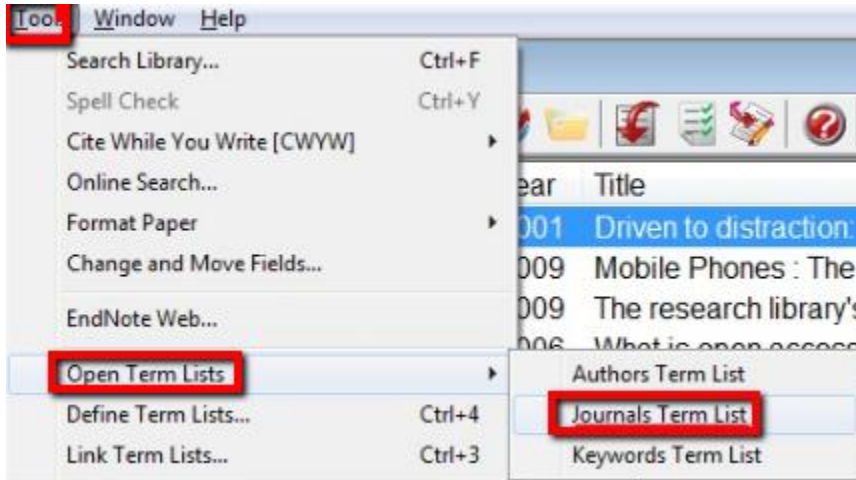Some databases import only the abbreviated journal name while your style may call for the full journal name – and vice versa. Endnote provides a **Journals Term List**, so the journal names in your bibliography are either the full name or the abbreviation, as your style requires.
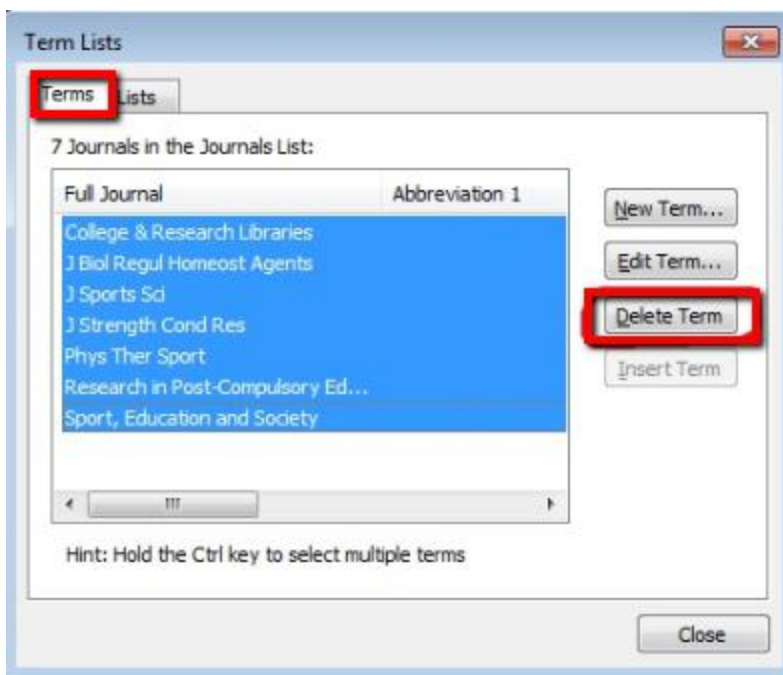
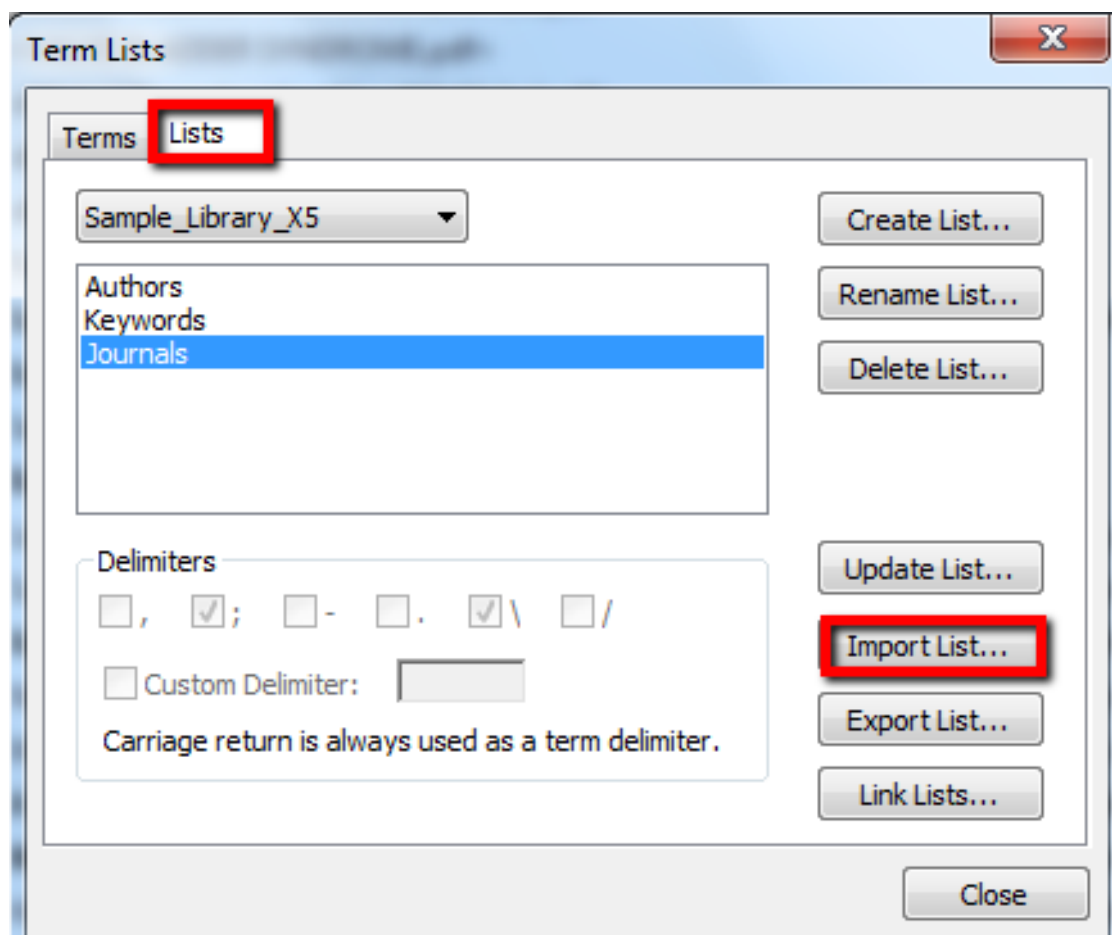1. Go to Tools > Open Term Lists > Journals Term List

2. If the Journals Term List is empty, skip to the next step

   If not, highlight the first journal, and press **[Ctrl]+A** on the keyboard to highlight all the terms (on a Macintosh, this would be **[Apple]+A**).

   Next, press "**Delete Term**"

3. Now go to the "**Lists**" tab at the top, and click on the "**Import List**"

4. Browse to the Term Lists folder within the EndNote folder, and choose a subject file. For example: **Medical text file.** This will import the correct abbreviations for over 8000 journals, and you should now have the correct abbreviations set up in your terms list.

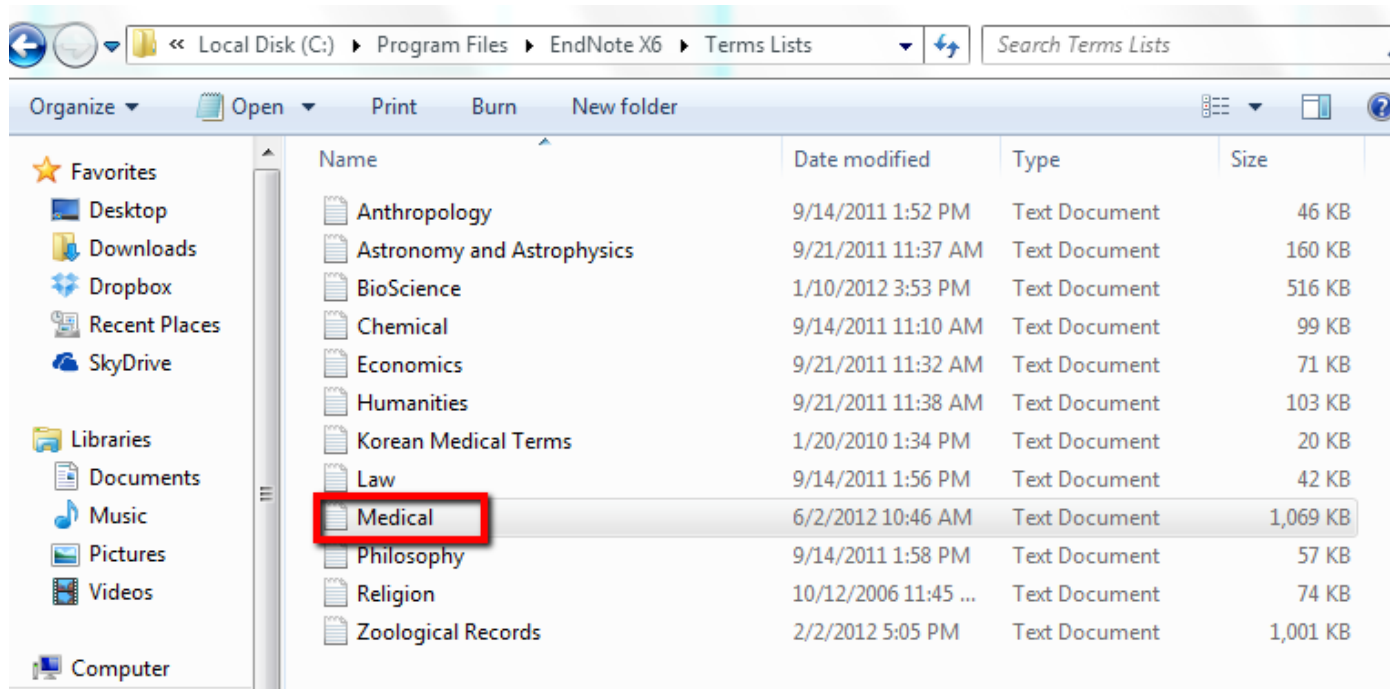If you are on a Windows machine, this folder should default to:
C:\Program Files\EndNote (EndNote Version Number)\Term Lists

If you are on a 64-bit Windows machine, this folder should default to:
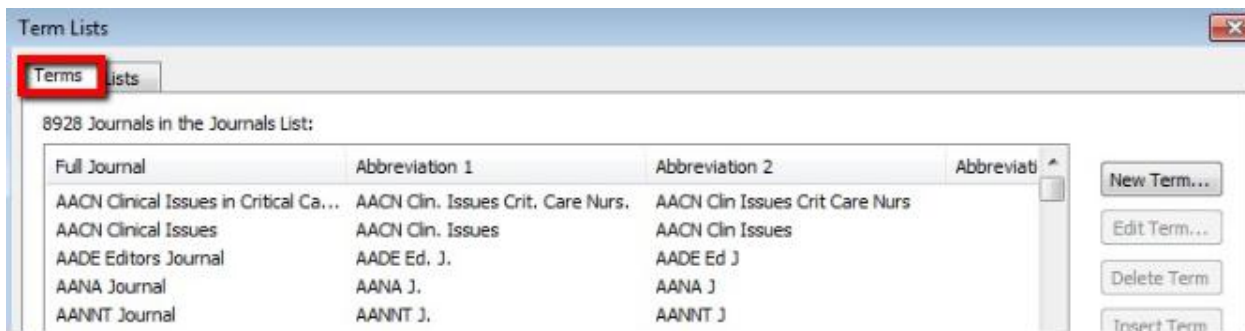**C:\Program Files (X86)\EndNote (EndNote Version Number)\Term Lists**

If you are on a Mac, this folder should default to:
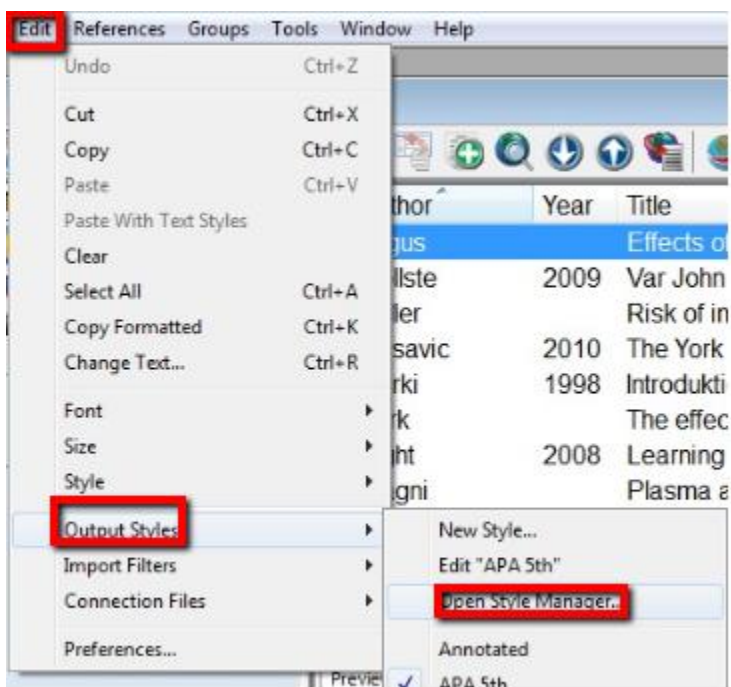**Hard Drive: Applications: EndNote (EndNote Version Number):**

5. After the terms have downloaded, you can view the complete list by clicking on the **Terms** tab.
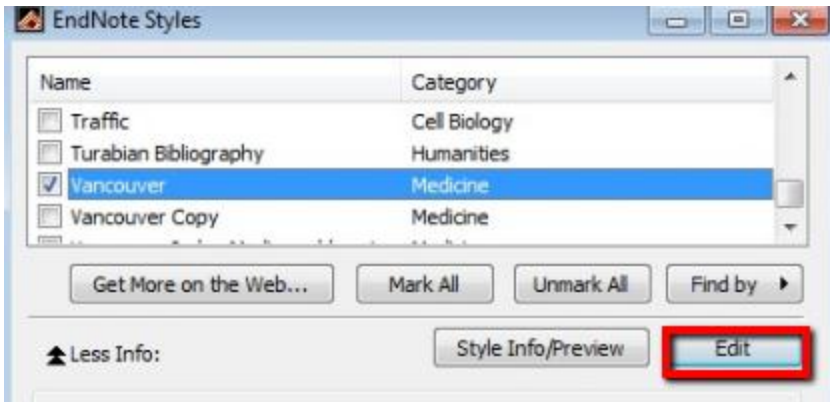

6. Next, to make sure your style is using the correct substitution, go to

"**Edit > Output Styles > Open Style Manager**".

7. In the list of styles, highlight the style you are using and click the "**Edit**" button

8. Click on "**Journal Names**" and select the correct **Journal Name Format** for your style(on the right). Close and save the style.