

# Publications annual report: BibTeX-file specifications

Metis (the research information program of the university) is now capable to import BibTeX-files. But in order to do this correctly the file has to meet some criteria.

## Summary

- Give the file the following name: NameYear.txt, where Name is your name and Year is the year of the annual report. Notice that the **extension should be txt and not bib.**
- **The way you enter the name(s) of the author(s) and editor(s) is very important:**

**With every publication start with your (the) surname**, followed by the first character of your (the) given name(s).

**Given names may NOT be written in full!**

**Surnames with a prefix need extra attention:**

Aker, M. van den

**Do not forget the spaces!**

When several authors wrote the publication, please **do not use “&” or a comma, but use “and”**. So: Jansen, A. **and** Akker, M. van den **and** Berg, J. van den

- No comments are allowed between the entries.
- A few extra fields should be added to the BibTeX entries, which are not required in BibTeX but are required in Metis (see next sections for details).
- Strings are imported and can therefore be used.

- The BibTeX to Metis conversion is based on the specifications of BibTeX as can found in “The LaTeX Companion” by Goossens, Mittelbach and Samarin.

### Criteria for the BibTeX

- If entries don't have a class field, scientific publications refereed will be assumed.  
Possible values for the class field are:

Value	Meaning
Abs	Abstract
Ann	Annotation
Ext pre	Dissertation external preprint
Int	Dissertation internal
Int pre	Dissertation internal preprint
Ext	Dissertation external
Pat	Patent
Oth	Other result of scientific activities
Pop	Popular publication (intended for advanced layman)
Vak	A publication written to spread knowledge
Wet	A scientific publication refereed
Wet non	A scientific publication non- refereed

- Every entry can (but doesn't have to) have a html address of the publication, a note and an abstract field.
- Miscellaneous fields (e.g. self defined fields) are ignored (but not thrown away), but imported into Metis. So you are advised to leave them in your BibTeX -file.
- Entry types that are not defined in BibTeX or are of the type MISC cannot be submitted by a BibTeX-file. So they have to be submitted otherwise. In the next section all possible entry-types and required fields are specified.

### The required BibTeX-format

**Article:** author, title, journal, year, pages, class; volume, number, issn.

*Optional:* note, url, abstract.

**Book:** author or editor, title, publisher, year, class, volume or number, series, address, isbn.  
*Optional:* edition, month, note, url.

**Booklet:** see book.

**Conference:** the same as Inproceedings (included for Scribe compatibility).

**Inbook:** author or editor, title, chapter, pages, publisher, year, class, volume or number, series, address.

*Optional:* type, edition, month, note, url, isbn.

**Incollection:** author, title, book title, editor, publisher, year, class, volume or number, series, issn.

*Optional:* type, chapter, pages, address, edition, month, note, url.

**Inproceedings:** author, title, book title, year, editor, class, volume or number, series, pages, isbn.

*Optional:* address, month, organization, publisher, note, url.

**Manual:** title, class, author, year.

*Optional:* organization, address, edition, month, note, url, type.

**Master thesis:** author, title, school, year, class, tutor.

*Optional:* type, address, month, note, url, isbn.

**PhDthesis:** author, title, school, year, class, tutor.

*Optional:* type, address, month, note, url, issn.

**Proceedings:** title, year, edition, publisher, class, volume or number, series, isbn.

*Optional:* address, month, organization, note. Ignored fields: class, url.

**Techreport:** author, title, institution, year, place of issue, **class (non-refereed )**, number,issn.

*Optional:* type, address, month, note, url.