

# EasyGuide



A quick introduction to Citation

Oberon  
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# Citation

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More and more educators agree that students who want to excel in their coursework and professional careers need to master the technology that is available to them. Mastering bibliographic and research note software, like Citation, is an important step toward developing the research and writing skills needed in today's classroom.

This EasyGuide is designed to introduce you to all the basics necessary for using Citation to organize your notes efficiently and cite sources correctly.

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## About Citation

Citation is a bibliographic and research note database system designed to help you manage bibliographic information on source materials you use in your research, and organize your research notes.

Here's a quick overview of how this translates into what Citation actually does: Citation works with your word processor to let you enter research notes and bibliographic information on books, articles, and other sources, using notecard-like forms. You'll be prompted for all the critical bits of information for proper citations, as well as keywords to help you organize your notes and references.

In other words, rather than typing citations in a sentence like form, something like this:

Bellow, Saul. The Rain King. New York: Avon Books, 1976.

... you'll type the bibliographic information for the work, plus your notes on the work, in "electronic notecards" in Citation, like this:

Once the information is in Citation, you won't have to retype it again.

Over time, you'll build a substantial "personal" database of relevant source works in your area of research. Plus you'll be able to add keywords to easily group notes by subject, and automatically write bibliographic citations for research papers & documents. You'll also be able to store a brief summary of the work in the Abstract area.



It's an organized and efficient way to track sources and notes for research writing. *And* - it's easy!



## Basic definitions

Sometimes instructions for using a software program - however easy the program is to learn - rely on "funny words" to tell you what you need to know. Database programs are notorious for having a specialized set of these curious terms: database, for one - record, form, and field. If you've never heard these words before - not to worry. We've written the world's shortest dictionary for you to disambiguate (!) these four terms:

### Database/datafile

A database is a collection of information on a set of items having similar characteristics. A library database, for instance, has information on each of the books and serial publications in the library. Your Citation datafile will have bibliographic information, and notes, from the works you've consulted for your research.



### Record

A Citation datafile is a collection of individual "records" (somewhat like index cards) with information from different source materials you've read. Each work or note is a distinct record in the datafile.

### Bibliographic & note records

In a Citation datafile, some of these records will have bibliographic information (e.g., author names, titles) on source works, and others will have notes and excerpts (or quotes) taken from those sources.

*Bibliographic records correspond to the references for sources.*





**Note records** correspond to the passages you underscore in the text, or the notes you write in the margins.

## Forms

Each record uses a "form" to display the information in a record.

There are different forms for different types of source works. Form names are at the top of the record. There are about 50 forms you can use in Citation.

## Fields

Each form has "labels" or "fields" for the different types of information associated with a citation for a particular type of work, or a note. The field labels are tailored to the type of source work. A form for a book, for instance, asks you to enter the Author, Year of publication, the title, publisher, and publisher's location. A form for a journal article asks for the Author, year, and title, and then the name of the journal, the volume number, and the pages for the article.

Each record also has a few fields you can use to help organize the database: keywords, Reference, and an Access Phrase. An Abstract field is in each record, as well, so you can enter a summary of the work's key points or significance to your own research.

## Publishing Style

The Publishing Style is the term we use to describe the way the references look (i.e., punctuation, order, print attributes) when they are generated by Citation.

Citation - [r:\citations\sample\book.rtf]  
File Edit Search View Tools Generate Help  
Title in a Database  
Author: [ ]  
Year: 2001  
Day/Week: 11 October  
Access Title: FDA to review new AIDS drug Fusion  
Subsequent Cit. In: [ ]  
Description: [ ]  
Reference: New York Times  
Place: [ ]  
Editor: [ ]  
Section (1): [ ]  
Pages: 1  
Keyword: AIDS, HIV, treatment, drugs, costs  
Article: FDA 2001  
Abstract: Fusion is an injectable 14-day tablet being developed by Tocris and Hoffmann-La Roche. The drug is expected to be quite high-cost at the range of other health-care systems.  
Record ID: [ ] Add Note

Citation - [r:\citations\sample\book.rtf]  
File Edit Search View Tools Generate Help  
Title: [ ]  
Date/Issue (1): 11 October 2001  
Keyword: AIDS, HIV, treatment, drugs, costs  
Comment: Roche official is writing first public comment to the effectiveness and availability of the drug, and the drug, which is expected to be out of the range of most HIV intertreatment.  
Excerpt: During any additional events, we expect to have commercial launch available in first quarter of 2001. See <http://www.roche.com/academic/health/>.  
Record ID: [ ] Add Note





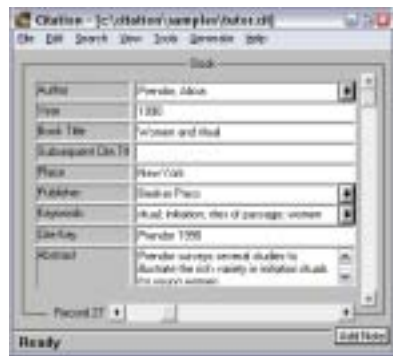
## The Citation “ABCs”.

So that’s what Citation is: a database program configured specifically to help you with your research and writing. If you follow the simple system we like to call the “Citation ABCs” as you work -- and let Citation streamline *what you already do when you are writing a paper or preparing a lecture*: keeping track of source works, and organizing research notes -- you’ll save yourself a lot of time and frustration. Here’s what you do:

### A. Enter a record for everything you read (or need to read).

Whenever you read or find a potential source work, enter a bibliographic record for the work. If you haven’t read the work yet, enter the word “read” in the Keywords field so Citation can keep a reading list for you.

Entering bibliographic information (authors, titles, etc.) with Citation is easy. The program provides you with notecard-like forms, specifically made for different types of source works, to make sure you enter all the information you will need on the article, book, essay, case, or other authority for a proper reference.



Include a few keywords to help you retrieve all the works on subjects of interest for your work, and an abstract that summarizes the significance of the source for your research.

### B. Enter notes for all the important passages

Typically, what we tend to do as we read is to underscore quotes and important passages in a source work, or make checkmarks in the margin, indicating we might want to use the material in our research.

Entering notes on these passages is easy with Citation. When you’ve entered the bibliographic information, just click the button to add a note.





Include a few keywords that indicate the relationship of the excerpt to your research interests. You can enter your comments on the excerpt along with the excerpt itself.

### C. Write, click, cite.

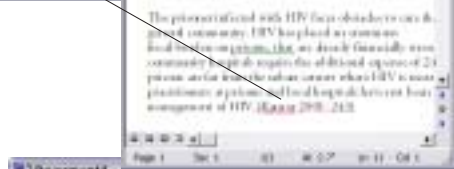
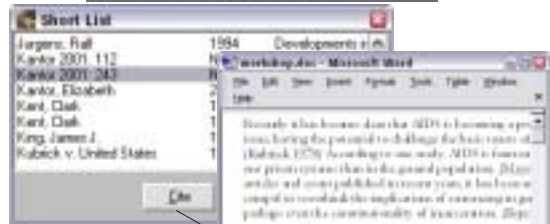
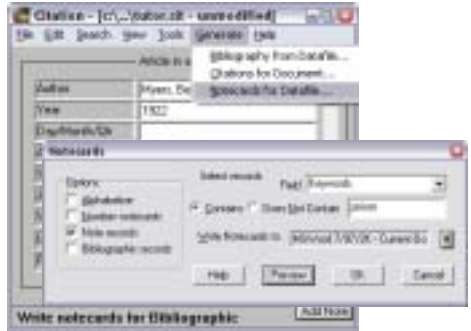
If you follow the first two “rules” for using Citation, you will quickly discover that when you are ready to write, you can concentrate on your writing - because your notes and sources are all organized, and at your fingertips.

You’ll find that you can easily review your notes on any of the issues you need to address (we’ll learn how to do this in the tutorial), using the Generate Notecards feature.

You can cite any of the works you’ve read, or insert any of the notes you’ve taken, with a click, using the Cite button on the Short List.

When you’re finished writing, you can Generate Citations for your document in just about any style required (Citation supports 1000+ styles for references),

-- It couldn't be easier!





# Citation Test drive

The fastest way to see how Citation works is to take it for a short “spin” - a sort of tour through the basic functions of the program.

These short exercises will introduce you to the basics of using Citation: you’ll see what a record looks like, how to write a bibliography, and a few other things.

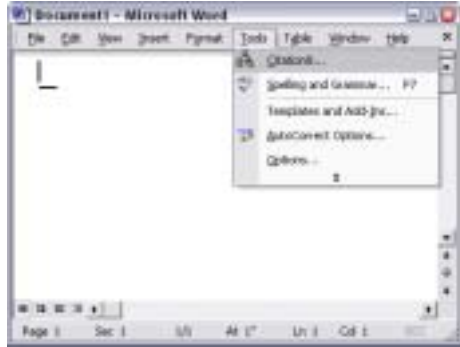
The thing to remember about Citation is that it is a very straightforward, “workhorse” kind of program - it is meant to sit quietly on your word processor’s Tools menu, storing your notes and writing your bibliographies.

So don’t expect any engine roars. It should just coast along with a few clicks here and there.



## Make sure Citation is properly installed on your computer.

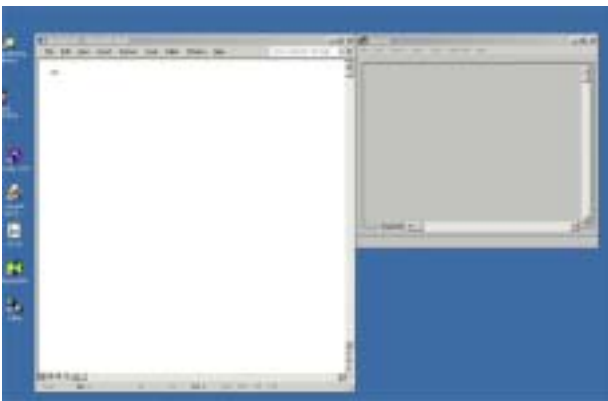
Before we start running through the most basic uses of Citation, we want to make sure that it has installed properly on your system. It's simple to check this. Just start your word processor, and click on the Tools menu. If you see an entry for Citation on your tools menu\*, Citation is properly installed, and you're ready to begin the "test drive."



Leave your word processor open, with a blank document on the screen.

If the entry for Citation is not on your Tools menu, stop, and contact technical support, [citation@asksam.com](mailto:citation@asksam.com) or call +01.850.584.6590.

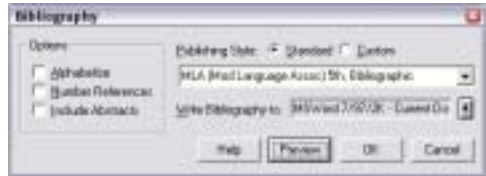
\*Tip: When you first open Citation, take a few moments to resize the Windows, and place them on your desktop so that you can move easily between your word processor and Citation, like this:



## Write a bibliography.

The first feature we're going to try out in Citation is the one that lets you write a bibliography for the records in your database. Not surprisingly, this feature is called **Generate Bibliography**. Here's what you do to try out the Bibliography feature:

- 1 On your word processors menu, click **Tools, Citation\***.
- 2 On the Citation menu, click **File, Open**, and open the file `c:\citation\samples\refamps.cit`.
- 3 On the Citation menu, click **Generate, Bibliography**. A dialog will display asking you to set the style for the Bibliography.
- 4 Set the option on the dialog to write the Bibliography in MLA or APA style, and click **OK**.



Citation will write a short bibliography to the blank document in your word processor.

Easy, eh? Next we'll take a look at a few Citation records.

**Before you go on, close the document with the bibliography that we just wrote, and open another blank document.**

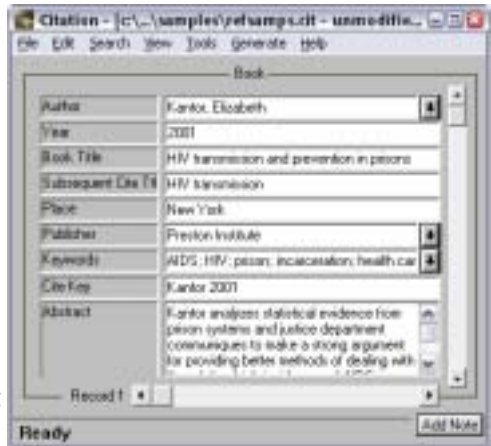


## Take a closer look at some of the Citation records.

While you have this sample database open, press the PageDown key a few times (Page Up moves through the database the other way) so you can look at a few of the records.

Notice that there are different forms for different types of works, that author names, titles, pages, and so on, are in specific areas, and are always entered in the same way.

In the next section, we'll start entering records for books and articles you've read, along with research notes.



Citation - [c:\...\samples\refwamp.cit - unmodified...]

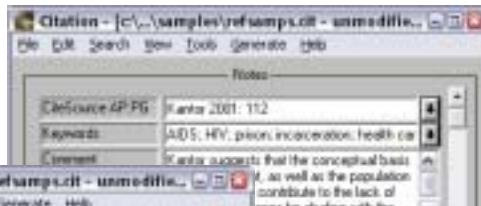
File Edit Search View Tools Generate Help

Book

Author	Fantor, Elizabeth
Year	2001
Book Title	HIV transmission and prevention in prisons
Subsequent Cite T8	HIV transmission
Place	New York
Publisher	Pireyon Institute
Keywords	AIDS; HIV; prison; incarceration; health ca
Cite Key	Fantor 2001
Abstract	Fantor analyzes statistical evidence from prison systems and justice department consequences to make a strong argument for providing better methods of dealing with

Record 1

Ready Add Note

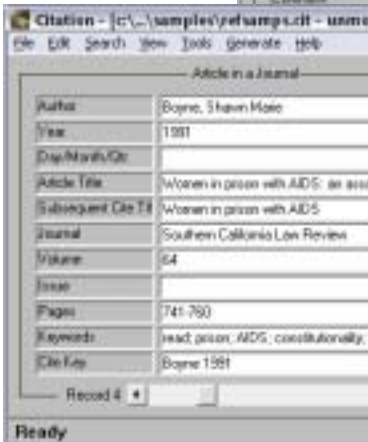


Citation - [c:\...\samples\refwamp.cit - unmodified...]

File Edit Search View Tools Generate Help

Notes

CiteSource AP/PS	Fantor 2001: 112
Keywords	AIDS; HIV; prison; incarceration; health ca
Comment	Fantor suggests that the conceptual basis ... it, as well as the population contribute to the lack of ... for, defense, subli...



Citation - [c:\...\samples\refwamp.cit - unmodified...]


File Edit Search View Tools Generate Help

Article in a Journal

Author	Bojone, Shavin Molo
Year	1981
Day/Month/Gr	
Article Title	Women in prison with AIDS: an ass
Subsequent Cite T8	Women in prison with AIDS
Journal	Southern California Law Review
Volume	64
Issue	
Pages	741-760
Keywords	read; prison; AIDS; constitutionality,
Cite Key	Bojone 1981

Record 4

Ready



Citation - [c:\...\samples\refwamp.cit - unmodified...]

File Edit Search View Tools Generate Help

Internet WWW Page

Author	
Org author	Human Rights Watch
Year	2002
Day/Month	
Page #1	HIV/AIDS in prisons
Subsequent Cite T8	
Collection #1	Human Rights Watch prison project
Description	
Place	
Publisher	
Section/Page	
Accessed (DMY)	12 October 2002
URL	<a href="http://www.hrw.org/refwamp/prison/this-wed">http://www.hrw.org/refwamp/prison/this-wed</a>
Add link info	
Keywords	AIDS; HIV; prison; incarceration; internet
Reference	

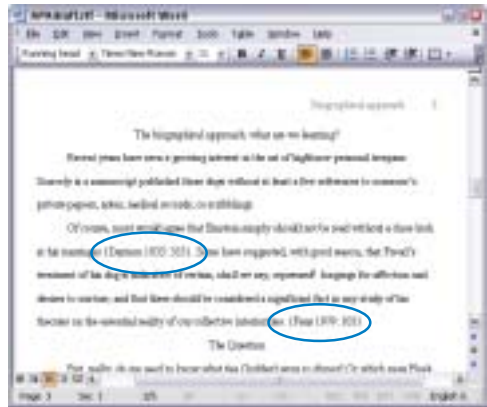
Record 7

Ready Add Note

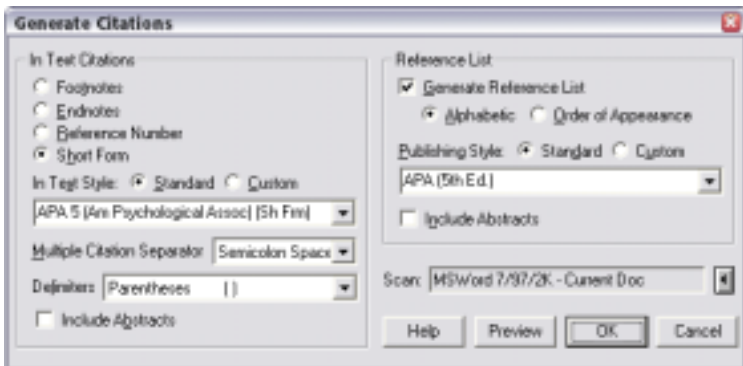
## Write author-date cites & a reference list for a paper.

For most papers, it makes more sense to use the **Generate Citations for Document** feature that writes all the references for a document at once, automatically, and allows you to reformat the citations in different styles. Let's have a look at how that works.

In your word processor, close the document with the bibliography we just created (no need to save it), and then open `c:\citation\samples\apadraft.rtf`. (Scroll through the document, and Notice the author names & years between the curly braces - these are "keys" that tell Citation which records are being cited in the paper.)



- 1 On the Citation menu, close `refsamps.cit`, and then open `c:\citation\samples\tutor.cit`.
- 2 On the Citation menu, click **Generate Citations for document**. A dialog will display, asking you to select the style for the intext citations and the reference list.
- 3 Set the options in the dialog to write the intext citations in **Short Form, APA style**, and the **Reference List** in **APA 5th ed.** style, so it looks like this:



- 4 Click **OK**.

## Save the document with the formatted references.

When you run

**Generate, Citations for document,** Citation will make a copy of the document with the Cite Keys, and then scan it, finding matching records in the datafile tutor.cit. When it finds the records cited, it writes the references!

If you like, you can rewrite the citations in another style, by just going back to the document with the keys, and rerunning Generate Citations with the dialog set to another Publishing style.

It's almost fun, isn't it. Well. Almost. Better than doing it by hand, though.

Try writing the references again in a different style. In your word processor, open the document c:\citation\samples\mladraft.rtf. In Citation, click Generate Citations for document, and change the settings to write MLA style references. The Generate Citations dialog should look like this:



**NOTE:** When you are working with your own papers, you will need to save the copy Citation makes of your original paper as a COPY with reference. Save **essay.rtf** now as **essay-withrefs.doc**.

Okay, that's all for the test drive. Close the database and documents, and let's get started working with your own research materials!

## Working with your own research materials

Now that you have Citation installed and have a basic idea of how it works, let's get started with your own research materials.

**Here's the first thing to do: find a couple of books or articles you've read recently - preferably ones with passages underlined or otherwise marked for notes.**

In this section, we're going to create a database and enter a few records. It's incredibly easy, so it won't take long. Remember, if you get stuck or have questions, just write us an email ([tech@asksam.com](mailto:tech@asksam.com)) or give us a call (+01.850.584.6590).

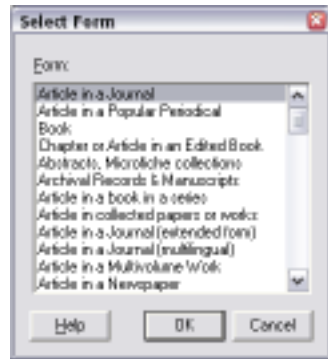
Got the books & articles? Good. Let's create a database and enter Citation records for them!



## Create a database & enter a bibliographic record.

Creating a database with Citation is easy. Here's how to do it:

- 1 If you don't have Citation open still, start your word processor and click **Tools, Citation**.
- 2 On the Citation menu, click **File, New**.  
The Select Form dialog will "ask" you what type of source work you'd like to enter. Find the form name that fits one of the articles or books you've found - and click **OK**. Citation will add a blank form.
- 3 In the blank form, enter the bibliographic information from the article or book, in the appropriate "fields" (so that your record looks like the ones we just saw in bib.cit)



Use the examples on the next page as a guideline for entering records for the basic types of works (or see [citation.ws/styleguide](http://citation.ws/styleguide)).

Here's a few rules you'll want to follow when you are entering bibliographic information in Citation.

Enter information like this:

<b>Name(s):</b>	Smith, James L.; Riggs, Constance
<b>Titles:</b>	Vanishing wetlands: a bird's eye view
<b>Pages:</b>	223-229 (all digits)

Simple rules, but they'll help Citation figure out what's what when it comes time to write your references.

Next. If you like, you can enter keywords and an abstract - a short description of the significance of this work to your research. Keywords are great because they let you group records on similar subjects easily. Or - you can go back and add keywords and abstracts later.

And there you have it! You've started your Citation database.

**\*Tip:** You can streamline the process of entering keywords by adding a record to your datafile using the Citation datafile info form - and typing in a list of the keywords you want to use for your datafile. This list will display in the listbox for the Keyword field - you can then use it to make certain you are entering keywords consistently.

## A few examples.

### Journal article.

### Book.



Citation - [c:\citation\samples\ator.cit]

File Edit Search View Tools Generate Help

Book

Author	Pender, Alice
Year	1990
Book Title	Women and dual
Subsequent Cit. Tr	
Place	New York
Publisher	Booker Press
Keywords	Mul. indolent rates of passage; women
Cite Key	Pender 1990
Abstract	Pender surveys several studies to illustrate the lack variety in citation studies for women authors.

Record 27

Ready Add Note



Citation - [c:\citation\samples\ator.cit]

File Edit Search View Tools Generate Help

Article in a Journal

Author	Byrne, Shawn-Main
Year	1991
Subsequent Cit.	
Article Title	Women in prison with AIDS: an assault on the
Subsequent Cit. Tr	Women in prison with AIDS
Journal	Southern California Law Review
Volume	64
Issue	
Pages	741-760
Keywords	lead prison; AIDS; conditionally women
Cite Key	Byrne 1991
Abstract	The prevalence of AIDS in prison populations, combined with the lack of adequate health care and protective

Record 30

Ready Add Note

### Shorter work in a collection or edited anthology.

### Article in a journal published on the internet.



Citation - [c:\citation\samples\whamp.cit]

File Edit Search View Tools Generate Help

Internet WWW Journal or magazine article

Author	Fubzolelati, Elizabeth; Inoki, David
Year	2000
Electronic	
Article Title	Prisons and pain worldwide update
Translator	
Description	
Subsequent Cit. Tr	Prisons and pain worldwide
Journal	HEPP News
Volume	
Issue/Section	
Collection Title	
Collection Editor	
Section/Page	
Year of 1st. pub.	
Publisher/Sponsor	
Received (EMF)	12 October 2000
URL	<a href="http://hepp.usc.edu/cuba/heap/2000heap0001">http://hepp.usc.edu/cuba/heap/2000heap0001</a>
Keywords	
Reference	AIDS, HIV, prison, incarceration, international
Cite Key	Fubzolelati & Inoki 2000
Abstract	Delegates from research teams attending the 12th International AIDS Conference in Durban, South Africa last month concluded the preliminary

Record 33

Ready Add Note



Citation - [c:\citation\samples\ator.cit]

File Edit Search View Tools Generate Help

Chapter or Article in an Edited Book

Author	Vaid, Umesh
Year	1987
Article Title	Prisons
Pages	235-250
Subsequent Cit. Tr	
Collection Title	AIDS and the law
Editor	Dalton, Haron L.; Burns, Scott
Place	New Haven
Publisher	Yale University Press
Keywords	AIDS, HIV, prison, incarceration, health care
Cite Key	Vaid 1987
Abstract	A collection essays reviewing legislation impacting individuals infected with HIV virus

Record 34

Ready Add Note

You can find more detailed descriptions for entering Citation records (there are over 900 examples) at [citationonline.net/styleguide](http://citationonline.net/styleguide)



## Add a few more bibliographic records.

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Now that you have your own database started, let's add one or two more bibliographic records for the other source works you've gathered up for this exercise. Use the illustrations on the previous page as a guide for entering bibliographic records for your own works:

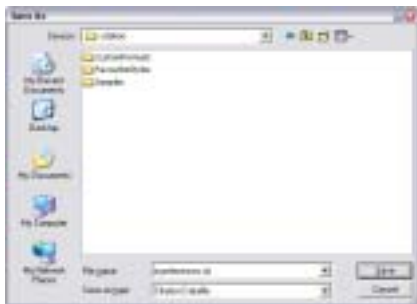
- 1 On the Citation menu, click **Edit, Add Record**.
- 2 Choose the appropriate form for the source work, and fill in the fields.
- 2 Enter keywords, and then write a summary of the work's significance for your research in the **Abstract** field.

Repeat this process until you have a few records.

## Save your datafile and give it a name.

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- 1 On the Citation menu, click **File, Save**.
- 2 Give your database a name, and click **OK**.



## A note about notes.

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In many disciplines of study, an important part research writing is taking careful notes – with accurate information about the source of the notes and concepts you're planning to use in your papers.

Citation's system for handling research notes is modeled on the way most people collect materials for their research notes. Almost everyone goes through source works the same way: we find a passage we think is important, or a quote we might want to use in our papers, and we either check it in the margin or underline the text. Then when we're done reading, we go back through the text, and find a way to record the passages we've marked. Some people use notecards, some people use spiral notebooks, others use their word processors.

We're going to learn how to do this with Citation. There's a little more work involved – like adding keywords, but on the whole, it's an easy and efficient way of organizing your research notes.



## Add a few note records.

Find an article or book in the stack you've gathered for this little tutorial that has passages underlined (or somehow marked as important).

Next, add a bibliographic record for this work (if you haven't already), and leave the bibliographic record on the screen. Now you're ready to add a Note record:

- 1 With the bibliographic record displayed, click the Add Note button in the lower left hand corner.
- 2 Replace the PG characters with a specific page reference for the excerpt.
- 3 Enter your comments (remarks on why you think this passage is significant) - or you can leave this field blank if you like.
- 3 Enter the Excerpt, and keywords to help you group this note with your other notes on the same subject.

Sample note record



You can make your system even more efficient if you get into a routine: as soon as you finish reading an article or a book, enter a bibliographic record for the work - while you still have it in front of you. Once you've got the bibliographic record entered, take an hour or so to enter a note record for each of the passages you've underlined (or marked as important for your research).

You'll find this routine will make all the difference in the world when it comes time to review your notes and start writing.

Now the only thing left to do before moving on to the next lesson is getting to work on that stack of books and articles!

Tip: Browse through the Reference List in this work, as well, for works to add to your own reading list! Good source works often make excellent guides for other resources to consult for your research. Add a record for works you think you might want to read, and include the word "read" in the Keyword list. (You can build a reading list in Citation by adding a bibliographic record with the word Read in the keyword field.) Click Generate, Bibliography for Datafile, and choose Reading List as the style to write a "Reading List" of sources you want to consult.



## Reviewing sources and notes.

Citation has a nice feature that allows you to write out “notecards” so that you can review your research as you are outlining your discussion.

This feature is called **Generate Notecards** - let’s give it a try now to see how it works!

- 1 Open a blank document in your word processor.
- 2 Click **Generate, NoteCards** for datafile. A dialog will display, with options you can set to customize your notecards.



We’ve set the options in our illustration to write Notecards for both Note records and Bibliographic records that contain the term “prison” in the Keyword field.

- 3 Set the options to your preference - using the illustration as a guide - and click **OK**.

You’ll get a listing in your word processing document that looks something like this:



## Using the Short List to locate sources and notes quickly.

Once you get your datafile built up, you'll find the Short List quite handy for locating records in your datafile.

Click **View, Short List**, and you'll see a kind of index of all the records in your datafile. It will look something like the illustration here:



Author	Year	Title	Keywords
Harding S Schaller	1992	HIV/AIDS and prisons: updating and policy review	
Harding, T. W., et al	1989	Biodiversity under fire?	
HIV/AIDS 2082: 11		The HIV/AIDS epidemic has struck prisons, jails, and other pl	
HIV/AIDS 2082: 12		Risk only do people entering prison tend to have a relatively hi	
HIV/AIDS in prisons	2002	Human Rights Watch prison project (http://www.hrw.org/ah)	
Hueych, R. D.	1956	Propriety and effect of pay in civil case taking depositions	
Importation of fruits and vegetables	1995	60 Federal Register 50,373;goods: commerce	
Jugovic, R. J.	1994	Developments in criminal law and criminal justice: sentenced	
Katze 2001: 112		Prisons and jails, designed to confine and punish people, nar	
Katze 2001: 243		The prison electrical path HIV from obstacles to cure that d	
Katze, Elizabeth	2001	HIV transmission and sanitation practices	
Kend, Clark	1991	What is a wilderness?	
King, James J.	1995	Environmental dictionary and regulatory cross-reference. The	
Kubick v. United States	1970	551 Federal Reporter, 2d Series 1003d Ca. 444 U.S. 111 (	
Kubick v. United States	1970	444 U.S. 111	
Lee, Edmund, et al	1986	Native vegetation conservation act. The	

Notice that Bibliographic works are listed with Author, Year, Title, and Keywords showing.

Notes are grouped with the bibliographic record for the source work - and show the CiteKey, a tag to indicate this is a Note, the first line of the Excerpt, and Keywords.

**Double click on any entry in the list to display it in the Edit screen.**

*Right click on any of the columns to resort by that column.*

*Move the cursor over the blanks between the columns to stretch or compress the size of a column.*



## Writing a bibliography.

Now that you have a few records in your datafile, let's write a bibliography for your own materials.

Writing a bibliography with Citation is easy. Here's how you do it:

- 1 Open a blank document in your word processor.
- 2 Click **Generate, Bibliography for Datafile.**

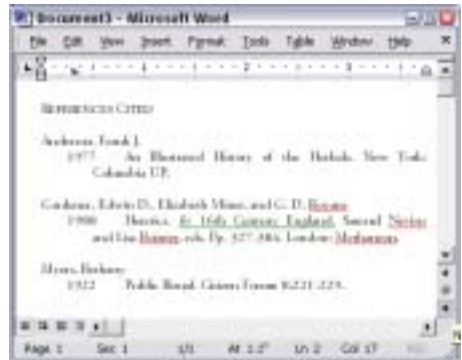
A dialog will display, with options you can set to choose the Publishing style for your Bibliography, whether or not to Number the entries, alphabetize them, and include Abstracts.



We've set the options in our illustration to write a bibliography for the records in tutor.cit in AAA style, alphabetized, without the abstracts.

- 3 Set the options to your preference - using the illustration as a guide - and click **OK**.

You'll get a bibliography in your word processing document that looks something like this:



You will probably notice that the **Generate Bibliography** feature writes references for all the *bibliographic* records in your datafile - which is good for course materials or a prospectus, but not what you need for papers or articles. When you are writing papers, you will want to cite just those sources you've consulted.

With Citation, this is easy.



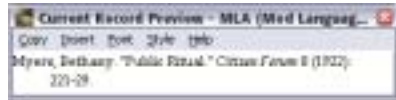
## The Preview box & quick footnotes.

The Preview box formats bibliographic information as you type, letting you make certain you are entering information correctly, and giving you the option of copying citations immediately to your paper (for short papers and assignments).

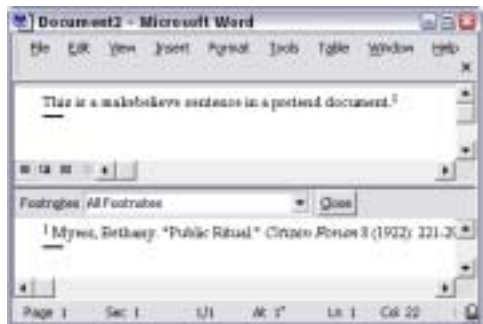
- 1 On the Citation menu, click **View, Preview Box**. The Preview Box will display.
- 2 Click **Style** on the Preview Box menu, and then change the Publishing style for the Preview Box to your preference. In our example we've set it to **MLA Footnote/Endnote** style.



- 3 Click **OK**. The Preview Box will display the current record (yours will be different, obviously, from the illustration here) in the style you've selected:



- 4 Now type a short sentence in your word processor (see the illustration), and then create a footnote at the end of the sentence.
- 5 Go back to Citation, and click **Insert** on the Preview Box menu. Citation will pop a formatted citation into your footnote:



- 6 Close the document without saving, and open a new blank document.



## Citing sources in papers.

Remember the part of the test drive where we wrote the citations for a document? We going to try this now with a test document, and the datafile you just created. Make sure the Short List is still open before going through this exercise.

First, we will want to insert Cite keys in a document. So let's set up a practice document and insert a few Cite keys:

- 1 Open a blank document in your word processor, and type a sentence or two. Watch where the cursor is - this is where the Cite key will be inserted.
- 2 Highlight one of the entries on the Short List, and click the **Cite** button.

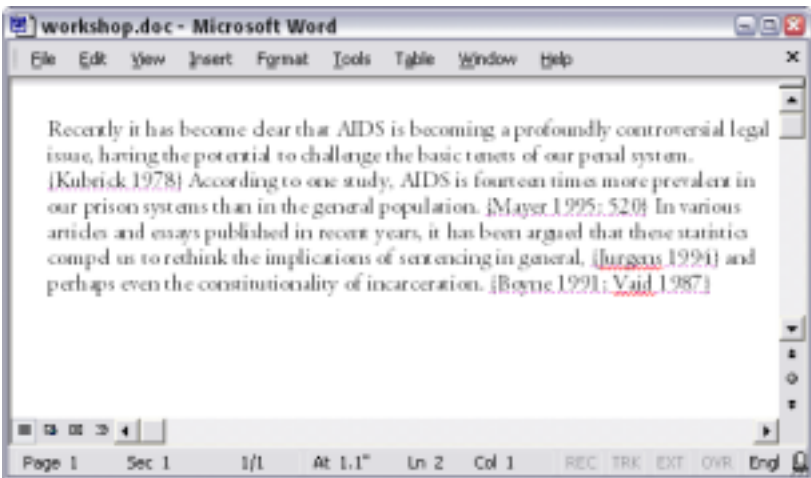
Citation will insert a Cite Key into your document, at the cursor position.

You can add specific page references to your Cite Keys by typing a colon, and the page number (see the illustration below).

Type a few more sentences and add a few more Cite Keys.

**Notice that when you click the Cite button for a Note, Citation inserts the Excerpt along with the Cite key into your document.**

Here's a sample document with Cite keys:



## Generating Citations for a document.

- 1 Click **Generate, Citations for Document**, and set the dialog to your preferences. To write APA style citations, with author date "Short Form" in-text citations, and a Reference list, for instance, the dialog would look like this:



- 2 When you have the dialog set to your preferences, click **OK**.

Citation will make a **copy** of your document, locate the works in your datafile that match the Cite Keys, and replace the Cite keys with references.

Our sample document, for instance, looks like this when we Generate Citations:





## **And that's all there is to it!**

---

You're ready now to get to work building your datafile. For help entering bibliographic records, go to [www.citationonline.net/styleguide](http://www.citationonline.net/styleguide). If you are using the trial version, remember, all the information you enter will transfer automatically to the full version.

## **Get the most out of Citation.**

---

The best way to use Citation is to make it an integral part of your research process. Every time you read a book or article, enter a bibliographic record. Whenever you see an excerpt you want to remember, enter a note record. When you get ready to write, you'll be amazed at how much time and frustration Citation will save you!

## **The Citation advantage.**

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For years, we've been told Citation has the best documentation and support services of any bibliographic database program available. Visit our website and online help at [www.citationonline.net/CitationHelp](http://www.citationonline.net/CitationHelp), and you'll see why.

## **Technical support contact info.**

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For technical support and other questions, write to [citation@thewritedirection.net](mailto:citation@thewritedirection.net), or call +866.397.2424.

## **Links to keep handy.**

---

- Citation Online Help files  
[citationonline.net/help](http://citationonline.net/help)
- Citation Quick Reference Guide  
[citationonline.net/quickref](http://citationonline.net/quickref)
- Citation Universal StyleGuide  
[citationonline.net/styleguide](http://citationonline.net/styleguide)
- Citation's Legal Abbreviation Archives & Styleguide  
[legalcitation.net](http://legalcitation.net)

# Citation & the research writing process

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Now that you know how to use the Citation program, here's a summary of how Citation fits into the overall process of researching an issue and developing a discussion:

## 1: Researching a topic

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In the first phase, you'll be investigating works that have been written on the topic you're interested in (or have been assigned), trying to formulate a specific topic for your own research. In this early phase, you'll want to **search online libraries and databases** (using web access to the Library of Congress, online databases like PsychInfo, the Humanities Index, PubMed, or the MLA International Bibliography) for materials that will help you formulate the topic for your own research.

As you locate and narrow down your topic, you'll need to identify potential sources for your paper. As you do this, use Citation to **build a reading list** - when you locate a work that you think will be a useful source work, enter a record in Citation with the term "read" as the first word in the keyword field.

## 2: Gathering research

---

In the second phase, you'll be working your way through your reading list, gathering data, quotes, and other materials to (possibly) include in your discussion.

When you finish reading a source, follow the Citation "ABCs": first make certain the **bibliographic record** is in your Citation database, and that the information is accurate (check for the edition number, that you have the full names of authors, the correct year of publication, editor name(s), journal pages, that sort of thing). Next, **enter note records for the passages you've highlighted** as possibly useful for your discussion - include **specific page references** for quotes, and enter **keywords** to tag the sources and notes as having to do with particular aspects of your topic.

### 3: Outlining your discussion

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In the third phase, you'll need to review your research in order to structure your discussion.

Use the **Generate Notecards** feature to write out notecards for sources and research notes dealing with specific aspects of your research project, and use your word processor to print a hard copy. That way you can sit in your favourite quiet spot to map a plan for your paper.

### 4: Writing your paper & documenting sources

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In the fourth phase, you'll write the text of your paper, citing sources that support your discussion.

Use Citation's **Short List to cite sources** for the positions or evidence presented in your discussion, and incorporate properly documented excerpts into the text of your paper.

When you are finished writing the paper, click **Generate Citations for document** to write the in-text citations and list of works cited.

# notes.

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notes.

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# Citation Orderform

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<b>Citation</b>	<input type="checkbox"/> Academic discount	<b>\$ 59</b>	<b>To order by phone call 866.397.2424</b> <b>To order online go to citationonline.net</b>
<b>askSam</b>	<input type="checkbox"/> Academic discount	<b>\$ 99</b>	
<b>SurfSaver</b>	<input type="checkbox"/> Academic discount	<b>\$ 29</b>	
<b>BookWhere</b>	<input type="checkbox"/> Academic discount	<b>\$ 89</b>	
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