Citations

Learn more about creating citations and citation management software.

- Creating Citations & Avoiding Plagiarism
- Citation Examples: APA
- Citation Examples: Chicago
- Citation Management Software

Creating Citations & Avoiding Plagiarism

What are citations?

Citations are addresses. They tell readers where to find a specific piece of research.

Think of a postal address. There are certain pieces of information that must be included and they must be presented in a certain order (*format*) so that a letter can find its destination. Postal addresses may vary slightly in different countries or regions, but in the end they all contain the same pieces of critical information. This can be compared to the slightly varied formats of different style guides for citations.

Citations provide basic information like **author**, **title**, **publisher** and **year of publication** that allow researchers to locate a particular piece of information.
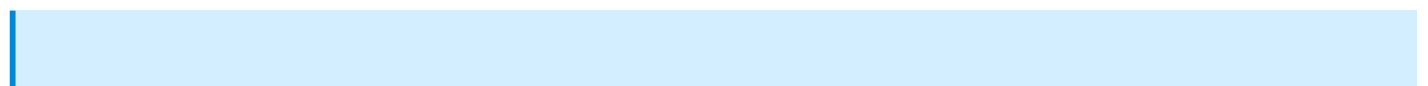
Why are citations needed?

When we use someone else's ideas, we use citations to tell others exactly where that idea came from.

Beyond giving someone else credit for their ideas (*attribution*), citations are critical for scholarly communication and knowledge creation because they allow researchers to trace the origins of and development of ideas over time.

How to write citations?

Just like addresses, citations have a very specific format, and different academic disciplines may have slightly different ways that they format citations; adopting the format from one of several style-guides.

APA

Read more

APA-style citations are outlined in the *Publication Manual of the American Psychological Association: the Official Guide to APA Style*, but the basic format is as follows:

```
Surname of Author(s), Initial of first name of Author(s).(Year of Publication). Title (Edition No.). Publisher. URL
```

Basic Example

Maesse, J., Pühringer, S., Rossier, T., & Benz, P. (Eds.). (2021). *Power and influence of economists: Contributions to the social studies of economics* (1st ed.). Routledge. https://doi.org/10.4324/9780367817084

[Further Examples](#)

Chicago

Read more

Chicago-style is outlined in *The Chicago Manual of Style (CMOS)*, but the basic format is as follows:

```
Surname of Author(s), First name of Author(s). Title. Publisher, Year of Publication. URL.
```

Basic Example

> **Hauke, Petra, Karen Latimer, and Robert Niess, eds.** *New Libraries in Old Buildings: Creative Reuse*. **De Gruyter, 2021.**
> **https://doi.org/10.1515/9783110679663.**

Further Examples

Plagiarism

What is plagiarism?

Plagiarism means presenting someone else's work, or your own previous work in the case of self-plagiarism, as your own. Plagiarism is intellectual theft and is regarded as academic misconduct.

Types of plagiarism

There are different types of plagiarism and all are serious violations of academic honesty.

- **Direct plagiarism:** the word-for-word transcription of part of someone else's work, without attribution and without quotation marks.
- **Mosaic Plagiarism** occurs when a student borrows phrases from a source without using quotation marks, or finds synonyms for the author's language while keeping to the same general structure and meaning of the original.
- **Self-plagiarism** occurs when a student submits his or her own previous work, or mixes parts of previous works.
- **Accidental plagiarism** occurs when a person neglects to cite their sources or unintentionally paraphrases a source by using similar words, groups of words without attribution.

Avoiding plagiarism

Plagiarism can be committed unintentionally. Make sure you always provide proper source references so that others can see which ideas are those of other authors.

Providing proper source references also enables other people to check these sources.

https://www.youtube.com/embed/Pmab92ghG0M

Additional Resources

Purdue OWL (Online Writing Lab)

The Online Writing Lab (OWL) at Purdue University in the US has been online since 1995 and is one of the most comprehensive sources available regarding style and citation. Indeed, it often has more information than the actual style guides due to the large number of examples available.

Citation Generators

If you have the information about an article or book, you can use one of the tools below to put it in the right format.

- ZoteroBib

  A tool for the quick generation of a citation using a URL, DOI, ISBN, arXiv ID, PMID, or title.

- KnightCite

  A tool from Calvin College's Hekman Library. Choose from MLA, APA, & Chicago citation styles.

- Citation Builder

  Another library created tool - this time from NC State University Libraries. It has is the most simplified of the tools - choose the type of resource you have, fill out the information, and then select either APA or MLA citation style. Click Submit. It is ready to copy & paste.

Thanks to the following sources for providing partial inspiration/content for this page: University Library Groningen.

Citation Examples: APA

Overview

APA-style citations are outlined in the *Publication Manual of the American Psychological Association: the Official Guide to APA Style*, but the basic format is as follows:

```
Surname of Author(s), Initial of first name of Author(s).(Year of Publication). Title (Edition No.). Publisher. URL
```

Generative Artificial Intelligence (AI)

Expand

If you decide to incorporate generative AI tools into your work, it's crucial to carefully consider how you give credit to and cite the results generated by these tools in your content. **Make sure to consult with your instructor before integrating AI into your coursework to ensure compliance with guidelines and expectations.**

> **Note:** For more information about using generative AI tools in your research, see Making the most of Generative AI (ChatGPT etc.).

> Please note that guidelines for working with generative AI are both new and changing quickly. It's always a good idea to check the website of the style guide for the latest information.

[APA: How to Cite ChatGPT](#) *Released April 7, 2023*

When including AI-generated content in your academic work using APA style, treat it as a product of an algorithm. Attribute authorship to the organisation that developed the AI model (e.g., credit OpenAI for ChatGPT).

Guidelines for APA Style Referencing in Undergraduate Assignments:

1. **In-Text Citations and Reference List:**
   - In-text citations are necessary for direct mentions of AI-generated content.
   - In the reference list, attribute authorship to the organisation behind the AI model.
2. **Integration into Research Description:**
   - Explain the use of AI tools in your research in the introduction or methods section.
   - Provide details about the prompts used to interact with the AI.
3. **Handling Text Passages:**
   - For brief AI-generated excerpts, incorporate them directly into your paper.
   - For longer responses, include relevant portions in the main text or direct readers to an appendix or online supplement for the complete content.

Following these guidelines ensures proper acknowledgment and referencing of AI-generated content in your academic writing.

Format

Author. (Date). *Name of tool* (Version of tool) [Large language model]. URL

In-text citation

(OpenAI, 2023)

Reference

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model].
https://chat.openai.com/chat

Books

Book/eBook (single author)

Author. (Year). *Title* (Edition). Publisher. DOI or URL.

In-text citation

(Kuhlmann, 2021)

Reference

Kuhlmann, S. (2021). *Public administration in germany*. Springer International Publishing. https://doi.org/10.1007/978-3-030-53697-8.

eBooks and DOIs

> If a book has a DOI (Digital Object Identifier), add this to the end of the reference. If the article does not have a DOI but does have an accessible URL, include this at the end of the reference instead. You can check to see if the book you are referencing has a DOI at Crossref.

Book/eBook (two authors)

For sources with two authors, include both surnames in your in-text citation and full reference, maintaining the source's name order:

In-text citation

(Smith & Johnson, 2015, p.8)

Reference

Smith, A., & Johnson, B. (2015). Strategies for Effective Business Management. Business Press.

Book/eBook (three to twenty authors)

For sources with three to twenty authors, cite the first author followed by 'et al' in the in-text citation. List all authors in the full reference, separating them with commas and using an ampersand before the last one:

In-text citation

(Jones et al., 2019)

Reference

Jones, M., Davis, R., Clark, P., & Brown, S. (2019). Enhancing Leadership Skills in Business Education. Journal of Business Education, 12(3), 245-260.

Book/eBook (more than twenty authors)

For sources with more than twenty authors, include only the first author followed by 'et al' in the in-text citation. List the first 19 authors in the full reference, separated by commas, followed by an ellipsis (…) and the final author:

In-text citation

(Williams et al., 2020)

Reference

Williams, C., Adams, E., Turner, G., Harris, M., Miller, J., Moore, K., …Taylor, R. (2020). Innovations in Business Research. Business Journal, 8, 112-125.

Book chapters

Chapter in an edited book

In-text citation

(Smith, 2020)

Reference

Smith, J. (2020). Innovations in Market Analysis. In K. Johnson & R. Anderson (Eds.), *Business Trends: Navigating the Future* (3rd ed., pp. 112-135). Horizon Publications.

Conferences

Conference Presentation

- Author of paper.
- Year of publication in citation, and full dates of the conference in the reference.
- Title of presentation in italics, with description of presentation type in square brackets.
- Name of conference.
- Location.
- If a link to the video of the presentation is available, add this to the end of the reference.

In-text citation

(Bird, 2019)

Reference

Bird, N. (2019, May 15-17). Strategies for Business Innovation: Exploring the Dynamics of Corporate Dispositions [Conference presentation]. BizInnovate 2019, Virtual Conference.

Data

Expand

- Author/Rights Holder.
- Year of publication.
- Title of dataset in italics.
- (Version number) and separate with a semi-colon.
- [Description of form, e.g. Data set or Data set and code book].
- Publisher.
- URL if available.

If you are citing published data, for example if it appears in a book or journal article, cite the publication rather than the data itself.

In-text citation

(ABC Business Summit, 2009)

Reference

ABC Business Summit. (2009). 2007 Business Insights Survey [Data file and code book]. ABC Publishing. http://abcbusinesssummit.org/datasets/

Journal articles

Expand

- Author (surname followed by initials).

- Year of publication (in round brackets).
- Title of article.
- Title of journal (in italics - capitalise first letter of each word in title, except for linking words such as and, of, the, for).
- Volume number (in italics) and, where applicable, part number, month, or season (in round brackets).
- Page numbers.
- DOI

In-text citation

(Smith, 2022)

Reference

Smith, J. (2022). Innovations in Business Strategies. International Business Symposium, 5(2), 45-56. https://doi:10.1234/ibs2022/innovations

Online video

Expand

Format

Creator. (Date). *Title*. [Video]. Site name. URL.

In-text citation

(MadeUp Business Conference, 2020)

Reference

MadeUp Business Conference. (2020). The MadeUp Business Conference experience. [Video]. YouTube. https://www.youtube.com/watch?v=YLxV5L6IaFA

Webpage

Format

Corporate or individual author. (Date). *Title*. URL.

In-text citation

(Fictional Business Conference, 2021)

Reference

Fictional Business Conference. (2021, August 6). Updates on Business Innovations.
https://www.fictionalbusinessconference.com/updates-business-innovations

Thanks to the following sources for providing partial inspiration/content for this page: University College London.

Citation Examples: Chicago

It is recommended to use **Citation Management Software** such as **Zotero** to store your sources and generate bibliographies.

Overview

Chicago-style is outlined in *The Chicago Manual of Style (CMOS)*, but the basic format is as follows:

Surname of Author(s), First name of Author(s). *Title.* Publisher, Year of Publication. URL.

Generative Artificial Intelligence (AI)

Expand

If you decide to incorporate generative AI tools into your work, it's crucial to carefully consider how you give credit to and cite the results generated by these tools in your content. **Make sure to consult with your instructor before integrating AI into your coursework to ensure compliance with guidelines and expectations.**

Note: For more information about using generative AI tools in your research, see Making the most of Generative AI (ChatGPT etc.).

Please note that guidelines for working with generative AI are both new and changing quickly. It's always a good idea to check the website of the style guide for the latest information.

[Chicago Manual of Style, Citing Content Developed or Generated by Artificial Intelligence,](#) *Released in spring 2023*

In Chicago style, when citing AI-generated content, **acknowledge the AI tool as the author**. You can include a note or parenthetical citation without listing it in your bibliography. Currently, Chicago advises treating AI content like private conversations, as shareable links are not typically available. Mention the prompt details in the text or as a footnote, and use the date of content generation in your citation. Note that guidance may evolve with new AI features.

Format

Author, Title, Publisher, Date, url for the tool.

Example (if information about the prompt has been included within the text of your paper)

Text generated by ChatGPT, OpenAI, March 7, 2023, https://chat.openai.com/chat.

Example (including information about the prompt)

ChatGPT, response to "Provide step by step instructions on how to build a house," OpenAI, March 7, 2023, https://chat.openai.com/chat.

Books/eBooks

Expand

Book (single author)

In-text citation

Use a superscript number (like this: ¹) in the text at the place where you are indicating that you are citing from a source.

> "There is a consistently high correlation between the voting patterns of parents and the eventual voting patterns of their children, as demonstrated by Miller and Hastings."[2]

Footnote

 #. Author's First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page.

> 2. Kathleen Thelen, *How Institutions Evolve: The Political Economy of Skills in Germany* (Cambridge: Cambridge University Press, 2004), 271.

Reference

Author's Last name, First name. *Title: Subtitle.* Edition. Place of publication: Publisher, date of publication.

> Thelen, Kathleen. *How Institutions Evolve: The Political Economy of Skills in Germany.* Cambridge: Cambridge University Press, 2004.

Book (two or three authors)

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> The *Seattle Advertiser* made some startling claims about interventions by corporate interests in the 2004 mayoral election.[1]

Footnote

 #. First author First name Last name and second author First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), Page.

> 1. Peter Gourevitch and James Shinn, *Political Power and Corporate Control: The New Global Politics of Corporate Governance* (New Jersey: Princeton University Press, 2005), 59.

Reference

First author Last name, First name, and second author First name Last name. *Title: Subtitle.* Edition. Place of publication: Publisher, Year of publication.

> Gourevitch, Peter, and James Shinn. *Political Power and Corporate Control: The New Global Politics of Corporate Governance.* New Jersey: Princeton University Press, 2005.

Book (more than three authors)

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> The theory that the Renaissance marked a radical break with previous history is now discounted by many, notably by Sadie Hawkins in her book *The Myth of the Renaissance.* [3]

Footnote

#. First author First name Last name et al., *Title: Subtitle* (Place of Publication: Publisher, Year of publication), Page.

> 3. Camilla de La Bédoyère et al., *A Brief History of Art* (London: Flame Tree Publishing, 2006), 101.

Reference

First Author Last name, First name, remaining authors' First name Last name. *Title: Subtitle*. Edition. Place of Publication: Publisher, Year of publication.

> De la Bédoyère, Camilla, Ihor Holubizky, Julia Kelly, Michael Kerrigan, James Mackay, William Matar, Tom Middlemos, Michael Robinson, and Iain Zaczek. *A Brief History of Art*. London: Flame Tree Publishing, 2006.

eBooks

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> Hartmann and Henderson have argued that the rate of infant mortality in fifth-century Athens has been considerably overestimated.[3]

Footnote

 #. Author(s) First name Last name, *Title: Subtitle* (Place of Publication: Publisher, Year), Edition. url (if available)/database name/device/format.

> 3. Lesley A. Beaumont, *Childhood in Ancient Athens: Iconography and Social History* (London: Routledge, 2012), https://ebookcentral.proquest.com/lib/ucd/detail.action?docID=1114632.

Reference

Author(s) Last name, First name. *Title: Subtitle*, edition . Place of Publication: Publisher, Year. url (if available)/database name/device/format.

> Beaumont, Lesley A. *Childhood in Ancient Athens: Iconography and Social History*. London: Routledge, 2012.

Note: If a book is available in print and online you must cite the version of the book you consulted for your work. Access dates are only included if no publication date information is available. Also note that a place of publication may not be available for an e-book. If this is the case, write "n.p." ("no place") where you would have recorded the place of publication.

Note: If you access your book on an eReader or other type of platform, insert that instead of the url (e.g. Kindle, Google Play Books, Apple Books etc.).

Note: Where page numbers are not available or where they change depending on the device used to view the eBook, the CMOS, 17th Edition advises including chapter numbers or section headings instead. If a scanned version of an original book is available online to read, this version is preferable for citation.

Book chapters

Expand

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

According to Michael Sheringham in *Restless Cities*, the rubbish or waste of a city can be seen as a sort of archive.[2]

Footnote

#. First Author(s) First name Initials Last name, "Title of Chapter," in *Book Title*, ed. First name Initials Last name of editor (Place of Publication: Publisher, Year of publication), Page.

> 2. Michael Sheringham, "Archiving," in *Restless Cities*, ed. Matthew Beaumont and Gregory Dart (London: Verson, 2010), 9.

Reference

Author(s) Last name, First name Initial(s). "Title of chapter." In *Book Title*, edited by First name Last name, Pages. Place of publication: Publisher, Year of publication.

> Sheringham, Michael. "Archiving." In *Restless Cities*, edited by Matthew Beaumont and Gregory Dart, 10-24. London: Verso, 2010.

Journal articles

Expand

Journal article (single author)

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> In this piece the concepts of justice, democracy and sustainability are explored in relation to climate change and health.[1]

Footnote

#. Author(s) First name Last name, "Title of Article," *Journal Title* Volume, Issue no. (Year): Page.

> *1. Marcus Barber, "Global Warming and the Political Ecology of Health: Emerging Crises and Systemic Solutions," The Australian Journal of Anthropology 21, no. 3 (2010): 390.*

Reference

Author(s) Last name, First name. "Title of Article." Journal Title Volume, Issue no. (Month Year): pages.

> *Barber, Marcus. "Global Warming and the Political Ecology of Health: Emerging Crises and Systemic Solutions." The Australian Journal of Anthropology 21, no. 3 (2010): 390 – 391.*

Journal article (two or three authors)

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> Morgan, Carswell, and Lamore argue that accusations of political correctness increase at times of economic insecurity.[3]

Footnote

#. Author(s) First name Last name, "Title of Article," Journal Title Volume, Issue no. (Year): Page.

> 3. Brendan Boyd, Laurence Teale, and Kai Takuma, "Where to Now for New Age Travellers?," Sociology of Subcultures 9, no. 1 (1997): 13.

Reference

First Author Last name, First name, remaining authors First name Last name. "Title of Article." Journal Title Volume, Issue no. (Year): pages.

> Morgan, Sylvia, Danny Carswell, and Lynda Lamore. "The Rise of Political Correctness in Post-War Britain." Twentieth Century Britain 25, no. 3 (2010): 412-416.

Journal article (more than three authors)

In-text citation

Use a superscript number (like this: [1]) in the text at the place where you are indicating that you are citing from a source.

> Virtue et al. have traced the dialectic between romanticism and anti-romanticism in Twain's thought.[3]

Footnote

#. Author(s) First name Last name et al., "Title of Article," Journal Title Volume, Issue no. (Month Year): Page.

> 3. Camilla de La Bédoyère et al., *A Brief History of Art* (London: Flame Tree Publishing, 2006), 101.

Reference

First Author(s) Last name, First name, remaining authors First name Last name. "Title of Article." Journal Title Volume, Issue no. (Month Year): pages.

> Virtue, Simon, Holly Wright, Dale Diamond, and Sheila Murphy. "Was Mark Twain a Nihilist?" American Literary Essays 3, no. 88 (1943): 13-27.

eJournal article

In-text citation

Use a superscript number (like this: ¹) in the text at the place where you are indicating that you are citing from a source.

> Sanderson estimates that most surviving game boards show evidence of at least five years' use.³

Footnote

#. Author(s) First name Last name, "Title of Article," Journal Title Volume, Issue no. (Month Year): page, doi/url/database name.

> 3. Lynda Mulvin and Steven E. Sidebotham, "Roman Game Boards from Abu Sha'ar (Red Sea Coast, Egypt)," *Antiquity* 78, no. 301 (2004): 604, https://doi.org/10.1017/S0003598X00113250.

Reference

Author(s) Last name, First name. "Title of Article." *Journal Title* Volume, Issue no. (Month Year): Pages. DOI/URL/Database name.

> Mulvin, Lynda, and Steven E. Sidebotham. "Roman Game Boards from Abu Sha'ar (Red Sea Coast, Egypt)." *Antiquity* 78, no. 301 (2004): 602-617. https://doi.org/10.1017/S0003598X00113250.

> **Note:** 17th edition of the CMOS advises to only include an access date if no publication date is provided. This is a change from the 16th edition.

> **Note:** Month of publication only needs to be included where given in source citation.

Artworks/Images

Expand

Note: The 17th Edition of the CMOS states that paintings, sculptures and photographs can normally be simply cited in the text, so long as full source details are given. A Footnote and or Bibliography entry is not a requirement. (**CMOS 14.235: Citing paintings, photographs, and sculpture**)

In-text citation

Use a superscript number (like this: ¹) in the text at the place where you are indicating that you are citing from a source.

In "The Woman with the Puppets," Gloag uses cool greys and blacks to portray a gently smiling woman, reclining on a draped sofa.[1]

Footnote

#. First name Creator/Artist(s) Last name, *Title*, Date of creation/completion, medium, dimensions (dimensions conversion), Location of work, URL/Database name.

1. Isobel Gloag, *The Woman with the Puppets*, 1915, oil on canvas, 64.5 x 82.5 cm (25.39 x 32.48 in), Huge Lane Gallery, Dublin, Ireland, http://emuseum.pointblank.ie/online_catalogue/work-detail.php?objectid=619.

Reference

Creator/Artist(s) Last name, First name. *Title*. Date of creation/completion. Medium, Dimensions (dimensions conversion). Location of work. URL/Database name.

> Gloag, Isobel. *The Woman with the Puppets*. 1915. Oil on canvas, 64.5 x 82.5 cm (25.39 x 32.48 in). Huge Lane Gallery, Dublin, Ireland. http://emuseum.pointblank.ie/online_catalogue/work-detail.php?objectid=619.

Including images in your work

Images should appear shortly after you mention them in your paper, and should be numbered (see figure 1).

Chicago style also states that "a brief statement of the source of an illustration, known as a credit line, is usually appropriate." (*CMOS 3.29: Sources and permissions*) Chicago style does not prescribe the exact format of this statement. **The style does not require that images included in a paper be included in the reference list.**

If you wish to include the image in your paper, it may be best to put a credit statement following the caption in the same format you would use for a footnote citation, including a statement of the license, copyright, or permission you are reproducing the image under. See the example below.

Example

Figure 1. The Bauhaus building in Dessau, Gunnar Klack, *Bauhaus Dessau, Gropiusallee Ecke Bauhausstraße, Dessau-Roßlau, Werkstättenflügel Foto aus Richtung Südosten,* 2020, Wikimedia Commons, https://commons.wikimedia.org/wiki/File:2020-09-18-Bauhaus-Dessau-Werkstattfluegel-Ecke-2.jpg. CC BY-SA 4.0.

In the example above the following elements:

Figure 1. The Bauhaus building in Dessau, Gunnar Klack, *Bauhaus Dessau, Gropiusallee Ecke Bauhausstraße, Dessau-Roßlau, Werkstättenflügel Foto aus Richtung Südosten,* 2020, Wikimedia Commons, https://commons.wikimedia.org/wiki/File:2020-09-18-Bauhaus-Dessau-Werkstattfluegel-Ecke-2.jpg. CC BY-SA 4.0.

correspond to:

Figure 1. Caption, Author/Creator, *Title,* Date, Publisher/website, URL. License.

Webpage

In-text citation

Use a superscript number (like this: ¹) in the text at the place where you are indicating that you are citing from a source.

> In this piece Hayden talks about the benefits of sea swimming, including a sense of togetherness with others in the water.[1]

Footnote

#. Author First name Last name, "Title of Web Page," Website Name or Publishing Organisation, publication date or last modified date, access date if no other date available, URL.

> 1. Meadhbh Hayden, "My Tips for Swimming in the Irish Sea," SpunOut.ie,   February 23, 2021, https://spunout.ie/voices/advice/my-tips-swimming-irish-sea.

Reference

Author Last name, First name. "Title of Web Page." Website name or Publishing organisation. Publication date or last modified date, year. Access date if no other date available. URL.

> Hayden, Meadhbh. "My Tips for Swimming in the Irish Sea." SpunOut.ie. February 23, 2021. https://spunout.ie/voices/advice/my-tips-swimming-irish-sea.

> **Note:** If no author is available, publishing organisation can be used instead. If neither are available, list the web page title first. Use the first word to choose where to place the reference in your alphabetical listing. Ignore articles such as "A", "The" or "An" when choosing the location.

> **Note:** Only provide an access date, if date published or last modified dates are unavailable.

> **Note:** Publishing organisation does not need to be included if it is the same body as the website name/title/author, as in the case above.

Thanks to the following sources for providing partial inspiration/content for this page: UCD Library - University College Dublin.

Citation Management Software

What is citation management software?

> " A reference manager supports researchers in performing three basic research steps: **searching, storing, and writing** [...]. It helps researchers find relevant literature, allows them to store papers and their bibliographic metadata in a personal database for later retrieval, and allows researchers to insert citations and references in a chosen citation style when writing a text.
>
> Fenner, Martin, Kaja Scheliga, and Sönke Bartling. 'Reference Management'. In *Opening Science*, edited by Sönke Bartling and Sascha Friesike, 125–37. Cham: Springer International Publishing, 2014. https://doi.org/10.1007/978-3-319-00026-8_8.

Citation managers can save researchers a lot of time, as well as help to reduce mistakes and avoid plagiarism.

- **Collecting Research**
  - Citation managers allow users to gather research materials from various sources. They can automatically save data from webpages, capture journal articles, and import PDFs directly into the library.
- **Organizing Information**
  - Researchers can organize their references using folders, tags, and notes. This helps in keeping track of important information and categorizing research materials for easier access.
- **Annotating Sources**
  - Citation managers provide tools for annotating and adding notes to documents within their library, which can be crucial for reviewing literature and making notes for future reference.

- **Citing Sources**
  - The software integrates with word processors like Microsoft Word, allowing for the easy insertion of citations and bibliographies in various styles, which is essential for writing research papers.

Zotero

Zotero is a popular free and open-source option among researchers that offers many features as well as extensions.

Using Zotero: A Sequenced Tutorial