



# Using EndNote

With the Australian Guide to Legal Citations (AGLC), 4<sup>th</sup> Edition

## User Guide

UTS Library  
University of Technology Sydney

# Using EndNote with AGLC

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# Part 1 – Installing and Setting up EndNote for AGLC

## 1.1 What is EndNote?

EndNote is reference management software that can be used to:

- Store and manage the citations you find while doing your research; and then
- Add these citations into a Word document (either as in-text citations or as footnotes), which automatically creates a styled bibliography at the end.

## 1.2 Downloading EndNote

- UTS staff and students can download a free copy of EndNote from: <https://www.lib.uts.edu.au/referencing/endnote>
- Instructions on how to install correctly are available on UTS ServiceConnect: [https://uts.service-now.com/serviceconnect/?id=kb\\_article&sys\\_id=70e4e6846fcc4e00089be4021c3ee426&table=kb\\_knowledge](https://uts.service-now.com/serviceconnect/?id=kb_article&sys_id=70e4e6846fcc4e00089be4021c3ee426&table=kb_knowledge)
- If you are unsure which version is best for your computer, check the EndNote compatibility page: <https://endnote.com/product-details/compatibility/#windowshttps://endnote.com/product-details/compatibility/>
- For further instructions from downloading through to advanced EndNote use, visit the Library's EndNote video playlists:
  - EndNote 20: <https://www.youtube.com/playlist?list=PLff0P3OayhYWPiNOJ49q2Wm2Xpqyf-sln>
  - EndNote for Researchers: [https://www.youtube.com/playlist?list=PLff0P3OayhYUPSax\\_6H1tC8A7Ez6DtITE](https://www.youtube.com/playlist?list=PLff0P3OayhYUPSax_6H1tC8A7Ez6DtITE)

## 1.3 Downloading the AGLC Style

For EndNote to display your references in your preferred style, it needs to know what that style is.

To download the AGLC style for EndNote, you need to complete these steps:

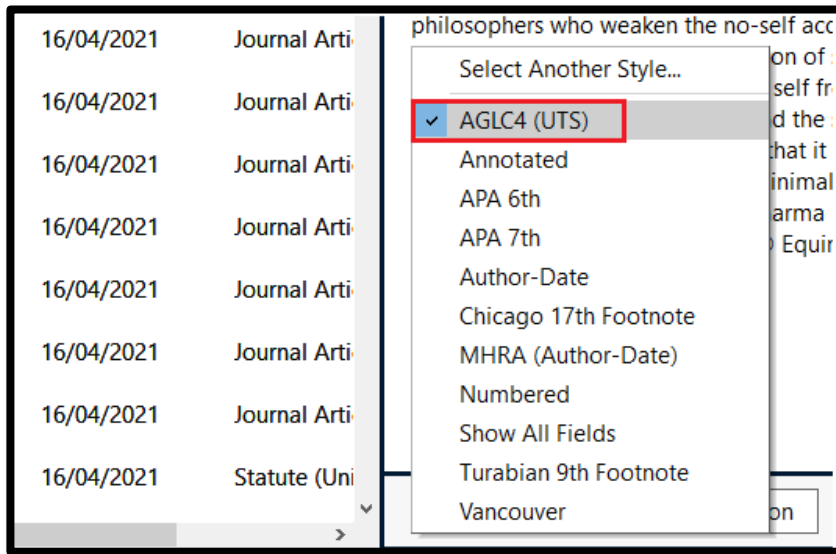
- **Step 1:** install the legal reference types (we need the reference types file because EndNote does not come with many of the legal reference types that are required by the AGLC style).
- **Step 2:** install the AGLC style
- **Step 3:** select AGLC4 as your output style

Go to <https://www.lib.uts.edu.au/referencing/endnote#3> and follow the instructions carefully and complete all these 3 steps.

## 1.4 Create an EndNote Library

- Open EndNote and click on **File, New**. Give your library a name and **Save** it. EndNote libraries save to your *Documents* folder by default, so if you use several computers you might prefer to save to a USB or portable drive.

- It's best to use just one library. You can structure your library into different topics later, using *Groups*.
  - Select AGLC4 (UTS) style by using the Style dropdown menu at the bottom right of the library. If the style isn't already in the dropdown, use **Select another Style** to choose it. It may have a slightly different name because the style gets updated from time to time.



If you still can't find it, you may not have downloaded it properly: see **Section 1.3** above.

## Part 2 – Using EndNote with AGLC



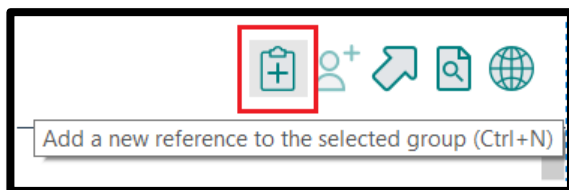
Library

7 June 2021

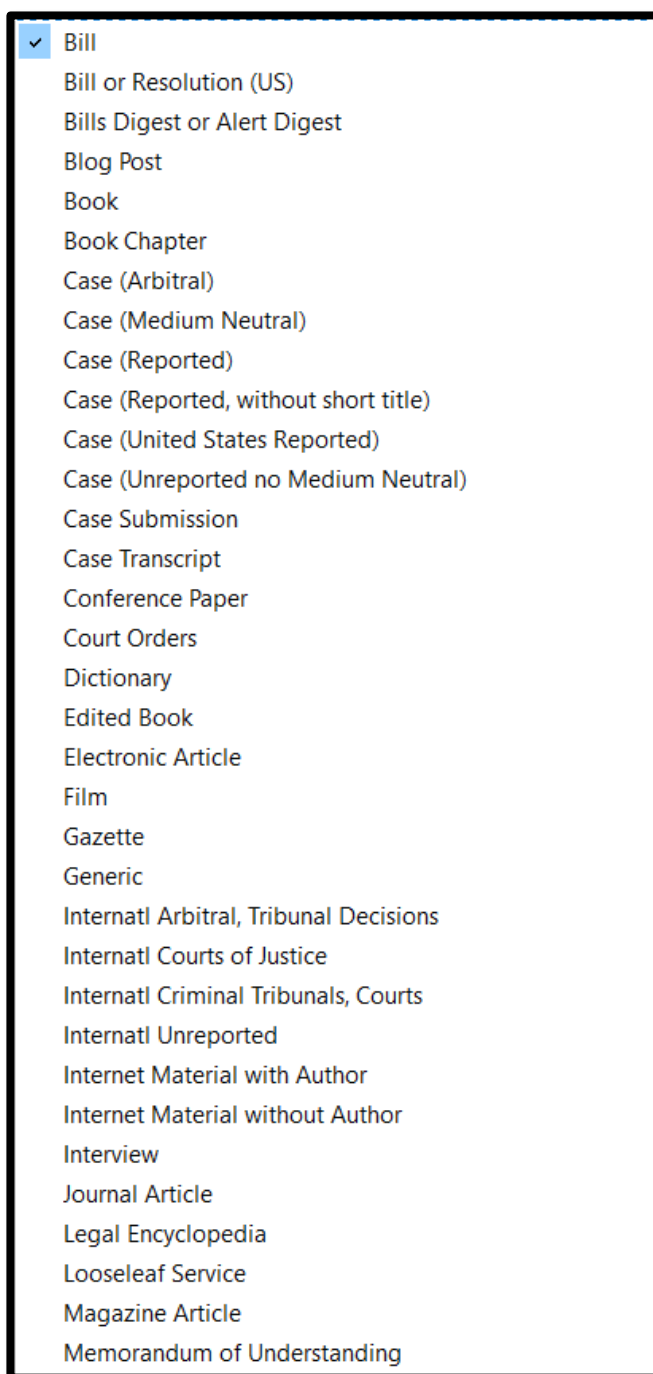


## 2.1 Inserting references manually into the EndNote Library

- Open your EndNote Library
- Click on the 'Add a new reference to the selected group' icon



- Note different reference types for the AGLC4 style (if you don't see a lot of legal reference types, you haven't installed the AGLC reference types properly. See section 1.3 above):





- Once you've chosen your reference type, fill in the appropriate fields. Some guidance about which fields to use can be found in [Part 3: Templates for manually entering legal references into EndNote](#). You don't need to fill in every field.



See [Part 3: Templates for manually entering legal references into EndNote](#) for guidelines on which fields to complete.

- What you type in needs to be very accurate. Pay good attention to spelling, capitalisation, and punctuation.
- Put your own notes in the Research Notes field.
- Once you have entered all required data for that reference, close the new reference window and check the citation under the *Preview* pane on the right. Is it displaying correctly?

## 2.3: General tips for inserting data into EndNote fields

- **Personal author names:** Enter authors as Surname, First names. Each author should be on a separate line. Enter all authors – the style will know how to deal with multiple authors.
- **Corporate authors:** Enter the full name followed by a comma, eg Department of Justice,
- **Years:** enter these without brackets. You may see fields labelled for round or square brackets which you should use as appropriate. EndNote will then add the correct type of brackets.
- **Journal, book and article titles:** should be entered in full, with all major words capitalised.
- **Judges** and their titles should be listed on one line exactly as you want them to appear, eg Gleeson CJ, Gummow and Hayne JJ.
- **Punctuation:** in most cases you don't need to add brackets, commas, italics etc as EndNote will do this for you. Exceptions apply when inserting paragraph numbers or some pinpoints (see below).
- **Numerals:** ordinal numbers (eg 256<sup>th</sup> or 2<sup>nd</sup>) should have the ordinal part (“th” and “nd” in these examples) superscripted as shown. There is an icon to do this in the top left of the reference template in Windows. In a Mac, select **Edit > Font > Superscript**).

## 2.3 Editing references after importing

Carefully check, and if necessary edit, each reference as soon as it is in your Library. Use the **Reference** and the **Preview** panels for this.

- To edit a reference (including to change reference type), use the edit option in the Edit panel on the right of your library.
- You can leave as many fields blank as you wish, you only need to type in what will appear in the footnote and the bibliography.



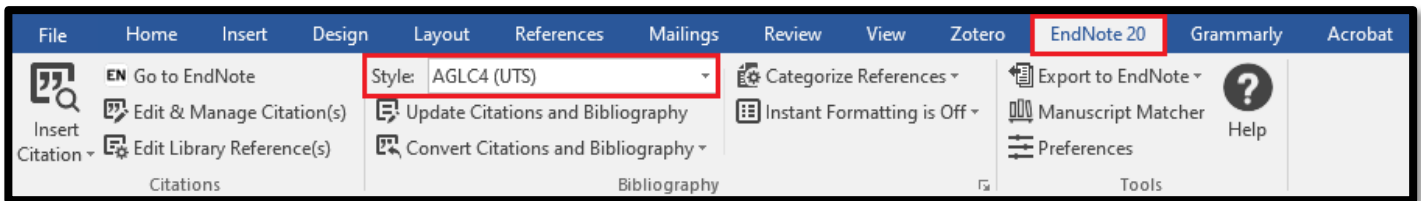
See [Part 3: Templates for manually entering legal references into EndNote](#) for guidelines on which fields to complete.

- It is possible to add **custom fields** into a reference to suit your needs. For example, you may want to add a custom field for methodology or extra notes to keep you organised. If you need help with this, please contact your faculty librarian.

## 3.0 Footnotes

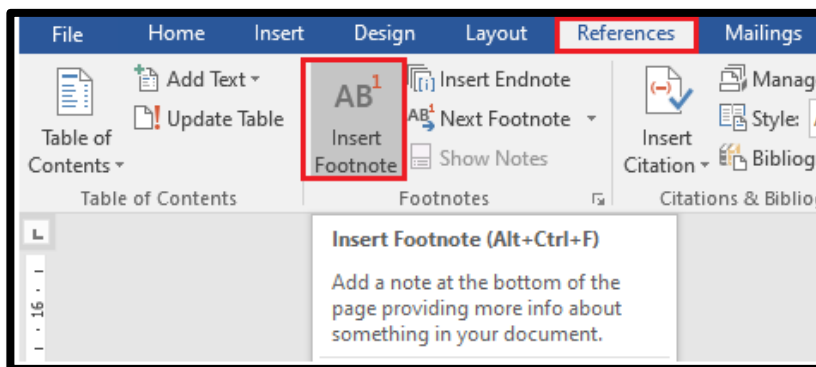
When you install EndNote, this creates an extra tab in Microsoft Word, labelled **EndNote 20**.

- Open a blank **Microsoft Word** document.
- Click on the **EndNote** tab. This is the EndNote plugin that allows EndNote and Microsoft Word to talk to each other.
- Make sure the style **AGLC4 (UTS)** is selected in Word.

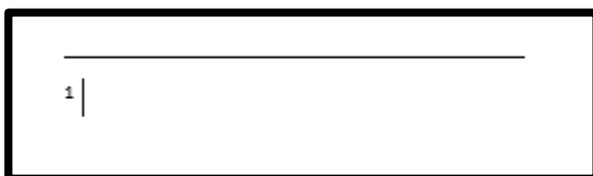


### 3.1 Adding References into Footnotes

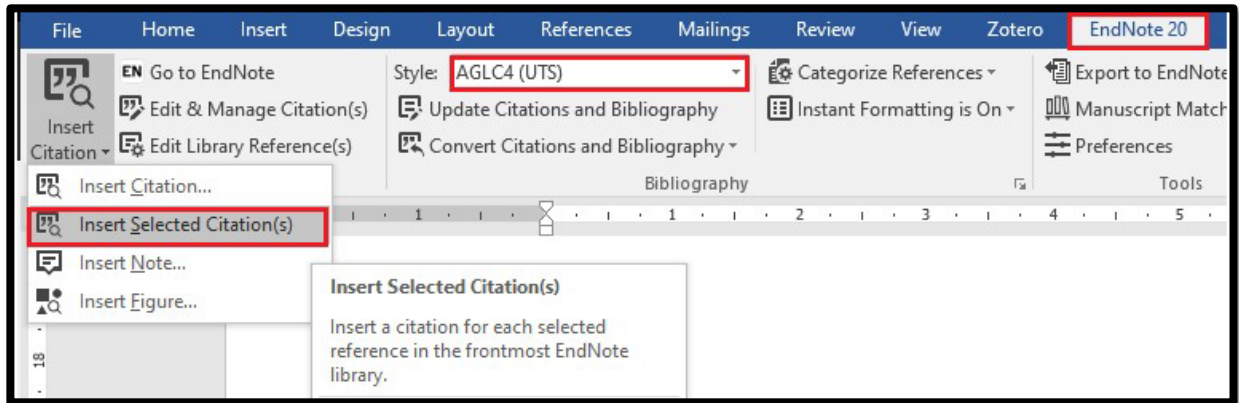
- Go to your EndNote library,
- Select the references that you wish to add to a particular footnote. You can select more than one reference by holding down the **Control key** (Windows) or **Command key** (Mac).
- Return to your Word document and place the cursor in your text, after the word where you want the footnote number to appear.
- In Word, click on the **References** tab, then **Insert Footnote** (Windows); or click on **Insert > Footnote** (Mac).



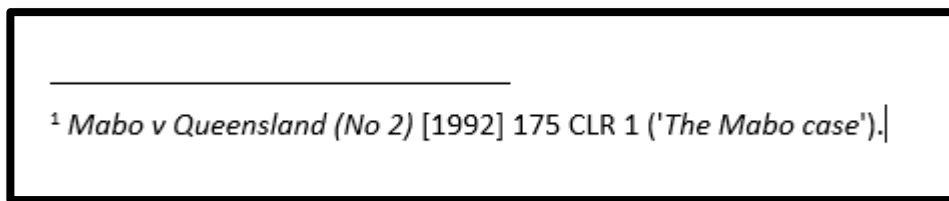
This will place the footnote number in your text, and create a footnote with that number at the bottom of the page.



- In Word, click on the **EndNote** tab. Ensure that AGLC style is selected. Place your cursor in the footnote at the bottom of the page and choose **Insert Citation > Insert Selected Citation(s)**.



The citations will appear in the footnote, formatted correctly. You can type some text in front of, or after any footnotes, if you wish.



- Inserting citations into footnotes also starts creating your reference list at the end of the document. Do not worry at this stage about categorising your reference list: this can be done later and is covered in a later section of this guide.

Repeat this process for all your footnotes. Note that Word will maintain the correct numerical order of footnotes, both in-text and at the bottom of the pages, no matter what order you insert them into your document.

### 3.2 Short Titles

When you add a new reference to your EndNote library, **if there is no author you will need to add a short title** into the reference's Short Title field. You don't need to do this if the reference has an author, such as books, most reports, journal & newspaper articles and so on.

For **Cases**, the short title should be either:

- The popular case name if there is one; or
- The first word or couple of words of the name of the first party; or
- If the first party is the Crown, the first word or couple of words of the name of the second party.

For short titles of **Legislation** or **Treaties**:

- If there is a standard or popular short title, use this.
- If the name of the legislation is 1-3 words long, not including the year, use this name. Eg for the Crimes Act 1900 (NSW) the short title entered into EndNote would be Crimes Act.
- If the name of the legislation or treaty is long, use a few distinguishing words or use the initials of the words in the title (see examples in the AGLC).

- Make sure all your short titles are different. For example if you are citing the Crimes Act 1900 (NSW) and the Crimes Act 1958 (Vic) in your document, you will need to add extra information to the short titles, which would be something like Crimes Act 1900 and Crimes Act 1958.

For other legal materials, you should consult the AGLC for guidance about the form of short titles

### 3.3 Pinpoints

Citations often need to refer to a specific page or section within a reference: this is called a pinpoint. Pinpoints do not appear in your reference list, only in footnotes.

Pinpoints are added by EndNote to citations in footnotes in AGLC in the same way as for citations in other styles:

- Select (click on) the citation in the footnote (you will see it has a grey shading)
- Choose **Edit & Manage Citations** in the EndNote tab
- The **Edit Citation window** opens. You'll see the selected citation highlighted in the top half of the window. If the citation was part of a group of citations, make sure you choose the correct one from the listed group in the top half of the window.
- If your pinpoint is a page number or a range of page numbers, just add the numbers to the **Pages** box in the lower half of the window. For example: 6 or 6-7 or 6, 8, 10.
- If your pinpoint is a paragraph number or range of paragraph numbers, add the numbers enclosed in square brackets to the **Pages** box. For example: [6] or [6]-[7] or [6], [8], [10].
- If your pinpoint is to a section, clause or article number etc, add the abbreviations for these into the **Pages** box, followed by the numbers. For example: s 6 or ss 6-7 or cl 6, 8, 10 or art 31.1.

### 3.4 Repeated Citations in Different Footnotes

#### 3.4.1 Repeated citations in consecutive footnotes

EndNote will automatically convert such repeated citations to **Ibid**, as required by AGLC rules. You can add pinpoints to the Ibid if you wish, in the same way you add them to a normal citation.

If you add a footnote in between two footnotes, where the second one is an Ibid, and then add a different citation to the middle footnote, the Ibid will revert to non-consecutive repeated citation format, as it should (see next section for these).

#### 3.4.2 Repeated citations in non-consecutive footnotes

It is quite common to cite a reference in several different, non-consecutive footnotes. AGLC handles this in quite a complex way, and EndNote therefore has to be a bit complicated here too. The AGLC rule is:

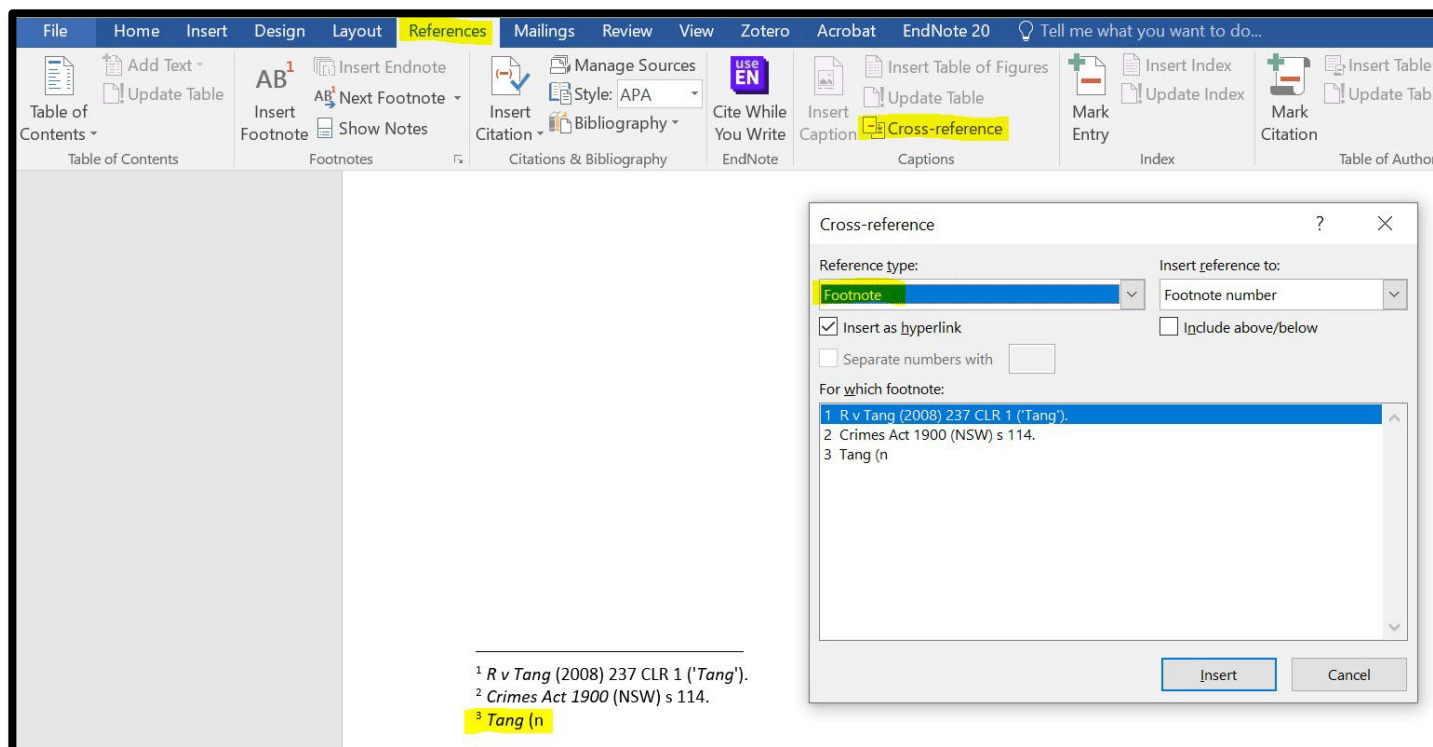
- If the reference has **authors**, all repeated non-consecutive citations will use the **surnames** of these authors plus (**n #**) where the # is the number of the footnote where the reference was **first** cited in the document.
- If the reference **does not have authors**, all repeated non-consecutive citations will use the reference's **short title** (see the Short Title section above), also followed by (**n #**) where # is the number of the footnote where it was first cited.

EndNote knows about these rules, but it doesn't know what the required first footnote number is, so when you insert a reference that has been cited earlier (but not in the directly preceding footnote) you will get either one of:

- Surnames (n)
- Short Title (n)

In both cases, to add the number of the first citing footnote, **leave the cursor in the footnote just after the (n** and click on **References > Cross-reference** (Windows) or **Insert > Cross-reference** (Mac).

Below is the image for Windows:



The **Cross-reference window** will open (see image above).

- Select **Footnote** from the **Reference type** drop down menu as shown
- Select from the list of footnotes in the document, the one where your reference was **first cited**. In our example, the reference we are citing for the second time in footnote 3, *Tang*, was **first cited** in footnote 1, so we select footnote 1
- Click **Insert** at the bottom of the window (**you will then see the number appear after n in the footnote**)
- Select **Close** at the bottom of the window
- Finally, after the number in the footnote, type a close bracket, then any pinpoint you might want to add, and then a full stop.

### 3.4.3 Updating cross-references

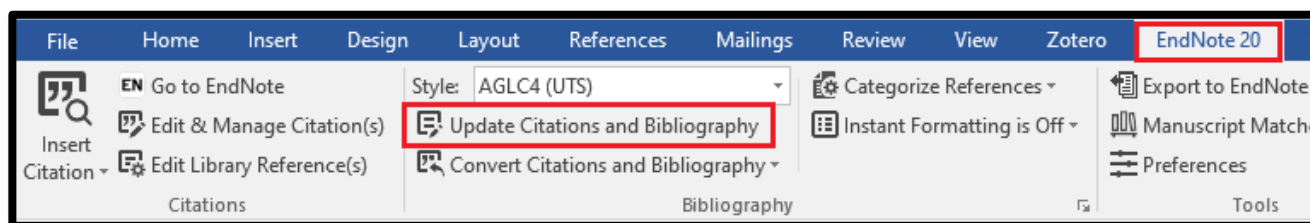
It is possible that you might add footnotes into your document in such a way as to disturb the order of these cross-references. For example in our example, if you add a footnote before the first citation of *Tang*, the original footnote number 1 becomes number 2, original 2 becomes 3, original 3 becomes 4 and so on. We now need to change the cross-reference in the repeated footnote from (n 1) to (n 2). There may be many other cross-references to many other footnotes that will also need to be changed.

Luckily the cross-reference feature in Word allows this to be done easily. **It can be done at any time, as often as you like**, and should certainly be done just before you submit a document for publication or assessment.

- Click onto **any** footnote in your document, and press **Control + A** (Windows) or **Command + A** (Mac). This will select all text in all the footnotes.
- Press the **F9 key** on your keyboard (Windows) or **Command + click** and select **Update Field** (Mac).
- Click **Yes** to continue.
- **All** the cross-reference numbers in **all** the repeated citations will now be updated to the corrected numbers for their first citing footnotes. In our example, (n 1) will be changed to (n 2).

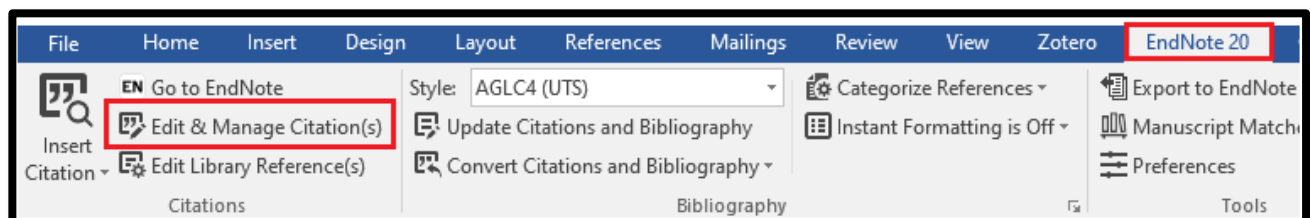
### 3.5 Editing references in footnotes

Editing references in footnotes (eg fix a spelling mistake, add missing information): first make those changes to the reference in your EndNote library. Then return to Word and click on the **Update Citations and Bibliography** option in the EndNote toolbar.

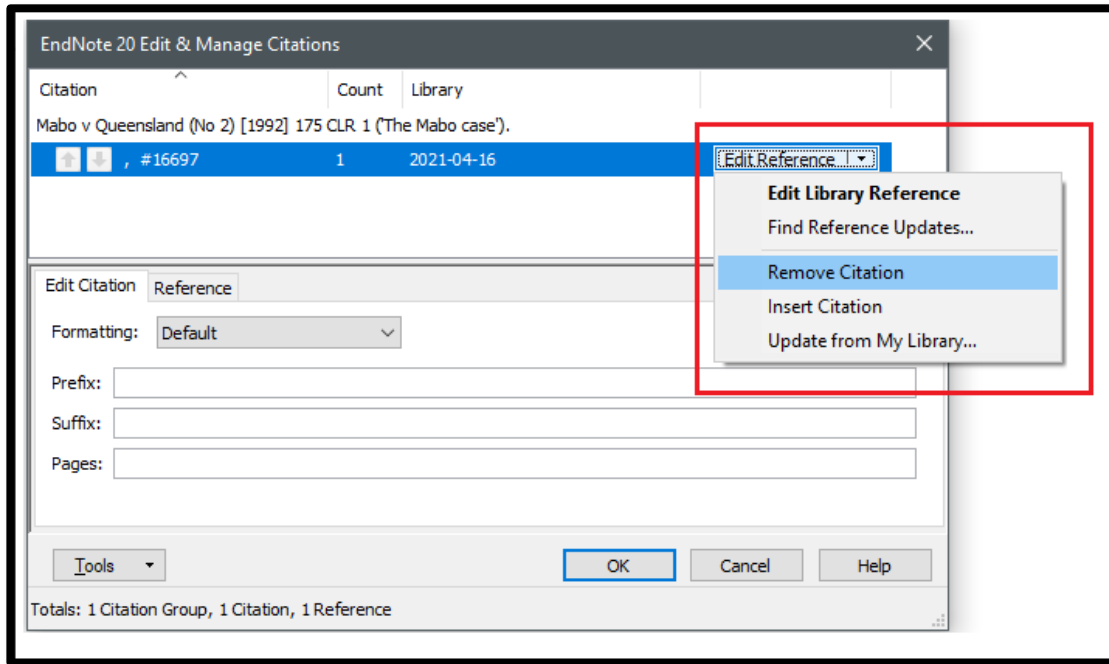


### 3.6 Removing footnotes

To remove a footnote, select the reference click on **Edit & Manage Citations**



- Find it in the list of citations. Use the **Edit Reference** dropdown on the right of the highlighted reference to select **Remove Citation**, then click **OK**.



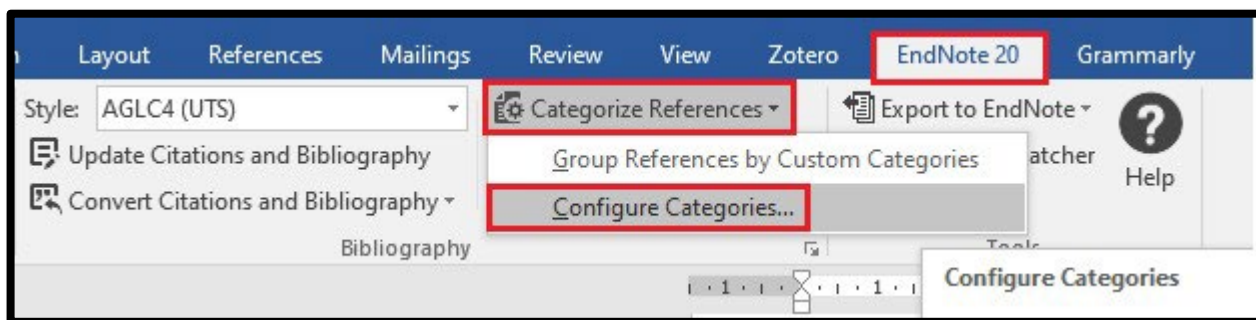
Removing a citation from a footnote in this way does not remove it from the reference list if it was cited in another footnote.



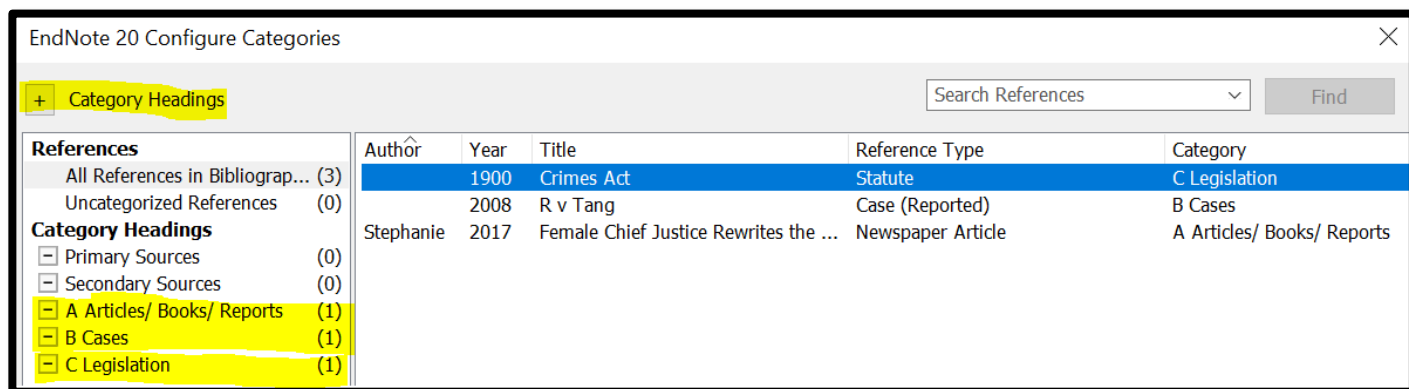
## 4.0 Bibliography

### 4.1 Dividing your Bibliography into Categories

In legal referencing we need to separate our bibliography into categories of references. To do this, in your EndNote tab in Word, select **Categorize References > Configure Categories**.



The following window appears:

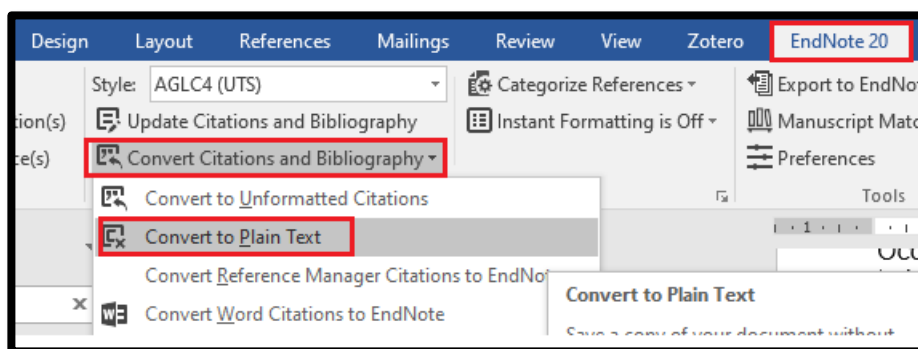


- Use the **Category Headings plus sign icon** to add your category headings. These might be:
  - A Articles/ Books/ Reports,
  - B Cases,
  - C Legislation,
  - D Treaties
  - E Other... and so on, as in the example above. You only need to add the categories you need.
- The list on the right shows all the references in the bibliography. Drag and drop each reference from this list onto its appropriate category
- You can **drag and drop** references from one category to another, but each reference can only be in one category
- Categories will appear in the bibliography in the order displayed here. You can rearrange the categories, by dragging them up or down here, to change their order in the bibliography
- Within each category, references will be arranged according to the normal rules of your style (in AGLC this will be alphabetical order)
- Categories with no references allotted to them will not appear in the bibliography
- References in the document that have not been allocated to a category appear in a temporary category called **Uncategorized References**. Once you allocate these to a category, this temporary category disappears.



## 4.2 Editing your Bibliography

- Correcting spelling mistakes or changing information in references, should be done as before by making the changes in your EndNote library and then selecting **Update References and Bibliography** in Word.
- Some reference types (eg some United States Statutes) may not be able to be categorised and will stay in the Uncategorized References category in your reference list.
- Also, some references may not be in the proper alphabetical order within their category in your reference list. There may also be some issues with commas in some pinpoints. These problems are more difficult to correct. You should **ignore them until you have inserted all your references and pinpoints into your document's footnotes.**
- Once you are sure that you have inserted all references and all pinpoints, if there are any references in the reference list that cannot be categorised, or that are out of alphabetical order within their category:
  - save your document. and then
  - click on **Convert Citations and Bibliography > Convert to Plain Text** in Word.



This creates a copy of your document without any EndNote field codes, and which can be edited like a normal Word document. Just cut and paste the troublesome references into the correct alphabetical order in their correct category. At this point you can also edit errors in pinpoints as well, if there are any.

- If you then decide that you still need to insert another reference or pinpoint, you will need to return to your **original saved document** with the EndNote field codes, add in the new references and pinpoints, and repeat the steps above to create a new **Plain Text** version.

## **Part 3 – Templates for manually entering legal references into EndNote**

Legal Reference Type in EndNote	EndNote Fields	Examples and Additional Notes
<b>Bill</b>  (AGLC4: 3.2)	Year Title of Bill Jurisdiction Short Title	Evidence Bill 1994 (Cth).  See also <i>Explanatory Memoranda</i> below
<b>Book</b>  (AGLC4: 6)	Author Year Title Publisher Volume Edition Translator Original Title Original Year of Publication	Malcolm N Shaw, <i>International Law</i> (Cambridge University Press, 7 <sup>th</sup> ed, 2014).  <ul style="list-style-type: none"> <li>Note superscript in edition number. You need to set this in the reference in your EndNote library</li> </ul> Use <b>Translator</b> , <b>Original Title</b> and <b>Original Year of Publication</b> fields only for translated works
<b>Book Chapter</b>  (AGLC4: 6.6)	Author Year Chapter Title Editor Book Title Publisher Volume Starting Page Edition	Jeremy Waldron, 'Do Judges Reason Morally?' in Grant Huscroft (ed), <i>Expounding the Constitution: Essays in Constitutional Theory</i> (Cambridge University Press, 2 <sup>nd</sup> ed, 2008) 123.  <ul style="list-style-type: none"> <li>Note superscript in edition number. You need to set this in the reference in your EndNote library</li> </ul> The same fields are available for translated works as for books
<b>Case (Medium Neutral)</b>  (AGLC4: 2.3.1)	Year Case Name Unique Court Identifier Judgment Number Short Title	<i>Quarmby v Keating</i> [2009] TASSC 80.  Avoid using this format for reported cases

<p><b>Case (Reported)</b></p> <p>(AGLC4: 2) (AGLC4: 2.2)</p>	<p>Year - Round Brackets Case Name Law Report Abbreviation Reporter Volume Starting Page Short Title</p> <p><b>OR</b></p> <p>Case Name Law Report Abbreviation Reporter Volume (if there is one) Starting Page Year - Square Brackets Short Title</p>	<p><i>Koop v Bebb</i> (1951) 84 CLR 629.</p> <p><u>OR</u></p> <p><i>Bakker v Stewart</i> [1980] VR 17.</p> <ul style="list-style-type: none"> <li>• There are two alternatives for enclosing the Year, depending on whether the reporter is organised by: <ul style="list-style-type: none"> <li>○ Volume Number: the year appears in ( )</li> </ul> </li> </ul> <p>Year: the year appears in [ ]. These cases will often have no volume number</p>
<p><b>Case (Unreported no Medium Neutral)</b></p> <p>(AGLC4: 2.3.2)</p>	<p>Case Name Court Judge Judgment, Docket or Reference Number Full Date Short Title</p>	<p><i>Barton v Chibber</i> (Supreme Court of Victoria, Hampel J, 29 June 1989).</p> <ul style="list-style-type: none"> <li>• Use this format for unreported US cases as well.</li> </ul> <p>If the unreported case is in medium neutral format, use Case (Medium Neutral) format above</p>
<p><b>Conference Paper</b></p> <p>(AGLC4: 7.2.4)</p>	<p>Author Title Name of Conference Type of Paper Full Date of Conference</p>	<p>(use this format for unpublished conference papers)</p> <p>Ian Mutton, 'Extra-Territoriality: A Case Study' (Conference Paper, International Trade Law Conference, 29 May 1997)</p> <p>If the Conference paper has been published in a conference proceedings, use the Book Chapter format above</p>

<p><b>Electronic Article</b></p> <p>(AGLC4: 5.10)</p>	<p>Author Year Title Journal Part Volume Issue Number Pages Article Number/Identifier Issue if a month or season</p>	<p>Kate Lewins, 'What's the Trade Practices Act Got to Do with It? Section 74 and Towage Contracts in Australia' (2006) 13(1) <i>eLaw Journal: Murdoch University Electronic Journal of Law</i> 58.</p> <ul style="list-style-type: none"> <li>• If the issue is a month or season use that field instead of Issue</li> </ul> <p>Use <b>Article Number/Identifier</b> field only if needed</p>
<p><b>Explanatory Memoranda or Explanatory Notes</b></p> <p>(AGLC4: 3.7)</p>	<p>Title of Bill Year Jurisdiction Short Title</p>	<p>Explanatory Memorandum, Equal Opportunity Bill 1995 (Vic).</p> <ul style="list-style-type: none"> <li>• Use the <b>Bill</b> reference type in EndNote</li> </ul> <p>Type the extra words such as Explanatory Memorandum into the <b>Title</b> field in EndNote</p>
<p><b>Internet Materials with Author</b></p> <p>(AGLC4: 7.15)</p>	<p>Author Document Title Web Page Title Full Date Document Type URL</p>	<p>Martin Clark, 'Koani v The Queen', <i>Opinions on High</i> (Blog Post, 18 October 2017) &lt;<a href="http://blogs.unimelb.edu.au/2017/10/18/koani-case-page/">http://blogs.unimelb.edu.au/2017/10/18/koani-case-page/</a>&gt;.</p>

<p><b>Internet Materials without Author</b></p> <p>(Or if the author is the same as the Web Page title)</p> <p>(AGLC4: 7.15)</p>	<p>Document Title Web Page Title Full Date Document Type URL</p>	<p>'General Information', <i>International Whaling Commission</i> (Web Page) &lt;<a href="https://iwc.int/iwcmain">https://iwc.int/iwcmain</a>&gt;.</p> <p>'Gender, Equity and Human Rights', <i>World Health Organization</i> (Web Page, 2019) &lt;<a href="https://www.who.int/gender-equity-rights/en/">https://www.who.int/gender-equity-rights/en/</a>&gt;.</p> <p>'James Edelman', <i>High Court of Australia</i> (Web Page) &lt;<a href="http://hcourt.gov.au/justices/current/justice-james-edelman">http://hcourt.gov.au/justices/current/justice-james-edelman</a>&gt;.</p> <ul style="list-style-type: none"> <li>• Note there are two different reference types depending on whether or not there is an author <ul style="list-style-type: none"> <li>○ If the author is the same as the Web Page Title, leave out the author</li> </ul> </li> </ul> <p>Use last update date for full date if this is available; otherwise just use year or month and year. Leave out altogether if no date is given on the website.</p>
<p><b>Interview</b></p> <p>(AGLC4: 7.13)</p>	<p>Interviewee Interviewer Position of Interviewee Forum or Form of Interview or Location Full Date</p>	<p>Interview with John Howard, Prime Minister of Australia (Clive Robertson, ABC Television, Sydney, 21 December 2001).</p>
<p><b>Journal Article</b></p> <p>(AGLC4: 5) (AGLC4: 5.3)</p>	<p>Author Year Title Journal Part Volume Issue Starting Page</p> <p><b>OR</b></p> <p>Author Title Journal</p>	<p>Stan Ross, 'Battered Wife Syndrome and the Role of Lawyers' (1998) 72(11) <i>Law Institute Journal</i> 39.</p> <p><u>OR</u></p> <p>Ross Grantham and Charles Rickett, 'Property and Unjust Enrichment: Categorical Truths or Unnecessary Complexity' [1997] (1) <i>New Zealand Law Review</i> 668.</p> <ul style="list-style-type: none"> <li>• There are two alternatives for enclosing the Year depending on whether the journal is organised by: <ul style="list-style-type: none"> <li>○ Volume Number: the year appears in ( )</li> <li>○ Year: the year appears in [ ]</li> </ul> </li> </ul>

	Part Volume Starting Page Year - Square Brackets Issue - Square Brackets	If the issue number is a month or season, use the <b>Issue - Square Brackets</b> field instead of the Issue field even if the year is in round brackets
<b>Legal Encyclopedia</b>  (AGLC4: 7.7)	Publisher Encyclopedia Name of Title Title Number Volume Number Name of Chapter Chapter Number Paragraph Date of Retrieval OR Full Date of Last Update	LexisNexis, <i>Halsbury's Laws of Australia</i> , vol 15 (at 25 May 2009) 235 Insurance, '2 General Principles' [235-270].  Westlaw AU, <i>The Laws of Australia</i> (online at 15 February 2018) 2 Administrative Law, '2.3 Access to Information' [2.3.10]  Use only <u>one</u> of <b>Date of Retrieval</b> or <b>Full Date of Last Update</b> fields.
<b>Looseleaf Service</b>  (AGLC4: 7.8)	Author or Publisher Title Publisher if there is also an Author Most Recent Service Type and Number OR Volume Date of Retrieval	Neil J Williams, LexisNexis Butterworths, <i>Civil Procedure: Victoria</i> , vol 1 (at Service 299) [21.01.1].  CCH International, <i>Australian Intellectual Property Commentary</i> (online at 20 February 2018) [¶7-000].  J W Carter, LexisNexis, <i>Carter on Contract</i> (online at 20 February 2018) [04-001].  <ul style="list-style-type: none"> <li>• Most <b>Recent Service Type and Number</b> field refers to the Paragraph and is given at the bottom of the page in the <u>printed</u> version. Add the word Service or Release into the EndNote field as well as the number.</li> <li>• If using the online version, use the <b>Date of Retrieval</b> field instead, with the date you viewed the paragraph. Enter paragraph numbers as pinpoints in footnotes including the square brackets.</li> </ul> In the second example, ¶ is the paragraph symbol, see AGLC4 7.8

<p><b>Newspaper Article</b></p> <p>(AGLC4: 7.11.2) (AGLC4: 7.11.4)</p>	<p>Author Title Newspaper Place of Publication (print only) Starting Page Section Full Issue Date (online) OR Full Issue Date (print) Type of Article</p>	<p>Brook Turner, 'Higher Education: The Cutting Wedge', <i>The Australian Financial Review</i> (Sydney, 5 January 1998) 7.</p> <p>Farah Tomazin, 'Kinder Wages Breakthrough', <i>The Age</i> (online, 19 May 2009) &lt;<a href="http://www.theage.com.au/national/education/kinder-wages-breakthrough-20090519-bewh.html">http://www.theage.com.au/national/education/kinder-wages-breakthrough-20090519-bewh.html</a>&gt;.</p> <ul style="list-style-type: none"> <li>• Use <b>Type of Article</b> field only if needed, eg for a Letter to the Editor etc.</li> </ul> <p>Use only <u>one</u> of <b>Full Issue Date (print)</b> or <b>Full Issue Date (online)</b></p>
<p><b>Parliamentary Debate</b></p> <p>(AGLC4: 7.5) (AGLC4: 24.4.1)</p>	<p>Jurisdiction Chamber Speaker Speaker Position Volume (UK Debates only) Column (UK Debates only) Date of Debate</p>	<p>Commonwealth, <i>Parliamentary Debates</i>, House of Representatives, 23 May 1992, 3121 (Paul Keating, Prime Minister).</p> <p>United Kingdom, <i>Parliamentary Debates</i>, House of Commons, 16 February 1998, vol 306, col 778 (Jack Straw).</p> <ul style="list-style-type: none"> <li>• Use also for UK Debates: you will then need to use the <b>Volume</b> and <b>Column</b> fields.</li> <li>• If the Jurisdiction has more than one word, type a comma after the last word</li> </ul> <p>Only use the <b>Speaker Position</b> field if this is relevant to the speech</p>
<p><b>Parl. Paper or Committee Report</b></p> <p>(AGLC4: 7.1.2)</p>	<p>Author Title Document Type Legislature Paper or Report Number Session (UK only) Full or Partial Date</p>	<p>Environment and Natural Resources Committee, Parliament of Victoria, <i>Inquiry into the Environmental Effects Statement Process in Victoria</i>, Parliamentary Paper No 59, September 2011).</p> <ul style="list-style-type: none"> <li>• Use Author for the Committee Name. Type a comma after the last word</li> <li>• Type Parliamentary Paper into the <b>Document Type</b> field if required</li> <li>• Use also for UK Parliamentary Papers (AGLC4 24.4.3), but include the</li> </ul> <p>Legislature in the <b>Document Type</b> field, not the <b>Legislature</b> field. UK Papers also use the <b>Session</b> field.</p>



<p><b>Press or Media Release</b></p> <p>(AGLC4: 7.3)</p>	<p>Author Title Release Type Document Number Body Full Date</p>	<p>McLibel Support Campaign, 'McLibel Crisis as Defendant and Office Fight Eviction Threat' (Press Release, 17 May 2001).</p> <p>If the Author and the releasing body are the same, do not use <b>Body</b> field</p>
<p><b>Regulations &amp; Delegated legislation</b></p> <p>(AGLC4: 3.4)</p>	<p>Year Title of Act or Regulation Jurisdiction Short Title</p>	<p><i>Police Regulations 2003 (Vic)</i></p> <ul style="list-style-type: none"> <li>• Use <b>Statute</b> reference type in EndNote</li> </ul>
<p><b>Reports and Similar Documents</b></p> <p>(AGLC4: 7.1.1)</p>	<p>Author Title Publisher Year</p>	<p>Community Law Australia, <i>Unaffordable and Out of Reach: The Problem of Access to the Australian Legal System</i> (Report No 2, December 2012).</p> <ul style="list-style-type: none"> <li>• Use <b>Book</b> as the reference type in EndNote</li> <li>• Add the document type to the Publisher field</li> <li>• If there is a Document Number, add this to the Publisher field too, after the Document Type, with the word No in between (see above example)</li> <li>• Add the Full or Partial Date to the Year field</li> </ul>
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<p><b>Speech</b></p> <p>(AGLC4: 7.3)</p>	<p>Speaker Title Institution/Forum/Location Type of Speech Full Date</p>	<p>Justice Dyson Heydon, 'Threats to Judicial Independence: The Enemy Within' (Speech, Inner Temple, 23 January 2012).</p>
<p><b>Statute</b></p> <p>(AGLC4: 3)</p>	<p>Year Title of Act or Regulation Jurisdiction Short Title</p>	<p><i>Sex Discrimination Act 1984</i> (Cth).</p> <ul style="list-style-type: none"> <li>Use this format for Regulations, Delegated Legislation, Constitutions</li> </ul> <p>Note that this format is for Australian or NZ statutes; use other reference types for Canadian, UK or US statutes.</p>
<p><b>Television, Radio &amp; Audiovisual</b></p> <p>(AGLC4: 7.14.3) (AGLC4: 7.14.4)</p>	<p>Episode Title Series Title Studio/Production Company/Producer Version Details Date of Broadcast URL</p>	<p>'The Paradise Papers', <i>Four Corners</i> (Australian Broadcasting Corporation, 2017) &lt;<a href="http://www.abc.net.au/4corners/the-paradise-papers/9124930">http://www.abc.net.au/4corners/the-paradise-papers/9124930</a>&gt;.</p> <p>'Inventions: Who Owns Them?', <i>The Law Report</i> (ABC Radio National, 8 September 2009) &lt;<a href="http://www.abc.net.au/rn/lawreport/stories/2009/2678819.htm#transcript">http://www.abc.net.au/rn/lawreport/stories/2009/2678819.htm#transcript</a>&gt;.</p> <p>Use Studio/Production Company/Producer for the Broadcast Station</p>
<p><b>Thesis</b></p> <p>(AGLC4: 7.2.5)</p>	<p>Author Year Title University Thesis Type</p>	<p>Jeremy Kirk, 'Implied Rights in Constitutional Adjudication by the High Court of Australia since 1983' (D Phil Thesis, Oxford University, 1998).</p> <p>In the <b>Thesis Type</b> field, just add the abbreviation for the degree, eg PhD</p>
<p><b>Treaty: Bilateral or Trilateral</b></p> <p>(AGLC4: 8)</p>	<p>Title Signatories Date Signed - Bilateral or Trilateral Treaty Series Details Date Signed and Entered into Force OR Date Entered into Force Short Title</p>	<p><i>Convention on the Avoidance of Double Taxation with Respect to Taxes on Income and Capital</i>, signed 20 November 1978, Canada-Romania, 1467 UNTS 241 (entered into force 29 December 1980).</p> <p><i>International Agreement on the Schelde</i>, Belgium-France-Netherlands, signed 3 December 2002, 2351 UNTS 13 (entered into force 1 December 2005).</p> <p><i>Agreement Relating to Co-operation on Anti-Trust Matters</i>, Australia-United States of America, 1369 UNTS 43 (signed and entered into force 29 June 1982).</p>

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<b>Treaty: Multilateral</b> (AGLC4: 8)	Title Date Opened for Signature - Multilateral Date Entered into Force Treaty Series Details Short Title	<i>Treaty for the Non-Proliferation of Nuclear Weapons</i> , opened for signature 1 July 1968, 729 UNTS 161 (entered into force 5 March 1970).
<b>United Nations Document</b> (AGLC4: 9)	Author Title Resolution Abbreviation and Number Official Records Abbreviation Committee Number Session Number Part Number Meeting Number Agenda Item Supplement Number UN Document Number Author's Official Position Full Date Annex Number Short Title Annex Title Full Date of Adoption (if necessary)	<p><i>Universal Declaration of Human Rights</i>, GA Res 217A (III), UN GAOR, UN Doc A/810 (10 December 1948).</p> <p>Maurice Kamto, Special Rapporteur, <i>Third Report on the Expulsion of Aliens</i>, UN Doc A/CN.4/581 (19 April 2007).</p> <p>UN SCOR, 62<sup>nd</sup> sess, 5663<sup>rd</sup> mtg, UN Doc S/PV.5663 (17 April 2007).</p> <p><i>General and Complete Disarmament</i>, GA Res 49/75, UN Doc A/RES/49/75 (9 January 1995, adopted 15 December 1994).</p> <ul style="list-style-type: none"> <li>Use only those fields that are appropriate to the specific document. Many fields such as Committee, Session, Part, and Meeting Numbers will not be needed.</li> <li>For the <b>Resolution Abbreviation and Number field</b>, add both the abbreviation for the type of resolution and the resolution number</li> <li>For the <b>UN Document Number</b> field, add only the document number</li> </ul> <p>Note superscripts for ordinal numbers. You need to set these in the reference in your EndNote library.</p>

<p><b>Written Correspondence (eg Letters)</b></p> <p>(AGLC4: 7.12)</p>	<p>Type of Correspondence  Sender  Collection Title  Collection Location  Recipient  Full  Date  URL</p>	<p>Letter from Ellen Keen to George Rusden, 28 April 1867 in <i>George William Rusden: Collection of Personal and Historical Papers</i> (Royal Historical Society of Victoria, Melbourne).</p> <p>Letter from Deloitte Touche Tohmatsu, Melbourne, to Opes Prime Clients, 1 April 2008  &lt;<a href="http://deloitte.com.au/media/docs/OpesPrime_groupcircular.pdf">http://deloitte.com.au/media/docs/OpesPrime_groupcircular.pdf</a>&gt;.</p> <p>Use <b>Collection Title</b> and <b>Collection Location</b> fields if the correspondence is contained in an archive</p> <p>Use a URL if this would assist in recovery of the document</p>
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