

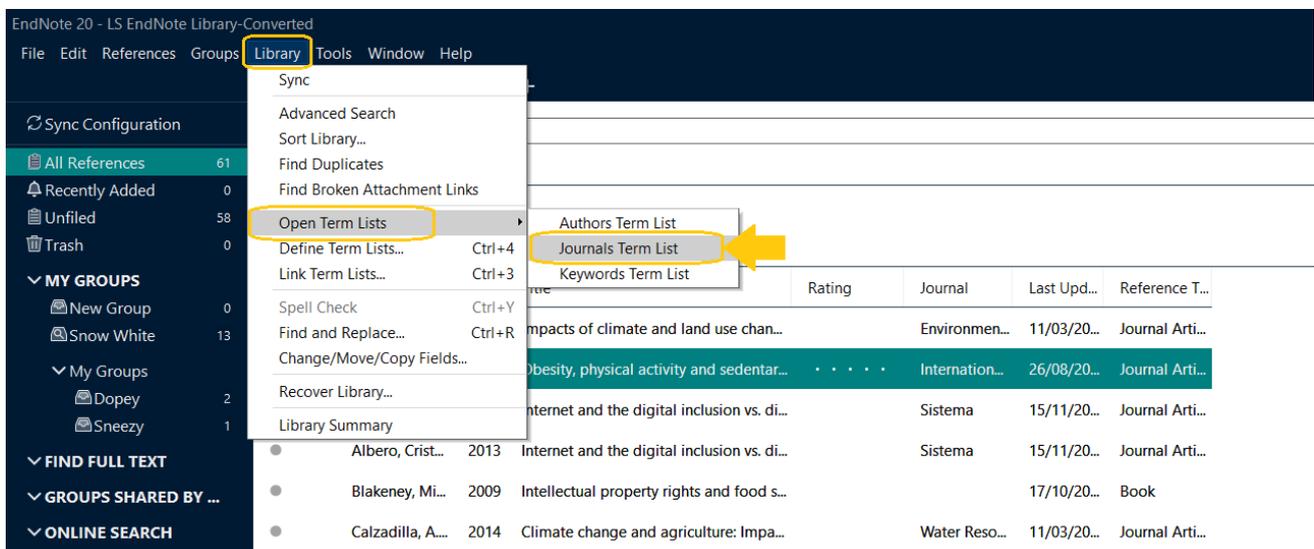
EndNote

Importing Abbreviated Journal Terms Lists (do this while on campus)

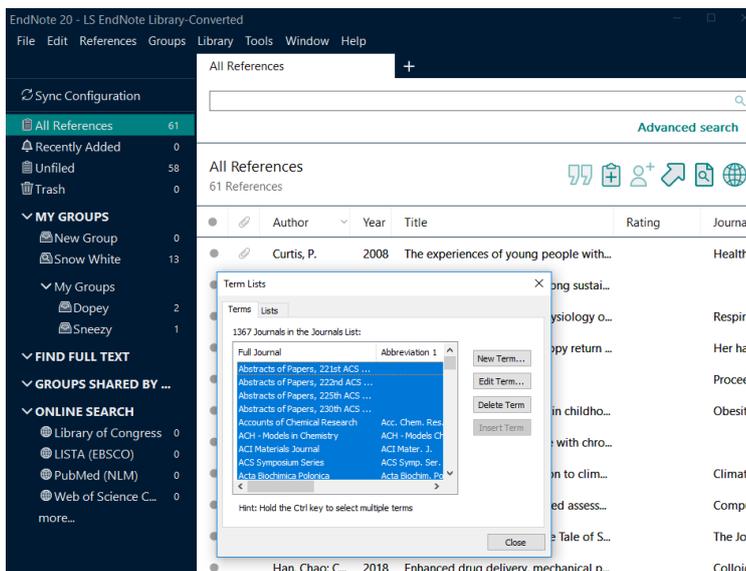
Deleting existing terms lists

First you need to delete the old terms lists in your EndNote library.

In EndNote, go to **Library > Open Term Lists > Journal Terms List**.



Highlight the first journal, and press [Ctrl] +A on the keyboard to highlight all the terms (on a Macintosh, this would be [Command]+A):

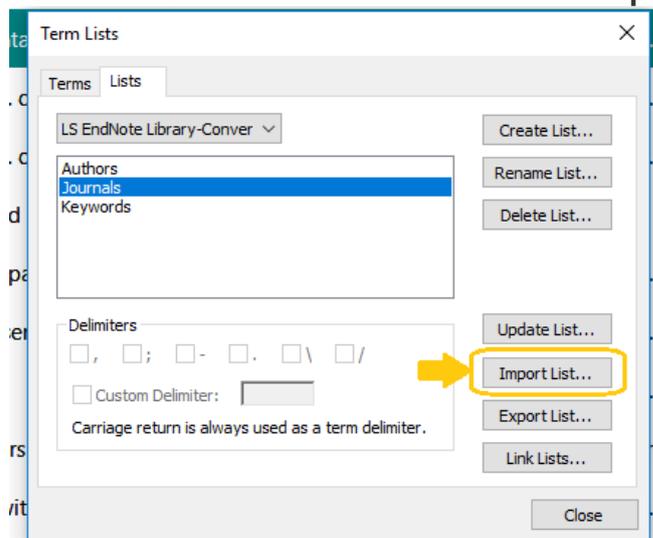


Next, press the **Delete Term** button to the right to empty the list of old terms. Then click on **Close**.

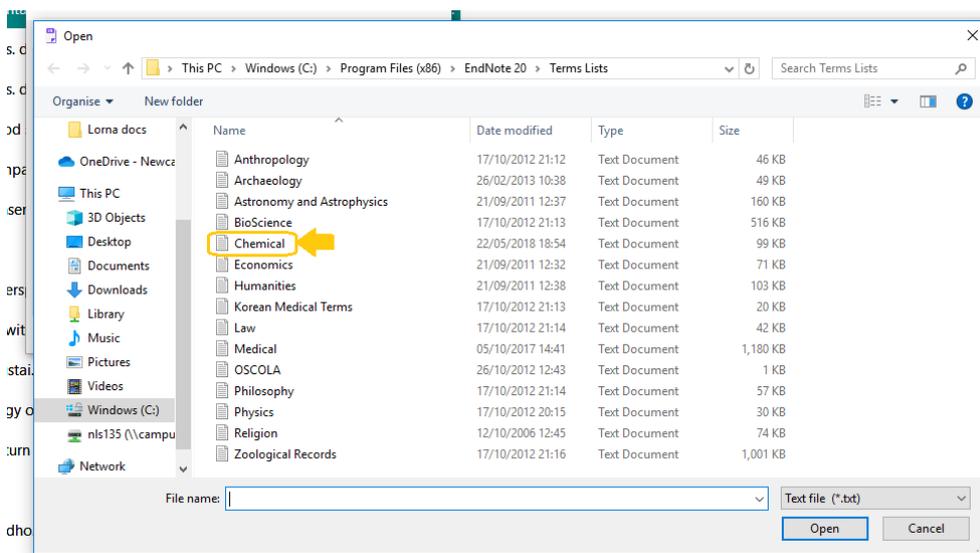
Importing abbreviated terms lists

If you need to use an abbreviated journal title as part of your referencing style you can import a journal terms list (list of standard abbreviations for journal titles) for use in your EndNote library. Follow the instructions below.

- Open your EndNote desktop library.
- Click on **Library > Define Terms Lists**.
- Select the **Journals** term list then click **Import List**.



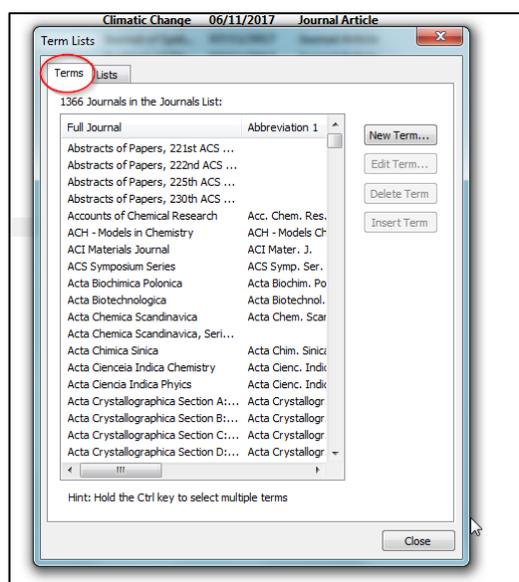
- Go to **C:\Program Files (x86)\EndNote X9\Terms Lists**, select the term list file appropriate to your subject area (you can go back and select them all if you wish) and click **Open**



N.B. if **OSCOLA** is missing as an option from the terms list, you will need to add the OSCOLA terms list to **C:\Program Files (x86)\EndNote X9\Terms Lists**. You can download the OSCOLA terms list from [this FAQ](#).

- If you are on a Mac, this folder should default to: Hard Drive: Applications: EndNote (EndNote Version Number): Terms.
- Click on **Open**.
- Repeat the same process to import further subject lists.

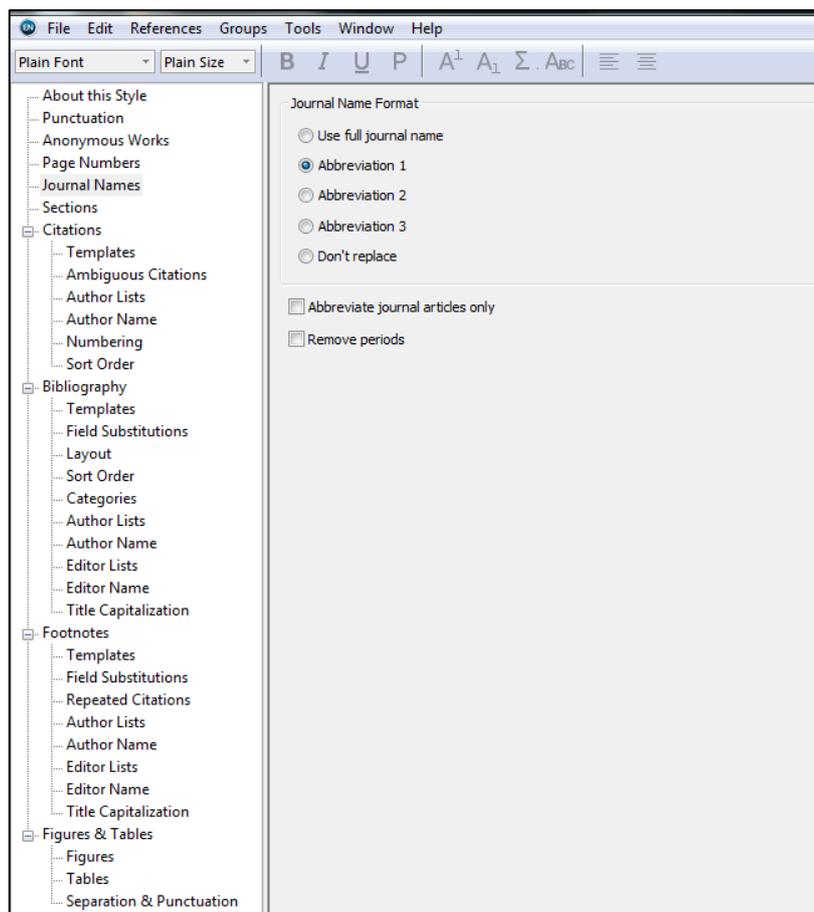
The terms will be imported into the Journals term list (see below).



Click the **Terms** tab to view the enlarged Journals term list. Note that official abbreviations are included (Abbreviation 1: with punctuation, Abbreviation 2: without punctuation). **Close** the Term List box.

Some styles are set to use a standard abbreviation e.g. **Royal Society of Chemistry** which uses Abbreviation 1.

Abbreviated journal title



You can edit a style to use an abbreviated journal title by going to **Edit > Output Styles > Edit [style name] > Journal Names** and selecting the correct format from the list (see below). If you are using the RSC style it should already be showing as 'Abbreviation 1' as in the screenshot below so you shouldn't need to make any changes.

If you want to create your own style then save the changes to the style and rename it - you will find it available to use in the Style Manager.

Additional Troubleshooting

If you are still having difficulties getting your journals to abbreviate or show the full name, please see the additional suggestions below.

If the journal name in your reference within the library doesn't match up exactly with the full name or one of the abbreviations in the terms list, the substitution will not take place. Compare the journal name in your reference to the terms in the term manager and make sure you have an exact match. If the journal name is not in the terms list it will show in red. A single space or the inclusion of a period at the end of the name is enough for it to not be considered a match.