How to create a numbered citation in MS 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 ‘References’ tab and then the ‘Insert Footnote’ button:

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 manually enter the necessary details as per your styles formatting requirements.

NB: You will still need to create your Reference list at the end of your assignment as per your styles formatting.

Automated formatting of footnotes and reference lists with EndNote
If using EndNote, once you have inserted the footnote number from the references tab, toggle to the EndNote Tab on the ribbon in Word, and select ‘insert citation’. The full footnote and a reference list entry will be created for you.

NB: Ensure the correct footnote style is selected in both Word and EndNote.