

# Using the APA 7th style with EndNote

This guide is designed to help match the reference types in the ALC's "An abridged guide to American Psychological Association (APA) Referencing Style (7<sup>th</sup> ed.)" to the EndNote Reference Types by name.

Instructions are only for when the field you need to use is not obvious, or when you need to add information to the field in a certain way. Things like "Put the URL into the URL field" are not included.

- The "In EndNote" notes refer to how to use the fields in the EndNote record.
- The "After converting your document to plain text" notes refer to further editing you will need to do to your reference list after you have [converted your document to plain text ready for submission](#).

## NOTES ON FIELD ENTRY

### Author and editor names

- Names need to be listed one under the other in the name fields. EndNote will interpret a single line of text as one author name.
- If you exported a record from a database and the names are all on one line, insert the cursor in front of the name you need to move and hit Enter to move it to a new line.
- If you are typing the reference, hit the Enter key after each name to create a new line for the next name.

### When the author or editor is an organisation or government department or university

- Put a comma at the end of the full organisation name in the EndNote record. EndNote will then treat the organisation name as a surname and display it correctly in the citation and reference.
- If the organisation name already includes commas, use 2 commas in place of the first comma to make the name display properly in your in-text citations and reference list.
- You can edit an in-text citation to use the acronym in place of the organisation name, e.g. ABS for Australian Bureau of Statistics. See [Edit a citation to use an acronym instead of a full company name](#) for more information.

See [Tips for author and editor names in records](#) for more information.

### Notes on Title capitalisation

- Make sure titles are in Sentence case in the EndNote record.
- Treat Journal titles like personal names and enter them into the record with the same capitalisation as on the journal itself.

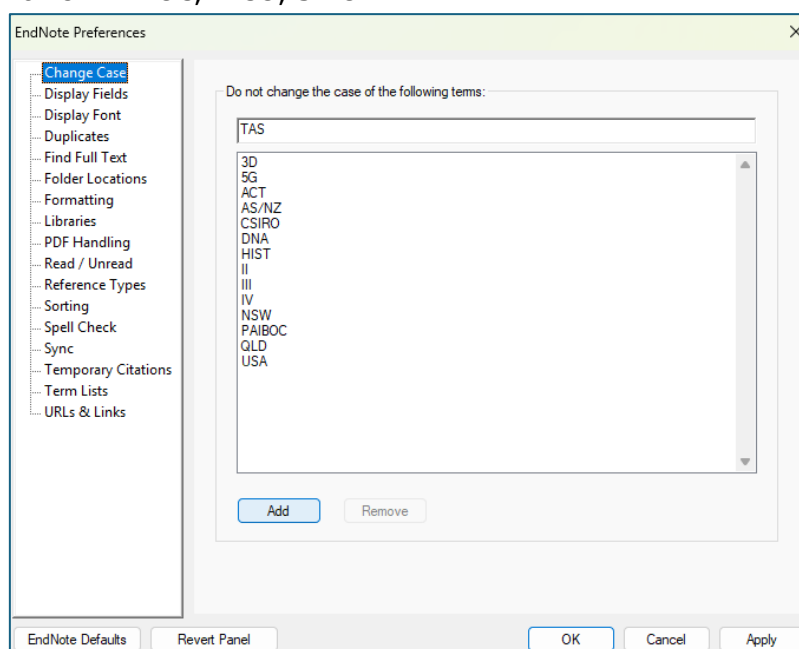
See [Tips for the titles of articles, books, journals in records](#) for more information.

## ACRONYMS AND ROMAN NUMERALS

The capitalisation of Roman numerals, acronyms and other strings of capital letters will need to be managed by adding the required ones to the list of words to leave as entered in the Change Case settings in EndNote Preferences. If they are not added to the list, EndNote will write them in sentence case, e.g. III will appear as Iii.

Examples of what might need to be included:

- States: ACT, NSW, QLD, SA, TAS, VIC, WA
- Roman numerals: I, II, III, IV, V
- Networks / phones: 1G, 2G, 3G, 4G, 5G
- Dimensions: 2D, 3D, 4D
- Standards: AS, AS/NZ, ISO
- Organisations: ABS, CSIRO, NHMRC
- Unit codes: HIST11037, HIST19038,
- Tools / frameworks: PAIBOC, PICO, SWOT



See [EndNote: Retaining capitalization of specific words when formatting your bibliography](#) for instructions.

## FIXING A SLIGHT ISSUE WITH THE CITATION TEMPLATE IN ENDNOTE

**Please note:** There is a slight issue with the Citation template in the 2025 edition of the APA 7<sup>th</sup> style file. There are 2 options to fix it:

- After converting your paper to Plain Text ready for submission, you can manually edit the citations to remove the extra comma and space between the author and year.
- You can edit the APA 7<sup>th</sup> Citation Template to move the forced separation character immediately in front of the Original Publication field name, so the template looks like this: (Author, |Original Publication/|Year|, p.^pp.°Cited Pages|)

See "Fix the Citation Template for the 2025 edition of APA 7<sup>th</sup>" under [Editing APA 7<sup>th</sup>](#) for instructions.

# A-Z list of ALC reference types and their EndNote equivalents

A		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Act	Unpublished Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Number field below Institution for the jurisdiction and other details that precede the URL in the reference, e.g. (Cth)</li> <li>Use the Institution field for the other details that precede the URL in the reference, e.g. § 2.</li> </ul>
AI and Gen AI	Computer Program	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Title field for the name of the AI tool.</li> <li>Use the Publisher field for the source, e.g. App Store.</li> <li>Put only the version number into the Version field. EndNote will add the rest.</li> <li>Use the Type field below Version for the format, e.g. Large language model.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>Remove 'In' from before the version.</li> <li>Change the order of the version details so version appears after the number or date.</li> </ul>
Ancient Greek or Roman work (Example from APA manual in extract mentioned by ALC)	Book	
Audio podcast episode	Podcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Title of Podcast for the series title and Title of Show for the episode.</li> <li>Use the date field above Type for the month and day.</li> <li>Use the Type field for the format, e.g. Audio podcast episode.</li> <li>Use the Producer field for the network, website, or other distributor.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>Add (Host) after the author/presenter's name in the reference.</li> </ul>
Audiobook	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put Audiobook in to the Type of Medium field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Australian Bureau of Statistics webpage	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Use Last Update Date for the day and month.</li> <li>• If there is a catalogue number, put it into the Publisher field with the required formatting, e.g. (cat. no. 1005. 0).</li> </ul>

## B

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Bill	Bill	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• The jurisdiction and country both go into the Legislative Body field in brackets, e.g. (Cth) (Austl.)</li> <li>• Case Template is in the wrong order and doesn't have italics for the case name.</li> </ul>
Blog	Blog	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Use the Date field above the Description field for the month and day</li> </ul>
Book – No date can be established	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Put n.d. into the Year field.</li> </ul>
Book – Second or later edition	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Put the edition number and letters, e.g. 2nd, into the edition field.</li> </ul>
Book chapter	Book Section	See "Chapter in an edited book"
Book in another language (Example from APA manual in extract mentioned by ALC)	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• The original title in the original language goes into the Title field.</li> <li>• Use the Translated Title field for the translation of the title.</li> <li>• Put the original year of publication into the Original Publication field.</li> </ul>
Book republished in translation (Example from APA manual in extract mentioned by ALC)	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Put the original year of publication into the Original Publication field.</li> <li>• Use the Translator field, below Type of Work, for the name of the translator.</li> </ul>
Book review published in an online newspaper	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>• Put the month and day into the Issue Date field.</li> <li>• Use the Reviewed Item field for the review information, e.g. Review of the book <i>You're not listening: What you're missing and why it matters</i>, by K. Murphy.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Book with a corporate author – hardcopy	Book	
Book with any number of authors	Book	

## C

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Chapter in an edited book	Book Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters into the Edition Field.</li> <li>Put the page numbers in the Pages field.</li> </ul>
Cochrane Database of Systematic Reviews	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
Conference sessions and presentations	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Date field above the Type field for the conference dates, e.g. July 1-3.</li> <li>Use the Type field for the format, e.g. Conference session</li> </ul>
Coroner's report	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The number of the report, including any letters, e.g. COR 4449/07(0), goes into the Report number field</li> </ul>

## D

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Data cube	Webpage	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put Data set and the site into the Publisher field, e.g. [Data Cube]. uCube.</li> <li>Use Last Update Date for the day and month.</li> <li>Use the Access Date field above the Description field for the retrieval date.</li> </ul>
Data cube – Australian Bureau of Statistics	Webpage	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put Data set and the site into the Publisher field, e.g. [Data Cube]. uCube.</li> <li>Use Last Update Date for the day and month.</li> <li>Use the Access Date field above the Description field for the retrieval date.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Data set	Data set	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Data Type field for the format, e.g. Data cube.</li> <li>Use the Distributor field for the database / source, e.g. aCQUIRE.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>Remove the extra space after the title.</li> </ul>
Data set – Australian Bureau of Statistics	Webpage	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Publisher field for the format and database / source, e.g. [Data set]. ABS Stat.</li> <li>Use Last Update Date for the day and month.</li> <li>Use the Access Date field above the Description field for the retrieval date.</li> </ul>
Dictionary (hard copy – with authors/editors)	Edited Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the edition number and letters, e.g. 3rd ANZ, into the edition field.</li> </ul>
Dictionary entry (online)	Dictionary	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the dictionary title in both the Author and the Dictionary Title fields. Make sure you put a comma after the title in the author field so that it displays correctly in the citation and reference.</li> <li>The word that you looked up goes into the Title field.</li> <li>Use Access Date below the URL for the retrieval date.</li> </ul>
Doctoral dissertation or master's thesis (Available online via a commercial database)	Thesis	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Document Number for the publication number. Only enter the number. EndNote will do the rest.</li> <li>Use the Type of Thesis field for the format, e.g. Doctoral dissertation.</li> <li>Put both the university name and location into the University field.</li> </ul>
Doctoral dissertation or master's thesis – unpublished	Unpublished Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Type of Work field above the Short Title field for the format, e.g. Unpublished doctoral dissertation.</li> <li>Put the university name into the Institution field.</li> </ul>
DVD	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Medium field for the format, e.g. Film.</li> </ul>

## E

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Ebook - Diagnostic and Statistical Manual of Mental Disorders (DSM)	Electronic Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
eBook – periodically updated – StatPearls	Dictionary	<b>After converting to plain text:</b> <ul style="list-style-type: none"> <li>Remove 'In' from between the chapter title and book title.</li> </ul>
Ebook available on the web	Electronic Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
Ebook available on the web (in a database?)	Electronic Book	
Ebook available via ACQUIRE	Electronic Book	
Ebook chapter available on the web	Electronic Book Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters into the Edition Field.</li> <li>Put the page numbers in the Pages field.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
EBook with a corporate author	Electronic Book	
Echo360 presentation or video on Moodle	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Video.</li> <li>Put CQU Moodle into the Distributor field.</li> </ul>
Edited book	Edited Book	
Encyclopedia entry (online – author/editor)	Electronic Book Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the encyclopedia title in the Book Title field.</li> <li>The title of the entry you viewed goes into Title.</li> <li>Use Access Date below the URL for the retrieval date.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Encyclopedia entry (online – group author)	Electronic Book Section	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the encyclopedia title in both the Author and the Book Title fields. If the title is more than one word, make sure you put a comma after the title in the author field so that it displays correctly in the citation and reference.</li> <li>The title of the entry you viewed goes into Title.</li> <li>If it is a source that is constantly updated, put n.d. in the Year field.</li> <li>And use Access Date below the URL for the retrieval date.</li> </ul>

## F

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Facebook page	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the page name into the Post Text field.</li> <li>Use the Type of Work field for the format, e.g. Facebook page.</li> <li>Use the Access Date field below URL for the retrieval date.</li> </ul>
Facebook post	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the title of the post into the Post Text field.</li> <li>Facebook goes into the Provider field.</li> <li>Use the Date field above the Type of Work field for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Status update</li> </ul>
Fact sheet (Government)	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Fact sheet.</li> </ul>
Film	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Medium field for the format, e.g. Film.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>Add (Director) after the author/presenter's name in the reference.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Forum post (not Moodle)	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• If both are known, put the real name into the Username field and the username into the Handle field. Otherwise, use the Username field. Anything in the Handle field will display in square brackets.</li> <li>• Put the title of the post into the Post Text field.</li> <li>• The forum name goes into the Provider field.</li> <li>• Use the Date field above the Type of Work field for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Online forum post.</li> </ul>

## G

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Government debates recorded in Hansard	Conference Paper	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put a comma after the title in the Title field so that it will appear in the reference.</li> <li>• Use the Conference Name field for the house, e.g. House of Representatives.</li> <li>• The date, page, speaker and jurisdiction all need to go into the Conference Location field with the appropriate formatting applied, e.g. 26 October 2017, 3332 (Hon. Anastasia Palaszczuk, Queensland Premier) (Austl.).</li> </ul>
Government press releases	Press Release	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date above Type of Work for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Press release.</li> </ul>
Government report (online, department as author)	Report	
Government report (online, individual author/s)	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the Year into the Year field and the day and month into the Date Recorded field.</li> <li>• Put the department (publisher) into the Distributor field.</li> </ul>

## H

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Hard copy newspaper article with an author		See "Newspaper article with an author – hard copy"

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Historical source on the web – Diary	Unpublished Work	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. Diary.</li> <li>Use the Publisher field for the library, archive, website, or other distributor.</li> </ul>
Historical source on the web – Letter	Unpublished Work	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the description used in place of the title, e.g. Letter from Florence Nightingale describing the benefits of clean air.</li> <li>Use the Publisher field for the library, archive, website, or other distributor.</li> </ul>

## I

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Image	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. Image.</li> <li>Use the Publisher field for the gallery, website, exhibition or other distributor.</li> </ul> <b>After converting to plain text:</b> <ul style="list-style-type: none"> <li>Move the year in the reference to after the type of work.</li> </ul>
Information on a webpage	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Title field for the page name.</li> <li>Use the Publisher field for the site name, e.g. The Conversation, if the site name is different to the author's name.</li> <li>Use Last Update Date for the month and day.</li> </ul>
Information on the web with no date	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put n.d. in the Year field.</li> </ul>

## J K

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
JBI Database of Systematic Reviews and Implementation Reports	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
JBI Evidence summary	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Distributor field for the institute.</li> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Evidence summary</li> </ul>
JBI Evidence Synthesis	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
JBI Recommended practice	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Distributor field for the institute, if it's different to the author.</li> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Recommended practice</li> </ul>
Journal article – Hard copy article without a DOI	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> </ul>
Journal article – Missing volume or issue number	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
Journal article with a DOI	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> <li>Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
Journal article without a DOI	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> </ul>
Journal article without a DOI from a database where the article is periodically updated, e.g. UpToDate	Electronic Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the database name, e.g. UpToDate, into the Periodical field.</li> <li>Use the Date Accessed field above Type of Work for the retrieval date.</li> </ul>

**L**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Lecture notes available on CQUniversity e-Units (Moodle)	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date Recorded for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Lecture notes.</li> <li>• Put CQU Moodle into the Distributor field.</li> </ul>
Legal case	Unpublished Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the reporter volume, acronym and page number, e.g. 175 CLR 1, into the Institution field.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>• Remove the comma after the year.</li> </ul>

**M**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Magazine article online	Magazine Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• You only need to add the numbers for the volume, issue and page range to the relevant EndNote fields. It will format them as required.</li> <li>• Put the doi, e.g. 10.1002/9781119466420, into the DOI field. EndNote will convert it to a hyperlink.</li> </ul>
Map	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Type field for the format, e.g. Map.</li> </ul>
Map – no title and subject to updates	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Type field for the description, e.g. Google Maps directions for transport from Brisbane to Sydney.</li> <li>• And use Access Date below the URL for the retrieval date.</li> </ul>
Manuscript in preparation – not yet published	Unpublished Work	See “Unpublished manuscript”
Manuscript submitted for publication– not yet published	Unpublished Work	See “Unpublished manuscript”
Master’s thesis (Available online via a commercial database)	Thesis	See “Doctoral dissertation or master’s thesis (Available online via a commercial database)”
Master’s thesis – unpublished	Unpublished Work	See “Doctoral dissertation or master’s thesis – unpublished”

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
MIMS	Dictionary	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put MIMS Australia into the Author field. Make sure you put a comma after the title in the author field so that it displays correctly in the citation and reference.</li> <li>The word that you looked up goes into the Title field.</li> <li>MIMSONline goes into the dictionary Title field.</li> <li>Use Access Date below the URL for the retrieval date.</li> </ul>
Mobile App.	Computer Program	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Series Title field for the name of the app so that it will be italicised.</li> <li>Use the Publisher field for the source, e.g. App Store.</li> <li>Put only the version number into the Version field. EndNote will add the rest.</li> <li>Use the Type field below Version for the format, e.g. Mobile app.</li> </ul>
Musical score	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Medium field for the format, e.g. Vocal Score.</li> </ul>

## N

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
News article found in an online newspaper	Newspaper Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the month and day into the Issue Date field.</li> </ul>
News article found on a news website E.g., ABC News, SBS News, Sky News	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the news site name into Distributor.</li> <li>Use Date Recorded, below Distributor, for the month and day</li> </ul>
News article with no author found on a news website	Online Multimedia	<p>EndNote will use the title in place of the author when there is no author.</p> <p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the news site name into Distributor.</li> <li>Use Date Recorded, below Distributor, for the month and day.</li> </ul>
News article with no author found on an online newspaper	Newspaper Article	<p>EndNote will use the title in place of the author when there is no author.</p> <p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the month and day into the Issue Date field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Newspaper article – Book review	Newspaper Article	See “Book review published in an online newspaper”
Newspaper article with an author – hard copy	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the month and day into the Issue Date field.</li> </ul>

## O

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
One issue or volume in an edited series of books	Edited Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put both titles into the Title field as Series title: Volume title.</li> <li>Put the volume number only, e.g., 456, into the volume field.</li> </ul>
One volume of multi-volume work	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters, e.g. 2nd, into the edition field.</li> <li>Put the volume number only, e.g., 456, into the volume field.</li> </ul>
Online magazine article	Magazine Article	See “Magazine article online”

## P Q

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Painting	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. Painting.</li> <li>Use the Publisher field for the gallery, website, exhibition or other distributor.</li> </ul>
Pamphlet or brochure	Pamphlet	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. Pamphlet.</li> </ul>
Paper presentation (at a conference)	Conference Paper	See “Conference sessions and presentations”
Patents	Unpublished Work	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Number field for the patent/IP number.</li> <li>IP Australia goes into the Institution field.</li> </ul> <p>Note: If it’s an international patent, put that country’s equivalent of IP Australia into the Institution field.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Photograph	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. Photograph.</li> <li>Use the Publisher field for the gallery, website, exhibition or other distributor.</li> </ul>
Photograph – no title given	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the description used in place of the title, e.g. Photograph of a Yemen woman stands in roofless house.</li> <li>Use the Publisher field for the gallery, website, exhibition or other distributor.</li> </ul>
Poster presentation (at a conference)	Conference Paper	See “Conference sessions and presentations”
PowerPoint (not in Moodle)	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Work field for the format, e.g. PowerPoint slides.</li> </ul>
PowerPoint presentation on Moodle	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. PowerPoint slides.</li> <li>Put CQU Moodle into the Distributor field.</li> </ul>

## R

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Radio transcript from a webpage	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day if required.</li> <li>Use the Type of Work field for the format, e.g. Podcast transcript.</li> <li>Use the Producer field for the network, website, or other distributor.</li> </ul>
Regulation	Unpublished Work	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Number field below Institution for the jurisdiction and other details that precede the URL in the reference, e.g. (Cth)</li> <li>Use the Institution field for the other details that precede the URL in the reference, e.g. reg 20(3) (Austl.).</li> </ul>
Religious work (Example from APA manual in extract mentioned by ALC)	Book	

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Report (hard copy, individual author/s)	Report	
Report (online, corporate author)	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the Year into the Year field and the day and month into the Date Recorded field.</li> <li>If the author and publisher are different, put the publisher into the Distributor field.</li> </ul>
Report (online, individual author/s)	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the Year into the Year field and the day and month into the Date Recorded field.</li> <li>Put the publisher into the Distributor field.</li> </ul>
Reprint of older publication	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The original author of the work goes into the Author field.</li> <li>The year of the reprint goes into the Year field.</li> <li>Put the original publication year into the Original Publication field.</li> <li>Use the Editor field for the editors.</li> <li>If it's an English translation of the original work, use Translator for the translator's name and Translated Title for the original title.</li> </ul>

## S

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Shakespeare (Example from APA manual in extract mentioned by ALC)	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the original year of publication into the Original Publication field.</li> </ul>
Software packages	Computer Program	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Series Title field for the name of the app so that it will be italicised.</li> <li>Use the Publisher field for the source, e.g. App Store.</li> <li>Put only the version number into the Version field. EndNote will add the rest.</li> <li>Use the Type field below Version for the format, e.g. Computer software.</li> </ul>
Song	Music	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Form of Item field for the format, e.g. Song.</li> <li>Use the Publisher field for the recording company.</li> </ul> <b>After converting to plain text:</b> <ul style="list-style-type: none"> <li>Move the format in the reference, e.g. [Song], to after the title of the song.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Source referred to in a study guide: Secondary source	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put CQU Moodle into the Distributor field.</li> </ul>
Specialized sources – Twitter (Renamed X)	Social Media	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>If both are known, put the real name into the Username field and the username into the Handle field. Otherwise, use the Username field. Anything in the Handle field will display in square brackets.</li> <li>Put the post into the Post Text field.</li> <li>Use the Provider field for the site/platform.</li> <li>Use the Date field above the Type of Work field for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Tweet.</li> </ul>
Standalone document on the web	Web Page	
Standalone document or webpage from a government website	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Last Update Date for the day and month.</li> </ul>
Standards	Online Multimedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day if required.</li> <li>Use the Distributor field for additional details such as edition or standard number. You will need to format them yourself, e.g. (2<sup>nd</sup> ed.), or (AS 4685.0:2017).</li> </ul>
Standards – AS/NZ	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The standard number, including any letters, e.g. AS 4685.0:2017, goes into the Report number field.</li> </ul>
Symposium contribution	Conference Proceedings	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the name of the person who chaired the symposium into the Series Editor field.</li> <li>Use the Series Title field for the symposium title.</li> <li>Use the Date field a little below the Series Title field for the conference dates, e.g. July 1-3.</li> <li>Use the Source field for the format, e.g. Symposium.</li> <li>Put both the location and URL into the Conference Location field.</li> </ul> <b>After converting to plaintext:</b> <ul style="list-style-type: none"> <li>Put (Chair) after the name of the person chairing the symposium</li> </ul>

T

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
TED talk	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date Recorded for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Video.</li> <li>• Put TED Conferences into the Producer field.</li> </ul>
Television advertisement	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date Recorded for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Video.</li> <li>• Use the Producer field for where you found the video, e.g. YouTube.</li> </ul>
Television episode or webisode	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The Title field is for the series title, and the Episode Title is for the title of the episode.</li> <li>• Use Broadcast Date for the month and day.</li> <li>• Put only the numbers into the Season and Episode No. fields.</li> <li>• Use the Medium field for the format, e.g. TV series episode.</li> <li>• Use the Distributor field for the production company.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>• Add the job titles, e.g., (Writer), (Director), (Producer), after the matching names in the reference.</li> </ul>
Television transcript	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date Recorded for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Program transcript.</li> <li>• Use the Distributor field for the production company or network.</li> </ul> <p><b>After converting to plain text:</b></p> <ul style="list-style-type: none"> <li>• Add the job titles, e.g., (Producer), after the matching names in the reference.</li> </ul>
Thesis or dissertation		See "Doctoral dissertation or master's thesis (Available online via a commercial database)" and "Doctoral dissertation or master's thesis – unpublished"

## U

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Unpublished doctoral dissertation or master's thesis.	Unpublished Work	See "Doctoral dissertation or master's thesis – unpublished"
Unpublished manuscript	Unpublished Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Institution field for the university / institute / organisation, e.g. School of Access Education, CQUniversity</li> <li>Use the Type of Work field above the Short Title field for the format, e.g. Unpublished manuscript, Manuscript in preparation, or Manuscript submitted for publication.</li> </ul>

## V

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Video – on a streaming platform	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Video.</li> <li>Use the Distributor field for the platform, e.g. YouTube.</li> </ul>

## W X

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Webpages from a government website by the same author in the same year	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Date Recorded for the month and day.</li> <li>Use the Type of Work field for the format, e.g. Fact sheet.</li> </ul>
Wikipedia entry	Web page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The title of the entry you viewed goes into the Author field. Make sure you put a comma after the title in the author field so that it displays correctly in the citation and reference.</li> <li>Put Wikipedia title in the Title field.</li> <li>The year goes into Year and the day and month go into the Last Update Date field below the Edition field.</li> <li>Use Access Date above the Last Update Date field for the retrieval date.</li> </ul>

## Y Z

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
YouTube or another streaming video platform	Online Multimedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date Recorded for the month and day.</li> <li>• Use the Type of Work field for the format, e.g. Video.</li> <li>• Use the Distributor field for the platform, e.g. YouTube.</li> </ul>

# Quick reference table of types to use

EndNote reference type	ALC reference types to use it for:
Artwork	<ul style="list-style-type: none"> <li>• Image</li> <li>• Painting</li> <li>• Photograph</li> <li>• Photograph – no title given</li> </ul>
Bill	<ul style="list-style-type: none"> <li>• Bill</li> </ul>
Blog	<ul style="list-style-type: none"> <li>• Blog</li> </ul>
Book	<ul style="list-style-type: none"> <li>• Ancient Greek or Roman work</li> </ul>
Book	<ul style="list-style-type: none"> <li>• Book – No date can be established</li> </ul>
Book	<ul style="list-style-type: none"> <li>• Book in another language</li> <li>• Book republished in translation</li> <li>• Book with any number of authors</li> <li>• One volume of multi-volume work</li> <li>• Religious work</li> <li>• Reprint of older publication</li> <li>• Shakespeare</li> <li>• Book with a corporate author - hardcopy</li> </ul>
Book Section	<ul style="list-style-type: none"> <li>• Chapter in an edited book</li> </ul>
Computer Program	<ul style="list-style-type: none"> <li>• Mobile App.</li> <li>• Software packages</li> </ul>
Conference Paper	<ul style="list-style-type: none"> <li>• Conference sessions and presentations</li> <li>• Government debates recorded in Hansard</li> <li>• Paper presentation (at a conference)</li> <li>• Poster presentation (at a conference)</li> </ul>
Conference Proceedings	<ul style="list-style-type: none"> <li>• Symposium contribution</li> </ul>
Data set	<ul style="list-style-type: none"> <li>• Data set</li> </ul>
Dictionary	<ul style="list-style-type: none"> <li>• Dictionary entry (online)</li> <li>• eBook – periodically updated – StatPearls</li> <li>• MIMS</li> </ul>
Edited Book	<ul style="list-style-type: none"> <li>• Dictionary (hard copy – with authors/editors)</li> <li>• Edited book</li> <li>• One issue or volume in an edited series of books</li> </ul>
Electronic Article	<ul style="list-style-type: none"> <li>• Journal article without a DOI from a database where the article is periodically updated, e.g. UpToDate</li> </ul>

<b>EndNote reference type</b>	<b>ALC reference types to use it for:</b>
Electronic Book	<ul style="list-style-type: none"> <li>• Audiobook</li> <li>• Ebook - Diagnostic and Statistical Manual of Mental Disorders (DSM)</li> <li>• Ebook available on the web</li> <li>• Ebook available on the web (in a database?)</li> <li>• Ebook available via ACQUIRE</li> <li>• EBook with a corporate author</li> </ul>
Electronic Book Section	<ul style="list-style-type: none"> <li>• Ebook chapter available on the web</li> <li>• Encyclopedia entry (online – author/editor)</li> <li>• Encyclopedia entry (online – group author)</li> </ul>
Film or Broadcast	<ul style="list-style-type: none"> <li>• Film</li> <li>• Musical score</li> </ul>
Journal Article	<ul style="list-style-type: none"> <li>• JBI Database of Systematic Reviews and Implementation Reports</li> <li>• JBI Evidence Synthesis</li> <li>• Journal article – Hard copy article without a DOI</li> <li>• Journal article – Missing volume or issue number</li> <li>• Journal article with a DOI</li> <li>• Journal article without a DOI</li> <li>• Cochrane Database of Systematic Reviews</li> </ul>
Magazine Article	<ul style="list-style-type: none"> <li>• Online magazine article</li> </ul>
Map	<ul style="list-style-type: none"> <li>• Map</li> <li>• Map – no title and subject to updates</li> </ul>
Music	<ul style="list-style-type: none"> <li>• Song</li> </ul>
Newspaper Article	<ul style="list-style-type: none"> <li>• Book review published in an online newspaper</li> <li>• Hard copy newspaper article with an author</li> <li>• News article found in an online newspaper</li> <li>• News article with no author found on an online newspaper</li> </ul>
Online Multimedia	<ul style="list-style-type: none"> <li>• Echo360 presentation or video on Moodle</li> <li>• Fact sheet (Government)</li> <li>• Government report (online, individual author/s)</li> <li>• JBI Evidence summary</li> <li>• JBI Recommended practice</li> <li>• Lecture notes available on CQUniversity e-Units (Moodle)</li> <li>• News article found on a news website E.g., ABC News, SBS News, Sky News</li> <li>• News article with no author found on a news website</li> <li>• PowerPoint (not in Moodle)</li> <li>• PowerPoint presentation on Moodle</li> <li>• Radio transcript from a webpage</li> <li>• Report (online, corporate author)</li> <li>• Report (online, individual author/s)</li> <li>• Source referred to in a study guide: Secondary source</li> <li>• Standards</li> <li>• TED talk</li> <li>• Television advertisement</li> <li>• Television transcript</li> <li>• Webpages from a government website by the same author in the same year</li> <li>• YouTube or another streaming video platform</li> </ul>

<b>EndNote reference type</b>	<b>ALC reference types to use it for:</b>
Pamphlet	<ul style="list-style-type: none"> <li>• Pamphlet or brochure</li> </ul>
Podcast	<ul style="list-style-type: none"> <li>• Audio podcast episode</li> </ul>
Press Release	<ul style="list-style-type: none"> <li>• Government press releases</li> </ul>
Report	<ul style="list-style-type: none"> <li>• Coroner's report</li> <li>• Government report (online, department as author)</li> <li>• Report (hard copy, individual author/s)</li> <li>• Standards – AS/NZ</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Forum post (not Moodle)</li> <li>• Specialized sources – Twitter (Renamed X)</li> </ul>
Television Episode	<ul style="list-style-type: none"> <li>• Television episode or webisode</li> </ul>
Thesis	<ul style="list-style-type: none"> <li>• Doctoral dissertation or master's thesis (Available online via a commercial database)</li> </ul>
Unpublished Work	<ul style="list-style-type: none"> <li>• Act</li> <li>• Historical source on the web – Diary</li> <li>• Historical source on the web – Letter</li> <li>• Legal case</li> <li>• Manuscript in preparation – not yet published</li> <li>• Manuscript submitted for publication– not yet published</li> <li>• Patents</li> <li>• Regulation</li> <li>• Unpublished doctoral dissertation or master's thesis</li> <li>• Unpublished manuscript</li> </ul>
Web Page	<ul style="list-style-type: none"> <li>• Australian Bureau of Statistics webpage</li> <li>• Data cube</li> <li>• Data cube – Australian Bureau of Statistics</li> <li>• Data set – Australian Bureau of Statistics</li> <li>• Information on a webpage</li> <li>• Information on a webpage</li> <li>• Information on the web with no date</li> <li>• Standalone document on the web</li> <li>• Standalone document or webpage from a government website</li> <li>• Wikipedia entry</li> </ul>