

STEPS TO FORMAT ENDNOTES

(MANUAL METHOD)

1 Make a Notes page and start your numbering manually.

2 Write down your citation, paraphrasing, term or idea in-text. Afterwards write a numbering at the end of the sentence or at the specific term.

3 Highlight your numbering in-text and either select the superscript option in the Home tab (under font size) or hit CTRL+ ALT+ plus key (+).

4 Go back to your notes page and write down the bibliographical entry or additional data you wish the endnote to contain.

5 Repeat for every endnote until your work is completed.

FOR MORE INFORMATION ON THE CDCL :

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