


## Reference Management with Citavi

You need references about „traffic data“. Citavi should help you to be up-to-date. Please start the software and start a new solo project. You might name the new project “Traffic data”. Use Firefox and our online-catalogue (it’s called InfoGuide , you find it here: <http://www.unibw.de/unibib>).

Some useful hints:

- Look at the menu items and icons.
- Click on everything blue for more information.
- Use the button „quick help“
- Don’t forget the right button on your mouse.

### *Literature search and reference management*

1a) Please search our online-catalogue for the book: „Visual data analysis in air traffic management“ and import the title with “Citavi Picker” (Picker icon:  It appears at the end of every ISBN. With just one click on this button the reference is in your project).

b) Add one subject heading to the reference. (Tags help you to rediscover literature in your project quickly. They help you to remember the content easier.)

2a) Search this pdf on the internet: Cisco Visual Networking Index (VNI)

Open the pdf and import it to your Citavi project. (Use the right mouse button).

b) Is the reference type correct? (Choosing the right document type determines the correct representation in the bibliography.).

c) Check the bibliographic data for completeness and correctness, and supplement it if necessary.

3a) Add this website to Citavi: <http://www.traffic-data-systems.net/en/home.html>

(To add a webpage to Citavi, load the page, then right-click anywhere in the browser window. Click **Citavi Picker > Add webpage as reference**. Citavi adds it to the current project as an Internet Document and copies the bibliographic information, if available. (If the page doesn’t include it, you’ll have to enter it yourself.)

b) Enter and/or correct the bibliographic information.

4a) Search this ebook: Using CART to segment road images

Add it to your project and correct the bibliographic information.

b) Change the workspace layout to “Show right pane only” (it’s a small icon on the



right: 

Scroll to “2. Basic Methodology” and mark a section and add your selection as a

quotation (use the button on the left:  )

c) Don’t forget the core statement (Core statement

The central idea of a quotation, formulated as concisely as possible.

If you do not write a core statement yourself, Citavi inserts the first words of the quotation here.

### ***Task scheduling and project management***

5a) Import the book „Advanced logistics and road freight transport“ to Citavi

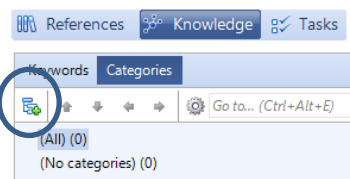
b) Go to „Tasks and locations“ and add „borrow“.

c) Create a project task “Dissertation” due to March, 10th in the task-planner. Make it a “High” importance.

### ***Knowledge organization***

6. It’s easy to create an outline for a paper with Citavi’s categories. You can assign categories to quotations and thoughts you have collected to better structure your paper. This is very helpful while writing.

a) Create a category system for your project. Name three categories and two subcategories. (e.g. Introduction, Main part, Conclusion)



Use the button with the green cross

b) Arrange the quote of the previous task to one of your categories.

c) Save your compilation with every category. Use the button “Save with options“.

**Literature references and bibliography**

7a) Go to this website: <http://www.lipsum.com/Generate> and create a dummy text with 5 paragraphs.

b) Open Word and insert the copied dummy text.

c) Enter references and quotations into your document with Citavi's Add-In for Word (Version 2003 and later). The references and quotation are formatted exactly as your citation style prescribes. The bibliography is updated in real time to match.

Open a file in Word. On the Citavi ribbon, click Citavi pane. Select a project to assign to the document.

On the References tab, select the reference you want to insert. Either click Insert or double-click the reference. On the Knowledge tab, select the quotation or thought you want to insert. Either click Insert or double-click the knowledge item.

8a) Where in Word can you change the citation style or add a new one?

b) Add the citation style „IEEE Standards“. What is the difference to “Citavi Default Style”?

## Solutions

1a) Click on the button behind the ISBN and the reference is send to Citavi. In case the Picker isn't working, try this:

### InfoGuide

Search
My list
Account
Additional services

Advanced search

Language german | english

Search request

Basic search

Visual data analysis in air traffic management

and

Title(words)

and

Author/Ed.

[Index](#)

and

Subject

[Index](#)

Search standard database selection
Clear
Search

Limit search
Search preferences
Database selection

all

Language

all

all

Year (from - to) from

Year (from - to) to

Search
My list
Account
Additional services

Advanced search

Previous searches
Results
Full record

Your search request Basic search = Visual data analysis in air traffic management

Local Catalogue (1/1)

**Visual data analysis in air traffic management**  
 Subtitle: 1 Tabelle [Table of contents](#)

Author: [Rehm, Frank](#)  
 Place of Publication, Publisher, Year: Köln, DLR, Bibliotheks- und Informationswesen, 2007  
 Pages: 132 S.  
 Subjects: [Luftverkehr](#) , [Numerische Wettervorhersage](#) , [Datenanalyse](#) , [Visuelles Datenbanksystem](#)

Shelfmark: L-LFT700/YN3425

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L-LFT700/YN3425	available for loan	UB UniBwM <706>

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What's new Help Information

**Further options**

Search request  
[Modify](#)

**Save/E-mail/Print**  
[Save/E-mail/Print](#)

Selection of databases  
 Selection  
[Extend automatically](#) | [Modify](#)



[Geben Sie ein Zitat aus dem Dokument oder die Zusammenfassung eines interessanten Punkts ein. Sie können das Textfeld an einer beliebigen Stelle im Dokument positionieren. Verwenden Sie die Registerkarte 'Zeichentools', wenn Sie das Format des Textfelds 'Textzitat' ändern möchten.]

Search My list Account Additional services

Advanced search Previous searches Results **Save/E-mail/Print**

Your search request Basic search = Visual data analysis in air traffic management

**Save/E-mail/Print**

**Outputform**

- Brief records
- Full records



It's important to chose „Full records“

**Format**

Format

Citavi-Import: RIS (\*.ris) ▼

Print

Save



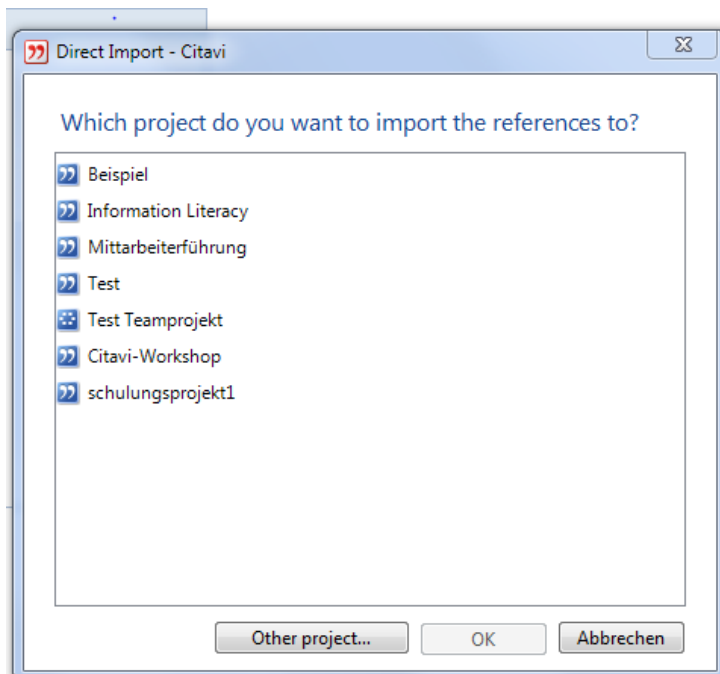
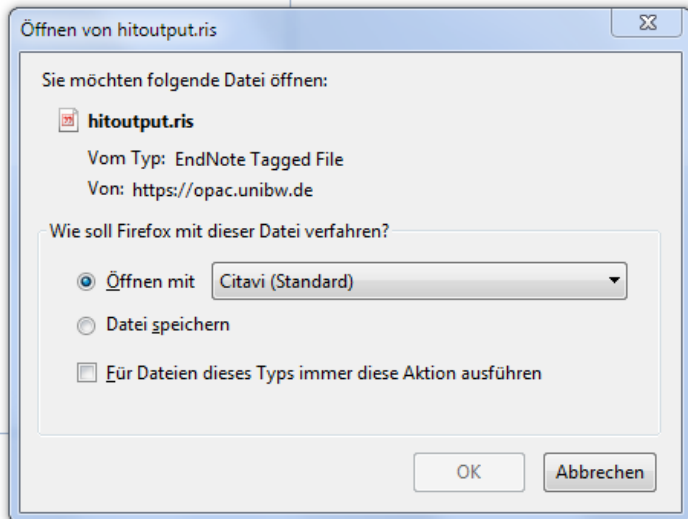
Chose Citavi-Import: RIS and click on „Save“

**Send records by E-mail**

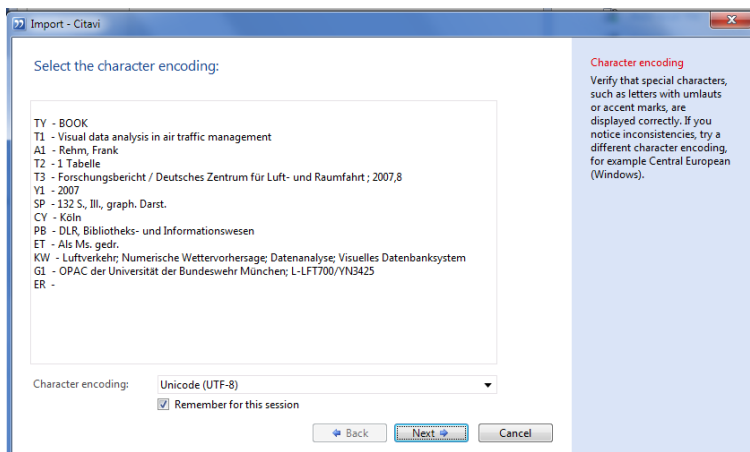
To

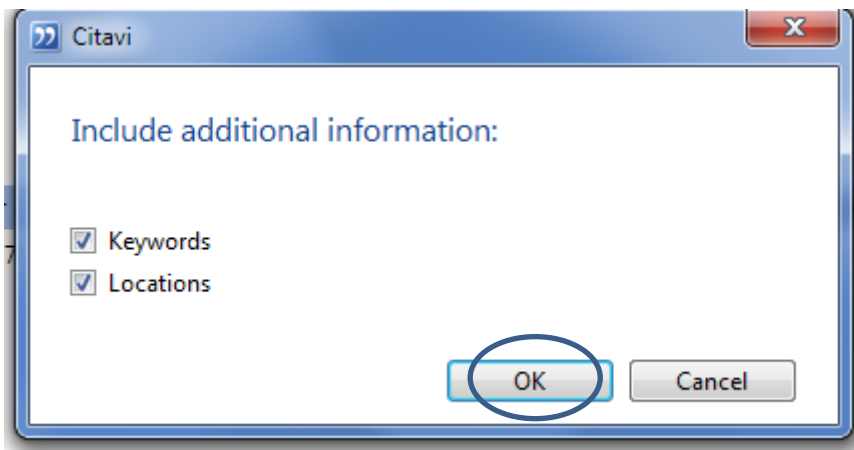
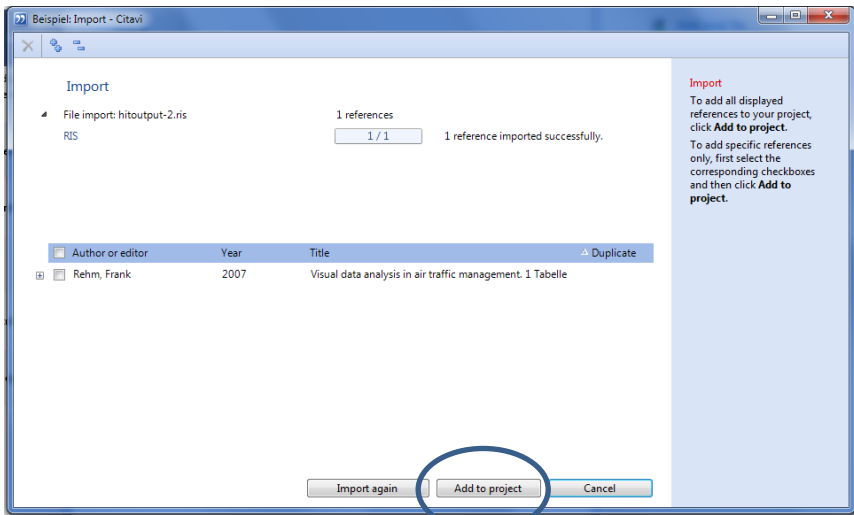
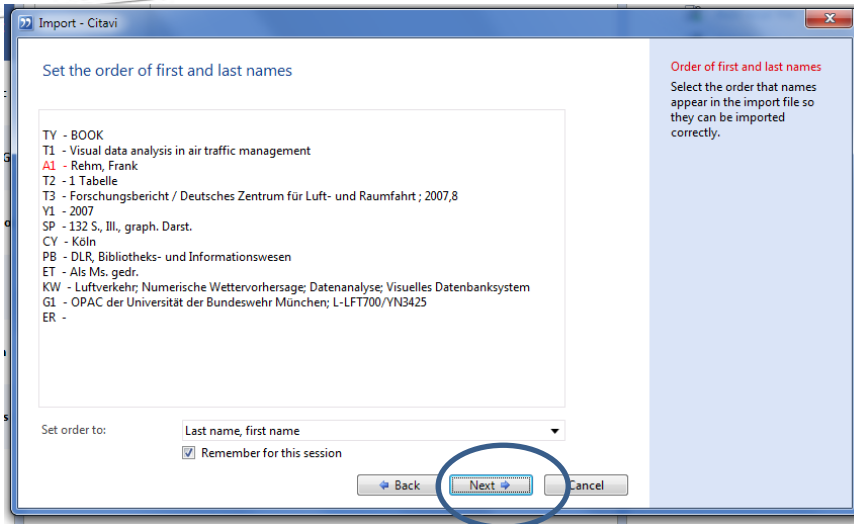
Subject

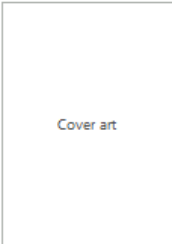
Send



Chose the project and Citavi opens.



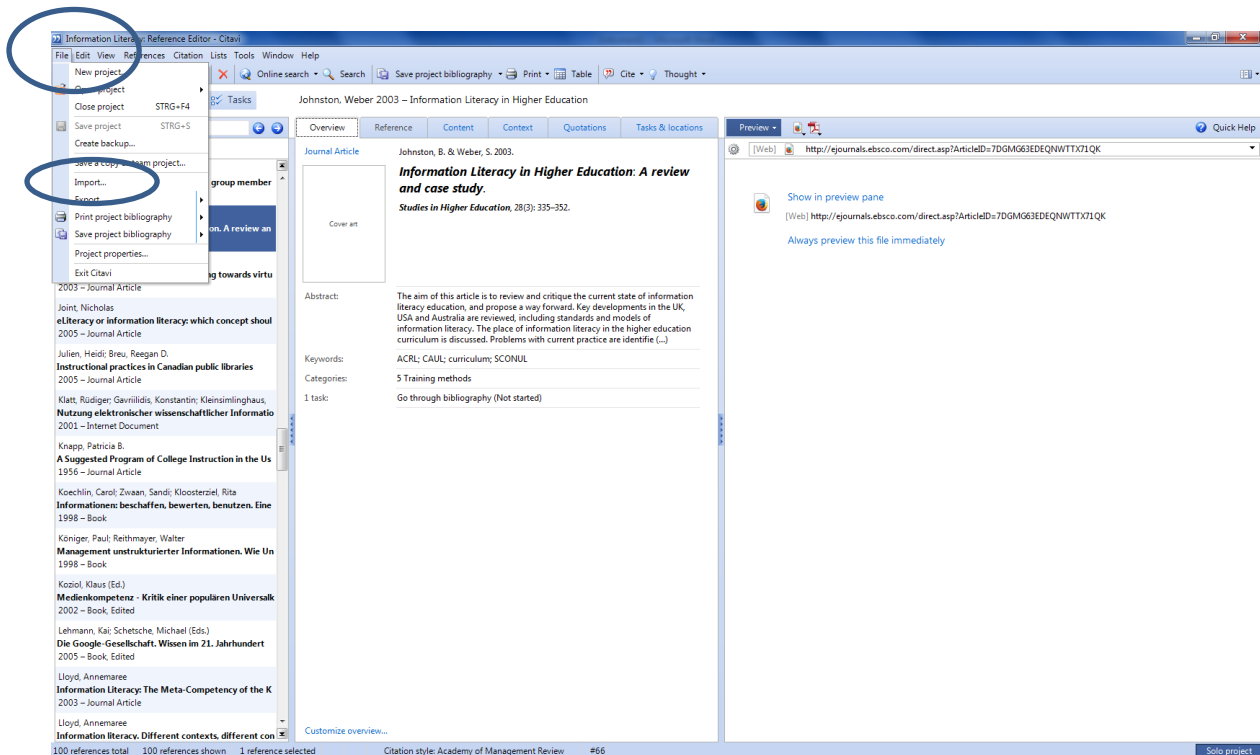


Overview	Reference	Content	Context	Quotations	Tasks & locations
<b>Book</b>	Rehm, F.				
	<b>Visual data analysis in air traffic management: 1 Tabelle</b> Als Ms. gedr. Forschungsbericht / Deutsches Zentrum für Luft- und Raumfahrt 2007,8. Köln: DLR, Bibliotheks- und Informationswesen, 2007.				
<b>Abstract:</b>					
<b>Keywords:</b>	Luftverkehr; Numerische Wettervorhersage; Datenanalyse; Visuelles Datenbanksystem				
<b>Categories:</b>					
<b>No tasks</b>					

1b) Go to the tab “Context” -> write your keyword or click on “Keywords” (blue) and apply keywords

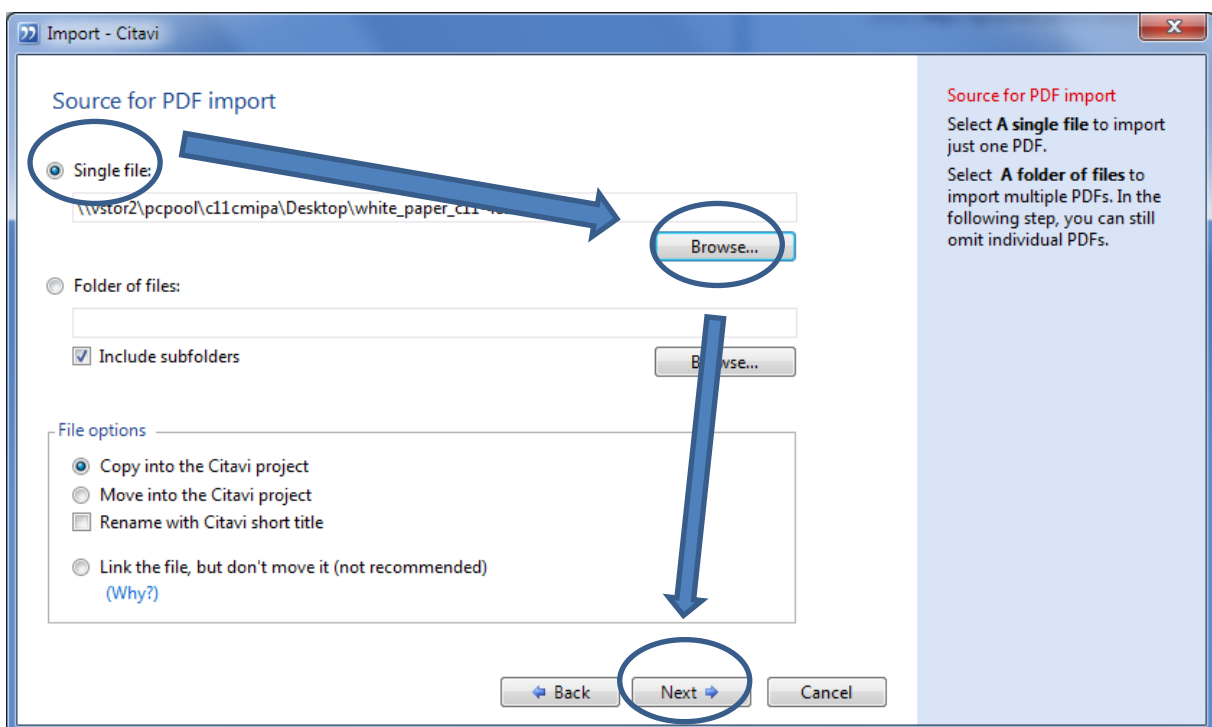
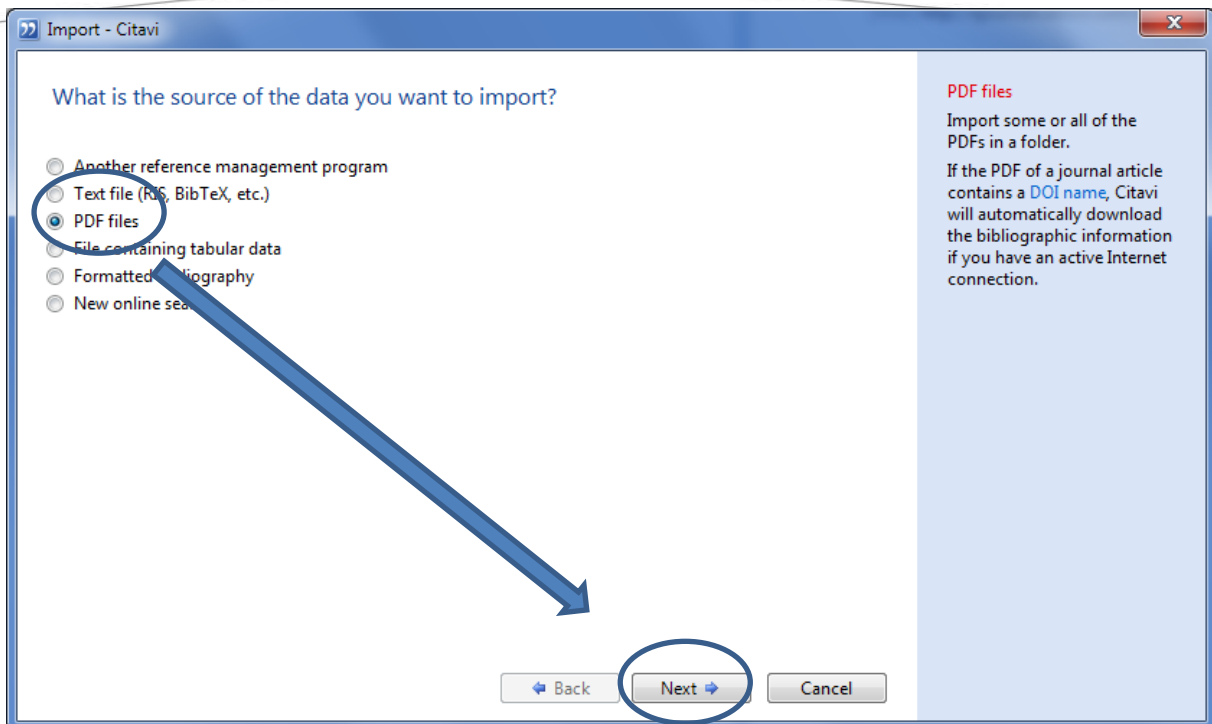
2a-c) When the Picker isn't installed, save the PDF on your computer and import it to Citavi:

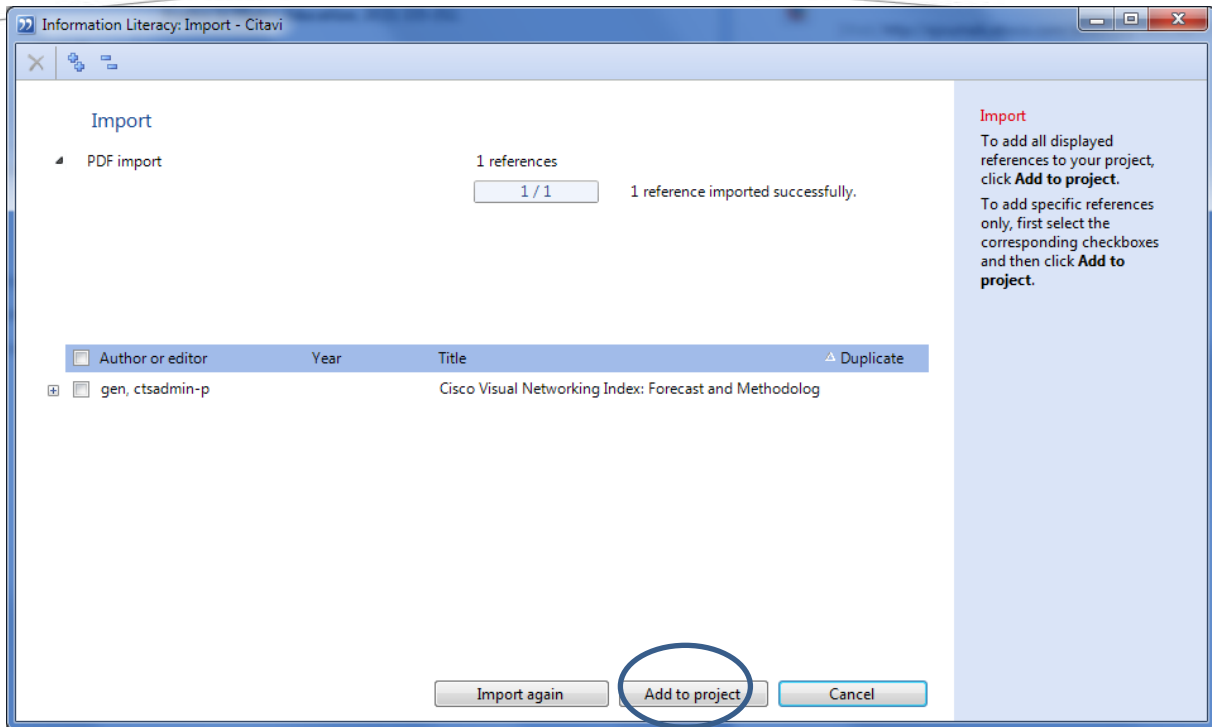
File - Import



The screenshot shows the Citavi Reference Editor interface. The 'File' menu is open, and the 'Import...' option is circled in blue. The main window displays a reference for 'Information Literacy in Higher Education: A review and case study' by Johnston, B. & Weber, S. (2003). The 'Context' tab is active, showing the abstract, keywords (ACRL; CAUL; curriculum; SCONUL), and categories (5 Training methods). A preview pane on the right shows the article's URL from EBSCO.







2) For correct quotation you need a correct reference type, author, title, year etc.  
 Most PDF-metadata are wrong or not enough for a quotation, like this:

Overview	Reference	Content	Context	Quotations	Tasks & locations
Reference type:	Journal Article				
Author:	gen, ctsadmin-p				
Title:	Cisco Visual Networking Index: Forecast and Methodology, 2012–2017				
Subtitle:					
Title supplement:					
Collaborators:					
Periodical:					
Volume:					
Year:					
Issue number:					
Page range:					
URL in online journal:					
Online since:					
Access date:					

4a)

## InfoGuide

Search My list Account Additional services

### Advanced search

Language [german](#) | [english](#)

#### Search request

Basic search

and

and   [Index](#)

and   [Index](#)

Search standard database selection

Limit search Search preferences Database selection

Electronic Resources

Year (from - to) from  Year (from - to) to

## InfoGuide

Search My list Account Additional services

Advanced search Previous searches Results **Full record**

Your search request Basic search = Using CART to segment road images AND Document type = g

#### Local Catalogue (1/1)

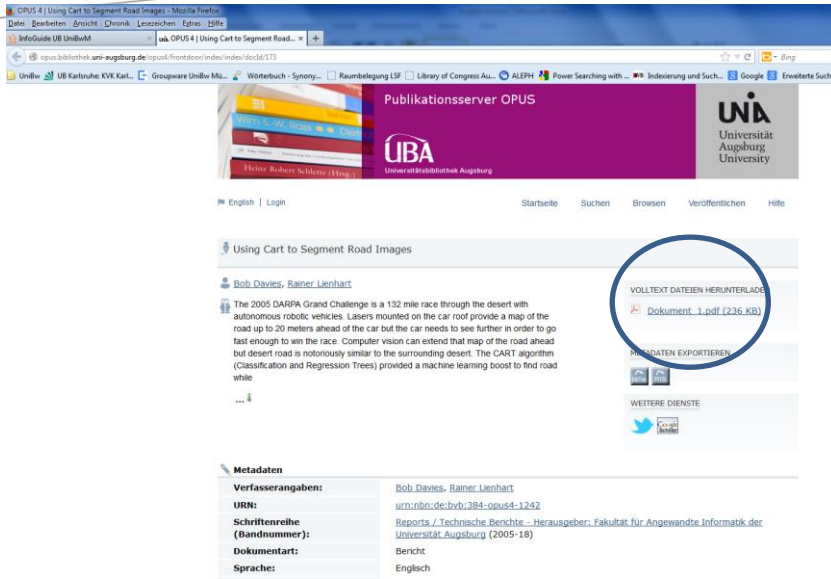
**Using CART to segment road images**

Place of Publication, Publisher, Year: Augsburg, Inst. für Informatik, 2005  
 Subjects: [Straßenverkehr](#) , [Maschinelles Sehen](#) , [Maschinelles Lernen](#) , [Online-Publikation](#)

[Add to My list](#) | [Display parent](#)

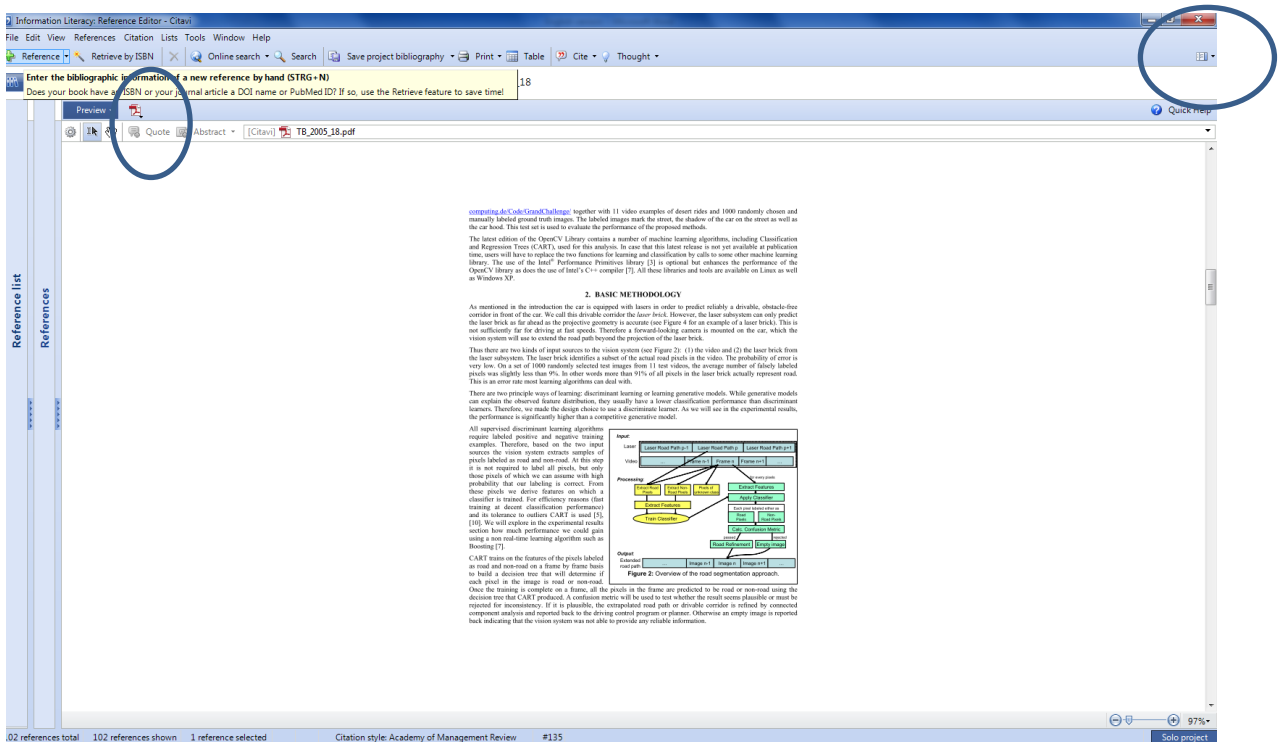
Holdings Get document More title information

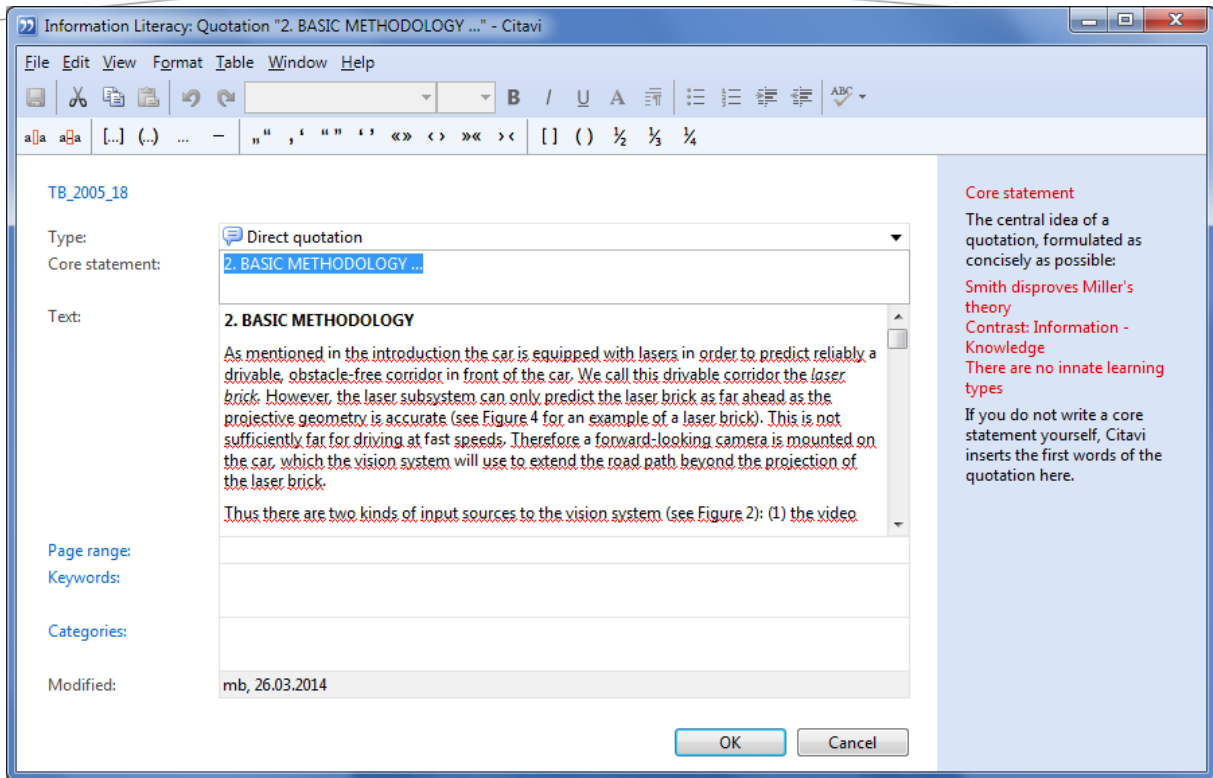
Editor: [Davies, Bob](#)  
 Editor: [Lienhart, Rainer](#)  
 Title: Using CART to segment road images  
 By: Bob Davies and Rainer Lienhart  
 Place of Publication: Augsburg  
 Publisher: Inst. für Informatik  
 Year: 2005  
 Series: Report / Institut für Informatik ; 2005,18  
 : 2005,18  
 Subjects: [Straßenverkehr](#) / [Maschinelles Sehen](#) / [Maschinelles Lernen](#) / [Online-Publikation](#)  
 Language: eng  
 full-text: <http://www.opus-bayern.de/uni-augsburg/volltexte/2006/253/>



Open the document and use either the Picker or the import function of Citavi (after saving the PDF).

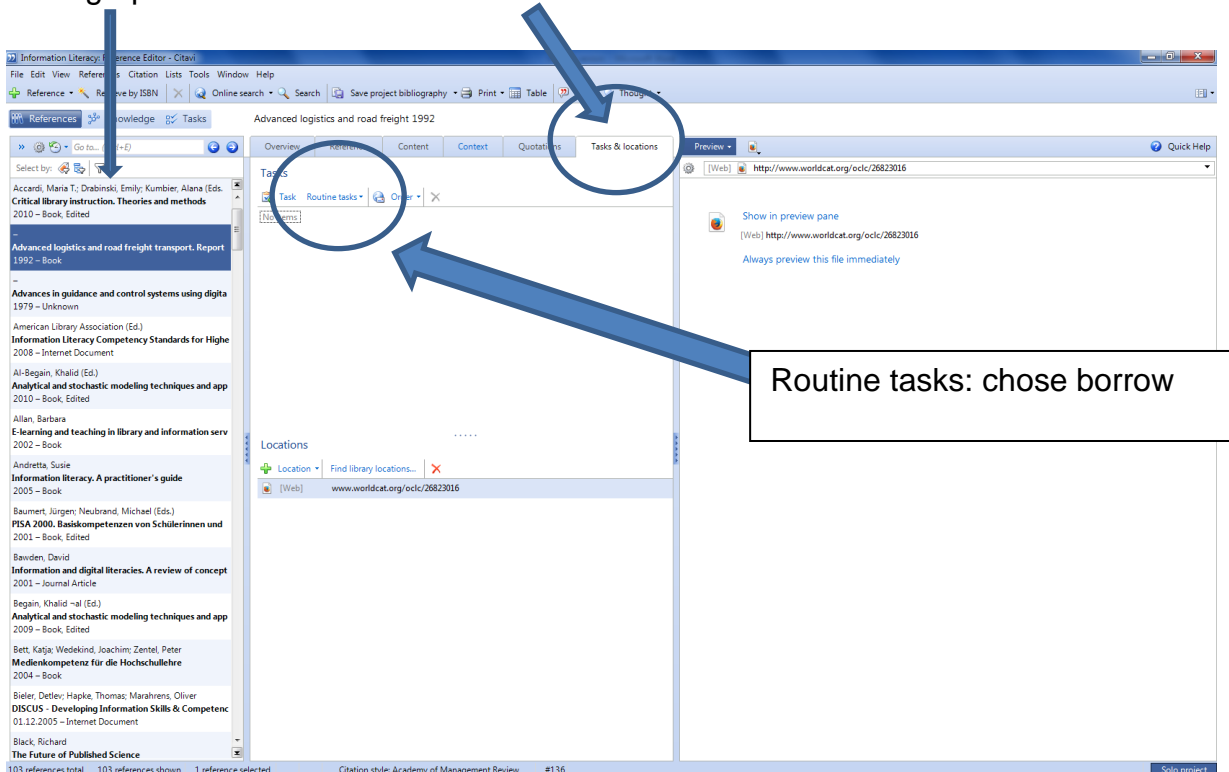
4b)





5a+b) Use the Picker or the export function of the Infoguide to get the bibliographic data into Citavi.

### Bibliographic data of the book – Tasks & locations



5c)

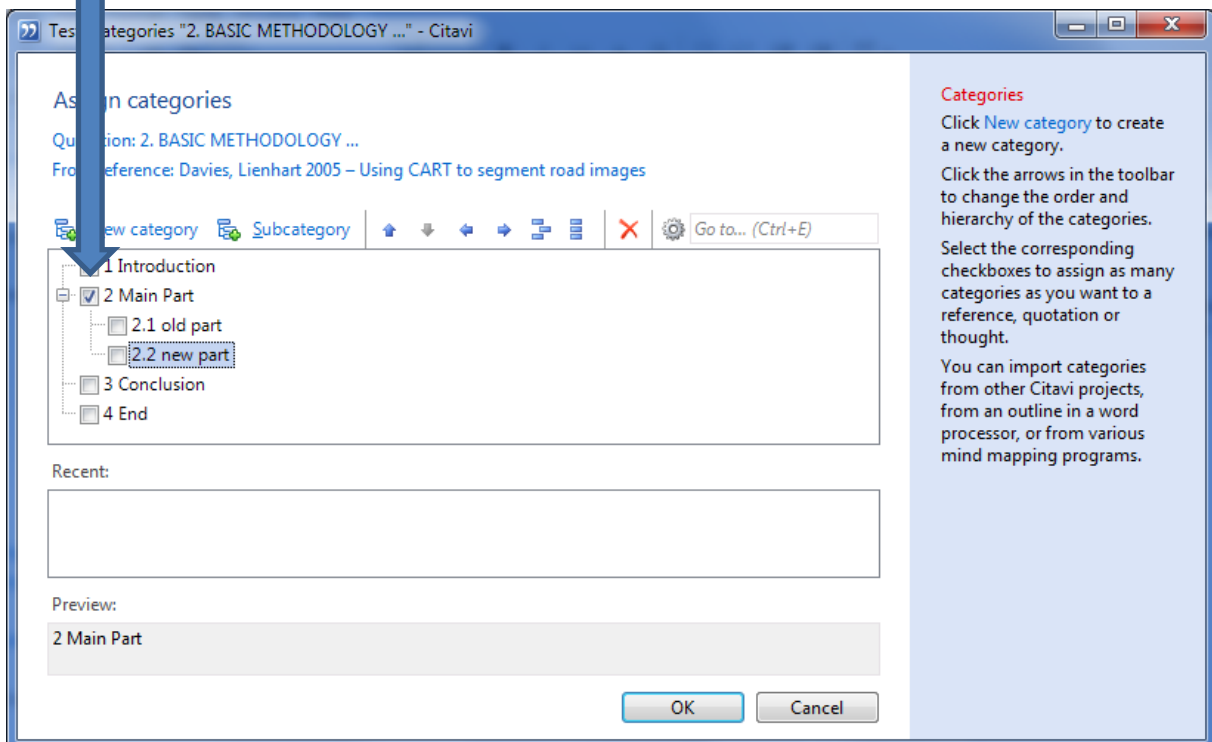
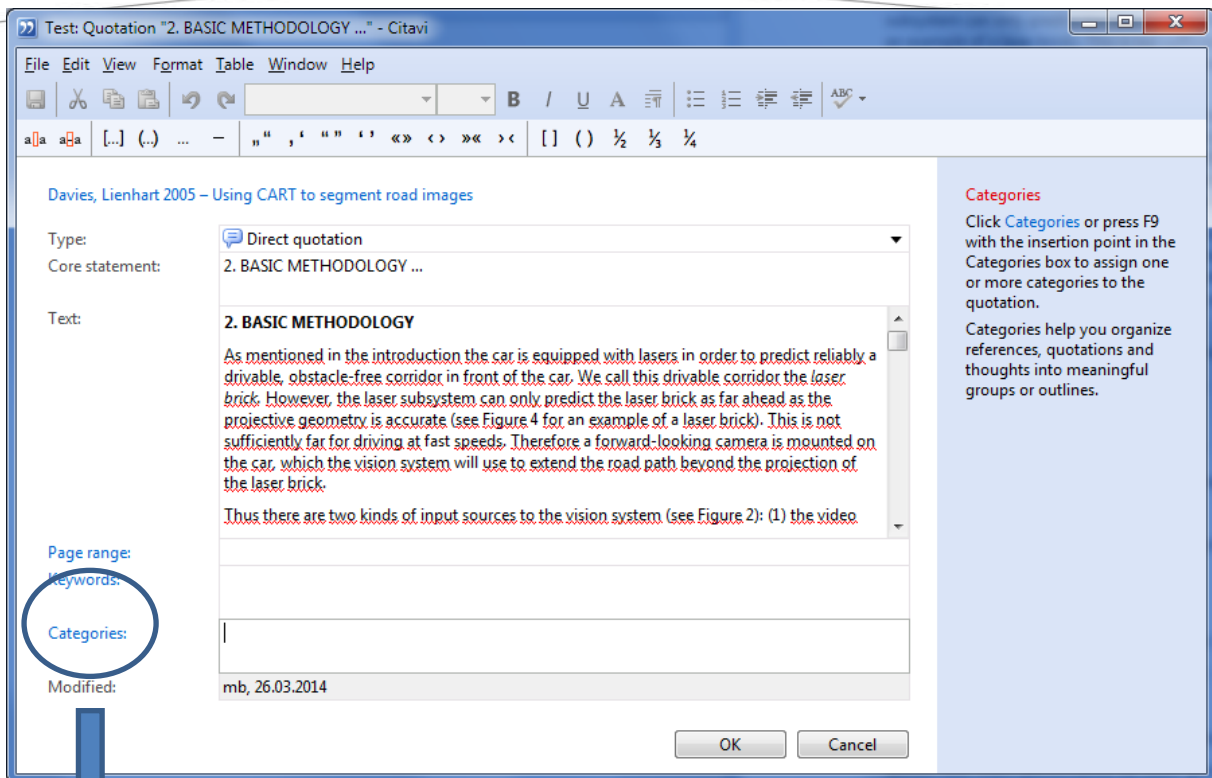
The screenshot shows the 'Information Literacy: Task Planner' interface. The 'Tasks' tab is selected, displaying a table of tasks. A modal window for editing a task is open, showing fields for 'Task', 'Due date', 'Importance', 'Notes', 'Created', 'Modified', and 'Status'. A 'Project task' definition is also visible on the right side of the modal.

Task	Due date	Status	Short title	Locations	Notes
Deadline: master thesis	27.05.2011				
Borrow			OTIS College of A		
Borrow	12.11.2010		Sharpless Smith 2		
Borrow			Andretta 2005 - I		
Borrow			Allan 2002 - E-lea		
Buy or order			Koehlin, Zwaan e		
Buy or order			Strong, Lee et al.		
Examine and assess					
Excerpt quotations					
Excerpt quotations					
Go through bibliography					
Go through bibliography					
Go through bibliography	04.04.2011				
Go through bibliography					
Other					
Read					
Verify bibliographic infor					
Write or edit abstract	22.10.2010				

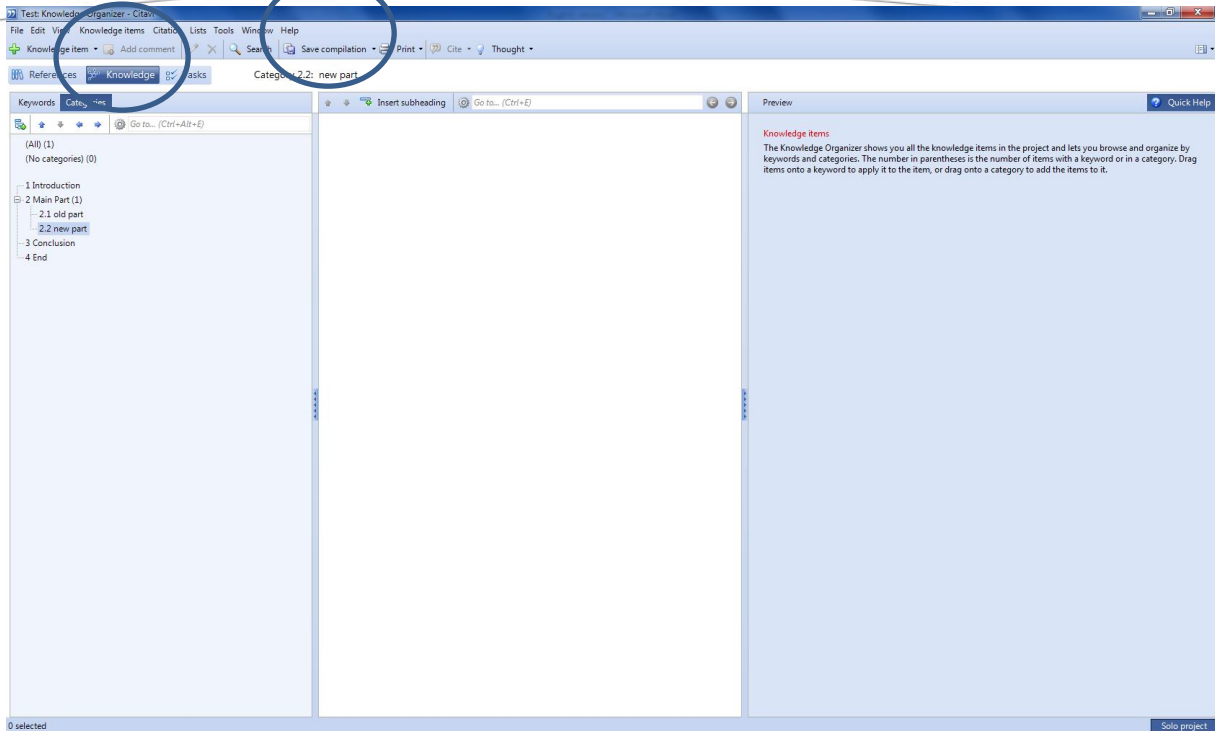
6a+b)

The screenshot shows the 'Information Literacy: Knowledge' interface. The 'Categories' tab is selected, displaying a hierarchical tree structure of categories. The '2.2 new part' category is highlighted.

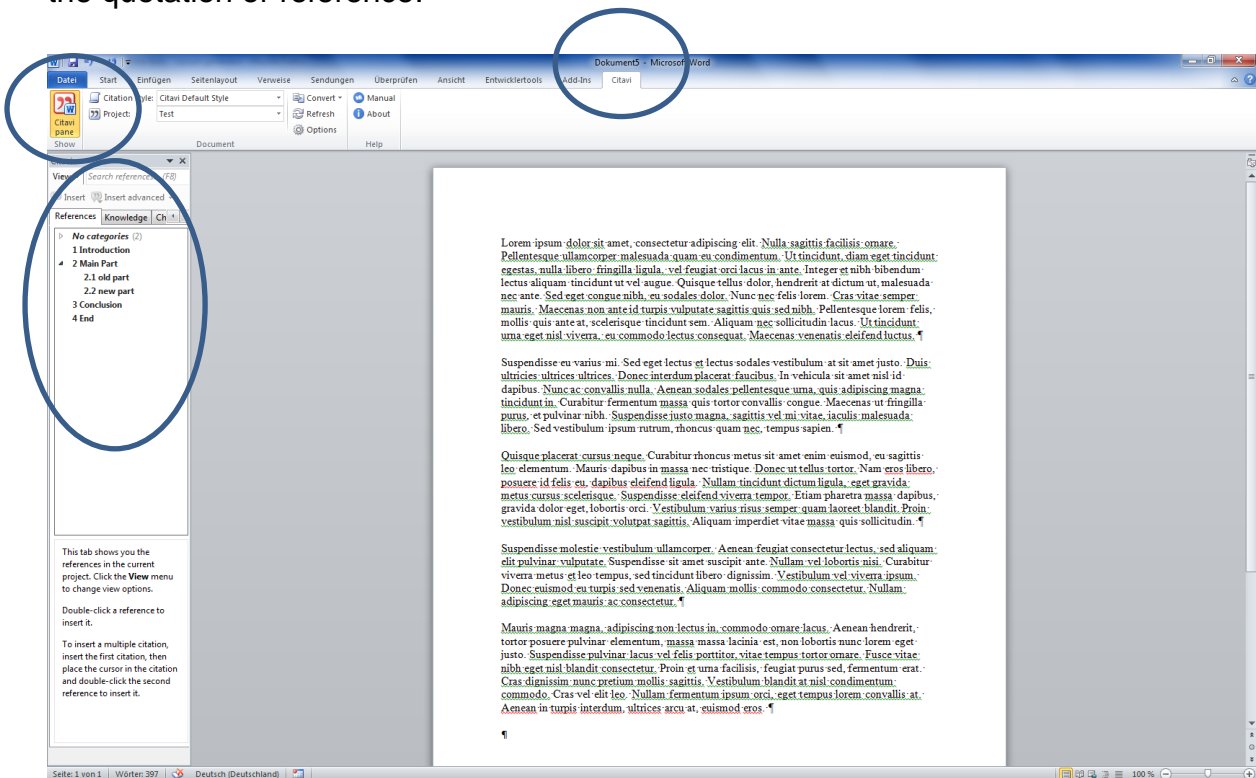
- (All) (1)
- (No categories) (1)
- 1 Introduction
- 2 Main Part
  - 2.1 old part
  - 2.2 new part
- 3 Conclusion
- 4 End



6c)Go to “Knowledge” and there to “Save compilation”

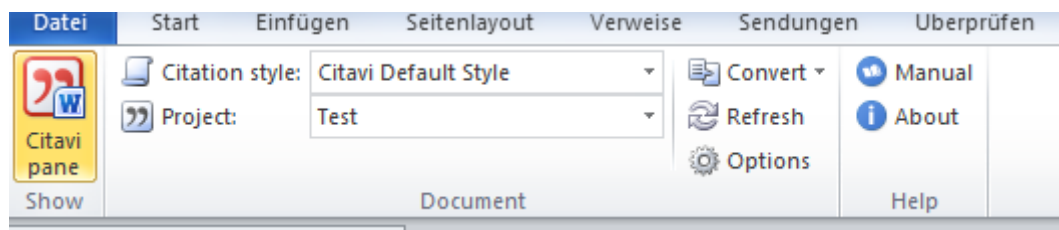


7a-c) Put the cursor where you want your quotation or reference, then double-click on the quotation or reference.





8a)



8b)

Citavi Default Style

### Publication bibliography¶

Davies, Bob; Lienhart, Rainer (2005): Using CART to segment road images, updated on 2005.¶

IEEE Standards:

### Bibliography¶

[B1] Davies, B. and Lienhart, R., Using CART to segment road images, 2005.¶

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