How do I create a record for a policy or clinical guideline not found in a database?

1. Go to the command line and select References -> New Reference
2. At the Reference Type drop-down list select Book
3. You need to collect information to type into the following fields (other fields are optional)
   - **Author(s):** e.g. Surnametti, Robin
     To add more authors press enter after the first author and add one author per line.
     If the author is an organisation follow the name of the organisation with a comma.
   - **Year:** A 4-digit year
   - **Title:** as found on the title page e.g. The use of cannulation in a palliative care setting
   - **Place Published:** e.g. Fitzroy, Vic.
   - **Publisher:** St Vincent’s Hospital (Melbourne, Vic.)

The style chosen in Word’s EndNote toolbar will determine the layout and appearance of the reference in the document’s text and in the reference list.