

# Using the Harvard CQU style with EndNote

Not all the reference types in "An abridged guide to Harvard Referencing Style" by the Academic Learning Centre (ALC) match the EndNote Reference Types by name. This guide is designed to help you match the reference types in the ALC referencing guide to the ones in EndNote.

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 are typing the reference, hit the Enter key after each name to create a new line for the next name.
- If you exported a record from a database and the names are all on one line, you will need to edit it. Insert the cursor in front of the name you need to move and hit Enter to move it to a new line.

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

- Put a comma at the end of the full name of the organisation. This tells EndNote to treat the organisation name as a family name and makes it display correctly in the in-text citations 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.

### Acronyms for organisations

- You can edit and 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
- You will need to add the acronym to the end of the organisation name in the reference after converting your paper to Plain Text. Adding it to the record causes issues with in-text citations.

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

## Title capitalisation

- Make sure titles are in Title case in the EndNote record. If there is a subtitle, you'll need to make sure it starts with lower case in the 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.

## URLs

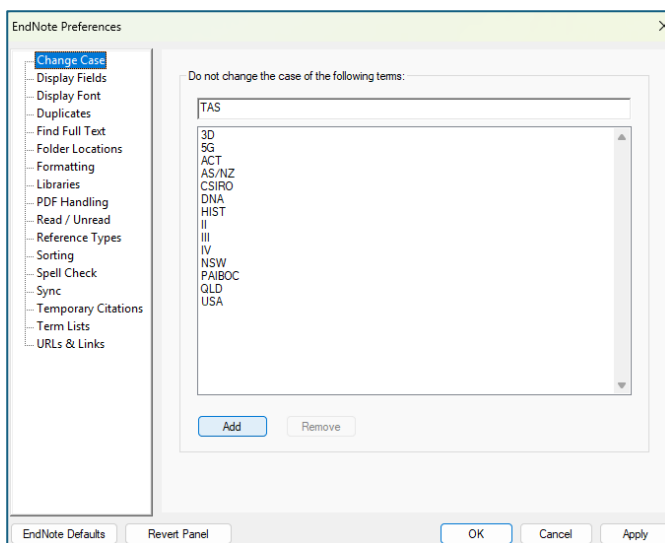
- Some templates, e.g. Report, are set up to work for both print and electronic versions. Add a space after the URL in the EndNote record to make sure that you don't have a full stop after the URL in the reference in your reference list.
- Alternatively, you can delete the full stop after converting your paper to Plain Text ready to submit it. remove the full stop from the reference in the document or edit after converting to plain text.
- You'll need to change the URLs to black text after converting your paper to Plain Text ready to submit it.

## 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.

## ADDITIONAL FORMATTING AFTER CONVERTING YOUR DOCUMENT TO PLAIN TEXT READY FOR SUBMISSION

### URLs

- You'll need to change the URLs to black text.

# 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
Artificial intelligence (AI)	Aggregated Database	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The prompt goes into the Title field.</li> <li>The name of the AI tool goes into Periodical.</li> <li>Put version (date), e.g. 25 Sept, into Date Published field. EndNote will add the brackets and the word version.</li> <li>Put the date you used the AI tool into Date Accessed, just below Date Published.</li> <li>Large language model goes into the Type of Work field.</li> </ul>
Artistic work (e.g., a painting)	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Publisher field for the name of the gallery, exhibition.</li> <li>Use Type of Work for the format, e.g., oil on canvas.</li> </ul>
Artistic work (e.g., a painting) – online	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Publisher field for the name of the website.</li> <li>Use Type of Work for the format, e.g., painting.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> </ul>
Atlas	Book	An atlas is a book of maps.

B		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Blog	Blog	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the posted date into Last Update Date.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> <li>Use Type of Medium for the format, e.g., blog post.</li> </ul> <p>Notes on titles:</p> <ul style="list-style-type: none"> <li>Anything in the Title of Weblog field will be in italics in the reference.</li> <li>Anything in Title of Entry will be enclosed in single quotation marks.</li> </ul>
Book chapter in an edited work	Book Section	
Book - Hardcopy	Book	

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Book – One volume of multi-volume work	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the volume number, e.g. 3, into the Volume field. EndNote will add vol. in front of it.</li> </ul>
Book – Second or later edition – E-Book	eBook	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters, e.g. 2nd, into the Edition field. EndNote will add edn.</li> </ul>
Book – Second or later edition – print	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. EndNote will add edn.</li> </ul>
Brochure or Pamphlet	Pamphlet	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Type of Work for the format, e.g., brochure.</li> </ul>

## C

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Chapter in an edited work	Book Section	
Codes of practice (per work health and safety regulators)	Standard	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Conference paper available on the Web with no DOI	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Access Date below the URL field for the date you viewed the paper.</li> </ul>
Conference paper available through Library Search or database such as ProQuest	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Access Date below the URL field for the date you viewed the paper.</li> </ul>
Conference paper in published proceedings	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>If there is an article no. put it in the Paper No. field.</li> <li>Use Access Date below the URL field for the date you viewed the paper.</li> </ul>
Coroner's report	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>The Report title is italicised by EndNote because this is what all other report types require. Remove these italics in the plain text version of your document.</li> </ul>
CQUniversity-published textbook or study guide (specific author unknown)	eBook	Treat as an eBook since it's a book published online in Moodle. <b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed below the Edition field for the date you viewed the textbook or study guide.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
CQUniversity-published textbook or study guide (with author)	eBook	Treat as an eBook since it's a book published online in Moodle.  <b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed below the Edition field for the date you viewed the textbook or study guide.</li> </ul>

D		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Dictionary – Hardcopy with author/s	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>For a dictionary with an author, use the Author field. If it has an editor, use the Editor field.</li> <li>The Title field is for the word/entry in the dictionary.</li> <li>Put the dictionary title into the Dictionary Title field so that it is italicised in the reference.</li> </ul>
Dictionary – Hardcopy with no author	Dictionary	ALC have said that it's not necessary to include this type in your reference list, however, EndNote will automatically include one in the reference list.  <b>In EndNote:</b> <ul style="list-style-type: none"> <li>To make the in-text citation work, put the dictionary title as the Author.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>You can safely remove the reference from your reference list once the document is no longer actively linked to your EndNote library.</li> </ul>
Dictionary entry available on the Internet	Web Page	The ALC example has no author or editor. The dictionary title has been used in their place.  <b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the dictionary title into the Author field.</li> </ul>
Discussion board message posted to Moodle	Online Database	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date published for the date of the post.</li> <li>Use Date Accessed for the date you read it.</li> <li>Use Type of Work for the format, e.g., electronic discussion group message.</li> </ul>

## E

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Edited Work – eBook	Edited Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Type of Medium for the format, e.g., E-Book.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul> <p>For an edited work in print, see “Book – Edited Work”</p>
Edited work – Book	Edited Book	The only difference here is that the Author field at the top of the Endnote record is replaced by an Editor field.
eBook – Kindle and Adobe Digital Edition	eBook	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Type of Medium for the format, e.g., Kindle version.</li> <li>Put available at in front of the URL in the EndNote record.</li> </ul>
eBook available on the Internet without a DOI	eBook	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Date Accessed above the Type of Medium field for the date you viewed the book.</li> <li>Use Type of Medium for the format, e.g., E-Book.</li> </ul>
eBook available via Library Search or database such as ProQuest	eBook	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Type of Medium for the format, e.g., E-Book.</li> </ul>
eBook chapter available on the Internet without a DOI	eBook Section	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Date Accessed above the Type of Medium field for the date you viewed the book.</li> <li>Use Type of Medium for the format, e.g., E-Book.</li> </ul>
eBook chapter available through Library Search or database such as ProQuest	eBook Section	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Type of Medium for the format, e.g., E-Book.</li> </ul>
Encyclopedia article available on the Internet - no author	Web Page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above Description for the date viewed.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Encyclopedia article available on the Internet - with an author	Encyclopedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above Description for the date viewed.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>

**F**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Facebook	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put partial post text into Post Text field so there will be no italics and no quotation marks.</li> </ul>
Fact sheet (Government)	Pamphlet	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Add a space after the URL in the EndNote record to remove the full stop from the reference in the document.</li> </ul>
Film in a foreign language with English subtitles	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The translation of the title goes into the Translated Title field near the bottom of the record.</li> <li>Use Medium for the format, e.g., motion picture.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>If the creator you included is not the director, you can change (director), in the reference, to the correct job title, e.g. producer.</li> </ul>
Film/Movie	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Medium for the format, e.g., motion picture.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>If the creator you included is not the director, you can change (director) in your reference to the correct job title, e.g. producer.</li> </ul>

**G H**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Government debates recorded in Hansard	Government Document	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put Senate in Department field.</li> <li>Put the name of the speaker in brackets in the Publisher field, e.g. (Jennifer McAllister, Senator)</li> <li>Put the date of the debate into Congress Session.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Government media releases	Press Release	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The day and month of the release go into the Date field about Type of Work.</li> <li>Use Type of Work for the format, e.g., press release.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> </ul>

I		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Image	Artwork	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Publisher field for the name of the gallery, exhibition, or website.</li> <li>If the image was sourced online Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>If there is a URL, change it to black text.</li> </ul>
Image with no author	Artwork	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Publisher field for the name of the gallery, exhibition, or website.</li> <li>If the image was sourced online Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>If there is a URL, change it to black text.</li> </ul>
Information on a document or webpage with no date	Web Page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above the Description field for the date you viewed the document.</li> </ul>
Information on a webpage	Web Page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above the Description field for the date you viewed the page.</li> </ul>

J K		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Journal article available on the Internet – with a DOI	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the numbers for the volume, issue and page range into the matching fields. EndNote will add the rest.</li> </ul>
Journal article available on the Internet – no DOI	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the numbers for the volume, issue and page range into the matching fields. EndNote will add the rest.</li> <li>If there is no DOI, put the URL into the record. EndNote will use that instead.</li> </ul>
Journal article available on the Internet with no page numbers	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the numbers for the volume and issue into the matching fields. EndNote will add the rest.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Journal article with no volume or issue number	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the volume field for the month or season if you need to include it.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>Remove vol. from in front of the month or season.</li> </ul>

**L**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Law cases	Case	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Year Decided for reported cases to get the year in round brackets.</li> <li>Use Filed Date for unreported cases to get the year in square brackets.</li> </ul>
Lecture notes (unpublished)	Unpublished work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Series Title for the unit code and name.</li> <li>Use Type of Work for the format, e.g., lecture notes distributed in the unit.</li> <li>Use the Date field above the Type of Work field for the day and month.</li> </ul>
Legislation and regulations	Legal Rule or Regulation	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The year is part of the title, so it goes into the Title field along with the title.</li> <li>The state, or jurisdiction, goes into Place Published.</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>Put the numbers for the volume, issue and page range into the matching fields. EndNote will add the rest.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Magazine article – print	Magazine Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the numbers for the volume, issue and page range into the matching fields. EndNote will add the rest.</li> </ul>
Map	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Description field for the map number, e.g. sheet 8158.</li> <li>Use Type for the format, e.g., map.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Map – Online	Map	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Description field for the map number, e.g. sheet 8158.</li> <li>Use Type for the format, e.g., map.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Mobile apps	Computer Program	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the number into the version field. EndNote will add version.</li> <li>Use Type for the format, e.g., mobile app.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Music album or song	Music	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Form of Item for the format, e.g. song.</li> </ul>
Musical score for a stage show	Music	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Form of Item for the format, e.g. musical score.</li> </ul>

## N

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Newspaper article with an author – Hardcopy	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field above the Type of Article field for the day and month the article was published.</li> <li>Put the number only into the Pages field. EndNote will add the rest.</li> </ul>
News article with an author available on a database	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field above the Type of Article field for the day and month the article was published.</li> </ul>
News article with no author available on a database	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field above the Type of Article field for the day and month the article was published.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
News article with an author available on a news website	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the site/source into the Publisher field so that it is not italicised.</li> <li>Use the Issue Date field above the Type of Article field for the day and month the article was published.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
News article with no author available on a news website	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field above the Type of Article field for the day and month the article was published.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>

## O

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
OHS Body of Knowledge (edited E-Book)	eBook Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters, e.g. 2nd into the Edition field. EndNote will add edn.</li> <li>Use Type of Work for the format, e.g., E-Book.</li> </ul> <b>After converting your document to plain text:</b> <ul style="list-style-type: none"> <li>If there is an edition number, this will need to be moved after converting to Plain Text.</li> </ul>
Online streaming video		See "Video – Online streaming video"

## P Q

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Patents	Patent	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date above Patent Type for the filed date. Type only the date. EndNote will add filed.</li> <li>Use Patent Type for the type of patent or application for a patent, e.g. Australian provisional patent.</li> <li>Use Patent number for the patent or application number.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Podcast or vodcast episode	Podcast	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Number field for the episode number. Enter only the number EndNote will add the brackets and episode.</li> <li>Use Type for the format, e.g., audio podcast episode.</li> </ul>
Podcast or vodcast episode transcript	Podcast	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Number field for the episode number. Enter only the number EndNote will add the brackets and episode.</li> <li>Use Type for the format, e.g., transcript.</li> </ul>
PowerPoint presentation on Moodle	Online Database	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The title of the presentation goes into Title.</li> <li>Unit code and name go into Periodical.</li> <li>CQUniversity goes into Publisher.</li> <li>Use Date Accessed above the Type of Work field for the date you viewed the presentation.</li> <li>Use Type of Work for the format, e.g., PowerPoint presentation.</li> </ul>
Primary source found on a webpage	Personal Communication	<p>Use the Personal Communication type for historical sources like letters and diaries.</p> <b>In EndNote:</b> <ul style="list-style-type: none"> <li>The day and month the letter was written goes into the Description field.</li> <li>The year the letter was written goes into the Date field below that.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> </ul>

R		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Radio advertisement	Artwork	
Report – Hardcopy	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The report type goes into the Type field, and the number can be added into the Report No. field.</li> </ul>
Report – Online with an individual author	Report	

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Report – Online with an organisation as author	Report	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Add a space after the URL in the EndNote record to remove the full stop from the reference in the document.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>The acronym, e.g. (GBRMPA), will need to be added after the full name of the organisation.</li> </ul>
Report from a government website	Report	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Part goes into the Type field. 'version' and version number can go into either type or place published.</li> <li>Add a space after the URL in the EndNote record to remove the full stop from the reference in the document.</li> </ul>

## S

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Software	Computer Program	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the number into the version field. EndNote will add version.</li> <li>Use Type for the format, e.g., software.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Song lyric	Music	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Form of Item for the format, e.g. song lyric.</li> </ul>
Standalone document on the Internet	Web Page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above the Description field for the date you viewed the source.</li> </ul>
Stand-alone documents found within certain databases: JBI COncNECT+, MIMS Online, and ERIC	Web Page	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Access Date above the Description field for the date you viewed the source.</li> </ul>
Standards – Hardcopy	Standard	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Add AS, or AS/NZ, or ISO etc. as well as the number to the Document Number field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>The acronym in brackets, e.g. (GBRMPA), will need to be added after the full name of the organisation. Where applicable.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Standards accessed from a database	Standard	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Add AS, or AS/NZ, or ISO etc. as well as the number to the Document Number field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>The acronym in brackets, e.g. (GBRMPA), will need to be added after the full name of the organisation. Where applicable.</li> </ul>
Standards accessed from the Internet	Standard	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Add AS, or AS/NZ, or ISO etc. as well as the number to the Document Number field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>The acronym in brackets, e.g. (GBRMPA), will need to be added after the full name of the organisation. Where applicable.</li> </ul>

T		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Television advertisement	Artwork	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Type of Work for the format, e.g., television advertisement.</li> </ul>
Television series	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Country for the distributor's location.</li> <li>Use Distributor for the studio or broadcasting company.</li> </ul>
Television series episode	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The names needed at the beginning of the reference, like the writer or director, go into the Producer field.</li> <li>The later names, like the producer, go into the Series Director field.</li> <li>Use Medium for the format, e.g., television episode.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>Add the position titles, e.g. (director), after the names.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Television series episode transcript	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The names needed at the beginning of the reference, like the writer or director, go into the Producer field.</li> <li>The later names, like the producer, go into the Series Director field.</li> <li>Use Medium for the format, e.g., television episode.</li> </ul> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>Add the position titles, e.g. (director), after the names.</li> </ul>
Thesis or dissertation	Thesis	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the level into the Degree field, e.g. PhD. EndNote will add thesis.</li> <li>Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> <li>Use Access Date below the URL field for the date you viewed the source.</li> </ul>
Twitter	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The Tweeter's name, if known, goes into the Username field.</li> <li>If the Tweeter's name is unknown, put the screen name into Username instead.</li> <li>Screen name goes into Handle, so it gets square brackets in the reference.</li> <li>Put the full text into the Full Post text field to get the text in single quotation marks.</li> </ul>

**U**

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Unit notes available on Moodle	Online Database	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The title of the notes goes into Title.</li> <li>Unit code and name go into Periodical.</li> <li>CQUniversity eunits goes into Place Published.</li> <li>Use Date Accessed above the Type of Work field for the date you viewed the notes.</li> <li>Use Type of Work for the format, e.g., unit notes.</li> </ul>

## V

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Video – Online streaming video (e.g., on YouTube) with creator’s name	Audio Visual	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use Date above the Type field for the date you viewed the video.</li> <li>• Use Type for the format, e.g., video.</li> <li>• Use Access Date below the URL field for the date you viewed the video.</li> <li>• Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Video – Online streaming video (e.g., on YouTube) without creator’s name	Audio Visual	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the name of the poster and (poster), e.g. G Adams-Spink (poster), into the Publisher field.</li> <li>• Use Date above the Type field for the date you viewed the video.</li> <li>• Use Type for the format, e.g., video.</li> <li>• Use Access Date below the URL field for the date you viewed the video.</li> <li>• Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>
Video on a Moodle site	Online Database	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The unit code and name go into Periodical.</li> <li>• Use Date Accessed, above Type of Work, for the date you viewed the video.</li> <li>• Use Type of Work for the format, e.g., video.</li> </ul>

## W X Y Z

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Wiki	Encyclopedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put wiki into Place Published. There is no Type/Medium field in the template for this reference type.</li> <li>• Add a space after the URL in the EndNote record to avoid a full stop at the end of the reference in the document.</li> </ul>

# Quick reference table of types to use

EndNote reference type	ALC reference types to use it for:
Aggregated Database	<ul style="list-style-type: none"> <li>Artificial intelligence (AI)</li> </ul>
Artwork	<ul style="list-style-type: none"> <li>An artistic work (e.g., a painting)</li> <li>Image</li> <li>Image with no author</li> <li>Television or radio advertisement</li> </ul>
Audio Visual	<ul style="list-style-type: none"> <li>Online streaming video (e.g., on YouTube) with creator's name</li> <li>Online streaming video (e.g., on YouTube) without creator's name</li> </ul>
Blog	<ul style="list-style-type: none"> <li>Blog</li> </ul>
Book	<ul style="list-style-type: none"> <li>Atlas</li> <li>Hardcopy book</li> <li>One volume of multi-volume work</li> <li>Second or later edition – print</li> </ul>
Book Section	<ul style="list-style-type: none"> <li>Chapter in an edited work</li> </ul>
Case	<ul style="list-style-type: none"> <li>Law cases</li> </ul>
Computer Program	<ul style="list-style-type: none"> <li>Mobile apps</li> <li>Software</li> </ul>
Conference Paper	<ul style="list-style-type: none"> <li>Conference paper available on the Web with no DOI</li> <li>Conference paper available through Library Search or database such as ProQuest</li> <li>Conference paper in published proceedings</li> </ul>
Dictionary	<ul style="list-style-type: none"> <li>Dictionary – Hardcopy with authors.</li> <li>Dictionary – Hardcopy with no author</li> </ul>
eBook	<ul style="list-style-type: none"> <li>Book – Second or later edition – e-book</li> <li>CQUniversity-published textbook or study guide (specific author unknown)</li> <li>CQUniversity-published textbook or study guide (with author)</li> <li>eBook – Kindle and Adobe Digital Edition</li> <li>eBook available on the Internet without a DOI</li> <li>eBook available via Library Search or database such as ProQuest</li> </ul>
eBook Section	<ul style="list-style-type: none"> <li>E-book chapter available on the Internet without a DOI</li> <li>E-book chapter available through Library Search or database such as ProQuest</li> <li>OHS Body of Knowledge chapters</li> </ul>
Edited Book	<ul style="list-style-type: none"> <li>Edited work (book)</li> </ul>
Encyclopedia	<ul style="list-style-type: none"> <li>Encyclopedia article available on the Internet - with an author</li> <li>Wiki</li> </ul>
Film or Broadcast	<ul style="list-style-type: none"> <li>Film / Movie</li> <li>Film in a foreign language with English subtitles</li> </ul>
Government Document	<ul style="list-style-type: none"> <li>Government debates recorded in Hansard</li> </ul>

<b>EndNote reference type</b>	<b>ALC reference types to use it for:</b>
Journal Article	<ul style="list-style-type: none"> <li>• Article with no volume or issue number</li> <li>• Journal article available on the Internet</li> <li>• Journal article available on the Internet with no page numbers</li> <li>• Journal articles and magazines</li> </ul>
Legal Rule or Regulation	<ul style="list-style-type: none"> <li>• Legislation and regulations</li> </ul>
Magazine Article	<ul style="list-style-type: none"> <li>• Magazine article – print</li> <li>• Magazine article – online</li> </ul>
Map	<ul style="list-style-type: none"> <li>• Map</li> <li>• Online Map</li> </ul>
Music	<ul style="list-style-type: none"> <li>• Music album or song</li> <li>• Musical score for a stage show</li> <li>• Song lyric</li> </ul>
Newspaper Article	<ul style="list-style-type: none"> <li>• Hardcopy newspaper article with an author</li> <li>• News article with an author available on a database</li> <li>• News article with an author available on a news website</li> <li>• News article with no author available on a database</li> <li>• News article with no author available on a news website</li> </ul>
Online Database	<ul style="list-style-type: none"> <li>• Discussion board message posted to Moodle</li> <li>• PowerPoint presentation on Moodle</li> <li>• Unit notes available on Moodle</li> <li>• Video on a Moodle site</li> </ul>
Pamphlet	<ul style="list-style-type: none"> <li>• Brochure or Pamphlet</li> <li>• Fact sheet</li> </ul>
Patent	<ul style="list-style-type: none"> <li>• Patents</li> </ul>
Personal Communication	<ul style="list-style-type: none"> <li>• Primary source found on a webpage</li> </ul>
Podcast	<ul style="list-style-type: none"> <li>• Podcast or vodcast episode</li> <li>• Podcast or vodcast episode transcript</li> </ul>
Press Release	<ul style="list-style-type: none"> <li>• Government media releases</li> </ul>
Report	<ul style="list-style-type: none"> <li>• Coroner’s report</li> <li>• Hardcopy Report</li> <li>• Online Report with an individual author</li> <li>• Online Report with an organisation as author</li> <li>• Report from a government website</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>• Facebook</li> <li>• Twitter</li> </ul>
Standard	<ul style="list-style-type: none"> <li>• Codes of practice (per work health and safety regulators)</li> <li>• Hardcopy standards</li> <li>• Standards accessed from a database</li> <li>• Standards accessed from the Internet</li> </ul>
Television Episode	<ul style="list-style-type: none"> <li>• Television series</li> <li>• Television series episode</li> <li>• Television series episode transcript</li> </ul>

EndNote reference type	ALC reference types to use it for:
Thesis	<ul style="list-style-type: none"> <li>• Thesis or dissertation</li> </ul>
Unpublished work	<ul style="list-style-type: none"> <li>• Lecture notes (unpublished)</li> </ul>
Web Page	<ul style="list-style-type: none"> <li>• Dictionary entry available on the Internet - no author / editor</li> <li>• Encyclopedia article available on the Internet - no author</li> <li>• Information on a document or webpage with no date</li> <li>• Information on a webpage</li> <li>• Standalone document on the Internet</li> <li>• Stand-alone documents found within certain databases: JBI COnNECT+, MIMS Online, and ERIC</li> </ul>