

## How to: bibliographic management using Citavi

You can download the bibliographic management program Citavi by visiting

<https://www.citavi.com/de/download>.

To get free access through our campus licence, you need to sign up and create an account here:

[www.citavi.com/register](http://www.citavi.com/register) (also possible in program after download)

Please use your **OTH email address** for your account (@oth-aw.de)!

### Citavi start window after login:



**local project  
on this  
computer**

Recently opened projects

-  DEMO Food Quality - A Global Challenge
-  wissenschaftliches arbeiten

**cloud project**

News

#### Citavi Beta 6.3.15 Now Available

We just released a beta version, Citavi Beta 6.3.15. Download the new version and learn more at [www.citavi.com/betaOn Oc...](http://www.citavi.com/betaOn Oc...) [Read more]

Citavi 28.10.2019 

#### New to Citavi?

These eight videos will introduce you to working with Citavi 6. [Read more]

Citavi 21.02.2018 

 Citavi 6.3 - License

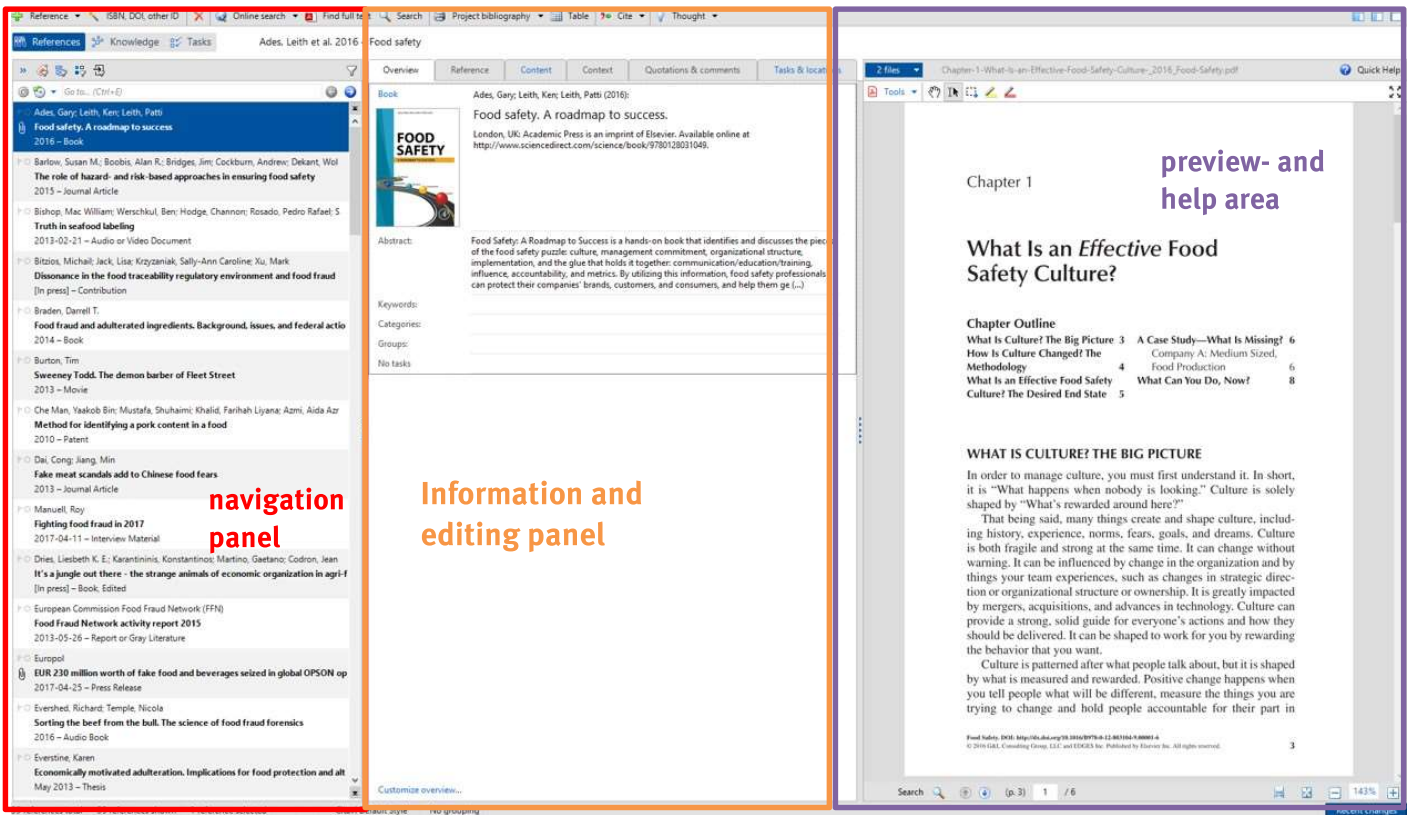
 New project

 Open project

RSS tools...

**license info: you can check here whether your campus licence is activated**

## Citavi surface after login:

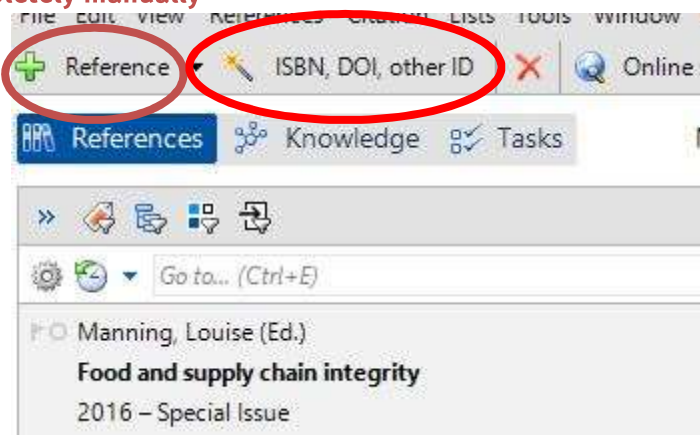


The screenshot shows the Citavi interface after login. On the left, there is a navigation panel with a list of references. On the right, there is an information and editing panel for a selected reference, showing details like the title, author, and abstract. A red box highlights the navigation panel, and an orange box highlights the information and editing panel.

## Adding literature to Citavi:

Adding references completely manually

Downloading ISBN



The screenshot shows the Citavi interface with the 'Reference' and 'ISBN, DOI, other ID' buttons circled in red. Below the buttons, there is a search bar and a list of references, including 'Manning, Louise (Ed.) Food and supply chain integrity 2016 - Special Issue'.

More possibilities:

Citavi-Picker in browser 

Database-import:

usually marked by an **export** button or the like; open downloaded BibTex-file via Citavi and follow further instructions

**WATCH OUT!**

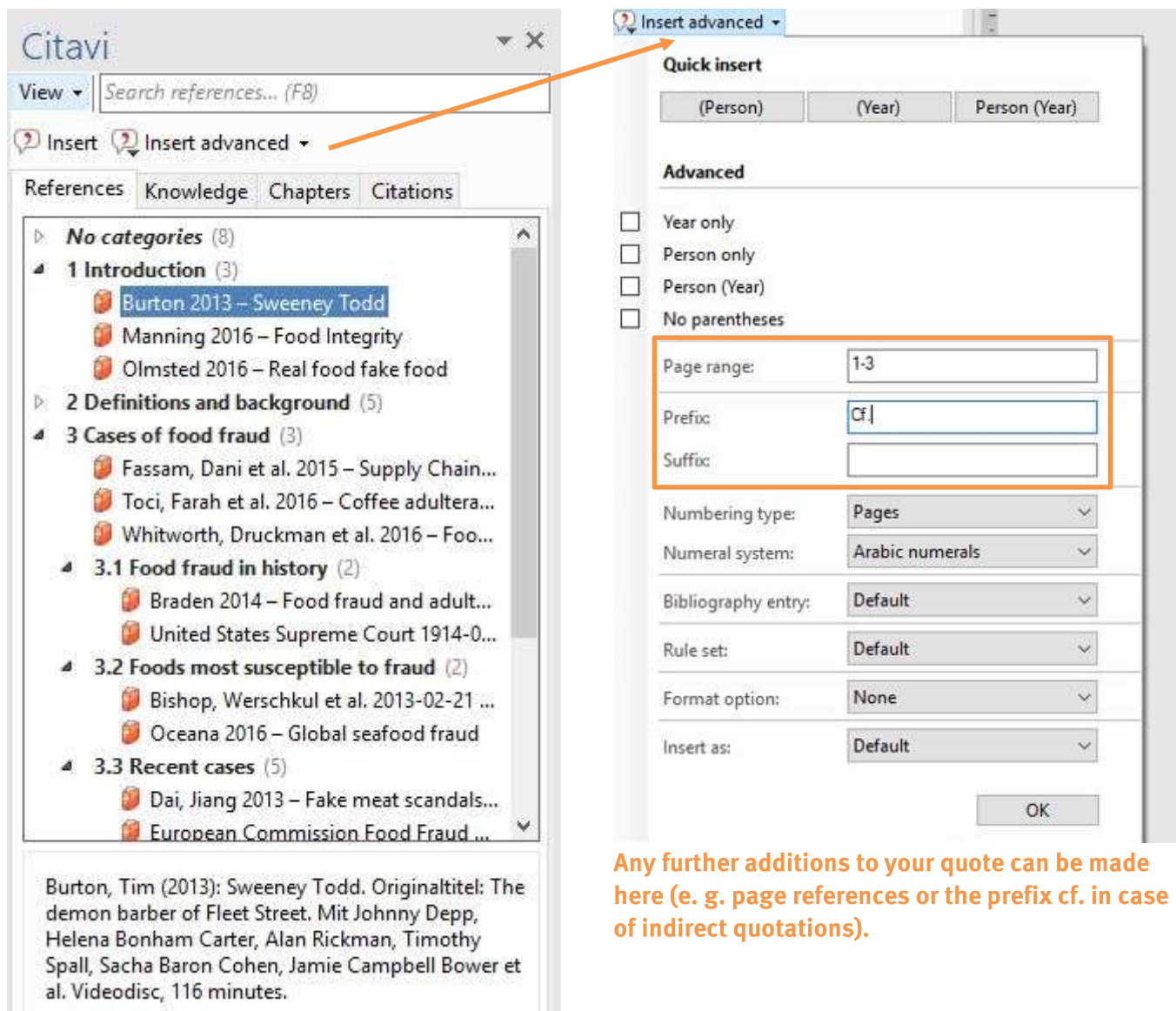
Please always check whether all fields have been added correctly when importing sources using picker or any other data import!

## Word-Add-In:

When installing Citavi, you automatically get a Word-Add-In, which you can directly quote your Citavi-added sources in your paper with. Please make sure you're working with the latest version of Word! (If the name of your file ends with .docx, you have the right one.)



The tab **Citavi** also lets you adjust the citation style and work on different projects simultaneously. Most important though is the Citavi panel, where you can find your Sources (under “References”) and Citations (under “Knowledge”).



**Insert advanced**

**Quick insert**

(Person) (Year) Person (Year)

**Advanced**

Year only

Person only

Person (Year)

No parentheses

Page range: 1-3

Prefix: Cf.

Suffix:

Numbering type: Pages

Numeral system: Arabic numerals

Bibliography entry: Default

Rule set: Default

Format option: None

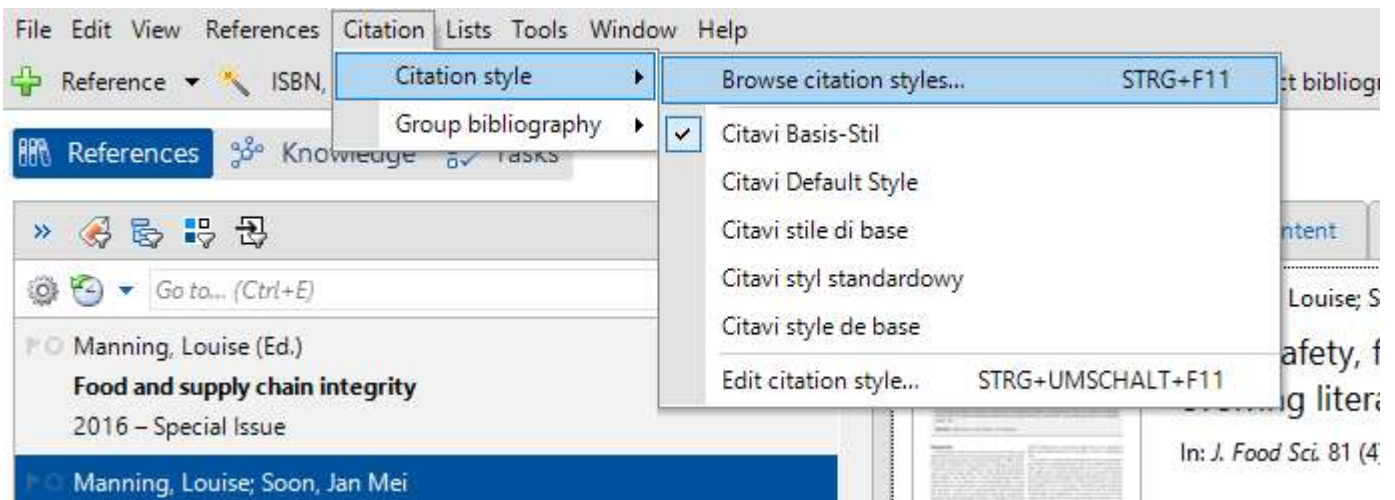
Insert as: Default

OK

Burton, Tim (2013): Sweeney Todd. Originaltitel: The demon barber of Fleet Street. Mit Johnny Depp, Helena Bonham Carter, Alan Rickman, Timothy Spall, Sacha Baron Cohen, Jamie Campbell Bower et al. Videodisc, 116 minutes.

Any further additions to your quote can be made here (e. g. page references or the prefix cf. in case of indirect quotations).

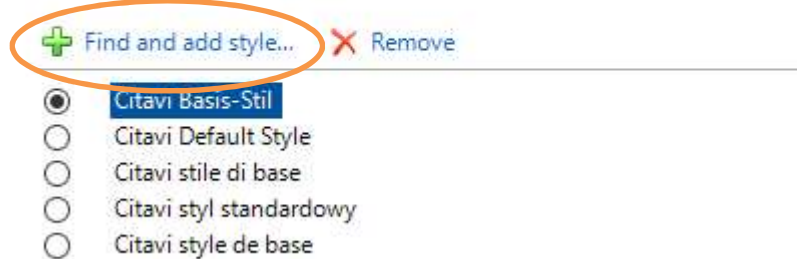
### How to change to APA Citation Style in Citavi



1) In the upper left corner, please go to Citation → Citation style → Browse citation styles

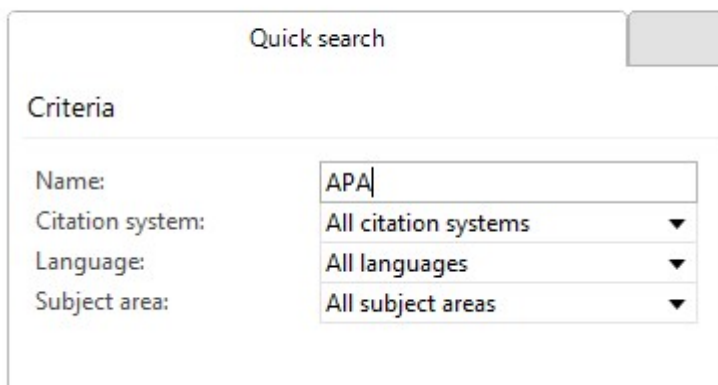
Local project - Citavi

#### Browse citation styles



2) In this window, please click on "+ Find and add style..."

#### Add citation style



3) Now, in the quick search, please search for "Name: APA"



## Add citation style

Quick search

Criteria

Name: APA

Citation system: All citation systems ▼

Language: All languages ▼

Subject area: All subject areas ▼

.....

Results: 37 citation styles found

- APA American Psychological Association, 5th ed.
- APA American Psychological Association, 6th ed.
- APA American Psychological Association, 6th ed. (Fr...
- APA American Psychological Association, 6th ed. (Ita...
- APA American Psychological Association, 6th ed. (Po...
- APA American Psychological Association, 6th ed. (Sp...
- APA American Psychological Association, 7th ed**
- Contemporary Japan
- Deutsche Gesellschaft für Psychologie (DGPs), 3. Aufl.
- Deutsche Gesellschaft für Psychologie (DGPs), 4. Aufl.
- International Journal of Technologies in Higher Educ...
- Japan & The World Economy
- Japan Journal of Industrial and Applied Mathematics
- Japan Journal of Nursing Science
- Japanese Dental Science Review
- Japanese Journal of Applied Physics
- Japanese Journal of Ophthalmology

Available online: 11047

**4) Nearly done! Please choose the citation style „APA American Psychological Association, 7th ed“ and click on the „Add“-button**



Local project - Citavi

Browse citation styles

+ Find and add style...    - Remove

- APA American Psychological Association, 7th ed
- Citavi Basis-Stil
- Citavi Default Style
- Citavi stile di base
- Citavi styl standardowy
- Citavi style de base

APA American Psychological Association, 7th ed

**In-text citation**  
(Brown et al., 2007, pp. 11–13)

**Journal article**  
Brown, C., Trefil, J., & Caringella, P. (2007). Citing is easy. *Style Review*, 24(2), 10–19. <http://www.writewell.edu>

**Contribution in an edited book**  
Twain, E., & Singer, P. (2004). Structuring your knowledge. In F. Frey (Ed.), *Scientific Publishing: Vol. 14. The art of writing* (2nd ed., Vol. 1, pp. 88–170). Quickpress.

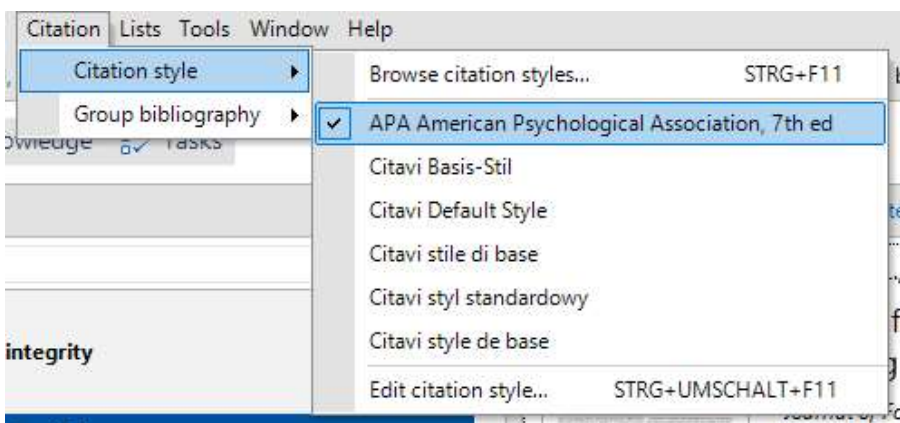
**Book**  
Sukowski, R. W. (2009). *Golden rules for writing well* (2nd ed.). University Press.

Available online: 11047

OK

Cancel

5) Back at the “Browse Citation Styles” Window, check if the APA citation style is marked and click on the “ok”-Button below



Alternatively, you can always check and change your citation style in the menu Citation → Citation style

**Any questions left?**

**We're happy to help!**

**E-Mail: [le.fischer@oth-aw.de](mailto:le.fischer@oth-aw.de) or [bibwen@oth-aw.de](mailto:bibwen@oth-aw.de)**

**Phone: 0961 382-1201 or -1203**