### Guide to entering data in EndNote

#### General Rules
- Be consistent when entering data in the fields.
- As all fields can be searched, enter as much detail as you will find useful.
- In the Author field, the output style will determine if initials or full names appear.
- Do not use punctuation at the end of fields, except for corporate authors (see Authors names).
- Check the spelling of any entry using Ctrl+Y.
- Always check entries for accuracy and inconsistencies or they will appear in your document.

#### Authors
Choose from the following ways to populate this field:
- 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)
- First name followed by surname (do not use punctuation) e.g. John Smith.
- For more than one author - use a new line for each author.
- Organisation names need to have a comma on the end e.g. the University of South Australia.

**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.

#### Edition
For styles such as Harvard-UniSA or APA, write the edition in the form 6th NOT 6th ed.

#### Volume
Enter the number only - for example: enter 18 (NOT v18 or vol 18)

#### Date
Enter the day and month if this information is available. For example:
- A newspaper dated 18 September.
- Decide on the format you will use i.e. 18 September or September 18.
- Do not include the year as it is already entered in the Year field.
- Unnecessary information:
  Sometimes when you import references this field will contain additional information such as 5/2005 or 2005///. If you are using a style such as Harvard-UniSA you will need to delete this unnecessary information, or it will appear in the reference.

#### Issue (Number)
Enter the number only - for example: enter 2 (NOT no. 3)

#### Pages
Enter the number only - for example: enter 329 - 342 (NOT pp. 329 - 342, or p. 329, or pg. 329)

#### Alternate Journal
Enter the journal abbreviation if desired.

#### Keywords
Use a new line for each keyword, or a semi colon (;) between keywords (DO NOT use commas).

#### Abstract
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.

#### URLs
These are particularly useful if you are recording a web page or an electronic document such as electronic journal articles.

#### Labels and Notes
EndNote provides several extra fields that will not appear in the bibliography but can be used to organise your references. These include:
- Labels – use as a classification aid or to help identify the location of a document.
- Notes – use this for more detailed notes.
- Research Notes – useful for copying and pasting direct quotes.