

## Terms List in EndNote

**Issue:** Journals terms list contains tables of journal names; enables styles to output either

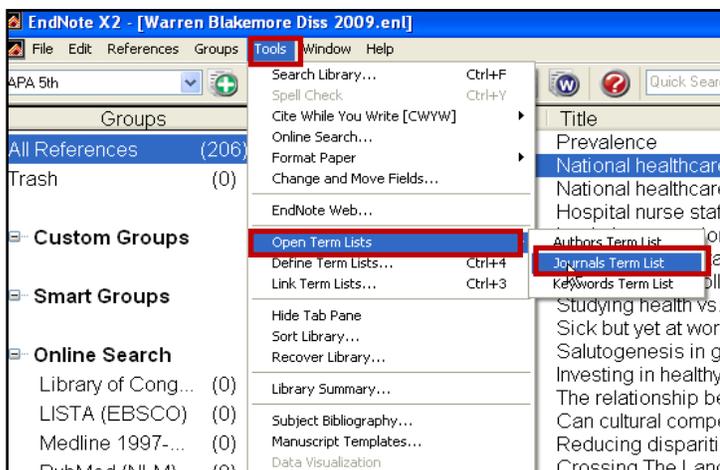
- spelled out
- abbreviated with periods
- abbreviated without periods

### Journal names as displayed in EndNote records vs. output style displays

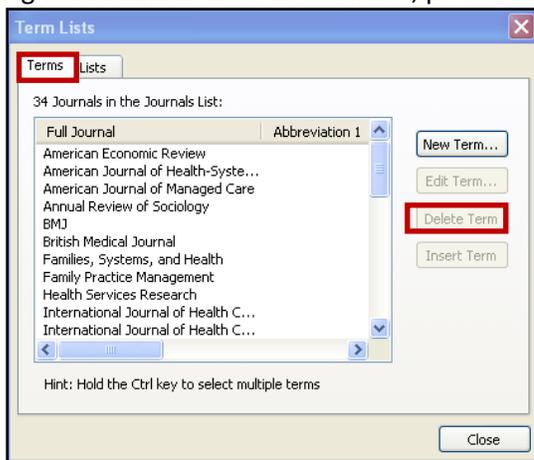
On-line databases may ‘export’ references formatted differently from one another. An example is that PubMed will export journal names abbreviated (usually); while Ovid references will have journal names spelled out. If you look at the journal name in an EndNote record, you see it as it was imported from the database. However, if you have a term entry for a journal in your terms list, the software will ‘read’ the journal name and will format it appropriately according to your selected output style—either spelled out or abbreviated. You can check this in the ‘Preview’ pane beneath your EndNote library list to see how it will appear in your bibliography.

### How to ensure that your output style will generate the correctly formatted journal name

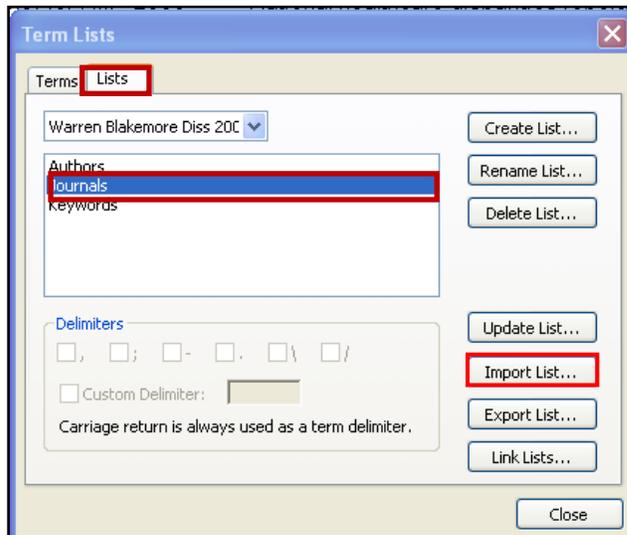
1. Open library
2. Click Tools / Open Terms List / Journals Terms List



3. The ‘Terms Lists’ dialog box will open. If there are terms listed in the open box in the ‘Terms’ tab, highlight and delete all of them. If not, proceed to step 4.

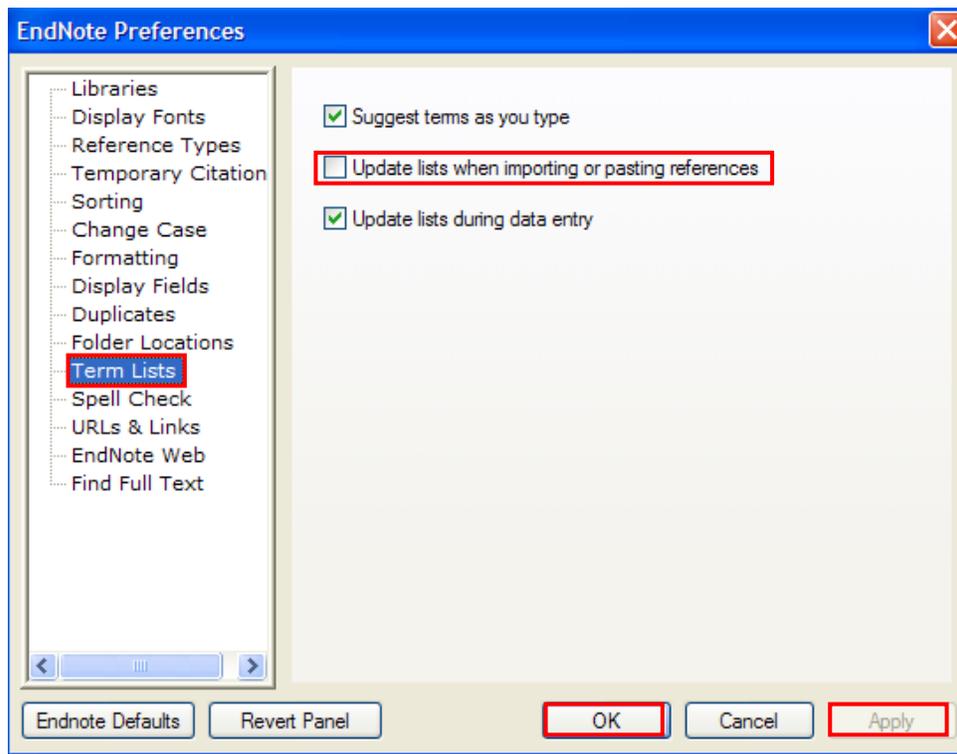


4. Click on the 'Lists' tab at the top of the dialog box. Highlight 'Journals' and then click the 'Import List' button on the lower right in the dialog box.



5. Navigate to 'C' drive; Program Files; EndNote (*program folder*); and then open the 'Terms Lists' (*folder*).
6. Select 'Medical' from the terms options, and click 'Open'. The 'Medical' terms will download into your program folder. Then, when you click back to the 'Terms' tab in your libraries, they will display in your 'Terms' box.

7. FINALLY: Click “Edit” and then “Preferences” in your EndNote Library. The EndNote Preferences window will open; Click “Terms Lists” and UNCHECK “Update Lists when importing or pasting references.” Then click “Apply” and finally, “OK.”



## NOTES about TERMS

1. On the ‘Terms’ tab in the ‘Terms List’ dialog box (see steps 2 and 3 above), you will see a button, ‘New Term.’ If you click this button, a box will open up with three fields. These fields represent the standard iterations of journal names, in the following order:  
Term 1: Journal name spelled out (and yes, this is redundant because it is also spelled out in the ‘Full Journal’ field.  
Term 2: Journal name abbreviation ‘WITH’ periods  
Term 3: Journal name abbreviation ‘WITHOUT’ periods

The image shows the 'New Term' dialog box. It has a title bar with 'New Term' and a close button. Below the title bar, there are four text input fields. The first is labeled 'Full Journal:', the second 'Abbreviation 1:', the third 'Abbreviation 2:', and the fourth 'Abbreviation 3:'. At the bottom of the dialog, there are three buttons: 'Save Journal', 'OK', and 'Cancel'.

Some journal names may not be in the standard EndNote set; however, the journal’s web site may have that information available for you to manually input into your EndNote ‘Terms’ list—helpful if this is a journal that you cite frequently and want to display variously depending on output styles you may use; i.e., APA 5<sup>th</sup> vs. AMA.