DESKTOP ENDNOTE GUIDE 5
Using term lists for journal names
For Version X8

This guide will introduce you to the main use of EndNote’s term lists facility - to aid consistency and automatically apply journal title abbreviations to your references. More detailed information about all possible uses of term lists can be found in the EndNote Help Manual.

WHAT ARE TERM LISTS?
Term lists are lists of journal titles, keywords, and author names stored in EndNote. Lists are automatically generated for these three fields as references are entered in your library, but they can be created for any field where you might find it helpful, for example, publisher’s name, place of publication. Term lists are linked to a specific EndNote library. These terms may appear in several different records and using them consistently helps with organising and outputting records.

WHY USE TERM LISTS?
The main purpose of term lists is to aid consistency. The journal titles terms list is also particularly useful for storing different forms of name (full title and recognised abbreviations) so that they can be automatically applied to your references.

HOW DO THEY WORK?
When you type in (or import or paste) a new author, journal name or keyword, it will automatically be added to the appropriate term list. This is a feature which you can switch on and off to suit your immediate needs (see the EndNote Help – look for Automatic Updating of Term Lists).

As you type in a new author name (or journal title or keyword), Endnote attempts to complete the name for you by suggesting the closest match from the term list. If you enter a new name which is not in the term list it appears in red to indicate an addition to the list.

IMPORTING JOURNAL TERM LISTS
Many output styles require the use of abbreviations for journal titles, rather than the full title. It is possible to pre-populate the Journals term list by importing journal names and abbreviations into your library. We recommend you import all the journal lists relevant to your work before starting to populate your EndNote library. See the instructions below.
EndNote comes with fourteen sets of journal term lists which contain standard abbreviations, which can be imported into your library. They cover the following subjects: Anthropology, Archaeology, Astronomy and astrophysics, Bioscience, Chemical, Economics, Humanities, Korean medical terms, Law, Medical, Philosophy, Physics, Religion and Zoological records.

To import an appropriate list:

1. From the **Tools** menu select **Open Term Lists**
2. Select the **Journals Term List**
3. Select the **Lists** tab and Click on **Import List**
4. The Terms Lists folder should automatically open. If not browse the folders on your PC to find it - usually in C > Program Files (x86) > EndNote X8 > Terms Lists.
5. **Select the list** you wish to import, and click on **Open**
6. The list will be imported into your library. If you click on the Terms tab once the list has been imported, you will see all the journal names. **Repeat this process for as many lists as seem applicable to your subject.**
EDITING TERMS

Once you have imported as many journal title term lists as you need, take a look at one of the journals.

1. Click on the **Terms tab**.
2. Click on one of the journal names in your terms list.
3. Click on **Edit Term**.
4. Note that there is space to have up to three different abbreviations for a title. Journal titles you have imported from a term list will usually have Abbreviation 1 and 2 filled in already. You can fill in an Abbreviation box if the version you need does not appear.
5. Click on **Cancel** to close the Edit Journal window.
6. Click on **Close** to shut the Journal terms list window.

**Tip:** When you download or import records from some databases, or copy and paste a reference, the full journal title may not be uploaded to EndNote and your references in Word documents may therefore be inconsistent.

Check your library and Terms lists for consistency, editing or removing different versions of the same title.

ADDING TERMS MANUALLY

1. On the **Tools** menu select **Open Term Lists**, and select the list you want to add to, for example, Journals.
2. In the Term Lists box select **New Term**.
3. Type in your full journal name in the top box, and then add the abbreviated title with and without punctuation in the next two boxes.
4. Click **OK** to add a single term to the list and exit.

EDITING YOUR OUTPUT STYLE TO USE THE JOURNAL NAMES IN YOUR TERMS LISTS

Once your journal terms list contains all your journal names and their associated abbreviations you can edit your output style to use the Full Journal name, or abbreviations 1, 2, or 3, in your references. This will override the form of name contained in your reference and replace it with your selected form of name.

1. In EndNote select **Edit**, then **Output Styles** then **Open Style Manager**
2. Click on the style you want to edit so that it is highlighted in blue (for example, choose Harvard)
3. Click on the **Edit** button to see all the rules for that style:
4. In the menu on the left select **Journal Names**.

![Journal Names](image)

5. There are five options: Use full journal name; Abbreviation 1; Abbreviation 2; Abbreviation 3; Don’t replace. The first four options will take the form of name from the journals terms list. The last option will use the form of name in each individual reference.

6. **Select the option you want (usually Abbreviation 1) and close the Style window.** You will be prompted to save your amended style with a new name, for example ‘Harvard Copy’.

7. In Word use the Style pick list on the EndNote toolbar to select your amended style and your journal names change to the format you have selected.

![Style select](image)

See *EndNote guide 4* for general guidance on editing output styles.

**FURTHER INFORMATION AND HELP**

- Consult the EndNote pages on the Library website at [https://www.reading.ac.uk/library/endnote](https://www.reading.ac.uk/library/endnote)
- Contact your Liaison Librarian – find yours at [https://www.reading.ac.uk/library/liaison](https://www.reading.ac.uk/library/liaison)
- Use the Help button within EndNote
- Visit the EndNote website at [www.endnote.com/support](http://www.endnote.com/support) for technical support, updates to filters and styles, FAQs and tip sheets