

Exercise Sheet

Reference Management with Citavi – Introductory Course

1. Getting started with Citavi

- a. Please start Citavi.
- b. On the welcome screen, go to the cog wheel icon and choose “Open sample project”.
- c. Choose the entry „Coffee adulteration“ by Aline Theodoro Toci [et al.].
- d. Have a look at the reference. Which reference type is it? Have a closer look at the tabs Overview, Reference, Content etc. Which information can be saved there?

2. Importing references manually and by ISBN download

- a. Add the following article from an edited book manually: “Moghissi, Etie (2005). Hospital management of diabetes: beyond the sliding scale. In S. Meyers (Ed.), Type 2 diabetes and cardiovascular disease (pp. 99–117). Philadelphia: Saunders.”
Tip: Create an entry for the “Book (edited)” first, then enter the article as “contribution in...”.
- b. Use the “ISBN, DOI, other ID” button to download the information on the book with the ISBN 978-3-527320-89-9.

3. Importing references from a database

- a. Search the database PubMed for literature on “sugar addiction”.
- b. Export at least two article via the export option.

4. Importing references via the Citavi Picker

- a. Please search the TUM online catalog for literature on sugar addiction.
- b. Export an interesting reference using the Citavi Picker.

5. Adding citations to Citavi

- a. Search Google for the „TUM Citation Guide“. Open the PDF document and add the PDF as a new reference to your Citavi project using the Citavi Picker.
- b. Save a few interesting statements as direct or indirect citations or save a summary or comment on a specific text passage. Even image quotations are possible.

6. Inserting Citations with Citavi Word-Add-In

- a. Please open an empty word document and enter a random short text. (In order to have a random text generated, you may use =lorem(3,3) or =rand(3,3) and press Enter)
- b. Insert a reference to any sentence. To do this, select a reference from the Citavi Title tab in Word and insert it into your Word document with page numbers (insert advanced).
- c. Switch between different citation styles and see how the references in the text and in the reference list change.

Rework may be necessary:

- Add page numbers.
- Shorten longer quotations. Mark any omissions.
- Summarise key statements in your own words.
- Assign the quotation to a category that is already indicated in the sample project.

7. **Saving a reference list of collected references**

Save a reference list of all sources saved in the project.

8. **Main Settings in Citavi**

- a. Go to the Tools menu → Options and find out where your project is stored.
- b. How many backups does Citavi store for your project and where are they located?
- c. Optional: Find out where you can enable LaTeX support and which editors Citavi is compatible with.

Lecture notes for this Course

<https://mediatum.ub.tum.de/node?id=1113663>

Reference Management drop-in session

In addition to our courses, we offer reference management consultations online and on site. For further information, please see: <https://www.ub.tum.de/en/drop-in-session-reference-management-citation>

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