How to create a numbered citation in Microsoft Word  
(for Footnote Styles such as Oxford, Chicago and AGLC)

Manual formatting of footnotes
Place your cursor at the citation insertion point. On the ribbon in Word, select the ‘Reference’ tab and then the ‘Insert Footnote’ button:

![Reference Tab](image)

This will create a superscript number at the point of insertion and a dividing line as well as a superscript number at the bottom of the page. To create the citation, place your cursor right from the number at the bottom of the page and enter the necessary details. Chicago does not use superscript numbers to introduce the footnote at the bottom of the page. To replace the superscript, just deselect the superscript icon on the ribbon. A normal number will replace the superscript.

Automated formatting of footnotes and reference lists with Endnote
Once the footnote number has been created from the References tab, return to the EndNote Tab on the ribbon in Word and select the citation you wish to insert. The footnote and a reference list entry will be created.

![EndNote Tab](image)