

# EndNote for Law: Referencing with EndNote using AGLC 4<sup>th</sup> edition

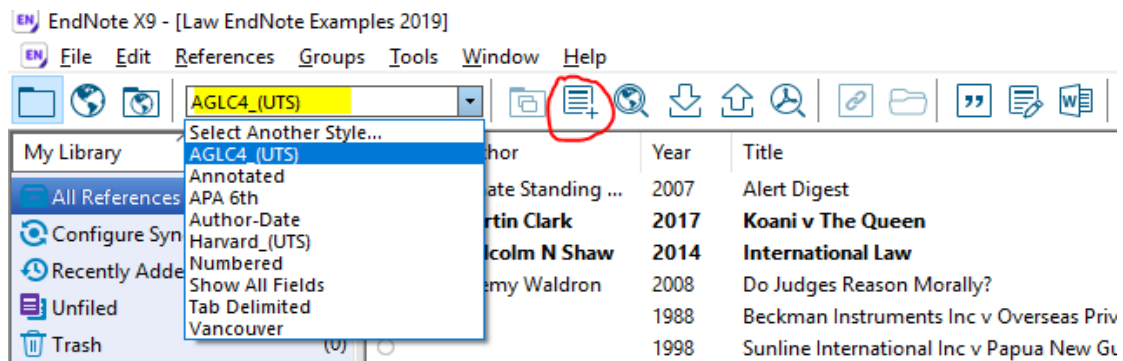
# Instructions

Part 1: Install EndNote, and download the AGLC4 (UTS) referencing style and the AGLC4 reference types

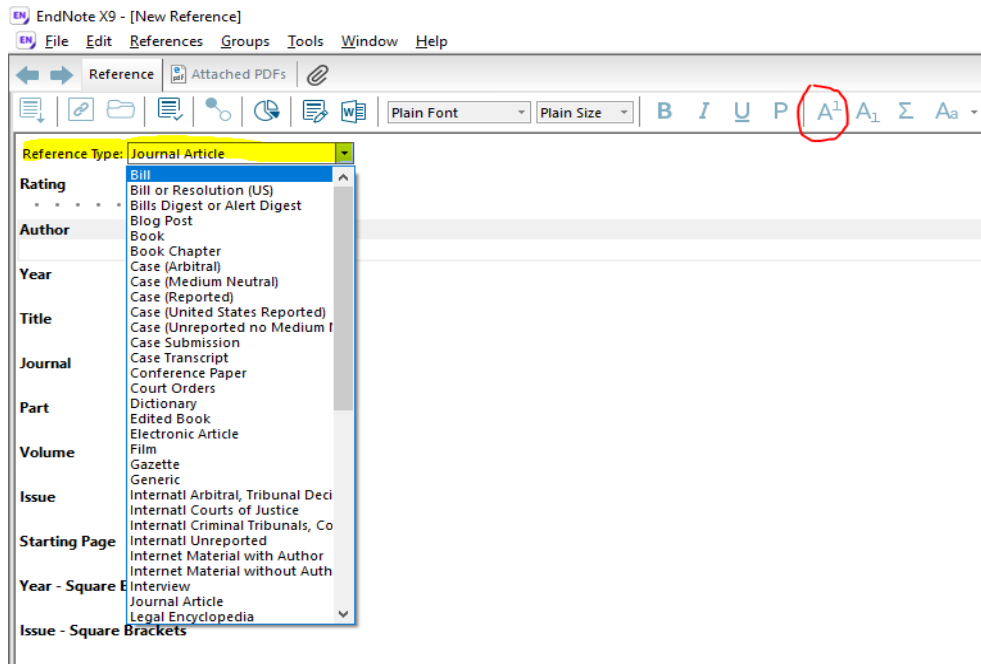
- This can be done from the Law Study Guide *EndNote Law: Install*.

Part 2: 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 top left of the library (on a Mac the dropdown is in the bottom right). If the style isn't already in the dropdown, use **Select Another Style** to choose it. If you still can't find it, you may not have downloaded it properly: see Part 1 above.

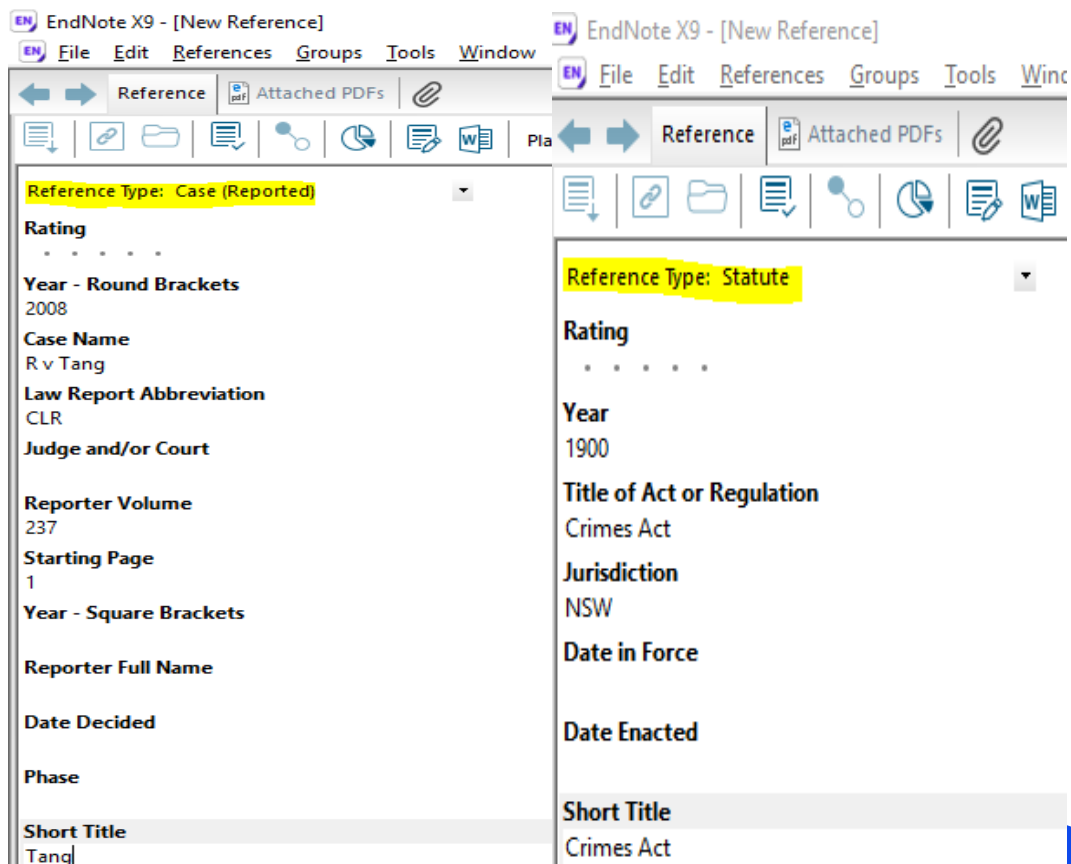


- Add new references by clicking on the **New Reference** icon (circled above) or using **Control/Command + N**. Then choose an appropriate reference type from the dropdown menu at the top of the new reference template.



If you don't see a lot of legal reference types, you haven't installed the AGLC reference types properly. See Part 1 above.

- Once you've chosen your reference type, fill in the appropriate fields. Some guidance about which fields to use can be found in the Law Study Guide *EndNote Law: Citations*. You don't need to fill in every field.

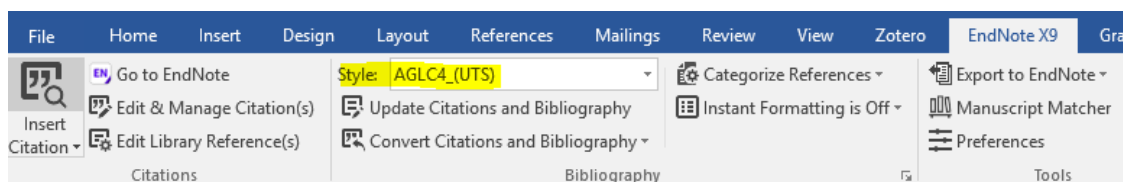


### Part 3: Tips for inserting data into EndNote fields

- 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. There is an icon to do this in the reference template (in Windows, circled in the image at the top of page 4 above. In a Mac, select **Edit, Font, Superscript**).

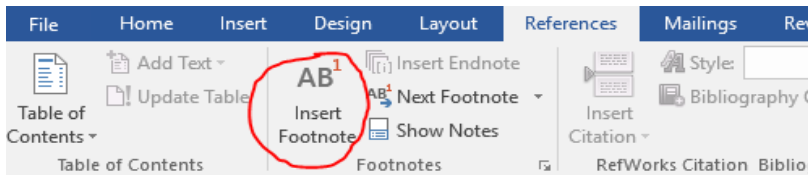
### Part 4: EndNote and Word – inserting & editing citations in footnotes

- When you install EndNote, this creates an extra tab in Word, labelled EndNote X9. In older versions of Word on a Mac, a new toolbar is created.
- Make sure the style AGLC4 (UTS) is selected in Word.

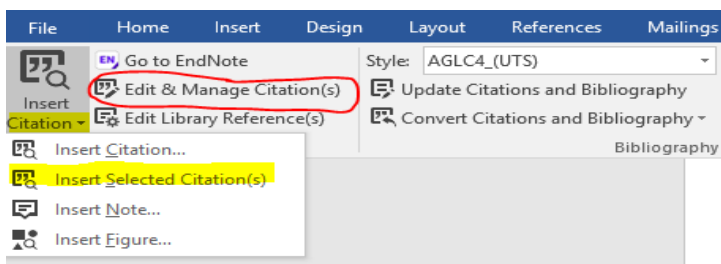


- Inserting footnotes: AGLC style requires references to be placed in footnotes. To create a footnote in Word, place the cursor in your text where you want the footnote superscript to appear (this will normally be at the end of a word). Then click on the **References tab** (on a Mac, you may need to

use the **Insert dropdown**) and choose **Insert Footnote**. A footnote number appears in the text, and the numbered footnote itself appears at the bottom of the page. Word will automatically renumber footnotes as you insert them to preserve the correct numerical sequence.



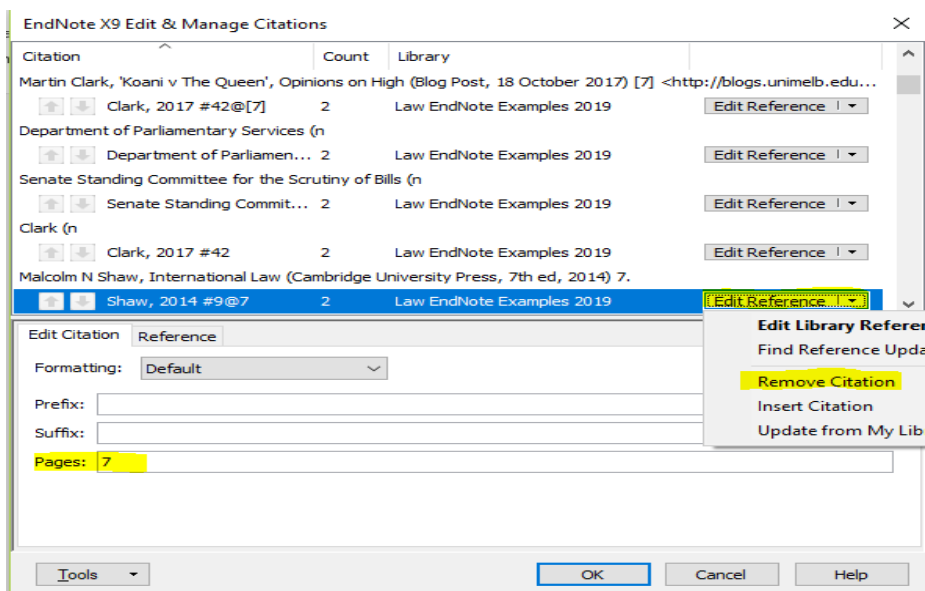
- Inserting a citation into a footnote: Choose the reference in EndNote that you wish to add to the footnote. You can choose more than one by holding down the **Control/Command** key while you choose. Place your cursor in the footnote in Word and select the **Insert Citation, Insert Selected Citation(s)** option from the EndNote tab.



- This process also starts to create a reference list at the end of your document. More on this later!
- Adding a pinpoint: 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. To insert a pinpoint, click on the reference in a Word footnote, and select **Edit & Manage Citations** (circled above). Type the pinpoint into the **Pages** box of the *Edit Citations* window (see image on next page) and then click **OK**. If your pinpoint is to a paragraph, it should be enclosed in square brackets. If the pinpoint is to a section, clause or article of an Act, Bill or Treaty, type s, cl or art, a space, and then the number. Use ss for “sections”.
- Normally EndNote knows whether or not to insert a comma in front of pinpoints. However for some reference types the comma may be missing

and you should type the comma plus a space in front of your pinpoint in the *Pages* box of the *Edit Citations* window. The general rule is, pinpoints after a round bracket, ie “)”, do not have a comma, but otherwise they do.

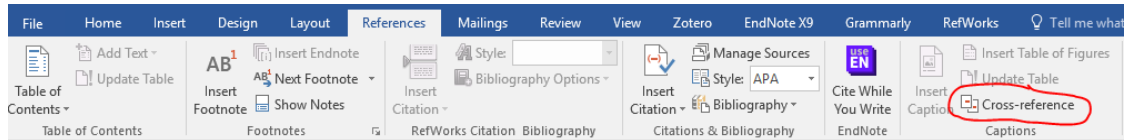
- Editing references in footnotes (eg fix a spelling mistake, add missing information): first make those changes to the reference in your EndNote library. Then return to Word and click on the **Update Citations and Bibliography** option in the EndNote toolbar.
- Removing a reference from a footnote: select the reference and click on **Edit & Manage Citations**. Use the **Edit Reference** dropdown on the right of the highlighted reference to select **Remove Citation**, then click **OK**.



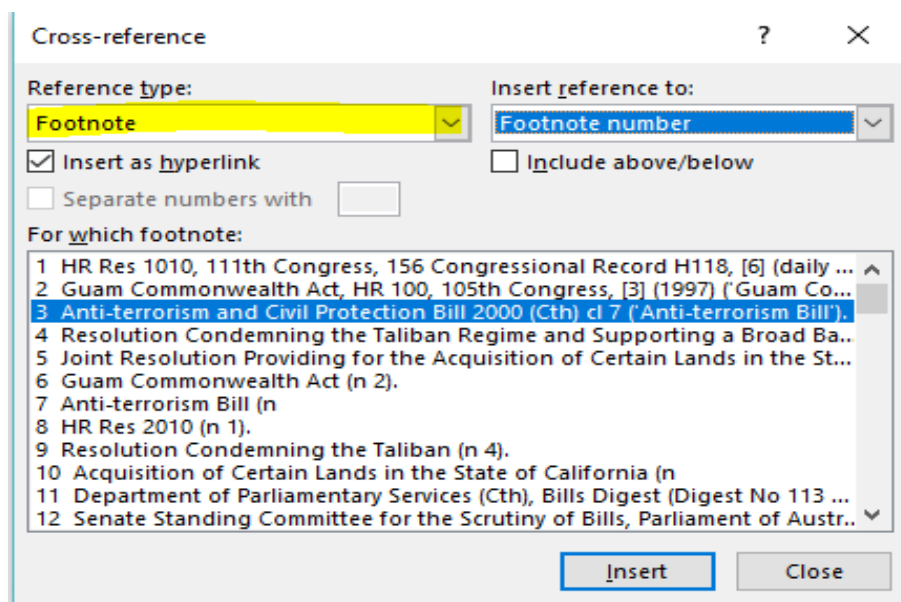
#### Part 5: EndNote and Word – repeated citations in footnotes

- Repeated citations in consecutive footnotes: EndNote will automatically replace repeated consecutive references with *Ibid*. You can insert a pinpoint after *Ibid* in the same way as after a normal reference.
- Repeated citations in non-consecutive footnotes: AGLC 4<sup>th</sup> edition does this in a new way. **All repeated non-consecutive footnotes** now require a short version of the reference (generally, the author surname or a short title) plus (n footnote number), where “footnote number” means the number of the footnote where this reference was first cited.
- EndNote will do this automatically so you will see the surnames and short titles followed by “(n “ in your footnotes

- Place your cursor after the space after the n, and then click on Word's **References** tab (use the **Insert** dropdown on a Mac). Choose **Cross-reference**.



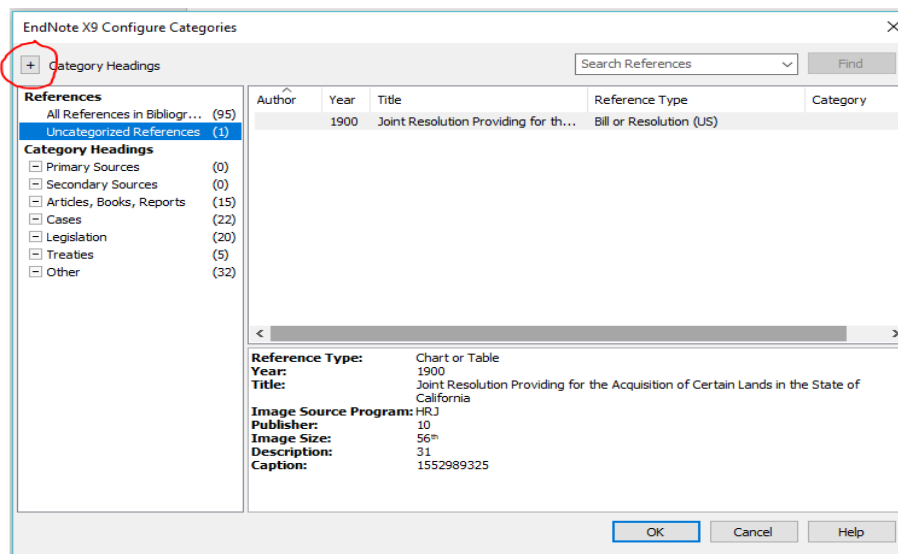
- The cross-reference window appears. Choose “Footnote” from the Reference type dropdown. This will show a list of all the footnotes in the document. Choose the footnote of the first time the reference was cited, and click on **Insert** and then **Close**.



- The footnote number will appear after the “(n “ in the footnote. Then type a close bracket, ie “)”, and a full stop. If you need a pinpoint, you must type a space and the pinpoint after the close bracket, and then the full stop.
- As you insert footnotes, Word may renumber existing footnotes to preserve their numerical order, and this may mean that some (n #) references then refer to the wrong footnote number. This is easily fixed! First click on any reference in any footnote, and press **Control/Command + A** to select all text in all footnotes. Then press the **F9** key on your keyboard (Windows); or **Control + click, then Update Field** (on a Mac). Click on “yes” in the window that appears. All cross-references are now updated to refer to the correct footnotes. You can do this whenever and as often as you wish.

## Part 6: EndNote and Word – categorising your reference list

- As you insert references into footnotes, EndNote uses them to create a reference list at the end of your document. Initially this is just an alphabetical list of all the references. AGLC requires the reference list to be categorised into *Articles/ Books/ Reports; Cases; Legislation; Treaties; and Other*.
- To do this, in Word's EndNote toolbar select **Categorize References, Configure Categories**. In the *Configure Categories* window that appears, click on the plus sign (circled below) next to *Category Headings* and add your new categories, one at a time. If you make a mistake you can edit a category by **right-clicking** on it (**control + click** on a Mac) and selecting **Rename**. The order of the categories in this window will be the order they appear in your reference list. If you want to reorder them, just drag the category names to the correct place.



- Select **Uncategorized References** to show the references that have not yet been allocated to a category – initially, this will be all the references in your document! Drag and drop each reference onto its appropriate category. If you make a mistake, just drag it from the wrong category and drop it into the right one. When there are no uncategorized references left, you are finished and can select **OK**.
- You'll see your reference list is now categorised! **Categories that contain no references do not appear**, so if you have used letters A to E in front of



the category names you may need to edit these. Any references that have not been categorised, either because you forgot to do so or because they were inserted into footnotes after you created the categories, will appear in a category at the end of the reference list called *Uncategorized References*. To deal with these, return to the *Configure Categories* window and drag and drop them into their appropriate category. When there are no uncategorized references in this window, the *Uncategorized References* category will disappear from your reference list.

#### Part 6: EndNote and Word – editing your reference list

- 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. 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.