

14.2.4 Special field formats

There are some special rules for entering the texts to the fields `author`, `editor`, `title`, and `booktitle`. BibTeX will process names, putting surnames first, abbreviating given names with initials, and so on, according to the instructions in the style file. Thus it is important that the program knows what is a given name and what a surname. Similarly for titles, capitalization may change depending on style and/or entry type, so BibTeX must know what words are always capitalized.

Names

The names in the `author` and `editor` fields may be typed in either in the form `{Given Names Surname}` or as `{Surname, Given Names}`. That is, BibTeX assumes that if there is no comma the last capitalized name is the surname, or family name; otherwise what comes before the comma is taken to be the surname. Thus the name texts "John George Harrison" and "Harrison, John George" are equivalent for Mr J. G. Harrison. However, if a person has a double surname, without a separating hyphen, the second form must be employed, or the double name must be enclosed in braces, as

"San Martino, Maria" or "Maria {San Martino}"

for Ms M. San Martino.

Auxiliary words to a surname that are not capitalized, such as *von* or *de*, may be entered in either form:

"Richard von Mannheim" or "von Mannheim, Richard"
 "Walter de la Maire" or "de la Maire, Walter"

Anything enclosed in braces will be treated as a single item, something that is used in ambiguous cases, or when the name contains a comma or the word *and*. An example is

"{Harvey and Sons, Ltd}"

If the name contains a *Junior* or some other addition, it must be entered {*Surname, Junior, Given Name*}, for example as

"Ford, Jr, Henry" or "Ford, III, Henry"

However, if there is to be no comma, then the *Jr* must be treated as part of a double surname, *something that is not recommended at all*:

"{Filmore Jr}, Charles" or "Charles {Filmore Jr}"

Accents within a name formed with a backslash command should be enclosed in braces *with the backslash as the first character after the opening brace*. In this way, the alphabetization and the formation of labels with the alpha bibliography style will function properly. For example,

```
author = "Kurt G{\"o}del",
year = 1931
```

will produce the label [Göd31] as desired. The accent text must not be enclosed any deeper than shown here.

Accents should be formed with the backslash command for most generality. Some language modifications have shorthands for accented letters (like "a instead of \"a for German) but these should be avoided in the database to ensure that the results will be universally understood.

Hyphenated first names are properly abbreviated. Thus "Jean-Paul Sartre" becomes 'J.-P. Sartre'.

If an author or editor field is to contain more than one name, the names are separated by the word and. For example,

```
author = "Helmut Kopka and Daly, Patrick William" or
AUTHOR = {Peter C. Barnes and Tolman, Paul and Mary Smith}
```

If the and is actually part of the name, the whole name must be enclosed in braces, as pointed out above.

Do not insert any ~ characters between names or initials; BibTeX will do this automatically as it deems fit.

If only initials are given for the authors given names, insert a blank between them, as P. W. Daly, not P.W. Daly. The latter will be interpreted as a single given name and will be abbreviated as 'P. Daly'

If the author list is too long to type in all the names, it may be terminated with and others. This will be converted to the form of *et al.* prescribed in the style file.

Titles

The capitalization of the title depends on the bibliography style: usually book titles are capitalized while article titles are not. The text in the fields

`title` and `booktitle` should be written in the capitalized form so that BibTeX can change to lower case as required.

The general rules for capitalizing titles in English state that the first word of the title, the first word after a colon, and all other words are capitalized except articles and unstressed prepositions and conjunctions. For example:

```
title="The Right Way to Learn: A Short-Cut to a Successful Life"
```

Words that are always to be capitalized, such as proper nouns, must be enclosed in braces. It is sufficient to enclose only the letter that must be capitalized. The two following examples are equivalent:

```
title = "The {Giotto} Mission to Comet {Halley}" or
TITLE = {The {G}iotto Mission to Comet {H}alley}
```