

## General remarks

1. If citing an ancient text that existed before the invention of printing, reference it as a **Manuscript**.
2. Enter translators in the **Title supplement** field, e.g.: Translated by G. David and E. Mosbacher.
3. Some publishers use article numbers instead of issue and page numbers. In such cases, enter the article number in the **Issue** field.
4. When citing a single volume of a multivolume work, enter the title of the relevant volume.
5. Dates entered for **Conference Proceedings** must appear in the format dd.MM.yyyy – dd.MM.yyyy, e.g. 09.11.2014 - 11.11.2014.

This document can be accessed from the following FAQ article: <http://service.citavi.com/KB/a740/42020-cite-them-right-pears-shields-9th-ed.aspx>.

If you want to copy the example references into your Citavi project, please refer to the manual: [http://www.citavi.com/sub/manual4/en/index.html?wai\\_restoring\\_references.html](http://www.citavi.com/sub/manual4/en/index.html?wai_restoring_references.html)

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
1.1	<i>Printed books</i> <i>1 author</i>	Book	Bell (2010, p. 23)	Bell, J. (2010) <i>Doing your research project: A guide for first-time researchers in education, health and social science</i> . 5th edn. Maidenhead: Open University Press	
	<i>Two or three authors</i>	Book	Goddard and Barrett (2007)	Goddard, J. and Barrett, S. (2007) <i>The health needs of young people leaving care</i> . Norwich: University of East Anglia, School of Social Work and Psychosocial Studies	
	<i>More than three authors</i>	Book	Young <i>et al.</i> (2005)	Young, H.D., Freedman, R.A., Sandin, T. and Ford, A. (2005) <i>Sears and Zemansky's university physics</i> . 10th edn. San Francisco: Addison-Wesley	
	<i>Book with an editor</i>	Book, Edited	Prest (1987)	Prest, W.R. (ed.) (1987) <i>The Professions in early modern England</i> . London: Croom Helm	
	<i>Book with author(s) and editor(s)</i>	Collected works	Caroline (2007)	Caroline, N.L. (2007) <i>Nancy Caroline's emergency care in the streets</i> . Edited by Andrew N. Pollak, Bob Fellows and Mark Woolcock. Sudbury, Mass.: Jones and Bartlett	
1.2	<i>Boo with no author</i>	Book	<i>(Treasures of Britain and treasures of Ireland, 1990, p. 84)</i>	<i>Treasures of Britain and treasures of Ireland</i> (1990). London: Reader's Digest Association Ltd.	
	<i>Ebooks</i>	Book	Hramiak and Hudson (2011, pp. 36–39)	Hramiak, A. and Hudson, T. (2011) <i>Understanding learning and teaching in secondary schools</i> . Harlow: Pearson Longman	
	<i>Downloaded ebooks</i>	Book	(Adams, 1991, loc 876)	Adams, D. (1991) <i>Hitchhiker's guide to the galaxy</i> . Available at: <a href="http://www.amazon.co.uk/kindle-ebooks">http://www.amazon.co.uk/kindle-ebooks</a> (Accessed: 21 October 2014)	Citavi cannot distinguish between "Downloaded" and "Accessed".
1.3	<i>Audiobooks</i>	Book	Cunningham (2007)	Cunningham, A. (2007) <i>The making of modern medicine</i> . Bath, England: BBC Audiobooks. Available at: <a href="http://www.audiogo.com/uk">http://www.audiogo.com/uk</a> (Accessed: 18 March)	The <b>Audiobook</b> reference type has no field for online address in Citavi, so <b>Book</b> should be used

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				2013)	instead.
1.4	<i>Reprint editions</i>	Book	(David, 1968)	David, M. (1968) <i>Towards honesty in public relations</i> . Reprint, London: B.Y. Jove, 1990	
1.5	<i>Historical books in online collections</i>	Book	(Adam, 1764)	Adam, R. (1764) <i>Ruins of the palace of the Emperor Diocletian at Spalatro in Dalmatia</i> . London: Printed for the author	
1.6	<i>Ancient texts</i>	Book	Homer (1991)	Homer (1991) <i>The Iliad</i> . Translated by R. Fagles. Introduction and notes by B. Knox. London: Penguin Books	Use the <b>Title supplement</b> field for information such as "Introduction and notes by B. Knox."
1.7	<i>Translated books</i>	Book	Silone (1994)	Silone, I. (1994) <i>Fontamara</i> . Translated by G. David and E. Mosbacher. London: Redwords	Enter translation statements in the <b>Title supplement</b> field.
1.8	<i>Books in languages other than English</i>	Book	(Beauvoir, 1966)	Beauvoir, S. de (1966) <i>Les Belles Images</i> . Paris: Gallimard	
1.9	<i>Chapters of edited books</i>	Contribution in an edited book	Franklin (2012, p. 88)	Franklin, A.W. (2012) 'Management of the problem', in Smith, S.M. (ed.) <i>The maltreatment of children</i> . Lancaster: MTP Press, pp. 83–95	
1.10a	<i>Multi-volume works</i>	Book	Butcher's (1961b) guide ...	Butcher, R.W. (1961b) <i>A new illustrated British flora</i> (2 vols). London: Leonard Hill	
	<i>... citing a single volume</i>	Book	Butcher (1961a)	Butcher, R.W. (1961a) <i>A new illustrated British flora: Part 1: lycopodiaceae to salicaceae</i> (2 vols). London: Leonard Hill	
1.10b	<i>Chapters in multi-volume works</i>	Contribution in an edited book	(Jackson, 2000)	Jackson, G. (2000) 'Ports 1700-1840', in Clark, P. (ed.) <i>The Cambridge urban history of Britain: Vol. 2 1540-1840</i> . Cambridge: Cambridge University Press, pp. 705–731	
1.10c	<i>Collected works</i>	Collected works	(Jung, 1989-1995)	Jung, C.G. (1989-1995) <i>Gesammelte Werke</i> (24 vols). Olten: Walter-Verlag	
1.11	<i>Anthologies</i>	Book	West (1989)	West, C. (compiler and illustrator) (1989) <i>The beginner's book of bad behaviour</i> . London: Beaver Books	Add roles (here: compiler and illustrator) in round brackets in the <b>Suffix</b> field in the author editor.
	<i>a line of a poem/prayer</i>	Contribution in ... book, edited	(Belloc, 1989, p. 89)	Belloc, H. (1989) 'Jim', in West, C. (compiler and illustrator) <i>The beginner's book of bad behaviour</i> . London: Beaver Books, pp. 88–92	
1.12	<i>Lines within plays</i>	Collected works	(Shakespeare, 1980, 1.2: 177)	Shakespeare, W. (1980) <i>Hamlet</i> . Edited by T. J. B. Spencer. London: Penguin	To add line information in a citation, enter the line, colon, and page number as the <b>Other</b> Numbering type. It is not possible in Citavi to add

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
1.13	<i>Bibliographies</i>	Book	Ushpol (1958)	Ushpol, R. (1958) <i>Select bibliography of South African autobiographies</i> . Cape Town: University of Capetown, School of Librarianship	line information so that it appears in the reference list.
1.14	<i>Reference books</i>	Book	<i>A dictionary of English manuscript terminology</i> , 2008 (2008, p. 171)	Beal, P. (2008) 'Folio', in <i>A dictionary of English manuscript terminology: 1450 to 2000</i> . Oxford: Oxford University Press	This example reference was added as a Contribution in an edited book.
		Edited book	( <i>Collins beginner's German dictionary</i> , 2008, p. 21)	<i>Collins beginner's German dictionary</i> (2008). New York: Collins	
1.15	<i>Online reference books,</i> ... <i>printed book made available online</i>	Contribution in ... book, edited	(Rose, 2007, p. 19)	Rose, M.R. (2007) 'Adaptation', in Levin, S.A. (ed.) <i>Encyclopedia of biodiversity</i> . Amsterdam: Elsevier, pp. 17–23	
	... <i>printed reference work that is being updated online</i>	Contribution in ... book, edited	(Badash, 2008)	Badash, L. (2008) 'Rutherford, Ernest, Baron Rutherford of Nelson (1871-1937)', in <i>Oxford dictionary of national biography</i> (2004). Available at: <a href="http://www.oxforddnb.com/view/article/35891">http://www.oxforddnb.com/view/article/35891</a> (Accessed: 25 January 2013)	Enter the update year in the <b>Original publication</b> field for the contribution.
1.16a	<i>The Bible</i>	Edited Book	(Matthew 5: 3-12)	Matthew 5: 3-12, Holy Bible. New International Edition	Enter <i>Bible</i> in the <b>Custom field 1</b> field.
1.16b	<i>The Torah</i>	Edited Book	(Shernot 3: 14)	Torah. Shernot 3: 14	
1.16c	<i>The Qur'an</i>				
1.17	<i>Atlases</i>	Book	( <i>The Times comprehensive atlas of the world</i> , 2011, p. 201)	<i>The Times comprehensive atlas of the world</i> (2011) 13th edn. London: Times Books	
1.18	<i>Pamphlets</i>	Book	(Bradley, 1994)	Bradley, M. (1994) <i>CD-ROMs: how to set up your workstation</i> . London: ASLIB	
1.19	<i>Exhibition catalogues</i>	Conference proceedings	Urbach (2007, p. 8)	Urbach, P. (2007) <i>Reform! Reform! Reform!</i> Exhibition held at the Reform Club, London 2005-2006 and at Grey College, Durham University, March 2007 [Exhibition catalogue]	Enter the exhibit location and date(s) and [Exhibition catalogue] in the <b>Title supplement</b> field.
2.1	<i>Journal articles</i>	Journal article	(Norrie et al., 2012)	Norrie, C., Hammond, J., D'Avray, L., Collington, V. and Fook, J. (2012) 'Doing it differently? A review of literature on teaching reflective practice across health and social care professions', <i>Reflective Practice</i> , 13(4), pp. 565–578	

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
	... with doi	Journal article	Sharizi's review article (2010)	Shirazi, T. (2010) 'Successful teaching placements in secondary schools: Achieving QTS Practical Handbooks', <i>European Journal of Teacher Education</i> , 33(3), pp. 323–326. doi: 10.1080/02619761003602246	
2.2	Magazine articles	Journal article	Blechter discusses ... (2012, p. 9)	Bletcher, K. (2012) 'Matters of the heart', <i>Heart Matters</i> (August/September), pp. 9–11	Enter months in the <b>Issue number</b> field.
3	Newspaper articles	Newspaper article	(Mansell and Bloom, 2012)	Mansell, W. and Bloom, A. (2012) '£10,000 carrot to tempt physics experts', <i>The Guardian</i> , 20 June, p. 5	
	... with edition for local newspapers	Newspaper article	(Old, 2012)	Old, D. (2012) 'House price gloom', <i>Evening Chronicle</i> (Newcastle edn), 26 June, p. 25	
	... no author	Newspaper article	( <i>The Times</i> , 2012, p. 7)	<i>The Times</i> (2012) 'Bank accounts', 14 June, p. 7	
4.1	Full conference proceedings	Conference proceedings	(Institute for Small Business Affairs, 2000)	Institute for Small Business Affairs (2000) <i>Small firms: adding the spark. the 23rd ISBA national small firms policy and research conference</i> . Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs	Enter the conference dates using the format dd.MM.yyyy - dd.MM.yyyy
4.2	Individual conference Papers	Contribution in conference proceedings	Cook (2000)	Cook, D. (2000) 'Developing franchised business in Scotland', <i>Small firms: adding the spark, the 23rd ISBA national small firms policy and research conference</i> , Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, pp. 127–136	
4.3	Papers from conference proceedings published in the internet	Contribution in conference proceedings	(Mendes and Romão, 2011)	Mendes, L. and Romão, T. (2011) 'Children as teachers', <i>Proceedings of the 8th international conference on advances in computer entertainment technology</i> , Lisbon, Portugal, 8-11 November. doi: 10.1145/2071423.2071438	
5.1	Theses	Thesis	Parsons (2011)	Parsons, J.D. (2011) <i>Black holes with a twist</i> . PhD thesis. Durham University. Available at: <a href="http://etheses.dur.ac.uk/846">http://etheses.dur.ac.uk/846</a> (Accessed: 14 August 2012)	
		Thesis	Tregear (2001)	Tregear, A.E.J. (2001) <i>Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history</i> . Unpublished PhD thesis. Newcastle University	
5.2	Tutors' handouts	Manuscript	(Hadley, 2013)	Hadley, S. (2013) 'Biomechanics: introductory readings'. University of Cumbria. Unpublished	Enter the module code and module title in the <b>Additions</b> field. Enter the institution in the <b>Title supplement</b> field. Enter the publication status (here: Unpublished) in the <b>Original publication</b> field.

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
5.3	<i>Students' own work</i>	Manuscript	(Sanders, 2012)	Sanders, M. (2012) 'An examination of the factors influencing air routes and the siting in international airports'. City University. Unpublished essay	
5.4	<i>Internal reports</i>	Unpublished work	(Harris, 2013)	Harris, G. (2013) <i>Focus group recommendations</i> . Internal LGU report. Unpublished	Enter the internal report information in the <b>Title supplement</b> field.  Enter the the publication status (here: Unpublished) in the <b>Additions</b> field.
5.5	<i>Confidential information</i>	Varies	([Placement hospital], 2012)	[Placement hospital] (2012) <i>[Placement hospital] examination criteria for elderly patients</i> . London: [Placement hospital]	Enter the anonymised information in square brackets in the corresponding fields in Citavi.
6.1	<i>Learning environments: Tutor's lecture notes</i>	Internet document	(Hollis, 2008)	Hollis, K. (2008) 'Week 7: dissertation preparation materials'. <i>HIST 4271: Research methods for MA History</i> . Available at: <a href="http://duo.dur.ac.uk/">http://duo.dur.ac.uk/</a> (Accessed: 21 June 2012)	Enter the module code and module title in the <b>Series title</b> field.
6.2	... <i>PowerPoint-Presentations</i>	Internet document	(Booth, 2011)	Booth, L. (2011) 'History of radiography' [PowerPoint presentation]. <i>MISR4004: Patient care skills: an introduction to human sciences</i> . Available at: <a href="https://mylearning.cumbria.ac.uk/">https://mylearning.cumbria.ac.uk/</a> (Accessed: 7 August 2012)	Enter <i>[PowerPoint Presentation]</i> in the <b>Title supplement</b> field.
6.3	... <i>Journal articles</i>	Journal article	(Bright, 2003, p. 262)	Bright, M. (2003) 'The advance of learning', <i>Journal of Ideas</i> , 46(2), pp. 259–277. <i>EDUC 1037: E-learning in the classroom</i> . Available at: <a href="http://duo.dur.ac.uk/">http://duo.dur.ac.uk/</a> (Accessed: 23 July 2012)	Enter the module code and module title in the <b>Additions</b> .
6.4	<i>Learning support materials</i>	Internet document	(University of Cumbria, Library and Student Services, 2012)	University of Cumbria, Library and Student Services (2012) 'Skills evaluation tools'. <i>Skills@cumbria: assess your skills</i> . Available at: <a href="https://mylearning.cumbria.ac.uk/">https://mylearning.cumbria.ac.uk/</a> (Accessed: 18 July 2012)	Enter the title of the support/skills module in the <b>Series title</b> field.
6.5	<i>Text extracts from books digitised for use in VLEs</i>	Contribution in an edited book	(Fenwick, 2007)	Fenwick, H. (2007) 'The Human Rights Act', in <i>Civil liberties and human rights</i> . London: Routledge Cavendish, pp. 157–298. <i>LAW 1032: Legal skills</i> . Available at: <a href="http://duo.dur.ac.uk/">http://duo.dur.ac.uk/</a> (Accessed: 7 September 2012)	
6.6	<i>Messages from course discussions boards</i>	Internet document	(Thomas, 2008)	Thomas, D. (2008) 'Word count and referencing style'. <i>Frequently Asked Questions discussion board</i> , in <i>PHYS 2011: Housing Studies</i> . Available at: <a href="http://duo.dur.ac.uk/">http://duo.dur.ac.uk/</a> (Accessed: 14 October 2012)	Enter the module code and module title in the <b>Additions</b> field.
7.1	<i>Books in digital repositories</i>	Varies	(Cook and Crang, 1995)	Cook, I. and Crang, M. (1995) <i>Doing ethnographies</i> . Norwich: Geobooks	Reference books and journal articles in repositories as you would print versions.

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7.2	<i>Conference papers in digital repositories</i>	Contribution in conference proceedings	Price (2001)	Price, P.B. (2001) 'Life in solid ice?' <i>Workshop on life in ancient ice</i> . Westin Salishan Lodge, Gleneden Beach, Oregon, 30 June to 2 July 2001	Please note: In rule 4.1 the authors define another date format.
7.3	<i>Prepublication journal articles online or in digital repositories</i>	Journal article	Jeon, Lee and Park (2012)	Jeon, I., Lee, K. and Park, J.-H. (2012) 'Ramond-Ramond cohomology and O (D,D) T-duality'. To be published in <i>Journal of High Energy Physics</i> [Preprint]. Available at: <a href="http://arxiv.org/abs/1206.3478">http://arxiv.org/abs/1206.3478</a> (Accessed: 24 August 2012)	Enter <i>Preprint</i> in the <b>issue</b> field.
8.1	<i>Web pages with individual authors</i>	Internet document	Burton (2012)	Burton, P.A. (2012) <i>Castles of Spain</i> . Available at: <a href="http://www.castlesofspain.co.uk/">http://www.castlesofspain.co.uk/</a> (Accessed: 14 October 2012)	
8.2	<i>Web pages with organisations as authors</i>	Internet document	(National Health Service, 2012)	National Health Service (2012) <i>Check your symptoms</i> . Available at: <a href="http://www.nhsdirect.nhs.uk/checksymptoms">http://www.nhsdirect.nhs.uk/checksymptoms</a> (Accessed: 17 October 2012)	
8.3	<i>Web pages with no authors</i>	Internet document	( <i>Palladio's Italian villas</i> , 2005)	<i>Palladio's Italian villas</i> (2005). Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> (Accessed: 23 August 2012)	
8.4	<i>Web pages with no authors or titles</i>	Internet document	(newmediarepublic.com, 2012)	<a href="http://www.newmediarepublic.com/dvideo/compression.html">http://www.newmediarepublic.com/dvideo/compression.html</a> (2012) (Accessed: 14 July 2012)	
8.5	<i>Web pages with no dates</i>	Internet document	(newmediarepublic.com, no date)	<a href="http://www.newmediarepublic.com/dvideo/compression.html">http://www.newmediarepublic.com/dvideo/compression.html</a> (no date) (Accessed: 16 July 2012)	
8.6	<i>Blogs</i>	Internet document	Nick Robinson (2012) noted	Robinson, N. (2012) 'Cameron Direct'. <i>Nick Robinson's newslog</i> , 4 June (Accessed: 11 October 2012)	Enter the date of the blog post in the <b>Last update</b> field.
8.7	<i>Wikis</i>	Internet document	('Thomas Telford', 2012)	'Thomas Telford' (2012). Available at: <a href="http://en.wikipedia.org/wiki/Thomas_Telford">http://en.wikipedia.org/wiki/Thomas_Telford</a> (Accessed: 11 September 2012)	
8.8a	<i>Facebook</i>	Internet document	( <i>Tynemouth outdoor pool</i> , 2012)	<i>Tynemouth outdoor pool</i> (2012), 29 August. Available at: <a href="http://www.facebook.com/">http://www.facebook.com/</a> (Accessed: 31 August 2012)	Enter the date of the post in the <b>Last update</b> field.
8.8b	<i>Twitter</i>	Internet document	(Fry, 2012)	Fry, S. (2012), 13 January. Available at: <a href="http://twitter.com/stephenfry">http://twitter.com/stephenfry</a> (Accessed: 18 December 2012)	Enter the date of the post in the <b>Last update</b> field.
9	<i>CD-ROMs</i>	Software	( <i>World development indicators</i> , 2002)	<i>World development indicators</i> (2002) [CD-ROM]: The World Bank Group	

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
10.1	<i>Computer games</i>	Software	(Blizzard Entertainment, 2007)	Blizzard Entertainment (2007) <i>World of Warcraft</i> [Computer game]. Available at: <a href="http://us.blizzard.com/en-us/games/wow">http://us.blizzard.com/en-us/games/wow</a> (Accessed: 12 December 2012)	Enter <i>Computer game</i> or <i>Computer program</i> in the <b>Storage medium</b> field.  Citavi cannot distinguish between "Downloaded" and "Accessed".
10.2	<i>Computer programs</i>	Software	(TechSmith Corporation, 2012)	TechSmith Corporation (2012) <i>Camtasia Studio</i> (Version 3) [Computer program]. Available at: <a href="http://techsmith.com/download.html">http://techsmith.com/download.html</a> (Accessed: 21 June 2012)	
11.1	<i>Research reports</i>	Internet document	(Bradshaw <i>et al.</i> , 2008, p. 32)	Bradshaw, J., Middleton, S., Davis, A., Oldfield, N., Smith, N., Cusworth, L. and Williams, J. (2008) <i>A minimum income standard for Britain: what people think</i> . Available at: <a href="http://www.jrf.org.uk/sites/files/jrf/2226-income-poverty-standards.pdf">http://www.jrf.org.uk/sites/files/jrf/2226-income-poverty-standards.pdf</a> (Accessed: 3 July 2012)	
11.2	<i>Company annual reports</i>	Internet document	(BSkyB Ltd., 2011)	BSkyB Ltd. (2011) <i>Annual report 2001</i> . Available at: <a href="http://annualreview2011.sky.com/_assets/downloads/PDF/SKYAnnRep2011/Full_Annual_Report_2011.pdf">http://annualreview2011.sky.com/_assets/downloads/PDF/SKYAnnRep2011/Full_Annual_Report_2011.pdf</a> (Accessed: 8 January 2013)	
11.3	<i>Market research reports</i>	Unknown	Mintel Oxygen (2011)	Mintel Oxygen (2011) 'Car insurance UK'. Available at: <a href="http://academic.mintel.com/">http://academic.mintel.com/</a> (Accessed: 5 January 2013)	
11.4	<i>Financial reports</i>	Unknown	(Bureau van Dijk, 2012)	Bureau van Dijk (2012) 'BT Group plc company report'. Available at: <a href="http://fame.bvdep.com/">http://fame.bvdep.com/</a> (Accessed: 5 January 2013)	
12.1	<i>Legal Material Papers: House of Commons and House of Lords</i>	Book	(Parliament, House of Commons, 1999b)	Parliament, House of Commons (1999b) <i>Criminal justice: working together, Session 1999-2000</i> . (HC 1999-2000 29). London: The Stationery Office	Enter paper numbers in the <b>Additions</b> field.
12.2	<i>Hansard</i>				Could not be displayed as requested by the authors.
12.3	<i>Bills: House of Commons and House of Lords</i>	Book	(Parliament, House of Commons, 1999a)	Parliament, House of Commons (1999a) <i>Transport Bill</i> . (Bills 1999-2000 8). London: The Stationery Office	Enter paper numbers in the <b>Additions</b> field.
12.4	<i>UK statutes (Acts of Parliament), post 1963</i>	Statute	( <i>Health and Social Care Act 2012</i> )	<i>Health and Social Care Act 2012, c. 7</i> . Available at: <a href="http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted">http://www.legislation.gov.uk/ukpga/2012/7/contents/enacted</a> (Accessed: 23 August 2012)	Enter the chapter (here: c.7) in the <b>Additions</b> field.

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12.5	<i>Statutory Instruments</i>	Statute	<i>Terrorism (United Nations Measures) Order 2001</i>	<i>Terrorism (United Nations Measures) Order 2001</i> (SI 2001/3365). Available at: <a href="http://www.legislation.gov.uk/uklsi/2001/3365/contents/made">http://www.legislation.gov.uk/uklsi/2001/3365/contents/made</a> (Accessed: 23 December 2012)	Enter the SI year and number in the <b>Source</b> field.
12.6a	<i>Acts of the Scottish Parliament</i>	Statute	<i>(Budget (Scotland) Act 2004)</i>	<i>Budget (Scotland) Act 2004</i> (asp 2). Available at: <a href="http://www.legislation.gov.uk/asp/2004/2/contents">http://www.legislation.gov.uk/asp/2004/2/contents</a> (Accessed: 29 August 2012)	For Acts of the post-devolution Scottish Parliament, enter the asp number in the <b>Source</b> field.
12.6b	<i>Scottish Statutory Instruments (SSIs)</i>	Statute	<i>(Tuberculosis (Scotland) Order 2005)</i>	<i>Tuberculosis (Scotland) Order 2005</i> , SSI 2005/434. Available at: <a href="http://www.legislation.gov.uk/ssi/2005/434/contents/made">http://www.legislation.gov.uk/ssi/2005/434/contents/made</a> (Accessed: 29 August 2012)	Enter the SSI number in the <b>Abbreviation</b> field.
12.6c	<i>Acts of the Northern Ireland Assembly</i>	Statute	<i>(Ground Rents Act (Northern Ireland) 2001)</i>	<i>Ground Rents Act (Northern Ireland) 2001</i> . Available at: <a href="http://www.legislation.gov.uk/nia/2001/5/contents">http://www.legislation.gov.uk/nia/2001/5/contents</a> (Accessed: 29 August 2012)	
12.6.d	<i>Statutory Rules of Northern Ireland</i>	Statute	<i>(Smoke Flavourings Regulations (Northern Ireland) 2005)</i>	<i>Smoke Flavourings Regulations (Northern Ireland) 2005</i> , SR 2005/76. Available at: <a href="http://www.legislation.gov.uk/nisr/2005/76/contents/made">http://www.legislation.gov.uk/nisr/2005/76/contents/made</a> (Accessed: 29 August 2012)	Enter the SR year/number in the <b>Abbreviation</b> field.
12.6e	<i>National Assembly for Wales legislation</i>	Statute	<i>(NHS Redress (Wales) Measure 2008)</i>	<i>NHS Redress (Wales) Measure 2008</i> (nawm 1). Available at: <a href="http://www.legislation.gov.uk/mwa/2008/1/2008-07-09">http://www.legislation.gov.uk/mwa/2008/1/2008-07-09</a> (Accessed: 29 August 2012)	Enter the nawm number in the <b>Source</b> field.
12.7	<i>Law Commission reports and consultation papers</i>	Book	(Law Commission, 2001)	Law Commission (2001) <i>Double Jeopardy and Prosecution Appeals</i> . (Law Com No 267, Cm 5048). London: The Stationery Office	Enter the number of the report or consultation paper or the Command Paper number in the <b>Series Title</b> field (here: Law Com No 267) and <b>Volume in the series</b> (here: Cm 5048).
12.8	<i>Legal cases</i>				Could not be displayed as requested by the authors.
13.1	<i>Command Papers</i>	Book	(Lord Chancellor's Department, 1999)	Lord Chancellor's Department (1999) <i>Government policy on archives</i> . London: The Stationery Office (Cm 4516)	Enter the paper number (here: CM 4516) in brackets in the <b>Publisher</b> field.
13.2	<i>Departmental publications</i>	Unpublished work	(Ministry of Justice, 2007)	Ministry of Justice (2007) <i>Sentencing statistics (annual)</i> . Available at: <a href="http://www.justice.gov.uk/publications/sentencingannual.htm">http://www.justice.gov.uk/publications/sentencingannual.htm</a> (Accessed: 3 June 2013)	
14	<i>Publications of international Organisations</i>	Internet document	International Chamber of Commerce, Commission for Air Transport (2010)	International Chamber of Commerce, Commission for Air Transport (2010) <i>The need for greater liberalization in international air transport</i> . Available at: <a href="http://www.iccwbo.org/%20Advocacy-Codes-and-Rules/Document-centre/2009/The-need-for-greater-liberalization-of-international-air-transport">http://www.iccwbo.org/%20Advocacy-Codes-and-Rules/Document-centre/2009/The-need-for-greater-liberalization-of-international-air-transport</a> (Accessed: 9 December 2013)	



Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
		Book	United Nations (2011)	United Nations (2011) <i>Yearbook of the United Nations, 2007 vol. 61</i> . New York: United Nations Department of Public Information	
15	<i>European Union (EU) publications</i>	Book	(European Commission, 2003)	European Commission (2003) <i>Making globalisation work for everyone</i> . Luxembourg: Office of Official Publications of the European Communities	
16.1	<i>British Standards</i>	Standard	(British Standards Institution, 1989)	British Standards Institution (1989) <i>BS5268-7.4: Structural use of timber: ceiling binders</i> . London: British Standards Institution	
16.2	<i>Patents</i>	Patent	Padley (2012)	Padley, S. (2012) <i>Radiator isolating valve</i> . UK Intellectual Property Office Patent no. GB2463069	Citavi does not offer the <b>Online address</b> and <b>Access date</b> fields for the Patent reference type.
16.3	<i>Scientific datasets</i>	Journal article	(Ralchenko <i>et al.</i> , 2009)	Ralchenko, Y., Kramida, A.E., Reader, J. and NIST ASD Team (2009) 'Na levels holdings'. Available at: <a href="http://physics.nist.gov/asd3">http://physics.nist.gov/asd3</a> (Accessed: 2 August 2012)	Leave the <b>Journal name</b> field empty.
16.4	<i>Requests For Comments</i>	Internet document	(Hoffman and Harris, 2006)	Hoffman, P. and Harris, S. (2006) <i>The Tao of IETF: a novice's guide to the Internet Engineering Task Force</i> . Nos: FYI 17 and RFC 4677. Available at: <a href="http://tools.ietf.org/html/rfc4677">http://tools.ietf.org/html/rfc4677</a> (Accessed: 20 October 2012)	Enter the document number in <b>Title Supplement</b> field.
16.5	<i>Mathematical equations</i>	Journal article	Fradelizi and Meyer (2008, p. 1449)	Fradelizi, M. and Meyer, M. (2008) 'Some functional inverse Santaló inequalities', <i>Advances in Mathematics</i> , 218(5), pp. 1430–1452. doi: 10.1016/j.aim.2008.03.013	
16.6	<i>Graphs</i>	Book	(Day and Gastel, 2006, p. 95)	Day, R.A. and Gastel, B. (2006) <i>How to write and publish a scientific paper</i> . Cambridge: Cambridge University Press	Page numbers or figure numbers for graphs (and the word "graph") cannot be added to the reference list.
17.1	<i>Book reviews</i>	Journal article	Darden (2007)	Darden, L. (2007) 'New cell research'. Review of <i>Discovering cell mechanisms: the creation creation of modern cell biology</i> , by William Bechtel, <i>Journal of the History of Biology</i> , 40(1), pp. 185–187	Enter <i>Review of</i> , the title of the work in italics, and the author of the work being reviewed in the <b>Title Supplement</b> field.
17.2	<i>Drama Reviews</i>	Newspaper article	(Billington, 2008, p. 19)	Billington, M. (2008) 'The main event'. Review of <i>On the rocks</i> , by D. H. Lawrence, <i>The Guardian</i> (Review section), 5 July, p. 19	Enter <i>Review of</i> , the title in italics, the author, and the performance details of the drama reviewed in the <b>Title Supplement</b> field.  Enter <i>Review section</i> in the <b>Edition</b> field.
17.3	<i>Film Reviews (magazine)</i>	Newspaper article	Barnes (1989)	Barnes, L. (1989) 'Citizen Kane'. Review of <i>Citizen Kane</i> , directed by Orson Welles (RKO), <i>New Vision</i> , 9 October, pp. 24–25	

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
	...(internet)	Internet document	Parsons (2010)	Parsons, T. (2010) <i>A rosebud by any other name</i> . Review of <i>Citizen Kane</i> , directed by Orson Welles. Available at: <a href="http://www.imdb.com/title/tt0033467/reviews?start=210">http://www.imdb.com/title/tt0033467/reviews?start=210</a> (Accessed: 5 July 2012)	
17.4	Reviews of musical performances	Newspaper article	Hickling (2008)	Hickling, A. (2008) 'The opera'. Review of <i>Don Giovanni</i> , by Mozart, New Vic, Newcastle-under-Lyme, <i>The Guardian</i> (Review section), 5 July, p. 19	Enter <i>Review of</i> , the title in italics, the author, and the performance details of the drama reviewed in the <b>Title Supplement</b> field.  Enter <i>Review section</i> in the <b>Edition</b> field.
18.1	Exhibitions	Conference proceedings	( <i>Pre-Raphaelites: Victorian Avant-Garde</i> , 2012)	<i>Pre-Raphaelites: Victorian Avant-Garde</i> (2012) [Exhibition]. Tate Britain, London. 12 September 2012 - 13 January 2013	Enter <i>Exhibition</i> in the <b>Additions</b> field.
18.2	Paintings/Drawings	Book	Coello (1664)	Coello, C. (1664) <i>The triumph of St Augustin</i> [Oil on canvas]. Museo del Prado, Madrid	Enter the medium in square brackets in the <b>Title Supplement</b> field.
	... online	Internet document	Dali (1958)	Dali, S. (1958) <i>Madonna</i> [Oil on canvas]. Available at: <a href="http://www.oxfordartonline.com/">http://www.oxfordartonline.com/</a> (Accessed: 9 July 2012)	Enter the medium in square brackets in the <b>Title Supplement</b> field.
18.3a	Sculpture	Book	(Rodin, 1886)	Rodin, A. (1886) <i>The lovers</i> [Sculpture]. Private collection	Enter the medium in square brackets in the <b>Title Supplement</b> field.
18.3b	Statues	Book	(Melton, 2000)	Melton, S. (2000) <i>Admiral Sir Bertram Home Ramsey</i> [Statue]. Dover Castle, Kent, England, GPS coordinates: 51° 7' 36.29 " N, 1° 19' 26.22" E. (Viewed: 8 August 2012)	Enter the location (and/or GPS coordinates, if available) in the <b>Place of Publication</b> field. Enter the date viewed in brackets in the <b>Publisher</b> field.
18.3c	War memorials	Book	(Leong Swee Lim, 1967)	Leong Swee Lim (1967) <i>Civilian War Memorial</i> . War Memorial Park, Beach Road, Singapore, GPS coordinates: 1° 17' 32.91" N, 103° 51' 11.11" E. (Viewed: 4 February 2012)	Enter the location (and/or GPS coordinates, if available) in the <b>Place of Publication</b> field. Enter the date viewed in brackets in the <b>Publisher</b> field.
18.4a	Inscriptions on monuments				Could not be displayed as requested by the authors.
	... on statues	Book	Herbert (2000)	Herbert, A.P. (2000) <i>Inscription on statue to Admiral Bertram Home Ramsey</i> . Dover Castle, Kent, England (Viewed: 8 August 2012)	

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
	... on buildings	Book	Lewis (2004)	Lewis, G. (2004) <i>Inscription on Wales Millenium Centre</i> . Cardiff Bay, Cardiff, Wales (Viewed: 8 August 2012)	
18.5a	Installations/exhibits	Conference proceedings	Tracey Emin (1999)	Emin, T. (1999) <i>My bed</i> [Installation]. Tate Gallery, London, 31 October 2000	Enter <i>Installation</i> or <i>Exhibit</i> in square brackets in the <b>Title Supplement</b> field.
18.5b	Graffiti	Conference proceedings	( <i>Marty u dare!</i> , 2012)	<i>Marty u dare!</i> (2012) [Graffiti]. 3 Westland Street, Londonderry, Northern Ireland. 27 June 2012	Enter <i>Graffiti</i> in square brackets in the <b>Title Supplement</b> field.
18.6a	Prints or slides	Book	(Thomas, 2003)	Thomas, T. (2003) <i>Redevelopment in Newcastle</i> [Photograph]. Newcastle upon Tyne: Then & Now Publishing	Enter the medium in square brackets in the <b>Title Supplement</b> field.
18.6b	Photographs from the internet	Internet document	(Kitto, 2008)	Kitto, J. (2008) <i>Golden sunset</i> . Available at: <a href="http://www.jameskitto.co.uk/photo_1827786.html">http://www.jameskitto.co.uk/photo_1827786.html</a> (Accessed: 14 June 2012)	
18.6c	Photographs in online collections	Internet document	Solar ikon (2012)	Solar ikon (2012) <i>Green onion</i> . Available at: <a href="http://www.tumblr.com/tagged/food">http://www.tumblr.com/tagged/food</a> (Accessed: 13 June 2012)	See 18.6b
18.6d	Medical images	Internet document	The X-ray and scan (2013)	<i>The spine</i> (2013). Available at: <a href="http://www.anatomy.tv/new_home.aspx">http://www.anatomy.tv/new_home.aspx</a> (Accessed: 28 July 2013)	See 18.6b
18.7	Packaging	Book	(Mars Incorporated, 2013)	Mars Incorporated (2013) <i>Mars Bar</i> [Wrapper]	Enter the medium in square brackets in the <b>Title Supplement</b> field.
18.8	Book illustrations, figures, diagrams, logos and tables	Book	(Strong, 1990, pp. 62–63)	Strong, R. (1990) <i>Lost treasures of Britain</i> . London: Viking	Page references (and the words 'illus./fig./diagram/logo/table') cannot be added to the reference list.
18.9	Cartoons	Newspaper article	Steve Bell (2008)	Bell, S. (2008) 'Don't let this happen' [Cartoon], <i>The Guardian</i> , 19 June. Available at: <a href="http://www.guardian.co.uk/world/cartoon/2008/jun/19/steve.bell.afghanistan.troops">http://www.guardian.co.uk/world/cartoon/2008/jun/19/steve.bell.afghanistan.troops</a> (Accessed: 2 July 2012)	Enter <i>Cartoon</i> in square brackets in the <b>Title Supplement</b> field.
18.10	Comic Strips	Journal Article	('The menace heptatholon', 2012)	'The menace heptatholon' (2012), <i>The Beano</i> , (25 August), pp. 30–31	
18.11	Posters	Book	(Chagall, no date)	Chagall, M. (no date) <i>Le violoniste</i> [Poster]. (84cm x 48cm/33" x 19")	Enter the medium in square brackets and the demensions in the <b>Title Supplement</b> field.
18.12	Postcards	Book	(Corrance, no date)	Corrance, D. (no date) <i>Gairloch, Wester Ross</i> [Postcard]. Scotland: Stirling Gallery	Enter the medium in square brackets in the <b>Title Supplement</b> field.

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
18.13a	<i>Ordnance Survey maps</i>	Map	(Ordnance Survey, 2002)	Ordnance Survey (2002) <i>Preston and Blackpool</i> , sheet 102, 1:50,000. Southampton: Ordnance Survey (Landranger series)	Enter the sheet number and scale in the <b>Title Supplement</b> field. Enter the series information in the <b>Additions</b> field.
18.13b	<i>Geological Survey maps</i>	Map	(Ordnance Survey, 1980)	Ordnance Survey (1980) <i>Bellingham (solid)</i> , sheet 13, 1:50,000. Southampton: Ordnance Survey (Geological Survey of Great Britain [England and Wales])	See 18.13a
18.13c	<i>Online maps</i>	Map	(Ordnance Survey, 2008)	Ordnance Survey (2008) 'Tiddenfoot Lake', Tile sp92sw, 1:10,000. Available at: <a href="http://edina.ac.uk/digimap/">http://edina.ac.uk/digimap/</a> (Accessed: 3 May 2012)	See 18.13a
19.1	<i>Concerts</i>				Could not be displayed as requested by the authors.
19.2	<i>Dance</i>				Could not be displayed as requested by the authors.
19.3	<i>Plays</i>				Could not be displayed as requested by the authors.
20.1a	<i>Radio programmes</i>	Radio or TV broadcast	( <i>Today</i> , 2008)	<i>Today</i> (2008) BBC Radio 4, 15 August	
20.1b	<i>Radio programmes heard on the internet</i>	Radio or TV broadcast	( <i>Redesigning the human body</i> , 2006)	<i>Redesigning the human body</i> (2006) BBC Radio 4, 25 September. Available at: <a href="http://www.bbc.co.uk/radio4/redesigninghumanbody">http://www.bbc.co.uk/radio4/redesigninghumanbody</a> (Accessed: 15 June 2012)	
20.2a	<i>Television programmes</i>	Radio or TV broadcast	( <i>The Apprentice</i> , 2012)	<i>The Apprentice</i> (2012) BBC One Television, 23 June	
20.2b	<i>Episodes of a television series</i>	Radio or TV broadcast	('Asylum of the Daleks', 2012)	'Asylum of the Daleks' (2012) <i>Doctor Who</i> , Series 33, episode 1. BBC One Television, 1 September	Enter the series title in the <b>Title</b> field. Enter the episode title in the <b>Subtitle</b> field. Enter the series and episode numbers in the <b>Title Supplement</b> field.
20.2c	<i>Television programmes/series on DVD</i>				Could not be displayed as requested by the authors.
20.2d	<i>Separate episodes from DVD box-sets</i>				Could not be displayed as requested by the authors.
20.2.e	<i>Television programmes viewed on the internet</i>	Radio or TV broadcast	( <i>Grand Designs</i> , 2011)	<i>Grand Designs</i> (2011) Channel 4 Television, 28 September. Available at: <a href="http://www.channel4.com/programmes/grand-designs/episode-guide/series-7/episode-30">http://www.channel4.com/programmes/grand-designs/episode-guide/series-7/episode-30</a> (Accessed: 15 January 2012)	Enter the series title in the <b>Title</b> field. Enter the episode title in the <b>Subtitle</b> field. Enter the series and episode numbers in the <b>Title Supplement</b> field.

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
20.3	Audio/video downloads	Audio or video document	(The Civil Wars, 2012)	The Civil Wars (2012) <i>Barton Hollow</i> . Available at: <a href="http://www.myplaydirect.com/the-civil-wars">http://www.myplaydirect.com/the-civil-wars</a> (Downloaded: 5 August 2012)	
20.4	Music or spoken word recordings on audio CDs or vinyl	Audio or video document	(Jessie J, 2012)	Jessie J (2012) <i>Domino</i> [CD]. New York: Universal Republic Records	Enter <i>CD</i> or <i>Vinyl</i> in the <b>Storage medium</b> field.
	... referring to one track on a CD or vinyl album	Audio or video document	Carpenter's ... (2004)	Carpenter, M.C. (2004) 'My heaven', <i>Between here and gone</i> [CD]. New York: Columbia Records	
20.5	Music or spoken word recordings on audio cassettes	Audio or video document	( <i>It's your choice: selection skills for managers</i> , 1993)	<i>It's your choice: selection skills for managers</i> (1993) [Audio cassette]. London: Video Arts	Enter <i>Audio cassette</i> in the <b>Storage medium</b> field.
20.6	Liner notes				Could not be displayed as requested by the authors.
20.7	Lyrics from songs/hymns	Book	Lennon and McCartney (1966)	Lennon, J. and McCartney, P. (1966) <i>Paperback writer</i> . Liverpool: Northern Songs Ltd	
20.8	Musical scores				Could not be displayed as requested by the authors.
20.9a	Films/movies	Movie	( <i>Fahrenheit 9/11</i> , 2004)	<i>Fahrenheit 9/11</i> (2004) Directed by Michael Moore [Film]. Santa Monica, Calif: Lions Gate Films	
20.9b	Films on DVD/Bluray	Movie	( <i>The Matrix reloaded</i> , 2003)	<i>The Matrix reloaded</i> (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles: Warner Brothers Inc.	See Citavi > Lists > Persons and Organizations > Wachowski > Notes
20.9c	Directors' commentaries on DVD/Bluray				Could not be displayed as requested by the authors.
20.9d	Interviews with film directors				Could not be displayed as requested by the authors.
20.9e	Films on video cassettes	Movie	( <i>The Lord of the Rings: the two towers</i> , 2003)	<i>The Lord of the Rings: the two towers</i> (2003) Directed by Peter Jackson [Video cassette]. New York: New Line Productions Inc.	Enter <i>Video cassette</i> in the <b>Storage medium</b> field.
20.9f	Films on YouTube	Internet document	Leponline (2008)	Leponline (2008) <i>Ask the experts – plastering a wall</i> . Available at: <a href="http://www.youtube.com/watch?v=J9wpcellxCU">http://www.youtube.com/watch?v=J9wpcellxCU</a> (Accessed: 13 January 2013)	

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
20.10	<i>Podcasts</i>	Internet document	Verity <i>et al.</i> (2012)	Verity, A., Laurie, D., Clark, M. and Naylor, J. (2012) <i>Retail sales figures</i> [Podcast]. 4 September. Available at: <a href="http://www.bbc.co.uk/podcasts/series/money">http://www.bbc.co.uk/podcasts/series/money</a> (Accessed: 25 September 2012)	Enter <i>Podcast</i> in square brackets along with the post date in the <b>Title supplement</b> field.
	<i>... without author</i>	Internet document	(Oracle Business Sense, 2013)	Oracle Business Sense (2013) <i>Structure</i> [Podcast]. 12 June. Available at: <a href="http://www.guardian.co.uk/podcast/0,,329509709,00.xml">http://www.guardian.co.uk/podcast/0,,329509709,00.xml</a> (Accessed: 27 June 2013)	
20.11	<i>Phonecasts</i>	Internet document	( <i>A conversation with Mark Zuckerberg</i> , 2007)	<i>A conversation with Mark Zuckerberg</i> (2007). Available at: <a href="http://www.phonecasting.com/Channel/ViewChannel.aspx?id=1904">http://www.phonecasting.com/Channel/ViewChannel.aspx?id=1904</a> (Accessed: 11 July 2012)	
20.12	<i>Screencasts</i>	Internet document	( <i>Learning Rails the zombie way</i> , no date)	<i>Learning Rails the zombie way</i> (no date). Available at: <a href="http://www.rubyonrails.org/screencasts">http://www.rubyonrails.org/screencasts</a> (Accessed: 27 January 2013)	
20.13	<i>Vodcasts/vidcasts</i>	Internet document	(Walker and Carruthers, 2008)	Walker, A. and Carruthers, S. (2008) <i>Storage on your Network</i> [Vodcast]. Available at: <a href="http://www.labrats.tv/episodes/ep126.html">http://www.labrats.tv/episodes/ep126.html</a> (Accessed: 19 June 2012)	
20.14	<i>Microform</i>	Book	Fritsch (1987)	Fritsch, F.E. (1987) <i>The Fritsch collection: algae illustrations on microfiche</i> [Microfiche]. Ambleside: Freshwater Biological Association	Enter the medium in square brackets in the <b>Title Supplement</b> field.
21	<i>Newspaper Interview</i>	Interview material	Riley (2008)	Riley, B. (2008) 'The life of Riley'. Interview with Bridget Riley. Interview by Jonathan Jones for <i>The Guardian</i> , 5 July	Enter the publication or broadcast title in the <b>Storage medium</b> field.
	<i>Television Interview</i>	Interview material	(Blair, 2003)	Blair, A. (2003). Interview with A. Blair. Interview by Jeremy Paxman for <i>Newsnight, BBC Two Television</i> , 2 February	
	<i>Interview published on the internet</i>	Internet document	(Obama, 2008)	Obama, B. (2008). Interviewed by Terry Moran for <i>ABC News</i> , 19 March. Available at: <a href="http://abcnews.go.com/Nightline/Vote2008/Story?id=4480133">http://abcnews.go.com/Nightline/Vote2008/Story?id=4480133</a> (Accessed: 16 June 2008)	Enter the interview information (Here: 'Interviewed by Terry Moran for <i>ABC News</i> , 19 March.' in the <b>Title supplement</b> field.
22.1	<i>Lectures / seminars / webinars / PowerPoint presentations / videoconferences</i>	Lecture	(Brown, 2012)	Brown, T. (2012) <i>Contemporary furniture</i> [Lecture to BSc Design Year 4], <i>DE816: Design for Industry</i> . Northumbria University. 21 April	Enter the medium in the <b>Title supplement</b> field. Enter the module codes and module titles in the <b>Lecture series</b> field.
22.2	<i>Electronic discussion groups and bulletin boards</i>	Personal communication	(Peters, 2013)	Peters, W.R. (2013) International finance questions, <i>British Business School Librarians Group discussion list</i> , 11 March. Available email: <a href="mailto:lisbusiness@jiscmail.com">lisbusiness@jiscmail.com</a>	Enter the discussion group or bulletin board in the <b>Storage medium</b> field. Enter the available email in the <b>Mode</b> field.

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
22.3	<i>Entire discussion groups or bulletin boards</i>	Personal communication	<i>(Photography news list, 2013)</i>	<i>Photography news list</i> (2013). Available email: pnl@btinfo.net. (Accessed: 3 April 2013)	
22.4	<i>Press releases / announcements</i>	Press release	(Google Inc., 2012)	Google Inc. (2012) <i>Google Maps heads north ... way north</i> [Press release]. 23 August. Available at: <a href="http://www.google.com/intl/en/press">http://www.google.com/intl/en/press</a> (Accessed: 13 January 2013)	
22.5	<i>Leaflets</i>				Could not be displayed as requested by the authors.
22.6	<i>Advertisements</i>				Could not be displayed as requested by the authors.
22.7	<i>Display boards</i>				Could not be displayed as requested by the authors.
22.8	<i>Minutes of meetings</i>				Could not be displayed as requested by the authors.
22.9	<i>RSS feeds</i>	Internet document	(Durham University Library, 2012)	Durham University Library (2012) <i>Library east wing opens</i> [RSS] 23 April. Available at: <a href="https://www.dur.ac.uk/feeds/news/?section=14">https://www.dur.ac.uk/feeds/news/?section=14</a> (Accessed: 25 April 2012)	Type "[RSS]" (without quotation marks) and day/month in field <b>Title supplement.</b>
23	<i>Personal communications</i>	Personal communication	Walters (2012)	Walters, F. (2012) Conversation with John Stephens, 13 August	
24.1	<i>Birth, marriage and death certificates</i>	Archive material	('Amy Jane Bennett', 1874)	'Amy Jane Bennett' (1874) <i>Certified copy of birth certificate for Amy Jane Bennett, 10 April 1874</i> . Application number 4001788/C. Bristol Register Office	
24.2	<i>Wills</i>	Archive material	<i>(Will of Michael Doubleday of Alnwick Abbey, Northumberland, 1797)</i>	<i>Will of Michael Doubleday of Alnwick Abbey, Northumberland</i> (1797). The National Archives: Public Record Office. Catalogue reference: PROB/11/1290	
24.3	<i>Census</i>	Archive material	('Thomas Wilson', 1861)	'Thomas Wilson' (1861) <i>Census return for New Row, Willington, St Oswald subdistrict, County Durham</i> . Public Record Office. PRO RG9/3739, folio 74, p. 11 (2008). Available at: <a href="http://www.ancestry.co.uk/">http://www.ancestry.co.uk/</a> (Accessed: 23 July 2012)	
24.4	<i>Parish registers</i>				Could not be displayed as requested by the authors.

Chapter	Source type name in book	... in Citavi	In-text citation	Reference list (here without final period)	Notes
24.5	<i>Military records</i>	Archive Material	('Adam Herbert Wakenshaw VC', 2008)	'Adam Herbert Wakenshaw VC' (2008) <i>Commonwealth War Graves Commission casualty details</i> . Available at: <a href="http://www.cwgc.org/search/casualty_details.aspx?casualty=22127%2045">http://www.cwgc.org/search/casualty_details.aspx?casualty=22127%2045</a> (Accessed: 21 June 2012)	
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