

Due to difficulties in managing the Harvard WBS style (along with its unexpected metamorphoses) that we have been asking you to use until now, we have decided to switch to the APA_6th style, an author / date style that is very similar to what we have been using.

It has the additional advantages of being in use by all referencing software packages that I have seen, and is commonly used by a range of popular business and social sciences journals in addition to the American Psychological Association after which it was named.

The style to select is APA underscore 6th (ie APA_6th) from the dropdown list in Endnote – there are a few variations on the theme, but this is the one we will use. Whilst I am updating the style manual, you can refer to <http://www.waikato.ac.nz/library/study/guides/apa.shtml> for guidance. Alternatively, simply select the style in Endnote and you will get a correctly formatted document as long as:

- You have selected the correct type of citation (eg Journal article, book, conference proceeding, etc)
- You have made sure that **all relevant information** is present in the database (eg beginning **and** ending page numbers, both Volume **and** Issue of an article, etc). The citation / reference **does not** always arrive with all the info when you import it into Endnote – you need to check and make corrections where required.

For users of the previous Harvard WBS style:

Open your Word document, eg Proposal or Research Report, open Endnote, and select the APA_6th style from the drop-down list. Go to your Word document, then simply go to the Endnote tab in Word, make sure APA_6th is selected there as well, and click on “Update citations and Bibliography”. It’ll be correct in a flash.