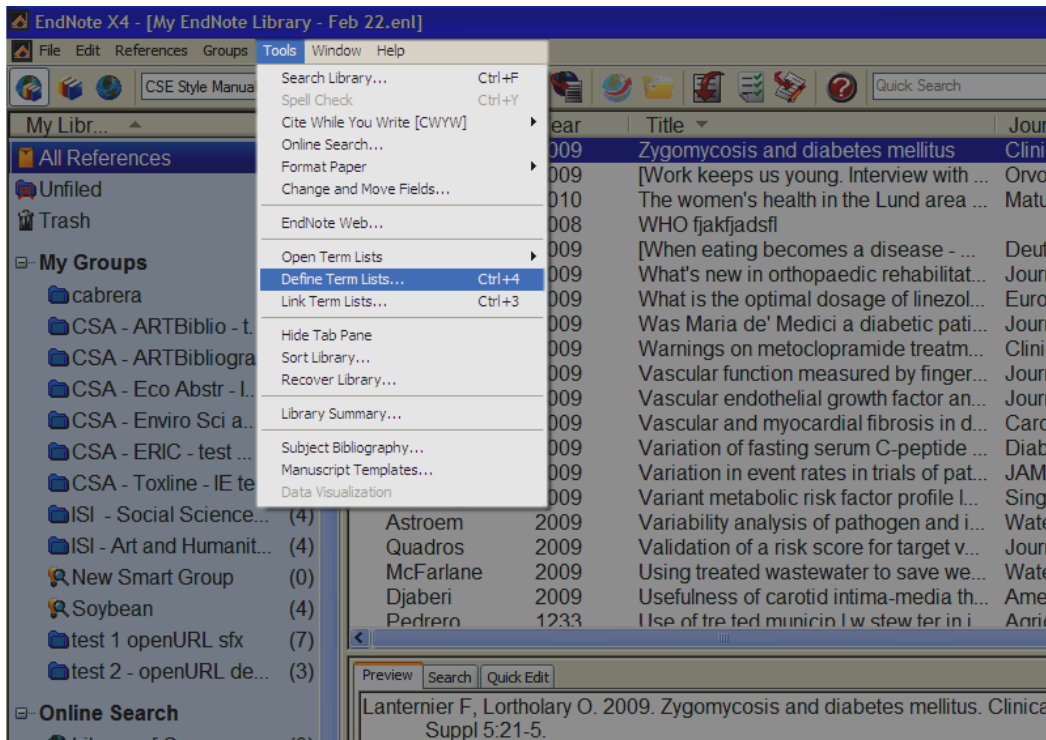


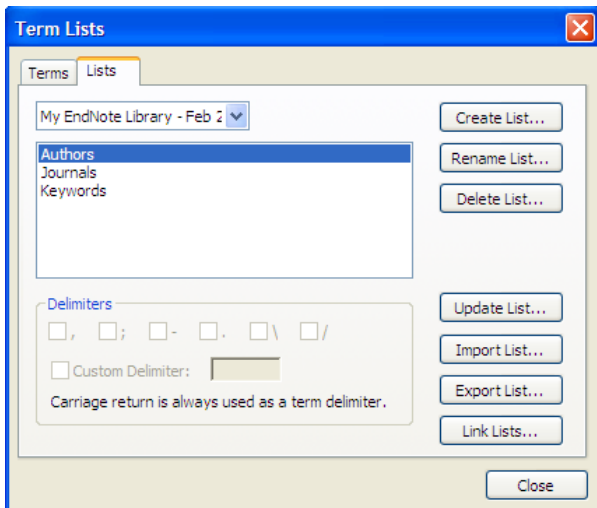
## How to abbreviate journal titles in EndNote

To abbreviate journal titles in EndNote, you will have to edit an Output style. This involves a number of steps:

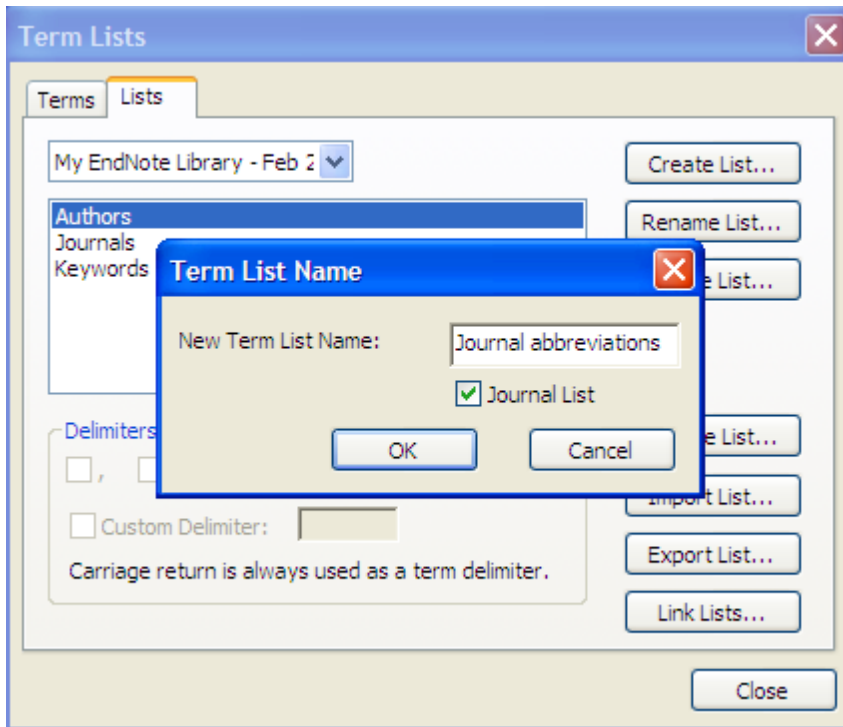
- 1) Open Endnote. Select the library that you want to work with.
- 2) In the main menu, go to **Tools > Define Term Lists**.



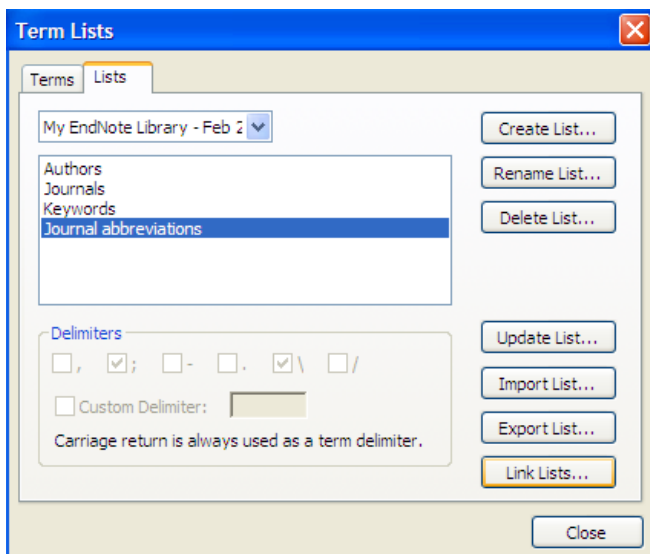
- 3) A box will open up called **Term Lists**. Click the **Lists** tab. Click the **Create List** button.



- 4) A box called **Term List Name** will open.
  - Enter a name for your list in this box. (*e.g. Journal abbreviations*)
  - Tick off the **Journal List** option.
  - Click **OK**.
  - Click **Close**.



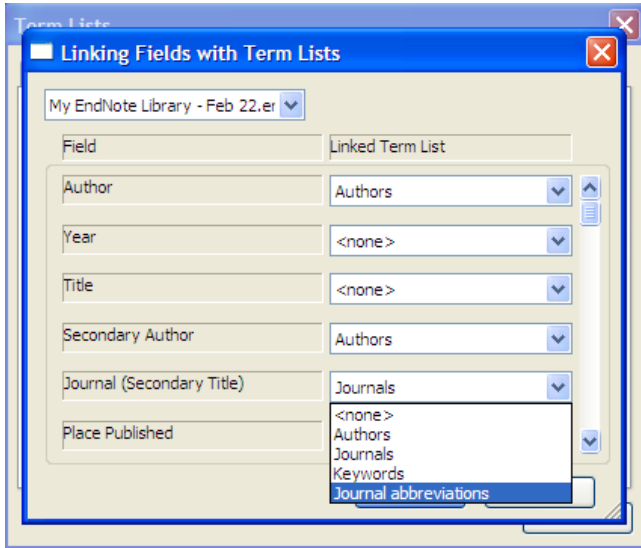
- 5) In the **Term Lists** box that is still open, click the **Link Lists** button.



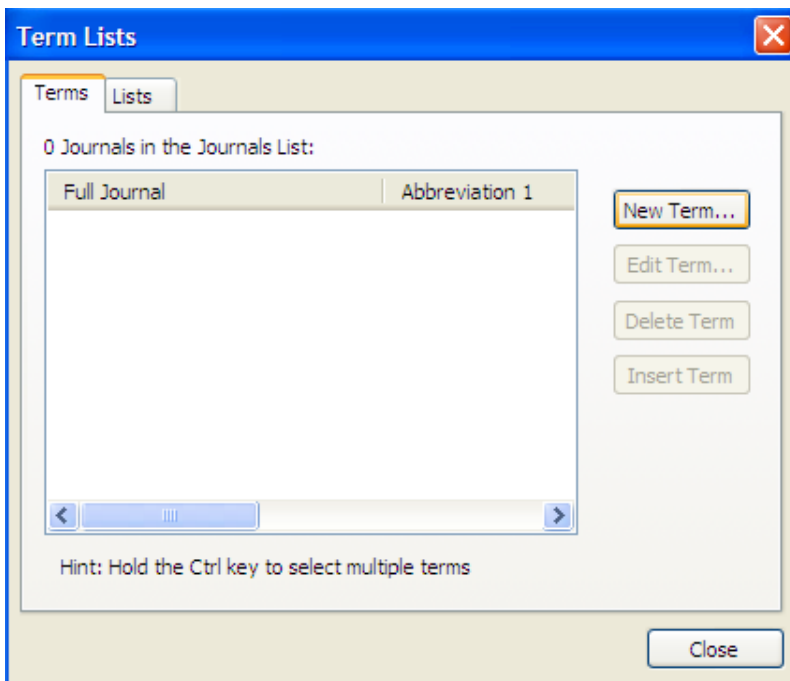
6) A box will open up called **Linking Fields with Term Lists**.

- In the **Journal (Secondary Title)** field, click on the drop-down menu and select the name of the list you just created (e.g. *Journal abbreviations*)

- Click **OK**.



7) Click the **Terms** tab. Select the **New Term** button.

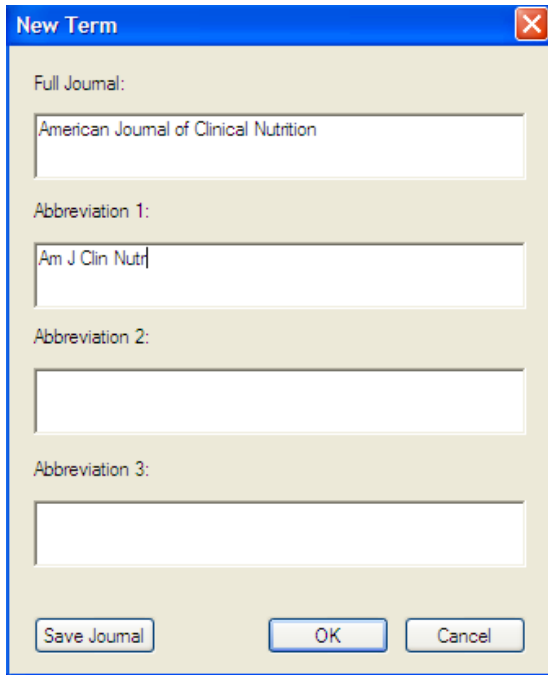


8) A **New Term** box will open.

- In **Full Journal** field, enter the full title of the journal you wish to abbreviate (e.g. *American Journal of Clinical Nutrition*).

- In the **Abbreviation 1** field, enter the appropriate abbreviation (e.g. *Am J Clin Nutr*).

- Click the **Save Journal** button, and close the box.

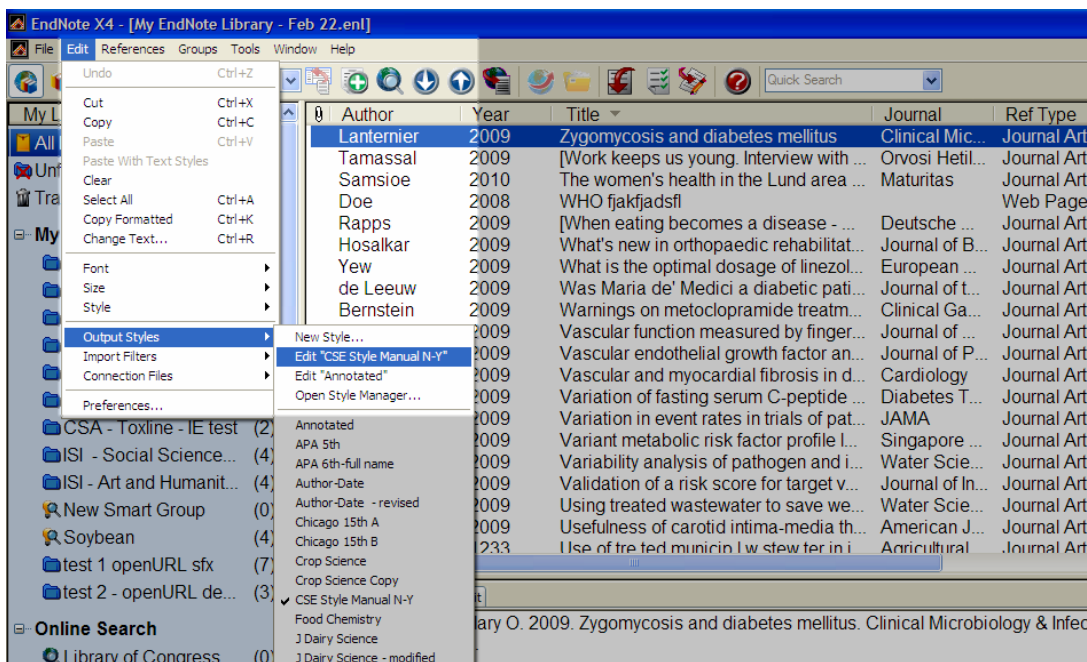


The 'New Term' dialog box is shown with the following fields and buttons:

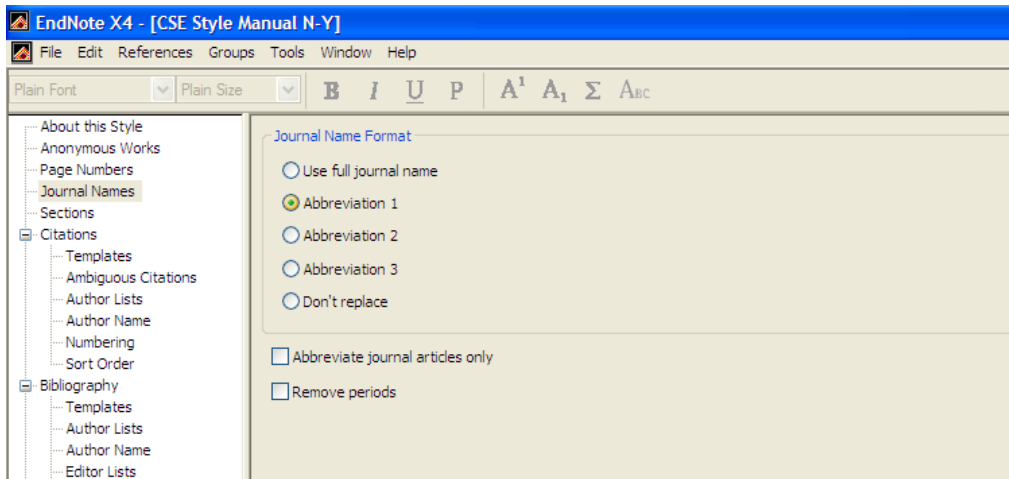
- Full Journal: American Journal of Clinical Nutrition
- Abbreviation 1: Am J Clin Nutr
- Abbreviation 2: (empty)
- Abbreviation 3: (empty)
- Buttons: Save Journal, OK, Cancel

9) In the main menu, go to **Edit >Output Styles > Open Output Styles**.

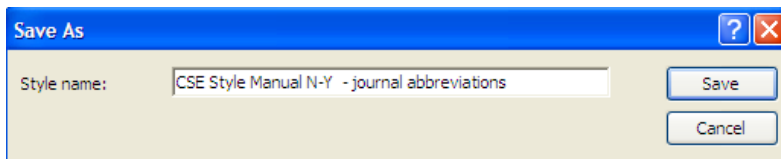
- Select the output style you wish to edit. Click the **Edit** button.



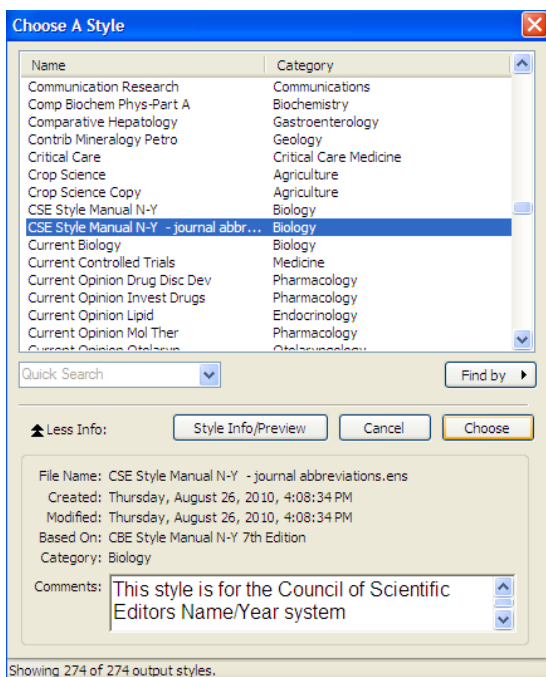
- 10) A new window will open.
  - In the left sidepane, click **Journal Names**.
  - Click the **Abbreviation 1** option.



- 11) Go to **File > Save As**. Save style under a new name. (e.g. [Name of Citation Style] – abbreviated version)



- 12) Close this window. In your main window, select your newly modified output style.



12) You will now be able to see the abbreviated journal title in the Preview pane. (Provided that you choose the output style that you modified, and click on a citation that lists the particular journal that you had abbreviated).

