

BIBLIO MENU ...Scan a Document for Citations
 ...Restore (Unscan) an RTF Document

BIBLIO MENU

This menu contains options for creating formatted outputs for bibliographies.

can a Document for Citations...

Before the scan

Scan a Document for Citations searches a TEXT, RTF, MIF (FrameMaker) or WordPerfect 2 or 3 document for reference citations (RTF files, sometimes referred to as Rich Text Format or Interchange Format, are specially saved files from Microsoft Word, versions 3 and later, WriteNow, MacWrite, and others). In Word, you save an RTF file by choosing Save As and then selecting Interchange Format (RTF) [Word 5] or Rich Text Format [Word 6].

For Bookends, a citation consists of identifying information about a reference that is typed into a manuscript between two curly brackets, or braces — “ and “. This is referred to as citation by content. The most reliable way to do this is with the Copy Citation button in each reference window or the Copy Selected button in the Hits Window. This ensures that the citation is unambiguous (unique). However, you may elect to type in the citation yourself, without using Copy Citation or Copy Selected. This means that you can insert citations into your manuscript without having to refer to the Bookends database! Any text in the reference can be used to specify the citation: an author’s name, the date, a few words from the title, the journal, etc.

Bookends tries to find every item in the citation with four exceptions:

1. and
2. et al
3. et al.
4. &

where “_” represents a space. Therefore, if you cite

Bracken et al., 1985

or

Punch & Judy

or

Wilberry and Schwartz, 1976

Bookends still finds the references, even though the exact words “Bracken et al., 1985”, “Punch & Judy”, and “Wilberry and Schwartz, 1976” never appear in the references.

You can also use the relative reference number to identify a citation. If the first character in the citation is a number, Bookends assumes it is the number of the reference you want to cite, and will ignore any text after it until the end of the citation entry.

Citations by content and citations by number can be mixed in a single set of curly brackets! For example,

Smith and Jones, 1993, export law; 45; 22; Terry et al., 1988

will find four hits, the first and last identified by content, and reference 45 and 22, identified by number.

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There can be problems when scanning RTF documents and retaining citations as hidden text if a citation’s open or close curly bracket (brace) has a font, size, or style that is different from characters in the citation itself. This can cause incorrect formatting instructions to be retained in the RTF file, resulting in erroneous truncation of the document when it is opened by a word processor. To avoid this, make sure that a citation’s bounding curly brackets have the same font, size, and style as the characters in the citation.

Creating removable in-text citations

There are instances in which you may need to enter an in-text citation to ensure that the reference is placed in the bibliography, but do not want a citation to appear in the final, revised document. To do this, enter an exclamation point (!) immediately after the open curly bracket of the citation. When Bookends encounters the in-text citation, it will look up the reference and place it in the Hits List for producing the bibliography. If you are creating a revised document Bookends will remove the curly brackets and any information between them from the revised document. For example,

As shown by Reginald (1996) !Reginald, J. Polygons, 82, 1996, squares represent a subset of rectangles.

would appear in the revised document as

As shown by Reginald (1996), squares represent a subset of rectangles.

The Scan a Document.. Dialog

When you choose to Scan a document for citations, Bookends asks you to choose a Text, RTF, MIF, or WordPerfect version 2 or 3 file and then displays the following dialog (NOTE: in this example, an RTF file was selected)

he options are:

Generate a bibliography after scan—If checked, Bookends will automatically generate a bibliography after scanning a manuscript to find citations.

Scan using the bib/document format of...—A pop-up menu from which you can select the Format for the bibliography and the in-text citations.

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Only the Formats that are included in the database are listed. To use other Formats that are in the Format Bank, you must first transfer them to your Bookends database.

Send the bibliography to—If a bibliography is generated, it will be saved to the selected destination: Bibliography Window or Disk.

Generate bibliography—If a bibliography is generated, it will be created either with (With styles) or without (Without styles) styled text (bold, italics, underline, alternate fonts such as Symbol (Greek), etc.), depending on which is selected in the Bibliography Formatter.

Create new Text/RTF/WordPerfect File—This option lets you create a copy of the manuscript in which the citations in curly brackets (e.g. Smith et al., 1989) have been replaced with the appropriate in-text bibliography notations (e.g. (1, 4)). These are defined with each Format. The type of file created (Text, RTF, or WordPerfect) will be identical to the type of file being scanned.

The default setting of this button is in Preferences.

Retain citations as hidden text (RTF only)—If this option is selected, Bookends will not discard citation information (between the curly brackets) when it replaces that information during a scan of an RTF document. Rather, the original citation entries will be retained in the revised manuscript as hidden text. Word processors that accept hidden text (such as Microsoft Word) will not print the hidden text when the rest of the manuscript is printed. The information is there, however, and can be recovered by selecting the ‘Restore (Unscan) an RTF document..’ item in the Bookends menu.

The default setting of this button is in Preferences.

Do bibliography and/or custom citations as HTML—When this box is checked, Bookends will add HTML-encoding information to the bibliography you create and/or the custom citation that is used in the revised document (if one is specified in the definition of the Format used for the scan). Bookends will automatically add <HTML> to the beginning of the revised document and </HTML> at the end of the revised document. If the document you are scanning already has these tags (i.e. is already HTML-encoded), Bookends will not add these tags.

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This option is enabled only if you are scanning a text (ASCII) file.

Proofreading scan—This option creates a copy of the original document in which the curly brackets (braces) are left in. It is useful for those who enter citations in manuscripts without

using the Copy Citation feature (i.e. type them in themselves). In this situation it is possible to have ambiguous entries, such as “Carpenter, 1990”, and have more than one reference in the database written in 1990 and having an author named Carpenter. If Bookends finds more than one possible hit while scanning the database, it will put up a dialog listing the possible hits and ask you to choose the one you intended (see below). During a Proofreading scan, after Bookends asks for the intended reference it will replace the initial citation with a correct and unambiguous citation (e.g. Carpenter et al., J. Biol. Chem., 12323-12330, 1990). This “proof-read” copy can subsequently be used, and when scanned again there will be no unambiguous citations. If you have elected to have unique reference IDs used with Copy Citation they will also be inserted in the document during the Proofreading scan. This option can be reached by selecting pg. 2 of Preferences Utilities menu).

During the scan

As Bookends “reads” your manuscript, a dialog will show you the citations by content as they are encountered. Citations by number are not shown. Note that with Multifinder or System 7 the scan can work in the background, allowing you to work in another application while the Scan is in progress.

For example, the following citation might be found:

...as previously shown Brown, 1993...

When Bookends encounters this sentence, it searches the database for any reference with Brown anywhere in the list of authors and written in 1993 (actually, Bookends searches every field for these words, so if a reference had the word “Brown” in the Title and the date “1993” in the Abstract, it would qualify as a hit).

If just one reference includes both “Brown” and “1993”, the number of the reference is placed at the end of the list in the Choices field of the Choose Window. If multiple references include “Brown” and “1993” (i.e., this is an ambiguous citation), Bookends puts up the dialog box:

he scrolling list contains the relative number of each matching reference, its first author, title, journal, and date.

There are four options:

Go Ref (or double-clicking on a reference): displays the selected reference.

This One: (or pressing Return) chooses the selected reference and the Scan continues.

None of these: the Scan will continue, and at the end Bookends will notify you that this citation was not found in the database.

Stop: aborts the Scan.

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Since this is a movable dialog box, you can see the underlying reference to verify whether it is the one you intended or not.

If no match is found, when the Scan is complete, it (along with all other unmatched citation entries) are displayed in a floating window:

his list can be printed or saved to a file, or you can click on Find (double-clicking on an entry invokes Find). In this case, punctuation, “and”’s, and “et al.”’s are stripped from the highlighted entry and it is placed in the Find dialog. You may be able to find the correct entry in the database by editing the text in the dialog and doing a Find.

You must deal with the unmatched citations (by printing, saving, or Finding) before closing this floating window. Once it has been closed, the list of unmatched citations cannot be recalled.

Replacing citations with numbers

If you are creating a new document in which citations are to be replaced by numbers, citations that are replaced by three or more sequential numbers will be substituted with a hyphenated range. For example, in a revised manuscript:

(1, 3, 4, 5, 6, 9, 11, 12, 13) will be converted to (1, 3-6, 9, 11-13).

Handling “out of range” citations by number

If a reference in a document is cited by number (i.e. 342), Bookends will test to see if that reference exists. If it does not, Bookends will alert you after the scan by including the number and the words “[out of range]” in the floating window that lists unmatched citations.

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This problem (citation numbers out of range) usually occurs when you inadvertently cite a reference by its unique IID without preceding it with the ‘#’ symbol, or the first item in a cited reference is its year of publication (remember, if the first character of a citation is a number, Bookends assumes the number refers to the number of the reference in the database).

Dealing with “smart” apostrophes

Any “smart” apostrophes in an in-text citation are replaced with a standard apostrophe when a document is scanned. Smart apostrophes are: ‘ and ’ . Use standard apostrophes (') in your references (this is the apostrophe character that you normally type in directly from the keyboard).

After the scan

After Scanning a Document, one of several things may happen:

If the bibliography is sent to the Bibliography Window and a (revised) copy was made of the original document, Bookends will automatically copy it to the clipboard and prompt “Open the revised manuscript in your word processor?”. If this is accepted, Bookends will launch the word processor specified by the user (in Preferences) and open the revised manuscript. The user need only scroll to the desired location and Paste to place the finished bibliography in the document. If older versions of Microsoft Word (≤ 4) and WordPerfect (≤ 2.0) are already open, Bookends will switch to them but will not open the revised document automatically —the user must do this via the Open command in the File menu. Microsoft Word 5 or later and WordPerfect 2.1 or later work properly in this situation.

If the bibliography was sent to disk and the original document revised, Bookends will offer to “Open the revised manuscript in your word processor?” without first copying the bibliography to the clipboard (it’s in a file on the disk). Once in your word processor, you must open the bibliography file on the disk using the Open command in the File menu.

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The citations that were found during the scan can be found in the Choices field (Choose window). The list will remain there until replaced. This means that if you want to generate the bibliography again (because you detected a mistake in the Format, for example) you can do so without Scanning again. Just go to the Choose window, click on Get Choices, go the the Bibliography Formatter, and click on Make Bib.

The Choices list of matching references can also be saved in one of the Storage fields.

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FrameMaker does not recognize MIF styled text information in the clipboard.

Therefore, if you copy and paste a bibliography from the Bibliography Window to a FrameMaker document, you will lose styling information. To place a bibliography with styled text in a FrameMaker document, save the bibliography to disk with styles and open the resulting file in FrameMaker.

Rules for scanning

Here are some rules you should keep in mind when preparing a document you plan to use with Scan a document for citations:

- Always place citations between curly brackets.
- Multiple reference citations must be separated by a semicolon (;), a slash (/), or an asterisk (*) [you can select which of these you prefer in Preferences]. For example,

 ..and because the sky is blue Henry, 1875; Schmitt-Verhulst, 1905; Castel, 1910...
- Multiple items within a citation (such as “author, date”) should be separated by commas for clarity—Bookends removes these before looking through the database.
- Citation by content doesn’t just work for names and dates. Any data that is in the reference can be searched for, including words from the Title, Keywords, etc. The only rules are that the collection of words that define one citation must be separated by a semicolon, slash, or asterisk from other citations in the same set of curly brackets, and all citation entries must be enclosed in curly brackets.
- Use the Copy Citation button (located in the reference display) or the Copy Selected button (in the Hits Window) when possible, because they will always provide a unique, unambiguous citation.

Restore (Unscan) an RTF Document...

When an RTF document is scanned, you have the option of retaining citations (the information between curly brackets) as hidden text in the revised manuscript. Word processors that accept

hidden text (such as Microsoft Word) will not print the hidden text when the rest of the manuscript is printed. The information is there, however, and can be recovered by selecting the 'Restore (Unscan) an RTF document..' item in the Bookends menu. When Bookends restores an RTF document to its original form, the hidden citations are revealed and the citation entries placed in the document by Bookends are removed (that is, it puts back citations in curly brackets and removes reference entries (numbers, or names-and-date) placed in the document by Bookends Plus). The restored manuscript can then be edited and/or re-scanned to generate a bibliography. This is useful if you want to re-scan a manuscript that was edited after being scanned by Bookends.

The option of retaining citations as hidden text is offered in the "Scan a document" dialog box that appears after you have selected an RTF file to scan. The default setting for this option is set in Preferences.

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Showing the hidden citations in the revised document will result in a confusing display. It is advisable to turn off this display in your word processor by not showing hidden text. This can be done in Microsoft Word 5 by toggling the 'Show Hidden Text' item in the View menu OFF. If this option is not visible in your View menu, add it by using the Command menu item in the Tools menu. If you are unsure of how to add menu items in Microsoft Word, consult the documentation.

Make sure you always 'restore' an RTF document with hidden text before you re-scan it. If you do not, the resulting revised document will contain inaccurate citations.

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This feature is meant to be used only in case the original version of the document (with the curly brackets in place) is not available. Since the citation information is retained as hidden text, it is possible to inadvertently delete some of the embedded information that Bookends requires to properly restore the citations. For that reason, it is safest to modify the original document and re-scan it if necessary, rather than modify the scanned document and then rely on Bookends to restore it to its original state.

Because WordPerfect does not recognize hidden text, it is not possible to restore (unscan) a WordPerfect document, even if it had been saved as RTF and then opened by WordPerfect.