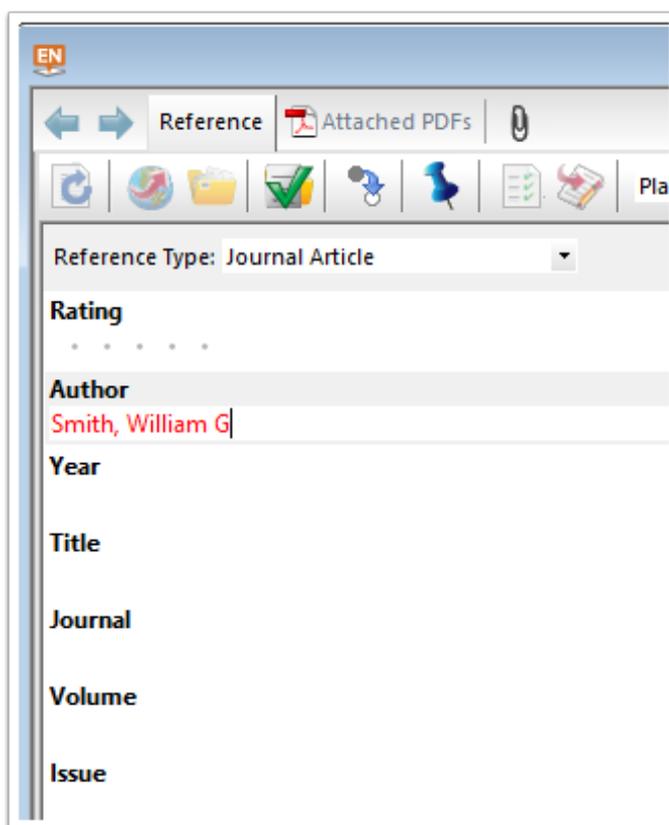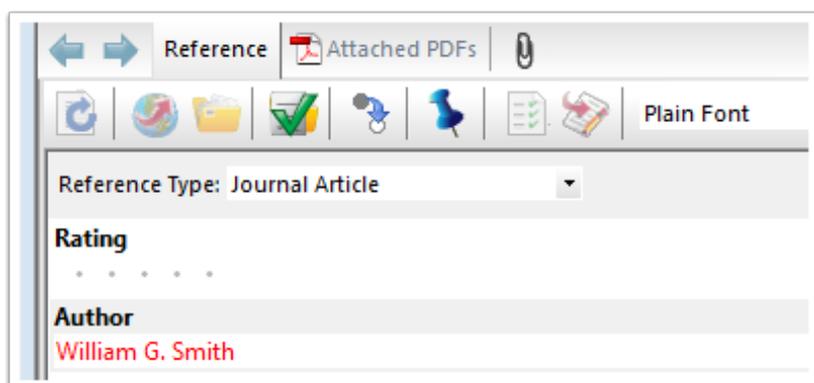## Author names - last name and first name(s)

It's usually best to enter individual author names in the format Last name - comma - First name(s). If there is a single comma in the name, as entered, EndNote will always assume that any text preceding that comma is the author's last name, and text following the comma is the author's first name(s) (and/or initials) ...

Alternatively ...

If you wish, you can also enter an author name using the format *First name(s) - Last name,* with no comma anywhere in the name as entered. If you do it this way, EndNote will consider the **last word** in the entry to be the author's **last name**, and any word(s) or initials preceding it to be the first name(s) and/or initials...

What about a name like Charles de Gaulle?

In such cases the difference between the two entry formats can be critical. In the two versions of General de Gaulle's name illustrated below, Endnote will consider the first to be an author whose first name is "Charles" and whose last name is "de Gaulle". It will consider the second to be someone whose last name is "Gaulle" and first names "Charles de". Why is this critical? If that author subsequently appears in a bibliographic list sorted alphabetically by last name, the first will appear in the "D"s (i.e. as "de Gaulle, Charles", usually the preferred way), but the second will appear in the "G"s ("Gaulle, Charles de", which most editors will probably reject).

Complex names

One aspect of this distinction which often gives trouble to beginners is the entry of relatively complex author "names" of various corporations or organisations - e.g. "U. S. Department of the Interior". If these are entered exactly as written they will usually generate problems when EndNote attempts to include them in a formatted bibliography. Consider that particular example, and the problems that might be produced if it is entered in its simple form, without any included commas ...

What's the problem? What to do about it?

Following the rules outlined above, EndNote will decide that this must be an author whose last name is "Interior" and first names are "U. S. Department of the" (because there is no comma in the name, as entered - so the last word must be the last name and the rest must be the first name(s)). The problem actually becomes more than just a question of where the name is entered in a bibliographic list. Many bibliographic styles, for example, will specify that author first names in a compiled bibliography should be reduced to initials, which EndNote will do automatically if the rules of the formatting style it is using so decree. This author will then appear in the list in the "I"s, which maybe is not so bad in itself, but in fact it will appear as "Interior, U. S. D. o. t." when the first "names" are initialised (or even as "Interior, USDot" if the style specifies no periods or spaces following first name initials).

The solution? Simple - put one single comma **at the end of the name**. EndNote will then treat the whole entry as a last name, with no first name(s). It will then handle the whole name correctly, as a single unit.

Multiple commas

Generally speaking, you should always be careful about where you place a single comma in an author name, as described above. You should be VERY careful about entering a name containing more than one comma - the results are not always predictable. One case where you might need to use two commas, however, is that of names with suffix "titles" like "John Black Jr" or "James White III". These should entered in the form Last Name - comma - First Name - comma - Title. In such

cases EndNote will format the Title (e.g. "Jr" or "III" in these examples) exactly as entered. Note that these comments refer to what we might think of as suffix titles, as in the two quoted examples. They don't apply to prefix titles such as "Sir Charles Cholmondeley", which can be entered in either of the two standard formats ("Sir Charles Cholmondeley" or "Cholmondeley, Sir Charles") without problems - the prefix title is simply treated as a first name.

Note: In this uncommon case a problem will emerge, however, if the formatting style in use specifies inititals only for first names, in which case the example will appear in the bibliography as "Cholmondeley, S. C.", which accords with the style specifications but not with common use. As far as we are aware the only solution to this problem would be to edit the bibliography manually after formatting.)

You just have to have multiple commas anyway?

Another case for multiple commas is that of the entry of names that are, for example, addressinclusive and therefore already include one or more commas - e.g. corporate "names" such as "Apple Computer Inc, Cupertino, California". If you enter that with the commas, as shown, EndNote will conclude that this is someone whose first name is "Cupertino", last name "Apple Computer Inc" and title "California" (as in the Titled examples above). The solution again is to add an extra comma - in this case use two consecutive commas in place of the first comma, entering the name as "Apple Computer Inc,, Cupertino, California". EndNote will then treat anything preceding the **double comma** as as a **last name**, followed by a **blank first name**. It will then append the remainder as if it were a suffix "title" - including any further commas (in which it will have no formatting interest).

Multiple author names

Multiple author names must be entered in the Author field **on separate lines**, NOT following each other on one line, separated by commas or semicolons. EndNote needs to know exactly where one author name ends and the next begins, and separating them with commas, for example, is obviously not a good way to go, as demonstrated above. The simplest, and therefore in EndNote the only, way is to place each author name on its own line. Name formats can be mixed if you wish, as in the

following example, but it's probably wisest to get accustomed to the routine preferential use of one format as much as possible.

Caution: For references with more than one author, editor etc., **enter all of the author names** on separate lines**.** Do not enter "et al." after one, two or three authors, as the fancy takes you, and do not enter "et al." by itself on a new line. When EndNote formats a reference list, as in a bibliography, it works with a formal style definition that tells it (along with many other things) just how and when to use "et al.". To do this properly it needs to know all of the author names so it can decide whether it should condense an author list, and if so exactly how to condense it.

Editor and other similar names

All of the "rules" described above for author names apply equally well to Editor names in EndNote fields such as Edfitor of Edited Books, and to any other fields in any reference type that include entries that EndNote parses as individual names - that is, to any reference field that corresponds to the Generic Author, Secondary Author, Tertiary Author or Subsidiary Author fields. For example, the default Conference Proceedings reference type uses these four fields, if required, for entry of Author(s), Editor(s), Series Editor(s) and Sponsor respectively. In practice most Conference Proceedings reference entries will not actually use more than one or two of these fields, but for those that do any entries must conform to the name format rules described above:

Generic	Conference Proceedings
Author	Author
Year	Year of Conference
Title	Title
Secondary Author	Editor
Secondary Title	Conference Name
Place Published	Conference Location
Publisher	Publisher
Volume	Volume
Number of Volumes	Number of Volumes
Number	Issue
Pages	Pages
Section	
Tertiary Author	Series Editor
Tertiary Title	Series Title
Edition	Edition
Date	Date
Type of Work	
Subsidiary Author	Sponsor