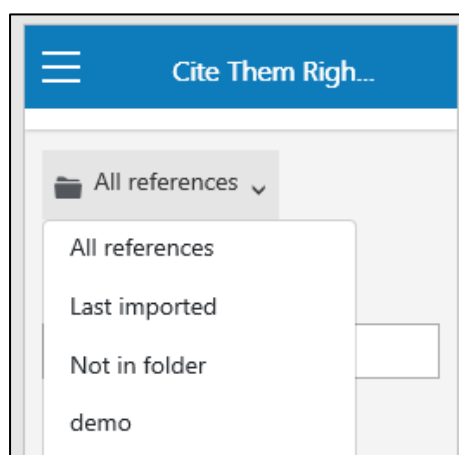
NB: If you get an error message you will need to login to your [Endnote Fusion account](#), click on your name, then Settings, scroll to 'Institution Credentials' - remove and re-associate.

2. The Endnote Fusion sidebar



- Click on the v dropdown to resize or move the side bar box
- Click on the 3 lines in the blue banner to set or change your citation style. Most courses use Cite Them Right – Harvard 13th edn but other styles are available.
- This also where you will find the refresh (synchronise) option. The App automatically synchronises with your Endnote Fusion account each time you log in. But this gives you the option to refresh if you have added more references to your Endnote Fusion account whilst logged in. There is another refresh option bottom right.
- The Bibliography defaults to off and it is best to leave it that way. Just run the Bibliography generator at the end of your essay. Having it turned on and constantly updating your bibliography as you add a new citation just makes the whole thing run very slowly.

3. Adding and deleting Citations



Under **All References** you will find your Endnote Fusion folders. Hopefully you have created one for your assignment and can just select that. All of the references you have collected for that assignment will be in here.

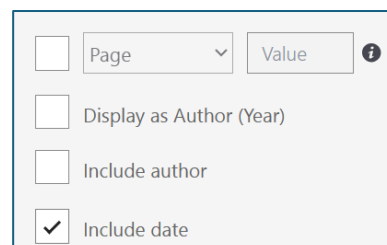
Alternatively, you can search by title, author or date.

- Start typing your essay and when you want to insert a citation, find it in the sidebar. Hovering over the citation shows you the **Cite** and **Edit** buttons. Use the **Cite** option to add the citation. ”

Eg (Rasooli *et al.*, 2025)

- Use **Edit** if you want to add the citation without an author, for example if the author is already part of the sentence.

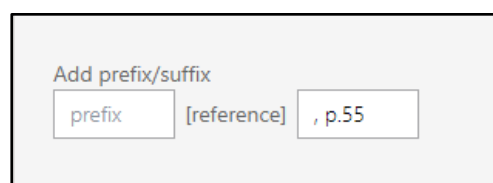
Eg Cottrell (2023)



Panel showing citation options:

- ☐ Page [dropdown] Value [input] ⓘ
- ☐ Display as Author (Year)
- ☐ Include author
- ☒ Include date

- To add page numbers to a quotation, go to **Edit** and use the **Add suffix** field.
Format as comma, space, p. number.



Add prefix/suffix

prefix [reference] , p.55

- You can also go back in and **Edit** the layout of the citations after they have been added, just **double click** on the citation to access the **Edit** and **update** options.
- To add multiple citations to support your point, use the tick boxes. You will get a preview of the citation and you can edit it first if needed eg click and drag the citations for the order you want in the brackets

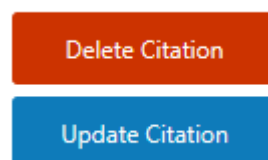
(Saritaş *et al.*, 2024; Schoute and Alexander, 2026)



Selection panel:

- ☒ Ref ID: 14818
A critical analysis of critical thinkingint...
Schoute,Eric C., Alexander,Patricia A. (2026)
Review of Educational Research, 96 (4), 1400-1451
- ☒ Ref ID: 14817
Functional chocolate: exploring advan...
Saritaş, Sümeyye, Duman,Hatice, Pekde[...], (2024)
International Journal of Food Science & Technol...

To remove a citation, double click anywhere in the in-text citation and it should open up the edit screen, which is where you will find the delete button



Delete Citation

Update Citation

TIP – Avoid the normal Cut, Copy and Paste options when dealing with the in-text citations. They don't work well and mess up your final Bibliography. Use the Insert and Delete options from the App. If you want to move a citation it is better to delete it and insert again in the right place.

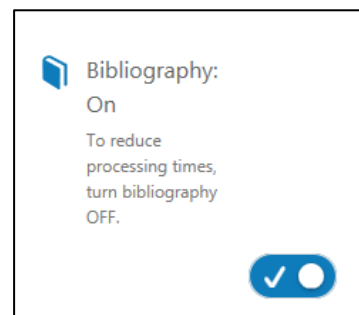
Endnote Fusion does now allow you to edit the citations in the text but any update will over-write this, so make any changes at the end.

4. Create your bibliography

Do this at the end, when you have finished writing your assignment.

- Go to the Blue banner with the three lines and **turn the bibliography ON**.

It will automatically generate your bibliography at the end of your writing.



PLEASE NOTE: References can't be edited in Word or within the sidebar. They are created from their Endnote Fusion entry, so any editing and formatting needs to be done in the [Endnote Fusion website](https://my.cumbria.ac.uk/media/Endnote-Fusion-guide.pdf) beforehand. This is why we always recommend checking and editing your references in "Citation view" as you go along. See page 5 in this guide <https://my.cumbria.ac.uk/media/Endnote-Fusion-guide.pdf>

For example, for the book by Cottrell the title should be all lower case apart from the first word - *Critical thinking skills: effective analysis, argument and reflection*. Also for example Use "and" rather than & In *International Journal of Food Science and Technology*. All of these would need to be changed in Endnote Fusion. The changes would then copy over to your bibliography once you log in again or use the refresh option.



Reference List

Cottrell, S. (2023) *Critical Thinking Skills : effective analysis, argument and reflection*. Bloomsbury Academic.

Rasooli, A., Turner, J., Varga-Atkins, T., Pitt, E., Asgari, S. and Moindrot, W. (2025) 'Students' perceptions of fairness in groupwork assessment: validity evidence for peer assessment fairness instrument', *Assessment and Evaluation in Higher Education*, 50(1), pp. 111–126. Available at: <https://doi.org/10.1080/02602938.2024.2354510>

Sarıtaş, S., Duman, H., Pekdemir, B., Rocha, J.M., Oz, F. and Karav, S. (2024) 'Functional chocolate: exploring advances in production and health benefits', *International Journal of Food Science and Technology*, 59(8), pp. 5303–5325. Available at: <https://doi.org/10.1111/ijfs.17312>

Schoute, E.C. and Alexander, P.A. (2026) 'A critical analysis of critical thinking interventions in higher education', *Review of Educational Research*, 96(4), pp. 1400–1451. Available at: <https://doi.org/10.3102/00346543251352539>