Guide to the RMIT Harvard EndNote Output Style

NOTES FOR THE USER:
(Written by RMIT University Library, October 2016; last updated 7 September 2017)

Output style originally written by John East, University of Queensland Library, 18 April 2002. Latest revision: 26 August 2010.

This output style - with permission from the University of Queensland Library - adapted and significantly modified for the needs of RMIT University by RMIT University Library, October 2016. Latest revision: 7 September 2017.

The original version of this EndNote output style is based on the "Style Manual for Authors, Editors and Printers", formerly published by the Australian Government Publishing Service, is still often referred to as the "AGPS Manual". It is also known as the "AGIMO Manual", because it is currently published for the Australian Government Information Management Office. It is also referred to as the "Snooks Manual", because the 6th edition was prepared by the consultants Snooks and Co.

The adapted and modified version of this EndNote output style is based on the RMIT Library Harvard Referencing Guide, RMIT Library's 'Harvard Referencing for Visual Material' subject guide, various Harvard referencing guides from Australian universities, and the '*The Australian Guide to Legal Citation (AGLC), 3rd ed.*' (produced by Melbourne University Law Review Association in collaboration with Melbourne Journal of International Law, 2010).

This EndNote output style focuses on the author-date system in the Harvard style, specifically modified for RMIT University.

Contents

1. ARTWORK

Used for
Original artwork:
• Permanent displays in museums, galleries & institutions.
• Temporary or travelling exhibitions in museums, galleries & institutions.

Referencing template
Artist Year, *Title*, Type of Work, *Publisher, *[Exhibited at:] Description, *Size, Place Published, *Date.

Reference Type	Description	Notes	When Used
Artist	Creator of artwork	-	Always
Year	Year artwork created	-	Always
Title	Title of artwork (in italics)	EndNote will automatically italicise title	Always
Type of Work	Format of artwork, e.g. 'metal sculpture', 'oil on canvas', 'linen fabric backing with thread embroidery', etc.	-	Always
*Publisher	Name of gallery/museum/institution artwork held in	-	IF APPLICABLE -- only for **permanent displays**
*Description	Name of gallery/museum/institution artwork exhibited at	EndNote will automatically place the words 'Exhibited at' before Description	IF APPLICABLE -- only for **temporary displays**
*Size	Physical dimensions of artwork in metric units, e.g. 300x150mm	-	IF AVAILABLE
Place Published	City, town or region of gallery/museum/institution artwork held in or exhibited at	-	Always
*Date	Of exhibition, e.g. 27 Jan - 23 Feb 2009	-	IF APPLICABLE -- only for **temporary displays**

2. AUDIOVISUAL MATERIAL

Used for

- Online streaming video from database.
- Online streaming video from open-access website (e.g. YouTube).
- DVDs.
- TV programs (broadcasts):
    - In physical format (e.g. physical TV).
    - Online via library databases or open-access websites.
- Radio programs (broadcasts):
    - In physical format (e.g. physical radio).
    - Online via library databases or open-access websites.
- Films (movies):
    - In physical format (e.g. DVD).
    - Online via library databases or open-access websites.

Notes

Included 'Films', 'Radio programs' and 'TV programs' in this *Audiovisual Material* category should the user wish to use this one rather than the *Film or Broadcast* category.

Referencing template

Title Year, Format, *Series Title, Publisher, *Place Published, *Date, *[viewed] Access Date, *Name of Database [database], *<URL>. *[Directed by] Cast.

Reference Type	Description	Notes	When Used
Title	Title of item (in italics)	EndNote will automatically italicise title	Always
Year	Year item was produced/uploaded/broadcast	-	Always
Format	Type of item, e.g. 'DVD', 'motion picture', 'radio program', 'streaming video', 'television program', etc.	-	Always
*Series Title	Title of series item is part of	-	IF APPLICABLE -- only for items part of a series
Publisher	Name of item's distributor/producer/broadcaster/ username	-	Always
*Place Published	City, town or region of production/broadcast/upload	-	IF AVAILABLE
*Date	Day & month of production/broadcast/upload, e.g. 5 May	-	IF APPLICABLE -- only for **TV & radio programs** (physical OR online)

AUDIOVISUAL MATERIAL – cont.			
Reference Type	**Description**	**Notes**	**When Used**
*Access Date	Date item viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online items** accessed via **databases** or **open-access websites**
*Name of Database	Database name where item found in	EndNote will automatically place the word 'database' after Name of Database	IF APPLICABLE -- only for **online items** accessed via **databases**
*URL	Website link of item	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online items** accessed via **open-access websites**
*Cast	Name of Director	Do **not** abbreviate name -- name must be in **full** in order of **first name followed by last name**, e.g. Steven Spielberg EndNote will automatically place the words 'Directed by' before Cast	IF APPLICABLE -- only for **film/movies** (physical OR online)

3. BILL

Used for
Bills (legal resource).

Notes
• Bills are essentially draft Acts (i.e. pre-Acts). They have not been passed through Parliament yet to finalise the Act. • Bills are referenced like Statutes/Acts, however (unlike Acts), there is **no** italicising since Bills are unpublished materials. Examples: - Corporations Amendment Bill (No 1) 2005 (Cth) - Carbon Pollution Reduction Schemme Bill 2009 (Cth) cl 83. - Migration Amendment (Immigration Detention Reform) Bill 2009 (Cth) sch 1 item 9

Referencing template
Title Year (Legislative Body) *Bill Number.

Reference Type	Description	Notes	When Used
Title	Title of Bill	-	Always
Year	Year Bill was implemented or decided	-	Always
Legislative Body	Abbreviated jurisdiction in which the Bill was decided on or implemented (in round brackets), e.g. 'Vic' for Victoria, 'Cth' for Commonwealth, etc.	EndNote will automatically place round brackets around legislative body For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	Always
*Bill Number	Abbreviated pinpoint reference of Bill, e.g. 'cl' for clause, 'sch' for schedule, etc.	Abbreviation followed by number that refers to pinpoint reference. For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	IF APPLICABLE -- only needed if citing this from Bills

4. BLOG

Used for
Posts or entries on blogs.

Referencing template
Author Year, 'Title of Entry', *Title of WebLog*, [blog post], Date, [viewed] Access Date, <URL>. [EndNote will automatically place the words 'blog post' before Date]

Reference Type	Description	Notes	When Used
Author	Author of post/entry	-	Always
Year	Year when post/entry was uploaded	-	Always
'Title of Entry'	Name of post/entry (in single quotes)	EndNote will automatically place single quotes around title	Always
Title of WebLog	Name of whole blog (in italics)	EndNote will automatically italicise title	Always
Date	Day & month post/entry was uploaded, e.g. 5 May	-	Always
Access date	Date post/entry viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	Always
URL	Website link of post/entry	EndNote will automatically place triangular brackets around URL	Always

5. BOOK

Used for
• Physical/print books (non-edited).   • Online e-books (non-edited) -- via library databases, via open-access websites.

Referencing template
Author Year, *Title*, *Edition [edn], *Series Title, Publisher, Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Author	Name of book's author	-	Always
Year	Year when book was published	-	Always
Title	Title of book (in italics)	EndNote will automatically italicise title	Always
*Edition	Edition number of book, e.g. 3rd	EndNote will automatically place the word 'edn' after Edition	IF APPLICABLE -- only if edition number is **not** the first
*Series Title	Series title of book	-	IF APPLICABLE -- only if part of a series
Publisher	Name of book's publisher	-	Always
Place Published	City, town or region book published in	-	Always
*Access Date	Date book viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** books accessed via **databases** or **open-access websites**
*Name of Database	Database name where book found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** books accessed via **databases**
*URL	Website link of book	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** books accessed via **open-access websites**

6. BOOK SECTION

Used for
• Physical/print book chapters. • Online e-book chapters -- via library databases, via open-access websites.

Referencing template
Author Year, 'Title', [in] Editor [(ed.) OR (eds)], *Book Title*, *Edition [edn], *Series Title, Publisher, Place Published, [p. OR pp.] Pages, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Author	Name of book chapter's author	-	Always
Year	Year when book was published	-	Always
'Title'	Title of book chapter (in single quotes)	EndNote will automatically place single quotes around title	Always
Editor	Editor of book	EndNote will automatically place the word 'in' before Editor, and either '(ed.)' or '(eds.)' - depending if multiple editors - after Editor	Always
Book Title	Title of book (in italics)	EndNote will automatically italicise title	Always
*Edition	Edition number of book, e.g. 3rd	EndNote will automatically place the word 'edn' after Edition	IF APPLICABLE -- only if edition number is **not** the first
*Series Title	Series title of book	-	IF APPLICABLE -- only if part of a series
Publisher	Name of book's publisher	-	Always
Place Published	City, town or region book published in	-	Always
Pages	Page range of book chapter, e.g. 60-65, 136-45	EndNote will automatically place either the word 'p.' OR 'pp.' - depending if multiple pages – after Pages	Always
*Access Date	Date book chapter viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** book chapters accessed via **databases** or **open-access websites**
*Name of Database	Database name where book chapter found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** book chapters accessed via **databases**
*URL	Website link of book chapter	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** book chapters accessed via **open-access websites**

7. CASE

Used for
Cases (legal resource).

Notes
Cases are disputes between opposing parties resolved by a court.   Examples: - *Mabo v Queensland (No. 2)* (1992) 175 CLR 1   - *The State of New South Wales v The Commonwealth* (1915) 20 CLR 54   - *University of New South Wales v Moorhouse and Angus & Robertson (Publishers) Pty Ltd* (1975) 133 CLR 1

Referencing template
Case Name (Year Decided) Reporter Volume Reporter Abbreviation First Page.

Reference Type	Description	Notes	When Used
Case Name	Title of Case (in italics)	EndNote will automatically italicise case name	Always
(Year Decided)	When decisions were made about the Case, when it officially 'passed' or became official (in round brackets)	EndNote will automatically place round brackets around year	Always
Reporter Volume	Volume number of Case, e.g. 175	Do **not** put 'vol.' before number, include only actual number	Always
Reporter Abbreviation	Abbreviated case report series that pertains to jurisdiction, e.g. 'CLR' for 'High Court of Australia' reports.	For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	Always
First Page	First page number of Case, e.g. 8	Do **not** put 'p.' before number, include **only** actual number	Always

8. COMPUTER PROGRAM

Used for

- Online apps -- via open-access websites, iTunes, Google Play, etc.
- Games played on or designed for PC/computer, PlayStation, Xbox 360, Wii, smartphones & tablets (online games), or any other gaming device.

Referencing template

Programmer Year, *Title*, *[Version] Version, Description, *Type, Publisher, *Place Published, *[viewed] Access Date, *<URL>.

Reference Type	Description	Notes	When Used
Programmer	Name of person or organisation that designed/created app or game	Sometimes same as Publisher (if organisation)	Always
Year	Year when app or game was designed/created	-	Always
Title	Title of app or game (in italics)	EndNote will automatically italicise title	Always
*Version	Version number of app, e.g. 1.55.2	EndNote will automatically place the word 'Version' before Version number	IF APPLICABLE -- only for **apps**
Description	Format of resource	Use 'mobile app' for apps, 'video game' for games	Always
*Type	Type of game platform, e.g. Xbox 360, PlayStation, Wii, iPhone, iPad, online, computer, etc.	-	IF APPLICABLE -- only for **games**
Publisher	Name of person or organisation that designed/created app or game OR name of app/game distributor in Australia if different to Publisher	Sometimes same as Programmer (if organisation)	Always
*Place Published	City, town or region app or game designed/created in	-	IF AVAILABLE
*Access Date	Date app or game accessed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online apps** or **online games** accessed via the **Internet**, e.g. open-access websites, iTunes, Google Play, etc.
*URL	Website link of app or game	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online apps** or **online games** accessed via the **Internet**, e.g. open-access websites, iTunes, Google Play, etc.

9. CONFERENCE PAPER

Used for
Conference papers presented at conferences which have **not** been published (**unpublished**). An unpublished conference paper is essentially a conference presentation. You will likely access the presentation in the format of PowerPoint slides or, more commonly, as a PDF version of the presentation, which may be a written article or printable slides. The presentation slides or PDFs are usually made freely available for download from the conference organisation's website.

Referencing template
Author Year, 'Title', paper presented to Conference Name, Conference Location, Date, viewed Access Date, <URL>.

Reference Type	Description	Notes	When Used
Author	Author of unpublished paper	-	Always
Year	Year unpublished paper produced	-	Always
'Title'	Title of unpublished paper (in single quotes)	EndNote will automatically place single quotes around title	Always
Conference Name	Name of conference unpublished paper presented at	EndNote will automatically place the words 'paper presented to' before Conference Name	Always
Conference Location	City, town or region conference held at, e.g. Sydney	-	Always
Date	Day, month and year conference held, e.g. 16 September 2014, 23 - 26 March 2015, 30 October - 2 November 2016, May 2017	-	Always
Access Date	Date unpublished paper accessed online, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	Always
URL			

10. CONFERENCE PROCEEDINGS

Used for
Conference papers previously presented at conferences that have been **published** in conference proceedings. Thus, use this for **published** conference papers. These published papers tend to be available for download as a PDF. They should be referenced as a physical/print paper, regardless whether they were obtained online from a library database or open-access website.

Referencing template
Author Year Published, 'Title', in Editor (ed.),^(eds), *Proceedings Title*, Conference Location, Date, *Series Title, Publisher, Place Published, p.^pp. Pages.

Reference Type	Description	Notes	When Used
Author	Author of published paper	-	Always
Year Published	Year when paper was published	-	Always
'Title'	Title of published paper (in single quotes)	EndNote will automatically place single quotes around title	Always
Editor	Editor's name of conference proceedings that paper published in	EndNote will automatically place the word 'in' before Editor, and either '(ed.)' or '(eds.)' - depending if multiple editors - after Editor	Always
Proceedings Title	Title of conference proceedings that paper published in (in italics)	EndNote will automatically italicise title	Always
Conference Location	City, town or region conference held at, e.g. Sydney	-	Always
Date	Day, month and year conference held, e.g. 16 September 2014, 23 - 26 March 2015, 30 October - 2 November 2016, May 2017	-	Always
*Series Title	Series title of conference proceedings	-	IF APPLICABLE -- only if part of a series
Publisher	Name of conference proceedings' publisher	-	Always
Place Published	City, town or region conference proceedings published in	-	Always
Pages	Page range of published paper, e.g. 60-65, 136-45	EndNote will automatically place either the word 'p.' OR 'pp.' - depending if multiple pages - after Pages	Always

11. EDITED BOOK

Used for

- Physical/print books (edited).
- Online e-books (edited) -- via library databases, via open-access websites.

Referencing template

Editor [(ed.) OR (eds)] Year, *Title*, *Edition [edn], *Series Title, Publisher, Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Editor	Editor of book	EndNote will automatically place the word '(ed.)' or '(eds.)' - depending if multiple editors - after Editor	Always
Year	Year when book was published	-	Always
Title	Title of book (in italics)	EndNote will automatically italicise title	Always
*Edition	Edition number of book, e.g. 3rd	EndNote will automatically place the word 'edn' after Edition	IF APPLICABLE -- only if edition number is **not** the first
*Series Title	Series title of book	-	IF APPLICABLE -- only if part of a series
Publisher	Name of book's publisher	-	Always
Place Published	City, town or region book published in	-	Always
*Access Date	Date book viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** books accessed via **databases** or **open-access websites**
*Name of Database	Database name where book found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** books accessed via **databases**
*URL	Website link of book	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** books accessed via **open-access websites**

12. FIGURE

Used for
Online images -- via library databases, via open-access websites (e.g. Flickr).

Notes
Images **within books** (physical/print OR online e-books) should be referenced as a book. You would therefore follow the referencing template for **Book**, **Book Section** or **Edited Book**. If the image is a **stand-alone** image (i.e. not inside a book), you would reference the image using the referencing template for **Figure**. Example: If you are referencing Aubrey Beardsley's drawing within *The Stomach Dance*, a 2001 book by Gorman, then your reference would be -- Gorman, P 2001, *The look: adventures in pop & rock fashion*, Sanctuary Publishing Ltd, London.

Referencing template
Created By Year, *Title*, *Place Published, Type of Image, [viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Created By	Name of image's creator	-	Always
Year	Year image created	-	Always
Title	Title of image (in italics)	EndNote will automatically italicise title	Always
*Place Published	City, town or region image created in	-	IF AVAILABLE
Type of Image	Format of image, e.g. photograph, illustration, painting, etc.	-	Always
Access Date	Date image viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	Always (for **online** images)
*Name of Database	Database name where image found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** images accessed via **databases**
*URL	Website link of image	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** images accessed via **open-access websites**

13. FILM OR BROADCAST

Used for

- Films (movies):
    - In physical format (e.g. DVD).
    - Online via library databases or open-access websites.
- Radio programs (broadcasts):
    - In physical format (e.g. physical radio).
    - Online via library databases or open-access websites.
- TV programs (broadcasts):
    - In physical format (e.g. physical TV).
    - Online via library databases or open-access websites.

Notes

Included 'Films', 'Radio programs' and 'TV programs' in this **Film or Broadcast** category should the user wish to use this one rather than the **Audiovisual Material** category.

Referencing template

Title Year Released, Format, *Series Title, Distributor, Place Published, *Date Released, *[viewed] Access Date, *Name of Database [database], *<URL>. *[Directed by] Director.

Reference Type	Description	Notes	When Used
Title	Title of film or broadcast (in italics)	EndNote will automatically italicise title	Always
Year Released	Year film released, year TV/radio program produced or broadcast	-	Always
Format	Format of item	Use 'motion picture' for films/movies, 'radio program' for radio broadcasts, 'television program' for TV broadcasts	Always
*Series Title	Series title of film or broadcast	-	IF APPLICABLE -- only if part of a series
Distributor	Name of item's distributor/producer/broadcaster	-	Always
Place Published	City, town or region of production/broadcast	-	Always
*Date Released	Day & month of production/broadcast, e.g. 5 May	-	IF APPLICABLE -- only for **TV & radio programs** (physical OR online)
*Access Date	Date film/movie or TV program viewed OR radio program listened to, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** films/movies or broadcasts accessed via **databases** or **open-access websites**

FILM OR BROADCAST – cont.			
Reference Type	**Description**	**Notes**	**When Used**
*Name of Database	Database name where film or broadcast found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** films/movies or broadcasts accessed via **databases**
*URL	Website link of film or broadcast	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** films/movies or broadcasts accessed via **open-access websites**
*Credits	Name of film/movie Director	Do **not** use 'Director' field – use 'Credits' instead. With 'Director', EndNote will automatically abbreviate name, and present it in order of last name followed by first name initials, e.g. Spielberg, S. 'Credits' displays it **correctly**, e.g. Steven Spielberg EndNote will automatically place the words 'Directed by' before Director	IF APPLICABLE -- only for **films/movies** (physical OR online)

RMIT
UNIVERSITY

14. GOVERNMENT DOCUMENT

Used for

- Government reports (e.g. health reports, reports on families, reports on education, white papers, green papers, etc.):
  - In physical/print format.
  - Online via library databases or open-access websites.
- Australian Bureau of Statistics (ABS) reports:
  - In physical/print format.
  - Online via library databases or open-access websites.
- Hansard (transcripts of Australian parliamentary proceedings).

Notes

A Hansard should be referenced as if in **physical/print**, even if viewed or obtained electronically or online.

Referencing template

Author Year, *Title*, *Label, *Report Number, *[vol.] Volume, *[p. OR pp.] Pages, *Publisher, *Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Author	Name of person or organisation that authored document	Sometimes same as Publisher (if organisation).	Always
Year	Year document published	-	Always
Title	Title of document (in italics)	EndNote will automatically italicise title	Always
*Label	Type of government report, e.g. 'report', 'research report', 'discussion paper', 'working paper', 'occasional paper', 'white paper', 'green paper', 'media release', etc.	Only insert Label if **not** in already in Title	IF APPLICABLE - only for **government reports** (physical OR online)
*Report Number	Catalogue/report number of ABS report	-	IF APPLICABLE -- only for **physical ABS reports**. Ignore for **online ABS reports --** number is part of start of title
*Volume	Volume number of Hansard	EndNote will automatically place the word 'vol.' before Volume	IF APPLICABLE -- only for **Hansard**
*Pages	Page range of Hansard, e.g. 60-75, 136-55	EndNote will automatically place either the word 'p.' OR 'pp.' - depending if multiple pages - after Pages	IF APPLICABLE -- only for **Hansard**
*Publisher	Publisher name of government or ABS report, **not** Hansard	Sometimes same as Author (if organisation).	IF APPLICABLE -- only for **government or ABS reports** (physical OR online)

GOVERNMENT DOCUMENT – cont.			
Reference Type	**Description**	**Notes**	**When Used**
*Place Published	City, town or region government or ABS report (**not** Hansard) published in	-	IF AVAILABLE & APPLICABLE -- only for **government or ABS reports** (physical OR online)
*Access Date	Date government or ABS report (**not** Hansard) viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online government** or **online ABS reports** accessed via **databases** or **open-access websites**
*Name of Database	Database name where government or ABS report (**not** Hansard) is found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online government** or **online ABS reports** accessed via **databases**
*URL	Website link of government or ABS report (**not** Hansard)	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online government** or **online ABS reports** accessed via **open-access websites**

15. JOURNAL ARTICLE

Used for
• Physical/print articles from academic/research/scholarly journals. • Online journal articles in **PDF format only** -- via library databases, via open-access websites.

Referencing template
Author Year, 'Title', *Journal*, [vol.] Volume, *[no.] Issue, *[p. OR pp.] Pages.

Reference Type	Description	Notes	When Used
Author	Name of article's author	-	Always
Year	Year article published	-	Always
'Title'	Title of article (in single quotes)	EndNote will automatically place single quotes around title	Always
Journal	Title of journal (in italics)	EndNote will automatically italicise title	Always
Volume	Volume number of journal the article is in	EndNote will automatically place the word 'vol.' before Volume	Always
*Issue	Issue number of journal the article is in	EndNote will automatically place the word 'no.' before Issue	IF APPLICABLE -- sometimes article does not have issue number
*Pages	Page range of article, e.g. 3, 60-75, 136-55	EndNote will automatically place either the word 'p.' OR 'pp.' - depending if multiple pages - after Pages	IF AVAILABLE -- although PDF-based or physical/print articles tend to have page numbers, sometimes they do not

16. LEGAL RULE OR REGULATION

Used for
Legal rules, regulations and delegated legislation (not Acts). Delegated legislation covers regulations, rules, ordinances, by-laws & orders.

Notes
Legal rules or regulations can provide details for an Act (e.g. Australian Tax Office writes the 'rules' or details for the Tax Act). Legal rules or regulations are cited and referenced in the **same** manner as primary legislation (i.e. Acts). Examples: - *Police Regulations 2003* (Vic) r6 - *Heritage Regulation 2006* (ACT) reg 5(1) - *County Court (Court Fees) Order 2001* (Vic) O 3 - *Migration Regulations 1994* (Cth) regs 2.01-2.02 - *Uniform Civil Procedures Rules 2005* (NSW) rr 3.4(1)(b), (2A)(a)-(b)

Referencing template
Title Year (Abbreviation) *Section Number.

Reference Type	Description	Notes	When Used
Title	Name of rule or regulation (in italics)	EndNote will automatically italicise title	Always
Year	Year rule or regulation was passed or created (in italics)	EndNote will automatically italicise year	Always
(Abbreviation)	Abbreviated jurisdiction in which rule or regulation was made (in round brackets), e.g. 'Vic' for Victoria, 'Cth' for Commonwealth, etc.	EndNote will automatically place round brackets around abbreviation For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	Always
*Section Number	Abbreviated pinpoint reference of rule or regulation, e.g. 'cl' for clause, 'sch' for schedule, etc. -- all abbreviated, followed by a number	Abbreviation followed by number that refers to pinpoint reference. For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	IF APPLICABLE -- only needed if citing this from rule or regulation

17. MAGAZINE ARTICLE

Used for
- Physical/print articles from magazines.
- Online articles from magazines -- via library databases, via open-access websites.

Referencing template

Author Year, 'Title', *Magazine*, *[vol.] Volume, *[no.] Issue Number, *[p. OR pp.] Pages, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Author	Name of article's author	-	Always
Year	Year article published	-	Always
'Title'	Title of article (in single quotes)	EndNote will automatically place single quotes around title	Always
Magazine	Title of magazine (in italics)	EndNote will automatically italicise title	Always
*Volume	Volume number of magazine the article is in	EndNote will automatically place the word 'vol.' before Volume	IF APPLICABLE -- sometimes article does not have volume number
*Issue Number	Issue number of magazine the article is in	EndNote will automatically place the word 'no.' before Issue	IF APPLICABLE -- sometimes article does not have issue number
*Pages	Page range of article, e.g. 3, 60-75, 136-55	EndNote will automatically place either the word 'p.' OR 'pp.' - depending if multiple pages - after Pages	IF AVAILABLE -- HTML-based online articles do **not** have page numbers (but citation may, so please check that). PDF-based or physical/print articles tend to **have** page numbers.
*Access Date	Date article viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** articles accessed via **databases** or **open-access websites**
*Name of Database	Database name where article found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** articles accessed via **databases**
*URL	Website link of article	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** articles accessed via **open-access websites**

18. MANUSCRIPT

Used for
• Physical/print manuscripts.
• Online manuscripts (e.g. digitised) -- via library databases, via open-access websites.

Notes
A manuscript is an **original unpublished** text, usually handwritten or typed (e.g. letter, diary, etc.).

Referencing template
Author Year, 'Title', Type of Work [in] *Collection Title, *Library/Archive, *Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>. [If manuscript is part of a collection (i.e. Collection Title), EndNote will automatically place the word 'in' before Collection Title]

Reference Type	Description	Notes	When Used
Author	Name of manuscript's author	-	Always
Year	Year manuscript authored	-	Always
'Title'	Title of Author (in single quotes)	EndNote will automatically place single quotes around title	Always
Type of Work	Format of manuscript, e.g. letter, diary, etc.	-	Always
*Collection Title	Name of collection the manuscript part of	-	IF APPLICABLE -- only if part of a collection of other items
*Library/Archive	Name of library/archive/institution in which manuscript is kept (either physically or on online repository)	-	IF AVAILABLE
*Place Published	City, town or region manuscript created in	-	IF AVAILABLE
*Access Date	Date manuscript viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** manuscripts accessed via **databases** or **open-access websites**
*Name of Database	Database name where manuscript found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** manuscripts accessed via **databases**
*URL	Website link of manuscript	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** manuscripts accessed via **open-access websites**

19. MAP

Used for

- Physical/print maps.
- Electronic maps -- via library databases, via open-access websites (e.g. Google Maps).
- Google Earth maps.

Reference atlases as books.

Referencing template

Cartographer Year, *Title*, *Description*, *Series Title, *[Sheet] Accession Number, *Scale, *Publisher *[Type], *Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Cartographer	Name of person or organisation that created map	Sometimes same as Publisher (if organisation) For **physical/print maps** or **electronic maps**: cartographer is name of creator, e.g. Google Maps; Ordnance Survey, Johnson, R; etc. For **Google Earth maps**: cartographer is Google Earth version, e.g. Google Earth 6.0	IF APPLICABLE -- only for **physical/print maps**, **electronic maps** or **Google Earth maps**
Year	Year of original map, when map released	-	Always
Title	Title of map (in italics)	Typically incorporates location EndNote will automatically italicise title	Always

MAP – cont.			
Reference Type	**Description**	**Notes**	**When Used**
Description	Details of map (in italics): 1. Location name **if** not already in Title (e.g. Bora Bora, French Polynesia) 2. Geographic coordinates (e.g. '51°42'39.17"N, 0°26'11.30"W) 3. Elevation (e.g. elevation 60M) 4. Eye altitude (e.g. Eye alt 11049 feet) 5. Data set (if applicable – e.g. 3D Buildings data layer) e.g. *Bora Bora, French Polynesia, '51°42'39.17"N, 0°26'11.30"W, elevation 60M, Eye alt 11049 feet, 3D Buildings data layer*	EndNote will automatically italicise description	IF APPLICABLE -- only for **Google Earth maps**
*Series Title	Series title of map	-	IF APPLICABLE -- only for **physical/print maps** or **electronic maps** -- only if part of a series EXCLUDES **Google Earth maps**
*Accession Number	Sheet number of map, e.g. 106	EndNote will automatically place the word 'Sheet' before Accession Number	IF APPLICABLE -- only for **physical/printed maps**
*Scale	Scale of map, e.g. 1:1.500	-	IF APPLICABLE -- only for **physical/printed maps** or **electronic maps** EXCLUDES **Google Earth maps**

MAP – cont.			
Reference Type	**Description**	**Notes**	**When Used**
*Publisher	Source name of map (e.g. Google Maps) OR name of map's publisher	Sometimes same as Cartographer (if organisation) For **electronic maps**: publisher is online source or website map comes from (e.g. National Library of Australia, Google Maps, etc.) For **physical/print maps**: publisher is actual publisher of map	IF AVAILABLE & APPLICABLE -- only for **electronic maps** or **physical/print maps** EXCLUDES **Google Earth maps**
*[Type]	Format of map (in square brackets)	Use 'online' for electronic maps EndNote will automatically place square brackets around type	IF APPLICABLE -- only for **electronic maps** EXCLUDES **Google Earth maps**
*Place Published	City, town or region map published in	-	IF AVAILABLE & APPLICABLE – only for **physical/print maps** or **electronic maps** EXCLUDES **Google Earth maps**
*Access Date	Date map viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online maps** (electronic maps or Google Earth maps) accessed via **databases** or **open-access websites**
*Name of Database	Database name where map found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online maps** (electronic maps) accessed via **databases** EXCLUDES **Google Earth maps**
*URL	Website link of map	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online maps** (electronic maps or Google Earth maps) accessed via **open-access websites**

20. NEWSPAPER ARTICLE

Used for
• Physical/print articles from newspapers.   • Online articles from newspapers -- via library databases, via open-access websites.

Referencing template
Reporter Year, 'Title', *Newspaper*, Issue Date, *[p.] Start Page, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Reporter	Name of article's author	-	Always
Year	Year article published	-	Always
'Title'	Title of article (in single quotes)	EndNote will automatically place single quotes around title	Always
Newspaper	Title of newspaper (in italics)	EndNote will automatically italicise title	Always
Issue Date	Day & month article published, e.g. 5 May	-	Always
*Start Page	First page of article, e.g. 12	EndNote will automatically place the word '(p.)' before Start Page	IF AVAILABLE -- HTML-based online articles do **not** have page numbers (but citation may, so please check that). PDF-based or physical/print articles tend to **have** page numbers.
*Access Date	Date article viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** articles accessed via **databases** or **open-access websites**
*Name of Database	Database name where article found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** articles accessed via **databases**
*URL	Website link of article	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** articles accessed via **open-access websites**

21. ONLINE DATABASE

Used for

- Online journal articles in **HTML/on-screen format only** (as opposed to PDF) from academic/research/scholarly journals -- **only via library databases** (as opposed to open-access websites).

Referencing template

Author Year, 'Title', *Periodical*, [vol.] Volume, *[no.] Accession Number, [viewed] Date Accessed, Name of Database [database].

Reference Type	Description	Notes	When Used
Author	Name of article's author	-	Always
Year	Year article published	-	Always
'Title'	Title of article (in single quotes)	EndNote will automatically place single quotes around title	Always
Periodical	Title of journal (in italics)	EndNote will automatically italicise title	Always
Volume	Volume number of journal the article is in	EndNote will automatically place the word 'vol.' before Volume	Always
*Accession Number	Issue number of journal the article is in	EndNote will automatically place the word 'no.' before Accession Number	IF APPLICABLE -- sometimes article does not have issue number
Date Accessed	Date article viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Date Accessed	Always
Name of Database	Database name where article found in	EndNote will automatically place the word 'database' after name	Always

22. PATENT

Used for
• Physical/print patents. • Online patents -- via library databases, via open-access websites.

Referencing template
Inventor Year, *Title*, Patent Number, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Inventor	Name of patent's inventor	-	Always
Year	Year patent was created	-	Always
Title	Title of patent (in italics)	EndNote will automatically italicise title	Always
Patent Number	Number of patent, e.g. European Patent EP 2178546, US Patent 5614245, etc.	-	Always
*Access Date	Date patent viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** patents accessed via **databases** or **open-access websites**
*Name of Database	Database name where patent found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** patents accessed via **databases**
*URL	Website link of patent	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** patents accessed via **open-access websites**

23. PODCAST

Used for
• Online video podcasts (vodcasts).
• Online audio podcasts.

Referencing template
Narrator Year, *Title of Podcast*, podcast, *Title of Show, Publisher, *Place Published, Date, [viewed] Access Date, <URL>. [EndNote will automatically place the word 'podcast' after Title of Podcast]

Reference Type	Description	Notes	When Used
Author	Name of podcast's presenter	Do **not** use 'Narrator' field – use 'Author' instead. With 'Narrator', EndNote will automatically present name in order of first name initial followed by last name, e.g. A Smith.	Always
Year	Year podcast uploaded/produced/broadcast	-	Always
Title of Podcast	Title of podcast (in italics)	EndNote will automatically italicise title	Always
*Title of Show	Title of program or show podcast is part of, e.g. ABC Editors Choice	-	IF APPLICABLE -- only if podcast part of a program or show
Publisher	Name of podcast's broadcaster, e.g. ABC Radio Australia	-	Always
*Place Published	City, town or region podcast broadcast/produced in	-	IF AVAILABLE
Date	Day & month of production/broadcast/upload, e.g. 5 May	-	Always
Access Date	Date podcast viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	Always
URL	Website link of podcast	EndNote will automatically place triangular brackets around URL	Always

24. REPORT

Used for
• Company or organisation reports -- physical/print, online via library databases or open-access websites. • Industry reports -- physical/print, online via library databases or open-access websites.

Referencing template
Author Year, *Title*, Publisher, *Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	**Description**	**Notes**	**When Used**
Author	Name of person or organisation that authored document	Sometimes same as Publisher (if organisation)	Always
Year	Year report published	-	Always
Title	Title of report (in italics)	EndNote will automatically italicise title	Always
Publisher	Publisher name of report	Sometimes same as Author (if organisation)	Always
*Place Published	City, town or region report published in	-	IF AVAILABLE
*Access Date	Date report viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** reports accessed via **databases** or **open-access websites**
*Name of Database	Database name where report found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** reports accessed via **databases**
*URL	Website link of report	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** reports accessed via **open-access websites**

25. STANDARD

Used for
• Physical/print standards. • Online standards -- via library databases, via open-access websites.

Referencing template
Institution Year, *Title*, Document Number, *Publisher, *Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.

Reference Type	Description	Notes	When Used
Institution	Name of person or organisation that authored Standard	Sometimes same as Publisher (if organisation)	Always
Year	Year Standard created	-	Always
Title	Title of Standard (in italics)	EndNote will automatically italicise title	Always
Document Number	Standard number	-	Always
*Publisher	Publisher name of Standard	Sometimes same as Author (if organisation)	IF APPLICABLE -- only for **physical** Standards
*Place Published	City, town or region Standard published in	-	IF APPLICABLE -- only for **physical** Standards
*Access Date	Date Standard viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **online** Standards accessed via **databases** or **open-access websites**
*Name of Database	Database name where Standard found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **online** Standards accessed via **databases**
*URL	Website link of Standard	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **online** Standards accessed via **open-access websites**

RMIT
UNIVERSITY

26. STATUTE

Used for
Acts (legal resource).

Notes
• Acts are published formal primary legislation; the actual piece of law that has passed through Parliament, and has thus become formal law • A Statute is a formal law or rule. An Act is an example of a Statute. Examples: - *Native Title Act 1993* (Cth) - *Constitution Act 1975* (Vic) s 16 - *Legal Protection Act 2004* (Vic) pt 2.3 - *Racial Discrimination Act* 1975

Referencing template
Name of Act Year (Abbreviation) *Sections.

Reference Type	Description	Notes	When Used
Name of Act	Title of Act (in italics)	EndNote will automatically italicise name of Act	Always
Year	Year Act was implemented or passed (in italics)	EndNote will automatically italicise year	Always
Abbreviation	Abbreviated jurisdiction in which the Act was passed (in round brackets), e.g. 'Vic' for Victoria, 'Cth' for Commonwealth, etc.	For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	Always
*Sections	Abbreviated pinpoint reference of Act, e.g. 'art' for article, 'pt' for part, 's' for section, etc.	Abbreviation followed by number that refers to pinpoint reference. For abbreviation list, see AGLC Guide: https://law.unimelb.edu.au/__data/assets/pdf_file/0007/1586203/FinalOnlinePDF-2012Reprint.pdf	IF APPLICABLE -- only needed if citing this from Acts

27. THESIS

Used for
• **Unpublished** **physical/print** theses, i.e. those held by University's research repository or Faculty/School.   • **Published** **online** theses, e.g. those published in online journal -- via library databases, via open-access websites.

Notes
Published physical/print theses are referenced like a **published physical/print book**, i.e. some researchers publish their research as an actual book sold via bookshops, etc. These should thus be referenced as a book.

Referencing template
Author Year, Title, Degree thesis, University, Place Published, *[viewed] Access Date, *Name of Database [database], *<URL>.   [EndNote will automatically place the word 'thesis' after Degree]

Reference Type	Description	Notes	When Used
Author	Name of thesis' author	-	Always
Year	Year thesis submitted to university	-	Always
Title [see Notes]	Title of thesis	*Italicised* for **published** thesis, in 'single quotes' for **unpublished** thesis EndNote will **not** automatically do this for you -- you will need to manually do so yourself	Always
Degree	Name of degree, e.g. PhD, Masters	Do **not** put the word 'degree'	Always
University	Name of university that issued degree	-	Always
Place Published	Location of university (city, town or region)	**Not** referring to place thesis published in -- EndNote had no other appropriate field name, so this is used instead	Always
*Access Date	Date thesis viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	IF APPLICABLE -- only for **published online** theses accessed via **databases** or **open-access websites**
*Name of Database	Database name where thesis found in	EndNote will automatically place the word 'database' after name	IF APPLICABLE -- only for **published online** theses accessed via **databases**
*URL	Website link of thesis	EndNote will automatically place triangular brackets around URL	IF APPLICABLE -- only for **published online** theses accessed via **open-access websites**

28. WEB PAGE

Used for

- **Open-access websites** or **website documents** (e.g. a PDF on a website that is NOT a journal article – if it is, use '*15. Journal Articles*' on p. 20 instead).
- **Online journal articles** in **HTML/on-screen format only** (not PDF) -- **only via open-access websites** (not library databases). If it is in PDF, use '*15. Journal Articles*' on p. 20 instead).

Referencing template

Author Year, *'Description'*, *Title*, *[vol.] Edition, *[no.] Accession Number, *Publisher, [viewed] Access Date, <URL>.

Reference Type	Description	Notes	When Used
Author	For **websites**: name of person or organisation that created website For **website documents**: name of person or organisation that authored website document	Sometimes same as Publisher (if organisation)	Always
Year	For **websites**: year website last modified/reviewed/copyright year For **website documents**: year website document created/published	-	Always
*'Description'	Title of journal article (in single quotes)	EndNote will automatically place single quotes around title	IF APPLICABLE -- only for online journal articles in **HTML/on-screen format** accessed via **open-access websites only**
Title	For **websites / website documents**: Title of website or website document (in italics) For **online journal articles**: Title of journal the article comes from (in italics)	EndNote will automatically italicise title	Always
*Edition	Volume number of journal the article is in	EndNote will automatically place the word 'vol.' before Edition	IF APPLICABLE -- only for online journal articles in **HTML/on-screen format** accessed via **open-access websites only**

WEB PAGE – cont.			
Reference Type	**Description**	**Notes**	**When Used**
*Accession Number	Issue number of journal the article is in	EndNote will automatically place the word 'no.' before Accession Number	IF APPLICABLE -- only for online journal articles in **HTML/on-screen format** accessed via **open-access websites only** (Also, sometimes article does not have issue number.)
*Publisher	Name of organisation hosting website or website document -- organisation 'behind' website	Sometimes same as Author (if organisation)	IF APPLICABLE -- only for **open-access websites**
Access Date	Date website, website document or online journal article viewed, e.g. 12 June 2016	EndNote will automatically place the word 'viewed' before Access Date	Always
URL	Website link of website, website document or online journal article	EndNote will automatically place triangular brackets around URL	Always