COMP516 Practical 3
(non-assessed)
21 October 2008

This practical is about the use of Microsoft Word. This document can be found at

> `http://www.csc.liv.ac.uk/~ullrich/COMP516/notes/practical3.pdf`

Some of the tasks below might be performed quicker if you cut-and-paste from the PDF document.

During the last practical you have already started to construct a bibliography. By now it should have at least four entries. Microsoft Word allows you to provide references to the literature in the form of footnotes, endnotes, or a proper bibliography. Also, depending on which version of Microsoft Word you have access to and how many mistakes you want to allow Microsoft Word to make on your behalf, there are two different approaches to creating a bibliography.

Microsoft Word 2007

Word 2007 comes with functions to create references, citations, and bibliographies. In particular, for sources that you want to cite in your documents, it maintains a 'database' in which information about these souces is stored in a format which is independend of that of the bibliography.

1. Start a new document in Microsoft Word. Use `References`→`(Citations&Bibliography)` `Manage Sources` to enter the following sources into your database:

   A. Franz Baader and Bernhard Hollunder: $\mathcal{KRIS}$: Knowledge Representation and Inference System. SIGART Bulletin **2**(3): 8-14 (1991).

   B. Fausto Giunchiglia and Roberto Sebastiani: Building decision procedures for modal logics from propositional decision procedures - the case study of modal K. In Proceedings of the 13th International Conference on Automated Deduction (CADE-13), pp. 583-597. LNAI 1104, Springer, 1996.

   C. Till Mossakowski, Michael Drouineaud, and Karsten Sohr: A temporal-logic extension of role-based access control covering dynamic separation of duties. In Proceedings of the 10th International Symposium on Temporal Representation and Reasoning / 4th International Conference on Temporal Logic (TIME-ICTL 2003), pp. 83-90. IEEE Computer Society Press, 2003.

   D. Robert F. Stärk: Formal specification and verification of the C# thread model. Theoretical Computer Science **343**(3):482-508, 2005.

   Use the '`New`' button to create each new entry into the database. For each entry you need to select the appropriate '`Type of Source`', where (a) and (d) are journal articles, and (b) and (c) papers in conference proceedings. Make sure that you enable '`Show All Bibliography Fields`', otherwise you won't see all available fields. To enter the names of authors and editors, use the '`Edit`' button next to the `Author` and `Editor` field, respectively. To enter 'international characters' like 'ä' use keyboard shortcuts (see `http://office.microsoft.com/en-us/word/HP051865621033.aspx` for help).

2. Set the `References`→`(Citations&Bibliography)``Style` to '`ISO 690 - Numerical Reference`'.

3. Add an introductory section at the start of your document with the the following text (you can do so by copy/paste from the PDF version of this document):

Introduction

In [B], Giunchiglia and Sebastiani presented an approach to building decision procedures for the modal logic $K_{(m)}$ (or its syntactic variant, the description logic $\mathcal{ALC}$) based on DPLL procedures for propositional logic. As a proof-of-concept they implemented the KSAT system based on this approach. In a comparison with other systems, among them the $\mathcal{KRIS}$ system described in [A], they demonstrated the effectiveness their approach.

In our first lab session, we were asked to locate papers [A;B] on the web. The library subscription to the ACM digital library allows us to download [A] without charge. However, the library only has a subscription for Springer Lecture Notes in Computer Science from volume 1186 onwards, which means that access to articles in LNAI 1104 incurs a charge.

Finally, in our first lab session we were also asked to locate papers [C;D].

Use `References`→`(Citations&Bibliography)Insert Citation` to create the references to entries in your bibliography database (i.e. [A], [B], [A;B] and [C;D]. When doing so, Word will insert numbers is round brackets into the text, e.g. '[B]' will be replaced by '(1)'. Note that to create a list of references, e.g. (3;4), you need to insert one citation first, e.g. (3), then click on the space between '3' and ')' in the citation and insert the next citation.

At the end, your text should look like this

Introduction

In (1), Giunchiglia and Sebastiani presented an approach to building decision procedures for the modal logic $K_{(m)}$ (or its syntactic variant, the description logic $\mathcal{ALC}$) based on DPLL procedures for propositional logic. As a proof-of-concept they implemented the KSAT system based on this approach. In a comparison with other systems, among them the $\mathcal{KRIS}$ system described in (2), they demonstrated the effectiveness their approach.

In our first lab session, we were asked to locate papers (2;1) on the web. The library subscription to the ACM digital library allows us to download (1) without charge. However, the library only has a subscription for Springer Lecture Notes in Computer Science from volume 1186 onwards, which means that access to articles in LNAI 1104 incurs a charge.

Finally, in our first lab session we were also asked to locate papers (3;4).

4. Insert a new section heading '**Bibliography**' at the end of the text and use `References`→`(Citations&Bibliography)Bibliograpy`→`Insert Bibliography` to insert a bibliography after this section heading. Note that the numbering of the entries in the bibliography matches the citations in the text.

5. Add a new entry to your bibliographic database:

    E. Patrick Blackburn, Johan van Benthem and Frank Wolter, editors: Handbook of Modal Logic. Elsevier, 2006.

6. Insert a new sentence in your text, right after the section heading '**Introduction**':

    For an overview of current research in modal logics, see [E].

Again, replace [E] by a reference to the corresponding entry in your database. Note that Word will use '(1)' to denote the citation, without updating your bibliography at the end of the document, nor updating all the other citations in your text.

7. By left-clicking on the citation you have just created, you get access to a context menu to the right of the citation (indicated by a downward triangle in a blue blox). Left-clicking on that opens the context menu; in this menu select 'Update Citations and Bibliography'. Now, your bibliography should have been updated and all the citations should have been renumbered, so that citations again point to the correct entries in the bibliography.

8. The same context menu also allows you add information to a citation, i.e. to add a page range to a citation. Access the context menu of an arbitrary citation, select 'Edit Citation', and add a page range, e.g. 5–10.

9. Add an entry for a website to your bibliographic database:

    F. Wikipedia contributors: Reachability. Wikipedia, The Free Encyclopedia,
       http://en.wikipedia.org/wiki/Reachability
       (last modification August 14, 2008; accessed October 9, 2008).

    Update your bibliography and see how the information is presented by Word.

10. Change the style of your citations and your references by setting References→(Citations&Bibliography)Style to 'APA'. See how all the citations and the bibliography has changed.

Unfortunately, references, citations, and bibliographies in Word 2007 have several flaws:

    a Using ISO 690 Numerical Reference style, entries in the bibliography are given in the order in which they are cited in the text. However, in the Computer Science literature, the expectation is that entries are ordered by the names of authors/editors.

    b Citations in ISO 690 Numerical Reference style are given as numbers in round brackets. However, in the Computer Science literature, square brackets are used instead, while round brackets are reserved for references to formulae, tables, etc.

    c Citations in APA or Chicago style do not properly distinguish between citing a document and citing what the authors have said in a document. On the positive side, using one of these two styles the entries in the bibliography are in the expected order by authors/editors.

There is no easy solution for the first problem. The second problem could be solved by writing your own custom style file. Alternatively, which is also the only solution for the third problem, you can, after finishing your text, convert every citation into text using the context menu of each citation and choosing 'Convert citation to static text'. You can then edit the citation, i.e. replace round brackets by square brackets in ISO 690 Numerical Reference style or putting the brackets in the right place in APA or Chicago style. Overall, the smallest number of initial errors seems to occur with the Chicago style.

If you choose to use the Microsoft Word 2007 functions for creating citations and bibliographies, then any deviations from the bibliographic conventions you are taught on COMP516 still count as your mistakes. (Just as the use of Word's spell checker or grammar checker still makes all spelling mistakes or grammatical errors your own.)

Microsoft Word 97-2003

1. If the bibliographic information that you have collected last week is not already in a Microsoft Word file, transfer your bibliographic entries into Word and turn them into a proper bibliography. The entries should be in alphabetical order based on the surnames of their authors and entries should be numbered consecutively. The result should look as follows:

   ## Bibliography

   1. Franz Baader and Bernhard Hollunder: $\mathcal{KRIS}$: Knowledge Representation and Inference System. SIGART Bulletin **2**(3): 8-14 (1991).
   2. Fausto Giunchiglia and Roberto Sebastiani: Building decision procedures for modal logics from propositional decision procedures - the case study of modal K. In Proceedings of the 13th International Conference on Automated Deduction (CADE-13), pp. 583-597. LNAI 1104, Springer, 1996.
   3. Till Mossakowski, Michael Drouineaud, and Karsten Sohr: A temporal-logic extension of role-based access control covering dynamic separation of duties. In Proceedings of the 10th International Symposium on Temporal Representation and Reasoning / 4th International Conference on Temporal Logic (TIME-ICTL 2003), pp. 83-90. IEEE Computer Society Press, 2003.
   4. Robert F. Stärk: Formal specification and verification of the C# thread model. Theoretical Computer Science **343**(3):482-508, 2005.

   Make sure that you get the Umlaut-character 'ä' in 'Stärk' right.

2. Add an introductory section at the start of your document with the following text (the text continues on page 2):

   ## Introduction

   In [2], Giunchiglia and Sebastiani presented an approach to building decision procedures for the modal logic $K_{(m)}$ (or its syntactic variant, the description logic $\mathcal{ALC}$) based on DPLL procedures for propositional logic. As a proof-of-concept they implemented the KSAT system based on this approach. In a comparison with other systems, among them the $\mathcal{KRIS}$ system described in [1], they demonstrated the effectiveness their approach.

   In our first lab session, we were asked to locate papers [1,2] on the web. The library subscription to the ACM digital library allows us to download [1] without charge. However, the library only has a subscription for Springer Lecture Notes in Computer Science from volume 1186 onwards, which means that access to articles in LNAI 1104 incurs a charge.

   Finally, in our first lab session we were also asked to locate papers [3,4].

   Use Word *cross-references* to create the references to entries in your bibliography included in this text (i.e. [2], [1], [1,2] and [3,4]). If you have never used *cross-references* before, use Microsoft Office Word Help to find out how to do it.

3. Add a new entry to your bibliography:

   Patrick Blackburn, Johan van Benthem and Frank Wolter, editors: Handbook of Modal Logic. Elsevier, 2006.

Given that your entries are ordered by the authors' surnames, this new entry should be inserted between the first and second entry of your original bibliography. If you have created the bibliography correctly, then Word will automatically assign the number 2 to this new entry while incrementing the item numbers for all entries following it. Check that this is the case.

4. However, Word will not automatically update your *cross-references*. To enforce such an update, select the entire document (`crtl-A`) and press `F9`. Check that all cross-references have been updated correctly.

5. The last task of your first lab practical was to locate information on *Reachability Problems* on the web. You may have come across a Wikipedia article on reachability at

    `http://en.wikipedia.org/wiki/Reachability`

    The correct bibliographic entry for that article is as follows.

    Wikipedia contributors: Reachability. Wikipedia, The Free Encyclopedia,
    `http://en.wikipedia.org/wiki/Reachability`
    (last modification August 14, 2008; accessed October 9, 2008).

    Add this entry to your bibliography; it should be the last entry in it. In doing so, use the `Insert Hyperlink` function of Word to create the web link (if you don't know how, use Microsoft Word Help to find out). Check that the link created is working properly by using `ctrl-click` to follow the link.

    In general, for documents on the web that you would like to include in your bibliography, it is more useful to state the last modification date of that document instead of the date you have accessed it (if that date is known). For example:

    Ullrich Hustadt: COMP516 Research Methods in Computer Science (2006-2007).
    `http://www.csc.liv.ac.uk/~ullrich/COMP516/`. 25 September 2006.

6. Spell-check your document. If some words are spelled correctly, but Word does not recognise so, use and extend a custom dictionary. For names you might also use `Ignore once`. Do so until there are no more spelling mistakes in your document according to Word.

EndNote, RefWorks, and Zotero

In the lectures, you have heard about EndNote and Refworks which also allow you to manage bibliographic data and incorporate into Word documents in an easy way.

Another alternative is Zotero, 'free, easy-to-use Firefox extension to help you collect, manage, and cite your research sources'. It also provides integration with Microsoft Word and OpenOffice via suitable plug-ins/extensions.