

# Using the Turabian 9th Footnote CQU style with EndNote

Not all the reference types in "An abridged guide to the Turabian 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](#). Where possible the edits will be for bibliography entries, but occasionally editing the footnotes will be necessary.

## 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.
- You can edit a footnote 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.

### Title capitalisation

- Treat Journal titles like personal names and use the same capitalisation as on the journal itself.
- If a magazine, newspaper or journal title begins with The, omit The from the title in the EndNote record or the journal title won't display correctly.

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

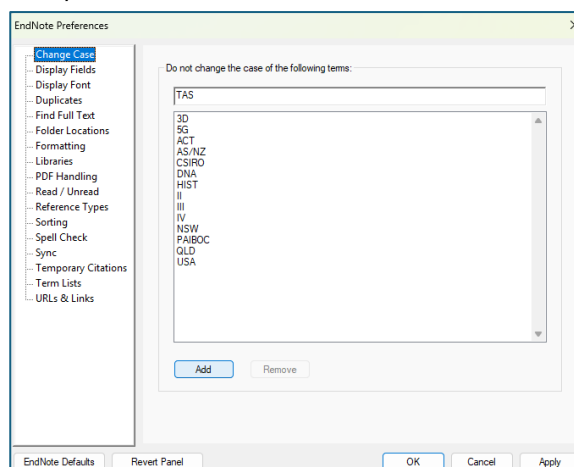
## ACRONYMS AND ROMAN NUMERALS

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.

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

Examples of what might need to be included:

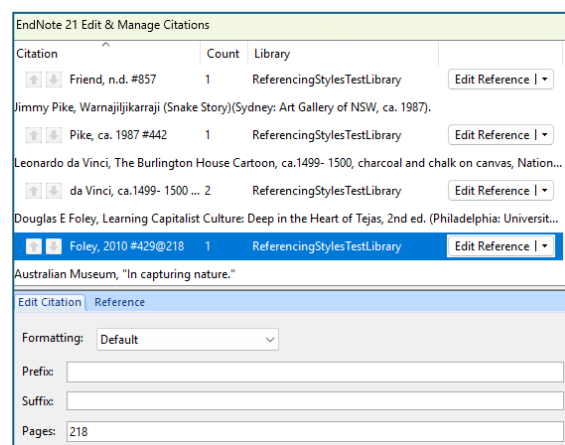
- States: ACT, NSW, QLD, SA, TAS, VIC, WA
- Roman numerals: I, II, III, IV, V
- Networks / phones: 1G, 2G, 3G, 4G, 5G
- Dimensions: 2D, 3D, 4D
- Standards: AS, AS/NZ, ISO
- Organisations: ABS, CSIRO, NHMRC
- Unit codes: HIST11037, HIST19038,
- Tools / frameworks: PAIBOC, PICO, SWOT



## ADDING PAGE NUMBERS TO FOOTNOTES

For footnote styles, use the Pages field in the Edit and Manage citations window to add the page number, e.g. 218, or pinpoint, e.g. div 2, sec. 21.1.d, to a footnote.

See [Edit a footnote to add a page number](#) for the full instructions.



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

### URLs

- All links in footnotes will need to be activated after converting to plain text.
- After activating the links, the underlining will need to be removed from URLs in both footnotes and bibliography entries.

### Hanging indent on footnotes

The bibliography will have the hanging indent, but there will be no indent on footnotes. You will need to manually format it after converting your document to plain text. EndNote doesn't have a layout template for footnotes.

### Titles ending in question marks or apostrophes

If there is an exclamation mark or question mark at the end of the title, you'll need to remove the comma from after it the footnote.

# 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
Abstracts	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put abstract into the Type of article field. It needs to be lower case to suit the footnote.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>Remove the word abstract.</li> </ul>
Acts of Parliament	Bill	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use Place Published field for the database / website, e.g. AUSTRALIA.</li> <li>Put the day and month into the Issue field.</li> <li>Use the Code Volume field for the publication containing the Act, e.g. <i>NSW Consolidated Acts</i>.</li> <li>Put the day and date into the Date field that's between Session and Sponsor.</li> </ul>
Advertisement (radio)	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the product name into the Producer field. Treat it as a corporate author's name and put a comma at the end.</li> <li>Put the title into the Episode Title field.</li> <li>Put 'advertisement' into the Type of Work field.</li> <li>Put the full date, e.g. 31 May 2018, into the Broadcast Date field.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p>
Advertisement (TV)	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the product name into the Producer field. Treat it as a corporate author's name and put a comma at the end.</li> <li>Put the title into the Episode Title field.</li> <li>Put 'advertisement' into the Type of Work field.</li> <li>Put the full date, e.g. 31 May 2018, into the Broadcast Date field.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Advertisements (graphic art)	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Cartographer field for the person who created the work.</li> <li>• Put the Gallery, museum, Exhibition or publisher, e.g. Victoria and Albert Museum, into the Publisher field.</li> <li>• The city, e.g. London, goes into the Place Published field.</li> <li>• Use the Type field for the medium, e.g. advertisement.</li> </ul>
AI / Gen AI	Computer Program	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the name of the AI tool into the Title field.</li> <li>• Put the prompt into the Description field. EndNote will add response to.</li> <li>• Put the day and month into Version and the year into Year.</li> </ul> <p><b>After converting to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Delete the entry: "<i>This entry was generated through inserting a GenAI citation for Title. AI references should appear only in the notes. Remove field codes in the final document and then remove this entry.</i>"</li> </ul> <p>Note: If it's not required in the bibliography, it could be manually added as a footnote instead of using EndNote.</p>
Apps	Multimedia Application	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the software company / production entity, e.g. Visible Body, into the Rights Holder field.</li> <li>• Put the edition details, e.g. Xbox 360 Game of the Year into the Edition field. EndNote will add ed. to the footnote and Edition to the bibliography reference.</li> <li>• Put the version number, e.g. 2018.5.47, into the Version field. EndNote will add the v./V.</li> <li>• Put the format/requirements, e.g. Android 5.0 or later, into the System Requirements field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Archival sources	Manuscript	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the Title, or description, into the Title field. If there is no author, this will appear first in the footnote / bibliography reference.</li> <li>Put the series or collection title into the Collection Title field. It will be enclosed with double quotation marks in the footnote and bibliography.</li> <li>The series number, e.g. Series M3816, goes into the Manuscript Number field.</li> <li>The box details, e.g. Box 74, go into the Volume/Storage Container field.</li> <li>Put the folder details, e.g. Folder 7, into Folio Number.</li> <li>The name of the institution that houses the collection, e.g. National Archives of Australia, goes into Library/Archive.</li> <li>Put the day and month into the Date field above Type of Work.</li> <li>The format, e.g. photograph, goes into Type of Work.</li> </ul>
Art exhibition catalogue	Edited Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the Gallery/Museum into the Publisher field.</li> <li>Use the Contents field for the note about the exhibition, e.g. Published in conjunction with the exhibition <i>Ryan King: Prosperity</i> at Institute of Modern Art, 24 March–28 April 2018. Format it in the record as you need it to display in the reference.</li> </ul>
Atlas – no author or editor	Electronic Book	
Atlas – with an author	Electronic Book	
Atlas – with an author, and an editor	Electronic Book	
Atlas – with an editor but no author	Edited book	
Audio book	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the format, e.g. Audiobook, into the Version field.</li> <li>Use the Series Editor field for the narrator's name.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Audio recordings	Podcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Author field for the host/speaker.</li> <li>• Put the title into the Title of Podcast field so it will appear in double quotation marks.</li> <li>• The day and month of the broadcast go into the Date field above Type, and the broadcast year goes into Year.</li> <li>• If it is a recording of an older broadcast, put the year it was re-broadcast or uploaded to the web into the Edition field.</li> <li>• The format, e.g. audio, goes into the Type field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Fix the capitalisation on the format, e.g. change audio to Audio.</li> </ul> <p><b>Footnote:</b></p> <ul style="list-style-type: none"> <li>• Remove 'hosted' from in front of the host/speaker's name.</li> </ul>
Audio recordings – episode in series	Podcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• You can use either the Author or Narrator fields for the name of the presenter.</li> <li>• Use the Title of Podcast field for the episode title.</li> <li>• The name of the podcast series goes into the Title of Show field.</li> <li>• The day and month go into the Date field above the Type field. If you need to record the date a file was modified, put 'last modified' in front of the day and month in this field. Use lowercase to match footnote requirements.</li> <li>• Put the format, e.g. audio, into the Type field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Fix the capitalisation on the format, and on 'last modified' if you've used that date.</li> </ul> <p><b>Footnote:</b></p> <ul style="list-style-type: none"> <li>• You will need to remove either 'directed' or 'presented' from the footnote. For example, change presented by Norman Swan to by Norman Swan.</li> </ul> <p>Note: The footnote template for a Podcast is set up to add 'hosted by' in front of the name/s in the Author field and 'presented by' in front of the name/s in the Narrator field.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Australian Constitution	Bill	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>If required, put the jurisdiction, in brackets, e.g. (NSW), into the Name or Database field a little way below the URL field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>Remove the reference from the bibliography</li> </ul>
Australian Standards	Standard	See "Standards Australia"

B		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
The Bible and other sacred texts	Book	See "Religious texts – Quotes from the Bible and other sacred works"
Blog posts	Blog	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the name of the publication or site the blog is published on, e.g. British Library, into the Publisher field if you need to include it.</li> <li>Put the day and month into the Date field below Access Year. The year goes into the Year field at the top.</li> <li>Put blog into the Type of Medium field Last Update Date.</li> </ul>
Book – edition other than the 1st	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the edition number into the Edition field.</li> </ul>
Book – Multivolume works – with an author	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the number, e.g. 3, into the Number of Volumes field.</li> </ul>
Book – multivolume works – with an editor	Edited book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the number, e.g. 3, into the Number of Volumes field.</li> </ul>
Book – One volume of a multivolume work (with author) – no volume title	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the number, e.g. 4, into the Volume field.</li> </ul>
Book – One volume of a multivolume work (with author) – Volume has a title	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the title of the multivolume work, e.g. A History of Australia, into the Title field.</li> <li>Put the individual volume title, e.g. The People Make Laws 1888-1915, into the Series Title field.</li> <li>Put the number, e.g. 5, into the Volume field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Book – One volume of a multivolume work (with editor) – no volume title	Edited book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the number, e.g. 4, into the Volume field.</li> </ul>
Book – One volume of a multivolume work (with editor) – Volume has a title	Edited book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the title of the multivolume work into the title field.</li> <li>Put the volume title into the Service Title field and italicise it.</li> <li>Put the number, e.g. 5, into the Volume field.</li> </ul>
Book – reprint edition	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>For classics, put the original publication date into the Reprint Edition field.</li> </ul>
Book – revised edition	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put Rev. into the Edition field instead of an edition number.</li> </ul>
Book – Series	Classical work	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Series Volume field for the book number.</li> </ul>
Brochure	Book	

## C

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Chapter in a book with the same author(s) for all chapters	Book Section	
Chapter in an edited work	Book Section	
Classical, Medieval, Renaissance, and Early English works	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Editor field for the editor/s name/s.</li> <li>If it is translation, put the translator/s name/s into the Translator field.</li> </ul> <p>Note: When both the Editor and Translator fields contain the same name/s, EndNote uses “ed. and trans.” in the footnote and “Edited and translated” by in the Bibliography.</p>
Conference papers	Book Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the title of the proceedings into the Book Title field.</li> </ul>
CQUniversity Turabian Style Guide	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>CQUniversity Australia goes into the Author field.</li> <li>CQUniversity goes into the Publisher field.</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 entry – online	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use title, for the entry viewed</li> <li>Use Dictionary Title for the title of the dictionary even when there is no entry title.</li> <li>Use Access Date below the URL for the date it was accessed.</li> </ul>
Dictionary entry – subject specific dictionary with an author	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Title field for the title of the entry viewed. EndNote will add s.v.</li> <li>Use Dictionary Title for the title of the dictionary.</li> </ul>
Dictionary entry – subject specific, no author	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use title, for the entry viewed</li> <li>Use Dictionary Title for the title of the dictionary even when there is no entry title.</li> <li>Use Access Date below the URL for the date it was accessed.</li> </ul>
Dissertations	Thesis	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put thesis or diss. into the Thesis Type field.</li> </ul>
Documents from International bodies	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the series details (number or name) into the Edition field.</li> <li>The month and day go into the Date field below Edition.</li> <li>Put the publisher into the Institution field.</li> </ul>
Documents from other countries	Use whatever reference type matches your source, e.g. for a law case, use Case.	<p>This is for when the country of origin is not obvious and needs to be added to the end of the reference.</p> <b>In EndNote:</b> <ul style="list-style-type: none"> <li>Add the country name in brackets to the same field as the last component of the reference, e.g. if it follows the URL, put the URL a space and the country name in brackets.</li> </ul>
Drawings	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the Gallery / Exhibition, e.g. National Gallery into the Publisher field.</li> <li>The city, e.g. London, goes into the Place Published field.</li> <li>Use the Type of Work field for the medium, e.g. charcoal and chalk on canvas.</li> </ul>

## E

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
<b>Edited Work – E-Book</b>	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><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>• Change the URL to black text.</li> </ul> <p>For an edited work in print, see “Book – Edited Work”</p>
E-book – Kindle and other providers	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the provider, e.g. Kindle, into the Version field</li> </ul>
E-book available online – with a URL.	Electronic Book	
E-book chapter via CQU library search or database – same author for all chapters	Electronic Book Section	<p>Note: For this type you need the chapter number.</p> <p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Make sure the title of the book is in the Book Title field so it displays in italics in the footnote and bibliography reference.</li> <li>• Leave the Title and Pages fields blank.</li> <li>• Put the chapter number, e.g. 4, into the Chapter field.</li> <li>• Put the database name, e.g. ProQuest Ebook Central, into Name of Database – right at the bottom of the record.</li> </ul>
E-book chapter via CQU library search or database – chapter in an edited work	Electronic Book Section	<p>Note: For this type you need the chapter title and page numbers. You’ll also need to include the editor/s.</p> <p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the chapter title into the Title field.</li> <li>• Put the page numbers, e.g. 214-230, into the Pages field.</li> <li>• Leave the Chapter field blank.</li> <li>• Put the database name, e.g. ProQuest Ebook Central, into Name of Database – right at the bottom of the record.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Echo360 presentation	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Date field above Type.</li> <li>Put the format, e.g. ECHO360 presentation, into the Format field a little below the DOI field.</li> </ul> <p>Note: Audiovisual Material has 2 fields for the type of work. Format appears before the date in the footnote and bibliography. Type appears in front of the URL.</p>
Email	Personal Communication	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the correspondents, e.g. Philip Massey to author, into the Title field.</li> <li>Use the Description field for the format, e.g. email.</li> <li>Put the day and month into the Date field below the Description.</li> </ul> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Delete the entry: "This entry was generated through inserting a Personal Communication citation for Author, Title . Personal Communication references should appear only in the notes. Remove field codes in the final document and then remove this entry."</li> </ul>
Email sent to a mailing list	Discussion forum	See "Mailing lists – email sent to list"
Encyclopedia entry – online	Dictionary	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Title field for the title of the entry viewed. EndNote will add s.v.</li> <li>Use Dictionary Title for the title of the encyclopedia.</li> </ul>
Encyclopedia entry – print	Dictionary	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Title field for the title of the entry viewed. EndNote will add s.v.</li> <li>Use Dictionary Title for the title of the encyclopedia.</li> </ul>
Encyclopedia entry – subject specific encyclopedia with an author and an editor	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the title of the encyclopedia entry into the Title field.</li> <li>The encyclopedia title goes into the Dictionary Title field.</li> <li>Put the edition number or abbreviation, e.g. rev, into the edition field.</li> <li>Put the month or season into the Place of Publication field so that it is included in the brackets with the year in the footnote.</li> </ul> <p><b>After converting to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Capitalise rev. if you've referenced a revised edition.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Encyclopedia entry – subject specific encyclopedia with no author	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Title field for the title of the entry viewed. EndNote will add s.v.</li> <li>Use Dictionary Title for the title of the encyclopedia.</li> <li>Use the Place of Publication field if you need to include the month or season of publication, e.g. Spring.</li> </ul>

## F

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Fact sheets	Press release	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The government body, e.g. Queensland Department of Environment and Science, goes into the Author field. Put a comma at the end of the name in the record to make it display correctly in the footnote and bibliography.</li> <li>Day and month go into the Date field above Type of Work.</li> <li>Put fact sheet into Type of Work.</li> </ul>

## G H

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Government media releases	Press release	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The government body, e.g. Queensland Department of Environment and Science, goes into the Author field. Put a comma at the end of the name in the record to make it display correctly in the footnote and bibliography.</li> <li>Day and month go into the Date field above Type of Work.</li> <li>Put media release into Type of Work.</li> </ul>
Graphic Art: Advertisements, maps, posters	Map	See "Advertisements (graphic art)", "Maps" and "Posters".

I		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Interviews – conducted by you and referenced as “interview by author”	Interview	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>When you’ve conducted the interview yourself and need to say “Interview by author”, put the word ‘author’ into the Interviewer field instead of a name. EndNote will add ‘Interview by.’</li> <li>Put the tv/radio station into the Publisher field.</li> <li>Put the place where the interview was conducted into the Location of Work field.</li> <li>The day and month go into the Date field below Location of Work.</li> <li>Use the Format field for the type of output, e.g. recording or transcript.</li> </ul>
Interviews – published and unpublished	Interview	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the tv/radio station into the Publisher field.</li> <li>Put the place where the interview was conducted into the Location of Work field.</li> <li>The day and month go into the Date field below Location of Work.</li> <li>Use the Format field for the type of output, e.g. recording or transcript.</li> </ul>

J K		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Journal articles – Special issues	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put ‘special issue’ into the Type of Article field. It needs to be lower case to suit the footnote.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>Capitalise Special Issue in the reference.</li> </ul>
Journal articles – supplement with its own title, author and editor	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the title of the special edition, e.g. Papers in Honor of Sherwin Rosen, into the Errata field.</li> <li>The volume number, e.g. 112, goes into the Volume field, and the supplement letter and number, e.g. S1, go into the Part/Supplement field.</li> <li>Put the season or month into the Date field above Type of Article.</li> <li>Put the doi, e.g. 10.1086/379947 into the DOI field. EndNote will convert it to a URL.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Journal articles – Supplements	Journal Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The volume number, e.g. 112, goes into the Volume field, and the supplement letter and number, e.g. S1, go into the Part/Supplement field.</li> <li>• Put the season or month into the Date field above Type of Article.</li> <li>• Put the doi, e.g. 10.1086/379947 into the DOI field. EndNote will convert it to a URL.</li> </ul>

L		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Lecture on Moodle	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the day and month into the Date field above Type.</li> <li>• Put the format, e.g. PowerPoint presentation, into the Format field a little below the DOI field.</li> <li>• Add the lecture details, e.g. Lecture 6, to the Volume field.</li> <li>• CQU e-Units goes into the Place of Publication field.</li> </ul> <p>Note: Audiovisual Material has 2 fields for the type of work. Format appears before the date in the footnote and bibliography. Type appears in front of the URL.</p> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Remove the format from the reference.</li> </ul>
Legal cases	Case	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the full case name (parties' names and ordinals if there are any), e.g. Mabo v. Queensland (No. 2) into the Case Name field.</li> <li>• Use the Reporter Abbreviation field for the initials, e.g. CLR.</li> </ul> <p>Note: The Reporter field doesn't display in the reference, so you can put the full title there for your own information if you like.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Legislation	Bill	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Issue field.</li> <li>Use the Code Volume field for the publication containing the Act, e.g. <i>NSW Consolidated Acts</i>.</li> <li>Put the day and date into the Date field that's between the Session and Sponsor fields.</li> <li>Use the Name of Database field, at the bottom of the record, for the database / website, e.g. AUSTLII.</li> </ul>
Live performances – dance, music or theatre	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Series Director field for the director's name/s. Enter the name as it needs to appear, e.g. Dean Bryant.</li> <li>The scriptwriter's name goes into the Performers field. Enter the name as it needs to appear. E.g. Alan Bennet. EndNote will add 'screenplay by' in front of this name.</li> <li>For Music and Lyrics use the Cast field. Enter the name/s as they need to appear, e.g. Marc Shaiman and Scott Wittman. EndNote will add the associated text.</li> <li>Use the Credits field for the work the performance was based on. EndNote will add 'based on' in front of text in this field so just add the source details, e.g. the book by Roald Dahl.</li> <li>Put the full date of the live performance into the Edition field, e.g. 2 February 2019. (If you use the Release Date and Year Released fields, they will appear in brackets in the footnote.)</li> <li>Put the venue and city into the Country field, e.g. Capitol Theatre, Sydney. (This field is usually called Place of Publication.)</li> </ul> <p><b>After converting your document to plain text: Bibliography &amp; Footnote:</b></p> <ul style="list-style-type: none"> <li>'Screenplay by' will need to change in both the footnote and reference. Edit them to match the example in the referencing guide.</li> </ul> <p>Note: If you need the director's name to appear first in the bibliography, you will need to change that after converting your document to plain text for submission.</p>

M		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Magazine articles	Magazine article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Date field above Type of Article.</li> <li>If required, put the format, e.g. feature article, into the Type of Article field. It needs to be in lower case.</li> </ul>
Magazine supplements	Magazine article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Date field above Type of Article.</li> <li>If required, put the format, e.g. feature article, into the Type of Article field. It needs to be in lower case.</li> </ul>
Mailing lists	Discussion forum	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the full date and time into the Post Date field. Leave the year field blank.</li> </ul> <p>Note: If the title of the post ends in a question mark, you'll need to remove the comma after the question mark in the footnote after converting to plain text.</p>
Mailing lists – email sent to list	Discussion forum	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put email to in the Description field. Make sure that email is in lower case so that it is correct for the footnote. It will be followed by the title of the list in the footnote and reference.</li> <li>Put the full date and time into the Post Date field. Leave the year field blank.</li> </ul> <p><b>After converting your document to plain text for submission:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>Capitalise Email.</li> </ul>
Manuscript collections – documents with a specific title	Unpublished work	<p>For documents with a specific title that needs to be in double quotation marks.</p> <p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the collection title into Series Title.</li> <li>The name of the Library or Archive that houses the collection goes into the Institution field.</li> <li>If you need to record a day and month, put them into the Date field above Type of Work.</li> <li>The format, e.g. MS, goes into Type of Work.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Manuscript collections – documents with no title or a generic title, e.g. minutes	Manuscript	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• If there is no title, place the description, e.g. Dennis Allen to Stan Lee, in the Title field instead.</li> <li>• Put the collection name, e.g. Stan Lee Papers, into the Series Title field.</li> <li>• Put the item locator details into the Manuscript Number field.</li> <li>• Put the box number, e.g. Box 13, into the Volume/Storage Container field.</li> <li>• Put the folder number, e.g. Folder 4, into the Folio Number field.</li> <li>• Put the collection number, e.g. Coll. 8832, into the Accession Number field.</li> <li>• Put the repository name, e.g. American Heritage Center, into the Library/Archive field.</li> </ul>
Maps (graphic art)	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Cartographer field for the person who created the work.</li> <li>• Put the Gallery, museum, Exhibition or publisher, e.g. Victoria and Albert Museum, into the Publisher field.</li> <li>• The city, e.g. London, goes into the Place Published field.</li> <li>• Use the Type field for the medium, e.g. map.</li> </ul>
Movies – DVD	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Series Director field for the director's name/s. Enter the name as it needs to appear, e.g. Tom Hooper.</li> <li>• The scriptwriter's name goes into the Performers field. Enter the name as it needs to appear, e.g. Loung Ung. EndNote will add 'screenplay by' in front of this name.</li> <li>• Put the production company, e.g. UK Film council, into the Producer field.</li> <li>• The day and month, e.g. 18 February, go into Date Released field and the year into Year Released. This is so they will appear in brackets in the footnote.</li> <li>• Put the format, e.g. Blur-Ray Disc, into the Format field.</li> </ul> <p>Note: If you need the director's name to appear first in the bibliography, you will need to change that after converting your document to plain text for submission.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Movies – Streaming service	Film or Broadcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Series Director field for the director’s name/s. Enter the name as it needs to appear, e.g. Angelina Jolie.</li> <li>• The scriptwriter’s name goes into the Performers field. Enter the name as it needs to appear, e.g. Loung Ung. EndNote will add ‘screenplay by’ in front of this name.</li> <li>• Put the production company, e.g. Jolie Pas, into the Producer field.</li> <li>• The day and month, e.g. 18 February, go into Date Released field and the year into Year Released. This is so they will appear in brackets in the footnote.</li> <li>• Put the streaming service, e.g. Netflix, into the Distributor field.</li> </ul> <p>Note: If you need the director’s name to appear first in the bibliography, you will need to change that after converting your document to plain text for submission.</p>
Musical score – published	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put by and the arranger’s name, e.g. S Nelson, into the Reviewer field, a little above the URL field.</li> </ul> <p><b>After converting your document to plain text:</b>  <b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Change ‘Arranged by’ to ‘Created by’ if needed.</li> </ul>
Musical score – unpublished	Unpublished Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put by and the arranger’s name, e.g. S Nelson, into the Series Editor field, a little above the URL field.</li> <li>• Put musical score into the Type of Work field. Make sure it’s in lower case so it’s correct for the footnote.</li> </ul> <p><b>After converting your document to plain text:</b>  <b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Capitalise Musical.</li> <li>• Change ‘Arranged by’ to ‘Created by’ if needed.</li> </ul>

N		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Newspaper article – no author	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field for the day and month.</li> </ul>
Newspaper article – with an author	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field for the day and month.</li> </ul>
Newspaper article online	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field for the day and month.</li> <li>Use Type of Article if you need to specify the type, e.g. letter to the editor.</li> </ul>
Newspaper articles - reviews	Newspaper Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Issue Date field for the day and month.</li> <li>Use the Reviewed Item field for the title of the work that was reviewed, e.g. Imaginative Expansions. For a movie review, include the director and film company details to this field after the name of the film, e.g. The Debt. Directed by John Madden. Miramaz Films.</li> </ul>

O		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Online forums	Discussion forum	<b>In EndNote:</b> Put the full date and time into the Post Date field. Leave the year field blank.

P Q		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Paintings	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the Gallery / Exhibition, e.g. National Gallery into the Publisher field.</li> <li>The city, e.g. London, goes into the Place Published field.</li> <li>Use the Type of Work field for the medium, e.g. oil on canvas.</li> </ul>
Pamphlet	Book	
Parliamentary bills – private member's bill	Bill	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Legislative Body field for the parliament, e.g. Parliament of Western Australia.</li> <li>Put the House, e.g. H. Res. into the Code field.</li> <li>Use the Code Section field for the Parliamentary session number, e.g. 45th.</li> <li>Use the Session field for the session number, e.g. 1st.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Parliamentary bills, amendments and resolutions	Bill	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Legislative Body field for the parliament, e.g. Parliament of Western Australia.</li> <li>• Put the House, e.g. H. Res. into the Code field.</li> <li>• Use the Code Section field for the part, e.g. 45th.</li> <li>• Use the Session field for the session number, e.g. 1st.</li> </ul>
Parliamentary debates (Hansard)	Conference Proceedings	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put Parliament of Australia into the Author field. Make sure there's a comma at the end so that the name to displays correctly in your footnote and bibliography.</li> <li>• Put Parliamentary debate/s into the Conference Name field.</li> <li>• Put the house (or its abbreviation), e.g. Senate, into the Conference Location field.</li> <li>• Use the Date field below Edition for the day and month.</li> </ul>
Parliamentary debates (Hansard) – Debate including speaker and subject:	Conference Proceedings	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the speaker's name into the Author field and their position title into the Source field below DOI.</li> <li>• Use the Title field for the title/subject of the debate.</li> <li>• Put Parliament of Australia into the Sponsor field. Make sure there's a comma at the end, because this is an alternative author field and it needs the comma to display correctly.</li> <li>• Put Parliamentary debate/s into the Conference Name field.</li> <li>• Put the house (or its abbreviation), e.g. HR, into the Conference Location field.</li> <li>• Use the Date field below Edition for the day and month.</li> </ul>
Parliamentary hearings and briefings	Government Document	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The name of the parliament, e.g. Queensland Parliament, goes into the Department field.</li> <li>• Put the parliamentary session number, e.g. 56th, into the Session field. EndNote will add Par.</li> <li>• The day and month go into the Date field above Type.</li> <li>• The format, e.g. broadcast, goes into the Edition field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Parliamentary speeches	Conference paper	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the house, e.g. Senate, into the Session field.</li> <li>The day and month go into the Date field above Type.</li> <li>Speech goes into Type.</li> </ul>
Patents	Patent	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Country field to identify the issuing country, e.g. Australian Patent.</li> <li>Put the patent number, e.g. AU2006230821A into the Patent Number field.</li> <li>Put the full filed date, e.g. 8 April 2005, into the Date field above Patent Type.</li> <li>Put the full issue date, e.g. 4 July 2006 into the Issue Date field.</li> </ul> <p>Note: The year field isn't included in the templates that generate the footnote and citation, but you can still put the year into this field in the record if you need it to help you identify the patent in your EndNote library.</p>
Phone conversation	Personal Communication	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the correspondents, e.g. Emma Fenton to author, into the Title field.</li> <li>Use the Description field for the format, e.g. phone conversation.</li> <li>Put the day and month into the Date field below the Description.</li> </ul> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Delete the entry: "This entry was generated through inserting a Personal Communication citation for Author, Title . Personal Communication references should appear only in the notes. Remove field codes in the final document and then remove this entry."</li> </ul>
Photographs	Artwork	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the Gallery / Exhibition, e.g. National Gallery into the Publisher field.</li> <li>The city, e.g. London, goes into the Place Published field.</li> <li>Use the Type of Work field for the medium, e.g. photograph.</li> </ul>
Play script	Serial	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put play script into the Type of Work field.</li> </ul>
Play script – well known works	Serial	

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Podcasts	Podcast	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Author field for the host.</li> <li>• Put the day and month into the Date field above Type.</li> <li>• Put podcast into the Type field. Make sure it's in lowercase so it matches the footnote requirements.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Capitalise podcast.</li> </ul> <p>Notes: The footnote template for a Podcast is set up to add 'hosted by' in front of the name/s in the Author field and 'presented by' in front of the name/s in the Narrator field.</p> <p>The text in the Title of Show field will be italicised and that in the Title of Podcast will be enclosed in double quotation marks.</p>
Poem as a standalone work (long poem)	Classical Work	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the editor/s name/s into the Series Editor field.</li> <li>• Use the Original Publication field for the original publication date if needed.</li> </ul>
Poem in an Anthology	Book Section	
Posters (graphic art)	Map	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Cartographer field for the person who created the work.</li> <li>• Put the Gallery, museum, Exhibition or publisher, e.g. Victoria and Albert Museum, into the Publisher field.</li> <li>• The city, e.g. London, goes into the Place Published field.</li> <li>• Use the Type field for the medium, e.g. poster.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
PowerPoint on Moodle	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Date field above Type.</li> <li>Put the format, e.g. PowerPoint presentation, into the Format field a little below the DOI field.</li> <li>Add the lecture details, e.g. Lecture 6, to the Volume field.</li> <li>CQU e-Units goes into the Place of Publication field.</li> </ul> <p>Note: Audiovisual Material has 2 fields for the type of work. Format appears before the date in the footnote and bibliography. Type appears in front of the URL.</p> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Remove the format, e.g. PowerPoint presentation, from the reference.</li> </ul>
Presentations	Conference Paper	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the name of the meeting, conference, or other occasion and place into the Conference Location field. (If you use the Conference Name field EndNote will put "paper presented at" in front of it in the footnote and reference.)</li> <li>Put the format, e.g. speech, into the Type field under the Date field. Add a space after this to prevent a comma appearing after it in the footnote.</li> <li>Put the day and month into the Date field, and the year into Year.</li> </ul>
Public documents	Report	
Public documents – Australian Bureau of Statistics (ABS)	Report	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The catalogue number goes into the Edition field with, e.g. cat. no. 4102.0. Make it lower case to match the footnote requirements. Italicise the text in this field.</li> </ul> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Fix the capitalisation on cat. no.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Public documents and reports	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The month will need to be added to the Year field if you need both for the publication date, e.g. September 2015.</li> </ul> <p>Note: The footnote template for a Report doesn't have brackets around the publication details in the footnote. You'll need to use Electronic Book.</p>
Public documents and reports – Government department	Electronic Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The month will need to be added to the Year field if you need both for the publication date, e.g. September 2015.</li> </ul> <p>Note: The footnote template for a Report doesn't have brackets around the publication details in the footnote. You'll need to use Electronic Book.</p>

R		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Radio advertisements	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the product name into the Producer field. Treat it as a corporate author's name and put a comma at the end.</li> <li>Put the title into the Episode Title field.</li> <li>Put 'advertisement' into the Type of Work field.</li> <li>Put the full date, e.g. 31 May 2018, into the Broadcast Date field.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p>
Radio programs	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the director's name/s into the Series Director field.</li> <li>Put the station, and country if needed, into the Network Name field, e.g. Radio New Zealand.</li> <li>Put the full date into the Broadcast Date field, e.g. 3 November 2018.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p> <p><b>After converting your document to plain text: Footnote &amp; Bibliography:</b></p> <ul style="list-style-type: none"> <li>If needed, change 'directed by' to the appropriate action, e.g. 'produced by'. Use the required capitalisation.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Radio transcripts	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the program title into the Title field.</li> <li>Put the episode title into the Episode Title field.</li> <li>The reporter goes into the Series Director field.</li> <li>The presenter goes into the Screenwriter field.</li> <li>Put the full date, e.g. 10 October 2017, into the Broadcast Date field.</li> <li>Put the station or channel, e.g. ABC, into the Network Name field.</li> <li>Put format, e.g. transcript into the Medium field below the Broadcast Date.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p> <p><b>After converting your document to plain text: Footnote &amp; Bibliography:</b></p> <ul style="list-style-type: none"> <li>If needed, change 'directed by' and 'written by' to the appropriate actions, e.g. 'reported by' or 'presented by'. Use the required capitalisation.</li> </ul>
Religious texts – Quotes from the Bible and other sacred works	Book	<p>This source type is not required in your bibliography. You have 2 options:</p> <ul style="list-style-type: none"> <li>Use the Book reference type in EndNote and delete the bibliography entry if your teacher doesn't want a bibliography entry.</li> <li>Manually type the footnote yourself.</li> </ul>
Reports	Report	
Reviews of books and movies etc. in newspapers	Newspaper Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Use the Issue Date field for the day and month.</li> <li>Use the Reviewed Item field for the title of the work that was reviewed, e.g. Imaginative Expansions. For a movie review, include the director and film company details to this field after the name of the film, e.g. The Debt. Directed by John Madden. Miramaz Films.</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> <p><b>After converting your document to plain text:</b></p> <ul style="list-style-type: none"> <li>Change the URL to black text.</li> </ul>
Sculptures	Artwork	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the Gallery / Exhibition, e.g. National Gallery into the Publisher field.</li> <li>The city, e.g. London, goes into the Place Published field.</li> <li>Use the Type of Work field for the medium, e.g. bronze.</li> </ul>
Social media – comment on a post	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The name of the person commenting on a post goes into the Username field.</li> <li>The author of the post being commented on, e.g. Australian Museum, goes into the Original Author field, below Type of Work. EndNote will add 'comment on' in front of the original author's name.</li> <li>The title of the post being commented on, e.g. In capturing nature, goes into the Original Post field below DOI.</li> <li>Put the day and month of the comment into the Post Date field under the Time field.</li> </ul>
Social media – post	Social Media	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>The time of the post goes into the Time field.</li> <li>Put the day and month into the Post Date under the Time field. Add a space after the month to avoid a comma appearing after the month in the footnote and reference.</li> <li>Put the format, e.g. photo, into the Type of Work field.</li> </ul> <p><b>After converting your document to plain text:</b></p> <p><b>Bibliography:</b></p> <ul style="list-style-type: none"> <li>Remove the format, e.g. photo, from the reference.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Song (sound recording) – a song track on an album	Music	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Volume field for track numbers, e.g. 2. EndNote will add 'track' before the number and 'on' after it.</li> <li>• Put the full release date into the Edition field, e.g. 5 October 1974. EndNote will add released.</li> <li>• Put the full recording date, e.g. 14 December 1970, into the Date field below edition. EndNote will add recorded.</li> <li>• The Year field is for the year the recording was made available where you found it.</li> <li>• Put the recording company into the Publisher field.</li> <li>• Put the source, e.g. Spotify, into the Format of Item field.</li> </ul>
Song (sound recording) – when the song is the album	Music	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The composer, e.g. Ludwig van Beethoven, goes into the Author field.</li> <li>• Put the title into the Album Title field so that it will be italicised.</li> <li>• Put the musician, e.g. Rudolf Serkin, into the Editor field. EndNote will add 'performed by'.</li> <li>• Put the instrument, e.g. piano, into the Format of Music field, a little below the DOI field.</li> <li>• Put the full release date into the Edition field, e.g. 5 October 1974. EndNote will add released.</li> <li>• Put the full recording date, e.g. 14 December 1970, into the Date field below edition. EndNote will add recorded.</li> <li>• The Year field is for the year the recording was made available where you found it.</li> <li>• Put the recording company into the Publisher field.</li> <li>• Put the format, e.g. MP3, into the Format of Item field.</li> </ul>
Speeches	Conference Paper	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the name of the meeting, conference, or other occasion and place into the Conference Location field. (If you use the Conference Name field EndNote will put "paper presented at" in front of it in the footnote and reference.)</li> <li>• Put the format, e.g. speech, into the Type field under the Date field. Add a space after this to prevent a comma appearing after it in the footnote.</li> <li>• Put the day and month into the Date field, and the year into Year.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Standards Australia	Standard	<b>After converting your document to plain text: Footnote &amp; Bibliography:</b> <ul style="list-style-type: none"> <li>Fix the capitalisation on the AS/NZS if you haven't added this to the Change Case list of terms not to change.</li> </ul>
Study Guide	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>CQUniversity goes into the Publisher field</li> </ul>

## T U

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Television advertisements	Television Episode	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the product name into the Producer field. Treat it as a corporate author's name and put a comma at the end.</li> <li>Put the title into the Episode Title field.</li> <li>Put 'advertisement' into the Type of Work field.</li> <li>Put the full date, e.g. 31 May 2018, into the Broadcast Date field.</li> </ul> <p>Note: Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p>
Television programs	Television Episode	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the director's name/s into the Series Director field.</li> <li>Put the station or network, and country if needed, into the Network Name field, e.g. Channel 5 Broadcasting, UK.</li> <li>Put the full date into the Broadcast Date field, e.g. 3 November 2018.</li> </ul> <p>Note: You only need to add the numbers to the Series and Episode fields. Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Television transcripts	Television Episode	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put the program title into the Title field.</li> <li>• Put the episode title into the Episode Title field.</li> <li>• The reporter goes into the Series Director field.</li> <li>• The presenter goes into the Screenwriter field.</li> <li>• Put the full date, e.g. 10 October 2017, into the Broadcast Date field.</li> <li>• Leave the Year field blank so the year doesn't appear twice in the footnote and bibliography.</li> <li>• Put the station or channel, e.g. ABC, into the Network Name field.</li> <li>• Put format, e.g. transcript, into the Medium field below the Broadcast Date.</li> </ul> <p><b>After converting your document to plain text: Footnote &amp; Bibliography:</b></p> <ul style="list-style-type: none"> <li>• Change 'directed by' and 'written by' to the appropriate actions, e.g. 'reported by' or 'presented by'. Use the required capitalisation.</li> </ul>
Theses	Thesis	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put thesis or diss. into the Thesis Type field.</li> </ul>
Translated/edited works	Book	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Editor field for the editor/s name/s.</li> <li>• Put the translator/s name/s into the Translator field.</li> <li>• Put the original foreign language title into the Translated Title field.</li> </ul> <p>Note: You can have editors and translators in addition to the original author if you use Book. When both the Editor and Translator fields contain the same name/s, EndNote uses "ed. and trans." in the footnote and "Edited and translated" by in the Bibliography.</p>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Treaties	Catalog	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the full title, e.g. 'Treaty on Mutual Legal Assistance in Criminal Matters between Australia and the Socialist Republic of Vietnam', into the Title field. This is for the bibliography entry.</li> <li>Put the abbreviated title for the footnote, e.g. 'Treaty on Mutual Legal Assistance in Criminal Matters', into the Short Title field.</li> <li>Put the register, e.g. Legislation Register, into the Series Title field.</li> <li>Put the regulation number into the Catalog Number field. EndNote will add Regulation No.</li> <li>Put the countries, e.g. Australia-Vietnam, into the Place of Publication field so they will appear in the footnote.</li> <li>Put the day and month into the Date field above Type of Work.</li> </ul>

## V W X Y Z

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Video games	Multimedia Application	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the software company, e.g. Ubisoft Entertainment, into the Rights Holder field.</li> <li>Put the edition details, e.g. Xbox 360 Game of the Year into the Edition field. EndNote will add ed. to the footnote and Edition to the bibliography reference.</li> <li>Put the version number, e.g. 2018.5.47, into the Version field. EndNote will add the v./V.</li> <li>Put the format, e.g. Xbox 360 with PAL designation, into the System Requirements field.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Video presentation on Moodle	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the day and month into the Date field above Type.</li> <li>Put the format, e.g. PowerPoint presentation, into the Format field a little below the DOI field.</li> <li>Add the lecture details, e.g. Lecture 6, to the Volume field.</li> <li>CQU e-Units goes into the Place of Publication field.</li> </ul> <p>Note: Audiovisual Material has 2 fields for the type of work. Format appears before the date in the footnote and bibliography. Type appears in front of the URL.</p> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Remove the format from the reference.</li> </ul>
Videos	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the producer name/s into the Series Editor field. EndNote will add 'Produced by'.</li> <li>The production or broadcast company goes into the Series Title field.</li> <li>Put video into the Type field below Date. It needs to be lower case for the footnote.</li> <li>Put the full date into the Edition field.</li> </ul> <p>Note: Leave the Year field blank. If you use the Date and Year fields, the date will display in brackets in the footnote.</p> <p><b>After converting your document to plain text: Bibliography:</b></p> <ul style="list-style-type: none"> <li>Capitalise Video.</li> </ul>
YouTube videos	Audiovisual Material	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>Put the title of the video into the Post Text field.</li> <li>You Tube video goes into the Type field below Date.</li> <li>Put the full date into the Edition field.</li> </ul> <p>Note: Leave the Year field blank. If you use the Date and Year fields, the date will display in brackets in the footnote.</p>

## 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>• Drawings</li> <li>• Paintings</li> <li>• Photographs</li> <li>• Sculptures</li> </ul>
Audiovisual Material	<ul style="list-style-type: none"> <li>• Echo360 presentation</li> <li>• Lecture on Moodle</li> <li>• PowerPoint on Moodle</li> <li>• Video presentation on Moodle</li> <li>• Videos</li> <li>• YouTube videos</li> </ul>
Bill	<ul style="list-style-type: none"> <li>• Acts of Parliament</li> <li>• Australian Constitution</li> <li>• Legislation</li> <li>• Parliamentary bills – private member’s bill</li> <li>• Parliamentary bills, amendments and resolutions</li> </ul>
Blog	<ul style="list-style-type: none"> <li>• Blog posts</li> </ul>
Book	<ul style="list-style-type: none"> <li>• Book – edition other than the first</li> <li>• Book – Multivolume works – with an author</li> <li>• Book – One volume of a multivolume work (with author) – no volume title</li> <li>• Book – One volume of a multivolume work (with author) – Volume has a title.</li> <li>• Book – reprint edition</li> <li>• Book – revised edition</li> <li>• Brochure</li> <li>• Classical, Medieval, Renaissance, and Early English works</li> <li>• CQUniversity Turabian Style Guide</li> <li>• Musical score – published.</li> <li>• Pamphlet</li> <li>• Quotes from the Bible and other sacred texts</li> <li>• Religious texts – Quotes from the Bible and other sacred works</li> <li>• Study Guide</li> <li>• Translated/edited works:</li> </ul>
Book Section	<ul style="list-style-type: none"> <li>• Chapter in a book with the same author(s) for all chapters</li> <li>• Chapter in an edited work</li> <li>• Conference papers</li> <li>• Poem in an Anthology</li> </ul>
Case	<ul style="list-style-type: none"> <li>• Legal cases</li> </ul>
Catalog	<ul style="list-style-type: none"> <li>• Treaties</li> </ul>
Classical work	<ul style="list-style-type: none"> <li>• Book – Series</li> <li>• Poem as a standalone work (long poem)</li> </ul>
Computer Program	<ul style="list-style-type: none"> <li>• AI / Gen AI</li> </ul>

EndNote reference type	ALC reference types to use it for:
Conference Paper	<ul style="list-style-type: none"> <li>• Parliamentary speeches</li> <li>• Presentations</li> <li>• Speeches</li> </ul>
Conference Proceedings	<ul style="list-style-type: none"> <li>• Parliamentary debates (Hansard)</li> <li>• Parliamentary debates (Hansard) – Debate including speaker and subject:</li> </ul>
Dictionary	<ul style="list-style-type: none"> <li>• Dictionary entry – online.</li> <li>• Dictionary entry – subject specific dictionary with an author.</li> <li>• Dictionary entry – subject specific, no author.</li> <li>• Encyclopedia entry – online</li> <li>• Encyclopedia entry – print</li> <li>• Encyclopedia entry – subject specific encyclopedia with no author</li> </ul>
Discussion forum	<ul style="list-style-type: none"> <li>• Mailing lists</li> <li>• Online forums</li> <li>• Online forums and mailing lists – email sent to list</li> </ul>
Edited book	<ul style="list-style-type: none"> <li>• Atlas – with an editor instead of an author</li> <li>• Art exhibition catalogue</li> <li>• Book – multivolume works – with an editor</li> <li>• Book – one volume of a multivolume work (with editor) – no volume title</li> <li>• Book – one volume of a multivolume work (with editor) – volume has a title</li> </ul>
Electronic Book	<ul style="list-style-type: none"> <li>• Atlas – no author or editor</li> <li>• Atlas – with an author</li> <li>• Atlas – with an author, and an editor</li> <li>• Audio book</li> <li>• E-book – Kindle and other providers</li> <li>• E-book available online – with a URL.</li> <li>• Encyclopedia entry – subject specific encyclopedia with an author and an editor</li> <li>• Public documents and reports</li> <li>• Public documents and reports – Government department as author</li> </ul>
Electronic Book Section	<ul style="list-style-type: none"> <li>• E-book chapter via CQU library search or database same author for all chapters</li> <li>• E-book chapter via CQU library search or database – chapter in an edited work</li> </ul>
Film or Broadcast	<ul style="list-style-type: none"> <li>• Live musical or dance performances</li> <li>• Live theatrical performances</li> <li>• Movies – DVD</li> <li>• Movies – Streaming service</li> </ul>
Government Document	<ul style="list-style-type: none"> <li>• Parliamentary hearings and briefings</li> </ul>
Interview	<ul style="list-style-type: none"> <li>• Interviews – published</li> <li>• Interviews – unpublished</li> </ul>

EndNote reference type	ALC reference types to use it for:
Journal Article	<ul style="list-style-type: none"> <li>• Abstracts</li> <li>• Journal articles – Special issues.</li> <li>• Journal articles – supplement with its own title, author, and editor.</li> <li>• Journal articles – Supplements</li> </ul>
Magazine article	<ul style="list-style-type: none"> <li>• Magazines or</li> <li>• Magazine supplements</li> </ul>
Manuscript	<ul style="list-style-type: none"> <li>• Archival sources</li> <li>• Manuscript collections – documents with no title or a generic title, e.g. minutes</li> </ul>
Map	<ul style="list-style-type: none"> <li>• Advertisements (graphic art)</li> <li>• Graphic Art</li> <li>• Maps</li> <li>• Posters</li> </ul>
Multimedia Application	<ul style="list-style-type: none"> <li>• Apps</li> <li>• Video games</li> </ul>
Music	<ul style="list-style-type: none"> <li>• Musical score</li> <li>• Song (sound recording) – a song track on an album</li> <li>• Song (sound recording) – it is the album / standalone recording</li> </ul>
Newspaper Article	<ul style="list-style-type: none"> <li>• Newspaper article – no author</li> <li>• Newspaper article – with an author</li> <li>• Newspaper article online</li> <li>• Reviews in newspapers</li> </ul>
Patent	<ul style="list-style-type: none"> <li>• Patents</li> </ul>
Personal Communication	<ul style="list-style-type: none"> <li>• Email</li> <li>• Phone conversation</li> </ul>
Podcast	<ul style="list-style-type: none"> <li>• Audio recordings</li> <li>• Audio recordings – episode in series</li> <li>• Podcasts</li> </ul>
Press release	<ul style="list-style-type: none"> <li>• Fact sheets</li> <li>• Government media releases</li> </ul>
Report	<ul style="list-style-type: none"> <li>• Australian Bureau of Statistics (ABS) reports</li> <li>• Public documents</li> <li>• Reports</li> </ul>
Serial	<ul style="list-style-type: none"> <li>• Play script.</li> <li>• Play script – well known works</li> </ul>
Social Media	<ul style="list-style-type: none"> <li>• Social media post</li> <li>• Social media – comment on a post</li> </ul>
Standard	<ul style="list-style-type: none"> <li>• Australian Standards</li> <li>• Standards Australia</li> </ul>

EndNote reference type	ALC reference types to use it for:
Television Episode	<ul style="list-style-type: none"> <li>• Advertisement (radio)</li> <li>• Advertisement (TV)</li> <li>• Radio programs</li> <li>• Radio transcripts</li> <li>• Television and radio advertisements</li> <li>• Television programs</li> <li>• Television transcripts</li> </ul>
Thesis	<ul style="list-style-type: none"> <li>• Dissertations</li> <li>• Theses</li> </ul>
Unpublished work	<ul style="list-style-type: none"> <li>• Manuscript collections – documents with a specific title</li> <li>• Musical score – unpublished</li> </ul>