**Aalto University School of Chemical Technology**

**Degree Programme in Chemical Technology**

**Guideline for written reports, Endnote reference examples**

The file **CHEM Report writing Endnote library.enl**

contains examples of different reference types.

The file **CHEM Report writing Endnote styles.ens**

contains the Endnote style templates.

To install a style file:

1. Download the file for the style you require.
2. Browse to the location on your computer where you downloaded the style.
3. Double-click on the style file to open it.
4. The style should open in EndNote.
5. In EndNote, go to the File menu and select Save as.
6. Click on the Save button.
7. The style is usually stored in your own network drive under Documents🡪Endnote🡪Styles
8. In Endnote select the style CHEM Report Writing Endnote styles, in Word select under the Endnote menu the same style from the dropdown menu.

The Endnote and Word work together so that the text citations and Bibliography are updated automatically.

When adding new references to your Endnote database pay attention that there are no extra spaces, commas, or other marks, they can overwrite marks in the style template.

If in doubt check the style template from Tools🡪Output Styles🡪Edit style to see which fields are used.

This is a reference to a Journal article [1].

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These are references to Theses [6-8].

This is a reference to a Report [9].

This is a reference to a Webpage [10].

This is a reference to a Patent [11].

This is a reference to a Standard [12].

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