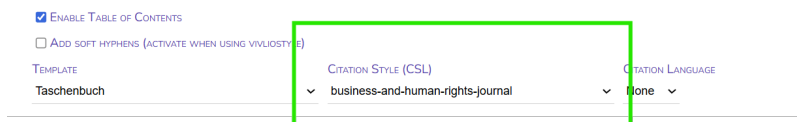


C. Citation Management

Publish Goods has an integrated citation management system. It works similarly to programs such as Citavi and Zotero: For each source, you create a bibliographic entry (bib entry) file with all relevant information, e.g. title, author, year of publication, etc. After linking this entry to a specific word or sentence in your text, the corresponding footnote or endnote is generated automatically, based on the citation style selected for the entire project. This reduces errors, ensures consistency, and saves significant time, especially in larger projects.

However, you can also add references manually in footnotes or endnotes if preferred.

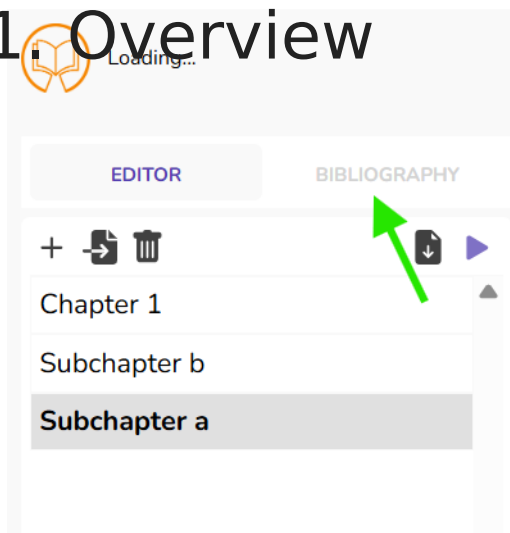
Project Settings



The screenshot shows the 'Project Settings' interface. On the left, there are checkboxes for 'ENABLE TABLE OF CONTENTS' (checked) and 'ADD SOFT HYPHENS (ACTIVATE WHEN USING VIVLIOSYSTEM)'. Below these is a 'TEMPLATE' dropdown set to 'Taschenbuch'. To the right, there are two dropdown menus: 'CITATION STYLE (CSL)' set to 'business-and-human-rights-journal' and 'CITATION LANGUAGE' set to 'None'. A green rectangular box highlights the 'CITATION STYLE (CSL)' dropdown menu.

You can set and change the citation style in the project metadata.

1. Overview



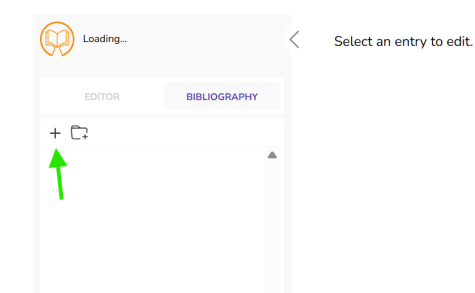
In the panel on the left, you can see two options "Editor" and

"Bibliography". The functionalities of the Editor have been described in the section "B. Editing and Organisation", here, you can view all sections and reorder them as needed.

If you switch to “Bibliography,” you will see an overview of all bib entries, i.e. the files to each reference.

2. Adding bib entries

Before adding a citation to your text, you must first create a bib entry.



To create a bib entry, simply click on the "+"-symbol at the top left corner.

A form with various input fields will appear.

A screenshot of the 'Untitled article' form. The form is titled 'Untitled article' and has a dropdown menu for 'ENTRY TYPE' set to 'Article'. Below this are several input fields: 'TITLE', 'TITLE SHORT', 'AUTHORS' (with an 'Add Author' button), 'EDITORS' (with an 'Add Editor' button), 'DATE' (with sub-fields for Year, Month, and Day, and an 'APPROX.' checkbox), 'PUBLISHER NAME', and 'PUBLISHER LOCATION'. On the left side of the form, there is a sidebar with a 'Loading...' indicator and a back arrow. It also shows the 'BIBLIOGRAPHY' tab selected, and a list of entries, including one with a black square icon and a long alphanumeric string: '376f4226-df8a-4531-980b-2de6e478b800'.

Most fields are self-explanatory. In many cases, you will not need to fill in every field. For example, "Archive" is rarely required, and "Language" is not always specified in citations. In addition, some fields may not be applicable (e.g. monographs do not have volume or issue numbers). Simply fill in

those information, that you consider necessary, respectively those information, that are required by your chosen citation style.

In many cases, articles, blog posts, etc. are published *in* something (e.g. a Journal, Newspaper, Blog, etc.). For this, you have to a) create a bib entry for the article (with a Title, Author, year, etc.), but also b) the medium (e.g. German Law Journal, Verfassungsblog, etc.).

A)

ENTRY TYPE
Article

TITLE
Publish Goods is out now!

TITLE SHORT

AUTHORS

Surname	Name	Prefix (e.g. van)	Suffix (e.g. Jr.)	Alias
Add Author				

Remove Author

B)

ENTRY TYPE
Blog

TITLE
Verfassungsblog

TITLE SHORT

AUTHORS
Add Author

EDITORS
Add Editor

You can then assign per drag-and-drop the article to the respective Journal, Blog, etc. This makes organising your citations much easier and avoids incoherences through diverging name usage (e.g. Verfassungsblog vs. VerfBlog vs. Verfassungsblog. On Matters Constitutional).

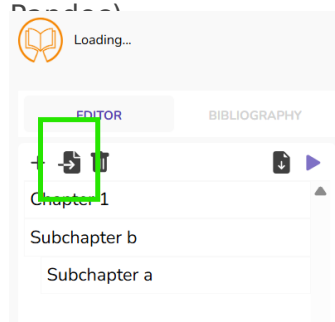
[BILD EINFÜGEN; WENN BUG GEFIXT]

3. Adding a bib entry through BibTeX files

Instead of entering all information manually, you can import BibTeX or RIS files.

Academic publications typically have persistent identifiers such as a DOI or ISBN. You can copy such an identifier into a service like <https://zbib.org/> which retrieves the associated metadata. You can then export this data as a BibTeX or RIS file.

In Publish Goods, click on "Import" and use the import option on the right-hand side (Word, LaTeX, BibTeX, RIS, etc.).



-->

Import



Under "Optional Bibliography" select your BibTex file and click on "Upload". The references are now automatically imported into the bibliography of your project.

Import

Settings:

- ☐ CONVERT FOOTNOTES TO ENDNOTES
- ☐ SHIFT HEADINGS UP BY ONE LEVEL
- ☐ CONVERT LINKS TO CITATIONS

Please supply one file per Section.

[Dateien auswählen](#) | Keine ausgewählt

Optional bibliography

[Datei auswählen](#) | Keine ausgewählt [Upload](#)

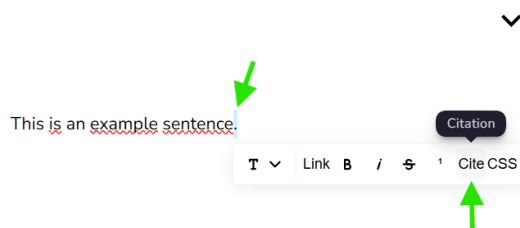
It is recommended to review imported entries, as metadata can sometimes be incomplete or inaccurate.

4. Adding a reference

Once you have created or imported your bib entries into *Publish Goods*, you can add references to your text.

Chapter 1

Subtitle



Simply mark the spot, where the reference should appear (E.g. at the end of a sentence.^x) It does not matter, whether you mark only the colon or the entire last word. Then, you click on "Cite" in the appearing menu.

ADD NEW CITATION:

PREFIX (OPTIONAL)
e.g., see also

SUFFIX (OPTIONAL)
e.g., p. 42

Pub

[article] Publish Goods is out now!

Cancel

You can then select the desired bib entry by entering

the title or the name of the author/editor in the last text field. Simply type in the title or the name of authors/editors.

You could also add a prefix or a suffix. This allows for flexibility to add a comment, specify a page, etc.

In case you want to edit the citation, add a pre-

or suffix, or delete it altogether, simply click on the "C" icon. From here, you can also directly edit the bib entry.

Editing the bib entry means you are editing all references to this entry. Not only the one reference you clicked on.

4. Adding Foot- and Endnotes

You can also add footnotes and endnotes manually, either for comments or for references entered without the citation system.

Mark the spot where the footnote or endnote should appear.

+ ⓘ This is an example sentence. ^C

Let's say we don't want to work with bib entries but simply write every reference by hand.

T ▼ Link B / ✎ 1 Cite CSS



You can now write your Foot-/Endnote in the text field. Specify in the drop-down menu above whether the text should appear as footnote or as endnote.

This is an example sentence. ^C

+ ⓘ Let's say we don't want to work with bib entries but simply write every reference by hand. ^F

MODIFY NOTE: Footnote ▼

This is a footnote.

Delete Note Cancel Save

You can use html tags in the footnote, e.g. to write in `<i>italics</i>` or `<b>bold</b>`. If you want to avoid a hyphenation a word, you cannot use a css class. Instead, you must manually control line breaks, for example by inserting a linebreak `<br>`.