

Distinctive Feature:

The bibliography is sorted alphabetically. The author's last name, the year of publication, and the page numbers cited are used as the citation key in the footnotes.

Add the appropriate punctuation at the end of a footnote by hand.

For the edition, the default abbreviation is "2nd edition; 3rd edition; etc". If you need a different one, enter the desired text in **Custom field 1 (= Freitext 1)** (e.g. 2nd updated edition or 6., überarb. u. erw. Auflage). The same refers to articles and essays in specialist journals and magazines. The default abbreviation for volume is "vol. 2; vol. 3; etc.". If you need a different one, enter the desired text in field **Jahrgang** (e.g. Jg. 8).

For newspaper articles, enter the year of publication in **Custom field 2 (= Freitext 2)**.

An encyclopedia article should be added as a **Contribution in an Edited Book** and word "Lexikon" should be entered in **Custom Field 3 (= Freitext 3)** of the parent reference.

For administration directives, use document type **Statue or Regulation** and put all information like "communication from 11/07/1974, IV C I - p. 1340-32/74" (without quotation marks) in the **Title/Name** field.

Wording of laws should be quoted within the text, but should not be listed in any source directory: In the Word document, select the reference you want to insert. Click **Insert advanced > Bibliography entry > Do not add to bibliography**.

For interviews with experts, put the year in the **Date** field and enter all other information regarding position, company name, place of the headquarters, face-to-face/telephone interview, date and place of meeting in the **Title/Topic** field (as to be shown in your text). For the short documentation in the footnote, add the desired text in the **Title supplement** field (eg. "face-to-face interview, August 20, 2003").

For any document type, if applicable, enter "Anon" in the **Author** field, **Editor** field resp. **Organization** field.

To create different source directories (eg. list of interviews or list of internet sources) please proceed as described:

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