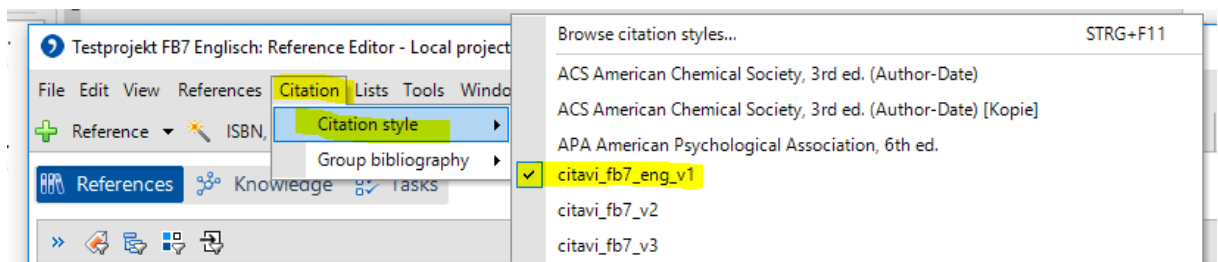
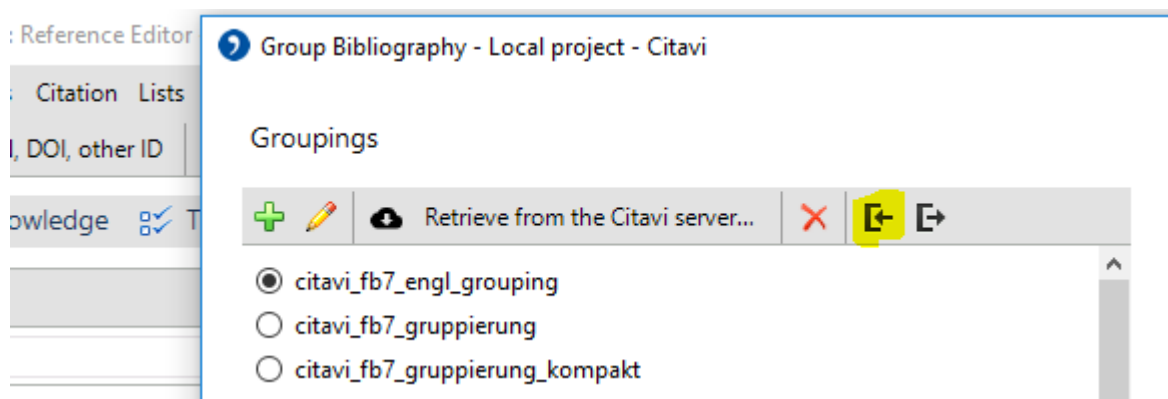


Suggestions concerning the successful application of the library's Citavi Custom Citation Style „FH Aachen FB7 English“

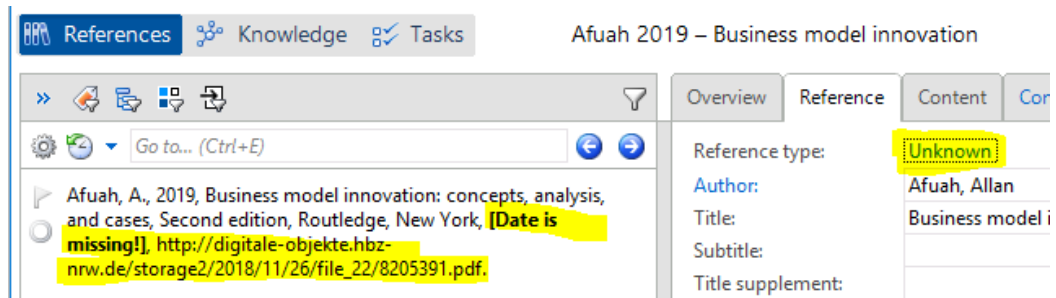
1. If you plan to make use of the library's customized Citavi citation style that realizes the quoting specifications stated in FB7's „Guidelines for Writing Scientific Papers“, you have to move the .css-file downloaded from the library's website to the folder "Custom Citation Styles" (subfolder of "Citavi 6" in your "Documents" segment). Now you can easily select the added style in your Citavi project ("Citation" menu).



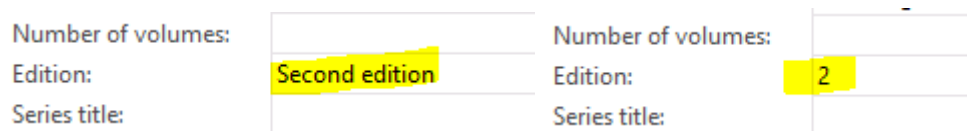
Should you additionally plan to implement the automatic sorting of your project's bibliography (References – with heading, Legislation, Jurisdiction, Statistical references), please download the file ending with .ctvbgd and import it ("Citation" – "Group bibliography" – "Create or edit grouping").



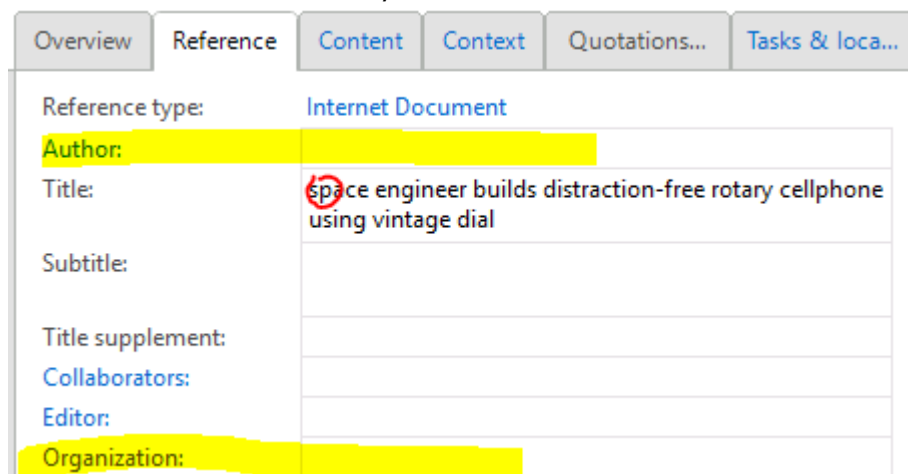
2. All references depend on the correct handling of their data in Citavi in order to build a bibliography (and matching citations) in MS Word that matches the faculty's formal expectations.
 - a. When importing bibliographic data formatted as .ris or .bibtex, Citavi identifies some of the books, journal articles or webpages as belonging to the reference type „Unknown“. This usually results in the loss of important information such as the journal's title or the volume number. Therefore it is essential to double-check each entry's reference type right after completing its import, correct Citavi's wrong guesses and re-enter the data required for the respective reference type. In the case shown below, "Unknown" requires a date instead of a year and lists an URL, which you do not need, when a book is referenced.




You should also keep an eye on the field carrying information about the document's edition. In the example given below the edition is not expressed using numbers. If you want Citavi to display the edition as superscript (i.e. "2nd editidion"), you have to replace the text with the matching number:



- b. The fact that a Citavi entry cannot magically conjure up more or better information on a publication than the metadata offered by a database, catalogue or web source contain, is unmistakably evident in the case of internet documents. In the following example both the organisation (Designboom) and the article author, who is mentioned below the text (Kieron Marchese) are unfortunately not part of the imported dataset and have to be entered manually:

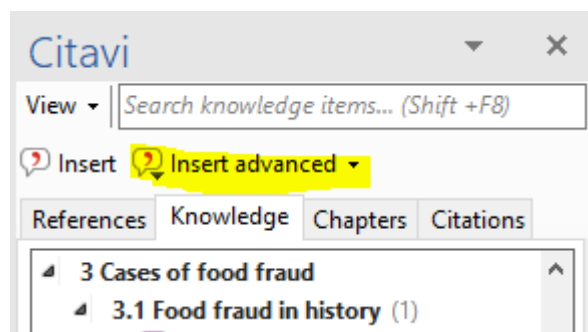


- c. If you wish to cite an article published within a compilation, you start by importing the compilation's data into your project (i.e. by using the ISBN

wand):  The reference type should be recognized as „Book, edited“, meaning a book that has an editor. After correcting the compilation's data you manually add the article in question („Add contribution“). Make sure to fill in at least the title, the authors and the page range.

Reference type:	Book, Edited
Editor:	Krajina, Zlatan; Stevenson, Deborah
Title:	The Routledge companion to urban media and communication
Subtitle:	
Title supplement:	
	0 contributions Add contribution
Add'l editors:	

3. When your references have been tweaked into an acceptable form in Citavi, you can safely cite them in MS Word by using Citavi's Word Add-In. We recommend in any case investing a few extra seconds to use the „Insert advanced“ function. The advanced menu enables you to decide between footnotes or in-text citations, to complement a paraphrase with cf. (compare for), by using the prefix field or to employ other means to reference a certain quotation than page numbers (i.e. chapters or paragraphs).



- a. In order to reference a certain section of an e-book that offers no static page count, you change the „Numbering type“ from „Pages“ to „Other“. Now you can write information like „Chapter 1.3.4 – B2B marketing“ into the „Page range“ field without having to deal with a letter „p.“ being automatically added to your footnote or in-text citation.
- b. If you have to reference an original source by quoting from a secondary source and would like to make the dilemma visible in your paper's bibliography (one entry referencing both documents), we advise you to proceed as follows: First you add the original source (the one you have no access to) by „Insert advanced“. You use the „Suffix“ field to refer to the secondary source (the one you have studied): i.e.: „, quoted in: Patterson 2019: 170“. Do not forget the comma, the colon and other required elements mentioned in the faculty's „Guidelines“. In most cases, you do not know the original page quoted from.

Quick insert

(Person) (Year) Person (Year)

Advanced

Year only

Person only

Person (Year)

No parentheses

Page range:

Prefix:

Suffix:

Numbering type:

The secondary source, too, is added using „Insert Advanced“, but a second footnote would be irritating. The field „Bibliography entry“ allows you to specify that a reference should not appear in the text but only in the bibliography (or the other way around).

Prefix:

Suffix:

Numbering type:

Numeral system:

Bibliography entry:

Rule set:

When you have finally finished writing and editing your paper and – most importantly – inserted all references, you join the two entries. If you try to edit the reference list as it is, you will notice that Citavi undoes everything you have changed. Thus, you should click first on “Convert → Save a copy as static text.” in the Citavi menu. Citavi creates a copy of the Word file, which you save under a new name. In this new text document, which exists independently of your Citavi project, your bibliography can be tackled with Cut+Paste. Add prefixes like “quoted in” where necessary.

Horita, E.-M., 2018, Explaining how to differentiate between journal articles and monographs to students, personal experiences, interview with Hofko, T., 28.02.2018, Aachen, Audio File, **quoted in:** Patterson, R., 2019, The Matriarch rules, Become the change maker you were always meant to be, John Wiley & Sons, Newark, Ann Arbor, Michigan.

- c. Theoretically, you could use this method when citing statistical material downloaded from the Business Data Portal Statista.com. In that case, you would manually construct both a Citavi entry for the database Statista and for the statistical material itself (reference type “Report or Grey Literature” would work) and connect them as primary and secondary source later: (i.e.: “, *quoted on: Statista.com*”

<https://www.statista.com/statistics/1088744/favorite-types-of-sweets-in-denmark/>" in the Suffix field) . Please note, that the title of the original survey and the heading Statista choses are not necessarily identical.

The library prefers an easier solution for quoting Statista sources, though. We recommend ignoring the strict division into primary and secondary source and misusing the „Title supplement“ field to mimic the connection:

Reference type:	Internet Document
Author:	
Title:	What type of sweets have you eaten in the past days?
Subtitle:	Favorite types of sweets in Denmark 2018
Title supplement:	quoted on: Statista.com
Collaborators:	
Editor:	
Organization:	Coop Denmark
Year:	2018
Place of publication:	
Edition:	
Series title:	
Number:	
Online address:	https://www.statista.com/statistics/1088744/favorite-types-of-sweets-in-denmark/
Last update:	30.1.2020

This is how the bibliographic entry would look like:

Coop Denmark, 2018, What type of sweets have you eaten in the past days?
 Favorite types of sweets in Denmark 2018, quoted on: Statista.com,
<https://www.statista.com/statistics/1088744/favorite-types-of-sweets-in-denmark/>, 09.03.2020.

- The „Guidelines for Writing Scientific Papers“ require your bibliography to list three document types separately from the rest of the references: Laws, jurisdiction and statistical references. The grouping done by the imported file (.ctvbgd) automatically recognizes court decisions and laws/statutes because of their respective reference types. Since there is no reference type “Statistics” available and we are using “Internet document” or “Report” to cite our statistics, all statistical references have to be marked.

Please write the word “Statistics” into “Custom field 1” of each Citavi entry that shall be part of the statistical references list.

Online address:	https://www.statista.com/statistics/1088744/favorite-types-of-sweets-in-denmark/
Last update:	30.1.2020
Access date:	9.3.2020
Citation key:	COO-18
Custom field 1:	Statistics
Source:	www.statista.com
More fields...	

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