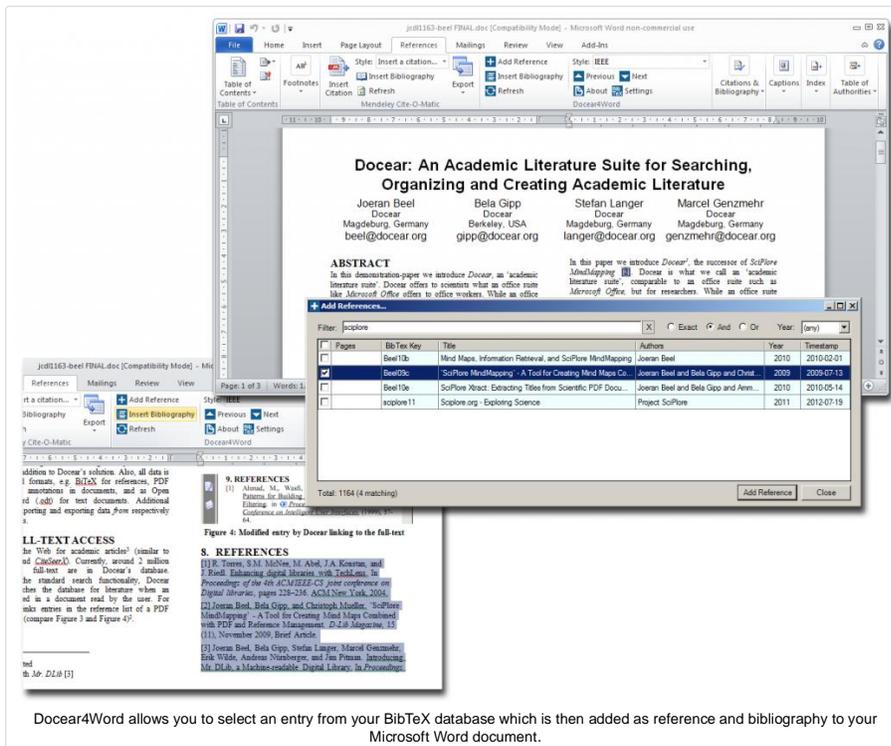


## Overview & Details

Docear4Word is an add-on for Microsoft Word (2003 and later) that allows you to insert references and bibliographies from BibTeX files to MS-Word documents. The great thing is that you don't need to care about formatting. You can choose from 1,700+ citation styles (APA, MLA, Turabian, Harvard, IEEE, ACM, ...). All you have to do is selecting a reference from your BibTeX database, and Docear4Word is doing the work. Docear4Word works with any BibTeX database, not only the one from Docear. That means you can use Docear4Word with almost any reference manager (JabRef, Bibdesk, Bibloscape, Bibus, Citavi, ...). Docear4Word is totally free to use, open source (GPL 2 or later) and based on the Citation Style Language (CSL), the same one that Zotero, Mendeley and Papers are using. Please note that Docear4Word runs only with MS-Word on Windows, not on Mac OS.



Docear4Word allows you to select an entry from your BibTeX database which is then added as reference and bibliography to your Microsoft Word document.

## Download Docear4Word

Are you using Windows 8.1 or 10? Then you need to install .NET 2.0 manually.

## Features of Docear4Word

- More than 1,700 citation styles available (APA, MLA, Turabian, Harvard, IEEE, ACM, ...)
- Runs with Microsoft Word 2003, 2007, 2010, and 2013 (32Bit and 64Bit)
- Runs with Windows XP, Windows Vista, Windows 7, Windows 8, ... (32Bit and 64Bit)
- Comfortable search and filter function for entry selection
- Option to specify page numbers
- Full reference data is stored in the Word document (document remains usable without BibTeX file)
- Live update of bibliography when new reference is inserted (no refresh needed)
- Go through references (next/previous)
- Compatible with all BibTeX files
- Automatic selection of Docear's currently active BibTeX file
- Based on the Citation Style Language (CSL), the same one that Zotero, Mendeley and Papers are using
- Send us your feature request

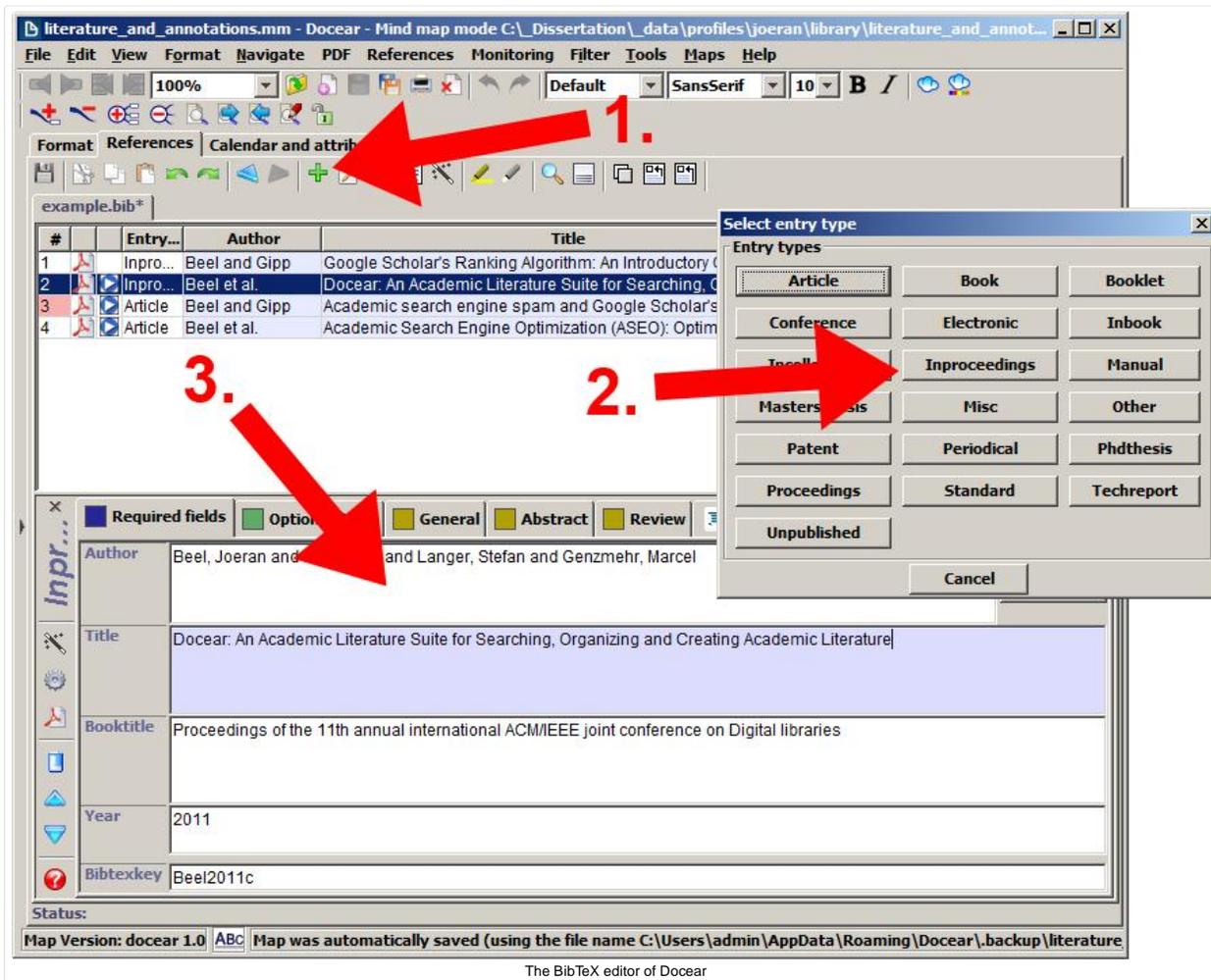
## Manual / Instructions

### Install Docear4Word

- Download Docear4Word
- Run docar4word\_setup.exe
- Follow the instructions (when you are using Windows XP you might be asked to install the .NET framework. Please do so)
- Questions? Problems? Contact us!

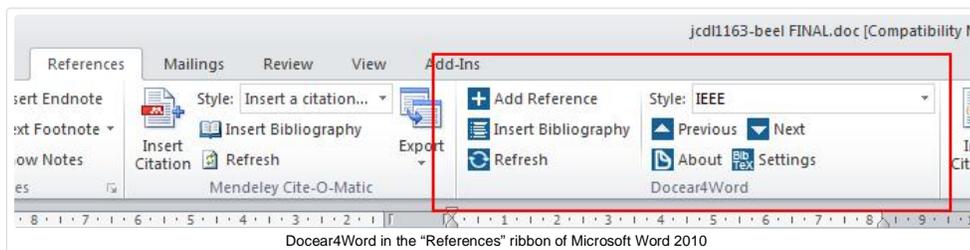
### Choosing a Compatible Reference Manager

You need a reference manager to create your references in the BibTeX format. Of course, we recommend using Docear to create your references but if you prefer another BibTeX based reference manager (e.g. JabRef) this will work, too. In Docear (or whatever reference manager you use), create for each paper you may want to cite a new entry (1.), select the type of the entry (2.) and enter the bibliographic data (3.). Very soon, Docear will even offer you a function to automatically retrieve metadata for a PDF or when you entered some partial data.

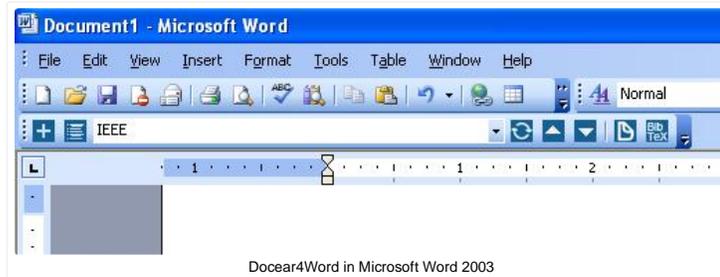


**The Docear4Word panel in Microsoft Word**

Docear4Word integrates itself in the "References" ribbon (MS Word 2007 and later).

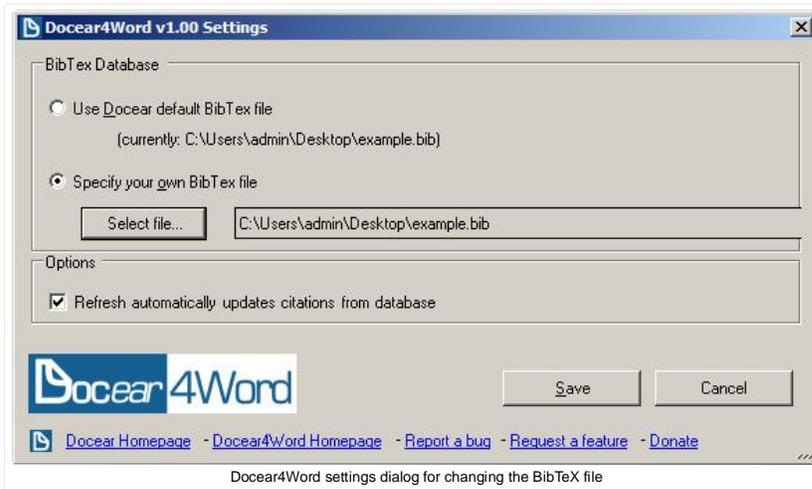


If you are using Microsoft Word 2003, you will have a separate Docear4Word toolbar.



**Setup of Docear4Word**

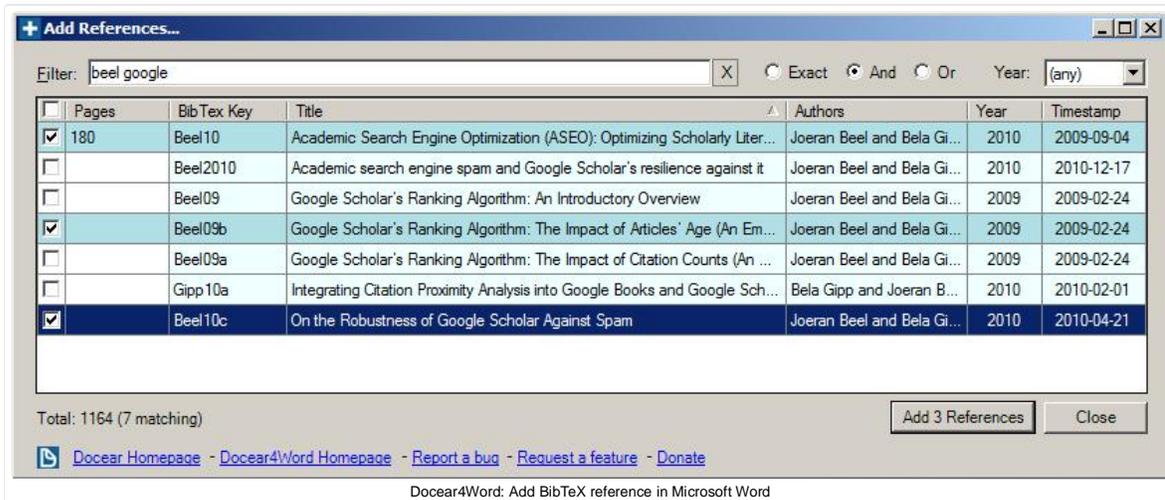
If you are using a reference manager other than Docear, you need to tell Docear4Word which BibTeX file to use. Open the "Settings" and specify your BibTeX file.



For Docear users: Docear4Word automatically selects the BibTeX file that is used by Docear.

### Add references

When you select "Add Reference", a dialog appears showing you all entries you have in your BibTeX database. Select those you want to reference by ticking the boxes at the very left, a double click, or select an entry and press SPACE on your keyboard. You can sort the columns by clicking their titles (click again to reverse the sort order). To filter the list, type some keywords in the filter box. You can also specify a page number that will be shown in the reference (note, not all citation styles support page numbers). When you have selected all references you want to cite click the "Add References" Button.

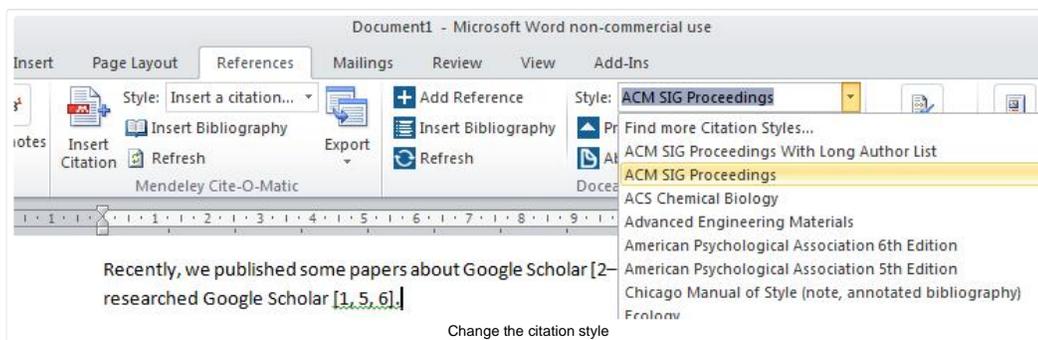


The reference identifiers (usually author and year, or a number like [2]) are created automatically at the position where your cursor is placed in the Word document.



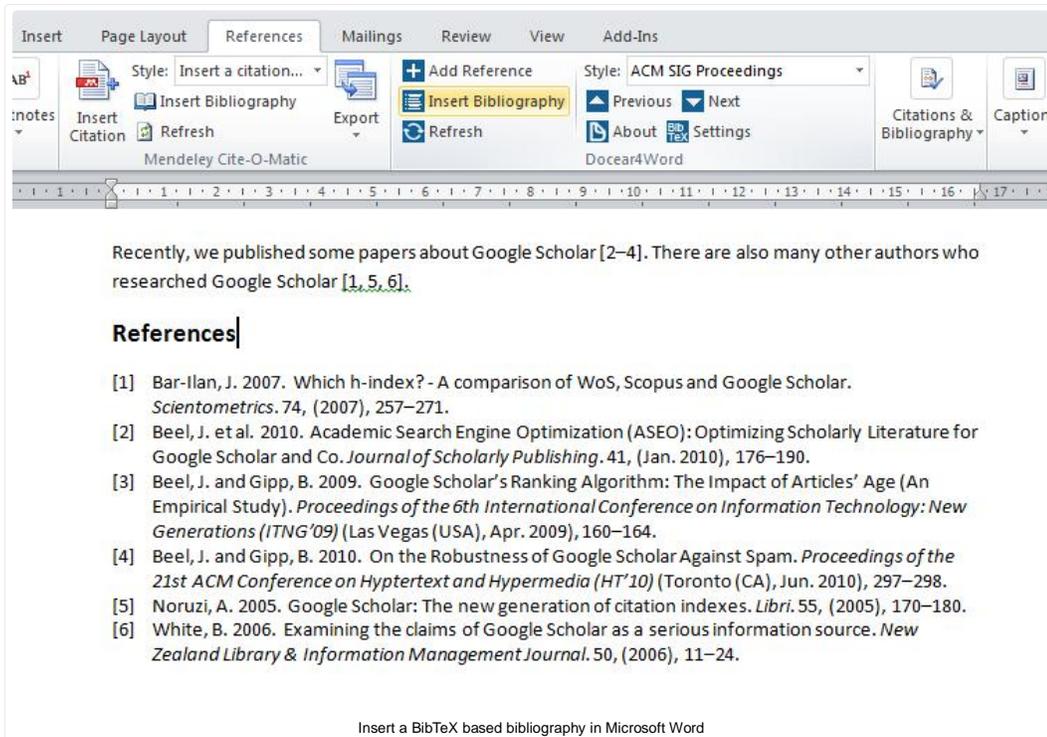
### Change the Citation Style

In the "Style" box you can pick a citation style. There are more than 1,700 citation styles from which Docear4Word only installs a few by default. To search and install more citation styles [read here](#).



## Insert a Bibliography

To insert the bibliography (reference list), place your cursor at the place where the bibliography should be inserted and select the "Insert Bibliography" icon.



Recently, we published some papers about Google Scholar [2–4]. There are also many other authors who researched Google Scholar [1, 5, 6].

### References

- [1] Bar-Ilan, J. 2007. Which h-index? - A comparison of WoS, Scopus and Google Scholar. *Scientometrics*. 74, (2007), 257–271.
- [2] Beel, J. et al. 2010. Academic Search Engine Optimization (ASEO): Optimizing Scholarly Literature for Google Scholar and Co. *Journal of Scholarly Publishing*. 41, (Jan. 2010), 176–190.
- [3] Beel, J. and Gipp, B. 2009. Google Scholar's Ranking Algorithm: The Impact of Articles' Age (An Empirical Study). *Proceedings of the 6th International Conference on Information Technology: New Generations (ITNG'09)* (Las Vegas (USA), Apr. 2009), 160–164.
- [4] Beel, J. and Gipp, B. 2010. On the Robustness of Google Scholar Against Spam. *Proceedings of the 21st ACM Conference on Hypertext and Hypermedia (HT'10)* (Toronto (CA), Jun. 2010), 297–298.
- [5] Noruzi, A. 2005. Google Scholar: The new generation of citation indexes. *Libri*. 55, (2005), 170–180.
- [6] White, B. 2006. Examining the claims of Google Scholar as a serious information source. *New Zealand Library & Information Management Journal*. 50, (2006), 11–24.

Insert a BibTeX based bibliography in Microsoft Word

## Refresh data

When you change data in your BibTeX file, click the "Refresh" icon to re-read the BibTeX file. Please note, that Docear is storing all reference data in the Word document. That means, even without your BibTeX file, you (and others) can use the references in the document.

## Feedback and Development

If you want to support Docear4Word, please give us [feedback](#) what you like and what we could do better. Also, any [donation](#) is highly appreciated. Please be aware that Docear4Word is released as open source (GPL). Feel free to join the development and [contact](#) us for a cooperation.

## Credits

We are very thankful for the [Citation Style Language](#) and [CiteProc-JS](#) by Bruce D'Arcus, Frank G. Bennett, Jr. Rintze M. Zelle, and many others. In addition, we are glad for all the support we received from Simon Hewitt.