

INSTRUCTIONS FOR USING THE HARVARD, UNIVERSITY OF ADELAIDE, SCHOOL OF NURSING ENDNOTE STYLE.

After downloading the file: "Harvard_Nursing_UofA.ens" you will need to move or it to the style folder in Endnote.

Installing the style into EndNote 8, 9, X, X1, X2, X3 or X4:

1. Using Windows, or using your Macintosh Finder, browse to the location where you downloaded the style. Right-click on the style file and select Copy.
2. Browse to your Endnote Styles folder. This will typically be in following location:
 - a. **Mac OS:** Applications\EndNote #\Styles (Where # is the version number for EndNote)
 - b. **Windows:** C:\Program Files\EndNote #\Styles (Where # is the version number for EndNote)

Note: If you modify the EndNote preferences, you can set this to another location. To check this setting, go to the "Edit" menu or EndNote menu on the Mac and select "Preferences." Click on the Folder Locations option to see the custom Style folder location and modify as needed. Keep in mind that the default location for the Styles folder may cause problems when trying to save or edit in Windows Vista and 7 with versions prior to EndNote X2.

3. Right-click in this folder and choose Paste. Your style should now be installed in the EndNote program.

Notes about this style

This output style is for use with EndNote 8 and later versions and based on the "Style Manual for Authors, Editors and Printers 6th edn" (AGPS Manual). It is also referred to as the "Snooks Manual", because the consultants Snooks and Co prepared the 6th edition. This EndNote output style is based on that manual and conforms to the Harvard Referencing guide as described .

The main points to note in using this style are:

1. In-Text Citations
 - a. If specific page numbers are to be added to an in-text citation, use the Edit Citations function and enter the page number in the Pages box.
 - b. If adding other details to an in-text citation, e.g. "cited in", use the Edit Citations function and insert the data in the Suffix box (to appear at the end of the citation) or in the Prefix box (to appear at the beginning of the citation).
 - c. Personal communications should be included in the body of your assignment but no reference should be included in the reference list/bibliography.
 - d. Details of dictionaries, plays and poetry are not usually included in the reference list.
2. Bibliography
 - a. This EndNote output style will not alter the capitalisation of the references as entered in your EndNote library.
 - b. If the reference has no identifiable date of publication, enter n.d. in the Year field.
 - c. If a book has no identifiable publisher, enter n.p. in the Publisher field.
 - d. Journal titles should not be abbreviated - all the journal article references in your library should give the full journal titles.