

Guide to the RMIT IEEE EndNote Output Style

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NOTES FOR THE USER

The IEEE RMIT EndNote output style is an adapted and modified version of the IEEE EndNote output style, which is based on the *IEEE Editorial Style Manual*, Piscataway, NJ, USA: IEEE Periodicals, 2016. [Online]. Available: <http://ieeauthorcenter.ieee.org/create-your-ieee-article/create-the-text-of-your-article/ieee-editorial-style-manual-2017/>

The IEEE RMIT EndNote output style is based on the RMIT University Library [IEEE referencing examples](#) print guide, which is also based on the *IEEE Editorial Style Manual*, 2016.

This EndNote output style is only suitable for RMIT University academic assessment purposes. If submitting manuscripts to IEEE publications or other journal/book publications, please consult the specific citation instructions for that publication.

This EndNote output style is a numbered referencing style, specifically modified for RMIT University.

INSTRUCTIONS FOR THE USER

Below are some instructions for using the IEEE RMIT EndNote output style, which will assist in dealing with technical issues that may arise when creating both in-text and reference list citations.

****Note:** This is a brief instructional guide only, and is NOT intended to be comprehensive. **For further help** with this EndNote output style consult [EndNote.com FAQs](#), [EndNote discussion forum](#) or contact the RMIT University Library's [Ask a Librarian](#) service.

IN-TEXT CITATIONS:

Adding the author to an in-text citation - Most of the reference types in EndNote include an author field, which is useful if an author name needs to be included as part of the in-text citation. The author name(s) can be added to the existing in-text citation when either paraphrasing or directly quoting from a source e.g. Smith [1].

- To add the author name(s): **click on the in-text citation number in the Microsoft Word document and select the EndNote tab > Edit & Manage citation(s) > Edit Citation tab > Formatting > Display as: Author (Year) > OK**. If this does not work, it may mean that EndNote does not recognise the author field for the reference type. In this case, it will be necessary to manually input the author name(s) in the Word document before the citation number.

Direct quotations in-text - It is a requirement of the IEEE referencing style to include a page number(s) after the citation number e.g. [1, p. 29] if directly quoting from a source.

- To add the page number(s): **click on the in-text citation number in the Microsoft Word document and select the EndNote tab > Edit & Manage citation(s) > Edit Citation tab > Suffix > in the suffix box insert a comma, space, p. and the page number e.g. , p. 29 (comma space p. 29) followed by the OK button to save the changes.**

****Note:** If a full stop is required after the bracket e.g. [1, p. 29]. this will need to be added manually to the Word document.

Multiple citations in-text - Multiple numbered citations should be formatted as [6]–[8] in-text. However, EndNote is unable to reproduce this particular formatting style, and will instead display the citations as [6–8], which is acceptable within IEEE referencing guidelines.

No page numbers - If page numbers are not available, which can occur with electronic documents and webpages, it is possible to include other text to denote where the source information can be located. For example, if referring to a specific paragraph in the text, then this can be written as [1, para. 3], or if referring to a table, this can be formatted as [1, Tab. 8]. If further information is required about citing sources with no page numbers consult the *Citing the same reference multiple times* section in the RMIT University Library [IEEE referencing examples](#) print guide.

- To add text after the citation number: **click on the in-text citation number in the Microsoft Word document and select the EndNote tab > Edit & Manage citation(s) > Edit Citation tab > Suffix > in the suffix box insert a comma, space para. and the paragraph number e.g. , para. 3 (comma space para. 3) followed by the OK button to save the changes.**

****Note:** If a full stop is required after the bracket e.g. [1, para. 3]. this will need to be added manually to the Word document.

REFERENCE LIST CITATIONS:

Abbreviations - The IEEE referencing style uses abbreviations for bibliographic elements such as months, commonly used words, conferences, and both journal and magazine titles. As EndNote does NOT automatically populate the required fields with these abbreviations, it will be necessary to either manually enter the abbreviations, or in some cases, the journal and magazine title abbreviations may be available to import into one's EndNote library.

- To import journal title abbreviations into the EndNote library: **go to Tools > Open Term Lists > Journals Term List > Lists tab > select 'Journals' from the list > click the 'Import List...' button > select the relevant discipline file(s) > Open > the Term Lists will be updated > when finished, click OK > to check the imported journals, click on the 'Terms' tab and scroll through the list.**

****Note:** The list of journal titles may have duplicates of the same title (with different/incorrect abbreviations) – these may be deleted by clicking on the specific journal title and selecting the 'Delete Term' button. *The correct journal title abbreviation should be displayed in the 'Abbreviation 1' column only.* It is also possible to add a new term, and edit an existing term by selecting the corresponding buttons to the right of the Journals Term list. Also note that NOT all journals and magazines will be displayed – in this case, it will be necessary to manually create a new term in order for it to appear in the Journals Term list.

- To add a new term (journal title) to the list of journals: **go to Tools > Open Term Lists > Journal Term List > Terms tab > click 'New Term...' button > enter the full title of the journal in the 'Full Journal' box > enter the correct journal title abbreviation in the 'Abbreviation 1' box > leave the other boxes blank > OK**. For further information on journal title abbreviations consult the *Abbreviations* section in the RMIT University Library [IEEE referencing examples](#) print guide.

DOI - If citing an electronic source such as an e-book or e-journal article, then a DOI (digital object identifier) MUST be included (if it is stated) as part of the reference list citation. The DOI can be formatted in several ways (all of which are acceptable within IEEE referencing guidelines):

- 1) **doi:xx.xxxx/xxxxxxx**
- 2) **http://dx.doi.org/xxxxxxxxxxx**
- 3) **https://doi.org/xxxxxxxxxxx**

****Note:** Make sure that in the Microsoft Word document there is **no full stop** after the DOI, and the hyperlink is removed.

Electronic articles - For electronic article reference types, it is important to include either a URL or a DOI, but NOT both. To determine what fields are required see the [Required Fields Table](#).

EndNote reference types - When manually creating a new EndNote reference, or importing citations from library databases, it is important to check that the reference type is correct. At times, the reference type may need to be altered e.g. changing a reference type from 'Journal Article' to 'Electronic Article'. This can be done by selecting the appropriate reference type from the 'Reference Type' drop-down menu, located directly below the 'Reference' tab and saving the change by typing 'CTRL+S' (Command-S on a Mac).

Importing citations into EndNote - When importing citations into EndNote from library databases and Google Scholar, it is necessary to check the import record in EndNote to make sure the bibliographic information is correct e.g. titles, author name(s), publisher details, dates etc. In order for citation details to display correctly in EndNote, it may be necessary to amend the fields in the imported record. See the [Required Fields Table](#) to identify what fields are necessary for each reference type.

Missing elements in citations - All changes to references in EndNote need to be saved using 'CTRL+S' (Command-S on a Mac) before previewing or there may be missing elements e.g. commas or other punctuation. If this occurs, return to the 'Reference' tab and redo the edits making sure to save any changes.

Multiple reference types - Note that there are multiple reference types for books, journal articles, conference papers and patents. It is important that the correct reference type is selected in order for the EndNote citation to display correctly. For example, if citing a journal article taken from a library database be sure to select the appropriate EndNote reference type i.e. 'Electronic Article' NOT 'Journal Article'.

REQUIRED FIELDS

The required fields table below outlines all of the necessary bibliographic elements needed in order for EndNote to correctly display the IEEE RMIT EndNote output style.

Additional notes -

- ALL fields that are NOT required for a particular reference type should be **removed** (except Keywords, Abstract, Notes and File Attachments may be kept if necessary).
- Make sure to **remove all reference list citation hyperlinks** in the Microsoft Word document (it's preferable to do this step at the end – *any changes made to the Word document using the 'Update Citations and Bibliography' feature may cause the document to default to its original formatting*).
- The format type e.g. [Online] is **automatically inserted** into the reference list citation if the 'Date Accessed' / 'Access Date' and the URL / DOI are included in the required fields.
- When inserting bibliographic information in the 'Date' or 'E-Pub Date' required field, make sure to **add a full stop at the end of the abbreviated month** where necessary.
- Bibliographic elements such as months, journal titles, magazine titles, conference paper / proceeding titles, and thesis departmental information MUST be **abbreviated** according to the IEEE referencing guidelines. For further information on abbreviations consult the *Abbreviations* section in the RMIT University Library [IEEE referencing examples](#) print guide or consult the [IEEE Editorial Style Manual](#)
- If a **DOI is required** as part of the reference list citation make sure the **prefix elements are included** before the number sequence e.g. **doi:** or **http://dx.doi.org/** or **https://doi.org/**. The DOI MUST be entered in the DOI required field only, NOT the URL required field.
- Note that the order of required fields presented in the table below follows the **EndNote 'Reference' tab** order, which **differs from the IEEE reference list citation order**.

REQUIRED FIELDS TABLE

***Note:** the order of required fields follows the EndNote 'Reference' tab order, which differs from the IEEE reference list citation order

Category Type	EndNote Reference Type	*EndNote Required Fields
Book (print) – single author	Book	Author Year Title Place Published Publisher Edition (if stated)
Book (print) – 2 to 6 authors	Book	Author Year Title Place Published Publisher Edition (if stated)
Book (print) – more than 6 authors	Book	Author Year Title Place Published Publisher Edition (if stated)
Book (print) – edition number	Book	Author Year Title Place Published Publisher Edition (e.g. 4th)
Book (print) – corporate author	Book	Author (comma after author name) Year Title Place Published Publisher Edition (if stated)
Book (print) – translated	Book	Author Year Title (Translated from...by... after title) Place Published Publisher Edition (if stated)
Book (print) – chapter in an edited book	Book Section	Author Year Title Editor Book Title Place Published Publisher Pages Edition (if stated)
Book (print) – edited book	Edited Book	Editor Year Title Place Published Publisher Edition (if stated)
E-book (from a database) – without DOI	Electronic Book	Author Year Title Place Published Publisher Edition (if stated) Date Accessed (abbrev. month. day, year) URL
E-book (from a database) – with DOI	Electronic Book	Author Year Title Place Published Publisher Edition (if stated) Date Accessed (abbrev. month. day, year) DOI
E-book (from the internet) – with URL	Electronic Book	Author Year Title Date Accessed (abbrev. month. day, year) URL

Category Type	EndNote Reference Type	*EndNote Required Fields
E-book – chapter in an edited e-book	Electronic Book Section	Author Year Title Editor Book Title Place Published Publisher Pages DOI or URL Access Date (abbrev. month. day, year)
Journal article (print) – single author	Journal Article	Author Year Title Journal (abbrev.) Volume Issue (if stated) Pages Date (abbrev. month. if stated)
Journal article (print) – 2 to 6 authors	Journal Article	Author Year Title Journal (abbrev.) Volume Issue (if stated) Pages Date (abbrev. month. if stated)
Journal article (print) – more than 6 authors	Journal Article	Author Year Title Journal (abbrev.) Volume Issue (if stated) Pages Date (abbrev. month. if stated)
E-journal article – with a DOI	Electronic Article	Author Year Title Periodical Title (abbrev.) Volume Issue (if stated) Pages E-Pub Date (abbrev. month if stated) Date accessed (abbrev. month. day, year) DOI (e.g. doi:xx.xxxxxx/xxxxxx)
E-journal article – from a library database	Electronic Article	Author Year Title Periodical Title (abbrev.) Volume Issue (if stated) Pages E-Pub Date (abbrev. month.) Date Accessed (abbrev. month. day, year) URL
E-journal article – from the internet	Electronic Article	Author Year Title Periodical Title (abbrev.) Volume Issue (if stated) Pages E-Pub Date (abbrev. month.) Date Accessed (abbrev. month. day, year) URL
Magazine article – print	Magazine Article	Author Year Title Magazine (abbrev.) Volume Issue Number (if stated) Pages Date (abbrev. month.)
Magazine article – online	Magazine Article	Author Year Title Magazine (abbrev.) Volume Issue Number (if stated) Pages Date (abbrev. month.) Access Date (abbrev. month. day, year) Name of database (e.g. IEEE database)
Conference paper – published in proceedings	Conference Proceedings	Author Year of Conference (only if not already stated in conference name) Title Conference Name (abbrev.) Conference Location Pages

Category Type	EndNote Reference Type	*EndNote Required Fields
Conference paper – presented	Conference Paper	Author Title Conference Name (include year) URL
Report (print) – individual author	Report	Author Year Title Place Published Publisher Date (if stated - abbrev. month. day followed by a comma) Report Number (if stated e.g. Rep. 1)
Report (print) – corporate author	Report	Author Year Title Place Published Publisher Date (if stated - abbrev. month. day followed by a comma) Report Number (if stated)
Report (online) – individual author	Report	Author Year Title Place Published Publisher Date (if stated - abbrev. month. day followed by a comma) Report Number (if not already part of title) URL Access Date (abbrev. month. day, year)
Report (online) – corporate author	Report	Author Year Title Place Published Publisher Date (if stated - abbrev. month. day followed by a comma) Report Number Access Date (abbrev. month. day, year) Name of Database
Webpage – individual author	Web Page	Author Title Access Date (abbrev. month. day, year) Last Update Date (abbrev. month. day, year) URL
Webpage – corporate author	Web Page	Author (comma after author name) Title Access Date (abbrev. month. day, year) Last Update Date (abbrev. month. day, year) URL
DVD	Film or Broadcast	Year Released Title Place Published Distributor Producer (if no producer is stated use director field instead) Medium (DVD)
Streaming video	Audiovisual Material	Author Year Title Type (Streaming video) Access Date (abbrev. month. day, year) Name of Database
Video tutorial	Audiovisual Material	Author Year Title Date (abbrev. month. day if stated) Type (Streaming video) Access Date (abbrev. month. day, year) Name of Database
Audio podcast	Podcast	Year Title of Podcast Narrator Title of Show Place Published Publisher Date (abbrev. month. day) Type (Podcast) URL Access Date (abbrev. month. day, year)
Video podcast	Podcast	Year Title of Podcast Narrator Title of Show Place Published Publisher Date (abbrev. month. day) Type (Vodcast) URL Access Date (abbrev. month. day, year)
Blog	Blog	Author Year Title of Entry Title of Weblog Date (abbrev. month. day) Type of Medium (Blog) URL Access Date (abbrev. month. day, year)

Category Type	EndNote Reference Type	*EndNote Required Fields
Dataset	Dataset	Investigators Year Title Producer Place Published Study Number (volume e.g. vol. 7) URL Access Date (abbrev. month. day, year)
Figures and tables	Figure	Created By (author) Year Title Image Source Program (abbrev. title of source i.e. journal, magazine) Image Size (volume e.g. vol. 31) Number (issue number e.g. no. 5) Description (page e.g. p. 32) Date (abbrev. month.)
Patents – print	Patent	Assignee (author) Patent Version Number (e.g. United States Patent 5255442 A) Issue Date (abbrev. month. day, year) Label (title of patent)
Patents – online	Patent	Inventor (author) Year Title Date (abbrev. month. day) Patent Number (e.g. 20161021) Access Date (abbrev. month. day, year) Name of Database (e.g. AustPat database)
Personal communication	Personal Communication	Author Year Title (private communication) Date (abbrev. month.)
Standard	Standard	Year Title Document Number (e.g. IEEE Standard 1900.6)
Thesis – English	Thesis	Author Year Title Academic Department (abbrev.) Place Published University (abbrev.) Thesis Type (e.g. PhD dissertation) URL Access Date (abbrev. month. day, year)