

# Typing in references

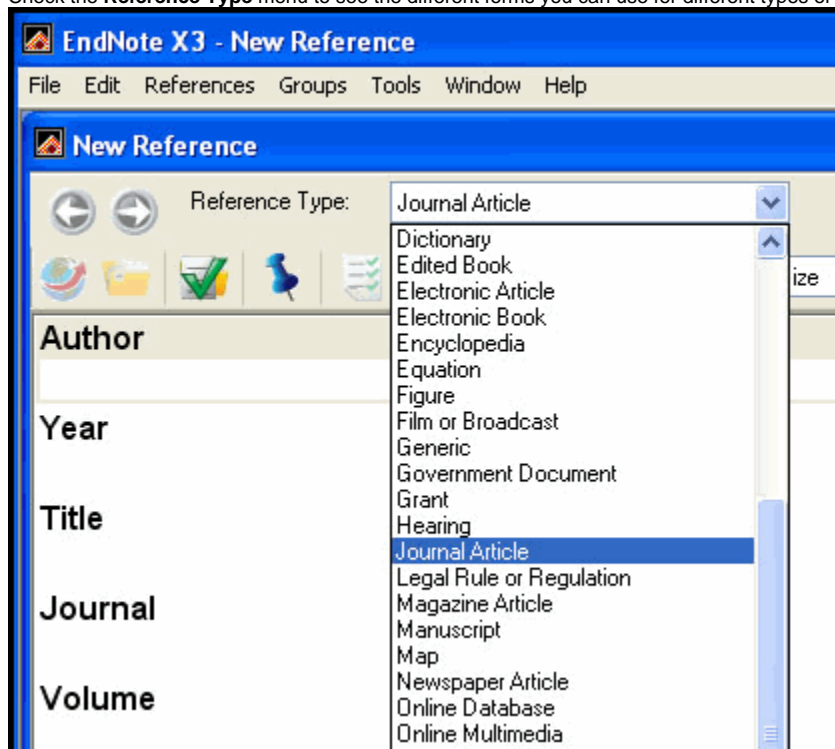
You can add new references by typing them in, but it is much faster to downloading references from the Library catalogue or databases.

To type in a new reference to your library, follow these steps

- Make sure the correct library is open
- Choose **References > New**
- You now have a blank **journal article** reference type form to start inserting information about your reference

You may wish to change the Reference type

Check the **Reference Type** menu to see the different forms you can use for different types of material.



Note:

Special bibliographic formatting and punctuation are not necessary when you enter reference data into EndNote. eg, you do not need to italicise journal titles or include brackets for issue numbers. EndNote does this all for you

The **Reference Type** determines

- how a reference is formatted in the bibliography
- which fields appear in the Reference window, eg, a **Journal Article** reference type has fields for *Journal*, *Volume*, *Issue*, while a **Book** reference type includes fields for *Editor* and *Publisher*.

Suggestions for using reference types:

- Use **Edited Book** for books edited by one or more authors
- Use **Book Section** for references to parts of books (eg. a chapter, or one article in a published conference proceedings)
- The **Conference Proceedings** reference type is best used for unpublished proceedings
- There are now separate **Electronic Book** and **Electronic Article** reference types .
- If you are citing a journal article that appears both online and in print, most style guides recommend that you use the print information and cite it as a regular journal article.
- Email discussions should be cited as **Personal Communications**, just like any other correspondence.
- Fields such as Keywords, Abstract, Notes will only appear in the final bibliography if you choose the **show all** option.
- Notes, Research Notes and Abstract fields can each store up to 16 pages of text. Use the Notes field for personal comments written by yourself

Close the reference by clicking on the X button in the top right-hand corner of the New Reference window. Closing also saves the reference.