

I Reference Management Software? Why?

A reference manager (RM) is designed to help researchers to gather, manage, store and share all types of information, as well as generate citations and bibliographies.

If you need to manage information for any reason -- whether it is for writing, research or collaboration – reference managers are the perfect tool.

RMs serve a variety of functions. Generally, we would expect an RM to be able to:

1. Import citations from bibliographic databases and websites
2. Gather metadata from PDF files
3. Allow organization of citations within the RM database
4. Allow annotation of citations
5. Allow sharing of the RM database or portions thereof with colleagues
6. Allow data interchange with other RM products through standard metadata formats (e.g., RIS, BibTeX)
7. Produce formatted citations in a variety of styles
8. Work with word processing software to facilitate in-text citation

II Short Comparison of some Reference Managers

<http://www.uni-augsburg.de/einrichtungen/its/teilprojekte/ep/Download/Vergleich.pdf>

- Citavi (started with German language, followed by English and other languages) often used in our Faculty of Humanities and Faculty of Educational Sciences. Since 2010 the licence is free of charge at Duisburg-Essen University for students and university staff members.
- **EndNote**: The UL has licenced the databases of WEB of Science (e.g. Science Citation Index). Students and university staff members currently have got the possibility to use the Internet based **EndNote Web** version free of charge via this access. University members have access from every computer in the University network. From outside of the campuses access by using the **VPN client** without limitations and independent of the provider - equally for the use of all databases and electronic journals. If you wish to use EndNote for your computer with a single user licence contact the **ZIM** directly to procure a licence please.
- RefWorks is free for all students and staff members of Duisburg-Essen University. RefWorks is a personal information and research manager that allows users to create an own online database of bibliographic information that can be organized and used when writing a paper or article in over 3000 different output styles. Because RefWorks is web-based, users can access their account from any computer with internet access.
- Zotero, <http://www.zotero.org/> is the research tool that automatically senses content in your web browser, allowing you to add it to your personal library with a single click. Freeware in the Browser Firefox. Zotero Standalone is available. Zotero is free of charge.

III: Getting started with Citavi

Clean Off Your Desk

Okay, so you've installed Citavi. Now what do you do with all of the books and journal articles you already have?

After you've [created a project](#), you'll want to add any books and journal articles you're already using to write your paper. That sounds pretty time-consuming, right? Au contraire!

Adding Journal Articles

If you already have PDF articles saved on your computer, just drag them into the navigation list on the left. Citavi searches for the bibliographic information using the DOI name and adds it if available.



Adding Books

With Citavi you can [use a book's ISBN number](#) to add a reference in a flash.

You can even [search for multiple ISBN numbers at once](#). That looonnnggg reading list your professor gave you the link for? If it has ISBNs in it, you're good to go. Just copy the whole thing, click **Retrieve by ISBN**, and then click **Insert from Clipboard**.



Adding Essays in Edited Books

Unfortunately, not everything is that easy. Essays and other contributions in edited books often can't be added automatically since library catalogs usually only list the edited book as a whole. You can still add the edited book using the ISBN, and then [add each essay as a contribution](#).

Read Like Your Professor — Only Better

Now that you have some sources for your project, you'll want to start reading them and picking out ideas and quotations to use in your own project.

Many professors recommend using index cards or sticky notes, but after a while you might start to feel like this:



We'd like to suggest a better way.

Read like an Academic

You can use the preview to read PDFs or other electronic documents saved in your Citavi project. Just enlarge the preview, [then start reading](#). Highlight passages to save them to your project. You can add direct quotations if you're copying a selection word-for-word or indirect quotations if you're paraphrasing a section.

Restate the Main Idea

As you're adding quotations, you'll notice the **Core statement** field. This is your own summary of the quotation and why it is important. If you take some time to create a good core statement now it will pay off later on when you're organizing your ideas and creating an outline for your paper. Never again will you wonder why you saved a quotation in the first place.

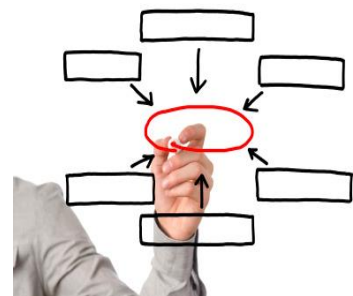
It's not that you haven't been working. You have. And you have the quotations and thoughts in your Citavi project to prove it. It's just that whole writing thing. Where to even begin?

When you create a compilation of your quotations, thoughts, and ideas it's almost as if your thesis were to start writing itself. Is it magic? Nah, it's Citavi.

You have a meeting with your thesis advisor at noon and nothing to show for yourself

Make Connections

Last time, we discussed how to excerpt quotations and add thoughts (Here's the [cheat sheet](#) if you missed that class). Once this information is in Citavi, you'll want to structure it. Use the Knowledge Organizer to [create a category system](#). Then, drag your quotations and thoughts into the categories and subcategories you want. If you change your mind, it's no big deal. You can easily rename, move, and merge categories.



Create a Compilation

With just a click, [create a compilation](#) containing all the quotations and thoughts in your project arranged by category. A table of contents appears at the beginning and a bibliography at the end. It's a far cry from your final paper but gives you a good idea of what you've already done and where you need to go. And it ensures you won't be walking into your meeting empty-handed.

Compose Your Masterpiece with Citavi 4 and Word for Windows

Use Citavi 4 to produce a publication with properly formatted citations and a matching bibliography that will make even the sternest professor proud.

IV: Getting Started With RefWorks

Use the tutorials and information resources to work smarter with RefWorks!

1. Go to <http://www.uni-duiburg-essen.de/ub/abisz/rwanmeld.php>
2. Fill in the form.
Please give your e-mail address.
3. You will receive a mail with your entry data.

Log in at www.refworks.com/refworks if you are at the University

From off-site use the group code **RWDUE** first.

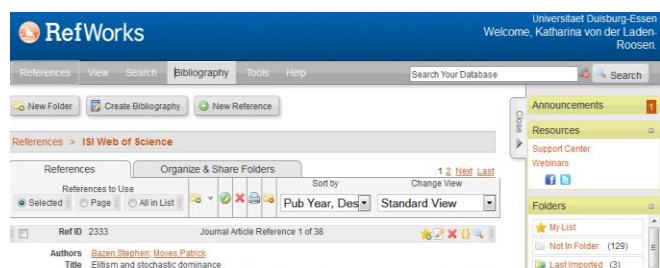
Please change your password at your first session.

You can change your entry data yourself under Tools » *Update User Information*.

The Toolbar

The Toolbar consists of several sections. Click on each section to display the drop-down selections:

- References
- Search
- View
- New Folder
- Bibliography
- Tools
- Help



Getting References into RefWorks

1. Importing direct from certain online database services that have a link to RefWorks from within their databases (Direct Export)
2. Importing text files containing references from online database services
3. Manually entering references
4. Importing records from a search conducted within RefWorks Search/Online Catalog or Database area
5. RefGrab-It and Rss-feed

See: http://www.uni-due.de/ub/abisz/db_import.shtml

Write-n-Cite IV for Windows or One Line/Cite View

- Installing Write-n-cite with the add-in for Word or
- Inserting a temporary citation placeholder into a document you are writing
- Format the in-text citations and create a bibliography (or format footnotes and create endnotes)
- Using the output style preview utility

VII: RefGrab-It and RSS-Feed

With RefGrab-it you can import data from a web page. With RSS-feed you can import data from rss-feed.

Practice with RefWorks:

1. Create 4 new folders in your RefWorks Account
2. Put 7 references into one of the folders with the topic: Germany's civilian power. Import the records from a search conducted within RefWorks Search/Online Catalog or Database area
3. Put 5 references from a database with direct export (e. g. Scopus: Search for „foreign policy Germany; civilian power“) into the second folder.
4. Put references from the Digital Library (e. g. search for human rights and China) into the third folder 3 (pay attention of the encoding type)
5. Put 2 references manually into the 4. folder (f. e. search for an journal article in an electronic journal and enter it manually into RefWorks)
6. Create a rss-feed in Business Source Premier and put the feed into RefWorks