\LaTeX\ for Beginners

Workbook

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Preface

This is an absolute beginners guide to writing documents in \LaTeX\ using \TeX\works. It assumes no prior knowledge of \LaTeX, or any other computing language.

This workbook is designed to be used at the ‘\LaTeX\ for Beginners’ student iSkills seminar, and also for self-paced study. Its aim is to introduce an absolute beginner to \LaTeX\ and teach the basic commands, so that they can create a simple document and find out whether \LaTeX\ will be useful to them.

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Where any part of this document is included in another document, due acknowledgement is required.
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Chapter 1

Introduction

1.1 What is \LaTeX\?

\LaTeX\ (pronounced lay-tek) is a document preparation system for producing professional-looking documents, it is not a word processor. It is particularly suited to producing long, structured documents, and is very good at typesetting equations. It is available as free software for most operating systems.

\LaTeX\ is based on TeX, a typesetting system designed by Donald Knuth in 1978 for high quality digital typesetting. TeX is a low-level language that computers can work with, but most people would find difficult to use; so \LaTeX\ has been developed to make it easier. The current version of \LaTeX\ is \LaTeX\2e.

If you are used to producing documents with Microsoft Word, you will find that \LaTeX\ is a very different style of working. Microsoft Word is ‘What You See Is What You Get’ (WYSIWYG), this means that you see how the final document will look as you are typing. When working in this way you will probably make changes to the document’s appearance (such as line spacing, headings, page breaks) as you type. With \LaTeX\ you do not see how the final document will look while you are typing it — this allows you to concentrate on the content rather than appearance.

A \LaTeX\ document is a plain text file with a .tex file extension. It can be typed in a simple text editor such as Notepad, but most people find it is easier to use a dedicated \LaTeX\ editor. As you type you mark the document structure (title, chapters, subheadings, lists etc.) with tags. When the document is finished you compile it — this means converting it into another format. Several different output formats are available, but probably the most useful
is Portable Document Format (PDF), which appears as it will be printed and
can be transferred easily between computers.

## 1.2 Before You Start

The following conventions are used throughout this workbook:

- Actions for you to carry out are bulleted with an arrow \( \Rightarrow \).
- Text you type is written in this font.
- Menu commands and button names are shown in **bold**.

Although the code in this workbook should work in any \LaTeX\ editor, specific
examples and screenshots refer to TeXworks 0.4.5 on Windows 7.
Chapter 2

Document Structure

2.1 Essentials

Start TeXworks.

A new document will automatically open.

Go to the Format menu and select Line Numbers.

Line numbers are not essential, but will make it easier to compare your code with the screenshots and find errors.

Go to the Format menu and select Syntax Coloring, then LaTeX.

Syntax colouring will highlight commands in blue and can make it easier to spot mistakes.

Type the following:

\documentclass[a4paper,12pt]{article}
\begin{document}
A sentence of text.
\end{document}
The \texttt{\textbackslash documentclass} command must appear at the start of every \LaTeX\ document. The text in the curly brackets specifies the document class. The \texttt{article} document class is suitable for shorter documents such as journal articles and short reports. Other document classes include \texttt{report} (for longer documents with chapters, e.g. PhD theses), \texttt{proc} (conference proceedings), \texttt{book} and \texttt{slides}. The text in the square brackets specifies options — in this case it sets the paper size to A4 and the main font size to 12pt.

The \texttt{\begin{document}} and \texttt{\end{document}} commands enclose the text and commands that make up your document. Anything typed before \texttt{\begin{document}} is known as the preamble, and will affect the whole document. Anything typed after \texttt{\end{document}} is ignored.

The empty lines aren’t necessary\footnote{See section 3.5 on page 14 for information about how \LaTeX\ deals with empty space in the .tex file.}, but they will make it easier to navigate between the different parts of the document as it gets longer.

- Click on the \texttt{Save} button.
- Create a new folder called \texttt{LaTeX course} in Libraries->Documents.
- Name your document \texttt{Doc1} and save it as a \texttt{TeX document} in this folder.

It is a good idea to keep each of your \LaTeX\ documents in a separate folder as the compiling process creates multiple files.

- Make sure the typeset menu is set to \texttt{pdfLaTeX}.
- Click on the \texttt{Typeset} button.

There will be a pause while your document is being converted to a PDF file. When the compiling is complete TeXworks’ PDF viewer will open and display your document. The PDF file is automatically saved in the same folder as the .tex file.
2.2 Troubleshooting

If there is an error in your document and TeXworks cannot create the PDF the Typeset button will change to red with a white X (Abort typesetting button) and the Console output at the bottom of the screen will stay open. If this happens:

- Click on the Abort typesetting button.
- Read the Console output - the last line will probably include a line number and the command that caused the error.
- Go to the line number in your document and fix the error.
- Click on the Typeset button again.

2.3 Creating a Title

The \maketitle command creates a title. You need to specify the title of the document. If the date is not specified today’s date is used. Author is optional.

- Type the following directly after the \begin{document} command:

\begin{verbatim}
\title{My First Document}
\author{My Name}
\date{\today}
\maketitle
\end{verbatim}

Your document should now look like figure 2.1.

- Click on the Typeset button and check the PDF.

Points to note:
- \today is a command that inserts today’s date. You can also type in a different date, for example \date{November 2013}.
- Article documents start the text immediately below the title on the same page. Reports put the title on a separate page (like this workbook).
2.4 Sections

You should divide your document into chapters (if needed), sections and subsections. The following sectioning commands are available for the \texttt{article} class:

- \texttt{\section{...}}
- \texttt{\subsection{...}}
- \texttt{\subsubsection{...}}
- \texttt{\paragraph{...}}
- \texttt{\subparagraph{...}}

The title of the section replaces the dots between the curly brackets. With the \texttt{report} and \texttt{book} classes we also have \texttt{\chapter{...}}.

Replace “A sentence of text.” with the following:

\begin{verbatim}
\section{Introduction}
This is the introduction.

\section{Methods}
\subsection{Stage 1}
The first part of the methods.
\end{verbatim}
\subsection{Stage 2}
The second part of the methods.

\section{Results}
Here are my results.

Your document should now look like figure 2.2

\begin{verbatim}
\documentclass[a4paper,12pt]{article}
\begin{document}
\title{My First Document}
\author{My Name}
\date{\today}
\maketitle
\section{Introduction}
This is the introduction.
\section{Methods}
\subsection{Stage 1}
The first part of the methods.
\subsection{Stage 2}
The second part of the methods.
\section{Results}
Here are my results.
\end{document}
\end{verbatim}

Figure 2.2: TeXworks screenshot of document with sections.

\begin{itemize}
  \item Click on the \texttt{Typeset} button and check the PDF.
\end{itemize}

\section{2.5 Labelling}

You can label any of the sectioning commands so they can be referred to in other parts of the document. Label the section with \texttt{\label{labelname}}. Then type \texttt{\ref{labelname}} or \texttt{\pageref{labelname}}, when you want to refer to the section or page number of the label.

\begin{itemize}
  \item Type \texttt{\label{sec1}} on a new line directly below \texttt{\subsection{Stage 1}}.
\end{itemize}
Type Referring to section \ref{sec1} on page \pageref{sec1} in the Results section.

Your document should now look like figure 2.3.

![TeXworks screenshot of document with labels.](image)

Click on the Typeset button and check the PDF. You may need to typeset the document twice before the references appear in the PDF.

### 2.6 Table of Contents

If you use sectioning commands it is very easy to generate a table of contents. Type \tableofcontents where you want the table of contents to appear in your document — often directly after the title page.

You may also want to change the page numbering so that roman numerals (i, ii, iii) are used for pages before the main document starts. This will also ensure that the main document starts on page 1. Page numbering can be switched between arabic and roman using \pagenumbering{...}. 

8
Type the following on a new line below `\maketitle`:

```latex
\pagenumbering{roman}
\tableofcontents
\newpage
\pagenumbering{arabic}
```

The `\newpage` command inserts a page break so that we can see the effect of the page numbering commands. The first 14 lines of code should now look like figure 2.4.

Figure 2.4: TeXworks screenshot of document showing table of contents command.

Click on the **Typeset** button and check the PDF.
Chapter 3

Typesetting Text

3.1 Font Effects

There are \LaTeX commands for a variety of font effects:

- \textit{words in italics} \quad words in italics
- \textsl{words slanted} \quad words slanted
- \textsc{words in smallcaps} \quad WORDS IN SMALLCAPS
- \textbf{words in bold} \quad words in bold
- \texttt{words in teletype} \quad words in teletype
- \textsf{sans serif words} \quad sans serif words
- \textrm{roman words} \quad roman words
- \underline{underlined words} \quad underlined words

Add some more text to your document and experiment with different text effects.

3.2 Coloured Text

To put coloured text in your document you need to use a \texttt{package}. There are many packages that can be used with \LaTeX to enhance its functionality. Packages are included in the \texttt{preamble} (i.e. before the \texttt{\begin{document}} command). Packages are activated using the \texttt{\usepackage[options]{package}} command, where \texttt{package} is the name of the package and \texttt{options} is an optional list of keywords that trigger special features in the package.
The basic colour names that \usepackage{color} knows about are black, red, green, blue, cyan, magenta, yellow and white:

\begin{itemize}
  \item Red, green, blue, cyan, magenta, yellow and white.
\end{itemize}

The following code to produces coloured text:

\begin{itemize}
  \item \texttt{\usepackage{color}} on the line before \texttt{\begin{document}}.
  \item \texttt{\color{red}fire} in your document.
  \item Click on the Typeset button and check the PDF.
\end{itemize}

The word ‘fire’ should appear in red.

It is possible to add options that allow \usepackage{color} to understand more colour names, and even to define your own colours. It is also possible to change the background colour of text (as for white and yellow in the example above), but this is beyond the scope of this workbook. If you want more information about see the Colors chapter in the \LaTeX\ Wikibook\footnote{\url{http://en.wikibooks.org/wiki/LaTeX/Colors}}

\section*{3.3 Font Sizes}

There are \LaTeX\ commands for a range of font sizes:

\begin{itemize}
  \item \texttt{\tiny tiny words}
  \item \texttt{\scriptsize scriptsize words}
  \item \texttt{\footnotesize footnotesize words}
  \item \texttt{\small small words}
  \item \texttt{\normalsize normalsize words}
  \item \texttt{\large large words}
  \item \texttt{\Large Large words}
  \item \texttt{\LARGE LARGE words}
  \item \texttt{\huge huge words}
\end{itemize}
Experiment with different font sizes in your document.

3.4 Lists

\LaTeX{} supports two types of lists: \texttt{enumerate} produces numbered lists, while \texttt{itemize} is for bulleted lists. Each list item is defined by \texttt{\item}. Lists can be nested to produce sub-lists.

Type the following to produce a numbered list with a bulleted sub-list:

\begin{verbatim}
\begin{enumerate}
\item First thing
\item Second thing
\begin{itemize}
\item A sub-thing
\item Another sub-thing
\end{itemize}
\item Third thing
\end{enumerate}
\end{verbatim}

Click on the \texttt{Typeset} button and check the PDF.

The list should look like this:

1. First thing
2. Second thing
   - A sub-thing
   - Another sub-thing
3. Third thing

It is easy to change the bullet symbol using square brackets after the \texttt{\item}, for example, \texttt{\item[-]} will give a dash as the bullet. You can even use words as bullets, for example, \texttt{\item[One]}.

The following code:
\begin{itemize}
\item[-] First thing
\item[+] Second thing
\begin{itemize}
\item[Fish] A sub-thing
\item[Plants] Another sub-thing
\end{itemize}
\item[Q] Third thing
\end{itemize}

Produces:

- First thing
+ Second thing
Fish A sub-thing
Plants Another sub-thing
Q Third thing

3.5 Comments & Spacing

Comments are created using %. When \LaTeX{} encounters a % character while processing a .tex file, it ignores the rest of the line (until the [Return] key has been pressed to start a new line — not to be confused with line wrapping in your editor). This can be used to write notes in the input file which will not show up in the printed version.

The following code:

\begin{verbatim}
It is a truth universally acknowledged% Note comic irony in the very first sentence,
that a single man in possession of a good fortune, must be in want of a wife.
\end{verbatim}

Produces:

It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.
Multiple consecutive spaces in \LaTeX\ are treated as a single space. Several empty lines are treated as one empty line. The main function of an empty line in \LaTeX\ is to start a new paragraph. In general, \LaTeX\ ignores blank lines and other empty space in the .tex file. Two backslashes (\\) can be used to start a new line.

\begin{itemize}
  \item Experiment with putting comments and blank lines in to your document.
\end{itemize}

If you want to add blank space into your document use the \texttt{\vspace{...}} command. This will add blank vertical space of a height specified in typographical points (pt). For example, \texttt{\vspace{12pt}} will add space equivalent to the height of a 12pt font.

### 3.6 Special Characters

The following symbols are reserved characters which have a special meaning in \LaTeX:\

\begin{itemize}
  \item # $ % ^ & _ \{ \} ~ \backslash
\end{itemize}

All of these apart from the backslash \backslash can be inserted as characters in your document by adding a prefix backslash:

\begin{itemize}
  \item \# \$ \% \^{} \& \_ \{ \} \~\{}
\end{itemize}

Note that you need to type a pair of curly brackets {} after the hat \^{} and tilde \~{}, otherwise these will appear as accents over the following character. For example, “\^{} e” produces “ê”.

The above code will produce:

\begin{itemize}
  \item \# \$ \% \^{} \& \_ \{ \} \~\{}
\end{itemize}

The backslash character \backslash can not be entered by adding a prefix backslash, \\, as this is used for line breaking. Use the \texttt{\textbackslash} command instead.

\begin{itemize}
  \item Type code to produce the following sentence in your document:
\end{itemize}

Item #1A\642 costs $8 & is sold at a \~{}10\% profit.

Ask the tutor, or check the .tex file of this workbook, if you need help.
Chapter 4

Tables

The tabular command is used to typeset tables. By default, \LaTeX{} tables are drawn without horizontal and vertical lines — you need to specify if you want lines drawn. \LaTeX{} determines the width of the columns automatically.

This code starts a table:

\begin{tabular}{...}

Where the dots between the curly brackets are replaced by code defining the columns:

- \texttt{l} for a column of \textit{left}-aligned text (letter \texttt{el}, \textit{not} number one).
- \texttt{r} for a column of \textit{right}-aligned text.
- \texttt{c} for a column of \textit{centre}-aligned text.
- \texttt{|} for a vertical line.

For example, \{\texttt{lll}\} (i.e. left left left) will produce 3 columns of left-aligned text with no vertical lines, while \{\texttt{|ll|l|r|}\} (i.e. left left right) will produce 3 columns — the first 2 are left-aligned, the third is right-aligned, and there are vertical lines around each column.

The table data follows the \texttt{\begin} command:

- \& is placed between columns.
- \texttt{\\} is placed at the end of a row (to start a new one).
• \texttt{\hline} inserts a horizontal line.

• \texttt{\cline{1-2}} inserts a partial horizontal line between column 1 and column 2.

The command \texttt{\end{tabular}} finishes the table.

Examples of tabular code and the resulting tables:

\begin{tabular}{|l|l|}
\hline
Apples & Green \\
Strawberries & Red \\
Oranges & Orange \\
\end{tabular}

\begin{tabular}{rc}
\hline
Apples & Green \\
Strawberries & Red \\
\end{tabular}

\begin{tabular}{|r|l|}
\hline
8 & here’s \\
86 & stuff \\
2008 & now \\
\hline
\end{tabular}

\textbf{4.1 Practical}

Write code to produce the following tables:

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nails</td>
<td>500</td>
<td>0.34</td>
</tr>
<tr>
<td>Wooden boards</td>
<td>100</td>
<td>4.00</td>
</tr>
<tr>
<td>Bricks</td>
<td>240</td>
<td>11.50</td>
</tr>
<tr>
<td>City</td>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>2007</td>
</tr>
<tr>
<td>London</td>
<td>45789</td>
<td>46551</td>
</tr>
<tr>
<td>Berlin</td>
<td>34549</td>
<td>32543</td>
</tr>
<tr>
<td>Paris</td>
<td>49835</td>
<td>51009</td>
</tr>
</tbody>
</table>

Ask the tutor, or look at the .tex file of this workbook, if you need help.
Chapter 5

Figures

This chapter describes how to insert an image into your \LaTeX\ document, which requires the graphicx package. Images should be PDF, PNG, JPEG or GIF files. The following code will insert an image called myimage:

\begin{figure}[h]
\centering
\includegraphics[width=1\textwidth]{myimage}
\caption{Here is my image}
\label{image-myimage}
\end{figure}

[h] is the placement specifier. h means put the figure approximately here (if it will fit). Other options are t (at the top of the page), b (at the bottom of the page) and p (on a separate page for figures). You can also add !, which overrides the rule \LaTeX\ uses for choosing where to put the figure, and makes it more likely it will put it where you want (even if it doesn’t look so good).
\centering centres the image on the page, if not used images are left-aligned by default. It’s a good idea to use this as the figure captions are centred.
\includegraphics{...} is the command that actually puts the image in your document. The image file should be saved in the same folder as the .tex file.
[width=1\textwidth] is an optional command that specifies the width of the picture - in this case the same width as the text. The width could also be given in centimeters (cm). You could also use [scale=0.5] which scales the image by the desired factor, in this case reducing by half.
\caption{...} defines a caption for the figure. If this is used \LaTeX{} will add “Figure” and a number before the caption. If you use captions, you can use \texttt{\listoffigures} to create a table of figures in a similar way to the table of contents (section \ref{fig:contents} page \pageref{fig:contents}).

\label{...} creates a label to allow you to refer to the table or figure in your text (section \ref{fig:labels} page \pageref{fig:labels}).

5.1 Practical

\begin{itemize}
\item Add \texttt{\usepackage{graphicx}} in the preamble of your document (before the \texttt{\begin{document}} command).
\item Find an image and save a copy to your \LaTeX{} course folder.
\item Type the following text at the point where you want your image inserted:

\begin{verbatim}
\begin{figure}[h!]
\centering
\includegraphics[width=1\textwidth]{ImageFilename}
\caption{My test image}
\end{figure}
\end{verbatim}

Replace \texttt{ImageFilename} with the name of your image file, excluding the file extension. If there are any spaces in the file name enclose it in quotation marks, for example "screen 20".

\item Click on the \texttt{Typeset} button and check the PDF.
\end{itemize}
Chapter 6

Equations

One of the main reasons for writing documents in \LaTeX is because it is really good at typesetting equations. Equations are written in ‘math mode’.

6.1 Inserting Equations

You can enter math mode with an opening and closing dollar sign $$. This can be used to write mathematical symbols within a sentence — for example, typing $$1+2=3$$ produces $1 + 2 = 3$.

If you want a “displayed” equation on its own line use $$...$$. For example, $$1+2=3$$ produces:

$$1 + 2 = 3$$

For a numbered displayed equation, use \begin{equation}...\end{equation}. For example, \begin{equation}1+2=3\end{equation} produces:

$$1 + 2 = 3 \quad (6.1)$$

The number 6 refers to the chapter number, this will only appear if you are using a document class with chapters, such as report.

Use \begin{eqnarray}...\end{eqnarray} to write equation arrays for a series of equations/inequalities. For example —

\begin{eqnarray}
\end{eqnarray}
\begin{eqnarray}
a & = & b + c \\
& = & y - z
\end{eqnarray}

Produces:

\begin{equation}
\begin{align}
a & = b + c \\
& = y - z
\end{align}
\end{equation}

(6.2) \hspace{1cm} (6.3)

For unnumbered equations add the star symbol * after the equation or eqnarray command (i.e. use \texttt{equation*} or \texttt{eqnarray*}).

\section{Mathematical Symbols}

Although some basic mathematical symbols (+ - = ! / ( ) [ ] :) can be accessed directly from the keyboard, most must be inserted using a command.

This section is a very brief introduction to using \LaTeX{} to produce mathematical symbols — the Mathematics chapter in the \LaTeX{} Wikibook is an excellent tutorial on mathematical symbol commands, which you should refer to if you want to learn more. If you want to find the command for a specific symbol try Detexify\footnote{http://detexify.kirelabs.org} which can recognise hand drawn symbols.

\subsection{Powers & Indices}

Powers are inserted using the hat ^ symbol. For example, $n^2$ produces \( n^2 \).

Indices are inserted using an underscore _. For example, $2_a$ produces \( 2_a \).

If the power or index includes more than one character, group them using curly brackets \{\ldots\}, e.g. $b_{a-2}$ produces \( b_{a-2} \).

\subsection{Fractions}

Fractions are inserted using \texttt{\frac{numerator}{denominator}}.
\[ \frac{a}{3} \]

Fractions can be nested —
\[ \frac{y}{\frac{3}{x}+b} \]

### 6.2.3 Roots

Square root symbols are inserted using `\sqrt{...}` where `...` is replaced by the square root content. If a magnitude is required it can be added using optional square brackets `[...]`.

\[ \sqrt{y^2} \]
\[ \sqrt[x]{y^2} \]

### 6.2.4 Sums & Integrals

The command `\sum` inserts a sum symbol; `\int` inserts an integral. For both functions, the upper limit is specified by a hat `\hat{}` and the lower by an underscore `_`.

\[ \sum_{x=1}^5 y^z \]
\[ \int_a^b f(x) \]

### 6.2.5 Greek letters

Greek letters can be typed in math mode using the name of the letter preceded by a backslash `\`. Many Greek capital letters are used in the Latin
alphabet — for those that are different capitalise the first letter of the name to produce a capital Greek letter.

For example —

\[ \alpha = \alpha \]
\[ \beta = \beta \]
\[ \delta, \Delta = \delta, \Delta \]
\[ \theta, \Theta = \theta, \Theta \]
\[ \mu = \mu \]
\[ \pi, \Pi = \pi, \Pi \]
\[ \sigma, \Sigma = \sigma, \Sigma \]
\[ \phi, \Phi = \phi, \Phi \]
\[ \psi, \Psi = \psi, \Psi \]
\[ \omega, \Omega = \omega, \Omega \]

### 6.3 Practical

촉  Write code to produce the following equations:

\[ e = mc^2 \] (6.1)
\[ \pi = \frac{c}{d} \] (6.2)
\[ \frac{d}{dx} e^x = e^x \] (6.3)
\[ \frac{d}{dx} \int_0^\infty f(s)ds = f(x) \] (6.4)
\[ f(x) = \sum_{i=0}^{\infty} \frac{f^{(i)}(0)}{i!} x^i \] (6.5)
\[ x = \sqrt{x_1 \frac{y}{z}} \] (6.6)

Ask the tutor, or look at the .tex file of this workbook, if you need help.
Chapter 7

Inserting References

7.1 Introduction

\LaTeX\ includes features that allow you to easily cite references and create bibliographies in your document. This document will explain how to do this using a separate \BibTeX\ file to store the details of your references.

7.2 The \BibTeX\ file

Your \BibTeX\ file contains all the references you want to cite in your document. It has the file extension .bib. It should be given the same name as and kept in the same folder as your .tex file. The .bib file is plain text - it can be edited using Notepad or your \LaTeX\ editor (e.g. TeXworks). You should enter each of your references in the \BibTeX\ file in the following format:

\begin{verbatim}
@article{
Birdetal2001,
  Author = {Bird, R. B. and Smith, E. A. and Bird, D. W.},
  Title = {The hunting handicap: costly signaling in human foraging strategies},
  Journal = {Behavioral Ecology and Sociobiology},
  Volume = {50},
  Pages = {9-19},
  Year = {2001} }
\end{verbatim}
Each reference starts with the **reference type** (@article in the example above). Other reference types include @book, @incollection for a chapter in an edited book and @inproceedings for papers presented at conferences[1].

The reference type declaration is followed by a curly bracket, then the **citation key**. Each reference’s citation key must be unique - you can use anything you want, but a system based on the first author’s name and year (as in the example above) is probably easiest to keep track of.

The remaining lines contain the reference information in the format 

Field name = {field contents},

You need to include LaTeX commands in your BibTeX file for any special text formatting - e.g. italics (\emph{Rattus norvegicus}), quotation marks (’’...’’), ampersand (&).

Surround any letters in a journal article title that need to be capitalised with curly brackets {...}. BibTeX automatically uncapitalises any capital letters within the journal article title. For example, “Dispersal in the contemporary United States” will be printed as “Dispersal in the contemporary united states”, but “Dispersal in the contemporary {U}nited {S}tates” will be printed as “Dispersal in the contemporary United States”.

You can type the BibTeX file yourself, or you can use reference management software such as EndNote to create it[2].

### 7.3 Inserting the bibliography

Type the following where you want the bibliography to appear in your document (usually at the end):

\bibliographystyle{plain}
\bibliography{Doc1}

Where references is the name of your .bib file.

---


[2] Instructions for using EndNote with LaTeX are available on the HowTo wiki [https://www.wiki.ed.ac.uk/x/sZpKBg](https://www.wiki.ed.ac.uk/x/sZpKBg)
7.4 Citing references

Type `\cite{citationkey}` where you want to cite a reference in your .tex document. If you don’t want an in-text citation, but still want the reference to appear in the bibliography, use `\nocite{citationkey}`.

To include a page number in your in-text citation put it in square brackets before the citation key: `\cite[p. 215]{citationkey}`.

To cite multiple references include all the citation keys within the curly brackets separated by commas: `\cite{citation01,citation02,citation03}`.

7.5 Styles

7.5.1 Numerical citations

\LaTeX{} comes with several styles with numerical in-text citations, these include:

Plain The citation is a number in square brackets (e.g. [1]). The bibliography is ordered alphabetically by first author surname. All of the authors’ names are written in full.

Abbrev The same as plain except the authors’ first names are abbreviated to an initial.

Unsrt The same as plain except the references in the bibliography appear in the order that the citations appear in the document.

Alpha The same as plain except the citation is an alphanumeric abbreviation based on the author(s) surname(s) and year of publication, surrounded by square brackets (e.g. [Kop10]).

7.5.2 Author-date citations

Use the `natbib` package if you want to include author-date citations. Natbib uses the command `\citep{...}` for a citation in brackets (e.g. [Koppe,
2010]) and \cite{...} for a citation where only the year is in brackets (e.g. Koppe [2010]). There are lots of other ways that you can modify citations when using the natbib package - see the package’s reference sheet for full details.

Natbib comes with three bibliography styles: plainnat, abbrvnat and unsrtnat. These format the bibliography in the same way as the plain, abbrv and unsrt styles, respectively.

### 7.5.3 Other bibliography styles

If you want to use a different style (e.g. one provided by the journal you are submitting an article to) you should save the style file (.bst file) in the same folder as your .tex and .bib files. Include the name of the .bst file in the \bibliographystyle{...} command.

### 7.6 Practical

- Create a new file in TeXworks (File menu > New).
- Type your references in the correct format (see example at start of chapter).
- Click the Save button, the Save File window will open.
- Give the file the same name as your .tex document (for example, Doc1) and save it as a BibTeX database in the same folder as your .tex file.
- Switch to your .tex document and insert \cite, \bibliographystyle and \bibliography commands in the relevant places.
- Typeset your .tex file.
- Switch to your .bib file, choose BibTeX from the typeset menu and click the Typeset button.
- Switch to your .tex file and typeset it twice. The in-text citations and reference list should be inserted.

References:

Chapter 8

Further Reading

\LaTeX{} Project
http://www.latex-project.org/
Official website - has links to documentation, information about installing \LaTeX{} on your own computer, and information about where to look for help.

The Not So Short Introduction to \LaTeX{}2e
A good tutorial for beginners.

\LaTeX{} Wikibook
http://en.wikibooks.org/wiki/LaTeX/
Comprehensive and clearly written, although still a work in progress. A downloadable PDF is also available.

Comparison of \TeX{} Editors on Wikipedia
Information to help you to choose which \TeX{} editor to install on your own computer.

\TeX{} Live
http://www.tug.org/texlive/
“An easy way to get up and running with the \TeX{} document production system”. Available for Unix and Windows (links to Mac\TeX{} for MacOSX users). Includes the TeXworks editor.

Workbook Source Files
http://edin.ac/17EQPM1
Download the .tex file and other files needed to compile this workbook.