Using acronyms in in-text citations

Corporate authors such as companies, government departments and research institutes often have acronyms, e.g. the Australian National Data Service uses the acronym ANDS. The full name needs to appear in your reference list, but you can use the acronym for the in-text citations. The instructions below tell you how to edit the in-text citation so the acronym will appear in the citation, but the full name will still remain in your reference list.

To change the company name to its acronym:
1. Click on a corporate author citation in your document, e.g. (Australian National Data Service, 2013)
2. Go to Edit & Manage Citation(s) in the EndNote tool bar in Word. This opens the Edit & Manage Citation(s) window.
3. Select Exclude Author from the Formatting menu.
4. Type the acronym into the Prefix field. Add a comma, or other punctuation as required by the referencing style. Lastly add a space. EndNote will not add a space between the acronym and the year if you do not.
5. Click OK to close the Edit Citation(s) dialog window, and the in-text citation will now appear in your document with the acronym and year e.g. (ANDS, 2013)