

Table of Contents

What is referencing?	2
Why reference?	2
Steps in referencing	2
In-text citations	2
How to create a reference list/bibliography	3
Referencing Software.....	3
For further information refer to	3
Book	4
Dictionary or Encyclopaedia.....	7
Journal Articles.....	8
Conference papers.....	10
Newspaper and magazine articles	12
Reports and other Government publications	14
Thesis.....	15
Webpages	16
Other Internet Sources:.....	18
Personal Communication (oral, written & email).....	19
Pamphlets	20
Package Inserts (The printed material about the use and effects of the product contained in the package).....	20
Lecture Notes.....	21
Video or DVD	22
Film or Broadcast	23
Indirect citation/Secondary source	24
Tables, Figures, Images or Appendices	24

The Vancouver style of referencing is predominantly used in the medical field.

When referencing your work in the Vancouver style, it is very important that you use the right punctuation and that the order of details in the reference is also correct. This guide is based on AMA Manual of Style and the NLM Style Guide for Authors, Editors, and Publishers.

Note: Before you write your list of references, check with your lecturer or tutor for the bibliographic style preferred by the School. There may be differences in the style recommended by the School.

What is referencing?

Referencing is a standardised way of acknowledging the sources of information and ideas that you have used in your assignments and which allows the sources to be identified. It is important to be consistent when you are referencing.

Why reference?

Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and more fully understand the cited author's work.

Steps in referencing

- Record the full bibliographic details and relevant page numbers of the source from which information is taken.
- Punctuation marks and spaces in the reference list and citations are very important. Follow the punctuation and spacing exactly.
- Insert the citation at the appropriate place in the text of your document.
- Include a reference list that includes all in-text citations at the end of your document.

In-text citations

- A citation is an acknowledgement in your text of references that support your work. It is in the form of a number that correlates with a source in your reference list.
- In the Vancouver Style, citations within the text of the essay/paper are identified by Arabic numbers in round brackets or Arabic numbers in superscript. This applies to references in text, tables and figures.
- The EndNote referencing style software uses the Arabic number in brackets eg. (2)
- The identification of references within the text of the essay/paper may vary according to the preferred style of the journal or the preferred style of the department or lecturer. For example superscript may be preferred when referencing. eg. Example²
- The Vancouver System assigns a number to each reference as it is cited. A number must be used even if the author(s) is named in the sentence/text. e.g. Smith (10) has argued that...
- The original number assigned to the reference is reused each time the reference is cited in the text, regardless of its previous position in the text.
- When multiple references are cited at a given place in the text, use a hyphen to join the first and last numbers that are inclusive. Use commas (without spaces) to separate non-inclusive numbers in a multiple citation e.g. (2,3,4,5,7,10) is abbreviated to (2-5,7,10).
- Do not use a hyphen if there are no citation numbers in between that support your statement e.g. (1-2).
- The placement of citation numbers within text should be carefully considered e.g. a particular reference may be relevant to only part of a sentence. As a general rule, reference

numbers should be placed outside full stops and commas and inside colons and semicolons, however, this may vary according to the requirements of a particular journal.

- Examples –
- There have been efforts to replace mouse inoculation testing with invitro tests, such as enzyme linked immunosorbent assays (57,60) or polymerase chain reaction
- (20-22) but these remain experimental.
- Moir and Jessel maintain “that the sexes are interchangeable”.(1)
- Citing a specific page:
- eg. Patients showed no signs of diabetes.^{1(p23),9}
- eg. Smithers^{2(pp3,6)} reported no sign of... (more than one page cited)
- eg. Jones 10(pp23-27) states that...
- Note the EndNote program will put the reference number and pages within the bracket eg. ...end of story.(10 p23,11) for multiple pages (10 pp23-5,11)

How to create a reference list/bibliography

- A reference list contains details only of those works cited in the text of the document. (eg. book, journal article, pamphlet, internet site, cassette tape or film). These details must include sufficient detail so that others may locate and consult your references.
- A bibliography is a separate list from the reference list and should be arranged alphabetically by author or title (where no author is given) in the Vancouver style.
- A bibliography lists sources not cited in the text but which are relevant to the subject and were used for background reading.
- A reference list should appear at the end of your essay/report with the entries listed numerically and in the same order that they have been cited in the text.
- Sources cited from the Internet should be in your reference list.

Referencing Software

The University of Queensland Library provides access to EndNote which assists in creating reference lists. The Vancouver Style is included with the Endnote program. You can also download an additional Vancouver Style from the UQ Library that includes the “Vancouver Style Guide to Electronic References” at: <http://www.library.uq.edu.au/faqs/endnote/styles.html>

For further information refer to

Inverson C, American Medical Association. AMA manual of style: a guide for authors and editors. 10th ed. York: Oxford University Press; 2007

Patrias K. Citing medicine: the NLM style guide for authors, editors, and publishers [Internet]. 2nd ed. Wendling DL, technical editor. Bethesda (MD): National Library of Medicine (US); 2007 [updated 2009 Oct 21; cited 2010 March 7]. Available from: <http://www.nlm.nih.gov/citingmedicine>

For all page numbers,
Take small p - "p" and
not Capital P

Book

Elements of the Citation

Author(s) – Family name and initials, Multiple authors separated by a comma. Title of book. Edition of book if later than 1st ed. Place of Publication: Publisher Name; Year of Publication.

Reference Type	In-text example	Reference list example	EndNote
One author	The book, " <i>Secrets from the black bag</i> ", by Butler ¹ shows that ... OR Butler ¹ purported '...'	1. Butler SW. <i>Secrets from the Black Bag</i> . London: The Royal College of General Practitioners; 2005.	Book
Two to six authors	'... needed to influence policy.' ² OR Cheers, Darracott and Lonne have highlighted the fact that '...' ²	2. Cheers B, Darracott R, Lonne B. <i>Social care practice in rural communities</i> . Sydney: The Federation Press; 2007.	Book
Six or more authors	Professionals in collaboration ³	3. Hofmeyr GJ, Neilson JP, Alfirevic Z, Crowther CA, Gulmezoglu AM, Hodnett ED et al. <i>A Cochrane pocketbook: Pregnancy and childbirth</i> . Chichester, West Sussex, England: John Wiley & Sons Ltd; 2008.	Book
No author	'...do not die from the disease.' ⁴	4. <i>A guide for women with early breast cancer</i> . Sydney: National Breast Cancer; 2003.	Book

Multiple works by the same author	The main clinical and research interests of Dr Marilyn Campbell ⁵⁻⁶ are focused on ... [if not previously cited]	5. Campbell MA. A is for anxiety: A parent's guide to managing anxious children. Brisbane: Post Pressed; 2007. 6. Campbell MA. Anthony the shy alien. Brisbane: Post Pressed; 2006.	Book
Different Editions	What has become known as the "Bible of General Practice" in Australia ⁷ ...	7. Murtagh J. John Murtagh's General practice. 4th ed. Sydney: McGraw-Hill Australia Pty Ltd; 2007. An edition number is placed after the title of the work. This is not necessary for a first edition	Book
Edited book	In all cases, it is important to note the outer diameter of the tube ⁸ ...	8. Brooks A, Mahoney P, Rowlands B, editors. ABC of tubes, drains, lines and frames. West Sussex: Blackwell Publishing Ltd; 2008.	Edited book
Book in a series	The binding of ligand to most seven-transmembrane (STM) G-protein-coupled receptors leads to changes in the coupling of G proteins to the receptor ⁹ ... Name of book = Chemokine receptors Title of series = Methods in enzymology	9. Bennett GL, Horuk R. Iodination of chemokines for use in receptor binding analysis. In: Horuk R, editor. Chemokine receptors. New York (NY): Academic Press; 1997. P. 134-48. (Methods in enzymology; vol 288).	Book
Electronic book – entire book	Bartlett concludes that ¹⁰ ...	10. Bartlett A. Breastwork: Rethinking breastfeeding [monograph online]. Sydney, NSW: University of New South Wales Press; 2005 [cited 2009 Nov 10]. Available from: NetLibrary	Electronic book Type of medium field = monograph online Date accessed = the date that the book was cited e.g. 2009 Nov 10 Name of database e.g. NetLibrary – need to enter this manually: Available from: NetLibray

Translation of a book	Luria discovers that ¹¹ ...	11. Luria AR. The mind of a mnemonist [L. Solotaroff, trans]. New York: Avon Books; 1969.	Book Enter the translator's name in the format shown in the title field
Chapter in an edited book	As discussed by Rowlands and Haine ¹² ...	12. Rowlands TE, Haine LS. Acute limb ischaemia. In: Donnelly R, London NJM, editors. ABC of arterial and venous disease. 2nd ed. West Sussex. Blackwell Publishing; 2009.	Book section Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself.
Chapter in a book	...due to endometriosis (13)...	13. Speroff L, Fritz MA. Clinical gynaecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams and Wilkins; 2005. Chapter 29, Endometriosis; p.1103-33. Need to enter the Chapter information and page numbers manually	Book Begin a reference to a part of a book with the book itself, then follow it with information about the part.
Chapter from an electronic book	Darwin believes that the natural selection ¹⁴ ...	14. Darwin C. On the Origin of Species by means of natural selection or the preservation of favoured races in the struggle for life [internet]. London: John Murray; 1859. Chapter 5, Laws of Variation. [cited 2010 Apr 22]. Available from: http://www.talkorigins.org/faqs/origin/chapter5.html	Electronic book Insert the Chapter title manually Enter "Cited date" in the "Date accessed" field

Dictionary or Encyclopaedia

Reference type	In-text examples	Reference list example	EndNote
Dictionary	'is defined as ...' ¹⁵	15. Stedman's medical dictionary. 26th ed. Baltimore:Williams & Wilkins; 1995. Apraxia; p.119-20. Note: Include the defined topic – e.g. apraxia	Book Must manually add the defined topic and page numbers
Dictionary (online)	'is defined as ...' ¹⁶	16. Stedman's medical dictionary. [Internet]. 26th ed. Baltimore: Williams & Wilkins; 1995. Apraxia; p.119 -20. [cited 2009 Nov 11]. Available from: http://www.stedmans.com	Online book Manually add the defined topic and page numbers Enter "Cited date" in the "Date accessed" field
Encyclopaedia	'Hanrahan has advocated that ...' ¹⁷	17. Brookman F. Hair care products. In: McDonough J, Egolf K, Reid JV, editors. The Advertising Age encyclopedia of advertising. New York: Fitzroy Dearborn; 2003. vol 2 p. 703-08	Book Section (not Encyclopedia) Use the UQ Vancouver output styles (uq_vancouver_v8+ or uq_vancouver_en7) and not the standard Vancouver style that comes with EndNote

Journal Articles

Elements of the Citation

Author(s) – Family name and initials. Title of article. Title of journal – abbreviated Publication year, month, day (month & day only if available); volume(issue):pages

Note: Journal titles may be abbreviated according to the style used in the PubMed database. Go to the PubMed Journals database site: <http://www.ncbi.nlm.nih.gov/sites/entrez?db=journals> to look up journal abbreviations (to find the full journal name) or journal names in full (to find the journal abbreviation). Choose the Journals in NCBI Databases (<http://www.ncbi.nlm.nih.gov/nlmcatalog/journals>) link.

Reference type	In-text examples	Reference list example	EndNote Reference Type
Standard journal article – one author	As highlighted by Snowdon, ¹⁸ ...	18. Snowdon J. Severe depression in old age. <i>Medicine Today</i> . 2002 Dec;3(12):40-47.	Journal article
Standard journal article – two authors	McInnes & Bollen have developed a perspective which identifies ... ¹⁹	19. McInnes D, Bollen J. Learning on the job: metaphors of choreography and the practice of sex in sex-on-premises venues. <i>Venereology</i> 2000; 13(1):27-36.	Journal article
Standard journal article – three to six authors	By using meta-analysis, Skalsky et al ²⁰ ...	20. Skalsky K, Yahav D, Bishara J, Pitlik S, Leibovici L, Paul M. Treatment of human brucellosis: systematic review and meta-analysis of randomised controlled trials. <i>BMJ</i> . 2008 Mar 29;336(7646):701-4.	Journal article
Journal article – more than six authors	Hanna et al ²¹ report in this article that ...	21. Hanna JN, McBride WJ, Brookes DL, Shield J, Taylor CT, Smith IL, Craig SB, Smith GA. Hendra virus infection in a veterinarian. <i>Med J Aust</i> . 2006 Nov 20;185(10):562-64.	Journal article
Journal article – in press	O’Leary ²² states that...	22. O’Leary C. Vitamin C does little to prevent winter cold. <i>The West Australian</i> . Forthcoming 2005 June	Journal article Add manually – “Forthcoming” and

		29. Can include date, volume and issue number if provide	year and date if provided. “Forthcoming” is used instead of “in press”
Electronic article – with DOI number	Fletcher & Wagstaff (23) argue that ...	23. Fletcher D, Wagstaff CRD. Organisational psychology in elite sport: its emergence, application and future. Psychol Sport Exerc. 2009;10(4):427-34. doi:10.1016/j.psychsport.2009.03.009.	Electronic article Add DOI manually
Electronic article – without DOI number	According the Lemanek ²⁴ ...	24. Lemanek K. Adherence issues in the medical management of asthma. J Pediatr Psychol [Internet]. 1990 [cited 2010 Apr 22];15(4):437-58. Available from: http://jpepsy.oxfordjournals.org/cgi/reprint/15/4/437 Enter cited date manually and change medium to internet or leave as serial online as entered by Endnote	Electronic article Note: In the URL field, enter the URL of the journal’s website (for subscription-based journals), or the full URL of the article (for articles available free on the web)
Cochrane Library Review	Results found by Shaw et al (25)...	25. Shaw KA, O'Rourke P, Del Mar C, Kenardy J. Psychological interventions for overweight or obesity. Cochrane Database of Systematic Reviews [Internet] 2005 [cited 2010 Apr 10]. Available from: http://www.mrw.interscience.wiley.com/cochrane/clsysrev/articles/CD003818/frame.html	Electronic article Entered cited date manually and change the medium to “Internet”
Article from UQ eReserve (eSpace)	Results found by Shaw ²⁶ ... Results found by Shaw (26)...	26. Shaw J. Epidemiology and prevention of type 2 diabetes and the metabolic syndrome. Med J Aust [Internet] 2003;179:379-83. Available from: University of Queensland Library E-Reserve	Electronic article Enter database name in the URL field and change the type of medium from “Serial online” to “Internet”

Conference papers

Elements of the citation

Author(s) of paper – Family name and initials. Title of paper. In: Editor(s) Family name and initials, editor(s). Title of conference; Date of conference; Place of conference. Place of publication: Publisher’s name; Year of publication. p. Page numbers.

Reference type	In-text examples	Reference list example	EndNote
Published conference paper	<p>This is well documented in the literature.²⁷⁻²⁸</p> <p>This is well documented in the literature. (27-28)</p>	<p>27. Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. P. 1561-5</p>	<p>Conference paper</p> <p>Endnote will enter the editors with the conference paper authors – remove the editors manually.</p> <p>Conference title includes the year, date and place where conference took place</p> <p>Put a full stop after the title of the conference - Endnote puts a ;</p> <p>Place of publication –enter this in the “Conference Location” field</p>
Unpublished conference paper	<p>It has been found that endemic STD’s (28)</p>	<p>28. Bowden FJ, Fairley CK. Endemic STDs in the Northern Territory: estimations of effective rates of partner exchange. Paper presented at: The Scientific Meeting of the Royal Australian College of Physicians; 1996 June 24-25; Darwin, Australia.</p>	<p>Conference paper</p> <p>In the “conference title” field type in “Paper presented at: “ and then enter all details of conference including the date and where conference took place.</p> <p>Manually remove the word ‘In:’ that</p>

			will appear before the conference name when using EndNote
Conference proceedings	Research (29) supports...	<p>29. Kimura J. Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.</p> <p>In the “conference title” field type in “Paper presented at:” and then enter all details of conference including the date and where conference took place.</p> <p>Enter the place of publication in the “Conference location” field</p> <p>ALTERNATIVELY: In the ‘Publisher’ field – enter the place of publication, publisher and the year eg. Amsterdam: Elsevier; 1996.</p>	<p>Conference paper</p> <p>Note: EndNote will put the word ‘In:’ followed by the editors names again after the conference name –manually remove this.</p> <p>In the “Year of Conference” field enter the <u>publication year</u> NOT the year the conference was held</p> <p>In the ‘Publisher’ field – enter the place of publication, publisher and the year eg. Amsterdam: Elsevier; 1996.</p>

Newspaper and magazine articles

Elements of the citation

Author(s) – family name and initials. Article title. Newspaper title (edition of paper eg. Weekend edition). Date of publication – year month (3 letter abbreviation) day: Sect. Location eg. A:12 or Business 5 (5 is the page number) column number is applicable eg. col. 1)
(Sect = Section)

Reference type	In-text examples	Reference list example	EndNote
Newspaper article with author	“many parents did not feed their babies enough” ³⁰ ...	30. Purdon F. Colder babies at risk of SIDS. The Courier Mail 2010 Mar 8:9 31. Robertson J. Not married to the art. The Courier Mail (Weekend edition). 2010 Mar 6-7:Sect. ETC:15	Newspaper article 'Year' field – enter year and date eg. 2010 Mar 6-7 'Section' field enter - ETC 9 is the page number – put 9 in the 'Pages' field 15 is the page number 'Edition' field eg.(Weekend edition) – enter manually
Newspaper article without author	The counsellors ³² ...	32. Meeting the needs of counsellors. The Courier Mail 2001 May 5:22	Newspaper article 22 is the page number
Magazine article	The findings of the research (33)...	33. Marano HE. Making of a perfectionist. Psychol Today. 2008 Mar-Apr;41:80-86	Magazine article Note: put the full date including months if provided in the year field.

			Endnote puts a single bracket where the colon is between the volume and page numbers – manually fix this
Electronic newspaper or magazine article	Reports of the extent of damage in Chile ³⁴ ...	34. Bajak F. Why Chile dodged Haiti-style ruin. Toronto Star (Canada) [serial online]. 2010 Feb 28 [cited 2010 Mar 14]; Sect. News:A14 Available from: Australia/New Zealand Reference Centre	Newspaper article Would be better to do this manually – too many corrections to make Page A14
Electronic newspaper article on the Internet	The success of the Clem7 tunnel (35)...	35. Drivers told: “Don’t use Clem7 tunnel”. The Courier Mail [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Available from: http://www.couriermail.com.au/news/car-with-flat-tyre-the-first-to-cause-problems-in-clem7-tunnel/story-e6freon6-1225841179464 36. Sack K. With Medicaid cuts, doctors and patients drop out. The New York Times [Internet]. 2010 Mar 16 [cited 2010 Mar 16]; Health:A1. Available from: http://www.nytimes.com/2010/03/16/health/policy/16medicaid.html?ref=health	Web Page Would be better to do this manually – too many corrections to make

Reports and other Government publications

Elements of a report citation

Author(s). Title of report. Place of publication: Publisher; Date of publication – year month if applicable. Total number of pages if applicable eg. 24 p.
Report No.: (if applicable)

Reference type	In-text examples	Reference list example	EndNote
Government /Organisation /Scientific /Technical report	Climate change ³⁷ ...	<p>37. Australia. Parliament. Senate. Select Committee on Climate Policy. Climate policy report. Canberra: The Senate; 2009</p> <p>38. Page E, Harney JM. Health hazard evaluation report. Cincinnati (OH): National Institute for Occupational Safety and Health (US); 2001 Feb. 24 p. Report No.:HETA2000-0139-2824</p>	<p>Report</p> <p>37. Enter the place of publication and publisher together in the 'City' field</p> <p>38. Enter year and date in the 'Year' field</p> <p>'City' field add place of publication and publisher</p> <p>Add page number manually</p> <p>Add the words "Report No.:" manually and remove brackets from the report number (these will be added by EndNote)</p>

Thesis

Elements of the citation for a thesis

Printed Thesis: Author. Thesis title [type of thesis]. Place of publication: Publisher; Year.

Online Thesis: Author. Thesis title [type of thesis on the internet]. Place of publication: Publisher; Year [cited date – year month day]. Available from: Name of database/web address

Reference type	In-text examples	Reference list example	EndNote
Thesis	The research is support by Kay (39)...	39. Kay JG. Intracellular cytokine trafficking and phagocytosis in macrophages [PhD thesis]. St Lucia, Qld: University of Queensland; 2007.	Thesis Remove square brackets from place of publication manually
Thesis – retrieved from database/internet	The research ⁴⁰ ...	40. Pahl KM. Preventing anxiety and promoting social and emotional strength in early childhood: an investigation of aetiological risk factors [PhD thesis]. St Lucia, Qld: University of Queensland; 2009 [cited 2010 Mar 24]. Available from: University of Queensland Library E-Reserve	Thesis Remove square brackets from place of publication manually Add cited date Add Available from:...etc

Webpages

Elements of the citation

Author. Title of publication [type of medium – Internet]. Place of publication (if available): Publisher (if available); Date of publication – year month day (supply year if month and day not available) [updated year month day; cited year month day]. Available from: web address.

Reference type	In-text examples	Reference list example	EndNote
Web page - with author	Behaviour medication (41)...	41. Atherton, J. Behaviour modification [Internet]. 2010 [updated 2010 Feb 10; cited 2010 Apr 10]. Available from: http://www.learningandteaching.info/learning/b/behaviour_mod.htm	Web Page Add in square brackets the updated & cited dates or add all the information into the cited year field and edit to suit
Webpage – no author	Coping with ADHD (42)...	42. The family impact of Attention Deficit Hyperactivity Disorder (ADHD) [Internet] 2009 Nov 1 [updated 2010 Jan 1; cited 2010 Apr 8]. Available from: http://www.virtualmedicalcentre.com.au/healthandlifestyle.asp?sid=192&title=The-Family-Impact-of-Attention-Deficit-Hyperactivity-Disorder-%28ADHD%29&page=2	Web Page Same as example 41
Webpage – no date	Memory loss ⁴³ is linked...	43. McCook A. Pre-diabetic condition linked to memory loss [internet]. 2010 [cited 2010 Apr 14]. Available from: http://preventdisease.com/news/articles/pre-diabetic_memory_loss.shtml If neither a date of publication nor a date of copyright can be found for a Web site, use the date of update/revision and/or the date cited	Web Page Same as example 41

Webpage – corporate author	Swine flu (44)...	44. Queensland Health. Pandemic (H1N1) 2009 (Human Swine Influenza) [Internet]. 2010 [updated 2010 Feb 19; cited 2010 Apr 7]. Available from: http://www.health.qld.gov.au/swineflu/	Web page Same as example 41
Web Article with DOI	Drug dependence ⁴⁵ ...	45. Degenhardt L, Bohnert KM, Anthony C. Assessment of cocaine and other drug dependence in the general population: ‘Gated’ vs. ‘ungated’ approaches. Drug Alcohol Depend [Internet]. 2008 Mar 1 [cited 2010 Apr 15]; 93(3):227-232. Available from: http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2756072/DOI: 10.1016/j.drugalcdep.2007.09.024	Electronic article Endnote has type of medium as serial online – change to Internet Enter DOI manually
Web Article with no DOI or feely available on Web	Research shows that diabetes (46)...	46. Merzouk H, Bouchenak M, Loukidi B, Madani S, Prost J, Belleville J. Fetal macrosomia related maternal poorly controlled type 1 diabetes strongly impairs serum lipoprotein concentrations and composition. J Clin Pathol [internet]. 2000 [cited 2010 Apr 15]; 53:917-923. Available from: http://jcp.bmjournals.com/content/53/12/917.full.pdf+html	Electronic article Endnote has type of medium as serial online – change to Internet
Image on a webpage	The image of the rash ⁴⁷	47. Scarlet Fever Rash Picture (Hardin MD Super Site Sample) [image on the Internet]. 2005 [updated 2008 Feb 1; cited 2010 Apr 14]. Available from: http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html	Web page Enter updated & cited date in the ‘Access Year’ field and correct accordingly

Other Internet Sources:

Reference type	In-text examples	Reference list example	EndNote
Podcasts	The latest fossil discover ⁴⁸ ...	48. Dirks, P. "Missing Link" fossil discovery in South Africa [podcast on the internet]. Sydney: ABC Radio National; 2010 [updated 2010 Apr 9; cited 2010 Apr 14]. Available from: http://www.abc.net.au/rn/breakfast/stories/2010/2868072.htm	Web Page Add the update and cited dates to the 'Access Year' field – but will have to modify accordingly
Blog Post	The list ⁴⁹ ...	49. East J. New medical journals terms list. 2010 Jan 25 [cited 2010 Apr 20] In: East J. EndNote: EndNote updates at UQ [Internet]. St Lucia, Queensland: University of Queensland Library. 2007-2010- . [about 5 screens]. Available from: http://blogs.library.uq.edu.au/endnote/2010/01/25/new-medical-journals-term-list/	Blog Please rewrite Endnote output style for this.

Personal Communication (oral, written & email)

Personal communication is entered manually in the text of your document. It cannot be done through EndNote.

Personal communication should be included in the text of your document – **cited in text only**.

Personal communication should not be included in your reference list.

It is recommended you get permission from the source/author of your personal communication.

Personal communication in the text of your document must include:

- Date of communication
- Type of communication – oral, written (eg. Letter, written communication) or email (include email address)
- Affiliation (university, organisation)- optional and highest academic degree

Conversation:

In a conversation with a A. B. Smith, MD (April 2010)...

Letter:

According to a letter by C. D. Jones (Assoc. Prof., Dept of Philosophy, University of Pittsburgh, PA) in November 2010...

According to C.D. Jones , PhD (written communication, November 2010)...

E-mail:

In-text: In an email from E. Ferguson, PhD (efergus@uq.edu.au) in August 2010...

Reference List: Ferguson E. How to cite in your assignments [online]. E-mail to Abe Smith (smithie@uq.edu.au) 2010 Apr 20 [cited 2010 April 28].

It is important to keep a copy of the email.

Pamphlets

Elements of the citation

Author. Title of brochure/pamphlet [pamphlet]. Place of publication: Publisher; Year of publication.

Reference type	In-text examples	Reference list example	EndNote
Pamphlets/Brochures	As listed in the pamphlet ⁵⁰ by the...	50. Pharmaceutical Society of Australia. Medicines and driving [pamphlet]. Sydney: Pharmaceutical Society of Australia; 1998	Pamphlet Need to add 'pamphlet' in square brackets

Package Inserts (The printed material about the use and effects of the product contained in the package)

Elements of the citation

Name of Medicine [package insert]. Place of publication: Publisher; Year of publication.

Reference type	In-text examples	Reference list example	EndNote
Package Insert	One of the side effects ⁵¹ listed...	51. Lamasil [package insert]. East Hanover, NJ: Sandoz Pharmaceuticals Corp; 1993.	Pamphlet Need to add 'package insert' in square brackets

Lecture Notes

Elements of the citation

Lecturer. Title of Lecture [unpublished lecture notes]. Course code: course name, Institution where delivered; lecture given – date lecture given.

Reference type	In-text examples	Reference list example	EndNote
Lecture notes	In the lecture given by Smith (52)...	52. Johnson A. Week three: Foucault [unpublished lecture notes]. BESC3009: Relating with Young People, University of Queensland; lecture given 2010 Apr 20.	Manuscript 'Year' field add – lecture given and year and date 'Title' – add after title in square brackets [unpublished lecture notes] 'Collection title' – add the course code and course name 'City' – enter the institution name

Video or DVD

Elements of the citation

Author/Producer (producer/director). Title [Type of Medium]. Place of Publication: Publisher; Publication Year. Extent (eg. 1 DVD): physical description – duration, sound, colour, size.

Reference type	In-text examples	Reference list example	EndNote
Video or DVD	Examination of the neonate (53) revealed...	53. Robinson J (producer). Examination of the term neonate: A family centred approach [DVD]. South Hurstville, NSW: Midwifery Educational Services; 2005. 1 DVD: 37 min., sound, colour, 4 ¾ in.	<p>Computer Program</p> <p>Programmer: put in author/director/producer</p> <p>Add manually in round brackets what they are – eg. (producer)</p> <p>Add [DVD] manually</p> <p>Add the description of the DVD in the year field</p>

Film or Broadcast

Elements of the citation

Producer, Director. Title [type of medium]. Series title. Place of Publication: Distributor; Date released.

Reference type	In-text examples	Reference list example	EndNote
Television or radio programs	As seen in the MacNeil/Lehrer news hour ⁵⁴	54. The medical profession in the 1990's [television broadcast]. The MacNeil/Lehrer news hour. New York, Washington D.C.: Public Broadcasting Service; 1993 Oct 11	Film or Broadcast Add – type of medium in manually - The MacNeil/Lehre news hour in the 'Series Title' field - New York, Washington D.C. in 'Country' field - Public Broadcasting Service in 'Distributor' field - year and date in Year Released field

Indirect citation/Secondary source

A secondary source/indirect citation: Is when the ideas of one author are published in another author's text but you have not read or accessed the original author's work. In the list of references provide the details of the author of the work you have read.

Reference type	In-text examples	Reference list example	EndNote
Book as a secondary source	Higgins discusses Newman's research in his work ⁵⁵ ...	55. Higgins D. Horizons: the poetics and theory of the intermedia. Illinois: Southern Illinois University Press: 1984	Book
Journal as a secondary source	Clements quoted Chandler in his article ⁵⁶ ...	56. Clements C. The facts about cocaine (drugs), Science and Children [serial online]. 2007 [cited 2010 Apr 20]; 44(7): 44. Available from: ProQuest	Electronic Article Add Available from: database name – manually If citing from a printed journal choose Journal Article in EndNote

Tables, Figures, Images or Appendices

Elements of the citation

Journal example:

Enter your normal journal reference followed by: space Table/Figure/Appendix Number of table/figure/appendix from original source, Title of table/figure/image/appendix from original source; p. Page number of table/figure/appendix from original source.

Book example:

Enter your normal book reference followed by: space Table/Figure/Appendix Number of table/figure/appendix from original source, Title of table/figure/image/appendix from original source; p. Page number of table/figure/appendix from original source.

Reference type	In-text examples	Reference list example	EndNote
<p>Tables, Figures, Images or Appendices</p>	<p>Table 3. Examples of vaccine classes and associated industrial challenges⁵⁷.</p> <p>Table 5. Chocolate related crime: Old Bailey court records (58).</p> <p>Figure 3. Marconi’s grounded antenna (59).</p> <p>Please Note: that the table number in these examples would be the table number in your document not the table number in the original document. The original table number must be cited in the reference list. If you change the table title in your document you must cite the original title of the table in the reference list.</p>	<p>57. Smith J, Lipsitch M, Almond JW. Vaccine production, distribution, access, and uptake. <i>Lancet</i> 2011;378(9789):428-438. Table 1, Examples of vaccine classes and associated industrial challenges; p. 429.</p> <p>58. Grivetti LE. Chocolate, crime, and the courts: Selected English Trial Documents, 1693-1834. In: Grivetti LE, Shapiro H, editors. <i>Chocolate: History and culture</i>. Hoboken, New Jersey. John Wiley & Sons; 2009. Table 20.1, Chocolate-related crime: Old Bailey court records; p. 244.</p> <p>59. Hong S. <i>Wireless: From Marconi’s black-box to the Audion</i>. London, England. MIT Press; 2001. Figure 1.5, Marconi’s grounded antenna; p. 21.</p>	<p>Journal</p> <p>Enter journal details as normal. In the PAGES field insert a full stop after the page numbers and then add the details of the table/figure/image/appendix as shown in the example.</p> <p>Book Section (for book chapters)</p> <p>Enter book chapter details as normal. In the PAGES field enter the table details starting with table/figure/image/appendix as shown in example. The ‘p.’ will be inserted by EndNote. If you are inserting pages numbers for the chapter then after the page numbers add ‘full stop space p.’ followed by the table details.</p> <p>Book</p> <p>Enter book details as normal. In the YEAR field insert a full stop and space after the year followed by the table/figure/image/appendix details as shown.</p>