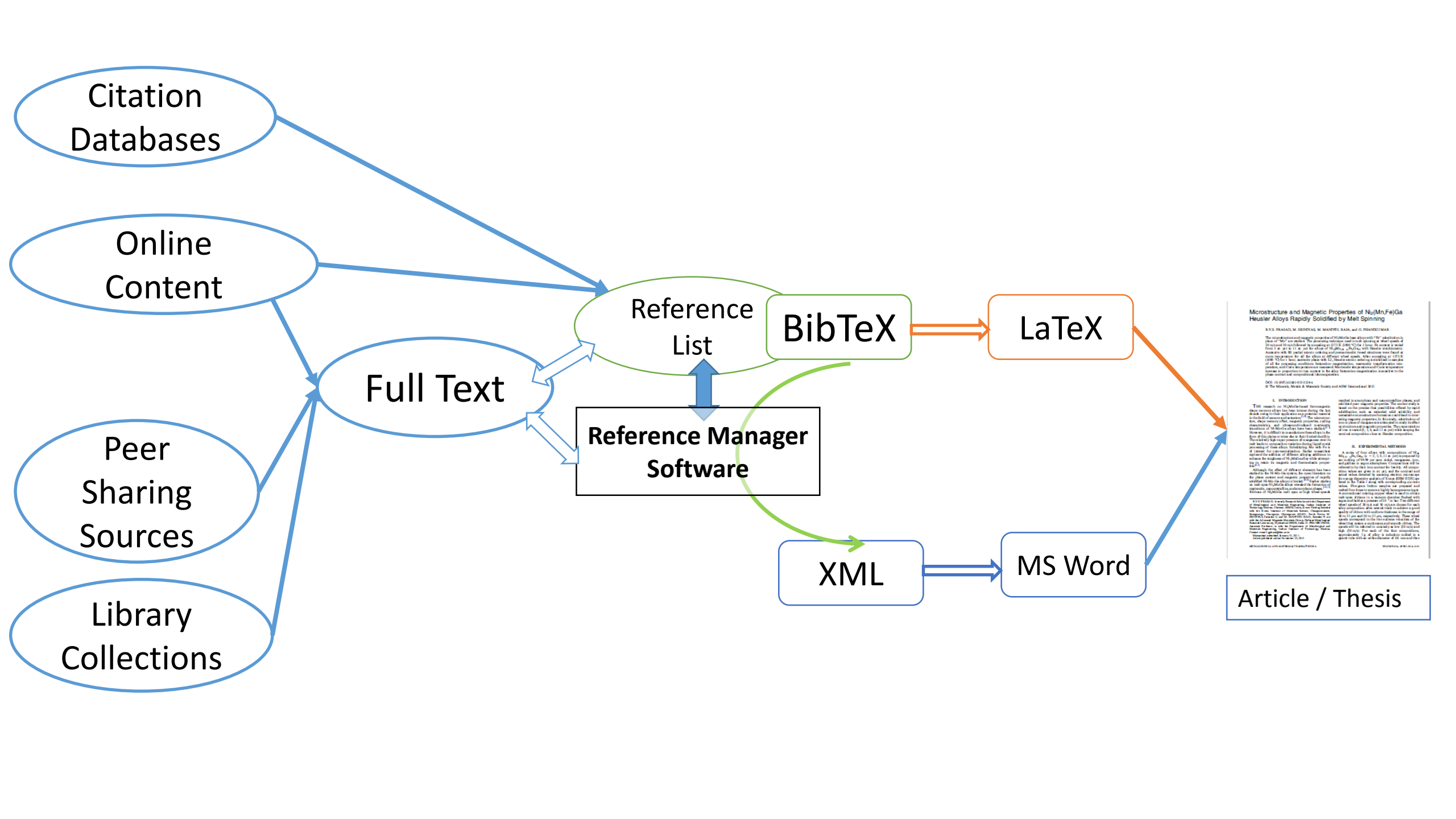


# Literature Survey : wrapping up

NPTEL Module



Citation Databases

Online Content

Full Text

Peer Sharing Sources

Library Collections

Reference List

Reference Manager Software

BibTeX

LaTeX

XML

MS Word

Article / Thesis



# Importance of References

- Typographical errors due to manual entries to be avoided
- All publications cited in the document are to be listed at the end of the document
- Style of referencing to be customized as per the standard format of University / Journal
- **Sequencing** to be taken care of automatically while editing the document

	Article	Thesis
Chapters	X	√
(Sub)Sections	√	√
Referring Figures	√	√
List of Figures	X	√
Referring Tables	√	√
List of Tables	X	√
Cited Reference List	√	√
Size of Document	2 – 20 pages	50 – 200 pages
No. of References	10-30	100-300

LaTeX and Microsoft Word  
can take care of these

Adding captions to Figures and  
Tables and using them to cross-  
refer

# Soft skills needed

- ✓ Using BibTeX referencing in Latex : BibTeX format
- ✓ Using Bibliography Citations in Microsoft Word : XML format
- ✓ Using endnote entries in Microsoft Word : Manual entry of references

# Referencing using BibTeX in LaTeX

- Keep the “\*.bib” file containing your reference data in the same folder as your “\*.tex” file that contains your article. Ensure the Bibtexkey field is unique for all entries.
- Use the command `\bibliography{}` to point to the reference data.
- Use the command `\bibliographystyle{}` to choose the style of referencing.
- Cite a reference using the command `\cite{bibtexkey}` where appropriate in your tex file.
- Use the sequence “LaTeX → BibTeX → LaTeX → LaTeX” to compile your tex file.

Here we have a brief demo of BibTeX use

# Referencing using Bibliographic Sources in Microsoft Word

- Convert your “\*.bib” file to “\*.xml” file using JabRef
- Using the menu “[References → Manage Sources](#)”, open the [Source Manager Dialogue](#). Use the “Browse...” button to select the “\*.xml” file you just created.
- Select and copy all the references from left side to the current list by clicking “Copy →” button. Close the dialogue.
- You can now cite a reference at any location in your article by clicking “[References → Insert Citation](#)” and choosing the reference.
- At the bottom of the text, use “[References → Bibliography → References](#)” to insert a list of cited references.
- Once you are done writing the article, do not forget to open the [Source Manager Dialogue](#) again and remove the unused reference from the current list by deleting them.
- Update the Reference List and you are done.

Here we have a brief demo of Word +  
Bibliographic Sources



# Referencing using manual endnote entries in Microsoft Word

- At any location in your article, use the menu “[References → Insert Endnote](#)” to insert a reference details at the end of the article manually.
- Use “[References → Cross-reference](#)” to refer to same document again at a later point in your article.
- Use the “[Footnote and Endnote](#)” dialogue to change the numbering [Format](#) from Roman to Arabic.
- Use the menu “[View → Draft](#)”, “[References → Show Notes](#)”, Pick “[Endnote Separator](#)” from the drop down menu at the bottom and delete it.
- Use the “[Home → Styles](#)” to open the [Styles dialogue](#) and click on [Style Inspector](#) button to identify the style used for endnote reference. In the Style Inspector dialogue, use the [Modify](#) link to change the [Font](#) appearance of endnote reference.

Here we have a brief demo of Word +  
Endnote entries

Get started with your literature survey and document preparation