

How to use citavi

WHAT IS CITAVI?

Citavi is a literature management system that allows collecting, storing, managing, and sharing your literature sources. The software praises itself to be the “*only all-in-one referencing and note-taking solution*”, meaning it may be used as one single comprehensive environment for carrying out and structuring your research work, but also acting as collaborative platform for working jointly on projects. Next, you can also use Citavi to organise chapters and associated knowledge elements of your work. Various types of references may be collected, with the most common in our academic context being books or journal articles (note that for the major entry fields, lists collect terms being used). Using the knowledge organiser, you can structure your chapters or enter different knowledge items.

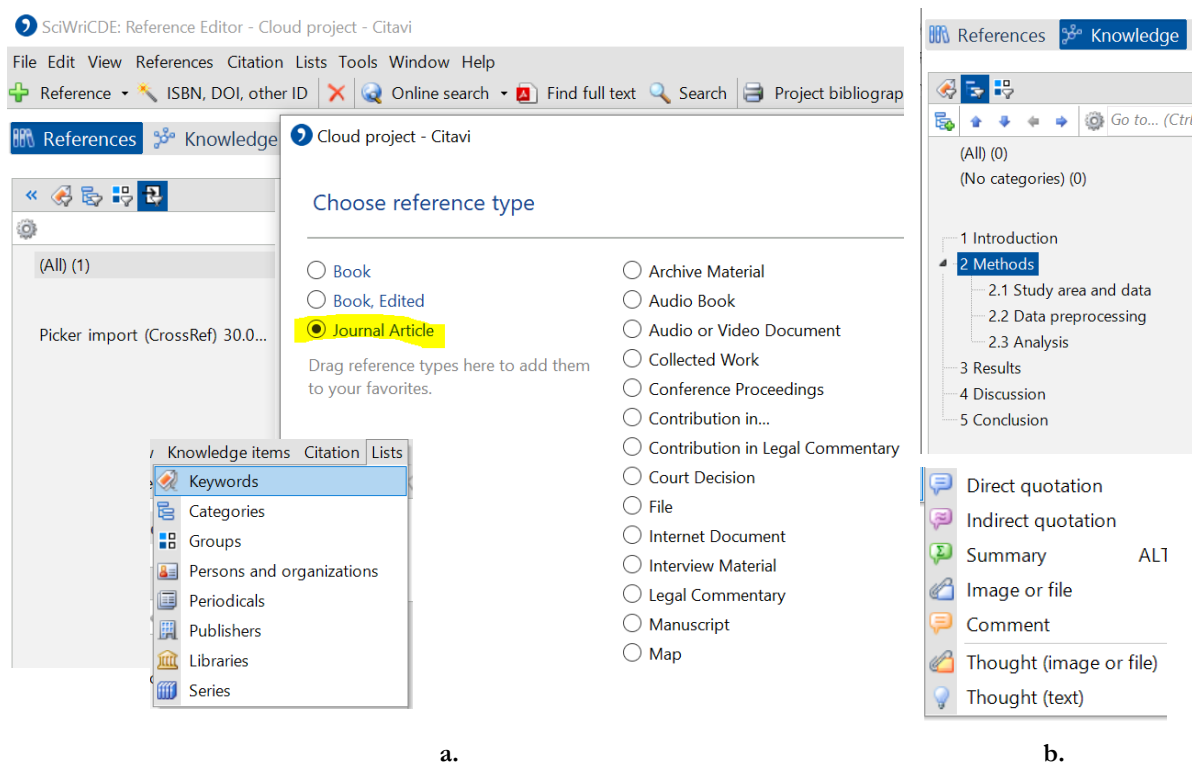


Fig. 1. a. Types of references and lists for common terms (name of journals, publishers, etc.). b. Knowledge organiser with knowledge items.

HOW TO PICK & ADD REFERENCES

You can use the Citavi “Picker”, indicated the Citavi logo, to quickly add references you find in the internet to the database. The Citavi picker symbol is usually associated with the document’s unique identifier (DOI).



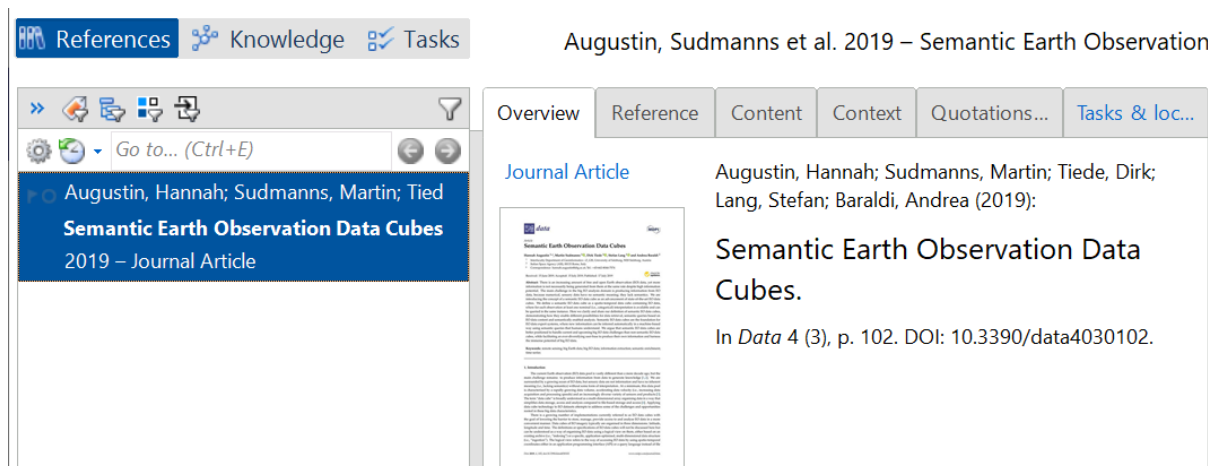


Fig. 2. Picking up references found on the web

Alternatively, you can also manually search for a reference and enter its unique ID in the ISBN / DOI wizard.

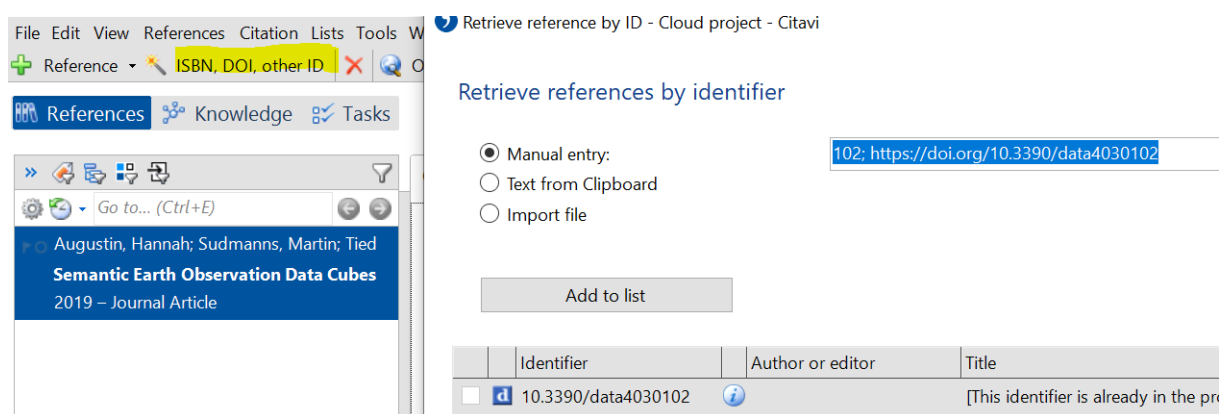


Fig. 3. Search for a reference by its unique identifier (ISBN, DOI, etc.)

COLLABORATIVE COLLECTION & EDITING

Literature projects can be organised in a shared manner, setting up a team with dedicated collaborative roles. Team member can add and access references commonly, as well as the knowledge base and the tasks allocated in the task planner. Collaborative reference management requires registration at CitaviWeb using your University of Salzburg identity.

Team members

Name	Role	Confirmed
ravi.pandey@stud.sbg.ac.at	Author	No
sarah.poch@stud.sbg.ac.at	Author	No
shubham.badola@stud.sbg.ac.at	Author	No
sofia.delgado-balaguera@stud.sbg.	Author	No
stefan.lang@plus.ac.at	Owner	Yes
sushmita.subedi@stud.sbg.ac.at	Author	Yes

Tasks

All tasks

Task	Due date	Status
Screen literature for SOT	01.05.202	

Fig. 4. List of team members and tasks

USE CITAVI IN A WORD PROCESSOR

When you activate Citavi in your word processor (e.g., MS Word), a new menu item will be added to the menu bar. In addition you shall have access to the Citavi Knowledge Organizer in the navigation pane.

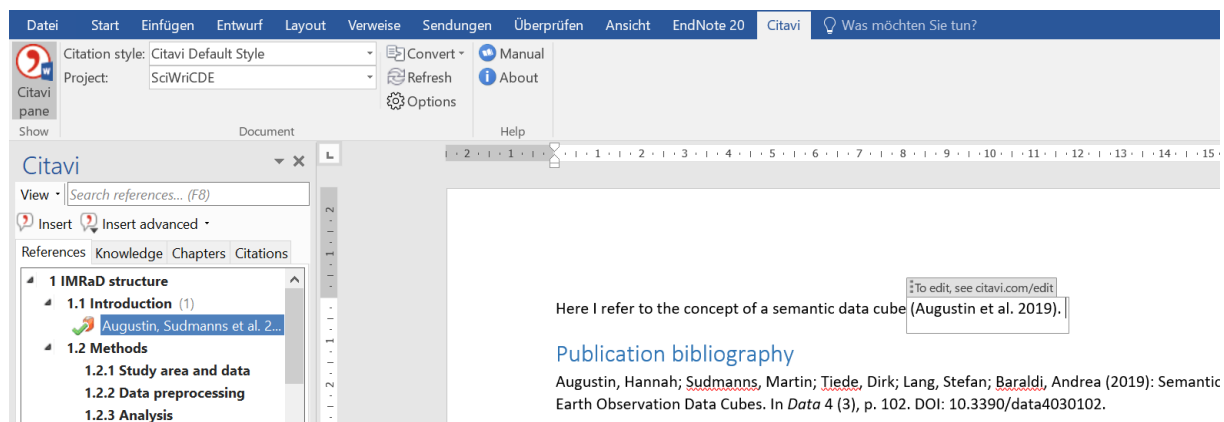


Fig. 5. Citavi as implemented in MS Word. A new menu item and new pane are added.

REGISTER AND USE CITAVI WEB

After registering using your student account, you may verify that the University of Salzburg licence is activated, you edit your profile and access the Citavi web.

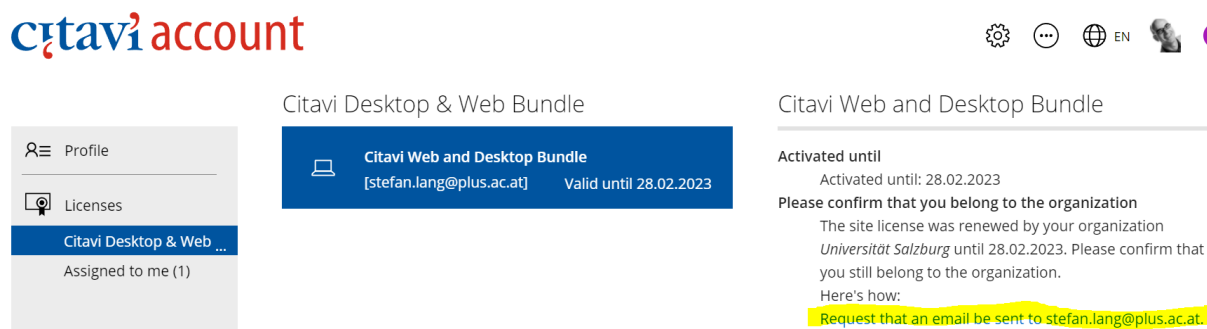
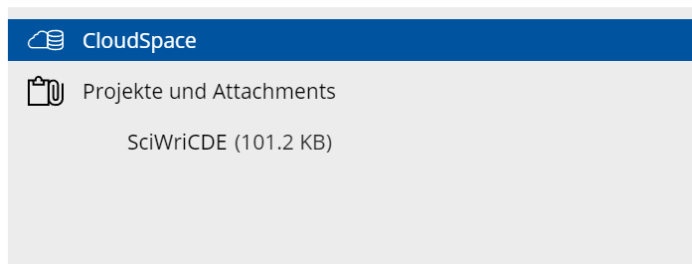


Fig. 6. Citavi Account. Confirm requests and verifications sent to your (!) email account.

Citavi space

Übersicht



Citavi Space

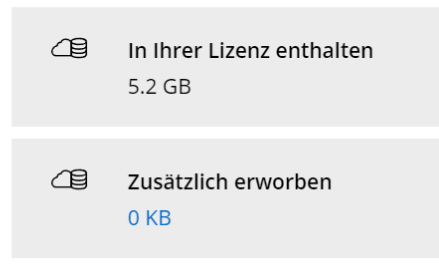


Fig. 7. Citavi Space. We are sharing own cloud space.

In the Citavi Web you can access the joint project. In the Knowledge Organiser there are 'sub-categories' added for each of your paper (according to your student ID). You can assign the references that are used in your paper to your ID.

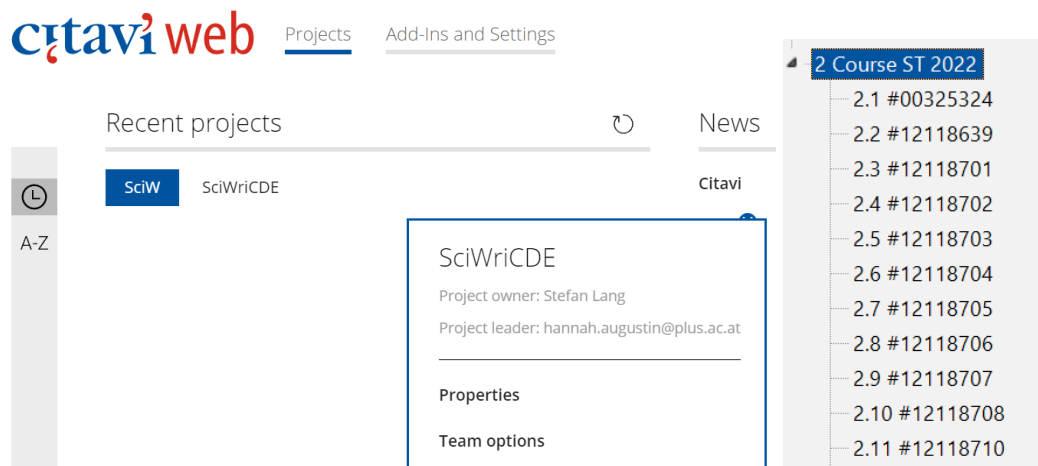


Fig. 8. Citavi Web