EndNote - Field Entry Tips (guided by EndNote help pages)

Author/Editor Fields

- Be consistent when you enter Author/Editor names
- Always enter author and editor names one name per line
- Enter the full name if possible. EndNote can abbreviate first and middle names. Preferred way is Last name, First name/Middle name. Options available include:
  - Brown, John Peter
  - Brown, J.P. (initials should be typed with a space or a fullstop between them)
  - John Peter Brown (no comma)
  - J.P. Brown
- Enter all authors/editor names. EndNote will truncate with ‘et al’ or ‘and others’ as required by the bibliographic style. If you do not know all the authors’ names, then the last author should be ‘et al’ or ‘and others’ followed by a comma.
- When entering corporate authors, put a comma after the name:
  - Department of Education,
  - Apple Computer Inc.,
- If a corporate author name includes a comma in the name itself, use two comma in place of the first comma:
  - California,,Irvine
- Enter multiple word last names as:
  - de Rossi, Charles
- Enter authors with titles such as ‘Jr’ or ‘111’ eg. Alfred Smith Jr as:
  - Smith, Alfred, Jr.

Titles

- Enter titles without a period or any other punctuation at the end.
- Do not press the Enter key while typing titles into EndNote – allow titles to wrap to the next line
- EndNote styles can change the capitalization of titles but it is best to capitalise titles in the same way you would like it to be appear in your bibliography
- If you are uncertain use sentence capitalization and upper case for the first letter of proper nouns.

Pages

- Enter page ranges as:
  - 142-156 or
  - 142-56
- The style used to create the bibliography can change the page numbers to be either full or abbreviated page ranges.
- Do not use commas in the Pages field for numbers in the thousands
Date
- Enter dates as you would like them to appear in your bibliography
- EndNote does not reformat dates.

Label
- The label field can be used for many purposes eg. Citations, reprint numbers or an additional field for categorizing references.

Keywords
- Use the keywords field to store keywords that you want to associate with the reference.
- Be consistent - use semicolons, backslashes or enter each keyword on a separate line

Notes and Abstract
- The Notes, Research Notes, and Abstract fields can each hold up to 64 KB (=16 pages of plain text).
- Use the Notes/Research Notes fields to store personal reminders, quotations, and/or annotations in.