

## Exercise 5—Journals Term List and Editing an Output Style to Include Full Journal Names Adding Connection Files, Filters and Styles

**Why do I have to do this?** If you use a variety of databases to populate your EndNote Library, the journal names end up being a mix of full and abbreviated titles. That is because one database may use the full journal name (true for CINAHL) AND another may use the abbreviated journal name (true for PubMed). When creating your bibliography the journal name is pulled from the EndNote record unless you tell it otherwise. Editing the **Journals Term List** is one way to correct this inconsistency.

**This is a two step process:**

1. Edit the journal names in the **Journals Term List** (requires on going maintenance)
2. Edit the output style to use the **Full Journal** column in the journals term list (one-time adjustment)

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

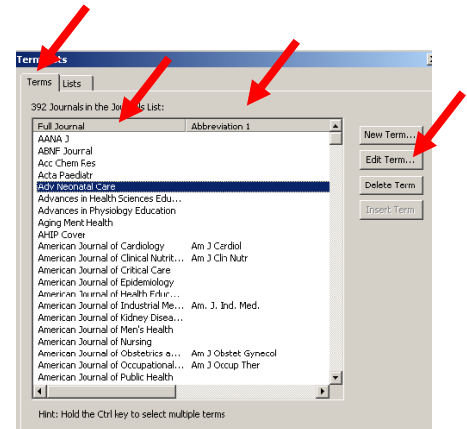
### Step 1.

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

In the **Term Lists** window 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**



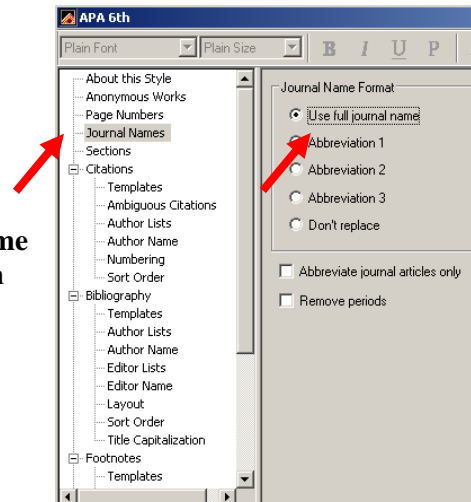
**NOTE:** Full journal names can be verified in **PubMed's Journals Database**, the **Eccles Library eJournals**, or the **Ulrich's International Periodicals Directory** (available from the Databases AtoZ list on the Eccles Library home page).

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

### Step 2.

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

- highlight **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; e.g. **APA6th\_full\_journal\_name**
- NOTE:** EndNote will not let you save the edited file with the same file name; be sure to 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:

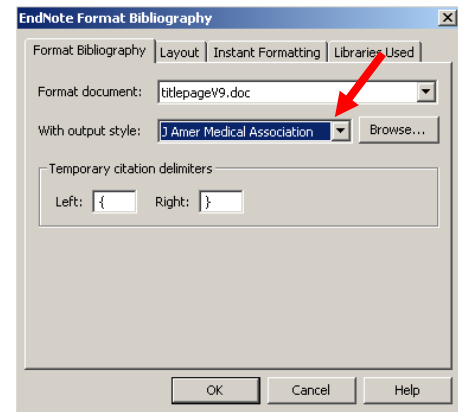
- You only need to do Step 2 once since the edited style becomes a permanent choice in your Output Styles list.
- EndNote creates a personal folder in My Documents labeled **EndNote**; within this folder it creates a **Styles** folder that contains all your edited Styles. **DO NOT** delete this EndNote 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 now 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 any time in the process.

To adjust line spacing, use the **Layout** tab.



**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.

## Adding Connection Files, Filters and Styles

**NOTE:** EndNote X4 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 X4 > Styles (or Connections or Filters)

JML/ jaab - July 26, 2010

