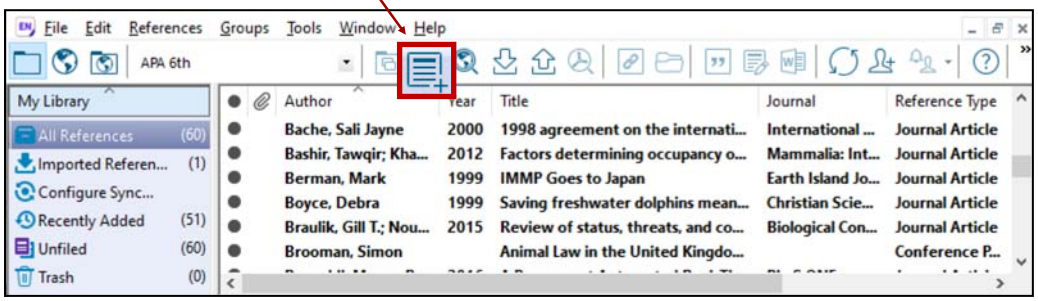
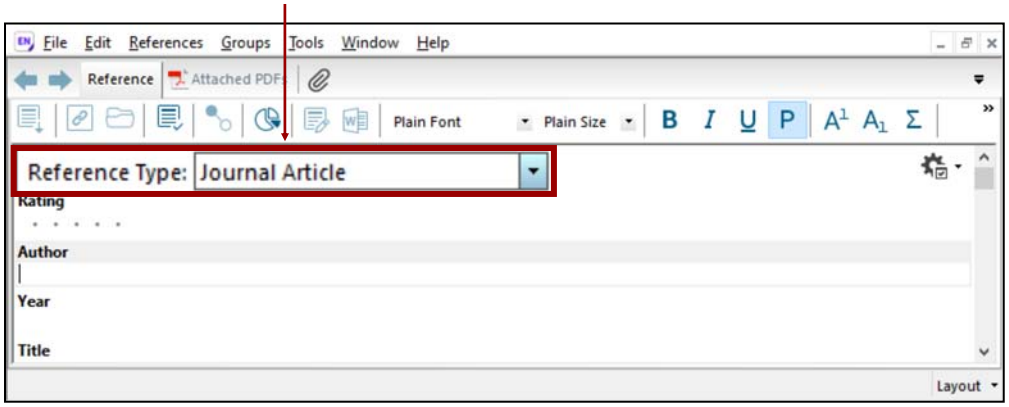
4. Manual Input

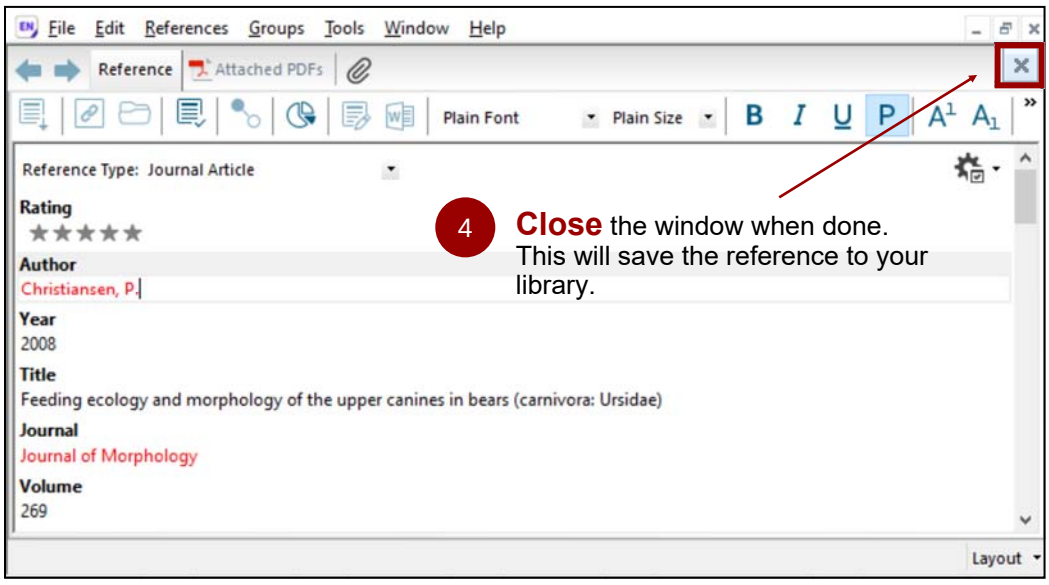
1 Click on the **New Reference** icon from the Endnote top icon bar.



2 Select the **reference type**, e.g. book, journal article



3 Enter the **citation information**, e.g. author, title, year.



4 **Close** the window when done. This will save the reference to your library.

EXTRA

Special Note
Author Names

Personal names

- **First** Middle Last (**no comma**)

Author
Nelson W.S. Chow

- **Last,** First Middle (**comma** after the last name)

Author
Chow, Nelson W.S.

Corporate author

- **Organization,** (**1 comma** after the organization name)

Author
The University of Hong Kong,

- **Department,, Organization** (**2 commas** after the department name)

Author
Centre of Asian Studies,, The University of Hong Kong

More than one author

- Enter **one author per line**.

Author
Bearer, Scott Linderman, Marc

Auto-complete

- For author names that are **already in the library**, Endnote will **auto-complete** the name after you have typed in the first few letters.
- If the **author is a new name**, it will appear in **red**, but will change to **black** when the reference is saved.

Special Note
Dates and Page Numbers

Dates

- Enter dates **as you would like them to appear** in your formatted list or bibliography. EndNote does not reformat dates.

Issue Date	
Aug 10	→ Austin, C. (2009, Aug 10). Happy 4th birthday! Now what about kids? *South China Morning Post,* p. 1.
August 10	→ Austin, C. (2009, August 10). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.
10 August	→ Austin, C. (2009, 10 August). Happy 4th birthday! Now what about kids? *South China Morning Post*, p. 1.

Page Numbers

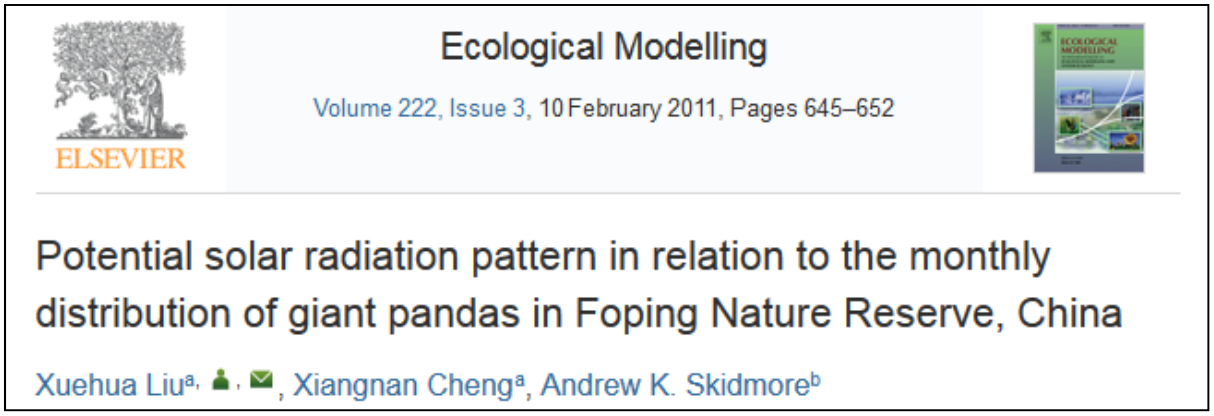
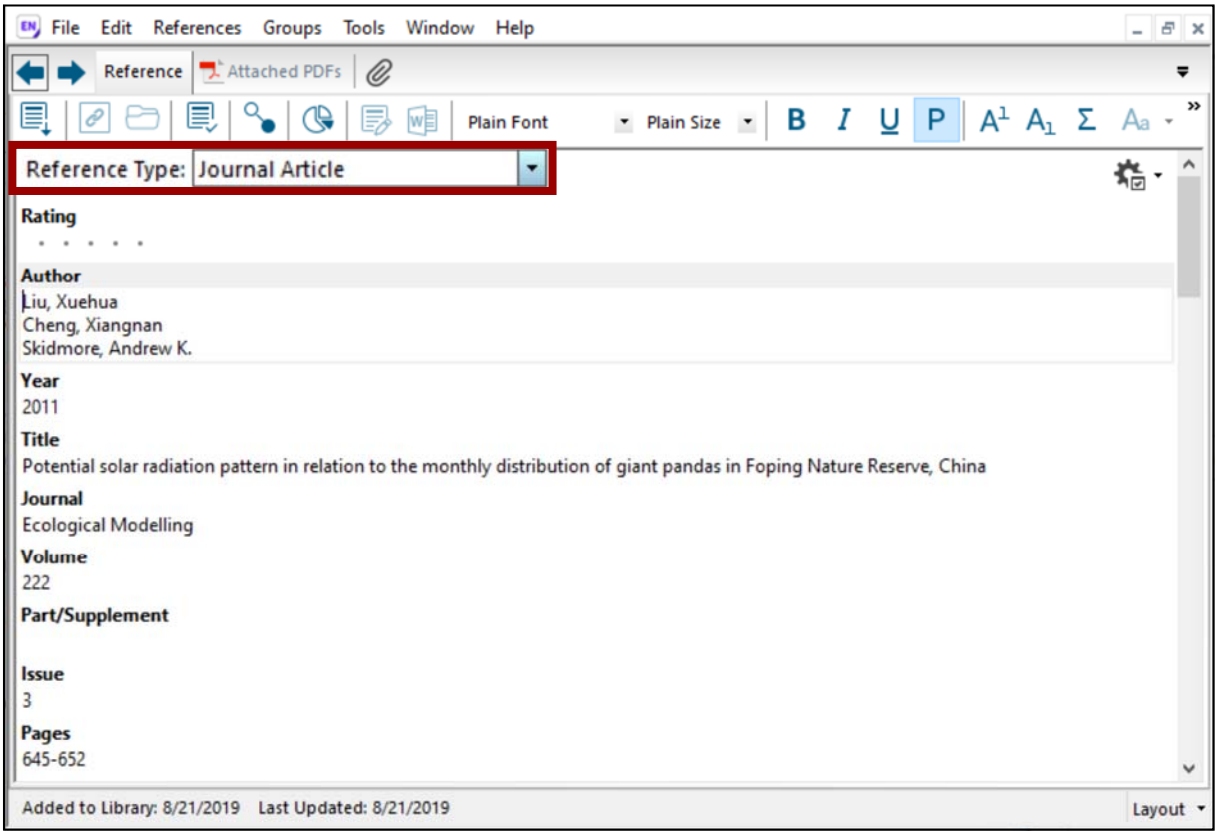
- **Format** for page ranges:
  - complete

Pages
1331-1336

  - abbreviated

Pages
1331-6

- **Do not use commas in page number in the thouands**

Pages	
1331	✓
1, 331	✗

Manual Input: A journal article