

EndNote and Abbreviated journal titles

You can import abbreviated journal title lists to automatically abbreviate journal titles in your bibliography/ies.

Step One: Import journal terms list

1. Go to the EndNote *Tools* menu> *Define Term Lists*> *Journals*.
2. Click on *Import List*> *Terms Lists* folder.

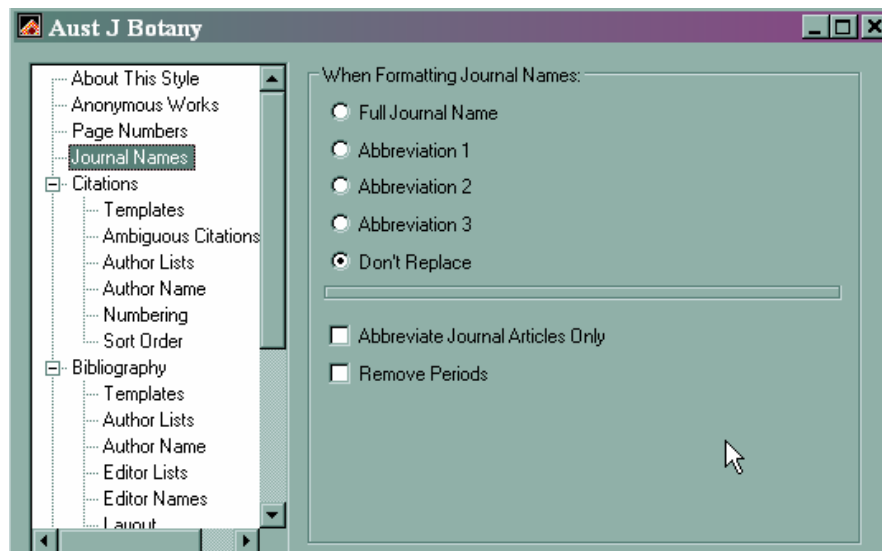
Terms lists available include:

- Medicine/ Index Medicus (included with EndNote software)
- Chemistry (included with EndNote software)
- Biological Sciences/ BIOSIS (available from The University of Queensland Library at <http://www.library.uq.edu.au/faqs/endnote/biosciences.txt> Save this as a text file (.txt)

3. Select the terms list file to be imported, e.g. *medical.txt* and click on *Open*.

Step Two: Edit your output style to include the abbreviated journal titles

1. Click on Edit>Output Styles>Open Style Manager
2. Highlight the style you want to edit.
3. Click on Edit> Journal Names.
4. In the *When Formatting Journal Names* screen, select *Abbreviation 1*.
5. Click on File>Save as and save the edited style with a new name, e.g. Aust J Botany mycopy.ens
6. Click on the X button and Click Yes when prompted to save changes.



NOTE: Journal terms lists

- Comprehensive instructions on how to edit, delete journal terms lists are available at http://www.library.uq.edu.au/faqs/endnote/biological_journal_titles_6.html
- You can only import/ use one terms list – if you import the Chemistry list and then decide you want to use the Biological Sciences list, you will need to delete the Chemistry abbreviations list before importing the Biological sciences list.