Quick Guide to the IEEE EndNote Output Style

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Below are some instructions for using the IEEE EndNote output style, which will assist in creating reference list citations. Not all bibliographic elements will be included when exporting citations to EndNote from library databases, and some fields may need to be entered manually for the citation to display correctly in the IEEE style.

**Note:** This is intended as a brief instructional guide only. For more details see the [*IEEE Reference Guide*](http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE-Reference-Guide.pdf) (2020). For further help with the IEEE EndNote output style consult [EndNote.com FAQs](http://endnote.com/support/faqs), [EndNote discussion forum](http://community.thomsonreuters.com/ts/?category.id=endnote) or the RMIT University Library’s [Ask the Library](https://www.rmit.edu.au/library/help/ask-the-library) service. For specific advice about assessments that require the use of the IEEE referencing style and/or EndNote, please consult your School and/or lecturer.

# NOTES FOR THE USER

**GENERAL INFORMATION:**

* The most recent version of the IEEE EndNote output style should be used and is available from the [EndNote Output Style](https://endnote.com/downloads/styles/) webpage – search for ‘IEEE’ and, if necessary, download the latest version dated 1/3/19. Follow the installation instructions located on the homepage. To determine if you need to install the latest version of IEEE > launch EndNote and make sure ‘IEEE’ is displayed in the Bibliographic Output Style drop-down menu (top left corner) > Edit > Output Styles > Edit “IEEE”. Check the modified date (usually the preinstalled IEEE output style is the 2017 version, so you will need to download and install the 2019 version).
* ALL fields that are NOT required for a 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*).
* 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 following documents: [*IEEE Reference Guide*](http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/IEEE-Reference-Guide.pdf)(2020), [*IEEE Journal Titles and Reference Abbreviations*](http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/Journal-Titles-and-Abbreviations.pdf)(2018) or the [*IEEE Magazine Titles and Reference Abbreviations*](http://journals.ieeeauthorcenter.ieee.org/wp-content/uploads/sites/7/Magazine-Titles-and-Abbreviations.pdf)(2018).
* The format type i.e. [Online] is **automatically inserted** into the reference list citation if the ‘Date Accessed’ / ‘Access Date’ and/or the URL are included in the required fields.
* **Access dates** display incorrectly for some reference types, and it is advisable to check with your lecturer if it is acceptable to omit them. However, access dates display correctly for webpages, audiovisual media and blog reference types and should be included.
* 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.

# ENDNOTE REFERENCE TYPES

**AUDIOVISUAL MATERIALS:**

* Use the ‘Audiovisual Materials’ reference type if referencing a streaming video or YouTube video, video tutorial, audio podcast or a blog post.

**BOOKS:**

* Place of publication may need to be added to the required field e.g. New York, NY, USA
* 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.

**CONFERENCE PAPERS/PROCEEDINGS:**

* The conference paper reference type will display a URL, but not a DOI. Whereas, a conference proceedings reference type does not correctly display a URL, however, a DOI can be added.
* Consult your School and/or lecturer about how to appropriately format conference papers/proceedings.

**DATASETS:**

* Note that datasets will display correctly according to the 2018 edition of the IEEE Reference Guide, but NOT the 2020 edition. This cannot be rectified until EndNote releases an IEEE output style file based on the 2020 edition of the IEEE Reference Guide.
* Consult your School and/or lecturer about how to appropriately format datasets.

**E-BOOKS:**

* E-book reference type examples will place a comma after the title information and before the publisher details if no edition is stated, which is incorrect. A **full stop** is needed after the title.

**FIGURES AND TABLES:**

* Reference any figures and tables according to the original source where they were taken from i.e. book, journal article, report.

**JOURNALS:**

* Abbreviate journal titles where necessary – refer to information about abbreviations in the **General Information** section.

**MAGAZINES:**

* Use the ‘Journal Article’ reference type if referencing a magazine or trade publication.

**PATENTS:**

* Patent reference type examples retrieved from an **online source** will display differently to the 2020 edition of the IEEE Reference Guide. EndNote will only allow elements to be formatted according to the patent print example, however, a URL may be included.
* Consult your School and/or lecturer about how to appropriately format online patents.

**PERSONAL/PRIVATE COMMUNICATION:**

* Use the ‘Unpublished Work’ reference type. Note that EndNote will add quotation marks around the title, “private communication”.