

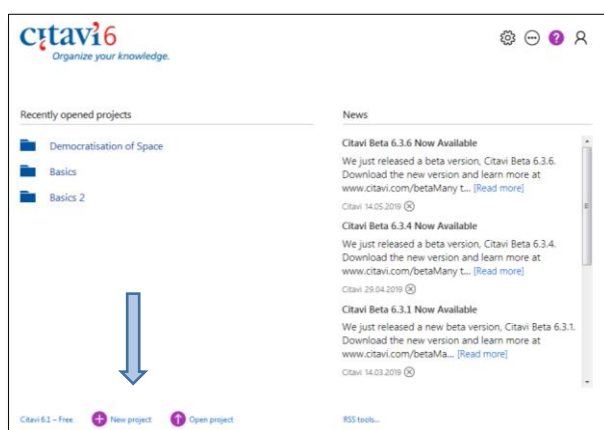
# INTRODUCTION TO Citavi


## Introduction

Suppose you are writing a term paper on “Democratisation of Space” and using Citavi to organise your references. By completing the exercises in this self-study material, you will learn how to collect and organise your sources, cite them correctly in your paper, and compile a formally correct and consistent bibliography with Citavi.

## Creating a Citavi project

Start Citavi. Click “*New project*” below on the welcome screen. Select “*Local project*”. Type in “Democratisation of Space” as your project name.




To change the language settings, click the tools icon  in the top right corner of the Citavi window, go to *Sprache wechseln* -> *English*. You can also adjust the language settings later in the programme (tab *Extras* -> *Sprache wechseln* -> *English*).


## Part I: Collecting and organising literature

### 1. Adding a book from GöDiscovery

Find the following publication in [GöDiscovery](#) and add it to Citavi:

“US presidents and the militarization of space, 1946-1967” by Sean N. Kalic.

To add a reference to this book to your project in Citavi, click on the *Citavi picker* (the Citavi icon ). You will find it next to the ISBN number in the description of the book.


Switch back to Citavi. Click on the tab “*Reference*”  and check if all the citation information (e. g. author, title, publication year etc.) has appeared in this tab.



## 2. Adding an article from an edited volume

Add the following article to your project in Citavi:

Gallagher, Nancy (2013): "International Cooperation and Space Governance Strategy".  
 In: *Space strategy in the 21st century* (ed. Eligar Sadeh), pp. 52-76.

To add an article to Citavi, you must first add the respective edited volume. Find the book *Space Strategy in the 21<sup>st</sup> century* in [GöDiscovery](#) and add it to your project in Citavi using the Citavi picker .

- Switch back to Citavi, tab "Reference" and check if all the citation data has appeared in this tab. Make sure that the reference type is correct – in this case, it is an edited volume (*Book, Edited*). If it is not indicated correctly, click on the reference type and select the correct one.
- To add citation information of an article from this book to your project, click "Add contribution".
- Enter the details about the article (author, title, page range).
- Assign keywords to further describe this publication in the tab "Overview".



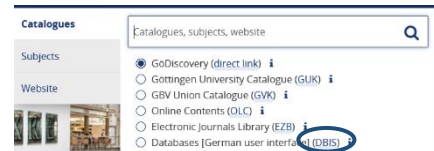
## 3. Adding an article from a database


Find the following article and add it to Citavi:

"Star-Crossed" by Bruce M. Deblois, Richard L. Garwin, R. Scott Kemp and Jeremy C. Marwell.

Start in our database system DBIS. (see the screenshot: [SUB website](#))

When in DBIS, use the quick-search box in the left-side bar to search for "Web of Science". Click on "Web of Science" in the list of search results.




Web of Science	
Weitere Titel:	ISI Web of Knowledge WoK WoS Web of Science - the Complete Citation Connection
Recherche starten:	<a href="http://han.sub.uni-goettingen.de/han/wos">http://han.sub.uni-goettingen.de/han/wos</a>
Weitere lizenzierte Zugänge:	<a href="#">Verlags-URL</a>
Verfügbar:	im Netz der Universität Göttingen 

*Screenshot of the description of 'Web of Science' database in the system DBIS.*

Start your research in "Web of Science" via the link [Verlags-URL](#), if you're on campus or using the [university VPN](#). Otherwise, you can click <http://han.sub...> and you'll be asked to provide your library user number and library password before moving on to the database.

**Tip:** Use key words/names to search for the article, e. g. you can set the search key to "title" and search for *star-crossed*.

Find the article in the list of results and click the  (or SFX) button next to its title to see if you can access the electronic version. Follow the link "Full text available via...". Open the PDF of the article in your browser. Right-click on the article, select *Citavi-picker -> Add webpage as reference (Webseite als Titel aufnehmen)*. Switch to the Citavi window. Check if all the citation information and the PDF of the article have appeared in Citavi.


## Part II: Citing and creating a bibliography

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### 1. Citations and footnotes

Open a Word document and write a short text. Suppose the text contains statements you need to support by the sources from your Citavi project.

Go to the tab “Citavi” in the navigation bar in Word, click “*Citavi pane*” and select your project “Democratisation of Space” from the list. The list of sources saved in your project will appear in the pane.

- Add a reference to Nancy Gallagher at the end of your first sentence. To do so, place the mouse cursor at the end of the sentence. Select the title you want to cite. Click “*Insert*”  *Insert* or double-click the title. You can also add the citation by drag&drop.
- Depending on the citation style, Citavi will either insert a citation directly in the text or add a footnote below.
- A bibliography will then appear at the end of the text and will be automatically updated each time you add a citation.

**Note:** All additional citation details (e. g. page numbers, “qtd. in”) should be provided in the context menu “*Insert advanced*” and not directly in the text. To correct a citation (e. g. a page number) go to “*Citations*” tab in the Citavi pane in Word and select the citation you want to edit. Otherwise, any further changes may not be synchronised correctly and your entries may be deleted. When you add a prefix, make sure to leave a space after a prefix so that the format of your citation is correct.


### 2. A bibliography to go

You can also print out the list of your sources without adding any citations to your text.

Go to your Citavi project. Click on “*References*” (the reference editor in the left pane) and find “*Project bibliography*” in the upper task pane. Select “*Print in current citation style*”.

### 3. Citing in style

While certain citation styles imply the use of in-text citations, others use footnotes. It is important to decide what citation style you use before you start writing, as converting to a different style later may lead to errors.

- Click “*Citation*” in the upper menu in Citavi, select “*Citation style*” and “*Browse citation styles...*”. Click “*Find and add style*”  *Find and add style...* to search for the style used in your discipline or your faculty.
- You can also set the right style by clicking “*Add citation style*” in the Citavi pane in Word.

## Extra tasks

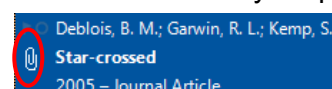
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### 1. Working with PDFs

#### 1.1 Saving a quotation from a PDF



Citavi enables users to view PDF files directly in the programme and save quotations and text passages from the PDF file. Save a quotation from the article “Star-crossed” in your project.

To view a PDF, click on the “clip” icon:



The document will then appear in the right pane.



Click “Show right pane only” in the top right corner of the Citavi window to get a better view of the file. Go to page 44 of the article. Select the tool “Text selection”  and mark any sentence of your choice. Then click  **Direct quotation**. Add some details about this quotation (page, keywords, core statement).

## 1.2 Adding a quotation from a PDF

Suppose that to support your argument in the third sentence, you wish to add the quote you previously saved from “Star-Crossed” by Bruce M. Deblois.

Make room for your quotation in the text. Go to the tab “*Knowledge*” in the Citavi pane in Word. Double-click on the quote you’d like to add and it will appear in your text. You can edit the format of the quotation (quotation marks, indentation) manually yourself.


## 2. Planning and organising

### 2.1 Assigning a task to a reference

Find the following publication in your project:


“US presidents and the militarization of space, 1946-1967” by Sean N. Kalic.

Assign a task to it: you want to borrow the book next week and this task is important to you.


To do so, make sure the reference editor “*References*” is activated (left pane), then click on the “*Tasks & locations*” tab in the central pane and select  **Task** to add a task to this particular publication.



### 2.2 Assigning a task to a project

Use the task planner “*Tasks*”  **Tasks** to plan the submission of your master’s thesis.

Select “*Project task*”  **Project task** to assign a task to the whole project rather than a specific publication. Assign a name, e. g. “Submit thesis”. Add a date (a potential deadline) and set the level of importance as “*high*”.

### 2.3 Creating an outline

To help you better organise your notes and quotations, the programme allows you to create an outline for your work. In the “*Knowledge*” organiser ( **Knowledge** in the left pane) you can create “*New category or subcategory*”.

- Click  to create a category. Give it a name. You can create more categories to match the structure of your paper (e. g. *Introduction, Chapter 1, Chapter 2* etc.) and assign a category to every reference, quotation, or note you add in Citavi.
- Switch back to the reference editor “*References*”, select the first publication from the list, click “*Overview*” in the central pane, and assign a category to this publication. Categories: 

## Further tips

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### Citavi support

If you have any general questions, you can refer to the Citavi support materials offered here: [www.citavi.com/en/support/overview](http://www.citavi.com/en/support/overview)

For SUB-related questions, please contact as at: [literaturverwaltung@sub.uni-goettingen.de](mailto:literaturverwaltung@sub.uni-goettingen.de)

### Backing up Citavi data

We recommend to regularly save your Citavi projects and custom citation styles on external storage devices as well. As the basic **3-2-1** rule for data protection goes:

- 3 copies of documents in at least
- 2 different places on more than
- 1 type of memory device

Citavi 6 enables you to save your projects in the Citavi cloud. More information about the Citavi Cloud: [www1.citavi.com/sub/manual6/en/index.html](http://www1.citavi.com/sub/manual6/en/index.html)

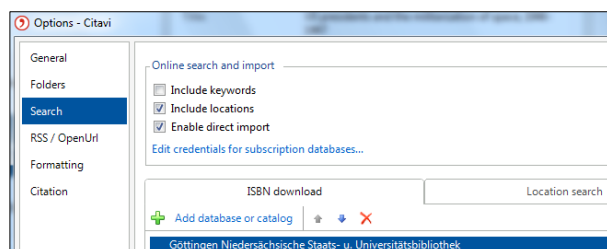
For more information please refer to our comprehensive handout on storing and backing up Citavi data.

### Important settings

In case you have **problems with the Citavi-Picker**: make sure that the picker has been installed and the respective extension has been activated in your browser (in Firefox: *Menu -> Add-ons -> Extensions*). To be able to add a PDF to a Citavi project from the browser, make sure you can preview PDF-files in your browser (in Firefox: *Menu -> Options -> General -> Applications -> Portable Document Format (PDF) -> Preview in Firefox*).

**SUB-specific settings**: for successful completion of the exercises we advise adjusting the following settings recommended for using Citavi at the University of Göttingen:

- ISBN-search in GöDiscovery: *Tools -> Options ->* on the left side *Search ->* tab *ISBN download -> Add database or catalogue ->* find *Göttingen Niedersächsische Staats- u. Universitätsbibliothek*. Move it to the first position on the list.
- Location search in GöDiscovery: repeat the same procedure in the tab *Location search*. Locations of the sources you add from the Göttingen University Catalogue will then be added automatically.
- We recommend not to check *Include keywords* in the *Search* tab, but to add your own keywords instead.



**Learn more about our resources:**

You will find information about our courses offered in English [here](http://www.sub.uni-goettingen.de/-M9Q8z): [www.sub.uni-goettingen.de/-M9Q8z](http://www.sub.uni-goettingen.de/-M9Q8z)

Related self-study materials can be found [here](http://www.sub.uni-goettingen.de/-KYCSA): [www.sub.uni-goettingen.de/-KYCSA](http://www.sub.uni-goettingen.de/-KYCSA)

Looking for basic tips for using the library? Check out our short [video tutorials on YouTube](#).

**Questions? Get in touch with us:**

[www.sub.uni-goettingen.de/en/  
information@sub.uni-goettingen.de](http://www.sub.uni-goettingen.de/en/information@sub.uni-goettingen.de)

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