EndNote: Managing abbreviated and full names of journals

When you cite an article in a document, you can control the way that the name of the journal is shown: the name in full or with one or another standardised abbreviation. For example, the British Medical Journal may appear as:

> British Medical Journal
> Br. Med. J.
> Br Med J

This is managed by the output style, so applying a different output style to the document may change the way that journal names are given.

In the individual references in the library, journal names may be given in full, or abbreviated, or using a mixture of these, depending on the sources where the references were collected from.

Discover The Journal Names Setting For An Output Style

In *EndNote*, first apply the chosen style. It is illustrated in the Preview panel, using data from the selected reference. If the journal name is not given in a suitable form, examine the output style to discover why:

Choose **Edit|Output Styles|Edit [name of your style]**

In the style editor window that appears, it would be wise to save the style with a different name, for example by prefixing the name with a number such as 01.

In the list of categories on the left, choose **Journal Names**. An output style may give the journal name in full, using one of 3 abbreviations or may not replace whatever is given in the library. You can change this setting.

Notice that here there are also options to remove full stops etc.

If you have made any changes to the style, save the style, then check that you have applied the newly-adjusted style in the document.

Correcting an Abbreviated Journal Name in the Term List

EndNote has a term list with many academic journal names, given in full and with their standard abbreviations. You can edit individual items in this list.

Choose **Tools | Open Term Lists | Journals Term List**

On the **Journals** tab, scroll to the name of the journal you plan to use. Select the journal name, click Edit Term and make any changes necessary.

Replacing the Journal Names List

Over time, it is easy to collect a mixture of full journal names and abbreviations in your term list, so the replacing process does not work well. If the whole list of journal names has become confused and includes several errors, or if the list does not cover many journal names in your field of work, you can replace the whole list with a fresh ready-made list.

Choose **Tools | Open Term Lists | Journals Term List**

On the **Terms** tab, select all journal titles and Delete Term.

On the **Lists** tab, select **Journals** and click the Import List button

Navigate to your Term Lists folder typically at a location similar to this:
C:\Program Files (x86) \ EndNote \ Term Lists

Pick a list for your field of work, then open it.

Journal names and abbreviations are inserted into your Journals term list. Look on the **Terms** tab to review them.