Working with a .bib file using JabRef

A help guide distributed with the Essex Arabic Bibliography .bib file

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1 About .bib files

A .bib file is the standard extension for BibTeX files, BibTeX is reference management software for formatting lists of references. The BibTeX tool is typically used together with the LaTeX document preparation system.

BibTeX was created by Oren Patashnik and Leslie Lamport in 1985. BibTeX makes it easy to cite sources in a consistent manner, by separating bibliographic information from the presentation of this information. This same principle of separation of content and presentation/style is used by LaTeX itself.

Here is an example of a BibTeX Entry:

```
@InProceedings{habash-rambow:2005:ACL,
  author   = {Habash, Nizar  and  Rambow, Owen},
  title        = {Arabic Tokenization, Part-of-Speech Tagging and
Morphological Disambiguation in One Fell Swoop},
  booktitle = {Proceedings  of  the  43rd  Annual  Meeting  of  the
Association for Computational Linguistics (ACL'05)},
  month    = {June},
  year     = {2005},
  address  = {Ann Arbor, Michigan},
  publisher = {Association for Computational Linguistics},
  pages    = {573--580},
  url      = {http://www.aclweb.org/anthology/P/P05/P05-1071}
}
```

This entry is about an article appearing in some proceedings (`@InProceedings`). Its authors are *Nizar Habash and Owen Rambow* and the title of the article is *Arabic Tokenization, Part-of-Speech Tagging and Morphological Disambiguation in One Fell Swoop*. The proceedings title in which it appears is the *Proceedings of the 43rd Annual Meeting of the Association for Computational Linguistics (ACL'05)* which were published on *June 2005* in *Ann Arbor, Michigan* by the *Association for Computational Linguistics*. The article appears on pages *573-580* of the volume and it can be accessed via the following url: http://www.aclweb.org/anthology/P/P05/P05-1071.

If a document references this article, the bibliographic information may be formatted in different ways depending on which citation style (APA, MLA, Chicago etc.) is employed. The way LaTeX deals with this is by specifying `\cite` commands and the desired bibliography style in the LaTeX document. If the command `\cite{habash-rambow:2005:ACL}` appears inside a LaTeX document, the BibTeX program will include this book in the list of references for the document and generate appropriate LaTeX formatting code. When viewing the formatted LaTeX document, the result might look like this:

> Habash, Nizar and Rambow, Owen. (2005, June), "Arabic Tokenization, Part-of-Speech Tagging and Morphological Disambiguation in One Fell Swoop". In *Proceedings of the 43rd Annual Meeting of the Association for Computational*

> *Linguistics (ACL'05),* Ann Arbor, Michigan; Association for Computational Linguistics, 573—580, url: http://www.aclweb.org/anthology/P/P05/P05-1071

Depending on the style file, BibTeX may rearrange authors' last names, change the case of titles, omit fields present in the .bib file, format text in italics, add punctuation, etc. Since the same style file is used for an entire list of references, these are all formatted consistently with minimal effort required from authors or editors.

If you would like to know more about BibTeX and the LaTeX document preparation system, see the CTAN LaTeX pages and the BibTeX.org pages.

2 About JabRef

JabRef is an open source bibliography reference manager. The native file format used by JabRef is BibTeX (.bib files), The standard LaTeX bibliography format. JabRef runs on the Java VM (version 1.5 or newer), and should work equally well on Windows, Linux and Mac OS X.

2.1 Quick Access via the web interface

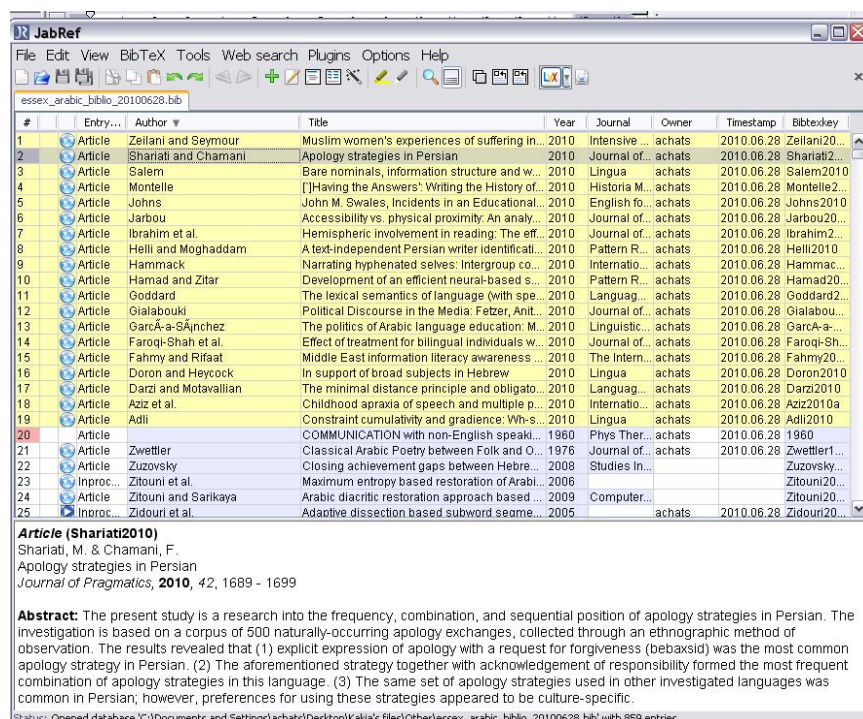You can run JabRef instantly with Java Web Start: click here to Run JabRef. (http://jabref.sourceforge.net/jws/jabref.jnlp)

1. Installing Java: If the applet does not run, that means that you need to download the latest Java Version. Go to the Sun Java download page, download the "jre" version for your operating system and install it.
2. Web Start: If you have Java installed you can run the latest version of JabRef directly through Java Web Start by clicking the link below. For security, Web Start will ask your permission before it gives the application access to your local computer. You can only run JabRef in this way if you are willing to grant this permission.
3. Run JabRef with Java Web Start

2.2 Full installation of JabRef

Full installation instructions for all operating systems are available from the JabRef Installation page (http://jabref.sourceforge.net/documentation.php)

3 The JabRef main window

Note: most menu actions referred in the following have keyboard shortcuts, and many are available from the toolbar. The keyboard shortcuts are found in the pull-down menus.

This is the main window from where you work with your databases. Below the menubar and the toolbar is a tabbed pane containing a panel for each of your currently open databases. When you select one of these panels, a table appears, listing all the database's entries, as well as a configurable selection of their fields.

- You decide which fields are shown in the table by checking the fields you want to see in the **Preferences** dialog.
- Double-click a line of the table to edit the entry content. You can navigate the table with the arrow keys.
- The table is sorted according to a set of fields of your choosing. The default sort order is set up in **Preferences -> Entry table**, but to quickly change the order, click the header of a column to set it as the primary sort criterion, or reverse the sorting if it is already set. Another click will deselect the column as sorting criterion. Hold down **CONTROL** and click a column to add, reverse or remove it as a sub-criterion after the primary column. You can add an arbitrary number of sub-criteria.
- Adjust the width of each column by dragging the borders between their headers.
- In the **Preferences** dialog, toggle whether the table should be resized to fit the window. Enable this to ensure visibility of the whole table, and disable it to make room for displaying more information.

- Color codes can be toggled in the **Preferences** dialog, and they help you visualize the completeness of your database by coloring cells as follows:
    - A red cell in the leftmost column denotes an incomplete entry.
    - A yellow cell in the leftmost column denotes an entry that doesn't define all required fields by itself, but that contains a cross-reference.
    - A blue cell denotes a required field.
    - A green cell denotes an optional field.
    - An uncolored cell denotes a field which is not used by the *bibtex* program for this type of entry. The field can still be edited in JabRef.

3.1 Adding a new entry

There are several ways to add a new entry. The **New entry** menu action shows a dialog where you can choose the type of the entry from a list. To bypass this dialog, there are also separate menu actions for each entry type, and keyboard shortcuts for the most common types.

When a new entry is added, by default an [editor dialog](#) for the entry will be opened. This behaviour can be toggled in the **Preferences** dialog.

Note: We strongly recommend learning the shortcuts for the entry types you use most often, e.g. CTRL-SHIFT-A for adding an *article* entry.

3.2 Editing an entry

To open an [editor dialog](#) for an existing entry, simply double-click anywhere on the appropriate line will open the [editor dialog](#) (or select the entry and press ENTER).

4 Exporting the .bib format to Endnote

4.1 Export from JabRef

JabRef can export databases to EndNote-readable files. To use this feature, choose **File -> Export**, choose the file type **Endnote (txt)** and then specify the name of the export file.

4.2 Import to EndNote

The default EndNote Import filter does not handle multiple authors or editors properly. There are two options to work around this:

1. Use the built-in filter and fix the file later. To open up the file in EndNote, create a new database or open an old database in EndNote. Then select **File -> Import**, click on **Choose File**, then highlight the exported file and click **Choose**. Click on **Import Options** and select **EndNote Import**. Click

Import to start the import. After import, select **Edit-> Change Text**. Change **Any Field** to **Author**. Enter " and " into the search field (without quotes). enter a return character into the change field (option-return on Mac OS X, ctrl-return on Windows XP). Click **Change**. Repeat with the **Secondary Author** field.

2. Install the *EndNote Import from JabRef filter* in the *EndNote Extras*. Follow the instructions in *Advanced Use* below. To open up the file in EndNote, create a new database or open an old database in EndNote. Then select **File -> Import**, click on **Choose File**, then highlight the exported file and click **Choose**. Click on **Import Options** and select **EndNote Import from JabRef** (if it does not appear, select Other filters. If it still doesn't appear, it was not correctly installed.) Click **Import** to start the import.

4.3 Notes

The EndNote Export filter maps BibTeX entrytypes to EndNote reference types as follows:

```
BibTeX entrytype -> Endnote Reference Type
-----------------------------------------
misc, other -> Generic
unpublished -> Manuscript
manual -> Computer Program
article -> Journal Article
book -> Book
booklet -> Personal Communication
inbook,incollection -> Book Section
inproceedings -> Conference Proceedings
techreport -> Report
mastersthesis, phdthesis -> Thesis
```

5 Using JabRef bibliographies in OpenOffice.org

JabRef can export your database in both the OpenOffice.org 1.1 **.sxc** spreadsheet format, and the OpenDocument **.ods** spreadsheet format used by OpenOffice.org 2.0.

In both cases the exported spreadsheet will contain one data sheet, listing entries in rows and the various fields in columns. The order and names of the columns is set to be compatible with OpenOffice.org's bibliography functions (OOo 1.1 in the case of the **.sxc** export, and OOo 2.0 in the case of the **.ods** format).

Depending on your version of OpenOffice.org, here are the method to use JabRef bibliographic databases:

5.1 Using the exported file as bibliography database in OpenOffice.org 2.3 and 2.4

Use the following steps to set up a spreadsheet exported from JabRef as bibliography database in OpenOffice.org:

- From JabRef, export your database using the **.ods** format
- Start OpenOffice.org Writer
- Choose **Edit -> Change database**. Click on **Select**, and select your database exported to the .ods format.
- Unfold the **+** located in front of the name of the imported database, then click on the displayed filename, and, finally, on the button **Define**.
- Choose **Tools -> Options -> OpenOffice.org Base -> Database**. In this window, the database you just imported should be displayed. The default OOo bibliographic database should also be displayed (*Bibliography*).
- Edit the Bibliography database, and alter its name, such as *Bibliography-old* (in fact, OpenOffice.org Writer does not allow selecting several bibliographic databases).
- Select your bibliographic database, edit it, and rename it *Bibliography* (pay a special attention to the capital letter at the beginning of the name).

After these steps, your bibliographic database should be ready for use with OpenOffice.org. To check about it, choose **Insert -> Index -> Bibliographic entry...**: the list of the BibTeX keys should be displayed.

5.2 Using the exported file as bibliography database in OpenOffice.org 2.0, 2.1 and 2.2

Use the following steps to set up a spreadsheet exported from JabRef as bibliography database in OpenOffice.org:

- Export your database using the **.ods** format
- Start OpenOffice.org
- Choose **Tools -> Options -> OpenOffice.org Base -> Databases**
- Edit the *Bibliography* database, and change the name to something else, e.g. *Bibliography-old* (indeed, OpenOffice.orgWriter does not allow for several bibliographies)
- Close the **Options** window, and choose **File -> New -> Database**
- Choose **Connect to an existing database**, select **Spreadsheet** as the database type, and choose the **.ods** file you exported
- Click **Finish**, then choose the name *Bibliography* when prompted

After finishing these steps, choose **Tools -> Bibliography Database**. Your database should now be displayed.

5.3 Using the exported file as bibliography database in OpenOffice.org 1.1.x

- Export your database using the **.sxc** format
- Start OpenOffice.org
- Choose **Tools -> Data sources**
- Select the *Bibliography* database, and change its name to something else, e.g. *Bibliography-old*. Click **Apply**.
- Click **New Data Source**. A new entry will appear. Change its name to *Bibliography*.

- Change **Database type** to **Spreadsheet**. Click the **...** button in the **Data source URL** line. Choose the **.sxc** file you exported.
- Click **OK** to close the **Data Sources** window.

After finishing these steps, choose **Tools -> Bibliography Database**. Your database should now be displayed.

6   Useful links

BibTeXing. The original manual (1988) by the co-author of BibTeX, Oren Patashnik.
BibTeX tools at the Open Directory Project
Managing Citations and Your Bibliography with BibTeX by Jürgen Fenn (The PracTeX Journal 2006, number 4).
BibTeX tutorial. Section from *Getting to Grips with LaTeX* tutorials.
The BibTeX Format. Description of the BibTeX format.
Bibliography Styles. Illustration of how several bibliographic styles render citations and reference entries (part of the FAQ article of the Bibliography Styles of Colorado University).
CL-BibTeX. The CL-BibTeX web site.
JabRef Documentation in English.

7   Credits

The information in this guide was based to a great extend on the JabRef and BibTeX online manuals.