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EndNote

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EndNote Tips

Tip 1: Have only one EndNote library. Use the Groups feature to group references.

Tip 2: Keep a copy of your EndNote library and back it up regularly.

AGLC3 online

To see the rules in full the online version of The Australian Guide to Legal Citation (3rd edition) is available at: http://www.law.unimelb.edu.au/mulr/aglc. The hard copy version is available in Curtin Library at the shelf number: **808.06634 AUS.** To check availability and see locations go to the Curtin Library Catalogue. It is a good idea to familiarise yourself with **'Part 1: General Rules'** as it outlines the essence of the referencing style and will give you a good foundation. It also gives you lots of useful examples.

What is EndNote? Why is it useful?

EndNote is 'personal bibliographic software' and it enables you to store all your references in your own database ('Library'), insert citations from it into your Word document, then automatically produce your reference list in a particular referencing style, saving you much time.

Downloading EndNote X8

Curtin students can download EndNote X8 from OASIS (the MyLibrary tab) **OR** from the Library's EndNote Libguide (http://libguides.library.curtin.edu.au/endnote).

- After logging in and following the instructions, you should have EndNote downloaded into the **C:\Program Files** area of your computer.
- You can have EndNote X8 loaded onto each computer that you will be using.
- If is advisable to download any updates. Go to the **Help** menu and select **EndNote Program Updates….**

Creating an EndNote Library

- Open the EndNote program
- Go to **File > New**
- Choose a location to save your EndNote Library and name it

It's important that you only ever have ONE Endnote Library for all your citations. You can use the Groups feature on page 13 to help you sort your information according to the unit you're studying or the assignment you are writing.

Creating a custom Legal reference type

EndNote comes with 'legal' reference types (such as Statute, Legal Rule/Regulation, Hearing, Case, Bill), however we can't use these reference types because the formatting of a citation for a statute, case, etc. varies according to the jurisdiction. So you would need reference types for Australian Statute, UK Statute, Canadian Statute, US Statute, etc.

Instead, we use a single **Legal** reference type. **You can use this <u>one</u> reference type for all your legal citations**. Follow these steps to set up your custom Legal reference type:

- In EndNote click on Edit on the menu bar. Then click on Preferences.
- Click on Reference Types in the left-hand frame. Now in the right-hand pane, click on the Modify Reference Types button.
- In the Reference Type box at the top of the window, use the drop-down menu to select Unused 1. This will display the blank Unused 1 reference type.
- Click in the Generic box and change the name of Unused 1 to Legal.
- Fill in the following boxes in the screenshot below with the following information:

Generic	Legal
Author	
Year	Year
Title	AGLC Citation
Secondary Author	Jurisdiction
Secondary Title	
Place Published	
Publisher	
Volume	
Number of volumes	
Number	
Pages	
Section	
Tertiary Author	
Tertiary Title	
Edition	
Date	
Type of work	
Subsidiary Author	
Short Title	Short Title
Alternate Title	
ISBN/ISSN	
DOI	
Original Publication	
Reprint Edition	
Reviewed Item	
Custom 1	
Custom 2	
Custom 3	
Custom 4	
Custom 5	
Custom 6	
Custom 7	
Custom 8	
Accession Number	
Call Number	
Label	Label
Keywords	Keywords
Abstract	Abstract
Notes	Notes
Research Notes	Research Notes
URL	URL
File Attachments	File Attachments
Author Address	
Image	
Caption	
Access Date	
Translated Author	
Translated Title	
Name of database	
Database Provider	
Language	

- Click on the OK button to confirm these changes.

- This will return you to the EndNote Preferences window. Click on the OK button to close this window.

Entering Legal References

The Legal reference type is to be used for Cases, Legislation, Treaties and all other references which do not fit into one of the reference types listed in the table on page 5.

Year

This field is optional. The output style will not use it when formatting your references. However you may find it useful when searching your library or sorting your references.

AGLC Citation

Enter the complete citation in the form specified by AGLC3 (see the library's **AGLC Referencing Guide** for help in constructing these citations). Capitals, italics and superscript *must* be supplied. For italics, highlight the relevant text and click on the Italics button on the toolbar at the top of the New Reference window. For superscript, highlight the relevant text and click on the Superscript button on the toolbar.
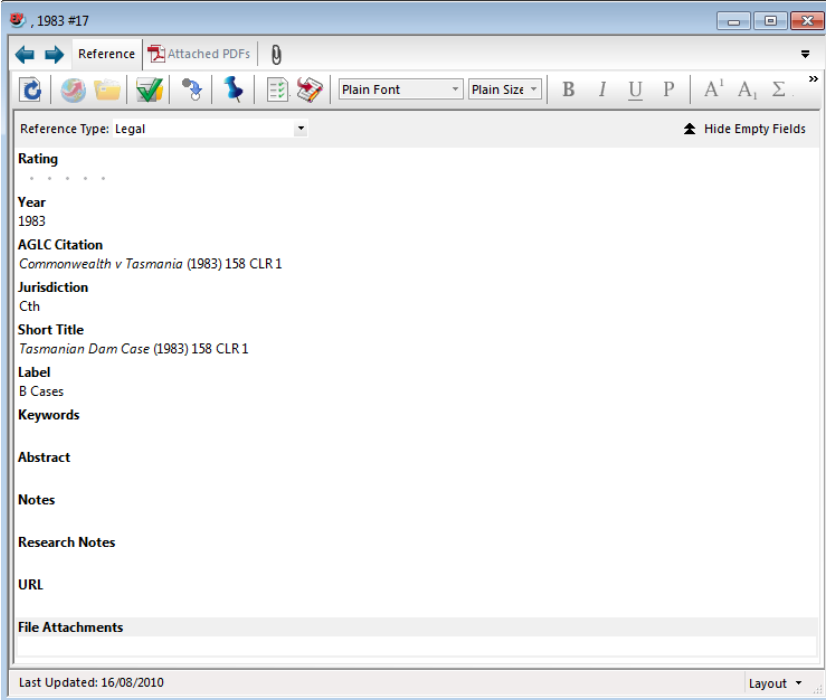
Do not insert a full stop at the end of the citation. You will add the full stop and any relevant pinpoint citation when you insert the reference in your document.

Jurisdiction

This field is optional. However you may find it useful when searching your library or sorting your references. You can use the full name of the jurisdiction or a standard abbreviation. The output style will not use this data when formatting your references.

Abbreviated and Popular Names

In repeat citations, it is common to use abbreviated or popular forms of case names (AGLC3 2.1.14), legislation (AGLC3 3.9.1) and treaties (AGLC3 7.6.20). Insert the abbreviated or popular form in the **Short Title** field:

See page 17 for more.

Entering non-legal references for use with the AGLC referencing style

If you are referencing a source other than a case, legislation or treaty then you may use the following reference types with guidelines. For the output style to format your references correctly, the data must be entered correctly in your EndNote library as in the examples below:

All reference types (including Legal)	**Author** • Enter each author on a separate line. • Enter the author's name as it appears on the publication. Note that initials should be entered with spaces and no fullstops, e.g. Campbell, Enid Hart, H L A • Include 'Sir', 'Dame', peerage titles and judicial titles (AGLC3 1.14.1, 1.14.4) in the author field, e.g. Mason, Sir Anthony Kirby, Justice Michael • If the author is a corporate body place a comma at the end, e.g Victorian Law Reform Commission, • However, if there is a comma *within* the corporate name, the comma should be duplicated, and no final comma is required. Examples: Law Reform Committee,, Parliament of Victoria Commonwealth,, Royal Commission into Aboriginal Deaths in Custody The redundant comma will not appear in the formatted reference. **Label** AGLC3 requires that your reference list be divided according to the type of material. To do this, you must enter a category in the **Label** field of each of your references. The output style will sort your reference list by the Label field, so that the references will be grouped in categories. Then references are sorted by the first author, or, if there is no author, by title. In the Label field of each reference, enter one of the categories specified in AGLC3: A Articles/Books/Reports B Cases C Legislation D Treaties E Other The references will appear as a single block at the end of your document, grouped according to the categories. You will need to remove the EndNote field codes, insert some blank lines between each category and add an appropriate heading to each group. **Pinpoint citations** This is for your reference only if you wish to record particular pages, paragraphs or sections. You can then refer to this information when inserting your pinpoint references.
Journal Article	For journal articles which are available only on the web, use the **Electronic Article** reference type (not journal article). If a journal article is readily accessible in printed form, it should be cited as a printed item, **even if it was viewed on the web** (AGLC3 4.9).

Author

See above.

Year

Enter the year here, however see the note below on Volume.

Title

Enter the title of the article. Capitalise the first word and all other significant words. Do not enclose the title in quotation marks: the output style will do this for you. If the name of a case or statute is included as part of the title, you must *italicise the case or statute name* when entering the title.

Journal

Enter the title of the journal in this field, omitting 'The' if it occurs at the beginning of the title. Capitalise all significant words. Enter the journal title in full: no abbreviations are to be used for journal titles. Do not italicise the title as the output style will do this for you.

Volume

Enter the volume number in this field. If the journal does not have volume numbers, and is identified only by year, *enter the year here in square brackets* and leave the Year field blank.

Issue

AGLC3 requires an issue number only for journals where the pagination of each issue begins at page one. Where pagination is continuous across the issues of a volume, do not enter the issue number. In some situations the issue details must be entered in the Date field (see below).

Pages

AGLC3 requires that only the first page number be cited. Insert that here.

Date

Use the Date field in two situations only:
• For journals where the pagination of each issue begins at page one, but there is no numerical designation of the issue. Enter the name of the season or month in the Date field.

• For journals where the pagination of each issue begins at page one, and there is no volume number, so a year has been entered in the Volume field in square brackets. In such instances, enter the designation for the issue (whether a number, a month or a season) in the Date field.

URL

Do not enter data in this field. If a journal article is readily accessible in printed form, it should be cited as a printed item, even if it was viewed on the web (AGLC3 4.9).
For journal articles that are accessible only on the web you should use the Electronic Article reference type.

Book	The Book reference type can normally be used for parliamentary papers, parliamentary committee reports, Command papers and reports of royal commissions and law reform commissions. **Year** 　If the book is a multivolume set published over a range of years, enter the first and last years if the work is complete, e.g. 1970-93 　When citing a later edition of a classic work, leave this field blank and enter the date of the edition being used in the Edition field. **Title** 　Capitalise the first word and all significant words. **Series Title** 　Enter where the series title and number are particularly important in identifying the work. Enter the title of the series and the number, e.g. 　Report No 40 　Parl Paper No 142 **Edition** 　Enter only the ordinal number; the output style will add "ed" afterwards. AGLC3 requires that you superscript the ordinal suffix. To do this, highlight the suffix, and then click on the Superscript button on the toolbar at the top of the New Reference window. The field will now look like this: 2nd 　If there is no edition number, you can insert other appropriate text, e.g. revised 　In the case of classic works, the date of the edition being used should be entered in this field, and the Year field should be left blank. The date of the first edition is inserted in the Original Publication field. **City** 　Not required. See AGLC3 5.3.1. **Publisher** 　Use a brief version of the publisher's name (AGLC3 5.3.1). In the case of government publications, the publisher is often the same as the author; in such cases leave the Publisher field blank.
Newspaper Article	Electronic newspapers should only be cited where an identical printed edition (of the newspaper or the article cited) does not exist (6.5.3). **Reporter** 　Enter reporter names in the same way as author. If the article is an editorial, enter the word Editorial in the Reporter field. **Year** 　Enter year of article here. **Title** 　Enter the title of the article. Capitalise the first word and all significant words. Do not enclose the title in inverted commas: the output style will do this for you.

	Newspaper Enter the full title of the newspaper, including the word 'The' where it appears in the masthead. Capitalise the first word and all significant words. Do not italicise the title: the output style will do this for you. If the article appears in a separately paginated section of the newspaper, and the section has its own title, the title of the section should precede the title of the newspaper (AGLC3 6.5.1), e.g. Saturday Extra, The Age **City** If the city is outside Australia, add the country, e.g. Toronto, Canada If you viewed the article online, do not enter a city name in this field. Instead, insert: online **Pages** Enter the page number, or section and page number, e.g. B6 **Issue Date** Enter the day and month, e.g. 5 February **URL** If the newspaper article is only available online (and not in print), enter the URL in this field.
Conference Proceeding	• For unpublished conference papers use the Conference Proceedings reference type. • A published volume of conference proceedings should be entered as an Edited Book. • A single paper in such a volume should be entered as a Book Section.
Report	Use this reference type for working papers (AGLC# 6.9)
Web page	Note that if an item exists in printed form, it should be cited as a printed item using the appropriate reference type, even if it was viewed on the web (AGLC3 6.15). For journal articles that are accessible only on the web you should use the Electronic Article reference type (see 3.12 below). For online versions of newspaper articles, conference proceedings, reports and theses, use those reference types. **Year** The output style will ignore any data entered in this field. See Last Update Date. **Publisher** If the page being cited is part of a larger website, enter the name of the website here. Often this will be the name of the organisation responsible for the website, but it may be a title, or both an organisation and a title. If the data in this field would be identical with the data in the Author field, leave this field blank (AGLC3 6.15.4). **Last Update Date** If the webpage gives a date of last update, or failing that, a date (or year) of creation, enter the information here, e.g. 29 September 1995 or May 2009 or 2010. This information may be difficult to ascertain. Look for a copyright date, often to be found at the bottom of the web page. If no date can be ascertained, or if the page is being continually updated, leave this field blank.

	URL	
		Enter the URL of the web page. Do not enclose it in angle brackets: the output style will do this for you. Note that AGLC3 does not require that you cite a date of retrieval (AGLC3 6.15.6).
		Where the full URL is very lengthy and the document may be easily located from a homepage or index page of the website, it is sufficient to enter the URL of the homepage or index page (AGLC3 6.15.6).
Electronic Article	Use this reference type for journal articles which are available *only on the web*. If a journal article is readily accessible in printed form, it should be cited as a printed item, even if it was viewed on the web (AGLC3 4.9).	
	Title	
		Enter the title of the article in this field. Capitalise the first word and all other significant words. Do not enclose the title in quotation marks: the output style will do this for you. If the name of a case or statute is included as part of the title, you must *italicise the case or statute name* when entering the title. Highlight the case or statute name and click on the Italics button on the toolbar at the top of the New Reference window. (Alternatively, use the standard shortcut **Ctrl+I** to italicise text.)
	Periodic Title	
		Enter the title of the journal in this field, omitting 'The' if it occurs at the beginning of the title. Capitalise all significant words. Enter the journal title in full: no abbreviations are to be used for journal titles. Do not italicise the title as the output style will do this for you.
	Pages	
		Journals which are available only on the web do not usually have any continuous pagination. If such data is available, enter it here.
	URL	
		Enter the URL here. Do not enclose it in angle brackets: the output style will do that for you. Note that AGLC3 does not require that you cite a date of retrieval (AGLC3 4.9).

You may also use the reference types of Thesis, Edited Book and Book Section however this reference style is not configured to format **any other** EndNote reference types. **Do not use EndNote's Hearing, Bill, Statute, Case and Legal Rule/Regulation reference types** (use the custom legal reference type which you set up for this purpose).

Building your library of references There are several ways to build your EndNote library including:

- **Typing** references

- Searching databases and **directly exporting** the references into EndNote.

- **Using a filter** (for databases that do not allow for direct export or do it inadequately).

- Using EndNote **connection files** to search Library catalogues such as the Curtin Library catalogue and downloading the references for your textbooks, videos, theses etc.

- Importing and creating basic records from **PDF** files.

Adding references to your Library manually.

- In EndNote, in the top menu bar, click **References** and choose **New Reference** or use the icon

  This opens a blank "New Reference" template for you to type the information into the appropriate fields.

- From the **Reference Type** dropdown menu, **choose the appropriate Reference Type** (e.g. Book, Journal Article, Legal) for your item. The fields will change in the template according to the reference type you choose.

- Type the information into the relevant fields of the template. (Check the Library's Guide to AGLC3 Referencing for essential fields. For the URL of this document see the box at bottom of this page).

- Save a reference by just closing it! (**X**) (Remember it is the second **x** from the top right). EndNote will ask you if you want to save changes. Click **Yes**.

Please Remember:

- Author names: **each author is on a separate line** in the Author field. If you enter the family name first, place a comma after it e.g.

  > Smith, J L

  > Hall, Marianne

  Use correct capitalisation e.g. van den Burgh, Sophie

- Names of organisations (Corporate authors) : **place a comma after the name** so that EndNote recognises which name to list in the reference list e.g.

  > *Curtin University. Graduate School of Business,*

  > *Woodside Australia,*

We recommend that **you print out Curtin Library's Guide to AGLC3 Referencing** available at:

http://lgdata.s3-website-us-east-

1.amazonaws.com/docs/1470/765665/AGLC3_Referencing_Long_Guide_with_masthead.pdf

Keep this with you when you are referencing and refer to it as you go along. It has many examples

with explanations which should made things clearer for you.

Previewing your references in AGLC3 referencing style.

Previewing lets you check if a selected reference displays correctly in a particular referencing style.

- Click on the **Preview** tab to display the **Preview** window.
- Go to the styles drop-down window and choose **Select Another Style**, navigate to **AGLC3_footnotes_and_reference_list**, highlight it and click **Choose.**
- Preview your references in the **AGLC3_footnotes_and_reference_list** style by clicking on a reference and see how it appears in the **Preview** window. If the information appears incorrect, change the details for that book, journal article etc**. in your EndNote Library.**

NOTE: regardless of whether you are expected to produce a reference list or not, to preview references in EndNote you must choose the **AGLC3_footnotes_and_reference_list** style. The **AGLC3_footnotes_only** style will not give you a preview as EndNote does not preview the footnote. EndNote only previews the reference list.

To attach a PDF file to an EndNote reference

1. Save the PDF to your desktop (suggest -with the author name as the file name).
2. Open your EndNote Library. Open the reference.
3. Scroll down to the **File Attachments** field, **right click**>**File Attachments>Attach File…** alternatively click the **paper clip** icon.
4. Navigate to the PDF, click **Open** and the PDF will open in the PDF viewer**.** When you click outside this you will be asked to save the changes then the paper clip icon will appear next to the reference. The PDF will be found in the File Attachments field.

Direct Export of journal article references from databases

If you are searching databases for scholarly journal articles on a topic, the easiest way to add them to your library is using the **direct export** function. Look for words like 'export' or 'bibliographic software' in the database, once you have your results, to see if this option is available.

For a list of databases that have direct export, go to Curtin Library's EndNote X8 LibGuide>Direct Export & Filters Tab and find the PDF link to: *Using Direct Export with EndNote and databases.*

Direct Export from the Business Source Complete database

Business Source Complete is a leading scholarly business database and indexes the most important scholarly business journals.

From the Taxation LibGuide at: http://libguides.library.curtin.edu.au/taxation go to the **Journals & databases** tab and select **Business Source Complete** database and login.

Our topic is: ***Taxpayer compliance and Australia***

1. In the first search box type: **taxpayer compliance.**
2. In the second search box type: **Australia**. Click **Search.**
3. On the results screen, check the **Academic Journals** box and **update.**
4. Choose 2-3 **full text article** references by clicking **Add to folder.**
5. (Save a PDF from one of the references you intend to select to your desktop –for the class).
6. Click on **Folder [top right]** or **Go to: Folder View [right hand side].**
7. Tick **Select** and then click on **Export.**
8. Select **Direct Export in RIS Format (e.g. EndNote** etc…) and the **Save** button.
9. If prompted by EndNote, choose **Open**.
10. Your imported references will appear in your open library in a temporary window where you can check the reference details.
11. You should preview these features in the AGLC3 style and amend the references if required. Check that the author names have exported correctly and are on separate lines.
12. **URL or no URL?**

     If a journal article is readily accessible in printed form, it should be cited as a printed item, even if it was viewed on the web (AGLC3 4.9). Although the URL does transfer across, EndNote will automatically not display it. For journal articles that are accessible only on the web you should use the Electronic Article reference type. By changing your reference to this, the URL will display.

☒ **NOTE**:

The imported references (and any amendments you have made to them), are automatically merged into your library under 'All References'.   New references you export will overwrite the previous 'imported references'.

Using the Groups feature to group references by your subject terms

As the Groups feature can be used to identify references in separate subject areas, there is no need to create more than **one** EndNote library. (There are also other ways of labelling references).

Creating a Group Set and Groups within it:

- In the My Library window, clicking on **All References** shows your whole library.
- If you have just imported some references from a database, they will be listed under **Imported References** until you close your library or import some more.
- To create a **Group Set** within which to place your groups: e.g. Current Topics in Taxation, go to **Groups/Create Group Set** and name it.
- To create a **Group** within the Group Set, go to **Groups/Create Group** or right click on the Group set name and select **Create Group** and call it e.g. First Assignment.
- To allocate references to a Group, first **click to highlight the reference/s.**
- Go to **Groups/Add References To…..**and click on the appropriate Group's name –or right click on the reference/s, select **Add References To** and click on the appropriate group.
- [You can also highlight a reference in your library and drag it into a group].
- Click on **All References** to go back to the whole library.
- Click on the Group's name to see references belonging to it.
- You can have the same reference in as many groups as you wish.
- To see which group/s your reference belongs to, right click and choose **Record Summary.**

The Groups feature will help you to keep separate references used for units of study which require a different referencing style from other units.

## Inserting citations into your Word documents

AGLC requires all your in-text citations to appear as footnotes in your Word document. Footnotes are used to:

- Acknowledge sources of information you have used in your assignments, and

- Provide information that enables the reader to find the sources that you used.

Any direct quotes in your assignment must be immediately followed by a footnote. You must also always include a footnote when you have paraphrased from a source.

To insert a footnote in Word

- Open your Word document. Place your cursor where you want the footnote to appear. The footnote should appear directly **after** the full stop in the text of your Word document (rule 1.1.2). Position your cursor at the appropriate place.

- Click on the Reference Tab within Word.

- Then click on Insert Footnote.

- Then go to EndNote and select the reference you wish to insert.

- Use the Insert Citation button in the toolbar in EndNote: [icon] or Alt + 2. (If you are using a Mac [icon])

- If you wish to cite a second reference in the same footnote, type a semicolon and a space before inserting the second reference (repeating the steps above). For example:

  [1] *Wong v Commonwealth* (2000) 236 CLR 573, 200; *Crimes Act 1958* (Vic) s 3.

- **At the end of each footnote, type a full stop.**

1. Click on the **References** tab

2. Click on **Insert Footnote**
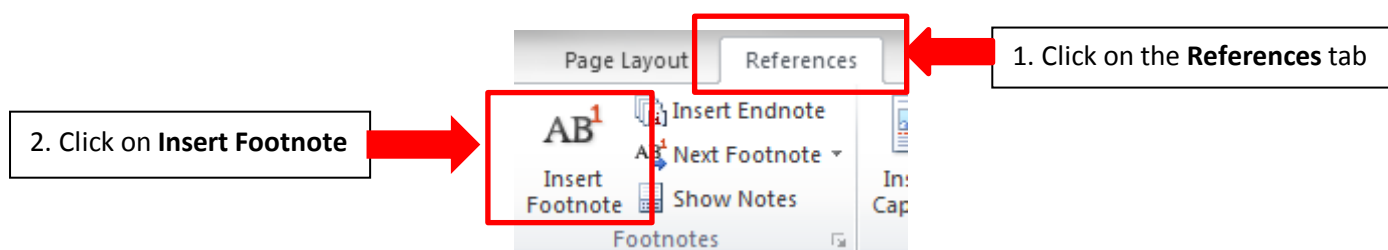
Changing referencing styles

EndNote comes with hundreds of referencing styles, but only a few of these display automatically in the drop-down style menus. To format your reference list in a style that does not initially appear in Word:

- In the **Bibliography** Group, click on the drop down arrow in the **Style**: box.

- Choose **"Select Another Style…"** and from the menu select e.g. **AGLC3_footnotes_and_reference_list.**

- Click **OK**. Your footnotes and the reference list will be reformatted in your chosen referencing style.

NB: Please check with your lecturer whether they require you to produce a reference list. If they do then you need to choose the **AGLC3_footnotes_and_reference_list** *style. It they only want footnotes then you need to choose the* **AGLC3_footnotes_only** *style.*

Pinpoint Citations

A pinpoint reference is a reference to a specific page or paragraph within a footnote. A pinpoint reference to a **page** should appear as a number. A pinpoint reference to a **paragraph** should appear as a number in square brackets. It is placed at the end of the footnote and should be preceded by a space. For example:

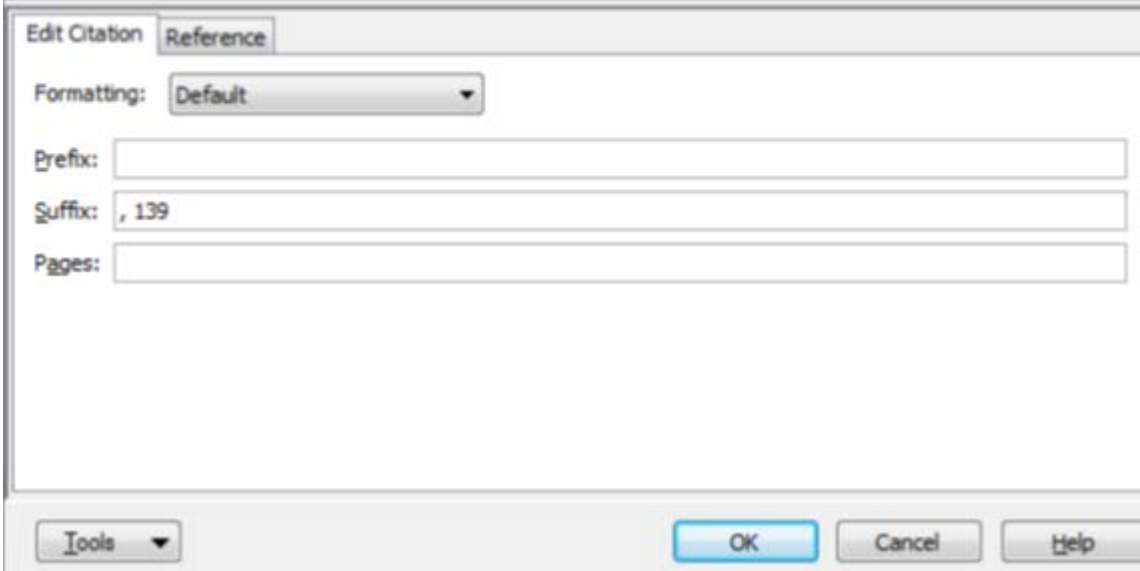> H L A Hart, *The Concept of Law* (Clarendon Press, 1970) 15 [2].
> *This example provides a pinpoint to both a page and a paragraph number.*

For **journal articles** and **cases** you are required to place a comma before the pinpoint citation. For example:
> Gordon Goldberg, 'Confusions Concerning Common Count' [2000] *Restitution Law Review* 189, 67.

To add a pinpoint citation right-click on the reference in the footnote and select the **Edit Citation(s)>More** command.

When the Edit Citation(s) window opens, find the **Suffix** box. (Note: Do **not** use the Pages box). Enter the required data in the **Suffix** box. Remember that AGLC3 sometimes requires a **comma** before the pinpoint citation, e.g. for journal articles, Australian cases, UK legislation. If no comma is required you need to start with a preceding space and then add the page number. If a comma is required you need to start with a comma, enter a space and then add the page number. For example:


Repeat Citations

Repeat citation in immediately following footnote (all reference types)

When you cite a work that has already been cited in the *previous footnote*, EndNote will insert the text 'Ibid'. If necessary you can then edit this citation to add a pinpoint reference (see above).

Repeat citation in a later footnote (books and journal articles)

If you insert a later reference to a book or journal article (but not a case or legislation) which has been previously cited in the document, it will appear in the form "Smith, above n "

You then need to insert the number of the footnote in which the reference was previously cited. To do this, use Microsoft Word's **cross-reference** function: click on the **Insert** tab on the ribbon, and select **Cross-Reference**. You will now see the Cross-reference dialogue box. Under **Reference type** select **Footnote**, and under **Insert reference to** select **Footnote number**. You will see a list of footnotes, and you can highlight the appropriate footnote which you want to be cross referenced:
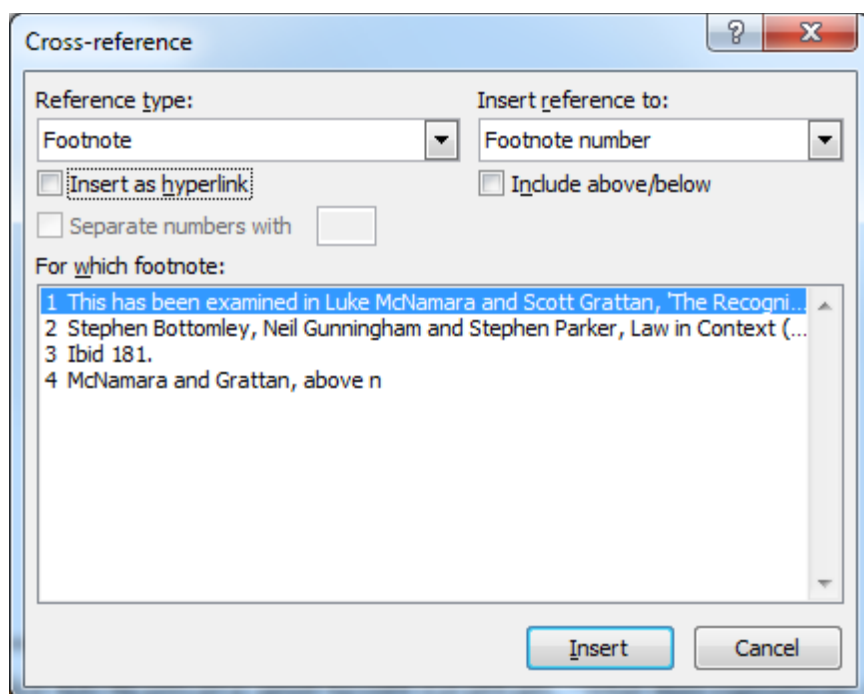
Now click on the **Insert** button to insert the cross-reference. **Close** the dialogue box and return to the footnote. If required, type the details of the pinpoint citation at the end of the footnote.

The advantage of using Word's cross-reference function is that you can easily *update the cross-references* if your footnote numbers change. When you revise your document, you may add or delete footnotes, causing the footnotes to be renumbered. To update your cross-references to reflect the new numbering, click anywhere in the footnotes and press **Ctrl+A** to select all the footnotes. Now press the **F9** key, and all of the cross-references will be updated.

You should also use this procedure when the reference was cited in the immediately preceding footnote, if other references were also cited in that footnote.

Repeat citation in a later footnote (case, legislation or treaty)

Repeat citations for a *case, piece of legislation* or *treaty* are treated differently. If the reference is cited in a later footnote (but not the footnote immediately following), EndNote will insert the full citation again.

However if you are using an *abbreviated or popular name* for repeat citations to the case, (so the reference in your EndNote library contains a Short Title – see page 4 '*Abbreviated and Popular Names'*) this citation will be used. If the reference does not contain a Short Title, EndNote will insert the normal citation.

For example:

> **First citation**: *Commonwealth v Tasmania* (1983) 158 CLR 1 ('*Tasmanian Dam Case'*).
> **Repeat citation**: *Tasmanian Dam Case* (1983) 158 CLR 1.
>
> NB: After inserting the first citation into the footnote, using EndNote, you will need to manually type in at the end the abbreviated name, italicised, in single quotation marks and in brackets. In the example above, you would need to type in ('*Tasmanian Dam Case'*).

If the repeat citation names the case or treaty in the text, the name should be omitted from the footnote.

Examples of using 'Ibid and 'above n'

> [1] Eric Barendt, *Freedom of Speech* (Oxford University Press, 2nd ed, 2005) 163.
>
> [2] Ibid.
>
> [3] Ibid 174-5.
>
> [4] Catharine MacMillan, *Mistakes in Contract Law* (Hart Publishing, 2010) 38.
>
> [5] *Defamation Act 2005* (Vic) s 37.
>
> [6] MacMillan, above n 4.

Reference List

The first step is to check with your lecturer whether they require you to produce a reference list. It may be the case that footnotes are sufficient.

AGLC3 requires that your reference list be divided according to the type of material. To do this, you must enter a category in the **Label** field in EndNote for each of your references. The AGLC style will sort your reference list by the Label field, so that the references will be grouped in categories. Then references are sorted by the first author, or, if there is no author, by title. In the Label field of each reference, enter one of the categories specified in AGLC3:

<div align="center">

A *Articles/Books/Reports*

B *Cases*

C *Legislation*

D *Treaties*

E *Other*

</div>

The references will appear as a single block at the end of your document, grouped according to the categories, however the headings are not automatically inserted. You need to insert these manually. To do this you will need to first remove the EndNote field codes.

To do this:

- Click on the EndNote tab in Word.
- Look in the Bibliography group.
- Click on the Convert Citations and Bibliography drop down arrow.
- Choose Convert to plain text.
- Next insert some blank lines between each category and add the appropriate heading to each group (as listed in your Label field in EndNote). This heading must be centred on the page and printed in italics (NB: the category letter is NOT in itallics).

- ☒ **Note: If you spot any error in the reference list or in-text citations NEVER correct the mistake in Word.** Correct the error/s in the individual records in your **EndNote Library**, then in Word choose **Update citations and bibliography** to reformat the text of your document with the corrected citation.

Moving your EndNote Library between computers

If you are working on your home computer and on a Curtin computer you will need to update your EndNote library in each location. That is, when you add references or other information to your library in one location you will need the library in the other location to be similarly updated. The best way to do this is **to over-write your library**.

Method 1: Saving your library as a compressed file

You can save your complete library (the .enl file as well as its associated .DATA folder) to a **single compressed .enlx file**. You can move this file between computers and then unzip the compressed library with EndNote. You can also email your library as a compressed file attachment.

To save a compressed library file:

- Open your library in EndNote.
- From the "File" menu, select "Compressed Library.enlx".
- Save as an .enlx file. (e.g. to your USB to work on elsewhere).

To restore/open a compressed library file:

- In your USB etc, double click on the .enlx file to extract both the .enl file and the .data folder to your preferred location.
- If asked if you want to overwrite (as the file already exists) say **Yes**.
- Use EndNote to open the .enl file as you normally would to use the library.

Method 2: Copy and paste

- Insert a USB in the computer you are using.
- From the **Computer's** folder list….
- select the EndNote library icon **and** the .data folder icon (with the same name as your library) in the location you have made updates

Sample.enl   Sample data
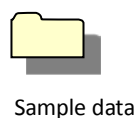
- Right click and select **Copy.**
- Go to your USB disk drive. Right click and select **Paste.**
- When you are at the computer in the other location repeat the icon selection and the right click **Copy** command.
- Find the folder in where you keep your EndNote library, right click and select **Paste**.

☒ **Note**: Whenever you move your library in this way, the computer will ask if you want to replace the existing files, you should click **'Yes'.**

For more help with AGLC

- Go to the **Taxation LibGuide** and OR the **Law** LibGuide and open the **Referencing** tab.

  Here you will find:

  - The Library's AGLC Referencing Guide.

  - The Library's screen recordings demonstrating how to use AGLC with EndNote.

For more help with EndNote

- EndNote's **Help** button.

- The **Getting Started Guide** and **EndNote.pdf manuals**

  These extensive documents are in your C:\Program Files\EndNote X8 folder (or go to Start/All Programs/EndNote X8/Getting Started Guide) and on the welcome page of our **EndNote LibGuide** To locate go to the Library home page, under Top Links, locate **EndNote.**

- The EndNote website **http://www.endnote.com**. The Support and Services section offers an extensive FAQ site with options to email the technical support team with your own questions

Your Library staff ☺

- Robertson Library Reference Desk, telephone 9266 2145.

- Library Business Team: Kitty Delaney, Jaya Ralph, Claire Murphy, Leanne Thorpe and Jenny Lee. **Library-business@curtin.edu.au** or telephone 9266 3374.

See the **Contact Us** details on each Library web page for our email reference services.