

Adding journal abbreviations

Some styles require journal titles to be abbreviated

Set up in EndNote

1. Click **Tools**
2. Select **Open term lists** then **Journals term list**
3. If a term list is installed you'll see something like "1372 Journals in the Journals List"
4. To install a new term list (will replace the old list), click the **Lists** tab
5. Highlight **Journals**
6. Click **Import List...**
7. Browse to your EndNote folder and look for the **Term lists** folder
8. Open **Chemical.txt** (or the appropriate list for your discipline)
9. Click **Close**
10. If you want to double-check that the list is imported, repeat steps 1-3

These instructions import the term lists that come with EndNote.

- The EndNote vendor provides a page with [more detailed instructions](#)
- The University of Queensland has provided a set of [bigger term lists](#)

Turn off auto-update

It is recommended that the default auto-update of terms lists be turned off, as that helps to prevent unwanted changes to the list. Go to **Edit > Preferences > Terms Lists**, and **untick** the boxes "**Update lists when importing...**" and "**Update lists during data entry**"

Adding new abbreviations

You can add new abbreviations for journals not appearing in the original terms list. Go to **Tools > Open Terms Lists > Journal Terms List**.

- Find the full journal title and click the "Edit Term" button; or,
- If the journal title is not in the terms list, click the "New Term" button, and then enter the full journal title and the abbreviation

Journal abbreviation resources on the web

- Sciences and medicine <http://www.library.illinois.edu/biotech/j-abbrev.html> (University of Illinois at Urbana-Champaign, University Library)
- Classics <http://canterbury.libguides.com/content.php?pid=29248&sid=229821>