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MEDICAL JOURNAL TITLES AND ENDNOTE X4

Journal titles can be a problem for the medical researcher. This is because the editors of some publications require that references should give **full journal titles**, and other editors require that references should give **abbreviated journal titles**.

For example, *JAMA* specifies that authors should "abbreviate names of journals according to Index Medicus". Many other medical journals, including *The Medical Journal of Australia*, follow the same policy. On the other hand, some journals (for example, *Health Expectations*) require journal titles to be given in full.

The Index Medicus abbreviations are the abbreviations used in the Medline/PubMed database. These abbreviations are assigned by the U.S. National Library of Medicine (NLM), and are sometimes known as the "NLM abbreviations" or "Medline abbreviations". There are also other systems of journal abbreviations in use: always check the "instructions for authors" of the journal to which you are submitting your paper to find the style of abbreviation required.

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1. Term Lists

EndNote copes with the problem of journal abbreviations by means of its term lists. A term list can be set up for any field in an EndNote reference, but the term list linked to the **Journal** field is particularly sophisticated, because it allows you to store not only the titles of all the journals

which appear in your EndNote library, but also **up to three different abbreviations** for each of those titles.

It is possible to **import ready-made term lists** into your EndNote library. The University of Queensland Library has produced a medical journals term list which is based on a list of journals prepared by the makers of the EndNote software, augmented by further titles which have begun publication in recent years.

The medical journals term list records titles of journals indexed in the Medline/PubMed database. For each of those titles, it gives the full title, the Index Medicus/Medline/PubMed abbreviation and the same abbreviation with stops after each element. Note that there are some journal titles that do not appear in the medical journals term list (see **Troubleshooting** below).

A journals term list is **specific to a particular EndNote library**. If you have more than one EndNote library, you will need to create a journals term list for each library.

2. Importing the Medical Journals Term List

We strongly recommend that you **delete all terms in your existing journals term list**, and then import the Medical journals term list. You can import the new list into an existing list if you prefer, but this may create duplicate entries which will prevent EndNote from selecting the correct item from the term list. When importing a term list, EndNote will only remove duplicates if the data in all columns is identical.

To **delete the existing terms** in the journals term list:

- Open your EndNote library
- Click on **Tools** on the menu bar and choose **Open Term Lists** and then choose **Journals**
- **Select all** the titles (the **Ctrl+A** shortcut can be used in Windows to select all)
- Click on the **Delete Term** button to delete all terms
- **Close** the Term Lists dialogue box

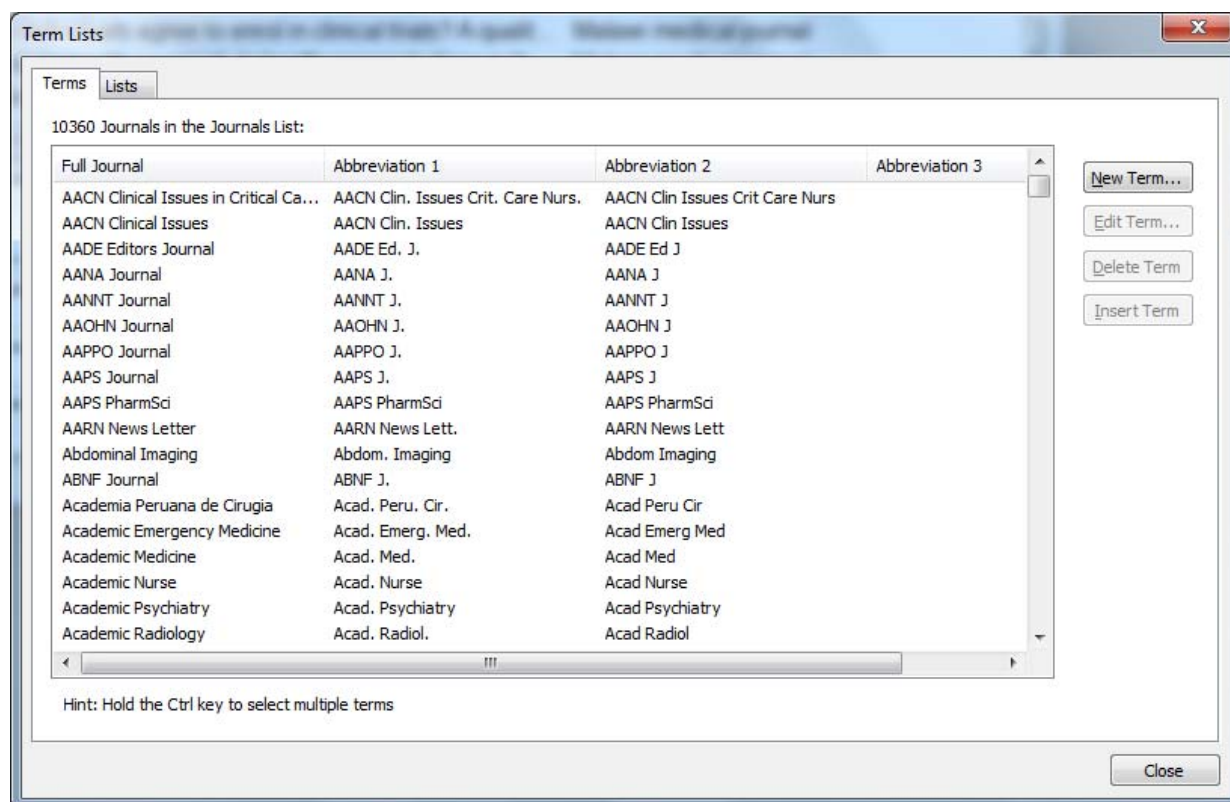
To **download the medical journals term list**:

- The list is available on the [University of Queensland Library website](#).
- **Display** the list and use your browser's **Save As** function to save this page as a **text file** (*.txt).

To **import the medical journals term list**:

- Open your EndNote library
- Click on **Tools** on the menu bar and choose **Define Term Lists**
- Highlight **Journals**
- Click on the **Import List** button
- Select the text file to be imported and click on the **Open** button

If you open the Journals term list, it should now look something like this:



If the list has not imported correctly, it may be necessary to delete the Journals term list and create a new Journals term list before importing. To do this:

- Click on **Tools** on the top menu bar and select **Define Term Lists**.
- Highlight the **Journals** list and click on the **Delete List** button to delete it.
- Click on the **Create List** button to create a new list called **Journals**. Make sure that you **check the box** to indicate that this is a journals list.
- Click on the **Link Lists** button to link your new list to the **Journal (Secondary Title)** field.
- Follow the procedure given above to import the terms list

Once the list is successfully imported, you can enlarge any of the columns to see the full details. The columns contain the following data:

Full Journal: Gives the full journal title.

Abbreviation 1: Gives the Index Medicus/Medline/NLM abbreviations, but with stops added to all abbreviations.

Abbreviation 2: Gives the Index Medicus/Medline/NLM abbreviations.

Abbreviation 3: If the journal has the word *and* in the title, it is entered again here with an ampersand instead of *and*.

Click on the **X** button to close the term list.

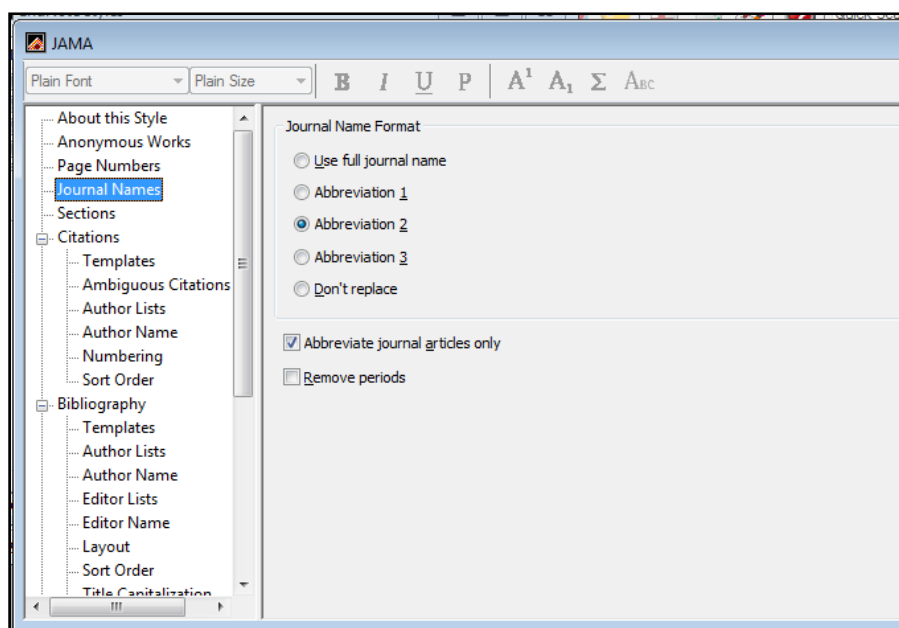
3. Checking an EndNote Output Style

Now that you have imported the journals term list, you will have to make sure that the EndNote output styles which you use are **configured to select the correct column** in that list.

For example, if you were submitting a paper to a journal which requires Index Medicus abbreviations of journal titles, the output style would have to be configured to take journal titles from the third column (Abbreviation 2) of your journals term list.

To **check the configuration of the output style**:

- Click on **Edit>Output Styles>Open Style Manager**
- Highlight the style which you are using
- Click on the **Edit** button
- When the edit window opens, you will see a number of options on the left-hand side.
- Click on **Journal Names**.
- When the new screen appears, the option **Abbreviation 2** should be checked, as shown below.



Note that, in addition to the options for the four columns in the journals term list, there is also an option **Don't Replace**. This means that when formatting your paper, EndNote will ignore the journals term list and simply use whatever appears in the **Journal** field in each of your references.

If the output style is correctly configured, no editing is required. Click on the **X** button to close the edit window.

If the output style is not correctly configured, see the following section.

4. Editing an EndNote Output Style

Not all styles will be correctly configured. Some will have to be edited.

To edit an output style:

- Open the output style edit window, as explained above (see **Checking an EndNote Output Style**).
- Click on **File>Save As** to save the edited style under a new name.
- In the **Journal Names** section check the appropriate option.
- Click on the **X** button to close the edit window. When prompted, click on the **Yes** button to save the changes.

Remember that you must now **use this edited version** of the style when formatting your Word document. You must **select the edited style** when you next open your Word document.

5. Maintaining Your Library

When you import references into your EndNote library using a filter or connection file, or when you input references manually yourself, EndNote will **automatically update your Journals term list**. The **Journal** field in each new reference will be checked against every entry in the term list (including the abbreviations). If EndNote does not find a matching entry in the term list, it will insert the new journal title into the first column of the term list.

If you are importing **references with abbreviated titles** in the Journal field, the automatic updating of the Journals term list could **cause problems**. If the abbreviation is not already in the Journals term list, it will be added to the first column (**Full Journal**). To avoid this, you can disable the automatic updating of the term lists.

To **disable automatic updating of terms**:

- Select **Edit>Preferences**
- When the dialogue box opens, highlight **Term Lists** in the left-hand frame
- Uncheck the options **Update lists when importing or pasting references** and **Update lists during data entry**
- Click on the **OK** button.

If you are importing references from the **PubMed** database, some of the references will give only the abbreviated journal title. However, as long as this abbreviation matches one of the abbreviations in the medical journals term list, EndNote will be able to identify the full journal title for it when formatting papers using an output style that is configured to use full journal titles.

If you are importing references from **other databases**, e.g. Web of Science or ScienceDirect, the reference will probably have the full journal title, because most databases no longer use abbreviated journal titles. However, as long as this title matches one of the titles in the medical journals term list, EndNote will be able to identify the Index Medicus abbreviation for it when formatting papers using an output style that is configured to use those abbreviations.

When you are **inputting references manually**, you will have to use the full journal title, as you are unlikely to know the Index Medicus abbreviation. Again, as long as this title matches one of the titles in the medical journals term list, EndNote will be able to identify the Index Medicus abbreviation for it when formatting papers using an output style that is configured to use those abbreviations.

6. Troubleshooting

Even if you follow all the instructions given above, there will still be occasional problems with journal titles when you are formatting papers with EndNote.

The most common reasons for the EndNote medical journals term list **failing to match** the journal titles in your references are:

- The journal is **not included in the term list**.
- The journal title in your reference **begins with an article**, e.g. *The Journal of ...*. Remove all articles at the beginning of journal titles.
- The journal title in your reference **includes a qualifying term**, e.g. *Journal of Immunology (Baltimore, Md)*. Remove the qualifying term.
- Even a minor **variation in punctuation** will result in a failure to match.

If you are using an output style configured to use abbreviations, **but some journals still appear in full**, this means that there is no entry for that journal in your journals term list. (But remember that journal titles consisting of a single word, e.g. *Hypertension*, are not normally abbreviated.) **Find the correct abbreviation** for the title by using the [National Library of Medicine journals catalog](#). Then edit your journals term list as explained below (see **Editing the Journals Term List**).

If you are using an output style configured to use full journal names, **but some journals still appear in abbreviated form**, this means that you have imported some references with abbreviated journal names, and those abbreviations did not match any of the abbreviations in your Journals term list. **Find the full title** for the journal by using the [National Library of Medicine journals catalog](#). Then edit your journals term list as explained below (see **Editing the Journals Term List**). If you have not disabled the automatic updating of term lists (see **disable automatic updating of terms** above), your Journals term list may include an entry for the abbreviated title in the Full Journal column. If so, delete that entry.

7. Editing the Journals Term List

When new journals begin publication, or existing journals change their titles, you will have to edit your Journals term list to insert the new titles. Sometimes you may also need to delete entries, for example when an abbreviated title has found its way into the Full Journals list.

To **add a new journal** to the Journals term list:

- Open your EndNote library
- Click on **Tools>Open Term Lists>Journals Term List**
- Click on the **New Term** button

- A dialogue box will open. Enter the full title in the **Full Journal** box and the Index Medicus abbreviation in the **Abbreviation 2** box.
- Click on the **OK** button and the journal will be added to the term list
- Click on the **Close** button to close the term list

To **delete or amend a journal title:**

- Open your EndNote library
- Click on **Tools>Open Term Lists>Journals Term List**
- **Highlight the journal**
- Either click on the **Edit Term** button or the **Delete Term** button
- Click on the **Close** button to close the term list