EndNote: Working with Journal Term Lists

Some journals and citation styles require the use of abbreviated journal names. The EndNote program installs with lists of these journals and their approved abbreviations already in place and, in many cases, will automatically apply the abbreviations when styles requiring them are designated in the style selector box. The instructions below provide a step-by-step guidelines for working with these term lists in EndNote.

Designate, Refresh or Replace a Term List for EndNote

1. To start using a term list, to update a current term list or to begin using a new one, click Tools from the upper menu. Hover over Open Term Lists then, when the next box opens, click Journals Term List.

2. In the Terms tab of the Term Lists box, click Control + A (or Command + A on Mac operating systems) to select all references then delete them by selecting Delete Term. This will clear the previous list so you don’t have multiple copies of journal abbreviations when the new list is imported.
3. When the list is empty, click over to the **Lists** tab near the top. From the options on the right, click **Import List**.

4. If it doesn’t pop up for you, navigate to the **Term Lists** folder.

Generic paths for both PC and Mac operating systems are illustrated below. *Note that the Term Lists folder will be found in the EndNote file located within the Program Files (PC) or Application files (Mac) rather than in the Documents folder where the EndNote libraries are commonly stored.*

On PC, navigate to the Term Lists folder by beginning with your **Computer hard drive** folder then **Program Files (x86) → EndNote X7 → Terms Lists** (shown below).
On Mac computers, the path is **Applications → EndNote X7 → Terms**

5. In the next step, you will be presented with a small collection of Term Lists. You may import one, some, or all of the lists, however, each must be added individually. Select the list you plan to import and then click **Open (PC)** or **Choose (Mac)**.

6. You will be presented with an information box when the import is complete. Click OK and then, in your EndNote library, click back over to the **Terms** tab to verify the import or to look at individual journals and their abbreviations.
Set Terms List to Automatically Update

1. In your EndNote program, click **Tools** from the upper menu. Hover over **Open Term Lists** then, when the next box opens, click **Journals Term List**.

2. In the Term Lists box, click on the **Lists tab**, then click **Update List**.

3. In the Journal List Update box, click **OK**.

4. Click **OK** to the confirmation message. Future new titles will be added to the terms list automatically.
Add or Edit Journal Names and Abbreviations

1. In your EndNote program, click **Tools** from the upper menu. Hover over **Open Term Lists** then, when the next box opens, click **Journals Term List**.

![Image of EndNote interface showing Open Term Lists and selecting Journals Term List]

2. In the **Terms** tab of the **Term Lists** box, choose the name of the journal to be edited and click **New Term** or **Edit Term**. (In the image below, the Terms Lists box has been extended to show the fields.)

![Image of EndNote Term Lists showing journal names and abbreviations]

3. In the **Edit Journal** box, make the necessary changes then click **OK**. (You may need to click the Update Citations and Bibliography button in the EndNote toolbar of your Word document to see the changes applied.)

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Change Abbreviation List

EndNote is able to store lists of up to three different abbreviations per journal (see the screenshot on the previous page). You may need to change which set of abbreviations EndNote is uses for your citations. Here’s how:

1. From the top menu in EndNote, click **Edit**, then hover over **OutputStyles** to open the next set of options, then click **Edit “StyleName.”**

   ![EndNote menu](image)

2. The output style box pertaining to your chosen style will open. From the list of options on the left, click **Journal Names**, then in the options to the right, choose which abbreviation list you prefer to use or click “Use full journal name” if you want to stop using abbreviations.

   ![Journal Names](image)

3. Click **File** then **Save as** and give your new style a descriptive name that will be easy for you to remember (“ACS Abbrev 1,” for example, might be useful in this case).