# Formatting References in EndNote

This document explains how to format references in EndNote for the BOEM EndNote style (based on CSE 8<sup>th</sup> Edition Name-Year). The following pages show how to enter the information for each document type (these are the minimum fields; you may use additional fields). The table below explains how some of the fields should be entered to correctly output for the BOEM style.

## **Contents**

3	enera	al Field Formatting	2
2	efere	nce Types	5
	1	Journal Article	5
	2	Electronic Article	6
	3	Government Document	7
	4	Report	8
	5	Web Page	9
	6	Online Database	. 10
	7	Book	. 11
	8	Edited Book	. 12
	9	Book Section	. 13
	10	Conference Proceeding	. 14
	11	Conference Paper	. 15
	12	Newspaper Article	. 16
	13	Thesis	. 17
	14	Personal Communication	. 18

# **General Field Formatting**

Field	Notes	Examples
Author(s)	For reports funded by BOEM, use the author name(s). For reports by other agencies, use the author name(s) if available or agency name(s). For BOEM-authored documents (e.g., EISs and EAs), use BOEM.  Use a separate line for each entry.  Do not type "et al." The style automatically adds this as needed.  If the organization is a Federal or state department or agency, use the acronym as shown in <a href="www.usa.gov/federal-agencies">www.usa.gov/federal-agencies</a> .  For organization names with more than one word, with a comma at the end.	Lastname, First Name Middle Initial Lastname, F M Lastname Jr, F M Lastname Sr, F M Lastname 2nd, F M Lastname 3rd, F M Continental Shelf Sciences, NOAA Fisheries,
Year	<ul> <li>Publication year, 4 digits</li> <li>For web pages, order of preference for the year field:</li> <li>1. Year at the bottom of the web page</li> <li>2. Website or web page copyright year (use "c" before the year, such as c2021)</li> <li>3. Year of access</li> </ul>	2021 1990
Title	Use sentence capitalization (capitalize the first word and other proper nouns that should stay capitalized).  Use lowercase after a colon.  Use italics and underlining in the same way as the document does.	Deepwater Horizon oil spill: final programmatic damage assessment and restoration plan and final programmatic environmental impact statement

Update: 12/20/21

Field	Notes	Examples
Journal	Use title capitalization.	PLOS ONE
	Spell out the full name of the journal (not abbreviated), and spell	Aquatic Mammals
	the journal name as it appears in your PDF.	Frontiers in Marine Science
Place Published	City (ST) or City (Country)	Sterling (VA)
		New Orleans (LA)
		London (UK)
		Paris (France)
Publisher or	Spell out (do not use acronym)	U.S. Department of the Interior, Bureau of Ocean Energy
nstitution	List multiple levels in an organization hierarchically (largest first)	Management
	Do not add a space in U.S.	National Oceanic and Atmospheric Administration, National
	Do not list each on a separate line	Marine Fisheries Service
	Do not add a comma at the end of the line	Pacific Fishery Management Council
Edition	Use ordinal numbers	1st
		2nd
		3rd
Editor	Use a separate line for each entry.	Lastname, First Name
	Do not type "et al."	Lastname, First Name Middle Initial
		Lastname, F M
		Lastname Jr, F M
		Lastname 2nd, F M
Pages	Depending on the Reference Type, this entry would be the total	10
	number of pages in the document <b>OR</b> the page range.	5–11
	For a range of pages, an en dash (–) is preferred.	
	For total page count, use the total number of pages in the	
	document PDF (preferred) or the last Arabic-numbered page (if more appropriate).	

Update: 12/20/21

Bureau of Ocean Energy Management | Page 3

Field	Notes	Examples
Report Number	Enter the entire report number as shown in the document.	OCS Study BOEM 2021-013 OCS Report BOEM 2016-014 NOAA Technical Memorandum NMFS-NE-245
URL	Enter the website or webpage from which the PDF is downloaded. When you include a URL, you must include the date you accessed the webpage in Access Date or Date Accessed.	https://www.boem.gov/sites/default/files/environmental-stewardship/Environmental-Assessment/NEPA/Report-OCS-Regulatory-Framework-revised-2016.pdf
		www.boem.gov/Catastrophic-Spill-Event-Analysis/
Date Accessed / Access Date	YYYY Mon DY (3-letter month, 2 digits for day) Use the date that the PDF is downloaded. Name of this field depends on the reference type.	2021 Jul 04
Last Update Date	YYYY Mon DY (3-letter month, 2 digits for day)	2021 Jan 12
DOI	DOI stands for digital object identifier. Enter the DOI number without the "doi:" prefix.	10.1289/ehp.1510348 10.1371/journal.pone.0039593
Upload PDF and PDF File Naming	AuthorYearShortDescription  No spaces or underscores; use capital letters to delimit words.	Single Author: Smith2017ResourceEstimates.pdf Two Authors: SmithandPark2017RightWhaleHabitat.pdf
	Author: For 2 authors, use "and"; for 3+ authors, use "EtAl" as one word.  Short Description: Aim for 3–5 words.	3+ Authors: SmithEtAl2017LeasingHistory.pdf Agencies: EPA2017ProtectedSpecies.pdf Other: DOI2017SecretarialOrder3350.pdf

Update: 12/20/21

Bureau of Ocean Energy Management | Page 4

# **Reference Types**

## 1 Journal Article

#### Fields (red = required)

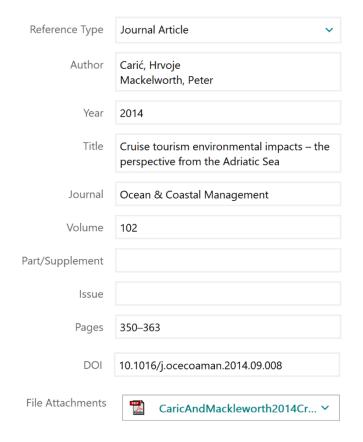
- Author
- Year
- Title (in sentence caps)
- Journal
- Volume
- Issue
- Pages (page number range of article)
- Upload a correctly named PDF
- DOI

#### **Output:**

Lastname FM, Lastname FM. Year. Title in sentence caps. Journal. Vol(Issue):xx–xx. doi: DOI.

## **Examples:**

- Casper BM, Popper AN, Matthews F, Carlson TJ, Halvorsen MB. 2012. Recovery of barotrauma injuries in Chinook salmon, Oncorhynchus tshawytscha from exposure to pile driving sound. PLOS ONE. 7(6):e39593. doi:10.1371/journal.pone.0039593.
- Baulch S, Perry C. 2014. A sea of plastic: evaluating the impacts of marine debris on cetaceans. Marine Pollution Bulletin. 80(1-2):1-24.
- Bringloe TT, Dunton KH, Saunders GW. 2017. Updates to the marine algal flora of the Boulder Patch in the Beaufort Sea off northern Alaska as revealed by DNA barcoding. Arctic. 70(4):343-348.



## 2 Electronic Article

#### Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Periodical Title
- Issue
- Pages (page number range of article)
- URL
- Date Accessed
- Upload a correctly named PDF
- DOI

#### **Output:**

Lastname FM, Lastname FM. Year. Title in sentence caps. Periodical Title. [accessed Date Accessed];Vol(Issue):xx–xx. URL. doi: DOI.

#### **Examples:**

Teo SL, Block BA. 2010. Comparative influence of ocean conditions on yellowfin and Atlantic bluefin tuna catch from longlines in the Gulf of Mexico. PLOS One. [accessed 2020 Nov 11];5(5):e10756.

 $https://journals.plos.org/plosone/article/file?id=10.1371/journal.pone.0010756 \& type=printable. \\ doi:10.1371/journal.pone.0010756.$ 

Duncan CD, Havard RW. 1980. Pelagic birds of the northern Gulf of Mexico. American Birds. [accessed 2020 Nov 12];34(2):122-132. https://sora.unm.edu/sites/default/files/journals/nab/v034n02/p00122-p00132.pdf.



## 3 Government Document

For government documents and Environmental Studies Program (ESP) study reports

#### Fields (red = required)

- Author
- Year
- Title
- Place Published
- Publisher
- Pages (total number of pages)
- Report Number
- Upload a correctly named PDF
- URL and Access Date
- Notes

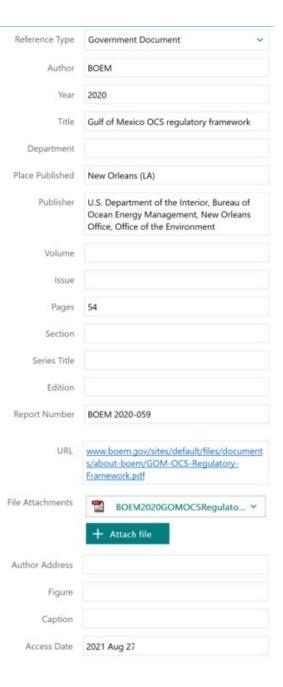
**Output:** Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Publisher. x p. Report No.: Report Number. Notes. [accessed Access Date]. URL.

#### **Examples:**

Cameron Jr. B, Matthews T. 2016. OCS regulatory framework. New Orleans (LA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 54 p. Report No.: OCS Report BOEM 2016-014. [accessed 2020 Mar 03]. https://www.boem.gov/sites/default/files/environmental-stewardship/Environmental-Assessment/NEPA/Report-OCS-Regulatory-Framework-revised-2016.pdf

Hayes SA, Josephson E, Maze-Foley K, Rosel PE, Byrd BL, Chavez-Rosales S, Engleby L, Garrison LP, Hatch J, Henry AG, et al. 2018. U.S. Atlantic and Gulf of Mexico marine mammal stock assessments - 2017. Woods Hole (MA): U.S. Department of Commerce, National Oceanic and Atmospheric Administration. 371 p. Report No.: NOAA Technical Memorandum NMFS-NE-245.

BOEM. 2017. Catastrophic spill event analysis: high-volume, extended-duration oil spill resulting from loss of well control on the Gulf of Mexico Outer Continental Shelf. New Orleans (LA): U.S. Department of the Interior, Bureau of Ocean Energy Management. 355 p. Report No.: OCS Report BOEM 2017-007. [accessed 2021 Jul 21]. https://www.boem.gov/Catastrophic-Spill-Event-Analysis/.



## 4 Report

For non-government reports (use Government Reports type for any government reports and ESP study reports)

#### Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Place Published
- Institution
- Pages (total number of pages)
- Upload a correctly named PDF
- Report Number
- URL and Access Date

#### **Output:**

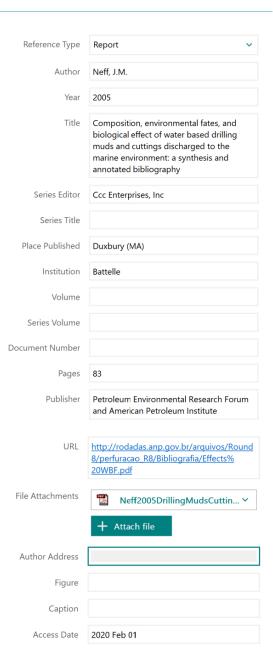
Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Institution. xx p. Report No.: Report Number. [accessed Access Date]. URL.

#### **Examples:**

Lindeman KC, McCarthy DA, Holloway-Adkins KG, Snyder DB. 2009. Ecological functions of nearshore hardbottom habitat in east Florida: a literature synthesis. Tallahassee (FL): Florida Department of Environmental Protection, Bureau of Beaches and Coastal Systems. 266 p. [accessed 2021 Jul 21]. https://research.fit.edu/media/site-specific/researchfitedu/coast-climate-adaptation-library/united-states/florida/east-coast-mainland/CSA.-2009.-Nearshore-Hardbottom-of-East-Florida.pdf.

National Research Council. 2003. Ocean noise and marine mammals. Washington (DC): National Academies Press. 192 p.

New England Fishery Management Council. 2012. Essential Fish Habitat (EFH) omnibus amendment. Deep-sea corals of the Northeast Region: species, habitats and proposed coral zones, and vulnerability to fishing impacts. Newburyport (MA): New England Fishery Management Council. 105 p.



# 5 Web Page

#### Fields (red = required)

- Author\*
- Year\*\*
- Title (of webpage in sentence caps)
- Place Published
- Publisher
- Access Date (YYYY Mon DY)
- URL
- Upload a correctly named PDF of the webpage download on access date (create one by printing to PDF)
- Last Update Date (YYYY Mon DY)

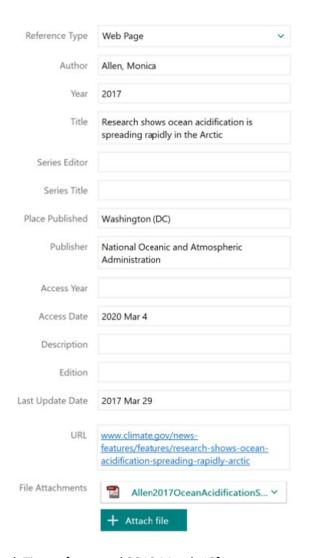
#### **Output:**

Lastname FM, Lastname FM. Year. Title in sentence caps. City (ST): Publisher; [updated Last Update Date; accessed Access Date]. URL.

- \* CSE 8th lists the webpage title first, but for consistency BOEM is using the author/organization.
- \*\* Use year of publication. If unavailable, use the copyright year with, e.g., c2017. If both unavailable, use the date accessed.

### **Examples:**

Alaska Department of Fish and Game. 2017. Community subsistence information system. Juneau (AK): Alaska Department of Fish and Game; [updated 2017 Jan 01; accessed 2017 Sep 07]. <a href="https://ww.adfg.alaska.gov/sb/CSIS/index.cfm">https://ww.adfg.alaska.gov/sb/CSIS/index.cfm</a>.



Weintraub K. 2018. No sign of newborn North Atlantic right whales this breeding season. New York (NY): New York Times; [accessed 2018 March 13]. <a href="https://www.nytimes.com/2018/02/28/science/north-atlantic-whales-endangered.html">https://www.nytimes.com/2018/02/28/science/north-atlantic-whales-endangered.html</a>.

FWS. 2017. Abundance and productivity estimates – 2016 update on Atlantic Coast piping plover population. Hadley (MA): Department of Interior, Fish and Wildlife Service; [accessed 2018 June 27]. http://ww.fws.gov/northeast/pipingplover/pdf/Abundance Productivity 2016 Update final.pdf.

## 6 Online Database

#### Fields (red = required)

- Author\*
- Year\*\* (or date range of database)
- Title (of database in sentence caps)
- Place Published
- Publisher
- Date Accessed (YYYY Mon DY)
- URL
- Upload a correctly named PDF of the database download on access date (create one by printing to PDF)
- \* CSE 8th lists the webpage title first, but for consistency BOEM is using the author/organization.
- \*\* Use year of publication. If unavailable, use the copyright year with, e.g., c2017. If both unavailable, use the date accessed.

#### **Output:**

Author. Year. Title. City (ST): Publisher; [accessed Date Accessed]. URL.

#### **Examples:**

U.S. Census Bureau. 2016. Poverty status in the past 12 months, 2012–2016 American community survey 5-year estimates, Alaska. [accessed 2018 Jan 09]. https://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml.

Seaturtle.org. c2017. Buck Island turtles [dataset]. Durham (NC): Duke University, Ocean Biogeographic Information System Spatial Ecological Analysis of Megavertebrate Populations; [accessed 2017 June 20]. www.seaturtle.org/tracking/index.shtml?project\_id=663.



## 7 Book

## Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Place Published
- Publisher
- Pages (total number of pages)
- Upload a correctly named PDF
- Edition
- Editor
- URL and Access Date

#### **Output:**

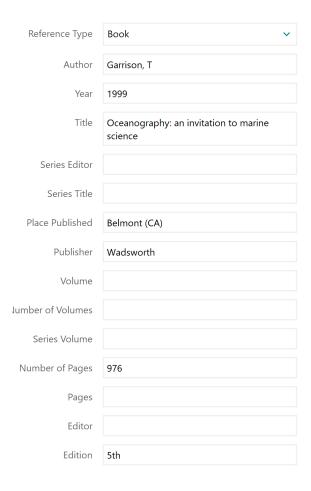
Lastname FM, Lastname FM. Year. Title in sentence caps. Nth ed. City (ST): Publisher name. xx p. [accessed Access Date]. URL.

#### **Examples:**

Nisbet ICT, Veit RR, Auer SA, White TP. 2013. The marine birds of the eastern United States and the Bay of Fundy: distributions, numbers, trends, threats, and management. Cambridge (MA): Nuttall Ornithological Club. 198 p.

Smith MA, Goldman MS, Knight EJ, Warrenchuk JJ. 2017. Ecological atlas of the Bering, Chukchi, and Beaufort Seas. Anchorage (AK): Audubon Alaska. 171 p.

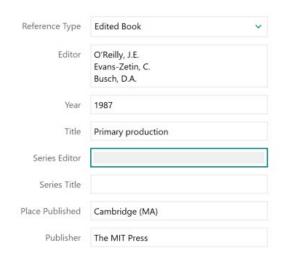
Garrison T. 1999. Oceanography: an invitation to marine science. 5th ed. Belmont (CA): Wadsworth. 976 p.



## 8 Edited Book

## Fields (red = required)

- Editor (same formatting as Author)
- Year
- Title (in sentence caps)
- Place Published
- Publisher
- Pages (total number of pages)
- Upload a correctly named PDF
- Edition
- URL and Access Date



#### **Output:**

Lastname FM, Lastname FM, Lastname FM, editors. Year. Title in sentence caps. Nth ed. City (ST): Publisher name. xx p. [accessed Access Date]. URL.

#### **Examples:**

O'Reilly JE, Evans-Zetin C, Busch DA, editors. 1987. Primary production. Cambridge (MA): The MIT Press.

Karácsonyi D, Taylor A, Bird D. 2021. The demography of disasters: impacts for population and place. Cham (Switzerland): Springer. 277 p. [accessed 2020 Nov 12]. <a href="https://link.springer.com/content/pdf/10.1007%2F978-3-030-49920-4.pdf">https://link.springer.com/content/pdf/10.1007%2F978-3-030-49920-4.pdf</a>.

Wahl T, Nilsen JEØ, Haigh I, Brown S, editors. 2018. Coastal sea levels, impacts and adaptation. Basel (CH): MDPI; [accessed 2020 Nov 12]. <a href="https://www.mdpi.com/books/pdfdownload/book/582">www.mdpi.com/books/pdfdownload/book/582</a>.

Update: 12/20/21

## 9 Book Section

## Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Editor
- Book Title (in sentence caps)
- Place Published
- Publisher
- Pages (page number range of the section)
- Upload a correctly named PDF
- Chapter (if citing full chapter)
- Edition
- URL and Access Date

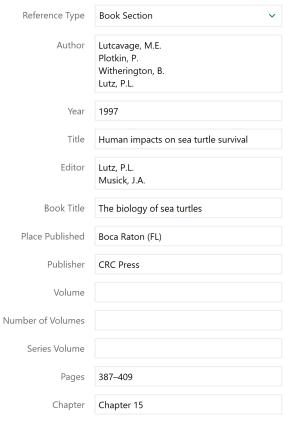
#### **Output:**

Lastname FM, Lastname FM. Year. Title in sentence caps. In: Lastname FM, Lastname FM, editors. Book title in sentence caps. Nth ed. City (ST): Publisher. Chapter x; p. xx–xx. [accessed Access Date]. URL.

## **Examples:**

Cotter AJR. 2008. The "soundscape" of the sea, underwater navigation, and why we should be listening more. In: Payne A, Cotter J, Potter T, editors. Advances in fisheries science: 50 years on from Beverton and Holt. Oxford (UK): Blackwell Publishing. p. 451–471.

Dalen J, Knutsen GM. 1987. Scaring effects in fish and harmful effects on eggs, larvae, and fry by offshore seismic explorations. In: Merklinger HM, editor. Progress in underwater acoustics. New York (NY): Plenum Press. p. 93–102.



# **10 Conference Proceeding**

## Fields (red = required)

- Author
- Year of Conference
- Title (of book in sentence caps)
- Editor
- Conference Name (include number)
- Conference Location
- Publisher
- Pages (page number range)
- Date (of conference YYYY Mon DY)
- Upload a correctly named PDF
- URL and Access Date

#### **Output:**

Lastname FM, Lastname FM. Year. Title of book in sentence caps. In: Editors. Conference name; Year Mon Day; Location. City (ST): Publisher. p xx–xx. [accessed Access Date]. URL.

## **Examples:**

Stemp R. 1985. Observations of the effects of seismic exploration on seabirds. In: Greene GD, Englehardt FR, Paterson RJ, editors. Workshop on Effects of Explosives Use in the Marine Environment; 1985 Jan 29–31; Halifax (Canada). Canadian Oil and Gas Lands Administration Environmental Protection Branch. p. 217–233.

Lytle JS. 1975. Fate and effects of crude oil on an estuarine pond. In: Scott RW, editor. 1975 Conference on Prevention and Control of Oil Pollution; 1975 Mar 25–27; San Francisco, CA. Washington (DC): American Petroleum Institute. p. 595–600. [accessed 2020 Nov 8]. https://meridian.allenpress.com/iosc/article-pdf/1975/1971/1595/1738775/1732169-1733358-1731975-1738771-1738595.pdf.



# 11 Conference Paper

#### Fields (red = required

- Author
- Year
- Title (in sentence caps)
- Conference Name (include number)
- Conference Location
- Publisher
- Date (of conference, YYYY Mon DY)
- Pages (total number of pages)
- Upload a correctly named PDF
- URL and Access Date

#### **Output:**

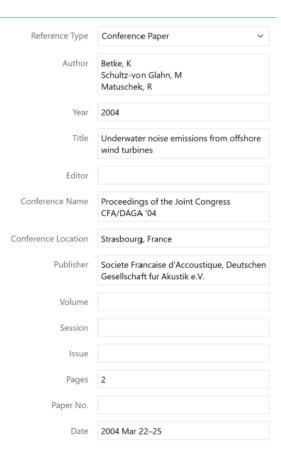
Lastname FM, Lastname2 FM. Year. Title of paper in sentence caps. In: Conference Name; Date; Location. Publisher. xx p. [accessed Access Date]. URL.

## **Examples:**

Komenda-Zehnder S, Cevallos M, Bruderer B. 2003. Effects of disturbance by aircraft overflight on waterbirds - an experimental approach. In: International Bird Strike Committee; 2003 May 5–9; Warsaw, Poland. 12 p.

Bierman Jr. VJ, Hinz SC, Justici D, Scavia D, Veil JA, Satterlee III K, Parker ME, Wilson S. 2007. Predicted impacts from offshore produced-water discharges on hypoxia in the Gulf of Mexico. In: Society of Petroleum Engineers E&P Environmental and Safety Conference; 2007 Mar 03–05; Galveston, TX. 15 p. [accessed Jun 01].

www.spe.org/ejournals/app/ejournaldownload.do?jid=EFC&pageType=ViewCart&docid=0901476280181e8d&chronid=090147628017d8f8&societyCode=spe.



# 12 Newspaper Article

## Fields (red = required)

- Reporter (formatted like Author)
- Year
- Title (in sentence caps)
- Newspaper (add edition in parentheses if available)
- Issue Date
- Upload a correctly named PDF

#### For Print Articles:

- Start Page (beginning page of article)
- Section
- Column

#### For Online Articles:

URL and Access Date

## **Output:**

#### Print

Lastname FM, Lastname2 FM. Issue Date. Title of article in sentence caps. Newspaper (edition). Sect. Section: Start Page (col. Column).

#### Online

Lastname FM, Lastname2 FM. Issue Date. Title of article in sentence caps. Newspaper (edition). [accessed Access Date]. URL.

## **Examples:**

McVay S. 1972 Sep 03. The jaws of the whale. New York Times. Sect. E:13 (col. 2).

O'Brien M. 2016 Jul 07. Channeled whelks once ignored by fishermen now a prized catch. Sun Journal. [accessed 2021 Aug 27]. <a href="http://www.newbernsj.com/news/20160707/channeled-whelks-once-ignored-by-fishermen-now-prized-catch">http://www.newbernsj.com/news/20160707/channeled-whelks-once-ignored-by-fishermen-now-prized-catch</a>.



## 13 Thesis

## Fields (red = required)

- Author
- Year
- Title (in sentence caps)
- Thesis Type (lowercase)
- Place Published
- University
- Upload a correctly named PDF
- URL and Access Date

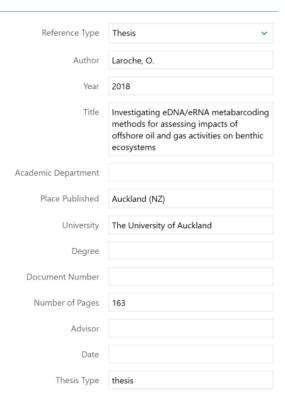
#### **Output:**

Lastname FM. Year. Title in sentence caps [Thesis Type]. City (ST): University. [accessed Access Date]. URL.

#### Example:

Sardain A. 2017. Forecasting the global shipping network and the future of marine biological invasions [thesis]. Montreal (Canada): McGill University.

Arriola NB. 2015. Food insecurity and hunger experiences and their impact on food pantry clients in the Tampa Bay [thesis]. Tampa (FL): University of South Florida; [accessed 2020 Oct 7]. http://scholarcommons.usf.edu/etd/5446.

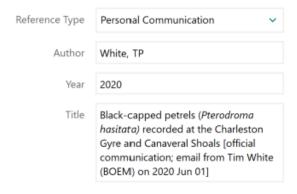


## 14 Personal Communication

CSE 8<sup>th</sup> recommends to not cite personal communications but to put them into the notes section of a document. However, for the Administrative Record for a NEPA document, we will document personal communications with a PDF (copy of an email or summary of a phone conversation) and citation.

### Fields (red = required)

- Author
- Year
- Title (in sentence caps; use subject line or description and add "[official communication; {type of communication} from {organization} on YYYY Mon DY]")
- Upload a correctly named PDF



#### **Output:**

Lastname FM. Year. Title in sentence caps [official communication; {type of communication} from {organization} on YYYY Mon DY].

## **Example:**

Smith A. 2020. Atlantic Canyon atlas development [official communication; email from National Oceanic and Atmospheric Administration on 2020 Jul 22].

Partlow C. 2021. Presence of North Atlantic right whales in the Atlantic [notes from phone conversation with National Marine Fisheries Service on 2021 May 04].

Update: 12/20/21

Bureau of Ocean Energy Management | Page 18