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.

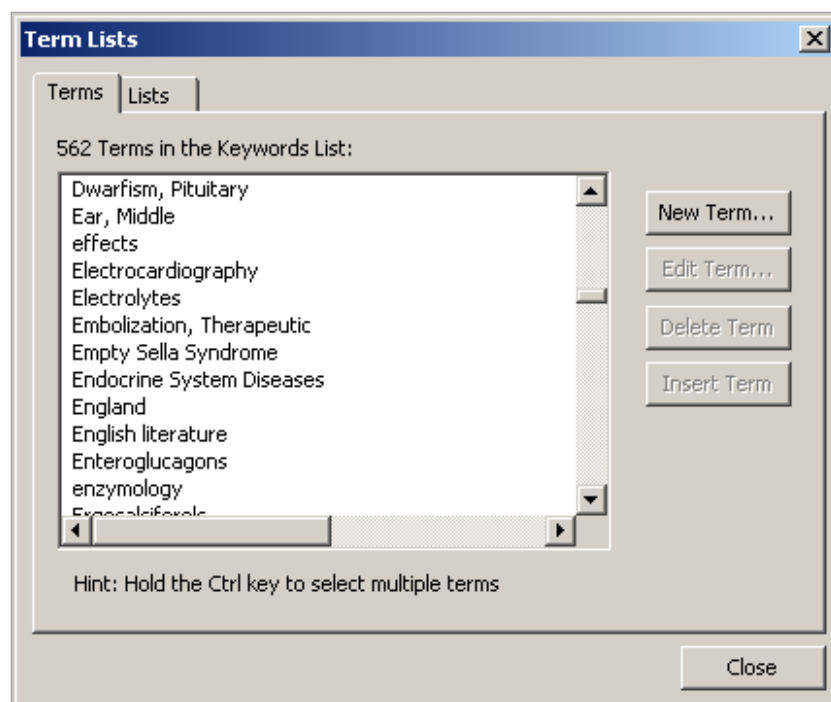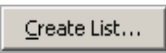The command `Tools|Open Term Lists` allows you to choose between `Authors`, `Journals` and `Keywords`.

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 . Here you enter a name for the new term list.
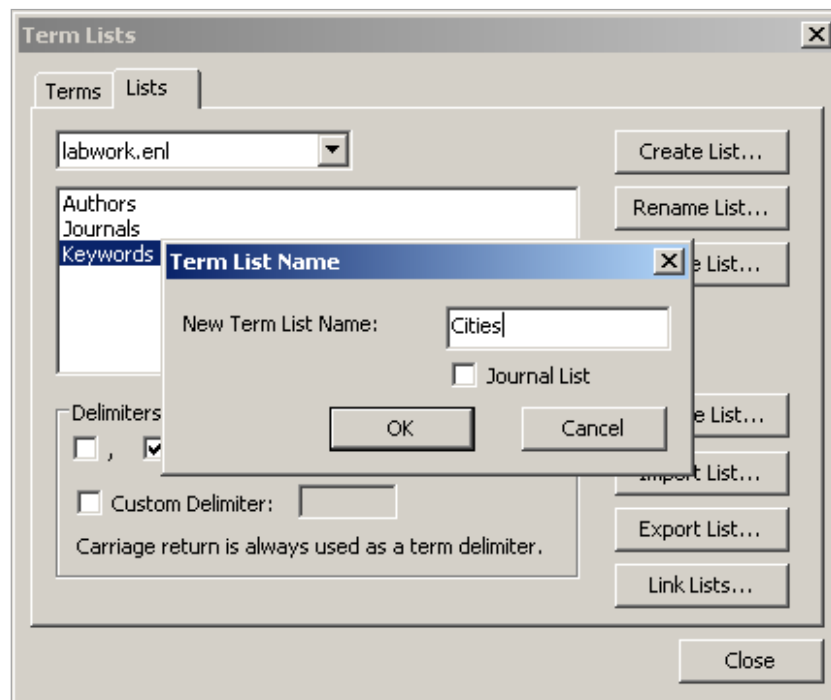
Figure 2 **Creating a New Term List**

Now the new list must be linked to one or more fields, using [Link Lists...] .
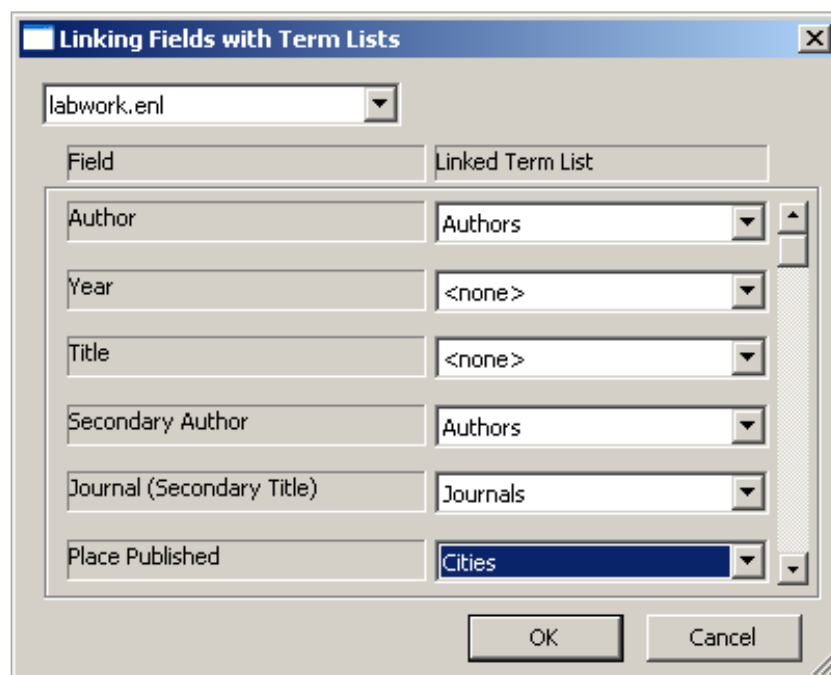

Figure 3 **Assigning a Field to a Term List**

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 Update List… 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.
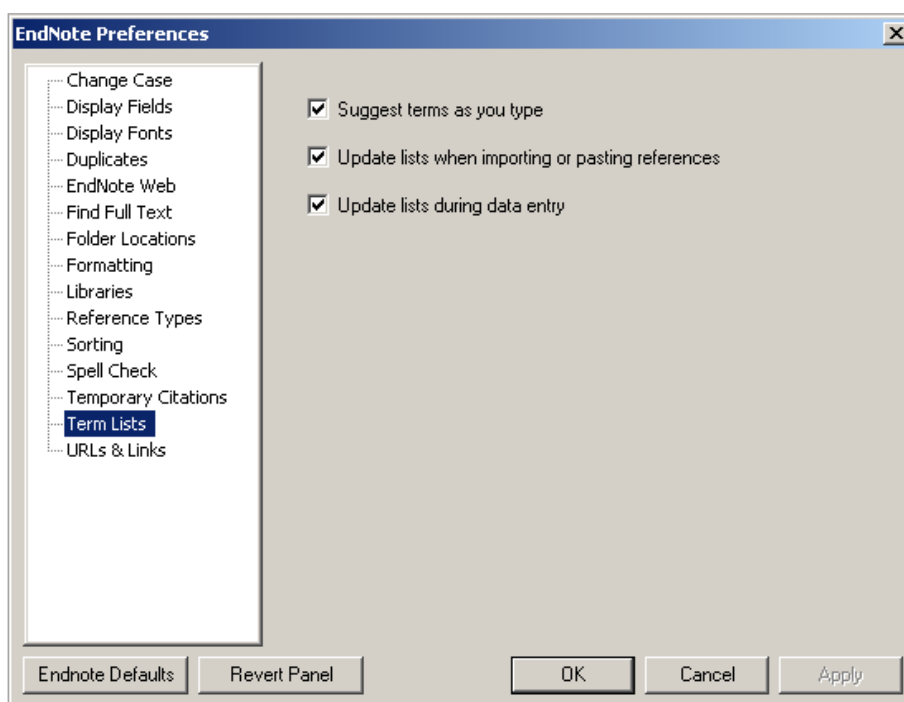

Figure 4 **Settings for Term List Updating**

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.
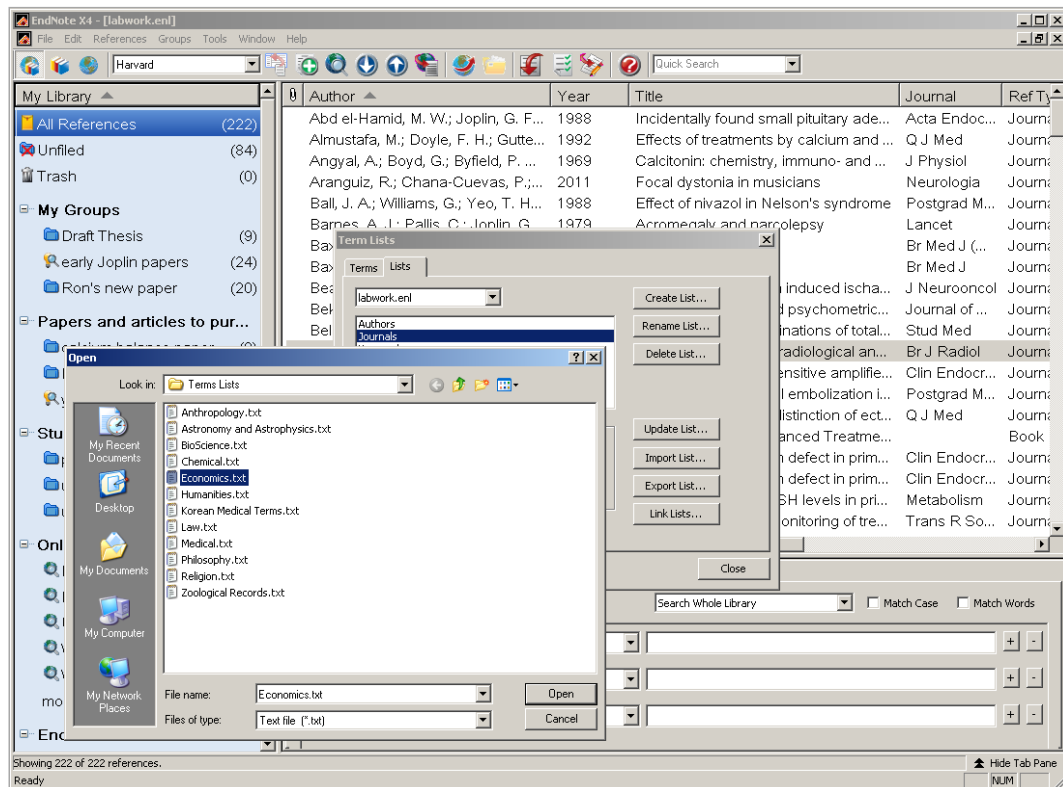
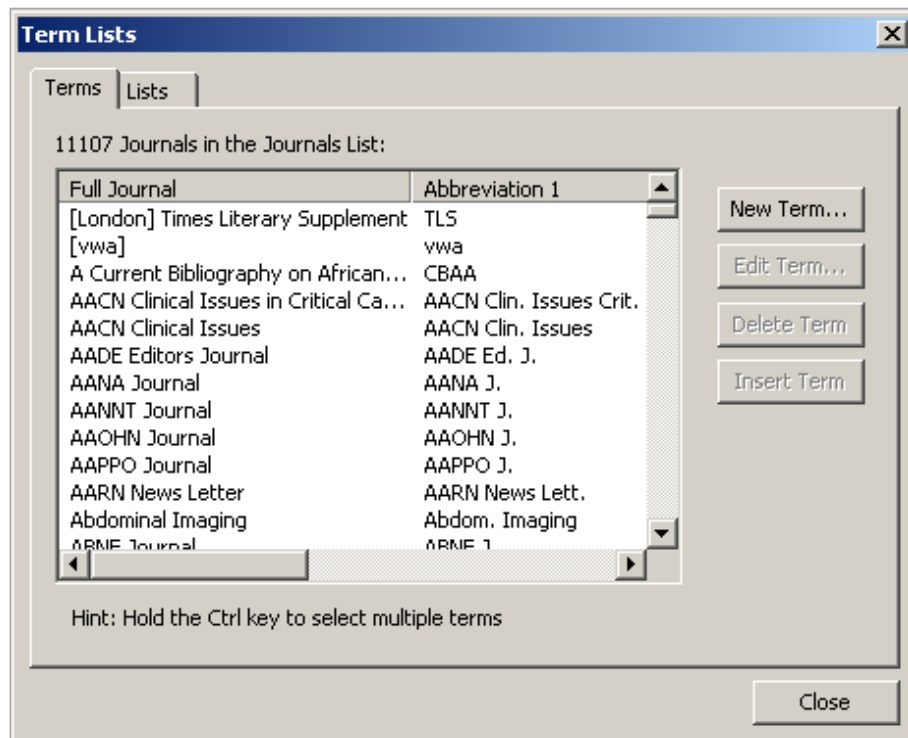Figure 5 **Importing a List of Journal Names With Abbreviations**

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.
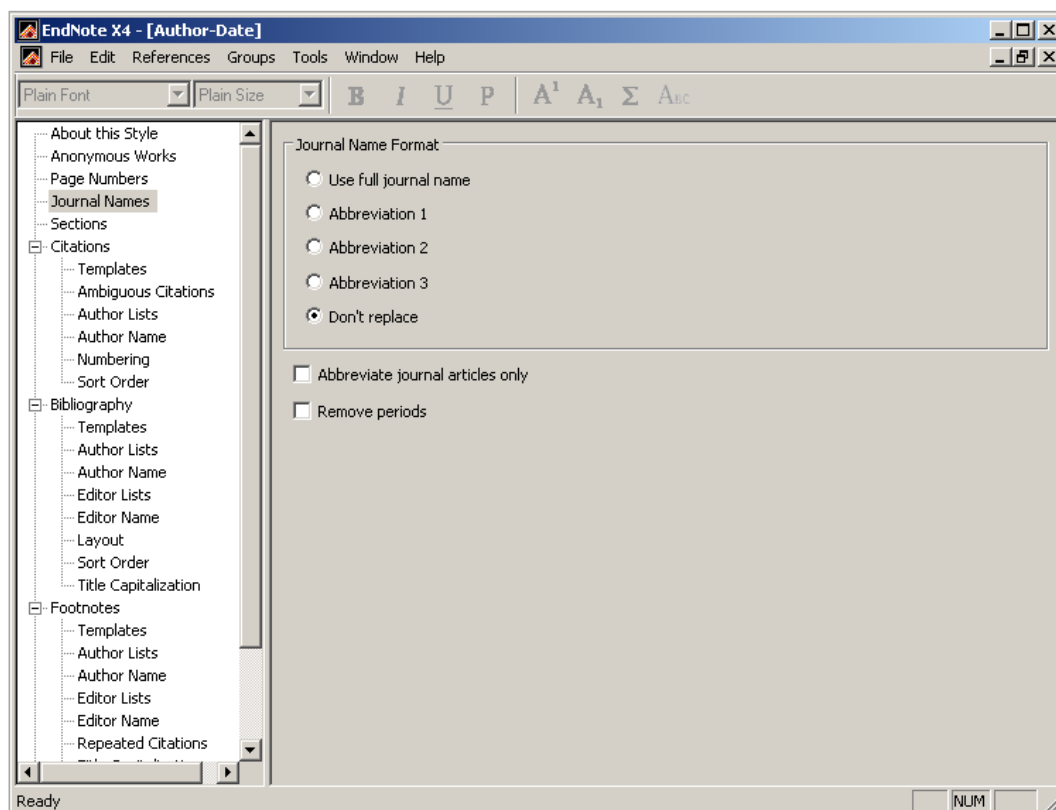

Figure 7 **Output Style Specifies the Journal Name Format**

An IT Learning Programme course "EndNote: Citations and bibliographies" covers making changes to output styles – find details in the Portfolio http://portfolio.it.ox.ac.uk .
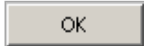
Exercise 1   Term lists
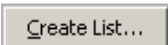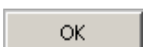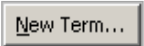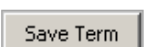
- *Explore the use of term lists for auto-completing terms*
- *Test how terms can be added to term lists automatically or manually*
- *Create a new term list and link it to a field*
- *Populate the term list with data from the reference library*

Task 1

Download a copy of `renaissance.enl` from the course pack "EndNote: Building your library" in the ITLP Portfolio http://portfolio.it.ox.ac.uk

Open the library

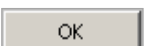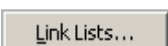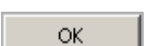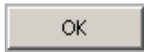|	
Task 2 Notice how some authors, keywords and journal names are completed automatically when adding reference data manually This is because they are already in term lists	**Step 1** Click to create a new reference

	Step 2
	Use this data:
	
	A `Journal Article`
	
	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 Examine the **Authors** term list Notice that `Peter Blake` and `John Barkman` are now in the list	**Step 1** Choose **Tools|Open Term Lists|Authors Term List**
	Step 2 Look at the names in this 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 Add your own name to the **Authors** term list	**Step 1** Click
	Step 2 Type your name and click This adds your name to the **Authors** term list
Task 5 Look at the Authors list, and see if the same person appears in several forms; delete all but the fullest	**Step 1** Look at the names in this list 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

Task 6 Create a new term list for languages Link the new term list to the **Language** field	**Step 1** Choose **Tools|Define Term Lists** Click [Create List...] Type **Languages** in the box and click [OK]
	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 [OK] as necessary and return to the **Lists** tab of the **Term Lists** dialog Click [Link Lists...]
	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 [OK] as necessary to close all dialogs
Task 7 Test the new term list	**Step 1** 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 Update the **Languages** term list to include any other languages that are in the library	**Step 1** Choose **Tools|Define Term Lists** and the **Lists** tab
	Step 2 Select **Languages** in the white list box Click [Update List...]

	Step 3 In the **Term Lists** dialog, confirm that the **Languages** field appears, and click [OK] *EndNote* 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