

Bibliographies

A bibliography is a list of references used in a document. The references can be stored in a bibliographic database or within the document itself.

This section shows you how to:

- Create a bibliographic database; add and maintain entries.
- Add a reference (citation) into a document.
- Format the bibliography.
- Update and edit an existing bibliography.

Citations within the text require entries in different fields in the bibliography database, and different presentations in the text. Before creating a list of references, determine which citation style you need for a document. The five main styles are:

- APA (American Psychological Association): Psychology, education, and other social sciences.
- MLA (Modern Languages Association): Literature, art, and humanities.
- Chicago: History and specific publications.
- Turabian: A variation of the Chicago style for general use by university students.
- AMA (American Medical Association): Medicine, Health, and Biology.

The Bibliography Database (Figure 352) is the source for citations in the text, no matter what citation style you use.

All citations use the Identifier field (first on the left) to set the format for a citation in the document. In this column, you can add the citation in the correct form for the citation style. All necessary information, including the Identifier field, should be entered before any citation is created in the document. The Identifier column in the database table and the Short Name field below the table are the same field.

Tip

Writer has a single bibliography database for all documents. Since formatting entries can be tedious, consider creating a template with citations for each type of source material.

Creating a bibliographic database

Although you can create references within the document itself, creating a bibliographic database allows reuse in other documents and saves a lot of time.

For most of this section, the database table used is the sample one that comes with Writer. For information on creating a new table in the bibliographic database, see Chapter 8, *Getting Started with Base*, in the *Getting Started Guide*.

The bibliography database has to cover many different media and circumstances, which is why it contains so many fields. It also includes fields such as ISBN that no citation style uses, but might be useful to you during your research.

Note

Any single entry in the bibliography needs only about half a dozen fields filled in, no matter what citation format you use. What differs is the fields needed for each type of source material and the order of the fields in each citation style.
