Guide to entering data in EndNote

<table>
<thead>
<tr>
<th>General Rules</th>
<th>Authors</th>
<th>Edition</th>
<th>Volume</th>
<th>Date</th>
<th>Issue (Number)</th>
<th>Pages</th>
<th>Alternate Journal</th>
<th>Keywords</th>
<th>Abstract</th>
<th>URLs</th>
<th>Labels and Notes</th>
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</thead>
<tbody>
<tr>
<td>• Be consistent when entering data in the fields</td>
<td>Choose from the following ways to populate this field:</td>
<td>For styles such as Harvard-UniSA or APA, write the edition in the form 6th NOT 6th ed.</td>
<td>Enter the number only - for example: enter 18 (NOT v18 or vol 18)</td>
<td>Enter the day and month if this information is available. For example:</td>
<td>Enter the number only - for example: enter 2 (NOT no. 3)</td>
<td>Enter the number only - for example: enter 329 - 342 (NOT pp. 329 - 342, or p. 329, or pg. 329)</td>
<td>Enter the journal abbreviation if desired</td>
<td>Use a new line for each keyword, or a semi colon (;) between keywords (DO NOT use commas)</td>
<td>Enter or copy and paste the abstract if available. If using the author’s abstract, you may want to indicate this by including – AUTH – AB</td>
<td>These are particularly useful if you are recording a web page or an electronic document such as electronic journal articles</td>
<td></td>
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<tr>
<td>• As all fields can be searched, enter as much detail as you will find useful</td>
<td>• Author surname followed by a comma and their initial(s) or first name e.g. Smith, J. OR Smith, John (if entering initials use a space or full stop between letters as 2 letters together will be interpreted as a two-letter first name)</td>
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<td>EndNote provides several extra fields that will not appear in the bibliography but can be used to organise your references. These include:</td>
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<td>• In the Author field, the output style will determine if initials or full names appear</td>
<td>• First name followed by surname (do not use punctuation) e.g. John Smith</td>
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<td>• Do not use punctuation at the end of fields, except for corporate authors (see Authors names)</td>
<td>• For more than one author - use a new line for each author</td>
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<td>• Check the spelling of any entry using Ctrl+Y</td>
<td>• Organisation names need to have a comma on the end e.g. the University of South Australia,</td>
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<td>• Always check entries for accuracy and inconsistencies or they will appear in your document</td>
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NOTE: If you have multiple references from the same author, ensure the names are entered consistently (e.g. don’t use Smith, William J. for one reference, and Smith, W.J. for the next one). Inconsistency in entering author’s names can cause unwanted initials in in-text references in your document.
Examples

Journal article
Example of a journal article reference. It includes a URL to show that you can include links to websites from an EndNote reference.

Author of article: Muijres, Florian T
Dickinson, Michael H

Year: 2019
Title: Bird flight: fly with a little flap from your friends
Journal: Nature
Vol: 505
Issue: 16 January
Pages: 295-296
ISSN: 0028-0836 (optional)
DOI: 10.1038/505295a

Keywords:
migrating birds
endangered species

URL:
http://www.nature.com/nature/journal/v505/n7483/full/505295a.html

Book section (chapter)

Chapter details

Author: Harris, Charles E
Pritchard, Michael S
Rabins, Michael J

Title of chapter: Unique Ethical Problems in Information Technology
Page range: 137-152

Book details

Year of publication: 2016
Editors: Terrell Ward Bynum and Simon Rogerson
Title: Computer ethics and professional responsibility
Place of Publication: Malden, Oxford
Publisher: Blackwell
ISBN: 1855548445
Research Notes: Recommended by supervisor, use in thesis Chapter 4

Electronic article (website)

Example of an electronic source with a corporate author

Author: The Australian Computer Society

Year of publication: 2018
Title: The development of a profession
Access Date: 12 April 2020

Keywords: IT history