

# Using the Vancouver Superscript 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.
- You can edit an in-text citation to use the acronym in place of the organisation name, e.g. ABS for Australian Bureau of Statistics. See [Edit a citation to use an acronym instead of a full company name](#) for more information.

### 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.

### Journal Title abbreviations

- You will need to import the journal Terms List for your discipline to ensure that EndNote is able to use the abbreviated journal title in your reference.

- If EndNote still doesn't use the abbreviated journal title, you'll need to check your Journals Terms list. Either an abbreviation is missing, or the same journal is listed several times. EndNote will only be able to substitute the abbreviation if there is a single entry for the full journal title, and the correct abbreviation is in the Abbreviation 1 column.

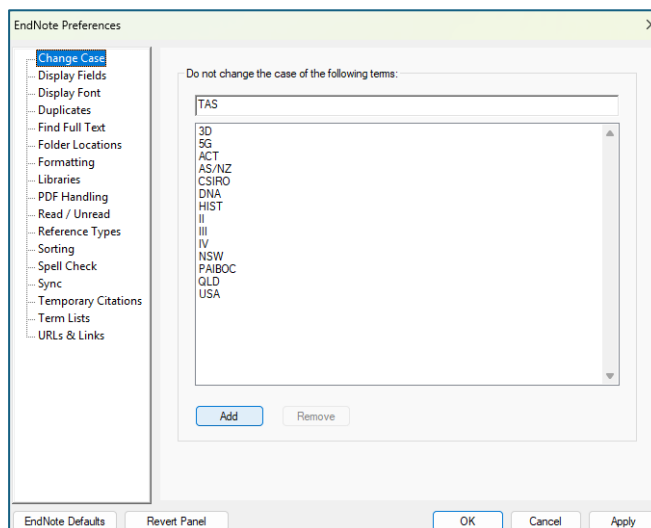
See [Journal title abbreviations for your reference list](#) in EndNote Essentials on Moodle for more information.

## ACRONYMS AND ROMAN NUMERALS

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

Examples of what might need to be included:

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



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

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

### URLs

- You'll need to change the URLs to black text and remove the underlining after converting your paper to Plain Text ready to submit it.

# 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
Adobe Digital Edition book	Electronic Book	See "eBook - Kindle, Adobe Digital Edition or similar"
App	Audiovisual Material	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Access Date field below the URL for the cited date.</li> <li>Use Type for the format, e.g. Mobile app.</li> </ul>

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>Use Title of Entry for the post title and Title of Weblog for the Blog title. Note: Type of Medium follows Title of Entry in the template EndNote uses. If there is only one title, put it into the Title of Entry field.</li> <li>Use Last Update Date for the month and day.</li> <li>Use the Access Date field below URL for the full cited date.</li> <li>Last Update Date is for the</li> <li>Use Type of Medium for the format/source, e.g. Blog.</li> </ul>
Book – One volume in a series	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the volume number into the Volume field. EndNote will add Vol.</li> </ul>
Books – hard copy	Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the edition number and letters into the Edition field. EndNote will add ed.</li> </ul>
Brochure	Pamphlet	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Type of Work for the format, e.g. Pamphlet.</li> <li>If the date is not known, put [date unknown] into the Year field.</li> </ul>

## C

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Case law	Case	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Reporter Abbreviation field for the abbreviation of the law report, e.g. NSWLR.</li> </ul>
Chapter in an edited work	Electronic Book Section	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put only the number into the chapter field. EndNote will add Chapter.</li> <li>Put the edition number and letters into the Edition field. EndNote will add ed.</li> </ul>
Cochrane Database of Systematic Reviews	Electronic article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed above Type of Work for the month and day if needed.</li> <li>Put the database name into the Periodical Title field.</li> </ul>
Conference paper at a conference	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Date field above Type for the conference dates.</li> <li>The Place Published field is below the DOI for this type.</li> <li>Use Date Cited above PMCID for the full cited date.</li> </ul>
Conference paper in conference proceedings	Conference Paper	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put In: in front of the title of the proceedings in the Conference Name field so it will display correctly in the reference. E.g. In: Proceedings of the 25th ACM SIGKDD International Conference on Knowledge Discovery &amp; Data Mining</li> <li>Use the Date field above Type for the conference dates.</li> <li>The Place Published field is below the DOI for this type.</li> <li>Use Date Cited above PMCID for the full cited date.</li> </ul>
Coroner's report	Report	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Document number for the file number, e.g. 2014/1285</li> <li>Use the Date field below Edition for the month and day.</li> </ul>

D		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Dictionary entry with author/editor	Encyclopedia	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The title of the entry goes into the Title field.</li> <li>• Use the Encyclopedia Title field for the dictionary/encyclopedia title even if you are referencing the whole book/volume.</li> <li>• Put the edition number and letters into the Edition field. EndNote will add ed.</li> <li>• Put the volume number into the Volume field. EndNote will add Vol.</li> </ul>
Dictionary entry with no author/editor	Dictionary	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• The title of the entry goes into the Title field.</li> <li>• Use the Dictionary Title field for the dictionary / encyclopedia title even if you are referencing the whole book / volume.</li> <li>• Put the edition number and letters into the Edition field. EndNote will add ed.</li> <li>• Put the volume number into the Volume field. EndNote will add Vol.</li> <li>• Put Internet into the Type of Work field.</li> <li>• Use the Version field for the update date.</li> <li>• Use Access Date below the URL for the cited date.</li> </ul>
Discussion board message posted to Moodle	Online Database	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Use the Title field for the title of the resource found in Moodle.</li> <li>• Use the Periodical field for the unit code and name.</li> <li>• Use the Type of Work field for the format, e.g. e-discussion board message on Moodle.</li> <li>• Use Date Published for the day and month.</li> <li>• Use the Date Accessed field below Date Published for the cited date.</li> </ul>
Document - hard copy	Report	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• For a numbered report, put the number into the Report Number field above DOI. EndNote will add Report No.</li> <li>• Use the Institution field for the publisher.</li> </ul>
Document online with a publication date	Electronic Article	
Document online without a publication date	Electronic Article	<p><b>In EndNote:</b></p> <ul style="list-style-type: none"> <li>• Put date unknown into the E-Pub Date field.</li> <li>• Use Date Cited above PMCID for the full cited date.</li> <li>• Use Type of Work for the format/source, e.g. Internet.</li> </ul>

## EFG

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
eBooks	Electronic Book	
eBooks - Kindle, Adobe Digital Edition or similar	Electronic Book	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Type of Medium field for the format, e.g. Kindle Edition</li> </ul>
Encyclopedia entry with author/editor	Encyclopedia	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The title of the entry goes into the Title field.</li> <li>Use the Encyclopedia Title field for the dictionary/encyclopedia title even if you are referencing the whole book/volume.</li> <li>Put the edition number and letters into the Edition field. EndNote will add ed.</li> <li>Put the volume number into the Volume field. EndNote will add Vol.</li> </ul>
Encyclopedia entry with no author/editor	Dictionary	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>The title of the entry goes into the Title field.</li> <li>Use the Dictionary Title field for the dictionary / encyclopedia title even if you are referencing the whole book / volume.</li> <li>Put the edition number and letters into the Edition field. EndNote will add ed.</li> <li>Put the volume number into the Volume field. EndNote will add Vol.</li> <li>Put Internet into the Type of Work field.</li> <li>Use the Version field for the update date.</li> <li>Use Access Date below the URL for the cited date.</li> </ul>

## H

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Hard copy document	Report	See "Document – hard copy"
Hardcopy books	Book	See "Books – hard copy"

## I

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Images	Artwork	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Publisher field for the website, gallery or exhibition.</li> <li>Use the Date field, above Type of Work, for the month and day.</li> <li>Use Type of Work for the format, e.g. Image on the Internet.</li> <li>Use Access Date, below URL, for the cited date.</li> </ul>

J		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
JBI Database of Systematic Reviews and Implementation Reports	Electronic article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed above Type of Work for the month and day if needed.</li> <li>Put the database name into the Periodical Title field.</li> </ul>
JBI Evidence Synthesis	Electronic article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed above Type of Work for the month and day if needed.</li> <li>Put the database name into the Periodical Title field.</li> </ul>
Journal article in print	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to put the numbers into the Volume, Issue and Pages fields.</li> </ul>
Journal article with a DOI	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to put the numbers into the Volume, Issue and Pages fields.</li> </ul>
Journal article with an article number or e-Locator	Journal Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the article number or e-locator into the Pages field.</li> </ul>
Journal article without a DOI.	Electronic article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Accessed above Type of Work for the month and day if needed.</li> <li>Use Date Cited above PMCID for the full cited date.</li> <li>Use Type of Work for the format/source, e.g. Internet.</li> </ul>

K		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Kindle book		See "eBooks - Kindle, Adobe Digital Edition or similar"

L		
For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Lecture notes, Power-point slides and video presentations on Moodle	Online Database	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Title field for the title of the resource found in Moodle.</li> <li>Use the Periodical field for the unit code and name.</li> <li>Use the Type of Work field for the format, e.g. e-Units on Moodle.</li> <li>Use the Date Accessed field below Date Published for the cited date.</li> </ul>

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Legislation (Acts, Bills, Ordinances and Regulations)	Legal Rule or Regulation	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the title field for the entire title including the year.</li> <li>Put the jurisdiction, e.g. Cth, into the Place Published field.</li> </ul>

## M N

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Magazine article online	Electronic article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>You only need to put the numbers into the Volume, Issue and Pages fields.</li> <li>Use Date Accessed above Type of Work for the month and day if needed.</li> <li>Use Date Cited above PMCID for the full cited date</li> <li>Put the name of the magazine into the Periodical Title field.</li> <li>Use Type of Work for the format/source, e.g. Internet.</li> </ul> <b>After converting your document to plain text:</b> <ul style="list-style-type: none"> <li>Remove the extra space between the cited date and volume.</li> </ul>
MIMS online or eMIMS elite	Electronic Article	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Date Cited above PMCID for the full cited date.</li> <li>Use Type of Work for the format/source, e.g. Internet.</li> </ul>

## O

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Online article or paper, no date can be established	Electronic article	See "Article or paper online, no date can be established"
Online document with a publication date	Electronic Article	See "Document online with a publication date"
Online document without a publication date	Electronic Article	See "Document online without a publication date"
Online magazine article	Electronic article	See "Magazine article online"

## 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>Put the country name into Country. EndNote will add patent after this in the reference.</li> <li>Use Date above Patent Number for the month and day.</li> <li>Put the number into the Patent Number field.</li> </ul>
Podcast – from a website	Podcast	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Title of Podcast for the podcast name.</li> <li>If the podcast is split into episodes, use Title of Show for the title of the episode you viewed.</li> <li>Use the Date field above Type for the month and day.</li> <li>Use Type for the format, e.g. Podcast on the Internet.</li> <li>Use the Access Date field below the URL for the cited date.</li> </ul>
Podcast – from streaming service like Spotify	Podcast	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Title of Podcast for the podcast name.</li> <li>If the podcast is split into episodes, use Title of Show for the title of the episode you viewed.</li> <li>Use the Date field above Type for the month and day.</li> <li>Use Type for the format, e.g. Podcast.</li> <li>Use the Access Date field below the URL for the cited date.</li> <li>Put the service / app name into the URL field.</li> </ul>

## R

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Report – hard copy		See "Document – hard copy"

## S

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Standards	Standard	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Section number for the edition, e.g. 2nd.</li> </ul>
Standards – AS/NZ	Standard	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put the database name, e.g. Engineering Workbench, into the Publisher field.</li> <li>Use Document number for the standard number, e.g. AS 3780-2008.</li> </ul>

## T U

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Theses	Thesis	

## V

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Video	Audiovisual Material	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Type for the format, e.g. Online video.</li> </ul>
Video – online	Audiovisual Material	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use the Access Date field below the URL for the cited date.</li> <li>Use Type for the format, e.g. Online video.</li> </ul>

## W X Y Z

For this type in the ALC guide	Use this EndNote Reference Type	Usage Notes
Webpage with a date	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Use Access Date above Description for the month and day of publication.</li> <li>Use Date Cited above Accession Number for the full cited date.</li> <li>Last Update Date is for the full date it was updated.</li> <li>Use Type of Work for the format/source, e.g. Internet.</li> </ul>
Webpage without a date	Web Page	<b>In EndNote:</b> <ul style="list-style-type: none"> <li>Put date unknown into the Access Year field.</li> <li>Use Date Cited above Accession Number for the full cited date.</li> <li>Last Update Date is for the</li> <li>Use Type of Work for the format/source, e.g. Internet.</li> </ul>

## Quick reference table of types to use

EndNote reference type	ALC reference types to use it for:
Audiovisual Material	<ul style="list-style-type: none"> <li>• App</li> <li>• Video</li> <li>• Video – online</li> </ul>
Blog	<ul style="list-style-type: none"> <li>• Blog</li> </ul>
Pamphlet	<ul style="list-style-type: none"> <li>• Brochure</li> <li>• Pamphlet</li> </ul>
Case	<ul style="list-style-type: none"> <li>• Case law</li> </ul>
Electronic Book Section	<ul style="list-style-type: none"> <li>• Chapter in an edited work</li> </ul>
Conference Paper	<ul style="list-style-type: none"> <li>• Conference papers</li> </ul>
Report	<ul style="list-style-type: none"> <li>• Coroner’s report</li> <li>• Hard copy document</li> </ul>
Online Database	<ul style="list-style-type: none"> <li>• CQUniversity materials on Moodle</li> <li>• Discussion board message posted to Moodle</li> <li>• Lecture notes on Moodle</li> <li>• Power-point slides on Moodle on Moodle</li> <li>• Video presentations on Moodle</li> </ul>
Electronic Book	<ul style="list-style-type: none"> <li>• e-books</li> <li>• Kindle, Adobe Digital Edition or similar</li> </ul>
Encyclopedia	<ul style="list-style-type: none"> <li>• Dictionary entry with author/editor</li> <li>• Encyclopedia entry with author/editor</li> </ul>
Dictionary	<ul style="list-style-type: none"> <li>• Dictionary entry with no author/editor</li> <li>• Encyclopedia entry with no author/editor</li> </ul>
Book	<ul style="list-style-type: none"> <li>• Book – One volume in a series</li> <li>• Hardcopy books</li> </ul>
Artwork	<ul style="list-style-type: none"> <li>• Images</li> </ul>
Journal Article	<ul style="list-style-type: none"> <li>• Journal article in print</li> <li>• Journal article with a DOI</li> <li>• Journal article with an article number or e-Locator</li> </ul>
Legal Rule or Regulation	<ul style="list-style-type: none"> <li>• Legislation (Acts, Bills, Ordinances and Regulations)</li> </ul>

EndNote reference type	ALC reference types to use it for:
Electronic Article	<ul style="list-style-type: none"> <li>• Brochure/Pamphlet – online</li> <li>• Cochrane Database of Systematic Reviews</li> <li>• JBI Database of Systematic Reviews and Implementation Reports</li> <li>• JBI Evidence Synthesis</li> <li>• Journal article without a DOI.</li> <li>• journal name</li> <li>• MIMS (Monthly Index of Medical Specialties)</li> <li>• MIMS online or eMIMS elite</li> <li>• Online article or paper, no date can be established</li> <li>• Online document with a publication date</li> <li>• Online document without a publication date</li> <li>• Online magazine article</li> <li>• The database name is in the place of the journal name.</li> <li>• The database name is in the place of the journal name.</li> <li>• Use the database name in place of the</li> </ul>
Patent	<ul style="list-style-type: none"> <li>• Patents</li> </ul>
Podcast	<ul style="list-style-type: none"> <li>• Podcast – from streaming service like Spotify</li> <li>• Podcast – from a website</li> </ul>
Standard	<ul style="list-style-type: none"> <li>• Standards</li> <li>• AS/NZ Standards</li> </ul>
Thesis	<ul style="list-style-type: none"> <li>• Theses</li> </ul>
Web Page	<ul style="list-style-type: none"> <li>• Webpage with a date</li> <li>• Webpage without a date</li> </ul>