cıtavi tutorial

Writing a Research
Paper with Citavi 4

Contents

Useful Hints

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The original German-language book by Jürg Niederhauser can be purchased in PDF format from the Duden-Verlag website at www. duden-shop. de

1   Mastering your Studies

In an academic program you learn how to carry out your own research, how to critically use scholarly resources, and how to present your ideas and results in a clear and structured way. Citavi can help you with all of these tasks. In addition, Citavi lets you save information you encounter so that it can be reused and combined with other information at any time. Citavi makes it easier to search for, manage, and work with your sources.

Of course, Citavi can't do your thinking for you – you still need to do that yourself! However, Citavi frees you from worrying about losing track of your sources and all the tasks related to your project. The information you've read can be combined and structured, and it becomes very easy to properly give credit to the works you've used. Citavi offers you a helping hand during all steps of the research process, from searching for sources to finishing your final publication.

The academic pursuit of knowledge is a collective process. In each discipline, knowledge has accumulated over the centuries and continues to do so. In the age of digital texts and electronic storage, knowledge can now be disseminated faster than ever before. Being able to make use of this vast body of knowledge in a targeted way and to work with it critically is one of the most important skills you will need to acquire during your studies. Equally important is the ability to independently work with your findings according to the conventions of your academic discipline. Citavi lets you focus on developing these skills by assisting you with many other necessary but time-consuming research tasks: searching for, evaluating, and organizing sources, analyzing texts, planning tasks, creating an outline, and presenting sources, information, and your own ideas in a written publication.

1.1   Dealing with Too Much Information

The political scientist John Naisbitt has lamented that we are drowning in information but starved for knowledge. If you ever have been unable to access information due to vacation, illness, technical problems, or political restrictions, you know that the *over*abundance of information is a luxury. Rather than complain, we should instead look for strategies to make this overabundance work for us.

One easy way is to access information from one central location. We recommend saving all materials you encounter from the very beginning of your studies onward in Citavi: journal articles you've read, books you've checked out, reading lists from your instructors, and relevant webpages. The time you invest pays off later on when you begin preparing for exams

or writing a thesis. You'll also notice that with time and practice you'll be able to add new sources better and more quickly than you previously could.

1.2   Assessing Quality

Clifford Stoll has created a model for the modern information dilemma. For Stoll information that we obtain cheaply and quickly cannot be good. Cheap and good information cannot be obtained quickly. Fast and good information is not cheap. (You will likely come across this "impossible triangle of quality" in other contexts as well.)
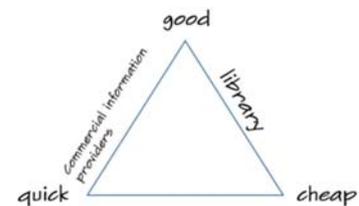
As with any broad generalization, there are, of course, exceptions. However, the author's assessment has some merit to it. If we examine our own use of online search engines, don't we usually start looking for answers to our questions in Google, even though higher-quality and better-structured information can be found using library resources? Don't we tend to view these easily available search results positively, even if we then spend an additional twenty minutes sifting through many useless results? Don't we tend to gravitate towards supposedly "free" services, even though fee-based services could save us time in the end?

The downside of the information society is that we don't just have access to more good information (i.e. information that is verifiable, current, and presented in a structured way), but also to a great deal more bad information (information that is unproven, outdated, or unstructured). In order to successfully complete your studies, you need to be able to identify high-quality information quickly. This can be especially challenging during your first semesters. However, help is available. Most academic libraries offer courses that teach you how to find relevant scholarly information using academic resources.

Citavi can help as well. Citavi provides a gateway to high-quality information resources. Using one simple search form, you can submit queries to many different online resources to find books or journal articles on any topic. This information almost always stems from an academic publisher and has been optimized for online search by specialists through the addition of carefully controlled keywords and abstracts. Admittedly, when performing an online search you may often be able to access a full-text article with a single click. When you search in a research database or library catalog, you often still need to obtain the article or book separately if the database does not offer full-text. However, Citavi can help you with this as well.

1.3   Processing Information Quickly and Efficiently

Academic degree programs move quickly and require you to process a great deal of information within a short period of time. Guides for students

offer many tried-and-true methods for improving reading speed and information retention. Citavi can also help you make the most of your time.

Most research databases that you can search from within Citavi do not simply give you the "naked" bibliographic information, but also include abstracts. Abstracts are useful in two ways: they make it easier to assess whether or not an article is worth reading, and they also make it easier to remember what an article was about long after you've read it. Citavi makes it possible to save abstracts along with the bibliographic information for a particular work.

When you begin reading and analyzing your sources, Citavi's Task Planner and quotation features can help. When you first take a look at one of your sources, you can define exactly what you later want to do with it. For example, you can create the tasks *Excerpt quotations from chapters 3 and 4* and *Go through bibliography*.

Excerpting important text passages is particularly easy if you have the full text in PDF or HTML format. You just need to highlight the relevant passages and tell Citavi to save them as quotations. Citavi will add the bibliographic information as well. You also can paraphrase text passages in Citavi using your own words.

When you add these direct and indirect quotations, Citavi prompts you to summarize the main idea of the quotation in a core statement. The core statement is useful for identifying the quotation later on when you have a large number of quotations in your project. You can also use the core statement to check whether or not you've understood the passage you've saved. Whenever you reformulate the main idea in your own words, you will also find that you can better understand and remember the text you've just read.

When you're about to finish working with a particular source, you can use the Task Planner to check whether or not you've completed what you wanted to do. Perhaps you only examined the bibliography for the two chapters you read but not for the work as a whole? Such information could be important if you later want to work with the same source again in another project.

1.4   Turning Information into Knowledge

In addition to evaluating whether information is relevant, you should also be able to integrate it with other information and your own knowledge and preserve it so that you can use it again.

There are many ways to work with the information you find in your sources. A good method for grappling with a difficult text is to highlight important passages and make notes in the margins (just not in books

you've borrowed from the library!). However, after a few weeks you may no longer remember what your highlights and marginal notes mean. You might even need to read the text again. This method also has the drawback that it doesn't allow you to trace relationships between texts.

We recommend adding the information that's important to you to Citavi. This allows you to work with it in additional ways. For example, you can apply keywords to quotations to find them easily later on. You can add comments to quotations so you don't forget what you thought about a passage you excerpted. You can even juxtapose a quotation from one author with a quotation from another. This comparison can then lead you to new ideas, which you can also save in Citavi.

1.5   Presenting Knowledge in a Structured Way

Some disciplines have strict requirements for how a research paper should be structured. Others give you more freedom. Regardless of how much leeway you have, a logical structure is always expected. The reader should be able to follow your arguments and should ideally come to the same conclusion based on your findings and interpretations.

A logical structure is no accident – it's the result of hard work. While Citavi can't create a good structure for you, it can assist you in developing one. You can use Citavi's category system to create an outline for the paper you are going to write. When you're first starting out, this outline will be patchy and contain a lot of gaps. You'll flesh it out with every reference, quotation, and thought that you add in Citavi. Whenever a new item cannot easily be inserted into your category system, it's a sign that you need to restructure and improve it. After a while, your outline will become differentiated enough to easily accommodate new thoughts. Citavi's category management is designed to make it easy to change your outline whenever you need to.

1.6   Fulfilling Formal Requirements

Every research paper documents the sources on which its findings are based. These citations should make it possible for the reader to locate the original work. In order to achieve this you need to cite your sources thoroughly and according to a consistent pattern.

Unfortunately, there are many differing ideas of just how such a consistent pattern should look. Nearly every publishing house, academic journal, and academic association has its own citation guidelines. Several of these guidelines are used widely. For example, the *Style Guide* of the American Psychological Association is utilized by many other organizations and publications.

Fortunately, you don't need to worry about citation styles if you use Citavi. You don't need to know whether all the authors of a journal article should

appear in the reference list or if only the first three or six authors should be listed. You don't need to know if authors' first names should be written out or abbreviated, if book titles should be written in italics, while journal article titles should appear in quotation marks, and whether or not the year should appear in parentheses. All you have to do is select a citation style in Citavi. This lets you focus on the content of your paper.

2 The Research Process in a Nutshell

The process of writing a research paper consists of a number of steps, which we've outlined below. However, you should not think of the research process as a checklist; you won't simply cross off one task after another. Instead, you will often feel as if you are doubling back, off-course, or even starting all over again. This is a normal part of the research journey. Whichever routes you ultimately take, the following general roadmap may serve as a useful guide.

Start a project
In Citavi your sources are saved in projects. Create a new project for your research paper. You can create separate projects for additional topics that have nothing to do with your upcoming paper but still interest you. If additional topics interest you that have nothing to do with your upcoming paper, you can also create separate projects for them.

Add sources you already have
Add sources to Citavi that are potentially useful for your paper.

Formulate your research objectives
Formulate the questions you want to answer. For example, "Why are there fewer sparrow populations in cities?", "What effect do smells have on consumer purchases?", "How does classroom size influence student achievement?"

Create a draft outline
Use Citavi's Knowledge Organizer to create a draft outline for your paper. At the beginning your outline will be incomplete and still very rough. As you progress you will improve it bit by bit.

Search for sources
Look for additional sources with Citavi. Search for books in your university library catalog and for journal articles in research databases. You will continue to search for new sources throughout the research process as you fine-tune your research objectives or as you discover new search terms.

Plan your work
After performing a search, you may receive hundreds of results. Import them all into Citavi and work with them as a selection. Delete the sources you are sure you won't need. Assign tasks to all other results, for example "Make copies this week."

Obtain materials
Use Citavi to get a copy of a source. Then head to the library to borrow books or make photocopies. Or, go back to Citavi, where you can order books and scanned articles or search for full-text articles online.

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Using Citavi 4 for your Research Project
The Research Process in a Nutshell

Work with your sources

This is what writing a research paper is all about. Search your sources for answers to your research questions (and for additional sources). Information you find can either be saved in Citavi as a direct quotation with the original wording – which is important when citing definitions – or in your own paraphrases. If an author's claim seems questionable, add your own comment to it in Citavi. Many things you read will stimulate new ideas – save these in Citavi as well. All of these quotations, comments, and thoughts can be organized in your outline.

Revise your outline

Every quotation that you categorize tests how good the structure of your paper is. Ask yourself, "Does this quotation really fit in this chapter? Should a new chapter be added here? Or should the chapter be renamed?" While analyzing your sources, keep gradually improving your outline by adding categories, renaming, moving, or deleting them.

Prepare for meetings with your advisor

Citavi can help you prepare for a discussion of your progress. Print out a list of all the sources in your Citavi project and your outline and bring both documents along. Both will make it easier for your advisor to see which direction your research is taking and to give you useful hints.

Structure your knowledge

If you've been working on your project for a long time, you can easily lose track of where you are. Citavi's Knowledge Organizer can help. Compare the statements of several authors on a given topic, and discover contradictions and flaws in their argumentation. Organize these statements in a way that makes sense for you and take your own stand.

Begin writing

Once you have a good feel for your topic, have examined the sources you've identified as the most important for your paper, and have more or less finalized your outline, it's a good time to begin writing. Insert the quotations and thoughts you saved in Citavi into your Word document with a single mouse click. All sources you cite appear in the bibliography automatically.

You can also create papers with OpenOffice.org or LibreOffice Writer or a LaTeX-Editor.

3 Reasons for Research Papers

3.1 What Makes a Research Paper "Academic"?

When you hand in a research paper or submit a manuscript to an academic publisher, you know that the paper or submission needs to be structured and formatted in a very specific way and that certain elements, such as quotations, citations, or bibliography entries must be present.

In academic writing, both content and form are important. If you've ever glanced at publications from different disciplines, you'll have noticed how widely the formal characteristics of an article can vary. There are striking differences not only across disciplines but also among different publications within the same discipline.

The Role of Formal Requirements

Writing a research paper requires you explain your conclusions as they relate to your research question, to disclose your methods so that others can reproduce your results, to document your sources, to present your results in a logical way, and to make your work available to a wider audience. It's not just about compiling a list of information on a topic. Rather, you need to be able to create connections between facts and to integrate them in the context of your explanations, justifications, and argumentation.

Your Paper Can Take Many Forms

As stated above, the form of an academic text can vary widely. However, within one discipline's restrictions, there's often a certain degree of freedom. This also means that for the concrete presentation of certain elements, personal preferences (such as your instructor's) or the traditions of a particular department at your institution can influence the presentation of your paper. However, most of the time the main concern is that you remain consistent in the presentation of formal elements within your paper.

Maintain Consistency with Citavi

Citation style guidelines determine how source information should appear within your text and in the bibliography. In Citavi, you can choose from thousands of citation styles to apply to your paper. As far as the writing process is concerned, this means that you don't need to worry at all about the formatting of your citations and bibliography.

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3.2 Writing Research Papers at the University Level

A longer written work often is a requirement for obtaining a Bachelor's, Master's, or Doctoral degree. These works should demonstrate your ability to perform independent research in an academic discipline using the appropriate research methods for that discipline. You should show that you can form independent opinions supported by credible academic sources, that you can clearly develop and articulate your arguments, and that you can present your analysis, results, and further considerations according to formal conventions and without spelling and grammar errors. These expectations are shared more or less by all academic departments, even if they are never stated explicitly.

Shorter Research Papers Also Need to Meet Academic Expectations

The conventions for a certain discipline not only apply to papers written to obtain a degree, but also to shorter research papers written during the course of your studies. Even when writing a report, a presentation, or a term paper, you still should adhere to the standards for your particular discipline.

> **Citavi – Your Research Assistant**
>
> One way to document your academic progress is to keep a "reading diary." Save all the books, essays, and webpages relevant to your studies in Citavi. For especially important sources you can write a brief summary (also known as an abstract) or save passages as quotations. Practice makes perfect, and the more often you do this, the easier it will become. Towards the end of your studies you will be able to draw upon all of the knowledge you've gathered.

Real-World Application

The skills developed while writing a research paper aren't only relevant in the academic world. On the contrary! You can use the following skills in your professional life as well:

- Becoming acquainted with a certain topic in a short amount of time
- Locating significant information on a topic
- Coming up with answers to a specific research question by drawing on credible sources
- Understanding difficult technical texts
- Evaluating texts in light of a specific research objective
- Analyzing a complex issue and being able to summarize it succinctly and accurately
- Verifying the validity of an argument or building up your own argument
- Presenting the results of your own findings and considerations in a way that makes sense to others

- Being able to offer a differentiated opinion

The experience and knowledge you gain from conceptualizing, planning, and carrying out small research projects will help you in many professions.

4   Research Papers, Step by Step

4.1   The Stages of a Research Paper

Writing an academic research paper involves many individual tasks which can be grouped into different stages. A list of typical activities for each stage can be found below. In actual practice, stages are not discrete and will often overlap. However, thinking of your work in this way can help you plan for the many tasks involved.

Exploration

Develop interest in a topic, choose a topic, perform initial literature searches.

Exploring with Citavi

If you used Citavi as a reading diary to keep track of texts encountered throughout your studies, it will pay off during this phase. Search within your project for topics that especially interested you and authors you found thought-provoking. Then, search for new works that have been written on the topic and let yourself be inspired by additional questions.

Once your project starts to take shape, you can copy the references you want to use into a new project. This project will serve as the starting point for your research paper.

Moving or copying references to another project
→ www.citavi.com/shows/51

Literature Search

Define the scope of your topic and your research questions more precisely, search for sources, obtain materials, decide which methodology to choose (field research, questionnaires, etc.), perform test experiments, check whether a certain topic is feasible.

Searching with Citavi

From within Citavi you can quickly and easily search many library catalogs and research databases for academic sources.

You don't need to just search from within Citavi, however. When searching online, Citavi can help as well. The Citavi Picker extensions let you import results from research databases displayed in your browser directly into your Citavi project. In addition, you can even add entire webpages as sources.

Conceptualization

Further define the question, narrow down the materials you will use based on your research objectives, plan experiments (if applicable), test questionnaires, obtain the main primary and secondary sources you will need for your paper.

Conceptualizing with Citavi

Your research questions will contain important search terms. Database results will also point you to additional keywords. By taking a look at abstracts in articles that

Creating categories
→ www.citavi.com/shows/35

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are relevant to your topic, you can further refine the formulation of your research questions.

Using your research questions, try to put together a first outline for your future paper. This outline can be created as a category system in Citavi. When you later begin to work with your sources in a more in-depth way, you can improve your category system by creating more specific categories, changing the order of categories, or removing unneeded categories.

Analysis and Evaluation

Analyzing and critically examine your sources, perform experiments, compile your notes, begin conceptualizing the presentation of your results, revise the overall plan for and structure of your work.

Evaluating with Citavi

To place your sources in context, you can assign keywords and categories to them. You can use keywords to describe the content of your sources. With categories, you can assign a work to a chapter in which you might want to use it.

A short summary helps you to quickly remember the content of a book or journal article. In the **Evaluation** field you can enter to what extent the work is useful for your topic.

You can add additional references to your Citavi project by consulting the bibliographies of sources already in your project. Add references that you think will be helpful and assign appropriate tasks to them (borrow, copy, etc.).

Applying keywords
→ www.citavi.com/shows/26

Adding abstracts and tables of contents
→ www.citavi.com/shows/27

Planning tasks
→ www.citavi.com/shows/20

Write and Edit

The actual writing process can further be divided into its own stages:

Conceptualizing

This stage of the writing process naturally overlaps with the Analysis and Evaluation stages. Here it's important to plan your work, create an outline, and determine the general direction your text will take.

Composing

Write a first draft.

Editing

In this stage you will make a great deal of revisions to both the content and structure of your text.

Proofreading and Formatting

Make corrections, improve the style and formatting, clean up the layout, print a final version.

Writing with Citavi

Hold off on writing your paper until you have worked with your sources extensively, created a good outline, determined the general direction for your paper, and identified the most important sources you will use to support your main points.

Citavi's *Compilation* feature can help you determine if you're ready to begin writing. A compilation includes all of the quotations and thoughts you've saved and categorized in your Citavi project. This gives you a good overview of the amount of content you have for each section and can be a quick way to see which parts of your paper have a good amount of information and where you might need additional content or further explanation.

Creating a compilation
→ www.citavi.com/shows/38

Creating a publication with Word
→ www.citavi.com/shows/44

Creating a publication with Writer
→ www.citavi.com/shows/45

Creating a publication with LaTeX
→ www.citavi.com/shows/46

> To start your paper you can export your category system from Citavi into a Word
> or OpenOffice.org Writer document as an outline. Insert quotations and thoughts
> into your word processor using the Add-In for Word or the Publication Assistant.
> Citavi automatically generates a bibliography with all of the references cited in your
> paper and formatted in a citation style you select.

Even after you have a first draft, you still aren't finished with your paper. You will need to revise your work with a great deal of care and reflection. This part of the writing process will lead you to your final version. If you've gone through the writing process successfully, your final version should be considerably better than your first draft. Revision improves any written text.

4.2   Planning Your Paper

A paper or thesis needs to be submitted by a specific point in time. Although this deadline is usually defined for you, you sometimes can set your own. Often you do not have much time to complete a research paper or thesis and will simply be glad at the end to have somehow managed to finish your work by the deadline.

Set Aside Time for Final Details

While you won't ever be able to avoid time crunches and stress entirely, a good plan can help. Just remember that you will need to revise your plan throughout the research process as something unexpected always comes up. With a realistic plan that takes into account the different stages of the research process and the writing process, you should be able to allow time at the end of your project for the important finishing touches that often have to be rushed through. Since the final phase of revision and proofreading has the most impact on the quality of your writing, making time for this stage will vastly improve your text. So, don't forget to set aside time for final revisions and also for printing your paper.

> Using the Task Planner
>
> Most tasks in your Citavi project will pertain to individual references in your project. You will want to keep track of when you want to check out a book, when you have to return a book, which articles you need to photocopy, and which books you might want to examine more closely.
>
> In Citavi you can also keep track of tasks that relate to your project goals. To get started, ask yourself when you want to start the revision process, on what dates you will meet with your advisor, and when your submission deadline is.

In empirical research that relies on questionnaires, data collection, or field research, you will also want to plan for all of the work that needs to be taken care of beforehand. Make sure to not only allot time for data collection and evaluation. Depending on your research, you might also need to consider the time it will take to gain access to certain institutions, to locate test subjects, and to arrange interviews.

Research Papers Are Projects

Writing a paper is a project. The word "project" is used to describe an undertaking outside of normal daily tasks that is a one-time occurrence with a defined end point. In a project you set out to meet a defined goal within a certain amount of time and with predetermined financial and personal resources.

Why Are Citavi Databases Called Projects?

In Citavi you save all the information you collect in *projects*. A project is a Citavi database containing various information: bibliographic information (who published what, when did they publish it, and where), information for obtaining a source (which library has the book and what is its call or shelf number), notes about when changes were made (when and where did you find the information), links to full-text articles saved on your computer or online, excerpts from texts you read saved as abstracts or as quotations, and tasks that you want to complete during the course of your project.

One rule of thumb for working with Citavi is to create a separate project for each paper or publication. You may also want to use multiple projects if you're working on several topics that don't overlap in content. For example, you may want to create a project for your Biology 101 term paper and one for your model airplane building hobby.

During your first semesters, you should work with fewer projects. As your studies progress, you will likely start to see interesting connections between certain topics. Then, when you later want to focus more closely on one particular topic, you can copy the references related to this topic into a new project.

Best-Laid Plans...

Just like anything else in life, writing a paper does not always go according to plan. Very often your progress will be slower than you originally anticipated. It can also happen that you might need to spend more time on one particular aspect of your research or that you need to completely change the structure of your paper. You should be flexible and update your plan continuously as you go along. Plans should not be set in stone. Even with good planning, you still will not always be able to avoid time crunches and stress. This does not mean that you should abandon plans altogether; it simply means that you need to be aware of their limitations.

You won't be able to anticipate everything that might occur. When you plan you will be estimating how much time you need on average for a given task or phase of your work. Make sure to take practical matters into account as well. For example, finding the right books on your topic will likely take longer than one or two catalog searches and a single trip to the library. If an item you need is unavailable, you might need to invest considerable effort to obtain it another way. If you are going to make photocopies of a number of essays so that you can mark them up while reading, be aware that photocopying all those page could take a while. It makes sense to allow enough time for each individual step needed to complete a task.

One big advantage of planning is that it gives you an overview of what still needs to be done in your work and how far along you already are. A plan also helps you to break down your work into manageable chunks. It lets you check how much you've already completed and how far your work has progressed.

The Task Planner

You can view all open and completed tasks in Citavi's Task Planner. If you have a lot of tasks, you can filter them to focus on the tasks with high importance or with an upcoming due date. You can then print a list of these selected tasks.

4.3   Coming Up with a Good Topic

In any paper, your topic is already predetermined to a certain extent by external factors. For example, if you need to choose a topic from a list provided to you by your professor, you do not need to come up with one on your own. For longer research papers, the choice of a topic is an important part of writing the paper. The difficulty involved in picking a single topic and narrowing it down is often underestimated. However, a narrowly-defined, specific topic will help you get a handle on your paper and will make the research process as a whole much easier.

Your Main Focus: Research Objectives

After settling on a topic and narrowing it down, you will also need to define your research objectives as precisely as you can. The objectives should be defined in such a way that the topic fits the type and scope of paper you are writing. You should also make sure that you will likely be able to complete the project within the amount of time available — it makes a difference whether you are writing a research paper for a semester-long course or a dissertation on a specific topic. The types of objects you want to examine also play a role. The materials you will look at should relate to your topic and you should be able to analyze them with a reasonable amount of work. For example, for a semester-long research project, you would not want to examine lexical variations in a group of ten medieval manuscripts housed at different libraries across the country. Instead, you might want to look at the lexical characteristics of one medieval manuscript available at your institution.

Choosing a topic, narrowing it down, and defining the objectives of your project are not tasks that can be completed all at once. Your topic and objectives will evolve as your interest in certain areas develops and as you continue to do exploratory reading. It will usually only be possible to formulate research questions after starting to work with your primary sources and as you begin exploring the relevant secondary literature.

One difficulty can be that every topic has some connection to many other topics, but you cannot consider every possible connection. Even in a

dissertation, you should not pursue every tangential connection to your topic. When writing a research paper, it's important to concentrate on just one aspect of a particular topic and to keep your defined objectives in mind.

Don't Miss the Point!

Perhaps nothing is more embarrassing than being told that your paper has missed the point. To avoid wasting a lot of time and effort, you should consult with your advisor as early as possible about your topic and research objectives. The more concrete you can be in describing your plans and the steps you are taking, the more efficient and constructive your talk will be.

To prepare for this consultation, it is helpful to bring along a couple documents . These should include a rudimentary outline for your paper and an overview of the sources that you want to use. Both the outline and the list of references can be created in Citavi with a single mouse click.

Creating a compilation
→ www.citavi.com/shows/38

Creating a simple project bibliography
→ www.citavi.com/shows/40

4.4   Searching for, Organizing, and Evaluating Sources

When preparing for and working on a research paper you will quickly accumulate a great deal of sources. To make it possible to find a source again and not get overwhelmed, you should search for these sources and save them in a systematic way.

Adding Sources to Citavi

There are four ways to add sources to your Citavi project:

❶ Enter bibliographic information by hand. The templates for each reference type help you to enter the information that will later be important when citing your sources.
❷ Let Citavi find the bibliographic information for you. You can either use search terms (author names and/or title keywords), the ISBN number on a book, or the DOI name in a journal article.
❸ Import bibliographic information from another program or list of references using one of Citavi's import filters.
❹ Perform a search online in your browser and use the Citavi Picker to send the results to your project.

Adding a book by hand
→www.citavi.com/shows/3

Adding a book by ISBN number
→www.citavi.com/shows/7

Adding a webpage with the Citavi Picker
→www.citavi.com/shows/18

Be an Early Bird
It's never too soon to begin searching for sources. Even if you don't have time to really get started on your work, you can at least keep track of ideas you have or sources you run across by chance.

4.5   Do Your Own Work

When researching a topic you will analyze other academic sources that you will then use to support your own claims.

Categories, Evaluations, Links, Quotations, Comments, Thoughts

Citavi gives you a number of tools for analyzing your sources.

On the *Contents* tab in the Reference Editor you can evaluate each work. You can do this by assigning *stars*. The meaning of these stars is up to you. In addition to using stars, you can also compose a detailed *evaluation,* for example: *"good*

overview of current literature."

On the *Context* tab you can assign one or more categories to each reference that you add to Citavi. When writing your paper you will probably focus on one chapter at a time, so you'll always be able to quickly look at the most relevant sources. On the same tab you will also find *Links*, which allow you to document relationships between sources, such as when the author of one work discusses the ideas of another author.

On the *Quotations* tab you can save the most important statements from a work. If you want to summarize an entire chapter or multiple sections, use the *Summary* quotation type. Otherwise use the quotation type *Direct quotation* or *Indirect quotation.* The *Comment* feature lets you keep track of your own thoughts on a particular textual passage.

You can even keep track of your own ideas not related to a particular text by using the *Thought* feature.

All quotations and thoughts can later be inserted into your word processor with a single mouse click.

A cornerstone of every academic work is that readers should be able to verify the author's claims and see the sources and methods they are based on. For this reason, proper citation plays a key role. In many disciplines, certain citation conventions have arisen over time (see chapters 9 and 10).

Full Disclosure

It is critical that the reader of your paper can easily tell what sources informed your work, what your own work is, and what you have directly taken from other sources. Copying a passage from another text without making it clear that you have done so isn't just sloppiness ("Whoops! I just forgot the quotation marks!"). Instead, it's a major breach of academic integrity.

Citing with Citavi

In Citavi you can add as many quotations from each book, article, or webpage as you want. Then, if you later no longer have access to the original source (for example, if you had to return the book to the library) you still have all the information you need for your citations: the original text and the bibliographic information for the source in which you found the quotation, including the page numbers.

It's also dishonest to cite a source that you found within another source but that you did not consult yourself. If there's no way around it because it is impossible to get a copy of the original source, you can cite a secondary quotation, but you need to make it clear where you obtained it.

Plagiarism is Unacceptable

When you present the work of someone else under your name as if it were your own, you are committing plagiarism. For this reason, your

department will often require a formal declaration that you have done your own work when you submit a thesis or dissertation.

Plagiarism Typology

Complete plagiarism	A text is copied without any changes and without citations.
Self-plagiarism	The author steals from himself or herself by using passages from a previous paper without making it obvious that the passage was already published. How should previous work be cited? Include a citation and your own name just as you would when citing any other source.
Structural plagiarism	Although everything is written in your own words, you copy another author's thought process and the structure of their arguments.
Translation plagiarism	Passages are translated into the language the paper is written in without a proper citation.
Collage method	Fragments from various sources are copied and reassembled in a new way without citations. Although the text is new, its components have been plagiarized.
Camouflaging	Another author's sentences and thoughts are written in different words with no mention of the original source. One rule of thumb: even if you use different wording to describe an idea, it's still not your own.
Paraphrasing plagiarism	The ideas of another author are summarized without attribution. When paraphrasing, the exact wording cannot be identical and the original source must be cited.
Sacrificing a pawn	You cite a portion of another author's ideas but then copy additional text without citing it. As always, *every* thought and sentence that is not your own requires citation.

Source: Greiner, Lena; Olbrisch, Miriam (2013): Studieren und Plagiieren: Sorry, habe abgeschrieben – war ein Versehen. [Studying and plagiarism: Sorry, I copied that – but I didn't mean to!]. In: *Spiegel Online*. Available online at: http://www.spiegel.de/unispiegel/studium/hausarbeiten-deutscher-studenten-sind-haeufig-plagiate-a-893893.html, last accessed on September 9, 2014.

While it used to take some effort to obtain dissertations or theses that were submitted to another institution, you can now find many of these types of sources online. Large collections of papers and presentations can be found on the Internet as well. As long you are using another person's work as a source and citing it accordingly, it's not a problem to use information you find online. However, passing off another's work as your own is dishonest and even illegal under certain circumstances.

5 Searching for Sources

5.1 Types of Academic Sources

Becoming familiar with different types of academic sources will help you perform more targeted searches and will make it easier to cite your sources later on.

Monographs (Books)

The classic printed book is still a major source of scholarly information, even though the number of e-books is rapidly increasing.

Books can be formally grouped into two categories: monographs and edited books. Monographs usually refer to longer non-fiction books written by a single author. However, a monograph can also be written by two authors or a team of authors. In this case, the authors share responsibility for the whole work; the book is not a collection of essays by individual authors.

Adding a Book by ISBN

Almost all books published since the mid-1970s have an ISBN number (International Standard Book Number). If you want to add a book to Citavi, all you need to do is enter the ISBN number. Citavi downloads the bibliographic information from the catalogs you've selected. Make sure to place catalogs from libraries where you have borrowing privileges at the top of the list, since Citavi can save the call or shelf numbers of books as well. This keeps you from having to search for the call or shelf number later on when you want to make a trip to the library.

Edited Books

An edited book contains contributions from various authors. An editor or group of editors is responsible for the book as a whole. Edited books usually focus on one topic or subject area. The contributions, which usually are not very long, often provide an overview of current research.

Edited books written in honor of another researcher are known as Festschrifts and are added in Citavi as edited books.

Edited books containing papers that were presented at a conference should be added using the reference type "Conference Proceedings."

Adding a Contribution in an Edited Book

When adding a contribution in an edited book to Citavi, first add the book itself. Then, add the contribution from the edited book.

This has two advantages: if you're adding multiple contributions from one edited book, you only have to add the bibliographic information for the book one time. If you make a mistake, you also only have to make corrections once. The other

> advantage is that you can easily view other contributions you already saved from the same book with just one click.

Journal Articles

Academic texts are published not only in book format, but also, and in some disciplines primarily, as articles in journals. Academic journals usually are issued multiple times per year and for this reason are able to publish the most current findings on a particular topic.

If the library does not subscribe to a journal in electronic form, individual issues will usually later be bound into annual volumes. Most of these volumes contain an index for all of the articles published that year. More comprehensive journals often include a keyword index as well.

> **Adding Journal Articles**
>
> In Citavi you'll usually only add individual articles from a particular journal. This is especially easy if the article has a Digital Object Identifier (DOI). Using the DOI name, Citavi can download the bibliographic information for the article online. A DOI name looks like this: 10.1016/j.lisr.2013.03.001

Gray Literature

Gray literature refers to publications that are not published by a normal publishing house. They include publications issued by institutes, workgroups, and companies and unpublished manuscripts circulated among a select group of people. Often these types of sources are preliminary versions or "working papers" that are later revised and then published in a traditional way. Gray literature can be difficult to locate using conventional search methods. In Citavi, gray literature should be added using the reference type "Unpublished Work".

Theses and Dissertations

These sources can also be hard to track down. Theses and dissertations are usually not published and not widely cited. They may not appear in indices or bibliographies. However, many university libraries keep a copy of all theses submitted to the university, either in print or electronic form. Theses and dissertations contain a great deal of information, literature reviews, and discussion of current methodology that should not be underestimated. They can be invaluable sources if you are able to obtain them. As with all of your sources, be sure to accurately cite any theses and dissertations you consult (see chapter 4.5).

> **Exception: Published Dissertations**
>
> If a dissertation has been published, you should add it as a book. In the *Title supplement* field you can enter a note if your style requires additional information, e.g. "Doctoral dissertation originally submitted to the University of Wisconsin-Milwaukee".

5.2 Search Strategies

Books can be found in a library catalog or in a publisher's catalog, as long as the book is still in print.

It's more difficult to find journal articles and individual contributions in edited books. Library catalogs often contain books and journals, but not individual articles or contributions (although this is changing with more and more libraries offering federated searches that let users search for articles and books at the same time).

Where should you begin searching for sources on a particular topic? How can you best find additional sources?

Getting an Overview

At the beginning of the research process, it makes sense not to get too wrapped up in details or to start searching too comprehensively. Instead, you should first gain an overview of the topic or become familiar with the topic's branch of the academic discipline under which it would be classified. It can be useful to consult the corresponding chapter in a book-length introduction to the discipline; you can also find general information in a manual or dictionary of terms for the field of study.

In addition to getting an overview, you should also start reading up on the topic and analyzing the existing literature. As you do this, we recommend starting with the standard or introductory works in the field and then reading increasingly specialized works.

Additional Places to Start

There's no one "right" way to start searching for sources. You can (and should!) use a variety of approaches. Entries in subject-specific dictionaries will point you to important and seminal works on a topic. Handbook articles often offer a brief analysis of the existing literature and place it in context.

Your courses will often give you introductory texts that can be used as a jumping-off point. Sometimes you can find sources in a syllabus for an introductory course offered at your university, or you can check the list of readings placed on reserve at the library for a certain course.

> **Verifying Bibliographic Information**
>
> When you search for sources with Citavi, the name of the database you used to perform the search is saved. The information you import from library catalogs and research databases is usually accurate, but it may not always be complete. Be especially careful with the bibliographic information you pull from a bibliography in a book or journal article.

> Once you've obtained the original work, double check it against the bibliographic information in Citavi. Make corrections if necessary. Then, in Citavi in the *Source* field, select *Original source.* That's your personal stamp of approval.

Other good starting points include recommendations from those who are familiar with your topic (professors, teaching assistants, and other students), subject bibliographies, and current and recent volumes of a leading journal in the field.

The Snowball Effect

Academic publications normally contain references to other works on the same topic. Once you've found one particularly relevant article or thesis, you can use its bibliography to find additional sources that may be useful. In a handbook you might find a reference to seminal works in the field. In these works you then can find additional sources, and in these sources you can find further sources, etc.. If you use many different starting points you soon will discover the seminal works on your topic; these are the works that are cited over and over again.

> **The *Go through bibliography* Task**
>
> *Go through bibliography* is one of the predefined tasks in Citavi. You can also use this task if you want to document that you only partially evaluated the bibliography for a reference in light of your research topic. Such information can be helpful if you ever use the same source for another project.

Don't Put All of Your Eggs in One Basket

For shorter papers, you may not need to perform as systematic and comprehensive a search for sources. Regardless of the scope of your project, don't expect to find everything you need in just *one* location — in one article, in one book, in one library catalog, in one library, in one search engine, or on one website. It's good to get into the habit of looking around and not just sticking with the first article you find on a particular topic. Keep your eyes open and you may find the snowball effect taking place before you realize it.

5.3   Searching for Sources in Your Library

All Roads Lead to the Library

You may think of libraries as outdated. After all, they've been around ever since the Babylonians first began collecting clay tablets over 2500 years ago. However, libraries are more relevant today than ever before. Even in the electronic age, libraries are usually the first institutions to develop or adopt new methods of information retrieval.

Academic and research libraries have several main tasks: they acquire and collect relevant information for the research population they serve and

preserve it for the future. In addition, they also provide access to this information. As long as there is enough space, printed works can be preserved over long periods of time relatively easily. Once a work has been retrieved from the library or archive, it can be read right then and there. It's a different story when it comes to the long-term preservation of electronic information. The lifespan of digital information is still very short. It's especially difficult to make sure that electronic sources can still be accessed over time, as file formats and the devices necessary to display them change rapidly.

Get to Know Your Library
During your studies you will come to depend on your academic library. For this reason, it's important to gain familiarity with your most important "research tool" in your first semester. Acquaint yourself with both the main library and any relevant subject or department libraries at your institution. Some practical steps for getting started:

- Obtain a library card (if separate from your student ID)
- Take a look at the library's course offerings
- Make sure you are familiar with circulation polices, for example, which books can be checked out, which can only be consulted in the library and where, and how long the loan periods are
- Find out more about interlibrary loan procedures
- See which databases are available
- Locate photocopiers, printers, quiet study spaces, etc.

Before you start using the library, it's useful to take part in a guided tour. These are generally offered on a fairly regular basis.

Electronic Library Catalogs
Libraries are usually some of the first institutions to adopt technology that improves access to information. Interlibrary loan requests and renewals can be carried out online even outside normal opening hours. Online catalogs (and the partnerships between them) have increased the accessibility of collections around the world. You can now perform a search in almost any library catalog from your home computer. Citavi makes this especially easy.

Searching Your Library Catalog with Citavi

Citavi lets you search thousands of library catalogs and research databases. Check if your library catalog is available in Citavi. If it is, Citavi will then not only find whether or not your library has a book but will also record its call number so you have everything you need to check it out. If you have access to other libraries in your city or region, you should also add these catalogs to Citavi's location search.

Searching library catalogs with Citavi
→ www.citavi.com/shows/11

5.4   Searching for Sources Online

Online Information

The Internet has revolutionized how we obtain information. New search possibilities and a multitude of information resources are available on any computer with an Internet connection. While this abundance of information is a positive development, it also means that you often need to sift through irrelevant, disorganized, obscure, and inaccurate information to find relevant and appropriate sources.

Stability and Reliability of Online Information

The vast amount of information makes searching for sources online difficult. Just try to find information about the moon landing online. Did man successfully land on the moon in 1969 or was it all just a big hoax to fool the public? Since the Internet is a new medium, mechanisms for evaluating online sources as to their accuracy, reliability, and scope are not available in the same way they are for printed sources. For example, trying to determine who the author of a webpage is can be difficult, since it's so easy to use a false identity or remain anonymous online.

You can see how levels of reliability vary by looking at the quality of information found in online encyclopedias.

In freely available online encyclopedias, authors are volunteers. In theory, anyone can create a new article and change an existing article. This means that the quality and reliability of the information can fluctuate. Usually, problems are detected by other users and quickly corrected. For this reason you can find excellent articles on many topics. However, information created in this way cannot always be assumed to be error-free.

Also, compared to a traditional encyclopedia, the length and detail of a particular article do not necessarily correspond to the topic's importance, since the online encyclopedia as a whole is not guided by overarching editorial principles and does not have a thought-out hierarchical structure. These accompanying characteristics of an article in a traditional reference work have their own informatory value.

Time-Tested Reference Works

The Internet not only offers countless new sources of information, it also allows for wider access to vetted information sources. That's certainly the case for the library resources already discussed. It's also true for standard reference works and newspaper articles.

Many traditional encyclopedias and dictionaries can be searched online, such as the Oxford English Dictionary (www.oed.com). In many cases, traditional sources are now available only in an electronic version, as is the case for the renowned Encyclopedia Britannica, which is no longer

published in print (www.britannica.com). To gain access to this content, you often must pay a fee. Usually it's possible to search for free, but downloading an article costs money. These offerings strike a balance between the convenience and availability of an online source and the reliability and accuracy of traditional reference works. Often your university has already paid for access to these materials, so you can used them for free.

Newspapers and Newspaper Archives
Thanks to the Internet, newspapers are also more widely accessible than ever before. For one, most newspapers allow users to view current news from the daily edition at no charge. In addition, you can often search a newpaper's archives online for older articles.

Unfortunately, it's usually necessary to purchase an archived article to view it. However, your university may very likely subscribe to several newspaper article databases. If so, you can access articles when you are logged on to your campus network.

Books
You can find out whether or not a publication is still in print and available for purchase by searching a bookseller catalog. The Internet is especially helpful for locating older books that are out of print. Even commercial platforms such as AbeBooks.com can be invaluable for locating obscure antiquarian works.

Searching Online
Often you will begin searching for information online using a search engine. Google, currently the most successful search engine, has even become a part of our everyday language with the verb "to google" now being synonymous with the act of performing an online search. Other large search engines include Bing and Yahoo. Metasearch engines such as IxQuick or Metacrawler bring together search results from multiple search engines.

Using Search Options
Even the largest search engines do not index the entire World Wide Web. Most online information remains hidden. One reason for this is that there are content management programs that store the contents of websites differently from how they are displayed. When accessing these websites the content first has to be loaded.

To be comprehensive you should use multiple search engines. It's also important to use targeted search strategies and take advantage of advanced search options. Simply using the first search term you think of for a topic is not the smartest strategy. Before beginning a more comprehensive search, it makes sense to jot down a couple search terms for the topic in

question, brainstorm related terms, and to consider how your terms relate to one another. Group your terms into main terms, synonyms, and sub-terms. In addition, make use of advanced search options such as joining search terms or to searching for phrases as a whole. Additional search options can often be found on the "advanced search" page and help you increase your precision and better avoid irrelevant results.

Link Collections Are Often Better than Search Engines
A search query performed using a search engine often will return a large number of results. However, most of these results will prove useless. Depending only on search engines for information is not the best strategy, neither in professional nor in academic research. You can find relevant online sources much more efficiently by using a structured collection of selected links on a given topic.

Many university departments or institutes and some academic organizations offer link collections that are well-researched and structured, and sometimes even include annotations. These lists, which are sometimes called "virtual libraries," are often a great starting point for scholarly information online. It's also worth taking a look at departmental websites from other universities to try and find other link collections on your topic.

Search Engines for Scholarly Articles
If you already have a good fundamental knowledge of your subject area, you are likely more interested in locating very specific information or keeping up to date on the latest developments in a particular field. In such cases, specialized search engines such as www.ingentaconnect.com or www.tandfonline.com may be useful. Instead of indexing the entire Web, these search engines are limited to academic publishers, organizations, or archives.

Individual subject areas also may have their own specialized search services, for example www.gopubmed.org for Medicine, http://arxiv.org for Physics and Mathematical Science, or http://ieeexplore.ieee.org for Engineering. The subject specialists at your library can help you locate resources such as these for your particular topic.

Importing Online Search Results in Citavi

Research databases almost always offer an option to export results to a reference management program. For this to be possible, the information needs to be offered in a special format. You'll often see the formats BibTeX, RIS or EndNote Tagged, all of which can be imported into Citavi.

At times it can be difficult to find export options. Often results first need to be selected and saved in a list. Then the list has to be exported. The export feature might be called "Export to Citation Manager," "Download Citations," or simply "EndNote." In all of these cases, you can directly import the results into Citavi. Citavi recognizes the file extensions .bib, .ris, and .enw and automatically imports the search results into the project you select.

Some information providers offer bibliographic information in a format other than the standard ones. In such cases, you first need to save the results on your computer and then import them in Citavi using a special filter. If you cannot find an import filter for a particular database, contact the Citavi Support team to request the filter at service@citavi.com.

Every once in a while an online database will appear to offer a standard export format. However, when you try to import the information into Citavi, you will see that the information is incomplete or that it appears in the wrong fields. Usually this is because the export file is not well-structured. In such cases, please also contact the Citavi Support team so that we can notify the database provider.

In Google Chrome, Firefox, and Internet Explorer, the Citavi Picker extension can also help you import results from certain online databases. On every result page, take a look at the footer of your browser. For certain sites, Citavi will let you know that there are references you can import into your project with a single mouse click.

From Search Results to Full-Text

After adding results from a search, you'll have the bibliographic information for many sources in your Citavi project. But just how do you go from the bibliographic information to the actual book or article?

The quickest way is through your library. There you can borrow a book or request it from interlibrary loan. With journal articles it works a bit differently. Journal articles aren't delivered in physical form through interlibrary loan, but your library often will have services available for acquiring a scanned copy of an article from another library. If such services aren't offered at your institution, your library can also let you know about other ways in which you might be able to obtain the article for a fee.

If your university provides access to databases containing full-text articles, you can very quickly find a copy of the article.

Obtaining Materials with Citavi

If you found a book in a source other than your library's catalog, you can still check if it's available in your library later on.

Many libraries offer link resolver services. These services help you find full-text articles in addition to books. First, enter the address of the link resolver in Citavi by clicking *Tools > Options > OpenURL*. Then, send a query to the link resolver from within Citavi. The link resolver checks the bibliographic information in Citavi and displays the options for obtaining the work in question. With books you will see whether or not the book is available in the library or if you can request it through interlibrary loan. For journal articles, you will be guided directly to an online download link if your institution subscribes to the database containing the article. Otherwise, you may see options for requesting the article.

Citavi can also help you locate items. For example, Citavi will check whether a digital copy of a journal article is available online. This feature works best if you use it while connected to your university network.

Obtaining Information via Mailing Lists, Discussion Forums, and Email

The Internet can also be used to make contact with people who can help you with your research and to discuss research questions with others. For almost any topic, there's a relevant discussion forum (including Citavi: www.citavi.com/forum), email list, or blog. If you join an email list on a particular topic, subscribe to a news service, or regularly visit a subject forum on your topic, you can see which questions or problems are currently under discussion and also be one of the first to hear about new findings.

You can often locate these resources by using a link collection maintained by an academic organization or library or by asking your advisor.

Read First, Then Ask

Using these communication platforms, you can ask others in your field questions that you are unable to answer by yourself. Of course, you should only use these resources if you cannot find an answer with a reasonable amount of effort. Please also follow basic rules of *netiquette*. These include not asking questions that have already been answered in an email list archive or in a list of frequently-asked questions.

> **Get to Know Citavi's FAQs**
>
> Find answers to the most frequently asked questions about Citavi at www.citavi.com/faq.

Before asking a question or sending a contribution for discussion, make sure to take a close look at some of the other contributions and pay attention to the tone and stylistic conventions used.

Questions should be formulated as precisely and clearly as possible. Don't simply ask about resources on topic XYZ. Instead, briefly list the works with which you're already familiar and the exact aspects of your topic for which you need additional sources. Every question should be preceded by an attempt to locate the information yourself. Anything else is impolite.

Make sure to also select a good subject line for the email or post. You'd be surprised how often subject lines such as *Question* or *Question about sources* are used. With a more specific subject line, you are more likely to catch the attention of the right people. With a vague subject line, your message may never be opened.

It goes without saying that you should not use these platforms as a way to have others do your work for you.

Eric Steven Raymond has compiled the following guidelines for using forums efficiently:

- *Choose your forum carefully*

- *Use meaningful, specific subject headers*

- *Make it easy to reply*

- *Write in clear, grammatical, correctly-spelled language*

- *Be precise and informative about your problem*

- *Volume is not precision*

- *Describe the problem's symptoms, not your guesses*

- *Describe your problem's symptoms in chronological order*

- *Describe the goal, not the step*

- *Be explicit about your question*

- *Don't flag your question as "Urgent", even if it is for you*

- *Courtesy never hurts, and sometimes helps*

- *Follow up with a brief note on the solution*

You can find the complete text at http://catb.org/esr/faqs/smart-questions.html

Emailing Your Instructors and Advisors
Email has made it much easier to contact instructors. At larger institutions it used to only be possible to ask questions either at the beginning or end of lectures or during set office hours.

Make sure to also use netiquette with your instructors. Questions that you can find the answer to with a little bit of work should not be asked. Above all, pay attention to scope. It's very easy to ask a broad question that might take an hour to answer in written form. With their many other responsibilities, instructors often won't have time to do this. Very involved or open questions should be asked in person. Of course, you can still use email to set a time for a meeting and to generally describe the problem. Appropriate questions include asking for recommendations for additional sources, for appropriate introductory literature to become acquainted with a topic, or for clarification.

Make sure to use a specific subject line that includes your topic as well as the course name and section number. Formulate your message so that it's as easy as possible for the instructor to respond to your questions.

6 Working with Your Sources

When you're searching for sources you will quickly amass a large number of books, photocopies, PDF files, and URLs. You then need to start reading and analyzing these materials. Begin by extracting information that seems important to your topic. Pick out the main points of a text, compare them, evaluate them, and set them in relation to your own ideas. This activity is called "excerpting."

Excerpting takes practice. Although carefully copying a passage directly from a text seems easy, albeit a bit dull, there's actually much more involved in proper excerpting. To excerpt well, you need to have understood a passage and thought critically about it. It's not simply a matter of attention to detail and patience.

6.1 Excerpting using Quotations

How can you best create useful excerpts? A **direct quotation** needs to be short. It must express the main point in a way that makes sense even if its surrounding context has been removed. An **indirect quotation** needs to be expressed in your own words and accurately reflect the main idea of the passage.

These requirements make it clear that you do not just need a clear idea of an excerpt's function. You also have to evaluate the author's potential bias, the main thrust of the argument, and the significance of the passage. When creating indirect quotations, you must additionally be able to restate another's words in a succinct and meaningful way. That's not easy to do, but practice makes perfect.

Excerpts can be amended to improve their style and to make them more to-the-point. Shorten **direct quotes** by using an ellipsis enclosed in square brackets **[…]**. However, make sure that you don't distort the meaning of the passage. When you shorten a text you should also avoid creating a quotation that is no longer grammatically correct or that no longer makes sense. Square brackets can also be used for additions to improve readability or grammar.

Indirect quotations, which by definition should be written in your own words, can contain individual sentences or parts of the sentences from the text, as long as these are set off in quotation marks. Do this if you want to highlight particularly striking statements or if it allows you to shorten your own statements. Just make sure not to overload your own text with fragments such as these.

Excerpting with Citavi

Citavi gives you special templates for direct and indirect quotations. Once you've saved a quotation in Citavi, you can later reuse it with the same wording and formatting in additional projects.

In both templates there is a field for page numbers and buttons that let you insert square brackets with ellipses or quotation marks with a single click.

Citavi helps you with the contents of your quotations by prompting you to compose a core statement for your excerpt. This forces you to reflect on how well your excerpt fits the topic at hand.

Well-formulated core statements serve as short notes on the excerpt's content and reasoning. Along with abstracts and tables of contents entered on the *Content* tab, core statements help you remember the main points of a work long after reading it.

Excerpts have an important documentary function and refer to a specific passage in the text. They answer the question "What did Author X say on page Y and in which context?" When excerpting, you'll usually have the intention of citing the excerpt in your own work later on.

6.2   Excerpting Using Summaries

Sometimes certain chapters will contain little of interest on your topic. Other times you might not need your excerpts to focus on one specific passage in the text. In both cases you can create a **Summary**. In the summary you can save the main argument and the most important statements from a longer section of text in your own words. Summaries still relate to the text, just not to one individual passage. As such, they also have a somewhat different function. Their purpose is more informatory than documentary. The information is more an end unto itself and you will likely not use it in your paper. For this reason, it's fine if the summary is somewhat subjective. In this respect summaries differ from abstracts, since abstracts should be written as objectively as possible. Abstracts also are always a summary of a work as whole and never just a part of a work.

Summaries should allow you to keep track of the context for parts of a work you've closely examined. You should create them keeping this function in mind. Of course, this doesn't prevent you from including a summary in your paper if you want.

6.3   Evaluating with Comments

When reading a text critically and excerpting important passages, you should also consider the following questions: How relevant is this work for my project? What questions does the work not address and what new questions does it suggest? How can the work be used as a starting point for further research? All of these considerations should be saved as **comments**. Similar to summaries, comments are also connected to the text, but the

connection usually is looser and more general. They allow you to reflect on what you've read.

Of course, some comments do pertain to a specific passage in the text. All text-centered disciplines, such as philology, theology, and law, use comments in this way. Such comments can describe a concept or explain the meaning of a word, a term, or a phrase in a literary, theological, or legal text. These types of passage-specific comments can be saved in Citavi as well. First, add the direct or indirect quotation. Then, select the quotation. In the *Comment* drop-down menu, select *Add comment to item*.

7 Writing

7.1 Writing a Research Paper

Writing has an element of craftsmanship to it, and, as with all crafts, it improves with experience. You learn how to write by practicing writing. One way to do so is to write short texts about works you've read or your reflections on a topic discussed in one of your seminars.

Being able to write a research paper is not a skill everyone has when they first start an academic program. You will improve throughout the course of your studies.

Writing Gives Shape to Your Thought Process

As discussed in chapter 4.1, research papers can be divided into various stages: conceptualizing, formulation, composing, editing, proofreading, and formatting. You should plan enough time for each of these stages but keep in mind that they cannot be strictly separated from one another. Formulating your thoughts is naturally much more than just filling in an outline with sentences. You will often rearrange your outline as you write. That's not to say that you should simply start writing without any plan in mind. Instead, it's a reminder that many of our best thoughts come when we try to formulate them in a way that makes sense to others.

> **The Writing Process Starts in Citavi**
>
> If you use Citavi to prepare materials for a research paper, you can make use of a feature not available in your word processor. Citavi lets you place all the "knowledge items" you save – i.e. your quotations, comments, and thoughts – in an outline for your paper using their categories. This makes it easier to plan your work and also to begin writing.
>
> Citavi is not a replacement for your word processor, however, and should be used to prepare the content and structure of your work before you start writing. If you do so, you will notice that the writing process flows much more smoothly.

Sorting Quotations and Thoughts
→ www.citavi.com/shows/37

Make Time for Revision, Correction, and Formatting

Academic texts, just like other complex texts, cannot be written all in one go. A final publication is the result of a process in which many versions are created and revised. To ensure a good result, you will need to make time for rewriting and reviewing your paper. As discussed in chapter 4.2 you should allot time for this process from the very beginning.

You must also plan time for bringing your text into a presentable format. Many people underestimate the amount of effort involved, but formatting requires a great deal of painstaking attention to detail.

Revision Strategies

The editing process shouldn't just happen alone in your room. By letting others read your text and then discussing it with them, you can often improve the clarity and logic of your writing. Especially at the very end of your project, you should make sure that another person reads over your text. Four eyes are better than two, and as the author you often cannot view your text completely objectively and recognize problematic sections. Your proofreader should not make any changes to your content but should instead advise you on its presentation.

Another way to view your text more objectively is to let it sit a couple of days and then to start working on it again with fresh eyes. Proofreading doesn't just mean finding spelling or grammatical errors. It also means looking for weak sections in your work. Paragraphs that you stumble over when reading or that don't sound convincing should be carefully reviewed and revised.

7.2   Style and Tone

Academic texts should be written in an objective tone and with as much precision as possible. Technical terms should be used appropriately and explained where necessary. Do not overload your paper with jargon in an attempt to sound more scholarly as this often fails.

Clear Argumentation

The reproducibility of methods and results is one of the cornerstones of academic writing and should inform how you write your paper. You shouldn't just explain the terms you've used. You must also identify and justify your process and methodology as well as the assumptions and decisions you made. It needs to be clear how a point relates to your topic and which sources you used. Your thought process and conclusions should also be laid out in a logical way.

Most of the papers you write will be read by teaching assistants or professors with knowledge of the subject matter. Especially in shorter research papers, you can assume that the person who evaluates your work will have the necessary background knowledge. In such cases, you will not need to explain as much as you would have to in a more comprehensive paper. It can be helpful to think of an imaginary reader. Picture a compassionate, academically-minded person who is unfamiliar with the current topic. If you're not sure whether you should give further explanation, ask yourself if your imaginary reader would need it or not.

Use of the First Person: Discouraged, but Still Possible

Academic texts usually do not contain personal statements. They generally shouldn't be used to express your feelings. In order to contribute to the objectivity of the work the avoidance of the pronoun *I* used to be a widely accepted rule for academic writing. While the pronoun *I* can be avoided by

reformulating a sentence to use *one* or *we* or the passive, doing so can impair the style of your writing.

While you should exhibit restraint in personal statements, there are times when it is appropriate to use *I* in a research paper, especially in introductory chapters. It's almost always better to use *I* rather than an awkward or convoluted wording. The pronoun *We* on the other hand should only be used for a group and shouldn't be used as a replacement for *I*.

8 Formatting a Research Paper

8.1 Sections and Structure

A research paper usually contains the following:

Title

Foreword – A foreword is usually only necessary in a longer research paper, such as a thesis. The foreword may contain information on your motivation for the project, on challenges encountered, and acknowledgment of others' assistance or guidance.

Table of Contents – Also found only in longer papers.

Introduction – The introduction places the topic in context and discusses the current state of knowledge. The scope of the topic is given in addition to a summary of the main research objectives. A quick introduction to the methods used and the object of the study is also included. The organization of the paper is discussed and the content of individual chapters. The introduction may also include notes on any special formatting used for quotations or transcriptions.

Body – The body of your paper is arranged systematically by topic and divided into chapters and sub-chapters. It usually contains details regarding the current state of knowledge, what methodology was used and why it was chosen, clarification of terminology, characterization of the materials used (sources, corpus, etc.), and your reasons for the selections made.

Conclusion – Short summary of your results. Usually also includes suggestions and considerations for future research.

Bibliography

Appendix – Only included in larger papers such as theses if additional materials must be presented that don't belong in the body of the text (for example, complete source texts, illustrations, calculations, statistics, longer examples, etc.). By presenting such materials in the appendices, the body of the text is not weighed down and the reader can better concentrate on your argumentation.

8.2 Table of Contents and Overall Structure

The table of contents is a window to your paper and makes its structure visible. For this reason, it should be as clearly laid out as possible and should contain well-named chapters and sub-chapters.

If you use standard styles in your word processor, such as *Heading 1*, *Heading 2*, etc., you can automatically create a table of contents with the corresponding page numbers. In Word you can find the option on the **References** ribbon under **Table of Contents**.

Chapter Numbering

To make it easier for the reader, it's a good idea not to divide your text into too many short sub-chapters. An overly detailed structure makes it difficult to see the big picture.

To distinguish between chapters, sub-chapters, and sections, it's common to use a hierarchical structure with Arabic numerals. All levels are numbered continuously starting with the number 1. This allows you to divide main chapters into as many sub-chapters as necessary. This system works at any level of the outline.

1 / 2 / 3 / etc.
      3.1 /3.2 / etc.
           3.2.1 / 3.2.2 / etc.

Periods are inserted between numbers to designate different levels. No period is inserted after the last number. In Word you should use the automatic numbering feature for headings. You can find this option on the **Home** ribbon under **Multilevel list**. You can tell from the preview whether or not the numbering style can be used with headings.

You should only add a sub-chapter, if you have at least two other sub-chapters. A structure such as 5.4.3 – 5.4.3.1 – 5.4.4 is not well thought-out.

8.3   The Title Page

The title page of a thesis or dissertation usually includes the topic and degree name and the organizations and persons involved in its creation. Many universities, institutes, and departments have strict guidelines for title page formatting. If your department does not provide you with such guidelines, you should include the following information:

Title and subtitle of the paper
Type of degree and faculty
University or institute
Your professor(s) or advisor(s) ("Submitted to . . .")
Author(s) of the paper.
Date of submission

8.4   Additional Considerations

Figures and Tables

Figures and tables should be numbered consecutively and include a descriptive caption. In Word you can find the option on the **Reference** ribbon under **Insert Caption**. This lets you easily refer to an image within your text ("see Fig. 2" or "as shown in table 7"). The caption makes it easy to quickly grasp why the table or image is significant.

If your research paper contains a large number of figures and tables, you may want to include a table to list them. Your word processor will generate the table automatically as long as the figures and tables use an appropriate style.

Hints for Working with Very Large Documents

If you're working with large documents of over 100 pages, you may notice that your computer's performance is affected. To avoid this problem, it's useful to work with subdocuments. You also can link figures rather than embedding them in your text. Check the help files for your word processor to find out how to do this.

Abbreviations and Acronyms

Abbreviations make writing more efficient and save space, but they can make it more difficult for the reader, since unfamiliar abbreviations are distracting. For this reason, abbreviations should not be used excessively. Certain abbreviations are common and acceptable. You can find these in a standard dictionary.

If you do need to use a great deal of abbreviations that are not generally known, they should be listed in a table. Abbreviations should be consistent within your paper. For example, if you use an abbreviation for a certain phrase, you should always use the abbreviation for the phrase rather than sometimes writing it out. However, you should avoid using abbreviations at the beginning of sentences.

8.5   Formatting Your Manuscript

You don't need to worry about formatting when writing your paper. However, you should assign styles to each of the main elements in your text (i.e. standard text, quotations, headings and subheadings, bibliography entries, and footnotes). Assign each of these elements its own style. This lets you quickly make global changes to the formatting later on.

Typographical Considerations

Formatting a text properly requires a knowledge of typography that most individuals do not possess. When working on a computer, it's common to use a proportional font such as Times, Times New Roman or Helvetica. With these types of complex fonts, simple quotation marks look out of place. Instead, use typographic quotation marks (also known as "curly quotation marks"). Similarly, if you need a dash, you should use an en dash (for example, "pp. 6–17") instead of a hyphen or em dash. You may wish to consult a typographic style manual to make sure that you are using the proper typographical marks.

Backing Up Your Work

It should go without saying that it's essential to back up your files regularly and systematically. At least once a day, your files should be saved on an

external storage location, for example on a server, an external drive, or on a USB flash drive.

Use Citavi's Backup Feature

Citavi can automatically create a backup and save it to the location of your choice each time you exit the program. You can choose a maximum number of backups per project (we recommend at least three).

A Final Check

Make sure to look over your paper thoroughly before handing it in. Check that the formal elements of your text are as they should be. If you've had your work bound, also check that all the pages are there before submitting it.

Page Layout: A Recommendation

Always use single-sided pages. To make your text easier to read and correct, your line spacing should not be too narrow. Usually your department will offer guidelines on layout. If not, we recommend the following spacing:

Margins: Left: at least 1″ (2.54 cm) (these should be much wider if the work will later be bound); Right: at least 1″ (2.54 cm); Top: 1″ (2.54 cm); Bottom 1″ (2.54 cm).

Page number: either in the header aligned with the right margin or in the footer – either centered or aligned with the right margin. The pagination usually starts after the table of contents. In longer research papers it might start after the title page.

We recommend using a 12pt font size. Most guidelines recommend double-spacing for text in the body of your paper.

9   Quotations and Comments

9.1   Citing and Documenting

The claims you make in a scholarly work need to be verifiable. For this reason, you need to identify the sources and methodology used, present your argument in a logical way, and share your findings with others. All sources you use or mention in a paper need to be listed in a bibliography. Even if you just paraphrase an idea found in another source, you still have to cite the source.

> **Creating Bibliographies Automatically**
>
> If you insert references or quotations with their citations in your text, Citavi will automatically generate a bibliography containing all references cited. You never have to worry about accidentally omitting a source.

9.2   Footnotes

Footnotes are often seen as a defining characteristic of academic writing. Outside academia, some people react strongly to footnotes, since they view works that contain them as overly pedantic.

In Defense of Footnotes

There are many good reasons to use footnotes, even if some manuals on writing research papers recommend avoiding them. Just as you can't make a work more academic simply by adding footnotes, you also can't make a text more readable simply by leaving them out. Also, by omitting footnotes you lose the chance to add short comments and notes that you wouldn't necessarily want to include in the body of your text. Footnotes let you add additional information to a text on a meta-level and function a bit like hypertext.

Footnotes can be used in the following ways:

- Footnotes allow you to cite sources for quotations or works mentioned in the text. However, other options are available for citing as well. For example, you could instead choose to use an author-date style (see chapter 10).
- Footnotes let you comment in greater detail on scholarly debates or discussions concerning a point made in your text. You can trace the development of certain ideas or identify differing positions. You can also refer to works that discuss a certain idea in a more detailed way. While it's easy to refer to one or two works in the main body of your text, longer citations are better placed in a footnote.
- Footnotes let you explain which authors or works led you to a certain research question or idea.

- Footnotes make it possible to support claims made in the text with examples and additional information. They also make it possible to add comments or additional quotations that would otherwise disrupt the flow of the text.
- Footnotes can be used for translations of quotations in a foreign language or can contain the quotation in the original language.

Naturally, footnotes should not be used to simply present as much additional information as possible. They are not an end unto themselves. Each footnote needs to have a purpose in relation to the text as a whole.

Many journal publishers and publishing houses explicitly state that footnotes should not be used. If you might later publish your work outside of your university, you should make sure to ask for the author guidelines from the journal or publisher before you start writing.

9.3   Quoting and Citing

Direct quotations from your primary and secondary sources need to be typographically identifiable as such. Usually they are set off with quotation marks.

Inserting Quotation Marks with a Click.

Citavi lets you use many different types of quotation marks. Select the quoted text (for example with Ctrl+A), and then click the quotation mark type you want to use.

Quotation Marks or Indentation

Shorter quotations of three lines or fewer are simply included in the body of your text. Longer quotations are usually set off in an indented block. Sometimes these "block quotations" will also have more narrow line spacing and a smaller font size in order to better set them off from the surrounding text. If you format the quotation in this way, you do not need to also set it off in quotation marks. For example, one way you might format longer citations is to create a style that uses a tab, a font size of 10pt, and an extra line before and after the quotation.

You may also want to include a quotation containing a quotation from another work. If the secondary quotation was set off in quotation marks in the source you are quoting, you would replace them with single quotation marks in your document.

> "According to Schmidt, 'the power of facts has led to more laws than the legislature wants to accept'" (Schmidt 1978 as quoted by MacBride 2008, p. 24)

If you've set off a longer quotation by indenting it or using other typographical features, you can leave the original quotation marks around the secondary quotation.

Quote Text Exactly as it Appears

Direct quotations need to be reproduced exactly as they appeared in the source from which they were taken. This means that old forms of spelling, any mistakes, and all punctuation must be the same. It's worth taking a second look at quotations you've excerpted, since it's quite easy to unintentionally make mistakes when copying a quotation. If a direct quotation contains incorrect spelling or language that today would be considered non-standard, you can place the abbreviation "[*sic*]" directly after these items. "Sic", the Latin word for "thus" stands for "thus it was written." If necessary, you can also comment on the language or formatting in the quotation in brackets directly after the quotation or in a footnote.

> "Undergraduate students are woefully unprepared for the workplace, *despite the introduction of core requirements* across academic disciplines. " (Adams 1997, p. 8) [Emphasis in original].

> In the words of one interviewed student, "it's dificult [*sic*] to write at the college level if you never learned it in high school." (Rosengarten 2014, p. 24).

Changes you make to a quotation need to be clearly recognizable. Sections that are left out need to be replaced with an ellipsis in brackets. Alterations (for example, if you add emphasis or alter the wording so that the quotation agrees grammatically with the rest of the sentence) or additions (for example, a short clarification of a term or expression or additional words that are needed so that the quotation agrees grammatically with the rest of the sentence) should also be set off in brackets.

> In addition to translating it [the scientists' research results] for the reader, […], we must point out if it is controversial or well regarded in the field. We have all heard from scientists who were hurt that we didn't use precisely their language in the story. (Russell 1986, p. 92)

Some guidelines recommend including your initials in such additions. In the example above you might write "…[the scientists' research results, N.N.]," for example.

Integrating Quotations into Your Text

Quotations can be added to a sentence you've written. You just need to make sure that the quotation and the sentence around it fit together grammatically. Quotations in a foreign language should also be grammatically integrated into the sentence as much as possible.

> These fundamental rights include, in the words of John Locke, the protection of one's "Life, Health, Liberty, or Possessions."

> The effect is enhanced through Büchner's repetition of the word "immerzu."

The sentence should flow as well as possible and should not seem forced. What you don't want to do is create sentences that only consist of a quotation and a few words added for syntactical reasons.

When you integrate quoted text, you also need to make sure that the original meaning is retained.

Secondary Quotations

Direct and indirect quotations should always be taken from the original texts and not the sources in which they were cited. Secondary quotations should only be used if it is nearly impossible to obtain the original source with a reasonable amount of time and effort. If a secondary quotation is used, it needs to be cited accordingly (see chapter 2.5):

Leonardo da Vinci, as cited by Olschki (1918, p. 354).

Citing Main Ideas

You don't always need to cite word-for-word. You can also reiterate the main point of a passage. Even if you paraphrase, the original source still needs to be cited. Some citation styles require you to use the abbreviation *cf.* for these types of quotations. When you cite in your own words, you must make sure that you don't change the meaning of the passage. It also needs to be clear to the reader what text and ideas are yours and which are from the source you're citing.

This does not apply to the same extent in all academic disciplines. Terminology in the Natural Sciences tends to be less ambiguous (cf. Gross 1993, p. 33-40).

10 Citations and Bibliographies

10.1 Citing Works within Your Text

Citations

If you refer to another work in your paper or if you insert a direct quotation, you must cite the original source. The citation can either include some or all of the complete bibliographic information for the source.

> **Skip this Chapter if You Want**
>
> There are many citation methods and these can have vastly different formats. Citavi's citation styles take care of the formatting for you so you don't need to worry about it. You only need to choose one of the many citation styles available in Citavi and then you can continue to focus on the content of your work. However, we still recommend reading this chapter so you understand the main differences between styles.

Different Citation Methods

Especially in the Humanities, it used to be common to give the full citation information for a source in a footnote, for example:

[1] Kate L. Turabian. A manual for writers of research papers, theses and dissertations: Chicago style for students and researchers. 7th ed. Chicago: University of Chicago Press, 2007.

However, there are many other forms as well. The following image shows some of the different citation style types:
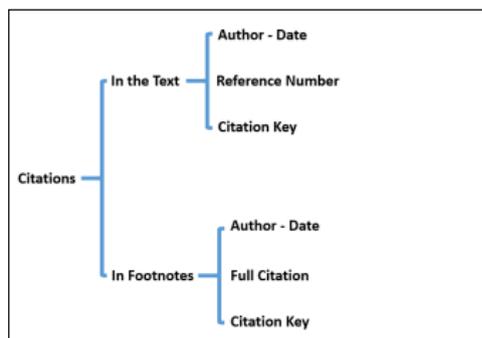
Author-Date Styles

Author-date styles are primarily used in the Social Sciences but are used in other academic disciplines as well. In some countries, these types of citation styles are referred to as the "Harvard" system or the "American" system. Each source is cited using the authors' last names and the year of publication. These citations can either be in the main body of the text or in the footnotes, although the former is more common.

In-text:
An alternative approach, albeit one that misses the point in many regards, is

> Chomsky's concept of competence (see Chomsky 1973a, 1973b; Corder 1967; Seliger 1987, and many others. See also the related positions of Butzkamm 1989; Felix 1978, and Klein 1992b)**.** This concept of competence. . .

> **Footnote:**
> An alternative approach, albeit one that misses the point in many regards, is Chomsky's concept of competence. [83] This concept of competence. . .

> [83] See Chomsky 1973a, 1973b; Corder 1967; Seliger 1987, and many others. See also the related positions of Butzkamm 1989; Felix 1978, and Klein 1992b.

In-Text Citations with Reference Numbers

The most succinct form of citation is the reference number. This method is often used in the Natural Sciences. The list of references is sorted in ascending numerical order, either according to the alphabetical arrangement of the bibliography or according to the order in which sources were cited in the paper. Here the complete bibliographic information for the book is listed. This makes it possible to cite sources using only the number in the text.

> . . . as shown [47] / (see also [18] and [23: 34–45]) / also: (cf. [18] and [23: 34–45])

Citation Keys:

Citation key styles are much less common than other types of citation styles. In these types of styles the citation consists of an abbreviated form of the authors' names and the year.

> … Schmitz, Miller, and Hinz already demonstrated this point in their seminal 2011 publication. [ScMiHi11:44]

> **Using Citation Keys in Citavi**
>
> If you're using a citation style that calls for citation keys, you need to enable citation key support in Citavi on the *Options* menu. Citavi generates citation keys for all the references in your project based on your definition. You can modify the keys by hand if necessary.

Footnote Citations: Full Citation

In this method, the citation appears in the footnote as a full citation. When the work is cited a second time, it is often cited in a shortened form, for example "author, shortened form of the title, year." Another approach is to refer back to the first footnote in which the work first was cited. If a work is cited two times in a row, the abbreviation *ibid.* (ibidem) is often used to refer back to the first reference.

Many citation styles that call for a full citation in the footnote do not require a bibliography. This is not very helpful for the reader, since a list of references is much easier to analyze than individual references strewn throughout a paper.

Multiple Publications in the Same Year

If an author or group of authors publish more than one work within the same year, lowercase letters are used to distinguish the works in author-date styles.

Smith 1998a / Smith 1998b / Smith 1998c etc.

> **Citavi Adds Letters for Disambiguation**
>
> You do not need to enter lowercase letters to distinguish between multiple publications by an author or authors from the same year. Citavi automatically adds lowercase letters to resolve ambiguity.

Which Year Should I Use?

It can happen that you're not sure which publication year you should list, for example, when citing a translation. Usually you would include the year for the translation and also the year of original publication in your bibliography.

> **Year of Original Publication**
>
> In Citavi, enter the year of original publication in the *Original Publication* field. Please note that not every citation style requires the original publication year or will display it.

For literary or "classic" works in a discipline the year of first publication is often required. Otherwise you would use the year of publication for the edition you consulted.

10.2 Bibliography Entries

Basic Principles

Bibliography entries are used to unequivocally identify publications. They should allow a reader to locate a work that was cited in your thesis or dissertation.

Minimum Requirements

For a standalone publication you at least need to list the names of the authors, the title, the place of publication, and the year of publication:

Donen, S. and Kelly, G.: Singing in the brain. Los Angeles 1956.

For journal articles you need: the author names, title, name of the periodical, volume, year, and page range:

Sinon, E., Evero, I., and Ben Trovato, A.: "Psychopathological description of La Furia di Caruso." In: Folia clin. otorhinolaryngol. 6 (1948), 362–364.

For contributions in edited books or published conference proceedings you need the author names, title of the contribution, page range, editors, title of the book, place of publication, and year of publication of the book:

> Slusser, G. E.: "Bookscapes: Science fiction in the library of Babel." In: Beck, C. et al. (Ed.): Mindscapes, the geographies of imagined worlds. Essays presented at the Ninth Annual J. Lloyd Eaton Conference on Science Fiction and Fantasy Literature held Apr. 10-12, 1987 at the University of California, Riverside. Carbondale, Ill. 1989, 88–118.

As in the example above, bibliography entries will usually contain information beyond these minimum requirements. This can include the authors' full names, the series title, the publisher, the edition or the title in the original language if the work is a translation.

If you take a look at the bibliographies in other academic publications, you will soon see that even within a discipline and even with standardized rules, there is still a large degree of variation.

Citing Internet Sources

The same principles apply to citing Internet sources as to printed works. The bibliography entry should make it possible to identify and locate the source. All of the major citation styles (MLA, APA, Chicago, etc.) have guidelines for citing online sources. Many citation styles, especially those in the Natural Sciences, do not give any guidance for citing online sources.

When documenting online sources, their temporary nature and the speed with which changes can be made need to be taken into account. Online content often is in flux. After a short period of time, the source information for an online document may no longer lead to the same document but rather to an updated version – or to a "page not found" message. For this reason, you should always cite the exact date you viewed a webpage or email list item.

Adding Webpages with the Citavi Picker

The Citavi Picker extensions can be used with Chrome, Firefox, Internet Explorer, and Opera (and in Adobe Acrobat as well). Using the Citavi Pickers you can directly add a webpage to Citavi.

You can also select text and save it as a quotation along with the bibliographic information for the website. Why use this method rather than simply adding a bookmark for the page in your browser? The text of the quotation and its source are saved in Citavi and can be quickly inserted into your paper using the Word Add-In or Publication Assistant.

The Bibliography

The bibliography is an essential part of any academic work. It lets the reader see which sources informed the writing of the paper. It also gives the reader full bibliographic information for a particular source so that it can be located if so desired.

Always List all Sources Used

The bibliography should include all works that were cited, paraphrased, or mentioned in the paper. Individual entries should contain complete bibliographic information for each work.

A Bibliography with Just a Click

You don't need to worry about formatting the bibliography. Citavi creates one automatically as long as you're using the Word Add-In. If you're working with Writer instead of Word, you can use the Publication Assistant to insert references and quotations into your paper. Then, just format your document with Citavi before handing it in. Citavi will automatically insert a bibliography that includes all cited references.

You can also create a simple list of references independent of a research paper. This contains all or a selection of references from your Citavi project.

11 Last but not Least

Not all aspects of academic writing can be neatly laid out in concrete guidelines. The variety of different approaches in various disciplines makes such a task impossible. If you take a closer look at publications within a certain field, you'll soon realize that despite all the rules you encounter, there is still a wide variety of possibilities.

Practice Makes Perfect
Writing a research paper takes practice and patience. Like building a house, a research paper consists of many smaller tasks. It requires its own "manual labor."

Don't get discouraged by the scholarly publications you encounter. These are final products, and the authors of these works also had to create them step by step. While you are writing, keep in mind that it is "just" a term paper, thesis, or dissertation and that no one expects you to write a text that will change the world.

While it's natural to feel intimidated by the idea of a scholarly publication and its many formal requirements, it can help to focus on completing the individual tasks described in this guide. Let Citavi support you along your way.

12 Works Consulted

Friedrich, Christoph (1997): Duden: Schriftliche Arbeiten im technisch-naturwissenschaftlichen Studium. Ein Leitfaden zur effektiven Erstellung und zum Einsatz moderner Arbeitsmethoden. Mannheim: Dudenverlag.

Kruse, Otto (2007): Keine Angst vor dem leeren Blatt: Ohne Schreib-blockaden durchs Studium. 12th ed. Frankfurt am Main: Campus-Verlag.

Kruse, Otto; Jakobs, Eva Maria; Ruhmann, Gabriela (1999): Schlüssel-kompetenz Schreiben: Konzepte, Methoden; Projekte für Schreibberatung und Schreibdidaktik an der Hochschule. Neuwied: Luchterhand.

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13 Index

This list contains terms you've encountered in this text and that appear Citavi's interface: