Term Lists

When creating a new reference by typing data manually, you may notice that *EndNote* recognises an author's name which has been entered before, and offers to complete it automatically. This is because it maintains a **term list** linked to the **Authors** field.

Term lists are also maintained automatically on the Journals and Keywords fields, and this can save a lot of time (and possible errors) when entering data manually. Term lists are customisable, and further lists can be created if necessary.

1.1. Examining Term Lists

Existing term lists are built up automatically with the terms you have used.

The command Tools|Open Term Lists allows you to choose between Authors, Journals and Keywords.

Term Lists	×
Terms Lists	
562 Terms in the Keywords List:	
Dwarfism, Pituitary Ear, Middle effects Electrocardiography Electrolytes Embolization, Therapeutic Empty Sella Syndrome Endocrine System Diseases England English literature Enteroglucagons enzymology Fynerski ferels Hint: Hold the Ctrl key to select multiple terms	New Term Edit Term Delete Term Insert Term
	Close

Figure 1 A Keywords Term List

On the **Terms** tab you can see the terms that have already been entered in the linked field (the Keywords, in the example of Figure 1). Terms can be added, deleted etc. as necessary using the buttons on this dialog.

1.2. Creating a New Term List

It may be helpful to have an automatic term list linked to another field. In the

Term Lists dialog, use <u><u>Create List...</u>. Here you enter a name for the new term list.</u>

EndNote

Term Lists Terms Lists	1	×
labwork.enl	Create List	
	erm List Name List	
Delimiters	OK Cancel	
Custom Carriage ret	Delimiter: Delimiter: Export List Urn is always used as a term delimiter. Link Lists	
	Close	

Figure 2 Creating a New Term List

Link Lists...

Now the new list must be linked to one or more fields, using

Linking Fields with Term Lists	×
labwork.enl	
Field	Linked Term List
Author	Authors
Year	<none></none>
Title	<none></none>
Secondary Author	Authors
Journal (Secondary Title)	Journals
Place Published	Cities
	OK Cancel

Figure 3 Assigning a Field to a Term List

From now on, terms typed manually into the selected field will be added to the linked term list. Then when the same term is re-entered, it will be auto-completed.

EndNote can have 31 term lists , each term up to 253 characters long, with an unlimited number of items on each list. A term list belongs with a specific library.

1.3. Updating a Term List

Once a set of references has been collected from online sources, they may suggest further keywords. The keywords list (or indeed the other term lists) can be

updated using <u>Update List...</u> in the **Term Lists** dialog. This prompts *EndNote* to scan through all the references in the library, collecting terms used in the linked field and adding them to the term list if necessary.

1.4. Term List Updating Behaviour

Among the *EndNote* **Preferences**, in the **Term Lists** category, there are checkboxes to set this behaviour.

EndNote Preferences		×
Change Case Display Fields Duplicates EndNote Web Find Full Text Folder Locations Formatting Libraries Reference Types Sorting Spell Check Temporary Citations URLs & Links	 Suggest terms as you type Update lists when importing or pasting references Update lists during data entry 	
Endnote Defaults Rev	ert Panel OK Cancel Apply	

Figure 4 Settings for Term List Updating

The first and third options control the behaviour described above, and are usually checked (turned on). However the second checkbox is not always suitable. As more references continue to be downloaded, this will add keywords etc. to the relevant term list immediately. If this is not your preference, clear this checkbox.

1.5. Abbreviated Journal Names

In some disciplines, it is usual to use abbreviated forms of journal names. The *EndNote* software includes lists of the customary abbreviations of many well-known journals, and these can be substituted as appropriate.

Importing Abbreviated Forms of Journal Names

Using Import List... you can import a list of abbreviated journal names. Some lists are provided with the *EndNote* software at a location similar to C:\Program Files\EndNote\Term Lists, with a separate file for each field of work.

EndNote X4 - [labwork.enl] File Edit References Groups Tools Wind	aw Heb	×	
📸 🐨 Cale Rockristics Google Rock White Repr			
My Library 🔺	▲ 🕴 Author 🔺 🛛 Year 🛛 Title	Journal Ref Ty	
All References (222) Outpiled (84)	Almustafa, M.; Doyle, F. H.; Gutte 1992 Effects of treatments by calcium and	Acta Endoc Journa Q J Med Journa J Physiol Journa	
Trash (0)	Aranguiz, R.; Chana-Cuevas, P.; 2011 Focal dystonia in musicians	Neurologia Journa	
My Groups Draft Thesis (9) Rearly Joplin papers (24) Ron's new paper (20) Papers and articles to pur	Barnes A. I. Pallis C. Ionlin G. 1979 Acromenalv and narrolepsy Bay Term Lists Bet Bet Bet Bet Authors Create List Bet Authors Create List Rename List Rename List		
Open Look in: Terms Lists Anthropology.tz. My Recent. Documents Comments Desktop Onl My Documents Image: State of the state	strophysics.txt Import List Close Close Import List Import List	Clin Endocr Journ Postgrad M Journ Q J Med Journ Clin Endocr Journ Clin Endocr Journ Metabolism Journ Trans R So Journ U	
on mo B→ Enc My Domputer My Domputer File name: Files of type:	conomics tot	* •	
Showing 222 of 222 references. Ready NUM			

Figure 5 Importing a List of Journal Names With Abbreviations

Full Journal	Abbreviation 1	
[London] Times Literary Suppleme	nt TLS	New Term
[vwa]	vwa	
A Current Bibliography on African.		Edit Term
AACN Clinical Issues in Critical Ca.		Delete T
AACN Clinical Issues	AACN Clin. Issues	Delete Term
AADE Editors Journal	AADE Ed. J.	To south T
AANA Journal	AANA J.	Insert Term
AANNT Journal	AANNT J.	
AAOHN Journal AAPPO Journal	AAOHN J. AAPPO J.	
AAPPO Journal AARN News Letter	AAPPO J. AARN News Lett.	
Abdominal Imaging	Abdom, Imaging	
ABNE Journal	ABUGIN: Imaging	
•	▶	

Figure 6 Journals with Abbreviated Forms

Using Abbreviated Forms of Journal Names

When you cite a reference, in your own written work, *EndNote* can use the full journal name or an abbreviation as taken from the Journals Term List. The output style specifies whether the full title or abbreviation should be used or whether the name given in the reference should not be replaced.



Figure 7 Output Style Specifies the Journal Name Format

An IT Learning Programme course "EndNote: Citations and bibliographies" covers making changes to output styles – find details in the Portfolio <u>http://portfolio.it.ox.ac.uk</u>.

Exercise 1 Term lists

- Explore the use of term lists for auto-completing terms
- Test how terms can be added to term lists automatically or manually
- Create a new term list and link it to a field
- Populate the term list with data from the reference library

Task 1

Download a copy of **renaissance.en** from the course pack "EndNote: Building your library" in the ITLP Portfolio <u>http://portfolio.it.ox.ac.uk</u>

Open the library

Task 2	Step 1
Notice how some authors,	-
keywords and journal	Click 😰 to create a new reference
names are completed automatically when adding	Step 2
reference data manually	Use this data:
This is because they are	A Journal Article
already in term lists	Authors:Blake, Peter B Barkman, John
	Journal: Oxford Art Journal Title: A Personal Review Of Renaissance Sculpture
	Keywords: Renaissance Angel
	Step 3 Notice that some of the text is entered automatically,
	because it is already included in a term list
Task 3	Step 1 Change TeololOpen Term ListelAuthore Term
Examine the Authors term list	Choose Tools Open Term Lists Authors Term List
Notice that Peter Blake	Step 2
and John Barkman are now in the list	Look at the names in this list
III the list	They are the authors that have already been added to this library
	Step 3
	John Barkman, whom you have just entered, has been added to this list automatically
Task 4	Step 1
Add your own name to the Authors term list	Click New Term
	Step 2
	Type your name and click
	This adds your name to the Authors term list
Task 5	Step 1
Look at the Authors list,	Look at the names in this list
and see if the same person appears in several forms; delete all but the fullest	Does the same person seem to appear in several different forms (perhaps with initials or with a full first name)?
	Step 2
	If you are sure some names are duplicates, delete all but the fullest version

EndNote

Task 6	Step 1
Create a new term list for	Choose Tools Define Term Lists
languages	Click
Link the new term list to the Language field	
	Type Languages in the box and click
	Step 2
	With Languages selected in the dialog, switch to the Terms tab
	Click New Term
	In the white box, type English
	Step 3
	Click Save Term
	Repeat this to create a term French
	Add more languages if you wish
	Step 4
	Click as necessary and return to the Lists tab of the Term Lists dialog
	Click
	Step 5
	In the Linking Fields dialog, scroll down to find the Language field in the left-hand column
	Use the drop-down control opposite the Language field to choose the Languages term list to be linked
	Step 6
	Click as necessary to close all dialogs
Task 7	Step 1
Test the new term list	Create a new reference for a journal article
	Give a plausible author name and title
	Step 2
	In the Language field, start typing English - notice that the word is auto-completed for you by the term list
	Close and save the reference
Task 8	Step 1
Update the Languages	Choose Tools Define Term Lists and the Lists tab
term list to include any other languages that are in	Step 2
the library	Select Languages in the white list box
	Click

Step 3
In the Term Lists dialog, confirm that the
Languages field appears, and click
<i>EndNote</i> scans through the library, adding any new items from the Language field data to the Languages term list
Step 4
With the Languages term list still selected, switch to the Terms tab
Confirm that more languages have been added to this term list
Step 5
Close the dialog