

## Exercise 5--Journals Term List and Editing an Output Style to Include Full Journal Names; APA 6<sup>th</sup> and DOI; Edit an In-Text Citation; Edit an Output Style; Adding Connection Files ...

**Journals Term List and Editing an Output Style.** If you use a variety of databases to populate your EndNote Library, the journal names are a mix of full and abbreviated titles. That is because, for example, CINAHL (the nursing index) uses the full journal name in their database AND PubMed uses the abbreviated journal name in their database. When creating your bibliography the journal name is pulled from the EndNote record unless you tell it otherwise. The **Journals Term List** is one way you can correct this inconsistency.

**This is a two step process:**

1. Edit the journal names in the **Journals Term List**
2. Edit the output style to use the **Full Journal** column in the journals term list.

This exercise will use the APA 6<sup>th</sup> output style.

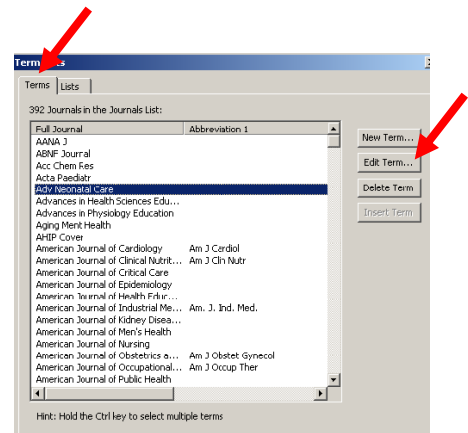
### Step 1.

Go to: **Tools > Open Terms Lists > Journals Term List**

In the **Term Lists** under the **Terms** tab be sure that only full journal names appear in the **Full Journal** column.

In the Full Journal column:

- highlight the abbreviated journal name
- select **Edit Term**
- move the abbreviated title to **Abbreviation 1** column
- retype or copy the full journal name in the **Full Journal** column
- click **OK**



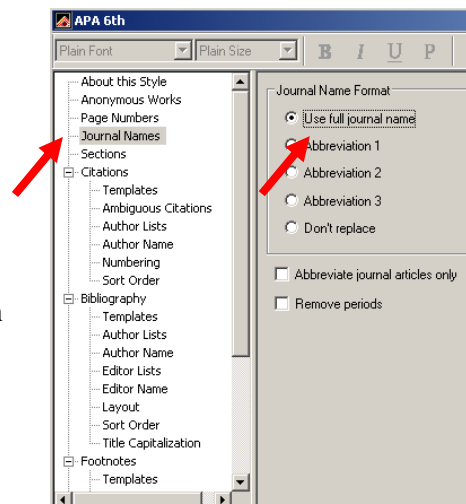
**NOTE:** Full journal names can be verified in **PubMed's Journals Database**, the **Eccles Library eJournals**, or the **Ulrich's International Periodicals Directory** (available from the Databases AtoZ list on the Eccles Library home page).

When you have completed this task, close the Terms Lists.

### Step 2.

Go to: **Edit > Output Styles > Edit APA 6<sup>th</sup>**

- select **Journal Names** from the left column
- Select **"Use full journal name"** from the right column
- Go to **File > Save As** and save the file with a slightly different name. (You do not want to overwrite the original file. (e.g. <APA6th\_full>)  
**NOTE:** EndNote will not let you save the edited file with the same file name; EndNote adds copy to the end of the file name or you can rename the file.
- Go to **Edit > Output Styles > Open Style Manager**
- Select the newly edited APA file (e.g. <APA6th\_full>)
- This style is now available for your use.



## NOTES:

- You only need to do Step 2 once since the edited style becomes a permanent choice in your Output Styles list.
- EndNote creates a personal folder in My Documents labeled **EndNote**; within this folder it creates a **Styles** folder that contains all your edited Styles. **DO NOT** delete this EndNote folder. It ensures that the modified files will always be available to you.

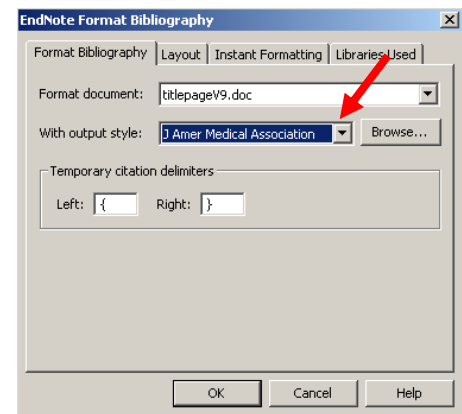
Return to your word processor.

From the EndNote toolbar, select **Format Bibliography with output style**, select the edited APA style (e.g. <APA6th\_full>). Full journal names should display in the Word document.

The bibliographic style selected in the **Format Bibliography** dialog box determines how EndNote formats the citations in your paper (in-text citations) and the references in the bibliography at the end of your paper. The output style takes care of text styles, punctuations, and sorting required for the citations and bibliography, as well as which fields are included in the bibliography.

You can use **Format Bibliography** to select a different style and reformat your document at any point.

**NOTE:** The output style used in your paper is determined by the journal to which you are submitting, or by your department's thesis committee or others. It is best to check with the publisher before starting the paper. If the style you need is not in the Output Styles Manager, you can do a **Google search** of the **journal title** with **output style** to see if the publisher has created the needed output style file.

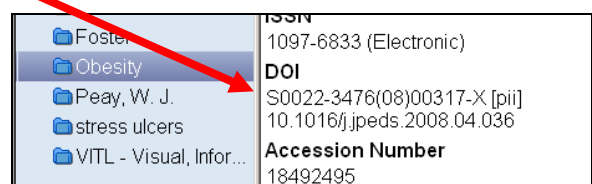
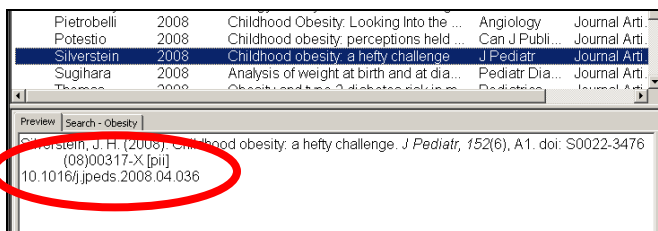


## APA 6<sup>th</sup> Edition – DOI Issue

The 6<sup>th</sup> edition of APA adds the DOI to the cited reference. The Digital Object Identifier is a unique way to identify a citation in the digital environment and provides a persistent identification for an online item. Using DOI names as identifiers makes managing intellectual property in a networked environment much easier and more convenient.

Some things you need to know.

- PubMed has an **AID** (article identifier) field that populates the DOI field in EndNote
- The AID can contain both a **DOI** and a **PII** (publisher item identifier)
- For the purposes of APA 6<sup>th</sup> you need to remove the PII from the DOI field
- It is recommended that anytime you add PubMed citations to your EndNote Library you review the records and remove the PII from the DOI field. You can cut and paste into another field or create a custom field if you want
- Note the example below – remove the [pii] and line space in the EndNote record



## Edit an In-Text Citation

In the Word document, right click on the inserted citation. Options include **exclude author**, **exclude year**, or **more**. Click on more to see additional options. (For example, prefix, suffix, pages.) The action selected only affects that in-text citation.

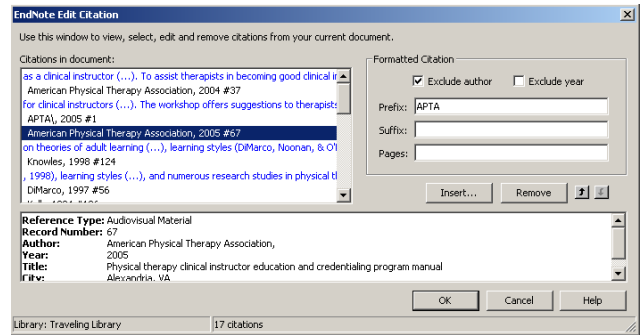
### In-text Citations--Corporate Author Adjustment

**Corporate name abbreviation** after first occurrence:

For example: *American Physical Therapy Association*

In MSWord, click on the citation you want to edit,

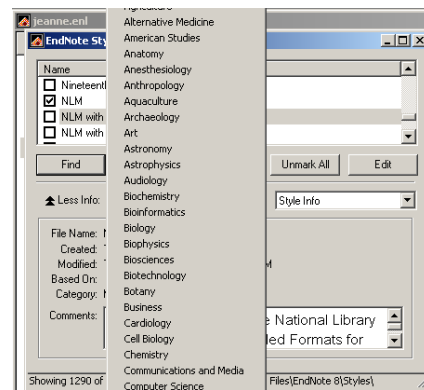
then go to **Tools > EndNote > Edit Citation**. Select the option to **Exclude Author**, then enter abbreviation (APTA) in the **Prefix** field. Then click **OK**. This will need to be done for each occurrence in the document.



### Selecting Output Styles for Use

Path: **Edit > Output Styles > Open Style Manager**

Search for a style by broad subject area. Select by checking the box to the left of the style name.

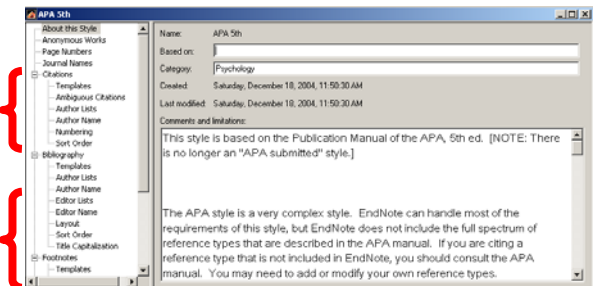


### Edit an Output Style

The specific output style you want to use may not be available from the list of 4000+ output styles. If that is the case, you can select a style that is similar and edit it.

Path: **Edit > Output Styles > Edit <selected style>**

From the style dialog box make appropriate changes. Changes can be made to the **Citations** (in-text information) and the **Bibliography**.



## Adding Connection Files, Filters and Styles

**NOTE:** In EndNote X3 the program comes with a limited number of connection files, filters and styles. You can add all these files to your EndNote program folders or select individual files.

- Go to: <http://www.endnote.com>
- Click on **support & services** (at the top of the page)
- Under Downloads, for Output Styles (or Import Filters or Connection Files), click **More ...**
- **Accept** the Terms of Use
- Select the appropriate link or style
- **Accept** the Terms of Use (again!)
- In File Download click **Save**
- The complete zipped set will need to be unzipped and extracted
  - The individual file will find its way; no further action needed
- The files must be placed in the appropriate folder
  - My Computer > C drive > Program Files > EndNote X3 > Styles (or Connections or Filters)

