USF UNIVERSITY OF SOUTH FLORIDA.

Louis de la Parte Florida Mental Health Institute
Research Library

13301 Bruce B. Downs Blvd.   Tampa, Florida 33612
Phone: 813.974.4471 Fax: 813.974.7242   Email: fmhilibrary@usf.edu

Improving Information-Seeking Behaviors and Knowledge Bases for
Thesis Students in the Applied Behavior Analysis Graduate Program and
Students in the Rehabilitation and Mental Health Counseling Graduate Program

Video 13:   Using Citation Management Software

Citation management software (CMS) is software that allows you to create bibliographic records of the materials you have collected to write a thesis or manuscript.

There are several reasons to use a CMS.

First, you have a record of the materials you have already read.

Second, you have a correct and full citation of the item, which will benefit you when you need to create your references list.

Third, since most CMSs are integrated with word processing software, you can automatically produce a reference list in the appropriate citation style as you write your article. This reduces the risk that a cited source is not included in the reference list.

Finally, most CMSs allow you to import citations from database and catalog searches, which results in saving time and effort and reducing duplication of sources.

Here at USF, there are two CMSs that are used most frequently by students: RefWorks and EndNote.

RefWorks is a free resource available to USF students, staff, and faculty. RefWorks is a web-based CMS, which means it is not downloaded into your personal computer.

After creating an account, you are able to work remotely typing in references or importing references from USF databases, Google Scholar, and online catalogs. One advantage of having a

RefWorks account is that you can work on campus or remotely on any computer with internet access and not lose or have to duplicate searches to import them into a CMS.

Importing records from databases gives you additional fields, such as the abstract and keywords (subject headings) that may provide you additional key terms to use when searching on your topic as well as the name of the database where you found the record.

Under "Tools" are several applications that can save you time. The first is Write-N-Cite.

This executable file allows you to insert references into a document while you write, then, when you are finished writing, you can generate your bibliography in any number of output styles, including APA.

A second tool is RefGrab-IT, which pulls in bibliographic data from web pages (HTML or XML). It pulls in ISBNs, PubMed IDs, and DOIs. However, it does not work on .pdfs.

Another great feature is the ability to import and export citations into and from RefWorks into other CMSs. If you have EndNote, for example, on your home PC or laptop, you can log on and import or export citations between the two programs.

Finally, there is are very good video tutorials on RefWorks that provide the minimum amount of information you need to use RefWorks to create bibliographies, as well as more advanced information on editing, importing data from the web and from RSS feeds, editing duplicate records, and working offline.

EndNote is another CMS that you can purchase from the USF Computer Store to install on your personal computer.

Like RefWorks, EndNote offers a "Cite While You Write" feature, which allows you the options to eliminate duplicates, and import and export citations across databases. EndNote also allows you to search internet databases with its *Connect...*and *Search...* commands.

Another feature is the selection of journal templates, a nice feature if you are new to creating templates in Word.

A final feature of EndNote is EndNoteWeb, which is a web-based organizer, much like RefWorks, that you can access through ISI Web of Knowledge, one of the essential databases for conducting research when you reach the thesis research stage.

This does require you to create an account on ISI, which is free. After which time, you can export searches to EndNote or EndNote Web from any of the Web of Science databases, or to EndNote, or other CMS software.

Also, like RefWorks, EndNote has excellent online video and print tutorials that address all types of questions about the program and what you can do with it.

The number one reason to use a CMS is the cite and write feature. Using EndNote as an example, you can see a Word document, with the EndNote toolbar, a highlighted reference (Rydell, 2010) and the EndNote database entitled externalizing.enl.

All you do is highlight the specific reference in EndNote that you want to insert into your paper, click on the Insert Reference Icon on the toolbar, and the reference in inserted in your text.

Then when you have finished writing and are ready to create your bibliography, simply press the generate bibliography button on the toolbar, and voila!

Here is the completed bibliography, APA style, in a matter of seconds.

For a more detailed look at RefWorks and Endnote, call or email us at FMHILibrary@usf.edu to set up an appointment to see how a CMS can make your research life a little easier.

ABOUT THIS VIDEO SERIES: This video is one of 15 created with a grant from the University of South Florida CTE21. With this grant, we were able to create targeted content for graduate students in the Applied Behavior Analysis program and the Department of Rehabilitation and Mental Health Counseling in the College of Behavioral and Community Sciences, University of South Florida.