

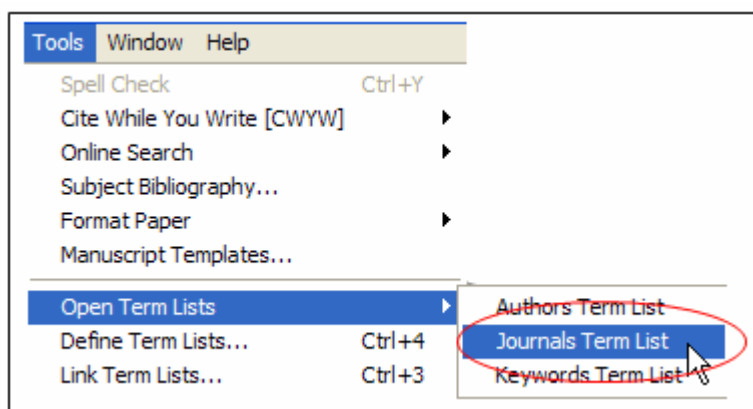
# Globally Changing Abbreviated Journal Titles in EndNote



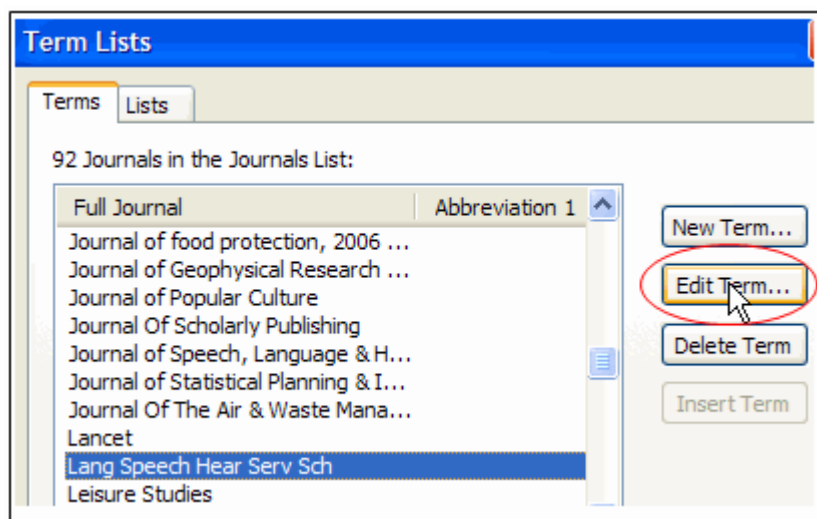
Some databases and collections of e-journals, such as HiWire Press, list journal titles as abbreviations. Consequently, when these citations are imported into EndNote, only the abbreviated titles are included. The following instructions explain how to change the journal title globally for all abbreviations in an EndNote library for a specific journal.

## Add the Full Journal Title to EndNote

1. From the **Tools** menu within the library, select **Open Term Lists** and then **Journals Term List**.



2. Scroll to the journal abbreviation for which you want to add the full title. Click the abbreviated journal name to select it and click **Edit Term**.

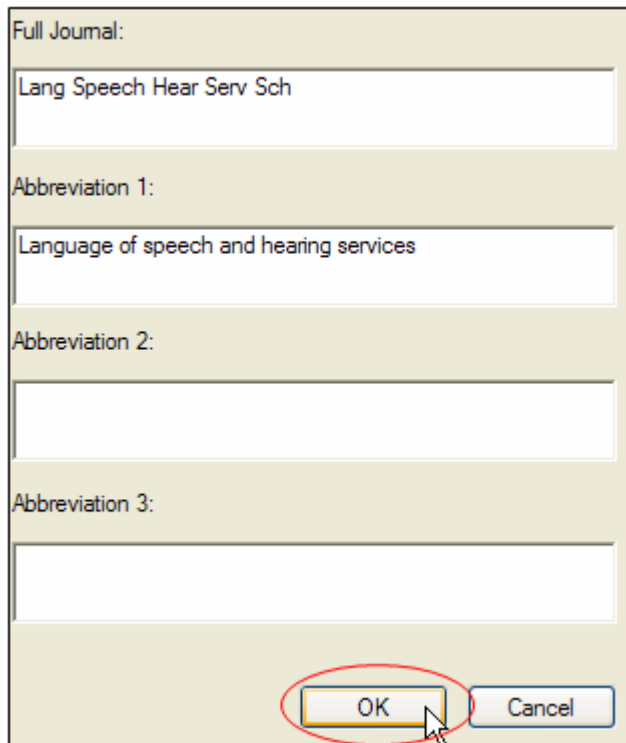


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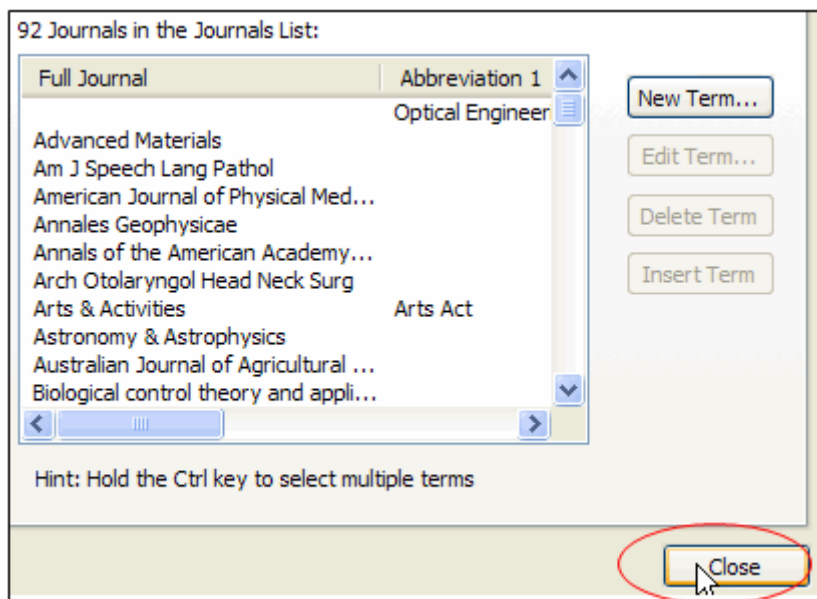
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3. Enter the full title in the **Abbreviation 1** box. Click **OK**.



A dialog box with a light beige background. It contains four text input fields. The first field is labeled "Full Journal:" and contains the text "Lang Speech Hear Serv Sch". The second field is labeled "Abbreviation 1:" and contains the text "Language of speech and hearing services". The third field is labeled "Abbreviation 2:" and is empty. The fourth field is labeled "Abbreviation 3:" and is empty. At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red, and a mouse cursor is pointing at it.

4. Click **Close** on the Term List dialog box.



A dialog box titled "92 Journals in the Journals List:". It features a list box with two columns: "Full Journal" and "Abbreviation 1". The list contains several entries, including "Advanced Materials", "Am J Speech Lang Pathol", "American Journal of Physical Med...", "Annales Geophysicae", "Annals of the American Academy...", "Arch Otolaryngol Head Neck Surg", "Arts & Activities", "Astronomy & Astrophysics", "Australian Journal of Agricultural ...", and "Biological control theory and appli...". The "Arts Act" entry is highlighted. To the right of the list box are four buttons: "New Term...", "Edit Term...", "Delete Term", and "Insert Term". At the bottom right, there is a "Close" button, which is circled in red and has a mouse cursor pointing at it. A hint at the bottom reads: "Hint: Hold the Ctrl key to select multiple terms".

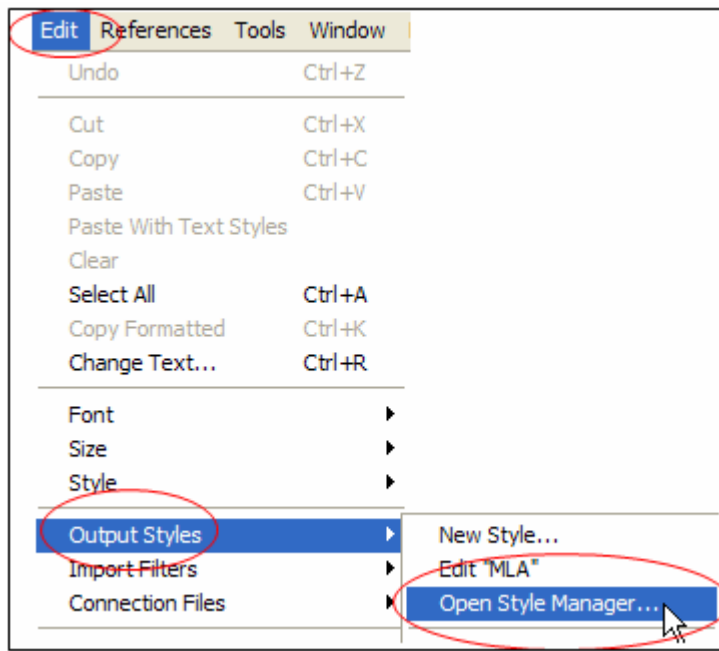
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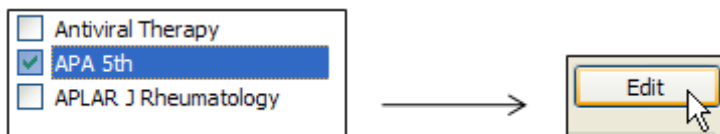
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## Change Your Citation Style to Choose the "Abbreviation" (i.e. the full title)

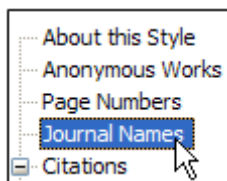
1. From the **Edit** menu, select **Output Styles** and choose **Open Style Manager**.



2. Select the style that you would like to modify (i.e. APA 5th) and click **Edit**.



3. Select the **Journal Names** panel from the list at the left of the Style window.

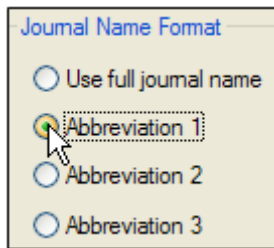


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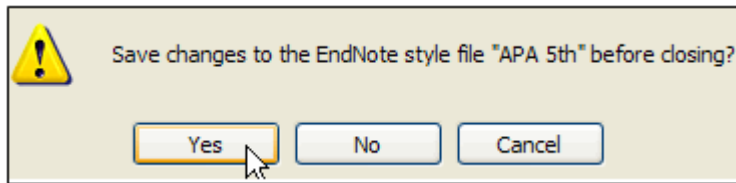
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4. Click the **Abbreviation 1** radio button.



5. Close the window and choose **Yes** to the save changes dialog box.



6. Close **Style Manager**. When you insert citations into a paper in APA 5<sup>th</sup> using Cite While You Write, the full journal title should be inserted into the citation.

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