Using Abbreviated Journal Titles in Endnote


1. In Endnote, click on **Tools** > **Open Term Lists** > **Journals Term List**
2. Click on the **Terms** tab (titles of journals currently listed in the EndNote Library are displayed – these must be deleted)
3. Select one title, right-click and choose **Select All**
4. When all terms are selected (highlighted in blue), click **Delete Term**

All titles of journals should now be deleted.

5. Click on the **Lists** tab
6. Click on **Import List**
7. Find the terms lists

Term lists are located within the EndNote program:

On a **personal computer**, look for the Terms Lists folder within the program software

On a **public workstation**, this can be found at:

My Computer > OSDisk (C:) > Program Files (x86) > EndNote X7 > Terms Lists
The Terms Lists folder should look something like this:

8. Select the general subject area of your research (if your research is interdisciplinary you can import further lists later).

9. Click **Open**

10. Click **OK**

11. Click on the **Terms** tab again. Abbreviated journal titles should now show in addition to full journal titles.

12. Click **Close**
Now EndNote must be instructed to use the abbreviated titles in bibliographic references:

1. In Endnote click on Edit > Output Styles > Edit “[your Reference Style]” (in this example the reference style selected is Harvard_SotonHS2013).

2. Click on Journal Names

3. Choose Abbreviation 1

4. Save the change by clicking on the small grey x (you may need to save the referencing style under a new name)

Created by HG, October 2015
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