# REMOVING AUTHOR INITIALS FROM IN-TEXT CITATIONS

For some referencing styles, author initials are supposed to appear in in-text citations when you have multiple authors with the same family name. Most times the problem is multiple variations of a single author name. For example, if one author's name is entered as "Williams, S J" in one reference in your EndNote library, as Williams, Susan Jennifer in a second reference, and as "Williams, Susan J" in a third reference, EndNote will treat them as three different authors. You will start to see variations such as S Williams and S J Williams in your in-text citations. It is not an EndNote error. It is a data entry error.

You can end up with multiple versions of a single author's name because each database has different ways of dealing with author names in its records. Authors may also use different versions of their name for different publications. You will need to clean up your records to fix the issue.
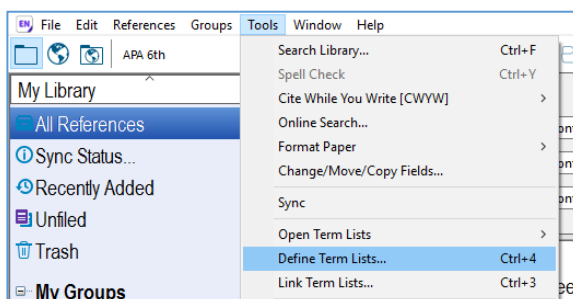
There are 3 parts to this process:
1. Tidy up your Author Terms List to remove unwanted versions of the name.
2. Tidy up your records to make sure than names are consistently formatted.
3. If the first 2 steps don't work, edit the citation style template in the Output Style as a last resort.
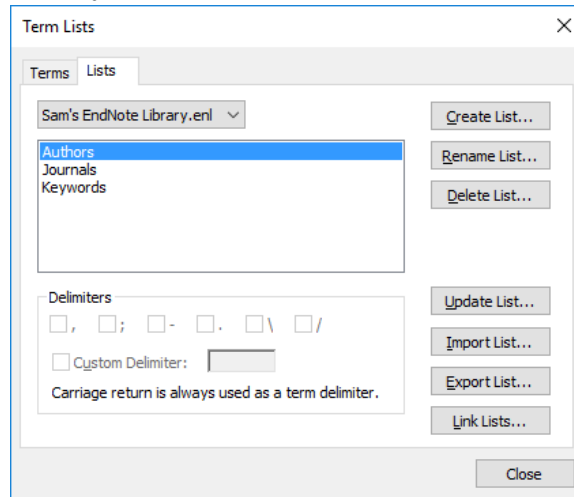
## Part 1: Tidy up your Author Terms

The first step is to edit your Author Terms List to remove unwanted versions of the name, e.g. you would delete Williams, S J and Williams, Susan J. Williams, Susan Jennifer is the most complete version of the name, so that is the one to keep. If you later add a paper by Williams, Susan Jemima to you library, having full names for both authors will enable EndNote to distinguish between Susan Jennifer Williams and Susan Jemima Williams.

1. Open EndNote

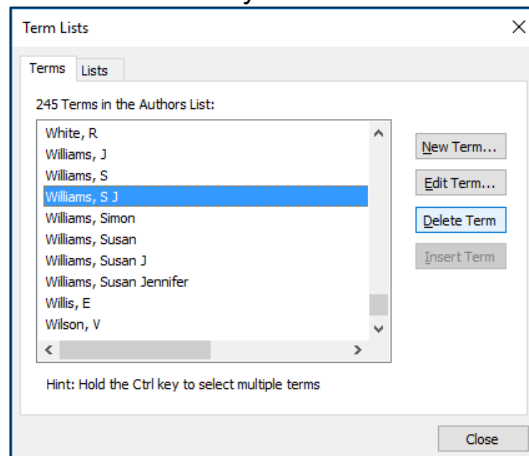2. Open the Tools menu and select Define Term Lists

3. Select Authors in the Terms Lists window, then click on the Terms tab to open the list of author names you've entered.



4. Scroll through the list and delete any versions of the name that you don't need. NOTE: Names deleted from this list will not be deleted from the records of the references they appear in.

   To delete a name, highlight it in the list and click Delete Term. The name will be removed. The list will automatically refresh and it will return you to the top.
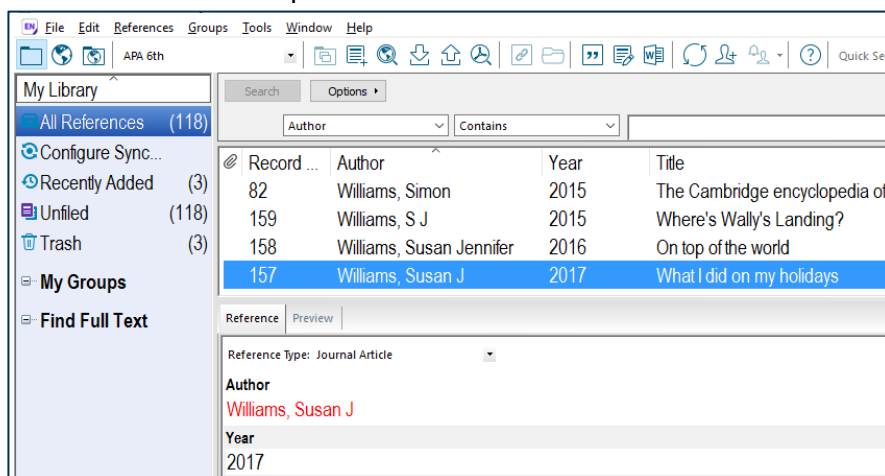


5. When you've finished editing your Author Terms List, click Close.
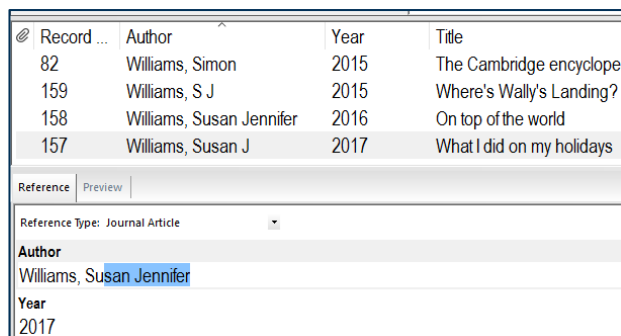
## Part 2: Tidy up your records

Now that your Author Terms List is clean. The individual records need to be edited to ensure that each entry for the same author is consistently formatted. If you have the Reference Panel open on the right or at the bottom, it will speed this process up.

The deleted versions of author names will appear in red in the EndNote record. This makes them easy to spot for editing.

1. Open the All References group. Working one at a time, locate each record that contains a name that needs editing. Highlight the reference. This will open the record in the Reference panel.



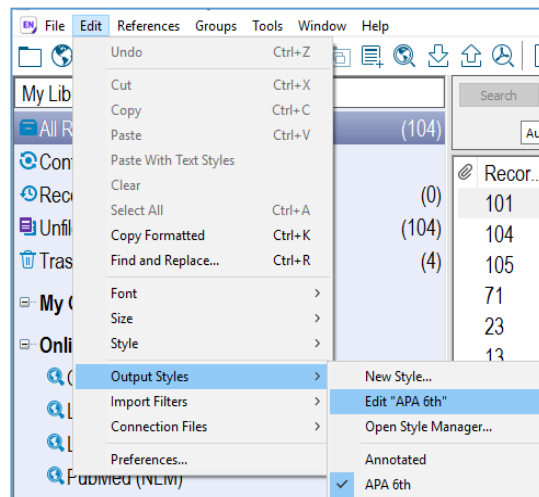2. Delete the red name and start retyping it. The autocomplete function will fill the rest in.



3. Save the change to the record and move to the next one that needs editing.

4. When you have finished editing all of the records that you need to, open your Word document.

5. Go to the EndNote toolbar.

6. Click on Update Citations and Bibliography in the Bibliography section of the EndNote tool bar. The citations should now be free of author initials.

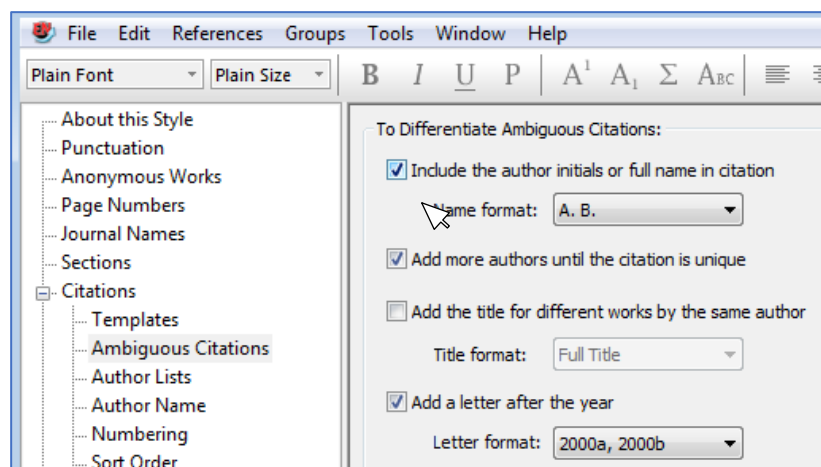## Part 3: Edit the output style to remove author initials

If tidying up all of the author names in your Author Terms List and individual records doesn't fix this issue, and you do not want any initials in the citations in your document, you can edit the output style to turn off this feature.
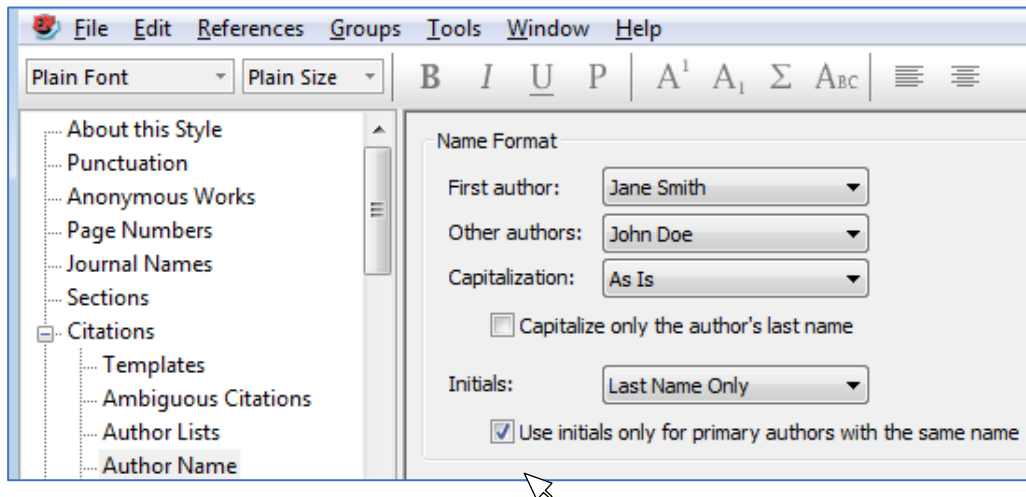
**In EndNote**:

1. Open your EndNote library.

2. Select the style you wish to edit in the Output Style box in the toolbar, e.g. APA 6th.

3. Click on **Edit** in the toolbar, and go down to **Output Styles** in the drop down menu.

4. This opens a sub menu. Choose **Edit "chosen style",** e.g. Edit "APA 6th". This will open the style edit window.



5. Select **Ambiguous Citations**, under Citations in the left-hand menu. Uncheck the box that reads Include author initials or full name in citation.

6. Select **Author Name**, under Citations in the left-hand menu. Uncheck the box that reads Use initials only for primary authors with the same name.



7. To save changes go to File →Save As and give the style a new name e.g. APA_edited

8. Close the edit window.

**In Word:**

1. Go to the EndNote toolbar and select the newly edited style in the **Style** box.

2. Then click the EndNote **Update Citations and Bibliography** command to reformat the references in your document using the amended output style.