Citavi: A tool for bibliographic management and scientific text editing

Learning goals:
- Creating a Citavi project
- Organizing and managing a bibliography with Citavi
- Adding new references to the database by importing data from different sources: DOIs, PDFs, websites, etc.
- Citing your own references and publishing articles with MS Word with an automatically formatted bibliography
- Exchanging and sharing references and citations from consulted sources

Prerequisites: Ability to use basic computer tools. Internet navigation, use of elementary databases.

Training recipients: Engineers, researchers, doctors, PhD students of all scientific disciplines, students, librarians, anyone who wishes to manage bibliographic collections.

Duration: 7 hours

Training methods

- o Inter-company
- o Intra-company
- o In-person
- o Distant learning (virtual class)

Detailed training program

1. Introduction to Citavi: Theoretical Presentation (30 min.)

2. First Steps with Citavi: Discovering the interface and working on a project (creating, opening, saving), Teamwork with Citavi: applied exercises (1h30)

3. Managing the project: Adding references (manually, automatically), searching and inserting references (from Citavi, from the Internet, with the Picker): practical exercises with importing different document formats; browsing the Internet for new documents (1h30)

4. Organizing and planning: Structuring and sorting references (classification, filter, table), searching the project (in references and full text), editing references (fields, linked documents, keywords, evaluation), planning work (tasks). Presentation and practical exercises, case studies (1h)

5. Organizing the elements of knowledge: Using the Knowledge Organizer, Working on PDF (annotations), Adding personal reflections to the project (Thoughts), Linking an article with its review. Practical exercises (1h30)

6. Using the project: Using citation styles, exporting references (via clipboard, text file, spreadsheet, email), Creating a project bibliography, Writing documents with Word. Theoretical presentation and practical applications (1h)

Pedagogical tools and practical exercise supervision:
Sessions with the instructor, digital learning materials, case studies, theoretical presentations, in-depth work on data.

Monitoring and evaluation of learning outcomes:
Training evaluation forms
Regular alternation between theory and practice

Expected outcomes and skills at the end of the course:
Proficiency in the use of the software. Ability to create an article with bibliographic references, knowledge elements, and embedded annotations. Ability to add new references and attachments in the software environment. Share references with collaborators.

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