

## CREATING A BIBLIOGRAPHY FROM FOOTNOTE STYLE REFERENCES

Some style manuals, such as the Chicago Manual of Style, which use full reference footnotes in the text of a work, may state that a bibliography or Reference List is not required.

This is not true for SFU theses, project reports and extended essays for submission to the library.

A bibliography is required at the end of a thesis. The only exception is when a thesis is written “journal article” style, with a reference list at the end of each chapter. Even in these cases, it may be desirable to include a complete bibliography at the end of the work as a whole.

However, it is extremely labour intensive to copy/paste each footnote into a separate bibliographic list. It is not necessary to do so. Here is how to shorten the task.

### Steps

1. Save a new copy of your document (as a precaution).
2. Create a fresh page at the end.
3. Go to Insert/Reference/Footnote
4. Click convert button
5. Convert footnotes to endnotes.
6. Copy/paste the entire group of endnotes to a new blank document
7. Save the new document.
8. Go back to your original doc, and again use Insert/Footnotes to re-convert the endnotes to footnotes. This restores the original footnote style.
9. Go back to the endnote list in the new doc.
10. Delete the endnote numbers. How? By putting cursor to the left of the first number, then holding down the ALT key, scroll down to the bottom of the list to highlight the entire (narrow) column of numbers and the space and/or tab mark after the number (up to, but NOT including, the first letter of the reference text). Press the Delete key. (Remember that the Undo button is your friend).
11. Sort the list by highlighting the entire list, then going to Table/Sort/ and sort by Paragraphs. This will sort them alphabetically.
12. Delete all duplicates, if any. Delete all blanks. Delete all notes that are not references, i.e. comments, etc. so that only a clean list of references remains. Save this document.
13. Back in your thesis document, create a Reference List page at the correct location in your document, by insert the heading (using HEAD style) “Reference List” or “Bibliography”; hit Enter.
14. Go back to the list document; copy the entire list; then paste the list into the thesis document on the page you just created with the heading “Reference List”.(or “Bibliography”).
15. Highlight the entire list and apply the paragraph style “para\_ref”. If this style does not exist in your document, you can create it, or just manually format these with Format/Paragraph. Use single spacing, with 6 pt space before and after, and a hanging indent of .5 inch (1.25 cm), and under Line and page breaks, use “Keep lines together”.
16. Update your Table of Contents. Check that your bibliography now appears correctly in the Table of Contents. Re-save your document.