EndNote™

Importing a list of medical journal names and abbreviations (Term list) in a library with content

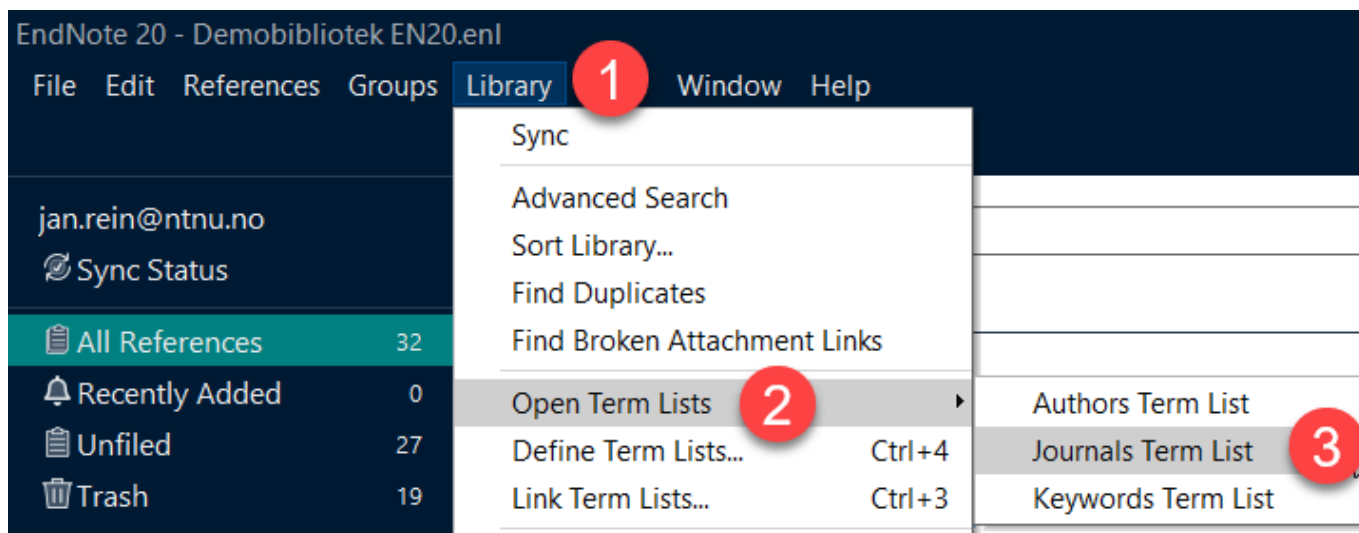**!** Make a back up of your EndNote library before doing major changes or imports to EndNote!

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 guide is for you who have a library with references and now need to import the journal term list to get standard abbreviations in your bibliography.
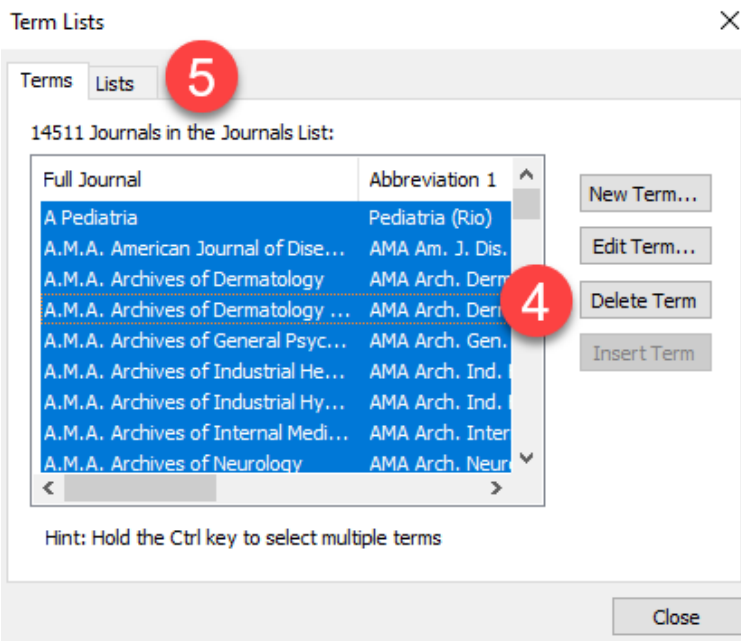
If you have a library with references and need to add a term list later, we have a special guide for this on the EndNote page.

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 **"Library" (1), "Open Term Lists" (2)** and **"Journals Term List" (3).**
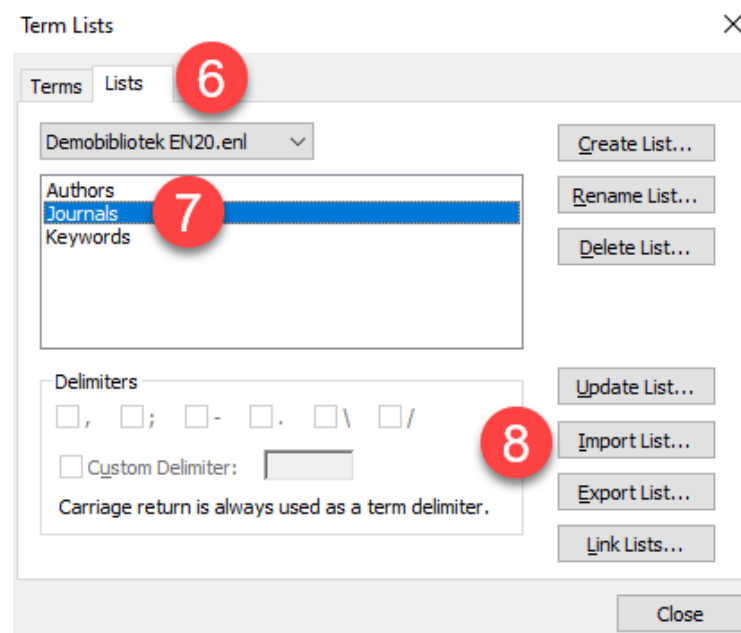
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Click in the list and press **"Ctrl A (Highlight everything)"** making a journal names in the list highlighted (**Cmd A** for Mac).

Choose **"Delete Term" (4)**. The content in the list will be deleted.

NB! Nothing is deleted in your library!

Click on the tab **"Lists" (5).**

Choose the tab **"Lists" (6)**, highlight **"Journals" (7)** and click on **"Import List" (8)**.

If you have a Windows computer, the correct folder is opened automatically **(9)**. If you have a Mac, you must navigate to the correct folder (see below).

The file to be opened is named **Medical.txt**.
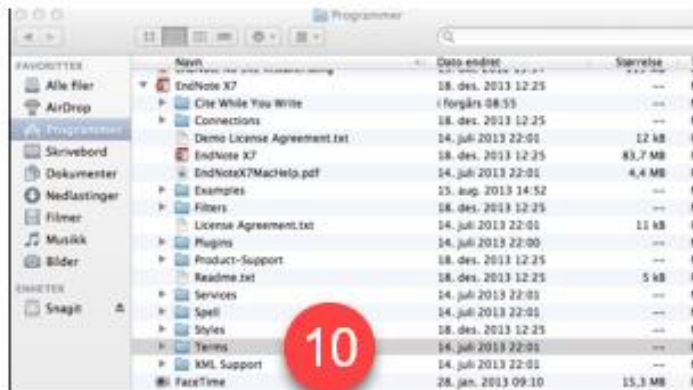
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Mac (10):
Applications → EndNote 20 → Terms → Medical.txt

Windows (9):
If you need to find the folder manually, its located here:

Programs → EndNote 20 → Term Lists

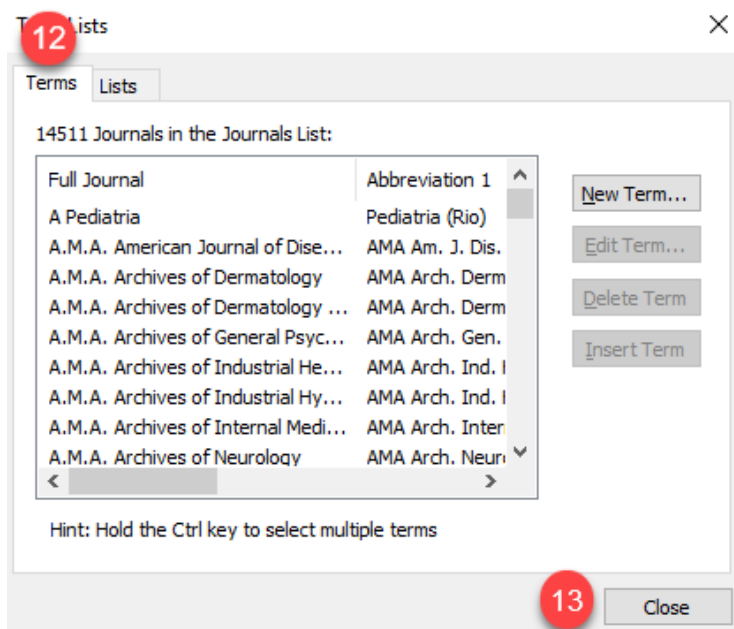The file you need is **"Medical.txt" (9)**. Finish by clicking on **"Open"**.

× Confirmation message from EndNote.
Click **"OK" (11)**.

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If you want to see the journal term list with names and abbreviations, click on the tab **"Terms" (12)**.

Finish the import with **"Close" (13)**.

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 special guide on this topic in our EndNote support page

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