

# Citation Tools and Management

## Citation Management

Citation management is the process of managing the collection of sources and references for research papers, theses, dissertations, journal articles, etc. One can do this manually using Word or text files, but there are several citation management tools available to assist you to manage your research more efficiently.

## Citation Management Tools

Citation Management tools, also called Citation Managers, are software programs designed to seamlessly organize bibliographic references and citations. Using citation management software, you will be able to:

- retrieve, collect and import citation information online from databases, websites, and library catalogues
- automatically create citations or lists of references (bibliographies) in different citation styles
- prevent transcription or typographical errors
- format bibliographies and footnotes in your papers
- insert citations into your paper
- share your research and collaborate in groups.

## Choosing a Citation Manager Tool

There are many citation management tools available, some as open source and others as subscriptions software. RefWorks, EndNote, Zotero and Mendeley are widely used by staff and students at universities. Please note that Citation managers may have the same basic functions, but specific features may vary, and they may also support different disciplines and citation styles.

Zotero and Mendeley are available as open-source software, whereas RefWorks and EndNote are only available based on institutional or individual software subscriptions. Enquire at your university library to find out which tool your university supports if any. You can also use the open-source management tools if none are available at your university or if it is a better option for your type of research.

Wikipedia provides a [Comparison of reference management software](#) comparing developers, release information, cost, subscription or open-source with notes in the general section. Other sections discuss operating system support, export and import file formats, citation styles, reference list file formats, word processor integration, database connectivity, password protection and network versions as well as discontinued software.

## Citation Styles

Conventions of citation styles may differ in different citation systems used. These may include the way in which dates, page numbers, punctuation, or other data elements are expressed. Citation style guides by publishers and organization in different academic disciplines recommend different formats to ensure adherence to the relevant citation styles used to cite a reference in their domain.

The Harvard, APA (7th ed.), IEEE, Vancouver, Chicago (17th ed.) and MLA (8th ed.) are examples of styles used. Check with your publisher, organization, or department which style is preferred for your research.

## Examples of Citation Manager Tools

### RefWorks

Provided by ProQuest, a Clarivate company, a subscription-based citation management software available for site or individual licences.

- You can create an account at [RefWorks](#) with your university login and password if your institution subscribes to RefWorks
- Clarivate provides a [LibGuide](#) for more information on “Getting started with RefWorks.”

### EndNote

Provided by the Web of Science Group, a Clarivate company. There are 2 versions available. Please note that the free version “ EndNote Basic” is not available anymore.

#### EndNote 21

- A subscription-based tool for individuals or site wide licences. [Endnote Help pages](#) include information sections on How to start, Installation and settings, and All training resources.

#### EndNote Web

- An EndNote 21 subscription is required for access. Initial activation is from within EndNote 21 desktop, then log in at the [Web version](#).

### Mendeley Reference Manager (Open source)

Mendeley Reference Manager is the new version of reference manager that replaced Mendeley in 2020. It is an open-source Citation Manager Tool offered by Elsevier, the parent company of Science Direct and Scopus.

- [Create a free account](#) download the [Mendeley Reference Manager](#) for desktop.
- Create in-text citations, footnotes, and bibliographies in Microsoft Word and LibreOffice with the [Mendeley citation plugin](#)
- Get access to the [Getting started with Mendeley Reference Manager](#)
- Visit the [Mendeley Support Center](#) for more information.

## Zotero (Open source)

[\*\*Zotero\*\*](#) is a free, easy-to-use tool to help you collect, organize, annotate, cite, and share research

- Zotero automatically senses research as you browse the web and organize your research any way you want
- Instantly creates references and bibliographies for any text editor with support for over 10,000 citation styles
- Co-write a paper with a colleague, distribute course materials to students, or build a collaborative bibliography. You can share a Zotero library with as many people you like, at no cost
- Visit the [\*\*Zotero Support pages\*\*](#) for more information.