Using the MMU Harvard style with Endnote Desktop and Endnote Online

An MMU Harvard output style is available within Endnote and Endnote Online, listed under ‘MMU Harvard’ and ‘Harvard MMU’.

Use these instructions in conjunction with the MMU Harvard referencing guide; prior knowledge and experience of using Endnote is required. The following instructions for the manual input and editing of references, sets out the Endnote reference type you need to use for specific sources. Specific ‘fields’ are indicated where it is not obvious where certain elements of a reference should be entered.

For sources where the title is used in the citation in place of the author i.e.: Acts of Parliament; Case Law; Films; Broadcasts; Statutory Instruments, although the title will appear in the citation, it may need to be slightly edited to conform to the correct format e.g. edited from italics to normal font. Please check the MMU Harvard guide to ascertain the correct citation format required for such sources and edit accordingly.

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### ACTS OF PARLIAMENT

Short title of the Act and Year (chapter number of the Act, abbreviated to ‘c.’) Place of publication: Publisher.

**EXAMPLE**

Housing Act 1996. (c.52) London: HMSO.

**INSTRUCTIONS**

Use Reference Type: **Statute**

- Enter the chapter number of the act in **Code Number** field including the c.
- Enter Place of publication in the **Country** field
- Enter the Publisher in the **Source** field

### ANNUAL REPORT – ONLINE COPY

Name of company. (Year of publication) *Title of annual report (in italics).* [Online] [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Webpage**

- Enter Name of company in **Author** field (with a comma at the end e.g. British Geological Survey,)
- Enter full access date (including year) in **Access Date** field – do not use Access year field

### ANNUAL REPORTS – PRINT COPY

Name of company. (Year of publication) *Title of annual report (in italics).* Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Report**

- Enter Name of company in **Author** field (with a comma at the end e.g. British Geological Survey,)
- Enter Publisher in **Institution** field

### APPS

Originator/s. (Year) (Use year accessed if release date is not available). *Title of app.* Version number (if known). [App] [Date accessed]

**EXAMPLE**
INSTRUCTIONS

Use Reference Type: **Online multimedia**

- Enter Originator in **Created by** field
- Enter Title of app in **Title** field
- Enter version number in **Label** field
- Enter App in **Type of Work** field
- Enter Access date in **Date Accessed** field

APP CONTENT

Owner/creator. (Year) (Use year accessed if release date is not available). 'Title of app content.' Publisher or Producer (if ascertainable). **Title of app.** Version number. [App] [Date accessed]

**EXAMPLE**


BOOK

Surname/s, Initial/s. (Year of publication) *Title of book.* Edition if applicable., Place of publication: Publisher.

**EXAMPLE**


INSTRUCTIONS

Use Reference Type: **Book**

BRIEFING PAPERS – ONLINE COPY

Author’s surname/s, initial/s. (Year of publication) *Title of paper (in italics).* Organisation and/or number of paper. Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLES**
CHAPTER IN EDITED BOOK

Surname/s of author who wrote the chapter, Initial/s. (Year of publication) ‘Title of the chapter.’ In Surname of the editor/s, Initial. (ed/s.) Title of book. Edition if applicable., Place of publication: Publisher, first and last page numbers of the chapter.

EXAMPLE


INSTRUCTIONS

Use Reference Type: Book section
- Enter Author of chapter in Author field
- Enter Title of chapter in Title field
- Enter Editor of whole book in Editor field
- Enter Title of edited book in Book Title field
- Enter the page range of the chapter in the Pages field

COMPANY DATA/REPORTS FROM COMPANY FINANCIAL DATABASES

Name of organisation (owner of database). (Year of report) Title of company report. Title of databases (in italics). [Online] [Date accessed] URL

EXAMPLE


INSTRUCTIONS

Use reference type: Webpage
- Enter Name of organisation in Author field
- Enter Year of report in Year field
- Enter Title of company report in Alternate Title field
- Enter Title of database in Title field
- Enter Date accessed in Access Date field
- Enter URL in URL field

COMPUTER/VIDEO GAME


EXAMPLE


INSTRUCTIONS
Use Reference Type: **Online Multimedia**

- Enter Creator/Developer in **Created by** field
- Enter Edition/Version in the **Label** field
- Enter the Platform in the **Format/Length** field
- Enter Game in **Type of Work** field
- Enter Place of publication/distribution in **Database Provider**
- Enter Publisher/Distribution company in **Name of Database**

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### COMPUTER/VIDEO GAME – ONLINE/DOWNLOAD VERSION


**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Online Multimedia**

- Enter Creator/Developer in **Created by** field
- Enter Edition/Version in the **Label** field
- Enter the Platform in the **Format/Length** field
- Enter Game in **Type of Work** field
- Enter date accessed in **Date Accessed** field
- Enter URL in **URL** field

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### CONFERENCE PAPERS PUBLISHED – ONLINE COPY

**Reference elements**

Author’s surname/s, Initial/s. (Year of publication) ‘Title of conference paper.’ *In (in italics)Name of organisation. Title of conference (including number of annual conference if given) (in italics).* Volume number if applicable. Location of conference (venue, city), date of conference. Editor’s (or Chair’s) Surname/s, Initial/s. (ed/s.) (if given) Place of publication: Publisher, first and last page numbers of paper. [Online] [Access date] URL

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Conference Paper**

- Enter Title of conference paper in **Title** field
- Enter Name of organisation in **Label** field
- Enter Title of conference in **Conference Name** field (this should include the name and title of conference e.g. the italicised section in the above example)
<table>
<thead>
<tr>
<th>Conference Papers Published – Print Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author’s surname/s, Initial/s. (Year of publication) ‘Title of conference paper.’ In (in italics) Name of organisation. Title of conference (including number of annual conference if given) (in italics). Volume number if applicable. Location of conference (venue, City), date of conference. Editor’s (or Chair’s) Surname/s, Initial/s. (ed/s.) (if given) Place of publication: Publisher, first and last page numbers of paper.</td>
</tr>
</tbody>
</table>

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Conference Paper**
- Enter Title of conference paper in **Title** field
- Enter Name of organisation in **Label** field
- Enter Title of conference in **Conference Name** field (this should include the name and title of conference e.g. the italicised section in the above example)
- Enter Location of conference in **Conference Location** field (venue, City)
- Enter date of conference in **Date** field
- Enter Editor/s or Chair/s name in **Editor** field
- Enter Place of publication in **Place Published** field
- Enter Publisher in **Publisher** field
- Enter first and last page numbers in **Pages** field

**Conference Papers Unpublished**


**EXAMPLE**

**INSTRUCTIONS**

Use Reference Type: **Unpublished Work**
- Enter Title of paper in **Title of Work** field
- Enter Title of conference in **Series Title** field
- For Location of conference: enter Venue in **Author Address** field & enter City in **Place Published** field
- Enter date of conference in **Date** field

**CONFERENCE PROCEEDINGS**

Name of organisation. (Year of publication) *Title of conference (including number of annual conference if given) (in italics).* Volume number if applicable. Location of conference (venue, city), date of conference. Editor’s (or Chair’s) Surname/s, Initial/s. (ed/s.)(if given) Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Conference Proceedings**
- Enter Name of organisation in **Author** field (with a comma at the end of the name of the organisation)
- Enter Title of conference in **Title** field (this should include the name and title of conference e.g. the italicised section in the above example)
- Enter location of conference in **Conference Location** field (venue, City)
- Enter Date of conference in **Date** field
- Enter Editor/s or Chair/s name in **Editor** field
- Enter Place of publication in **Place Published** field
- Enter Publisher in **Publisher** field

**DISCUSSION PAPERS – ONLINE COPY**

Author’s surname/s, initial/s. (Year of publication) *Title of paper (in italics).* Organisation and/or number of paper. Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLES**


INSTRUCTIONS
Use reference type: **Webpage**
- Enter author (or organisation name) in **Author** field
- Enter title of paper in **Title** field
- Enter organisation and/or number of paper in **Series Title** field
- Enter date accessed in **Access Date** field

**DISCUSSION PAPERS – PRINT COPY**

Author’s surname/s, initial/s. (Year of publication) *Title of paper (in italics)*. Organisation and/or number of paper. Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**
Use reference type: **Book**
- Enter author/s (or organisation name/s) in **Author** field
- Enter organisation and/or number of paper in **Series Title** field

**DISSENTATIONS/THESES – ONLINE COPY**

Author’s surname/s, Initial/s. (Year of submission) *Title of dissertation/thesis (in italics)*. Degree statement (e.g. PhD). Name of the awarding institution/University. [Online] [Access date] URL

**EXAMPLE**


**INSTRUCTIONS**
Use Reference Type: **Thesis**
- Enter Degree statement in **Degree** field
- Enter awarding institution in **University** field
- Enter online in **Label** field

**DISSENTATIONS/THESES – PRINT COPY**

Author’s surname/s, Initial/s. (Year of submission) *Title of dissertation/thesis (in italics)*. Degree statement (e.g. PhD). Name of the awarding institution/University.

**EXAMPLE**

**INSTRUCTIONS**

Use Reference Type: **Thesis**
- Enter Degree statement in **Degree** field
- Enter awarding institution in **University** field

**EBOOK READERS**

Author’s surname/s, Initial/s. (Year of publication) *Title of book (in italics)*. Edition if applicable., [name of ebook reader] Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Book**
- Enter name of eBook reader in **Type of Work** field.

**EU DOCUMENTS/LEGISLATION**

Legislation type. Legislation number and title. Publication details, including journal title volume (in italics) and date and page numbers.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Legal Rule or Regulation**
- Enter legislation type in **Author** field
- Enter legislation number and title in **Title** field
- Enter journal title and volume in **Publisher** field
- Enter date in **Section Number** field
- Enter page number range in **Pages** field
- Enter legislation number and year in the **Year** field (for the citation elements)

**NB:** The citation for this source requires the legislation type, number and year, e.g. (Council Regulation, 1907/2006). However, Endnote will format the citation inserting the legislation type only. Therefore, it would require a manual edit to insert the number and year, i.e. after unformatting the document.
**Films/DVDs/Videos**

For a film broadcast on television (incl. those accessed online) see section on **TV and radio broadcasts**.

**NB:** The citation for this source requires the title of the film and year e.g. *(The Wind that Shakes the Barley, 2006).* However Endnote will format the citation in *italics* by default. Therefore, it would require a manual edit to remove the italics, i.e. after unformatting the document.

**Films (When watched at a screening e.g. cinema)**

*Title of the Film (in italics).* (Year of production) Directed by Director’s initial/s. surname/s. [Film] Place of production: Production Company.

**Example**


**Instructions**

Use Reference Type: **Film or Broadcast**

- Enter Title of film in **Title** field
- Enter Year of production in **Year Released** field
- Enter Director’s name in **Label** field as you want it to appear e.g. J. Rees (without the words Directed by).
- Enter the word Film in **Format** field
- Enter Place of production in **Place Published** field
- Enter Production Company in **Distributor** field

**DVDs/Videos**

*Title of the DVD/video (in italics).* (Year of production) Director’s initial/s. surname. Material type, either [DVD] or [Video] Place of distribution: Distribution company.

**Example**


**Instructions**

Use Reference Type: **Film or Broadcast**

- Enter Title of DVD/Video in **Title** field
- Enter Year of production in **Year Released** field
- Enter Director’s name in **Label** field as you want it to appear e.g. J. Rees (without the words Directed by).
- Enter Material type in **Format** field
- Enter Place of distribution in **Place Published** field
- Enter Distribution Company in **Distributor** field

**Films accessed online**

(For films that have been broadcast and accessed online e.g. through ITV iPlayer, see section on **Television and Radio broadcasts**).
**Title of the Film (in italics).** (Year of production) Director’s initial/s. surname/s. [Online] Available through (name of online provider). [Date accessed]

**EXAMPLE**


**INSTRUCTION**

Use Reference Type: **Film or Broadcast**
- Enter Title of Film in **Alternate Title** field
- Enter Year of Production in **Year Released** field
- Enter name of Director in **Label** field as you want it to appear i.e. D. Boyle...
- Enter Online in **Format** field
- Enter Available through and the name of the supplier in the **Distributor** field

**FOREIGN LANGUAGE SOURCES**

Author’s surname/s, initial/s. (Year of publication) *Title of item. (in italics)* (English translation of title.) Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Book**
- Enter English translation of title in **Translated Title** field (enter a full stop at the end).

**GENERAL REPORTS**

Author’s surname/s, Initial/s. or Name of organisation. (Year of publication) *Title of report (in italics).* Place of publication: Publisher. (Report code and number if provided)

**EXAMPLES**


**INSTRUCTIONS**

Use Reference Type: **Report**
- Enter author or name of organisation in the **Author** field (when using the name of the organisation as the author, enter a comma at the end of the organisation name e.g. ECOTEC,
- Enter Place of publication in **Place Published** field
- Enter Publisher in the **Institution** field
- Enter Report number (if provided) in **Report Number** field

**GOVERNMENT COMMAND PAPERS**

Government department/organisation for which the publication was produced. (Year of publication) *Title (in italics).* The word or an abbreviation of the word ‘Command’. Official reference number if there is one, place of publication: Publisher. (Name of chairperson if there is one and the word Report)

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Government document**

- Enter Government department in **Department** field (with a comma at the end e.g. Department of Education and Skills,)
- Enter the Official reference number in the **Report Number** field (with the word or abbreviation of the word: Command)
- Enter Place of publication in **Place Published** field
- Enter Publisher in **Institution** field
- Enter the Name of chairperson (if provided) in the **Author** field

**GUEST PRESENTATION**

Surname, Initial. (Year of presentation) *Title of lecture.* Name of institution that the presentation has taken place, City of presentation, Date of presentation.

**EXAMPLE**

Hodgkinson, P. (2007) *Careership revisited.* Presentation at Manchester Metropolitan University, Manchester, 10th October.

**INSTRUCTIONS**

Use Reference Type: **Unpublished work**

- Enter Title of lecture in **Label** field
- Enter Name of institution in **Institution** field
- Enter City of presentation in **Place Published** field
- Enter Date of presentation in **Date** field

**JOURNAL ARTICLE – PRINT COPY**

Surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal,* volume number(Issue number) first and last page numbers of whole journal article.

**EXAMPLE**

**INSTRUCTIONS**

**Use Reference Type:** Journal article  
- Enter Author of article in Author field  
- Enter year article was published in Year field  
- Enter article title in Title field  
- Enter Title of journal in Journal field  
- Enter volume in Volume field  
- Enter issue or number in Issue field  
- Enter page number range in Pages field

*If a journal does not have a volume and/or issue number and the Month or Season of the publication is provided (as in the two examples below), enter the Month or Season in the Date field.*

**JOURNAL ARTICLE (WITHOUT ISSUE NUMBER)**

Surname/s, Initial/s. (Year of publication) ‘Title of journal article.’ *Title of journal*, Volume number, Month or Season, first and last page numbers of whole journal article.

**EXAMPLE**


**INSTRUCTIONS**

- Enter month or season in Date field

**JOURNAL ARTICLE (WITHOUT VOLUME NUMBER)**

Surname, Initial. (Year of publication) 'Title of journal article.' *Title of journal*, (issue number), Month or Season, first and last page numbers of whole journal article.

**EXAMPLE**


**INSTRUCTIONS**

- Enter month or season in Epub Date field

**JOURNAL ARTICLE – ONLINE ONLY**

Some journal titles are only published online and are not available in print format. As such, often they do not have the same details as print journal articles, for example no issue number. If this is the case and other details are provided, such as an article number, include this instead as in the first example below.
**EXAMPLES**


**INSTRUCTIONS**

Use Reference Type: **Electronic Article**

- Enter Journal Title in **Periodical Title** field
- Enter both the volume and issue number in the **Volume** field as it should be formatted, e.g.: 7:148

**JOURNAL ARTICLE – FIRST ONLINE**

Author’s surname/s, Initial/s. (Year of publication) 'Title of journal article.' Title of journal (in italics). [Online] ‘First online’ (or publisher’s terminology) online publication date. [Access date] DOI: number

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Electronic Article**

- Enter journal title in **Website Title** field
- Enter ‘First online’ (or publisher’s terminology) online publication date, e.g.: ‘First online’ published 19th November 2015 in **Label** field
- Enter DOI in **URL** field

**JOURNAL SPECIAL ISSUE**

Editor’s surname/s, initial/s. (Year of publication) ‘Title of issue.’ [Special issue] Title of Journal (in italics), volume number(issue number).

**EXAMPLE**


**INSTRUCTIONS**
Use Reference Type: **Edited Book**
- Enter Title of issue in **Alternate Title** field
- Enter Special Issue in **Type of Work** field
- Enter Title of Journal in **Series Title** field
- Enter volume number and issue number (including brackets) in **Number of Volumes** field

### LEAFLETS/POSTERS
Surname, Initial. or organisation’s name. (Year of publication) **Title or description.** [Type of source e.g. leaflet, poster, plaque] Place of publication if ascertainable or location the medium was viewed: Publisher if available or date the information was viewed.

**EXAMPLES**
Counselling Service. (no date) *Need to talk?* [Leaflet] Manchester: Manchester Metropolitan University.


**INSTRUCTIONS**
Use Reference Type: **Pamphlet**
- Enter no date in **Year** field if no Year of publication is provided
- Enter Type of source in **Type of Work** field
- Enter Place of publication OR location the medium was viewed in **Place Published** field
- Enter Publisher in **Publisher** field
- Enter Date viewed in **Publisher** field including wording Date viewed

### LECTURE NOTES
Surname, Initial. (Year of production) **Title of the lecture notes.** Place of publication: Publisher. Number of pages in handout, distribution date, the lecture number, module name.

**EXAMPLE**

**INSTRUCTIONS**
Use Reference type: **Serial**
- If no title is provided – enter No title in **Title** field
- Enter Place of publication in **Place Published** field
- Enter Publisher (i.e. the University) in **Publisher** field
- Enter Number of pages in handout in **Pages** field
- Enter Distribution date in **Date** field
- Enter lecture number in **Volume** field
- Enter Module name in **Series Volume** field
**MARKET REPORTS/COMPANY AND INDUSTRY PROFILES/COUNTRY REPORTS – ONLINE COPY**

Name of research company or organisation. (Year of publication) Title of report. Date of report (month and year – if available). [Online] [Date accessed] URL

**EXAMPLE**

http://academic.mintel.com

**INSTRUCTIONS**

Use Reference type: **Webpage**

- Enter Name of research company or organisation in **Author** field (with a comma at the end e.g Mintel,)
- Enter full access date (including year) in **Access Date** field – do not use ‘Access year’ field

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**MARKET REPORTS/COMPANY AND INDUSTRY PROFILES/COUNTRY REPORTS – PRINT COPY**

Name of research company or organisation. (Year of publication) *Title of report*. Date of report (month and year- if available). Edition if available. Place of publication: Publisher. Report number if applicable.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference type: **Report**

- Enter Name of research company or organisation in **Author** field (with a comma at the end e.g British Geological Survey,)
- Enter Date of report in **Date** field
- Enter Publisher in **Institution** field

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**NEWSPAPER ARTICLE – ONLINE EDITION**

Author’s surname/s, Initial/s. (Year of publication) ‘Title of article.’ *Name of newspaper (in italics).* [Online] Date of publication. [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Electronic Article**

- Enter title of article in **Title** field
- Enter title of newspaper in **Periodical Title** field
- Enter date of publication in **Issue** field
- Enter date accessed date in **Date Accessed** field
# NEWSPAPER ARTICLE – PRINT EDITION

Author's surname/s, Initial/s. (Year of publication) 'Title of article.' *Name of newspaper (in italics).* Name of supplement if applicable. Date of publication. Edition if applicable, Page number of article.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Newspaper Article**
- Enter Author of article in **Reporter** field
- Enter Article title in **Title** field
- Enter Title of Newspaper in **Newspaper** field
- Enter Name of supplement in **Section** field
- Enter Date of publication in **Issue Date** field
- Enter Edition in **Edition** field

# ONLINE IMAGES/PHOTOS

Surname, Initial. (Year of publication) *Title of image or description of the image.* Name of organisation. [Online image] [Date accessed] URL

**EXAMPLES**


**INSTRUCTIONS**

Use Reference type: **Online multimedia**
- Enter Surname, initial., in **Created By** field
- If using the name of an organisation instead of an individual’s name (as in the 2nd example above) use the **Created By** field.
- Enter Name of Organisation in **Label** field (if using the organisation name as the author, as in the 2nd example above, no need to enter it again in the Label field)
- Enter full access date (including year) in **Date Accessed** field
- Enter Online image in **Type of Work** field

# ONLINE PDF DOCUMENT

Surname, Initial. or organisation’s name. (Year of publication) *Title.* Edition if applicable. Place of publication if available: Publisher if ascertainable. [Online] [Date accessed] URL

**EXAMPLE**
- Enter Online video in **Type of Work** field
- Enter full access date (including year) in **Date Accessed** field

## PLAYS

Author’s surname/s, Initial/s. (Year of the edition) *Title of play (in italics).* Editor’s surname/s, initial/s. (ed/s.) Edition if applicable., Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference type: **Book**

**NB:** As the citation for this source requires a variation to the usual format, Endnote is unable to correctly format the citation. Therefore it would require a manual edit, i.e. after unformatting the document. Endnote would format the citation as (Shakespeare, 1995). Please see the MMU Harvard referencing guide for full instruction on how to format the citation for ‘old plays’ such as Shakespeare.

## SONGS

### SONG FROM A SINGLE (A OR B SIDE)

Artist’s surname/s, Initial/s. (Year of release) ‘Title of song.’ *Title of single (in italics).* [format, medium] Location of record label: Record label.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference type: **Audiovisual material**

- Enter Artist’s name in **Author** field
- Enter Year of release in **Year** field
- Enter Title of song in **Title** field
- Enter Title of single in **Series Title** field
- Enter format and medium in **Format** field
- Location of record label in **Place Published** field
- Enter record label in **Publisher** field

### SONG FROM AN ALBUM

Artist’s surname/s, Initial/s. (Year of release) ‘Title of song.’ *Title of album (in italics).* [format, medium] Location of record label: Record label.

**EXAMPLE**


**INSTRUCTIONS**
Use Reference type: **Audiovisual Material**
- Enter Artist’s name in **Author** field
- Enter Year of release in **Year** field
- Enter Title of song in **Title** field
- Enter Title of album in **Series Title** field
- Enter format and medium in **Format** field
- Location of record label in **Place Published** field
- Enter record label in **Publisher** field

**AN ALBUM**

Artist’s surname/s, Initial/s. (Year of release) *Title of album (in italics).* [format, medium] Location of record label: Record label.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference type: **Audiovisual material**
- Enter Artist’s name in **Author** field
- Enter Year of release in **Year** field
- Enter Title of album in **Title** field
- Enter format and medium in **Format** field
- Location of record label in **Place Published** field
- Enter record label in **Publisher** field

**STANDARDS – ONLINE COPY**

Name of authorising organisation. (Year of Publication) Identifying letters and numbers and full title of Standard (in italics). Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use reference type: **Webpage**
- Enter full access date (including year) in **Access Date** field – do not use ‘Access year’ field.

**STANDARDS – PRINT COPY**

Name of authorising organisation. (Year of Publication) *Identifying letters and numbers and full title of Standard (in italics).* Place of publication: Publisher.

**EXAMPLE**
<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>Enter name of authorising organisation in <strong>Author</strong> field. Enter year of publication in <strong>Year</strong> field.</td>
</tr>
<tr>
<td>Statute</td>
<td>Enter the SI number <strong>Code Number</strong> field including the abbreviation SI. Enter Place of publication in the <strong>Country</strong> field. Enter the Publisher in the <strong>Source</strong> field.</td>
</tr>
<tr>
<td>Film or Broadcast</td>
<td>Enter Title of episode (if applicable) in <strong>Edition</strong> field. Enter Title of programme in <strong>Title</strong> field. Enter Director (if applicable i.e. for films broadcast on TV) in <strong>Label</strong> field. Enter Television or Radio in <strong>Format</strong> field. Enter TV or radio channel in <strong>Medium</strong> field. Enter time and date in <strong>Date Released</strong> field.</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS**

Endnote will format the citation in *italics* by default. Therefore, it would require a manual edit to remove the italics, i.e. after unformatting the document.
**TRANSLATED BOOK**

Author's surname/s, Initial/s. (Year of publication of original work) *Title of book* (in italics). Translated by Initial/s. Surname of translator, year of translated publication. Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Book**
- Enter Translated by and translator’s surname, initials, and year of translated publication in Series Title field.

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**WEBPAGE – AUTHOR NAME PRESENT**

Surname, Initial. (Year of publication) *Title of page*. Name of organisation. [Online] [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Webpage**
- Enter Title of page in **Title** field
- Enter Name of organisation in **Series Title** field
- Enter full access date (including year) in **Access Date** field – do not use ‘Access year’ field.

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**WEBPAGE – NO AUTHOR**

Name of organisation. (Year of publication) *Title of page (in italics)*. [Online] [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use Reference Type: **Webpage**
- Enter Name of organisation in **Author** field (remember to enter a comma at the end of the organisation name).
- Enter full access date (including year) in **Access Date** field – do not use ‘Access year’ field.
### WORKING PAPERS – ONLINE COPY

Author’s surname/s, initial/s. (Year of publication) *Title of paper (in italics)*. Organisation and/or number of paper. Place of publication: Publisher. [Online] [Date accessed] URL

**EXAMPLE**


**INSTRUCTIONS**

Use reference type: **Webpage**

- Enter author (or organisation name) in **Author** field
- Enter title of paper in **Title** field
- Enter organisation and/or number of paper in **Series Title** field
- Enter date accessed in **Access Date** field

### WORKING PAPERS – PRINT COPY

Author’s surname/s, initial/s. (Year of publication) *Title of paper (in italics)*. Organisation and/or number of paper. Place of publication: Publisher.

**EXAMPLE**


**INSTRUCTIONS**

Use reference type: **Book**

- Enter author name/s or name of organisaton and/or number of paper in **Series Title** field.