ENDNOTE X8 – ENTERING REFERENCES

There are conventions to follow when manually entering references into EndNote or checking to see whether data has imported correctly. If an output style is not looking correct, this is the first place to check. Remember to ensure you have the correct reference type (the default is Journal Article)

AUTHOR
- Enter all known authors (EndNote will use et al for the in-text citations where required)
- Use a new line for each author
- Enter full first name and middle name if known (EndNote will convert to initials)
- Enter last name comma first name initials
  
  *Smith, Frederick  Smith, F.J. (have a period or space between initials)*

  *De Gaulle, Charles*

  OR first name followed by last name (no comma)

  *Fred Smith*

  *Authors or editors with titles*

  *Smith, Alfred, Jr*  

- Place a comma after corporate authors

  *Department of Agriculture,*

- Use a double comma to replace internal commas in the names of corporate authors

  *University of Technology,, Sydney*

- If there is no author, leave the field blank

YEAR
- Enter four numbers 1999
- When appropriate, enter “in press” instead of date

TITLES
- Do not use any punctuation at the end
- Let the words wrap to the next line. Don’t press Enter
- Capitalize as your chosen style requires

JOURNAL NAMES
- Enter full journal title - capitalize as your chosen style requires

PAGE NUMBERS
- Can be entered complete 142-149 OR abbreviated 142-9
- Do not enter commas or p. or pp.

EDITION
- Enter as you need to see it in your bibliography e.g. 2nd

SHORT TITLE
- Only use this field if the style (eg. MLA) requires a short title in the in-text citation for multiple works by a single author. This helps you ascertain WHICH work by that author you are referring to e.g. (Perin, *Burning* 141)

KEYWORDS
- Separate keywords with semicolons or backslashes (\) or press Enter

URL
- Include the http:// in the URL
Add additional information:

ACCESS DATE
- The format for QUT APA and QUT Harvard styles is Month DD, YYYY
  e.g. April 30, 2009

LABEL
- You can put information into this field to identify references you think would be useful for a particular assignment or paper. You can then sort or search by the Label field to bring together those references

RESEARCH NOTES
- This field can store up to 16 pages of plain text
- You can store personal notes, quotes etc.

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TERM LISTS

Improve consistency and accuracy of data in the linked fields and speed up manual data entry.

There are 3 term lists set up in EndNote:
Authors, Journals, Keywords

- The lists are automatically updated from terms entered in those fields
- Specific to one Library – stored with it (Terms folder in the EndNote folder)
- ‘Suggest terms as you type’ – as you begin typing text into a field linked to a term list, the closest matching name is suggested
- Red text indicates that it is a new addition to the list. When you close (save) the reference, it is added to the term list

To view contents of Terms lists:

Tools > Open Term Lists > Authors Term List
Journals Term List
Keywords Term List

Options to Add a new terms, edit terms, delete terms

NOTE: In a term list, editing or deleting terms does not change the contents of any Library references.

Journals term list:

3 columns: Full Journal – Abbreviation 1 – Abbreviation 2
The full titles of journals and corresponding abbreviations are stored. In some disciplines, abbreviations are required and available for use by certain output styles

You can replace the existing Journals list with other specialized journal abbreviation lists