Corporate authors such as companies, government departments and research institutes often have acronyms, e.g. the Australian National Data Service uses ANDS. You can edit the in-text citation to use the acronym instead, but still have the full name appear in your reference list.

1. Click on a corporate author citation in your document, e.g. (Australian Bureau of Statistics, 2014)

2. Go to Edit & Manage Citation(s) in the EndNote toolbar 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 so that it appears in front of the year. 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.

The in-text citation will now appear as the acronym and year e.g. (ABS, 2014).

The full organisational name will still display in your reference list.