

Memo

Aero_M_Citavi_08-04-15.pdf

Date: 15-04-2008

From:

Jon Verbeke
Bishop GmbH
Blankeneser Bahnhofstraße 12, 22587 Hamburg

To:

Kolja Seeckt (seeckt@fzt.haw-hamburg.de)
HAW Hamburg

Phone: 040 - 86625813

Mail: verbeke.jon@bishop-GmbH.com

Copy to:

Citavi

Citavi is a Swiss software program in the German for the work with references. These references are stored per project and can be added easily through “pickers” in Word, Internet Explorer and Acrobat Reader. Lists are then automatically made which give a clear overview of each reference in the project and some basic information they contain. The references are also stored under different categories which one has to specify to easily find a reference back. It is possible to find where a physical copy of the reference can be found thanks to a search engine which searches more than 4000 libraries online. The website of Citavi displays that the cost of Citavi is around 90 euros.

When opening Citavi the main window shows 6 tab pages: Titelangaben (Title page), Inhalt (Content page), Zitate (Quotes page), Aufgaben (Purpose page), Standorte (Library page), and Zusätze (Information page). Before one enters a reference one can select which sort of reference it is: magazine, interview, report, book... Depending on this the tab pages differ in content.

The **Titelangaben** or **Title page** (Fig. 1) contains the title and author of the work, the year it was published, the issue number, online address if applicable and others.

The **Inhalt** or **Content page** (Fig. 2) contains the abstract, the table of contents, the keywords of the reference and the category which applies to the reference.

The **Zitate** or **Quotes page** (Fig. 3) allows users to specify the quotes or figures they used out of this reference.

The **Aufgaben** or **Purpose** page (Fig. 4) allows you to choose the task you are using this reference for, such as: copying, reviewing, ordering, scanning... and what progress you have made for this task.

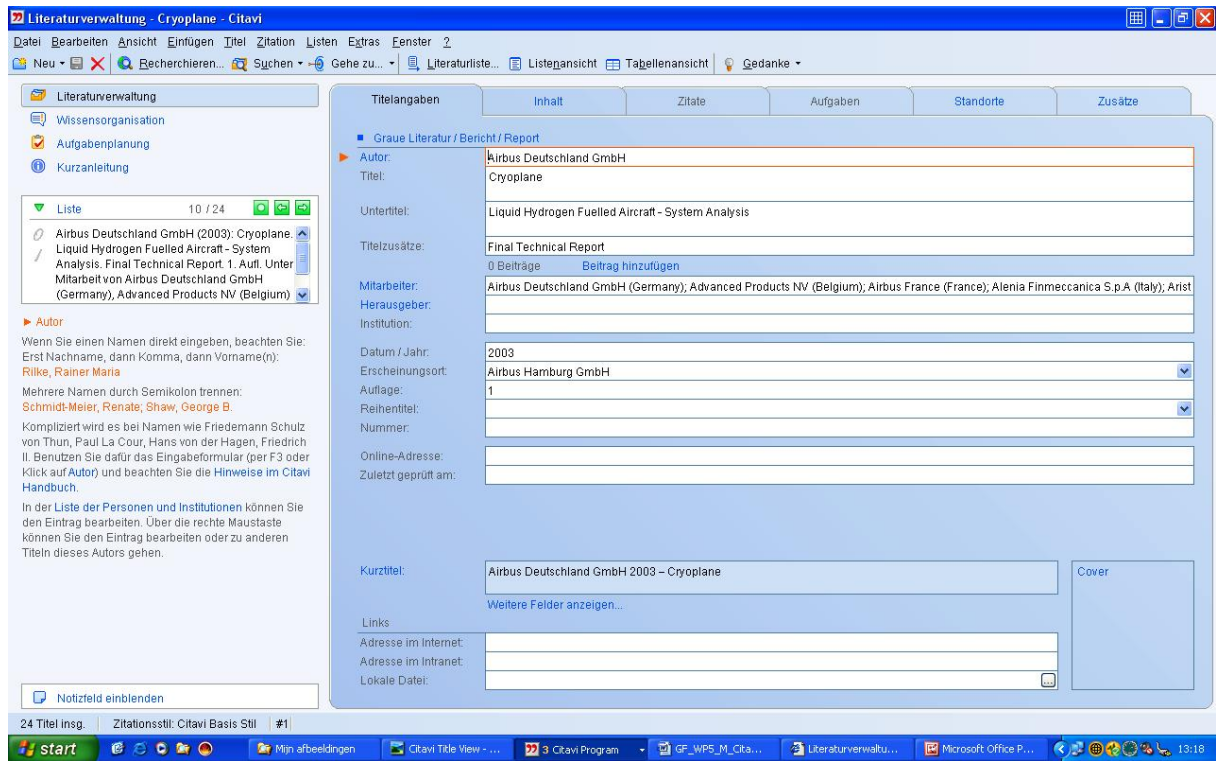


Figure 1 The lay-out and Title page of Citavi

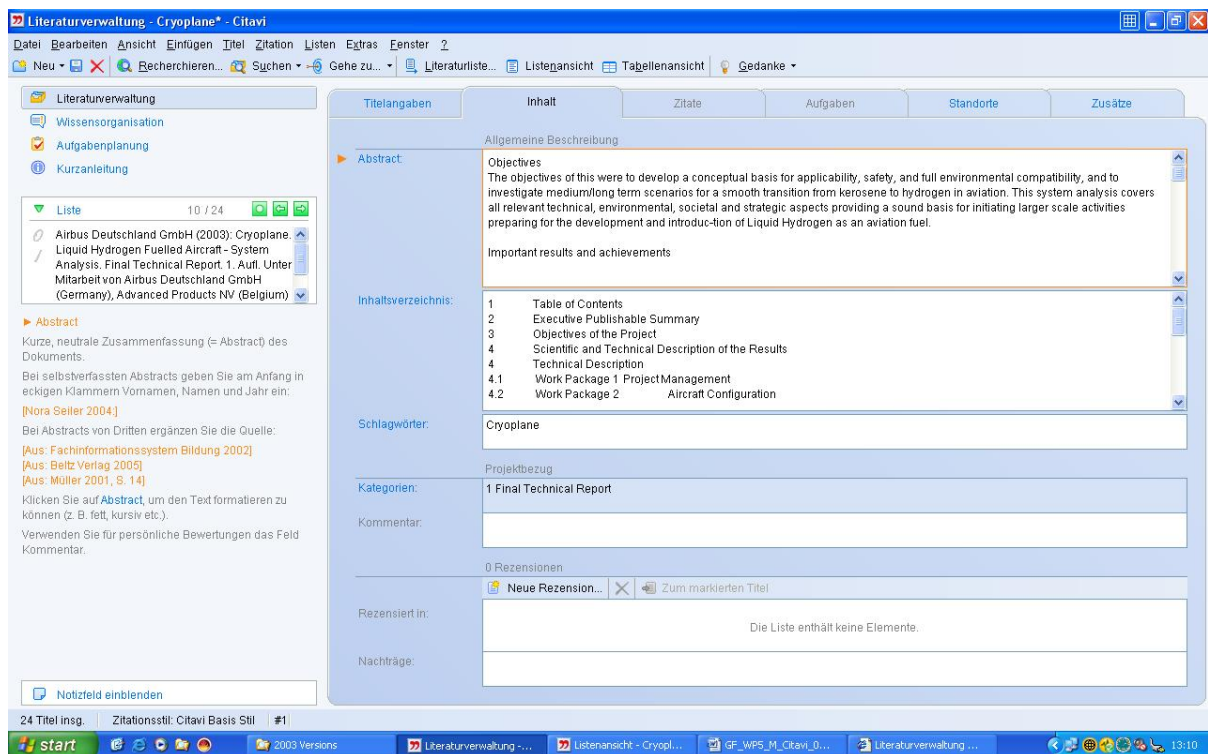


Figure 2 The Content page of Citavi

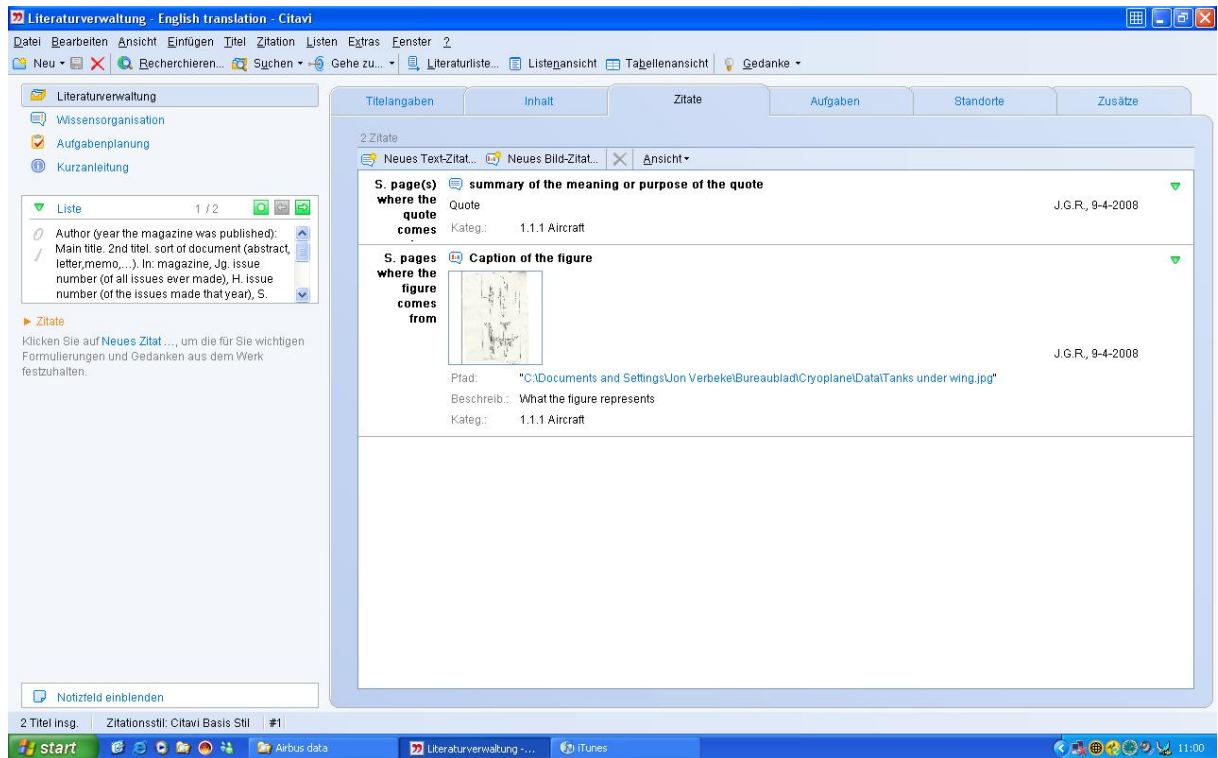


Figure 3 The Quote page of Citavi

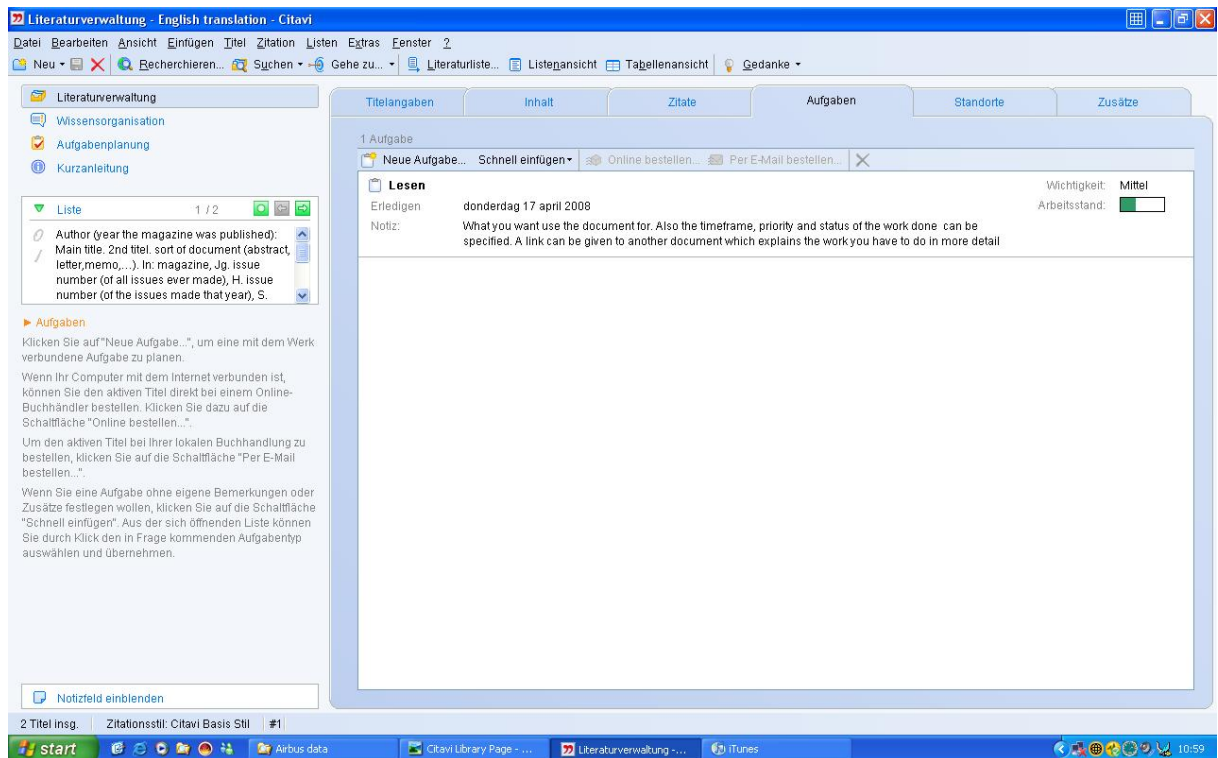


Figure 4 The Job page of Citavi

The **Standorte** or **Library page** (Fig. 5) specifies where the document can be found; in which library or which person has it in his possession.

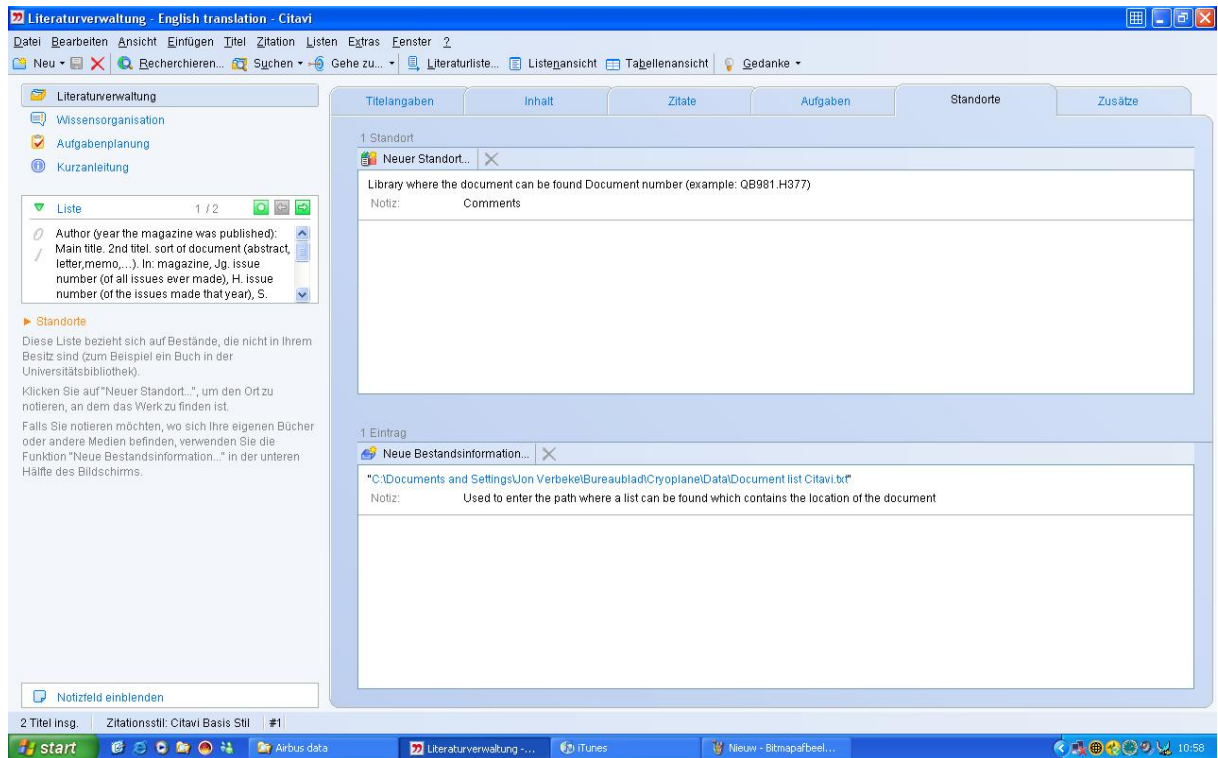


Figure 5 The Library page of Citavi

The **Zusätze** or **Information** page (Fig. 6) contains extra information on the reference such as: the number of pages, co-workers of the reference, price, language, titles of the document if it was published in other languages and your own comments.

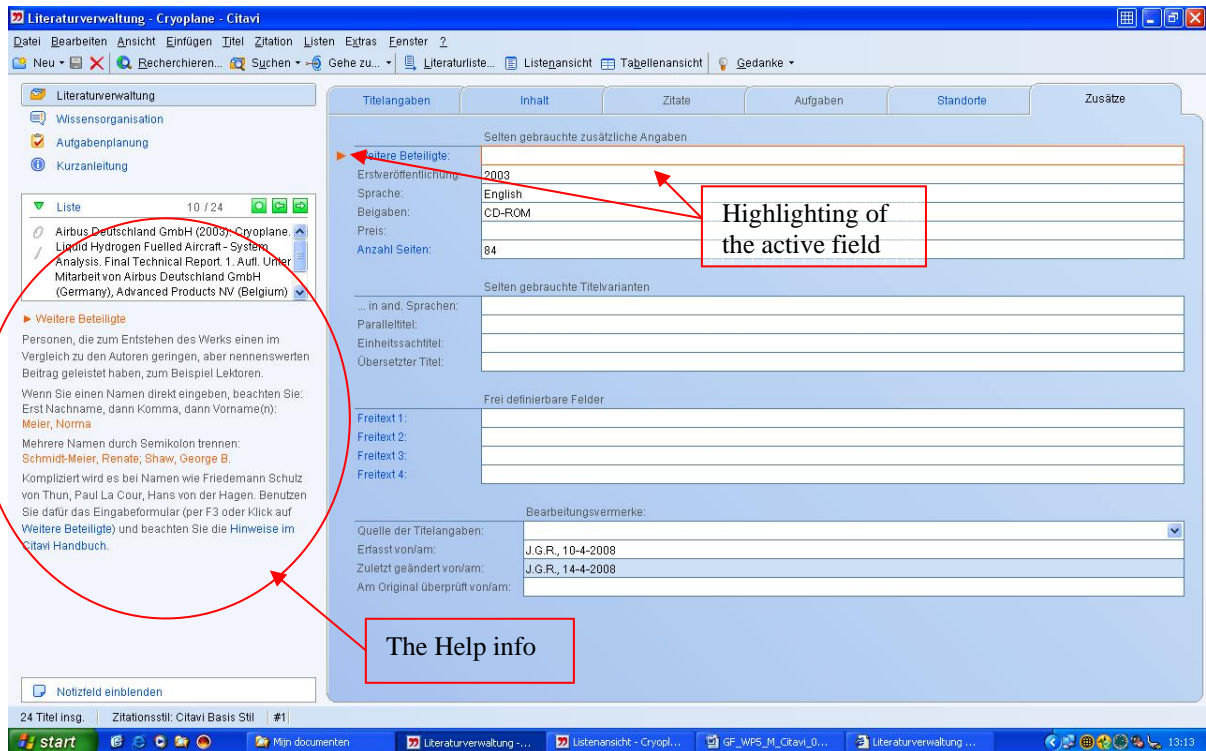


Figure 6 The information page of Citavi showing the help info on the left hand side

Left of the Citavi tabs (see Fig. 6 inside the red circle), an explanation is given of the field the cursor is standing on (this is then highlighted by an orange arrow and box around the respective field).

One of the functions Citavi has is the **Recherchieren** or **Research** function (Fig. 7). This is represented by a button in the left top corner. When presses this button a window pops up and one can then enter a reference, keyword, or ISBN number to search through more than 4000 libraries online to find the reference. It then returns the places where the reference can be found together with the abstract and other basic information. When an author or library is inputted, Citavi adds it to the list it already has so in the future it becomes easier to input an author or library which are used multiple times in your project

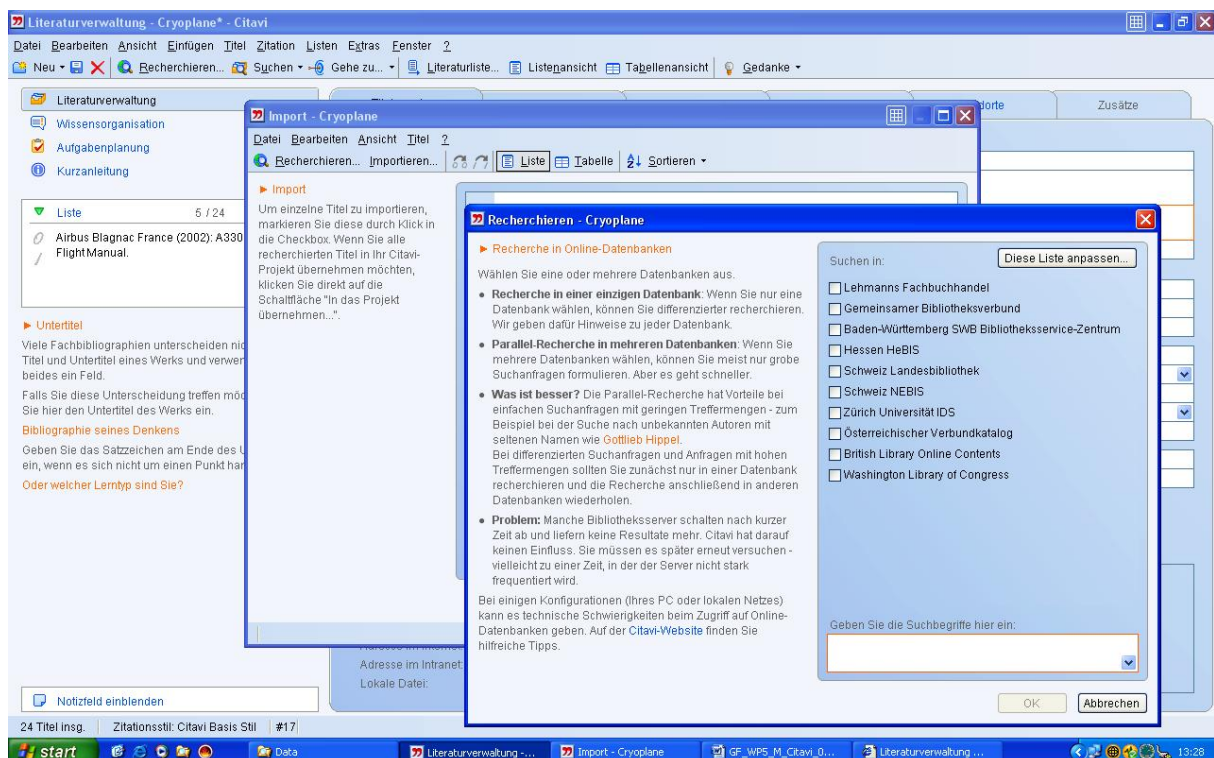


Figure 7 The Research function of Citavi

One can also just search through one's own reference list. For this one has to press **Suchen** or **Search** button in the top left corner (Fig. 8). Then one can type a keyword or just a word in the reference and all references containing this word are shown.

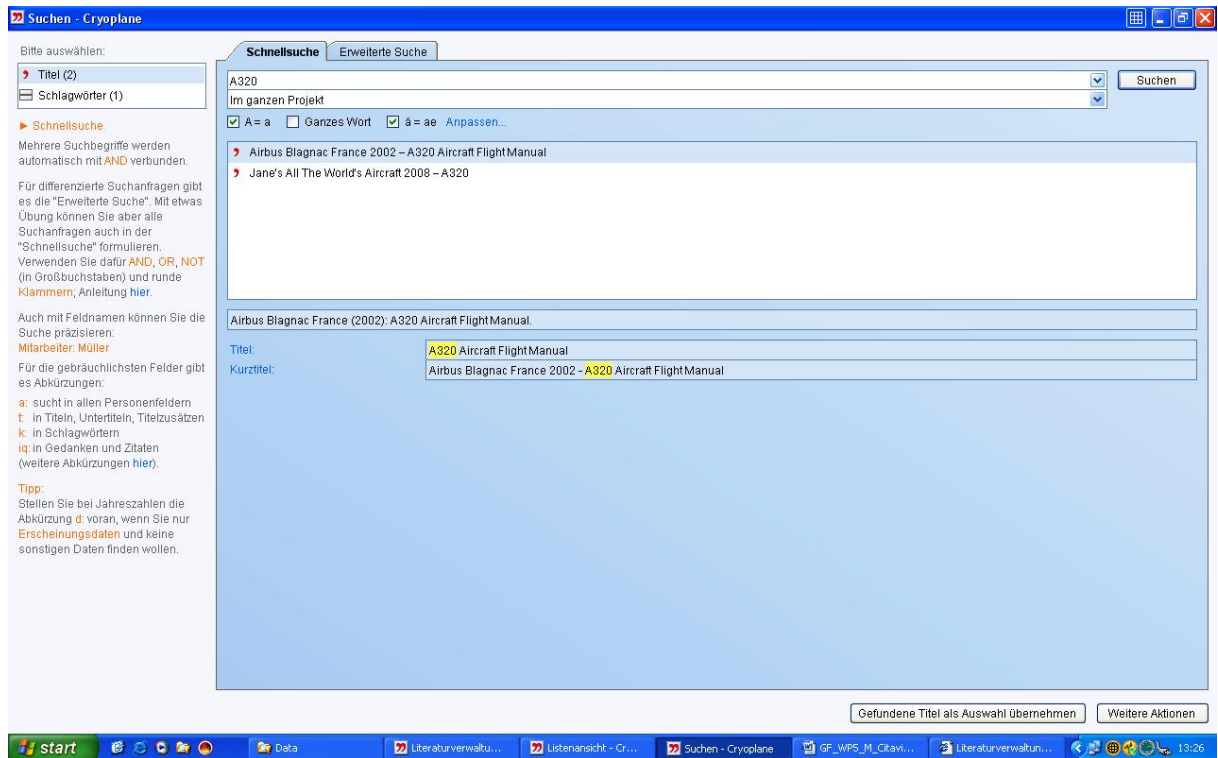


Figure 8 The search function of Citavi

If one wants to browse through the references already put into the project, than one can click on the **Listenansicht** or **List view** (Fig. 9). This list gives a good overview of all the references entered so far together with some basic information about the reference.

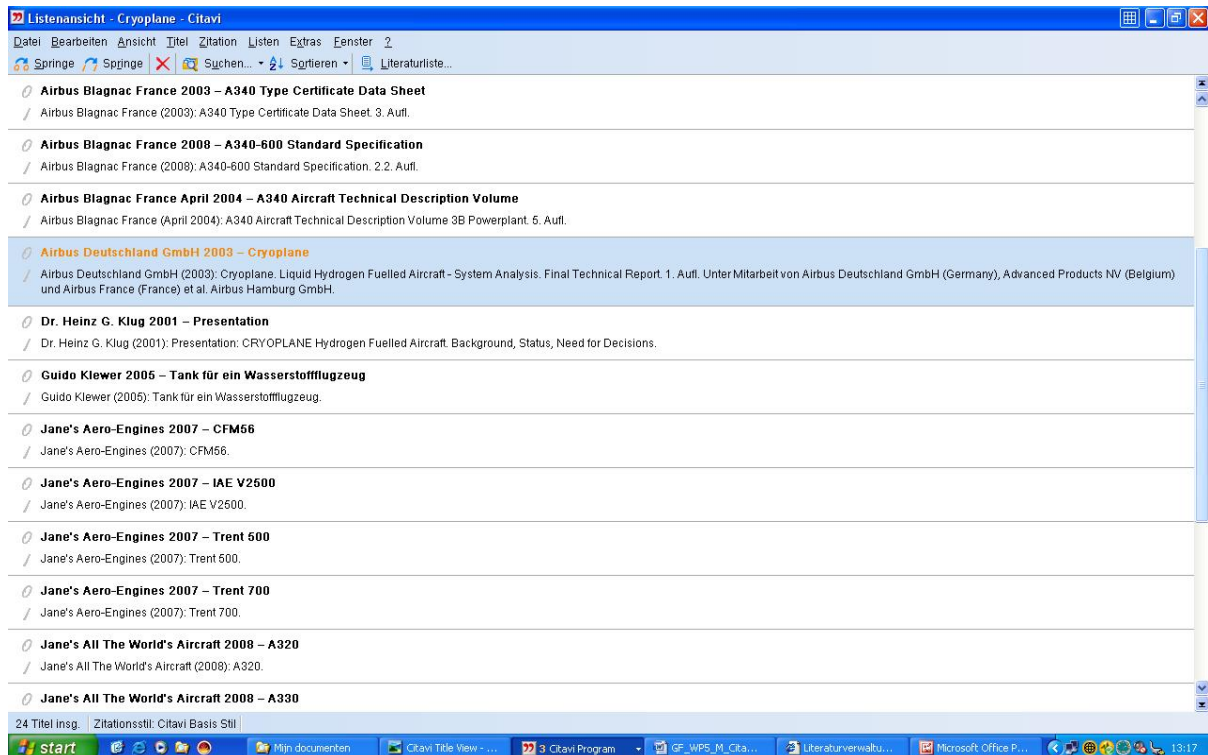


Figure 9 The list view of Citavi

Several add-ons can be installed for Citavi called “**pickers**”. This allows you for instance when you visit a website to click on the Picker button and the site will automatically be entered as a reference in your Citavi project. All additional information of that site is also automatically filled in into the respective fields of the different tabs. This can be done in Word too and in the future in PDF files. References can also be imported from and exported to several database formats.

Every time Citavi is closed a back-up is made of each project you edited during that session reducing the risk considerably of losing your references in case of a computer crash.

Advantages of Citavi

The main advantage of Citavi is that it allows you to store references during your project easily, which you can then use later for your reports or to reflect back on a reference during the project. The “picker” add-ons, especially for online sources, are very good and save you a lot of time of finding everything and inputting it manually. The lists produced by Citavi have a very good overview and one can easily browse through them. Also the online reference research looks to be very promising but could not be evaluated with the free version. This tool looks particularly handy when performing a literature study. The interface with the user is very easy. The explanations on the left side of the window explain what each field one can fill in stands for and allow little doubt during the inputting of a reference.

Shortcomings of Citavi

A few shortcomings have appeared during the evaluation of the Citavi program. First of all the lack of English is the main shortcoming. According to the Citavi website though, an English version should come online very soon. The second shortcoming is that at the moment there is no PDF picker yet, while a lot of references these days are in PDF format. Again the website promises to release a PDF picker soon.

Conclusions

From this fairly global review, it looks like Citavi is a useful program especially during literature studies. It saves a lot of time through the picker add-ons and allows adding a reference easily decreasing the chance of losing a reference used during a project. It has a

very good overview and user-friendly interface. Apart from the lack of an English version, which is said to come soon, this program is worth its money.

References

ASZ 2008 ASZ, ACADEMIC SOFTWARE ZURICH: *Citavi - Literaturverwaltung und Wissensorganisation*, URL: <http://www.citavi.com/> (2008-04-14)