Import 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 "Tools > 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). Note: If the Journal Terms List is empty, skip to step 4.

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 Tools > Define Terms Lists
- Select the Journals term list then click Import List
- Go to C:\Program Files (x86)\EndNote X8\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.

If you are on a Mac, this folder should default to: Hard Drive: Applications: EndNote (EndNote Version Number): Terms.

- Click on OK.
- Repeat the same process to import further subject lists.

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

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. OSCOLA 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 OSCOLA_4th_edn then 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.

![Screenshot of the OSCOLA Style Manager showing Journal Name Format options]

**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.

**If you want to add an additional abbreviated journal title which isn’t in your term list,** then go to Tools > Define term lists. Click ‘on journals’ and then on the ‘terms’ tab. You will then be able to add a new term in. Please make sure you double check what the abbreviation should be before entering text by looking at the Cardiff Index, which gives the preferred abbreviations. To see this go to: [http://www.legalabbrevs.cardiff.ac.uk/](http://www.legalabbrevs.cardiff.ac.uk/)