

# TIPS FOR ADDING INFORMATION TO THE FIELDS OF AN ENDNOTE RECORD

BE WHAT YOU WANT TO BE  
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When you open an EndNote record for a reference, you will find labelled boxes to type details such as author names into. These are called fields.

When you manually create a reference, you copy and paste or type the data into these fields yourself.

When you export records from a database, the fields are automatically populated. All records exported from databases need to be checked to ensure that the data they contain is correct. You may need to manually edit some of these references.

Some field entry is for your research notes, or to keep track of where you searched and what your search terms were, or to add keywords to the record. It uses fields that don't appear in the reference or citation.

Below are some tips / guidelines for field entry.

## Author and Editor fields: How to put names in

- Be consistent when you enter Author/Editor names
- Always enter author and editor names one name per line. Hit the Enter key to get a new line.
- Enter the full name if possible. It helps to distinguish between authors with the same surname. EndNote can abbreviate first and middle names. The preferred way is Family name, First name/Middle name. Options available include:
  - Brown, John Peter
  - Brown, J.P. (initials should be typed with a space or a full stop between them)
  - John Peter Brown (no comma)
  - J.P. Brown
- Enter multiple word family names as:
  - de Rossi, Charles
- Enter authors with titles such as 'Jr' or 'III' e.g. Alfred Smith Jr as:
  - Smith, Alfred, Jr.
- When entering corporate authors, put a comma after the name:
  - Department of Education,
  - Apple Computer Inc.,
- If a corporate author name includes a comma in the name itself, use two commas in place of the first comma:
  - University of California,, Irvine
- Enter all authors/editor names. EndNote will truncate with 'et al' or 'and others' as required by the bibliographic style. If you do not know all the authors' names, the last author should be 'et al' or 'and others' followed by a comma.

### **Title field: For book titles, article titles and other titles in general**

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

### **Journal, Magazine, Newspaper, and Periodical Title fields**

Periodical titles are the exception to the general rules for titles.

- Enter the name of the journal or magazine exactly as it appears on the journal or magazine. (Journal article titles follow the guidelines above.)
- For newspapers, check your referencing guide. Some newspaper titles start with The. Enter the name of the newspaper title exactly as it appears in the newspaper. If the referencing guide says to omit “The” from the beginning, type the rest of the title exactly as it appears on the newspaper.

### **Pages field**

- Depending on the requirement of your style, you have two options for entering page ranges:
  - 142–156
  - 142–56
- The style used to create the bibliography can change the page numbers to be either full or abbreviated page ranges.
- Do not use commas in the Pages field for numbers in the thousands

### **Date field**

- Enter dates as you would like them to appear in your bibliography. This usually means the month is written as word.
- EndNote does not reformat dates.

### **Label field**

- The label field can be used for many purposes e.g. database + search string, reprint numbers, or an additional field for categorizing references.

### **Keywords field**

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

### **Notes, Research Notes and Abstract fields**

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