

# How to import a list of medical journal names and abbreviations (Term list)

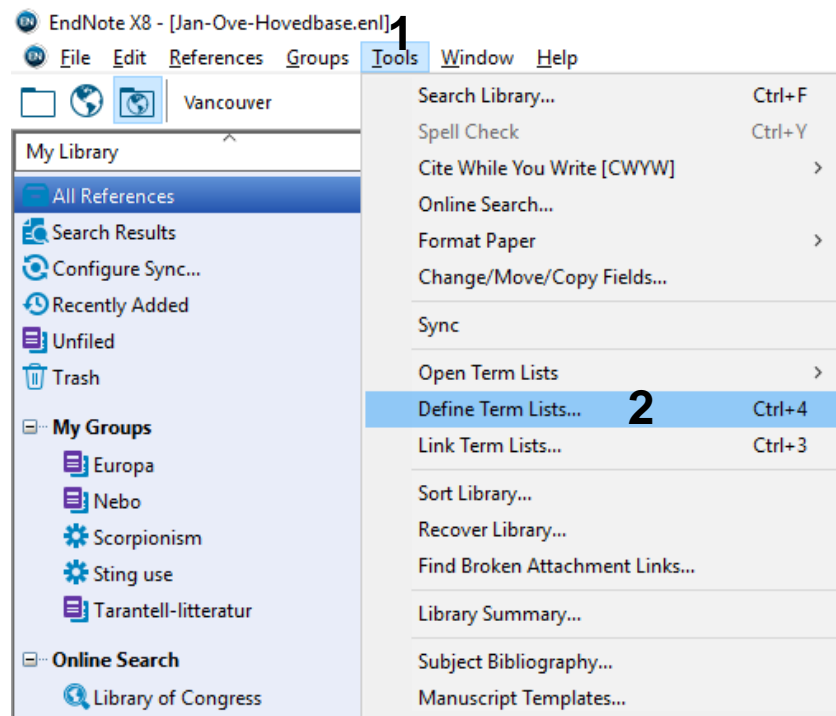
! Make a back up of your EndNote library before doing major changes or imports to EndNote!

EndNote is supplied with different lists of journal names and abbreviations. We recommend that you import the list for your area of interest **before** you add references to your new library. This will make it easier for EndNote to supply standard abbreviations in the bibliography of your manuscript when required.

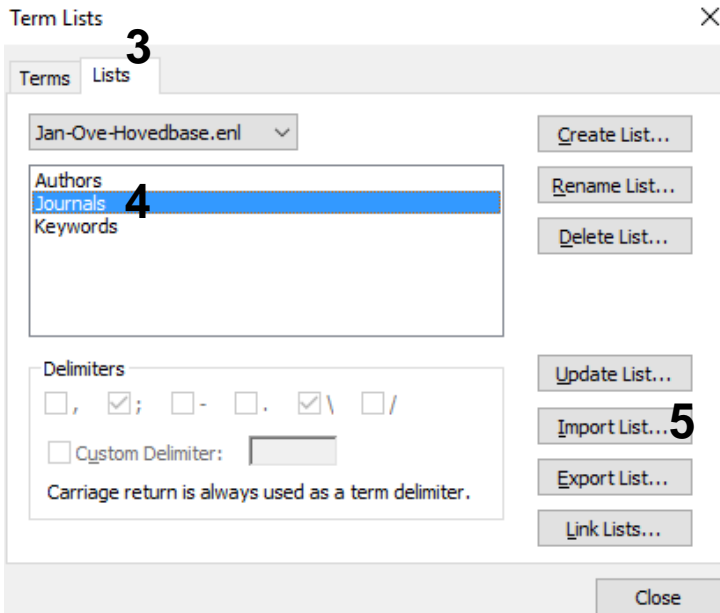
If you have a library with references and need to add a term list later, we have a special guide for this on the EndNote page.

You must only import **one** subject term list (to avoid conflicts as a journal name may appear in several lists), and this is done once for each library (if you have other libraries, you must repeat the term list activation also for these).

## Importing and activating a journal term list:

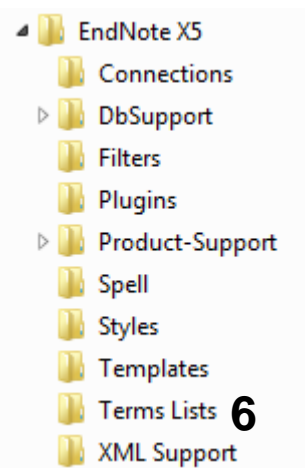


Open you library and choose "Tools" (1) and "Define Term Lists" (2).



Choose the tab "Lists" (3), highlight "Journals" (4) and click on "Import List" (5).

If you have a Windows computer, the correct folder is opened automatically (7). If you have a Mac, you must navigate to the correct folder (see below).



### Mac (8):

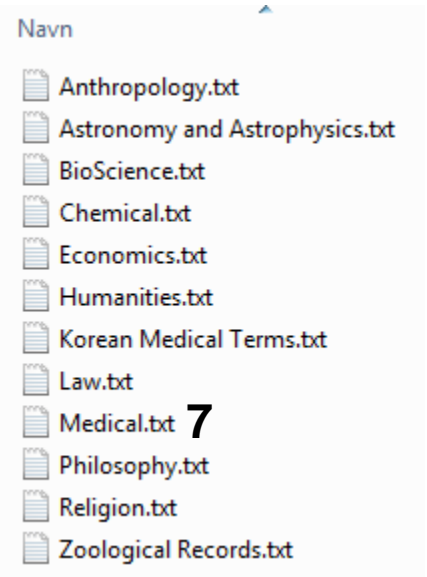
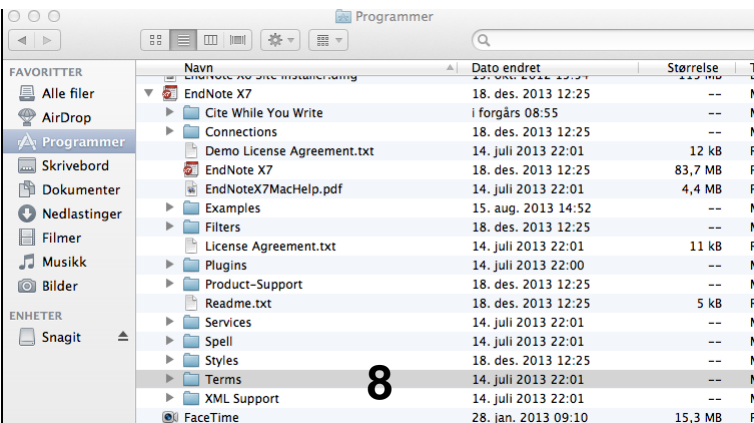
Applications → EndNote X8 → Terms → Medical.txt

### Windows (6):

If you need to find the folder manually, its located here:

Programs → EndNote X8 → Term Lists

The file you need is "Medical.txt" (7). Finish by clicking on "Open".



Journals

✕ Confirmation message from EndNote.  
Click "**OK**" (8).

**i** 14164 terms inserted into the 'Journals' term list.

**8**

OK

Term Lists

✕

**9**

Terms Lists

14164 Journals in the Journals List:

Full Journal	Abbreviation 1
A Pediatra	Pediatra (Rio)
A.M.A. American Journal of Dise...	AMA Am. J. Dis.
A.M.A. Archives of Dermatology ...	AMA Arch. Derm
A.M.A. Archives of Dermatology	AMA Arch. Derm
A.M.A. Archives of General Psyc...	AMA Arch. Gen.
A.M.A. Archives of Industrial He...	AMA Arch. Ind. I
A.M.A. Archives of Industrial Hy...	AMA Arch. Ind. I
A.M.A. Archives of Internal Medi...	AMA Arch. Inter
A.M.A. Archives of Neurology an...	AMA Arch. Neur

New Term...

Edit Term...

Delete Term

Insert Term

Hint: Hold the Ctrl key to select multiple terms

**10**

Close

If you want to see the journal term list with names and abbreviations, click on the tab "**Terms**" (9).

Finish the import with "**Close**" (10).

If you add a new reference in your library from a journal not in the term list, EndNote will add the journal name to the term list. In these cases it is important that you add the journal abbreviation manually in the field "**Alternate Journal**".

Importing references from PubMed and other databases will often provide the correct standard abbreviations.

Errors in journal names or abbreviations in a bibliography must be corrected in EndNote and not in the manuscript. Missing abbreviations is usually caused by a) missing abbreviation in the term lists or b) you have misspelt the journal name when you entered data for the reference manually (and EndNote will not be able to match the name correctly in the Term List). There is a species guide on this topic in our EndNote page

Contact the Medicine and Health Library if you need EndNote support.