1   Journal Names

Some journals require the journal's name be spelled out in full while others require a standardized abbreviation, or vice versa. Some disciplines may even have multiple versions of the standardized abbreviation, such as one with periods after abbreviated words and one without periods. EndNote can substitute one version of a journal's name for another in the formatted bibliography without having to edit each record.

There are two steps to make this work, and they only have to be done once per library.

The first step is to set up a journals term list for your EndNote library.

Related Video: [Journal Names](#)

1.1   The Journals Term List

In EndNote, select *Open Term Lists*➔*Journals Term List* from the *Tools* menu. Resize the window so that you can see all the abbreviation columns as in the example below.
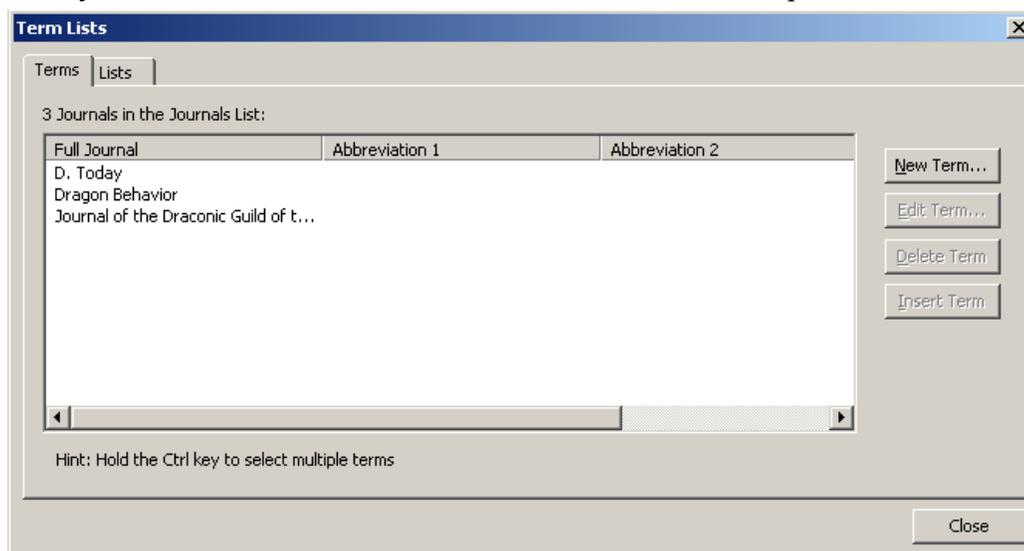
As references are entered into EndNote, the contents of the Journal field are added to the Full Journal column in the term list while the contents of the Alternate Journal field are added to the Abbreviation 1 column. If there is only one version of the standardized abbreviation and the full journal, everything you need in this table will be filled in so long as each record entered in the EndNote library contains the full journal name in the Journal field and the standardized abbreviation in the Alternate Journal field. In reality, this is seldom the case. However, it is possible to manually enter the information in the term list, or better yet to import a list of the full names and abbreviation(s) from a tab-delimited file if you have one.

EndNote ships with several predefined tab-delimited files containing full names and standardized abbreviations, including those for the humanities, chemistry, law, the biosciences, and medicine. These lists can be imported into EndNote to create a comprehensive list of journals. To do this—

- If you have not already done so, open the Journals term list (***Tools***➔***Open Term List***➔***Journals Term List***).

- If there are journals already present, delete them by selecting all the journals present, then clicking the ***Delete Term*** button. This will ensure that you have no "orphan" journals without complete information or with abbreviations in the Full Journal column.

- Select the ***Lists*** tab.

- Select ***Import List***.

- Locate and double-click on the tab-delimited file you wish to import. The predefined lists that ship with EndNote will be found in the Terms Lists folder within the EndNote folder (for example, *\\Program Files (x86)\EndNote X7\Terms Lists* on Windows or *//Applications/EndNote X7/Terms* on Macintosh). The complete list will be imported. (Note that the journal term lists are simply tab-delimited files and updated ones may be available on our web site or within the community. Members of the community may also create their own term lists and make them available for download.)

- Make note of the column in the list for the abbreviation or full name that your new style requires.

Close the Term Lists dialog. You can now set the style to use the correct version of the journal name from the journals term list you created.

1.2   Journal Names in the Style

- Select your preferred style from the drop-down styles list in EndNote.

- Open that style for editing by selecting ***Edit***➔***Output Styles***➔***[your_style_name_here]***.

- Click the ***Journal Names*** option at the left of the window.
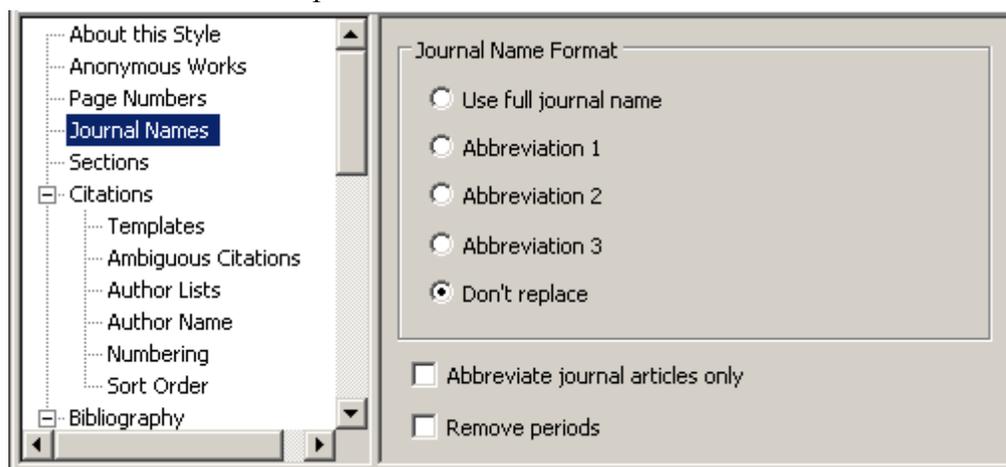
- In the default journal name settings the style may be set to *Don't replace*. Change that to the option needed for your style. (Some styles may already be set up to use the list, so just setting up the terms list may be all you need to do.)

- Save the style with a new name by selecting ***File***➔***Save As***. Your new style will be saved in an EndNote Styles folder within your documents folder and will now be available for use.