**Citation Management Tools Checklist**

Use the following checklist to decide which tool you should explore. Number your top choices for a citation management. We will discuss your selections to match the best citation management tool to your needs.

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| --- | --- |
| I want a tool with local support including, workshops, in-person support, and technical support. |  |
|  |  |
| I want a tool that will pull information from the web into my citation database. |  |
|  |  |
| I want a tool that can create a personal online profile. |  |
|  |  |
| I want a tool with a pdf reader. |  |
|  |  |
| I want a tool that will automatically save articles to my database. |  |
|  |  |
| I want a tool that will save my database to my computer. |  |
|  |  |
| I want a tool that supports Open Office. |  |
|  |  |
| I want a tool that can organize my files. |  |
|  |  |
| I want a tool that can gather the citation information from a pdf that someone has sent me. |  |
|  |  |
| I want a tool that will let me edit citation styles (e.g. APA, MLA). |  |
|  |  |
| I want a tool that will let me work offline. |  |
|  |  |
| I want a tool that will let me share my citations with my research group. |  |
|  |  |
| I want a tool that will let highlight and comment right on my documents. |  |
|  |  |
| I want a tool that stores my information on a Canadian server. |  |

**Which Tool Should I Choose?**

The citation management tool (s) I should explore is (are) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What’s Next?**

Sign-up for a workshop to learn how to collect, store, organize, format, and share your citations using the citation management tool you wrote above. To learn about up-coming workshops, go to our list of workshops here: <http://www.libcal.library.ubc.ca/>