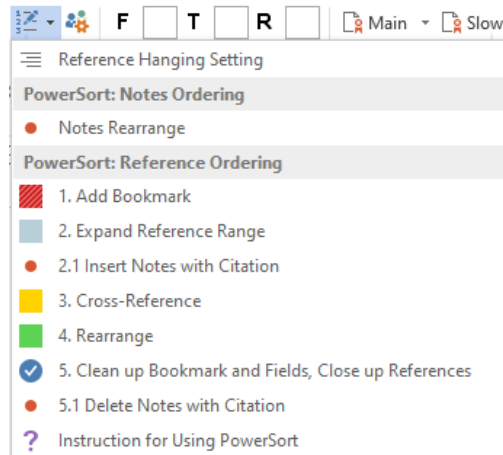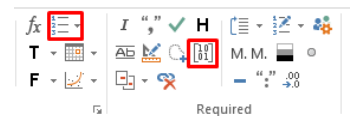# How to Reorder References

Preparing:

- Make sure all references are in correct list format, if not, please use to add list format.

- Make sure the format of all citations in the main text is correct, e.g., [2-4]→[2–4], [2, 3]→[2,3]. If not, please use to correct the format.
- Make sure the numbers of the citations in main text are as same as the references' number in the reference list, e.g., if [57] is last cited in the main text, then there must be 57 items in references list.
  It is recommended to run to correct citation format first, then to check.

Reordering references without duplicated:

1. Select the entire reference section.
2. Run "Step 1" till "Step 5".
3. DONE.

Reordering references (also deleting duplicated):

   Optional step → Mark the duplicated one you want to remove
   (for example, you can change the duplicated ref content to "dup ref").
1. Select the entire reference section, Run "1. Add bookmark ".
2. Run "2. Expand Reference Range", then run "2.1. Insert Notes with Citation" if there're references citations in Notes.
   Next, edit the citation number of the duplicated reference to the number you want to keep (for example, change all [4] to [2] if [4] duplicates [2]).
3. Run "3. Cross-Reference".
4. Run "4. Rearrange".
   The marked ref (duplicated one) will be moved to the beginning of the ref section. Just delete it, then select the entire paper (Ctrl + A) and refresh (F9).
5. Run "5. Clean up bookmark and Fields, Close up all citations", then run "5.1. Delete Notes with Citation" if there're references citations in Notes.

How to Use Footnote2Notes

Notes are available for some of articles in Chicago type. It's a separate section in front of the Reference part. Here is the new function that we used to transfer Footnote to Notes:
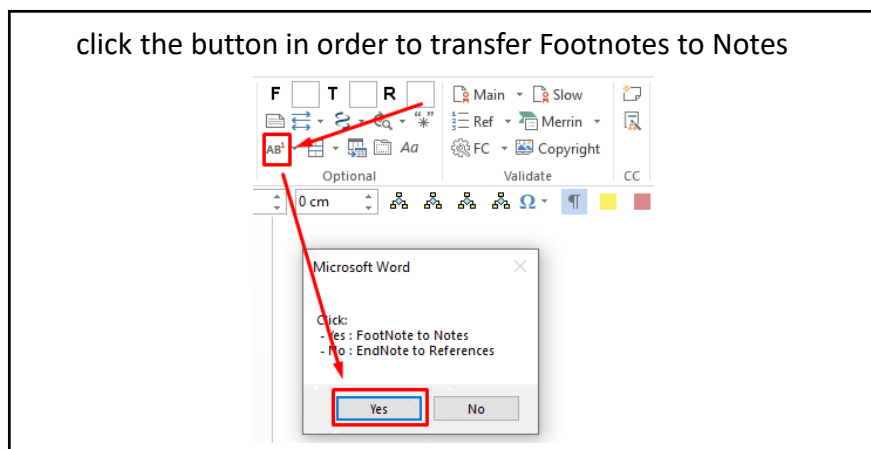
In this way, all citations of the notes in the main text will be kept with shade and Hyperlinks, which direct to the Notes Section.
So please DO NOT use "Ctrl+Shift+F9" to delete links for these papers
You can use the function " " instead.

Reordering Notes:

If the authors want to revise notes, or change the position of the citations. Now we should insert a footnote manually on the right place, then run "Footnote2Notes" again to transfer it. Only in this way can the links of citations be kept.

1. Go to "REFERENCES-Insert Footnote" to add footnotes.
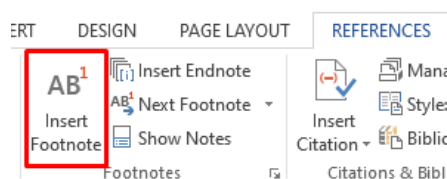
2. Run and click to transfer Footnotes to Notes.

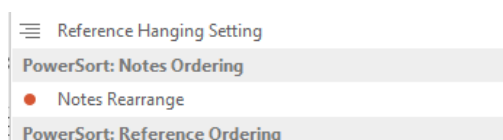3. Go to the section "Notes" and delete extra titles if any.

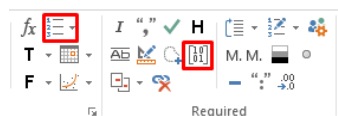4. Go to "Reference Entries", Run "Notes Rearrange".

PowerSort文献重排功能介绍
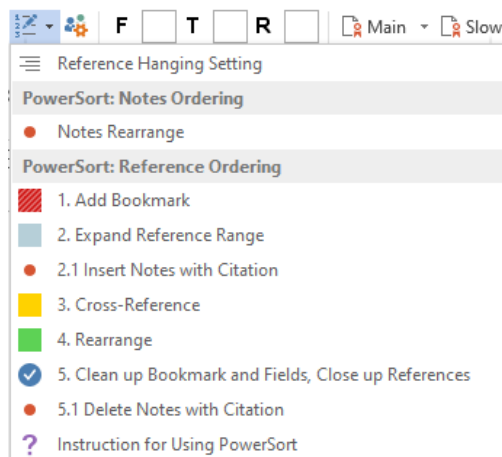
准备工作:

- 检查文献引用格式是否正确，检查是否有漏引的情况，检查文献部分是否为list格式
- 一定要保证正文中文献的引用格式都是正确的，标点符号或者空格不对，都会导致重排后顺序不对（比如 [2, 4]→[2,4]，[2-4]→[2–4]），因此建议首先运行 Layout Deck →Required里的 $\begin{bmatrix} 1 & 0 \\ 0 & 1 \end{bmatrix}$
- 文献如果有漏引，请和作者确认，保证文献引用个数和文献的数量是一致的，有漏引的情况下，重排后顺序也不对
- 文献部分须为list格式，才能正常使用工具

1. 文献引用没有重复的，只是顺序不对:

在文献及引用格式正确，文献没有重复和漏引的情况下，依次点击点击文献重排功能的五步即可
1. 全选文献，运行第一步Add bookmarks，给所有的文献加上Bookmarks
2. 运行第二步Expand Reference Range，将正文中合并的引用拆分成单个独立的引用
3. 运行第三步Cross-Reference，将文献与正文中的引用建立一一对应关系
4. 运行第四步Rearrange，重新排序
5. 运行第五步Clean up bookmark，清除Bookmarks

2. 文献有重复的情况:

首先确认有哪两条文献重复，如[4]和[5]重复，可以先将ref 5 的文本替换为容易区分的文字如"dup ref"
1. 全选文献，运行第一步Add bookmarks，给所有的文献加上Bookmarks
2. 运行第二步Expand Reference Range，将正文中合并的引用拆分成单个独立的引用；如果是在注释中有文献引用的稿子的话，此时还需要再运行2.1 Insert Notes with Citation
这时需手动修改重复的那条文献在正文中的引用，比如[4]和[5]重复，将正文的第五条文献引用中，数字5全部替换成4
3. 运行第三步Cross-Reference，将文献与正文中的引用建立一一对应关系
4. 运行第四步Rearrange，重新排序
注意观察：如果你的文献引用变成了从[2]开始，到文献部分，把第一条删了（其实这条就是重复的文献dup ref），依次类推，如果是从[3]开始，就把前面两条删了，全选全文，按下F9，然后进行 step5修改
5. 运行第五步Clean up bookmark，清除Bookmarks；如果是在注释中有文献引用的稿子的话，此时还需要再运行5.1. Delete Notes with Citation

Footnote2Notes功能介绍

对于部分Chicago期刊的Footnotes格式（表格中Footnotes除外）已更新为Notes Section放在文献前面，我们需要在排版阶段进行Footnote转Notes替换：

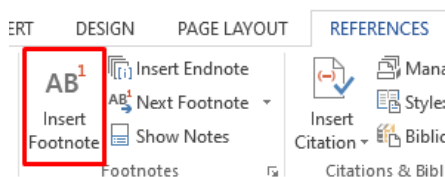依次点击 AB¹ 和 "yes" 完成Footnote2Notes.
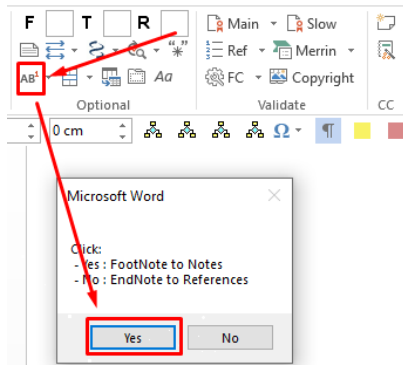
* 注意对于有note的稿子会在正文中的上标数字编号添加链接和阴影，使其能够点击跳转到后文中的 Note Section，因此不可以对此类期刊使用全选 "Ctrl+Shift+F9"去掉全部链接，如有需要可以使用 Deck-Required- ✂ 去链接功能

Notes重排:

如果作者需要添加或修改Notes，如果直接在文中添加数字引用的话是没有链接的，无法正常跳转，需要先在REFERENCE-Insert Footnote 手动添加Footnote，再使用Footnote2Notes功能转成Notes才会有链接。此时如果文中数字引用顺序不对则需要对Notes进行重排

1. 先手动添加Footnote

2. 依次点击 AB¹ 和 "yes".

3. 转到后文部分的 "Note", 二次转出的Notes会有多余的Section title，可以删掉。

4. 选择Notes Ordering-Notes Rearrange进行Notes重排