How to set up the OSCOLA 2 4th edn style in Endnote

You need to install both the OSCOLA_2_4th_edn file (the style file) and the RefTypeTable.xml file. The style file provides templates and other settings for the style and the RefTypeTable customises the headings in Endnote Library references so that they work properly with the style.

For a more in-depth explanation of how the style is configured, see 'Templates and settings in OSCOLA_2_4th_edn.ens' under 'Modifying the Endnote OSCOLA style' on the 'Tips for using the OSCOLA style for EndNote' web page.

To install the OSCOLA 2 4th edn style in Endnote:

1. Download the OSCOLA_2_4th_edn style file to your Downloads folder (or to wherever you usually download files).

2. Find the style file and double-click on it. It should open in the Endnote program.

3. With the style open in Endnote, click on File (top menu bar) and choose Save As. Delete 'copy' if it appears at the end of the style name, then click the Save button. Close the style.

4. In Endnote, click on Select Another Style and find OSCOLA 2 4th edn in the styles selection box. Click on the style name to highlight and choose it. You may have to select the style again in your Word Endnote toolbar.

To install the RefTypeTable for OSCOLA 2 4th edn in Endnote:

1. Download the RefTypeTable.xml file to your Downloads folder (or to wherever you usually download files). Do not open the file (right click and Save File As or Save Link As).

2. In Endnote, go to Preferences (In Windows versions of Endnote click on Edit in the top menu: Preferences is at the bottom of the Edit submenu. In Mac versions of Endnote, Preferences is under Endnote at the far left of the top menu).

3. In Preferences, choose Reference Types.

4. In the bottom part of the Reference Types window, click on Import and browse to and select the RefTypeTable.xml file. Save/Open, then click Apply, and OK.

5. To check that the RefTypeTable file has installed correctly, in the Endnote library, open a new reference for Journal Articles, and check that there is a field called 'Add year here if there is a volume number'.

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