

# **Custom Format Editor**



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## Custom Format Editor

# Primer

This primer is designed to introduce you to the fundamental commands available to you in Citation 7's custom format file editor. In the primer, you will write a basic format file that contains most of the commands you will need in a custom format file.

## Introduction

Citation 7 provides you with a powerful, and easy to use custom format editor for writing your own custom format files. Custom format files are simply editable "publishing style definitions" you can use to generate references from your Citation datafiles.

Citation custom format files are text files that contain instructions, telling Citation how to write your citations: which fields to include, what punctuation to include, how to format names, and so on. Custom format files can be as complex or as simple as you like.

A very elementary custom format file might look like this:

```
<AU>. <YR>. <AT>. <JR>, <VO>: <PG>. <HRt><HRt>
```

This format file would generate references for journal articles:

Brent, Peter. 1994. Misreading. *Culture*, 8: 232-241.

In very basic terms, Citation reads the text in a custom format file as a kind of "map" for placement of fields and punctuation. Only the fields included in the custom format file are included in the output. Any punctuation typed in to the custom format file will be included in output as well.

The first part of this section on the custom format writer is a **Primer** that will introduce you to all the major features in the Custom Format Editor you will need to use as you write your own custom format files. The primer walks you through writing a basic custom format file, and provides information on the basic building blocks of custom format files. In each exercise, you will add elements that make the references printed with the custom format file more accurate.

The **Reference** section provides general descriptions of the features and commands available in the Custom Format Editor.

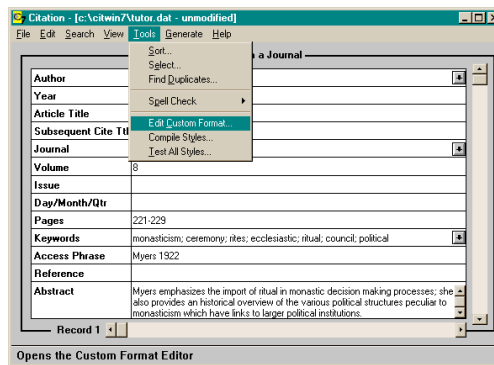
We highly recommend that before you begin writing custom format files you go through the tutorial provided in the Primer.

## Using the custom format editor

When you install Citation 7, the Custom Format Editor will be available the Citation **Tools** menu.

*To use the custom format editor:*

- 1 Open Citation, if you have not already done so. For this exercise, open **tutor.dat**.
- 2 Choose **Tools, Edit Custom Format**.



Citation will open the Custom Format Editor, and display an untitled document.



Take a moment to look through the selections available on the Custom Format Editor menu.

## Creating a simple custom format file

The information in your datafile is entered into fields, so the basic building block of any custom format file is the command for outputting a field. This custom format file, for instance, would output the author field to a document, and separate the authors in each record with a hard return:

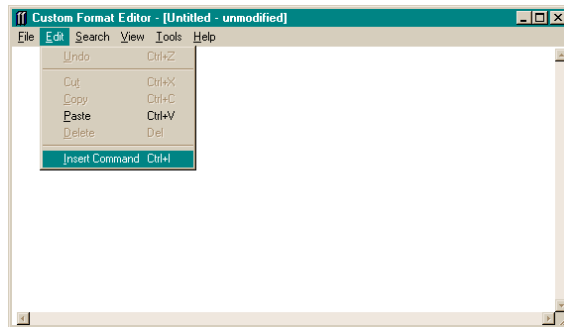
```
<AU><HrT>
```

To output the contents of any field in your datafile to a document, you simply need to include a Field command in your custom format file.

### To create a custom format file:

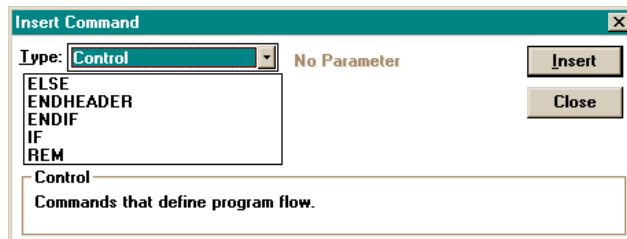
- 1 Choose **Edit, Insert Command**.

*The Insert Command dialog is on the Edit menu of the Custom Format Editor.*



Citation will display the **Insert Command** dialog box.

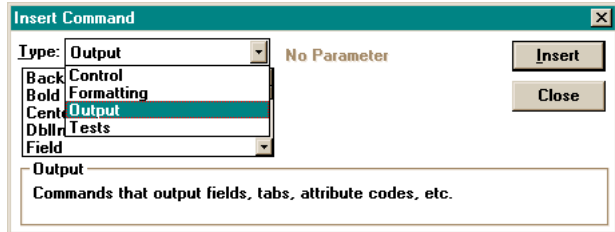
*The Insert Command dialog box helps you construct commands for custom format files. All of the commands Citation recognizes in custom format files can be typed in manually, as text. It is sometimes easier, however, to use the dialog box.*



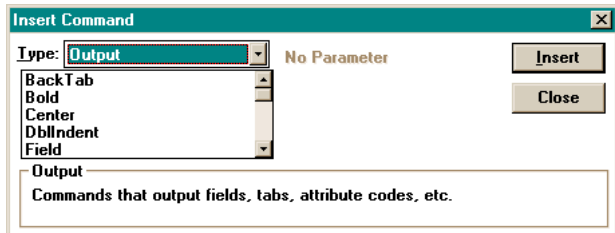


- 2 Use the droplist to change the **Type of command** to **Output**:

*As we go through the steps for writing a custom format file, we will become more familiar with the four different types of commands available in the custom format editor.*

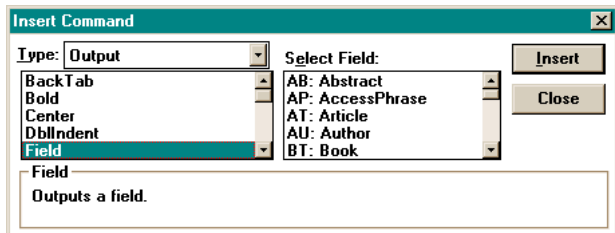


- 3 Citation will display a list of commands for Output:

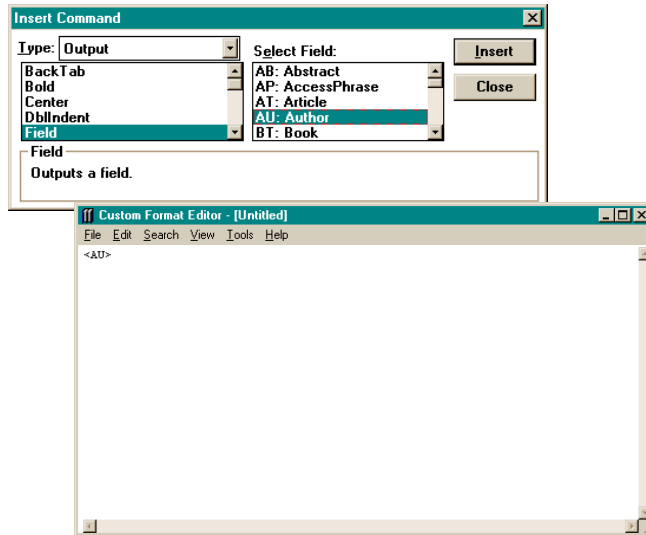


- 4 Press **<Tab>** to move to the command list, and choose **Field** from the list of commands.

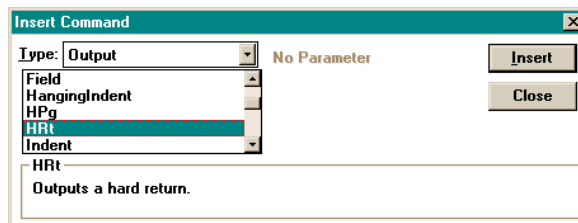
*Notice that when you choose the Field Output command, Citation displays the Select Field list box.*



- 5 Choose **AU: Author** from the **Select Field** list box, and then click on the **Insert** button. Citation will insert the Field command for Author in the untitled custom format file.



- 6 Position the cursor after the **<AU>** command in the custom format file, and press the return key. Now choose **HRT** from the list box.



Double click on the **HRT** command twice, to insert two **HRT** commands into your custom format file:

*Tabs, spaces and hard returns in your custom format file do not affect the printing of citations. Tabs, spaces, and hard returns are included in your citations when you enter the codes.*

*You can use blank lines in your custom format file to make it more readable.*



This custom format file will print all author names in your datafile, and separate the names in each record with two hard returns.

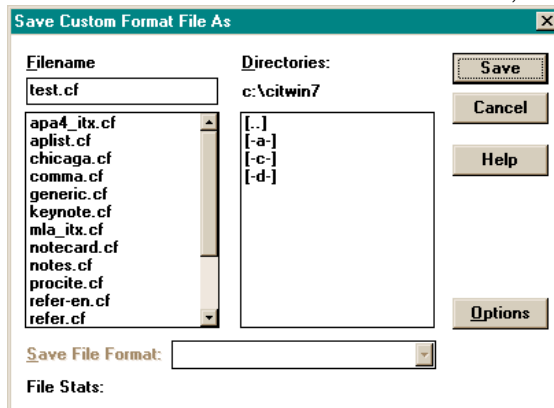
To include returns, tabs, and spaces in your citations, you will need to include commands in your custom format file. To include a hard return, use the **Output, HRt** command (as in the example above). For tabs, use the **Output, Tab** command, and for spaces, press **<Ctrl-Space>** to insert a space symbol (•) in your custom format file.

## Saving a Custom Format File

When you open the **Custom Format file Editor**, it automatically opens an untitled document. To use the custom format file to generate output, you will need to save it, and assign a filename.

### *To save a custom format file:*

- 1 Choose **File, Save** from the Custom Format Editor menu. The Save Custom Format File As dialog box will display.
- 2 Enter a filename for the custom format file. For this exercise, enter the filename TEST.CF.



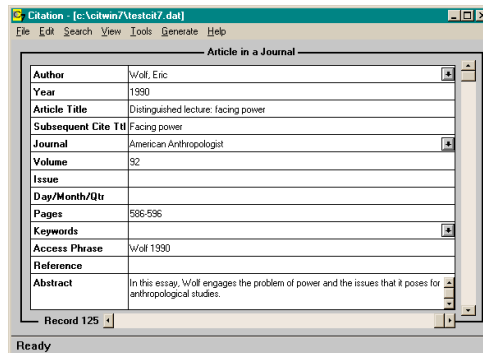
Note: custom format files should be given a .CF extension.

- 3 Choose **Save**.

Citation will save your custom format file.

## The Custom Format Preview box

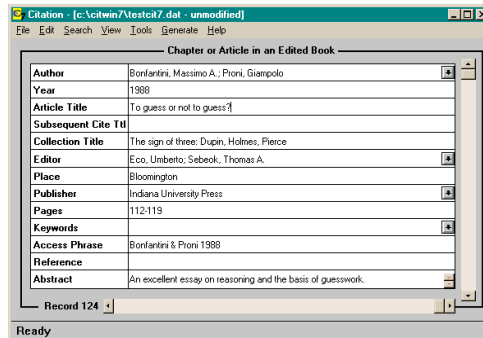
There are two ways to preview the output of your custom format file. You can use the Preview box in the Custom Format Editor, which formats two internally stored records, one for an article in a journal, and another for a chapter in an edited book.



The screenshot shows the Citation 7 software interface with a window titled "Citation - [c:\citwin7\testcit7.dat]". The window contains a table for "Article in a Journal" with the following data:

Field	Value
Author	Woll, Eric
Year	1990
Article Title	Distinguished lecture: facing power
Subsequent Cite Tit	Facing power
Journal	American Anthropologist
Volume	92
Issue	
Day/Month/Qt	
Pages	586-596
Keywords	
Access Phrase	Woll 1990
Reference	
Abstract	In this essay, Woll engages the problem of power and the issues that it poses for anthropological studies.

Record 125



The screenshot shows the Citation 7 software interface with a window titled "Citation - [c:\citwin7\testcit7.dat - unmodified]". The window contains a table for "Chapter or Article in an Edited Book" with the following data:

Field	Value
Author	Bonfanti, Massimo A., Pioni, Giampaolo
Year	1988
Article Title	To guess or not to guess?
Subsequent Cite Tit	
Collection Title	The sign of three: Dupin, Holmes, Piece
Editor	Eco, Umberto; Sebeok, Thomas A.
Place	Bloomington
Publisher	Indiana University Press
Pages	112-119
Keywords	
Access Phrase	Bonfanti & Pioni 1988
Reference	
Abstract	An excellent essay on reasoning and the basis of guesswork.

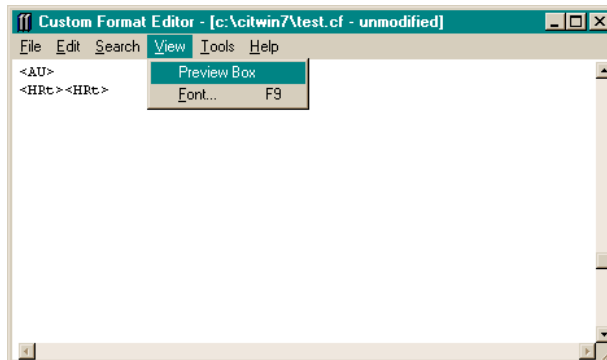
Record 124

These two internal records will give you a basic idea of how a custom format file will output citations for the most typical records.

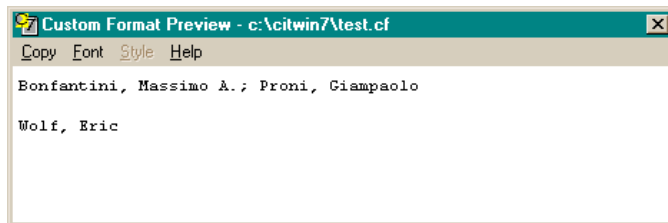
You can also view records in an ordinary Citation 7 datafile formatted with your custom file, by using the Preview box on Citation's main menu. For this exercise, we are going to use the Custom Format Editor Preview box.

***To preview the internal records formatted with TEST.CF:***

- 1 Choose **View, Preview box** from the Custom Format Editor menu.



Citation will display the two built in records formatted with TEST.CF.



TEST.CF outputs the contents of the Author field in each record, and then inserts two hard returns. Notice, too, that TEST.CF outputs the contents of the Author field just as it appears in the record. Later in this exercise, we will add the commands for formatting names.

- 2 Move the **Custom Format Preview box** to a place on your screen so that you can easily preview the results of the formatting instructions as you are writing the custom format file.

## Including text or punctuation in a format file

To include text or punctuation in your output, you simply need to type the text or punctuation in the custom format file in the place you would like it to print.

If we wanted to include a label for the author field, for instance, we would simply type the word Author before the <AU> command:

```
Author: <AU>  
<HRt><HRt>
```

For citations, it is much more common to include just punctuation, and spaces. For this exercise, we are going to add a period and a space to follow the Author.

To add punctuation:

- 1 Position the cursor after the <AU> command, and type a period.
- 2 Press <Ctrl-Spacebar> to type a space. TEST.CF should now look like this:

```
<AU> . •  
<HRt><HRt>
```

Note that regularly typed spaces are ignored. To include a space in your output, you need to insert the special character for a space (•).

- 3 Choose **Tools, Test**, to preview the built in records. A period now follows the author field in each of the citations.

Bonfantini, Massimo A.; Proni, Giampaolo.

Wolf, Eric.

We will see the space when we add fields to TEST.CF that print after the author field.

## Grouping punctuation with a field

Custom format files that are as simple as the one in the last exercise will print a period, a space, and two hard returns for every record, even if the Author field is blank. Ideally, punctuation should be grouped with a field, so that it prints only if the field prints.

You can group a field, or several fields, with punctuation by enclosing the Field command(s), and the punctuation you want to group with the field(s), in curly braces. Citation recognizes groups of fields and other commands that are enclosed in curly braces as conditional expressions. Conditional expressions print only if the conditions defined within the curly braces are met.

For example, the following custom format file:

```
{<AU> . • }
```

will output the author's name, if it is not blank, followed by a period. *If the author field is blank, Citation prints nothing for the record.*

In some instances, we want to make the printing of a field conditional, so that it prints in a certain position only if another field prints. Let's look at another example, which embeds a conditional for the year field within the conditional for the author field:

```
{<AU> { : • (<YR> ) } . • }
```

This conditional expression will output the author's name, and, if the year field contains information (is not blank), the year, preceded by a colon and a space, and in parentheses:

```
Peters, Brad: (1996).
```

If the year field is blank, Citation will output only the author name. Punctuation included in the conditional for the year field will not print, but punctuation in the conditional for the Author field still prints:

```
West, Jane.
```

If the author field is blank, Citation will ignore the entire expression. The punctuation, and any other fields, including those in embedded conditionals (such as the Year field in the above example), enclosed in the expression, will not print. Later, we will be able to add an expression to print the year field after the title, so that unsigned works will be properly formatted.



***To include a conditional expression in TEST.CF:***

- 1 Position the cursor before the <AU> command in **TEST.CF**.
- 2 Choose **Insert Command**, and set the **Type** to **Control**.
- 3 Choose the **IF** control command from the list of commands. If you prefer, you can simply type a left curly brace.
- 4 Position the cursor after the period space, and enter the **ENDIF** command (right curly brace):

{<AU> . • }

This will group the period and space with the Author.

- 5 Now we want to group the **Year** with the **Author**, so that it is included at the beginning of the citation only if the work is signed. Position the cursor before the period-space, and type the following expression:

{ : • ( <YR> ) }

Remember to use <Ctrl-Space> to enter the symbol for a space into the format file.

**TEST.CF** should now look like this:

```
{<AU> { : • ( <YR> ) } . • }  
<HRt><HRt>
```

- 6 Choose **Tools, Test** to preview the output from **TEST.CF**. The **Author** and **Year** fields are now printing in the citations:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988).

Wolf, Eric: (1990).

## Formatting journal article references

Now that we know how to use basic conditionals, we can add fields to the custom report for outputting citations for journal articles. The following expression instructs Citation to output the **volume, issue, and pages fields, if the journal field is not blank**:

```
{ <JR> { , •<VO> } { • (<IS> ) } { : • <PG> } }
```

Notice that the conditional expressions for outputting fields to print with the journal name (the **Volume**, preceding by a comma, the **Issue** in parentheses, and the **Pages** preceded by a colon), are all embedded within the first conditional for outputting the **Journal** field. By embedding the other fields, we can make sure that if the **Journal** field is blank, nothing else prints. On the other hand, if the **Issue** field is blank, the **Journal, Volume, and Pages** will still print.

### *To generate citations for journal articles:*

- 1 Position the cursor before the **<HRt>** command in **TEST.CF**, and press **<Enter>** twice, so there are several blank lines in the custom format file:

```
{ <AU> { : • (<YR> ) } . • }  
  
<HRt><HRt>
```

- 2 Now add the following expression to the custom format file:

```
{ <JR> { , • <VO> } { • (<IS> ) } { : • <PG> } }
```

Make certain you have the outer curly braces, as well as the curly braces enclosing the punctuation with the fields.

Hint: If you are reading this document on your computer, you can copy the expression from the passage above, and paste it into **TEST.CF**. All commands and contents of custom format files are text; you can either type in the text for the commands, or use the Insert Command dialog box.

**TEST.CF** should now look like this:

```

{<AU> { : • (<YR> ) } . • }
{ <JR> { , • <VO> } { • (<IS> ) } { : • <PG> } }

<HRt><HRt>

```

- 3 Choose **Tools, Test**. The output from **TEST.CF** should look like this:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988).

Wolf, Eric. (1990): American Anthropologist, 92: 586-596

Notice that the first record, for an essay (chapter or article) published in a collection, has included no information other than author and year. Even though this record has information in the pages field, it did not print, since we have grouped the **Pages** with the **Journal** field, and the **Journal** field is blank in the first record.

The citation for an article in a journal, however, is missing one crucial piece of information: the article title. Let's add an expression for outputting the article title to TEST.CF

```

{<AU>{ : • (<YR> ) } . • }
{<AT>. • }
{<JR> { , • <VO> } { • (<IS> ) } { : • <PG> } }

<HRt><HRt>

```

- 4 After you have made the change, choose **Tools, Test**. The article/essay title will now appear in the sample citations for both journal article and essays in collections:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988). To guess or not to guess?

Wolf, Eric: (1990). Distinguished lecture: facing power. American Anthropologist, 92: 586-596

## Defining print attributes

In many instances, you will need to define print attributes, such as bold, underscoring, etc, for your citations. Often volume numbers are bolded, or author names are printed in small caps. More commonly, titles for books, collections, and journals are italicized or underscored.

### *To insert print attributes:*

- 1 Position the cursor just before the **<JR>** command.
- 2 Set the **Type** in the **Insert Command** dialog box to **Output**, and double click on the **Ital** output command (**<\i>**), to begin italic print mode.
- 3 Position the cursor just after the **<JR>** command, and insert a second **Ital** output command (**<\i>**), to end the italic print mode.

- 4 **TEST.CF** should now look like this:

```
{<AU>{:•(<YR>)} .•}
{<AT>.•}
{<\i><JR><\i>{,•<VO>}{•(<IS>)}{:•<PG>} }
<Hrt><Hrt>
```

- 5 Choose **Tools, Test**. The journal name will be italicized.

Bonfantini, Massimo A.; Proni, Giampaolo: (1988). To guess or not to guess?

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

## Formatting Book & Collection references

To make this very basic custom format file useful, we will need to add expressions for generating book and collection citations.

### *To add an expression for generating book references:*

- 1 Position the cursor on a blank line after the <AT> command, and enter the following expressions for printing book titles, collection titles, place of publication and press:

```
{<AU>{:•(<YR>)} .•}  
{<AT> .•}  
{<\i><JR><\i> { , •<VO> } { •(<IS> ) } { : •<PG> } }  
{<\i><BT><\i>}  
{<\i><CT><\i>}  
{ . •<PL> } { : •<PR> }  
  
<HRt><HRt>
```

Notice that we have included the commands for italicizing the titles.

If we look at the Preview box, we can see that the collection *title* is now printing:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988). To guess or not to guess?  
*The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

- 2 Now we need to add the editor's name, the inclusive pages for the essay in the collection, and a connective phrase to indicate that the essay is "in" a bound volume or collection:

```

{<AU>{:•(<YR>)}••}
{<AT>••}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG>} }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In•:{<ED>,•ed.,•} }
{<\i><CT><\i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<HRt><HRt>

```

Notice that we are going to include the connective phrase "In," and the **Editor**, only if there is both an Article title, and a Collection title in the record. The **Pages** will be preceded by a colon, if the record is for a journal article, and a comma, if the record is for an article in a Collection or anthology.

- 3 Once you have made these changes to TEST.CF, choose **Tools, Test**. TEST.CF should now be generating citations for both of the built in records:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988). To guess or not to guess?  
 In: Eco, Umberto; Sebeok, Thomas A., ed., *The sign of three: Dupin, Holmes, Pierce*, edited by  
 Bloomington: Indiana University Press, 119-134

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*,  
 92: 586-596

At this point, the references are beginning to actually look like references. There are a number of elements we need to refine, however, to generate citations with TEST.CF that one can use in a bibliography.

## Using FixPunc

Occasionally, the punctuation defined in your custom format file will conflict with punctuation entered into a field. This usually occurs after a title that contains a question mark, or when first names are truncated to initials. In the above example, for instance, the essay title "To guess or not to guess?" contains a question mark, and the custom format file has added a period, which is incorrect. The FixPunc command can correct most such punctuation errors in your references.

Use the **Insert Command** dialog box to insert the **FixPunc** formatting command at the end of **TEST.CF**:

```
{<AU>{:•(<YR>)}••}
{<AT>••}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG>} }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:• {<ED>,•ed.,•} }
{<\i><CT><\i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>
```

Choose **Tools, Test** to preview the output:

Bonfantini, Massimo A.; Proni, Giampaolo: (1988). To guess or not to guess? In: Eco, Umberto; Sebeok, Thomas A., ed., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

Notice that the period following the question mark has been removed by the **<FixPunc>** command.

Journals published in the UK, Europe, Australia, and New Zealand place punctuation outside quotes. You can use the **<FixPuncEuro>** formatting command to place commas and periods outside quotes, like this:

Wolf, Eric. (1990). "Distinguished lecture: facing power". *American Anthropologist*, 92: 586-596

## Formatting names

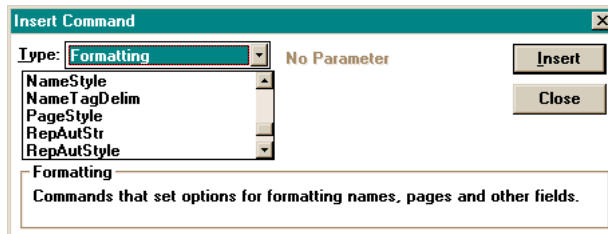
Before we can use TEST.CF to generate citations, we will need to add the commands for formatting author, editor, and translator names correctly.

The commands for formatting author names should be entered at the beginning of the format file. In this exercise, we are going to enter the very basic commands for formatting author names:

```
<NameStyle ReverseFirst>  
<TruncInitials FullNames>  
<LNameFNameDelim ", ">  
<InterNameDelim ", ">  
<LastConj "and">  
<2OnlyDelim "">  
<3PlusDelim "">
```

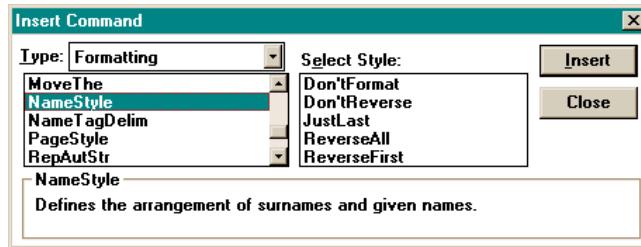
By using these formatting commands, we can reformat the author names in a record, so that citations conform to your style requirements.

To access the formatting commands, you will need to change the command **Type** on the **Insert Command** dialog box to **Formatting**.





## NameStyle



The **NameStyle** command controls the position (or order) of given names and surnames in citations. These selections on the list box display when you choose NameStyle from the formatting command list:

**Don'tFormat**                      Formats all names as they are entered in the record:

West, Jane; Ingles, Theodore; Brock, Matthew

**Don'tReverse**                      Formats all names with given names first, and surnames last, as is required in most footnote styles:

Jane West, Theodore Ingles, and Matthew Brock

**JustLast**                              Includes only surnames in citations. This choice is most useful for in-text citations:

(West, Ingles & Brock, 1980) or [WEST et al. 1980]

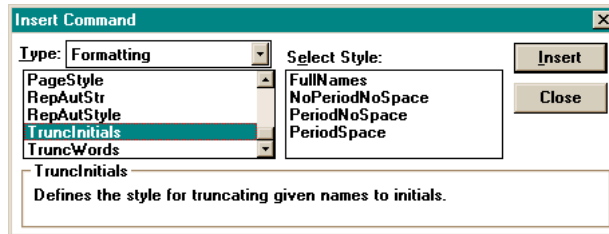
**ReverseAll**                              Reverses given and surnames for all individuals:

West, Jane, Ingles, Theodore, and Brock, Matthew

**ReverseFirst**                              Reverses given and surname for the first individual only:

West, Jane, Theodore Ingles, and Matthew Brock

## TruncInitials



The TruncInitials command controls the use and appearance of initials for given names in citations. A list box will let you choose the initial style that is required for your citations:

**FullNames** Names are not truncated to initials, so they appear in the citation as they are entered in the record:

Dietz, David M., Franz, Kevin T., Ensler, Mark P.

**NoPeriodNoSpace** Truncates all given names to initials, with no periods and no space:

Dietz DM, Franz KT, Ensler MP

**PeriodNoSpace** Truncates all given names to initials, with a period, and no space

Dietz D.M., Franz K.T. & Ensler M.P.

**PeriodSpace** Truncates all given names to initials, with a period and a space:

Dietz D. M., Franz K. T. & Ensler M. P.

### *To define the NameStyle and TruncInitials:*

- 1 Position the cursor at the very top of your custom format file, and insert several blank lines.
- 2 Set the **Insert Command** dialog box to Formatting, and then choose **NameStyle** from the list of commands. The **Select Style** list box will display the different settings for the NameStyle.

- 3 Double click on **ReverseFirst**. The `<NameStyle ReverseFirst>` command will be inserted into TEST.CF.
- 4 Change the **Formatting Command** to **TruncInitials**, and then choose **PeriodSpace** from the Select Style list box.

**TEST.CF** should now have the formatting commands for **NameStyle** and **TruncInitials**:

```

<NameStyle ReverseFirst>
<TruncInitials PeriodSpace>

{<AU>{:•(<YR>)}..}
{<AT>..}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed.,•} }
{<\i><CT><\i>}
{•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>

```

- 5 Choose **Tools, Test** to preview **TEST.CF**. Notice that only the first author's name is reversed, and that the full names of the authors are included in the references:

Bonfantini, M. A., G. Proni: (1988). To guess or not to guess? In: Eco, Umberto, Thomas A. Sebeok, ed., The sign of three: Dupin, Holmes, Pierce. Bloomington: Indiana University Press, 119-134

Wolf, E.: (1990). Distinguished lecture: facing power. American Anthropologist, 92: 586-596

Author names have now been formatted. To format the editor names properly, we need to add another command to TEST.CF. We can insert a different name formatting command after the author has been generated for the record.

- 6 Position the cursor after the Author/Year expression in TEST.CF, add a blank line, and add the `<NameStyle Don'tReverse>` command.

```

<NameStyle ReverseFirst>
<TruncInitials PeriodSpace>

{<AU>{:•(<YR>)}..}
<NameStyle Don'tReverse>
{<AT>..}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed.,•} }
{<\i><CT><\i>}
{.•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>

```

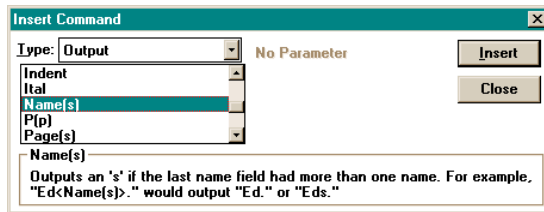
- 7 Choose **Tools, Test**. Names printed after the author are now formatted according to the second name formatting command:

Bonfantini, M. A., G. Proni: (1988). To guess or not to guess? In: U. Eco, T. A. Sebeok, ed., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

Wolf, E.: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

We can also add the command to print the editor tag for multiple name by adding the **Output, Names** command after the "ed" tag:

*Change the Type of Command to Output, and choose Names from the command list.*



- 8 Position the cursor after the "ed" tag in TEST.CF and double click on the Names Output command. The line in TEST.CF should look like this:

```
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>}. }
```

Choose **Tools, Test** to see that the editor tag now prints correctly as "eds."

Bonfantini, M. A., G. Proni: (1988). To guess or not to guess? In: U. Eco, T. A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

## Delimiters and Conjunctions

Now that the **NameStyle** and **TruncInitials** commands are set, we need to define the punctuation and conjunctions used to separate names, and portions of names, in citations.

### LNameFNameDelim

The **LNameFNameDelim** is the punctuation between given names and surnames, when they are reversed. Usually, the punctuation between a surname and a given name is a comma:

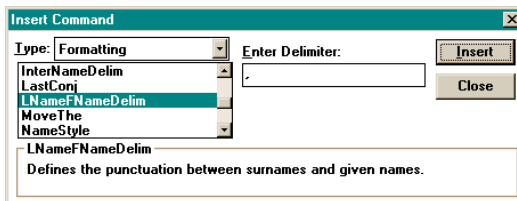
West, Jane  
Clark, K. L.

Some publishing styles, however, such as AMA or ICMJE, do not insert punctuation between a last name and a first name (or initials):

Ansler MG

### *To define the LNameFNameDelim:*

- 1 Position the cursor on a blank line in TEST.CF, and then choose **LNameFNameDelim** from the **Formatting** command list. Citation will display the **Delimiter** text box:



- 2 Type a comma in the **Delimiter** text box, and then choose **Insert**.

Citation will add the **<LNameFNameDelim ", ">** command to TEST.CF.

```

<NameStyle ReverseFirst>
<TruncInitials PeriodSpace>
<LNameFNameDelim ", ">

{<AU>{:•(<YR>)}..}

<NameStyle Don'tReverse>

{<AT>..•}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<\i><CT><\i>}
{..•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>

```

With these commands, **TEST.CF** can format *one* author name properly. We will need additional commands to format multiple authors and editors.

### **InterNameDelim**

The **InterNameDelim** is the punctuation between the names of individuals. Usually, the delimiter separating the names of individuals is a comma:

Denton RE, Fisher JB, Roberts BG  
Jane West, Earl H. Norton, Robert B. Grayson, and Thelma Dietz

Some publishers, however, require a semicolon.

West, J.; Ingles, T.; Brock, M.

For this exercise, we are going to define the **InterNameDelim** as a comma.

### ***To define the InterNameDelim:***

- 1 Position the cursor on the next blank line in **TEST.CF**, and then choose **InterNameDelim** from the **Formatting** command list. Citation will display the **Delimiter** text box.

- 2 Type a comma in the **Delimiter** text box and then choose **Insert**. Citation will add the **<InterNameDelim ", ">** formatting command to **TEST.CF**.

```

<NameStyle ReverseFirst>
<TruncInitials PeriodSpace>
<LNameFNameDelim ", ">
<InterNameDelim ", ">

{<AU>{:•(<YR>)}..•}
<NameStyle Don'tReverse>
{<AT>..•}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<i><BT><i> }
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i> }
{..•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>

```

## **LastConj**

The **LastConj** is the conjunction preceding the last individual's name. For many publishing styles, this conjunction is "and":

West, Jane, Theodore Ingles, and Matthew Brock

The ampersand, though, is also very common as a last conjunction:

West, J., Ingles, T., & Brock, M.

A number of styles, as well, particularly for medical journals, do not use a last conjunction:

West J, Ingles T, Brock M

### ***To define the LastConj:***

- 1 Position the cursor on a blank line in **TEST.CF**. Choose **LastConj** from the **Formatting** command list box.
- 2 Type **and** as the string to use as the conjunction preceding the name of the last individual. Then choose **Insert** to include the **<LastConj "and">** command in **TEST.CF**.

**TEST.CF** should now look like this:

```
<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>•}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<\i><CT><\i>}
{•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>
```

3 Choose **Tools, Test** to preview the changes:

Bonfantini, Massimo A., and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco, and Thomas A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

### **The 2OnlyDelim and 3PlusDelim commands**

When there are only 2 names, the **InterNameDelim** is sometimes omitted:

West, Jane and Matthew Brock  
Miller & Moen  
Salinger, M. P. & Dietz, R. B.

When this is the case, you can set the **2OnlyDelim** to nothing: **<2OnlyDelim "">**.

The **InterNameDelim** is also sometimes omitted before the last individual when there are 3 or more names:

Megler, Peter, Andrew S. Wise, Mary N. Bowen, Sylvia S. Denton and Harold Mecklen



***To define the 2OnlyDelim and the 3PlusDelim:***

- 1 Position the cursor on a blank line in **TEST.CF**. Choose **2OnlyDelim** from the **Formatting** command list box. Citation will display the **Delimiter** text box.
- 2 Delete the contents of the **Delimiter** text box. Then choose **Insert** to include the **<2OnlyDelim "">** command in **TEST.CF**.
- 3 Position the cursor on a blank line in **TEST.CF**, and then choose **3PlusDelim** from the **Formatting** command list box. Make sure the **Delimiter** text box is blank, and then choose **Insert** to include the **<3PlusDelim "">** command in **TEST.CF**.

**TEST.CF** should now look like this:

```
<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim "">
<3PlusDelim "">

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>•}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<i><BT><i>
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>•,•} }
{<i><CT><i>
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><Hrt><Hrt>
```

- 4 Choose **Tools, Test** to preview the output from **TEST.CF**.

Bonfantini, Massimo A. and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco and Thomas A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-134

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-596

Notice that the comma between Bonfanti, Massimo A. and Giampaolo has been removed.

## Formatting pages

You can use the **PageStyle** formatting command to format pages properly. You will be able to choose from the following ways of formatting pages for citations:

<b>AllDigits</b>	Includes all digits: 383-389
<b>DiffDigits</b>	Includes only differing digits: 383-9
<b>DiffDigitsMin2</b>	Includes different digits, using a minimum of 2 digits: 383-89
<b>FirstPage</b>	Includes only the first page of the inclusive pages: 383

### *To add the PageStyle command:*

- 1 Position the cursor on a blank line in **TEST.CF**, following the name formatting commands.
- 2 Choose **PageStyle** from the formatting command list box. Citation will display the **Select Style** list box.
- 3 Choose **DiffDigitsMin2** from the **Select Style** list box, and then choose **Insert**. Citation will add the **<PageStyle DiffDigitsMin2>** command to the custom format file.

```
<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim " ">
<3PlusDelim " ">
<PageStyle DiffDigitsMin2>

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>•}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>•,•} }
{<\i><CT><\i>}
{••<PL>}{{:•<PR>}}{<NotBlank CT>,•<PG>}

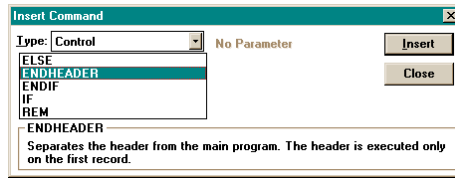
<FixPunc><HRT><HRT>
```

4 Choose **Test, Tools** to preview the output.

Bonfantini, Massimo A. and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco and Thomas A. Sebeok, ed., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-14

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-96

## Header text for bibliographies and reference lists



If you would like a header to appear at the top of your bibliography or reference list, you can type the header at the very top of your custom format file, including hard returns after the header text, and then insert the **<ENDHEADER>** control command:

```
References<HRT><HRT><ENDHEADER>
```

```
<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim "">
<3PlusDelim "">
<PageStyle DiffDigitsMin2>

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>••}
{<\i><JR><\i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<\i><BT><\i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>•,•} }
{<\i><CT><\i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}

<FixPunc><HRT><HRT>
```

Text that precedes the **<ENDHEADER>** command will be included only at the very beginning of the document that is created by your custom format file:

References

Bonfantini, Massimo A. and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco and Thomas A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-14

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-96

## Ending text or punctuation

To end each citation in your reference list with a period, type a period at the end of the custom format file, just before the hard returns that separate the citations:

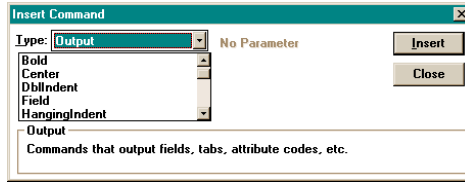
```
References<HrT><HrT><ENDHEADER>

<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim " ">
<3PlusDelim " ">
<PageStyle DiffDigitsMin2>

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>•}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<i><BT><i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}
.
<FixPunc><HrT><HrT>
```

You can type any characters or punctuation you would like to include with each citation. If you wanted to separate each citation, for instance, with a rule or line, you could just type the line at the end of the custom format file.

## Page and line formatting commands



You can include a wide range of page formatting commands in your custom format files, including hard returns, centering text commands, tabs, hard pages, indents.

### Centering text

You can easily center text, by including the **<Center>** command just before the text you want centered.

#### *To center a header:*

- 1 Position the cursor before the header "References." Make sure the **Type** is set to **Output** on the **Insert Command** dialog box.
- 2 Double click on the **Center** output command. **TEST.CF** now looks like this:

```
<Center>References<HRT><HRT><ENDHEADER>

<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim " ,">
<InterNameDelim " ,">
<LastConj "and">
<2OnlyDelim "">
<3PlusDelim "">
<PageStyle DiffDigitsMin2>

{<AU>{:•(<YR>)}•}
<NameStyle Don'tReverse>
{<AT>•}
{<i><JR><i> { ,•<VO>}{•(<IS>)}{:•<PG> } }
{<i><BT><i> }
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i> }
{ .•<PL>}{:•<PR>}{<NotBlank CT>,•<PG> }
.
<FixPunc><HRT><HRT>
```

## Tabs

A <Tab> command after the header of your custom format file will tab in the first line of every citation.

### *To tab in citations:*

- 1 Position the cursor on a blank line, preceding any Field commands.
- 2 Doubleclick on the **Tab** output command in the **Insert Command** dialog box to add it to **TEST.CF**:

```
<Center>References<HRT><HRT><ENDHEADER>

<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim " ">
<3PlusDelim " ">
<PageStyle DiffDigitsMin2>

<Tab>
{<AU>{:•(<YR>)}..}
<NameStyle Don'tReverse>
{<AT>..}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> } }
{<i><BT><i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}
.
<FixPunc><HRT><HRT>
```

Press <Ctrl-T> to preview the sample records. The header is now centered, and the references tabbed:

#### References

Bonfantini, Massimo A. and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco and Thomas A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-14

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92: 586-96

## Hanging Indent

You can also include a hanging indent output command in your custom format file.

### *To write citations with a hanging indent:*

- 1 Delete the <Tab> command. ***You will want to note that commands in custom format files are text, so you can delete them (or add them) just as would delete (or type in) any text.***
- 2 Type <HangingIndent> in TEST.CF:

```
<Center>References<Hrt><Hrt><ENDHEADER>

<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim " ">
<3PlusDelim " ">
<PageStyle DiffDigitsMin2>

<HangingIndent>
{<AU>{:•(<YR>)}..}
<NameStyle Don'tReverse>
{<AT>..}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<i><BT><i>
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i>
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>
.
<FixPunc><Hrt><Hrt>
```

Press <Ctrl-T> to preview the sample records. The header is now centered, and the references are formatted with a hanging indent:

#### References

Bonfantini, Massimo A. and Giampaolo Proni: (1988). To guess or not to guess? In: Umberto Eco and Thomas A. Sebeok, eds., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-14

Wolf, Eric: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92:586-96





## Editing punctuation and text

Very often publishing styles differ in minor ways: indentation styles, numbering, the presentation of author names, the placement of pages or year information, or punctuation. You can make copies of a basic file, and then edit the new file, to incorporate the differences required.

If we wanted TEST.CF to write citations for journal articles with a comma preceding the pages, rather than a colon, for instance, we would simply delete the colon before the **<PG>** command in the expression for generating journal references, and type a comma:

```
<Center>References<HRT><HRT><ENDHEADER>

<NameStyle ReverseFirst>
<TruncInitials FullNames>
<LNameFNameDelim ", ">
<InterNameDelim ", ">
<LastConj "and">
<2OnlyDelim " ">
<3PlusDelim " ">
<PageStyle DiffDigitsMin2>

<HangingIndent>
{<AU>{:•(<YR>)}..}
<NameStyle Don'tReverse>
{<AT>..}
{<i><JR><i> {,•<VO>}{•(<IS>)}{,•<PG> }
{<i><BT><i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>..,•} }
{<i><CT><i>}
{..•<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}
.
<FixPunc><HRT><HRT>
```

If we wanted TEST.CF to format names reversed, with initials (no period and no space), and without a last conjunction, like this:

West JB, Ansler ME, Fontana OC

we could edit the name formatting commands as regular text to indicate a new name format:

```

<Center>References<HrT><HrT><ENDHEADER>

<NameStyle ReverseAll>
<TruncInitials NoPeriodNoSpace>
<LNameFNameDelim "">
<InterNameDelim ", ">
<LastConj "">
<2OnlyDelim ", ">
<3PlusDelim ", ">
<PageStyle DiffDigitsMin2>

<RefNum>.<HangingIndent><Tab>
{<AU>{:•(<YR>)}..}
<NameStyle Don'tReverse>
{<AT>..}
{<i><JR><i> {,•<VO>}{•(<IS>)}{:•<PG> }
{<i><BT><i>}
{<NotBlank AT><NotBlank CT> In:•{<ED>,•ed<Name(s)>.,•} }
{<i><CT><i>}
{••<PL>}{:•<PR>}{<NotBlank CT>,•<PG>}
.
<FixPunc><HrT><HrT>

```

You can change any of the commands, symbols, or punctuation in a custom format file by simply editing the text. We have changed the names, and added numbering to the citations.

Make the above changes to TEST.CF, and then choose **Tools, Test**. The output in the Preview box should look like this:

## References

1. Bonfantini MA, Proni G.: (1988). To guess or not to guess? In: Eco U, Sebeok TA, ed., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 119-34.
2. Wolf E.: (1990). Distinguished lecture: facing power. *American Anthropologist*, 92, 586-96.

## Editing field placement

You can easily reposition field output commands in custom format files.

You can easily edit TEST.CF, for instance, so that the year is printed after the publication information, by deleting the conditional for outputting the year after the author name, and then adding an expression for outputting the year field in the appropriate places:

```
<Center>References<HRT><HRT><ENDHEADER>

<NameStyle ReverseAll>
<TruncInitials NoPeriodNoSpace>
<LNameFNameDelim "">
<InterNameDelim ", ">
<LastConj "">
<2OnlyDelim ", ">
<3PlusDelim ", ">
<PageStyle DiffDigitsMin2>

<RefNum>.<HangingIndent><Tab>
{ <AU>.. }
<NameStyle Don'tReverse>
{ <AT>.. }
{ <i><JR><i> { , •<VO> } { • ( <IS> ) } { • ( <YR> ) } { , •<PG> } }
{ <i><BT><i> }
{ <NotBlank AT><NotBlank CT> In: • { <ED> , •ed<Name(s)> . , • } }
{ <i><CT><i> }
{ . •<PL> } { : •<PR> } { <Blank JR> , •<YR> } { <NotBlank CT> , •<PG> }
.
<FixPunc><HRT><HRT>
```

Make these changes to **TEST.CF**, and then choose **Tools, Test**. The output in the Preview box should look like this:

### References

1. Bonfantini MA, Proni G. To guess or not to guess? In: Eco U, Sebeok TA, ed., *The sign of three: Dupin, Holmes, Pierce*. Bloomington: Indiana University Press, 1988, 119-34.
2. Wolf E. Distinguished lecture: facing power. *American Anthropologist*, 92 (1990), 586-96.

Save **TEST.CF** in preparation for the next exercise.

## Testing a custom format file with a datafile

Once your custom format file is in a basically working form, you will want to test it with your Citation datafile. For this exercise, open `tutor.dat`, if it is not already open.

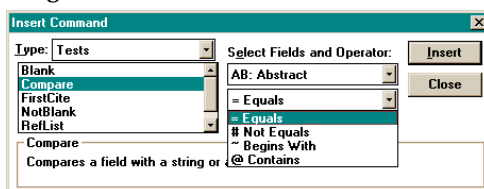
To preview records in **tutor.dat** formatted with **TEST.CF**:

- 1 Click in the Citation window, and then choose **View, Preview** box from the Citation menu.
- 2 Choose **Style**. Citation will display the **Select Preview Style** dialog box.
- 3 Click on the radio button for **Custom**, and then click on the file folder. Citation will display the **Select Custom Format** dialog box, and list all files with the extension `.CF` in your Citation directory.
- 4 Choose **TEST.CF**, and then press Select.
- 5 Choose **OK** to preview the current record in **tutor.dat** formatted with **TEST.CF**.

To view additional records, click in the Citation window, and use **<PgDn>** to display each record in the **Preview box**.

## Custom format files for different forms

You can write custom format files that will print out note records differently depending on which form was used to create the record. The <Compare> command lets you test the contents of any field, including the **Form** field (FO).



You can write a custom format file, for instance, that will generate a citation only if the RecordForm field begins with "Note:"

A sample custom format file which prints only Note records might look like this:

```
{ <FO~"Note" >
    { <AU> <HRt><HRt> }
    { <AB> }
}
```

The Compare test command lets you compare the contents of a field with a word, or a string of characters. The operators available with <Compare> are:

=	<b>Equals</b>	Tests for an exact match between the field and the string
#	<b>Not Equals</b>	Tests for a mismatch between the field and the string
~	<b>Begins with</b>	Tests to see if the field begins with the specified string
@	<b>Contains</b>	Tests to see if the field contains the specified string

You could add another Compare test command to this custom format file to test for records in which the RecordForm field begins with "Note," and in which the Keyword field contains the term "politic":

```

{ <FO~"Note"> <KW@"politic">
  {<AU> <HRt><HRt>}
  {<AB>}
}

```

You could also use the **Compare** test command in **TEST.CF** to preselect records before generating a citation. In this example, Citation will generate output for those records created with a Book form, which contain the characters "politic" in the keyword field:

```

<Center>References<HRt><HRt><ENDHEADER>

<NameStyle ReverseAll>
<TruncInitials NoPeriodNoSpace>
<LNameFNameDelim "">
<InterNameDelim ", ">
<LastConj "">
<2OnlyDelim ", ">
<3PlusDelim ", ">
<PageStyle DiffDigitsMin2>
{ <FO="Book"> <KW@"politic">
  <RefNum>.<HangingIndent><Tab>
  {<AU>..}
  <NameStyle Don'tReverse>
  {<AT>..}
  {<\i><JR><\i> {, <VO>}{•(<IS>)}{•(<YR>)}{, <PG>} }
  {<\i><BT><\i>}
  {<NotBlank AT><NotBlank CT> In:•<ED>,•ed<Name(s)>.,•} }
  {<\i><CT><\i>}
  {•<PL>}{:•<PR>}{<Blank JR>,•<YR>}{<NotBlank CT>,•<PG>}
  .
  <FixPunc><HRt><HRt>
}

```

Notice that the conditional for the **Compare** test encloses all the expressions for generating a citation in **TEST.CF**. The ENDIF curly brace is placed after the last command in the custom format file. TEST.CF will now print ONLY Book citations that contain the word politic in the keyword field.

## Using "else" in conditional expressions

In TEST.CF, we included expressions for generating citations for journal articles, books, and chapters or articles in books.

We could have rewritten these expressions so that Citation would print only one of these cases: either a citation for a journal article, a book, OR a chapter published in a book, by using the ELSE command in our conditional expression.

To illustrate this point more clearly, we can combine the custom format for printing notes with TEST.CF:

*If the form is for a Note, Citation prints the Author, and the Abstract.*

*For all other forms, Citation will use the commands after the ELSE.*

```
<Center>References<HRT><HRT><ENDHEADER>

<NameStyle ReverseAll>
<TruncInitials NoPeriodNoSpace>
<LNameFNameDelim "">
<InterNameDelim ", ">
<LastConj "">
<2OnlyDelim ", ">
<3PlusDelim ", ">
<PageStyle DiffDigitsMin2>

{ <FO~"Note">
  { <AU>.<Hrt><Hrt>}
  <AB>

  |
  <RefNum>.<HangingIndent><Tab>
  { <AU>.. }
  <NameStyle Don'tReverse>
  { <AT>.. }
  { <\i><JR><\i> { , •<VO> } { • (<IS> ) } { • (<YR> ) } { , •<PG> } }
  { <\i><BT><\i> }
  { <NotBlank AT><NotBlank CT> In: • { <ED> , •ed<Name(s)> . , • } }
  { <\i><CT><\i> }
  { . •<PL> } { : •<PR> } { <Blank JR> , •<YR> } { <NotBlank CT> , •<PG> }
  .
  <FixPunc><HRT><HRT>
}
}
```

You can also use Else (the vertical bar) to generate citations, with specific formatting, for records created with specific forms, as in GENERIC.CF:



References<HRT><HRT>  
<ENDHEADER>

<NameStyle ReverseFirst>  
<TruncInitials FullNames>  
<LNameFNameDelim ", ">  
<InterNameDelim ", ">  
<2OnlyDelim ", ">  
<3PlusDelim ", ">  
<LastConj " ">  
<NameTagDelim ", ">  
<RepAutStyle None>  
<RepAutStr " ">  
<EtalLimit 6>  
<EtalNumNames 1>  
<EtalStr "et.al.">  
<PageStyle DiffDigitsMin2>

<Indent><BackTab> {<RefNum><Tab>}

*GENERIC.CF  
prints the author,  
role, article, and  
descriptror fields  
the same for all  
records.*

{<AU> {, <RO>}.}

{<AT> {.<DE>}{.<Translated>by.<TR>}{<NotBlank JR>}.  
| <Blank BT> <DE> {<NotBlank JR>}.  
}

{<NotBlank JR>  
{<i><JR><i>}{.<YR>}{.<DM>}{;<VO>}{(<IS>)}{:<PG>}

|  
{<Blank BT> {<NotBlank AT>|. | } <DE>}

{ <NotBlank AT> .In {<ED> ,.ed<Name(s)>}.  
| <NotBlank DE> <Blank BT> .In {<ED> ,.ed<Name(s)>}.  
}

{<i><CT><i>}{.<Vol>.<VO>{<NotBlank BT> :.}{<i><BT><i> {.<DE>}}  
{<Blank AT>.<Edited>by.<ED>}  
{<Blank AT>.<Translated>by.<TR>}  
{.<IS>}  
{.<SR> {<FO="Book (in a series)">{, <VO>}{, .no.<IS>}}  
{.<PL>:<PR>|. <PL>|. <PR>}{, <YR>}{:<PG>}

}

{.<LC> }. <FixPunc> {.<AB>}

<HRT><HRT>

## **Samples and templates**

There are a number of custom format files included with Citation 7 that you can edit, or copy to create new custom format files.

GENERIC1.CF

GENERIC2.CF

GENERIC3.CF

TEMPL1.CF

TEMPL2.CF

TEMPL3.CF

# **Custom Format Editor**

## **Reference**

## 2OnlyDelim

The 2OnlyDelim separates the names of individuals when there are only 2 names.

Usually, the InterNameDelim separates the names of individuals. In some cases, though, publishing styles omit the InterNameDelim when there are only 2 names:

West, Jane and Matthew Brock  
Miller & Moen  
Salinger, M. P. & Dietz, R. B.

When this is the case, you can set the 2OnlyDelim to nothing (<2OnlyDelim "">). The 2OnlyDelim overrides the InterNameDelim when there are only two names.

Example:      <NameStyle ReverseAll>  
                 <TruncInitials PeriodSpace>  
                 <LNameFNameDelim ", ">  
                 <InterNameDelim ", ">  
                 <2OnlyDelim "">  
                 <3PlusDelim ", ">  
                 <LastConj "&">  
                 <NameTagDelim ", ">  
                 <RepAutStyle None>  
                 <RepAutStr "">  
                 <EtalLimit 6>  
                 <EtalNumNames 1>  
                 <EtalStr "et•al.">

{<AU>. }{<YR>}.{<AT>. }{<i><JR>{i}}{, <VO>}{:<PG>}.

Output:          Evans, P. M. & Preston, V. R. 1992. Fortune telling. Wayward Signs 8:  
                 784-799.

To define the 2OnlyDelim:

1            Position the cursor after any header text, and before the <AU> command.

- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose 2OnlyDelim from the command list, and enter the delimiter for 2 names.
- 4 Choose Insert.

## 3PlusDelim

The 3PlusDelim is the delimiter that is used before the last individual listed, when there are 3 or more names.

Often, a publishing style will omit the delimiter separating the names of individuals before the last individual listed:

Megler, Peter, Andrew S. Wise and Mary N. Bowen

When this is the case, you can set the 3PlusDelim to nothing (<3PlusDelim "">). The 3PlusDelim overrides the InterNameDelim before the last individual.

Example:      <NameStyle ReverseFirst>  
                  <TruncInitials PeriodSpace>  
                  <LNameFNameDelim ", ">  
                  <InterNameDelim ", ">  
                  <2OnlyDelim "">  
                  <3PlusDelim "">  
                  <LastConj "and">  
                  <NameTagDelim ", ">  
                  <RepAutStyle None>  
                  <RepAutStr "">  
                  <EtalLimit 6>  
                  <EtalNumNames 1>  
                  <EtalStr "et•al.">

{<AU>. }{(<YR>).}{<AT>. }{<i><JR>{i}}{, <VO>}{:<PG>}

Output: Jones, E. D., E. R. Minsk and G. F. Roe. (1988). Wildwood. Cuttings 52: 34.

To define the 3PlusDelim:

- 1 Position the cursor after any header text, and before the <AU> command.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose 3PlusDelim from the command list, and enter the delimiter to use before the last individual when there are three or more names.
- 4 Choose Insert.

## BackTab

Outputs a Back Tab, or margin release code.

To insert <BackTab> in a custom format file:

- 1 Choose Insert Command, and then set the Type to Output.
- 2 Double click on the BackTab command in the list box.

## Blank

Returns a true value if a field is blank.

In this example, for instance, the year of publication prints after the title only if the author field is blank:

Example:        {<BT>. •}{<Blank AU> (<YR>).•}  
Output:         The business of roses. (1974).

To use the <Blank> test in your custom format file:

- 1 Choose Insert Command, and then set the Type to Tests.
- 2 Choose Blank in the list box, and then select the field to test.
- 3 Choose Insert.

## Bold

Begins or ends bold type.

Example:        <JR>{, </b><VO></b>}{ (<YR>)}{, <PG>}.

Output:         Cultural Inquiry, **8** (1993): 341-352.

To insert the </b> command in a custom format file:

- 1        Position the cursor before the text you would like to bold.
- 2        Choose Insert Command, and then set the Type to Output.
- 3        In the list box, double click on Bold, to insert the code to begin bold.
- 4        Position the cursor after the text you would like to bold.
- 5        Double click on Bold again.

## Cap

Capitalizes letters in the next field output. There are four different styles of capitalization available:

AfterColon	Capitalizes the first word, and the first word after a colon. Example:        {<Cap AfterColon><AT>} Data in record: Words and wills: a dictionary of promises Output:         Words and wills: A dictionary of promises
AllCaps	Capitalizes all letters in the field. Example:        {<Cap AllCaps><AU> {, •<YR>}} Data in record: Author Smith, Marilyn Year    1980 Output:         (SMITH, 1980)
FirstWord	Capitalizes the first letter of the first word in a field.

Example:        {<Cap FirstWord><DE>}  
Data in record: letter to the editor  
Output:         Letter to the editor

SigWords        Capitalizes all significant words in a field.  
Example:        <Cap SigWords><AT>•  
Data in field:  Words and wills: a dictionary of promises  
Output:         Words and Wills: A Dictionary of Promises

To convert capitalization in a field:

- 1        Position the cursor before the Field command for the field you want to convert to a different style of capitalization.
- 2        Choose Insert Command, and then set the Type to Output.
- 3        Choose Cap from the command list box. The Select Style list box will display the different styles of capitalization (see above).
- 4        Choose the style of capitalization you need.
- 5        Choose Insert.

## Center

Centers all text and fields up to the first <HRt>.

Example:        <Center>References<HRt><HRt>  
Output:         References

To center text in the output from your custom format file:

- 1        Position the cursor before the text or field you want centered.
- 2        Choose Insert Command, and set the Type to Output.
- 3        Choose Center from the list box.



## Compare

Compares the contents of a field with a string or the contents of another field.

There are four operators available with the Compare test:

Equals	=	Tests for an exact match.
Not Equals	#	Tests for a mismatch.
Begins With	~	Tests for a match at the beginning of a field
Contains	@	Tests for a match anywhere in the field

Example:                    {<ED=TR> <ED>, ed. & trans.}  
Output:                     Jane Mercer, ed. & trans.

Example:                    {<AT>. {<ED#TR (<TR>, trans.)}}  
Output:                     Heretics? H. Smith, trans.

Example:                    {<FO~"Note"> <\b><AP><\b><HRt><AB>}  
Output:                     Robinson 217  
Fact explains nothing. On the contrary. It is fact which  
requires explanation.

To use the Compare command:

- 1 Choose Insert Command, and set the Type to Tests.
- 2 Choose Compare from the list box
- 3 Select the field for the comparison.

- 4 Select the operator to use.
- 5 Select the second field, or type a string for the comparison into the combo box.
- 6 Choose Insert.

## Create File

To create a new custom format file, choose File, New. The custom format editor will open an untitled document. Save the untitled document with a new filename, using the .CF extension.

## DbIndent

Indents text on both margins in the output generated by your custom format file.

Example:        {<FO="Notes (field / interview)">  
                  <AU>,•<DE>•<DM><Tab><PL>  
                  <HRt><HRt>  
                  <DbIndent><AB>  
                  }

Output:         Bourguignon, Erika   Prof Anth   87/11/30                   OL CA-94.046.

In March of 1938, Austria was annexed by Germany and it was clear that Jews would either have to leave or -- well, we didn't know exactly what was going to happen. There were a lot of negotiations supposedly going on between the Austrian government and the German government at the time, and there was supposed to be a plebescite on Sunday, the 15th. The German troops marched in on Friday. There were a lot of people out cheering them. We could see them from our window.

To double indent text:

- 1 Choose Insert Command, and set the Type to Command.
- 2 Double click on the Dblindent command in the list box.

## ELSE

Performs an "else" optional in a custom format file. The else optional must be used in conjunction with IF and ENDIF (indicated in a custom format file by open and close curly braces), to form a complete conditional expression.

When the else optional (indicated by a vertical bar in a custom format file) is used in a conditional expression, Citation tests the first portion of the expression. If it is "true," Citation outputs the fields and punctuation, and exits the expression. If the first portion of the expression is "false," Citation then tries to output the next portion of the expression. In the following conditional, there are three OutputField commands, and two else symbols:

```
{ <AT> | <BT> | <CT> }
```

Only one of the fields in this expression will print. Basically, the else optional instructs Citation to print the first field, if it contains data -- else, print the second field (if it contains data) -- else, print the next field. If the first field contains data, and is printed in the citation, the program ignores the rest of the expression.

The else conditional can be useful for writing sophisticated custom report files.

Here are a few more examples of else expressions used in custom format files, that will help illustrate how they work and how they can be used:

Example:        {<DE~"diss"> Unpublished doctoral dissertation | <DE> }

(If the descriptor field contains the tag "diss," Citation will output the string "Unpublished doctoral dissertation," otherwise, Citation will simply output the contents of the Descriptor field.)

Example:        {<FirstCite> {<AU>. } {<YR>. } {<BT>}{ (<PL>{: <PR>})}{, pp. <IP>. }

```
| <AU> , pp. <IP>  
}
```

(If the current record is being cited in the text with an Access Phrase for the first time, Citation will output the Author, Year, title, and so on, to make a full reference for the work; otherwise, Citation will simply output the Author, and any intext page references in the Access key.)

Example:        { <FO="Article in a Journal"> {<AT>. }{<JR>}{, <VO>}{: <PG>}.  
                 | <FO="Book"> {<BT>}{. <PL>}{: <PR>}.  
                 | <FO~"Chapter"> {<AT>. }{<CT>}{. Ed. <ED>}{. <PL>}{: <PR>}.  
                 }

(If the record form for the current record is an article in a journal, Citation will output the citation using the field and punctuation immediately following.

Otherwise, Citation will move to the next section of the conditional, and if the record form is a book, will use the field commands and punctuation in that section of the conditional.)

This technique for outputting fields and punctuation can be used to control the style of the citation by the record form. It is particularly useful when you need to print citations for archival records, manuscript collections, legal documents, and other types of resource materials that are not typical.

For a more complete example of this technique for writing custom format files, see [TEMPL1](#), [TEMPL2](#), or [TEMPL3](#).

To use the else command:

- 1 Choose Insert command, and set the Type to Command.
- 2 Double click on ELSE to insert the command in your custom format file.

## ENDHEADER

Ends header text in a custom format file. Text preceding the <ENDHEADER> command will be output only once, at the beginning of the document generated by the custom format file.

Example:        List of Works Cited<HRt><HRt>  
                 <ENDHEADER>  
                 <AU>. <BT>. <PL>: <PR>, <YR>.

Output:         List of Works Cited

                 Jameson, Andy. The Tulus. New York: Michen Press, 1987.  
                 West, Jane. Hennemen culture. New York: Michen Press, 1987.

                 Notice that the header prints only once.

To use the endheader command:

- 1        Position the cursor at the end of the header text in your custom format file.
- 2        Choose Insert command, and set the Type to Control.
- 3        Double click on ENDHEADER to insert the command in your custom format file.

## **ENDIF**

Must be used in conjunction with an IF command to construct a conditional expression. In a custom format file, the IF command, indicated in the custom format file by a left curly brace, begins the conditional command, and the ENDIF or right curly brace marks the end of the conditional expression.

To insert a conditional expression:

Position the cursor at the beginning of the expression, and type a right curly brace.

## **EtalLimit**

## **EtalNumNames**

## **EtalString**

In order for Citation to limit the number of authors (or editors) in your citations, you will need to define the EtalLimit, the EtalNumNames, and the EtalString.

The EtalLimit defines the maximum number of names to include in a citation. If the record contains more than the specified number of names, Citation list the number of names defined in EtalNumNames, and will use the string defined as the EtalString. to indicate that the work was written by the author(s) "and others."

EtalNumNames defines the number of names to include in a citation when the number of authors (or editors) exceeds the EtalLimit.

EtalStr is the phrase to be used to indicate that the work was written by the author "and others." Usually, this string is "et al."

Example:        <NameStyle ReverseAll>  
                 <TruncInitials NoPeriodNoSpace>  
                 <LNameFNameDelim "">  
                 <InterNameDelim ", ">  
                 <2OnlyDelim ", ">  
                 <3PlusDelim ", ">  
                 <LastConj "">  
                 <NameTagDelim "">  
                 <RepAutStyle None>  
                 <RepAutStr "">

```
<EtalLimit 6>  
<EtalNumNames 3>  
<EtalStr "et•al.">
```

```
{<AU>. }{(<YR>).}{<AT>. }{<i><JR>{i}}{, <VO>}{:<PG>}
```

Output: For a record that has 7 names entered in the author field, Citation would include the number of names in EtalNumNames, and add the EtalStr in place of those authors not actually listed in the citation:

James EM, Minx JB, Rand ES, et al. 1988. Social chemistry. ChemNews 52: 34.

To define the EtalLimit:

- 1 Position the cursor before the <AU> command in your custom format file.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose EtalLimit from the drop list.
- 4 Enter the maximum number of names to include in a Citation in the text box.
- 5 Choose Insert.

To define EtalNumNames:

- 1 Position the cursor before the <AU> command in your custom format file.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose EtalNumNames from the drop list.
- 4 Enter the number of names to include in a Citation when the et al string is used.
- 5 Choose Insert.

To define the EtalStr:

- 1 Position the cursor before the <AU> command in your custom format file.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose EtalStr from the drop list.
- 4 Enter the string to use to indicate that a work was written by the author "and others."
- 5 Press Insert.

## Field

Outputs the contents of a field.

Example:            <AU>

Output:            Myers, Bethany

To insert the Field command in a custom format file:

- 1        Choose Insert Command, and set the Type to Control.
- 2        Choose the Field command from the list box.
- 3        Choose the field you want to output from the Select field list box, and then choose Insert.

Note that the Field command also tests the field for data. If the field is blank, Citation will return a false value for a conditional expression. The following expression illustrates how this can be used in a custom format file:

```
{<JR> {, vol. <VO>}{, no. <IS>}{ (<YR>)}{: <PG> } }
```

In this conditional expression, the journal field is tested first for data. If the journal field is blank, Citation will ignore the rest of the expression. If the journal field contains data, Citation will then proceed to evaluate the embedded conditionals, for the volume, issue, year, and pages. See the primer for the custom format editor for a more detailed discussion of conditional expressions.

## FirstCite

Tests for the first time a work is cited by an Access key in a document. This command is used in footnotes, so that a full reference is generated the first time the work is cited, and a



shortened reference form is generated in subsequent cites for that work.

Example:        {<FirstCite> {<AU>, }{<BT>}{ (<PL>{: <PR>}{, <YR>})}{, p<P(p)>. <IP>. }  
                 | <NameStyle JustLast> <AU> , p<P(p)>. <IP>•  
                 }

Output:         The first time the work is cited, Citation will generate a full reference:

Gwen Daniels, Weed wonders (New York: Sanford Press, 1967), p. 34.

Subsequent citations of the work in the paper will be shortened:

Daniels, p. 67.

Please note that the <FirstCite> test must be used in a conditional (enclosed in curly braces), with an else optional, for shortened references in footnotes. See the entry on else optionals.

To include the test for the first cite in your custom format file:

- 1        Choose Insert Command, and set the Type to Tests.
- 2        Double click on the FirstCite test command in the list box.

## FixPunc

Corrects conflicts in punctuation, using US style conventions, with commas and periods outside of quotes. This command should be used at the end of a custom format file.

To include the <FixPunc> command in your custom format file:

- 1        Position the cursor at the end of your custom format file. If you have included an <AB> command for including the Abstract field in your custom format file, place the cursor before this command. (Ordinarily, conflicts of punctuation are not found in abstracts.)
- 2        Choose Insert Command, and set the Type to Formatting.

- 3 Double click on the FixPunc command in the list box.

For examples of the FixPunc command in custom format files, see the Custom Format Editor Primer.

## FixPuncEuro

Corrects conflicts in punctuation, using European conventions, with commas and periods outside of quotes.

To include the <FixPuncEuro> command in your custom format file:

- 1 Position the cursor at the end of your custom format file. If you have included an <AB> command for including the Abstract field in your custom format file, place the cursor before this command. (Ordinarily, conflicts of punctuation are not found in abstracts.)
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Double click on the FixPuncEuro command in the list box.

## Hanging Indent

Outputs the code for a hanging indent.

Example:        <HangingIndent>  
                 <AU>. <BT>. {Edited by <ED>. } <PL>: <PR>, <YR>.

Output:        Sterne, Lawrence. A Sentimental Journey. Edited by Graham  
                 Petrie. New York: Penguin Books, 1977.

To include the <HangingIndent> command in your custom format file:

- 1 Position the cursor before all Field commands in your custom format file.
- 2 Choose Insert Command, and set the Type to Output.
- 3 Double click on the HangingIndent command in the list box.

## HPg

Outputs a hard page break.

To include the <HPg> command in your custom format file:

- 1 Choose Insert Command, and set the Type to Output.
- 2 Double click on the HPg command in the list box.

## HRt

Outputs a hard return. Usually, you will want to include at least one hard return at the end of your custom format file. You can also insert hard returns in your body of your custom format file if the style requires a break in the text of the citation.

Here is an example of one such style:

Example:        <AU><HRt>  
                 <Indent><YR><Indent><BT>. <PL>: <PR>.

Output:         Anderson, Frank J.  
                 1977     An illustrated history of the herbals. New York: Columbia  
                                 University Press.

Other instances might include custom format files for generating notecard-like printouts, that include the field name, and the field content:

Example:        Author:<Indent><AU><HRt>  
                  Year:<Indent><YR><HRt>  
                  Title:<Indent>{ <AT> | <BT> | <CT> }<HRt>  
                  <HRt>  
                  Notes:<Indent><AB><HRt>  
                  <HRt>

Output:         Author:            Myers, Bethany  
                  Year:             1922  
                  Title:            Public ritual  
  
                  Notes:            Myers emphasizes the import of ritual in monastic  
                                      decision making processes; she also provides an historical  
                                      overview of the various political structures peculiar to  
                                      monasticism which have links to larger political  
                                      institutions. •

To insert the <HRt> command in a custom format file:

- 1        Choose Insert Command, and set the Type to Ouput.
- 2        Double click on the HRt command in the list box.

## IF

Must be used in conjunction with an ENDIF control command to construct a conditional expression. In a custom format file, the IF command, indicated in the custom format file by a left curly brace, begins the conditional command, and the ENDIF or right curly brace marks the end of the conditional expression.

For detailed discussion of conditional expressions, see the primer for the custom format file editor.

To insert the <IF> command in a custom format file:

- 1 Choose Insert Command, and set the Type to Control.
- 2 Double click on the IF command in the list box.

## Indent

Outputs an Indent code.

Example:        <AU>. <YR>. { <AT> | <BR> | <CT> } <HRt><HRt>  
                 <Indent><AB>

Output:         Myers, Bethany. 1922. Public ritual.

Myers emphasizes the import of ritual in monastic decision making processes; she also provides an historical overview of the various political structures peculiar to monasticism which have links to larger political institutions.

Anderson, Frank J. 1977. An illustrated history of the herbals.

A brief and colorful history of herbal medicine, and the uses made of herbals by various non-traditional healers.

To insert an Indent code:

- 1 Choose Insert Command, and set the Type to Output.
- 2 Double click on the Indent command in the list box.

## InterNameDelim

Defines the delimiter that separates the names of individuals in a citation.

Example:        <NameStyle ReverseFirst>  
                 <TruncInitials FullNames>  
                 <LNameFNameDelim ", ">  
                 <InterNameDelim ", ">  
                 <2OnlyDelim ", ">  
                 <3PlusDelim ", ">  
                 <LastConj "and">  
                 <NameTagDelim ", ">  
                 <RepAutStyle None>  
                 <RepAutStr "">  
                 <EtalLimit >  
                 <EtalNumNames >  
                 <EtalStr "">  
  
                 <HangingIndent>  
                 {<AU>. }{(<YR>).}{<AT>. }{<i><JR>{i}}{, <VO>}{: <PG>}

Output:         James Edward M., Janice B. Minx, Elinor S. Rand, Carl Fox, Robert Case,  
                   William Lentz, and Wendy Fein. 1988. Social chemistry.  
                   ChemNews 52: 34.

For more detailed examples for name formatting commands, see the Primer for the custom format editor.

To define the InterNameDelim:

- 1        Choose Insert Command, and set the Type to Formatting.
- 2        Choose InterNameDelim from the list box.
- 3        Enter the delimiter to separate the names of individuals in the text box, and choose Insert.

## Ital

Begins or ends italic type.

Example:       <\i><JR><\i> {,•<VO>}{•(<IS>)}{,•<PG>}  
Output:       *Cultural Inquiry*, 8, 341-352.

To insert the <Ital> command in a custom format file:

- 1       Position the cursor before the text you would like to italicize.
- 2       Choose Insert Command, and then set the Type to Output.
- 3       In the list box, double click on Italic, to insert the code to begin italic.
- 4       Position the cursor after the text you would like to italicize.
- 5       Click on the Insert Command dialog box, and double click on Italic again.

## LastConj

Sets the string to use as the conjunction between the next-to-last name and the last name. Usually, this is "and" or "&".

Example:       <LastConj "and">  
Output:       Myers, Bethany and Frank Anderson

To define the LastConj:

- 1       Choose Insert Command, and set the Type to Formatting.
- 2       Choose LastConj from the list box.
- 3       Enter the conjunction in the text box, and then choose Insert.

## LNameFNameDelim

Defines the delimiter between surnames and given names.

Example: <LNameFNameDelim ", ">

Output: Myers, Bethany and Frank Anderson

To define the LNameFNameDelim:

- 1 Choose Insert Command, and set the Type to Formatting.
- 2 Choose LNameFNameDelim from the list box.
- 3 Enter the delimiter in the text box, and then choose Insert.

## NameStyle

Defines the order of given names and surnames. There are five different settings for the NameStyle:

Don't Format	Gardener, Edwin D.; Miner, Elizabeth; Royans, G. D.
Don't Reverse	Edwin D. Gardener, Elizabeth Miner, & G. D. Royans
JustLast	Gardener, Miner & Royans
ReverseAll	Gardener, Edwin D., Miner, Elizabeth, & Royans, G. D.
ReverseFirst	Gardener, Edwin D., Elizabeth Miner, & G. D. Royans

To define the NameStyle:

- 1 Position the cursor before the <AU> (or <ED> or <TR>) command .
- 2 Choose Insert Command, and set the Type to Formatting.



- 3 Choose NameStyle from the list box.
- 4 Choose the NameStyle you need from the Select Style list box, and then choose Insert.

## **Name(s)**

Converts to a plural role tag (i.e., eds.) if the last field contains the names of more than one individual.

Example:        <ED>, ed<Names(s)>.

Output:         James Weston and Peter Barrings, eds.

                  Marian Ellsworth, ed.

To insert the Name(s) command:

- 1 Position the cursor after the role tag.
- 2 Choose Insert Command, and set the Type to Output.
- 3 Double click on the Names command in the list box.

## **NameTagDelim**

Defines the delimiter to precede an honorific (Ph.D.) or a name tag (Jr.).

Example:        <NameTagDelim ", ">

Output:         Easton, James E., Jr.

To define the NameTagDelim:

- 1 Position the cursor before the <AU> command.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose NameStyle from the list box.
- 4 Choose the NameStyle you need from the Select Style list box, and then choose Insert.

## NotBlank

Tests for the presence of text in a particular field.

Example:        {<NotBlank AT> In: }{<\i><CT><\i>}

Output:        In: World Mythologies

Note: the Field control command automatically includes the NotBlank test.

To use the NotBlank test in your custom format file:

- 1 Choose Insert Command, and set the Type to Tests.
- 2 Choose NotBlank from the list box.
- 3 Choose the field you want to test for data from the Select field list box
- 4 Choose Insert.

## Page(s)

Converts to a plural page tag (Pages) if the pages field contains a range of pages.

Example:        {Page<Page(s)> <PG> in </i><Cap SigWords><CT></i>.

Output:        Page 151 in The Complete History of Basketball.

## Pages 381-389 in The Complete History of Basketball.

To insert the <Page(s)> command in a custom format file:

- 1 Position the cursor after the "Page" tag in your custom format file.
- 2 Choose Insert Command, and set the Type to Output.
- 3 Double click on the Page(s) command in the list box.

## PageStyle

Sets a style for formatting inclusive pages in a citation. There are four page styles available:

AllDigits	Includes all digits	381-389
DiffDigits	Includes only differing digits	381-9
DiffDigitsMin2	Includes differing digits, at least two digits repeated	381-89
FirstPage	Includes only the first page	381

To define the PageStyle:

- 1 Position the cursor before the <PG>. Typically, it is best to include a block of settings, at the top of your custom format file, for author names presentation, and page style. (See TEMPL1 for an example of this.)
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose PageStyle from the list box.
- 4 Choose the PageStyle you need from the Select Style list box, and then choose Insert.

## P(p)

Converts to a plural page tag (pp) if the pages field contains a range of pages.

Example: { , p<P(p)>. <PG>}

Output: , p. 341  
, pp. 221-272

To insert the <P(p)> command in a custom format file:

- 1 Position the cursor after the "p" tag for pages in your custom format file.
- 2 Choose Insert Command, and set the Type to Output.
- 3 Double click on the P(p) command in the list box.

## RefList

Tests to see if the custom format file is being used to generate a reference list for works cited in adocument.

Example: {<RefList> <RefNum>.<Indent>}

Output: If the Generate Reference list option is checked in the Generate Citations dialog box, a number and an indent will be included in the output for records:

- 1 Johnson PR, Holmes SP, Denton DW. The need for a research agenda and peer review. *Editorial Quarterly* 8: 652-703, 1994.
- 2 West JM. Research strategies. *Editorial Quarterly* 8: 737-55, 1994.

To include the Reflist test in your custom format file:

- 1 Choose Insert Command, and set the Type to Tests.
- 2 Double click on the Reflist test command in the list box.

## RefNum

Includes a reference number in the output.

Example:        {<RefList> <RefNum>.<Indent>}

Output:        If the Generate Reference list option is checked in the Generate Citations dialog box, a number and an indent will be included in the output for records:

                 1 Johnson PR, Holmes SP, Denton DW. The need for a research agenda and peer review. Editorial Quarterly 8: 652-703, 1994.  
For the Generate Bibliography dialog box, the option to Number References must be checked in order for the Reference number to be included with the output for the citations.

To insert the <RefNum> command in a custom format file:

- 1 Choose Insert Command, and set the Type to Control.
- 2 Double click on RefNum command in the list box.

## REM

Adds a non-printing comment to the custom format file.

Example:        <REM Custom format file for Cultural Inquiry>

Output:

(Nothing prints when the text is enclosed as a Remark.)

To include a <REM> in your custom format file:

- 1 Choose Insert Command, and set the Type to Control.
- 2 Choose the REM command in the list box.
- 3 Enter the remark or comment in the text box.
- 4 Choose Insert.

## RepAut

Tests for a repeated author name. This command is useful when you are using the style for <RepAutStyle AutsWithRole> that tests for a repeated author and role before printing the RepAutStr. You can use this command to determine whether or not to include the Role field in the output.

Example:        <RepAutStyle AutsWithRole>  
                 <RepAutStr "\_\_\_\_\_">  
                 {<AU> {<RepAut> | {, <RO>} <BT>. <PL>: <PR>, <YR>.<HRt>}

Output:        Eaton, James, and Elinor Jameson. Private Tales. New York:  
                 Winslow Press, 1973.  
                 \_\_\_\_\_, eds. Andeker Pass: Public Memories. New York: Winslow  
                 Press, 1987.

To include the RepAut test in your custom format file:

- 1 Choose Insert Command, and set the Type to Tests.
- 2 Doubleclick on the RepAut test in the list box.

## RepAutStyle

## RepAutStr

The RepAutStyle defines the style for determining if an author is repeated. There are several different types of repeating authors recognized by Citation:

AllAuthors	All names in the author field must be repeated for the RepAutStr to print.
AutsAndRole	All names in the author field, as well as the contents of the role field must be repeated for the RepAutStr to print.
FirstAuthor	Matches names at the beginning of the author field.
None	Always prints all author names.

Defines the string of text to use in place of repeated author name(s) on the 2nd reference listed by the author.

Example:        <RepAutStyle AutsAndRole>  
                 <RepAutStr "---">  
                 {<AU> {<RepAut> | {, <RO>} <BT>. <PL>: <PR>, <YR>.<HRt>}

Output:         Eaton, James, and Elinor Jameson. Private Tales. New York:  
                     Winslow Press, 1973.  
                     ---, eds. Andeker Pass: Public Memories. New York: Winslow  
                     Press, 1987.

To define the RepAutStyle:

- 1        Position the cursor before the <AU> command in your custom format file.
- 2        Choose Insert Command, and set the Type to Formatting.
- 3        Choose RepAutStyle from the list box.
- 4        Select the repeating author style (or none) for your citations.
- 5        Choose Insert.

To define the RepAutStr:

- 1 Position the cursor before the <AU> command.
- 2 Choose Insert Command, and set the Type to Formatting.
- 3 Choose RepAutStr from the list box, and then enter the string to use in place of a repeated author in the text box.
- 4 Choose Insert.

## SmCap

Begin or end small caps for text.

Example:        {<SmCap><AU><SmCap>}  
Output:        MYERS, BETHANY

To insert the <SmCap> command in a custom format file:

- 1 Position the cursor before the text you would like to print in small caps.
- 2 Choose Insert Command, and then set the Type to Output.
- 3 In the list box, double click on SmCap, to insert the code to begin Small Caps.
- 4 Position the cursor after the text you would like to print in small caps.
- 5 Click on the Insert Command dialog box, and double click on SmCap again.

## Sub

Begin or end subscripting of text.

Example:        Selected Readings on N<\->2<\->O  
                 <ENDHEADER>



Output:            Selected Readings on N<sub>2</sub>O

To subscript text in a custom format file:

- 1        Position the cursor before the text you want to subscript.
- 2        Choose Insert Command, and set the Type to Output.
- 3        Double click on the Sub command in the list box.
- 4        Position the cursor after the text you want to subscript
- 5        Double click on Sub again.

## Super

Begin or end superscripting of text.

Example:        {<\+><RefNum><\+>}{<Tab><AU>.<AT>.<•>}

Output:        <sup>3</sup> Myers, Bethany. Public ritual.

To superscript text in a custom format file:

- 1        Position the cursor before the text you want to superscript.
- 2        Choose Insert Command, and set the Type to Output.
- 3        Double click on Super.
- 4        Position the cursor after the text you want to superscript.
- 5        Double click on Super again.

## Tab

Insert a tab.



Example:        {<AU>.•}{<AT>|<BT>|<CT>}.<HRt>}{<TruncWords 10><AB> . . .}

Output:        Myers, Bethany. Public ritual.  
                 Myers emphasizes the import of ritual in monastic decision making . . .

To define the number of words to include from a field in a citation:

- 1        Position the cursor before the field you want to truncate.
- 2        Choose Insert Command, and set the Type to Formatting.
- 3        Choose TruncWords from the list box, and enter the number of words to output from the field.

## Und

Begin or end underscoring of text or field content.

Example:        </u>Bibliography</u>  
                 <ENDHEADER>

Output:        Bibliography

Example:        {</u><BT></u>}  
Output:        Their eyes were watching God

To underscore text or field content in a custom format file:

- 1        Position the cursor before the text or field you want to underscore.
- 2        Choose Insert Command, and set the Type to Output.
- 3        Double click on the Und command in the list box.
- 4        Position the cursor after the text or field you want to underscore.
- 5        Double click on Und again.

