In APA style it is permissible to use a well-known abbreviation for corporate or organisational names. For example WHO is a well-known abbreviation for the World Health Organisation. After the first citation the abbreviation can be used for subsequent citations.

In the EndNote library, always enter the full corporate author name in the author field. Remember to add a comma at the end of the name so that the corporate name displays in full.

In your Word document, for the first in text citation of this corporate author:

1. Insert the required citation
2. Highlight the citation and click Edit and Manage Citation(s)
3. In the dialog box, tick Exclude author
4. In the Prefix box, enter the full author name plus the bracketed abbreviation, followed by a comma and a space, for example: World Health Organisation [WHO],
5. Click OK

For subsequent in text citations:

1. Highlight the citation and click Edit and Manage Citation(s)
2. On the dialog box, tick Exclude author
3. In the Prefix box, enter the author name abbreviation followed by a comma and a space, for example: WHO,
4. Click OK