Removing Field Codes

When you use Cite While You Write (CWYW) in Word, the document contains field codes which allow EndNote to format citations and create a bibliography within Word. It is recommended that you remove field codes before submitting your paper for publication, as they could interfere with the software used by the publisher. By removing field codes, the Word document will not be linked to EndNote, it will be just plain text. This cannot be undone, so it is important to keep the original document if you decide to make changes, such as including or removing citations using EndNote.

What happens if you include new citations in a document that has been converted to plain text (i.e. field codes have been removed)?

You will see that a new bibliography will be added at the end of the document. In other words, it will look like there are 2 bibliographies (reference lists) in the same document.

If you want to make changes to the document, it is important to edit the original document (master copy) that contains the field codes. You can always create a new copy without the field codes (plain text) for submission.

To remove field codes:

1. Open your formatted Word document.
2. In Word, on the EndNote tab, in the Bibliography group, select Convert Citations and Bibliography, then select Convert to Plain Text. (In earlier versions, use the Remove Field Codes command.)

3. A new document will be created without the field codes, so it will not be linked to EndNote. You will see a warning message, explaining that this will preserve your original document (with EndNote field codes) and create a new, unsaved document (without EndNote field codes). Click on the OK button to continue.
4. IMPORTANT: Make sure you give this new document a different name to the original document (master copy). It is important to keep the original document (master copy) in case you need to edit, add or delete any citations that are linked to EndNote.
5. Save and send this plain text (without fields) version for publication.