

Using Citation Keys

Goal

You want to use a citation style that requires special formatting of in-text citations or footnotes (see examples under *Why Use Citation Keys?*).

Steps to Take

You first need to customize the feature **Citation key support** to tell Citavi how to format citation keys for the citation style you are using.

To do this, import the .ckd file that was included in the same .zip file as these instructions:

1. Start Citavi and open a project of your choice.
2. On the **Tools** menu, click **Options**.
3. **Citavi 6**: On the **Citation** tab, select the **Citation key support** checkbox.
Citavi 5: On the **General** tab, select the **Citation key support** checkbox.
4. Click the **Customize** link.
5. On the menu bar, click **Import**.
6. Select the file with the .ckd extension that you received along with these instructions.
7. Click **OK** to close the **Citation Key Settings** window.
8. Click **OK** to close the **Options** window.
9. Select **Generate new citation keys for all references**.

On the **Reference** tab, Citavi shows a preview of the automatically generated citation key for the current reference in the field **Citation key**. If you need to, you can edit the citation key by clicking on the field name.

Why Use Citation Keys?

Let's suppose you want to cite the following book:

Miller, Josi; Smith, Peter; Tucker, Anne; White, Sophie (1954): *The history of home economics*. New York: Marvel.

Certain citation styles in the fields of Mathematics and Computer Science require an abbreviated citation key for in-text citations. For example, this type of citation key might consist of the first letters of the last names of the first three authors and a two-digit year: [MST54]

In the Humanities and Social Sciences, some citation styles require a full footnote citation for the first mention of a work. The second time a work is cited, a shortened form of the title is used, for example:

Home economics

The entire footnote for the repeated citation might then also include the last name of the author, the year, and the quoted pages in addition to the citation key:

Miller et al., Home economics, 1954, S. 14-15

The citation key feature ensures that the right format is generated for the citation style you are using. Naturally, you can make changes to the citation keys for individual references if necessary. This step is particularly important for citation keys that use a shortened form of the title, since Citavi is unable to tell what the most important words in the title are.