EndNote

Journal Title Formatting with Term Lists

Why Do Some Journal Titles Have the Wrong Formatting in My Bibliography?
Journal publishers and database providers have different conventions. Titles may be given in:

- Sentence Case (only the first word of the title starts with an upper case letter).
- Headings Case (each of the main words starts with an upper case letter).
- Upper Case (all words are completely in upper case).

Most (although not all) EndNote styles are set to accept whatever case is used in the references you import from various databases.

Additionally some referencing styles e.g. OSCOLA and NLM require **abbreviated journal titles** in the bibliography and most references contain the full title.

Can EndNote Reformat the Journal Titles?
There is no need to edit every incorrectly formatted journal title if you set up Term Lists. Term Lists automatically reformat titles in your bibliography if necessary.

Journal Titles – Edit the Terms List
In EndNote you can maintain a list of how you want journal titles to appear. This is called a ‘Terms List’. As long as the Terms List includes a properly formatted journal title, it will appear correctly in your bibliography regardless of whether it is incorrect in an imported record.

1. From the **Tools** Menu select **Open Term Lists**.
2. Choose **Journals Term List**.
3. Click the **Terms** tab if not already selected.
4. Scan the list of journals to check if the title you want to update is listed.
   a. If your title is listed, select it and click **Edit Term**
   b. If your title is not listed, click **New Term**.
5. Enter or edit the **Full Journal** name in the format you want.
6. If your title has a commonly used Abbreviated form, add or edit this as appropriate in **Abbreviation** box(es).

Predefined Journal Term Lists
See EndNote’s video of the following steps at: [https://youtu.be/Ewy8_DwdZGo](https://youtu.be/Ewy8_DwdZGo).

You can import one or more predefined Term Lists for a range of subjects which may help to reduce the amount of editing you need to do.

1. Backup your EndNote Library before proceeding (File – Compressed Library (.enlx)).
2. From the **Tools** Menu select **Open Term Lists**.
3. Choose **Journals Term List**.
4. Click the **Terms** tab if not already selected.
5. EndNote recommends that you delete any previous entries in your Term Lists as these will have been generated automatically from your imported entries and may contain errors.
   a. Select all the journals in the list (Ctl+A)
   b. Press Delete
6. Click the **Lists** tab and select Journals.
7. Click the **Import List** button.
8. Select a subject list and click Open. Repeat this step for additional lists.
9. There may be some journal titles in your references which were not included in the imported lists. To make sure these are included in your Term List you need to Update the List
   a. Click Update List button
   b. In the Full Journal field of the Journal List Update box select Journal (Secondary Title)
   c. Click the Update terms from selected references box and click OK.
   d. Endnote will add any missing journal titles from your references and will continue to add any new titles automatically in future.

(Note – any titles added automatically will be in the format imported from databases etc. You may have to update them using the steps describe the section above.)

**Journal Title Abbreviations – Term List**

Some referencing styles e.g. OSCOLA and NLM require the journal title to be in an abbreviated form. If the abbreviation you expect does not appear in your bibliography:

1. Follow the instructions above to edit the Term List and add the abbreviation you want in the first **Abbreviation** field.

EndNote will automatically replace the full title with the abbreviation when creating your bibliography.